



Basecamp Manual for Newcomers

This document is a manual for all newcomers to have a basic understanding of using basecamp.

1. Task update

- Always try to complete your task on the assigned deadline.
- Update your supervisor/assignee of the task after completing the task.
- Always tag the concerned person by mentioning with '@'
- Never mark the task done yourself. Only the supervisor/team lead can mark the task done.

A screenshot of a Basecamp interface showing a task and its comment thread. The task is titled 'Current task to oop' and was added by Wasif I. on Feb 14. It is assigned to Ahmad K. The due date is Wed, Feb 19. The task has a green checkmark icon. Below the task details, there is a 'Comment' section with two comments. The first comment is from Ahmad Khalid, JavaScript Prob, dated Feb 26. It says 'Hi wasif, this task is done and here is the github repository link https://github.com/AhmadButt00/Football-Players Please review it.' The second comment is from Wasif Iqbal, dated Feb 27, and says 'Wasif Iqbal completed this to-do'. Blue arrows point to the 'Added by Wasif I. on Feb 14' text, the 'Assigned to' field, the 'Due on' field, and the first comment.

- If you get stuck in task and cannot deliver within due time, then inform your supervisor/manager timely under task.
- Explain your whole point and request for more time.

Purpose of writing every little and minor detail on basecamp is that it stores records of everything. So try to write and record all necessary information as much as you can.

2. Task assigned

- When your name is in the “assigned to” section that means a task is assigned to you.
- Whenever a new task is assigned to you, always refresh your Time Doctor app by Ctrl + R and select the task before starting it.

Mark this done!

FOO480/UPLOAD PROCESS
Added by Faissal A. Thursday at 6:08am

Assigned to

 Zain U.

When done, notify

Type names to notify...

Runs from

 Tue, Mar 31 - Wed, Apr 1

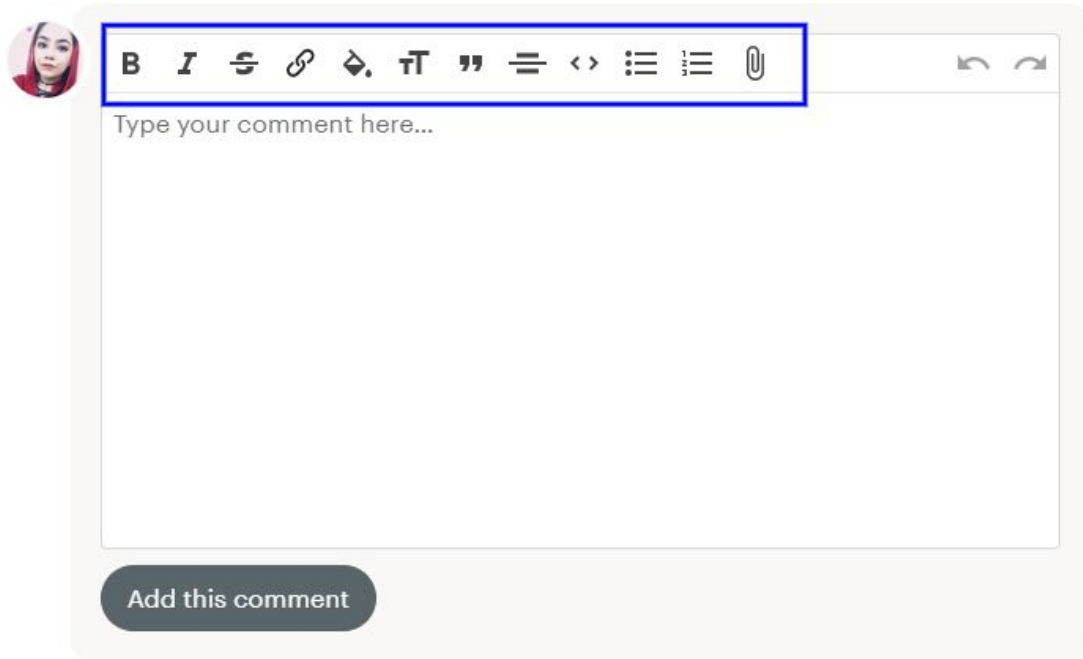
Notes

As you worked with multiple libraries for the uploading process it will be your job to show us a unified way of uploading files to the system as explained in this requirement.

Please note that every time a user clicks on a upload option, a modal should appear offering a seamless experience for this process.

3. Task update formatting

- You can use text editing options to make your point more explainable.



The screenshot shows a user interface for adding a comment. On the left is a circular profile picture of a woman. To its right is a horizontal toolbar with icons for bold (B), italic (I), strikethrough (ABC), link (chain), unlink (chain with slash), text color (T with color bar), background color (T with color bar), quote (double quotes), bulleted list (three horizontal lines), numbered list (three horizontal lines with numbers), and a paperclip icon for attachments. Below the toolbar is a large text area with the placeholder text "Type your comment here...". At the bottom of the text area is a dark grey button labeled "Add this comment".

4. Checking plate

- Check your plate 3 times in the day.
 - a. When you start your day
 - b. Middle of the day
 - c. After completing your time
- All assigned tasks to you with their deadlines are shown altogether.
- At the end of the day if your plate is empty and you have no task for the next day then request your supervisor to assign you some task for the next day.

Zain Ul Hassan's assignments

→ All assignments Just the ones with due dates

Project name → Team | Custom Chat/Feature Development - Laravel

Tasks →

Phase 1

- ☐ F00480/UPLOAD PROCESS 📄 6 📅 Tue, Mar 31 - Wed, Apr 1 👤 Zain U.
- ☐ F00400/IMAGE UPLOAD /MULTIPLE IMAGE UPLOAD 📄 1 📅 Wed, Apr 1 👤 Faisal A. 👤 Zain U.
- ☐ F00420/GEOTAG 📄 1 📅 Thu, Mar 26 - Wed, Apr 1 👤 Zain U.
- ☐ F00500/QUESTIONPOS 📄 1 📅 Fri, Mar 27 - Wed, Apr 1 👤 Zain U.

- Always check your notifications timely. Turn on window notifications to be updated.

Home Pings Hey! Activity My Stuff Find

Nothing new for you.

Previous notifications

- ✅ Completed: text limit and styling issue
Ali Zahid · Globe Feature Integration with WooCommerce · 3:42pm
- 🔔 Re: text limit and styling issue
Ali Zahid · Globe Feature Integration with WooCommerce · 3:42pm
- 🔔 Re: Time of LMS Project Completion?
Muqadas Naz · Grapplers Guide-Client · 3:42pm
- 🔔 Mentioned you in: Re: 🌟 Protocol of Evaluations
Muqadas Naz · Project Evaluation · 11:27am

5. Why task selection is essential:

- Reason to always select the task and work on time doctor is that it records your time. Which keeps us updated about your progress and time spent on each task and project. At the end of the day your evaluation also depends on that.

Projects Report

All 24 Users Selected 2 Projects Selected Edit time Export Options Print Sun, Mar 01, 2020 - Tue, Mar 31, 2020

Basecamp: Karigar - Scheduler		14h 52m
Shoaib Younas	Laravel Related Tasks: Configure and Study the project	14h 52m
→ 2020-03-31		08:08
→ 2020-03-30		06:44

Basecamp: Wordpress Basics		10h 41m
Muhammad Abrar	WordPress essentials: woocommerce addon	5h 40m
2020-03-31		05:40
Moez Ahmed	WordPress essentials: woocommerce addon	5h 1m
2020-03-31		05:01