

WinBidPro v15.3 Cloud License Instructions for Multi-User Customers

The key to a multi-user license with GDS is in having a main point of contact for your company. We call this the “Team Leader”, and this person is essentially the administrator for all of the licenses your company has purchased. Note: the team leader does not have to be a user of the GDS software – this is covered in the directions below.

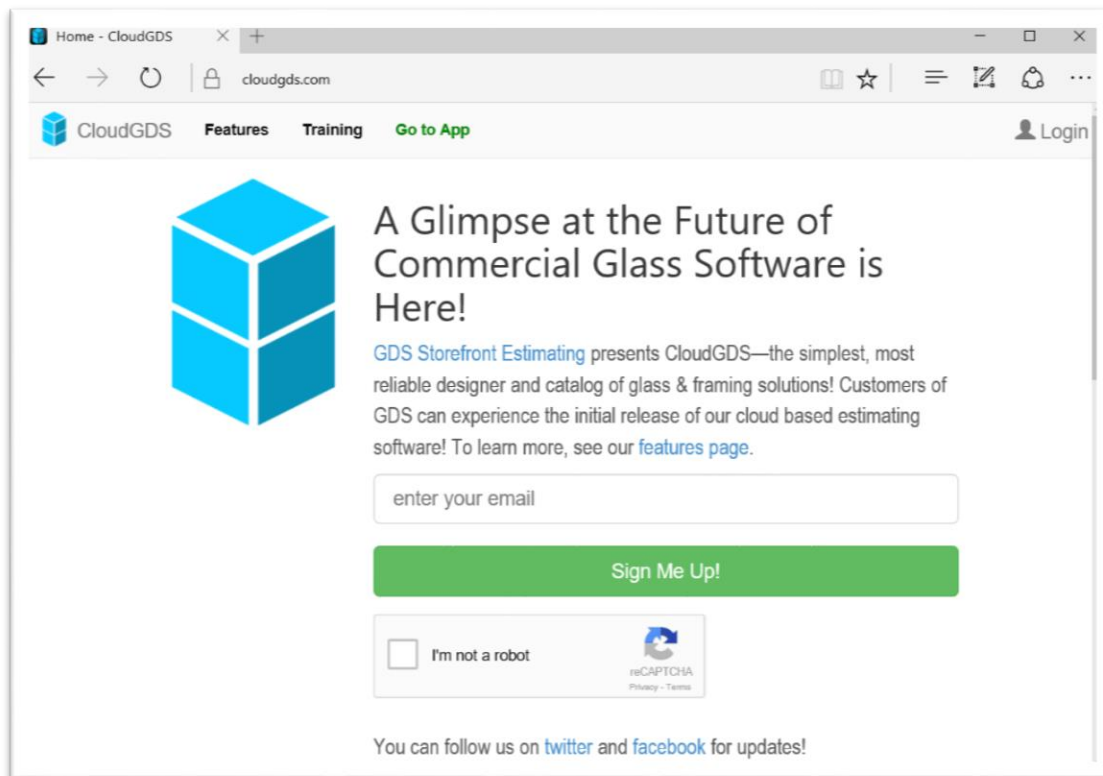
The GDS WinBidPro v15.3 software now uses a cloud based licensing system. It is necessary to register all user accounts with the CloudGDS.com system in order for the v15.3 software to know your license status. Anyone new to GDS will receive a Free 30-day trial on their individual account. Once a team member is added to a company team, this user inherits the license from that team. For example, a single user whose trial period has expired, can be added to a company’s team that has one year left in its subscription. Now this user’s license is good for the full year.

Please note that only the license information is stored on our Internet server. The program itself and all vendor catalogs are still installed and stored on either your local computer/network.

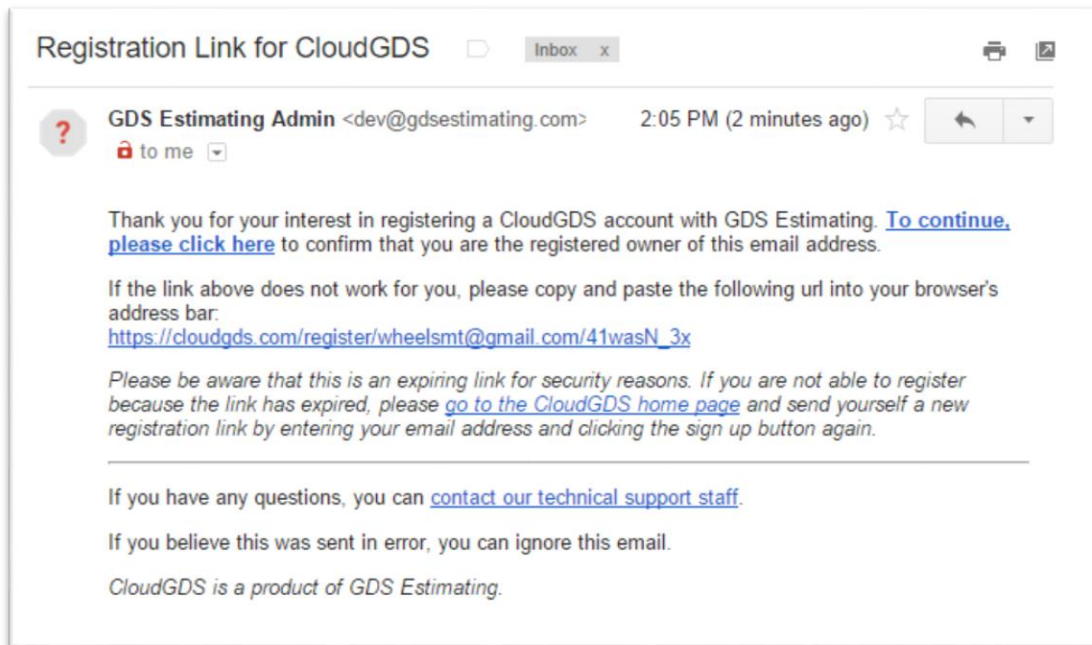
A - Team Leader/ Admin Contact (Team Members skip to your section B below)

Follow these instructions to set up licensing for your team.

1. As a team leader, make sure you have registered with the CloudGDS.com server. You can go directly to our CloudGDS.com site to do this.

A screenshot of a web browser displaying the CloudGDS.com homepage. The browser's address bar shows 'cloudgds.com'. The website has a navigation bar with 'CloudGDS', 'Features', 'Training', 'Go to App', and a 'Login' link. The main content area features a blue 3D cube logo on the left. To the right of the logo, the text reads 'A Glimpse at the Future of Commercial Glass Software is Here!'. Below this, a paragraph describes CloudGDS as a simple and reliable designer and catalog of glass and framing solutions. A text input field labeled 'enter your email' is followed by a green 'Sign Me Up!' button. Below the button is a reCAPTCHA verification area with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. At the bottom, a footer line says 'You can follow us on twitter and facebook for updates!'.

2. User the email address that GDS has on file for your contact information and create your own password. If you use a different email address than we have on file, your company information won't be found, and you'll be treated like a new user. You will receive an email wanting to confirm the registration, and you will want to click the confirmation link in that email. Here is an example of the email you will receive.



3. In this registration email, you will want to click the "To continue, please click here" link. This will take you to the following web page.

A screenshot of the "Register on CloudGDS" web page. The page includes input fields for "Email address" (wheelsmt@gmail.com), "Password", and "Confirm Password". Below these fields is a section titled "Terms of Use" which contains the "CloudGDS Terms of Use" document. The document is dated "Revised August 3, 2015" and describes the service provided by CloudGDS.com. At the bottom of the page, there is a green "Register" button and a note stating that users must agree to the terms of use by clicking the "I AGREE" button.

4. Scroll down in the "Terms of Use" window and click "I Agree", then click the green "Register" button and your registration is complete. If GDS already has your company information and the email address you entered on

record, your cloud registration will simply be flagged in our system. If the email you used is not found, a new contact record will be added to our system.

5. Since the licensing is managed on our web server, you do not need the GDS software install yet for the team set up process. If you do not plan on using the GDS Estimating software, you also do not need to install the v15.3 application.
6. Now you should see the Login window for CloudGDS. Keep in mind, we have an Optimization app running on the CloudGDS server, so your login account gives you access to that web application as well. Enter your email and password to login to your account so you can add members to your team.

You are now registered on CloudGDS! Login to continue to the app.

Login

Email address

Password


[Forgot your password?](#)

☐ Remember Me




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7. If you have jobs in the CloudGDS app, you will see them when you first login. Either way, you can click the “Account” link in the top right corner to access your team and account info. From the Account menu you can access your profile, team, and license status info directly. In this case, click on the “Account-My Profile” link and you will be taken to the following screen.

← → ↺ https://cloudgds.com/app/#jobs?ifjobs=true ☆ 🔔 ⚙️ ☰

 Job All Jobs

Account Help

Name	Description	Catalog	Last Modified	
 New Job	click to create new job			
First Job	Testing	CMI Architectural	3/5/2015	 

Job Account Help

My Profile **My Team** License

Email
scott@gdsestimating.com

First Name
Scott

Last Name
Millard

Company
GDS Storefront Estimating

Phone Numbers [add](#)
(Work) 858-538-4375 x101 [edit](#) [primary](#) [×](#)

[Change Password](#)

☒ Send me the monthly GDS newsletter and similar emails.

[Save](#) [Discard Changes](#)

8. The profile information is pulled directly from our customer contact system, so if you ever need to updated it, you can change it here. Now click the “My Team” tab at the top and you will then see the following page. Notice the first check box item, “Currently an estimator on team”. You can either uncheck this box or click the “exclude

Job Account Help

My Profile **My Team** License

☒ Currently an estimator on team GDS Storefront Estimating [why am I not seeing a team I am on?](#)

☒ I manage a team named GDS Storefront Estimating

Invite a team member to use one of your licenses (1/3 licenses used).

Email example: johndoe@example.com [Invite](#)

GDS Storefront Estimating Estimators 1/3 licenses used

	Email	Name	Status	
1	scott@gdsestimating.com	Scott Millard (me)	Active	exclude me

me” link to the right of the leader’s name in the Estimators list. The second check box is where you can opt out of being the team leader, but this is automatically selected if we show more than 1 license in your contact record. Note: any change to license quantities and/or expiration dates will have to be made by a GDS representative.

9. Now it is time to “Invite” team members to your team. Notice the box for an email address and the blue Invite button above. Do this for each member in your team. The system will only allow you to invite as many members as you have licenses. Remember that excluding yourself as a user/member will free up one license for someone else.

10. Notice the “Status” of a member who was added to the team. When you “Invite” a team member, and email is sent to that user, and he or she must respond to the email. When the member responds to the email the status will change to “Active”.

Invite a team member to use one of your licenses (2/3 licenses used).


Email

GDS Storefront Estimating Estimators 2/3 licenses used

	Email	Name	Status	
1	scott@gdsestimating.com	Scott Millard (me)	Active	<input type="button" value="exclude me"/>
2	bobbillion@company.com		Invite Sent <input type="button" value="invite again"/>	<input type="button" value="remove"/>

11. Here is what the team member will receive. He or she can simply click the “click here” link and will be taken to the same registration page as shown in Item 1 above. As mentioned earlier, if this user’s email address is in our system, his or her CloudGDS status will be connected to their existing record, and the team license will be inherited. If the email was not found, a new record will be added to our system.

Scott Millard has invited you to CloudGDS Inbox x

 **GDS Estimating Admin** dev@gdsestin to wheelsmt 2:51 PM (4 minutes ago) ☆ ↩ ⌵

Scott Millard (scott@gdsestimating.com) has invited you to their team "GDS Storefront Estimating" on CloudGDS. To sign up on CloudGDS and join this team, please [click here](#).

If the link above does not work for you, please copy and paste the following url into your browser's address bar:
https://cloudgds.com/register/wheelsmt@yahoo.com/EkJq8B_he

Please be aware that this is an expiring link for security reasons. If you are not able to register because the link has expired, please ask scott@gdsestimating.com to resend your invitation.

If you have any questions, you can [contact our technical support staff](#).

If you believe this was sent in error, you can ignore this email.

CloudGDS is a product of GDS Estimating.

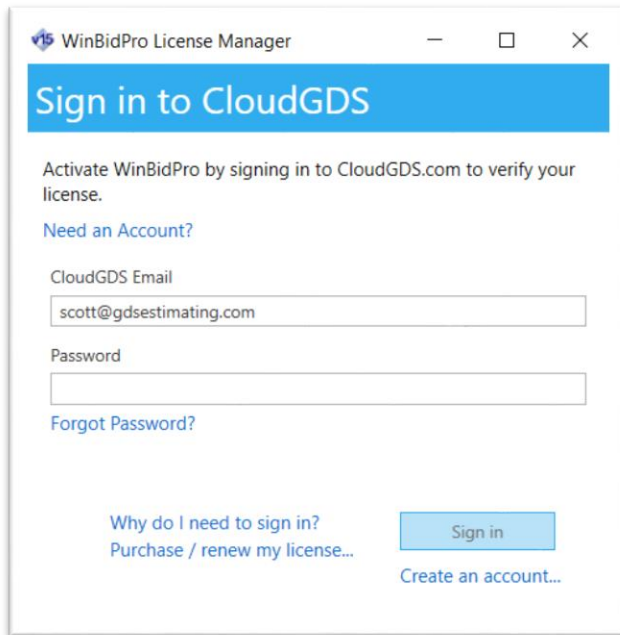
12. Also notice the “remove” button in the Item 11 image above. As a team leader you can remove a user even more easily than adding one. If a team member is no longer an estimator, you can simply click “remove” in this list and his or her license reverts back to that of the individual user.

B - Team Members/Users

Follow these instructions for Using the WinBidPro v15.3 Software

1. If they haven’t already, team members can simply install the Full v15.3 program. Existing users should uninstall v15.2 before installing v15.3. (NOTE: This will not remove any jobs or catalogs from your computer.) Go to the “Add or Remove Programs” link in the Control Panel, or type “Remove” in the Search line in Windows to get to this link.

2. To install v15.3, go to the gdsestimating.com-Products-Downloads page and click the “Download WinBidPro v15.3” button. Download and Run this file to install the v15.3 software. You will be asked to Restart your computer, which is recommended.
3. Find the v15.3 icon with Orange characters on your desktop, and start your GDS software.
4. If you have already registered with our Cloudgds.com site, you can sign-in to the v15.3 license with this same email address and password.



5. If you still need to register with the CloudGDS.com system, click the “Need an Account?” or the “Create an account” link as seen in the image above. Next you will be taken to the cloudgds.com web site where you can Register for the new license system. See steps 1-4 in the Team Leader section above for help with this.
6. Keep in mind, if you have just registered with the CloudGDS system and you were not invited by the team leader, you may still need to be added to the team. You’ll know right away after logging in to v15.3. If you are not a team member you will either have a 30-day trial license, or your license will be expired. In which case, you will need to ask your team leader to invite you to the team.
7. NOTE: This New license feature is an “add on” that replaces the old “codes” that we would exchange with you in order to license your software. It does not change the way the actual v15 software operates.

The CloudGDS licensing system lets you “sign in” to your license from any computer that has v15.3 installed. Once you are signed in, you won’t have to repeat this step until you either “Sign out”, you sign in to another computer with v15.3, or a number of days have passed since you have used the software. Keep in mind that your catalogs and jobs are still installed and stored on your own computer or server.

It is important to note, that you can only be signed in to one computer at a time with the same account. If you use your CloudGDS account to sign in to another computer with v15.3, you will be logged out of the other computer you were using.