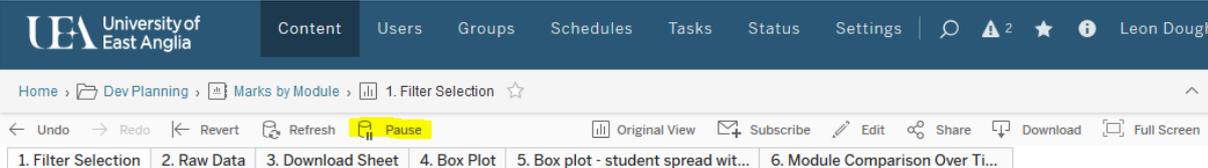# Helpful tips for running Tableau reports live

Making reports faster to view: pausing filters

Some reports use complex combinations of multiple filters, each of which will run a separate, lengthy process on Tableau Server, unless first 'Paused' and subsequently 'Resumed' together once all the filters are set.

UEA's implementation of Tableau Server was optimised following rigorous testing prior to its first use for Board Reports, but it's still possible to notice performance delays during periods of heavy use. Pausing Filters will save you a lot of time in running the reports, whilst reducing the overall load on Server, speeding up its performance for everyone at a time when sheer numbers of staff queries can have a potentially serious impact.

To do this:

1. Open the report and select the main filter selection view, if there is one, or any view you require if not.
2. Click the 'Pause' button.
3. Select the multiple filters you require.
4. Click the 'Resume' button to make the filters take effect and run the query.

Making reports faster to view: pre-caching reports

Although Tableau Server has now been optimised to run faster, more reliably and more smoothly than when first launched, it can still slow down considerably during periods of peak usage, such as when complex Exam Board reporting is running simultaneously.

In order to give yourself the best chance of a smooth user experience on the day, we'd recommend running your main Tableau reports just before key presentations, but on the same day. This will force Tableau to pre-cache the required data from the Data Warehouse, helping it to run the queries when you need them.

Making reports faster to view: saving filters

Tableau Server allows you to save your filters so you don't need to apply the same filters each time, allowing you to pre-set them well before an Exam Board, for example.

To do this:

1. Open the report and select your filters, pausing as above where appropriate.
2. Click the 'Original View' button, highlighted in yellow in the picture below.
3. Name the view appropriately.
4. Click 'Save'. Saving can take up to 90 seconds.

The two tick boxes allow you to make that set of filters the default that Tableau opens or to share that selection with colleagues. Filters that you have saved will appear in "My Views". Filters that others have saved and made public will appear under "Other Views".

It is a good idea to save all sets of filters you will need before the exam boards. This means you will only need to click on one option to switch between selections of students.
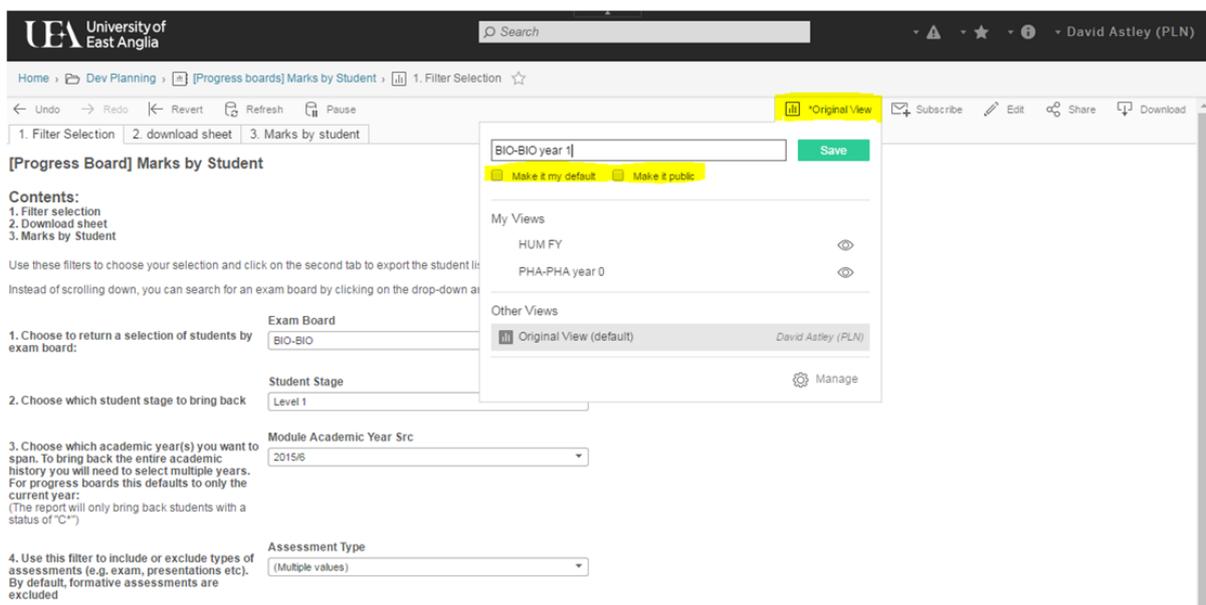

Making reports easier to view

Exam boards will be run in rooms with a variety of different screens or projectors. At times you may need to adjust the size

1. Pressing F11 makes your browser full screen, removing the taskbar and leaving only the report to be seen. It's possible to still click between different browser tabs (not in Chrome) by taking your mouse to the top of the screen, but the header bar is still visible:
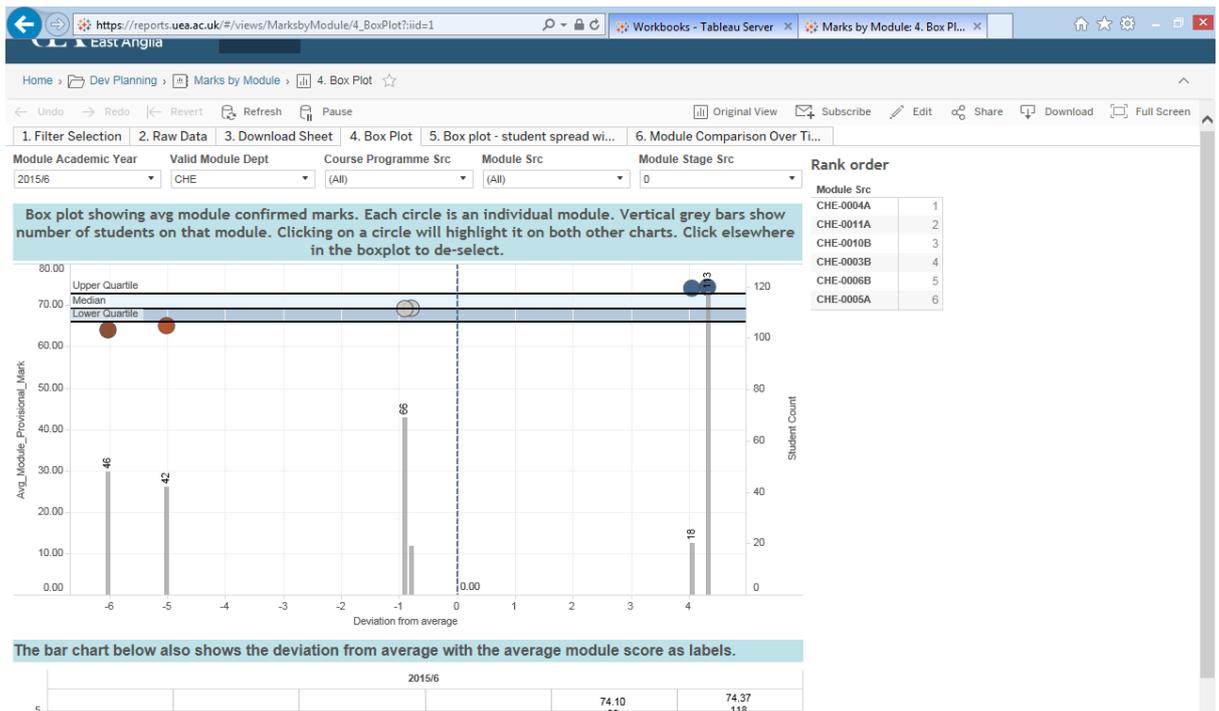
2. Tableau has a new 'Full Screen' button which removes the header bar:
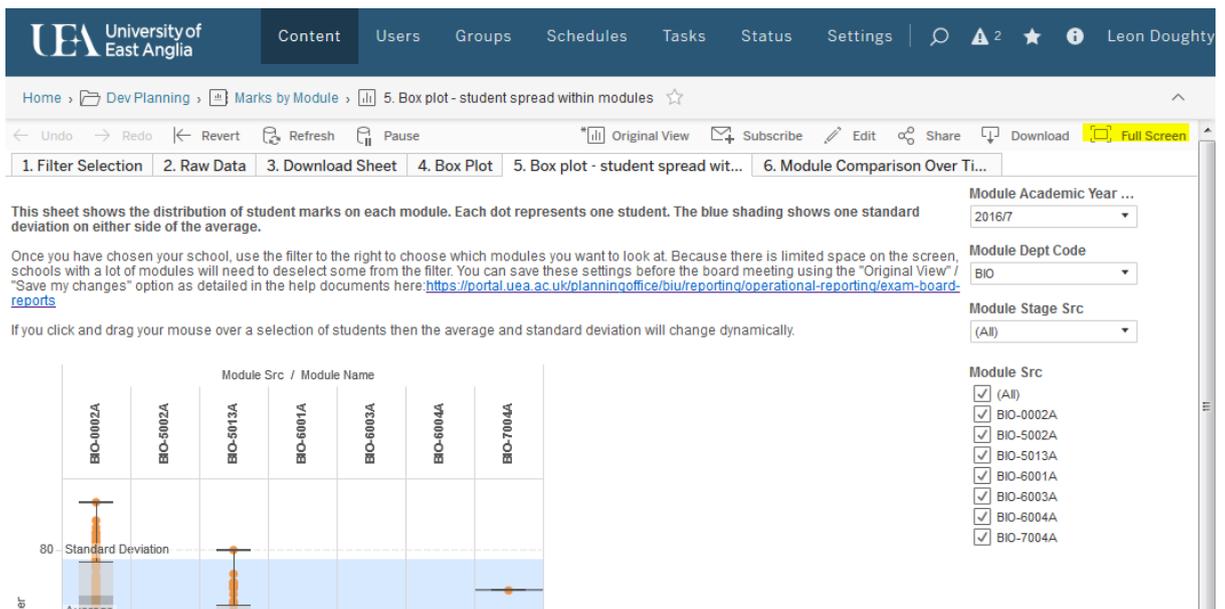
However, this method means you cannot move between different browser tabs without first leaving full screen (by pressing 'Esc').

3. If you hold 'Ctrl' and scroll the mouse wheel you can zoom the entire screen in or out to make the view fit better to the screen you're using. Use 'Ctrl+0' to reset zoom.