About SAS Home

SAS Home enables you to quickly access the items and applications that you work with. The availability of the features on this page depends on the permissions that have been assigned to you by your administrator.

SAS Home contains a Welcome banner, which can be hidden. Below the Welcome banner, there is a menu bar that enables you to browse content, add an application shortcut, and add a new tile. If you are an administrator, the toolbar also enables you to publish or manage content tiles for other users.

The main content area in SAS Home contains rows of tiles. The first row contains application shortcuts. The second row contains Recent, Favorites, and Links tiles, as well as any content tiles that you or an administrator added.

Access SAS Home

SAS Home uses the standard sign-in window for SAS applications. After you sign in, you will see SAS Home.

To display the sign-in window, enter the URL that is provided by your SAS administrator. For example, you might enter: https://host/SASHome

If you are using another SAS Viya application (for example, SAS Visual Analytics), you can access SAS Home from the side menu. Click 📲 in the application menu bar. Using the side menu, click Home. Here is an example of what you might see in the side menu:
Note: The items available in the side menu depend on your assigned permissions and the products licensed by your site.

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**Browse for Content**

1. **Click Browse** to display the Open window.
2. Select the item that you want to work with. When you open an item, its associated application is started.
   - Here are some considerations for items:
     - Items can have more than one associated application. If you select an item that can be opened by multiple applications, then you can click \( \downarrow \) beside the **Open** button to select which application is opened.
     - Some types of items cannot be opened from SAS Home. A message is displayed when you attempt to open an unsupported item.
3. (Optional) Mark an item as a favorite. Right-click the item that you want to mark as a favorite, and select **Add to favorites**.
4. **Click Open**.

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**Working with Shortcuts**

**Add an Application Shortcut**

1. **Click Shortcut** to display the Add Application Shortcut window.
2. **Click \( \downarrow \) in the Application field** to display a list of applications, and then select one.
3. (Optional) Enter a **Shortcut name**. If you do not specify a shortcut name, the application name is used.
4. (Optional) Select a **Shortcut color**.
5  Click Save.

**Edit an Application Shortcut**

1  Click on the shortcut, and select **Edit**. The Edit Application Shortcut window is displayed.

2  Make your changes, and click **Save**.

**Remove an Application Shortcut**

1  Click on the shortcut, and select **Remove**.

2  Click **Remove** in the confirmation window.

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**Working with Content Tiles**

**About Tiles**

SAS Home uses tiles (or rectangles) to display content. By default, there are Recent and Favorites tiles. You can add tiles to reference content that you use frequently.

For more information, see **Working with Recent Content on page 5** or **Working with Favorites on page 6**.

**Add a Tile**

1  Click **Tile** to display the Add Tile window.

2  Select the content that you want to reference.

3  Enter a **Tile Title**. If you do not enter a title, the name of the folder is used.

4  Click **OK**.

**Edit a Tile**

1  Click on the tile, and select **Edit**. The Edit Tile window is displayed.

2  (Optional) Specify a new folder. You can change the sort order, rename, add as a shortcut, or move to a folder.

3  (Optional) Change the name of the tile in the **Edit Title** field.

4  Click **Save**.
Manage Tiles

1. Click on the tile.

2. Select one of the following:
   - **Refresh**
     
     **TIP** When you select Refresh, content might be displayed or removed if it has been modified by other users.
   - **Hide**
     
     **TIP** You can use SAS Home settings to make a hidden tile visible. For more information, see Modify SAS Home Settings on page 9.
   - **Remove**
   - **Publish or Unpublish**
     
     **Note:** This option is available only for administrators.

     The **Publish** option makes a copy of the tile. The copy of the tile is published for other users. For more information, see Publish a Tile on page 4. The **Publish** option is not available for your My Folder, the Users folder, or any subfolders within these folders.

     The **Unpublish** option is displayed only if a tile has already been published. For more information, see Manage Published Content on page 5.
   - **Folder location**

Publish a Tile

If you are an administrator, you can publish tiles for all users. A ☑ icon next to the tile name indicates that the tile is shared and has been added by an administrator.

Here are some key points about publishing tiles:

- If you publish a tile that is based on a folder that you want to share with other users, make sure that they have access to the folder. For more information, see Set Authorization for a Folder.
- Individual content items in a tile are displayed only for users who can open the content. For example, if there is a report in a tile, but the user does not have access to SAS Visual Analytics or SAS Report Viewer to open the report, then the report is not displayed.

1. Click beside **Publish**, and select **Publish Tile**. The Publish Tile window is displayed.

2. Select one of the following:
   - **Create new tile**
     
     enables you to create a new tile by specifying the folder.
   - **Base the content on one of My Tiles**
     
     enables you to create a new tile that is based on the content of a personal tile that you have created. You cannot publish another copy of a tile that has already been published.

3. Specify a **Tile Title**.
4 Click OK.

**Manage Published Content**

If you are an administrator, you can manage published tiles. A icon next to the tile name indicates that the tile is shared and has been added by an administrator.

1 Click beside Publish and select Manage Published. The Manage Published Tiles window is displayed.

2 Select one of the following:
   - **All** enables you to manage all of the content that has been published. For example, if you are one of multiple administrators at your site, you can manage the content that all of the administrators have published.
   - **Tiles I created** enables you to manage only the tiles that you have created.

3 Click beside the tile that you want to unpublish. You can select multiple tiles.

   **TIP** SAS Home does not provide a feature that lets you change your selection for removing multiple tiles. You must cancel out of the Manage Published Tiles window to discard your selections.

4 Click OK.

Alternatively, you can unpublish an individual tile by clicking on the tile, and selecting **Unpublish**. Click **Unpublish** in the confirmation window that is displayed.

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**Working with Recent Content**

**Edit Recent Tile Content**

1 Click on the Recent tile, and select **Edit**. The Edit Recent tile is displayed.

2 Specify a value for **Show**. There is a minimum of five and a maximum of 25. The default is 10 items.

3 Click **Save**.

**Manage Recent Tile Content**

1 Click on the Recent tile.

2 Select one of the following:
   - **Clear**
   - **Refresh**
TIP When you select Refresh, content might be displayed or removed if it has been modified by other users.

TIP You can use SAS Home settings to make the Recent tile visible if it has been hidden. For more information, see Modify SAS Home Settings on page 9.

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**Working with Favorites**

**Add a Favorite**

To add your first favorite:

1. Click **Add Favorites** in the Favorites tile. The Open window is displayed.
2. Select an item, and then click **Open**.
3. Click **Save**.

To add more favorites:

1. Click on the Favorites tile, and click **Edit**. The Edit Favorites tile is displayed.
2. Click . The Open window is displayed.
3. Select an item, and then click **Open**.
4. Click **Save**.

   TIP Alternatively, you can click in the object inspector to add a favorite.

To add a folder to the Favorites tile:

1. Click **Browse** to display the Open window.
2. Right-click the folder that you want to mark as a favorite, and select **Add to favorites**.
3. Click **Cancel** to close the Open window.

Note: If the object marked as a favorite is renamed, the favorites name does not automatically change.

**Edit a Favorite**

1. Click on the Favorites tile, and select **Edit**. The Edit Favorites tile is displayed.
2. Click to add a new favorite or to remove an existing favorite.
3. Click **Save**.
Manage Your Favorites

1. Click on the Favorites tile.

2. Select one of the following:
   - **Refresh**
     
     **Tip** When you select Refresh, content might be displayed or removed if it has been modified by other users.
   - **Hide**
     
     **Tip** You can use SAS Home settings to make the Favorites tile visible if it has been hidden. For more information, see Modify SAS Home Settings on page 9.

Remove a Favorite

1. Click on the Favorites tile, and select **Edit**. The Edit Favorites tile is displayed.

2. Select the item or folder that you want to remove, and click **Edit**.

3. Click **Save**.

   **Tip** Alternatively, you can click **Edit** in the object inspector to remove a favorite.

To remove a folder from the Favorites tile:

1. Click **Browse** to display the Open window.

2. Right-click the folder that you want to remove as a favorite, and select **Remove from favorites**.

3. Click **Cancel** to close the Open window.

Working with Links

About Links

The Links tile in SAS Home provides links to pages or content that you have bookmarked. You can control which links are visible, as well as the order in which they are displayed. These links are personal links. If you are an administrator, you can provide shared links for all users. For example, you might provide a shared link to your company’s intranet site. Or you might want to add a shared link to a SAS application that is not available in the list of application shortcuts in SAS Home. A **lock** icon beside the link name in the Links tile indicates that the link is shared. Only administrators can edit or remove shared links.
Add a Personal or a Shared Link

Note: Only administrators can add shared links.

To add your first personal or shared link:

1. Click **Add Links** in the Links tile. The Edit Links tile is displayed.
2. Enter a label and a URL for the link, and then click **Save**.
   
   *Note:* If you do not enter a label, then SAS Home uses the URL as the link label.

   **TIP** If you are an administrator and want to provide a shared link to an application that is not available in the list of shortcuts in SAS Home, enter the application name as the label and use the URL for the application’s sign-in window. Remember that some users might not be able to successfully access the application if it is a programming interface.

To add more links:

1. Click **+** on the Links tile. Do one of the following:
   
   - Select **Edit** for a personal link. The Edit Links tile is displayed.
   - Select **Edit Shared Links** for a shared link. The Edit Shared Links tile is displayed.

2. Click **+**.

3. (Optional) Enter a label for the link. If you do not specify a label, the link address is used as the label.

4. Enter the URL for the link.


5. Click **Save**.

Edit a Personal or a Shared Link

Note: Only administrators can edit shared links. Changes to shared links affect all users.

To edit your personal or shared link:

1. Click **+** on the Links tile. Do one of the following:
   
   - Select **Edit** for a personal link. The Edit Links link is displayed.
   - Select **Edit Shared Links** for a shared link. The Edit Shared Links tile is displayed.

2. Specify whether the personal or shared link is displayed or hidden. This control indicates that the link is displayed: ![on](image1). This control indicates that the link is hidden: ![off](image2).

3. (Optional) Change the label for the link.

4. Change the URL for the link.


5. (Optional) Change the order in which personal or shared links are displayed using the up and down arrows.
6  Click Save.

Manage Links

1  Click \( \cdot \) on the Links tile.

2  Select one of the following:
   - **Refresh**
     
     **TIP** When you select **Refresh**, content might be displayed or removed if it has been modified by other users.
   - **Hide**
     
     **TIP** You can use SAS Home settings to make the Links tile visible if it has been hidden. For more information, see Modify SAS Home Settings on page 9.

Use the Object Inspector

The object inspector enables you to view details about an item without actually opening the item in an application. To view the details of an item in the object inspector, click \( \text{[i]} \) in the tile containing the item.

The following features are available from the object inspector:

- Add or remove a favorite. To add a favorite, click \( \ast \) in the object inspector. To remove a favorite, click \( \ast \) in the object inspector.
- Open the item. In the object inspector, one or more options are available for opening the item. Options that are available vary depending on the type of item that you are viewing.

Modify SAS Home Settings

There are settings that are specific to SAS Home, and there are global settings that are applied to all SAS web applications. For more information about global settings, see General Usage Help for SAS Viya Web Applications.

**Note:** All of your settings persist between sessions.

1  In the application bar, click your name, and then click **Settings**.

2  Click **SAS Home** in the side menu.

3  Click **Initial Screen** to specify the initial screen that you see when you sign in to SAS Home.
   - Select an option for the **Set initial screen** setting. The available options depend on your permissions and the SAS products licensed at your site.
**TIP** If you select a specific object, then you can use the Open window to choose an object (for example, a SAS report) for your initial screen. The default application associated with the object is launched when you sign in to SAS Home. If there are multiple applications that can open the object, click ▼ beside Open and select the application that you want to have open the object.

**TIP** When you click Reset, the initial screen reverts to Home.

- Use the Order the actions associated with a content type setting to specify the default application that opens the content type. For example, there might be two applications that can open a report. The first application that is listed under Actions is the default when the content type is selected in a tile or in the Browse window.

Select one of the Content Types, and then use the arrow keys to specify the order of the actions under Actions. This preference also affects the order of actions in the object inspector’s toolbar.

This preference determines which application opens when you click on a link to a report in an email message. For example, suppose that you specify Edit - SAS Visual Analytics as the first item in the list of actions for the Report content type. Then, you receive an email message with a link to a report. When you click the link to the report, it is displayed in SAS Visual Analytics.

**TIP** When you click Reset, the actions revert to their original SAS Home order.

4 Click Tiles to specify which tiles are displayed and the order in which they are displayed. This control indicates that the tile is displayed: ![Display Tile](image). This control indicates that the tile is hidden: ![Hide Tile](image).

**TIP** When you click Reset, the tiles revert to how they were displayed the first time you used SAS Home. Published tiles are not removed, but they move to the bottom of the list of tiles.

**TIP** The Application Shortcuts tile cannot be reordered. It always remains at the top of the list. However, you can hide the Application Shortcuts tile.

5 Click Close to apply your changes.