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FACILITIES CONNECT REPORTING: TRAINING RESOURCES

Provides guidance on helpful and appropriate training for the Facilities Connect reporting tool Tableau.
If you have any questions regarding Tableau or require additional guidance, please reach out to
facilities.connect@northwestern.com.

1 What is Tableau?

Tableau is a powerful data visualization tool used to simplify raw data into an easily understandable format. Some features of Tableau include data blending, real time analysis, and the ability to create customized reports and graphics through dashboards.

2 How can I use Tableau?

The following are ways you can interact with Tableau:

Click on the links below to learn more about each action.

Tableau Navigation and Layout

General Navigation: How to navigate through Tableau and create your layout.

Legends: Change the color palette that is applied to the data in the view.

Actions: Select a mark in one view to highlight related data in another view.

Filtering Options

Filter: Visually isolate subsets of the data.

Sorting Data

Sort: Change the order in which the data is displayed in a view.

Subscribe to Content

Subscribe: Subscribe to reports and receive them in your email inbox at regular intervals.

Create Data Alerts

Alerts: Create alerts to automatically send email notifications when your data reaches important thresholds.