Installing PPM Data Updates
PPM Data "B" Files Released Each Month

ACT 1 SYSTEMS INC.

ACT 1 "PC System" Support Document
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These instructions are for installing **PPM data** ("B" files). It is **vital** that you (or someone you designate) promptly download and install these monthly updates to ensure your company's business decisions are based on current data.

PPM Market Data Release Days and Times (Contents of the PPM Data "B" Files)

Monthly PPM data typically comes out as 4 individual "B" files, released across 4 days with each daily file containing 12 markets. You must download and install all 4 files to get all 48 markets. Every quarter, we release a 5th "B" file that contains the three-month PPM averages for all 48 markets for the quarter*. The market release days are as follows:

- **Release Day 1 at 3PM EDT [12N PDT]** (typically Monday); 12 markets: Atlanta, Dallas, Chicago, Houston, Los Angeles, Middlesex, Nassau, New York, Philadelphia, Riverside, San Francisco and San Jose.
- **Release Day 2 at 3PM EDT [12N PDT]** (typically Tuesday); 12 markets: Baltimore, Boston, Denver, Detroit, Miami, Minneapolis, Phoenix, San Diego, Seattle, St. Louis, Tampa and Washington D.C.
- **Release Day 3 at 3PM EDT [12N PDT]** (typically Wednesday); 12 markets: Charlotte, Cincinnati, Cleveland, Columbus, Kansas City, Las Vegas, Orlando, Pittsburgh, Portland, Sacramento, Salt Lake City and San Antonio.
- **Release Day 4 at 1PM EDT [10AM PDT]** (typically Thursday); 12 markets: Austin, Greensboro, Hartford, Indianapolis, Jacksonville, Memphis, Milwaukee, Nashville, Norfolk, Providence, Raleigh and West Palm Beach. *Quarterly, on this fourth release day, the 5th "B" file is available.

How to Download and Install the PPM Data ("B" Files)

1. Launch our **Site Manager** program and click the "**Install/Remove**" tab (Site Manager can be found in the Start menu > Programs > ACT 1 Systems > Site Manager or \MKTN\APP\Manager.exe).
2. Click the "**Check for Updates**" button to automatically download and install the data.

3. Important: After installing all 4 or 5 PPM data "B" files (once you have all 48 markets), click the "**Email confirmation**" button. This will launch your default email program (such as Outlook), listing your installed data. Send the email to act1support@act1systems.com, so we can confirm everything is properly installed.
4. Exit **Site Manager**

Frequently Asked Questions Regarding PPM Data ("B" File) Updates

1. Who can install PPM Data ("B" file) updates and where should updates be done?
It's up to you to decide who will have this ongoing responsibility. Click the "Check for Updates" button. It will automatically download & install any missing data from the last 2 years. Anyone with access to the **Site Manager** application can perform the quick updates. In a multi-user network server setup, updates only need to be done once on the server where our software is installed (not at each user's individual workstation).

2. Can users be accessing ACT 1 software during PPM Data ("B" file) file updates?
Yes, as PPM Data ("B" files) are only **data** updates (and not software updates).