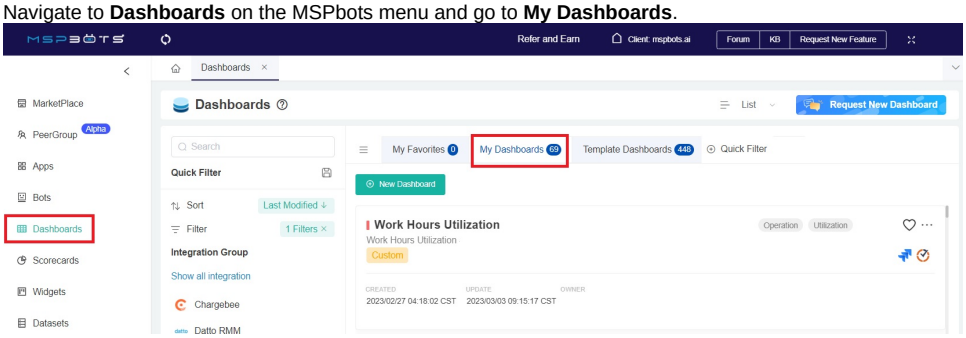
How to Edit a Widget on a Dashboard

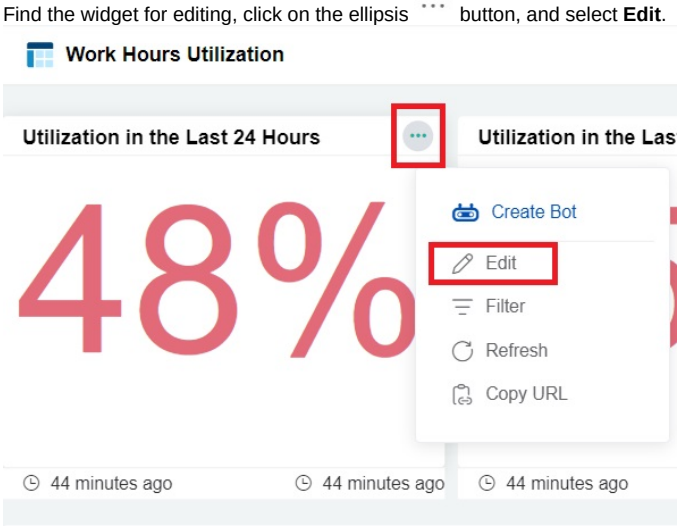
To edit a widget on a dashboard:

You must have admin access to edit a widget.

1. Clone the widget for editing.
2. Navigate to **Dashboards** on the MSPbots menu and go to **My Dashboards**.



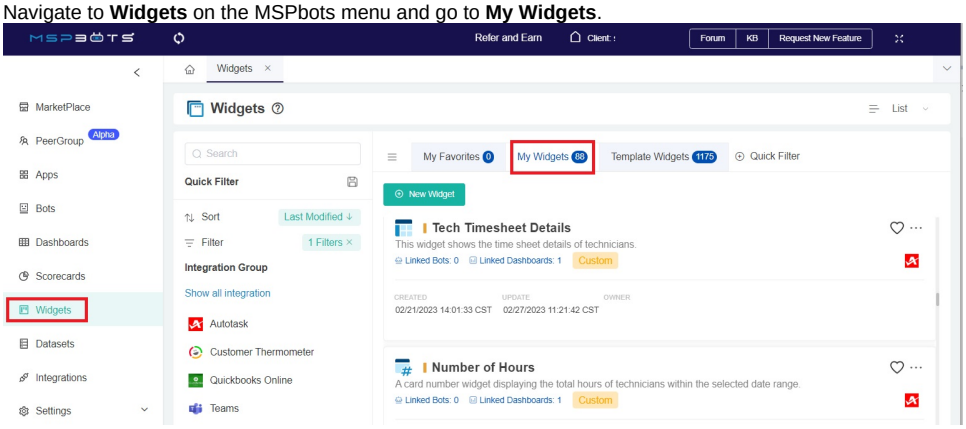
3. Open the dashboard where the widget is.
4. Find the widget for editing, click on the ellipsis ••• button, and select **Edit**.



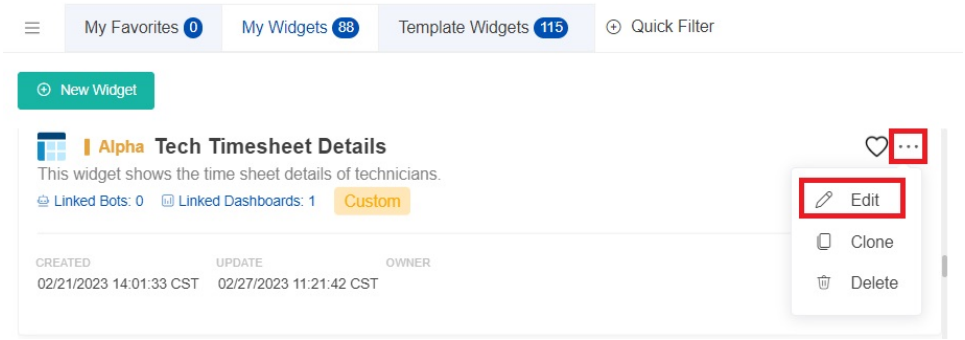
5. Do your modifications on the Widget Builder and click **Apply** when done.

You can also edit the widget from the Widgets tab.

1. Navigate to **Widgets** on the MSPbots menu and go to **My Widgets**.



2. Click the ellipsis button corresponding to the widget, and select **Edit**. This opens the Widget Builder where you can edit the settings.



You may also click on the widget's name to open the Widget Builder.

3. Do your modifications and click **Save** when done.