This guide helps you getting started with SaasNow within a few steps.
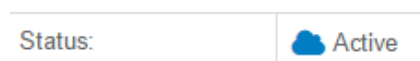
Create SAS environment

1. You received an email from SaasNow where you can create your login details.
2. Log in to https://www.saasnow.com/portal with your login details.
3. Navigate to tab 'Manage' and click 'SaasNow' in the drop down menu.
4. Fill in your 'company tag': hostname-*mycompanytag*.saasnow.com. Please note, the company tag should contain 3 to 12 characters and/or numbers.
5. Click 'Add environment' to create your SAS-environment.
6. Fill in a 'Hostname' for your environment. We recommend you to choose a hostname that is easy to recognize, for example: [sasviya], [analytics] etc. Please note, the hostname should contain 3 to 12 characters and/or numbers.
7. Select your 'Config' and datacenter. Pricing for the selected configuration is shown when you press the 'Pricing' button.
8. After accepting the User Agreements and General Terms and Conditions, please click 'Save'.
9. If you have selected the *'SAS Viya, bring your own license'* configuration, you will have to upload the zip file containing your deployment data after you have saved the environment.

Your environment will now be created. The status is 'Creating'. You can use the 'Refresh' button to refresh the page.
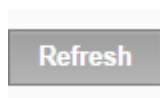
10. Your environment is active within 4 hours. The status will change to 'Active'.

Multiple SAS-environments can be created by following the steps above. An overview of the created environments can be found at the overview page.

Create user

In order to access the SAS environment, users have to be created. To create a user, click on 'details'.

11. Next, click the button 'Manage Users' and 'Create user'.
12. Fill in the email address, the user name and user role.
13. Click 'Save'.
14. The new user will receive an email to create a password in the portal
15. In case you wish to create multiple users, click 'Create user' again, and repeat steps 12 and 13.

View, manage and change SAS environments

Via the 'Details' button, you can view, manage and change your SAS environments. The following options are shown:

SAS Home	SAS Studio	CAS	Delete

Manage users	Redeploy
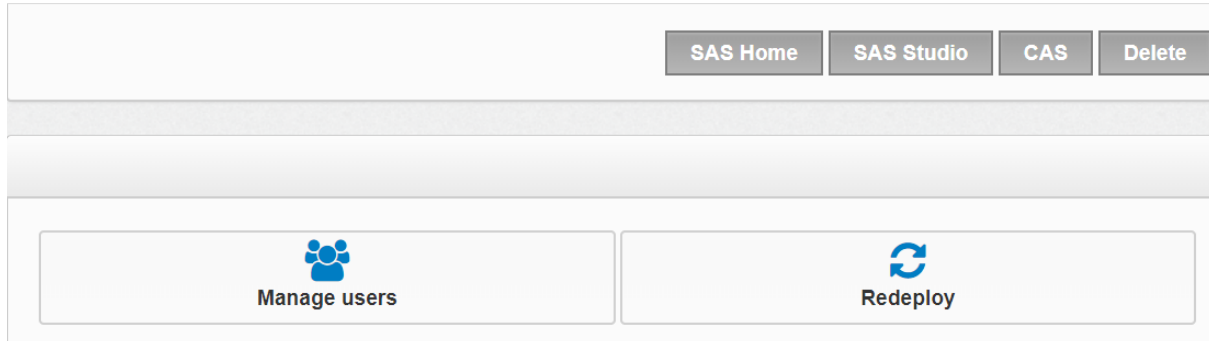
SAS Home

A direct link to the visual interface of your SaasNow environment. Since Viya 3.4, this redirects to SAS Drive.

SAS Studio

A direct link to the programming interface of your SaasNow environment

CAS

A direct link to the CAS monitor. Note that this functionality is obsolete after Viya 3.3.

Delete

This button allows you to delete your entire environment. Your data will be in quarantine for 30 days and free of charge, with the ability to reactivate the data. Data will be permanently deleted after 30 days without possibility of recovery.
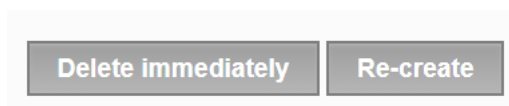
Manage users

Create, manage or delete your uses for the SAS application.

Redeploy

This button allows you to recreate your environment. Note that data that is already stored in the existing environment, such as reports and filters, will be lost.

After you have deleted your environment, the following buttons appear:

Delete immediately	Re-create

Delete permanently

This button allows you to delete the data before the quarantine period ends. There is no possibility of recovery after your press this button.

Re-create

This button allows you to recreate your environment in the 30 days quarantine period. Your environment will be recovered using the quarantined data.

User accounts and password reset

There are two types of accounts;

1. Environment user
A user that can login to a SAS environment.

2. Portal user
An administrative user that can create, manage and view SAS environments in the SaasNow portal (https://www.saasnow.com/portal/). Portal users can invite users to a specific environment, and also edit or remove them.

Portal and environment users can reset their own passwords;

Portal user password reset

1. Go to the portal login page: https://www.saasnow.com/portal/
2. Click the 'I forgot my password' button
3. Enter your customer number. Your customer number (usually starts with 700…) can be found in the initial mail your received when signing up for SaasNow, or on your SaasNow invoices.
4. A password reset link will be sent to the email address registered to your account

If you have forgotten your customer number or if the email address previously used is no longer in use, please contact us at support@saasnow.com and we will help you reset your password.

Environment user password reset

There are two methods to reset a user's password:

Administrator initiated user password reset

As a portal user, you can initiate a password reset for an environment user;

1. Log in to https://www.saasnow.com/portal with your login details.
2. Go to the 'Details' page of your environment, and click 'Manage users'
3. Find the user, and click the Invite button.
4. The user will receive a link to reset their password.

User initiated password reset

1. Direct the user to go to https://www.saasnow.com/auth/envuser/forgot
2. User enters their username and the name of the SAS environment
3. The user will receive a link to reset their password.

Data Upload

Data can be uploaded in multiple formats to a SaasNow environment like xls, csv and sas dataset format. All formats supported by SAS Viya are supported on SaasNow.

There are multiple methods available for uploading data to your SaasNow environment:

1. **SFTP**
   SFTP is a secured method to (automatically) upload data. This can be done scheduled or manually and is a very common method to transfer data. Customers can use their SFTP tool of choice (f.e. WinSCP, FileZilla) to transfer the data.

Hostname	hostname-mycompanytag.saasnow.com
Port	2222
Username	*<username created in 'manage users'>*
Password	*<password created by user>*
or	
Private Key	*<Private RSA key, see* Create Keypair for SFTP>

   The base folder for data uploaded through SFTP is **/sasdata.** If you upload the file test.txt through SFTP to the base folder, it will be available as;

   /sasdata/test.txt

   You are free to create a folder structure in the sasdata folder.

2. **Use SAS Viya Import functionality**
   By default, SaasNow environments are shipped with SAS Data Explorer and SAS Data Studio. The Local File option on the Import tab in these applications enable you to copy a local file and load it to memory in SAS Viya.

   More information: [Making Data Available to CAS - Importing Local Files (SAS Viya 3.4)](#)

3. **Upload in SAS Studio**
   For SAS Studio 5.1 or later, delimited files must be in a folder in the SAS Content area or placed in a shared drive that is available to the CAS server.

   More information: [Usage Note 63855: Import CSV and other delimited files in SAS® Studio 5.1](#)

4. **Retrieve data using SAS code**
   Multiple methods are available in SAS Viya to retrieve data from external sources, for example;

   - The HTTP procedure can be used to retrieve data from web locations / APIs
   - The SFTP filename statement can be used to retrieve data from an SFTP location
   - The S3 procedure can be used to retrieve data from Amazon S3 storage

   Similarly, SAS procedures and statements can be used to write data to external locations as well.

   More information: [An Introduction to SAS® Viya® 3.4 Programming](#)

Appendix

Create Keypair for SFTP

For connecting to the SFTP, SaasNow supports both password and key authentication. RSA keys of length 2048 or 4096 are supported for key authentication.

Instructions to setup key authentication;

1. Validate existing keys
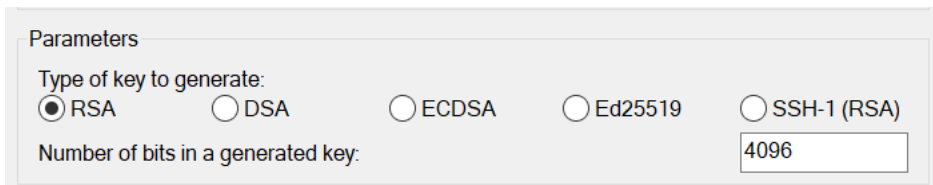   If you already have a RSA keypair, you can skip to Step 5

2. Generate keypair
   There are multiple utilities available to create a key pair. For example:
   - PuttyGen (part of Putty, or WinSCP)
   - MobaKeyGen (part of MobaXterm)
   - OpenSSH

   Instructions for PuttyGen:
   - Open PuttyGen
   - In the Parameters box at the bottom, select RSA as keytype, and 4096 as length

   - In the Actions box, click *Generate*
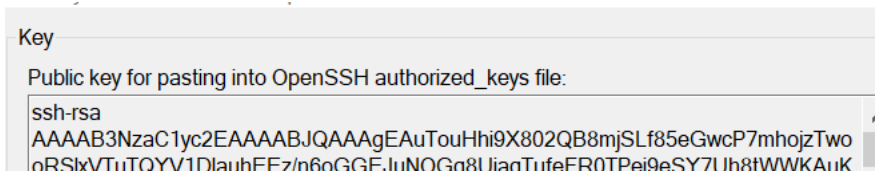   - Follow the instructions for mouse movement to setup the key

3. Save public key
   Option 1: save to file
   - In the Actions box, click *Save public key*
   - Save the public key to a file, for example rsa-key-<date>.pub
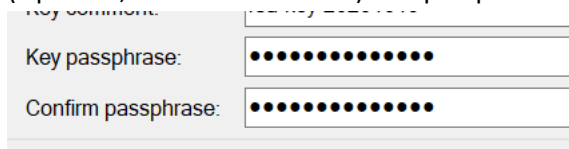
   Option 2: copy paste
   - You can also copy paste the Key that is visible in the Key box to a file

4. Save private key
    - (Optional, but recommended). Set passphrase for the private key in the Key box

Key passphrase:	●●●●●●●●●●●●●●
Confirm passphrase:	●●●●●●●●●●●●●●

    - In the Actions box, click *Save private key*
    - Save the private key in a file on your computer

    Note: Do not share the private key you created with SaasNow support (or anyone else). Keys for which we also received the private key will not be implemented.

5. Share public key with SaasNow support
   Send the following information to SaasNow support (support@saasnow.com)
    - Environment name   <environment-name>.saasnow.com
    - User name for Viya   <Your SAS Viya username>
    - The public key or public key file you generated in step 3 (starts with sha-rsa AAA…)

6. Connect to SFTP using private key
   When SaasNow support has confirmed your key has been implemented, you can use your favourite SFTP program to connect to the SaasNow SFTP using key authentication.

   Follow the instructions in the documentation of your SFTP client to enable key authentication. Common clients;

   FileZilla   SFTP using SSH-2: Key based authentication
   WinSCP   The Authentication Page (Advanced Site Settings dialog)

   Use the following settings to connect to the SaasNow SFTP (settings may differ in depending on client):

Hostname	<environment-name>.saasnow.com
Port	2222
Protocol	SFTP
Authentication	Key file
Username	<Your SAS Viya username>
Private key	Select the private key file you created in step 4

   When connecting to the SFTP, you will be asked to enter the passphrase of the Private Key if you have set a passphrase in step 4.

   See the **SFTP** section for further instruction after you have successfully connected.