# Kahua Quick Reference Guide
# Introduction/Navigation

## Project Lifecycle Applicability

| Identification/ Initiation | Planning | Execution | Closeout |
|---|---|---|---|

## About Introduction/Navigation

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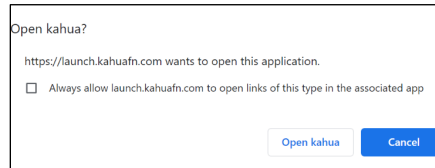Navigate to a Project
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Kahua is the PBS enterprise-wide project management information system and will be the project management system of record. The tool is where project work gets done and will set the foundation for project excellence through Kahua's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

## Access to Kahua

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

1. **Desktop Application**
   a. Installed from Big Fix for internal GSA users. For more information on how to install the Desktop application from Big Fix, please see the Big Fix Download and Opening the App Quick Reference Guide.
   b. Installed from Web Application launch page for external users (must have administrative rights).
   c. Open application from https://launch.kahuafn.com/ for the latest update to the system.

Open kahua?

https://launch.kahuafn.com wants to open this application.

☐ Always allow launch.kahuafn.com to open links of this type in the associated app

Open kahua     Cancel

2. **Web Application**
   a. URL = https://launch.kahuafn.com/web/
   b. Browser agnostic but preferred in Google Chrome or Microsoft Edge web browsers.

## Logging into Kahua

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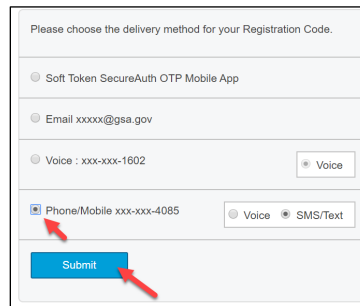2. Click the **Next** button.



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).
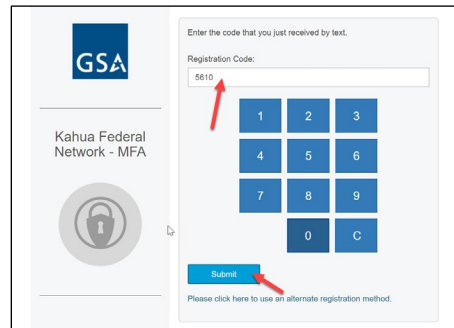6. After reading the Official Use Only message window, click **OK**.
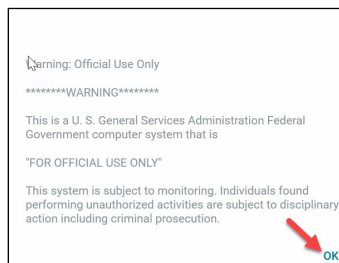


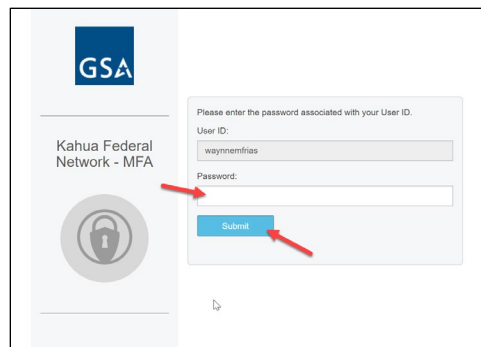7. Enter your **ENT User ID**, and click the **Submit** button.
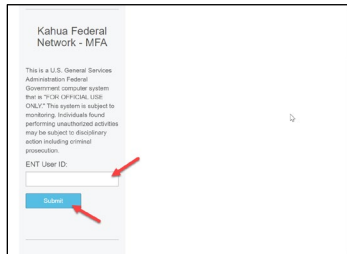
8. Select the delivery method for your **Registration Code**, and click the **Submit** button



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



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

## Navigating Kahua

This section of the QRG describes the Navigation to different areas within Kahua that will allow you to accomplish tasks.

Throughout this QRG, the number from the legend below for the component that is being described will be included in the instructions for each component.

**Legend of Kahua Navigation Features**
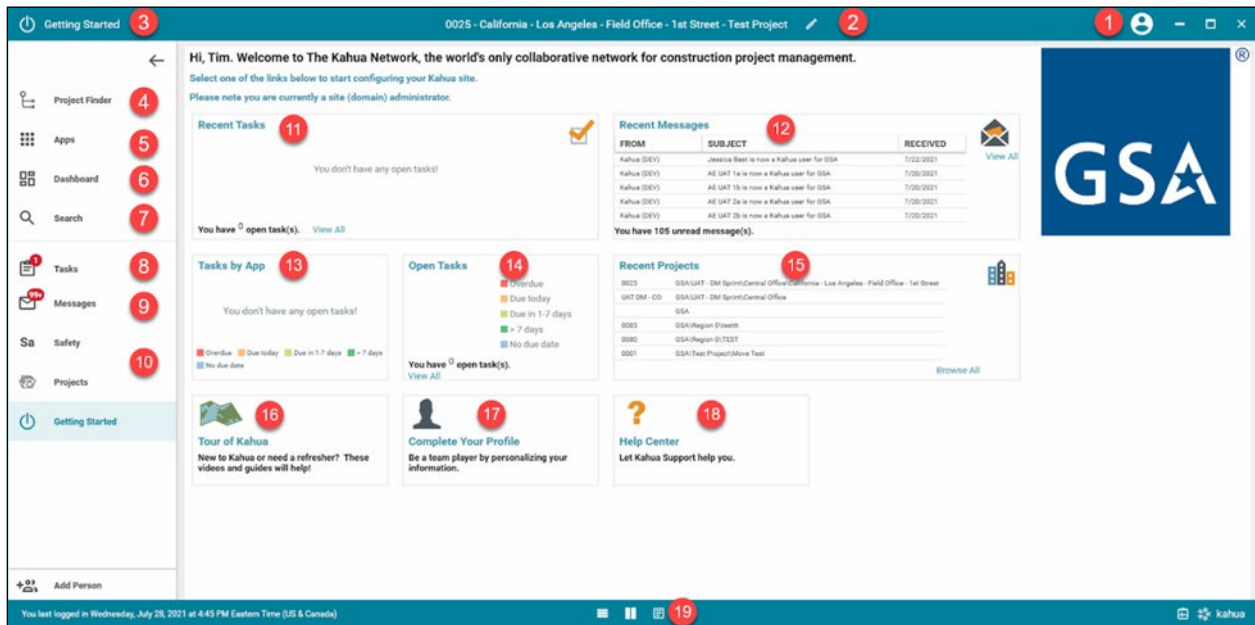


**Navigation Key**

1. **My Settings** – Area used to manage your preference settings such as your password or displaying the project number in the Workspace Context header.

2. **Workspace Context showing Domain/Project Name and Project Details** – The current project or domain in which you are operating. Hovering over the Project Name shows the "path" for which the project is located.

   - This 'pencil' icon next to your project name shows you detailed information about this project (details, dates, status, address or property, and roster). You can edit project information from this window. This is often the first place you will make edits when a new project has been initiated.

   - When you are working in any application, always check the **Workspace Context** to ensure you are in the correct Domain, Partition and/or Project by hovering over this area.

3. Current App – The current application that has been selected in the **Open Applications Bar (10).**

4. **Project Finder** – Tool to navigate between domains and projects.

5. **Apps** – All of your Kahua apps – the list of apps here will dynamically change based on your permission level.

6. **Dashboard** – A collection of useful metrics related to apps.

7. **Search** – Tool to search Kahua globally.

8. **Tasks** – Tasks assigned to you that you can manage and complete (the number reflects tasks that have not yet been addressed).

9. **Messages** – Messages or notifications sent to you (the number reflects tasks that you have not read yet).

10. **Open Applications Bar** – Any open applications you may be using while in Kahua show below the Messages app. Apps can be closed by right clicking on the app and selecting 'Close'.

11. **Recent Tasks** – Your most recently assigned tasks.

12. **Recent Messages** – Your most recently received messages.

13. **Tasks by App** – Analytical data concerning your outstanding tasks, organized by the app the task is in, as well as due date.

14. **Open Tasks** – Analytical data concerning your outstanding tasks, showing how many you have and how many days you have left to complete them.

15. **Recent Projects** – Your most recently accessed projects and quick links to them.

16. **Take a Tour** – Contains a list of video topics on how to use Kahua

17. **Complete your Profile** – Opens your account settings including contact information, default preferences, and setting your signature. You can also access this in the upper right corner by clicking on your profile and selecting **My Settings**.

18. **Help Center** – Opens a new browser window for Kahua Support's website

19. **Focus Buttons for Single/Multi-Frame Toggle** – Allows you to choose between a log view, split frame view, or detail view focuses in the apps that you are using.

## Getting Started

1. The **Getting Started** App will open 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.

<div align="center">

| ···     My Settings |
|---|

</div>

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

<div align="center">

| General |
|---|
| Profiles |
| Password |
| Signature |
| Local Files |

</div>
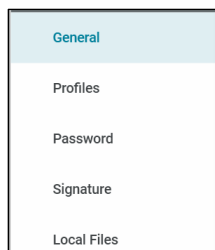
## Navigate to a Project

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 will be 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 will appear in the right panel. You may also select **All Apps** to show all app that are available. Please remember that this will be 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.
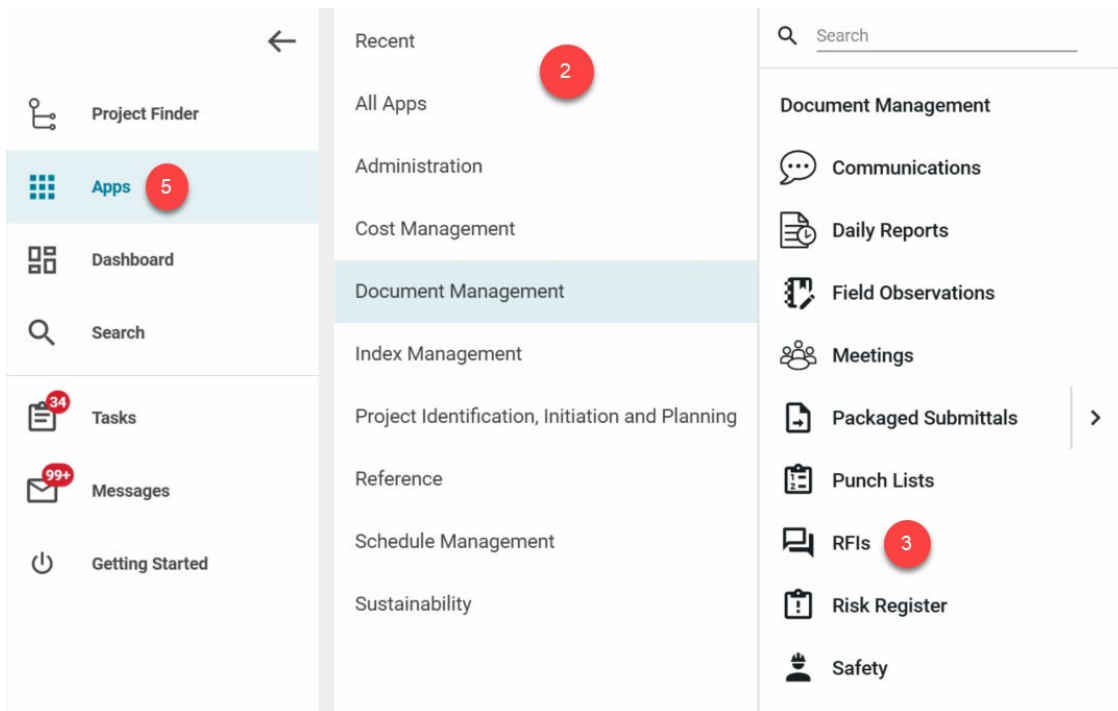


4. The app will also appear on the left-hand navigation bar once opened. You may also right click the app title to close the application.
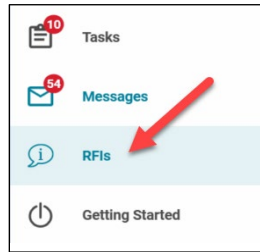
## Search

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** will populate if found in Kahua.
3.  **Click** the results title to open on the right-hand side of the screen.



## 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

[Big Fix Download and Opening the App](#)
[Downloading the App for External Users](#)
[Profile Settings](#)
[Project Finder](#)
[Messages](#)
[Tasks](#)