

## 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.

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## Application Tips

In Lineup Manager, you can filter lineups by **Groups** to help keep track of clients' station lists, keep large numbers of lineups organized, and/or assign lineups to specific clients, users, or departments.

To create a **Group**, open Lineup Manager and choose "Group Management" from the "Management" menu. Then, click on the "Add new group" button in the lower left of the dialog box. Enter the name of your group (e.g., "Client XYZ" or "User Kyle") and click "OK."

Once you have created the group, click on the group name in the left column of the dialog box and then assign lineups to that group by clicking on each desired one in the right column. Click "OK" in the top right to close the dialog box.

Now, whenever you're looking at your complete list of lineups (e.g., after clicking on the "Open" icon in Lineup Manager or on "Pick from List" in the Affiliate System Input Selections dialog), you can click on "Select" in the Groups box on the right (above 'Sort By' and below 'Type') and choose a group by which to filter the list.