

Kahua Quick Reference Guide

Tasks

Project Lifecycle Applicability



About Tasks

Tasks are used to assign action items within Kahua. Users can receive tasks from a variety of applications in Kahua. The task icon shows the number indicator of tasks requiring attention. The Tasks application is specific to the user’s account and shows all tasks across all projects.

- [Access Tasks](#)
- [Take Appropriate Task Action](#)
- [Delegate a Task Action](#)
- [Share Tasks](#)

Access Tasks

- To access your Tasks, click **Tasks** in the left navigation pane.

FROM	SUBJECT	DATE ASSIGNED	DUE DATE	AP
Wayne Frias	RFI 0001 submitted on - HILO - HI7252 - WF Test	11/23/2021	11/30/2021	RF
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned for Clarification	11/15/2021	10/19/2021	Su
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF

Note: You may also access your Tasks from the Getting Started app from the Recent Tasks, Tasks by App, or Open Tasks sections.

2. Tasks will open displaying the **Active** Tasks. You may also select the dropdown next to **Active** to display your **Completed** Tasks.

☰ List Active ▼ SHARE			
☰ Active ☰ Completed			
SUBJECT	DATE ASSIGNED	DUE DATE	AP
Wayne Frias	RFI 0001 submitted on - HILO - HI7252 - WF Test	11/23/2021	11/30/2021 RF
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned for Clarification	11/15/2021	10/19/2021 Su
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021 RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021 RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021 RF

3. Click on the **Task** to open on the right-hand side.

The screenshot shows a task management interface. On the left is a list of tasks with columns 'FROM' and 'SUBJECT'. The task 'Cillisha Knights' with subject 'RFI 0007 submitted on HI - PEARL CITY - 97-719 KAMEHA' is highlighted with a red box. On the right is a detailed view of this task, also outlined in red. It includes tabs for 'DELEGATE', 'VIEW', and 'HISTORY'. The task title is '0007 Elevator RFI (Primary Reviewer)'. Below the title is a 'View Source Record >' link. A 'DETAILS' section lists various attributes: Number (0007), Date (6/27/2022), Subject (Elevator RFI), Reason for RFI (A/E Issue), Priority (1-Urgent), Status (In Review), Author (Cillisha Knights), Source, Discipline, CSI Code, Location, and Potential Cost Impact. To the right of the details is a 'SECTIONS' menu with links for 'DETAILS', 'OWNER', 'PRIMARY RESPONSE', 'SECONDARY RESPON...', 'MEDIA', and 'REFERENCES'. At the bottom of the task view are several action buttons: 'Save', 'Return for Clarification', 'Send to Secondary Responders', 'Respond', and 'Add Responses to Primary Response'.

Take Appropriate Task Action

1. Task action buttons are located at the bottom of the form. Example actions may include **Save**, **Return for Clarification**, **Respond**, **Mark Complete**, **Review Complete**, **Approve**, or **Decline**.

This screenshot is identical to the one above, showing the task list and the detailed view of '0007 Elevator RFI (Primary Reviewer)'. However, a red box highlights the action buttons at the bottom of the task view: 'Save', 'Return for Clarification', 'Send to Secondary Responders', 'Respond', and 'Add Responses to Primary Response'.

- To view the source record on a task, click **View Source Record** at the top of the task. This will open the document within the specific Project. Users may also take action from within the document.

The screenshot shows the Kahua interface with a task list on the left and a detailed view of a task on the right. The task list has columns for 'FROM' and 'SUBJECT'. The detailed view shows the task title '0007 Elevator RFI (Primary Reviewer)' and a 'View Source Record >' button highlighted with a red box. Below the button are sections for 'DETAILS' and 'SECTIONS'. The 'DETAILS' section lists various attributes like Number, Date, Subject, Reason for RFI, Priority, Status, Author, Source, Discipline, CSI Code, Location, and Potential Cost Impact. The 'SECTIONS' section includes links for DETAILS, OWNER, PRIMARY RESPONSE, SECONDARY RESPONSES..., MEDIA, and REFERENCES. At the bottom of the detailed view are several action buttons: Save, Return for Clarification, Send to Secondary Responders, Respond, and Add Responses to Primary Response.

FROM	SUBJECT
Michael Kelty	New Project Awaiting Assignment
Cillisha Knights	RFI 0007 submitted on HI - PEARL CITY - 97-719 KAMEHA
Wayne Frias	Submission Requested for Submittal Item 0012 - (055213-4
Wayne Frias	RFI 0002 submitted on DC - WASHINGTON - GSA - SAST E
Wayne Frias	RFI 0001 submitted on DC - WASHINGTON - GSA - SAST E
Wayne Frias	Punch List 0003 - Cabinets - All cabinets not plumb, level a.
Wayne Frias	Submission Requested for Submittal Package 0004 - (08 4
Wayne Frias	RFI 0001 submitted on - HILO - HI7252 - WF Test
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test

97 Item(s)

0007 Elevator RFI (Primary Reviewer) Task [1] X

[View Source Record >](#)

DETAILS

Number: 0007
 Date: 6/27/2022
 Subject: Elevator RFI
 Reason for RFI: A/E Issue
 Priority: 1-Urgent
 Status: In Review
 Author: Cillisha Knights - ()
 Source:
 Discipline:
 CSI Code:
 Location:
 Potential Cost Impact:

SECTIONS

DETAILS
 OWNER
 PRIMARY RESPONSE
 SECONDARY RESPONSES...
 MEDIA
 REFERENCES

Save Return for Clarification
 Send to Secondary Responders Respond
 Add Responses to Primary Response

Delegate a Task Action

- Task can also be delegated to other Kahua Users, to delegate a task click the **Delegate** button.

2. Enter the Kahua Users name in the **Delegate To** field. You may also notify the originator that the task has been delegated by checking the **Notify Originator** checkbox. Include a **Message** if needed. Click **Submit**.

Delegate Task
✕

The delegated user will act on behalf of Wayne Frias.

Delegate To

Notify Originator Notify originator that task was delegated

Message

Share Tasks

1. Tasks may be Shared with other Kahua Users. To share a task, click the **Share** button from the Task Log View.

List Active **SHARE**

View: Default

FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APP	PROJECT
Brandon Bolstad	Project Created: Awaiting PM Assignment	12/8/2022		Projects	Staging
Kristina Le	Project Created: Awaiting PM Assignment	12/7/2022		Projects	Staging
Brandon Bolstad	Project Created: Awaiting PM Assignment	12/6/2022		Projects	Staging
Brandon Bolstad	Project Created: Awaiting PM Assignment	12/6/2022		Projects	Staging
Joani Isles	Project Created: Awaiting PM Assignment	12/6/2022		Projects	Staging
Jonathan Overton	Project Created: Awaiting PM Assignment	12/5/2022		Projects	Staging
Kelvin Chandler	Project Created: Awaiting PM Assignment	12/1/2022		Projects	Staging
Kelvin Chandler	Project Created: Awaiting PM Assignment	12/1/2022		Projects	Staging
Kelvin Chandler	Project Created: Awaiting PM Assignment	12/1/2022		Projects	Staging
Michele Fitzgerald	Project Created: Awaiting PM Assignment	12/1/2022		Projects	Staging
Michele Fitzgerald	Project Created: Awaiting PM Assignment	12/1/2022		Projects	Staging

97 Item(s)

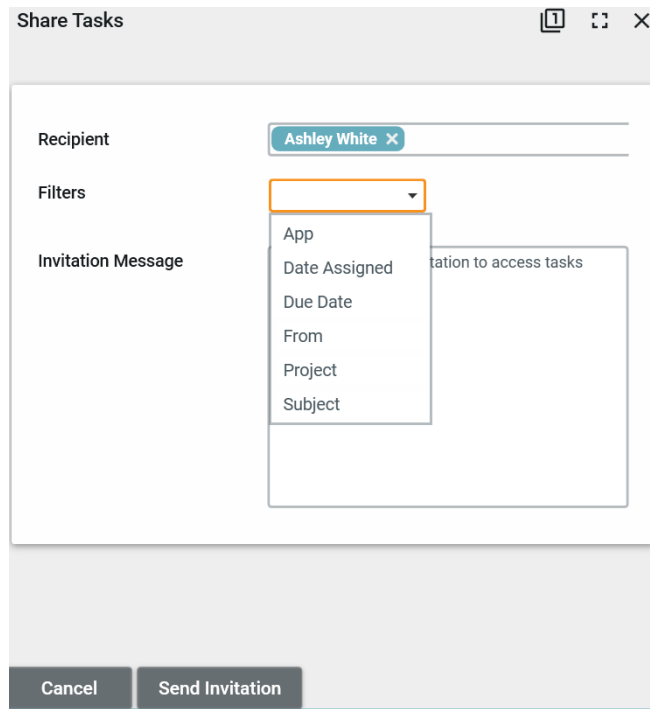
2. Click **Add**.

List Active

ADD EDIT REMOVE

Recipient	Status	Start Date	Has Filter

3. Enter the Kahua User's name in the **Recipient** field.
4. You may also set **Filters** based on App, Date Assigned, Due Date, From, Project, and Subject.
5. Click **Send Invitation**. This will send a message to the recipient. Once accepted tasks assigned to you will now show within the recipient's task inbox to take action on.



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

[Design Review](#)

[Profile Settings](#)

[Recertification](#)