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, **Eric (x11)** at eric@act1systems.com, **or David (x16) at** ddavidson@act1systems.com.

Application Tips

- You can export your audience report schedules for use in Excel or to be imported into other service providers' software. On most Affiliate System reports, you'll find "Save" and "Retrieve" buttons at the bottom right of the Lineups tab. To export your schedule to a .csv file that can be opened in Excel or a text editor, click on the "Save" button and select "Export to file…" from the drop down list that appears. When the Save dialog box appears, type in your desired name for the file and click 'Save' in the lower right.

- In Lineup Manager, when you have a lineup open, you can click the "count" button (or press F4) to display very useful information at a glance. This includes station counts (total active, unique active, and off-air), stored time counts, stored spot counts, and market-related counts.

- You can check what Arbitron data is installed at your location (down to individual markets). If you have administrative access, launch Site Manager, click the "Install/Remove" tab, click the "Check installed data…" button, and select the survey in question followed by clicking the "Make XXX Installed files report…" button. Choose your sorting preference (File Date, Market Rank or Market Name) to pull up the report. This report is also useful if you are missing data, as you can sort by File Date and see which day(s) are missing and simply download that day from our web site.

- The ACT 1 website now includes a new "Data Release Schedules" page that you can access any time. In addition to general survey release information, it also includes links to Arbitron resources for specific survey release dates.