The GSA Kahua Version 2024.3 goes into Production on **July 13, 2024**. Below you will find summaries of the enhancements that go into effect with this release.

**Enhancements:**

**User Interface**
- Added new home page
- Project and application navigation enhancements
- Messages: adding the ability to mark messages read or unread
- Added ability to select items from the Media Manager application in the Media section of records
- Modernized the Project Tasks app
- Added quick filters to more apps
- SSO authentication updates

**Design Review Application**
- Updates to Design Review Sets
- Updates to Design Review Comments
- Added ability to allow Review Manager(s) to add additional Reviewers to an active Design Reviews
- Added Groups Permission Filter for Comments Display

**File Manager Application**
- Added notification option for "Files Moved" event when moving files from one folder to another

**Field Observations Application**
- Improved Notifications on Submit, Complete

**Administration**
- Added "Created by Current User" permission filter
- Automated Account Removal - "Last Active" Timestamp Logic Update
User Interface

Added new home page

You can quickly access your projects, tasks and messages on the new home page.

- Projects you have bookmarked with a star, show the project name, project photo, project manager and weather. You can open and edit your project from this page.
- Tasks can be managed from the home page. Overdue and near due dates are flagged indicating action is needed. You can search for tasks from this page.
- Messages are shown on the home page with indicators for unread and new communications. You can search for messages from this page.

A Help Center button is included on the home page that links you to GSA’s PMIS training and support site on gsa.gov. You can return to the home page at any time, by clicking on the home icon 🏡 in the upper left hand corner of your screen.
Project and application navigation enhancements

You can easily switch between both projects and applications. In the header, click on the project name to switch to another project while staying in the same application, or click on the application name to switch to another application while staying in the same project.

To change projects:
On the header, click on the name of the current project or partition that you are in. A list of up to twenty of your most recently accessed projects will appear. Select a project or partition from the list to open it. To search the recent projects list, enter a portion of the project name (or also project number if you have My Settings > Show Project Number setting enabled) in the search bar. To search for a project or partition not on the list, select Find a Project to open the Project Finder app. Alternatively, you can still access the Project Finder app from the launch bar or Apps menu at any time and use it to navigate to another project or partition.

To change applications:
On the header, click on the name of the current application that you are in. A list of up to twenty of your most recently accessed apps will appear. Select an app from the list to open it. To search the recent apps list, enter a portion of the app name in the search bar. To search for an app not on the list, select Browse All Apps to open the list of all applications.
Messages: adding the ability to mark messages read or unread

When reviewing messages in the Messages app, you now have the ability to mark them as Read or Unread, from both the list view and detail panel. To see your changes in the list view, you can wait several seconds for the auto-refresh or click the Refresh icon to see them immediately.

Example of marking multiple Message records as “Read” in the list view:

Example of marking a single Message record as “Unread” from the detail panel:
Added ability to select items from the Media Manager application in the Media section of records

For those apps that have a Media section (e.g., RFIs, Daily Reports, etc.), there’s now an option to reference photos that already exist in the Media Manager.

In addition to the Upload action, which enables photos to be uploaded from your local device, the new Add Kahua Photo action allows you to select files that already exist in the Media Manager.

The same photo can be referenced by more than one document, including documents in different applications. For example, the same photo can be referenced in two different RFIs, or an RFI and a Daily Report. If a photo reference is removed from a document, the photo itself remains available in the Media Manager.

Photos in Media Manager that are referenced in a document cannot be deleted. You will receive a warning message if you attempt to delete a photo from Media Manager that is referenced by one or more documents, indicating that the photo cannot be deleted.
Modernized the Project Tasks app

The Project Tasks app has been updated to take advantage of Kahua’s modern architecture. This improves the app's stability and performance and adds improved search capabilities in the app. Additionally, Manage Views has been introduced, adding view indicators, scope and grouping capabilities, and what you would normally expect from creating your own log views in Manage Views.

Current “Project Tasks” app Log View Controls:
New “Project Tasks app Log View Controls”: 

![Diagram of the Project Tasks app Log View Controls](image-url)
Added quick filters to more apps

You have the ability to perform quick filters in logs to the following apps and Kahua provided extensions:

- Project Directory
- Communications
- Media Manager

SSO authentication updates

Users who authenticate via Single Sign-On (SSO) will now be directed to complete the authentication process through their provider using their browser, instead of directly on the sign-in screen.

When attempting to log in, after entering their email address, if their account requires SSO, a new window will open in their default browser to complete the authentication process. Once authenticated with their provider, the user will advance to the Kahua home screen.
Design Review Application

There are a number of improvements to the Design Review application, including both Review Sets and Review Comments. The changes are as follows:

**Updates to Design Review Sets**

Kahua has added a new Review Manager role. The Review Manager can act on the design review throughout the defined workflow process, keeping the design review workflow moving forward as needed. This includes actions such as:

- Advancing the design review workflow.
- Removing comments or markups made by other reviewers
- Acting as a reviewer during the workflow process (add comments or markups, apply recommended review status, etc.)

Review Managers are added in the Review Set’s details section, and each Review Set can have multiple Review Managers.

- An option has been added to select one or more Comment Reviewers on a design review set. The users selected as Comment Reviewers will be defaulted as the responsible party or parties on newly created comments in the design review set.
### REVIEWERS

**Preliminary Reviewer(s)**

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**Preliminary Review Duration**

- [ ] Preliminary Review Auto-Advance

**Primary Reviewer(s)**

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**Primary Review Duration**

- [ ] Primary Review Auto-Advance

**Interim Reviewer(s)**

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**Interim Review Duration**

- [ ] Interim Review Auto-Advance

**Final Reviewer**

- Kate Henry - EKF Corp.

**Final Review Duration**

- [ ]

**Comment Reviewers**

- [ ] Dave Smith - EKF Corp.
- [ ] Daniel Drewer - EKF Corp.
In Files for Review, the ability has been added to multi-select files for setting the Recommended Review Status and Review Status, and for extracting comments from markups.

In the Preliminary Review task, the ability has been added to Extract/Import Markups, and Extract/Import only that user’s markups.

The overall performance of the Design Review application has been optimized to accommodate a larger number of reviewers and Design Review Sets.

**Updates to Design Review Comments:**

- Quick Filters have been added to the log view for Comments.
- More Comment Attributes have been added (e.g., Backcheck Status, Evaluation Status, Potential Scope Impact, Potential Cost Impact, Comment Discipline, Is Critical, etc.)
- The ability to modify comments has been limited to the original author. Review Managers have the ability to review comments or delete them, but they can only be edited by the author.
- Comments can now be closed directly, without going through the workflow.
- A new Comment Workflow has been added between the comment author and the responsible contact for review and response of the comment.
Kahua has added the ability to multi-select comments for setting the Responsible Contact and for sending comments into the Evaluation Comment Workflow.

**Added ability to allow Review Manager(s) to add additional Reviewers to an active Design Reviews**

For the Design Review app, three new configuration settings have been added to allow additional Reviewers to be added to an active Design Review Set:

- Allow Preliminary Reviewers to be added
- Allow Primary Reviewers to be added
- Allow Interim Reviewers to be added

Depending on which of these three settings are enabled, certain Design Review roles, including the Review Managers, will have the ability to add additional reviewers for a Review Step that has not yet been completed.

Note that the act of adding additional Reviewers will not change pre-established due dates, and any added Reviewers will receive the same Notifications and Tasks as the original reviewers received.
Added Groups Permission Filter for Comments Display

A new filtering permission option has been added to the permissions for the Design Review Comments app. Domain administrators can filter comments by Assigned to Current User's Company and Ready for Evaluation. Users in a group with this filter applied will only see comments where the user's company is named on the record and the Workflow Status of the comments are set to ‘Evaluation’.
<table>
<thead>
<tr>
<th>APP</th>
<th>ROLES</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Review Comments</td>
<td>Contributor</td>
<td>add, edit, export, open app, send, view</td>
</tr>
<tr>
<td>Inherit from PK Builders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Override</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Admin for Restricted Documents (to set Document Sensitivity)</td>
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<td></td>
</tr>
<tr>
<td>* Authorization to Access Restricted Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator (add, configure, create list, delete, edit, export, import, open app, send, share, view)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributor (add, edit, export, open app, send, view)</td>
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<td></td>
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<tr>
<td>Limited/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderator (add, delete, edit, export, import, open app, send, share, view)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observer (export, open app, send, view)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference (view)</td>
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</tr>
</tbody>
</table>

**Filtering**

- None

**NEW**

- Created By Current User’s Company
- Assigned to Current User’s Company and Ready for Evaluation
- *Authority to Access Restricted Documents*
File Manager Application

Added notification option for "Files Moved" event when moving files from one folder to another.

Currently, notifications can be enabled for File Manager folders for when files are added, edited, deleted, locked, unlocked, or the folder is updated. An option has been added to also enable notifications when files are moved into or out of the selected folder. Notification settings are accessed by right-clicking on the folder and selecting Properties.
Field Observations Application

Improved Notifications on Submit, Complete

End users can now configure notifications for Field Observation documents. A CC/Notification field has been added to the Field Observation form. Users added to this field will get messages when the Field Observation is Submitted, Comments are made, and when the record is marked Complete. In Configuration > Settings, there are two new settings to enable notifications to the CC/Notification contacts on the Send to Responsible and Close steps of the Field Observation workflow.

1) New CC/Notification field
2) Configuration of Notifications

![Configuration of Notifications](image_url)
3) Examples of Notifications on Send to Responsible and Close actions:
Administration

Added “Created by Current User” permission filter

Kahua has added a ‘Created by Current User’ permission filter that will filter application log views of apps that have this filter set to only display records created by the logged in user.

The ‘Permission Filtering’ domain setting must be enabled in order to use permission filters. Once enabled, the ‘Created by Current User’ permission filter can be configured in the ‘Permissions’ tab of ‘Groups’ app.

Using the permission filter on a group will apply to all group members. If a user is a member of two or more groups, and if at least one group has the ‘Created by Current User’ permission filter enabled for an app, then the user will only have access to records created by them even if a different group grants them administrative rights to the app.

Configuration in Groups app:

![Configuration in Groups app]

Configuration in Share Manager app:
Automated Account Removal - ‘Last Active’ Timestamp Logic Update

For clients with security policies related to removing users from Kahua if they haven’t logged in for a predetermined time, the Automated Account Removal feature was implemented. This feature utilizes a User record’s ‘Last Active’ field to determine if a user is going to be removed. Prior to this release, the ‘Last Active’ field on the user record was updated when a user logged into Kahua AND opened a domain-level application. This could potentially be a problem for users who login to Kahua and don’t open any apps, or users who only use Kahua’s Tasks and Messages applications, as these apps are not domain-level applications. Following this release, if a user logs into Kahua their ‘Last Active’ date will be updated with the date they logged in, without the need of opening a Kahua application.

Domain Administrators can configure how many days of inactivity are allowed, and how many days prior to removal users will begin receiving warning notifications. See below for information on the configuration settings in the Domain Settings application, and warning and removal emails.

Automated Account Removal is configurable by a Domain Administrator in the ‘Domain Settings’ application.

<table>
<thead>
<tr>
<th>AUTOMATED ACCOUNT REMOVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove user account after 90 days of inactivity</td>
</tr>
<tr>
<td>Send email notifications 7 days before account removal</td>
</tr>
</tbody>
</table>

Users will receive warning emails “x” number of days in advance of the configured removal. Warning email will display as:

```
Message Subject
Kahua User Removal Warning from [Domain Name]
Message Body
[First Name],

Your Kahua account [Account Name] has been inactive for [X] days. According to the [Domain Name] data security policy, accounts that have been inactive for more than [XX] days will be removed.

Please login to your Kahua account before [Date] and open any business process application such as RFIs, Submittal Items, Design Review, Cost apps, etc. to prevent your [Domain Name] account from being removed.

Thank you,
The Kahua Team
```


Users will receive an account removal email if their account has been removed. Removal email will display as:

<table>
<thead>
<tr>
<th>Message Subject</th>
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<tbody>
<tr>
<td>Kahua User Removal Notice from [Domain Name]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Message Body</th>
</tr>
</thead>
</table>
| [First Name].
According to the [Domain Name] data security policy, your Kahua account [Account Name] has been removed due to inactivity for [XX] days. Contact the Kahua domain administrator of [Domain Name] if you have any questions. |

Thank you,
The Kahua Team

Note: This feature has not been enabled yet for GSA, but the expectation is it will be enabled in late July.