Kahua Quick Reference Guide
Log Views

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About Log Views

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Each Kahua app has a Log View that lists the records in the app. There is a Default view, and in some apps, uses can choose additional standard views. Additionally, users can customize and save additional views for individual use.

Log View Reports use the columns and order shown in the open Log View so that customized views can be used to create customized reports.

Dashboard widgets use Log Views. To show filtered information and/or additional columns, a Log View is added in the app and then selected in from the View field in the Dashboard set up. See the [Dashboards QRG](#) for help with adding a new Dashboard.

Create a New Log View

1. In an application, click the name of the current **Log View**.
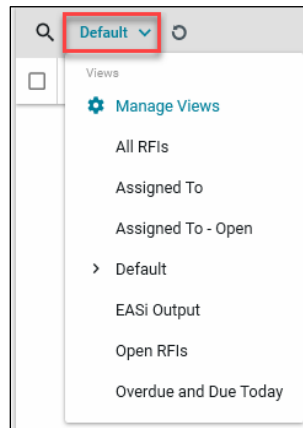
2. Click **Manage Views** to open the dialog box where you will configure the new view.
3. Select the current view from the left-hand side as a starting point for the new view.
4. Use the tabs across the top to configure the view.
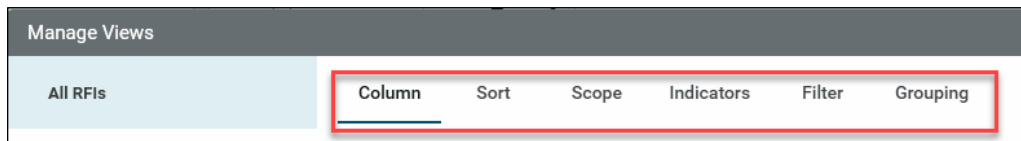
Column – Check or uncheck boxes to display or suppress a column. Drag and drop or use the Up and Down arrows to reorder the columns.

Sort – Customize the sort order of Log items. Multiple sort keys can be specified in a user defined order.

Scope – All users should choose Just Me under the Visibility dropdown. This field cannot be modified later so you must determine the correct option prior to saving.

> **Note:** Only Admins and Kahua Program Managers should set up Log Views with the visibility set to Everyone.

Indicators – Highlight overdue records or indicate different statuses in the log.

a. Click **Add New Indicator**.
b. Select the **Color** for the Indicator.
c. Name the **Indicator**. This will appear when you hover over the indicator.
d. Choose field to **Filter** by and set parameters.
e. Add additional Filters, if needed.
f. Click the **Done** button.
g. If needed, add new Indicators, using a different Color, Name, and Filters.

> **Notes:**
> - In each Indicator row, you can **Enable/Disable** each Indicator.
> - The pencil icon in the row allows you to open it back up for **Edits**.
> - Click the trash can icon to **Delete** the row.

Filter – Apply view filter(s) based on a specific column and selected values in that column.

Grouping – Group records based on a specific attribute(s).

5. Click on **Save As** from the bottom action bar.
6. You will be prompted to give your new view a **Name**.
   a. View name will appear in the Log View drop-down list.
   b. View name will appear in the View list when customizing a Widget in the Dashboards app.
7. Click the **Save** button and close the Manage Views window using the **X** in the top right-hand corner.

Edit a Log View

1. Click on the current View and select **Manage Views** from the list.
2. Select the View to **Edit** from the list on the left side of the Manage Views window.
3. Make edits to **Columns, Sorts**, **Indicators**, **Filters**, and/or **Groups**.
4. Click **Save** from the bottom action bar.

Run a Log Report

After creating your custom view, you can then print the log to PDF. Being able to create a custom report that can be printed at any time can be a very powerful tool.

1. Open the Log View you want to use for your report.
2. Click on the **Open in Reporting** in the top right corner of the view.

3. Once the report preview opens you can **Download** it, **Send** it or **Save to Kahua** using the icons across the top.

Resources

For more help with this or any other Kahua application, you can access the Calendar for instructor-led training, self-paced videos, or additional Quick Reference Guides (QRGs) from this link: Training: Project management tool | GSA

Related QRGs

- **Reporting** for more information about the Reporting app.
- **Dashboards** for more information about using Log Views in a customized Dashboard.