



Perceptive Experience is a new product that enables approvers to approve ImageNow eForms on a mobile device, smartphone, or a Mac or Windows computer without the need to connect to remote.rsccd.edu.

This product is ideal for people working remotely and approving all eForms on mobile device, smartphone, or a Mac or Windows computer.

Direct Link to Perceptive Experience: <https://ecm-prod.cloud.rsccd.edu/experience>

NOTE: WebNow links will remain enabled for now, as there is some functionality in WebNow that is not yet available in the new Experience product. However, due to working remotely and approvals being so critical we felt it prudent to provide this tool in addition to WebNow to improve that process.

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm

Example Email

- **Perceptive Experience is running in parallel with WebNow**, so there are new links on the emails you receive for both WebNow and Experience.
- When you receive an email that states you have items waiting for approval you may notice **some additional text**, as shown below:

Example email

The boxes in red are new wording added for Experience, with "Link2" being the new Perceptive Experience site.

You have 4 item(s) waiting to be reviewed.

Workflow queue links:

ImageNow Client (Desktop) Link: see attachment

WebNow and New Experience Links:

Link 1: WebNow

Link 2: Experience (Works with smartphones, iPads, and tablets as well as Mac and PC).
Smartphones instructions are below.

[https://ecm-prod.cloud.rscdd.edu/webnow/?action=workflow&queue=5APPS-UF-DIR3%20\(PRAF%20Approvers%201\)](https://ecm-prod.cloud.rscdd.edu/webnow/?action=workflow&queue=5APPS-UF-DIR3%20(PRAF%20Approvers%201))

https://ecm-prod.cloud.rscdd.edu/experience/#workflow/view/301YY3Z_0008GZ1BL000H0N

← Link 2

Supported Browsers for WebNow:

- Microsoft Internet Explorer 11
- Mozilla Firefox version 51 or below or Firefox Extended Support Release (ESR))
- Apple Safari (Mac OS v10.10, iOS 8)

Supported Browsers for Experience:

- Microsoft Edge & Internet Explorer, Google Chrome, Mozilla Firefox and Apple Safari

Instructions to approve with a smartphone:

- When opening an eForm on a smartphone, you first land on the property page (i). Please click the icon to the left of (i) to open the form page. The route forward icon is located in the dropdown menu.

Example Email Text

- **Direct Link to Perceptive Experience:** <https://ecm-prod.cloud.rsccd.edu/experience>
- **Supported Browsers** for Experience:
 - Microsoft Edge
 - Internet Explorer
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari
- **Instructions to approve with a smartphone, mobile device, Mac or Windows computer:**
 - “When opening an eForm on a smartphone, you first land on the property page (i). Please click the icon to the left of (o) to open the form page. The route forward icon is located in the dropdown menu.”

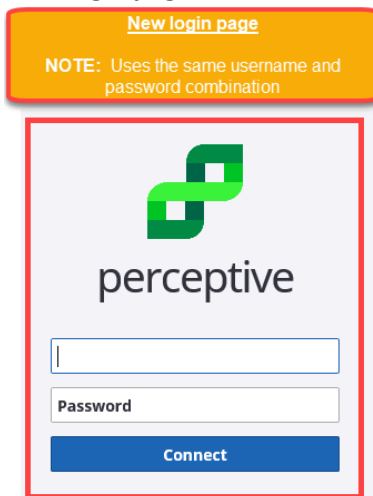
Perceptive Experience vs. WebNow Changes

While similar to WebNow, Perceptive Experience does have a different look and feel.

The workflow remains unchanged; you just have the option to approve on mobile device, Windows computer or Mac now without jumping through multiple layers.

Changes in Perceptive Experience are highlighted below:

1. **New login page** – uses the same username and password combination.



2. Once logged in, you can **double click on any eForm in your queue to open the form.**

- 3. From there you can see the **layout of the forms remains unchanged**, along with the signature components at the bottom.

Workflow > 5APPS-UF-DIR3 (PRAF Approvers 1)\321Z47N_001NPBFWC0003Q0

Absence Form

Absence Form

RANCHO SANTIAGO
Community College District

Absence Form

Job Category: Full-time Classified/Administrator

Employee Information

ID: [] Year: 2020

Name: [] Pay Period: 7/1-7/31

Employee Position: 5APPS-CF-SPA4C CF-Applications Spec IV

Supervisor Location: DO - District Office Supervisor Division: 5FIS - DO Business, Opertns, & Fiscal Svc

Supervisor: Davis, Stuart. L. - Supervisor Position: 5APPS-UF-DIR3 UF-Dir Information Systems



Absence Information

Code 1	Start Date	End Date	Hrs	
VAC - Vacation	07/21/2020	07/21/2020	0:00	Add

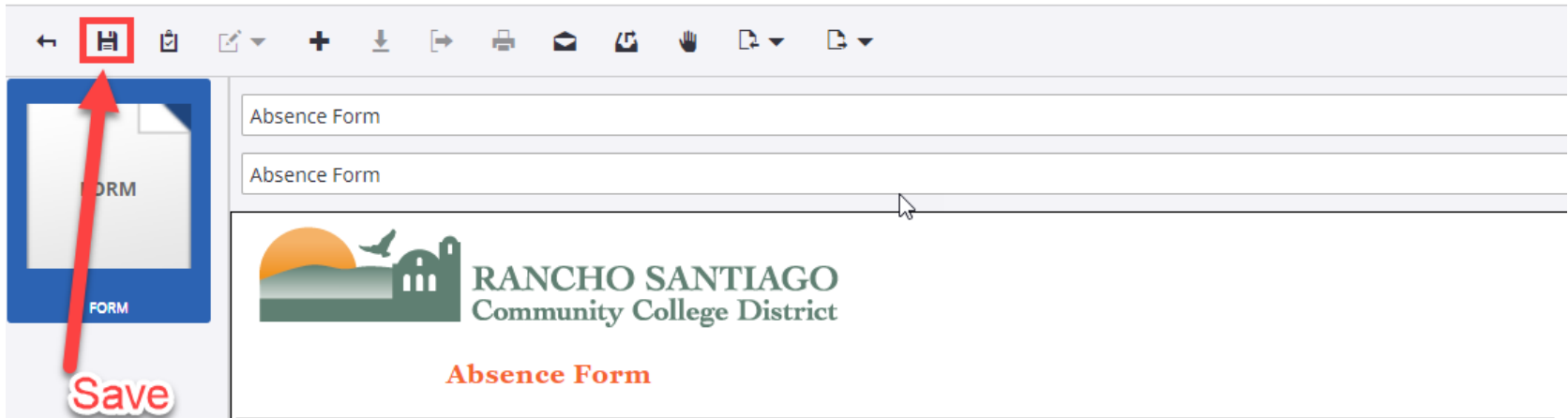
SU M T W TH F SA
Include:

Payroll Use Only

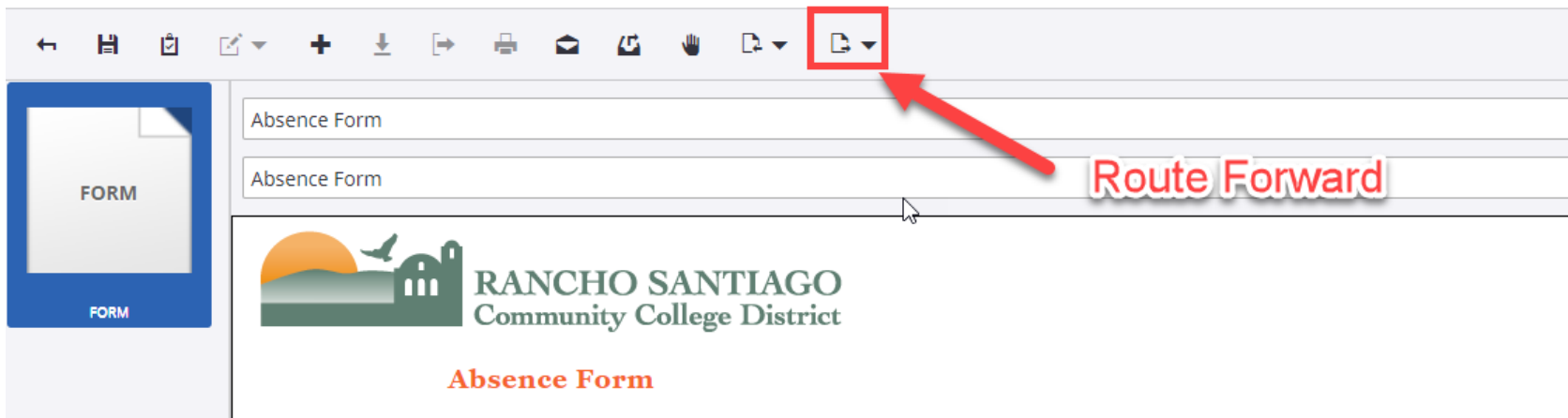
Row	Date	Day of Week	Hrs	Posted Hrs	Notes


4. Sign as you normally would and either **Save**  first, or hover over the green arrow pointing to the right to **Route Forward** . If you did not previously save it will ask you to save now. Doing so will route the form forward and remove it from your queue.

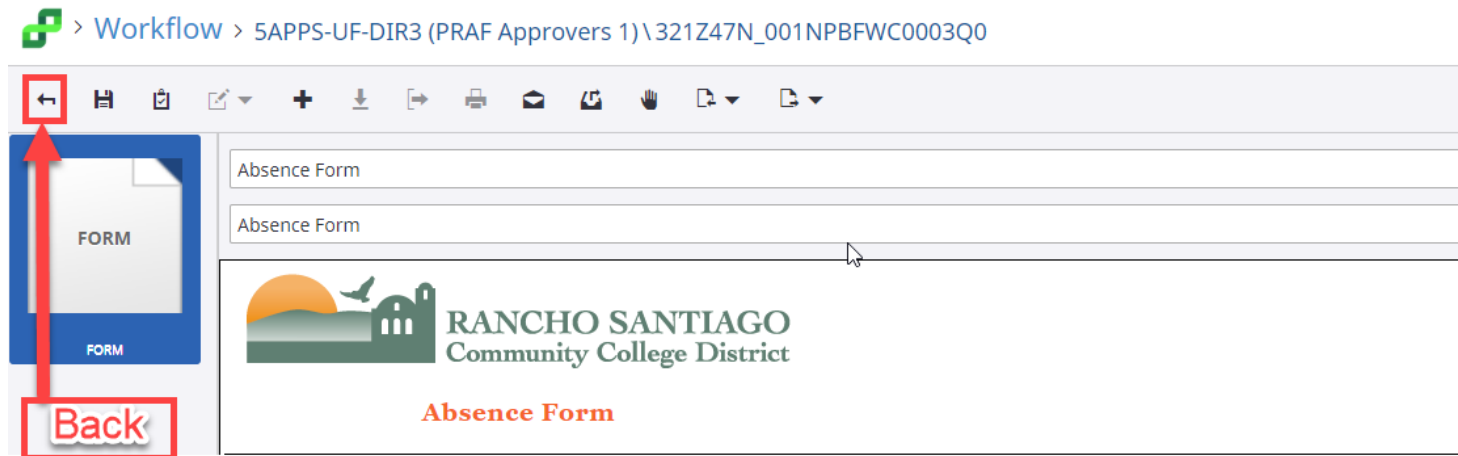
 > [Workflow](#) > 5APPS-UF-DIR3 (PRAF Approvers 1)\321Z47N_001NPBFWC0003Q0




 > [Workflow](#) > 5APPS-UF-DIR3 (PRAF Approvers 1)\321Z47N_001NPBFWC0003Q0



- 5. **NOTE:** DO NOT use the browser back button or exit (X) while in form view. This action has the tendency to cause the form to lock.
Please use the “back icon”  on the form instead.



NOTE: DO NOT use your web browser back button or exit (X) while in form view.
This action has the tendency to cause the form to lock.
Please use the “back icon” on the form instead.

6. To switch between Workflow and Document views (main menu), click the Perceptive icon  in the top left corner.



The image shows two screenshots of the Perceptive interface. The left screenshot shows a workflow view titled "Workflow > Payroll Absence Form" with a Perceptive icon in the top left corner and a "Back to main menu" button. A red arrow points from the icon to the button. The right screenshot shows the main menu view titled "Home" with a Perceptive icon in the top left corner and a grid of icons for "Capture", "Documents", "Folders", "Tasks", and "Workflow". A red box highlights the Perceptive icon in both screenshots. A yellow callout box with a red border contains the text: "Go back to Main Menu To switch between Workflow and Document views (main menu), click the Perceptive icon in the top left corner."

7. If you run into any problems with WebNow or Experience, please as always, reach out to the ITS Help Desk for assistance.

For further assistance, please contact the RSCCD ITS Help Desk.
714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm