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Dashboard Item: Workspace Information

Software 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.

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

 $\textbf{Kahootz Tip:} \ \text{Read this } \underline{\textbf{KB article}} \ \text{for more information on how to use our interactive dashboard builder}$

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

- <u>Dashboard Builder FAQs</u>
- Dashboard Items List (Full details for each Item/Feature)
- <u>How-To use the Dashboard Builder</u>
- How-To Contact the Workspace Manager