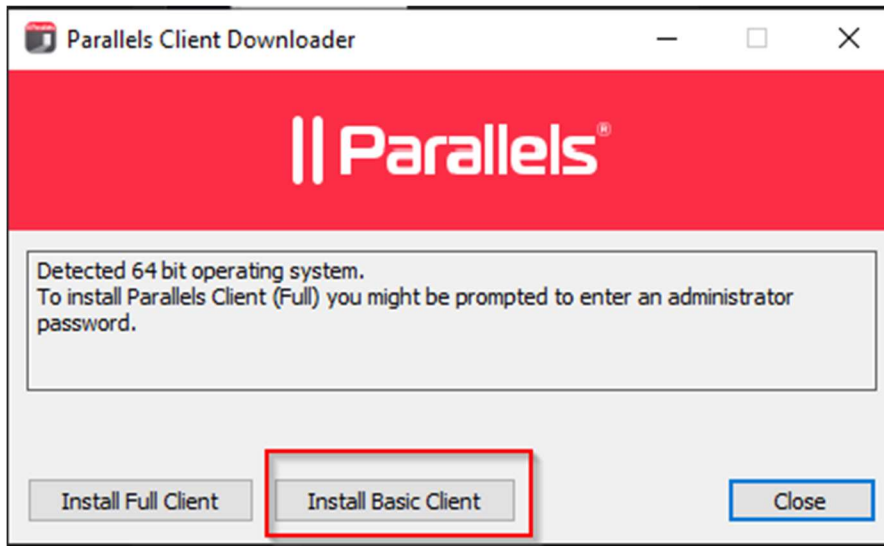
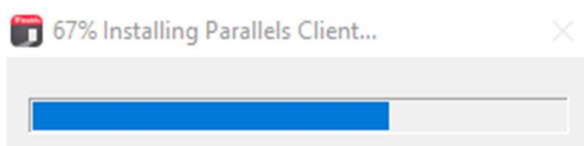
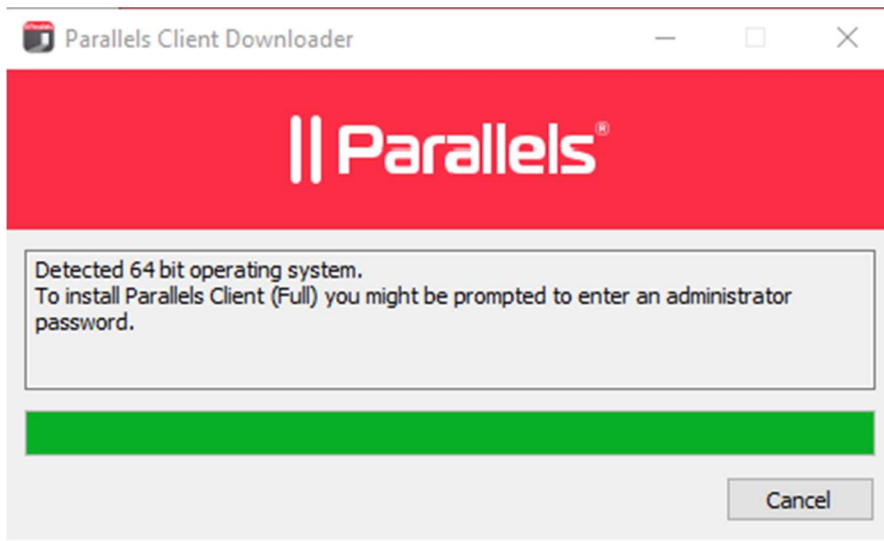


- Download the BuzzBid.zip folder from the link provided. Once downloaded, extract the files. It will contain 2 files: "ClientDownloader.exe" and "Invincia Hosted BuzzBid.2xc"
- Double Click "ClientDownloader.exe" to run
- Select "Install Basic Client"



- The installer will download the necessary files and begin installing.

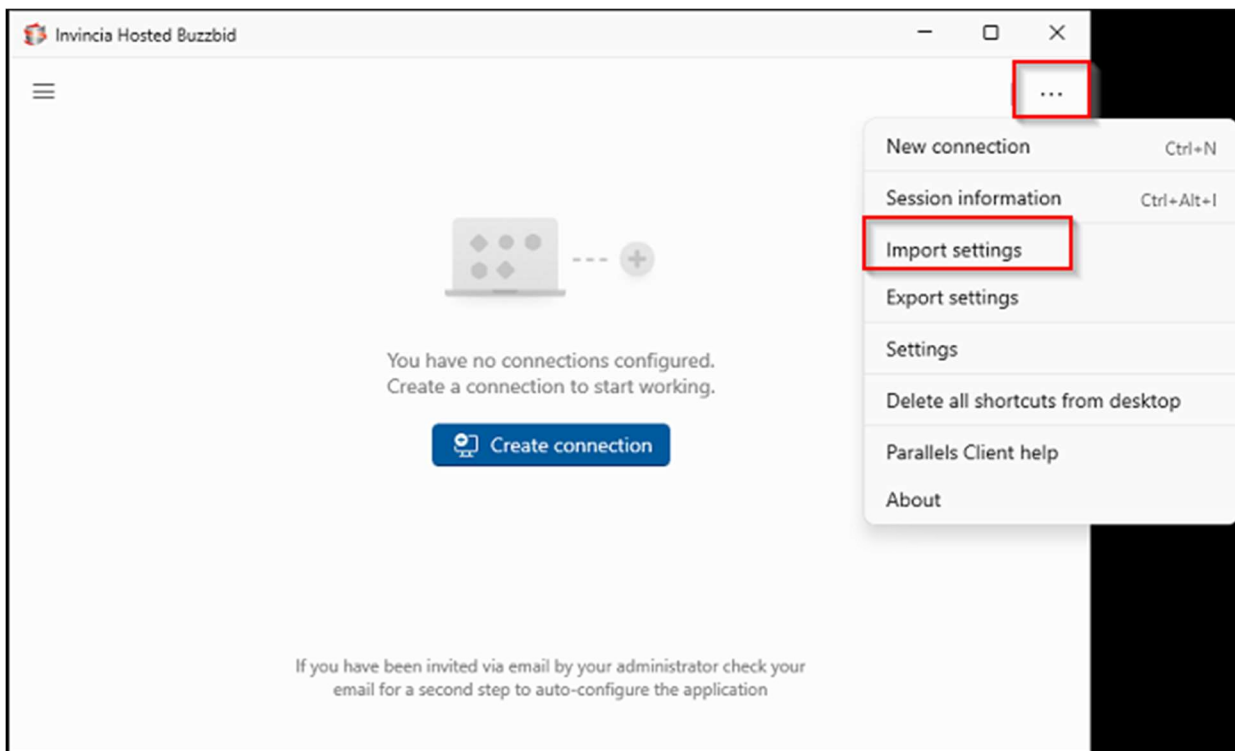


- Once Installed, you will see the Invincia Hosted BuzzBid icon on your desktop. Double Click the Icon to open.

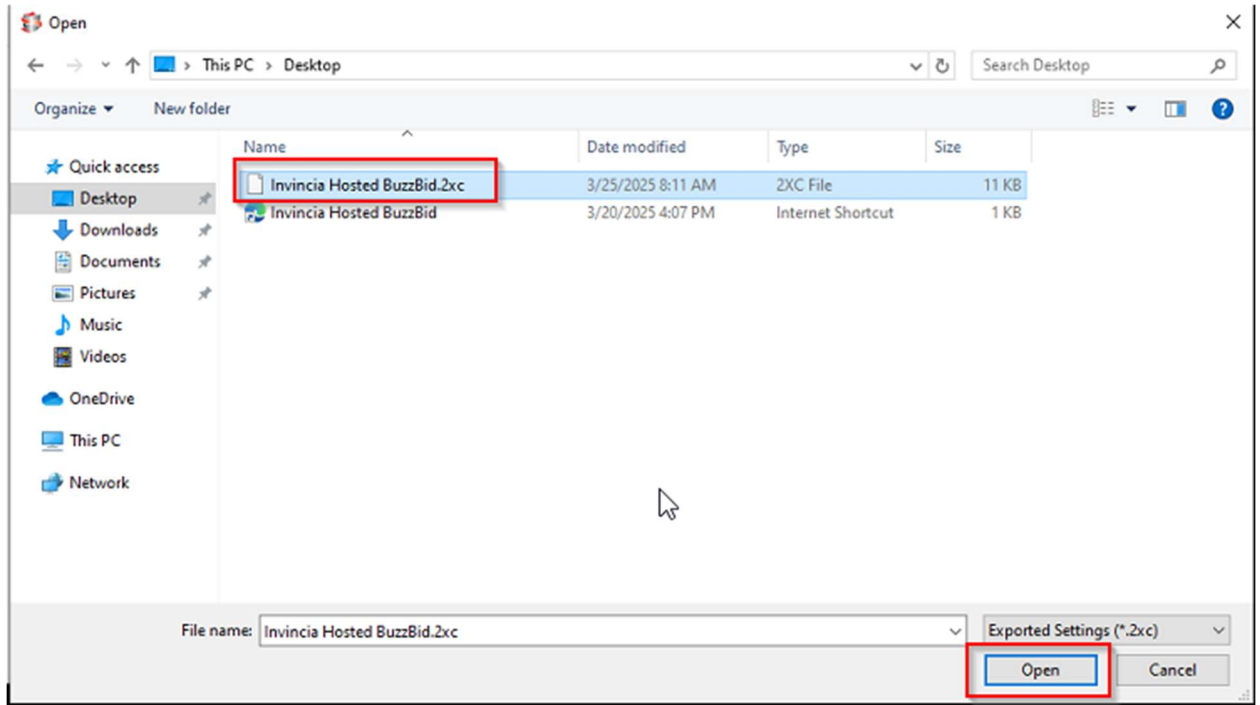


****The instructions below are using the modern interface. Instructions for classic interface are at end of document***

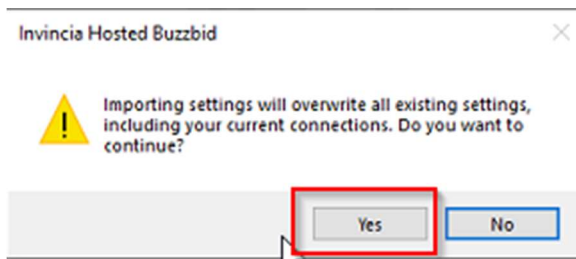
- You will need to import the server connection settings. Select the ellipsis in the top right corner and select "Import Settings"



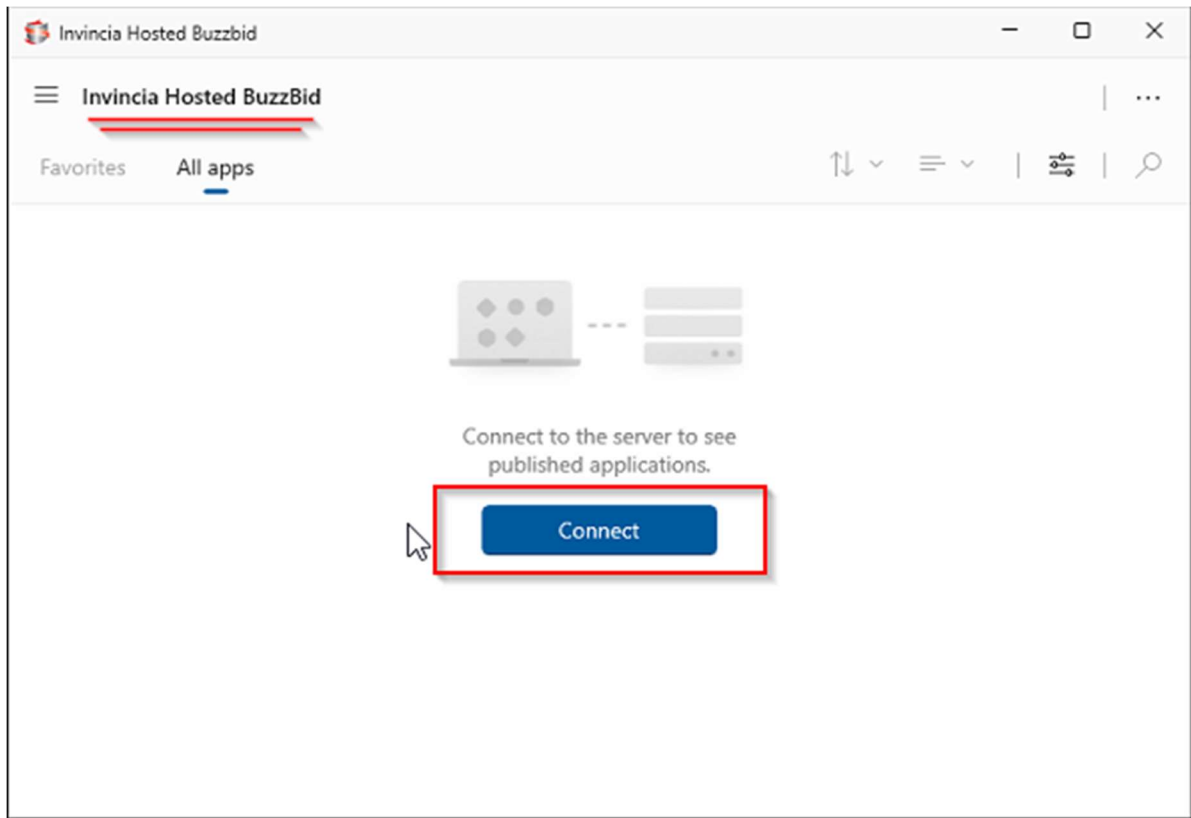
- Select the file “Invincia Hosted BuzzBid.2xc” and select open.



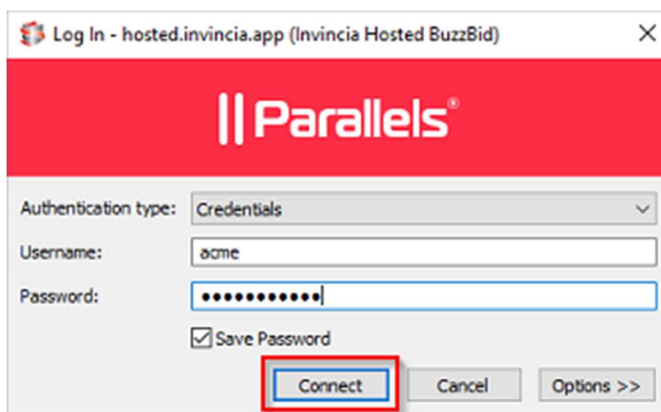
- Select “Yes” when you see the prompt below.



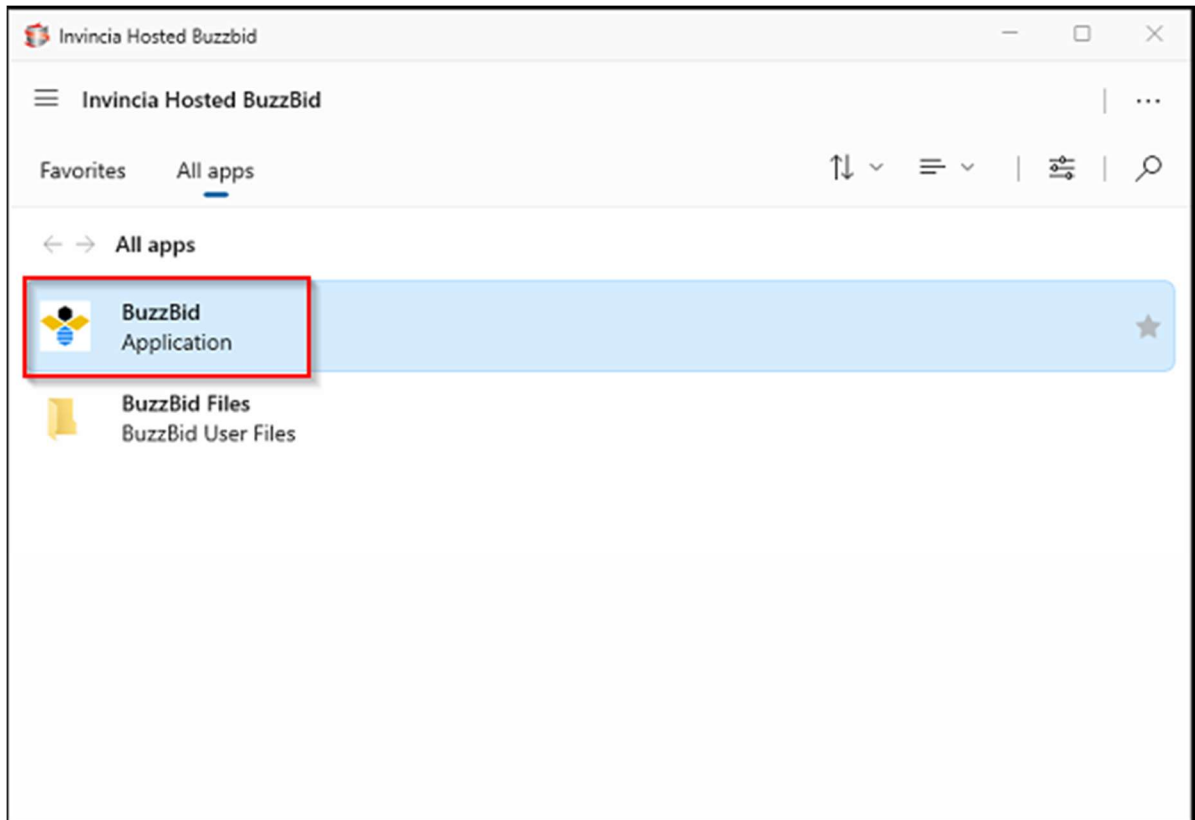
- You will see the Invincia Hosted BuzzBid connection has been imported. Select the “Connect” option.



- Enter the credentials provided to you by Invincia Technologies and select “Connect”



- Once connected, you will see the BuzzBid application as well as BuzzBid Files – to launch the application just double click it.

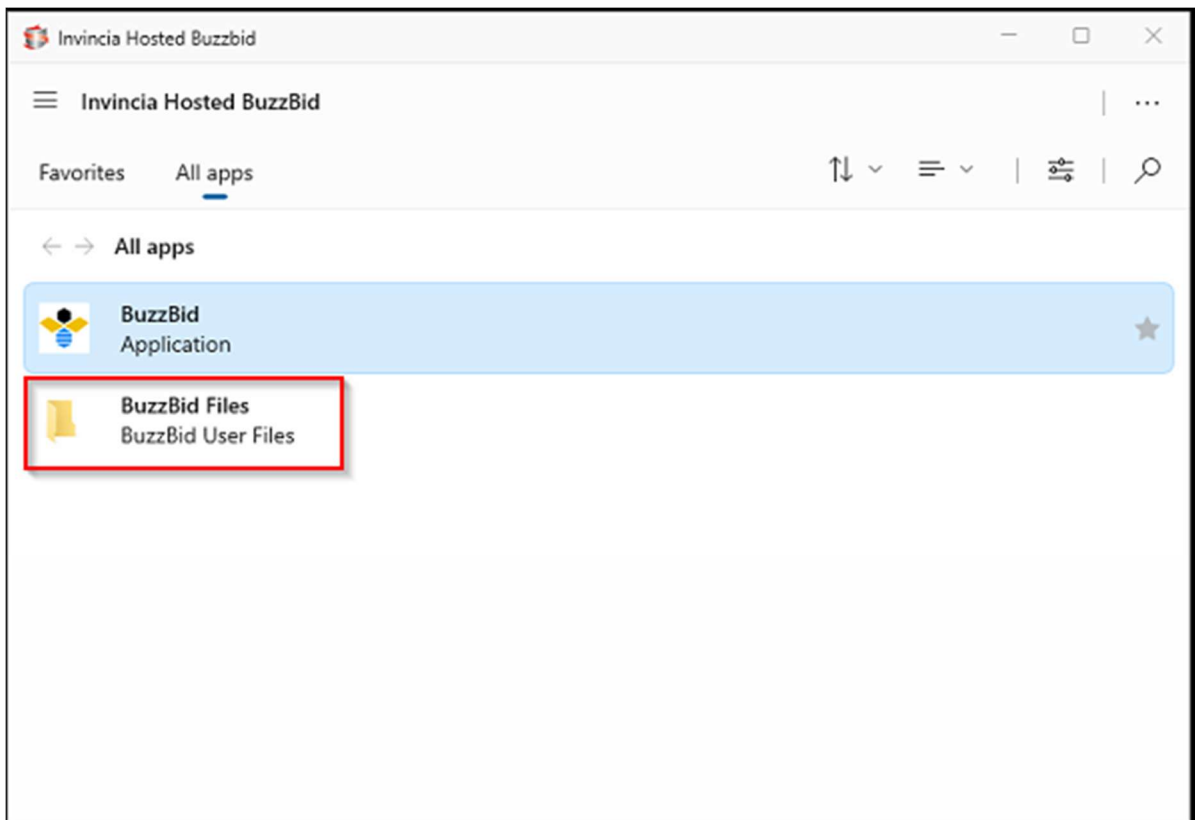


- BuzzBid will load and require you to enter your BuzzBid credentials on first login. After the initial login these credentials will be saved and the BuzzBid application should automatically log you in, unless you select the Log Out feature within BuzzBid.

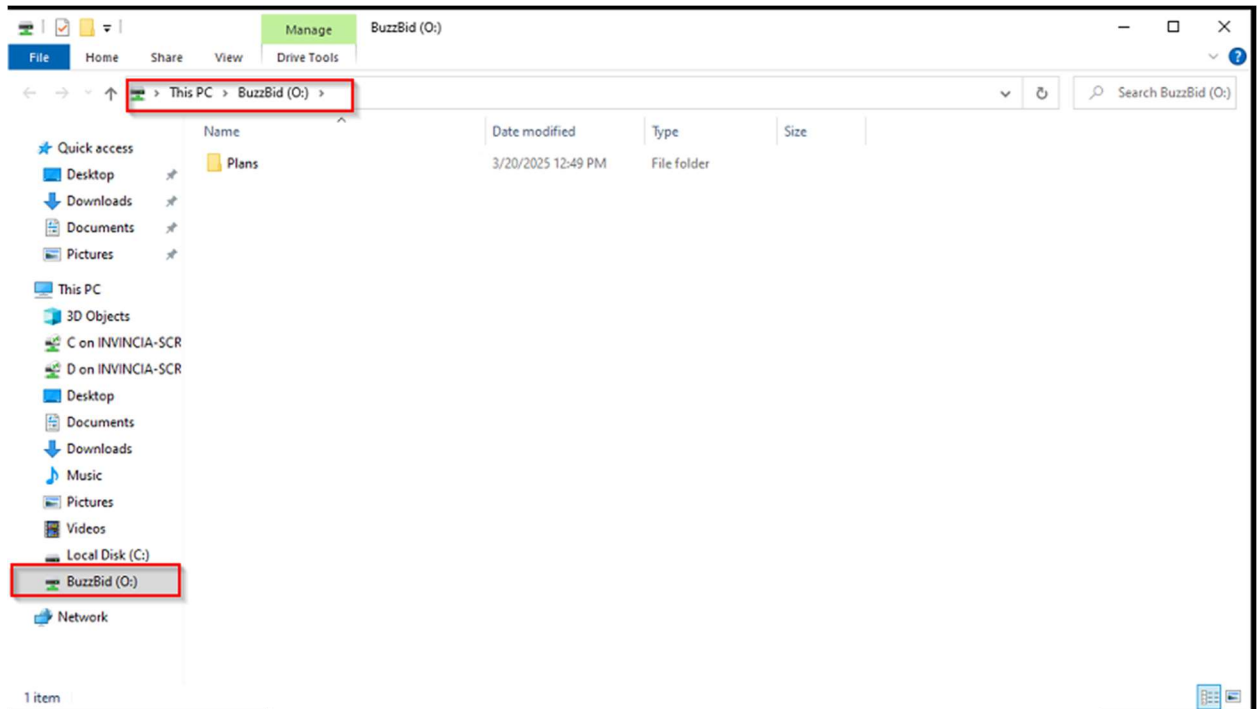


“BuzzBid Files” is a simple file explorer that will map you to your client specific BuzzBid drive (Drive O:\) – This exists at the server level, and will allow you to copy/paste or drag/drop documents between your local computer to the server and vice versa. This is the easiest way to upload plan files to the server to bring into the BuzzBid application, as well as retrieving reports/documents from the BuzzBid platform.

- To open BuzzBid Files, simply double click the icon.

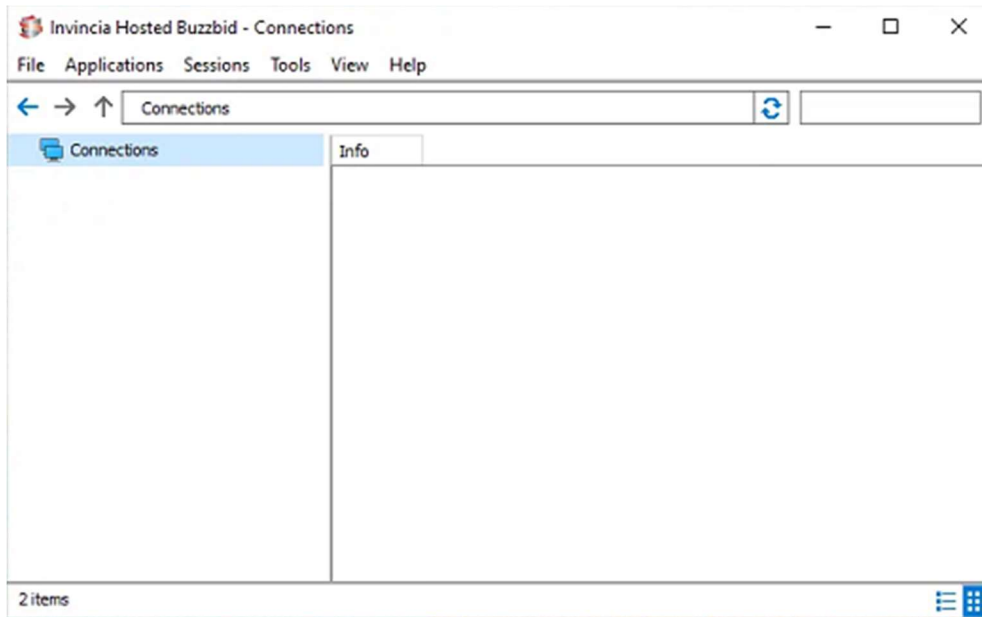


- You can then Navigate to the O:\ drive on the left hand pane. You will see a Plans directory already created. This directory is used by BuzzBid and needs to stay in place for the program to function. Aside from that, you can freely add/change/remove folders and documents from this directory. This directory is client specific, no other clients will be able to see this directory, but all users within a specific client will have access to it.

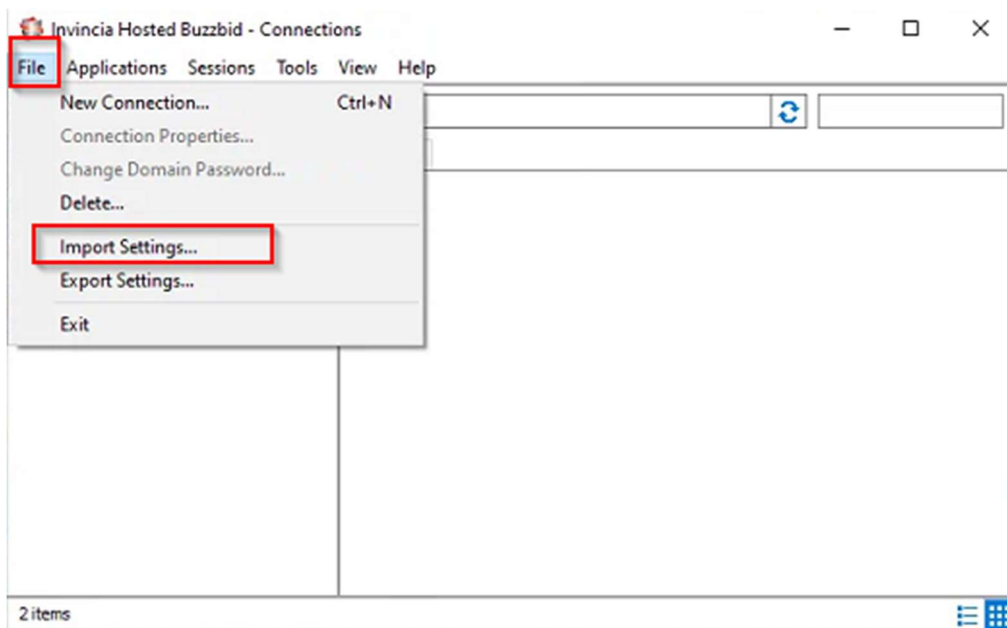


****Classic Interface****

- If the application installs with the classic interface follow the steps below to import the configuration.



- Select File>Import Settings



- Select the “Invincia Hosted BuzzBid.2xc” file from the download package and select “Open”

