# NPOWER

**UPLOAD SCHEDULES**

2014

## nielsen

# UPLOAD SCHEDULES

Upload schedules from other software applications into NPOWER to be used in Reach and Frequency reports.

## REQUIRED UPLOAD SCHEDULE FORMAT

An Excel file with the data to be uploaded is required. NPOWER requires a specific format, so you may need to modify your file. Remember, your schedule will not upload, if you attempt to upload a file in an incompatible format or without the required headers.

## PROGRAM FORMAT

program_date
Format:     MM/DD/YYYY or MM/DD/YY
Example:    07/07/2011

program_time
Format:     12HR or 24HR
Example:    7:24 PM or 19:24

program_originator_type
Format:     Program Originator Type Identical to
            how it's listed in NPOWER (case sensitive)

program_originator
Format:     Program Originator Name Identical to
            how it's listed in NPOWER (case sensitive)

program_name
Format:     Valid program name, Identical to how
            it's listed in NPOWER (not case sensitive)

program_duration
Format:     Duration of the Schedule Unit as a whole
number
Example:    15

program_mop
Format:     Start of the Schedule Unit as a Whole Number
Example:    1

**OPTIONAL COLUMNS**

program_schedule_name
Format: Any Schedule Name but only Alpha-numeric
characters are allowed

### PROGRAM EXAMPLE

| program_name | program_originator | program_date | program_time | program_duration | program_mop | program_originator_type |
|---|---|---|---|---|---|---|
| MENTALIST, THE | CBS | 07/07/2011 | 10:00 PM | 60 | 1 | BROADCAST |
| FINDING BIGFOOT | ANIMAL PLANET | 07/05/2011 | 9:00 PM | 60 | 1 | CABLE |

## TIME PERIOD FORMAT

tp_date
Format:     MM/DD/YYYY
Example:    12/05/2005

tp_time
Format:     12HR or 24HR
Example:    7:24 PM or 19:24

tp_vs_name
Format:     Viewing Source Name identical to how it's listed
            in NPOWER (case sensitive)

tp_vs_type
Format:     Relevant Viewing Source Type Name identical to
            how it's listed in NPOWER (case sensitive)

tp_duration
Format:     Duration as a whole number
Example:    1

### TIME PERIOD EXAMPLE

| tp_date | tp_time | tp_vs_name | tp_vs_type | tp_duration |
|---|---|---|---|---|
| 11/1/2010 | 7:53 PM | ABC Affiliates | Broadcast | 1 |
| 11/2/2010 | 8:41 PM | BRVO | Ad Supported Cable Orig | 1 |

Once the format modifications are complete, save the file as a tab-delimited text (.txt) file and compress it into a .ZIP archive. Double-click **R&F Upload Schedule** to open the Upload Schedule window.



Provide a Report Name, select a Sample from the drop-down, click Browse and select the .ZIP file you want to upload. Click **Submit**.

- Pictured at right, is an example of a successful upload message indicating your schedule is now available for your use.

- You can monitor the upload progress on the screen, where you will be notified if there are any errors with the file.

- The number of records uploaded should match the number of rows in your zip file.



Close the Upload schedule window to return to the NPOWER home page.
Click **Refresh** on your NPOWER homepage to see your updated schedule within the Reach and Frequency Upload Schedule section. Use the schedule the same as you would any other Reach and Frequency Schedule in NPOWER.

# ABOUT NIELSEN

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