














Accessing SAS VA and opening an Insights report:

- UNT SAS Visual Analytics URL: <https://insights.unt.edu/>
- Log in by entering unt\ followed by your EUID (unt\xxx1234) and password (same as network login).
- You will land on the home screen first. When viewing a dashboard, click the home button  in the top left corner at any time to return home.
- Use the open icon  to locate and open a dashboard file (under “SAS Folders”, click on a folder under “Insights” then open a dashboard by clicking on the dashboard file in the right panel and selecting “open”).
- Your dashboard folders will be listed in the right pane. Open one of the folders, select a file, and click “open.”
- Click the favorites icon  to identify your favorite dashboards for quick access.
- Use the edit preferences icon  to set your initial login screen and number of items in your recent history. **Please do not change anything in “global preferences.” Insights dashboards are currently optimized to work best with the default theme (SAS Light).**
- Click the Report Viewer icon  to open Report Viewer (however, Report Viewer opens automatically when you open a dashboard file).
- Click the views icon  to change the appearance of the home screen (e.g., to view thumbnails vs. a list of files and to select which menus appear on the right side of the page).
- Click the help icon  to learn how to customize your screen, access helpful SAS content on the web, and to view keyboard shortcuts.


Navigating an Insights dashboard:

- After you open a dashboard file, use the file menu  to open a new file, view and open recent files, close the current file, refresh a file, print the file to a PDF, and to perform other tasks.
- Use the help menu  to access user guides, helpful SAS content, and to view keyboard shortcuts.
- Use the refresh icon  to refresh the content in the current file.
- Use the print report to PDF icon  to print/save the current tab or multiple tabs to a PDF file.
- Use the back button  to return to the previous tab while in a dashboard. This button only appears if you click on a section link.
- Use the hide banner icon  on the top right part of the screen to limit the screen to only dashboard content.

Using filters within Insights reports:

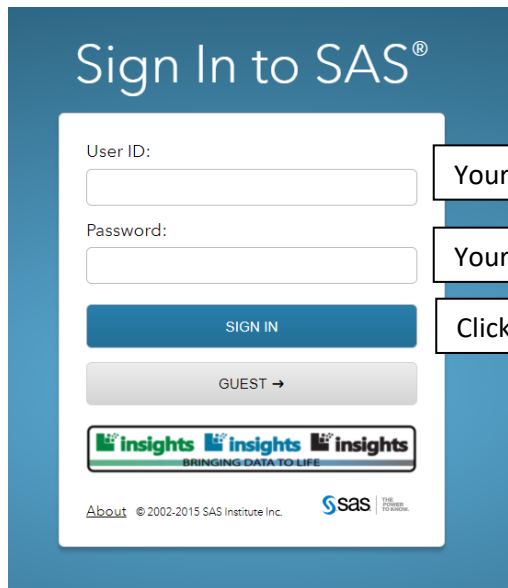
- Filters are part of all Insights dashboard files, allowing users to “drill down” to get more detailed information.
- Filters are sometimes shown as buttons horizontally across the top of the report (e.g., academic years or semesters), or vertically in the left or right panes (e.g., student academic levels, demographics, etc.).
- To set a filter, click on the section of a figure that you want to drill down on. If other selections on the report are linked to the filter you applied, they will change upon clicking that section.
- **Care should be taken by users to look for visual clues that a filter is selected or being applied (e.g. check boxes checked on drop down lists, variables shaded when selected, or words selected by clicking on interactive word maps) as this will determine what data is being displayed in your Insights dashboard.**

Data definitions and documentation:

- Data definitions are available for all Insights reports. Click on a category in a figure and select an **External link** to a variable to see the official definition.
- Links are provided for the Insights data dictionary and glossary, or click “external link” to view the SAS Business Data Network definition. Use the back button  to return to the Insights report.

For questions or assistance please call DAIR: 940-565-2085 – we are here to help!

SAS Visual Analytics: Logging In



Please remember to confirm that your device is connected to a secure network prior to access. If accessing Insights dashboards off-campus, connect first to Virtual Private Network (VPN) client.

Your EUID (e.g. UNT/xxx1234) is your User ID

STEP 1

Your password is your UNT enterprise-wide password

STEP 2

Click the blue SIGN IN button to continue

STEP 3

Resolution issues? If figures or graphics appear crowded or incomplete, first try using your mouse wheel to zoom in or out in the chart. Second, try adjusting your screen resolution by holding down the control button (Ctrl) and moving your mouse wheel.

SAS Visual Analytics Home Screen: Navigating the Insights Program Environment

Click "home" to return to home screen.

Click "help" to access SAS tools and tips on the web.

Click "report viewer" to open the report viewer.

Click "edit preferences" icon to set your login screen.

The "common actions" are also listed on the top left part of screen

STEP 4

Click the "open" icon to browse to and open a dashboard file.

Recently opened Insights dashboard files (click on these icons for quick access).

When you click on a dashboard, the above screen will appear. Click "View" to open the dashboard.

For questions or assistance please call DAIR: 940-565-2085 – we are here to help!