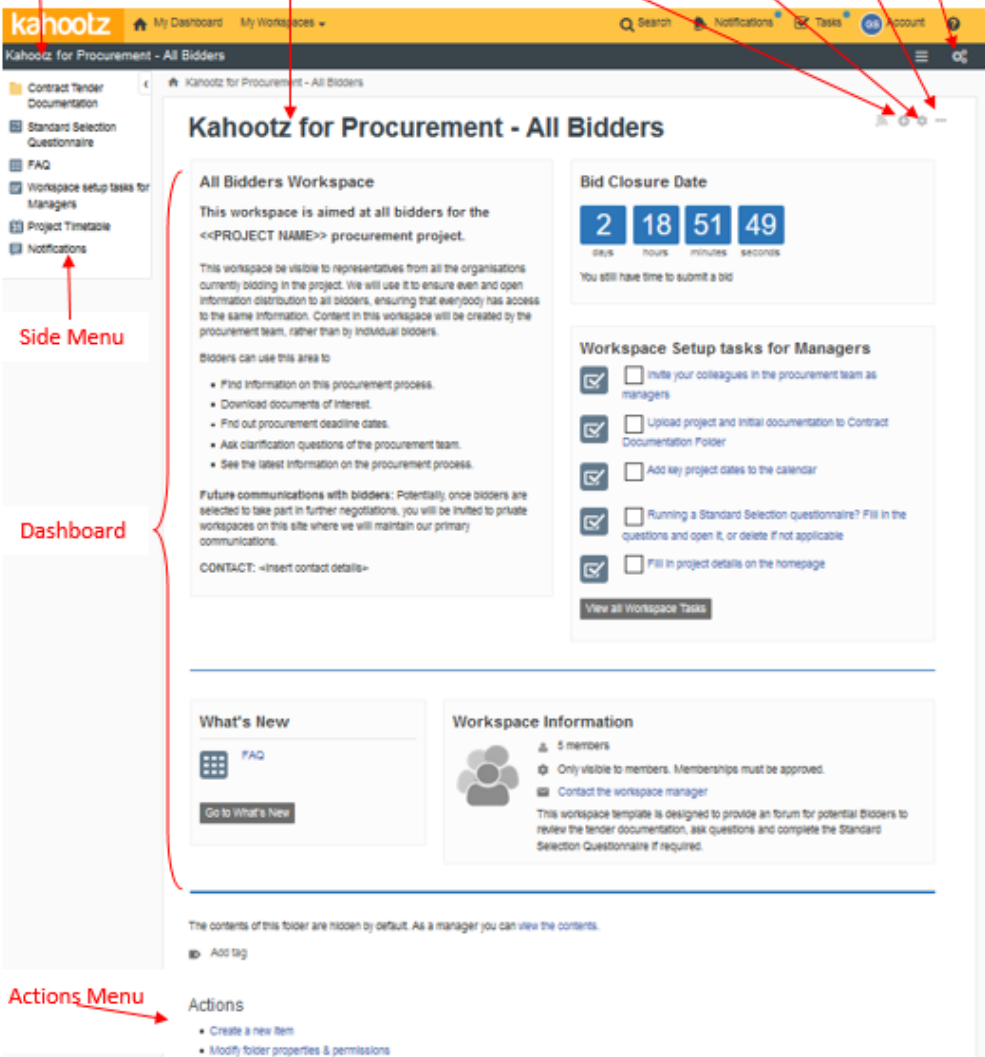


Glossary / Terminology with Definitions used across Kahootz

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Key Elements of A Kahootz Page



The screenshot shows the Kahootz interface for a workspace titled "Kahootz for Procurement - All Bidders". Red arrows point to the following elements:

- Link to workspace homepage:** Points to the "Kahootz" logo in the top navigation bar.
- Workspace Name:** Points to the title "Kahootz for Procurement - All Bidders" in the page header.
- Create a new Item:** Points to the "+" icon in the top right corner.
- Configure Workspace Dashboard:** Points to the "Workspace Setup tasks for Managers" section on the right.
- Manage Workspace:** 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, which includes the "All Bidders Workspace" description, "Bid Closure Date" timer, and "Workspace Setup tasks for Managers".
- Actions Menu:** Points to the "Actions" section at the bottom of the page, which includes "Create a new item" and "Modify folder properties & permissions".

Workspace Content Details:

- All Bidders Workspace:** This workspace is aimed at all bidders for the <<PROJECT NAME>> procurement project. It is visible to representatives from all organizations currently bidding in the project. 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.
- Bid Closure Date:** 2 days, 18 hours, 51 minutes, 49 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
- What's New:** Includes a link to the FAQ.
- Workspace Information:** Shows 5 members, visibility settings, and contact information for the workspace manager.
- Actions:**
 - Create a new item
 - Modify folder properties & permissions