

# Kahua Quick Reference Guide

## Punch List Libraries

### Project Lifecycle Applicability



### About Punch List Libraries

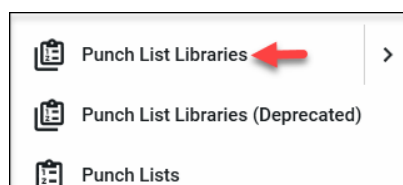
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The Punch List Libraries App is located in a separate app from Punch Lists. Within the Punch List Libraries App, there are three different tabs: Master, Templates, and Project. The Master Library is a global list of punch list types with respective defects. The Template Library is a subset of the Master Library. Lastly, the Project Library refers to punch list items for the user's current project. The Punch List Libraries app enables users to create templates based on project types and select the common defect types for those templates from the Master Library. The libraries are integrated into the Punch Lists App automatically.

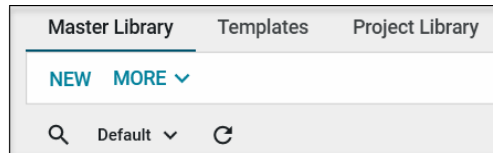
The Master Punch List Library and Templates are created and updated by the users in the **Domain Administrator** or **GSA-Administrator** groups. The Project Punch List Library is typically created by the following roles: **GSA-Regional Kahua Program Manager**, **GSA-Regional Manager**, **GSA-PM/COR**, **EXT-A/E**, or **EXT-PM**.

### Navigate to Punch List Libraries

1. Open the project using Project Finder in the left navigation pane.
2. Select **Punch List Libraries** from the App Launcher.



3. Choose **Project Library**.

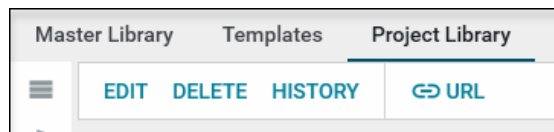


### Create a New Project Library Type

1. To create a new Project Library type, click **NEW** in the log toolbar.
2. Put a check mark in the **Include** box if the library item should be included in Master Library.
3. Enter a name for the **Library Type**.
4. Select the **Responsible Party** name from the drop-down list.
5. In the **Defects** section, click **Insert** to enter in a defect description for each defect.
6. Put a check mark in the **Include** box if the defect should be included in Master List.
7. When complete, click **Save/Close**, **Save/Copy**, **Save**, or **Save/New** button.

### Edit Library Items

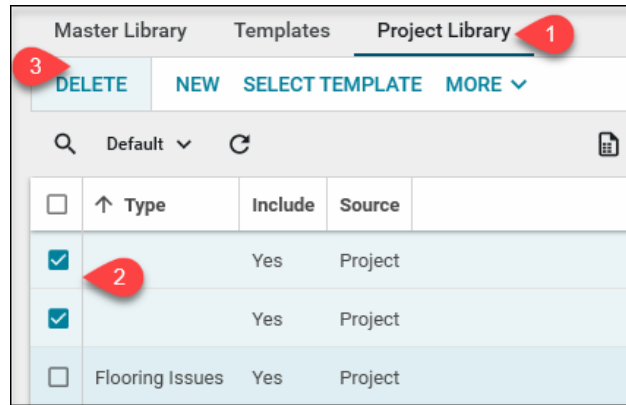
1. Once an item has been saved and closed, additional action options will appear for users: **Edit**, **Delete**, or **History**.



- a. Edit: Allows users to make additional changes to the item once it has been saved.
- b. History: Allows users to review and track changes of items added to the project library.
- c. Delete: Allows users to remove the previously added item from the list of Project Library issues.

### Multi-Delete Library Items

1. Return to the List View of the Project Library tab.
2. Click on the **check box** to the left of each line item to highlight the item to be removed.
3. The **Delete** action button appears once an item has been selected for removal.
4. Click OK to confirm the removal of the items.



### Apply a Template

1. To create a new project library type from a pre-existing template, click on **Select Template** in the Project Library tab.
2. Using the drop-down list, select which **template** to use, click **Next**.
3. A list of line items associated with the template will display and will allow users to use them when creating a punch list.

### Edit a Project Library

1. Open the project using Project Finder in the left navigation pane.
2. Select **Punch List Libraries App** from the App Launcher.
3. Click the **Project Library tab**.
4. Select the **line item** to be edited.
5. Click **EDIT** in the form toolbar to edit the **Library Type, Responsible Party, and Defects**.
6. When complete, click the **Save/Close** 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

[Introduction and Navigation Punch Lists](#)