

Bidscreen XL Installation and Setup Instructions

BidScreen XL™

IMPORTANT: BIDSCREEN DOES NOT AUTOMATICALLY ADD INTO MS EXCEL. AFTER DOWNLOADING BIDSCREEN, TO COMPLETE THE INSTALLATION AND SETUP PROCESS, PLEASE FOLLOW THE INSTRUCTIONS BELOW.

Step 1: Correct Version of Bidscreen?

Ensure that you have downloaded the correct version of Bidscreen (32bit or 64bit). This will depend on whether you have a 32bit or 64bit version of MS Excel. To check this:

- (a) Open up MS Excel
- (b) Click on [File](#) (upper left hand corner)
- (c) Click on ['Account'](#)
- (d) Click on ['About Excel'](#) button.
- (e) The displayed page will tell you if your MS Excel is 32bit or 64bit.

Step 2: Adding Bidscreen Into Your MS Excel

Bidscreen does not automatically add in to MS Excel following your initial download. To add Bidscreen into MS Excel:

- (a) Open up a blank MS Excel spreadsheet.
- (b) Hover your cursor over ['File'](#) tab (upper left hand corner of spreadsheet) and right click on your mouse.
- (c) From the dropdown list, select ['Customize Quick Access Toolbar'](#)
- (d) Select the [ADD-INS](#) option located in the list at the left hand side of the screen.
- (e) At the Add-ins window click [GO](#) button located at the bottom, left of center of the screen.
- (f) At the Add-ins list click [BROWSE](#) button. You will now need to locate the [Bidscreen XL_xlam](#) file that will be located in your computer **C: drive**.

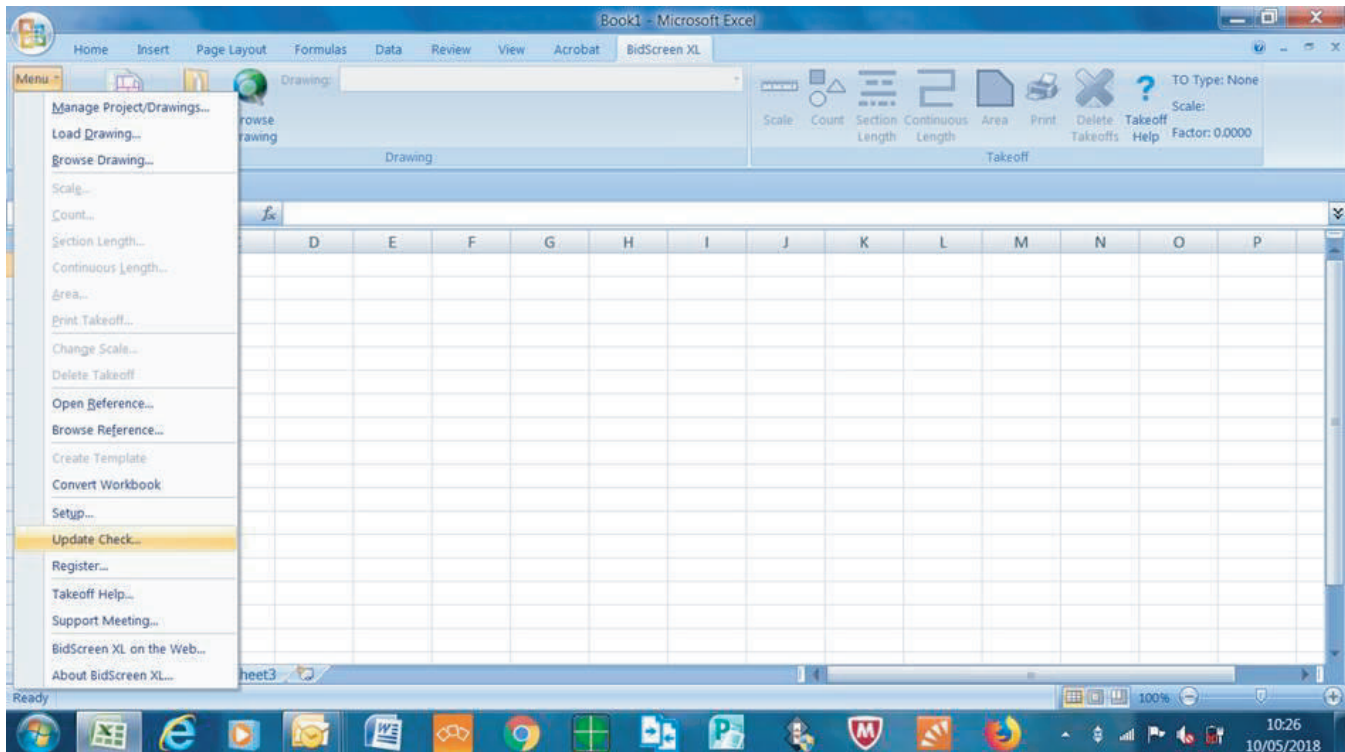
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32bit version will be located in : C:\Program Files (x86)\Vertigraph\BidScreen XL
64bit version will be located in: C:\Program Files\Vertigraph\BidScreen XL

- (g) Single left hand click on the [Bidscreen XL_xlam](#) file to select.
- (h) Click on **OK** button.
- (i) To complete the process, on the Add-Ins page, Select [Bidscreen_7](#) and Press **OK**.
- (j) A Registration dialogue will appear. When prompted to register, Click **NO** to register if you are evaluating the software.
- (k) Once successfully installed and added into Excel you will now have a BidScreen XL tab at the top of Excel. If the BidScreen XL tab is not present, please close and restart Excel.

Step 3: Check for Software Updates

Go to the BidScreen XL tab and from the BidScreen [Menu](#) on the left select [Update Check](#). If there are updates available please download and install them as per the step by step instructions on the screen

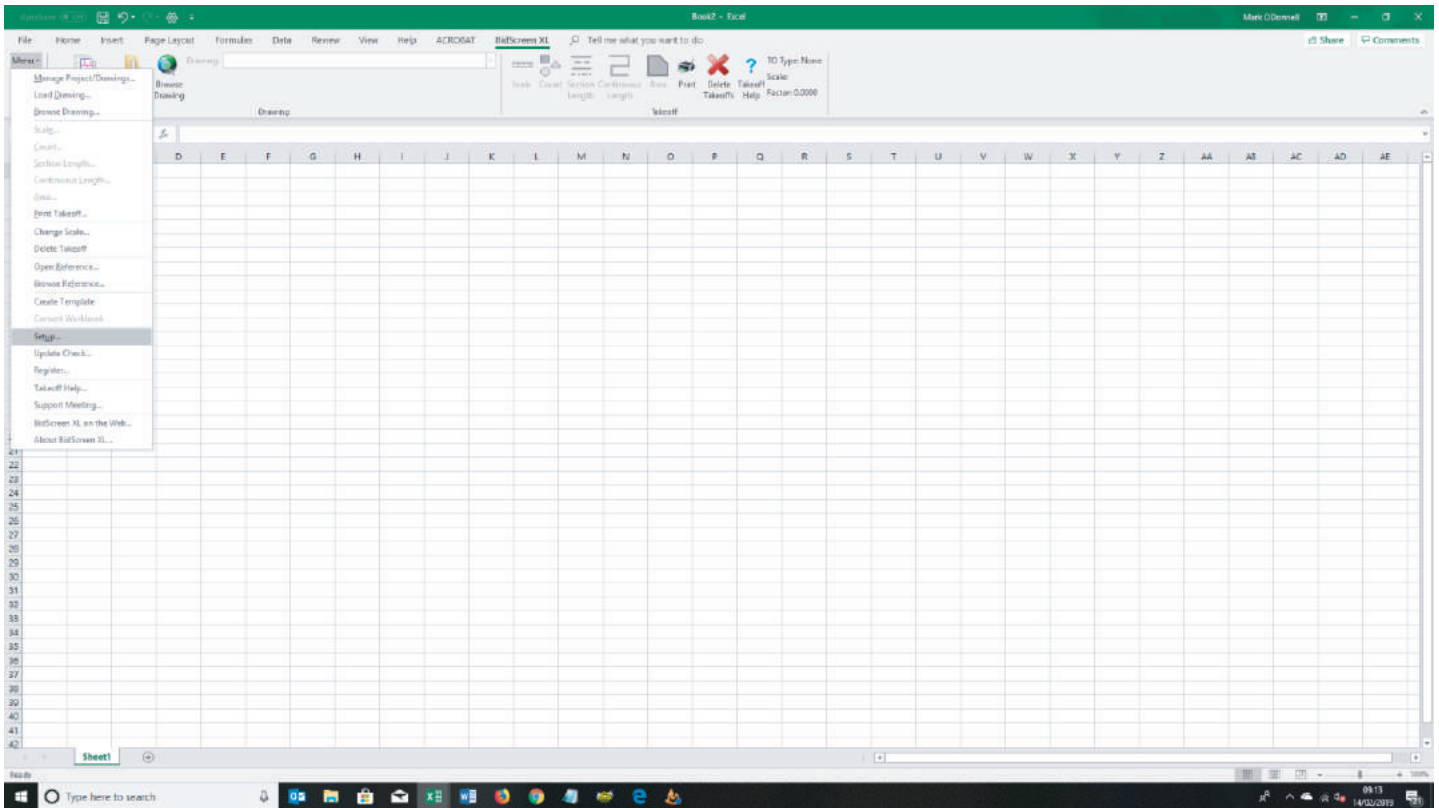


Should you need any further assistance downloading or adding Bidscreen into your MS Excel, please contact us on 01782 835764 or email mark@paintingestimators.co.uk

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Step 3: Setup Bidscreen for the UK

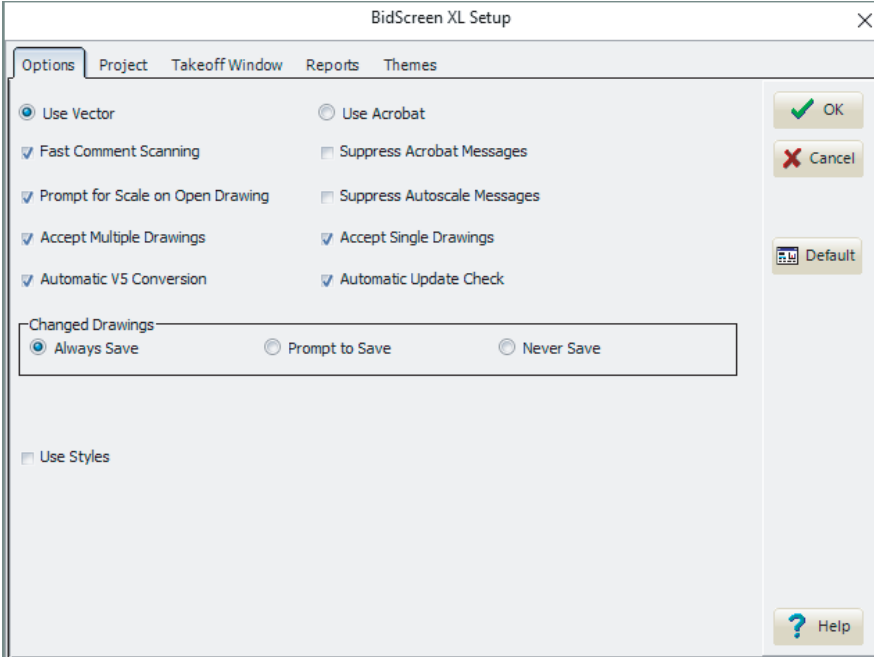
Go to the BidScreen XL tab and from the BidScreen [Menu](#) on the left select [Setup](#). We recommend that you change the settings to the screenshots as shown below:



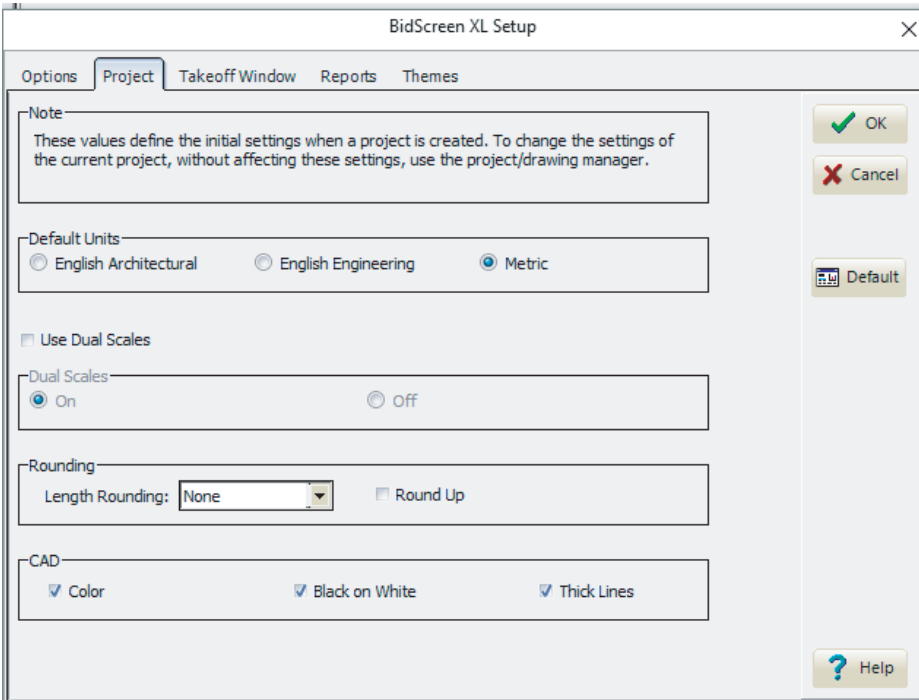
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(a) Options Tab:



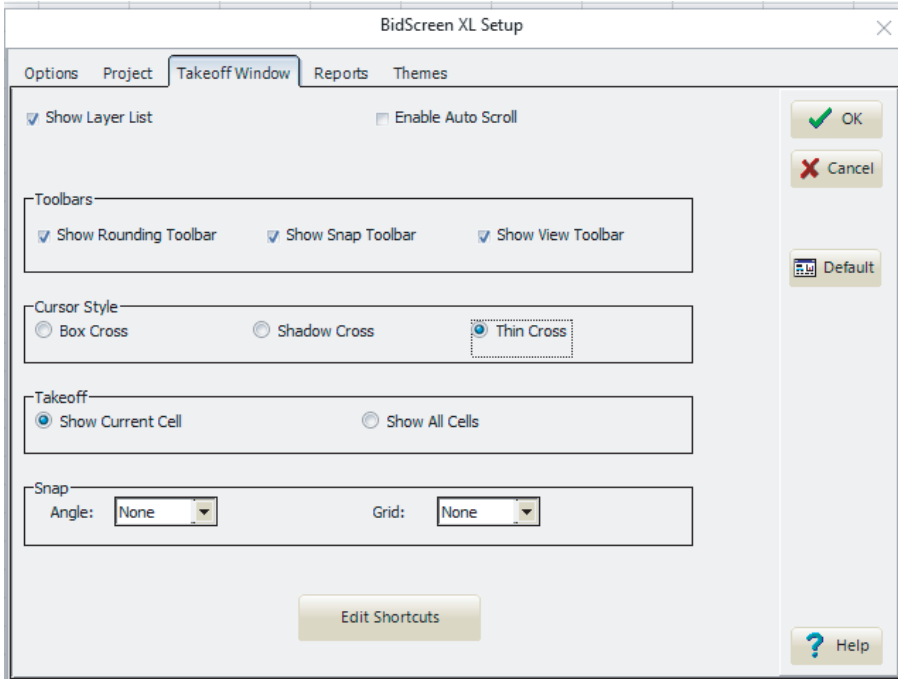
(b) Project Tab:



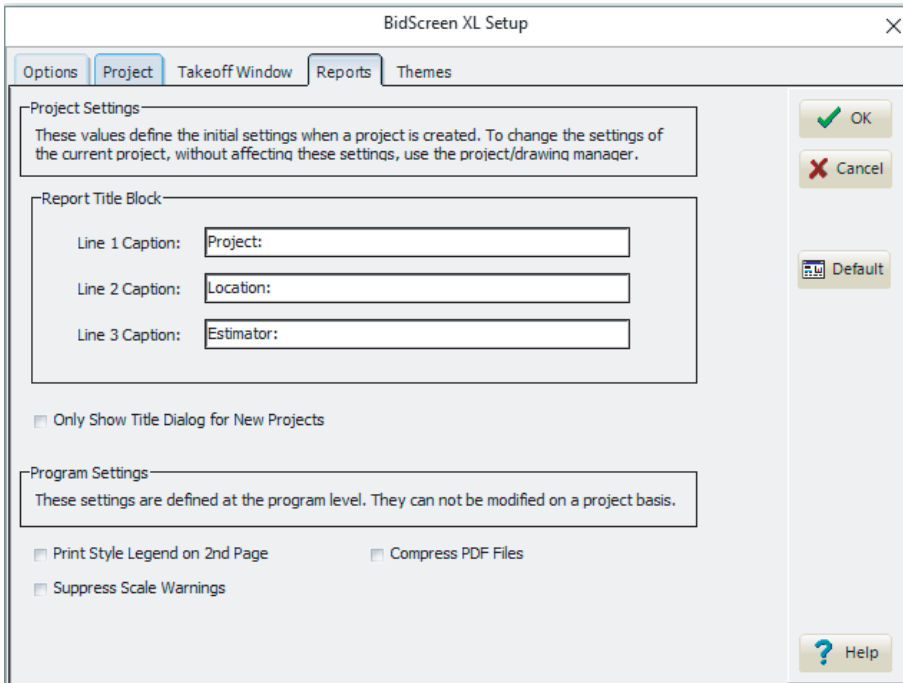
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(c) Takeoff Window Tab:



(d) Reports Tab:



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Finally, Click on the OK button so that your settings are permanently saved.

Bidscreen XL is now installed and setup, ready for use during your trial period. When you open MS Excel, you will be asked if you want to Register or not. During the trial period, click on the NO option and continue using Bidscreen.

Should you choose to purchase, Bidscreen XL can be purchased directly from our website.

For further assistance or technical support, please call us on 01782 835764.

We offer telephone and 'screenshare' support, Mon-Fri, 8am -5.30pm.