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Introduction



Filling big shoes 😊

- Sarah McGowan, TDM Manager
- Getting to know a new jurisdiction
- Good data helps!

A database is only as good as its data!



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What I love about the ACT database

- Notes!
- Sorting features:
 - By level
 - By zip code

But wait, there's more to love!



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- Sorting features:
 - By zip code/street
 - Excel download – sort by street
- Management tool

The big clean up!

Intended use vs reality

- Collecting data
- Client management
- Meeting both needs



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A few clean-up tips

- Company website
 - HR, Office manager
 - Benefits
 - Job position description
- Google maps/site visit



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Success!



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Thank you!

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