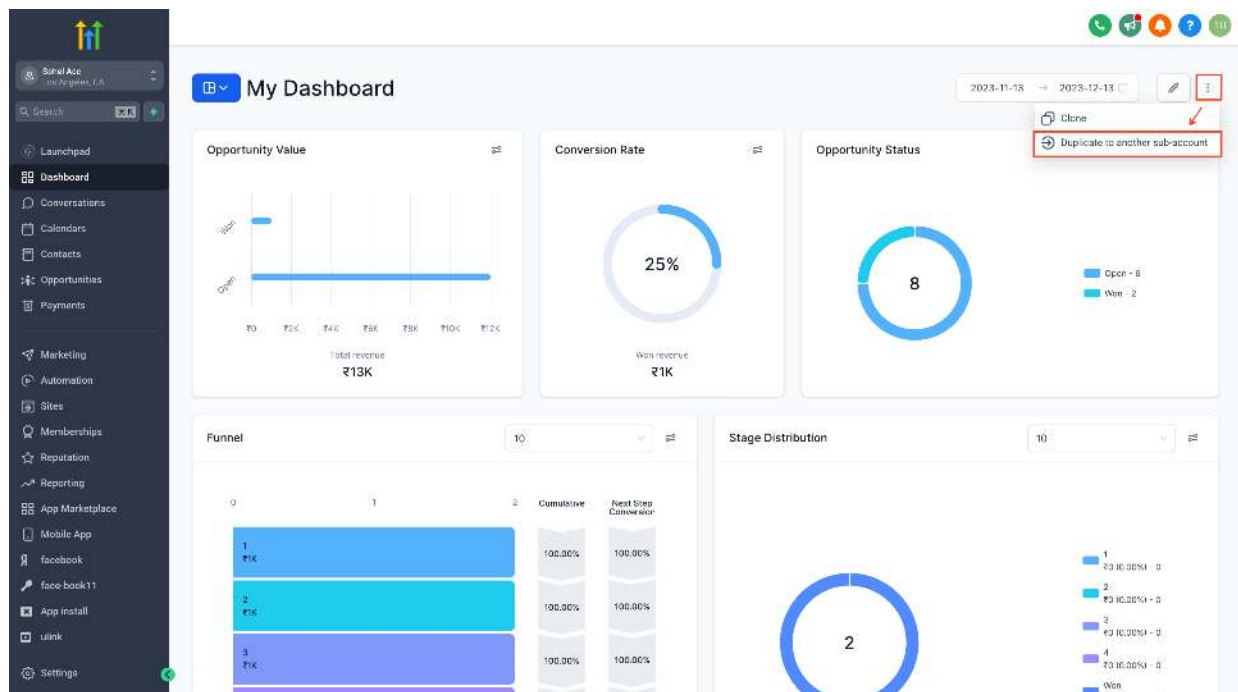# CITK

Duplicate Dashboards

How to duplicate a dashboard to another sub-account Print

Great news for Agency Admins! Now, you can effortlessly duplicate dashboards to different sub-account, saving time and streamlining your reporting process. This guide walks you through the simple steps to clone dashboards, ensuring a smooth transition and providing valuable insights for sub-accounts.
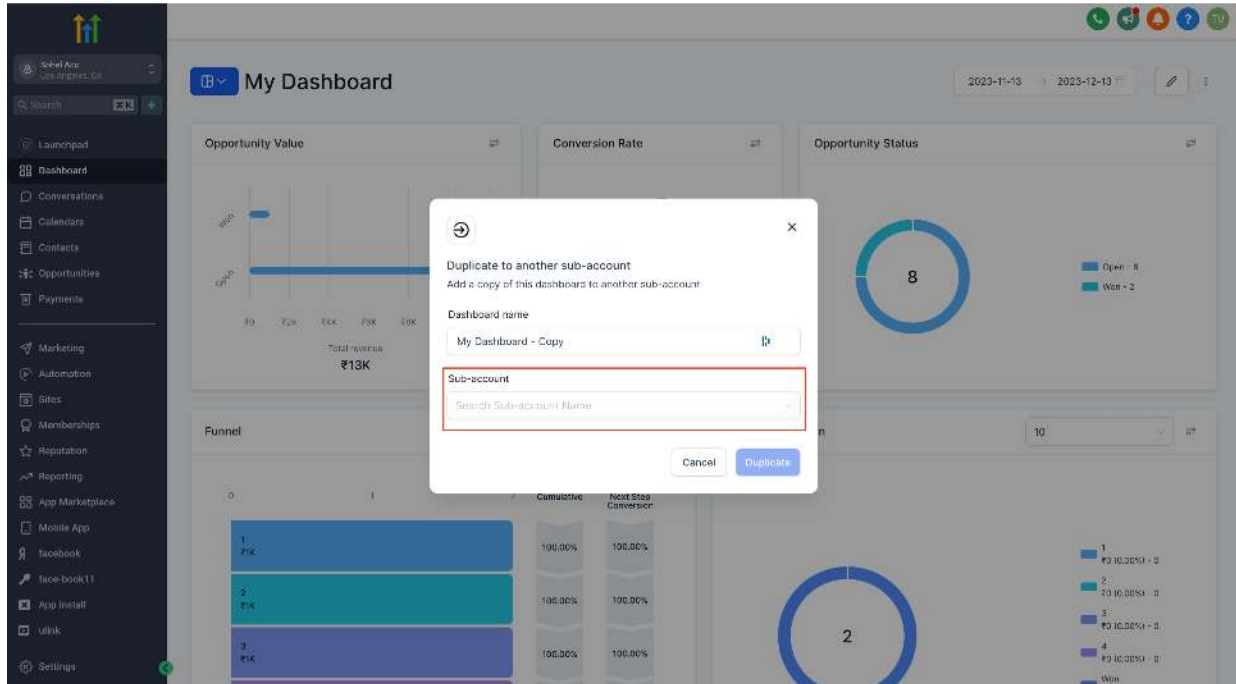
TABLE OF CONTENTS

Step 2: Choose "Duplicate to another sub-account"

Select the option to duplicate the dashboard to a different sub-account.

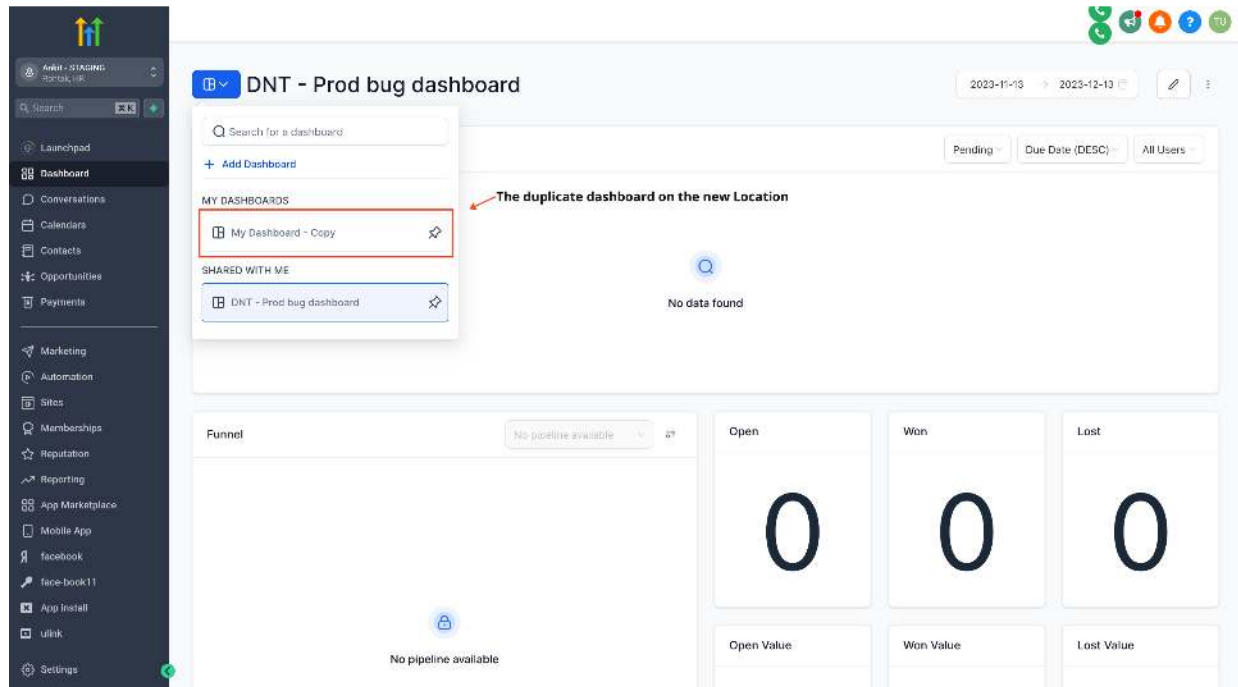## Step 3: Customize the duplicate dashboard name

Change the name of the duplicated dashboard as per your requirement.

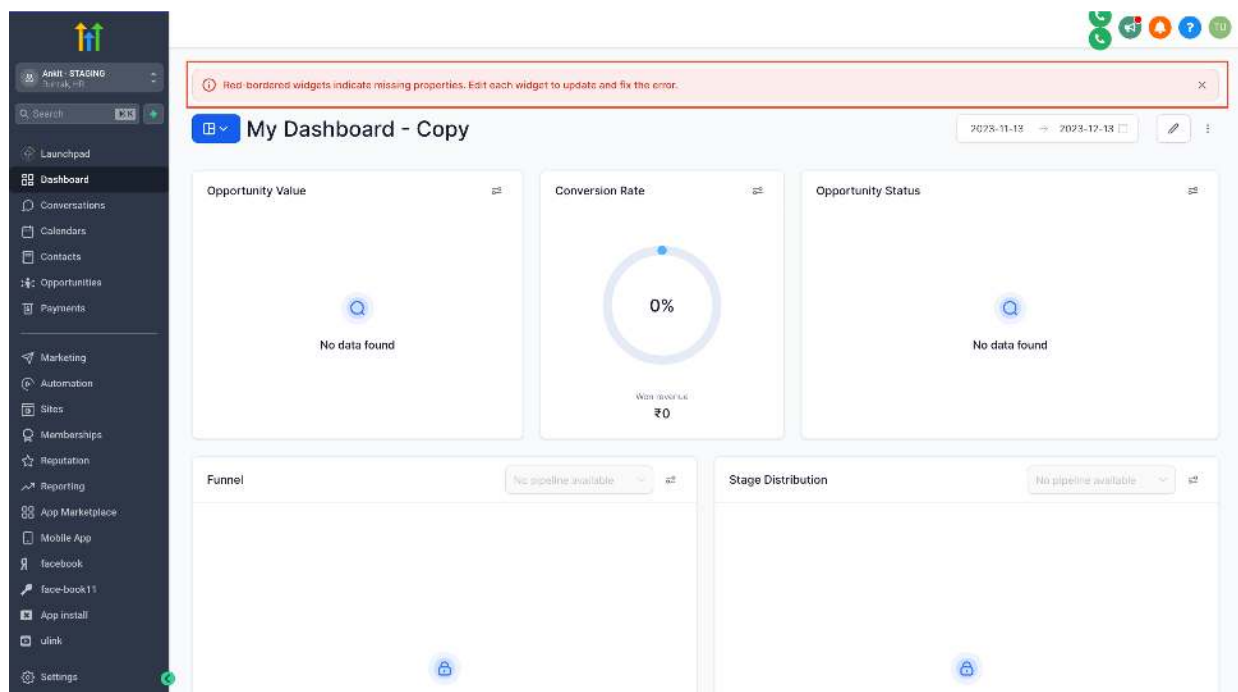## Step 4: Select the target sub-account

Search and choose the sub-account where you want to duplicate the dashboard.

Step 5: Click duplicate

- Execute the duplication process.
- Navigate to the new sub-account to view the duplicate dashboard.

Step 6: Edit widgets with missing custom values

Widgets in which the properties need to be updated

Add the missing value here

- If there were any custom values or fields on the original dashboard, those will not be copied to the duplicate, and you will see an error banner informing you about this.
- Widgets where such values and fields are missing will be highlighted in red.
- You can edit those widgets and update the required values and filters.
- Once done, click save, and the error state will disappear

Step 7: Save changes, and you're ready to roll!

Ensure to save any changes made during the duplication process.

Note:

Wondering which plan unlocks the customizable multiple Dashboards?

It's currently available exclusively for the $497 plan and beyond. If you're on the $97 or $297 plan, we recommend leveling up to unlock this feature.

Sorry we couldn't be helpful. Help us improve this article with your feedback.