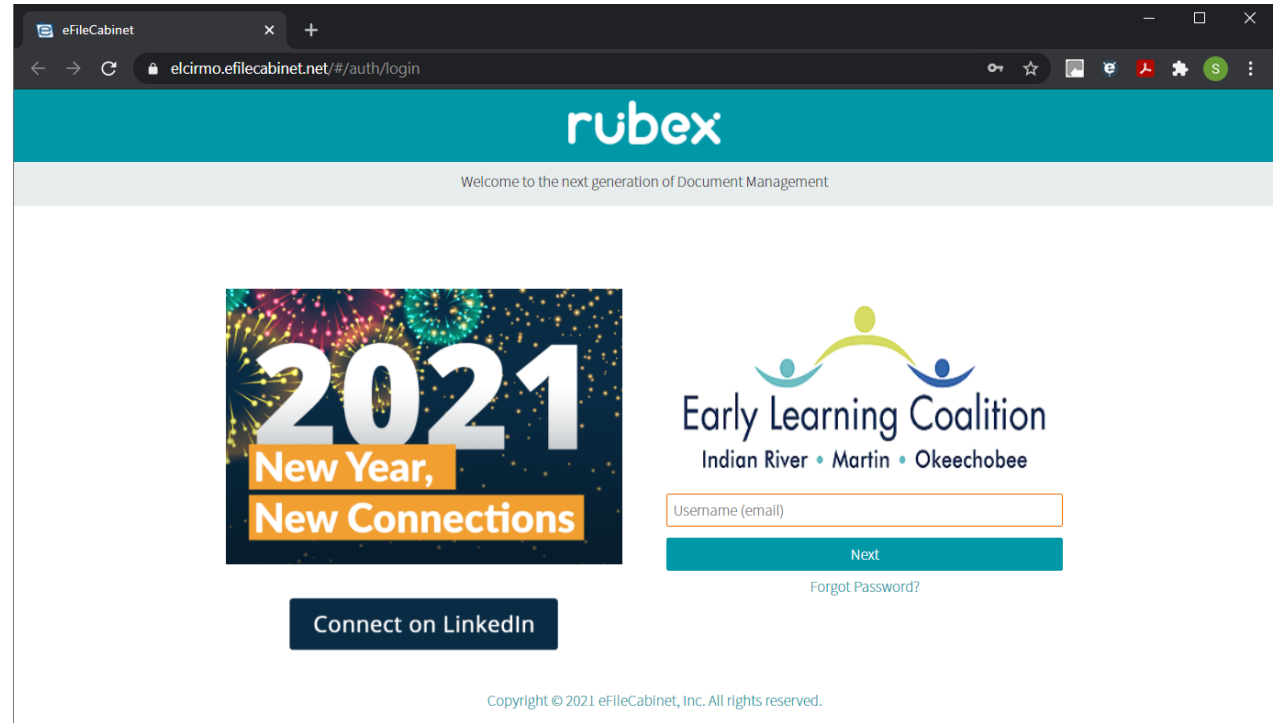


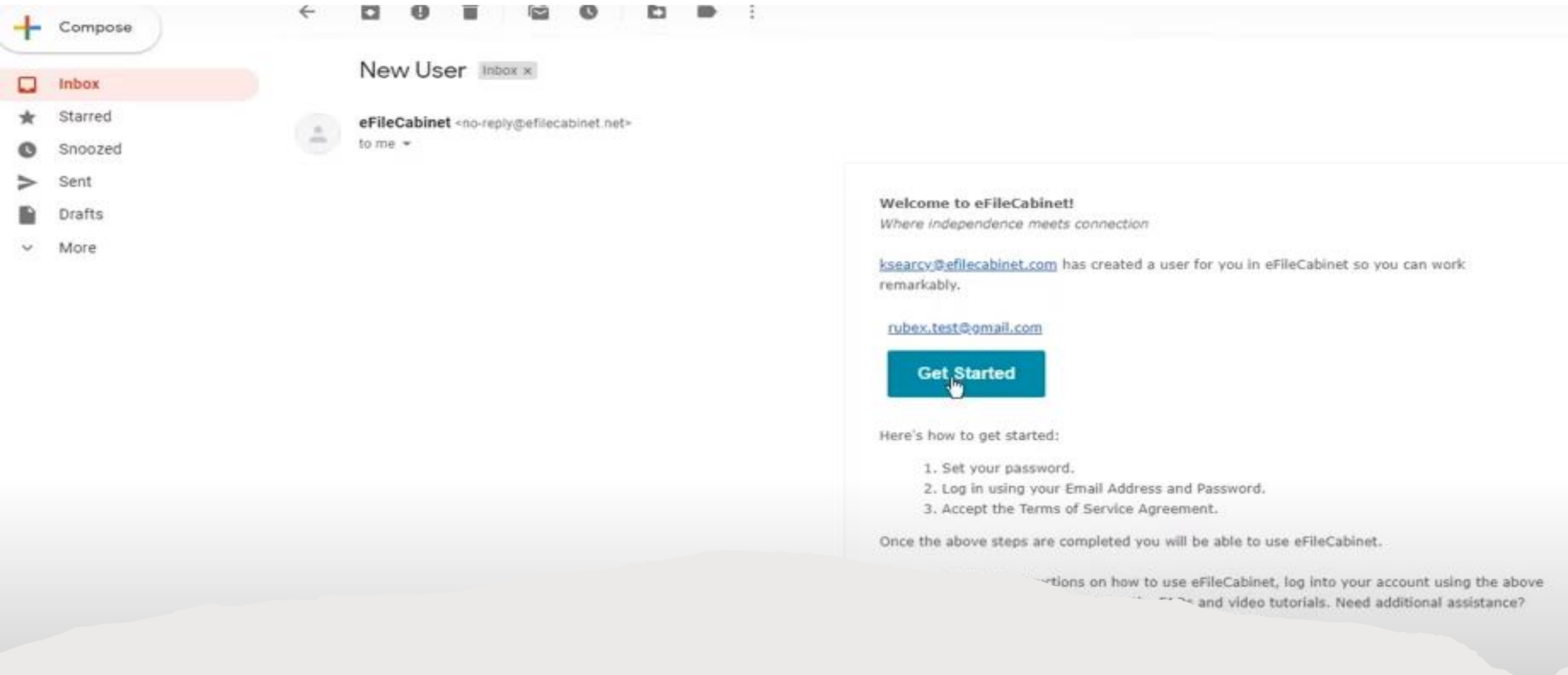


eFileCabinet User Guide

Welcome to eFileCabinet

- eFileCabinet is a document management system that allows us to share documents within a safe environment. You have been added as a user so that we can share information in a secure environment.
- You can access eFileCabinet at: <https://elcirmo.eFileCabinet.net>.
 - When you login for the first time, you'll create a password for your account by entering your email and selecting the "Forgot Password?" button.
 - This will generate an email with a temporary login you can use to create your password. (You can also use this option if you ever forget your password)
 - From here you'll have access to all the folders and files shared with you. You can view documents with the preview pane or download them to your computer via an encrypted connection.
 - You are also able to upload documents to the different folders in the system. You can drag and-drop files from your desktop into the system or click on the upload button to select a file.





We will also be sending emails, like the one above. Click on the Get Started button.

Setting up a password

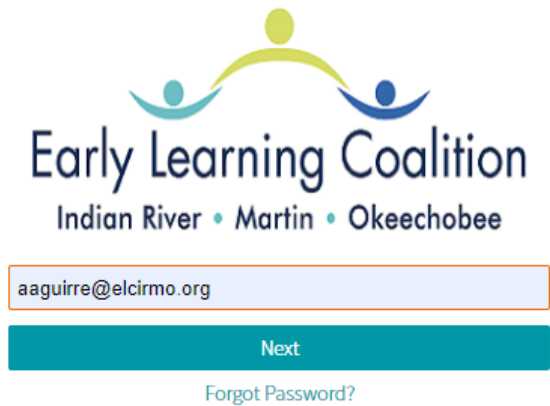
Make sure to have the following:

- ❖ A lowercase character
- ❖ A capital(uppercase) character
- ❖ A number
- ❖ Minimum 8 characters

If you forgot your password, Click on forgot Password.

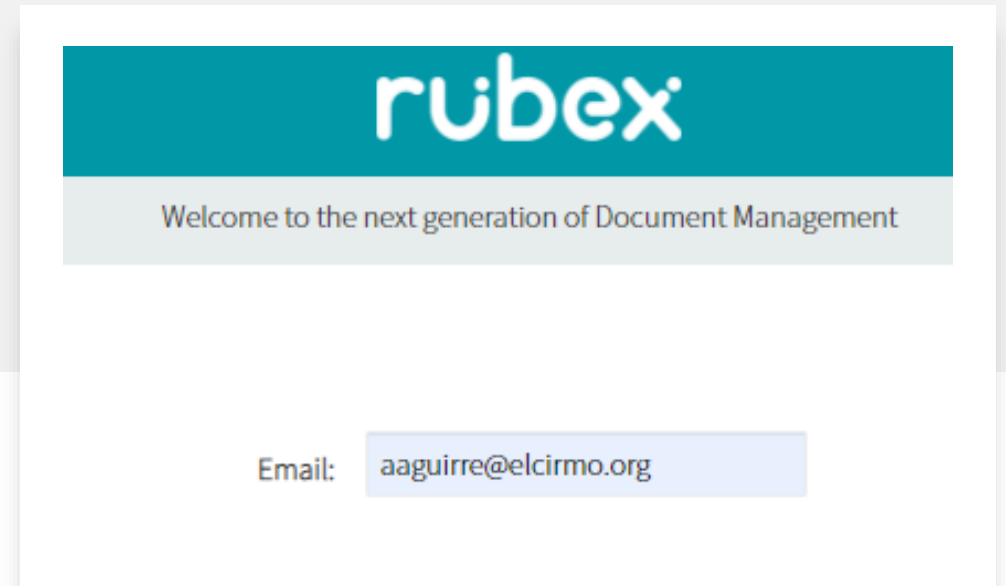
You can go to the following link:

- <https://elcirmo.eFileCabinet.net>
- Enter your email and select next
- Click on Forgot Password at the bottom

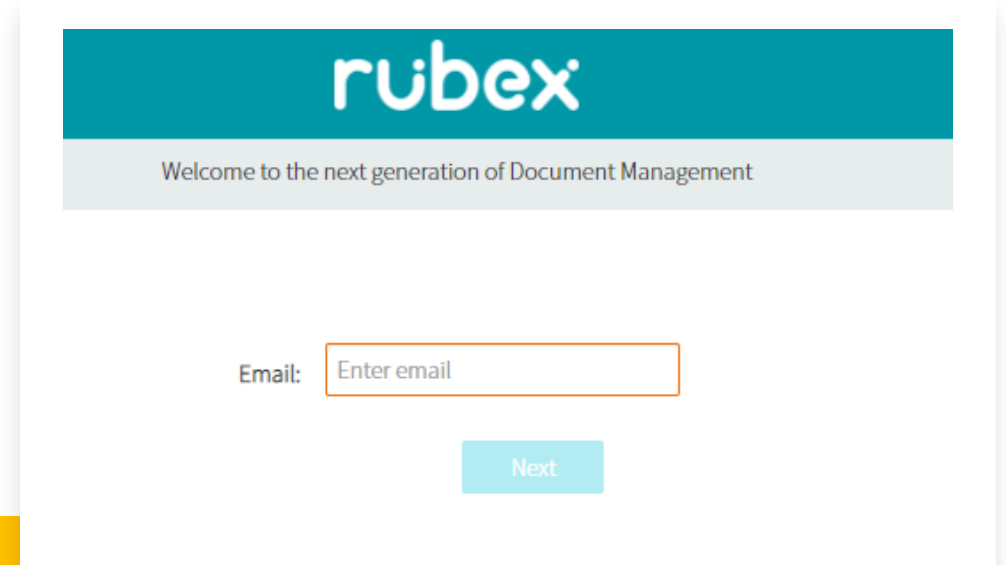


Forgot Password Steps:

Then enter your username(your email) and then click on “next.”



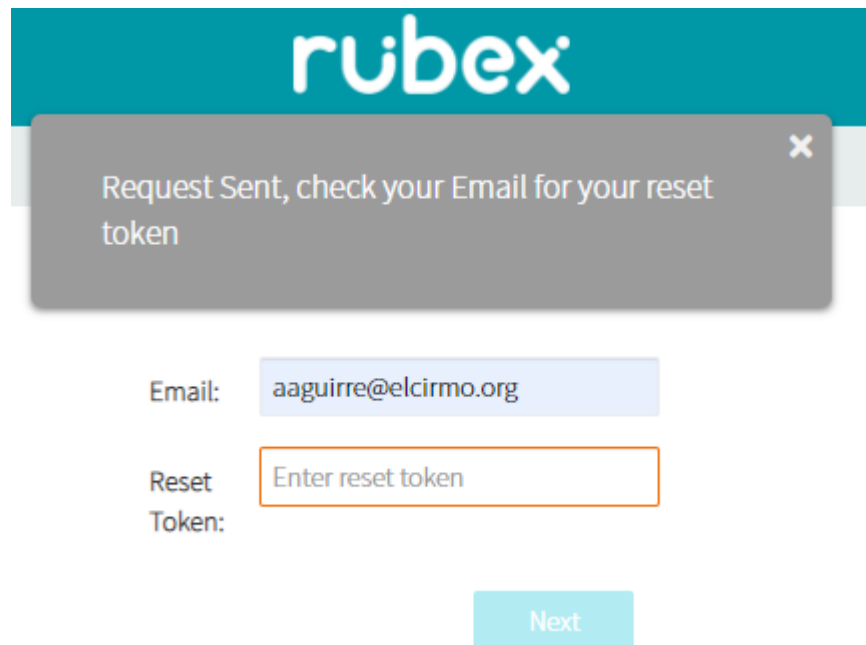
The screenshot shows the Rubex login interface. At the top, there is a teal header with the 'rubex' logo in white. Below the header, a light gray bar contains the text 'Welcome to the next generation of Document Management'. The main content area is white and features the label 'Email:' followed by a light blue input field containing the email address 'aaguirre@elcirmo.org'.



The screenshot shows the Rubex login interface. At the top, there is a teal header with the 'rubex' logo in white. Below the header, a light gray bar contains the text 'Welcome to the next generation of Document Management'. The main content area is white and features the label 'Email:' followed by a white input field with an orange border and the placeholder text 'Enter email'. Below the input field is a light blue button with the text 'Next'.

Forgot Password Steps continued:

Once you click on next it will bring you to the screen below.



rubex

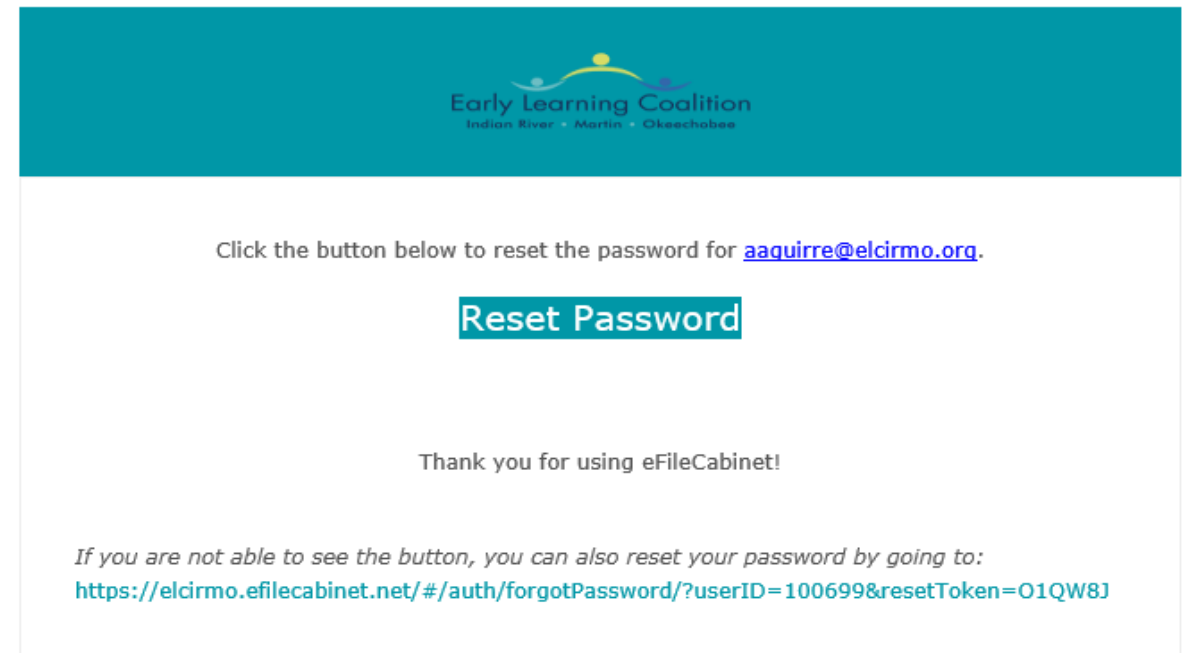
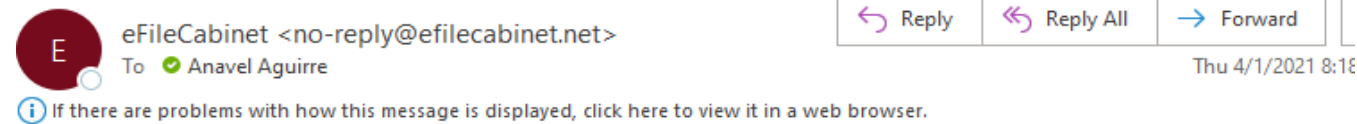
Request Sent, check your Email for your reset token

Email: aaguirre@elcirimo.org

Reset Token: Enter reset token

Next

Check your email and you should receive an email from eFileCabinet. Like the one below. Click on reset password.



Forgot Password Steps continued:

- Enter a new password but make sure that it has the following:
 - A lowercase character
 - A capital(uppercase) character
 - A number
 - Minimum 8 characters
-
- Once done, click on next. It'll bring you to the login screen.

rubex

Welcome to the next generation of Document Management

Reset

O1QW8J

Token:

New

Enter New Password

Password:

⚠ A lowercase character

⚠ A capital (uppercase) character

⚠ A number

Minimum 8 characters

Next

rubex

Welcome to the next generation of Document Management



**We Love to
Connect and
Listen**

Stay Up-To-Date
With Us on LinkedIn



Early Learning Coalition
Indian River • Martin • Okeechobee

Next

[Forgot Password?](#)

Last Step: Sign in with your username and new password.

1st time-Login Screen

- ❖ Enter your username, which is your email address. Then enter a password of your choosing.
- ❖ Click on Sign-in button.
- ❖ You will get a pop-up asking for you to provide a phone number, this step is optional and if it is setup you will receive a security code via text when logging in for the 1st time.
- ❖ You can check the box “don’t ask me again” and click on the “skip” button and then click on the “save” button.
- ❖ From here you’ll have access to all the folders and files shared with you. You can view documents with the preview pane or download them to your computer via an encrypted connection.

The screenshot displays the Rubex login process. At the top, the Rubex logo is visible in a teal header. Below it, a grey banner reads "Welcome to the next generation of Document Management". The main content area is split into two columns. The left column features a teal background with the text "We Love to Connect and Listen" in orange and white, accompanied by an illustration of two people shaking hands. Below this, it says "Stay Up-To-Date With Us on LinkedIn". The right column shows the "Early Learning Coalition" logo, which consists of three stylized human figures in green, blue, and yellow. Below the logo, the text "Indian River • Martin • Okeechobee" is displayed. A white input field for "Username (email)" is present, with a teal "Next" button below it. A white pop-up window is overlaid on the screen, titled "Please provide a phone number for easier password recovery". It contains a dropdown menu for the country code (currently set to "USA (+1)"), a text input field for the phone number, and a checkbox labeled "Don't ask me again". There are "Skip" and "Save" buttons at the bottom of the pop-up. In the background, the eFileCabinet logo and the text "You Asked, We Listened" and "Email imports is finally here!" are visible, along with a small Rubex logo on a computer monitor.

Home Screen

- **Make sure to read the Software agreement and click on accept button for the first-time users.**

- From here you'll have access to all the folders and files shared with you. You can view documents with the preview pane or download them to your computer via an encrypted connection.
- If the portal is down this is an alternative to uploading documents into the Portal.

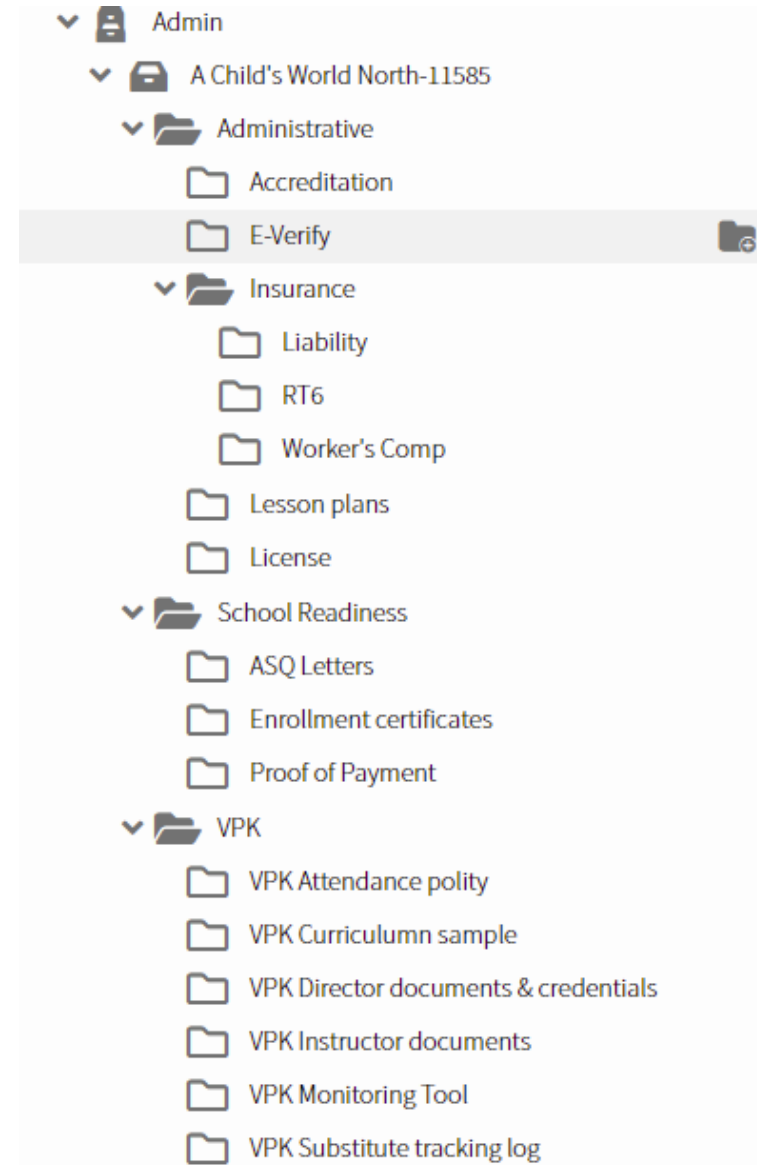
- Admin-Contracts Related Items
- School Readiness
- VPK

The screenshot displays the user interface of the Early Learning Coalition portal. At the top, the logo for the Early Learning Coalition is visible, along with navigation options for 'New' and 'Share'. Below the logo, there are icons for Home, Share, and a briefcase. The main content area is titled 'My Account' and shows a list of shared folders: 'Admin', 'SR', and 'VPK'. To the right, a detailed view of the 'My Account' section is shown, including the user's email address 'slewis@elcirmo.org' and a date '12/14/2'. Below this, there is a filter section with a 'Type' dropdown menu and a list of items with their respective folders and dates.

Folder	User	Date
Admin	slewis@elcirmo.org	3/22/2021
SR	jcruz@elcirmo.org	3/22/2021
VPK	jcruz@elcirmo.org	3/23/2021

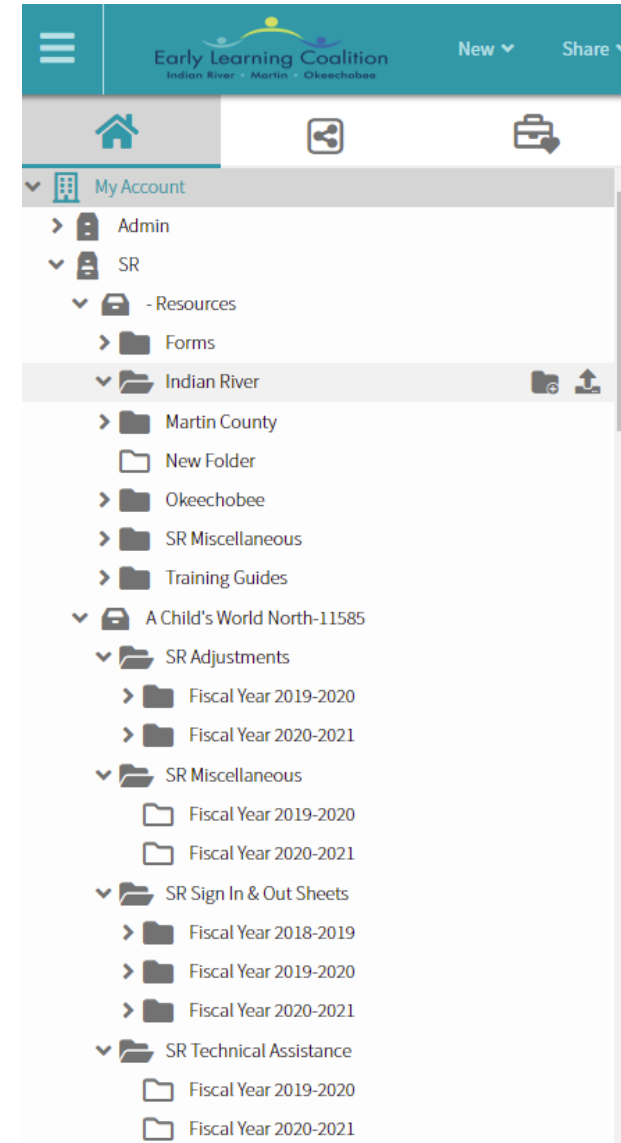
Admin Folders

- A closer Look what folders are under Admin →
- This is where you'll upload documents related to contracts. If the portal is down or if it's easier than sending it via email, then you upload it here.



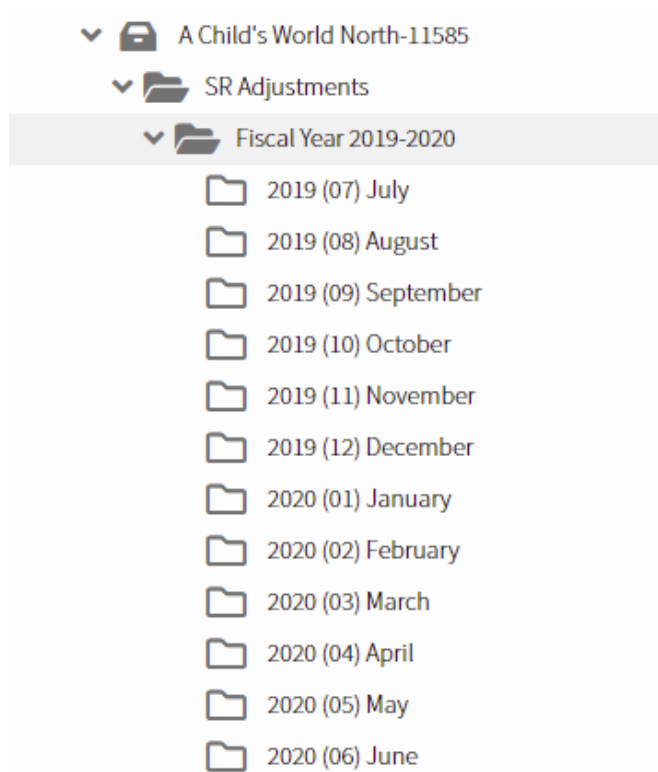
Resources & SR Folders

- Resource Folder will have any communications that has been sent out, forms, training guides and miscellaneous folders.
- You will be able to download the documents in here if needed.
- SR Folders will have SR Adjustments, SR Miscellaneous, SR Sign In & Out Sheets and SR Miscellaneous. They are organized by the fiscal year.

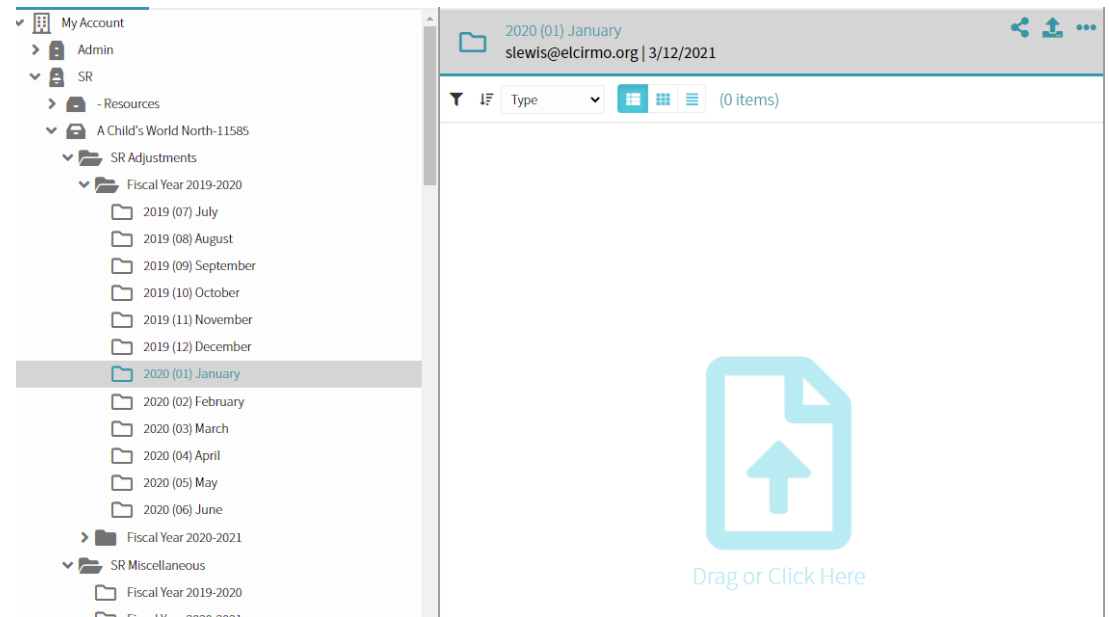


Uploading Documents Example:

Click on the fiscal year, once you click on it, it'll display the folders for each month for that fiscal year. Click on the Month/Year that you want to upload the



Once you click on the month, you should see the Month/Year on top. To upload you can click on the "Drag or click here" button (in blue letters). You can drag or upload a document.



Once a document has been uploaded, you will see it. You can always click on the document to view it or download a copy.

The screenshot displays a file management interface with a left-hand navigation pane and a main content area. The navigation pane includes a home icon, a share icon, and a briefcase icon. Below these are sections for 'My Account', 'Admin', 'SR', '- Resources', 'A Child's World North-11585', and 'SR Adjustments'. Under 'SR Adjustments', there is a folder 'Fiscal Year 2019-2020' containing sub-folders for each month from July to December. The main content area shows a breadcrumb trail: Home > My Account > SR > A Child's ... > SR Adjust... > Fiscal Yea... > 2020 (01) ... A folder named '2020 (01) January' is selected, showing it was created by slewis@elcirimo.org on 3/12/2021. Below the folder, there is a filter section with a 'Type' dropdown and view options (grid, list, icons), indicating '(1 item)'. A single document is listed: 'Test Sign in sheets fo Jan 2021.docx', 11.51 KB, created by aaguirre@elcirimo.org on 3/25/2021. Each folder and document entry has icons for sharing, uploading/downloading, and a menu.