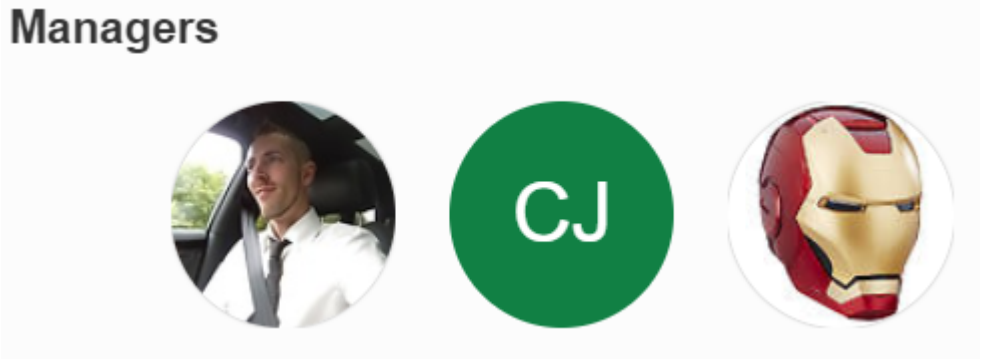
Dashboard Item: Workspace Members

Kahootz Support - 2019-04-25 - Dashboards

As the workspace manager, you should be the first port of call when your users have questions about content or permissions.

To help users quickly find your contact details, you can add a '**Workspace Members**' dashboard item.

Here's an example. Each icon can be clicked on, to see each manager's profile/contact details.



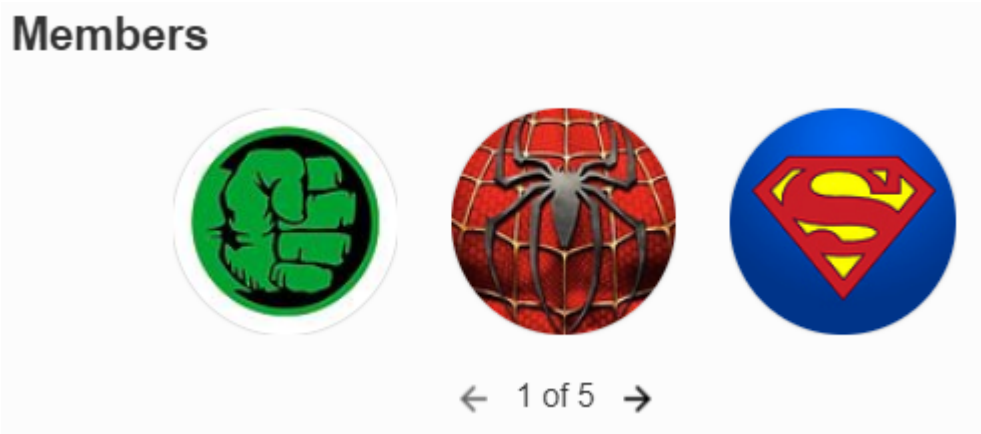
> **Kahootz Tip:** Read this KB article for more information on how to use our interactive dashboard builder.

To apply the **'Workspace Members'** item onto your dashboard, please see instructions below:

1. Open the **Dashboard**.
2. Click the '**Configure**' cogwheel icon in the top-right corner.
3. Click '**Add Item**' and select '**Workspace Members**' from the drop-down menu.
4. Enter a name (the screenshot above is named **Managers**)
5. Select either '**Managers or Members**' within the '**Show**' drop-down menu.
6. Choose to display from '**1-10**' user details per page under the '**Max Items**' drop-down menu.
7. Define the '**Background**' colour.
8. Minimise the pop-up '**Edit Panel**' window.
9. Click '**Save**.'

Displaying members

Another way to use this dashboard item is to highlight key users of your workspace:



Related Content

- Dashboard Builder FAQs
- How-To use the Dashboard Builder
- Being a manager