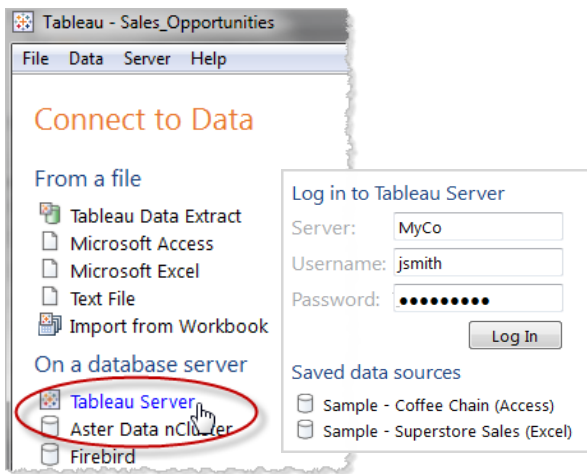


# Using Tableau Server Data Sources

Tableau Server data sources can be created by an administrator or another workbook author. Because the data extract or any required database connection information and database drivers are stored within the data source and the server, using a Tableau Server data source is a fast way to quickly connect to data and start authoring. Tableau Server data sources can also contain a layer of workbook customizations such as calculations. Although you can't alter customized fields that come with the data source, you can create additional ones. You can also create a local copy of the data source, alter it any way you like, and republish it as your own.

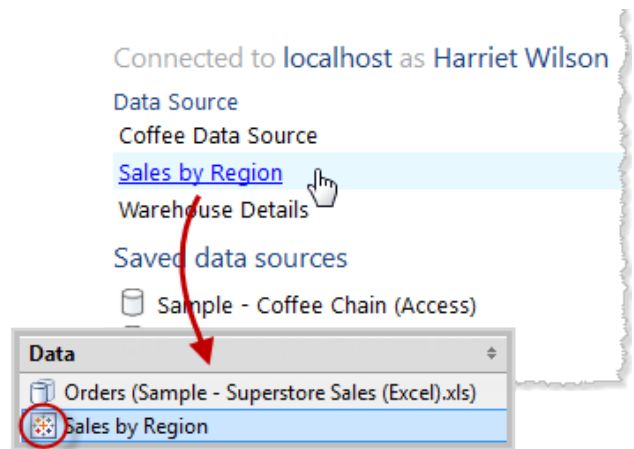
## 1 Connect to Data on Tableau Server

In Tableau Desktop, click **Connect to Data** then select **Tableau Server** as your data source. Next, log in to Tableau Server:



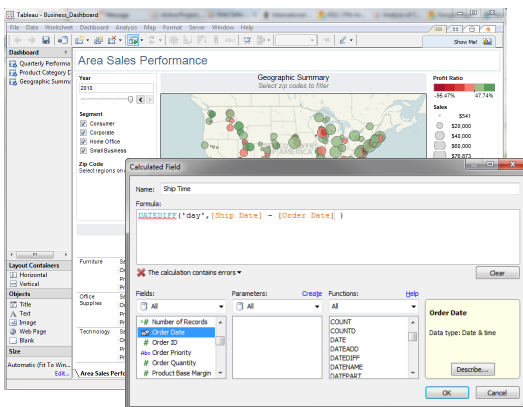
## 2 Select your Data Source

After you log in to Tableau Server, select a data source. It will load in the Data window of Tableau Desktop with Tableau's icon.



## 3 Create and Customize the View

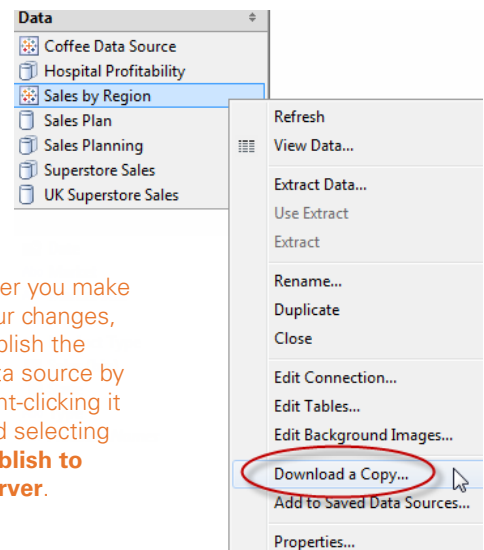
Create your view in Tableau Desktop. You won't be able to modify customizations that came with the data source, such as calculations, groups, and sets—but you can add your own.



To create a new, "merged" data source that includes your customizations along with the original data source, see the next step.

## 4 Optional: Publish your Own

To create a data source that adds your customizations to the original, right-click the data source and select **Download a Copy**. A local, writeable copy is created.



After you make your changes, publish the data source by right-clicking it and selecting **Publish to Server**.