



Tableau Server Certified Associate

Exam Guide



Awarded Credentials

Upon successful completion of this exam, candidates are awarded the title of Tableau Server Certified Associate. This title is active for two years from the date achieved.

Target Audience

This exam is for those who have a comprehensive understanding of Tableau Server functionality in a single-machine environment and approximately 4-6 months of experience. Typical roles include System Administrator or Consultant.

There are no required prerequisites for this exam. Everyone learns differently and everyday use of Tableau varies. Recommendations for learning resources and experience with the product are guidelines, not requirements.

Exam Guide Disclosure

This document provides information on the structure of this exam, along with the knowledge and skills being measured. It suggests resources to help the candidate prepare for success. This document is not intended to build product knowledge nor to be used as a comprehensive list of exam content.

Learning Resources

The best preparation is experience and time with the product. To be successful, we strongly encourage you to complete the [Desktop I: Fundamentals](#) and [Server Administration](#) courses.

Explore additional resources here:

- [Tableau Product Support](#)
- [Tableau Product Help](#)
- [Tableau Server Admin Guide](#)

Exam Format

- **Time Limit:** 90 minutes total (3 minutes for reviewing the NDA; 87 minutes for exam)
- **Exam Check-in:** Check-in begins 30 minutes before the scheduled exam time.
- **Question Format:** Multiple choice, Multiple response
- **Number of Questions:** 55 (50 scored; 5 unscored)
- **Scoring:** Candidate's score will be presented after the exam in the 'View Score Reports' tab of their Pearson VUE account.
- **Passing Score:** The passing scaled score for the Server Certified Associate exam is 750.
- **Language(s) Offered:** English; translated exams to follow.
- **Exam Delivery Provider:** [Pearson VUE](#)
- **Exam Delivery Method:** Testing center and online delivery are both available. Learn more about the check-in process and testing experience for each method [here](#).

System Preparation for an Online-Proctored Exam

For a successful exam experience, ensure your computer, network, and the physical environment are properly configured. This includes performing a [system test](#) before the exam. Review the [Technical Requirements](#) for complete details. For questions, email certification@tableau.com or visit tableau.com/certification.

Scoring

Scaled Scoring

Scaled scores are a mathematical conversion of the number of items that a candidate answers correctly so that there is a consistent scale used across all forms of the exam. A relevant example is the process of converting pounds to kilograms. The weight of the object has not changed, only the units being reported.

Tableau certification exam results are reported as a score from 100 to 1000. The score shows how the candidate performed on the examination as a whole and the pass or fail designation. Scaled scoring models are used to equate scores across multiple exam forms that may have slightly different difficulty levels.

Score reports are sent when a candidate fails the exam. This report contains a table of categories of performance at each section level. This information is designed to provide general feedback concerning examination performance. The examination uses a compensatory scoring model, which means candidates do not need to “pass” the individual sections, only the overall examination. Each section of the examination has a specific weighting, some sections have more questions than others. The scoring table contains general information, highlighting strengths and weaknesses. Section level feedback should be interpreted with candidate caution and paired with other available forms of remediation before retaking the exam.

Unscored Content

This examination includes unscored items. These items are placed on the exam to gather statistical information to verify their validity for future use. These items are not identified on the exam and do not affect the scoring of the exam.

Additional Exam Details

Access to Materials, Applications, or Internet

Exam items are written at a recall or understand/apply level. The exam is administered without access to the Tableau Platform, the internet, or any other outside application.

Comments

Candidates are encouraged to comment on items in the exam. Feedback from all comments is considered when item performance is reviewed prior to the release of new versions of exam content.

Timeliness

Completing a task effectively and efficiently has become a standard that organizations expect from employees. This exam is timed as a critical competency of successful candidates.

Content Outline

As a reference, this exam guide includes test domains, coverage percentages and objectives only. The table below lists the main content domains and their weightings.

Domain Title	% of Exam Content
Domain 1: Preparation	20%
Domain 2: Installation & Configuration	26%
Domain 3: Administration	36%
Domain 4: Troubleshooting	12%
Domain 5: Migration & Upgrade	6%
TOTAL	100%

Domain Objectives

PLEASE NOTE: This is not a comprehensive listing of the content on this examination.

Domain 1: Connecting to & Preparing Data

1.1 User Experience

- 1.1.1 User Interface
- 1.1.2 Navigation

1.2 Topology

- 1.2.1 Identify client components
- 1.2.2 Identify server components
- 1.2.3 Describe how they work together

1.3 Versions

- 1.3.1 Understand:
 - 1.3.1.1 How to identify the current version of Tableau Server
 - 1.3.1.2 Where to obtain the latest release of Tableau Server
 - 1.3.1.3 Where to access release notes of Tableau Server

1.4 Minimum Hardware Requirements

1.4.1 Understand:

- 1.4.1.1 RAM requirements
- 1.4.1.2 CPU requirements
- 1.4.1.3 Hard disk requirements

1.5 Software Requirements

1.5.1 List the supporting Operating Systems

1.5.2 Understand:

- 1.5.2.1 Browser requirements
- 1.5.2.2 Options for email alerts
- 1.5.2.3 Anti-virus concerns

1.5.3 Identify the SMTP Server

1.5.4 Be familiar with potential port issues

1.5.5 Explain the purpose and benefits of a dedicated server

1.5.6 Identify the considerations for running in the cloud

1.6 Licensing

1.6.1 Understand user-based licensing

- 1.6.1.1 Describe the different license types
- 1.6.1.2 Describe how license types map to site roles

1.7 Server Processes

1.7.1 Describe each Tableau Services Manager and Tableau Server process

1.7.2 Understand:

- 1.7.2.1 Default process count at installation
- 1.7.2.2 Multiple-instance processes
- 1.7.2.3 Process-to-process workflows
- 1.7.2.4 Processes in distributed and high-availability environments
- 1.7.2.5 Purpose of a load balancer

1.8 Data Source Identification

- 1.8.1 Identify the ports required
- 1.8.2 Identify the necessary database drivers
- 1.8.3 Understand the differences between:
 - 1.8.3.1 File vs. Relational vs. Cube
 - 1.8.3.2 Extract vs. Live Connections
- 1.8.4 Explain the benefits of published data sources

1.9 Infrastructure Network

- 1.9.1 Understand network latency implications
- 1.9.2 Explain the risks of Dynamic-IP addressing

Domain 2: Installation & Configuration

2.1 Installation

- 2.1.1 Understand installation steps and options
 - 2.1.1.1 Install Path
 - 2.1.1.2 Gateway port
- 2.1.2 Understand Identity Store and SSO options:
 - 2.1.2.1 External (Active Directory) vs. local
 - 2.1.2.2 Trusted Tickets
 - 2.1.2.3 SAML
 - 2.1.2.4 Kerberos and OpenID Connect
- 2.1.3 Describe the impact of the automatic-login options
- 2.1.4 Understand how to set up SSL
- 2.1.5 Understand Tableau best practices for installing a single-machine environment
- 2.1.6 Understand silent installs

2.2 Tableau Server Configuration

- 2.2.1 Understand cache settings
- 2.2.2 Understand how to:
 - 2.2.2.1 Apply process distribution

- 2.2.2.2 Configure Email alerts / subscriptions
- 2.2.2.3 Configure optional customizations
- 2.2.3 Describe:
 - 2.2.3.1 Site configuration options
 - 2.2.3.2 User quotas
 - 2.2.3.3 Storage quotas
 - 2.2.3.4 How to enable and edit site subscriptions
 - 2.2.3.5 Project configuration options
 - 2.2.3.6 Group and User Configuration options
- 2.2.4 Understand who can add users

2.3 Adding Users

- 2.3.1 License type and site role
- 2.3.2 Admin level
- 2.3.3 Publisher level
- 2.3.4 Importing via Active Directory or Local

2.4 Security

- 2.4.1 Describe the security configuration for:
 - 2.4.1.1 Site level
 - 2.4.1.2 Project level
 - 2.4.1.3 Group level
 - 2.4.1.4 User level
 - 2.4.1.5 Data source level
 - 2.4.1.6 Workbook level

2.5 Permissions

- 2.5.1 Understand:
 - 2.5.1.1 System permission composition
 - 2.5.1.2 The ramifications of permission design
 - 2.5.1.3 The Tableau Security Model

2.5.2 Describe the differences between Allow v. Deny v. None

Domain 3: Administration

3.1 Understand how to:

- 3.1.1 Maintain data connections
- 3.1.2 Create schedules
- 3.1.3 Create, edit and delete subscriptions
- 3.1.4 Perform Server analysis
- 3.1.5 Complete a backup and restore
- 3.1.6 Perform cleanup
- 3.1.7 Add, remove, or deactivate users
- 3.1.8 Update licenses
- 3.1.9 Start, stop or restart
- 3.1.10 Utilize tsm and tabcmd
- 3.1.11 Use REST API
- 3.1.12 Work with Log Files
- 3.1.13 Understand Embedding
- 3.1.14 Monitor Desktop license usage
- 3.1.15 Manage workbook and datasource revision history

3.2 Describe how to:

- 3.2.1 View server status in multiple ways
- 3.2.2 View email alerts
- 3.2.3 Set data-driven alerts
- 3.2.4 Use built-in administrative views
- 3.2.5 Create custom admin views
- 3.2.6 Create a performance recording
- 3.2.7 Create a nested project
- 3.2.8 Work with Sites and Site Admin options

3.3 Contrast end-user with System-administrator capabilities

3.4 End-user Abilities

3.5 Understand:

- 3.5.1 Table recommendations
- 3.5.2 Publishing views and data sources
- 3.5.3 Renaming a workbook
- 3.5.4 Interacting with a view via the Web
- 3.5.5 Web authoring & editing
- 3.5.6 How to share views
- 3.5.7 Data Source Certification
- 3.5.8 Extract caching

Domain 4: Troubleshooting

4.1 Understand requirements of third party cookies in a browser

4.2 Understand how to:

- 4.2.1 Reset passwords for a Tableau user or Tableau Run-As Service account
- 4.2.2 Package log files for reporting
- 4.2.3 Use tsm to validate site resources
- 4.2.4 Rebuild the search index
- 4.2.5 Use maintenance analysis reports
- 4.2.6 Create/open support requests

Domain 5: Migration & Upgrade

- 5.1 Understand the upgrade process
- 5.2 Explain how and why to perform a clean reinstall
- 5.3 Describe how to migrate to different hardware
- 5.4 Understand backwards compatibility

Practice Exam Questions

The questions below are provided to give candidates an awareness of the type of questions, structure, and wording to expect on the exam and should not be used to assess knowledge or preparedness. They are not a learning resource for the Server product, nor do they provide the experience needed to successfully pass the exam.

You are encouraged to work through your own solutions first before looking at the solutions provided.

1. What is the minimum amount of RAM you should use for a production installation of Tableau Server?
 - a. 8 GB
 - b. 16 GB
 - c. 32 GB
 - d. 64 GB

2. What user interactions uses the Data Server?
 - a. When a user publishes a workbook that uses an extract.
 - b. When a user publishes a data source.
 - c. When user creates a workbook from a Tableau Server Data Connection.
 - d. When a server administrator assesses an administrative view.

3. You create a workbook.

You need to evaluate how a permission rule impacts the effective permissions for a list of users.

What should you do?

- a. From the host project's Permissions page, click All Users
- b. From the Explore menu, click All Workbooks, and then click to List view
- c. From the workbook's Permissions page, click the permissions rule.
- d. From the Groups menu, click All Users.

4. You administer a Tableau Server.

What should you use to subscribe a user to a view?

- a. From the view's Embed Code, modify the parameters.
- b. From Subscribe on the view, and click Manage.
- c. From Subscribe on the view, add to Subscribe Users.
- d. From the view's Share Link, modify the URL parameters.

5. You are implementing Active Directory group synchronization.

What should you use to subscribe a user to a view? (Select all that apply)

- a. From the Settings page, synchronize on demand.
- b. Modify the site role for users removed from Active Directory.
- c. From the Settings page, set a regular synchronization schedule.
- d. Modify the minimum site role for group users.

6. You need to open a Tableau Support case.

What should you use?

- a. The Developer Community Forum.
- b. Tableau Consulting Services.
- c. The Tableau Community site.
- d. The Tableau Support website.

Solutions

1. What is the minimum amount of RAM you should use for a production installation of Tableau Server?

The correct answer is c. The minimum amount of RAM to use for a production installation of Tableau Server is 32 GB.

2. What user interactions uses the Data Server?

The correct answer is c. When a user creates a workbook from a Tableau Server Data Connection.

3. You create a workbook.

You need to evaluate how a permission rule impacts the effective permissions for a list of users.

What should you do?

The correct answer is c. From the workbook's Permission page, click the permissions rule.

4. You administer a Tableau Server.

What should you use to subscribe a user to a view?

The correct answer is c. From Subscribe on the view, add to Subscribe Users.

5. You are implementing Active Directory group synchronization.

What should you use to subscribe a user to a view?

The correct answer is a, c, d. From the Settings page, synchronize on demand; from the Settings page, set a regular synchronization schedule; modify the minimum site role for group users.

6. You need to open a Tableau Support case.

What should you use?

The correct answer is d. The Tableau Support website.