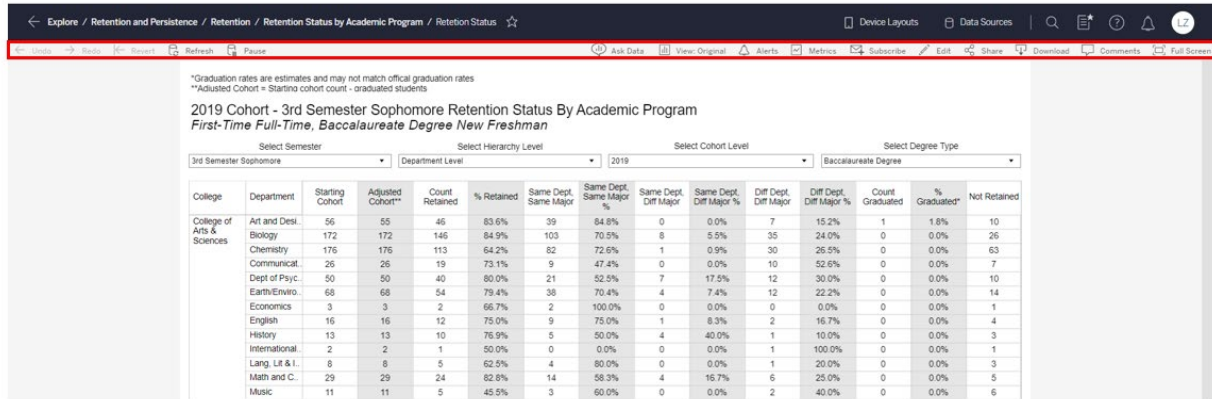


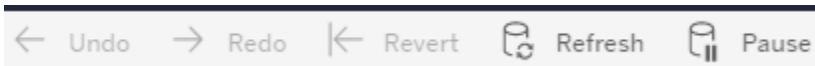
Tutorial 7-Dashboards Actions

This video introduces the toolbar options in the Analytics Portal that allows people to interact with the dashboards. To be noticed, options in the toolbar available depend on user's access permissions.

1. The toolbar is typically below the navigation path and above the dashboards.



2. The toolbar includes two parts of actions. The first part of the actions contains Undo, Redo, Revert, Refresh, and Pause. The following table explains what each action item does.



Toolbar	Function
Undo	Undo the last action.
Redo	Redo the last action.
Revert	Clear all filters and view the original dashboard.
Refresh	Refresh data that may have changed in the data source during the current session (this is unlikely).
Pause	Controls whether Tableau updates the view when changes are made. By default, the view changes each time you add a filter. When selecting multiple filters, it may be helpful to pause updates until you have completed your selections.

The second part of the actions contains Ask Data, Alerts, Metrics, Subscribe, Edit, Share, Download, Comments, and Full Screen. The following table explains what each action item does.



Toolbar	Function
Ask Data	Ask questions of any published data source and get answers in the form of a visualization.
Alert	Select a numeric axis of a chart, then create an alert to notify you or others when certain conditions are met.
Metrics	Track data points from any number of dashboards in a single location.
Subscribe	Select options to have a copy and link to the report emailed to you at specific frequencies.
Edit	Use to edit Dashboard and Layout. However, you may not have access to save your edits.
Share	Create a link to share with a colleague who must have access to the workbook and Tableau server.
Download	Download an image, Data (CSV), Crosstab (CSV), PDF, or Tableau Workbook.
Comments	Adds comments below the visualization. This option may not be enabled.
Full Screen	View in full-screen mode. Press Esc key to exit.

Tutorial 8 will introduce other important features that help you to navigate the Analytics Portal.