Tableau Guide

What is Tableau?
Tableau is a visual analytics program that gives users the chance to create interactive visual analytics in dashboards form. The dashboards make it simple for users to convert data into interactive and understandable graphics.

Extract Data from Tableau

Step 1: Click the Download Button

Step 2: The following options are given: Tableau Workbook, PDF, Crosstab, Data, and Image

Step 3: Choose one of the options

- **Tableau Workbook-** allows users to see the data visualizations in Tableau format. Users can either download Tableau Reader or Tableau Public for free.
- **PDF-** allows users to get content from the following: the current dashboard, sheets within the dashboard, and whole workbook in PDF format (not the whole dataset). Other options include Page Size and Scaling.

- **Crosstab-** allows users to extract the whole dataset into an Excel. After selection two options are giving.
  - **Download-** users get the option to open with Excel or Comma-separated Values (CSV) or save with (CSV).
  - **Cancel-** users get the option to cancel before downloading.

- **Data-** gives users to option to view and download selected data from the visualization, or full data in Excel.
- **Image-** allows users to download what they see on the screen (not the whole dataset).

Grayed out words means users cannot select this option. Please contact OESC if you find something that you cannot select.

Other Tableau Buttons: These four buttons appear above or below an interactive chart. See below for what they do, and how you can use them.
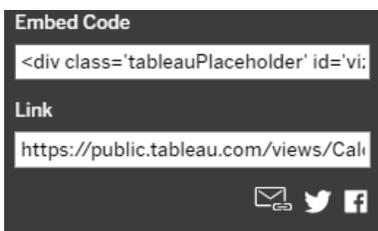
Reset Button: allows the user to clear all filters and view the original report.

Undo and Redo Button: allows you to revert back to previous versions of the chart after making changes with a filter or highlighting
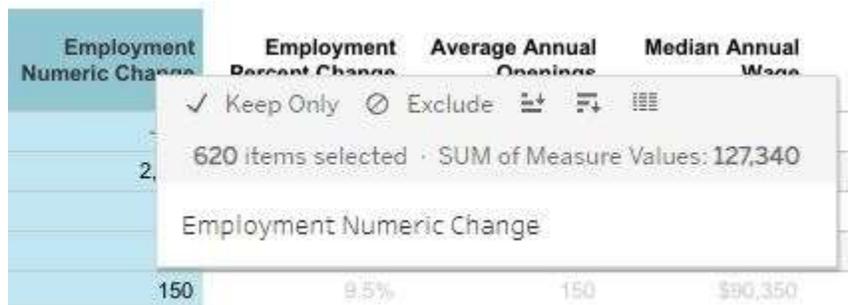

Share Button: provides you with an embed code within a website and a link to share the chart. This allows you to send data to data to people. Allow users to email, tweet, and Facebook their visualizations.

<u>Two Ways of Sorting</u>

1) Highlight the **field**, then a grey pop up box will show. Next click the **ascending** or **descending** to sort (see below).

2) Click on the **drop down arrow** near the **AZ** in the **SOC Code** field, then select a **field** to **sort** (see below).

 Sort Button (Ascending and Descending): Use this button to sort a dimension list by ascending and descending values of the associated measure.