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

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
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.

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