

Kahua Quick Reference Guide

Messages

Project Lifecycle Applicability



About Messages

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Messages are used to send messages to other Kahua users within the system. All messages, both sent and received, are available in the Messages application. Messages are specific to your account and include all messages across projects and partitions. Messages can also be copied to the Communications app of a specific project to capture any official project communications.

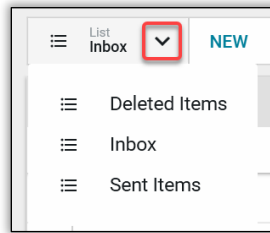
Access the Messages App

1. To access your Messages, Click **Messages** on the top header bar.



Note: You may also access your Messages from the Getting Started app in the Recent Messages section.

2. The Messages **Inbox** opens displaying all of your Messages. You can also select the drop down next to the Inbox in order to toggle through the other lists views such as Deleted Items, Inbox, and Sent Items.



3. **Select** a Message to open on the right-hand side.

From	Subject	Received	Reac
Ashley White	RFI 0001 returned for clarification on - Region 0 Dummy Owned Building - RL Above Prospectus 250k	5/8/2024 3:42 PM	5/8/
Rachel Love	RFI 0001 response received on - Region 0 Dummy Owned Building - RL Above Prospectus 250k	5/8/2024 3:16 PM	5/8/
Rachel Love	RFI 0001 submitted on - Region 0 Dummy Owned Building - RL Above Prospectus 250k	5/8/2024 3:15 PM	5/8/
Ashley White	RFI 0001 submitted on - Region 0 Dummy Owned Building - RL Above Prospectus 250k	5/8/2024 3:14 PM	5/8/
Wayne Friss	RFI 0001 (Fan and Controller Location) on DC - WASHINGTON - GSA - SAST Construction Project 5.7.24	5/8/2024 11:35 AM	5/8/
Rachel Love	An actionable task has been updated for this Action Item - ORG Update QRG Update on this Project - - Region 0 Dummy Ow...	5/2/2024 11:01 AM	5/2/
Rachel Love	A comment has been submitted for this Action Item - ORG Update on this Project - - Region 0 Dummy Owned Building - RL A...	5/2/2024 11:01 AM	5/2/
Rachel Love	Please provide your comments for this Action Item: QRG Update	4/24/2024 12:25 PM	4/2/
Rachel Love	Please provide your comments for this Action Item:	4/24/2024 12:25 PM	5/2/
Rachel Love	Daily Report - 4/22/2024 on - Region 0 Dummy Owned Building - RL Above Prospectus 250k	4/22/2024 4:19 PM	5/2/
Rachel Love	4/22/2024 Daily Report for - Region 0 Dummy Owned Building - RL Above Prospectus 250k has been returned.	4/22/2024 4:13 PM	4/2/
Rachel Love	4/22/2024 Daily Report required for - Region 0 Dummy Owned Building - RL Above Prospectus 250k	4/22/2024 4:09 PM	4/2/
Rachel Love	4/22/2024 Daily Report required for - Region 0 Dummy Owned Building - RL Above Prospectus 250k	4/22/2024 4:09 PM	4/2/
Rachel Love	RE: Communications - Conversation	4/22/2024 3:34 PM	4/2/
Rachel Love	RE: Communications - Conversation	4/22/2024 3:32 PM	4/2/
Rachel Love	Communications - Conversation	4/22/2024 3:31 PM	4/2/
Rachel Love	RE:	4/22/2024 3:24 PM	4/2/
Rachel Love		4/22/2024 3:23 PM	4/2/

DETAILS

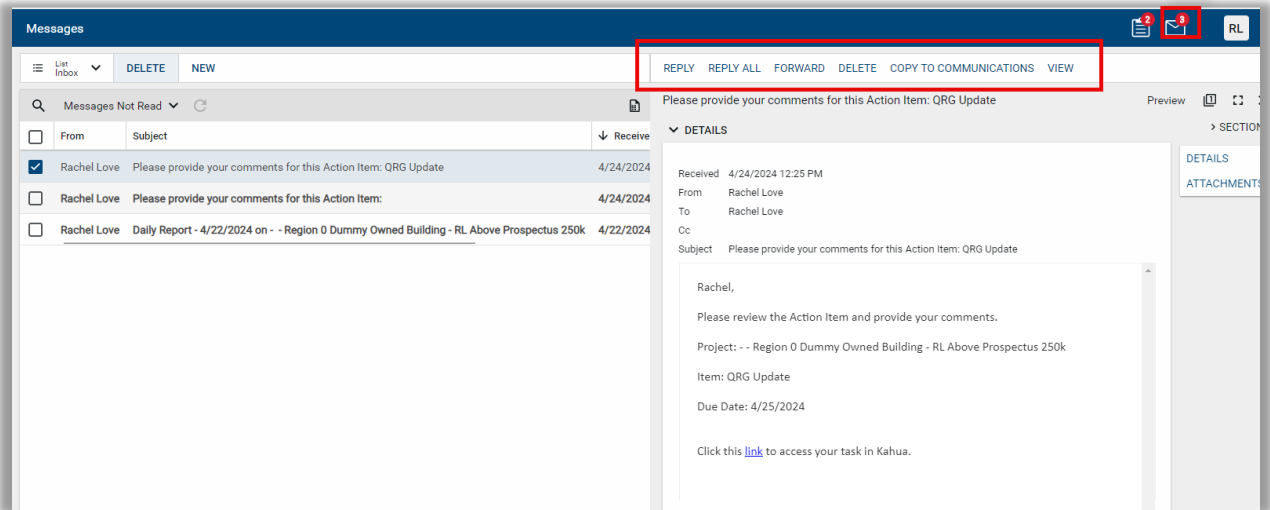
Received: 5/8/2024 3:42 PM
From: Ashley White
To: Rachel Love
Cc:
Subject: RFI 0001 returned for clarification on - Region 0 Dummy Owned Building - RL Above Prospectus 250k

Rachel,
RFI 0001 on - Region 0 Dummy Owned Building - RL Above Prospectus 250k has been returned for clarification.
Subject: "Rachel & Ashley's Test"
Question: "Looking for WF testing"
Due Date: "5/22/2024"
Reason: "Training"

ATTACHMENTS

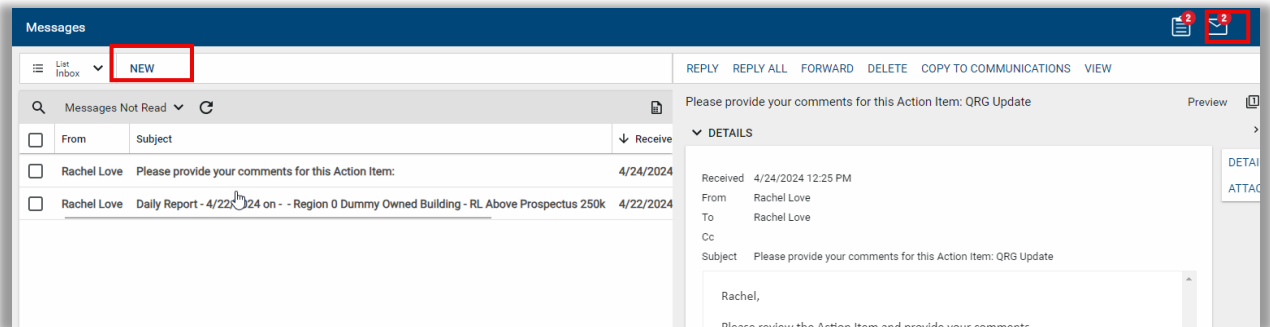
DOCUMENT	SIZE	PREVIEW STATUS	COMMENTS
RFIViewReport.0001.en.pdf	63 KB	Rendered	

From within your Message you may **Reply**, **Reply All**, **Forward**, **Delete**, **Copy to Communications**, or **View**.



Send a Message

1. From your Messages Inbox, click **New** to open a blank message document.



2. Enter the recipient(s) in the **To**, **Cc**, or **Bcc** fields. Use the drop-down list to select from your Kahua Contacts. To send a message to someone outside your contact list, type their email address and press **Enter**.

New Message * New [2] [] [X]

▼ DETAILS > SECTIONS

To ▼
Field is required.

Cc ▼

Bcc ▼

Copy to Communications

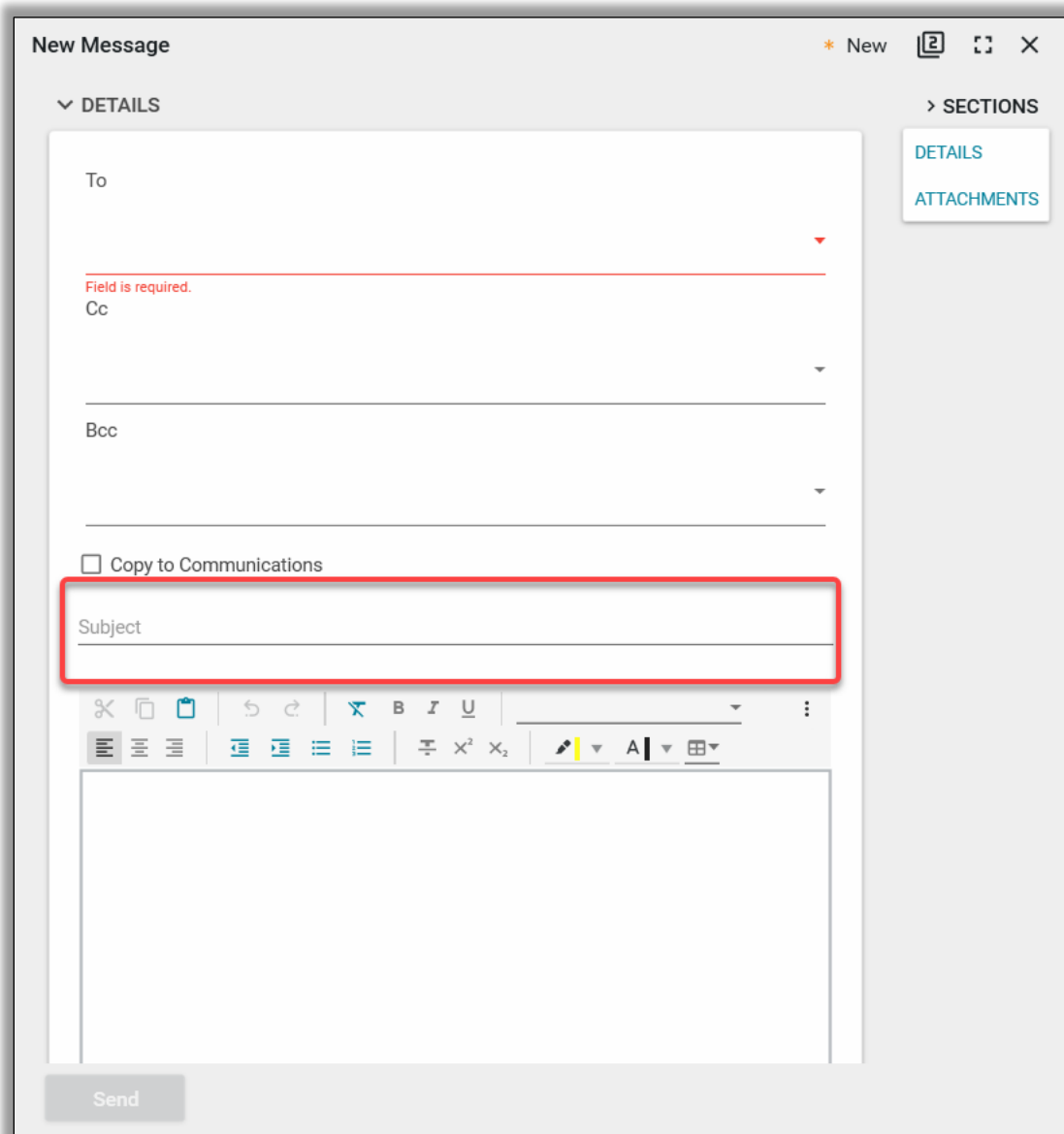
Subject

[Rich Text Editor Toolbar]

Send

DETAILS
ATTACHMENTS

3. **Subject** is very important. The recommended subject is **Project Name/Number** – followed by detail about the email’s content.



New Message * New [icon] [icon] X

▼ DETAILS > SECTIONS

To ▼

Field is required.

Cc ▼

Bcc ▼

Copy to Communications

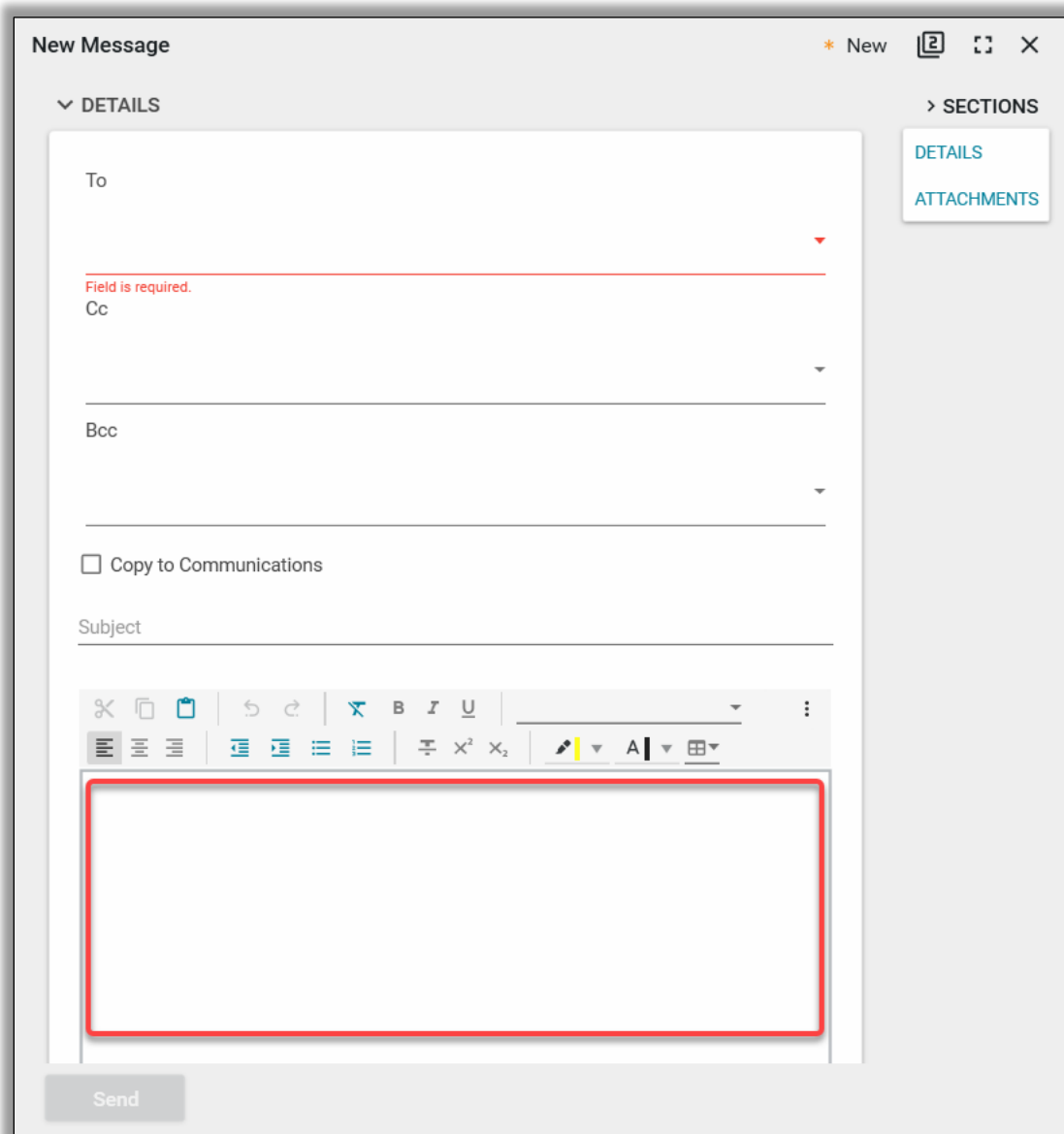
Subject

[Rich Text Editor Toolbar]

Send

DETAILS
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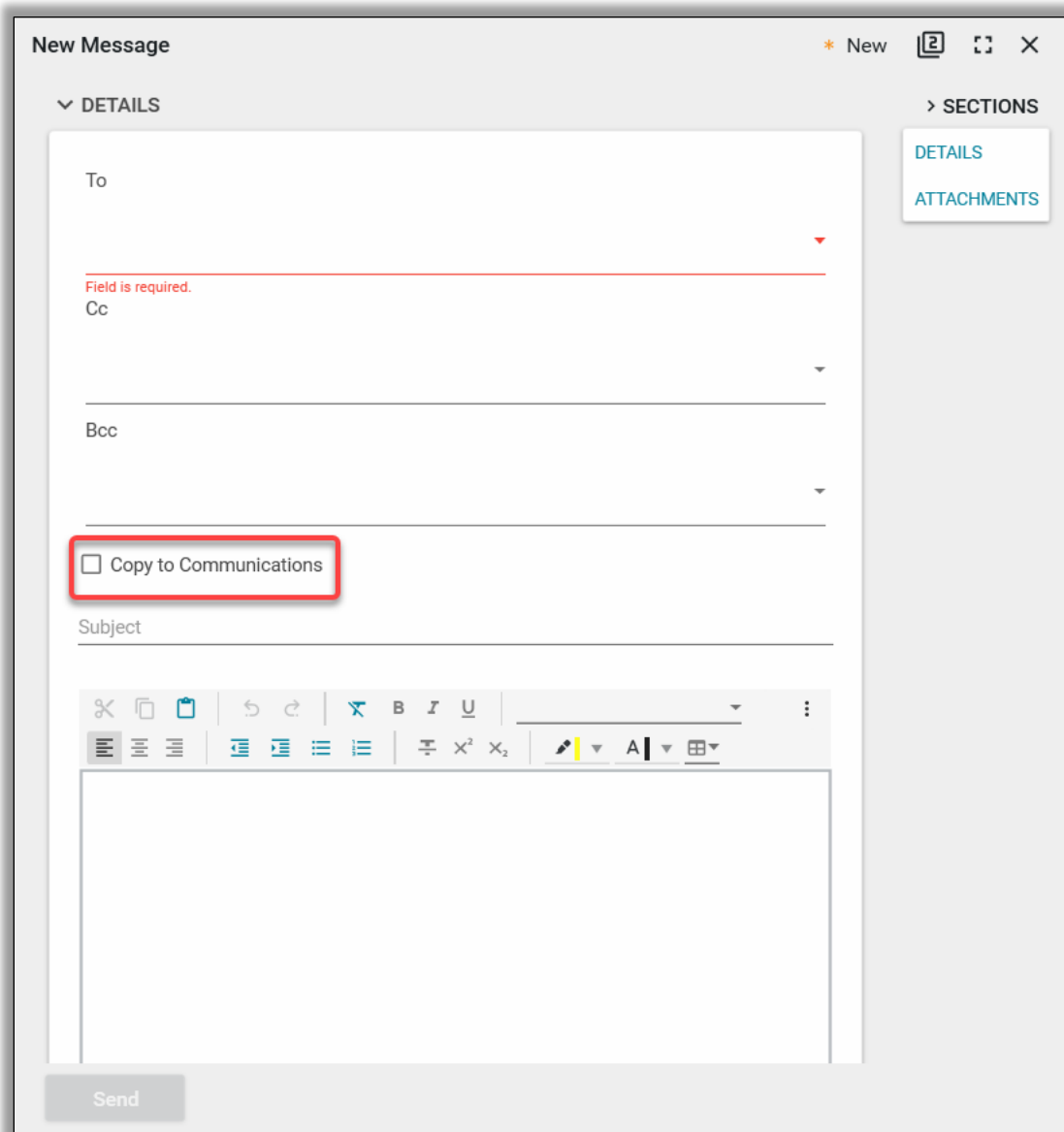
4. Type the text and body of the message.



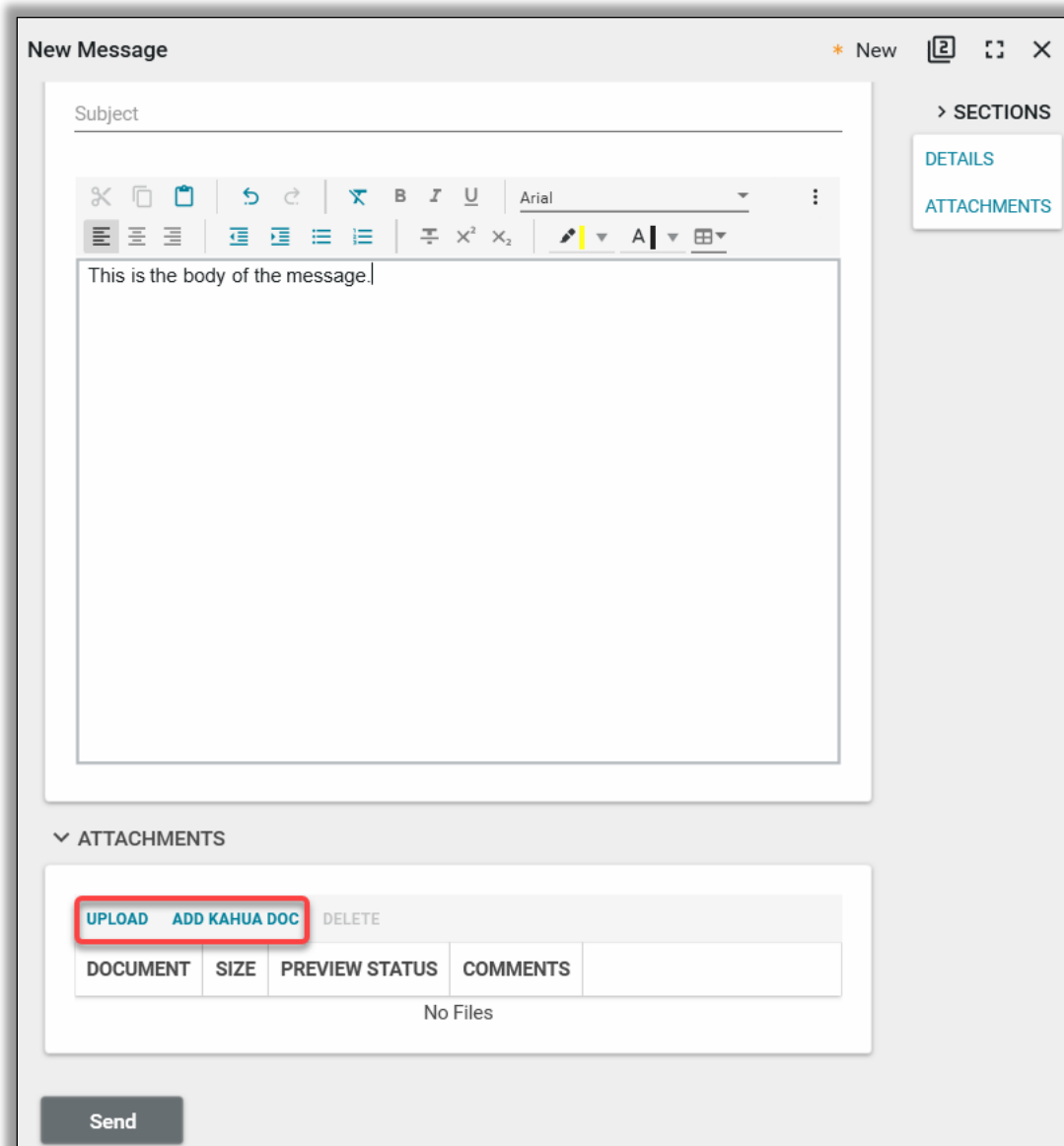
The image shows a 'New Message' window with the following elements:

- Title Bar:** 'New Message' on the left, and '* New' with window control icons (maximize, refresh, close) on the right.
- DETAILS Section:** A dropdown menu labeled 'DETAILS' is expanded to show:
 - To:** A text input field with a red error message 'Field is required.' below it.
 - Cc:** A text input field.
 - Bcc:** A text input field.
 - Copy to Communications
 - Subject:** A text input field.
- SECTIONS Section:** A dropdown menu labeled 'SECTIONS' is expanded to show:
 - [DETAILS](#)
 - [ATTACHMENTS](#)
- Rich Text Editor:** A toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and font face. Below the toolbar is a large, empty text area for the message body, which is highlighted with a red rectangular border.
- Buttons:** A 'Send' button is located at the bottom left of the window.

5. Check **Copy to Communications** to save a copy of the message to the Communications application in the currently open project.



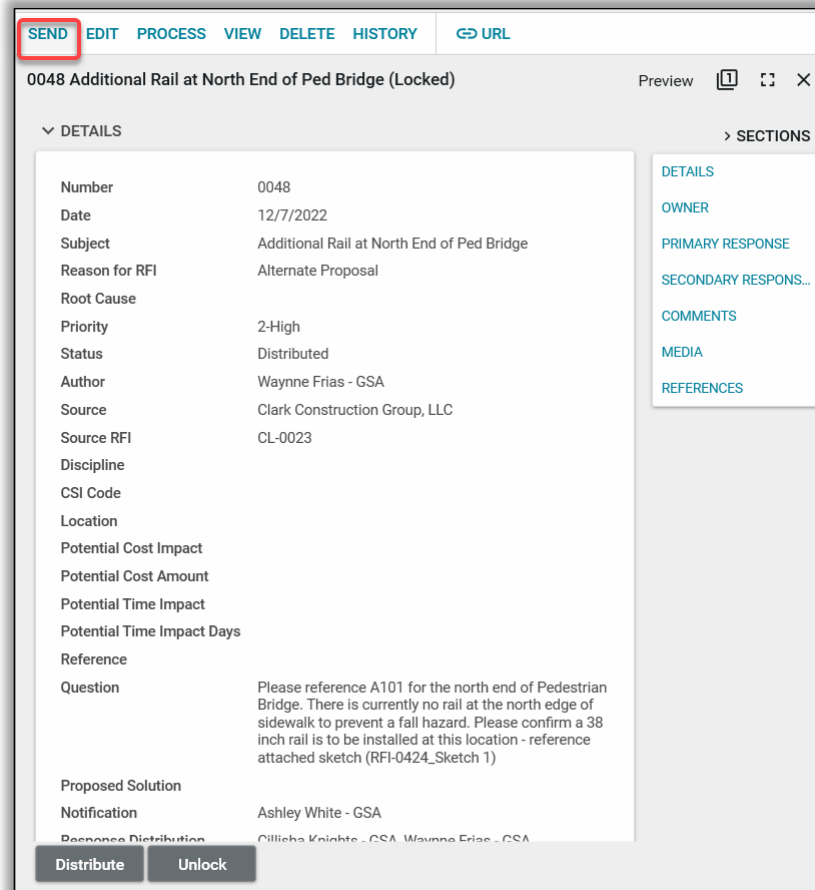
6. Upload any attachments in the **Attachments** section of the message. You may choose to upload from your computer by clicking **Upload** or clicking **Add Kahua Doc**. This allows you to attach any Kahua record as an attachment.



7. Click **Send** to send the message.

The screenshot shows a 'New Message' interface. At the top left is the title 'New Message'. To the right are window controls: a star icon labeled 'New', a maximize icon, a refresh icon, and a close icon. Below the title is a 'Subject' input field. Underneath is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and text alignment. The text area contains the placeholder text 'This is the body of the message.' To the right of the text area is a sidebar with a 'SECTIONS' header and two links: 'DETAILS' and 'ATTACHMENTS'. Below the text area is an 'ATTACHMENTS' section with a dropdown arrow. It contains a table with columns for 'DOCUMENT', 'SIZE', 'PREVIEW STATUS', and 'COMMENTS'. The table is currently empty, with the text 'No Files' centered below it. At the bottom left, there is a 'Send' button highlighted with a red rectangular border.

Note: Messages can also be sent directly from any application (Ex: RFI). There is a **Send** option on the detail actions bar in most apps that will bring up the same screen as in the Messages app.



All sent Messages will be from the inbox@kahuafn.com email address. You can send emails from your email account (Gmail, Outlook, etc.) to inbox@kahuafn.com to populate that message in the Messages app. You can also Reply All to a message, and it will be received in your Messages inbox. The message can also be subsequently copied into the Communications app of a project.

Resources

For additional help with Kahua applications, you can access the instructor-led training calendar, self-paced videos, and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

Related QRGs

[Intro and Navigation](#)