

## Tableau Administration Training

---

### Course Summary

#### Description

This course provides in-depth coverage of Tableau Server administration.

#### Topics

- Tableau Server Overview
- Tableau Server Architecture
- Single Server Installation
- User Experience
- Authorization and Permissions
- Data Sources, Extracts, Schedules, and Subscriptions
- Automating Server Tasks
- Monitoring Server
- Upgrading Tableau Server
- Log Files Administration
- Data Security

#### Audience

The knowledge and skills acquired in this course are best geared toward those who will be administering a Tableau Server installation, including managing content, users, and permissions.

#### Prerequisite

There are no knowledge prerequisites for this course.

#### Duration

Two Days

## Tableau Administration Training

---

### Course Outline

- I. *Tableau Server Overview***
  - A. Tableau Product Line
  - B. End-User Abilities
- II. *Tableau Server Architecture***
  - A. Component Function
  - B. Server Diagrams
  - C. Single Server Installation
  - D. Technical Specifications
  - E. Tableau Server Installation Checklist
  - F. Configuration Options
  - G. Resolutions for Common Installation Issues
  - H. Installing Tableau Server Software
- III. *Single Server Installation***
  - A. Technical Specifications
  - B. Tableau Server Installation Checklist
  - C. Configuration Options
  - D. Resolutions for Common Installation Issues
  - E. Installing Tableau Server Software
- IV. *User Experience***
  - A. Content Navigation, Searching, and Filtering
  - B. Exploring Server Content Types and Objects
  - C. Updating Account Settings
  - D. Setting the Start Page
  - E. Viewing Version Information
  - F. Renaming a Project
  - G. Adding a Workbook Description
- V. *Authorization and Permissions***
  - A. Administrator Settings
  - B. Authorization Overview
  - C. Functional Security Model
  - D. Site Roles
  - E. Content Ownership and Permissions
  - F. Permission Rules and Capabilities
  - G. Permissions and the Default Project
  - H. Creating Projects, Local Groups, and a Local User
  - I. Importing Users and Adding Users to Group
  - J. Granting Permissions to Projects
  - K. Creating a Project Leader
- VI. *Data Sources, Extracts, Schedules, and Subscriptions***
  - A. Creating, Publishing, and Connecting to a Data Source
  - B. Data Engine and File Store
  - C. Creating and Publishing Extracts
  - D. Backgrounders
  - E. Schedules
  - F. Subscriptions
  - G. Enabling Subscriptions and Alerts
- VII. *Automating Server Tasks***
  - A. Automating and Programming Server Tasks
  - B. Tabadmin
  - C. Tabcmd
  - D. Using the REST API
- VIII. *Monitoring Server***
  - A. Viewing Server Status
  - B. Admin Alerts
  - C. Viewing Email Alerts and Admin Views
  - D. Enabling Access to the Repository
  - E. Custom Admin Views
  - F. Licensing Information
  - G. Performance Recording
- IX. *Upgrading Tableau Server***
  - A. Preparing to Upgrade
  - B. Upgrading Software on the Same Machine
  - C. Modifying the Authentication Method
  - D. Importing AD Groups
- X. *Log Files Administration***
  - A. Overview of Log Files
  - B. Archiving Log Files
- XI. *Data Security***
  - A. Controlling What Users Can See
  - B. User Filters
- L. Publishing and Changing Ownership of a Workbook**
- M. Moving a Workbook**
- N. Site Administration**