

Moving a Single-User ACT 1 Installation to a New Computer



ACT 1 “PC System” Support Document
(818) 347-6400 | www.act1systems.com

Revised: 9/16/15 | Page 1 of 2

These steps are **only** for moving an existing single-user installation of our software from one computer to another, where the ACT 1 software (the MKTN folder) is physically installed **on the individual's computer** (and not on a server). For server setups or a “first-time” fresh/new installation of ACT 1, please see our other support document.

Important Notes:

- Do not use the original installation CD. The software and data on that disc are not current.
- You do not need to uninstall or remove our software from the old computer.

1) Take Screenshot of Custom Lineups (User-Created Station Lists)

This step will be compared later on to ensure the user's custom station lists are not lost during the move. Run our **Lineup Manager** application on the **old computer** by going to the Start menu > Programs > ACT 1 Systems > Lineup Manager or running the MKTN\APP\LUMGR.exe directly. Click the OPEN button at the top, uncheck the “Public” type on the right side (only Normal and Composite should be checked), and sort by “Date” on the right side. If lineups exist, take a screenshot using PrintScreen or Programs > Accessories > Snipping Tool. Cancel and exit the program.

2) Confirm No Active Applications

Exit out of any active ACT 1 applications (there should be no ACT 1 applications running during this process).

3) View Hidden Files within MKTN Folder

Make sure you can see the **MKTN\CLIENT.ID** file. If not, make all files/folders visible within the MKTN folder.

4) Take Screenshots of Date Stamps within MKTN, APP, and RADATA Folders

We date our files based on when they were released. Our software updates depend on these dates being accurate to know whether or not to replace files. This step will be compared later on to ensure no date stamps have changed.

Navigate to within the **MKTN** folder on the **old computer**, change the folder's view to “Details,” sort the contents by the “Date modified” column (with the most recent at the top) and take a screenshot using PrintScreen or the Snipping Tool. Repeat this process for the files within the **MKTN\APP** folder and files in the **MKTN\RADATA** folder.

5) Preserve the Date Stamps (ZIP the MKTN Folder)

Copy the MKTN folder from the old computer to an external hard drive, USB thumb drive or local network drive. To preserve the date stamps of our files, you may need to ZIP our MKTN folder before moving/copying it. *Certain methods of copying/moving our MKTN folder will alter file dates to be the date the files were copied, which prevents our updates from working correctly. If you are positive your method of copying/moving the MKTN folder will not change the date stamps of our files/applications (such as using Robocopy with proper settings), you can skip this step.*

6) Full “Modify” Permissions to the MKTN Directory on the New Computer

You may already have full “modify” security permissions to your own new computer's C:\ drive and subdirectories, and would be able to skip this step. Check with your IT. If you don't, follow these steps. Before you perform the copy, make sure your Windows “User Account” (that you use on your new computer) has full “Modify” permissions to the C:\ drive (and its subdirectories). Our software requires you to be able to read, write, execute, delete and the ability to (during updates) write over files date stamps within this MKTN folder and subfolders.

Moving a Single-User ACT 1 Installation to a New Computer



ACT 1 “PC System” Support Document
(818) 347-6400 | www.act1systems.com

Revised: 9/16/15 | Page 2 of 2

7) Copy MKTN to New Computer and Verify Date Stamps Have Not Changed

Copy the MKTN folder to the new computer at a **C:\MKTN** folder path. If you did step #5, you will need to “unzip” the contents of the ZIP file first. If you use the “extract” method to do this, confirm the extracted files did **not** re-date all our files to today’s date*. If it did, you will need to redo this step. You can try opening the ZIP file to see its contents (rather than using “extract”), selecting the contents, copying it, and pasting it to your C:\ drive. Again, confirm this did not end up re-dating all our files to today’s date*. If it did, you will need to find some other way to move/copy the MKTN folder from the old computer so it doesn’t change the dates of our files (such as using the Robocopy utility).

*Once the MKTN folder contents is on the new computer, compare the new computer’s **MKTN** folder contents, **MKTN\APP** folder contents and **MKTN\RADATA** folder contents to the screenshots you took in step #4. **Make sure the copy process did not change any of the date stamps of our files or applications!**

8) Verify Custom Lineups Moved Properly to New computer

Run our Lineup Manager application on the new computer, by going to **MKTN\APP\LUMGR.exe** directly on the new computer. Once Lineup Manager is open, click the OPEN button at the top, **un**check the “Public” type on the right side (only Normal and Composite should be checked), and sort by “Date” on the right side. Compare this list to the screenshot you took in step #1. **Make sure the lineups (station lists) from the old computer properly moved to the new computer.** Cancel out of this window and exit the program.

9) Install Shortcuts to ACT 1 Applications (run MKTN\NEWMGR.EXE)

On the new computer, run **MKTN\NEWMGR.EXE**. This will create shortcuts to the 4 applications and 4 PDF guides in the client’s Start > Programs > ACT 1 Systems menu and (optionally) shortcuts in a desktop “ACT 1 Systems” folder.

10) Send an Email Confirmation

Launch our **Site Manager** application by going to the Start menu > Programs > ACT 1 Systems > Site Manager or **MKTN\APP\Manager.exe** directly. Click the INSTALL/REMOVE tab and click the “Email confirmation” button. This will launch your default email program (such as Outlook) and pre-populate the TO email address, the subject and the content/body of the email. Just click SEND. When you’re done, close Site Manager.

If you encounter an error when clicking the “email confirmation” button, it usually means that you don’t have a default email client. On Site Manager’s SYSTEM tab, set the “**Email client (mailto) supported**” option to **No**. This will allow you to still perform this step by saving the confirmation as a text file at **\MKTN\CONFIRM.TXT** rather than opening an email client. Using a browser-based email client, or by moving this file to a shared drive, you can now email this file to us (either as an attachment to an email or copy/pasted into the body of an email) to act1support@act1systems.com.

11) Add the New Computer’s MKTN Folder to Your Backup Schedule

Make sure to frequently backup the entire MKTN folder off the new computer as it contains all your saved worked (saved reports), your saved lineups (affiliate/station lists), and all our software and current Nielsen Audio audience data. We recommend backing up the MKTN folder once per week, or a bare minimum of at least once per month. If you do a lot of work with lineups (station lists), you might consider backing up the MKTN folder daily.