For optimum results with Tableau, the data should be in a structured or "Tidy" format. Simply stating it should be formatted like a table or spreadsheet.

For Data to be called "Tidy" the below mentioned requirements must be met:

- 1. Each column represents one attribute or variable of the data
- 2. Each row represents one observation or one item or one record and is unique
- 3. All values are available i.e., there are no missing or empty values

In case the data is not in the "Tidy" format it will require to be prepped by other tools before it is brought into Tableau apart from using Tableau's built-in tool.

| # | Abc | | | Abc | Abc | Abc | Abc | (4) |
|--------|----------------|------------|------------|----------------|-------------|-----------------|-------------|----------------|
| Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders |
| Row ID | Order ID | Order Date | Ship Date | Ship Mode | Customer ID | Customer Name | Segment | Country/Region |
| 1 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 2 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 3 | CA-2021-138688 | 12-06-2021 | 16-06-2021 | Second Class | DV-13045 | Darrin Van Huff | Corporate | United States |
| 4 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 5 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 6 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 7 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 8 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 9 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 10 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 11 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 12 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 13 | CA-2022-114412 | 15-04-2022 | 20-04-2022 | Standard Class | AA-10480 | Andrew Allen | Consumer | United States |
| 14 | CA-2021-161389 | 05-12-2021 | 10-12-2021 | Standard Class | IM-15070 | Irene Maddox | Consumer | United States |
| 15 | US-2020-118983 | 22-11-2020 | 26-11-2020 | Standard Class | HP-14815 | Harold Pawlan | Home Office | United States |

Each column represents a single variable

NOTE: In this example all columns are present but only one column is high-lighted

| # | Abc | 6 | 6 | Abc | Abc | Abc | Abc | • |
|------------|----------------|------------|------------|----------------|-------------|-----------------|-------------|----------------|
| Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders |
| Row ID | Order ID | Order Date | Ship Date | Ship Mode | Customer ID | Customer Name | Segment | Country/Region |
| 1 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 2 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 3 | CA-2021-138688 | 12-06-2021 | 16-06-2021 | Second Class | DV-13045 | Darrin Van Huff | Corporate | United States |
| 4 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 5 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 6 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 7 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 8 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 9 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 10 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 11 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 12 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 13 | CA-2022-114-12 | 15-04-2022 | 20-04-2022 | Standard Class | AA-10480 | Andrew Allen | Consumer | United States |
| 14 | CA-2021-161389 | 05-12-2021 | 10-12-2021 | Standard Class | IM-15070 | Irene Maddox | Consumer | United States |
| 15 | US-2020-118983 | 22-11-2020 | 26-11-2020 | Standard Class | HP-14815 | Harold Pawlan | Home Office | United States |

Each row represents a unique observation

NOTE: In this example all rows are present but only one row is high-lighted

| # | Abc | | | Abc | Abc | Abc | Abc | (4) |
|--------|----------------|------------|------------|----------------|-------------|-----------------|-------------|----------------|
| Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders | Orders |
| Row ID | Order ID | Order Date | Ship Date | Ship Mode | Customer ID | Customer Name | Segment | Country/Region |
| 1 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 2 | CA-2021-152156 | 08-11-2021 | 11-11-2021 | Second Class | CG-12520 | Claire Gute | Consumer | United States |
| 3 | CA-2021-138688 | 12-06-2021 | 16-06-2021 | Second Class | DV-13045 | Darrin Van Huff | Corporate | United States |
| 4 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 5 | US-2020-108966 | 11-10-2020 | 18-10-2020 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States |
| 6 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 7 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 8 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 9 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 10 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 11 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 12 | CA-2019-115812 | 09-06-2019 | 14-06-2019 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States |
| 13 | CA-2022-114412 | 15-04-2022 | 20-04-2022 | Standard Class | AA-10480 | Andrew Allen | Consumer | United States |
| 14 | CA-2021-161389 | 05-12-2021 | 10-12-2021 | Standard Class | IM-15070 | Irene Maddox | Consumer | United States |
| 15 | US-2020-118983 | 22-11-2020 | 26-11-2020 | Standard Class | HP-14815 | Harold Pawlan | Home Office | United States |

All values are filled-in and available

NOTE: In this example all values are filled-in but the values of only one column and row are high-lighted