# **Bloomberg APOD Creation Documentation**

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## Bloomberg

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#### Definitions

For terms in blue throughout this document, see <u>Definitions</u> on p.26.

## **Bloomberg APOD Creation Documentation**

When working remotely, you can continue using the Bloomberg Terminal<sup>®</sup> 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<sup>®</sup>, you can go to <u>https://www.bloomberg.com/professional/support/documentation/</u> 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 <u>https://bba.bloomberg.net/</u>.

#### 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:

Bloomberg Professional Services	Solutions	Insights Sup	oport	Request a demo	Q
Bloomberg Terminal					
Bloomberg Terminal - New/Upgrade Installation ()		Release notes	Februa	ary 2022	<u> </u>
Bloomberg Terminal - New Installation (Terminal Software On	ly) (j		Februa	ary 2022	<u> </u>

- Bloomberg Terminal New/Upgrade Installation: Download the Bloomberg Terminal Software and Bloomberg Office Tools simultaneously for a full installation. This option allow 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.
- 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<sup>®</sup>.

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

#### BBA Users:

- o BBA: Activating with a B-Unit Device
- o BBA: Activating with the B-Unit App
- o BBA: Activating via Private IP without a B-Unit
- BBA: Activating via Internet without a B-Unit (User)
- o BBA: Activating via Internet without a B-Unit (IT)
- Shared Terminal Users with Disaster Recovery Services:
  - o DR: Activating via Virtual Office Network
  - o DR: Activating via the Internet

#### **BBA: Activating with a B-Unit Device**

If you are a Bloomberg Anywhere<sup>®</sup> (BBA) user with access to your B-Unit, you can use it to install an APOD and activate your Bloomberg Terminal<sup>®</sup> 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 with the B-Unit App**

If you are a Bloomberg Anywhere (BBA) user and you do not have access to the B-Unit, you can install an APOD automatically if the Terminal is connected via Private IP (Router).

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.

B	Bloomberg				-		×	
	Bloomberg							
	Log in or select Advanced Options to complete installation.	or select Advanced Options Select Language for Analytics and Communication Functions:						
	Login Name Password	✓ E F D	nglish 日本語 rançais eutsch	Español Português Italiano 繁體中文	한국어 简体中文 Русский			
	Login	Το cι type	ıstomize yo LANG (GO)	ur News language after login.	experience			
	<ul> <li>Contact Us</li> <li>Advanced Options</li> <li>S/N   Version: 73 Feb 18</li> </ul>							

3. Verify your identity by scanning the QR code and verifying your fingerprint on your device.



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



#### **BBA: Activating via Private IP without a B-Unit**

If you are a Bloomberg Anywhere (BBA) user and you do not have access to the B-Unit, you can install an APOD automatically if the Terminal is connected via Private IP (Router).

Steps:

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



The Bloomberg login screen appears.

#### 2. Click Advanced Options.



The Advanced Connection Options window appears.

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



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

#### BBA: Activating via Internet without a B-Unit (User)

If you are a Bloomberg Anywhere (BBA) user and you do not have access to your B-Unit, you can send a code to install an APOD and activate your Bloomberg Terminal<sup>®</sup> 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. Click on Login Assistance.

Bloomberg	-	×
PLACE THE BACK OF	F B-UNIT ON THE SCREEN AS SHOWN After verifying your fingerprint on the B- Unit, point the B-Unit at the flashing section of the screen until it displays a 4-character code. Enter the code and press <go> B-Unit Code Click if B-Unit fails to synchronize</go>	
LOGIN ASSISTANCE For assistance on B-Unit, including forgotten/lost, click here or press <pgdn>.</pgdn>		

#### 4. Select one of the options to verify their identity.

Bloomberg	-		$\times$
PLACE THE BACK OF B-UNIT ON THE SCREEN AS SHOWN			
Login Assistance		×	
To complete installation, Bloomberg will send you a validation code. Y be asked to enter this code on the following screen. Send to • TXXXXXQBLOOMBERG.NET • TXXXXQBLOOMBERG.NET • +XX-XX-XXXX1336 SMS Text Send Car	'ou will ncel		
Login Assistance     CONTACT US       For assistance on B-Unit,     Contact our Global Customer       including forgotten/lost, click     Support team.       here or press <pgdn>.     Vertice</pgdn>			

5. In the Validation Code field, enter the four-digit code that you receive, then press the **Submit** button.

Bloomberg	—	$\times$
PLACE THE BACK OF B-UNIT ON THE SCREEN AS SHOWN B-Unit Assistance × Bloomberg has sent a validation code to +XX-XX-XXXX1336 Validation Code <enter code=""> Resend Code Submit Cancel Click if B-Unit fails to synchronize</enter>	ne B- i section laracter	
Login AssistanceCONTACT USFor assistance on B-Unit,Contact our Global Customerincluding forgotten/lost, clickSupport team.here or press <pgdn>.Support team.</pgdn>		

8 Bloomberg		$\times$
PLACE THE BACK OF B-UNIT ON THE SCREEN AS SHOWN Bloomberg Your serial number has been verified.	B- ection	
To complete installation, Bloomberg will restart in 6 seconds.	acter	
B-Unit Code Click if B-Unit fails to synchronize		
Login AssistanceCONTACT USFor assistance on B-Unit,Contact our Global Customerincluding forgotten/lost, clickSupport team.here or press <pgdn>.</pgdn>		

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

#### BBA: Activating via Internet without a B-Unit (IT)

If you are an IT Tech or Market Data Administrator installing an APOD on behalf of another user, obtain the User Key following the steps below and contact Bloomberg Customer Support.

Steps:

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



The Bloomberg login screen appears.

2. Click Advanced Options.



The Advanced Connection Options window appears.

3. Under the Serial Number tab, 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. You will be asked to provide the 15-digit number listed as *Your User Key*, as well as the end user's login name or the customer number.

Serial Number	Settings Adapter Info Nettools Diagnostics Verify with Access Key	
A You do n	To obtain an Access Key, please contact Bloom	nberg.
If you are a verifying yc KEnter Logi Utherwise, « Verify with Verify with Verify with	USA/Canada 1-212-318-2000 London 44-20-7330-7500 Frankfurt 49-69-9204-1210 Sydney 61-2-9777-8600 Tokyo 81-3-4565-8900 Singapore 65-6212-1000 Hong Kong 852-2977-6000 Sao Paulo 55-11-2395-9000 Your User Key 10743-66899-27951	ation by
c Contact Bloc A	Bloomberg Access Key <a>Key</a> <a>Submit</a>	Cancel

Serial Nur	
Derior Har	nber Settings Adapter Info Nettools Diagnostics
g 🔺 You (	to r To obtain an Access Key, please contact Bloomberg.
If you a verifying	re a USA/Canada 1-212-318-2000 ation by
(Enter	London 44-20-7330-7500
	Sydney 61-2-9777-8600
St	Tokyo 81-3-4565-8900
Otherwis	se, Singapore 65-6212-1000
Verify w	Hong Kong 852-2977-6000
L Verify w	Sao Paulo 55-11-2395-9000
Verify w	ith Your User Key 10743-66899-27951
c Contact A	Bloomberg Access Key Kenter Access Key
c Contact	Bloomberg Access Key Ker Access 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<sup>®</sup> 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<sup>®</sup>.

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.

2. Click Advanced Options.



The Advanced Connection Options window appears.

3. 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:

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



The Bloomberg login screen appears.

#### 2. Click Advanced Options.



The Advanced Connection Options window appears.

3. Under the Serial Number tab, select Verify with your access key.



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

6. Call the Bloomberg Support number for your region. You will be asked to provide the 15-digit number listed as *Your User Key*, as well as the end user's login name or the customer number.

B Bloombe	erg						_	
<b>DL</b>								~
	ovanced connect Serial Number	Settings Ada	apter Info	Nettools Dia	anostics		-	×
Conr	🛦 You do r	Verify with Access To obtain an	Key Access Key	, please co	ntact Bloomb	erg.		
Logi Pas:	Choose one Verify with Verify with Verify with Contact Blo(	USA/Canada London Frankfurt Sydney Tokyo Singapore Hong Kong Sao Paulo	1-212-318 44-20-733 49-69-920 61-2-9777 81-3-4565 65-6212-1 852-2977- 55-11-239	-2000 0-7500 4-1210 -8600 -8900 000 6000 5-9000				
ور		Your User Ke Bloomberg A	y ccess Kev	11236-9376	8-49098 ess Kev>			
<b>☆ A</b> S/N					Submit	Cancel		
The BLC except	Legacy Conne	ction Options			Activ	vate Wind	Done	: 
from reliat	ole sources, but do or commodities.	not guarantee its acc	curacy. No inform	nation or opinion h	ierein constitutes a GO IO	Settings to	activate v	Vindolv

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

Advanced Connect	ion Options					-	
Serial Number	Settings Adam	oter Info	Nettools Diag	nostics			
g 🔺 You do r	To obtain an A	lccess Key	, please cont	act Bloombe	rg.		
If you are a verifying yo	USA/Canada 1	-212-318	-2000			ation by	
gi KEnter Logi	London 4 Frankfurt 4	14-20-733 19-69-920	0-7500 4-1210				
S	Sydney 6	51-2-9777 21-3-4565	-8600 -8900				
Otherwise, o	Singapore 6	5-6212-1	000				
Verify with	Hong Kong 8	352-2977-	6000				
L Verify with	Sao Paulo 5	55-11-239	5-9000				
Verify with	Your User Key		10743-66899	-27951			
C Contact Bloc	Bloomberg Acc	cess Key	KEnter Acces	s Key≻			
N				Submit	Cancel		

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 access to transactional product or trading system functionality at the user or serial number level. If you are unable to complete transactions in the Bloomberg Terminal, contact your APOD Administrator or Bloomberg support.

If you wish to designate a new or additional APOD Administrator, your firm's compliance officer needs to contact Bloomberg. Note that user(s) set up to become APOD Administrators must have a Bloomberg Anywhere license.

#### APOD <GO>

The function APOD<GO> allows Bloomberg users to check the APOD Administrators in their firm, and for APOD Administrators to view and manage the firm's APODs and Access Points.

Main Menu         1) APOD S       - Search in your Firm         2) APOD AL       - APOD Administrators         3) APOD U       - Enable/Disable Transactional Products for Users in your Firm         4) APOD D       - View APOD Set-Up Procedures Document         5) APOD SN       - Find Access Point by Terminal S/N         (a) APOD SID - Find Access Point by Terminal SID         7) APOD M       - Find Mobile Device By ID	APOD Admini	stratio
<ul> <li>1) APOD S - Search in your Firm</li> <li>2) APOD AL - APOD Administrators</li> <li>3) APOD U - Enable/Disable Transactional Products for Users in your Firm</li> <li>4) APOD D - View APOD Set-Up Procedures Document</li> <li>5) APOD SN - Find Access Point by Terminal S/N</li> <li>6) APOD SID - Find Access Point by Terminal SID</li> <li>7) APOD M - Find Mobile Device By ID</li> </ul>	Main Menu	
<ul> <li>2) APOD AL - APOD Administrators</li> <li>3) APOD U - Enable/Disable Transactional Products for Users in your Firm</li> <li>4) APOD D - View APOD Set-Up Procedures Document</li> <li>5) APOD SN - Find Access Point by Terminal S/N</li> <li>6) APOD SID - Find Access Point by Terminal SID</li> <li>7) APOD M - Find Mobile Device By ID</li> </ul>	1) APOD S - Search in your Firm	
<ul> <li>3 APOD U - Enable/Disable Transactional Products for Users in your Firm</li> <li>4 APOD D - View APOD Set-Up Procedures Document</li> <li>5 APOD SN - Find Access Point by Terminal S/N</li> <li>6 APOD SID - Find Access Point by Terminal SID</li> <li>7) APOD M - Find Mobile Device By ID</li> </ul>	2) APOD AL - APOD Administrators	
<ul> <li>4 APOD D - View APOD Set-Up Procedures Document</li> <li>5 APOD SN - Find Access Point by Terminal S/N</li> <li>6 APOD SID - Find Access Point by Terminal SID</li> <li>7) APOD M - Find Mobile Device By ID</li> </ul>	3) APOD U - Enable/Disable Transactional Products for Users in your Firm	
<ul> <li>APOD SN - Find Access Point by Terminal S/N</li> <li>APOD SID - Find Access Point by Terminal SID</li> <li>APOD M - Find Mobile Device By ID</li> </ul>	APOD D - View APOD Set-Up Procedures Document	
() APOD SID - Find Access Point by Terminal SID 7) APOD M - Find Mobile Device By ID	(1) APOD SN - Find Access Point by Terminal S/N	
7) APOD M - Find Mobile Device By ID	() APOD SID - Find Access Point by Terminal SID	
	7) APOD M - Find Mobile Device By ID	

#### 1) APOD S – Search in your Firm

Provides Terminal search options for APODs, Access Points, and Mobile Devices. Search for Terminals by **Customer** or **Firm Number/Name**, as well as Terminals created by a specific user (**Creator** field).

Expand search results by checking the Include Inactive box. Filter search results by selecting from the Show dropdown menu.

	1) Run		2) User	Lookup	3) Opti	ons 🔹	Page 1/55	APOD Adm	inistratio	n
Find		Termina	ls 🔹	Firm Numbe	er/Name		and the second second		🤋 Clear	r
Show	V	All	•	Customer N	umber/Name	BLOOMBERG/	INSTALLATION			
		🖾 Incluc	le Inactive	Creator					X	4
	SID #	SN# Ctry	City	Customer		Cust# CO	NN Created By	Created	APOD ID 1	TP
11)		US	NEW YORK	BLOOMBERG/	INSTALLAT-			09/08/2020		Ν
12)		US	NEW YORK	BLOOMBERG/	INSTALLAT			09/08/2020		Ν
13)		US	NEW YORK	BLOOMBERG/	INSTALLAT			09/08/2020		Y
14)		US	NEW YORK	BLOOMBERG/	INSTALLAT			09/08/2020		Ν
15)		US	NEW YORK	BLOOMBERG/	INSTALLAT			09/08/2020		Ν
16)		US	NEW YORK	BLOOMBERG/	INSTALLAT-			09/08/2020	1000	Ν
17)		US	NEW YORK	BLOOMBERG/	INSTALLAT.		10	09/04/2020		Ν
18)		US	NEW YORK	BLOOMBERG/	INSTALLAT			09/04/2020		Ν
19)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			08/31/2020		Ň
20)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			08/31/2020		Ν
21)		US	NEW YORK	BLOOMBERG/	INSTALLAT-			08/31/2020		Ν
22)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			08/06/2020		Ν
23)			NEW YORK	BLOOMBERG/	INSTALLAT			07/30/2020		N
24)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			07/30/2020		Ν
25)		US	NEW YORK	BLOOMBERG/	INSTALLAT	Contraction in which the real of the		07/30/2020		N
26)		US	NEW YORK	BLOOMBERG/	INSTALLAT			07/30/2020		Ν
27)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			07/29/2020		N
28)		US	NEW YORK	BLOOMBERG/	INSTALLAT-			07/29/2020		N
29)		US	NEW YORK	BLOOMBERG/	INSTALLAT.			07/29/2020		Ν

#### "Show" Option Descriptions

- All: Displays all APOD, Access Point, and Mobile Device IDs
- APOD: BBA Terminals installed without a Bloomberg Order Number
- Access Point: BBA Terminals installed with a Bloomberg Order Number
- Mobile Device: BBA Terminal access via mobile device (iPad)

#### **Column Descriptions**

- **SID #:** Subscription Instance Display
- SN #: Serial Number
- City: Account location
- Customer: Account Name
- CUST#: Account Number
- **CONN:** How the Terminal connects; Router (RTR) or Internet (INET)
- Created by: Name of the person who created the APOD
- Created: Date when the APOD was created
- APOD ID: The unique APOD identifier number
- **TP:** Transactional Products functionality; Enabled (Y) or Not Enabled (N)

#### 2) APOD AL – APOD Administrators

Check the APOD Administrators within your firm by entering your Firm Number.

#### 3) APOD U – Enable/Disable Transactional Products for Users in your Firm

#### This functionality is limited to APOD Administrators.

Enable or disable Transactional Products functionality by user. Enabled users will have access to transactional product functionality on any configured Terminal that they log into with biometric authentication. It will also allow enabling a user for a transactional products override, which allows the user to access transactional products even if they are on a biometric authentication override.

	1) Run	2) User Lookup	3) (	Options 🔹			Page 1/1210	) AP	OD	Admi	nistration
Find		Users 🗸	Firm	Number/Na	me BL(	DOMBERG L.P.	( )				9) Clear
Show	4	All	Custo	omer Numbe	r/Name						
		Include Inactive	Crea	tor				-			
	Last Name	First Name	UUID	Customer	Customer Na	ime	City	BBA	TP	Over	Expiration
								Y ·	•	•	
11) 0					BLOOMBERG/	731 LEX AV	NEW YORK	Y	N	N	04/03/202
12) o					BLOOMBERG/	731 LEX AV	NEW YORK		Ν	N	04/03/202
13) 🐵					BLOOMBERG/	919 3RD A_	NEW YORK		Ν	N	03/28/202
14) 🔹					BLOOMBERG/	NEWSROOM	LONDON		Ν	N	03/27/202
15) 🙁					BLOOMBERG/	NEWSROOM	LONDON		Ν	N	04/01/202
16) 🗖					BLOOMBERG/	731 LEX	NEW YORK		Ν	Ν	
17) 🔹					BLOOMBERG/	LONDON 3	LONDON		Ν	N	
18) 🙂					BLOOMBERG/	120 PARK	NEW YORK		Ν	N	
19) 🙁					BLOOMBERG/	919 3RD A.	NEW YORK		Ν	Ν	
20) 🗖					BLOOMBERG/	SAN FRANC-	SAN FRANCIS		Ν	N	
21) 🙁					BLOOMBERG/	731 LEX	NEW YORK	Y	Ν	Ν	01/25/201
22) 🔹					BLOOMBERG/	LONDON 3	LONDON		Ν	Ν	
23) 🗖					BLOOMBERG/	919 3RD A.	NEW YORK		Ν	N	
24) 💿					BLOOMBERG/	LONDON 3	LONDON		Ν	N	
25) 🔹					BLOOMBERG/	LONDON 3	LONDON	Y	Ν	N	
26) 😐					BLOOMBERG/	LONDON	LONDON	Y	Ν	N	
27) •					BLOOMBERG/	LONDON	LONDON	Y	N	N	
28) 🙁					BLOOMBERG/	LONDON	LONDON	Y	N	N	
29) 🗖					BLOOMBERG/	LONDON	LONDON	Y	N	N	

#### Steps to Enable a User for Transactional Products:

1. Select or lookup a user and the following screen will be presented:

<back> to Return</back>			
10) Actions 🔹		AP	OD: User Status and History
Transactional Products Transactional Products on Override	E ROOM ( ) State NY	UUID Firm Country UNITED S	TATES
Transactional Products Status			
Trans. Products         Not Allowed           Override Access         Not Allowed           Override Expire         Not Allowed	Last Update On Last Updated By Last Login On 10/2	8/37 00:00	
Transactional Products Enablement Histo	rv		
Trans. Products Type Expiration	Updated On U	pdated By	UUID

#### 2. From the user's APOD screen, select Actions > Transactional Products > Enable

(Back) to Peturn							
10 Actions x					)• Hear	Status and	History
	1			AIO	. 03ei	Status and	matory
Transactional Products	Enable		Firm				
Transactional Products on Override	Disablo	NY	Country	UNITED STA	TES		
Transactional Products on override P	Disable		country	SHITLE STA	120		
Transactional Products Status							
Trans. Products Not Allowed	Last Up	date On					
Override Access Not Allowed	Last Upd	ated By					
Override Expire	Last L	ogin On 10,	/28/37 00:00				
Transactional Products Enablement History							
Trans. Products Type Expiration	Updated	On	Updated By				UUID

#### 3. Click Yes to confirm.

<back> to</back>	o Close								
10)	Actions 🔹				APOD: U	ser Status	and History		
User Name Customer City Override	BLOOMBERG/ 33 NEW YORK No	0 WEST CONSOLE RO	OM ( ) State NY	UUID Firm Country UN	ITED STATES				
Transaction Trans. Pro Override	nal Products Statu oducts Not Allow Setting Change Cor	is ed nfirmation	Last Update On						
Transactic	This action will enable transactional products at the user level actic for on any Access Point, and when enabled for disaster								
	Do you want to allow transactional products for this user?								
					1) Yes	2) No			

#### Steps to enable a user for Transactional Products on Override:

This will enable / disable the user for transactional product functionality while logged in with a biometric authentication override.

1. From the user's APOD screen, select Actions > Transactional Products > Enable

<back> to Return</back>								
10) Actions 🔻						APOD: l	Jser Status ar	nd History
					UUID			
Transactional Pro	ducts				Firm			
Transactional Pro	ducts d	on Override 🕨	Enable	NY	Country	UNITED STATES		
			Disable					
Transactional Produc	ts Statı	JS						
Trans. Products No	ot Allow	/ed	Last Up	date On				
Override Access No	ot Allow	ved	Last Upda	ated By				
Override Expire			Last L	ogin On <b>10</b>	/28/37 00:00			
Transactional Produc	ts Enab	lement History						
Trans. Products	Туре	Expiration	Updated	On	Updated By			UUID

2. Select the Expiration Date, then click OK to confirm.

<back> to Close</back>						
10 Actions *		APO	D: User Status and History			
User Name Customer BL00MBERG/ 32 City NEW YORK Override No	30 WEST CONSOLE ROOM ( ) State NY	UUID Firm Country UNITED ST				
Transactional Products Stat Trans. Products Not Allo	US Transactional Product Override Expiration Date					
Override Access Not Allo Override Expire	This action will enable transactional produ override for the 1 selected user(s) until t					
Transactional Products Ena Trans. Products Type	below.	UUID				
	Expiration Date 16-Sep-2020 🖻					
	Do you want to enable transactional products for these user(s)?					
	-	1) OK Close	5			

The transactional product override can be enabled for maximum of 30 days from the date of enablement, and users are able to request multiple overrides during this period.

#### 4) APOD D – View APOD Set-Up Procedures Document

Opens a link to this document in the user's default language setting.

#### 5) APOD SN – Find Access Point by Terminal S/N

Search for APOD or Access Point information by the Terminal S/N (serial number)\*. The Terminal Detail screen shows whether the Terminal is enabled for access to transactional products or not, and allows APOD Administrators to enable or disable access from the same screen.

\* Locate the S/N from the bottom left corner of any Bloomberg window after hitting the CANCEL/Esc key

#### 6) APOD SID – Find Access Point by Terminal SID

Search for APOD or Access Point by SID\*. The Terminal Detail screen shows whether the Terminal is enabled for access to transactional products or not, and allows APOD Administrators to enable or disable access from the same screen.

\* Locate the SID from the bottom right corner of any Bloomberg window after hitting the CANCEL/ESC key, or from a SID Report.

#### 7) APOD M – Find Mobile Device By ID

Search for the mobile device by the MDID\*. The Terminal Detail screen shows whether the mobile device is enabled for access to transactional products or not, and allows APOD Administrators to enable or disable access from the same screen.

\* Locate the MDID from the Info icon on the Bloomberg Professional mobile app. If a user does not have an MDID installed yet, they must log in to Terminal Mode on the iPad app with a B-Unit first, then run OFF<GO> from the Terminal Mode. After they log off, the MDID will appear under Info.

#### Steps to enable/disable access to transactional products for a Terminal or a mobile device:

1. Locate the Terminal you would like to update via any of the options above (APOD S, APOD SN, APOD SID, APOD M)

2. From the Terminal Detail screen, click **Allow Trans. Products**.

<back> to Return</back>				
1) Allow Trans. Prod	lucts 2)			Terminal Detail
Customer Detail				
Customer Firm Country City	ј Токуо	BLOOMBERG/ TOKYO BLOOMBERG L.P. Japan	) MARU OFFICE State	тк
Terminal Detail				
Terminal ID Serial # SID # Router ID		Is Active Trans. Products Creator UUID	Yes Not Allowed	

#### 3. Click Yes to confirm.

<back> to Close</back>					
1) Allow Trans. Prod					Terminal Detail
Customer Detail					
Customer Firm Country City	ј ТОКҮО	BLOOMBERG/ TOK BLOOMBERG L.P. Japan	YO MARU OFFI S <sup>I</sup>	CE tate	ТК
Terminal Detail					
Terminal ID Serial # SID # Router ID	Do	g Change Confirmation you want to allow transactional 1) Yes	2) No		

<back> to Return</back>				
1) Block Trans. Proc	lucts			Terminal Detail
Customer Detail				
Customer Firm Country City	ј Токуо	BLOOMBERG/ TOKYO BLOOMBERG L.P. Japan	) MARU OFFICE State	тк
Terminal Detail				
Terminal ID Serial # SID # Router ID		Is Active Trans. Products Creator UUID	Yes Allowed	

If you would like to block access to transactional products, click Block Trans. Products.

#### Definitions

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 <u>APOD Creation</u> , 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 <sup>®</sup> , you can press <esc> to locate the serial number in the bottom left corner of the screen.</esc>
Customer Number	A customer number is created for every location where billable SIDs (licenses), circuits, or services are installed. Multiple customer numbers can be created in one location if required for billing / administrative purposes.

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