



# Hey man, do you archive? Be a lot cooler if you did.

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We often get clients who are looking to optimize their Tableau Server(s). Usually, these are organizations that have been using Tableau for some time and realize that their instances have become difficult to navigate and data governance has fallen by the wayside.

When this happens, our first question to them is “When did you last archive?”

Too many dashboards, views, and data sources can really bog down your server. One of the issues Tableau users run into is what we like to call “Tableaut.” Tableau makes it really easy to build, but that can sometimes mean users actually create too much to be useful.

Another major issue with an overabundance of views and sources is data governance. It's important to streamline and minimize the number of sources and published views so that everyone is working from the same source of truth.

The best way to keep your server in good shape is to employ a server admin. That person would keep tabs on stale content, redundant data extracts, user roles and permissions, and a bevy of other potential snares.

If you don't have an admin, here are a few basic steps for good server health:

A simple way to clean up your server is to archive your unused dashboards and views

- Determine a timeframe that makes sense for your organization (weekly, monthly, quarterly, etc)
- Notify the owners of any dashboards that haven't been opened or updated within that timeframe (aka, stale content)
- Then archive, archive, archive

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When it comes to data sources here are a few ways to keep your server streamlined:

- Don't allow ALL users to create extracts, limit the ability to your trusted users
- Allow users to link to published data sources that are live connections, rather than extracts
- Redundant unused extracts still refresh and those processes can really impact server speed over time

Archiving is often an overlooked step that really makes a huge difference for your server health and performance.

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