

## User Guide

# Encryption Management Platform

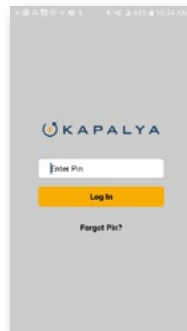
Android

### Create a new account

1. Visit the sign up page [here](#)
2. Fill out the form and press Submit
3. You will receive an email with your user name and a link to download the app
4. You will receive a second email with a temporary password

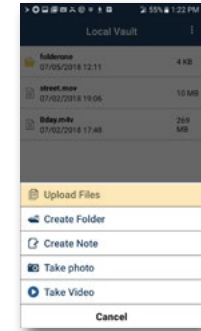
### How to log in

1. Launch the app on your device
2. Upon initial log in, you will be prompted to enter your user name and password
3. You will then be prompted to create a pin (you will only need to create a pin during your initial log in)
4. Enter your pin and select Log in



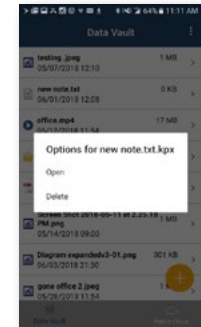
### How to add files to your vault

1. In Local Vault, click on the yellow plus icon
2. Select Upload Files
3. On the next screen select Documents
4. Navigate to the files, images, video or audio files you wish to encrypt
5. You will receive a prompt indicating that your files will be deleted from their original location when encrypted
6. Select Continue to proceed
7. Your file is now encrypted within your secure Kapalya vault



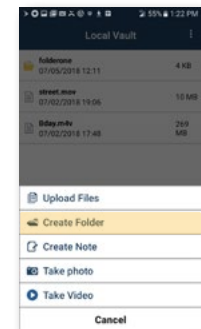
### How to open or delete encrypted files or notes

1. Navigate to your list of files in Local Vault or Public Cloud
2. Hold down on the file you'd like to view (Note: in the public cloud, selecting download will download the file from the Public Cloud to your Local Vault)
3. You will be prompted with options to open or delete the file
4. Select delete
5. You will be prompted to proceed and delete or to cancel



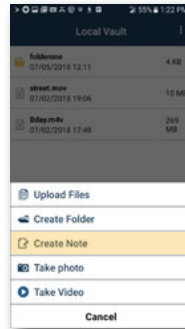
### How to create a new folder

1. In Local Vault or the Public Cloud click on the yellow plus icon
2. Select Create Folder
3. Name your folder and select Create (must not contain the following characters / \ : \* ? " < > |)



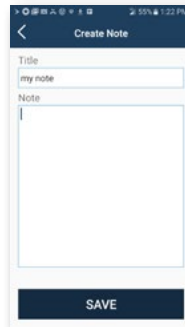
### How to create a secure note

1. In Local Vault, click on the yellow plus icon
2. Select Create Note
3. Enter a Title and the contents of your note
4. Select Save



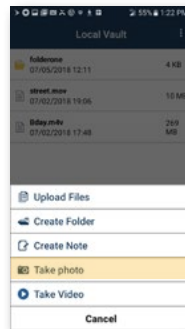
### How to edit a note

1. In Local Vault, navigate to the note you'd like to edit
2. Select the note and make your edits
3. Select Save to save your changes



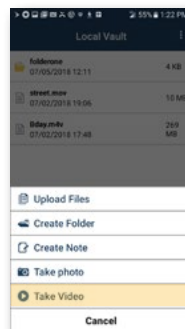
### How to take and encrypt photos

1. In Data Vault, click on the yellow plus icon
2. Select Take Photo
3. Take your Photo
4. Select Ok
5. Name your photo and select save



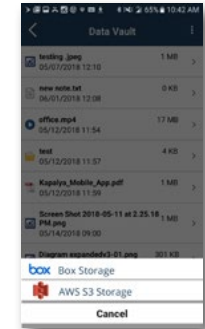
### How to take and encrypt videos

1. In Local Vault, click on the yellow plus icon
2. Select Take Video
3. Record Your Video
4. Select Use Video
5. Name your video and select Save



### How to upload encrypted files to the cloud

1. To upload files to your cloud storage, the file must first be listed in your Local Vault
2. Select Public Cloud from the bottom menu
3. Select the public cloud you wish to upload to
4. Click on the yellow plus icon
5. Select Upload Files or Folders
6. You will see a list of files from your Local Vault, select the file you wish to upload to the public cloud



### How to access files shared with you on the cloud

1. Select Public Cloud from the bottom menu
2. Select the public cloud you wish to view
3. Click on Shared with Me in the submenu



### How to change pin

1. Select More from the bottom menu
2. Select Change Pin
3. Select Yes from the pin
4. Enter your user name and password
5. Enter your new pin

