

Kahua Quick Reference Guide

Media Manager

Project Lifecycle Applicability



About Media Manager

- [Add Files Directly to Media Manager](#)
- [Add Files to the Media Section of a Record in Another App](#)
- [Edit a File in Media Manager](#)
- [Multi-Edit Files in Media Manager](#)
- [Delete Files in Media Manager](#)
- [Resources](#)

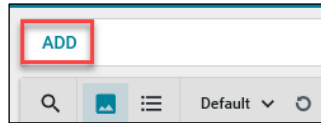
Kahua's Media Manager app is a repository for photos uploaded directly in the app or to the Media section of a record in one of the other apps throughout the project. Within the log, media details for file can be added or edited.

- **Accepted Media File Types:** .bmp, .gif, .jpg, .png, .tif
- **Kahua Applications that include a Media section:** Daily Reports, Field Observations, Punch Lists, RFIs, and Safety

Add Files Directly to Media Manager

This action is typically executed by the following roles: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, EXT-Contractors, ETX-Contractors (Limited), EXT-PM, EXT-Lease Broker Contractor, or Uncleared Contractor.**

1. Open the appropriate project using Project Finder on the left side bar. The project name should now be shown in the top blue bar.
2. Click on the App Launcher on the left side bar and select **Media Manager**.
3. Click **Add** in the log toolbar to upload a media file.

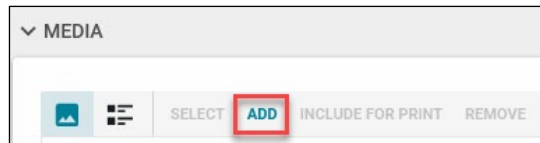


4. Select the media to upload from your computer. When using the desktop application, multiple files can be uploaded at once and files can be dragged and dropped.
5. Click **Open** to open the Add Files window.
6. If desired, you can enter **Comments** for the media file, which will also default as the file's Caption.
7. Click **OK** in the bottom of the Add Files window to complete the upload.

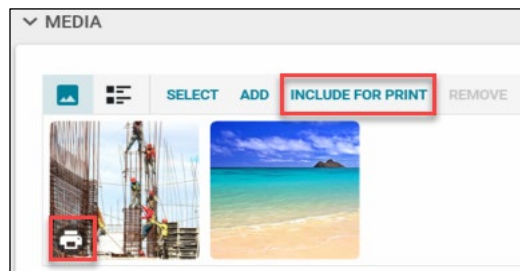
Add Files to the Media Section of a Record in Another App

This action is typically executed by the following roles: **Any permission group with access to an application with the Media section (Daily Reports, Field Observations, Punch Lists, RFIs, or Safety).**

1. Navigate to the appropriate project and open a Kahua application that includes a Media section.
2. Open the record within the chosen Kahua application. To edit the information in the Media section, click **EDIT** in the log toolbar.
3. In the Media section, click **ADD** to upload media files. When using the desktop application, multiple files can be uploaded at once and files can be dragged and dropped.



4. If desired, you can enter **Comments** for the media file, which will also default as the file's Caption.
5. The printer icon in the bottom left corner of the media file indicates that the file will be included in the PDF report of the record.
 - a. To add or remove the printer icon from the media file, click **INCLUDE FOR PRINT**, select or deselect the file(s), then click **DONE**.



6. Click the **Save/Close** button to save the record.
7. The photo will be added to the Media Manager app, and it can be edited from the Media section of the original application or in the Media Manager app.

Edit a File in Media Manager

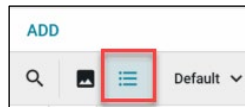
This action is typically executed by the following roles: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, EXT-Contractors, ETX-Contractors (Limited), EXT-PM, EXT-Lease Broker Contractor, or Uncleared Contractor.**

1. Navigate to the appropriate project and select **Media Manager** from the App Launcher.
2. Click on the media file to open the preview and details pane.
3. Click **EDIT** in the top toolbar to make any applicable changes.
 - a. Fields that cannot be edited include: Source, Contributor, and Uploaded.
4. When complete, click the **Save/Close** button at the bottom of the window.

Multi-Edit Files in Media Manager

This action is typically executed by the following roles: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, EXT-Contractors, ETX-Contractors (Limited), EXT-PM, EXT-Lease Broker Contractor, or Uncleared Contractor.**

1. Navigate to the appropriate project and select **Media Manager** from the Apps Launcher.
2. To edit the **Category** and **Description** of multiple media files at once, ensure the **List view** is selected.



3. Check the box beside the media files that need to be included in the Multi-Edit.
 - a. To select all media files, check the box in the column header.
4. Click **Multi Edit** in the top toolbar.
5. To make the same change to selected line items:
 - a. Check the box beside all necessary line items.
 - b. Make the change in one line item.
 - c. Click **Copy to Selected** in the top left corner.
6. To make the same change to all line items:
 - a. Make the change to one line item.
 - b. Click **Copy to All** in the top left corner.
7. When complete, click **Save**.

Delete Files in Media Manager

This action is typically executed by the following roles: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, or EXT-PM.**

Note: Deleting a file in the Media Manager app will also delete the file from the Media section of the record it was originally uploaded to.

1. Navigate to the appropriate project and select **Media Manager** from the App Launcher.
2. Check the box beside the media file(s) that need to be deleted.



3. Click **DELETE** in the top toolbar.
4. Click **OK** in the Delete Confirmation window.

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

[File Manager](#)

[Submittals](#)

[RFIs](#)