

# Installing “M” File Updates

## *Latest Call Changes, Publics, and Formats and Group Owner Data*



ACT 1 “PC System” Support Document  
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These instructions are for installing our monthly “M” file. It is **vital** that you (or someone you designate) promptly download and install these monthly updates to ensure your company’s business decisions are based on current data.

## Contents of the “M” File

The “M” file typically contains:

- The latest Nielsen Audio call changes (call letter changes, new and off-air stations, frequency changes, etc.)
- The latest public lineups (RADAR Network Affiliate Station Lists) [for RADAR licensed subscribers]
- The latest formats and group owner data from BIA, MStreet and MediaFramework [for licensed subscribers]
- The latest ACT 1 clients (for exporting/sharing lineups within Lineup Manager) and their data access rights

## How to Download and Install the “M” File

1. Launch our **Site Manager** program and click the “**Install/Remove**” tab (Site Manager can be found in the Start menu > Programs > ACT 1 Systems > Site Manager or \MKTN\APP\Manager.exe).
2. Click the “**Check for Updates**” button to automatically download and install the data.



3. **Important:** Click the “**Email confirmation**” button. This will launch your default email program (such as Outlook), listing your installed data. Send the email to [act1support@act1systems.com](mailto:act1support@act1systems.com), so that we can confirm everything is properly installed.
4. Exit **Site Manager**

## Frequently Asked Questions Regarding “M” File Updates

### 1. Who can install “M” file updates and where should updates be done?

It’s up to you to decide who will have this ongoing responsibility. Anyone with access to the **Site Manager** application can perform the quick updates. In a multi-user network server setup, updates only need to be done once on the server where our software is installed (not at each user’s individual workstation). Please contact us if you cannot locate the Site Manager application.

### 2. Do “M” files contain cumulative historical data?

Installing the most current “M” file will contain both the latest data (call letter changes, public lineups and format and owner data) as well as all historical call changes. We do not retain historical public lineups, but you can change a setting on your end to retain historical public lineups. We do not retain historical or format and group owner data.

### 3. Do I need to log into the ACT 1 web site to download updates?

No. As of March 2015, downloads and updates are handled within the Site Manager application.

### 4. Can users be accessing ACT 1 software during “M” file updates?

Yes, as “M” files are only **data** updates (and not software updates).

### 5. What if I accidentally delete data or need to revert to a backup?

Click the “Check for Updates” button. It will automatically download & install any missing data from the last 2 years.