FBLA Members – Quick Ref

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| 1. Open the folder that is called FBLA Publish |  |
| 1. Double click on the file “setup.exe” |  |
| 1. The installer will inform you that you must install certain applications when it detects that you do not have them  * The applications are essential for the program to run properly |  |
| 1. The set up will finish installing and you will be prompted for a password  * The default password is 123456 |  |
| 1. This is the main window. From here you can add, change, or delete information about any member. You can also choose to view reports. |  |
| 1. To get to the reports you must click on the reports tab on the menu strip  * From here you can choose the desired report |  |
| 1. Once you select a specific report you can do two things  * Print the report by pressing “Print” on the menu strip * Export the report to an Excel file by pressing  1. The help PDF can be accessed by pressing the “Help” button on the navigation bar or “F1” on the keyboard |  |

