Tableau User Manual

This manual shows how to change data source in Tableau.

1. Select sheet1 ("result1_map") or sheet2 ("result1_graph")
2. Now, this workbook is using data source name "visualization400Report24".
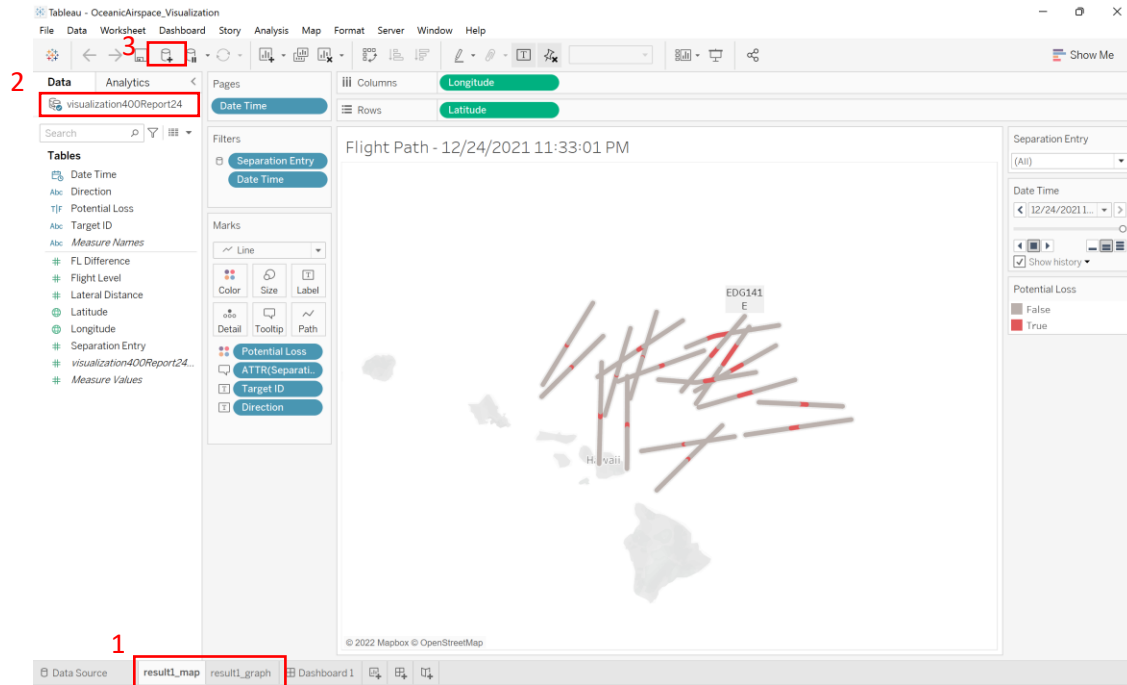3. To add a new data source, click on a database symbol.

Figure 1

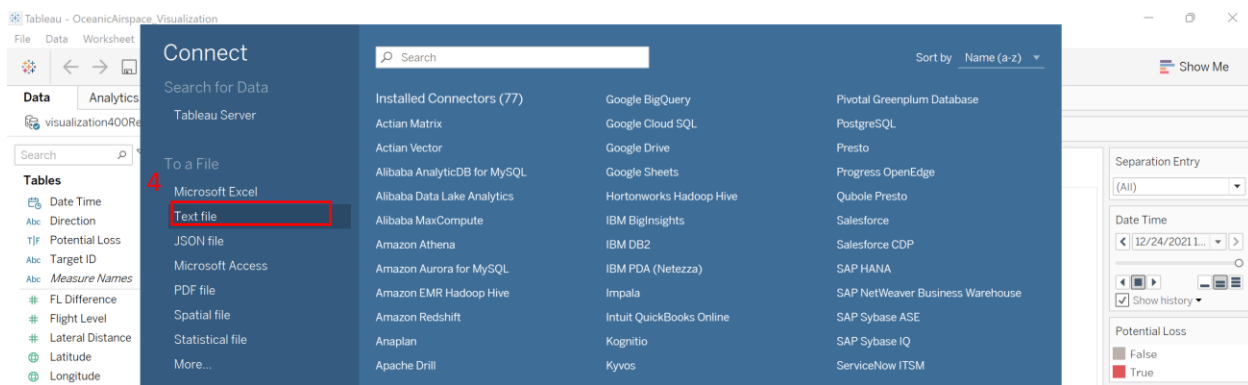4. Then, to add the new separation report (excel file) select 'Text file' > select your file

Figure 2

5. It will take you to 'Data Source' tab in **figure 3**.
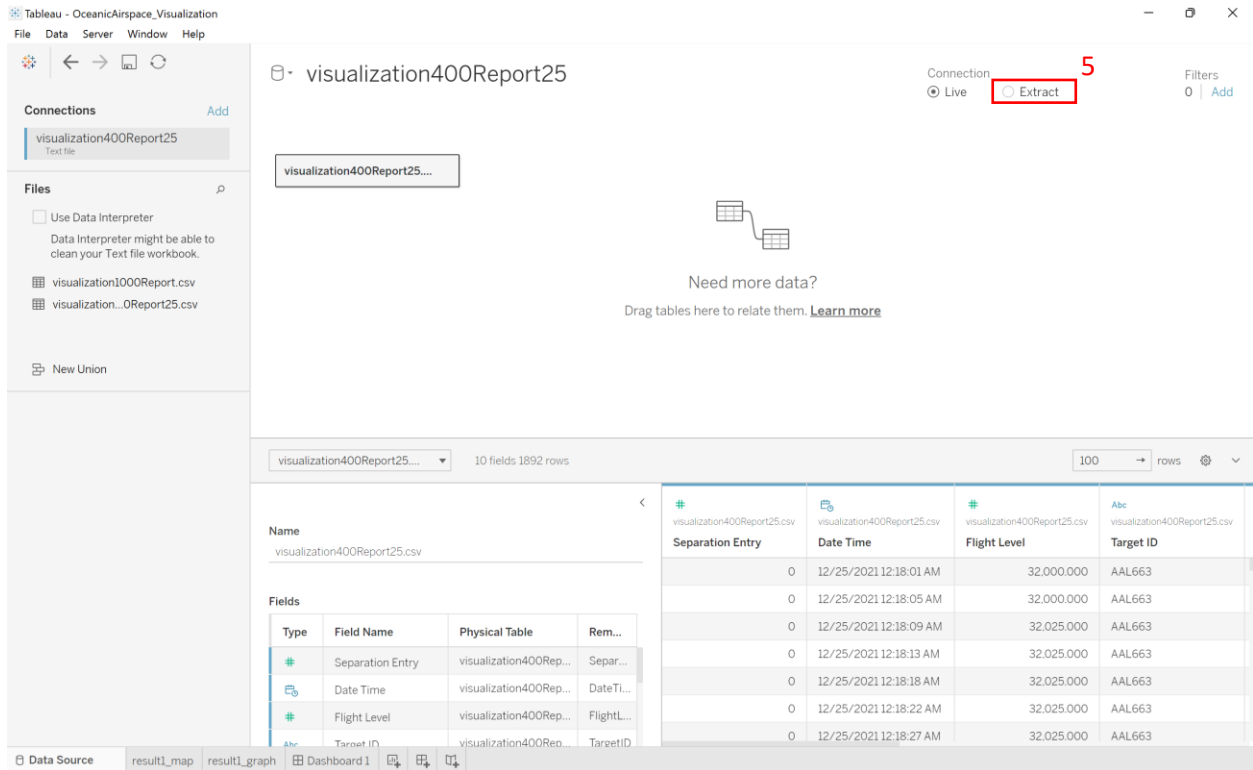6. Click extract data in number **5**, it will ask you to save the extracted data in your Tableau repository.

Figure 3

7. Go back to sheet 1 or 2, the new data source will be showing on the left panel under "Data" tab in **figure 4**.
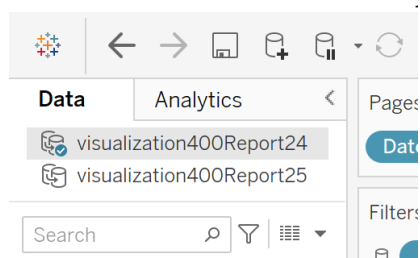

Figure 4

8. To replace the data source, right click on the current data source > select "Replace Data Source". **(figure5)**
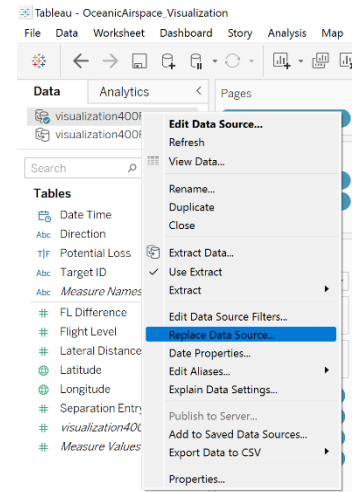

Figure 5

9. Then, select the data that you want to replace > click "OK". **(figure6)**
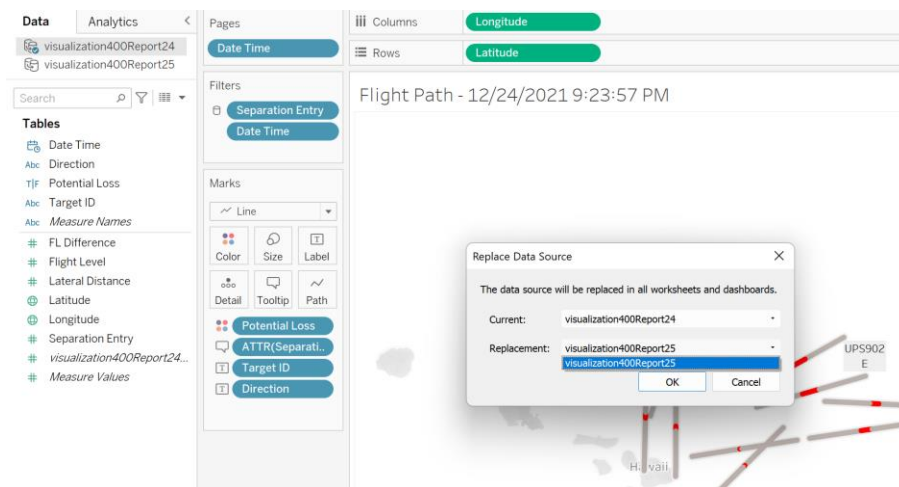

Figure 6

10. **Figure 7** shows that the new data source "visualization400Report25" is being used for the visualization.
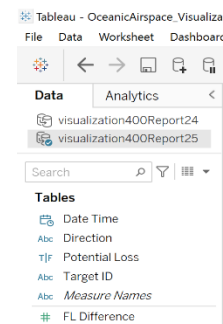

Figure 7