

# Personalized Dashboard Views

Alchemer Dashboard is currently waitlist only. [Visit this page](#) to learn more about Dashboard or join the waitlist!

Dashboards that contain consolidated data for all business users can now be personalized for a specific user or group. You can filter values to display only the information that is relevant to you, and save the personalized Dashboard. The personalized Dashboard retains the filter values, and remains synced with the original Dashboard. It also works for both filters and parameters on the Dashboard. This allows you to bookmark a personalized Dashboard for easy access to the information you need, and eliminates the need to create a personal copy of a Dashboard which can result in copies falling out of sync with the original.

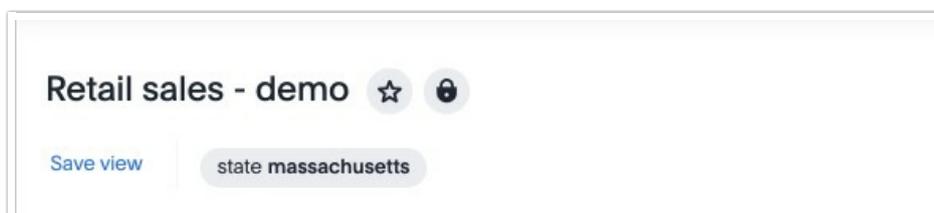
Users who don't have access to the underlying data source can view a Dashboard but can't interact with it by applying filters. Only users with access to the underlying data source can create and save personalized Dashboards. New filters can't be added in a personalized Dashboard, they must be added in the original.

If the original Dashboard is deleted, all personalized versions of it are deleted as well.

## Create a personalized Dashboard view

You can create a personalized view for any Dashboard that you can apply filters to.

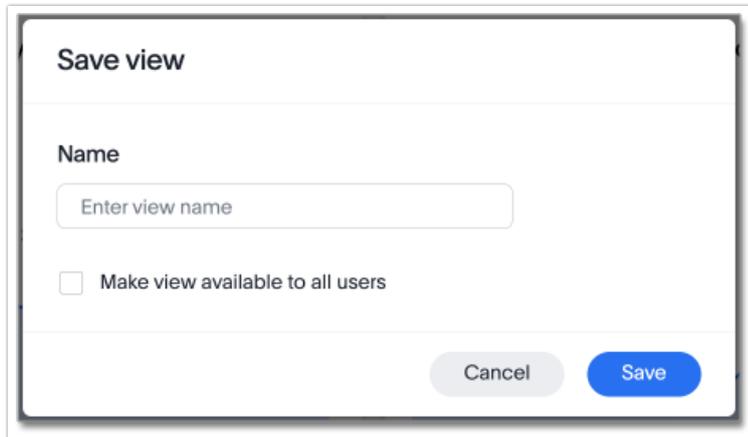
1. Open a Dashboard and apply your desired filters.
2. To save your personalized Dashboard view with these filters applied, select **Save view**.



3. Enter a name for your personalized Dashboard view.
4. Select **Make view available to all users** if you want the view to others for easy access.
  - If you have edit permission for the Dashboard, you can select **Make view available to all users** to share your view. This view will then be available to all the users who have access to this Dashboard.

- If you have view only permissions for the Dashboard, you will not have the option to make any view public.

5. Click **Save**.



From a personalized Dashboard view, you can create additional views, update a view, manage views, or reset a Dashboard.

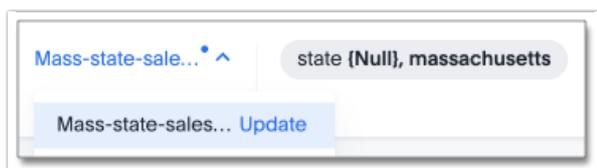
## Update a Personalized Dashboard View

You can update a personalized Dashboard view.

1. Open a personalized Dashboard view and apply your desired filters. A dot appears next to the view name to indicate that there are unsaved changes.



2. To update the personalized Dashboard view, click on the view name and select **Update** next to the view name in the drop-down menu.



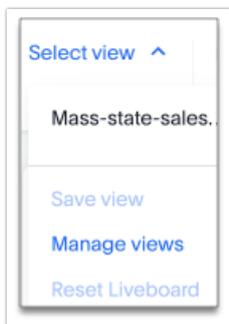
You can also create an additional new view by selecting **Save view** from the drop-down

menu.

## Manage Personalized Dashboard Views

You can manage your personalized Dashboard views.

1. Open a Dashboard and click on **Select view**.
2. Select **Manage views** from the drop-down menu.



3. Click the checkbox to allow anyone to view the personalized Dashboard view, or **Delete** to remove the view.

## Limitations

Each user can create up to 100 personalized views.

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