



Introduction and Basic Navigation User Guide

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About CAMP

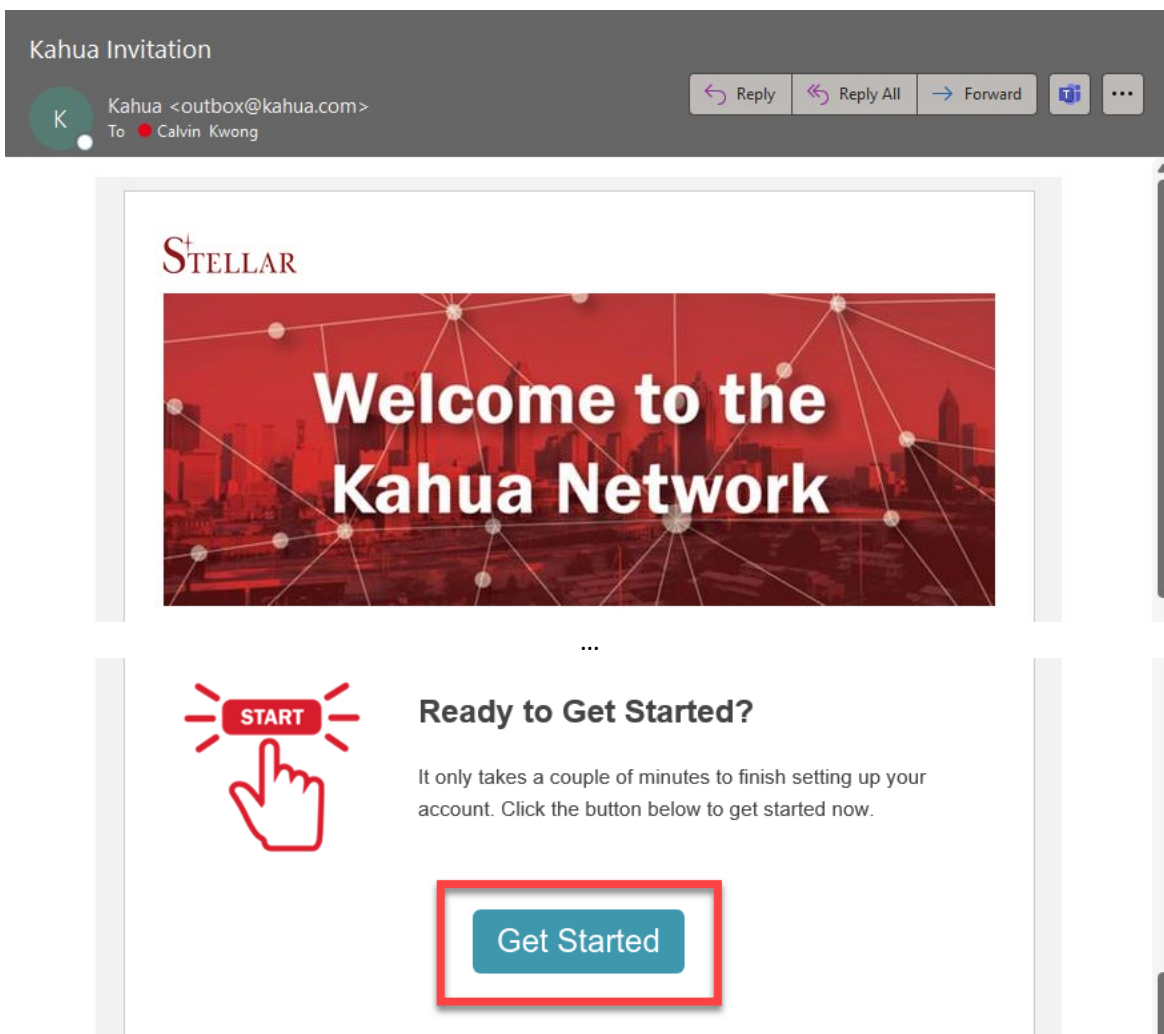
The Construction and Architecture Management Platform (CAMP) is a **Desktop application** powered by Kahua. Features:

- Contract and other information automatically populated for you, all in one place.
- Submittals and SOV Upload Templates
- DocuSign instead of Notary
- CAMP is for *new projects only* as of May 1, 2022

Gaining Access to CAMP

- **Internal SCA Users** (your email is @nycsca.org) must fill out the CAMP Access Request Form:
 - From [SMART](#)
 - Or by [Clicking here](#) to open the form
- **External Users** (your email is NOT @nycsca.org)
 - Prerequisites:
 - You must be in our VAS (Vendor Access System) as a CAMP contact
 - You must have an ITF form ([click here](#)) on file with the SCA. This can be submitted in advance or with your request.
 - Your contact at the SCA will need to submit a CAMP Access Request form

A registration link from outbox@kahua.com will be provided following the email or request. At the bottom of the email, click the Get Started link to create an account.



Note: When registering for CAMP you may encounter a Duplicate Domain Detected issue. In this scenario, please ensure that the name and details of the company are correct before proceeding with the creation of the company.

Installing CAMP (Kahua) on your Windows Machine

Kahua for Windows Requirements

	Minimum System Requirements	Recommended System Requirements
Operating System	Windows 8.1	Windows 10
Microsoft .NET Framework	Microsoft .NET Framework 4.8	Microsoft .NET Framework 4.8
Processor	1 GHz or faster processor	2GHz or faster multi-core processor (i5 or higher or AMD equivalent)
Memory	4 GB of RAM for base Kahua application	8 GB of RAM
Storage	500MB of free hard disk space	5 GB of free hard disk space
Internet Bandwidth	2+ Mbps Committed Information Rate (CIR) per user	10+ Mbps Committed Information Rate (CIR) per user

Kahua for Browser Requirements

	Minimum System Requirements	Recommended System Requirements
Browser	Chrome Version 96 * Edge (Chromium) Version 96 * Firefox Version 90 * Safari Version 15 *	Chrome Version 96 or higher * Edge (Chromium) Version 96 or higher * Firefox Version 94 or higher * Safari Version 15 or higher *
Processor	2.20 GHz base speed processor	2.60 GHz base speed processor or faster
Memory	4 GB of RAM for base Kahua application	8 GB of RAM
Internet Bandwidth	2.5 Mbps Bandwidth	5 Mbps Bandwidth

* Kahua for Browser requires a 64-bit browser

To install Kahua, visit the launch page at: <https://launch.kahua.com>. For users using the desktop client for the first time, click on the Download for Windows button. For users who already have the desktop client installed, a prompt should appear requesting to open the Kahua app (alternatively, press the Open Now link).

Note: The desktop client is not supported on **Mac** and **Linux**-based systems, so you will click Launch in Browser. You will need Microsoft .NET Framework 4.8 and a modern web browser. We prefer that you use the desktop client instead of the web client. (Use the web client when the desktop client is inaccessible).



Get the Kahua App

Launch in Browser →



[Check System Requirements](#)

Already have the app installed on this device? [Open Now](#)



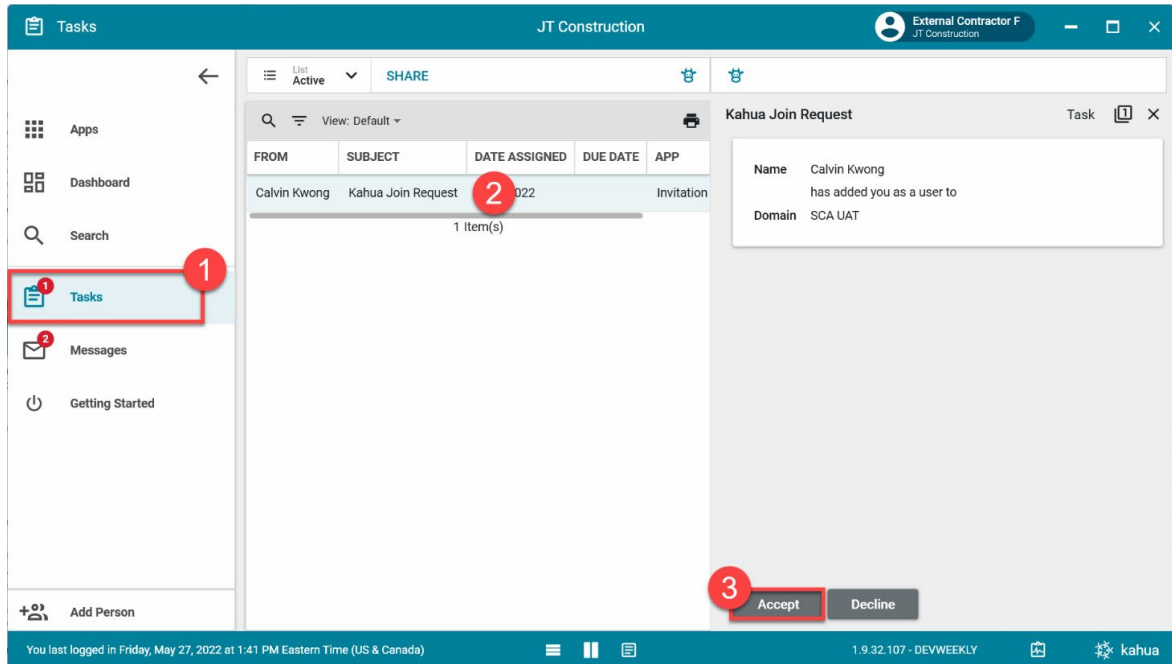
After Kahua has been launched, you will be greeted with a login screen to enter your email address and password.

External Users: Action Required for GCs, Subs, and other External Users

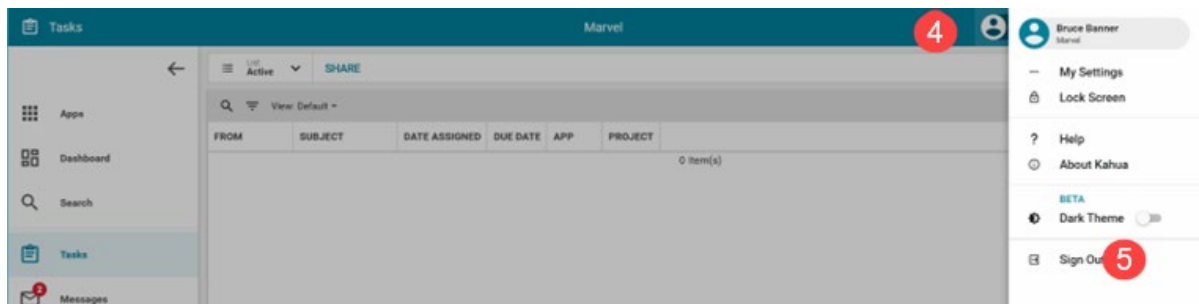
Accept Join Request:

After logging into CAMP for the first time, external users will need to accept the invitation to join the NYCSCA domain. Please notify the [Helpdesk](#) if you do not have an invitation listed in Tasks.

1. Select **Tasks**
2. Select the **Kahua Join Request** task
3. Click **Accept**



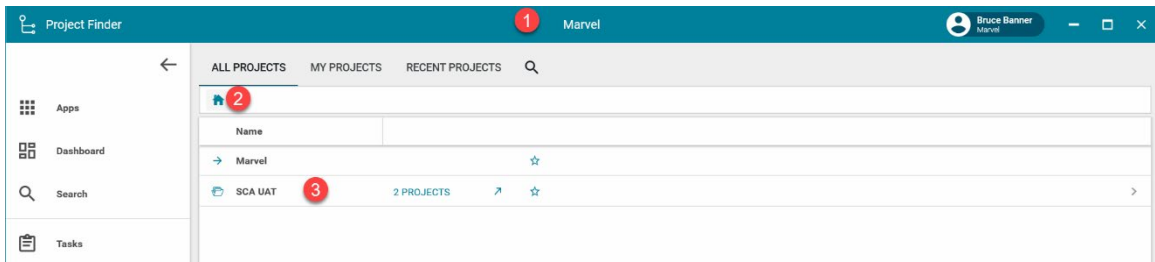
4. Click the **Profile** icon
5. Click on **Sign Out**.



Set Up the NYCSCA Domain

You only need to do this once. Sign back in to Kahua.

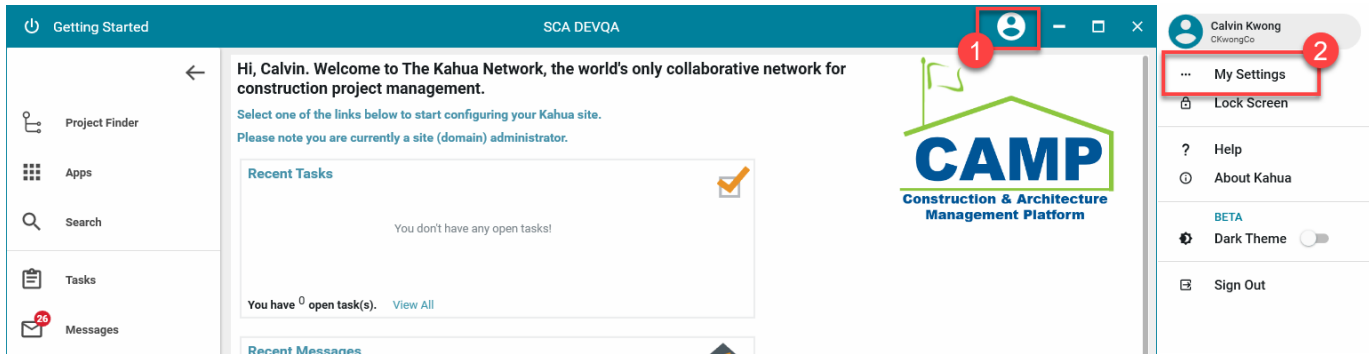
1. Click on your **company name** in the top center
2. Click on the **house** icon
3. Click on **NYCSCA**



You are now in CAMP! You should see NYSCA where you previously saw your company name.

User Settings

To access your settings, click the profile icon in the upper-right corner of your screen and select My Settings from the drop-down menu.



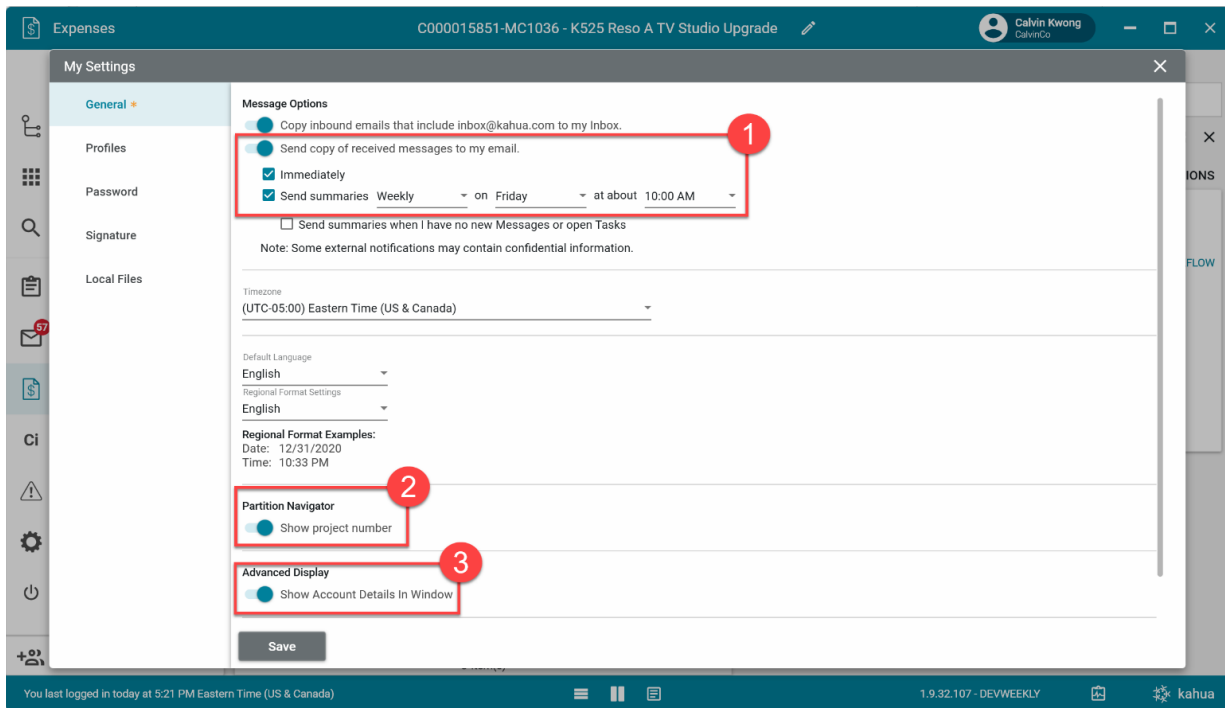
There are five tabs with available settings:

- **General** – Provides application settings such as notification preferences, time zone and language settings, enabling the display of project numbers, and the display of account details.
- **Profiles** – Allows users to update their personal metadata. Fill out the Details section completely, especially if you are part of an approval workflow. Fill out other information, including uploading a photo, as needed by the organization. The associated email address can only be changed by contacting support@kahua.com.
- **Password** – A user can change their account site password at any time. The default requirements are that the password must contain at least: eight characters total, one lowercase character, one number, one uppercase character, and cannot be the same as the username.
- **Signature** – Users can setup their PIN code and upload an image that will be used as a signature when CAMP requests a PIN signature. This signature may be utilized in response to approval tasks or creating certain communications.
- **Local Files** – Enables users to sync select folders or files to their local drive for easy access and edit in the native application. Kahua designates and creates a path (on the local drive, in the Users folder) upon enablement.

Show Project Details

In the **General** tab, three options need to be enabled.

1. **Message Options:** Send copy of received messages to my email – Forwards internal Kahua messages to your registered email address. This can be configured to be done immediately or through daily/weekly summaries.
2. **Partition Navigator:** Shows the project number at the top, along with the project description.
3. **Advanced Display:** Displays your account name and company name next to your profile icon.

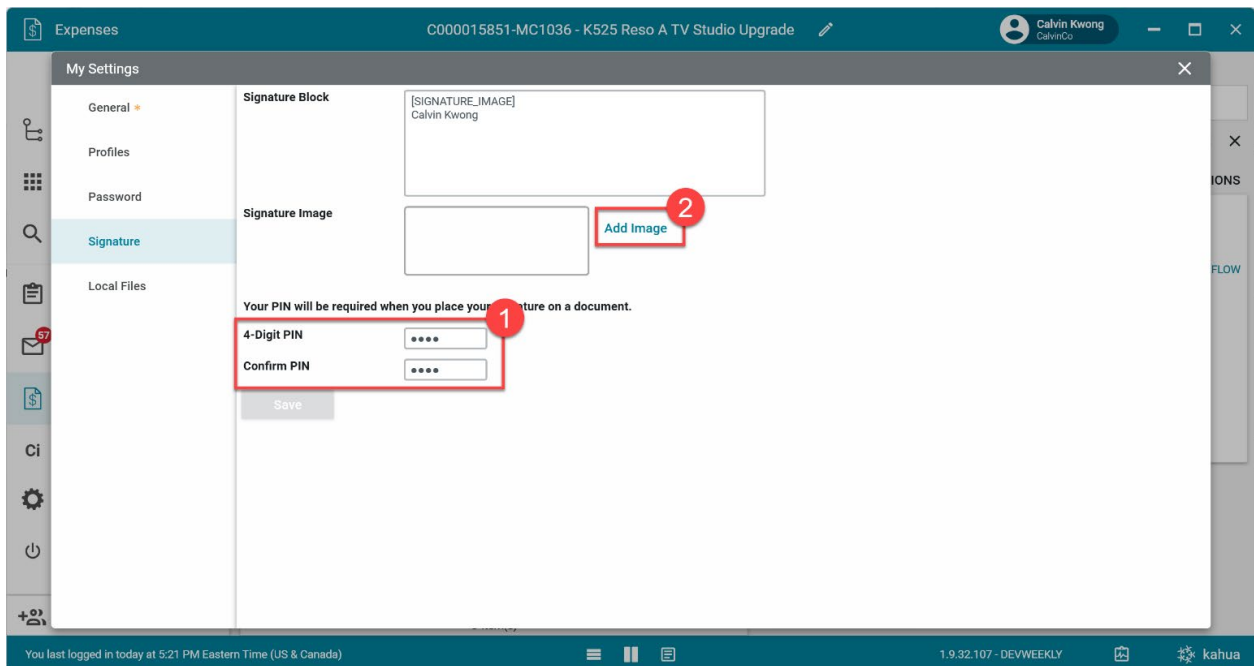


4. Click **Save** when finished.

Signature Setup

Within Kahua, some applications will require you to sign using a PIN code for approvals. Click the **Signature** tab.

1. Type in your 4-digit PIN and confirm it
2. (Optional) The **Add Image** button allows you to upload an image of your signature. Take a picture of your signature and upload the .jpg, .png, or another image file.



3. Click **Save** when finished.

CAMP Basic Navigation

When you first log in, or open a project, you will be in the **Getting Started** dashboard. Here you can find quick links to your **Tasks**, **Recent Messages**, and **Recent Projects**.

The screenshot shows the 'Getting Started' dashboard for a user named Evelyn. The top header displays the current project: 'T80001 - X096 TRAINING PROJECT #1- School Renovation'. The main content area is titled 'Hi, Evelyn. Welcome to The Kahua Network, the world's only collaborative network for construction project management.' Below this, there are several widgets: 'Recent Tasks' (no open tasks), 'Recent Messages' (51 unread messages), 'Tasks by App' (no open tasks), 'Open Tasks' (no open tasks), and 'Recent Projects' (list of projects). At the bottom, there are three cards: 'Tour of Kahua', 'Complete Your Profile', and 'Help Center'.

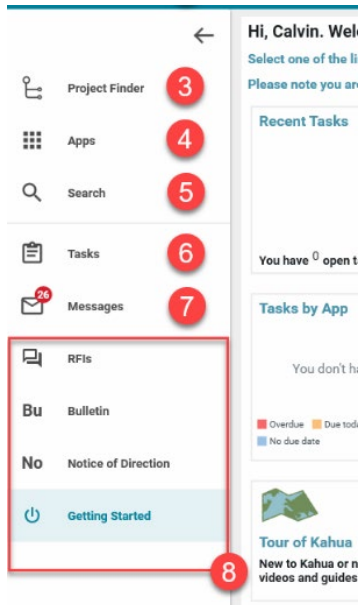
At the top of the platform, you will find:

1. **Domain/Project Name and Project Details:** The current project or domain that you are operating in. Hovering over the Project Name shows the “path” for which the project is located.
2. **Current App:** The current application you have opened and are working in

The screenshot shows the 'Getting Started' dashboard for a user named Calvin. The top header displays the current project: 'C000015851-MC0001 - Q262 Electrical Systems'. The main content area is titled 'Hi, Calvin. Welcome to The Kahua Network, the world's only collaborative network for construction project management.' Below this, there are several widgets: 'Recent Tasks' (no open tasks), 'Recent Messages' (51 unread messages), 'Tasks by App' (no open tasks), 'Open Tasks' (no open tasks), and 'Recent Projects' (list of projects). At the bottom, there are three cards: 'Tour of Kahua', 'Complete Your Profile', and 'Help Center'.

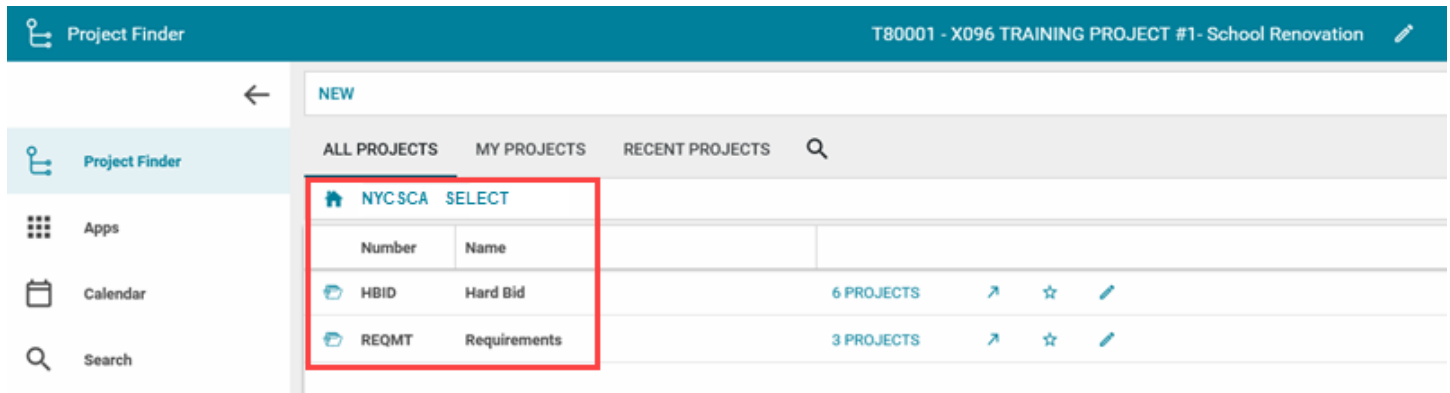
In the left navigation pane, you will find:

3. **Project Finder:** Navigate between different domains and projects
4. **Apps:** Opens a list of apps that you can launch, which is affected by your permission level
5. **Search:** Ability to search Kahua for LLW numbers, key words (like “boiler”). *Not for project searches.*
6. **Tasks:** Tasks assigned to you that you can manage and complete (the notification badge shows the number of uncompleted tasks)
7. **Messages** – Messages sent to you (the notification badge shows the number of unread messages)
8. **Open Applications Bar** – Any open applications you may be using while in Kahua show below the Messages app; apps can be closed by right-clicking on the app and selecting Close. The app you currently have open will be highlighted in blue



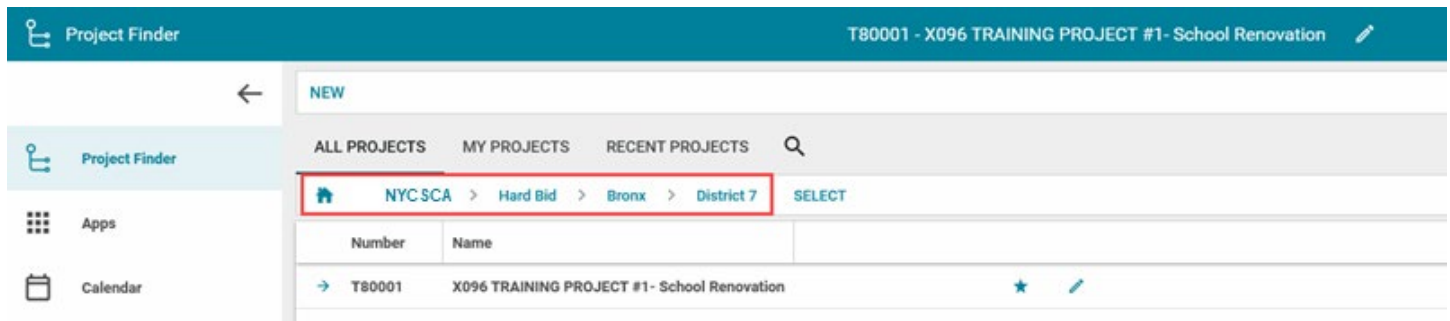
CAMP Project Hierarchy

All your projects are under the **Project Finder**. The overall platform is called a Domain, which for you is NYCSCA. The two main Partitions are **Hard Bid** and **Requirements** Contracts.



Requirements contracts have **Mentor, JOC, and Emergency** Partitions (including sidewalk bridges and security). Within each of these are Program Partitions and their associated Subproject Partitions. The Companies partitions serve as a layer to set permissions for the Programs Partitions.

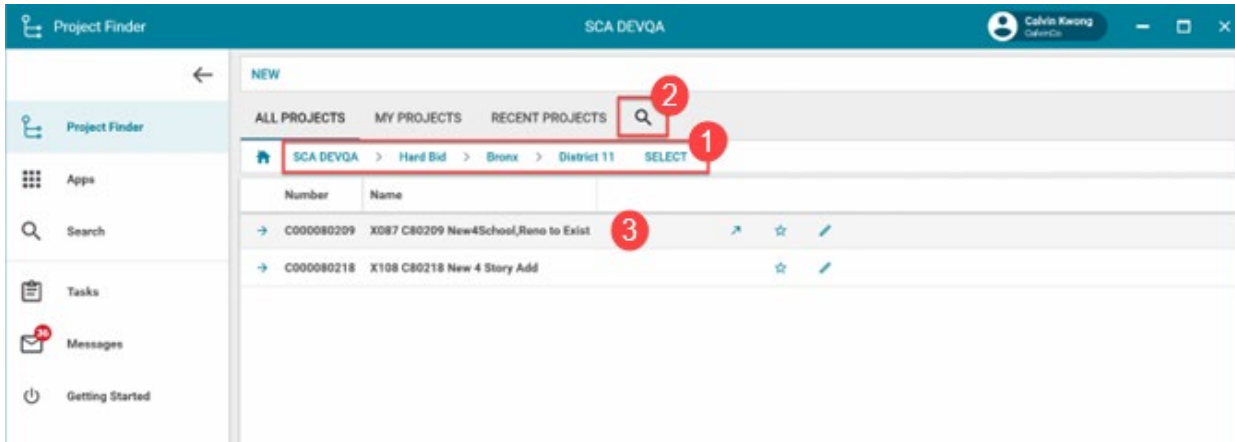
Hard Bid contracts have Borough Partitions: Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Multi-Boro. Within the Borough Partitions, there are District Partitions. Finally, District Partitions contain Project Partition(s).



Project Navigation

After you have [set up the NYCSCA Domain](#), click Project Finder and open your project in one of the following ways:

1. Navigate through to your project via the [hierarchy](#) listed above.
2. **Search:** Click on the **Magnifying Glass** icon and start typing the project name or project number
3. Click on the name of the project to open.

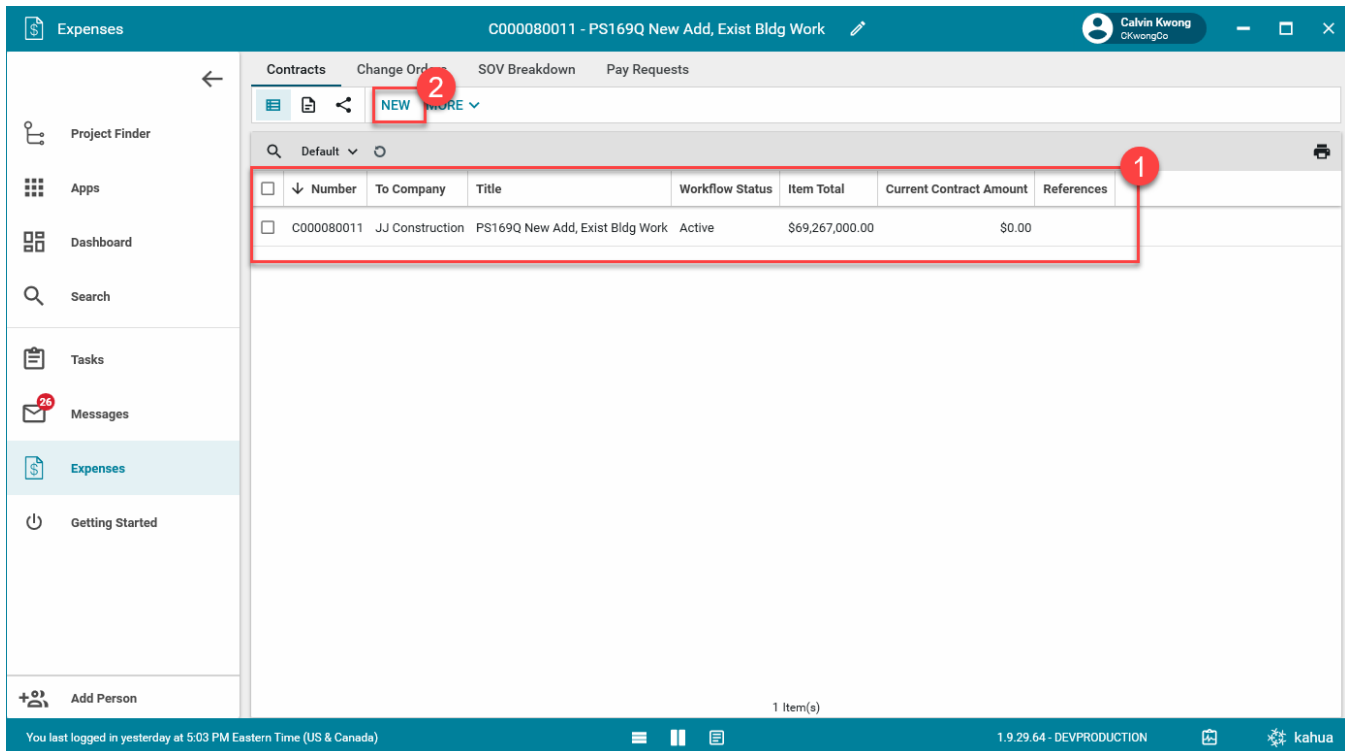


Once you have selected the project, CAMP redirects you to the Getting Started dashboard,

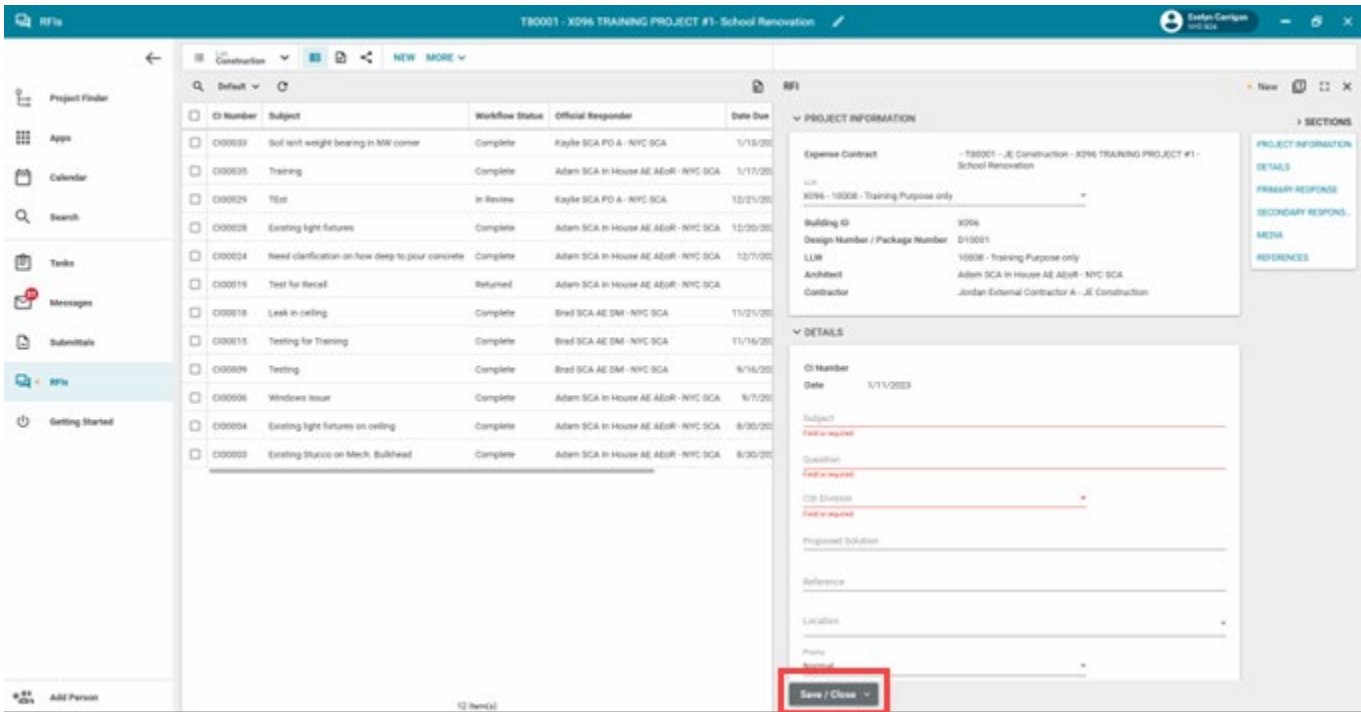
App (Module) Navigation

In CAMP, all your modules, such as Bulletins, RFIs, Submittals, and Meetings are called **Apps**. Most apps in Kahua follow the same basic structure that can be seen upon first opening an app. For example:

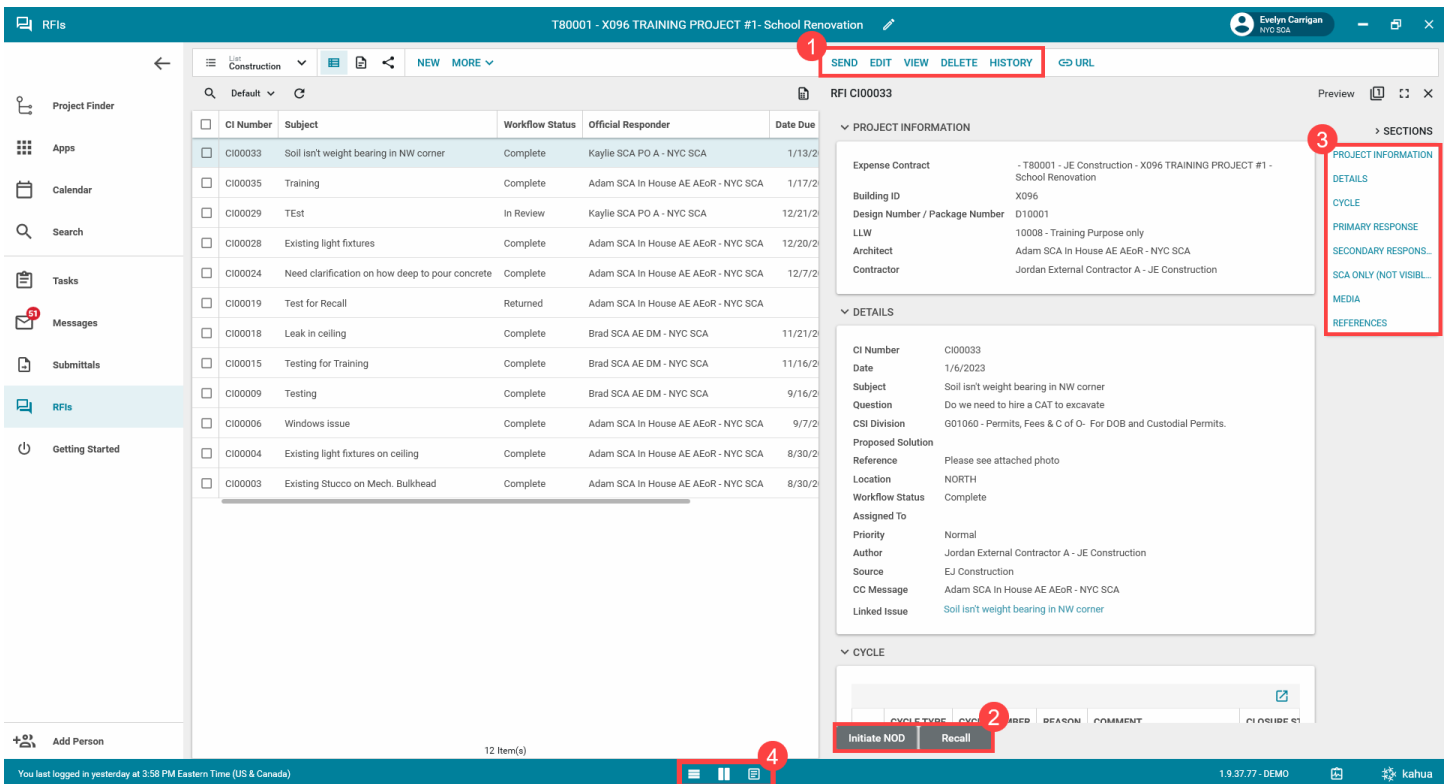
1. **Log View:** This displays a list of all the data records belonging to a particular application.
2. **New:** Click to create a new data record if your role has permission to Edit the app



New Records: Enter your details and click **Save/Close** to save a draft that you can edit before submitting.



1. Once you save, you will then see **action buttons** at the top of the record, such as **Send, Edit, View and History**.
2. Progress buttons such as **Submit, Recall, and Initiate** are at the bottom of the record.
3. Navigate through each section of the record using the right navigation pane (or you can scroll up and down).
4. When you select a record, whether new or existing, it will open a split-screen view, with the log on the left and the record details on the right. Toggle the three buttons at the bottom center for Log, Split, and Full Screen view.



Troubleshooting

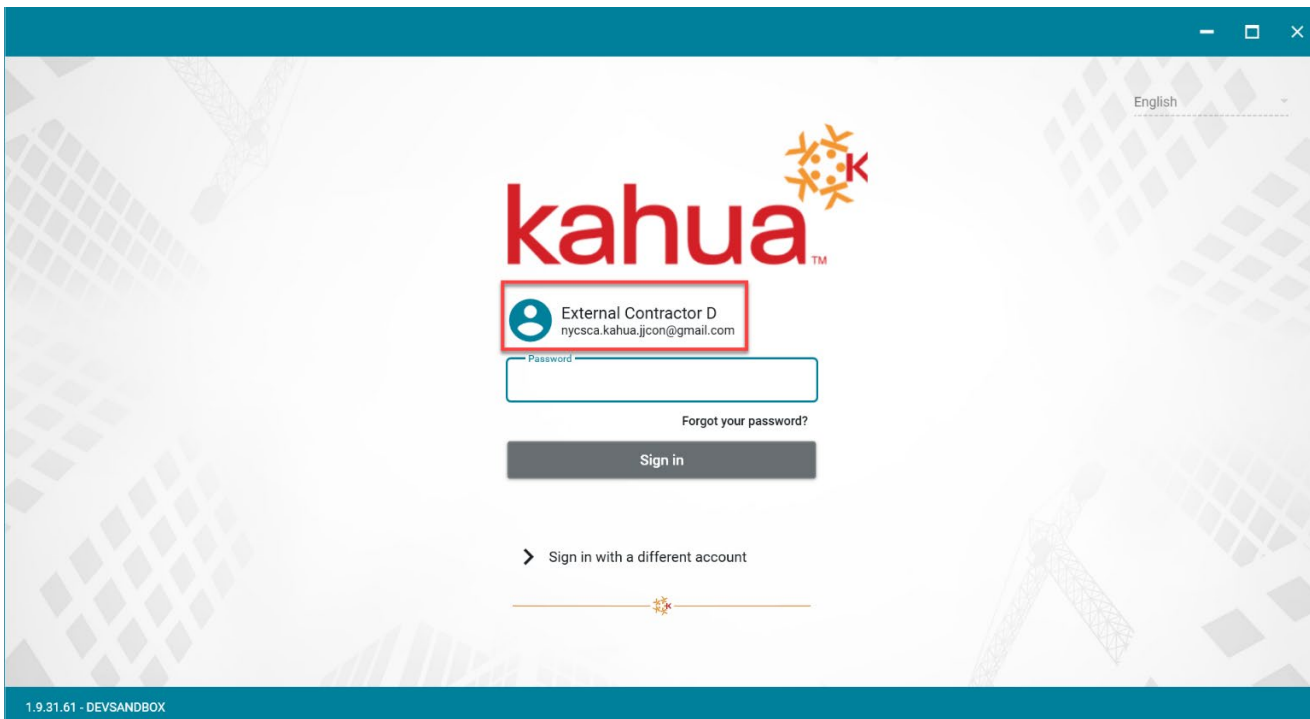
Check if Email is Valid

When you are logging into Kahua, you will be prompted to enter in your email address. Your name should appear above your email address. If your name does not appear above the email address, your email address may be typed incorrectly, or you may need to request access to CAMP.

Example of missing name:



Example showing the name above the email address:



Close All Kahua Windows

Performance or login issues may be caused by having Kahua open in the Windows taskbar. Closing out of every Kahua window in the taskbar can help to solve some problems.

Open the Windows notification area by clicking on the caret in the taskbar. This is normally located at the bottom-right corner of the screen near the date and time.



Right click on the Kahua icons and select Exit.

Additional Support

If you continue to encounter difficulties with CAMP after being trained, contact the [Help Desk](#).

Videos

[Basic Navigation Training Video](#)

[From PCM to CAMP Training Video](#)