Tableau Server Basics

1. The home tab includes favorites, recently viewed, and reports others are viewing.

<	Home Favorites		
 ᢙ Home ④ Explore ☆ Favorites ④ Recents 			
	Custodial Services Recents	★ 🚥 Weekly Time Trend 🖈	

2. You can favorite project folders, views, and workbooks.

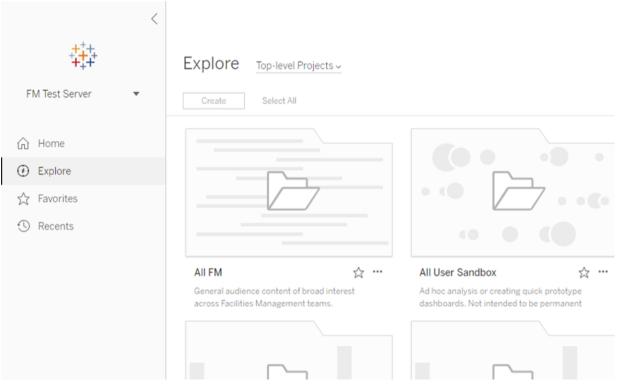


Favorites

3. Favorite by clicking the star



4. The explore tab contains all the project folders



5. Click on a project folder

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FM Test Server	Explore Top-level Projects ~	
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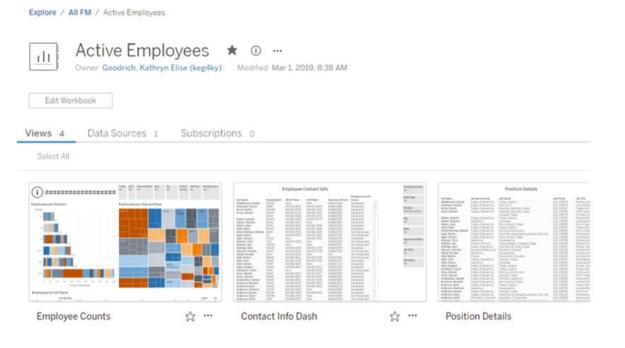
6. This takes you to the workbooks inside the folder

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7. Click on a workbook

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8. This takes you to the views inside the workbook



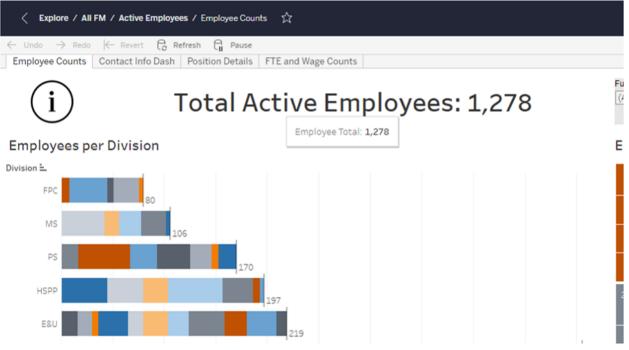
9. Click on a view

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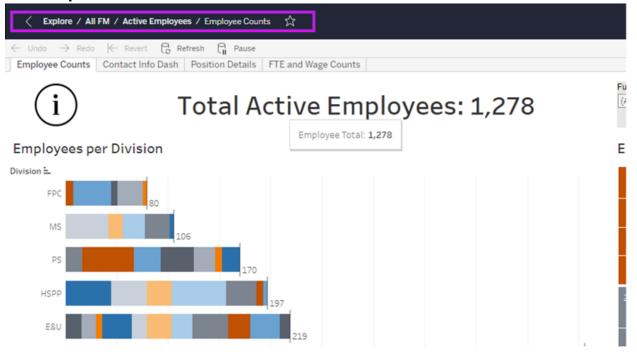
10. This is a view. Views can have graphs, tables, and filters.

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uli Name bdalhusain, Zouzek	Computing ID 2HA2M SBA4F DMA4M	Job Title Plumber Apprentice Senior Electronic Technician-ELEC51 Trades Utility Senior Worker Fire and Life Safety	shop 166 FM-CENTRAL GROUNDS 2014 ELECTRICAL/PLUMBING 2014 ELECTRICAL/PLUMBING 973 FM-AUTOMATION SERVICES CONSTRUCTION 973 351 FM-4592 2014 1 NORTH 351 360 FM-FIRE PROTECTION AND	Org 20217 FM-Central Grounds 2022 FM-Automation Services 20355 FM-Health Sys PP Zone 1	Roberts, David Persinger, Lewis Branch, Kelly	Class 0500 0274 0383	Billable Rate \$44.00 \$66.34 \$56.00	University Staff Operational and Administrative University Staff Operational and Administrative Classified University Staff Managerial and	Day of Original Hire Date July 23, 2018 August 4, 2003 March 25, 1994 September 3,	0
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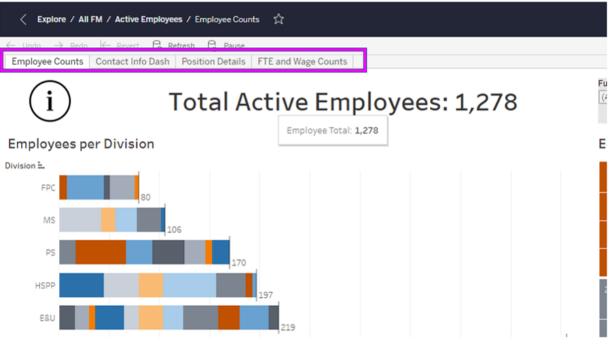
11. Focus on the upper left corner of the view



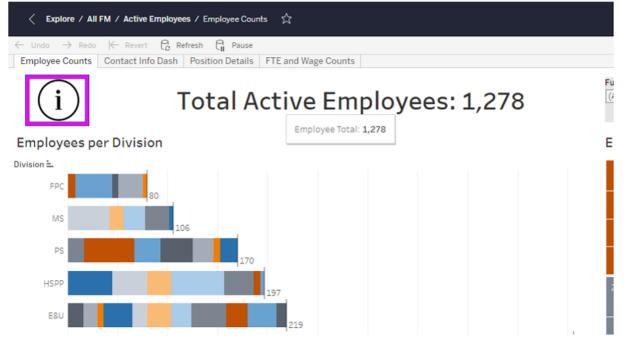
12. This is the directory of the view. Use this to go back to the workbook, folder, or explore



13. These tabs are the other views in the workbook



14. Hover over this information symbol to read about the workbook.

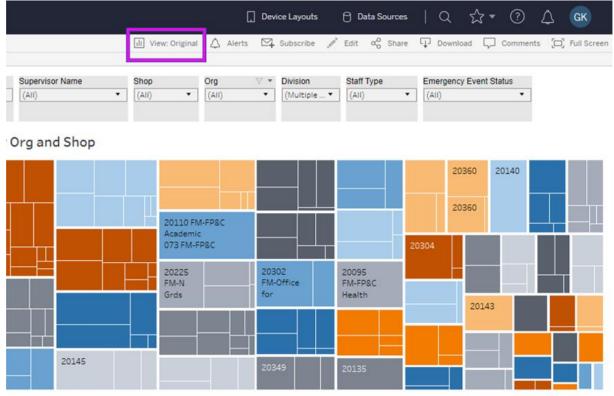


15. Focus on the upper right corner of the view

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16. Filters are used to choose what data reaches the view

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17. After you set the filters, save them by clicking on the view button

18. Choose what to name the view. If you want, you can make it your default and/or make it public for everyone to see.

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351 FM-HSPP ZONE 1 NORTH 351	20355 Zone 1	FM-Health Sys PP	Branch, Kelly	0383	\$56.00	Classified	
180 FM-FIRE PROTECTION AND LIFE SAFETY 180	20270	FM-Fire Protection	Payne, Michael	0220	\$60.00	University Staff Professional	Managerial and

19. Don't forget to save!

