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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**.



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100	Person Incident	536			
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More Options Icon

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

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Duplicate Option

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



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Duplicate Chart

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

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Duplicate Chart

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



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