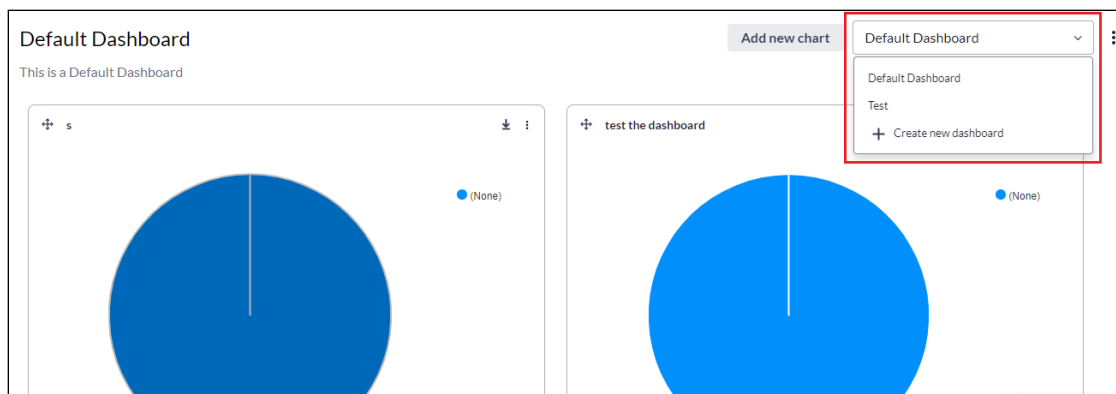# Create New Dashboards

Need to create a new dashboard? We've got a template that can help guide you through the process.

To create new dashboards:

1. Navigate to your **Dashboard** page, and then use the drop-down menu to select **Create new dashboard**.

2. Provide your preferred **Dashboard name** (required), and **Description** (optional).

NOTE: The text limit for the Dashboard name is 32 characters, and the limit for the Description is 300 characters (special characters and numbers are allowed).

3. Select the **Default dashboard** box if you wish to set this specific dashboard as your default.

4. Select a color theme if you desire a specific color theme for your dashboard, and then select **Create**.

Your new dashboard displays.

5. Select **Add new chart** (see Add Dashboard Charts) to begin adding charts to your