Kahua Release Notes

GSA Kahua Version 2024.4

9.14.2024

The GSA Kahua Version 2024.4 goes into Production on **September 14, 2024**. Below you will find summaries of the enhancements that go into effect with this release.

Enhancements:

User Interface

- Kahua for Gmail integration
- Maximum file size increased for uploads
- Composite Document enhancements

File Manager Application

- Ability to restrict File Manager folder access by company or contact

Design Review Application

- Ability to configure values in the Review Status and Recommended Review Status fields
- Design Review tasks open in Edit mode instead of Preview mode

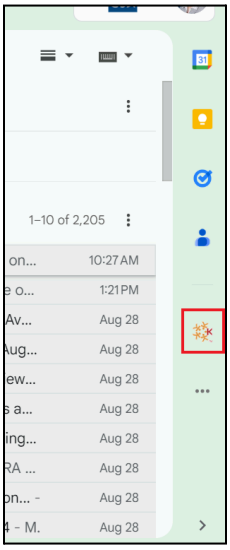
Daily Reports Application

- Option to control how Total Workers are calculated

User Interface

Kahua for Gmail integration

Using the Kahua for Gmail plugin, found on the right hand side of your Gmail, you can add your Gmail messages to Kahua. If you do not see the Kahua for Gmail addon (looks like the Kahua snowflake), click the plus button and add it.



When adding Gmail messages to Kahua, you have the choice to Copy to Messages or Copy to Communications. You can also add the Gmail message in the Reference section of a record in supported Kahua apps. The message and attachments are transferred to Kahua. Note: Currently embedded images within Gmail do not transfer and must be downloaded and then attached to the file. Kahua is working with Google to transfer embedded images.

For additional information, click on how to use Kahua for Gmail plugin.

Maximum file size increased for uploads

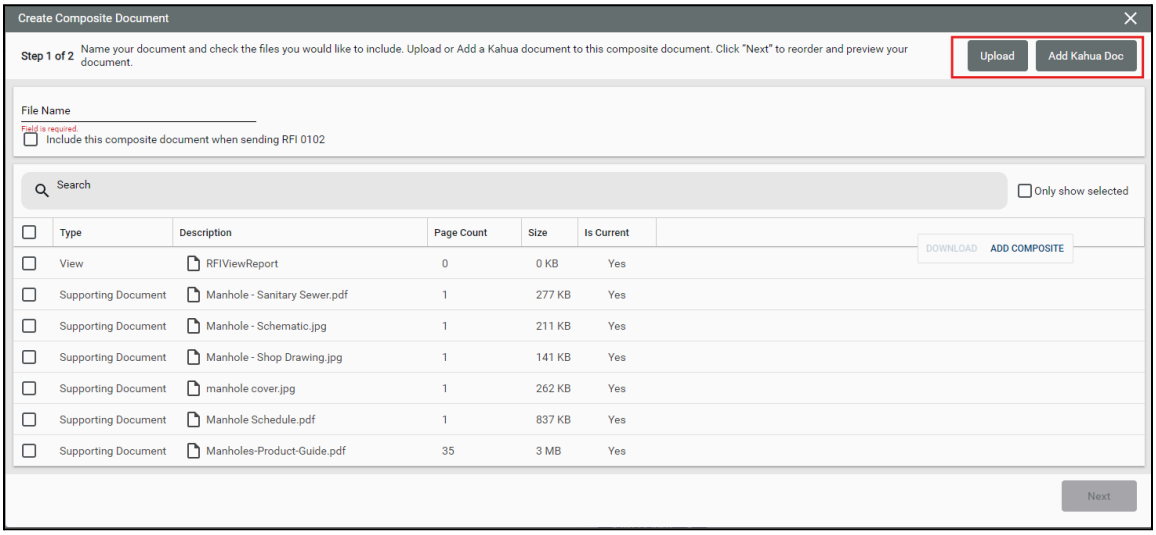
The maximum file size for uploads to Kahua has been increased to 10GB from the previous maximum of 2GB. This change affects all areas in Kahua where files can be uploaded. Video files that are larger than 2GB must be downloaded in order to view. If a user attempts to view a file that is larger than 2GB, they will receive the following message: "Video is too large to stream. Download to play." with the option to download the file.

Composite Document enhancements

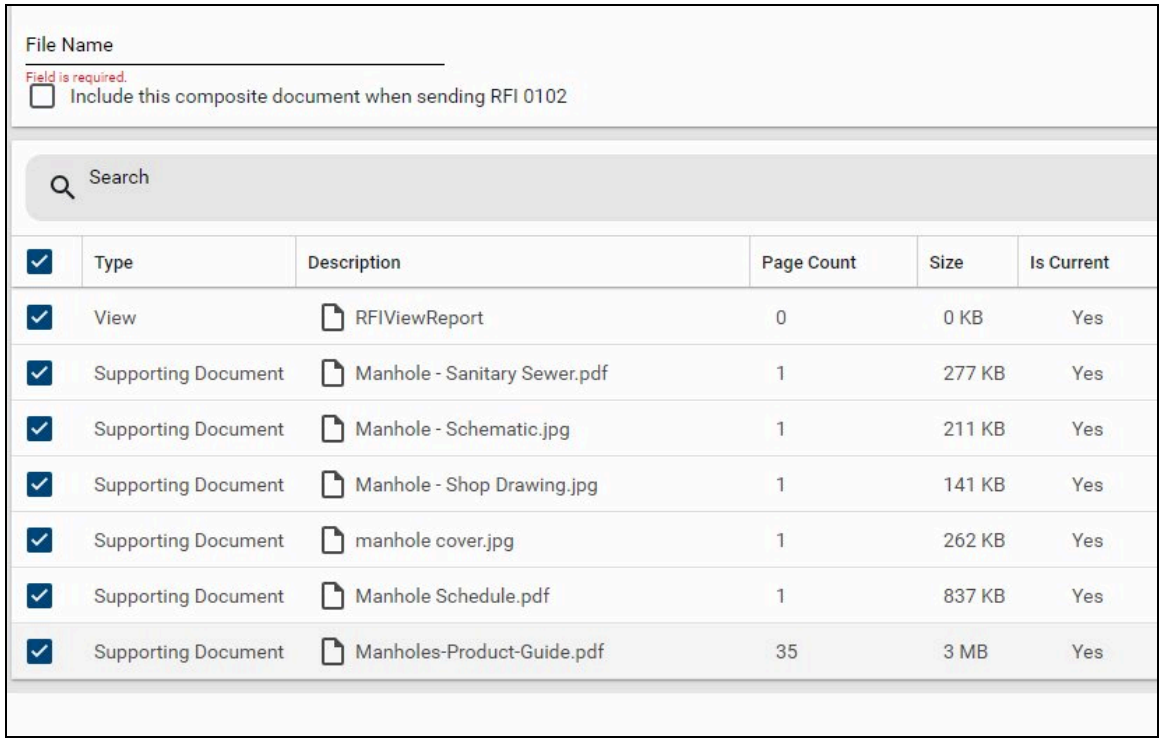
Several enhancements have been developed for the composite document creation process to improve usability and efficiency. Composite documents are the combination of multiple documents, such as reference documents or File Manager documents, into one pdf. To learn more about this enhancement, view the composite document demo recording from Kahua (3:03).

Enhancements include:

- Relocated Upload and Add Kahua Document buttons for easy access.

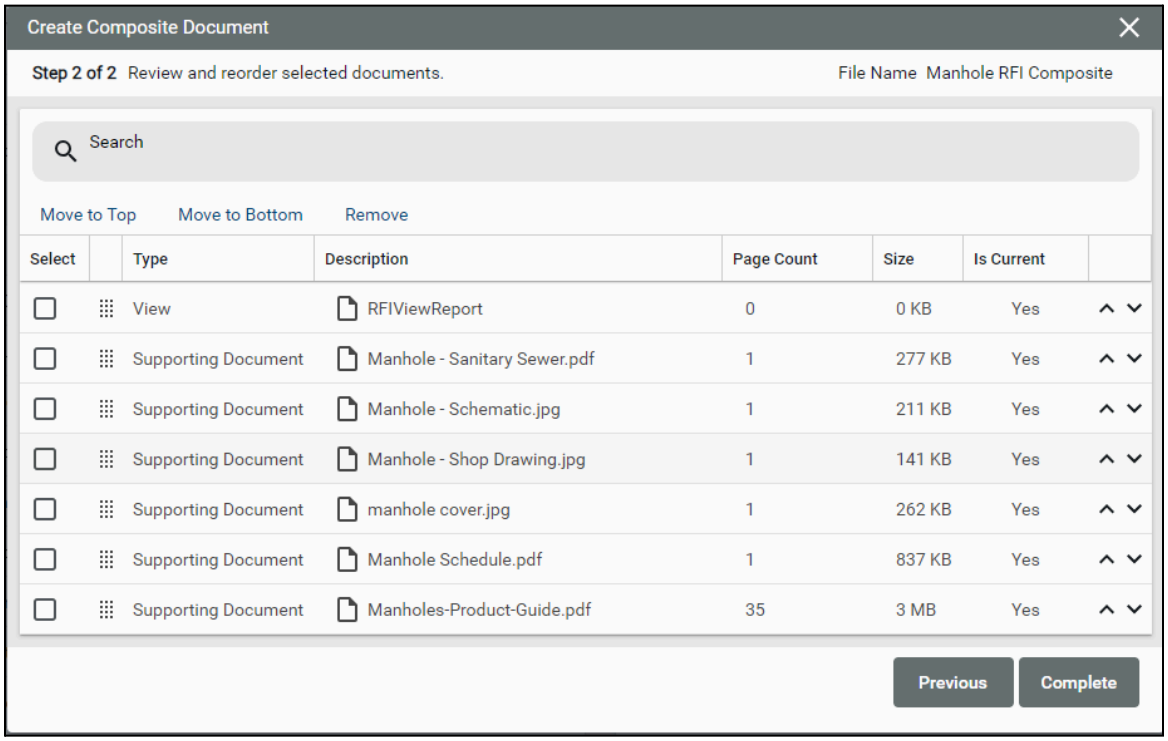


- Added Select All feature to column header.



- Added search capabilities to locate specific reference files to include in composite.

- Once the references have been selected, you can now click Next to review the selected items and re-order them. Click Previous to return to the reference selection screen or Complete to create the Composite.

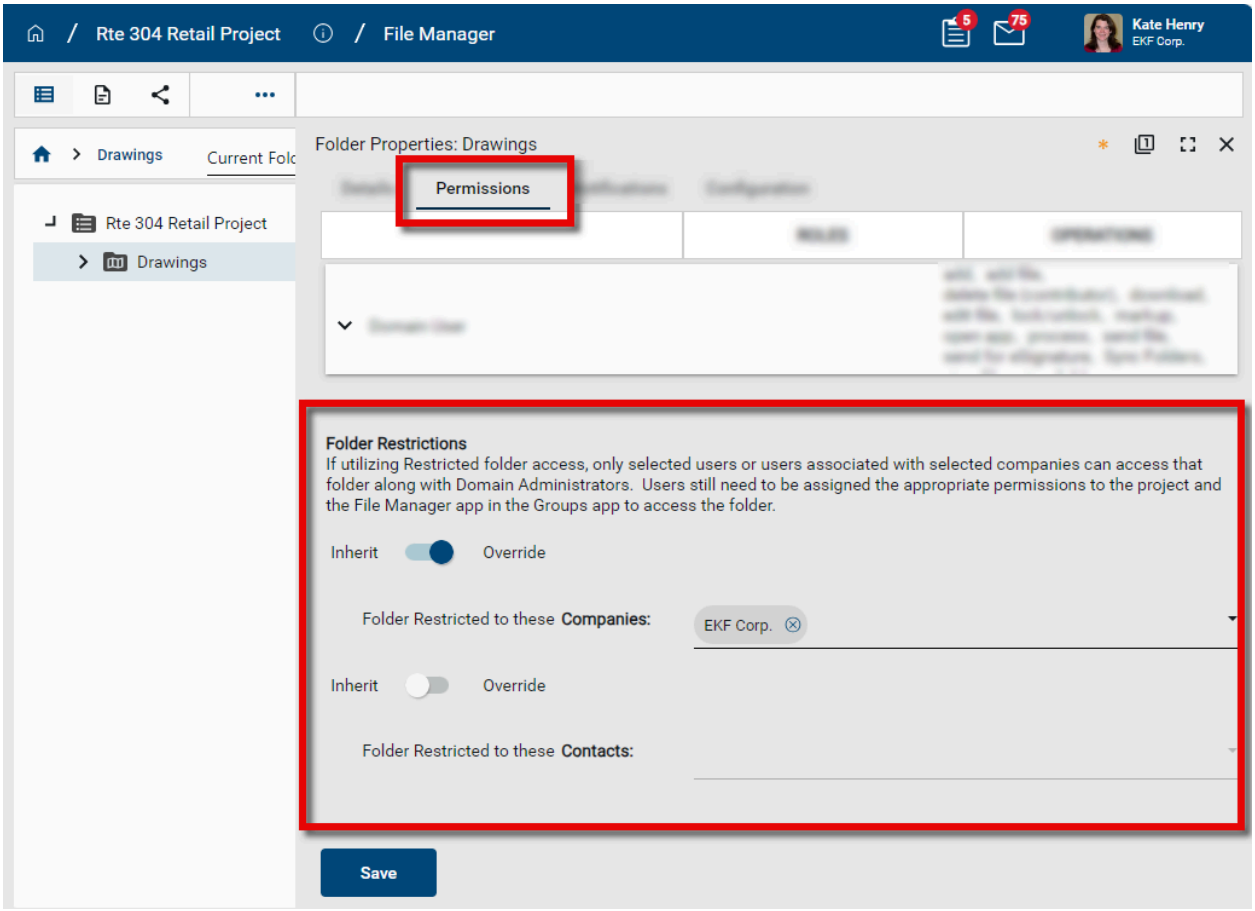


File Manager Application

Ability to restrict File Manager folder access by company or contact

Kahua has added the ability to limit access to a File Manager folder by company or contact. Two new sections have been added to Folder Properties > Permissions, allowing the restriction of access to that folder to selected companies or contacts.

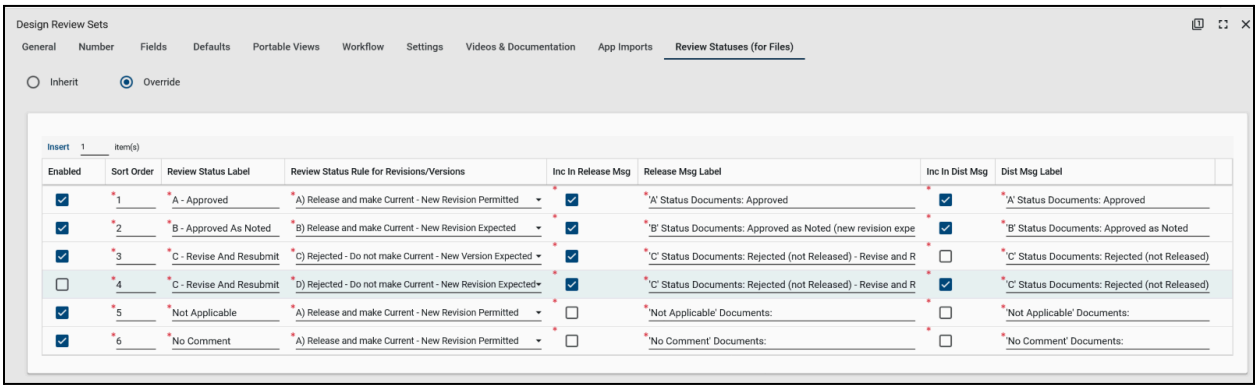
If utilized, only selected users or users associated with selected companies can access that folder, along with domain administrators. Domain Administrators are able to access all folders, regardless of these settings. Users still need to have appropriate permissions to the project and the File Manager app to access the folder.



Design Review Application

Ability to configure values in the Review Status and Recommended Review Status fields

Kahua Administrators can now configure the Recommended Review / Review Status fields for the Design Review application so that the values reflect the needs of a project or the organization. In Configuration > Design Review Sets, a new tab Review Statuses (for Files) has been added. This tab is where an admin can add or modify the Review Status details.



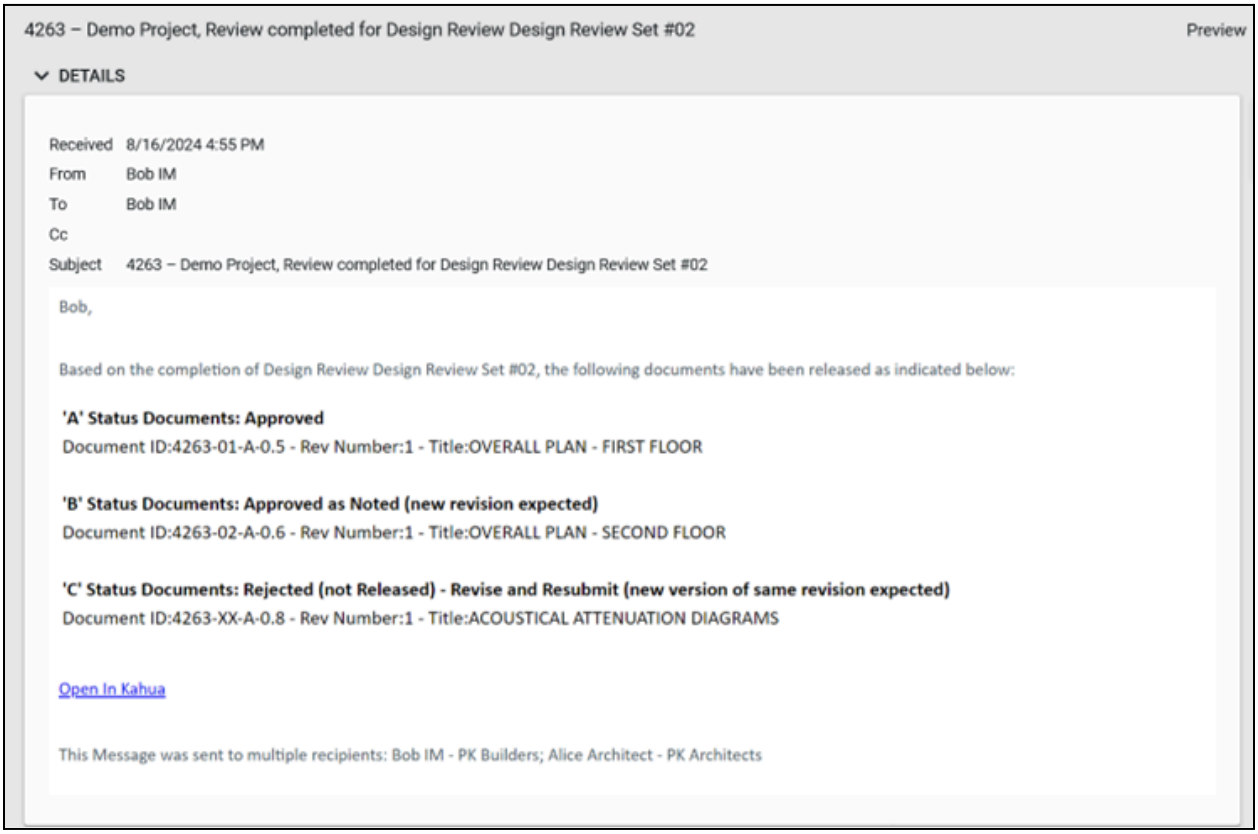
Review Statuses can be enabled or disabled. Note that once a Review Status is created, it cannot be deleted but it can be disabled or modified.

The Review Status Label can be defined to reflect specific business needs (e.g., some organizations use "Approved", but many other organizations must use "Reviewed" instead, because of the legal liability associated with saying that a design is "Approved").

For each Review Status, you can define the business logic around what happens to the Files for Review Revision upon completion of the design review by selecting one of the following options in the Review Status Rule for Revisions/Versions field:

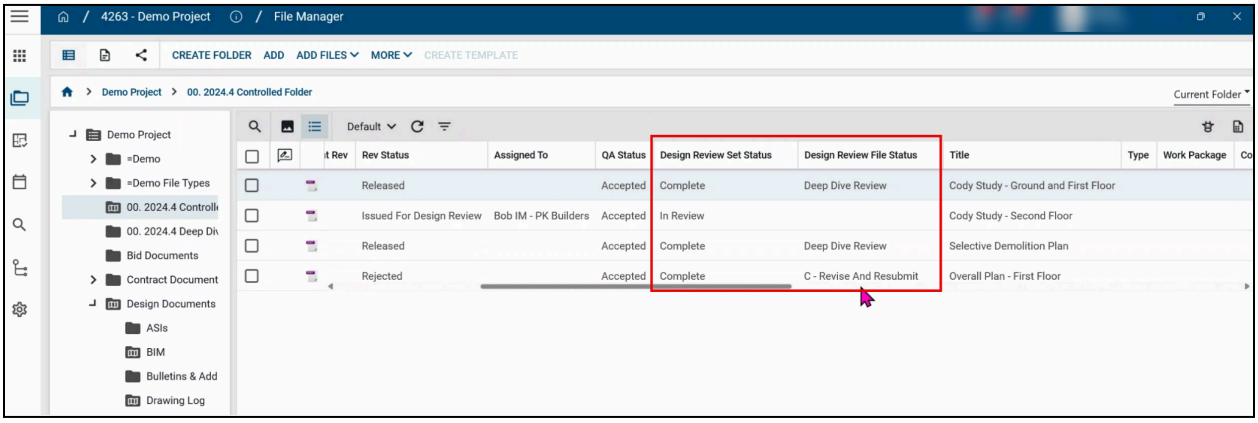
- Release and make Current – New Revision Permitted
- Release and make Current – New Revision Expected
- Rejected – Do not make Current – New Version Expected
- Rejected – Do not make Current – New Revision Expected

For each Review Status, you can determine what statuses are included and what label is used for those statuses in Release Messages. Release Messages are sent to all reviewers, the identified information manager, and contributing contact in the identified work package on your files for review. This message is sent out at the completion of the review. Typically, Release Messages include all Review Statuses.



Additionally, as part of this change, a new column has been added to the File Manager log views. Previously, the Design Review Status column reflected either the Review Status or the Set Status, depending on where the file was in the review process. Now there are two columns to reflect this information:

- Design Review File Status – This column reflects the file's Review Status.
- Design Review Set Status – This column reflects the workflow status of the Design Review Set.

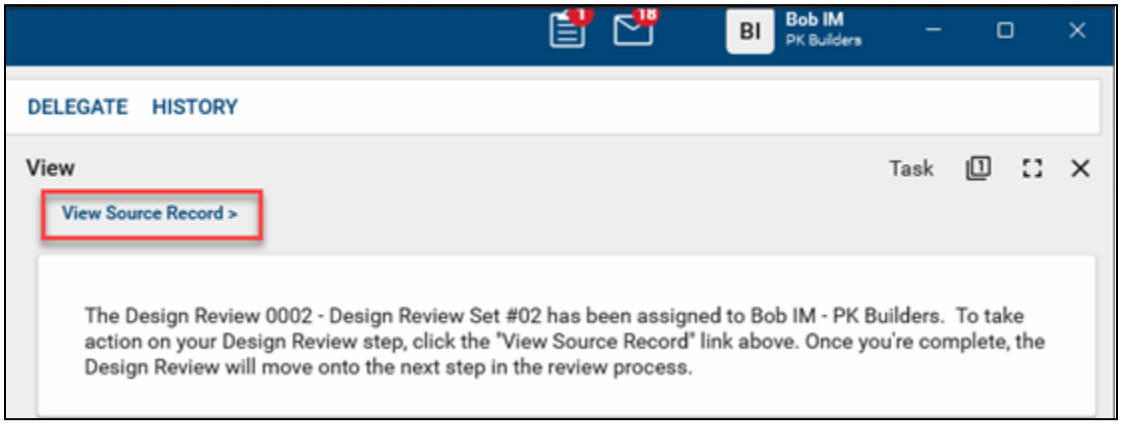


Note that this change will not affect the current configuration and data for existing status values and business logic with existing projects for clients.

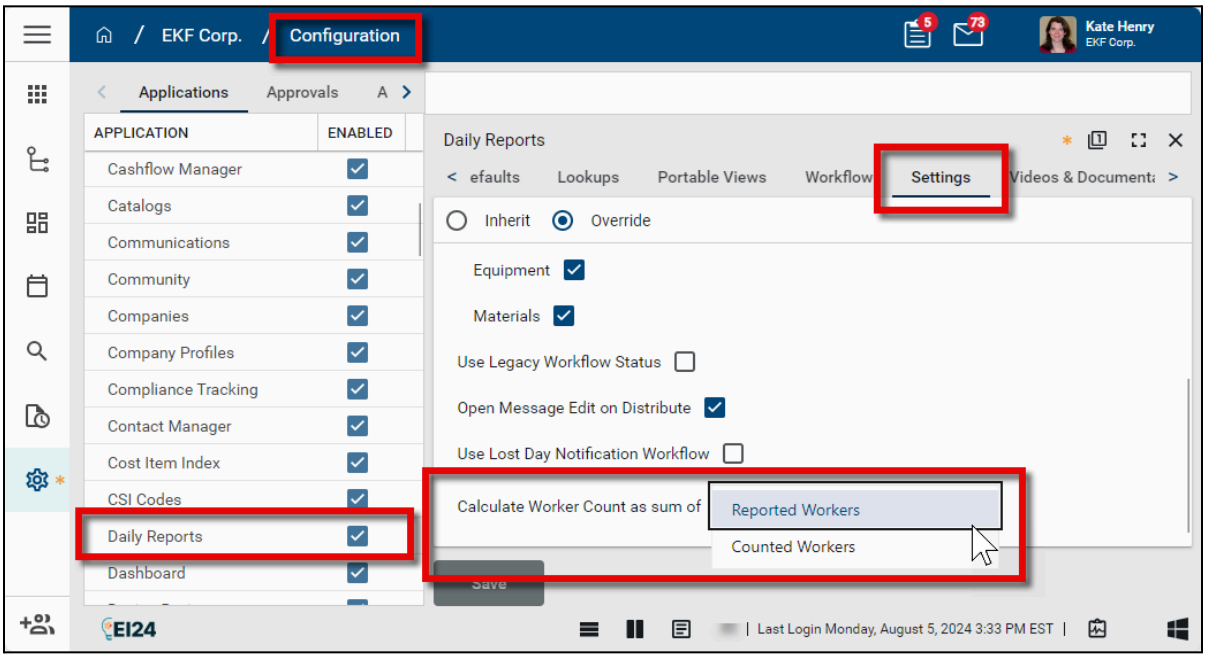
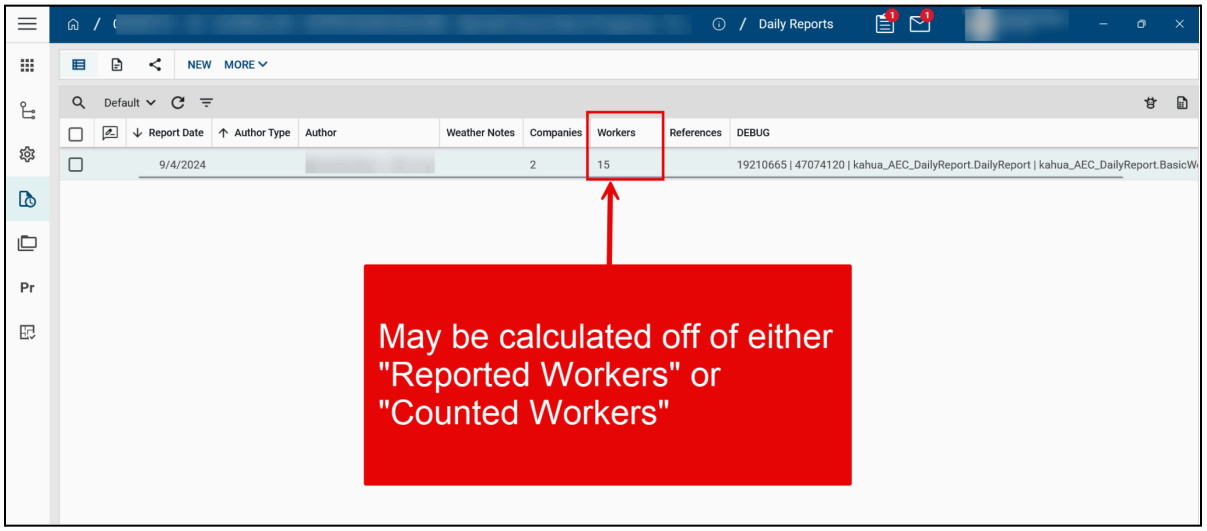
Design Review tasks open in Edit mode instead of Preview mode

When Primary/Lead, Interim, or Final Reviewers receive Design Review Tasks, the tasks are only pseudo-tasks, meaning that the Reviewer takes action by clicking View Source Record from the task application.

Previously, this opened the source record in Preview mode, requiring the reviewer to manually select Edit. Now, selecting View Source Record will open the source record in Edit mode.



Daily Reports Application

Option to control how Total Workers are calculated

The Daily Reports application has two fields available for tracking the number of workers onsite, Reported Workers and Counted Workers. We have added a setting in the app configuration to control which field is used in the calculation for Total Workers. The setting will use Reported Workers by default.