

4. Creating Data Items

- a. From the browser window, sign in to SAS Viya for Learners.
- b. Open the **VA1- Exercise3.3a** report from the **SAS Content/Courses/YVA183/Basics/Exercises (HR)** folder.
 - 1) Navigate to **SAS Content/Courses/YVA183/Basics/Exercises (HR)**.
 - 2) Right-click **VA1- Exercise3.3a** and select **Edit**.
- c. Create a new data item, **Employee Status**.
 - 1) In the left pane, click the **Data** icon.
 - 2) In the Data pane, select **New data item** ⇒ **Custom category**.
 - a) In the New Custom Category window, enter **Employee Status** in the **Name** field.
 - b) Select **Employee Termination Date** in the **Based on** field.
 - c) Select **Value Group 1**.
 - d) Type **Active** and press Enter.
 - e) Drag . (missing value) from the left pane to the **Drag values here** area on the right.
 - f) In the Remaining Values area, enter **Retired** in the **Group as** field.
 - g) Click **OK** to create the new custom category.

The new calculated item, **Employee Status**, appears in the Category group.



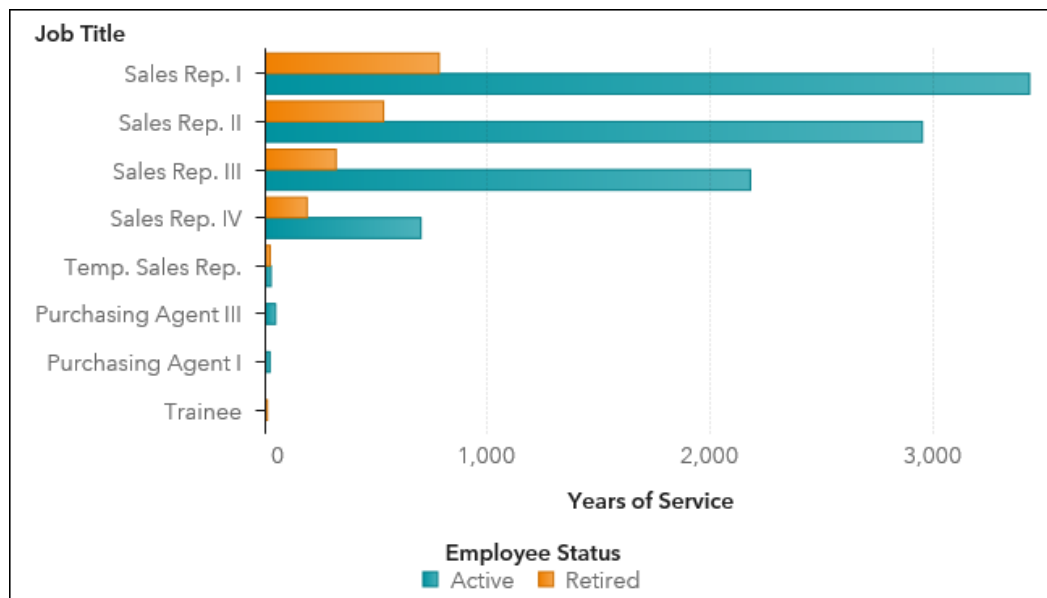
Note: As an alternative, you can also create a calculated data item with the following expression:



d. On Page 3, create a bar chart.

- 1) In the upper left corner of the report, click the **Page 3** tab.
- 2) In the left pane, click the **Objects** icon.
- 3) Drag the **Bar Chart** object, from the Graphs group, to the canvas.
- 4) In the right pane, click the **Roles** icon.
- 5) For the Category role, select **Add** ⇒ **Job Title**.
- 6) For the Measure role, select **Number of Employees** ⇒ **Years of Service**.
- 7) For the Group role, select **Add** ⇒ **Employee Status**.


The bar chart should resemble the following:



e. Specify **Years of Service by Job Title and Status** as the name of the bar chart.

- 1) In the right pane, click the **Options** icon.
- 2) If necessary, expand the **Object** section.
- 3) Enter **Years of Service by Job Title and Status** in the **Name** field.

f. Change the aggregation for **Years of Service** to **Average**.

- 1) In the right pane, click the **Data** icon.
- 2) Click  (**Edit properties**) next to the new data item, **Years of Service**.
- 3) Select **Average** for the **Aggregation** field.


- g. Answer the following question:

Management has decided that one possible criterion for promotion is years of service. Considering this, with which job title would you recommend starting the promotion analysis?

Answer: I would recommend starting with Sales Rep. I, because for active

employees that job title has a slightly higher average for years of service when compared to Sales Rep. II. Within Sales Rep. I employees, I would most likely look at employees with more years of service as a starting point to reward employees for their loyalty to the company.

- h. Save the report in **My Folder**.

- 1) To save the report, click  (**Menu**) in the upper right corner and select **Save As**.
- 2) Navigate to **My Folder**.
- 3) Click **Save**.