Video Tutorial: Dashboards

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Key points from the video

Context

Dashboards are a powerful tool for visualizing progress and communicating about your work. Each user can create or view their own set of dashboards.

Create new dashboard [0:23]

- Click on the "plus" sign to the right of any existing dashboards.
- Give the dashboard a name and click "add". The new dashboard is created as a blank tab.
- To build your dashboard, click on "add tile" at the bottom of the page.
- Select a tile type and fill out the required details, then click "ok". A tile can be resized or moved by dragging and dropping.
- Repeat until you have your desired set of tiles.
- Click on any tile's gear icon to edit additional configuration options for that tile.

Add someone else's dashboard to your set of dashboards [2:58]

- Click on the "plus" sign to the right of any existing dashboards.
- Select the "add existing dashboard" tab. Select the dashboard(s) to include on your page.
- Choose "add as a copy" if you'd like to develop your own dashboards using someone else's as a starting point. This creates new dashboards that you can rename, edit, and share.
- Choose "add" to view read-only versions of an existing dashboard.

Push dashboards to other users [3:37]

- Owners can push shared dashboards to other users.
- Click on "manage dashboards" at the top. Select the shared dashboard you'd like to push to other users.
- Click on "push" and select the users who should receive the dashboard.
- You can choose to put the dashboard before existing dashboards so that it's the first thing the user sees when they log in.
- Then click on "push".

If you have any questions about any of this, please check out our **knowledge base articles about dashboards**.

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