

Glossary / Terminology with Definitions used across Kahootz

Software Support - 2024-08-28 - Getting Started Guides & Manuals

Key Elements of A Kahootz Page

The screenshot shows a Kahootz workspace page titled "Kahootz for Procurement - All Bidders". The page is annotated with red arrows and labels pointing 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" at the top of the workspace content area.
- Create a new Item:** Points to the "+" icon in the top right corner of the workspace header.
- Configure Workspace Dashboard:** Points to the gear icon in the top right corner of the workspace header.
- Manage Workspace:** Points to the user profile icon in the top right corner of the workspace header.
- More Actions:** Points to the three-dot menu icon in the top right corner of the workspace header.
- 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:
 - All Bidders Workspace:** A section with a description of the workspace's purpose and a list of tasks for bidders.
 - 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, such as "Invite your colleagues in the procurement team as managers" and "Upload project and initial documentation to Contract Documentation Folder".
 - 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.
- Actions Menu:** Points to the "Actions" section at the bottom of the page, which includes "Create a new item" and "Modify folder properties & permissions".