

Kahua Quick Reference Guide

Kahua Mobile App

Project Lifecycle Applicability



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The Kahua mobile app allows you to work in Kahua using a Government or Contractor Issued and Managed phone or tablet. Many Kahua applications are accessible in the mobile app where you can add and edit data, review drawings, and take photos and directly include them in the project record.

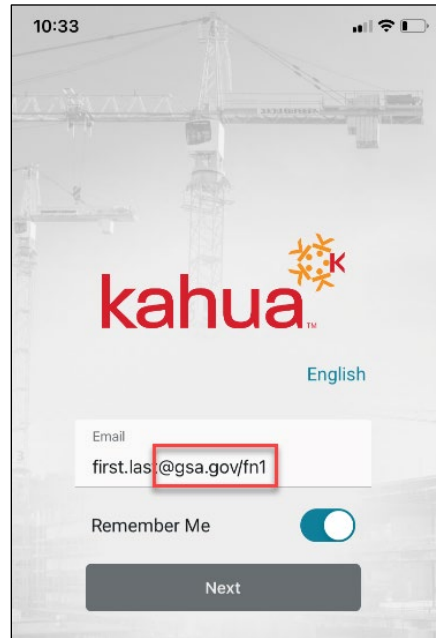
Rules of Behavior

- a. Only Government or Contractor Issued and Managed devices should be leveraged to use the Kahua Mobile Application. Personal or unmanaged devices will not be allowed to use government data or the Kahua Federal Network.
- b. Any mobile device using the mobile application must run the latest version of the device operating system.
- c. Any mobile device using the mobile application must have its storage encrypted.
- d. Any data downloaded to the device should only remain on the device while it is being used; once the use is complete, it should be immediately deleted.
- e. Any incidents of actual or suspected data or device compromise will be reported to GSA's incident response team.

Open the Kahua Mobile App

1. Download the Kahua mobile app from the Apple App Store or from Google Play for Android devices.

2. Open the **Kahua Mobile** app.
3. Enter your **Email Address**, and append **/fn1** to the end.
 - a. Example: first.last@gsa.gov/fn1

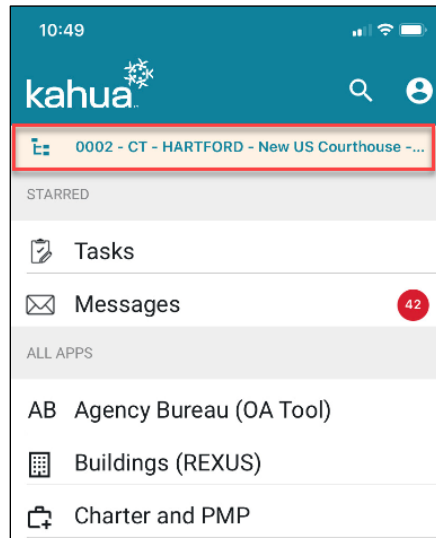


4. Move the **Remember Me** slider to the right to keep from needing to type it in again.
5. Tap the **Next** button.
6. Tap **Sign In**.
7. Follow the steps for Multi Factor Authorization (MFA).

Use the Mobile App

Find a Project

1. Tap on the open partition name in the off-white row below the blue header to open the **Project Finder**.



- a. The Project list can be filtered by projects marked **My Projects** by tapping the star at the bottom of the screen.
- b. The Project list can be filtered by the **Recent** projects you have opened by tapping on the clock icon at the bottom of the screen.
2. Tap the **Search** box at the top to enter part of the name or the project number to filter the list of projects.
OR
3. Tap on the partition name to open the partitions below and continue until the final partition opens with the project list.
4. Tap the Project Name to open the project.

Note: You can mark a project as “My Project” in the mobile app Project Finder by swiping the project name to the left and tapping STAR on the right side.

Open an App

1. Scroll up or down to find the app. App Names are in alphabetical order.
2. Tap on the app name.

Record Navigation

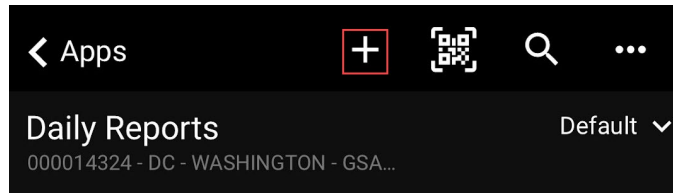
When a record is open, there are options for navigation across the top of the app in the blue bar:

1. Close the Record.
2. Go to Previous or Next Record.
3. Send the Record.
4. Edit the Record
5. See more options.



Add a New Record or Edit an Existing Record

1. To add a **New** Record: Tap the plus (+) sign at the top of the app.

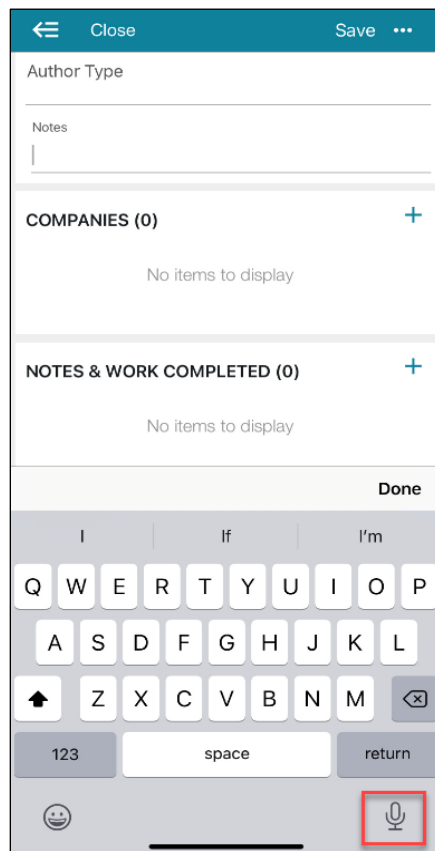


2. To **Edit** an Existing Record, tap the existing record and then the pencil icon across the top to open it to edit mode.
3. Tap **Save**.

Talk-to-Text

Data can be entered into text fields by typing or you can use the **Text-to-Talk** option on the device.

1. With the record in Edit mode, tap on the text field to open the keyboard.
2. Tap the microphone below the phone's keyboard.



Add Photos

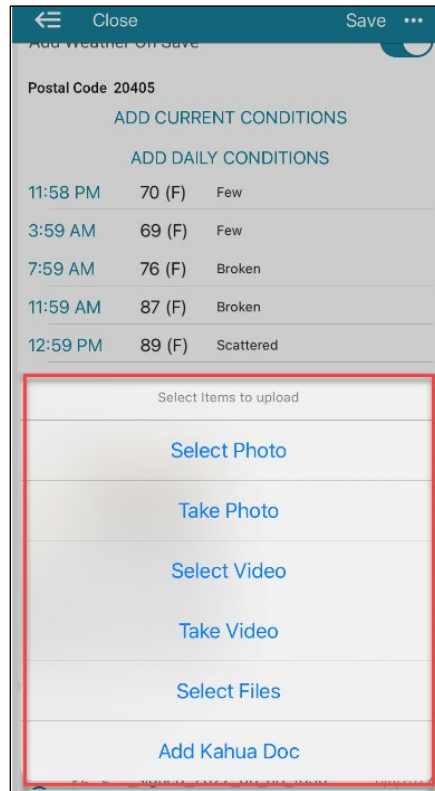
1. Tap the plus (+) sign in the **Media** section of a record.
2. To take a new photo with the device:
 - a. Tap **Take Photo** from the options.
 - b. Take the photo.
 - c. Select **Use Photo**.
3. To add photos from device:
 - a. Choose **Select More Photos** to access photos from your device's photos.
 - b. Tap to check any checkboxes on photos to be added.
 - c. Tap **Done** in the top blue toolbar.

Note: Photos are defaulted to be included on printed portable view reports. Follow the steps below to remove a photo from a portable view.

1. Use the ellipses on the top right of the Media section to access **Include for Print**.
2. Tap to uncheck any checkboxes on photos to remove from the printed portable view report.
3. Tap **Done** in the top blue toolbar.

Add References

1. Tap the plus (+) sign in the **References** section of a record.
2. Tap on **Select Photo/Video/Files** to add a **Reference** existing on the device.
 - a. Choose **Select More Photos** to access photos from your device's photos.
 - b. Tap to check any checkboxes on photos to be added.
 - c. Tap **Done** in the top blue toolbar.
3. Tap on **Take Photo/Video** to take a new photo or video.
 - a. Take the photo or video.
 - b. Tap **Use Photo/Video**.
4. Tap **Select Files** to attach files from your device.
5. Tap **Add Kahua Doc** to attach files that are already uploaded to Kahua.



Resources

See the Kahua Support Website for up to date information regarding which applications are available in the Kahua Mobile application:

<https://support.kahua.com/support/solutions/articles/24000075737-mobile-features-and-functionality>

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

[Editing a Project](#)
[Project Directory](#)