Did you know...?

- You may call ACT 1 Systems at **(818) 347-6400** for unlimited free **phone training** during our regular business hours from 7:30am – 5:00pm Pacific Time. Call us as often as you need to get answers to your questions, no matter how complex or trivial.

- You may also send an **e-mail** to ACT 1 Systems any time for regular assistance. Please contact Alexis (x10) at adoria@act1systems.com, Eric (x11) at erosenberg@act1systems.com, or David (x16) at ddavidson@act1systems.com.

Application Tips

- If you're creating a lineup with stored schedules for a live show, remember to adjust for time zones! The easiest way to do this is to create a separate lineup for stations in each respective time zone, then create a master composite lineup. (ACT 1 assumes all dayparts are the local times for each station. If you have a lineup of stations in California and New York, using a global 'MF10a3p' will <u>not</u> result in M-F 7a-12n for California.)

- To enter a 15-minute daypart, you can use a shortcut for times that begin at :15, :30, and :45 past the hour by just entering the day(s) and start time (e.g,. **'MF1115a'** will return M-F 11:15am-11:30am). To use this shortcut on the hour, make sure to enter the zeros (e.g., **'MF1100a'** will return M-F 11:00am-11:15am, while using **'MF11a'** results in M-F 11:00am-12:00n).

- For detailed ACT 1 software instructions, we provide a **Software Guide** in pdf format, found as a link in your 'ACT 1 Systems' desktop folder. You can also view our comprehensive **Methodology Guide** which explains concepts, calculations, and our MRC accreditation.