

Kahua Quick Reference Guide

Communications

Project Lifecycle Applicability



About Communications

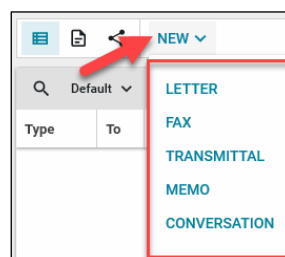
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Kahua’s Communications app is used to produce various project communications (Letters, Memos, Transmittals, or Fax Cover Sheets) and to track/log communications produced in other apps. Messages in Kahua can be copied into a project’s Communications app so they are accessible by the project team and can also be archived with the project.

Create a New Communication Record – Communications App

This action can be performed by the following roles: **GSA-Regional Kahua Program Manager, GSA-Regional Manager, GSA-PM/COR, GSA-Design Review Coordinator, EXT-AE, EXT-CMa, EXT-Customer User, EXT-Contractors, EXT-PM, or EXT-Lease Broker Contractor.**

1. With the applicable project open, open the **Communications** app.
2. Click **New**, and select a Letter, Fax, Transmittal, Memo, or Conversation communication type.



2. Select one or more Kahua contacts from the dropdown in the **To** field.

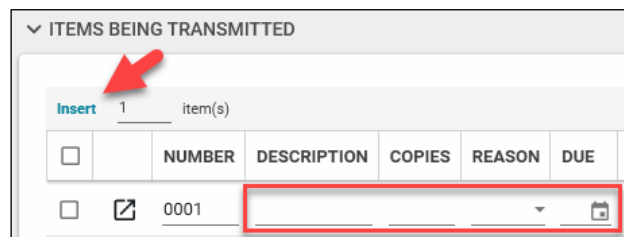
- a. If the individual is not already a Kahua contact, you can request the Kahua Program Manager (KPM) to add that person as a contact.
3. The **Cc** field also allows you to send a copy to only Kahua contacts.
4. The **Cc Other** is for record information only. You can enter non-Kahua contacts to be Cc'd in the communication, but you will have to type their email address in the Send wizard or send them a copy outside of Kahua.
5. Enter the **Subject** to be included in the document and so the record can be easily identified in the Log View.
6. Enter the body of the communication in the large text box under the Subject.
 - a. You can copy and paste (Ctrl+C and Ctrl+V) into the box.
 - b. Text can be edited in the record.
7. Add applicable **Media**.
8. Upload applicable **References**.

Note: Each Communication type has different Detail fields.

9. **Save** the record.
10. The author can **Sign** the document or **Submit for Signature (Letters, Faxes, and Transmittals only)**, which will send a Task to the party listed in the **From** field requesting their signature.
 - a. Click **Sign**
 - b. Enter the **PIN** to include your signature on the printed document. (Signatures and PINs are set up in My Settings opened by clicking on your name in the top right-hand corner of the screen.)
11. **Send** will open the Send Wizard with a PDF of the Communication record attached.

Items Being Transmitted (Transmittals Only)

12. **Insert** a row for each item being transmitted.
13. For each item enter:
 - a. **Description** of the item.
 - b. Number of **Copies**, if applicable.
 - c. **Reason** for transmission, if applicable.
 - d. **Due Date**, if applicable.

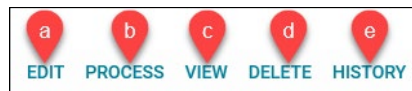


ITEMS BEING TRANSMITTED						
<input type="checkbox"/>		NUMBER	DESCRIPTION	COPIES	REASON	DUE
<input type="checkbox"/>	<input type="checkbox"/>	0001				<input type="text" value=""/>

Manage an Existing Communication Record

This activity is typically managed by the following roles: **GSA-Regional Kahua Program Manager, GSA-Regional Manager, GSA-PM/COR, GSA-Design Review Coordinator, EXT-AE, EXT-CMa, EXT-Customer User, EXT-Contractors, EXT-PM, or EXT-Lease Broker Contractor.**

1. From the log view, click the record that you wish to edit.
2. There are several buttons available across the top of the window:
 - a. Click **Edit** to open the record back up in edit mode.
 - b. Use **Process** to create a new RFI or Punch List Item using the information in the Communications record.
 - i. Select the Target Application.
 - ii. If processing to an RFI, select the Pre-Construction or Construction Target List.
 - iii. Click **Start Processing**.
 - iv. Some fields may map across to the new record, and the Portable View of the Communication Record will be attached to the bottom of the new RFI or Punch List Item.
 - c. Click **View** to see a preview of the Portable View.
 - d. **Delete** will remove the record from the Communications application.
 - e. Use **History** to see when and by whom the record was created and edited.

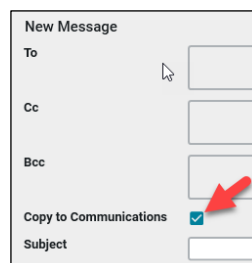


Copy to Communications from other Apps (Message Type)

This activity is typically managed by the following roles: **GSA-Regional Kahua Program Manager, GSA-Regional Manager, GSA-PM/COR, GSA-Design Review Coordinator, EXT-AE, EXT-CMa, EXT-Customer User, EXT-Contractors, EXT-PM, and EXT-Lease Broker Contractor.**

The Communications app also includes **Messages**. Messages appear in the Log View with a new **Type of Message**.

1. The **Copy to Communications** feature within another app's **Send** wizard copies the message to Communications.
 - a. Select the **Copy to Communications** checkbox below the Bcc field.
 - b. The message is copied into Communications upon **Send**.



2. The **Messages** app is global, which means messages regarding any project all appear in your Messages app. You can copy a Message into the Communications app of a specific project.
 - a. Open the **Messages** app.
 - b. Select the Message to copy into the project's Communications app.

- c. Click **Copy to Communications** at the top of the list view.

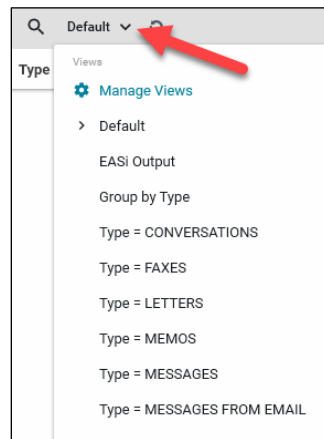


Communications Log View

This activity is typically available to the following roles: **GSA-Regional Kahua Program Manager, GSA-Regional Manager, GSA-PM/COR, GSA-Design Review Coordinator, EXT-AE, EXT-CMa, EXT-Customer User, EXT-Contractors, EXT-PM, or EXT-Lease Broker Contractor.**

There are multiple Log Views available that filter or group Communications in different ways:

1. **Default** Log View is sorted by Number (which is set by sequence of the type but not sorted by the type)
2. **EASi Output** displays the URL to the EASi location that contains the Communications documents
3. **Group by Type** organizes the files by Type (Letter, Fax, Transmittal, Memo, or Conversation)
4. **Filtered by each Type** shows only Communications of a particular type (Conversations, Faxes, Letters, Memos, Messages, or Messages from Email)



Resources

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

Related QRGs

[Tasks](#)