

Kahua Quick Reference Guide

Kahua Mobile

About Kahua Mobile

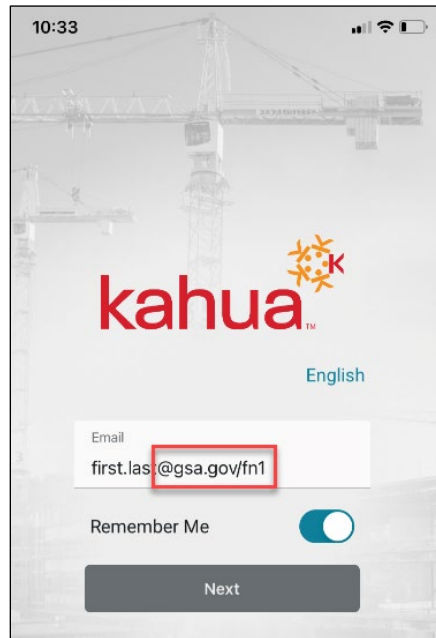
Kahua Mobile allows you to continue working in Kahua from a Government or Contractor Issued and Managed phone or tablet. Many Kahua applications are accessible in the Mobile app where data can be added and edited and photos can be taken and directly included in the record.

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

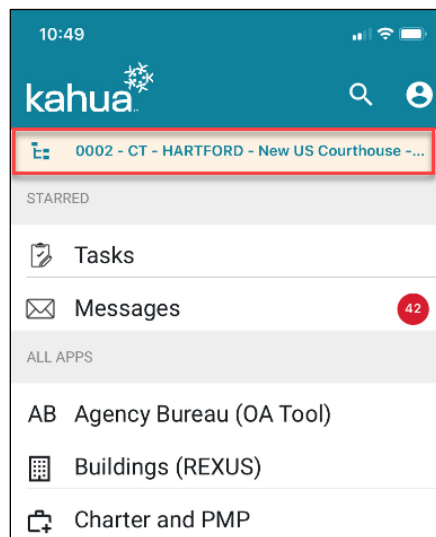
1. Download Kahua Mobile from the Apple App Store or Google Play for Android devices.
2. Open the **Kahua Mobile** app.
3. Enter your **Email** and append **/fn1** to the end.
 - a. Example: first.last@gsa.gov/fn1



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

Find the 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 clicking on the star at the bottom of the screen.

- b. The Project list can be filtered by the **Recent** projects you have opened by clicking on the clock icon at the bottom of the screen.
2. Tap on 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 partitions names to open the partitions below and continue until the bottom partition opens with the project list.
4. Tap the Project Name to open the project.

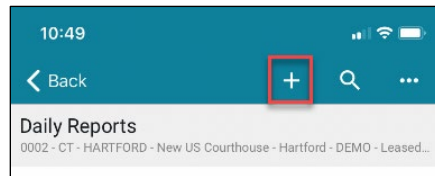
NOTE: You can mark a project as “My Project” in the mobile app Project Finder by swiping the project name to the left and tapping STAR on the right side.

Open the App

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

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. **Save** changes to the record.

Using the Mobile App

Record Navigation

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

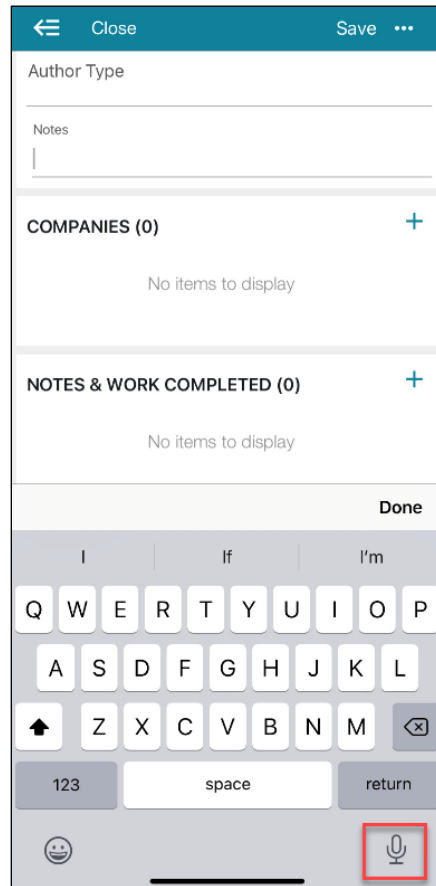
1. Return to List View.
2. **Close** the Record
3. **Save** changes to the record.
4. Open more options; will vary for each application.



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 on the microphone on the below the 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** from the top.

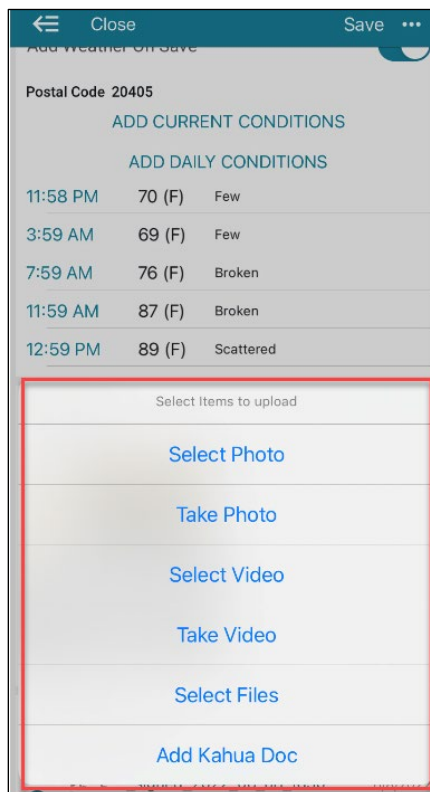
NOTE: Photos are defaulted to be included on printed portable view reports.

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** from the top.

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** from the top.
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.



Additional 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>