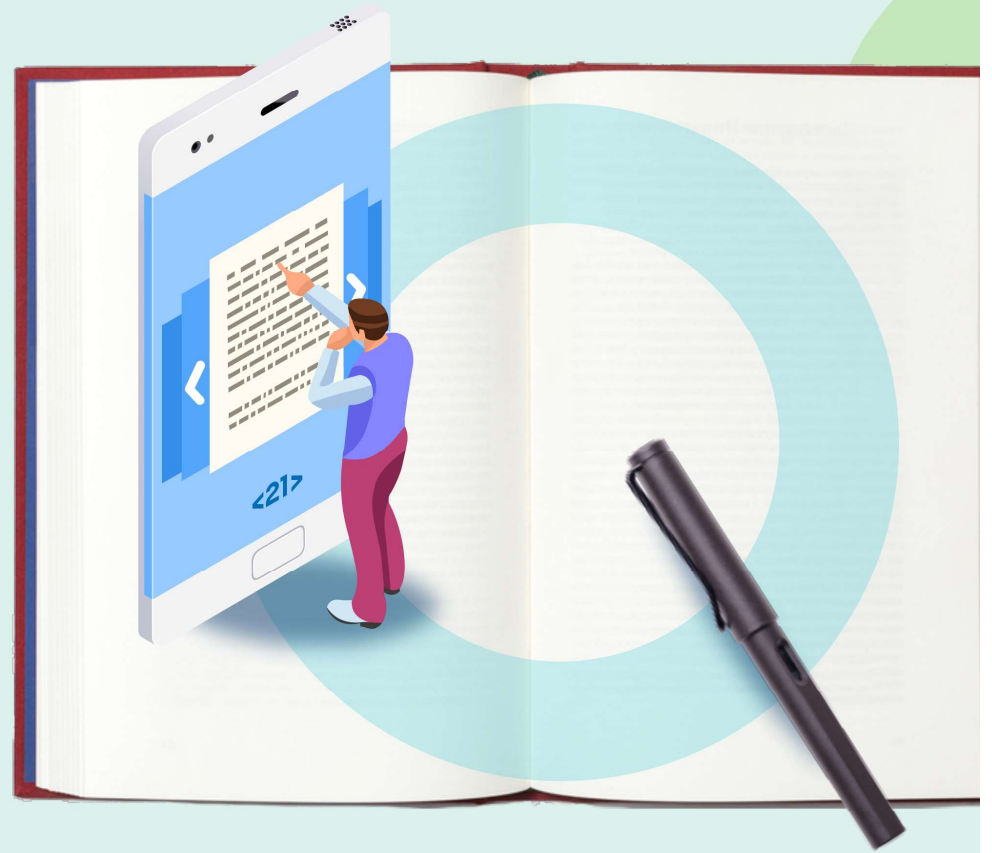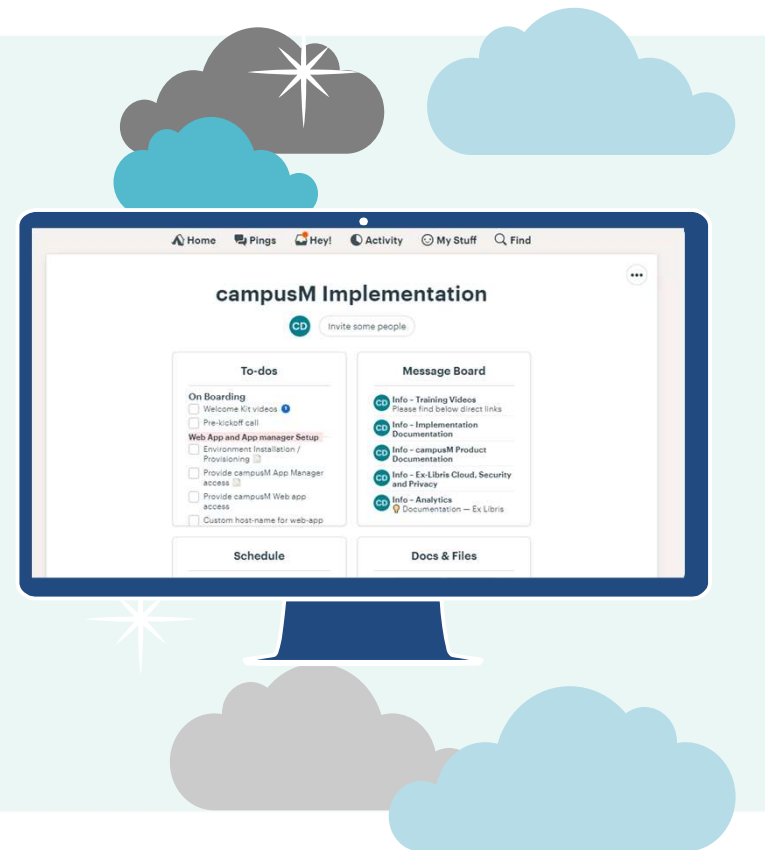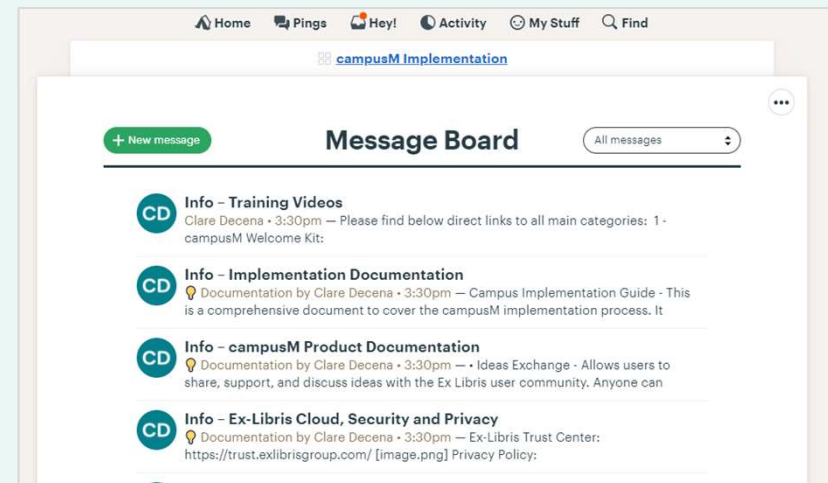# Basecamp 3 Tour

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What is Basecamp?

- Basecamp is a Web based communication tool that enables people with different roles and responsibilities to communicate and work together

- Think of it as a place to share files, discuss topics, collaborate on documents, assign tasks and check due dates

- Basecamp stores all this information securely and may be accessed at any time from anywhere
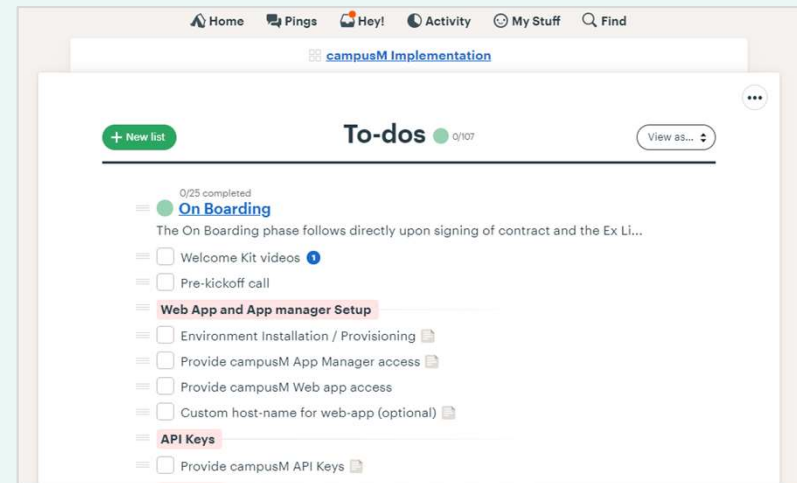
Message Board

- Use to ask questions or post comments
- Attach supporting docs such as a screenshot or files for your question or comment
- Ability to email all or selected individuals
- Always make sure to email your ExL Team
- Best practice: Ensure that your comment is associated with the correct topic; begin a new discussion for a new topic
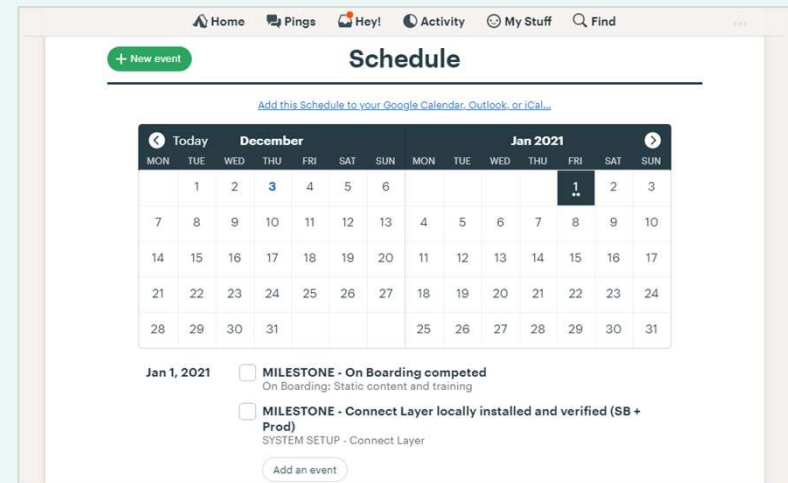
To-Dos

- Lists of tasks that need to be done to complete the implementation
- Ability to assign a task to team members
- Ability to add dates for task completion, which are then available in the schedule
- Comments can be added to the tasks
- Best practice: check off completed tasks during weekly calls as a group

Schedule

- List of all the events pertaining to the implementation
- Events can be added for a single time or a date range
- You can associate team members with events
- If a to do task has a due date, it is automatically added to the schedule
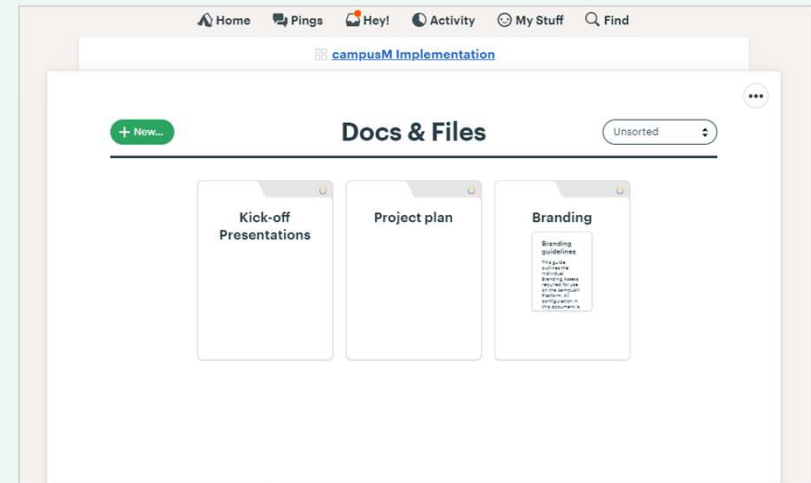
Docs & Files

Files

- May be up/downloaded
- Drag and drop feature
- Labels may be customized
- File versioning is available
- Best practice: include a date in any file name

Documents

- Created within Basecamp
- Very simple form with limited formatting options
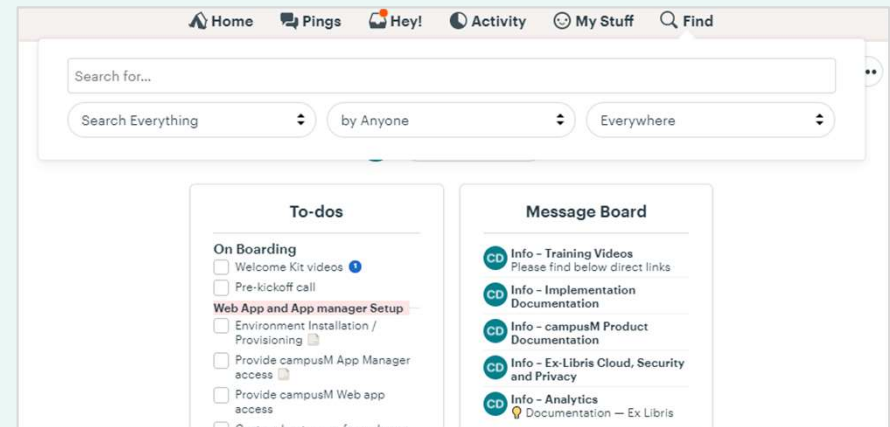- Used for meeting notes, environment details, etc.

Folders and Searching

Folders

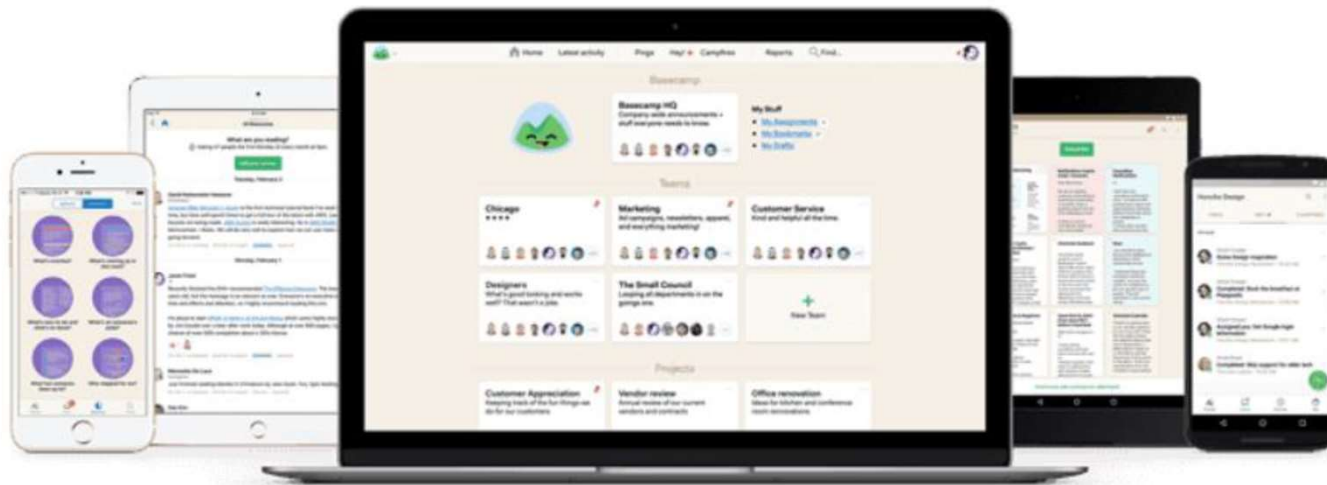- Allows the grouping of like files and documents for easier access

Searching

- Allows you to find items quickly
- Search using any term
- Filters include item type and who posted it

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Basecamp Apps

- Basecamp apps are available for Windows, Mac, iOS (iPhone and iPad) and Android

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Signing up for Basecamp

Invitations will be sent out after the kick off meeting

Please accept the invitation to access the Basecamp

Please check your Spam/Junk folder if you do not appear to receive the invitation

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Basecamp Training and Help

Basecamp offers a variety of help and training resources (including videos)

Check out what's available here: https://basecamp.com/help/3

Working in Basecamp: https://basecamp.com/help/3/guides/projects

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