How to add formats in SAS® Environment Manager

This document shows you how to add formats to the FMTSEARCH= option that is used by SAS® Cloud Analytic Services (CAS). You need administrative privileges to perform this task.

1. Open SAS Environment Manager.
2. Go to **Manage Environment.**
3. Go to **User-Defined Formats:**

4. You need to assume the Super User role:

5. After you assume the Super User role, you see the following message highlighted in yellow:

6. Add the necessary format to the FMTSEARCH= option**. Depending on how your window is sized, the choices here are listed differently. Both options are listed here.**
   a. If your window is *not* fully expanded, you need to click on the three vertical dots. Then select **Format library search order** (the first choice):

b. If you window *is* fully expanded, you should see the following list. Select the numbered list option:

7. You should now see the following window (your window will list different formats):

8. Highlight the formats that you want to add and then click the right-facing arrow to add the format to the Search Order panel.

9. Select **Save** after you add your formats to the Search Order panel. Your formats are now available for use in CAS.