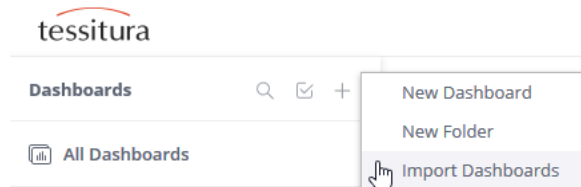


Tessitura Analytics: Import a Dashboard

Save the .dash file to a file location that you will be able to browse to from the Tessitura desktop or web application - whichever you intend to use to access Tessitura Analytics.

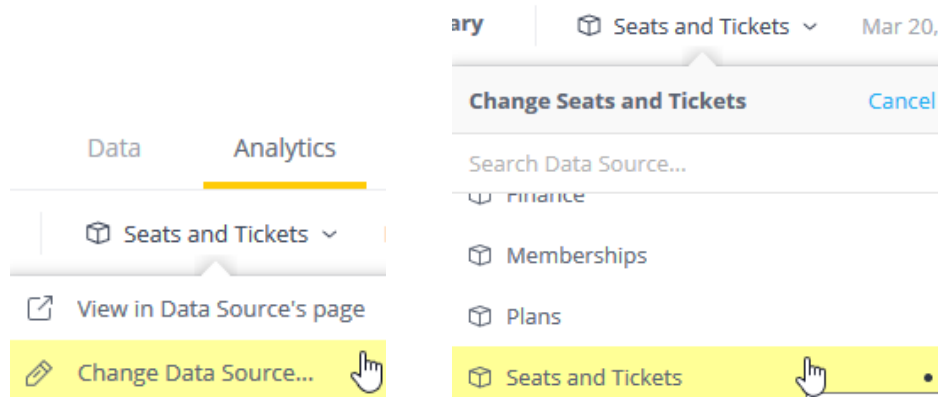
Log into Tessitura as a user with Analytics Dashboard Designer role permissions.

Click the Dashboards Options Menu ("+") and select Import Dashboards



Browse to the dashboard .dash file and select it for import. You should receive an Import Dashboard prompt that reads Dashboard Imported Successfully. Click OK.

The dashboard will attempt to load and you should get an error if the dashboard is not from someone at your own organization. That's okay. Click the data source at the top of the dashboard, and from the resulting options, select Change Data Source... then select your own version of that data source from the list.



In the case when the dashboard has multiple data sources, click on the count of different data sources, and then for each data source, click Change Data Source... and select your own version of that source from the list.

