





## Overview

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## 1. Basic concepts

We use four icons and concepts to organize the storage of your belongings: Items, Boxxes, Places and Unboxed Items:








-  Take photos of your things and store them as **Items**
-  Items are stored in **Boxxes**
-  Each Boxx is located in a **Place** (e.g. your basement)
-  Bulky things are directly stored in a Place as **Unboxed Items**

Each Boxx is assigned an ID, which you can obtain as PDF labels. The labels can be printed on paper or stickers and affixed to real life storage mediums.

Most functions which are available for Boxxes and Items are also available for Unboxed Items.



## 2. Navigation


You navigate iboxxit with five key icons:

-  View and manage your **Places**, **Boxxes** and **Items**
-  View and manage **Friends** and their **Items**
-  **Camera** to take Item photos and scan IDs
-  **Search** in all of your and your friends' **Items**
-  **More** shows different functions which are tailored to your current activity. **Imprint**, **Help** and **Settings** are always accessible from there. If in these help slides the  icon is shown before a function, it means that this function is accessible through .

## 3. Add Items

Items are usually stored in Boxxes. There are two methods for selecting a Boxx before you add an Item:





**Method 1** – Select a Place and a Boxx in  (or add a new Boxx) and use  to take photos of your Items.


**Method 2** – If you have affixed labels with IDs to your Boxxes, you can scan them with . The App identifies the ID and automatically selects the corresponding Boxx. You can then take photos of Items or close the Camera to display the existing Items. With this method, you can select Boxxes and add Items without leaving the Camera.

Both methods also work with Unboxed Items, i.e. either you select Unboxed Items in a Place or scan the ID for Unboxed Items, which can be affixed anywhere in the corresponding Place.

## 4. Camera control

The Camera is controlled as follows:

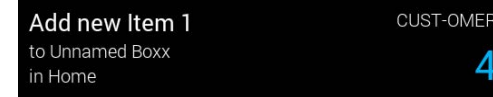
-  Take a photo and add an Item to the selected Boxx
-  Activate Scan-Mode to select a Boxx through ID scanning
-  Close Camera and show contents of selected Boxx
-  Activate flashlight in case of bad lighting

Tap on **Speed Mode**, if you want to take one photo after another and instantly add all photos to the selected Boxx. The Item-Entries can be discarded or edited later on in . This is a huge time saver during tidying, while you can still complement all details on the basis of the photos you have taken.

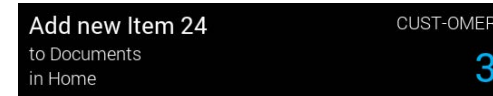
The Camera works accordingly with Unboxed Items.

## 5. Camera display

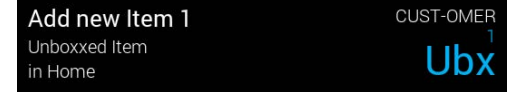
Once you have selected a Boxx, you can add Items. In case of an empty Boxx, this looks as follows:




The text and the blue number on the right hand side show the ID of the selected Boxx. If there are already Items in that Boxx, the number after the word 'Item' shows the count of the Item you are about to add once you take the photo. In the example below, 23 Items are already in the Boxx:



If you have selected Unboxed Items, this displays as follows:



## 6. Camera in Scan-Mode


If you have not yet selected a Boxx when you tap on , the following happens:

**The app is scanning for an ID to select the corresponding Boxx**

Please hold the camera close to the label with the QR code. Tap on the flash in case of bad lighting.





If an ID is identified, you can select to either view the existing Items corresponding to that ID or add new Items.

If no ID is identified within 8 seconds or if you tap anywhere on the screen, you can select between three options:

1. Close Camera and manually select a Boxx in .
2. Add Items to a new Boxx with the next unused ID in the Place you have currently selected (or, if you have not selected a Place, the Default-Place defined in Settings).
3. Restart the Boxx-ID scan to select a Boxx for your Items.

## 7. Edit Item-Entry

Tap on any Item for editing it. Tap on the photo and use the zoom gestures to check the picture quality.

-  Edit Item name (you can also tap on the Item name)
-  Enter keywords for categories and other info into the text field (if you tap precisely on the  icon, a list of all used keywords is shown)
-  Edit the quantity of similar Items and the Item value of this Item-Entry

✓ Save new Item

✗ Discard new Item

Changes to existing Item-Entries are immediately saved if you confirm with OK or leave the relevant text field (but new Items must be saved afterwards for the changes to take effect).

## 8. Get labels



In the Places list and in each Place, you can get labels in PDF format through . These will be sent to you by e-mail.

Use the following settings for labels:

- **Print range** defines for which Boxes/Unboxed Items you will get labels
- **Label text** defines if the Boxx name, a custom text (identical for each Boxx) or no text will be shown on the label
- **Color selection** enables you to add new colour combinations (tip and hold a colour combination for 3 seconds to edit or delete the same)
- **Format** defines the paper format for the printout

Finally, you can select to have **grid lines**, which enable you to cut labels from standard paper. If unchecked, clean prints are made for pre-perforated stickers.

## 9. Search



With the Search function you do not only find your own Items but also – when online – your friends' Items (the online search bar is blue, a grey bar indicates that you are offline and can only search your own Items).

With **Smart Search** (or by entering special characters) you can narrow down your search:

- **Item names** (or enter !) searches Item names and also allows you to find all of your unnamed Items
- **Keywords** (or enter #)
- **Boxx names** (or enter [])
- **Persons** (or enter @) narrows down your search to Items of the selected friend

Some of these searches can also be combined. To, e.g., only search your own keywords enter '@yourname #' and select one of your keywords from the list.

## 10. Display and sort modes

You can vary the way Items are shown in the App through **Display** and **Sort by**:



**Display**

**List** is a detailed view with information about the storage location as well as the quantity and value (if applicable)

**Grid** shows four or more pictures per row for a cursory visual review

**Picture** shows one picture per row for a detailed visual review



**Sort by**

Alphabetical, by value or quantity, newest on top (relevance in case of searches). In the relevant lists, the sort order for Places and Boxes can also be modified.

## 11. Manage Places

The App has various functions to help you manage your Places:

- **New Place** in the list of Places or through **Place actions**
- **Rename Place** by tapping on the Place name or **Place actions**, each in the relevant Place
- **Delete Place** is only available through **Place actions** in the relevant Place (you will be prompted if all Boxes and Items shall be deleted or rather moved to the Default-Place).

- **Get labels** for all Boxes in a Place through when you are in the relevant Place (delivered as PDF per E-Mail)
- **Share Places** through **Share Place** in the relevant Place or activate the -Mode and tap on a friend in .

## 12. Manage Boxes

The App has various functions to help you manage Boxes:

- **New Boxx** in the list of Boxes or through **Boxx actions**
- **Rename Boxx** by tapping on the Boxx name or **Boxx actions**, each in the relevant Boxx
- **Move, delete Boxes** or select an Item as **Boxx-Cover** through **Boxx actions**
- **Share Boxes solo** through **Boxx actions** in a Place or in a Boxx or – when in – activate and tap on a friend to select the Boxes to be shared solo.

## 13. Manage Items

The App has various functions to help you manage Items:

- **New Item** in a Boxx, alternatively through or **Item actions**
- **Rename Item** by tapping on the Item name or **Item actions**, each when displaying the relevant Item
- **Move, delete Items** through **Item actions** in the list of Items, respectively Unboxed Items
- **Share an Item** by activating or through **Share Item** in the list of Items, respectively in Unboxed Items or when displaying the relevant Item

## 14. Unboxed Items

Unboxed Items are normal Items, which are, e.g. bulky, and are thus not stored in a Boxx. The following peculiarities should be noted:

- The first Unboxed Item of a Place is added through **Add Unboxed Item** in the list of Boxes.
- Further Unboxed Items can be added in the same way or in the list of Unboxed Items through **Add Unboxed Item** or .
- All Unboxed Items are accessible through the list entry **Unboxed** at the beginning of the list of Boxes.
- The list entry **Unboxed** is, in principle, like a Boxx, has its own ID and can be shared and provided with a cover. It can, however, not be renamed, moved or deleted; it automatically vanishes if all Unboxed Items in a Place have been removed or deleted.

## 15. Share with Friends

With iboxxit you can share your things in three different ways with your friends:

**Share Places**– If you know people really well, you may share complete Places. Your friends can view all Items in all Boxes and all Unboxed Items once you share a Place with them.

**Share solo** – You may only share selected Boxes, no matter in which Place they are. You can also only share the Unboxed Items of a Place solo.




**Share Items** – Send photos from one or more Items with the standard Android sharing function to other Apps (e.g. E-mail, Whatsapp, Facebook).




Before you can share Places or share Boxes/Unboxed Items solo, you must invite your friends



in and your friends must accept your invitation. You must also be online to be able to share anything.

## 16. Activate Share-Mode



In  as well as in  you can activate the 'Share-Mode' () when you are online. The share icon becomes blue if the Share-Mode is active.

**Item perspective:** If you activate  in , you can see and determine in relation to each Place, Boxx or the Unboxed Items, who can have access to this content. The relevant persons must be invited and connected beforehand. If you activate  in the list of Items, you can also share individual Items with the relevant Android standard sharing function.






**Personal perspective:** If you activate  in , you can see this from the inverse perspective and tap on a friend to see which Place or Boxxes this friend can view and modify your friend's access rights.

## 17. Share Places

If you share a Place in iboxxit with friends, these friends can view all Boxxes and all Unboxed Items in that Place.

If Boxxes are moved to another Place, this view access is cancelled unless this friend has also access to the new Place.

You can share Places as follows:






- In  activate  and – in the list of Places – tap on . You can now select with which friends you want to share this Place.
- In  activate  and tap on the friend with whom you want to share. You can now select which Place or which Places you want to share with this particular friend.

## 18. Share Boxxes solo

If you share Boxxes solo in iboxxit with friends, these friends can only see the Items in the relevant Boxxes, irrespective of the Place in which they are located. If Boxxes are

shared solo and moved to another Place, the relevant friends' access to these Boxxes remains connected.

You can share solo as follows:






- In  activate  and – in the list of Boxxes – tap on . You can now select with which friends you want to share one or more Boxxes solo.
- In  activate  and tap on the friend with whom you want to share. You can now select which Boxx or which Boxxes you want to share with this particular friend.

Unboxed Items can be shared accordingly using the list entry Unboxed.


## 19. Share Items

If you share individual Items in iboxxit, their photos will once be shared with the Android standard sharing function and sent to other Apps (e.g. E-Mail).

This works as follows:

- In  activate  and select the Items you want to share by ticking the relevant checkboxes. You can then select one or more Items and tap on 'Share'.
- If you currently view an Item (in  or ), you can share this Item through  Item actions.

## 20. Settings

Through  **Settings** you can adjust iboxxit to your needs and access a number of less frequently needed functions.

This includes the following:

- **Default Place, Language and Currency**
- **Offline-Mode** (in case of a poor or expensive Internet connection)
- **Display options** (sets level of detail how IDs and values are displayed) and **E-Mail-Notifications**

- **Account info** (e.g. user picture, version, available Items, Boxxes and Places, account expiry date)
- **Feedback**

You can also **Log out** from iboxxit using the last bar in the Settings.

## Frequently Asked Questions

**Why are the words Item, Boxx, Place and Unboxed Items always capitalized?**

We have developed iboxxit with the goal in mind to provide a powerful globally recognized system, which helps people to tidy up and keep their things organized.

To that end we use the terms Item, Boxx, Place and Unboxed Items as technical terms throughout the world and all language versions of iboxxit.

**Can I only use certain boxes with iboxxit?**

No, you can use any and all types of boxes to which you can affix a label.

You can also use completely different means of storage as 'Boxxes' and affix labels, e.g., to drawers, cupboards and cabinets.

We, however, recommend using the robust and neat white cardboard moving boxes shown in our commercials for storage purposes. With such boxes you can protect your belongings from dust and they can easily be transported should you be moving or outsourcing your storage. If you are interested in buying these boxes, please email to [service@iboxxit.com](mailto:service@iboxxit.com).

**What are Unboxed Items?**

When you use the iboxxit system, we recommend storing things in cardboard boxes whenever possible.

We recommend using the robust and neat white cardboard moving boxes shown in our commercials for storage purposes. With such boxes you can protect your belongings from dust and they can easily be transported

should you be moving or outsourcing your storage to make more room in your home. If you are interested in buying these boxes, please email to [service@iboxxit.com](mailto:service@iboxxit.com).

Bulky things which do not fit in a Boxx can be stored as Unboxed Items directly in a Place and are shown in the list entry 'Unboxed' at the beginning of the list of Boxxes.

Nearly all functions which are available for Boxxes are also available for the list entry 'Unboxed'.

Exceptions: Each list entry 'Unboxed' is automatically allocated to a Place and can thus not be moved nor renamed nor deleted. If there are no Unboxed Items, the list entry 'Unboxed' is simply not shown.

**Why do I need to select a Boxx or decide to add something as Unboxed Item before I can take any Item photos?**

The iboxxit system prohibits storing Items just "somewhere". Either they must be attributed to a Boxx or as Unboxed Item to a Place. This rule safeguards that the reality is correctly reflected in the App and that no photos are simply 'piled on a heap'.

If you, e.g., have just piled all things on a heap in your living room and want to make photos of them, please select 'Living Room' as Place and add them as Unboxed Items. You will, however, be faster and more efficient to have boxes at hand when tidying, affix labels with IDs to them and immediately put the photographed things into boxes. This way, you immediately organize and tidy up and do not just take photos of unorganized stuff.

**Why are there only Places, Boxxes and Unboxed Items and iboxxit does not have a more complex folder hierarchy like Windows or Mac OS?**

We think that the combination of complex hierarchies with keywords ultimately leads to

confusion, in particular if, on various levels, the information is shared with other people.

The simple structure of Places, Boxes and Unboxed Items reflects the reality of personal storage and keeps oversight about the persons you share information with manageable.

All other storage criteria can be added by using keywords.

### **What is an Item entry?**

The iboxxit system requires that Items are inventoried with square photos.

Each photo represents an Item entry. The number of Item entries you have available depends on the iboxxit version you have subscribed.

### **Do I need to take one photo of each Item?**

No, you can also take a collective photo of the whole contents of a Boxx or of all Unboxed Items and enter the applicable or estimated quantity.

We usually recommend to make individual photos of different individual items but to make collective photos once of multiple similar Items and enter the relevant quantity.

### **Do I have to add any further information to the photo?**

No, the Item name, quantity and value as well as keywords are useful information. However, adding such information should not slow down your tidying so all of this information is optional and you can add this information once you have more time.

### **Is it possible to inventory Items without a Photo?**

No, all further information (Item name, quantity and value as well as keywords) are optional but, as a minimum, the iboxxit system requires a visual identification by way of a photo.

### **What is the Speed Mode?**

If you want to tidy up and inventory a lot of things in a short period of time, you can – after having selected a Boxx – activate the Speed Mode.

You can then make one photo after another. These photos will automatically be stored into the Boxx you have selected, without requiring further review or confirmation.

If your Boxes have labels with IDs, you can select the Boxes directly from the Camera and tidy up rapidly while remaining fully organized.

If needed you can still discard photos later on and complement all additional information once you have more time.

The Speed Mode works accordingly with Unboxed Items, if you selected to store things there beforehand.

### **What is a Boxx-Cover?**

When you are in a Boxx and tap on the Boxx symbol or tap on 'Select Boxx-Cover' in **Boxx actions**, you can select the photo of an Item entry to represent the Boxx content. This also works for Unboxed Items using **Unboxed**. By way of default, the App uses the photo of the first Item entry made for a new Boxx as Boxx-Cover.

If you use a picture as Boxx-Cover which is not at the same time the photo of an Item (not recommended), simply add the relevant picture as a new Item and set the quantity to zero so that the correct Item count is not affected.

### **How do I mark Boxes or Items which I have loaned to someone else?**

Apply the iboxxit system to this task and make a Place for "Loaned Items" and Boxes for your friends to whom you have loaned them. Move the relevant Items there. This way, you always reflect the reality of where your things are in iboxxit.

### **Why is the **☰**-Function (More) in the lower right corner and partially shows different sub-functions?**

The usability of the App has been optimized so that all important functions can be accessed with one hand so that you always have the other hand free for tidying up.

The **☰**-Function thus shows in each situation the sub-functions which are best-suited to that situation.

Help and Settings are always accessible from there.

### **Why is it only possible to make square photos with iboxxit?**

iboxxit is all about tidying and organizing your things quickly and efficiently. The use of square photos is ideal for one handed use of your smartphone. Simply hold your smartphone vertically with one hand and use the other hand at work.

Furthermore, you do not need to decide whether you take photos in portrait or landscape mode and do not lose time when inventorying Items.

### **What is the Default-Place?**

In **☰-Settings**, you can define a Default-Place which in certain use situations will automatically be suggested for the storage of Boxes or Unboxed Items.

### **What is an ID?**

The iboxxit system works with IDs for identifying Boxes. An ID comprises a combination of 8 letters and digits which are uniquely assigned to each customer (Customer-ID) as well as a number to uniquely identify each Boxx.

With the App or on iboxxit.com, you can request labels with IDs which facilitate your efforts to neatly label all Boxes and keep them organized going forward.

In Scan-Mode, the Camera automatically identifies the QR-Codes on the labels and so enables the automatic selection of Boxes directly in the Camera.

For all Unboxed Items in a Place a special ID is generated which is comprised of the Customer-ID, a number representing the Place and the suffix 'Ubx' for Unboxed.

### **Why is each ID comprised of a letter/digit combination for each customer, sequential numbers and why do the labels show a large sequential number in addition to the QR code?**

This combination is the result of numerous field tests.

The random letter/digit combination of the Customer-ID does not allow third parties to a mapping with the customer's identity, if, e.g., Boxes are stored somewhere outside of your home.

The sequential numbers greatly facilitate the handling. They are printed on the labels with a large font size so that they easily allow identification of Boxes without using the App.

If you do not have labels at hand when storing, you can also write numbers on the Boxes by hand and later cover them with the labels.

As the sequential number is shown in large and blue in the Camera, you always know to which Boxx you are currently adding Items.

### **Why do some IDs end with 'Ubx'?**

In each Place, it is possible to store bulky things as Unboxed Items.

All Unboxed Items in a Place are stored under the list entry 'Unboxed', which has its own ID, comprised of the Customer-ID, a number as well as the suffix 'Ubx'.

To a certain extent, this ID represents the Place as Unboxed Items can always only be stored in one location in each Place.

The corresponding label can, e.g., be affixed to the basement wall.

The Camera shows in large and blue 'Ubx' if you are currently adding Unboxed Items to a Place so that you always know to which location you are adding Items.

#### **Why does the Camera have a Scan-Mode?**

The Scan-Mode enables you without further navigation to take photos of Items and select Boxxes if these have labels with IDs.

You can then easily navigate to Boxxes within the Camera, take photos of your Items and tidy up rapidly while remaining organized in the process.

If you want to provide additional information to your Items later on, you can further use the Speed Mode and tidy up in record speed.


You can navigate accordingly to store things as Unboxed Items if you have affixed a label with the relevant ID in your Place (such ID ends with 'Ubx').

#### **What are keywords?**

You can use keywords (also called tags) to categorize groups of Items or add other relevant information.

Examples:

- If you store empty product packages, you can enter the product name as Item name and add in each case the keyword 'Packaging'
- All Items used for home decoration can be labelled with the keyword 'Decoration'.

In  you can search for all keywords and thus for all Items of a certain category in all Places, Boxxes and Unboxed Items. If you agree on the same keywords with your friends, you can also find their matching Items accordingly.

#### **If I do not like the labels, which design options do I have?**

First of all you can select your favourite colours for the text and the ID in the App or on [iboxxit.com](https://www.iboxxit.com).

If this is not sufficient, you can create labels with any word processing or graphics program as well as data bases or PowerPoint. You can also use the templates provided for by the producers of self-adhesive labels.

You can then create iboxxit-compatible QR codes with any QR code generator by translating the internet address representation of each ID into a QR code (e.g. <https://www.iboxxit.com/CUST-OMER-27>).

#### **Legal Notices**

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