



## **EAST AFRICAN COMMUNITY**

### **User Manual – Rapidly Deployable Experts (RDE) version**

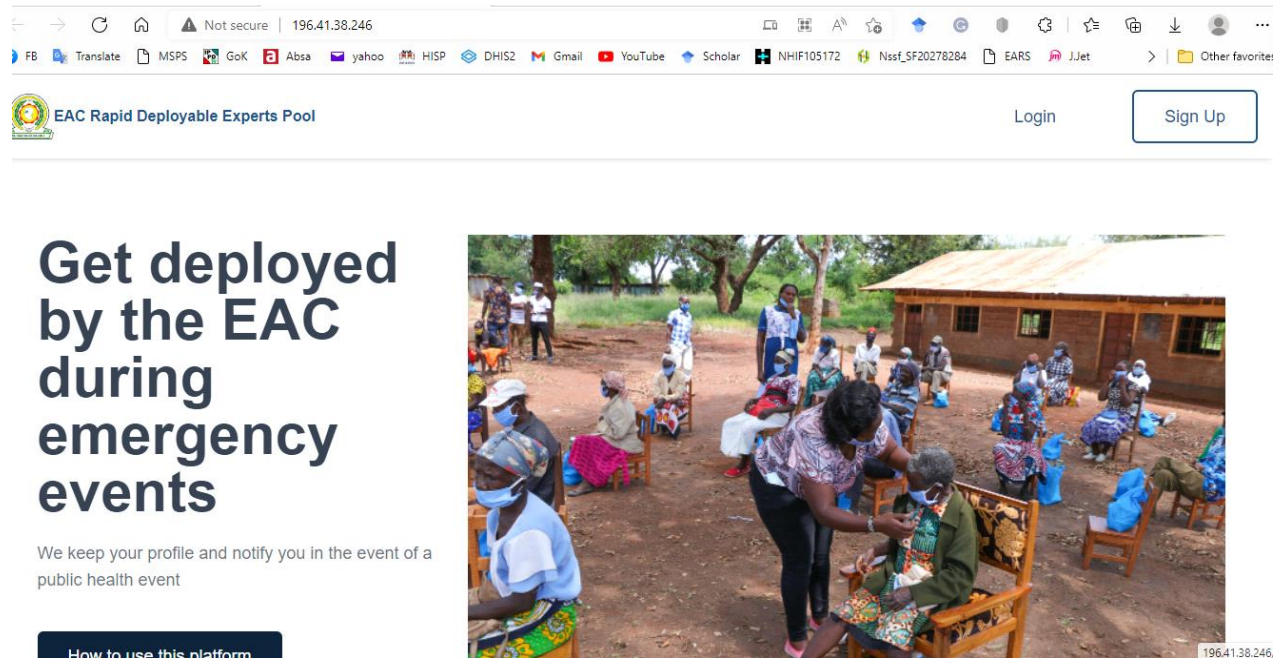
- **Rapidly Deployable Expert (RDE)**
  - **Getting Started**

The RDE software is a web-based application and can be accessed through a **web browser** (*an application you use to access the internet e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Opera, etc.*) when you have an Internet connection. Some aspects of the system are multi-language enabled and can allow change of language (English, French and Swahili).

At the moment, we have not identified the best browser, so all browsers are equal. The following are the steps for opening the RDE.

**Step 1:** Open your web browser

**Step 2:** In the address field type in the URL <http://196.41.38.246/> and the RDE login screen will appear.




**Figure 1: Open RDE on a web browser**

### **Step 3: Logging in Or Signing Up in The RDE System**

The home page has two options, sign in and sign up. If you already have login credentials, then you just enter your username and password to login into the application. In case the login is not successful, you will be notified immediately that the username or password provided is incorrect and will be asked to re-enter credentials. Once you have successfully logged in, you will see the RDE Dashboard where you can immediately monitor the latest data in your selected charts, tables, maps etc. Use the logout link in the upper right corner - where you have the initials of your user name to log out of the system.

→ ↻ ⚠ Not secure | 196.41.38.246/login

english



**EAC**  
**Rapidly Deployable Experts**  
**Portal**

Kindly confirm your email before attempting first time log in.

**Log In**


Username  
Jane Doe

Password  
\*\*\*\*\*

Log In

***Figure 2: Log in to RDE Software***

Those who do not have user rights, need to sign up in the system to create their user accounts. The person will follow the prompts and fill them accordingly. Once the user account is created, the system will send an email to the person for the activation of the account. After the email verification, the newly signed-up person will be able to log in using the credentials provided during the sign-up. During the first login, the person will be required to create his/he profile that includes personal information and qualifications to enable the activation of the account.



## EAC Rapidly Deployable Experts

Create Account
▼

First Name

Last Name

Username

Email

Phone Number

Select country ▼

Region of Residence

Password

Confirm Password

☐ I agree to the [privacy policy](#)

Create Account

**Figure 3: Signing Up in RDE To Create A User Account**

### Step 4: Updating User Profile of The Newly Registered Person

After the email verification, the newly signed-up person will be able to log in using the credentials provided during the sign-up. During the first login, the person will be required to create his/her profile that includes personal information and qualifications by clicking the 'Create' Profile button.

EAC RDE 
Kenya ,Nairobi (RDE)


english ▼
Terry

Profile

>> MyDeployments

Welcome Terry! Click below to register.

Create Profile

**Figure 5: RDE landing page**

A registration form appears that the expert can use to update their profile by providing more information. The data provided during sign-up will be pre-filled in this form. The user can update if necessary.

**Figure 6:updating the user profile of the Newly Registered Person**

After filling and submitting the registration form, the user will be redirected to the profile page where they can view, update and add extra information such as qualifications, references, and experience and cv. At this stage, their profile status will show ‘Pending Approval’. Any recommendations made on their profile by a system admin will appear in the recommendations tab. The user can deactivate their account by clicking on the ‘Deactivate Account’ button so as not to be considered for approval or deployments.

**NB:**

### **i) User email notifications**

A notification message will be sent to the attached expert/RDE profile email when:

- An admin makes a recommendation on the profile

- A deployment request is sent to their profile
- The user signs up for the first time.
- User tries to reset password

## **ii) RDE Deployments**

Once approved by an admin, a deployment request may be sent to an expert's account for a particular public health outbreak. The expert can access this information by going to the 'MyDeployments' section of their profile. At this point, they can choose to either accept or reject the deployment request. If the deployment request is accepted, the expert will be contacted by an EAC admin for pre-deployment activities and procedures.