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# On-Demand Training: Tableau Server Administrative Overview

Welcome to the Administrative Overview of Tableau Server video. We encourage you to follow along in your own Tableau Server environment.

Tableau Server is a secure on-premise platform that is designed to share and distribute visualizations and dashboards. As an administrator of Tableau Server, you have the ability to tailor Tableau Server to your needs. In this video, we will walk through the administrative options in the Tableau Server portal.

## Logging In and Navigation

I'm going to log in to my Tableau Server Administrative account – your login process may look different due to various methods of authentication. For more information on authentication, please refer to the Installing and Configuring Tableau Server Video.

Once signed in to Tableau Server, we can see the content published to the Tableau Server. We can navigate to projects or workbooks within a Site or access different Sites here. We can also make changes to a Site by navigating across this Tool Bar to adjust Content, Users, Groups, Schedules, etc.

In this video, we will be focusing on the settings that affect the server as a whole. To access Server wide settings, click [here](#). Similar to the previous view, we have the capability to access Users, Schedules, Tasks, and Settings, but note this is at the Server level, not for an individual site – we will be accessing all users, all schedules, and all tasks.

## Server Status and Activity

Once we have navigated to the Admin page, we are immediately directed to a page displaying the status of the Server. In previous versions, this was the Maintenance page.

Here we can access direct information about the server. For more information about the Server Process Status visit the link below the video: [Status Views](#). As you can see, all of the process on this server are active.

In addition to these easy to assess indicators, the Status page is home to Administrative Views which provide in depth overview about your server and the activity on it. Watch the Administrative Views video to get more information about each of the views or visit the link below the video: [Administrative Views](#)

On this page, we can create Snapshot of the Log. These Log Files can be used to troubleshoot issues on Tableau Server. More information about Tableau Server Log Files visit the link below the video: [Log Files](#)

## Managing Sites

Moving right across the menu bar, we can access more information relevant to the administrator. Let's explore the Sites tab. Here we can view the Sites on the server as well as different metrics: max number of users, the amount of storage used, status etc. this is also where an administrator could add a new Site. Here you can simply fill out the information pertinent to the new site and the desired settings necessary.

## Managing Users

Let's now access the Users page. An administrator has access to all users and their respective roles on the server. In this portal, we can easily add users and edit permissions. We can also click on user's names to gain further insight on the user. And by checking the boxes next to the names we can edit multiple users at one time.

## Schedules

The next Administrative tab is Schedules. Schedules can be used to dictate when Data Extracts are refreshed or when email subscriptions are sent out. The Schedules page shows a list of the schedules, including their name, type, number of tasks, what they're for, processing method, and when they are scheduled to run. On the server, you can see there are two different subscription types, as well as three different extracts that could be chosen by our prospective users.

Tableau Server Administrators also have the ability to add specific schedules. In this pane you can fill out what would be a necessary schedule that is not available currently on your Tableau Server.

## Tasks

The next tab in this window is Tasks. Tasks pertain to Data Extracts Refreshes and email Subscriptions that have been assigned a Schedule.

Any Data Extracts set to refresh on a Schedule populate in this view. From here, an administrator can easily access information about the extract – extract type, assigned schedule, schedule priority, last and next update as well as what Site they are published too. The Subscriptions information can be found [here](#).

To gain even further insight about an Extract or Subscription, click on the Task name. This view allows us to edit many facets of the Extract or Subscription.

Note that we are now in the setting view that the Data Extract is associated with. To get back to where we left off in the Administrative settings page, navigate to Server and the settings tab.

## Server Settings

The Settings tab is the final group of settings that an Administrator can adjust. This is where we can setup the server to embed credentials, save passwords, manage tokens, allow guest access in addition to setting default language, default start page or reset server settings.

Also, you can access an easy overview of what licenses are available on your server as well as what sites are currently being used.

## Conclusion

Thank you for watching this Administrative Overview of Tableau Server video. We invite you to continue with the On-Demand Training videos to learn more about using Tableau.