

Downloading Files from GamingDirectory.com

You may download files from GamingDirectory.com by selecting the “Download Data” option on the Output Format page.

Choosing a File Format

Once “Download Data” is selected, the page will refresh with a new set of options. The first of these is file format. You have a choice of MS Excel format or Comma-delimited Text format for your download file.

If you plan on using the file in Excel format, we recommend you download the Excel format specified in this application and not downloading the Comma-delimited Text format and converting it to Excel. Converting Comma-delimited Text files into Excel will require you to select appropriate data types for each column. Comma-delimited Text files are useful for importing the data into contact management software applications. Please refer to the importing data question on the FAQs page for more information on importing data from your download file.

Selecting the Data to Include in Your Download File

The next section you will see on the Output Format page if you have chosen to Download Data is the “Data to Include:” section. Here you can choose to download data for “Properties Only”, “Owners Only”, or for “Properties and Owners”, and then you may choose whether or not you would like to include Executive Contact Data.

If you choose “Properties Only” and choose not to include Executive Contact Data you will get a download file with one record/row for each gaming property with a general property contact. If you choose to include Executive Contact Data, you will get a separate record/row for each gaming executive contact with all of the property details included in each record/row. The same logic applies to the “Owners Only” option except the data you see in your download file refers to property owner businesses and Native American tribes that own properties and their associated contacts.

If you choose “Properties and Owners” and you choose to include Executive Contact Data, you will get a separate row for each executive contact at the property level and at the owner level with all property details included for each gaming property executive contact and owner organization details included for each gaming property owner executive contact. You may distinguish between types of records by looking at the value shown in the “RecordType” field, which is the first column of data included in the download file. See the description of this field in Table A below.

Filling in Missing Records

The final option you see when you select “Download Data” is a checkbox allowing you to choose to “Always output an executive record for specified properties with no selected executives” and then you are prompted to enter a title to use for these records.

If you are searching for executive contacts and wish to include Executive Contact Data in your download file, you will only receive records for the contacts at properties and/or owner businesses for which we have named executive contacts. Checking this check box will give you a record for every property or owner business that meets your search criteria whether or not we have an executive contact for that particular organization in our database. For example, if you are

searching for “Marketing” executives at all properties in “Nevada” and you’ve chosen to include Executive Contact Data, you can check the checkbox to “always output a record” and enter “Marketing Director” in the title field. Doing so will give you records for all contacts at properties who have named marketing executives AND new records that will have been created with a generic title of “Marketing Director” for any properties in Nevada for which we do not have a named marketing contact in the database.

Data Columns Contained in the Download File

Table A on the following page describes all the columns of data provided in files you download. Within each file the columns are ordered in the same sequence as they are listed in the table.

Rows within the file are sorted in ascending order based upon the values in the columns: (i) Country, (ii) StateLong, (iii) Company, (iv) ResponsibilityOrder, (v) LastName, and (vi) FirstName.

The values included in each column of the download file depend upon the data you select. Please refer to Table B for a breakdown of the data provided for each Record Type – including “Gaming Properties”, “Gaming Property Contacts”, “Property Owners”, and “Property Owner Contacts.” Columns without a checkmark are still present in a data table for that Record Type, but do not contain any actual data.

Table A: Data Table Column Descriptions

The following table describes the contents of the columns in the data table downloads on *Casino City's GamingDirectory.com* online service. Table B shows which columns contain data in each of the data tables.

Column Name	Column Description
RecordType	Indicates the type of record. A value of "Gaming Property" indicates the record is a land-based casino or a card room, horse track, dog track, horse track racino, dog track racino, riverboat casino, casino cruise, cruise ship, or Jai Alai fronton. A value of "Gaming Property Contacts" indicates the record is an executive contact at any of the gaming property types listed above. A value of "Property Owners" indicates the record is a property owner organization whether commercially owned or Native American owned. A value of "Property Owner Contacts" indicates the record is an executive contact at the owner organization or Native American tribe level for Indian gaming properties.
Company	The name of the gaming property or gaming property owner.
Address1	The first line of the mailing address of the company.
Address2	The second line of the mailing address of the company.
Address3	The third line of the mailing address of the company. This line is present only if it contains the post office box of the company and the first two lines contain the physical address of the company.
City	The mailing address city of the company.
State	The mailing address state in the United States, province in Canada, island in the Caribbean, region in the United Kingdom and state in Australia of the company. State and province names are abbreviated using standard abbreviations. Island and region names are spelled out fully. Island names are included only for Caribbean countries that contain several islands.
StateLong	The mailing address state in the United States, province in Canada, island in the Caribbean, region in the United Kingdom and state in Australia of the company. State, province, island and region names are spelled out fully. Island names are included only for Caribbean countries that contain several islands.
PostalCode	The mailing address postal code of the company. Within the United States a dash is included after the first five digits of the zip code when a nine-digit zip code is provided. Within Canada a space separates the first three characters of the postal code from the last three characters.
PostalCodePlacement	Indicates the location in the mailing address where the postal code is placed when a postal code is provided as part of the mailing address. Contains the value "After State" for mailing addresses in countries such as the United States and Canada where the postal code is placed after the city and any state name, and the value "Before City" in countries such as France and Germany where the postal code is placed before the city name.
Country	The mailing address country of the company. The country name is fully spelled out.
PhysicalAddress1	The first line of the physical address of the company.

Column Name	Column Description
PhysicalAddress2	The second line of the physical address of the company.
PhysicalCity	The physical address city of the company.
PhysicalState	The physical address state in the United States, province in Canada, island in the Caribbean, region in the United Kingdom and state in Australia of the company. State, province, island and region names are spelled out fully. Island names are included only for Caribbean countries that contain several islands.
PhysicalPostalCode	The physical address postal code of the company. Within the United States a dash is included after the first five digits of the zip code when a nine-digit zip code is provided. Within Canada a space separates the first three characters of the postal code from the last three characters.
PhysicalPostalCodePlacement	Indicates the location in the physical address where the postal code is placed when a postal code is provided as part of the physical address. Contains the value "After State" for physical addresses in countries such as the United States and Canada where the postal code is placed after the city and any state name, and the value "Before City" in countries such as France and Germany where the postal code is placed before the city name.
PhysicalCountry	The physical address country of the company. The country name is fully spelled out.
Longitude	The longitude is the location, in decimal degrees, of the property east or west of the prime meridian. Negative values represent locations to the west of the prime meridian and positive numbers represent locations to the east of the prime meridian.
Latitude	The latitude is the location, in decimal degrees, of the property north or south of the equator. Negative values represent locations to the south of the equator and positive numbers represent locations to the north of the equator.
LocationPrecision	The location precision is the precision to which the longitude and latitude have been assigned. A value of "Building" indicates that the location has been assigned to the coordinates of the property's building. A value of "Street" indicates that the location has been assigned to the street address of the property. A value of "Postal Code" indicates that the location has been assigned to the center of the postal code in which the property is located. A value of "City" indicates that the location has been assigned to the center of the city in which the property is located. A value of "State" indicates that the location has been assigned to the center of the state in which the property is located.
Phone	The main telephone number of the company. Additional detail on the format of telephone numbers can be found in Appendix A.
Fax	The fax telephone number of the company. Additional detail on the format of telephone numbers can be found in Appendix A.
FaxDigits	The digits of the fax telephone number of the company. The number begins with the country code (the digit one within the North American calling area) and excludes any punctuation characters such as parentheses, dashes, or blanks. This form of the fax number is suitable for use with fax services such as efax.com.

Column Name	Column Description
TollFree	The toll-free telephone number of the company. Toll-free telephone numbers may not work from all calling areas. Additional detail on the format of telephone numbers can be found in Appendix A.
PropertyStatus	The status of a gaming property. A value of “Open” indicates the property is open. A value of “Under Construction” indicates the property is under construction and has not yet opened. A value of “Planned” indicates the property is in the planning stages but that construction has not begun. A value of “Temporarily Closed” indicated the property is currently closed, but was previously open and is expected to reopen again, frequently after completion of renovations or repairs.
Hours	The hours of operation for a gaming property.
GameList	A list of the games offered by a gaming property. Multiple games can be listed, separated from each other by a comma followed by a space. The list of games can be found in Appendix C.
RestaurantList	A list of the restaurants and food and beverage outlets at a gaming property. The cuisine may be included within parentheses following the restaurant name. Multiple restaurants can be listed, separated from each other by a comma followed by a space.
VenueList	A list of the entertainment venues at a gaming property. The facility type may be included within parentheses following the venue name. Multiple venues can be listed, separated from each other by a comma followed by a space.
AttractionList	A list of attractions at a gaming property. The attraction type may be included within parentheses following the attraction name. Multiple attractions can be listed, separated from each other by a comma followed by a space.
GamingMachines	The number of slot machines, video lottery devices, and similar devices available at a gaming property. A value of zero indicates that no devices are available or that the number of devices is not available.
TableGames	The number of table games available at a gaming property excluding any poker tables. A value of zero indicates that no table games are available or that the number of table games is not available.
PokerTables	The number of poker tables available at a gaming property. Only poker games that are not house-banked are included. A value of zero indicates that no poker tables are available or that the number of poker tables is not available.
BingoSeats	The number of bingo seats available at a gaming property. A value of zero indicates that bingo is not available or that the number of bingo seats is not available.
Sportsbook	Indicates whether or not a gaming property is known to have a sports book. A value of “Yes” indicates a property has a sports book and value of “No” indicates otherwise.

Column Name	Column Description
Racebook	Indicates whether or not a gaming property is known to have a race book. A value of “Yes” indicates the property has a race book and a value of “No” indicates otherwise. For tracks a value of “Yes” indicates the track offers simulcasting of races at other tracks.
CasinoSquareFootage	The square footage of the casino gaming area of a gaming property. A value of zero indicates that there is not a casino gaming area or that the square footage of the casino gaming area is not available.
ConventionSquareFootage	The square footage of the convention area of a gaming property. A value of zero indicates that there is no convention area or that the square footage of the convention area is not available.
Rooms	The number of hotel rooms available at a casino-hotel, or the number of cabins on a cruise ship with gaming facilities. A value of zero indicates that there are no hotel rooms or cabins or that the number of hotel rooms or cabins is not available.
Restaurants	The number of restaurants and other dining facilities available at a gaming property. A value of zero indicates that there are no restaurants or that the number of restaurants is not available.
EntertainmentVenues	The number of entertainment venues available at a gaming property. A value of zero indicates that there are no entertainment venues or that the number of entertainment venues is not available.
ParkingSpaces	The number of parking spaces available at a gaming property. A value of zero indicates that the number of parking spaces is not available.
Employees	The number of employees at a gaming property. For a cruise ship, the crew size is used if the number of employees is not available. A value of zero indicates that neither the number of employees nor the crew size is available.
PropertiesOwned	The number of gaming properties owned by a gaming property owner.
StockSymbol	The stock symbol of the company if it is publicly traded.
WebSite	The website address of the company. The prefix “http://” is not included as part of the website address.
Email	The e-mail address of the company.
NativeAmerican	Indicates if a Native American tribe or First Nation owns a gaming property or if a gaming property owner is a Native American tribe or First Nation. A value of “Yes” indicates Native American tribe or First Nation ownership and a value of “No” indicates otherwise. For agencies and commissions a value of “Yes” indicates the company is a tribal gaming commission.

Column Name	Column Description
PropertyType	Indicates the type of gaming property. A value of “Casino” indicates land-based casinos, card rooms, and riverboat casinos. A value of “Horse Track” indicates a horse track that does not offer casino gaming and a value of “Horse Track Racino” indicates a horse track that offers casino gaming. A value of “Dog Track” indicates a dog track that does not offer casino gaming and a value of “Dog Track Racino” indicates a dog track that offers casino gaming. A value of “Casino Cruise” indicates an ocean-based cruise to nowhere offering casino gaming and a value of “Cruise Ship” indicates a cruise ship offering casino gaming. A value of “Jai-Alai Fronton” indicates a jai-alai fronton. A value of “Online” indicates an online gaming site including online casinos, poker, bingo, sports books, and lotteries.
Salutation	The salutation of an executive contact. Common values include “Mr.,” “Ms.,” “Miss,” “Mrs.,” and “Dr.”
FirstName	The first name of an executive contact.
MiddleName	The middle name or middle initial of an executive contact.
LastName	The last name of an executive contact.
NameSuffix	The name suffix of an executive contact. Common values include “Jr.” and “Sr.”.
Title	The short title of an executive contact. Short titles are derived from long titles by replacing specific words and phrases with abbreviated versions of the words or phrases. Examples include “Dir” for “Director”, “VP” for “Vice President”, “CEO” for “Chief Executive Officer”, and “&” for “and”. A complete list of abbreviations used in the transformation of long titles to short titles can be found in Appendix D.
TitleLong	The long title of an executive contact. Long titles for gaming property contacts and gaming property owner contacts do not use any form of abbreviation. Long titles for other types of contacts may contain abbreviations.
Responsibilities	An executive contact’s areas of responsibility, or departments. Multiple departments can be listed, separated from each other by a comma followed by a space. A complete list of department values can be found in Appendix B.

Column Name	Column Description
ResponsibilityOrder	A number representing the responsibility order of an executive contact within a company. If there is a single executive contact for a gaming property or gaming property owner, then that executive will always have a responsibility order value of 1. If there are two or more executives, then one executive will have a responsibility order value of 1 and the other executives will have responsibility order values of 2, 3, and so on. Executives with titles believed to indicate a greater level of responsibility are assigned smaller responsibility order values so sorting executives in ascending order by their responsibility order value will place the highest ranking executives first. For example, a president is always given a smaller responsibility order value than a vice president, and a vice president is always given a smaller responsibility order value than a manager. If two titles are viewed as representing the same level of responsibility, they will be assigned different but adjacent responsibility order values. Responsibility order values can be used to select a specific number of executive contacts based on their relative level of responsibility.
PropertyOwnerName	The name of a gaming property owner or a management company responsible for a gaming property. Multiple property owner and management company names can be listed, separated from each other by a comma and a space, in the GamingProperties and GamingPropertyContacts tables.
PropertyId	The identification number used for a gaming property by Casino City Press.
OrganizationId	The identification number used for a gaming property owner by Casino City Press.
ContactId	The identification number used for an executive contact by Casino City Press.

Table B: Data Table Column Summary and Row Order

The following table shows the columns of data that are included in files you download from *Casino City's GamingDirectory.com* online service and the values present for each of the four Record Types you can choose. The four types include "Gaming Properties", "Gaming Property Contacts", "Property Owners", and "Property Owner Contacts." Columns without a checkmark are still present in a data table for that Record Type, but do not contain any actual data.

Column Name	Type	Gaming Properties	Gaming Property Contacts	Property Owners	Property Owner Contacts
RecordType	Text	✓	✓	✓	✓
Company	Text	✓	✓	✓	✓
Address1	Text	✓	✓	✓	✓
Address2	Text	✓	✓	✓	✓
Address3	Text	✓	✓	✓	✓
City	Text	✓	✓	✓	✓
State	Text	✓	✓	✓	✓
StateLong	Text	✓	✓	✓	✓
PostalCode	Text	✓	✓	✓	✓
PostalCodePlacement	Text	✓	✓	✓	✓
Country	Text	✓	✓	✓	✓
PhysicalAddress1	Text	✓	✓	✓	✓
PhysicalAddress2	Text	✓	✓	✓	✓
PhysicalCity	Text	✓	✓	✓	✓
PhysicalState	Text	✓	✓	✓	✓
PhysicalPostalCode	Text	✓	✓	✓	✓
PhysicalPostalCodePlacement	Text	✓	✓	✓	✓
PhysicalCountry	Text	✓	✓	✓	✓
Longitude	Number	✓	✓		
Latitude	Number	✓	✓		
LocationPrecision	Text	✓	✓		
Phone	Text	✓	✓	✓	✓
Fax	Text	✓	✓	✓	✓
FaxDigits	Text	✓	✓	✓	✓
TollFree	Text	✓	✓	✓	✓
PropertyStatus	Text	✓	✓		
Hours	Text	✓	✓		
GameList	Text	✓	✓		
RestaurantList	Text	✓	✓		
VenueList	Text	✓	✓		
AttractionList	Text	✓	✓		
GamingMachines	Number	✓	✓		
TableGames	Number	✓	✓		
PokerTables	Number	✓	✓		
BingoSeats	Number	✓	✓		
Sportsbook	Text	✓	✓		

Column Name	Type	Gaming Properties	Gaming Property Contacts	Property Owners	Property Owner Contacts
Racebook	Text	✓	✓		
CasinoSquareFootage	Number	✓	✓		
ConventionSquareFootage	Number	✓	✓		
Rooms	Number	✓	✓		
Restaurants	Number	✓	✓		
EntertainmentVenues	Number	✓	✓		
ParkingSpaces	Number	✓	✓		
Employees	Number	✓	✓		
PropertiesOwned	Number			✓	✓
StockSymbol	Text			✓	✓
WebSite	Text	✓	✓	✓	✓
Email	Text	✓	✓	✓	✓
NativeAmerican	Text	✓	✓	✓	✓
PropertyType	Text	✓	✓		
Salutation	Text	✓	✓	✓	✓
FirstName	Text	✓	✓	✓	✓
MiddleName	Text	✓	✓	✓	✓
LastName	Text	✓	✓	✓	✓
NameSuffix	Text	✓	✓	✓	✓
Title	Text	✓	✓	✓	✓
TitleLong	Text	✓	✓	✓	✓
Responsibilities	Text	✓	✓	✓	✓
ResponsibilityOrder	Number		✓		✓
PropertyOwnerName	Text	✓	✓		
PropertyId	Number	✓	✓		
OrganizationId	Number			✓	✓
ContactId	Number	✓	✓	✓	✓

Appendix A: Telephone Numbers

Many of the telephone numbers included in *Casino City's GamingDirectory.com* online service are in the North American calling area. In the data tables these telephone numbers are typically formatted as a three-digit area code within parentheses, followed by a space, followed by a three-digit telephone exchange, followed by a dash, followed by the final four digits of the telephone number. These numbers can be called from within the North American calling area by dialing 1 followed by the telephone number. Outside the North American calling area the locally defined sequence of digits required to make international calls must be dialed first, followed by the country code for the North American calling area, which is the digit 1, followed by the ten-digit telephone number.

Many telephone numbers are also provided for gaming properties and organizations that are not in the North American calling area. Telephone numbers outside the North American calling area are formatted in the data files with a leading plus sign (“+”), followed by the country code, followed by the telephone number within the country punctuated in accordance with local conventions. The number of digits in such telephone numbers varies based on the length of the country code and the length of telephone numbers within the country. These numbers can be called from within the North American calling area by dialing 011 followed by the telephone number provided. Outside the North American calling area, the locally defined sequence of digits required to make international calls must be dialed first, followed by the telephone number provided.

Appendix B: Department Responsibility Categories

The Responsibilities column specifies the department or area of responsibility for gaming property and gaming property owner executive contacts using the following values. When more than one responsibility applies to a contact, a comma followed by a space is used to separate responsibilities.

Affiliate Management	H.R.	Purchasing
Beverage	Hotel	Race Book
Bingo	Internal Audit	Racing Ops
Board Member	Keno	Retail Ops
Cage	Legal Counsel	Risk Mgmt
Casino Ops	M.I.S.	Sales
Compliance	Management	Security
Conventions	Marketing	Simulcasting
Entertainment	Mutuels	Slots
Events	Officer	Sports Book
Facilities	Other	Surveillance
Finance	Player Dev	Unknown
Food	Poker	Wardrobe
Games	Prop Design	
Gift Shop	Publicity	

Appendix C: Games

The GameList column contains a list of the games available at a gaming property. The following list shows the values that may be specified. When more than one game is specified, a comma followed by a space is used to separate games.

2 Run 21	Caribbean Stud Poker	Friendly Craps	Blackjack
21 Madness	Casino Stud Poker	Fruit Wheel	No Limit Hold'em
21 Superbucks	Casino War	Fun 21	Oasis Poker
21st Century	Catch a Wave	Game 23	Oasis Stud Poker
Blackjack	Chemin de Fer	German Roulette	Omaha
2nd Chance Poker	Chinese Roulette	Gin Rummy	Omaha Hi/Lo Hold'em
3 Card Baccarat	Chinese Sic Bo (Big-Small)	Tournaments	Omaha Hi/Lo Split
3 Card Poker	Chuck-A-Luck	Glucksrad	Omaha Hold'em
30-40	Crapless Craps	Gold Strike	Other Games
3-5-7 Poker	Crap	Grand Baccarat	Pai Gow Mania
4 Card Poker	Crazy 4 Poker	Hi/Lo Seven Card Stud Poker	Pai Gow Poker
5 Card Stud	Crazy Pineapple	Hi/Low	Pai Gow Tiles
7 1/2	Crown and Anchor	Hold'em	Pala Craps
7-27 Poker	Dealer's Choice	Hold'em High-Low Split	Pala Roulette
7-Card Stud Poker	Diamond Rush	Indian Dice	Pan 9 Fast
Aces Poker	Progressive Blackjack	Indian Ocean Stud	Pan Poker
Acey-Deucey	Dice	Jack Attack	Paplu
Admiral Multi	Double Deck and Shoe	Joker & Deuces Wild	Phil 'Em Up
Roulette	Double Deck	Poker	Pineapple
American Roulette	Blackjack	Le 23	Pitch Table Blackjack
Asian Stud	Double Down Stud	Let it Ride	Poker
Astro Roulette	Poker	Let It Ride Bonus	Poker CPL
Auto Roulette	Double Hand Poker	Limit Hold'em	Poker Plus
Baccarat	Double Odds Craps	Lowball	Pontoon
Backgammon	Draw Ante Poker	Lucky Ladies	Pool
Tournaments	Draw Poker	Mah Jong	Prize Wheel
Banque a tout va	Electronic Horse	Mah Jong Lucky 9	Progressive Blackjack
Big and Small	Racing	Manila Poker	Progressive Hold'em
Big Raise Hold'em	Electronic Roulette	Match the Dealer	Poker
Big Six	English Roulette	Midi-Baccarat	Progressive Poker
Billiards	European Roulette	Mini Craps	Progressive Texas
Blackjack	Extreme 21	Mini Pai Gow	Hold'em
Blackjack Press	Face Up Blackjack	Mini Poker	Punto Banco
Blackjack Switch	Fan Tan	Mini Punto Banco	Punto Banco 2000
Bonus 6 Poker	Five-Card Draw Poker	Mini-Baccarat	Raise'em Poker
Boule	Flush	Mini-Dice	Red Dog
Bridge Tournaments	Fortune Pai Gow	Money Wheel	Reef Routine
Brit Brag	Forty One	Multi-Action	Rommy Blackjack
California Blackjack	Four Deck Blackjack	Blackjack	Roulette
California Lowball	French Bank	Multicolor	Roulette Double
Canasta (Roulette)	French Boule	Multiple Action	Chance
Caribbean Poker	French Roulette		Roulette
Caribbean Stud			Royal Match

Rummy	Stud Poker	Touch-Screen Bingo	Tute
Russian Poker	Super Pan 9 Poker	Tre Card Poker	Two Up
Seven Eleven	Super Sevens	Treasury 21	Two-Way Monte
Sic Bo	Tai Sai	Treasury Wheel	Ultimate Texas Hold 'em
Single Deck Blackjack	Ten Times Odds Craps	Trente Quarante	Viking Poker
Six Card Poker	Texas Hold'em	Trijoker	War
Six Deck Blackjack	Texas Hold'em Bonus	Triple Action	West 7/11
Spanish 21	Texas Shootout	Blackjack	Wheel-of-Fortune
Stook	Touch Bet Roulette	Triple odds Craps	Wild Hold'em Fold'em

Appendix D: Short Title Abbreviations

The following table summarizes the abbreviations used to create short titles. Abbreviations are applied to a title in order from the top to the bottom of the list until the title does not exceed thirty-five characters in length, or until the list of abbreviations is exhausted.

Abbreviation	Full Text String	Abbreviation	Full Text String
Int'l	International	Planning	Strategic Planning
CFO	Chief Financial Officer	Treas	Treasurer
COO	Chief Operating Officer	Purch	Purchasing
CEO	Chief Executive Officer	Trans	Transportation
IT	Information Technology	Ctr	Center
Govt	Government	Conf	Conference
CAO	Chief Administrative Officer	F & B	Food and Bev
CIO	Chief Information Officer	Admin	Administration
CPA	Certified Public Accountant	Svcs	Services
Corp	Corporate	Svc	Service
Sr	Senior	Surv	Surveillance
Exec	Executive	Bus	Business
Asst	Assistant	Convs	Conventions
MIS	Management Information Systems	Sp Events	Special Events
MIS	Management Information System	Board	Chairman of the Board
MIS	Management Information Services	Chairman	
VP	Vice President	Chairman	Board Chairman
HR	Human Resources	Coord	Coordination
PR	Public Relations	Spec	Specialist
Mktg	Marketing	Mfg	Manufacturing
Div	Division	Admin	Administrative
Comm	Communications	Accts	Accounts
Comm	Communication	Acct	Account
Sys	Systems	Dept	Department
Rep	Representative	Mgmt	Management
Sec	Secretary	Sup	Supervisor
Pres	President	Comm	Commercial
Mgr	Manager	Adv	Advertising
Dir	Directors	Prog	Program
Dir	Director	Proj	Project
GM	General Mgr	Reg	Regional
Ops	Operations	Co-ord	Co-ordinator
Bev	Beverage	Nat	National
Ent	Entertainment	Admin	Administrator
Coord	Coordinator	Cust	Customers
Tech	Technology	Cust	Customer
Dev	Development		