

The kahua logo features a stylized orange and yellow sunburst or flower-like symbol above the word "kahua" in a red, lowercase, sans-serif font. A small "TM" trademark symbol is positioned to the right of the word.

kahuaTM
RFIs & Media Manager

Introduction

RFIs

The RFI application allows the Author to initiate an RFI and route it through the Primary Responder and *optional* Secondary Responders for review. The app maintains a log of all RFIs in the project and has a built-in workflow to manage a response.

MEDIA MANAGER

The Media Manager application is a repository for photos uploaded to the Media Manager directly or to the Media section of a record in one of the other applications throughout the project. Media Manager maintains a log, and files can be edited to change or add details.

Training Objectives

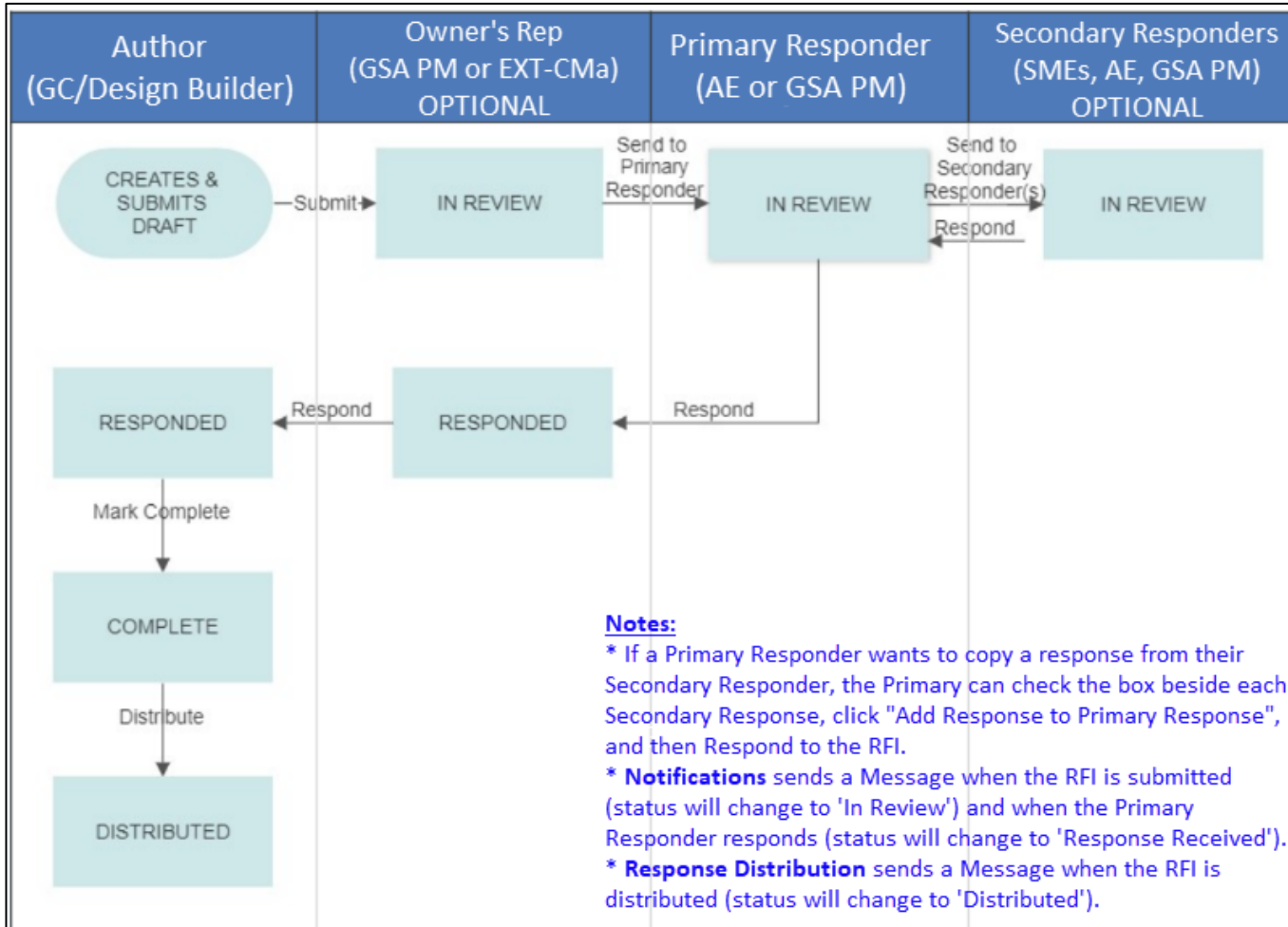
RFIs

- ▲ Create a New RFI
- ▲ Submit for Response
- ▲ Respond to a Task as the Primary Responder
- ▲ Close the RFI

Media Manager

- ▲ Add Photos to the Media Section of Another App
- ▲ Edit Photo Details in the Media Manager

RFIs and Media Manager



Links for Post-Training Resources

- ▲ **Kahua Support Form**
- ▲ **GSA User Resources**
- ▲ **External User Resources**

**You can access the links from the Chat box.*

Thank you for attending this session.