Source: TPT17 IPA TouchPoints 2017
a) Open SurveyTime, and select a survey - type Touchpoints in the Filter Survey box and select the newest survey.
b) Enter your target as the table base. If you don't, it will default to all adults. If you want to pick another target, highlight it and add it to Table in the coding grid (and remove all adults) (figure1). For this example, we will use All Respondents.
c) We need to add wild card codes as columns and rows. Within 'Diary Wildcard: Location/Activity/Who With etc.', expand 'Media - Commercial Media Summaries', and select TV, Radio and Newspaper/Magazine, and add to Columns (figure 2).
d) Select short titles, from Title Mode, to tidy up the title labels (figure 3). Press Reset in the code book, to reset the search (figure 4).
e) Expand 'Diary Wildcard: Time Codes', and add 'Timeslots - Mon-Fri (Average Day)' to your rows. There should be 48 half-hour codes in the rows (figure 5).
f) We can now look at the data in Charts (figure 6).

TIP: What are Wild Cards? Times and activities need to be related to each other, e.g., what someone was doing, when and for how long, like a 2 piece jigsaw. The user needs to put the activity together with the time(s) that the people were doing it to understand what and when.

Figure 2

Figure 1



Figure 5

## Figure 3



Figure 6

g) Tidy the chart following the instructions below:
$\checkmark$ Select line chart (1).
$\checkmark$ If labels are showing on line, you can remove them (2).
$\checkmark$ Select first 50 rows (3).
$\checkmark$ Choose chart themes (4).
$\checkmark$ Change axis settings (5).
Export to PowerPoint (6).

What does the data show?
The data shows the proportion of time, on an average day between Mon-Fri, that each media selected is used. The X -axis is 30 min time slots, and the Y -axis is the audience.
e.g., on an average Mon-Fri, audience watching any non-BBC broadcast TV channel (live or recorded on any device) peaks to around 15,500,000 between 21:00hrs and 21:30hrs.


5

