

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

 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](#)