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.

Navigating to the Project Finder app

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

Opening 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**.

![Project Finder](image1.png)

To close the shortcut, click the **X** in the right corner of the projects list.

![My Projects](image2.png)