

# New standalone installation

## Applies to:

NBS Building, NBS Landscape

program from the desktop shortcut or from the **All Programs** menu.

The following instructions will give you a step-by-step guide on how to perform a standalone installation.

1. If you have downloaded the product, ensure that the zipped download folder is saved locally on your machine (e.g. Desktop/Downloads Folder), **extract\*** the folder and run **StandAloneInstallation.exe** from the extracted files.

\*To extract the entire contents of the compressed folder, right-click the folder, click **Extract All**, and then follow the instructions.

2. If you have a product CD place it into the PC. From **Computer**, click on the drive that contains the CD and run **StandAloneInstallation.exe**.
3. The setup window will open. Click **Next**.
4. If your computer does not have the required prerequisites, you will be prompted to install them; select **Install**. This is required by NBS. You may be prompted to restart your machine during this process, and if prompted, you must do so before continuing with the installation.
5. Carefully read the Terms and Conditions and select **Accept** to continue to the next step of the installation. If you choose not to accept the terms and conditions, you will exit the installation wizard. Click **Next**.
6. Enter details of your user name and organisation into the installation wizard (this is not related to your user login name in NBS). Choose to install the software so that it can be accessed by any user on the computer or restrict the software to the account that is logged on to the machine at the time of installation. Note: choosing to restrict access to a single account will prevent other users from accessing the software if they log on to the machine with a different Windows user account. Click **Next**.
7. You will be prompted for the location where you would like to install the software. The default location is C:\Program Files\NBS\. Click **Next** to accept the default location or click on the **Change...** button to browse to a different folder on the local machine. Click **Next** to continue.
8. Select **On the local PC / Client Machine** and click **Next**.
9. Click **Install** to begin the installation or use the **Back** button to review or change your installation settings.
10. NBS will now be installed onto the machine; this process may take several minutes.
11. Once this process has finished, click **Finish** to complete the wizard.
12. On completion of the installation, you can launch the

## Licensing

### How to licence the software – Standalone licence

Upgrades and reinstallations will automatically connect to the existing standalone licence when opening the software.

The following steps are only required for new installations.

1. Once installed, the software must access a valid licence.
2. To create a new licence, open NBS.
3. Select **Standalone User** and click **Next**.
4. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code to activate the software.

### How to licence the software – Network licence

When completing the first installation of NBS onto a new network, a client machine should be used to create the network licence. The other client machines can then point to that network licence.

#### Creating a network licence

Once installed, the software must access a valid licence. To create a new licence:

1. Open NBS.
2. Select **Network User** and click **Network**.
3. You will then need to choose the location where the licence is to be stored on your network: the location should be shared and accessible from all client machines.
4. Once you have chosen the location, click **Next**.
5. Click **Yes** on the message box to create a new licence.
6. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code.

#### Pointing to an existing network licence

1. If you have already unlocked a network licence, open the software, select **Network User** and click **Next**.
2. Browse to the location where your licence is stored.
3. Once you have chosen the location, click **Next** and the licence will be picked up on the network

## Setup and Configuration

You can tailor your software configuration from within the **Tools > My Settings** menu.

### Create backup files

NBS offers the option to automatically create a backup of your documents, taking a backup of the last successful save. The backup file will be created in the same directory as the original document, named 'backup of <original document name>.bak.

In the event that a problem arises with your machine, network or document (for example if your network connection fails), you can change the file extension from '.bak' to the same extension as your original file to recover the work done on NBS.

### Prompt to save every XX minutes

NBS Building can be set to automatically save your work on a regular basis. To activate the Auto save feature, check the box on the General tab when navigating to **Tools > MySettings**. To alter the frequency of each save prompt, select the up and down arrows to increase or decrease the number of minutes.

## Support

If you require technical assistance from NBS, the NBS Software Support team are available from 9 a.m. until 5 p.m. Monday to Friday (excluding UK Bank Holidays) as follows:

Telephone Support: **0345 456 9594 option 2**

Email Support: **support@theNBS.com**

Product knowledgebase: **www.theNBS.com/support**