

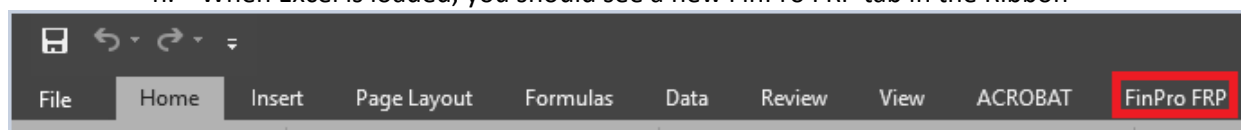
FinPro Quick Install Instructions

1. Download the FinPro client Excel add-in

www.finprosolutions.com/downloads/FinProFRP_v32169_Installer_u.exe

2. Install the software

- a. Close Excel
- b. Click on the Welcome Screen, accept the license agreement and click Next
- c. For install method, select Just Me and click Next
- d. Leave connection settings as they are and click Next
- e. Keep the default destination folder and click Next
- f. Click the Install button to complete the installation
- g. Once installation has completed, choose to launch Excel automatically and click Finish
- h. When Excel is loaded, you should see a new FinPro FRP tab in the Ribbon*



3. Configure the Connection

- a. Click on the FinPro tab in Excel and click on the  Configure Connection icon
- b. In the Configure Connection window that opens, populate the following fields (inputs are case-sensitive):

Profile Description:	Emory Environment
Database Source:	FINPRO.EMORY.EDU
Database Name:	FINPRO
Authentication Type:	Windows Authentication
Database Connection:	Remote Connection
Login Username:	Not Required
Login Password:	Not Required

- c. When finished, click to Set Connection to finalize.

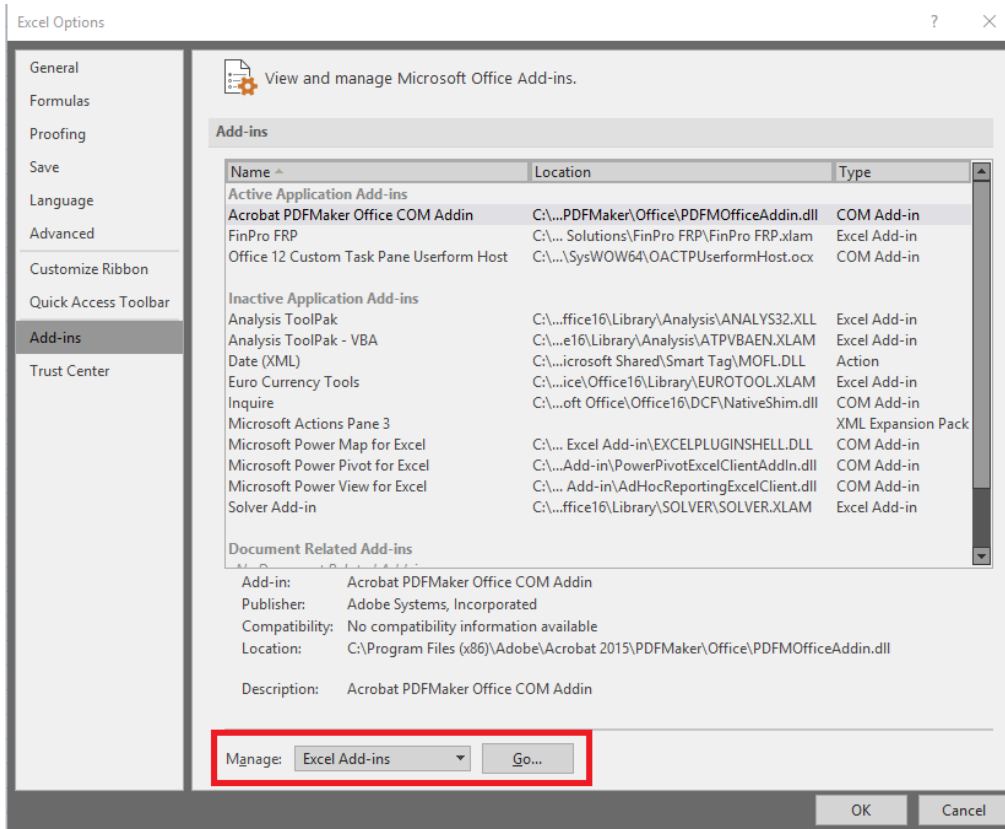
Set Connection

4. Connect to the database

- a. Click on the  **Not Connected** icon (it looks like an electrical plug)
- b. Once connected, the  **Not Connected** icon will change to a  **Connected** icon (it looks like two connected electrical plugs).

*If FinPro FRP tab does not appear in the Ribbon you will need to add the Add-In to the list of Add-Ins available:

- Click on File
- Click on Options
- From the bar on the left, choose Add-ins
- At the bottom of the window, where it says “Manage:”, select Excel Add-ins from the drop down menu and click “Go...”



- Click on Browse
- Navigate to C:/Program Files (x86)/FinPro Solutions/FinPro FRP and select FinPro FRP and click Open
 - o This will add FinPro FRP to the list of Add-ins available and automatically check the box next to the Add-in
- Click OK. The FinPro FRP tab will now appear on your Ribbon