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See Spot Run Installation Guide

Before You Begin (minimum hardware requirements):

- IBM compatible PC with 300mhz Pentium processor or equivalent
- At least 64mb of RAM
- At least 50mb of hard disk space free
- Windows 95/98/ME/2000/XP

Please call 386-758-2266 if you need help determining your hardware

Install Your Software

- Open Windows Explore and create a new directory on your C: drive called “SSRSetup”
([Click here](#) for a visual demonstration)
 - Download See Spot Run for Windows into the new directory “SSRSetup”
 - Open the “SSRSetup” folder and double click “setup.exe.”
 - Follow the installation prompts.
 - Call **386-758-2266** to receive your activation code.
 - [Click here](#) to download Time Order, Log Discrepancy and Production Order forms.
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See Spot Run Quick Start Guide

This guide will lead you through the various areas of SSR Software so you can be up and running quickly and easily. If you feel that you need assistance or clarification at any time during your journey, please do not hesitate to call us with your questions: 386-758-2266.

Explore See Spot Run:

Select options from the easy-to-use Menu system to give yourself an overview. All of these menus work the same...Drag the mouse over the option you want, when it is highlighted simply click to open. You can quickly jump to any option on a menu by clicking on it. Don't worry about entering any data at this point; just take a look around.

Enter Sales Reps, Agencies and Accounts (from the main menu select the database you want):

- **SalesReps - Enter information about your sales staff**

Each sales person must be assigned a unique three-character ID (we suggest numbers, ie 001, 002, etc.). Enter the ID and continue through the form until you've entered all of the required information. Click "**Save**" and add another sales person until you've entered everyone on your sales staff. You probably will want to enter a salesrep record for *House*, and maybe for any rep firms that work for you.

- **Agencies - Enter information about the agencies you deal with**

If you have accounts that are handled by agencies, you'll want to enter the agency information in the Agencies database. This will save you time when you enter ACCOUNTS. You won't have to type in the agency information again because it will be "looked up" from the AGENCIES database.

- **Accounts - Enter Information about your customers**

Each account must be assigned a unique six-character ID. We suggest three alphabetical characters representing the first three characters of the account name, followed by three digits. For example, the Account ID for *Harry's Hardware* would be HAR001... *The Salad Shop* would be SAL001... etc. You may wish to incorporate existing account ID numbers that you are already using for the three numeric digits of the new Account ID. When you type in the ID and press ENTER, SSR first checks the database to see if the ACCT ID has already been used. If it has, SSR will retrieve the account that matches

your entry (and you may now edit the retrieved account if you wish). Continue through the form until you've entered all of the required information. Click "**Save**" and add another account until you've entered all of your customers.

Back Up Your Work (from the main menu select **utilities**, then **backup data**):

- **Backup your data daily**

You've come a long way and have entered a lot of important information. Since we never know quite when a computer might decide to crash on us, it is very wise to backup your data to a floppy diskette regularly. Insert a floppy disk in your A: or B: drive. Click "**Backup Data**" and select the drive you wish to place the backup on from the "**Save In**" field. You will need a backup disk for each day of the week and for each station on the system. Label your disks for each station and each day i.e. WACI-FM - Monday, WACI-FM - Tuesday, etc. and use the appropriate disk for the day of the week. Make a backup Every Day! And store the backup disks in a safe place.

Create Spotsets and Sponsor Programs (from the main menu select **logs**, then **spotset logs** or **program logs**)

- **Spotset Logs - Specify information about your commercial breaks**

Spotset Logs are used to specify how and where commercials will be scheduled. To begin creating your Spotset Log(s) click on "**Add**" to add a Spotset Log and enter a name. If your Spotset log is different for each day of the week you might want to name it Monday, Tuesday, etc. If your weekday logs are the same you might want to name it "Weekday." Once the Log is created you must edit it. To edit it, click the "**Edit**" button, then type in or select the Spotset Log you wish to edit. Use the buttons above the right column to Add, Edit, Delete and Copy breaks within the Spotset Log.

- **Sponsor Programs - Enter the fixed program items**

Sponsor Programs are any programs including Sponsorships and/or Comment programs that you wish to display on the log. Sponsor Programs allows you to specify the "fixed" items (such as Programs, Legal IDs, Network News, Liners, Reminders, etc.) that you want to appear on your logs. Click "**Add Sponsor Program**" to add a Program and enter a Program ID (limit 8 characters). To edit it, simply select the program from the list in the bottom portion of the screen.

Enter Current and New Orders (from the main menu select **orders**, then **add new orders**)

Gather up all of your current orders and enter them into SSR. An order has a **Header** area on the top half of the screen for the account data; **Order Lines**, which contain the scheduling data, are entered just below the order header.

- **Order Headers** – When entering a new order, you must select "**New Order.**" Then, enter the account number of an existing account or move to the Account Name field and type the first few characters of the account for which you want to enter an order, then press ENTER. SSR will "look up" the corresponding information from the ACCOUNTS database. Enter a Log Description as you want the order to appear on the log and an Invoice Description as you

want it to be printed on the invoice. If you simply press ENTER without typing anything in the description fields, SSR will automatically type in a description by repeating the field above.

- **Order Lines** - Provide Start Date, End Date, and other needed information to specify how you want the order to be scheduled. Start Dates that you provide in Order Lines do not need to be the original start dates of the order; just be sure that your start date is the same date, or prior to the date you want to generate your first log with SSR. **TIP:** The Week Start/Week End Box lists consecutive weeks that begin on the Monday of each week.

Add up to 99 lines to each order. Continue entering until all of your current and new orders have been entered.

Enter Your Previous Balances (from the main menu select **billing**, then **special orders/previous balance**):

- **Enter all of your accounts previous balances**
You must enter your accounts previous balances. These balances will show up on the Statement. The "Invoice Date" will automatically be filled in with today's date, however, this can be changed if needed. Continue through the form until all fields are entered. The "Description" field will show up on the Statement describing to the Client what the amount is for. We suggest entering "Previous Balance." If you are entering a previous balance for an account you must check the "PREVIOUS BALANCE" check box. By selecting the PREVIOUS BALANCE check box you are telling the system not to deduct any agency discounts or add any tax rates to this amount because they are already accounted for. If you are entering a previous credit be sure to enter the amount as a minus(-) and enter Previous Credit in the Description field. When entering a previous credit you must check the "SPECIAL ORDER" check box.
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Generate Logs (from the main menu select **logs**, then **schedule logs**)

- **Schedule a Log** - Specify the date of the log to generate. Next select the Spotset Log you want to use to generate your scheduled log and click "**Generate.**" When finished, select View/Edit Log to handle any bumped spots. To insert a bumped spot, remove a spot or move a spot within the log, simply click on it, drag it and drop. To help you with placing spots, you can see all the order information regarding a specific spot by double clicking on it. After bumped spots are all handled and the log is to your liking, click "**Save.**" Now you can select Print Log from the Logs Menu to send your work to the printer. You may opt to select a Program Log when printing the log. If you do not use a Printed Log, you may skip this step and select "Export Logs." Select the appropriate automation system and click "**Export.**" **Note:** Before billing can be generated all logs within the specified month must be generated and accepted using the Accept Logs screen.
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