

Kahua Quick Reference Guide

Tasks

Project Lifecycle Applicability



About Tasks

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Tasks are used to assign action items within Kahua. Users can receive tasks from a variety of applications in Kahua. The task icon shows the number indicator of tasks requiring attention. The Tasks application is specific to the user’s account and shows all tasks across all projects.

Access Tasks

1. To access your Tasks, click **Tasks** icon in the header.



Note: You may also access your Tasks in the Recent Tasks or Open Tasks sections of the **Getting Started** app.

GSA Domain / Getting Started

Hi, Valerie. Welcome to The Kahua Network, the world's only collaborative

Select one of the links below to start configuring your Kahua site.

Please note you are currently a site (domain) administrator.

Recent Tasks

From	Subject	Due Date
Gregory Williams	Project Created: Awaiting PM Ass	
Valerie Pierre	Please review files for Design Rev	
Valerie Pierre	Please Review Submittal Package	

You have 825 open task(s). [View All](#)

Tasks by App

Open Tasks

You have 825 open task(s). [View All](#)

2. Tasks will open displaying the **Active** Tasks. You may also select the drop-down list next to **Active** to display your **Completed** Tasks.

List Active SHARE

- Active
- Completed

	SUBJECT	DATE ASSIGNED	DUE DATE	AP
Wayne Frias	RFI 0001 submitted on - HILO - HI7252 - WF Test	11/23/2021	11/30/2021	RF
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned for Clarification	11/15/2021	10/19/2021	Su
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/17/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0004 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF
Wayne Frias	RFI 0002 submitted on - HONOLULU - HI6244 - WF Test	9/14/2021	9/28/2021	RF

3. Click a **Task** to open it on the right-hand side of the screen.

FROM	SUBJECT
Michael Kelty	New Project Awaiting Assignment
Cillisha Knights	RFI 0007 submitted on HI - PEARL CITY - 97-719 KAMEHA
Wayne Frias	Submission Requested for Submittal Item 0012 - (055213-1
Wayne Frias	RFI 0002 submitted on DC - WASHINGTON - GSA - SAST E
Wayne Frias	RFI 0001 submitted on DC - WASHINGTON - GSA - SAST E
Wayne Frias	Punch List 0003 - Cabinets - All cabinets not plumb, level a.
Wayne Frias	Submission Requested for Submittal Package 0004 - (08 4
Wayne Frias	RFI 0001 submitted on - HILO - HI7252 - WF Test
Valerie Pierre	Submittal Item 0001 - (Paint colors for 4th floor) Returned
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test
Wayne Frias	RFI 0005 submitted on - HONOLULU - HI6244 - WF Test

0007 Elevator RFI (Primary Reviewer)	
Number	0007
Date	6/27/2022
Subject	Elevator RFI
Reason for RFI	A/E Issue
Priority	1-Urgent
Status	In Review
Author	Cillisha Knights - (
Source	
Discipline	
CSI Code	
Location	
Potential Cost Impact	

Take Appropriate Task Action

1. Task action buttons are located at the bottom of the form. Example actions may include **Save**, **Return for Clarification**, **Respond**, **Mark Complete**, **Review Complete**, **Approve**, or **Decline**. Click the appropriate button.

0007 Elevator RFI (Primary Reviewer)

View Source Record >

DETAILS

Number	0007
Date	6/27/2022
Subject	Elevator RFI
Reason for RFI	A/E Issue
Priority	1-Urgent
Status	In Review
Author	Cillisha Knights - (
Source	
Discipline	
CSI Code	
Location	
Potential Cost Impact	

SECTIONS

- DETAILS
- OWNER
- PRIMARY RESPONSE
- SECONDARY RESPON...
- MEDIA
- REFERENCES

Save Return for Clarification

Send to Secondary Responders Respond

Add Responses to Primary Response

- To a task's source record, click **View Source Record** at the top of the task. This opens the document within the specific project. Users may also take action from within the document.

0007 Elevator RFI (Primary Reviewer)

View Source Record >

DETAILS

Number	0007
Date	6/27/2022
Subject	Elevator RFI
Reason for RFI	A/E Issue
Priority	1-Urgent
Status	In Review
Author	Cillisha Knights - (
Source	
Discipline	
CSI Code	
Location	
Potential Cost Impact	

SECTIONS

- DETAILS
- OWNER
- PRIMARY RESPONSE
- SECONDARY RESPON...
- MEDIA
- REFERENCES

Save Return for Clarification

Send to Secondary Responders Respond

Add Responses to Primary Response

Delegate a Task Action

1. Tasks can also be delegated to other Kahua Users, to delegate a task click the **Delegate** button.

The screenshot shows the Kahua interface. On the left is a list of tasks with columns for 'FROM' and 'SUBJECT'. The task '0007 Elevator RFI (Primary Reviewer)' is selected. On the right, the task details are shown, including fields for Number, Date, Subject, Reason for RFI, Priority, Status, Author, Source, Discipline, CSI Code, Location, and Potential Cost Impact. A 'DELEGATE' button is highlighted with a red box in the top navigation bar of the task details panel. Other buttons like 'Save', 'Return for Clarification', 'Send to Secondary Responders', 'Respond', and 'Add Responses to Primary Response' are also visible.

2. Enter the Kahua Users name in the **Delegate To** field. You may also notify the originator that the task has been delegated by checking the **Notify Originator** checkbox. Include a **Message** if needed.
3. Click the **Submit** button.

The 'Delegate Task' dialog box contains the following information:

- A header bar with the title 'Delegate Task' and a close button (X).
- A message: 'The delegated user will act on behalf of Wayne Frias.'
- A 'Delegate To' field with a dropdown menu showing 'Ashley White - GSA' and a close button (X).
- A 'Notify Originator' checkbox that is checked, with the text 'Notify originator that task was delegated'.
- A 'Message' field with the text 'Please take action on this task.' and a horizontal line for input.
- A 'Submit' button highlighted with a red box.

Share Tasks

1. Tasks may be Shared with other Kahua Users. To share a task, click the **Share** icon from the Tasks log view.

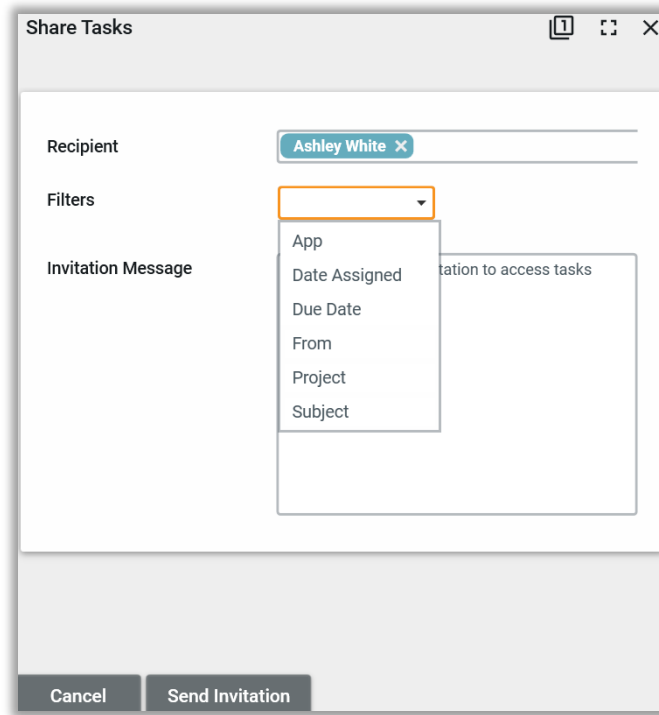
From	Subject	Date Assigned	Due Date
Gregory Williams	Project Created: Awaiting PM Assignment	5/29/2024	
Valerie Pierre	Please review files for Design Review Set 0001 - Test	5/24/2024	
Valerie Pierre	Please Review Submittal Package 0001.Test 2 - (Test 2)	5/24/2024	
Valerie Pierre	Please Review Submittal Item 0001 - (Test VP)	5/24/2024	
Valerie Pierre	Letter submitted to you for signature - GSA UAT\GSA\Region 07\Design and Construction Division\Project Management...	5/23/2024	
Susan Baghdikian	Estimate 0004 - RETA Estimate - 3324097 - 05/17/2024: RETA Intake	5/17/2024	
Susan Baghdikian	Estimate 0003 - RETA Estimate - 3324097 - 05/16/2024: RETA Intake	5/16/2024	

2. Click **Add**.

ADD EDIT REMOVE

Recipient	Status	Start Date	Has Filter

3. Enter the Kahua User's name in the **Recipient** field.
4. You may also set **Filters** based on App, Date Assigned, Due Date, From, Project, and Subject.
5. Click **Send Invitation**. This will send a message to the recipient. Once accepted, tasks assigned to you will now show in the recipient's task inbox for action.



Resources

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

Related QRGs

[Profile Settings](#)

[Design Review](#)

[Recertification](#)