


# Copy a dashboard


---

Published: 2017-10-16


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.

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](#) 