




BASE CAMP MANAGER CHEAT SHEET

MAIN DUTIES OF BASE CAMP MANAGERS

1. Responding to Level & Path Completion Requests

1.1. Responding to Level Completion Requests (Paths on Base Camp)

1.1.1. Home Page → Pending Requests → Select   as appropriate
→ Type Comments if needed → 

1.2. Validating Project & Level Completions (Paths in Print)




1.2.1. Home Page → Search Box {type member name} → Transcript →

 → Select Project →  → View Checklist →
Check Completion box → Save


1.2.2. Once Level is completed → View Checklist for Level completion →
Check the Level Completion Checkbox → Save

2. External Training Requests

2.1. Responding to Initial External Training Requests

2.1.1. Home Page → Pending Requests → (icon indicates external training)
→ Note Type says Initial → Select folder next to member's name to
→ View Details → Evaluate Request → Select   as appropriate
→ Comments → 

2.2. Responding to External Training Completion Requests

2.2.1. Home Page → Pending Requests → Select folder next to member
name to View Details →  → Select   as appropriate →
Comments → 

3. Dashboards

3.1.External Training Dashboard

3.1.1. Home Page → Member Progress →External Training →Options
→Refresh →View Details

3.2.Individual Progress Dashboard

3.2.1. Home Page → Member Progress →Individual Progress →Options
→Refresh →View Details

3.3.Path Progress Dashboard

3.3.1. Home Page → Member Progress →Path Progress →Options
→Refresh →View Details

3.4.Path Type Dashboard

3.4.1. Home Page → Member Progress →Path Type →Options →Refresh
→View Details

3.5.Recently Selected Path Dashboard

3.5.1. Home Page → Member Progress →Path Type →Options →Refresh
→View Details

4. Printing Certificates

4.1.Printing Certificates (Paths in Print)

4.1.1. Home Page →Search Box {type member name} →Profile →Transcript
→Open Curriculum →View Details on Levels Listing →View Details on
Level {x} Completion listing →View Checklist →Attachments →Select
Certificate →Download and Print

4.2.Printing Certificates (Paths on Base Camp)

4.2.1. Home Page →Search Box {type member name} → Transcript →Open
Curriculum →View Details on Levels Listing →View Training Details on
Level {x} Completion listing →Print Certificate (near center of page)