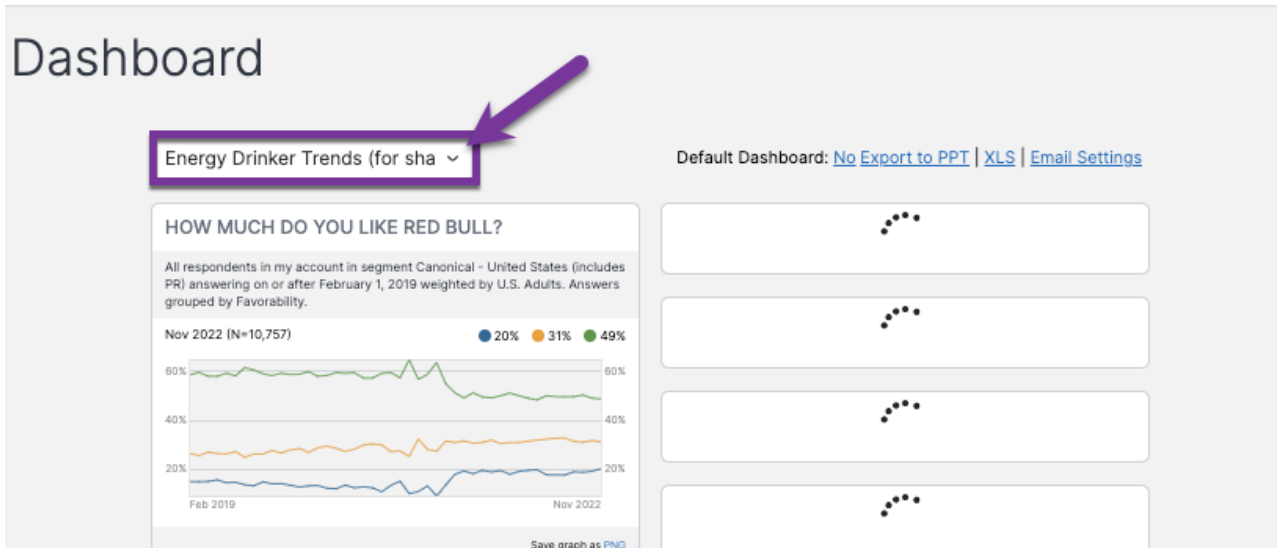


Creating a Dashboard

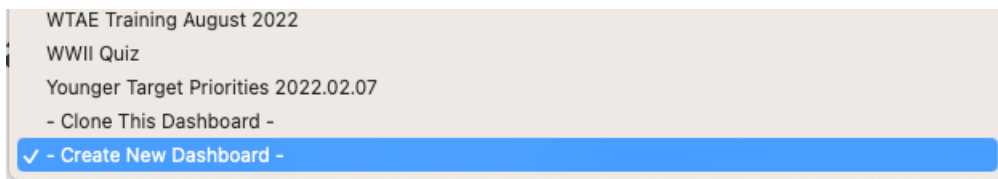
11/13/2023 1:12 pm EST

To create a new dashboard, click on the dashboard selector (the grey downward arrow) at the top of the dashboard page.



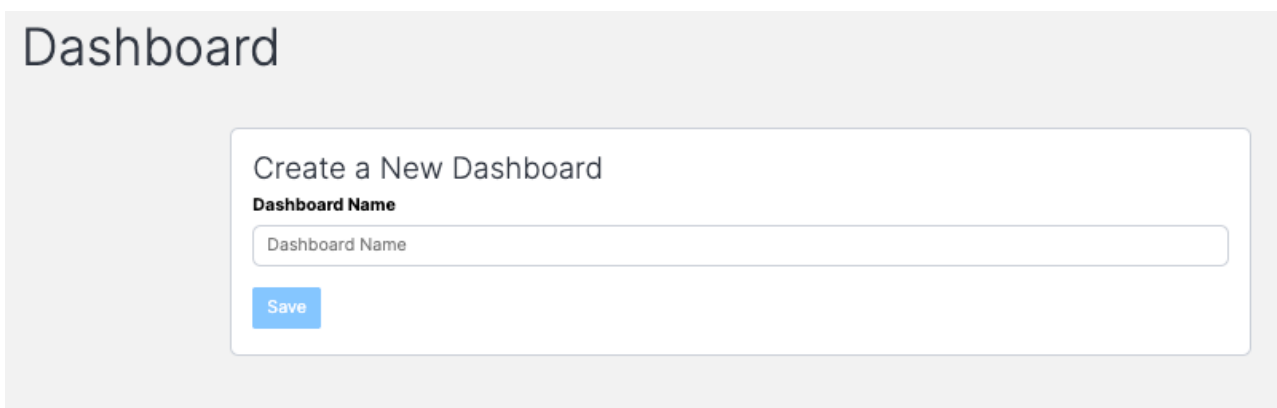
The screenshot shows a dashboard titled "Dashboard". At the top, there is a dropdown menu currently displaying "Energy Drinker Trends (for sha)". A purple arrow points to this dropdown. To the right of the dropdown, there are links for "Default Dashboard: No Export to PPT | XLS | Email Settings". Below the dropdown, there is a chart titled "HOW MUCH DO YOU LIKE RED BULL?". The chart shows data for "Nov 2022 (N=10,757)" with three series: 20% (blue), 31% (orange), and 49% (green). The x-axis ranges from "Feb 2019" to "Nov 2022". There are also four empty dashboard widget slots on the right side of the page.

Scroll all the way to the bottom of the list of dashboards and select - *Create New Dashboard* -.



The screenshot shows a list of dashboards: "WTAE Training August 2022", "WWII Quiz", and "Younger Target Priorities 2022.02.07". A dropdown menu is open below the list, showing options: "- Clone This Dashboard -" and "- Create New Dashboard -". The "- Create New Dashboard -" option is highlighted in blue.

Give the new dashboard a meaningful name that is relevant to the project on which you are working, then click *Save*.



The screenshot shows the "Create a New Dashboard" form. It has a title "Create a New Dashboard" and a label "Dashboard Name". Below the label is a text input field containing "Dashboard Name". There is a blue "Save" button below the input field.

Once you save the new dashboard, you'll see the *Basic Settings* page.

Basic

Sharing

Email

Basic Settings

Dashboard Name

Star Trek Dashboard

Save

× [Click here to delete this dashboard.](#)