

Nivault

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How to Register Organization in Nivault App?

Step 1: Open Nivault App and Tap on Signup.

Step 2: Tap on “**Register Organization**” and Follow on-screen instructions.

10:40 AM

Full Name

Email Address

Password

Forgot Password

Sign In

Do you have an account,
Sign Up

10:40 AM

Full Name

Email Address

Password

Confirm Password

Organization ID

+91 Mobile Number

Sign Up

Do you have an account,
Sign In

Do you want to Register Organization,
Register Organization

10:40 AM

Organization Name

Email Address

Confirm Email Address

Hitech City Main Rd, Jubilee Enclave, HITEC Ci

Register

Do you have an Organization ID,
Sign Up

Step 3: After successful Organization Registration, you will receive an “**Organization ID**” to your email to continue Sign Up.

Step 4: Enter the credentials and Tap on **Sign Up**, a temporary Password will be sent to your email address. Enter the temporary password and tap on **Done**.

11:34 AM

Blaze Automation

harsha@blazeautomation.com

NIVAULT

Organization Registration is Successful.

OK

Register

Do you have an Organization ID,
Sign Up

10:40 AM

Full Name

Email Address

Password

Confirm Password

Organization ID

+91 Mobile Number

Sign Up

Do you have an account,
Sign In

Do you want to Register Organization,
Register Organization

10:45 AM

Enter your temporary password below

Enter Password

A temporary password has been emailed to you.

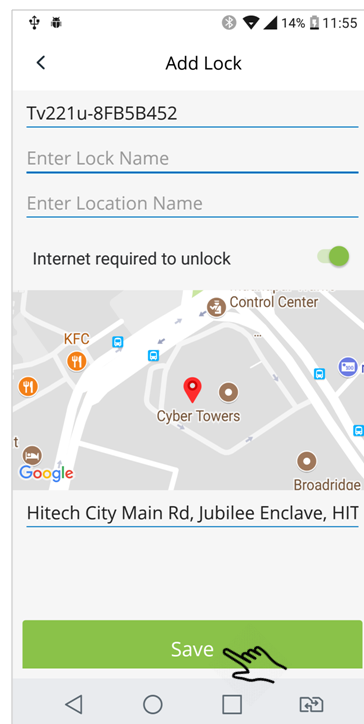
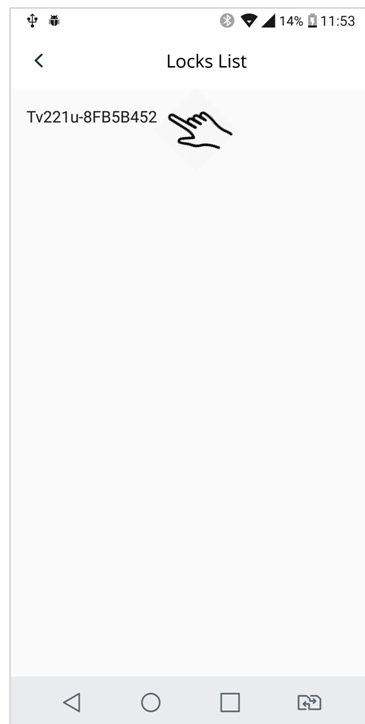
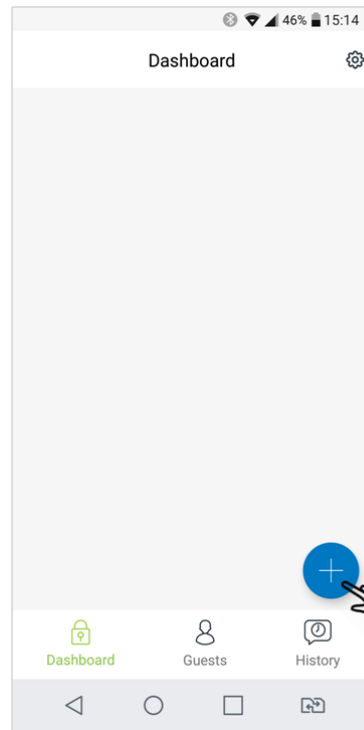
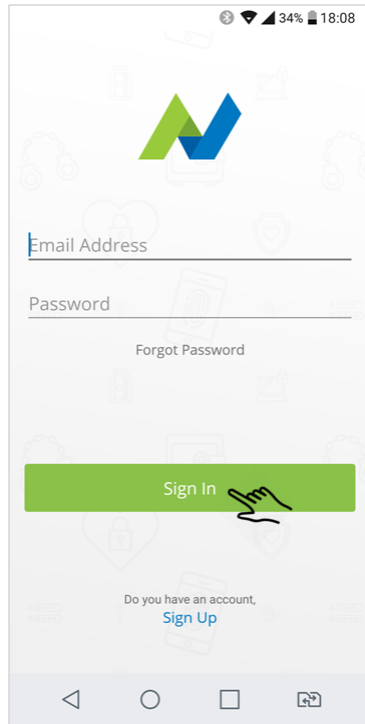
Resend temporary password

Done

How to add lock in Nivault App?

Step 1: Login to Nivault App using your credentials.

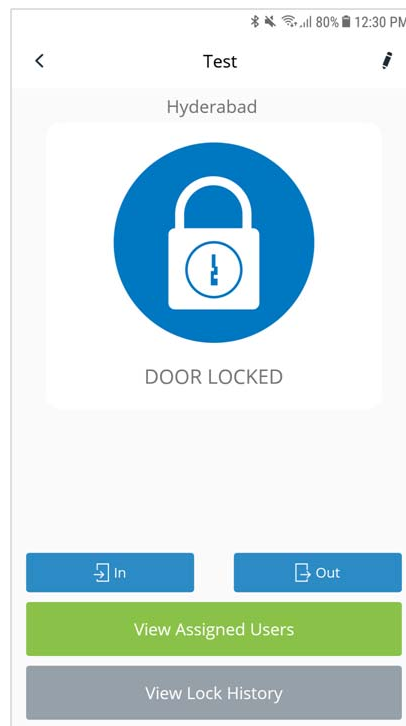
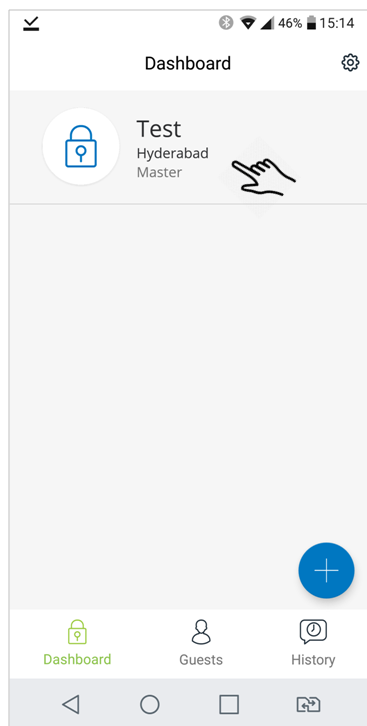
Step 2: Tap on “+” icon, then add lock by following on-screen instructions.



How to control lock in Nivault App?

Step 1: On the Dashboard, select the added Lock.

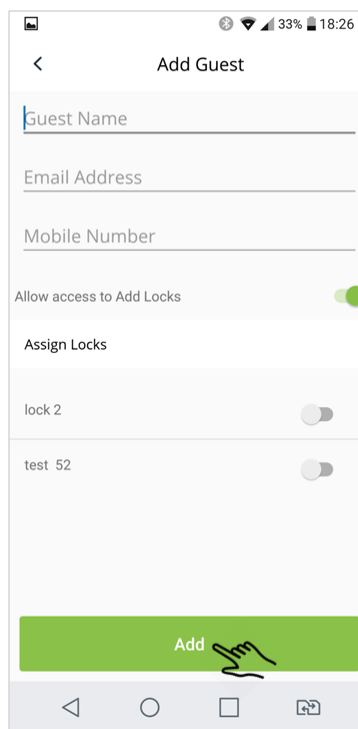
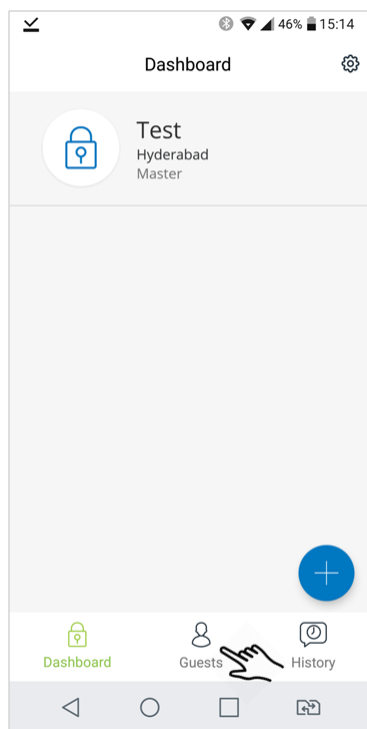
Step 2: Tap on **In** to go in and tap on **Out** to go out.



How to add Guests in Nivault App?

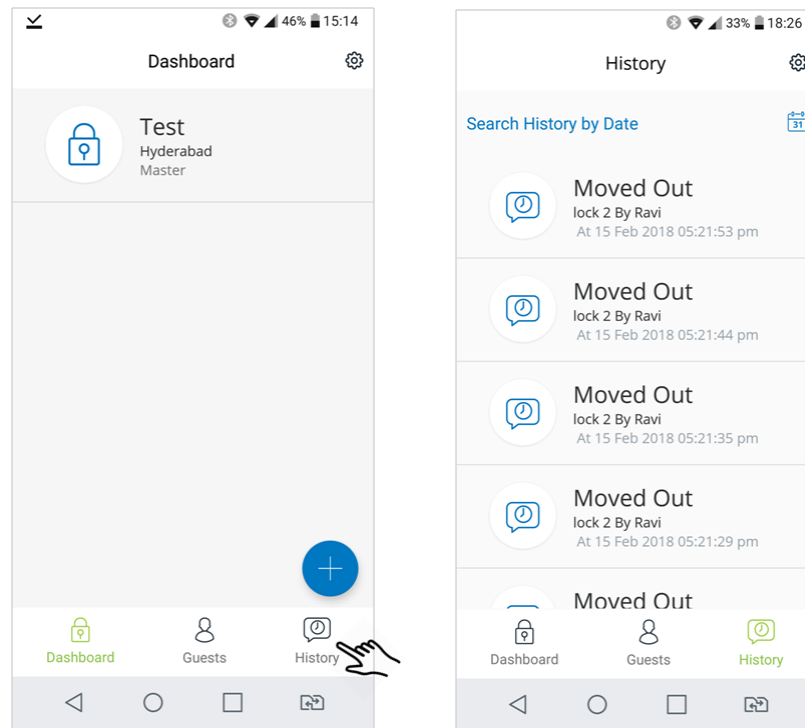
Step 1: Open Nivault App and Login.

Step 2: Select **Guests** and tap on + icon to add a new user.



How to view all the added locks history in Nivault App?

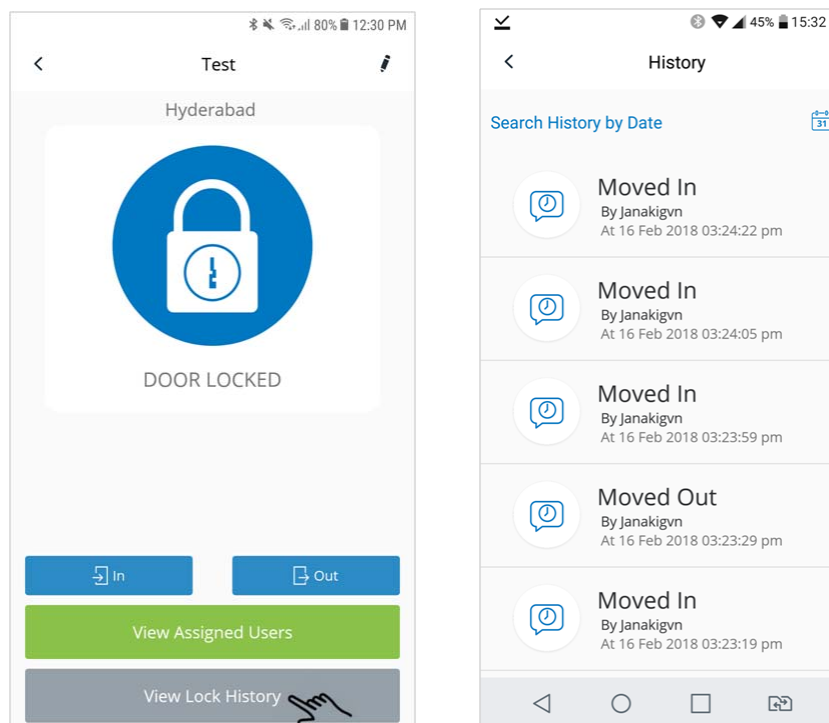
On Nivault app dashboard, tap on **History**.



How to view individual lock history in Nivault App?

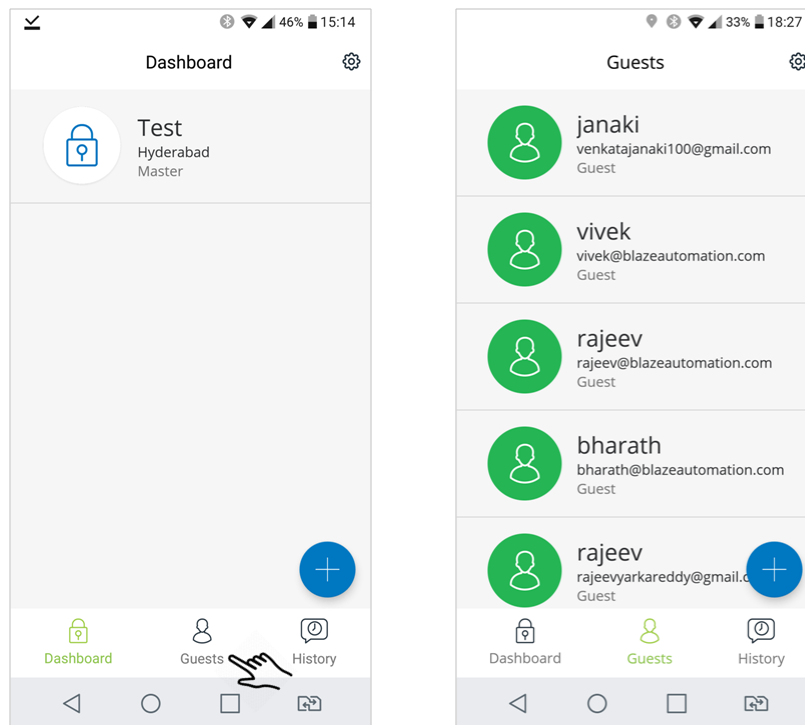
Step 1: On the dashboard, select the added Lock.

Step 2: To view the history, tap on **View Lock history**.



How to view Guests in Nivault App?

On the Dashboard, tap on **Guests**.

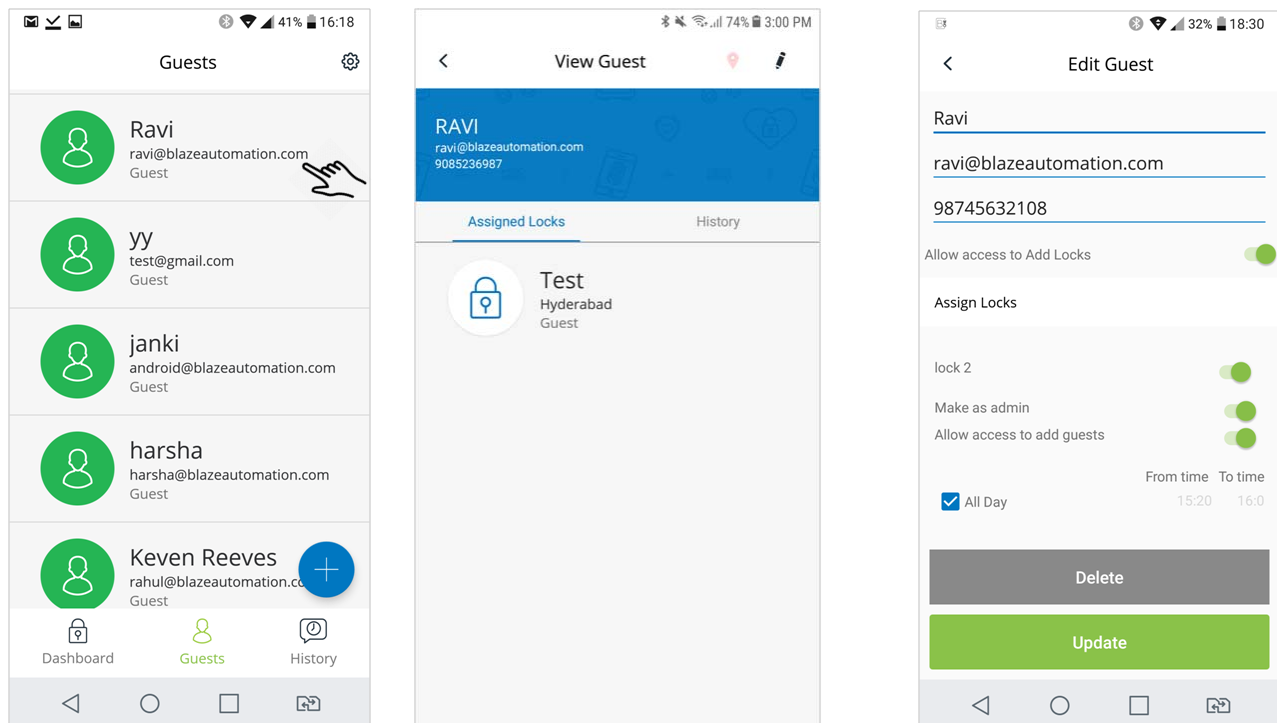


How to edit Guest user details and grant permissions in Nivault App?

Step 1: Open Nivault App, tap on **Guests** and select any of the added guests to view, edit and grant permissions.

Step 2: Tap on **Update**

Example: In our case, we selected Ravi as a guest user to edit and grant permissions.

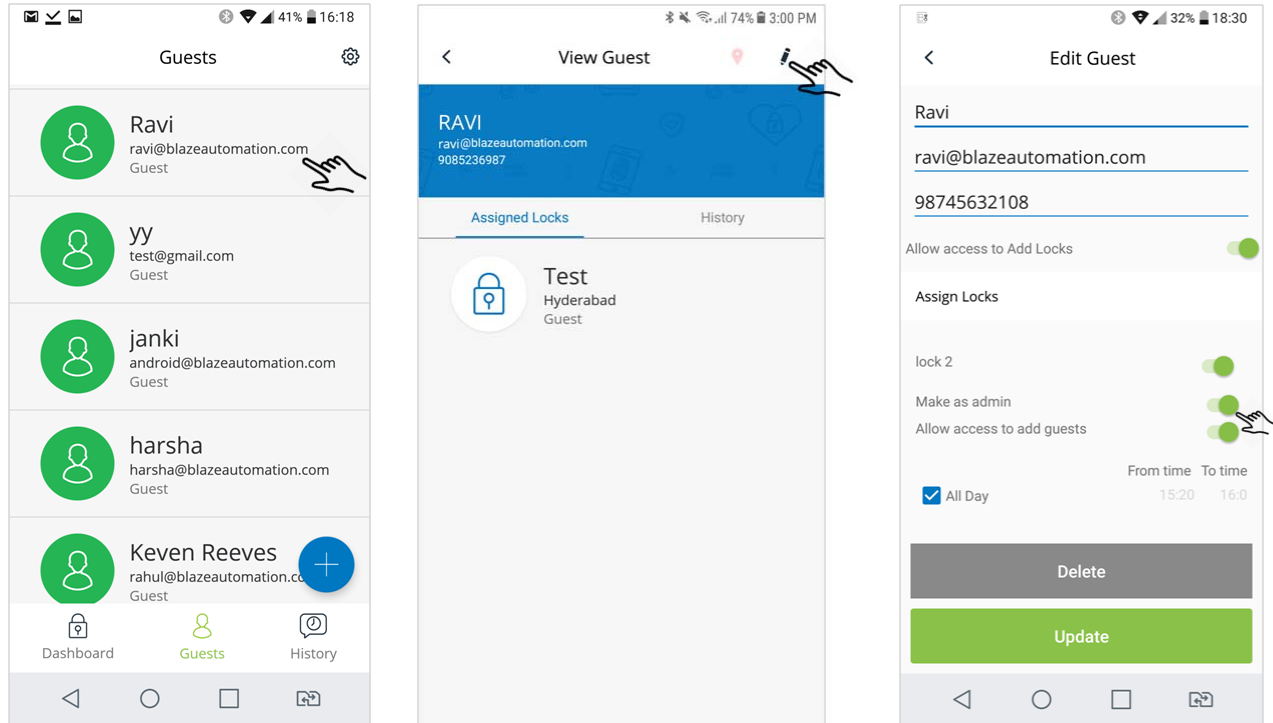


Can I make guest user as admin?

Yes, you can make guest user as Admin. Follow the steps below.

Step 1: Open Nivault App, tap on **Guests** and select any of the added guests.

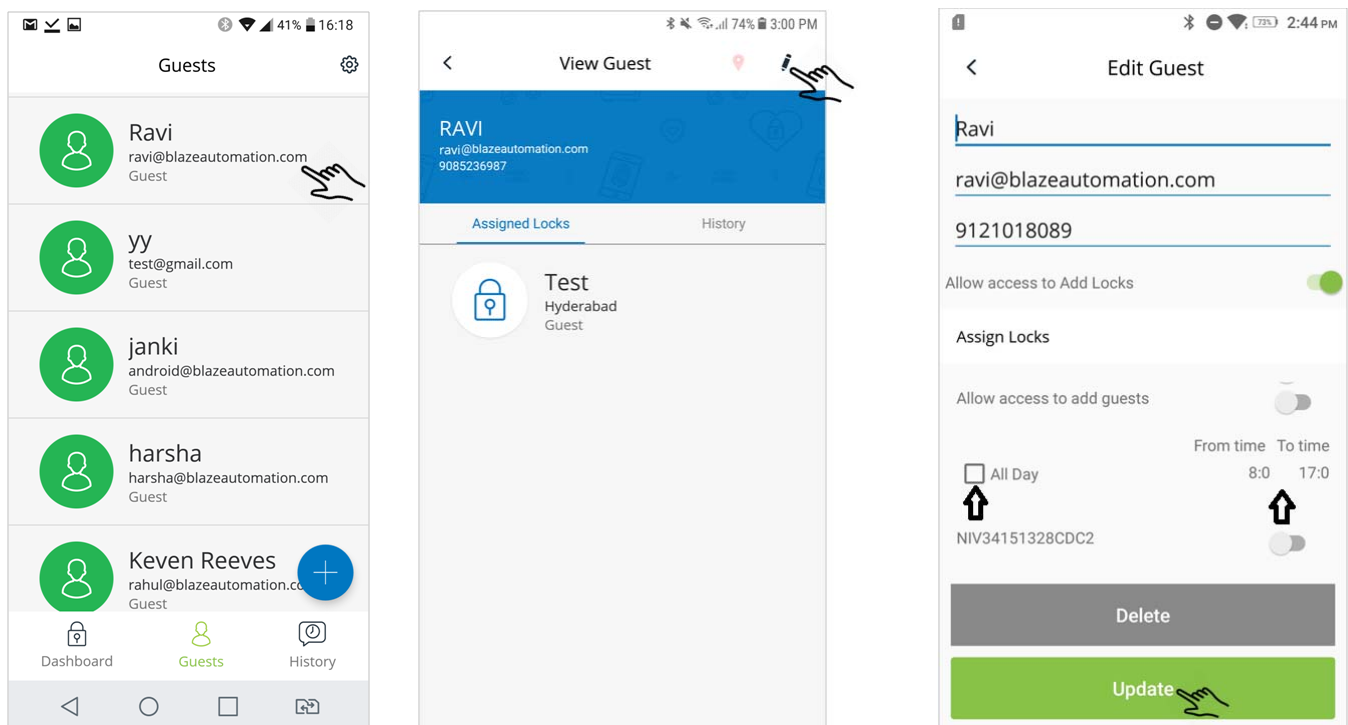
Step 2: Tap on edit icon present at the top-right corner and turn **Make as admin** toggle switch ON.



How to give a time based permission for guest user?

Step 1: Open Nivault App, tap on **Guests** and select any of the added guests and select any of the added guests.

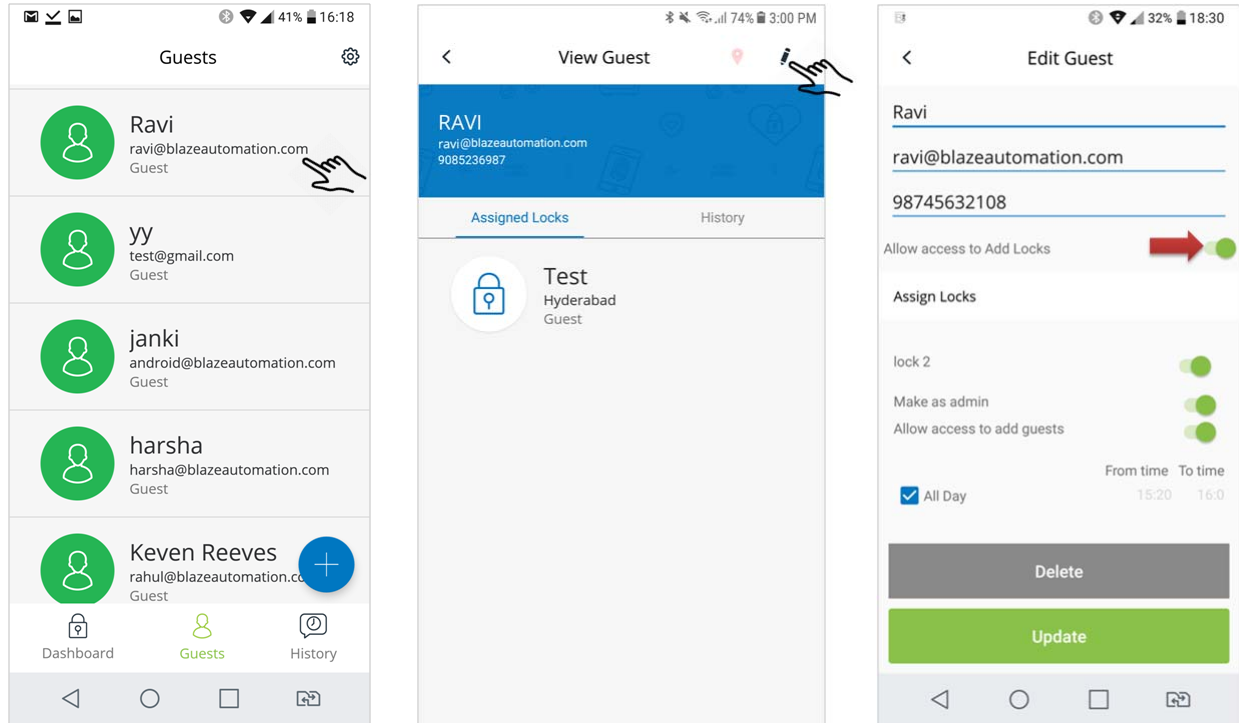
Step 2: Tap on edit icon present at the top-right corner, unmark **All Day** and choose time.



How to give permission for a guest user to add Locks?

Step 1: Open Nivault App, tap on **Guests** and select any of the added guests.

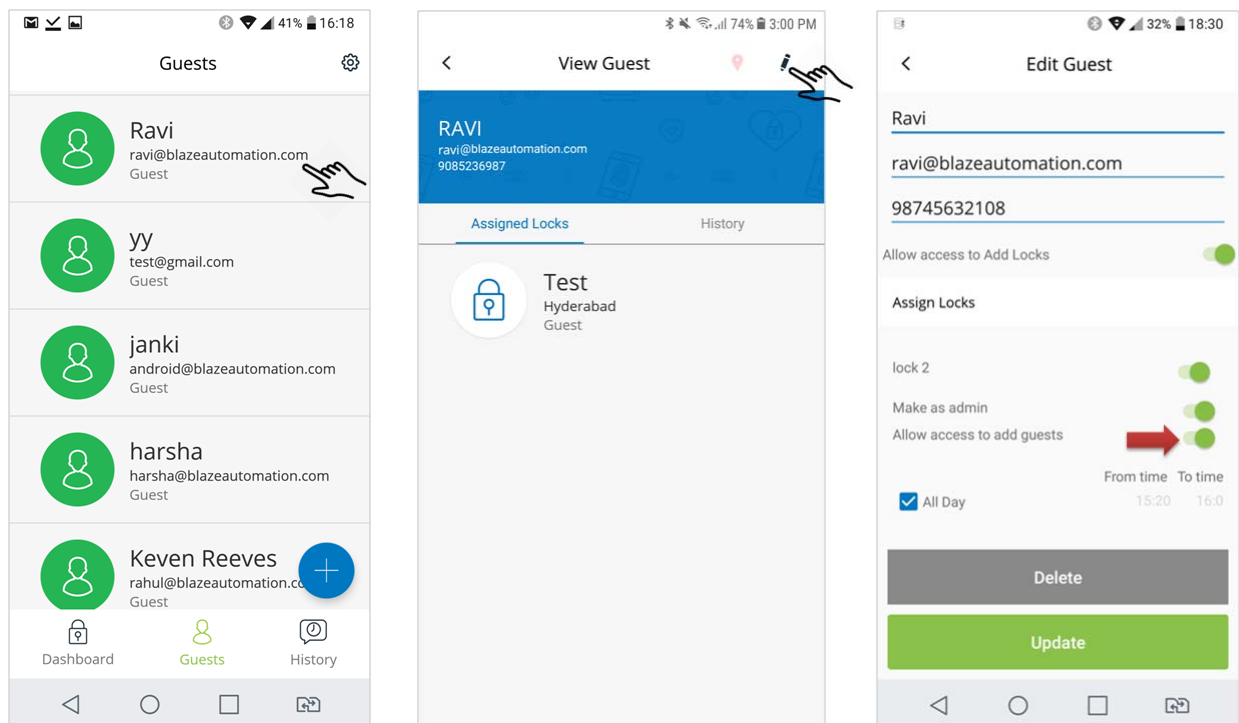
Step 2: Tap on edit icon present at the top-right corner and turn **Allow access to Add Locks** toggle switch ON.



How to give permission for a guest user to add guests?

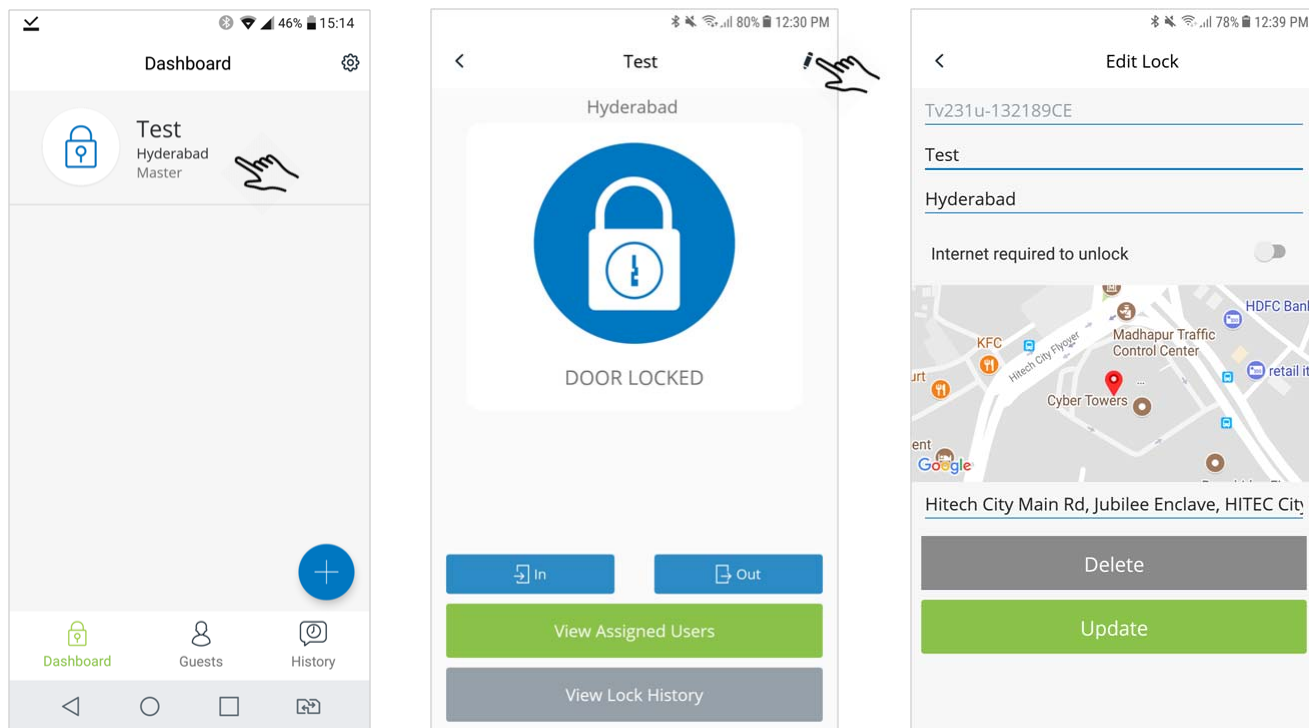
Step 1: Open Nivault App, tap on **Guests** and select any of the added guests.

Step 2: Tap on edit icon present at the top-right corner and turn **Allow access to add guests** toggle switch ON.



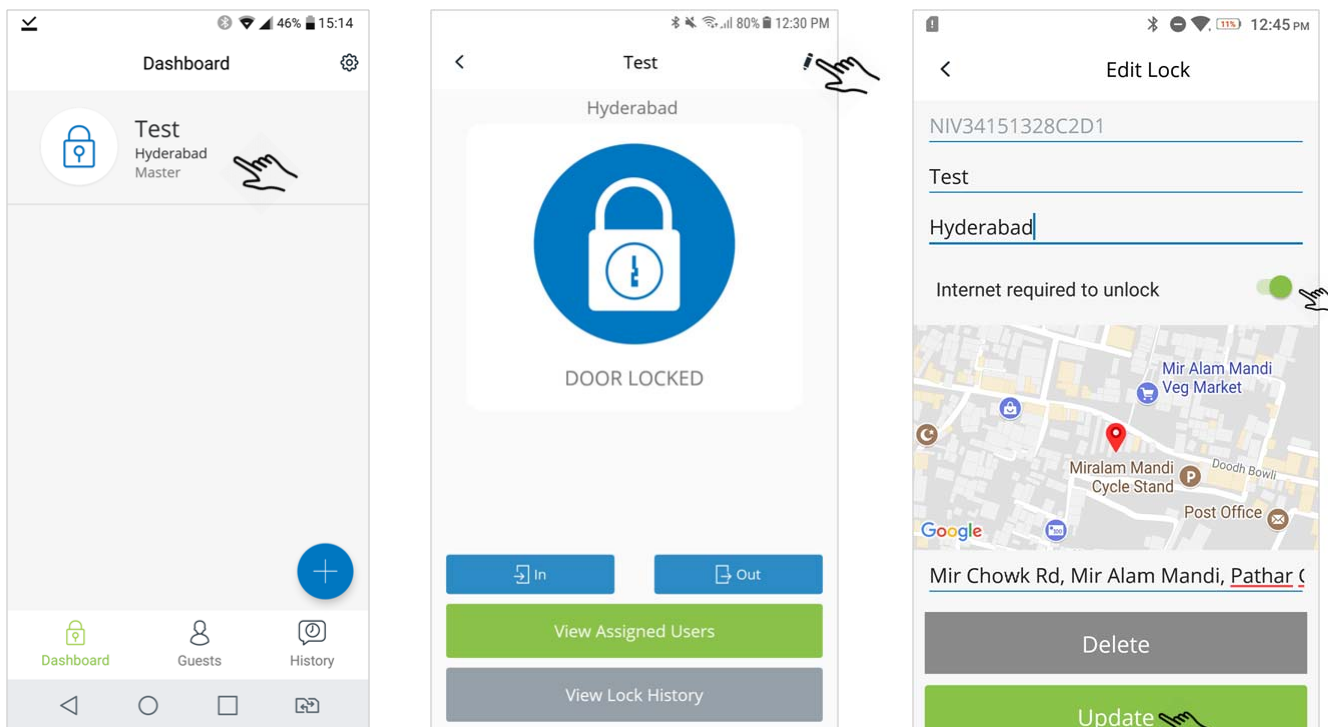
How to edit/delete added lock in Nivault App?

On the dashboard, select added lock. Select edit icon to edit lock info and tap on **Update**. To delete the lock, Tap on **Delete**.



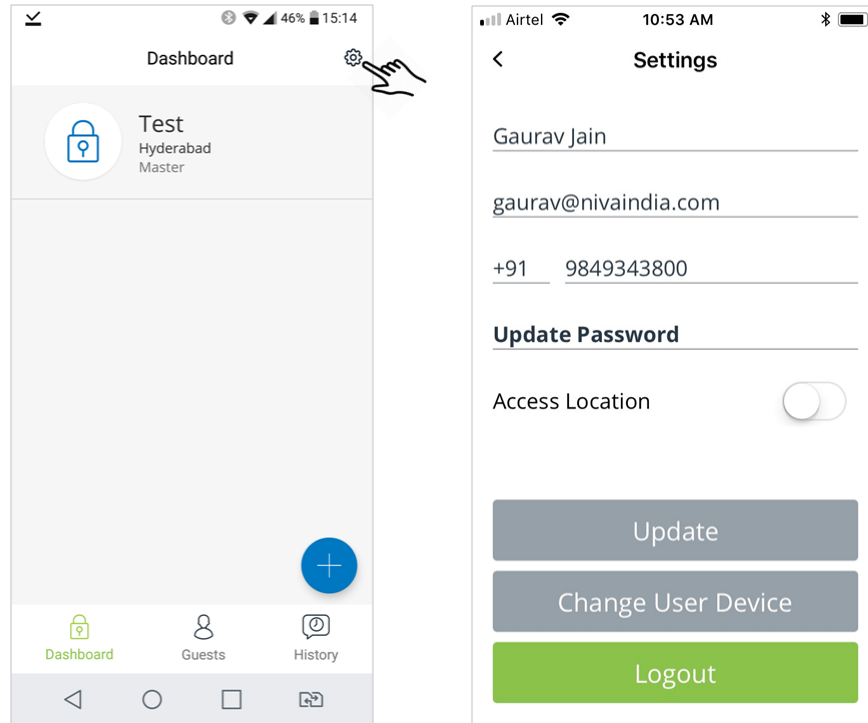
How to access door without internet?

On dashboard, select added lock. Select edit icon, turn the **Internet required to unlock** toggle switch OFF and tap on **Update**



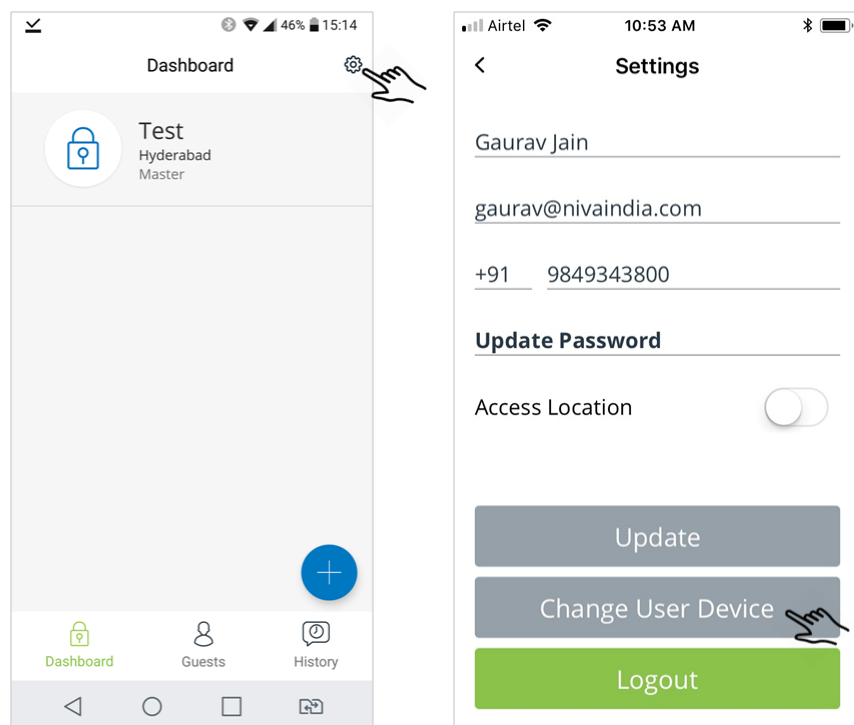
How to update my details in Nivault App?

On the dashboard, tap on the settings icon present at the top-right corner to update details and tap on **Update**.



How to change Master user device?

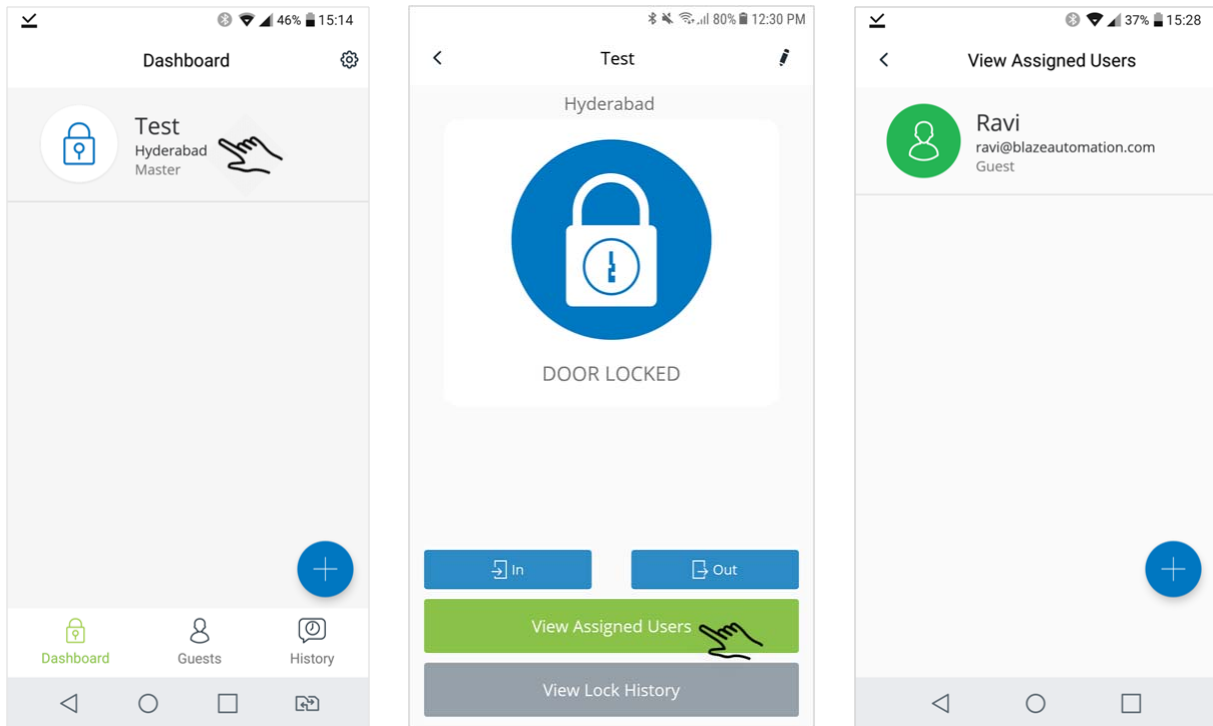
On the dashboard, tap on the settings icon present at the top-right corner. Select **Change User Device** and enter registered email address.



How to view assigned users for an added lock in Nivault App?

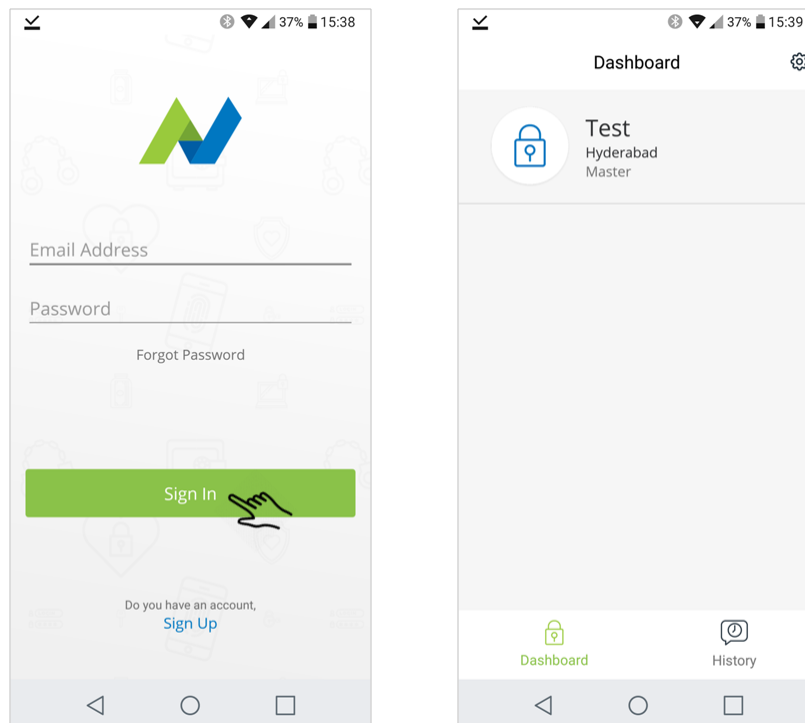
Step 1: On the Dashboard, select an added Lock.

Step 2: Tap on **View Assigned Users**.



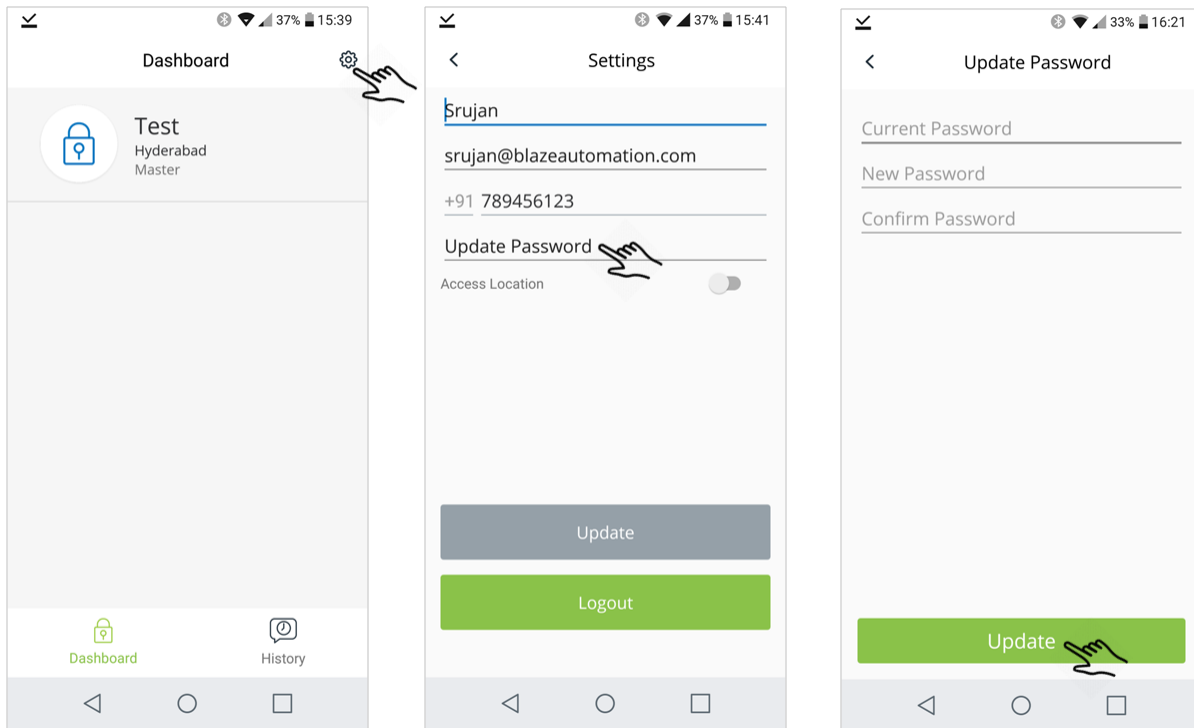
How to Login a Guest User in Nivault App?

Step 1: Open Nivault App; enter email address and password which is sent as OTP to your email address and tap on **Sign in**.



How to update password for Guest User in Nivault App?

After successful Sign in using OTP, on the dashboard, tap on the settings icon present at the top-right corner and select **Update** to update the password.

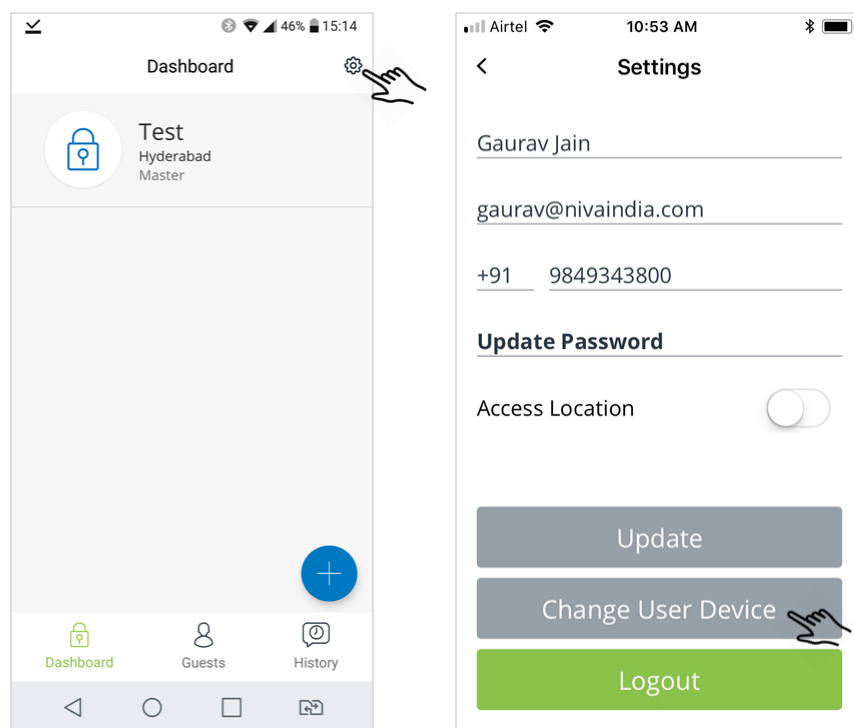


How to change Guest user device?

Step 1: Open Nivault App and Login.

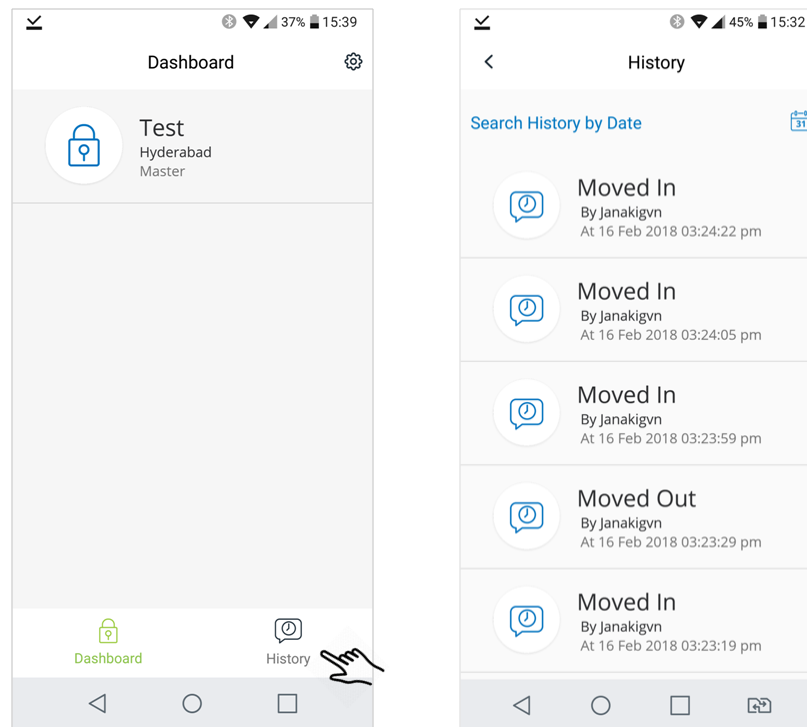
Step 2: Tap on settings icon present at the top-right corner.

Step 3: Select **Change User Device** and enter the registered email address.



How to view Guest user assigned lock history in Nivault App?

On the Dashboard, tap on **History** to view the lock history.



How to view individual lock history for Guest user in Nivault App?

Step 1: On the Dashboard, select an added Lock.

Step 2: To view the history, tap on **View Lock History**.

