



www.baydeltaalive.com Tutorials

HOW TO USE THE BASKET FUNCTION

The basket function is an easy way to add photos, videos, and documents to a project or wiki page.

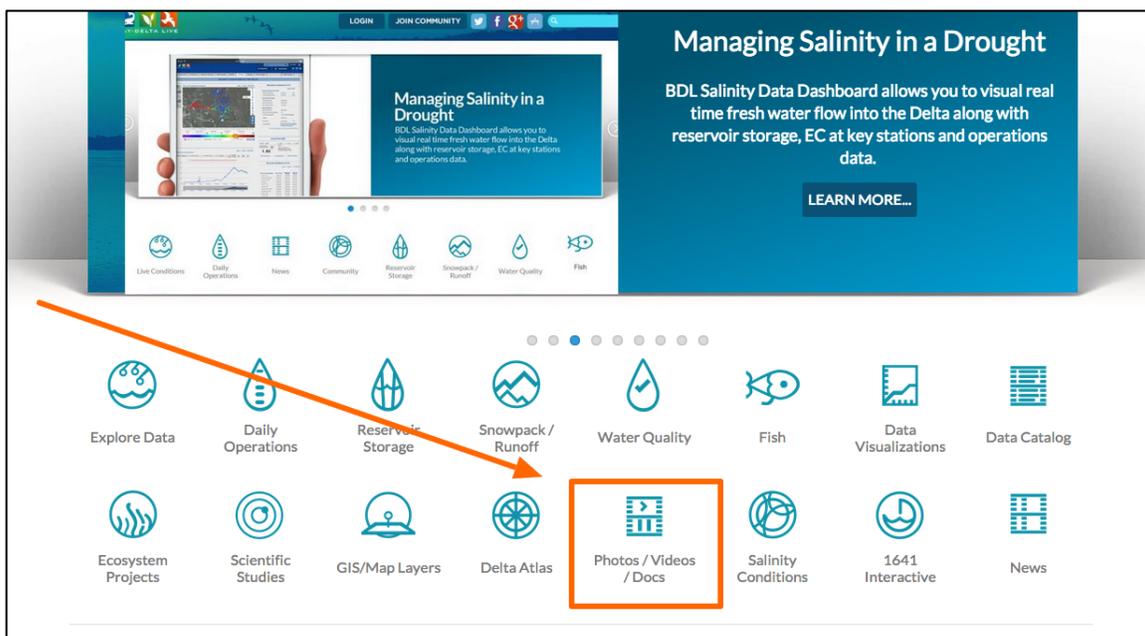
To use the basket function, you need to log in.



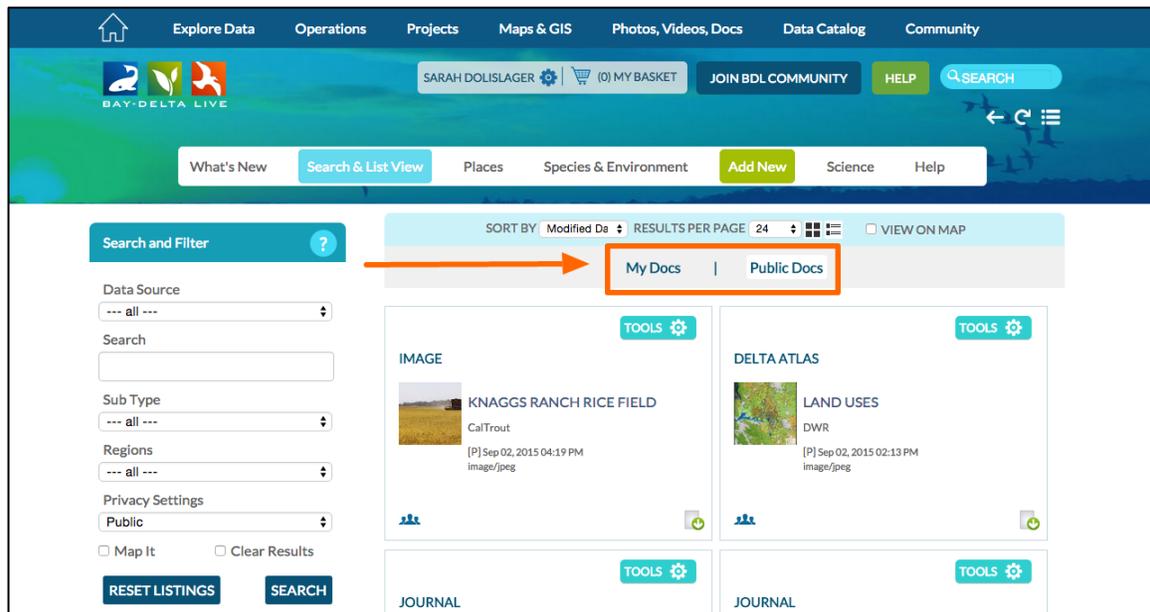
Once you are logged in, you can start searching for the documents you want to “collect” in your basket.

The best place to start is the document library.

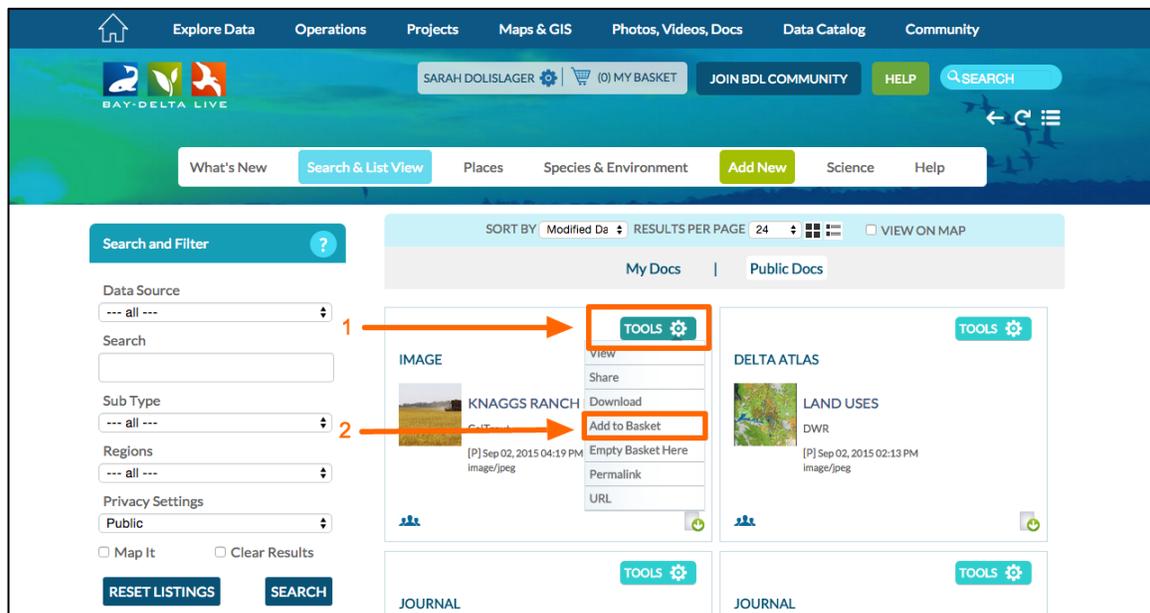
You can get there by clicking on “Photos/Videos/Docs” in the icon bar on the homepage.



There are two sections here: “Public Docs” and “My Docs.”



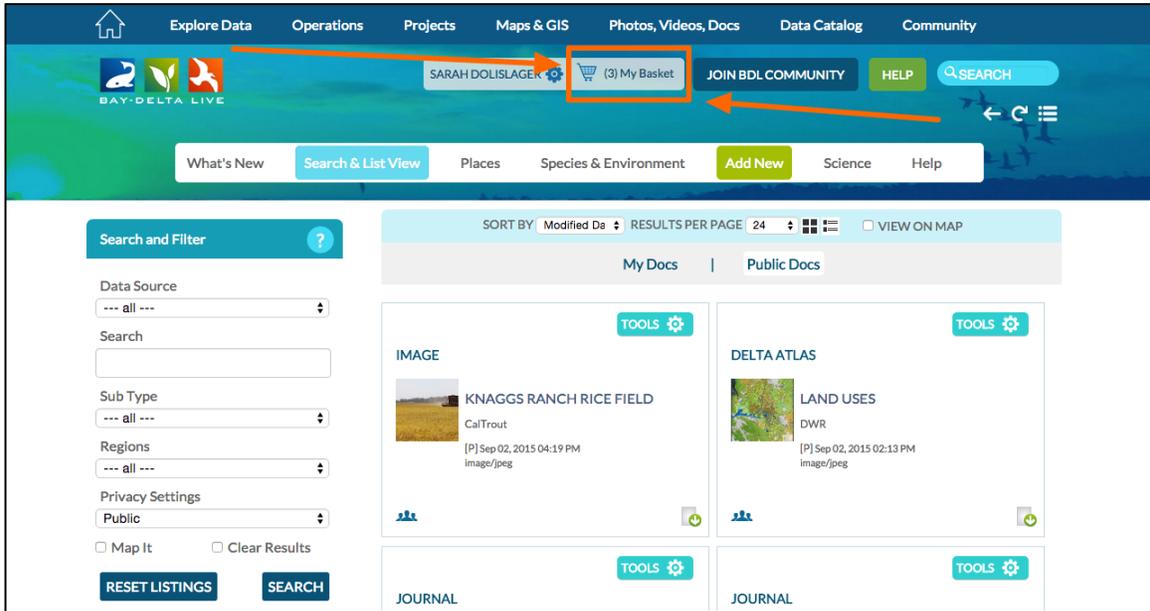
Find the item you want and hover over the “TOOLS” menu.
Choose, “Add to Basket.”



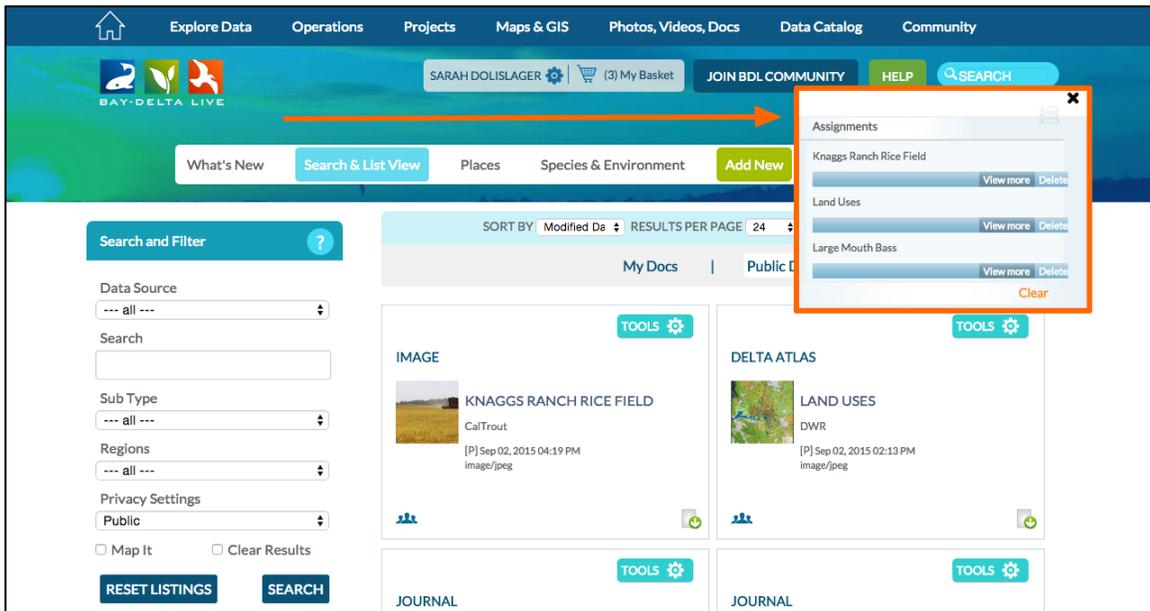
You can add as many items as you'd like.

Now scroll up to the top of the page.

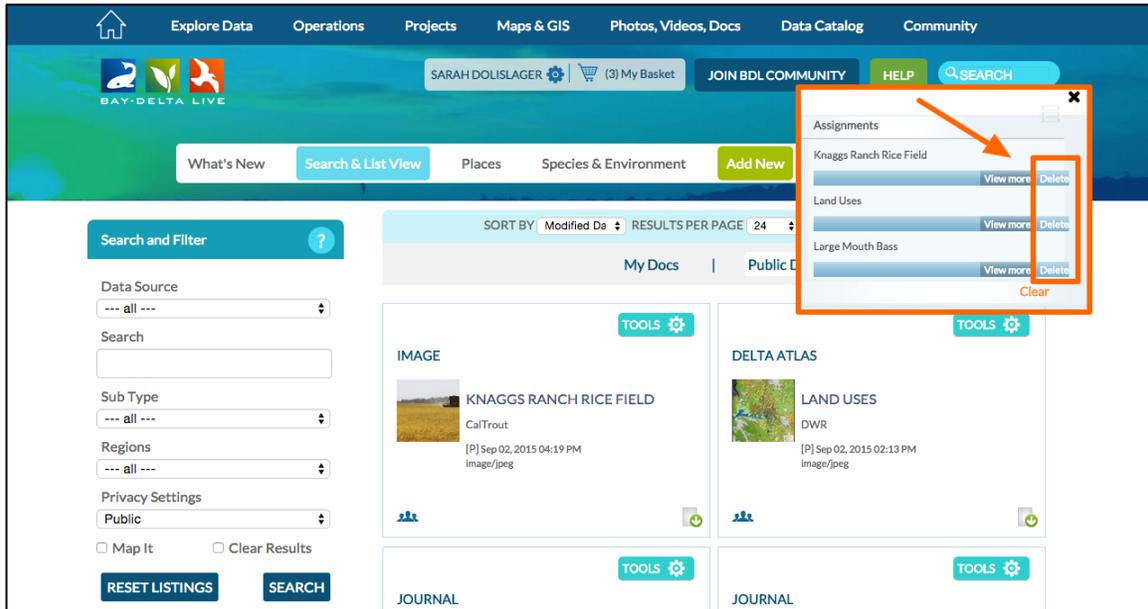
You'll see your basket next to your name. Mine says I have three items in my basket.



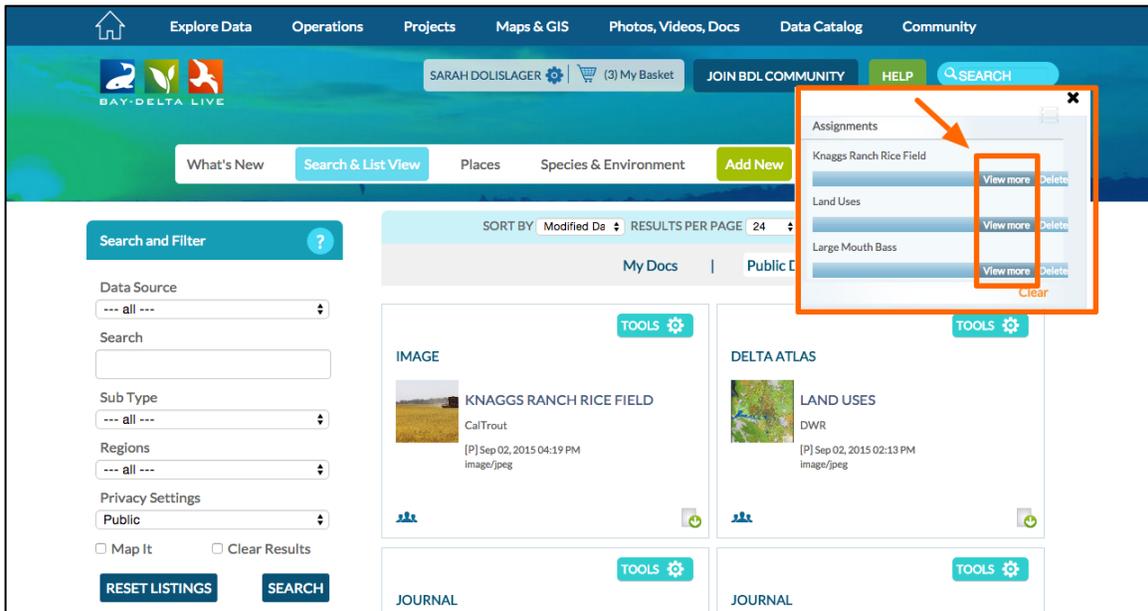
If you click on the basket icon, a box appears. This shows you the specific items in your basket.



You can delete items individually by clicking the “delete” button here.

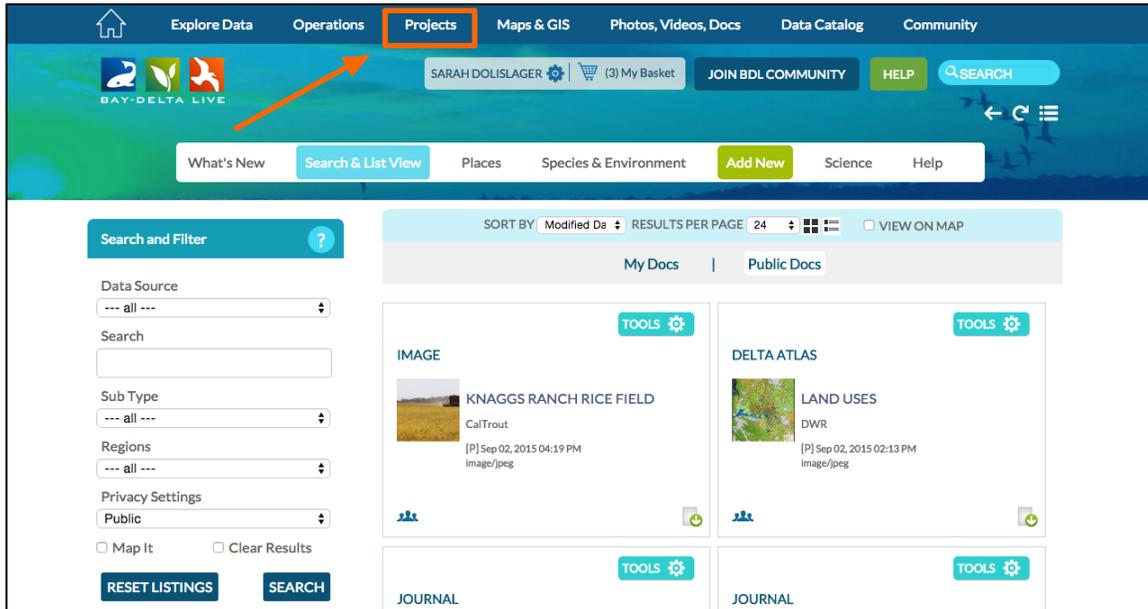


If you click, “View More,” the browser will go to that item.

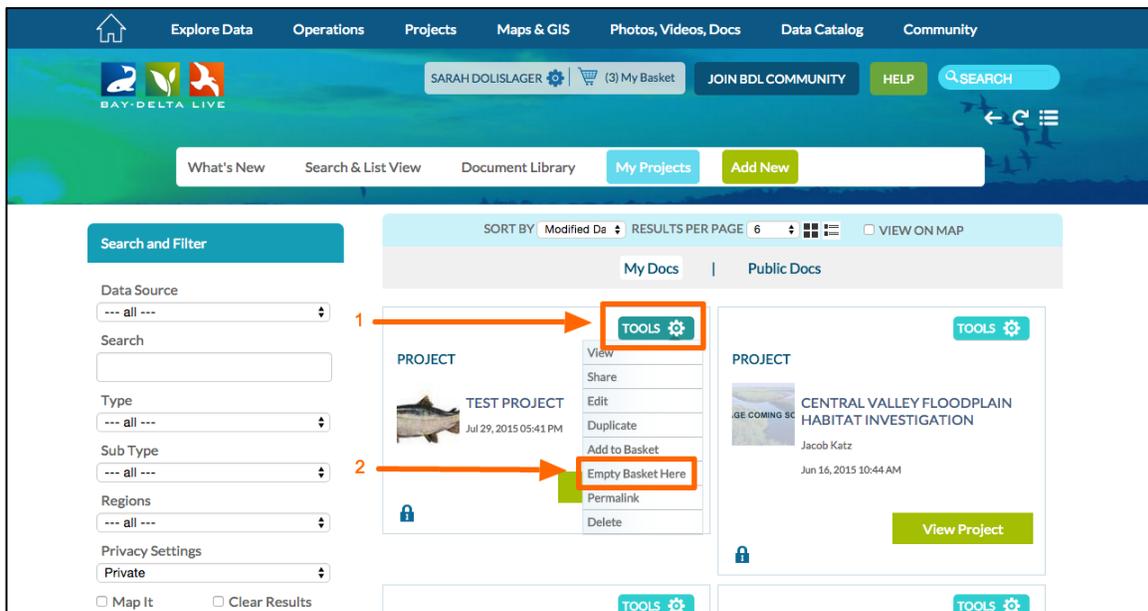


Once you are done adding items to your basket, you can add these items to a project or wiki page.

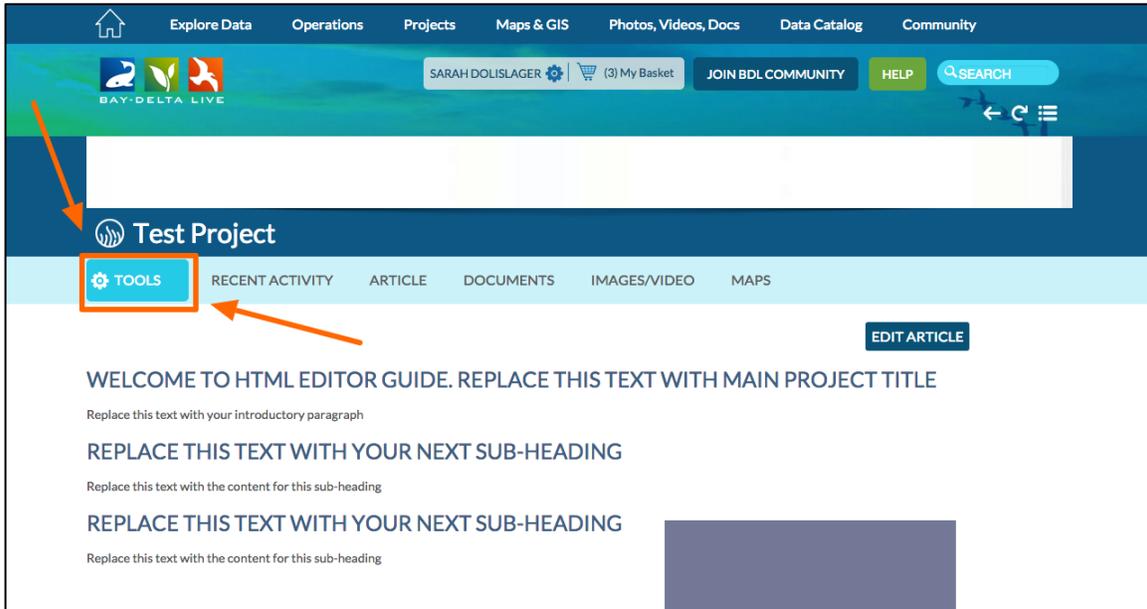
Click on "Projects" in the top bar.



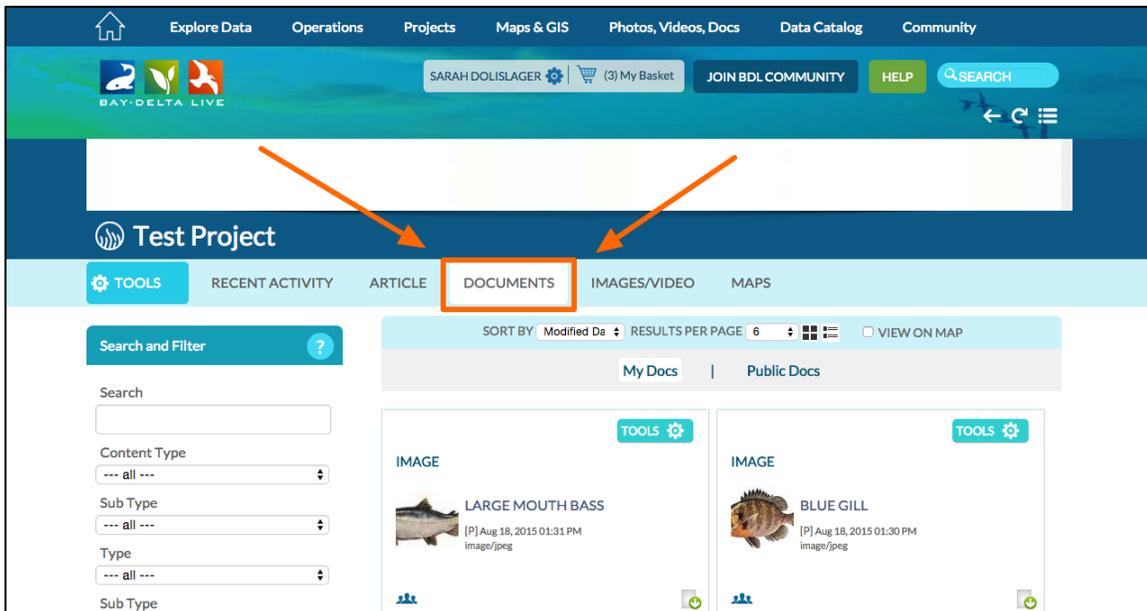
Find the project you are working on.
Hover over the "TOOLS" menu in the right-hand corner and select, "Empty Basket Here."



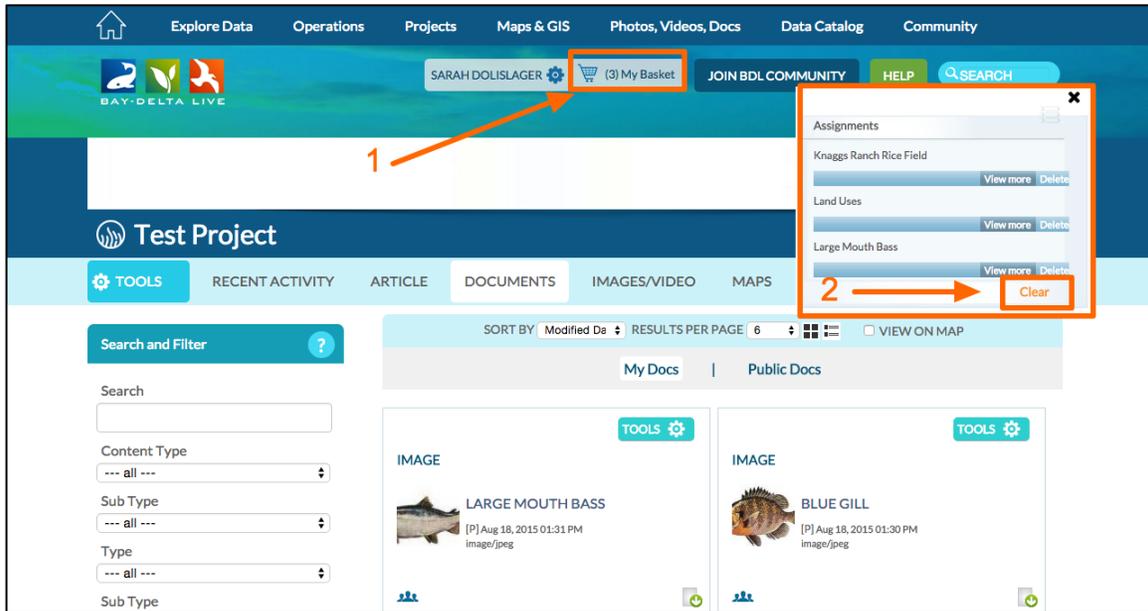
If you click, “View Project” to open up the Project page, the TOOLS menu will be in the left-hand corner.



Now go to the “Documents” tab and you’ll see all of the items you just dropped.



If you are done adding the items and want to delete the contents of your basket, you can do so by clicking on the basket icon next to your name. A box pops up, showing the contents of the basket. Click, "Clear" to clear the contents of the basket.



This concludes the "How to Use the Basket Function" tutorial. For more tutorials, visit the Help Section on www.baydeltalive.com.