

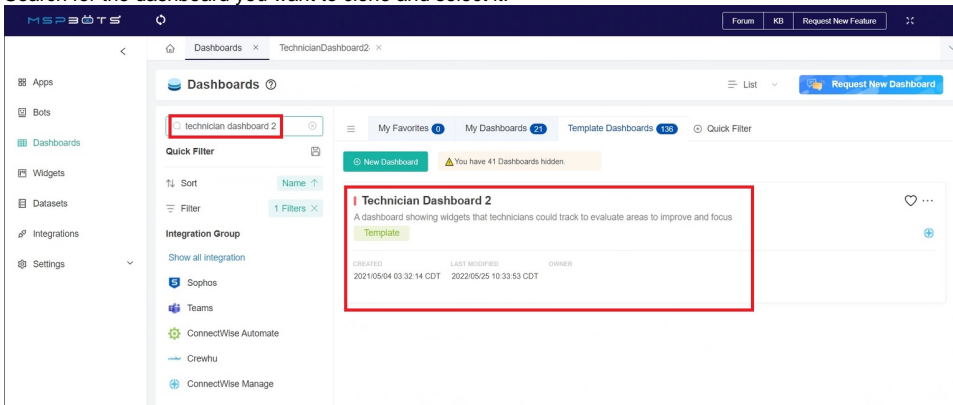
How to Clone a Dashboard

You can clone any dashboard to have one that fits your business requirements. This article shows how to clone a dashboard template or an existing dashboard.

Watch this video or follow the procedure below to clone a dashboard in MSPbots.

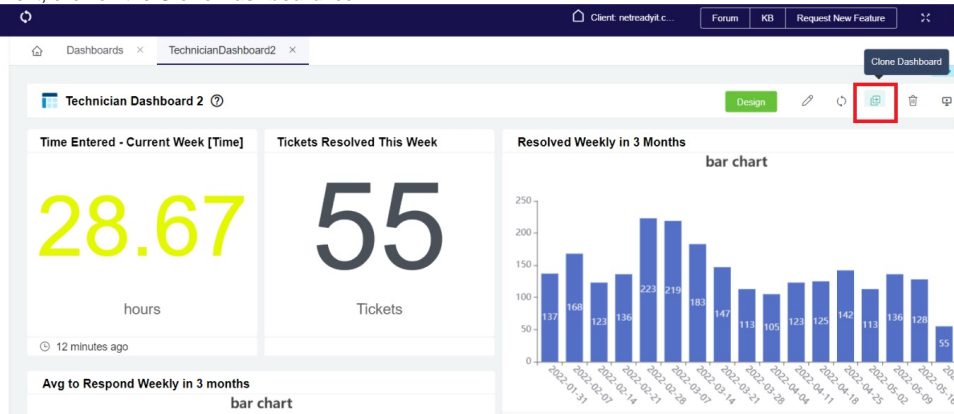
Here are the steps for cloning a dashboard:

1. Navigate to **Dashboards** on the MSPbots app.
2. Search for the dashboard you want to clone and select it.

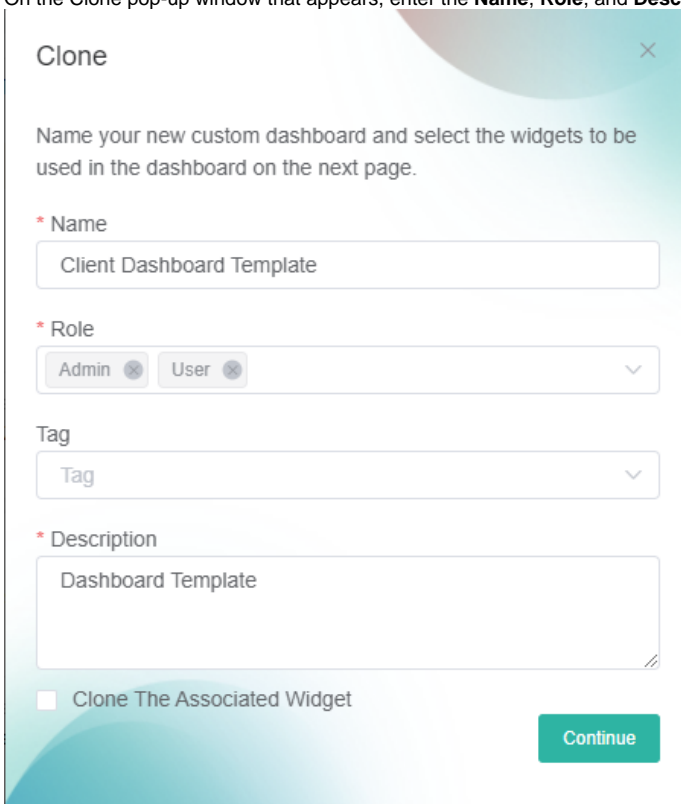


*Note: If you want to clone a template dashboard, do your search on the **Template Dashboards** tab. On the other hand, if you need to clone one of your existing dashboards, do your search on the **My Dashboards** tab instead.*

3. Next, click on the **Clone Dashboard** icon.



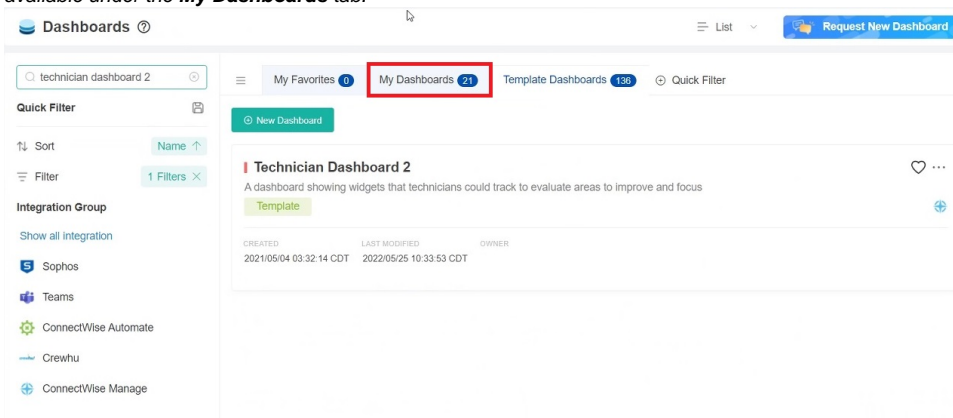
4. On the Clone pop-up window that appears, enter the **Name**, **Role**, and **Description** for the new dashboard.



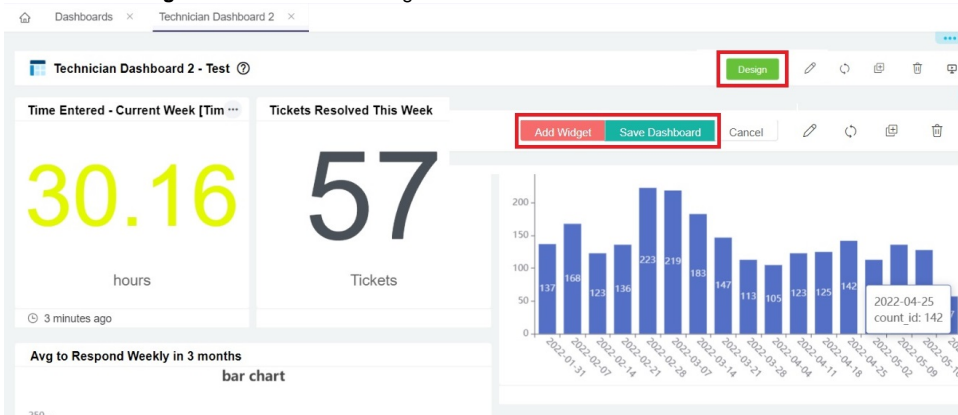
The 'Clone' pop-up window contains the following fields and options:

- Name:** A text input field containing 'Client Dashboard Template'.
- Role:** A dropdown menu with 'Admin' and 'User' options.
- Tag:** A dropdown menu with 'Tag' selected.
- Description:** A text input field containing 'Dashboard Template'.
- Clone The Associated Widget:** An unchecked checkbox.
- Continue:** A green button at the bottom right.

5. Check the **Clone The Associated Widget** checkbox to copy ALL widgets used in the Dashboard.
6. Click **Continue** to save.
7. Search for the cloned dashboard and select it. *Note: This cloned dashboard was automatically saved as a Custom dashboard and will be available under the **My Dashboards** tab.*



8. Once you select the cloned dashboard, it will show all the widgets from the original dashboard. To modify this view, click the **Design** button and then the **Add Widget** button to add more widgets.



To edit or delete widgets on the dashboard, hover on the upper right corner of a widget, click the ellipsis icon, and select the **Edit** or **Delete** icons

from the options.

