Modifying a dashlet

01/31/2024 1:31 pm EST

To modify an existing Dashlet on your Dashboard, click the kebab menu.



Settings

On the Settings screen, you can change the name and any of the selections for the dashlet.

Clone

The Clone menu item lets you make a new copy of the dashlet, which can be edited without affecting the original dashlet.

Delete

Delete will remove the dashlet altogether. There is no undo, and if you remove a dashlet on a shared dashboard, it is removed for all users.