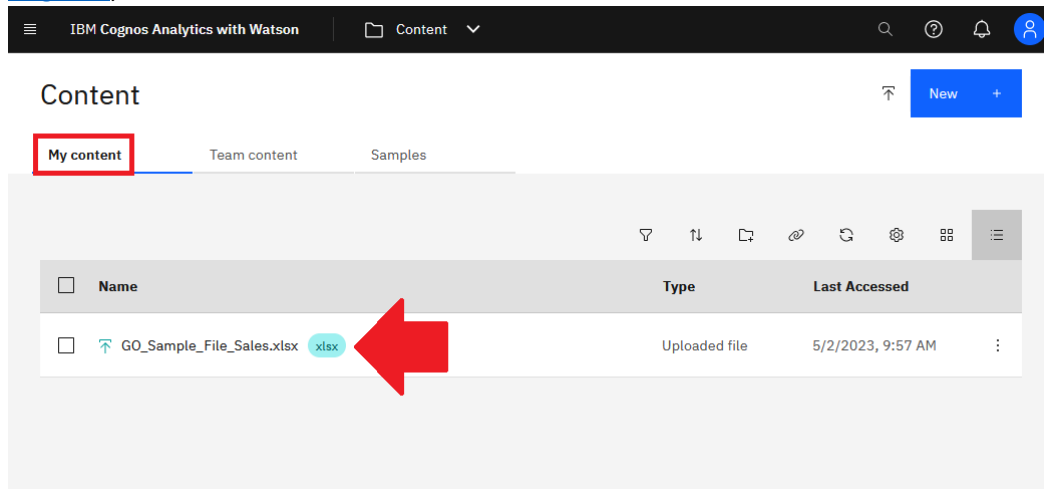


How to create a new dashboard

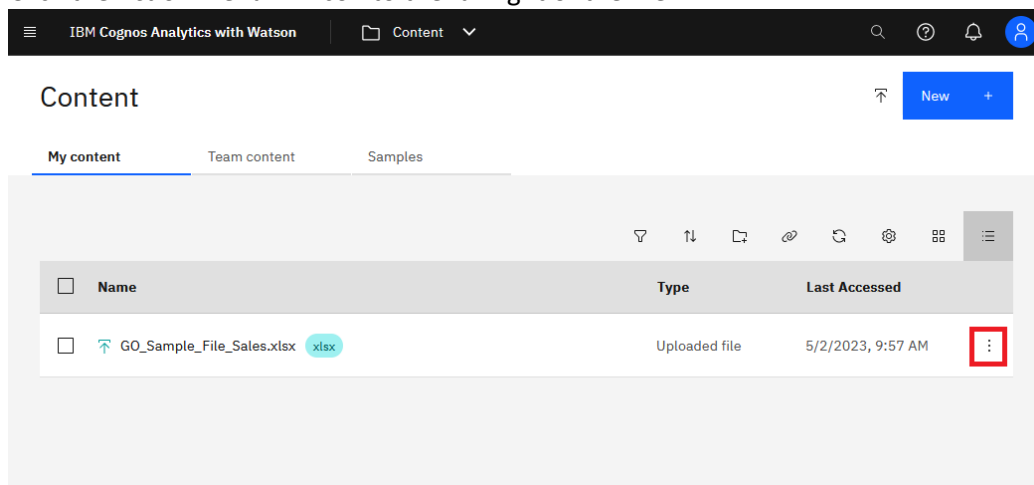
There are several ways to create a new dashboard. Here are the two most common.

From the data source

1. Navigate to the data file you previously uploaded (see [How do I upload my data files to Cognos?](#)):

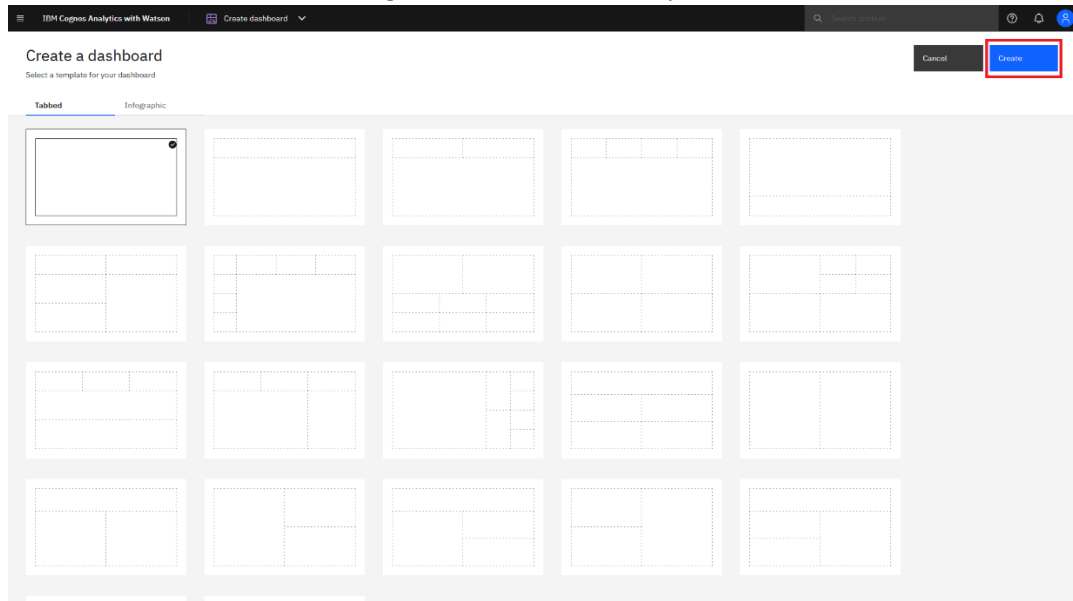


2. Click the *Action menu* icon to the far right of the file:

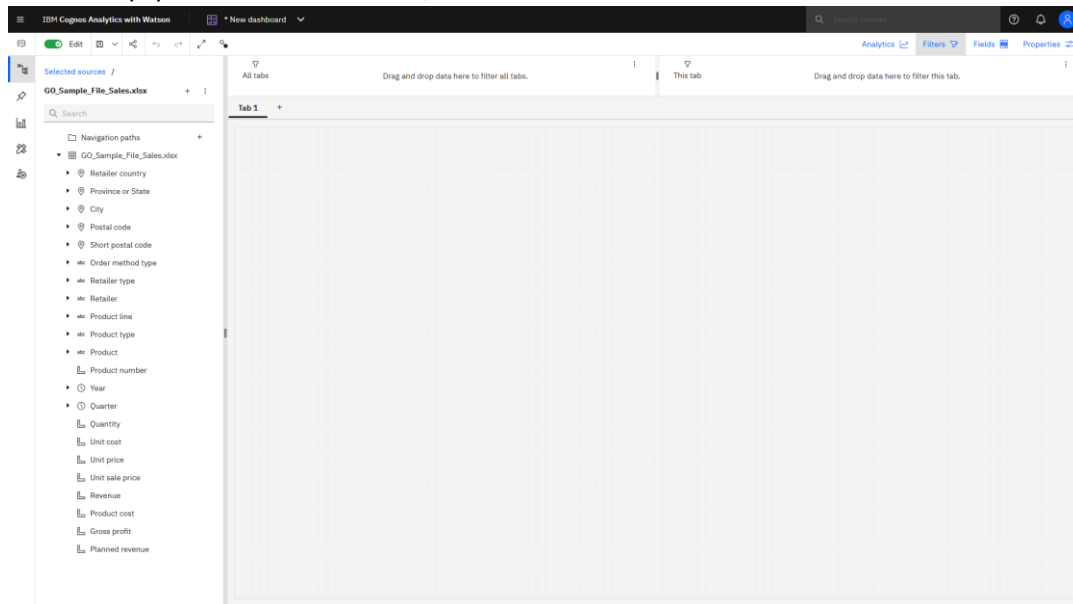


3. Select *Create dashboard* in the resulting menu.

4. In the *Create a dashboard* dialog, leave the default template selected and click *Create*:

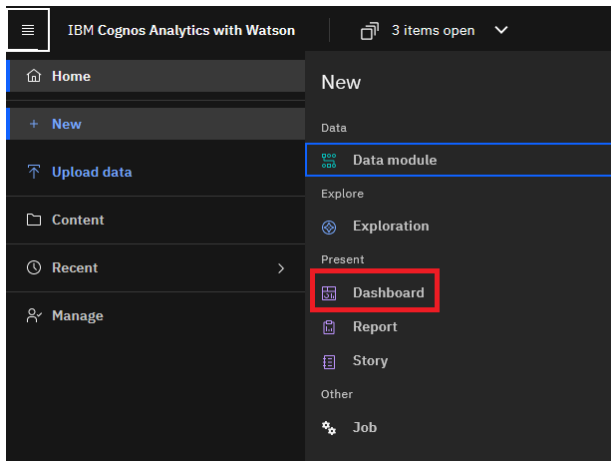


5. A new empty dashboard is created, and the data is loaded:

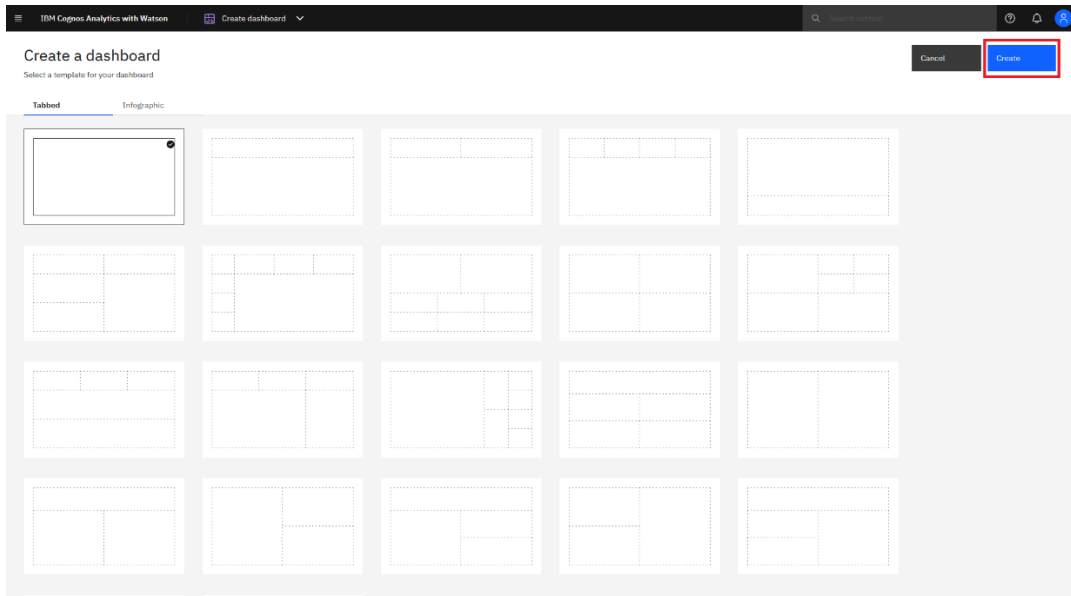


From the Open Menu

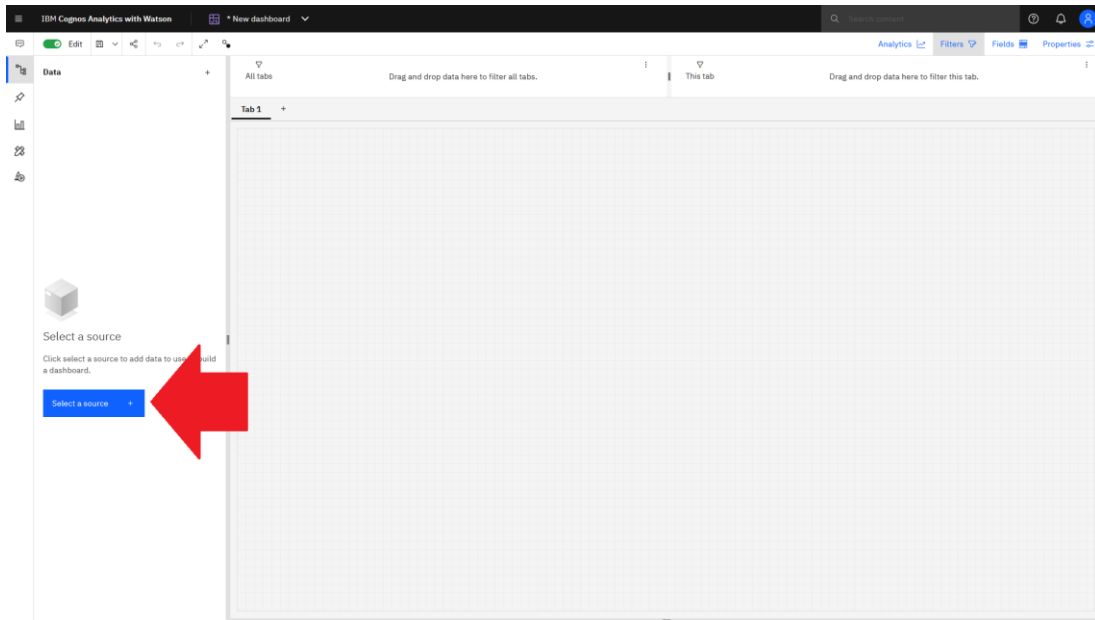
1. Click the *Open Menu* icon 
2. Click *New* 
3. Click *Dashboard*:



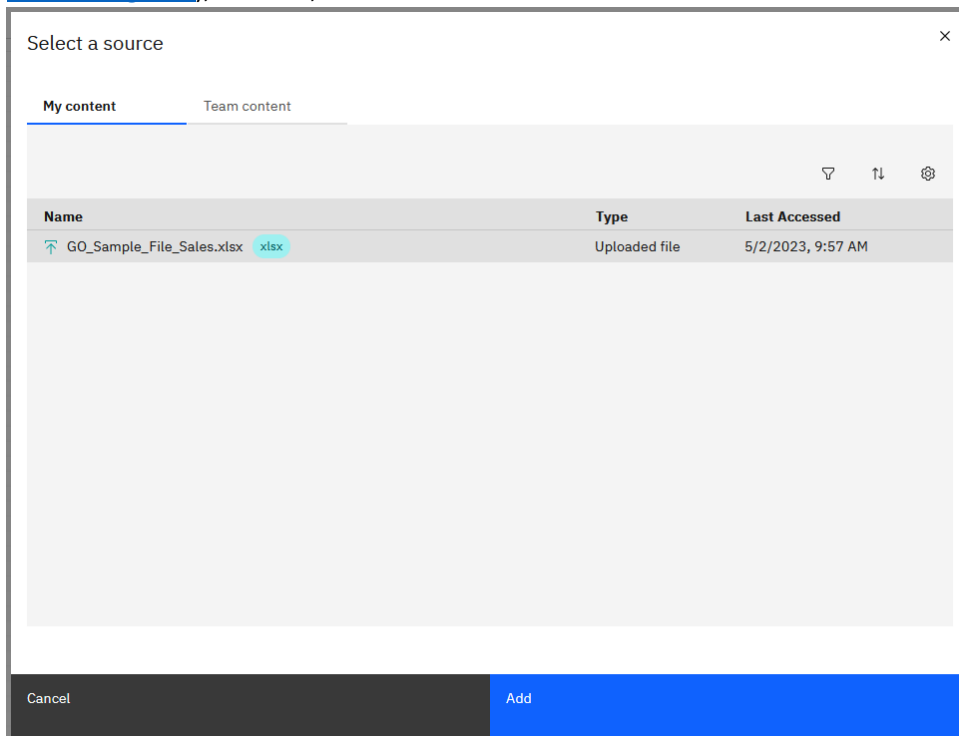
4. In the *Create a dashboard* dialog, leave the default template selected and click *Create*:



5. Click the *Select a source* button:



6. In the *Select a source* dialog, navigate to your data source (see [How do I upload my data files to Cognos?](#)), select it, and click *Add*:



7. A new empty dashboard is created, and the data is loaded:

