

What are workspace templates?

Software Support - 2019-07-25 - Workspaces

If you have a particular use case in mind for Kahootz, you may want to create a workspace with one of our templates, so have some related content, structure, and permissions set up straight away.

Kahootz Tip: If you cannot select "**New Workspace**" then you do not have the relevant [permissions](#). Please [contact your site owner for more information](#).

This is useful if you need a set of workspaces that work in the same way. For example, a set of regional groups all needing the same workspace structure. This will save time setting up each new workspace.

These are the standard Kahootz templates available when [creating a new workspace](#):

Workspace Templates

If you use a template, your workspace will be created with suitable content and configuration for a particular task.

Choose a Template

- Kahootz for Procurement - All Bidders**
As described in our [Using Kahootz for Procurement - Buyers](#) knowledgebase article, this workspace template creates a space for communicating with all bidders on a procurement project.
- Kahootz for Procurement - Single Bidders**
As described in our [Using Kahootz for Procurement - Buyers](#) knowledgebase article, you can use this workspace to create a set of Single Bidder areas for direct communications with individual bidders.
- Online Boardroom**
Manage your organisation your way.
- Event Management**
Organise your event your way.
- Project Management**
Run your project your way.
- None** - Create an empty workspace

Kahootz Tip: Templates don't need to be permanent. You can customise your workspace after it's been created from a template - it's just a useful starting point.

Custom templates

If you've created a workspace layout that you feel could benefit other users in your Kahootz site, it's possible to add this to the list of templates.

Here are some examples of custom Kahootz templates we have created internally:

Workspace Templates

If you use a template, your workspace will be created with suitable content and configuration for a particular task.

Choose a Template

- Attendance Records
- Whole Organisation
- None - Create an empty workspace

Kahootz Tip: In order to create custom workspace templates, an Enterprise license is required.

If you **do** have an **Enterprise license** and have a workspace you'd like to turn into a template for your site, please [contact Kahootz support](#).

Related Content

- [Adding content to your workspace](#)
- [Creating a workspace - Best practice](#)
- [Customisation of folders](#)
- [Folders \(Display & Sorting + Permissions\)](#)
- [Getting started - Creating your workspace](#)