

Brio: Install and Set Up via Teams

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Introduction

This guide will show how to install and set up Brio via Microsoft Teams.

Prerequisites

- 1. Prior to initiating a Brio installation, a Brio account and proper permissions to access the reports they are required to run, must be in place for the user. If an account and/or permissions are needed, a work order must be submitted to <u>helpdesk@southernct.edu</u>.
- 2. Target system must be a **Windows**-based configuration. If a Macintosh system is the target, Parallels with a Windows installation must be performed. A separate work order should be created for each Macintosh machine requiring a Parallels installation, *separate* from the Brio Installation request and account access requests.

Installation

1. Open the Microsoft Teams application.

2. Select "Teams" from the left menu.



Calendar

3. Select the "TMS BRIO Query" team.



4. Select "Files" from the top menu.

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Calendar Calls Calls Files Shifts	General AcademicDepts Early College IT notes 3 hidden channels	Brio	October 4, 2022	Otis, Jeffrey M.		

5. Select the "Brio" folder to open. It is vital that you open this folder before moving to the next step.

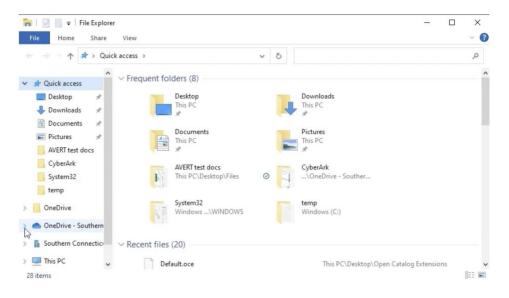
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6. Select "Sync" from the top menu. If you are working in a smaller window, you may need to select "..." to view more options, then "Sync". This will begin to connect this Teams folder onto your computer's set of files.

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Brio	October 4, 2022	🔞 Open in SharePoint	
Brio_Fix	October 4, 2022	Otis, Jeffrey M.	
Brio6x	October 4, 2022	Otis, Jeffrey M.	
BrioQuery	October 4, 2022	Otis, Jeffrey M.	
Evisions	October 4, 2022	Otis, Jeffrey M.	

We're syncing We are connecting to		ur device.	
Copy library ID to c automatically.	onfigure this lib	rary to sync	
If there is no response, y	ou may need to in	stall the latest	
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7. Open your system files by either selecting a folder shortcut on your bottom toolbar, or opening the Start Menu and selecting "This PC".



 You will now see a "Southern Connecticut State University" connection on the left navigation window. Expanding this connection will provide the synced Brio folder. Right click on the "TMS Brio Query – Brio" folder and select "Always keep on this device". This will begin to download all files within the Brio folder and children folders onto your computer. If you do not see this option, your OneDrive is set up to already keep the files on your device.

This initial syncing process can take up to 10 hours to complete, depending on your internet connection. We advise that you resume other work, or leave the computer on to finish, in the meantime.



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9. Once all folders have a green checkmark next to them, signaling they have finished syncing, you may proceed to the next step. **Do not proceed until finished syncing.**

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🕨 Downloads 🛛 🖈	Briofix	0	5/15/2023 1:57 PM	File folder
Documents 🖈	BrioQuery	٢	5/15/2023 2:06 PM	File folder
Pictures 🖈	Evisions	0	5/15/2023 2:06 PM	File folder
AVERT test docs	MoveToTDP	0	5/15/2023 2:06 PM	File folder
CyberArk	Oracle	0	5/15/2023 2:06 PM	File folder
System32	Oracle8i	0	5/15/2023 1:57 PM	File folder
	orahome10g	0	5/15/2023 5:06 PM	File folder
temp	setup_brio	0	5/15/2023 2:31 PM	File folder
OneDrive	Class Roster.bqy	0	4/27/2023 12:36 PM	BQY File
OneDrive - Southern	P2 Local Disk (I) - Shortcut	٢	8/16/2019 12:52 PM	Shortcut

10. Open the "setup_brio" folder.



11. Right click on the "Install BRIO for Teams" file, and select "Run as administrator".



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-	Share	i instructions	0	12/6/2022 3:06 PM	Microsoft Word Do
-	Copy Link		0	11/9/2022 7:00 AM	Configuration sett
	Manage access	Teams	0	5/15/2023 2:09 PM	Windows Batch Fil
	View online	BrioInstallation	0	10/26/2022 8:49 AM	Text Document
		: installation	0	10/26/2022 11:05 AM	Microsoft Word Do
~	Version history Always keep on this device Free up space	for Teams	0	11/21/2022 1:04 PM	Windows Batch Fi

12. On your desktop, you will now see a "Run Brio" shortcut created. Open this shortcut and proceed to set up instructions below.



Syncing Additional Folders

Additional folders that are necessary for Brio functionality, formerly O: drive folders, will need to be synced to your computer in the same way the "BRIO" folder was in the previous section.

1. While within the "TMS BRIO Query" team, select the Channel from the left-hand menu in which you are looking to sync. If you do not see a Channel you are looking for, you may not have permissions to do so. A work order will need to be submitted to our Help Desk via <u>helpdesk@southernct.edu</u>.

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- 3. Open your system files again by either selecting a folder shortcut on your bottom toolbar, or opening the Start Menu and selecting "This PC".
- 4. Locate the new "TMS BRIO Query " folder under "Southern Connecticut State University".

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✓ ★ Quick access	^	Name ^	Status	Date modified	Туре	Size
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Desktop			∆ A	6/1/2023 12:08 PM	Microsoft Word Doc	780 KB
			∆ ∂	6/1/2023 12:08 PM	BQY File	565 KB
🔮 Documents	*		00	6/1/2023 12:08 PM	BQY File	419 KB
Pictures	*		∆ ∆	6/1/2023 12:08 PM	BQY File	467 KB
AVERT test docs			∆ ∆	6/1/2023 12:08 PM	BQY File	458 KB
📜 CyberArk			∆ 8	6/1/2023 12:08 PM	BQY File	399 KB
System32			△ ∂	6/1/2023 12:08 PM	BQY File	724 KB
temp			△ A	6/1/2023 12:08 PM	BQY File	724 KB
			66	6/1/2023 12:08 PM	BQY File	461 KB
> 📜 OneDrive			△ A	6/1/2023 12:08 PM	BQY File	467 KB
> 👝 OneDrive - Southern Conr	necticut State		△ A	6/1/2023 12:08 PM	BQY File	453 KB
			○ ∂	6/1/2023 12:08 PM	BQY File	463 KB
💙 📱 Southern Connecticut Stat	e University					

5. Right-click on the folder and select "Always keep on this device". This will begin to download all files within the Brio folder and children folders onto your computer. *If you do not see this option, your OneDrive is set up to already keep the files on your device.*

Expand	rive - Southern Connecticut Stat
Open in new window	n32
Pin to Quick access	ve
Add to VLC media player's Playlist	ve - Southern Connecticut State
Play with VLC media player	Constant Control University
View online	rn Connecticut State University
Settings	RIO Query - AcademicDepts
Always keep on this device	RIO Query - Brio
Free up space	

6. The sync is complete once all files/folders have a green checkmark next to the file name, under the "Status" column.

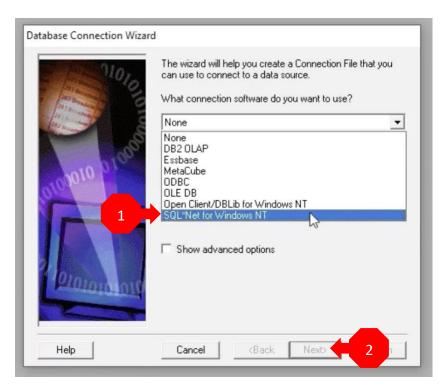


Set Up

1. After launching the "Run Brio" shortcut on your desktop, you will receive a Welcome window. Select "A New Database Connection File", then "OK".

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2. On the Database Connection Wizard window, select the first drop-down menu, then "SQL *Net for Windows NT".



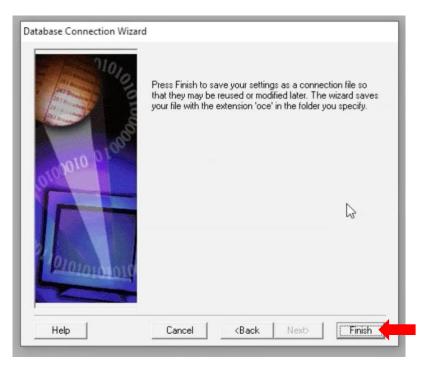
3. Select the second drop-down menu, then "Oracle 8/9", and "Next".



4. Enter your Brio username, password, and host (such as prod, test, etc). Select "Next".

Database Connection Wizard		
	Connect to the Enter your use or database ho User Name: Password: Host:	r name, password, and select your IP address
Help	Cancel	<back next=""> 2 sh</back>

5. Select "Finish".



6. Select "Yes".

Database Connection Wizard	9
None Contraction	Press Finish to save your settings as a connection file so that they may be reused or modified later. The wizard saves your file with the extension 'oce' in the folder you specify.
Brio In	telligence
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Help	Cancel <back next=""> Finish</back>

7. Select the "Save in:" drop-down menu and select where to save your .oce file. If you do not select an area to save the .oce file, and receive an error when selecting "Save", please ensure you are not attempting to save to the W: or O: drive.

Save in: Open Catalog Extensions) ves
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8. Brio is now ready to use.

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