

SAS Office Analytics Win Client Subscription through April 29, 2018 - Download - Instructions

Contact your local IT support provider for help if you do not have administrative rights to your computer, or need assistance. Otherwise, follow the steps below to install and configure SAS Enterprise Guide.

1. Complete your SAS Office Analytics order by submitting the SAS Office Analytics Request form posted at <https://it.vanderbilt.edu/vumcsoftwarestore> (<https://it.vanderbilt.edu/vumcsoftwarestore>) under Service Requests. Use this form to add your VUNet ID to the group of users who can access Office Analytics.
2. Send the VUNet ID of the end user for SAS Office Analytics to vumc.softwarestore@vanderbilt.edu (<mailto:vumc.softwarestore@vanderbilt.edu>). This allows us to add the VUNet ID to the SAS OA Active Directory group. If a user is not in the Active Directory group, the user cannot access the server.
3. Create two folders on your desktop, one named **SAS_OA** and one named **SAS_Office**.
4. Download and install the Secure Download Manager (SDM) if you have not done so before.
 - a. Use your VUNet ID and ePassword to log into the VUMC Software Store <http://vumc.onthehub.com> (<http://vumc.onthehub.com>)).
 - b. Click **Hello/Your VUNet ID** at the top of the screen to access your order history.
 - c. Click **Your Account/Orders** in the drop down menu to access your order receipt.
 - d. Click **View Details** under your order number.
 - e. Click **Download** on the Download Instructions page.
 - f. Click **Download SDM** and use your browser to save the SDM_EN.msi file to your desktop.
 - g. Locate the SDM_EN.msi file on your desktop, double-click it, and click **Run** to begin the SDM installation process.
 - h. Follow the prompts to install the SDM.
5. Download your order package.
 - a. Click **Download .SDX** and use your browser to save the .SDX file to your desktop.
 - b. Locate the .SDX file on your desktop, and double-click on it to access the download(s) for your order.
6. Download your order.
 - a. Click **Change Location** if you wish to change the default path for saving the files you download and specify the path you wish to use.
 - b. Click **Start Download** to download **Enterprise Guide** and save the download in the **SAS_OA** folder you created in step 1 above.
 - c. After you download Enterprise Guide, click **Start Download** to download the **SAS Add-In for Microsoft Office**. Save the download in the **SAS_Office** folder that you created in step 1 above.
7. Navigate to the SAS_Office folder on your desktop, and double click the Add In for Microsoft Office file. Follow the prompts to install the Add In.
8. Navigate to the SAS_OA folder on your desktop, and double click the Enterprise Guide file inside the folder.
 - a. Click **Install** when prompted.
 - b. Select the language of your choice for viewing SAS.
 - c. Specify the location for storing your SAS installation. The default location is c:\Program Files\SASHome. If you are running SAS Education Analytic Suite from the university's site license, be sure to select a different path for Office Analytics. Otherwise, you risk overwriting files that have the same name.

- d. Select either 64-bit or 32-bit mode depending on the Operating System (i.e. Windows 64-bit or Windows 32-bit) of your computer.
 - e. Choose **Clear All** to remove all other languages from the installation.
 - f. Click **Next** to continue. The SAS Enterprise Guide Installer will check your system for dependencies.
 - g. After the installer checks for dependencies, it will list the additional software that you need to install in the bottom box. If the bottom box is empty, click **Next** to continue.
 - h. Click **Start** after verifying the software deployment list.
 - i. The Installer will check your system requirements, and install all necessary files. Click **Next** to continue.
 - j. The Installer will display list of helpful resources. You may wish to print the resources.
 - k. Click **Finish** to complete the installation. Reboot your computer if prompted.
 - l. If the Installer does not prompt you to reboot, it will display a splash screen showing that the installation is complete.
9. Launch SAS Enterprise Guide 7.1.
10. When you open SAS Enterprise Guide 7.1, the application might notify you that an update is available. Click **Close and Install** to install the update.
11. After the update is complete, the **Automatically restart SAS Enterprise Guide** will be checked so the application can restart.
12. After restarting the application, a dialog box will display prompting you to create your profile. Click **Yes** to create the profile.
13. A Connections dialog windows will open. Click **Add**.
14. Enter the following information.
- a. Name: SAS_OAS_Production
 - b. Description: SAS Office Analytics Meta Data Production Server
 - c. Server: Remote
 - d. Machine: sasoas.app.vumc.org
 - e. Port: 8561
 - f. Set Proxy list for metadata server: Unchecked
 - g. Use Integrated Windows Authentication: Unchecked
 - h. Save Login Profile: Unchecked
 - i. User: Leave blank
 - j. Password: Leave blank
 - k. Authentication Domain: Leave blank
 - l. Connect on exit: Checked
15. Click **Save**.
16. Click **Close** after the application creates the profile.
17. A splash screen will display each time you open Enterprise Guide. Click the check box if you do not want to see this screen.

18. A window will open if there are hot fixes available for Enterprise Guide. Each user is responsible for keeping Enterprise Guide up to date. Click **Close and Install** to install the hot fixes.

19. SAS Enterprise Guide will install the update and then display a window if no further updates are required. Check the box to **Automatically restart SAS Enterprise Guide** and click **Finish**.

20. The login window will display.

a. User: {Your VUNet ID}

b. Password: {Your ePassword}

21. If you have problems with the installation, please contact your local IT support provider.

22. Before you start using SAS Office Analytics, please be aware of the following:

a. **Data Storage:** VUMC IT requires that you either store your data on the SAS Office Analytics server, or on a network share. We create a folder on the server for each user as part of the onboarding process. We recommend that you store your data on the server because this allows SAS to execute your code more quickly.

b. **User Interface:** You may use SAS Enterprise Guide and SAS Studio as user interfaces for SAS Office Analytics.

c. **Helpful Links:**

i. SAS Studio (<https://sas.app.vumc.org/SASStudio/>)

ii. User Guide for SAS Office Analytics (<http://support.sas.com/documentation/onlinedoc/oa/>)

iii. User Guide for SAS Enterprise Guide (<http://support.sas.com/documentation/onlinedoc/guide/index.html>)

iv. User Guide for SAS Studio (<http://support.sas.com/documentation/onlinedoc/sasstudio/index.html>)

v. Frequently Asked Questions (<https://it.vanderbilt.edu/secure/software-store/support/vumc-faq.php>) (scroll down to the section on SAS)

vi. Technical Support (<https://forms.vanderbilt.edu/view.php?id=726974>)

vii. Free Online Tutorials (<http://support.sas.com/training/tutorial/>)

23. Contact vumc.softwarestore@vanderbilt.edu (mailto:vumc.softwarestore@vanderbilt.edu) or call 615-875-7990 if you have questions.

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