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Create, Clone, Edit, and Pin Dashboards in GLM

Laura Gibson - 2026-07-25 - [Dashboard](#)

Dashboards in Kilo GMS give you a customizable view of the reports and metrics that matter most to your gym. You can build a dashboard from scratch, copy an existing one, update its widgets and name, and pin the dashboards you use most for quick access. This article covers each of those tasks step by step.

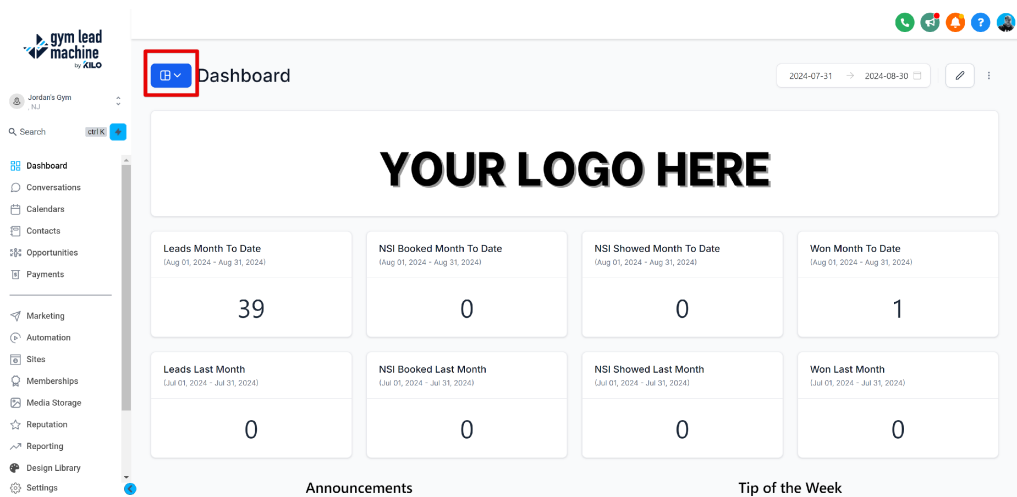
What You Can Do with Dashboards

- Create a new dashboard and set who can see it
- Clone an existing dashboard to reuse its layout and widgets
- Edit a dashboard's name and widgets (dashboard owners only)
- Pin or unpin dashboards to control what appears at the top of your list

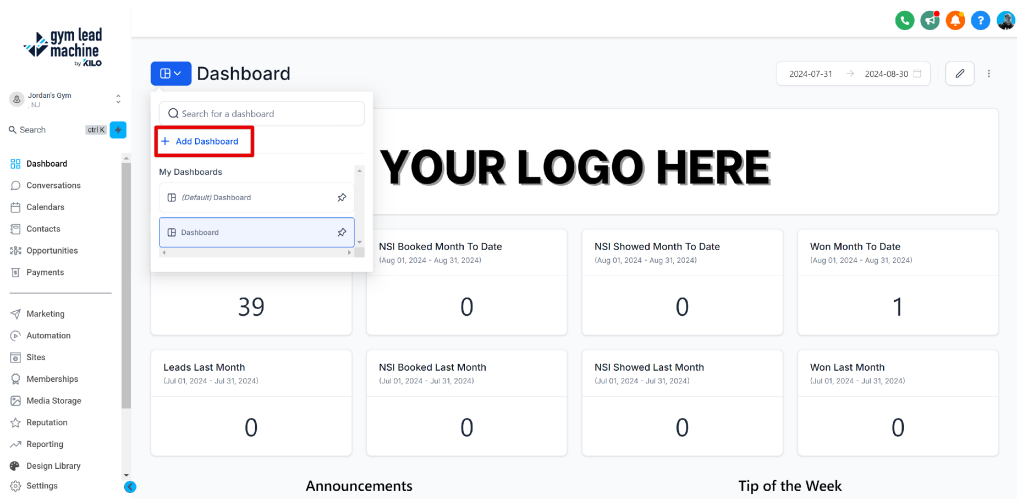
How to Create a Dashboard

Creating a dashboard lets you build a fresh reporting view and choose who can access it.

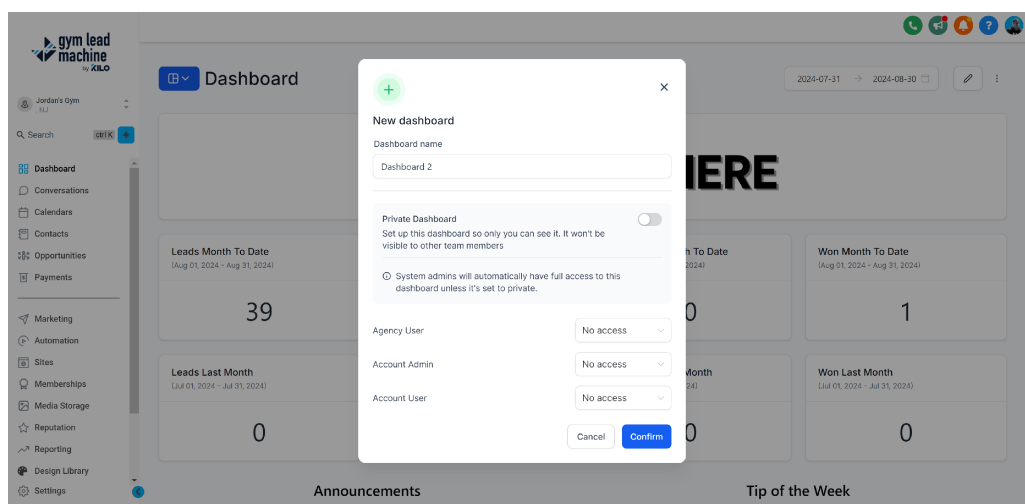
1. **Open the dashboards menu.** Click the blue dashboard navigation button on the left side of your screen.



2. **Click "Add Dashboard."** This starts a new, empty dashboard.



3. **Enter a title.** Give it a clear, descriptive name that reflects its reporting purpose.

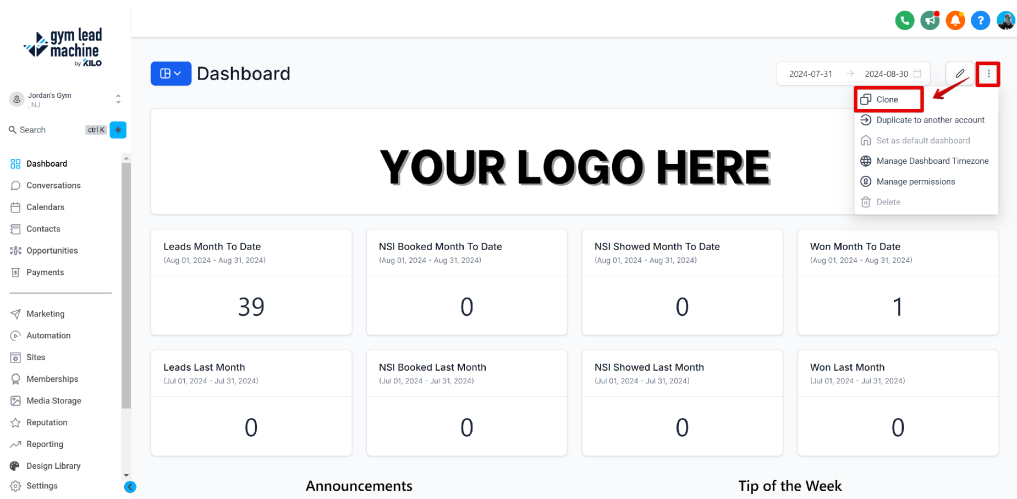


4. **Set permissions.** Keep it private for your own use, or share it with your team.
5. **Click "Confirm"** to create the dashboard.
6. **Add widgets.** Click **"Add Widget"** to start adding content, or explore the suggested widgets to build out your reporting.

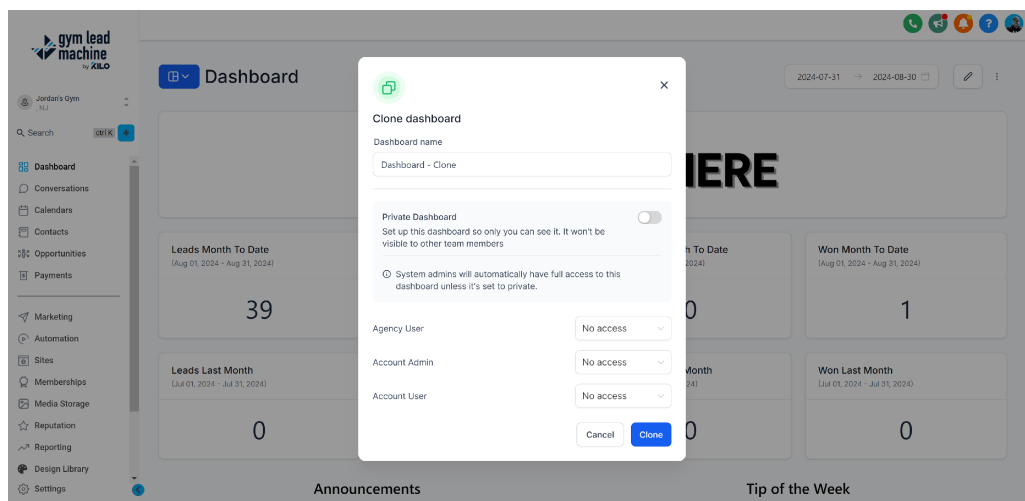
How to Clone a Dashboard

Cloning duplicates an existing dashboard so you can reuse a layout you already like instead of rebuilding it. Start from the dashboard that already has the layout and widgets you want to copy.

1. **Go to the dashboard** you want to clone.
2. **Open the options menu.** Click the three dots in the top right corner of the dashboard.
3. **Select "Clone"** from the dropdown to create a duplicate.



4. **Rename it (optional).** Give the clone a new title to tell it apart from the original. This is optional but recommended for clarity.
5. **Update permissions (optional).** Set the clone as private, share it with specific team members, or make it available to your whole team.

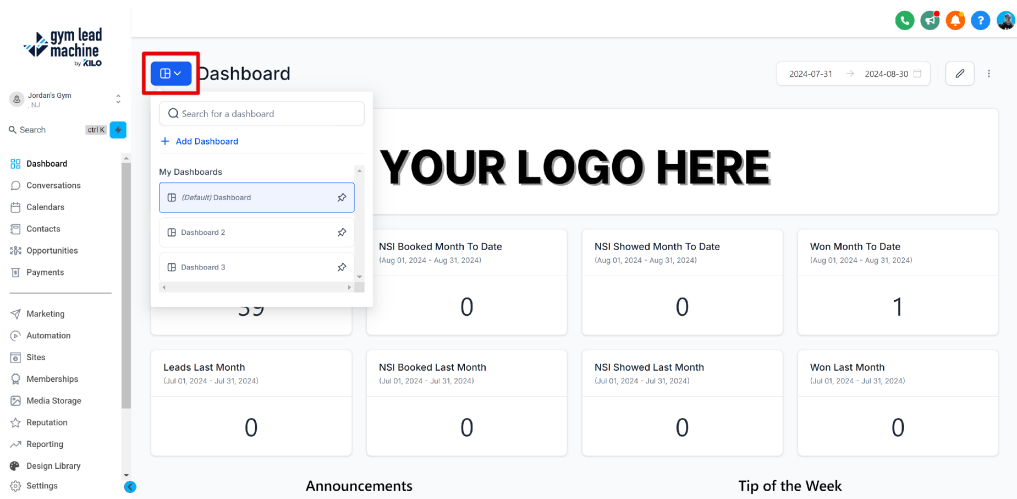


6. **Click "Confirm"** to finish cloning.

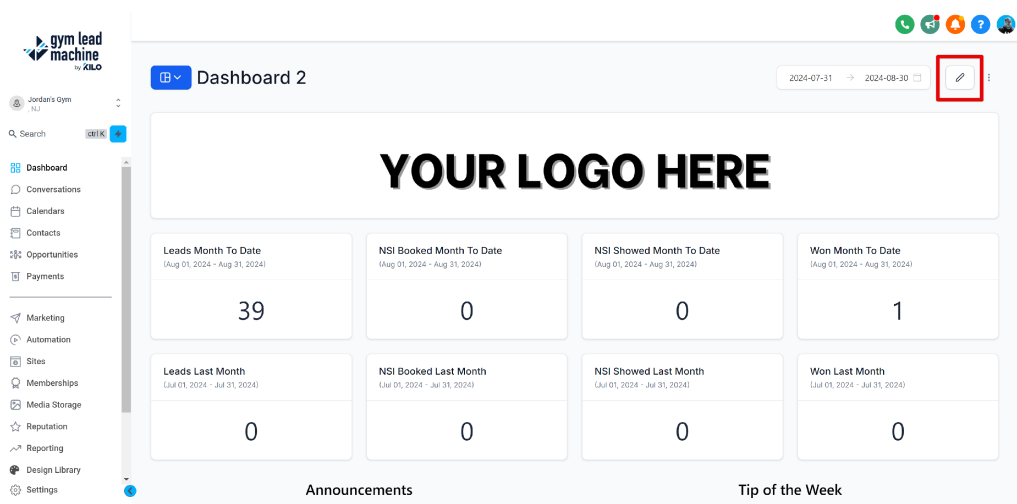
How to Edit a Dashboard

Only the dashboard owner can edit a dashboard. If you created the dashboard or it was assigned to you as owner, you can update its name and widgets at any time.

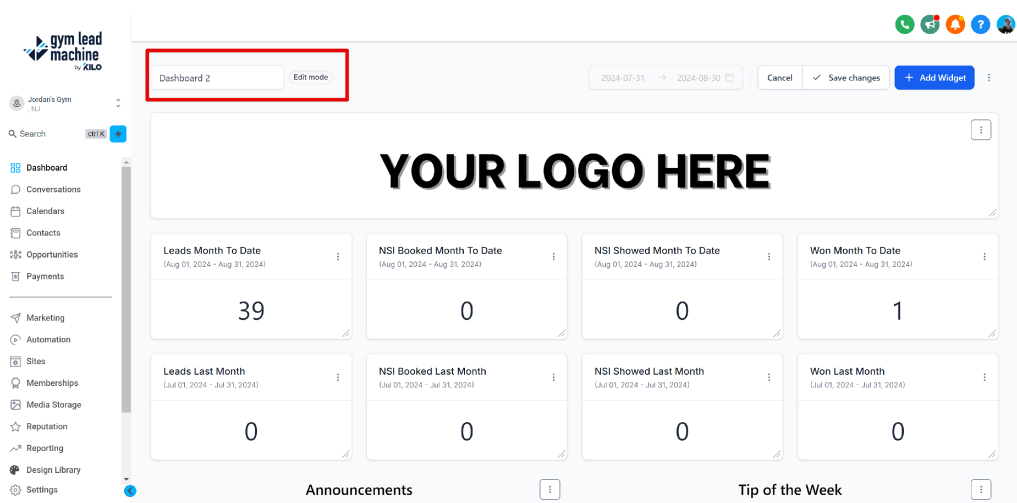
1. **Go to the dashboard** you want to edit.



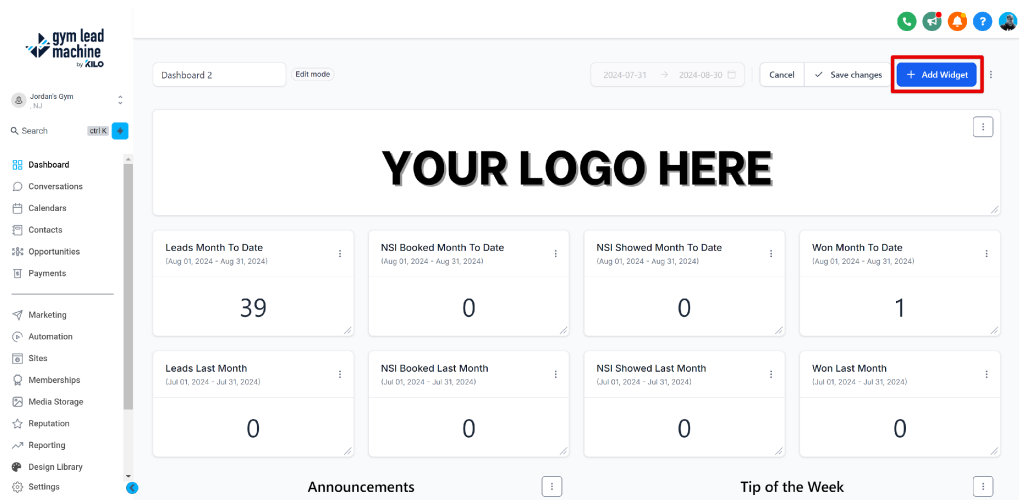
2. **Enter edit mode.** Click the pencil (edit) icon in the top right corner. This switches the dashboard into edit mode so you can make changes.



3. **Update the name (if needed)** to better reflect its current reporting purpose.



4. **Add widgets.** Click "Add Widgets" to bring in new custom widgets from the available options.

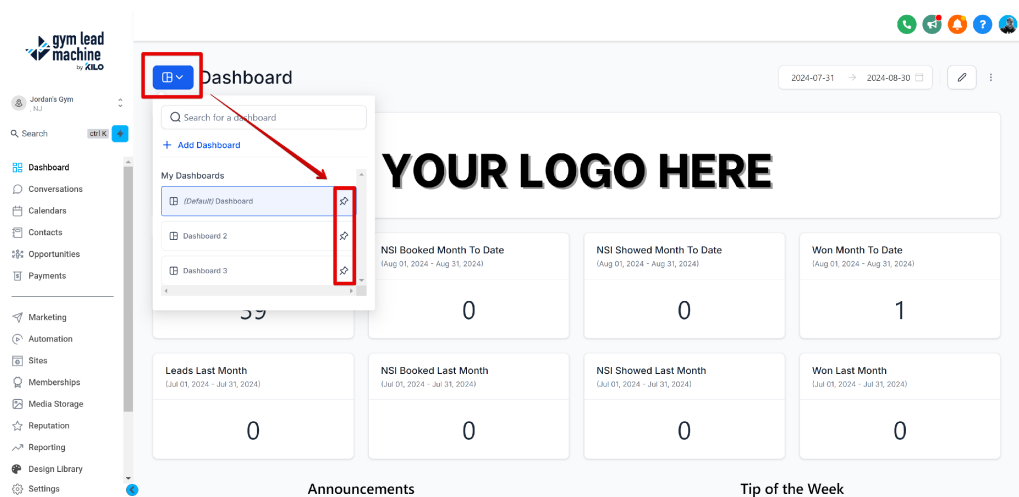


5. **Click "Save Changes"** to apply and finalize your edits.

How to Pin or Unpin a Dashboard

Pinning keeps your most-used dashboards at the top of your list for quick access.

1. **Open the dashboard navigation** button to see the list of available dashboards.
2. **Find the dashboard** you want to pin or unpin in the list.
3. **Click the pin icon** next to the dashboard name.



- If the dashboard is unpinned, clicking the icon pins it to the top of your list.
- If the dashboard is already pinned, clicking the icon unpins it and returns it to its original spot in the list.

Clone vs. Create From Scratch: Which Should You Use?

Situation	Use
You want a reporting view similar to one that already exists	Clone, then adjust the title and widgets
You need a brand-new layout with different widgets	Create a new dashboard
You want to test changes without altering the original	Clone, then edit the copy
You are setting up reporting for the first time	Create a new dashboard

Frequently Asked Questions

Why can't I edit a dashboard?

Only the dashboard owner can make edits. If you do not see the pencil (edit) icon or cannot change a dashboard, it is likely owned by someone else. Ask the owner to make the change, or clone the dashboard to create your own editable copy.

How do I make a copy of a dashboard?

Open the dashboard, click the three dots in the top right corner, and select "Clone." You can then rename the copy and set its own permissions before clicking "Confirm." Cloning is the fastest way to reuse a layout you already like.

Can I control who sees my dashboard?

Yes, you set permissions when you create or clone a dashboard. You can keep it private for your own use, share it with specific team members, or make it available to your entire team. You can adjust these permissions on a cloned dashboard as well.

How do I keep my most-used dashboards easy to find?

Pin them. Open the dashboard navigation, find the dashboard in the list, and click the pin icon next to its name. Pinned dashboards move to the top of your list, and clicking the icon again unpins them.

What is the difference between adding a widget when creating versus editing?

Both let you add content, but you add widgets while building a new dashboard and also when editing an existing one. When creating, you click "Add Widget" after confirming the dashboard. When editing, you enter edit mode with the pencil icon, click "Add Widgets," then save your changes.

Helpful Tips

- Give every dashboard a clear, purpose-driven title so your team can tell them apart at a glance.
 - Clone a trusted dashboard before experimenting, so you never risk changing the original.
 - Set permissions thoughtfully when creating or cloning, since this controls who on your team can view the reporting.
 - Pin only the few dashboards you check regularly to keep the top of your list uncluttered.
 - Remember to click "Save Changes" after editing, or your updates will not be applied.
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When This Feature Is Most Helpful

Dashboards are most useful when you want a tailored view of your gym's performance, when different team members need their own reporting setups, or when you are reviewing the same metrics regularly and want them one click away. Creating, cloning, editing, and pinning together let you build and organize reporting that fits how your gym actually works.

If you have questions about creating, cloning, editing, or pinning dashboards in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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