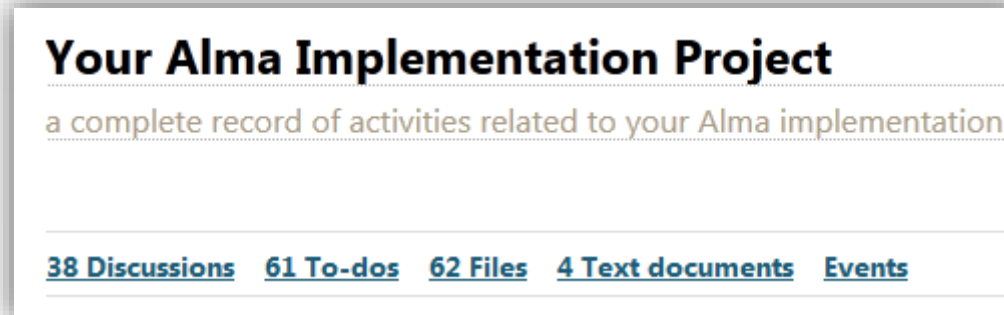


# Alma



Basecamp

# 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

# Events and To-Dos

## Events = Calendar

- Project calendar
- Agenda view (list)
- Upcoming events

## To-Dos

- Specific tasks identified
- Ability to add dates (automatically added to the calendar) and assignee
- Best practice: check off completed tasks during weekly calls as a group



To-do lists [Add a to-do list](#)

Functional Workshop

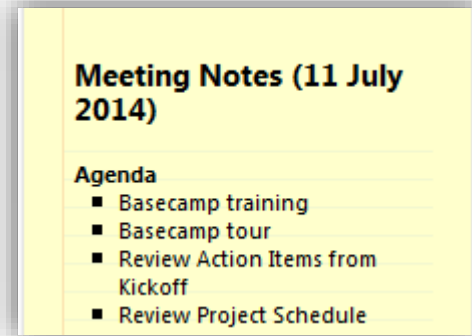
- mask the PO owner libraries other than Reid Library
- Send Alma's IP for z39.50 connection
- Items in department > Print Slip > The letter failed to be sent
- Display withdraw item action

[Add a to-do](#)

# Files and Text Documents

## Files


- May be downloaded
- Drag and drop feature
- Labels may be customized
- Only those who add a file may delete it
- Best practice: include a date in any file name



## Text Documents

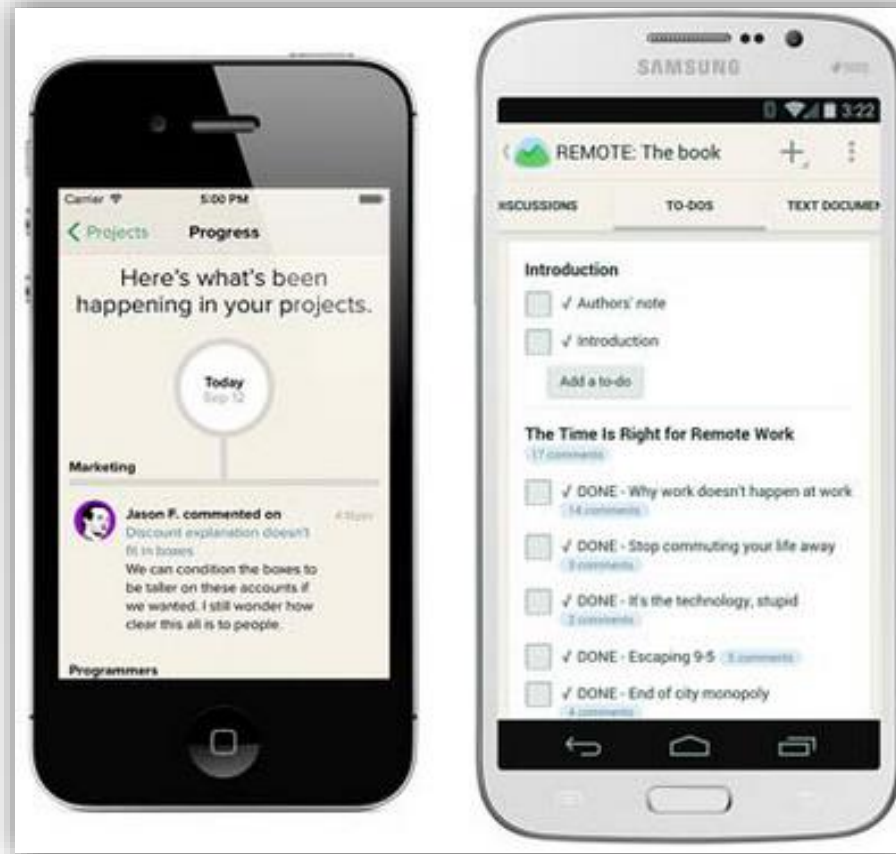
- Created within Basecamp
- Very simple form with limited formatting options
- Used for meeting notes, environment details, etc.

# Discussions

- Option 1 - create individual discussions
- Option 2 – discussions are automatically created when adding a comment to any entry in Basecamp
  - To Do
  - File
  - Text Document
  - Events
- Ability to email all or selected individuals
-  Best practice: Ensure that your comment is associated with the correct topic; begin a new discussion for a new topic

# Basecamp Apps

Basecamp apps are also available for the iPhone and Android



# Signing Up for Basecamp

**Please  
Join Us!**

- Invites will be sent out following this meeting
- Please check your Spam/Junk folder if you do not appear to receive the invitation

# Basecamp vs. Salesforce

**Submit Problems and Questions to the Delivery / Migration / Support teams via Salesforce**



## **Scheduling**

- Initial scheduling (training, visits, other sessions) may be done between ExL project team and customer via Basecamp



# Basecamp Training

Basecamp offers several videos (a few minutes long), as well as live trainings (30 mins) weekly via these links:

- <https://basecamp.com/help/videos/client-intro>
- <https://basecamp.com/help/videos/subscribe-to-your-calendars>
- <https://basecamp.com/help/videos/organizing-to-dos>
- <https://basecamp.com/support#classes>