



Summary: Lesson 6 - Using Prompts in Tasks and Queries

Topic Summaries

Prompting in Projects

- When a prompt is defined and used, a prompt window opens and asks the user to provide information before the task or query runs. Each time the task or query runs, the prompt opens and enables the user to make a selection. One task can be used to generate many different reports.
- In SAS Enterprise Guide, you create, edit, or delete a prompt by using the Prompt Manager.
- When you create a prompt, you specify the properties, type, and values for the prompt. Prompts are stored and used in the projects where they are created. There is no limit to the number of prompts you can have in a project.
- When you add a prompt to a task or query, the task or query prompts the user for input. Behind the scenes, SAS creates a special variable called a macro variable to hold the input from the user. Macro variable names consist of the name of the prompt preceded by an ampersand. When you use a prompt in a task or query, you can also use the macro variable in your titles and footnotes.

Creating and Using Prompts in Tasks

- In the Add New Prompt window, you start by specifying general properties for the prompt, such as the following:
 - the name (names **must** start with a letter or underscore, can contain only letters, numbers, and underscores, and must be 1 to 32 characters in length)
 - the text that tells the user what to do in the prompt
 - optional text that is displayed when the prompt is run
- After you specify general properties, you specify the prompt type and values. The prompt type you choose affects the other options that you must specify.
- Depending on the prompt type you are creating, you might also have to specify how the prompt gets its values. You do this by selecting an item in the **Method for populating prompt** menu. There are three choices:
 - **User enters values** - specifies that the user enters the value or values when the prompt is run.
 - **User selects values from a static list** - specifies that the user selects from a fixed set of values that you define when you create the prompt.
 - **User selects values from a dynamic list** - specifies that the user selects from a list of values that is generated from the selected data source when the prompt is run. For this option, the data source must be defined in a SAS folder.
- Another option that you might be able to set is **Number of values**. For some prompt types you can enable the user to select more than one item in the prompt.
- A prompt that enables the user to select a variable for a task role is called a Variable prompt. For a variable type prompt, the values you specify are variables from a selected data set. You can set a default value for the prompt.
- After you create the variable prompt, you can use it in a task. When you open a task window, variable prompts that you have defined in the project appear in the **Variables to assign** list as additional variables that can be assigned to task roles. The ampersand (&) in the icon indicates that the variables is a prompt. A prompt is treated just like a regular variable in terms of assigning variables to task roles.
- You can use prompts in custom titles or footnotes, however, you must reference the macro variable name: the prompt name preceded by an ampersand.

Creating and Using Prompts in Queries

- To create a prompt for filter in a query, you can use both individual and ranges of text, numeric, date, and time type prompts.
- When you build the filter expression, you select the **Prompt** tab in the Values box to see a list of prompts that are defined in the project. You select the prompt to use it in the filter condition.