NEXTDAB

Kite REMS

User Manual

Real Estate Management Software for property owners and management companies

Windows program 6.06 · Android app 6.08 · November 2026

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1. Introduction

Kite REMS keeps everything about your buildings in one place: buildings, flats and shops, tenants and contracts, monthly rent, payments and receipts, cheques, maintenance jobs, income and expenses, and reports including the Oman VAT return.

How Kite REMS works

- **Server PC:** one Windows PC in your office keeps all the data. It should stay switched on during working hours (ideally always).
- **Admin PC and User PCs:** the other office PCs open Kite REMS from the Server PC over the office network.
- **Phones:** the Kite REMS Android app (Google Play) opens the same data in the office over Wi-Fi, and from anywhere through your internet address.
- **Internet address (optional):** Nextdab gives you an address such as `yourcompany.nextdab.com`, so you can use Kite REMS from home or on the road. No router settings are needed.

> **Your data stays with you.** Tenant names, payments and documents are stored only on your own Server PC. Nextdab receives only license and usage numbers (company details, license status, how many buildings, units, tenants and users, and the version).

Who can do what

There are three roles. The **administrator** can do everything. A **manager** and a **collector** get the pages and buttons the administrator allows them (see section 18). By default a manager sees almost everything, and a collector sees the Dashboard and Rent Collection.

2. What you need

For	You need
Server PC	Windows 10 or 11, always on during work (set it never to sleep), connected to the office network. Internet is needed for registration, updates, Nextdab check-ins and the internet address.
Admin PC / User PCs	Windows 10 or 11 in the same office network (cable or Wi-Fi). Or simply a web browser.
Phones	Android 8.0 or newer, the Kite REMS app from Google Play. iPhone: open your internet address in Safari and use "Add to Home Screen".
Phone code	An authenticator app on each user's phone (Google Authenticator or Microsoft Authenticator) for logins from the internet.
Installer	`KiteREMS_Setup_v6.06.exe` from nextdab.com/downloads. The same installer is used on every PC.

3. Installing Kite REMS (step by step)

Kite REMS uses **one installer for every PC**. You decide on each PC whether it is the Server PC, the Admin PC or a User PC. Always install the **Server PC first**, then the Admin PC, then the User PCs and phones.

3.1 Before you install

- **Choose the Server PC.** One Windows 10 or 11 computer in the office that stays switched on (a desktop PC is better than a laptop). All data will be stored on it.
- **Windows administrator rights** on each PC (the installer asks Windows for permission).
- **Internet** on the Server PC during installation and for the registration code.
- **The office network:** all PCs connected to the same router (cable or Wi-Fi).
- **Download the installer** `KiteREMS_Setup_v6.06.exe` from nextdab.com/downloads (Kite REMS > Windows installer). Copy it to a USB stick if the other PCs have no internet.
- **Optional:** the **connection code** from Nextdab for your internet address (a long line that starts with `KREMS1.`). You can also add it later.

3.2 Starting the installer

1. Double-click `KiteREMS_Setup_v6.06.exe`.
2. If Windows shows *"Windows protected your PC"*, click **More info** > **Run anyway**.
3. Windows asks *"Do you want to allow this app to make changes?"*: click **Yes**.
4. **Destination:** keep the suggested folder (`C:\Program Files\Kite REMS`) and click **Next**.
5. **Shortcuts:** tick **Create a desktop shortcut** if you want one, and click **Next**.
6. **Which PC is this?** Choose one of:
   - **Server PC**: keeps ALL the data. Only ONE computer in the office.
   - **Admin PC**: the administrator's computer (license, users, settings).
   - **User PC**: manager and staff computers, also laptops used at home.
   - **Keep the settings this PC already has (update only)**: use this when you install a new version on a PC that already has Kite REMS.

3.3 Installing the Server PC

1. **Which PC is this?** > **Server PC** > Next.
2. **New server or moving?** For a new installation, leave both boxes empty and click **Next**. (Moving from an old server PC: see section 25.) This page also shows this PC's **Machine ID**.
3. **Move file (optional):** leave both boxes empty and click **Next**.

4. **Internet access (optional):** paste the connection code from Nextdab, or leave it empty. Click **Next**.
5. **Server options:** keep both ticked:
   - **Start the server automatically when Windows starts**, so Kite REMS is always available.
   - **Allow the office computers to connect (Windows Firewall, port 8080)**, so other PCs and phones can reach it.
6. Click **Install**. The installer downloads what it needs: the internet connection program (only with a connection code) and Microsoft Edge WebView2 (the app window), if this PC does not have it yet.
7. Keep **Open Kite REMS now** ticked and click **Finish**.

Kite REMS now opens the **status page** of the Server PC. It shows:

- **This PC's address on the network**, for example `192.168.1.10` (port `8080`). Write it down: the other PCs and the phones need it.
- **The Admin PC setup code** (6 digits). You need it once, on the Admin PC.
- The internet address (if you added a connection code), the signed-in users and the last backup.
- Buttons to **open the app**, **stop** the server or **change the setup**.

> The server **runs in the background**. Closing the window does not stop it. To stop it: Start menu > Kite REMS > **Stop the server (server PC only)**.

3.4 Windows settings on the Server PC

- **Never sleep:** Windows Settings > System > Power > set *Sleep* to **Never** (when plugged in). A sleeping Server PC means nobody can work.
- **Fixed IP address:** in your router, reserve the Server PC's IP address (often called "DHCP reservation" or "static lease"). Then the office address never changes.
- **Firewall:** if you did not tick the firewall option, or other PCs still cannot connect, open **Command Prompt as administrator** on the Server PC and run:
  `netsh advfirewall firewall add rule name="Kite REMS" dir=in action=allow protocol=TCP localport=8080`
- **Antivirus:** if your antivirus blocks Kite REMS, allow `KiteREMS.exe` in it.

3.5 Installing the Admin PC

1. Run the same installer > **Which PC is this?** > **Admin PC** > Next.
2. **Connect to the server:** type the **office server address** shown on the Server PC (for example `192.168.1.10`), the **port** (normally `8080`), and the **internet address** from Nextdab if you have one (for example `yourcompany.nextdab.com`). In the office the office address is used; everywhere else the internet address.
3. Click **Install**, then **Finish** with **Open Kite REMS now** ticked.
4. Kite REMS connects to the server and shows **Create the administrator password**:

- Type the **6-digit setup code** shown on the Server PC's status page.
- Type the new password twice. It needs 8 to 32 characters, with a capital letter, a small letter, a number and a special character (! @ # $ % & * ...).
- Click **Save password and go to login**.

5. Log in with user name `admin` and this password, then **register** Kite REMS (section 4).

> **Tip:** the administrator password can be created only in the office. After 5 wrong setup codes, wait 10 minutes. You can also do this on the Server PC itself (open the app from its status page).

3.6 Installing the User PCs

1. Run the installer > **User PC** > Next.
2. **Connect to the server:** the office address and/or the internet address, as on the Admin PC.
3. **Install** > **Finish**. The login page opens. Each user logs in with the account the administrator made for them (section 18).

Don't know the address? When the program opens, click 🔍 **Find server**: it searches the office network for the Server PC.

3.7 Without installing: a web browser

Any PC, Mac or tablet in the office can open Kite REMS in a web browser at the office address, for example `http://192.168.1.10:8080`. Outside the office, open your internet address, for example `https://yourcompany.nextdab.com` (this needs the phone code, section 19).

3.8 Phones

Install **Kite REMS** from Google Play and scan the QR code the administrator makes in Admin Panel > Users > QR. The full steps are in section 20.

3.9 Start menu shortcuts

Shortcut	What it does
Kite REMS	Opens the app (on the Server PC: the status page).
Change server - network settings	Choose again which PC this is, or change the server address.
Stop the server (server PC only)	Stops the server that runs in the background.
Uninstall Kite REMS	Removes the program.

3.10 New versions, reinstalling and uninstalling

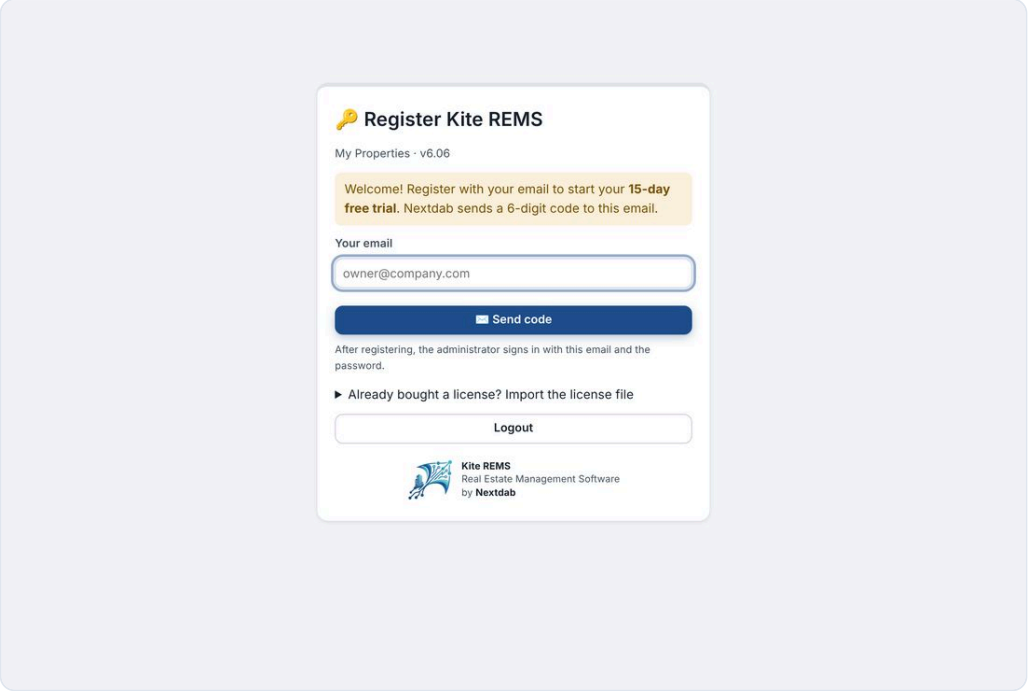
- **New versions** normally come by themselves: click **Update** when Kite REMS says a new update is available (section 24). To install a new version by hand, run the new installer and choose **Keep the settings this PC already has (update only)**.
- **Your data is kept** when you update, reinstall or uninstall the program. Still, make a backup first (section 23).
- To move the server to another computer, do not just reinstall: use Moving the server to a new PC.

3.11 Installation problems

Message or problem	What to do
"... could not be downloaded"	The PC has no internet, or a firewall blocks the download. Check the internet and run the installer again.
"This is not a connection code from Nextdab"	Copy the whole line that starts with `KREMS1.`, or leave the box empty and add it later in Network Settings.
The Admin PC or a User PC cannot find the server	The Server PC must be on with Kite REMS running. Check the address on its status page, use **Find server**, and check the firewall (3.4).
"Wrong setup code"	Type the 6 digits shown on the Server PC's status page now. After 5 wrong codes wait 10 minutes.
The office address changed	Reserve a fixed IP for the Server PC in the router, then on each PC: Start menu > Kite REMS > **Change server - network settings**.
The app window stays empty	Run the installer again with internet so it can install Microsoft Edge WebView2, or open the office address in a web browser.

4. First start: administrator, registration and free trial

1. **Create the administrator password** on the Admin PC (or the Server PC) in the office, with the 6-digit setup code from the Server PC.
2. **Register Kite REMS.** A new installation asks for the administrator's email. Type it and click **Send code**. Nextdab emails a 6-digit code. Type the code. The Server PC needs internet for this.
3. Your **15-day free trial** starts on that day. From now on the administrator signs in with this **email and password**.

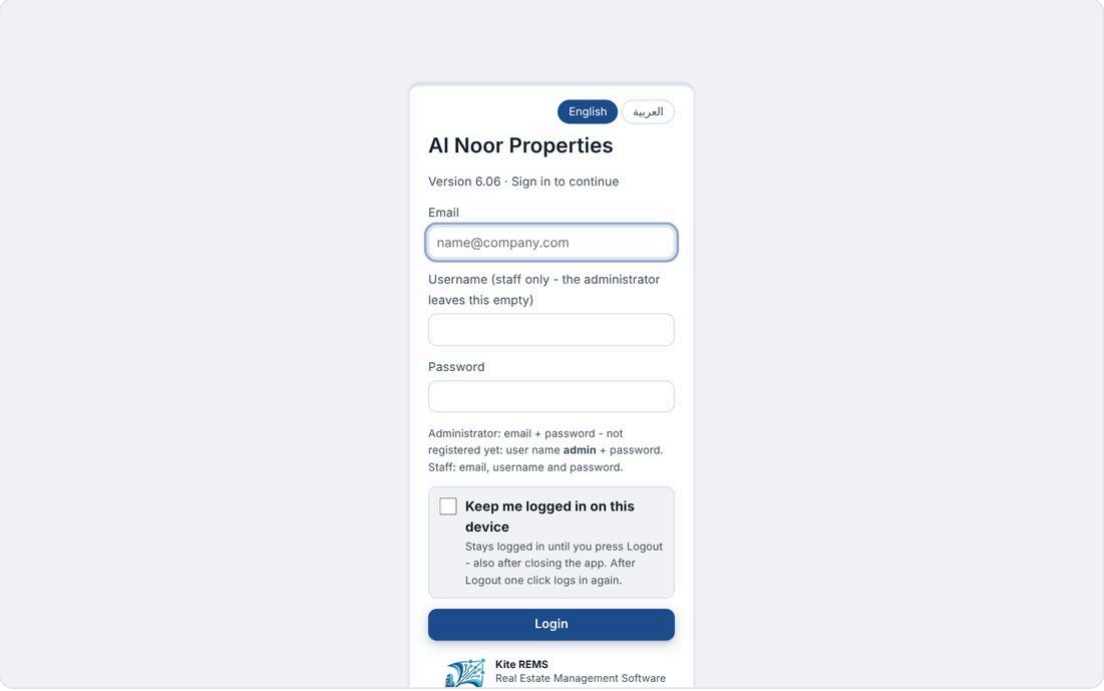


Register Kite REMS: the administrator's email gets a 6-digit code, and the 15-day trial starts.

Already bought a license? Open **"Already bought a license? Import the license file"** on the same screen. Before the trial ends, ask Nextdab for a license (section 22).

> One free trial per computer. Customers who used Kite REMS before version 6.05 keep the trial or license they already had.

5. Signing in and the screen layout



The login page.

- **Administrator:** email + password. (Before registration: user name `admin` + password.)
- **Staff:** email + username + password.
- **From the internet** every login also needs the **6-digit phone code** (section 19).
- **Keep me logged in on this device:** you stay logged in until you press Logout, also after closing the app. After Logout the account stays saved and one click logs in again; the × next to it forgets it.
- The language buttons at the top switch between English and العربية.

The screen

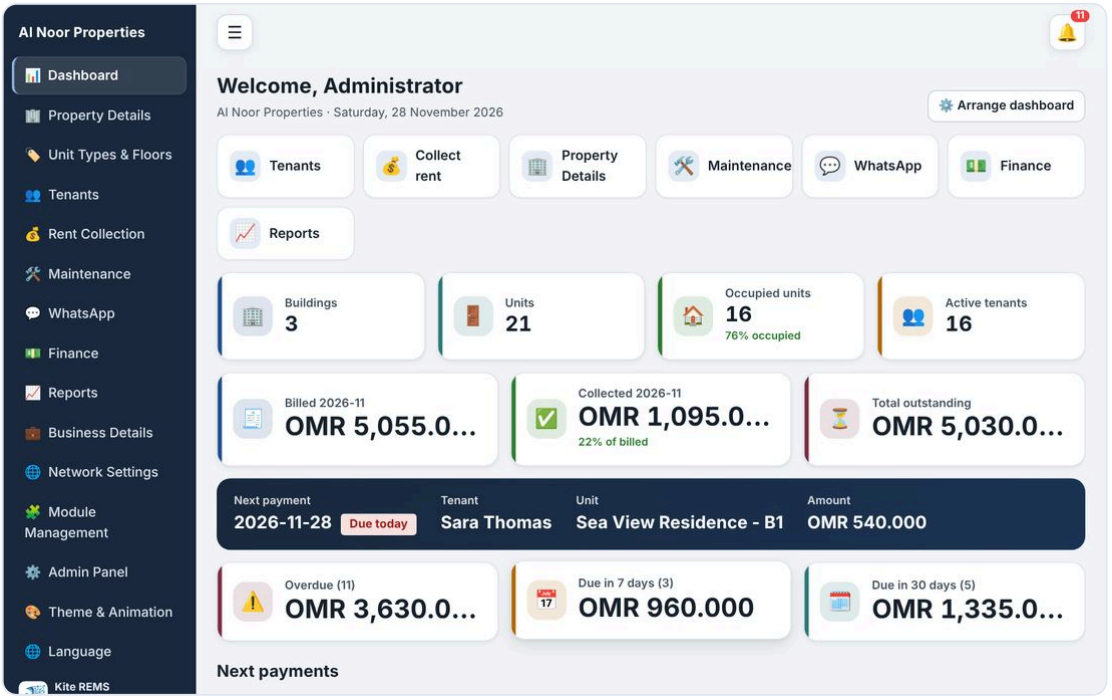
- **Side menu (left):** the pages you may open. On a phone or a narrow window it opens with the ☰ button.
- **Bell (top right):** reminders and messages: cheques due soon, new WhatsApp messages and jobs, a new update, the license or trial ending soon, and messages from Nextdab.
- **Bottom of the side menu:** version, your name, light/dark mode, **Phone code**, **Update** (when a new version is ready) and **Logout**.

6. Quick start: your first day

1. **Business Details:** company name, address, phone, VATIN, CR number, currency and VAT settings (section 8).
2. **Unit Types & Floors:** check the lists of flat types and floors, add your own (section 9).
3. **Property Details:** add your buildings, then the flats and shops in each building with their monthly rent (section 10).
4. **Tenants:** add each tenant with the unit, start date, deposit, payment method and rent due day (section 11).
5. **Rent Collection:** generate the monthly rent, then receive payments and print receipts (section 13).
6. **Users:** add your staff and choose what they may see and change (section 18).
7. **Backup:** choose a backup folder on another drive and switch on automatic backups (section 23).

7. Dashboard

The Dashboard shows the most important numbers of the month at a glance.

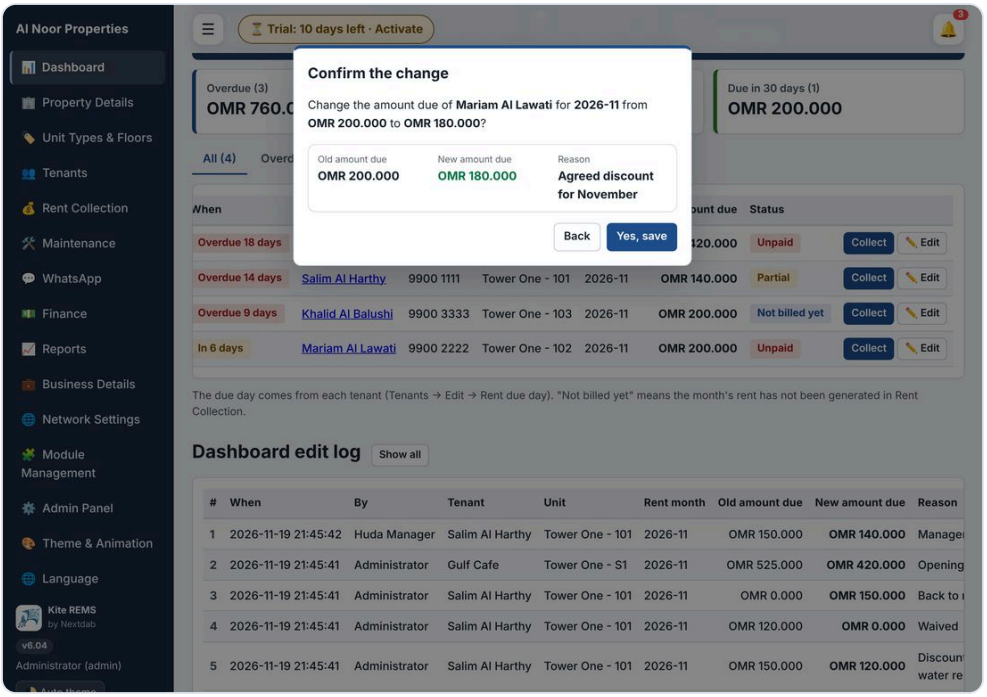


The Dashboard.

- **Quick actions:** one click to Tenants, Collect rent, Property Details, Maintenance, WhatsApp, Finance and Reports.
- **Numbers:** buildings, units, occupied units (with the occupancy %), active tenants, billed this month, collected this month (with the % of billed), and total outstanding.
- **Next payment:** the next tenant who has to pay, with the unit and amount.
- **Overdue / Due in 7 days / Due in 30 days:** how many payments and how much money.
- **Next payments table:** filter All, Overdue, Next 7 days or Next 30 days. Each row has **Collect** (receive the payment at once) and **Edit**.
- **Cheques and maintenance:** cheques due soon and open maintenance jobs.

Changing an amount due

Click **Edit** on a row to change the amount due of that rent month, for example for an agreed discount. Type the new amount and a reason. Kite REMS asks you to confirm before it saves.



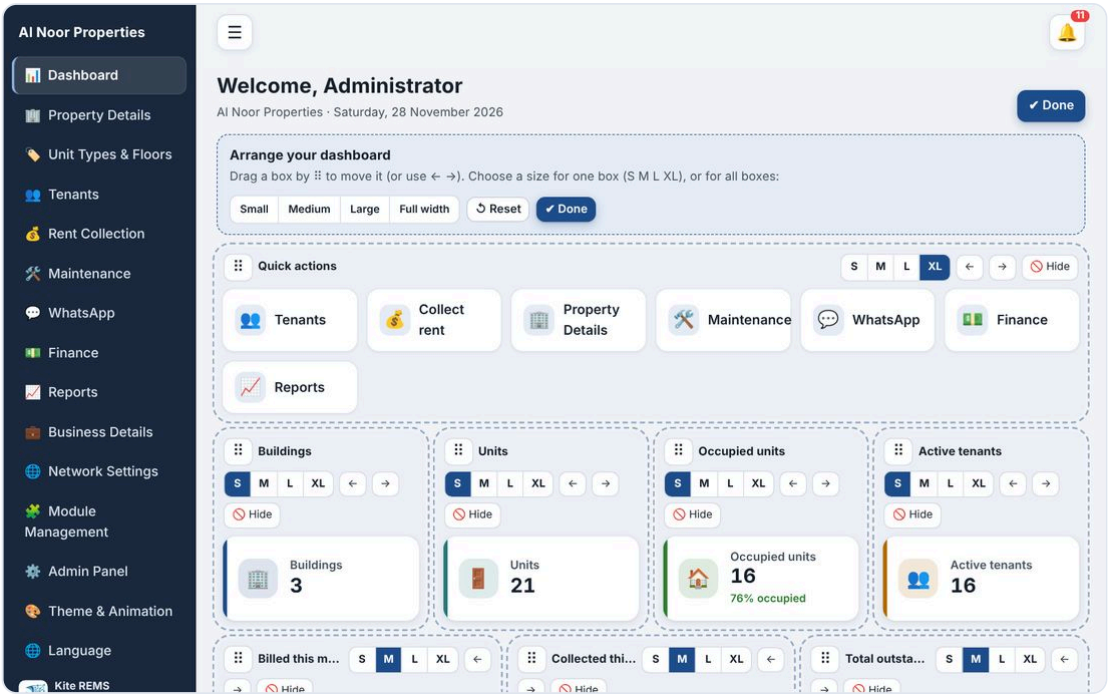
Kite REMS asks before it changes an amount due.

Every change is kept in the **Dashboard edit log** (who, when, tenant, unit, month, old and new amount, reason). Only users with the permission *Change amount due (dashboard)* can do this.

Arranging the dashboard

Click ⚙ **Arrange dashboard**:

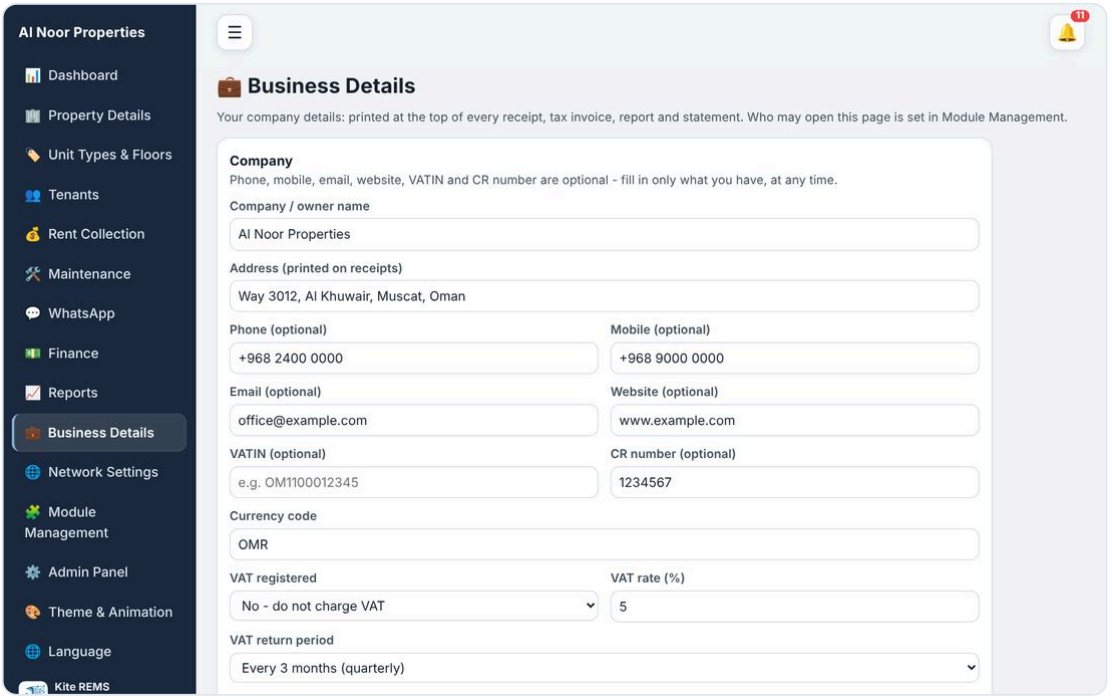
- Drag a box by ⠿ to another place (or use the ← → buttons).
- Choose a size for one box (**S M L XL**), or for all boxes at once (Small, Medium, Large, Full width).
- **Hide** a box you do not need. ↺ **Reset** brings back the standard dashboard.
- Click ✔ **Done**. Every user has their own arrangement.



Arrange dashboard: move, resize and hide boxes.

8. Business Details

Your company details are printed at the top of every receipt, tax invoice, report and statement.



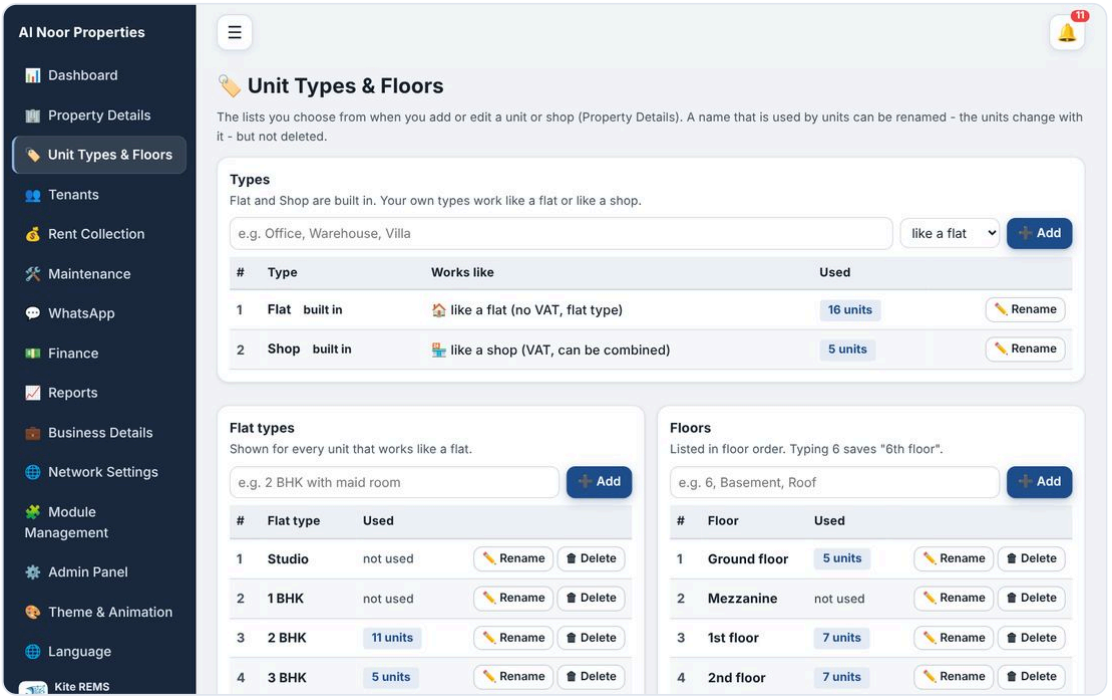
Business Details.

- **Company / owner name** and **address** (printed on receipts).
- **Phone, mobile, email, website, VATIN and CR number** are optional. Fill in only what you have.
- **Currency code**, for example OMR.
- **VAT registered:** *No - do not charge VAT*, or *Yes - charge VAT on taxed rent*, with the **VAT rate** (5% in Oman) and the **VAT return period** (quarterly or monthly).
- **Default bounced cheque fee:** charged to the tenant when a cheque bounces (you can change it each time).

Click 💾 **Save business details**. In Oman, residential rent (flats) is exempt from VAT; VAT is charged only on shops and other commercial units.

9. Unit Types & Floors

These are the lists you choose from when you add or edit a unit.

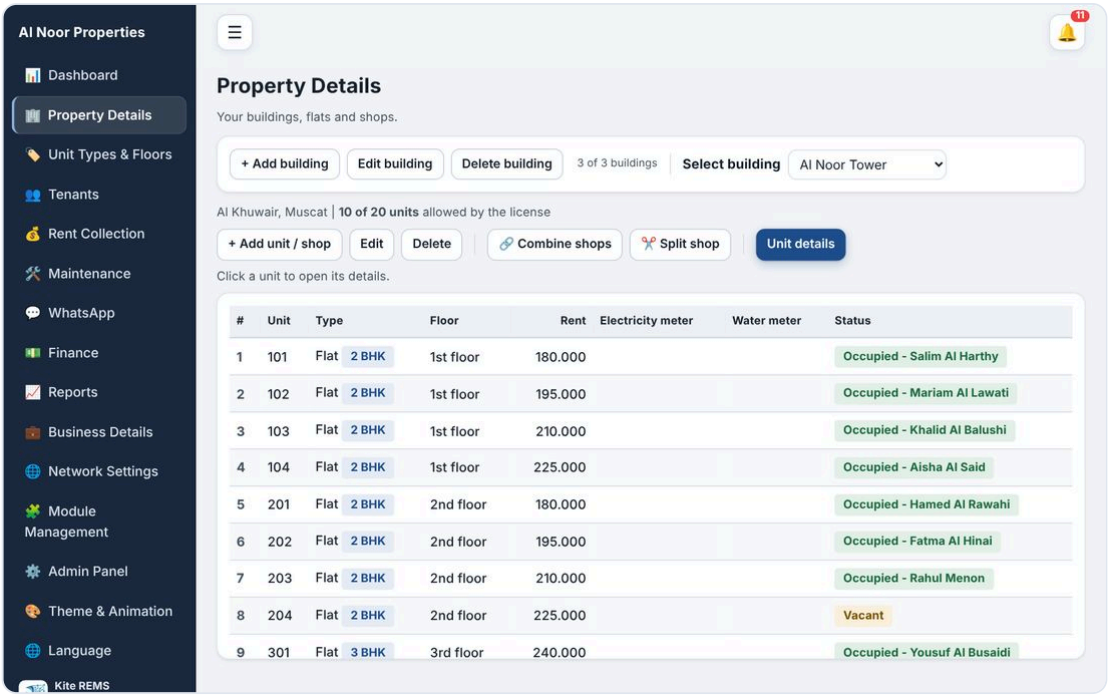


Unit Types & Floors.

- **Types:** *Flat* and *Shop* are built in. Add your own (for example Office, Warehouse, Villa) and choose whether it works **like a flat** (no VAT, has a flat type) or **like a shop** (VAT, can be combined).
- **Flat types:** Studio, 1 BHK, 2 BHK, 3 BHK, 4 BHK, Penthouse, Duplex, or your own.
- **Floors:** listed in floor order. Typing `6` saves "6th floor".

A name that is used by units can be renamed (the units change with it) but not deleted.

10. Property Details: buildings and units



Property Details: choose a building, then manage its units.

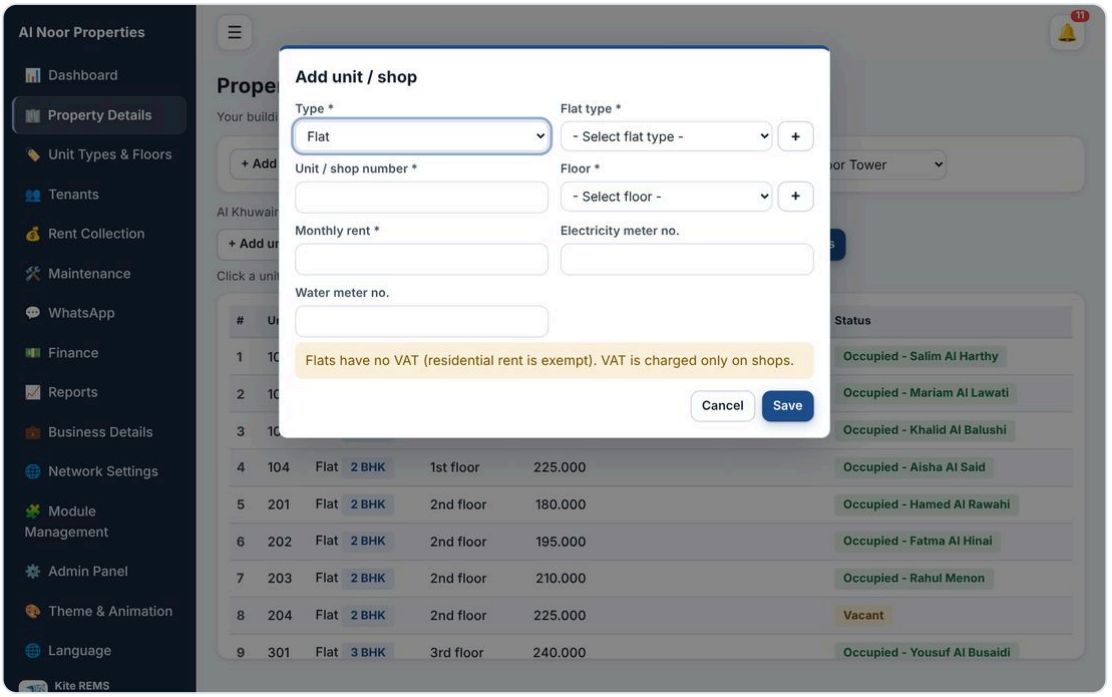
10.1 Buildings

Click **+ Add building**, type the name and address, and save. **Edit building** and **Delete building** work on the building chosen in **Select building**. The page shows how many buildings and units your license allows. If the limit is reached, Kite REMS offers to import an extra-building license file.

10.2 Units and shops

Choose the building and click **+ Add unit / shop**:

- **Type** (Flat, Shop or your own type), **Flat type** for flats.
- **Unit / shop number** and **Floor** (the **+** next to a list adds a new entry).
- **Monthly rent**. For shops: whether VAT is charged and whether the rent includes VAT.
- **Electricity meter no.** and **Water meter no.** (optional).



Add unit / shop.

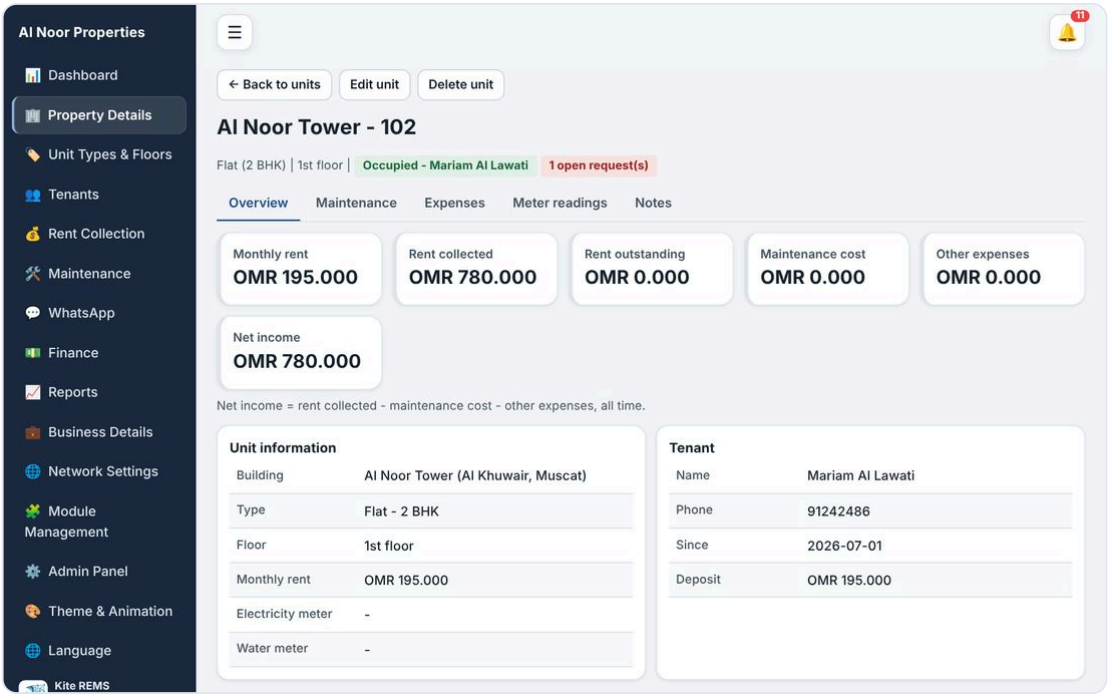
Changing the rent: in **Edit** you choose whether the new rent counts from the first day of the running contract or from today.

Combine shops / Split shop: join neighbouring shops into one unit (for example when one tenant rents two shops), or split them again.

10.3 Unit details

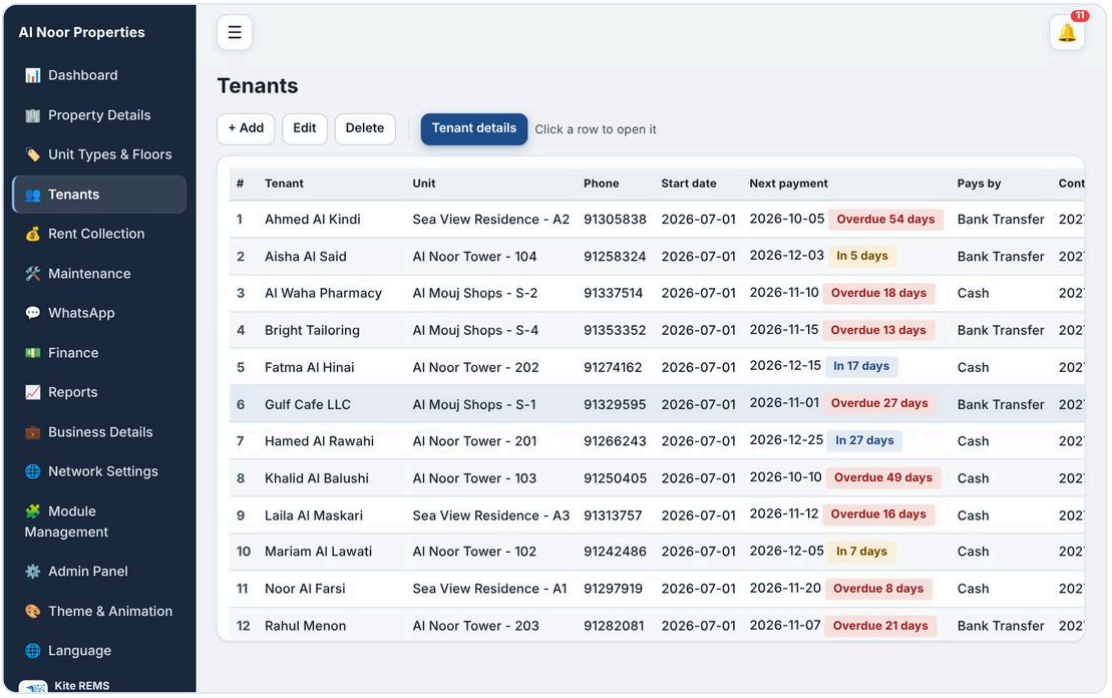
Click a unit row to open it. The tabs:

- **Overview:** monthly rent, rent collected, rent outstanding, maintenance cost, other expenses and **net income** (rent collected - maintenance - expenses), plus the unit information and the current tenant.
- **Maintenance:** jobs and repairs of this unit.
- **Expenses:** costs of this unit.
- **Meter readings:** electricity and water readings.
- **Notes:** anything you want to remember about the unit.



Unit details.

11. Tenants



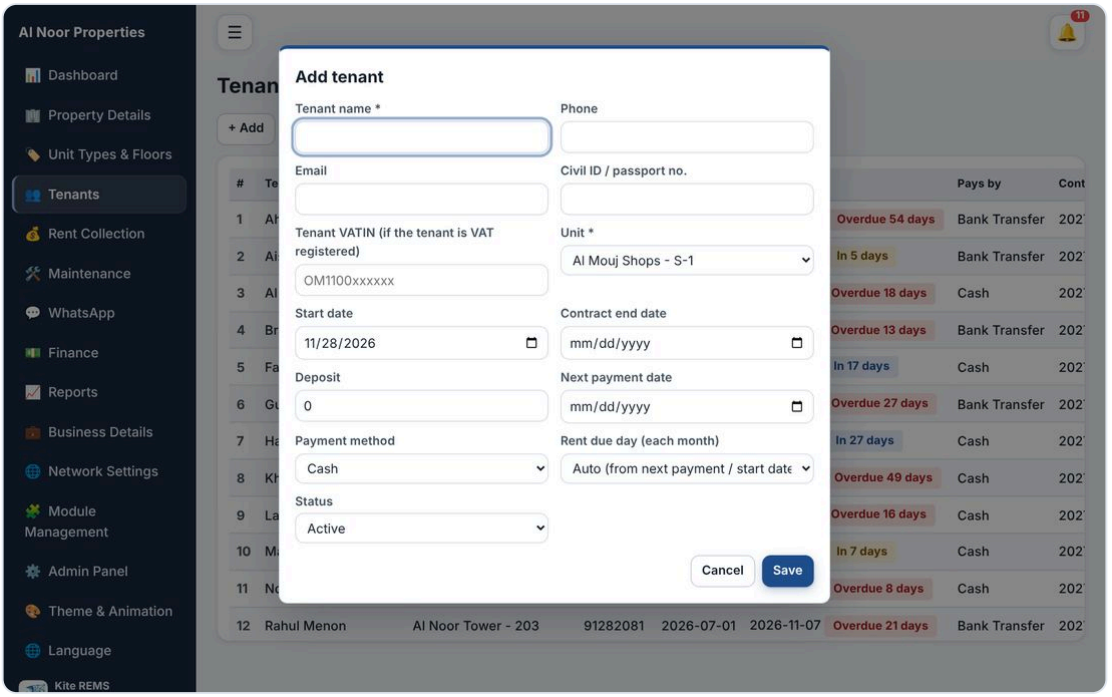
The tenant list with the next payment of each tenant.

The list shows each tenant's unit, phone, start date, **next payment** (with "Overdue" or "In ... days"), payment method, contract end, contract file, deposit and status. Click a row to open the tenant.

11.1 Adding a tenant

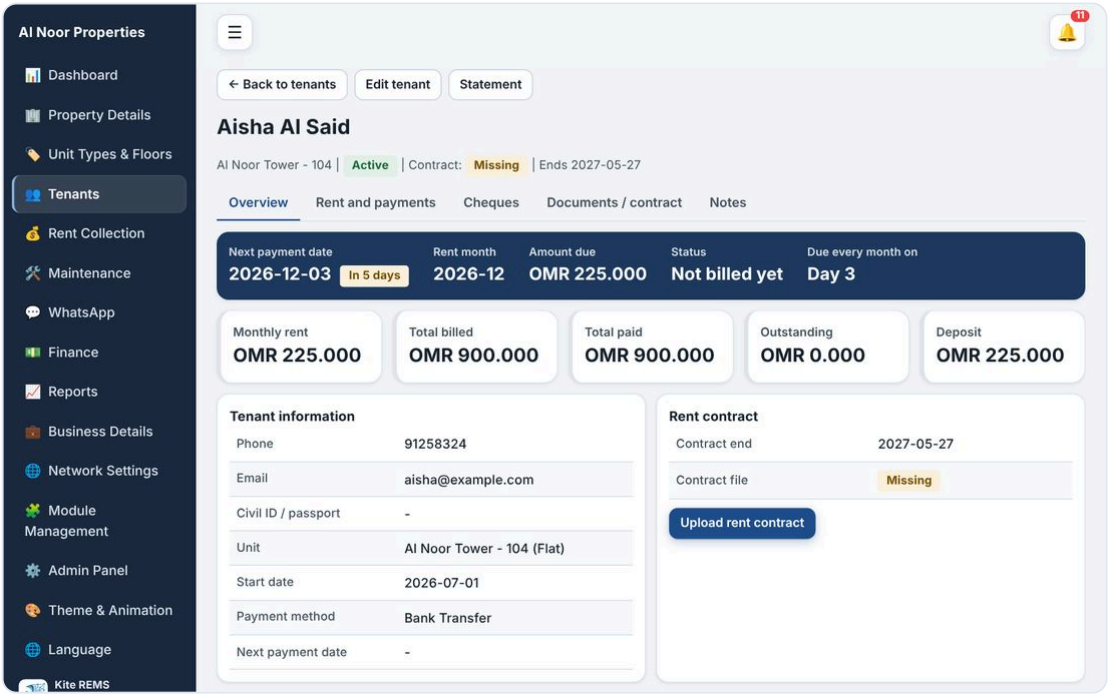
Click **+ Add** and fill in:

- **Tenant name**, phone, email, Civil ID / passport number.
- **Tenant VATIN** if the tenant is VAT registered (printed on tax invoices).
- **Unit**, **start date**, **contract end date**, **deposit**.
- **Next payment date** and **rent due day** (Auto, or a fixed day 1 to 31 each month).
- **Payment method:** Cash, Cheque or Bank transfer.
- **Status:** Active, or **Left** when the tenant moves out (the unit becomes vacant and the history stays).



Add tenant.

11.2 Tenant details

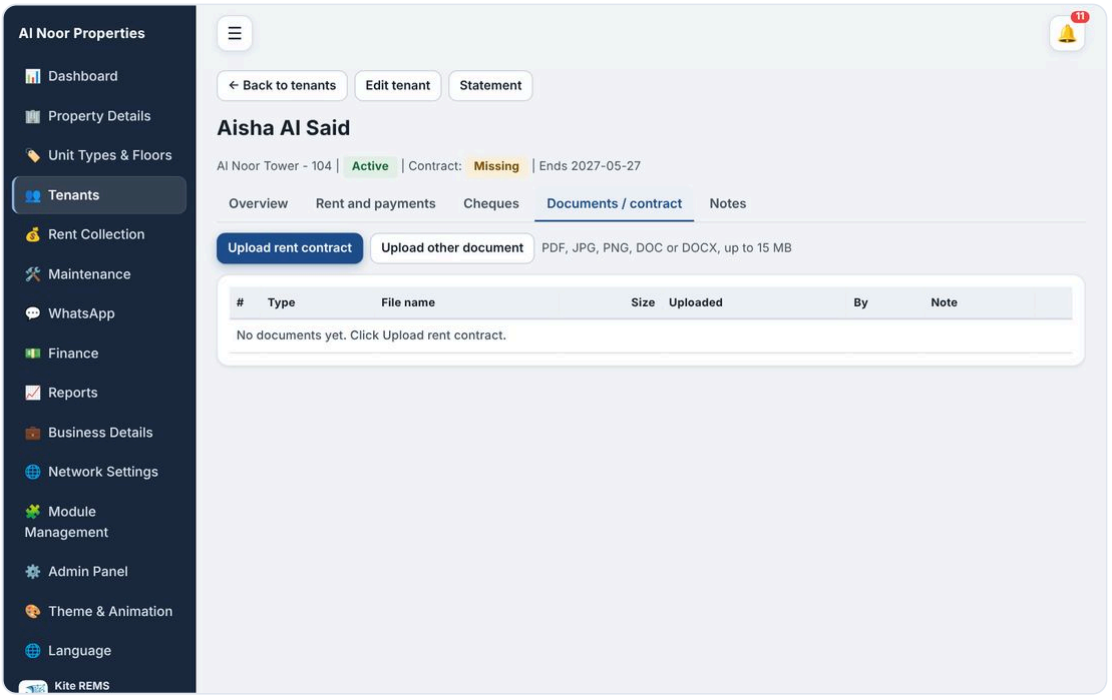


Tenant details: next payment, totals and contract.

- **Overview:** next payment date, amount due and status, due day, monthly rent, total billed, total paid, outstanding, deposit, tenant information and the rent contract.
- **Rent and payments:** every rent month and every payment, with a **Receipt** button.
- **Cheques:** the tenant's cheques (section 12).
- **Documents / contract:** upload the rent contract and other documents (PDF, JPG, PNG, DOC or DOCX, up to 15 MB).

- **Notes:** free notes about the tenant.

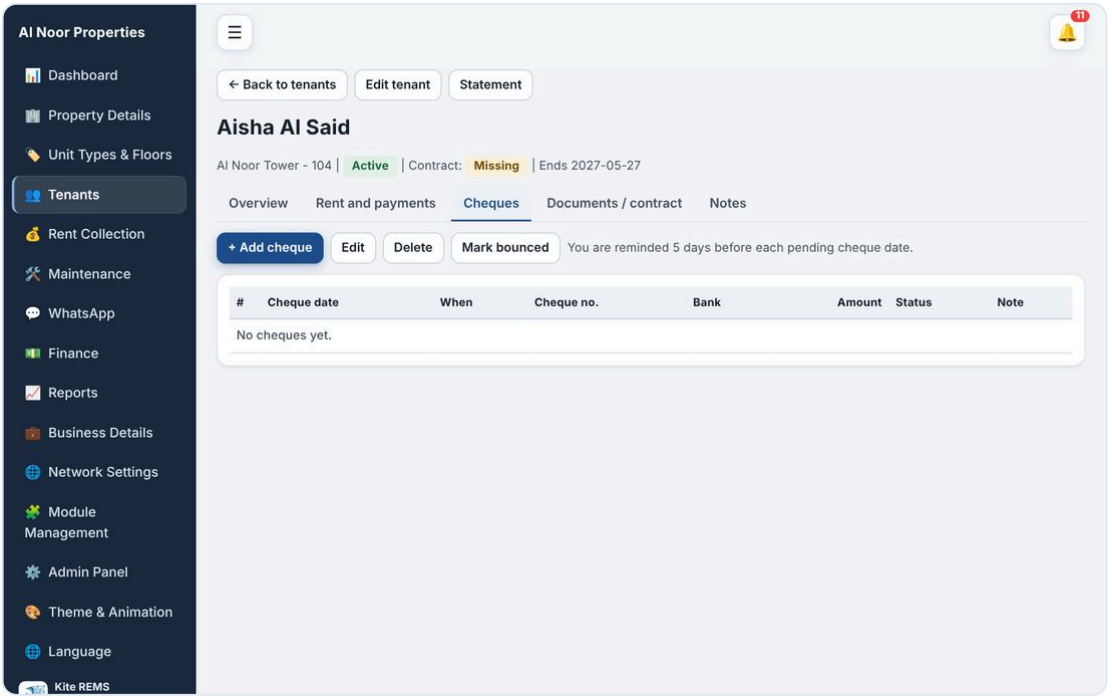
Statement (top) opens the tenant's statement of account, ready to print or save as PDF.



Upload the rent contract and other documents.

12. Cheques

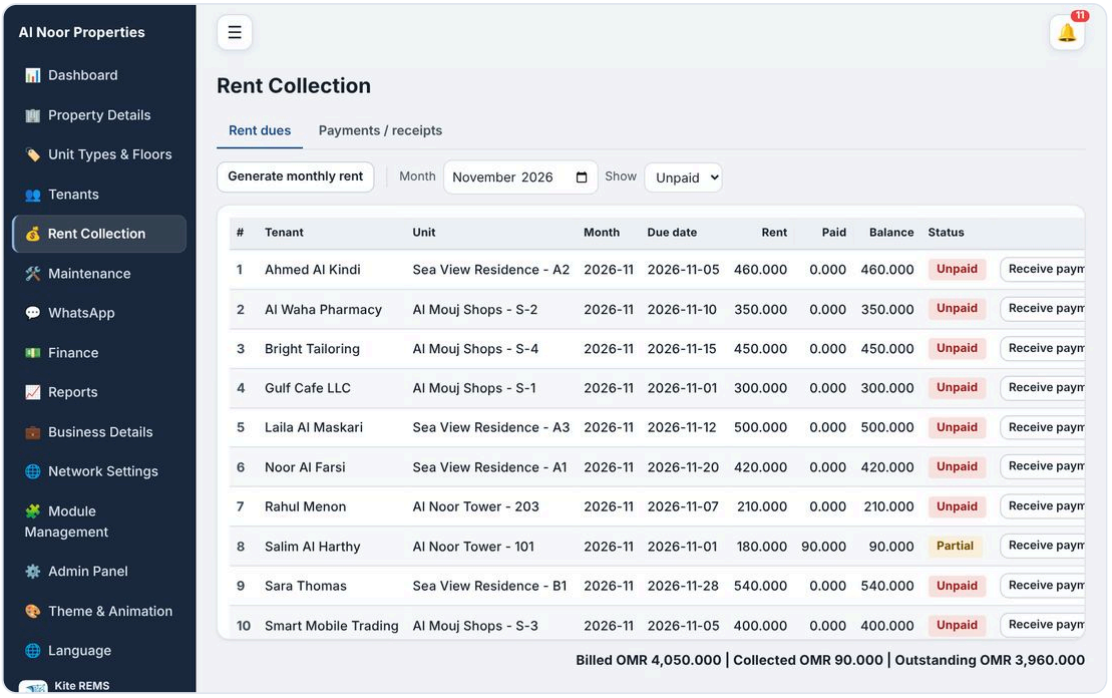
Open the tenant > **Cheques** > **+ Add cheque**: cheque date, cheque number, bank, amount and a note.



Cheques of a tenant. Kite REMS reminds you 5 days before each cheque date.

- **Status:** Pending, Deposited, Cleared, Bounced or Cancelled. Use **Mark bounced** or the status buttons.
- **Reminders:** 5 days before each pending cheque date, the cheque appears on the dashboard and under the bell.
- **Bounced cheque:** Kite REMS records the bounce date and can charge the **bounced cheque fee** to the tenant. The fee appears as an amount to collect and, once paid, as income under "Bounced cheque fees".

13. Rent Collection, receipts and tax invoices



Rent dues of the month.

13.1 Generate the monthly rent

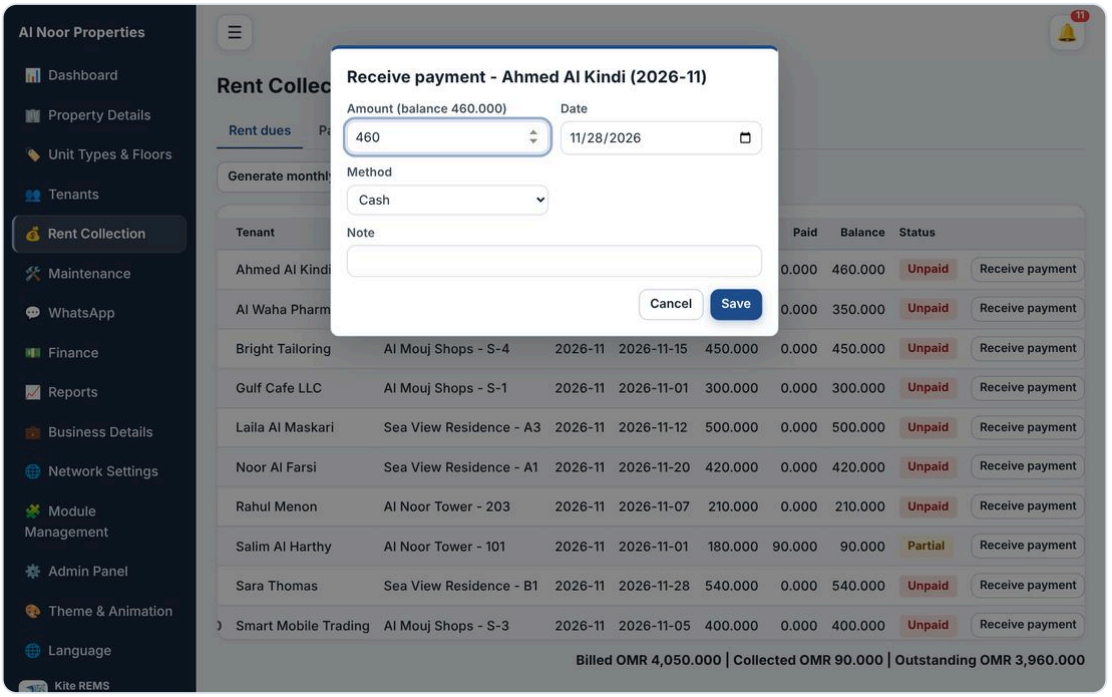
Click **Generate monthly rent**, choose the month and click **Generate**. Kite REMS creates the rent of every active tenant for that month with the due date from the tenant's due day. Generating the same month again does not make duplicates.

13.2 Rent dues

Choose the **Month** and **Show** (All, Unpaid or Paid). Each line shows the rent, paid amount, balance and status (Unpaid, Partial, Paid). The bottom line shows billed, collected and outstanding for the month.

13.3 Receiving a payment

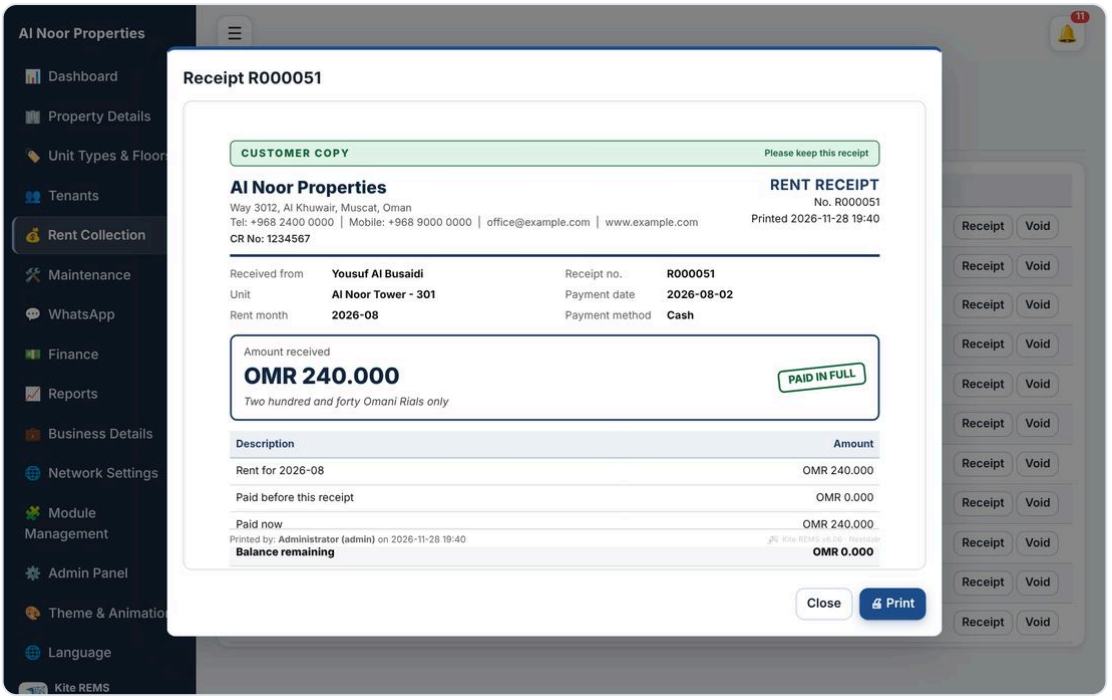
1. Click **Receive payment** on the line (or **Collect** on the dashboard).
2. The amount is filled with the balance; change it for a partial payment.
3. Choose the date and method (Cash, Bank Transfer, Cheque or Online), add a note if needed, and click **Save**.



Receive payment.

13.4 Receipts and tax invoices

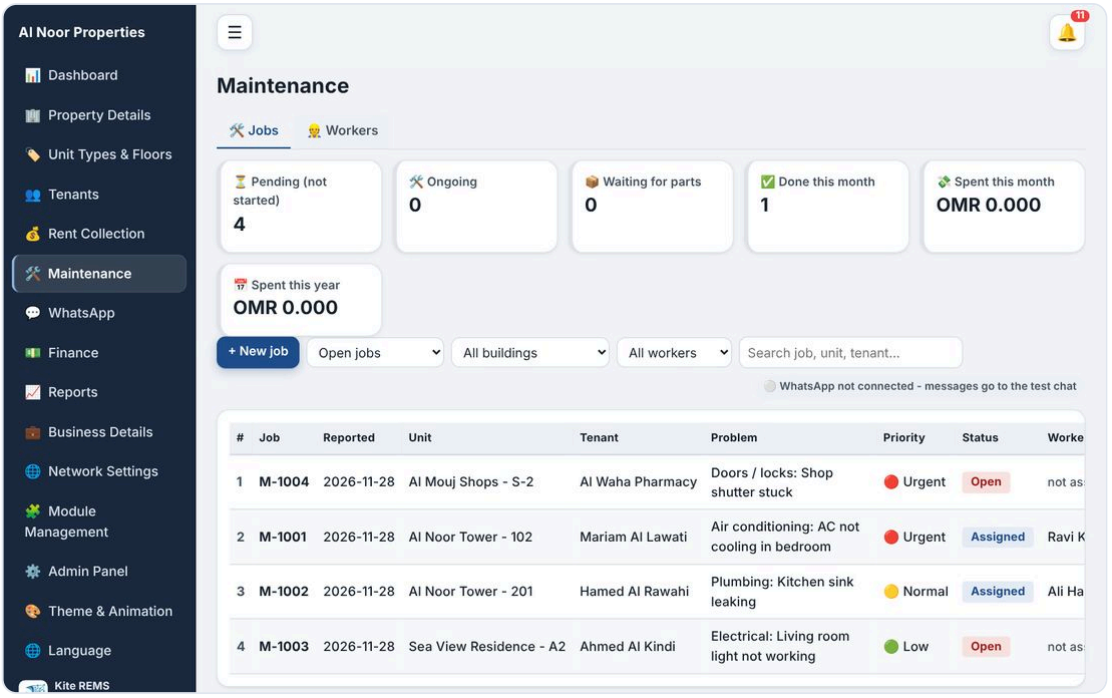
Every payment gets a receipt number (R000001, R000002 ...). **Payments / receipts** lists them all; click **Receipt** to see and print it. The receipt prints a **customer copy** and an **office copy** on A4. When VAT is charged, it is a **Tax invoice / Rent receipt** with the VAT details.



A rent receipt, ready to print.

The administrator can **Void** a payment entered by mistake. Rent received here is added to Finance automatically.

14. Maintenance



Maintenance jobs.

The boxes at the top show pending, ongoing and waiting-for-parts jobs, jobs done this month, and the money spent this month and this year. Filter by open or done jobs, building and worker, or search.

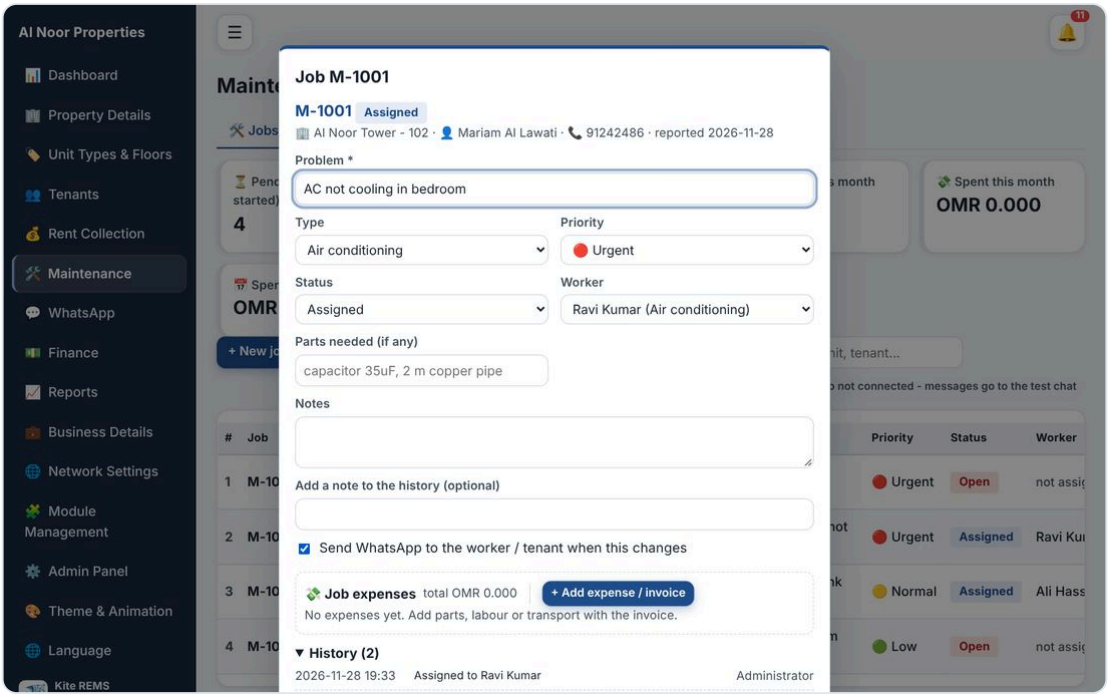
14.1 A new job

Click **+ New job**: unit, problem, type (Plumbing, Electrical, Air conditioning, Painting, Cleaning, Structural, Doors / locks, Pest control, Other), priority (Urgent, Normal, Low), worker and notes. Tick **Send the job to the worker on WhatsApp** to inform the worker at once. Jobs reported by tenants on WhatsApp appear here by themselves.

14.2 Following a job

Click a job to open it. Change the **status** (Open, Assigned, Accepted, On the way, In progress, Waiting parts, Done, Cancelled), the worker, the parts needed and the notes. Every change is written in the job's **History**. Tick **Send WhatsApp to the worker / tenant** to tell them.

Job expenses: click **+ Add expense / invoice** for parts, labour or transport, with the invoice. These costs go to Finance under Maintenance automatically and to the unit's maintenance cost.



A maintenance job with its history and expenses.

14.3 Workers

Under **Workers** add your technicians with their WhatsApp mobile number and trade. Workers receive their jobs on WhatsApp and update them from their phone (section 15).

15. WhatsApp

Kite REMS has a WhatsApp assistant for your tenants and workers. It answers on your own WhatsApp Business number.

15.1 What tenants can do

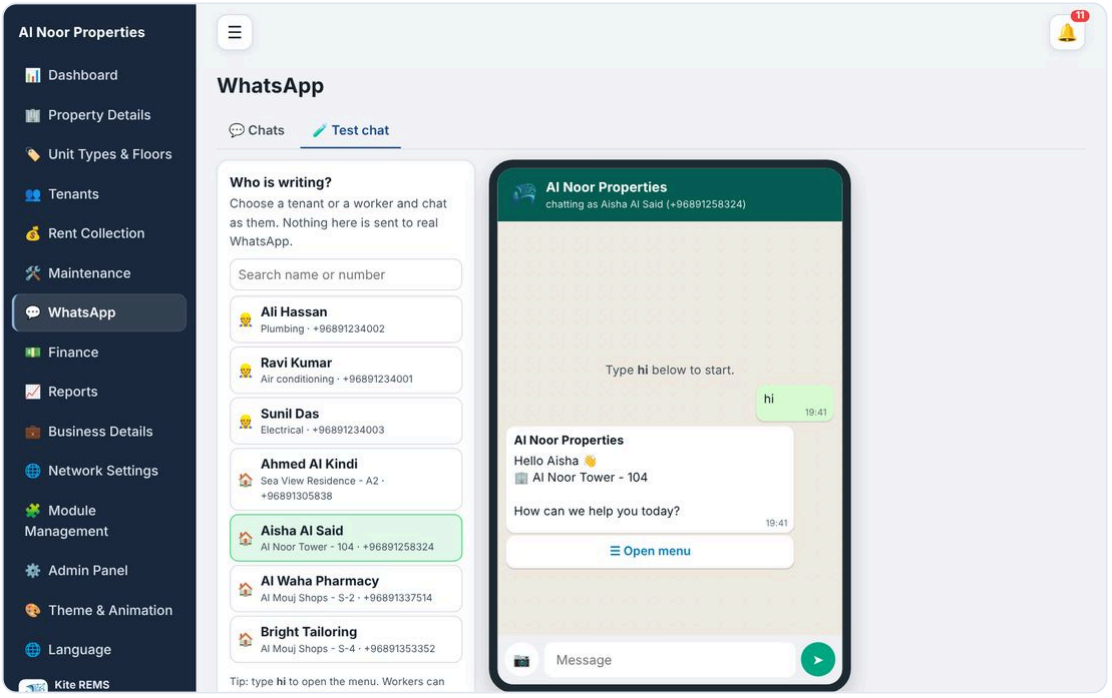
A tenant writes **hi** to your number and gets a menu: **Report a problem** (AC, water, electricity, doors and more, with a photo), **My requests** (status of their jobs), **My rent** (balance and next payment date) and **Contact the office** (ask the office to call). Tenants also get a message when their job is assigned, the worker is on the way, work starts, parts are awaited or the job is done.

15.2 What workers can do

A worker gets each new job on WhatsApp and updates it with buttons, or by typing a code like `M-1001 DONE 15`. The words are **ACCEPT**, **ONWAY**, **START**, **PARTS**, **DONE** and **BACK** (can't do it). The worker menu also shows **My jobs**, **Finished jobs**, **Reply codes** and **Call the office**.

15.3 Chats and the test chat

Chats shows every conversation. You can answer by hand, send a new message, and switch the automatic replies off for one person. **Test chat** lets you try everything as any tenant or worker without sending anything to real WhatsApp. Type **hi** to start.

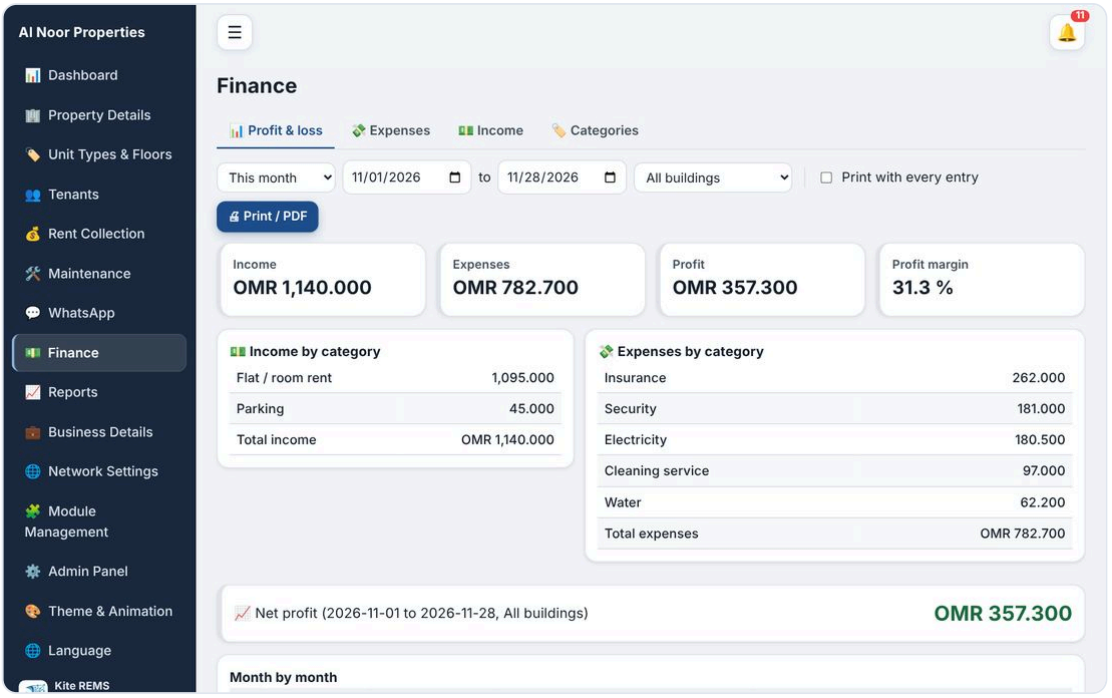


The test chat: try the tenant menu without real WhatsApp.

15.4 Connecting your WhatsApp Business number

The administrator sets this up once in **Admin Panel > WhatsApp** (about 30 minutes): start the free internet tunnel for WhatsApp, then copy the Phone number ID, WhatsApp Business Account ID, permanent access token and app secret from your Meta app (developers.facebook.com), tick **Use real WhatsApp**, **Save** and **Connect WhatsApp to this server**. The page has a step-by-step guide (**How to set up WhatsApp**) and a **Send test message** button. Until then, messages go to the test chat.

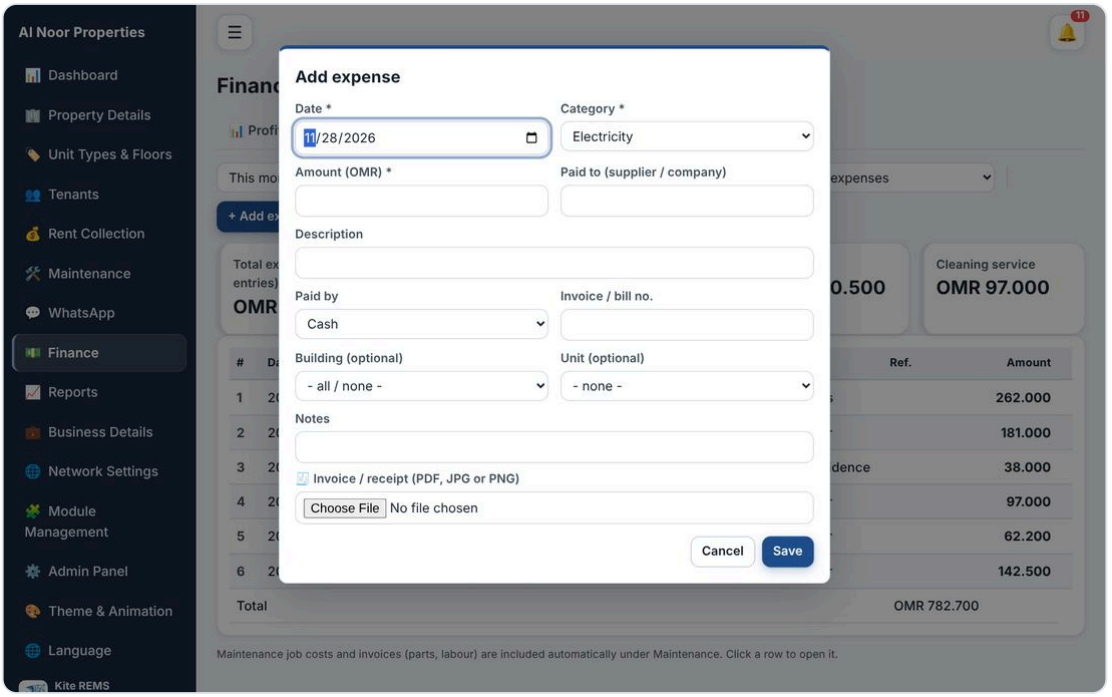
16. Finance



Profit & loss.

- **Profit & loss:** income, expenses, profit and profit margin for this month, last month, this quarter, this year, last year or chosen dates, for all buildings or one building, with month-by-month figures. **Print / PDF**, optionally with every entry.
- **Expenses: + Add expense** with date, category, amount, paid to, description, payment method, invoice number, building and unit, and the invoice file (PDF, JPG or PNG). Maintenance job costs are included automatically.
- **Income:** rent and bounced-cheque fees from Rent Collection are included automatically. Add other income (parking, fines, etc.) with **+ Add income**.
- **Categories:** rename, switch off, delete or add categories and groups. A group (like Maintenance) holds several categories; reports can show each one or the whole group.

Every list can be printed or exported to CSV (Excel).

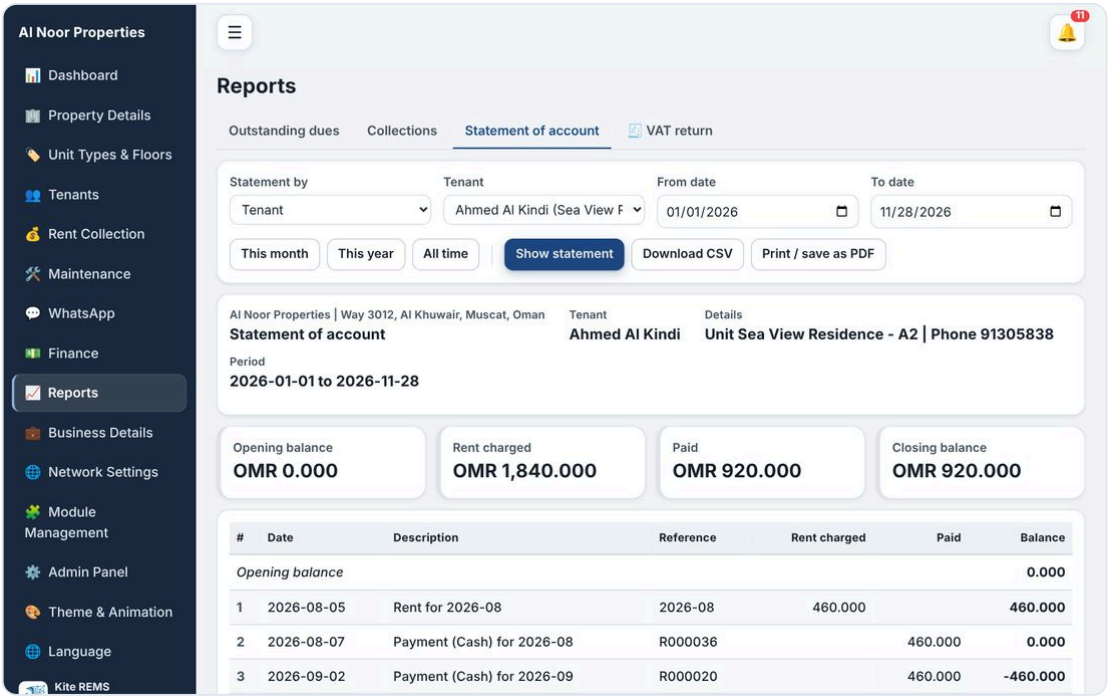

Al Noor Properties
Dashboard
Property Details
Unit Types & Floors
Tenants
Rent Collection
Maintenance
WhatsApp
Finance
Reports
Business Details
Network Settings
Module Management
Admin Panel
Theme & Animation
Language
Kite REMS
Add expense
Date *
11/28/2026
Category *
Electricity
Amount (OMR) *
Paid to (supplier / company)
Description
Paid by
Cash
Invoice / bill no.
Building (optional)
- all / none -
Unit (optional)
- none -
Notes
Invoice / receipt (PDF, JPG or PNG)
Choose File
No file chosen
Cancel
Save
Cleaning service
OMR 97.000
Ref.
Amount
262.000
181.000
38.000
97.000
62.200
142.500
Total
OMR 782.700
Maintenance job costs and invoices (parts, labour) are included automatically under Maintenance. Click a row to open it.

Add expense.

17. Reports and the VAT return

- **Outstanding dues:** every unpaid rent month with the balance, and the total outstanding.
- **Collections:** all payments received between two dates, with receipt numbers and who received them.
- **Statement of account:** by tenant or by unit, for this month, this year, all time or chosen dates, with opening balance, rent charged, paid and closing balance.
- **VAT return:** prepares your Oman VAT return (see below).

Each report has **Export CSV** and **Print / PDF**.

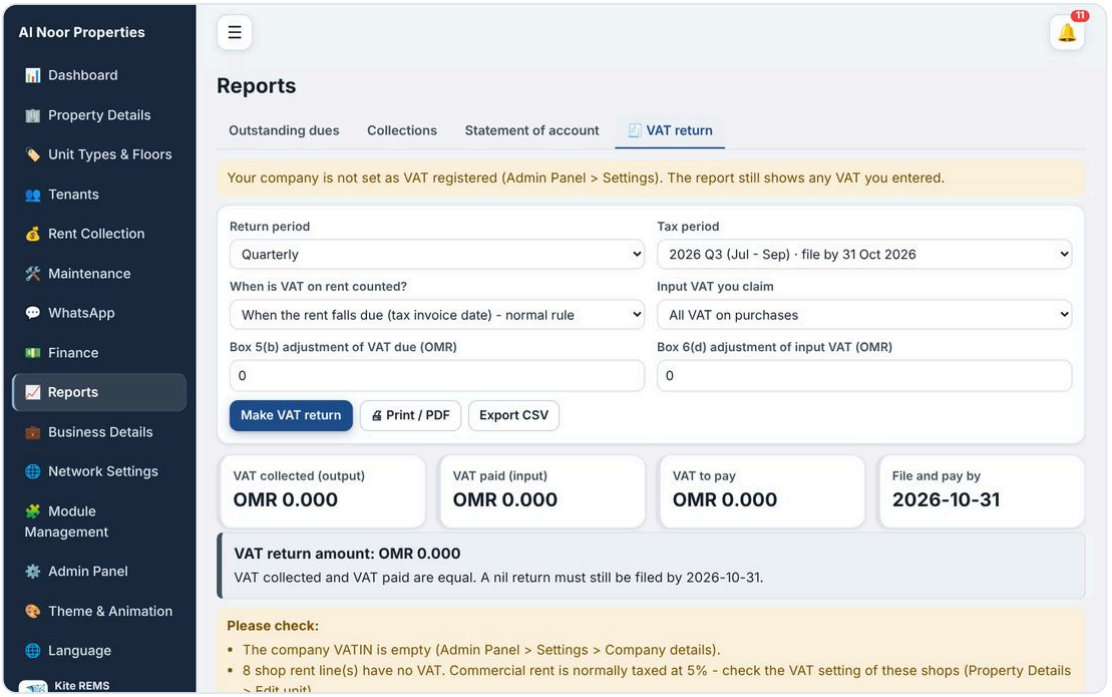


Statement of account.

VAT return

Choose the return period (quarterly, monthly or other dates) and the tax period. Choose whether VAT on rent is counted **when the rent falls due** (tax invoice date, the normal rule) or **when the rent is received**, and how input VAT is claimed (all VAT on purchases, or apportioned by the taxed share of rent when costs are shared with exempt flats). Add adjustments for boxes 5(b) and 6(d) if needed, then click **Make VAT return**.

The report shows VAT collected (output), VAT paid (input), the amount to pay or reclaim, the boxes of the return, and the filing date. It also warns you about missing details, for example an empty company VATIN or shops without VAT. File the return on the Tax Authority portal (**tms.taxoman.gov.om**) before the date shown. A nil return must also be filed.

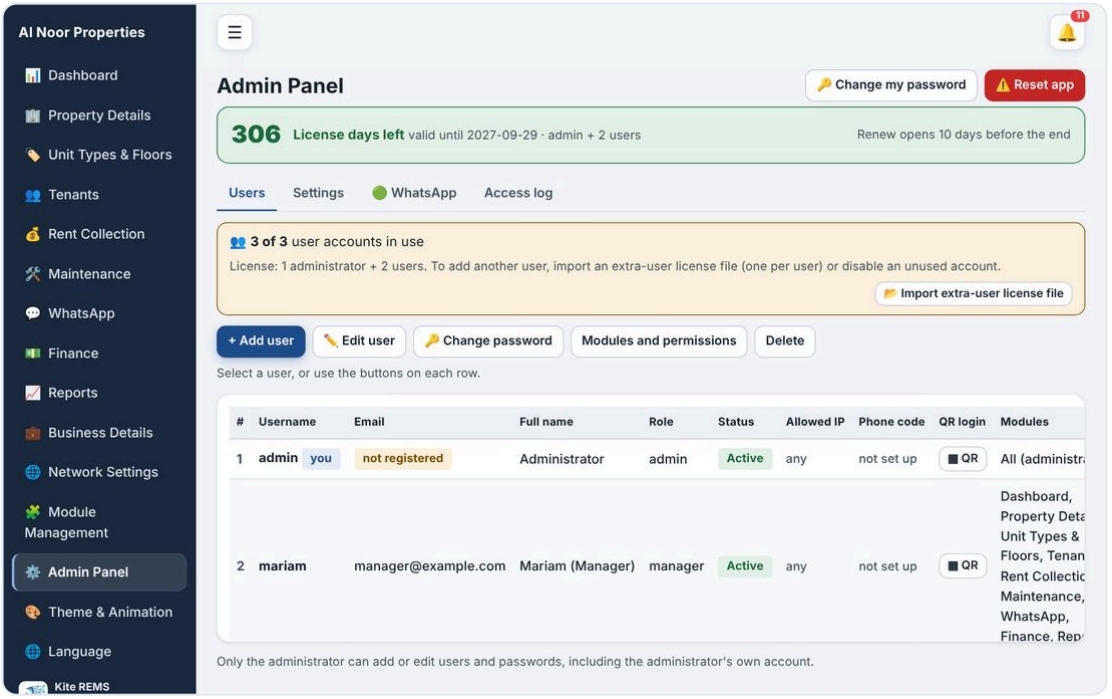


VAT return.

> Kite REMS prepares the figures; please check them with your accountant before filing.

18. Users, roles and permissions

18.1 Adding users (Admin Panel > Users)



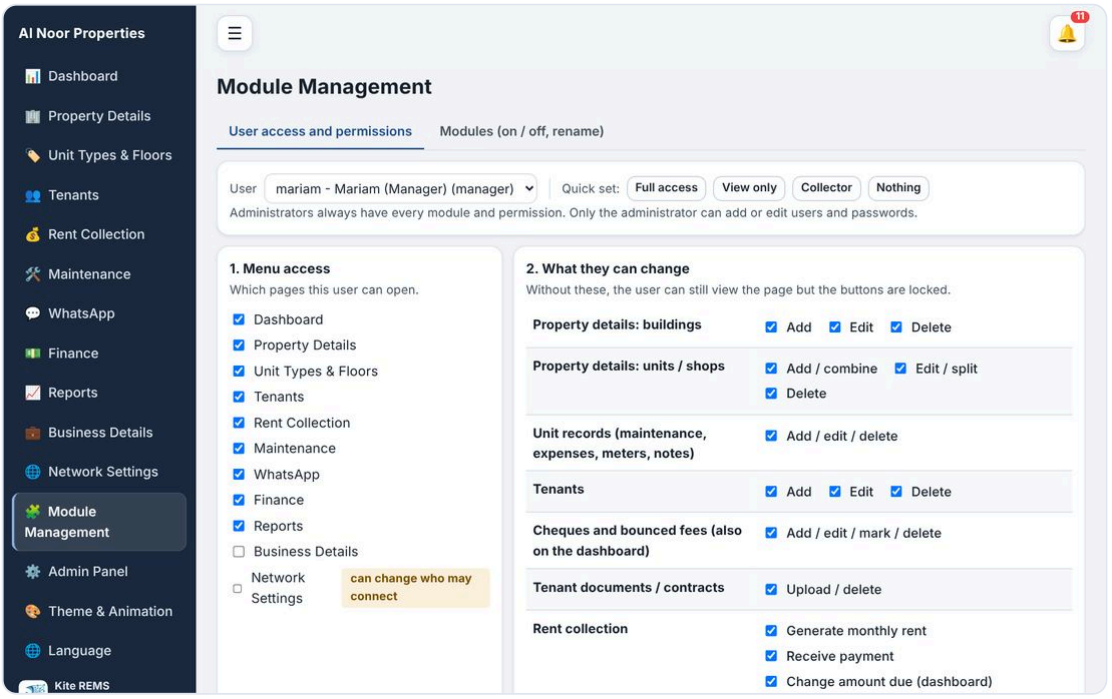
Admin Panel > Users.

Click **+ Add user**: username, email (used to log in), password, full name, role (admin, manager, collector), status (Active or Disabled) and, if you want, an **allowed IP / range** (the user can log in only from that address). The password needs 8 to 32 characters with a capital letter, a small letter, a number and a special character.

The license includes 1 administrator and 2 users. For more, import an extra-user license file (one per user), or disable an unused account. Only the administrator can add or edit users and passwords.

Each row has **Edit**, **Password**, **QR** (a QR code that sets up the phone app for this user) and the state of the user's **phone code** (with **Reset** if a phone is lost).

18.2 Module Management



Module Management: what each user can open and change.

- **User access and permissions:** choose a user, then **1. Menu access** (which pages they can open) and **2. What they can change** (add, edit, delete buttons per area, receive payments, generate rent, change amounts due, cheques, documents, maintenance, WhatsApp, finance). Without a permission the user can still view the page but the buttons are locked. **Quick set**: Full access, View only, Collector or Nothing. Click **Save permissions**.
- **Modules (on / off, rename):** switch a module off for everybody, or rename it in the menu.

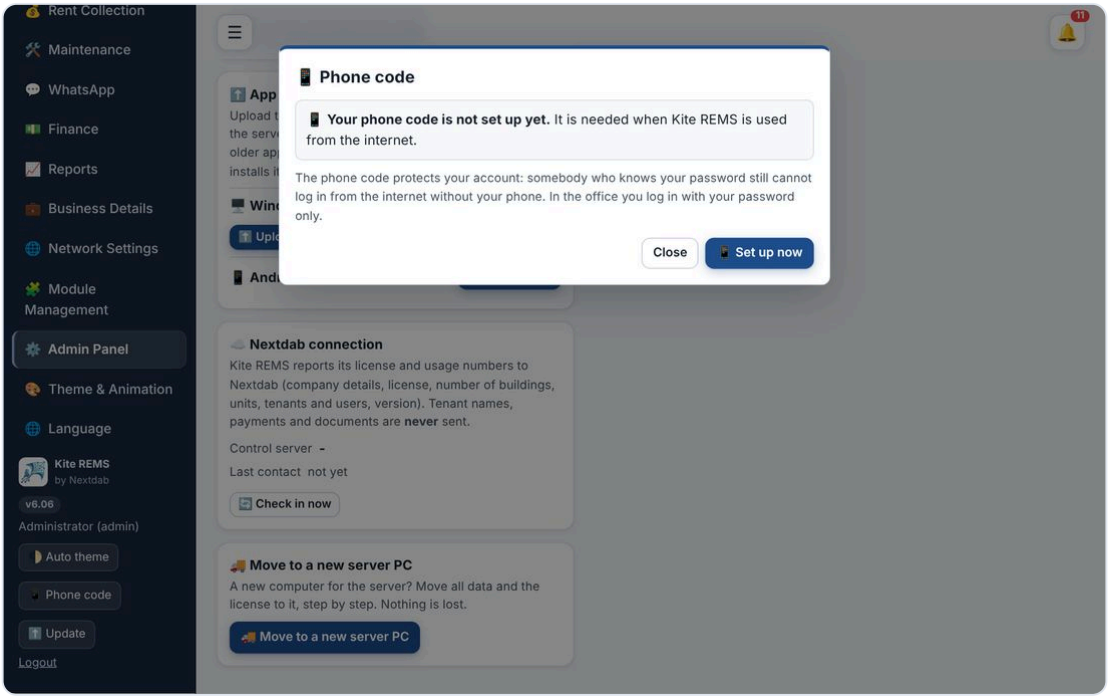
18.3 Access log and password

Access log lists every login with time, IP address and user. 🔑 **Change my password** (top of Admin Panel) changes your own password.

19. Phone code and working from the internet

Logins from the internet need the password **and** a 6-digit code from an authenticator app. Each user sets it up once, on a PC **in the office**:

1. Log in and click 📱 **Phone code** (bottom of the side menu) > **Set up now**.
2. Install **Google Authenticator** or **Microsoft Authenticator** on your phone and scan the QR code.
3. Type the 6-digit code the app shows.
4. Keep the **8 recovery codes** in a safe place. Each can be used once if your phone is lost.

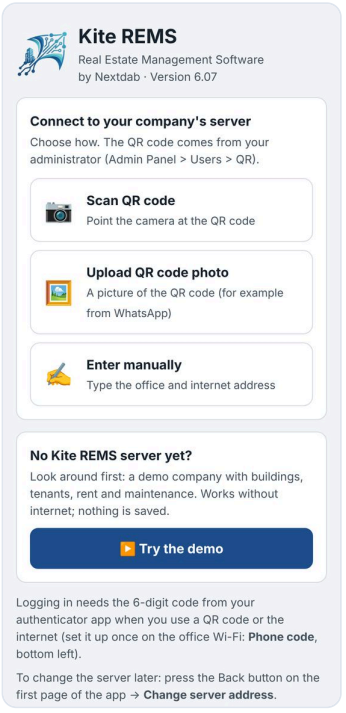


Setting up the phone code.

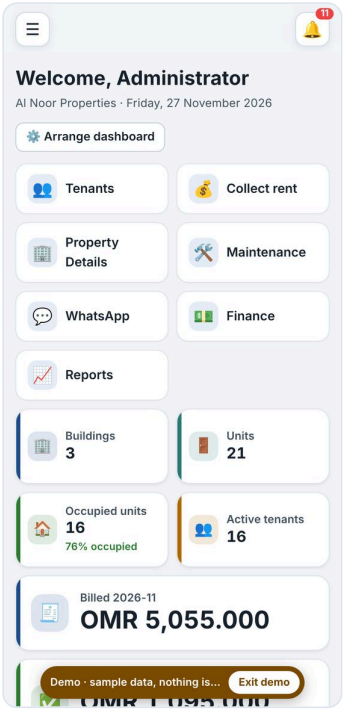
Safety rules

- A 6-digit code works only once. 10 wrong tries from the internet lock that user for 15 minutes (the office keeps working).
- Internet sessions end after 12 hours without use and always after 7 days, unless **Keep me logged in on this device** was ticked. That device then stays logged in until Logout and does not need the code again.
- Only in the office: license files, Reset app, Restore, the backup folder, network and internet settings, setting up a phone code, and the first administrator password.
- The administrator can switch internet access **off** at any time (Network Settings > Internet access). Everybody on the internet is logged out at once.
- **Lost phone:** Admin Panel > Users > Phone code **Reset** (the user sets it up again in the office), or log in once with a recovery code.

20. The Android app



First start: connect with a QR code, or try the demo.

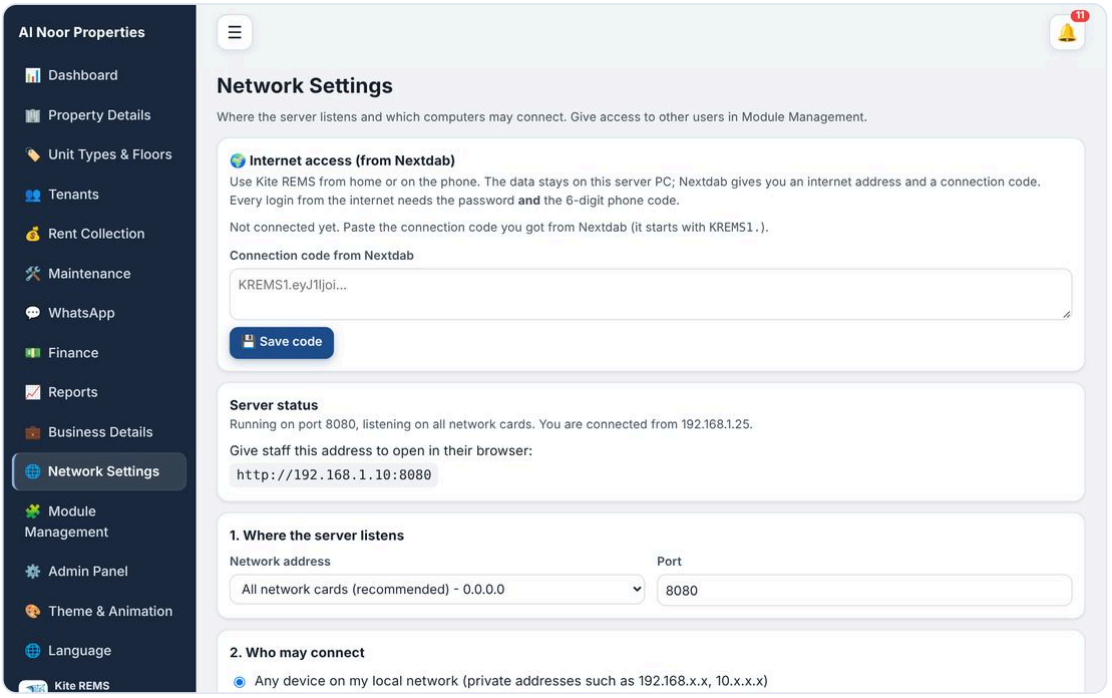


The dashboard on a phone.

1. Install **Kite REMS** from Google Play (search "Kite REMS", by Nextdab) on Android 8.0 or newer.
2. At the first start choose **Scan QR code**, **Upload QR code photo** or **Enter manually**. The QR code comes from the administrator: Admin Panel > Users > **QR**. Entering manually: the office address (for example `192.168.1.10`, port 8080 is added by itself) and the internet address. Click **Test** and **Save**.
3. With a QR code you type only the 6-digit code. Otherwise log in with email (+ username for staff), password and the 6-digit code. Tick **Keep me logged in on this device**.

- Each time the app opens, it uses the office address when it answers (office Wi-Fi), otherwise the internet address.
- All pages work as on the PC. Photos and documents can be uploaded from the phone; files (CSV, PDF, backups, receipts) are saved in **Downloads / Kite REMS**; printing uses Android's print window (a printer or "Save as PDF").
- **Try the demo:** without a server, look around a demo company with sample data. Nothing is saved. "Exit demo" goes back.
- **Change the server later:** press Back on the first page > **Change server address**.
- The app is updated by Google Play.

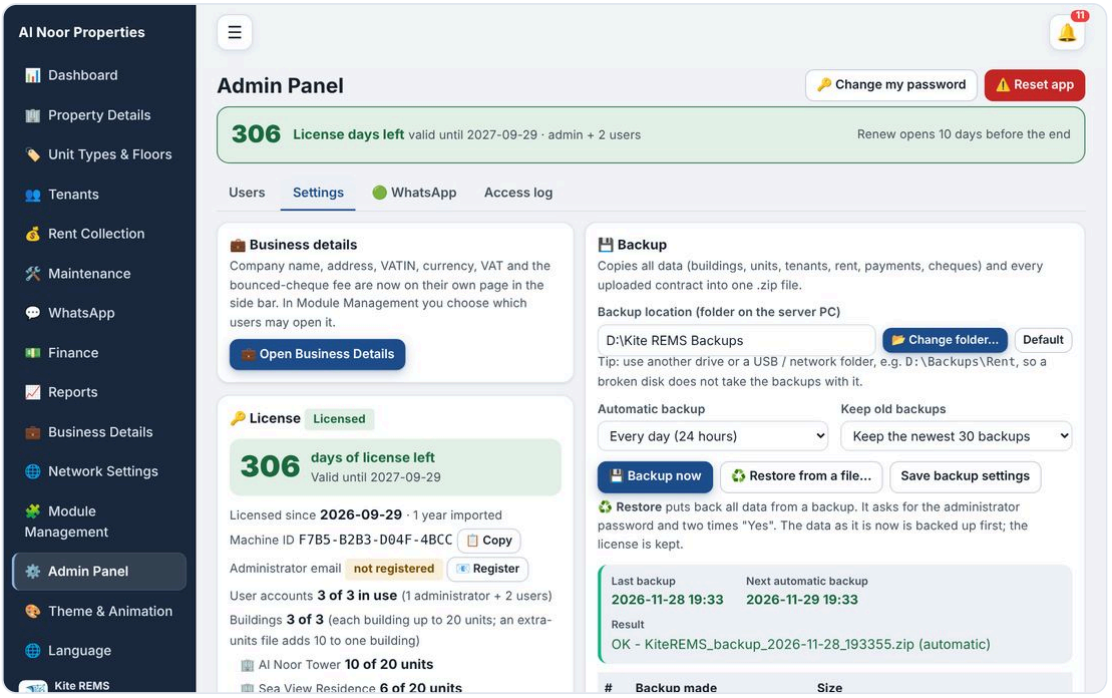
21. Network Settings



Network Settings.

- **Internet access (from Nextdab):** paste the connection code (starts with `KREMS1.`) and click **Save code**. The page shows the connection status, users who have not set up their phone code yet, and the switch to turn internet access off.
- **Server status:** the port and the address to give staff, for example `http://192.168.1.10:8080`.
- **Where the server listens:** all network cards (recommended), one address, or this PC only; and the port.
- **Who may connect:** any device on your local network, or only listed IP addresses.
- **Windows Firewall:** the command to allow other PCs, if they cannot connect.
- **Connected users:** who is connected now, from which IP.

22. License



Admin Panel > Settings: license, backup and more.

- **What a license includes:** 1 year, the administrator + 2 users, and 1 building with up to 20 units.
- **Extras** (they last as long as the yearly license): **Extra user** (+1 user), **Extra building** (+1 building with 20 units), **Extra units** (+10 units for one building).
- **Machine ID:** Admin Panel > Settings > License shows it with a **Copy** button. Send it to Nextdab when you buy or renew.
- **Importing a license file (.krlic):** Admin Panel > Settings > License > **Import license file**, on a PC in the office.
- **Renewing:** the Admin Panel shows the days left. Renewal opens 10 days before the end.

23. Backup and restore

Admin Panel > Settings > **Backup** copies all data and every uploaded document into one .zip file.

- **Backup location: Change folder...** > choose a folder on another drive, a USB disk or a network folder (for example `D:\Backups\Rent`), so a broken disk does not take the backups with it.
- **Automatic backup:** off, or every 6 hours up to every 3 months (every day is a good choice).
- **Keep old backups:** the newest 7 to 365 backups, 1 to 10 years, or always.
- **Backup now** makes one at once. The list shows every backup with **Download** and **Restore**.
- **Restore from a file...** puts back all data from a backup. It asks for the administrator password and two times "Yes". The data as it is now is backed up first; the license is kept. Restore works only in the office.

24. Updates

- **Windows:** the Server PC checks nextdab.com for a new version by itself every 6 hours, downloads it and checks it. Everybody then sees **New update available**. Click **Update** (bottom of the side menu); nothing installs by itself during work. The administrator can also click **Check for updates now** (Admin Panel > Settings > App updates).
- **Android:** Google Play updates the app.
- Your data is kept when you update.

25. Moving the server to a new PC

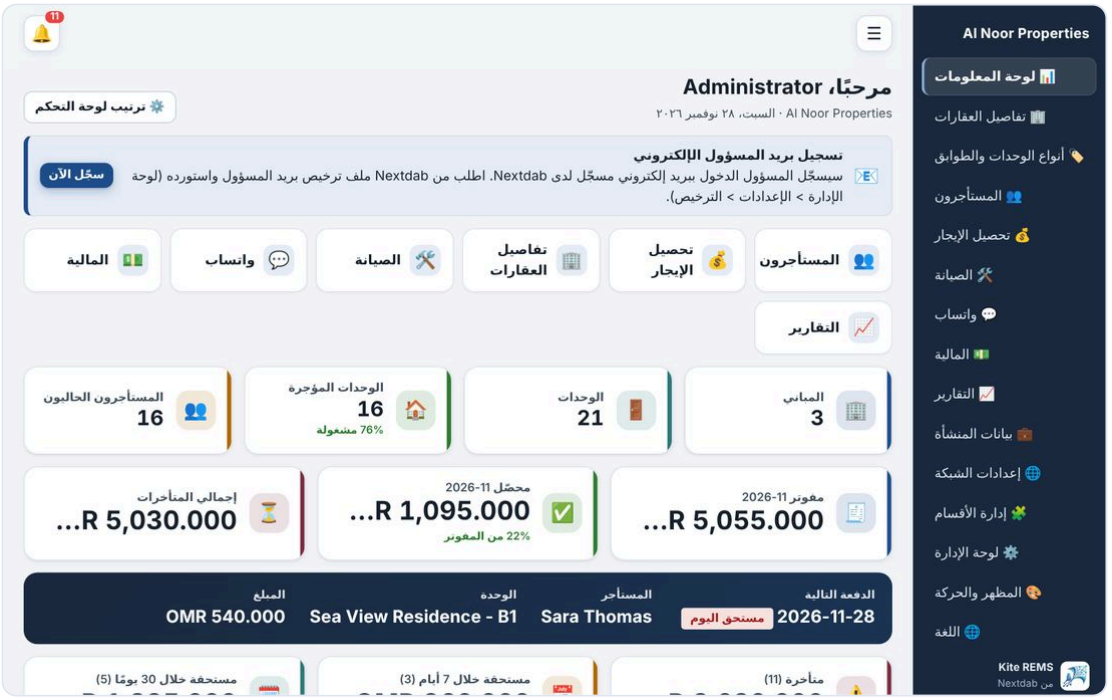
Everything moves: data, documents, users and passwords, settings, WhatsApp, the internet connection and the license. The old PC keeps working until the new one takes over.

1. **Old Server PC:** Admin Panel > Settings > **Move to a new server PC** > "This is the OLD server PC" > administrator password > **Prepare the move**. Note the **move code** and the address.
2. **New PC:** run the installer > **Server PC** > "New server or moving?" > type the old PC's address and the move code > Install.
3. At the first start the new PC takes the newest data and the old PC stops by itself. Log in with the same users and passwords.
4. **License:** the old license works on the new PC for 30 days. Send both Machine IDs to Nextdab (button **Copy request**) and import the "Move to new PC" license file you receive.
5. Give the new PC the old PC's IP address, or change the server address on the other PCs and phones.

No network between the two PCs? Use **Download the move file (USB stick)** on the old PC and choose that file on the new PC.

26. Theme, animation and language

- **Theme & Animation:** 29 colour themes, light / dark / auto (follows Windows), and 20 animation styles or none, with speed. Saved on each computer.
- **Language:** English or Arabic for each user, saved with the account (the same on every PC and phone). In Arabic, pages are shown right to left. Print-outs (receipts, invoices, statements and reports) stay in English.



Kite REMS in Arabic.

27. Troubleshooting

Problem	What to do
Other PCs or phones cannot connect in the office	Check that the Server PC is on and Kite REMS runs. Check the address (Network Settings shows it). Network Settings > "All network cards". Run the firewall command shown in Network Settings once on the Server PC.
The internet address shows a Cloudflare error (530 / 1033)	The Server PC is off, asleep or offline. Set it never to sleep.
"Internet access to Kite REMS is switched off"	The administrator switched it off in Network Settings.
"You first need a 6-digit phone code"	Set up the phone code on a PC in the office (section 19).
"Wrong user name, password or 6-digit code"	Check the password and that the phone's date and time are set automatically. After 10 wrong tries from the internet, wait 15 minutes.
Lost phone	Administrator: Admin Panel > Users > Phone code **Reset**. Or log in once with a recovery code.
Forgot the administrator password	Contact Nextdab.
The registration email does not arrive	Check the spam folder and that the Server PC has internet. Wait a minute and click "Send again".
Cannot add a building, unit or user	The license limit is reached. Import an extra-building, extra-units or extra-user license file from Nextdab.
The phone app works outside but not in the office	Check the office address in the app: Back on the first page > Change server address > Test.
Something was deleted by mistake	Restore the newest backup from before the mistake (Admin Panel > Settings > Backup). A backup of the current data is made first.

28. Getting help

Email kiterems@nextdab.com or visit nextdab.com. Please include your company name, the Machine ID (Admin Panel > Settings > License) and a screenshot of the message you see.

Kite REMS is made by Nextdab. Privacy policy: nextdab.com/privacy-policy.