

## Did you know...?

You can 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 can also send an **e-mail** to ACT 1 Systems any time for regular assistance.

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## Application Tips

- 1) In Lineup Manager, when entering dayparts, you can use the "Edit Lists" button on the "Quick Exact Times" bar to assign dayparts to letters 'A', 'B', 'C', etc. for the current lineup so that you can just type a letter to enter its assigned daypart.

Click on the "Edit Lists" button, select a few dayparts from the dialog, and click OK. Then, when entering dayparts in the Exact Time field, type an assigned letter instead of a daypart. When you press <Enter> or <down arrow> to leave the field, the letter will change to the assigned daypart. (NOTE: If you want dayparts to be available for all lineups, use "Global Exact Times" under the "Management" menu.)

To duplicate the prior line's daypart, enter the call letters on the next line and then type a quote (") in the Exact Time field. When you press <Enter> or <down arrow> to leave the field, the quote will change to the previous line's daypart. (This also works in Affiliate System Station Analysis.)

- 2) You can print schedules (dayparts, spots, spot costs) from Lineup Manager for each station. First, go to the Lineup Menu and select "Show Exact Times," "Show Spots," and "Show Spot Prices" to display those columns. Then, click on the "Preview" icon (at the top), click on the "Options" button, and select the checkbox next to "Show exact times." NOTE: "Show exact times" will print the daypart even if you can't see dayparts on screen, but won't do the same for spots or spot costs. You must proactively turn on spot/spot cost columns on screen.