

Kahua Quick Reference Guide Index Apps

Project Lifecycle Applicability



About the Index Apps

Kahua's Index apps are applications that are used to store data integrated from other sources for use throughout the Kahua platform. Index data is not project-specific so the information you see in each Index app will be the same from any partition or project. Integrations run nightly, and data that fits specified criteria for each application will be updated in the Index apps.

Integration Sources View Index Records Assign Index App Records in Project Details Receiving Apps

Integration Sources

Kahua Index App	Source System(s)
Agency Bureau	OA Tool and FMIS
Buildings	REXUS
Leases	REXUS
Occupancy Agreements	OA Tool
Work Items	IRIS
Work Requests	RETA

View Index Records

- 1. Open the Apps Launcher in the launch bar and select the **Reference** list.
- 2. Under the **Reference** section, click the title of an app to open it.





	Apps	Recent	۹
ڻ ا	Getting Started	All Apps	Reference
Ŀ	Project Finder	Administration	AB Agency Bureau (OA Tool)
品	Dashboard	Cost Management	Buildings (REXUS)
		Document Management	Leases (REXUS)
	Calendar	Index Management	WI Work Items (IRIS)
٩	Search	Project Identification, Initiation and Planning	WR Work Requests (RETA)
믹	RFIs	Reference	
		Schedule Management	
		Sustainability	

- The log view, which displays all records for the app selected, will open.
 Open a record to see additional information.

Assign Index App Records in Project Details

When creating or editing a project, the Index records are assigned to the project in the Project Details. Each Index app coincides with a section of the Project Details.

	> SECTIONS
	DETAILS
	PROJECT SETTINGS
l	BUILDINGS
	INTERNAL STATUS
	CLIENT STATUS
	DATES
	FUNDING
	ROSTER
	ADDITIONAL SCOPE
	SUSTAINABILITY FINA
I	AGENCY BUREAU
	CLIENT PROJECT AGR
	OCCUPANCY AGREEM
	LEASES
	REFERENCES

- 1. Open the **Project Details** to **Edit** mode.
- 2. Navigate to the applicable **Section**.
- 3. Insert a row and select from the available Index app records.





V AGENCY BUREAU					
Ę	Insert 1 item(s)				
_	Agency Bureau				
	۹				
	0000 - UNITED STATES CONGRESS				
~	000000 - Core/Shell				
	0001 - UNITED STATES CONGRESS : UNITED STATES CONGRESS				
	0002 - SENATE : UNITED STATES CONGRESS				
	0003 - CONGRESSIONAL COMMITTEES AND SUBCOMMITTEES				
4	0004 - SENATE : UNITED STATES CONGRESS				
~	0005 - HOUSE OF REPRESENTATIVES				
	0009 - FINANCIAL OVERSIGHT				
	0019 - SENATE				

- 4. Add additional records, if necessary.
- 5. **Save** the Project Details.

Receiving Apps

Once the Index app records are assigned in the Project Details, they will pre-populate or be available for selection in the corresponding fields in the receiving applications.

Resource App	Receiving App(s)
Agency Bureau	Charter and PMP (Customer field), Milestones, Projects (one partition up)
Buildings	Charter and PMP, Sustainability, Projects (one partition up)
Leases	Projects (one partition up)
Occupancy Agreements	Client Project Agreement, Projects (one partition up)
Work Items	Estimates and Funding, Expenses, Projects (one partition up)
Work Requests	Estimates and Funding, Expenses, Projects (one partition up)

Resources

For additional help with Kahua applications, you can access the instructor-led training calendar, self-paced videos, and Quick Reference Guides (QRGs) from this link: <u>Training: Project</u> <u>Management tool | GSA</u>





Related QRGs

Editing a Project Log Views

Apps that pull data from Index app records:

<u>Charter</u> <u>Client Project Agreement</u> <u>IRIS, RETA, Manual Estimates/Budget</u> <u>PMP</u> <u>Sustainability</u>

