

# Copy a dashboard


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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 copy a dashboard so you can change the source across the entire dashboard, you might want to consider [creating a dashboard with dynamic sources](#) instead of making multiple copies of a single dashboard.

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.



**Note:** When you copy a dashboard with dynamic sources, the original data configurations are automatically maintained.

- 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](#)