



Client Enrichment Series – Q & A



Topic: *Kahua Users Klub*

Presenters: *Valerie Pierre, Susan Mills, Ashley White*

Date of Presentation: *September 15, 2022*

Additional Kahua Related Resources:

Email the Kahua Team at kahuasupport@gsa.gov

Visit GSA's [Kahua website](#) for customers

View the 8/18/22 CES "[Say Aloha to Kahua!](#)" YouTube video

Request [Kahua access](#)

Having Kahua issues? [Kahua Support & Feedback Form](#)

Q1: How do I request access to Kahua?

A. Here's the link to that Request Access Form:

<https://app.smartsheetgov.com/b/form/208fc29b0f6147be974a02bc4059f0b7> - you can also view our Request Access Form reference guide:

https://drive.google.com/file/d/1IWmOuJsJCOzu2l89a-1v_LATwTNI-nQ3/view?usp=sharing

Q2: Do you have a Kahua website I can reference?

A. Yes - that website is:

<https://www.gsa.gov/real-estate/design-and-construction/project-management-information-system>

Q3: I heard you mention a transition away from PBS's OA Tool; will there be separate real estate training later before that change takes place?

A. On September 8, 2022, CES presented "Policy and Process Changes to the Occupancy Agreement Process" (an encore to our April 5, 2022 event) which explains PBS's transition from the OA Tool and eOA to our new platform, OASIS. You can view that session recording here:

<https://gsa.zoomgov.com/rec/share/jm26dl442Nlq1kLJpd7xPBLT7WD3UwZmUmPeTo5Eiey8gcxzmrcZL8nYb0SuEu22.YeUjBviePbB-hFfu> Passcode: 6w1wG08=

Q4: Does Kahua link to TRIRIGA or Maximo Property management software?

A. Not at this time, but we do have multiple integrations with other source systems (like OA Tool, IRIS, G-REX, REXUS), to share data efficiently between programs.



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Q5: How can I learn more about how Client Project Agreements (CPAs) are integrated into Kahua?

- A. On November 17th at 1pm eastern - CES will present a session "Tour de CPA (Client Project Agreement)" - registration is open! Register today, *s'il vous plait!*
https://gsa.zoomgov.com/webinar/register/WN_sOGgptIBSV-qoT7OpXD3Hw

Q6: Will I be able to access my CPA from Kahua? Where do I find it?

- A. CPAs can be routed to clients from Kahua via DocuSign, but clients will not be able to access the CPAs directly in Kahua.

Q7: Can you please go over how to change the view from "Default" to "Self"?

- A.
1. In an application, click the name of the current Log View.
 2. Click **Manage Views** to open the dialog box where you will configure the new view.
 3. Select the current view from the left-hand side as a starting point for the new view.
 4. Use the tabs across the top to configure the view.

Column – Check or uncheck boxes to display or suppress a column. Drag and drop or use the Up and Down arrows to reorder the columns.

Sort – Customize the sort order of Log items. Multiple sort keys can be specified in a user defined order.

Scope – Choose visibility for Everyone or Just You. This field cannot be modified later so you must determine the correct option prior to saving.

Note: It is recommended that all Views are added for Just You.

Indicators – Highlight overdue records or indicate different statuses in the log.

- a. Click on Add New Indicator
- b. Select the Color for the Indicator
- c. Name the Indicator (this will appear when you hover over the indicator)
- d. Choose field to Filter by and set parameters
- e. Add additional Filters, if needed
- f. Click Done
- g. Add additional New Indicators, using a different Color, Name, and Filters

Filter – Apply view filter(s) based on a specific column and selected values in that column.

Grouping – Group records based on a specific attribute(s).

5. Click on Save As from the bottom action bar.
6. You will be prompted to give your new view a Name.
 - a. View name will appear in the Log View drop-down list.

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- b. View name will appear in the View list when customizing a Widget in the Dashboards app.
7. Click the Save button and close the Manage Views window using the X in the top right-hand corner.







Q8: Can you go over the steps to see the “Daily Reports”?

A.

1. Open the project using Project Finder on the left side bar.
2. Select **Daily Reports** from the App launcher.



3. The log view will appear with all of the project’s daily reports.

0001 - DC - WASHINGTON - GSA - DEMO - Owned Above Prospectus Project							
NEW							
Default							
<input type="checkbox"/>	Report Date	Author Type	Author	Weather Notes	Companies	Workers	References
<input type="checkbox"/>	8/31/2022	Prime Contractor	Loretta Maine - GSA		3	11	
<input type="checkbox"/>	8/30/2022	Prime Contractor	Loretta Maine - GSA		4	7	
<input type="checkbox"/>	7/13/2022	Construction Manager	Wayne Frias - GSA		1	8	
<input type="checkbox"/>	6/29/2022	Construction Manager	Wayne Frias - GSA		1	16	
<input type="checkbox"/>	6/15/2022	Construction Manager	Wayne Frias - GSA		1	7	
<input type="checkbox"/>	6/8/2022	Construction Manager	Wayne Frias - GSA		1	7	
<input type="checkbox"/>	6/8/2022	Prime Contractor	Loretta Maine - GSA		6	5	