

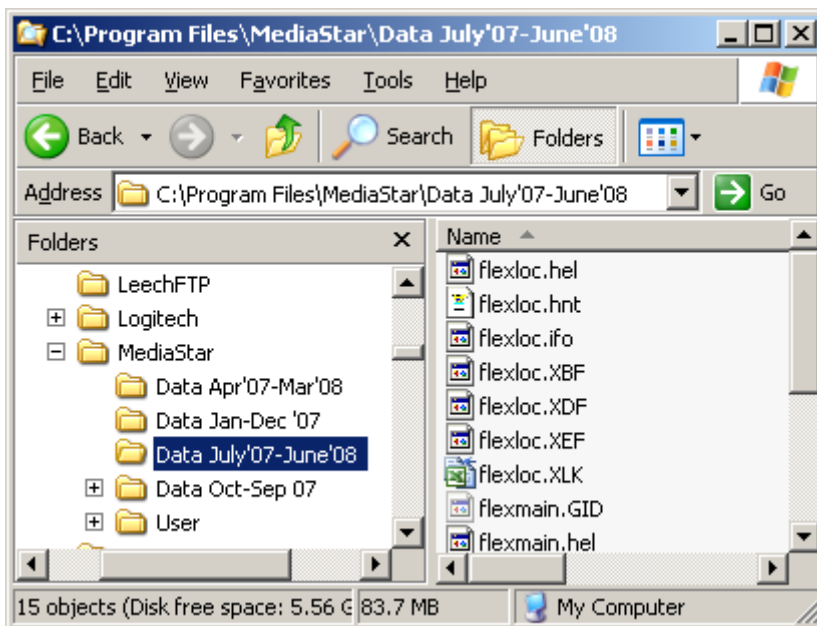
## Location of Files & Folders for MediaStar Users



We recommend that you save databases in a separate folder relating to each publication date. This can be a local drive (the C: drive on your own PC) or can be in a shared (network) drive. Note, though, that access across networks can incur delays because of the speed and/or traffic on the network generally.


You should only ever have one period (e.g Jan-Dec) showing in the Select Screen at a time so that your saved reports and plans can update correctly. This is of particular importance to **Planners** because it means you can change a target audience (or "demo") while holding on to the stations & spot laydown you have worked so hard to create!

In **Explorer** your MediaStar folder (and sub-folders) arrangement will look like this:

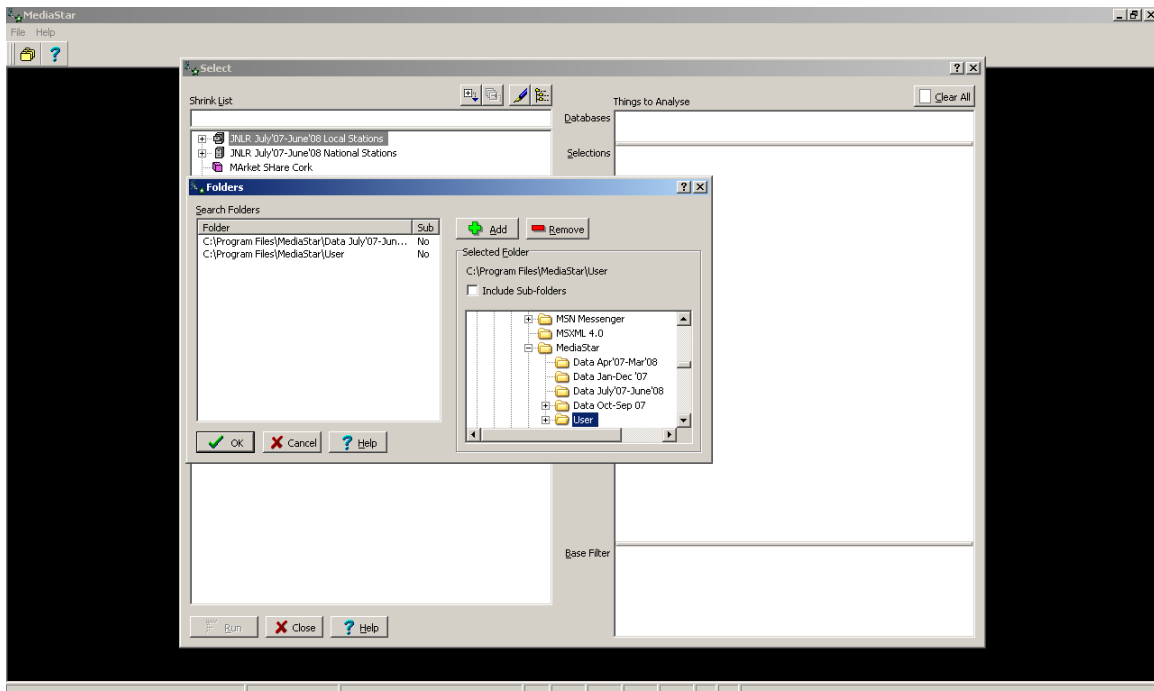


You can switch between various “books” if you need to compare a figure with one from an earlier period, by selecting the appropriate folder as explained below.

The sub-folders under MediaStar in the above example contain the data from the last four publications and the User folder contains saved Plans (schedules) etc.

**1 Start MediaStar** and on the Select screen, click on the “Folders” button  Hint: Top of the screen

**2** The Folders box will appear (as below). You can resize the box if necessary by dragging the corner.



**3** At the bottom right side of the Folders window, scroll up and down to find the folder that contains the “book” you want to work with. You should be able to see a separate folder that contains the most recent data. If you can’t, go to this endnote<sup>1</sup>.

**4** Still in the right hand-side of the Folders window, click on the folder to highlight it And then double- click to “Add” it to the list on the left – these are your working folders.

**5** Repeat Steps 3 through 5 until you have selected all the required folders.

**6** You can remove folders on the left-hand list by double-clicking on them and you should do this to remove last time’s information from the working folders list.

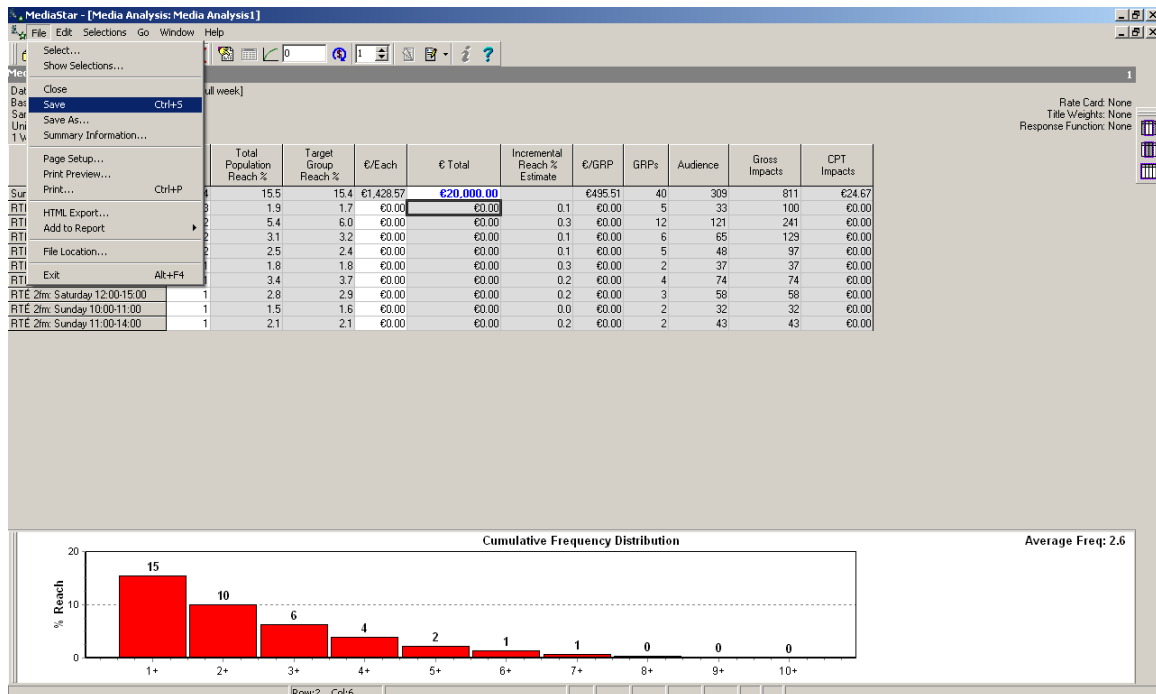
7 All the databases, saved plans and reports that are in the folders you have nominated will appear on the left side of the Select Screen.

8. When you are working MediaStar, we also recommend that you save your plans and reports to another folder to avoid confusion. This might be called "Mary's Reports" or "Client campaigns" – whatever you choose. In this example, it's just called "User"

**"I've LOST the plans I saved the other day!"**

This is something I often hear and the following should help you to find things you have created and saved.

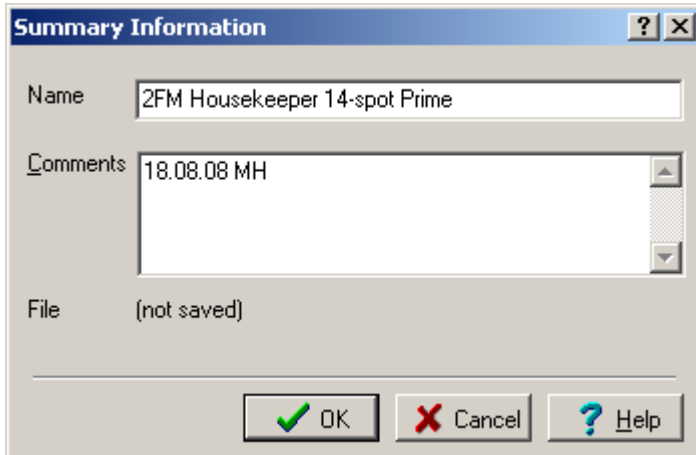
9. When you create a schedule you want to hold onto, press File, Save



You will then see a box like this:

The screenshot shows the "Summary Information" dialog box. It has a title bar with a question mark and a close button. The "Name" field contains "Media Analysis1". The "Comments" field is empty. The "File" field shows "(not saved)". At the bottom, there are three buttons: "OK" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

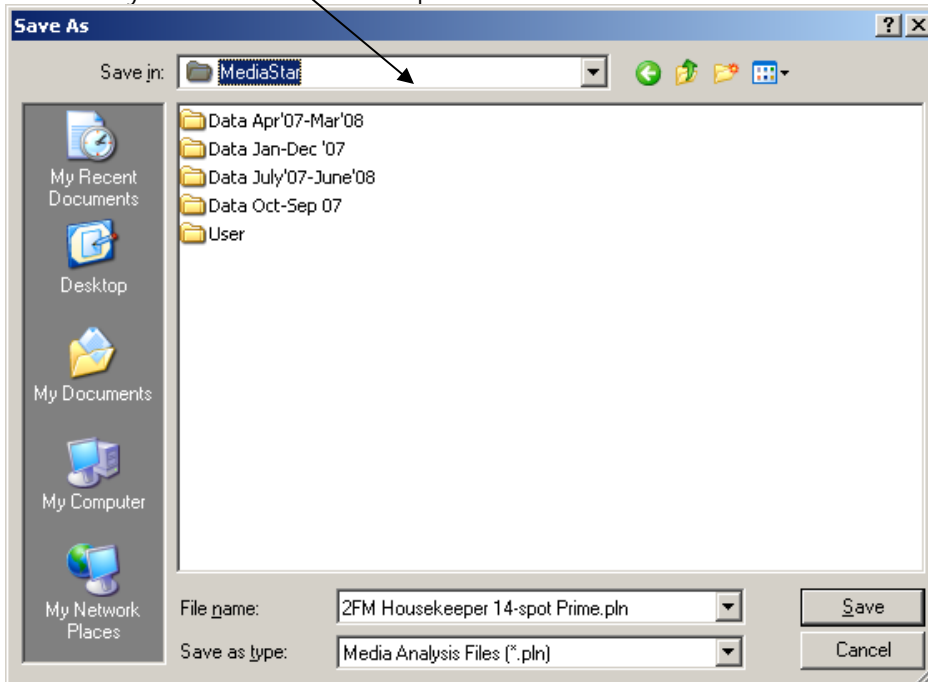
10. In the Name field type in something that will remind you what the plan consists of. I am going to call mine 2FM Housekeeper 14-spot and I have typed a bit of explanation into the Comments box below which will appear as a little pop-up later on – in this case just the creation date and my initials incase anyone else needs to know who did the work.



At this point the legend at the bottom against File is (Not saved)

What happens when you press OK is that a folder name will appear in the top box, where it says Save In. This may seem entirely plausible, but is a trap for the unwary

11. What you have to do at this point is click into the little down arrow

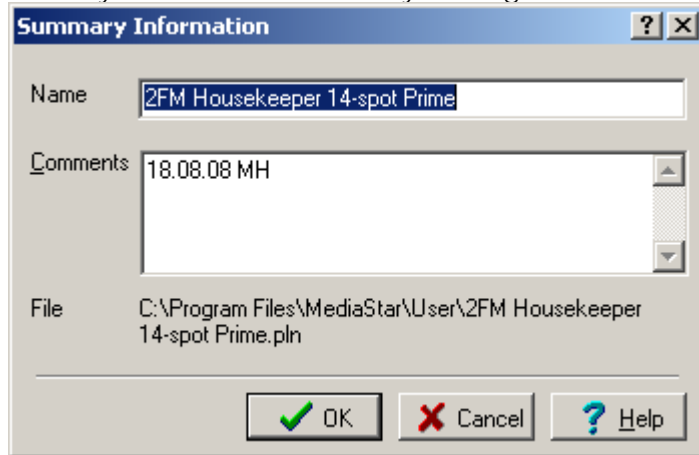


And browse to the correct folder – the one where you want to save the plan, which will also be the one you selected in step 8 above. If you don't want to put your plans in that User folder, that's fine, choose another one – it may be in a client specific folder for

instance – but what you have to do is remember to pick that folder as one of your working folders in step 8.

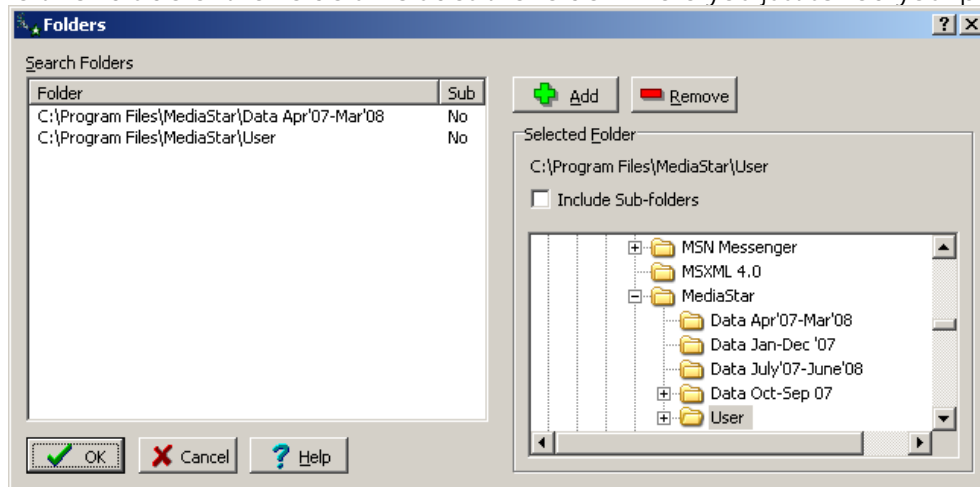
The next thing to know is that when you save a Plan into a specific folder, the system, will put all the plans you save from now on into the same one without prompting or browsing until you tell it different and repeat step 11 to choose another folder.

Then if you select File, Save As you will get a screen like this

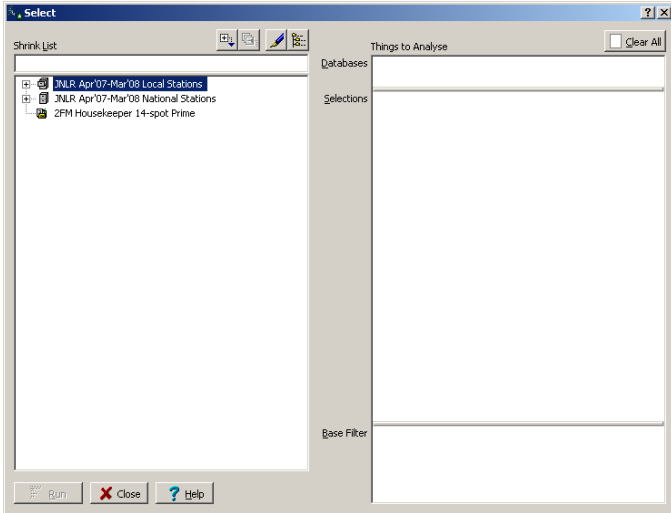


12. And you will see that the File name and full path is spelled out. If you think you might forget – until you get the hang of it – write this down.

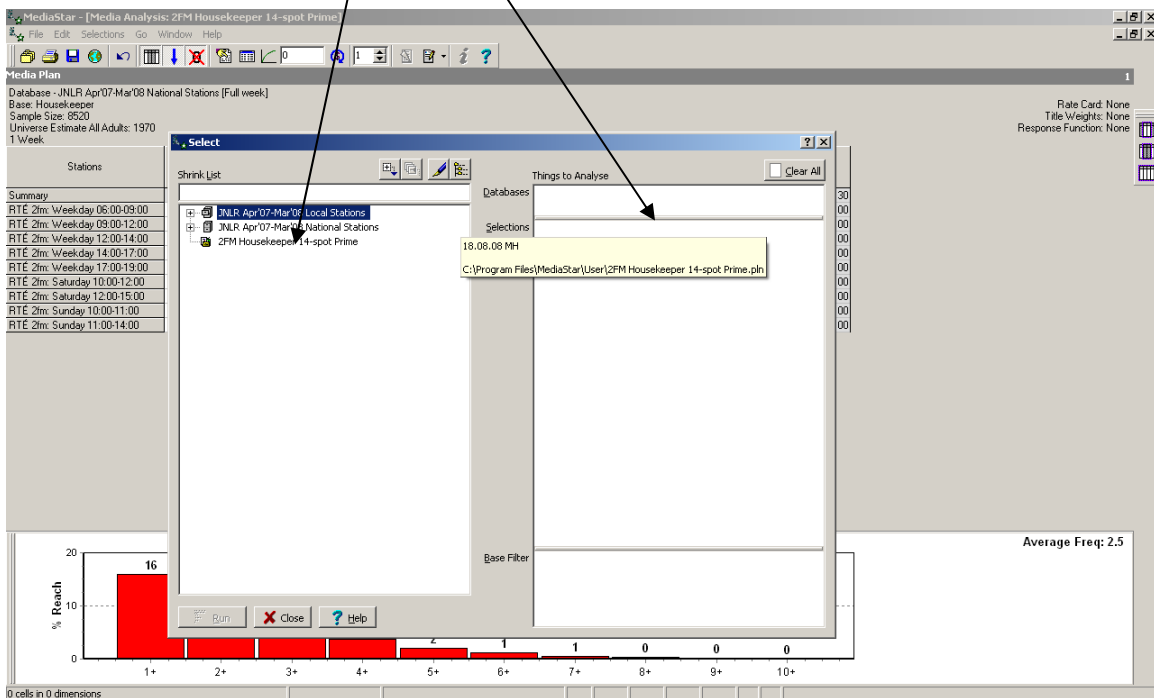
13. Now all you have to do is go back to step 1 above and make sure that the list on the left hand side of the Folders includes the folder where you just saved your plan.



Then when you press OK – ta dah! – you will see the plan on your Select screen as you named it.



And, if you hover over the name of the plan – you will see the detail you typed into the comment box in the yellow pop-up – date and initials in this case – with its full name and path for good measure!



Now to see that plan again all you have to do is double-click and all the settings and spots are exactly as you set them up.

<sup>1</sup> Ask the person that does the JNLR updates in your company where the new data is! [The details of how to do that are contained in a document available in PDF format on the website called "JNLR data download instructions"] Failing that give us a call.