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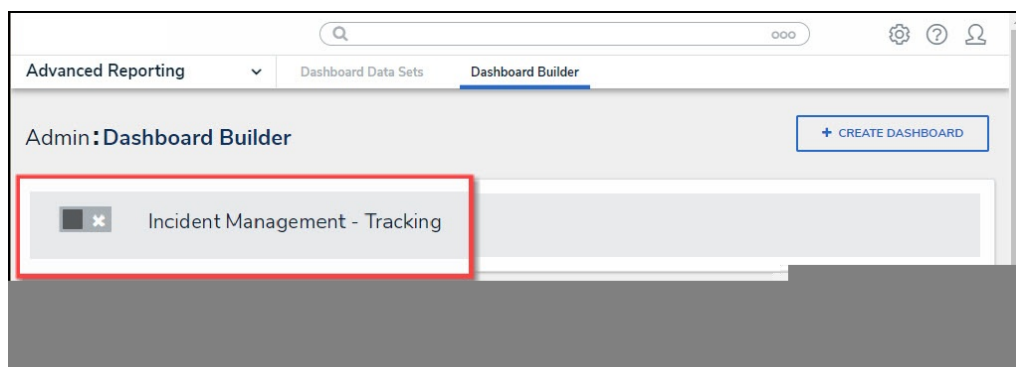
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Administrator Settings Menu

3. From the **Admin Overview** screen, click on the **Dashboard Builder** tile under the **Views** section.

Dashboard Builder Tile

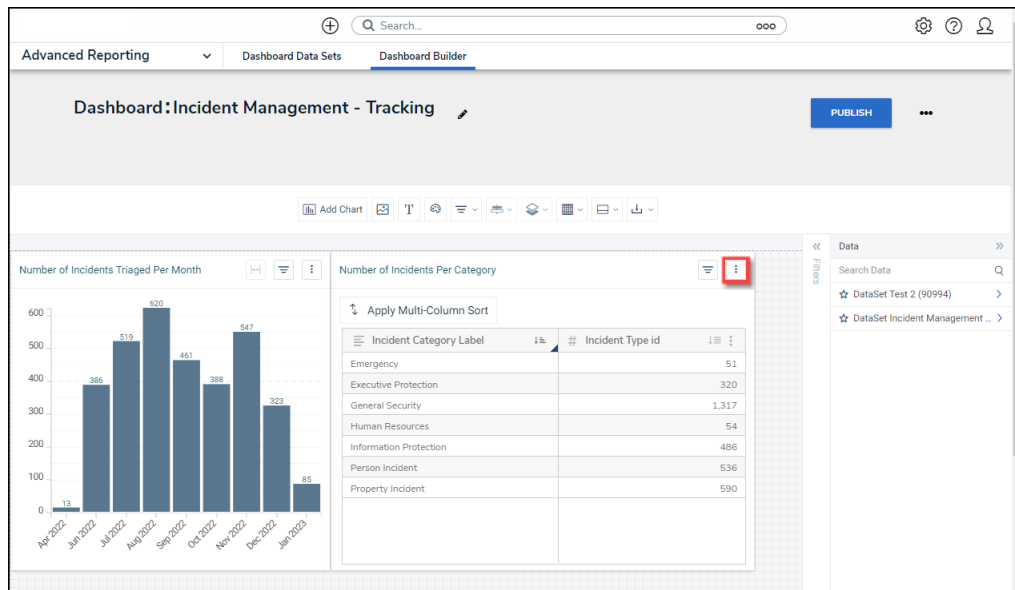
4. From the **Dashboard Builder** screen, click a **Dashboard Name**.



Dashboard Name

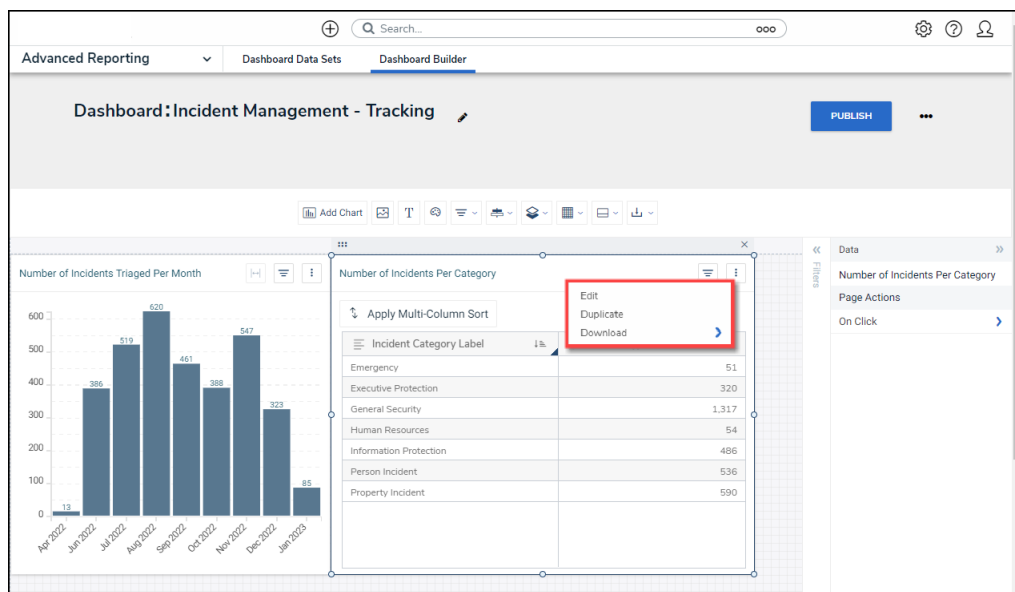
Creating a Duplicate Chart

1. From the **Dashboard** screen, click the **More Options** icon on a **Chart View**.



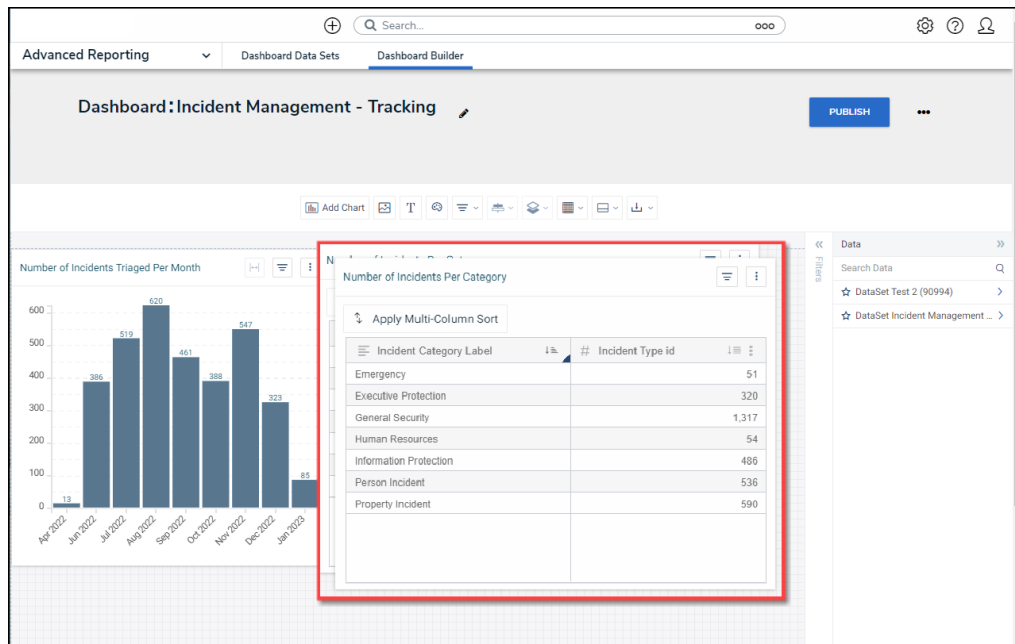
More Options Icon

- Click the **Duplicate** option from the **More Options** dropdown menu.



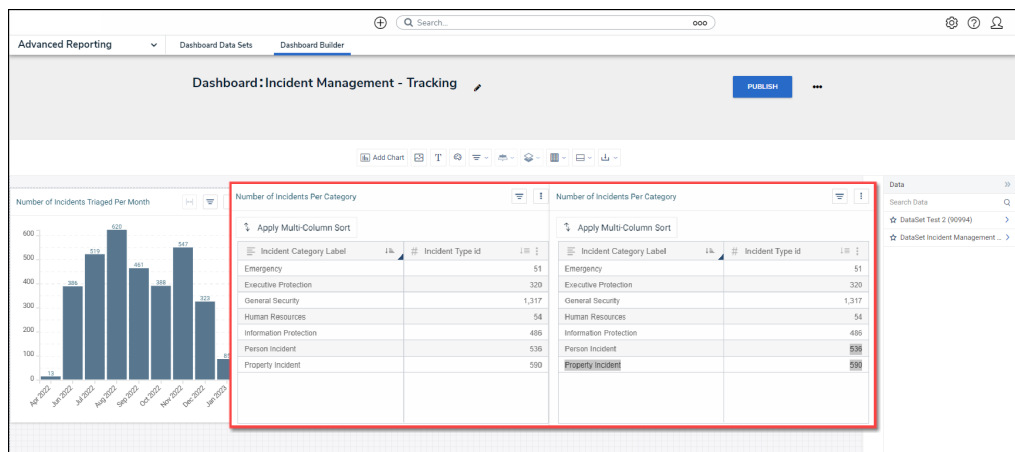
Duplicate Option

- The Duplicate Chart will appear, overlapping the original Chart.



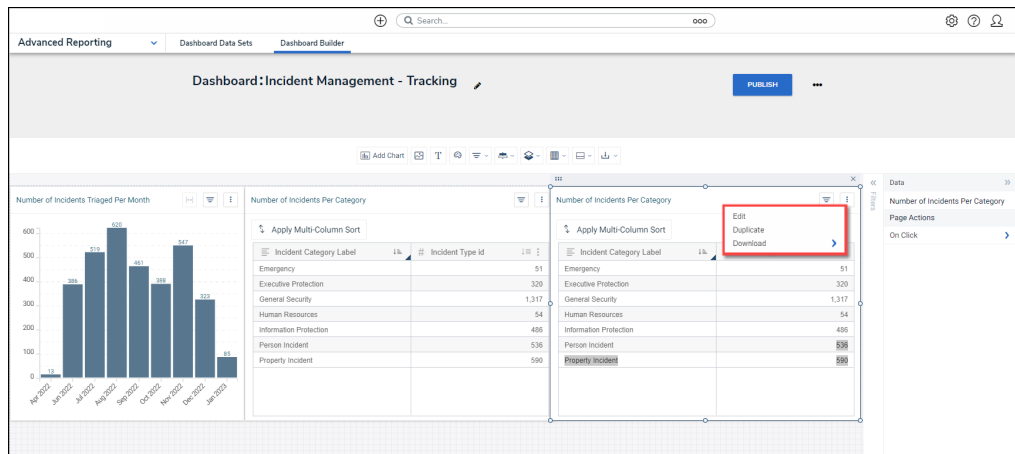
Duplicate Chart

- Click the Duplicate Chart and drag and drop the Chart into position on the Dashboard.



Duplicate Chart

- (Optional)** Click the **Edit** option from the **More Options** dropdown menu to apply edits to the Chart.



Edit Option