Download the SAS BI mobile application from the Apple App store on your iPad.

Does not currently support Android devices.

1) When your iPad has an Internet connection, tap the App Store icon on your iPad

2) When the App Store has opened, tap the S*earch* box in the upper right hand corner and type **SAS BI**. Tap the *<Search>* button.
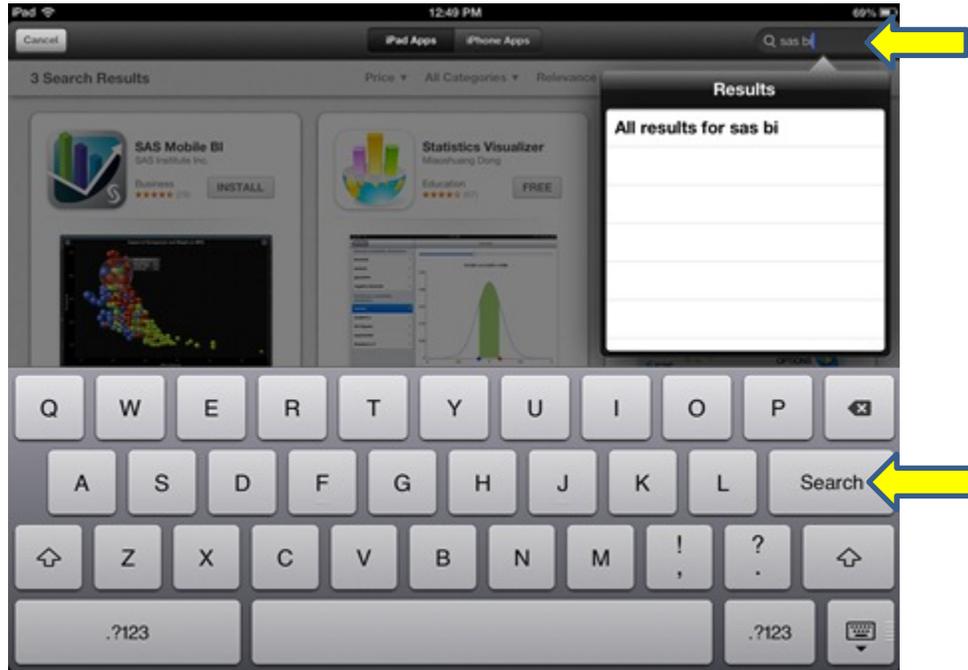
3) Tap the *<Install>* button of the SAS Mobile BI app. This can take several minutes depending on your connection speed.
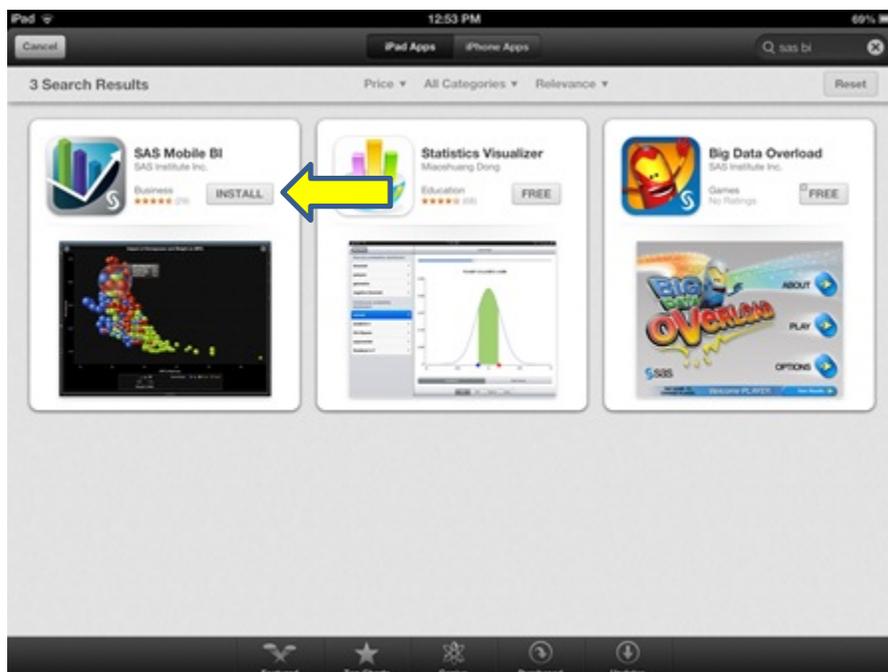
4) When the app has finished downloading, tap the <*Open*> button to open the app.
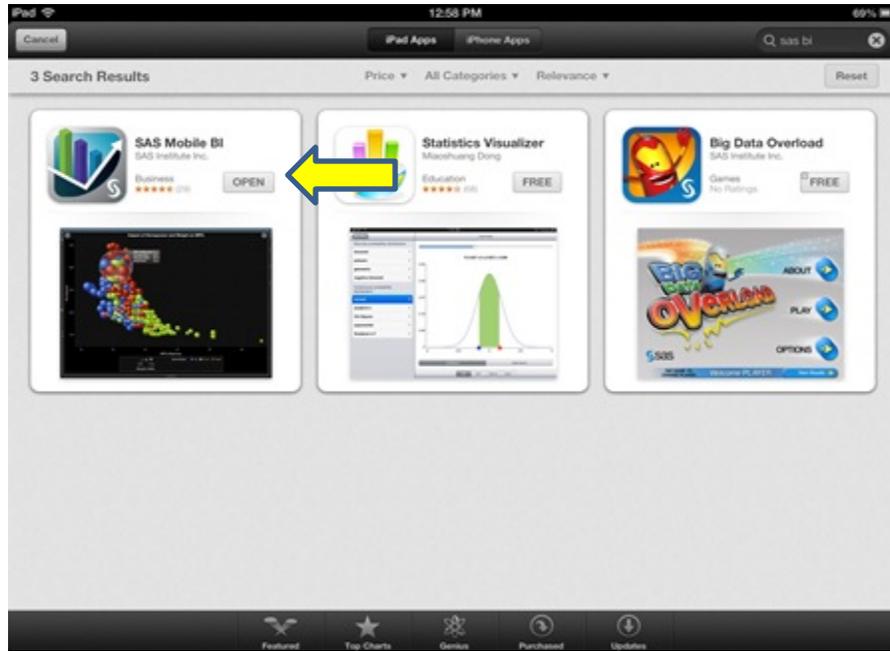
5) You may choose to watch an introductory video, or simply tap the ⊘ icon to go directly to the app.

When you enter the app, there will be example reports available. These are not UT System reports. You must connect to the UT System server in order to download UT System reports

Set up your connection profile to the UT System Productivity Dashboard mobile reports app

6) Tap the <*Library*> button located at the top left hand side of your screen.

7) Tap the *<Connections>* button in the upper right hand side of your screen.
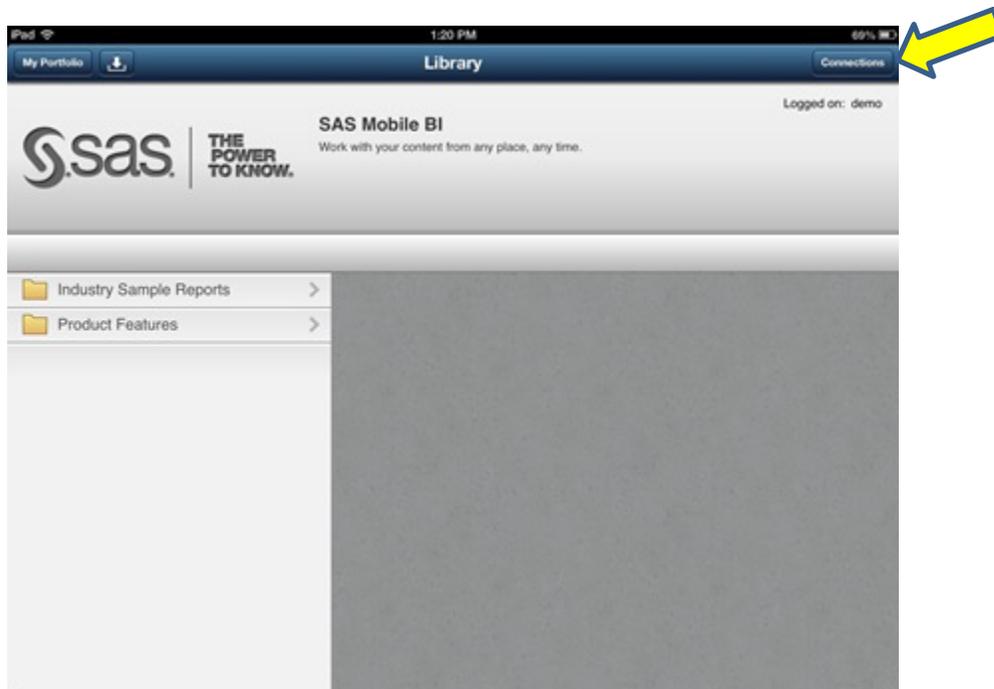
8) Tap *<Add Connection>* on the Connections pop-up.
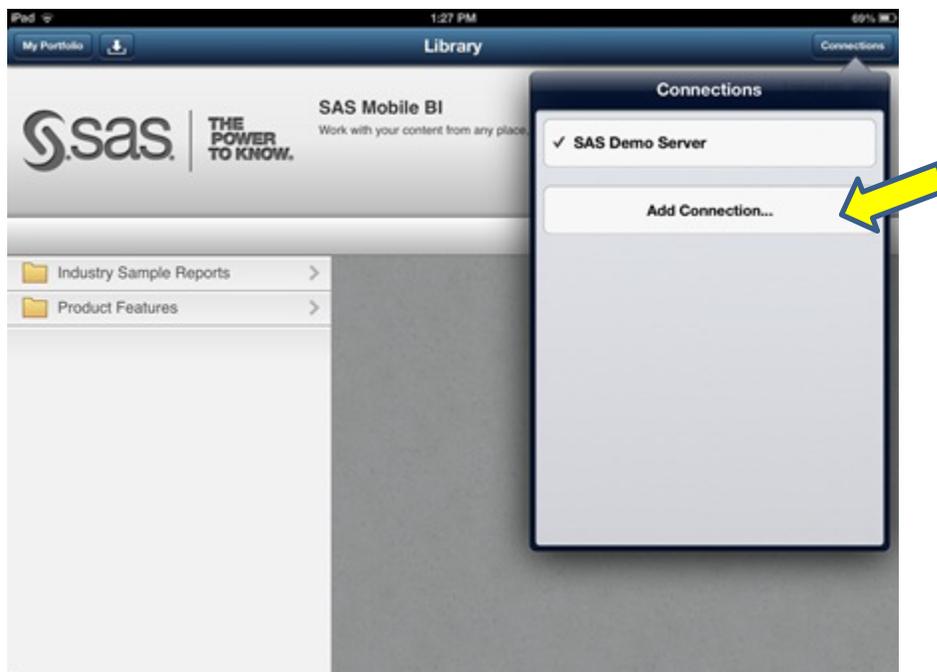
9) Fill in the following **case-sensitive** information:

Server: exploredata.utsystem.edu
User ID: sasguest@saspw
Password: welcome
Description: *You can put whatever descriptor you would like in this field*

10) Tap the <*Next*> button in the upper right hand corner of the Add Connections pop-up.

Please note that when you tap the <Next> button, you will receive a **Verification Failed message. This is normal.**

11) **There are two new fields in the Verification Failed pop up that you must change in order to connect to the UT System server.**

Server:	exploredata.utsystem.edu
Port:	**443**
Use Secure Connection (SSL):	**On**
User ID:	sasguest@saspw
Password:	welcome
Description:	*You can put whatever descriptor you would like in this field*

12) Tap the *<Next>* button located in the upper right hand corner. You should get a Verification Complete pop-up.
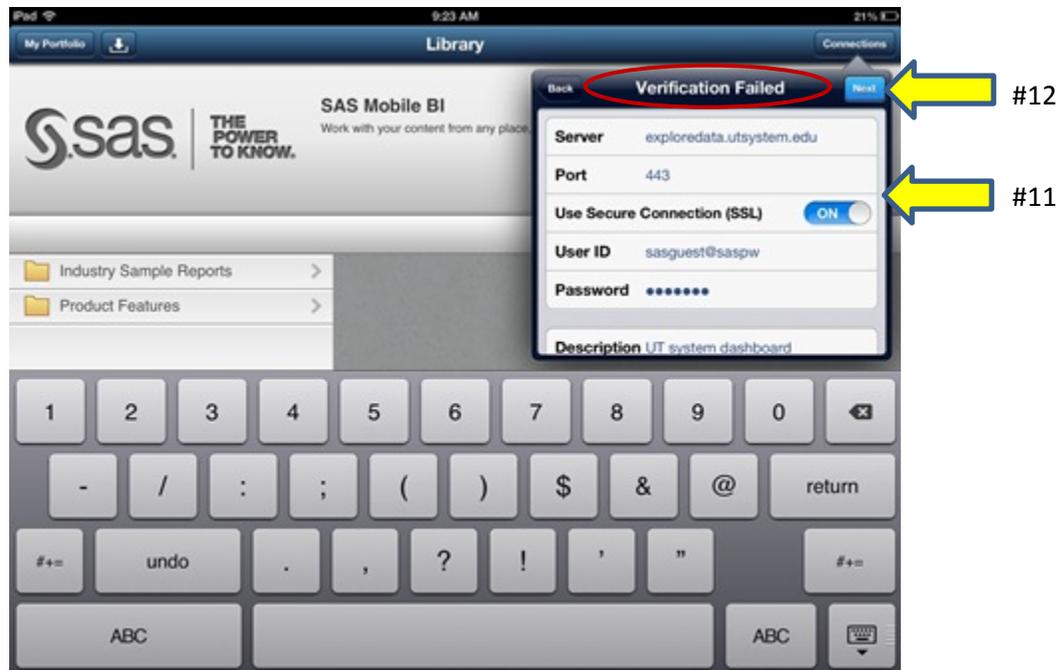
13) Tap the *<Save>* button in the upper right hand corner of the Verification Complete pop-up.
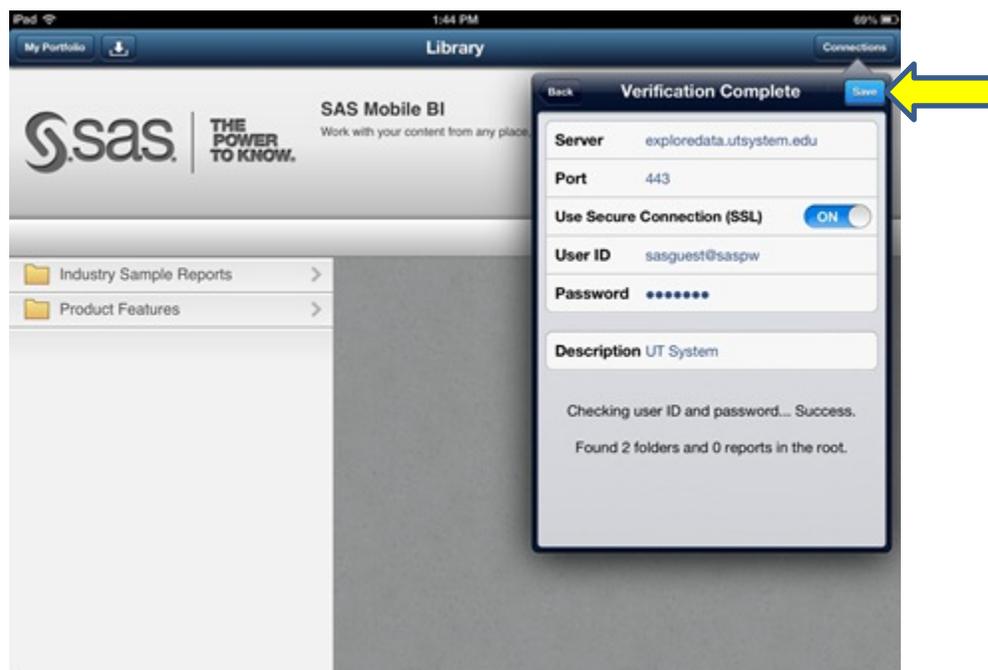
Accessing UT System reports

14) All UT System mobile reports are accessible through the Reports folder located in the library. Tap the Reports folder icon on the left hand task bar, and the available reports will be listed.
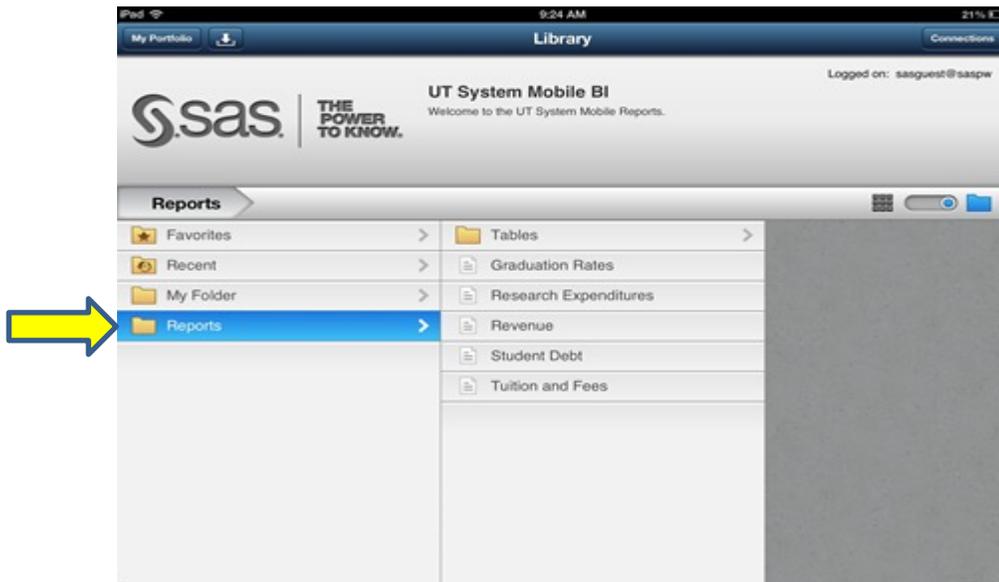
15) Tap the report that you would like to view. A pop-up for the report will appear. In order to view the report, you must press the **Subscribe** button. Subscribing to a report downloads it to your device, ensuring that it is available even when you are offline.

16) To view the reports that you have subscribed to, tap the *<My Portfolio>* button in the upper left hand corner of your library.

17) In *<My Portfolio>* you can access the reports you have subscribed to by tapping on the report icon one time.

You will be notified in *<My Portfolio>* when a report has been updated and changes are available for download. Use *<My Portfolio>* to access reports that you have subscribed to and to download updates. Use *<Library>* to look for new reports.