



CONTRACT PLANS SECTION
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Expedite 5.9a

Effective Date: Effective with the January 13, 2011 bid letting

Follow these steps to install the Expedite 5.9a application software from the Internet:

You must have administrative privileges on your computer to install Expedite 5.9a

STEP ONE: Remove previous versions of Expedite. Use the Add or Remove Programs in the Control Panel. Read the disclaimer and if you agree click the Accept button to begin downloading the software

STEP TWO: Internet Download

1. From MDT Contract Plans web site, <http://www.mdt.mt.gov/business/contracting/software.shtml>, select Download under Expedite..
2. Choose Run/Open. If you prefer you may save the file locally and install Expedite 5.9a from that location.
3. Click "OK" on the Expedite 5.9a Information window.
4. The file is self-extracting. A window will open. Click "unzip". The default unzip location is C:\Expedite or you may choose another location.
5. Click "OK" on the "2 file(s) unzipped successfully" window.
6. Setup will begin. Follow the prompts, use the program defaults and finish by letting the program start Expedite Bid. If you have used Expedite before, the bidder information should already be inserted for you. To check, go to tools, options and check to see if bidder information and **Agency/ID** are filled in. **The ID number is one that is assigned by Contract Plans. If you do not know your ID number, please call our office.** For those of you new to Expedite, you will be prompted to fill the information in as the program opens.
7. Close Expedite.

STEP THREE: Adding the Montana Units to the registry.

1. Double click on the file units.reg found in C:\Expedite or the location chosen in step 4 above.

STEP Four: (optional)

1. Delete setup.exe and units.reg file found in C:\Expedite or the location chosen in setup 4 above. **Note:** units.reg is imported in the "Users" registry setting, if you have multiple users of expedite on the same computer each user will need to double click on the units.reg file to import it. In this case you may want save this file for future use.

NOW YOU'RE READY TO LOAD THE BID FILES AND CREATE YOUR BID.

Note: 1. **The new version will automatically load the proper addendum to your bid file if you use the addendum disk to initially open the bid file. If you use a previous disk to open the EBS file the addendum must be selected and attached manually as before.**

2. **Note that different operating systems and different versions of your software may cause the above steps to be a little different, the prompts should keep you headed the right direction.**