

my

APP BOX[®]

Tired of searching?

Time to start finding!

rotho
SWITZERLAND

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Frequently Asked Questions

Scan

What can I scan with the app?

The Rotho app has been designed solely to scan the special Rotho App my Box QR codes. You can recognise these by the Rotho logo, the www.appmybox.com and blue border. Every code, and therefore every box, features a unique combination of figures, which makes this code/box also unique. The final four figures in this combination are visible on the QR code label.

How do I scan a QR code?

If you have not yet created a collection, please press the **Add new collection** button on the start screen. Once you have given your collection a name, press the **Create** button to save it.

Activate the QR code scanner in the app by pressing the **Scan box** button from within a desired collection. Now focus it on the QR code on the box, until the app automatically recognises it.

What happens when I scan a QR code?

The app automatically recognises the special Rotho App my Box QR code that is unique to every box. If you have already created this box, scanning again will show you the box, including its content. If this is a new box, you will be asked whether you want to add it to your boxes. Confirm this process via the **Add box** button. This creates a new box.

Scanning doesn't work?

Please check whether the QR code is a Rotho 'App my Box' QR code (with Rotho logo and blue border), as the app will not recognise other codes. If it is a Rotho code, try to scan the code so that the scanner faces it as fully as possible, so that it is completely visible, and under good lighting conditions

Store

How do I create a new collection?

You can create a new collection by pressing the **Add new collection** button. After you have given your collection a name, save it by pressing the **Create** button.

How do I record a box?

Activate the QR code scanner in the app by pressing the **Scan box** button from within a collection. Now focus it on the QR code on the box, until the app automatically recognises it. After confirming that you wish to add it, you will be shown a detailed overview of the box. The individual, unique box number is automatically determined from the Rotho QR code, and is already filled in for you. Once you have given it a name, you can add additional details, such as collection, location, category, description or expiry date, as desired. Press **Save** to ensure all the data entered has been saved!

How do I record a product?

Select the collection in which you wish to save the product. Click on the box in which the product should be stored. After you have selected the box, press the **+** sign in the right-hand column (the one in which the objects are shown). After you have pressed the + sign, you are shown a detailed overview of the product. Then, if you wish, you can add a picture (either a new photograph or one selected from the gallery), specify a name or select a box etc. Press **Save** to ensure all the data entered has been saved!

How do I record additional/further information?

You can also save additional information for a collection, box or product.

1. Collection: Open the detailed overview (swipe the arrow to the left and press the edit icon) and fill in the missing information in the 'Description' field. Press **Save** to apply and save your data.
2. Box: Press the arrow to access the box's detailed overview. Here you have the opportunity to add additional information to the 'Description' field or to set a reminder about the best before end date in the 'Expiry date' field. The data is saved as soon as you press the **Save** button.
3. Product: Press the arrow to access the product's detailed overview. Here you have an opportunity to add additional information. You can add a 'Description', 'Web link' or 'Expiry date', or use the '+' field to add your own custom information. Pressing the **Save** button results in your amended data being saved.

There is a red dot on the product image. What now?

The red dot indicates that a product you have saved has not yet been allocated to a box. You can change this by selecting the respective product and selecting the 'Box' section in the detailed overview. All boxes that you have already recorded are now shown. Select the box the product is in, or the box into which the product should be placed. To save your changes, please press the **Save** button.

Is there a limit to the number of boxes and/or products?

The only limit in respect of the amount of boxes and products you can record is the storage capacity of the device you are using.

Find

How do I search?

Press the magnifying glass icon at the top right of the start screen and enter your search term. The search results are shown directly beneath the search field. Pressing the box/product you were searching for automatically takes you directly to it.

How do I find a box/product?

There are a number of ways you can find a box/product:

- Press the magnifying glass icon on the start screen and enter your search term. The search results are shown directly beneath the search field.
- The search feature enables you to search for either the name of the box, the box number, the product name or a custom description of your own that you entered.
- When searching for the name of the box, you are also shown the box number and the respective collection.
- If you are searching for a box number, the search results also show you the box name, the collection and its location.

Change

How can I move a box?

To move a box between different collections, open the detailed overview for the box you wish to move. Press the arrow to the right of the selected box to enter the overview. Open the various collections by pressing the arrow for the 'Collection' subcategory. You will be shown a list of all the collections you have recorded to date. Select the collection into which you wish to move the box. Press the **Save** button to apply and save your changes.

How do I move a product?

Go to the detailed overview for the product you wish to move (by clicking on the product). Click on the arrow for the 'Box' subcategory to see an overview of all boxes. Select the box into which the product should be moved. Press the **Save** button to apply and save your changes.

How do I change a box's location?

Go to the detailed overview (arrow next to the box) for the box whose location you wish to change. In this overview screen you can choose between different locations. Select the location you wish to move the box to. If the location you are looking for is not shown among those listed, you can add and save a new one by pressing the '+' sign. Apply the changes by pressing **Save** in the detailed overview. This saves the changes you have made.

How do I amend data/information for a box/product?

Go to the respective detailed overview for the box or product (arrow next to the box or product) and change the information as desired by overtyping the existing information. Press **Save** to ensure all the data entered has been saved.

How can I share a collection and how will I recognise the shared collection?

You are able to share a box you have recorded with your family, friends or colleagues etc. To use this feature, please select the collection you wish to share. On the start screen, press the arrow next to the collection and swipe it to the left. An edit icon appears to the right. Press this icon to be taken directly to the collection's detailed overview. In the 'People' subcategory, enter the email address of the person you wish to share the collection with. Then select the option 'Assign permissions to collection' and confirm the security prompt by clicking the arrow icon. Your changes are automatically applied and saved. On your start screen, you can recognise the shared collection by means of the email address shown. Collections with an email address listed along with them differentiate themselves from your other collections. (The email address shown is that of the person you shared the collection with.)

How do I delete a box/product?

To delete a box or a product, you must first of all search for and select the box/product you wish to delete. Press the arrow next to the box/product and swipe it to the right. A bin icon then appears next to the arrow. Press this icon and confirm the resulting security prompt to permanently delete the box/product.

How do I delete a collection?

To delete a collection, first of all search for the collection you wish to delete on the start screen. Select the collection by pressing the arrow and swiping it to the left. After pressing the edit symbol, you are taken to the collection's detailed overview. Press the **Delete** button and confirm the resulting security prompt to permanently delete the collection.

How do I delete a shared collection?

To delete a shared collection, first of all search for the shared collection you wish to delete on the start screen. Then swipe the arrow to the left, which results in a bin icon appearing. Press this icon and confirm the resulting security prompt to permanently delete the shared collection from your list.

Data

Is the data volume limited?

The only limitation for the 'App my Box' database is the storage capacity of the device you use.

General note!

Your data is only saved on the device on which you use the app. 'App my Box' does not have its own backup feature and no data is stored centrally. Therefore, ensure you regularly create your own backup copies on other devices. **Protect the device you use with a password, to protect the data on it from unauthorised access.** Rotho 'App my Box' and the data it uses rely on you maintaining it and keeping it up to date. The more you keep things logical, well maintained and up to date, the more fun you will have with our app and the more it will help reduce your workload.

We hope you enjoy using it, bearing in mind our motto:
**“Are you still searching, or have you already found
what you were looking for?”**

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