Kahua Quick Reference Guide
Editing a Project

About Project Edits

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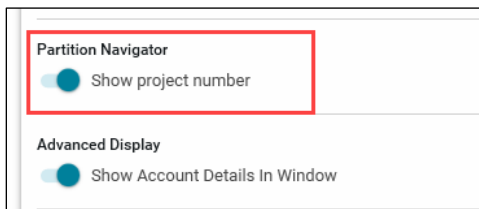[History of the Project Properties Form](#)

The Project Manager assigned in the Roster of the Project Properties form, the Kahua Program Manager, and the Kahua Administration team may make edits to the project properties form. All other uses do not have edit rights to this form.

Edit a Project

This activity is typically handled by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM,** and **GSA-PM/COR**.

1. Log in to Kahua.
2. In the left navigation pane, click **Project Finder**.
3. Use the search feature to quickly locate the project. You may search by project number or project name.

    Note: To view the project number in the Project Finder app, click the "My Profile" icon in the top right, select My Settings and turn the slider to "on" to Show the Project Number.

4. Click the **project title** to open the project.
5. Check the name listed in the top toolbar to make sure you are working in the correct project. Click the pencil icon next to the project name to open the project for edits.
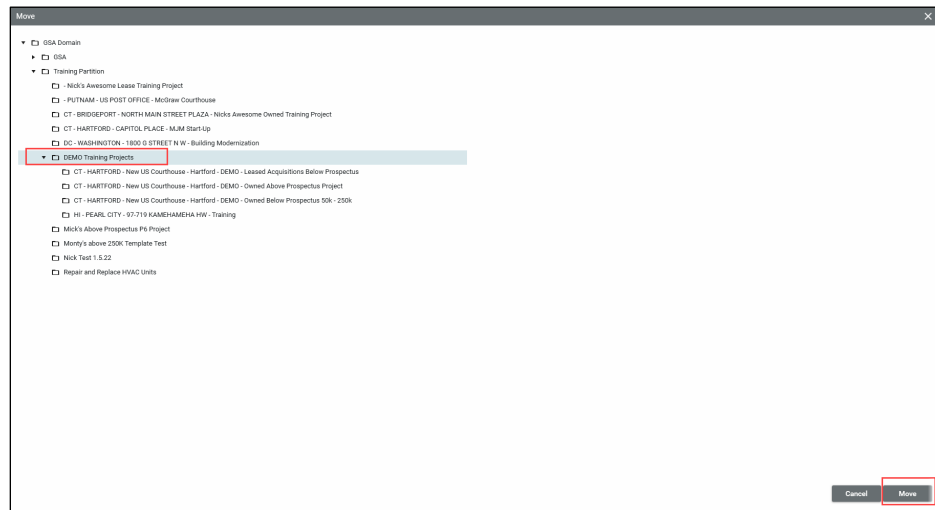

6. The Project Properties form will open. Click the **Edit** button on the top toolbar.
7. Update all applicable fields.

8. To reassign the project to a new Project Manager, in the Roster section, click the **x** beside the name of the current PM to clear the field. Click dropdown arrow to add the new **Project Manager**. Enter the name of the Project Manager in the search field, and select the name from the list.
9. Click the **Save** button.
10. To close the form, click the **X** in the top right corner.

Move a Project

If a project was added to the wrong location, a Kahua Program Manager or the Kahua Administration team can move the project to the correct location.

1. With the Project Properties form open, click the **Move** button on the top tool bar.
2. Click the arrow to expand the **GSA Domain partition**.
3. Click the arrow to expand the **GSA partition**.
4. Click the arrow to expand the **Region partition list** and **click the region** where the project currently resides.
5. Continue to expand to find the applicable location where the project will be moved.
6. Click the **location** to select.
7. Click the **Move** button located on the bottom right corner of the screen.

History of the Project Properties Form

1. To view the historical changes made to the project properties form, click the **History button** on the top tool bar.
2. To view a specific edit, click the **View Edit** link located to the right of the history reference.

3. To close the form, click the **X** in the top right corner.