



## Basecamp- Quick Guide

**BasecampHQ.com** is an online project management software. We use BasecampHQ to help manage dental implant treatments by enhancing communication between treating dentists and their team and provide easy access of all relevant documents and information in one place. It has several easy and powerful tools to keep everyone informed and the treatment efficient and accurate. Here is a quick guide on its features:

### Log in to access your patients

1. We will post the patient treatment and then send you an invitation.
2. The first time, you will create your user name, password, complete office information, and upload your photo.
3. You can then login with your user and password to access the project from anywhere.
4. If you want to add staff members, let us know and we'll send them an invitation.

### Overview

1. Overview shows you completed and outstanding tasks (to do list) on the patient
2. You can also see comments and files uploaded by date
3. You can click on any of the listing in overview to go directly to that page.

### Messages

1. Do you have a question on a patient? Want to share important information? Want to write something on their progress? Message board helps you communicate with other dentists or staff members.
2. Here you can post a message, view previous messages and all the related comments and files.
3. To post a new message, click on 'post a new message', give it a heading, type your message, attach any files you want, check who you want to see this message and send.
4. You can go to any of the previous messages and add a comment
5. Any attached files (x-rays, reports, photos) can be downloaded by simply clicking on them.
6. Messages are sent as an email to chosen recipients.
7. When you get an email, you can respond directly from your email browser by simply reply to the email. Your response will be sent and posted in basecampHQ.

### To-Dos

1. When a case is posted, we assign a detailed to-dos list for everyone who is involved in the treatment. This to-do list is based on our agreed treatment plan already discussed.
2. To-Dos are under specific treatment phases which in turn are related to milestones. For example, a milestone may be placement of dental implant, but there may be two treatment phases (extraction first and graft later); and each treatment phase with specifics To-Dos.
3. You can add you own to-dos, check them off, and edit them the way you want.
4. Each to-do is assigned to a specific person
5. You can edit this list and assign dates, make comments as necessary.
6. You can add new tasks under treatment phases by clicking on 'Add an item'
7. When the task is completed, you can simply check it off.



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### Calendar

1. The calendar section allows you to see the milestones or events
2. You can add a new event directly on the calendar
3. An event example maybe a specific meeting with patient or other doctors or other relevant events to patients care

### Writeboards

1. Writeboards allows you to write a collaborative letter
2. For example, if you like to write a patient consult letter and would like to have inputs from other involved doctors, you can begin the letter and others can join in to edit, add, or correct the information.

### Files

1. In this section, you can upload any file and notify specific people you want to inform.
2. Files may be photos, X-rays, or letters
3. Simply, click on 'Upload a file', attach the file, choose who you want to send to, and upload.

### To download files / images

1. Any image or file can be easily downloaded.
2. **PDF files**- Click on the pdf file and open with Adobe reader or other applications you normally use. Downloaded file will be in your desk top or other location as assigned in your computer.
3. **Images (photos and X-rays)**- All images are in jpeg format. To download individual images, follow these instructions:
  - a. Click on the image / X-ray. A pop-up of the image will appear on your screen.
  - b. Right click on that image in Basecamp. Mac users can use 'control+click'. You'll see a menu that will give you the option to 'Save linked file' or 'Save link' or 'Save image'. It varies from browser to browser. You want to save the image on your desk top or other designated folder.