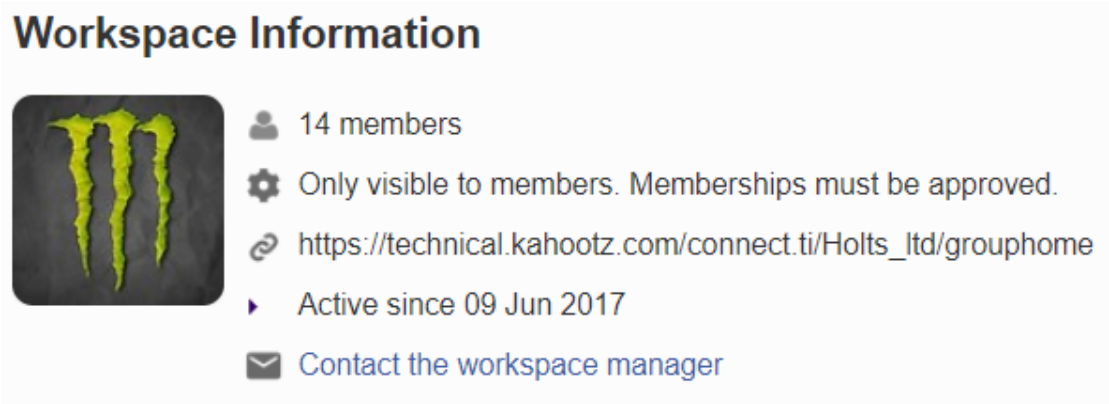
Dashboard Item: Workspace Information

Kahootz Support - 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.

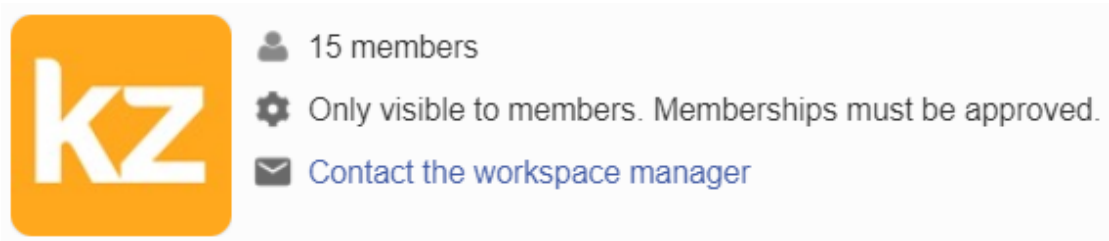


> **Kahootz Tip:** Read this KB article for more information on how to use our interactive dashboard builder

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.'**



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