

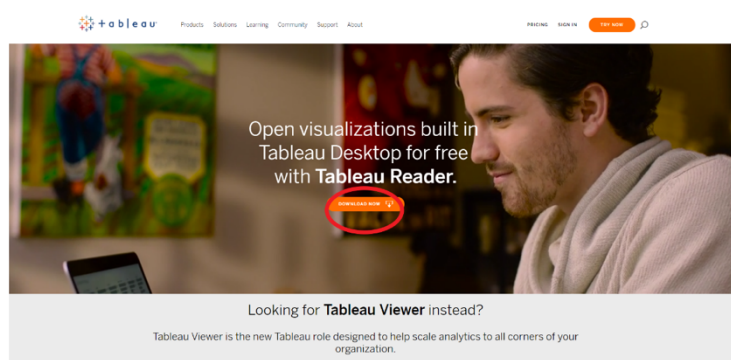
Tableau Reader Update (Version 2019.1) - March 2019

Cincinnati State employees must use **Tableau Reader** to open and interact with the workbooks created by the Office of Institutional Research to share College data on Enrollment, Programs, KPI Targets, Survey Results, and more.

- **Tableau Reader Version 2019.1 was released recently.** College users of Tableau workbooks must download the new version to continue accessing workbooks.
- Users have two options to download the new version:

Option One: Go to the Tableau Reader Web Page

1. Click this link <https://www.tableau.com/products/reader> to reach the page shown below.
2. Click **“Download Now”** (circled in red on the screenshot below) and follow the directions that appear on-screen.



Option Two: Follow the Prompt in your current version of Tableau Reader

1. Open Tableau Reader or a Tableau workbook you have already downloaded to your computer.
2. In the lower right corner of the Tableau screen, you'll see the prompt **“Upgrade to 2019.1 Now”** (circled in black on the screenshot below).
3. Click the prompt, which will take you to the web page shown in Option One.

