

CHAPTER

5

Saving and Using Task Window Selections

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Chapter Overview

Saving your task window selections enables you to run the same task multiple times. Rather than choosing the same selections each time you need them, you can make selections for the task once and then save the selections. Then, when you need to run the task again, you can access the saved task selections and simply re-execute them. The task is already set up for you, and it uses the latest data.

Note that SAS/ASSIST software always “remembers” the selections you used the last time you performed a task. Do not confuse this feature with saving task window selections as described in this chapter. Task window selections are only “remembered” until you perform the task again or manually clear the selections; in contrast, saved task selections are stored permanently, and must be accessed using the methods in this chapter.

This chapter shows you how to save the selections that you have made in a main task window, list your saved tasks and choose a task from the list, and clear the selections from the window to start a new task.

Task Window Selections

Saving Task Window Selections

- 1 The following steps instruct you to generate a simple listing report and then save the selections you have made for that listing report. For more detailed instructions on how to produce a listing report, refer to “Producing a Listing Report” on page 30.

- a Follow this selection path:

Tasks ► Report Writing ► Listing...

The List a Table window appears.

- b If the active table is SASUSER.HOUSES, continue to the next step. Otherwise, select **Table**, and then select the SASUSER.HOUSES table. For more information on selecting tables, see “Selecting a Table” on page 24.
- c If there is an active Subset Data selection (indicated with **BY**, **WHERE**, or **ROWS** next to **Subset data**), clear the selection. For more information, see “Clearing a Subset Data Selection” on page 26.
- d If other report selections exist (for example, column names are listed for **Columns**), follow this selection path to clear these selections:

File ► New

- e To run the report, follow this selection path:

Run ► Submit

The listing report appears in the Output window. Note that it is not necessary to run a task before saving it.

- f To return to the List a Table window, use one of the following methods, depending on your operating environment:

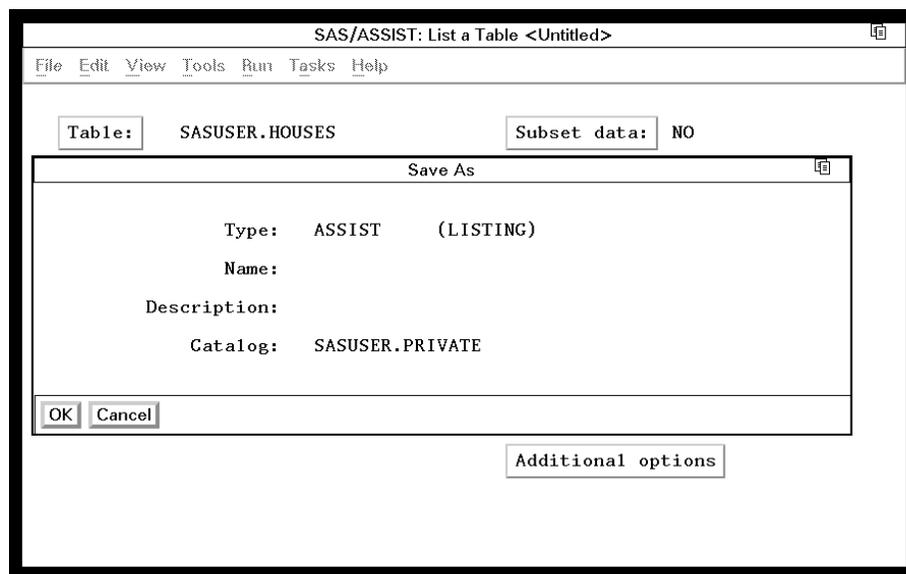
- Use the PREVWIND function key.
- Click on the SAS/ASSIST window.

- 2 From the List a Table window, follow this selection path:

File ► Save

The Save As window appears.

Display 5.1 Save As Window



- 3 In the **Name** field, type the name you want to call your report selections. For this example, type **HOUSRPT**.

A saved task name can be one to eight characters long; start with a letter (A through Z) or an underscore (_); and contain any combination of letters, numbers, and underscores.

- 4 In the **Description** field, type a description of the task. For this example, type **Houses Table Report**.

A description can be one to thirty characters in length and contain any combination of letters, numbers, and characters.

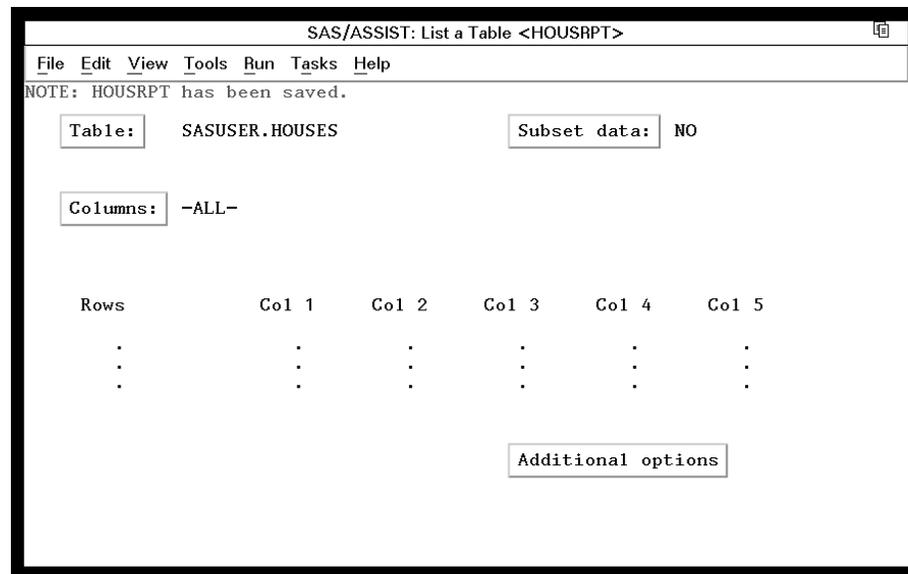
The default catalog for saved tasks is SASUSER.PRIVATE. If you want to save the selections in a different catalog, type the catalog name in the **Catalog** field. Or, type a ? in the **Catalog** field to obtain a list of available catalogs, and select one of them.

A *SAS catalog* is a SAS file that stores many different kinds of information in smaller units called catalog entries. A saved SAS/ASSIST task is stored as a catalog entry of type ASSIST.

The **Type** field is automatically filled in with **ASSIST (LISTING)** because all saved listing report tasks are of member type ASSIST. You cannot edit or change this field.

- 5 Select **OK**. The List a Table window reappears with a note in the message area that indicates that your task was successfully saved.

Display 5.2 List a Table Window with Successful Save Message



Note: After you have saved the selections, you can select **Save** from the **File** menu again to save any additional changes to that task. △

If you want to save the selections using a different name, description, or catalog, select **File** from the menu bar. Then select **Save As...** and repeat steps 3 through 5.

Clearing Selections

SAS/ASSIST software stores the last report you created in a particular window and automatically displays the selections for it in that window. To clear the selections from a window, follow this selection path:

File ► New

All of the task window selections are cleared except for the active table and Subset Data selections, if any. To clear all task window selections, including the active table and Subset Data selections, follow the directions in “De-Selecting an Active Table” on page 25. To clear only the Subset Data selections, follow the directions in “Clearing a Subset Data Selection” on page 26.

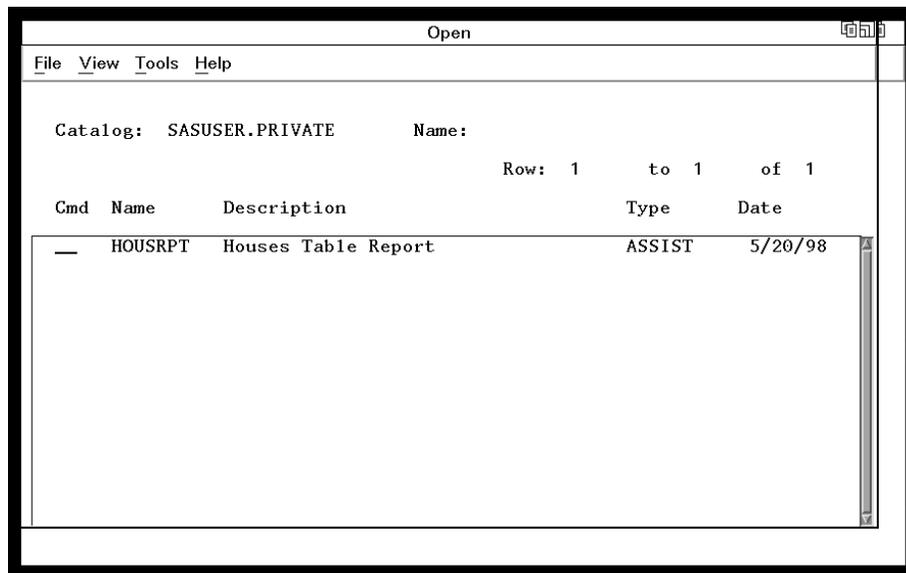
Listing and Choosing Saved Tasks

After you have saved a task in a window, you can display a list of the saved tasks and choose one for the current window.

- 1 To display a list of saved listing report tasks, follow this selection path from the List a Table window:

File ► Open...

The Open window appears with your saved listing report tasks.



Note: The tasks listed in the Open window are applicable only to the current task window. In this example, only listing report tasks are shown. You can obtain a list of all saved tasks by using the Result Manager. See Chapter 6, “Using the Result Manager,” on page 69 for details on the Result Manager. △

- 2 Type **S** (for Select) in the **CMD** field next to the saved task that you want to use, and press ENTER. The saved task is loaded into the current window.

Note: If your saved task includes titles or footnotes, those titles or footnotes will be loaded along with the other task selections and will override any previously defined title or footnotes. △

Setting Up and Using a Private Menu

If you find that you perform certain SAS/ASSIST tasks frequently using the same data, you may benefit from creating a private menu containing these tasks. A private

menu allows you to access your saved SAS/ASSIST tasks without having to go through multiple menus or through the Result Manager. This section describes how to create, activate, and use a private menu.

Setting Up a Private Menu

The SAS/ASSIST private menu facility uses the saved SAS/ASSIST tasks in the SASUSER.PRIVATE (default) catalog, or a SAS catalog that you designate. To add a task to the private menu, make the task window selections, including the active table, and select **Save As...** from the **File** menu. Save the task to the default SASUSER.PRIVATE catalog or to another catalog as described earlier in this chapter.

Activating the Private Menu

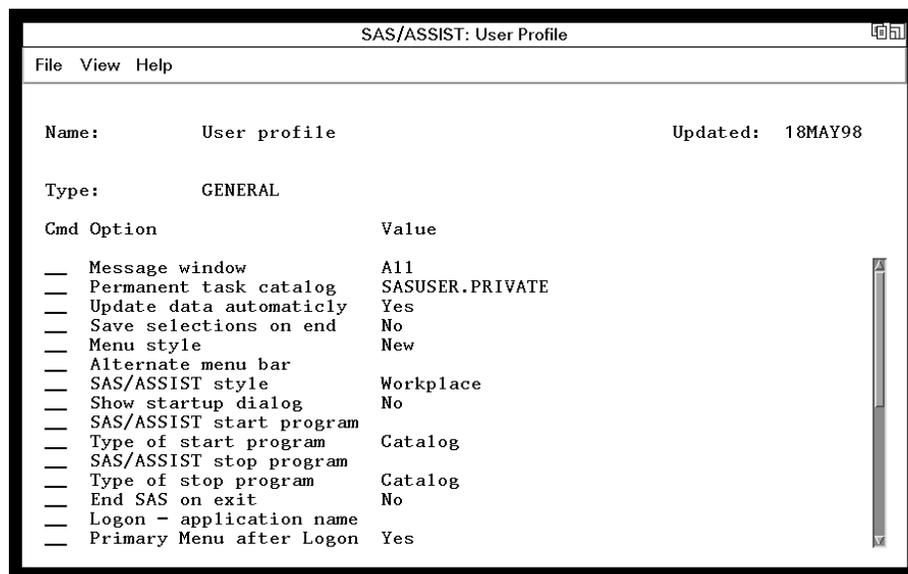
To activate the Private Menu, follow these steps:

- 1 Follow this selection path:



The User Profile window appears.

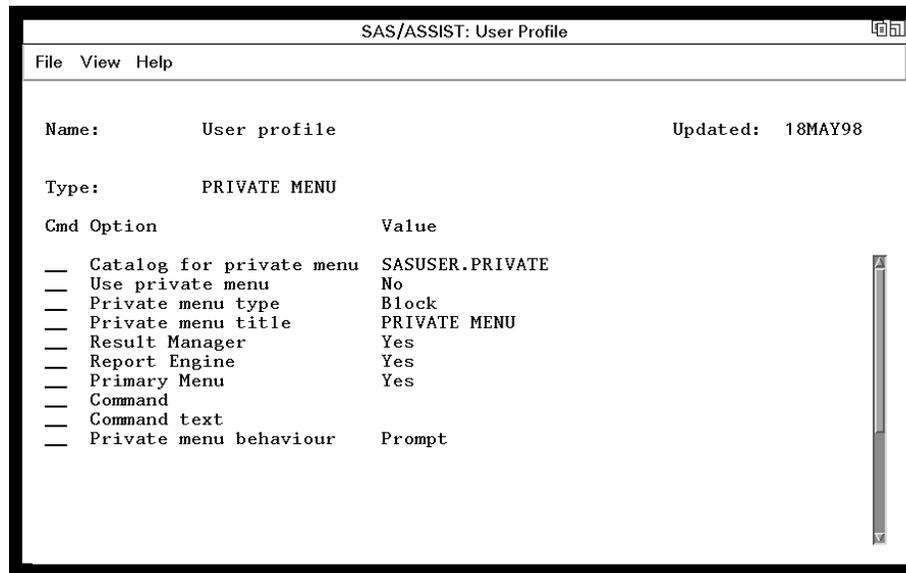
Display 5.3 User Profile Window



The User Profile window allows you to control aspects of your SAS/ASSIST environment and customize it to your tastes.

- 2 In the **Type** field, type **PRIVATE MENU** and then press ENTER. A list of options for the Private Menu appears.

Display 5.4 Private Menu Options



For information on each option, type **I** in the **Cmd** field for the option and then press **ENTER**. An information screen describing the option appears. Select **Close** to return to the User Profile window.

- 3 Change the values of the following options by typing over the existing values:

Catalog for private menu

Leave as SASUSER.PRIVATE, or enter another catalog in which you have saved SAS/ASSIST tasks.

Use private menu

Enter **Yes**

- 4 Leave the rest of the options as is. To save these options, follow this selection path:

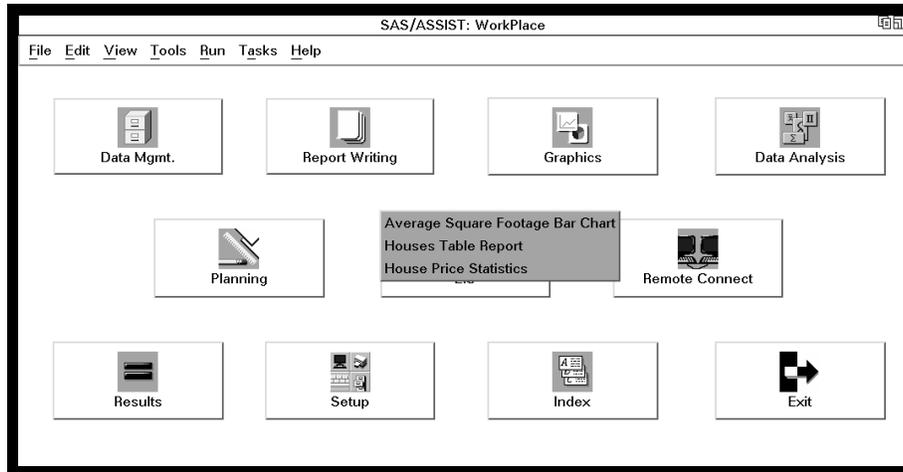
►

Using the Private Menu

To use the Private menu, follow this selection path:

►

A menu with your saved tasks appears.

Display 5.5 Private Menu

Select the one you wish to use. Another menu appears with a list of available actions (Browse Source, Edit, or Execute).

- Browse Source** allows you to examine the source code for the saved task.
- Edit** opens the task window and loads the task window selections for the saved task.
- Execute** runs the saved task.

Select the action you wish to take for that task.

Going Back or Moving On

When you are finished saving, loading, or using your saved task, you can either return to the WorkPlace menu or go on to another task:

- To return to the WorkPlace menu, follow this selection path:

File ► Close

- To go on to another task, select **Tasks**, and then select the desired task.

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