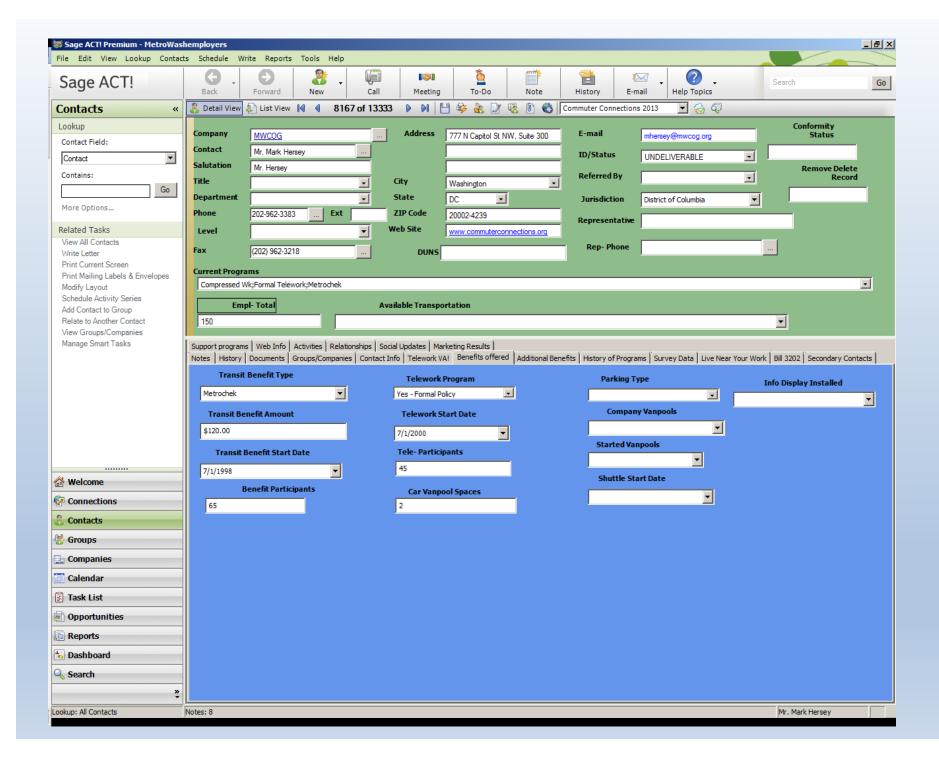
ACT Database Input Tips



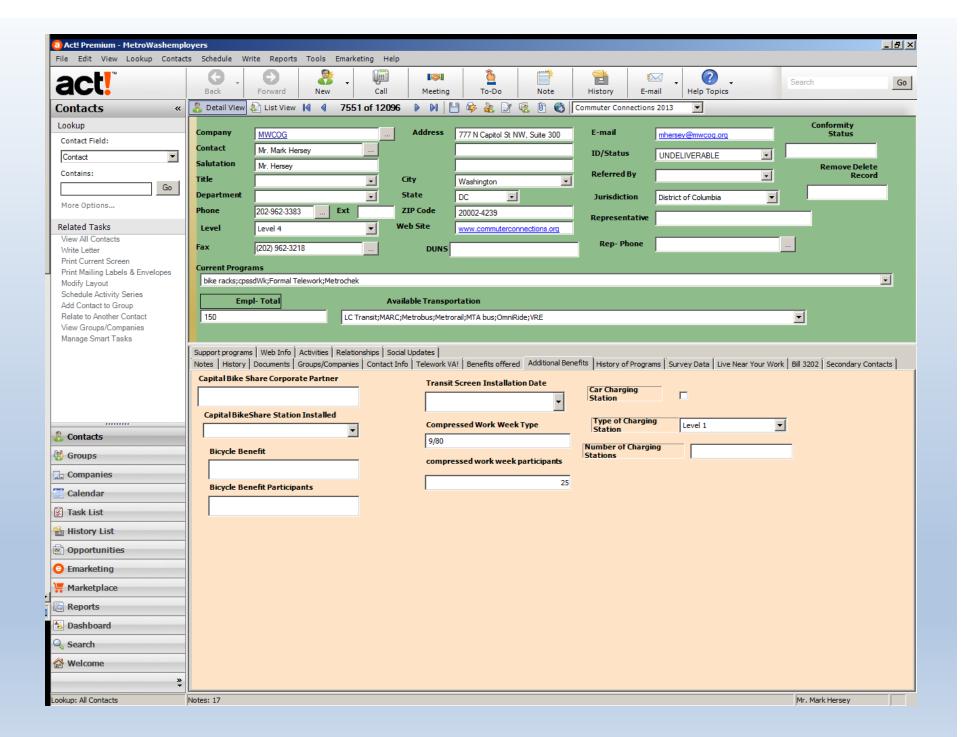


Starting off

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

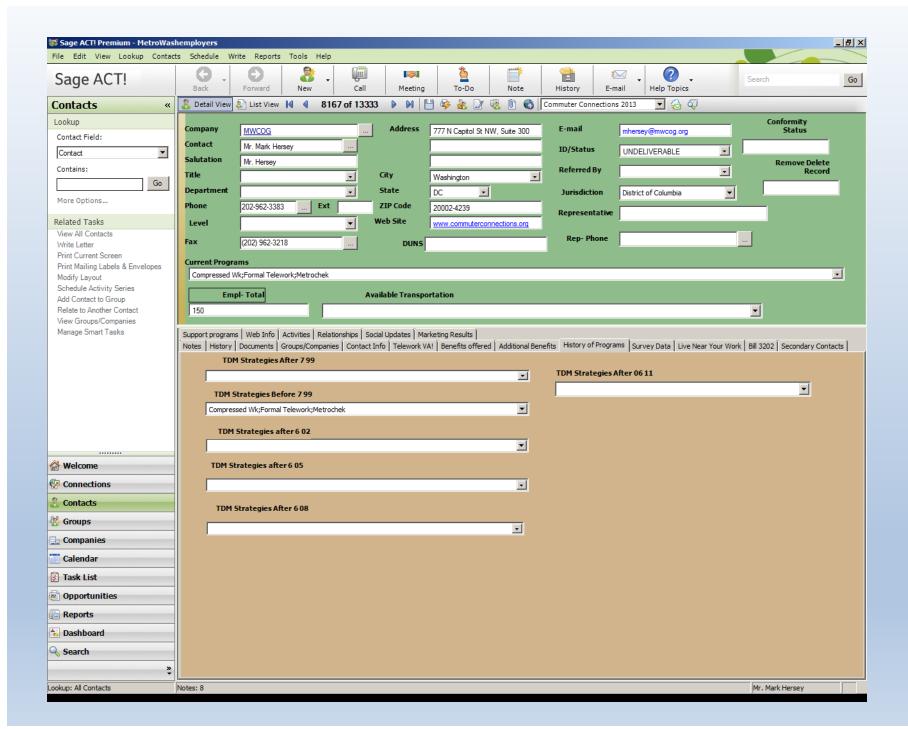
Helpful information for the Representative

- 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 #



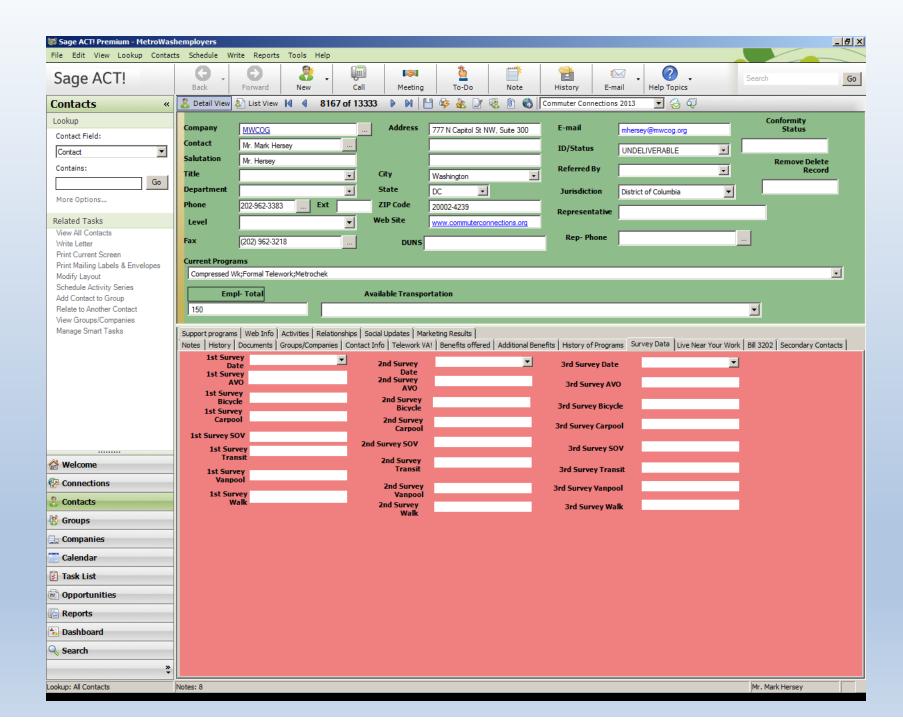
Benefits

- If a transit benefit is offered, include start date, type of benefit, participants and amount
- If a telework program is offered indicate formal or informal include 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



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



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.

Returns

- Each Quarter Commuter Connections sends out paper newsletters
- On average out of 5,000 mailed around 350 to 600 are returned
- Double checking information
- Maintenance and data integrity
- TERM Evaluation is this year (fiscal year 17)