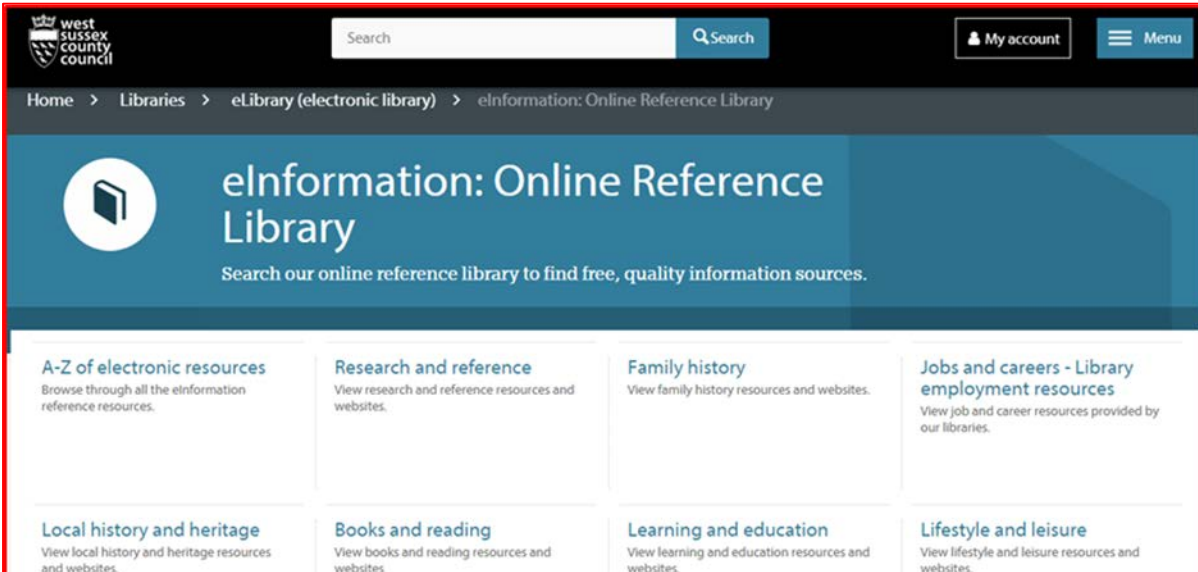


Help with COBRA

COBRA - The Complete Business Reference Adviser. A continually expanding business database with information about starting and running a small business. Access to around 4,000 factsheets, market reports, contacts, funding resources and help and support. You can access it in any West Sussex library and 24/7 from your computer, tablet or smartphone once you are a member.

How to use COBRA

Go to [eInformation: Online Reference Library](#) and click **A-Z of electronic resources**.



The screenshot shows the homepage of the West Sussex County Council's eInformation: Online Reference Library. At the top left is the council's logo. A search bar is located at the top center, and 'My account' and 'Menu' links are at the top right. The breadcrumb trail reads: Home > Libraries > eLibrary (electronic library) > eInformation: Online Reference Library. The main heading is 'eInformation: Online Reference Library' with a sub-heading: 'Search our online reference library to find free, quality information sources.' Below this are eight resource categories in a grid:

- A-Z of electronic resources**: Browse through all the eInformation reference resources.
- Research and reference**: View research and reference resources and websites.
- Family history**: View family history resources and websites.
- Jobs and careers - Library employment resources**: View job and career resources provided by our libraries.
- Local history and heritage**: View local history and heritage resources and websites.
- Books and reading**: View books and reading resources and websites.
- Learning and education**: View learning and education resources and websites.
- Lifestyle and leisure**: View lifestyle and leisure resources and websites.

Scroll down and click on COBRA

***COBRA** - The Complete Business Reference Adviser. It is a continually expanding business database with information about starting and running a small business with access to around 4,000 factsheets, market reports, contacts, funding resources and help and support.

If you are accessing COBRA from your own device you will first need to enter your Library Card Membership Number in the **Subscriber Login** box at the top right of the COBRA homepage.



If you are looking for information about a particular type of business you can type your keyword(s) into the **Search** box at the top right of the COBRA homepage. Click on the green **Go** button to search.



If you don't have a particular business idea in mind you can browse the **Business Opportunity Profiles (BOP)** database that can be accessed from the column on the left hand side of the homepage.



Each **BOP** report has a wealth of detail including guidance on key skills, markets, issues of licensing, insurance and relevant legislation, together with links to key organisation websites. Click on the red title of a **BOP** to view it. All COBRA reports can be printed, saved or emailed.

The other key database within COBRA is the **Business Information Factsheets (BIF)**. These are reports that cover the basics of starting and running a business, such as opening a business bank account, introduction to PAYE and charging and accounting for VAT. Access them from the column on the left hand side of the COBRA homepage. Click on the red title of a **BIF** to view it.

The screenshot shows the COBRA website homepage. The header includes the COBRA logo (a colorful starburst) and the text 'COBRA COMPLETE BUSINESS REFERENCE ADVISER'. Below the header is a navigation bar with the date '28 August 2020' and a search bar with a 'Go' button. The main content area is titled 'Business Information Factsheets (BIFs)' and includes a sub-header 'Browse and select a factsheet from the list below.' There are three filter buttons: 'A-Z', 'Latest', and 'Topic'. A list of factsheets is displayed, each with a green dot, a title, and a date. The factsheets listed are:

ID	Title	Date	Print	PDF
BIF557	Moving Goods Between Great Britain and the EU from 2021	Aug 2020		
BIF556	Employers' Guide to the New Points-based Immigration System	Aug 2020		
BIF553	Coronavirus Job Retention Scheme	Aug 2020		
BIF235	Government Support for Exporters	Jul 2020		
BIF551	Applying for a Coronavirus Business Interruption Loan	Jul 2020		

COBRA has a wide range of additional information, such as **Local Area Profiles**, **Sectors guides**, a large **Business Legal Library** and more!

Other ways we can help you find the information that you need:

[Ask a Librarian](#)

[Local Clubs and Societies](#)

[Family History](#)

[Local History](#)

[Business](#)

[Homework and Research](#)

This guide has been produced by West Sussex County Council Library Service © 2020.