

## Dashboard Item: Workspace Information

Chris Holt - 2019-03-18 - [Dashboards](#)

When new users join your workspace, it's useful to give them a quick overview of your workspace.

Adding a '**workspace information**' dashboard item allows you to display:

1. The number of members in your workspace
2. [Permissions](#)
3. Workspace URL
4. Workspace creation date
5. A link to [contact the manager](#) for that particular workspace.

### Workspace Information



-  14 members
-  Only visible to members. Memberships must be approved.
-  [https://technical.kahootz.com/connect.ti/Holts\\_ltd/grouphome](https://technical.kahootz.com/connect.ti/Holts_ltd/grouphome)
-  Active since 09 Jun 2017
-  [Contact the workspace manager](#)

**Kahootz Tip:** Read this [KB article](#) for more information on how to use our interactive dashboard builder

To add the '**Workspace Information**' item to your dashboard:

1. Open the '**Dashboard**'.
2. Click the '**Configure**' cogwheel icon in the top-right corner.
3. Click '**Add Item**' and select '**Workspace Information**' from the drop-down menu.
4. Enter a '**Name**' (the screenshot above has '**Workspace Information**' as its name)
5. Select either '**Short or Long**' as the '**Display Format**' along with the '**Background Colour**'.
6. Minimise the pop-up '**Edit Panel**' window.
7. Click '**Save**'.

Below is an example with no name provided and the '**Display Format**' set to '**Short**'.



-  15 members
-  Only visible to members. Memberships must be approved.
-  [Contact the workspace manager](#)

### Related Content

- [Dashboard Builder FAQs](#)
- [Dashboard Items List \(Full details for each Item/Feature\)](#)
- [How-To use the Dashboard Builder](#)
- [How-To Contact the Workspace Manager](#)