



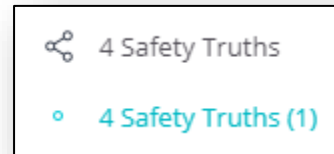
## Copying a Dashboard

Dashboards can be shared between users; however, unless you are the Dashboard owner, you cannot make any revisions. You can make a copy of the Dashboard enabling you to make & save your own changes.


## Dashboard icons

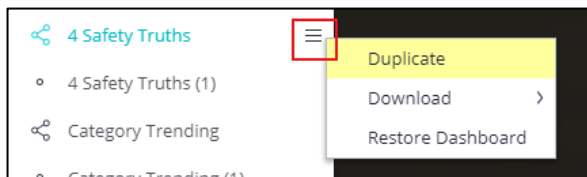
A dashboard with the  icon before the title identifies that is a local copy only. The  icon means the dashboard is a shared version.

In order to edit a shared or published dashboard, you must make a duplicate copy.

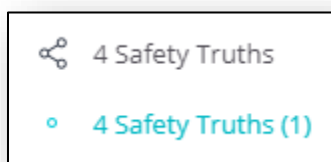


### STEPS to Making a Copy of a DASHBOARD:

1. Right Click  icon next to DASHBOARD to see options;



2. Select **Duplicate** option from the menu; copy will appear in your Dashboard List



3. You now own a copy & can edit this dashboard. Once you own a dashboard you can:
  - a. Click & Hold to move into a File/Folder
  - b. Rename the Dashboard

