

# Let's see how team can use this dashboard.

## Meet the design team in Think Brownstone



**Jona (project manager)**



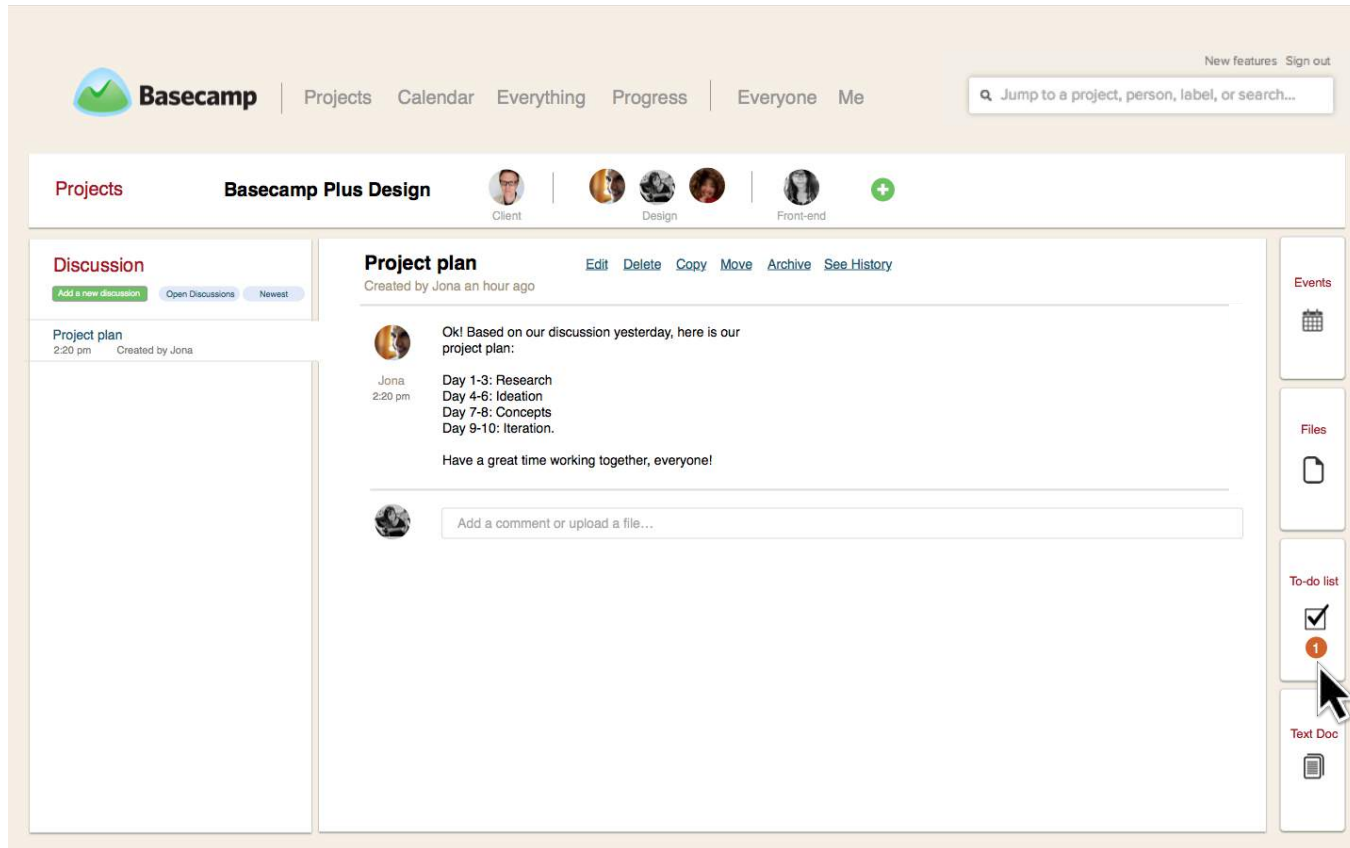
**Qian (front-end engineer)**



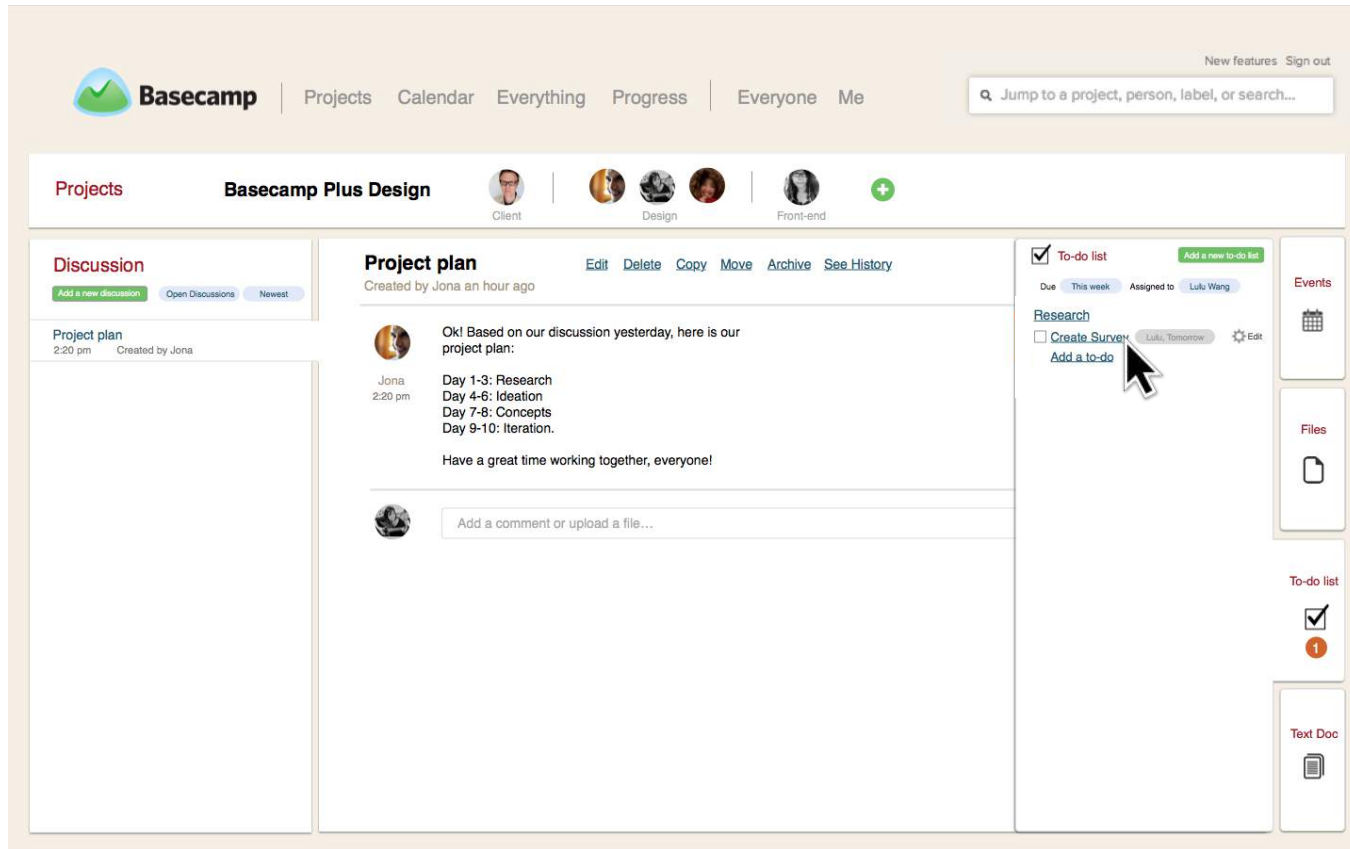
**Lulu (designer)**



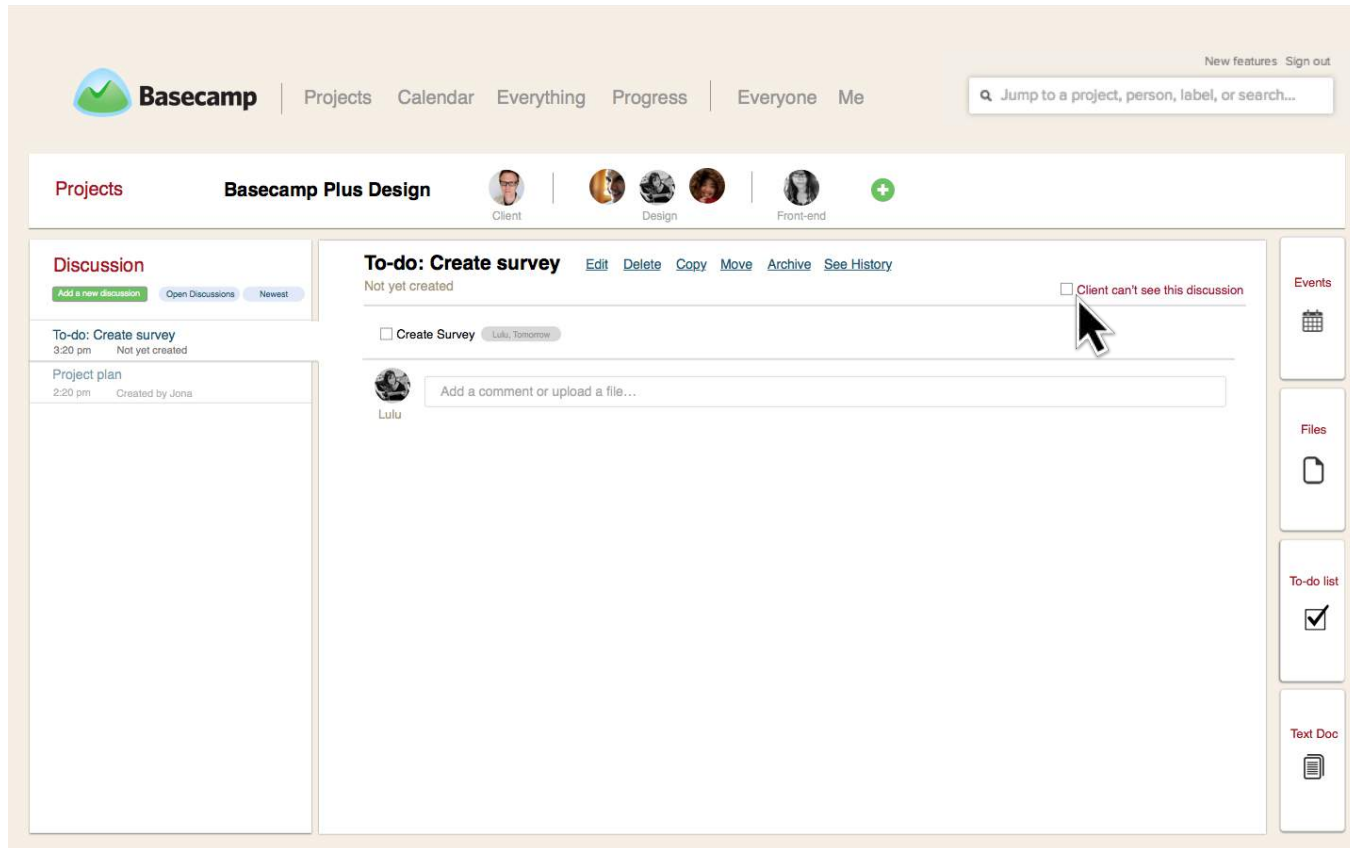
**Jiaqi (designer)**



1. Earlier in the day, Jona assigns Lulu a new to-do to create a customer survey for the restaurant project. When Lulu comes to work she sees the notification that she is assigned a new to-do.



2. Hovering over “To-do list” on the right sidebar, a panel slashes out. In terms of this to-do, Lulu has a question to ask. So she clicks on the to-do “Creat Survey”.



3. Then the to-do is inserted in a discussion in which Lulu can comment. Lulu thinks the client doesn't need to know the conversation, so she clicks on the checkbox.

The screenshot shows the Basecamp web interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. A search bar on the right contains the text "Jump to a project, person, label, or search...". Below the navigation bar, the "Projects" section is active, showing "Basecamp Plus Design" with avatars for Client, Design, and Front-end. The main content area is divided into a left sidebar and a main panel. The sidebar has a "Discussion" section with buttons for "Add a new discussion", "Open Discussions", and "Newest". Below this is a "To-do: Create survey" item with a lock icon, timestamp "3:20 pm", and status "Not yet created". The main panel shows the discussion details for "To-do: Create survey", including a lock icon, title, and action links (Edit, Delete, Copy, Move, Archive, See History). A checkbox labeled "Client can't see this discussion" is checked, and a mouse cursor is pointing at it. Below the title is a "Create Survey" button with a subtext "Lulu, Tomorrow". A comment box with the placeholder "Add a comment or upload a file..." and the name "Lulu" is visible. On the right sidebar, there are icons for Events, Files, To-do list, and Text Doc.

4. Lulu makes this discussion invisible to the client. A lock icon shows up beside the discussion subject.

The screenshot shows the Basecamp web application interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. A search bar on the right contains the text "Jump to a project, person, label, or search...". Below the navigation bar, the "Projects" section is active, showing "Basecamp Plus Design" with avatars for Client, Design, and Front-end. The main content area is divided into a left sidebar and a central discussion area. The sidebar has a "Discussion" section with buttons for "Add a new discussion", "Open Discussions", and "Newest". It lists two items: "To-do: Create survey" (3:30 pm, Created by Lulu) and "Project plan" (2:20 pm, Created by Jona). The central discussion area shows a locked discussion titled "To-do: Create survey" with options to Edit, Delete, Copy, Move, Archive, and See History. It notes it was "Created by Lulu just now" and has a checkbox for "Client can't see this discussion" which is checked. Below this is a checkbox for "Create Survey" with a due date of "Lulu, Tomorrow". A comment from Lulu at 3:30 pm says, "I am thinking about using paper to do survey this some, since it is for restaurant, is it okay?". A text input field below the comment says "Add a comment or upload a file...". On the right sidebar, there are four sections: "Events" with a calendar icon, "Files" with a document icon, "To-do list" with a checked checkbox icon, and "Text Doc" with a document icon.

5. She asks Jona if she can use paper version survey.

The screenshot displays the Basecamp web application interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. A search bar on the right contains the text "Jump to a project, person, label, or search...". Below the navigation bar, the "Projects" section is active, showing "Basecamp Plus Design" with avatars for Client, Design, and Front-end. The main content area is titled "Discussion" and features a lock icon and the title "To-do: Create survey". It includes links for Edit, Delete, Copy, Move, Archive, and See History. A checkbox labeled "Client can't see this discussion" is checked. The discussion thread shows a message from Lulu at 3:30 pm: "I am thinking about using paper to do survey this some, since it is for restaurant, is it okay?". A reply from Jona at 3:40 pm follows: "Yeah, sure. Paper version is a good choice for this project. Go for it!". A text input field at the bottom of the thread is highlighted by a mouse cursor. The left sidebar contains a "Discussion" section with buttons for "Add a new discussion", "Open Discussions", and "Newest". It also lists two items: "To-do: Create survey" (3:40 pm, Created by Lulu) and "Project plan" (2:20 pm, Created by Jona). The right sidebar contains four sections: "Events" with a calendar icon, "Files" with a document icon, "To-do list" with a checked checkbox icon, and "Text Doc" with a document icon.

6. Several minutes later, Jona replies “Yeah, sure. Paper version is a good choice for this project. Go for it!”

The screenshot displays the Basecamp web application interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. On the right, there are links for 'New features' and 'Sign out', along with a search bar containing the text 'Jump to a project, person, label, or search...'. Below the navigation bar, a header section shows 'Projects' and 'Basecamp Plus Design' with a row of user avatars labeled 'Client', 'Design', and 'Front-end', followed by a plus icon. The main content area is divided into three sections. On the left is a 'Discussion' sidebar with buttons for 'Add a new discussion', 'Open Discussions', and 'Newest'. It lists two items: 'Survey' (created by Lulu at 1:20pm) and 'Project plan' (created by Jona yesterday). The central section is titled 'Survey' and shows it was 'Created by Lulu at 1:20pm'. It includes links for 'Edit', 'Delete', 'Copy', 'Move', 'Archive', and 'See History'. A checkbox indicates 'Client can't see this discussion'. The survey content is a form titled 'Here is the initial draft of the survey. Please feel free to give feedback!' with 11 numbered questions. A comment box on the right says 'Add a comment to the file on the left side...'. At the bottom, there is a comment section with a text input field and a button to 'Add a comment or upload a file...'. On the far right, a vertical sidebar contains icons and labels for 'Events', 'Files', 'To-do list' (with a checked checkbox), and 'Text Doc'.

7. Lulu designs a survey and uploads it to Basecamp for other teammates to critique the next day. This is the view immediately after she uploaded the file, other team members can comment on the side to this specific file.



The screenshot shows the Basecamp web application interface. At the top, there's a navigation bar with the Basecamp logo, a search bar, and links for Projects, Calendar, Everything, Progress, Everyone, and Me. Below this is a sub-header for 'Basecamp Plus Design' with user avatars for Client, Design, and Front-end. The main content area is divided into three sections. On the left is a 'Discussion' sidebar with a 'Survey' entry. The central section is titled 'Survey' and contains a draft of a survey form with 11 numbered questions. On the right is a comment thread where Lulu Wang has posted a comment. A mouse cursor is pointing at the comment. The right sidebar contains icons for Events, Files, To-do list, and Text Doc.

Basecamp

Projects Calendar Everything Progress Everyone Me

New features Sign out

Jump to a project, person, label, or search...

Projects

Basecamp Plus Design

Client Design Front-end

Discussion

Add a new discussion Open Discussions Newest

Survey

1:20 pm created by Lulu at 1:20pm

To-do: Create survey

yesterday Created by Lulu

Project plan

yesterday Created by Jona

Survey

Created by Lulu at 1:20pm

Client can't see this discussion

Here is the initial draft of the survey. Please feel free to give feedback!

1) Tenant name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

2) Owner name: (if other than tenant) \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

3) Is there a well on the property? (circle one) yes no I don't know

4) Number of wells: \_\_\_\_\_ 5) Well diameter: \_\_\_\_\_

6) Well depth: \_\_\_\_\_

7) Well materials: (circle one) PVC plastic steel brick/clay other \_\_\_\_\_

8) Date of installation: \_\_\_\_\_

9) Frequency of use: \_\_\_\_\_

10) Use of water from well (circle one) water landscaping monitor groundwater household use other (list above)

11) Basement with sump pump: (circle one) YES NO

Thank you for your assistance. Please return this questionnaire in the enclosed stamped envelope. We would appreciate a response by (date). If you have any other information regarding wells in the area, please note this in the comment section. Feel free to continue your comments on the other side of this sheet.

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lulu Wang 30 min ago

There will be two more questions asked but they are not in the doc yet.

Add a comment to the file on the left side...

Add a comment or upload a file...

Events

Files

To-do list

Text Doc

8. For confirmation, she adds a comment to the uploaded file “There will be two more questions asked but they are not in the doc yet.”

The screenshot displays the Basecamp web application interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. On the right, there are links for 'New features' and 'Sign out', along with a search bar containing the text 'Jump to a project, person, label, or search...'. Below the navigation bar, the 'Projects' section is active, showing 'Basecamp Plus Design' with avatars for Client, Design, and Front-end, and a plus icon. The main content area is divided into three sections. On the left is a 'Discussion' sidebar with links for 'Add a new discussion', 'Open Discussions', and 'Newest'. It lists two items: 'Survey' (created by Lulu at 1:20 pm) and 'To-do: Create survey' (created by Lulu yesterday). The middle section is titled 'Survey' and shows it was 'Created by Lulu at 1:20 pm'. It includes links for 'Edit', 'Delete', 'Copy', 'Move', 'Archive', and 'See History'. A checkbox indicates 'Client can't see this discussion'. The survey content is a draft titled 'Here is the initial draft of the survey. Please feel free to give feedback!'. It contains 11 numbered questions with various input fields like text, checkboxes, and radio buttons. A 'Comments' section at the bottom of the survey has several empty lines. On the right, a comment thread shows three comments: Lulu Wang (45 min ago) stating there will be two more questions, Sam Rice (30 min ago) noting that the 3rd and 6th questions are confusing, and Jona (15 min ago) asking Lulu to revise those questions. A text input field for adding a comment to the file is also present. The right sidebar contains icons for 'Events', 'Files', 'To-do list' (with a checked item), and 'Text Doc'.

9. Minutes later, she gets several great feedbacks and plans to make few changes of the survey and then starts looking for participants.

The screenshot shows the Basecamp web interface. At the top, there's a navigation bar with the Basecamp logo, a search bar, and links for Projects, Calendar, Everything, Progress, Everyone, and Me. Below this is a project header for "Basecamp Plus Design" with avatars for Client, Design, and Front-end. The main content area is divided into three sections: Discussion, Survey, and To-do list. The Discussion section on the left has a "Survey" discussion created by Lulu at 1:20pm, with a "To-do: Create survey" task. The Survey section in the center shows a draft of a survey form with 11 numbered questions about a well, created by Lulu at 1:20pm. The To-do list on the right shows a "To-do list" with a "Research" task, a "Find participants" task, and an "Add a to-do" button. A mouse cursor is clicking on the "Add a to-do" button. The right sidebar contains links for Events, Files, and Text Doc.

Basecamp

Projects Calendar Everything Progress Everyone Me

New features Sign out

Jump to a project, person, label, or search...

Projects

Basecamp Plus Design

Client Design Front-end

Discussion

Add a new discussion Open Discussions Newest

Survey

1:20 pm created by Lulu at 1:20pm

To-do: Create survey

yesterday Created by Lulu

Project plan

yesterday Created by Jona

Survey

Created by Lulu at 1:20pm

Edit Delete Copy Move Archive See History

Here is the initial draft of the survey. Please feel free to give feedback!

Lulu 1:20 pm

1) Tenant name: Phone No.

2) Owner name: (if other than tenant) Address:

3) Is there a well on the property? (circle one) yes no I don't know

4) Number of wells: 5) Well diameter:

6) Well depth:

7) Well materials: (circle one) PVC plastic steel brick/clay other

8) Date of installation:

9) Frequency of use:

10) Use of water from well: (circle one) water landscaping monitor groundwater household use other (list above)

11) Basement with sump pump: (circle one) YES NO

Thank you for your assistance. Please return this questionnaire in the enclosed stamped envelope. We would appreciate a response by (date). If you have any other information regarding wells in the area, please note this in the comment section. Feel free to continue your comments on the other side of this sheet.

Comments:

Add a comment or upload a file...

To-do list

Add a new to-do list

Due This week Assigned to Lulu Wang

Research

Find participants Lulu, Nov 10

Add a to-do

Events

Files

To-do list

Text Doc

10. After reading other's comments, she wants to create a new to do for herself, so she clicks on "Add a new to do".

The screenshot shows the Basecamp web interface. At the top, there's a navigation bar with the Basecamp logo, a search bar, and links for Projects, Calendar, Everything, Progress, Everyone, and Me. Below this is a header for the 'Basecamp Plus Design' project, showing avatars for Client, Design, and Front-end team members.

The main content area is divided into three panels:

- Left Panel (Discussion):** Contains a 'Discussion' section with a 'Survey' item created by Lulu at 1:20pm. Below it are 'To-do: Create survey' and 'Project plan' items.
- Middle Panel (Survey):** Displays a survey draft titled 'Here is the initial draft of the survey. Please feel free to give feedback!'. The survey is created by Lulu at 1:20pm. It includes a list of 11 questions related to a well and water pump. A comment thread on the right shows responses from Lulu Wang, Sam Rice, and Jona.
- Right Panel (To-do list):** Shows a 'To-do list' for the 'Research' project. It includes a 'Version 2 Survey' item created by Lulu today, and a 'Find participants' item created by Lulu on Nov 10. A mouse cursor is pointing at the 'Add a to-do' link.

On the far right, there are vertical sidebars for 'Events', 'Files', and 'Text Doc'.

11. She creates a new to-do called “Version 2 Survey”.

The screenshot shows the Basecamp web application interface. At the top, there's a navigation bar with the Basecamp logo, a search bar, and links for Projects, Calendar, Everything, Progress, Everyone, and Me. Below this is a header for the 'Basecamp Plus Design' project, showing avatars for Client, Design, and Front-end. The main content area is divided into a left sidebar and a central discussion area. The sidebar has sections for 'Discussion' (with 'Add a new discussion', 'Open Discussions', and 'Newest' buttons), 'To-do: Create survey' (yesterday, Created by Lulu), and 'Project plan' (yesterday, Created by Jona). The central discussion area is titled 'Survey' and shows a draft of a survey form created by Lulu at 1:20pm. The survey form includes fields for tenant name, address, phone number, well location, well materials, well depth, date of installation, frequency of use, and water source. To the right of the survey form is a comment thread with three comments from Lulu Wang, Sam Rice, and Jona. At the bottom of the discussion area is a comment box with a cursor pointing to it. The right sidebar contains icons for 'Events', 'Files', 'To-do list', and 'Text Doc'.

New features Sign out

Basecamp Projects Calendar Everything Progress Everyone Me

Jump to a project, person, label, or search...

Projects Basecamp Plus Design Client Design Front-end

Discussion Add a new discussion Open Discussions Newest

Survey 1:20 pm created by Lulu at 1:20pm

To-do: Create survey yesterday Created by Lulu

Project plan yesterday Created by Jona

Survey Created by Lulu at 1:20pm Client can't see this discussion

Here is the initial draft of the survey. Please feel free to give feedback!

1) Tenant name: \_\_\_\_\_ Phone No. \_\_\_\_\_

2) Owner name: (if other than tenant) \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Is there a well on the property? (circle one) yes no I don't know

4) Number of wells: \_\_\_\_\_ 5) Well diameter: \_\_\_\_\_

6) Well depth: \_\_\_\_\_

7) Well materials: (circle one) PVC plastic steel brick/clay other \_\_\_\_\_

8) Date of installation: \_\_\_\_\_

9) Frequency of use: \_\_\_\_\_

10) Use of water from well: (circle one) water landscaping monitor groundwater household use other (list above)

11) Basement with sump pump: (circle one) YES NO

Thank you for your assistance. Please return this questionnaire in the enclosed stamped envelope. We would appreciate a response by (date). If you have any other information regarding wells in the area, please note this in the comment section. Feel free to continue your comments on the other side of this sheet.

Comments: \_\_\_\_\_

Lulu Wang 45 min ago There will be two more questions asked but they are not in the doc yet.

Sam Rice 30 min ago The 3rd and 6th questions are a little bit confusing.

Jona 15 min ago Okay! Lulu, you need to revise the 3rd and 6th question.

Add a comment to the file on the left side...

Add a comment or upload a file...

12. The following day, Lulu wants to upload a new version of the survey she made. Since it's a new file, she uploads the file on the regular comment box, to start a new conversation on that file.

Basecamp | Projects | Calendar | Everything | Progress | Everyone | Me

New features | Sign out

Jump to a project, person, label, or search...

Projects | Basecamp Plus Design

Client | Design | Front-end

Discussion

Add a new discussion | Open Discussions | Newest

Survey

1:20 pm | created by Lulu at 1:20pm

To-do: Create survey

yesterday | Created by Lulu

Project plan

yesterday | Created by Jona

Survey

Created by Lulu at 1:20pm

Client can't see this discussion

Comments

Here is the second version! I fixed the 3rd and 6th questions.

1) Tenant name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

2) Owner name: (if other than tenant) \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

3) Is there a well on the property? (circle one) yes no I don't know

4) Number of wells: \_\_\_\_\_ 5) Well diameter: \_\_\_\_\_

6) Well depth: \_\_\_\_\_

7) Well material: (circle one) PVC plastic steel brick/clay other \_\_\_\_\_

8) Date of installation: \_\_\_\_\_

9) Frequency of use: \_\_\_\_\_

10) Use of water from well: \_\_\_\_\_

(circle one) water landscaping monitor groundwater household use other (list above)

11) Basement with sump pump: (circle one) YES NO

Thank you for your assistance. Please return this questionnaire in the enclosed stamped envelope. We would appreciate a response by (date). If you have any other information regarding wells in the area, please note this in the comment section. Feel free to continue your comments on the other side of this sheet.

Comments

Add a comment or upload a file...

Add a comment to the file on the left side...

Events

Files

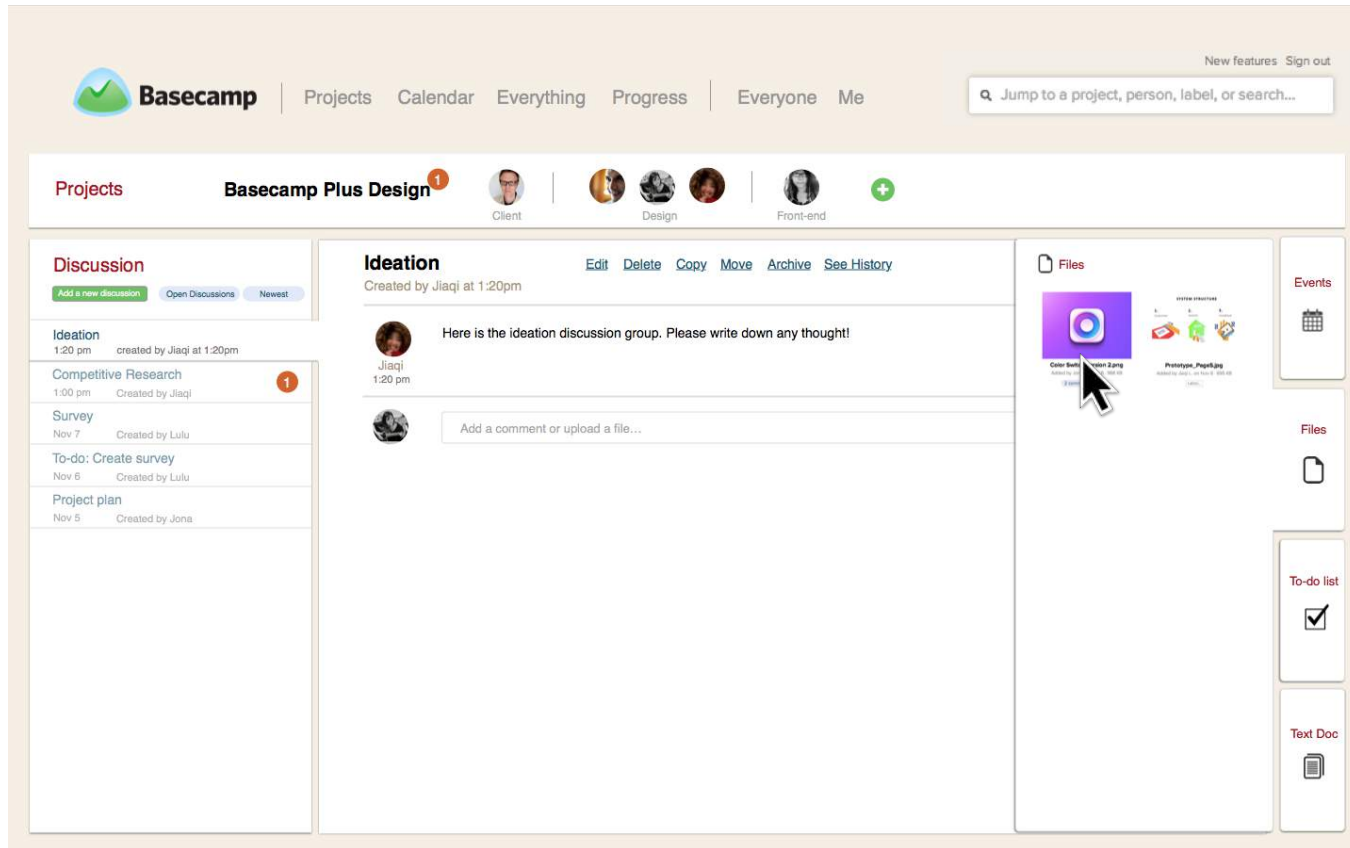
To-do list

Text Doc

13. So she uploads a new version. This screen shows that she can make a new comment on the new uploaded version.

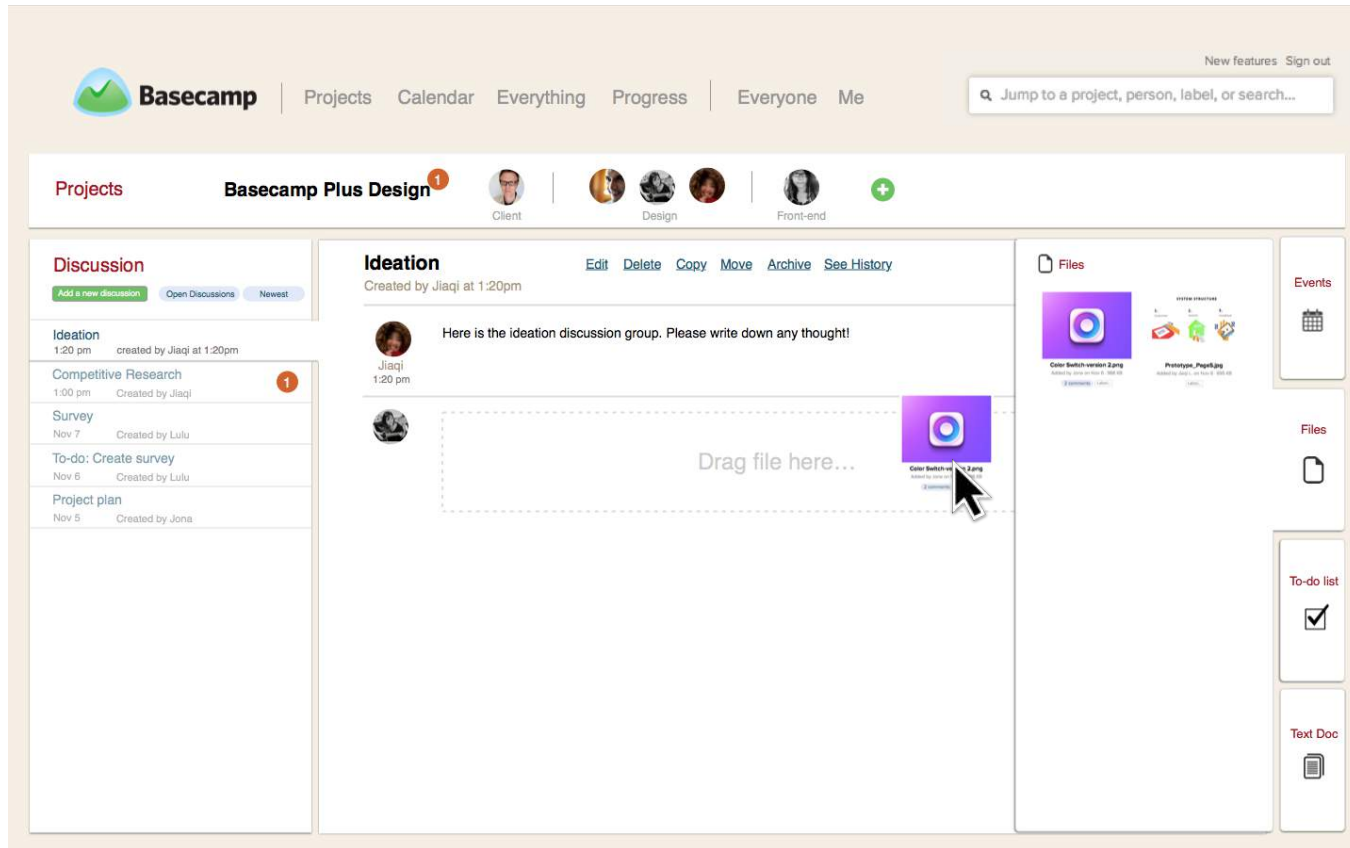
The screenshot displays the Basecamp web application interface. At the top, the Basecamp logo is on the left, and navigation links for Projects, Calendar, Everything, Progress, Everyone, and Me are in the center. On the right, there are links for 'New features' and 'Sign out', along with a search bar containing the text 'Jump to a project, person, label, or search...'. Below the navigation bar, the 'Projects' section is active, showing 'Basecamp Plus Design' with a notification badge. Underneath, there are profile icons for 'Client', 'Design', and 'Front-end', followed by a green plus icon. The main content area is divided into two columns. The left column, titled 'Discussion', contains a list of items: 'Ideation' (1:20 pm, created by Jiaqi at 1:20pm), 'Competitive Research' (1:00 pm, Created by Jiaqi, with a red notification badge), 'Survey' (Nov 7, Created by Lulu), 'To-do: Create survey' (Nov 6, Created by Lulu), and 'Project plan' (Nov 5, Created by Jona). The right column, titled 'Ideation', shows a discussion created by Jiaqi at 1:20pm. It includes a message from Jiaqi: 'Here is the ideation discussion group. Please write down any thought!'. Below this is a text input field with the placeholder 'Add a comment or upload a file...', and a mouse cursor is hovering over it. To the right of the main content area is a vertical sidebar with icons and labels for 'Events', 'Files', 'To-do list' (which has a checkmark icon), and 'Text Doc'.

14. Lulu sees that Jiaqi needs some thoughts on the project, she decides to give her wireframe to Jiaqi.



15. So she hovers over “File”, the “File” panel slides out.





16. And she drags the file to the comment box to upload it.