Bloomberg Excel add-in installation and troubleshooting

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Summary
The Bloomberg Excel add-in is a productivity tool offering templates and step-by-step data workflows to directly download Bloomberg data, into your Excel workbooks.

The Bloomberg Excel add-in is available on all 15 Library Finance PCs that run Bloomberg

- 13 in Sammy Ofer Centre (Library Finance Suites: SO W2.01 – 10 PCs; W2.02 – 3 PCs)
- 2 in Ratcliffe Building, Main Campus (Room A125)

This document tells you how to

- Self-install the Bloomberg Excel add-in if it does not automatically appear when you start Excel on a Library Bloomberg PC
- “Repair” the Bloomberg Excel integration if you experience these issues
    o Bloomberg add-in doesn’t display in Excel after installing
    o Some of the Bloomberg add-in functions don’t start up when clicked

How to install the Bloomberg Excel add-in if missing from Excel menu
If you don’t see the ribbon menu for the Bloomberg Excel add-in when you start Excel on a PC running Bloomberg, follow these steps – after first closing Excel.
1. Double-click the Windows Desktop shortcut named **Install Bloomberg Excel Add-in**

2. Press the Install button

3. You should see a message box confirming: Bloomberg Excel addin is now in <your username>’s profile

4. Click Close

5. Start Excel

You should now see the **Bloomberg** Excel add-in (to use it, you must also be logged in to Bloomberg)

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Note: installing Excel add-in on each Library Finance PC you need to use

Because the Bloomberg Excel add-in integration for Excel is specific to your own Windows local User Profile, if the add-in doesn’t appear Library Finance PCs that you use, then you may need to repeat the Install Bloomberg Excel add-in steps.

**Troubleshooting and fixing issues with the Bloomberg Excel add-in**

Running the Bloomberg Install Excel Add-in tool will normally set up everything correctly for you to use Bloomberg’s Excel API functions. However, if you experience one or more of the following issues, follow the **Diagnostics and Repair** steps described below:

**I’ve run the Install Bloomberg Excel Add-in tool, but it still doesn’t display when I start Excel**

**The Bloomberg Excel Add-in tool displays in Excel but not all of its functions work properly**

**Bloomberg Diagnostics and Repair**

From the Bloomberg Excel add-in **Help** menu, click **Diagnostics**
Then click **Start**

![Image of Bloomberg API Diagnostics](image1)

After diagnostics have completed, if errors like these are identified we need to use the **Repair** tool.

![Image of Bloomberg API Diagnostics](image2)

**NOTE:** close Excel first, before you run **Repair**

![Image of Bloomberg API Diagnostics](image3)

**Repair** should normally take 1 – 2 minutes to complete.

If Diagnostics finds errors in the **BBComm** module, these will usually point to problems with the Excel add-in (not all functions working, or the add-in won’t display).
Now restart Excel and you should find that

- The Bloomberg Excel add-in appears (if it wasn’t previously displaying after installation)
- All the add-in’s functions and tools should work correctly

Getting help if you can’t self-resolve Bloomberg Excel add-in issues

If the advice given here doesn’t fix problems with Bloomberg Excel add-in:

Contact the Library Team:

library@london.edu

IMPORTANT – we need to know which PC(s) are affected!

- Always tell us the “Terminal ID” of the PC(s) on which you encountered the problem
- The Terminal ID is printed on the top of the PC’s system unit next to the screens