

Installation Guide

BizInsight 7 is sold with or without a Connector to an ERP. This installation guide provides the steps for installing BizInsight 7 where a Connector is not being used. It should be installed on any workstation that needs BizInsight 7 functionality without connectivity to an ERP.

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Notice Screenshots in this document are provided as examples and may not exactly match what you see in your environment or the values displayed in the screenshots may not be appropriate for your implementation. Be sure to read all instructions completely for guidance on what values you may need to enter.

Installing BizInsight 7

If BizInsight 7 has been purchased without a connector, the installation steps are as follows:

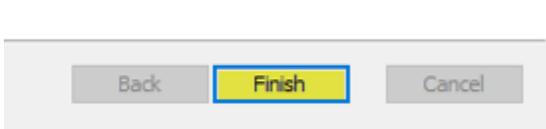
1. Locate the BizInsight 7 Stand Alone installation files. If you are unable to locate them, connect to your customer web portal, <https://biznet.flexnetoperations.com> (For BizNet customers only).
2. Double-click the BizInsight7.msi then click Run.

Name	Type
 BizInsight7.msi	Windows Installer Package

3. The End User License Agreement (“EULA”) dialog will open. Read through the EULA and if you accept these terms, check the **I accept the terms** checkbox. Click **Install**.



4. Click **Finish** to complete the installation



Activating BizInsight 7

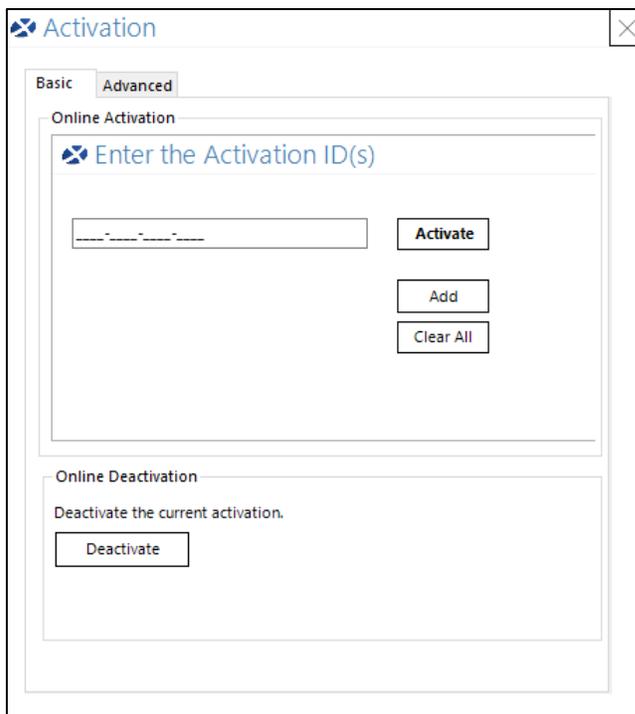
IMPORTANT

License activation requires internet access. If internet access is not available or the activation call is being blocked, the License Activation dialog will not open. Keys must be activated under the user's profile and there is one activation per machine.

1. Click the **Activate** button on the BizInsight 7 ribbon.



2. Type or paste in the activation ID then click **Activate**



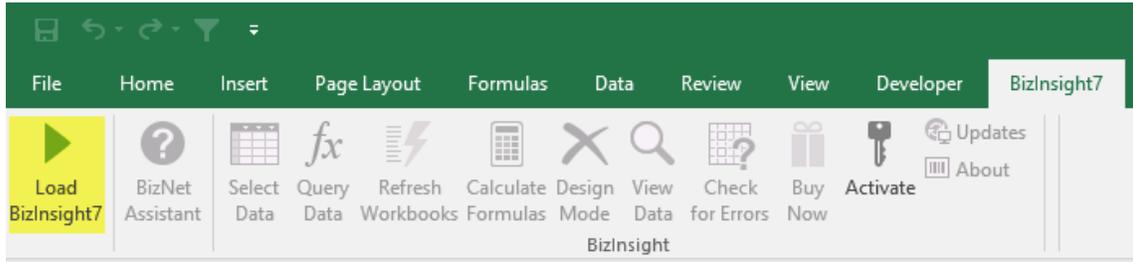
Note

BizInsight 7 is offered with a 30-day trial period. If you are evaluating the product, you can bypass the "LicenseActivation" step by clicking the **Close** button at the bottom right of the window. The installation will continue to the next step. If you have purchased the product and have an Activation ID, type or paste your Activation ID and then click the **Activate ID(s)** button.

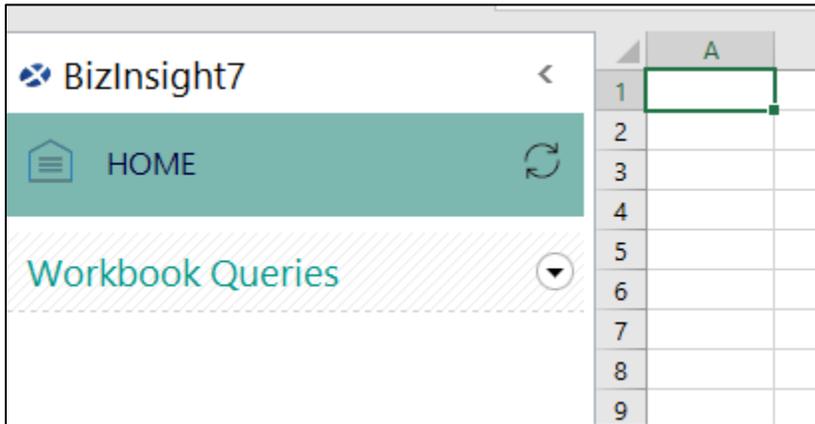
If you do not know your Activation ID, see *Finding your Activation ID* in [Appendix A](#).

Verifying the Install

1. Lanch Excel.
2. Click Load BizInsight7 on the ribbon.



3. Confirm the Navigation Pane loads.



4. The installation is now complete

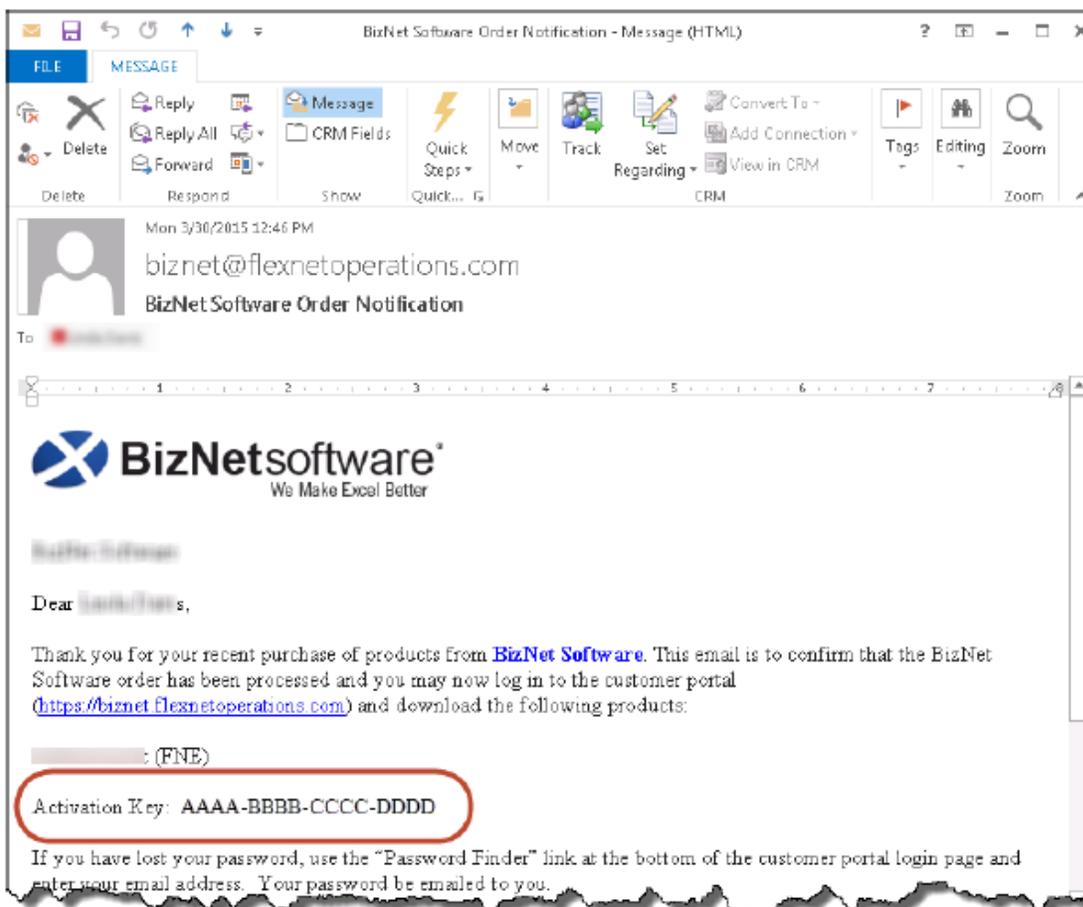
Appendix

A. Finding your Activation ID

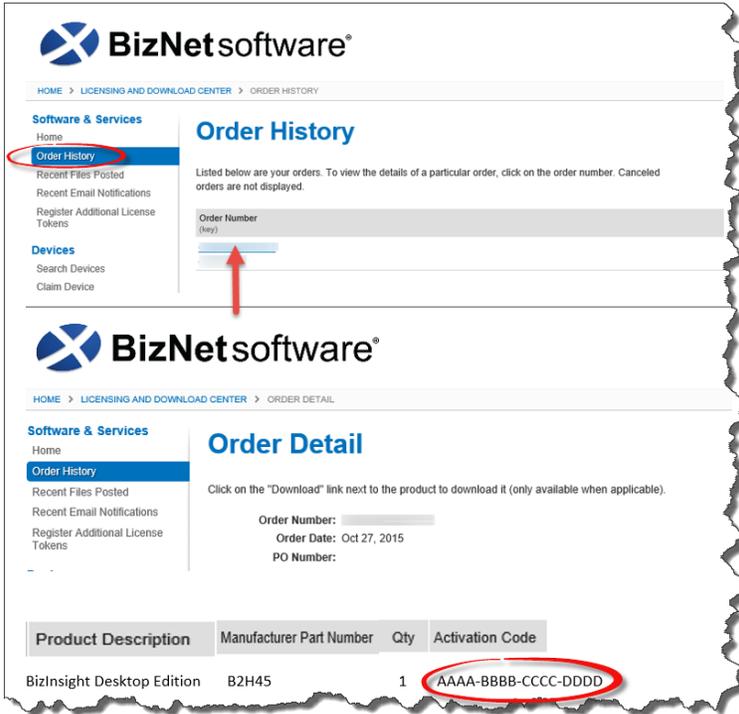
 **IMPORTANT**

License activation requires internet access. If internet access is not available or the activation call is being blocked, the License Activation dialog will not open

1. When a BizInsight 7 order is processed, the license Activation ID is emailed to the individual named on the order:



- If you are unable to locate that email, the Activation ID can also be found on the customer portal: <https://biznet.flexnetoperations.com> (BizNet customers only). Once logged into the portal, click on **Order History** on the left pane. Click the Order number link and copy the BizInsight Desktop Edition Activation Code.



- The Activation Success dialog will appear. Click **OK** to complete the installation and close.

