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

Application Tips

- You can import a list of markets into an Audience report from a text file or from text copied to the clipboard. (Such a list will usually come from an outside source, so this feature helps you to import it without spending time doing manual entry.)

  If someone plans to send you a list of markets, give them the following two steps:

  o Create a text file list of the markets you want. Just type a portion of each market name and ACT 1 will usually be able to identify it (e.g., only use "Harlingen" instead of "Harlingen-Weslaco-Brownsville-McAllen, TX").

  o Save the list as a text file (.txt) or Comma-Separated Value file (.csv).

  To import a list, use these steps:

  o On the Survey/Markets tab of an Affiliate System Audience report, select either "Included" or "Excluded" under 'Markets to be…' in the middle left.

  o Click on the "Import Markets…" button in the lower right of Survey/Markets tab.

  o Click on either the "Retrieve from Text File…" button if importing from a .txt or .csv file, or the "Retrieve from Clipboard…" button if you copied the list to the clipboard using Control-C or by selecting "Copy/Cut" from an 'Edit' menu.

  o If any markets were imported incorrectly, fix the mistakes in the 'Output Market' column across from the 'Source Text' column.

  o Finally, click the "Finish" button. (**Note:** If the list contains any cancelled markets that may have existed in prior surveys, those markets can't be imported.)

- You can save or retrieve market lists on the Survey/Markets tab in various Affiliate System reports. After selecting the markets you want to include in or exclude from a report, click on the "Save" button in the top right of the window. The 'Save Survey/Market Input' dialog will open, allowing you to save the selected markets. This will also save the other input choices such as Area, Book, Ethnic, etc.

  To retrieve previously saved Survey/Market Input settings, click on the "Retrieve" button (below the "Save" button) and select a previously saved input group. Remember to then change the survey if you are retrieving a historical market list with the intent of seeing current survey data.