



GLOBAL

&

OFFSIDER

Standalone Installation Guide



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Before you start

This guide is intended for the installation of Global Estimating and Offsider Estimating on Standalone devices.

Note: Some install files and some screenshots will be different.

You will be required to download the install files. If you have not received the install files, they can be obtained from the **Buildsoft Support** Team anytime by submitting a ticket via buildsoft.com.au/support.

You will also be required to have an active internet connection when registering your software. **Offline Activation** or **Offline Deactivation**, can only be used when there is no active internet connection. The Buildsoft Support Team will be able to provide an Offline Activation code which can only be used once.

Supported Operating Systems (32bit and 64bit): Windows Server 2008 or greater for server installations or Windows 7 or greater for desktop installations.

System Requirements

	User Recommended	Server Recommended	Citrix / Terminal Recommended
Intel Processor (or AMD equivalent)	Dual Core 2 GHz	Dual Core Intel Xeon	Dual Core Intel Xeon
Memory	4GB Ram	4GB Ram	8GM Ram
Hard Drive Space	1GB free space	4GB free space	4GB free space

Supported Operating Systems (32bit and 64bit): Windows Server 2012 R2 or greater for server installations or Windows 7 or greater for desktop installations.

IMPORTANT:

It is strongly recommended that you backup any information before proceeding with the installation process.

Standalone Installation Guide

The following steps will guide you through installing Global onto your computer for the first time.

Note: Installing Offsider Estimating is the same process however the install files and some screenshots will be different.

1. To make sure the Global installer is unblocked, right mouse click on the installer and select **Properties**.

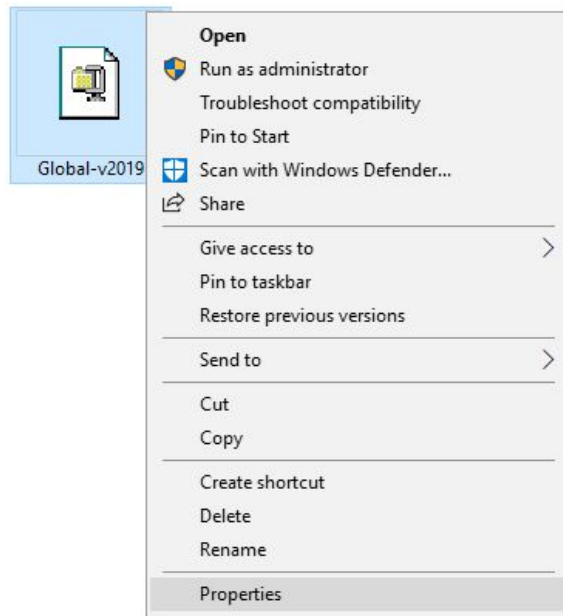


Fig 1 – Installer Properties

2. Tick the **Unblock** box in the **Properties** window. Click **Apply** and then click **OK** to exit.

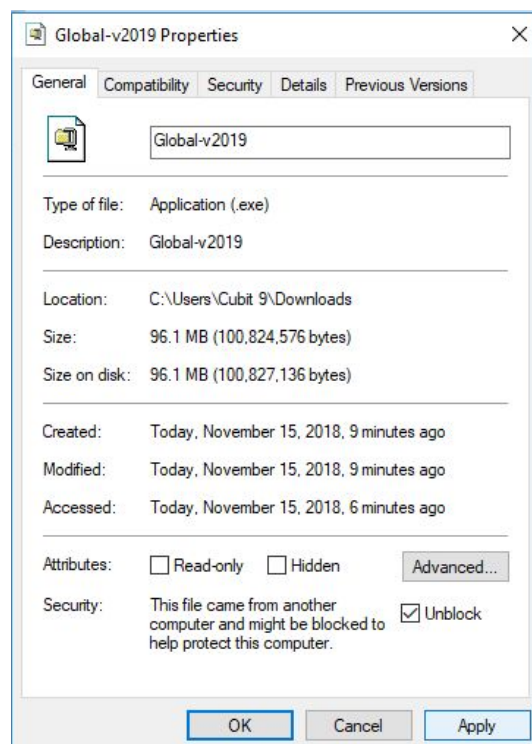


Fig 2- Unblock Installers

3. Right click on the installer files and select **Run as administrator** to begin.

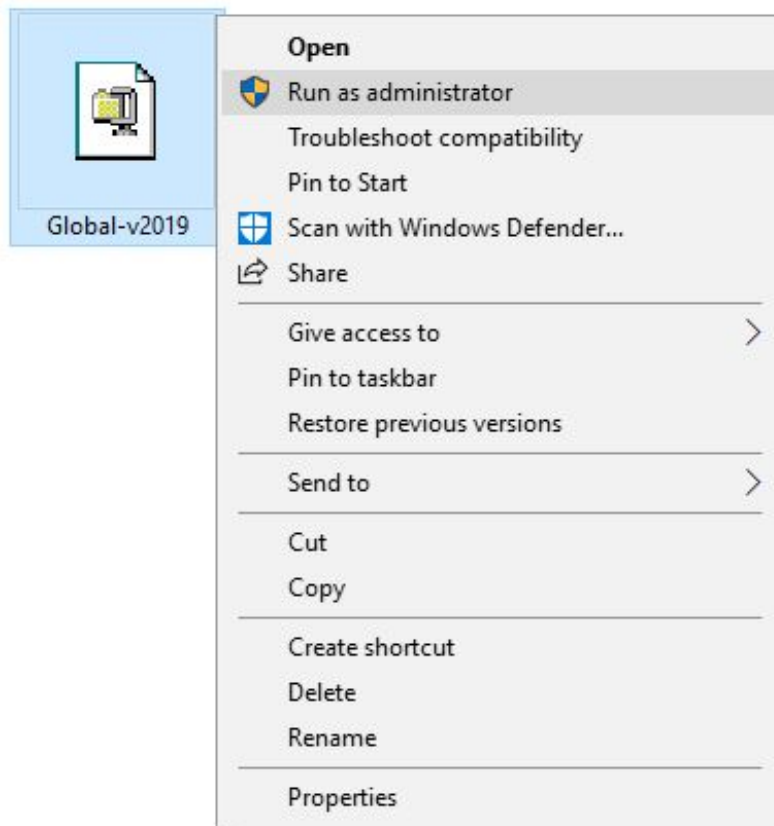


Fig 3 – Run as Administrator

4. You will be prompted to unzip the install contents. We recommend using the default file location as **C:\Esw\Support\Global-v2019**. Click **Unzip** to continue.

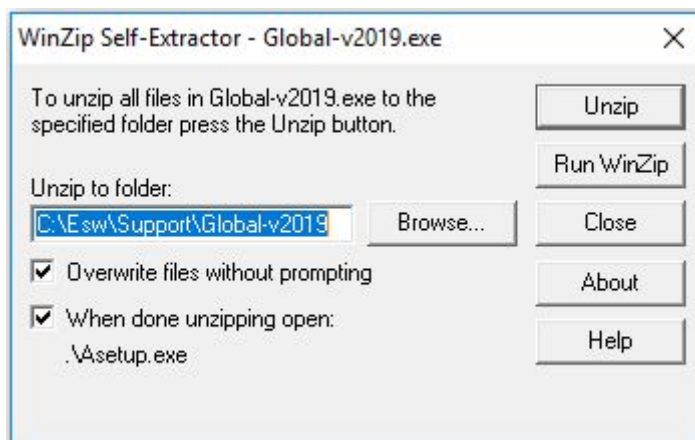


Fig 4 – Self Extractor

- Please read the **Buildsoft Licence Agreement** before selecting **I agree**. Click **Next** to continue.

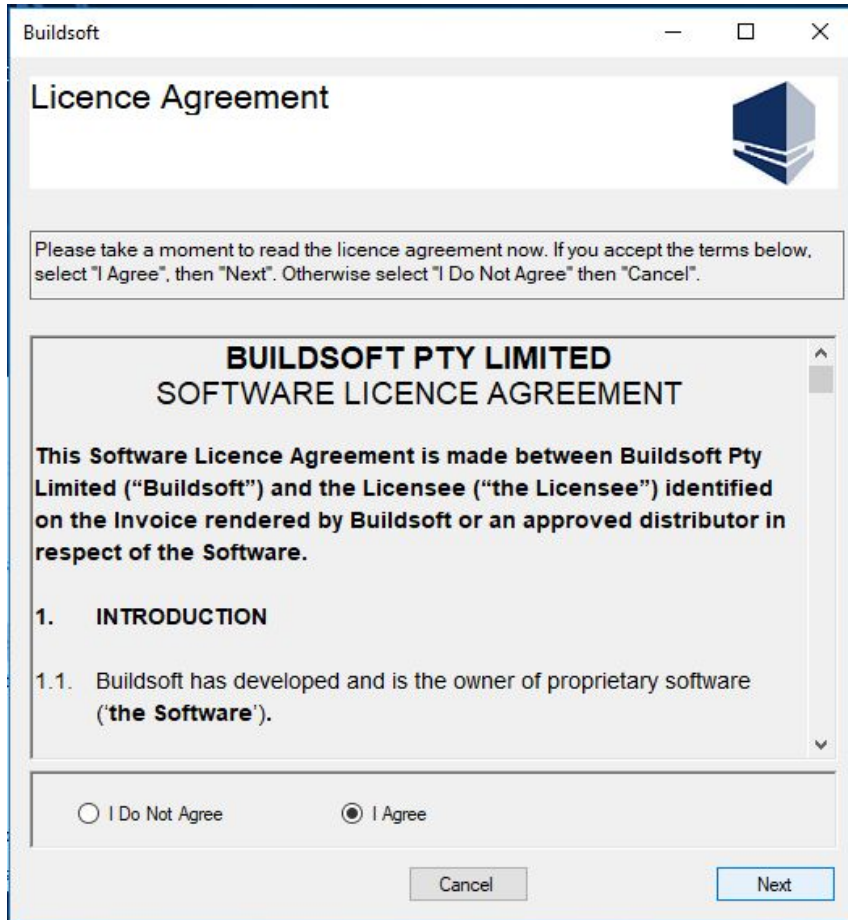


Fig 5 – Buildsoft Licence Agreement

- You may be prompted to install the Visual Studio 2015 (if not already installed).

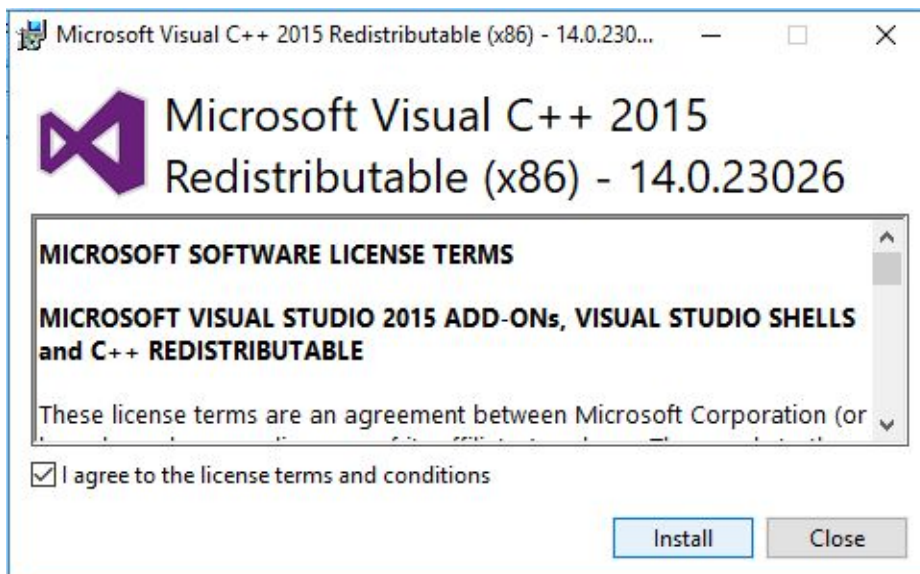


Fig 6 – Visual Studio 2015

7. This process will take a few minutes to complete. Click **Close**, when the setup is successful.

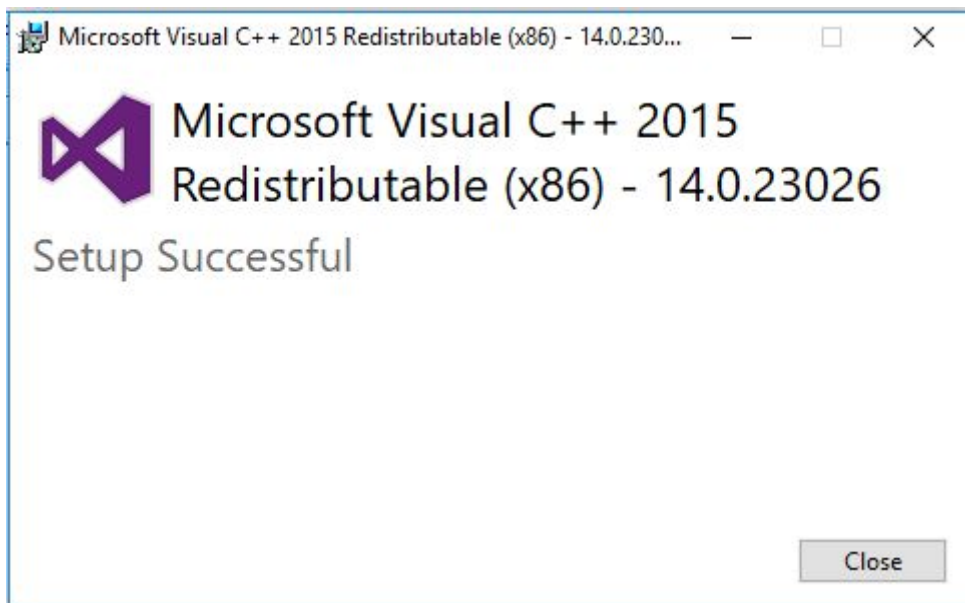


Fig 7 – Visual Studio Setup complete

8. The Global installation will continue with a welcome screen. Click **Next** to continue.



Fig 8 – Installer Welcome Screen

9. Please read the **Buildsoft Licence Agreement** before selecting **I agree**. Click **Next** to continue.

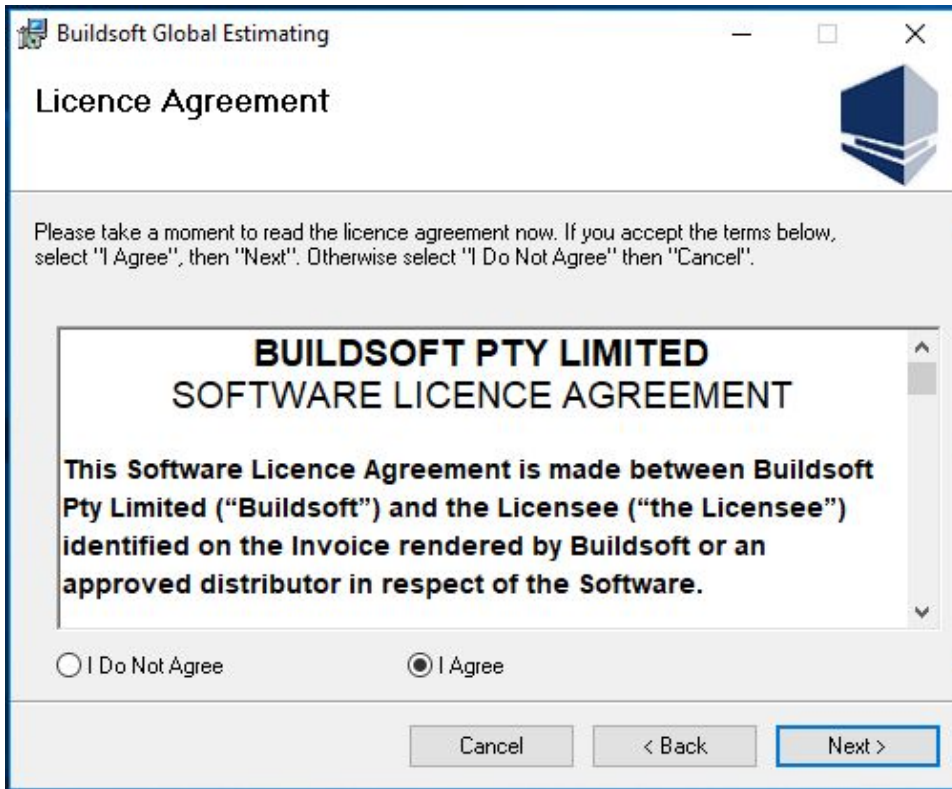


Fig 9 –Licence Agreement Screen

10. Global can be installed on any desired location, however, we recommend that you install to the default location C:\ESW. Click **Next** to proceed.

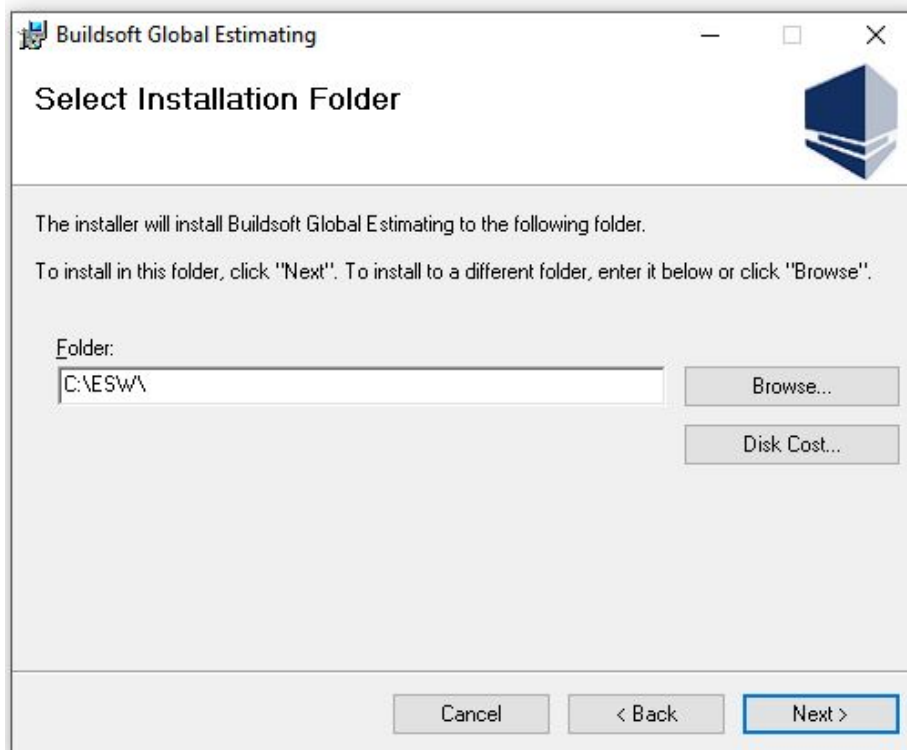


Fig 10 – Installation Type

11. Installation could take a few minutes. When it finishes, click **Close** to exit.

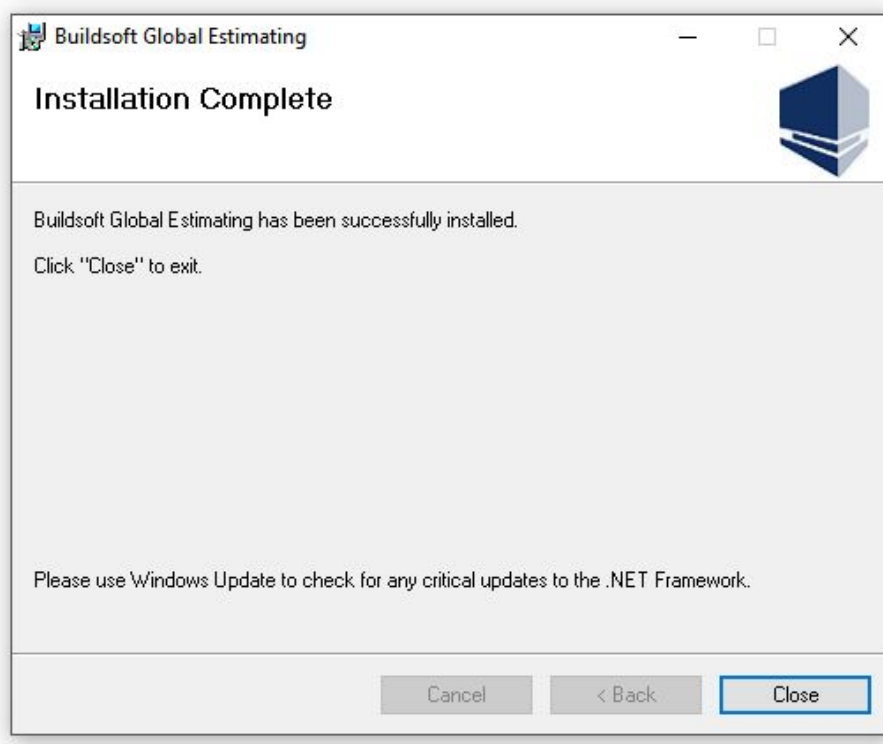


Fig 11 – Installation Complete

12. The first time you start Global, right mouse click your Global desktop icon and select **Run as administrator** from the drop-down menu.

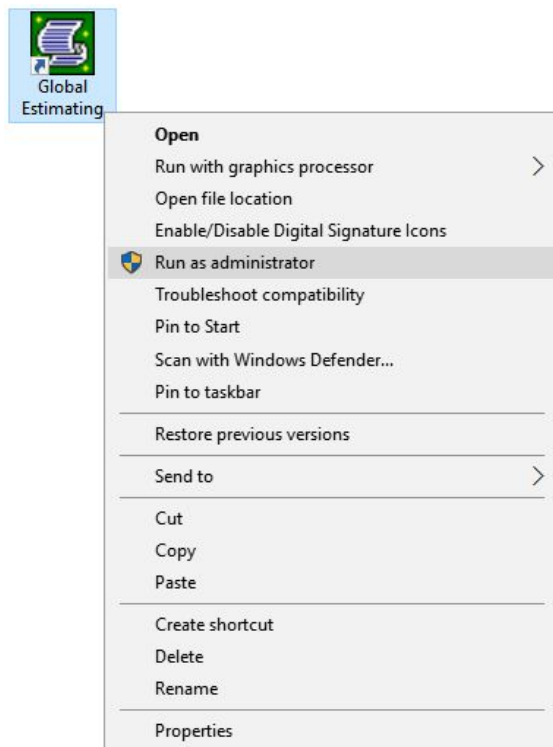


Fig 12 – Desktop Icon

13. Enter the **Name** of the Global user, **Organization** Name and then the **Serial Number**.

Make sure the organization name you enter is identical to the one supplied to you with your serial key.

Click **Register** to complete.

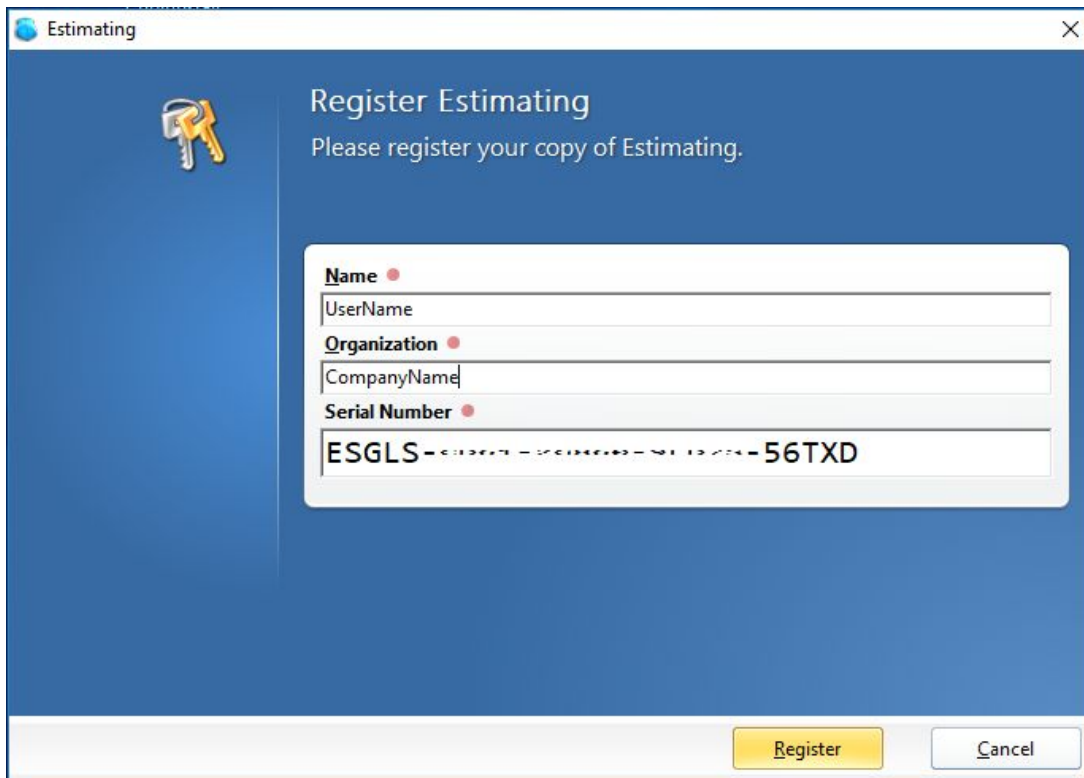


Fig 13 – Register Global

*If you encounter any problem during installation, contact the **Buildsoft Support Team** by submitting a ticket at buildsoft.com/support or send an email to support@buildsoft.com.au*

Software Update Guide

The following instructions will walk you through updating your software to the latest version.

Use this guide if you already have Global Estimating or Offsider Estimating installed on your machine and you wish to update the version.

It is strongly recommended that you backup any information in Global before updating your software.

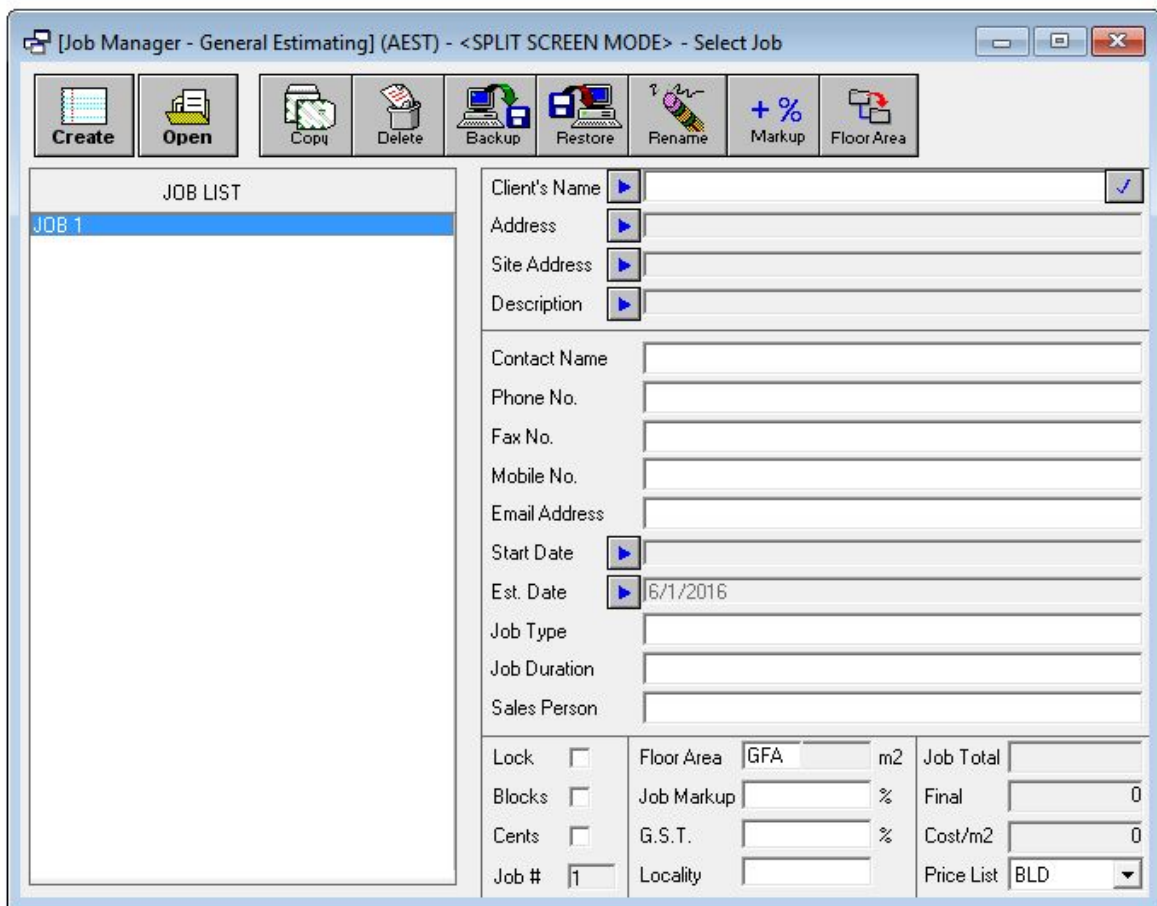
Following are two ways to back up your data: exporting a Job, and backing up your database.

Note: Updating Offsider Estimating is the same process however the install files and some screenshots will be different.

Exporting Job/s

Exporting a Job allows you to back up one, or multiple jobs at once. A separate file is created for each Job you export.

1. You can export Jobs from the **Job Manager** window, which appears when you open Global. Select the one or multiple Jobs that you want to export, and click **Backup**.



The screenshot shows the 'Job Manager' window with a toolbar and a form. The toolbar includes icons for Create, Open, Copy, Delete, Backup, Restore, Rename, Markup, and Floor Area. The 'JOB LIST' table contains one entry, 'JOB 1'. The form on the right contains the following fields:

- Client's Name
- Address
- Site Address
- Description
- Contact Name
- Phone No.
- Fax No.
- Mobile No.
- Email Address
- Start Date
- Est. Date: 6/1/2016
- Job Type
- Job Duration
- Sales Person

At the bottom right, there are summary fields:

- Lock:
- Blocks:
- Cents:
- Job #: 1
- Floor Area: GFA m2
- Job Markup: %
- G.S.T.: %
- Locality:
- Job Total:
- Final: 0
- Cost/m2: 0
- Price List: BLD

Fig 14 – Job Manager

2. You can choose how you want to backup your Job; for a full Job backup, click **Normal**.

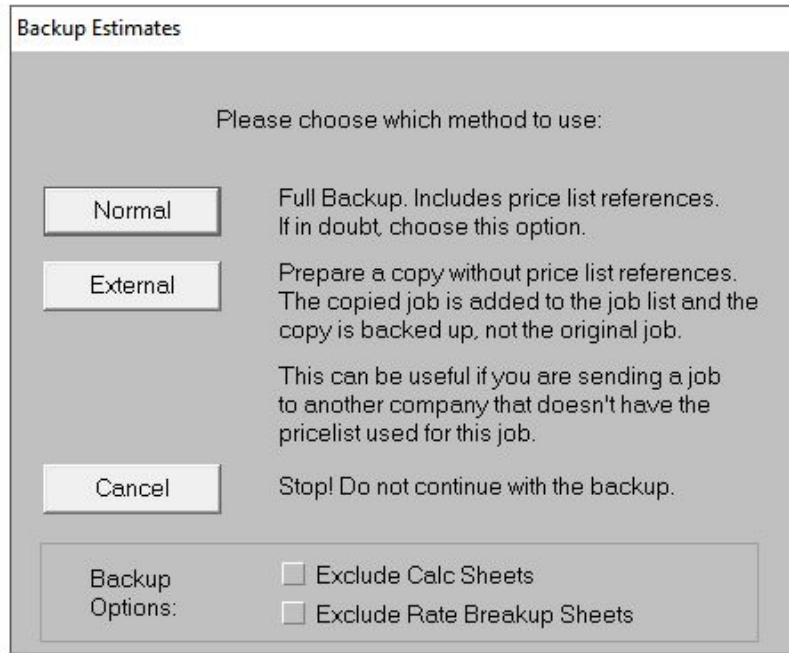


Fig 15 – Backup Estimates

3. Select the folder where you want to save the Job by clicking **Browse**, then click **Backup**.

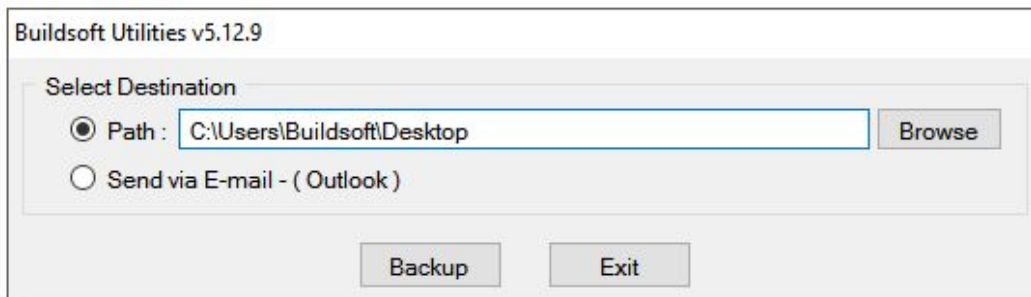


Fig 16 – Select Destination

Exporting a Database

Exporting a database will copy all the Jobs, Price Lists and Group Codes. Your database can only be exported, or imported, in bulk.

Note: BTOS files are divided between your Global file directory and your SQL database. If the Global database you are backing up includes BTOS files, and you are uncertain of how to backup your SQL database, please contact the Buildsoft Support Team.

1. Go to the folder where Global Estimating is installed. You can find it by right mouse clicking your Global desktop icon and selecting **Open file location** from the drop-down menu.

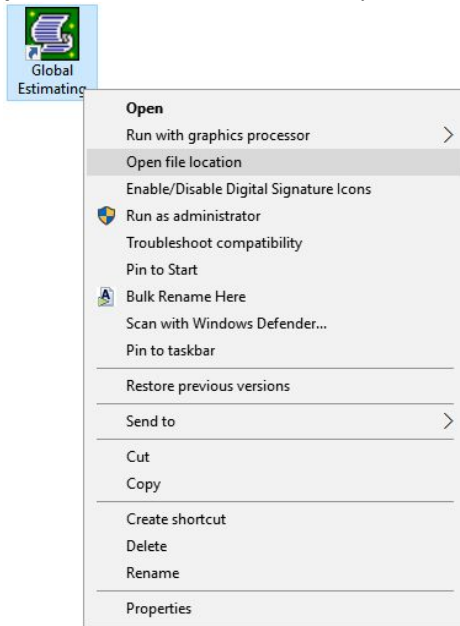


Fig 17 – Open file location

2. Select the folders **CODE-Q, CODE-Q2, CODE-R, CODE-R,** and **DATA**. Right mouse click on highlighted folders, then click **Copy** from the drop-down menu.

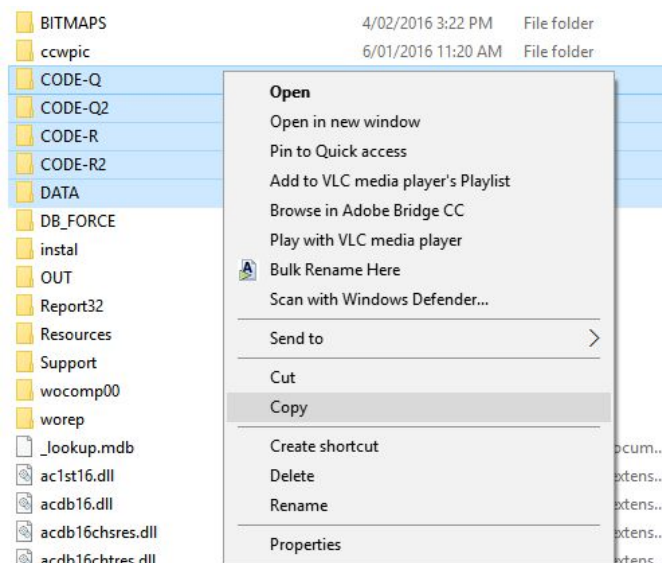


Fig 18 – Copy

3. In the folder, you want to save the Global Database to, right mouse click and then click **Paste** from the drop-down menu.

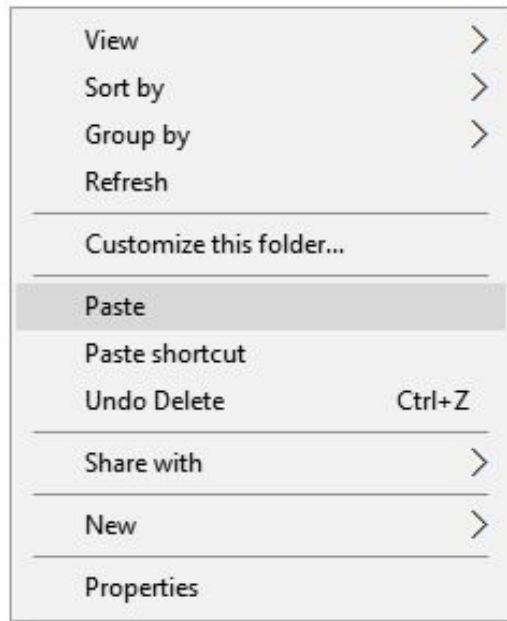


Fig 19 – Paste

4. When the data has been transferred, you will have successfully made a copy of your Global Estimating database.

Upgrading an Existing Install

1. To make sure the installer is unblocked, right mouse click the installer and select **Properties** from the drop-down menu.

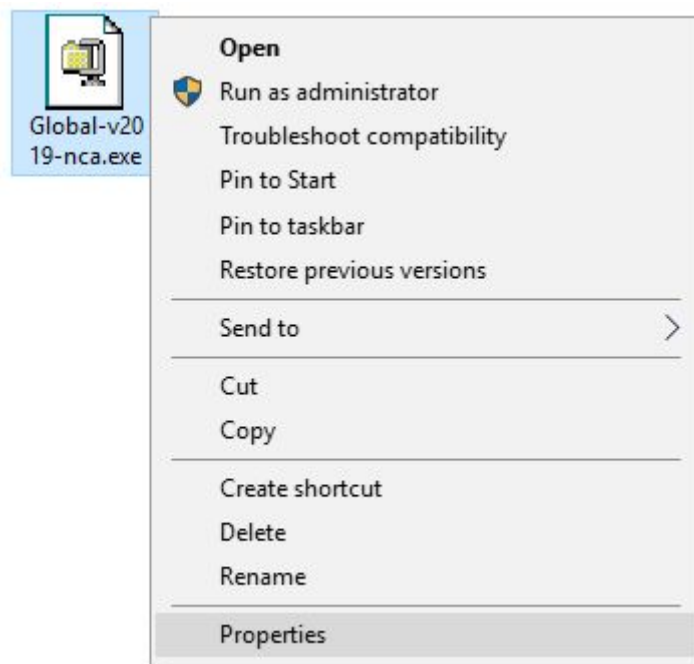


Fig 20 – Installer Properties

2. Tick **Unblock** box on the **Properties** window, then click **Apply**.

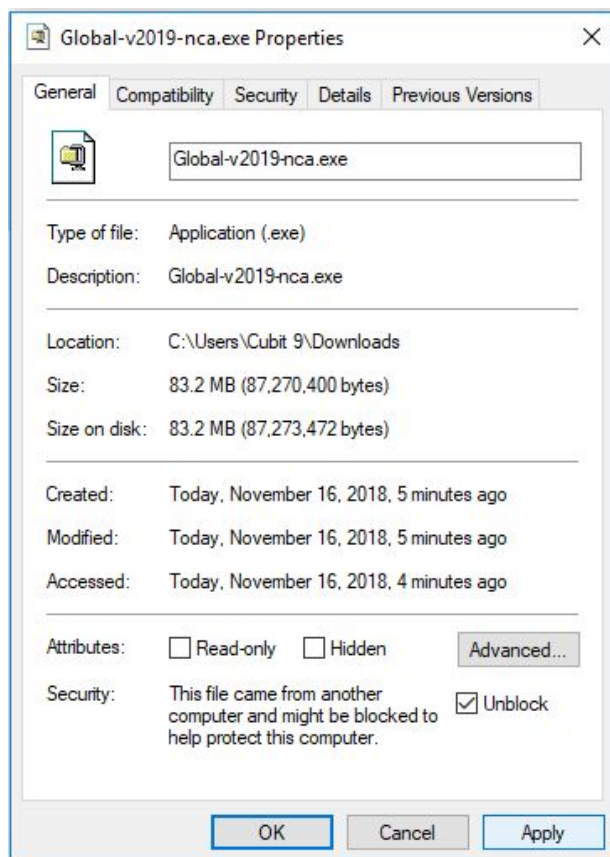


Fig 21 – Unblock Installer

3. Right mouse click the desktop icon, then click **Run as administrator** from the drop-down menu.

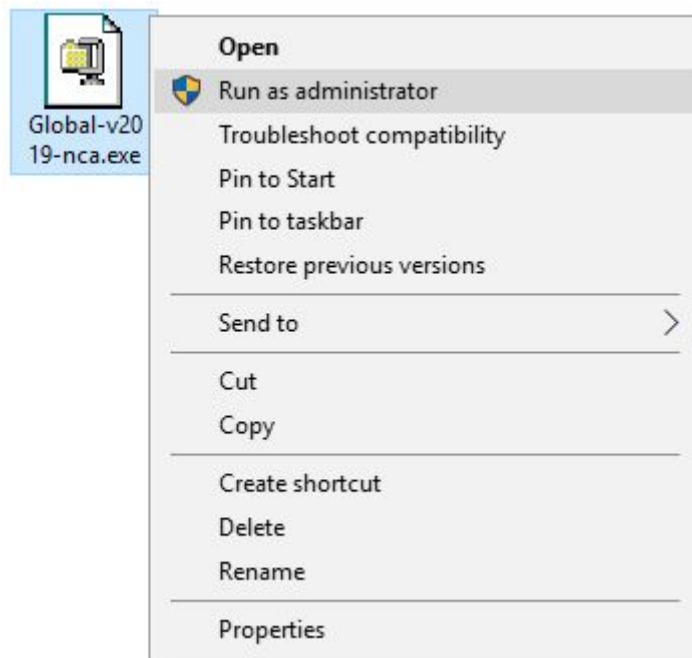


Fig 22 – Run as Administrator

4. Unzip the installation contents. We recommend the default file location **C:\Esw\Support\Global-v2019-nca**. Click **Unzip** to continue.

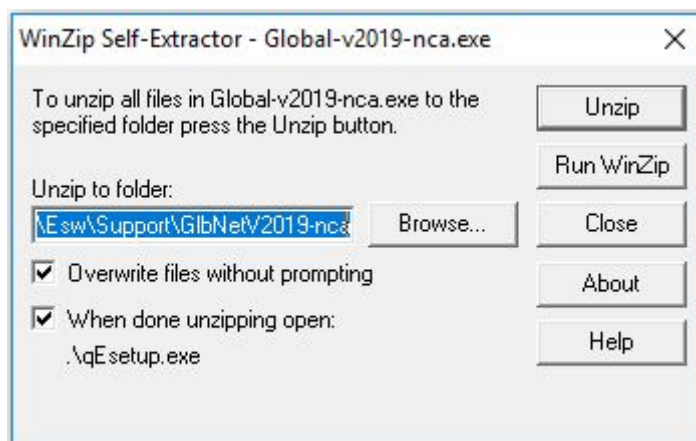


Fig 23 – Self Extractor

- 5. Please read the **Buildsoft Licence Agreement** before selecting **I agree**, then click **Next**.

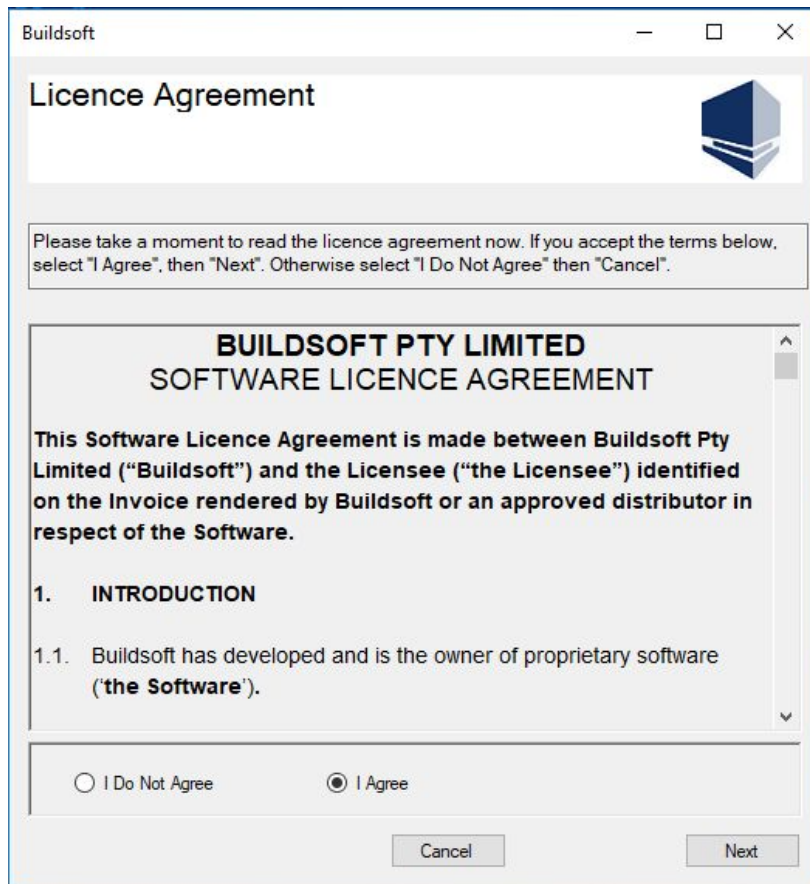


Fig 24 – Buildsoft Licence Agreement

- 6. Upgrading may take few minutes. When it finishes, click **Close** to exit.

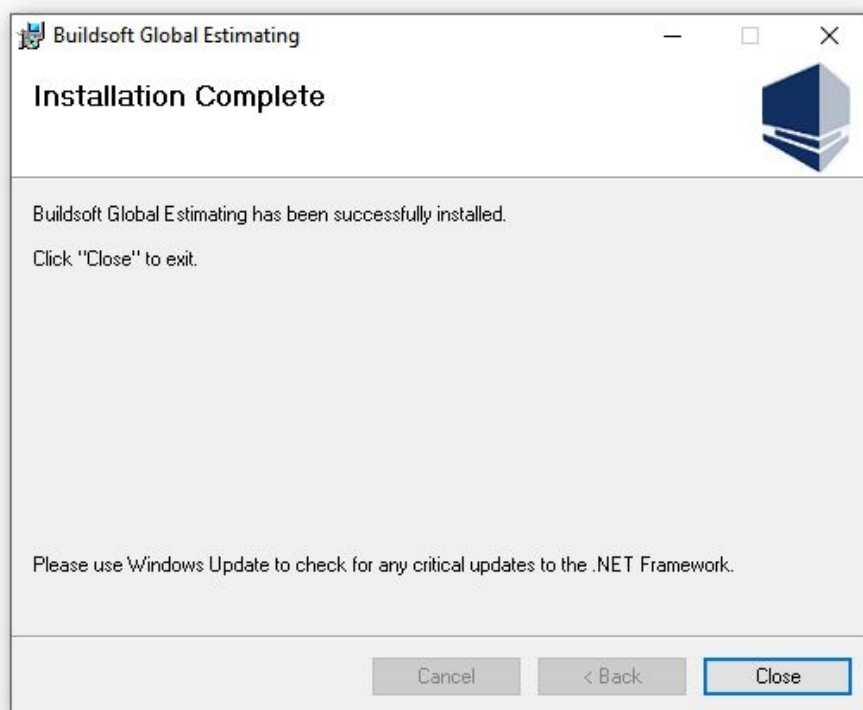


Fig 25 – Installation Complete

Activating your software

1. The first time you run your software, right-click your desktop Global icon and Select **Run as administrator** from the drop-down menu.

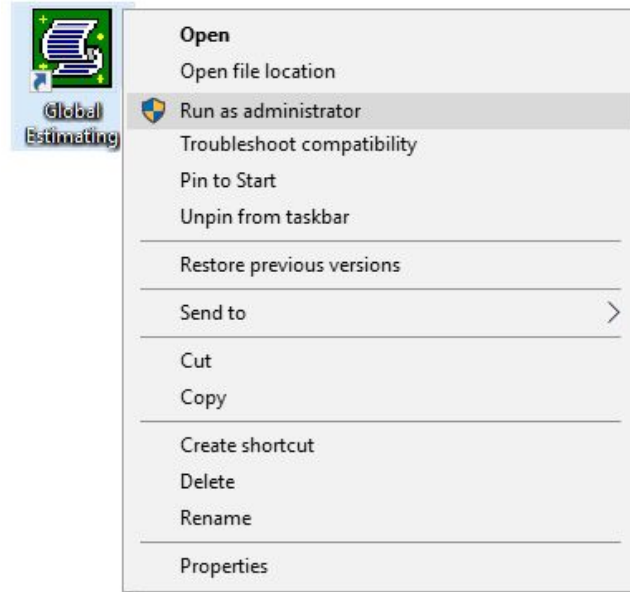


Fig 26 – Desktop Icon

2. Enter the **Name** of the user, **Organization** Name and then your **Serial Number**.

Make sure the organization name you enter is identical to the one supplied to you with your serial key.

Click on **Register** to complete.

Please Note: Only when you upgrade to a major version, will the software prompt to register Global Estimating with the new license serial number.

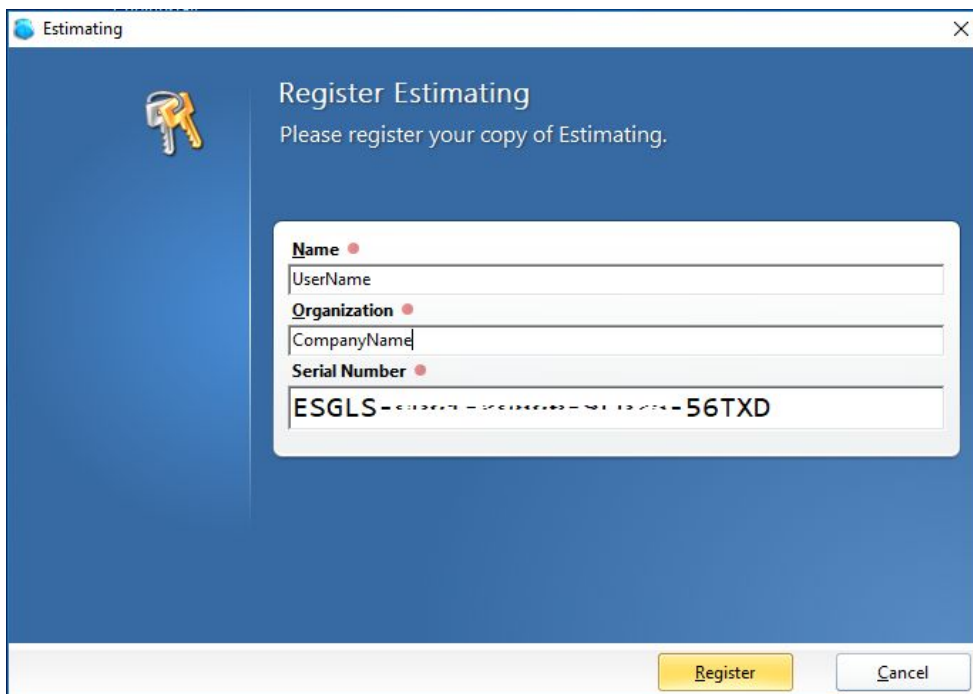


Fig 27 – Register Global

3. From the top toolbar, click **Help** and then **About**, to make sure the version is the latest.

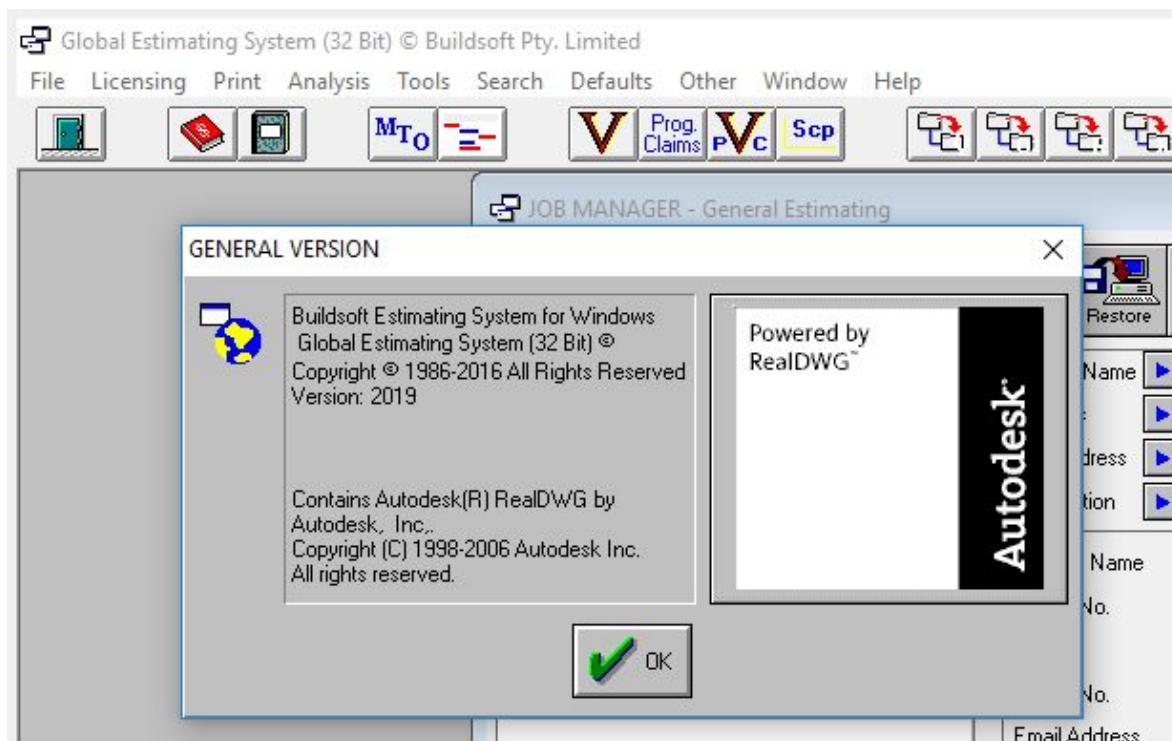


Fig 28 – Software Version

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