

iCBCM User Manual

How to Use the iCBCM
Mobile Application



How to Use the iBCCM Mobile Application

Introduction

iBCCM mobile app is a tool for CBCM church members to look in the church directory in a more convenient way.

The training mode allows the user to get familiar with the app without username and password. For sure, the app won't trigger the Gaithersburg campus security system to open the door in the training mode.



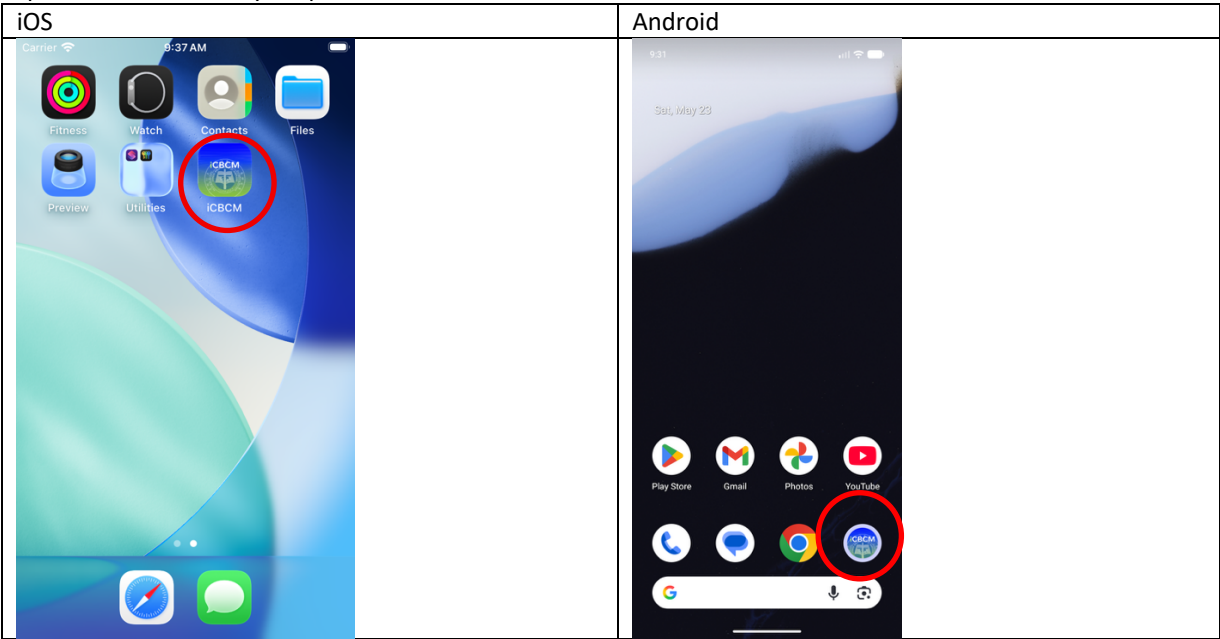
ONCE YOU'VE INSTALLED THE iBCCM APP,

PROCEED TO THE NEXT PAGE FOR INSTRUCTIONS ON HOW TO USE IT...

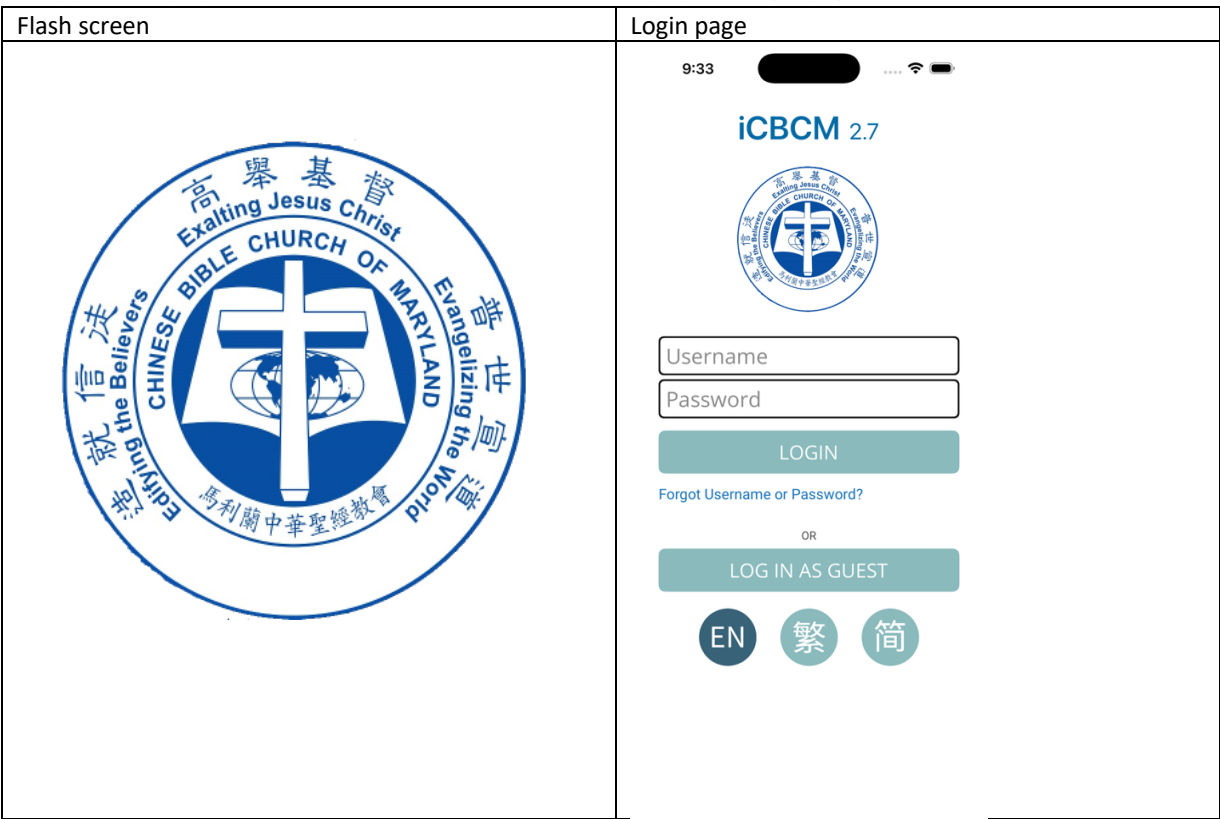
1. Run iCBCM App

Steps:

- 1. Install iCBCM app from App Store / TestFlight or Google Play Store. You may receive the testing invitation or redeem code.
- 2. Tap the iCBCM icon on your phone.



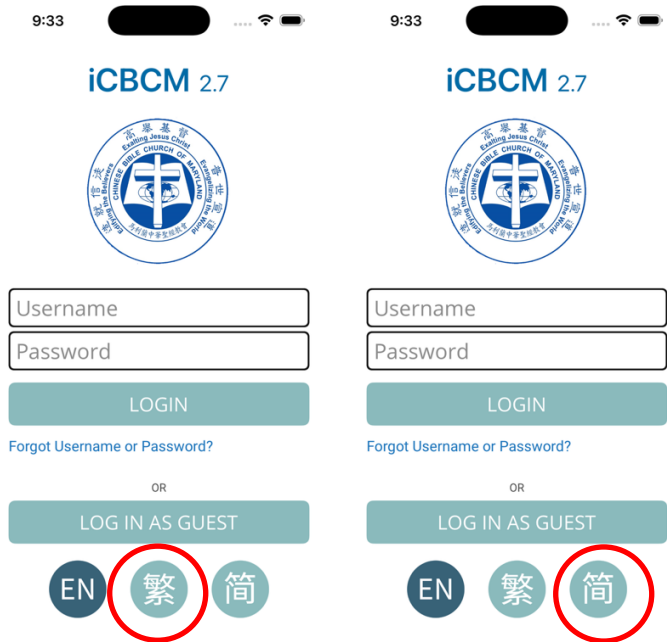
- 3. The app will display the flash screen a few seconds, then display the Login page.



1. 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.



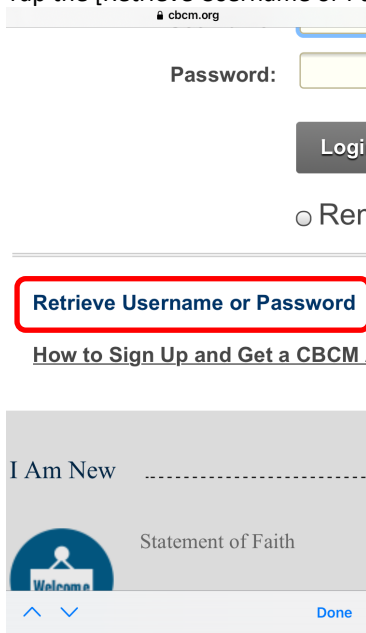
2. User forgot his username or password.

Steps:

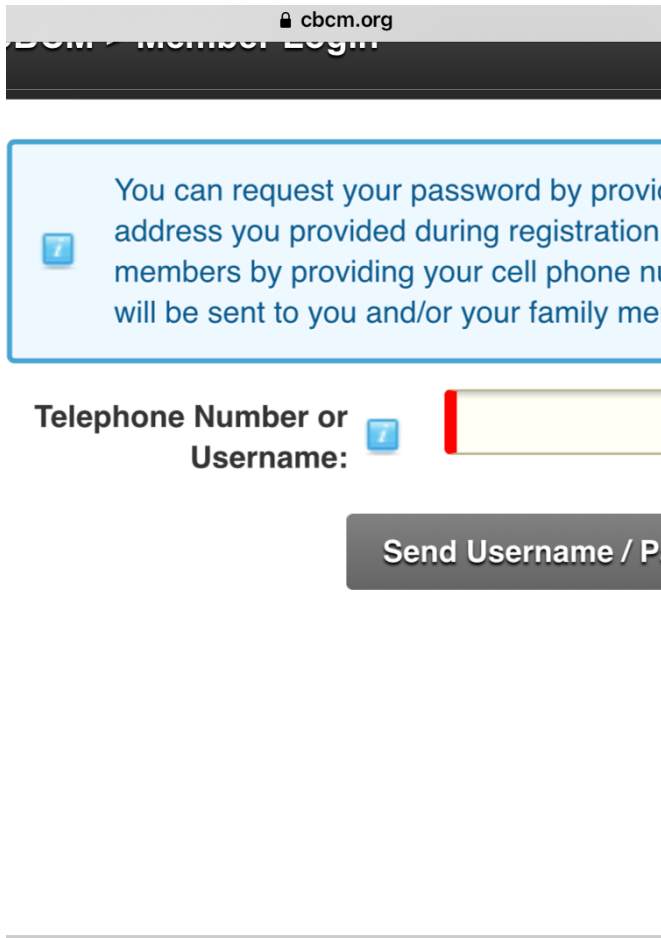
1. Tap [Forgot Username or Password?] link.



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 w12.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.



cbcm.org

Member Login

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.

Telephone Number or Username:

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://w12.cbcm.org/Portals/0/documents/ITServices/26-HowToLoginAndChangePassword\(ENG\).pdf](https://w12.cbcm.org/Portals/0/documents/ITServices/26-HowToLoginAndChangePassword(ENG).pdf)

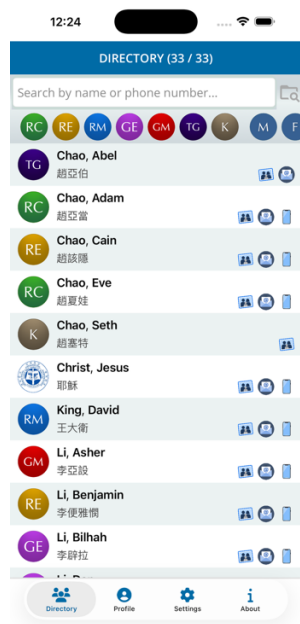
3. Login with Your CBCM Account.

Steps:

1. Enter your CBCM username and password, then tap [LOGIN] button or tap [LOG IN AS GUEST] to go to the **demonstration** mode which only displays the data for demonstration purpose only.



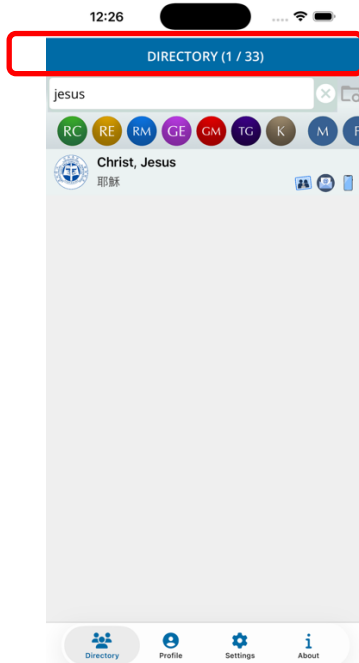
2. The app will go to Directory page and display list of church members.



4. Search Church Members

Steps:

1. Enter keywords to search church members. For example, *jesus*.



This person has family photo.



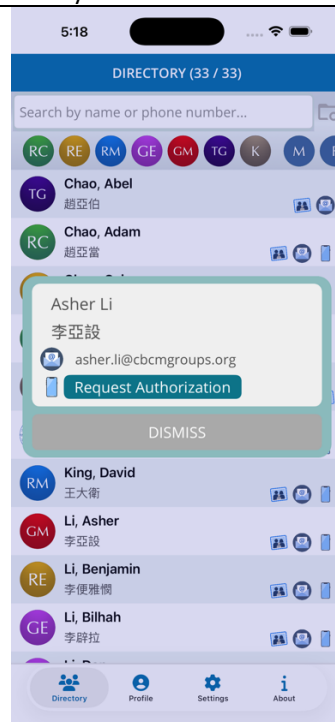
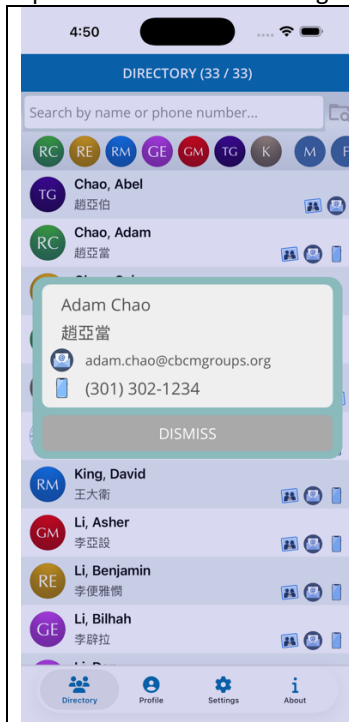
This person has cbcmggroups.org email address.



This person has a cell phone.

The title bar will display the count of the results. In the case, 33 means total number of the church member. 1 means the church member(s) who meet the search criteria.

2. Tap the icons on the lower right, you may see detail information or request to see the information.



Tap the [Request Authorization] button, the cell phone owner will receive an email for he/she to approve the request.

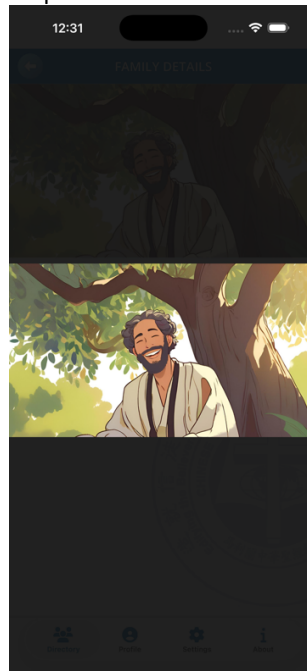
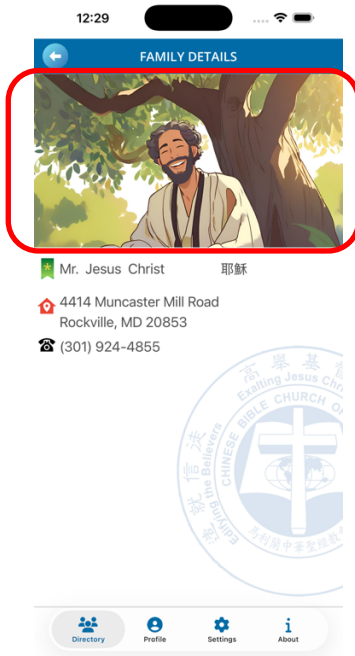
Once the request is approved, the app will display the cell phone number.

*** Church leaders will see the cell phone number without prior approval.

3. Tap the row with church member's name. System will display the detail family information and photo.



4. User can tap the back button to go back to the previous page.
5. User can tap the photo to zoom in/out the photo.

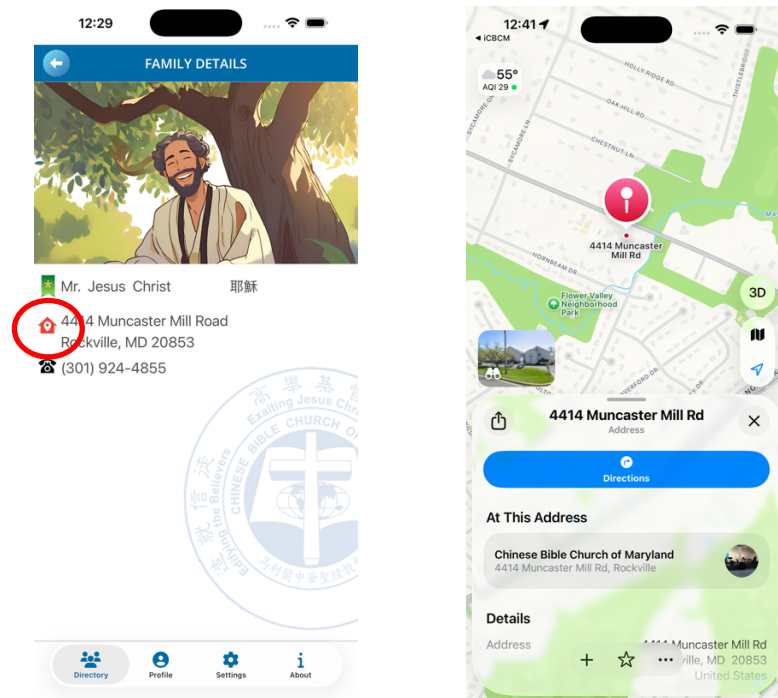


Tap the photo again will go back to the detail page.

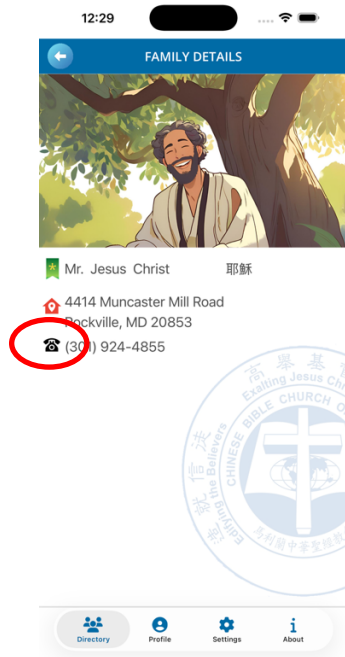
6. User can tap the Membership icon to display the icon description. The popup dialog will disappear in 30 seconds.



7. User can tap the Map icon to display the map of the home address.



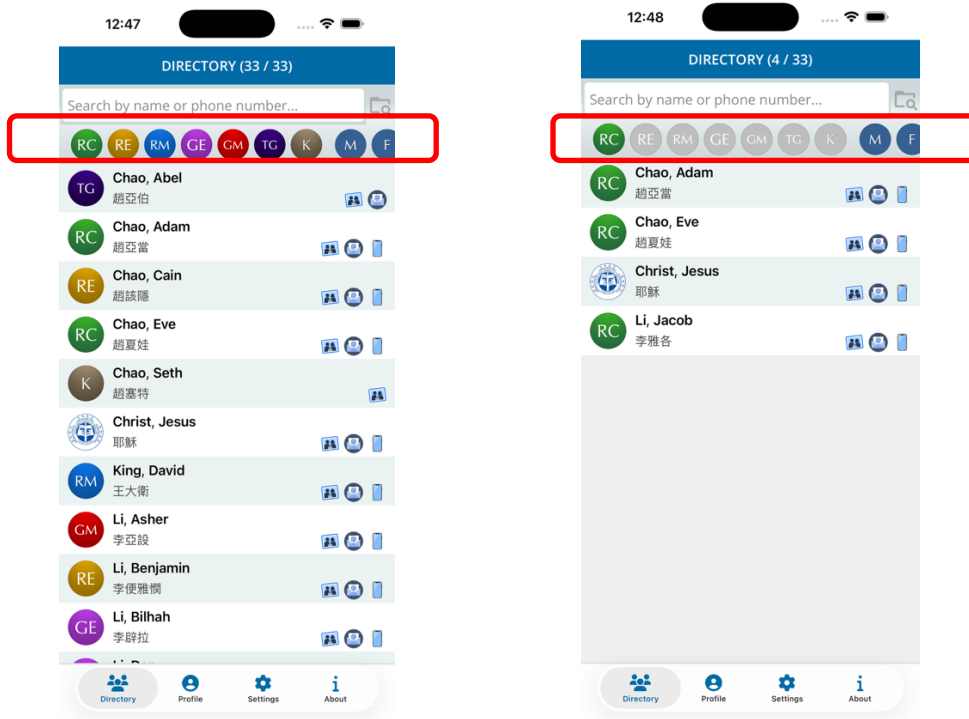
8. User can tap the Telephone icon to make a phone call to the phone number once the device supports this feature. You may not see the Dial window if you use this app in a tablet without phone services.



5. Use Search Filters

Steps:

1. Tap the congregation filters to enable/disable it. Double tap the congregation filter will keep the one enabled and disable others. Enable (Dark Green color) the filter means include the congregation into the searching results. For example, you may disable RE, RM, GE, GM, TG, and K, only keep RC enabled. This means you just want to see the Rockville Cantonese members on the list.
Please note that the church members with “ALL CONGREGATION” will always show on the results. For example, Jesus Christ.



Currently, we have the following filers.

RC: Rockville Cantonese congregation

RE: Rockville English congregation

RM: Rockville Mandarin congregation

GE: Gaithersburg English congregation

GM: Gaithersburg Mandarin congregation

TG: Teens (Youth) Group

K: Kids (Children)

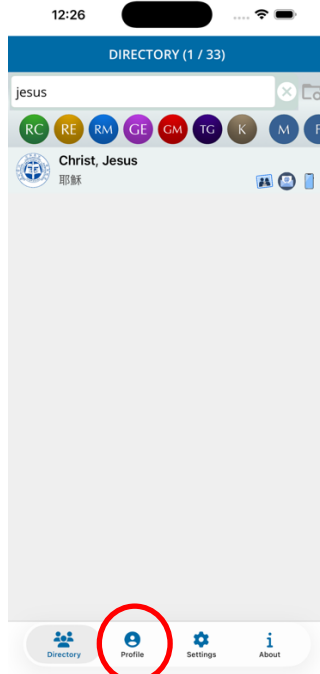
M: Male

F: Female

6. Go to Profile Page

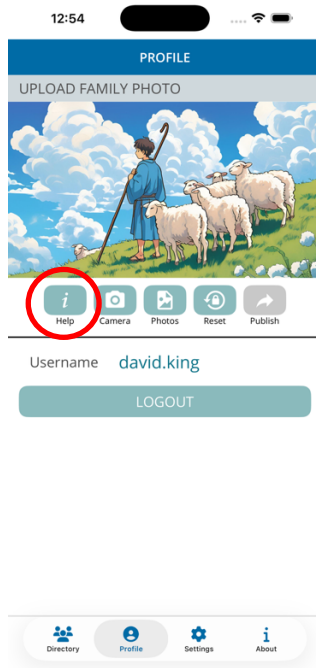
Steps:

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



2. The app will go to Profile page. Click [Help] button to watch another user's manual for UPLOAD FAMILY PHOTO function.

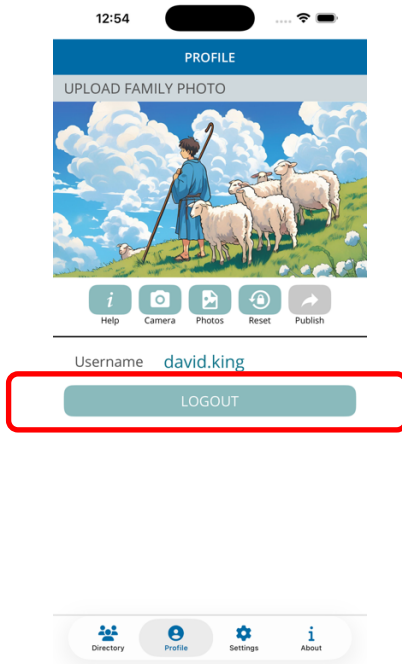
[https://w12.cbcm.org/Portals/0/documents/ITServices/93-HowToUploadiCBCMFamilyPhoto\(ENG\).pdf](https://w12.cbcm.org/Portals/0/documents/ITServices/93-HowToUploadiCBCMFamilyPhoto(ENG).pdf)



7. Logout the current user

Steps:

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



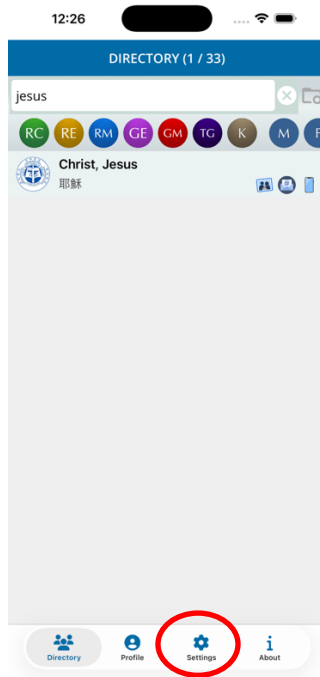
2. The app will go to refresh the local database and go to the Login page.



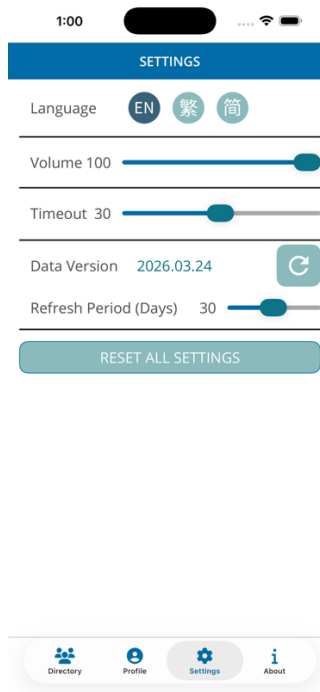
8. Go to Settings Page

Steps:

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



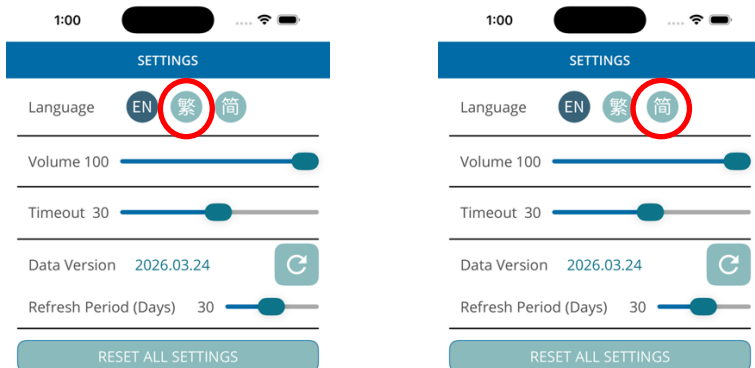
4. The app will go to Settings page.



9. 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.

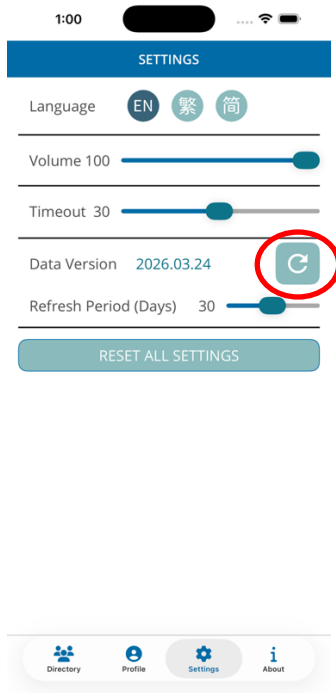


4. You may adjust the Volume and Timeout value for the popup message when an error or warning message occurs. For example, your session expired and need to login again.

10. Update Church Directory on Settings page

Steps:

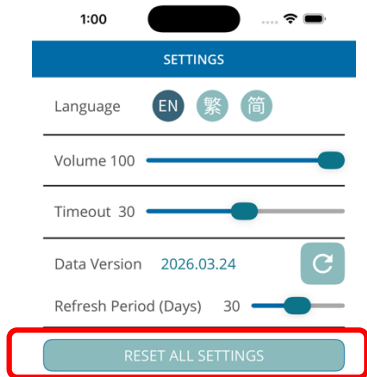
1. Tap the [Refresh] icon to download the latest version of church directory database.



11. 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. It will also log out the current user.



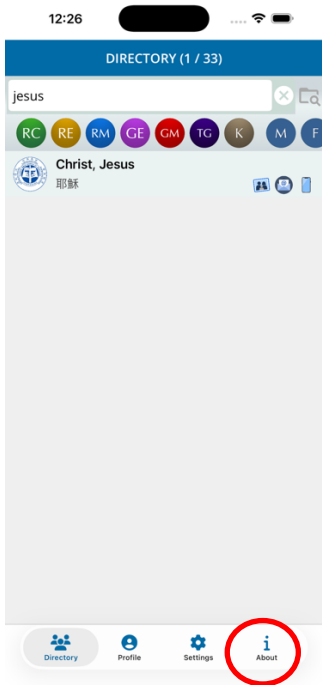
2. The app will go to refresh the local database and go to the Login page.



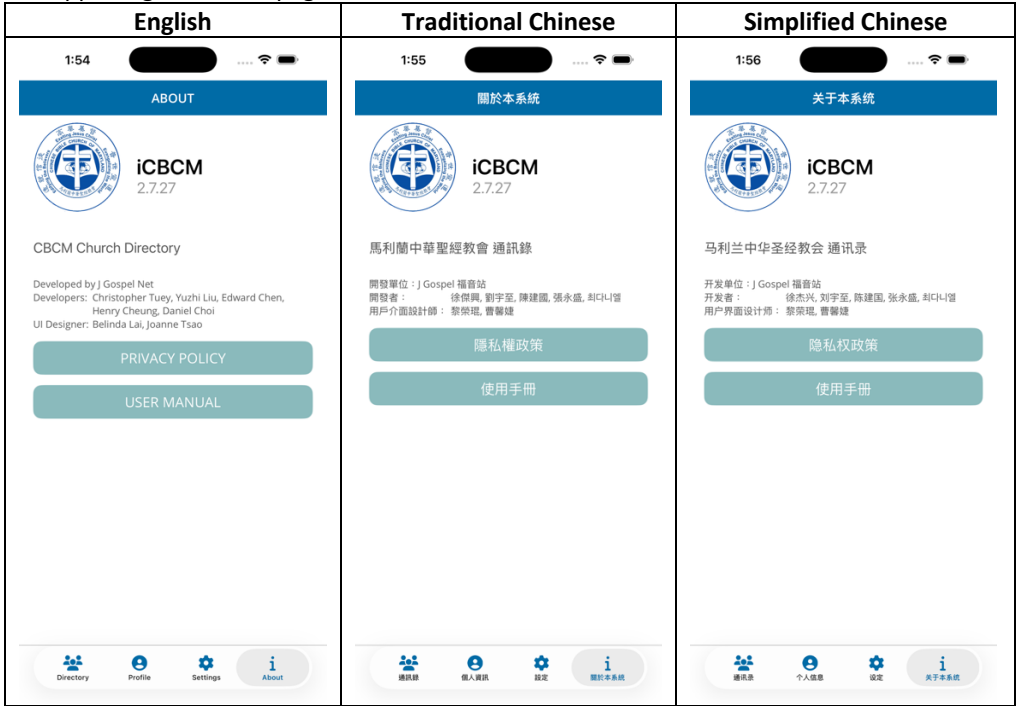
12. Go to About Page

Steps:

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



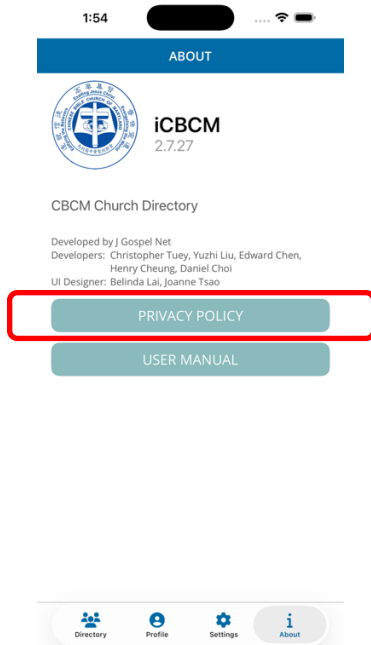
2. The app will go to About page.



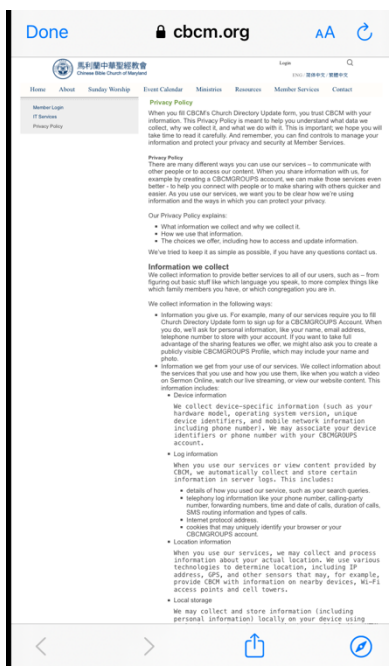
13. Watch Privacy Policy

Steps:

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



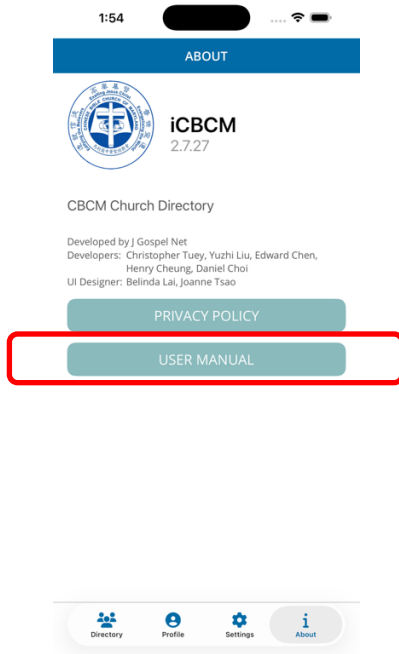
2. Tap [Done] button on the top left corner to close the browser.
3. The app will open the default browser and display CBCM Privacy Policy page.



14. 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 iCBCM User Manual PDF file.

