



RCCG eDoc Management Systems

USER MANUAL

WHAT IS RCCG eDoc Management Systems?

RCCG eDoc,Management Systems consist of custom- built independent eDocument Mobile Application and the proposed RCCG eDocument Desktop Application. These applications were designed and tailored to meet the need of the Mobile Workforce in the Redeemed Christian Church Of God so that they can receive and process documents on the go. The Mobile Application and the proposed Desktop system provides users with the ability to sign documents electronically.

With RCCG eDoc Management Systems users can Securely capture, store, manage and work with files, photos and documents, thus helping to transform RCCG into an efficient, digital workplace—and get their work done no matter where they are.

With RCCG eDoc Management Systems (REMS), you can easily:

- Organize and categorize information so you find it right when you need it
- Access files online, from your desktop and on from your phone or tablet
- Share important documents and photos with colleagues
- Review and approve important documents, forms and tasks right from your phone or tablet

RCCG eDoc Mobile App

The App features include:

- Photo, document, audio and video upload
- Instantly search and access a variety of file types, including PDF, Word, Excel, JPG and more
- The ability to add comments, highlight important points and add signatures to documents
- File sharing and collaboration, including emailing secured documents or folder links

- Approval, review and status reports for forms and business processes that we are a part of
- Access to documents and forms saved locally on the device
- Field-level encryption, redaction and security controls

DOWNLOADING RCCG eDOC APP

The very first step required is for users to download the RCCG eDoc App. The process of downloading this app is very simple. Kindly click on this link if you are using ANDROID PHONES or MOBILE TABLETS:

www.trccg.org/edms.apk

The system will automatically download RCCG eDoc App unto your mobile platform. The click on the app and follow the prompts to get it installed.

Registered Workers and Members (ordained and non-ordained) can use this app.



Login

Please enter email address and password

[Forgot your password?](#)

HOW TO LOGIN:

To login please input login details on the login page

- ❖ Username given and
- ❖ password in the space above and click login to gain access.

TO RESET PASSWORD

- ❖ In case of forgotten password please click on the forgot your password on the login page and you would be requested to input your mail.
- ❖ After inputting your email
- ❖ Click on request password reset and a reset password link will be sent to you immediately



TO ADD A FILE PLEASE FOLLOW THE FOLLOWING STEPS

Click on **local** as shown below and click on the (+)  button seen below.

❖ The button would redirect you to the camera of your device to take a snapshot of the file to add.

To import file from device

❖ Click on local as seen below

❖ At the top right hand corner

please click on the import button  which will redirect you.

❖ Click on **Parent Directory** and you would gain access to the memory of your device to add file

❖ Select location of file

❖ Click on file to add

❖ To edit please click on the pen

after document has been imported to edit,

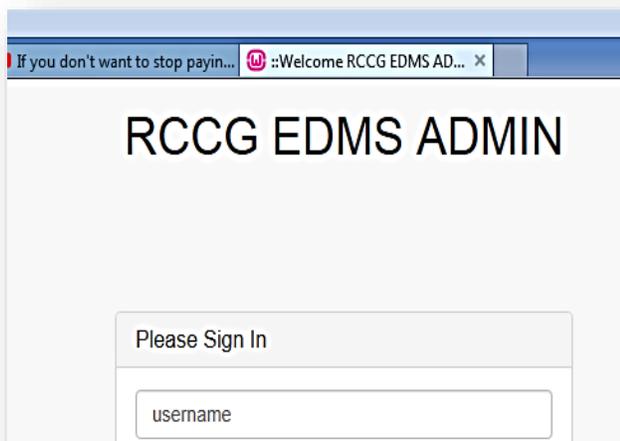
generate ocr and add add signature e.t.c.

❖

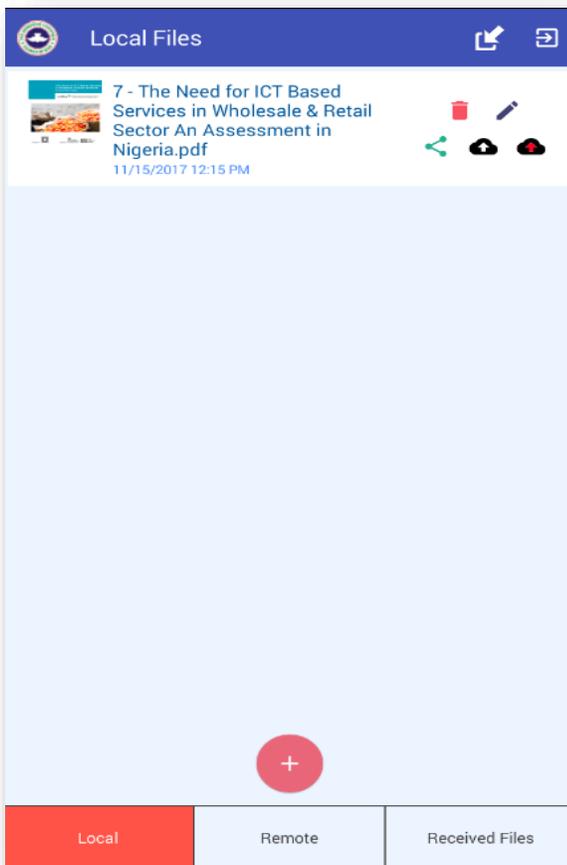
❖ After editing please save using the top right icon.

TO UPLOAD BY SCANNER CLICK [HERE](#)

- Input your Email and Password
- Click App Users, Upload documents button
- Click Add File, Input description and Upload



NOTE: Immediately - you upload the document, you can find it in your incoming folder when logged on



TO UPLOAD

- ❖ Click on the the download/upload icon
- ❖ Input ftp details and upload

To share imported file

- ❖ Click on the share button 
- ❖ Click on where to share file (gmail, whatsapp, bluetooth e.t.c)

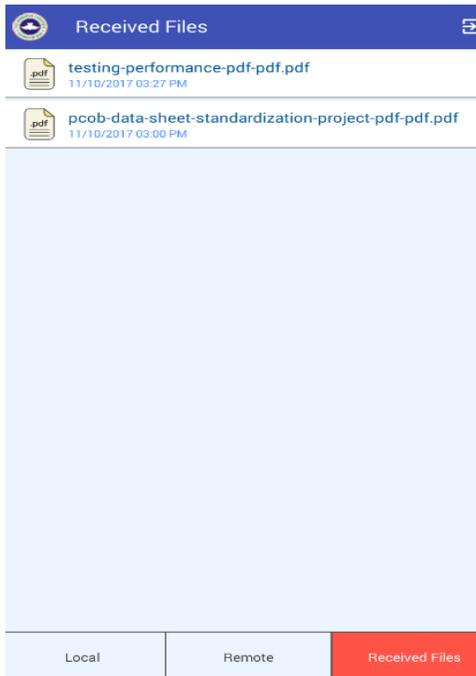
TO SEARCH FILES

- ❖ Please click on remote
- ❖ Click on root to search generally through all directories.
- ❖ But to search through individual directories click on the directory and you can search through the root of that directory.

TO SEARCH SPECIFIC FILES

- ❖ Click on Folder For specific department.
- ❖ Go to preferred folder and search for file.

TO CHECK INCOMING AND RECEIVED FILES.



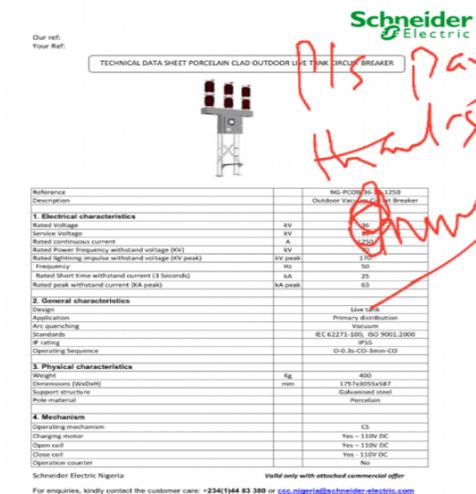
- ❖ Click on received Tab to show a list of received documents
- ❖ Please note that the document highlighted red is received but hasn't been downloaded/viewed.

To download/get file

- ❖ Click on Received tab.
- ❖ Click on file to download/document.



TO EDIT AND WRITE TEXT



- ❖ Click on the text character icon that appears above then you can edit and write.

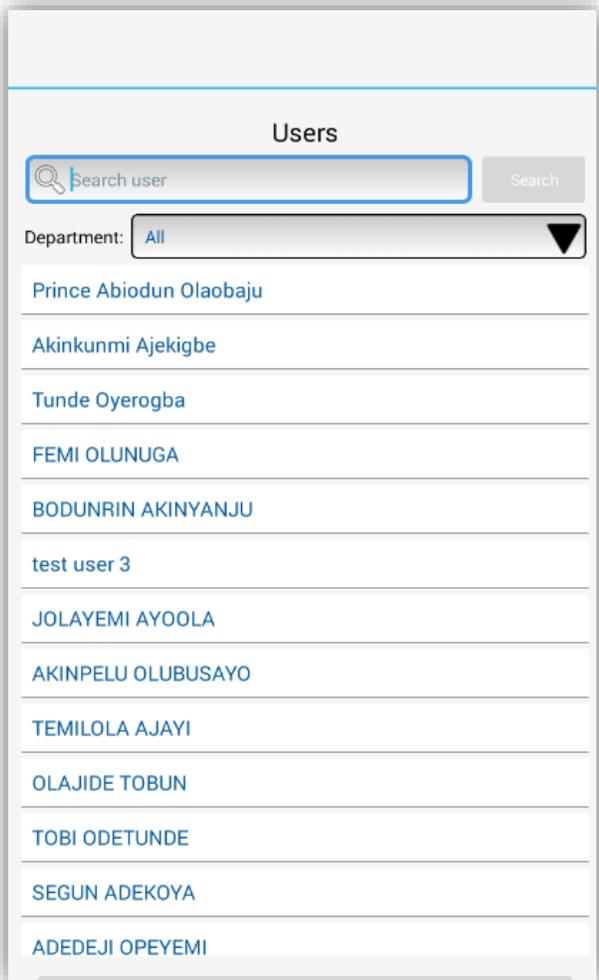
TO EDIT AND APPEND SIGNATURE

- ❖ Click on the icon that appears below after opening the file
- ❖ Click on the pen that appears at the top of this image to append signature and edit.



TO SEND A FILE TO ANOTHER USER

- ❖ After Editing the document
- ❖ click on the human icon to view users name or search to locate user, then click on name to send



TO SEND UPLOADED DOCUMENT TO ANOTHER INDIVIDUAL

- ❖ Click on file to upload
- ❖ Click on the human picture above the edited file

FAQS Frequently Asked Questions

What is SCANBASE?

Can I use any email ADDRESS?

No you can only use your email registered on the application, please contact RCCG ICT

What is LOCAL?

Local environment is your mobile folder, where upload task can be done

There are 3 ways to upload your documents;

- Click the Plus Button to upload images (Jpeg, png or Camera captured documents)
- Click on Down Arrow to navigate to Phone Folder document uploads (Jpeg, MsWord, Pdf)
- Use Desktop Link to Upload document.

Note – Document is first saved before uploading to server

What is REMOTE FILES?

Remote Folders is your server folder where you have Incoming and outgoing files in your Incoming and outgoing folders respectively.

Remote file shows all the files and privileges for all National department.

What is RECEIVED FILES?

Receive folder is where new document you received shows. You will also receive a notification of such document by push notifications and email

What Can You Do with RCCG Scan Base?

- UPLOAD DOCUMENT,
- EDIT/SIGN DOCUMENT,
- SAVE EDITED DOCUMENT
- SEND DOCUMENT TO ANY USERS
- RECEIVE SIGNED DOCUMENT TO INCOMING FOLDER
- DELETE DOCUMENT