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.

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.
Your First Look at SAS Home

Here are the features of SAS Home:

1. The application bar at the top enables you to search for items, see your recent items, access help, update your settings, and sign out of SAS Home. For more information about application-specific settings, see “Modify SAS Home Settings” on page 12. For more information about search and global settings, see General Usage Help for SAS Viya Web Applications.

2. The welcome banner provides information for all users. The text in the banner cannot be customized. Users can hide the banner.

3. The menu bar enables you to browse content, add an application shortcut, and add a new tile. If you are an administrator, the toolbar enables you to publish or manage content tiles for other users.

4. The main content area in SAS Home contains application shortcuts and rows of tiles. The first row always contains application shortcuts, which open SAS applications that are licensed at your site.

Additional rows contain tiles, which display content. By default, there are Recent and Favorites tiles. The Links tile provides links to pages or content that you have bookmarked. There can be additional content tiles added by you or an administrator.
Browse for Content

1. Click Browse in the menu bar. The Open window is displayed.
2. Select the item that you want to work with. When you open an item, its associated application is started.
   - **Note:** 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. The item is displayed in the Favorites tile. For more information, see “Working with Favorites” on page 8.
4. Click Open.

Working with Shortcuts

Add an Application Shortcut

1. Click Shortcut in the menu bar. The Add Application Shortcut window is displayed.
2. Click ▼ 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. The application shortcut is added to the main content area in SAS Home.

Here is an example of application shortcuts:

![Application shortcuts example](image)

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.
Working with Content Tiles

About Tiles
SAS Home uses tiles 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 7 or “Working with Favorites” on page 8.

Add a Tile

1. Click **Tile** in the menu bar. The Add Tile window is displayed.

![Add Tile window](image)

   **Add Tile**

   Select a folder to reference content:

   ![Folders](image)

   **Folders**

   - My Favorites
   - My Folder
   - Model Repositories
   - Products
   - Projects

   **Tile Title:**

   ![Tile Title](image)

   **OK**  **Cancel**

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**. The tile is added to the main content area in SAS Home.

   Here is an example of a tile that contains quarterly sales reports:
**Edit a Tile**

1. Click on the tile, and select **Edit**.

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 12.

   - **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 6. 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 7.
The **Folder location** option displays the Open window, and then you can select a different folder.

**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 “View and Edit Authorization for a Folder and Folder Objects” in SAS Viya Administration: Content Management.

- 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.

- You cannot publish a tile that another user created.

- If you publish a tile and a user does not have permission to see any of its content, the user will not see the tile.

1. Click ✅beside **Publish** on the menu bar, and then select **Publish Tile**. The Publish Tile window is displayed.

![Publish Tile Window](image-url)
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** on the menu bar, and then 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.

### Working with Recent Content

#### Edit Recent Tile Content

1 Click ⏹️ on the Recent tile, and select **Edit**.

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 appear or be removed if it has been modified by other users.

- Hide

**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 12.

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**Working with Favorites**

The Favorites tile gives you quick access to items such as SAS reports or tables that you have marked as a favorite. The Favorites tile is displayed in the main content area of SAS Home.

**Add a Favorite**

To add your first favorite:

1. Click **Add Favorites** to add your first favorite to the Favorites tile. The Open window is displayed.
2. Select an item, and then click **Open**.
3. Click **Save**. The item is added to the Favorites tile.

Here is an example of the Favorites tile.

![Favorites Tile Example]

To add more favorites:

1. Click **Edit** on the Favorites tile, and click **Edit**.
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 an item such as a report as a favorite. When an item is marked as a favorite, the star icon is shaded (⭐).

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**.

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 appear or be removed if it has been modified by other users. A refresh does not reflect name changes.

   - **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 12.

**Remove a Favorite**

1 Click ✨ on the Favorites tile, and select **Edit**.

2 Select the item or folder that you want to remove, and click ✪

3 Click **Save**.

  **TIP** Alternatively, you can click ⭐ 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 🗖 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.

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.
   - Select Edit Shared Links for a shared link.

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.
Note: If you do not specify `http://`, `https://`, `ftp://`, or `file://` at the beginning of your URL, then SAS Home automatically adds `http://` to your URL.

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.
   - Select **Edit Shared Links** for a shared link.

2 Specify whether the personal or shared link is displayed or hidden. This control indicates that the link is displayed: 🟢. This control indicates that the link is hidden: ⬟ ⬜.

3 (Optional) Change the label for the link.

4 Change the URL for the link.
   
   Note: If you do not specify `http://`, `https://`, `ftp://`, or `file://` at the beginning of your URL, then SAS Home automatically adds `http://` to your URL.

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 on the Links tile.

2 Select one of the following:
   - **Refresh**
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 \(\mathbb{I}\) 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 \(\bigstar\) in the object inspector. To remove a favorite, click \(\bigstar\) in the object inspector.
- **Open the item.** In the object inspector, one or more options might be available for opening the item. Options that are available vary depending on the type of item that you are viewing.
  
  If multiple software applications are associated with the option, click the \(\downarrow\) on the button to select the application that you want to use.

  **Note:** You can use the **Order the actions associated with a content type** setting to specify the default application that opens a specific content type. For more information, see “Modify SAS Home Settings” on page 12.

- **Use the \(\vdots\) icon to select additional options.**

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. Use the **Initial Screen** setting 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 report or a table) for your initial screen. The default application associated with the object is launched when you sign in to SAS Home.
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 **Open** window.

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

  This preference determines which application opens when you click a link to a report in an email message. For example, suppose that you specify **Edit - Explore and Visualize Data** as the first action 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 instead of SAS Report Viewer.

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

4. Use the **Tiles** setting to specify which tiles are displayed and the order in which they are displayed. This control indicates that the tile is displayed: ✅. This control indicates that the tile is hidden: ⚫.

  **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.