



WELCOME TO THE SARUNI BASECAMP MEDIA AND ASSET LIBRARY.

This library will carry our latest images, video, rate sheets, camp facts, branding and style guides and various reservations information.

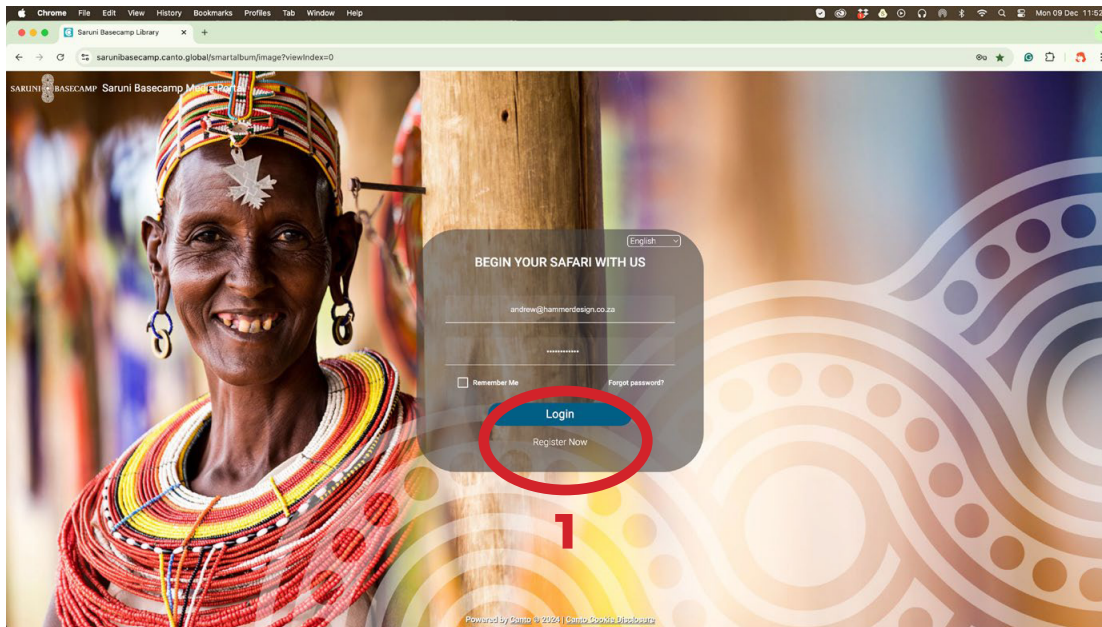
All users are required to register to receive access to the asset library. The web address to access the library is:
<https://sarunibasecamp.canto.global>

The Invitation Code **b9gi86a1trr7** is for viewing signature images only. For agent-specific invitation codes, please contact our sales team.

Please ensure you click the **REGISTER** link at the bottom of the window. The following pages give a detailed explanation to use the Saruni Basecamp Asset Library and style guide.

CANTO USER GUIDE





Visit the following web address:
<https://sarunibasecamp.canto.global/>

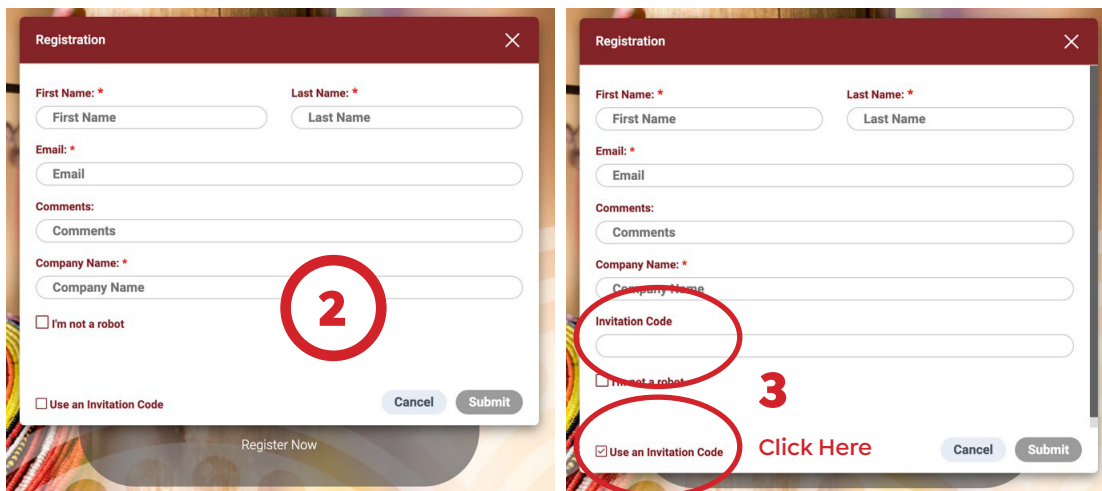
1

**FIRST TIME USERS TO THIS ASSET LIBRARY
 CLICK REGISTER NOW**

Click on the **REGISTER NOW** button at the bottom of the window.

2

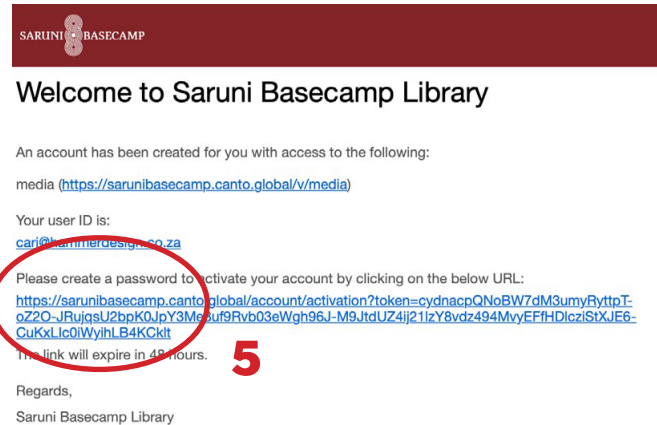
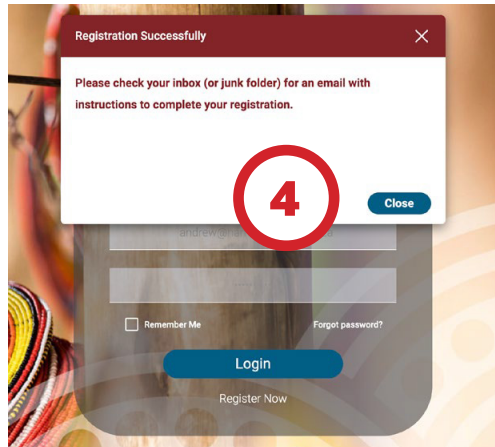
Please fill in all required information



3

Click **USE AN INVITION CODE**

Add in the **INVITATION** code. Users will also need to add the **CAPTCHA** link. Once all the required information is filled in, click **SUBMIT**.



4

Once you have completed the registration process, check your mail for a 'Complete Registration' notice.

5

Click on the **COMPLETE THE REGISTRATION** link that is emailed to you. If you do not see the mail, check your junk or spam mail box.

5

6

Here you can add your own password and access code which is unique to you.

7

Click on the **NOTIFICATIONS** to set various notifications that will advise the you if assets are added, removed or any comments are given on our assets.

6

Password

Type your new password

Confirm password

Type your new password again

7

User Profile

User Profile Preferences Notifications

Email Notifications

☒ Updates to Files/Albums/Folders I'm Following ☐ Immediately ☒ Daily

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

☐ File Added to a Portal ☐ Immediately ☒ Daily

☐ File Removed from a Portal ☐ Immediately ☒ Daily



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Once in the library, user will see a menu of images and documents covering all the content that has been added to the library. All libraries carry common images, videos, facts, maps and reservation information. It is only the rate structure that changes.

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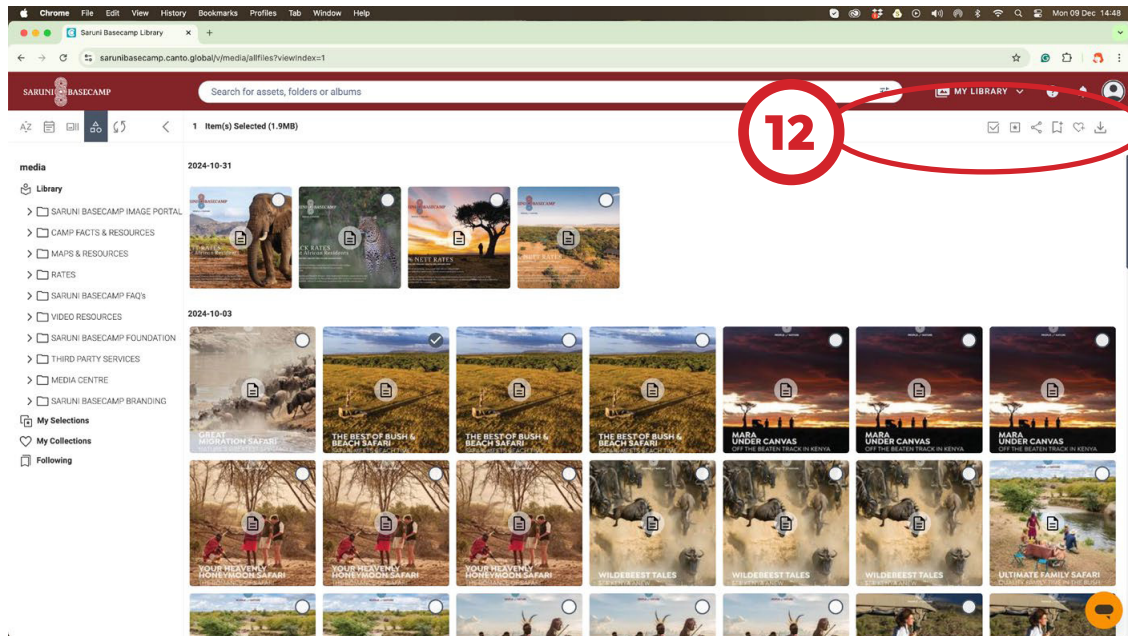
When clicking on a preferred camp gallery or asset section, the view changes to the main library. Running down the left of the window is the **ASSET TREE**. One can view all the files available in the library.

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Users can select if they wish to see all asset files, **images** only, **documents** only, **video** only etc.

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The gallery will show in a Curated view, which lists Camp Name, Main Area, Facilities, Bathrooms, Experiences etc. The user is able to change the view to a list, a grid, masonry thumbnails, back to Curated or they can view a geo-map which will show on google where the camp is located.



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Top right of the selection window allows a user to click one file and then add all by clicking the **tick in a circle**.



The user can also select a number of images and add various images for other folders to a **clipboard** to download as once folder. A clipboard is **only active for 24 hours**.



Assets can be **shared** via an **email link** or a **created link**.



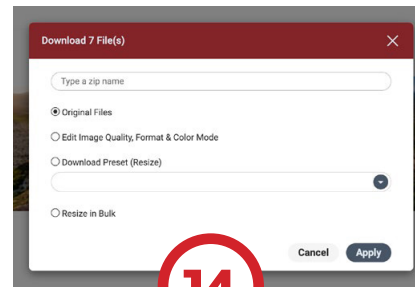
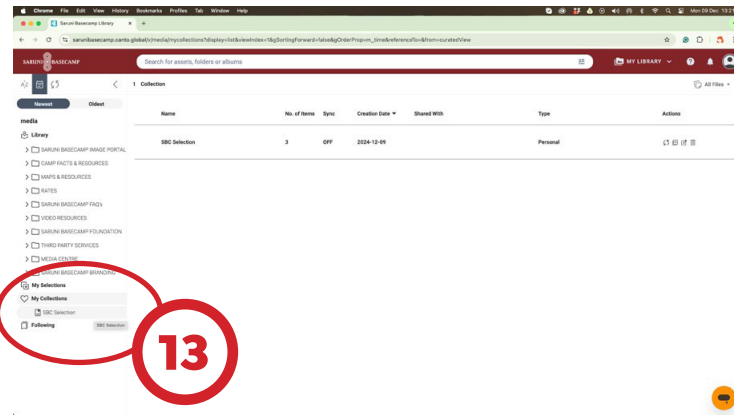
A user can **'watch'** an image and will be notified if this asset is updated, removed or changed.



Create a **favourites lightbox** that can have multiple assets added to. These folders do not expire.



DOWNLOAD – users can download single assets, group selected assets or an entire clipboard or favourites folder in various formats and image sizes.

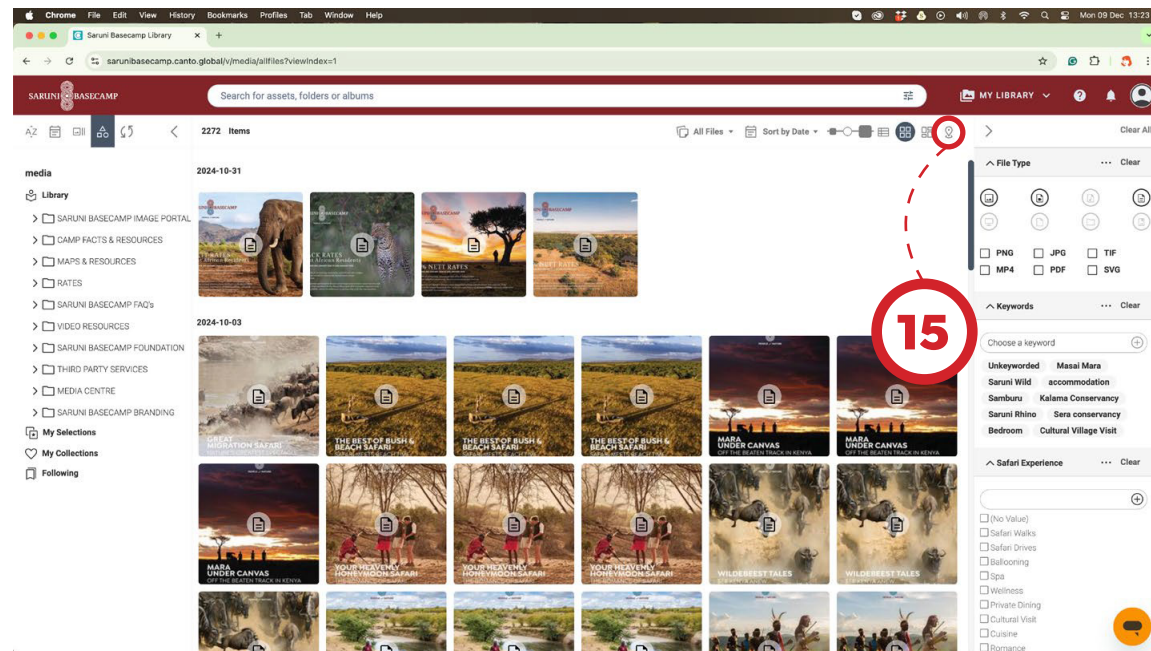


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When adding images to a selection, you can name your gallery selection, add as many assets as you require, and then either download or share each asset, or download or share the full selection. You can create as many Selections as you need.

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Select the desired image size for download. The default image is hi-res 300dpi print images.



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THE FILTER BAR

When in the main gallery, users can filter images according to various self explanatory options.