Source: TPT17 IPA TouchPoints 2017
a) In SurveyTime, select the TouchPoints survey by using the Filter Survey box.
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), or click Add Table in CrossTab (figure1). For this example, we will use age 15-34.
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, internet, social networking and out of home, and add to the Rows (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 then open 'Gross ½ Hour Claims (For Share)'. Add 'Mon-Fri' to your Columns (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 1
Figure 2


Figure 3


Figure 5


Figure 4


Figure 6

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| :---: | :---: |
| CrossTab |  |
|  | Codebook Workspac |
| $\langle/\rangle$ | Category Filters * |
| Coding |  |
| जna | 4 Diary Wildcards: 7 |
| \|1. | - Reach By Day/ |
| Charts | $\triangle$ Gross $1 / 2$ Hour <br> Mon-Su |
| x | $\Theta$ Mon-Fri |
| Excel | ¢ Sat-Sur |
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| Q | © Tuesda) |
| Feedback | © Wednes |

g) Tidy the chart following the instructions below:
$\checkmark$ Select pie chart (1).
$\checkmark$ Show or hide chart labels (2).
$\checkmark$ Select first 50 rows (if not all rows shown) (3).
$\checkmark$ Choose chart themes (4).
$\checkmark$ Export to PowerPoint (5).

## What does the data show?

The data shows the percentage of the total half hours logged by participants, between Mon-Fri, for an activity.
e.g., between Mon-Fri, when compared to the other commercial media in figure 2, Out of Home takes up $33 \%$ of time.


