

iRSVP User Manual

How to Use the iRSVP
Mobile App



How to Use the iRSVP Mobile App

CBCM iRSVP is a mobile app to work with the RSVP preregistration system due to the limited capacity of the buildings. The meal option can help the coworkers to prepare enough food. The users need to preregister the tickets before going to the events. The ushers will scan the QR codes to check in the users.

TO INSTALL

ANDROID: INSTALL iRSVP ON YOUR ANDROID DEVICE FROM GOOGLE PLAY

<https://play.google.com/store/apps/details?id=org.cbcm.irsvp>



IPHONE OR IPAD: INSTALL iRSVP ON YOUR IPHONE OR IPAD FROM YOUR DEVICE

Please go to <https://rsvp.cbcm.org> to request a redeem code on the login page.

Please Login

Username:

Password:

Login

Guest can use email to login without password.

- I'm using Apple iOS device and please send a redeem code to my email address to install iRSVP app.
* Android users can visit [Google Play Store](https://play.google.com/store/apps/details?id=org.cbcm.irsvp) to install iRSVP app without codes.

CBCM iRSVP has four modes.

1. Training mode

App users can enter this mode by leaving the username and password blank and tap the [LOGIN] button. In this mode, the user can access full functionality except the real data. It is good for new user to learn how to operate the app.

2. Usher mode

App users can enter this mode by login as a user which has RSVP_USHER or RSVP_ADMIN role at CBCM website. In the mode, the usher can access full functionality and real data. It is good for the weekly operation on Sundays. Usher can use the Scan function to scan the QR code when the users display their QR code on their app.

3. User mode

App users can enter this mode by login as a user without any RSVP role at CBCM website. In the mode, the user can not only display the QR codes of his/her own or family members tickets, but also self-check-in the tickets and delete the tickets.

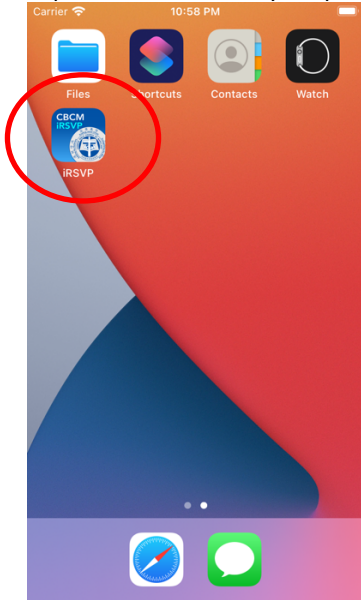
4. Guest mode

App users can enter this mode by login by an email address without password. In the mode, the user can only display the QR codes of his/her own tickets.

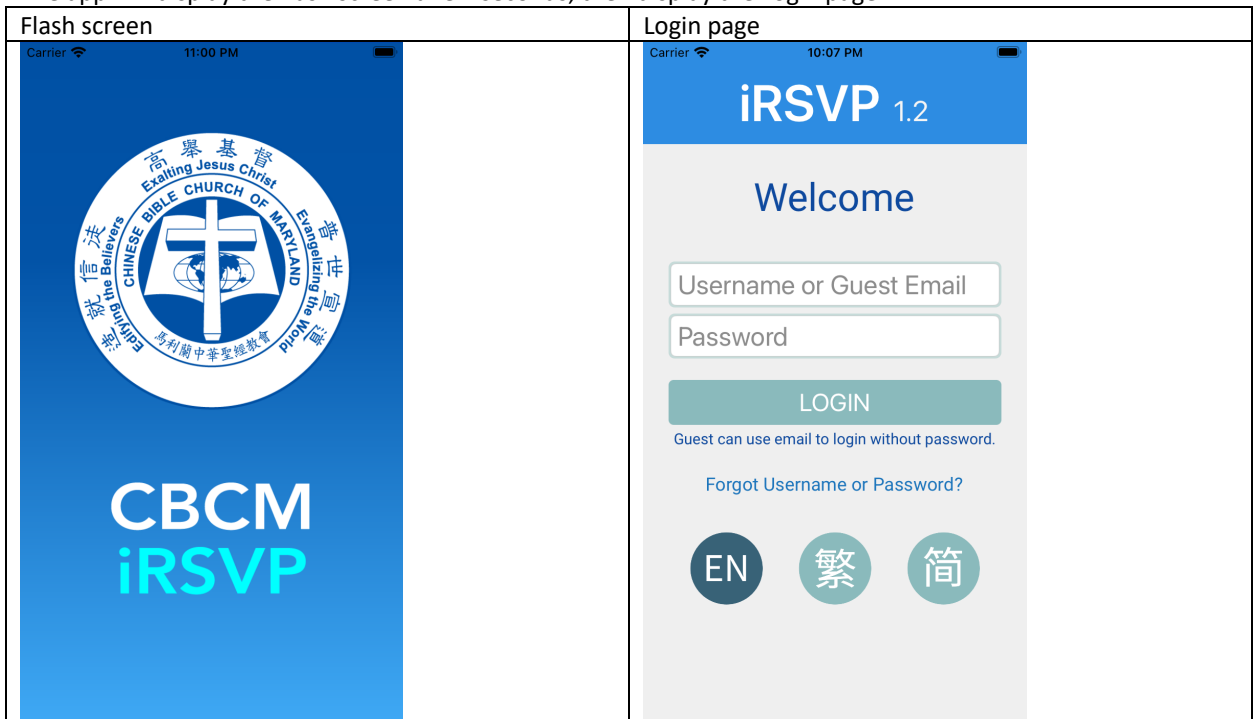
1. Run iRSVP app

Steps:

1. Install iRSVP app from App Store or TestFlight. You may receive the testing invitation or search “CBCM iRSVP” at App Store to find this app.
2. Tap the iRSVP icon on your phone.



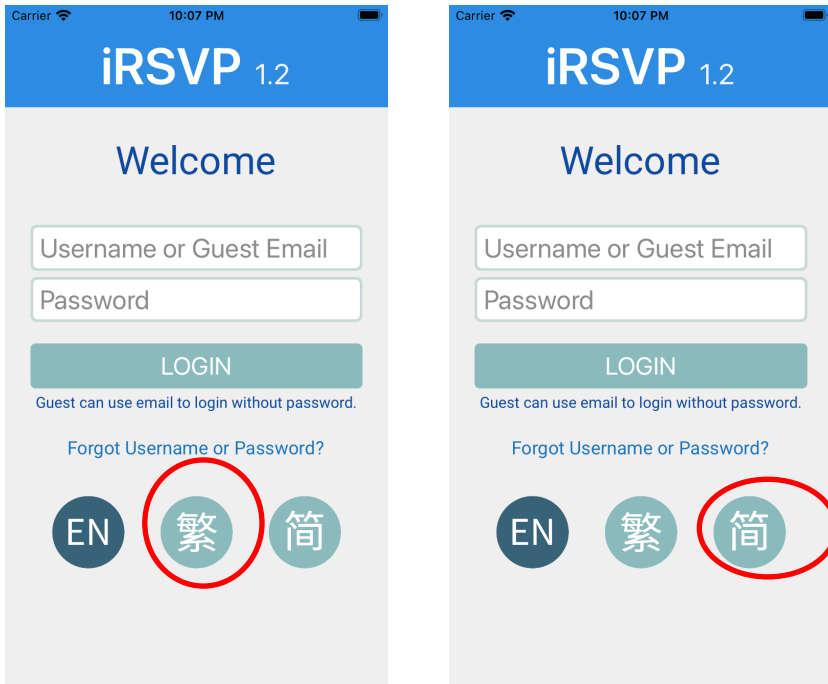
3. The app will display the flash screen a few seconds, then display the Login page.



2. Switch language on Login page

Steps:

1. Tap [繁] icon to switch to Traditional Chinese.
Tap [簡] icon to switch to Simplified Chinese.



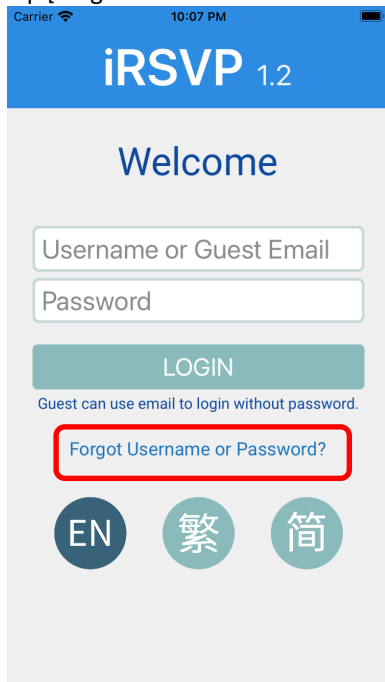
2. Tap [EN] icon to switch back to English.
3. The app will highlight the selected language icon and display the screen in selected language.



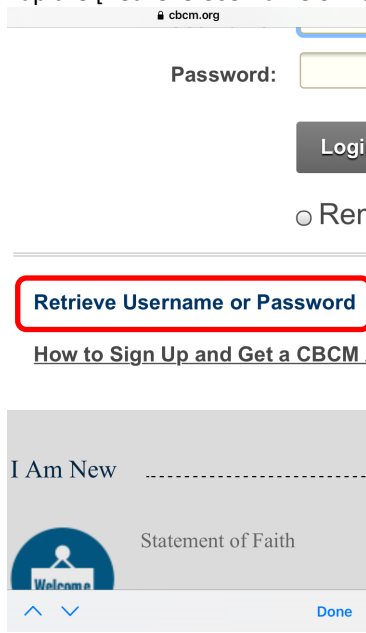
3. User forgot his username or password

Steps:

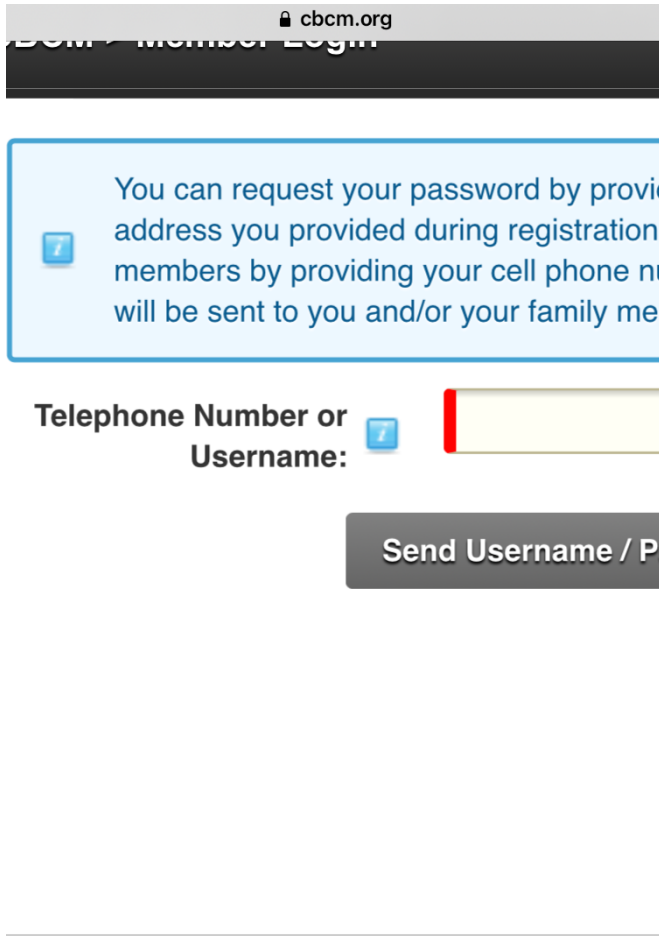
1. Tap [Forgot Username or Password?] link.



2. Tap the [Retrieve Username or Password] link on the website.



3. Tap the [Done] button on the top left corner to go back to the app.
4. The app will redirect to www.cbcm.org and then user can request for his username by entering telephone number or request password by entering username. The website will send the requested information by email.



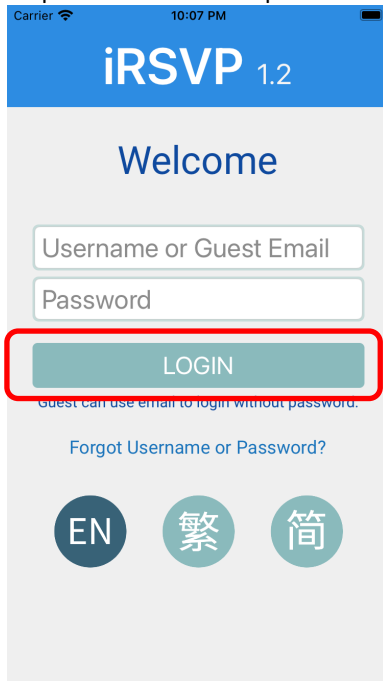
The screenshot shows a mobile browser interface for the website cbc.org. At the top, the address bar displays 'cbc.org'. Below it, the page title is 'CBCM - Member Login'. A light blue informational box contains the text: 'You can request your password by providing the email address you provided during registration. For members by providing your cell phone number, the password will be sent to you and/or your family member.' Below this box is a form with the label 'Telephone Number or Username:' and a small blue question mark icon. To the right of the label is a yellow input field with a red vertical bar on its left side. Below the input field is a grey button with the text 'Send Username / Password'.

5. The full instructions to retrieve username and password on in the following link and the scope is not included in this app.
[https://www.cbcm.org/Portals/0/documents/ITServices/26-HowToLoginAndChangePassword\(ENG\).pdf](https://www.cbcm.org/Portals/0/documents/ITServices/26-HowToLoginAndChangePassword(ENG).pdf)

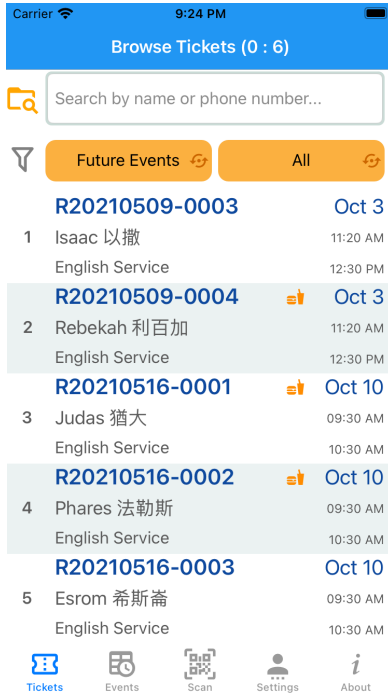
4. Login to Training Mode

Steps:

1. Keep the username and password blank and tap [LOGIN] button.



2. The app will go to Tickets page and display the sample data on the local database.



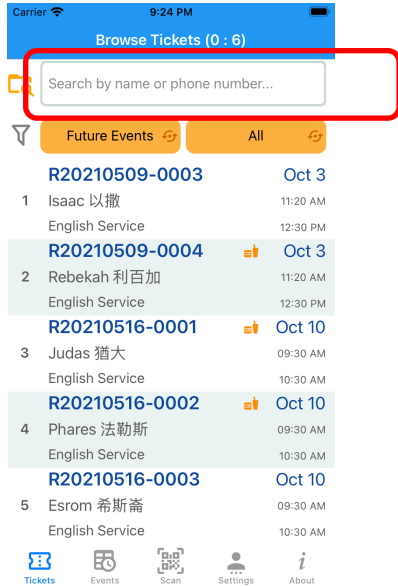
3. Tickets page shows checked-in and total counters on the title. For example, 0 : 6.

*** You may need to LOGOUT to get refresh the local database.

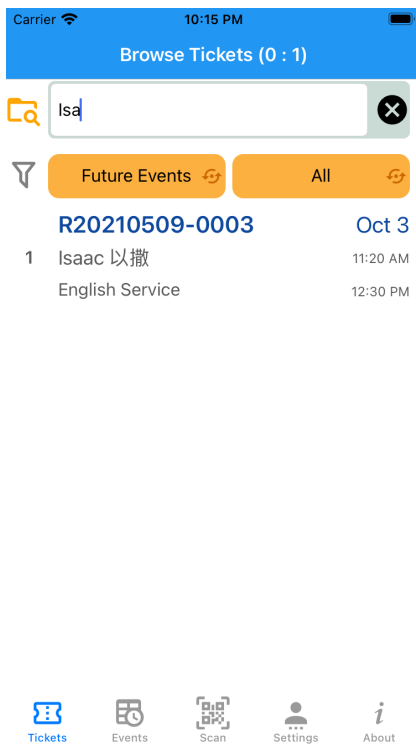
5. Search on Tickets Page

Steps:

1. Enter "Isa" into the Search bar of the Tickets page.



2. Tap the [X] (cancel) button on the Search Bar.
3. The app will display only one ticket which includes the keyword "Isa".



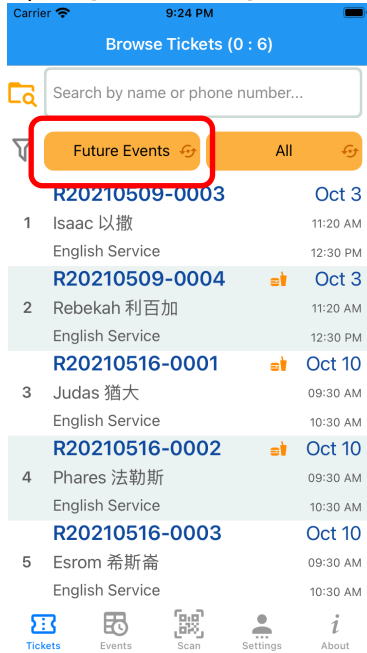
On the title of Tickets page shows the counters, 0 : 1.

4. The app goes back to the original list.

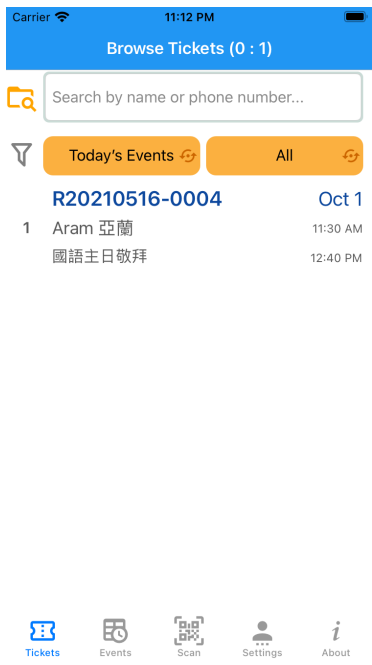
6. Switch Date Filter to Today's Events

Steps:

1. Tap the [Future Events] button once.



2. The button will switch to [Today's Events]. Only today's tickets will be shown on the screen.

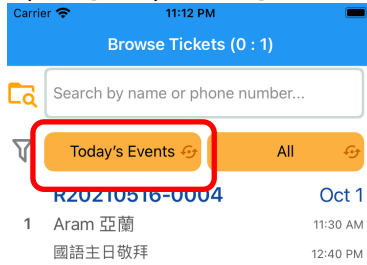


On the title of Tickets page shows the counters, 0 : 1.

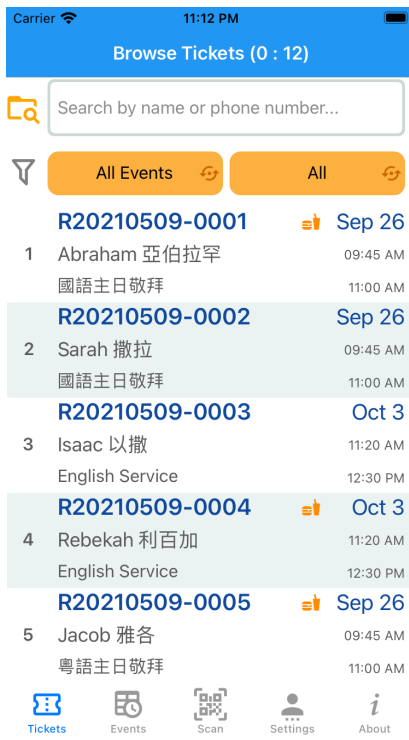
7. Switch Date Filter to All Events

Steps:

1. Tap the [Today's Events] button once.



2. The button will switch to [All Events]. All tickets will be shown on the screen.

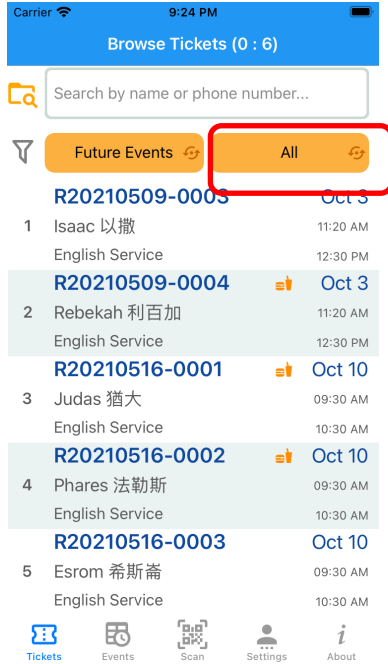


On the title of Tickets page shows the counters, 0 : 12.

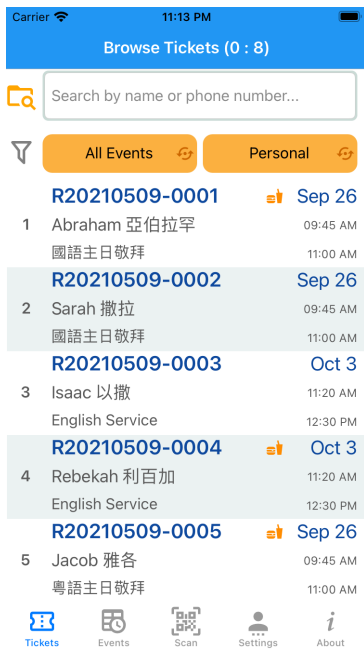
8. Switch Filter Mode to Personal

Steps:

1. Tap the [All] button once. *** Only user can use this button. This will be used when user wants show his own family's tickets.



2. The button will switch to [Personal]. Only the user's family related tickets will be shown on the screen.

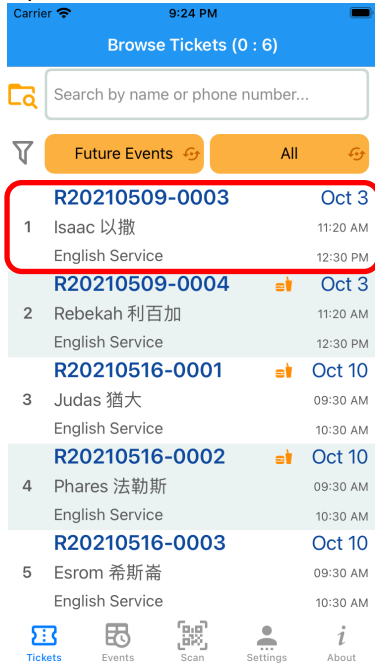


On the title of Tickets page shows the counters, 0 : 8.

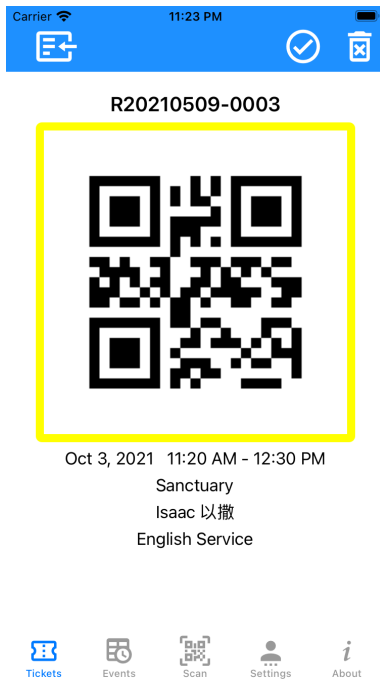
9. Display the details (QR code) of selected ticket

Steps:

1. Tap the ticket R20210509-0003.



2. Tap the back button on the top left corner.
3. The Ticket Detail page will display the detail information of the ticket, such as ticket code, meal flag, QR code, date/time, names, and location.



10. Check in ticket from Ticket Detail Page

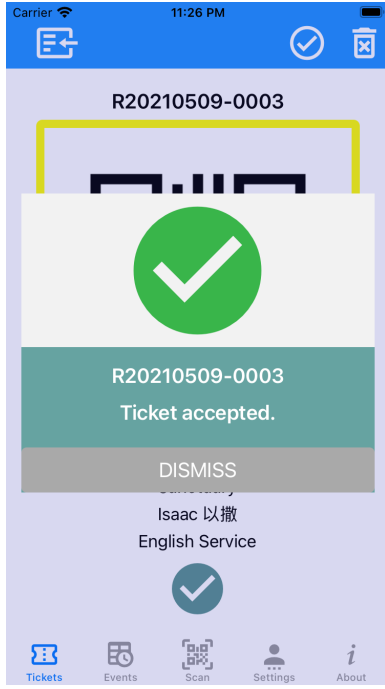
Steps:

1. Double tap the QR code of ticket R20210509-0003.
Or tap the [Check In] icon on the top right corner.



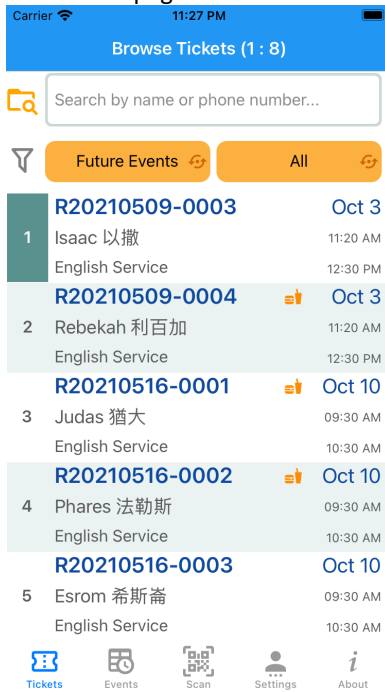
2. Wait one second.
3. Tap the back button on the top left corner to go back to the previous page.

4. The ticket R20210509-0001 will be checked in. The popup window will be dismissed automatically in one second.



The ticket status will be updated and display green color.

5. The Tickets page shows the checked-in ticket R20210509-0003 high-lighted.

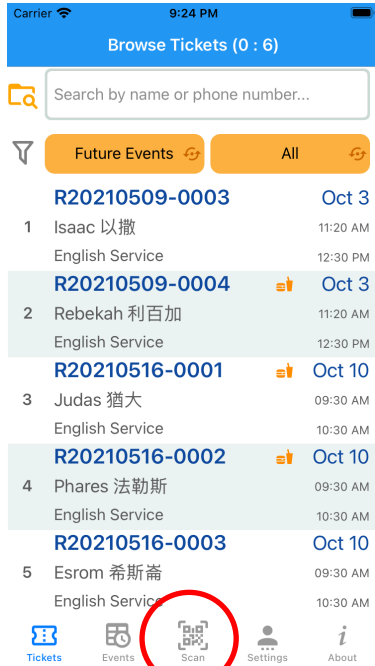


On the title of Tickets page shows the counters, 1 : 8.

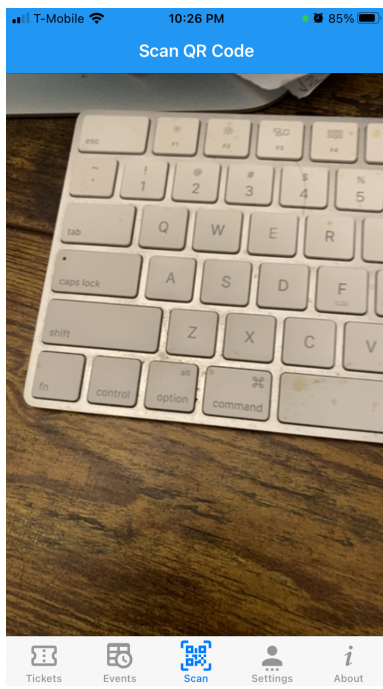
11. Go to Scan Page

Steps:

1. Tap the [Scan] button on the bottom of the menu.
*** Only usher can see this option.



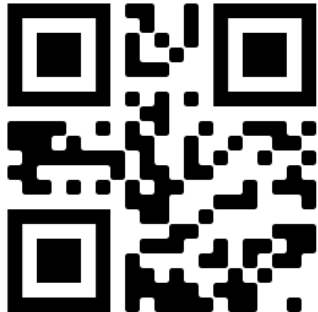
2. The app will go to Scan page and display what the camera is focusing on.



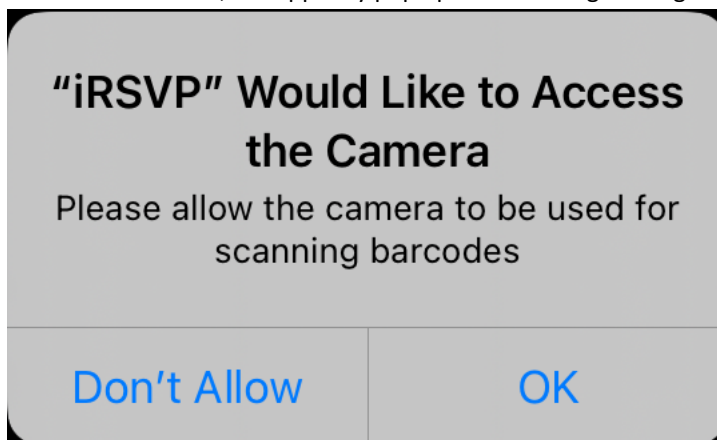
12. Check in ticket from Scan Page

Steps:

1. Scan the QR code of ticket R20210509-0002.

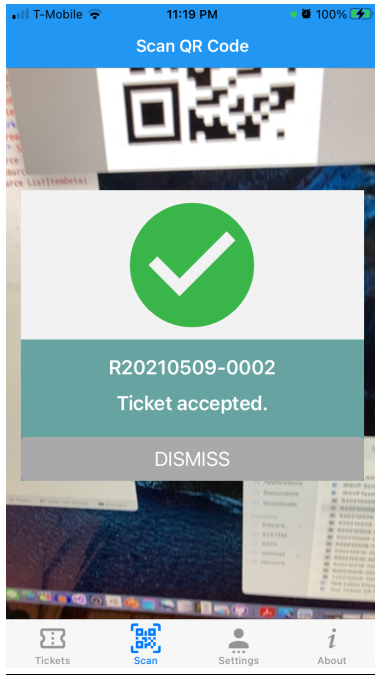


When first time use, the app may pop up the following message. Tap [OK] button to continue.

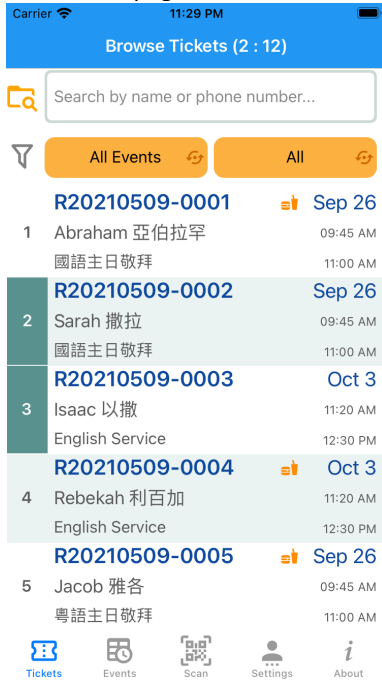


2. Wait 7 seconds. This is a good time to move the camera away from QR code.
3. Tap the back button on the top left corner to go back to the previous page.

- The ticket R20210509-0002 will be checked in with a beep sound. The popup window will be dismissed automatically in one second.



- The Tickets page show the checked-in ticket R20210509-0002 in green color.

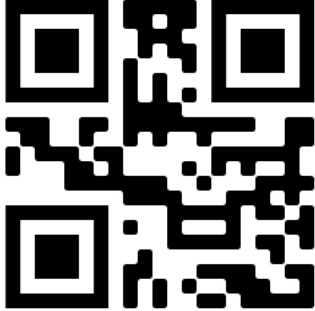


On the title of Tickets page shows the counters, 2 : 12.

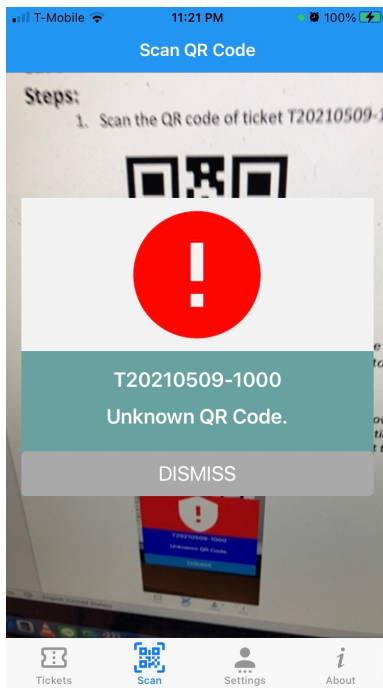
13. Scan an unknown ticket from Scan Page

Steps:

1. Scan the QR code of ticket T20210509-1000. This is a random QR code.



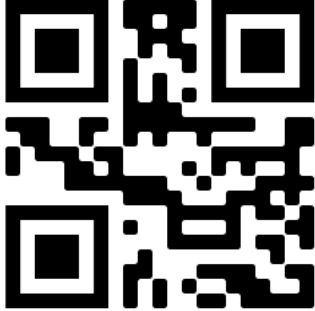
2. Wait one seconds. This is a good time to move the camera away from QR code.
3. Tap the back button on the top left corner to go back to the previous page.
4. The app will display warning message “Unknown QR Code” with a warning sound. The popup window will be dismissed automatically in 7 seconds. Usher should not allow people with this ticket to enter.



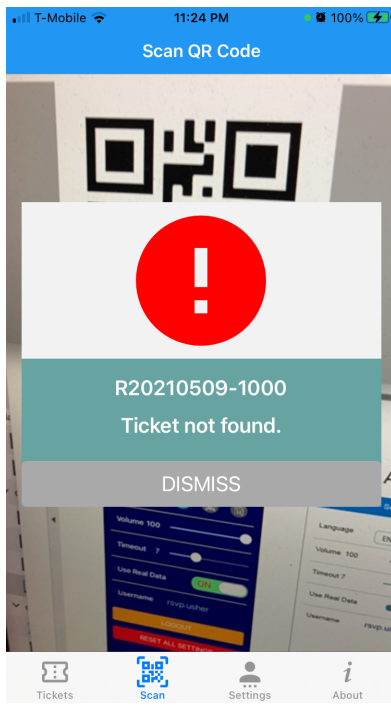
14. Scan an invalid ticket from Scan Page

Steps:

1. Scan the QR code of ticket R20210509-1000. This is QR code cannot be found in the database.



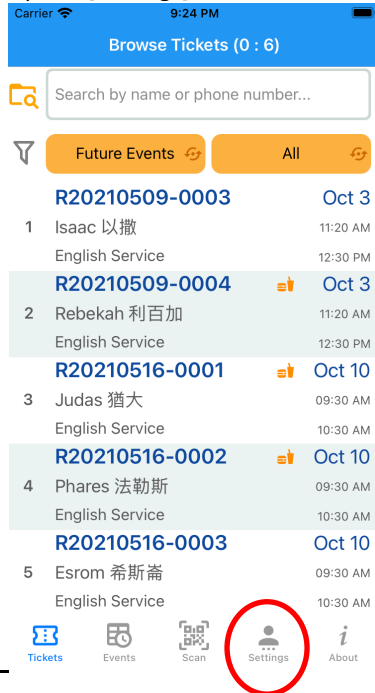
2. Wait one second. This is a good time to move the camera away from QR code.
3. Tap the back button on the top left corner to go back to the previous page.
4. The app will display warning message “Ticket not found” with a warning sound. The popup window will be dismissed automatically in 7 seconds. Usher should not allow people with this ticket to enter.



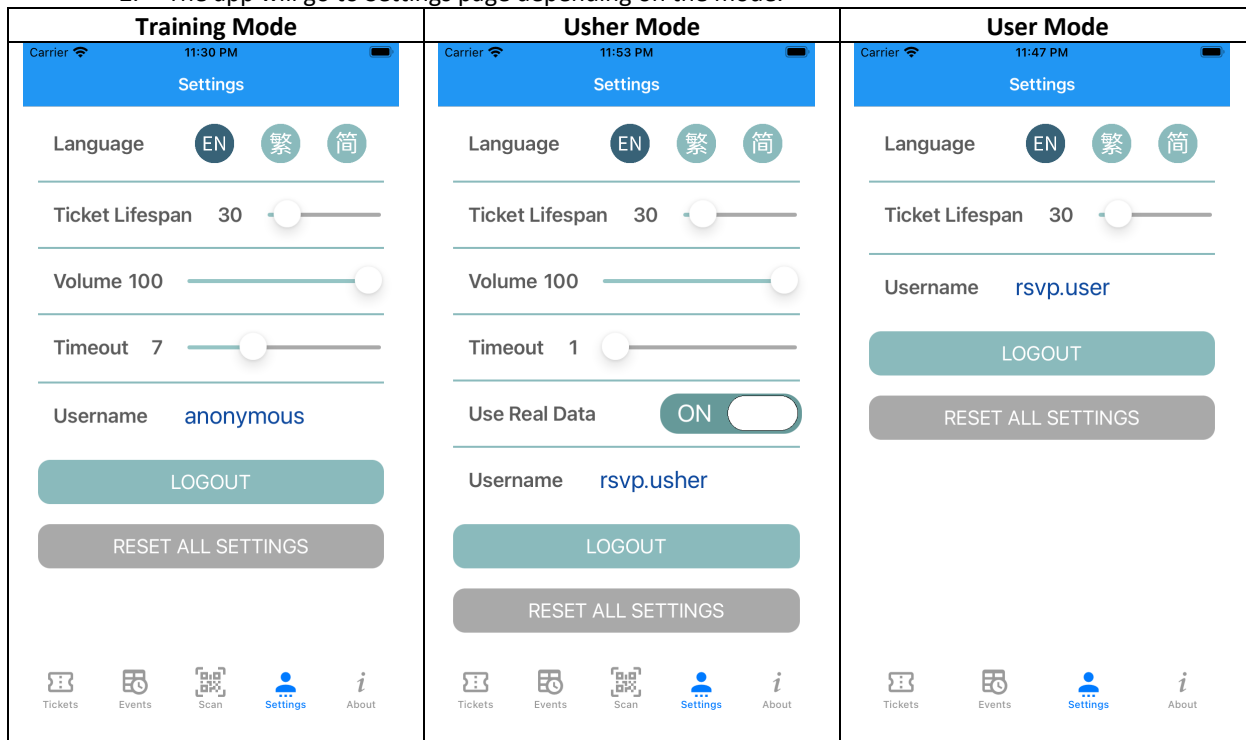
15. Go to Settings Page

Steps:

1. Tap the [Settings] button on the bottom of the menu.



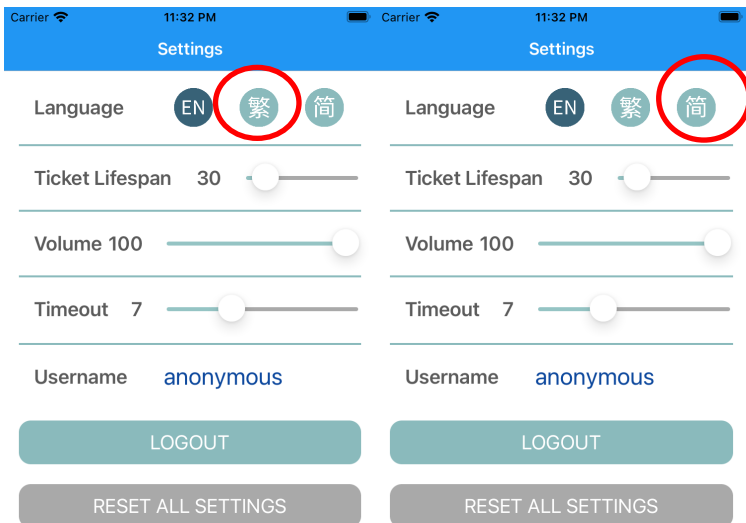
2. The app will go to Settings page depending on the mode.



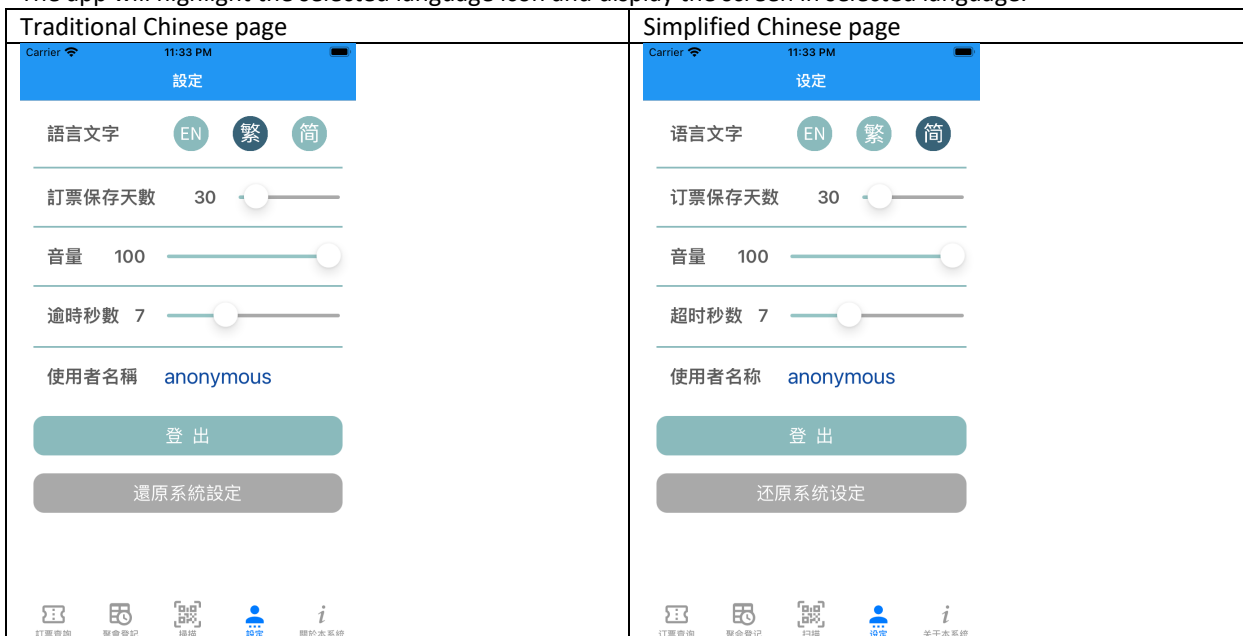
16. Switch language on Settings page

Steps:

1. Tap [繁] icon to switch to Traditional Chinese.
Tap [簡] icon to switch to Simplified Chinese.



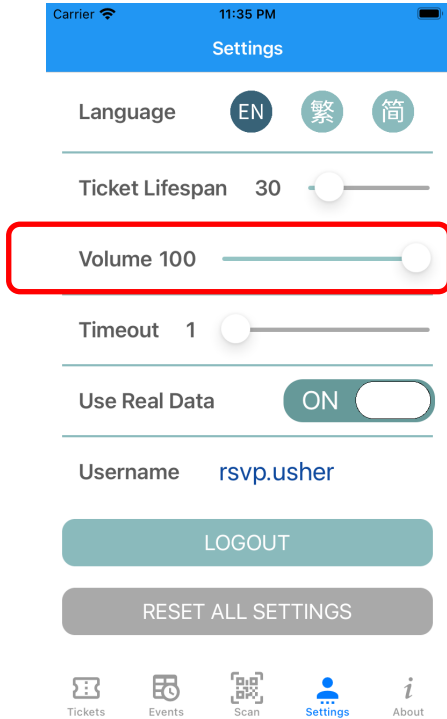
2. Tap [EN] icon to switch back to English.
3. The app will highlight the selected language icon and display the screen in selected language.



17. Adjust Volume on Settings page

Steps:

1. Slide the Volume value from 0 to 100. Then set the value to 50.
*** Only usher can see this option.

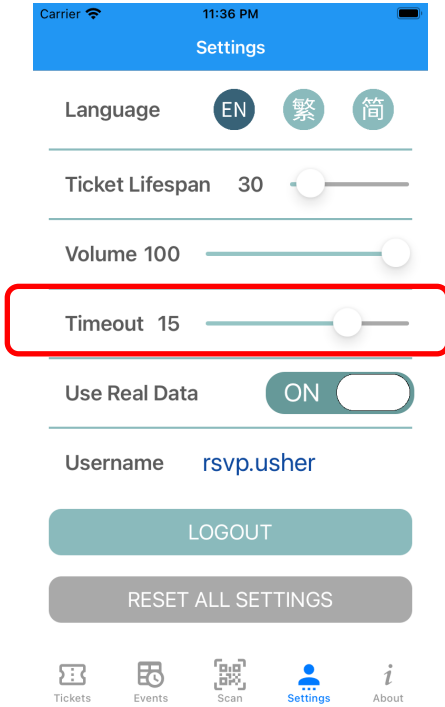


2. Perform "12 Check in ticket from Scan Page" again and listen to the beep sound while check in.
3. The beep sound should be half lower than the original settings (100).

18. Adjust Timeout on Settings page

Steps:

1. Slide the Timeout value from 0 to 20. Then set the value to 15.
*** Only usher can see this option.

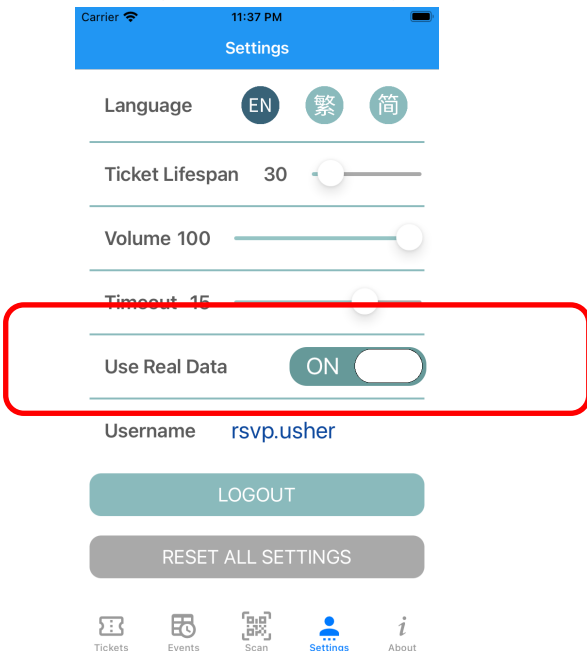


2. Perform "12 Check in ticket from Scan Page" again and wait for the pop-up window to disappear.
3. The pop-up window should stay 15 seconds and then disappear automatically.

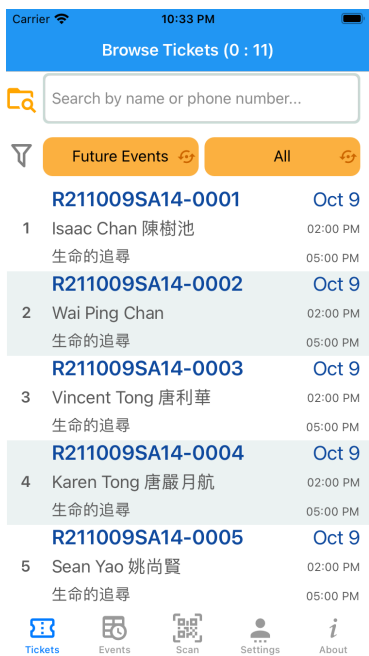
19. Switch real data mode on Settings page

Steps:

1. Tap or slide the [Use Real Data] button to switch to OFF.
*** Only usher can see this option. Run "26. Login to Usher Mode" first.



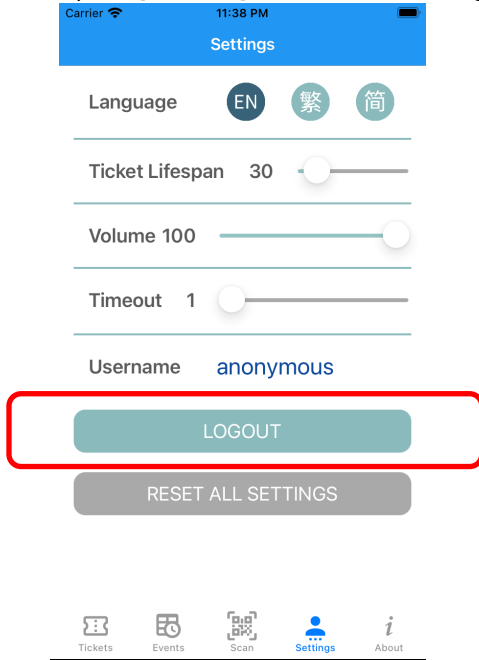
2. Go to Tickets page to verify the results.
3. The app will display the real data downloaded from database server. This action may take a while depending on the filters and data volume.



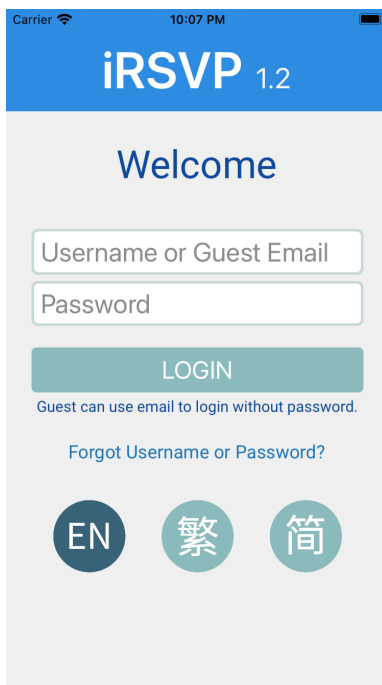
20. Logout the current user

Steps:

1. Tap the [LOGOUT] button on the Settings page.



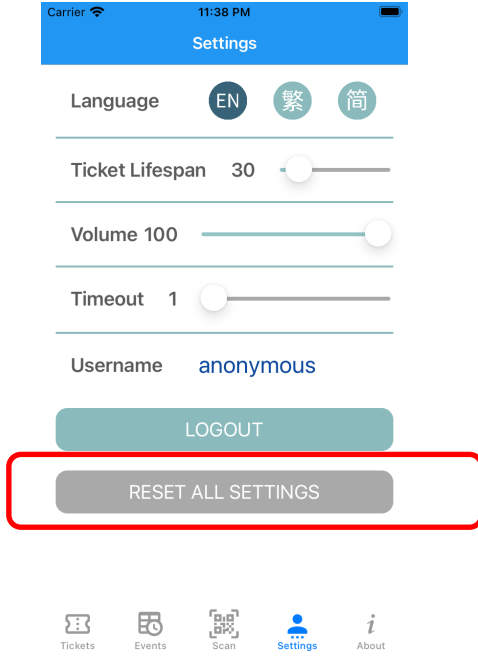
2. The app will go to refresh the local database and go to the Login page. Once login again, the tickets' date/time on local database will be changed to recent dates.



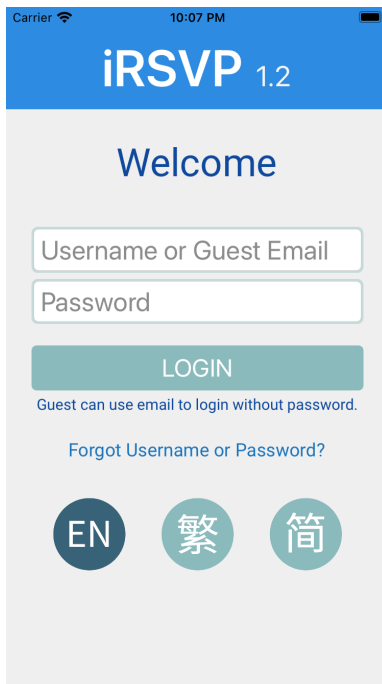
21. Reset all settings

Steps:

1. Tap the [RESET ALL SETTINGS] button on the Settings page. This will refresh all of the local settings including system default values and translated words.



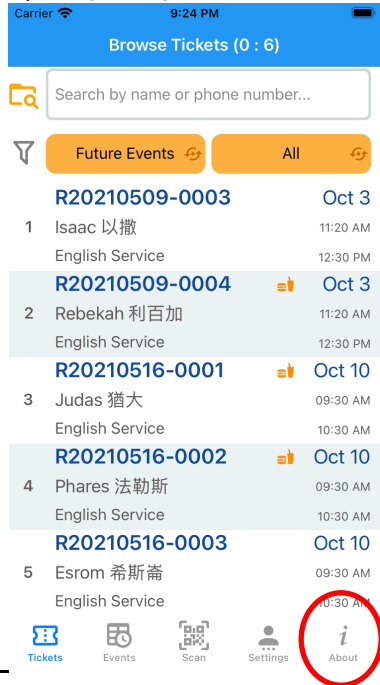
2. The app will go to refresh the local database and go to the Login page.



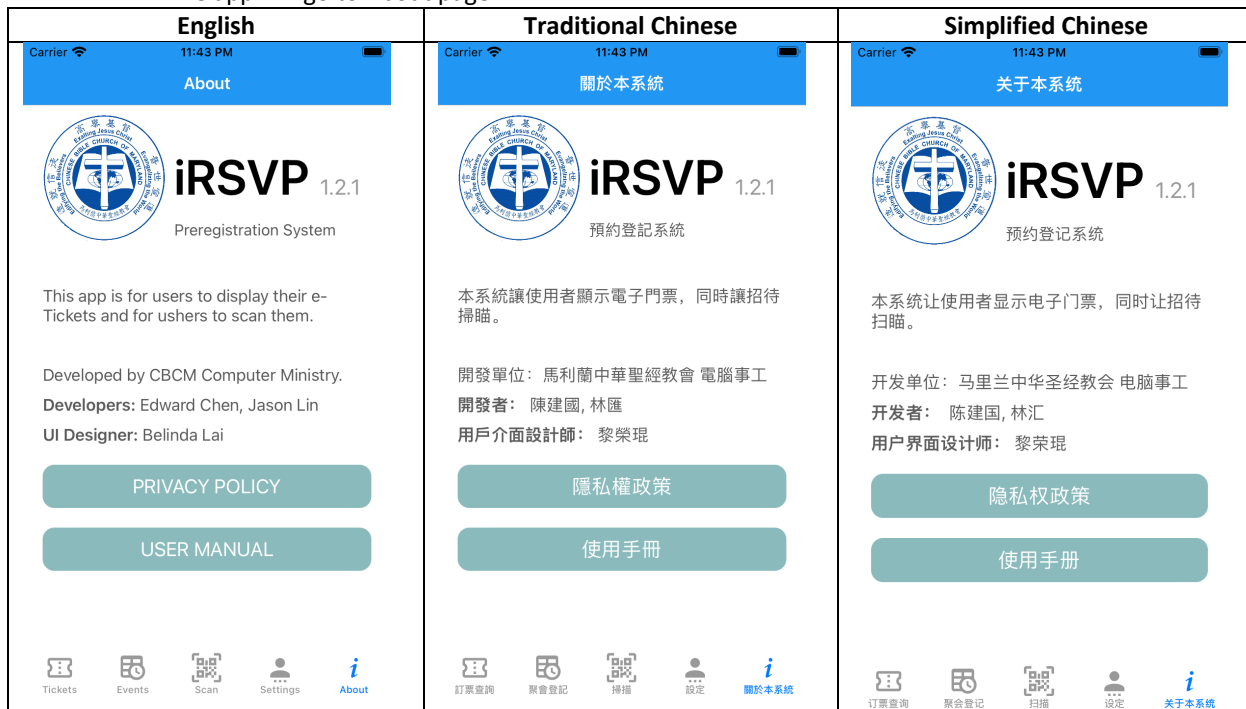
22. Go to About Page

Steps:

1. Tap the [About] button on the bottom of the menu.



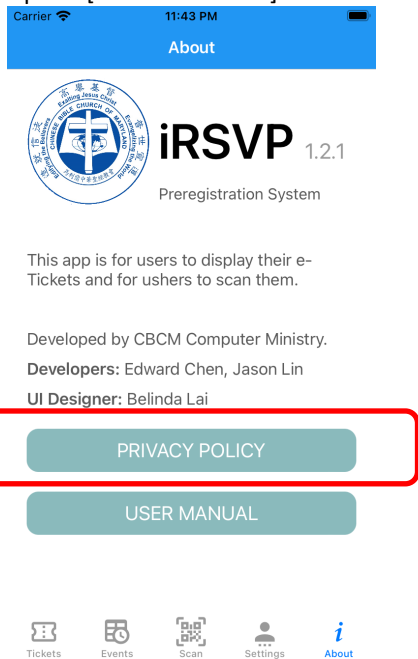
2. The app will go to About page.



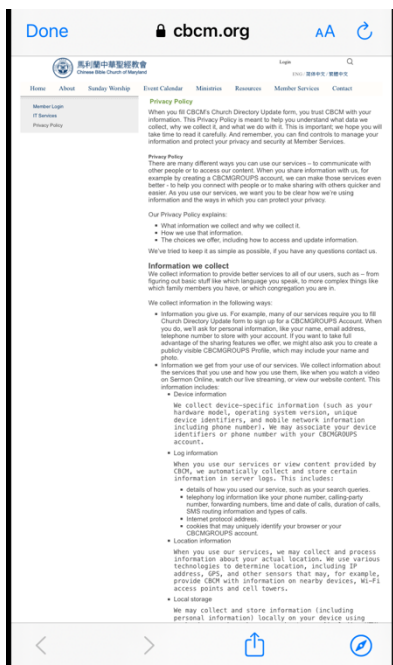
23. Watch Privacy Policy

Steps:

1. Tap the [PRIVACY POLICY] button on About page.



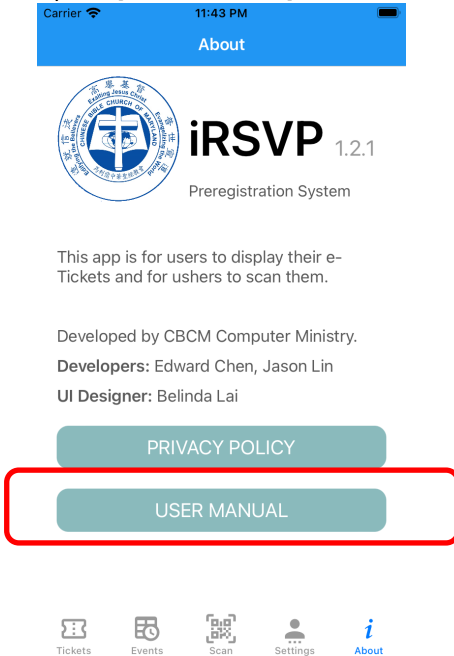
2. Tap [Done] button on the top left corner to close the browser.
3. The app will open the default browser and display CBCM Privacy Policy page.



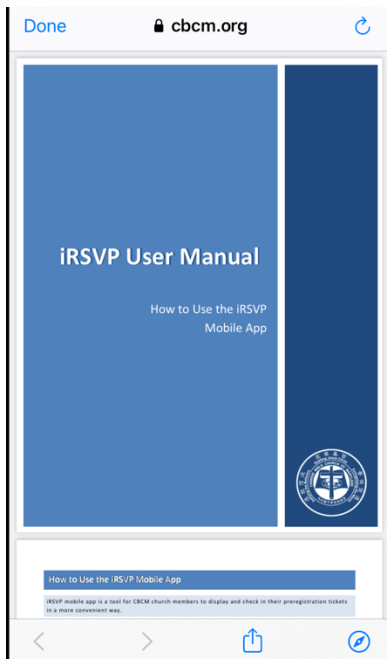
24. Watch User Manual

Steps:

1. Tap the [USER MANUAL] button on About page.



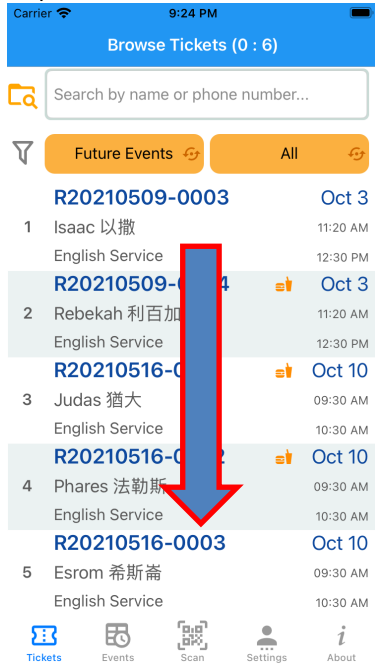
2. Tap [Done] button on the top left corner to close the browser.
3. The app will open the default browser and display iRSVP User Manual PDF file.



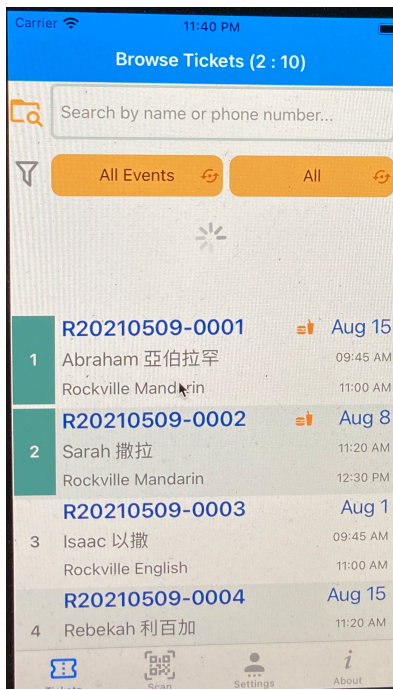
25. Refresh the Tickets Page

Steps:

1. Swipe the ticket list down.



2. The app will refresh the database and load the latest information from database server. This is useful when more than one ushers are on duty. The ushers are able to know how many vacant seats.



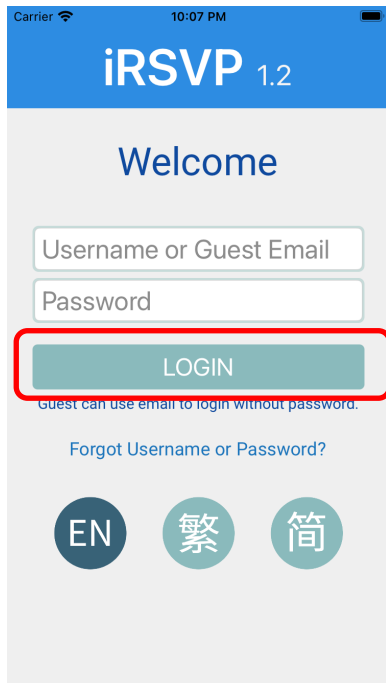
26. Login to Usher Mode

Steps:

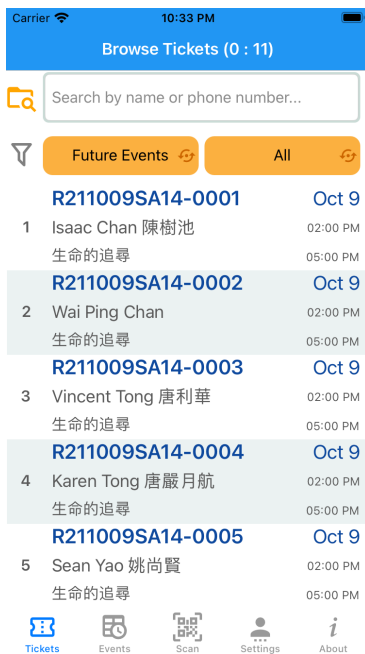
1. Enter usher's username and password and tap [LOGIN] button.

Username: rsvp.usher

Password: *****



2. The app will go to Tickets page and display the real data.



3. Tickets page shows checked-in and total counters on the title. For example, 0 : 11.

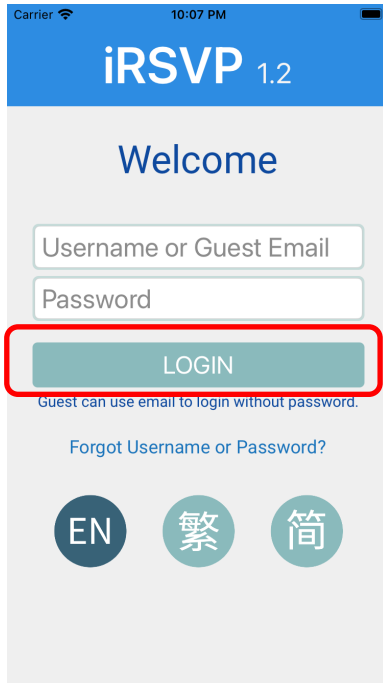
27. Login to User Mode

Steps:

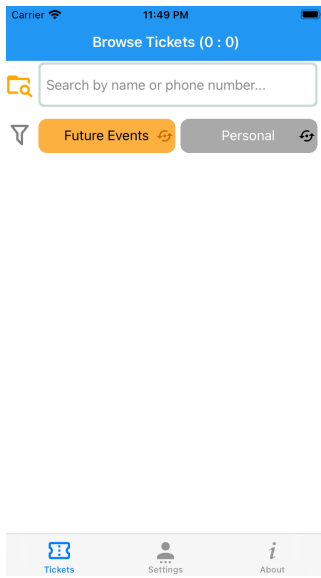
1. Enter user's username and password and tap [LOGIN] button.

Username: rsvp.user

Password: *****



2. The app will go to Tickets page and display the real data.

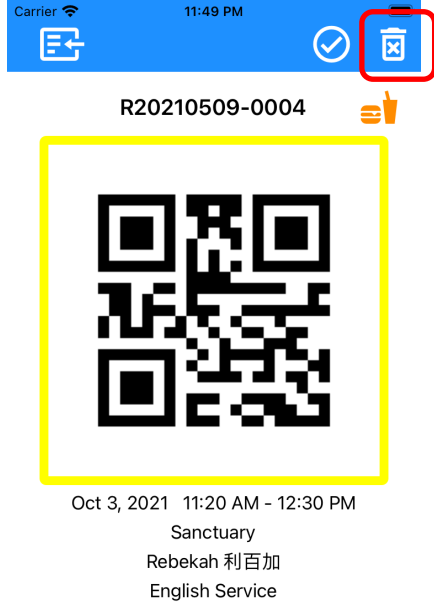


3. The [Personal] filter mode button is disabled. Only usher can use it.
4. The Scan page button is disappeared. Only usher can use it.

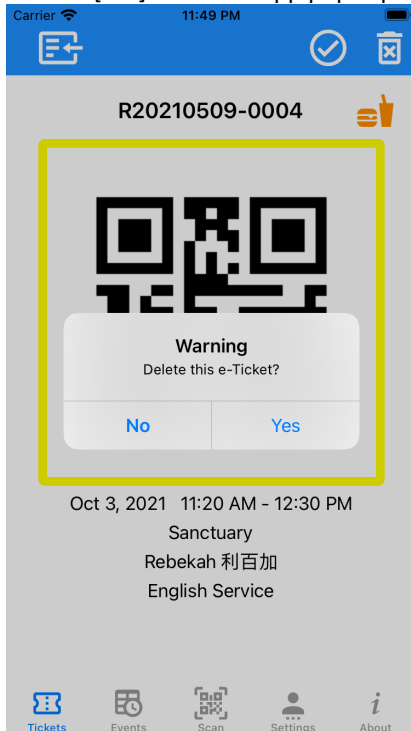
28. Delete Ticket

Steps:

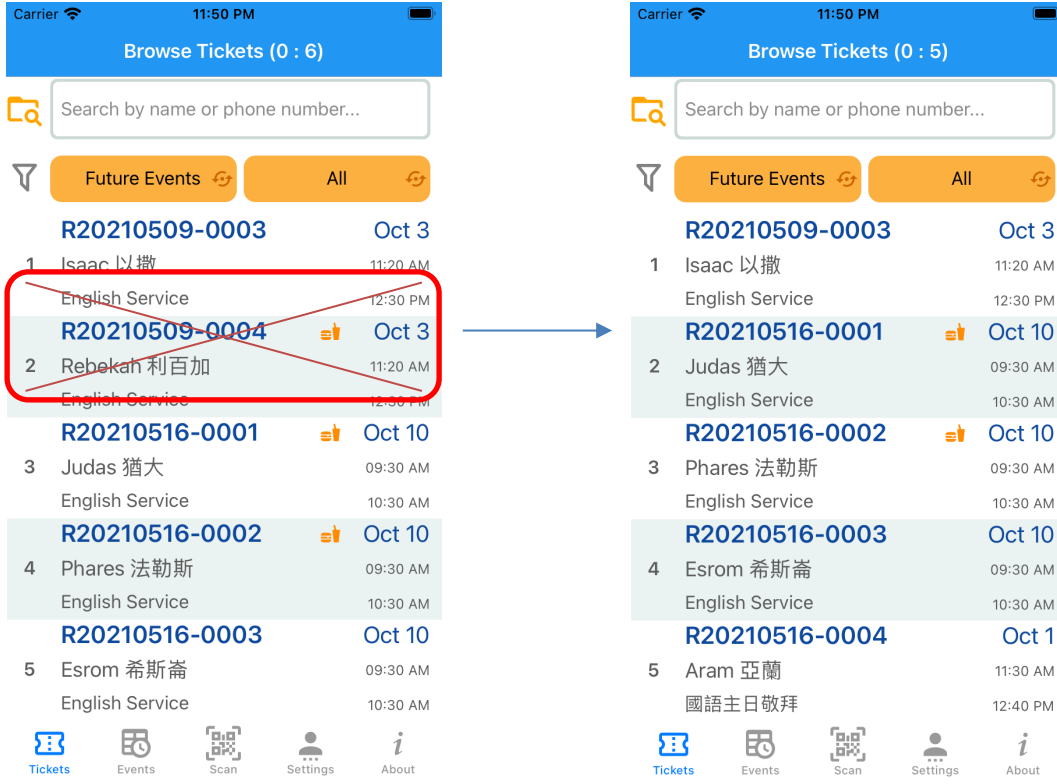
1. Perform “9. Display the details (QR code) of selected ticket” to display a ticket’s QR Code.
2. Tap the [Delete] icon on the top right corner.



3. Answer [Yes] when the app pops up a warning message.



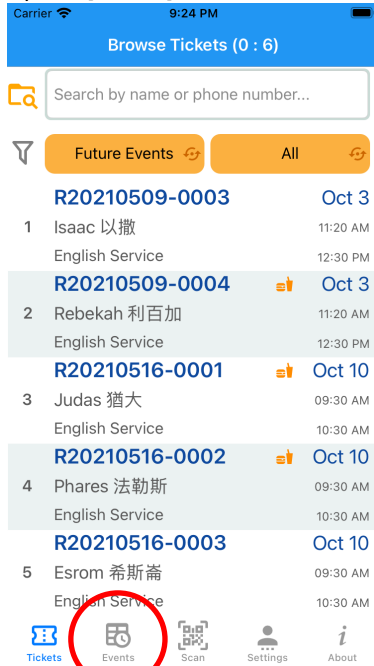
4. The app will go to Tickets page and the deleted ticket disappeared.



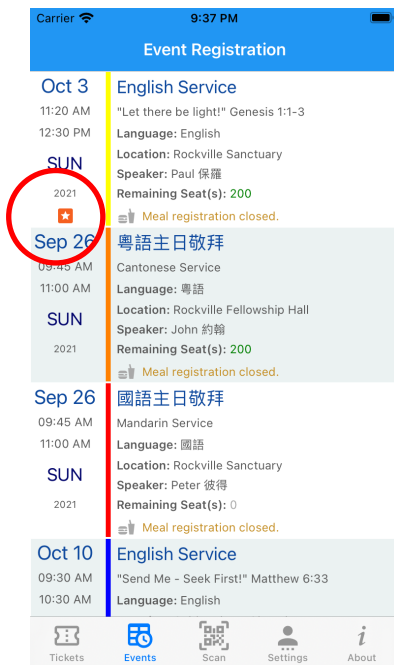
29. Go to Events Page

Steps:

1. Tap the [Events] button on the bottom of the menu.



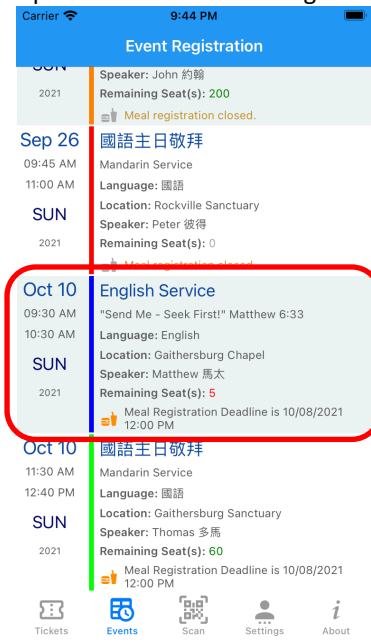
2. The app will go to Events page and display all of the upcoming events. The events of user's congregation will be on the top and show a favorite icon.



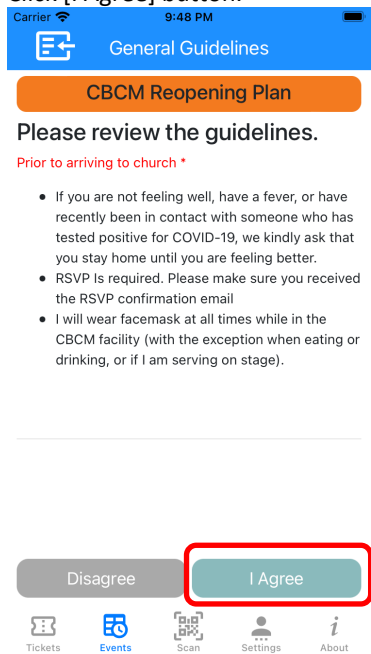
30. Register an Event

Steps:

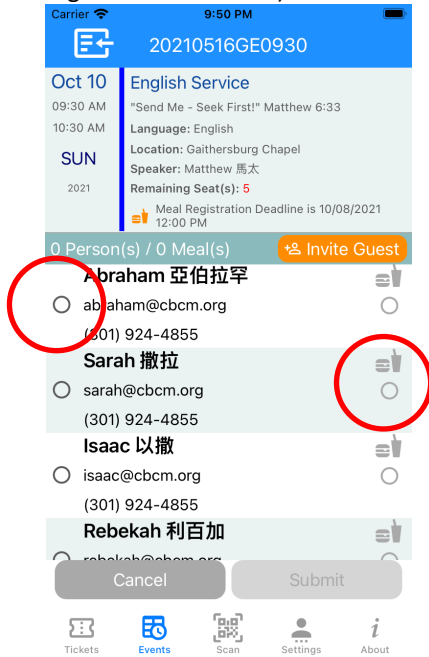
1. Tap one event with meal registration is still available.



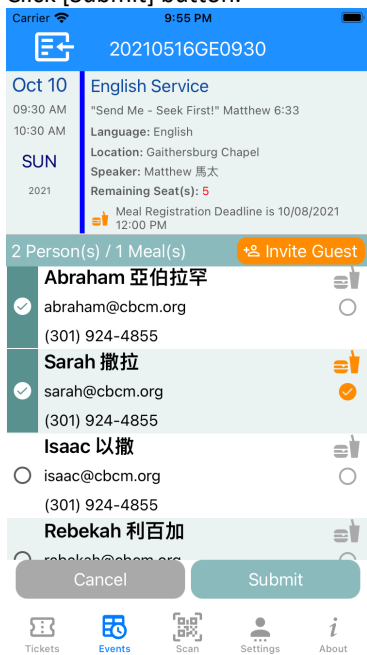
2. Click [I Agree] button.



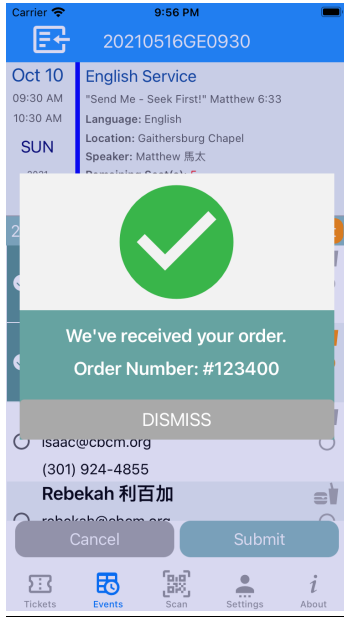
3. Select one or more people. Either the checkbox on the left (for registration only) or the meal checkbox (for both registration and meal).



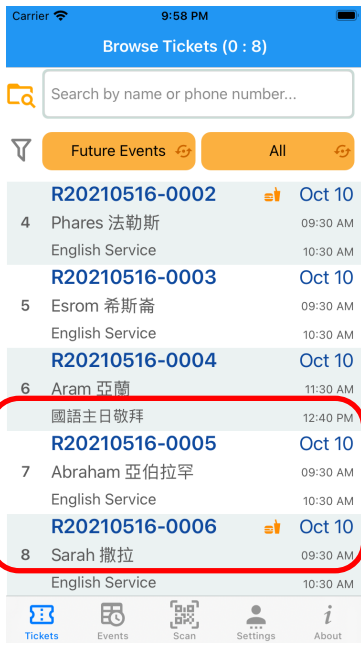
4. Click [Submit] button.



5. The app will display the order number for reference.
The ticket applicant and the people invited will receive the e-Tickets email notification.



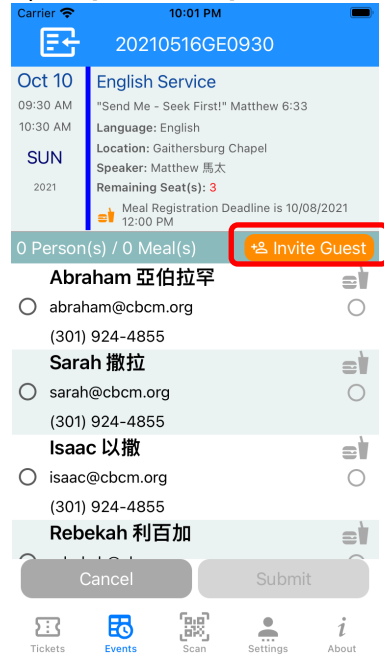
6. Go to the [Tickets] page. Verify the e-Tickets are there.



31. Invite a Guest

Steps:

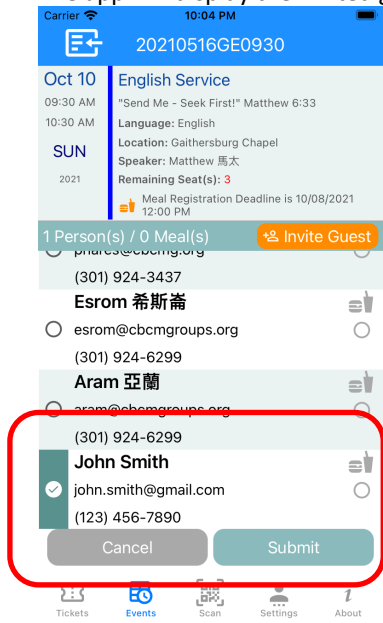
1. Tap the [Invite Guest] button.



2. Enter the contact information and click [Save] button.



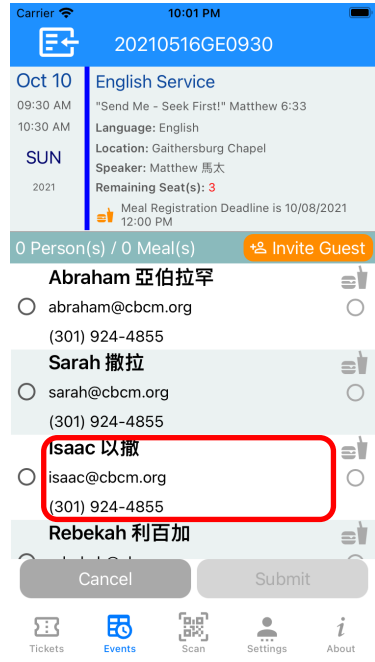
3. The app will display the invited guest at the bottom of the page.



32. Edit a Guest

Steps:

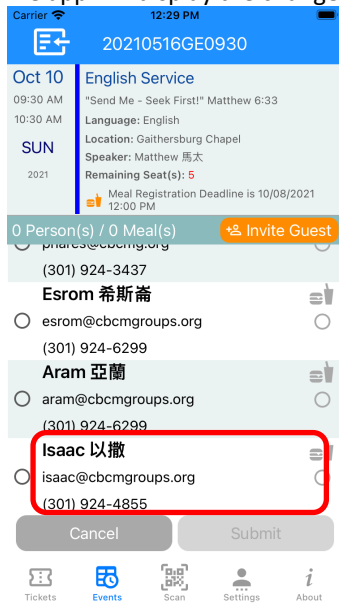
1. Tap the guest you want to edit.
***** active members on the top cannot be edited.**



2. Make changes on the contact information and click [Save] button.



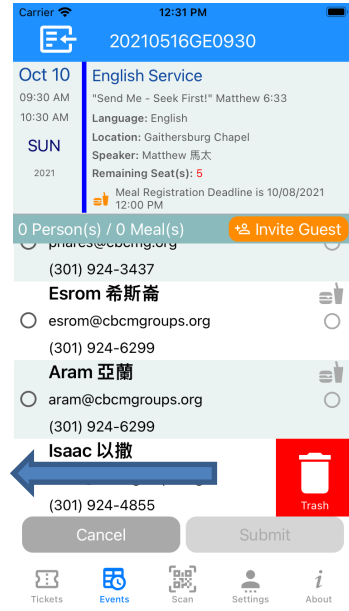
3. The app will display the changed guest at the bottom of the page.



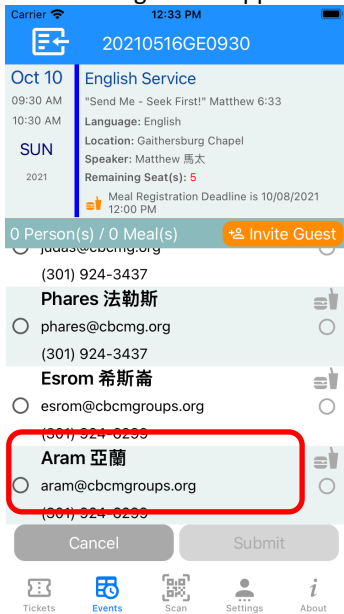
33. Delete a Guest

Steps:

1. Swipe left the guest you want to delete until the Trash button appears on the right.
***** active members on the top cannot be edited.**



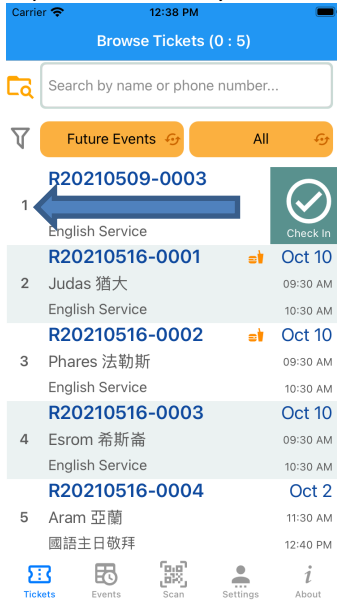
2. Click the [Trash] button.
3. The deleted guest disappears from the list of the page.



34. Check in ticket from Tickets Page

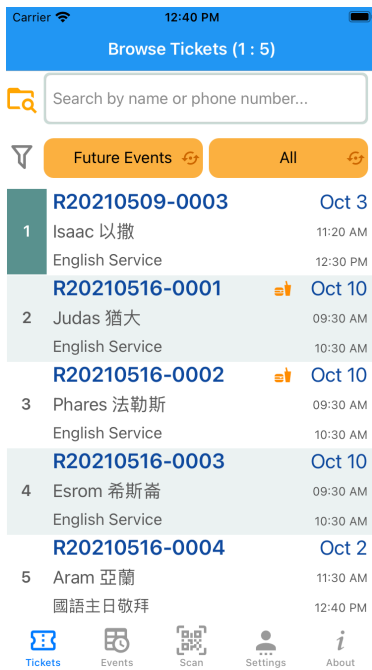
Steps:

1. Swipe left the ticket you want to check in until the [Check In] button appears on the right.



2. Click the [Check In] button.

3. The selected ticket will be checked in.



The ticket status will be updated and display green color.