Copy a dashboard

If you want to duplicate a useful dashboard, you can copy a dashboard and then replace or modify sources to display different application, device, or network data. You can only copy one dashboard at a time. You cannot drag a dashboard to a folder to copy it.

> **Note:** If you only want to modify the sources of a dashboard, but leave the rest of the layout intact, you might want to consider switching the sources of the dashboard to source type variables. For more information, see Create a dashboard with dynamic sources ⬈.

1. Log into the Web UI on the Discover or Command appliance and then click **Dashboards** at the top of the page.
2. Select a dashboard that you want to copy.
3. Click the command menu ⦂ in the upper right corner of the dashboard page.
4. Click **Copy** and complete one of the following steps:

    • Click **Keep Sources** to maintain the original data configurations in the new dashboard.
    • Click **Modify Sources**, which helps you to immediately update every region, chart, and widget within the copied dashboard with another source, and then complete the following steps:

        1. In the right pane of the Modify Sources window, click a source name. A search field opens.
        2. Type the name of a new source and then select the source from the drop-down list. Repeat this step if the dashboard contains more than one source that you want to replace.
        3. Click **Create Dashboard**.

    A copied dashboard with a modified version of the original title is created.

5. To rename the copied dashboard, complete the following steps:

    a) Click the command menu ⦂ in the upper right corner and the page.
    b) Select **Dashboard Properties**.
    c) In the Title field, type a new name.
    d) Click **Save**.

    > **Tip:** To quickly copy a dashboard, type the keyboard shortcut CD and then update Dashboard Properties ⬈ or modify sources.

Next steps

• Edit a dashboard region ⬈
• Edit a chart with the Metric Explorer ⬈
• Edit dashboard layout ⬈