

## Creating A New Template

Create a new template for users to customize when setting up their own dashboards. Your user role must have the Report Template View and Report Template Manage permissions so that you can create, modify, or delete a report template.

**To create a new template:**

1. Go to **Analytics > Report Templates**.
2. Click **New**. A blank dashboard displays below the report template table.
3. Enter the general information:
  - **Name.** Enter the display name that users select in the new dashboard dialog.
  - **Description.** Enter a summary that describes the template.
4. Enter the content. You must use valid HTML and include the DTD and required dashboard parameters.
5. Click **Save**.

The template is now available from the new dashboard dialog.