

Performing “UPD” File Updates

Nielsen Audio Nationwide DMA Survey Data and ACT 1 PC System Major Software Updates

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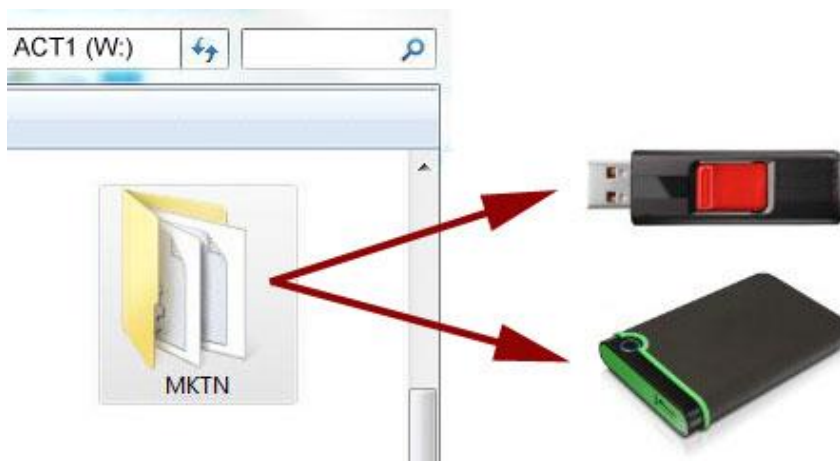


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(818) 347-6400 | www.act1systems.com

Nielsen Audio releases their Nationwide DMA Summary Data Set (SDS) audience data twice per year. ACT 1 Systems releases this data (along with major software updates) to its clients in **UPD** files, typically in early March and early September. It is **vital** that you promptly download and install the UPD updates (using the steps below) to ensure your company’s business decisions can benefit from the most current Nielsen Audio audience data and ACT 1 software.

Step 1 – Backup

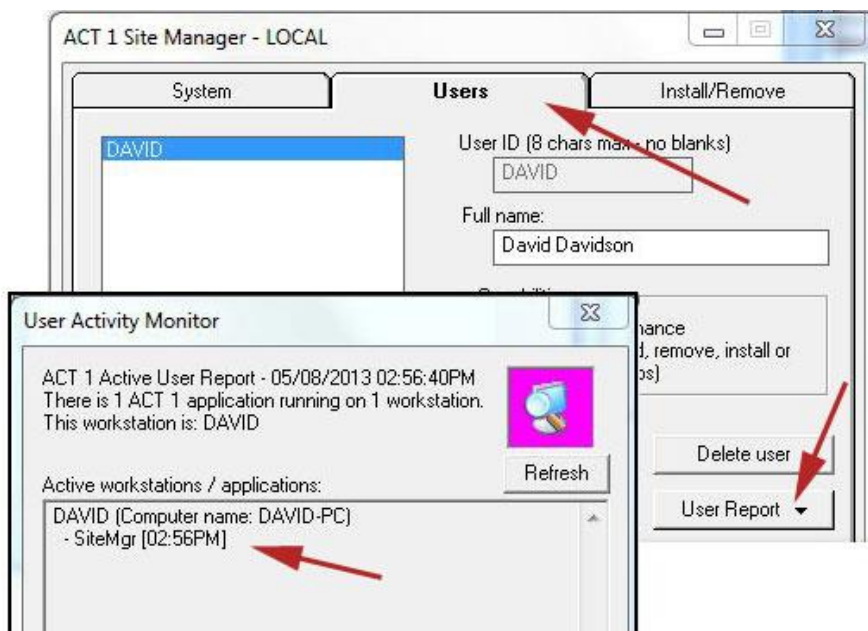
Backup the MKTN folder prior to performing “UPD” file updates. All of your user’s critical saved work is stored in the MKTN folder, including station lists (lineups), saved custom settings and groupings and saved reports. The entire MKTN folder (~3 GB or less) can easily fit on a USB thumb drive.



Step 2 – No Active Users

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

Click the **Users** tab, click the **User Report** button and select the **Active Users** option. Make sure **no** 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.

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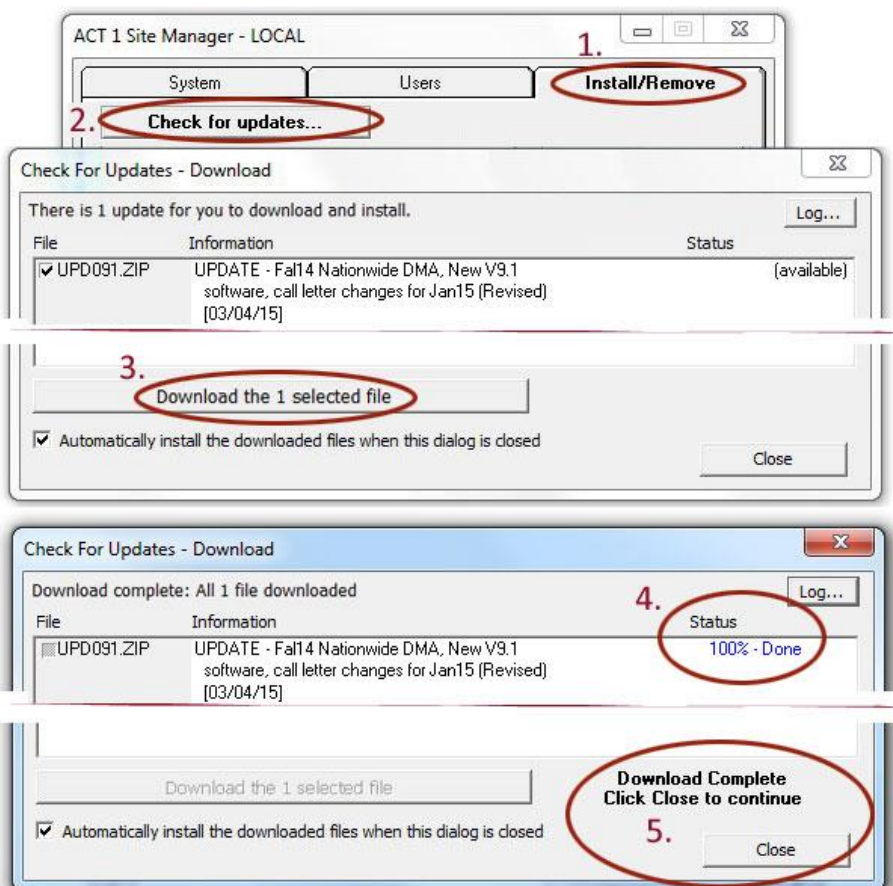


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Step 3 – Download

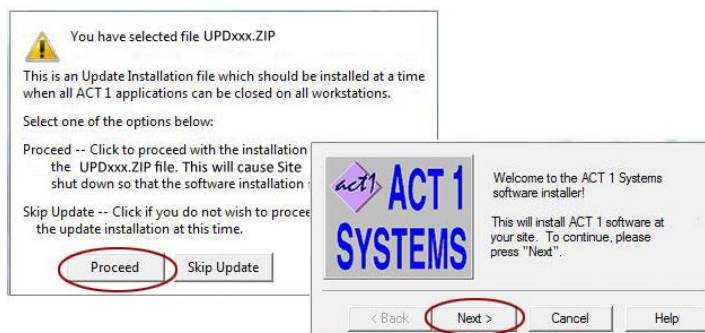
1. While still in Site Manager, click the **Install/Remove** tab.
2. Click the **“Check for Updates”** button.
3. A new window will appear. Leave the UPD file checked, and leave “automatically install” checked. Click the **“Download”** button.
4. As the “UPD” file is downloaded, it will display a download 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 “UPD” file’s new software and data.



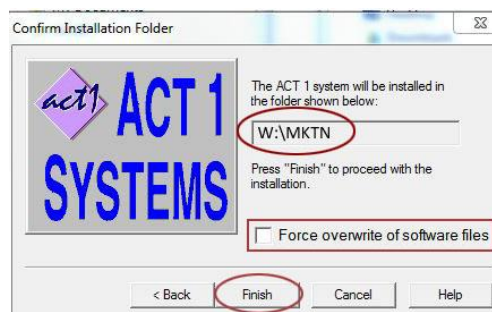
Step 4 – Proceed/Next

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



Step 5 – Confirm Location

On the next screen, confirm the path is correct. *Note: If you are having problems running ACT 1 software, it can often be fixed by checking the “Force overwrite of software files” box.* Click the **Finish** button to proceed.



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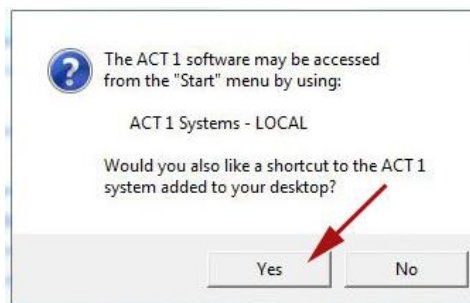
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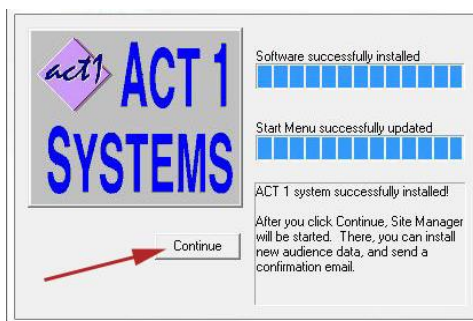
Step 6 – Create Shortcuts

Software is now being installed. **Wait for this screen to appear.** When the screen appears, click the **Yes** button if you wish to add or update a shortcut on your desktop. *Desktop shortcuts are optional (shortcuts to ACT 1 will also be created in Start>Programs>ACT 1 Systems)*



Step 7 – Continue

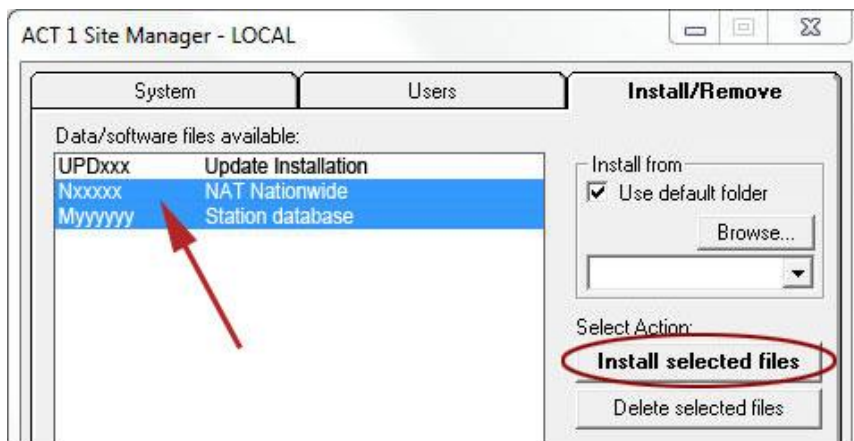
Thus far, you’ve only installed ACT 1 **software** updates; but you have **not** yet installed the new Nielsen Audio Nationwide DMA **audience data**. On the next screen, click the **Continue** button to install data.



Step 8 – Install Data

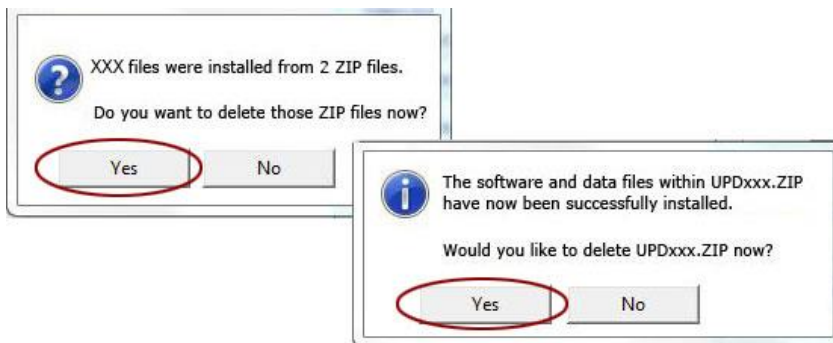
The Site Manager program should automatically launch to the **Install/Remove** tab with **only** the **M** and **N** files selected (highlighted).

Do not change which files are selected (highlighted). The **M** and **N** files should both be selected. The **UPD** file should **not** be selected at this time. Click the **Install selected files** button.



Step 9 – Remove Files

On the following two screens, click the **Yes** buttons to delete the **N** and **M** files (you’ve already installed them) and to delete the **UPD** file (you’ve now finished installing it).



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Step 10 – Version/Email

Site Manager should still be open.

Click the **System** tab and confirm your software version number has been updated.

In the next step, you will be sending an “Email Confirmation,” which will launch your default email program (such as Outlook). If you are unable (or don’t want) to assign a default email client, set the **Email client (mailto)** supported option to **No**. This will allow you to still perform the next step by saving the confirmation as a text file rather than opening an email client.



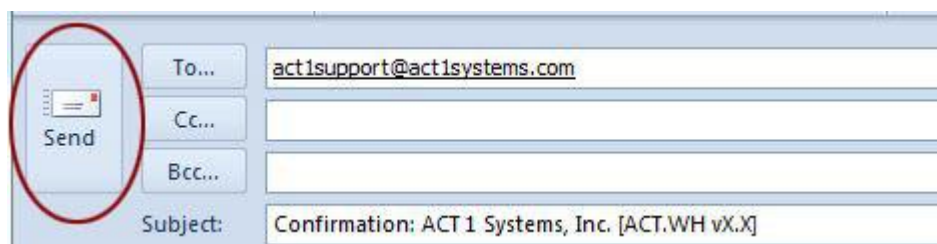
Step 11 – Confirmation

Site Manager should still be open.

Click the **Install/Remove** tab and click the **Email confirmation** button. Your default email client will launch; click **Send** to transmit the confirmation.

If you do not have an email client available (see step 10), the **Email confirmation** button can create a file at ...\\MKTN\\CONFIRM.TXT instead. Send the contents of that file (as an attachment or copy & paste) to act1support@act1systems.com

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



Client:

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

Installed data:

Fall 2016 Nielsen Audio Nationwide [210 files]



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Step 12 – Planner App Access

In 2016, ACT 1 released a new “Planner” application. You may have to do a one-time installation process at each user’s workstation to install access to this new application.

At each individual user’s workstation, navigate to the MKTN folder, such as W:\MKTN (if you have ACT 1 on a server), or C:\MKTN (if ACT 1 is installed locally).

For normal users, run \MKTN\NEWUSER.EXE.

For managers, run \MKTN\NEWMGR.EXE. Managers are those responsible for future ongoing updates using Site Manager. Local installs should always run NEWMGR.EXE.

In the following windows, click the **Continue** button, the **Yes** button, and the **Close** button.

This will create shortcuts to the ACT 1 applications (including the new beta Planner application) and PDF guides in the client’s Start menu > Apps/Programs > ACT 1 Systems folder and (optionally) a duplicate set of shortcuts in a desktop “ACT 1 Systems” folder. The only difference between the two EXE installers is that NEWMGR installs one extra shortcut to the Site Manager application (used for updates).

Note: If you have a custom Citrix, TS or RDP deployment, or if you’ve created your own custom shortcuts to ACT 1 applications, you will need to manually create a new shortcut (for each user) to the Planner application at:

[\MKTN\APP\Planner.exe](#)

