Item #7

ACT Database Input Tips



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Contact	Salutation Mr. Hersey ID/Status UNDELIVERABLE	
Contains:	Title City Washington Referred By	Remove Delete Record
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More Options	Phone 202-962-3383 Ext ZIP Code 20002-4239	_
Related Tasks	Level Web Site www.commuterconnections.org	
View All Contacts Write Letter	Fax (202) 962-3218 DUNS Rep- Phone	
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		Mr. Mark Hersey

Starting off

- Simple Must Haves
 - 1. Actual Name, a title is not a person
 - 2. Address, including zip
 - 3. Employee total
 - 4. phone number

Helpful information for the Representative

- Website helpful for updates (such as address change)
- Email extremely helpful for outreach
- Current programs a snapshot of programs now at worksite
- Jurisdiction great for sorting searches
- Rep and rep's phone #

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More Options	Department State DC Jurisdiction District of Columbia Phone 202-962-3383 Ext ZIP Code 20002-4239
Related Tasks	Level 4 Web Site www.commuterconnections.org
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Lookup: All Contacts	Notes: 17 Mr. Mark Hersey

Benefits

- If a transit benefit is offered, include start date, type of benefit, participants and amount
- If a telework program is offered indicate formal or informalinclude start date and participants
- Shuttle start date
- Company vanpool start date
- Info display installation date
- Bike benefit and participants
- Compressed workweek type (9/80 or 4/40) and participants
- Electric Charging # and type

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Go	Department State DC Jurisdiction District of Columbia	
More Options	Phone 202-962-3383 Ext ZIP Code 20002-4239 Representative	
Related Tasks	Level Web Site www.commuterconnections.org	
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History of programs

- This tab is available to see when the programs were counted in the TERM analysis
- A valuable piece of information on employers who may have discontinued programs

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Survey Information

- When a survey is completed by the employer this is a repository of results
- SOV, AVO, SOV- valuable information for measuring impacts of alternative commutes to the worksite.