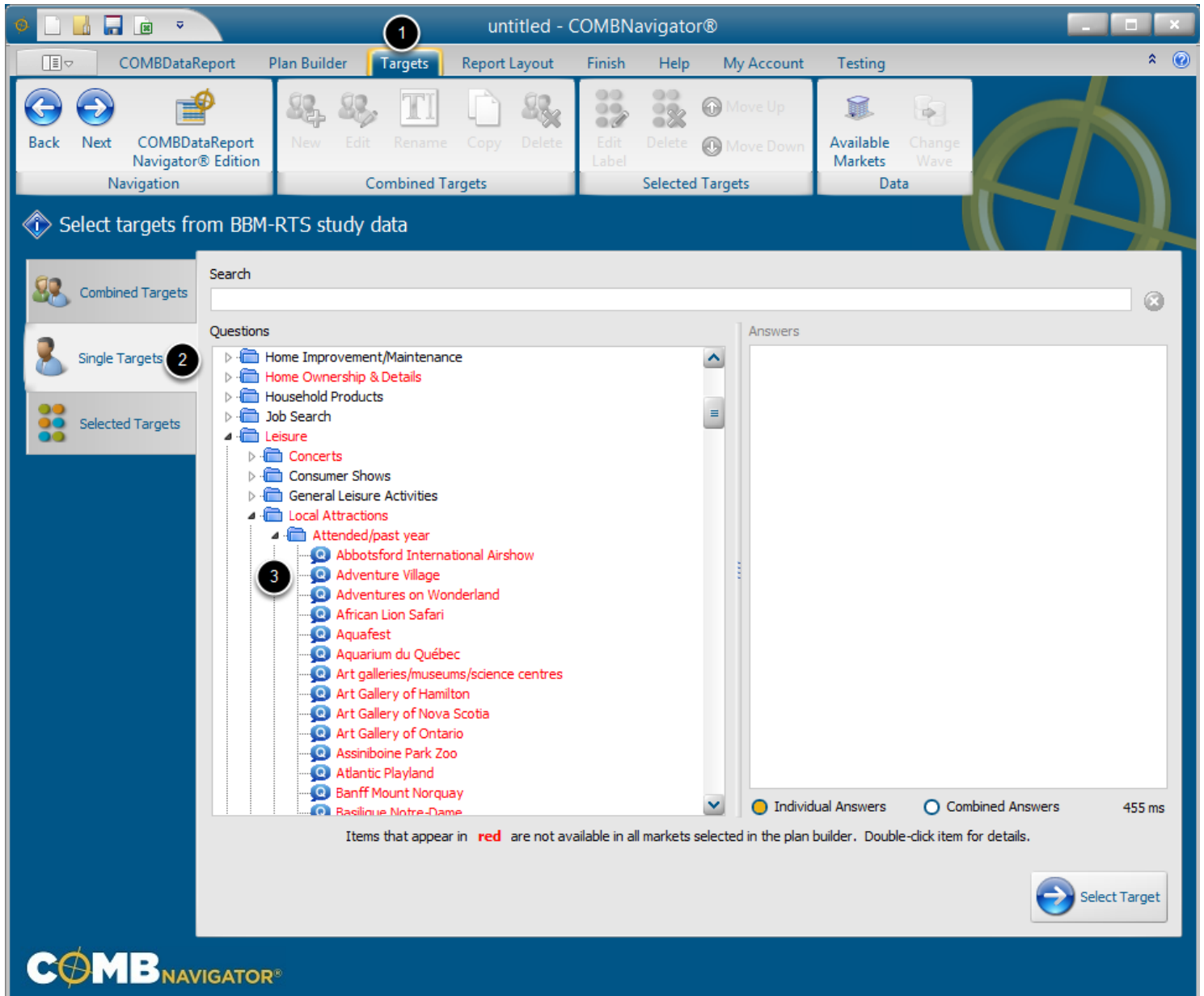# Adding a single target

This tutorial examines the process of selecting a target from the BBM-RTS database.

Browse the BBM-RTS database
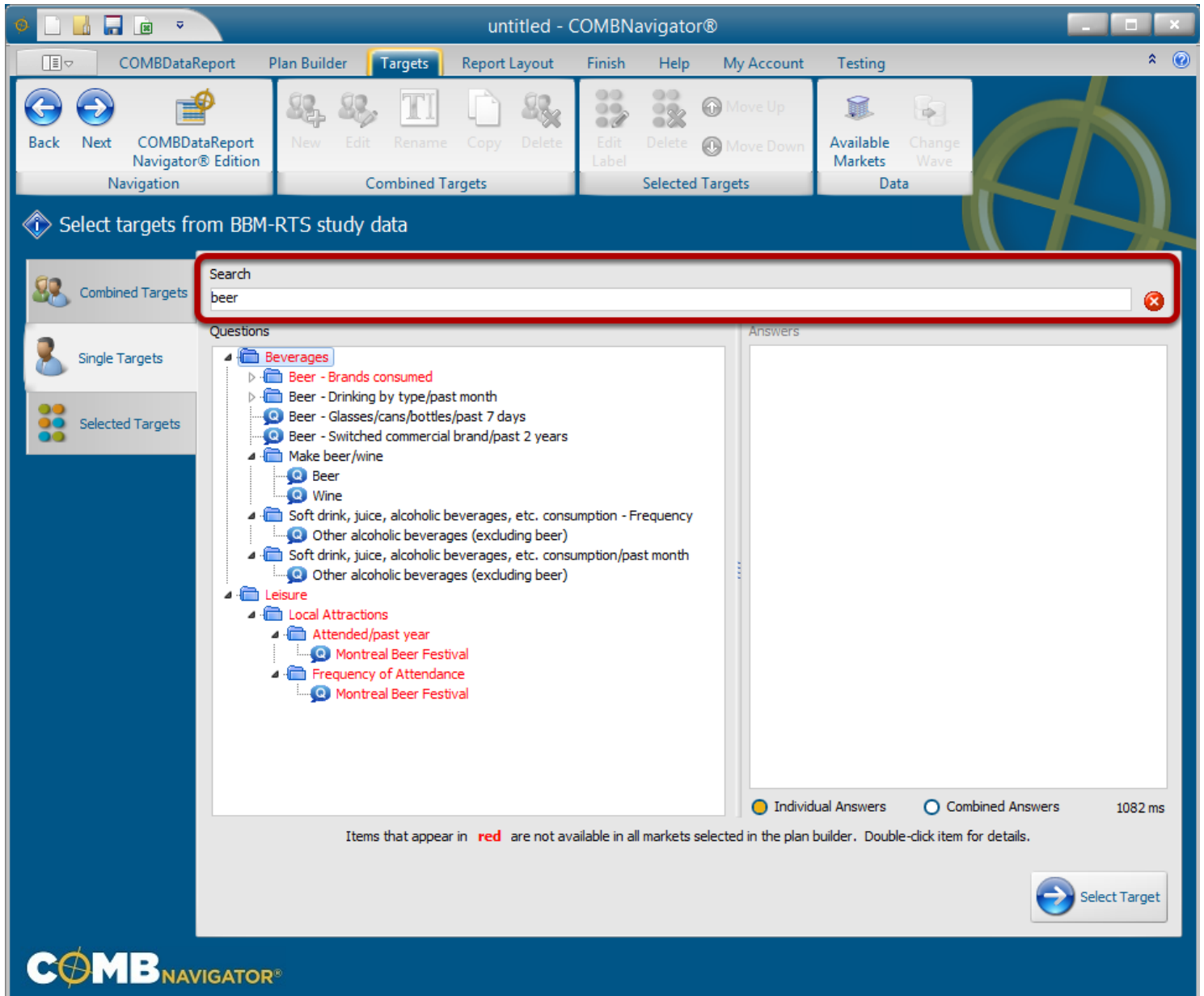

To add a single target from the BBM-RTS database:

1. Select **Targets** from the ribbon menu.
2. Select the **Single Targets** tab

Note: The entire BBM-RTS database is visible in the **Questions** tree. Questions are grouped into folders. Folder can be expanded to reveal sub-folders and questions within.

3. Expand folders to find the desired question.

Search the BBM-RTS database

Initially, the entire BBM-RTS database is visible in the *Questions* tree. Since the database is large, searching the database rather than browsing is usually the fastest method of finding a desired question.

1. Select the *Search* box.
2. Enter a search term using the keyboard
3. **COMBNavigator**® will filter the *Questions* tree to only include questions which had matching text or that have answers with matching text. All remaining folders will be automatically expanded for easy viewing of the qualifying questions.

(Optional) To try another search, type a different search term. To return to browsing the entire RTS database, delete the term using the keyboard, or press the red delete button to the right of the **Search** box.

Available markets
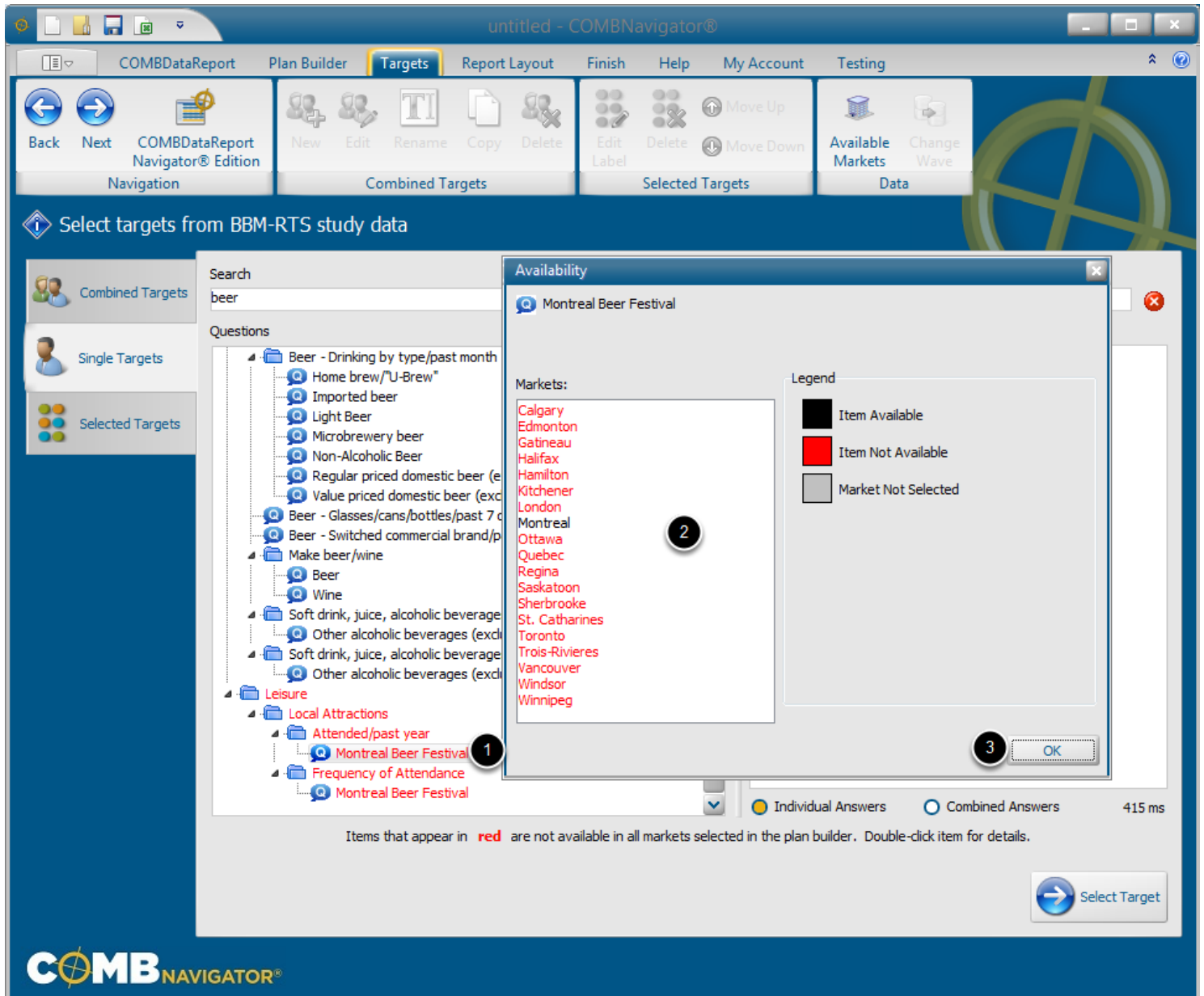
Folders, questions and answers in **red** are not available in all the **COMBNavigator®** markets previously selected in the plan builder.

To find the markets an item is available in:
1. Double-click the folder, question or answer.
2. The **Available Markets** dialog will appear. The item being examined is listed at the top of the dialog. Observe the *Markets* list.

**Black**: The market is selected in the plan builder, and the item is available in this market.
Grey: The item is available in this market, but the market is not selected in the plan builder.
Red: The item is not available in the market.

3. Click *OK*. The **Available Markets** dialog will close

In the above example, the **Montreal Beer Festival** question is only found in the Montreal market.

Selecting a question and answers
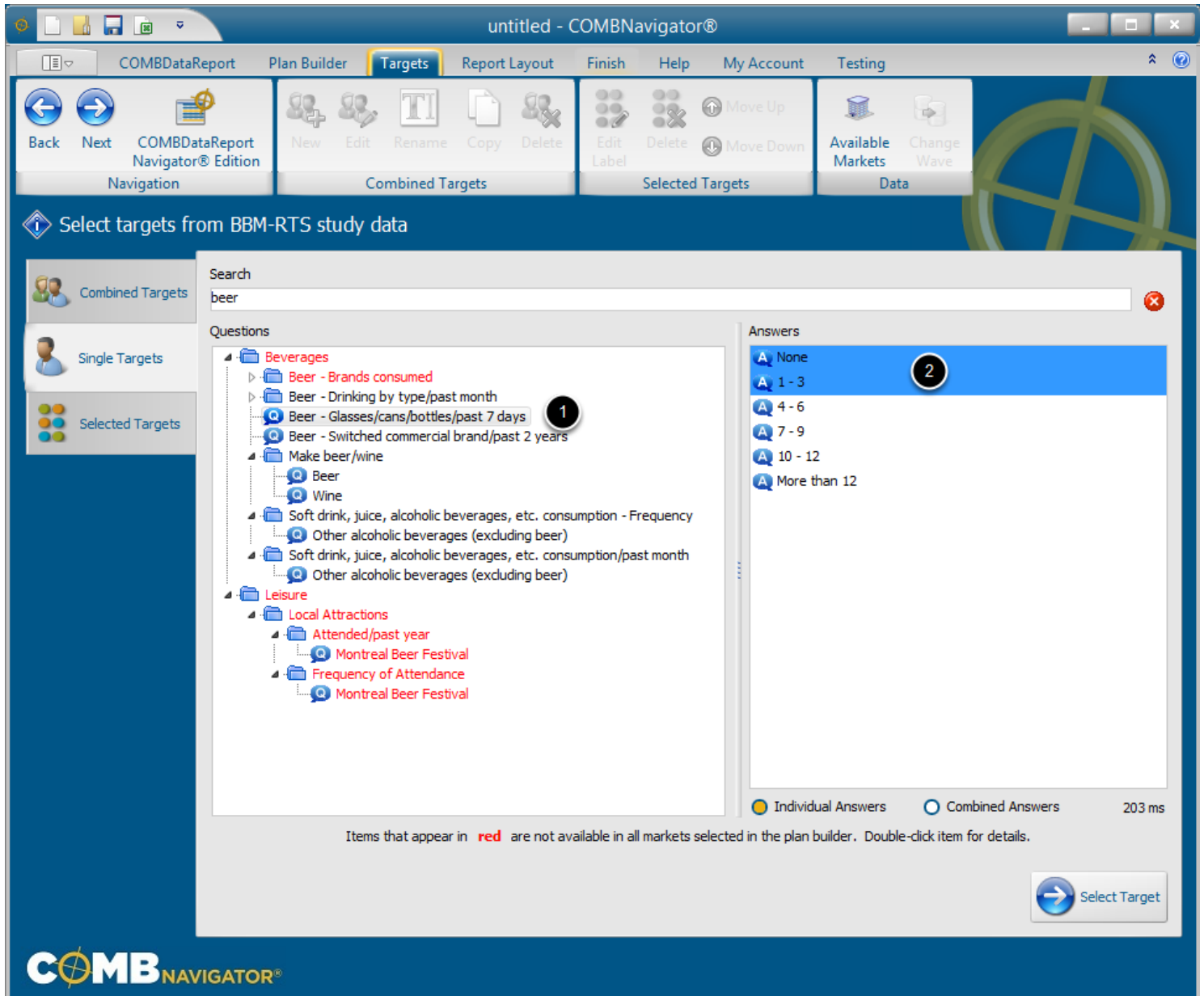
1. Once the desired question has been found by browsing or searching, select it in the **Questions** tree. The questions of the answer will appear in the **Answrs** list.
2. Select one or more answers in the **Answers** list on the right.

Combining answers
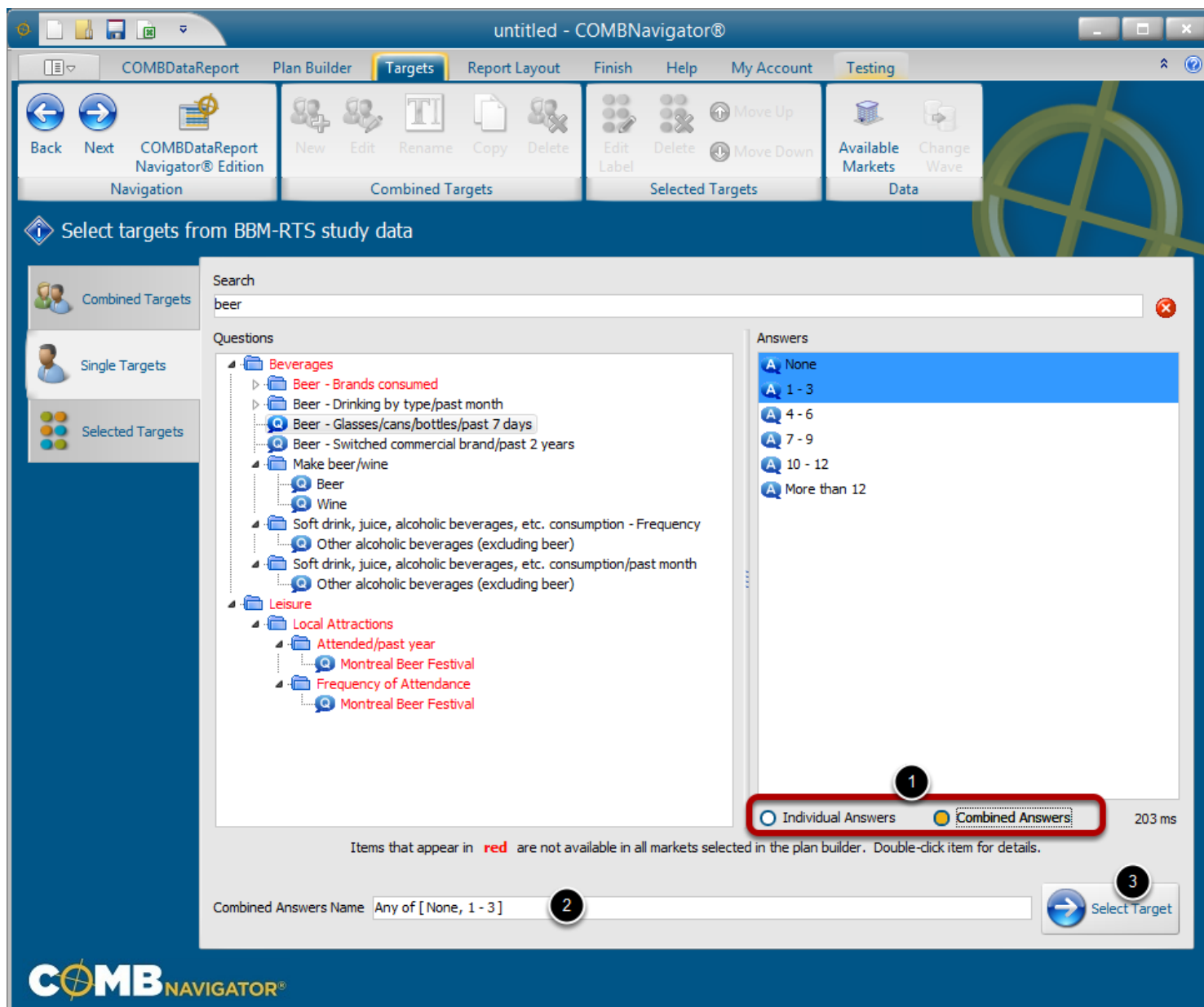
When more than one answer is selected, they can optionally be combined.

1a. Select *Individual Answers* to add one report target for **each** selected answer
or
1b Select *Combined Answers* to add a single report target combining all the answers.
Respondents will be included in the target if they responded with **any** of the answers. (Answer1
OR Answer2 OR Answer3). A name will be automatically generated for the target indicating which
selected answers are included.
2. (optional) When *Combined Answers* is selected, a more friendly name for the target can be
entered in the *Combined Answers Name* box.
3. Click the *Select Target* button.

Selected single targets
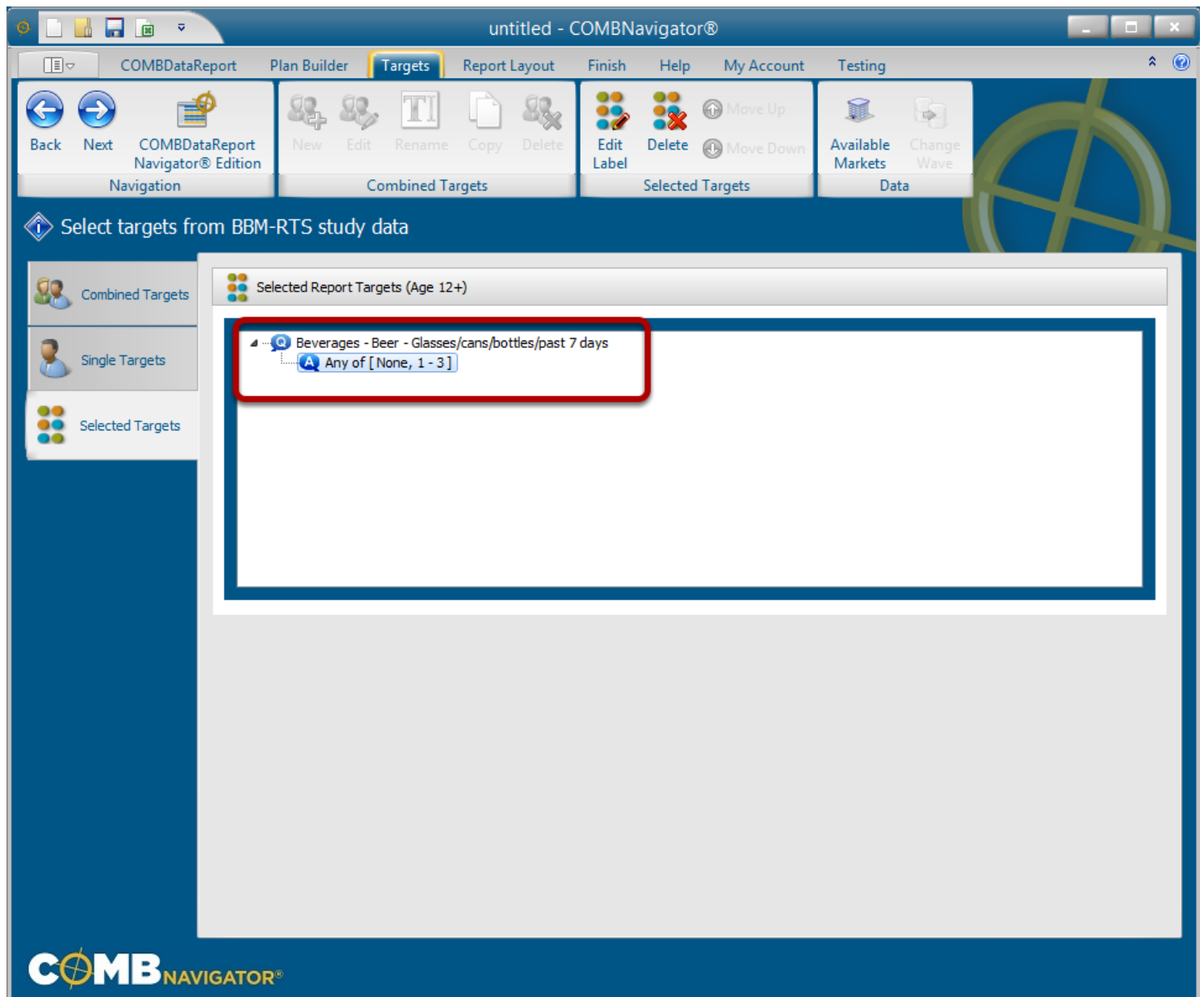
COMBNavigator® automatically advances to the **Selected Targets** tab.

The single target appears in the **Selected Report Targets** list. The target is grouped by the question name