# Getting Started with Tableau Server

This Guide is explaining how to get started with Hertz – Tableau Server. It describes how to sign in, navigate, setup preferences and access a Workbook. For additional training material, please connect to the Tableau online training website on: http://www.tableau.com/learn/training

For any issues, please contact the ITServiceDesk@hertz.com and assign to the group **H-BI-TABLEAU**.

Signing into the Tableau Server

1. Connect to the URL: https://tableau.hertz.com

2. Type your Outlook/Office 365 user id (example: hz123456@hertz.net) and password.

3. Click on Sign in.

4. If you do not remember your password, please click on the link "click here".

5. If you don't have access, contact the helpdesk.

6. Once connected, select the site "Operations" or the site for your department.

7. You will be redirected to **Tableau Server** homepage.
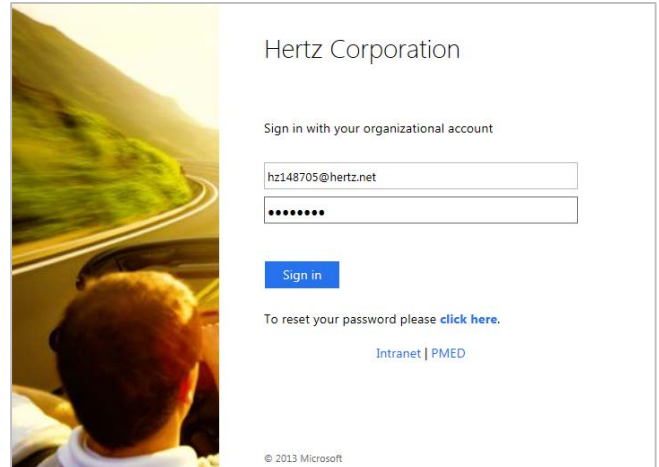
How to see my reports

1. To access the reports, click on the **Projects** tab.

2. Open the official project called "**Shared**".

3. Click on the **workbook** you want to open.

4. Click on the **page** you want to see to run the report.

5. Once the report is opened, use the different filters to change the view and drill down into a more granular level.
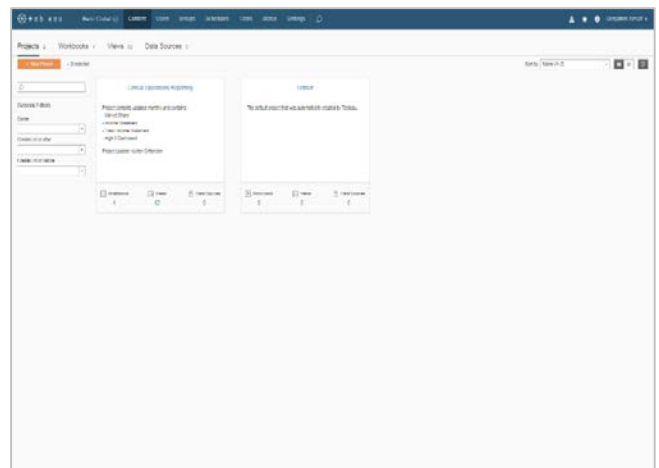
For any questions about the Tableau Server, please contact:

GlobalTableau@hertz.com