

SAS[®] IT Resource Management 3.3 Gallery Manager User's Guide



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SAS® IT Resource Management 3.3: Gallery Manager User's Guide

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About This Book

Audience

SAS IT Resource Management — Gallery Manager, referred to as Gallery Manager throughout the remainder of this document, provides information about the performance and capacity of IT infrastructures. This information addresses the needs of particular groups of people based on their roles and the tasks that they perform in an enterprise.

SAS IT Resource Management: Gallery Manager User's Guide is written for the following types of users:

IT Resource Management Administrators

These users are responsible for building and managing IT data marts and preparing data for reports. They use Gallery Manager to work with gallery folders and reports that are accessible from the application.

IT Resource Management Users

These users are business people who are interested in the overall performance aspects of IT at a company. They use Gallery Manager to create, view, and manage their own galleries of SAS IT Resource Management reports.

Some organizations have different individuals performing the duties of each of these roles. Others are organized so that one person handles several roles.

Prerequisites

Prerequisites for using SAS IT Resource Management are:

- An operating environment that includes SAS IT Resource Management software.
- A user ID and password with permissions that are appropriate for that user's use of IT Resource Management functions.
- Depending on your role, you might need direct access to the SAS technologies upon which SAS IT Resource Management is built and which are installed with this solution. If you have questions about this, contact your system administrator.

Recommended Reading

- *SAS IT Resource Management: Overview*
- *SAS IT Resource Management: Reporting Guide*

For a complete list of SAS publications, go to support.sas.com/bookstore. If you have questions about which titles you need, please contact a SAS Publishing Sales Representative:

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Chapter 1

About Gallery Manager

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What is Gallery Manager?

Gallery Manager is a Web application that is available with SAS IT Resource Management. This application enables users to view, organize, filter, save, and e-mail SAS IT Resource Management reports. You can use Gallery Manager to group reports into galleries and then further filter or subset the reports for viewing.

Gallery Manager enables you, based on your login permissions, to designate gallery folders as public or private. These settings control who has access to the gallery folders and galleries that you create. You can save reports as Favorites and keep them for viewing later or e-mail them to others.

Benefits of Using Gallery Manager

Gallery Manager enables users to organize and view the reports that are created using SAS IT Resource Management. You can use Gallery Manager to perform the following tasks:

- Create gallery folders to group and categorize galleries.
- Create galleries to group and categorize reports.
- View IT performance management and capacity planning reports that are generated using SAS IT Resource Management.

- Edit, copy, and delete gallery folders and galleries.
- Share gallery folders and galleries with other Gallery Manager users.
- Filter galleries to work with smaller or logical subsets of reports.
- Interact with ActiveX or Java reports to view data tips or drill down for more report detail.
- Copy reports to Favorites.
- E-mail or share reports with other users who have access to the SAS Content Server that stores the reports.

How Gallery Manager Works

Gallery Manager is a Web-based application that enables you to organize, view, and share SAS IT Resource Management reports that are stored on the SAS Content Server.

Organizing Reports

You can organize SAS IT Resource Management reports with the following two components:

- Galleries

A gallery is a group of reports that share common filter values. You can organize SAS IT Resource Management reports by creating a gallery that includes all of the reports that meet a specific criterion. For example, you might create a gallery to include all available reports for a particular machine, adapter data source, or keyword.

Gallery Manager also enables you to further subset or filter the reports in a gallery for viewing. Thus, you can quickly view a smaller set of reports in a gallery to measure and analyze the utilization, availability, performance, and statistical trends of IT resources for your enterprise.

- Gallery Folders

A gallery folder is a container for galleries and other gallery folders. These folders function like typical folders in a tree. You can use these folders to group related galleries and gallery folders. For example, you might create a single gallery folder to include all of your galleries for DT Perf Sentry reports.

Viewing Reports

Gallery Manager provides three gallery views that enable you to view and sort the reports in different ways:

- The Table view displays the reports and their associated metadata in a grid. You can quickly scan these reports for similarities and double-click an individual report to view a large image of it in a separate browser window.

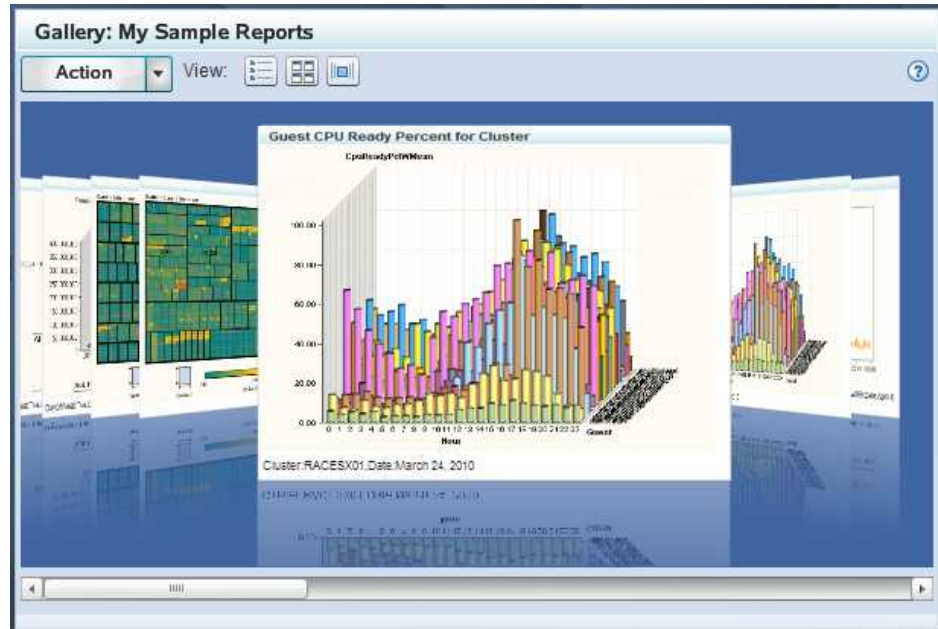
Display 1.1 A Gallery in the Table View

Gallery: My Sample Reports			
Action	View:		
Report Title	BY Variables	Report Creation Date	
CPU Busy Percent	April 2, 2010,Thu,MyDomain	April 20, 2010	
CPU Busy Percent	bigdipper,March 21, 2010	April 20, 2010	
CPU Busy Percent Plus 2 Standard Deviations	PERFORMANCE6	April 20, 2010	
CPU Busy Percent and Run Queue Length	April 2, 2010,Fri,eecsun4	April 20, 2010	
CPU Busy Percent and Run Queue Length	bigbow,March 21, 2010	April 20, 2010	
DB2 Attachment Type and Connection Accounting Threads	Fri,April 2, 2010,Production,SSN1	April 20, 2010	
DB2 Subsystem SQL Function Activity	Fri,April 2, 2010,Production	April 20, 2010	
Guest CPU Busy Percent		April 20, 2010	
Guest CPU Busy Percent		April 20, 2010	
Guest CPU Ready Percent for Cluster	RACESX01,April 2, 2010	April 20, 2010	

- The Thumbnail view displays a thumbnail of each report and enables you to minimize, expand, and arrange the reports in the gallery.

Display 1.2 A Gallery in the Thumbnail View

- The Flow view displays the reports as moveable pages so you can navigate through a sequence of reports that are stacked together.

Display 1.3 A Gallery in the Flow View

Copying and E-mailing Reports

Gallery Manager enables you to copy reports of particular interest into Favorites folders. Until deleted manually, report copies in the Favorites folders are saved on the SAS Content Server in a physical folder that is unique to each Gallery Manager user. The report copies in the Favorites folders are not purged, expired, or updated as part of any subsequent executions of their associated report jobs. You can e-mail the reports that are in Favorites folders.

How to Get Help and Documentation for Gallery Manager

Gallery Manager provides the following two types of documentation:

Embedded Help

Help pop-ups and tooltips provide brief descriptions of various tasks and fields to help you use Gallery Manager effectively.

To access a Help pop-up for more information about a current topic, click the Help icon (?) when it appears next to a field or area in the user interface. You can also place the mouse pointer over an element in the user interface to view the associated tooltip for more information.

SAS IT Resource Management: Gallery Manager User's Guide

This document, available as a PDF file, provides detailed information about the concepts and tasks that are related to using Gallery Manager. To access this document, click **Help** ⇒ **User's Guide (PDF)** in the application.

Additional documentation and references are also available from the **Help** menu in Gallery Manager. To access these resources, click **Help** in the Gallery Manager application and select from the following menu options:

- **SAS on the Web** includes the following two help options:
 - **IT Resource Management — Gallery Manager** opens the SAS IT Resource Management documentation page on the Web. To locate the SAS IT Resource Management documentation, use the Products Index at <http://support.sas.com/documentation/index.html>. This page includes the *SAS IT Resource Management: Gallery Manager User's Guide* as well as additional documentation for SAS IT Resource Management.
 - **SAS Home Page** opens the SAS home page at <http://www.sas.com>.
- **About IT Resource Management — Gallery Manager** provides more information about the version of the application and related details.

Accessibility Features of Gallery Manager

Overview

Gallery Manager includes the following accessibility and compatibility features that improve usability of the product for users with disabilities. These features are related to accessibility standards for electronic information technology that were adopted by the U.S. Government under Section 508 of the U.S. Rehabilitation Act of 1973, as amended.

If you have questions or concerns about the accessibility of SAS products, send an e-mail to accessibility@sas.com.

Keyboard Navigation

Gallery Manager conforms to accessibility standards for the Windows platform. Gallery Manager can be navigated by using the keyboard. The following table includes some of the most commonly used guidelines:

Table 1.1 Standard Keyboard Navigation

Task	Keyboard Control
Move forward through controls	TAB
Move backwards through controls	SHIFT+TAB
Display drop-down list contents	CTRL+down arrow
Display menus that have focus	Down arrow
Activate buttons and menu selections	ENTER

Accessibility of Other SAS Products

Gallery Manager might require that you perform some tasks with other SAS products such as SAS IT Resource Management, SAS Data Integration Studio, SAS Enterprise

Guide, and SAS Management Console. These SAS products include accessibility and compatibility features that improve their usability for users with disabilities.

The accessibility features for these SAS products are described in their respective documentation. To locate the appropriate documentation for a SAS product, use the A-Z index at this location: <http://support.sas.com/documentation/index.html>.

Chapter 2

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Accessing Gallery Manager

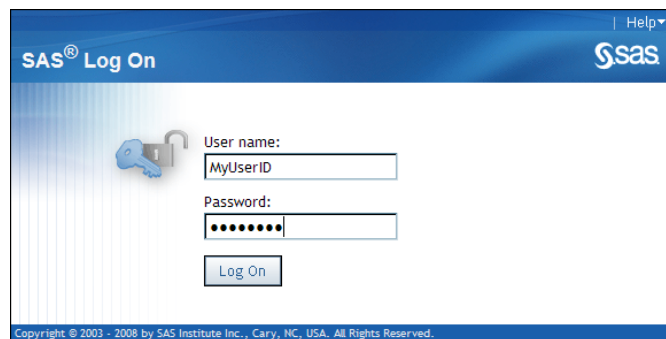
Log On as a Registered User

To log on to Gallery Manager, perform the following steps:

1. In the address bar of your Web browser, enter the URL for Gallery Manager and press ENTER. The logon window for Gallery Manager appears.

Note: Contact your system administrator if you do not have the URL for Gallery Manager.

Display 2.1 Gallery Manager Log On Window



2. Enter a user ID and password. Your user ID might be case-sensitive, depending on the operating system that is used to host the application server. Your password is case-sensitive.
3. Click **Log On**. The Gallery Manager interface appears.

User Group Authorization

Gallery Manager supports the following user groups:

- IT Resource Management Administrator.
- IT Resource Management User.
- Other users. These users are authorized to access Gallery Manager but they are not members of either the IT Resource Management Administrator or IT Resource Management User groups.

Each user group has a defined set of tasks that they can perform when working with public and private galleries in the application. Gallery Manager users can perform only

the tasks that are authorized for the user group to which they belong. For example, a public gallery is accessible by everyone. However, a private gallery is accessible only by the person who created it and members of the IT Resource Management Administrator group.

The following table provides more information about the specific tasks that each user group can perform with public and private galleries. The three columns on the right indicate the type of access authorization that is required to perform the tasks that are listed on the left.

Table 2.1 Access Authorization Needed to Perform Tasks with Gallery Manager

Type of Gallery	Task	IT Resource Management Administrator	IT Resource Management User	Other users (not IT Resource Management Administrator or User)
Public	Create a public gallery.	Yes	Yes	No
Public	Modify a public gallery.	No, unless this IT Resource Management Administrator created it.	No, unless this IT Resource Management User created it.	No
Public	Delete a public gallery.	Yes	No, unless this IT Resource Management User created it.	No
Public	View a public gallery.	Yes	Yes	Yes
Private	Create a private gallery.	Yes	Yes	No
Private	Modify or delete your own private gallery.	Yes	Yes	No
Private	Modify or delete another user's private gallery.	Yes	No	No
Private	View your own private gallery.	Yes	Yes	No
Private	View another user's private gallery.	Yes	No	No

For more information, see [“Working with Galleries” on page 23](#).

SAS IT Resource Management Administrators can use SAS Management Console to assign individual users to the appropriate group and to customize the metadata access as needed. For information about how to use SAS Management Console, see Chapter 2, “Preparing to Work with the SAS IT Resource Management Client” in *SAS IT Resource Management: Administrator's Guide*. To locate the SAS IT Resource Management documentation, use the Products Index at <http://support.sas.com/documentation/index.html>.

Running Gallery Manager on the Secure Sockets Layer Protocol

Gallery Manager can be run on the Secure Sockets Layer (that is, the HTTPS protocol). The Secure Sockets Layer (SSL) is the standard security technology for creating an encrypted link between a Web server and a browser. This link ensures that all data passed between Web server and browser remains private and secure. To generate an encrypted link, a Web server requires an SSL Certificate. For more information, see [Encryption in SAS\(R\) 9.3](#).

Log Off from Gallery Manager

To log off from Gallery Manager, click **Log Off** in the upper right corner of the user interface.

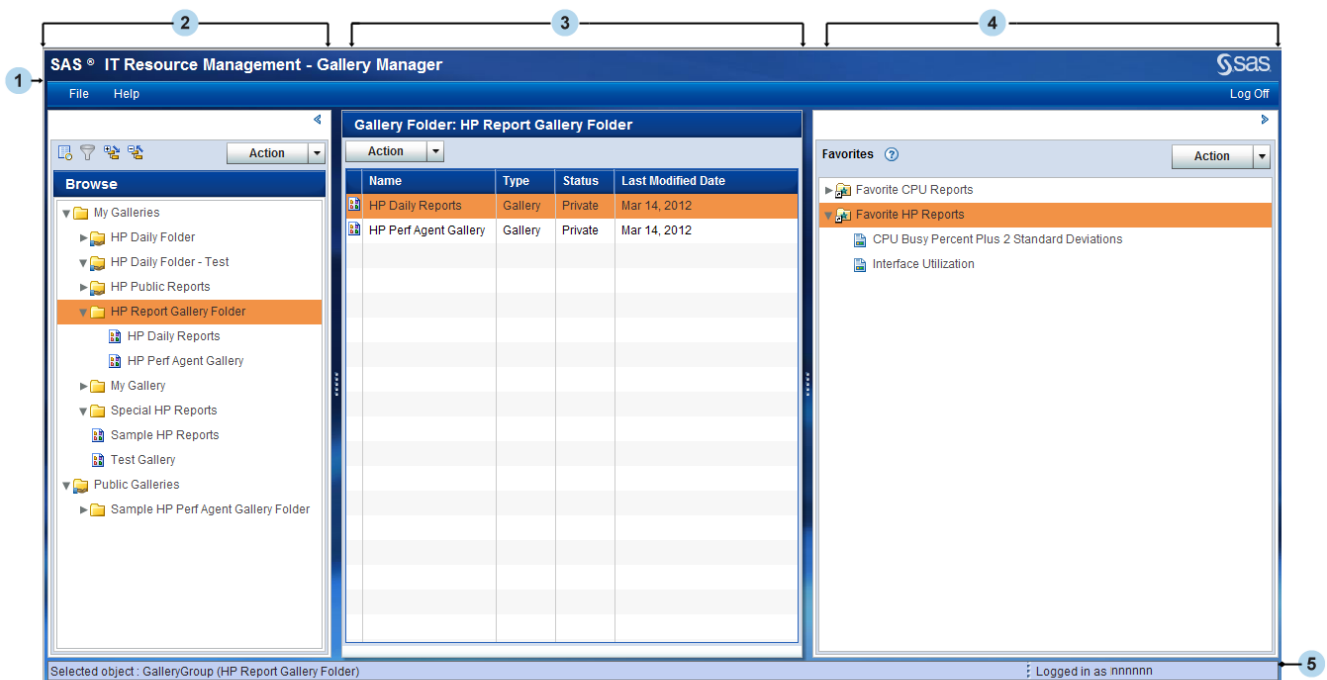
By default, if Gallery Manager is open for 30 minutes with no activity, then a warning message appears. This message states that you will be logged off and the session will close unless you choose to continue the session.

The Gallery Manager Interface

Your First Look at the Gallery Manager Interface

The Gallery Manager interface is divided into several parts that enable you to manage your gallery folders and galleries. The following image shows a Gallery Manager interface and its five primary parts:

Figure 2.1 Gallery Manager Interface



1 Gallery Manager banner

2 Browse pane

Note: The Filters pane (not shown above) also resides in this area of the Gallery Manager interface. When you select a gallery in the Browse pane, you can use the icons at the top of the pane to toggle back and forth from the Browse pane to the Filters pane.

3 Gallery pane

4 Favorites pane

5 Status bar

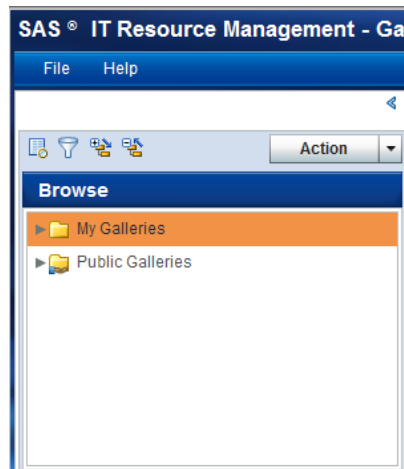
Note: Each pane includes an Action button that provides task options that are related to the objects in the pane.

Gallery Manager Banner

The Gallery Manager banner provides identifiers (the application name and SAS logo), a link to more Gallery Manager documentation, and the **Log Off** option. These features help you identify and use the application effectively.

Browse Pane

The Browse pane, located on the left side of the Gallery Manager interface, includes a tree view of gallery folders and galleries that you can browse and navigate. This pane appears by default when you open the Gallery Manager.

Display 2.2 Browse Pane


The Browse pane consists of a tree view that has the following two main folders:

- **My Galleries** contains folders and galleries that a user creates and defines. The content of the **My Galleries** folder is different for each individual user based on the gallery folders and galleries that the user creates.



Note: A **My Galleries** folder is not available to users who are not members of the IT Resource Management Administrator or IT Resource Management User groups.

- **Public Galleries** contains folders and galleries that are designated as public. All Gallery Manager users can see the folders and galleries in the **Public Galleries** folder.

For more information, see [“Navigating Gallery Folders and Galleries”](#) on page 32.


The Browse pane shares space with the Filters pane. The icons at the top of these panes enable you to toggle back and forth from the Browse pane to the Filters pane. If the Filters pane is visible, then click the Browse icon () to view the Browse pane.

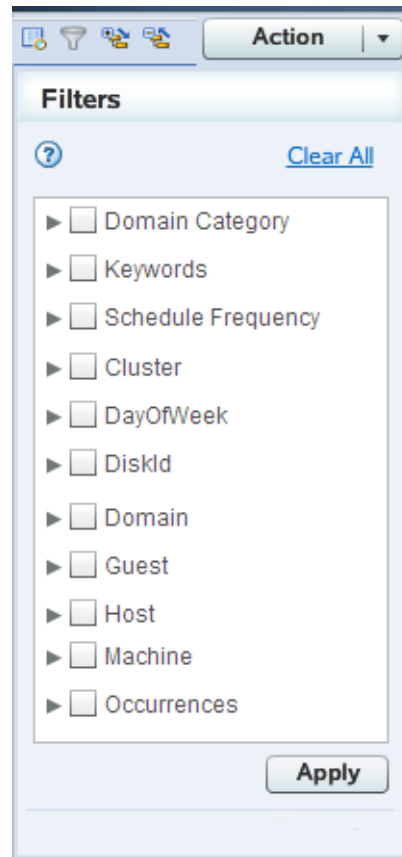
For more information about the Filters pane, see [“Filters Pane”](#) on page 12.

The Browse pane opens with the folder tree collapsed. To expand the tree, click the Expand icon (). To collapse the tree, click the Collapse icon (.

Filters Pane

The Filters pane, located on the left side of the Gallery Manager interface, enables you to subset the view of reports in a gallery by one or more criteria. This process reduces the number of reports that are shown in the Gallery pane so that you can limit the display to those specific reports that meet the filter criteria that you specify.

To access the Filters pane, select a gallery in the Browse pane and then click the Filters icon (.

Display 2.3 Filters Pane

The Filters pane shares space with the Browse pane. The icons at the top of these panes enable you to toggle back and forth from the Filters pane to the Browse pane.

For more information about working with the Filters pane, see [“Filtering Reports in an Existing Gallery” on page 36](#). For more information about the Browse pane, see [“Browse Pane” on page 11](#).

Gallery Pane

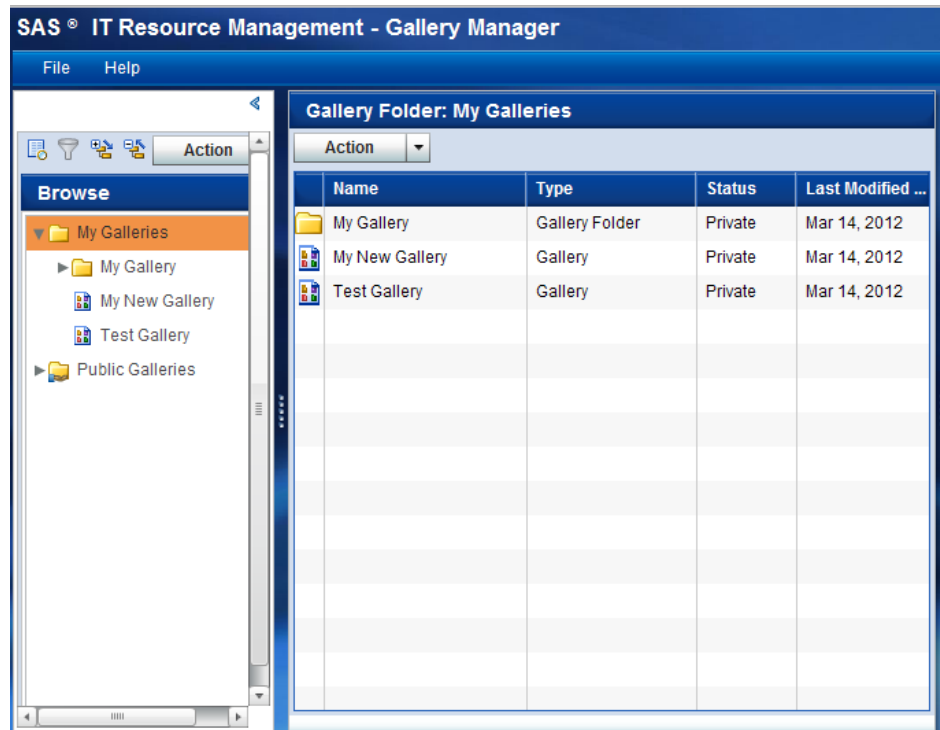
The Gallery pane is the center pane of the Gallery Manager interface. This pane enables you to view the details about the gallery folders and galleries that you select in the Browse or Favorites panes. The Gallery pane also enables you to view the reports that you select in a gallery.

The information in the Gallery pane varies based on whether you select to view gallery folders, a gallery, or a report. Here are the ways that the Gallery pane displays information based on the object that you select:

- If you select a gallery folder in the Browse pane, then the Gallery pane displays the name of the gallery folder in its banner. The Gallery pane also displays the next level of gallery folders or galleries that the selected folder contains.

In the following example, the **My Galleries** folder is selected in the Browse pane. This folder's first level of contents (the **My Gallery** folder, and the **My New Gallery** and **Test Gallery** galleries) is displayed in the Gallery pane.

Display 2.4 Contents of a Gallery Folder Displayed in the Gallery Pane



For more information about gallery folders, see “[View and Navigate Gallery Folders](#)” on page 20.

- If you select a gallery in the Browse pane, then the Gallery pane displays the name of the gallery in its banner. The Gallery pane also displays information about each report in the gallery or each report that meets the filter criteria that you specified on the Filters pane. The status bar provides the number of reports that are available in current instance of the Gallery pane.

The Gallery pane provides three formats for viewing reports. You can click one of the **View** icons at the top of the Gallery pane to select the view that you want to use when viewing the reports. In each view, you can double-click any report to open it in a separate browser window.

Display 2.5 View Icons in the Gallery Pane



Here are the three views that the Gallery pane provides for viewing the reports in a gallery:

- **Table view** (list icon) displays a list or grid of the reports. This is the default view. The following image shows a gallery named **My Sample Reports** in the banner and the associated reports in the gallery are listed in the Table view.

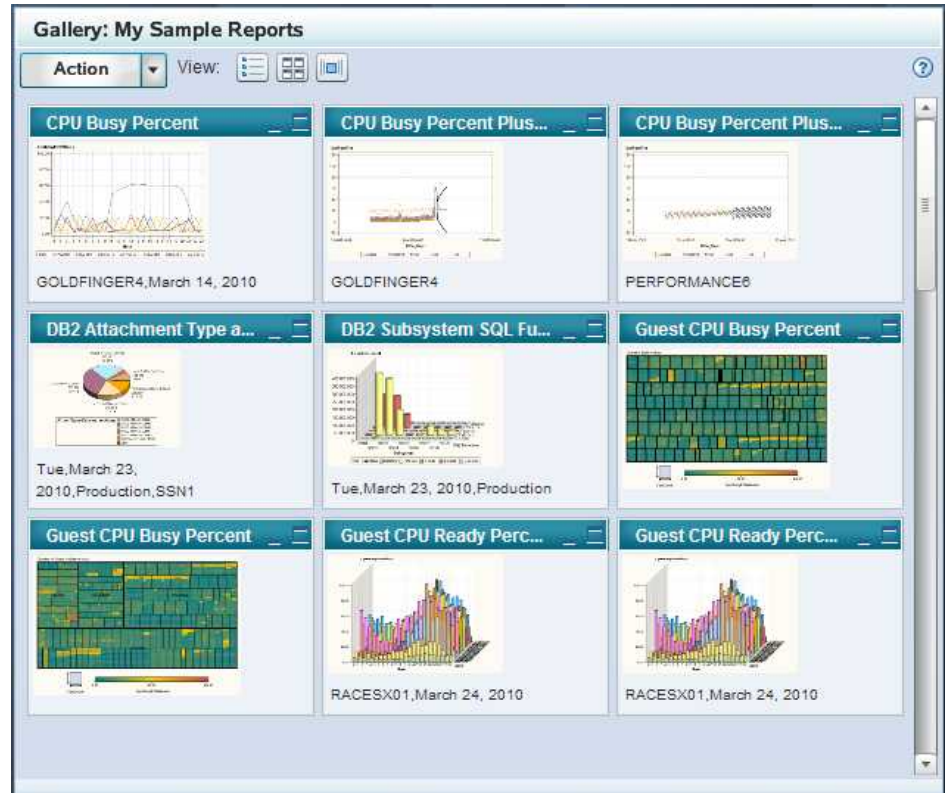
Display 2.6 A Gallery Displayed in the Table View

Report Title	BY Variables	Report Creation Date
CPU Busy Percent	April 2, 2010,Thu,MyDomain	April 20, 2010
CPU Busy Percent	bigdipper,March 21, 2010	April 20, 2010
CPU Busy Percent Plus 2 Standard Deviations	PERFORMANCE6	April 20, 2010
CPU Busy Percent and Run Queue Length	April 2, 2010,Fri,eeesun4	April 20, 2010
CPU Busy Percent and Run Queue Length	bigbow,March 21, 2010	April 20, 2010
DB2 Attachment Type and Connection Accounting Threads	Fri,April 2, 2010,Production,SSN1	April 20, 2010
DB2 Subsystem SQL Function Activity	Fri,April 2, 2010,Production	April 20, 2010
Guest CPU Busy Percent		April 20, 2010
Guest CPU Busy Percent		April 20, 2010
Guest CPU Ready Percent for Cluster	RACESX01,April 2, 2010	April 20, 2010

For more information, see “Table View” on page 40.

- **Thumbnail view** (🖼️) displays small images or thumbnails of the reports. The following image shows a gallery named **My Sample Reports** in the banner and the associated reports in the gallery are displayed in the Thumbnail view.

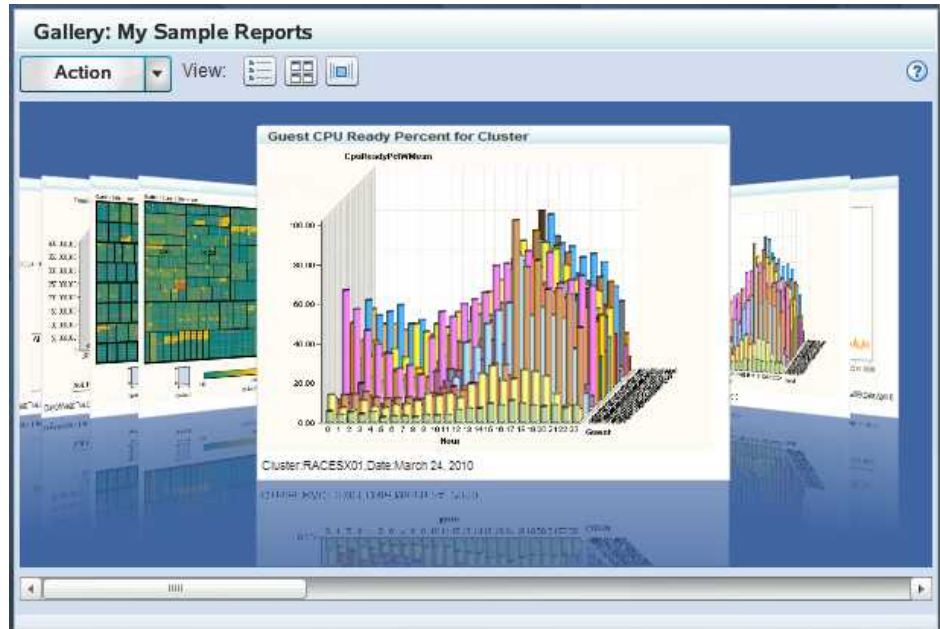
Display 2.7 A Gallery Displayed in the Thumbnail View



For more information, see “Thumbnail View” on page 42.

- **Flow view** (📄) displays images of the reports in a stacked sequence. The following image shows a gallery named **My Sample Reports** in the banner and the associated reports in the gallery are displayed in the Flow view.

Display 2.8 A Gallery Displayed in the Flow View

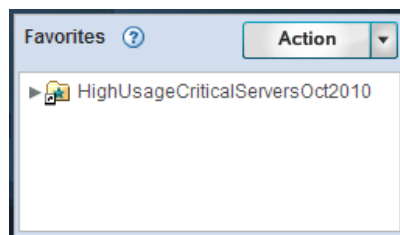


For more information, see “Flow View” on page 44.

Favorites Pane

The Favorites pane, located on the right side of the Gallery Manager interface, contains copies of the reports that you choose to save for your personal records or to e-mail others. The Favorites pane enables you to create and name Favorites folders. In these folders, you can organize and store the report copies that show data of a particular interest.

Display 2.9 Favorites Pane



For more information, see “Working with Favorites” on page 48.

Status Bar

The status bar, located at the bottom of the Gallery Manager interface, displays the user ID that is logged on the application. This bar also displays various messages that relate to the current processes, views, or user actions that are running on the application.

For example, the following status bar provides the number of reports that are contained in the selected gallery and the current user ID that is logged on the application.

Display 2.10 Status Bar



Action Buttons

Each pane of the Gallery Manager includes an **Action** button. This button enables you to perform tasks that are related to the given pane. The options that are available for each **Action** button vary based on the permissions of the user, the pane where the button resides, and the capabilities of the selected objects in the respective pane. For example, the **Action** button for the Browse and Filters panes enables you to perform the following tasks that are related to gallery folders and galleries:

- Create a new gallery folder or gallery.
- Edit, copy, or delete a gallery folder or gallery.
- Mark a gallery folder as public or private.

Note: This option is available only if the selected gallery folder is in the first level of the **My Galleries** folder.

These options vary based on the current Gallery Manager selections. For example, if nothing is selected in the Browse pane when you click the **Action** button in that pane, then the **Edit**, **Copy**, **Delete**, **Public**, and **Private** options are not available.





In addition, the **Action** buttons in other panes enable you to perform different tasks that are related to their respective pane. For example, the **Action** button in the Favorites pane provides task options that are related to Favorites folders and reports.












Icons and Others Buttons

Gallery Manager provides several icons and buttons in the interface. Some icons and buttons perform tasks when clicked. Others identify a component or its properties.

The following table lists the primary icons and buttons in Gallery Manager:

Table 2.2 Icons and Buttons in the Gallery Manager Interface

Icon or Button	Name	Function
	Browse	Click this icon to access the Browse pane.
	Filter	Click this icon to access the Filters pane. <i>Note:</i> This icon is dimmed unless a gallery is selected in the Browse pane.
	Expand All	Click this icon to expand all the folders in the Browse pane.
	Collapse All	Click this icon to collapse all the folders in the Browse pane.

Icon or Button	Name	Function
	Table view	Click this button to view reports in the Table view.
	Thumbnail view	Click this button to view reports in the Thumbnail view.
	Flow view	Click this button to view reports in the Flow view.
	Action	Click the arrow next to this button to perform various tasks that are available for the selected item or pane.
	Public gallery folder	Signifies that the component is a public gallery folder.
	Private gallery folder	Signifies that the component is a private gallery folder.
	Public gallery	Signifies that the component is a public gallery.
	Private gallery	Signifies that the component is a private gallery.
	Report	Signifies that the component is a report. Click this icon to view a thumbnail image of the report.
	Favorites folder	Signifies that the component is a Favorites folder.
	Help	Click this icon to view Help about the current topic.

Working with Gallery Folders

About Gallery Folders

Gallery folders, accessible from the Browse pane and Gallery pane, can contain one or more galleries as well as one or more subfolders that can also contain galleries. Gallery folders provide a convenient way to organize galleries. You can create and organize a hierarchy of gallery folders that categorize and store your galleries of reports. This structure enables you to store, manage, and locate your reports easily. For more information about galleries, see [“Working with Galleries” on page 23](#).

You can view the contents of a gallery folder by using one of the following two methods:

- Click the arrow next to the gallery folder name in the Browse pane. The folder expands in the tree and the next level of objects in the folder appears in the tree.
- Click a gallery folder in the Browse pane or double-click a gallery folder in the Gallery pane. The contents of the folder appear in the Gallery pane. The Gallery pane provides additional information about the gallery folders and galleries that it displays in the Table view.

Note: The user groups for Gallery Manager have different access authorizations that enable different capabilities when working with gallery folders. You might not be able to perform some tasks with gallery folders based on your user permissions. For more information, see “[User Group Authorization](#)” on page 8.

Create a Gallery Folder

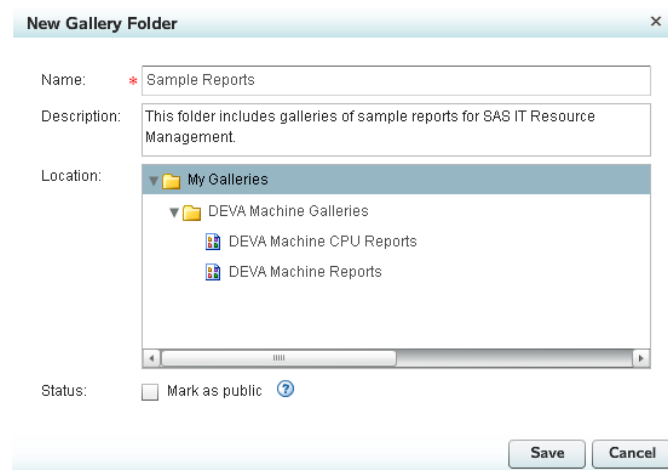
The **My Galleries** folder contains all of the gallery folders and galleries that you create, regardless of whether they are public or private. When you create a gallery folder, it is stored within the **My Galleries** folder.

To create a new gallery folder, perform the following steps:

1. In the Browse or Gallery pane, click the arrow next to the **Action** button and select **New Gallery Folder**.

The New Gallery Folder dialog box appears.

Display 2.11 New Gallery Folder Dialog Box



2. In the **Name** field, enter a unique name for the folder. The name of a gallery folder can include no more than 60 characters.

TIP When you copy a gallery folder, Gallery Manager creates a copy of the folder and provides the default name **Copy of <name of the original gallery folder>**. If the name of your original gallery folder uses 60 characters, then the default name for the gallery copy will exceed the maximum character limit. For best results, name your galleries with 50 characters or less to allow for character additions later.

3. (Optional) In the **Description** field, enter a description of the folder.
4. In the **Location** group box, select a folder where this new gallery folder is to be stored.
5. Select the status of the gallery folder as private or public. The status specifies whether the gallery folder is viewable only by you (private) or whether other users of

Gallery Manager can view the folder (public). The default status is private unless you select **Mark as public**.

You can specify the status of a gallery folder only if it is located at the first level under **My Galleries**. All subfolders and galleries within a gallery folder automatically adopt the same status as their parent folder. Therefore, the status of a folder and its contents is determined only at the first level in the **My Galleries** folder. For more information, see “[Public and Private Gallery Folders and Galleries](#)” on page 33.

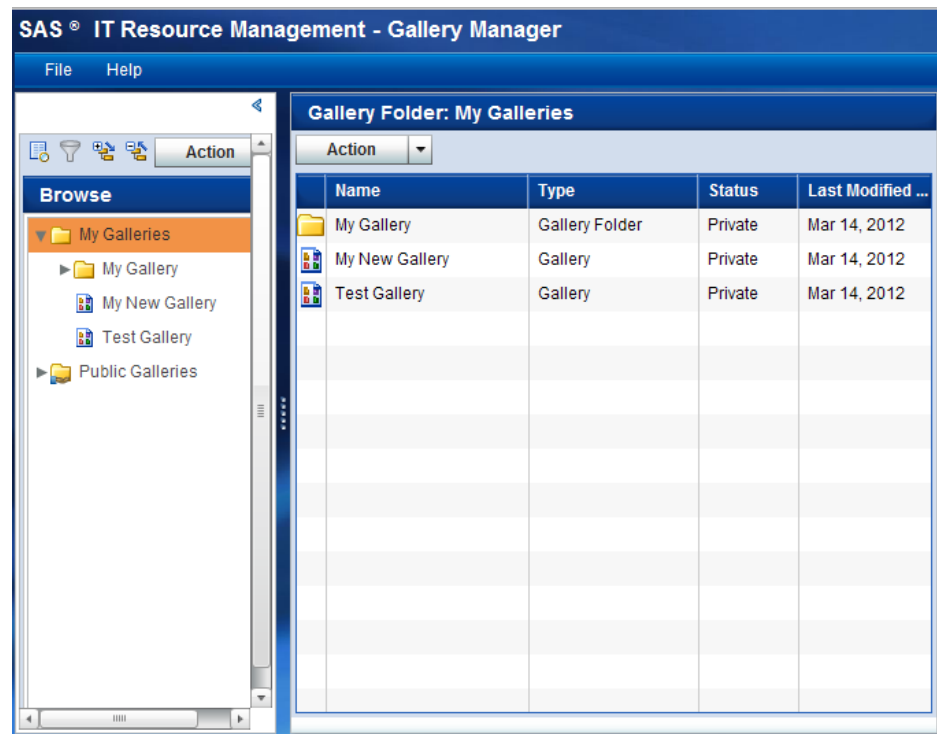
6. Click **Save** to create the gallery folder or **Cancel** to close the dialog box.

View and Navigate Gallery Folders

You can use the Browse pane and the Gallery pane to view and navigate through the gallery folders that are available in the Gallery Manager. The Browse pane displays the gallery folders and galleries in a tree view. You can click the arrow next to the name of a gallery folder to expand the folder and view its components. Click a gallery folder in the Browse pane to open the folder in the Gallery pane.

The following example shows the **My Galleries** folder selected in the Browse pane and its first level of contents displayed in the Gallery pane.

Display 2.12 A Gallery Folder in the Gallery Pane



The Gallery pane displays the following information about the first level of subfolders and galleries in a gallery folder:

- **Name** specifies the name of the gallery folder or gallery.
- **Type** specifies whether the object is a gallery folder or a gallery. The icon to the left of each row also identifies the object.

- **Status** specifies whether the gallery folder or gallery is public or private.
- **Last Modified Date** specifies the date when the gallery folder or gallery was last changed.

The column headings of the grid enable you to sort the objects by column. When you click a column heading in the grid, an up arrow (ascending) or down arrow (descending) icon appears. These arrows indicate whether the information in the columns is sorted by ascending or descending order. You can click the arrow in a column heading to change the sort order for that column.

Note: If an object does not have a value in one of the possible sort fields, then that object appears first in a list that is sorted in ascending order.

In the Browse pane and the Gallery pane, you can navigate the gallery folders to locate the gallery that you want to view. Then, double-click a gallery to view its reports in the Gallery pane. For more information, see “[Viewing Reports in a Gallery](#)” on page 35.

Edit a Gallery Folder

You can change the name, description, location, and status of existing gallery folders. However, the folders that you have permission to edit are based on your user ID. You can edit only your own gallery folders that you create.

To edit a gallery folder, perform the following steps:

1. In the Browse pane, select the gallery folder that you want to edit.
2. In the Browse pane, click the arrow next to the **Action** button and select **Edit**.

The Edit Gallery Folder dialog box appears.

Display 2.13 Edit Gallery Folder Dialog Box

The screenshot shows the 'Edit Gallery Folder' dialog box. It has a title bar with the text 'Edit Gallery Folder' and a close button (X). The dialog contains the following fields and controls:

- Name:** A text box containing 'DEVA Machine Galleries' with a red asterisk (*) to its left.
- Description:** A text box containing 'DEVA Machine Reports'.
- Location:** A tree view showing a folder icon next to 'My Galleries', which is selected. Below it is a sub-item 'Sample Reports' with a small icon.
- Status:** A checkbox labeled 'Mark as public' with a help icon (?) to its right.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom right of the dialog.

3. Modify the values in the **Name**, **Description**, and **Location** fields as needed. The name of a gallery folder can include no more than 60 characters.
4. If you are editing a gallery folder that resides on the first level of the **My Galleries** folder, then you can also edit the **Status** of the folder and its contents. Select **Mark as public** if you want the gallery folder and its contents to be public and accessible by all Gallery Manager users. Otherwise, the gallery folder and its contents are private and accessible only by you and members of the IT Resource Management Administrator group. For more information, see “[Public and Private Gallery Folders and Galleries](#)” on page 33.
5. Click **Save** to save your changes or **Cancel** to close the dialog box.

Copy a Gallery Folder

To copy a gallery folder, perform the following steps:

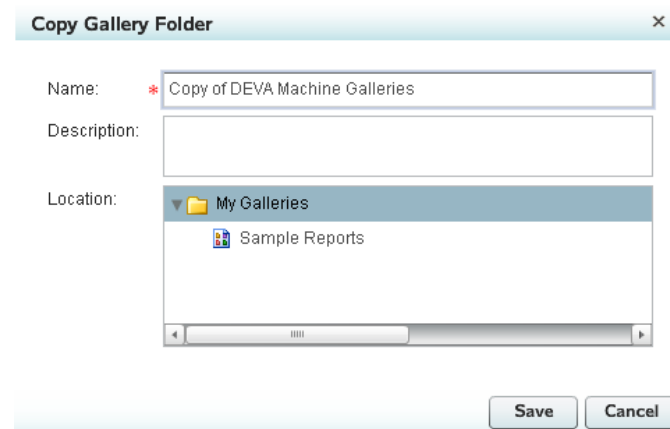
1. In the Browse or Gallery pane, select the gallery folder that you want to copy.

Note: You can select only one gallery folder at a time in the Browse pane. However, you can hold down the CTRL or SHIFT key and select multiple gallery folders in the Gallery pane. If you copy multiple gallery folders at the same time, then the dialog box does not enable you to customize the name and description of the folders. Therefore, you must ensure that the folders that you copy have names that are unique within the folder where you plan to store them.

2. In the Browse or Gallery pane, click the arrow next to the **Action** button and select **Copy**.

The Copy Gallery Folder dialog box appears.

Display 2.14 Copy Gallery Folder Dialog Box



3. In the **Name** field, enter a unique name for the folder. The name of a gallery folder can include no more than 60 characters. The default name is **Copy of <name of the original gallery folder>**.
4. (Optional) In the **Description** field, enter a description of the new folder.
5. In the **Location** group box, select a folder where this new gallery folder is to be stored. The new gallery folder inherits the public or private status from the folder where it is located.
6. Click **Save** to create the copy of the gallery folder or **Cancel** to close the dialog box.

Delete a Gallery Folder

You can delete a gallery folder to remove it and its contents from the Gallery Manager. However, this action does not delete the corresponding reports from the SAS Content Server.

Note: Members of the IT Resource Management User group can delete only the gallery folders that they created. Members of the IT Resource Management Administrator group can delete any gallery folder and its contents regardless of whether they created the folder.

To delete a gallery folder, perform the following steps:

1. In the Browse or Gallery pane, select the gallery folder that you want to delete. You can also hold down the CTRL or SHIFT key and select multiple gallery folders in the Gallery pane.
2. In the Browse or Gallery pane, click the arrow next to the **Action** button and select **Delete**.
3. Click **Yes** to delete the gallery folder.

Working with Galleries

About Galleries

Galleries are collections or groups of the reports that are generated by SAS IT Resource Management and placed on the SAS Content Server. Creating and working with galleries enables you to identify and group reports based on common variables. Grouping reports into manageable subsets enables you to view, evaluate, and analyze the performance and capacity of your IT infrastructure efficiently. For more information about report filters and the metadata that you can use to filter reports into a gallery, see the chapters about report definitions and the ITRM Gallery task in the *SAS IT Resource Management: Reporting Guide*.

Create a Gallery

Gallery Details: Step 1 of 4

To create a gallery, perform the following steps:

1. In the Browse or Gallery pane, click the arrow next to the **Action** button and select **New Gallery**. The Create Gallery wizard opens to guide you through the steps that create a new gallery.
2. On the Gallery Details page, specify the general information about the new gallery.

Display 2.15 Gallery Details Page of the Create Gallery Wizard

Create Gallery [Close]

Gallery Details Step 1 of 4

Steps << Specify the name, description, and location for the gallery.

Gallery Details

- Primary Filters
- Secondary Filters
- Summary

Name: * Sample Reports for the eecsun4 Machine

Description: Sample reports provided by SAS IT Resource Management for the eecsun4 Machine.

Location:

- My Galleries
 - DEVA Machine Galleries
 - DEVA Machine CPU Reports
 - DEVA Machine Reports
 - Sample Reports
 - Sample Reports

Status: Private ?

Previous Next Cancel Finish

- In the **Name** field, enter a unique name for the gallery. Gallery names must be unique within a gallery folder. The name of a gallery can include no more than 60 characters.

TIP When you copy a gallery, Gallery Manager creates a copy of the gallery and provides the default name **Copy of <name of the original gallery>**. If the name of your original gallery uses 60 characters, then the default name for the gallery copy will exceed the maximum character limit. For best results, name your galleries with 50 characters or less to allow for character additions later.

- (Optional) In the **Description** field, enter a description of the gallery.
- In the **Location** group box, select the gallery folder where this new gallery is to be stored. If you do not want to use one of the existing folders, then click the new folder icon (📁). This action launches the New Gallery Folder dialog box that enables you to create and define a new gallery folder. When you are finished, the wizard returns you to the Create Gallery wizard.

Note: The **Status** of the gallery is automatically set to public or private based on the status of the gallery folder that you selected in the **Location** group box. All components of a gallery folder have the same public or private status as their parent folder.

- Click **Next** to specify the primary filters that are used to subset the reports into the gallery. Continue to “[Primary Filters: Step 2 of 4](#)” on page 24.

Primary Filters: Step 2 of 4

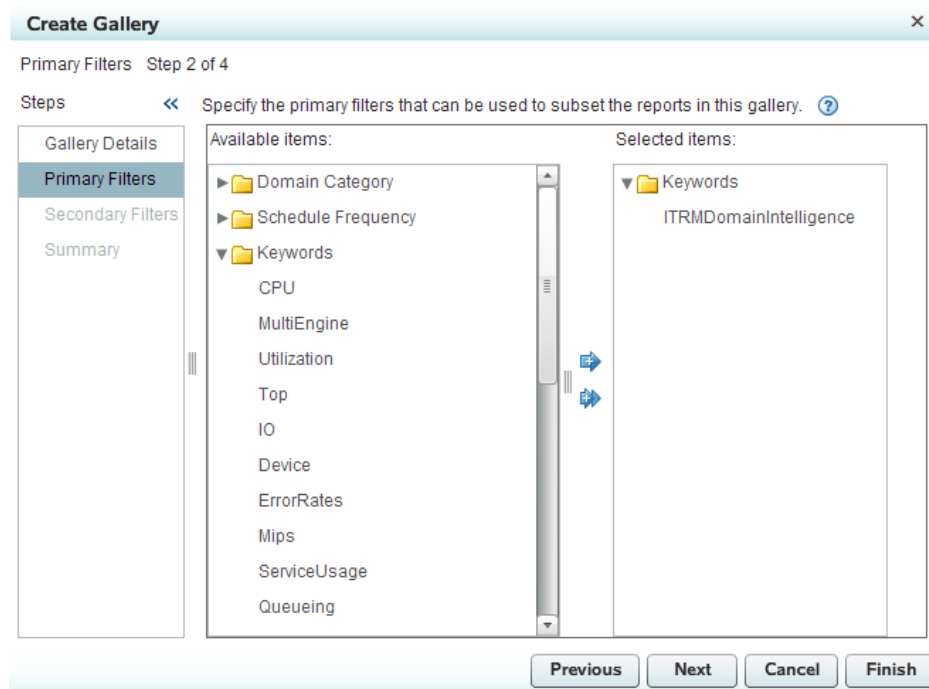
After you complete “[Gallery Details: Step 1 of 4](#)” on page 23, specify the primary filters.

- On the Primary Filters page, select the primary filters that designate the criteria for reports that make up the gallery. Filters limit the number of reports that are in the gallery. For example, you might choose to create a gallery that includes only reports

that were defined to run weekly and that are available for a particular machine, adapter data source, or keyword.

The following example shows the keyword **ITRMDomainIntelligence** selected as a primary filter for a gallery. This keyword is used to identify the sample reports that Gallery Manager provides.

Display 2.16 Primary Filters Page of the Create Gallery Wizard



The groups of primary filters in this wizard are the same as the filter groups that are available from the ITRM Gallery task in SAS Enterprise Guide. An ITRM Gallery task creates a report definition that assigns filter variables to the metadata for a SAS IT Resource Management report. The Gallery Manager uses these filter variables in report metadata to identify, filter, and sort the reports. For more information about working with the ITRM Gallery task and report definitions, see the *SAS IT Resource Management: Reporting Guide*. To locate the SAS IT Resource Management documentation, use the Products Index at <http://support.sas.com/documentation/index.html>.

Here are the four groups of primary filters that you can use to refine the set of reports in the gallery:

- **Domain Category** for the appropriate domain category that is associated with the adapter.
- **Domain Subcategory** for the appropriate domain subcategory that is associated with the domain category.
- **Schedule Frequency** for the time period on which the reports are run such as daily, weekly, and monthly.

Note: The Schedule Frequency filter, specified in the ITRM Gallery task, is a report filter in metadata only. It does not schedule report jobs and is not necessarily indicative of the date properties of the corresponding reports. This primary filter also does not correspond directly to the date variables that are available as secondary filters. It is simply a filter value that suggests when the corresponding report job should be run.

- **Keywords** for other terms or variables by which you might filter the reports such as “Top 10 CPU usages.”

Note: A primary filter group does not appear in the list if there are no SAS IT Resource Management reports with a variable that is related to that filter group. For example, if none of your SAS IT Resource Management reports include a domain subcategory variable, then the **Domain Subcategory** option does not appear on this page of the wizard.

To select primary filters, perform the following steps:

- a. Click the arrow next to a primary filter group. The primary filters that are available include only the variables that are present for at least one of the reports on the SAS Content Server.
- b. Select one or more filter variables in the **Available items** box and then use the right arrow button to move the filters to the **Selected items** box. To deselect a filter, select the filter in the **Selected items** box and click the left arrow button to move the filter back to the **Available items** box.

Note: If you do not select any filters, then all of the SAS IT Resource Management reports on the SAS Content Server are included in the gallery. Likewise, if you do not select a variable in a given primary filter group, then the reports in the gallery can include any of the variables for that primary filter group. If you select at least one variable in a given primary filter group, then the reports in the gallery can include only the variables that you selected for the primary filter group.

2. Click **Next** to specify the secondary filters that are used to further subset the reports into the gallery.

Note: By default, primary filters must reduce the number of reports to no more than 30,000 before you can continue with the next step to subset the reports further with secondary filters. Secondary filters must reduce the number of reports to no more than 20,000 before you can finish creating the gallery. If the primary filters that you specify on this page do not reduce the number of potential reports to 30,000 or less, then an error message appears and you cannot continue to the next page. You must specify more primary filters to reduce the number of potential reports for the gallery. Your system administrator can configure this report limit to a different value for your organization if necessary. (To update the default report limits for the primary and secondary filters, use the SAS Administrative ID, which is sasadm.) For more information, see the *SAS IT Resource Management: Reporting Guide*.

Continue to [“Secondary Filters: Step 3 of 4” on page 26](#).

Secondary Filters: Step 3 of 4

After you complete [“Primary Filters: Step 2 of 4” on page 24](#), specify the secondary filters.

1. On the Secondary Filters page, select the secondary filters that designate additional criteria for reports that make up the gallery. Secondary filters enable you to further subset the reports that meet the primary filter criteria that you selected on the previous page.

Display 2.17 Secondary Filters Page of the Create Gallery Wizard

Create Gallery x

Secondary Filters Step 3 of 4

Steps << Specify the secondary filters that can be used to further subset the reports in this gallery. ?

Gallery Details
Primary Filters
Secondary Filters
Summary

Found 30 reports based on previous selection.

Include reports with no date property.
 Yes No

Specify the number of report occurrences for each selected time variable.

Date Occurrences: StartOfWeek Occurrences: StartOfMonth Occurrences:

Select additional report variables that the reports in the gallery can include.

Available items: Selected items:

▶ LparId
▼ Machine
DEVA
P0A2
PERFORMANCE6
auspi01
bigbow
bigdipper

▼ Machine
eecsun4

Previous Next Cancel Finish

This page shows the number of SAS IT Resource Management reports that are on the SAS Content Server and meet the criteria that you specified with the primary filters on the previous page. You can select **Finish** to accept the default filters for **Date**, **StartOfWeek**, and **StartOfMonth**, or you can continue to reduce the number of reports in the gallery by selecting secondary filters.

To select secondary filters, perform the following steps:

- Select whether you want to include reports with no date property in the gallery. Some reports, such as tile charts, do not have a Date, StartOfWeek, or StartOfMonth BY variable. If you want to include these reports in the gallery, then select **Yes** for the **Include reports with no date property** option.

Note: The current version of tile charts do not support BY variables. If you filter on a BY variable that is not related to a date, such as the BY variables in the **Available items** box, then tile charts are not included in the gallery. Because tile charts do not have BY variables, they do not meet your filter criteria to include only reports with the BY variables that you select.

- Select the date-based reports for which you want to specify the number of occurrences to include in the gallery.

Reports can include the following date variables:

- **Date** specifies that Date is in the BY variable of the report.
- **StartOfWeek** specifies that StartOfWeek is in the BY variable of the report.
- **StartOfMonth** specifies that StartOfMonth is in the BY variable of the report.

Note: These options for date variables are filters. Thus, if you deselect the check box for a given time variable, then all of the reports with that time variable are included in the gallery unless other primary and secondary filters

disqualify the report. If you do not want to include any reports for a given time variable, then select the time variable and specify 0 **Occurrences**. For more information, see the next step.

- c. In the **Occurrences** fields, specify the maximum number of instances (0 to 99) of the date variable that you want to include in the gallery. If a report includes a corresponding BY variable that is within this range, then the report is included in the gallery.

The range begins with the date of the most recent BY variable for the given time variable (**Date**, **StartOfWeek**, **StartOfMonth**) and includes the next latest dates within the range.

For example, the following figure shows the date-based reports that are in a single gallery if occurrences are specified for all three date variables **Date**, **StartOfWeek**, and **StartOfMonth**. This figure uses the following conventions to represent reports:

- A black square (■) indicates that a report for the given date is available on the SAS Content Server and meets the primary filter criteria.
- A shaded cell indicates that the report is included in the gallery.

Figure 2.2 Reports That Are Included in a Gallery Based on Occurrences

4 Occurrences for Date

Reports with a Date in the BY Variables List	01JUN	02JUN	03JUN	04JUN	05JUN
Report A	■	■	■	■	■
Report B	■	■	■	■	
Report C	■	■	■		
Report D	■	■		■	
Report E	■			■	

2 Occurrences for StartOfWeek

Reports with a StartOfWeek Date in the BY Variables List	03MAY	10MAY	17MAY	24MAY	31MAY
Report F	■	■			■
Report G	■		■		
Report H	■	■	■		
Report I	■	■			
Report J	■				

1 Occurrence for StartOfMonth

Reports with a StartOfMonth Date in the BY Variables List	01FEB	01MAR	01APR	01MAY	01JUN
Report K	■	■	■	■	■
Report L	■	■	■	■	

- d. Select additional secondary filters to further subset the reports in the gallery. These secondary filters are listed in the **Available items** box and are based on the primary filters that you selected on the previous page. Use the right arrow button

to move selected filter variables to the **Selected items** box. To deselect a filter variable, select the filter in the **Selected items** box and click the left arrow button to move the filter back to the **Available items** box.

If you do not select a variable in a given secondary filter category, then the reports in the gallery can include any of the variables for that secondary filter category. If you select at least one variable in a secondary filter group, then the reports in the gallery can include only the variables that you selected from the secondary filter group.

Note: The gallery contains reports that have all of the selected BY variables. For example, in a domain category for VMware, the BY variables might be HOST and CLUSTER. You might want to view only reports that contain a certain host within a certain cluster. To do so, when you create the gallery, on the Specify the secondary filters page, select both the HOST and the CLUSTER variables. Later, when you view the gallery, reports that contain both the HOST and the CLUSTER variables are returned.

2. Click **Next** to view a summary of your previous selections.

Note: If the secondary filters that you specify on this page do not reduce the number of potential reports in the gallery to 20,000 or less, then an error message appears and you cannot continue to create the gallery. You must specify more primary and secondary filters on the previous pages to reduce the number of reports in the gallery. Your system administrator can configure this report limit to a different value for your organization if necessary. For more information, see the *SAS IT Resource Management: Reporting Guide*.

Continue to “[Summary: Step 4 of 4](#)” on page 29.

Summary: Step 4 of 4

After you complete “[Secondary Filters: Step 3 of 4](#)” on page 26, view the summary.

1. On the Summary page, review your previous selections and ensure that they reflect the results that you expect.

Display 2.18 Summary Page of the Create Gallery Wizard

Summary Step 4 of 4

Steps << Summary

Found 1 reports based on previous selection.	
Name	Sample Reports for the eecsun4 Machine
Description	Sample reports provided by SAS IT Resource Management for the eecsun4 Machine.
Location	My Galleries\Sample Reports
Keywords	ITRMDomainIntelligence
Machine	eecsun4
Date	Last 1 occurrences
StartOfWeek	Last 1 occurrences
StartOfMonth	Last 1 occurrences

Previous Next Cancel Finish

This page provides the number of SAS IT Resource Management reports that are on the SAS Content Server and meet the criteria that you specified with the primary and secondary filters on the previous pages.

If the gallery includes more reports than you want, click **Previous** and modify your filter settings to further subset the reports.

2. Click **Finish** to create the gallery.

Edit a Gallery

You can change the name, description, location, and filters of existing galleries. However, the galleries that you have permission to edit are based on your user ID. You can edit only your own galleries that you created.

To edit a gallery, perform the following steps:

1. In the Browse pane, select the gallery that you want to edit.
2. In the Browse pane, click the arrow next to the **Action** button and select **Edit**. The Edit Gallery wizard appears.

Display 2.19 Edit Gallery Wizard

The screenshot shows the 'Edit Gallery' wizard window. It has a title bar with 'Edit Gallery' and a close button. Below the title bar, it says 'Gallery Details Step 1 of 4'. There are four steps: 'Gallery Details', 'Primary Filters', 'Secondary Filters', and 'Summary'. The 'Gallery Details' step is active. The main area contains the following fields:

- Name:** DEVA Machine Reports (with a red asterisk indicating a required field)
- Description:** DEVA Machine Gallery
- Location:** A tree view showing 'My Galleries' > 'DEVA Machine Galleries' > 'DEVA Machine Reports' (selected). Other items include 'DEVA Machine CPU Reports' and 'Sample Reports'.
- Status:** Private (with a help icon)

At the bottom right, there are four buttons: 'Previous', 'Next', 'Cancel', and 'Finish'.

3. Modify the values in the **Gallery Details**, **Primary Filters**, and **Secondary Filters** pages as needed. For more information about how to complete the fields on these pages, see [“Create a Gallery” on page 23](#).
4. Click **Finish** to save the gallery changes.

Copy a Gallery

To copy a gallery, perform the following steps:

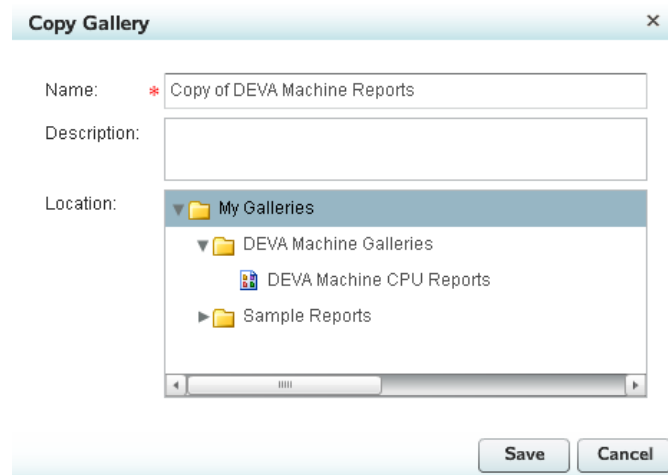
1. In the Browse or Gallery pane, select the gallery that you want to copy.

Note: You can select only one gallery at a time in the Browse pane. However, you can hold down the CTRL or SHIFT key and select multiple galleries in the Gallery pane. If you copy multiple galleries at the same time, then the Copy Gallery dialog box does not enable you to change the name and description of the folders. Therefore, you must ensure that the galleries that you copy have names that are unique within the folder where you plan to store them.

- In the Browse or Gallery pane, click the arrow next to the **Action** button and select **Copy**.

The Copy Gallery dialog box appears.

Display 2.20 Copy Gallery Dialog Box



- In the **Name** field, enter a unique name for the gallery. The name of a gallery can include no more than 60 characters. The default name is **Copy of <name of the original gallery>**.
- (Optional) In the **Description** field, enter a description of the new gallery.
- In the **Location** group box, select a gallery folder where this gallery is to be copied. The copy inherits the public or private status of the folder where it is located.
- Click **Save** to create the copy of the gallery or **Cancel** to close the dialog box.

Delete a Gallery

You can delete a gallery to remove it from the Gallery Manager. However, this action does not delete the corresponding reports from the SAS Content Server.

Note: Members of the IT Resource Management User group can delete only the galleries that they created. Members of the IT Resource Management Administrator group can delete any gallery regardless of whether they created it.

To delete a gallery, perform the following steps:

- In the Browse or Gallery pane, select the gallery that you want to delete. You can also hold down the CTRL or SHIFT key and select multiple galleries in the Gallery pane.
- In the Browse or Gallery pane, click the arrow next to the **Action** button and select **Delete**.
- Click **Yes** to delete the gallery folder.

Navigating Gallery Folders and Galleries

Understanding the Gallery Folder Structure

The Browse pane enables you to navigate and open gallery folders and galleries to locate reports. You can click the arrow to the left of a folder to view its contents. You can click a gallery to view its contents in the Gallery pane.

The gallery folders and galleries in the Browse pane are divided into the following folders:

My Galleries

This folder contains all of the gallery folders and galleries that you created, regardless of whether the folders or galleries are public or private. For more information about identifying public and private galleries, see “[Public and Private Gallery Folders and Galleries](#)” on page 33.

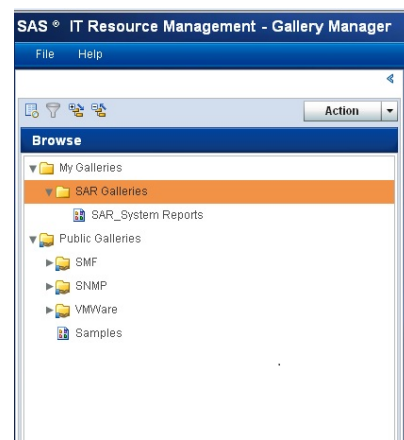
Note: Authorized users who are not members of the IT Resource Management Administrator or IT Resource Management User groups do not have permission to manage personal gallery folders. Therefore, a **My Galleries** folder is not available to these users.

Public Galleries

This folder contains all of the gallery folders and galleries that other users create and mark as public.

You cannot see a gallery folder with your user name in the **Public Galleries** folder. You can see only the public gallery folders of other users in the **Public Galleries** folder. When you log on with your user name, all of the gallery folders and galleries that you created are in the **My Galleries** folder.

For example, if a user named Samantha Cross creates a public gallery folder called **SAR Galleries**, then the gallery folder appears in her **My Galleries** folder when she uses her user ID to access Gallery Manager. The gallery folder icon indicates that her new gallery folder is public. Samantha can also see the public gallery folders for other users. However, the name of the owner of a public gallery folder is not displayed. Instead, the name of the gallery folder is displayed.



When another user logs in to Gallery Manager with his user ID, the **My Galleries** folder contains all of the gallery folders and galleries that he created. His **Public**

Galleries folder includes all the public folders and galleries that were created at his site.

Public and Private Gallery Folders and Galleries

You can designate gallery folders as public or private based on whether you want other users to see your galleries. This parameter is called the **Status**.

- **Public** status specifies that the gallery folder and its contents are available for all Gallery Manager users to view and copy. Your public gallery folders and their contents appear in your **My Galleries** folder and in the **Public Galleries** folder for other users.

You can modify and delete only the public gallery folders and galleries that you create.

Note: Members of the user group IT Resource Management Administrator can delete any public gallery folders or galleries regardless of whether they created the object.

- **Private** status specifies that the gallery folder and its contents are available only to the person who created it. Your private gallery folders and their contents appear in your **My Galleries** folder in the Browse pane.





You can view, copy, modify, and delete your own private gallery folders and galleries. Other Gallery Manager users cannot see or modify your private gallery folders or galleries and you cannot access theirs.

Note: Members of the user group IT Resource Management Administrator can view and delete any private gallery folders or galleries, regardless of who created the objects.

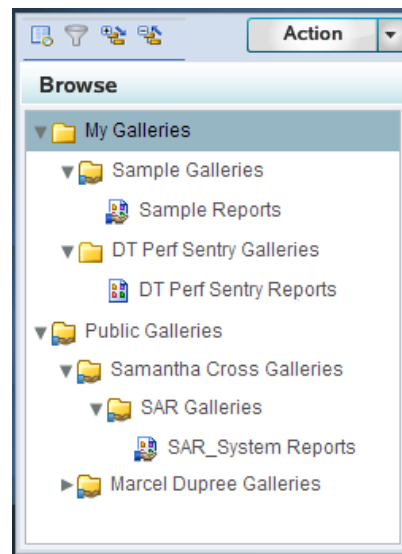
Gallery Manager uses different icons to designate whether a gallery folder or gallery is public or private. You can use these icons to quickly determine the status of an object.

The following table shows the status icons for each object in Gallery Manager:

Table 2.3 Public and Private Icons for Gallery Folders and Galleries

Object	Icon
Public gallery folder	
Public gallery	
Private gallery folder	
Private gallery	

The following display shows private and public folders in the Browse pane.

Display 2.21 Browse Panel with Expanded Folders

For more information about where to find public and private gallery folders and galleries in Gallery Manager, see [“Understanding the Gallery Folder Structure”](#) on page 32.

You can specify the **Status** of a gallery folder when you create or edit it. However, all gallery folders and galleries automatically inherit the same status as the gallery folder that contains them. Therefore, when creating a new gallery folder or gallery, you must consider the status of the gallery folder that will contain it. For example, if you copy an existing public folder and save the copy in a private folder, then the copy inherits a status of private.

Note: If you copy a gallery folder to the first level of the **My Galleries** folder, then the copy inherits a private status by default. You must modify the status of the gallery folder manually to specify a public status for the copied folder.

For more information, see [“Change the Public or Private Status of a Gallery Folder or Gallery”](#) on page 34.

Change the Public or Private Status of a Gallery Folder or Gallery

To change the public or private status of one or more gallery folders that reside on the first level of the **My Galleries** folder, perform the following steps:

1. In the Browse or Gallery pane, select the gallery folder that you want to edit.

Note: In the Gallery pane, you can hold down the CTRL or SHIFT key and select multiple gallery folders.

2. In the Browse or Gallery pane, click the arrow next to the **Action** button and select **Private** or **Public**.

If a selected gallery folder is marked as public, then the **Private** option appears in the list of menu options. If a selected gallery folder is private, then the **Public** option appears.

3. Click **Yes**.

Note: All galleries that reside on the first level of the **My Galleries** folder are private. To change the status of these galleries, you must move them into a public gallery folder.

To modify the status of an existing gallery folder or gallery that is not on the first level of the **My Galleries** folder, you must change the status of the parent gallery folder or move the object to another folder that has the status that you want.

Note: If you copy a gallery folder or gallery to the first level of the **My Galleries** folder, then the copy inherits a private status by default.

For more information, see [“Working with Gallery Folders” on page 18](#) and [“Working with Galleries” on page 23](#).

Viewing Reports in a Gallery

About Viewing Reports in a Gallery

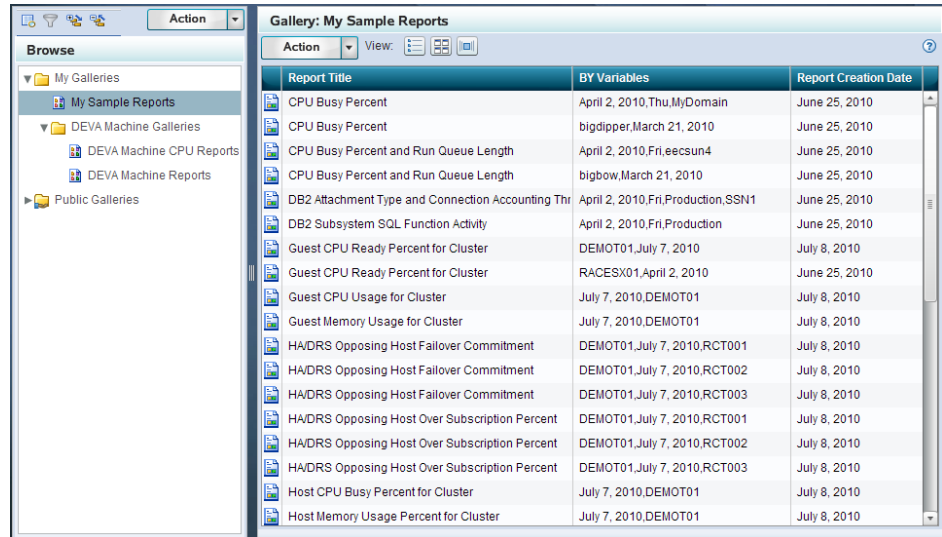
Gallery Manager enables you to view your IT reports in many different ways. Here are just a few of the tasks that you can perform when viewing your IT reports with Gallery Manager:


- Filter the reports in a gallery to view a subset of reports that meet your specified criteria.
- Review a detailed list of the reports.
- Sort through thumbnail images of the reports.
- Scroll through a sequential stack of the reports.
- Expand the reports into large images in their own Web browser.
- Interact with ActiveX or Java reports by placing the mouse on an item in an expanded report to view more layers of the report data.
- Copy the reports into Favorites folders.

How to View Reports in a Gallery

To view reports in a gallery, perform the following steps:

1. Select a gallery in the Browse pane. The reports that are in the gallery appear in the Table view of the Gallery pane. The following example shows the My Sample Reports gallery selected in the Browse pane. The reports that are in the My Sample Reports gallery are listed in the Gallery pane.

Display 2.22 My Sample Reports Gallery in the Browse and Gallery Panes

- (Optional) Click the Filters icon () at the top of the Browse pane to view the Filters pane. Select the filters that you want to use to subset the reports in the gallery for viewing. For more information about using the Filters pane, see “[Filtering Reports in an Existing Gallery](#)” on page 36.
- At the top of the Gallery pane, select the **View** icon that corresponds to the format that you want to use when viewing the reports.

Display 2.23 View Icons in the Gallery Pane


For more information about the different views that are available in the Gallery pane, see the following topics:

- “[Table View](#)” on page 40
- “[Thumbnail View](#)” on page 42
- “[Flow View](#)” on page 44

Filtering Reports in an Existing Gallery

Understanding the Filters Pane

The Filters pane enables you to subset the view of reports in a gallery by one or more criteria. This process reduces the number of reports that are shown in the gallery so that you can limit the display to those specific reports that meet your filter criteria.

The filters in the Filters pane are organized into filter groups. You can click the arrow () next to a filter group to see each variable that it includes. Then, click the check box for a filter variable to select it. When a variable is selected, a check () appears in the corresponding check box.

TIP If you select at least one variable within a filter group, then the check box for the filter group appears with a black square (). If you select all variables within a filter group, then the check box for the filter group appears with a check ().

After you select the filter variables that you want to use to subset the gallery reports, click **Apply**. The reports that meet your filter criteria appear in the Gallery pane.

Note: Click **Clear All** and then **Apply** if you want to remove all selections and start over. All of the reports in the gallery will appear in the Gallery panel.

How Filters Work in the Filters Pane

The filter variables in the Filters pane are criteria that restrict the gallery reports that are displayed in the Gallery pane. When you select a filter variable within a group, you see only the reports that include the variable that you selected. However, if you do not select a variable within a given filter group, then the displayed reports can include any of the variables that are related to the filter group.

For example, a filter group named **Machine** might include four variables that correspond to four machines in your organization: DEVA, GOLDFINGER4, P0A2, and PERFORMANCE6. The following image shows that if you select the variable DEVA, then only the gallery reports for the DEVA machine appear in the Gallery pane.

Display 2.24 Example of One Machine Filter Applied to View Reports in a Gallery

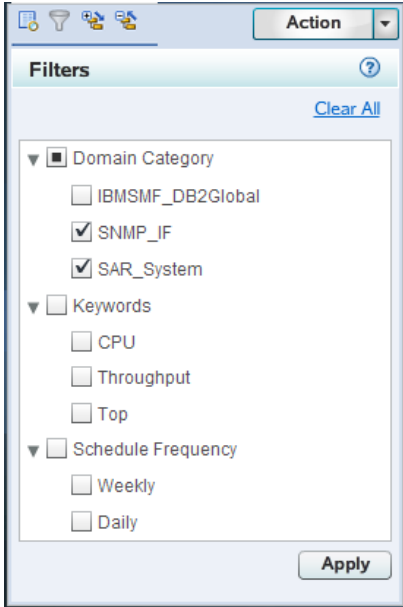
The screenshot shows the 'Filters' pane on the left with the 'Machine' group expanded and 'DEVA' selected. The 'Gallery: My Sample Reports' pane on the right displays a table of reports filtered to the DEVA machine.

Report Title	BY Variables	Report Creation Date
Lpar CPU Hardware Msu and Mips Across All Engine	April 2, 2010,Fri.DEVAPLEX,DEVA,3-DEV	June 25, 2010
Lpar zAAP CPU Hardware Msu and Mips	April 2, 2010,Fri.DEVAPLEX,DEVA,3-DEV	June 25, 2010
System CPU Busy Percent and Hardware Msu and Mi	April 2, 2010,Fri.DEVAPLEX,DEVA	June 25, 2010
System Cpu Hardware Mips by Engine Type	April 2, 2010,Fri.DEVAPLEX,DEVA	June 25, 2010
System zAAP CPU Busy Percent and Hardware Msu e	April 2, 2010,Fri.DEVAPLEX,DEVA	June 25, 2010
Workload CPU Mips	April 2, 2010,Fri.DEVA,DEVAPLEX	June 25, 2010
Workload zAAP CPU Mips	April 2, 2010,Fri.DEVAPLEX,DEVA	June 25, 2010

When you select multiple filter variables in the Filters pane, Gallery Manager uses different algorithms to filter the reports based on whether the variables are selected within a single filter group or across filter groups. The following examples show how the Gallery Manager applies multiple filter variables from the Filters pane:

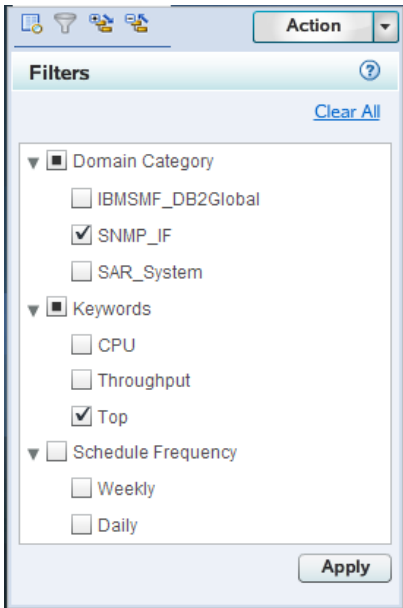
- If you select multiple filter variables in a single filter group, then the Gallery pane displays only the reports that meet any of those selected criteria.

Table 2.4 Example of Two Filter Variables Selected in a Single Filter Group

Selected Filter Variables	Reports That Appear in the Galley Pane
	<p>The reports in the Gallery pane must include one of the following variables for Domain Category:</p> <ul style="list-style-type: none"> • SNMP_IF • SAR_System <p>All other reports in the gallery are not shown in the Gallery pane.</p>

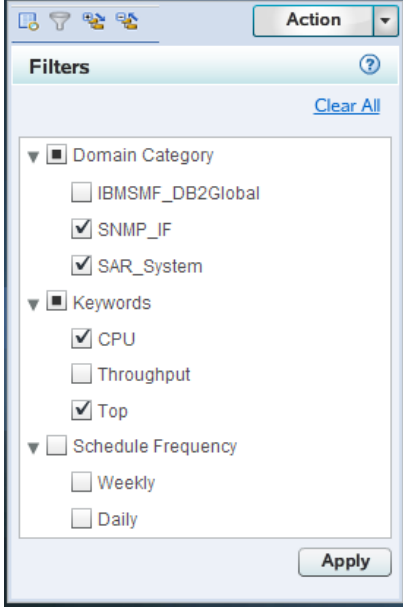
- If you select a filter variable in two different filter groups, then the Gallery pane displays only the reports that meet both criteria for the two distinct filter groups.

Table 2.5 Example of Two Filter Variables Selected across Two Filter Groups

Selected Filter Variables	Reports That Appear in the Galley Pane
	<p>The reports in the Gallery pane must include both of the selected variables. Therefore, the Gallery pane displays only the SNMP_IF reports with the keyword Top.</p> <p>All other reports in the gallery are not shown in the Gallery pane.</p>

- If you select multiple filter variables across multiple filter groups, Gallery Manager uses the same rules above for multiple filters when determining the reports to display in the Gallery pane.

Table 2.6 Example of Multiple Filter Variables Selected in Multiple Filter Groups

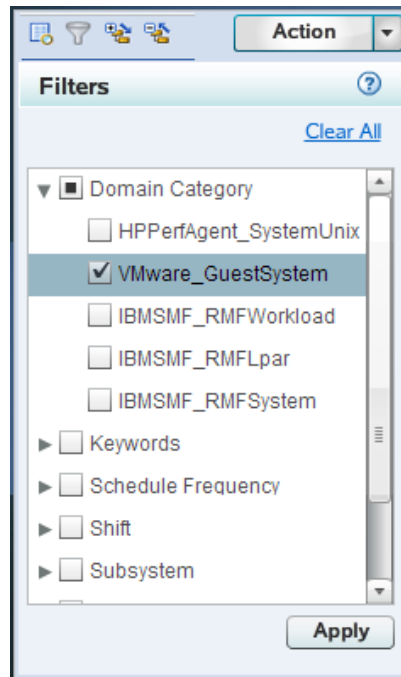
Selected Filter Variables	Reports That Appear in the Galley Pane
	<p>The reports in the Gallery pane must include one of the following combinations of variables:</p> <ul style="list-style-type: none"> • SNMP_IF and CPU • SNMP_IF and Top • SAR_System and CPU • SAR_System and Top <p>All other reports in the gallery are not shown in the Gallery pane.</p>

How to Filter Reports in a Gallery

To subset the number of reports that you want to view in a gallery, perform the following steps:

1. Click a gallery in the Browse pane to open the gallery.
2. Click the Filters icon (🔍) at the top of the Browse pane to view the Filters pane.
3. In the Filters pane, select the filters that you want to use to subset the reports in the open gallery. The list of available filters in the Filters pane varies based on the variables that are in the reports in the open gallery. Thus, the filters that are available for selection might change each time a new gallery is selected for filtering.

Click the arrow next to a filter group to view all of the possible variables that are associated with the filter. For example, a **Domain Category** filter group might include several variables from which you can choose, such as **VMware_GuestSystem**, **IBMSMF_RMFWorkload**, or **IBMSMF_RMFLpar**. If **VMware_GuestSystem** is selected as the only filter variable, then only the reports for the Guest System domain category of the VMware vCenter adapter are shown in the gallery pane.

Display 2.25 Filter Pane with One Domain Category Filter Selected

Note: Click **Clear All** if you want to remove all filter selections and start over.

4. Click **Apply**. Only the reports in the gallery that meet the filter criteria appear in the Gallery pane. You can then use the Gallery pane to view the reports. For more information about the using the Gallery pane, see “[Gallery Pane](#)” on page 13.

Note: Applying filters does not modify the gallery. It only subsets the reports in the gallery for viewing. Therefore, the applied filters last only for the current instance of the gallery. The next time you access the gallery, you will see all of the reports in the gallery and will be able to apply another set of filter criteria if necessary.

Table View

About the Table View

The Table view is the default view for the reports in a gallery. This view uses a grid format to display the following information about each report:

- Report icon (📄), when clicked, displays a thumbnail image of the report.
- **Report Title** specifies the title of the report.
- **BY Variables** specifies the BY variables that are in the report.
- **Report Creation Date** specifies the day that the corresponding report job was run and the report was created.

Note: The **Report Creation Date** that is displayed in the Table view shows the date that is based on the local time zone of the client. This date might differ from the actual creation date of the report content if the report was generated in a different time zone from the client’s time zone.

The following image shows the gallery My Sample Reports in the Table view of the Gallery pane:

Display 2.26 Table View of Reports in the Gallery Pane

Report Title	BY Variables	Report Creation Date
CPU Busy Percent	April 2, 2010,Thu,MyDomain	April 20, 2010
CPU Busy Percent	bigdipper,March 21, 2010	April 20, 2010
CPU Busy Percent Plus 2 Standard Deviations	PERFORMANCE6	April 20, 2010
CPU Busy Percent and Run Queue Length	April 2, 2010,Fri,eecsun4	April 20, 2010
CPU Busy Percent and Run Queue Length	bigbow,March 21, 2010	April 20, 2010
DB2 Attachment Type and Connection Accounting Threads	Fri,April 2, 2010,Production,SSN1	April 20, 2010
DB2 Subsystem SQL Function Activity	Fri,April 2, 2010,Production	April 20, 2010
Guest CPU Busy Percent		April 20, 2010
Guest CPU Busy Percent		April 20, 2010
Guest CPU Ready Percent for Cluster	RACESX01,April 2, 2010	April 20, 2010

In the Table view, you can drag and drop one or more reports from the Gallery pane into one of your Favorites folders. For more information about Favorites, see [“Working with Favorites”](#) on page 48.


Viewing Reports in the Table View

Click the Table view icon () in the Gallery pane to view the list of reports in this tabular format.

The Table view enables you to visually scan information about the reports in the gallery. The columns in the table include additional information about the reports such as the title, BY variables, and creation date. You can adjust the width of each column in the table.

Note: Timestamps in the tabular view of the Gallery Manager will contain different times than those the actual reports, if they are viewed in a different time zone from where the report jobs were run.

To view a report in the Table view, perform one of the following steps:

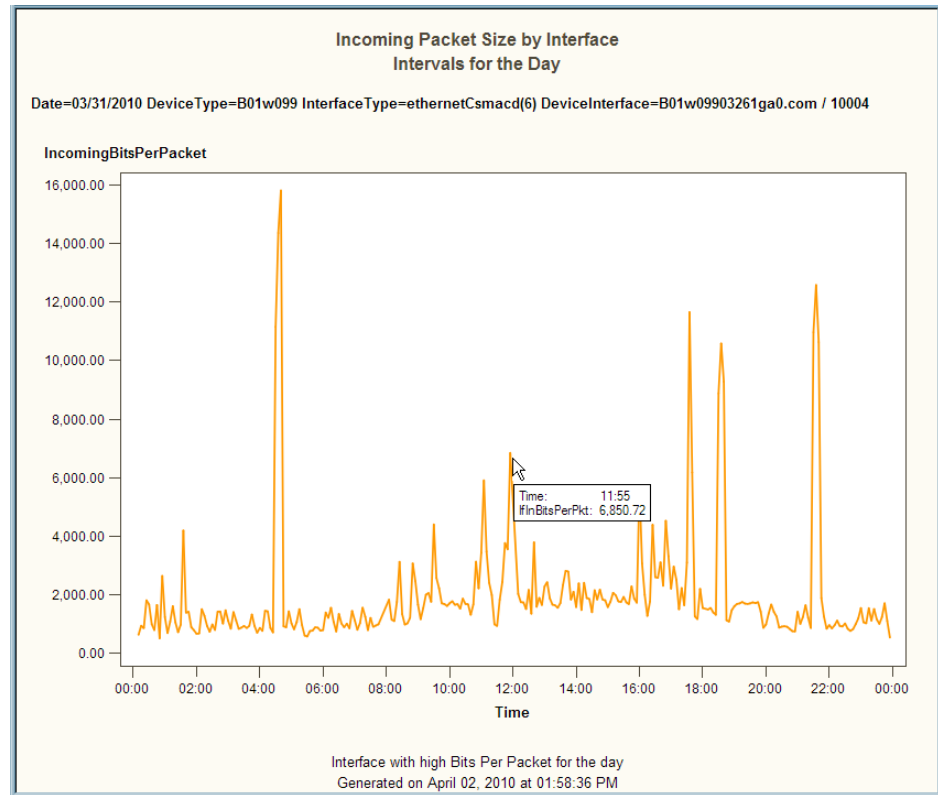
- Click the report icon () to the left of a report in the grid to see a thumbnail of the report.
- Double-click a report in the grid to open a large version of it in a separate browser window. If the report was created in an ActiveX or Java format, then you can place the mouse pointer on an area in the expanded report to view more layers of the report data.

Note: ActiveX is supported only on Internet Explorer.

For example, the following image shows the interactive capability of an ActiveX report. When the mouse pointer is placed on a data point in the report, a tooltip provides more

information about the specific data item. In this example, the user can see the exact number of incoming bits per packet at 11:55 AM on March 31, 2010.

Display 2.27 Example of an Interactive ActiveX Report



Sorting Reports in the Table View

The column headings of the Table view enable you to sort the reports by column. The default order is alphanumeric ascending order by report title, BY variable, and report creation date.

When you click a column heading in the Table view, an up arrow (ascending) or down arrow (descending) icon appears. These arrows indicate whether the information in the columns is sorted by ascending or descending order. For example, when the down arrow icon (▼) is displayed in the column heading, then the information in that column is sorted by descending order. You can click the arrow in a column heading to change the sort order for that column.

The sort order that you designate is not preserved the next time you access the gallery. However, the Thumbnail View and Flow view use the same sort order that you specified in the Table view for the current instance of viewing the gallery.

Note: If a report does not have a value in one of the possible sort fields, then that report appears first in a list that is sorted in ascending order.

Thumbnail View

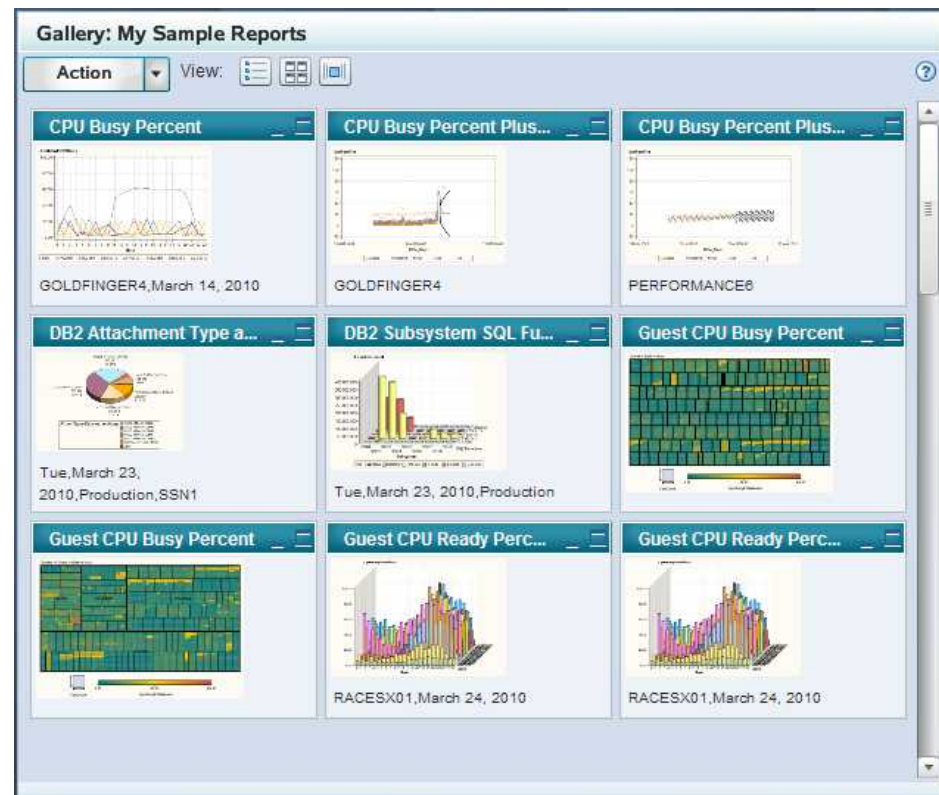
About the Thumbnail View

The Thumbnail view displays reports as expandable tiles or thumbnail images that you can view and arrange. This view displays up to nine thumbnails of reports at one time.

Each thumbnail includes the report title, BY variables, a small image of the report, and sizing icons that enable you to increase or decrease the size of the image in the Gallery pane.

The following image shows reports in the Thumbnail view of the Gallery pane:

Display 2.28 Thumbnail View of Reports in the Gallery Pane



In the Thumbnail view, you can click the arrow next to the **Action** button and select **Copy to Favorites** to copy the selected reports into one of your Favorites folders. For more information about Favorites, see “[Working with Favorites](#)” on page 48.

Viewing Reports in the Thumbnail View

Click the Thumbnail view icon (🖼️) in the Gallery pane to view the gallery reports in this format. This format enables you to view small images of each report in a gallery.

You can double-click a report thumbnail to open a large version of the report in a separate browser window. If the report was created in an ActiveX or Java format, then you can place the mouse pointer on an area in the expanded report to view more layers of the report data.

Note: ActiveX is supported only on Internet Explorer.

You can also use the following icons at the top right of each report thumbnail to minimize and expand the thumbnail images:



Click this icon to minimize the thumbnail. A single title bar for the report appears at the bottom of the Gallery pane. Click the title bar for the report at the bottom of the pane to reopen the thumbnail.



Click this icon to expand the thumbnail to the full size of the Gallery pane.



Click this icon to shrink an expanded thumbnail back to its original size.

TIP If the gallery contains more than nine reports, then you can use the vertical scroll bar to navigate through the entire set of reports that are in the gallery. Place the mouse pointer on the scroll bar to see the number of reports that are in the Gallery pane and the set of reports that are currently displayed. For example, if you are viewing the first set of reports in a gallery that includes 124 reports, then the tooltip states **0–9 out of 124**.

Sorting Reports in the Thumbnail View

The Thumbnail view uses the same sort order that is designated in the Table view. You can sort the order of reports in the Table view and then view them in that order in the Thumbnail view. For more information, see [“Sorting Reports in the Table View” on page 42](#).

You can reorder the reports in the Thumbnail view by dragging and dropping a thumbnail onto a new location in the thumbnail grid. However, the order that you designate is not preserved the next time you access the gallery. In addition, the Table View and Flow view do not automatically use the same order that you specify in the Thumbnail view.

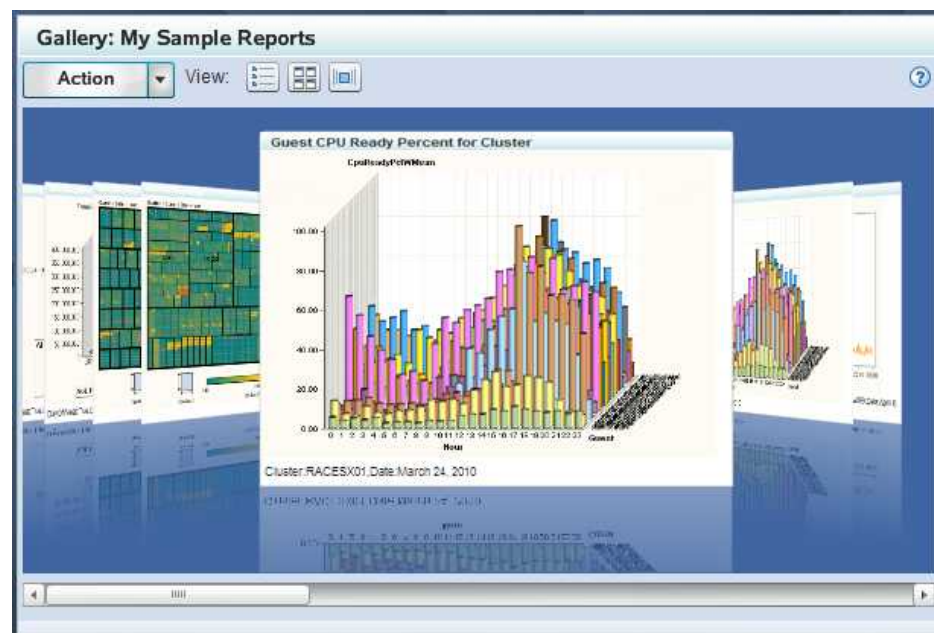
Flow View

About the Flow View

The Flow view displays a horizontal stack of up to ten reports at one time. Each report image includes the report title and BY variables.


The following image shows reports in the Flow view of the Gallery pane:

Display 2.29 Flow View of Reports in the Gallery Pane



In the Flow view, you can click the arrow next to the **Action** button and select **Copy to Favorites** to copy the center report into a Favorites folder that you select. For more information about Favorites, see [“Working with Favorites” on page 48](#).

Viewing Reports in the Flow View

Click the Flow view icon () in the Gallery pane to view the gallery reports in this format. This view displays stacks of ten reports at one time. You can navigate between the first and last report in a stack by clicking each page as if it were a page in a book. Here are the ways that you can navigate through the reports in the Flow view:

- Click a report on the right to move the next report into the center.
- Click a report on the left to move the previous report into the center.
- Double-click the report in the center to see a larger view of the report in a separate browser window.
- Use the horizontal scroll bar to move to the previous or next set of ten reports.

Note: Place the mouse pointer on the horizontal scroll bar to see the number of reports that are in the Gallery pane and the set of reports that are currently displayed. For example, if you are viewing the first stack of reports in a gallery that includes 124 reports, then the tooltip states **0–10 out of 124**.

Sorting Reports in the Flow View

The Flow view uses the same sort order that is designated in the Table view. You can sort the order of reports in the Table view and then view them in that order in the Flow view. For more information, see [“Sorting Reports in the Table View” on page 42](#).

Report Properties

Gallery Manager enables you to view the properties of a report such as the name of the corresponding SAS Enterprise Guide project, the process flow, and the ITRM Gallery task that was used to create the report. Thus, you can use these properties to identify the report definition that is used to generate the SAS IT Resource Management report.

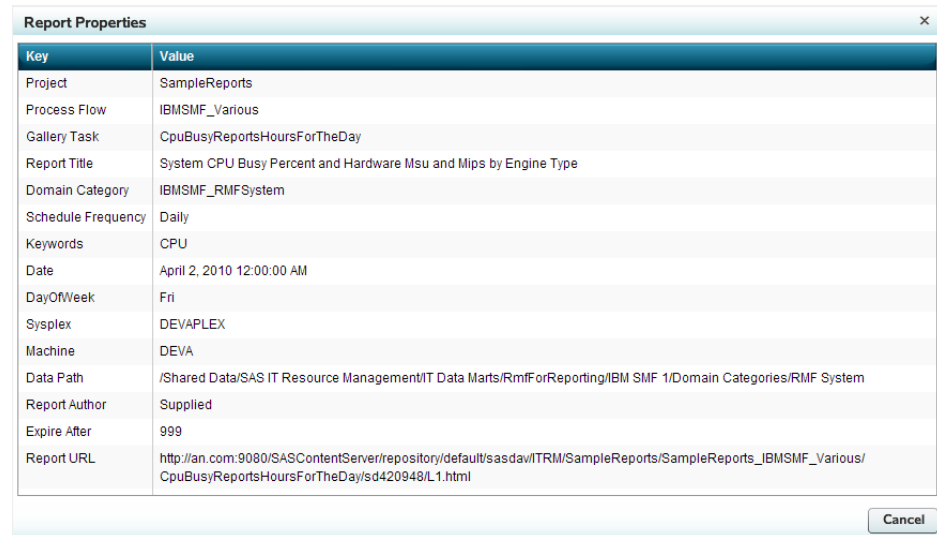
You cannot use Gallery Manager to modify these properties of a report. However, system administrators can use SAS Enterprise Guide and SAS IT Resource Management to modify the ITRM Gallery task, the report definition, and the report job to change the SAS IT Resource Management report. For more information, see “Part 3: Creating and Modifying Batch Reports” in *SAS IT Resource Management: Reporting Guide*.

To view the properties of a report using Gallery Manager, perform the following steps:

1. In the Gallery pane, select a report. If you are using the Flow view, then the report in the center of the pane is the selected report.
2. In the Gallery pane, click the arrow next to the **Action** button and select **Report Properties**. The Report Properties dialog box appears for the selected report.

The following display provides an example of a Report Properties dialog box for a sample report.

Display 2.30 Report Properties for a Sample Report



Key	Value
Project	SampleReports
Process Flow	IBMSMF_Various
Gallery Task	CpuBusyReportsHoursForTheDay
Report Title	System CPU Busy Percent and Hardware Msu and Mips by Engine Type
Domain Category	IBMSMF_RMFSysSystem
Schedule Frequency	Daily
Keywords	CPU
Date	April 2, 2010 12:00:00 AM
DayOfWeek	Fri
Sysplex	DEVAPLEX
Machine	DEVA
Data Path	/Shared Data/SAS IT Resource Management/IT Data Marts/RmfForReporting/IBM SMF 1/Domain Categories/RMF System
Report Author	Supplied
Expire After	999
Report URL	http://an.com:9080/SASContentServer/repository/default/sasdav/ITRM/SampleReports/SampleReports_IBMSMF_Various/CpuBusyReportsHoursForTheDay/sd420948/L1.html

The properties that are in the Report Properties dialog box vary based on the report and its metadata. Gallery Manager can present the entries in the Key or Value columns in sorted order. To sort the entries in the Key column, click the word **key** in the heading line of the Report Properties dialog box. Similarly, to sort the entries in the Values column, click the word **value** in the heading line of the Report Properties dialog box. The entries under the column that you clicked will appear in sorted order.

The information for a given report might include a combination of the following properties:

Project

provides the name of the SAS Enterprise Guide project that is associated with the report. The SAS Enterprise Guide project includes the ITRM Gallery task that creates the report definition for the report.

Process Flow

provides the page of the SAS Enterprise Guide project that is associated with the report. This page of the SAS Enterprise Guide project includes the ITRM Gallery task that creates the report definition for the report.

Gallery Task

provides the name of the ITRM Gallery task that creates the report definition for the report. The ITRM Gallery task name is the same as the report definition name.

Report Title

provides the name of the report.

Domain Category

provides the domain category of the adapter of the report. This value enables you to filter the report by domain category in Gallery Manager. This value in the report definition is specified in the ITRM Gallery task.

Domain Subcategory

provides the report category, a subset of the domain category, for the report. This value enables you to filter the report by domain subcategory in the Gallery Manager. This value in the report definition is specified in the ITRM Gallery task.

Schedule Frequency

indicates when the report should be scheduled to run. This value in the report definition is specified in the ITRM Gallery task.

Note: This value is a report filter in metadata only. It does not schedule the corresponding report job and therefore does not guarantee that the job is actually run on this schedule. This value simply enables you to subset the report by the given job schedule frequency in the Gallery Manager.

Keywords

provides the keywords that are assigned to the report for filtering in the Gallery Manager. Keywords are values in the report definition and are specified in the ITRM Gallery task.

Additional BY variables (such as **Date or **Machine**)**

provide other BY variables that are in the report. Gallery Manager enables you to filter reports by these BY variables. A report can include zero or more BY variables in the Report Properties dialog box.

Data Source

provides the name of the information map for the report.

Data Path

provides the location of the information map for the report. If this report property is blank, then the corresponding report job used the information map in the same folder as the report job. This value is a parameter of the report definition and can be specified in the ITRM Gallery task.

Report Author

provides the user ID that created the corresponding ITRM Gallery task in SAS Enterprise Guide. **Supplied** indicates that the resulting report definition was supplied by SAS IT Resource Management.

Expire After

indicates the number of days, according to the report definition, that the report is saved on the SAS Content Server until it expires and can then be overwritten when the report job is run again. This value in the report definition is specified in the ITRM Gallery task.

If a report is expired and its report job is run again, then the expired report is deleted and replaced with the new report. If a report is not expired and its report job is run again, then the previous report remains in the system with the new report that is generated.

Note: The Gallery transformation in the report job can be set to ignore the **ExpireAfter** value in the report definition and use a different value to calculate the expiration date for a report. For more information about specifying parameters in the Gallery transformation, see the Help for SAS IT Resource Management or “Working with Gallery Transformations” in the *SAS IT Resource Management: Reporting Guide*.

Report URL

specifies the Web address of the physical report file that is on the SAS Content Server.

Working with Favorites

Overview

SAS IT Resource Management reports have expiration dates that specify if a report should be overwritten when the associated report job is run within a given time frame. This prevents the SAS Content Server from storing too many reports over time.

The Favorites pane enables you to save a copy of a report if you do not want to lose the data when the report is overwritten. You can copy reports from one or more galleries and save the copies indefinitely in Favorites folders until you delete the copies manually. You might use Favorites to copy and save reports that show unique data trends, information that you want to refer to later, remarkable data points, or information that you want to save and e-mail to others.

In the Favorites pane, you can perform the following tasks:

- Create Favorites folders.
- Copy reports from the Gallery pane into a Favorites folder.
- Navigate and open Favorites folders to view your favorite reports in the Gallery pane.
- Manage Favorites folders and reports.
- E-mail your favorite reports.

The report copies that you save in Favorites folders are stored in a user-specific location of the SAS Content Server and are not updated when the associated report jobs run again. You can view these reports in the Gallery pane.

In the following image, the Favorites folder **HighUsageCriticalServersOct2010** is open in the Gallery pane and the three reports in that folder are displayed:

Display 2.31 A Favorites Folder in the Gallery Pane



Create a Favorites Folder

Each report in the Favorites pane must be stored in a Favorites folder. Thus, you must create one or more Favorites folders before you can copy a report into the Favorites pane. The **Action** button in the Favorites pane enables you to perform this task.

Your Favorites folders and reports are saved for your user ID in user-specific folders on the SAS Content Server. You can use the **E-mail Reports** action to share these reports with others.

For best results, create a set of Favorites folders that clearly identifies the notable attributes of the reports that they store. For example, a Favorites folder titled **HighUsageCriticalServersOct2010** might be used to keep notable reports that show high usage on critical servers within your enterprise during the month of October 2010.

To create a favorite folder, perform the following steps:

1. In the Favorites pane, click the arrow next to the **Action** button and select **New Folder** to display the New Favorites Folder dialog box.

The New Favorites Folder dialog box appears.

Display 2.32 New Favorites Folder Dialog Box

The screenshot shows a dialog box titled "New Favorites Folder" with a close button (X) in the top right corner. It contains two text input fields. The first field is labeled "Name:" and has a red asterisk next to it, indicating it is required. The text entered in this field is "HighUsageCriticalServersOct2010". The second field is labeled "Description:" and contains the text "Reports with high usage on critical servers in October 2010.". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

2. In the **Name** field, enter a unique name for the folder. The name of a Favorites folder is limited to 50 characters and cannot include spaces or the special characters / \ * : or " .
3. (Optional) In the **Description** field, enter a description of the folder.
4. Click **Save** to create the new folder or **Cancel** to close the dialog box.

Copy a Report to a Favorite Folder

To copy a report to a Favorites folder, perform the following steps:

1. In the Browse or Gallery pane, locate and open the gallery that includes the report that you want to copy and save as a favorite.
2. In the Favorites pane, select the Favorites folder where you want to save the report.
3. In the Gallery pane, select the report that you want to copy and save to your Favorites folder.

- In the Table view, click a report to select it. To select multiple reports at one time, hold down the CTRL or SHIFT key and click multiple reports.

TIP You can drag and drop reports from the Table view to a Favorites folder and skip the remaining steps.

- In the Thumbnail view, click a report to select it.
- In the Flow view, position a report to the center of the Gallery pane to select it.

Note: Gallery Manager enables you to select and copy no more than 40 reports at one time.

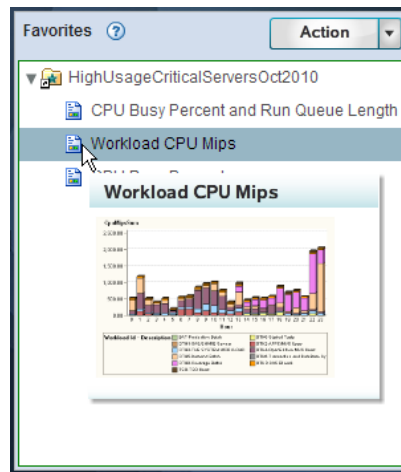
4. In the Gallery pane, click the arrow next to the **Action** button and select **Copy to Favorites**. The selected report or reports are added to the Favorites folder that you selected.

View Reports in a Favorites Folder

To view the reports in a Favorites folder, perform the following steps:

1. In the Favorites pane, select a Favorites folder.
2. Click the arrow next to a Favorites folder to expand the folder and view a list of the reports that it contains.
3. Click a report in the Favorites pane to view a thumbnail of the report. The following image shows a thumbnail of the Workload CPU Mips report in the Favorites folder **HighUsageCriticalServersOct2010**.

Display 2.33 Thumbnail Image of a Report in a Favorites Folder



4. Double-click the report icon (📄) in the Favorites pane to view a large version of the report in a separate browser window.

TIP To see Favorites reports in the Gallery pane, select a Favorites folder, click the arrow next to the **Action** button in the Favorites pane, and then select **Open**. You can use the **View** icons in the Gallery pane to view the reports in the format that you prefer.

Modify a Favorite Folder

You can modify any of the Favorites folders that you create. To modify a Favorites folder, perform the following steps:

1. In the Favorites pane, select the Favorites folder that you want to modify.
2. In the Favorites pane, click the arrow next to the **Action** button and select **Modify**. The Edit Favorites Folder dialog box appears.

Display 2.34 Edit Favorites Folder Dialog Box

The screenshot shows a dialog box titled "Edit Favorites Folder". It has a light blue header with a close button (X) on the right. Below the header, there are two text input fields. The first is labeled "Name:" and contains the text "TopCPUUsages" with a red asterisk to its left. The second is labeled "Description:" and contains the text "TopCPUUsages". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

3. Modify the name and description of the Favorites folder as needed. The name of a Favorites folder is limited to 50 characters and cannot include spaces or the special characters / \ * : or " .
4. Click **Save** to save your changes or **Cancel** to close the dialog box.

Delete Favorites Folders or Reports

You can delete a Favorites folder to remove it and its contents from the Gallery Manager. You can also delete an individual report from a Favorites folder. However, these actions do not delete the original reports from the SAS Content Server because the reports in Favorites folders are copies.

To delete Favorites folders or reports, perform the following steps:

1. Select one or more Favorites folders or reports that you want to delete. You can hold down the CTRL or SHIFT key and select multiple items in the Favorites pane.
2. In the Favorites pane, click the arrow next to the **Action** button and select **Delete**.

Note: You can select **Delete All** to delete all the Favorites folders and reports in the Favorites pane.

3. Click **Yes** to confirm that you want to delete.

E-mail Reports

Gallery Manager enables you to e-mail reports that are stored in a Favorites folder. This enables you to share interesting or notable reports with other colleagues for evaluation, analysis, or review.

The e-mails that Gallery Manager generates include links to the selected report copies that are saved on the SAS Content Server. Therefore, the option to send reports via e-mail is successful only when sharing reports with other individuals within your enterprise that have network permissions to access the SAS Content Server.

Note: You must have a default mail client configured on your client machine to perform this action.

To e-mail a report that is in a Favorites folder, perform the following steps:

1. In the Favorites pane, select one or more reports that you want to e-mail.

Note: Gallery Manager does not enable you to send a Favorites folder. If you want to send all of the reports in a Favorites folder, you must select all of the reports in the folder manually.

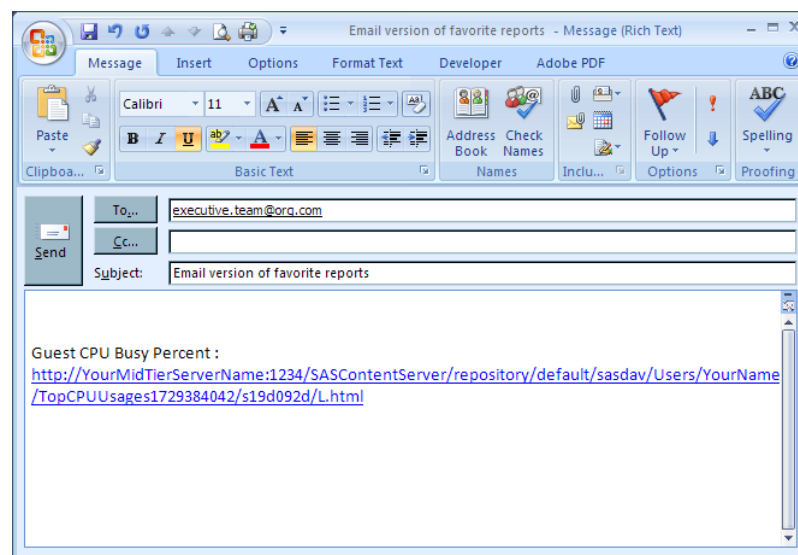
- In the Favorites pane, click the arrow next to the **Action** button and select **E-mail Reports**. Your e-mail client opens a new message. In the body of the message, the e-mail includes links to the SAS Content Server location where the reports are saved.

Note: The links in the e-mail point to the report copies that were created when you saved the reports as favorites. Thus, similar to all reports in Favorites folders, the linked reports are not updated if the corresponding report jobs are run again.

- In the **To** field of the new e-mail message, enter the e-mail addresses of the people to whom you are sending the reports.

The following example is an e-mail that Gallery Manager created for a favorite report.

Display 2.35 Sample E-mail with a Link to a Favorite Report



- Click **Send**.

Note: E-mail clients might not be able to handle very large content. If you try to e-mail ten or more reports at once, then a message appears with instructions to reduce the number of selected reports. If you want to send more reports, then you must send multiple e-mails of fewer than ten reports each.

Chapter 3

Gallery Manager Sample Reports and Troubleshooting

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Sample Reports

During the SAS IT Resource Management installation, several sample reports are saved on your SAS Content Server. These reports provide an example of the different types of reports that SAS IT Resource Management can create. They also enable you to practice using Gallery Manager before you have generated your own reports.

To create a gallery of these sample reports, perform the following steps:

1. Open Gallery Manager.
2. In the Browse pane, click the arrow next to the **Action** button and select **New Gallery**.
3. Enter a **Name** and **Description** for the new gallery.
4. Click **Next**.
5. Click the arrow next to **Keywords** to expand the folder.
6. Select **ITRMDomainIntelligence** and click the right arrow to move this selection to the **Selected Items** list.

Note: All sample reports include the keyword **ITRMDomainIntelligence**. If this keyword does not appear as an available option in your Gallery Manager session, then the sample reports are no longer on your SAS Content Server. Contact your systems administrator for assistance.

7. Click **Finish** to create the gallery.

Troubleshooting Issues in Gallery Manager

Using Two Open Sessions of Gallery Manager on a Single Workstation

Several Web browsers support a feature that merges multiple open sessions. This feature shares cookies, log on credentials, and preferences among all open sessions of the browser. If your workstation has multiple sessions of Gallery Manager open with different log on credentials, then the actions that you perform in one session might affect what you see in the other open sessions.

To open separate sessions on your workstation using different log on credentials, you can disable the session merge feature on your Web browser. See your Web browser documentation for instructions to open separate sessions that do not share cookies or preferences.

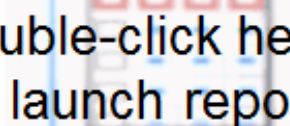
Next Button Is Disabled in the Create Gallery Wizard

If you press TAB to move your cursor through the options in the Create Gallery wizard, then the **Next** button might be disabled after you have cycled through the options on a page more than once. To re-enable the **Next** button, click on the wizard page listed in the **Steps** box on the left of the page.

Static Image Displayed Instead of the Expected Image

The thumbnail view of your gallery might display a static image instead of the expected small image of your report.

Display 3.1 Static Image



Double-click here to
launch report

The preceding image might be displayed if the small image of a tabular report is not generated. Click the static image to view the tabular report.

Location of the Gallery Manager Log

The Gallery Manager log is located at `YourSASConfigFolder\Lev1\web\Logs\ITRMGalleryManager3.3`. If there are errors in the Gallery Manager log, save a copy of the log and contact Technical Support.

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