Quickstart guide for users

The new documentation is available here

A user can carry out a large number of Enterprise Vault-related actions. Only the most important are listed in this page.

The full list can be found here: https://vault-doc.wallix.com/books/entreprise-vault-usage

Account creation

The user journey begins when their account is created on Trustelem.

- If they are created localy, they will receive an enrolment link to define their password
- If they are synchronized from a directory, the administrators will communicate about the account creation

Then users can access to the Entreprise Vault application using the url: https://vault-**your_domain**.trustelem.com

First they need to authenticate using Trustelem credentials (Trustelem password or directory password).

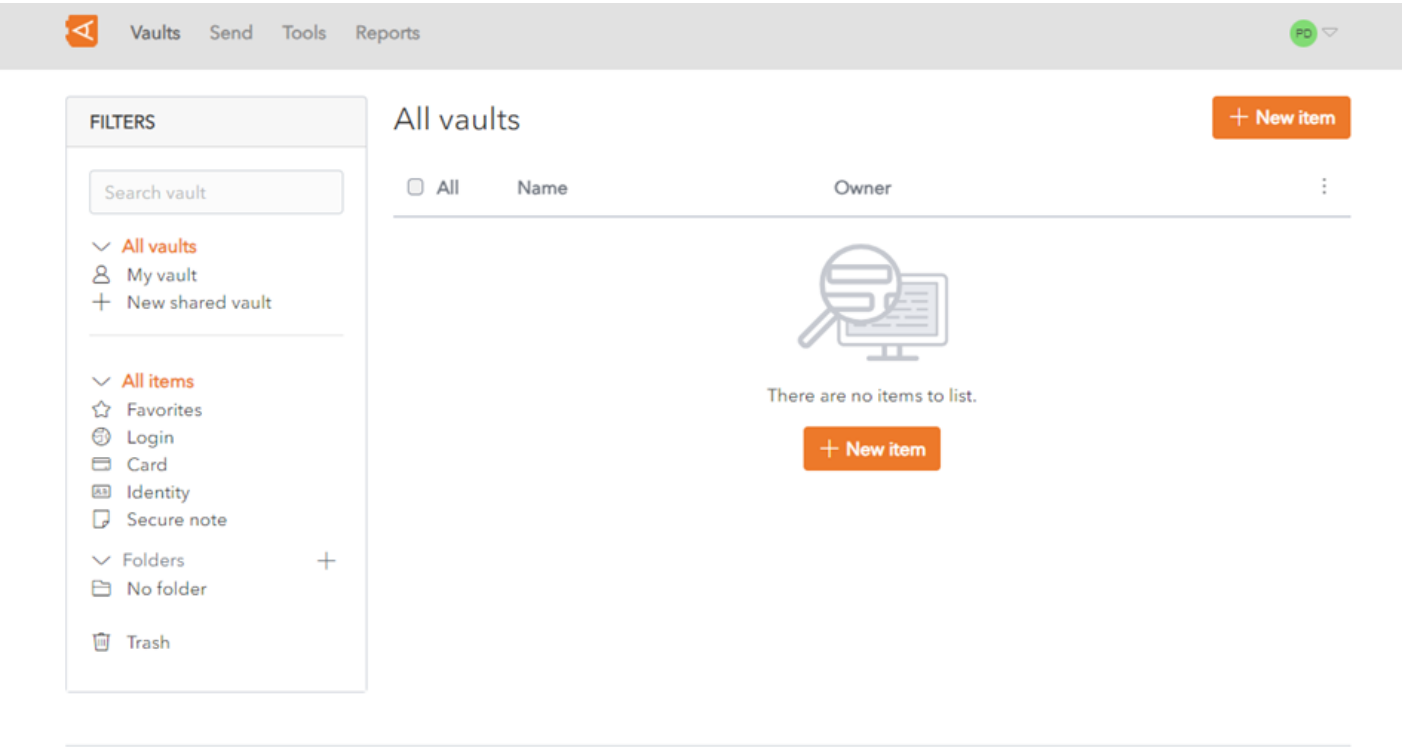
Then they can define or provide their master-password, depending on whether it already exists or not. This password will be used for the data encryption.

More information about the account creation and the account management are presented here:

https://vault-doc.wallix.com/books/entreprise-vault-usage/chapter/account-management

Entreprise Vault home screen

When users log in to WALLIX Enterprise Vault using https://vault-**your_domain**.trustelem.com, their home screen will display all items in their vaults.



Each user has a Personal Vault which is private.
But users can also create or be invited to access items in one or more Shared Vaults.

The different vaults include items which can be:

- Identities (firstname, lastname, phone number, address...)
- Logins (identifier, password and TOTP for single or multi factor authentication)
- Credit cards
- Secure Notes

This items can be organized using folders in personal vault, and collections in shared vaults.

This home screen also contains a Filters menu by which users can find specific items using:

- A dedicated Search field
- Customer Filters: Folder, Item Type or Favorites.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/search-an-item#bkmrk-search

After the first authentication on the web page, user are able to choose to use a browser plugin or a mobile app, in addition to the website.

Create Item

An Item can be an Identity (firstname, lastname...), a login (identifier, password, TOTP), a credit card or a note.

It can be created on a personal vault, or in a shared vault.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/create-item

Create Folder

A folder is used to organize personal vault items.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/create-folder

Use a Shared Vault

A Shared vault is used to share items with other Entreprise Vault users.

It is possible to access items in a vault shared with you, or create a new shared vault to share items with other.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/chapter/manage-shared-vaults

Send data to non-vault user

The "Send" option is used to share data with users who are not in the vault. It generates a link sent by email.

You can share a text message, or a file and add some custom policies (is a password required to access the data, how many people can open the link, how long the link will stay available...)

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/create-send

Password generator

If you want to generate a new and secured password, then Entreprise Vault can do that for you.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/username-or-password-generator

Reset Master Password

If you lost your master password, you can ask for a reset.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/page/reset-master-password

Change the settings

Additional settings can be found in the product (customize the tools, change the language, get security reports...).

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/chapter/avanced-options

Install Browser Extension and mobile application

In addition to the website, you can choose to use a browser plugin, or a mobile application.

More information are available here: https://vault-doc.wallix.com/books/entreprise-vault-usage/chapter/manage-browser-plugins-and-mobile-apps

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