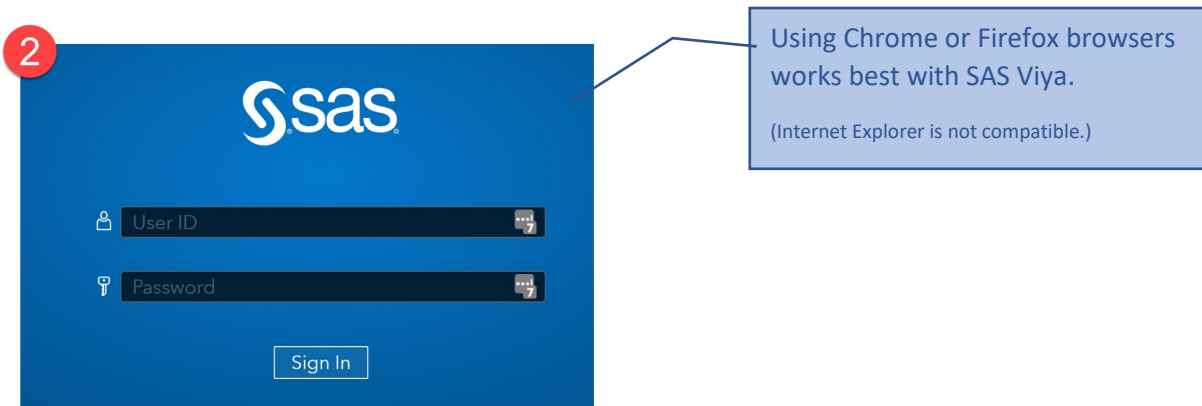# How to Retrieve your Reports from SAS Visual Analytics

You will receive your reports as an emailed link from SAS Visual Analytics Report Distribution.
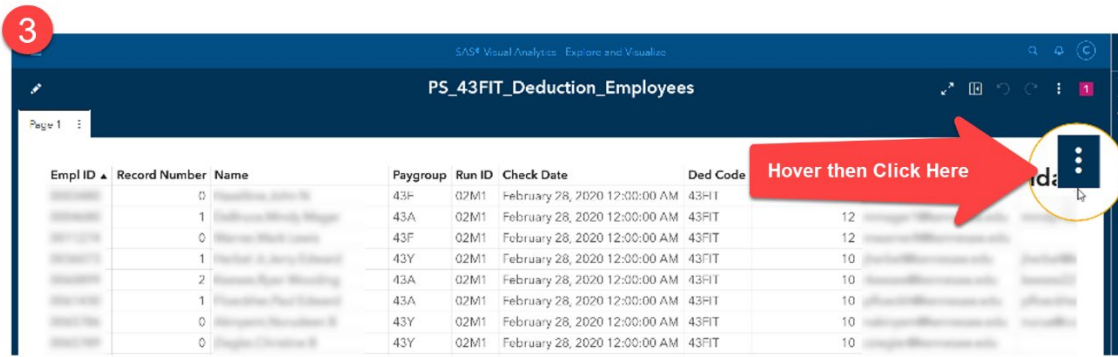
1. The report will come from "SAS Visual Analytics Report Distribution <data.kennesaw.edu>"
   a. The graphics will identify the email as being from SAS Visual Analytics
   b. The blue rectangle box is an active link that will take you to the login page for SAS Viya.
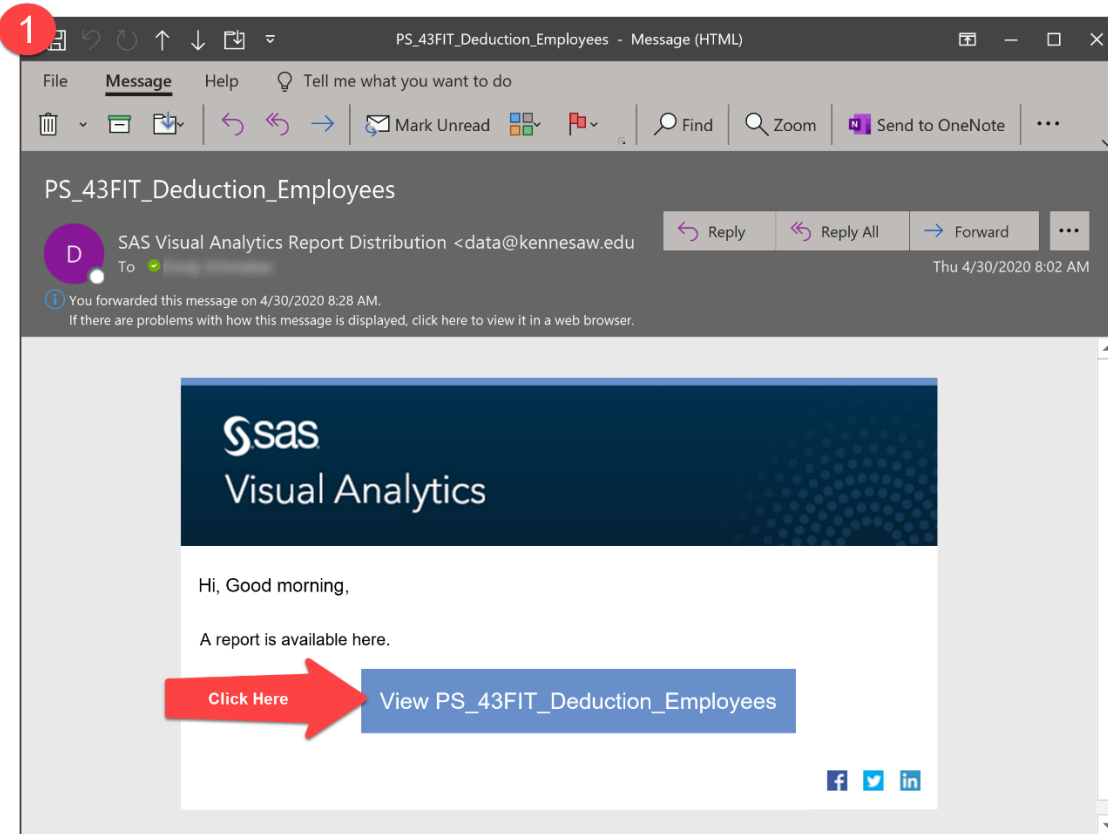
2. Click the link to go to the SAS Viya login screen.
   a. Enter your KSU netid and your password.
   b. SAS will open your report for you.

Using Chrome or Firefox browsers works best with SAS Viya.

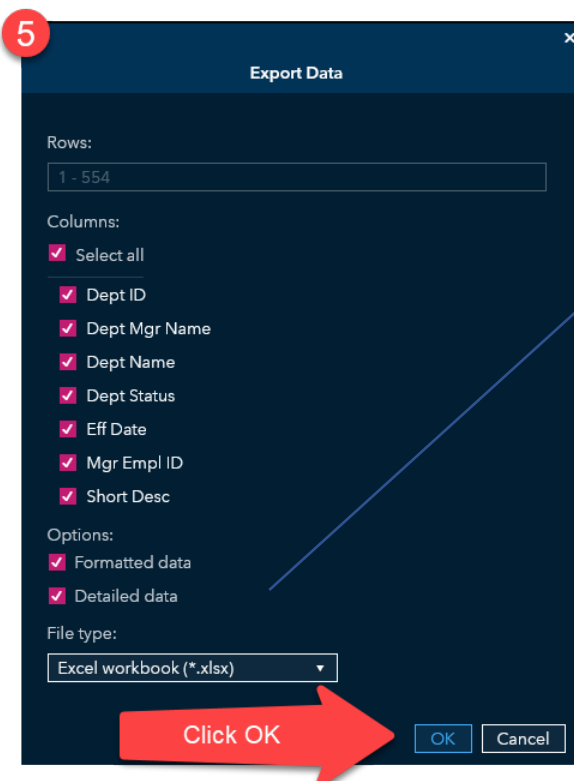(Internet Explorer is not compatible.)

Exporting the SAS Report to Excel

3. Hover over the rightmost column in the report so the three dots become visible. Click to access the menu.

4. Select the "Export data…" option from the menu.

5. Columns are all checked by default. Uncheck any columns you do not need. If the Detailed Data checkbox is in view, make sure to check it to ensure retrieval of all data. Excel workbook is selected by default. Click OK.

Export Data

Rows:

`1 - 554`

Columns:
- ☑ Select all
- ☑ Dept ID
- ☑ Dept Mgr Name
- ☑ Dept Name
- ☑ Dept Status
- ☑ Eff Date
- ☑ Mgr Empl ID
- ☑ Short Desc

Options:
- ☑ Formatted data
- ☑ Detailed data

File type:
`Excel workbook (*.xlsx)` ▼

Click OK   OK   Cancel

Note: SAS by default aggregates (summarizes) the data in the List Report. Some reports are set up to be summarized and some are not. If the "Detailed Data" box is showing on the Export dialogue box, click to ensure you export all of the "unsummarized" rows. Choosing this option will also alphabetize your columns.

6. Select either Open with Excel or Save File, Click OK.
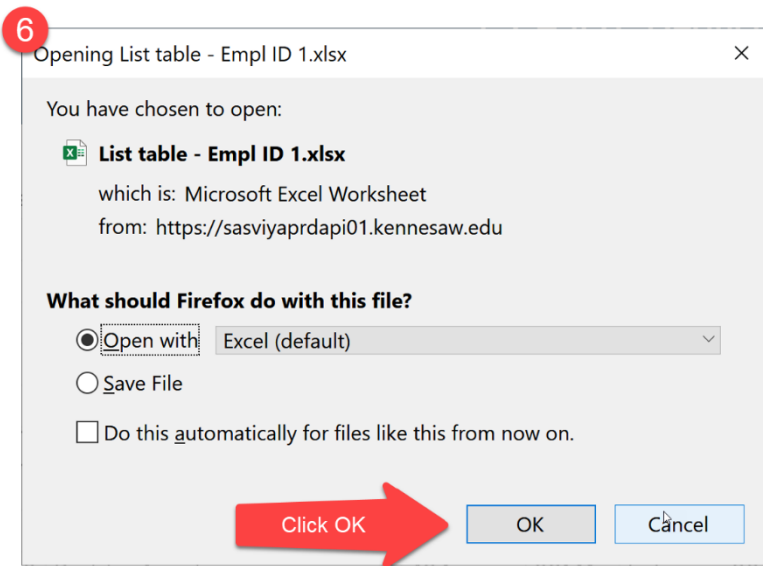
Important Helpful Information:

- If you routinely receive your reports and you do not receive an emailed link to retrieve your reports, please email Service@kennesaw.edu, the subject line should state attention: EBIT Team.

- If you encounter any login or system errors, please take a screen shot of the error messages and send in a ticket to: Service@kennesaw.edu the subject line should state attention: EBIT Team.

- For report content questions, please create a ticket for the Enterprise Training and Reporting team in Service Now here: https://kennesaw.service-now.com/ofs .