Item #7

#### ACT Database Input Tips



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Lookup		Conformity
Contact Field:	Company <u>MWCOG</u> Address 777 N Capitol St NW, Suite 300 E-mail mhersey@mwcog.org	Status
Contact	Salutation Mr. Hersey ID/Status UNDELIVERABLE	
Contains:	Title City Washington Referred By	Remove Delete Record
Go		
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	
Print Current Screen		
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Schedule Activity Series	Empl- Total Available Transportation	
Add Contact to Group Relate to Another Contact		•
View Groups/Companies		
Manage Smart Tasks	Support programs   Web Info   Activities   Relationships   Social Updates   Marketing Results   Notes   History   Documents   Groups/Companies   Contact Info   Telework VAI   Benefits offered   Additional Benefits   History of Programs   Survey Data   Live Near Your Work   Bi	ill 3202 Secondary Contacts
		In S202   Secondary contacts
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Opportunities		
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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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Lookup	Conformity
Contact Field:	Company <u>MWCOG</u> Address 777 N Capitol St NW, Suite 300 E-mail <u>mhersey@mwcog.org</u> Status
Contact	Contact Mr. Mark Hersey ID/Status UNDELIVERABLE
Contains:	Salutation     Mr. Hersey     Referred By     Remove Delete       Title     City     Washington     Referred By
Go	Vasnington
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
View All Contacts	Rep. Phone
Write Letter Print Current Screen	Fax (202) 962-3218 DUNS
Print Mailing Labels & Envelopes	Current Programs
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Add Contact to Group	Empl- Total Available Transportation
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Manage Smart Tasks	
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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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Lookup	Company MWCOG Address 777 N Capitol St NW, Suite 300 E-mail mhersey@mwcog.org Status	
Contact Field:		
Contact	Salutation Mr. Hersey ID/Status UNDELIVERABLE Remove Delete	
Contains:	Title City Washington   Referred By  Referred By  Record	
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	
View All Contacts Write Letter	Fax (202) 962-3218 DUNS	
Print Current Screen	Current Programs	
Print Mailing Labels & Envelopes Modify Layout	Compressed Wk;Formal Telework;Metrochek	
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Lookup: All Contacts	Notes: 8 Mr. Mark Hersey	

## 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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Calendar		
Task List		
Opportunities		
Reports		
Dashboard		
Search		
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	Notes: 8	Mr. Mark Hersey

#### **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.