GO3D offline recovery guide

Use these blank registers when normal systems are unavailable. They contain no customer backup and do not synchronize with the business app. Keep completed copies in storage you control.

During an outage

Name one register owner and record the incident start time and the last checked export.

Confirm equipment availability against physical items and serial numbers. Give each checkout a unique OFF number.

Record checkout, return, condition photos and paperwork using that same number. Keep payment status pending unless you have a separately approved payment method.

Never store card numbers, passwords or identity scans in these files. Keep a second copy of completed records.

Reconnect and reconcile

Freeze and copy the offline registers before changing them. Preserve the originals.

Compare IDs, equipment serials and dates with the current system. Review overlaps, duplicate entries, taxes, deposits and payments by hand.

Only an authorized operator should approve records for import into another system. Keep the old and new IDs in the reconciliation register.

Verify the invoice, agreement, photographs and return status before the owner closes the incident.

Recovery checks

Check	What to confirm
Inventory	A checked equipment list is available without internet.
Checkout	Staff can create a unique offline number and record the physical handoff.
Returns	Condition, missing items and photo references stay linked to the rental.
Conflicts	One register owner reviews overlapping reservations and duplicate records.
Restoration	A copied backup can be reopened and its records checked before replacing working data.
Closeout	The owner reviews unresolved charges, missing records and the incident log.

What this kit provides

Blank CSV registers, sample paperwork and recovery procedures. It provides no live customer snapshot, scheduled backup service, encrypted vault, automatic import or cloud synchronization. Set your own retention rules and verify any real recovery process before relying on it.