Performing "S" File Updates
ACT 1 PC System Software Patches

The steps to install "S" file software patches for the ACT 1 PC System software are below. It is **vital** that you promptly install these updates to ensure your company's business decisions can benefit from the most current ACT 1 software.

Step 1 – Backup

Back up the MKTN folder prior to performing "S" file software patch updates. **All of your user's critical saved work is stored in the MKTN folder**, including station lists (lineups), saved custom settings and groupings and saved reports. The entire MKTN folder (~3 GB or less) can easily fit on a USB flash drive.
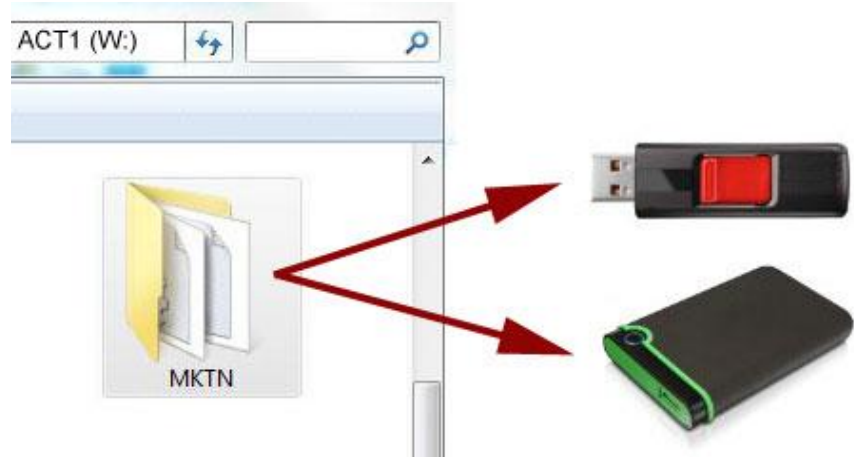
Step 2 – Mailto Settings

Launch the **Site Manager**, located at Start > Programs > ACT 1 Systems, or \MKTN\APP\Manager.exe

Click the **System** tab and confirm your **Email client (mailto) supported** setting. In step 8 below, an "Email confirmation" will automatically be generated. This setting determines how.

The default setting is **Yes**, which will launch your default email program (such as Outlook). Set this to **No** if you are unable (or don't want) to assign a default email client, such as on a server setup. A **No** setting will create a text file of the confirmation (which you can transfer to a computer that has email capabilities) rather than opening an email client.

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*ACT 1 PC System Software Patches*

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Step 3 – No Active Users

While still in **Site Manager**, click the **Users** tab, click the **User Report** button and select the **Active Users** option. Make sure <u>no</u> users are accessing ACT 1 programs while you perform the update (you should only see the one "SiteMgr" session that you are running right now). If any other ACT 1 programs are running, contact the users and have them exit all applications before proceeding.
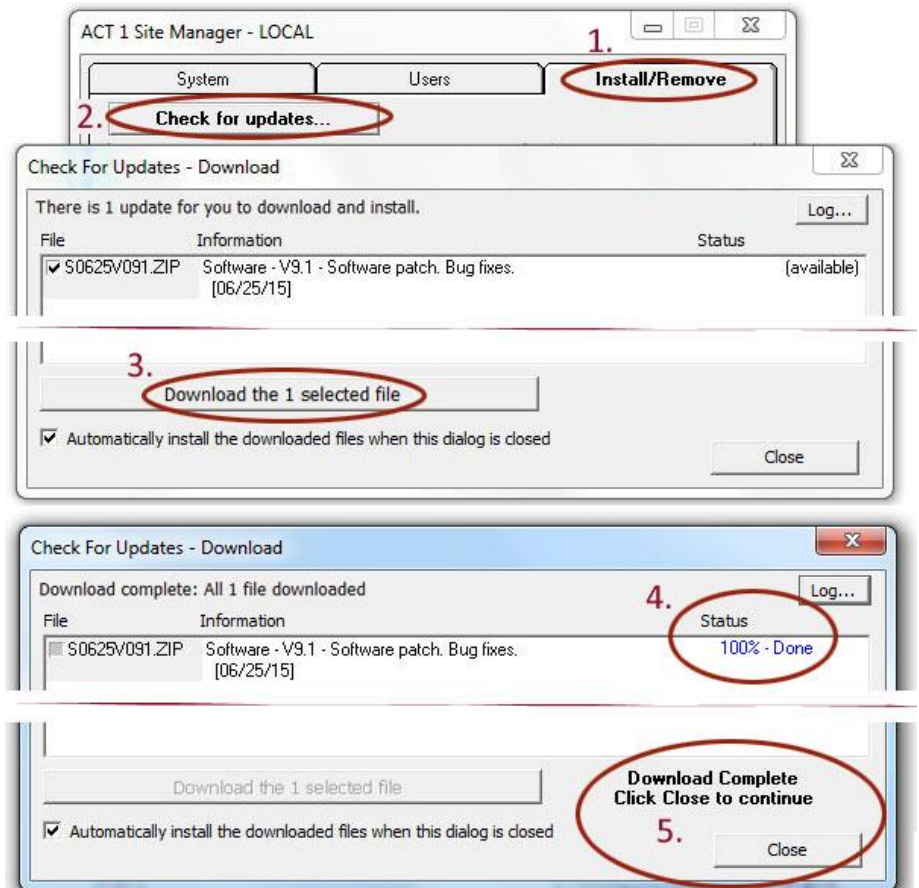
Close the User Activity Monitor window, but stay in Site Manager.
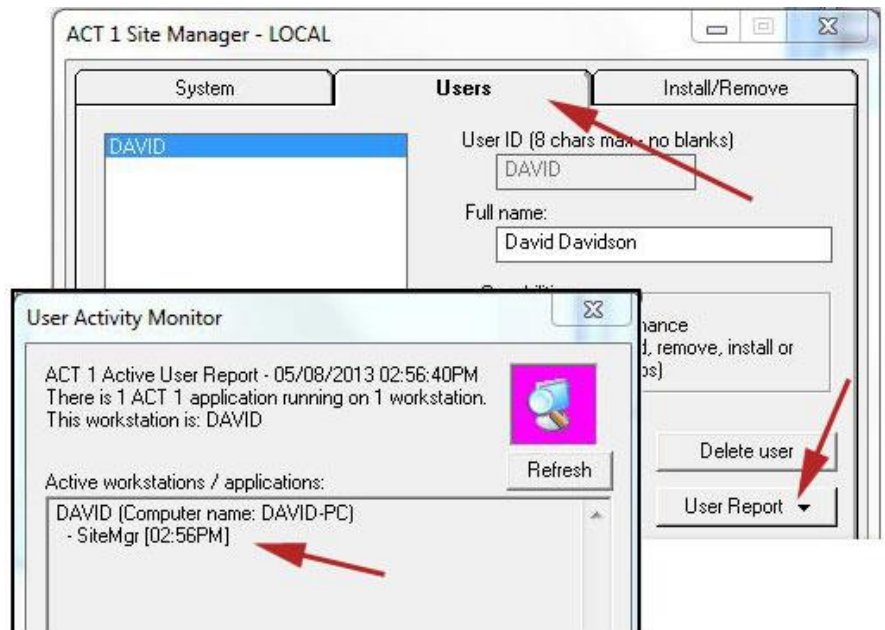
Step 4 – Download

1. While still in Site Manager, click the **Install/Remove** tab.

2. Click the "**Check for Updates**" button.

3. A new window will appear. Leave the software patch file checked, and leave "automatically install" checked. Click the "**Download**" button.

4. As the software patch is downloaded, it will display a download status. Wait until it is "100% Done."

5. Click the "**Close**" button when the "Download Complete" text appears.

This download window will then close. Proceed to the next step to install the software patch.

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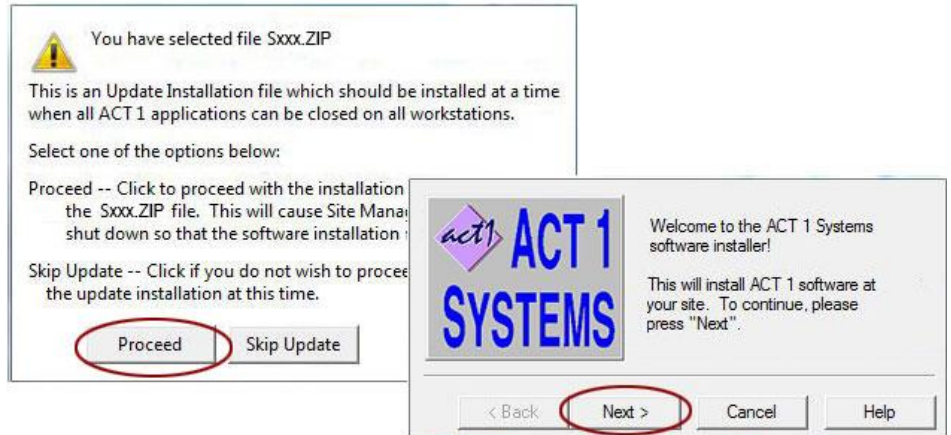*ACT 1 PC System Software Patches*

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Step 5 – Proceed/Next

On the next two screens, click the **Proceed** button and then the **Next** button to continue with the installation process.

Step 6 – Confirm Location

On the following screen, confirm that the path is correct and click the **Finish** button.

Do not perform this update through a WAN or VPN or shared drive. Use a "remote session" to connect to the server directly, or map a real drive letter to a server on the same LAN as you (don't use UNC syntax).
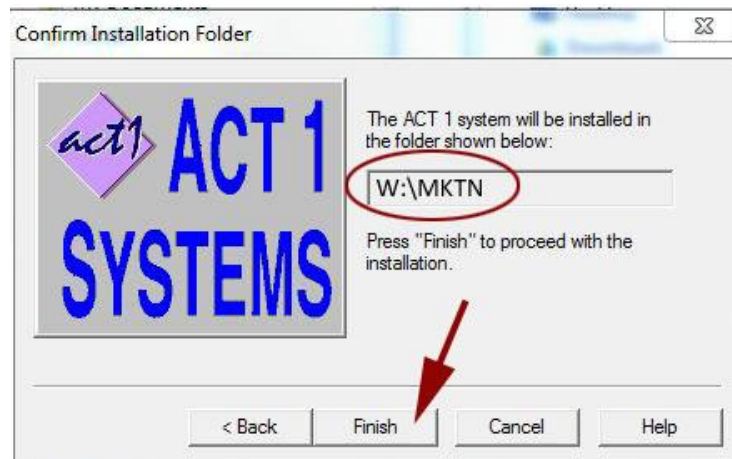
Step 7 – Finish the Install

On the next two screens, click the **Close** button and then the **Yes** button to finish and delete the **S** file (you've now finished installing it).

Note: At this point, your default email client should launch **or** Notepad should launch. If neither happens, you'll need to go back to Step 3, and set it to **No**. Then, while still in **Site Manager**, click the **Install/Remove** tab and click the **Email confirmation** button and proceed to the next step.
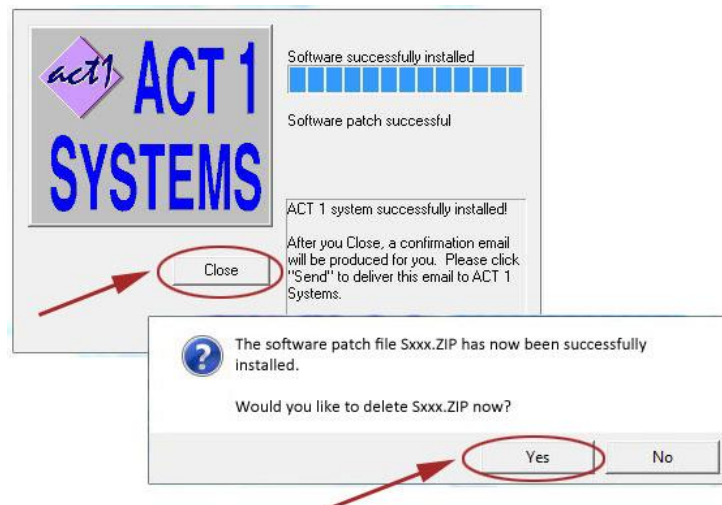
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ACT 1 PC System Software Patches

Step 8 – Confirmation

If you set **Yes** in Step 3, your default email client will launch; click **Send** to transmit the confirmation.

If you set **No** in Step 3 (i.e., you do not have an email client available), an email confirmation file will be created at **...\MKTN\CONFIRM.TXT** instead; and your Notepad application should automatically launch displaying its contents. Send the contents of that file (as attachment or copy & paste) to act1support@act1systems.com

Email confirmations are extremely important for us to verify that you have everything installed correctly.

To... act1support@act1systems.com
Cc...
Bcc...
Subject: Confirmation: ACT 1 Systems, Inc. [ACT.WH vX.X]

Client:
  ACT 1 Systems, Inc.
  [ACT.WH vX.X]

Installed data:
  Spring 2014 Nielsen Audio Nationwide [210 files]

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CONFIRM.TXT