




SAS[®] Viya[®] Platform: General Usage Help for Web Applications

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This document might apply to additional versions of the software. Open this document in [SAS Help Center](#) and click on the version in the banner to see all available versions.

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Overview

This document provides general usage information about common features that are available within SAS web applications. Click  in the application bar to access a list of the applications that are available to you. The application names are organized into different sections, which are collapsible. 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:


- [Content Panel](#)
- [Pinned Applications](#)
- [Welcome to SAS Viya](#)
- [Search](#)
- [Notifications](#)
- [Learning Center](#)
- [Application options](#)
 - [Settings](#)
 - [Keyboard shortcuts](#)
- [Landmarks](#)
- [Tables](#)

Content Pane

The applications menu includes a Content pane that enables you to view and quickly access the following types of items:

- recently opened items
- items that you marked as favorites in a SAS application
- items that have been shared with you


The Content pane includes items from all of your SAS applications.

When you click  in the application bar, the Content pane is displayed to the right of the Applications menu. By default, your recent items are displayed. You can perform the following actions in the Content pane:


- To change the type of items that are displayed, click the **Content** drop-down list and select a new type of content.
- To open an item from the Content pane, click the item. The item opens in the appropriate application.

Pinned Applications


The applications menu contains a list of grouped applications that are available to you. You can add one or more applications to your list of pinned applications that are then displayed within the **Pinned** section at the top of the applications menu. The Manage Pinned Applications window enables you to pin applications, unpin applications, or change the order of your pinned applications.

To manage your pinned applications in the applications menu, click  and perform one of the following actions:


Pin an application

Hover over the application name and click  or right-click the application name and select **Pin application**.

Unpin an application

Hover over the application name and click  or right-click the application name and select **Unpin application**.

Manage or change order of your pinned applications

Click  at the top of the applications menu. In the Manage Pinned Applications window, select one or more items from the list of pinned applications, and use the up and down arrows to change the order of the items. You can also add and remove applications from the list of pinned applications.

TIP To select more than one item at a time from a list, hold down the Ctrl key and click each item.

Welcome to SAS Viya

To access demos and samples for products in SAS Viya, click  in the application bar, and select **Welcome to SAS Viya**.

Search



The Search feature uses catalog search to find the items that you are searching for. Search supports two types of searches, keyword and faceted, which you can mix and match in a single search query.

To open the Search window, click  on the application banner.

For information about using the Search feature, see [“Using the Search Field” in SAS Information Catalog: User’s Guide](#).

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 are automatically deleted according to the purge schedule and retention period. By default, the purge job runs daily at midnight to automatically delete notifications that are older than 30 days. You can customize both the schedule and retention period to suit your system requirements.

You can also manually delete notifications. However, they cannot be turned off or customized within the Notifications window or the application’s Settings window.

You can turn off notifications by configuring the Notifications service. For more information, see [“Disable Opt-In Notifications” in SAS Environment Manager: User’s Guide](#) and [SAS Viya Platform: Configuration Properties](#).

Learning Center

The SAS® Viya® Learning Center is a training environment with curated courses, documentation, and additional resources to help you get the most out of your applications on the SAS Viya platform. To access the Learning Center, click ? in the application bar, and select **Learning Center**.

Note: The option to access the Learning Center is not available in all products.

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**.

Start-up

The **Start-up** section enables you to specify the default application or the Welcome to SAS Viya page to open when you sign in. Use the **Initial view** drop-down list to select an application or the Welcome to SAS Viya page. You can also choose to open the application that you last signed out of.

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 a theme from the drop-down list to change the look of the applications. The theme change takes effect immediately.

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 black background with high-contrast foreground elements to meet the needs of users with low vision.

Dark

Presents an all-dark color palette for a better low-light experience.

Light

Presents a light and clean color palette. The Light theme is the default application theme.

Note: If your user account is included in the Application Administrators group, you can use SAS Theme Designer to create and modify themes. For more information, see [SAS Theme Designer: User's Guide](#).

- 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 image** and then select an image file to upload. The file size of the image can be up to 1 MB. The valid file types are BMP, GIF, JPEG, JPG, and PNG.

To remove an existing profile picture, click the down arrow and select **Remove image**.

Note: This option is not available in all products.

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. For example, you might use this setting to display the user interface in English while using a different locale, such as Japanese, to sort and format dates, times, numbers, and currency.
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Note: Select the *Browser locale* option only if your browser's locale is one of the supported locales listed in the **Locale for regional formats and sorting** setting. This avoids errors when sorting or formatting dates, times, numbers, and currency.

TIP 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.

Note: This option is not available in all products.

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. 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.

To view the full text of a truncated heading in a tooltip, select **Make truncated headings focusable**. When you select this option and place your mouse cursor over the heading or put focus on the heading, the full text appears in the tooltip.

- 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** and adjusting its color, thickness, and opacity.

Keyboard Shortcuts

SAS applications include many keyboard shortcuts that you can use to perform a task. To view the keyboard shortcuts for your application, click the user button in the application bar, and select **Keyboard shortcuts**.

Note: This option is not available in all products.

You can customize some keyboard shortcuts and assign keyboard shortcuts to some features that do not have shortcut keys by default. To manage your keyboard shortcuts, click **Manage keyboard shortcuts** in the Keyboard Shortcuts window. If you enter a keyboard shortcut that has already been defined, you are prompted to confirm your changes.

Note: The option to manage your keyboard shortcuts is not available in all products.

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. You can also do a sort by clicking the column heading and then reverse the sort by clicking the column heading again.
- 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 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.