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Bloomberg APOD Creation Documentation

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For terms in [blue](#) throughout this document, see [Definitions](#) on p. 14.

Bloomberg APOD Creation Documentation

When working remotely, you can continue using the Bloomberg Terminal® away from your office. To begin, you must download the Bloomberg software, install it, and activate it by creating an Access Point On Demand (APOD).

An APOD refers to specific instance of the Bloomberg Terminal software that is installed and set up on your PC. APODs are identified by a [Terminal Serial Number](#).

The process to create an APOD and activate your software varies depending on your connection type and whether you are a Bloomberg Anywhere (BBA) user or a Shared Terminal user with Disaster Recovery (DR) services enabled.

Software Requirements

To review the system requirements for the Bloomberg Terminal®, you can go to <https://www.bloomberg.com/professional/support/documentation/> and download the *PC Requirements* document.

If you are in mainland China, you can access the document on <https://www.blpprofessional.com/>.

Note: The Bloomberg software is Windows-based and not currently supported on Apple operating systems. Mac users can connect to the Terminal via the web at <https://bba.bloomberg.net/>.

Downloading the Software

1. In a web browser, go to <https://bloombergsoftware.com/>.

Note: If you are in mainland China, go to <http://bloombergchina.com/support/software-updates/>.

2. Click one of the following download options:


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Bloomberg Terminal

Bloomberg Terminal - New/Upgrade Installation ⓘ	Release notes	March 2020	Download
Bloomberg Terminal - New Installation (Terminal Software Only) ⓘ		March 2020	Download

- **Bloomberg Terminal - New/Upgrade Installation:** Download the Bloomberg Terminal Software and Bloomberg Office Tools simultaneously for a full installation. This option allows immediate access to Office Tools once you complete the installation.
- **Bloomberg Terminal - New Installation (Terminal Software Only):** Download the Bloomberg Terminal Software only, which may be faster than the full installation option. This option will automatically download Office Tools after the Terminal is up and running.

3. Follow the prompts to run or save the file.
4. When asked to choose a location to save your file, save the file on your desktop.

Note: Download times may vary depending on the speed of your Internet connection.

The file downloads and the Bloomberg installation icon appears on your desktop.

For more: [Installing the Software](#).

Workflows

Installing the Software

Once you download the Bloomberg software, you can use the installation wizard to install it on your PC.

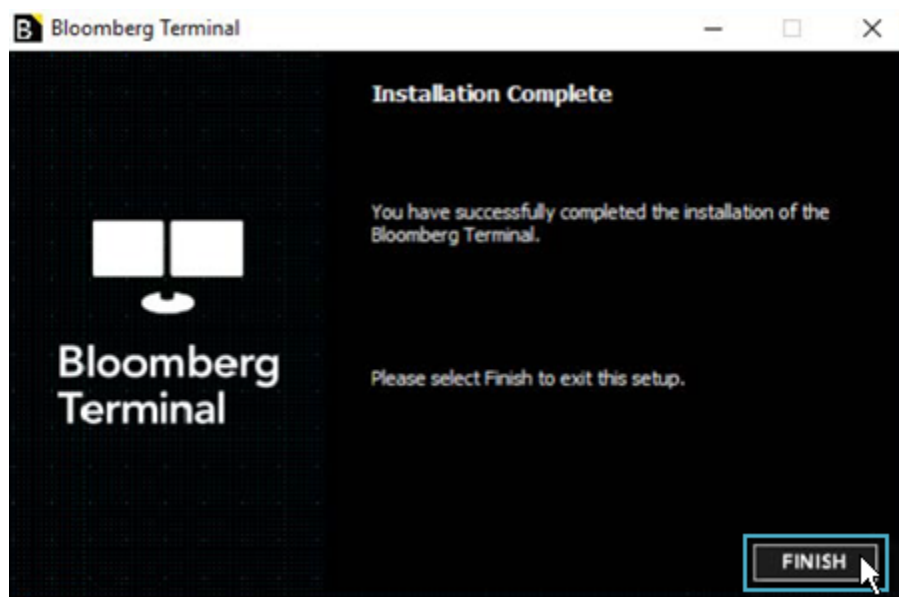
Steps:

1. On your desktop, double-click the Bloomberg installation icon.



The Bloomberg Terminal installation wizard launches.

2. Follow the prompts on screen until the installation is complete, then click the **Finish** button.



A green Bloomberg icon appears on your desktop. The software is installed and ready to be activated by installing an APOD.

For more: [APOD Creation](#).

APOD Creation

Once you download and install the Bloomberg software, you must create an Access Point on Demand (APOD) to activate the software and use the Bloomberg Terminal®.

The process to create an APOD varies depending on your connection type and whether you are a Bloomberg Anywhere® (BBA) user or a Shared Terminal user with Disaster Recovery (DR) services enabled.

- **BBA Users:**
 - [BBA: Activating with a B-Unit](#)
 - [BBA: Activating without a B-Unit](#)
- **Shared Terminal Users with Disaster Recovery Services:**
 - [DR: Activating via Virtual Office Network](#)
 - [DR: Activating via the Internet](#)

BBA: Activating with a B-Unit

If you are a Bloomberg Anywhere® (BBA) user with access to your B-Unit, you can use it to install an APOD and activate your Bloomberg Terminal® software.

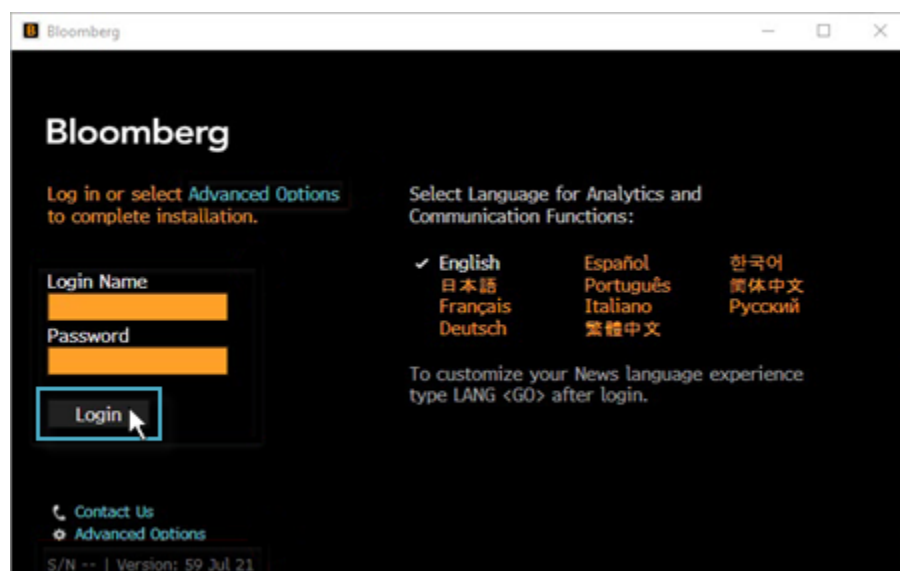
Steps:

1. On your desktop, double-click the green Bloomberg software icon.

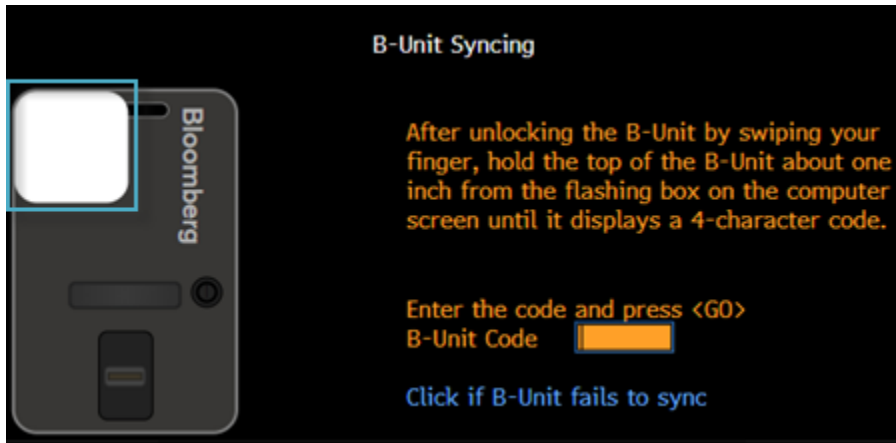


The Bloomberg login screen appears.

2. Enter your Bloomberg login name and password, then click the **Login** button.



3. Verify your identity by swiping your fingerprint on the B-Unit, then sync the B-Unit by holding it against the flashing box.



A four-digit code appears on your B-Unit screen.

4. In the *B-Unit Code* field, enter the four-digit code that appears on your B-Unit, then press the <GO> or **Enter** key on your keyboard.

A pop-up appears to tell you have successfully installed your serial number, then the system logs you into the Terminal.

BBA: Activating without a B-Unit

If you are a Bloomberg Anywhere (BBA) user and you do not have access to your B-Unit, you can activate the Bloomberg software by receiving a text or phone call to your verified phone number.

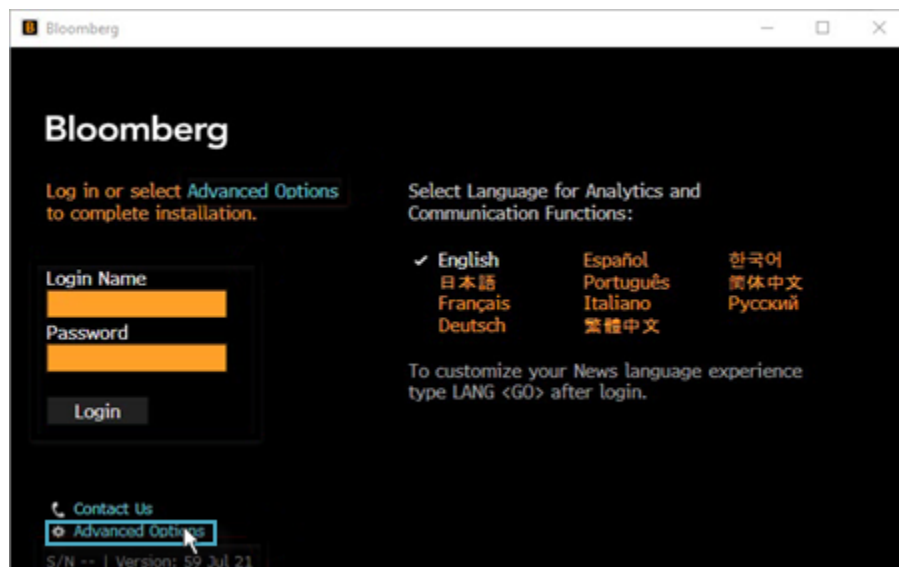
Steps:

1. On your desktop, double-click the green Bloomberg software icon.



The Bloomberg login screen appears.

2. At the bottom left, click **Advanced Options**.



The *Advanced Connection Options* window appears.

3. On the *Serial Number* tab, click the **Legacy Connection Options** button.



The *Connection Wizard* appears.

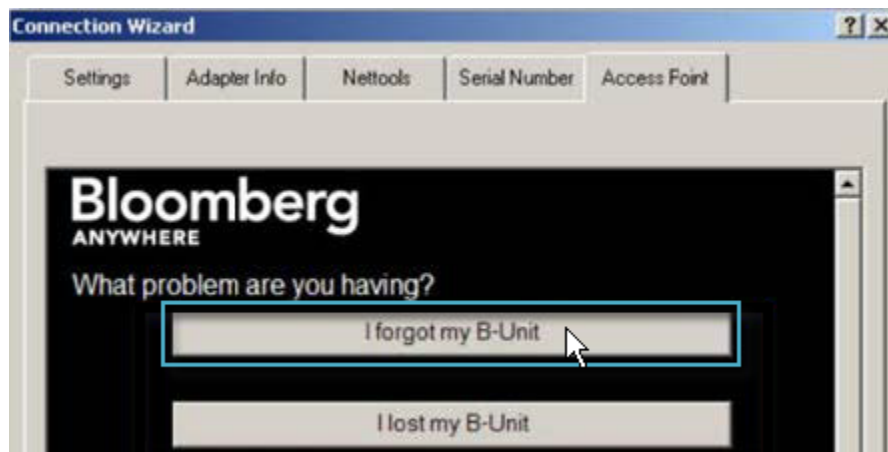
4. Select the **Access Point** tab.



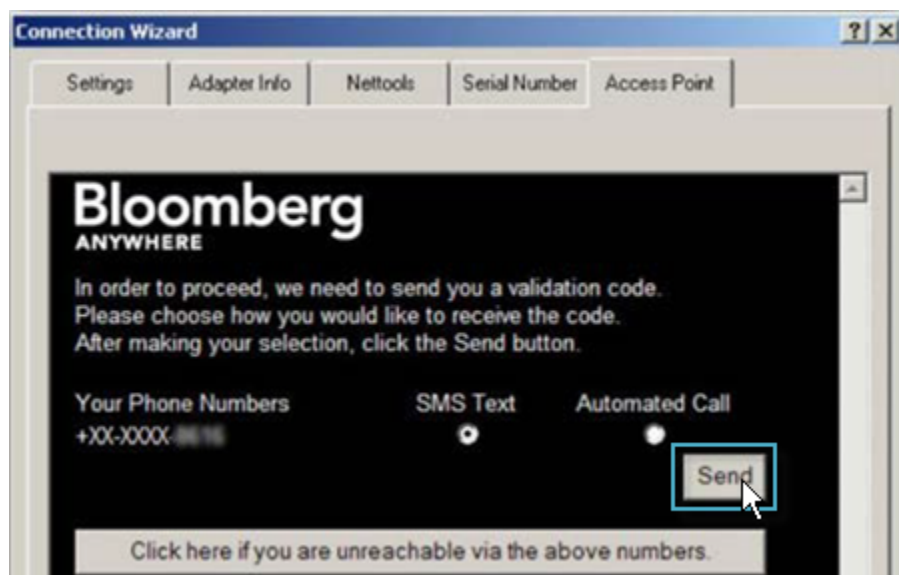
5. Below *If you are unable to get the B-Unit code text*, click the **Click Here** button.



6. Click the **I forgot my by B-Unit** button.



7. Select whether you want to receive a validation code via SMS Text or Automated Call, then click the **Send** button.



You receive an automated text message or phone call that provides a validation code.

8. In the *Validation Code* field, enter the code you received, then click the **Submit** button.



A pop-up appears with the serial number, but you do not need to record it. The serial number installs automatically and the software activates.

You can now close the *Connection Wizard* and log in to the Bloomberg Terminal® with your login ID and password.

DR: Activating via Virtual Office Network

If you are a Shared Terminal user with Disaster Recovery (DR) services enabled and you are connected virtually to your office's network, you must activate your software before you can use the Bloomberg Terminal®.

For details on any virtual network setup, contact your firm's technical support.

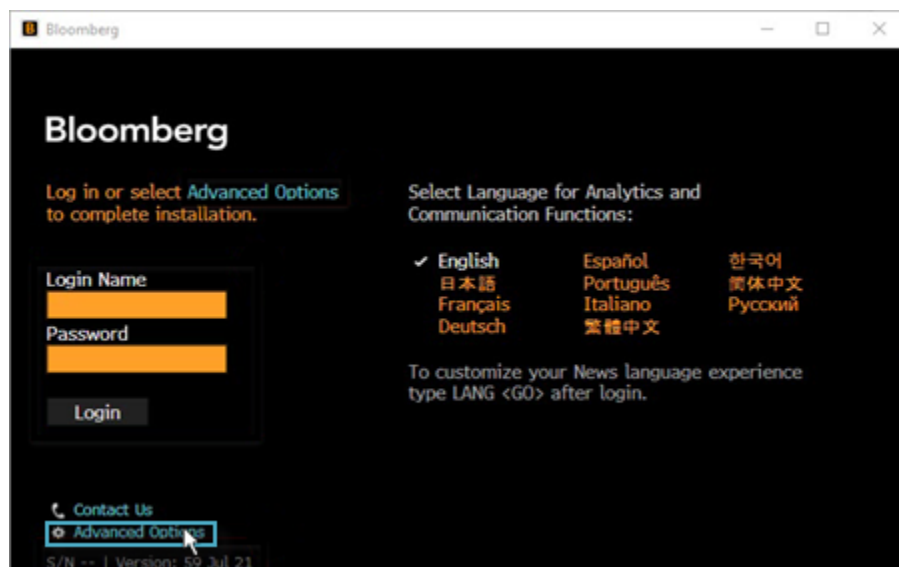
Steps:

1. On your desktop, double-click the green Bloomberg software icon.



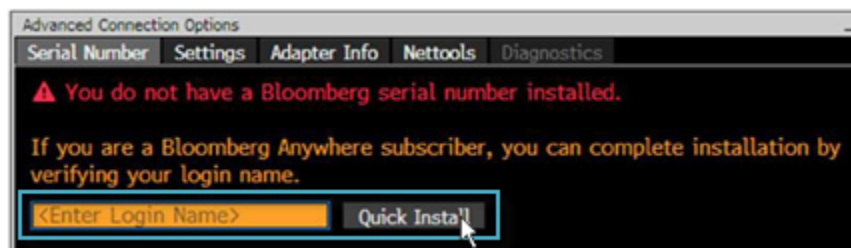
The Bloomberg login screen appears.

- At the bottom left, click **Advanced Options**.



The *Advanced Connection Options* window appears.

- Enter your login name, then click the **Quick Install** button and follow the instructions.



The software activates. You can now log in to the Terminal with your login ID and password.

DR: Activating via the Internet

If you are a Shared Terminal user with Disaster Recovery (DR) services enabled and you are not connecting remotely to your office network or PC, you can activate the Bloomberg software directly over the Internet.

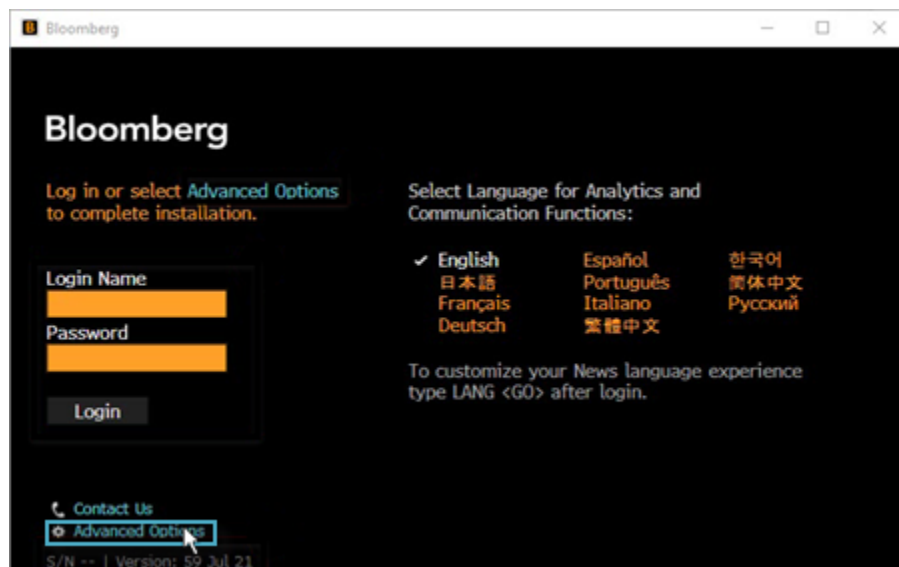
Steps:

- On your desktop, double-click the green Bloomberg software icon.



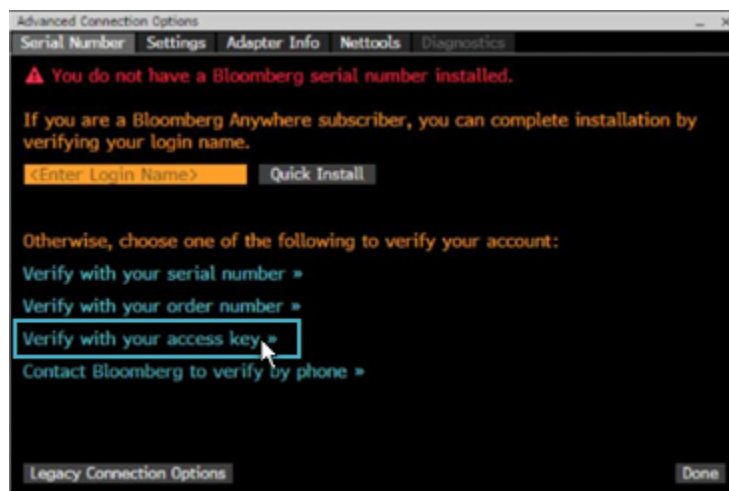
The Bloomberg login screen appears.

2. At the bottom left, click **Advanced Options**.



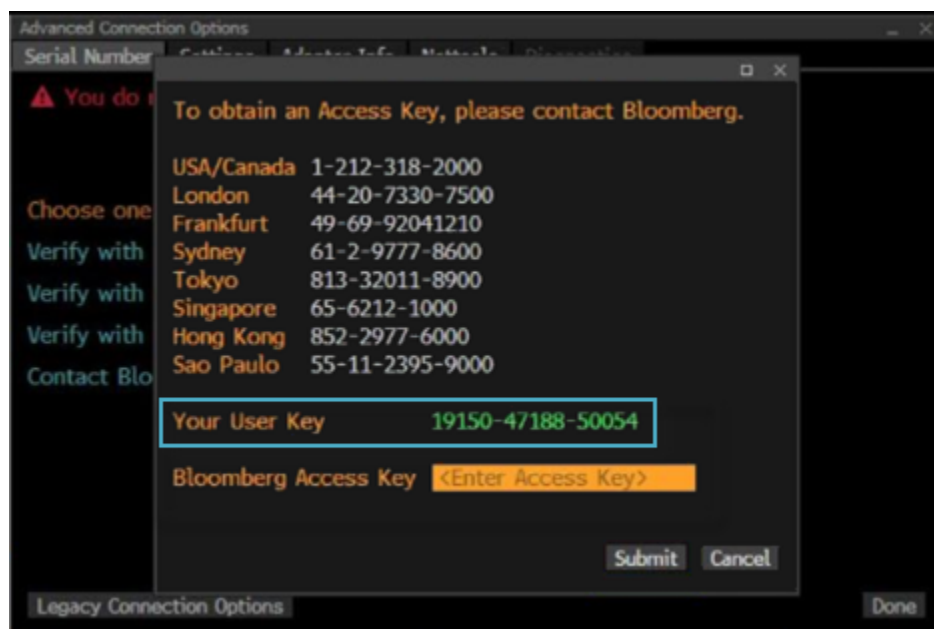
The *Advanced Connection Options* window appears.

3. Click **Verify with your access key**.

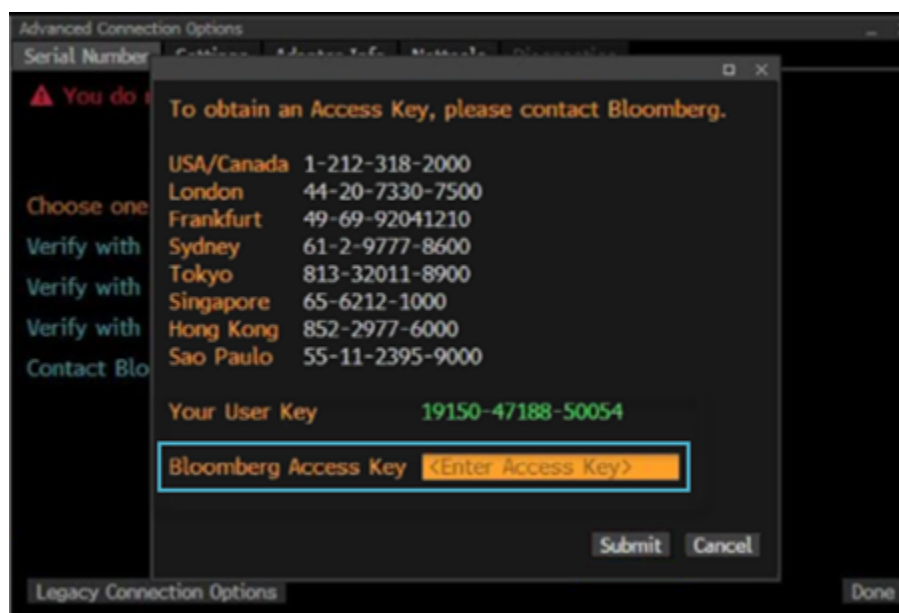


A pop-up appears with instructions for obtaining an access key.

4. Call the Bloomberg Support number for your region and give them the 15-digit number listed as *Your User Key*.



5. In the *Bloomberg Access Key* field, enter the key provided by support, then click the **Submit** button.



The software activates. You can now log in to the Bloomberg Terminal® with your login ID and password.

Reference

APOD Administrator

An APOD Administrator is a designated individual at your firm who can enable or disable transactional product access at the user or serial number level. Your firm may have more than one APOD Administrator.

If you are unable to complete transactions in the Bloomberg Terminal, you can contact your APOD Administrator or Bloomberg support.

To manage APODs, administrators use the *APOD Administration* (APOD) function on the Bloomberg Terminal®. For more on APOD administration: enter HELP APOD <GO> in the Terminal command line to access the APOD Help Page.

Definitions

Term	Definition
Access Point on Demand (APOD)	An access point installed on demand that allows you to activate your Bloomberg software when you install it on a new machine for the first time. When you activate your software using the instructions in APOD Creation , an APOD serial number is associated with the specific software instance downloaded on your computer.
Terminal Serial Number	A serial number that identifies the APOD created for your installation of the Bloomberg software. After activating your software and logging into the Bloomberg Terminal®, you can press <Esc> to locate the serial number in the bottom left corner of the screen.

Take the next step.

For additional information,
press the <HELP> key twice
on the Bloomberg Terminal®.

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