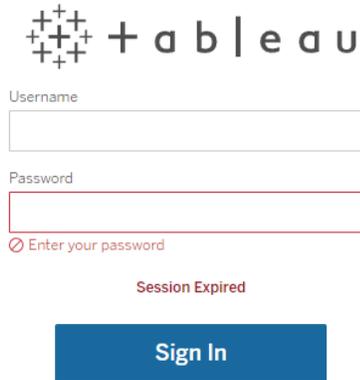
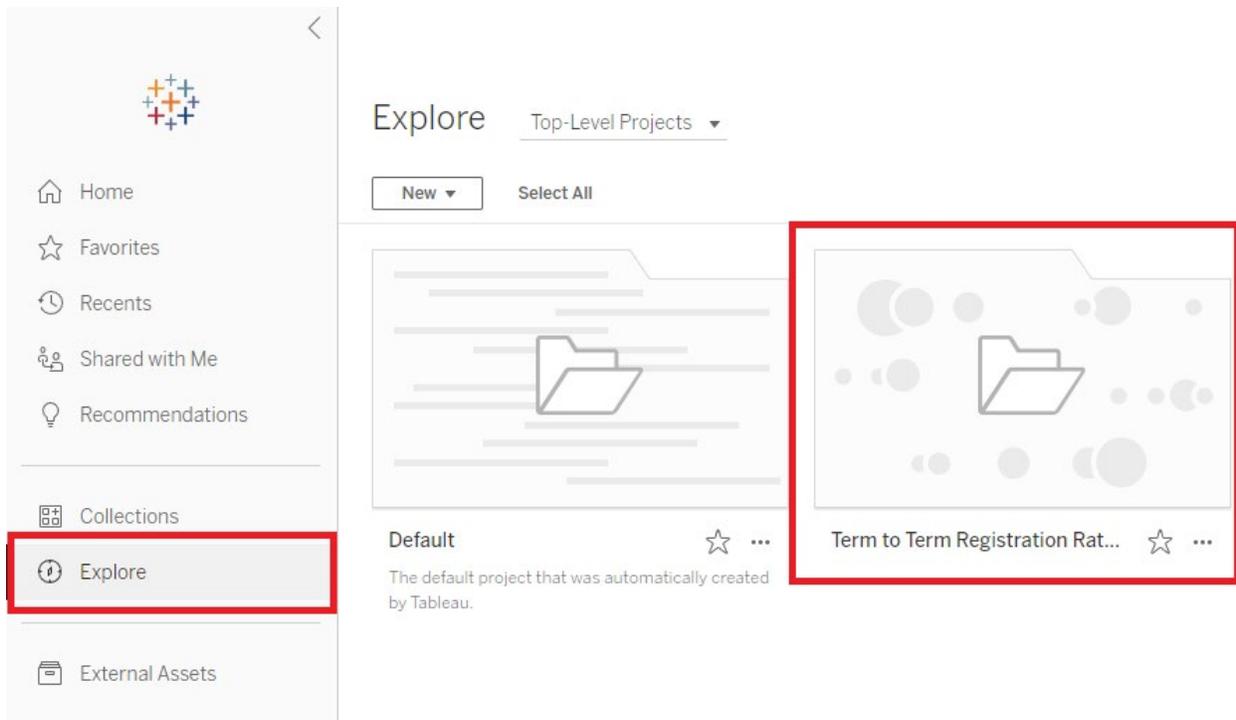


1. Once you access the link on our website, use the provided username and password to log in.



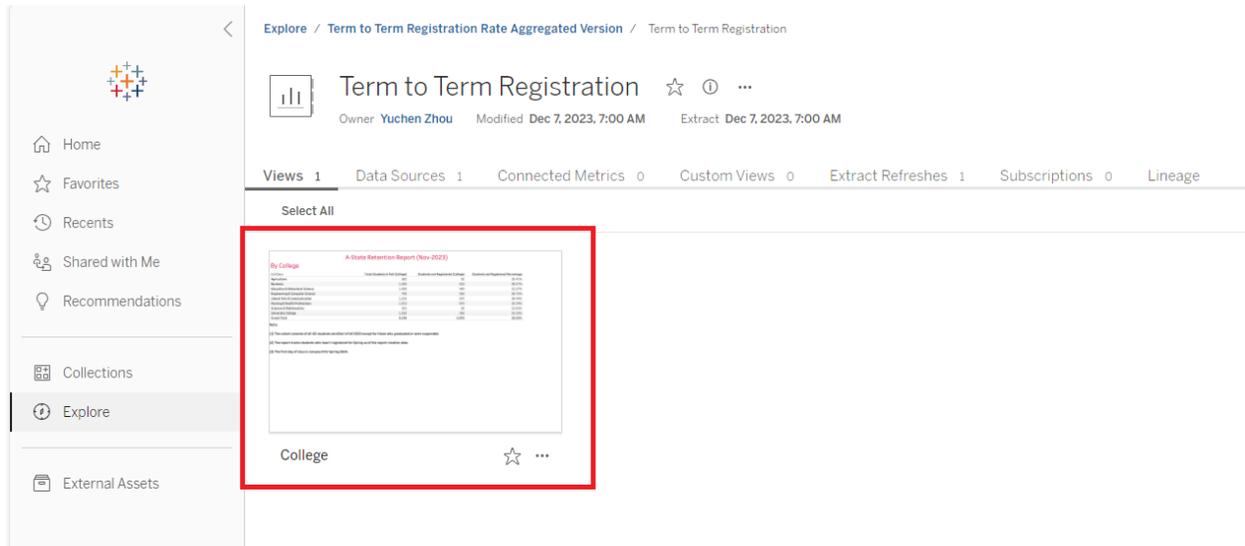
The image shows the Tableau login interface. At the top is the Tableau logo, which consists of a cluster of plus signs followed by the text '+ a b | e a u'. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a red border and a red error message below it that says 'Enter your password'. Below the password field is a red message that says 'Session Expired'. At the bottom of the form is a blue button labeled 'Sign In'.

2. Upon logging in to the Tableau Server, you'll see the landing page. Click on 'Explore' in the left panel, then select a folder.

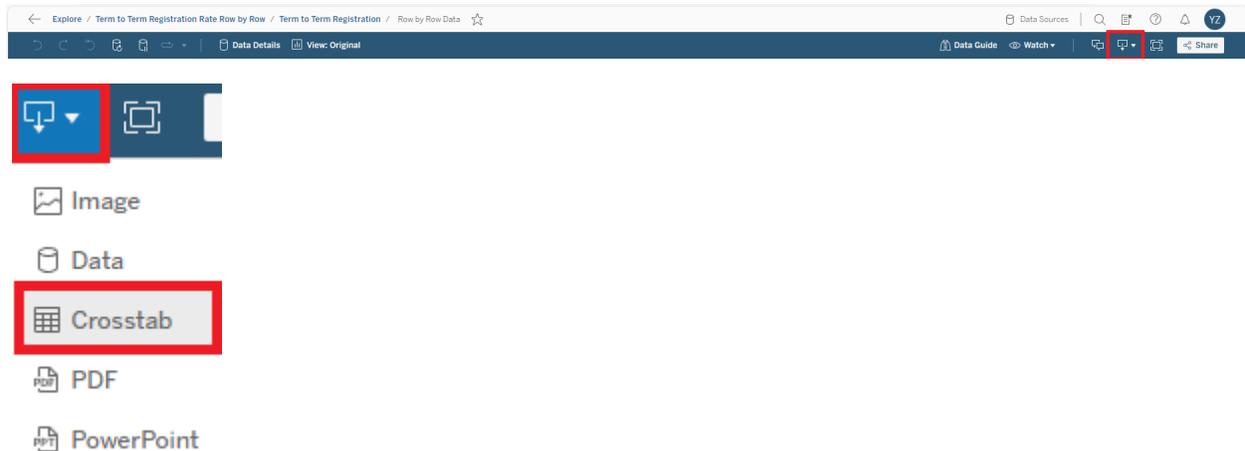


The image shows the Tableau 'Explore' interface. On the left is a navigation sidebar with a back arrow at the top. The sidebar contains the following items: Home, Favorites, Recents, Shared with Me, Recommendations, Collections, Explore (highlighted with a red box), and External Assets. The main content area is titled 'Explore' and has a dropdown menu set to 'Top-Level Projects'. Below the title are buttons for 'New' and 'Select All'. The main area displays a grid of project thumbnails. The first thumbnail is titled 'Default' and has a description: 'The default project that was automatically created by Tableau.' The second thumbnail is titled 'Term to Term Registration Rat...' and is highlighted with a red box. Both thumbnails show a folder icon and a star icon.

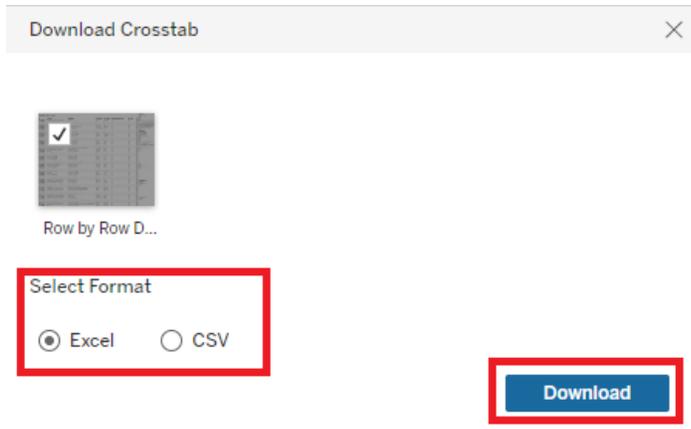
3. Inside your work folder, you'll find one or more worksheets. Click on the worksheet you wish to review or from which you want to download row data.



4. If you need to download data, locate the small icon in the upper right corner of the window. Choose your preferred data display method. For row-by-row data, resembling Excel formatting, click on 'Crosstab'.



5. Upon clicking 'Crosstab', Tableau Server will open a new window displaying. Choose the file format and click the 'Download' button of this window.



6. Once you download it, the Excel/CSV file will be saved in your local computer.