



SAS® Viya® 3.5 Web Applications: General Usage Help

Overview

This document provides general usage information about common features that are available within SAS web applications. Some of the features discussed in this document might not be available for your product. In addition, your product might have other features that are not listed here. Refer to your product's documentation for any additional features that you might want to use.

The document includes information about the following common features:

- [Search](#)
- [Notifications](#)
- Application options
 - [Recent items](#)
 - [Settings](#)
- [Landmarks](#)
- [Tables](#)

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.

Click  to open the Search Results window. To find an item, enter text in the search field.

Note: In a small screen layout, the search button overflows into the application options menu.

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 `2018 +2019` returns any item that contains `2019` and might also contain `2018`. Items that contain both `2018` and `2019` are returned in the search results and are ranked higher than items without `2018`.
- minus (–) sign. Place the – operator before a term to exclude it from the search results. For example, entering `+2018 –2019` returns any item that contains `2018` except for those items that also contain `2019`.
- asterisk (*) as a wildcard.

Note: Some SAS web applications automatically return all items that contain your search criteria even if you do not include the wildcard (*) character.

- 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.

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 the notifications button in the application bar to see notifications sent by the system. The  icon is displayed when there are no unread messages. Otherwise, the number of unread messages is displayed in the application bar (for example, .

Note: In a small screen layout, the notifications button overflows into the application options menu.

Notifications can be deleted. However, they cannot be turned off or customized within the Notifications window or the application's 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](#).

Recent Items

To access a list of recent items, click the user button in the application bar, and select **Recent items**.

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.

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 the user button 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 an administrator. The theme specifies the collection of colors, graphics, and fonts that appear in the application. You can also apply other themes, including both SAS themes and custom themes, if they are supported.

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 effect after you close the **Settings** window.

Note: SAS themes and custom themes are separated by a horizontal separator line. SAS themes appear at the top.

SAS themes:

High Contrast

Presents a dark background with high-contrast foreground elements to meet the needs of some users with low vision.

Ignite

Presents an all-dark color palette with a dark-blue background and white text.

Illuminate

Presents a clean and uncomplicated color palette that is easy to use.

Inspire

Presents vibrant and cohesive colors that shift the emphasis from the application to the content.

- 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 in the application bar, as well as in other places within the application that use profile pictures. The default is the first initial or character of your first name.

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 effect 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 **Adjust the display duration for pop-up notifications** to specify how long temporary pop-up notification messages are displayed. Increasing the amount of time that notifications are displayed can help users discover and read messages that disappear automatically.
- 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. 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.

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.

Tables

When you are viewing information within a table in a SAS web application, use these tips to control how data is displayed:

Note: These features might not be available for all of the tables in SAS web applications.

- To sort a table, right-click on a column heading and select **Sort**. You can sort the table by the contents of the column or add the column as a secondary sort criteria. You can also do a primary sort by clicking the column heading and then reverse the sort by clicking the column heading again.
- To reorder the columns in a table, click on the column heading and drag the header to the new location.
- To prevent a column from being reordered, right-click on the column heading and select **Freeze**. The column is moved to the left, becoming the first column in the table, and it cannot be reordered. To enable the column to be moved, right-click on the header and select **Unfreeze**.
- To select which columns are displayed, click  on the right side of the table header. The Manage Columns window displays a list of hidden columns and displayed columns.

Note: If there is more than one table option available, select **Manage columns** from the table options menu to launch the Manage Columns window.

Select the columns that you want to display and click **OK**.

- To resize a column to fit its content, right-click the column heading and select **Resize column to fit**. To resize all columns at once, select **Resize all columns to fit** from the table options menu. You can then double-click on the line in-between two columns to resize the column to fit the content.
- To reduce the number of items displayed in the table, use the **Filter** or **Search** box that is located above the table.

Note: This feature might not be available, and both boxes are not available at the same time.

When you enter text in the **Filter** box, the table changes to display only the items that contain text that matches the text that you enter. The table is filtered dynamically as you enter text. The text that you enter as filter text is not case sensitive.

After entering text in the **Search** box, press Enter.