

# Create a Dashboard in Alchemer Pulse

A dashboard allows you to put together multiple reports in one place so your stakeholders can view the story of your data. This is helpful for cases when multiple reports are needed to analyze a specific problem.

## Create a dashboard

1. [Sign into](#) your account on Alchemer Pulse.
2. On the left, click Dashboards.
3. Click Create a new dashboard from scratch. You can also select a template to help you get started.
4. On the top right, click Add Reports.
5. Select the reports you want to add to this dashboard.

## Make your dashboard easier to understand

Having multiple reports on the dashboard can be confusing. To help your stakeholders follow the story, use the tips below:

- To add text to describe the report or data, on the top right, click **Add annotation**.
- To change the shape and order of the reports and annotations, on the top right, click **Resize and reorder**.

## Manage the reports on the dashboard

- To show only a specific selection of data on all the reports in your dashboard, on the top right, click **Filters**.
- To rename or replace the report, hover over the report, click **Settings > Edit widget**.
- To export, hover over the report, click **Settings > Export widget**.
- To remove the report from the dashboard, hover over the report, click **Settings > Remove widget**.

## Share your dashboard

Once you're happy with your narrative, share your dashboard with key stakeholders.

1. On the top right of your dashboard, click **Share**.
2. Choose who or how you want to share your dashboard.

# Export your dashboard

1. On the top right of your dashboard, click **More**.
2. Select **Export to PDF**.

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