

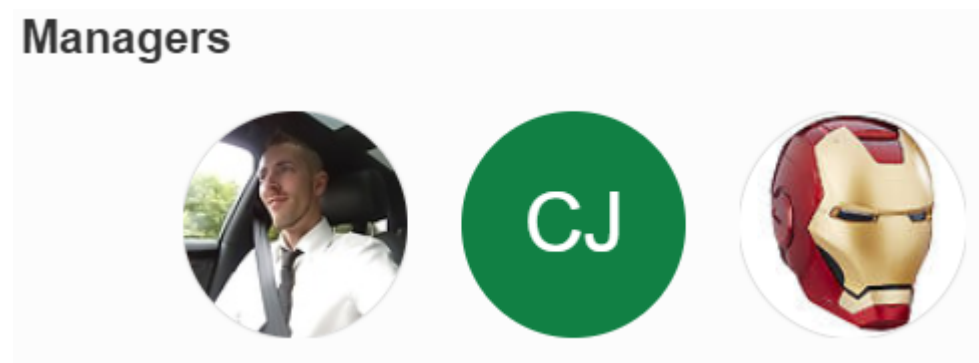
Dashboard Item: Workspace Members

Software 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.



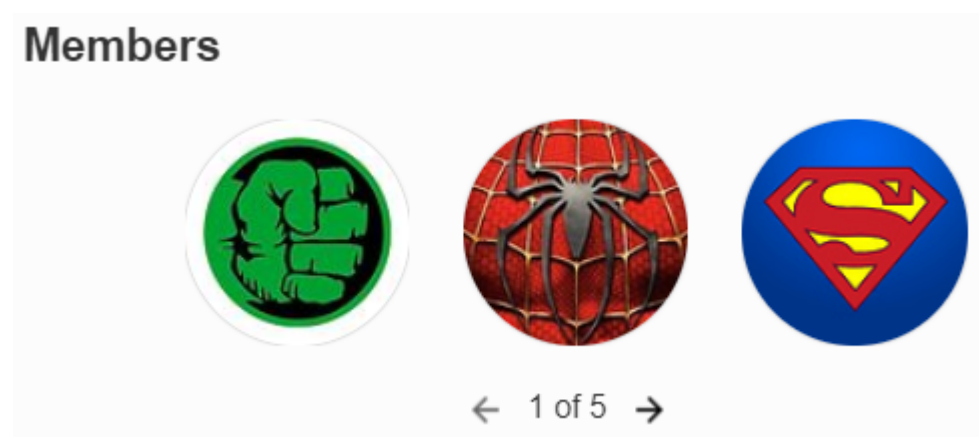
Kahootz Tip: Read this [KB article](#) for more information on how to use our interactive dashboard builder.

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](#)