

Installation and Setup Guidance

BidScreen XL

BidScreen XL is a Microsoft Excel add-in application and can only be used through Microsoft Excel. Microsoft Excel must be installed on your computer and BidScreen XL must be added to Excel. Once BidScreen XL is installed and added, a BidScreen XL ribbon tab will be available in your Microsoft Excel spreadsheet/workbook.

Note: The steps to add BidScreen XL to Microsoft Excel will vary according to which version of MS Excel version you have.

[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:

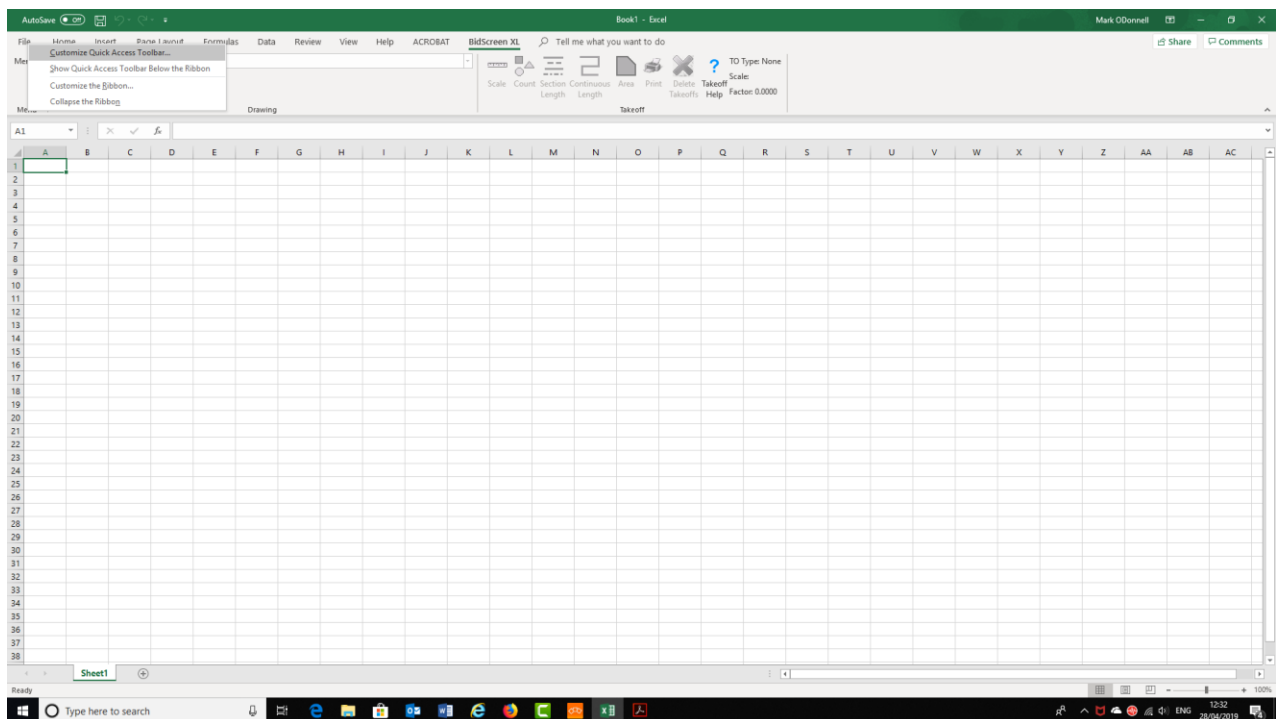
- (a) Open up MS Excel
- (b) Click on **File** (upper left hand corner)
- (c) Click on **'Account'**
- (d) Click on **'About Excel'** button.
- (e) The displayed page will tell you if your MS Excel is 32bit or 64bit.

Installation and Setup Guidance

Step 2: Adding Bidscreen Into Your MS Excel

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

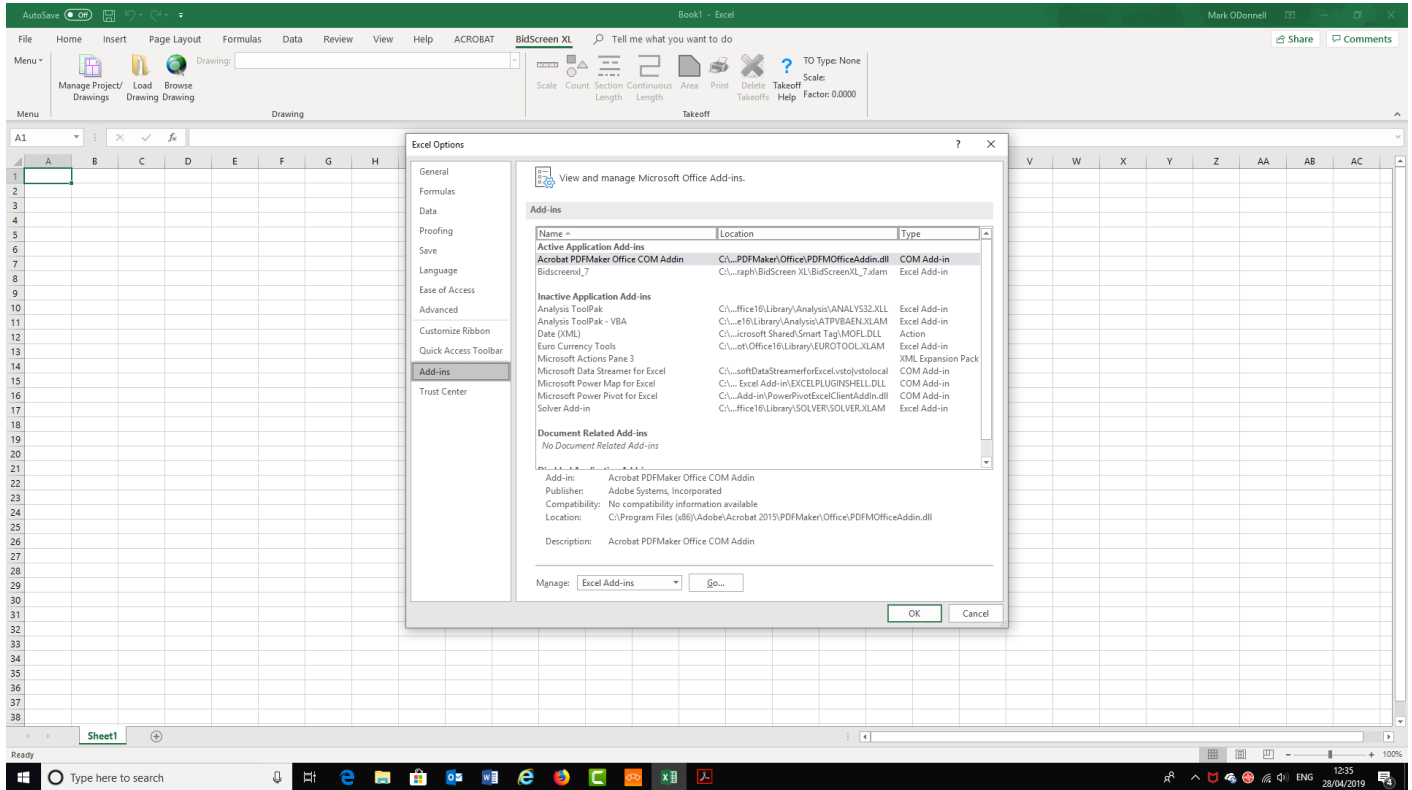
- (a) Open up a blank MS Excel spreadsheet.
- (b) Hover your cursor over **'File'** tab (upper left-hand corner of spreadsheet) and right click on your mouse.
- (c) From the dropdown list, select **'Customize Quick Access Toolbar'**



Should you need any further assistance downloading or adding Bidscreen into your MS Excel, please contact us on 01782 835764

Installation and Setup Guidance

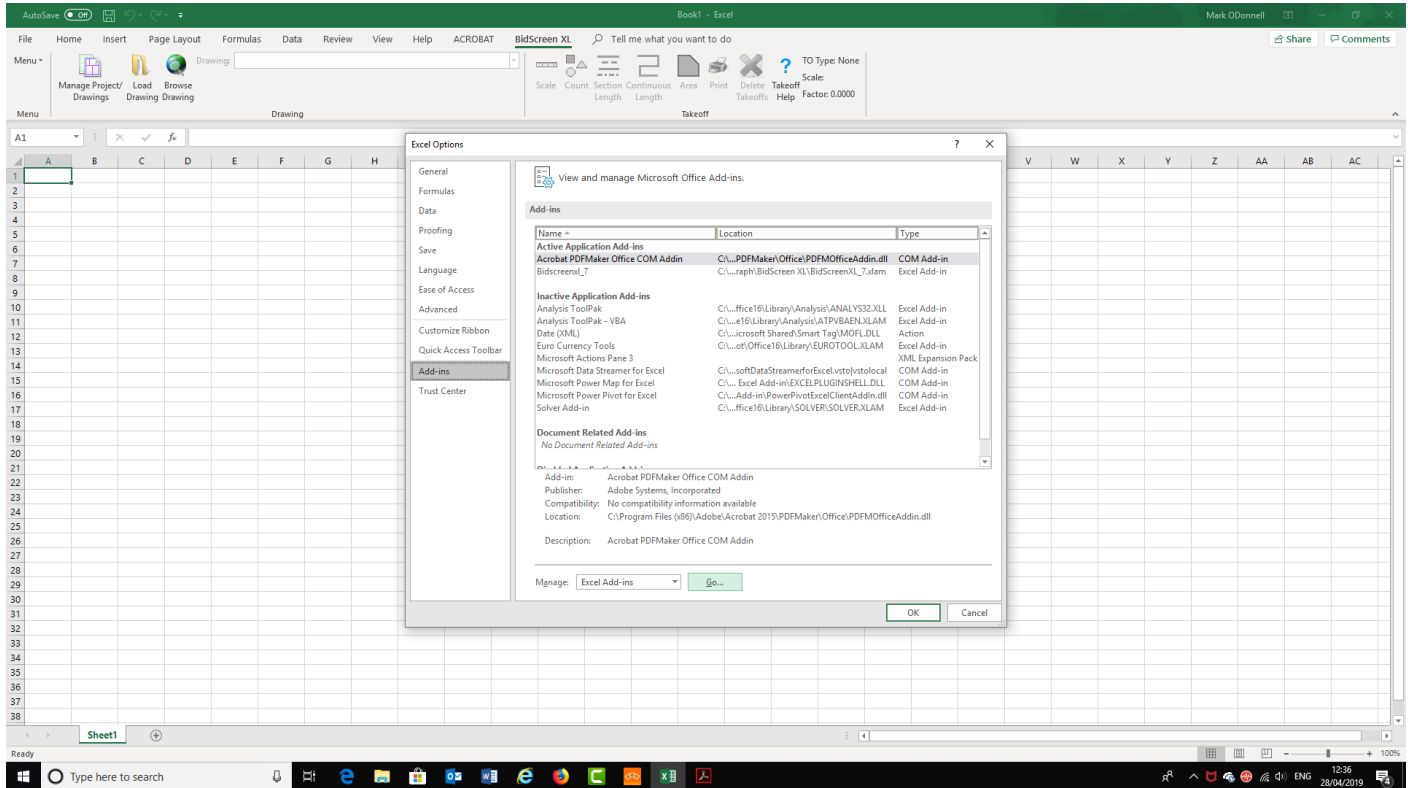
(d) Select the **ADD-INS** option located in the list at the left-hand side of the screen.



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Installation and Setup Guidance

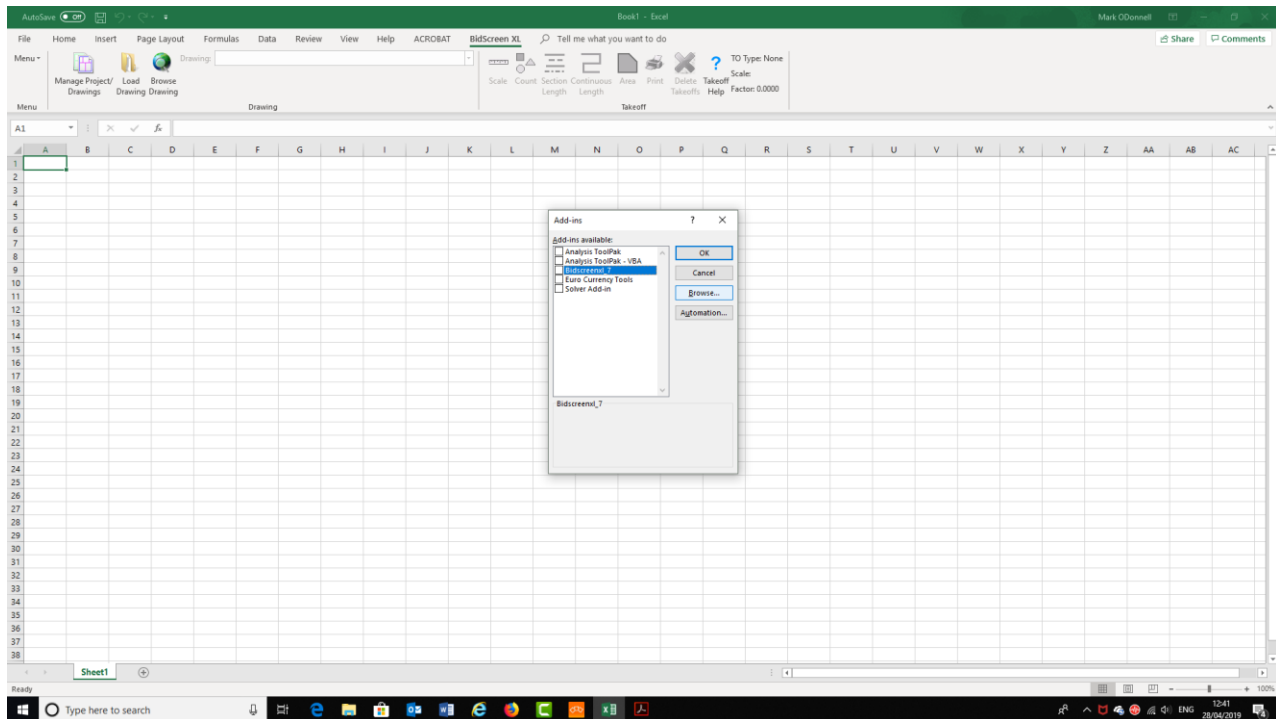
(e) At the Add-ins window click **GO** button located at the bottom, left of center of the screen.



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Installation and Setup Guidance

(f) If **Bidscreen XL_7** does NOT appear in the Add-ins list, click the **BROWSE** button.



(g) You will now need to locate the **Bidscreen XL_xlam** file that will be located in your computer **C: drive**

- 32bit version will be located in: **C:\Program Files (x86)**
- 64bit version will be located in: **C:\Program Files**

(h) Locate the **Vertigraph** folder and double click to open.

(i) Single left hand click on the **Bidscreen XL_xlam** file to select.

(j) Click on **OK** button.

(k) To complete the process, on the Add-Ins page, Select **Bidscreen_7** and Press **OK**.

(l) A Registration dialogue will appear. When prompted to register, Click **NO** to register if you are evaluating the software.

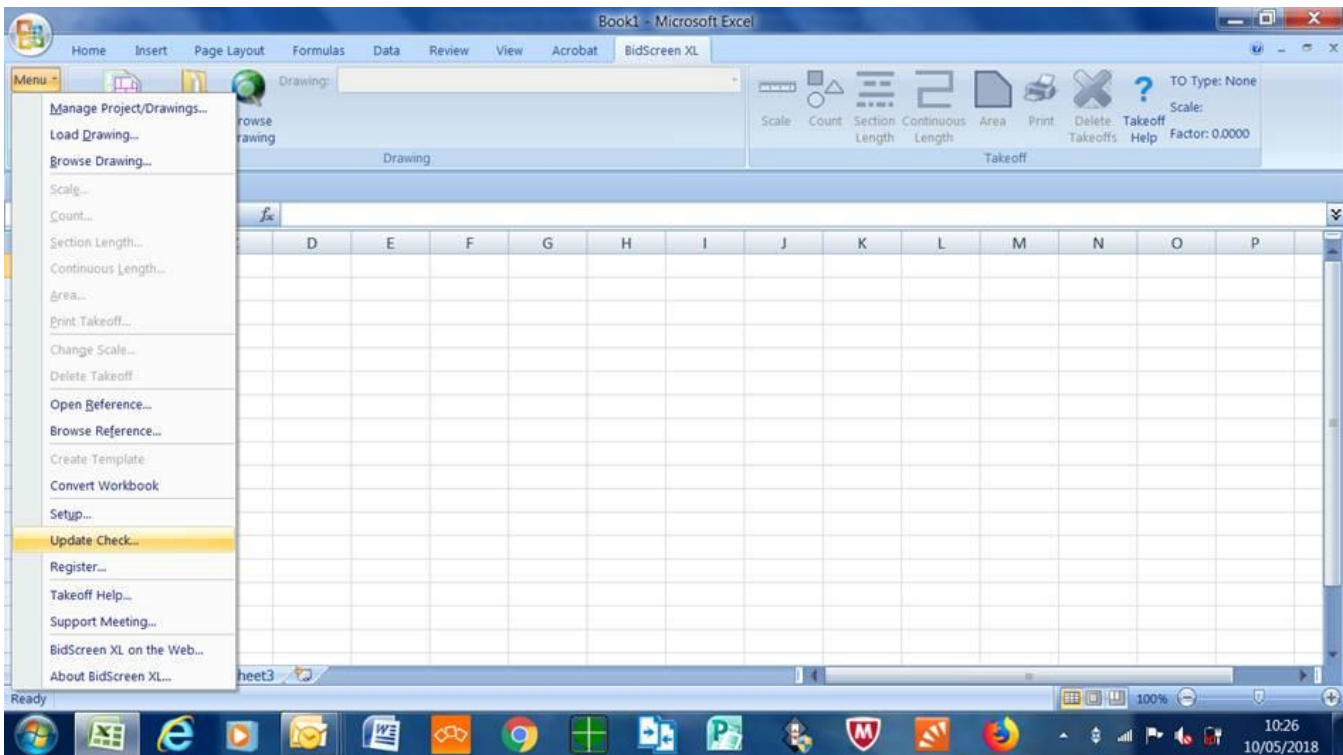
(m) Once successfully installed and added into Excel you will now have a BidScreen XL tab at the top of Excel. If the BidScreen XL tab is not present, please close and restart Excel.

(n) Bidscreen XL is always accessed from any Excel spreadsheet.

Installation and Setup Guidance

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

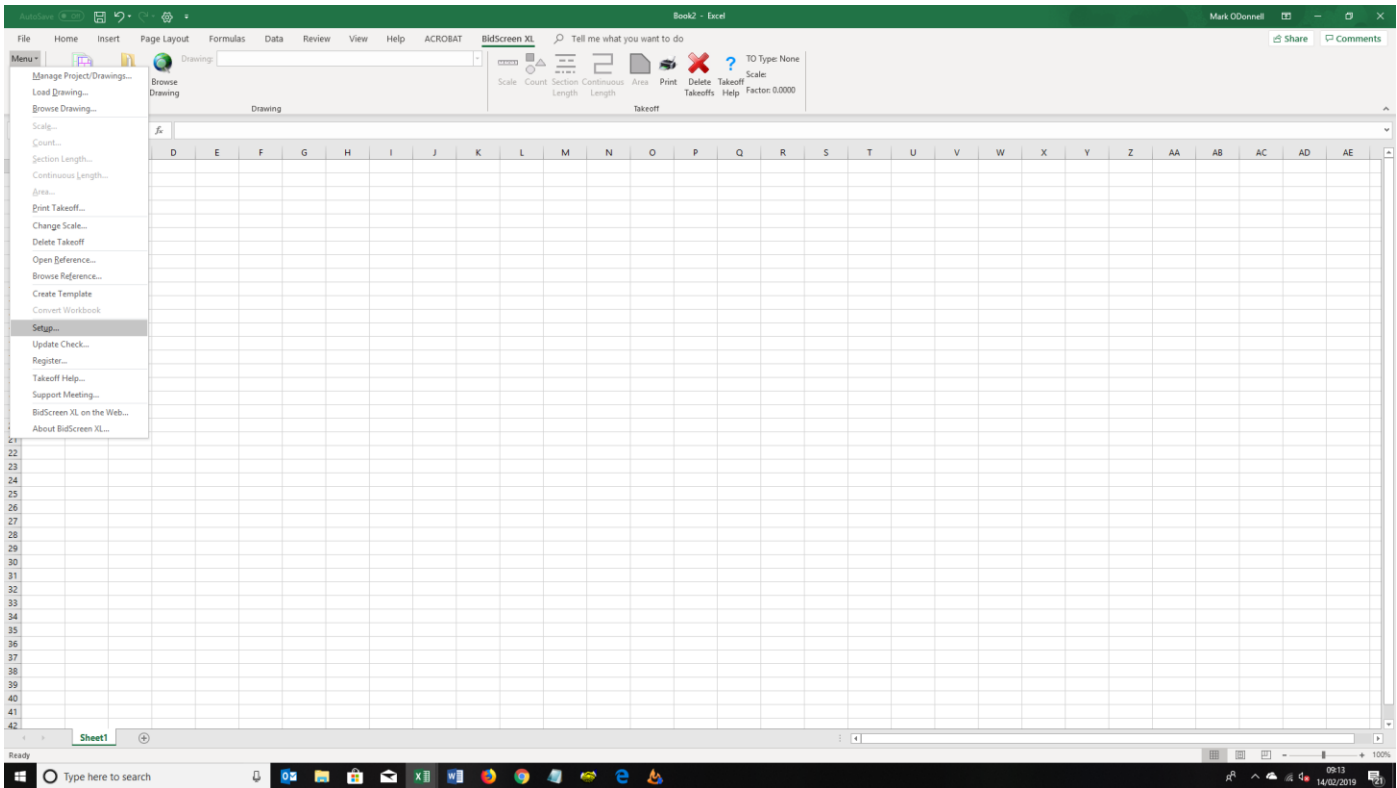


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Installation and Setup Guidance

Step 4: Setup Bidscreen for the UK

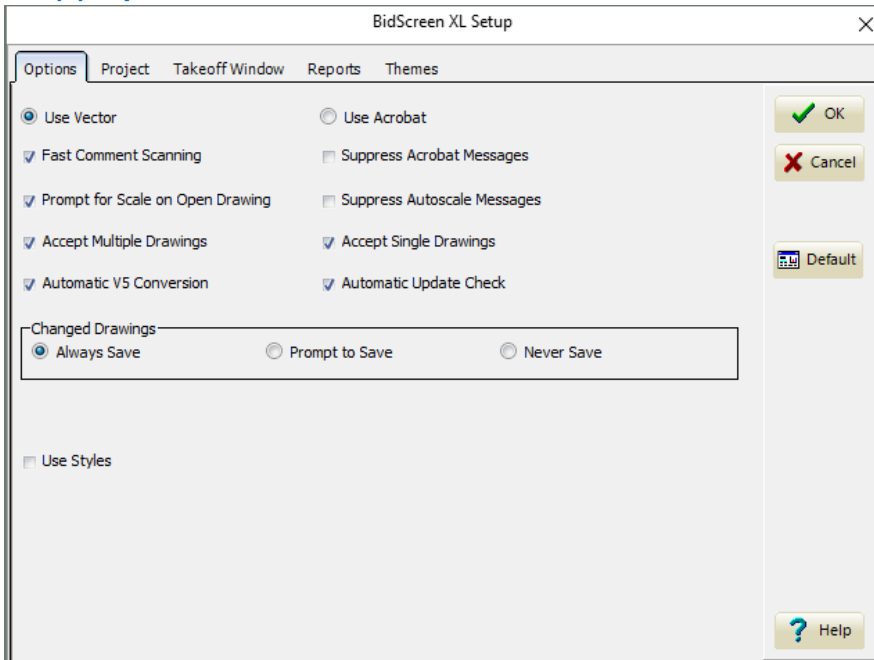
Go to the BidScreen XL tab and from the BidScreen **Menu** on the left select **Setup**. We recommend that you change the settings to the screenshots as shown below:



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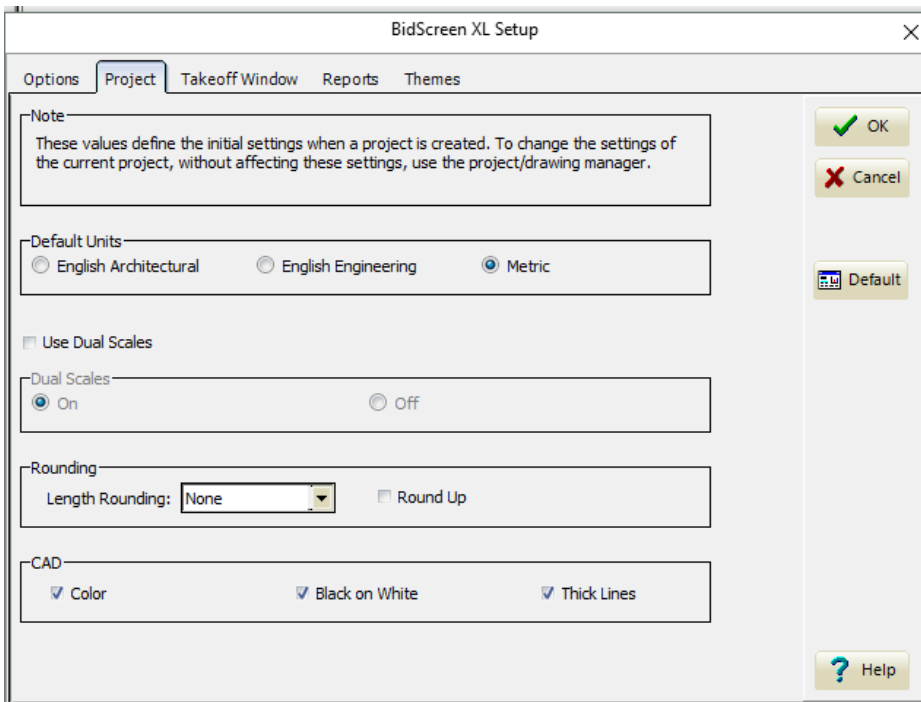
Installation and Setup Guidance

(a) Options Tab:



(b) Project Tab:

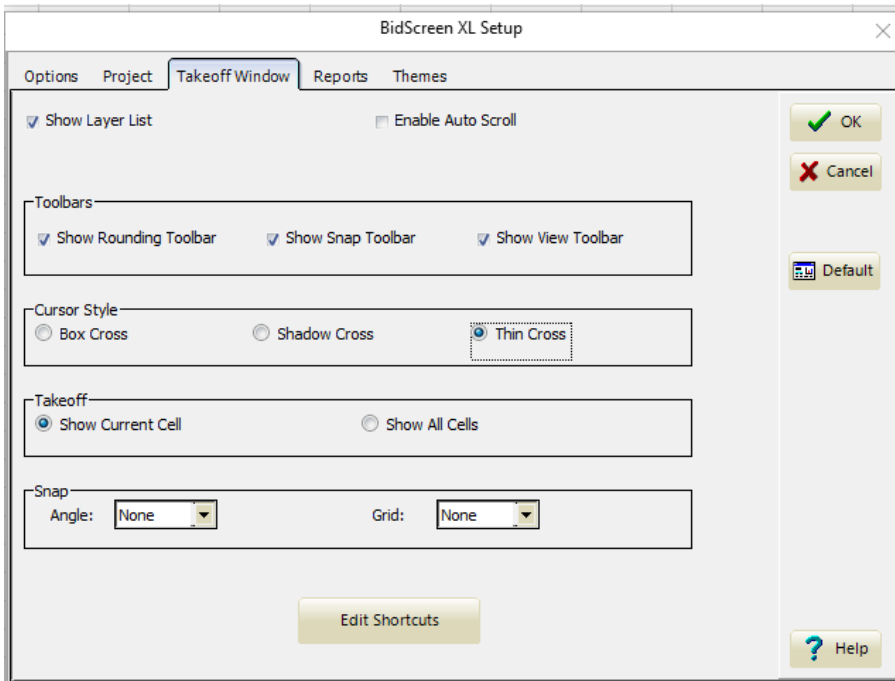
IMPORTANT: Select 'Metric' option so that you are measuring in m2 and Lm.



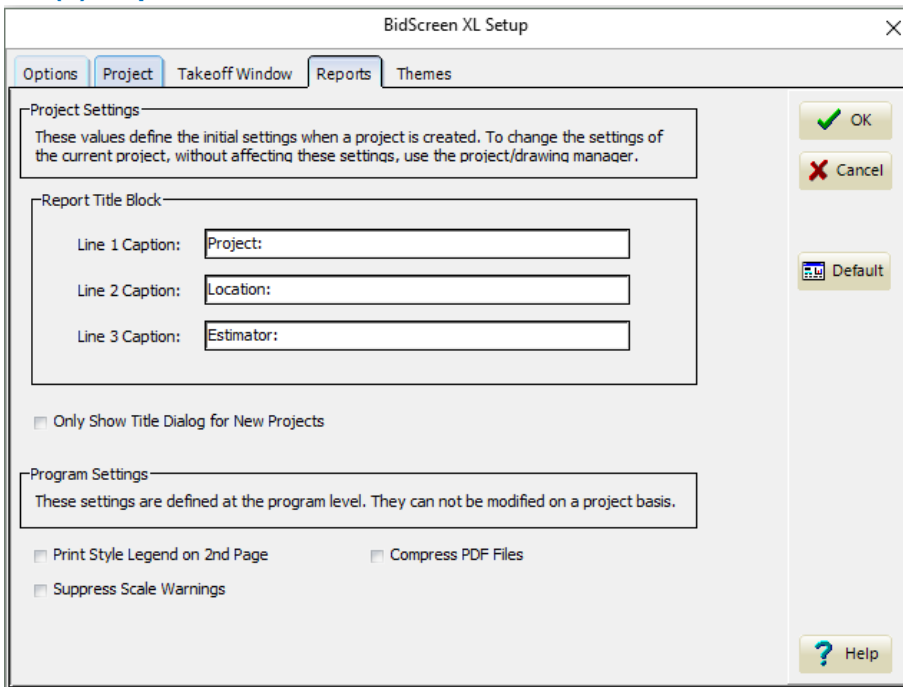
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Installation and Setup Guidance

(c) Takeoff Window Tab:



(d) Reports Tab:



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Installation and Setup Guidance

Step 5: Setup Bidscreen for the UK

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.

Once purchased, email a 'screen capture' of your Bidscreen registration splashscreen clearly showing your serial number.

We will then fully activate your Bidscreen licence.

If you want to load drawings into Bidscreen from a central server, please ensure that you have set www.vertigraph.com; www.takeoffsoftware.com and Bidscreen as 'Trusted Locations', otherwise you may experience a 'slowing' or even 'crashing' of MS Excel as your company security system blocks Bidscreen. Your company IT person will be able to assist you with this.

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

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

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