



**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](https://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
<b>Intel Processor (or AMD equivalent)</b>	Dual Core 2 GHz	Dual Core Intel Xeon	Dual Core Intel Xeon
<b>Memory</b>	4GB Ram	4GB Ram	8GM Ram
<b>Hard Drive Space</b>	1GB free space	4GB free space	4GB free space

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

### IMPORTANT:

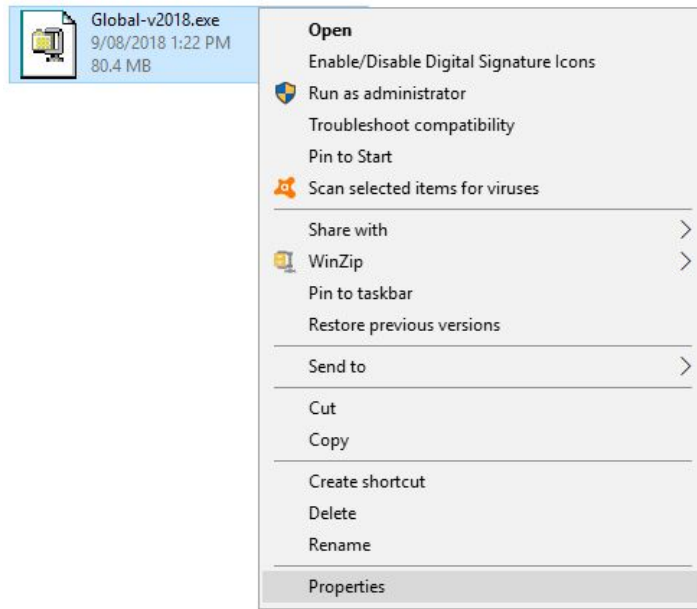
**It is strongly recommended that you backup any information before proceeding with the installation process.**

# Standalone Installation Guide

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

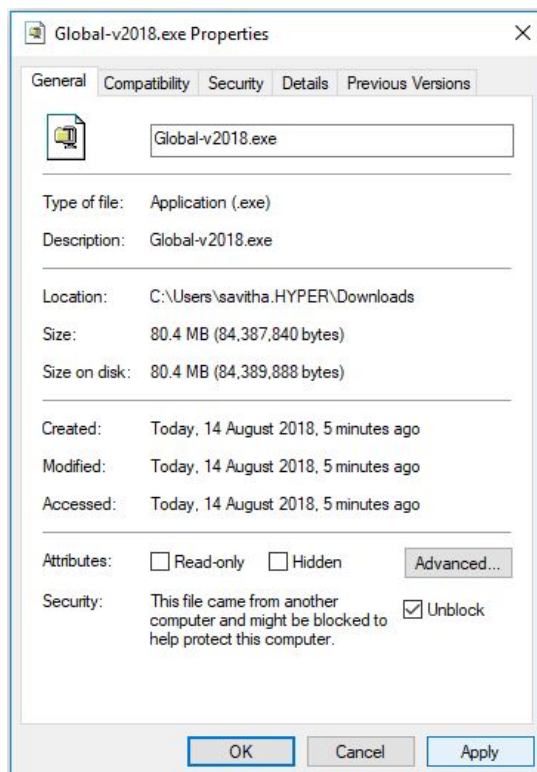
*Note: Installing Offsider Estimating is the same process however the install files and some screenshots will be different.*

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 and then click **Apply**.



*Fig 2- Unblock Installers*

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

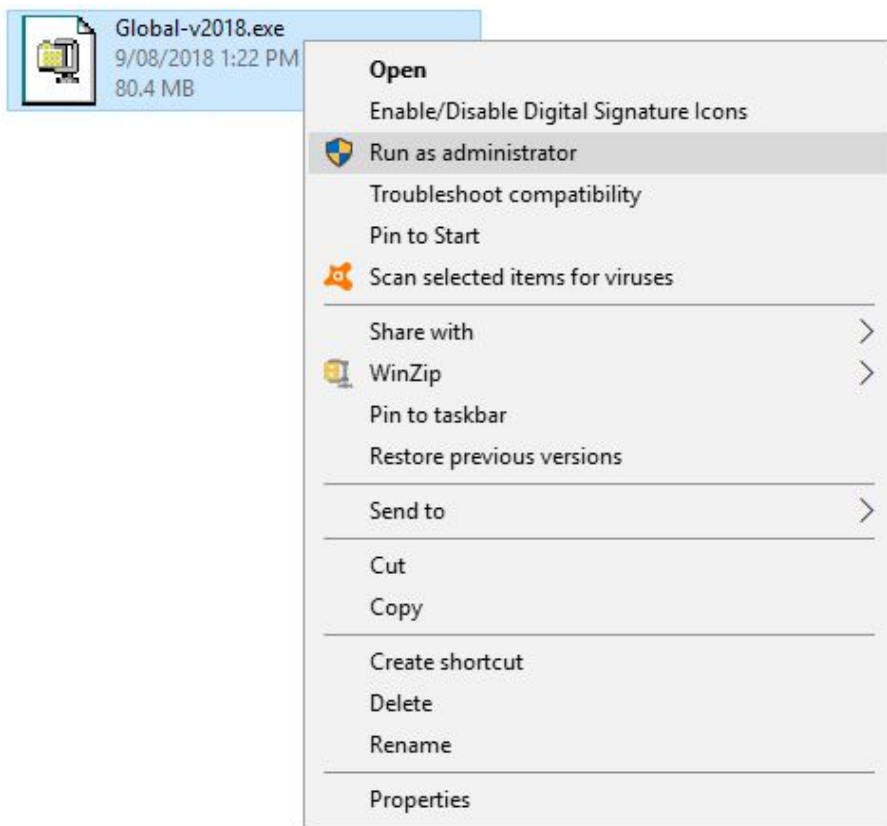


Fig 3 – Run as Administrator

4. You will be prompted to unzip the install contents. We recommend to use the default file location as **C:\Esw\Support\Global-v2018**. Click **Unzip** to continue.

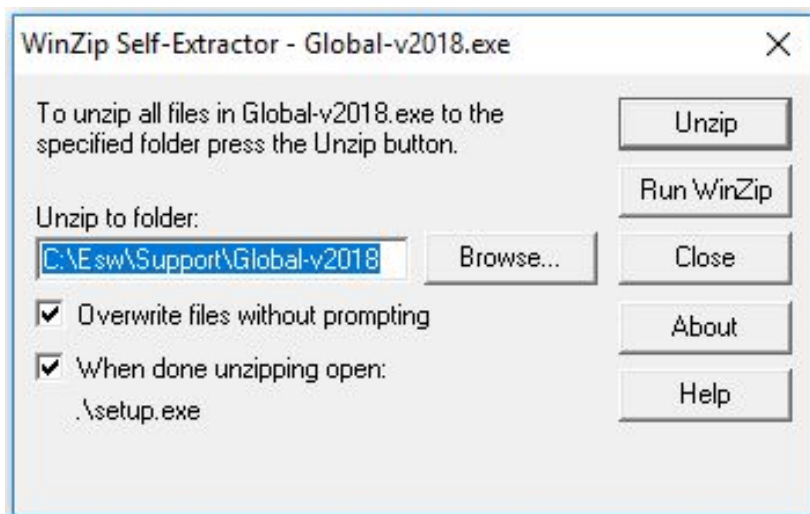


Fig 4 – Self Extractor

- 5. Installation will start with a welcome screen. Click **Next** to continue.

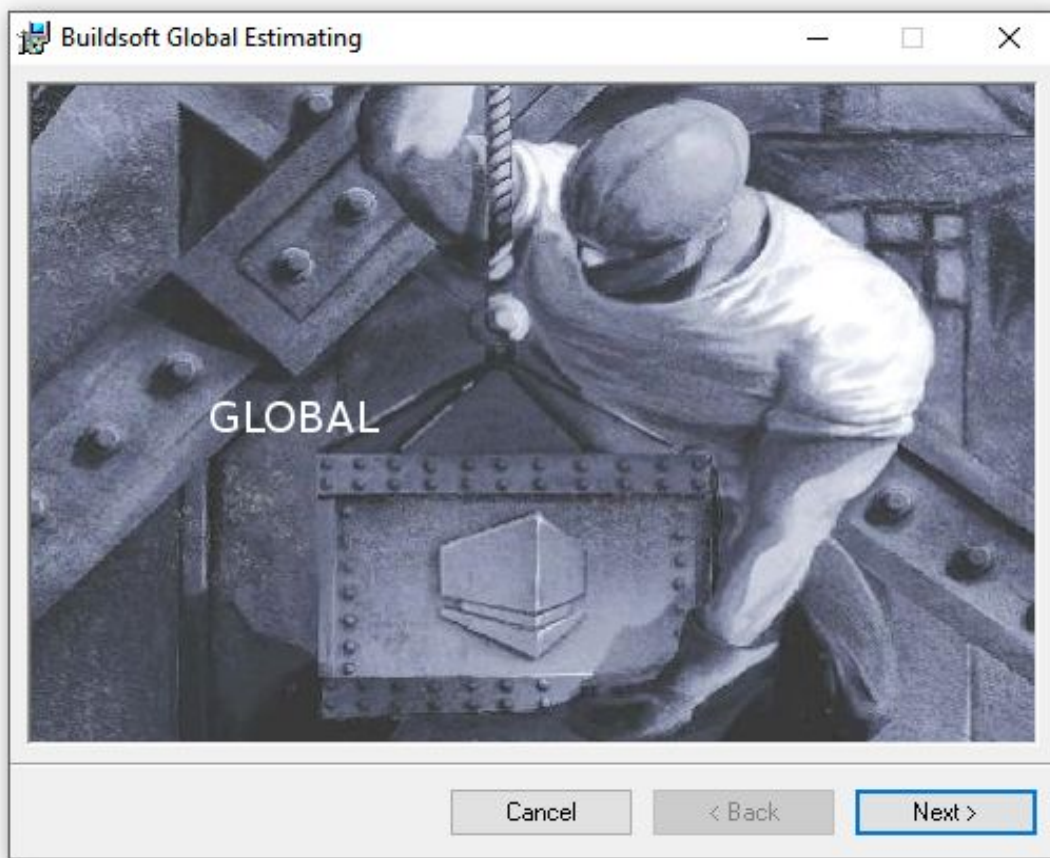


Fig 5 – Installer Welcome Screen

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

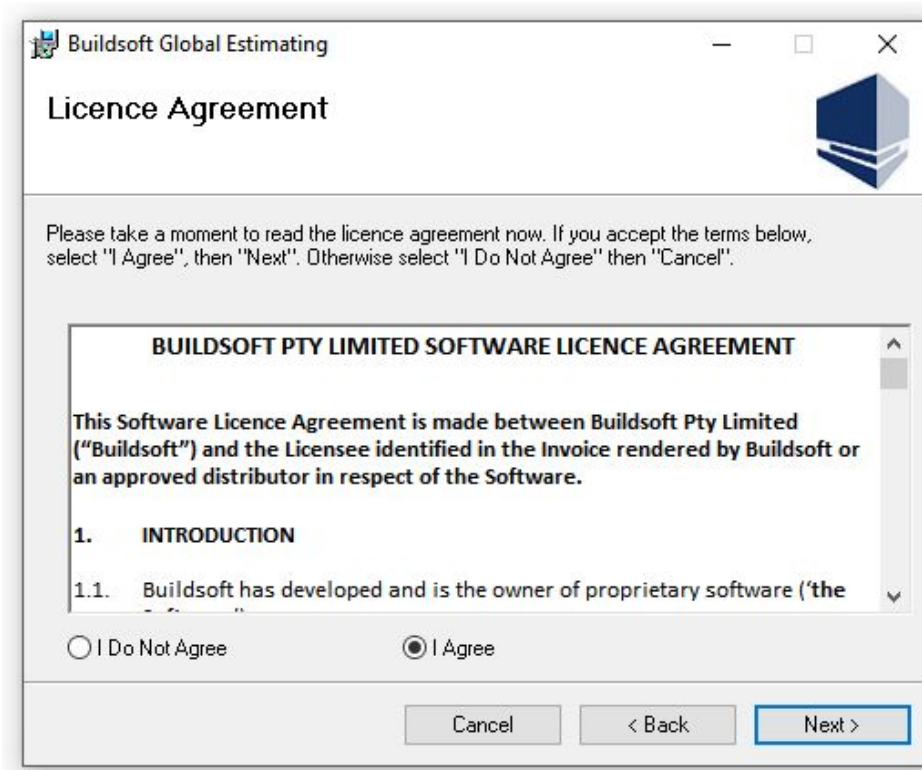
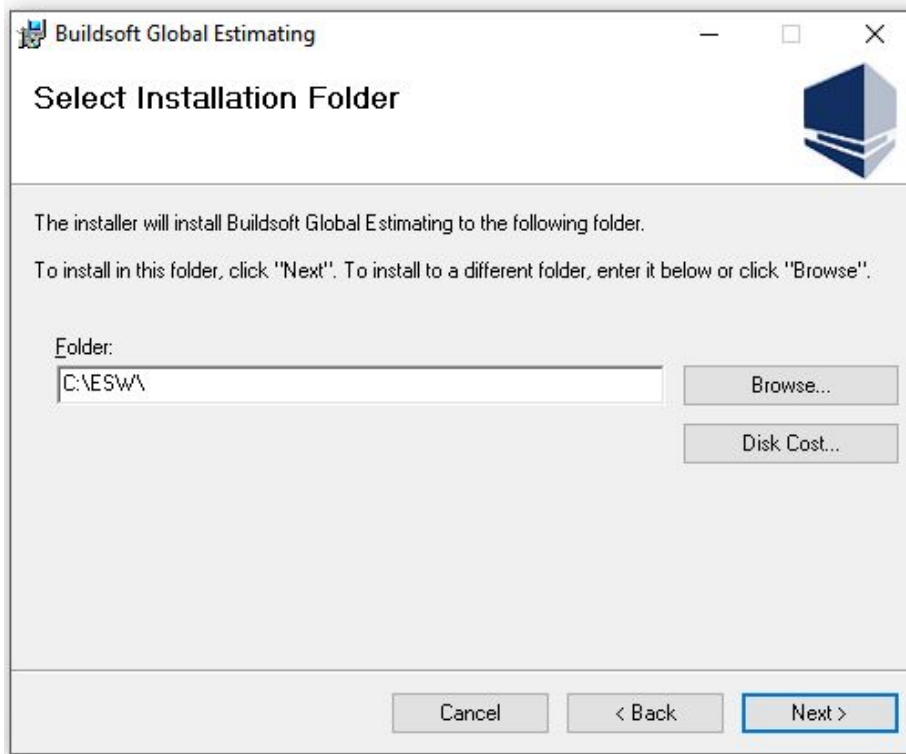


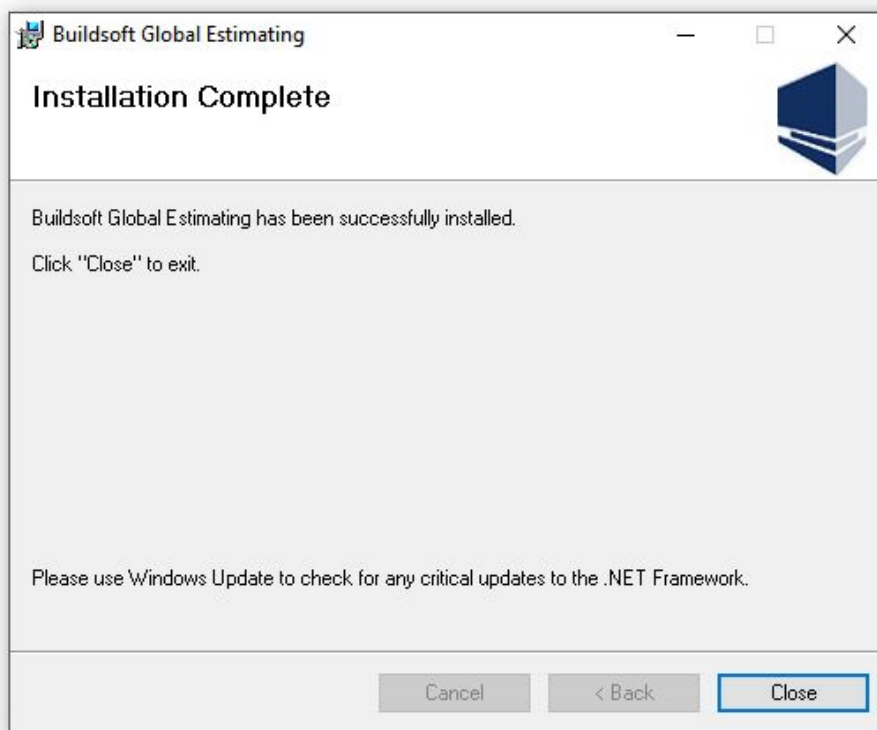
Fig 6 – Buildsoft Licence Agreement

- 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 7 – Installation Type*

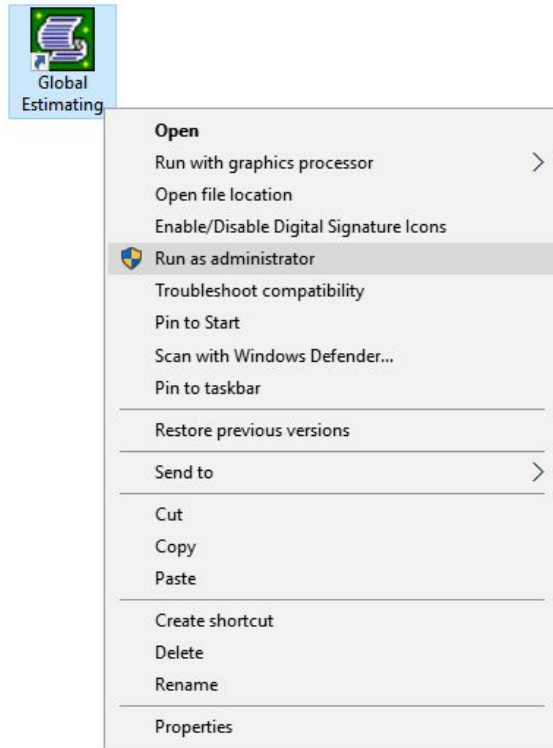
- Installation could take few minutes. When it finishes, click **Close** to exit.



*Fig 8 – Installation Complete*

## Installation Guide

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

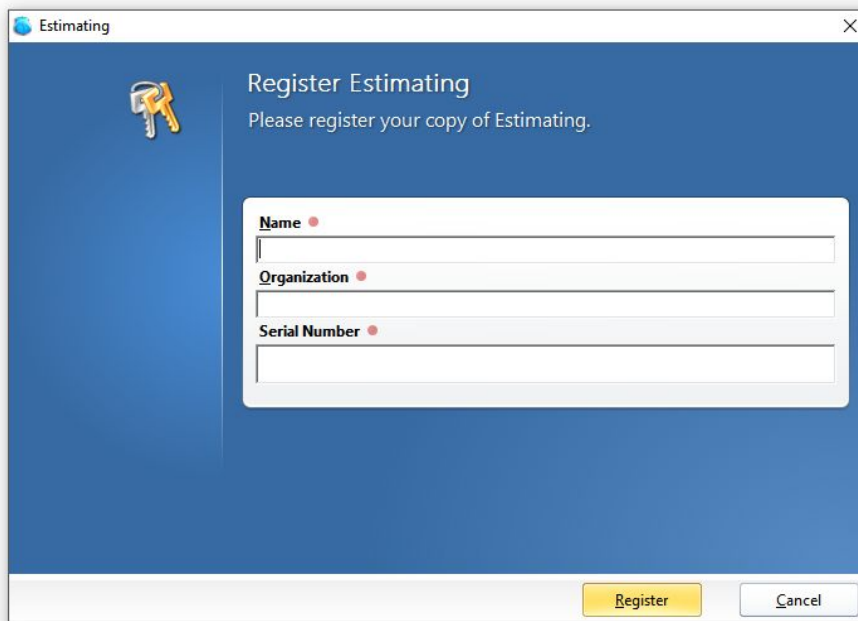


*Fig 9 – Desktop Icon*

10. 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 10 – Register Global*

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

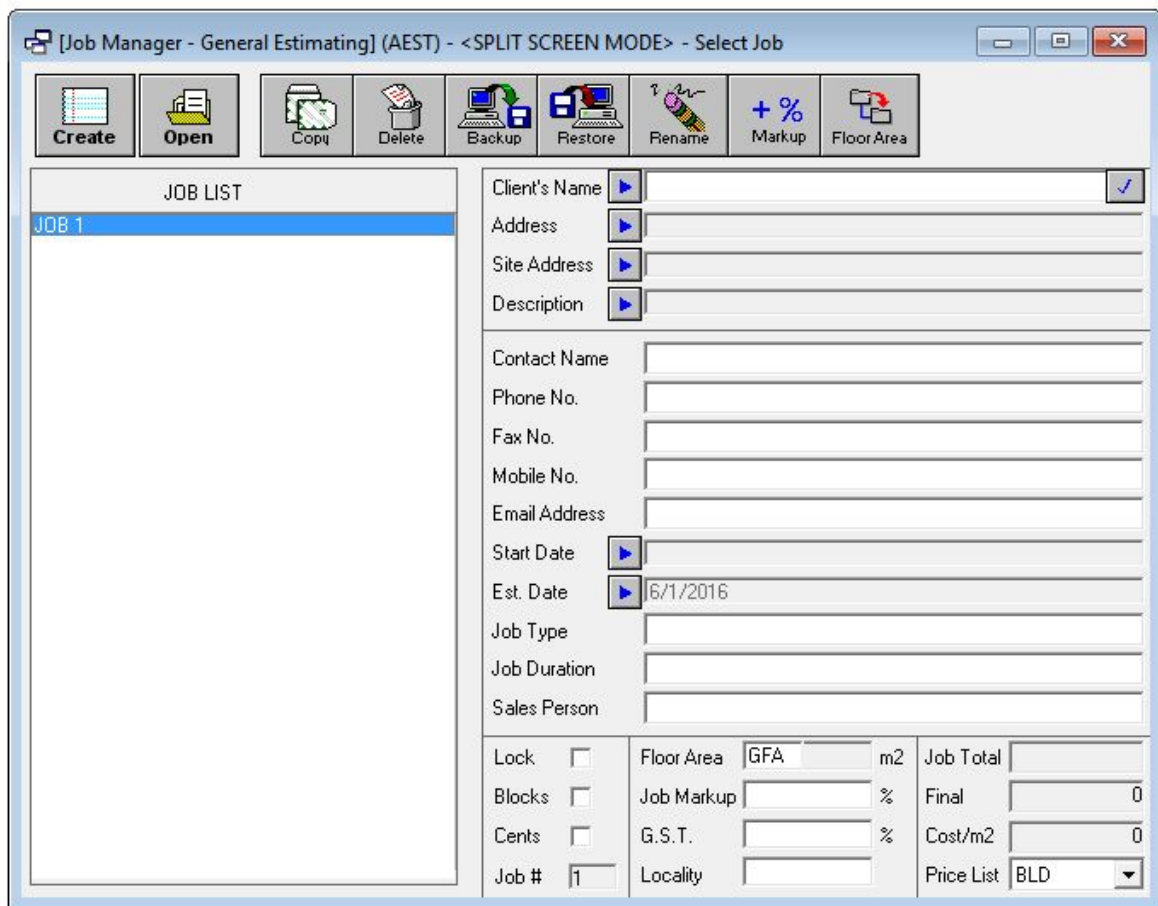
*Following are two ways to back up your data: exporting a Job, and backing up your database.*

*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 backup 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 the following details:

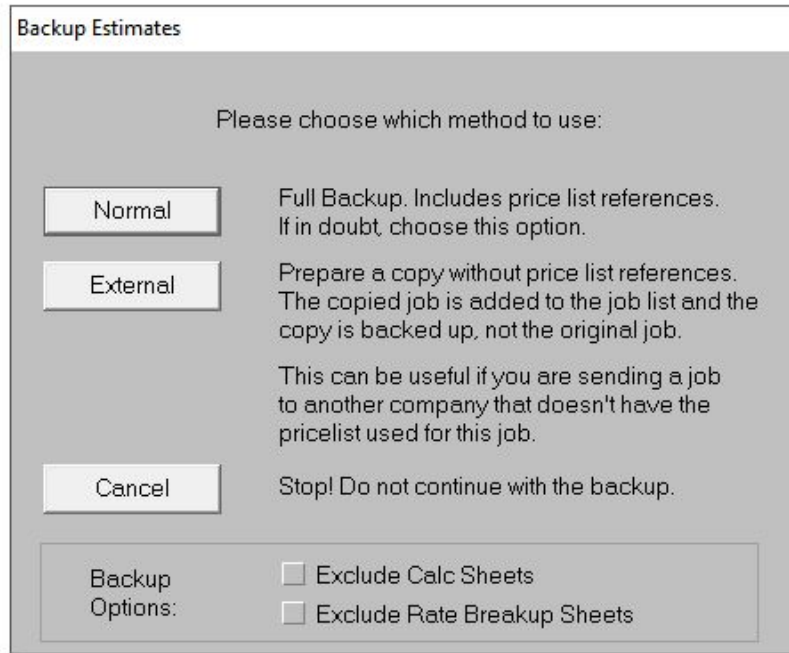
- Toolbar:** Create, Open, Copy, Delete, Backup, Restore, Rename, Markup, Floor Area.
- JOB LIST:**

JOB LIST
JOB 1
- Form 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: [ ]
- Summary Fields:**

Lock	<input type="checkbox"/>	Floor Area	GFA	m2	Job Total	[ ]
Blocks	<input type="checkbox"/>	Job Markup	[ ]	%	Final	0
Cents	<input type="checkbox"/>	G.S.T.	[ ]	%	Cost/m2	0
Job #	1	Locality	[ ]		Price List	BLD

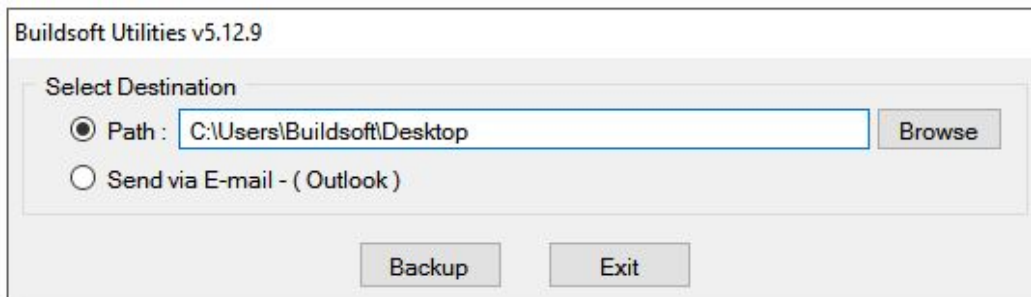
*Fig 1 – Job Manager*

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



*Fig 2 – Backup Estimates*

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



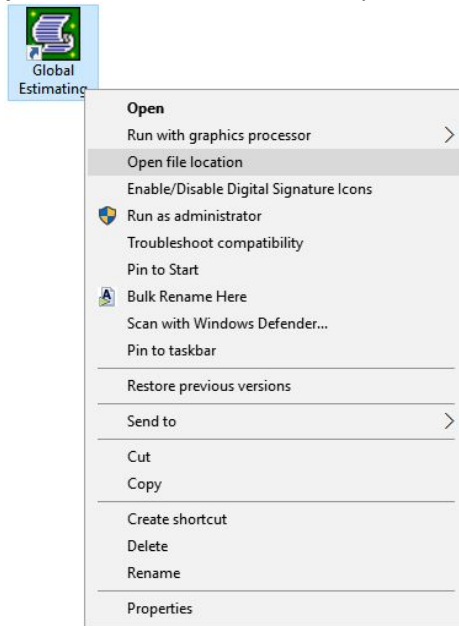
*Fig 3 – Select Destination*

# Exporting a Database

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

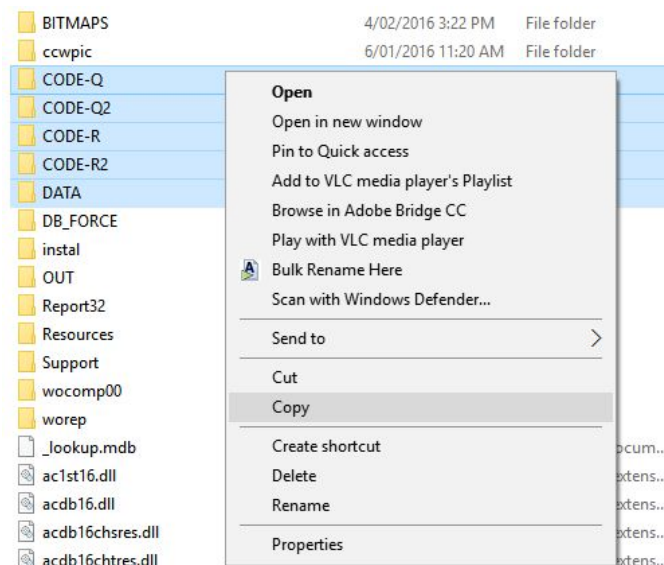
*Note: BTOS files are divided between your Global file directory and your SQL database. If the Global database you are backing up includes BTOS files, and you are uncertain of how to backup your SQL database, please contact the Buildsoft Support Team.*

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.



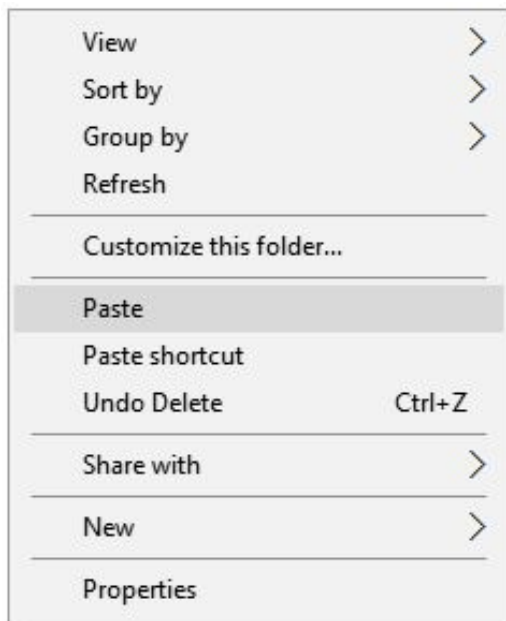
*Fig 1 – Open file location*

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 2 – Copy*

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

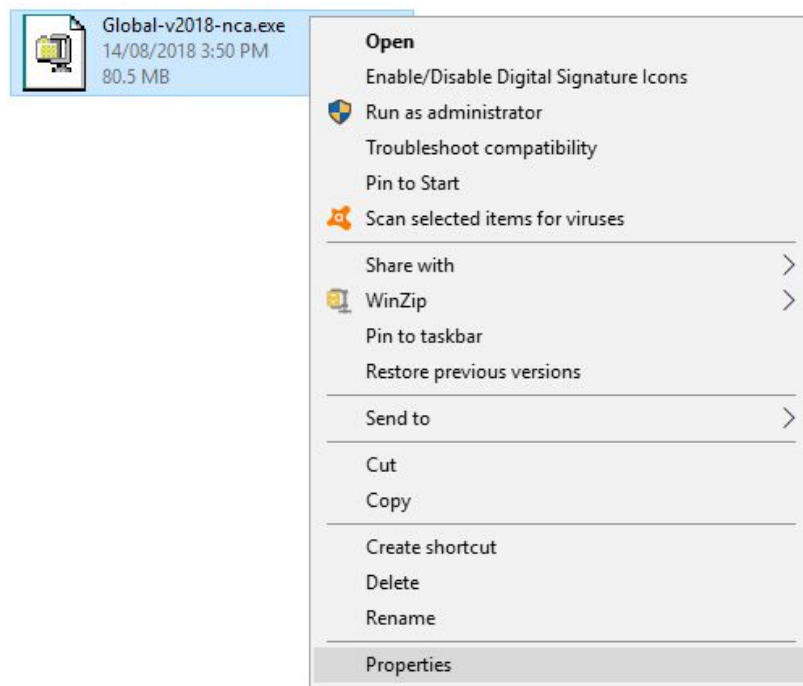


*Fig 3 – Paste*

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

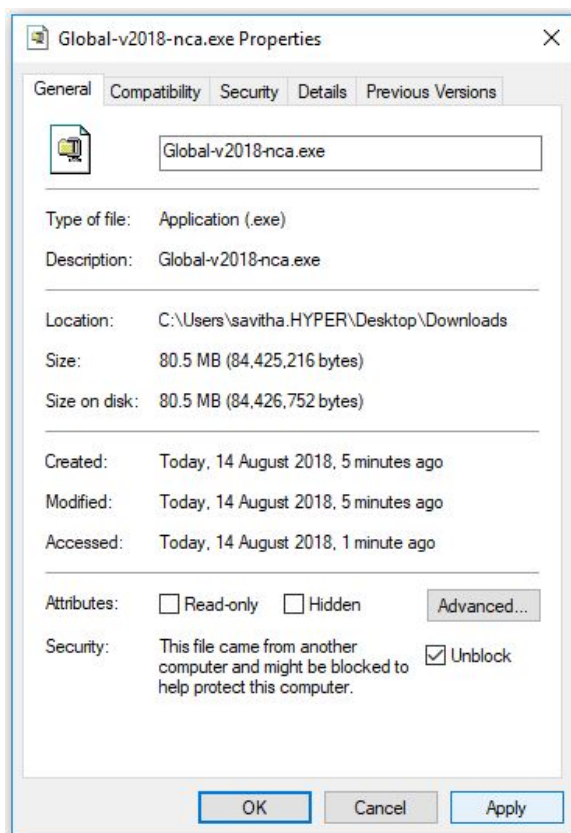
# Upgrading an Existing Install

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



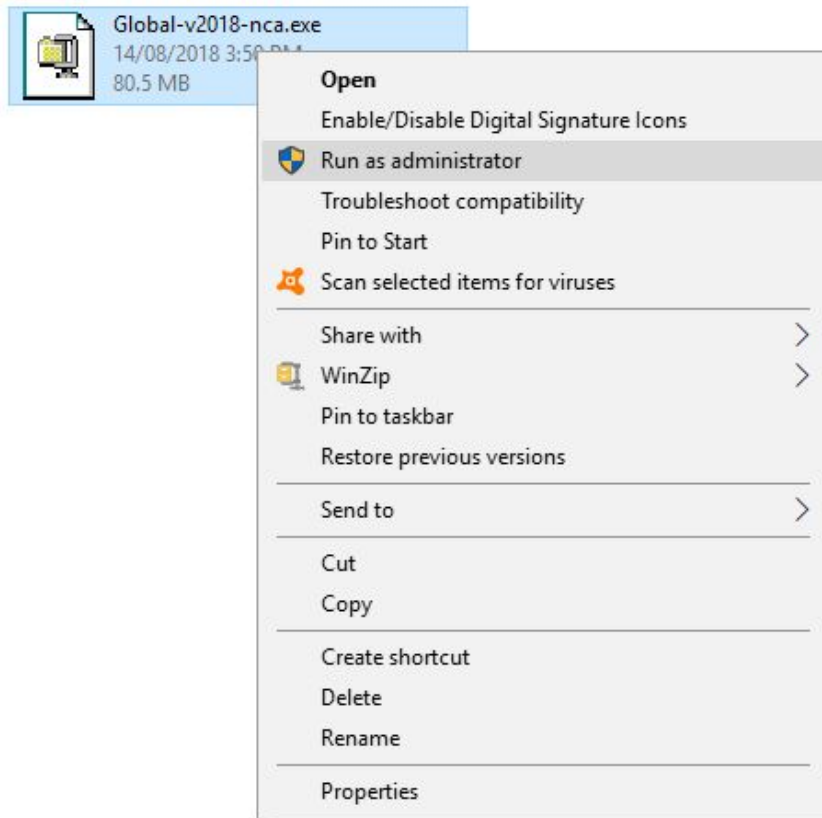
*Fig 1 – Installer Properties*

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



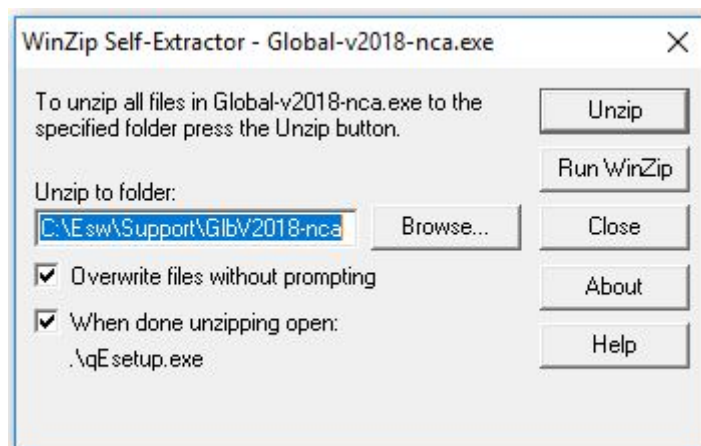
*Fig 2 – Unblock Installer*

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



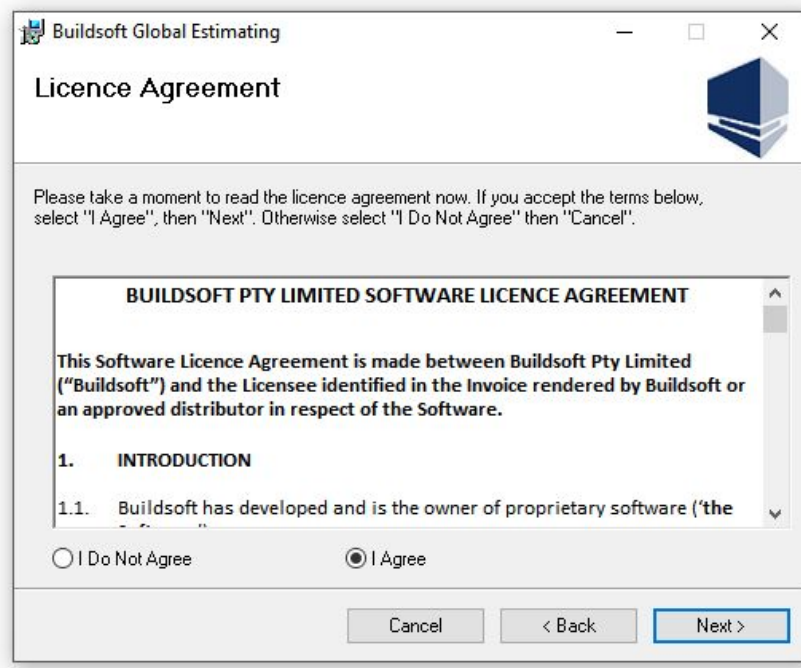
*Fig 2 – Run as Administrator*

4. Unzip the installation contents. We recommend the default file location **C:\Esw\Support\Global-v2018-nca**. Click **Unzip** to continue.



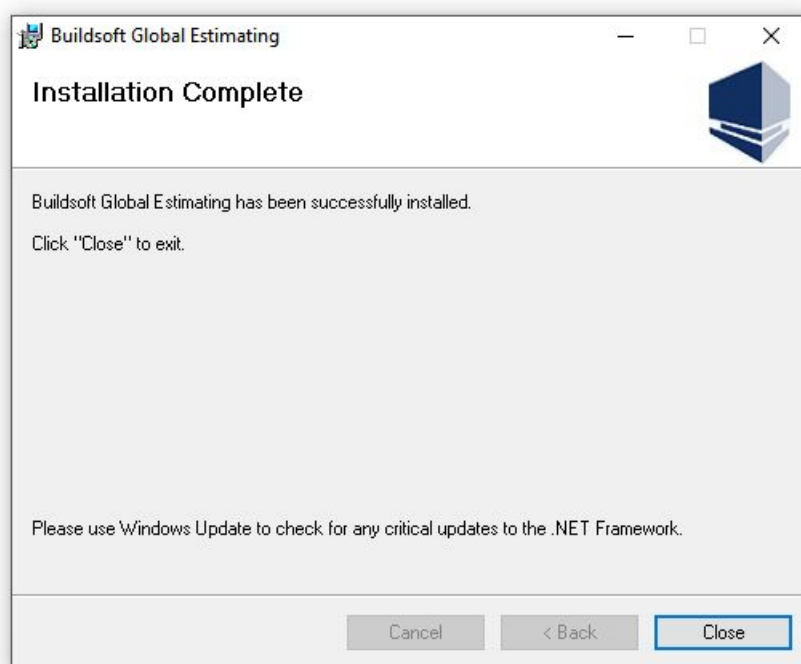
*Fig 3 – Self Extractor*

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



*Fig 4 – Buildsoft Licence Agreement*

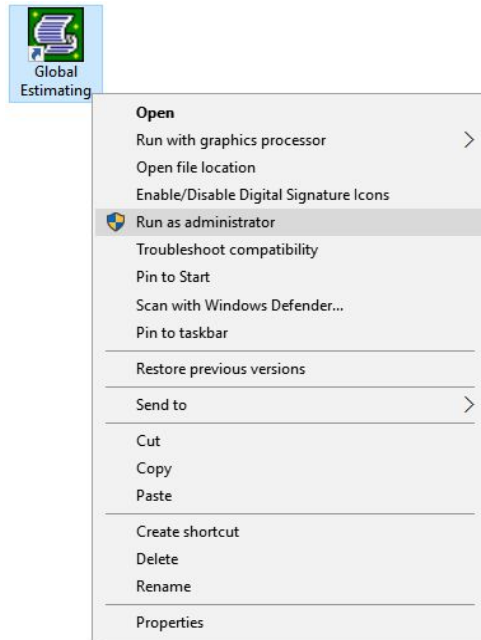
6. Upgrading may take few minutes. When it finishes, click **Close** to exit.



*Fig 5 – Installation Complete*

# Activating your software

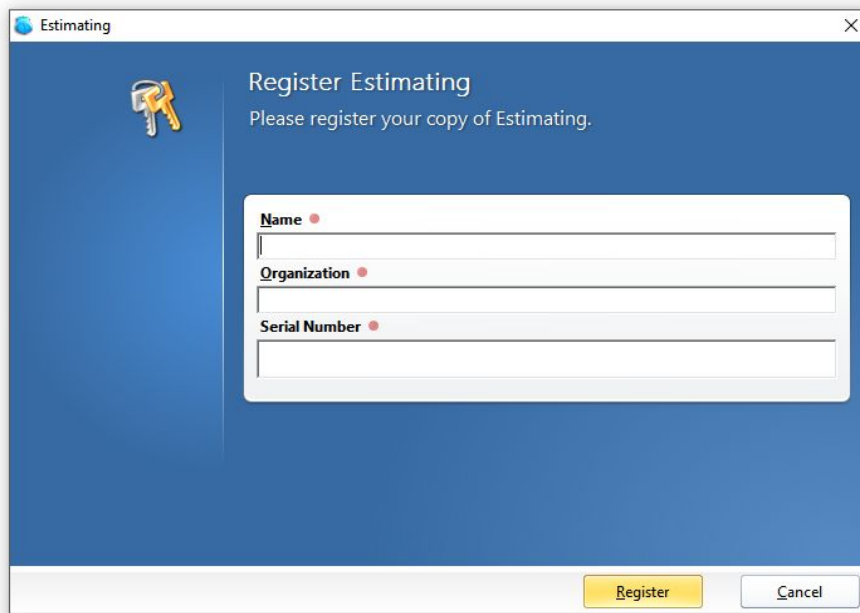
1. The first time you run your software, right click your desktop icon. Select **Run as administrator** from the drop-down menu.



*Fig 6 – 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.

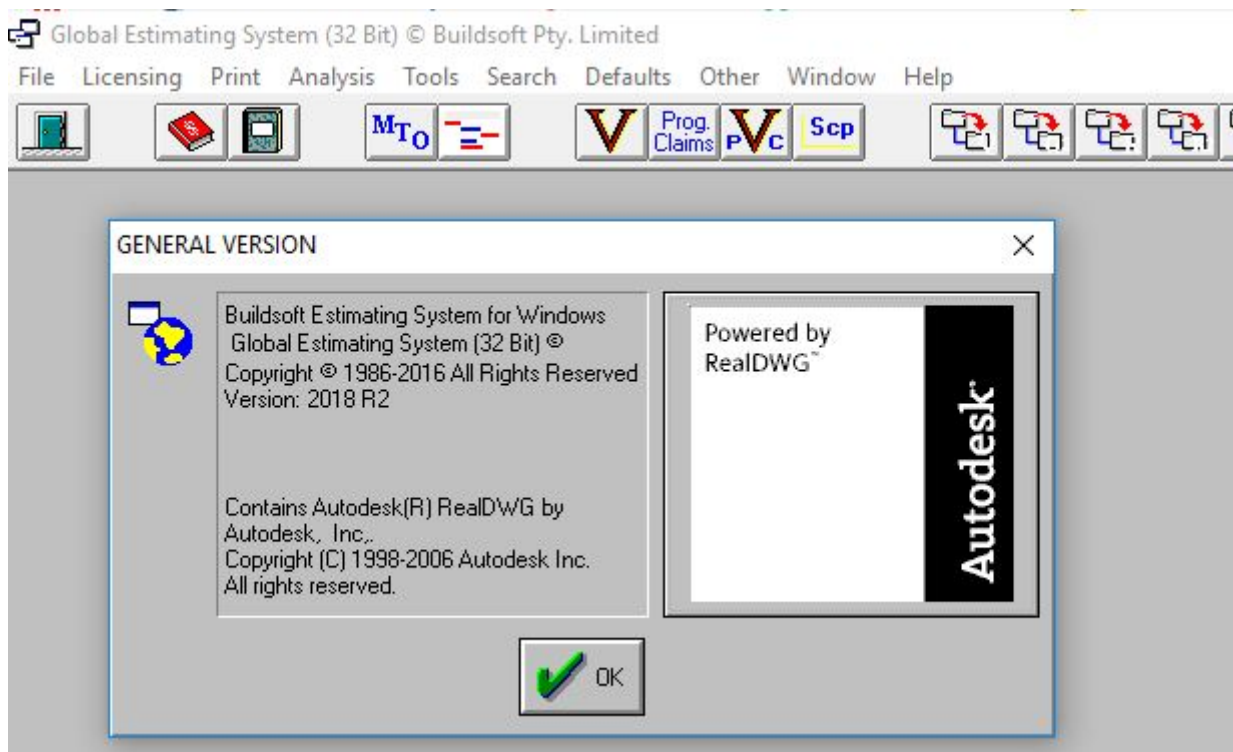
*Please Note: Only when you upgrade to a major version, will the software prompt to register Global Estimating with the new license serial number.*



*Fig 7 – Register Global*



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



*Fig 8 – Software Version*

*If you encounter any problem during installation, please contact the **Buildsoft Support Team** by submitting a ticket at [buildsoft.com/support](http://buildsoft.com/support) or send an email to [support@buildsoft.com.au](mailto:support@buildsoft.com.au)*