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SAS® IT Charge Management 2.4: Enterprise Reporter Installation Guide

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CHAPTER

1

Instructions for Installing the SAS IT Charge Management 2.4-ER 2.6 Files

The following instructions show how to install the Enterprise Reporter InfoFolder for SAS IT Charge Management data. These instructions allow you to have multiple SAS data sets that use the same InfoFolder. All the files will have the same structure and can be combined to create quarterly or year-to-date reports.

1. Use a text editor to edit the drive: **\[SAS Install Path]\cpe\chm\ec\ER\ERCOPY.BAT**. At the beginning of the file, you will see three locations to specify for your environment.
2. Specify the locations and save the changes.
3. Execute the batch file, **ERCOPY.BAT**. It copies the files from SAS IT Charge Management to Enterprise Reporter. The table below lists the files and the locations to which they are copied.
4. When **ERCOPY.BAT** finishes executing, launch Enterprise Reporter 2.6.
5. From the menu bar select **Tools ► Manage InfoFolders**.
6. From the **User** tab, select the **SAS IT Charge Management Data** InfoFolder.
7. Right-click and select **Update** from the pop-up menu.
8. After the update runs successfully, click **OK** to exit **Manage InfoFolder**. Then open **Report Gallery**.
9. Select the **SAS IT Charge Management** tab.
10. Select a report.

    You can now review reports. They will be populated with data from the demonstration Enterprise Reporter extract file that is supplied with SAS IT Charge Management.

The script **ERCOPY.BAT** copies SAS IT Charge Management Sample Data and Reports to Enterprise Reporter. It contains the three variables that must be updated to point to your installation directories. The variables (listed below) are used in the following table. The table shows the installation files and locations to which they are copied.

_ITCMLOC is the directory where SAS IT Charge Management has been installed.

_ERLOC is the directory where Enterprise Reporter has been installed.

_USERLOC is the user directory that contains Enterprise Reporter InfoFolders.

Note: This user directory is in the admin.ini file under the Enterprise Reporter installation path.

To access instructions for creating the admin.ini file (and related information), see “Post-Installation Setup for Enterprise Reporter” in the *Post-Installation Guide for SAS 9.1*. △

Table 1.1 Installation Files and Locations

Name	File or Folder	Is Copied To
[_ITCMLOC]\EC\ER\SAS IT Charge Management	Folder	[_ERLOC]\Gallery\SAS IT Charge Management
[_ITCMLOC]\EC\ER\SAS IT Charge Management Data	Folder	[_USERLOC]\SAS IT Charge Management
[_ITCMLOC]\EC\ER\SAS IT Charge Management Data.ERD	File	[_USERLOC]
[_ITCMLOC]\EC\ER\ITCM	Folder	[_ERLOC]\demodata\ITCM
[_ITCMLOC]\EC\ER\autoexec.sas	File	[_ERLOC]
[_ITCMLOC]\EC\ER\SAS.bmp	File	[_ERLOC]\demodata\Clipart