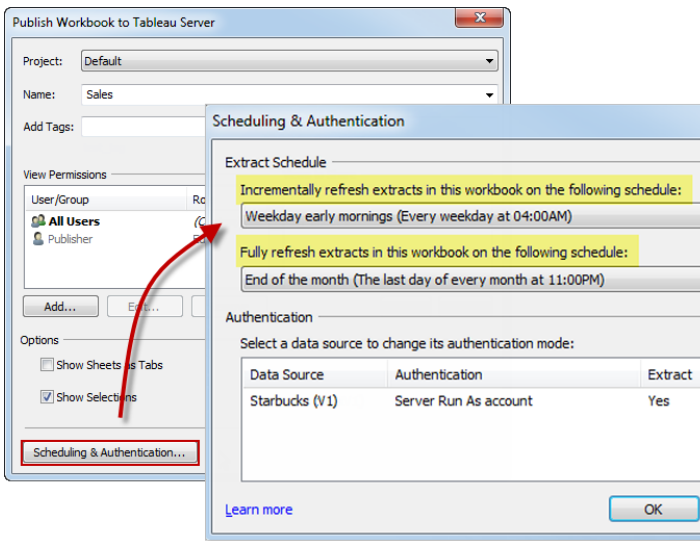


Manage Incremental Extracts

When you publish a workbook that has an incremental extract, you can associate it with up to two refresh tasks that Tableau Server will handle for you: An incremental refresh of the extract and a full refresh. After you publish the workbook, you or a Tableau Server administrator can modify any tasks that are associated with the workbook. You can also delete tasks or add more.

1 Publish and Assign a Schedule

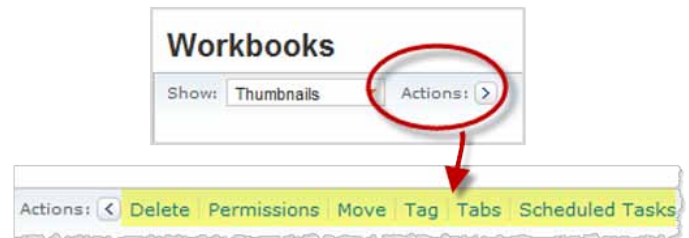
After you create a workbook with an incremental extract, go to **Server > Publish Workbook**, and click **Scheduling & Authentication**. Next, choose schedules for your refreshes and click **OK**.



2 Open Tableau Server Actions

After you publish in Tableau Desktop and choose your refresh schedules, Tableau Server handles the refresh tasks for you.

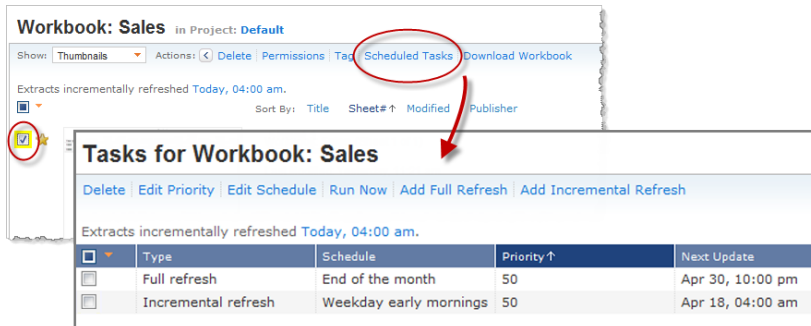
To modify a scheduled task, log into Tableau Server and on the Workbooks page, open the **Actions** group:



If you've used Actions before, it may already be open.

3 Access the Scheduled Tasks

Click **Scheduled Tasks** to open your workbook's tasks. Select the check box for the refresh task you want to modify:



4 Edit, Delete, or Add More Tasks

Select the action you want to take—for example, **Edit Schedule**—and make your selection. You can also delete the task, change its priority, or add more refresh tasks.

