

# Website Based Project Management

RNA Basecamp is an online management tool integrated with the current website to support RNA project management and client communications.

Inside Basecamp, RNA project manager will create a 'project' and manage all the work associated with it. All discussions, information, scheduling, task-assigning, and questions live alongside the project.

This creates a **client area** on the RNA website ([www.rnaautomation.com/login](http://www.rnaautomation.com/login)). To stay abreast of what's happening with a project, you log into Basecamp and immediately get the full story of its progress.

## How To Access RNA Basecamp?

RNA will send you an instruction email to set up your username and password after you are assigned to a project. If you don't remember your username or password, contact RNA and we will send you a password reset email.

⇒ Go to **client area** on the RNA website ([www.rnaautomation.com/login](http://www.rnaautomation.com/login)), login using the username and password set up earlier.

You will also have the option to be alerted by email of activity. These email alerts let you stay connected even if you don't log in.

With build-in file sharing functionality, it is easy to share documents with you for a project. This allows you to exchange files and documents with RNA project members by uploading them onto a safe, fast and reliable online storage area. Upload photos, drawings, CAD designs, quotations, or reference items. With this functionality, it removes any potential difficulties of sharing large files such as reference videos and high resolution photos; with the advantage of exchanging information at any time from anywhere.

## How to share files?

1. Select your project, click **Files** on the top menu
2. On the **Files** page, click the Upload a file button. This will take you to another page that will allow you to specify one or more files to upload. Click the **Browse** button and select a file on your local computer to upload. Then click the **Upload the file** to move the file to RNA Basecamp. You can also notify people by email on this action.
3. Shared Files are listed with icons, names, and descriptions
4. Sort by date/time or from A-Z
5. Group related files by category.

Home Our Company Products Services Industry Information Latest News **Client Area**

### Client Area

Welcome to the RNA Client Area.

Here you can easily share photos, videos, documents, and related files with RNA.

[SIGN IN](#)

### Help

- [I forgot my username or password](#)
- [Learn more about RNA Extranet](#)

RNA Basecamp portal becomes a focal point effectively allowing access to RNA projects "24/7" for all of our members and clients.

Any questions and requirements regarding RNA Basecamp, please contact Ying at [yingz@rna-uk.com](mailto:yingz@rna-uk.com).

