

Bloomberg APOD Creation Documentation

February 2024

Bloomberg's commitment to reducing
our environmental impact starts with you.
Please help us eliminate unnecessary
printing by reading this document online.

Bloomberg

Contents

Bloomberg APOD Creation Documentation

03 Software Requirements

03 Downloading the Software

Workflows

04 Installing the Software

05 APOD Creation

- 05 BBA: Activating with a B-Unit Device
- 07 BBA: Activating with the B-Unit App
- 08 BBA: Activating via Private IP without a B-Unit
- 10 BBA: Activating via Internet without a B-Unit (User)
- 13 BBA: Activating via Internet without a B-Unit (IT)
- 16 DR: Activating via Virtual Office Network
- 17 DR: Activating via the Internet

Reference

20 APOD Administrator

20 APOD <GO>

- 21 APOD S
- 21 APOD AL
- 22 APOD U
- 24 APOD D
- 24 APOD SN
- 25 APOD SID
- 25 APOD M

Definitions

For terms in [blue](#) throughout this document, see [Definitions](#) on p.26.

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:

Bloomberg Professional Services			
Solutions	Insights	Support	Request a demo
Bloomberg Terminal			
Bloomberg Terminal - New/Upgrade Installation ⓘ	Release notes	February 2022	↓
Bloomberg Terminal - New Installation (Terminal Software Only) ⓘ		February 2022	↓

- **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.

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.

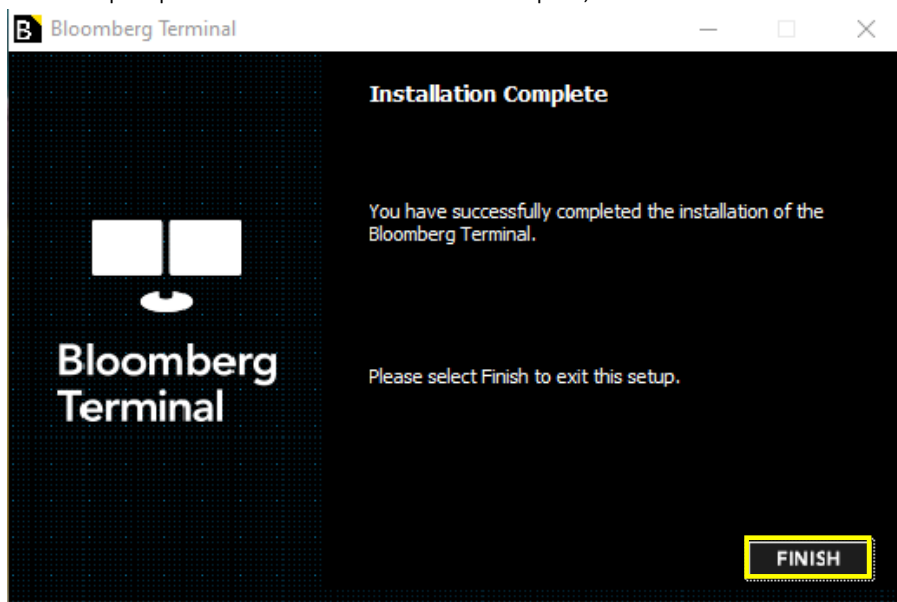
Steps:

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 Device](#)
 - [BBA: Activating with the B-Unit App](#)
 - [BBA: Activating via Private IP without a B-Unit](#)
 - [BBA: Activating via Internet without a B-Unit \(User\)](#)
 - [BBA: Activating via Internet without a B-Unit \(IT\)](#)

- **Shared Terminal Users with Disaster Recovery Services:**
 - [DR: Activating via Virtual Office Network](#)
 - [DR: Activating via the Internet](#)

BBA: Activating with a B-Unit Device

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:

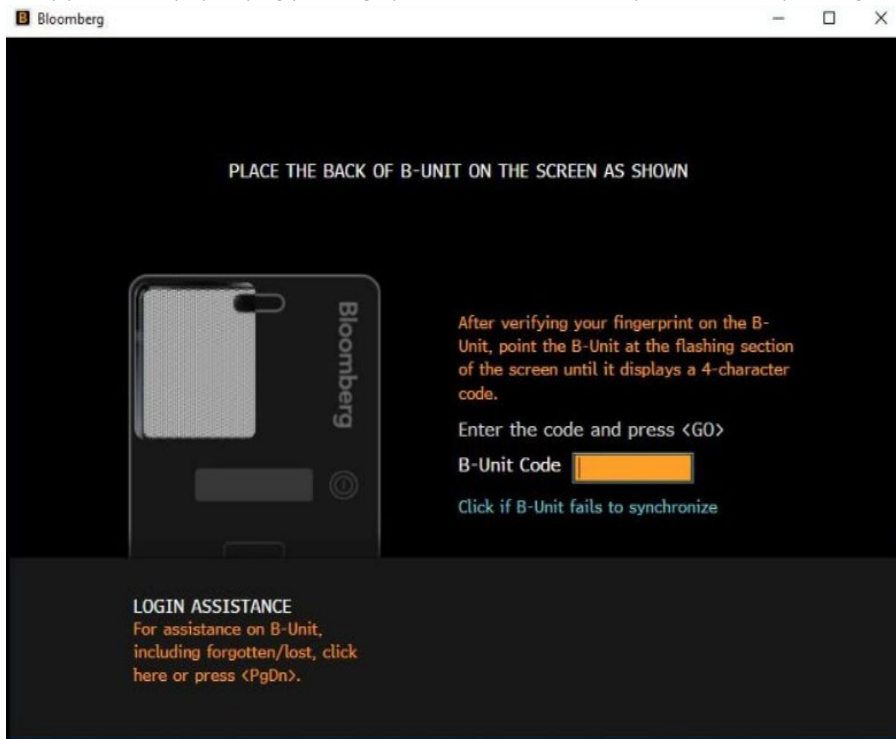
1. On your desktop, double-click the green Bloomberg software icon.



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 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.

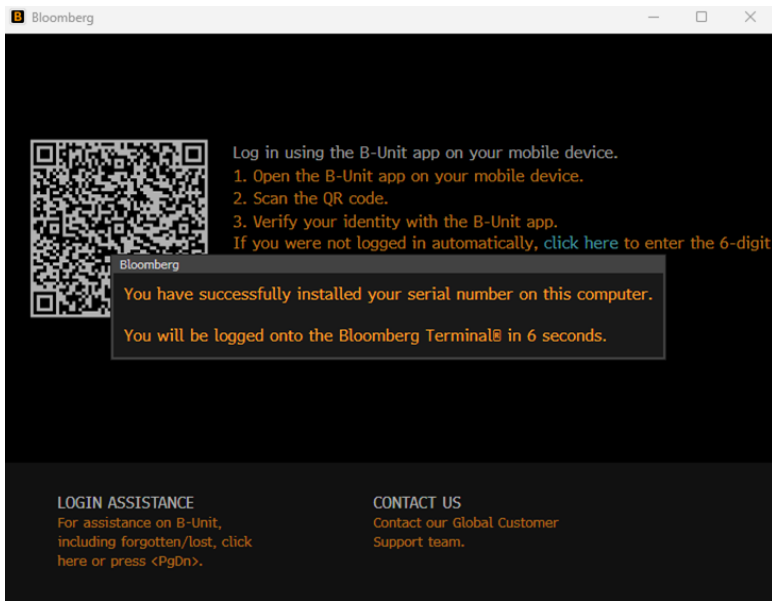


The Bloomberg login screen appears.

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

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

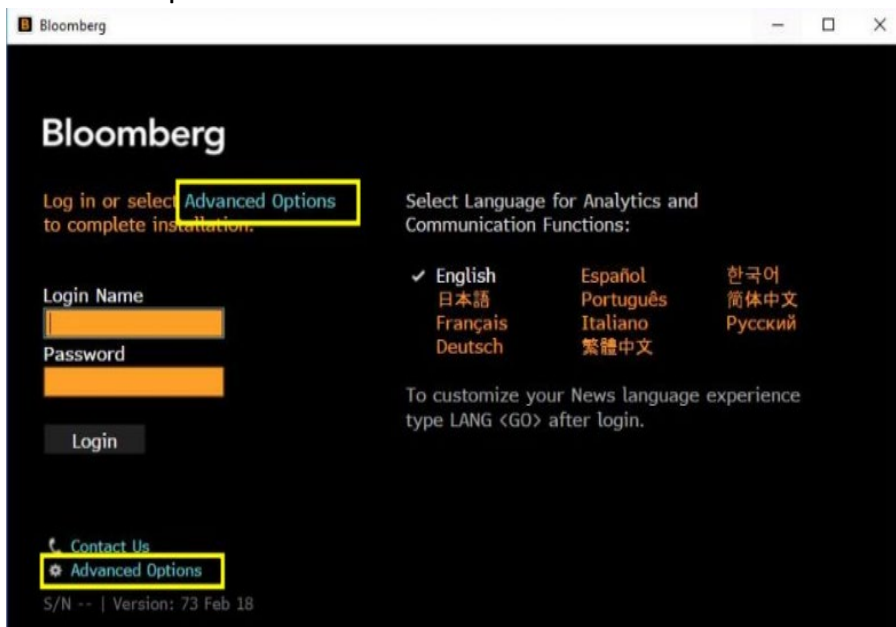
If you are a Bloomberg Anywhere (BBA) user and you do not have access to the B-Unit, you can install an APOD automatically if the Terminal is connected via Private IP (Router).

Steps:

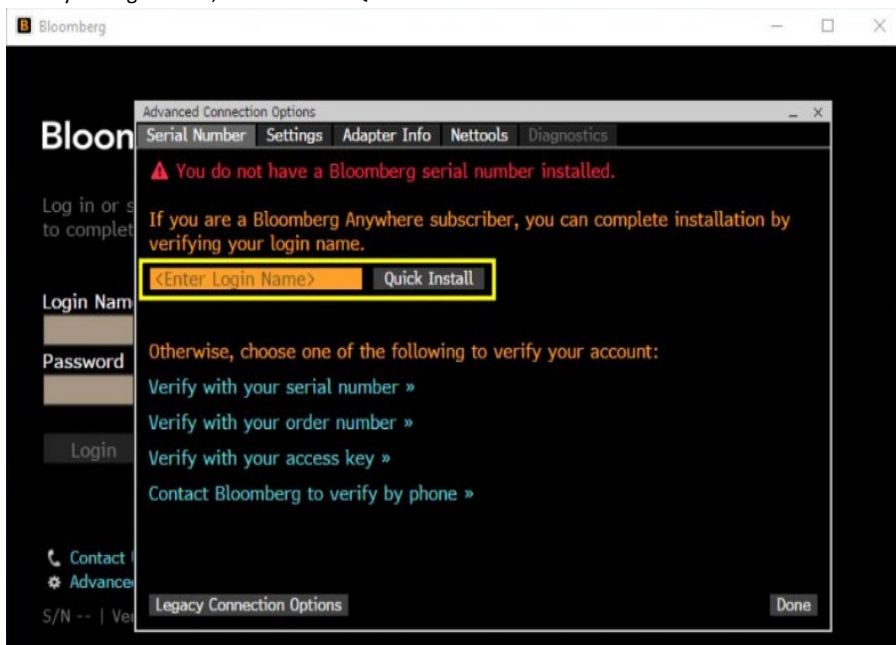
1. On your desktop, double-click the green Bloomberg software icon.



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® software.

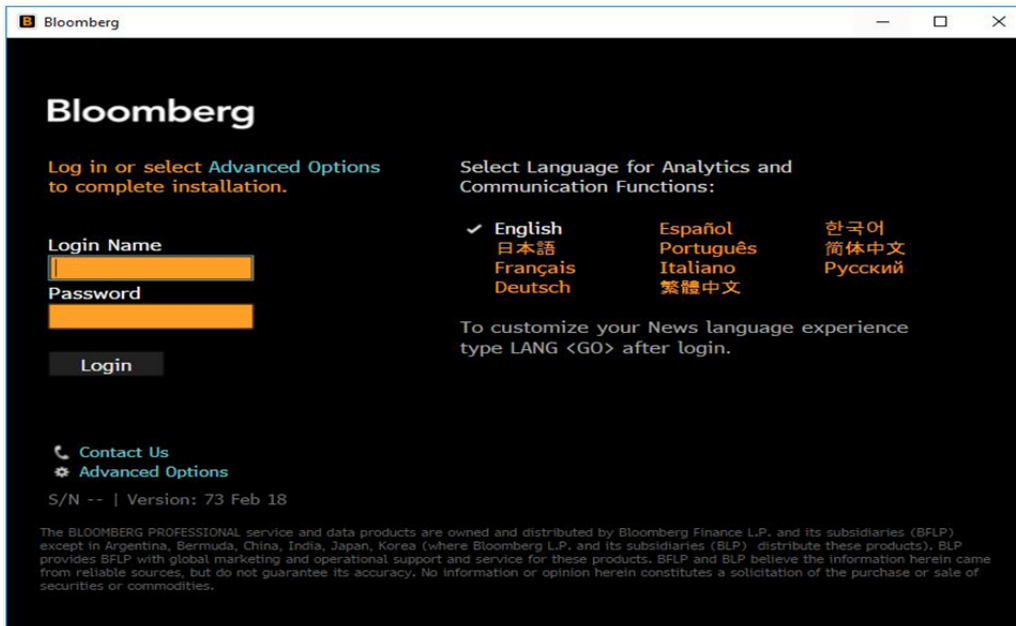
Steps:

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



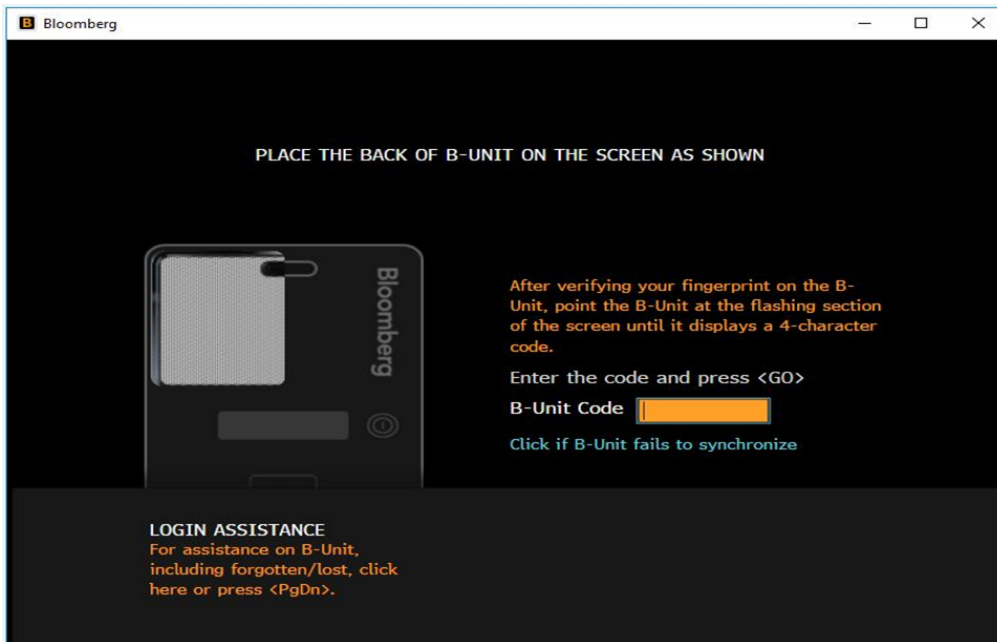
The Bloomberg login screen appears.

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

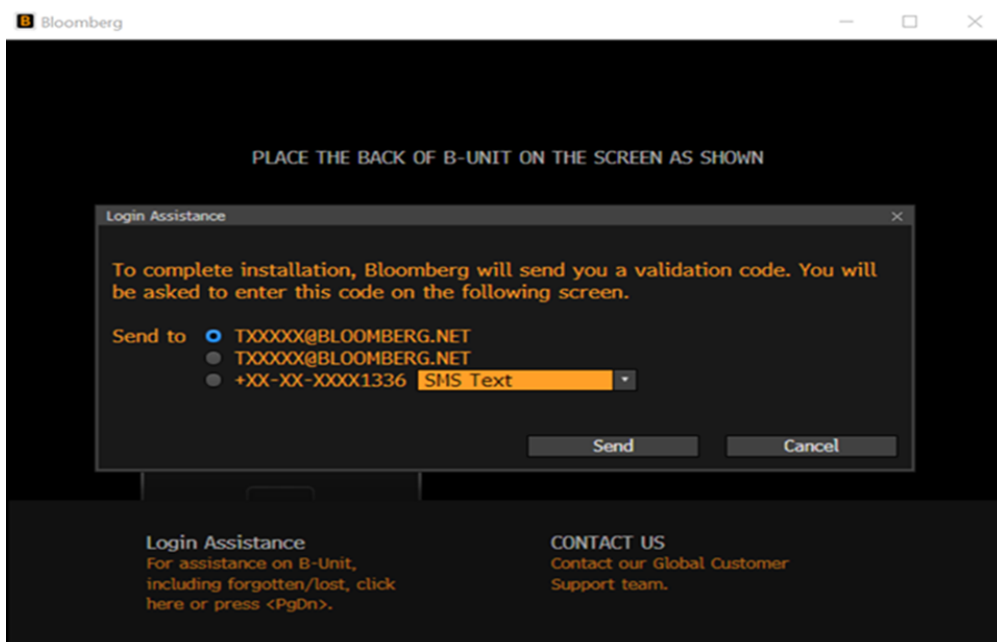


The screenshot shows the Bloomberg login interface in a window titled "Bloomberg". The interface is dark-themed with white and orange text. It features a "Login Name" field, a "Password" field, and a "Login" button. To the right, there is a "Select Language for Analytics and Communication Functions:" section with a list of languages: English (checked), Español, Français, Deutsch, Português, Italiano, 繁體中文, 한국어, and Русский. Below the language selection, there is a note: "To customize your News language experience type LANG <GO> after login." At the bottom left, there are links for "Contact Us" and "Advanced Options", and a version string "S/N -- | Version: 73 Feb 18". A small disclaimer is visible at the very bottom of the window.

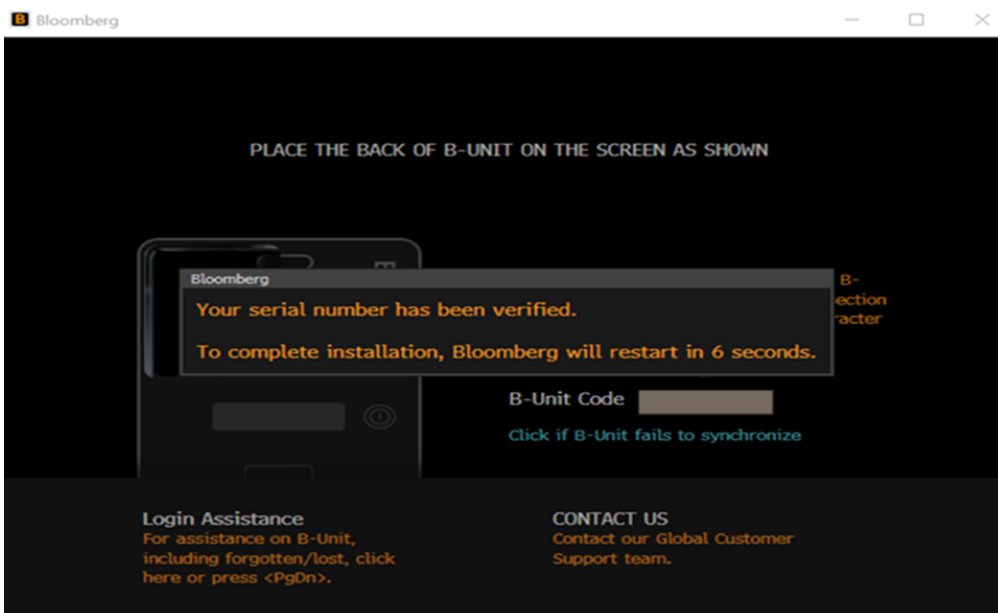
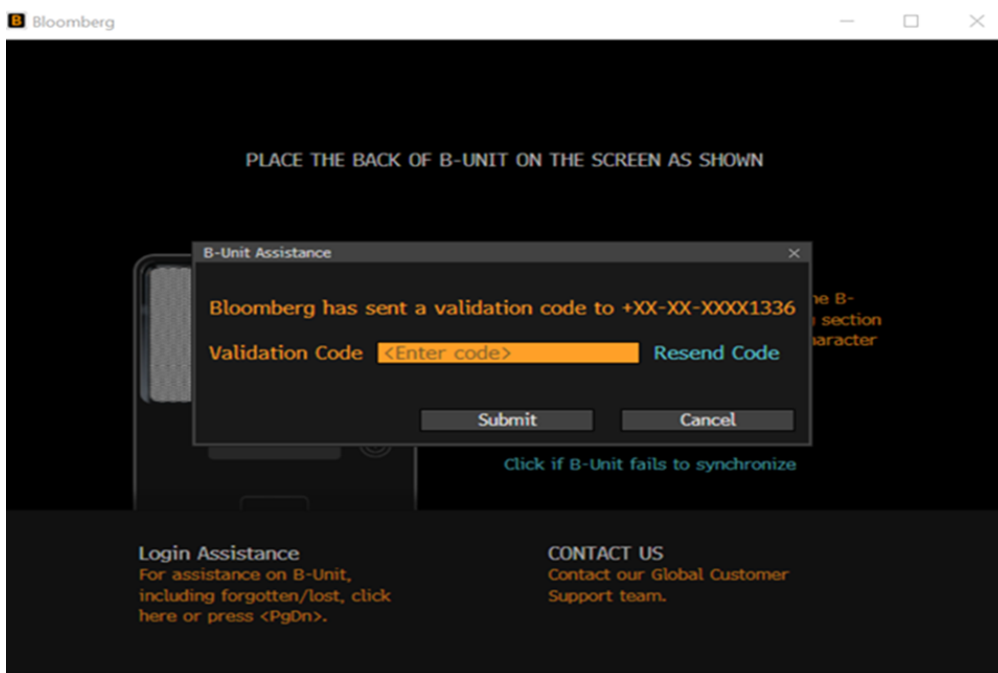
3. Click on Login Assistance.



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



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



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.

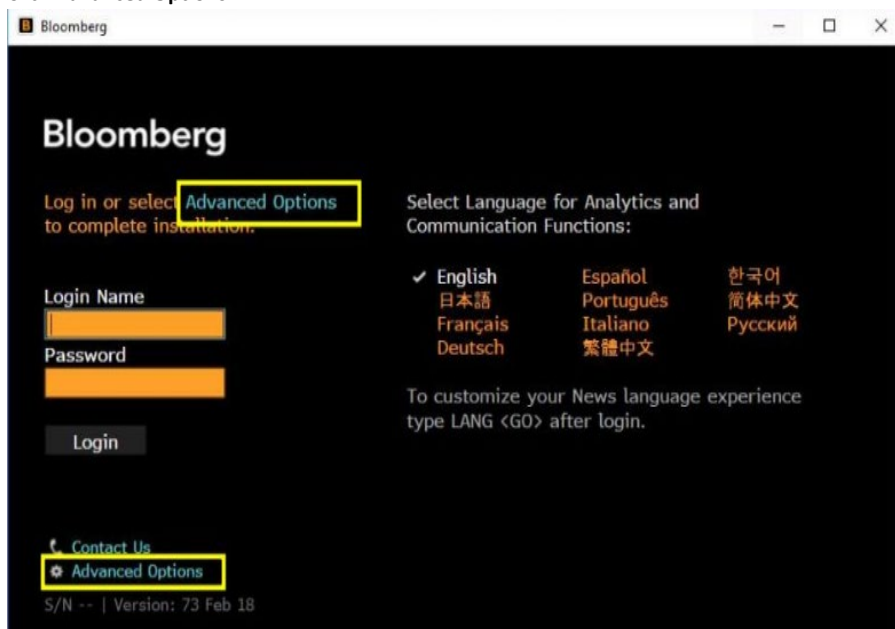
Steps:

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



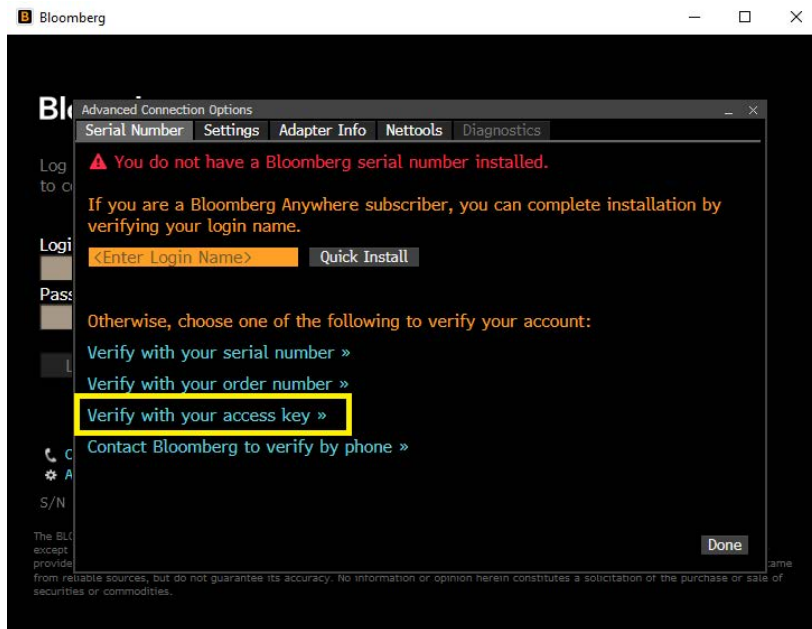
The Bloomberg login screen appears.

2. Click **Advanced Options**.



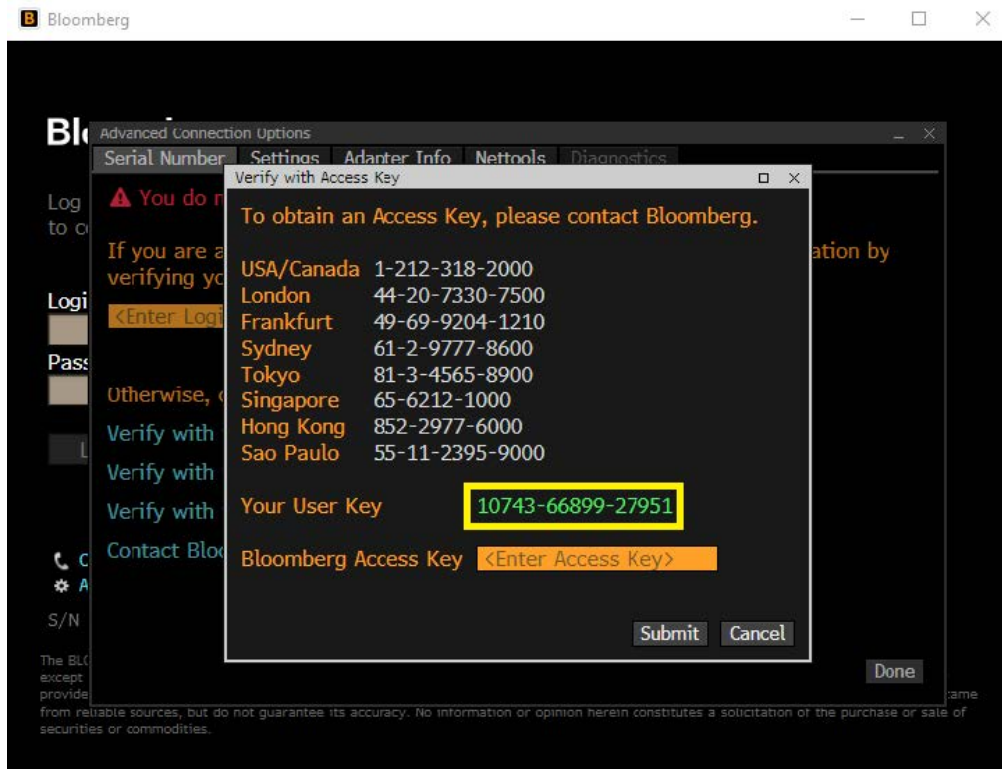
The *Advanced Connection Options* window appears.

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

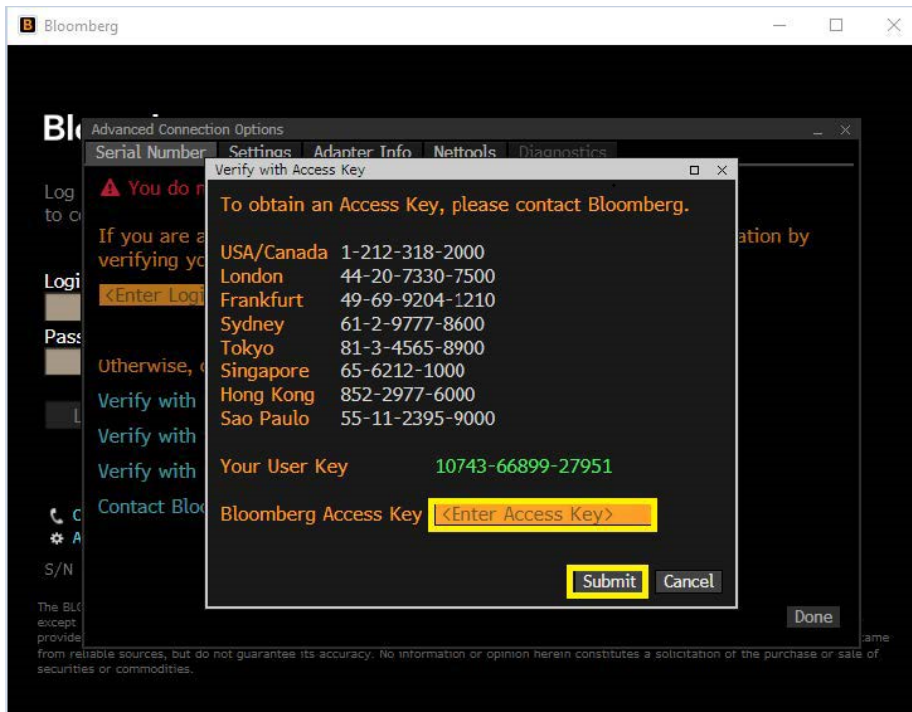


A pop up appears with instructions for obtaining an access key.

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](#).



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.

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.

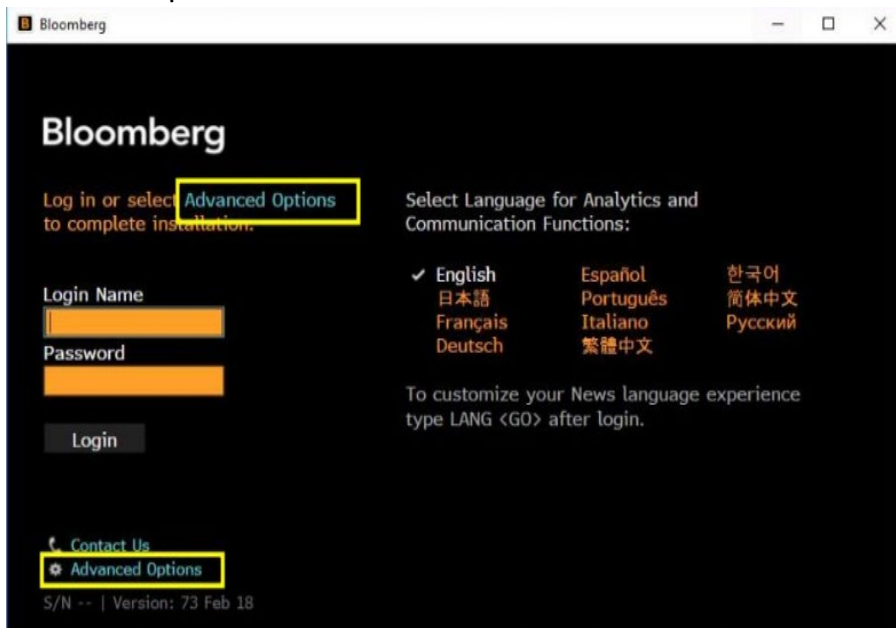
Steps:

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



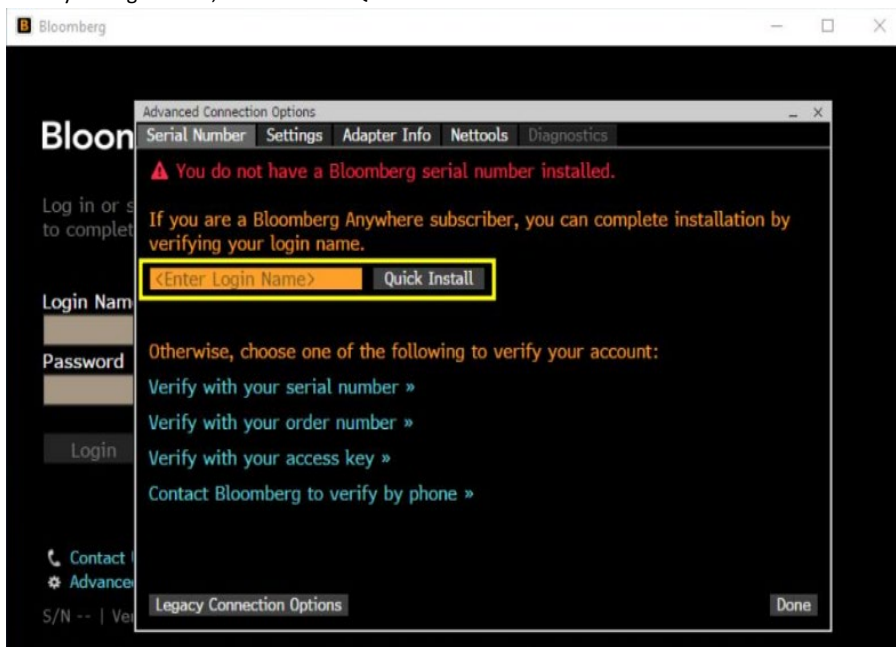
The Bloomberg login screen appears.

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

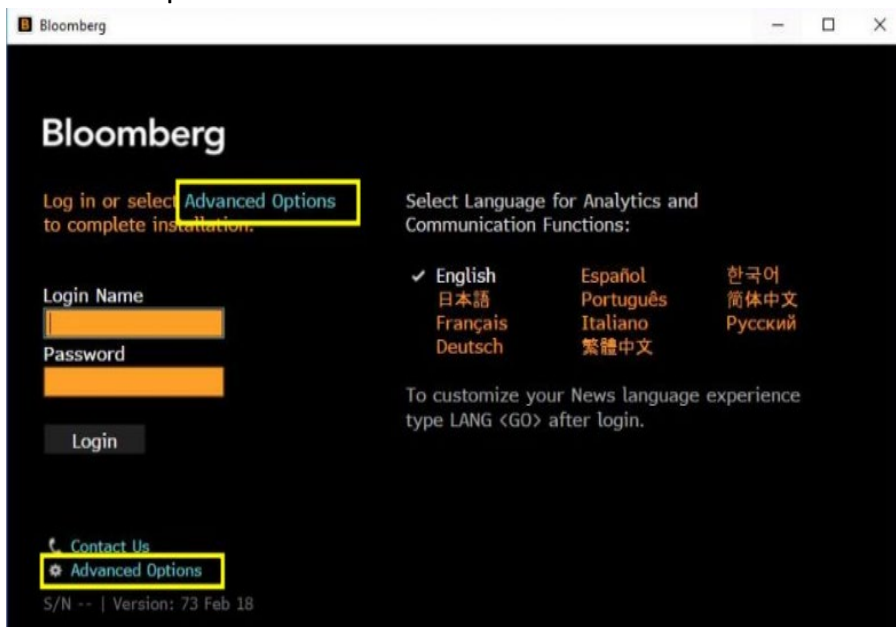
If you are a Shared Terminal user with Disaster Recovery (DR) services enabled and you are not connecting remotely to your office network or PC, you can activate the Bloomberg software directly over the Internet.

Steps:

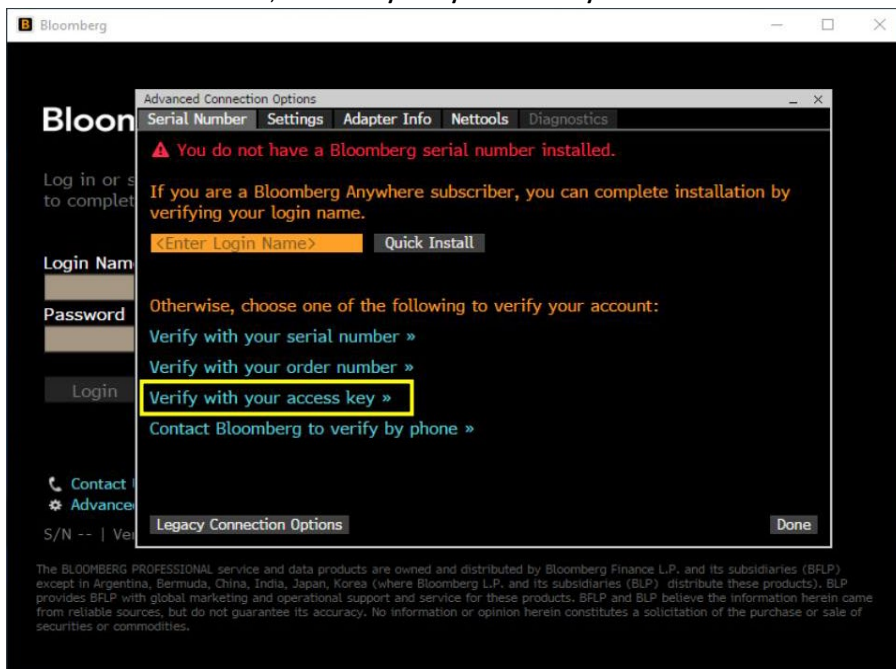
1. On your desktop, double-click the green Bloomberg software icon.



The Bloomberg login screen appears.

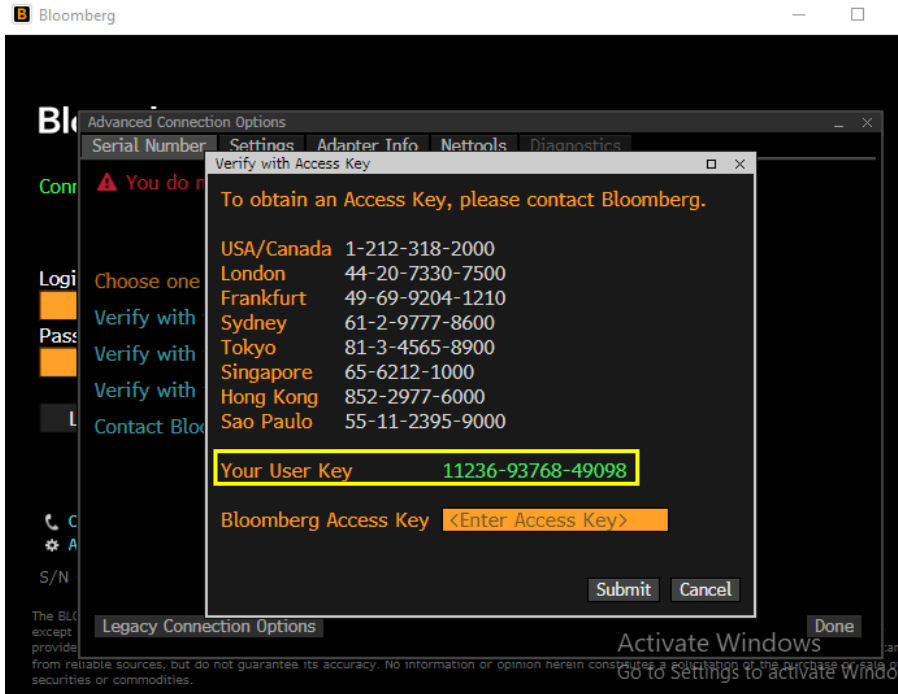
2. Click **Advanced Options**.

The *Advanced Connection Options* window appears.

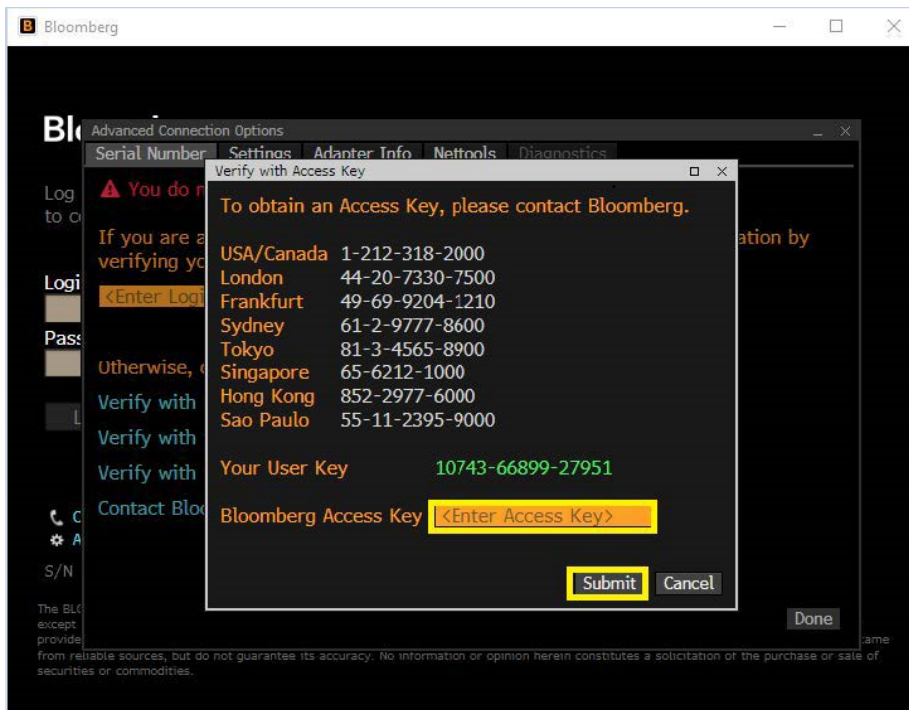
3. Under the *Serial Number* tab, select **Verify with your access key**.

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.



7. 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

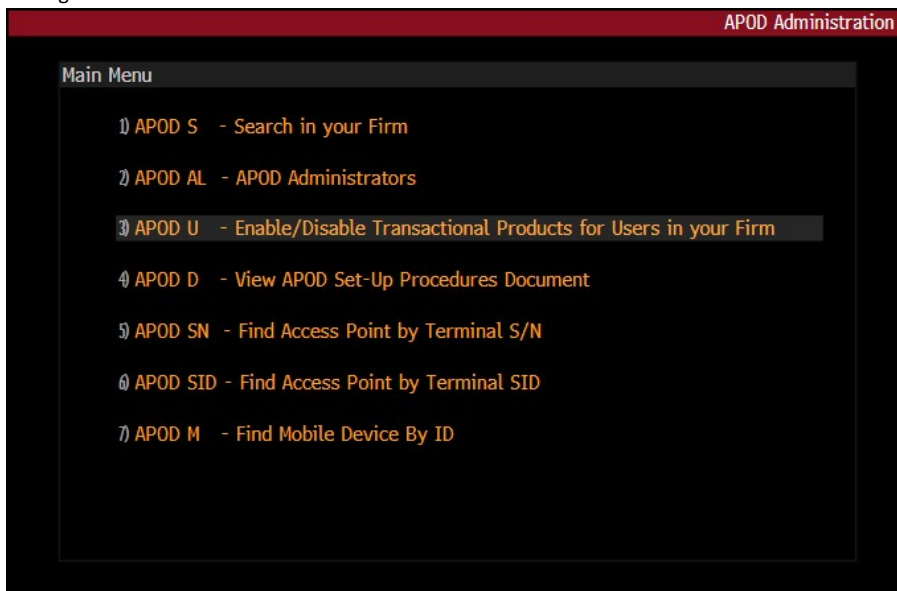
APOD Administrator

An APOD Administrator is a designated individual at your firm who can enable or disable 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.



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.

Run		User Lookup		Options		Page 1/55		APOD Administration		
Find	Terminals	Firm Number/Name						Clear		
Show	All	Customer Number/Name		BLOOMBERG/ INSTALLATION						
	<input checked="" type="checkbox"/> Include Inactive	Creator								
SID #	SN#	Ctry	City	Customer	Cust#	CONN	Created By	Created	APOD ID	TP
11)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		N
12)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		N
13)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		Y
14)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		N
15)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		N
16)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/08/2020		N
17)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/04/2020		N
18)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				09/04/2020		N
19)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				08/31/2020		N
20)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				08/31/2020		N
21)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				08/31/2020		N
22)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				08/06/2020		N
23)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				07/30/2020		N
24)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				07/30/2020		N
25)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				07/30/2020		N
26)		US	NEW YORK	BLOOMBERG/ INSTALLAT..				07/30/2020		N
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		N

“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.

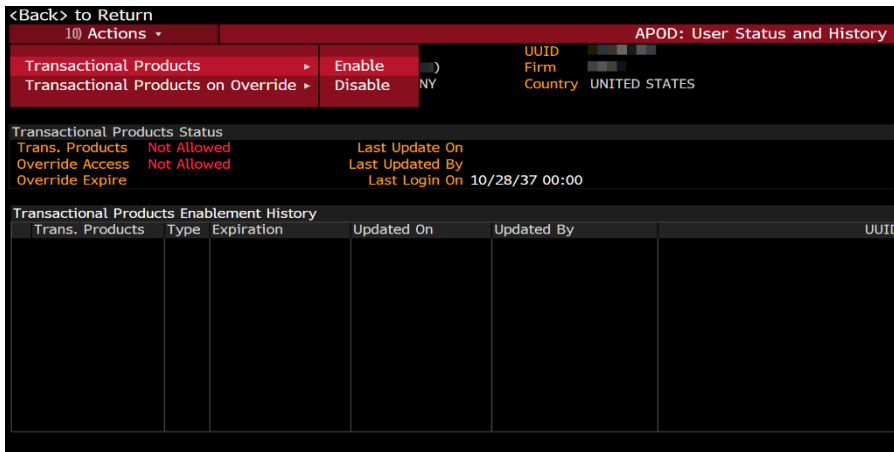
Page 1/1210 APOD Administration										
Find		Users		Firm Number/Name		BLOOMBERG L.P. ()		% Clear		
Show		All		Customer Number/Name						
		<input type="checkbox"/> Include Inactive		Creator						
	Last Name	First Name	UUID	Customer...	Customer Name	City	BBA	TP	Over	Expiration
11)				BLOOMBERG/	731 LEX AV...	NEW YORK	Y	N	N	04/03/202...
12)				BLOOMBERG/	731 LEX AV...	NEW YORK	Y	N	N	04/03/202...
13)				BLOOMBERG/	919 3RD A...	NEW YORK	Y	N	N	03/28/202...
14)				BLOOMBERG/	NEWSROOM...	LONDON	Y	N	N	03/27/202...
15)				BLOOMBERG/	NEWSROOM...	LONDON	Y	N	N	04/01/202...
16)				BLOOMBERG/	731 LEX	NEW YORK	Y	N	N	
17)				BLOOMBERG/	LONDON 3...	LONDON	Y	N	N	
18)				BLOOMBERG/	120 PARK	NEW YORK	Y	N	N	
19)				BLOOMBERG/	919 3RD A...	NEW YORK	Y	N	N	
20)				BLOOMBERG/	SAN FRANC...	SAN FRANCIS...	Y	N	N	
21)				BLOOMBERG/	731 LEX	NEW YORK	Y	N	N	01/25/201...
22)				BLOOMBERG/	LONDON 3...	LONDON	Y	N	N	
23)				BLOOMBERG/	919 3RD A...	NEW YORK	Y	N	N	
24)				BLOOMBERG/	LONDON 3...	LONDON	Y	N	N	
25)				BLOOMBERG/	LONDON 3...	LONDON	Y	N	N	
26)				BLOOMBERG/	LONDON	LONDON	Y	N	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:

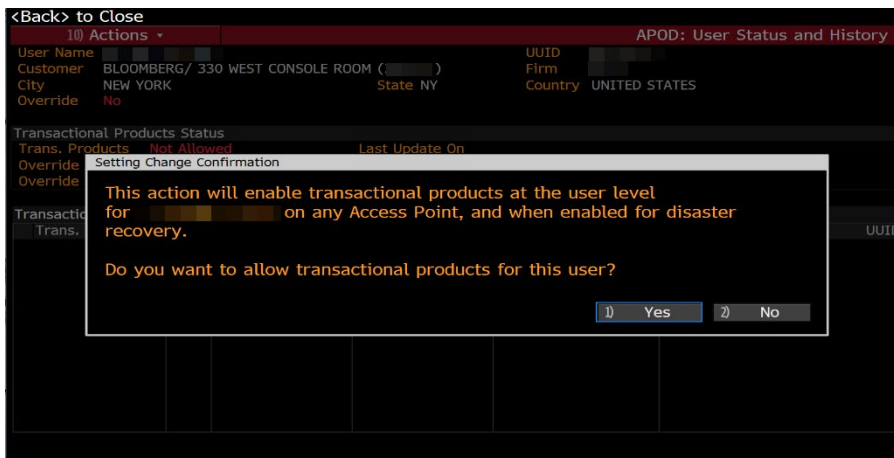
1. Select or lookup a user and the following screen will be presented:

APOD: User Status and History					
Transactional Products		NEWSROOM ()		UUID	
Transactional Products on Override		State NY		Country UNITED STATES	
Transactional Products Status					
Trans. Products	Not Allowed		Last Update On		
Override Access	Not Allowed		Last Updated By		
Override Expire	Last Login On 10/28/37 00:00				
Transactional Products Enablement History					
Trans. Products	Type	Expiration	Updated On	Updated By	UUID

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



3. Click **Yes** to confirm.



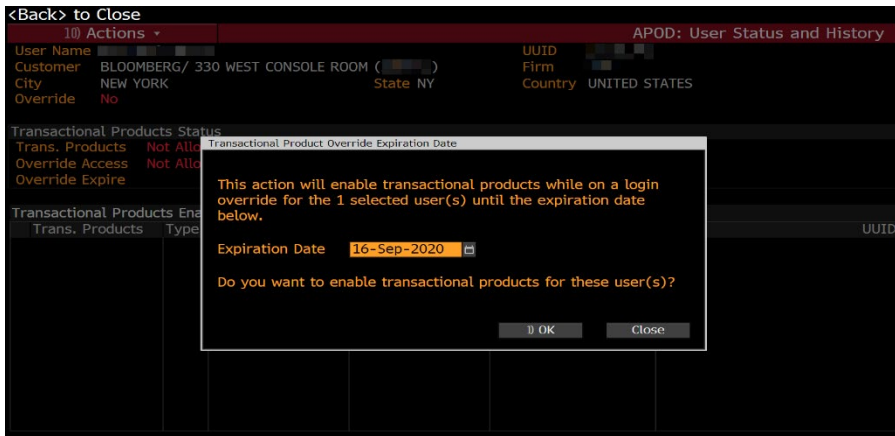
Steps to enable a user for Transactional Products on Override:

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**



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



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**.



3. Click **Yes** to confirm.



<Back> to Return

1) Block Trans. Products 2) Trans. Products History Terminal Detail

Customer Detail

Customer Firm BLOOMBERG/ TOKYO MARU OFFICE
 Country J BLOOMBERG L.P.
 City TOKYO Japan State TK

Terminal Detail

Terminal ID [REDACTED] Is Active Yes
 Serial # [REDACTED] Trans. Products Allowed
 SID # [REDACTED] Creator UserID [REDACTED]
 Router ID [REDACTED]

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 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.
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.

Take the next step.

For additional information,
press the <HELP> key twice on
the Bloomberg Terminal®.
[bloomberg.com/professional](https://www.bloomberg.com/professional)

Beijing +86 10 6649 7500	Hong Kong +852 2977 6000	New York +1 212 318 2000	Singapore +65 6212 1000
Dubai +971 4 364 1000	London +44 20 7330 7500	San Francisco +1 415 912 2960	Sydney +61 2 9777 8600
Frankfurt +49 69 9204 1210	Mumbai +91 22 6120 3600	Sao Paulo +55 11 2395 9000	Tokyo +81 3 3201 8900

The BLOOMBERG TERMINAL service and Bloomberg data products (the "Services") are owned and distributed by Bloomberg Finance L.P. ("BFLP") except (i) in Argentina, Australia and certain jurisdictions in the Pacific islands, Bermuda, China, India, Japan, Korea and New Zealand, where Bloomberg L.P. and its subsidiaries ("BLP") distribute these products, and (ii) in Singapore and the jurisdictions serviced by Bloomberg's Singapore office, where a subsidiary of BFLP distributes these products. BLP provides BFLP and its subsidiaries with global marketing and operational support and service. Certain features, functions, products and services are available only to sophisticated investors and only where permitted. BFLP, BLP and their affiliates do not guarantee the accuracy of prices or other information in the Services. Nothing in the Services shall constitute or be construed as an offering of financial instruments by BFLP, BLP or their affiliates, or as investment advice or recommendations by BFLP, BLP or their affiliates of an investment strategy or whether or not to "buy", "sell" or "hold" an investment. Information available via the Services should not be considered as information sufficient upon which to base an investment decision. All rights reserved. © 2020 Bloomberg.