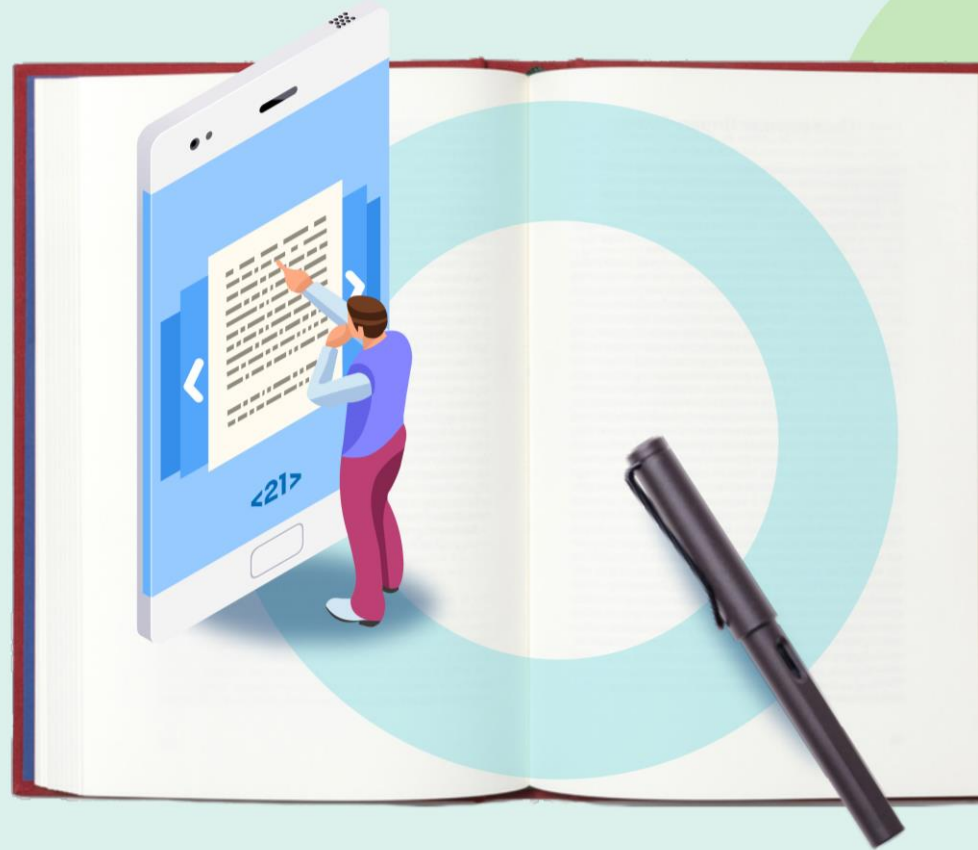
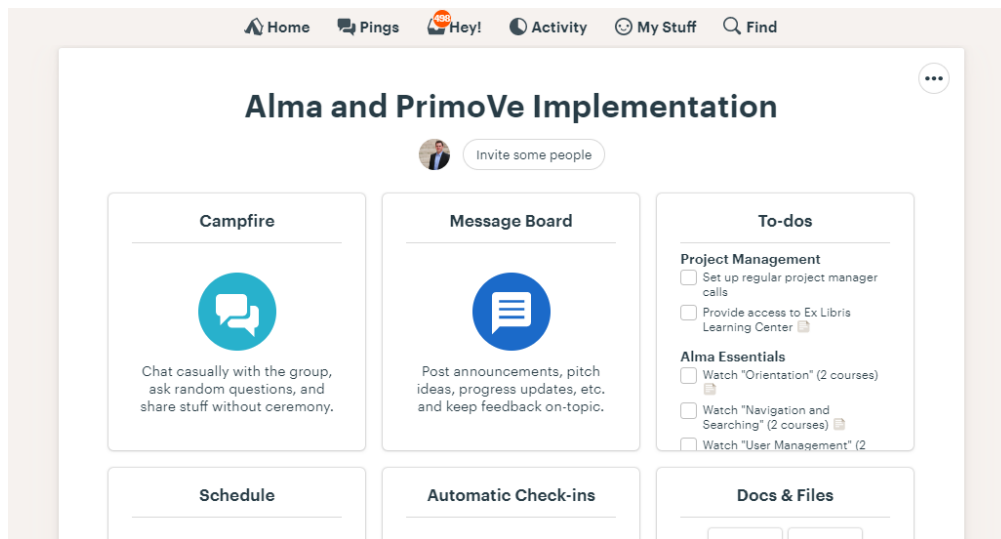


Basecamp 3 Tour



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 (Ann, Amanda and Russell)
- Best practice: Ensure that your comment is associated with the correct topic; begin a new discussion for a new topic

+ New message

Message Board

All messages



Help with loan policies



Question by Chen Marckfeld • 1:29pm — Hello! I have a question on our "1 week loan policy" we have set up for Faculty members.

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 on the schedule
- Comments can be added to the tasks
- Best practice: check off completed tasks during weekly calls as a group

The screenshot displays a user interface for managing tasks. At the top, there is a green button labeled '+ New list', a title 'To-dos' with a progress indicator '0/32', and a 'View as...' dropdown menu. Below this, two task lists are shown. The first list, 'Project Management', has a progress indicator of '0/2 completed' and contains two tasks: 'Set up regular project manager calls' and 'Provide access to Ex Libris Learning Center'. The second list, 'Alma Essentials', has a progress indicator of '0/11 completed' and contains two tasks: 'Watch "Orientation" (2 courses)' and 'Watch "Navigation and Searching" (2 courses)'. Each task is preceded by a checkbox and a hamburger menu icon. An 'Add a to-do' button is located below the first list.

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

[+ New event](#)

Schedule

[Add this Schedule to your Google Calendar, Outlook, or iCal...](#)

February							March						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				

Thu, Feb 13

Join PM to PM call
1:30pm - 2:00pm

[Add an event](#)

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.

+ New...

Docs & Files

Unsorted ▾

Links to Alma Environments

Sandbox

- add your URL here

Production

- add your URL here

Links to Documentation

Alma documentation in the Knowledge Center

<http://knowledge.exlibrisgroup.com/Alma>

Especially Implementation

Link to Ex Libris Tools

Ex Libris Knowledge Center

<https://knowledge.exlibrisgroup.com/>

- SalesForce <https://exlibrisgroup.my.salesforce.com>

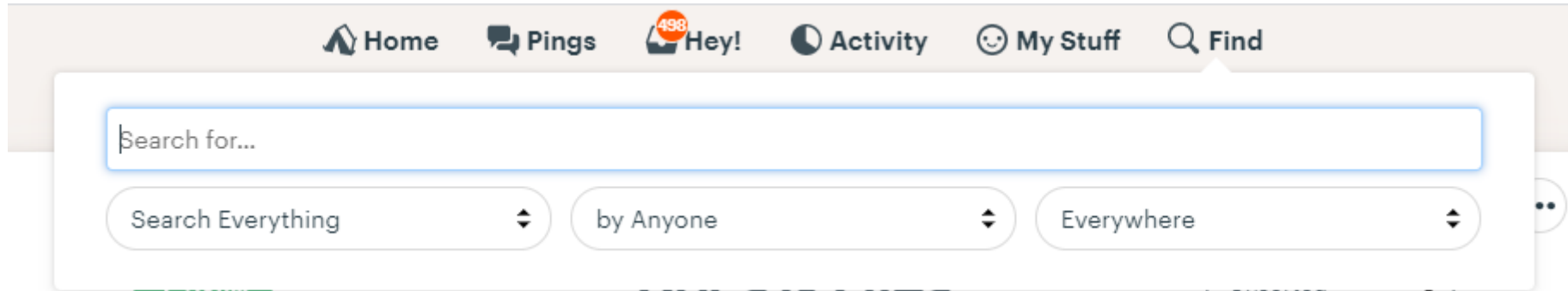
Folders and Searching

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



Basecamp Apps

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



Signing Up for Basecamp

- Invitations will be sent out to the UNLV Migration Team and Project Leads after this meeting
- Please accept the invitation to access the Basecamp project
- Project Leads are free to invite others (it's your decision and your task)
- Please check your Spam/Junk folder if you do not appear to receive the invitation



Basecamp vs. Salesforce

Salesforce: Submit **Problems and Questions** to the Implementation / **Migration** / [and in the near future] Support teams

Basecamp

- Questions about training you will watch
- Tracking tasks/milestones
- Questions about configuration

When testing migrated data:
Basecamp for Questions, Salesforce for Issues

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 Projects:

<https://basecamp.com/help/3/guides/projects>