Kahua Quick Reference Guide
Introduction/Navigation

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About Introduction/Navigation

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Kahua is the PBS enterprise-wide project management information system and is the project management system of record. The tool is where project work gets done and sets the foundation for project excellence through Kahua's ease of functionality. Through its use, Kahua promotes electronic project collaboration to improve project delivery practices.

Access Kahua

To access Kahua, you can use either the Desktop or Web application.

1. **Desktop Application**
    a. Installed from BigFix for internal GSA users. For more information on how to install the desktop application from BigFix, please see the [BigFix Download and Opening the App](#) Quick Reference Guide.
    b. For EXTERNAL users, install the desktop application from the web application
   i. Via the **User Profile settings**
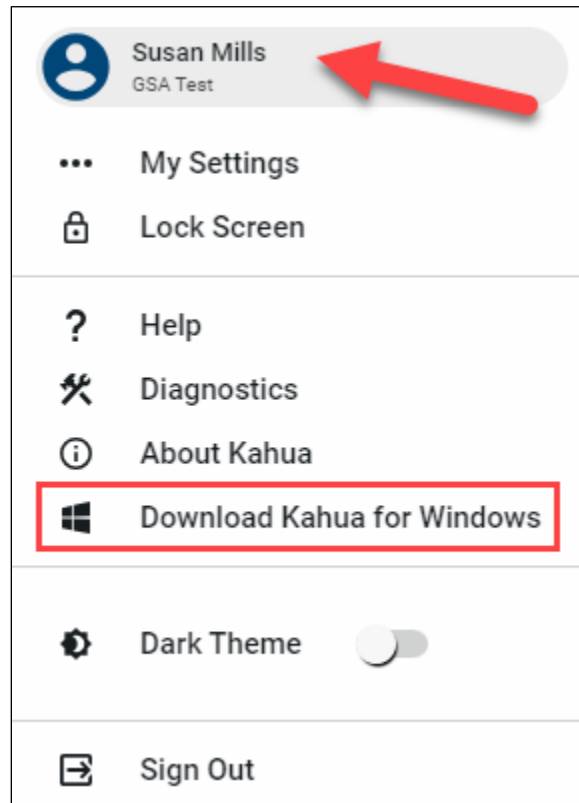
ii. Or the **bottom right corner** of the web app.


| Last Login Yesterday 5:59 PM EST | 152 MB |
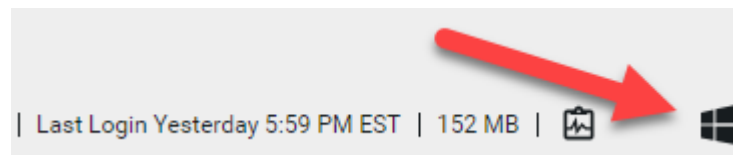
c. The desktop application, when clicked, will update with the latest changes. The update may take a few minutes if a user has not logged in recently.

2. **Web Application**
   a. URL = https://launch.kahuafn.com/web/
   b. The web application will automatically launch.
   c. Kahua is browser agnostic, but the preferred browsers are Google Chrome or Microsoft Edge.
   d. A pop up window will open which allows the user to select opening the desktop application.
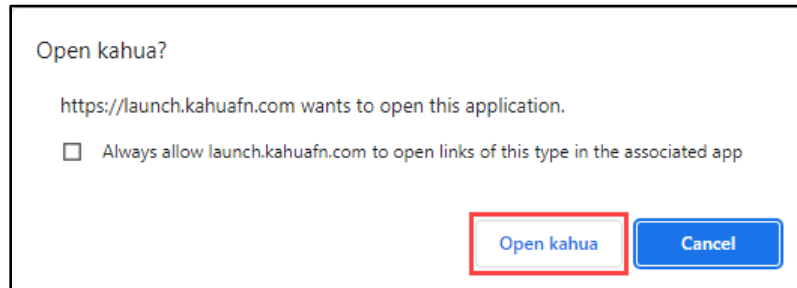
e. To always open the desktop application via the website, click the "Always allow launch kahua.fn.com to open links of this type in the associated app" checkbox.
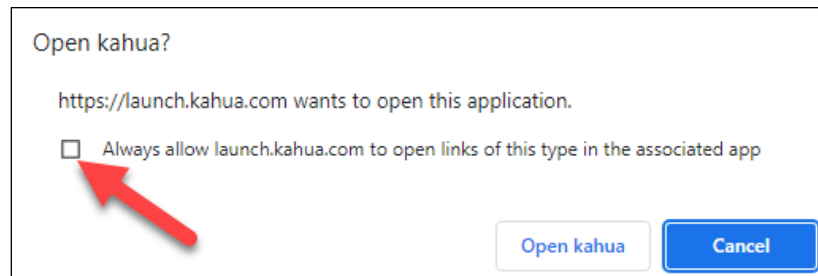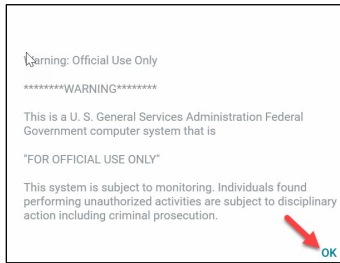

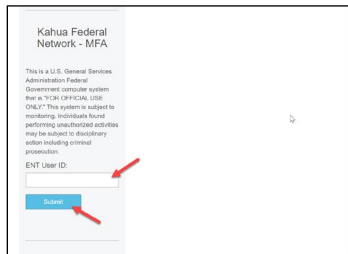## Logging into Kahua from the Desktop

1. From the Kahua application, enter your email in the **Username** field.
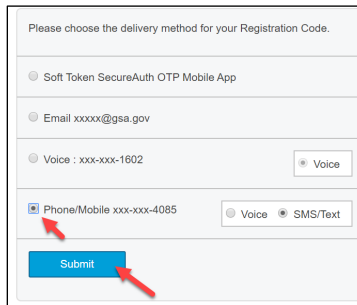2. Click the **Next** button.

3. Click the **Sign In** button.
4. If you are logging in with a gsa.gov email and on the GSA network, you will use the single sign-on method to log into Kahua and will be automatically logged into the system and may skip steps 7 through 10 and proceed to the Navigating Kahua section of this QRG.
5. If you are outside of the GSA network, the system will prompt the single sign on process through the Kahua Federal Network MFA (Multi Factor Authentication).
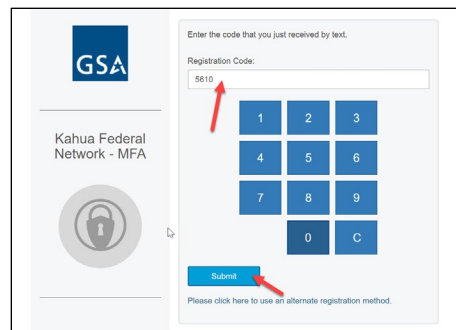6. After reading the Official Use Only message window, click **OK**.

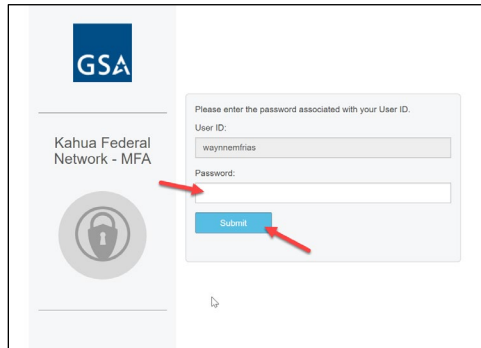7. Enter your **ENT User ID**, and click the **Submit** button.

8. Select the delivery method for your **Registration Code**, and click the **Submit** button.

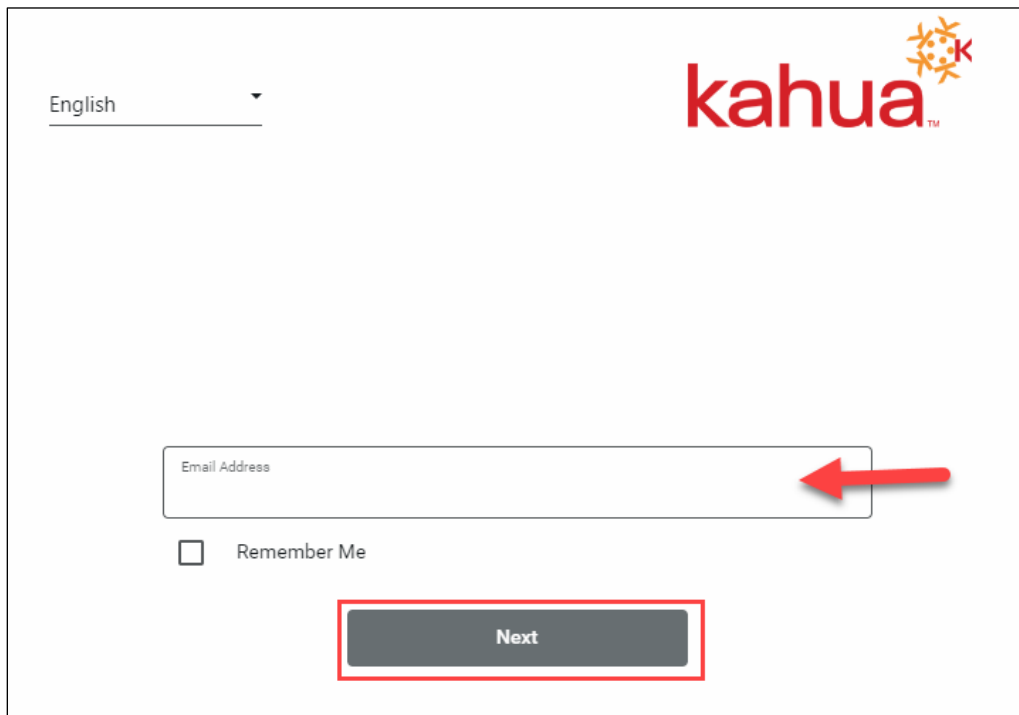9. Enter the 4-digit **Registration Code**, and click the **Submit** button.

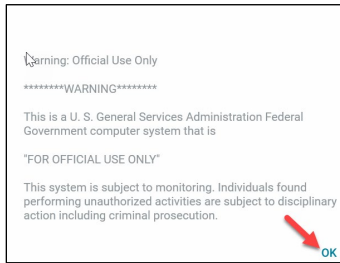10. Enter your ENT **Password**, and click the **Submit** button.

Logging into Kahua from the Web App

1. From the Kahua web application, enter your email in the **Username** field.
2. Click the **Next** button.

3. Click the **Sign In** button.
4. If you are logging in with a gsa.gov email and on the GSA network, you will use the single sign-on method to log into Kahua and will be automatically logged into the system and may skip steps 7 through 10 and proceed to the [Navigating Kahua](#) section of this QRG.
5. If you are outside of the GSA network, the system will prompt the single sign on process through the Kahua Federal Network MFA (Multi Factor Authentication).
6. After reading the Official Use Only message window, click **OK**.

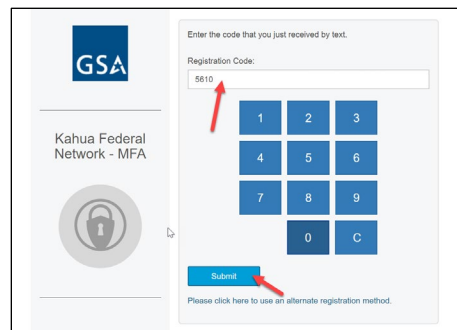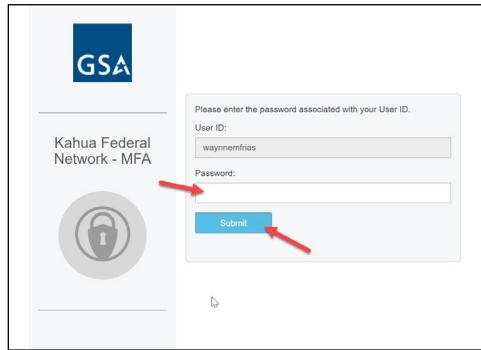7. Enter your **ENT User ID**, and click the **Submit** button.
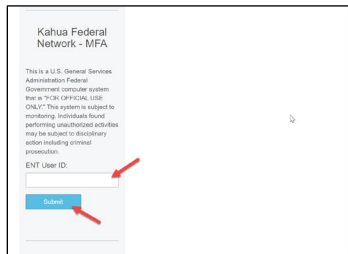
9. Select the delivery method for your **Registration Code**, and click the **Submit** button.
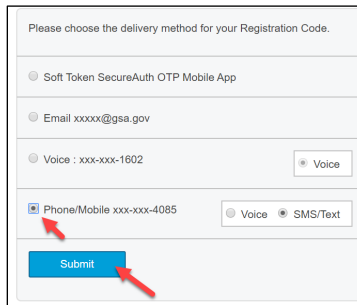
11. Enter the 4-digit **Registration Code**, and click the **Submit** button.

12. Enter your ENT **Password**, and click the **Submit** button.

Navigating Kahua

Getting Started

1. The **Getting Started** App opens upon logging into Kahua. This is your home screen.
2. The **Getting Started** App displays:
    a. **Recent Assigned Tasks**
    b. **Recent Messages**
    c. **Task by App** – Tasks organized by the app the task is in
    d. **Open Tasks** – Tasks organized by due date
    e. **Recent Projects** – Recently opened projects with quick links to open them
    f. **Tour of Kahua** – Link to General Kahua Knowledge Base
    g. **Complete Your Profile** – Link to Profile Settings
    h. **Help Center** – Link to General Kahua Support Page

Edit My Settings

1. Click on your **Username (1)** at the top right of the screen.
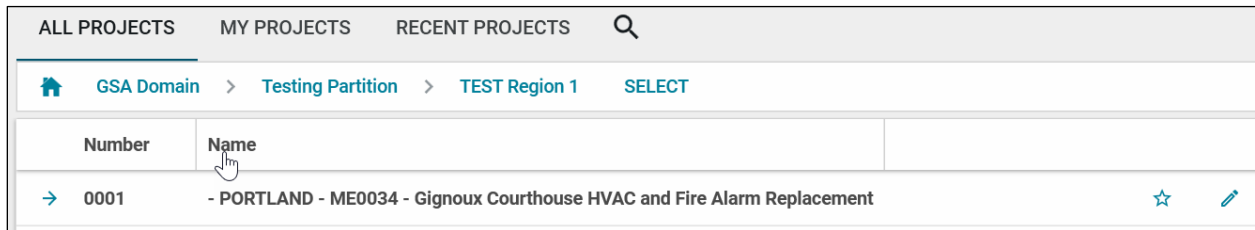2. Click **My Settings** to display the pop-up window.
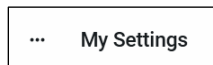
> ⋯   My Settings

3. You can make any changes to your profile within the **My Settings** sections. For more information of each section of **My Settings**, refer to the Profile Settings QRG.

    a. **General** – Message Options, Time zone, Language, and Partition Navigator
    b. **Profiles** – User Information, Profile Picture
    c. **Password** – Update Password information
    d. **Signature** – Setup Signature, Image, and 4-Digit PIN, Signatures are used to sign off on review cycles within other applications
    e. **Local Files** – Setup Local File connection – Creates folder on your local desktop and File Explorer where you can access the File Manager application files

> General
>
> Profiles
>
> Password
>
> Signature
>
> Local Files
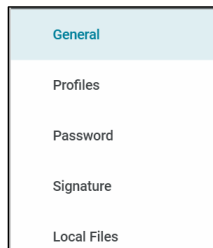
Navigate to a Project

1. Click on the **Project Finder Application (4)**, you may also right click the App to display the projects that you have designated (select star icon next to project name) as My Projects.
2. Under the GSA Domain, select the GSA partition.
3. Select the Region number of your project. Under each region there are several partitions setup dividing each region by Division and Service Center.
4. Select the appropriate Division or Service Center of your project. There may be another

partition level within your selection.

5. Navigate to the appropriate partition. You may see the number of projects listed within each of these partitions.
6. Click on the **Project Name**. The partition that you are in is displayed at top workspace context with your Project Name and Project Details (2).

7. For more information on the Project Finder App, please see the Project Finder QRG.

|	ALL PROJECTS	MY PROJECTS	RECENT PROJECTS	🔍	
🏠	GSA Domain ›	Testing Partition ›	TEST Region 1	SELECT	
	Number	Name			
→	0001	- PORTLAND - ME0034 - Gignoux Courthouse HVAC and Fire Alarm Replacement		☆	✏

Navigate to an Application

1. From within your project, click **Apps (5)** on the left-hand side navigation bar.
2. Within the middle panel (2), the Applications have been grouped into their perspective sections. Once a group is selected, the **Apps** from that section appears in the right panel. You may also select **All Apps** to show all app that are available. Please remember that this is dependent on your group level access within the partition or project level you are in.
3. Click on the desired application (3) title (e.g., RFIs or Submittals) to open the application.
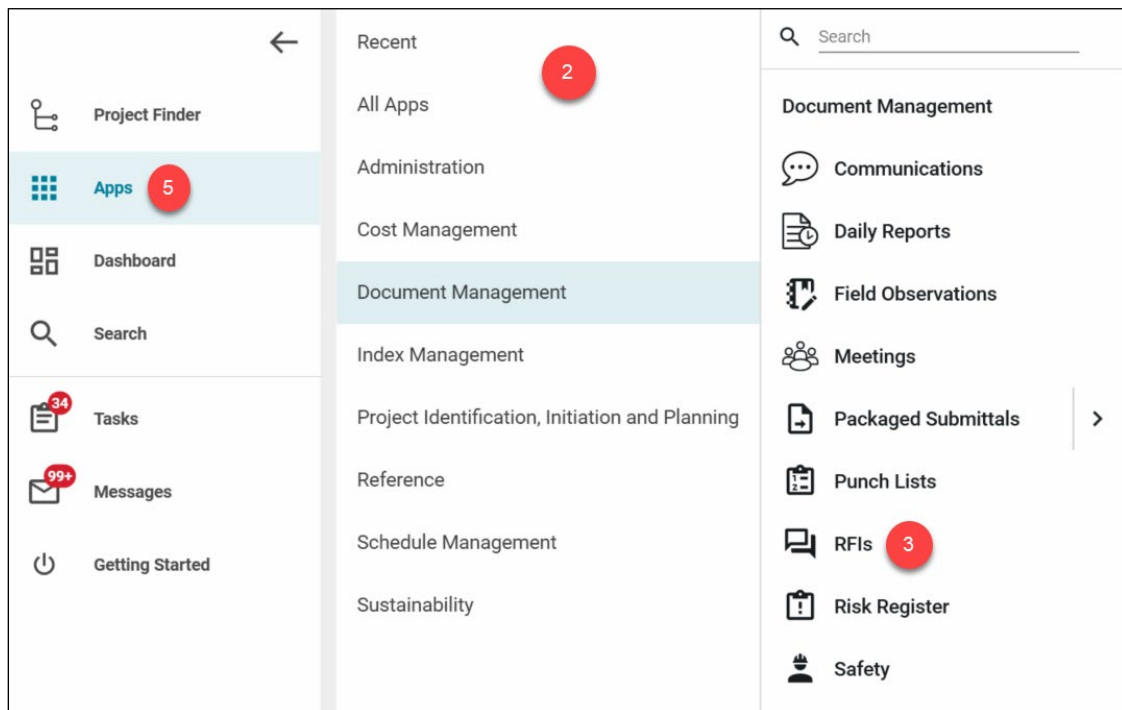
4. The app also appears in the left hand navigation pane once opened. You may also right
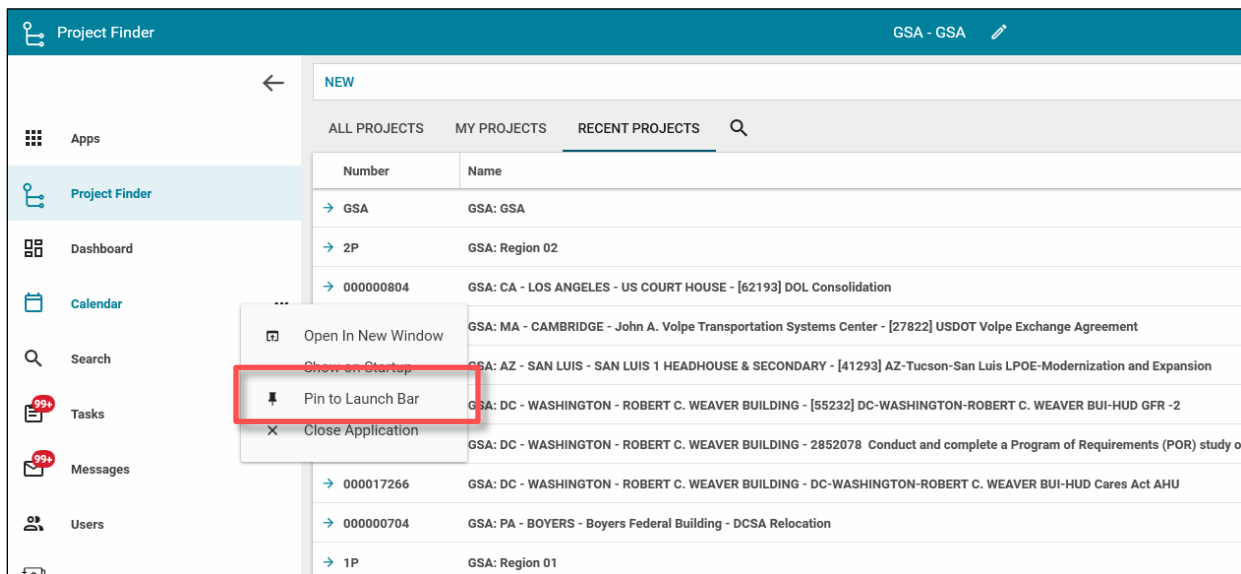
click the app title to close the application.
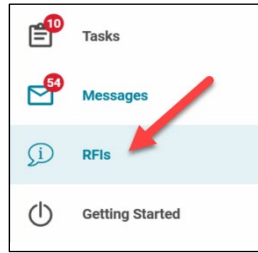
Pin and Unpin Apps

If desired, pin an apps to always have that app appear in your launch bar every time you enter this partition or project.

1. Right-click an app in the left navigation pane to open the app menu.
2. Click **Pin to Launch Bar**.

3. If the app is no longer needed, right-click the app name in the launch bar and click **Unpin from Launch Bar**.

Search

The Search feature can be used to search Kahua. You have the option to search the entire **GSA Domain**, **Current partition / project**, or **My Messages / Tasks**.

1. In the **Search** field, **enter** the information that you would like to search.
2. **Results For** populates if found in Kahua.
3. **Click** the results title to open on the right-hand side of the screen.

Show Results For		
⦿ GSA Domain		
○ Current partition / project		
○ My Messages / Tasks		
☑ Search All Apps		
☐ Search Files		

🔍   ✕

Resources

For additional help with Kahua applications, you can access the calendar for Instructor-led Training, Self-paced Videos and Quick Reference Guides (QRGs) from this link: Training: Project Management tool | GSA

Related QRGs

BigFix Download and Opening the App
Downloading the App for External Users
Profile Settings
Project Finder
Messages
Tasks