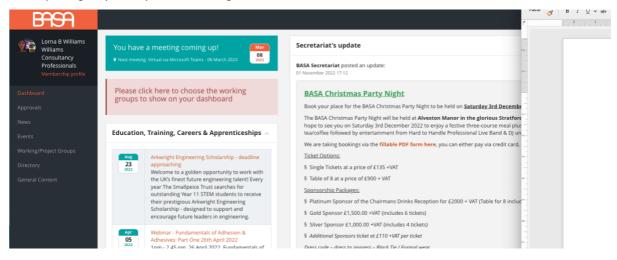
Setting Up your quick access dashboard

The BASA Members-only area of the website has two main zones with all of the important documents posted each week – the Working/Project Groups and the General Content zone.

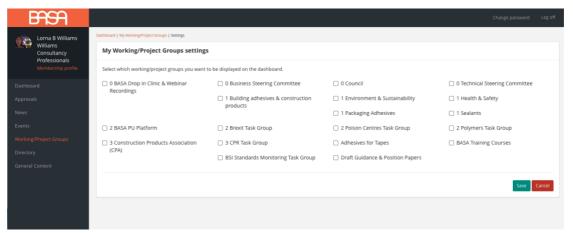
Working/Project Groups

- 1. You do not have to belong to the working/project group to access the content.
- 2. You do need to be a member of the working group to access the meeting information.

When you log on you may see something like this:

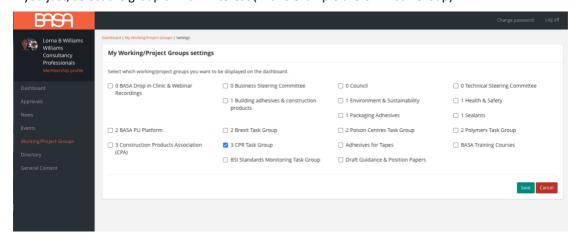


If you click on the red box, you will then see:

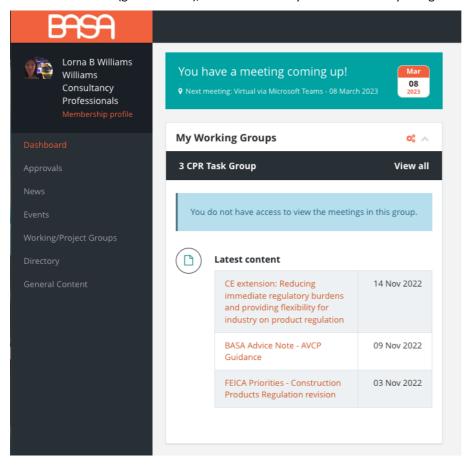


And this will allow you to chose which groups you want displayed on your dashboard. All group content can always be accessed by clicking on the Working/Project Groups regardless of whether you have added to your own dashboard (in Orange in the screenshot above).

If you just, select the group of main interest (in this example the CPR Task Group):

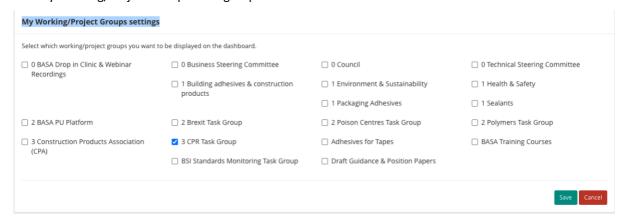


And then click Save (green button), then this is what you will see when you log in:



Your selected content (My Working Groups) is chosen for your main areas of interest, and you do not have to be a member of the group to select it for your quick access dashboard.

Once you have selected groups for your dashboard for the first time, you can amend your selection at an time by using the orange cogs to the right of 'My Working Groups'. Clicking on the orange cogs will take you back to the 'My Working/Project Groups settings' options.



Selecting multiple groups will stack the groups in the left hand column on the dashboard.

General Content

All general content appears on the dashboard automatically, or can be accessed by clicking on the General Content option.

