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What's New in SAS® Drive?

Cheryl L. Coyle and Scott P. Leslie, SAS Institute Inc.

ABSTRACT

Do you use SAS® Drive to organize and share content with your colleagues? Did you know you can customize SAS Drive so that the items you want to see are easy to find? In all versions of SAS Drive, you can add items to Quick Access. In SAS Drive 2.2, you can reorder the items in Quick Access through a simple drag-n-drop, and you can get recommendations for what to add to your Quick Access area. In all versions of SAS Drive, you can hide and show object tabs. In SAS Drive 2.2, you can make any folder in your **organization's folder structure into a tab** – so the information you care about most is at your fingertips.

To help you visually identify your favorite items, we've added stars to the tiles, and to help you adjust SAS Drive so that it's most useful to you, you can now resize the Information Pane.

Along with these personal modifications, you can close all your search tabs with one action, you can preview a PDF file, you can copy a report link, and you can see who shared an item with you.

We've also extended the SAS Drive experience to SAS Visual Analytics. When SAS Visual Analytics has no open reports, you see a mini version of SAS Drive, limited to reports. You can sort, view, and search for reports in SAS Visual Analytics the same way you do in SAS Drive.

And finally, SAS Drive comes with a product tour that is offered to you the first time you sign in and available to you at any time.

INTRODUCTION

SAS Drive allows you to manage and organize your SAS and third-party files all in one place.

You can preview, tag, and favorite content. You can add files to a Quick Access area to keep them at your fingertips. You can share content with your co-workers, and even decide if they can edit it. See Figure 1 for an illustration of SAS Drive.

Adding to the handy and useful content management features, SAS Drive 2.2 provides multiple ways you can personalize your experience.

This paper describes how to take advantage of what's new in SAS Drive.

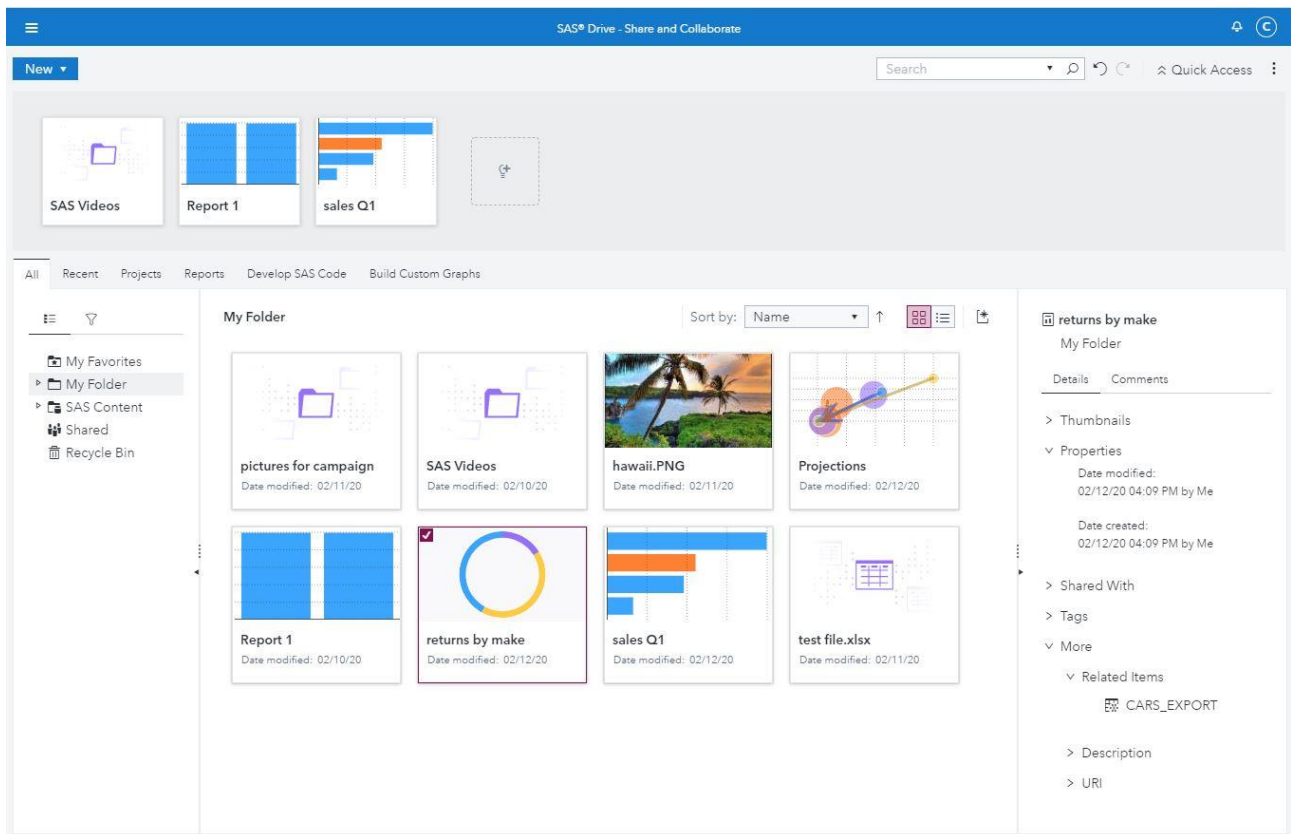


Figure 1. SAS Drive

MAKE THIS A TAB

If there are folders in your company's file structure that have content you access frequently, you can create tabs for those folders. Simply find the folder **you're interested in** - from the SAS Content tree in the All tab - open the right-click context menu and select **"Make this a tab"**. You can see the menu in Figure 2.

After selecting **"Make this a tab"** from the bottom of the context menu, a new tab is added to your SAS Drive, as shown in Figure 3. The new tab is instantly active, so you can see the contents. You can easily change the order of your tabs by dragging the new tab to a different location, and you can change the name of the tab to personalize it for your own needs.

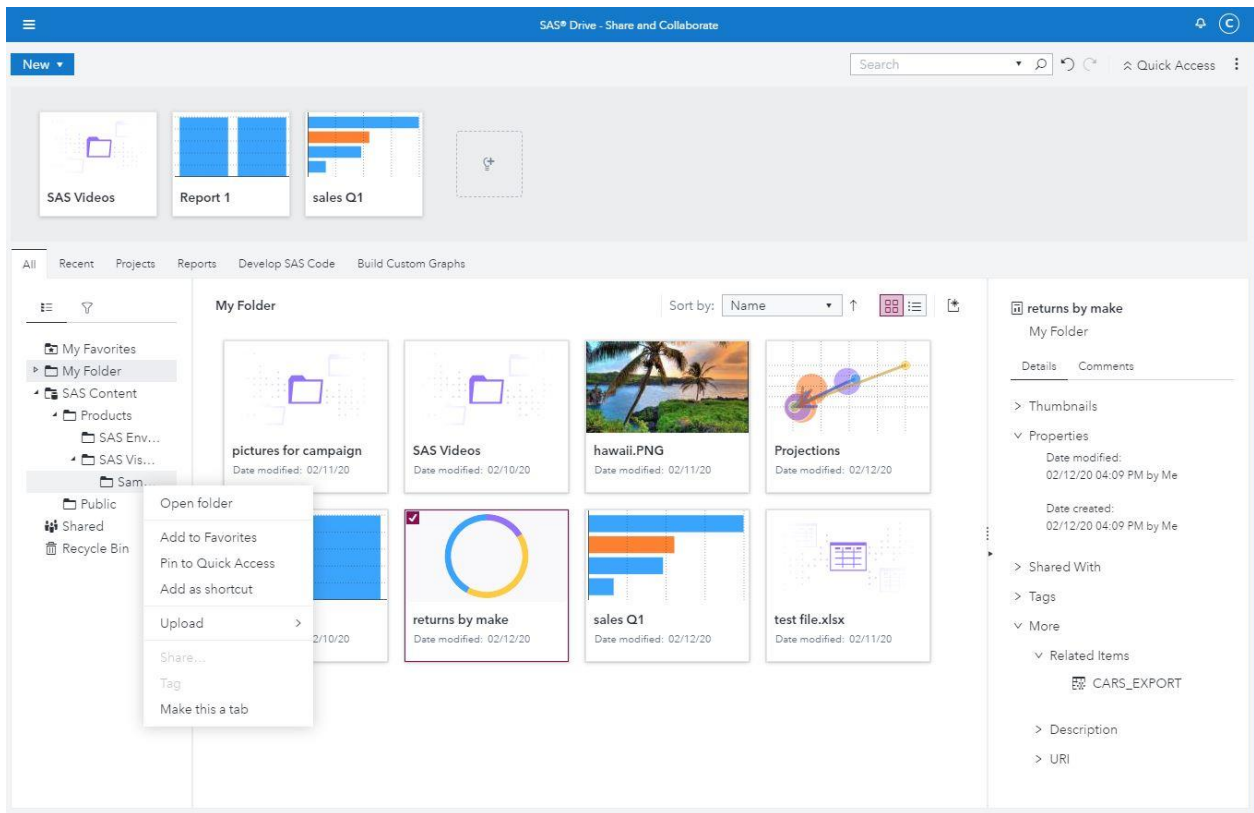


Figure 2. Make This a Tab, Part 1

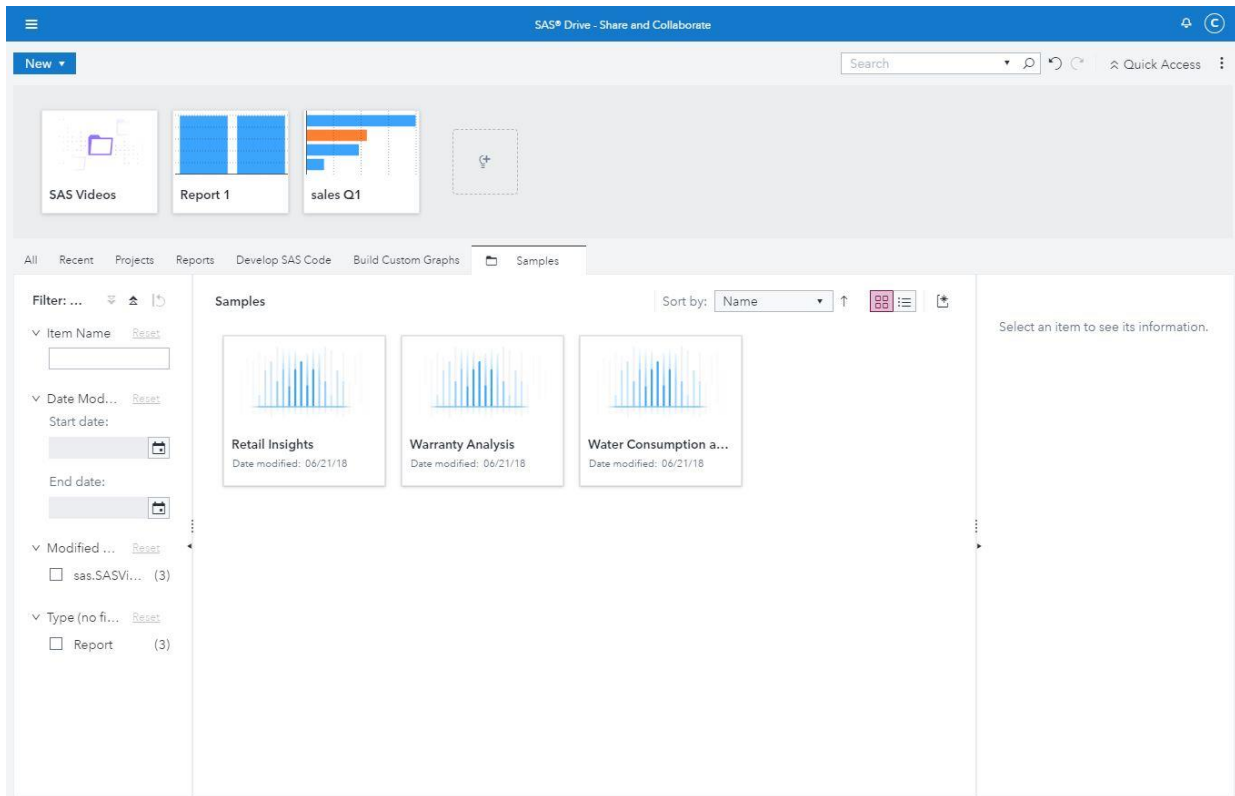


Figure 3. Make This a Tab, Part 2

RESIZABLE INFORMATION PANE

If you like viewing the Information Pane for useful details about items in SAS Drive, but you **don't want** the pane to take up a lot of room, instead of closing it completely, you can now resize it to your desired width. Simply move your mouse cursor to the dotted lines, grab the line, and drag it to make the pane wider or smaller. Figure 4 shows examples of two different widths for the Information Pane.

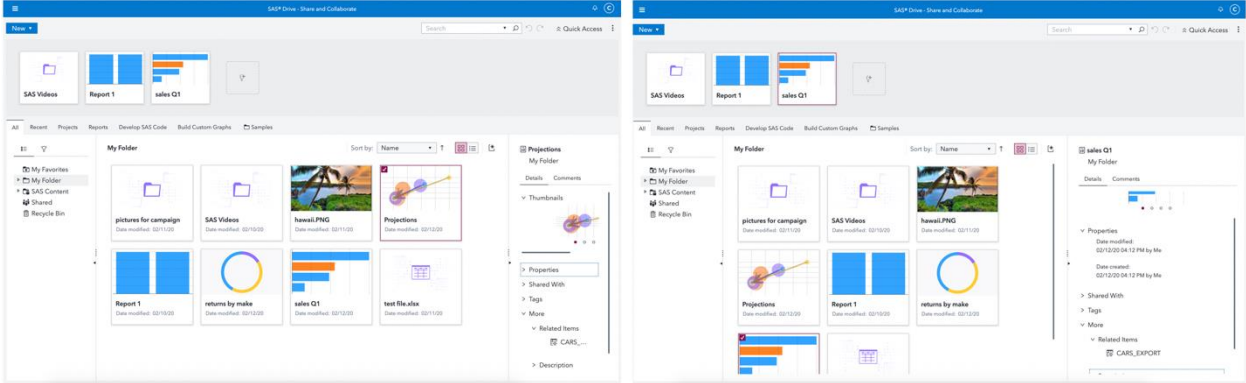


Figure 4. Resizing the Information Pane

FAVORITE ITEMS

SAS Drive made an enhancement to content you've marked as a Favorite. In addition to seeing the items you've favorited in your Favorites Folder, the tiles for those items are now marked with a star. You can easily find your favorite items without going to the Favorites Folder. Try to spot the item in Figure 5 that's been added to Favorites.

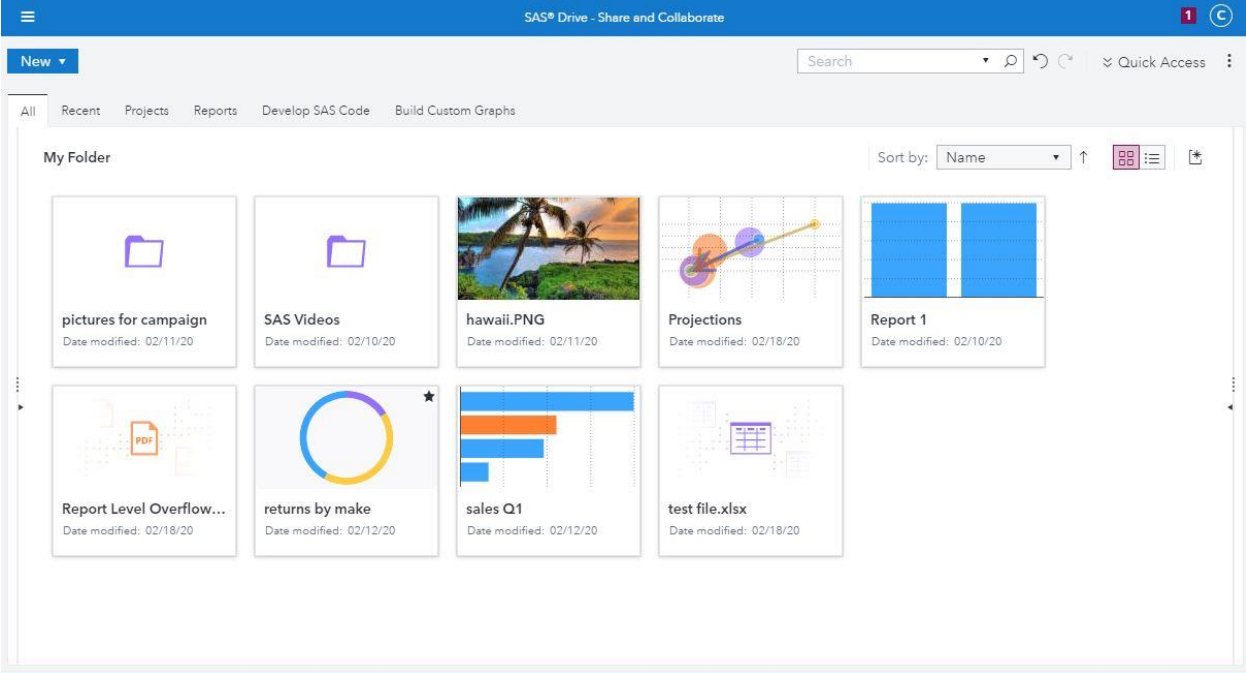


Figure 5. Favorite Items Are Shown with a Star

QUICK ACCESS RECOMMENDATIONS

One of the most exciting new features is our Quick Access Recommendations. If the SAS algorithm has identified a file or two that you have opened recently but haven't added to Quick Access, SAS Drive will display an icon inside the Quick Access area that lets you know there are recommended files. If you click the icon, the files will be automatically added to Quick Access for you. If you don't want some or all those items in Quick Access, you can simply remove them. You can see the icon, with the orange arrow pointing to it, in Figure 6.

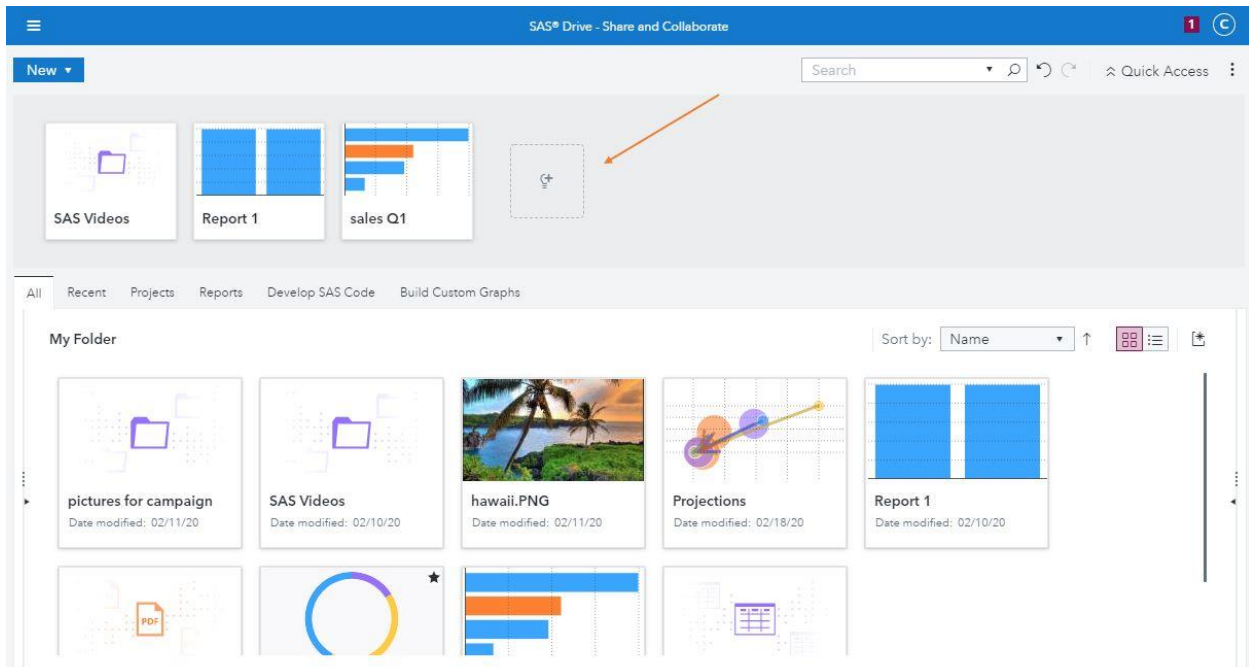


Figure 6. Recommendations for Items to Add to Quick Access

PROPERTIES OF SHARED ITEMS

If you can't remember who shared the Sales Report with you, you can easily check by going to your Shared folder, clicking on the Sales Report, and looking at the Information Pane on the right. The Information Pane includes an extra line of details when you're in your Shared folder. If you're in the section "Shared by me", the extra line is: *I shared this with*. This is where you can look if you want to be reminded of all the people who you shared the selected object with. When you're in the "Shared with me" section, the extra line is: *Shared with me by*. This tells you who shared it with you. Since the original notification may no longer be visible, and you may forget who shared the report with you, this is a great way to get to those properties. See Figure 7 for illustrations of both.

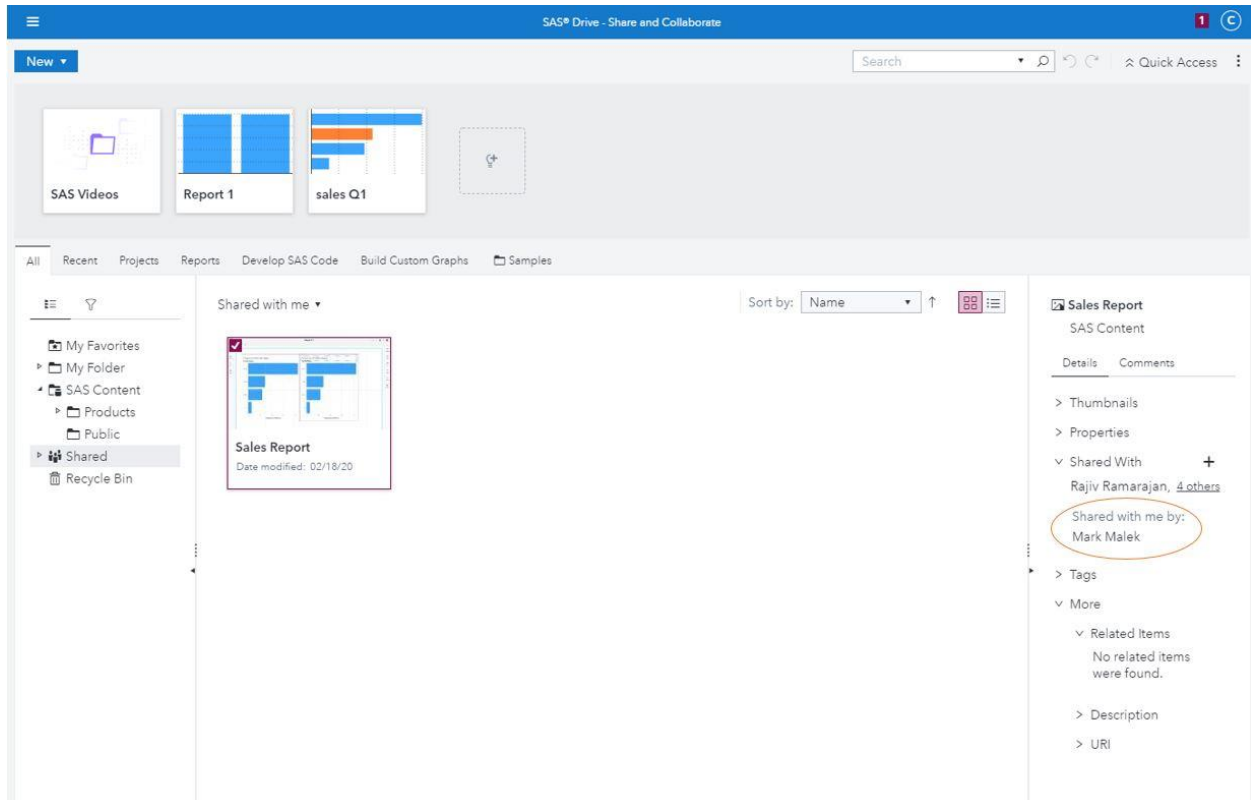
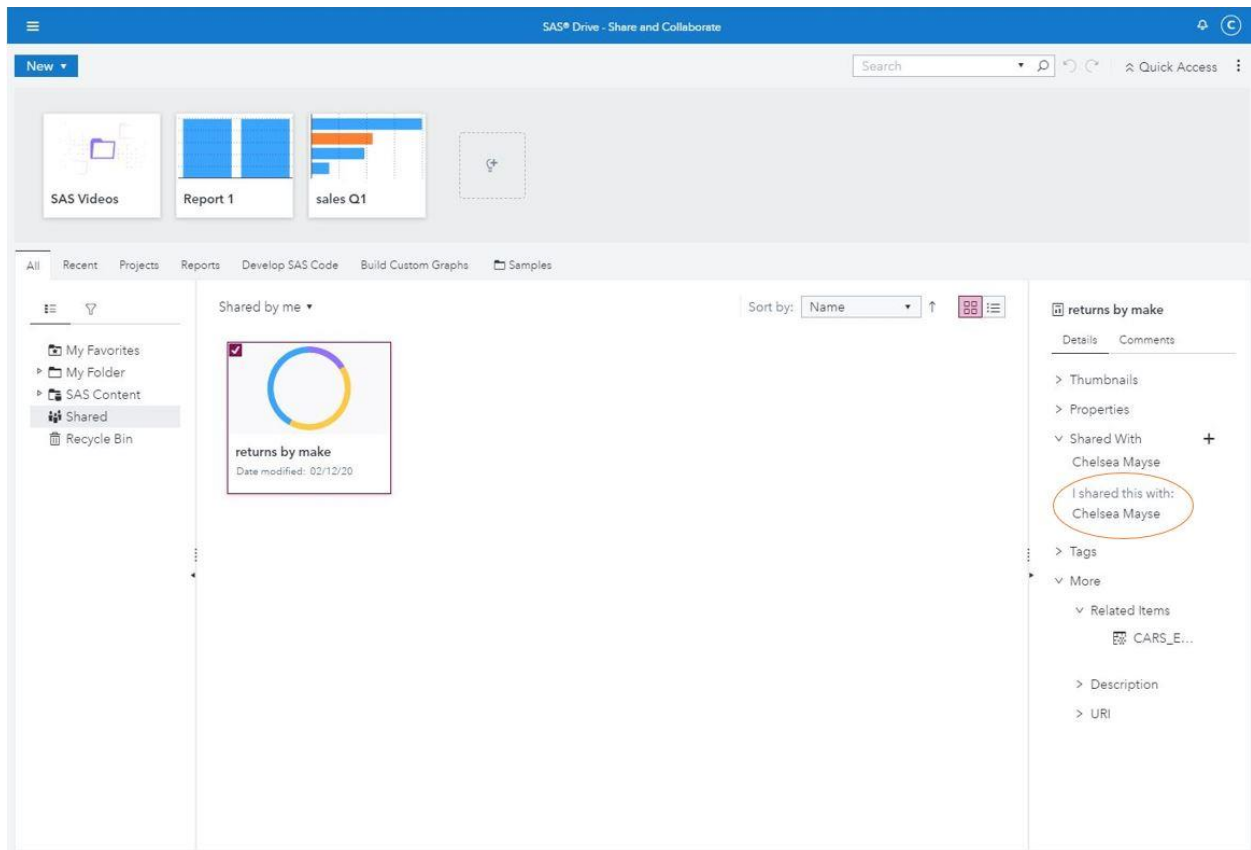


Figure 7. Extra Properties for Shared Items

ENHANCED INFORMATION PANE

Speaking of the Information Pane, the latest version of SAS Drive allows you to collapse and expand sections as you see fit. The pane now has collapsible sections, so the properties you **care about most are displayed and those you aren't interested in are hidden**. As you can see in Figure 8, you can choose to only have the Thumbnails section open, allowing you to scan through the thumbnails of item after item, since the state of the pane is retained while changing objects. Or, if you prefer to see the date created, tags, and related items, you can simply expand those three sections and move from item to item to see those properties. **You no longer have to view properties you don't care about.**

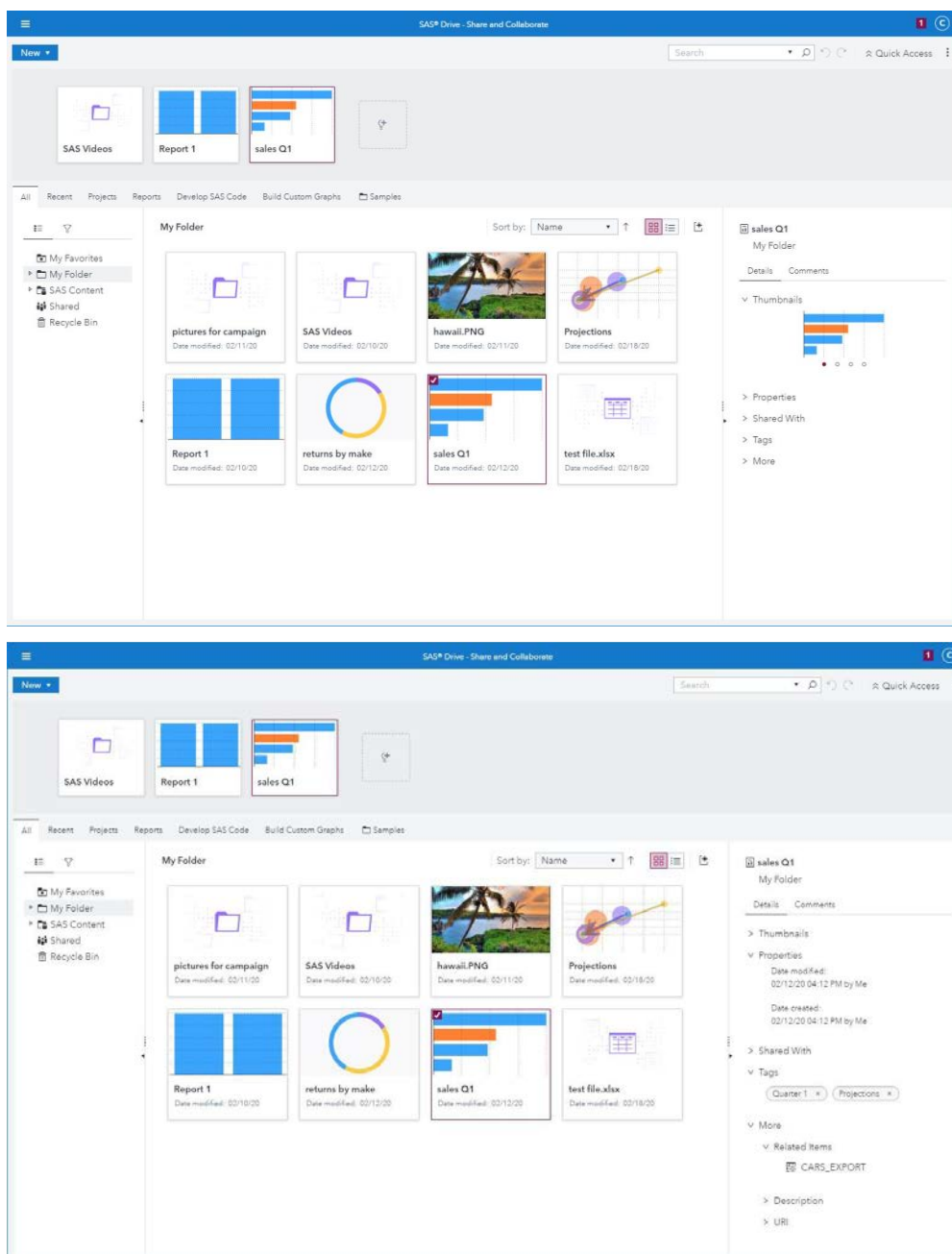


Figure 8. Expanding Information Pane Sections

CLOSE ALL SEARCH TABS

Are you someone who prefers to use Search when you're looking for an item? As you know, SAS Drive provides you with a tab of your search results every time you search for something. This can be very useful when you want to return to those results, but it can also be annoying if you don't want the results of all your past searches cluttering up your view. With our new feature, you can simply right click one of your search results tabs, select "Close all search tabs", and they'll all be dismissed immediately. You can even close all the search tabs from one of the non-search tabs. Figure 9 shows you the menu.

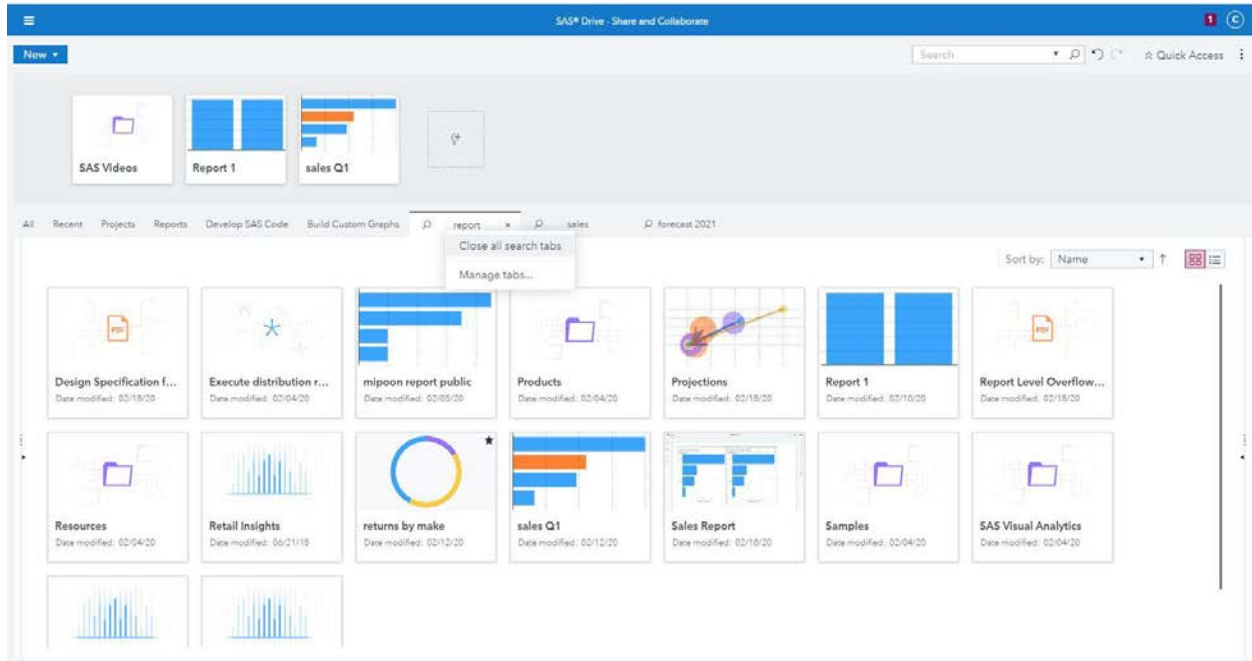


Figure 9. Context Menu on Search Tabs

PRODUCT TOUR

We've added introductory tips for new users of SAS Drive. The first time you open SAS Drive, you'll be given an opportunity to take a Product Tour. See Figure 10 for an illustration of parts of the tour. If you want to take it later, you can always initiate the tour from the application menu in the upper right. Figure 11 shows you where you can find the tour.

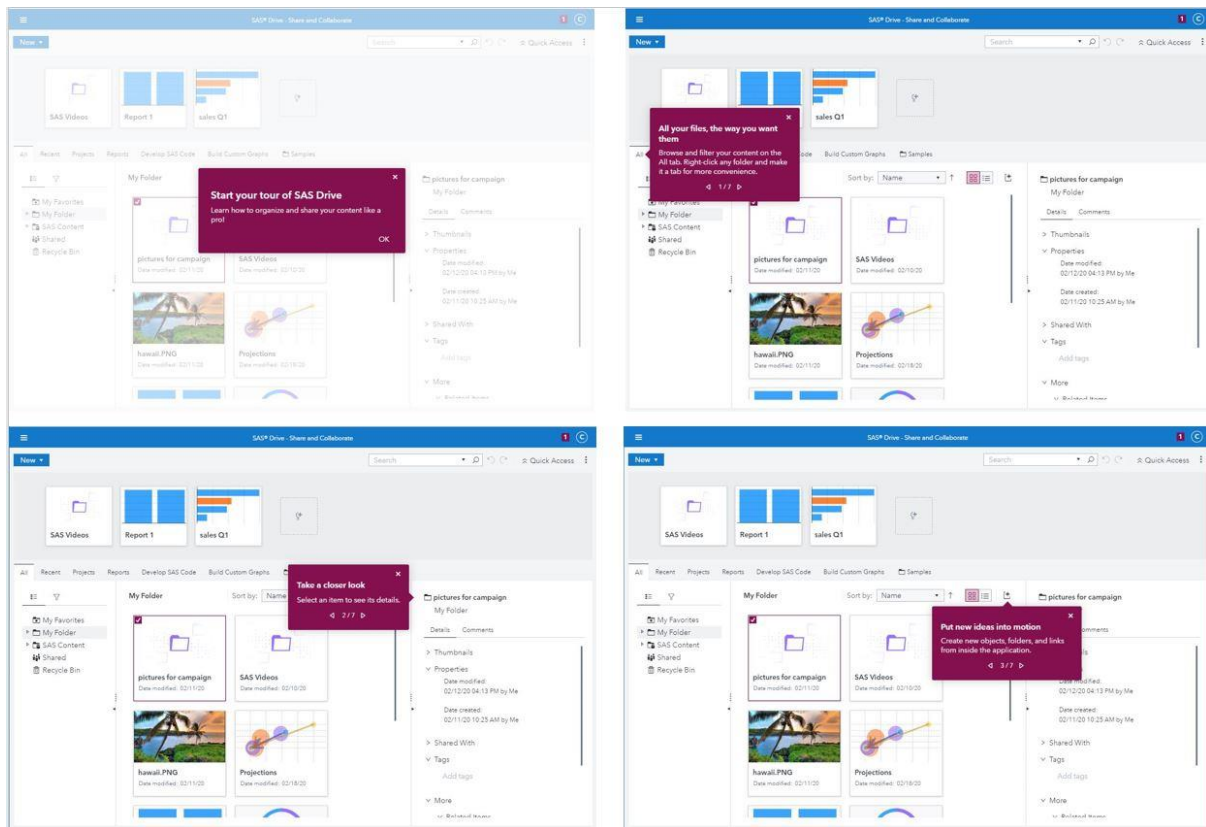


Figure 10. Example Cards from the Product Tour

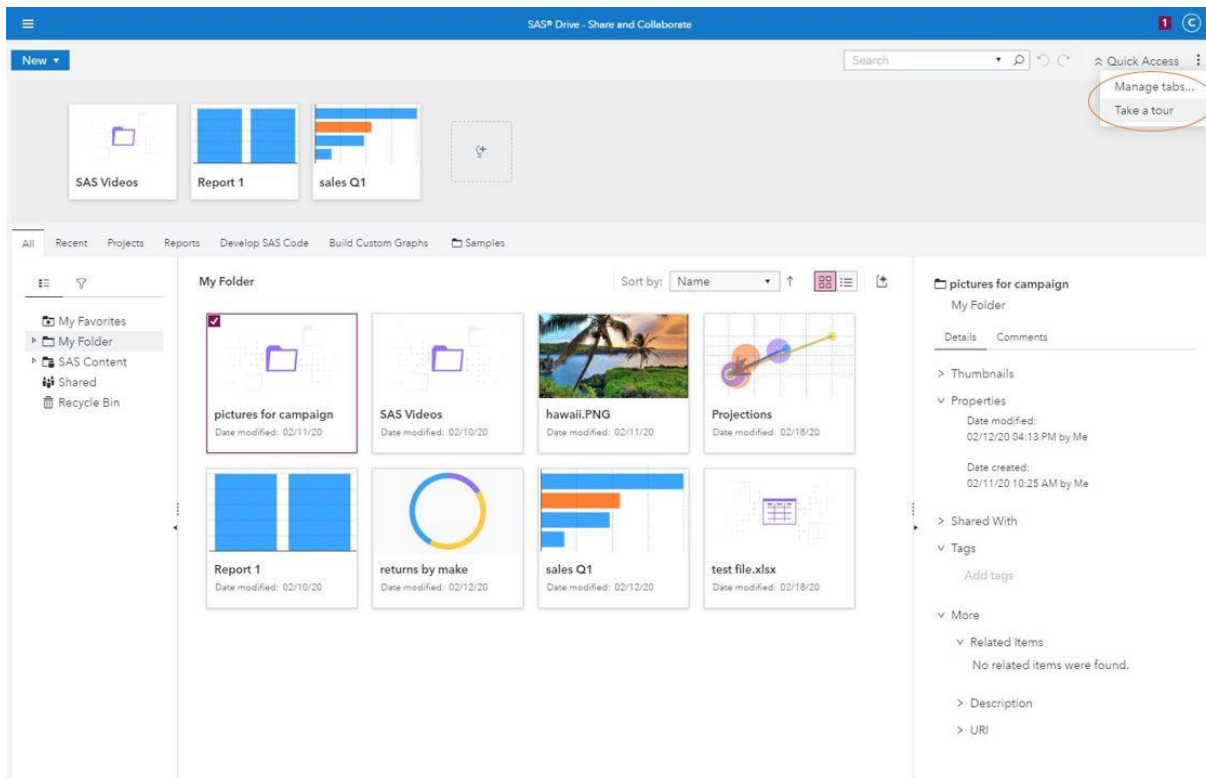


Figure 11. Application Menu on Upper Right

COPY LINK

Before this feature was available, in order to send the link of a report to a colleague, you had to open the report. But now, you can simply right click on the report in SAS Drive, and select "Copy link...". See Figures 12 and 13 for how to copy the report link.

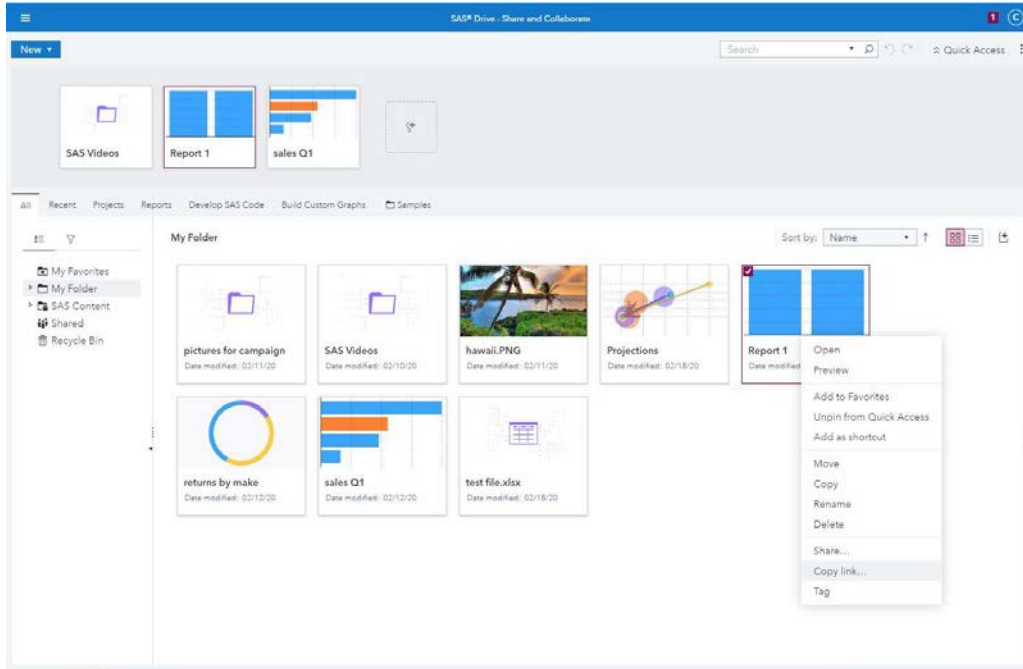


Figure 12. Object Menu Includes "Copy link..."

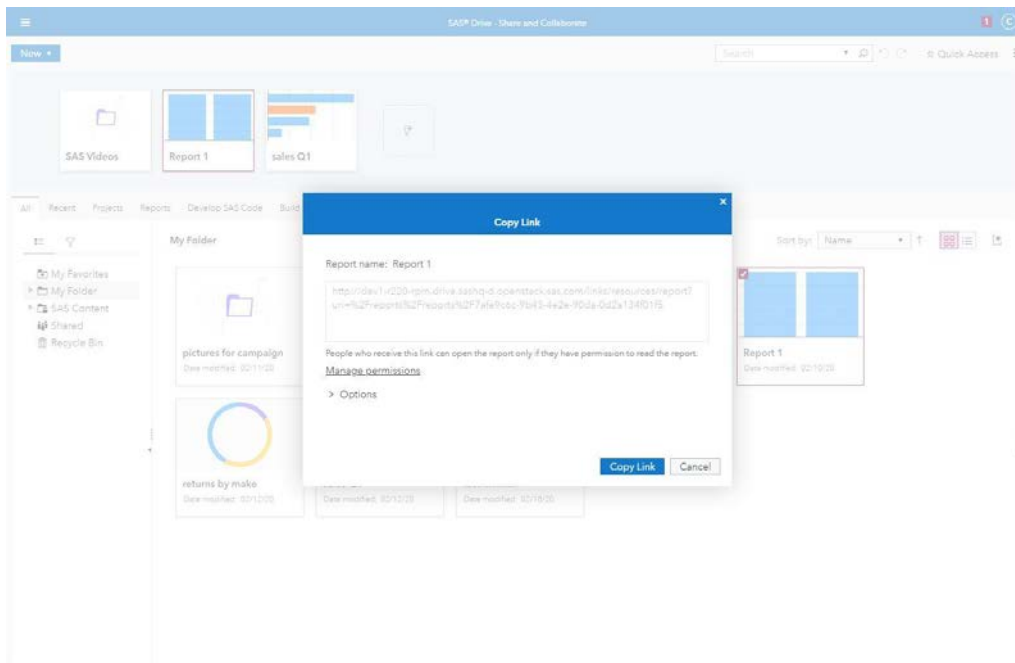


Figure 13. Easily Copy Link from SAS Drive

PDF PREVIEW

We've also added the ability to preview a PDF document, with all the features you're used to, right inside SAS Drive. You can scroll through the document, download, and even rotate it – whatever you need to do with your content is possible. Figure 14 shows an example of a PDF document being scrolled inside the Preview Pane of SAS Drive.

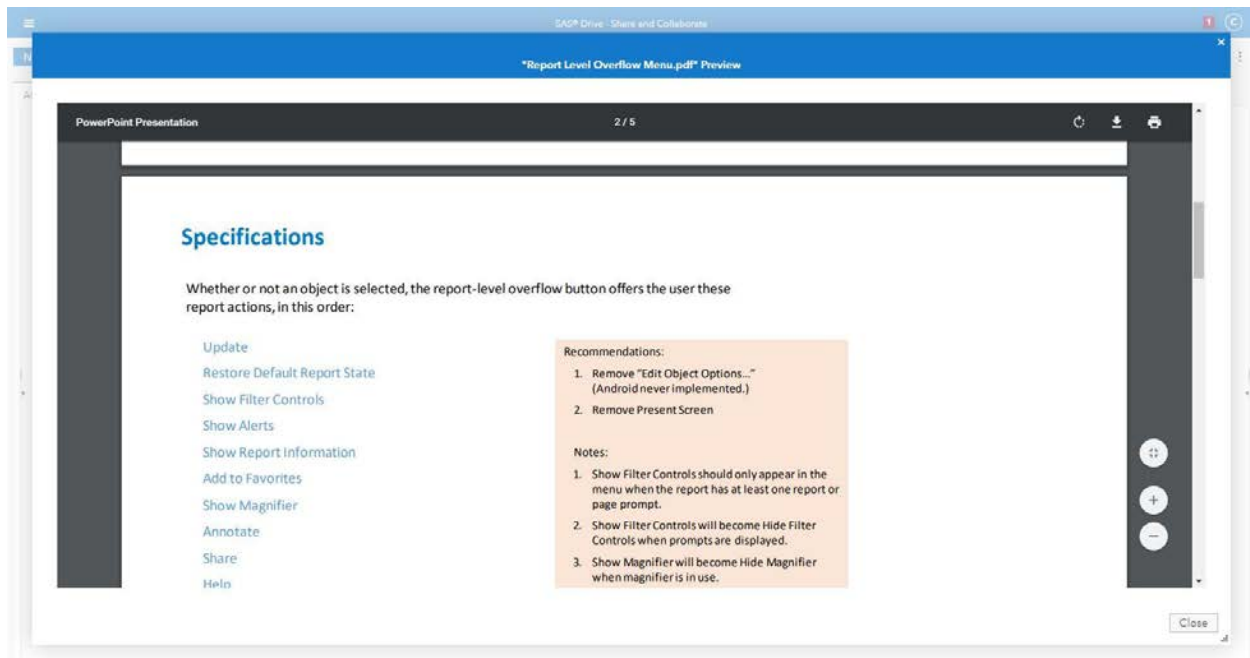


Figure 14. PDF Previewer

INTEGRATION WITH VISUAL ANALYTICS

We've added a miniature version of SAS Drive to SAS Visual Analytics, to provide a familiar experience to report viewers who typically find their reports in SAS Drive. When you first open SAS Visual Analytics, you'll get a choice of whether to create a new report or to open an existing report.

You can sort, view, and search for reports in this miniature SAS Drive – inside of SAS Visual Analytics - the same way you do in the SAS Drive application. See Figure 15 for an illustration of how SAS Drive is integrated with SAS Visual Analytics.

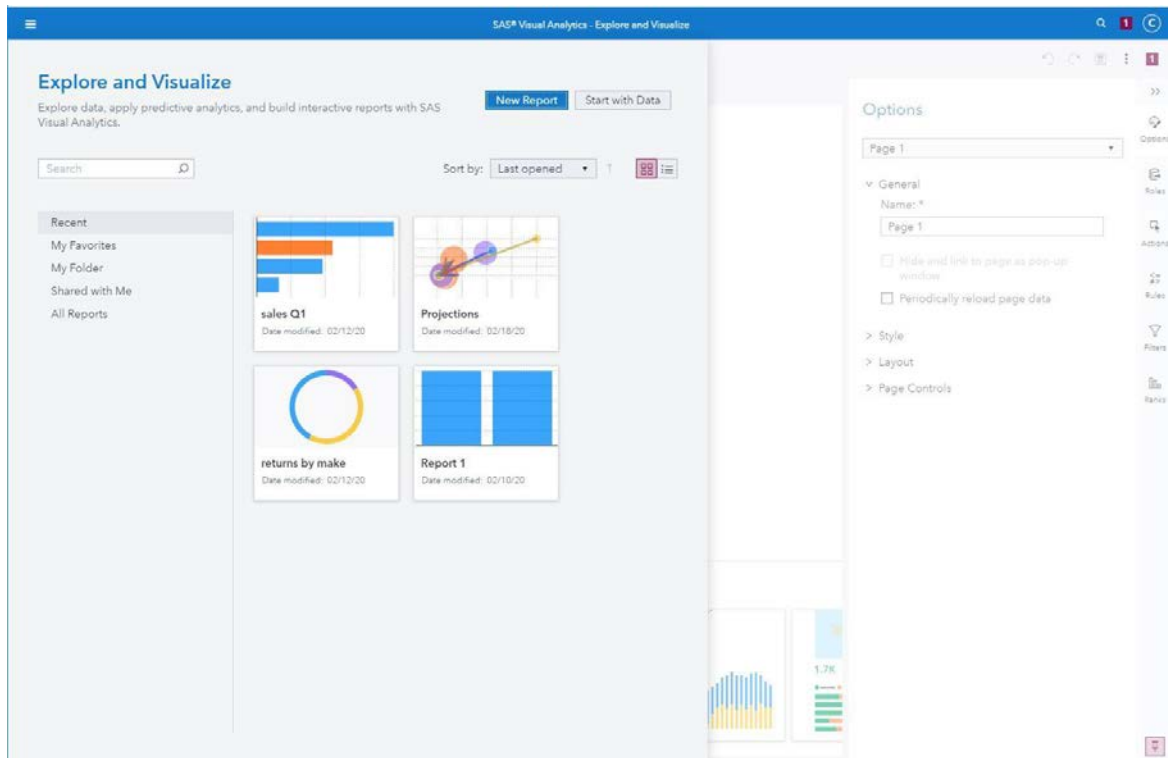


Figure 15. SAS Visual Analytics Quick Start

The tabs on the left (Recent, My Favorites, My Folder, Shared with Me, and All Reports) are **the same sections shown in the All Tab of SAS Drive, except we’ve limited the content** shown in SAS Visual Analytics to reports only. In SAS Drive, one of the primary sections in **the All Tab is your company’s SAS** related content. In SAS Visual Analytics, the reports that are available in your company’s file system are listed under “All Reports”, apart from reports saved in your personal folder, which is pulled out for convenience and labeled “My Folder.”

CONCLUSION

SAS Drive is a tool for organizing your files. The latest version of SAS Drive has many new features allowing you to personalize your SAS Drive so that it works the way you want it to.

CONTACT INFORMATION

Your comments and questions are valued and encouraged. Contact the authors at:

Cheryl Coyle
 SAS
 919-531-2568
Cheryl.Coyle@sas.com

Scott Leslie
 SAS
 919-531-7521
Scott.Leslie@sas.com

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