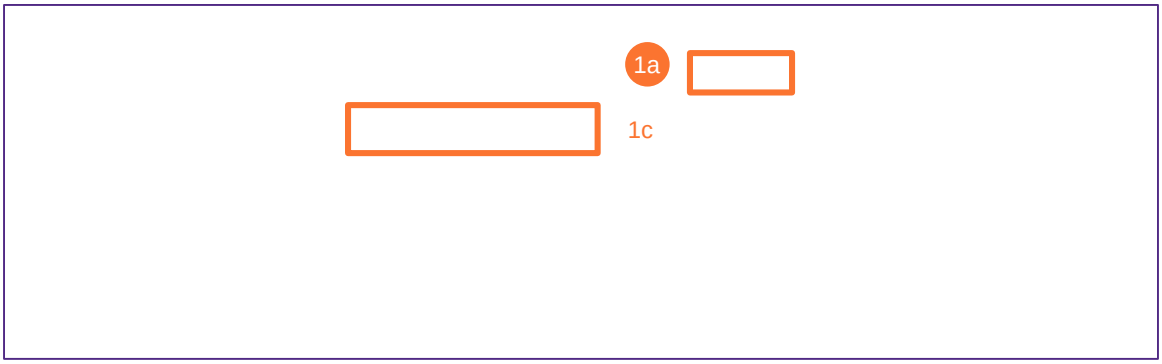
Provides guidance on how to save an edited report in Tableau. If you have any questions regarding Tableau or require additional guidance, please reach out to facilities.connect@northwestern.com .

1 Once you are in the report you wish to save,

1a Click the Edit button.



1b Once in Edit view, Click File .

From the drop down menu, click Save As.