MediaStar Software & JNLR data

Location of Files & Folders

It is recommended practice to store each period's database in a separate folder with a naming convention to match. This can be a local drive (the C: drive on your own PC) or can be in a shared (network) drive.

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 **My Computer** your MediaStar folder (and sub-folders) arrangement will look something like this:
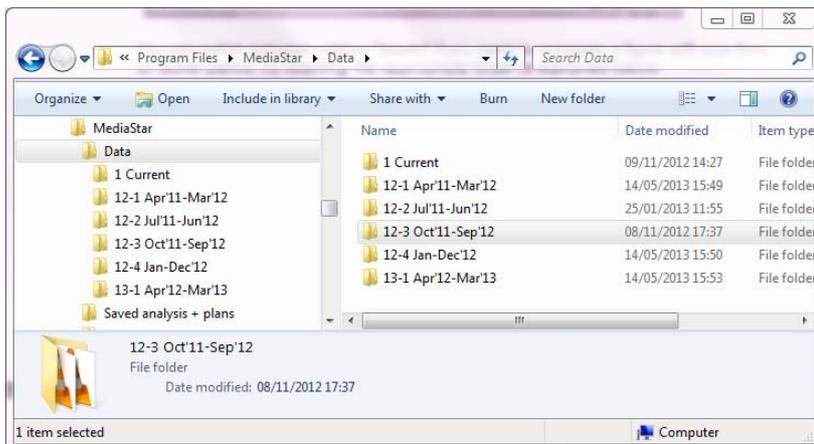
You can switch between various "books" if you need to compare a figure with one from an earlier period, by selecting the appropriate folder as explained below.

The sub-folders under MediaStar in the above example contain the data from the last two publications and the "1 Current" folder is always correct. If you look on the left you will also see a folder called "Saved analysis + plans" which can be shared across a network with all MediaStar users who have rights to that folder

Open the MediaStar application ….
Make sure there is only one period of data showing here.
If there are more, then you can't make changes to a plan laydown or update a saved analysis
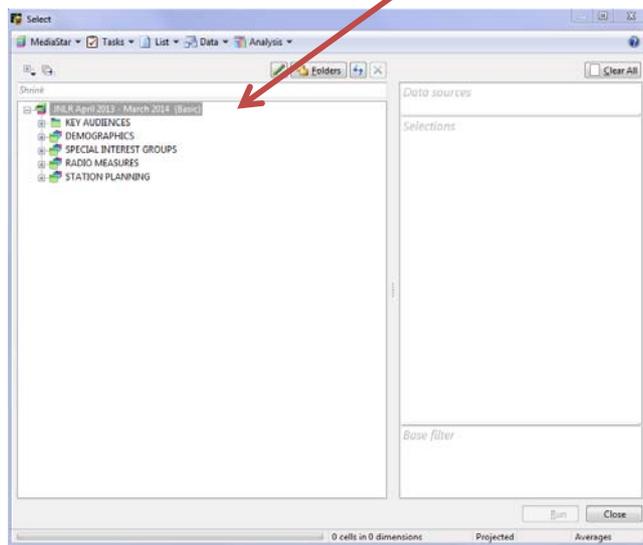
The press the Folders button – top right of the left-hand pane
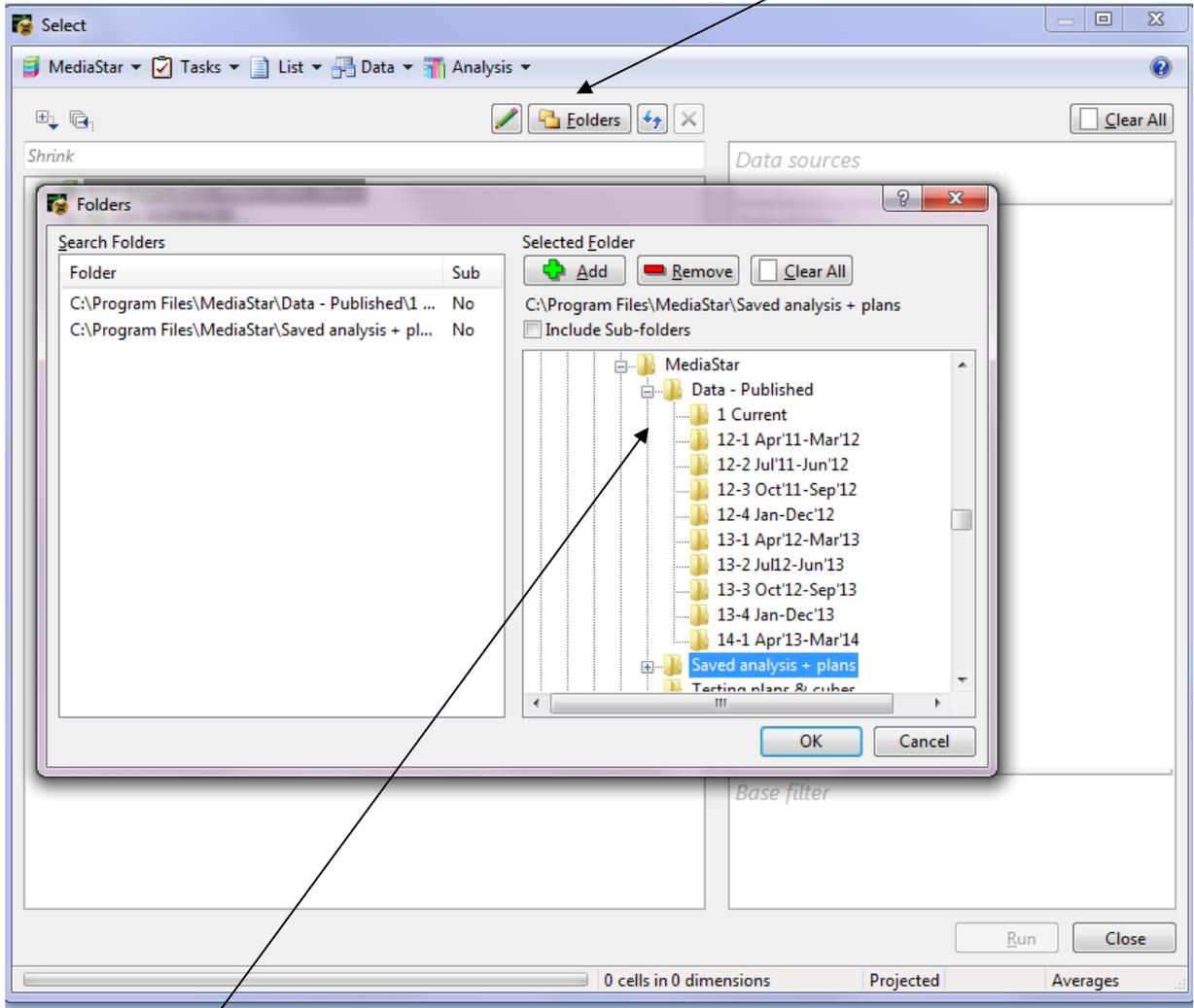
3 Scroll up and down the right-hand side list of folders on your system to find the one that contains the "book" you want to work with. You should be able to see a separate folder that contains the most recent data. If you can't, go to this endnote[1].

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. Whatever appears in here will show in the left-hand side of the Select Screen when you log on.

When you are working in MediaStar, we recommend that you save your plans and reports to a separate named folder to avoid confusion.

You can see in the example that a second folder containing "Saved analysis + plans" has also been selected

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

6 You can remove folders on the left-hand working folders list by double-clicking on them. Make sure that last time's information has been removed from the working folders list.

Press OK – bottom right – when you're done.

7 The database, saved plans and reports that are in the folders you have chosen will now appear on the left side of the main Select Screen.

8. When you are working in MediaStar, we recommend that you save your plans and reports to a separate named folder to avoid confusion.

"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 the Home button , Save
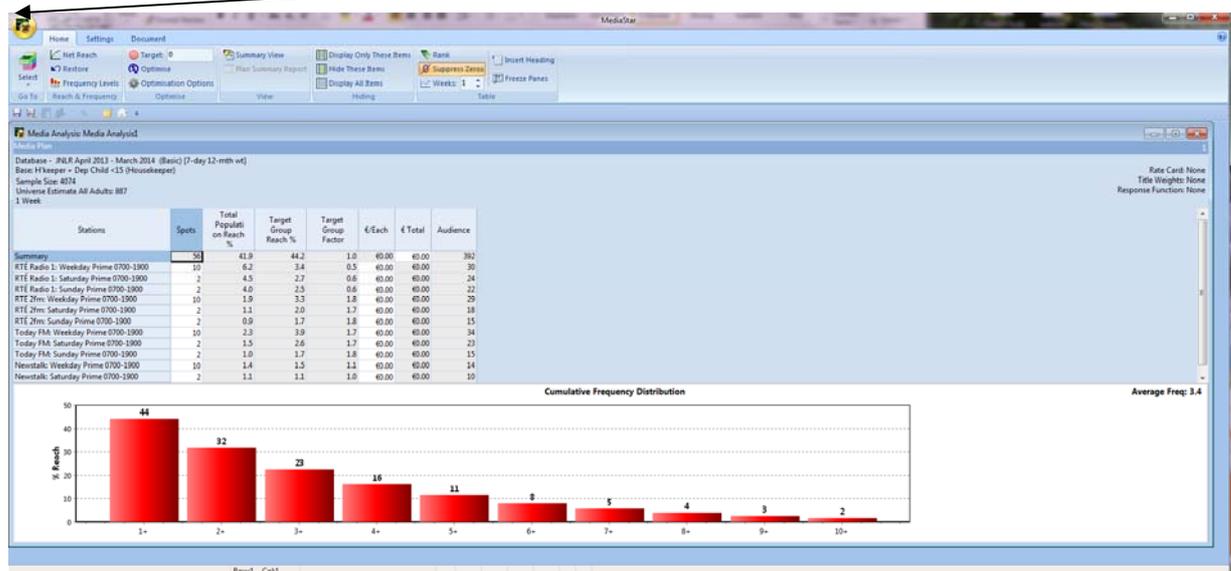
You will then see a box like this:
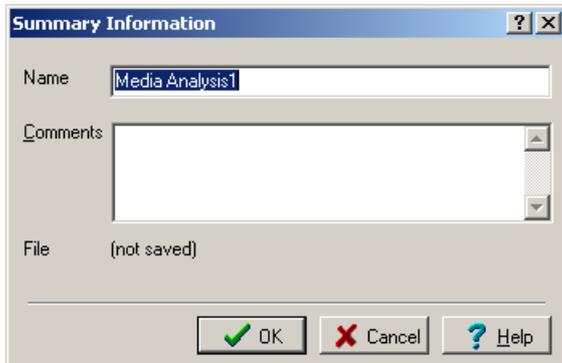
10. In the Name field type in something that will remind you what the plan consists of. I am going to call mine National H'keeper w kids <15 PT and I have typed a bit of explanation into the Comments box below which will appear as a little pop-up later on – in this case just the creation date and my initials incase anyone else needs to know who did the work.
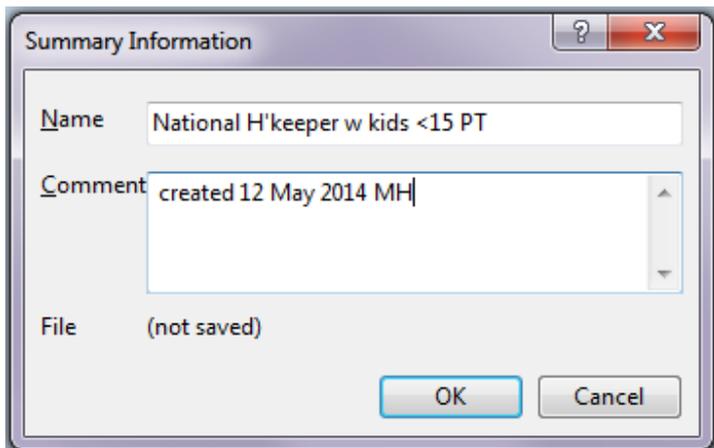
At this point the legend at the bottom against File is (Not saved)

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

11. You will need to 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 (Windows 7 – yours may differ)
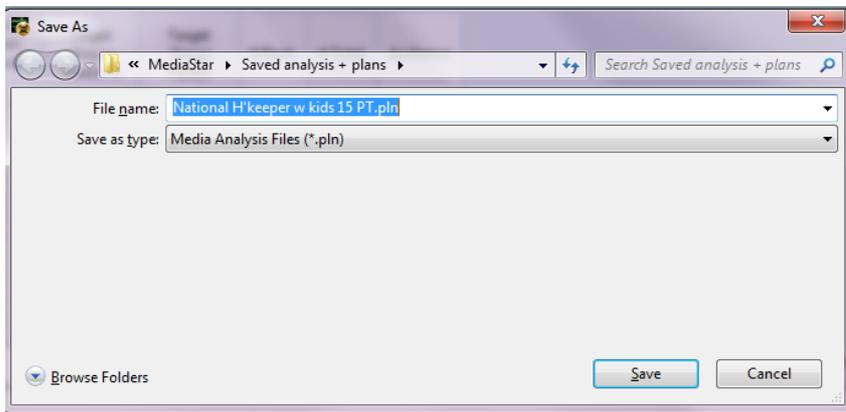
12. And you will see that the File name and full path is spelled out. If you think you might forget – until you get the hang of it – write this down.

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.
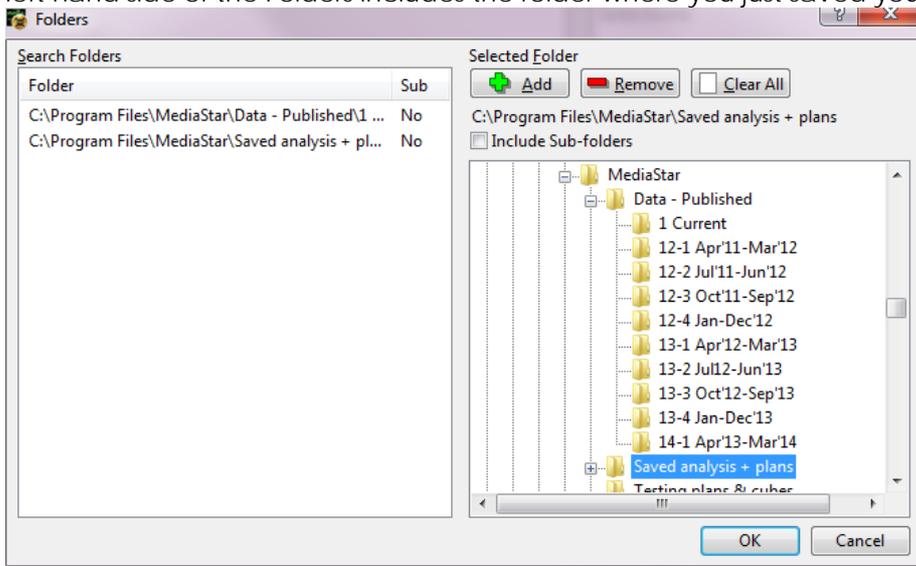
Then when you press OK – ta dah! – you will see the plan on your Select screen as you named it.
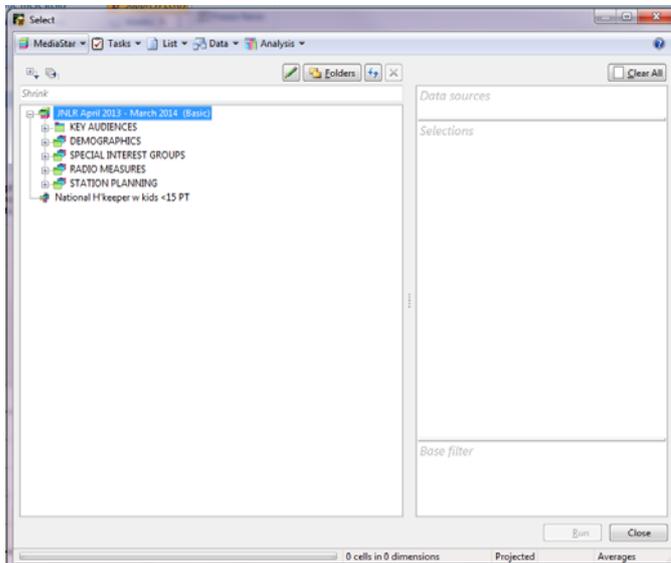
And, if you hover over the name of the plan – you will see the detail you typed into the comment box in the yellow pop-up – date and initials in this case – with its full name and path for good measure!
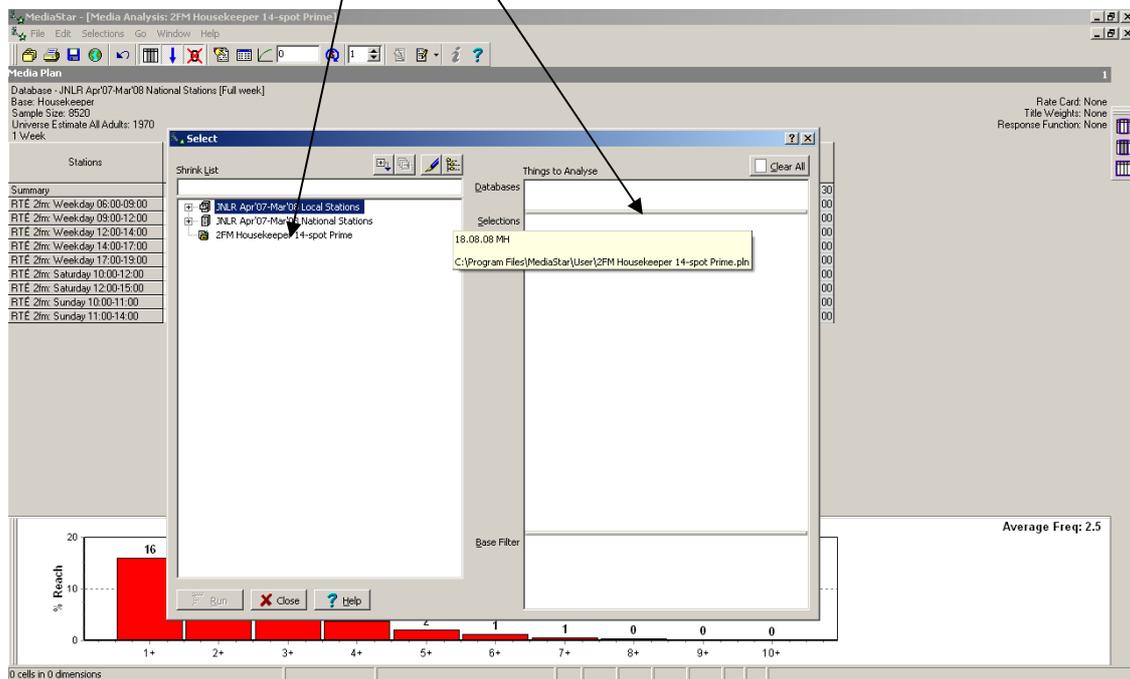
Now to see that plan again all you have to do is double-click and all the settings and spots are exactly as you set them up.

---

[1] Ask the person that does the JNLR updates in your company where the new data is! [The details of how to do the new data download are available from our website the website called "JNLR data download instructions"] Failing that give us a call.