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.

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Do you have an account, Sign Up	Do you have an account, Sign In Do you want to Register Organization, Register Organization	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**.

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Sign Up	Do you want to Register Organization, Register Organization	Done Sm

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**.

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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.

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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.**

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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**.

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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.

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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.

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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**.

