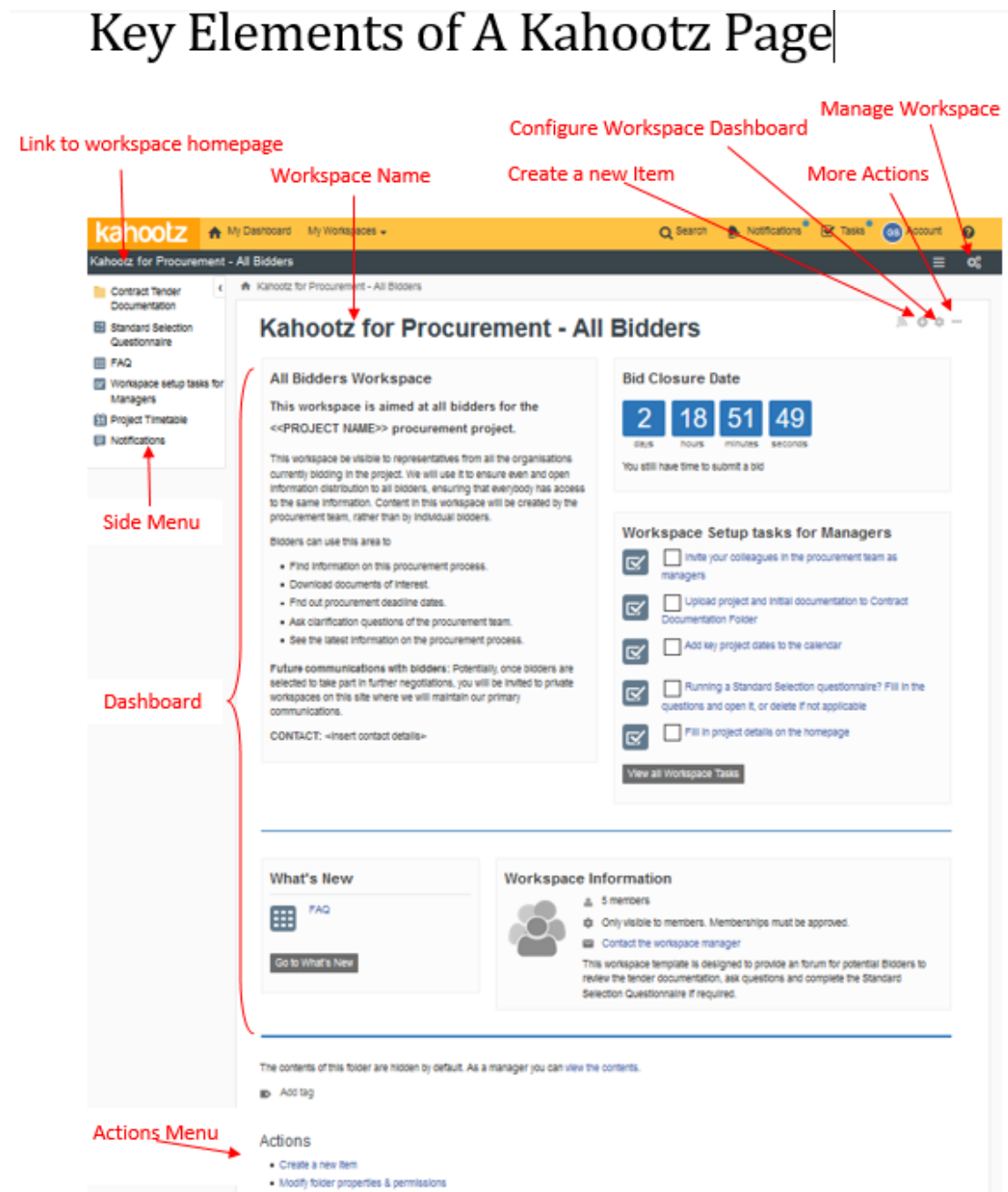


## Glossary / Terminology with Definitions used across Kahootz

Chris Holt - 2024-08-28 - [Getting Started Guides & Manuals](#)

### Key Elements of A Kahootz Page



The screenshot shows the 'Kahootz for Procurement - All Bidders' workspace. Red arrows and labels point to various UI elements:

- Link to workspace homepage:** Points to the 'Kahootz' logo in the top left navigation bar.
- Workspace Name:** Points to the title 'Kahootz for Procurement - All Bidders' in the top navigation bar.
- Create a new Item:** Points to the '+' icon in the top right corner.
- Configure Workspace Dashboard:** Points to the 'Workspace' icon in the top right corner.
- Manage Workspace:** Points to the 'Workspace' icon in the top right corner.
- More Actions:** Points to the 'More Actions' icon (three dots) in the top right corner.
- Side Menu:** Points to the left-hand navigation menu containing items like 'Contract Tender Documentation', 'Standard Selection Questionnaire', 'FAQ', 'Workspace setup tasks for Managers', 'Project Timetable', and 'Notifications'.
- Dashboard:** Points to the main content area of the workspace.
- Actions Menu:** Points to the 'Actions' section at the bottom of the page, which includes 'Create a new item' and 'Modify folder properties & permissions'.

The workspace content includes:

- All Bidders Workspace:** A section explaining the workspace's purpose for all bidders in the project.
- Bid Closure Date:** A digital clock showing 2 days, 18 hours, 51 minutes, and 49 seconds remaining.
- Workspace Setup tasks for Managers:** A list of tasks with checkboxes, including 'Invite your colleagues in the procurement team as managers', 'Upload project and initial documentation to Contract Documentation Folder', 'Add key project dates to the calendar', 'Running a Standard Selection questionnaire?', and 'Fill in project details on the homepage'.
- What's New:** A section with a 'FAQ' link and a 'Go to What's New' button.
- Workspace Information:** A section showing 5 members and instructions for workspace management.