

# Installing Quarterly Diary Metro Data Updates

Spring/Fall Diary Metro "A" Files,  
Winter/Summer Diary Metro "W" Files



ACT 1 "PC System" Support Document  
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These instructions are for installing **quarterly diary data** ("A" and "W" files). It is **vital** that you (or someone you designate) promptly download and install all these updates to ensure your company's business decisions are based on current data.

## Quarterly Data Release Schedule (Contents of the "A" and "W" Files)

Quarterly diary data is typically released as daily files spread out across 2 to about 3 weeks. You must download and install all files to get all markets. The market release schedule is usually the month following the end of the quarter/survey, such as:

- **Fall** (Oct-Nov-Dec data, "**A**" files) typically starts releasing in **early January**
- **Winter** (Jan-Feb-Mar data, "**W**" files) typically starts releasing in **late April**
- **Spring** (Apr-May-June data, "**A**" files) typically starts releasing in **mid-July**
- **Summer** (July-Aug-Sep data, "**W**" files) typically starts releasing in **mid-October**

## How to Download and Install the Quarterly Data ("A" and "W" Files)

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:** After installing all A or W files (once you have all the markets for the survey), 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 we can confirm everything is properly installed.
4. Exit **Site Manager**

## Frequently Asked Questions Regarding Quarterly Data Updates

### 1. Who can install Quarterly Data ("A" and "W" 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).

### 2. 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.

### 3. Can users be accessing ACT 1 software during Quarterly Data ("A" and "W" file) file updates?

Yes, as Quarterly Data ("A, W, and T" files) are only data updates (and not software updates).

### 4. 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.