

Kahua Quick Reference Guide

Index Apps

Project Lifecycle Applicability



About the Index Apps

Kahua’s Index apps are applications that are used to store data integrated from other sources for use throughout the Kahua platform. Index data is not project-specific so the information you see in each Index app will be the same from any partition or project. Integrations run nightly, and data that fits specified criteria for each application will be updated in the Index apps.

[Integration Sources](#)

[View Index Records](#)

[Assign Index App Records in Project Details](#)

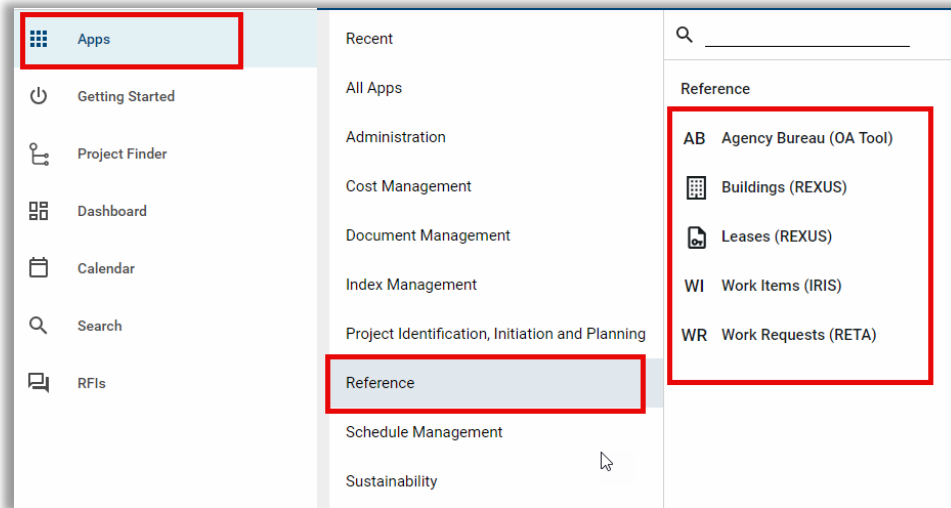
[Receiving Apps](#)

Integration Sources

Kahua Index App	Source System(s)
Agency Bureau	OA Tool and FMIS
Buildings	REXUS
Leases	REXUS
Occupancy Agreements	OA Tool
Work Items	IRIS
Work Requests	RETA

View Index Records

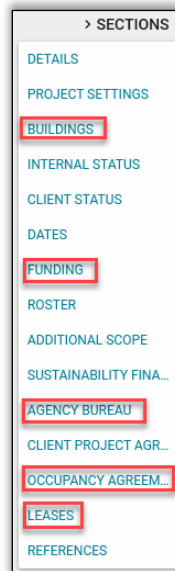
1. Open the Apps Launcher in the launch bar and select the **Reference** list.
2. Under the **Reference** section, click the title of an app to open it.



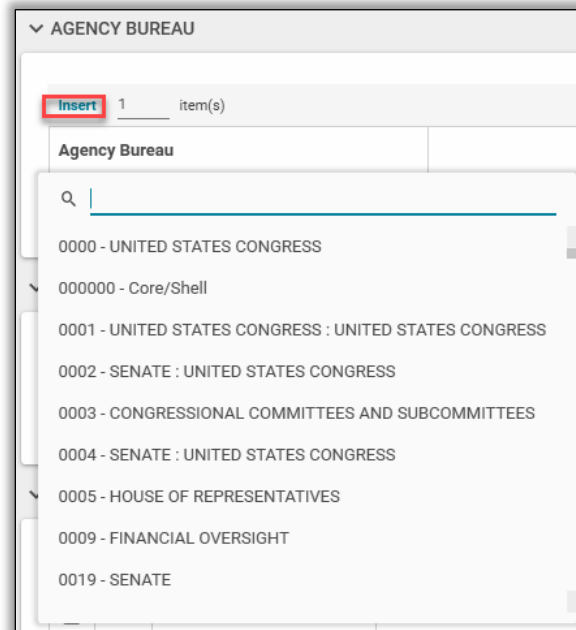
3. The log view, which displays all records for the app selected, will open.
4. Open a record to see additional information.

Assign Index App Records in Project Details

When creating or editing a project, the Index records are assigned to the project in the Project Details. Each Index app coincides with a section of the Project Details.



1. Open the **Project Details** to **Edit** mode.
2. Navigate to the applicable **Section**.
3. **Insert** a row and select from the available Index app records.



4. Add additional records, if necessary.
5. **Save** the Project Details.

Receiving Apps

Once the Index app records are assigned in the Project Details, they will pre-populate or be available for selection in the corresponding fields in the receiving applications.

Resource App	Receiving App(s)
Agency Bureau	Charter and PMP (Customer field), Milestones, Projects (one partition up)
Buildings	Charter and PMP, Sustainability, Projects (one partition up)
Leases	Projects (one partition up)
Occupancy Agreements	Client Project Agreement, Projects (one partition up)
Work Items	Estimates and Funding, Expenses, Projects (one partition up)
Work Requests	Estimates and Funding, Expenses, Projects (one partition up)

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

[Editing a Project](#)

[Log Views](#)

Apps that pull data from Index app records:

[Charter](#)

[Client Project Agreement](#)

[IRIS, RETA, Manual Estimates/Budget](#)

[PMP](#)

[Sustainability](#)