# How to Clone a Scorecard

The Scorecard Dashboards section of the MSPbots app is where you can identify targets for individuals or teams and see how they score against these targets. To ensure that your scorecards are consistent among team members and to save time in recreating the same scorecard for multiple members or teams, you can clone a scorecard and modify the user for each widget.
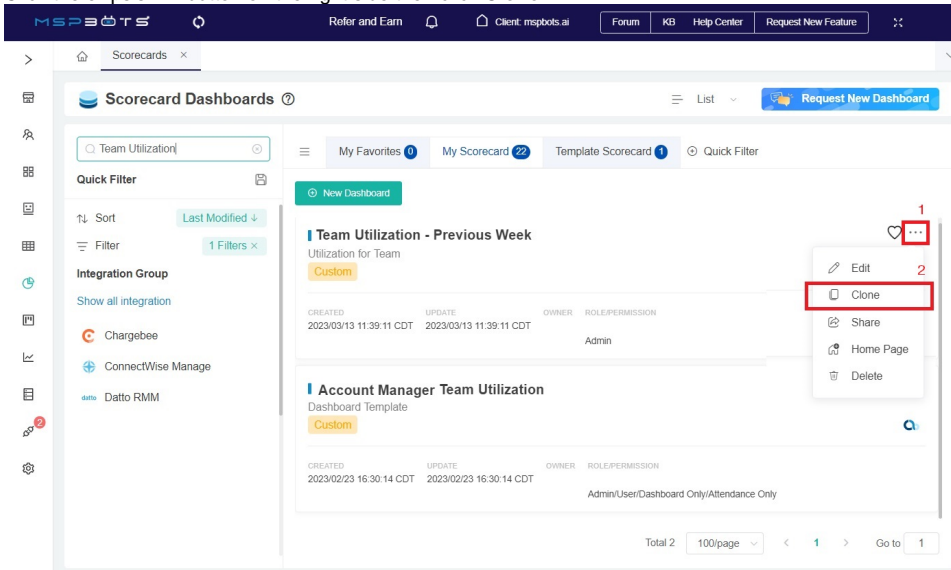
Here's how you can clone a scorecard:

1. Log in to the MSPbots app, and go to **Scorecards**.
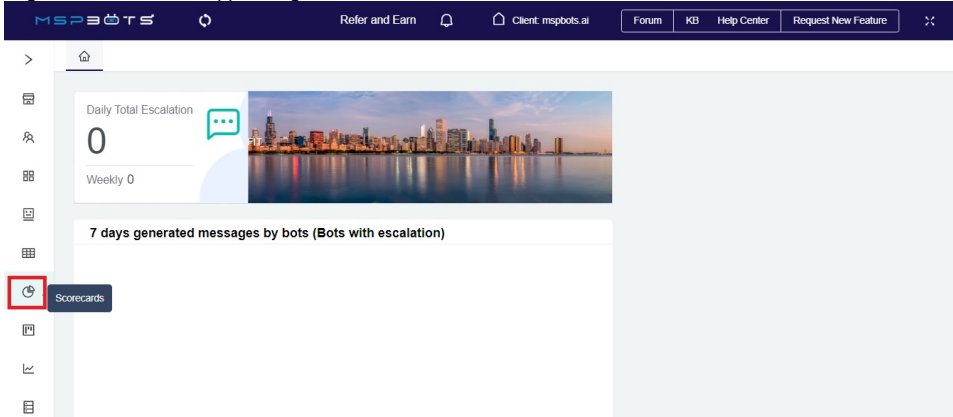
2. When the Scorecard Dashboards tab opens, search for the dashboard that you want to clone.
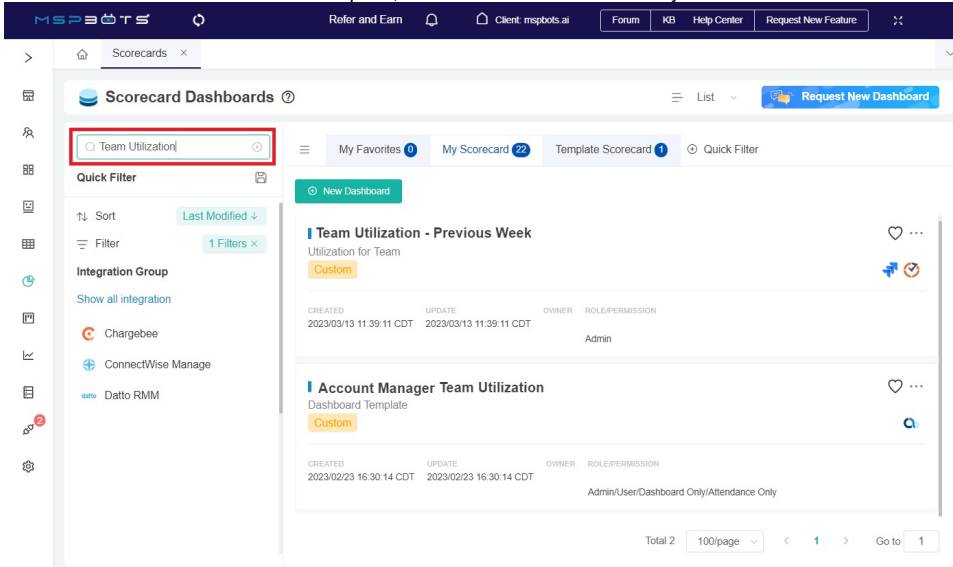
3. Click the ellipsis ••• button on the right side then click **Clone**.

4. When the Clone pop-up appears, tick the checkbox for **Clone the Associated Widgets**. You can also review and modify the following as needed:

- **Name** - Give the scorecard a new name.
- **Role** - Make sure the roles that need access to the scorecard are selected.
- **Description** - Enter your scorecard's description here.

5. Click **Continue**. This will open the cloned scorecard.

6. When the tab of the cloned scorecard opens, go to the right side of the screen and click the **Show Scorecard** icon.

7. Hover over the upper-right corner of the scorecard, click the ellipsis ••• button, and select **Edit**.

8. Next, go to **Dataset** on the Widget Builder window, click on the ellipsis ••• button, and select **Edit**.

If you have more layers of data, repeat this and the next steps for all the layers.

9. On the Dataset window that opens, find the **real_name** filter and type or select the name of the team member.

Other filters that also allow you to select or change users are **email** and **member_id**.

10. Click **Save**.
11. Next, go to **Config** and select a **User**.

12. Then select a **Refresh Cron** option to set how often you want the scorecard to generate a snapshot.
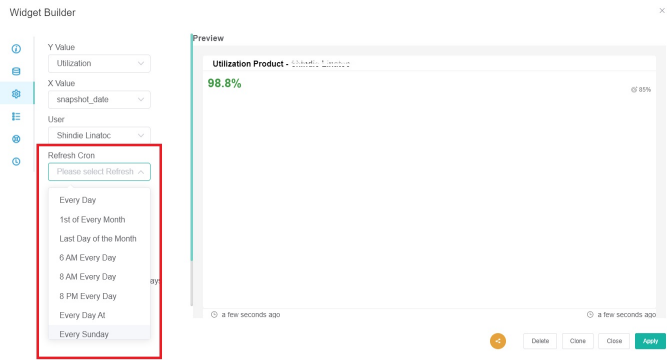
13. Click **Save** and click **Apply**.
14. Repeat Steps 7 and onward for every widget that needs to be modified.