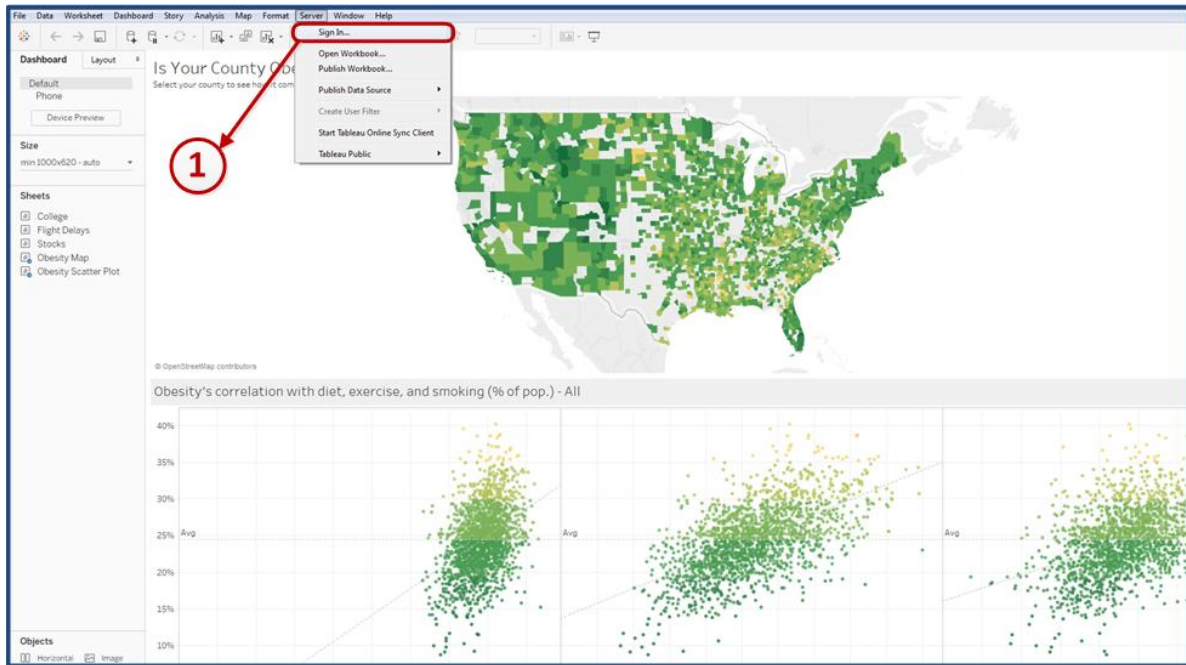
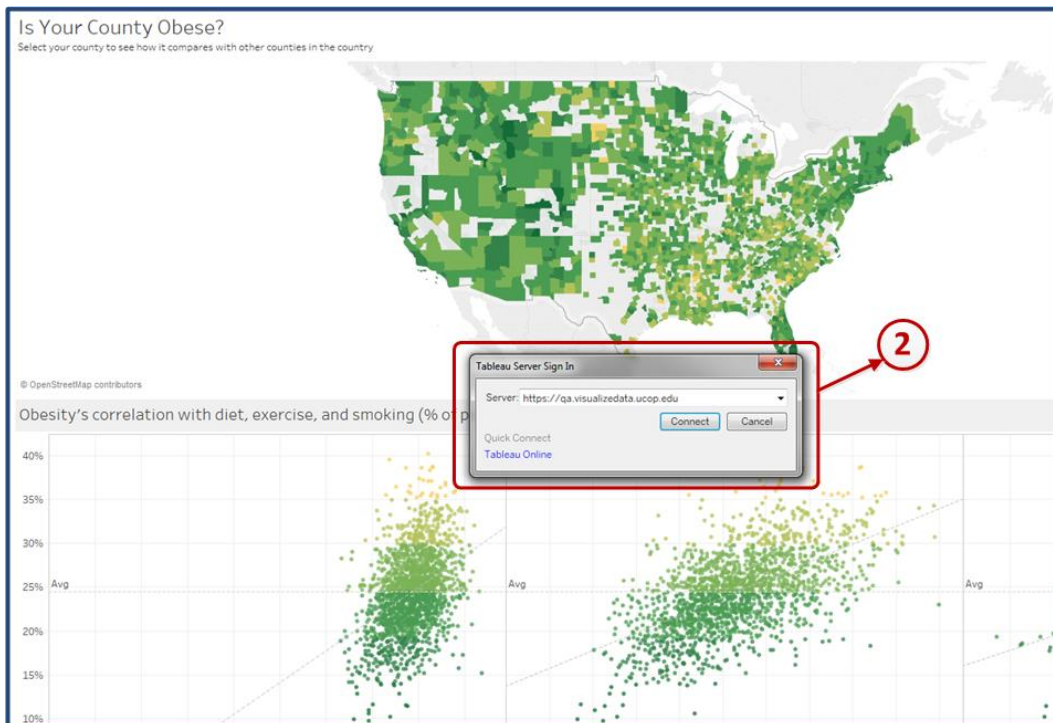


**Publishing to Tableau QA Server:**

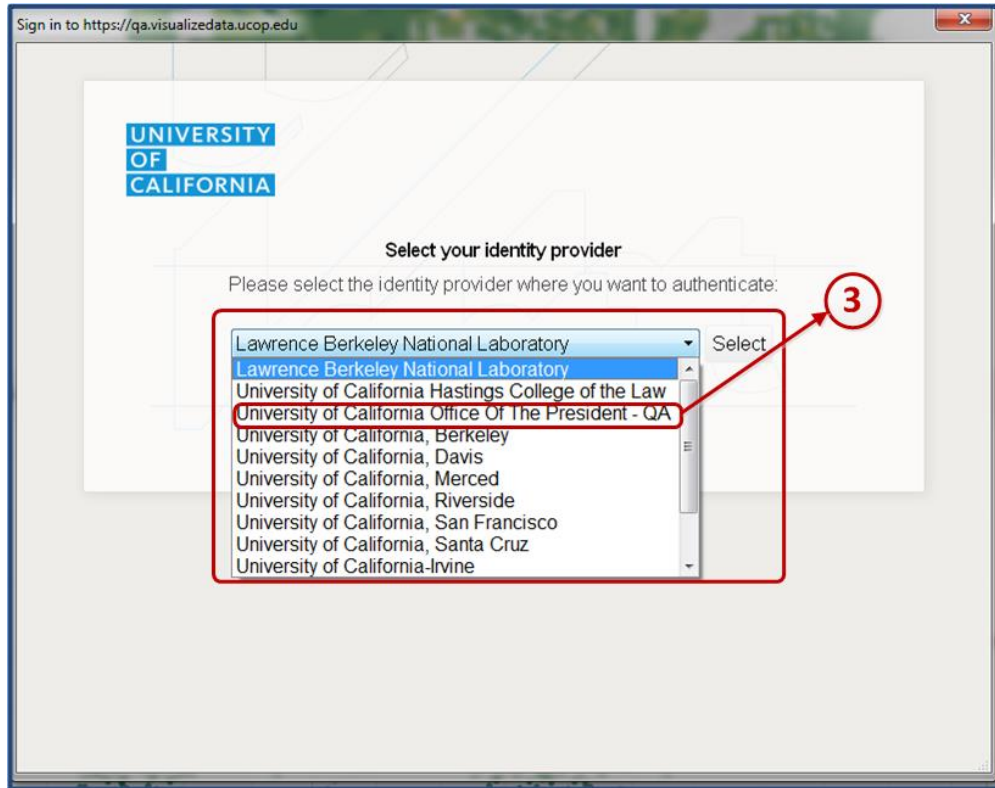
1. Access your Tableau Desktop installation and open the viz you want to migrate. Click on the Server menu option; Sign In to the in-house UCOP Tableau QA server.



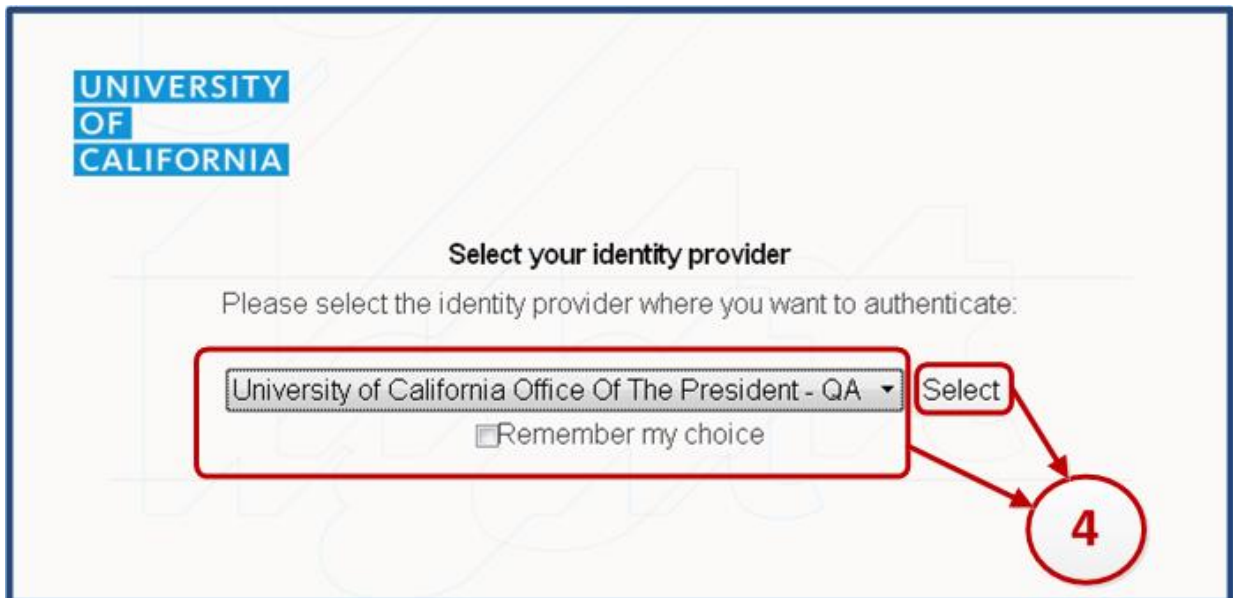
2. Ensure that the Server URL is displayed as shown below: <https://qa.visualizedata.ucop.edu>. Hit the Connect button.



3. The identity provider window will be launched. Select *University of California Office of the President – QA* option.



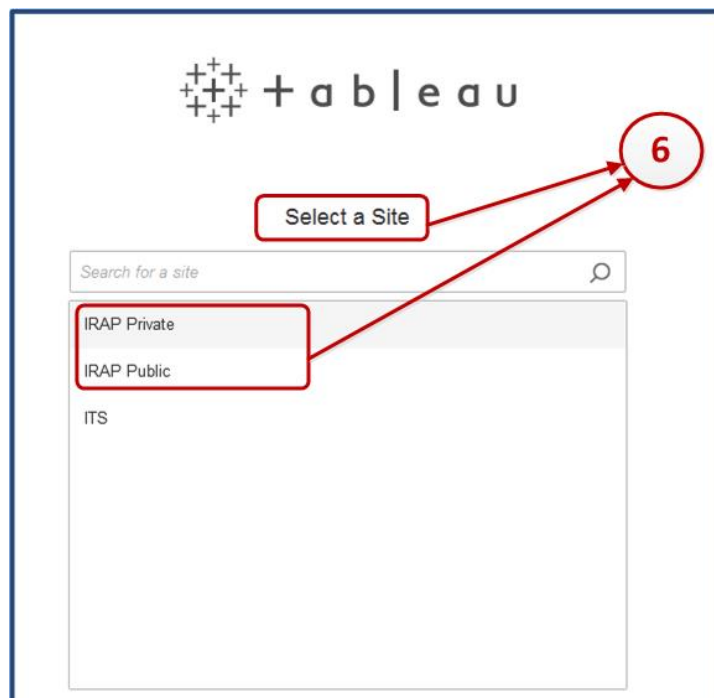
4. Click on the *Select* button.



5. The UCOP Applications Login window will be displayed. Enter your Windows AD username and password and click on the Login button.



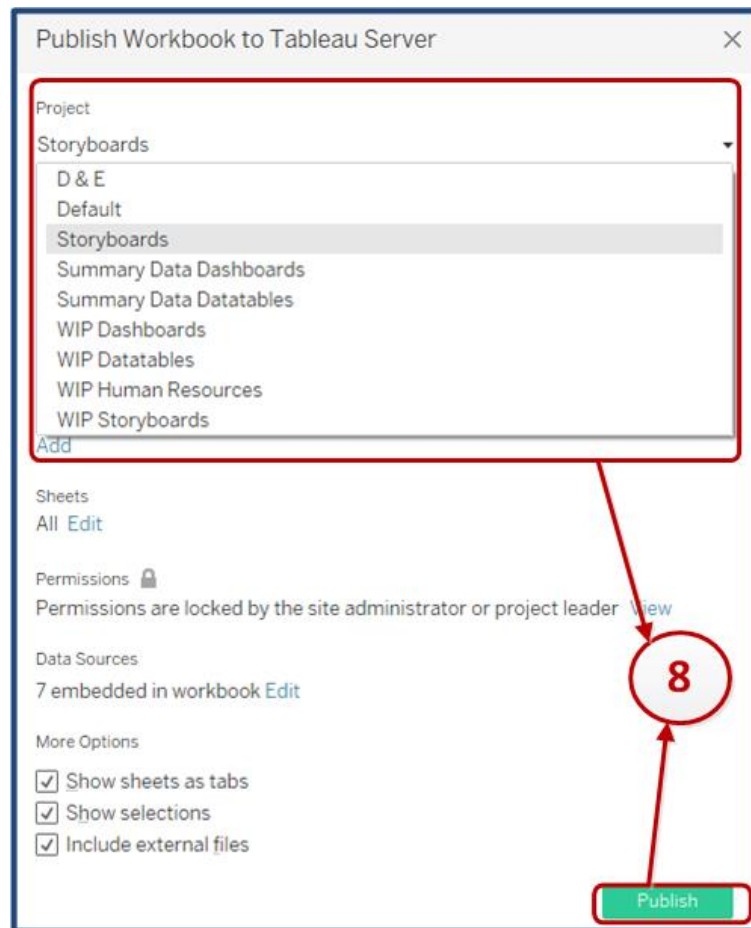
6. Select the IRAP Public or the IRAP Private Site choices depending on the site you wish to publish your visualization to. IRAP Private is only for visualizations that are private and not originally designated for the UC Information Center. All vizs that will be published to the Information Center go into the IRAP Public Site. Select 'IRAP Public' from the site choices available.



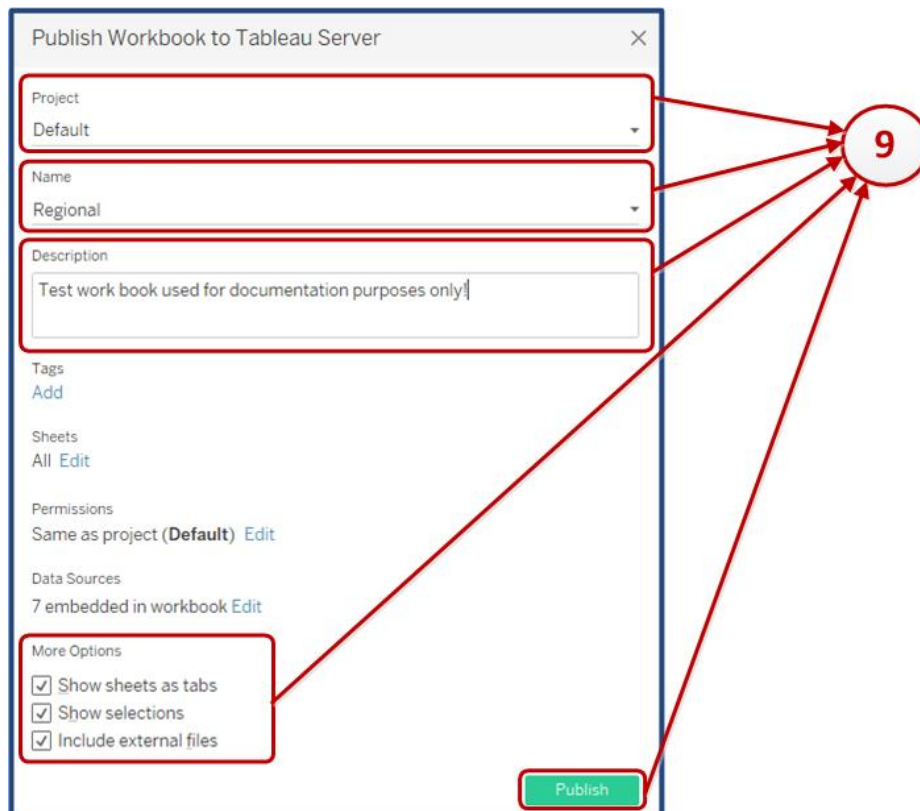
7. Go to the *'Server'* menu options and select *'Publish Workbook'*. Click on the *'Publish Workbook'* option to upload the visualization onto the Tableau QA server.



8. Within the *'Publish Workbook'* in the *Tableau Server* window, select the appropriate *Project*.



9. Currently, there are nine projects on the server and they are to be used as follows:
  - a. **Default** – This is a project automatically created by tableau – please do not place any viz here!
  - b. **Full Data Dashboards** – Publish production ready dashboards that allow both summary and underlying data download here.
  - c. **Summary Data Dashboards** – Publish production ready dashboards that allow summary data download only here.
  - d. **Full Data Datatables** – Publish production ready data tables that allow both summary and underlying data download here.
  - e. **Summary Data Datatables** – Publish production ready data tables that allow summary data download only here.
  - f. **WIP Storyboards** – Publish storyboards under construction here for sharing.
  - g. **WIP Dashboards** – Publish dashboards under construction here for sharing.
  - h. **WIP Datatables** – Publish data tables under construction here for sharing.
  - i. **Storyboards** – Publish production ready storyboards here for sharing.
  
10. Select your project folder (The default project has been selected for the development of this document. Normally no viz should be placed in this project folder). Verify the visual name and add a short description about the visual into the description option as shown below.
  - a. If you are publishing a visual that has multiple sheets, check the 'Show Sheets as Tabs' from the list of options on the left bottom corner of the options. This option provides tab-based navigation.
  - b. If you want a particular portion of the view to be highlighted when viewers open the workbook and have made your selections in Tableau Desktop before you started the publishing process, check the 'Show Selections' option.
  - c. If you are publishing a workbook that includes external data, check the 'Include External Files' option. This includes data that isn't available on the server within the server data sources.



11. Click on the **Publish** button. The **Publishing Views** dialogue box should be displayed at this time. Once the visual has been successfully updated, Tableau will display a Publishing Complete message as shown below. You can review your published visual directly on the server. In the example below, the recently publish dashboard is called Obesity.

