

Kahua Quick Reference Guide

Project Finder

Project Lifecycle Applicability



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The Project Finder app is used to navigate through the GSA domain to locate and access projects and partitions in Kahua. A domain in Kahua is where all of GSA's projects sit. A partition is a division within the GSA domain where multiple partitions, such as regions and branches, can be created to organize projects in a hierarchical manner. The Project Finder app will only display the projects that user has access to see. For example, internal GSA users have read-only access to all GSA projects.

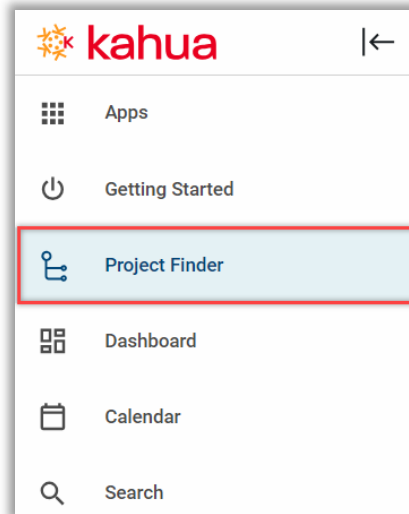
There are three tabs and one icon that allow a user to find a project or partition in Kahua:

- **All Projects** – Provides the user the ability to drill down in the hierarchy structure to select their project to open.
- **My Projects** – Displays a list of 'starred' projects that can be selected. To learn more about starring a project, please refer to the section below [Favorite a Project or Partition](#).
- **Recent Projects** – Displays a list of the most recent projects a user has worked in that can be selected.
- **Search Icon** – Allows a user to search for a project to select by inputting the project name, Kahua project number, or, if applicable, the REXUS number.

Open a Project Using the All Projects Tab

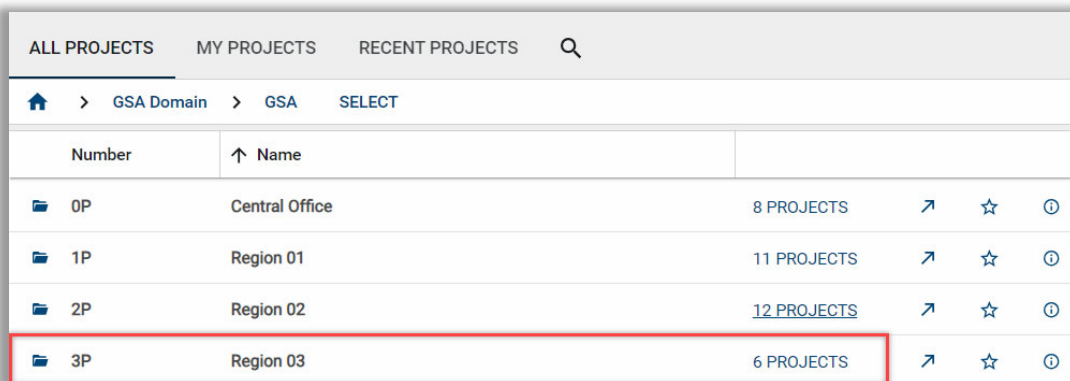
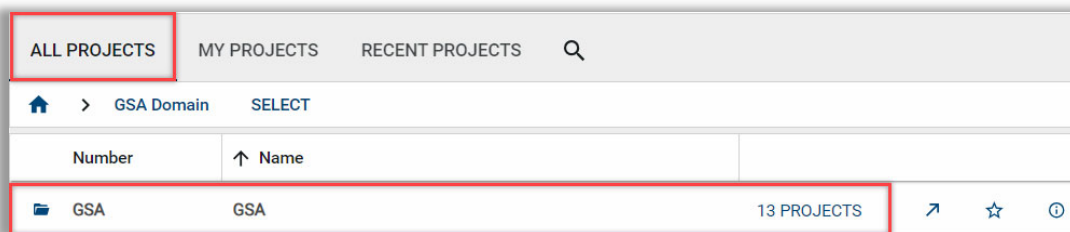
This action can be executed by the following roles: **anyone with access to a project**.

1. In the Launch Bar on the left side of the screen, click the **Project Finder** app.

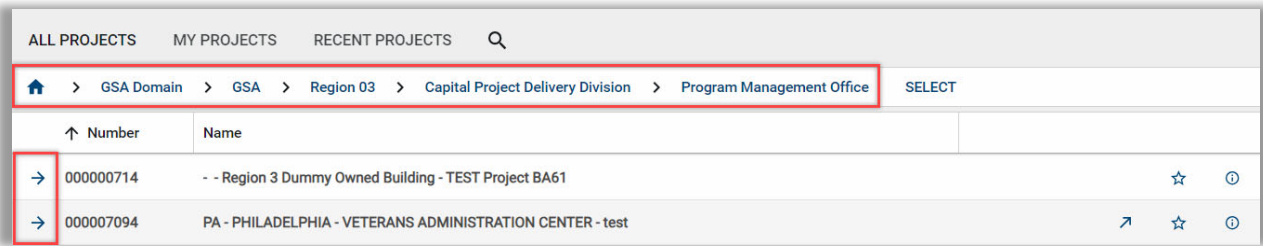


- Under the **All Projects** tab, to drill down to find your project, select the name of the partition or 'number of projects'. Continue to drill down until you locate the appropriate project. Partitions with 'children' partitions or projects will display a folder and the number of partitions or projects contained within the folder.

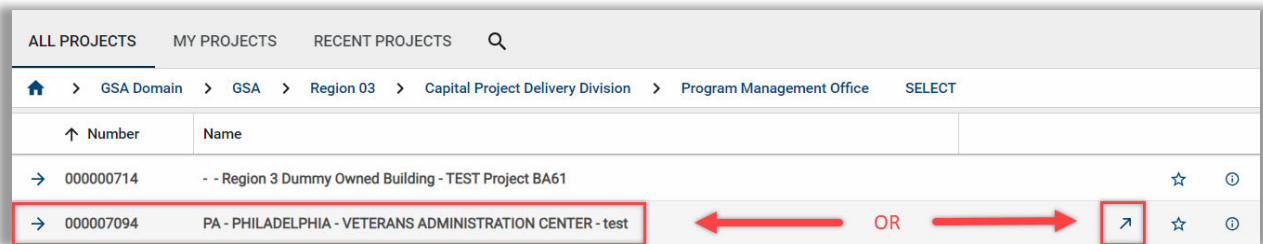
Note: Each region may have a different hierarchy structure.



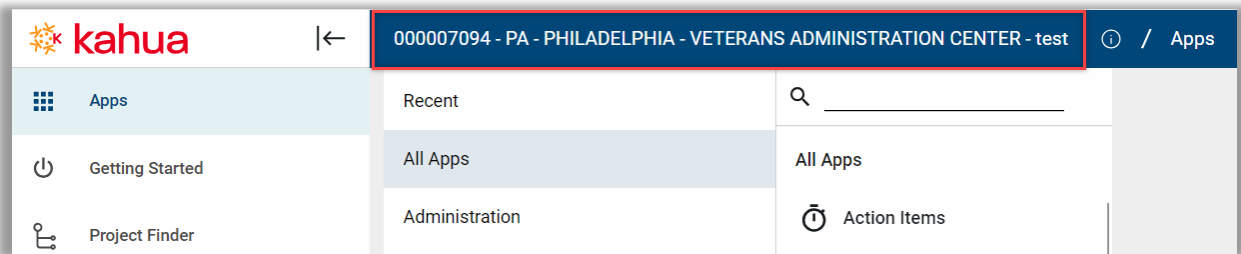
- Once the project has been located, notice the folder icon changes to an arrow and the 'number of projects' disappears indicating the project has no additional 'children'. Also notice the partition's path is displayed at the top. To return to the previous partition, use the partition's path to select the partition that you wish to view.



4. To select the project, select the **Project Name** or the **Upward Arrow** icon.



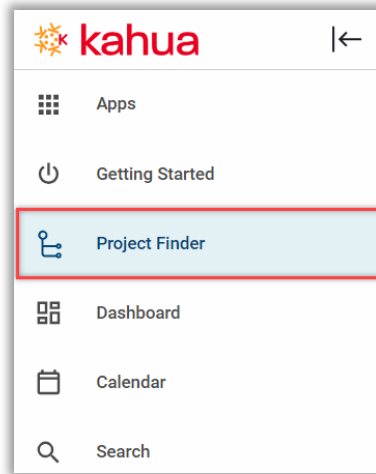
5. Selecting a project will open the project, navigate away from the Project Finder app, and display the project name in the top blue bar. Proceed with selecting an application to explore in the project.



Open a Folder Partition

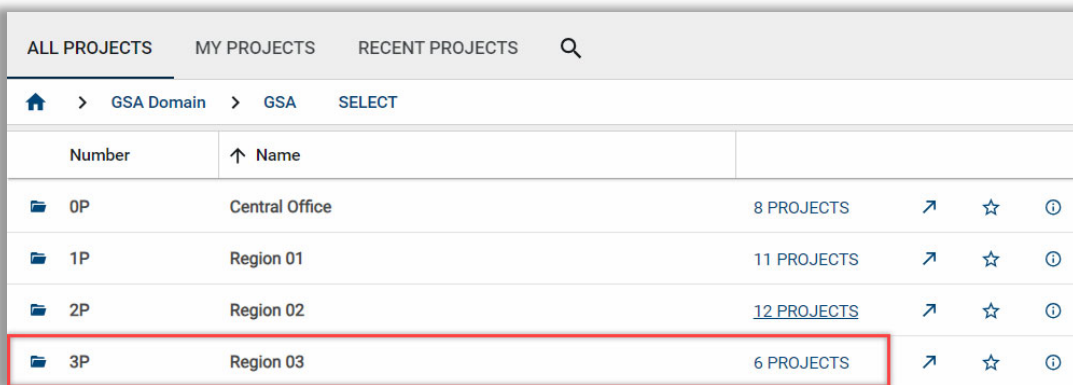
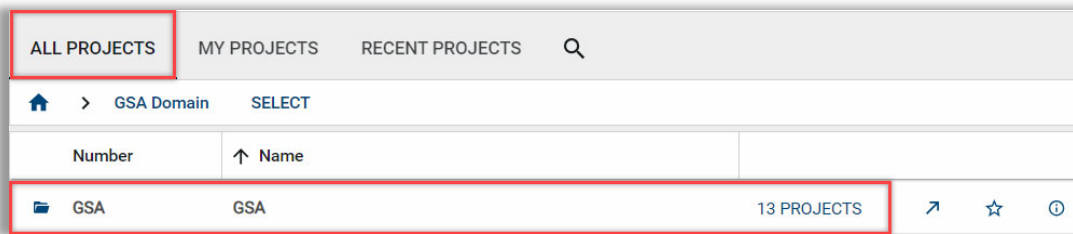
This action can be executed by the following roles: **anyone with access to the partition.**

1. In the Launch Bar on the left side of the screen, click the **Project Finder** app.

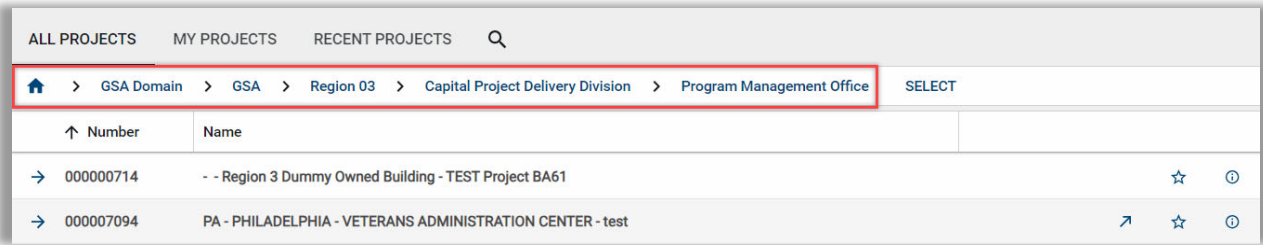


- Under the **All Projects** tab, to drill down to find the partition, select the name of the partition or 'number of projects'. Continue to drill down until you locate the appropriate partition. Partitions with 'children' partitions or projects will display a folder and the number of partitions or projects contained within the folder.

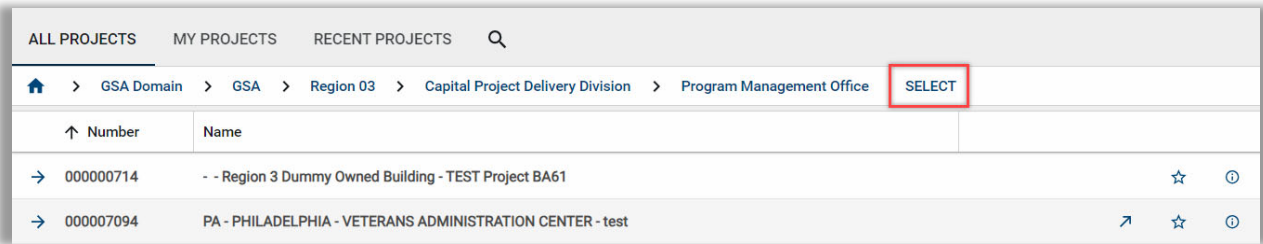
Note: Each region may have a different hierarchy structure.



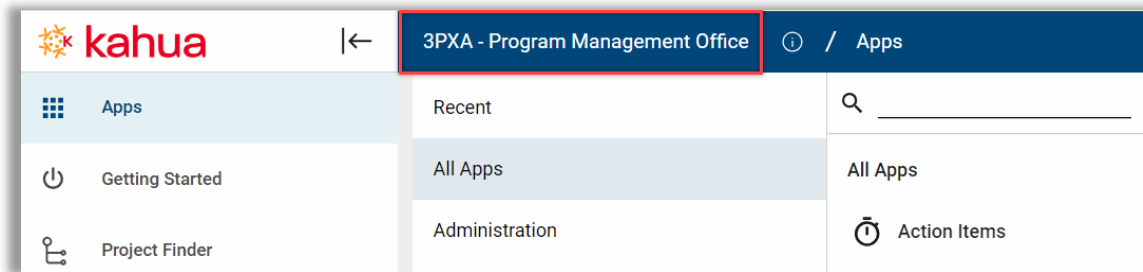
- Once the partition has been located, notice the partition's path is displayed at the top. To return to the previous partition, use the partition's path to select the partition that you wish to view.



4. To select the partition, click **SELECT** next to the appropriate partition.



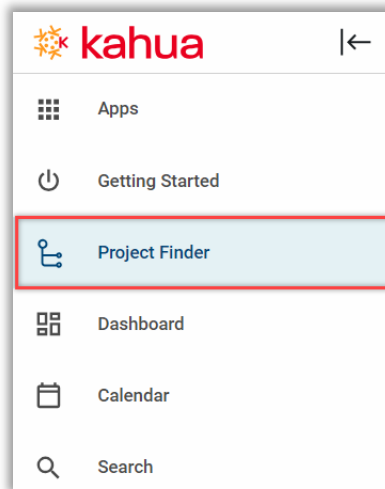
5. Selecting a partition will open the partition, navigate away from the Project Finder app, and display the partition name in the header. Proceed with selecting an application to explore in the partition.



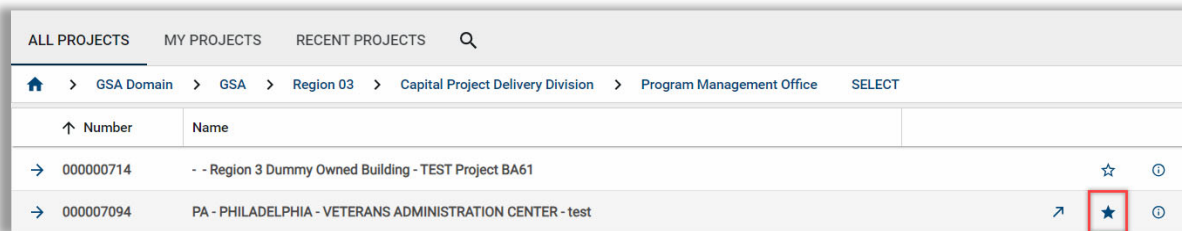
Favorite a Project or Partition

This action can be executed by the following roles: **anyone with access to a project or partition.**

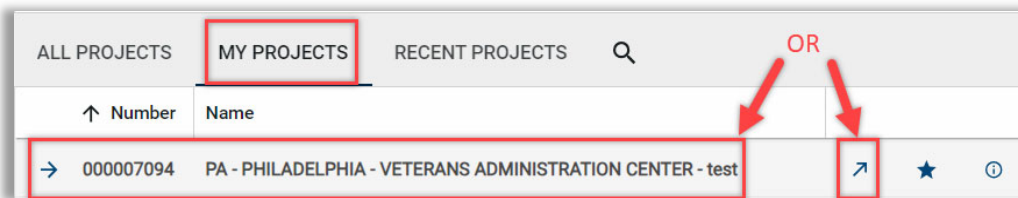
1. In the Launch Bar on the left side of the screen, click the **Project Finder** app.



2. Use the **All Projects** tab, **Recent Projects** tab, or the **Search** icon to locate the appropriate project or partition.
3. Click the **Star** icon next to the project or partition name. The star icon will turn blue and appear under the **My Projects** tab in the **Project Finder** app.



4. From the **My Projects** tab, the project or partition can be selected by clicking the **Project Name** or the **Upward Arrow** icon.



5. Selecting a project or partition will open the project or partition, navigate away from the Project Finder app, and display the project or partition name in the header. Proceed with selecting an application to explore.

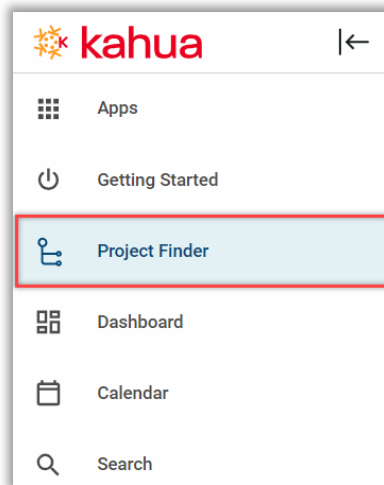
View Project Details from Project Finder

This action can be executed by the following roles: **GSA-Sustainability Admin, GSA-Regional Manager, GSA-Client Project Agreement, GSA-Client Project Agreement Manager, GSA-CO Portfolio (CILP), GSA-Contracting Officer or Specialist, GSA-CUI Access – Project**

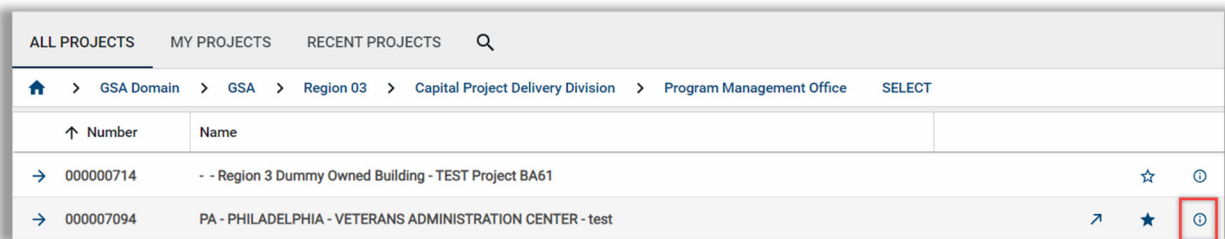
Team Member, GSA-Measures Manager, GSA-Regional PBS Budget, GSA-CO PBS Budget, GSA-PM/COR, GSA-Project Creator, GSA-Design Review Coordinator, GSA-National SME, GSA-Regional SME, GSA-Observer, EXT-PM, EXT-Customer User, and EXT-Customer User (Limited).

Note: The EXT-PM permission group is limited to only viewing the information of the projects they have been granted access to view. The EXT-Customer User and EXT-Customer User (Limited) permission groups will not be able to see the Internal Status section in the project details.

1. In the Launch Bar on the left side of the screen, click the **Project Finder** app.



2. Use the **All Projects** tab, **My Projects** tab, **Recent Projects** tab, or the **Search** icon to locate the appropriate project.
3. Click the **Information** icon next to the project name. The information icon will open the project details window. Users with the appropriate permissions will have the ability to view and edit. For additional information on editing project details, please refer to the [Editing a Project in the Projects App Quick Reference Guide](#).

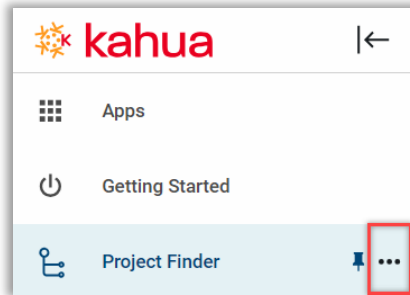


Display a List of My Projects

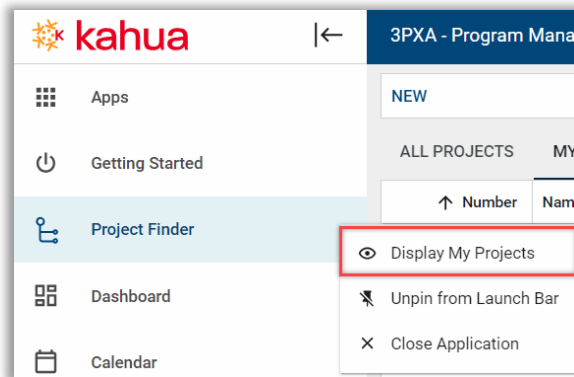
This action can be executed by the following roles: **anyone with access to a project or partition.**

Note: Only starred or favorited projects or partitions will appear with the **Display My Projects** feature. For more information on how to star or favorite your project, refer to the [Favorite a Project or Partition](#) section.

1. In the Launch Bar on the left side of the screen, hover your mouse over the **Project Finder** app and click the three dots on the right.



2. Click **Display My Projects** to display a list of your starred projects or partitions. Users can click on any of the projects or partitions on the list to quickly jump into the selected project or partition. To close out of the **My Projects** window, click the **X** in the top right corner.



My Projects ✕				
↑ Number	Name	Status	Location	
000007094	PA - PHILADELPHIA - VETERANS ADMINISTRATION CENTER - test	Cancelled		✎
000029053	DC - WASHINGTON - GSA - SAST Construction Project 5.7.24	Active		✎
000029253	DC - WASHINGTON - GSA - Region 08 Design Review Training	Active		✎



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

[Editing a Project in the Projects App](#) – Learn more about editing project details
[User Profile Settings](#) – Learn how to turn on the project number