



## TORONTO APPLIED SYSTEMS CLIENT NETWORK

Wednesday, June 15th – 1:00 PM to 3:30 PM

Weston Golf & Country Club  
50 St. Philip's Road, Toronto

### AGENDA

1:00- 3:30

**Cleaning Up Your TAM System Data**  
**Sandy Oliver, AIS Technology**

Please join us as ASCnet Certified Presenter Sandy Oliver presents "Cleaning Up Your TAM System Data".

**Course Description:**

This 2 part series will focus first on the importance of clean default codes. How can we implement procedures and at the same time ignore the garbage that is there? We must provide TAM end users with valid default lists. Using an excel workbook file, we will demonstrate how to identify all default codes and plan/implement changes. In the second part of the series, we will focus on the Client/Files' data screens that are impacted by the default codes as well as poor data entry. We will review reports, searches, and excel tools that can assist in the data clean-up process.

**Presenter Bio:**

**Sandy Oliver** has been in the computer consulting industry for over 10 years in software training, desktop and server support, project management and more. In her current position at AIS Technology, she provides IT support, agency management training, paperless workflow design and project coordination for over 150 Independent Insurance Agencies nationwide. She is certified in both Microsoft and Citrix technologies and is a volunteer ASCnet Master Presenter. Sandy's office is based out of Germantown, Wisconsin.

**Directions to Weston Golf Club:**

- exit Highway 401 east or westbound at Weston Road (first exit west of Hwy 400)
- go south on Weston Road
- keep to the right, turning onto St. Phillip's just after going under the railway overpass
- the entrance to Weston Golf Club is on the right about 100 feet after crossing the bridge
- follow the signs and park at the back of the building

**Like our other half-day meetings, this meeting is open to all members, and there is no cost.**

**RIBO Hours will be available.**

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