SAS VIYA Exercise 16

# Collaborative Folder

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**Sources**

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Enterprise Systems, Sam M. Walton College of Business, University of Arkansas, Fayetteville

SAS® Visual Analytics. Release 8.5

SAS® Viya® release V.03.05

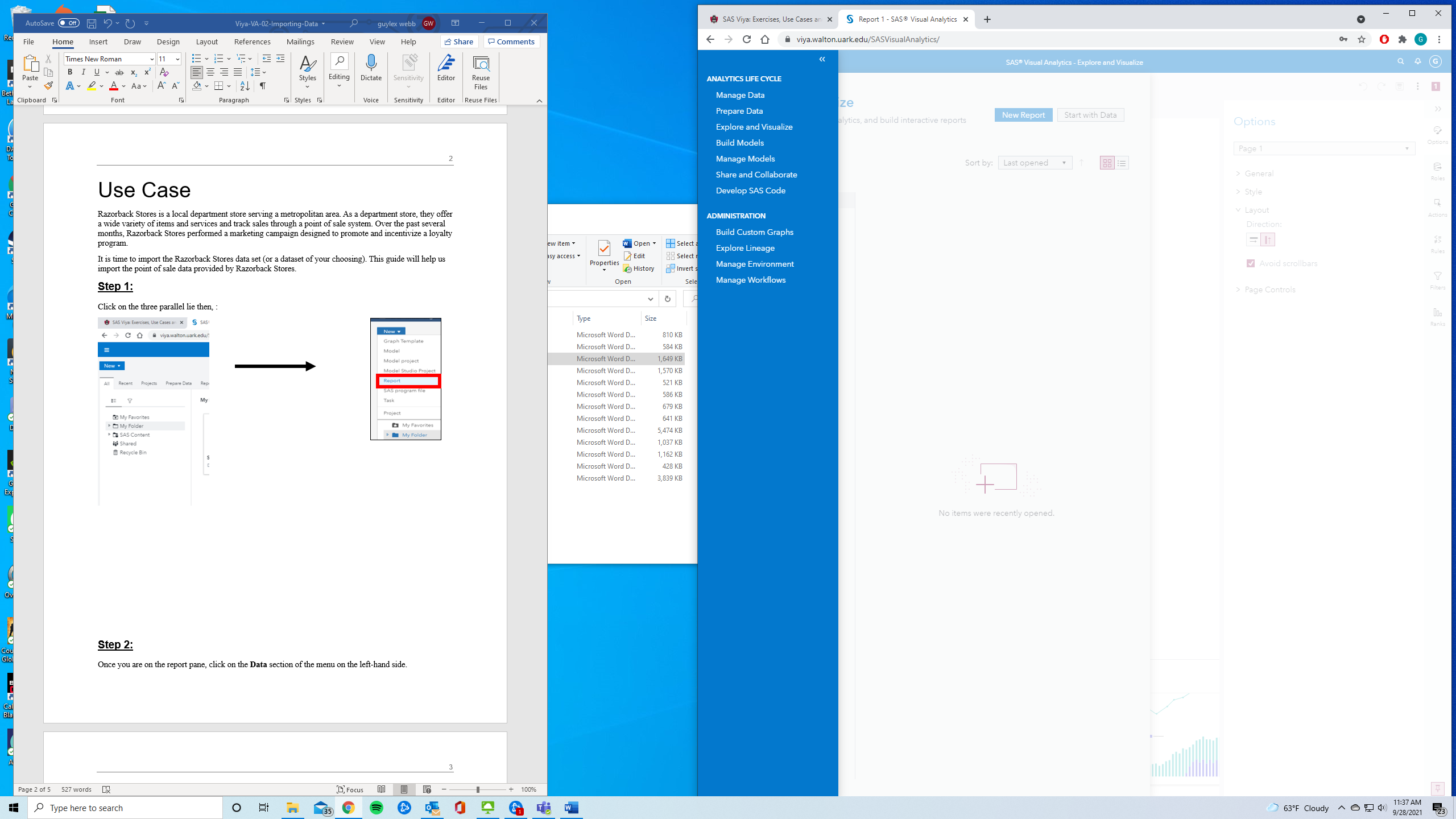
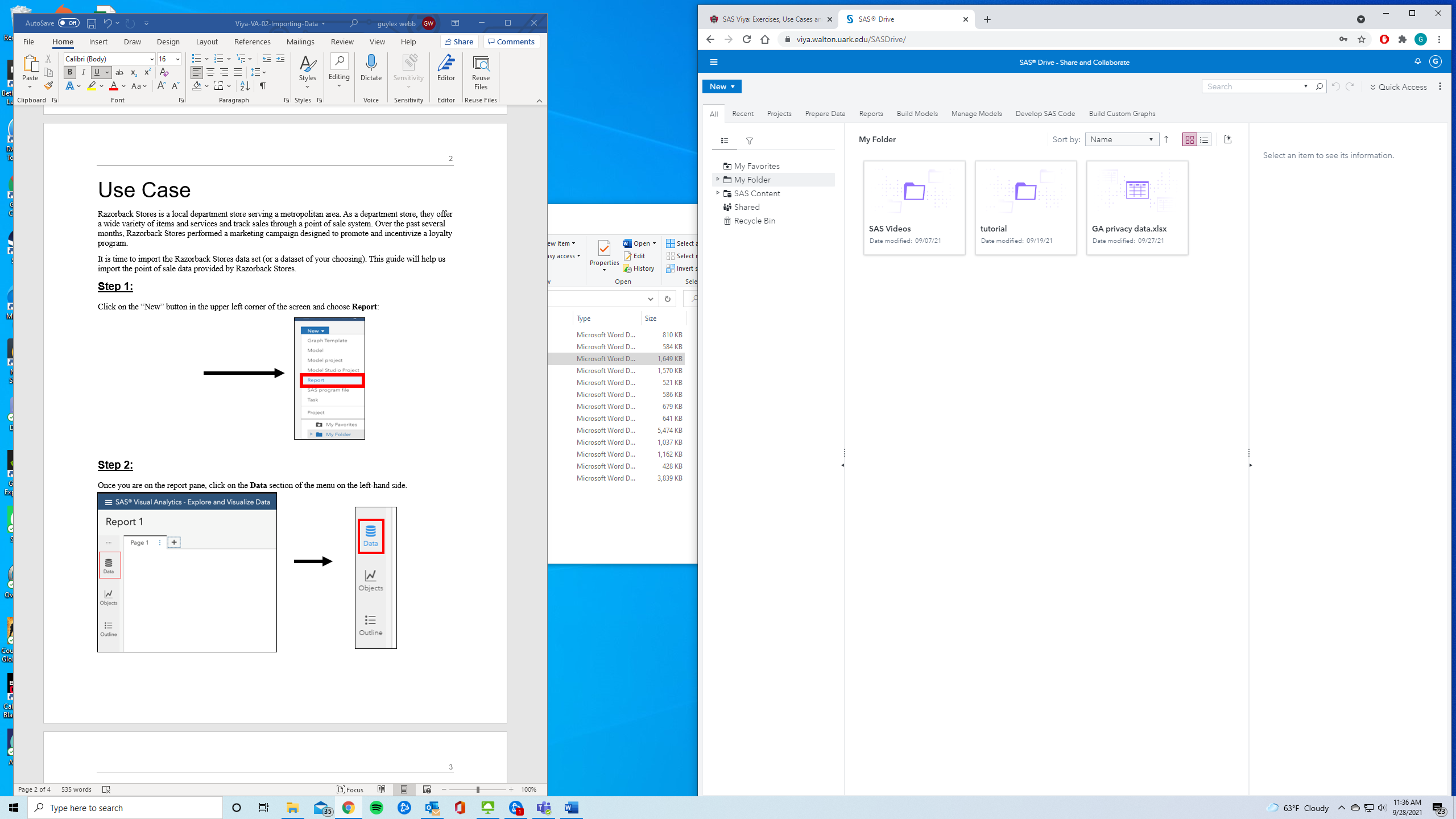
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# Creating a Collaborative Folder

A collaborative folder is a way to store files that you want other people to see or be able to edit. This is a great option for teams that will primarily be doing work in SAS Viya.

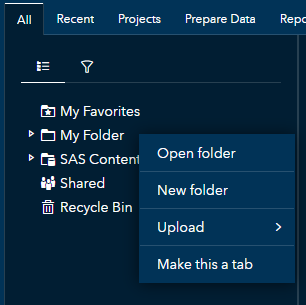
There are two avenues to create a shared folder. Either you can create inside your folder i.e. “My Folder” or inside “SAS” Content folder. The difference is, while you can share your folder in My Folder, everyone does not have the same privileges for that folder. Rather, if you set up a shared folder under SAS Content, everyone can modify access to the folder.

## Step 1: Share and Collaborate



1. Click on the three parallel lines
2. Select **Share and Collaborate**

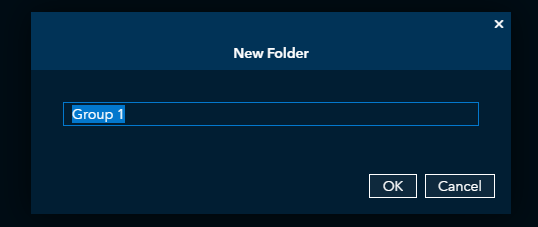
Out of the two ways discussed above, we will see an example of creating a collaborative folder in My Folder. You can follow the same steps for SAS Content.



## Step 2: Creating a New Folder

1. On the left side of the screen, right click on **My Folder**
2. Select **New Folder**

## Step 3: Naming Folder

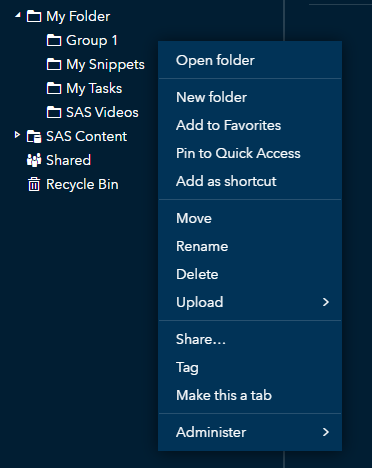


A pop-up box will appear to name your folder.

1. After naming, click OK

The folder you created will now be under your “My Folder” tab. This may take a few minutes to show up.

## Step 4: Sharing Folder

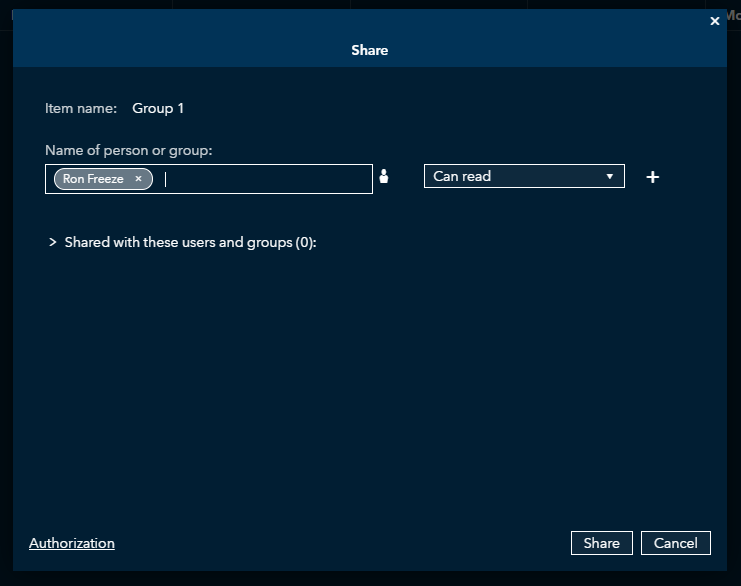


Now that the folder is created, you need to give your team members access to it.

1. Right click the folder you just created
2. Click **Share**

## Step 5: Granting access to team members

A pop up will appear. This is where you can add all your team members in the left side. And, in the right side, you can change the amount of access your team members have to your files.



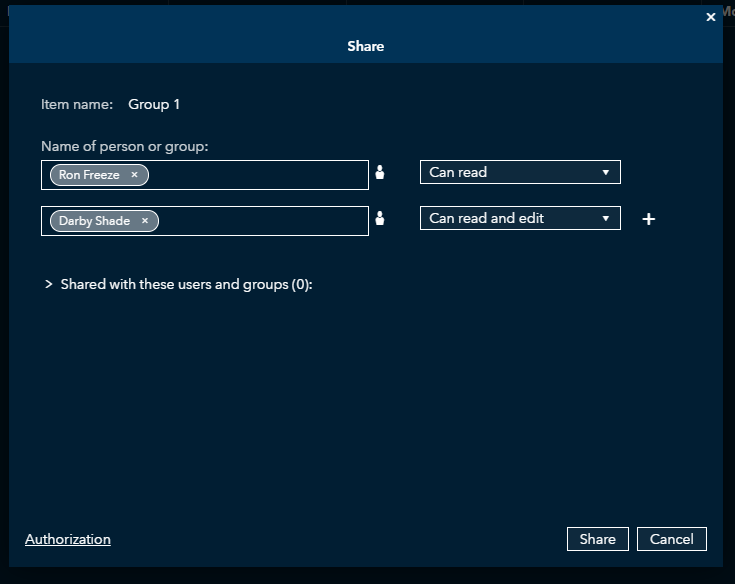
If you would like them to only be able to read the files in the folder, then

1. Click on the dropdown traingle
2. Select **Can read**

Once all team members are added

1. Click **Share**

You can give different people different permissions as well.



Example: Dr. Ron Freeze can only see the files. However, Darby can read and edit the files in the folder.

Congratulations, you have created collaborative folder!