



Kahua Release Notes

SA Kahua Version 2024.3

13.2024

The GSA Kahua Version 2024.3 goes into Production on **July 13, 2024**. Below you will find summaries of the enhancements that go into effect with this release.

Enhancements:

User Interface

- Added new home page
- Project and application navigation enhancements
- Messages: adding the ability to mark messages read or unread
- Added ability to select items from the Media Manager application in the Media section of records
- Modernized the Project Tasks app
- Added quick filters to more apps
- SSO authentication updates

Design Review Application

- Updates to Design Review Sets
- Updates to Design Review Comments
- Added ability to allow Review Manager(s) to add additional Reviewers to an active Design Reviews
- Added Groups Permission Filter for Comments Display

File Manager Application

- Added notification option for "Files Moved" event when moving files from one folder to another

Field Observations Application

- Improved Notifications on Submit, Complete

Administration


- Added "Created by Current User" permission filter
- Automated Account Removal - "Last Active" Timestamp Logic Update

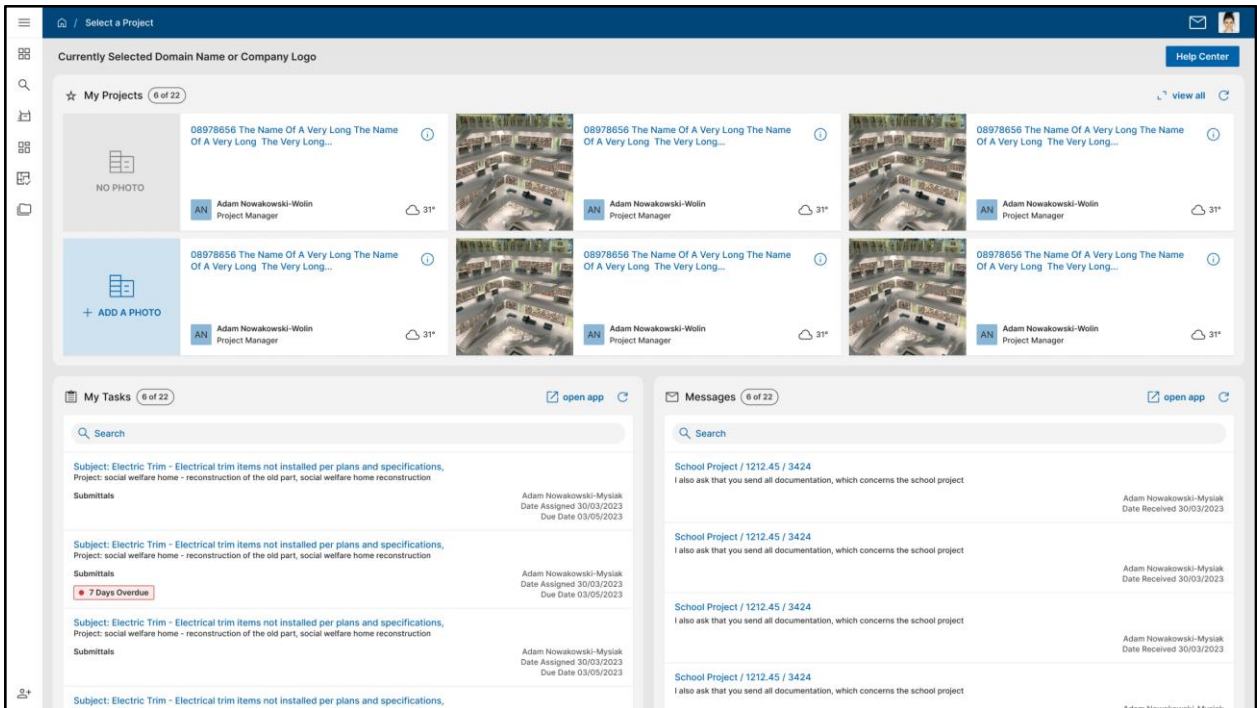
User Interface

Added new home page

You can quickly access your projects, tasks and messages on the new home page.

- Projects you have bookmarked with a star, show the project name, project photo, project manager and weather. You can open and edit your project from this page.
- Tasks can be managed from the home page. Overdue and near due dates are flagged indicating action is needed. You can search for tasks from this page.
- Messages are shown on the home page with indicators for unread and new communications. You can search for messages from this page.

A Help Center button is included on the home page that links you to GSA's PMIS training and support site on gsa.gov. You can return to the home page at any time, by clicking on the home icon  in the upper left hand corner of your screen.

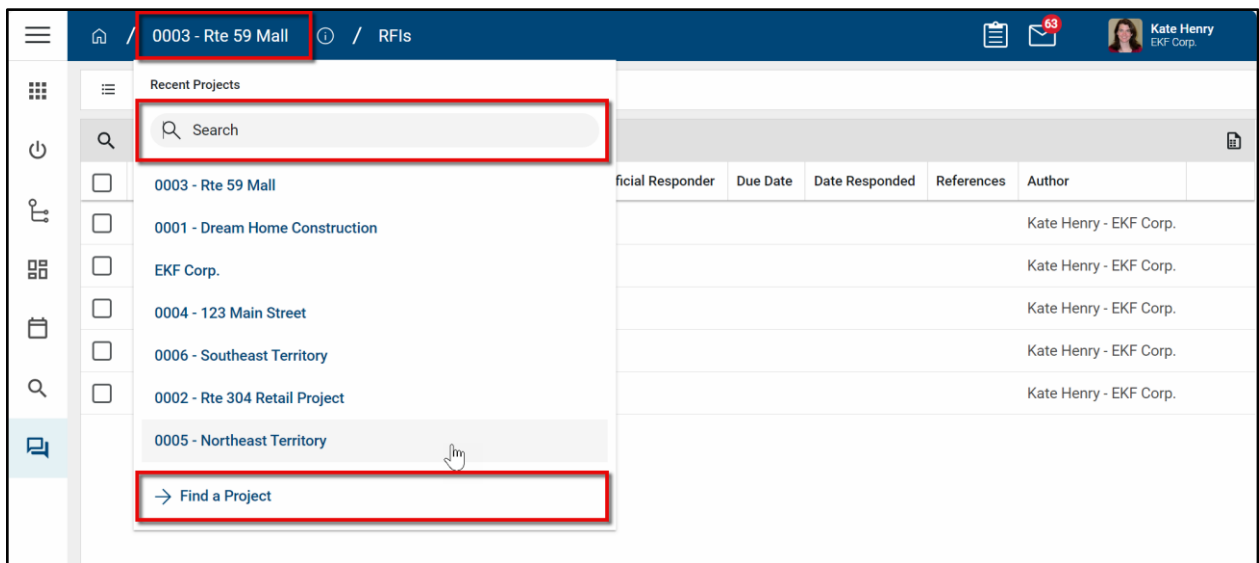


Project and application navigation enhancements

You can easily switch between both projects and applications. In the header, click on the project name to switch to another project while staying in the same application, or click on the application name to switch to another application while staying in the same project.

To change projects:

On the header, click on the name of the current project or partition that you are in. A list of up to twenty of your most recently accessed projects will appear. Select a project or partition from the list to open it. To search the recent projects list, enter a portion of the project name (or also project number if you have My Settings > Show Project Number setting enabled) in the search bar. To search for a project or partition not on the list, select Find a Project to open the Project Finder app. Alternatively, you can still access the Project Finder app from the launch bar or Apps menu at any time and use it to navigate to another project or partition.



To change applications:

On the header, click on the name of the current application that you are in. A list of up to twenty of your most recently accessed apps will appear. Select an app from the list to open it. To search the recent apps list, enter a portion of the app name in the search bar. To search for an app not on the list, select Browse All Apps to open the list of all applications.




The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, a breadcrumb trail showing 'Rte 59 Mall' and 'RFIs', and a user profile for 'Kate Henry - EKF Corp.' with a notification badge showing '63'. Below the navigation bar, there is a sidebar with various icons. The main content area is divided into two sections. On the left, there is a table with columns 'Number' and 'Subject'. The table contains the following data:

Number	Subject
0006	Landscaping
0005	Drain pipe ty
0003	Water fount
0002	Cafeteria wi
0001	Question ab

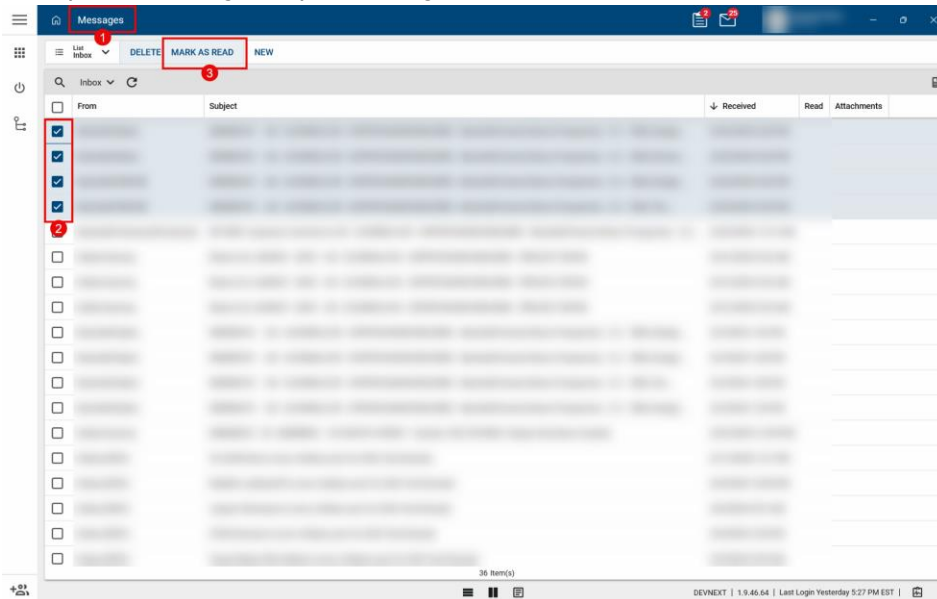
On the right, there is a 'Recent Apps' dropdown menu. The menu is open, showing a search bar and a list of application categories. The categories are: RFIs, Projects, File Manager, Getting Started, Project Tasks, Daily Reports, Media Manager, Bid Management, Configuration, and Search. A 'Browse All Apps' link is highlighted at the bottom of the menu. Below the menu, there is a table with columns 'Date', 'Date Responded', 'References', and 'Author'. The table contains the following data:

Date	Date Responded	References	Author
			Kate Henry - EKF Corp.
			Kate Henry - EKF Corp.
			Kate Henry - EKF Corp.
			Kate Henry - EKF Corp.
			Kate Henry - EKF Corp.

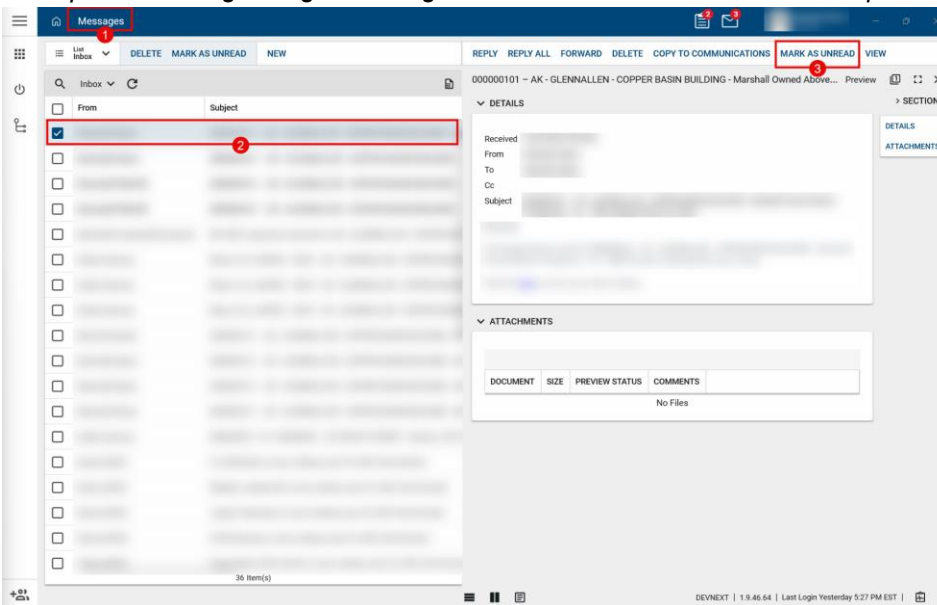
Messages: adding the ability to mark messages read or unread

When reviewing messages in the Messages app, you now have the ability to mark them as Read or Unread, from both the list view and detail panel. To see your changes in the list view, you can wait several seconds for the auto-refresh or click the Refresh icon  to see them immediately.

Example of marking multiple Message records as "Read" in the list view:



Example of marking a single Message record as "Unread" from the detail panel:



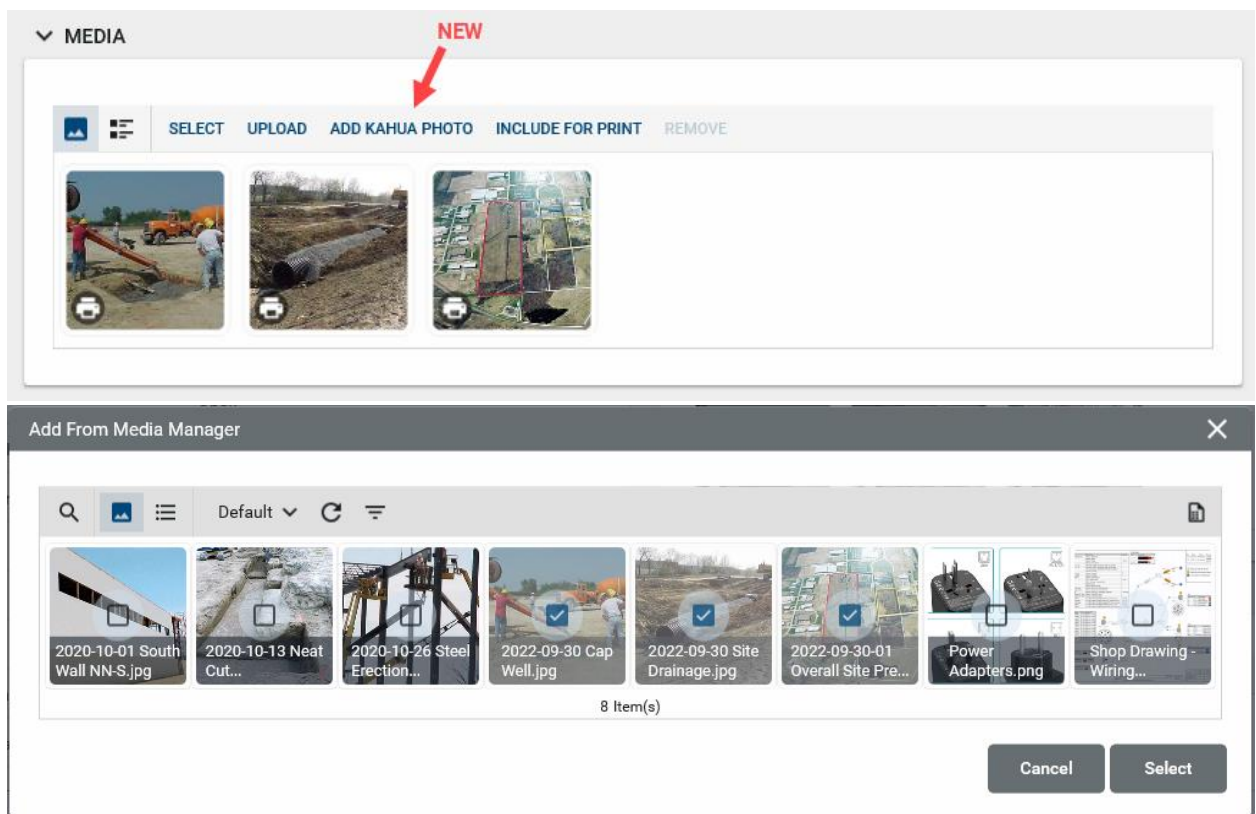
Added ability to select items from the Media Manager application in the Media section of records

For those apps that have a Media section (e.g., RFIs, Daily Reports, etc.), there's now an option to reference photos that already exist in the Media Manager.

In addition to the Upload action, which enables photos to be uploaded from your local device, the new Add Kahua Photo action allows you to select files that already exist in the Media Manager.

The same photo can be referenced by more than one document, including documents in different applications. For example, the same photo can be referenced in two different RFIs, or an RFI and a Daily Report. If a photo reference is removed from a document, the photo itself remains available in the Media Manager.

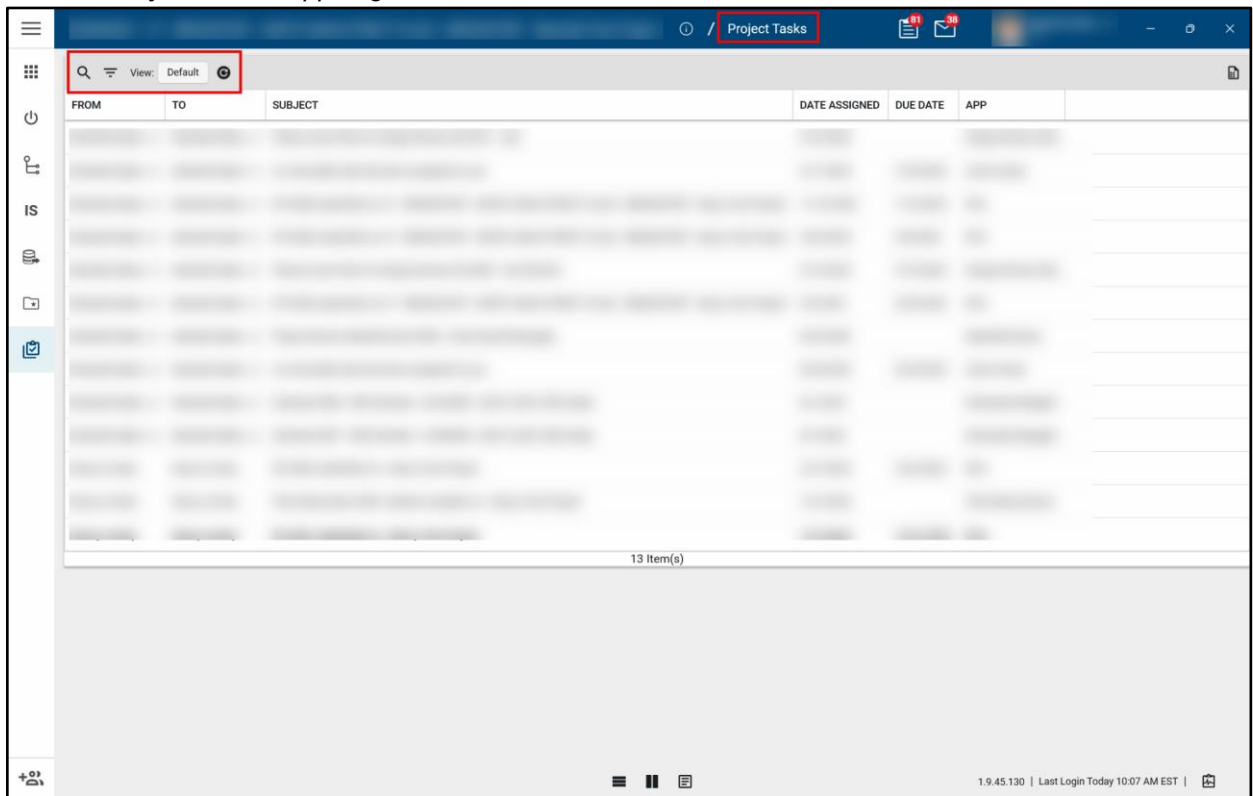
Photos in Media Manager that are referenced in a document cannot be deleted. You will receive a warning message if you attempt to delete a photo from Media Manager that is referenced by one or more documents, indicating that the photo cannot be deleted



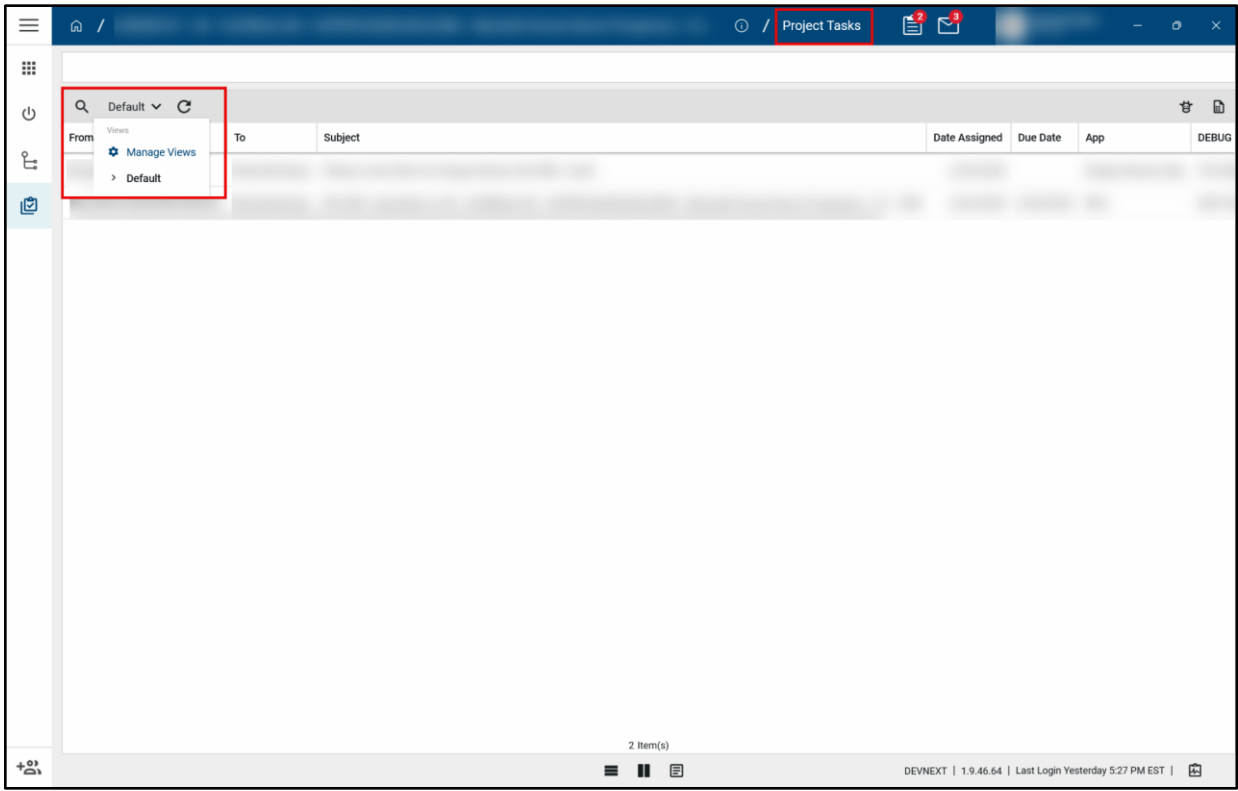
Modernized the Project Tasks app

The Project Tasks app has been updated to take advantage of Kahua's modern architecture. This improves the app's stability and performance and adds improved search capabilities in the app. Additionally, Manage Views has been introduced, adding view indicators, scope and grouping capabilities, and what you would normally expect from creating your own log views in Manage Views.

Current "Project Tasks" app Log View Controls:



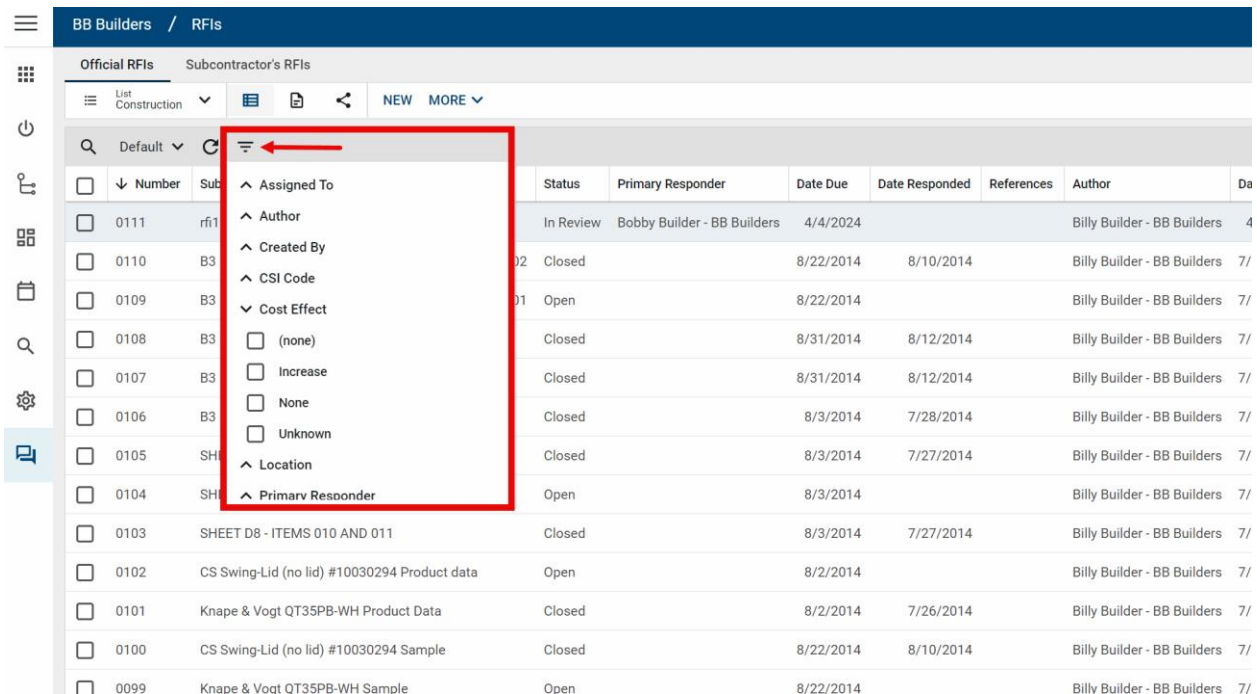
New "Project Tasks app Log View Controls":



Added quick filters to more apps

You have the ability to perform quick filters in logs to the following apps and Kahua provided extensions:

- Project Directory
- Communications
- Media Manager



The screenshot shows the 'BB Builders / RFIs' application interface. A filter menu is open, listing various filter categories such as 'Assigned To', 'Author', 'Created By', 'CSI Code', 'Cost Effect', 'Location', and 'Primary Responder'. A red box highlights the filter menu, and a red arrow points to the filter icon in the top left corner of the table area.

Number	Sub	Status	Primary Responder	Date Due	Date Responded	References	Author	Da
0111	rf1	In Review	Bobby Builder - BB Builders	4/4/2024			Billy Builder - BB Builders	4
0110	B3	Closed		8/22/2014	8/10/2014		Billy Builder - BB Builders	7/
0109	B3	Open		8/22/2014			Billy Builder - BB Builders	7/
0108	B3	Closed		8/31/2014	8/12/2014		Billy Builder - BB Builders	7/
0107	B3	Closed		8/31/2014	8/12/2014		Billy Builder - BB Builders	7/
0106	B3	Closed		8/3/2014	7/28/2014		Billy Builder - BB Builders	7/
0105	SH	Closed		8/3/2014	7/27/2014		Billy Builder - BB Builders	7/
0104	SH	Open		8/3/2014			Billy Builder - BB Builders	7/
0103	SHEET D8 - ITEMS 010 AND 011		Closed	8/3/2014	7/27/2014		Billy Builder - BB Builders	7/
0102	CS Swing-Lid (no lid) #10030294 Product data		Open	8/2/2014			Billy Builder - BB Builders	7/
0101	Knap & Vogt QT35PB-WH Product Data		Closed	8/2/2014	7/26/2014		Billy Builder - BB Builders	7/
0100	CS Swing-Lid (no lid) #10030294 Sample		Closed	8/22/2014	8/10/2014		Billy Builder - BB Builders	7/
0099	Knap & Voat QT35PB-WH Sample		Open	8/22/2014			Billy Builder - BB Builders	7/

SSO authentication updates

Users who authenticate via Single Sign-On (SSO) will now be directed to complete the authentication process through their provider using their browser, instead of directly on the sign-in screen.

When attempting to log in, after entering their email address, if their account requires SSO, a new window will open in their default browser to complete the authentication process. Once authenticated with their provider, the user will advance to the Kahua home screen.



Design Review Application

There are a number of improvements to the Design Review application, including both Review Sets and Review Comments. The changes are as follows:

Updates to Design Review Sets

Kahua has added a new Review Manager role. The Review Manager can act on the design review throughout the defined workflow process, keeping the design review workflow moving forward as needed. This includes actions such as:

- Advancing the design review workflow.
- Removing comments or markups made by other reviewers
- Acting as a reviewer during the workflow process (add comments or markups, apply recommended review status, etc.)

Review Managers are added in the Review Set's details section, and each Review Set can have multiple Review Managers.

0001 Design Review Pkg 1

▼ DETAILS

Number
0001

Title
Design Review Pkg 1

Status New

Workflow Step Unsubmitted

Submitted On Date

Review Manager(s)

Kate Henry - EKF Corp. ⓧ Dave Smith - EKF Corp. ⓧ ▼

- An option has been added to select one or more Comment Reviewers on a design review set. The users selected as Comment Reviewers will be defaulted as the responsible party or parties on newly created comments in the design review set.



▼ REVIEWERS

Preliminary Reviewer(s) ▼

Preliminary Review Duration

Preliminary Review Auto-Advance

Primary Reviewer(s) ▼

Primary Review Duration

Primary Review Auto-Advance

Interim Reviewer(s) ▼

Interim Review Duration

Interim Review Auto-Advance

Final Reviewer
Kate Henry - EKF Corp. ⊗ ▼

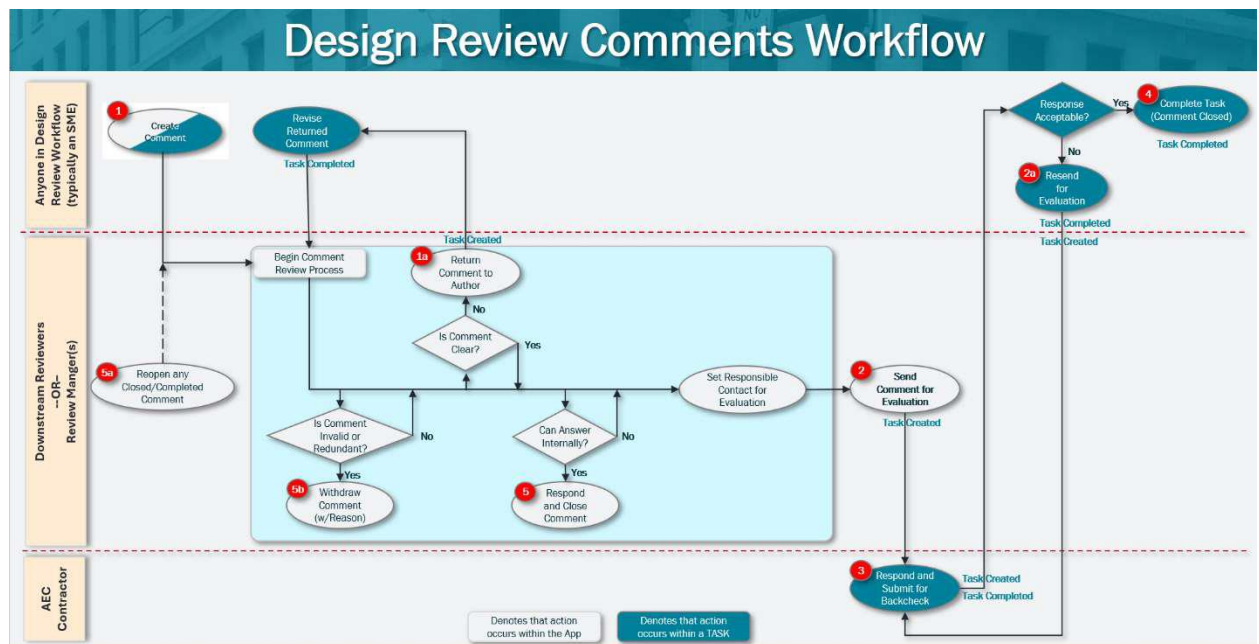
Final Review Duration

Comment Reviewers
Dave Smith - EKF Corp. ⊗ Daniel Drewer - EKF Corp. ⊗ ▼

- In Files for Review, the ability has been added to multi-select files for setting the Recommended Review Status and Review Status, and for extracting comments from markups.
- In the Preliminary Review task, the ability has been added to Extract/Import Markups, and Extract/Import only that user’s markups.
- The overall performance of the Design Review application has been optimized to accommodate a larger number of reviewers and Design Review Sets.

Updates to Design Review Comments:

- Quick Filters have been added to the log view for Comments.
- More Comment Attributes have been added (e.g., Backcheck Status, Evaluation Status, Potential Scope Impact, Potential Cost Impact, Comment Discipline, Is Critical, etc.)
- The ability to modify comments has been limited to the original author. Review Managers have the ability to review comments or delete them, but they can only be edited by the author.
- Comments can now be closed directly, without going through the workflow.
- A new Comment Workflow has been added between the comment author and the responsible contact for review and response of the comment.



- Kahua has added the ability to multi-select comments for setting the Responsible Contact and for sending comments into the Evaluation Comment Workflow.

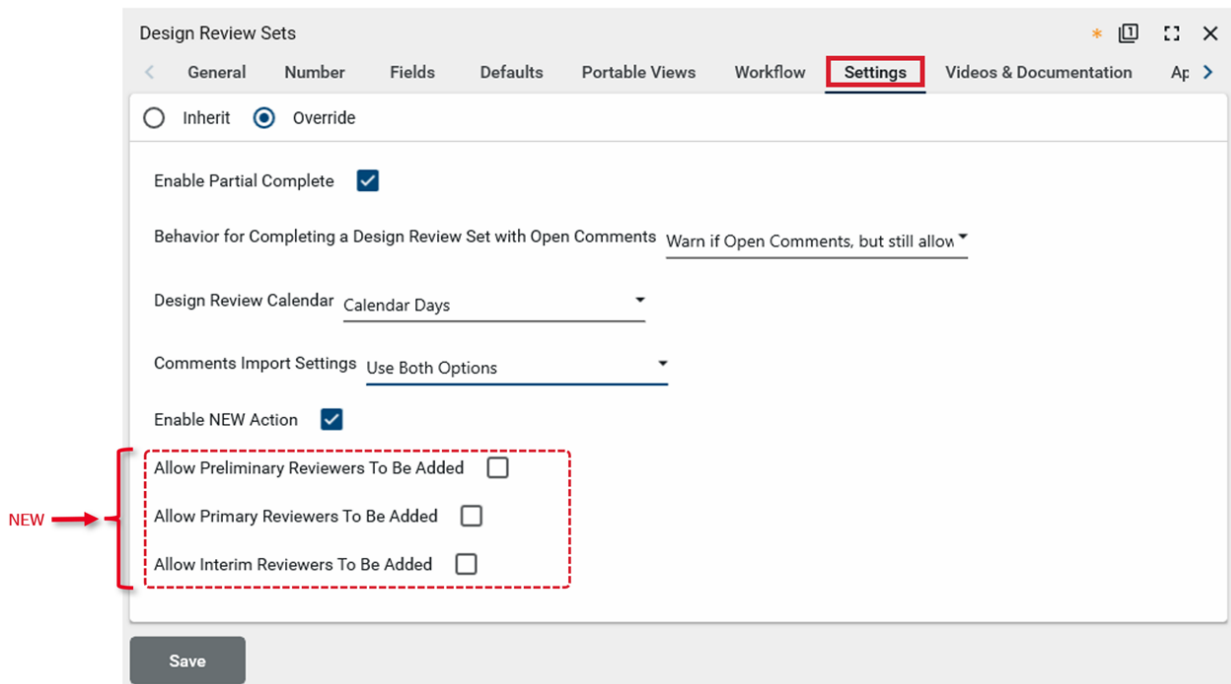
Added ability to allow Review Manager(s) to add additional Reviewers to an active Design Reviews

For the Design Review app, three new configuration settings have been added to allow additional Reviewers to be added to an active Design Review Set:

- Allow Preliminary Reviewers to be added
- Allow Primary Reviewers to be added
- Allow Interim Reviewers to be added

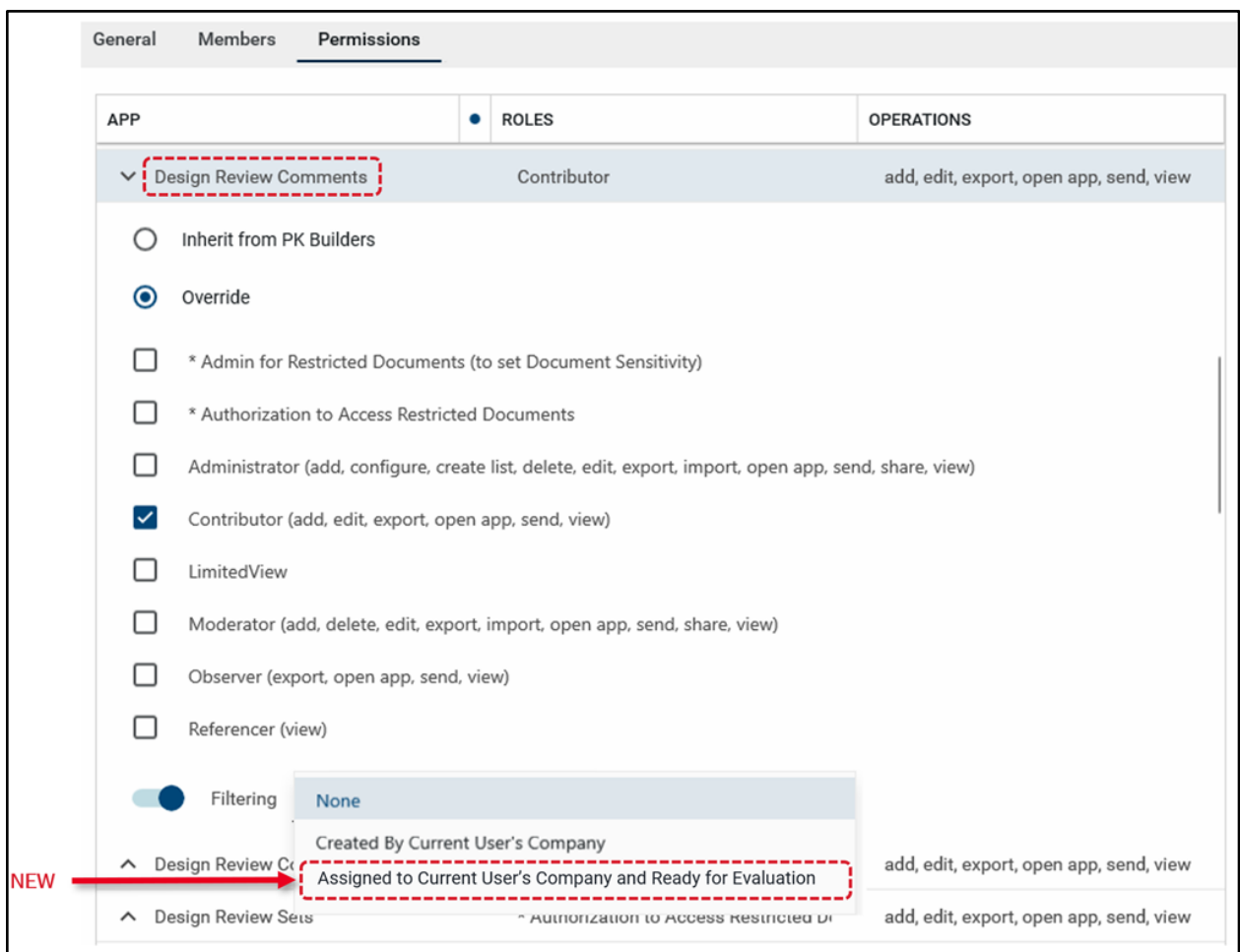
Depending on which of these three settings are enabled, certain Design Review roles, including the Review Managers, will have the ability to add additional reviewers for a Review Step that has not yet been completed.

Note that the act of adding additional Reviewers will not change pre-established due dates, and any added Reviewers will receive the same Notifications and Tasks as the original reviewers received.



Added Groups Permission Filter for Comments Display

A new filtering permission option has been added to the permissions for the Design Review Comments app. Domain administrators can filter comments by Assigned to Current User's Company and Ready for Evaluation. Users in a group with this filter applied will only see comments where the user's company is named on the record and the Workflow Status of the comments are set to 'Evaluation'.



The screenshot shows the 'Permissions' configuration for the 'Design Review Comments' app. The 'Filtering' option is selected, and a dropdown menu is open showing the new filter option: 'Assigned to Current User's Company and Ready for Evaluation'. A red arrow points to this option with the word 'NEW' next to it.

APP	ROLES	OPERATIONS
Design Review Comments	Contributor	add, edit, export, open app, send, view
<input type="radio"/> Inherit from PK Builders <input checked="" type="radio"/> Override <input type="checkbox"/> * Admin for Restricted Documents (to set Document Sensitivity) <input type="checkbox"/> * Authorization to Access Restricted Documents <input type="checkbox"/> Administrator (add, configure, create list, delete, edit, export, import, open app, send, share, view) <input checked="" type="checkbox"/> Contributor (add, edit, export, open app, send, view) <input type="checkbox"/> LimitedView <input type="checkbox"/> Moderator (add, delete, edit, export, import, open app, send, share, view) <input type="checkbox"/> Observer (export, open app, send, view) <input type="checkbox"/> Referencer (view)		
<input checked="" type="checkbox"/> Filtering		
<div style="border: 1px solid gray; padding: 5px;"> None Created By Current User's Company Assigned to Current User's Company and Ready for Evaluation ... </div>		
Design Review C...		add, edit, export, open app, send, view
Design Review Sets	* Authorization to Access restricted di	add, edit, export, open app, send, view

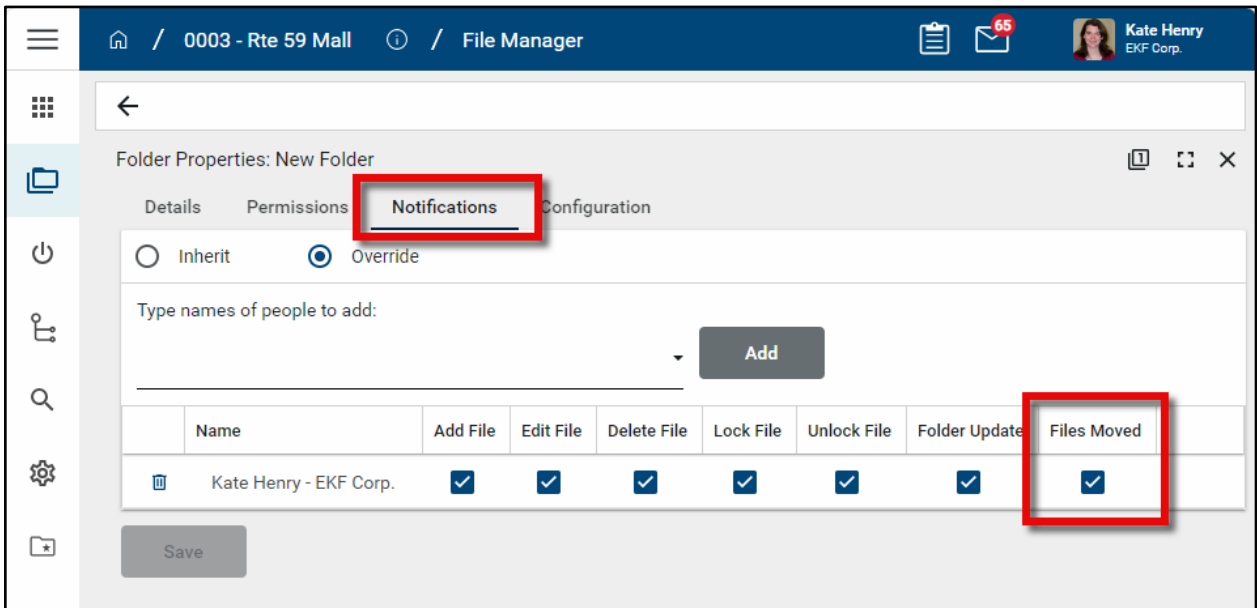


U.S. General Services Administration

File Manager Application

Added notification option for "Files Moved" event when moving files from one folder to another

Currently, notifications can be enabled for File Manager folders for when files are added, edited, deleted, locked, unlocked, or the folder is updated. An option has been added to also enable notifications when files are moved into or out of the selected folder. Notification settings are accessed by right-clicking on the folder and selecting Properties.



Field Observations Application

Improved Notifications on Submit, Complete

End users can now configure notifications for Field Observation documents. A CC/Notification field has been added to the Field Observation form. Users added to this field will get messages when the Field Observation is Submitted, Comments are made, and when the record is marked Complete. In Configuration > Settings, there are two new settings to enable notifications to the CC/Notification contacts on the Send to Responsible and Close steps of the Field Observation workflow.

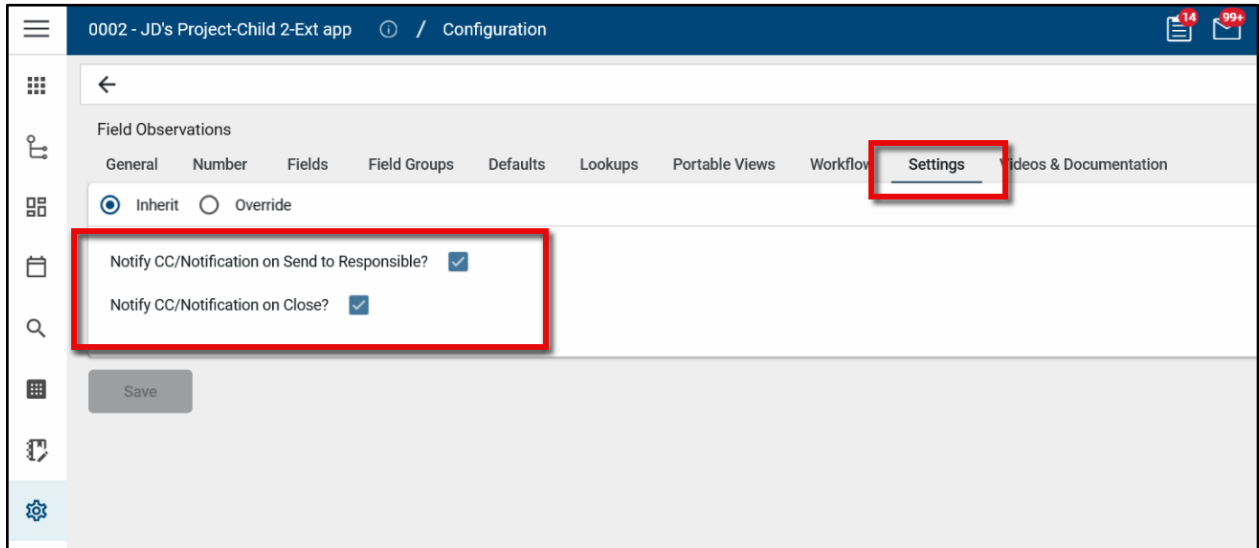
1) New CC/Notification field

The screenshot displays the 'Field Observations' application interface. On the left, a table lists observations:

Number	Date	Subject	Description	Responsible Company
0003	5/13/2024	FO3		
0001	5/15/2023	FO 1		KQA Kahua Apps

The main view shows the details for observation '0003 FO3'. The 'Observed By' field is populated with 'Kahua - QA DomainAdmin - KQA Kahua Apps'. The 'Responsible Contact' and 'Responsible Company' fields are empty. The 'CC/Notification' field is highlighted with a green box and contains the following contacts: 'Kahua - QA Moderator - KQA Kahua Apps', 'Kahua Official Reviewer 1 - KQA Kahua Apps', and 'Moderator Group'. Below this field are 'Due Date', 'Resolved Date', 'Location', and 'Notes' fields. At the bottom, there are buttons for 'Save / Close', 'Send to Responsible', and 'Close'. The footer shows 'DEVCOLLAB | 1.9.46.19 | Last Login Today 1:14 PM EST'.

2) Configuration of Notifications



0002 - JD's Project-Child 2-Ext app / Configuration

Field Observations

General Number Fields Field Groups Defaults Lookups Portable Views Workflow **Settings** Ideas & Documentation

Inherit Override

Notify CC/Notification on Send to Responsible?

Notify CC/Notification on Close?

Save



3) Examples of Notifications on Send to Responsible and Close actions:

The image displays two screenshots of a Microsoft Outlook interface, showing email notifications. The top screenshot shows a message titled "Field Observation 0001 issued on JD's Project-Child 2-Ext app". The message details include: Received: 5/13/2024 5:13 PM, From: Kahua - QA DomainAdmin, To: Kahua Official Reviewer 1, Cc: Kahua, Subject: Field Observation 0001 issued on JD's Project-Child 2-Ext app, and Description: Field Observation 0001 issued on JD's Project-Child 2-Ext app. The bottom screenshot shows a message titled "Field Observation 0005 closed on JD's Project-Child 2-Ext app". The message details include: Received: 5/13/2024 6:01 PM, From: Kahua - QA DomainAdmin, To: Kahua Official Reviewer 1, Cc: Kahua, Subject: Field Observation 0005 closed on JD's Project-Child 2-Ext app, and Description: Field Observation 0005 closed on JD's Project-Child 2-Ext app. Both screenshots show a list of messages on the left and a detailed view of the selected message on the right.

Administration

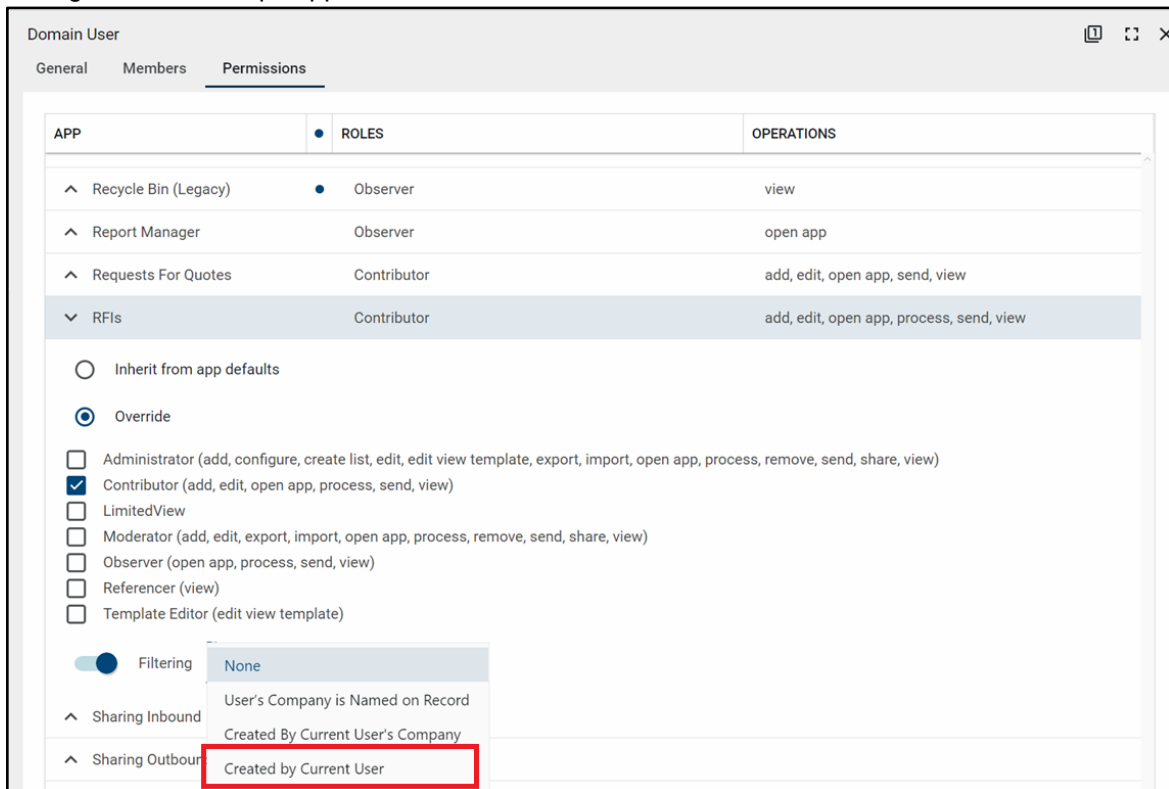
Added "Created by Current User" permission filter

Kahua has added a 'Created by Current User' permission filter that will filter application log views of apps that have this filter set to only display records created by the logged in user.

The 'Permission Filtering' domain setting must be enabled in order to use permission filters. Once enabled, the 'Created by Current User' permission filter can be configured in the 'Permissions' tab of 'Groups' app.

Using the permission filter on a group will apply to all group members. If a user is a member of two or more groups, and if at least one group has the 'Created by Current User' permission filter enabled for an app, then the user will only have access to records created by them even if a different group grants them administrative rights to the app.

Configuration in Groups app:



The screenshot shows the 'Permissions' configuration page for a 'Domain User'. The 'Filtering' toggle is turned on. The 'Created by Current User' filter is selected in the dropdown menu, which is highlighted with a red box.

APP	ROLES	OPERATIONS
Recycle Bin (Legacy)	Observer	view
Report Manager	Observer	open app
Requests For Quotes	Contributor	add, edit, open app, send, view
RFIs	Contributor	add, edit, open app, process, send, view

Inherit from app defaults
 Override

- Administrator (add, configure, create list, edit, edit view template, export, import, open app, process, remove, send, share, view)
- Contributor (add, edit, open app, process, send, view)
- LimitedView
- Moderator (add, edit, export, import, open app, process, remove, send, share, view)
- Observer (open app, process, send, view)
- Referencer (view)
- Template Editor (edit view template)

Filtering

- None
- User's Company is Named on Record
- Created By Current User's Company
- Created by Current User

Configuration in Share Manager app:



The screenshot shows a software interface with a 'New Share' dialog box. The main window has a header with 'Inbound', 'Outbound', and 'Project Sharing'. Below the header is a search bar and a table with columns: Project, Application, List \\. Folder, Company, Permission, Role, Allow Copy, Invitation Contact, Status, Date Started, and Date Terminated. The table currently shows '0 Item(s)'. The 'New Share' dialog box is open on the right, with the following fields and options:

- Project: Crystal Ship
- Application: S2Fs
- List \\. Folder:
- Share With: Company Group
- Company:
- Permission Level:
- Send Invite To:
- Allow copy:
- Filters: Standard Filter
 - None
 - User's Company is Named on Record
 - Created By Current User's Company
 - Created by Current User (highlighted with a red box)

Buttons for 'Cancel' and 'Send Invitation' are located at the bottom of the dialog box.

Automated Account Removal - 'Last Active' Timestamp Logic Update

For clients with security policies related to removing users from Kahua if they haven't logged in for a predetermined time, the Automated Account Removal feature was implemented. This feature utilizes a User record's 'Last Active' field to determine if a user is going to be removed. Prior to this release, the 'Last Active' field on the user record was updated when a user logged into Kahua AND opened a domain-level application. This could potentially be a problem for users who login to Kahua and don't open any apps, or users who only use Kahua's Tasks and Messages applications, as these apps are not domain-level applications. Following this release, if a user logs into Kahua their 'Last Active' date will be updated with the date they logged in, without the need of opening a Kahua application.

Domain Administrators can configure how many days of inactivity are allowed, and how many days prior to removal users will begin receiving warning notifications. See below for information on the configuration settings in the Domain Settings application, and warning and removal emails.

Automated Account Removal is configurable by a Domain Administrator in the 'Domain Settings' application.

AUTOMATED ACCOUNT REMOVAL

Remove user account after 90 days of inactivity

Send email notifications 7 days before account removal

Users will receive warning emails "x" number of days in advance of the configured removal. Warning email will display as:

Message Subject

Kahua User Removal Warning from [Domain Name]

Message Body

[First Name],

Your Kahua account [Account Name] has been inactive for [N] days. According to the [Domain Name] data security policy, accounts that have been inactive for more than [XX] days will be removed.

Please login to your Kahua account before [Date] and open any business process application such as RFIs, Submittal Items, Design Review, Cost apps, etc. to prevent your [Domain Name] account from being removed.

Thank you,
The Kahua Team



Users will receive an account removal email if their account has been removed. Removal email will display as:

Message Subject

Kahua User Removal Notice from [Domain Name]

Message Body

[First Name],

According to the [Domain Name] data security policy, your Kahua account [Account Name] has been removed due to inactivity for [XX] days. Contact the Kahua domain administrator of [Domain Name] if you have any questions.

Thank you,
The Kahua Team

Note: This feature has not been enabled yet for GSA, but the expectation is it will be enabled in late July.