



Tableau User Guide

The intention of this User guide is to provide helpful instructions pertaining to viewing and using Tableau Views created and maintained by the Town of Banff. By interacting with Tableau, users connect with and visualize data in minutes. You will not hurt the data by interacting with it, you simply just change how it looks for a moment. If you refresh your browser, it will look exactly as it originally appeared! If you want to take tableau with you, users can also download and embed Views into websites and presentations.

Table of Contents

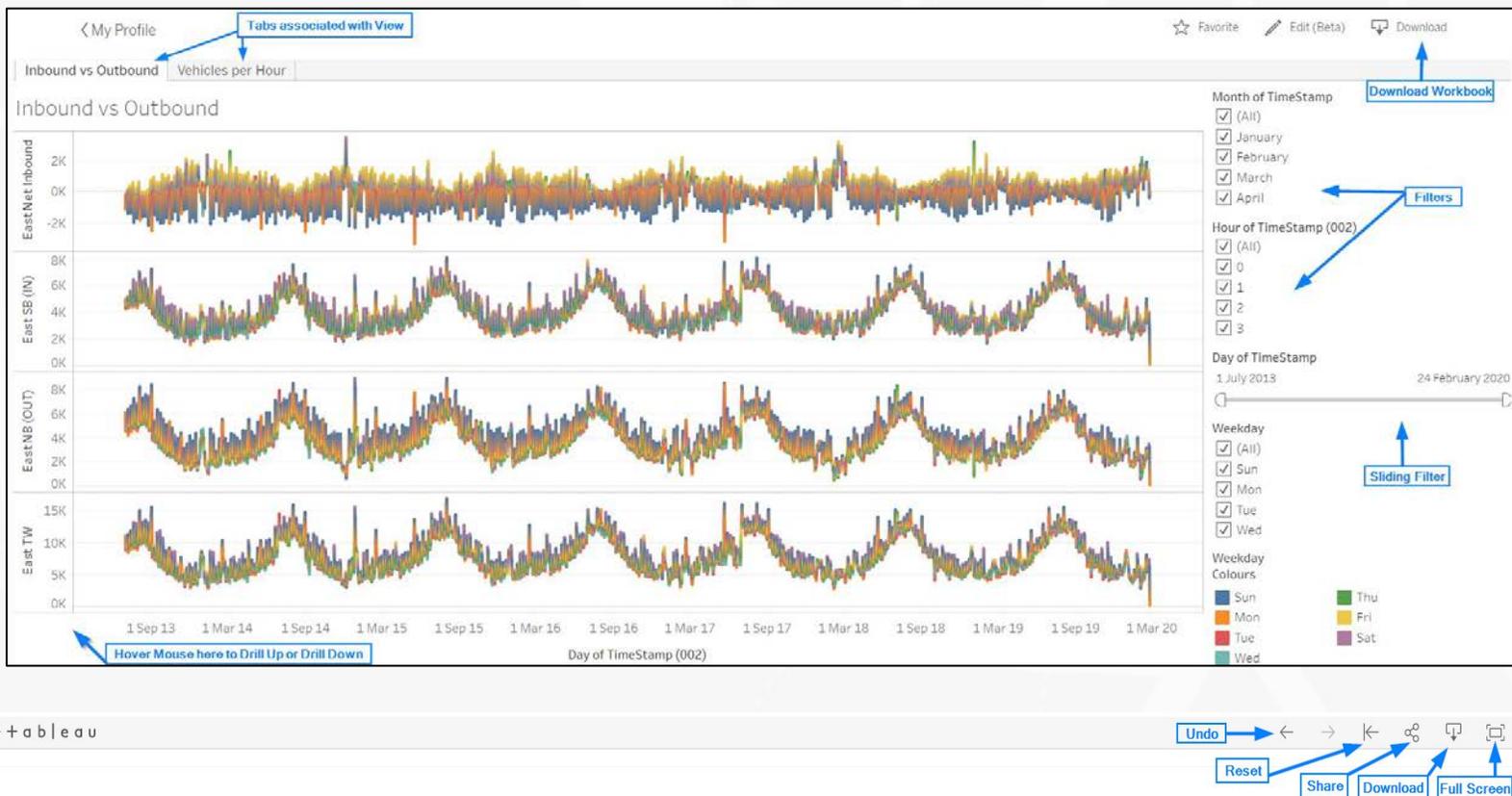
- [How to Explore and Analyze Data](#)
- [Drilling Up and Down → Adding Details to the View](#)
- [Viewing/Downloading Underlying Data](#)
- [Filters](#)
- [Additional Resources](#)

Homepage

Banff Tableau hosts a collection of Views (interactive visualizations). Each View can be accessed through the Banff Tableau homepage (<https://public.tableau.com/profile/banff.gis#!/>)

Application Window

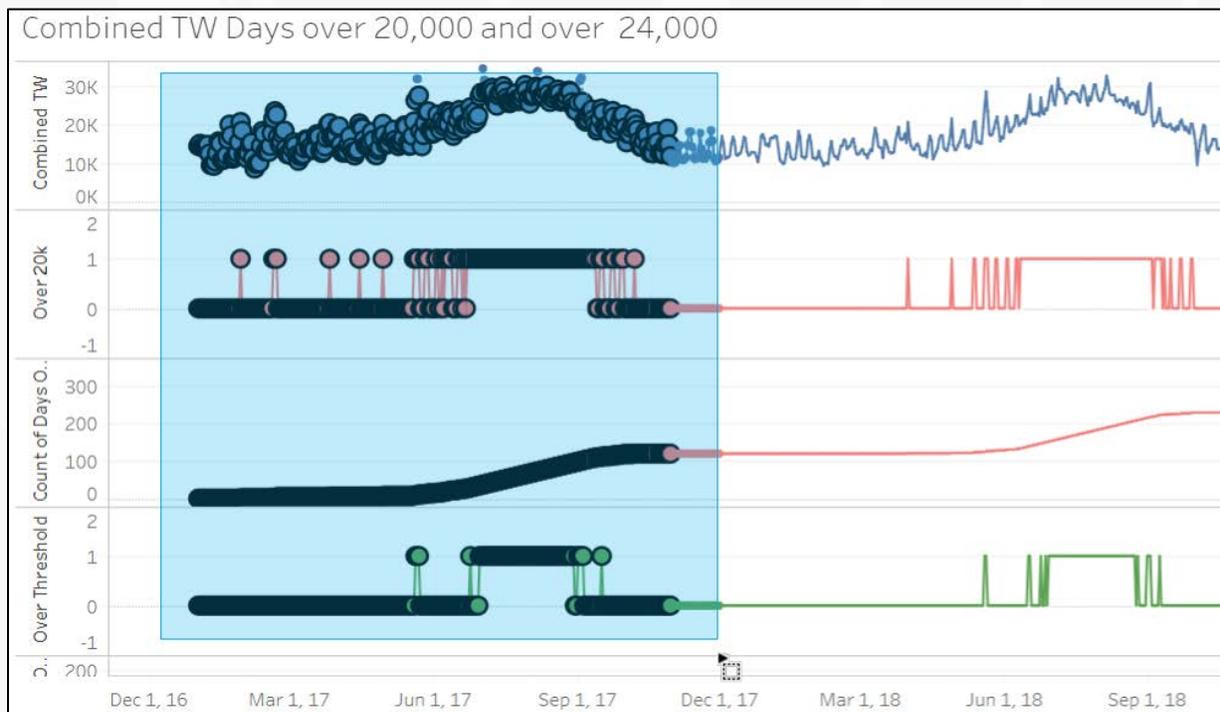
The Tableau interface window provides all the tools and features to observe and interact with the data.



How to Explore and Analyze Data

Tableau offers dynamic data inspection tools that help you isolate data of interest and look at patterns. For example, if you have a large dataset that extends over a large time period and contains hundreds of points, you can focus on a particular region or select a group of outliers.

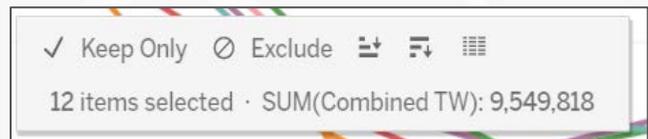
Selecting Points to highlight data points in the View – To add highlighting to a view, simply select the points you want to highlight. When you manually select points, all other points are dimmed to draw attention to the selection. To select the points, simply hold down the Ctrl key on your keyboard (command key on a Mac) while you select each point. Or click down in the View and a highlighting box will appear, move the cursor around to select the desired points. For more information on how to use selection tools, see [Select Marks](#).



Analyze Selected Marks using Tooltip Window

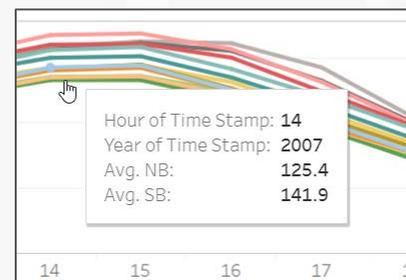
Once your points are selected, right click or hover in the same spot. A data inspection window appears with several options for inspecting your data. Tooltips provide additional information about the data in the view, and provide the following data analysis options:

- Keep only the selected marks in the view. **Keep Only**
- Exclude the selected marks from the view. **Exclude**
- View the underlying data of the marks selected. 



Before you select points, you can also view values by hovering mouse over data points.

Tooltips- are additional details that display when you hover over a data point in a view.



Drilling Up and Down → Adding details to the View

By hovering your mouse over the x and y axis in tableau, you can navigate through the hierarchical levels of the data (. By selecting the **+** or **-** buttons you will add or subtract levels of detail.

As shown in In the Viz below; selecting **+** will change the level of detail. Below the level of detail went from year to month, in some views it will be possible to get to an hourly level of detail.



Viewing/Downloading Underlying Data

Once you have selected the desired points, the View Data command  displays the values for all rows in the data source that underlie the points in the view. It also shows the summary data based on the aggregations in the View. View data allows you to interpret, isolate and export individual rows associated with the data of interest, such as outliers.

Summary Data- text table of the aggregated data for the fields shown in the view.

Summary		Full data			
Showing first 4 rows.					
Download all rows as a text file					
Summary					
YEAR(Time Stamp)	ATTR(Weekday)	SUM(Combined TW)	SUM(East TW)	SUM(Mtn Av TW)	SUM(West TW)
2020	*	640,983	253,540	116,131	387,443
2020	*	640,983	253,540	116,131	387,443
2020	*	640,983	253,540	116,131	387,443
2020	*	640,983	253,540	116,131	387,443
Showing first 4 rows.					
Download all rows as a text file					

Full Data- all data for the selected points are displayed. In the lower right of the window you can see the number of rows in the underlying data/

Summary		Full data			
Showing first 200 rows.					
Download all rows as a text file					
<input type="checkbox"/> Show all columns					
Time Stamp	Weekday	Full Data			
		Combined TW	East TW	Mtn Av TW	West TW
1/9/2020 11:00:00 PM	Thu	109	60	23	49
1/7/2020 10:00:00 PM	Tue	114	56	28	58
2/2/2020 12:00:00 AM	Sun	40	11	28	29
1/8/2020 11:00:00 AM	Wed	667	274	75	393
1/15/2020 6:00:00 PM	Wed	494	193	80	301
2/4/2020 5:00:00 PM	Tue	828	301	128	527

Select the **Download all rows as a text file** link to download all rows of data as a .csv file. You can choose to export the selected data or the entire dataset.

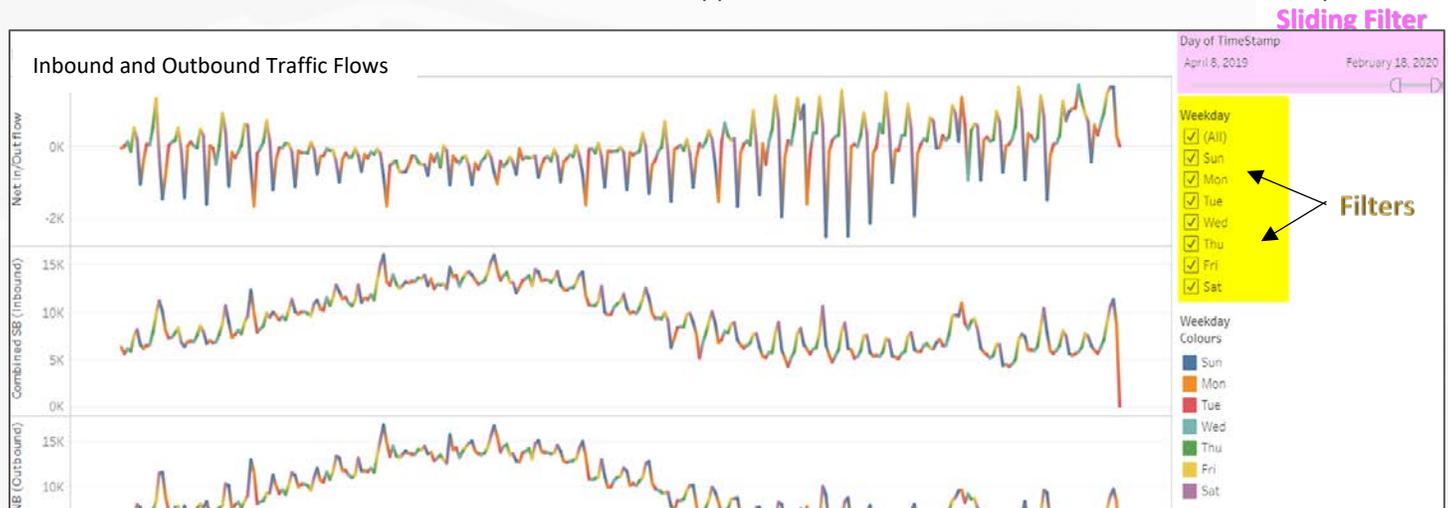
You can also download the View as an Image/Data/PDF/Workbook with the Toolbar that appears at the bottom of the View. If you configure the view, you can export the altered view as well, simply select download after you have configured the View



Filters

In some Views you will find interactive filters, these will be located on the right of the View. With these filters, you can quickly include or exclude data shown in the view.

Another form of interactive filtering is the sliding bar, this can be found on the right of the view or at the bottom. Simply slide either end to include or exclude values. Click on the upper or lower limit readouts to enter values manually.



Additional Resources

1. General Tableau Online Help https://www.tableau.com/support/help?_ga=2.66360743.80716721.1582561319-246408375.1579537064&_fsi=RKhWgJ9b
2. Explore and Analyze Data https://www.tableau.com/support/help?_ga=2.86769169.80716721.1582561319-246408375.1579537064&_fsi=RKhWgJ9b
3. Filtering Data <https://help.tableau.com/current/pro/desktop/en-us/filtering.htm#select-headers-to-filter-data>

For more assistance on anything Tableau related, please contact Banff GIS gis@banff.ca