

USER GUIDE: ADMIN

What is DaVinci?

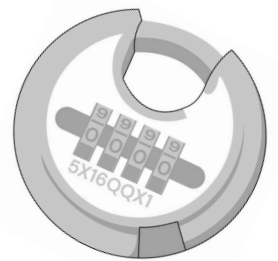
The DaVinci Lock® system combines a serial code-engraved standard combination lock with our software and your facility management system (FMS) to simplify access control. When a lock is placed on a unit, tenants automatically receive the unlock code via SMS and email. Perfect for securing units for tenant use, overlocks, or vacancies.

As an **admin user**, you have access to tools and features to support everyday operations:

- Add & edit non-admin users
- Add, edit, and transfer facilities
- Activate, assign, & transfer locks
- Assign locks from inventory to a facility
- View & update unlock codes
- Review, update, & email reports
- Create & manage DaVinci Lock® API keys
- Access the Tenant Connect admin portal

RESOURCES

- 1 Add & Edit Users - [Web Portal](#)
- 2 Add & Transfer Facilities - Add - [Web Portal](#) / Transfer - [Web Portal](#)
- 3 Activate Locks - [Web Portal](#) / [Mobile App](#)
- 4 Assign & Update Locks - [Web Portal](#) / [Mobile App](#)
- 5 Transfer Locks - [Web Portal](#) / [Mobile App](#)
- 6 Review Reports - [Web Portal](#) / [Mobile App](#)
- 7 Create & Customize Tenant Connect Portal- [Web Portal](#)



Scan the QR code or visit support.davincilock.com for tutorials, help articles, and additional support resources!

