Customizing a View in Tableau and Adding to Favorites

1) Select the appropriate filters for your College/Department/Area.

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2) Click View Original and Name this view. Click the checkbox, "Make it my default" and click the Save button. Next time you visit this worksheet/tab, this view will now automatically show up.

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3) Add the particular worksheet/tab to your list of favorites by clicking the star icon.

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4) Next time visiting <u>https://viz.cu.edu</u>, click Favorites along the lefthand side. Now, you will see the particular worksheet/tab listed.

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