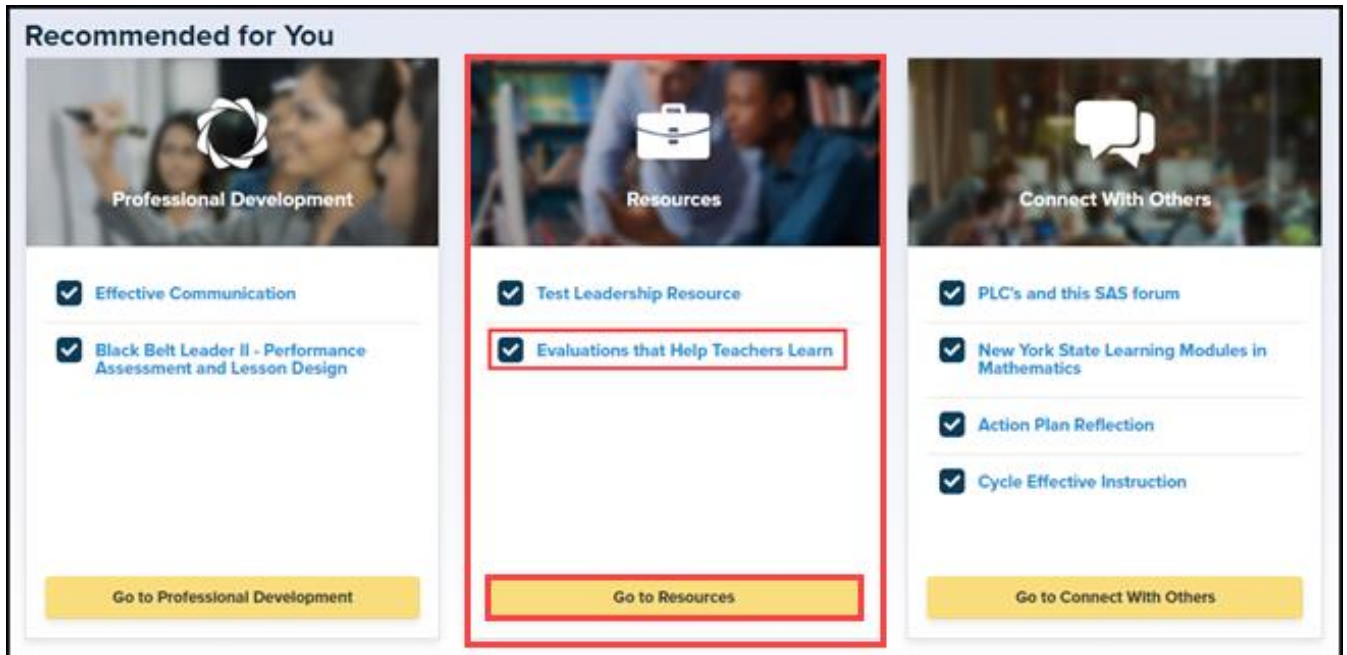The Resources section provides a variety of materials and resources based upon your Leadership Focus and Organizational Data Analysis preferences.

If you have not set your preferences yet, refer to the appropriate sections of this manual for guidance.
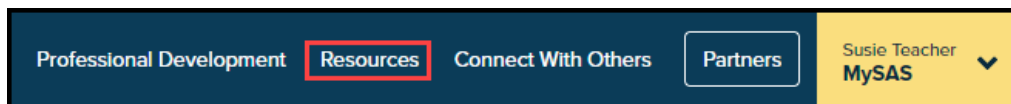
1. To access the system recommendations shown on your homepage, click on the resource title that interests you. If you would like to view the full list of resource recommendations, click the yellow **Go to Resources** button along the bottom of the **Recommended for You** section.
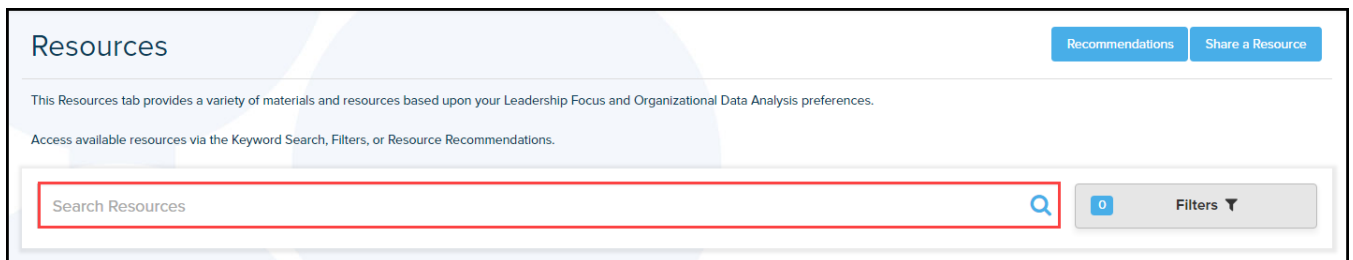

2. Alternatively, click on the **Resources** tab in the top SAS Leadership System menu bar to access this section.

3. To perform a manual search of available resources, type a keyword into the search bar and click the magnifying glass icon.

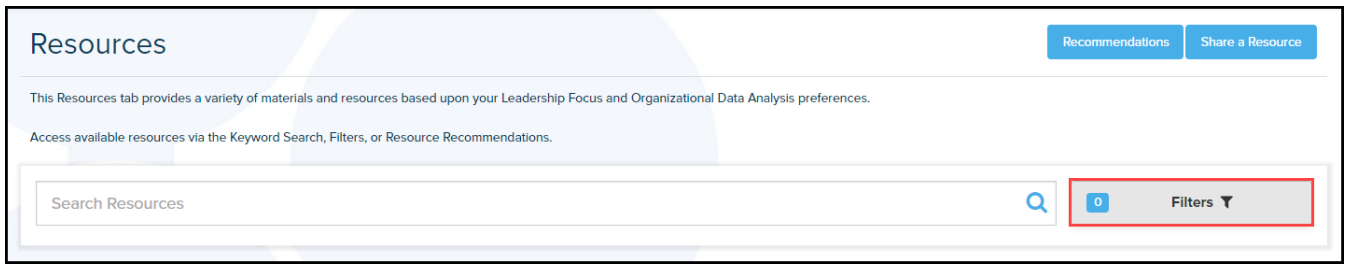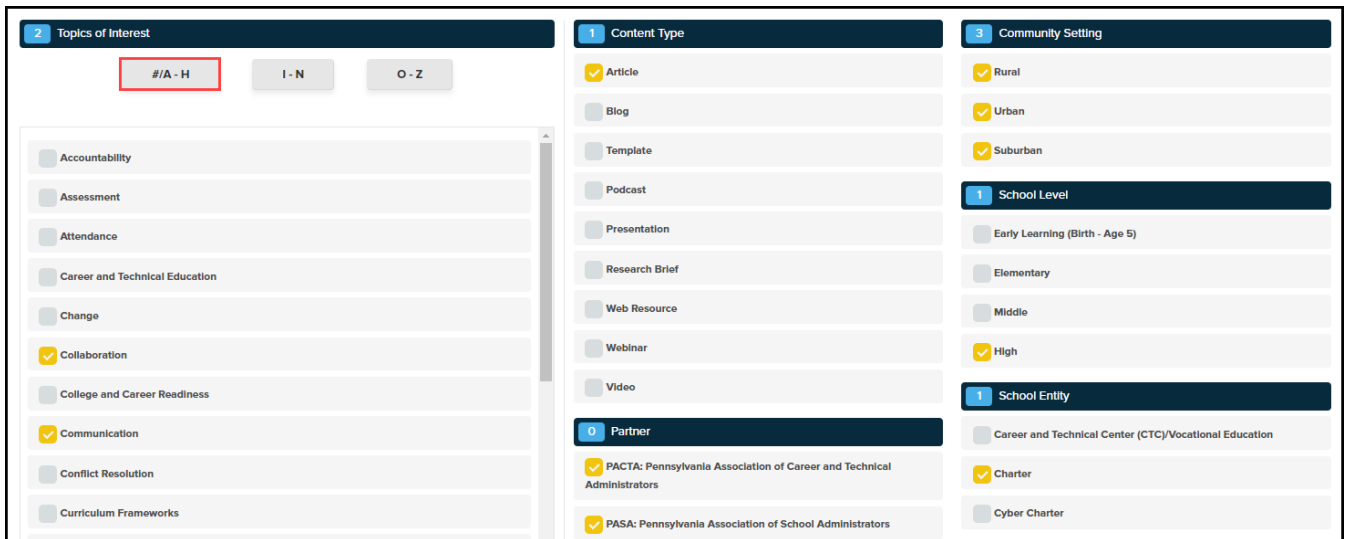4. To apply a set of filters to a search, click the **Filters** button next to the search bar.


5. Select from the six lists by checking any of the desired filters to narrow down your search results. Scroll through the full list in the **Topics of Interest** column, or use the alphabetical sort buttons at the top of the column for quicker access.

6. Click the **Apply Filters** button to save your selections. If you wish to eliminate your previously selected filters and start a new search, click the **Remove All** button.
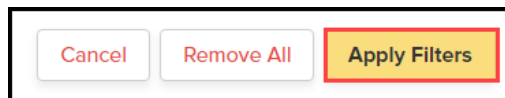
7. After applying your filters, your search results will populate automatically. To view a particular resource, click on it for further information. Note that the type of resource (e.g., article, video, web resource, podcast) will be located below the resource title.
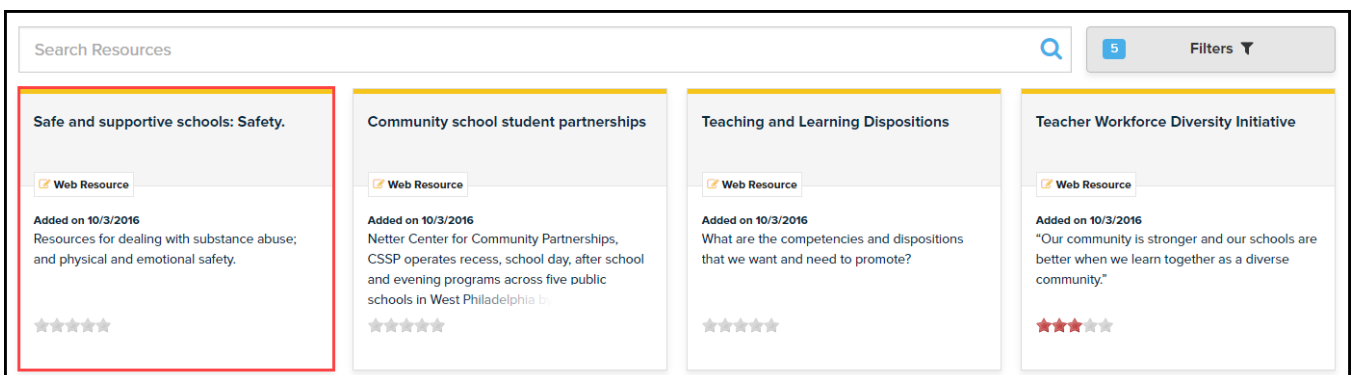
8.   To access resources aligned to your **My Leadership Focus** and **Organizational Data Analysis** preferences, click on the respective tab.

9.   To view a particular resource, click on it for further information.

10.   If you discover anything inappropriate about a resource, click the **Report As Inappropriate** button.

11. If you would like to add a resource to your **Favorites** page, click the **Add to Favorites** button.
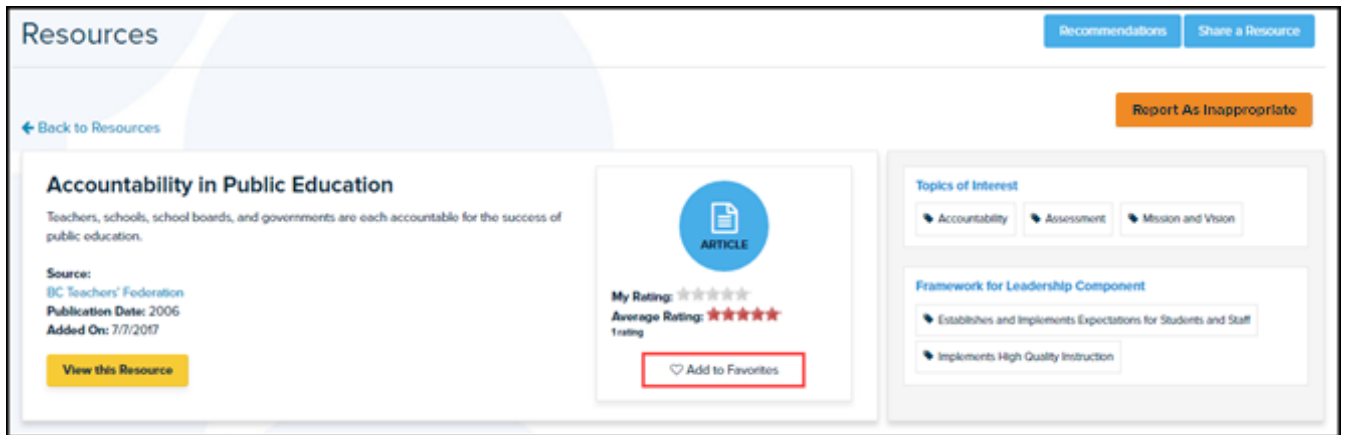
12. Your **Favorites** tab will be located on the right side of the page with a heart icon and an arrow. Click on the tab to expand it and quickly view/access items from your **Favorites** list.
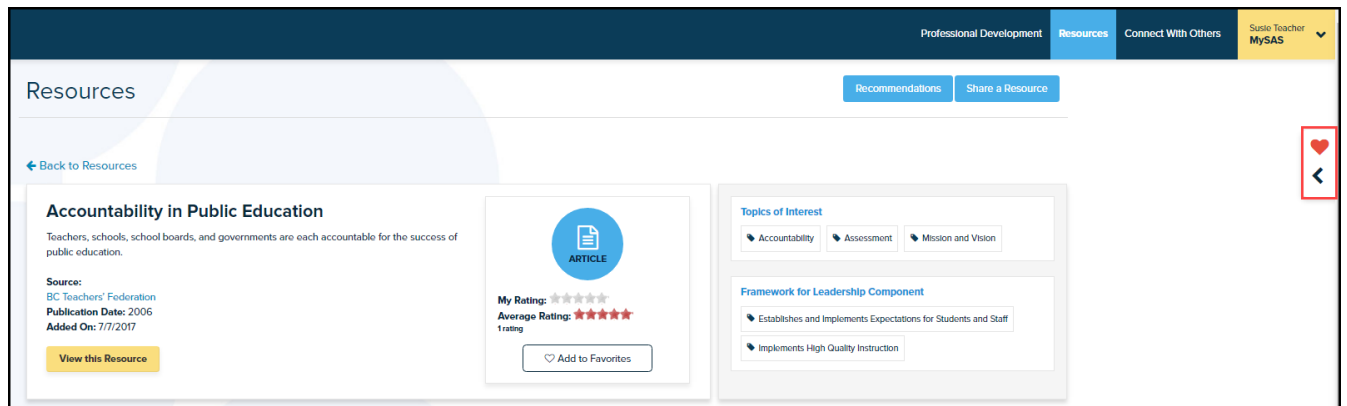
13. Any items/resources added to your Favorites will be saved here until you remove them. Click the **right-pointing arrow** to close the Favorites list.

14.	To remove an item from your Favorites, click on the item to view it, then click the **Remove From Favorites** button.



15.	Click on the **View this Resource** button to access the resource itself.

16.	To view the original source from which the resource has been derived, click on the link below **Source**.

17.   The average rating of each resource (based on user feedback) is displayed. Users are strongly encouraged to rate these items to enhance the effectiveness of this feature.
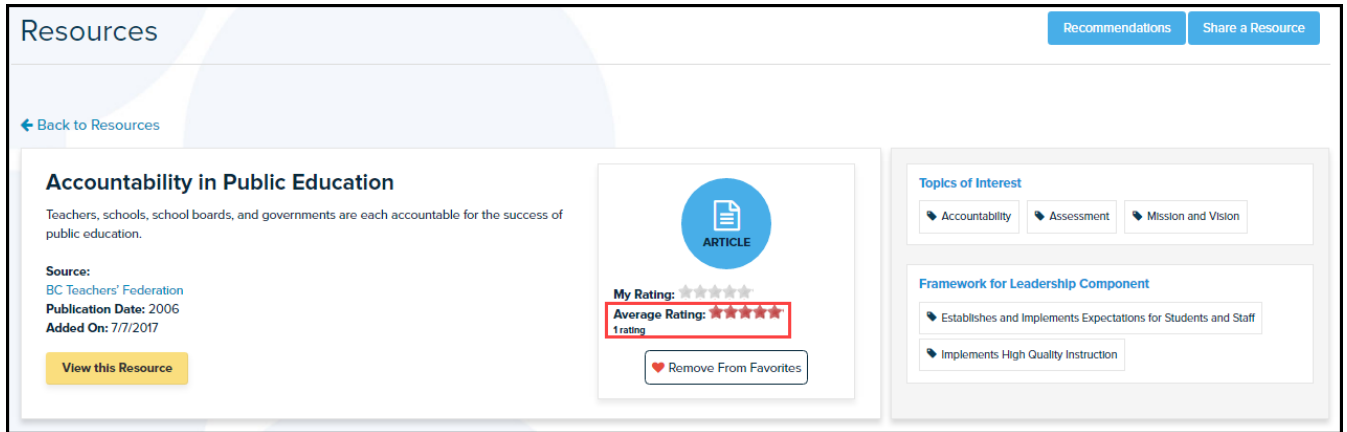
18.   To rate the value of this resource, select the number of stars you wish to assign it (next to **My Rating**).
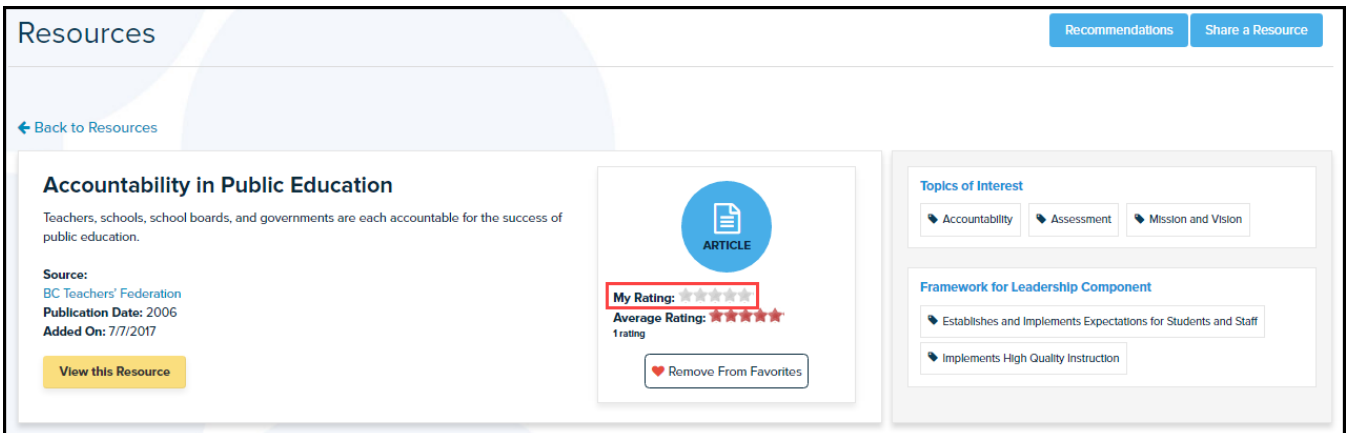
19.   To return to your resource search results, click **Back to Resources** above the current resource you are viewing. To begin a new search or view the resource recommendations, click the **Recommendations** button along the top of the page or click the **Resources** tab in the top menu bar.