

Kahua Quick Reference Guide

Tasks

About Tasks

Tasks are used to assign action on documents 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.

Accessing Tasks

1. To access your Tasks, click **Tasks** in the left-hand navigation bar.

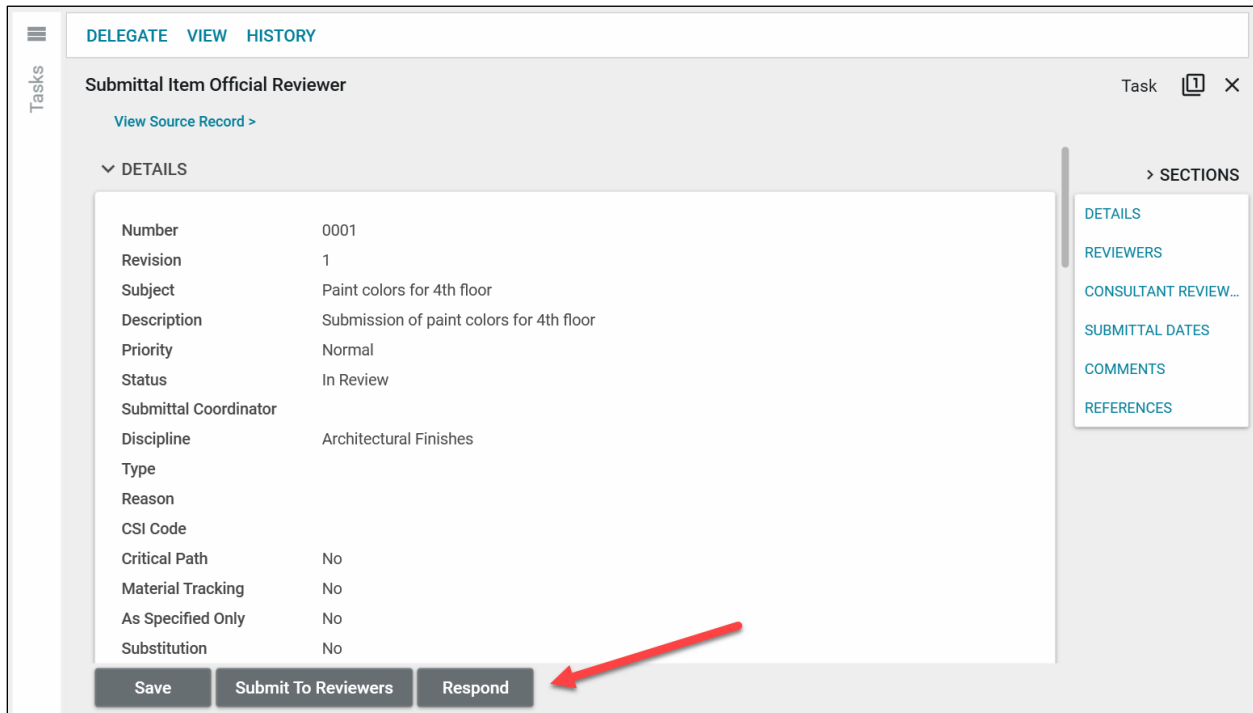
Note: You may also access your Tasks from the Getting Started app from the Recent Tasks, Tasks by App, or Open Tasks sections.

2. The **Tasks Inbox** will open displaying all Tasks.
3. Select a Task to open the Task on the right-hand side.

FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APP	PROJECT
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned for Clarification	11/15/2021	10/19/2021	Submittal Items	VP Office Renovation 100
Wayne Frias	Review Requested for Submittal Package 0001 - (Plant Samples)	10/26/2021		Submittal Packages	- WASHINGTON - DC0021
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RFIs	- HONOLULU - HI6244 - W

Taking Appropriate Task Action

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



The screenshot shows a task interface for a 'Submittal Item Official Reviewer'. At the top, there are tabs for 'DELEGATE', 'VIEW', and 'HISTORY'. Below the tabs, the task title 'Submittal Item Official Reviewer' is displayed, along with a 'Task' icon and a close button. A link 'View Source Record >' is also present. The main content area is divided into 'DETAILS' and 'SECTIONS'. The 'DETAILS' section contains a table of task information:

Number	0001
Revision	1
Subject	Paint colors for 4th floor
Description	Submission of paint colors for 4th floor
Priority	Normal
Status	In Review
Submittal Coordinator	
Discipline	Architectural Finishes
Type	
Reason	
CSI Code	
Critical Path	No
Material Tracking	No
As Specified Only	No
Substitution	No

The 'SECTIONS' sidebar on the right lists: 'DETAILS', 'REVIEWERS', 'CONSULTANT REVIEW...', 'SUBMITTAL DATES', 'COMMENTS', and 'REFERENCES'. At the bottom of the form, there are three buttons: 'Save', 'Submit To Reviewers', and 'Respond'. A red arrow points to the 'Respond' button.

2. For some tasks, users can **Reassign** a task. Click **Reassign** to send the task action to another Kahua user. This will allow a different user to respond on your behalf to a task that they were not originally assigned too. This is not available for all types of tasks.