



Facilities Management

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Kahua User Guide

Setting Up a New Company
For Contractors, Design Teams, and Consultants

June 2024
V1



User Guide

New External Company Setup

The following guide outlines the steps necessary to request and have your company setup in the Kahua project management system.

When your firm is set up in Kahua, a new “domain” is created for your firm. A domain is your firm’s area within the Kahua network. Since your firm won’t need to purchase licenses to Kahua, your domain will just exist. All projects at CU are located within the University of Colorado domain and covered by the CU subscription license to Kahua.

KAHUA LOGIN: <https://launch.kahua.com>

Your first user will be your Kahua Domain Administrator. The links below are to Kahua Support references that will cover more information than contained in this User’s guide.

1. Kahua Domain Administrators:
<https://support.kahua.com/support/solutions/folders/24000010988>
2. Kahua Domain Settings:
<https://support.kahua.com/support/solutions/articles/24000058949-domain-settings>

Company and Firms that have never used Kahua

The following steps are only to be completed once per company.

1. **Submit** a “New Firm / Company Setup Form” request.
https://ucdenverdata.formstack.com/forms/kahua_company_setup
2. **CU Review** - On completion of the form, CU will review the information. If there are any questions, we’ll reach out to you with questions.

[CU Step: Ref CU User Guide – Adding Company and People to Kahua]

3. CU Invites First User to Kahua

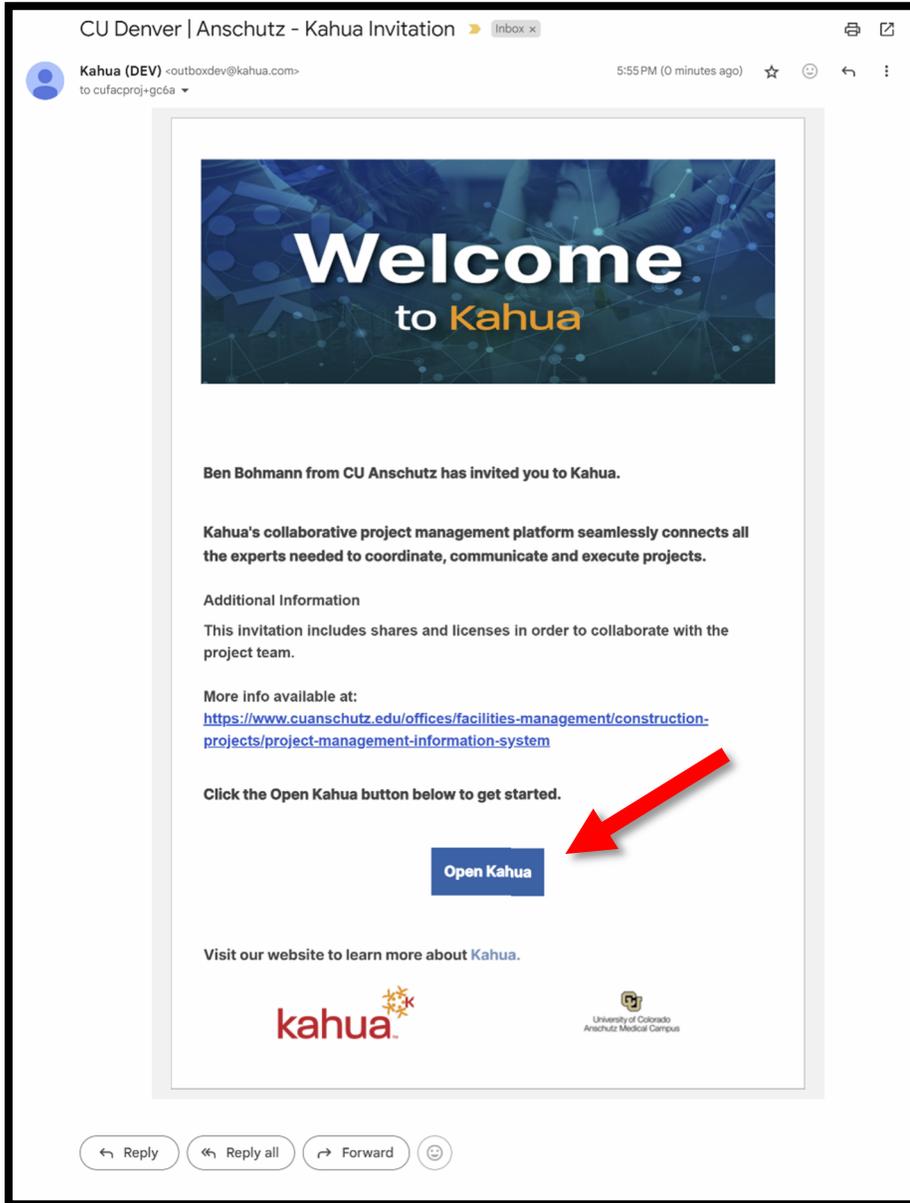
The first user invited by CU will be the Software Site Administrator as provided in the form submission. The site administrator will be able to access settings and configurations for your domain.

Note: When accessing CU projects in Kahua, the platform settings within the CU projects update to the CU project permissions and configuration settings.

[CU Step: Ref CU User Guide – Inviting New User to Kahua]

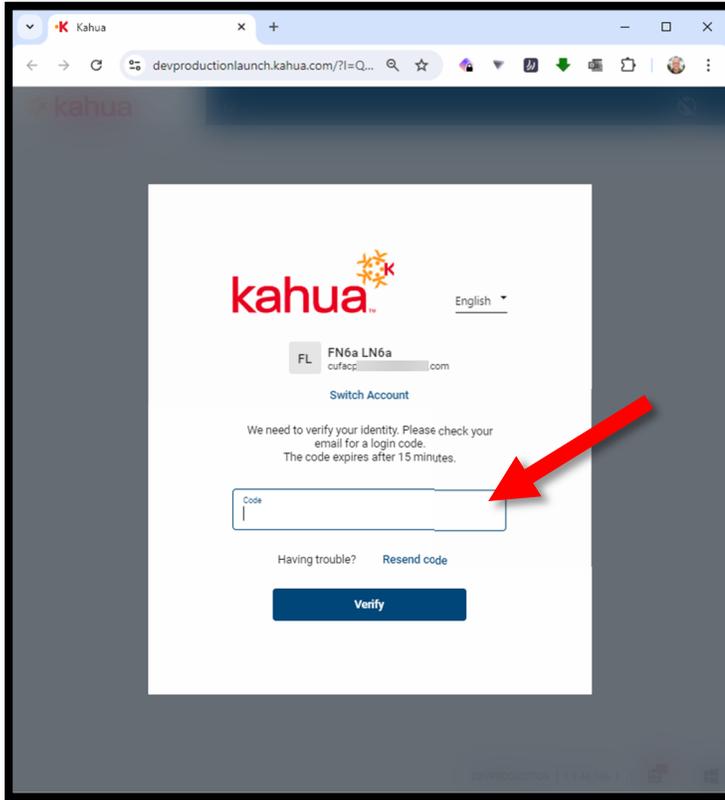
4. Invitation Email

Your first user will receive an email like the image below. Click on the Open Kahua button to continue setting up your company.

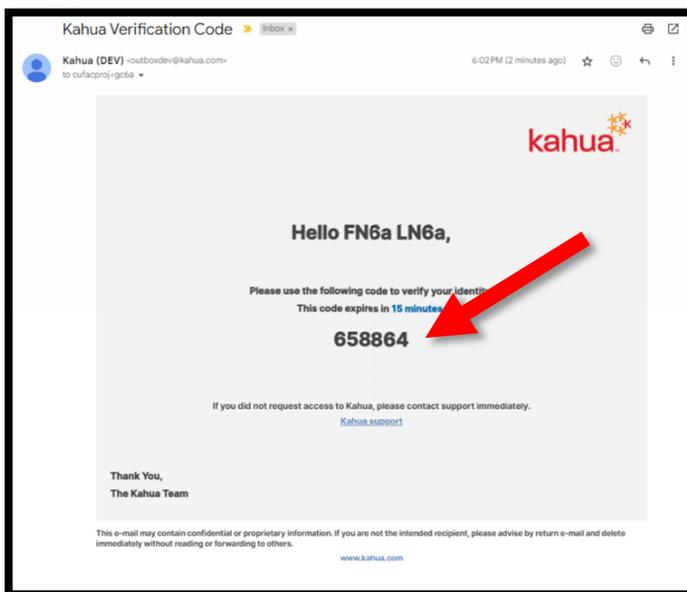


5. Kahua Account Confirmation

You will be redirected to a page requesting you confirm your email identity.



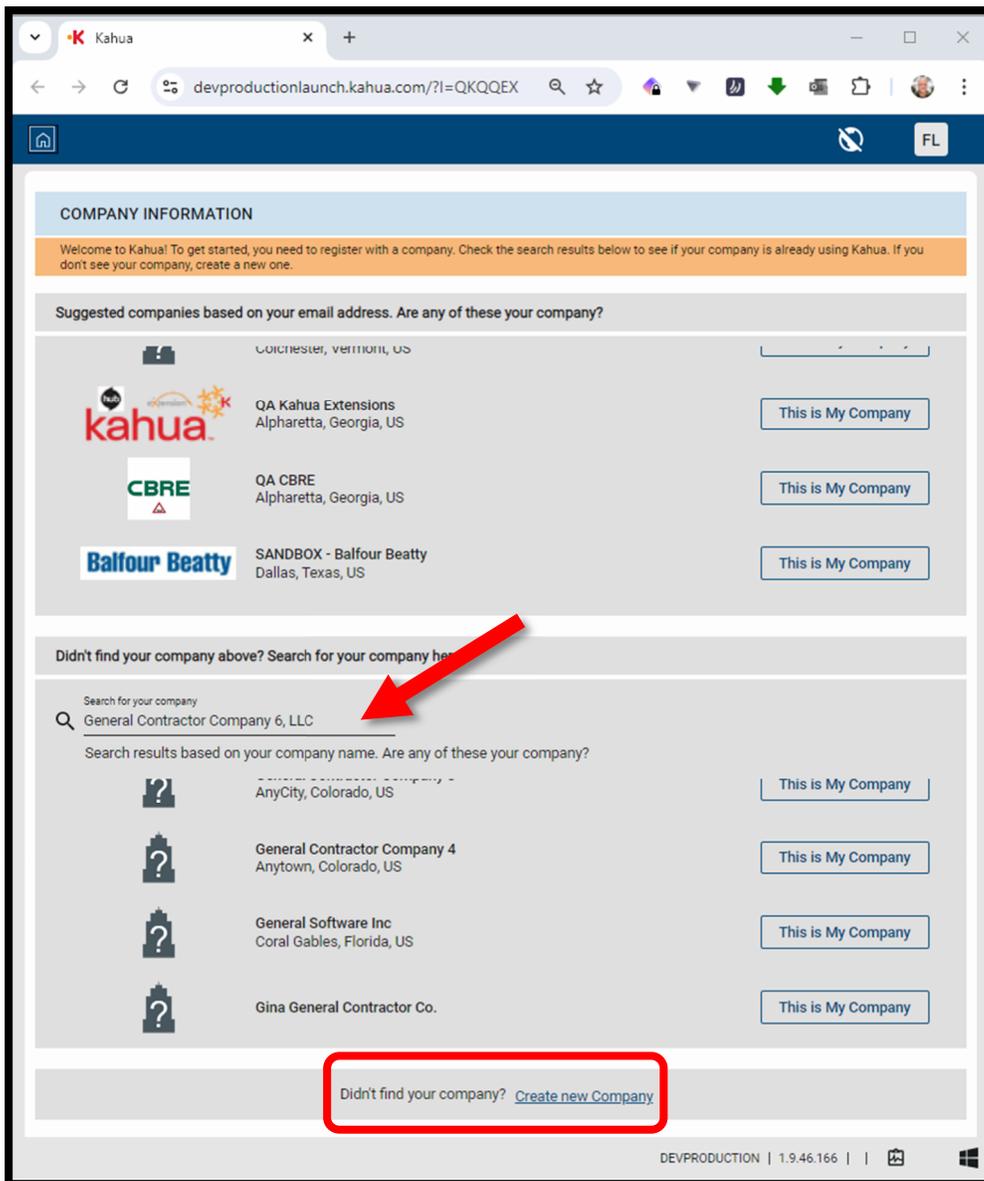
You'll receive a code in an email similar to the image below. Enter it into the website to verify your email account and continue to the next step.



6. Company Confirmation

The Company Information screen is for you to confirm your company. Kahua will make some suggestions and allow you to search to see if your firm already has a domain in Kahua. Be aware that some firms have multiple domains already created. If you see your company name and have any questions on what to do, please reach out to your CU PM.

If ready to continue and create a new domain, click on the small link (see red box below) that the bottom that says “Didn't find your Company? Create new Company.”

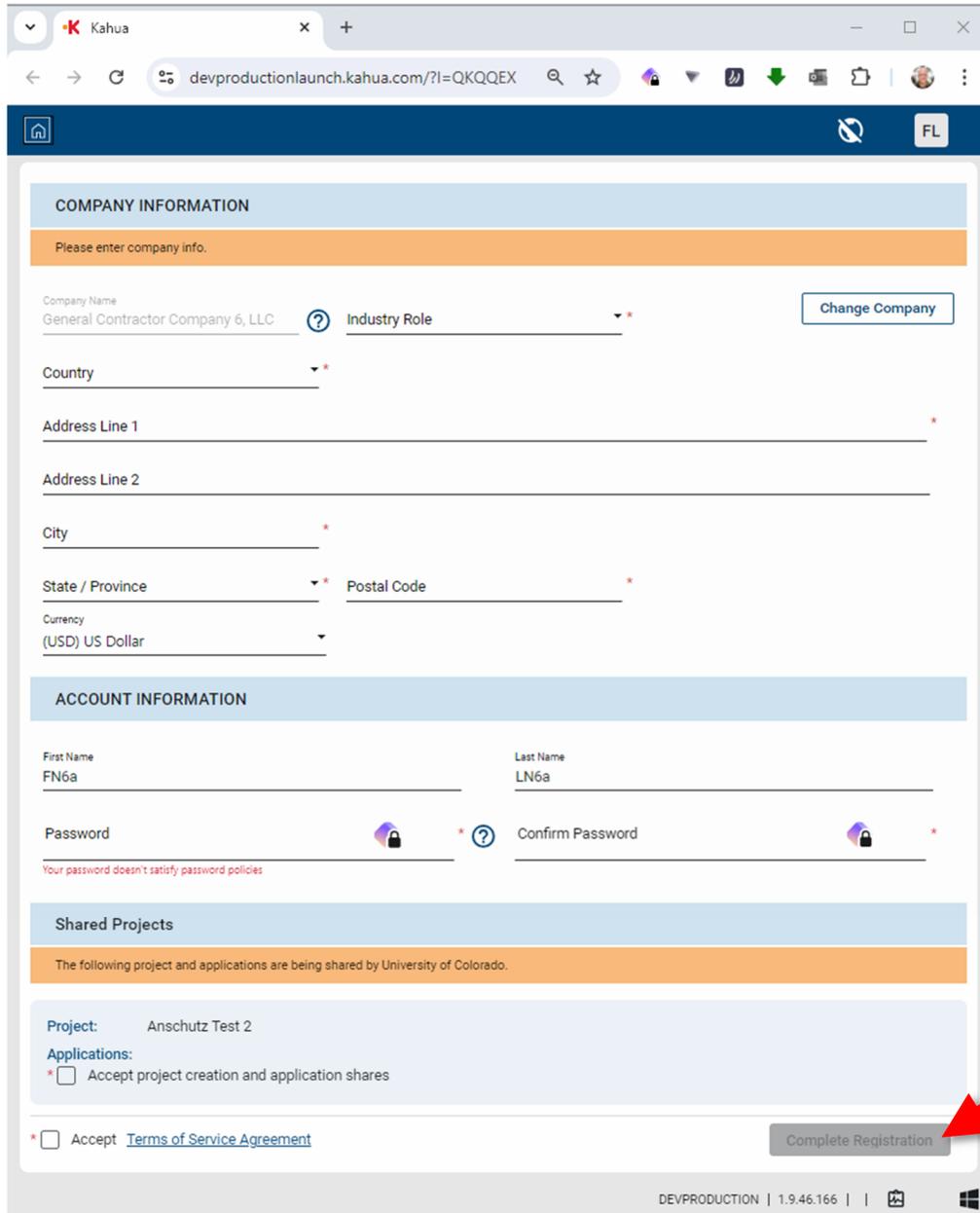


7. Complete Company Information

Complete all the fields regarding your company.

Complete all the fields in the Account Information Section, including your Password.

When complete, click the “Complete Registration” button at the bottom right of the page.



The screenshot shows a web browser window with the URL `devproductionlaunch.kahua.com/?l=QKQQEX`. The page is titled "COMPANY INFORMATION" and contains the following fields:

- Company Name: General Contractor Company 6, LLC
- Industry Role: (dropdown menu)
- Country: (dropdown menu)
- Address Line 1: (text input)
- Address Line 2: (text input)
- City: (text input)
- State / Province: (dropdown menu)
- Postal Code: (text input)
- Currency: (USD) US Dollar (dropdown menu)

Below the company information is the "ACCOUNT INFORMATION" section with the following fields:

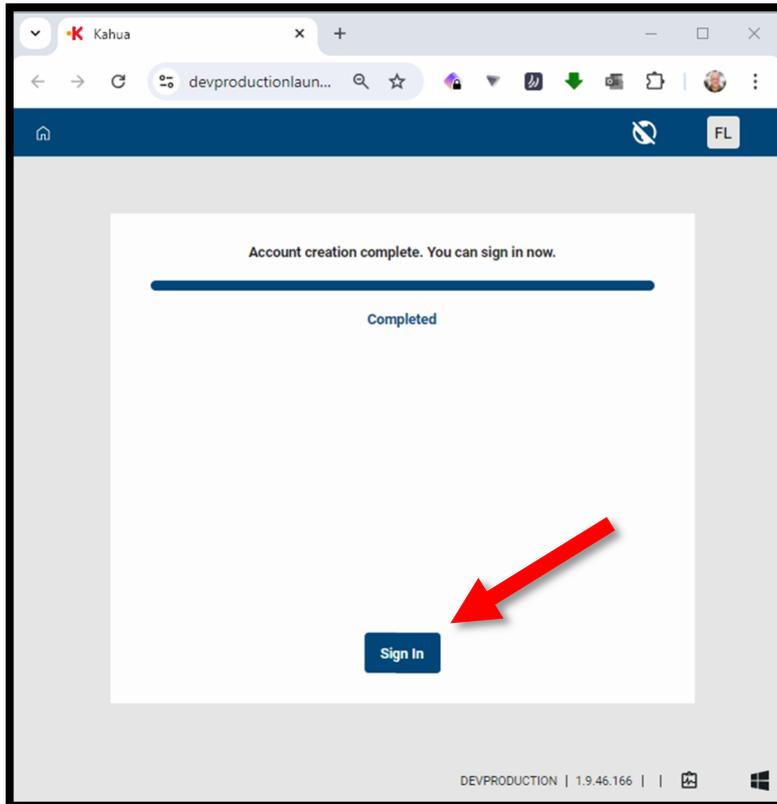
- First Name: FN6a
- Last Name: LN6a
- Password: (text input with a lock icon and a question mark icon)
- Confirm Password: (text input with a lock icon and a question mark icon)

A red arrow points to the "Complete Registration" button at the bottom right of the form. Below the account information, there is a "Shared Projects" section with a message: "The following project and applications are being shared by University of Colorado." and a checkbox for "Accept project creation and application shares". At the bottom, there is a checkbox for "Accept Terms of Service Agreement" and a "Complete Registration" button.

8. Account Creation

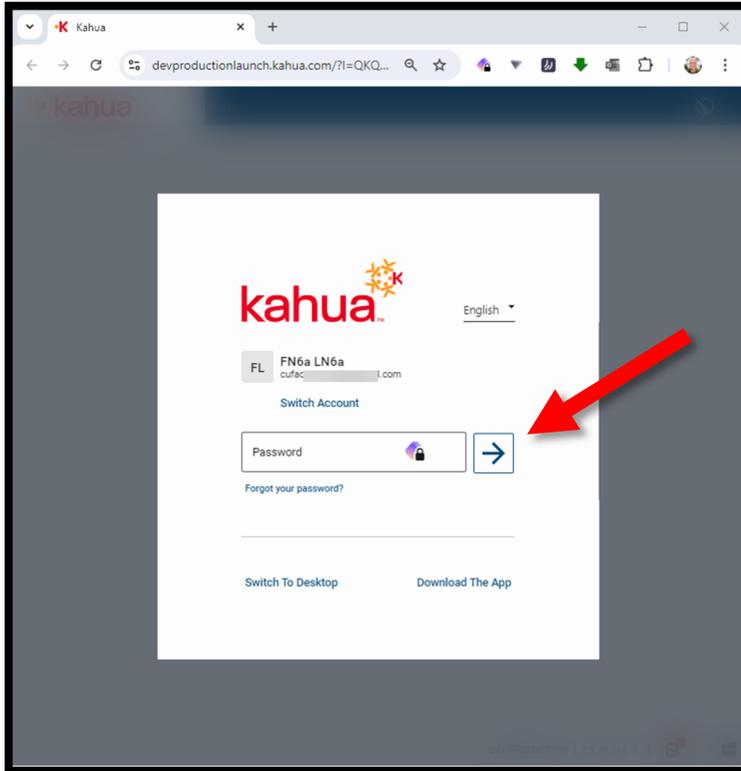
Kahua will start the creation of your company domain and user account. It only takes a few moments.

Click the Sign In button once ready.



9. Sign In

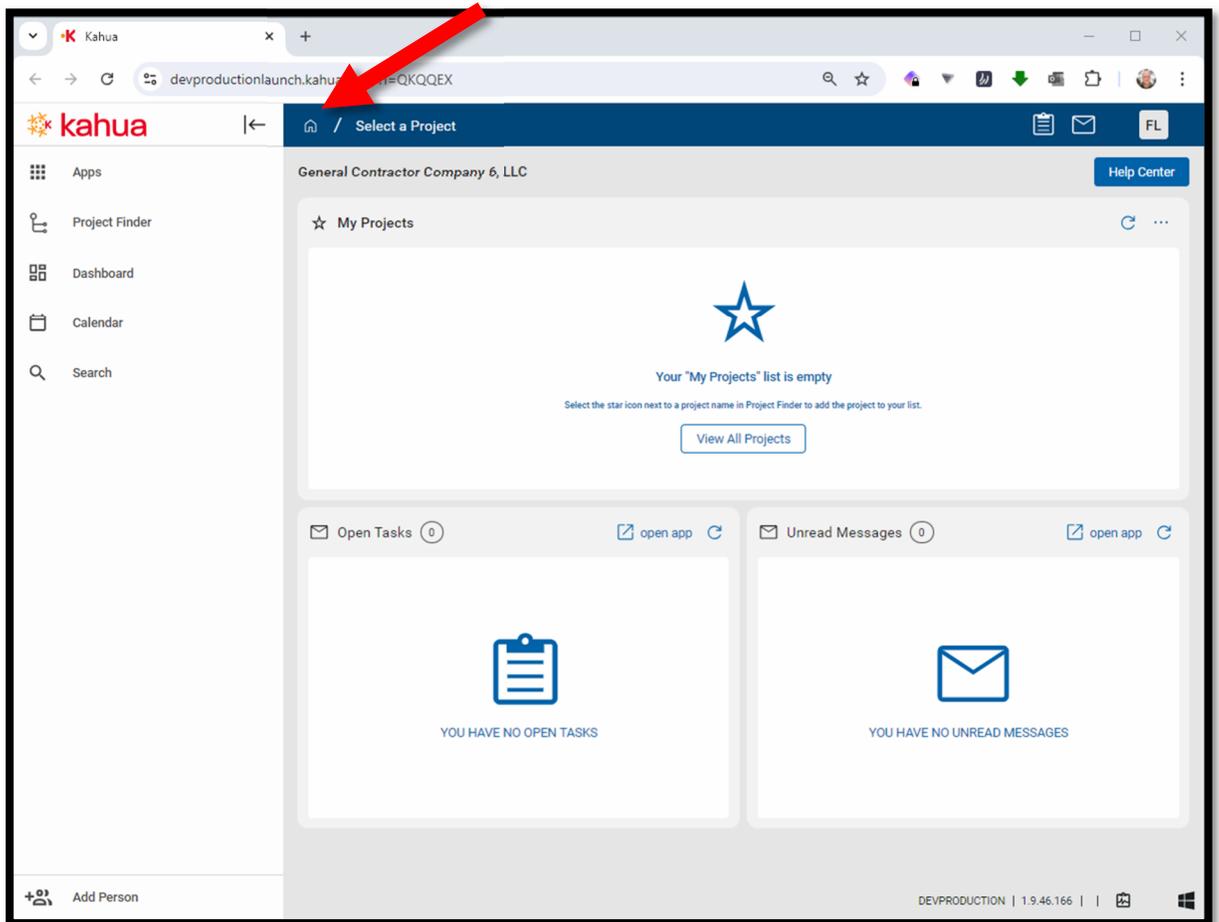
Enter your password and click the Right Arrow button.



10. Main Kahua Page

On successful sign in, you'll be redirected to the Kahua Main Page. At this point, this page will be blank of most information. For users working a project, this page will populate with message, tasks, and project information.

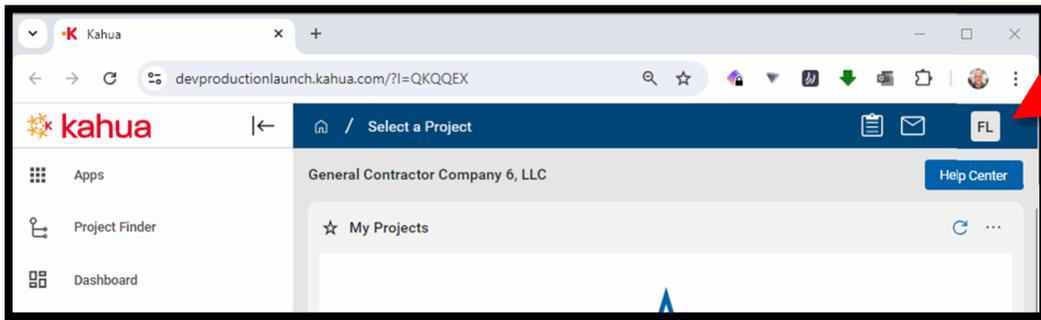
To return to this page at any time, click the HOUSE icon.



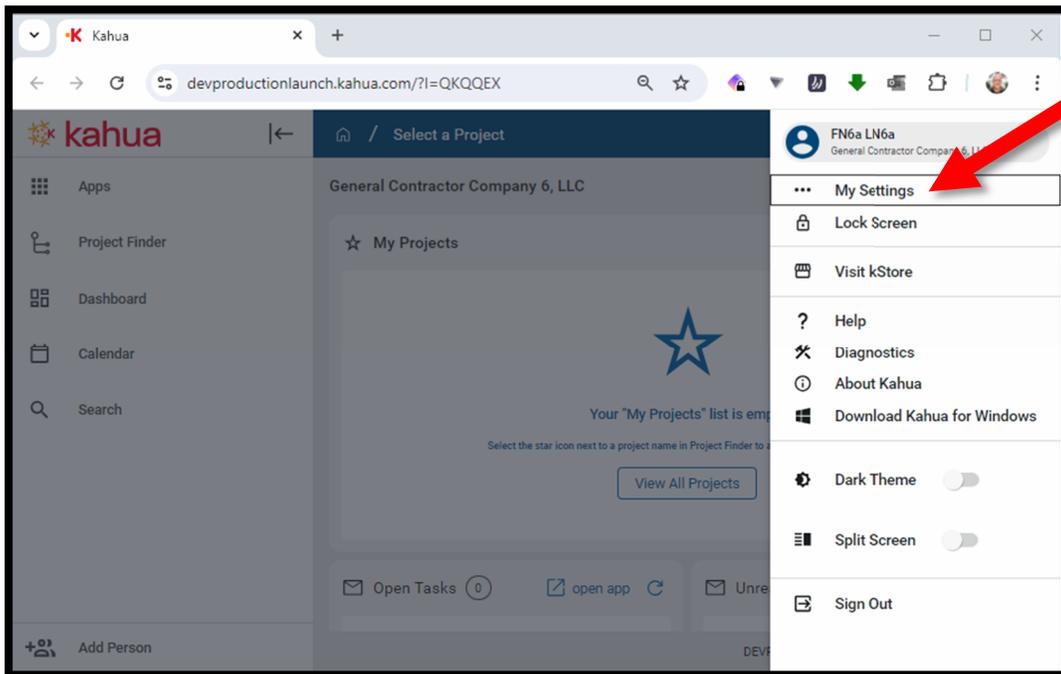
11. Recommended User Settings Update

We recommend updating some personal user settings to finish setting up your account.

- a. CLICK on your INITIALS located at the TOP RIGHT of the page.



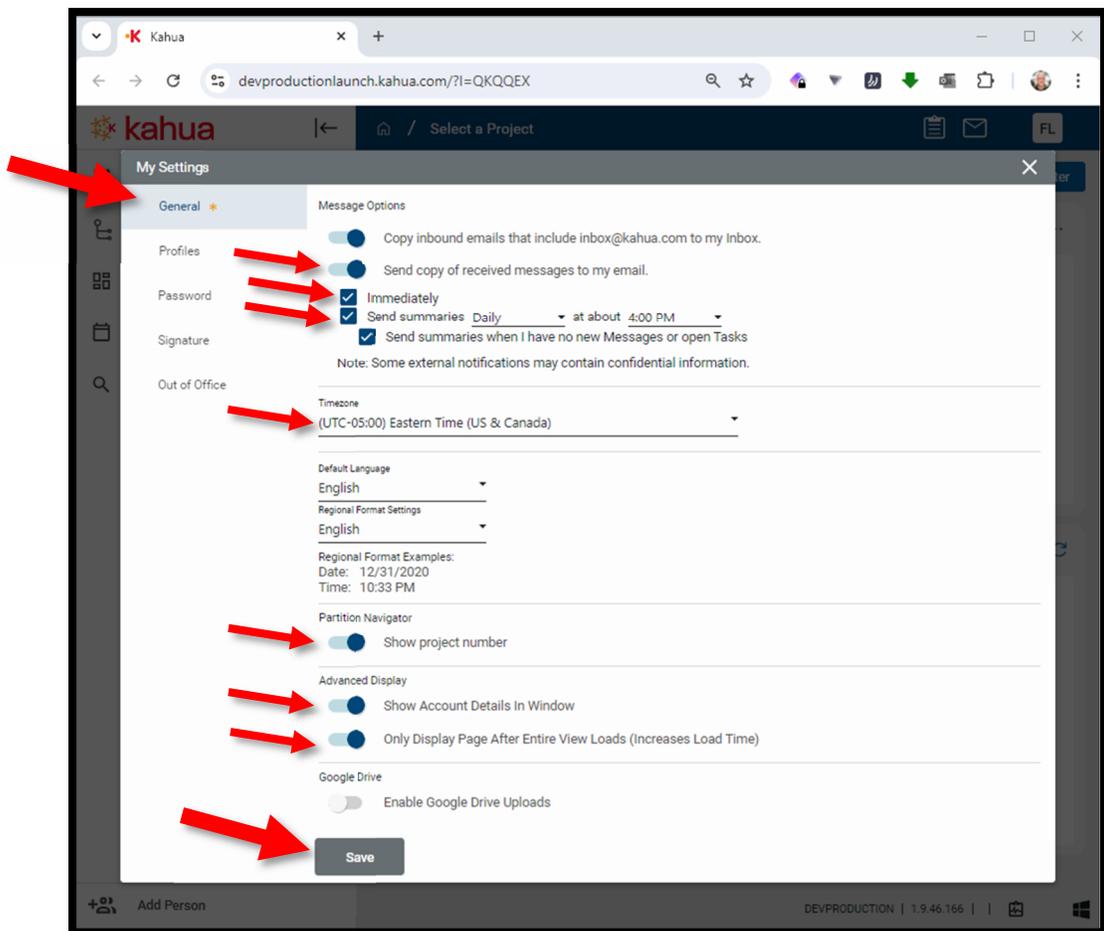
- b. Click MY SETTINGS on the dropdown menu.



- c. In the GENERAL tab of MY SETTINGS, update each of the following settings:

We recommend you turn on all the options that are shown with an arrow in the image below:

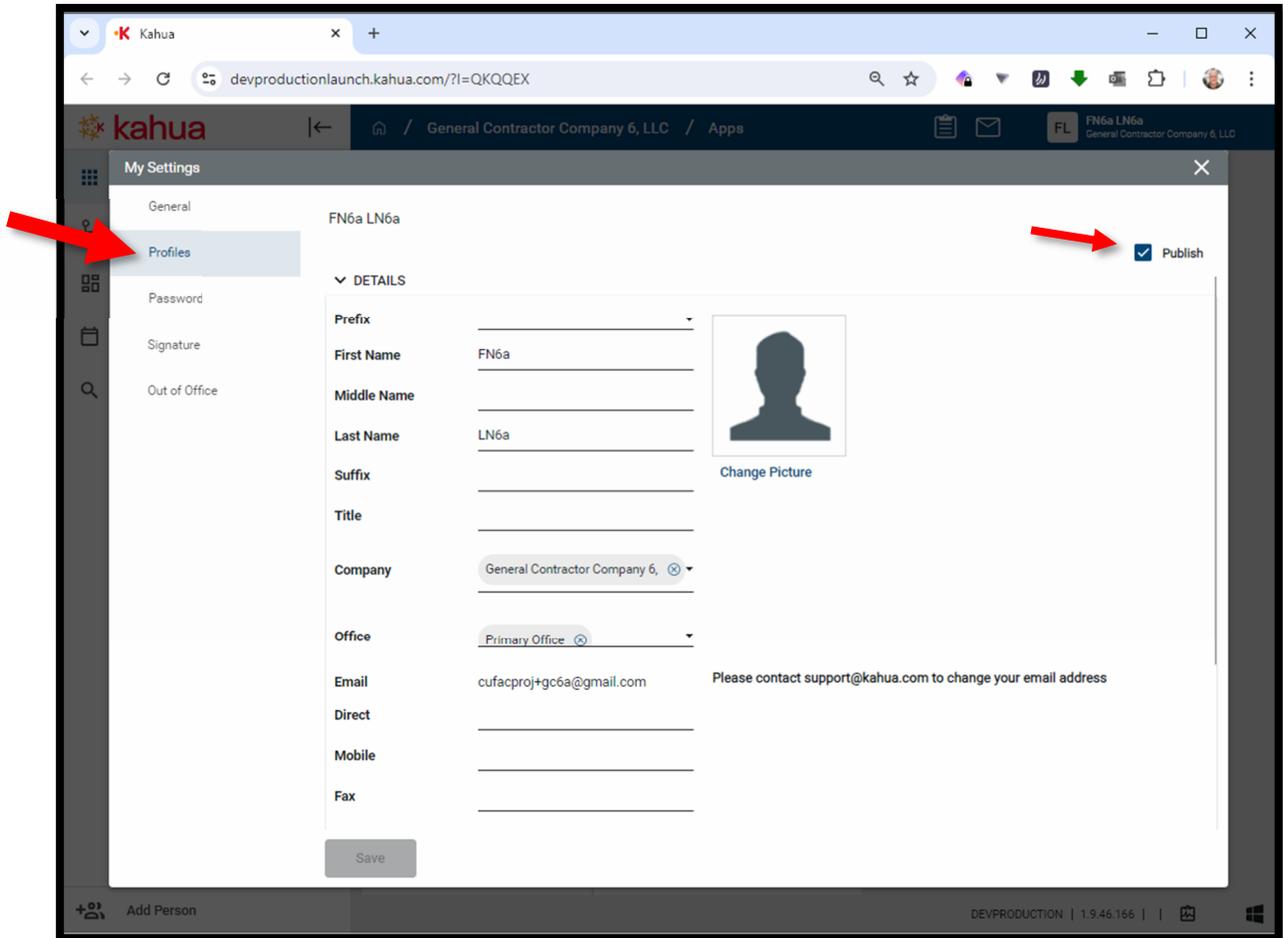
- i. Send copy of received messages to my email – Kahua will forward a copy of your Kahua Messages to your email address.
 - 1. Immediately Check Box – Sends an email immediately.
 - 2. Send Summaries ____ at about ____ - Kahua will send a summary email to you listing all the activities since the last summary message.
- ii. Timezone – Select your local timezone.
- iii. Show Project Number – This displays each project’s unique number near the HOUSE icon at the top of the screen.
- iv. Show Account Details In Window – This changes your INITIALS at the top right of the page to your Full Name.
- v. Only Display Page after Entire Page Loads – We suggest turning this on to improve the interface experience. If left off, long pages of information only load as it is being scrolled onto the screen.
- vi. Click SAVE button to save changes.



d. UPDATE PROFILE INFORMATION

The PROFILES tab in MY SETTINGS, is the location for users to update their contact information.

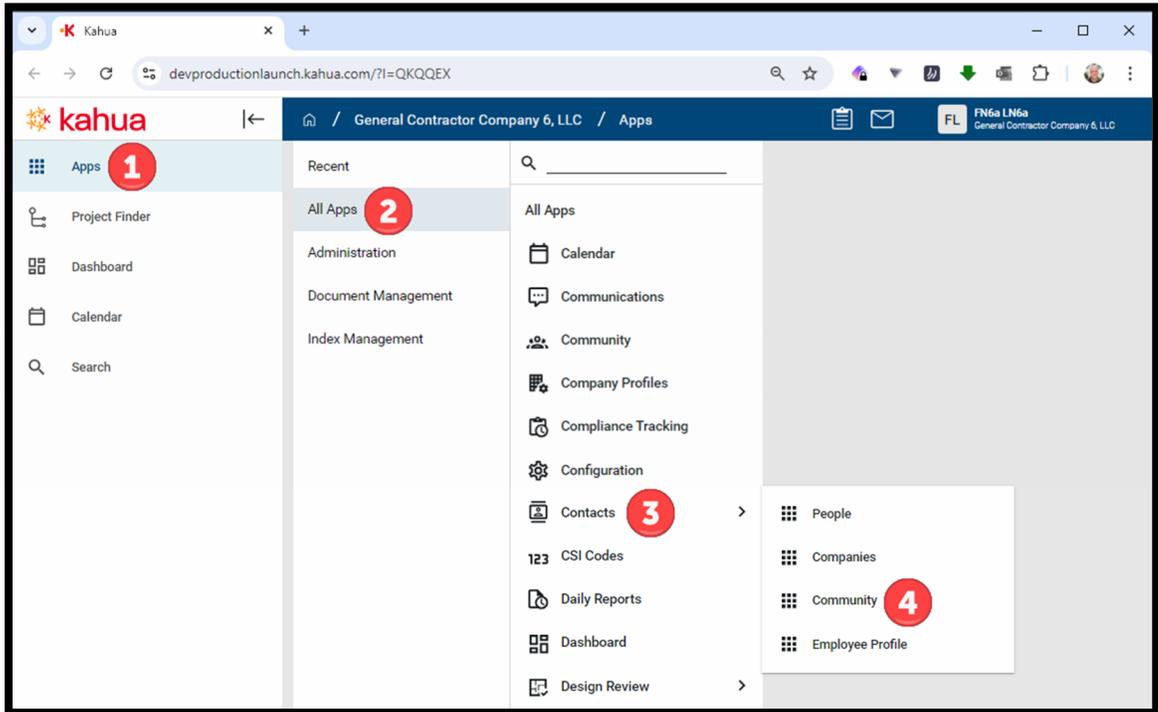
The PUBLISH button will make your personal profile viewable to all users in the Kahua Community / Network.



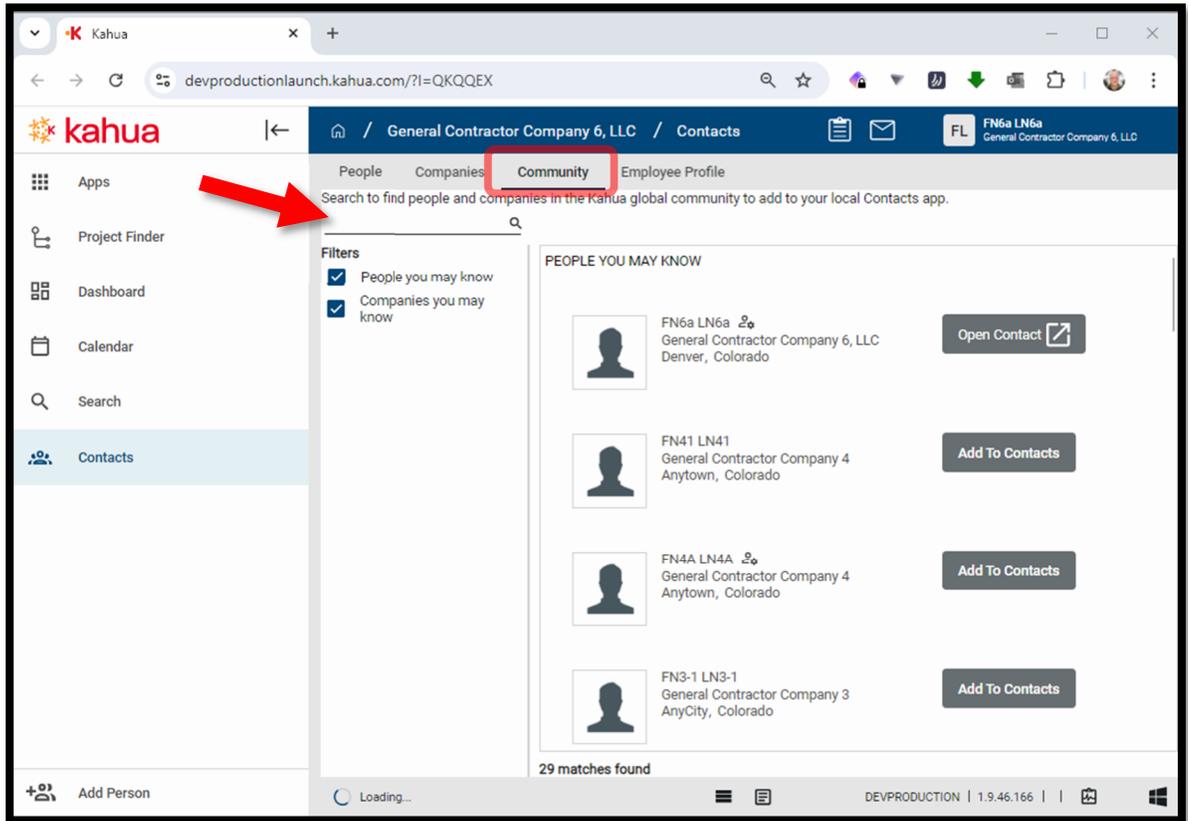
12. KAHUA COMMUNITY NETWORK

As mentioned in the previous step, the KAHUA COMMUNITY is a public phone book for all users in Kahua that publish their profiles. To access the COMMUNITY:

- a. Click APPS > ALL APPS > CONTACTS > COMMUNITY

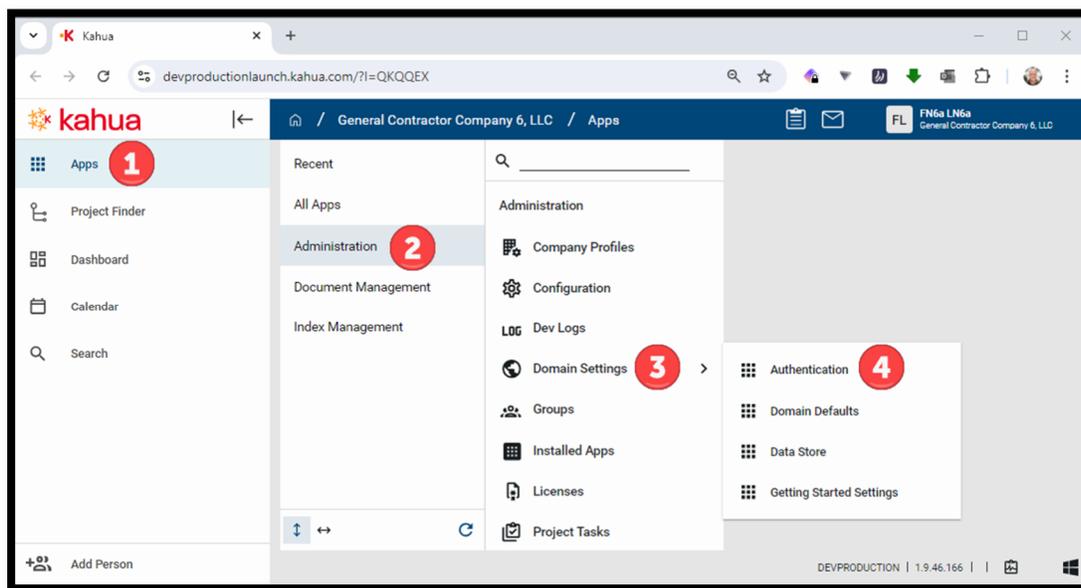


b. You can search the community with the search box.

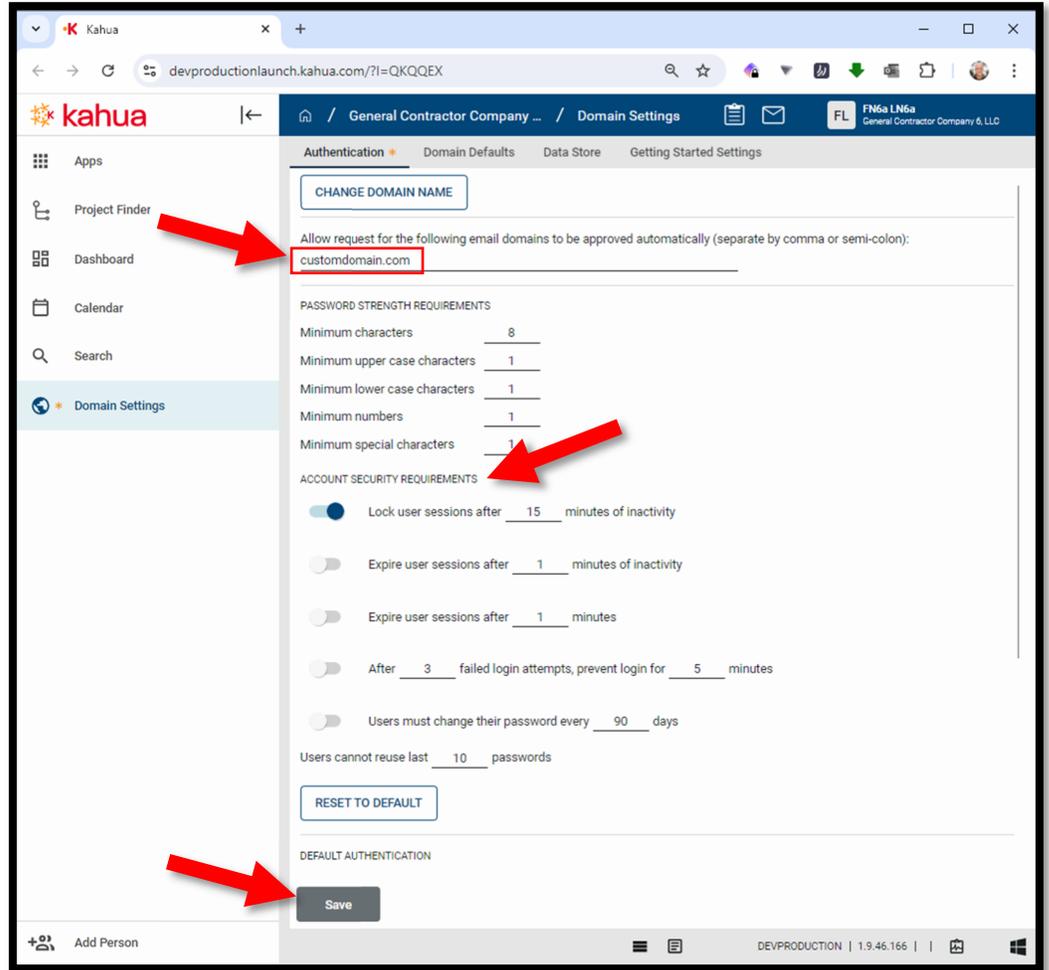


13. AUTO ACCEPT NEW USERS IN YOUR COMPANY

- a. While it is ultimately your firm's decision, we recommend AUTO ACCEPTING new users if your company has its own internet domain name for email addresses. If auto accepting is not turned on, your company administrator must approve each new user CU invites to Kahua from your company.
- b. To update your 'domains' settings to allow auto accepting, navigate to:
 - i. APPS > ADMINISTRATION > DOMAIN SETTINGS > AUTHENTICATION



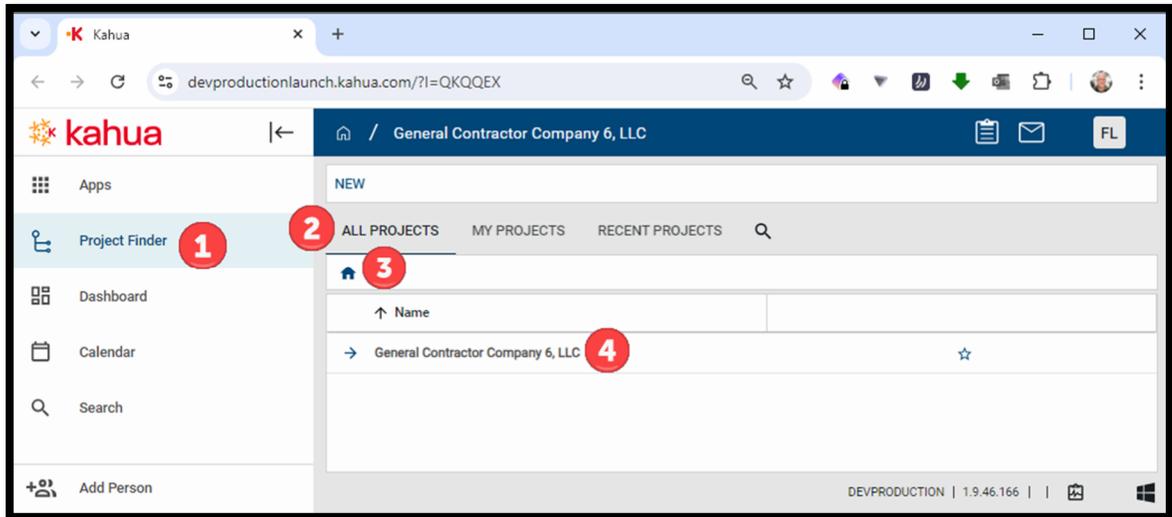
- ii. Add your company email domain name to the “Allow Requests to be approved automatically” box.
- iii. You can also update password security settings for your users on this screen.



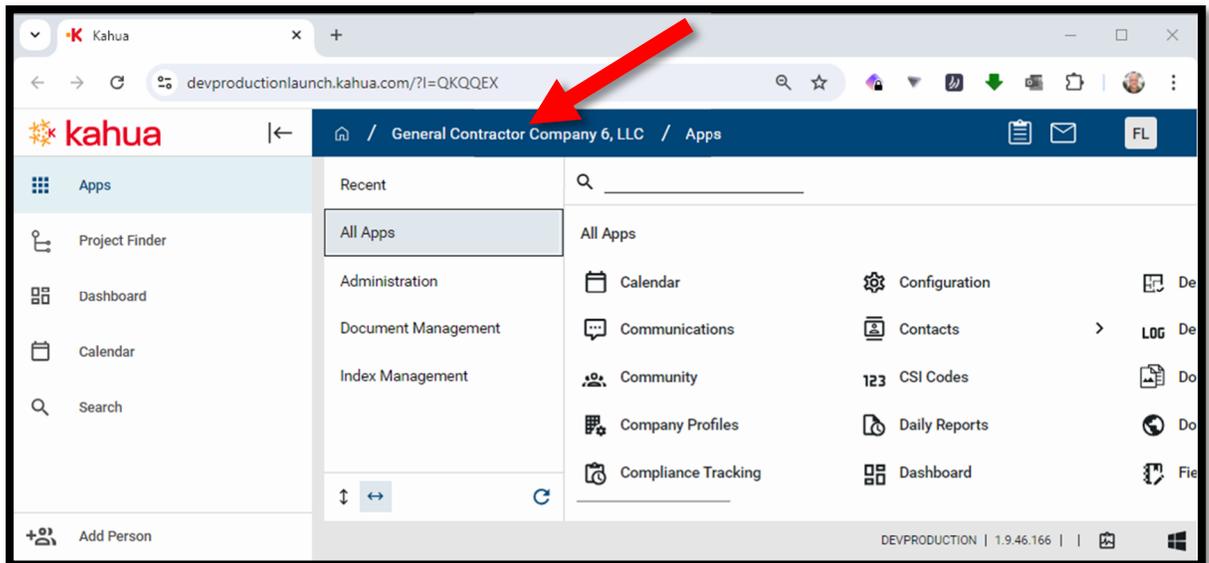
14. Company Domain

To demonstrate how to navigate to the Root of your Company Domain in Kahua, use the following steps:

1. Click on PROJECT FINDER in left menu
2. Click on ALL PROJECTS tab
3. Click on HOUSE icon
4. Click on YOUR COMPANY NAME



The page will update with Your COMPANY NAME at the top of the screen, this indicates you are in the ROOT of your company's domain.

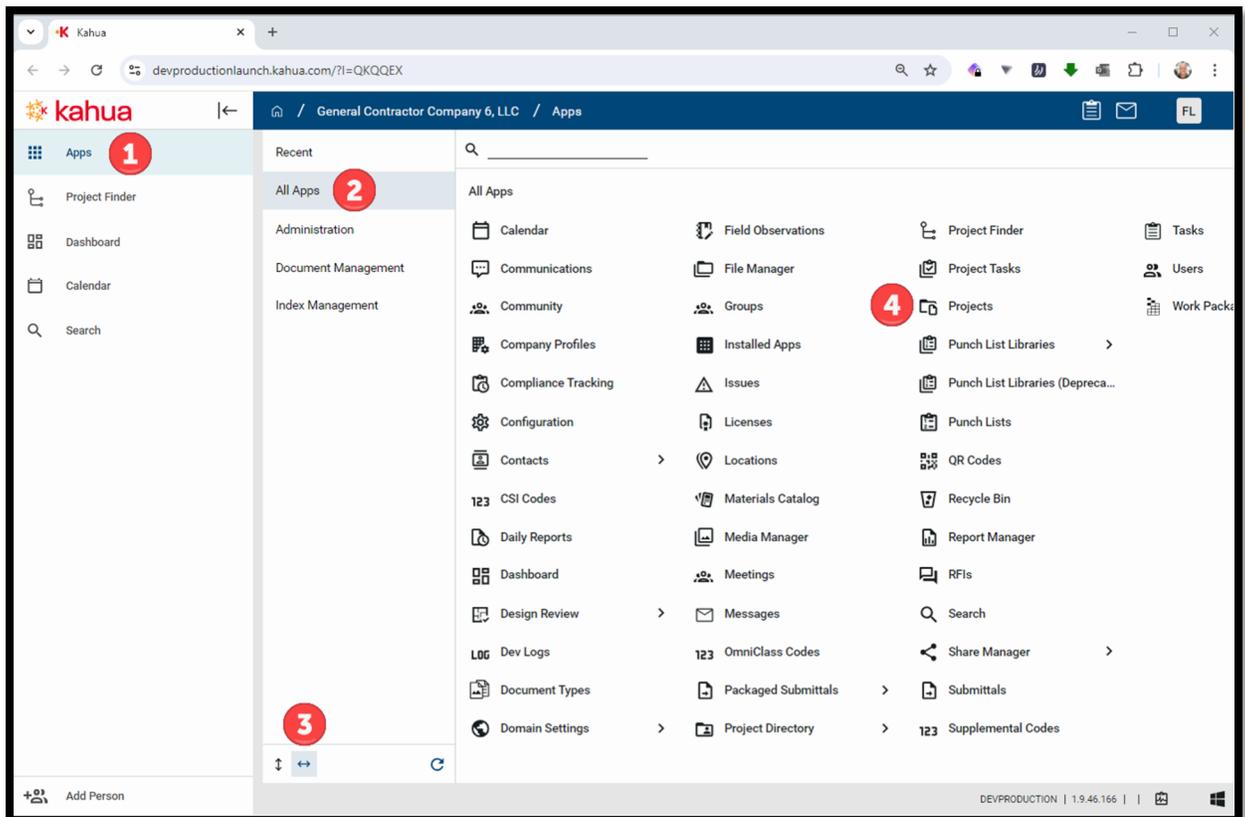


15. Company Domain Licensing

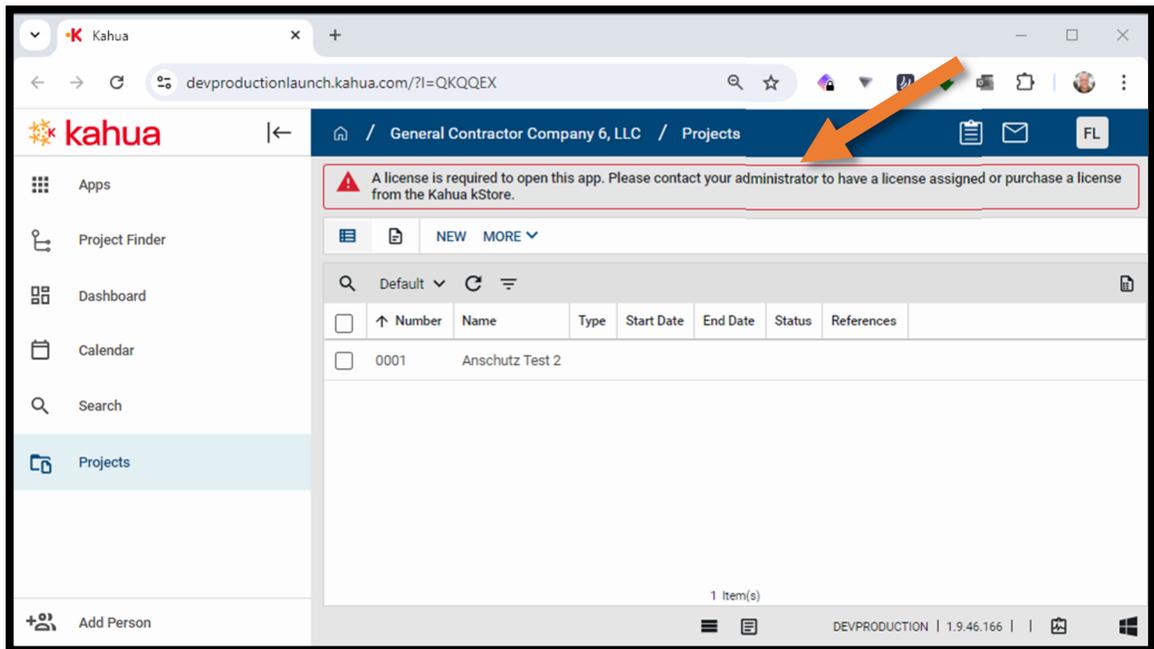
Your firm does not have to purchase any licenses to work on CU Projects in Kahua.

Let's navigate to an application to demonstrate the error your firm's users will receive when accessing applications in your unlicensed domain.

1. Click on APPS in the left menu.
2. Click on ALL APPS.
3. Click on MENU EXPAND button.
4. Click on PROJECTS.



A License message will appear in a red box across the top of the page. When accessing a project in a CU domain, this message will disappear.



For more user information and guides on using Kahua, please visit the CU Anschutz Project Management Information System webpage at:

<https://www.cuanschutz.edu/offices/facilities-management/construction-projects/project-management-information-system>