General Usage Help for SAS® Viya® 3.4 Web Applications

Settings

Use the Settings window to edit user preferences or customize accessibility settings for all SAS web applications. Some of the settings discussed in this topic might not be available for your product. In addition, your product might have other settings that are not listed here. Refer to your product's documentation for any additional settings that you might need to set. Changing these settings does not impact other users. To access these settings, click your name in the application bar and select Settings.

General

The General section includes settings that enable users to change the appearance of the web applications, enable warning and information messages to be displayed, and choose a profile picture. Here are the settings:

- You can change the appearance of the web applications by using the Theme setting. The default theme is set by the system administrator. The theme specifies the collection of colors, graphics, and fonts that appear in the application. You can choose from SAS themes or custom themes, if available.
  
  Select Choose a theme, and then select another theme from the drop-down list to change the look of the applications. The theme change takes affect after you close the Settings window.

SAS themes:

Illuminate
  This theme has a clean and uncomplicated color palette that is easy to use.

Inspire
  This theme consists of vibrant and cohesive colors that shift the emphasis from the application to the content.

High Contrast
  This theme presents a dark background with high-contrast foreground elements to meet the needs of users with low vision.

- If you want messages to display that you previously asked not to display, click Reset Messages. By default, all warning and information messages are displayed.

- You can select a profile picture to display as an avatar in the application bar, as well as other places within the application that use avatars. An avatar is the graphical representation of the user or the user's alter ego or character.
Click **Choose Picture** and then select an image file to upload. The image file’s size can be up to 1 MB. The valid file types are BMP, GIF, JPEG, JPG, and PNG.

**Region and Language**

The **Region and Language** section includes settings that enable users to specify the locale for regional formats and sorting, as well as for offline processes.

- The **Locale for regional formats and sorting** setting specifies the locale that is used for sorting data and formatting values such as dates, times, numbers, and currency. By default, the browser locale is used. Changes take affect after you sign out and sign back in.

- The **Locale for offline processes** setting specifies the locale that is used for offline jobs or background processes such as report distributions or notifications. By default, the locale of the Java Runtime Environment is used.

**Accessibility**

Several settings in the **Accessibility** section can assist people who rely on assistive technologies.

- Select **Enable sounds** to hear audio indicators for events that occur within the user interface.

- Select **Enable visual effects** to show visual effects that indicate state changes. For example, when this setting is selected, you will see a subtle movement in the user interface if you delete an item.

- Select **Invert application colors** to make the user interface easier to see for users with sensitivity to certain bright colors (for example, a black-on-white display). You can also use the Ctrl+` (Ctrl+back quote) keyboard shortcut to invert the application colors.

- Select **Display tooltips when using the keyboard to navigate** to enable keyboard users to access tooltips. When this option is selected, putting keyboard focus on a control also displays the tooltip on the screen. By default, this option is not selected, so a mouse is required to see a tooltip. You can also select the location in the browser window to display the tooltip. By default, the tooltip is displayed in the bottom-right corner of the browser window.

- The focus indicator is an outline that indicates which user interface component is active. You can make the focus indicator easier to see by selecting **Customize the focus indicator settings** and adjusting the color, thickness, and opacity.

**Search**

There are two types of search fields. One search field that filters a visible list of items and another search field that returns a list of results based on information that you enter. Depending on your product, you might have one or both of these types of searches available to you. The following information is for the search field that returns a list of results and is available in the application bar. Once you enter a search term, a new window appears with a set of search results that you can further refine.

Find an item by entering text in the search field. The following operators are supported:

- plus (**) sign. Place the + operator before a term to designate it as required in the search results. For example, entering **2017 +2018** returns any item that contains 2018 and might also contain 2017. Items that contain both 2017 and 2018 are returned in the search results and are ranked higher than items without 2017.

- minus (**) sign. Place the – operator before a term to exclude it from the search results. For example, entering **+2017 –2018** returns any item that contains 2017 except for those items that also contain 2018.
- asterisk (*) as a wildcard.
- quotation marks. To see search results that include only the search terms exactly as you entered them, add quotation marks around the terms.

Here are some considerations for searching:

- You can use any character in a term.
- Search terms are not case sensitive.
- If you include an operator as part of the search term, it must be indicated as such by prefixing it with a backslash (\) character. The backslash prefix prevents these characters from being interpreted as operators. If you try to use the backslash prefix with a character that is not one of the operators listed above, this action is considered an error.
- By default, search results are sorted by relevance. You can change the sort order so that results are sorted by title or date instead.
- You can also filter search results by type, by who last modified the item, or by date modified.
- Search results are not ranked by the number of matches in an item.

**Recent Items**

Click to see a list of all of the items that you have recently opened. You can also choose to display only the items associated with the current application. Select an item to open the object in the content area. If you select an item that is associated with a different application, that application launches and the selected item is opened.

**Notifications**

Notifications enable you to get messages from events. What triggers a notification, the content that is displayed in the notification, and how often the system looks for new notifications varies by product.

Click to see notifications sent by the system.

Notifications can be deleted. However, they cannot be turned off or customized within the notifications pop-up or application Settings window.

You can turn off notifications using SAS Environment Manager. For more information, see “Disable Opt-In Notifications” in SAS Viya Administration: Configuration Properties.

**Landmarks**

Landmarks are references to the primary areas of an application’s user interface. They provide a quick and easy way for keyboard users to navigate to these areas of the application. You can access a list of landmarks by using one of the following keyboard shortcuts:

- For Microsoft Windows, press Ctrl+F6.
- For Mac, press Command+F6.

Use the arrow keys to select a landmark, and then press Enter to navigate to that area of the application.