

## 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.

You can contact Alexis (x10) at [adoria@act1systems.com](mailto:adoria@act1systems.com), Eric (x11) at [eric@act1systems.com](mailto:eric@act1systems.com), or David (x16) at [ddavidson@act1systems.com](mailto:ddavidson@act1systems.com).

## Application Tips

- You can show the average of multiple dayparts by putting a comma, forward slash (/), or plus(+) between the dayparts. For example, to input standard “drive time,” you would enter **MF6a10a,MF3p7p**. You can use this method with any input box that allows you to enter an exact time schedule, and also when creating a .csv text file for import into Lineup Manager.
- If you ever need to view quarterly averages for any PPM market released before all markets are available on the ACT 1 website for the final month of a quarter, you can do so by using a Trend report. (Only use this method if you need to see that data before the complete quarterly PPM averages are made available on the final PPM release date for the 3<sup>rd</sup> month in a quarter.)

Open Affiliate System, start a Trend report, enter your lineup [under the “Lineups” tab], select your demographic [under the “Demos” tab], choose Metro as your area and select the three PPM months for the quarter that you’re averaging [under the “Survey/Markets” tab], and then select Show Book Average [under the “Trend Options” tab]. This will give you an on-the-fly average which will be very close to the Quarterly PPM average data (e.g., “FAL12 PPM”) that we post for downloading once all PPM markets have been released for the quarter. *(NOTE: You can also do this in a Research Trend report with some small procedural differences.)*