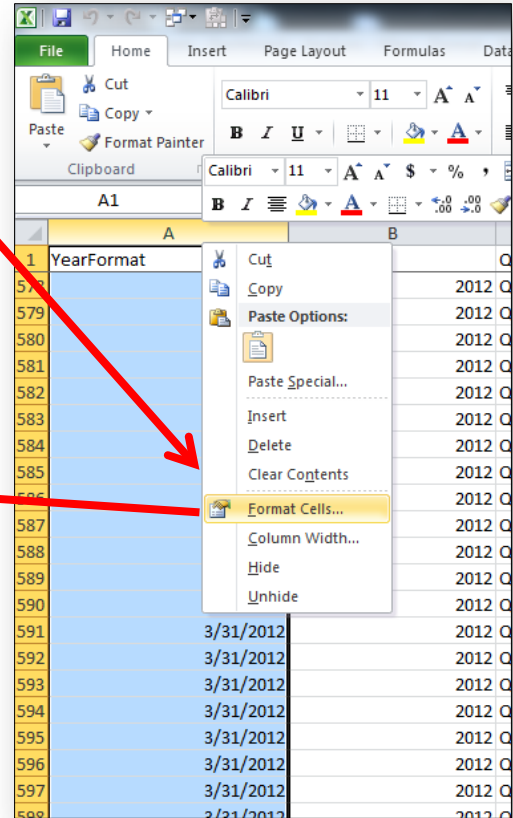
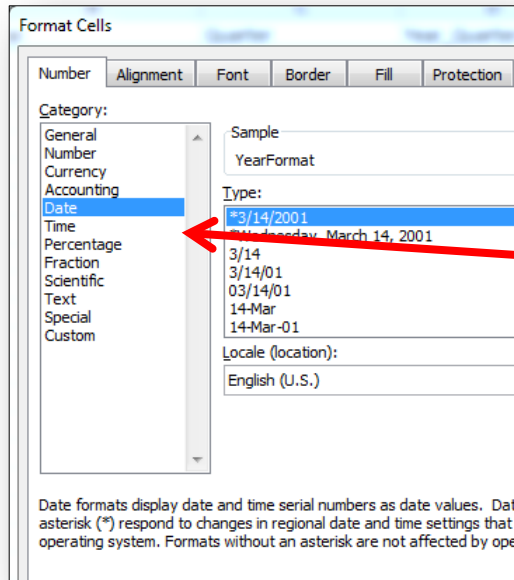


Creating the Timeline in Tableau

Step 1: In Excel, I have created a column called “YearFormat” that contains the last date of each quarter in the items in the data set (e.g. Q1= 3/31/2013, Q4= 12/31/2012).

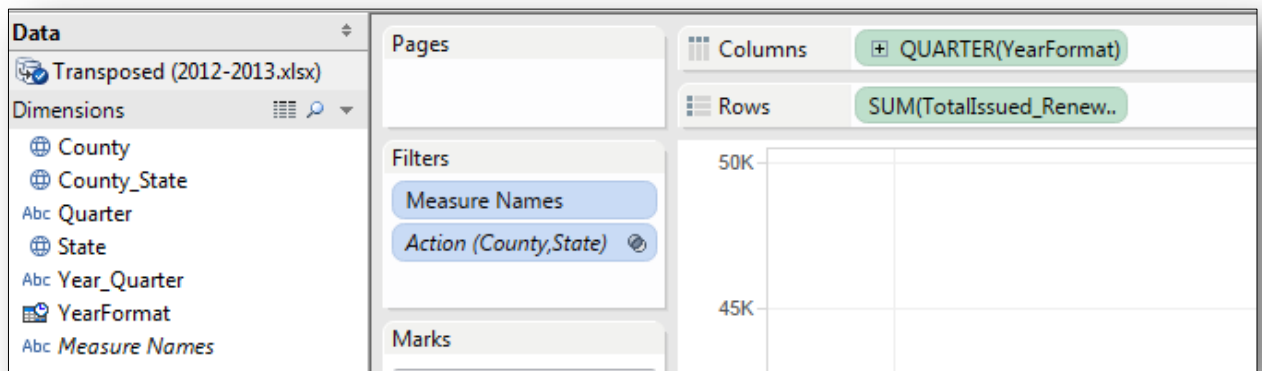
Before entering the dates, you should right click on the column, select format and set the “Number” format to Date.



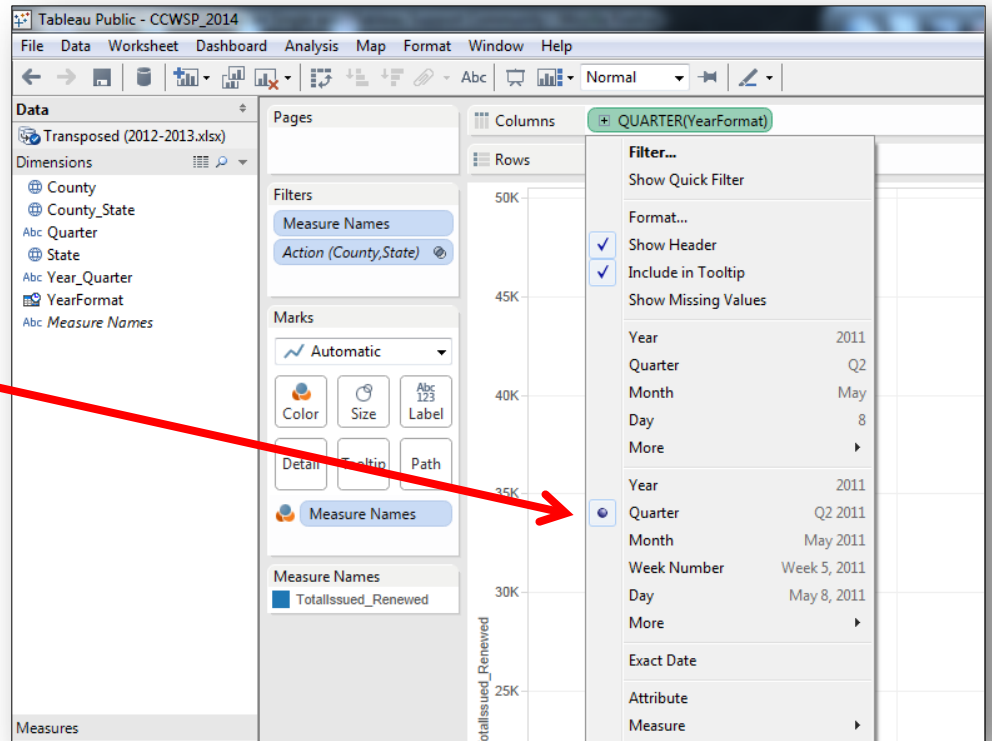
Step 2: Now in Tableau Public click on the new sheet tab to create a new workspace. This will be called Sheet 2. Double click on the words “Sheet 2” to give it a new name. I have named mine Timeline.



Step 3: Now drag “YearFormat” into the columns view, and “TotalIssuedRenewed.”



Step 4: Now hover over the right side of the YearFormat and make sure that the “Quarter Option” is checked. This will make sure that the X-axis of the timeline is segmented by quarters.



Step 5: Your final Timeline should look like this.

