



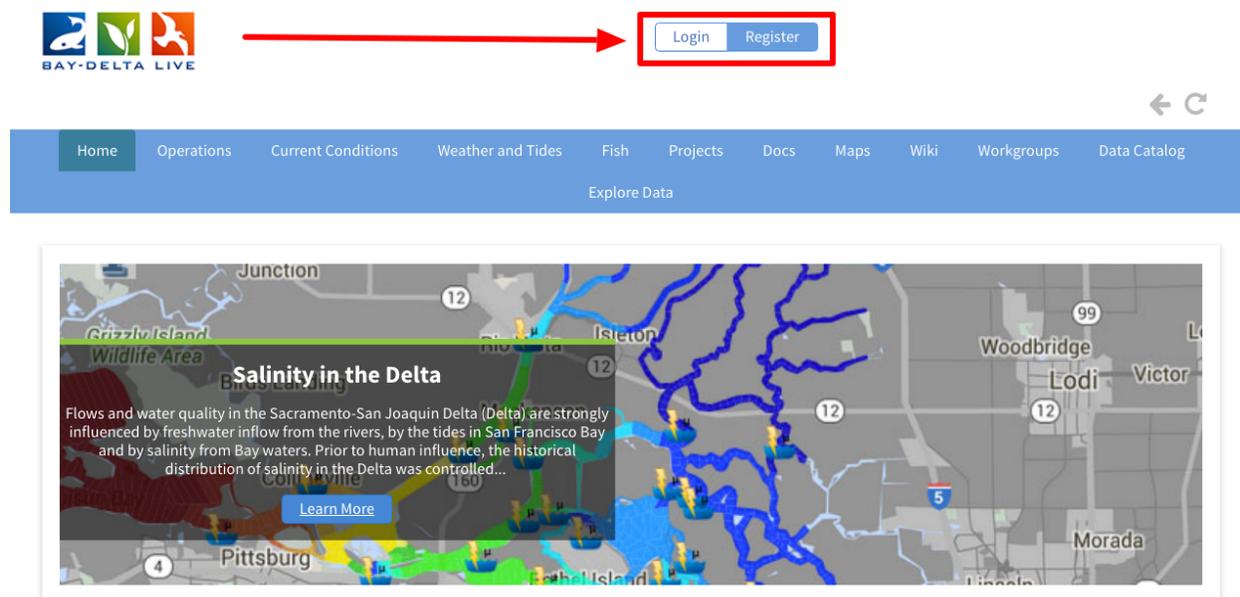
How to Use the Basket Function Tutorial

Welcome to the How to Use the Basket Function video tutorial. In this tutorial, you will learn what the basket function is and how to use it to enhance your project pages and dashboards.

The basket function is an easy way to add photos, saved maps, videos, and documents to a project or wiki page. It allows you to gather different assets and “drop” them into a project page all at once.

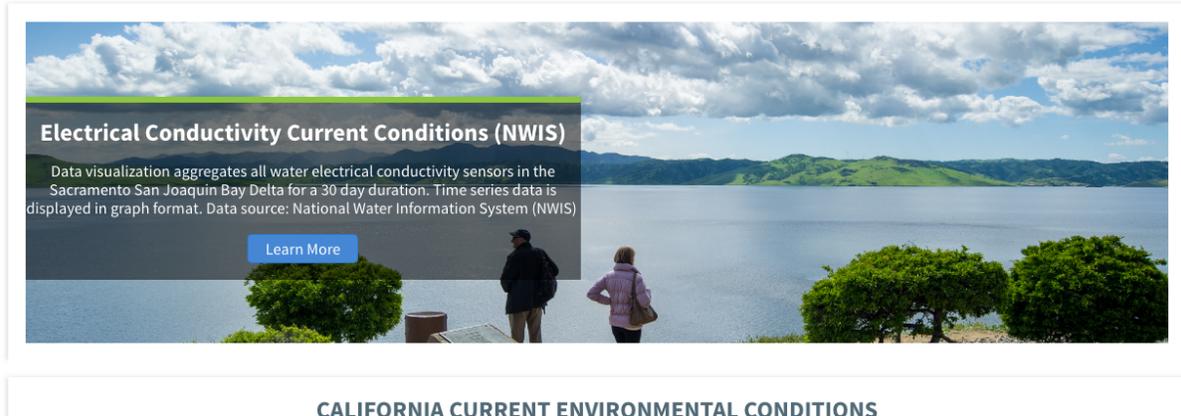
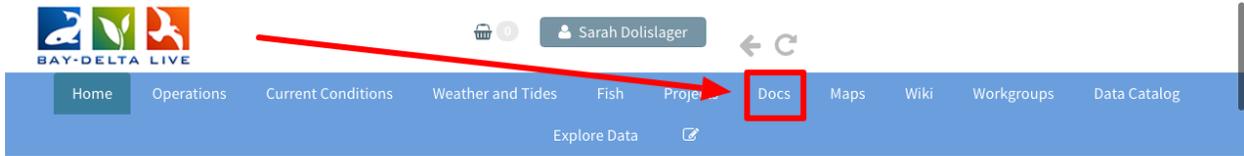
Now let’s go through how to use the Basket Function.

To use the basket function, you need to log in using the “LOGIN” or “SIGN UP” buttons at the top of the screen.

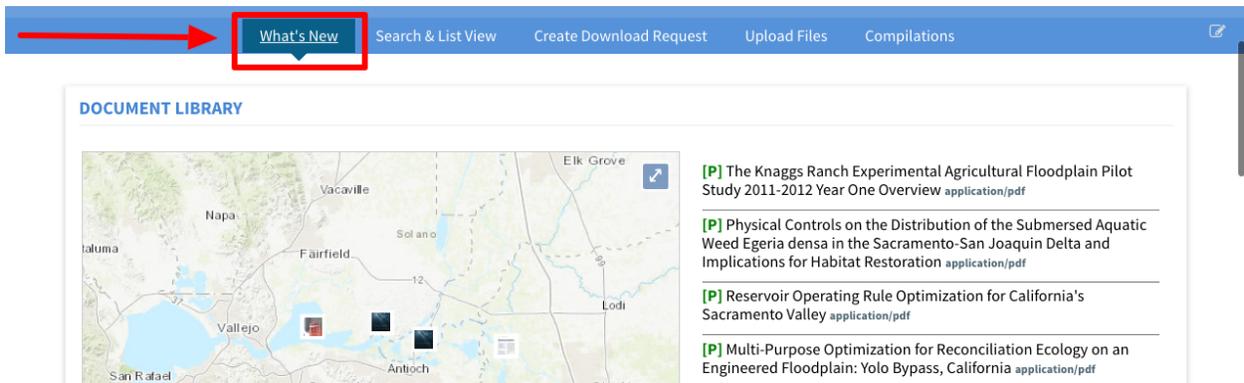


Once you are logged in you can start searching the documents you want to collect in your basket. The best place to start is the document library.

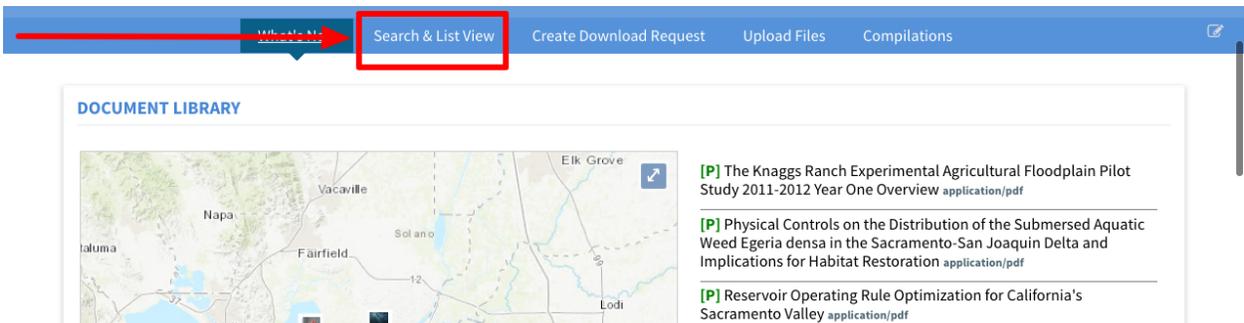
To get there, click on the “Docs” link at the top of the screen.



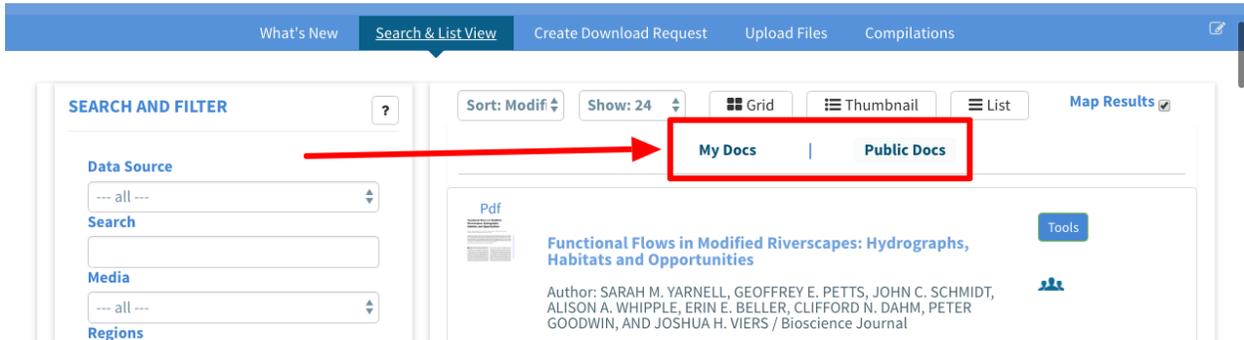
It opens up to the “What’s New” tab, showing the most recently updated public documents, videos, and images.



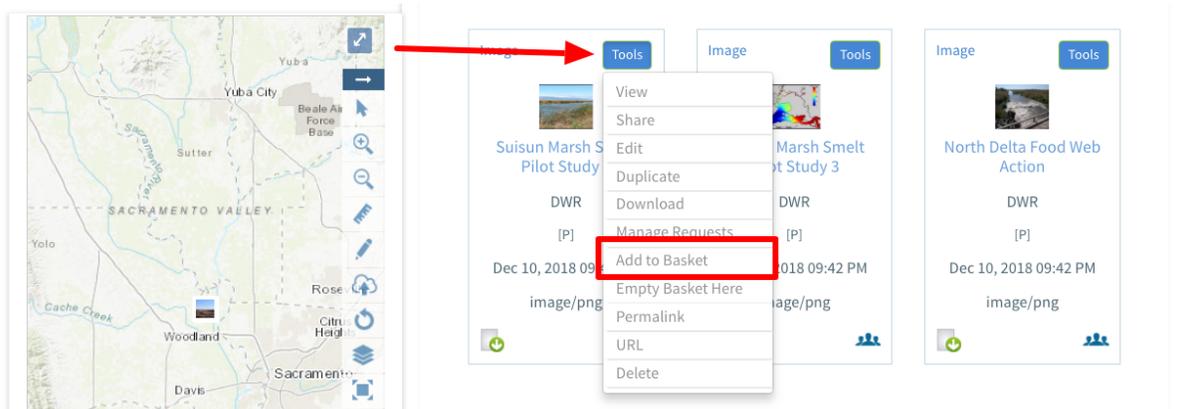
To get to the full document library, click “Search & List View” in the sub-navigation.



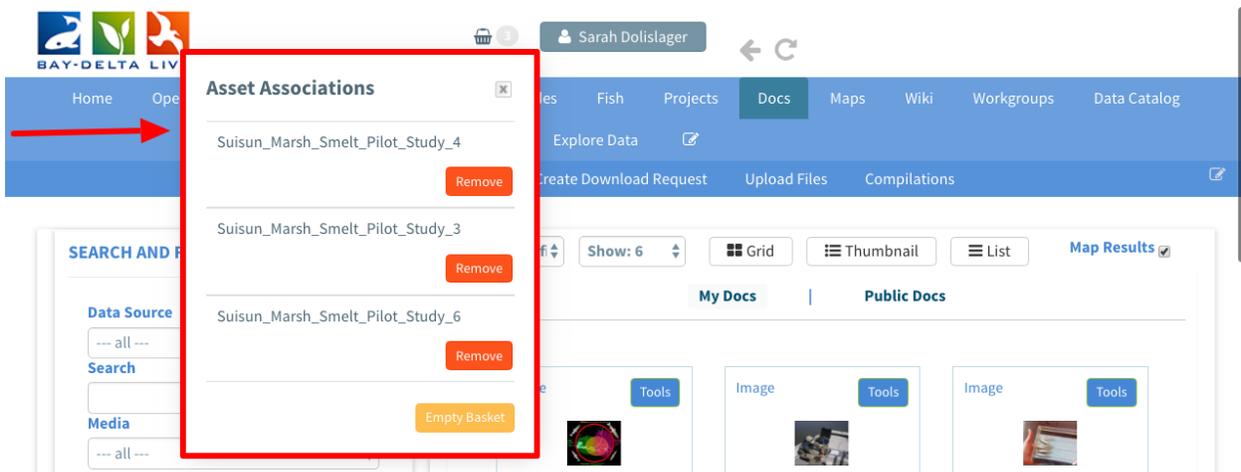
There are two sections here: “My Docs” and “Public Docs.” The default is “Public Docs” so click “My Docs” if the item you are looking for is private.



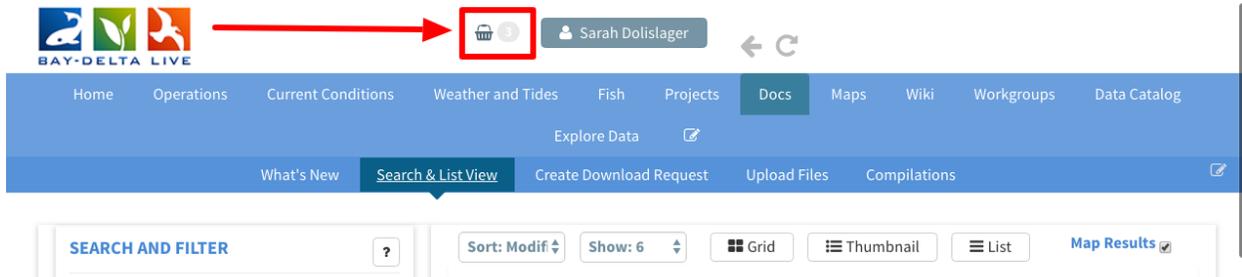
Find the item you want and hover over the TOOLS menu. Choose, “Add to Basket.”



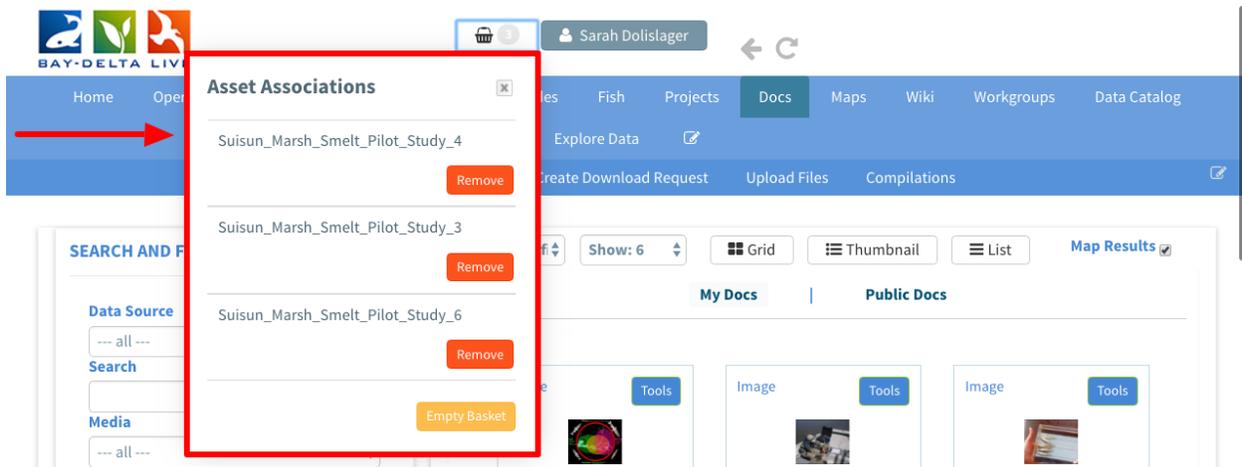
You can see a box appears at the top of the page next to the basket icon that confirms the item was added to the basket.



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.

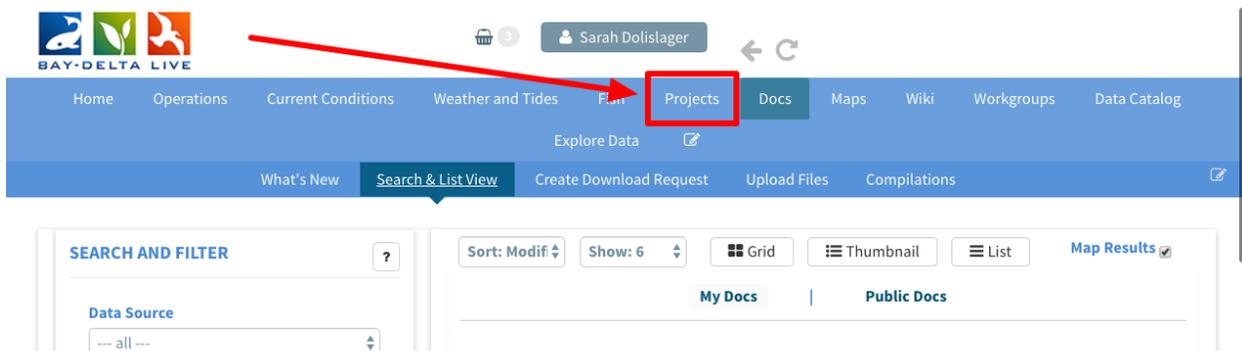


If you click on the basket icon, the box appears telling you what is in your basket.

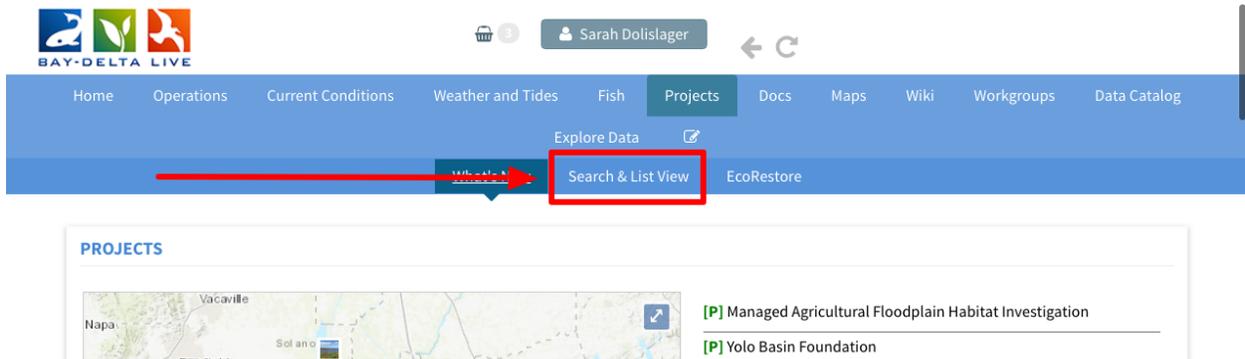


Once you are done adding the items to your basket, you can add these items to a project or dashboard.

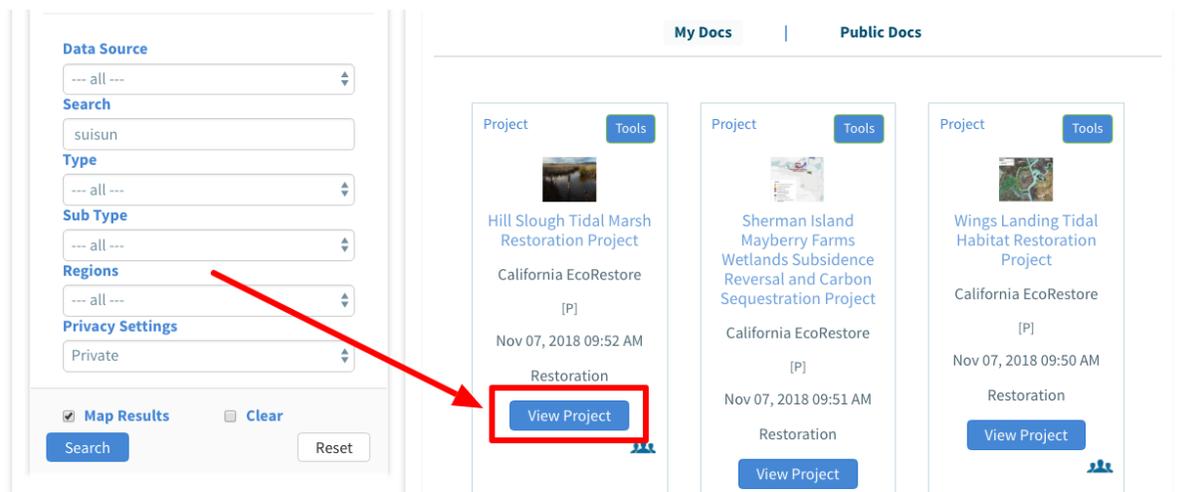
Click on, "Projects" at the top of the page.



Click on, "Search & List View" in the sub-navigation to find your project.



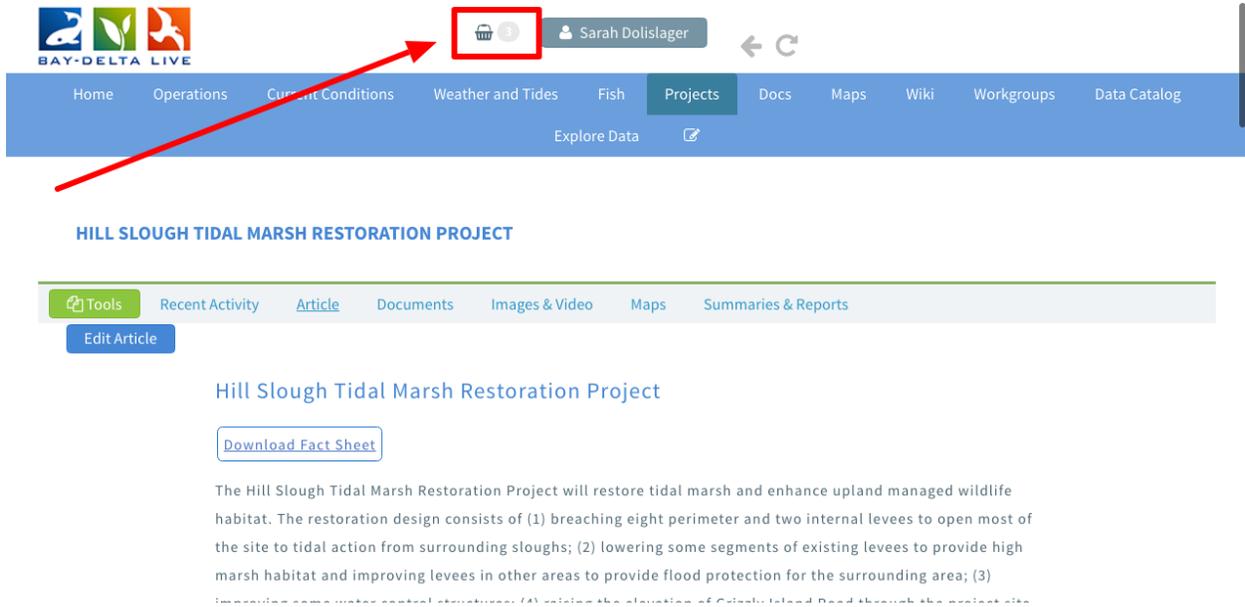
To open up the project, click "View Project."



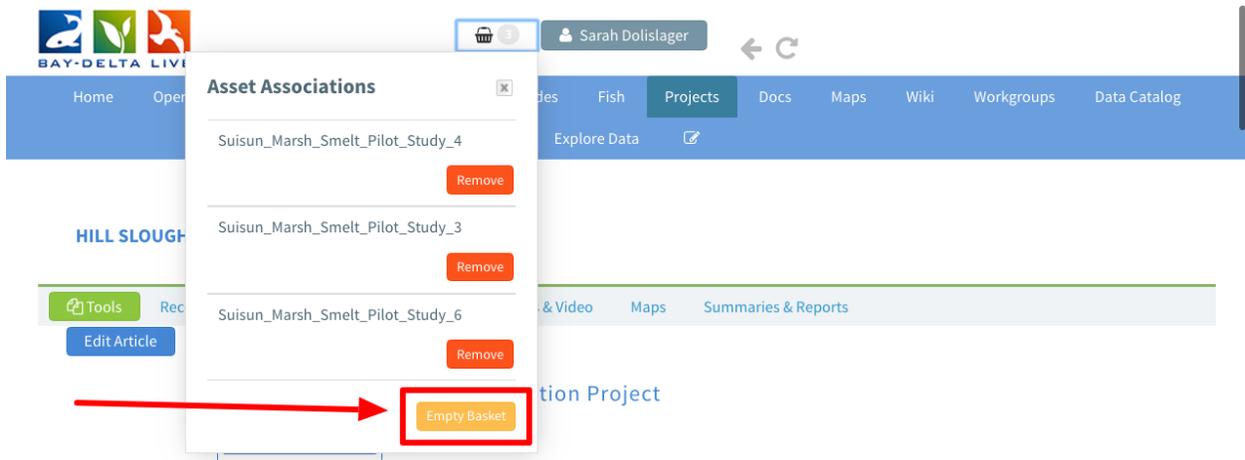
Hover over the "Tools" button in the top left corner and a drop-down menu will appear. select, "Empty Basket Here."



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.



Click, "Empty Basket" to delete all of the contents of the basket.



This concludes the "How to Use the Basket Function" tutorial. Download the PDF version of this tutorial by clicking the link.