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## CX Contact Help

[Import / Export a Dashboard and Panels](#)

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# Import / Export a Dashboard and Panels

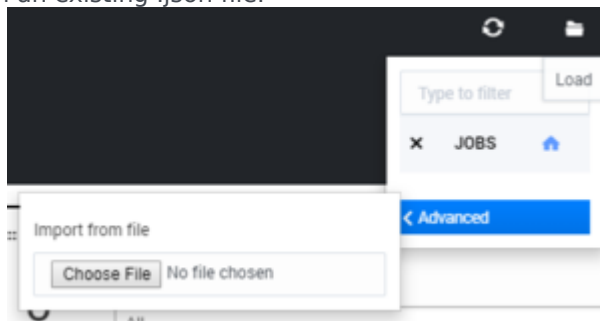
## Important

The content of this document has been moved and is no longer being updated in this location.  
For the latest content and most recent updates, see the [CX Contact Help](#) on the Genesys Multicloud site.

CX Contact Analytics dashboards can be imported/exported. The imported/exported file is a **.json** file. The dashboards can also be manually exported as a **.pdf** file and a dashboard panel can be manually exported as a **.csv** file.


## Import an Analytics Dashboard

1. Select **Analytics** and click the **Load** icon .
2. In the **Type to filter** text box type the name of the dashboard you want to load. A list of dashboards matching the name appears. Or, click **Advanced** and then click **Choose file** to import dashboard data from an existing **.json** file.

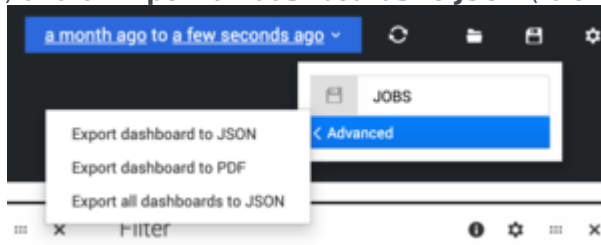


3. Select the **.json** file containing the dashboard data you would like to import. The data in the select **.json** file is uploaded as the current dashboard.

## Export an Analytics Dashboard


1. Select **Analytics**.
2. Open the dashboard whose data you would like to export to a **.json** file and click the **Save** icon .

3. Click **Advanced** and then click **Export dashboard to JSON** (that is, to export the current dashboard only) or click **Export all dashboards to JSON** (to export all dashboards from all indexes).




4. Select a location for the .json file and click **Save**.

## Manually Export a Dashboard as a PDF file

1. Select **Analytics**.
2. Open the dashboard whose data you would like to manually export to a **.pdf** file and click the **Save** icon .
3. Click **Advanced** and then click **Export dashboard to PDF**.
4. Select a location for the .pdf file and click **Save**.

## Manually Export a Dashboard Panel as a CSV file or PDF File

1. Select **Analytics**.
2. Open the dashboard whose panel you would like to manually export to a **.csv** or **.pdf** file.
3. Click the download **Export** icon .
4. Select either the **Export panel to CSV** tab or the **Export panel to PDF** tab.
5. Review the details in the window that appears and click **Download CSV** / **Download PDF**.