

Managing Report Specifications

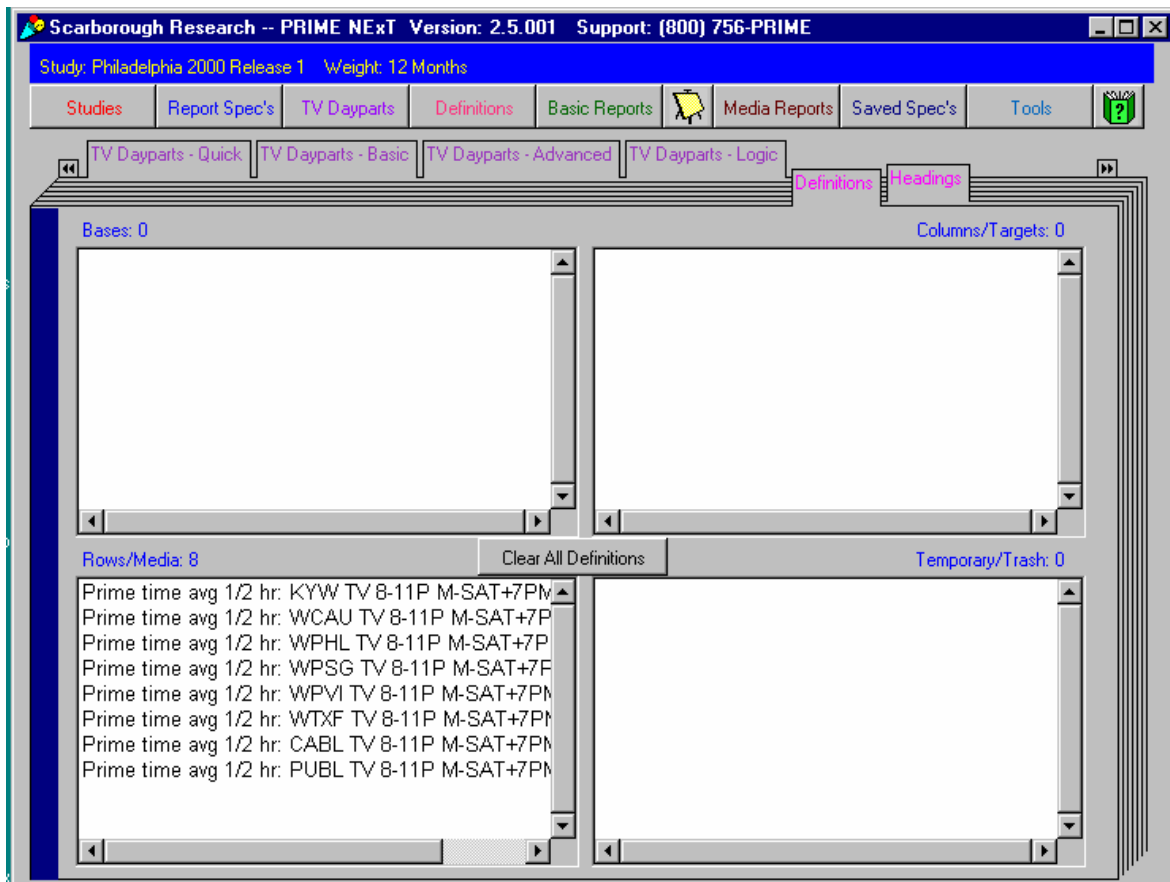
Managing Definitions

The **Definitions** screen allows you to view and manage currently loaded Base, Column/Target, Row/Media, or Temporary/Trash definitions. You can copy or move definitions from one category to another. For example, you can copy or move a Base definition to a Column/Target definition.

Moving definitions from one category to another adds the definitions to the bottom of the list in the new category. This allows you to reorder your definitions. For example, you can move all of your Base definitions to Temporary/Trash, and then move them back in the order you want them to appear.

You can send keywords (database codes) for selected definitions to the Rpt. Spec's - Enhanced screen so you can combine them to create new definitions.

The Definitions screen also lets you retrieve deleted definitions from the Temporary/Trash category. However, if you remove all currently loaded definitions by clicking the Clear All Definitions button, the definitions are permanently removed, unless you have previously saved them.



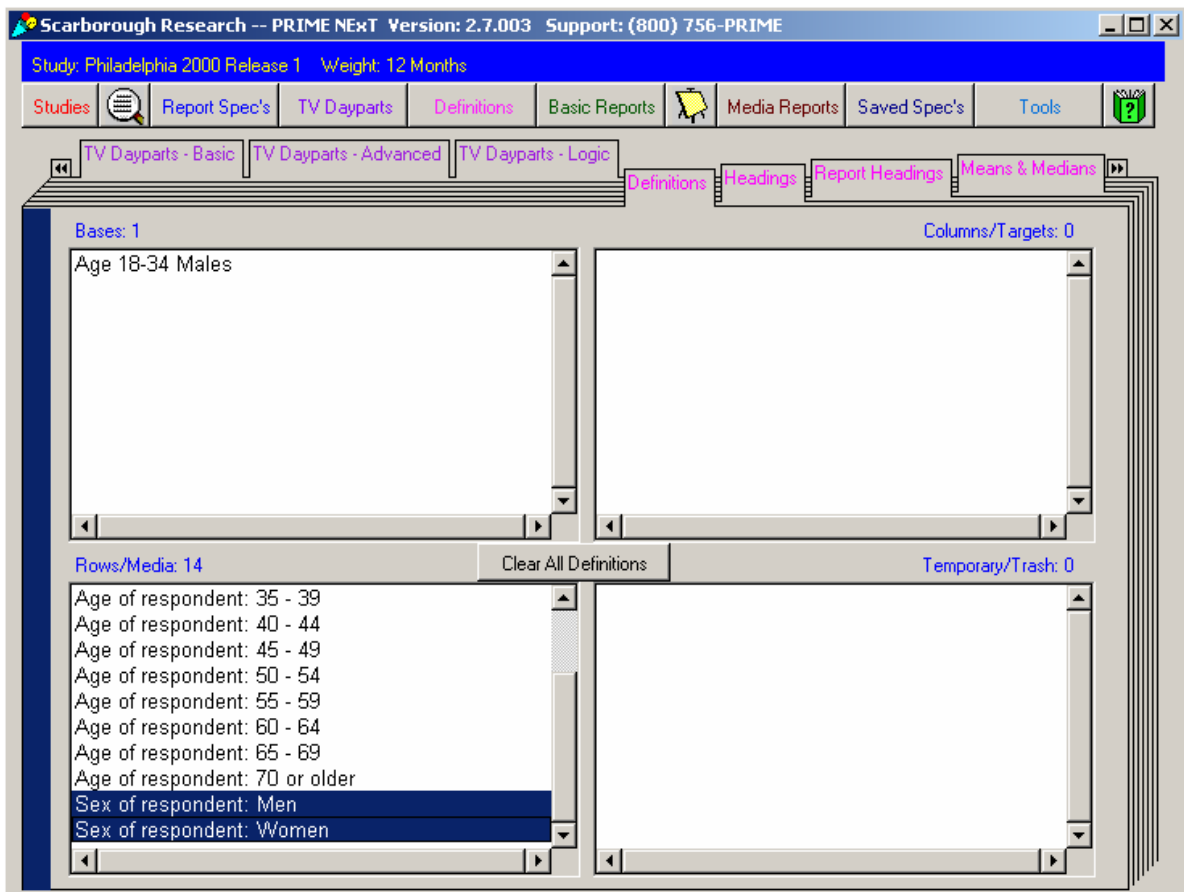
1. Switch to the Definitions screen by clicking on its associated tab.
2. Examine the four list boxes to see all currently loaded definitions. You may decide to

switch to another screen to create or modify definitions before continuing with this procedure.

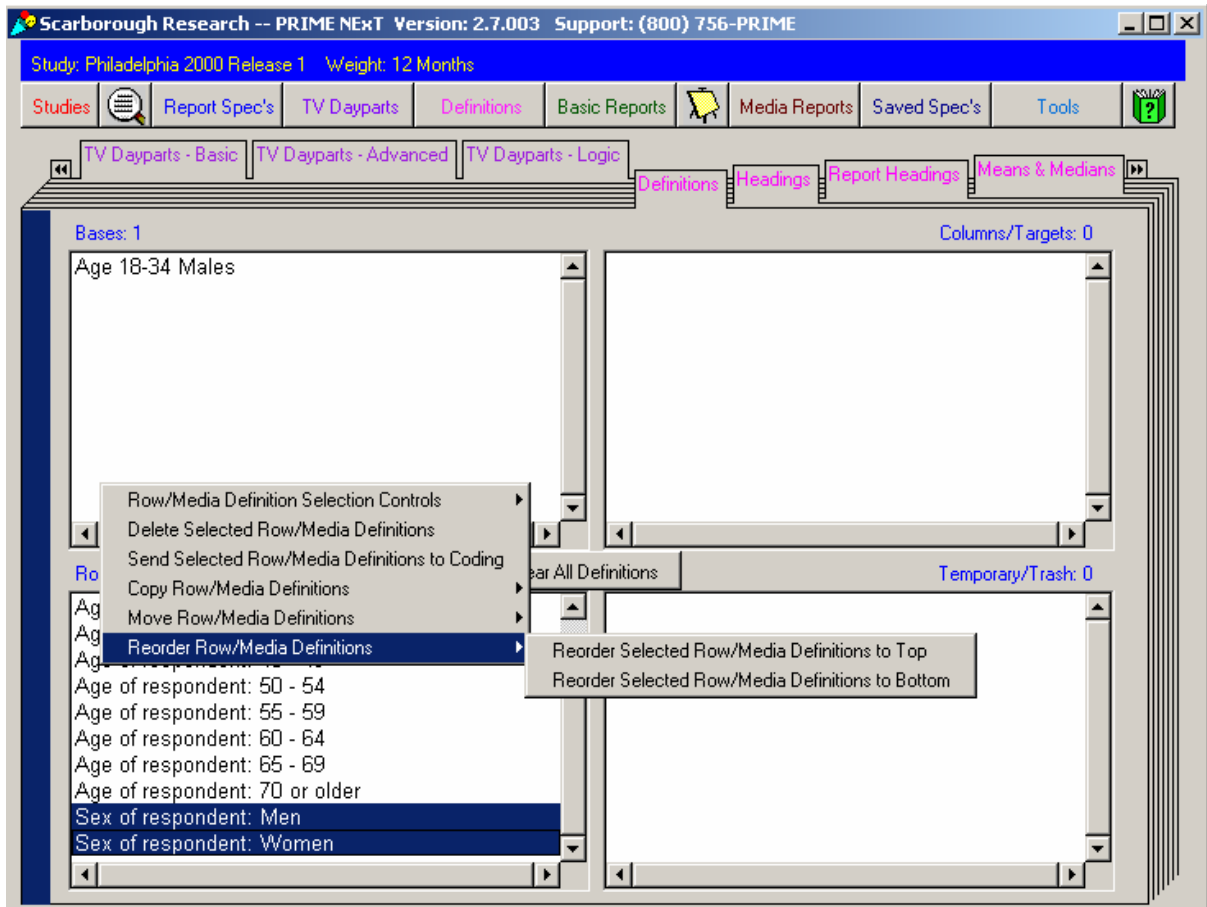
3. Click a definition to select it. To quickly select or deselect definitions of the same type, use the Shift and Ctrl keys while clicking, or right-click on one of the selected definitions and select one of the commands on the Definition Selection Controls menu.
4. Right-click a selected definition, and click one of the following commands:
 - The Delete command moves the selected definitions to the Temporary/Trash list box. If you are deleting definitions in the Temporary/Trash list box, they are permanently removed.
 - The Copy and Move menu items contain commands that let you copy or move the selected definitions to any of the other three list boxes.
 - The Send command adds the keywords (database codes) and headings for each of the selected definitions to the Rpt. Spec's - Enhanced screen.

Reordering Definitions

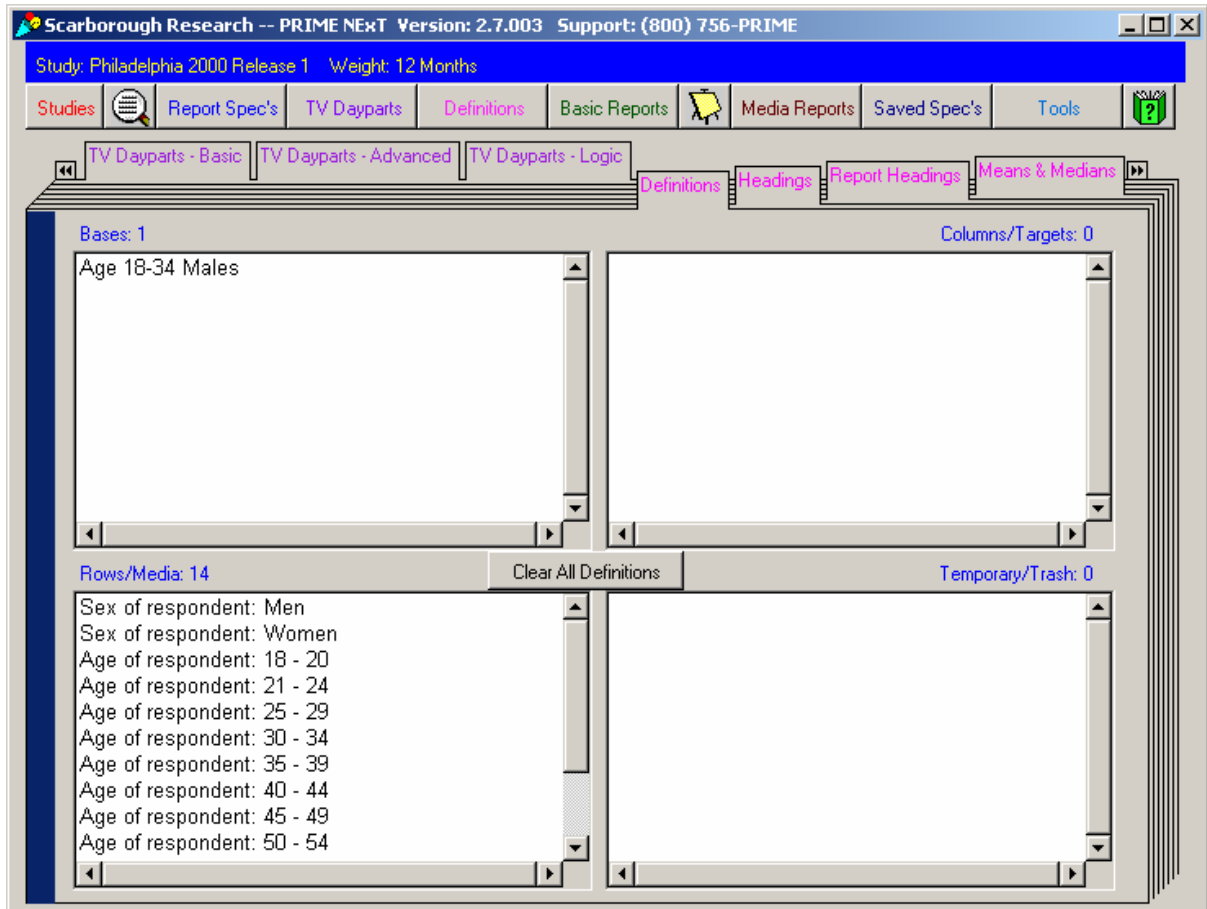
5. (optional) To reorder the definitions within the Bases, Columns/Targets, Rows/Media, or Temporary/Trash sections, select one or more items you want to reorder.



6. Right click to display a control menu. From the menu, select Reorder Row/Media Definitions, and then choose whether to move the selected definitions to the top or the bottom of the list.

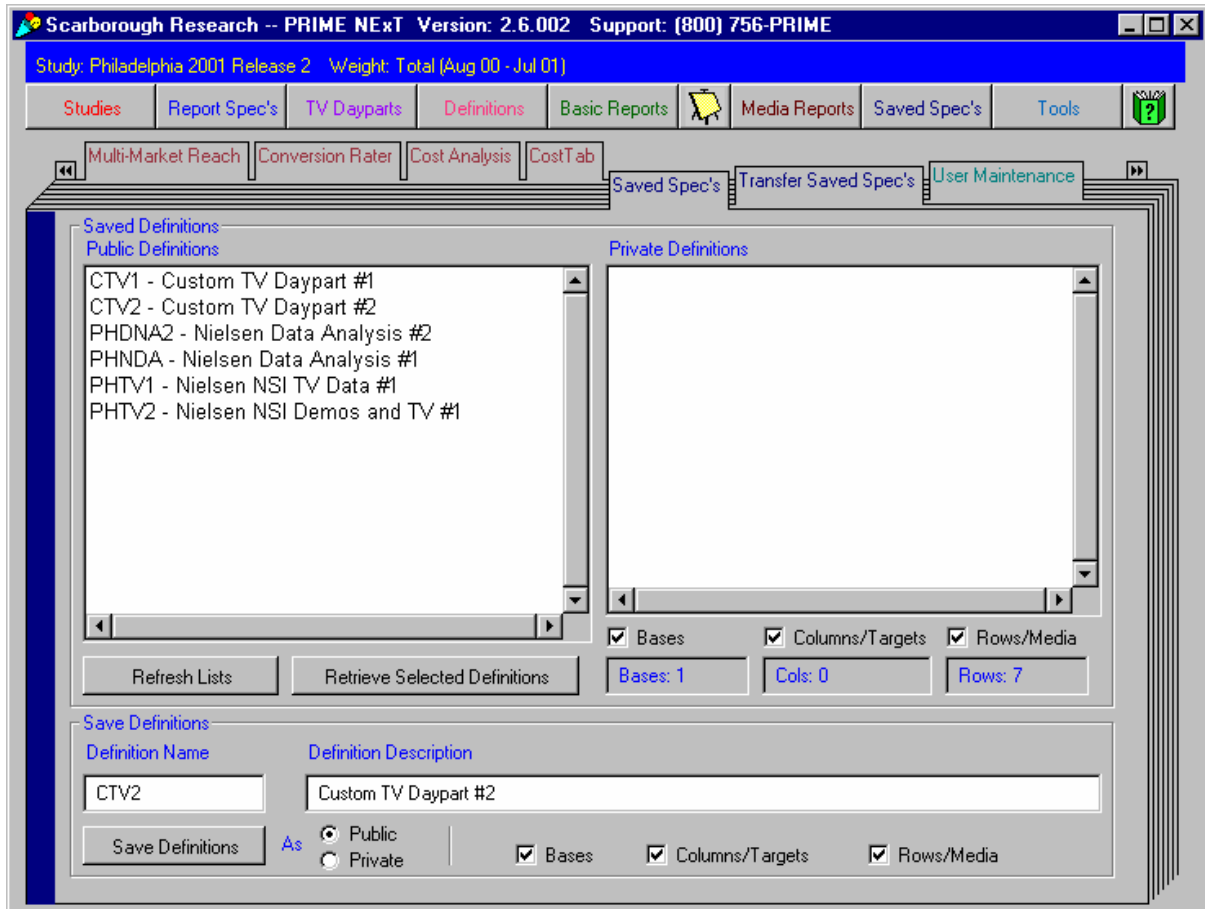


The definitions are reordered on the Definitions screen.



Saving and Loading Definition Sets

The **Saved Spec's** screen allows you to save, load, and manage sets of Base, Column, and Row definitions.



1. Switch to the Saved Spec's screen by clicking on its associated tab.

- The Public Definitions list box shows sets of saved report specifications available to any user who logs into a network or intranet installation of PRIME NEXt.

Note: In a multi-user environment, you should click the Refresh Lists button to ensure that the Public Definitions listed are up-to-date.

- The Private Definitions list box shows sets of saved report specifications available only to the currently logged-in PRIME NEXt user.

To retrieve definitions from saved sets

2. Select one or more sets of saved definitions from either the Public Definitions or the Private Definitions list box.
3. Based on the type of definitions you want to retrieve, select one or more of the three checkboxes (Bases, Columns/Targets, or Rows/Media) below the Private Definitions list box.

Note: Below these checkboxes, PRIME NEXt displays the number of Bases, Columns, and Rows already selected.

For example, if you want to retrieve only the base definitions from the selected set, select the Base checkbox and clear the other two. If you want to retrieve all definitions in the selected set, select all three checkboxes.

To save a saved set of definitions

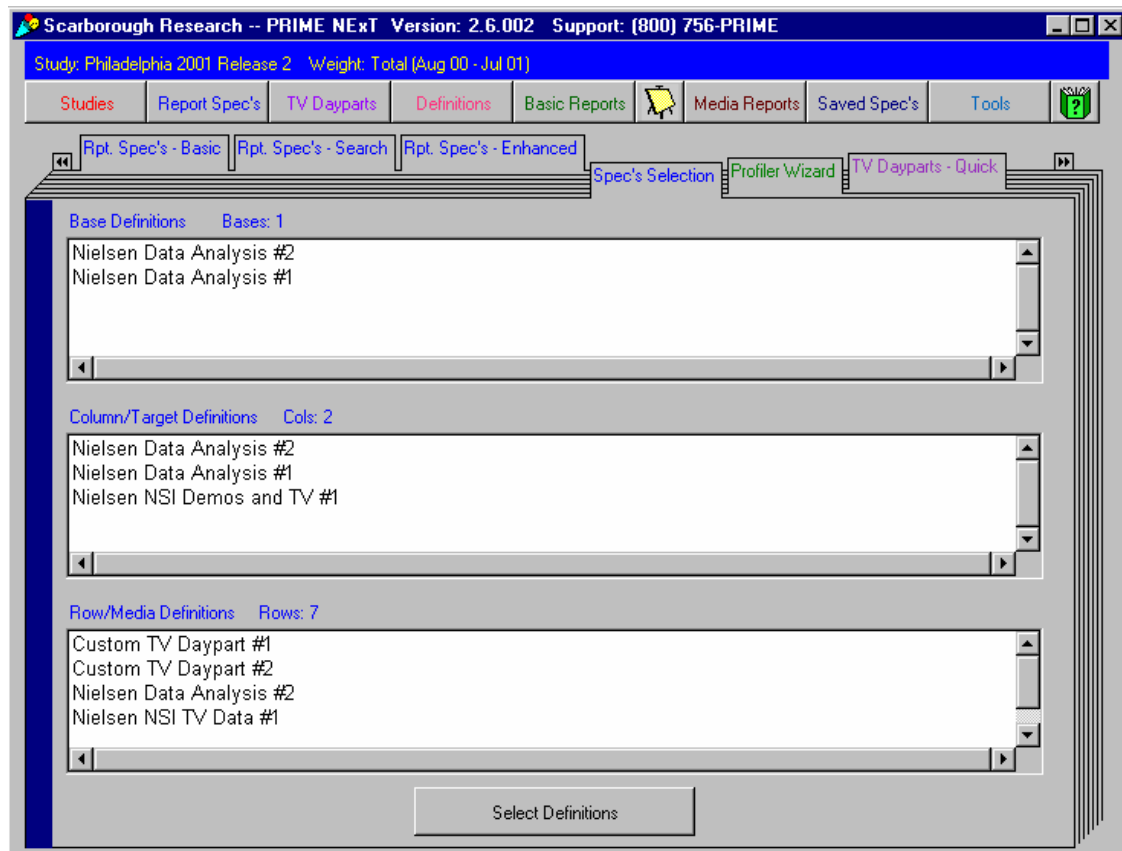
4. In the Definition Name field, type a name for the saved definition.

Note: If you enter the name of an existing definition set, you must decide whether or not to overwrite it.

5. In the Definition Description field, type a description for the saved definition.
6. Select either the Public or the Private radio button at the bottom of the screen to indicate whether or not the set should be available to other PRIME NEX T users.
7. Based on the type of definitions you want to save, select one or more of the three checkboxes (Bases, Columns/Targets, or Rows/Media) to the right of the Public and Private radio buttons.
8. To save the definition set, click the Save Definitions button.

Selectively Retrieving Definitions from Saved Sets

The **Spec's Selection** screen allows you to retrieve Base, Column/Target, and Row/Media definitions selectively from saved sets. For instance, you can choose to retrieve all Base definitions from one or more selected sets and Target definitions from another group of selected sets. The screen displays counters showing the number of Bases, Columns/Targets, and Rows already defined, along with lists of definitions available to be selected as additional Bases, Columns/Targets, and Rows.



1. Switch to the Spec's Selection screen by clicking on its associated tab.
2. In the Base Definitions list, select one or more sets of saved definitions from which you want to retrieve Base definitions only.

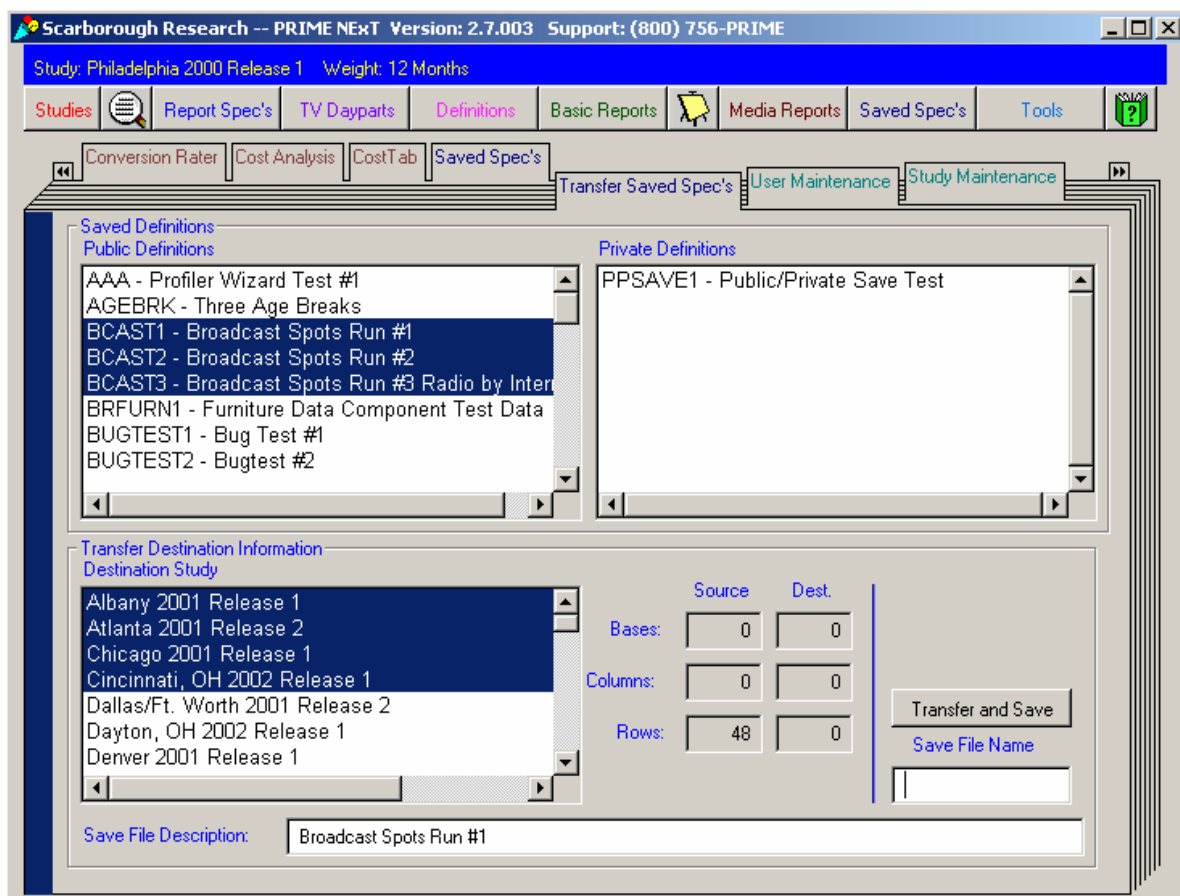
Note: In any of the list boxes, you can use the Shift and Ctrl keys to select more than one saved set. You can

also use the Ctrl key to deselect sets.

3. In the Column/Target Definitions list, select one or more sets of saved definitions from which you want to retrieve Column/Target definitions only.
4. In the Row/Media Definitions list, select one or more sets of saved definitions from which you want to retrieve Row/Media definitions only.
5. To retrieve the definitions from the selected sets, click the Select Definitions button.

Transferring Definition Sets to Another Study

The **Transfer Saved Spec's** screen allows you to copy saved definitions from the current PRIME NExT study to another study, within or across markets.

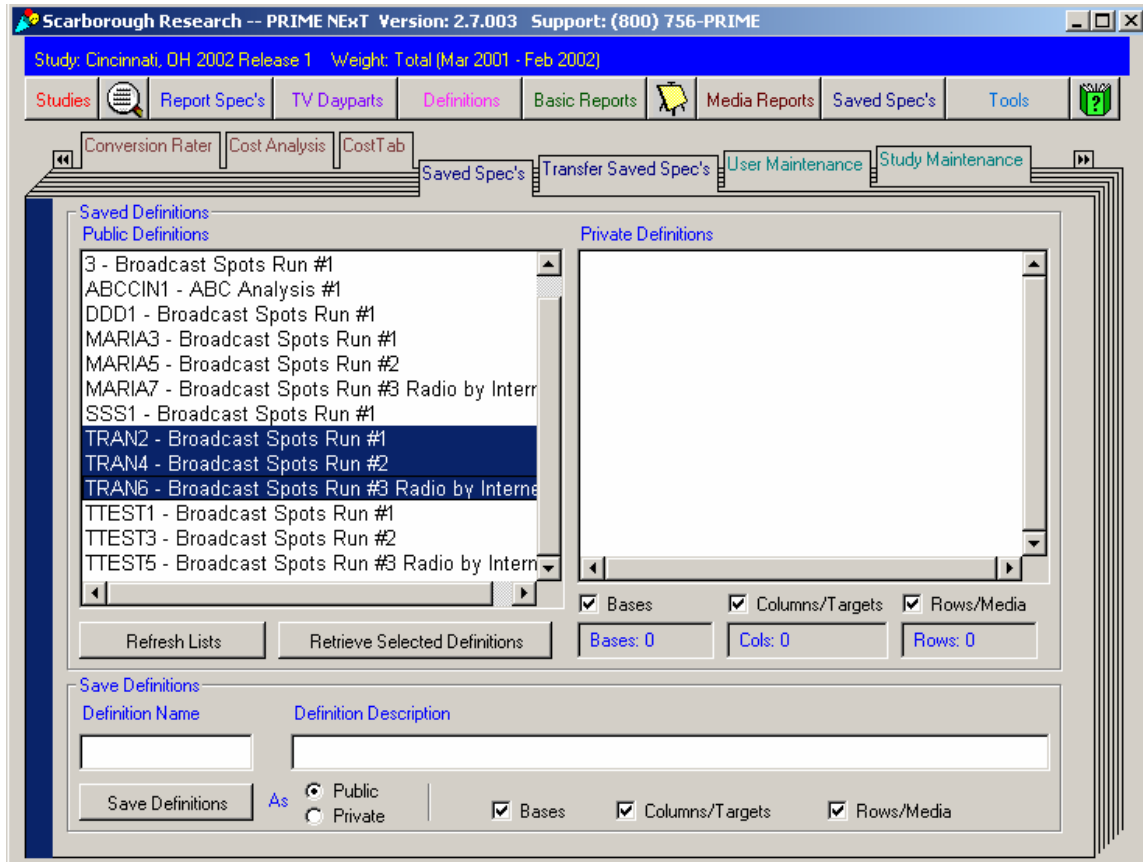


1. Switch to the Transfer Saved Spec's screen by clicking on its associated tab.
2. From the Public or Private Definitions list in the Saved Definitions area, select one saved definition set or multiple definition sets.
3. From the Destination Study list box, select the study or studies to which you want to transfer the saved definition set(s).
4. In the Save File Name input area, enter the name of the new saved definition set. There is no limit to the length of the name you provide.
5. In the Save File Description area, enter this new saved definition set's description.

6. Click the Transfer and Save button to create the new definition set.

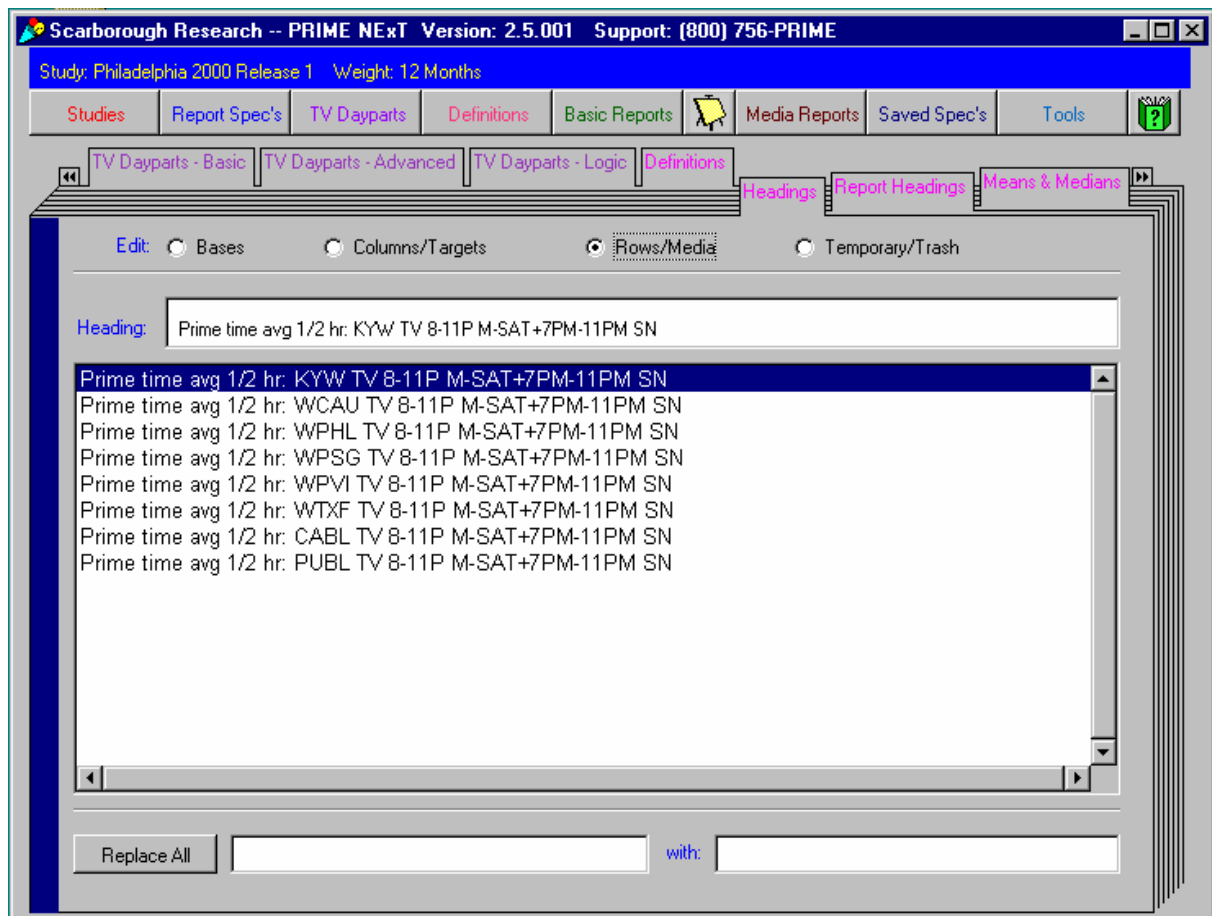
Note: The number of Bases, Columns/Targets, and Rows/Media in the original saved definition set and the number of Bases, Columns/Targets, and Rows/Media transferred will be updated in the relevant display (Source or Dest.).

The following example of a Saved Spec's screen shows that the definition sets selected in the previous example have been saved for the market (in this case, Cincinnati):



Revising Definition Headings

The **Headings** screen allows you to revise the headings associated with any of the currently loaded definitions. Definition headings appear as Base, Row/Media, and Column/Target titles in your PRIME NExT reports. To save changes to definition headings, use the Saved Spec's screen.



To change a single definition heading

1. Switch to the Headings screen by clicking on its associated tab.
2. In the Edit section, select the category containing the definition you want to modify. For example, if you want to change the heading of a Column definition, select the Columns/Targets radio button.
3. Select the desired definition in the list.
4. Edit the Heading field as desired.
5. To save your changes to the selected definition heading, press Enter.

To change multiple definition headings

You can use the search and replace feature to change text that appears in more than one definition heading.

6. In the field next to the Replace All button, type or paste the text you want to replace. To make it easier, you can copy text from the Heading field.
7. Type the replacement text in the "with:" field.
8. To make and save the replacement, click the Replace All button.