Copy a Dashboard

You can create a dashboard by copying an existing one. You can then name it and customize it for its new purpose.

If you want to build a dashboard from scratch, refer to Add a Dashboard.

To copy a dashboard

1. Click the **Dashboard** tab.
2. Choose the appropriate dashboard from **Current Dashboard**.
3. Click **Configure** and select **Copy Dashboard**. New appears in the *Current Dashboard* field.
4. Configure or remove the existing gadgets.
5. Add new gadgets, as appropriate:

Gadget	Description
Incident	Shows all active incidents in the region or shows all active incidents related to the division (provider facility or mobile provider) you select.
Client List	Shows a list of clients that match the criteria in the search filter you select for the gadget.
Client Summary	Visual representation of clients that match the criteria in the search filter you select for the gadget. For this type, you also select how to group the data, how to sort it, and what format it should appear in.
Regional Client Summary	List of active clients in the region organized by triage category and the search filter you select for the gadget. For this type, you also select how to group the data.

6. If appropriate, change the dashboard's layout.
7. Click **Save**. The *Save Dashboard* window opens.
8. Enter a **Name** for the dashboard.
9. If appropriate, enter its **Description**.
10. If you want to share the dashboard, set or change sharing.
11. Click **Save**.