

# Pushing Dashboards to Other Users

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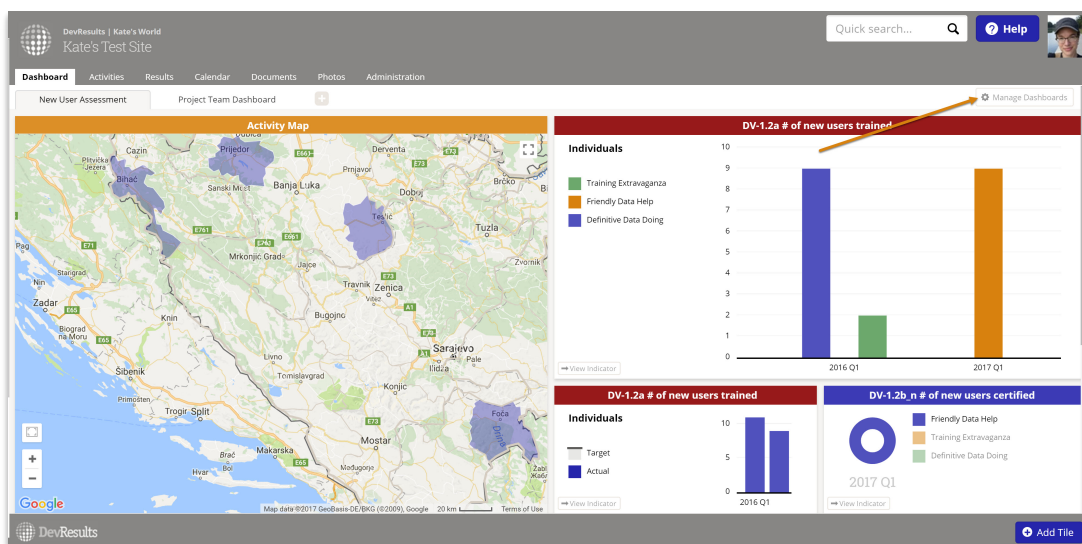
All users can create dashboards and share them to make them visible to other users. Users with the **Dashboard Manager** role can also proactively "push" shared dashboards to other users, saving them the step of having to Add a shared dashboard to their dashboard view.

Pushing a dashboard to a user is the same as if the user Added an Existing dashboard and selected the dashboard: it adds the dashboard intact to their dashboard view, but as view-only. (In other words, they can see all that it has but can't change the configuration on any tiles, etc.)

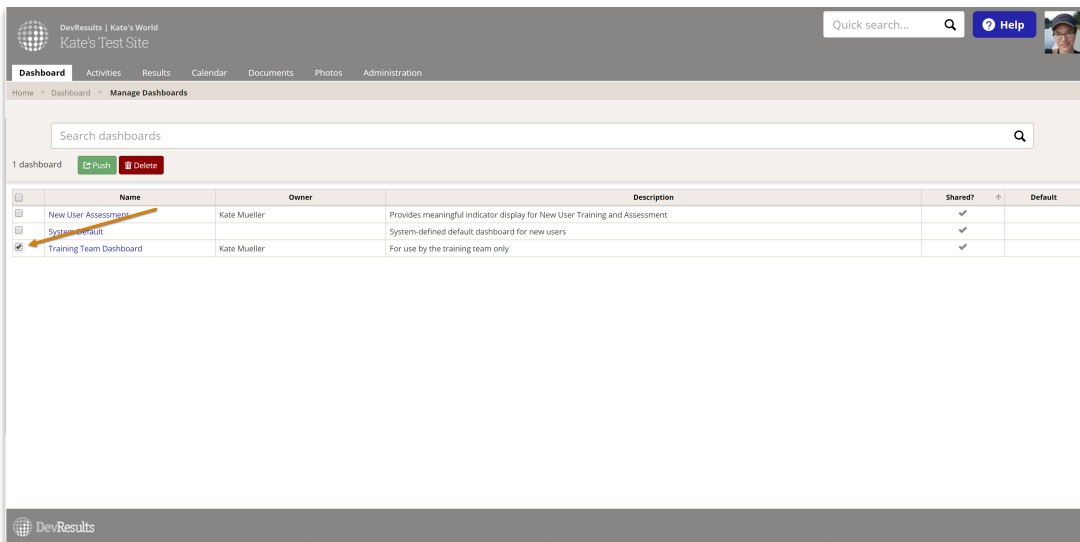
Pushing is very useful if you want to share a dashboard before a meeting so that everyone is looking at the same set of visualizations, etc. It can be a great way to share organization-wide indicators and progress at a high level. But because pushed dashboards are read-only, users will need to make a copy of a pushed dashboard to edit the configuration, etc.

## How to Push a Dashboard

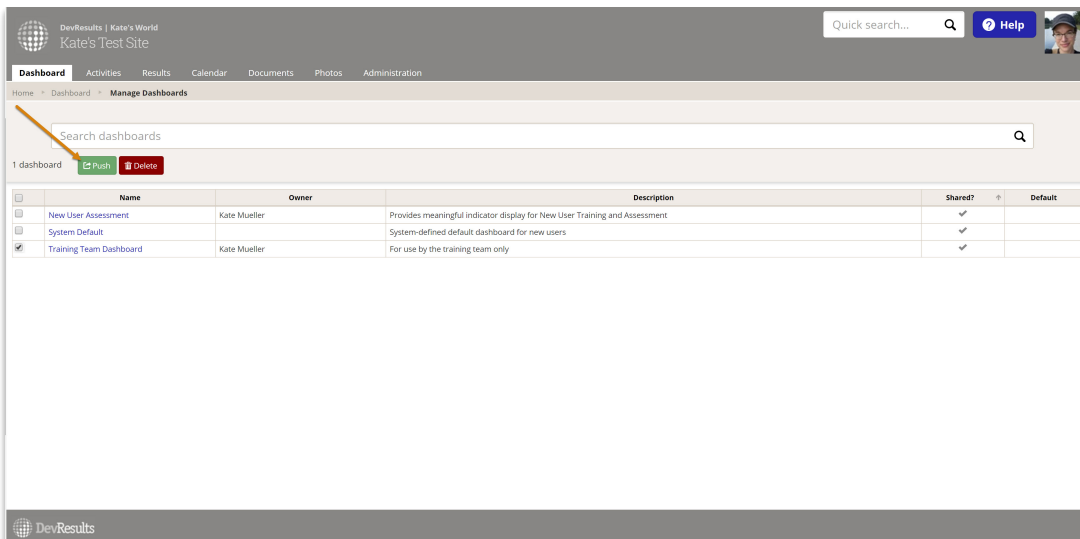
From your dashboard view, click the **Manage dashboards** button in the upper right to open the Manage Dashboards Index:



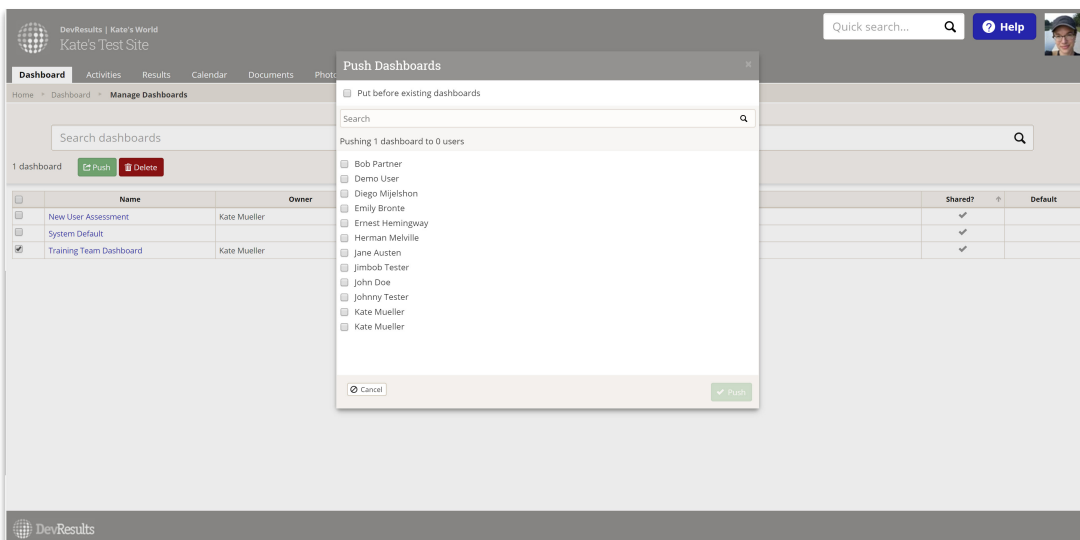
In the Manage Dashboards Index, click the boxes next to the dashboard(s) you wish to push:



Then click the **Push** button near the top.



This will open a **Push Dashboards** pop-up.



Check the boxes next to the users you wish to push this dashboard to. As you select them, they'll move to the top of the pop-up. When you push, the dashboard will be added as the last tab in their dashboard view. You can also opt to **Put before existing dashboards**, which will add it as the first tab in their dashboard view. Once you've finished selecting the users and whether you want to put this before existing dashboards, click the **Push** button.

Push Dashboards

☒ Put before existing dashboards

Search

Pushing 1 dashboard to 4 users

☒ Emily Bronte

☒ Ernest Hemingway

☒ Herman Melville

☒ Jane Austen

☐ Bob Partner

☐ Demo User

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☐ Jimbob Tester

☐ John Doe

☐ Johnny Tester

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✓ Push

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