

Tableau Server

WEEK 3 TRAINING

Resources

The following is an organized outline of Tableau Server topics presented in a customized order to facilitate your learning the Tableau Server system. It is based on, and all more sections link to [Tableau's online help available here](#). As a more in-depth resources, we recommend you explore the *Get Started* section for site users and content publishers.

Intro

The goal of this session is to introduce users to the editing workspace in Tableau Server and demonstrate how Concourse Library workbooks from the *default* project can be edited. The editing workspace in Tableau Server is a similar, albeit limited version of Tableau Desktop.

In the Views section, you can open a view for editing either of the following ways:

- Click **Edit** in the tooltip that appears when you hover the pointer over a thumbnail view
- Select a view to display it, and then click **Edit** at the top of the view.
- Save
 - Name
 - Save to Sandbox
 - Embed password
 - Save As



Compare Tableau Desktop WAW with Tableau Server WAW (editing view) [More](#)

- Data Pane
- Analytics Pane
- Sheet Tabs

High level of layout

- Toolbar [More](#)
- Marks, Pages, Filters
 - [More on Marks](#)
 - [More on Pages](#)
 - [More on Filters](#)
- Columns, Rows [More](#)

Detailed Walkthrough of Toolbar [More](#)

Undo/Redo

Pause

Swap

Totals

Show/Hide Labels

View Size

Worksheet

Export

Show Me



Side Bar (expand/close).

- Dimensions and Measures (explain)
- Marks (intersection of rows and columns of your data)
- Filters Shelf [More](#)
- Tooltips [More](#)
- Embed, Share, Subscribe
 - [More on Embed](#)
 - [More on Share](#)
 - [More on Subscribe](#)

Common Design Mistakes:

- Displaying excessive detail
- Introducing meaningless variety
- Encoding quantitative data inaccurately
- Cluttering the display
- Misusing or overusing color





