



You can customize the list of dayparts in the Affiliate System Daypart Summary report, and save one or more custom lists of dayparts for use in future reports. To make a quick change, select the Daypart Summary Options tab and click on "Use standard dayparts" or "Use standard hours." For more detailed customization of dayparts, click on the "Edit dayparts" button to open up the 'Edit Daypart List' dialog (*see below*).

Edit Daypart List	×	Edit Daypart List	×
Select daypart group:   [ACT] DriveTime (05/13/16) ▼   Create/edit daypart:   Custom  Standard C Hourly   Select Standard Dayparts:   MF 10a-3p Sun 10a-3p   MF 10a-3p Sun 10a-3p   MF 70-2m Sun 6a-12m   MF 6a-12m SS 6a-12m   MF 6a-12m SS 6a-12m   MF 6a-10a MSu 12m-12m   MF 5-10a MSu 12m-6a   Sat 6-10a MF 1-5a   Sat 7p Sat 15a   Sat 3-7p Sat 1-5a   Sat 3-7p Sat 1-5a   Sat 3-12m Sat 1-5a   Sat 3-7p Sat 1-5a   Sat 6a-12m Sun 1-5a   Sun 6-10a Sun 12m-6a	Selected Dayparts Sort by: Day & Time MF 6-10a Sat 10a-3p Sun 3-7p MF 6a-7p Delete Clear All Retrieve Save	Select daypart group:   [ACT] DriveTime (05/13/16) •   Create/edit daypart:   © Custom C Standard C Hourly   Days: Start: End:   am pm an pm   MF 1a 1p 2a 2p   MS 1a 1p 2a 2p   3a 3p 3a 3p 4a 4p   Ss Sp Sa Sp Sa Sp   Mon Sa Sp Sa Sp Sa Sp   Nved Sa Sp Sa Sp Sa Sp   Sa Sp Sa Sp Sa Sp Sa Sp   Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp   Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp Sa Sp S	Selected Dayparts Sort by: Day & Time MF 6-10a Sat 10a-3p Sun 3-7p MF 6a-7p Delete Clear All Retrieve Save
	OK Cancel		OK Cancel

To create a new custom daypart group on the Standard dialog screen (*see above, left example*), click on "Clear All" (in the lower right), select the "Standard" radio button, and then click on the dayparts you want.

Alternatively, you can select the "Custom" or "Hourly" radio buttons to build dayparts. To create dayparts using the "Custom" radio button (*see above, right example*), select the day (MF, Tues, SS, etc.), the start time (1a, 10:30a, 3:15p, etc.), the end time, and whether you want to combine any dayparts (using the "/" button).

Note that you can also type directly into the Selected Dayparts box to modify spacing and daypart selections.

Once you have configured the daypart group to your liking, you can save it by clicking the "Save" button in the lower right. You can save it just for yourself or choose to make it site global (i.e., available to all users).

If you already have stored daypart groups, you can select one from the upper left menu or click on the "Retrieve" button to open the 'Retrieve Daypart Input' dialog.

You can also edit an existing stored daypart group by selecting that group, modifying the dayparts, and saving the group with a new name.

You can call ACT 1 Systems at **(818) 347-6400** for unlimited free **phone or screen-sharing 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 <u>rfite@act1systems.com</u>, Eric (x11) at <u>erosenberg@act1systems.com</u>, or David (x16) at <u>ddavidson@act1systems.com</u>.