



Client Enrichment Series – Q & A



Topic: Say Aloha to Kahua! Encore Session

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Date of Presentation: January 19, 2023

Kahua Related Resources:

To request access to Kahua:

Use our [Kahua Account Request Form](#) - (Smartsheet)

<https://app.smartsheetgov.com/b/form/208fc29b0f6147be974a02bc4059f0b7>

Or contact us at kahuasupport@gsa.gov

Visit our [Project Management Information System \(Kahua\) Webpage](#)

<https://www.gsa.gov/real-estate/design-and-construction/project-management-information-system>

Join us for our Kahua Focus Day - February 1, 2023 - 11am Eastern

See our [Plenary Session Registration](#)

https://gsa.zoomgov.com/webinar/register/WN_0kKTdRECTGSYTyWk53cnKg

Need support?

Describe your need and submit it via our [Kahua Support Form](#)

https://docs.google.com/forms/d/e/1FAIpQLSfRRsuiFVTBCXQYoJzHGUCSkatuuN6zuMuSbiYtNK2hTP_wmg/viewform

Q1: Is Kahua able to upload Primavera P6 schedules?

A. Yes, Kahua is compatible with the Primavera application. Kahua can accept P6 schedules for up to 3000 activities

Q2: Is the DocuSign used by Kahua through the DocuSign cloud or is it through an app? I'm thinking about security and requirements for uploading documents to non-government sites.

A. For GSA, Kahua integrates with the FedRAMP version of DocuSign for the processing of documents.



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Q3: How is Kahua different from eRETA?

- A. eRETA is a GSA system for all reimbursable work authorizations (RWAs). Kahua is a GSA system for all project types, which may include RWAs used to support a project. eRETA and Kahua are integrated and share information.*

Q4: Can I upload RFI or Submittals to a Kahua project entry?

- A. If you have a need to upload docs to an app, please work with the PM of your project, who can give you different rights*

Q5: Will this primarily be used first for federal owned buildings or for leased locations? Will this tie into the OA and eRETA?

- A. Kahua will be used for projects in federally-owned and leased space. It is currently being used for projects in federally-owned space and leased projects above prospectus. Leased projects below prospectus will be added this summer.*

Q6: So, would I only be able to get an account with an active project, but not before then?

- A. Accounts can be set up in advance, however, you will not see project information in Kahua until you have been approved to view a project.*

Q7: What types of users can request access to Kahua?

- A. GSA staff, Customer agency project POCs, and project contractors can all request access to Kahua to collaborate on GSA-managed reimbursable (RWA) or lease projects.*

Q8: If we currently have GSA projects, will we create an account and use the project finder to pull up current or projected projects? Or, will everything have to be created from scratch?

- A. If you have active GSA projects, you can establish an account via our [request form](#), or by emailing us at kahuasupport@gsa.gov. Make sure to enter the GSA Project Manager's (PM) name in the form so that they can review your request and give you access to their project. When you then log in to Kahua, you will use the **Project Finder** app to find the projects you have approval to view. Access to multiple projects does not require multiple access forms, but each of your individual GSA PMs will have to give you access to the projects in your purview.*

Q9: Does Kahua integrate with Prism?



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A. No, not at this time.

Q10: Do all GSA PMs use this platform?

A. Yes! GSA has provided all PMs access and training on this application.

Q11: Does a Kahua app need to be downloaded on customer laptops?

A. No, the Kahua app does not need to be downloaded to customer laptops. Customers can use a web browser instead.

Q12: How do you find a project in Kahua?

A. Once Kahua is open, click the Project Finder app located on the left navigation pane. Start typing project name or project number. The system will display results based on the projects the user has access to. Click the arrow icon to open the partition or project.

Q13: Does Kahua have integration with EASi?

A. Integration with EASi is scheduled to be in place at the end of FY23 Q2

Q14: Can Annual Site Visit Pictures, or Field Observations for Lease Administration added in Kahua?

A. Yes, photos can be uploaded to the project in Kahua using Media Manager.

Q15: Do we need to fill out an access request form for each project?

A. No, just the initial project. After that, to add additional projects to your Kahua view, you GSA PM can provide you access. No additional access request forms are necessary.

Q16: Can you please show how to access and interact with project files and folders directly through Windows Explorer without having to log in to Kahua using the Local Files functionality?

A. You can access and interact with project files and folders directly through Windows Explorer without having to log in to Kahua using the Local Files functionality. Please follow the setup steps on Kahua's [Local Files \(Kahua File Manager Synchronization\)](#) page.

Q17: How do we know what apps are available to add to our Kahua workspace? And how do we add them?



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- A. *Once you have entered a project, click the App Launcher icon in the left navigation pane. The App Launcher is the icon with 9 small boxes. Begin typing the name of the desired app in the Search box, and the list will begin to start filtering. Once you have found the app, click the name. If you do not see apps that you think you should be seeing, please submit a ticket through the [Kahua support](#) portal.*

Q18: Does Kahua allow for customer access to project invoicing records?

- A. *Customers will not have access to contracts and invoices once they are brought into Kahua via integration with EASi.*