Instructions to Activate Estimate & Production History

By Arthur Nix, HeavyBid Trainer   10/18/19   Note: this is only for Advanced/Comprehensive Versions
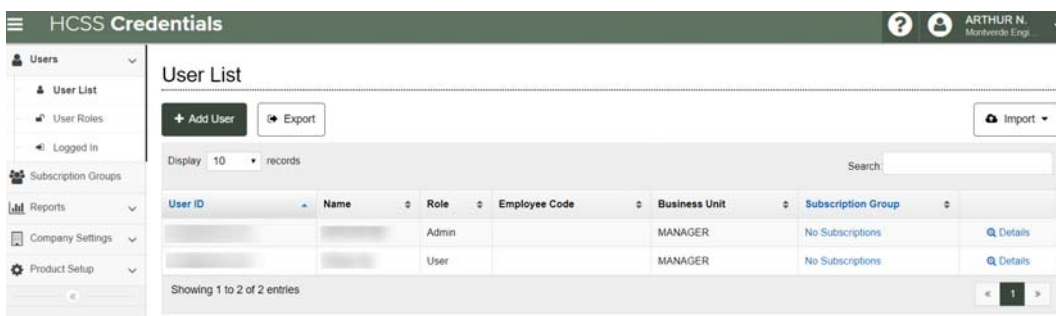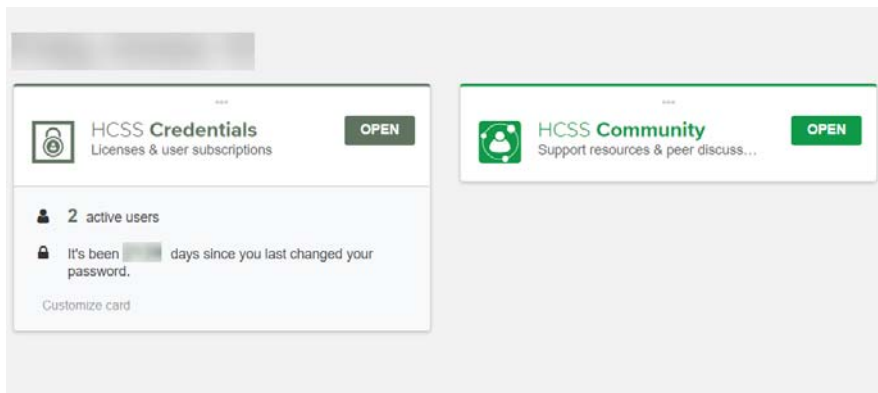
Step 1 - you will need your HCSS Credentials Login. If you are new to HCSS this will be in an email however this is easy to retrieve as long as your email is in the HCSS system.

Go to your web browser and type in "hcssapps.com". You will get the screen below. If you don't know your username (which is usually your email) then click on the "Forgot Password" as shown below and fill in your email and see if you receive an email to reset your password.
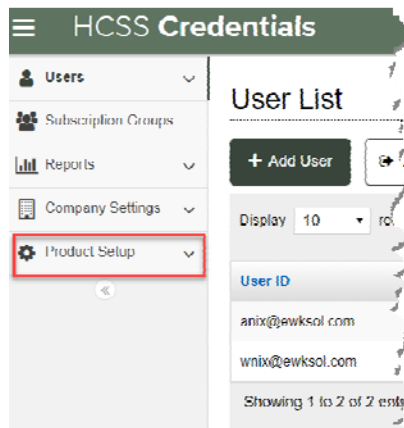

If you do not receive an email then most likely you are not setup in credentials. Call HCSS Support at 1-800-444-3196 and ask them who is setup in HCSS Credentials as an administrator for your company. Then have that person repeat the steps above if they don't know their password. [You can have more than one Admin setup in HeavyBid. Preferably the Admin is not the IT person but someone in the estimating department]

Step 2 - Once you are logged in everyone on the estimating team should be setup in the User List. The reason is this will allow each estimator to gain access to the HCSS Academy where they can watch instructional videos. Click on HCSS Credentials "Open" . Go to "User List" and enter everyone that going to use HeavyBid. For "User ID" put the person's email address. They will receive a notice via email of the credentials setup.
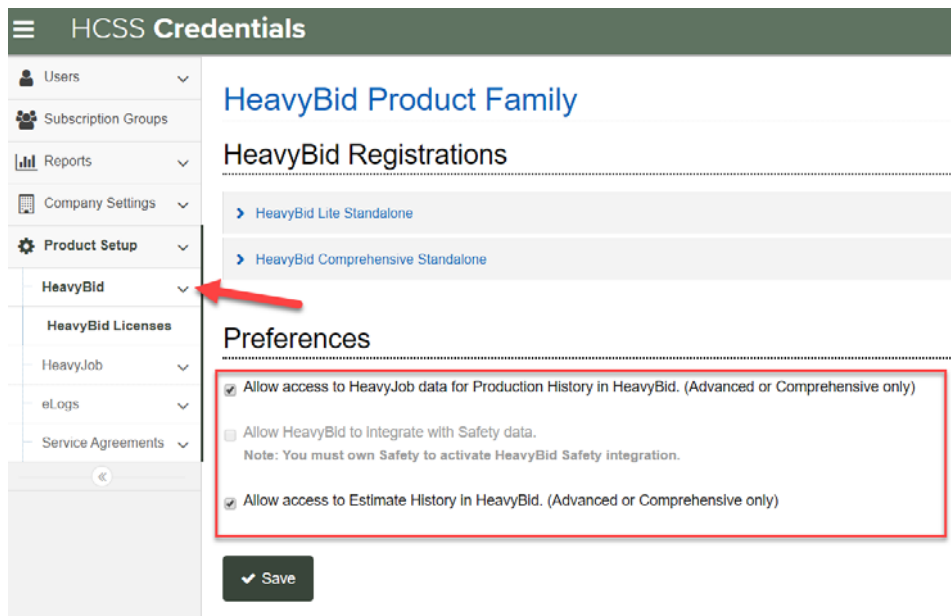
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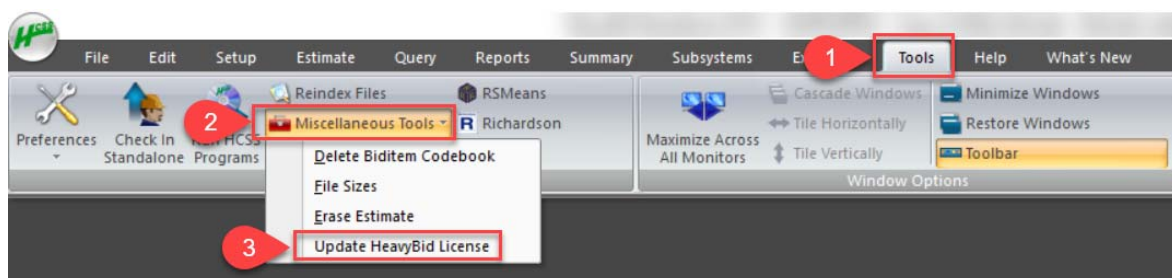Step 3 - Proceed down the dialog box in HCSS Credentials to "Product Setup"

Now open the above and click on "HeavyBid Licenses"

Activate in Preferences the HCSS products you have. If you only have HeavyBid then the third check box will be the only one checked. Click on "Save"
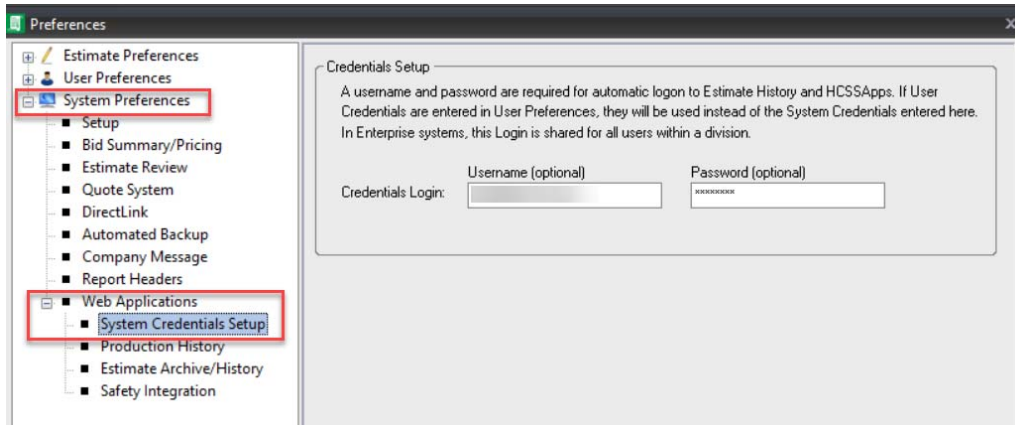
Step 4 - If you want to activate Insights today then you have to make HeavyBid update your license (otherwise it will ping in overnight and apply the changes). See below. Go to Tools>Miscellaneous Tools> Update HeavyBid License
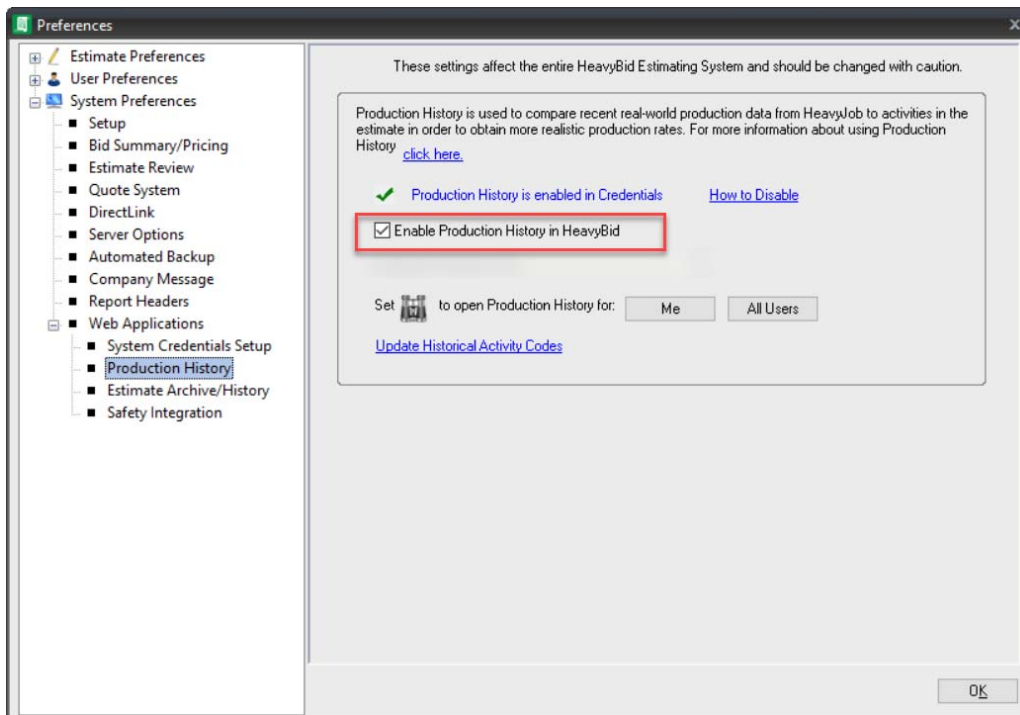
Step 4 - You will be asked to restart HeavyBid. Get out of HeavyBid and restart.

Step 5 - You can now activate Estimate History and Production History (HeavyJob) in HeavyBid. Go to Tools> Preferences>System>Web Applications. Sign in as one of the Administrators in Credentials (which might be you)
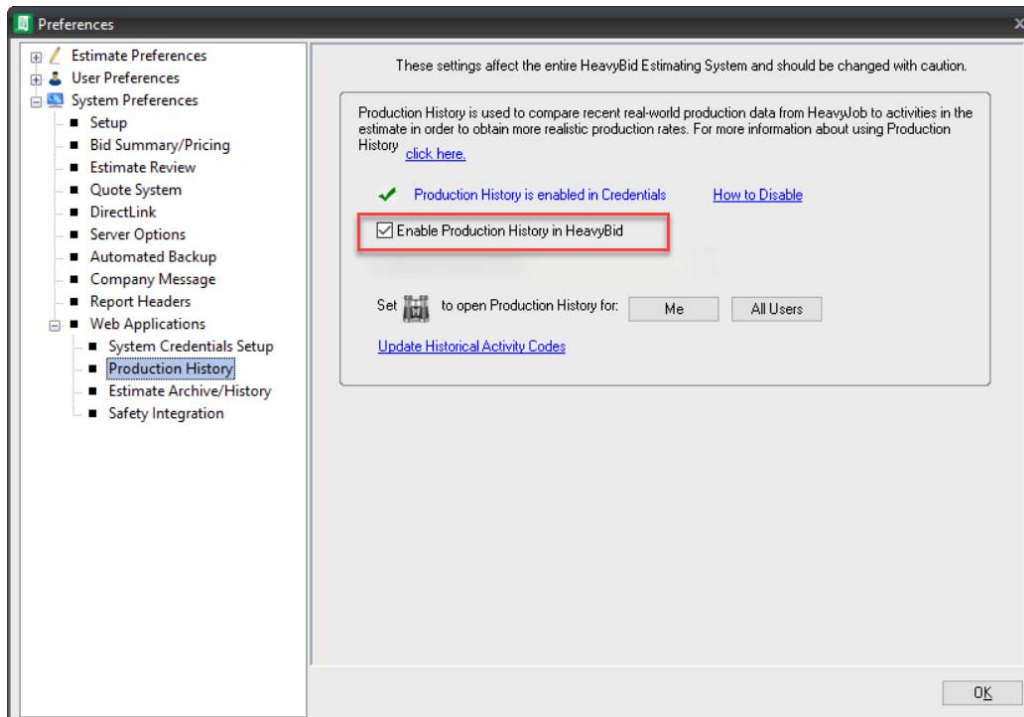

Step 6 - Proceed to Production History below. This assumes you have HeavyJob.

Step 7 - Repeat the above setup but with the "Estimate Archive/History. This time check "All Users" so the default binoculars icon in Tree View will open up to Production History (or if you have HeavyJob default click on "All Users" above.

And you are done with all the setup!

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