

# KAWNEERTAG QUICK START GUIDE





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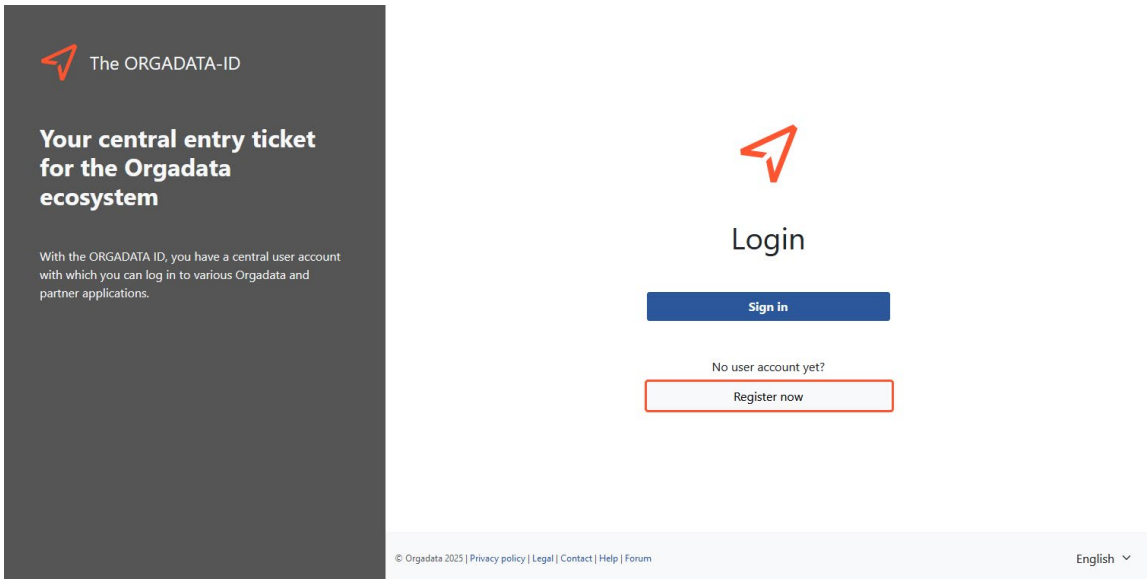
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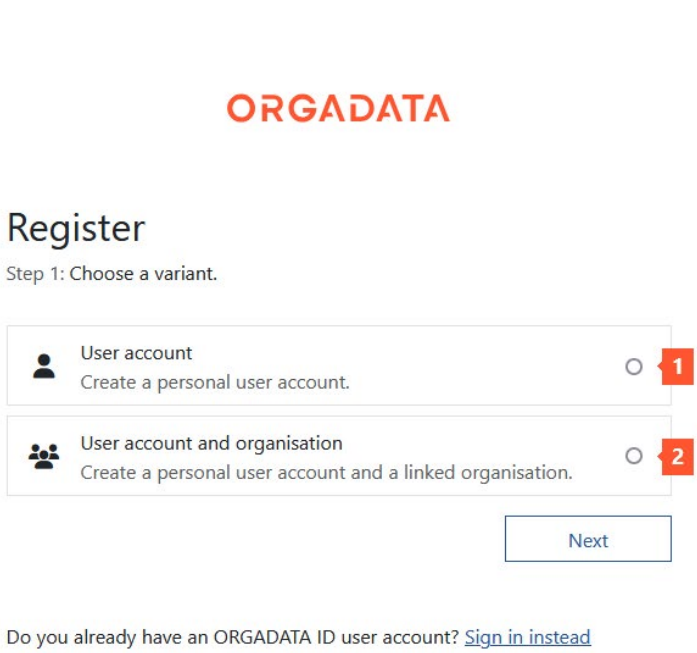
# 1.CREATE NEW ORGADATA ID

Note: Before using the ORGDATA ID, make sure that the Microsoft Edge WebView2 component is installed.

- Open https://id.orgdata.com
- Click “Register Now”



- The following window opens:

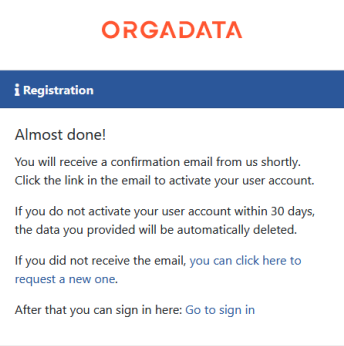


# 2. CREATE A PERSONAL USER ACCOUNT

Create a personal user account in order to use the services of the ORGADATA ID. This account allows you to join organisations to use KawneerTag, for example.

- Select “User account” (1) and click “Next”.
- Enter your data:

- Select “I have read and agree to the privacy policy” if you have read and if you agree to the privacy policy.
- Click “Create user account”. You will receive a confirmation by email:



Within the next 30 days, click the “Confirm email address” button in the email to complete the registration. The sign in page https://id.orgdata.com opens:

- Enter the registered email address and the password.
- Click “Sign in”. The registration was successful and the dashboard opens.



### 3. CREATE A PERSONAL USER ACCOUNT AND A LINKED ORGANISATION

Create a personal user account as well as a linked organisation if you want to manage your organisation using the ORGADATA ID. An organisation is needed for KawneerTag, for example.

- Select "User account and organisation" (2) and click "Next".
- Enter the data for your personal user account.
- Select "I have read and agree to the privacy policy" if you have read and if you agree to the privacy policy.
- Click "Next".
- Enter the name of the organisation you want to create:

ORGADATA

Organisation data

Step 3: Enter the data for the organisation to be created.

Organisation name

Any Company

Organisation type

Organisation type

VAT No. (optional)

Email address (optional)

@example.com

Phone Number

Country code (optional)

- Please select country code -

Phone number (optional)

9876 54321

address

First address line

123 Main Street

ZIP code

54321

City

Anytown

Country

State (optional)

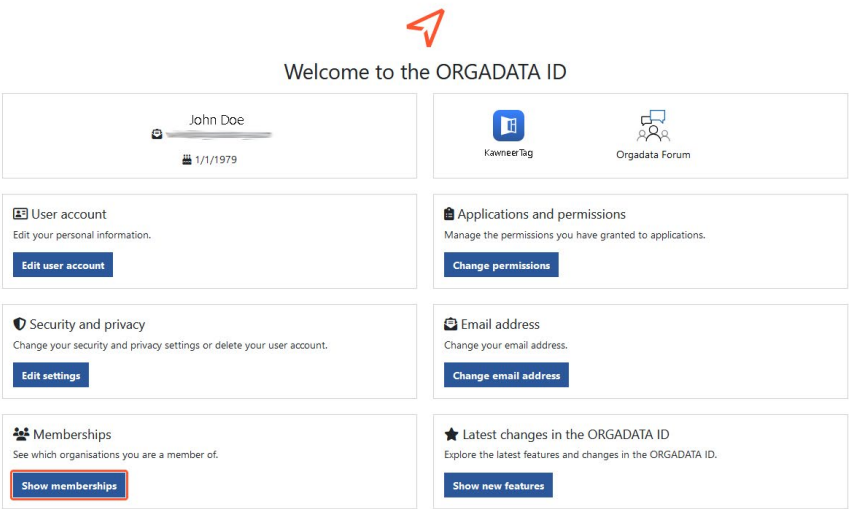
Back

Register

- Select an organisation type:
  - Private (e.g. clubs/associations)
  - Business (e.g. Ltd.)
- Enter more information about the organisation.
- Click "Register". You will receive a confirmation by email.
- Within the next 30 days, click the "Confirm email address" button in the email to complete the registration. The sign in page <https://id.orgadata.com> opens.
- Enter the registered email address and the password.
- Click "Sign in". The registration was successful and the dashboard opens.
- Click "Memberships" to manage the organisation you created.

### 4. MEMBERSHIPS

On the dashboard, click "Show memberships":



The following page provides an overview of the organisations you're a member, owner, or admin of, as well as pending invitations you've received:

ORGADATA

Memberships

+ Create new organisation

Below you will find a list of your memberships. Each of the memberships listed here represents a user profile that you can select in other applications such as SimplyTag.

Name	Type of membership	Actions
John Doe plc	Administrator	<div><div></div><div></div><div></div><div></div><div></div></div>
John Doe Jnr.	Member	<div><div></div><div></div><div></div><div></div><div></div></div>
John Doe Snc.	Owner, Administrator	<div><div></div><div></div><div></div><div></div><div></div></div>

Pending invitations

Below you can find a list of pending invitations you have received.

You do not have any pending invitations.

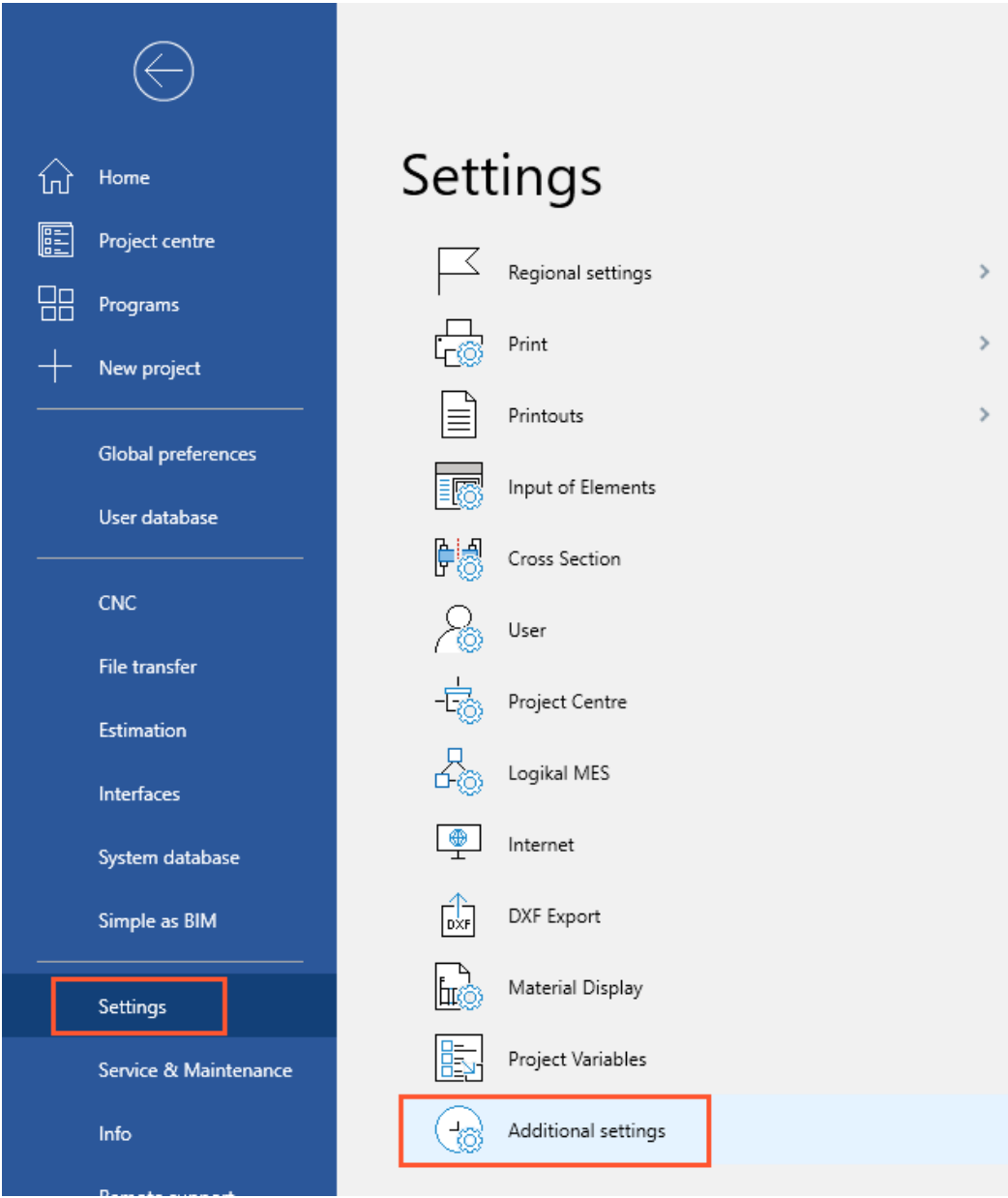
Back to dashboard

# 5. SET UP THE KAWNEERTAG INTERFACE

Notes: Before setting up the KawneerTag interface, make sure that:

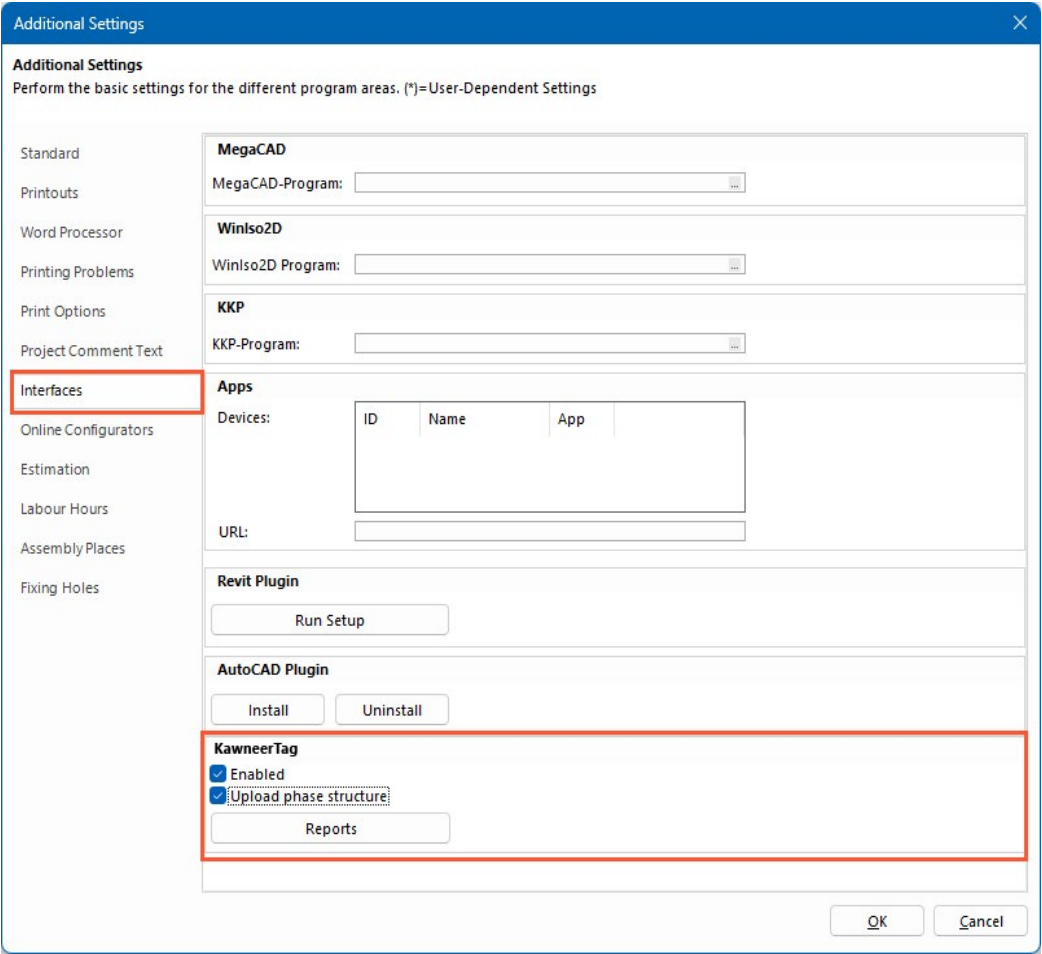
- The Microsoft Edge WebView2 component is installed.
- The user authorisation "Settings/Additional settings" is selected.

On the home screen, click "Settings" > "Additional settings":



## Program Version 12.2

Click the "Interfaces" tab and select "Enabled" under "KawneerTag":

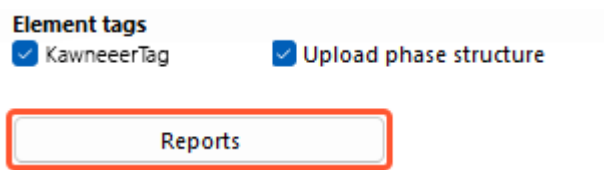


Program Version 12.4

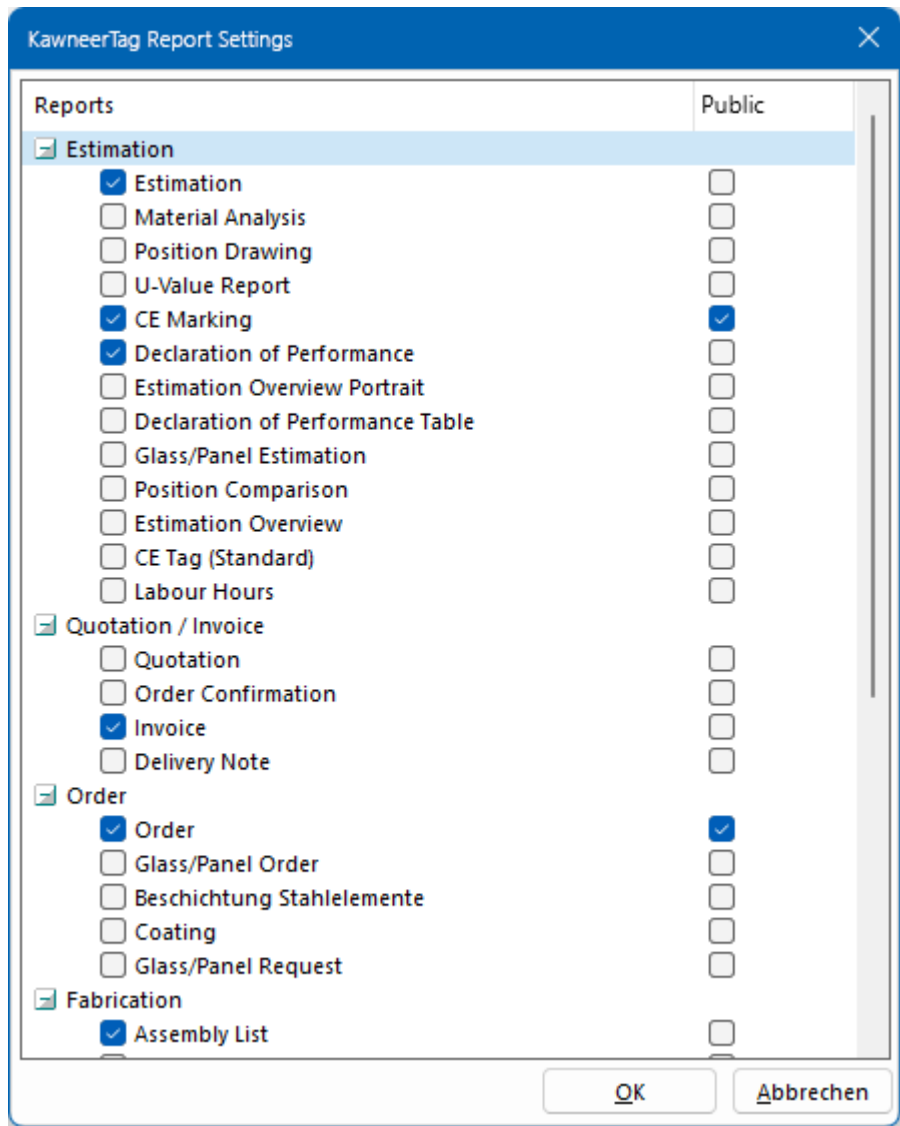
Select "Upload phase structure" to transfer the phases from the project to KawneerTag.

**Note:**  
As a Premium partner, you can also define which printouts for the element are transferred to KawneerTag.

- Click "Reports":



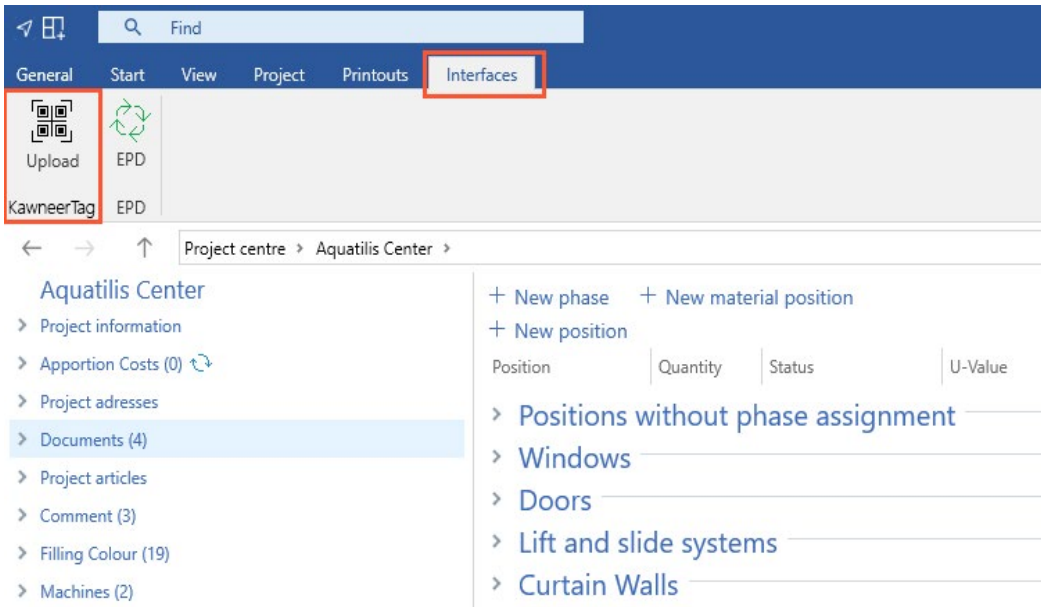
- In the following list "KawneerTag Report Settings", select the printouts that you want to transfer to KawneerTag:



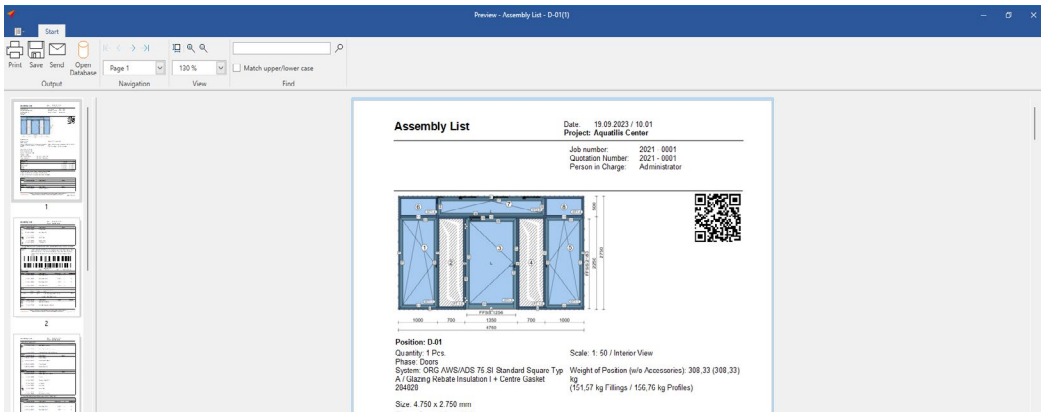
- Select the "Public" option to make the respective printout visible to everyone. The printout can then be viewed by anyone who scans the QR code on the element without signing in.
- Click "OK" to confirm the selection of printouts.

Program Version 12.4 (continued)

- In the "Additional settings" window, click "OK" to save the settings for the KawneerTag interface.
- Open a project.
- On the "Interfaces" tab of the project environment, the new group "KawneerTag" with the "Upload" feature is now available:



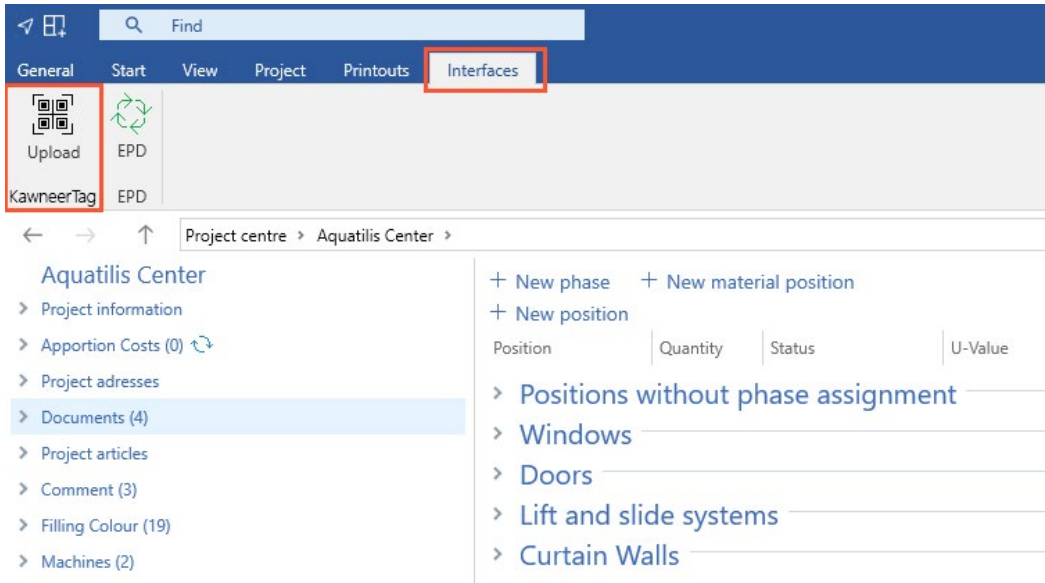
6. QR code on assembly list



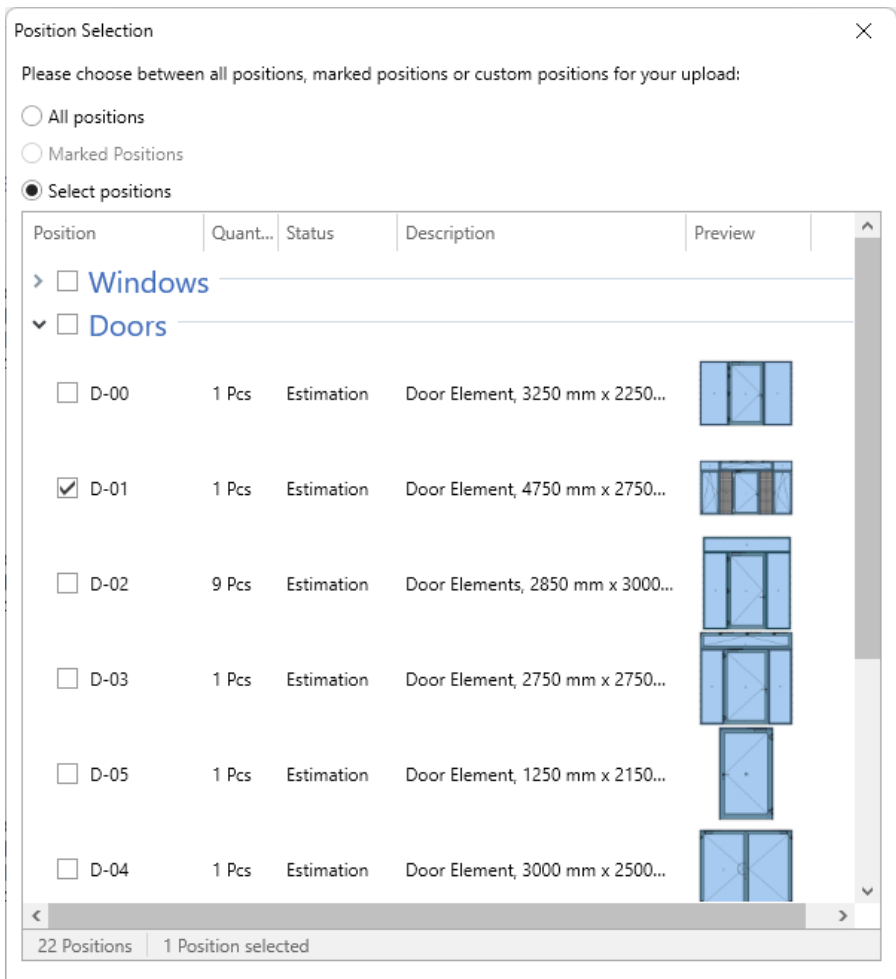
## 7. TRANSFER DATA TO KAWNEERTAG

With the upload, dimensions, profile system, location in building and the position drawing of the selected elements are transferred. Also CE marking, assembly list and declaration of performance or selected printouts for the element as well as project and position documents are transferred.

- Open a project.
- In the project environment, open the "Interfaces" tab.
- In the "KawneerTag" group, click "Upload":

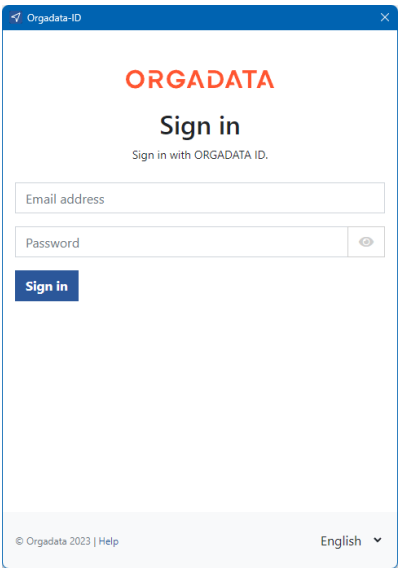


### Program Version 12.2

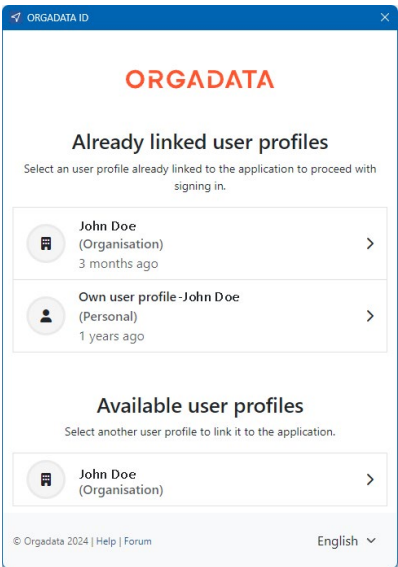


### Program Version 12.4

- Click "Next".
- Enter the login data of your ORGADATA ID:



Select the organisation or user profile for which you want to transfer the data to KawneerTag:



**Note:**  
When using KawneerTag for the first time, you must confirm the privacy policy if you have read and agree to it.

The upload starts. Depending on the number and size of the selected positions, this process may take several seconds. After a successful upload, you will receive the following message:



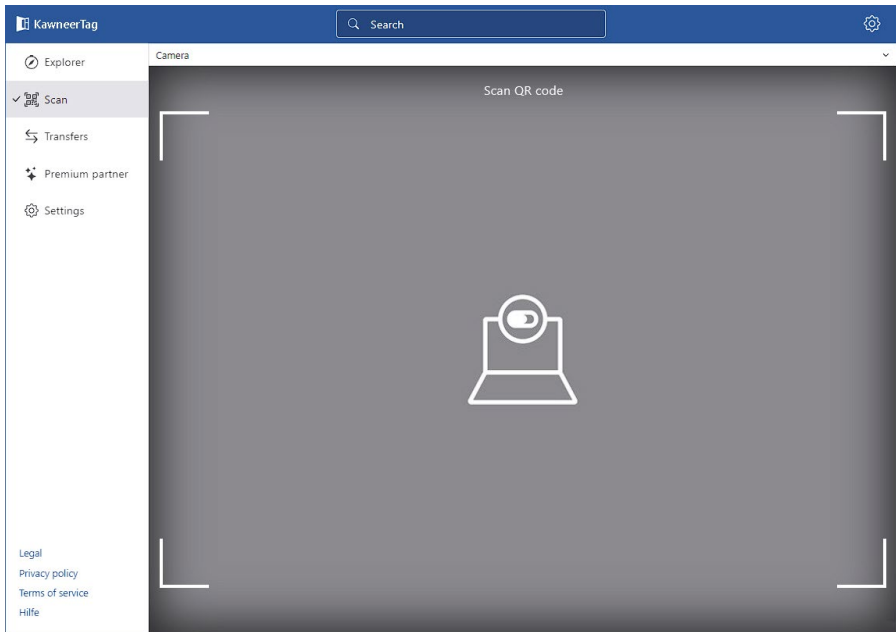
The position data you have transferred is available in the KawneerTag explorer after signing in to KawneerTag.

# 8. SCAN

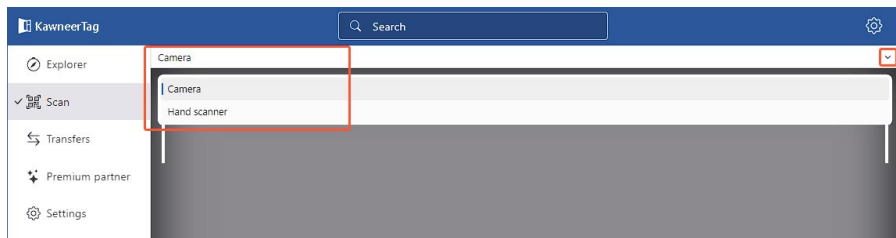
Note: In order to use a hand scanner, you need to be a premium partner.

## Connect assembly list to KawneerTag

- Transfer the element of the assembly list to KawneerTag.
- In the menu bar, click "Scan":



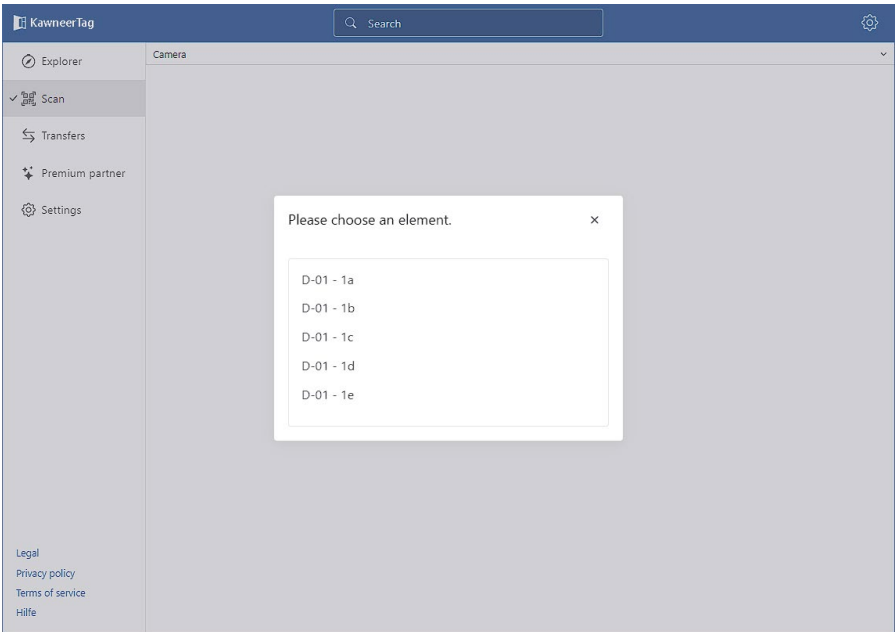
- In the top drop-down menu, select whether you want to use your device's camera or a hand scanner to scan the QR code:



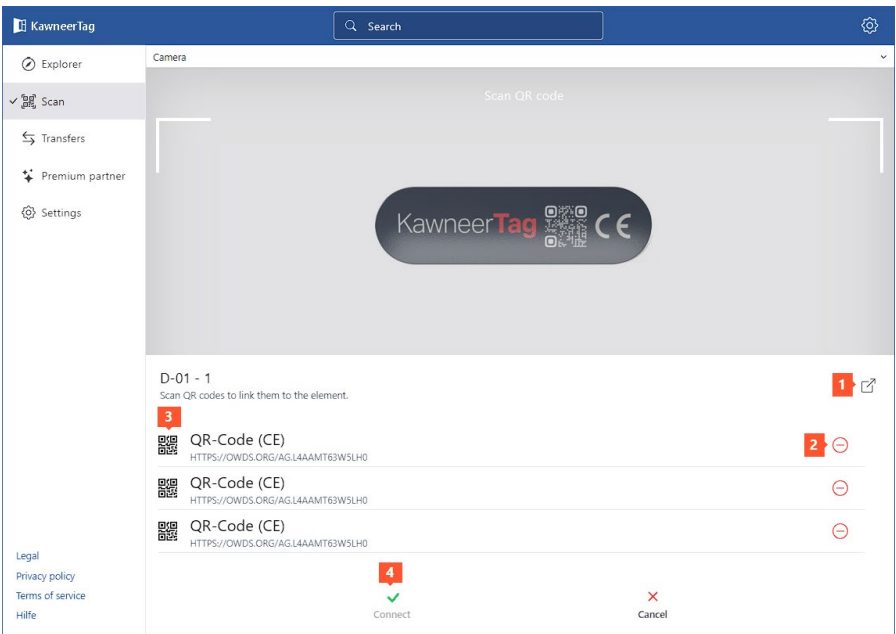
- If necessary, allow your browser to access the camera.
- Scan the QR code on your assembly list. If the scanned position contains a single element, it will be listed at the bottom of the scan window.

## Connect assembly list to KawneerTag (continued)

- If necessary, select an element in the following window if the scanned position contains multiple elements:



- The selected element will be listed at the bottom of the scan window. If necessary, click the icon next to the listed element (1) to view information about the element.
- Then scan the QR code on the KawneerTag to connect it to the element of assembly list. The QR code is listed below the element (3):



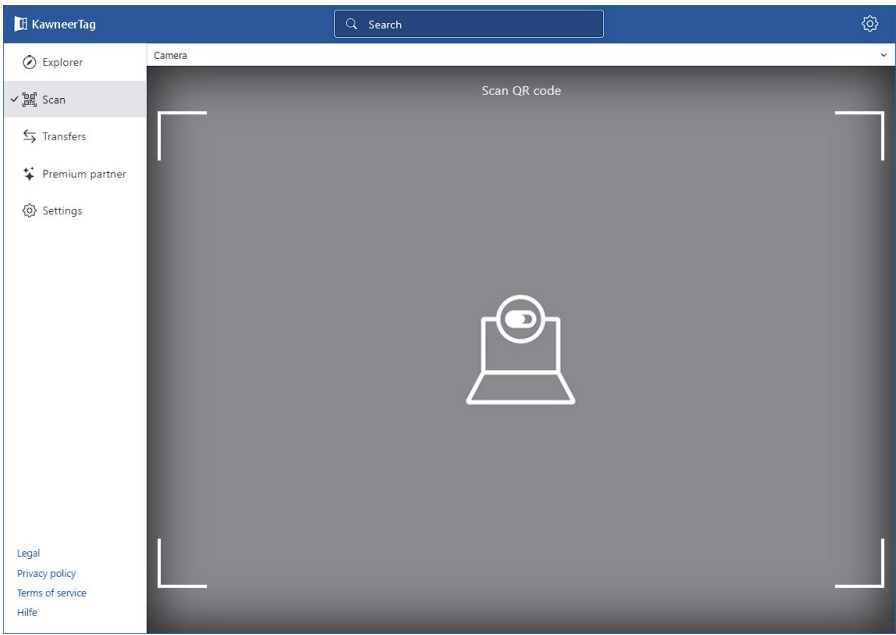
- Click the "-" icon next to the QR code (2) to remove an incorrectly connected QR code from the element.
- Click "Connect" (4) to connect the QR code of the KawneerTag to the element of the assembly list. A notification message confirms the successful connection of the assembly list and KawneerTag.
- In the element overview, in the "References" section, click "Edit" to view or remove the connected QR code.



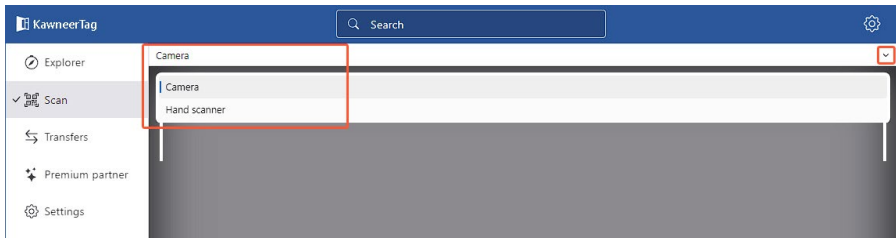
Scan connected KawneerTag

NOTES:

- In the menu bar, click "Scan":



- In the top drop-down menu, select whether you want to use your device’s camera or a hand scanner to scan the QR code:



- If necessary, allow your browser to access the camera.
- Scan the QR code on the KawneerTag. If an element is connected to the KawneerTag, the information about the connected element will be displayed. If no element is connected to the KawneerTag, a notification message appears.



Please contact our Architectural Services Team if you have a project you would like to discuss:  
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