

# Glossary / Terminology with Definitions used across Kahootz

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

## Key Elements of A Kahootz Page

**Link to workspace homepage**

**Workspace Name**

**Create a new Item**

**Configure Workspace Dashboard**

**Manage Workspace**

**More Actions**

**Side Menu**

**Dashboard**

**Actions Menu**

**Kahootz for Procurement - All Bidders**

**All Bidders Workspace**

This workspace is aimed at all bidders for the <<PROJECT NAME>> procurement project.

This workspace is visible to representatives from all the organisations currently bidding in the project. We will use it to ensure even and open information distribution to all bidders, ensuring that everybody has access to the same information. Content in this workspace will be created by the procurement team, rather than by individual bidders.

Bidders can use this area to

- Find information on this procurement process.
- Download documents of interest.
- Find out procurement deadline dates.
- Ask clarification questions of the procurement team.
- See the latest information on the procurement process.

Future communications with bidders: Potentially, once bidders are selected to take part in further negotiations, you will be invited to private workspaces on this site where we will maintain our primary communications.

CONTACT: -insert contact details-

**Bid Closure Date**

2 18 51 49  
days hours minutes seconds

You still have time to submit a bid

**Workspace Setup tasks for Managers**

- 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? Fill in the questions and open it, or delete if not applicable
- Fill in project details on the homepage

[View all Workspace Tasks](#)

**What's New**

FAQ

[Go to What's New](#)

**Workspace Information**

- 5 members
- Only visible to members. Memberships must be approved.
- Contact the workspace manager

This workspace template is designed to provide an forum for potential bidders to review the tender documentation, ask questions and complete the Standard Selection Questionnaire if required.

The contents of this folder are hidden by default. As a manager you can view the contents.

**Actions**

- Create a new item
- Modify folder properties & permissions