Starting in IHA DataLink (Tableau Server)

On your first login to the server, please change your password.

1. At the top right corner, select your user avatar and then select 'My Account Settings' from the dropdown.
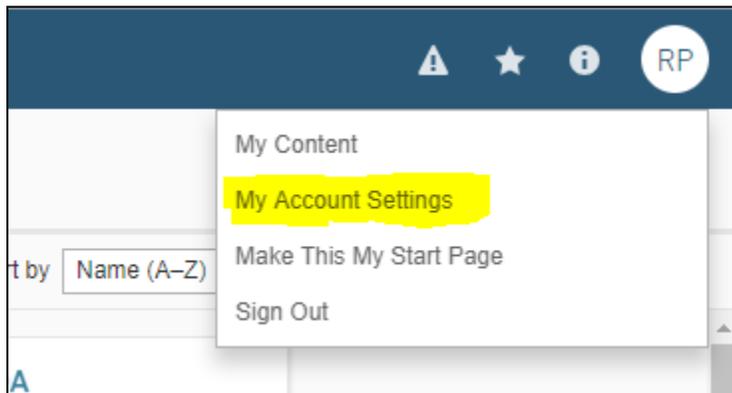
2. From there select 'Change Password' under your Display Name and Email.
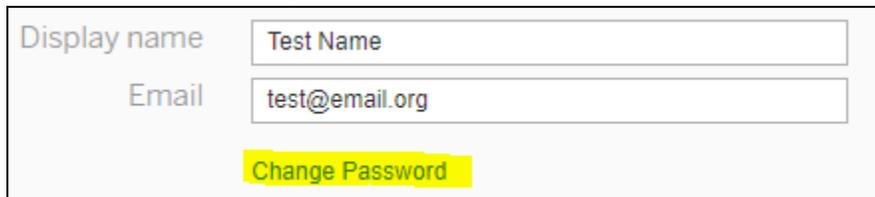
3. Type in your given password, desired password, and confirm your desired password. Then select 'Save Password'.

Ways to Navigate

1. **Search bar:** search for any view, workbook, or folder by clicking in the search bar and typing in your keywords.
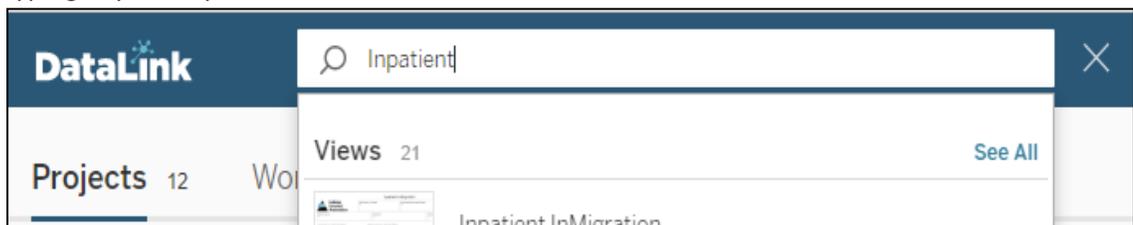
2. **Workbooks:** click on 'Workbooks' at the top of your screen to show all the workbooks that you have access to on the DataLink server.
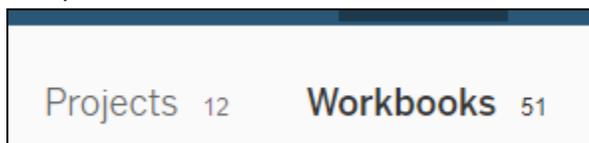
3. **Normal navigation:** the other way to navigate would be to simply click on a 'Project' which will take you to the 'Workbooks' within that project. If there are 'No workbooks' then check the 'Projects' tab within that Project to navigate further. Keep in mind that

Projects work the same way as Folders do within most operating systems (Windows, MAC, etc.), so within a project could be another project.

Once inside a workbook, their may be more than one dashboard available. If this is the case, then you can navigate to the other dashboards by selecting the tabs at the top or backing out of the dashboard to the 'Views' page and selecting the desired dashboard.

Interacting with Dashboards

1. Depending on how the developer has created the dashboard, most of the dashboard can be interactive. For instance, a dashboard could have many filter boxes at the top of the report.
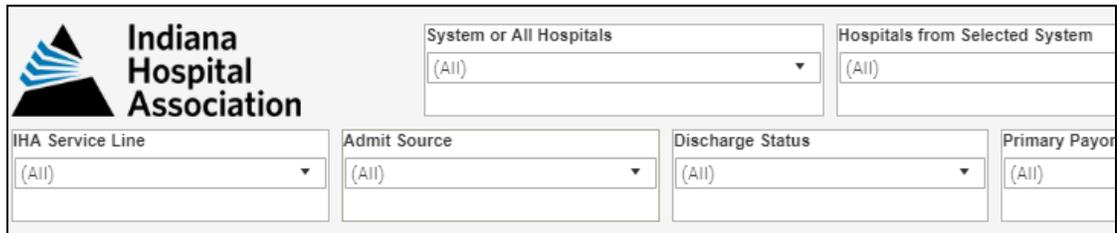
2. Filters can come in many forms such as drop-down boxes, check-boxes, or date ranges. Date ranges can be handled in many ways: Dragging the slider to the desired date, clicking on the date to select the date from a calendar, or clicking on the date to type in the desired date.

3. Interaction can also come in the form of clicking on visualizations to filter the rest of the dashboard. Maps are included in these filterable visualizations. For example, from the dashboard snapshotted in the image below you can select a county to filter the rest of the dashboard.
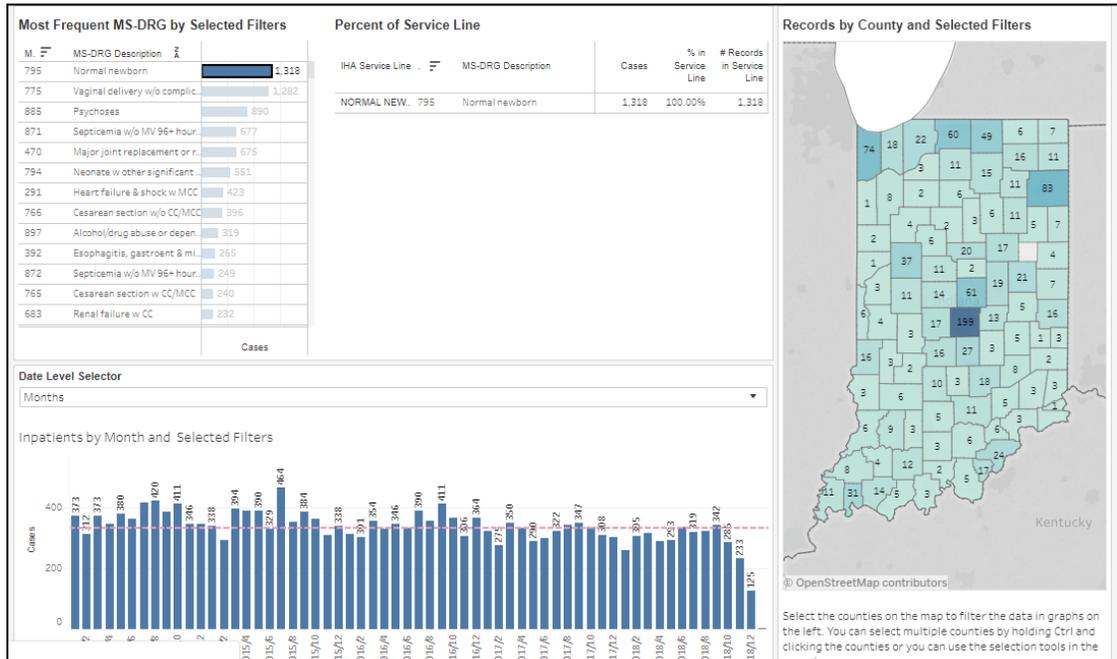
4. Hovering your curser over visualizations might also reveal more information in the form of a small text box.
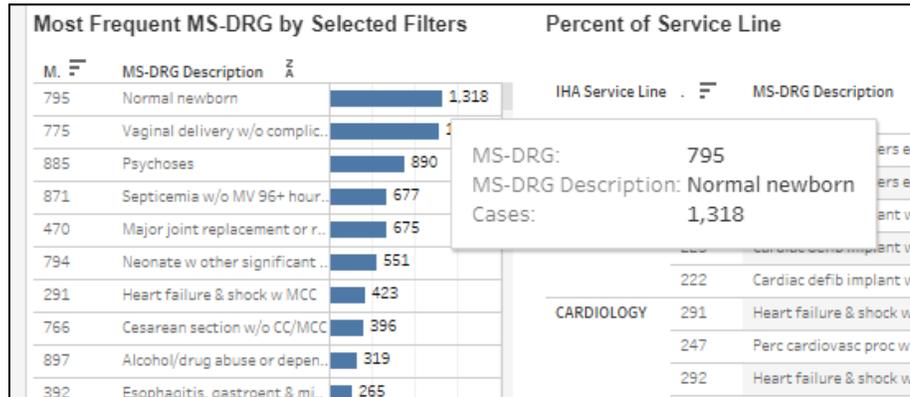
Support

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