

OwnRfid - User Manual

OwnRfid is an offline-first asset management and stock-take app. It reads RFID, barcode, QR and NFC, saves every record on the device first, and syncs to the server when signal returns. This manual walks through everything, step by step.

Published by Owntech Company Limited - support@owntechsict.com - ownrfid.owntechsict.com

1. Getting started

- Download the app from ownrfid.owntechsict.com (or install the APK you were given).
- Install on Android 7.0 or newer and open it.
- Allow camera, location, Bluetooth and notifications when asked.
- Every new install starts a free 7-day trial (50 records) - no payment yet.

2. Dashboard and forms

The first screen lists PROJECTS. Each project holds its own forms.

- Add: create a new project.
- Add Form: create a form in the project (or import one from a spreadsheet).
- New Data: open a form and start recording.
- View Data: see all records of a form, search, and edit.

3. Scanning (barcode, QR, RFID, NFC)

- Tap the camera icon on any field that can be scanned.
- On rugged terminals (Zebra, Honeywell, Chainway, Urovo, Datalogic, Unitech), press the scan key - the app receives the code itself.
- For NFC, touch the tag to the phone and it fills the field.
- Each scan beeps and jumps to the next field.

4. Filling a form

- Fields marked with * are required.
- Photo fields: take a picture or pick one from the gallery.
- Rules: some fields appear or hide based on earlier answers.
- Tap Submit to save. The record is stored on the device immediately.

5. Editing and deleting records

- View Data: tap a row to pick a record.
- Edit: change it and save - it updates that same record (no duplicate).
- Delete: remove one record. Project Menu: delete a form or a whole project (with a warning first).

6. Import and export (Excel / CSV / PDF)

- Import Data: choose an Excel (.xlsx/.xls), CSV or TSV file to build a form.
- Export Data: export one form or all forms as Excel, CSV or PDF.
- Reports: asset reports (by status, location, missing) as Excel, CSV or PDF.
- Files carry your company name, the date and the device that produced them.

7. Backup and restore

- Request Backup: the server builds an encrypted backup and emails you a backup key.
- Restore from Backup: enter the key on a new phone - data and activation return.
- Local Backup: the app writes an encrypted copy to its own private folder; only your app on that device can open it.

8. Licence and activation

- Settings > License shows the state (TRIAL / ACTIVATED) and your Installation ID.
- Activation: buy a plan on the website, enter the Installation ID, and the licence is sent to the device.
- Tap Check Online to confirm; the app also picks up the licence in the background.
- When the trial or licence ends, the app locks until it is activated.

9. Updates

- When an older version is running, the app opens the update screen by itself.
- A mandatory update must be installed before you can continue.
- You can also check by hand under Settings > Updates.

10. Settings

- My Profile: your customer details.
- Server: the server address (if you use your own).
- Scanner: the terminal and scan type detected.
- Local Backup / Export: the app's private folders.

11. Security and privacy

- Records are saved on the device first and synced over HTTPS.
- Each device is licensed with a signed key bound to that handset.
- Local backups are encrypted; your data does not leave the device without your action.

12. Support

Email: support@owntechsict.com - Website: ownrfid.owntechsict.com