

Bloomberg APOD Creation Documentation

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Definitions

For terms in [blue](#) throughout this document, see [Definitions](#) on p.25.

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/>.

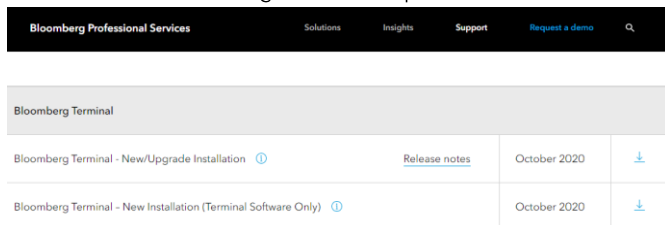
Note: The Bloomberg software is Windows-based and not currently supported on Apple operating systems. Mac users can connect to the Terminal via the web at <https://bba.bloomberg.net/>.

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	October 2020	↓
Bloomberg Terminal - New Installation (Terminal Software Only) ⓘ		October 2020	↓

- **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/Upgrade 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.

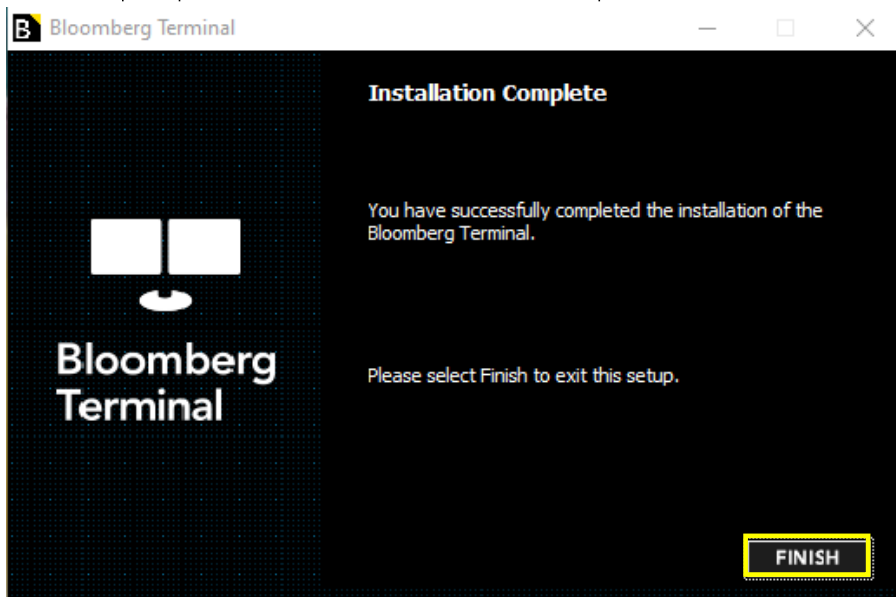
Steps:

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 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

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.

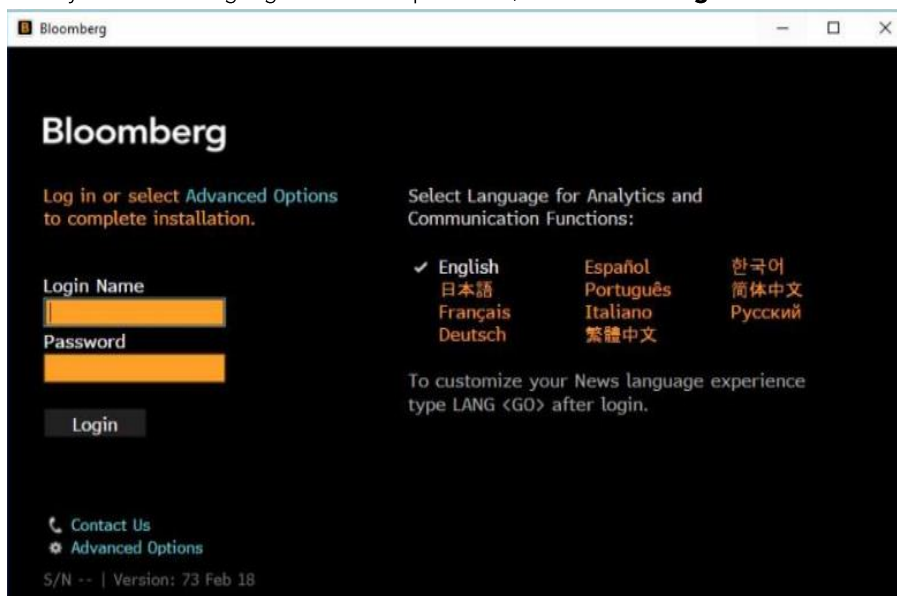
Steps:

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

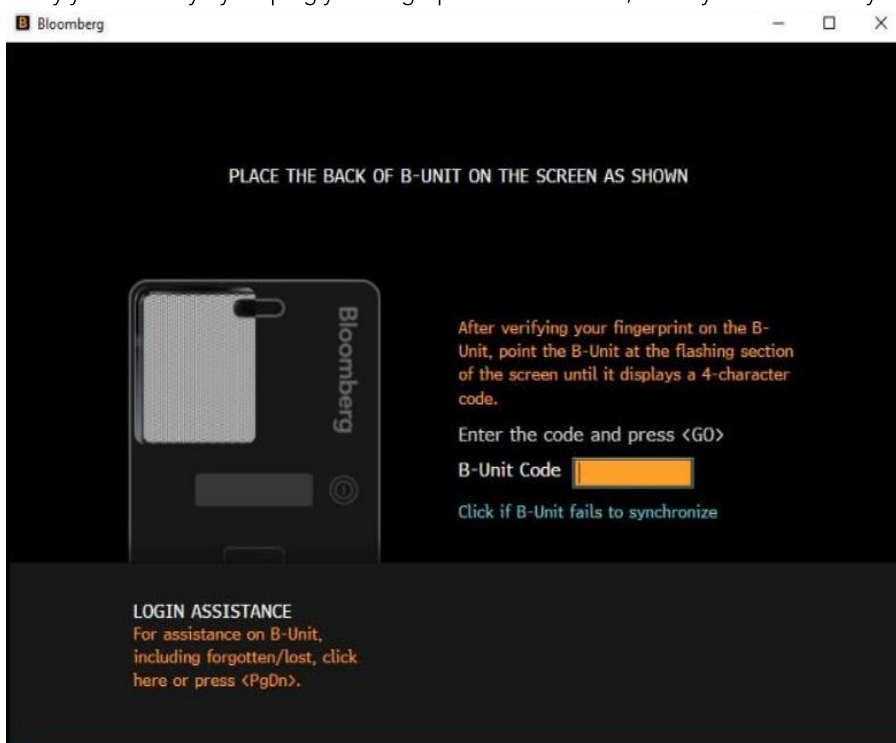


The Bloomberg login screen appears.

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 via Private IP without a B-Unit

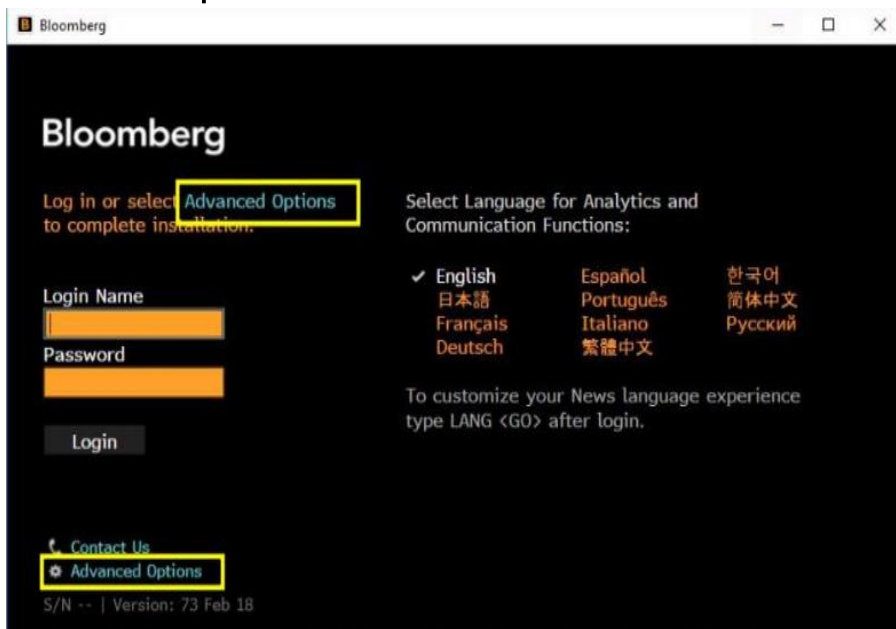
If you are a Bloomberg Anywhere (BBA) user and you do not have access to the B-Unit, you can install an APOD automatically if the Terminal is connected via Private IP (Router).

Steps:

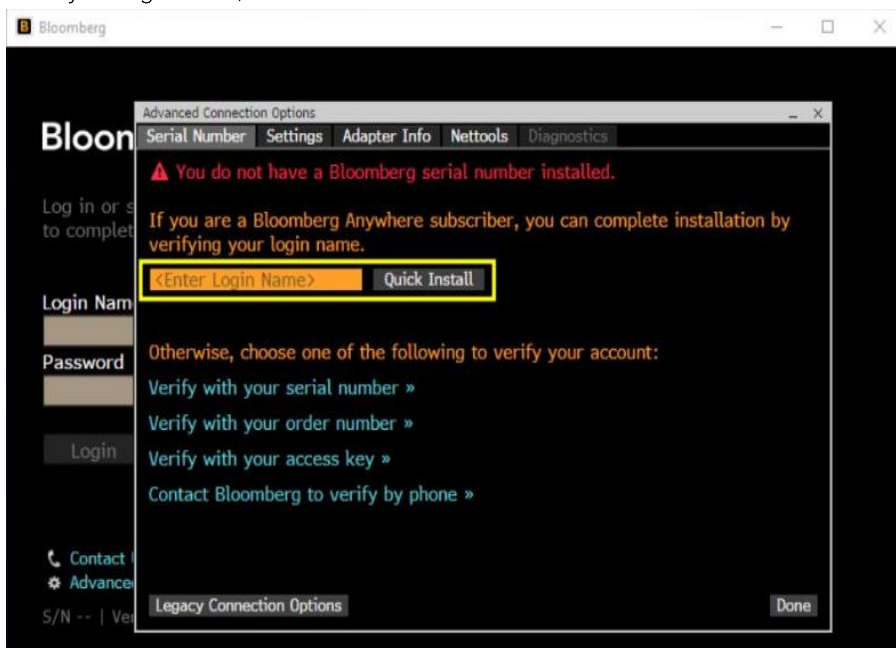
1. On your desktop, double-click the green Bloomberg software icon.



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 install the APOD from Legacy Connection Options if your Terminal is connected via the Internet.

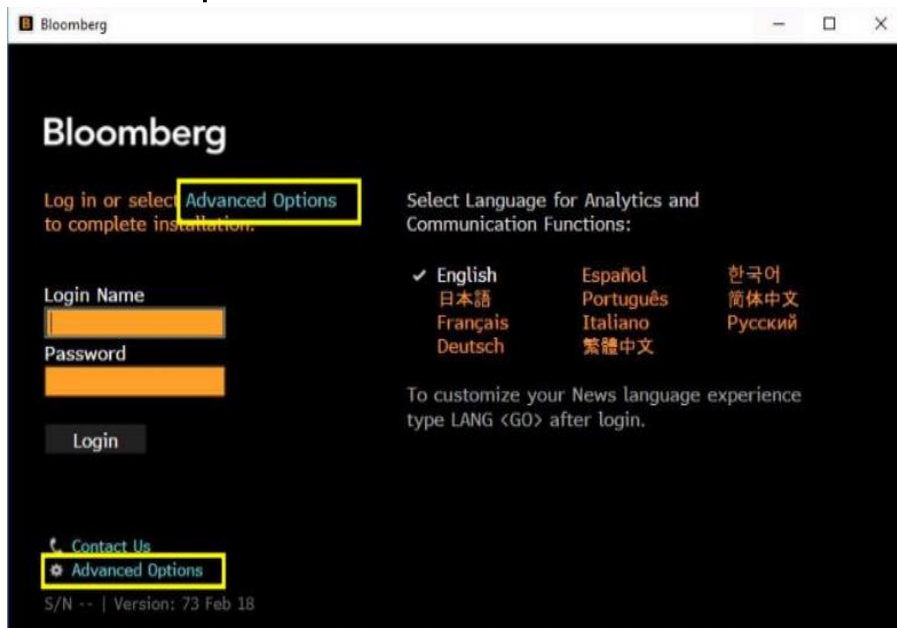
Steps:

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



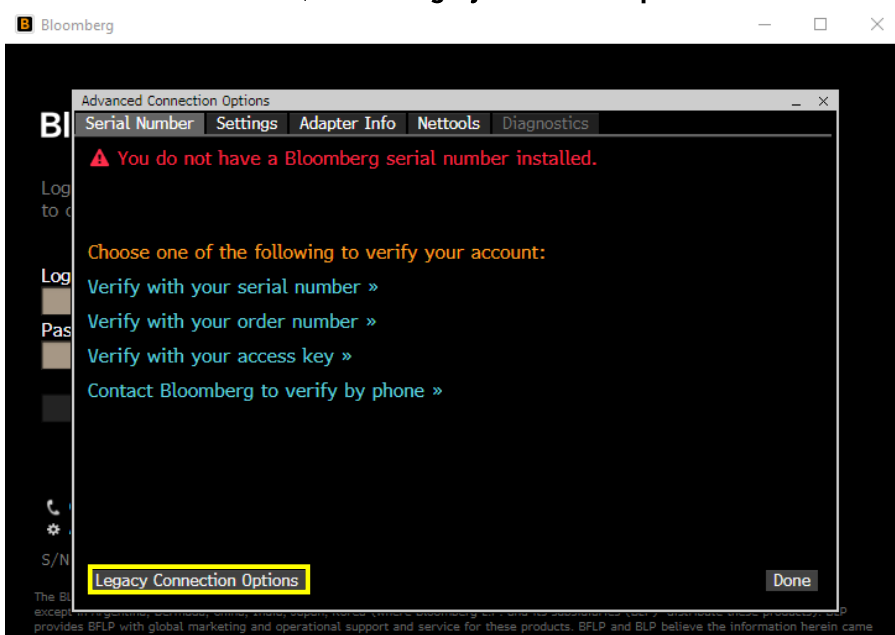
The Bloomberg login screen appears.

2. Click **Advanced Options**.

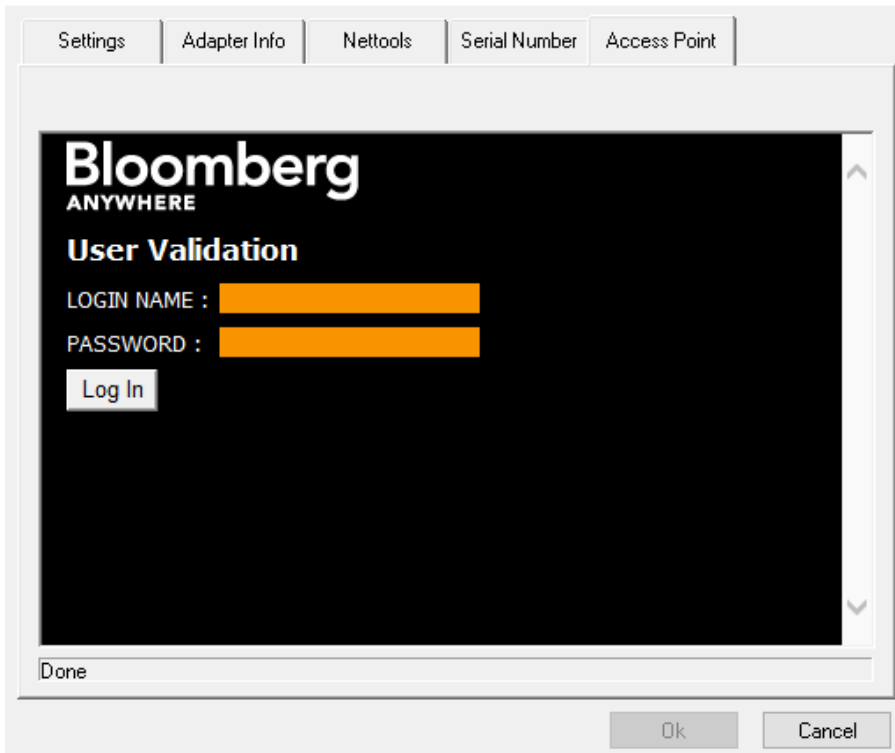


The *Advanced Connection Options* window appears.

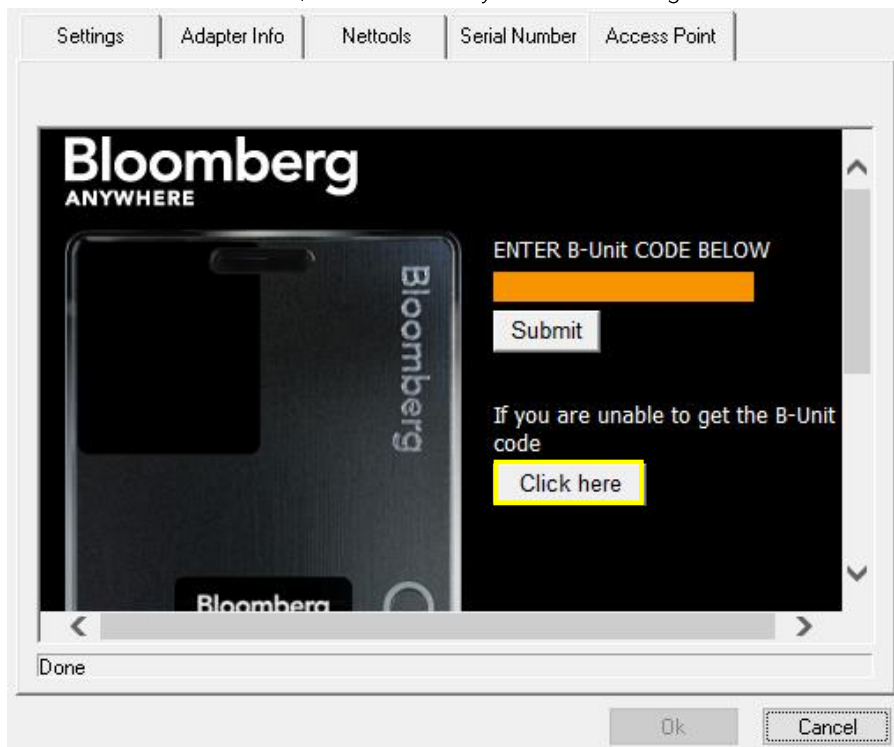
- Under the *Serial Number* tab, click the **Legacy Connection Options** button.



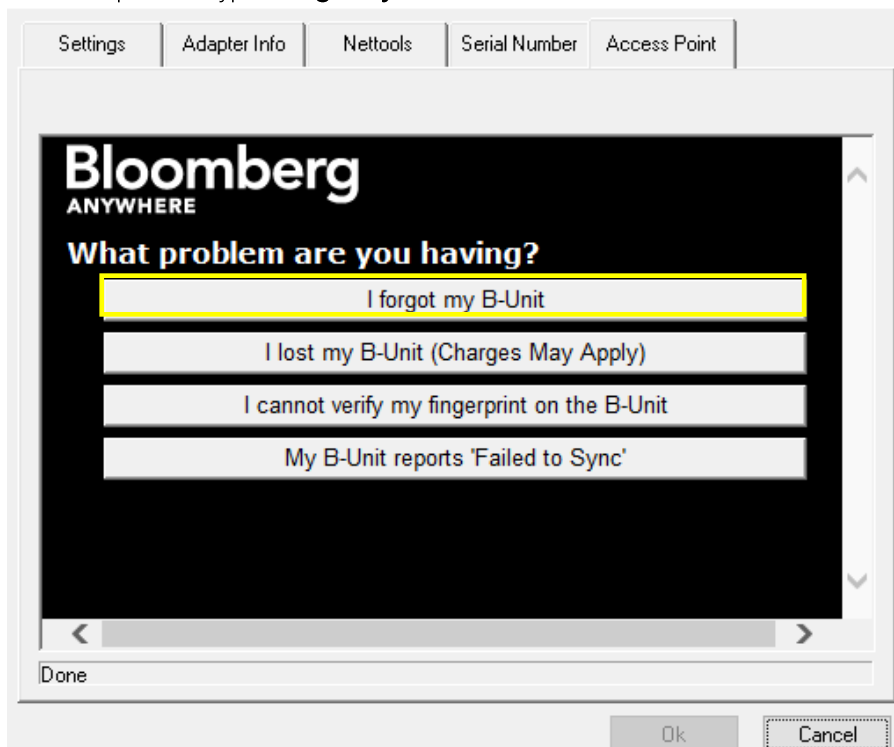
- Go to the *Access Point* tab and type in your Bloomberg login name and password.



5. Select the **Click here** button, below the text *If you are unable to get the B-Unit code*.



6. Select the problem type "**I forgot my B-Unit**".



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

The screenshot shows a dialog box with a dark background and white text. At the top, there are five tabs: "Settings", "Adapter Info", "Nettools", "Serial Number", and "Access Point". The main content area features the "Bloomberg ANYWHERE" logo. Below the logo, a message reads: "In order to proceed, we need to send you a validation code. Please choose how you would like to receive the code. After making your selection, click the Send button." There are two radio button options: "SMS Text" and "Automated Call". The "SMS Text" option is selected. Below these options, there are two phone number fields: "Your Phone Numbers" with the placeholder "MXXXXXXXXXX@BLOOMBERG.NET" and "+XX-XX-XXXX5047". A "Send" button is located to the right of the phone number fields. At the bottom of the main content area, there is a link: "Click here if you are unreachable via the above numbers." The dialog box has a "Done" field at the bottom left and "Ok" and "Cancel" buttons at the bottom right.

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

The screenshot shows a dialog box with a dark background and white text. At the top, there are five tabs: "Settings", "Adapter Info", "Nettools", "Serial Number", and "Access Point". The main content area features the "Bloomberg ANYWHERE" logo. Below the logo, a message reads: "You will receive an Email message with your validation code shortly." There are two fields: "Your Corp. Email:" with the placeholder "MXXXXXXXXXX@BLOOMBERG.NET" and "Enter Validation Code:" with an orange input field. A "Submit" button is located to the right of the "Enter Validation Code:" field. At the bottom of the main content area, there is a link: "Click here if you did not receive your code". The dialog box has a "Done" field at the bottom left and "Ok" and "Cancel" buttons at the bottom right.

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 (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.

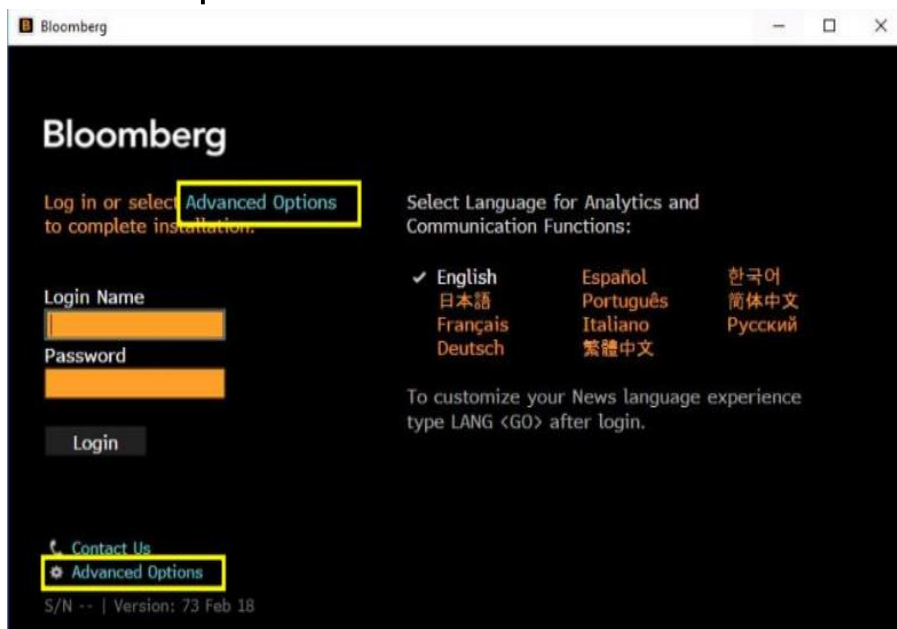
Steps:

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



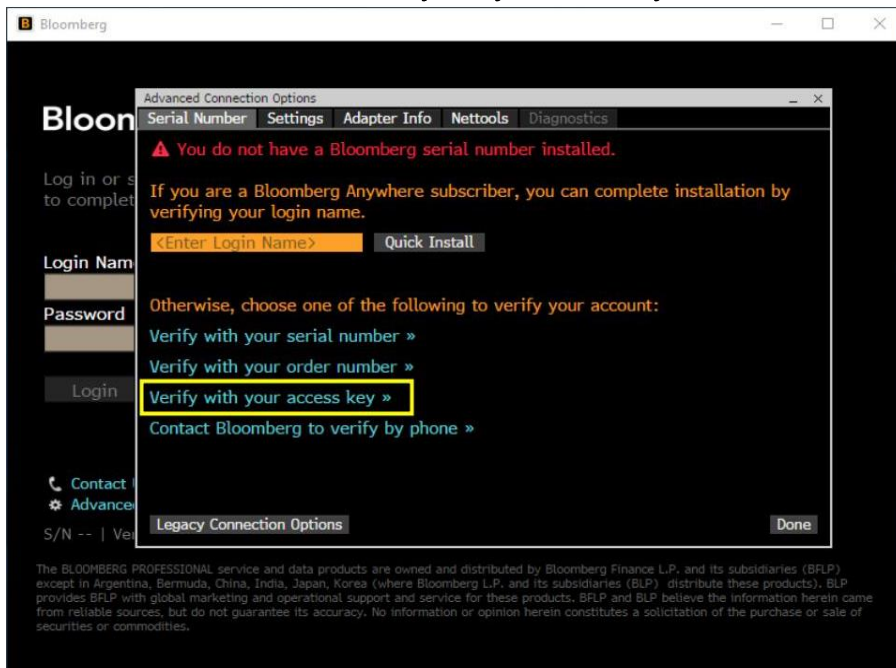
The Bloomberg login screen appears.

2. Click **Advanced Options**.



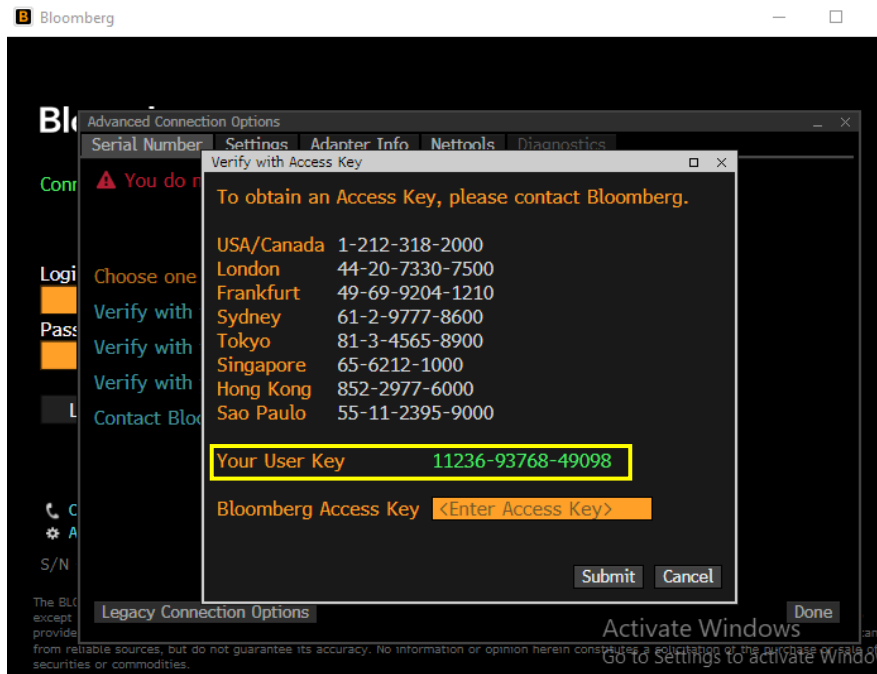
The *Advanced Connection Options* window appears.

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

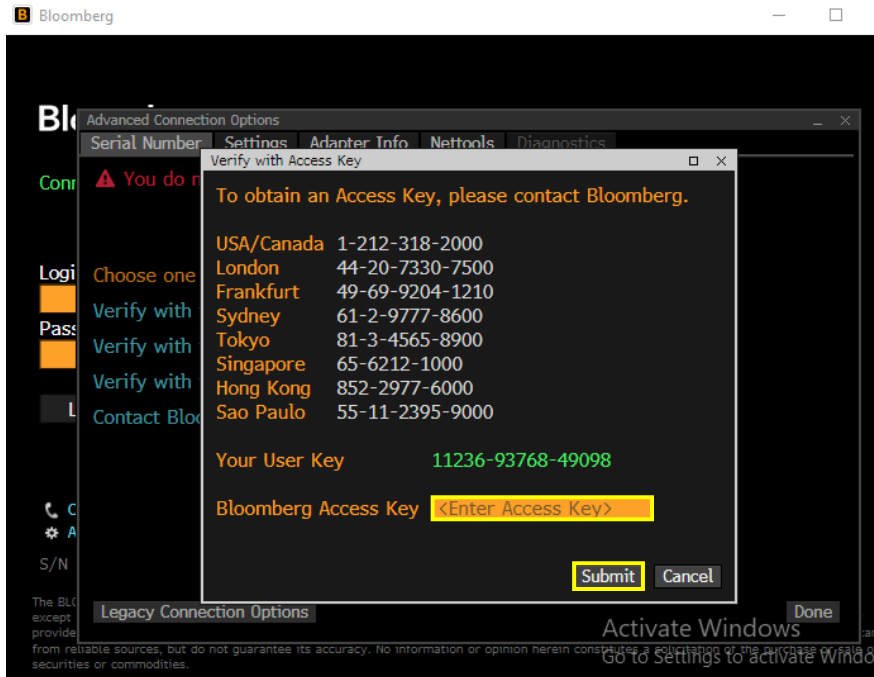


A pop up appears with instructions for obtaining an access key.

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.

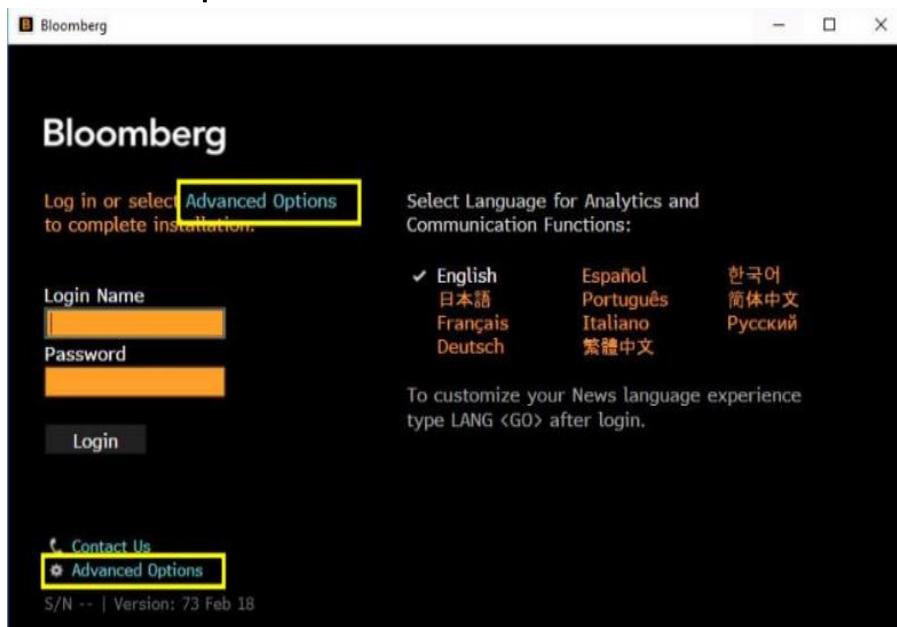
Steps:

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



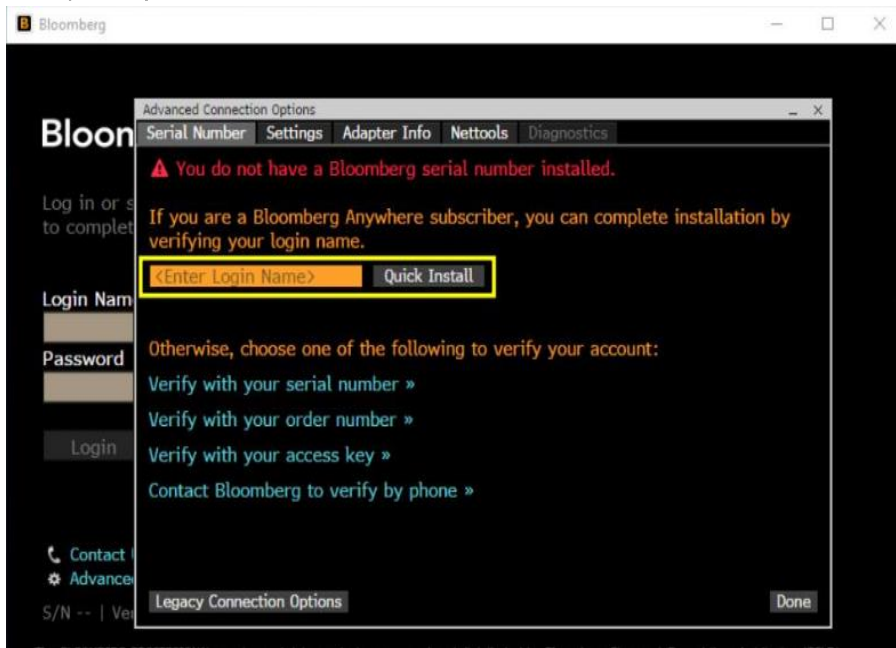
The Bloomberg login screen appears.

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.

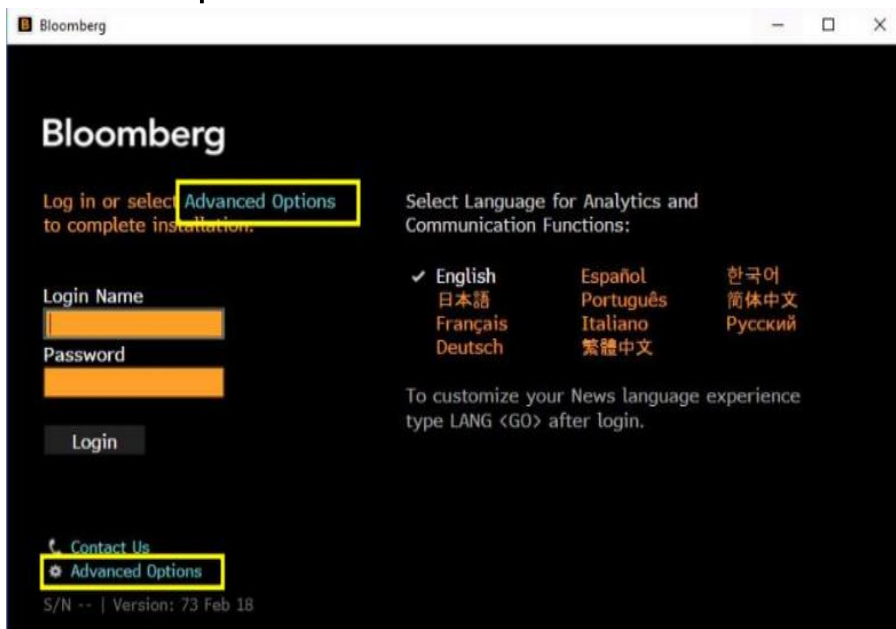
Steps:

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



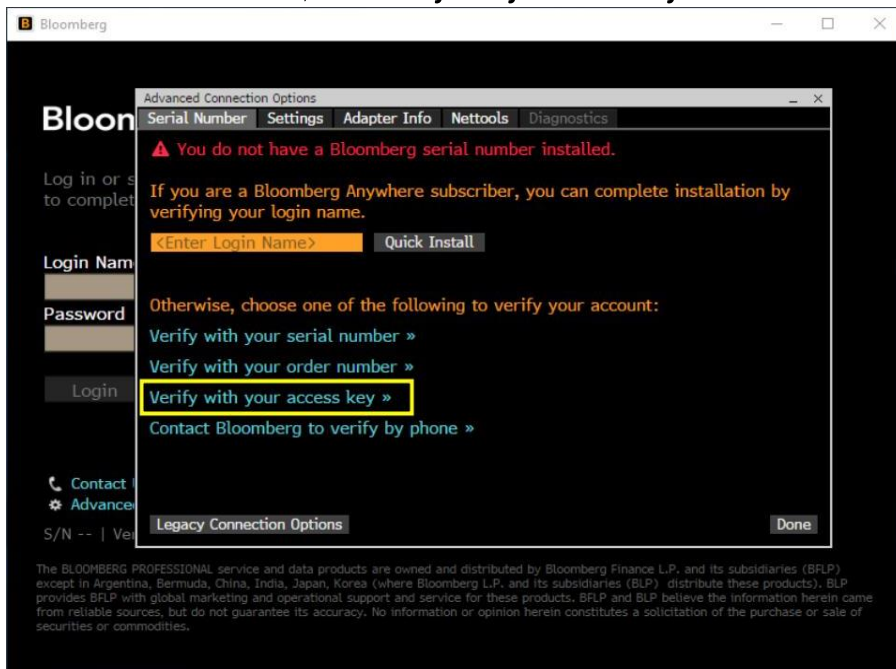
The Bloomberg login screen appears.

2. Click **Advanced Options**.



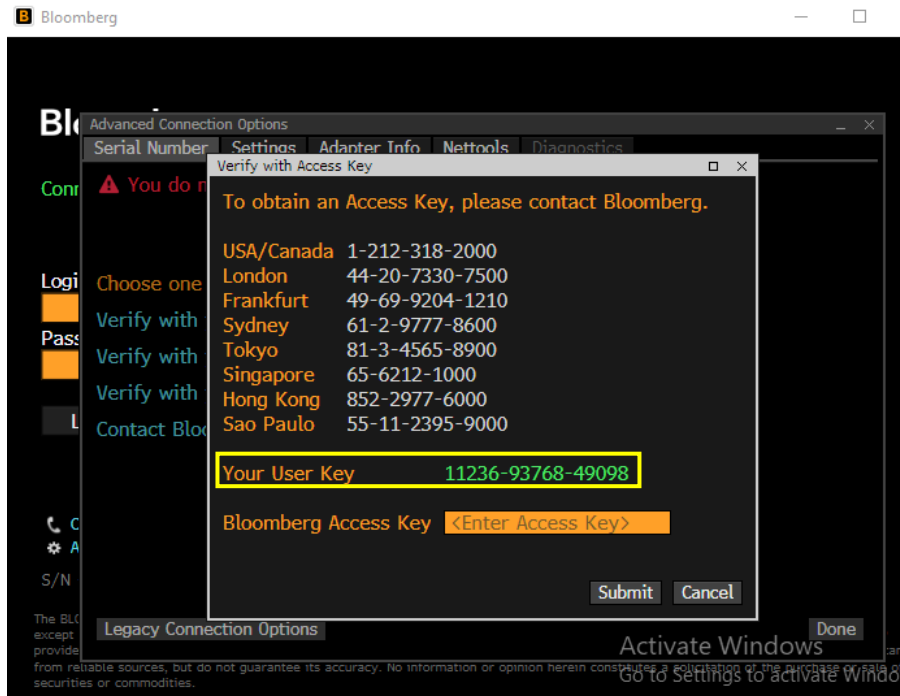
The *Advanced Connection Options* window appears.

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

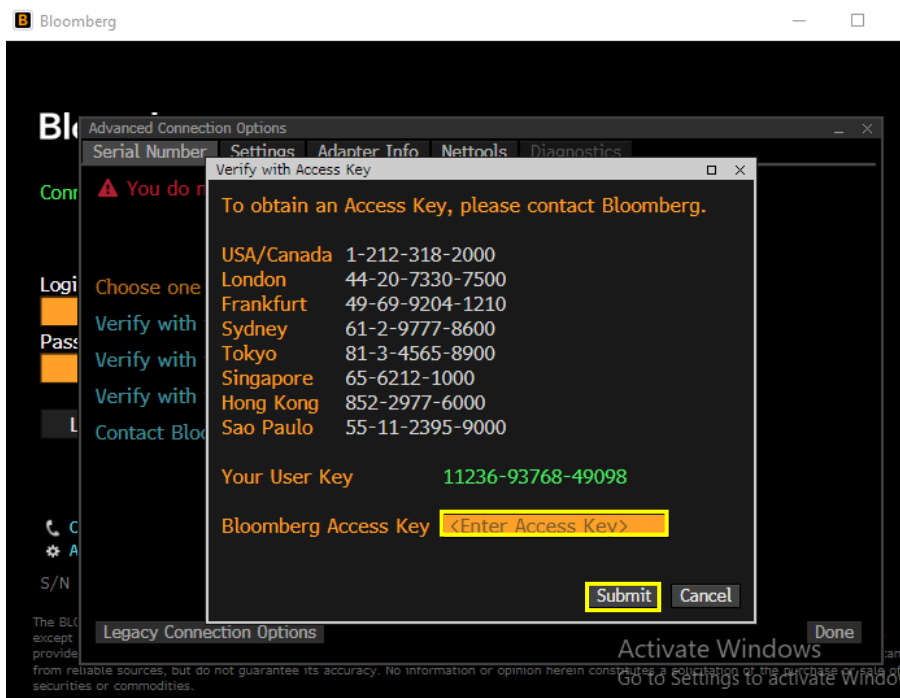


A pop-up appears with instructions for obtaining an access key.

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

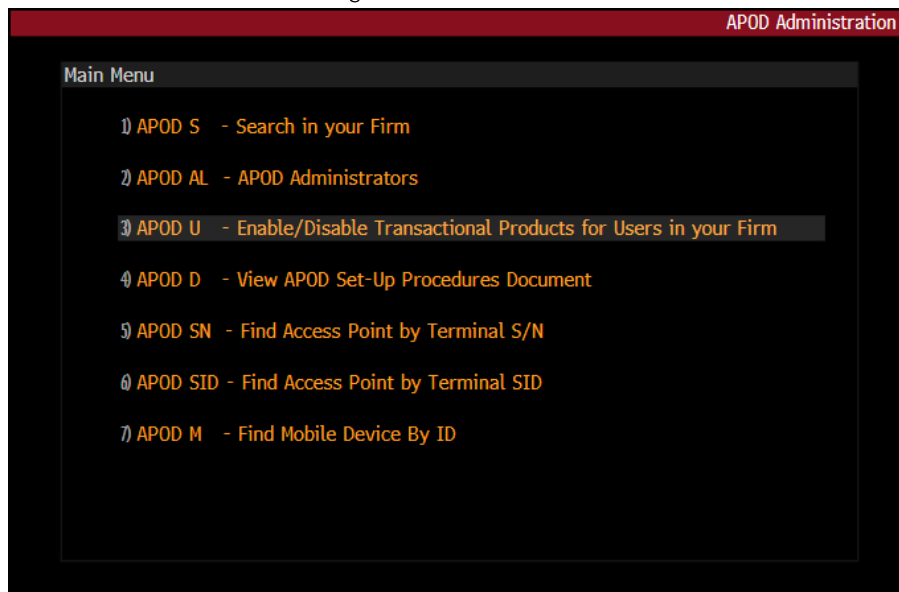
APOD Administrator

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.

1) Run		2) User Lookup		3) Options		Page 1/55		APOD Administration		
Find	Terminals	Firm Number/Name						Clear		
Show	All	Customer Number/Name		BLOOMBERG/ INSTALLATIO						
	<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.

	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:

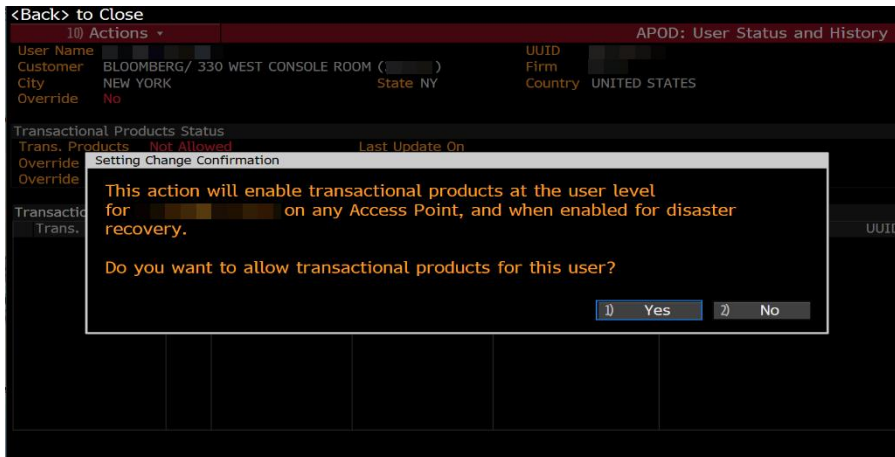
1. Select or lookup a user and the following screen will be presented:

APOD: User Status and History						
Transactional Products		E ROOM ()		UUID		
Transactional Products on Override		State NY		Firm		
				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.



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

Beijing
+86 10 6649 7500
Dubai
+971 4 364 1000
Frankfurt
+49 69 9204 1210

Hong Kong
+852 2977 6000
London
+44 20 7330 7500
Mumbai
+91 22 6120 3600

New York
+1 212 318 2000
San Francisco
+1 415 912 2960
São Paulo
+55 11 2395 9000

Singapore
+65 6212 1000
Sydney
+61 2 9777 8600
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