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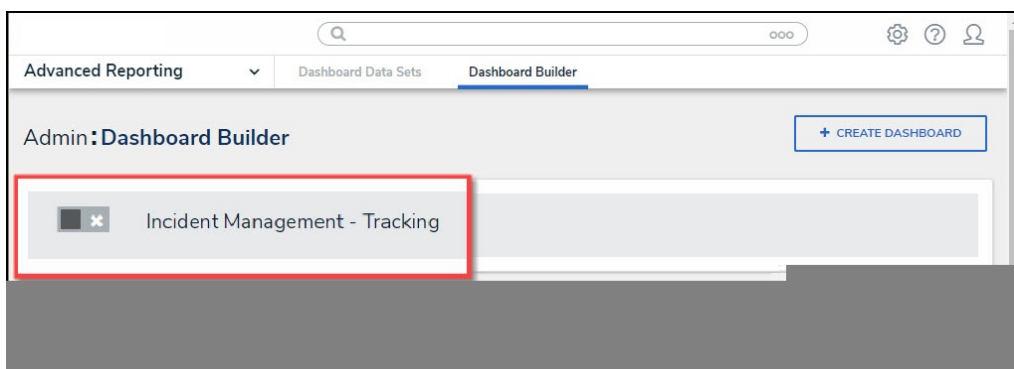
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Administrator Settings Menu

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

Dashboard Builder Tile

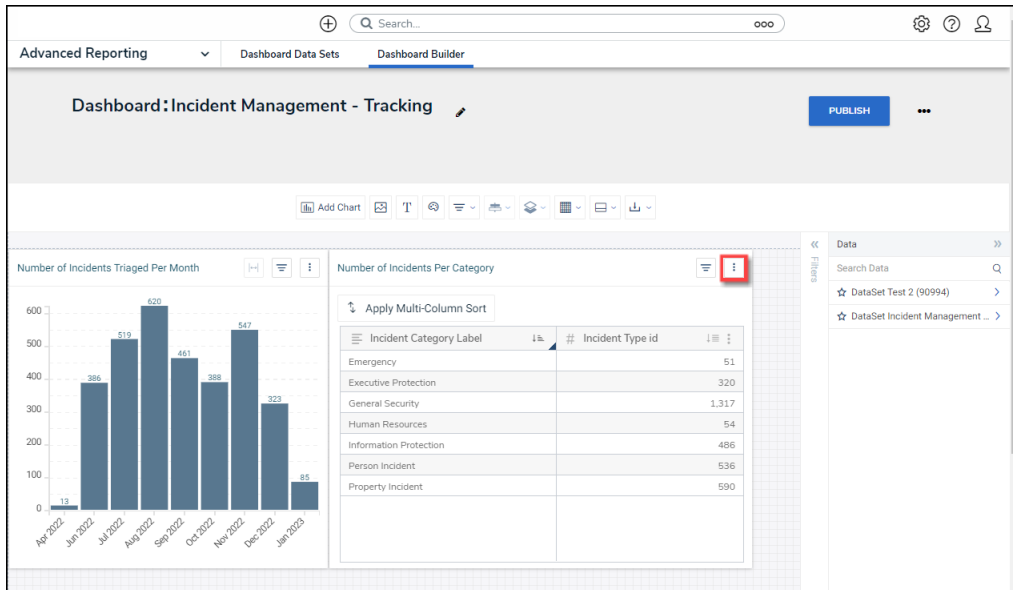
4. From the **Dashboard Builder** screen, click a **Dashboard Name**.



Dashboard Name

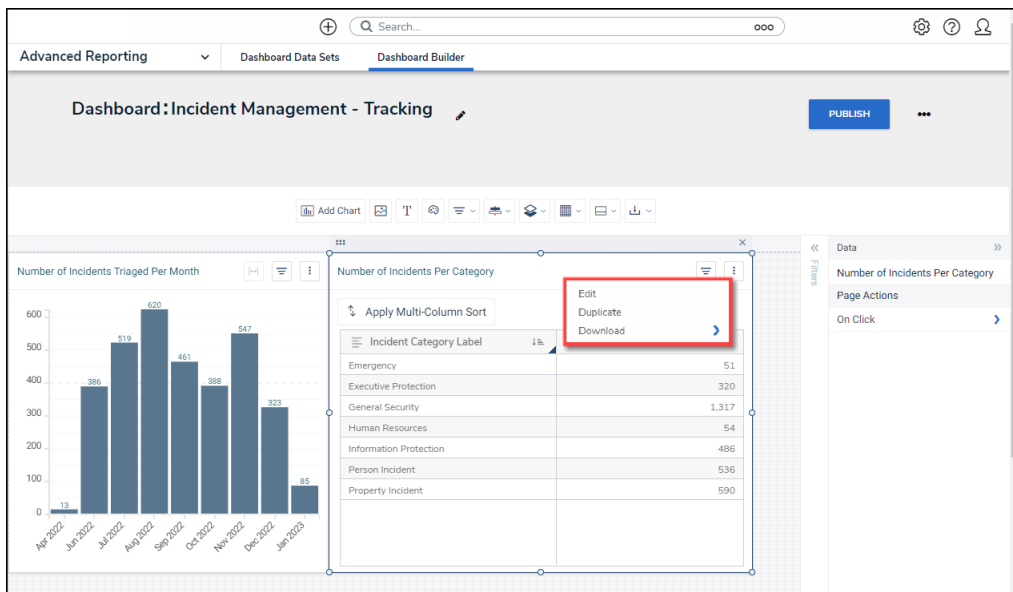
Creating a Duplicate Chart

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



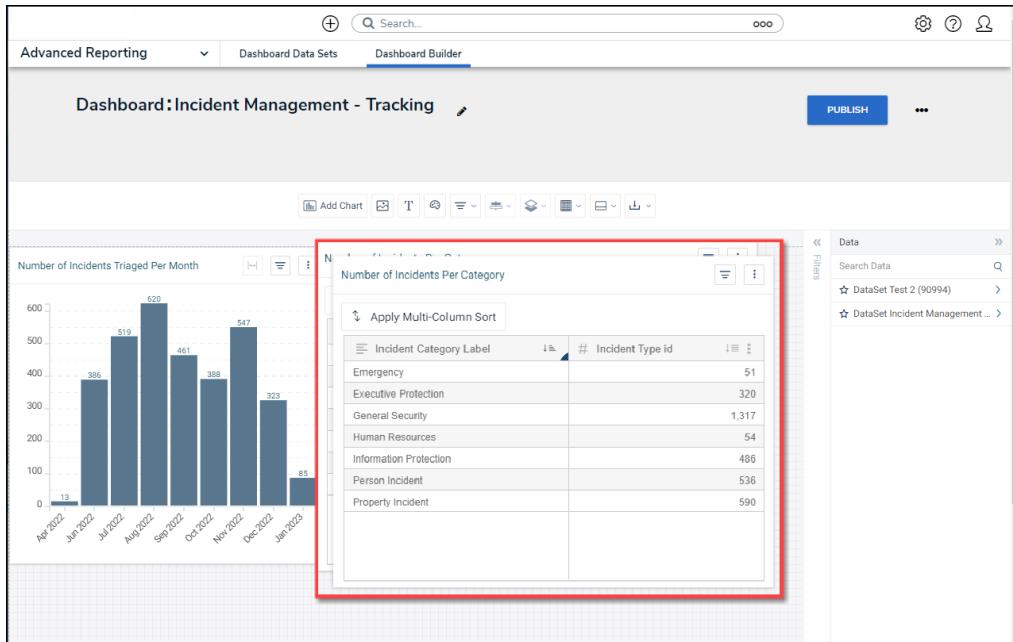
More Options Icon

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



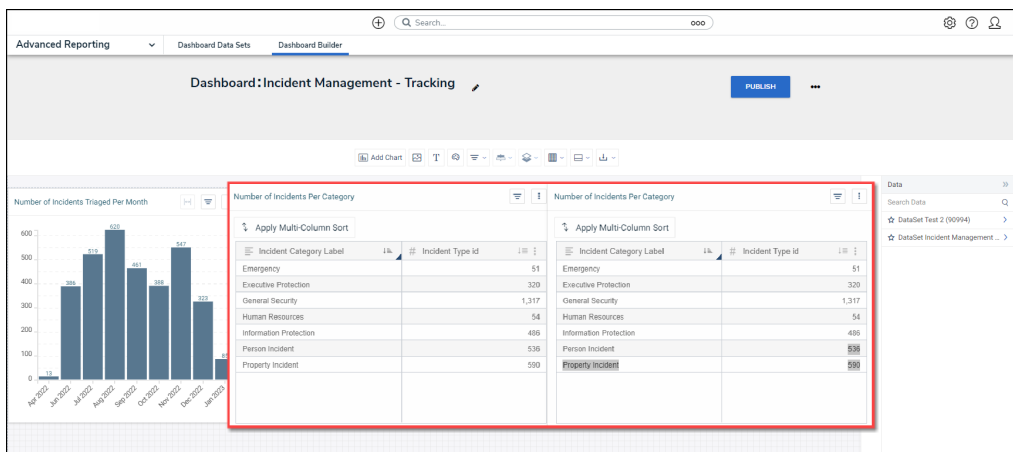
Duplicate Option

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



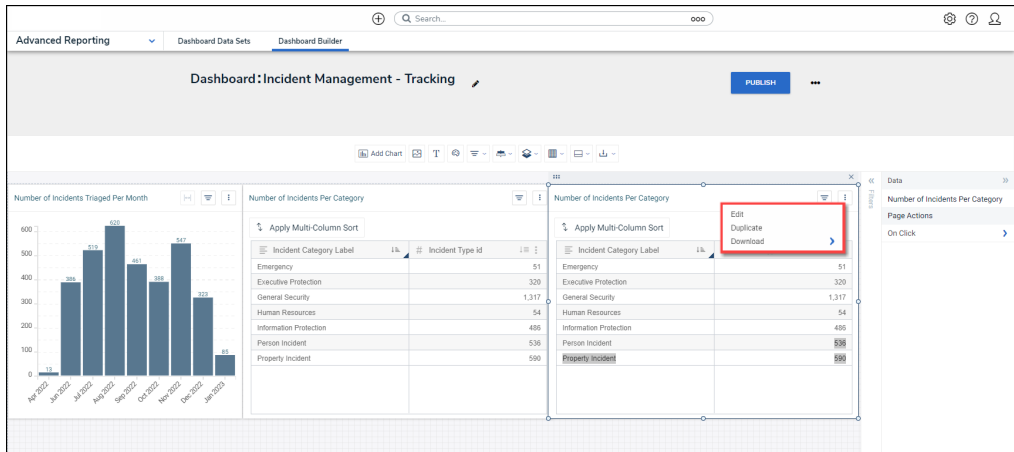
Duplicate Chart

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



Duplicate Chart

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



Edit Option