

# Kahua Quick Reference Guide

## CUI (Controlled Unclassified Information) Kahua Documents

### Project Lifecycle Applicability



### About CUI Kahua Documents

[Mark a Kahua Document as CUI](#)  
[Mark Files as CUI in the Kahua File Manager App](#)

GSA's Controlled Unclassified Information (CUI) policy and CUI Guide implements [Executive Order 13556, Controlled Unclassified Information \(CUI\)](#), outlines the requirements of [32 CFR 2002](#), and establishes policy and framework for the CUI Program at GSA. CUI is defined as unclassified information that requires safeguarding and dissemination controls pursuant to law, regulation, or Government-wide policy, as listed in the [CUI Registry](#). The CUI Program and the CUI Registry are managed by the CUI Executive Agent (EA), the Information Security Oversight Office (ISOO) within the National Archives and Records Administration (NARA).

Kahua documents can be marked as CUI within the system. Once a document is labeled as CUI, the CUI label will ensure the security and access to the document follows all CUI requirements. All Kahua security groups are configured to allow only those users with specific group access with view CUI documentation. Those security groups and access can be found on the [Kahua Security Matrix](#).

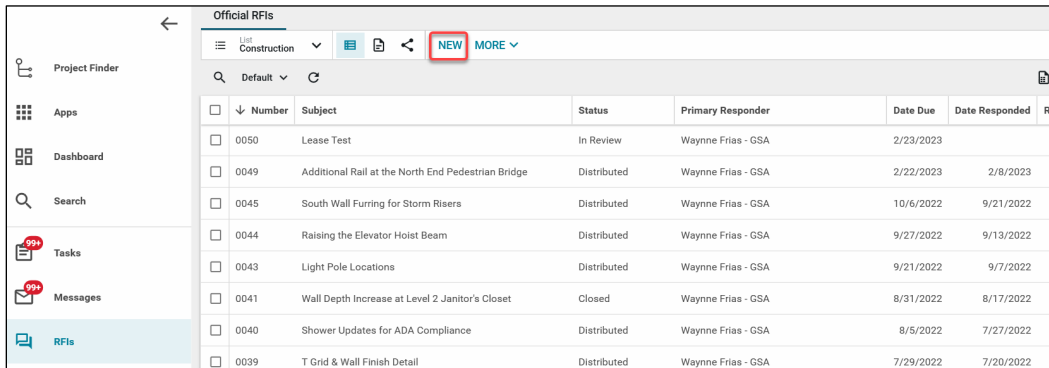
Only applicable Kahua apps have been developed with the ability to mark documents as CUI. The applicable apps are:

- Communications
- Daily Reports
- Design Review
- Estimates and Funding
- Expenses
- Field Observations
- File Manager
- Meetings
- Packaged Submittals
- Punch Lists

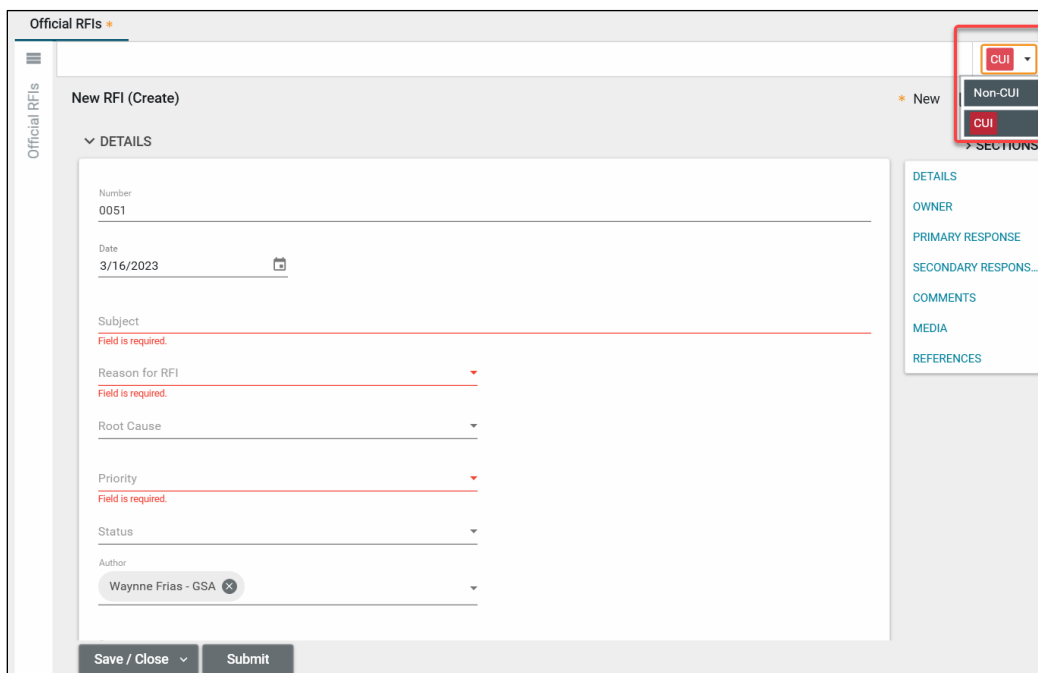
- RFIs

### Mark a Kahua Document as CUI

1. Open the applicable App (for example RFIs) in the left navigation pane.
2. Click the **New** button.



3. In the top right-hand side of the document, select the drop down to designate the document as **CUI**. This will be defaulted as **Non-CUI** when first creating a new document.



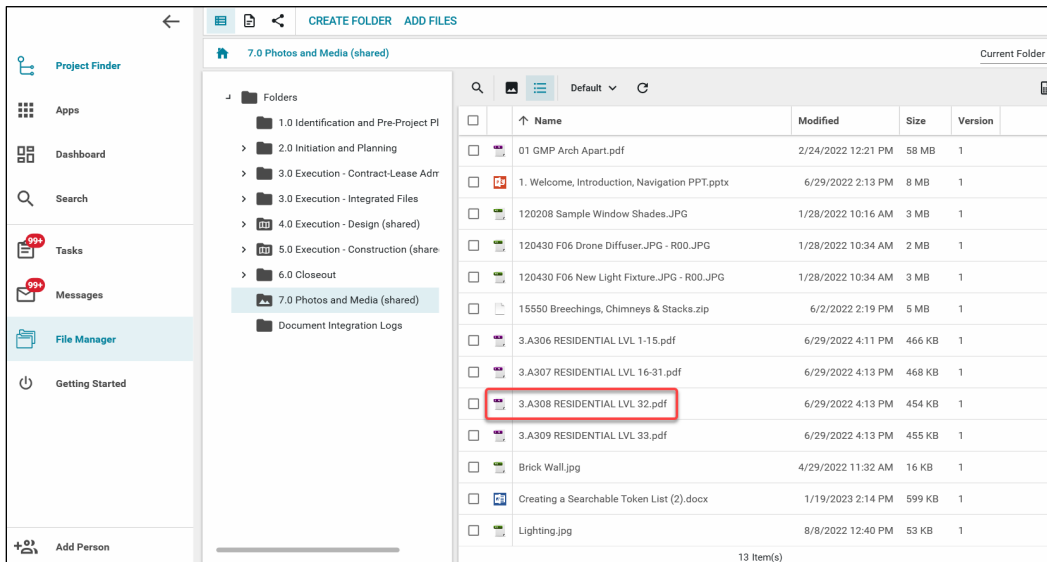
4. Now that the CUI has been marked on the document, you can proceed to create the new document and its required fields.
5. Click the **Save** button. The newly created document is now marked as a CUI document.

**Note:** This process can also apply to existing Kahua documents where the user may Edit

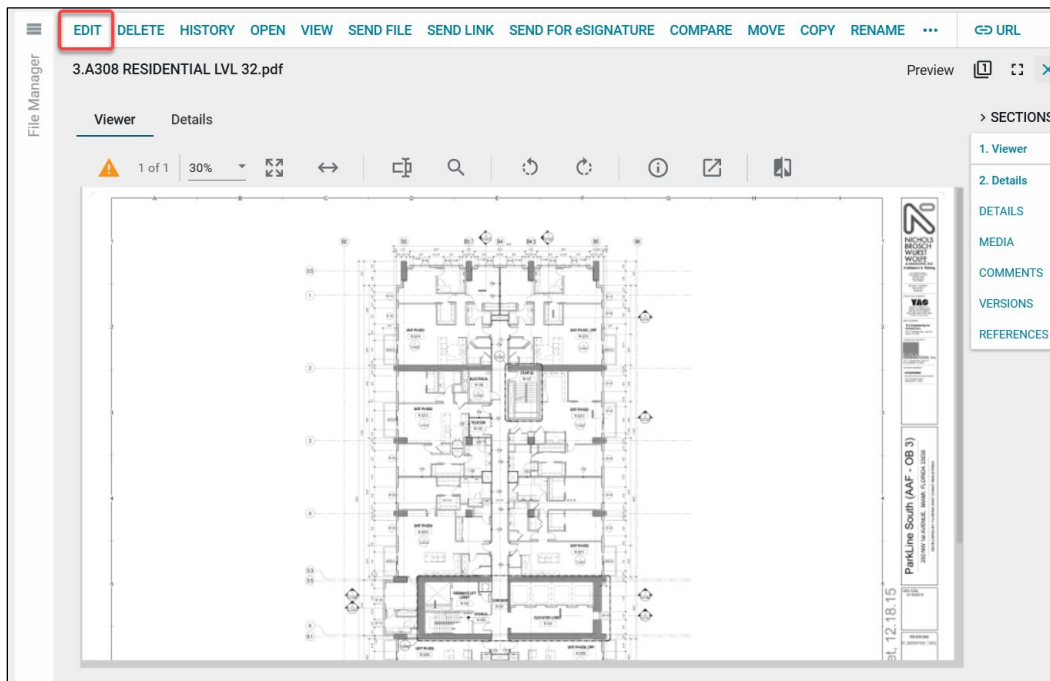
the document to mark the document as CUI.

## Mark Files as CUI in the Kahua File Manager App

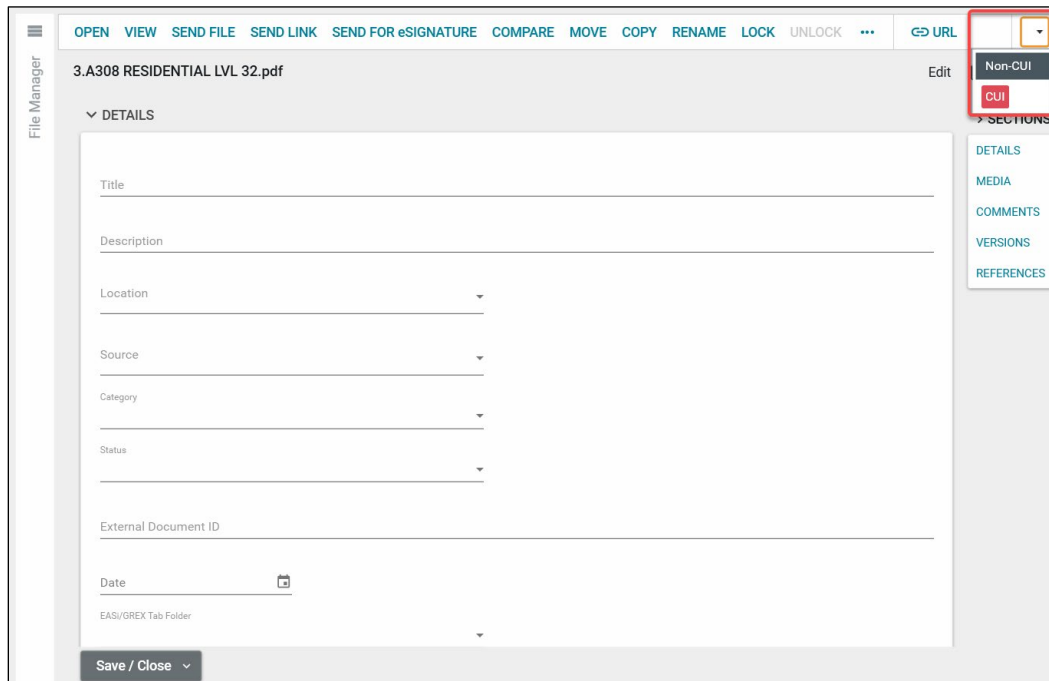
1. Open the **File Manager** app in the left navigation pane **App** section.
2. Navigate to the folder where the applicable file is located.
3. Select the **File** to open the file in the viewer.



4. Click the **Edit** button.



- In the top right-hand side, select the drop-down to designate the document as **CUI**. This will be defaulted as Blank upon editing a file.



**Note:** Files can only be marked as CUI after uploading the file. For more information on how to upload a file please reference the [File Manager](#) QRG.

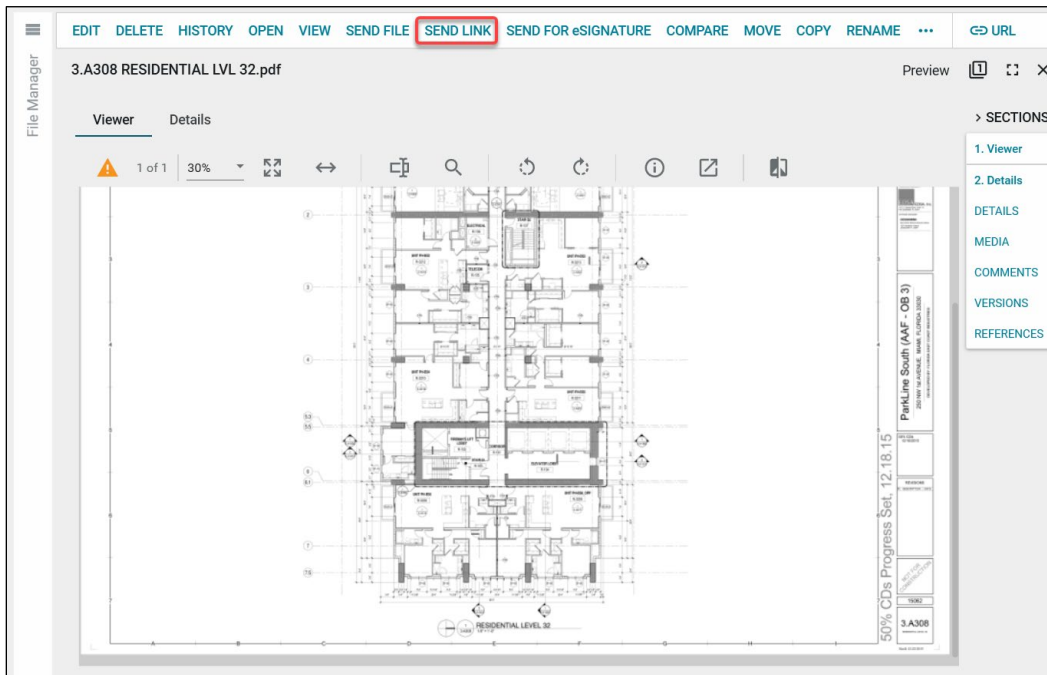
- Once the CUI value is selected, click the **Save** button. The file is now marked as CUI.

## Send CUI Document Links

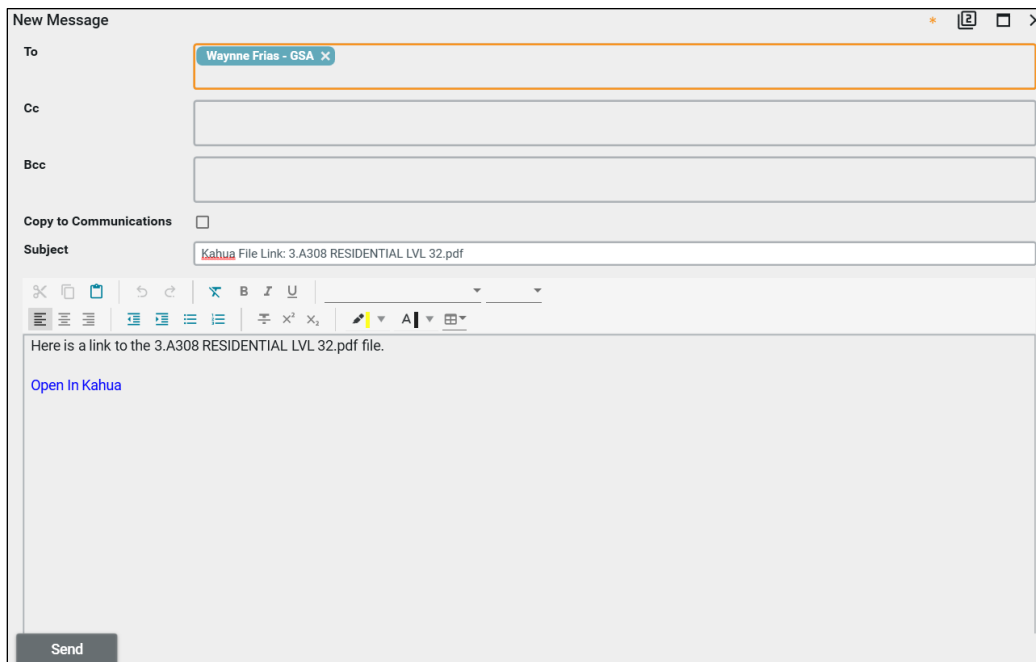
**Note:** Sending CUI documents directly from Kahua will potentially violate CUI requirements. If a user needs to send CUI documents, a link maybe sent directing the user to access the file from Kahua. Security Groups in place will ensure the correct users have access.

- Open the **File Manager** app in the **App** section of the left navigation pane.
- Navigate to the folder where the file you would like to send is located.
- Open** the File to display the file within the Kahua File Viewer.
- Click the **Send Link** button at the top navigation bar of the File Viewer.

Note: Users should **never** use the Send File button. This feature sends the file directly to its recipient and could be in violation of CUI requirements.



5. A **New Message** window will populate, enter the Kahua usernames in the **To**, **Cc**, or **Bcc** fields. The user may also add text to the body of the message.



6. Click the **Send** button.



## Resources

For additional help with Kahua applications, you can access the Calendar for Instructor-led training, Self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

## Related QRGs

[File Manager](#)