

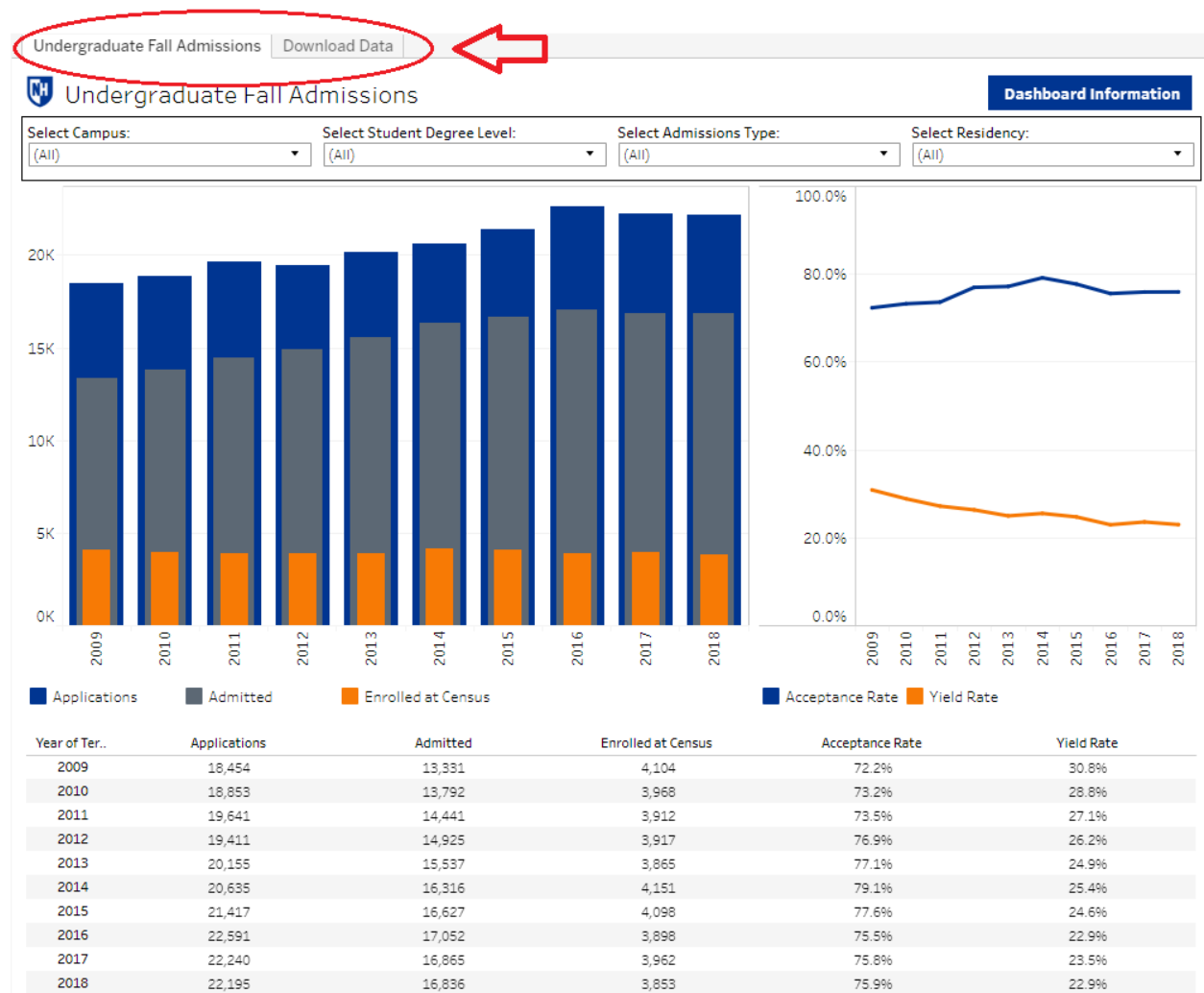
Basic Tips for Navigating Tableau Dashboards

Tableau

[Tableau](#) is a business intelligence and analytics tool which allows users to interact with data visualizations. At UNH, Tableau is managed by [Enterprise Information Management](#). For more information about Tableau at UNH, please visit <https://www.unh.edu/it/enterprise-information-management/tableau-at-unh>.

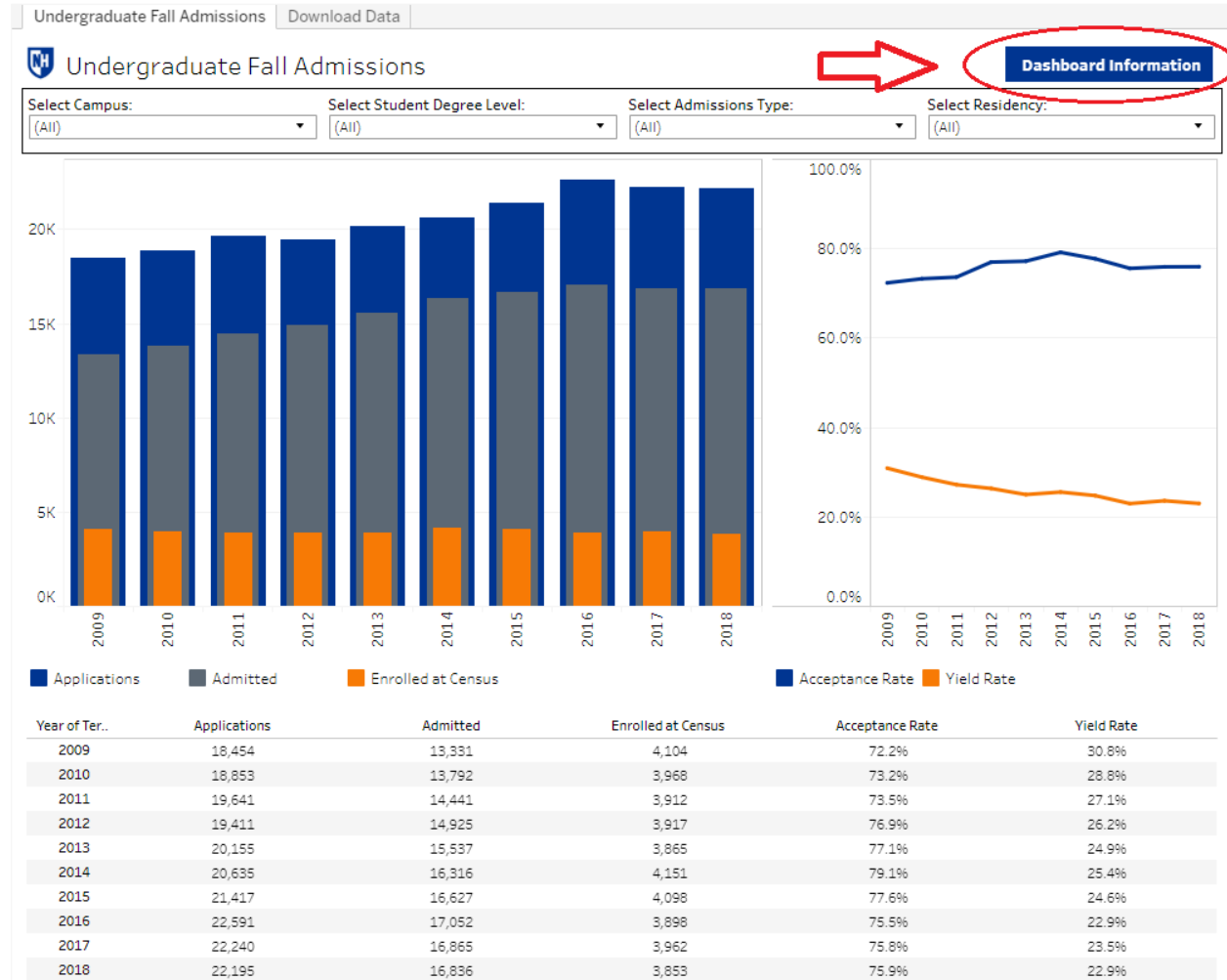
Tabs

Tabs appear across the top of most dashboards. Use these tabs to navigate to different pages of the dashboard.



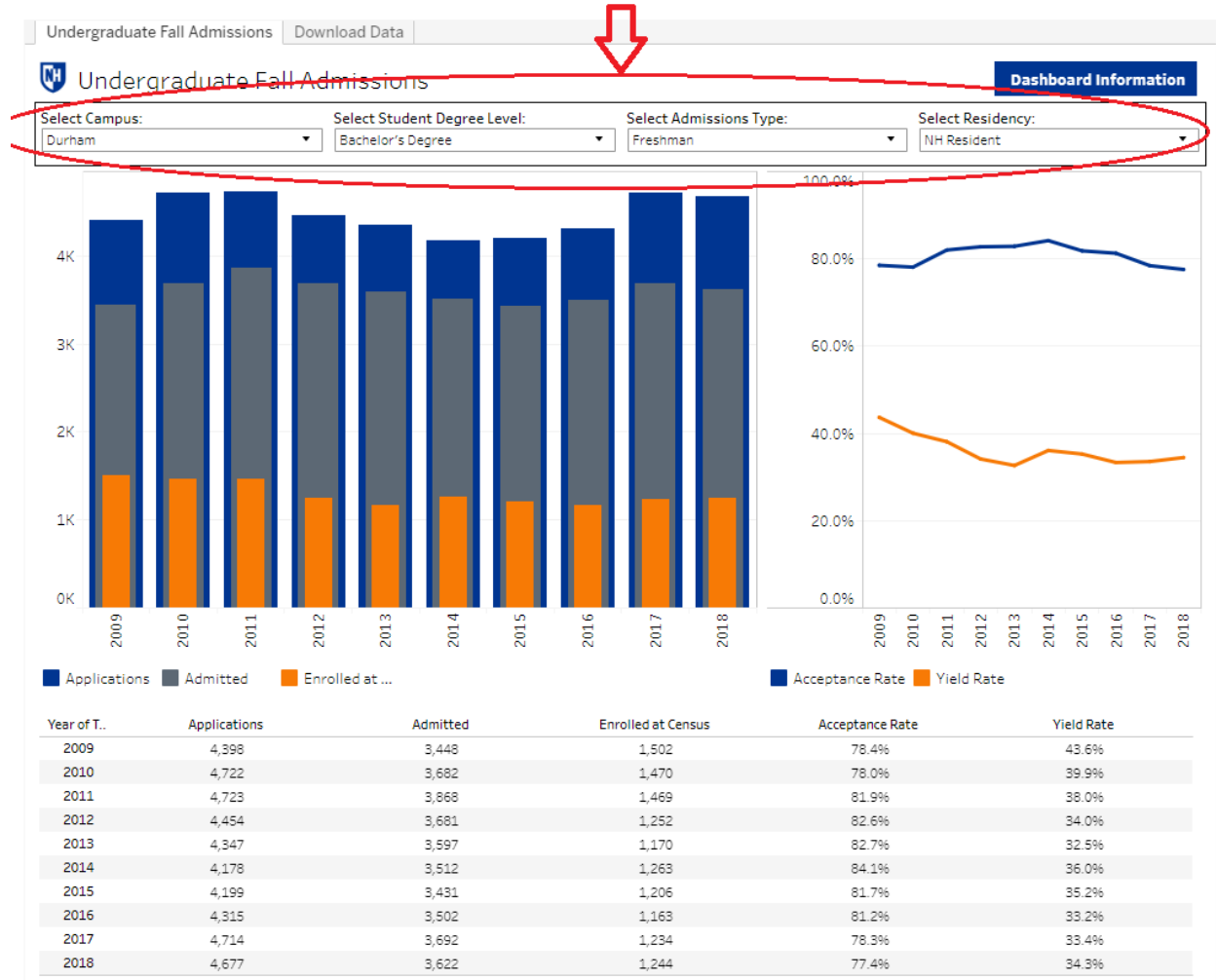
Dashboard Information Button

In the upper righthand corner of each dashboard, you will see a blue rectangular button with the words "Dashboard Information." If you hover your mouse over this button, you will see notes about the dashboard, including: the source of data, data definitions, and the date the dashboard was last updated. If you have questions about the dashboard that are not answered in the Dashboard Information button, please contact us at Institutional.Research@unh.edu.



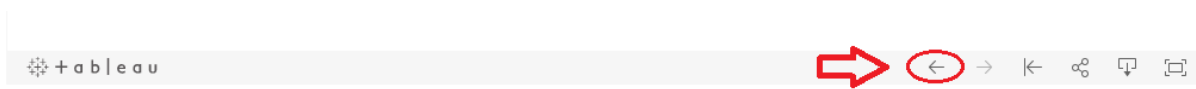
Filters

Most dashboards contain a set of filters at the top of the view. You can use some or all of these filters to narrow down the selection shown on the dashboard. Filters on a given dashboard only control what is displayed on that particular page.

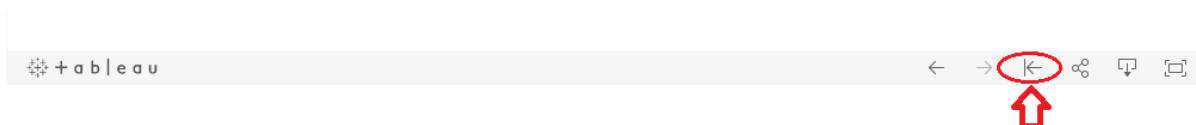


Undo/Reset filters

If you wish to undo your most recent filter selection, you can hit the "back" button on the menu at the bottom of the dashboard.

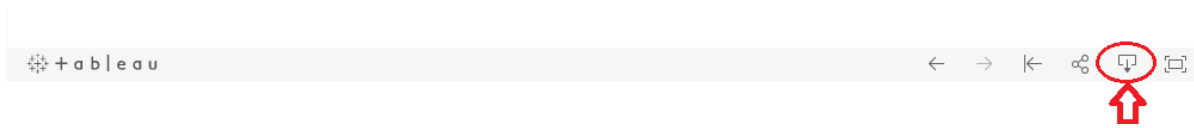


If you wish to reset all filters back to the default, you can hit the "reset" button on the menu at the bottom of the dashboard.

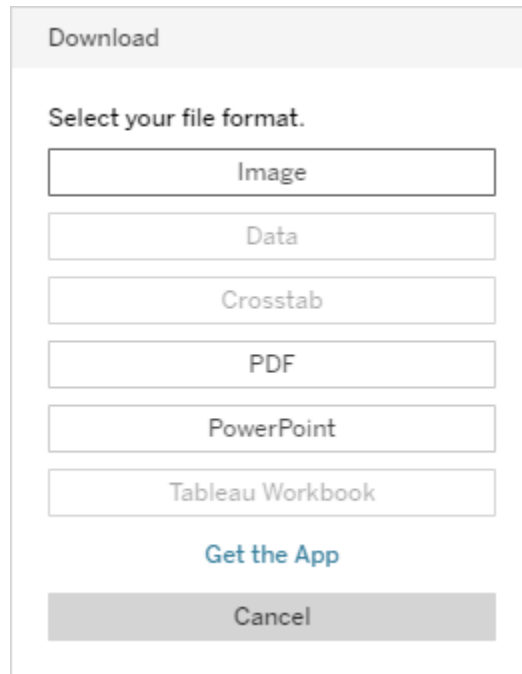


Download

You can download a PDF or image snapshot of any Tableau dashboard. Click the "Download" button on the menu at the bottom of the dashboard.



A dialogue box will appear allowing you to choose the download format:



You can download the visualization as an image, PDF, or PowerPoint.

Additionally, most dashboards have one or more pages titled "Download Data." We have designed simple tables to be easily exported. Those pages have detailed instructions about how to download the tables.