

Copy a chart

Published: 2020-02-23


You can copy a chart from a dashboard or protocol page and then save the copied chart to a dashboard. Copied widgets are always placed into a new region on the dashboard, which you can later modify.



Tip: If you want to copy a dashboard chart or text box without creating a new region, click the command menu  in the upper right corner of the dashboard page and click **Edit Layout**. Find the chart you want to copy and then click **Duplicate**.

1. Log into the Discover or Command appliance and then click **Dashboard** at the top of the page.
2. Select a dashboard that contains the chart or widget that you want to copy.
3. Click the title.



Note: You cannot click the title of a text box widget. To copy a text widget, you must first [edit the dashboard layout](#). Click the command menu  in the upper right corner of the text box widget, and then complete step 4.

4. Hover over **Copy to...** to expand a drop-down list and then make one of the following selections:
 - Select the name of an existing dashboard from the list. The dashboard list is ordered from the most recently created dashboards (at the bottom) to the oldest dashboards (at the top).
 - Select **Create Dashboard**. In the [Dashboard Properties](#) window, type a name for the new dashboard and then click **Create**.

Next steps

The chart is copied into a new region on the dashboard that is in Edit Layout mode. You can now edit your dashboard or chart in the following ways:

- [Edit a dashboard region](#)
- [Edit a dashboard layout](#)
- [Edit a chart with the Metric Explorer](#)