Kahua Quick Reference Guide
Project Finder

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About the Project Finder

The Project Finder app is used to navigate through projects and partitions in Kahua. Kahua is set up in a hierarchical manner which means GSA projects are nested under partitions such as a region, or a project type. This enables ease of navigation for the Kahua users.

Navigate to the Project Finder app

1. Once Kahua is open, click the **Project Finder** app located in the left navigation pane.

Open a Partition or a Project

1. There are several ways to open a partition or a project using the Project Finder app.

    1. **All Projects** – Provides the user the ability to drill down through the hierarchy to view the partitions and projects list to find their project. Using the breadcrumb trail at the top will allow the user to move back through partitions.
    2. **My Projects** – Lists only projects the user has 'starred'. Clicking a project here will take the user directly into the project.
    3. **Recent Projects** – Lists the most recent projects the user has worked in. Clicking a project here will also take the user directly to the project.
    4. **Search** – Allows user to start typing project name or project number. The system will display results based on the projects the user has access to.

2. There are three icons located to the right of all partitions and projects:

   1. **Arrow** – Click this icon to open the partition or project.
   2. **Star** – Click the star to add a partition or project to the "My Projects" list. To remove the project from the **My Projects** list, unclick the star.
   3. **Pencil** – Click to open the project information page to allow for editing or review if permissions allow.

3. To open the list of projects designated as "My Projects" on the left navigation bar, right-click the **Project Finder** icon on the left navigation, and click **Display My Projects**.
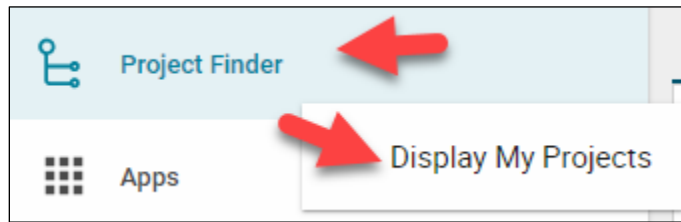
To close the shortcut, click the **X** in the right corner of the projects list.

Number	Name
0001	- ABILENE - TX0001 - Ft Worth Courthouse Reno
0001	- DONNA - TX0016 - Courthouse Renovation
0002	- WASHINGTON - DC0021 - DEMO - Leased Belo
GSA	GSA
000000005	Repair and Replace HVAC Units
TEST-7PCA	TEST Project Management Branch A
TEST-7PCB	TEST Project Management Branch B
TRAIN	Training Partition

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

Messages
Tasks