

Did you know...?

You may 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 Alexis (x10) at adoria@act1systems.com, Eric (x11) at eric@act1systems.com, or David (x16) at ddavidson@act1systems.com.

Application Tips

In Lineup Manager, you have two methods available for exporting lineups: “Write as text file” under the File menu and “Export Lineups” under the Management menu. The “Write as text file” option saves your lineup as a .csv file that can be opened in Excel, Notepad, and Lineup Manager. The “Export Lineups” option saves your lineup as a proprietary .L## ACT 1 file that can only be imported by its intended recipient (who must be an ACT 1 client).

The advantages of using “Export Lineups” are [1] you can restrict who can open your exported lineups and [2] you can easily include multiple lineups in one simple file. However, if you want to send a single lineup to multiple individuals at different companies without having to create a different export file for each, “Write as text file” would be the better choice.

“Write as text file” – To export a single lineup to anyone, select this from the File menu after opening a lineup; choose a name and save location for your .csv file and click on the “Save” button; then distribute as desired.

“Export Lineups” – Select this from the Management menu, choose one or more lineups to export by clicking on each one, choose the recipient in the Destination menu (upper right), and then click on the “Export to ___” button. You will then be asked if you want to change the save location of the file from MKTN\EXPORT, which you can skip. Then, you can attach this file to an e-mail and send it to any authorized ACT 1 user at the destination company you selected during the export process.

To import a lineup sent to you as a .csv file, use “Load from Text File” in the File menu. To import a lineup sent to you as a .L## ACT 1 file, save it in the MKTN/IMPORT folder and use “Import Lineups” from the Management menu.