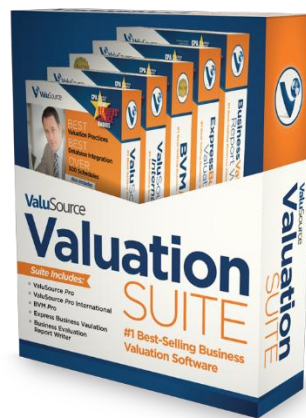




VALUSOURCE SOFTWARE 9 (VSS9) QUICK START GUIDE



Welcome

Welcome to ValuSource Software version 9 (VSS 9), the latest version of ValuSource Valuation Software. From a usability perspective, the new version is very similar to VSS 8 in how it works but with a new and improved user interface. Plus, some new great features.

What's New in VSS9

VSS9 NO LONGER requires Microsoft Excel

One of the significant changes to VSS9 is that you no longer need Microsoft Excel to run the Analysis portion of the software. This change makes the software much faster to use, provides for an integrated application that does not require the separate toolbar that VSS8 needs and keeps the software from being impacted by the frequent changes to Excel.

However, if you want to edit the spreadsheets, you still will need Excel.

Complete Rebuild

VSS9 has been completely rebuilt and rewritten. It's now easier for us to update the software and for you to install those updates. The program is more robust, especially when it comes to integration with Microsoft Excel and Word. You may not notice some of the changes because they are behind the scenes, but we are sure you will appreciate how much better the software works.

Improved User Interface

The most obvious change users will notice are general look and feel of the application. There are three types of windows in VSS9, **Analysis windows are green, Report windows are blue and Data windows are red.**

The VSS8 always on top toolbar has been replaced with a standard windows application. And now you can have more than one window open at the same time and this is especially helpful when you want to see the report at the same time as the analysis.

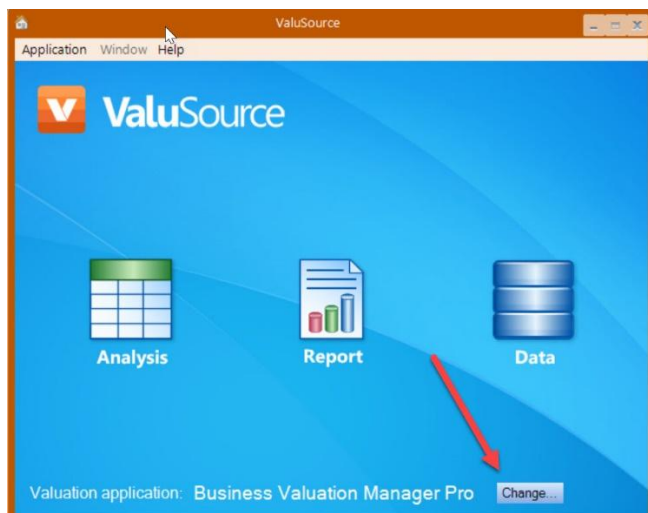
More Flexibility for Viewing the Analysis

The Analysis window view has changed slightly. The workspace does not extend beyond the schedule, in VSS8 you could scroll below and to the right of the schedule, but not in VSS9. We encourage you to check out the view menu, particularly the new page setup tabs and printing tabs which make it easier to customize working papers users want out of the system.

Icons:

Starting the Program

Starting up the program is a bit different in VSS9. When you open the software, you will see the module selection window below.



The Valuation Software Suite includes a number of applications, the default application in ValuSource Pro. However, if you select the Change button in the bottom right corner, you can select which valuation application you want to use including Valusource Pro, Business Valuation Manager Pro, Express Business Valuation and International Valusource Pro.

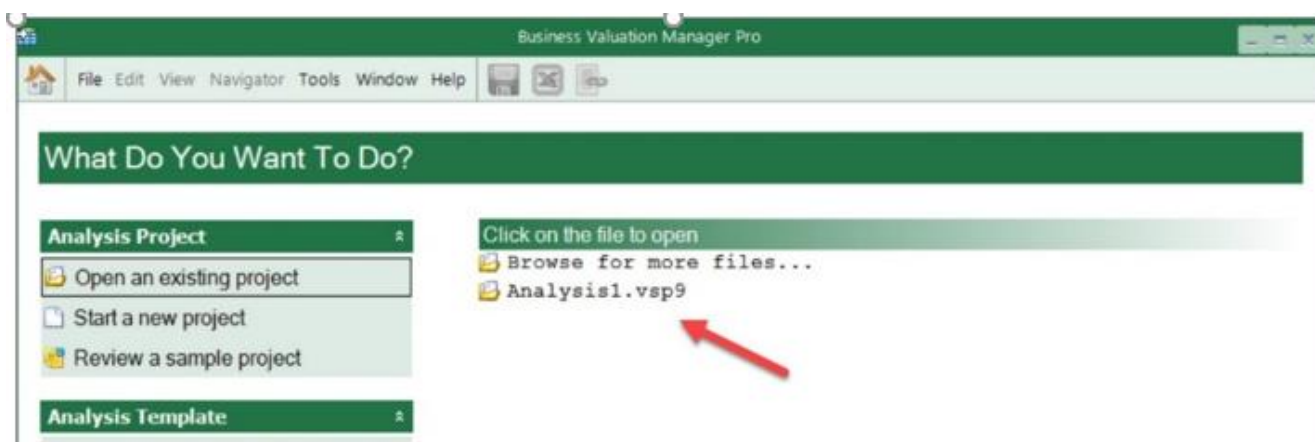
To open an Analysis window (to open or start a valuation), select the green Analysis Icon on the left-hand side of the window. From this window you can also select Report to open a Report window and last but not least you can select Data to access open a Data window, which provides access to all the databases you subscribe to.

Getting Started Creating a New File or Opening an Existing one.

The Analysis window and menu looks similar to VSS8, you will have the option to Start a new Project, Use an existing Project or review the sample project included with the software.

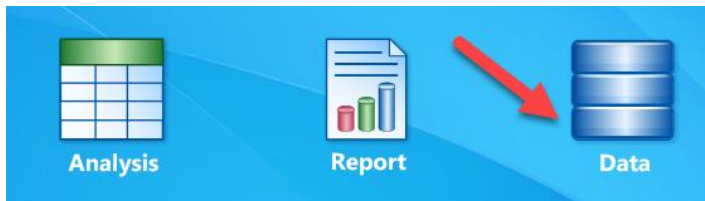
Note that VSS9 is now a standard Windows application, which can be moved and sized just like any other Windows application! VSS8 had a top menu that did not work like a regular Windows application, which made it harder to learn how to use and made it less flexible, especially when using multiple monitors.

Now you can size or drag any window in VSS9 to any one of your monitors and even open more than one VSS9 window at a time (i.e., Analysis window, Report window, or Data window). In the tools menu, there are some new options such as Open Last Analysis automatically or Check the Web for Updates. Both options can be turned on or off.



Data

In order to access a Database window, click the house icon  in the top left corner of the application window to bring up the module selection window. Select the Data icon.

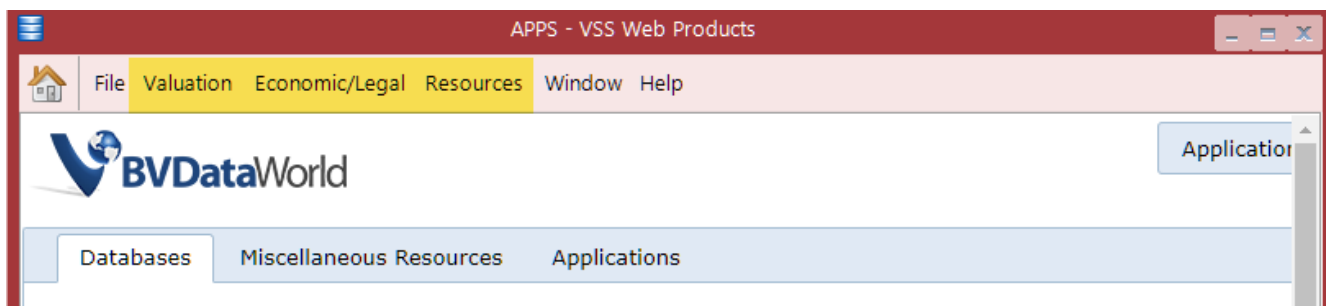


Other ways to access the databases:

Option #1: You can *also* access the databases from within the Analysis module, from any schedule that downloads data.

Option #2: Also, if you want to view the data and don't need to download it into the valuation software, you can access the data on the web at www.keyvaluedata.com if you purchased your data from NACVA and from www.bvdataworld.com if you purchased your data from ValuSource.

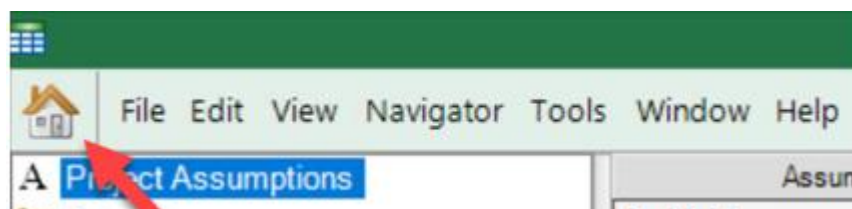
At the top of the Data window, you will see menus where you can browse the various categories of databases such as Valuation databases, Economic/Legal Reports etc.



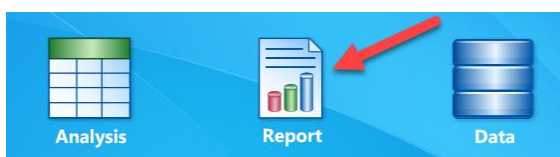
Reports

To start a new report you need to open the Report Window, which is a little different than VSS8. In VSS9, each module has its own window (i.e. Analysis, Report and Data). The great thing is that you can have multiple windows open at the same time. One thing many people like to do is have the report and analysis windows open side by side.

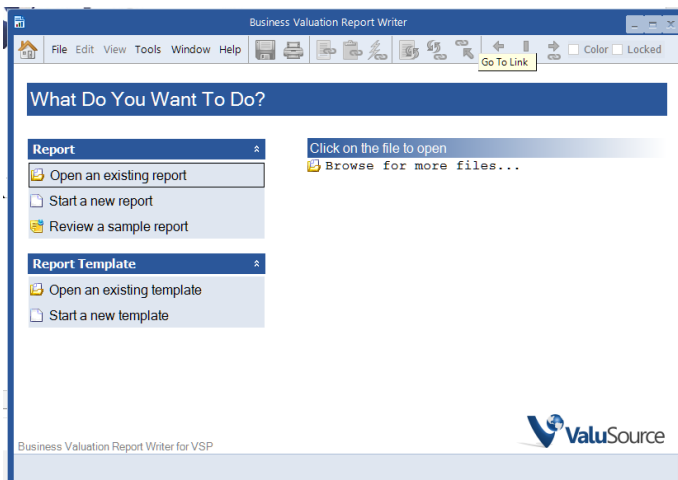
In order to start a new report (or open an existing one), you will need to select the house icon on the top left corner of the menu to bring up the module selection window.



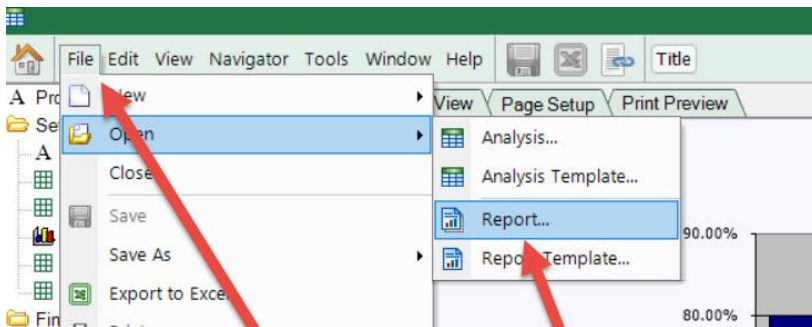
Now click on the Report icon to open a Report window.



After you select the Report icon, the Report window will open. From this window you can open an existing report, start a new report or review a sample report.



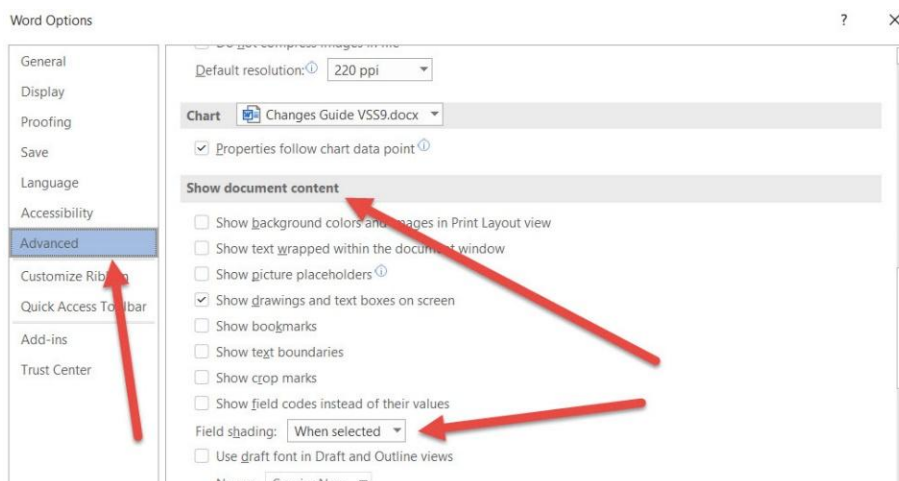
Note that you can also open an existing report from the Analysis window by using the File, Open, Report menu shown below.



Improved Report Writer

The report writer has been significantly improved. Word fields are now used to bring cells from Excel into Word, instead of using chevrons "{text from excel}" and hidden text that were used in VSS8. Ranges and charts are brought into the Word document as pictures.

In Word, fields can be shaded or not, it's sometimes helpful to see where the fields are in the document. To see the fields, go to *Word Options*, then *Advanced Options*. Scroll down to *Show Document Content*. Use the drop down to *show fields always*. Fields pick up the style of "Normal".



More Options for Ranges & Charts

The Report window icons on the menu are very similar to VSS8, there are new options for locking links and switching between color and black & white. These are for the ranges and charts. If *locked* is checked, then the link will not update. If *color* is checked, then the excel image (if it is printed in color) will be brought across in color.

Get VSS9

The download link below will install the software:

[Download and install the software](#)

When you select “Download Software,” run the file and follow the prompts to install the software. Your browser may ask if you want to run or save the file. If you choose to save the file, you will need to run it after the download is finished.

License Key

You can download and install the software, but you need to call support to get the program activated. Please call 719-799-6050 to get setup.