

# Tableau Server Management Position

Date	Brief Summary:	Tools Affected:
November 2018	The University supports the use of Tableau servers, for the purpose of hosting sites which contain content published by approved Tableau licensed users. Below are guidelines and processes regarding the management of CeDAR supported Tableau servers.	<ul style="list-style-type: none"> <li>Tableau</li> </ul>

## Description/Details

CeDAR maintains three separate Tableau server instances:

- Tableau public
- Tableau production
- Tableau non-production

Information published to the Tableau servers should be accurate, current, and relevant in supporting business needs. Information that does not meet these criteria should be removed as quickly as possible from the Tableau server to prevent data breaches, adhere to Princeton University's file retention policies\* and maintain the best possible level of system performance. All files published to the Tableau servers are in scope, including workbook files, data files, Tableau extract files and Tableau audit and log files.

CeDAR will monitor the **usage** of Tableau workbooks and data extract files on the Tableau public and Tableau production servers through the use of dashboards created from data within the Tableau postgres databases. CeDAR will notify the appropriate Tableau site owner for any site that has Tableau workbooks or data extract files published to the Tableau public and Tableau production servers that are not viewed or used during a 13-month period. At that point, the Tableau site owner can choose to have the Tableau workbooks and supporting files deleted or have the Tableau workbooks monitored for one additional month. If after the additional month the Tableau workbooks are still unused, the Tableau workbooks and supporting files will be deleted from the Tableau site.

CeDAR will also monitor the **size** of Tableau workbooks and data extract files published to the Tableau public and Tableau production servers. A Tableau alert will notify CeDAR when a user publishes a Tableau workbook or data extract file larger than 100MB and when an individual user's space utilization on a Tableau server exceeds 100MB. CeDAR and the Tableau site owner will decide on a course of action to maintain the smallest possible amount of space utilization on the identified Tableau server.

Content created and published to the Tableau non-production server is intended for testing the Tableau Desktop and Tableau server features and functionality and for CeDAR-sponsored Tableau training events. Only members of the CeDAR Team have the ability to grant access and manage content on this server. Users outside of CeDAR may be granted temporary access to the Tableau non-production server instance for testing and training purposes only. CeDAR deletes content on the Tableau non-production server as necessary.

CeDAR will notify Tableau site owners and Desktop license holders about scheduled and unplanned outages affecting the Tableau public and Tableau production servers. CeDAR receives alerts from the Office of Information Technology's (OIT) monitoring services when CPU usage, memory consumption, disk space, and IO specific thresholds are reached on each of the three Tableau server instances. CeDAR will address each alert accordingly when notified.