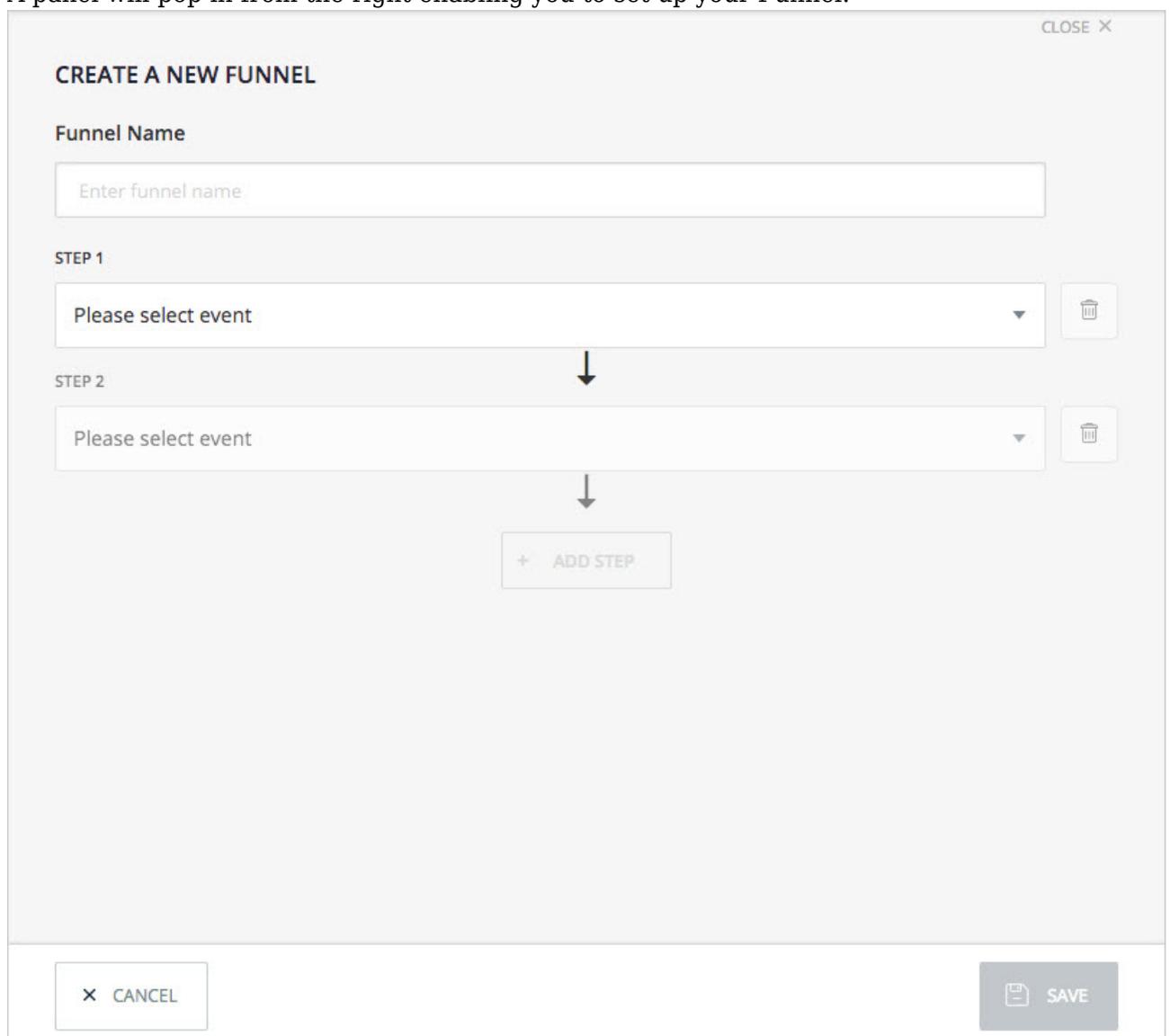


# Creating a Funnel in Insights

## Creating a Funnel

1. Sign into your Insights account at [insights.walkme.com](https://insights.walkme.com);
2. Click the Funnels tab on Insights' left sidebar;
3. Click + *NEW FUNNEL*;
4. A panel will pop in from the right enabling you to set up your Funnel:



**CREATE A NEW FUNNEL** CLOSE X

**Funnel Name**

Enter funnel name

**STEP 1**

Please select event ▼ 🗑️

↓

**STEP 2**

Please select event ▼ 🗑️

↓

+ ADD STEP

X CANCEL SAVE

5. Enter a name for your Funnel;
6. Select events to create two steps or more;
  - A Funnel must be built from at least two steps;

- You must have [Tracked Events](#) defined or Custom Events available.
7. Click *SAVE*.