

User Guide: Contact Data Standardization Application

This application is designed to efficiently clean messy company data and then turn that standardized data into an actionable **Job Search Research Hub**. It is divided into three parts: the **Overview**, the **Cleanup Interface**, and the **Management Tool**.

0. Overview & Filtered List (Main Dashboard)

File: index.html (The primary landing page)

Purpose: This page provides a quick, read-only view of all **standardized company profiles** and allows you to quickly filter and search the data based on your stored attributes.

Features

1. **Navigation Bar:** The navigation bar at the top lets you switch instantly between the three main views:
 - **Company Cleanup Page** (cleanup.html)
 - **Company Management Page** (management.html)
2. **Filter Controls:** Use the filter bar to rapidly narrow down your company list.
 - **Target Interest:** Use the dropdown to filter the list to only show companies marked as **Yes (Target)**. This is useful for immediately focusing on high-priority job search targets.
 - **Search Name:** Type into this box to perform a live search for company profiles by their **Clean Name**.
3. **Company Data Table:** The table displays the key profile information, including the **Clean Name**, **Target Interest** status, **Employee Size**, **Annual Revenue**, and the **Headquarters** location. This table helps you get a high-level overview of your data quality and targets.

1. Company Cleanup Interface (Mapping Tool)

File: cleanup.html

Purpose: The initial data administration step. This tool systematically maps every unique **Raw Company Name** (e.g., "Google Inc.", "Goggle") from your contact list to a single, standardized **Clean Company Profile** (e.g., "Google"). This mapping is essential for accurate searching and segmentation later on.

The Mapping Workflow

The interface focuses on processing one unmapped raw name at a time until the list in the left

panel is empty.

Step 1: Select a Name

1. The **Unmapped Raw Names** sidebar (left panel) displays all company names waiting for assignment.
2. **Click** any name in the list (e.g., "The New Company") to begin processing it.

Step 2: Choose and Execute an Action

After selecting a raw name, you must decide where to link it:

Action	When to Use	How to Execute
Map to Existing	The raw name belongs to a company profile that already exists in your clean list (e.g., "Alphabet" should map to "Google").	1. Use the Search & Select Existing Clean Name input to find the target company. 2. Click "Map Raw Name to Existing".
Create & Map New	The raw name belongs to a new, distinct company profile that you want to create.	1. In the New Clean Name input, type the exact standardized name (e.g., "Acme Corp"). 2. Click "Create New Profile & Map".
Skip & Self-Map	The raw name is already clean and should simply become its own profile.	1. Click the "Skip & Map Raw Name to Itself" button.

Batch Processing

The **"Batch Create & Map All to Target (YES)"** button is a powerful shortcut. It instantly turns every remaining unmapped name into its own clean company profile, setting the **Target Interest** flag to **YES**. Use this for large lists where you want to quickly import all remaining companies as high-priority targets.

2. Company Management Tool (The Job Search Hub)

File: management.html

Purpose: This is your centralized resource for **enriching company profiles** with internal data and **leveraging your contact list** for job search research and networking.

Interface Overview (Three Columns)

The Management Tool uses a three-column layout:

Column	Content	Purpose
1. Company List	All standardized company profiles.	Select the company you want to research or update.
2. Profile Enrichment	Editable fields (Size, Revenue, Headquarters, Notes).	Manually add or update internal intelligence and financial data.
3. Research & Networking Data	Linked Raw Names and Linked Contacts.	Actionable data for job searching and understanding name variations.

Column 2: Enriching the Profile

After selecting a company from the left column, the center panel allows you to enrich the profile with key data points.

- **Clean Name:** The definitive, standardized name.
- **Target Interest:** Use the dropdown to mark a company as **"Yes"** if it is a high-priority target for sales, marketing, or your job search.
- **Size (Employees) & Annual Revenue:** Provide estimated figures to quickly filter or prioritize companies.
- **Notes:** This is the most valuable field for a job searcher. Use it to store key research, like:
 - "Hiring Freeze confirmed in Q3 2024"
 - "Focuses on cloud infrastructure (AWS/Azure)"
 - "Target team: Data Science, led by Jane Doe"

Column 3: Research and Networking Data (Actionable Intelligence)

This panel provides the critical linked data for strategic job hunting.

A. Linked Raw Company Names

This list shows every single name variation that was successfully mapped to this one clean company profile (e.g., "Google Inc.", "Google", "Goggle").

- **Job Search Benefit:** This helps you confirm that all contacts from various sources—even those with slight misspellings or official suffixes—are grouped under the correct target company.

B. Linked Contacts & LinkedIn URLs

This list displays every contact in your source data who works for the selected company, including their first name, last name, and job title.

- **The Key Feature:** Each contact entry includes a **LinkedIn icon** that links directly to their known profile URL.
- **Networking Action:** This list allows you to immediately see who works at your target company. You can use these links to:
 1. **Research** their background and current projects.
 2. **Establish connection points** before applying.
 3. **Identify potential referrals** within your network who might already know these individuals.
 4. **Filter** contacts by title (e.g., find all Recruiters or Hiring Managers).

Remember to hit the "**Save Changes**" button after updating any data in the central **Profile Enrichment** form!