



HOW TO INVITE A USER TO NOWA PRESENCE

There are several ways to invite users to NOWA Presence.
The processes below will show you which procedure to follow for each type of account.

Roles definition

Roles	Access
Individual user/ Private Individual <i>(co-owner, owner)</i>	<ul style="list-style-type: none">• System control.• Consultation of the history.• Change the sound level.• Change the backlight.• Change the time zone.• Change of language.• Change Wi-Fi.• Functional test.• Add/remove individual user.• Activation/deactivation of notification.
Members of the board <i>(janitor, security)</i>	<ul style="list-style-type: none">• Consultation of the property systems and their status.
Property Manager <i>Co-owned syndicate, Building manager, management company</i>	<ul style="list-style-type: none">• Creating board member's users.• Modify the notifications for the property.• Monitoring and consulting the status of the property's systems.• Changing the sound level of the control panel.
Reseller <i>Installer, system reseller, building management</i>	<ul style="list-style-type: none">• Full system configuration access.• Add/remove/modify users.• Add/delete/modify systems.
Company Administrators <i>President and CEO of the company</i>	<ul style="list-style-type: none">• Full system configuration access.• Add/remove/modify users under the property.• Add/remove/modify systems.• Add/remove/modify properties.• Add/remove/modify users under company and under property.

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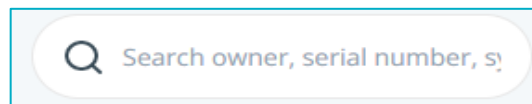
Invite a end customer / individual user

1. Log in with your Reseller/ Administrator account.



2. Search for the panel in question via the **dashboard**

- You can use the serial number or the system's name in the search bar.

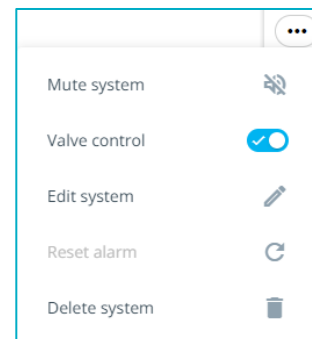


3. Press the three dots  to the right of the system.

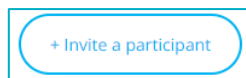
4. Press the "**edit system**" button



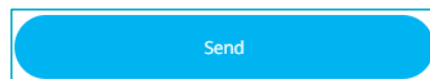
5. In the "**overview**"  tab, go to the bottom right of the page to the participant section



6. Press the "**invite a participant**" button.



7. Enter his email address and press the "**send**" button.



8. The user should receive an email allowing him to create his account and then to have access to that system only.

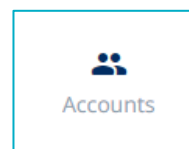
**If the user has several systems, you can invite him to each system individually.*

***if the user already has an account, the next time he/she logs in he/she will have access to the system in question.*

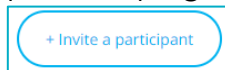
Invite a property manager / dashboard user

1. Log in to your reseller/administrator account.

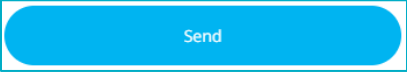
2. Click on the "**Accounts**" tab at the top of the page.



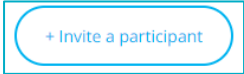
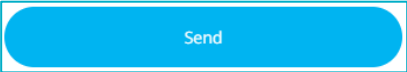
3. Press the invite a participant button.



4. Enter the user's information in the appropriate fields and select the employee's role.

5. Choose the property to which the manager will have access to
6. Click on 
7. The user should receive an email allowing them to create their account and then have access to all the condominium systems.

Invite a Reseller / Company Administrator

1. Log in to your reseller/administrator account.
2. Click on the “**Accounts**” tab at the top of the page.
3. Press the invite a participant button. 
4. Enter the user's information in the appropriate fields and select the employee's role.
5. Click on the “**send**” button. 
6. The user should receive an email allowing him to create his account. He will then have access to all the company's systems.

