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Making
the **Mediterranean**
Green Transition
happen





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BASECAMP

User documentation

This documentation covers the use of the online collaborative environment Basecamp made available to the partners of the Interreg Euro-MED Programme.






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Preface

The Joint Secretariat provides all its partners with a single online collaborative tool, in order to avoid the dispersion of project data across multiple platforms. The Joint Secretariat chose Basecamp for the functionalities it offers and its ease of use.

Registration procedure

Project partners can use and customise their Basecamp space according to the modules they want to use and the way they work.

However, the creation and attachment of users to projects is the responsibility of the Joint Secretariat.

Accounts will be created or attached by the JS, as appropriate, when projects are created. After this initial phase, when partners move, the LP will have to make a request to the JS for any creation or deletion of an account. This request will be made using a form available on the Programme website at: <https://interreg-euro-med.eu/update-basecamp-account/>

Homepage

To access Basecamp once you have received the invitation, you can go to the general website <https://www.basecamp.com> and click on the "customer login" link at the top right of the page.

You can also go directly with the link <https://launchpad.37signals.com/signin> which will take you to the login screen.

Once you have logged in, you will be taken to your personalised home screen which shows you the main menu, the list of projects you are associated with and a summary of events or tasks that concern you. In this menu, you will find the following items: **Home, Lineup, Pings, Hey !, Activity, My stuff and Find**

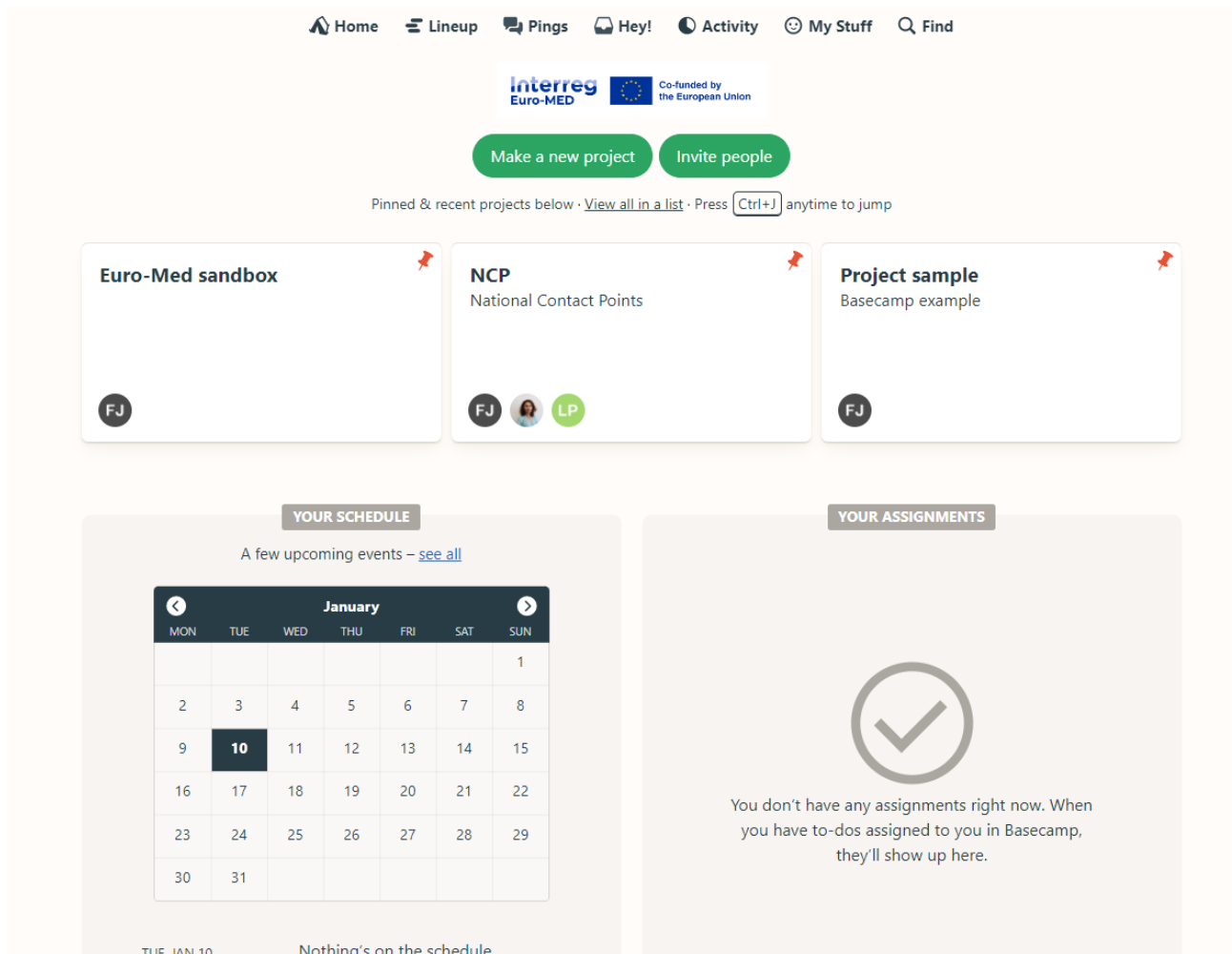


Figure 1 : Basecamp homepage

The **Lineup** icon provides a timeline display of all the projects you are associated with.

The **Pings** icon allows you to send a private message or a file to another person in the project.

The **Hey!** icon displays a list of the latest notifications.

The **Activity** icon shows all the latest activities that have taken place on all the projects you are following.

The **My Stuff** icon allows you to search through the various elements that concern you personally.

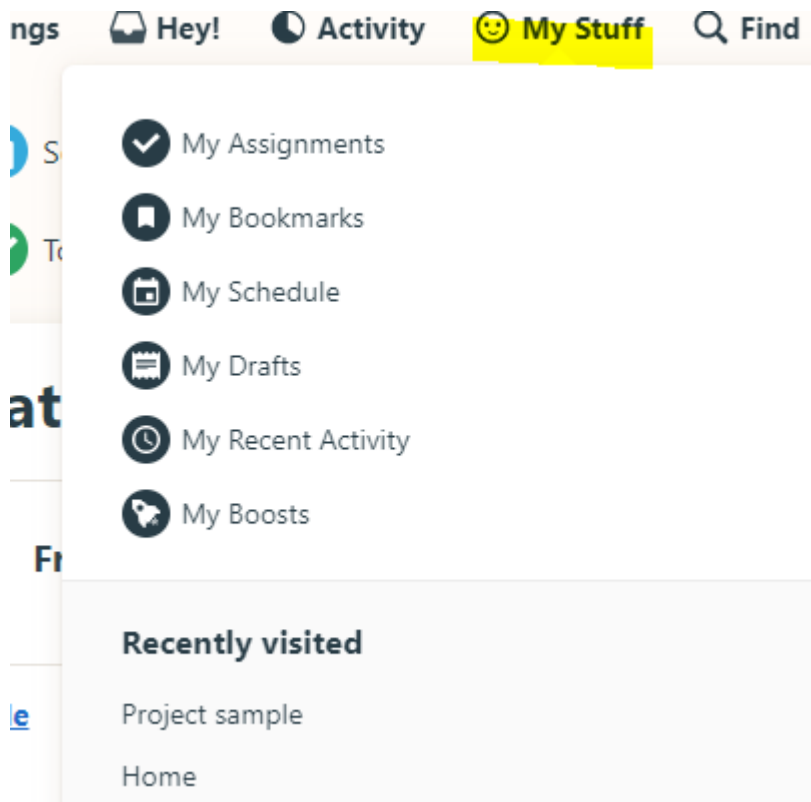


Figure 2 : menu "my stuff"

Project page

When you select a project, the different modules of this project are displayed, as well as a summary of the latest activities of the project.

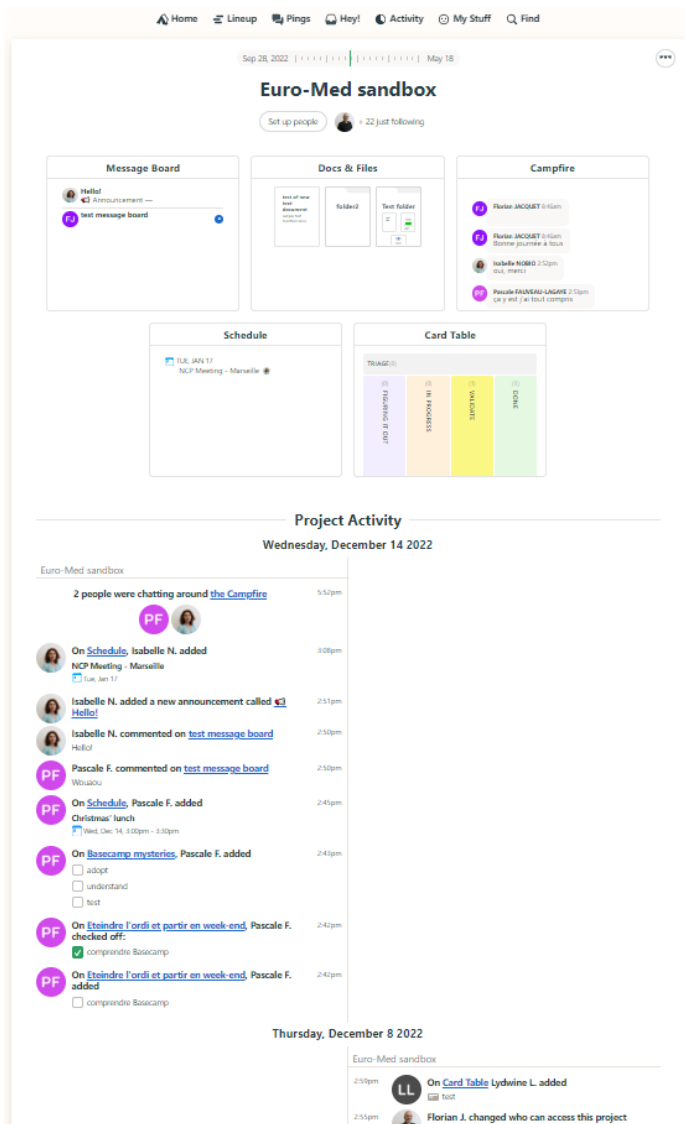


Figure 3 : current project page

You can access the menu for this project by clicking on the button with the 3 small dots at the top right.

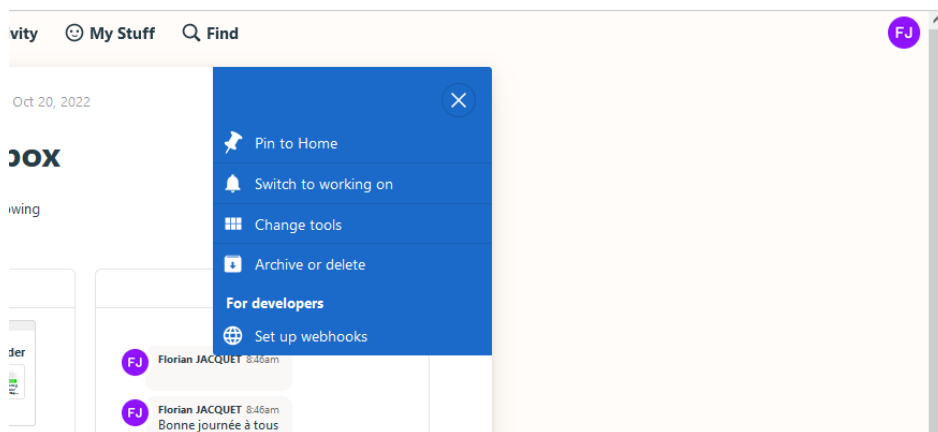


Figure 4 : project menu

This menu allows you to pin this project to your general home screen with the **Pin to Home** link, which can be handy if you follow many projects.

You can also change the way you follow the project by clicking on the **Switch to working on** link. By default, you are in the "Just following" status which allows you to be notified only when you are directly mentioned for a task or in a message. If you switch to "On the project" status, you will be notified even when someone posts in the Campfire module.

The **Change tools** icon allows you to select which modules to display and what name to give them. Be careful, this change impacts the whole project!



Likewise, archiving or deleting the project is available to all partners with the **Archive or delete** link. This link must not be used by partners, as it may cause permanent damage to the whole project.

Modules

By default, projects will be delivered with the following modules:

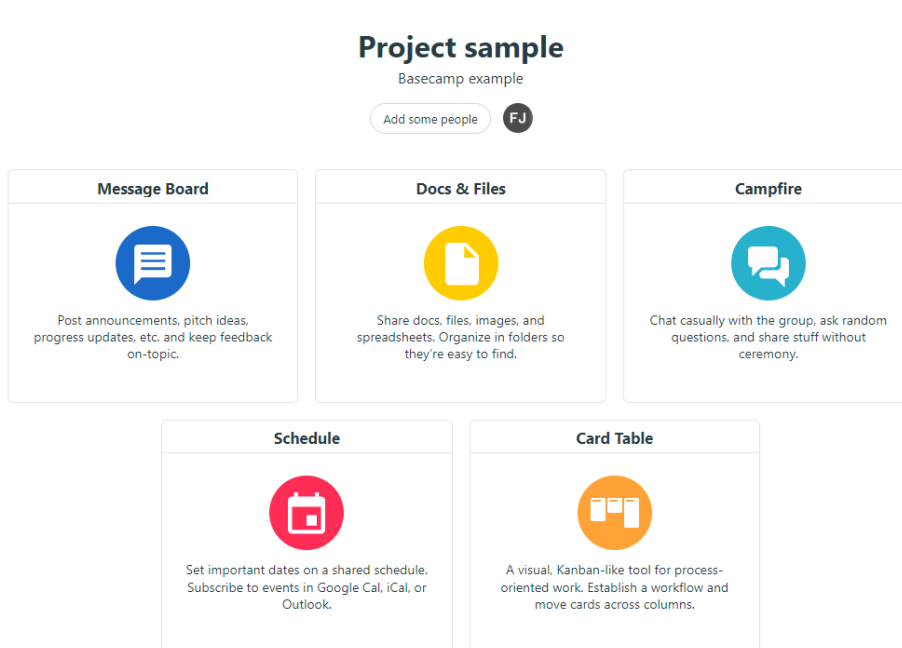


Figure 5 : modules par défaut

Module Message Board

This module is an information space where you will find all the official announcements, questions and any other remarks concerning the life of the project.

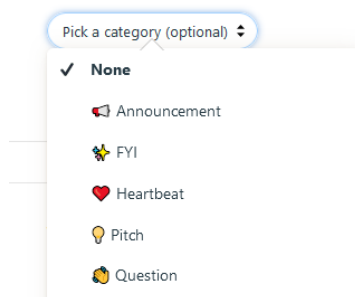


Figure 6 : Message Board categories

You can select a category for the publication, add documents or images. All publications can then be commented on by other participants.

Some announcements can be pinned, so that they are always visible

Module Docs & Files

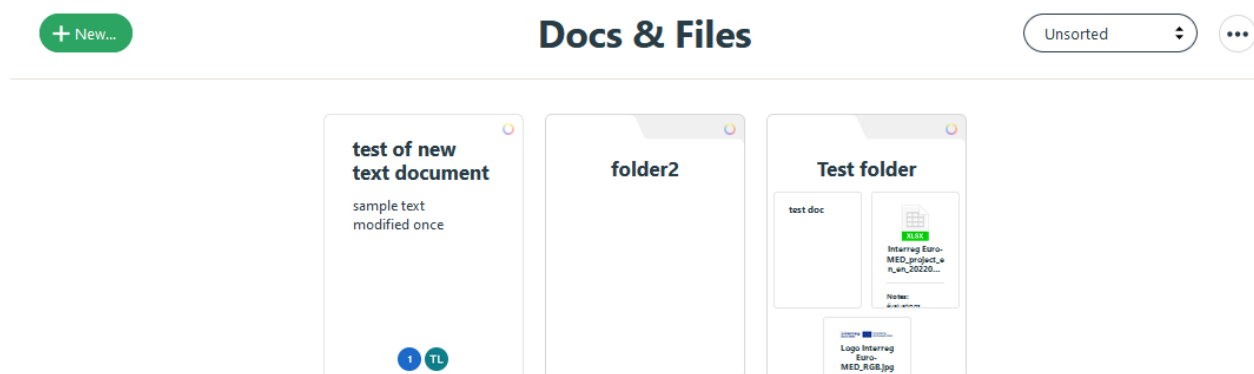


Figure 7 : module Docs & Files

This module is used to store working documents related to the project. You can organise the files by creating several folders.

Uploaded documents can be commented on by all participants. However, they cannot be edited online and cannot be modified simultaneously by several partners.

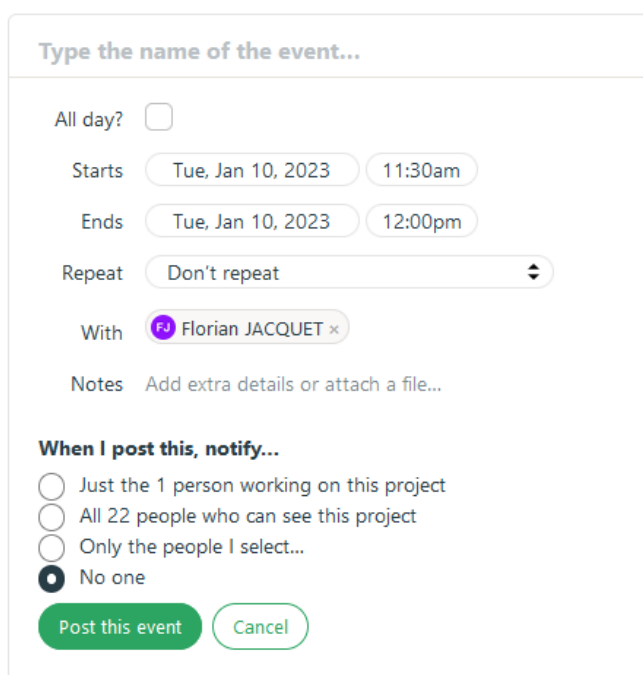
Module Campfire

The **Campfire** module is an informal alternative to the **Message board** module. It allows partners to exchange in a simple way, on subjects not directly related to the project.

Module Schedule

The Schedule module is a shared calendar that allows you to display project-related events in a simple calendar and list format.

When you click on the "New event" button, you can customise the event with the parameters of dates, recurrence, people involved, etc.



Type the name of the event...

All day?

Starts

Ends

Repeat

With

Notes

When I post this, notify...

Just the 1 person working on this project

All 22 people who can see this project

Only the people I select...

No one

Figure 8 : details of an event

The link "Add this Schedule to your Google Calendar, Outlook, or iCal" allows you to import events into an external calendar

Module Card Table

This module is a task manager in Kanban format. It allows you to create tasks, assign them to a person or a group of people and drag them from one status to another as they progress

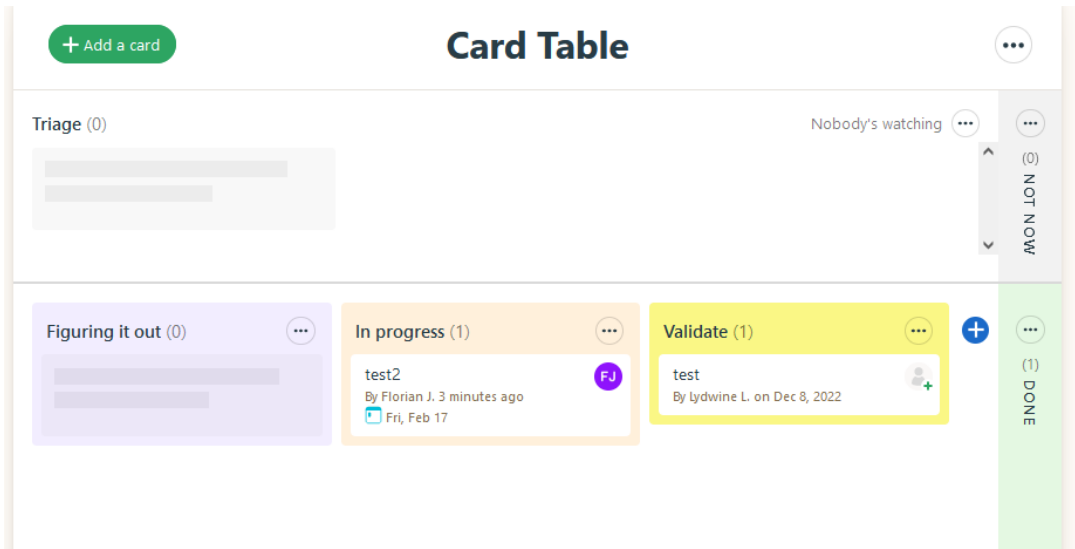


Figure 9 : module Card Table

Tasks will keep the history of changes and can be commented on, like all Basecamp objects.

You can fully customise the categories (cards) used, in terms of number, name and colour.

You can also use a more traditional task management module (To-dos) which can be activated in the "Change tools" menu of the project screen:

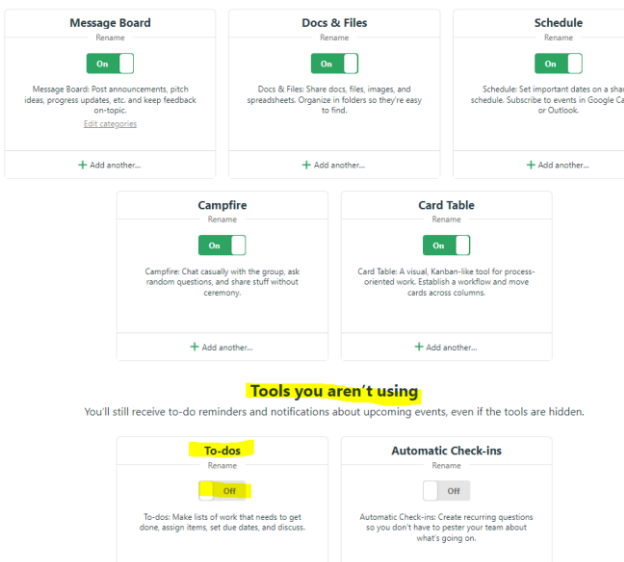


Figure 10 : menu Change Tools

Reference Documents

You can find more detailed documentation about the different modules and the general use of Basecamp by clicking on the question mark at the bottom right of all Basecamp pages:

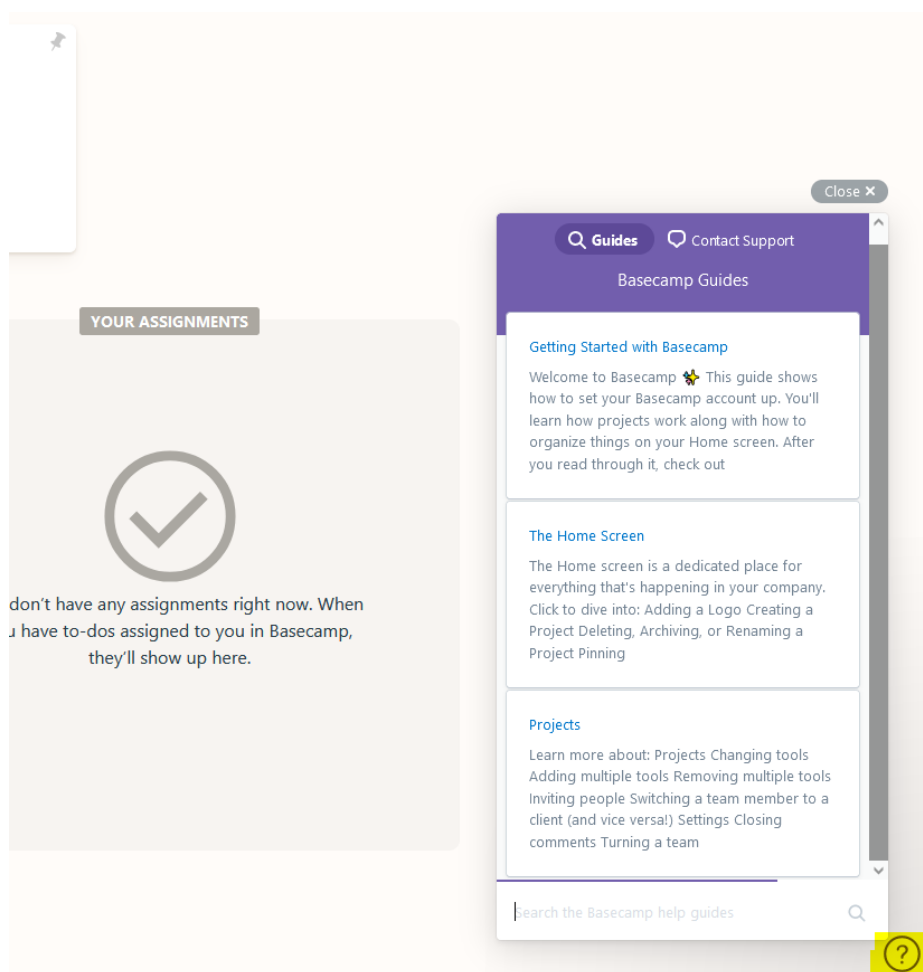


Figure 11 : help menu