What can be customised?

Graham Smith - 2023-03-09 - Personalise Your Kahootz

Throughout Kahootz, there are a variety of things that can be customised:

- Dashboards / Items
- Folder/Tree Structure
- Workspace Navigation
- Notifications
- Branding

Why is Customising a Good Thing?

Customising is a fantastic way of making something yours! At Kahootz we believe one size does not fit all - you will have your own project and own aims. Kahootz lets you change the way you see things within your workspace, by changing folder structure and the information on the pages.

Folder structure customisation allows you to navigate and layout what you need in your own way, so your members know where the stuff is likely to be.

In Kahootz, the permissions, notifications, page and folder customizations and dashboards allow you to make your workspace your own; engaging your users in the best way possible and getting them to use the workspace efficiently and effectively

Customising Makes Kahootz Special!

The layout and structure in Kahootz can be customised, meaning the space created is project and team specific.

- **Dashboard customisation**

Workspace managers have the ability to use the dashboard on the workspace home, which can be customised to show a variety of items/widgets such as what's new, recent items, calendars, RSS feeds, images, buttons, timers and videos etc.
This allows you to highlight relevant things for your workspace users, making it more lively, sociable and productive.
You can also create folder dashboards within your workspaces. Read more about configuring dashboards.
Users are also able to customise their own "my dashboard" area from within their account profile.

- **Folder/Tree Structure**

Rather than having a fixed layout, Kahootz allows you to create your own folders and structure in a workspace, meaning you can organise your information based on*your*project and not on*our*software.
That means each workspace should be simple to understand and navigate for your members. If you have a folder called "Delivery" containing a folder called "Meeting Minutes" it should be obvious what it contains.
The ability to name items gives them a clear purpose within your project; Naming a calendar "Internal Meetings" shows its function, opposed to being generically called "Calendar".

- **Customise the top of the page**

You can add a customised panel at the top of any item in Kahootz to add more description, providing other users with more of an insight on what it is for, where the information comes from, and how to use it.
Writing just one or two sentences means that the page becomes purposed and also promotes activity on the site.

- **Workspace Navigation**

Workspace managers can configure their side menu that’s shown on the left of the page to be more structured for that particular workspace.

- **Notifications**

When you create or modify content in Kahootz you can choose which of the workspace members should be notified about that change.
You can pick individual members, teams or all members if relevant, allowing you to target communications and involve exactly who you need.

- **Branding**

Kahootz Professional & Enterprise clients have the ability to put their own company logo in the top corner of the site.
If you wish to find out more information and the costs involved - please contact the Kahootz Sales team for more details.

EXAMPLES:

- If you have a calendar used for room bookings, a customised panel lets you put in any extra information you think might be important - who's in charge of the room, how many it can fit and what facilities are included.

- On a database, you could explain the source of the information or the procedure for adding new entries.

- If you have a 'Standard Processes' folder you could explain a procedure for adding new processes - giving your team a simple workflow!

Related Content

- Using the rich text editor
- Creative uses for your Kahootz dashboard
- How to Change Workspace Name & Short Name