

HOMESYNC USER GUIDE

Browse through the topics below to find the instructions you need help with.
Just click a section to jump right in.

Sections marked with an asterisk (*) are **strictly for Homeowners only**. Home-dwellers will not have access to these features or settings.

Account Management

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Home and Room Management

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Energy Management

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Home-dweller Management

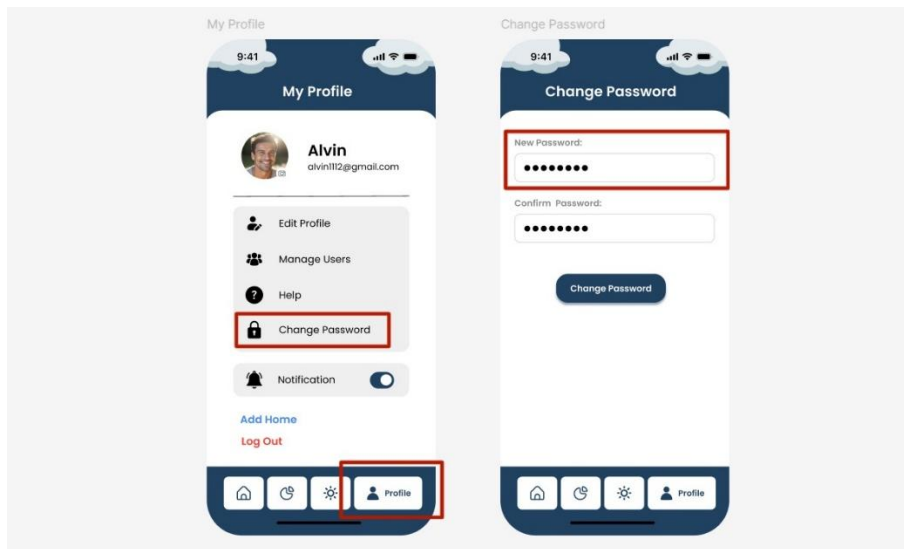
- [View List of Home-dwellers](#)*
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- [Remove Home-dweller](#)*

Room Access Management

- [Request Room Access \(Home-dweller\)](#)
- [Accept / Decline Room Access Request \(Homeowner\)](#)*

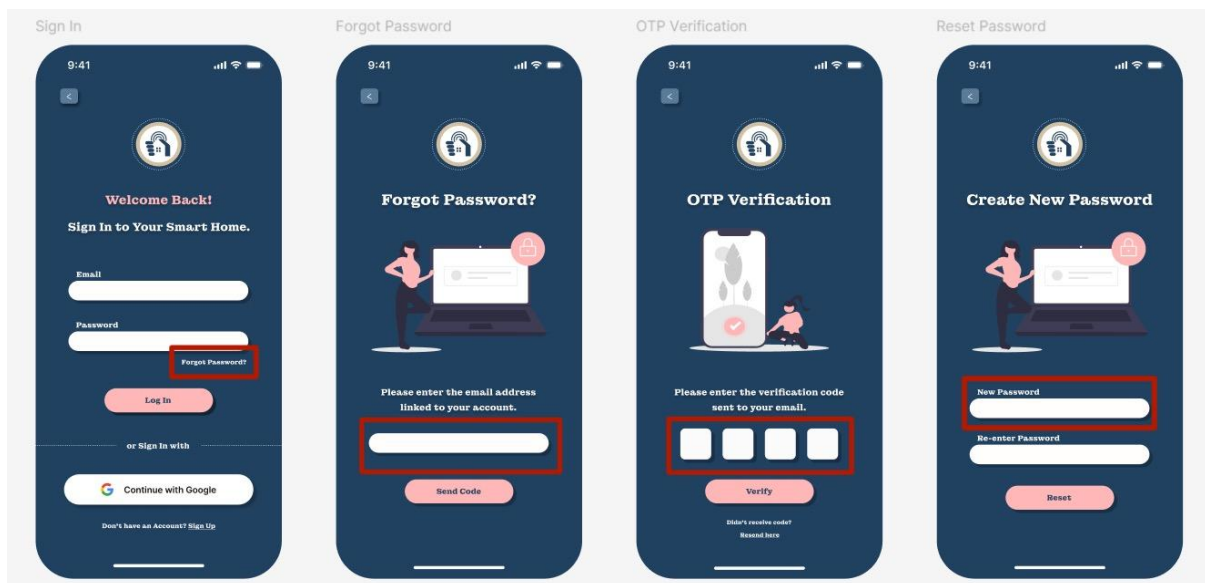
Change Password

Scenario 1: You are Logged In



1. Go to Profile.
2. Press Change Password.
3. Enter your new password.
4. Save your changes.

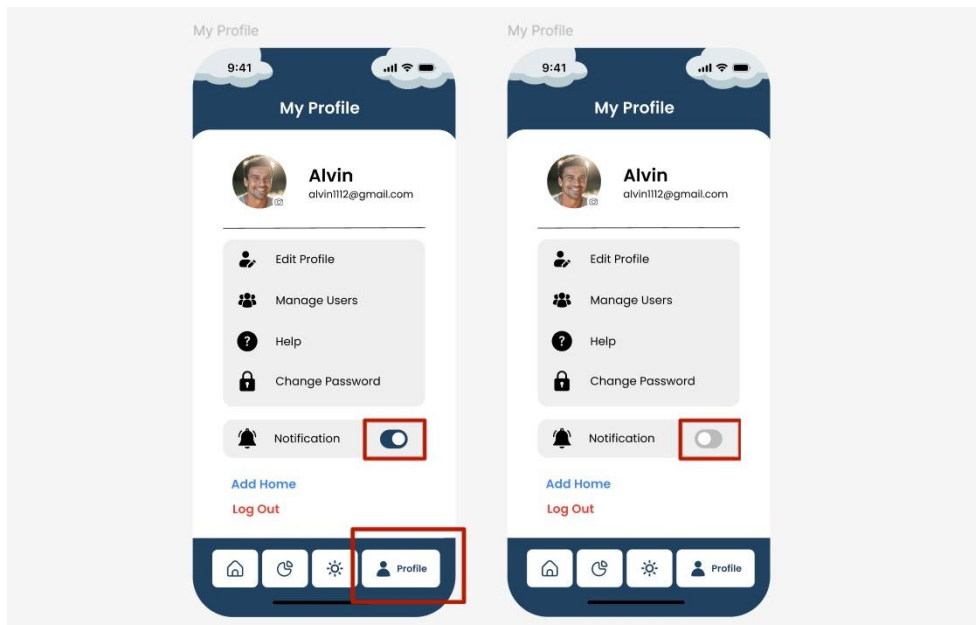
Scenario 2: Forgot your password and can't Log In



1. On the Login page, press Forgot Password.
2. Enter your registered email address.
3. Check your email for the OTP (One-Time Password) code.
4. Enter the OTP, then create a new password.
5. Log in with your new password.

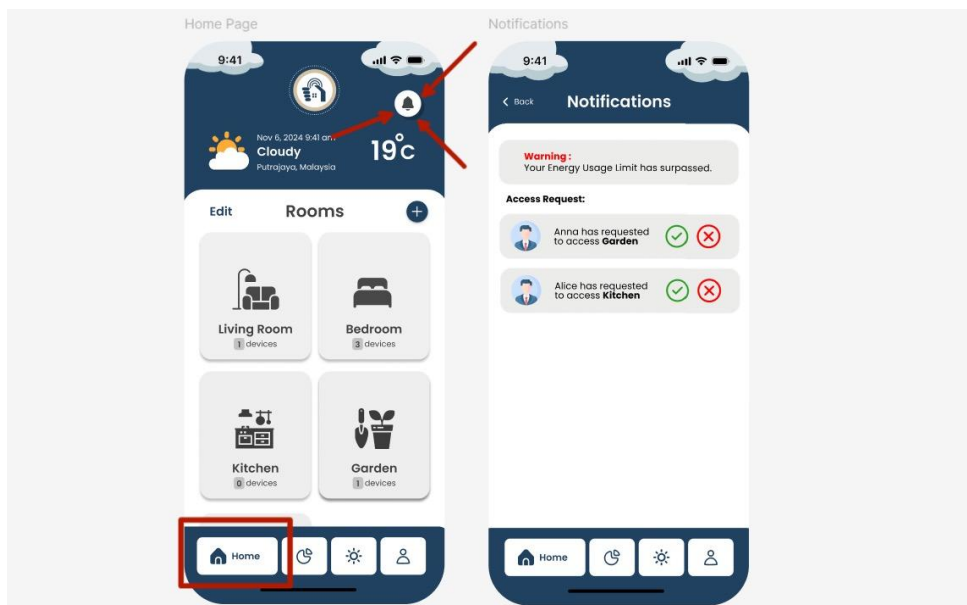
Notifications

Case 1: Enable or Disable Notifications



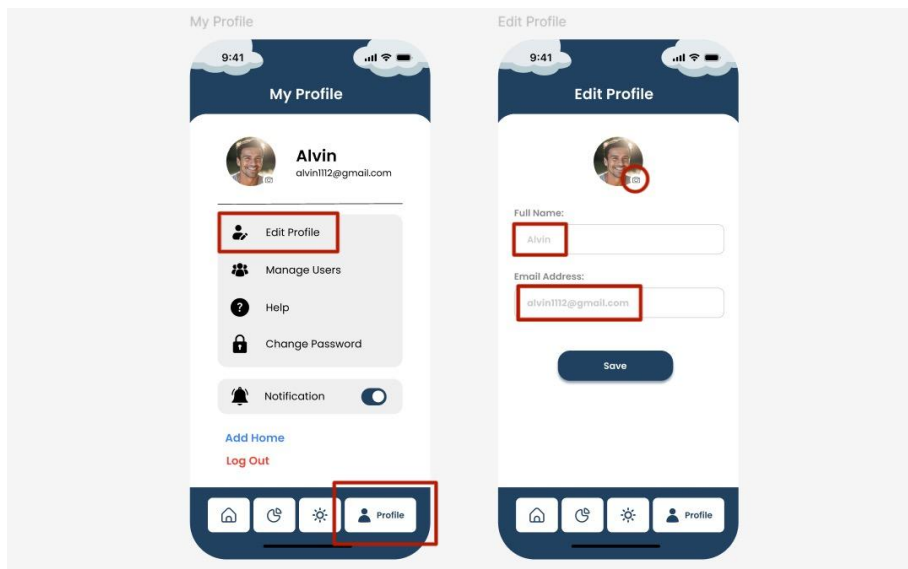
1. Go to Profile.
2. Toggle the button On or Off to enable or disable notifications.
3. Dark blue = On | Grey = Off

Case 2: Where to check my Notifications?



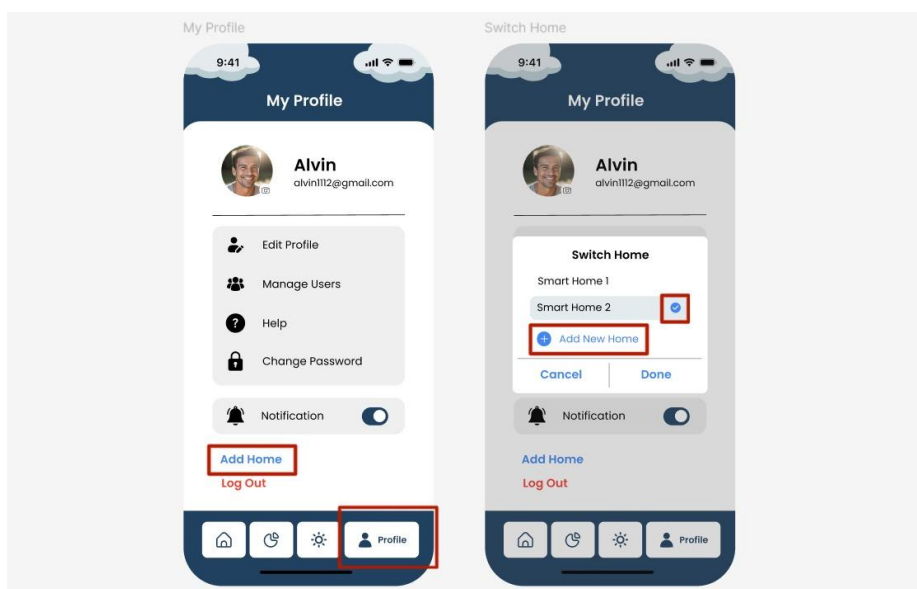
1. Go to your Home Dashboard.
2. Tap the bell icon at the top right corner.
3. View recent alerts such as device alerts, energy reports and home-dweller activities (if you're a Homeowner).

Change Email Address / Name / Profile Photo



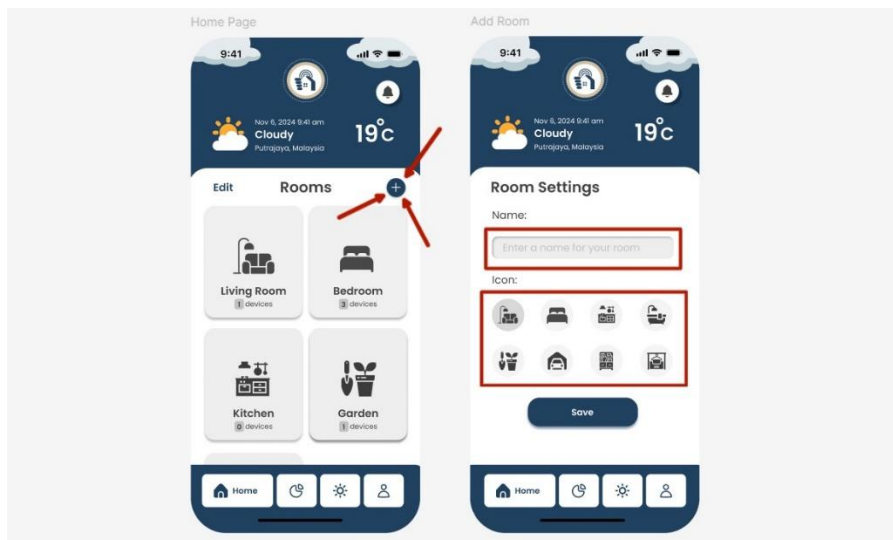
1. Go to Profile.
2. Press Edit Profile.
3. Update your email address, name or profile photo as needed.
4. Save your changes.

Add Another Smart Home to My Account



1. Go to Profile.
2. Select Add Home.
3. Tap Add New Home.
4. Tick the new smart home to log in to.
5. Press Done.

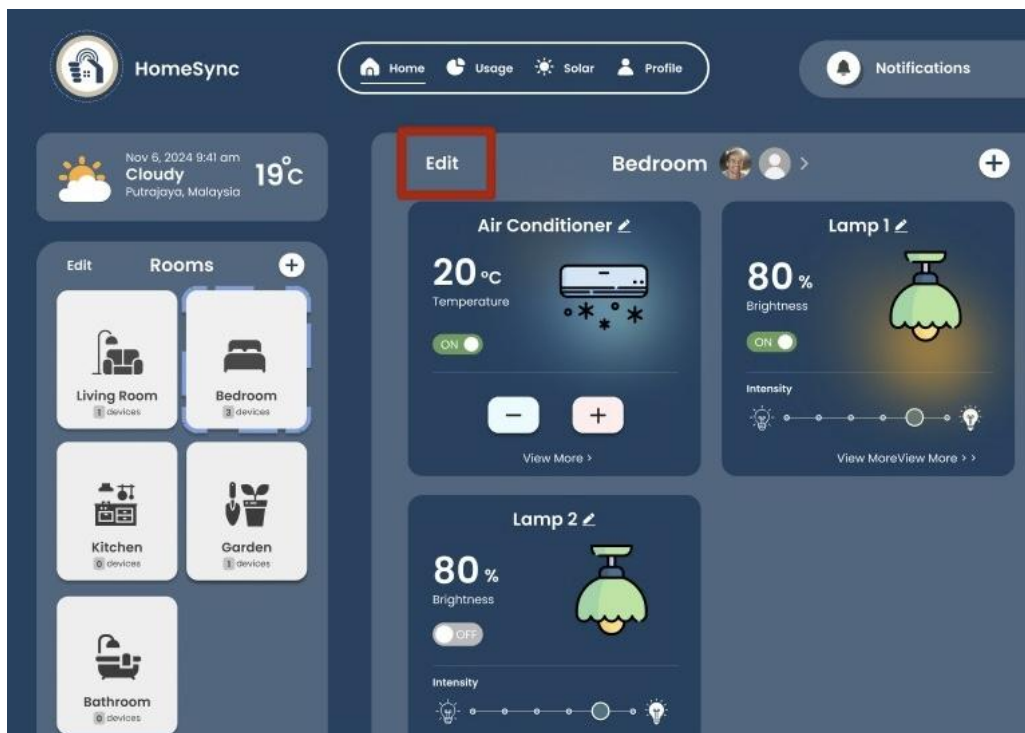
Create a New Room



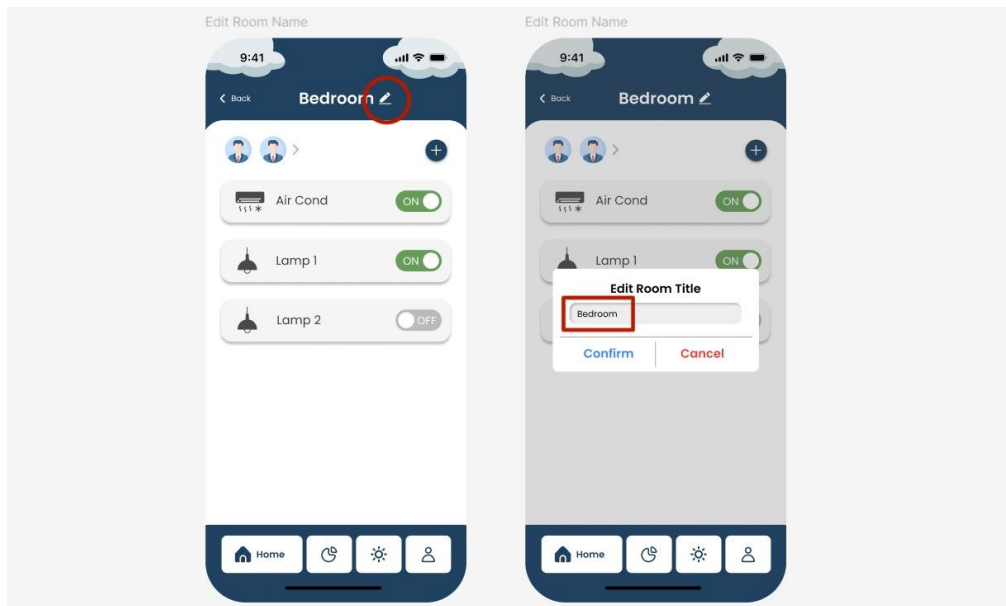
1. Go to Home.
2. Tap the “+” button.
3. Enter a name for the room.
4. Select an icon to represent the room.
5. Press Save.

Rename a Room

1. Go to the room you want to modify.

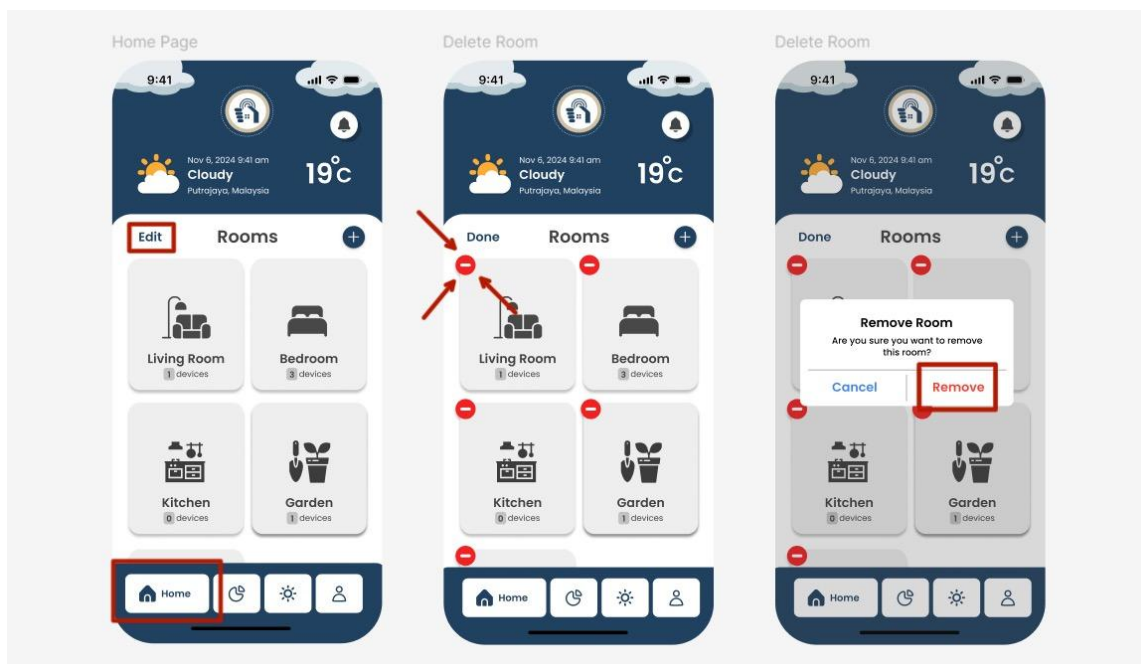


2. If you're a desktop user, press edit on the top left.



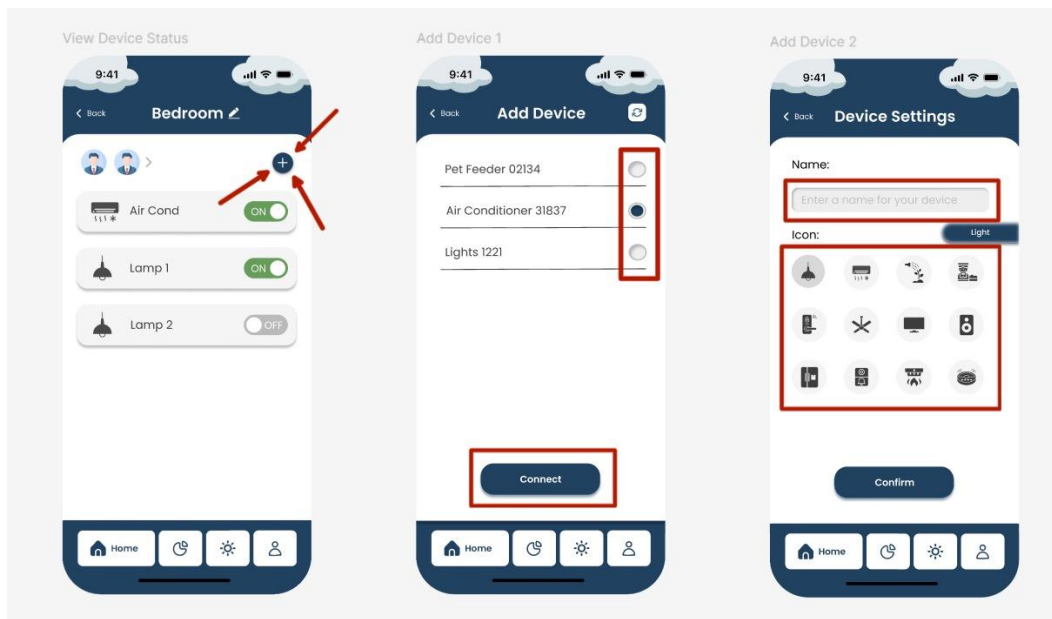
3. Tap the pencil icon next to the room's name.
4. Insert new name for the room.
5. Press Confirm to save changes.

Remove a Room



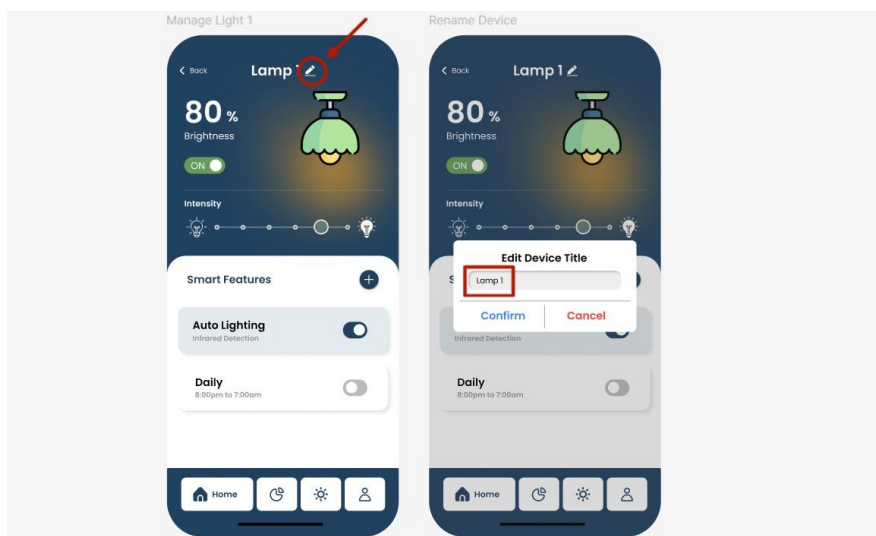
1. Go to Home.
2. Tap the Edit button.
3. Press the minus (-) button on the room you want to remove.
4. A confirmation alert will appear, confirm that you want to remove the room.
5. Once confirmed, the room will be deleted.
6. Press Done when you're finished.

Add a Device



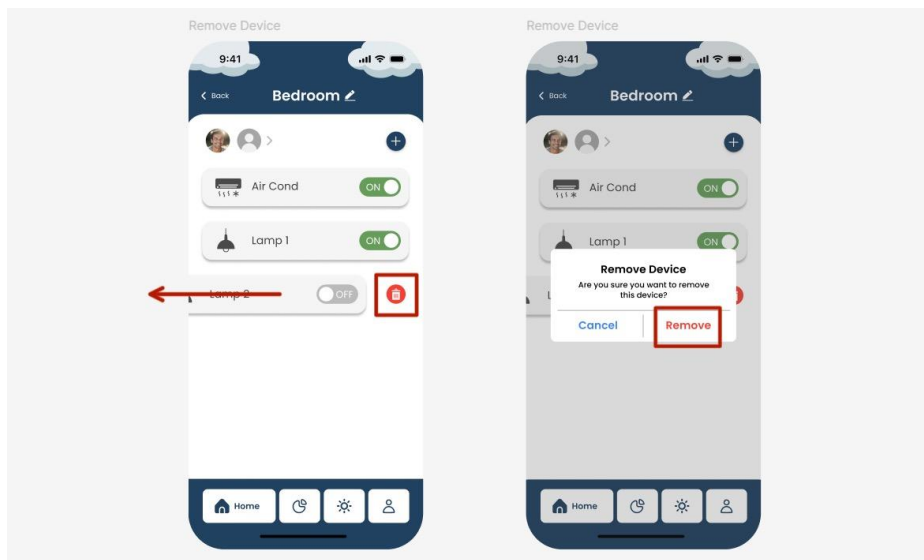
1. Enter the room you want to add the device to.
2. Tap the “+” button.
3. Select the device you want to add.
4. Give the device a name.
5. Choose an icon to represent the device.
6. Press Save.

Rename a Device



1. Tap on the device you want to modify.
2. Tap the pencil icon next to the device’s name.
3. Insert new name for the device.
4. Press Save.

Remove a Device



1. Swipe left on the device you want to remove.
2. Tap the red trash can button.
3. A confirmation alert will appear, confirm that you want to remove the device.
4. Once confirmed, the device will be deleted.

Adjust a Device

Case 1: Drag Toggle (slider)



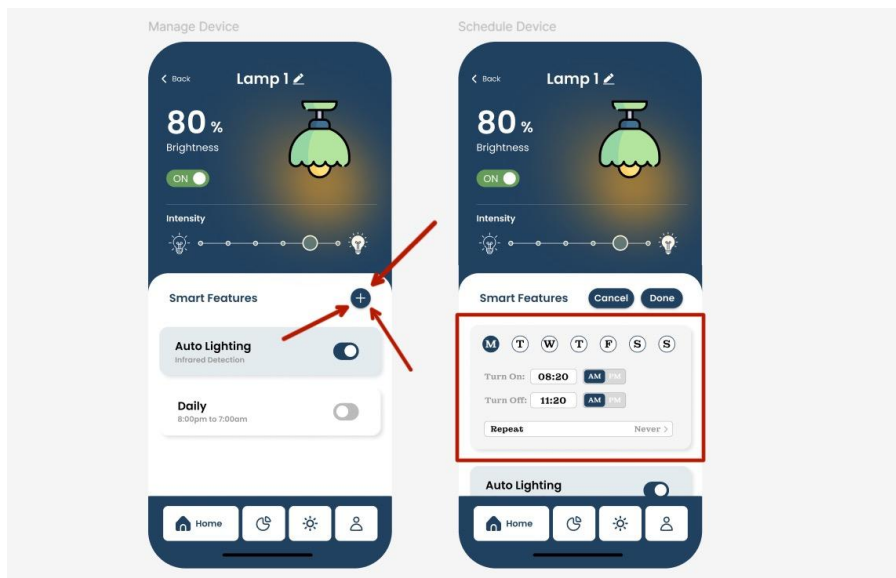
1. Drag left to reduce (e.g. lower brightness).
2. Drag right to increase (e.g. raise brightness).

Case 2: Minus (-) and Plus (+) buttons



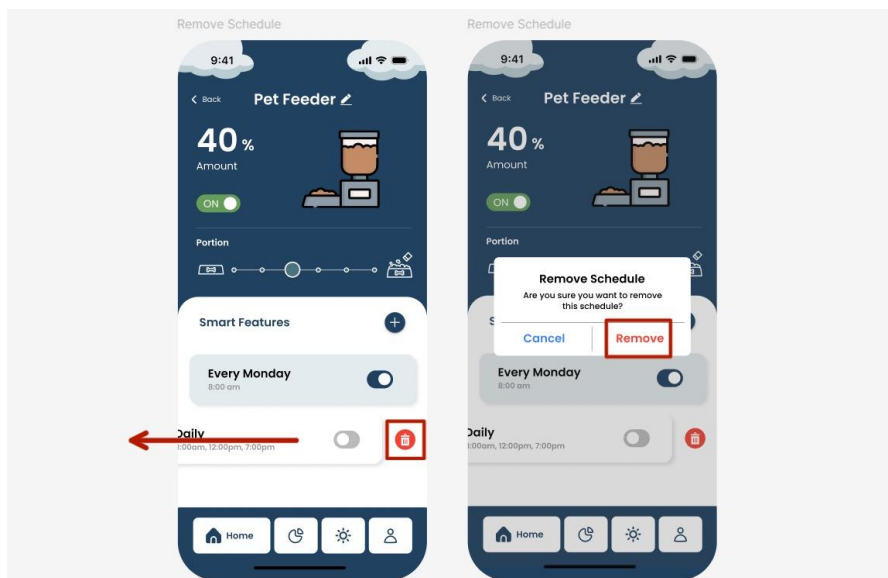
1. Tap (-) to decrease (e.g. lower temperature, colder room).
2. Tap (+) to increase (e.g. higher temperature, warmer room).

Schedule a Device



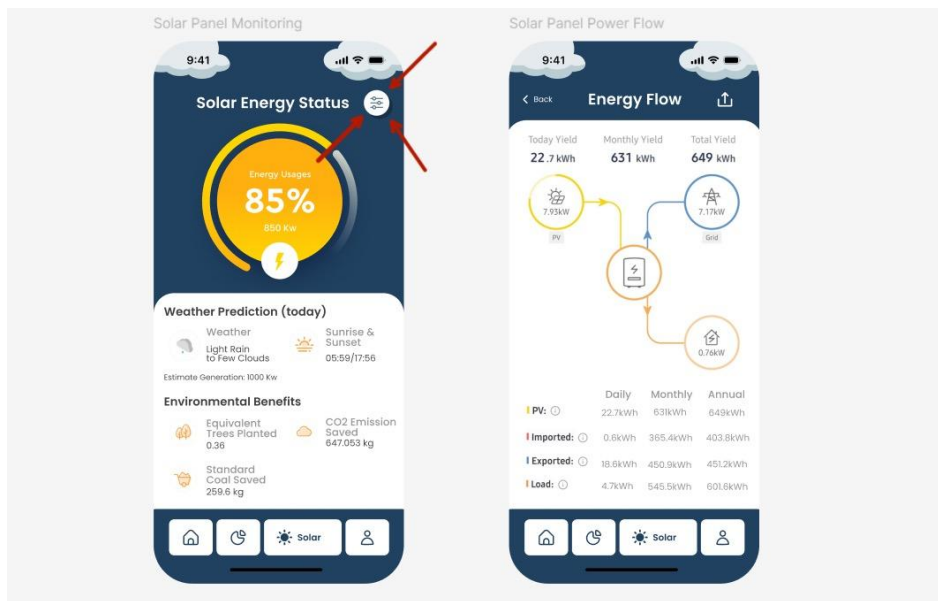
1. Tap on the Device you want to schedule.
2. Press the “+” button to add a new schedule.
3. Choose the day you want the schedule to run (Monday to Sunday).
4. Customise the time for your schedule.
5. Select the Repeat option (Never, Daily, Weekly).
6. Press Done to save your schedule.

Remove a Schedule



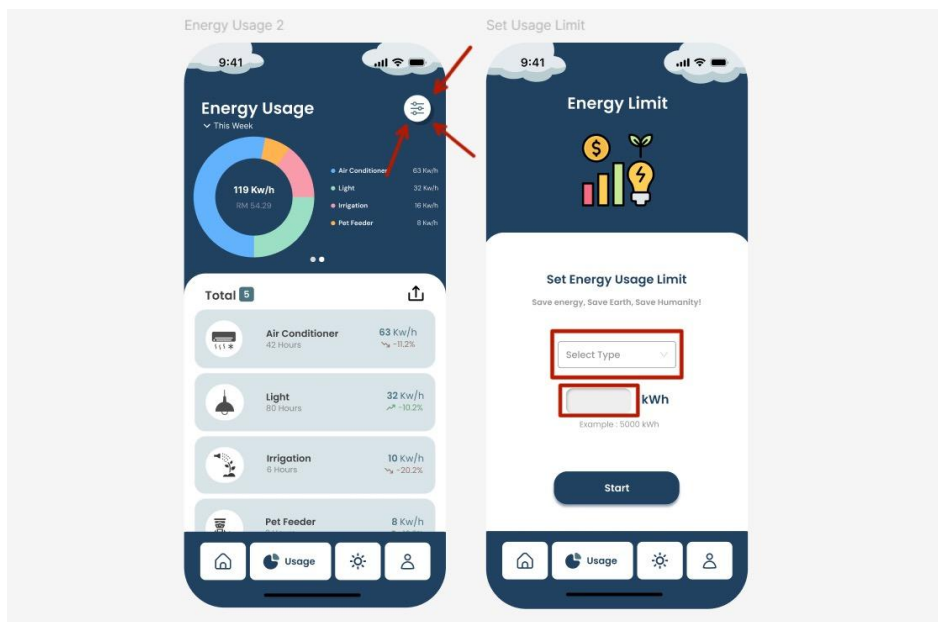
1. Swipe left on the schedule you want to remove.
2. Tap the red trash can button.
3. A confirmation alert will appear, confirm that you want to remove the schedule.
4. Once confirmed, the schedule will be deleted.

Check Solar Energy Flow



1. Go to Solar.
2. Press on the Settings Button on the top right corner.
3. Statistics of the solar energy flow will show up.

Set Energy Usage Limit



1. Go to Usage.
2. Press the setting button on the top right corner.
3. Select the period for tracking (Week, Month, Year).
4. Enter your desired energy usage limit (in kWh).
5. Press Start to begin tracking.

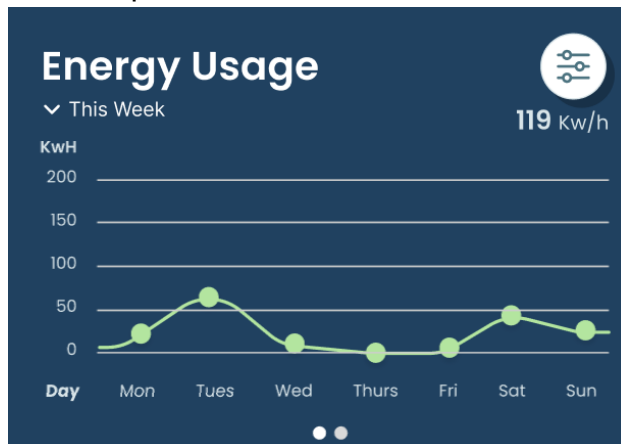
Energy Usage Graph

1. Go to Usage.



2. Adjust filter at the top of the graph (Week, Month, Year).
3. Here is how to understand the diagrams:

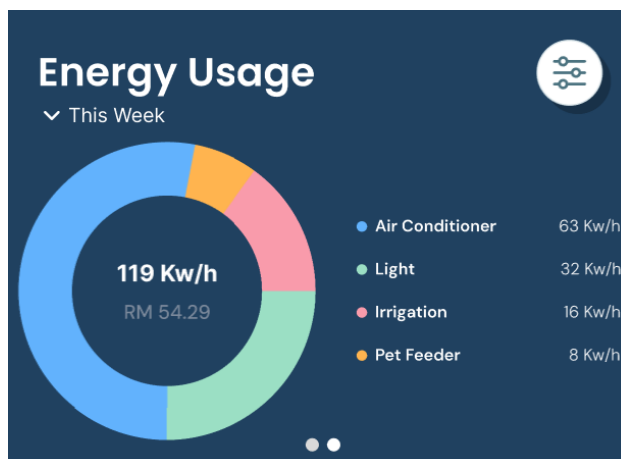
Line Graph



Spots patterns and trends in your energy usage.

- Week view shows daily energy usage of the current week.
- Month view shows weekly energy usage of the current month.
- Year view shows monthly energy usage of the current year.

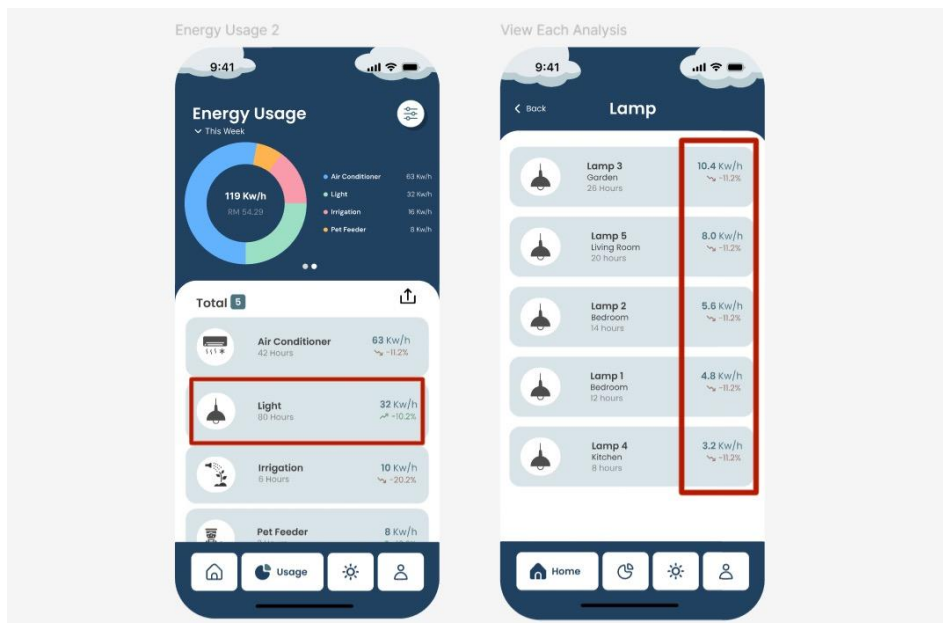
Pie Chart



Identifies which type of device consumes the most energy.

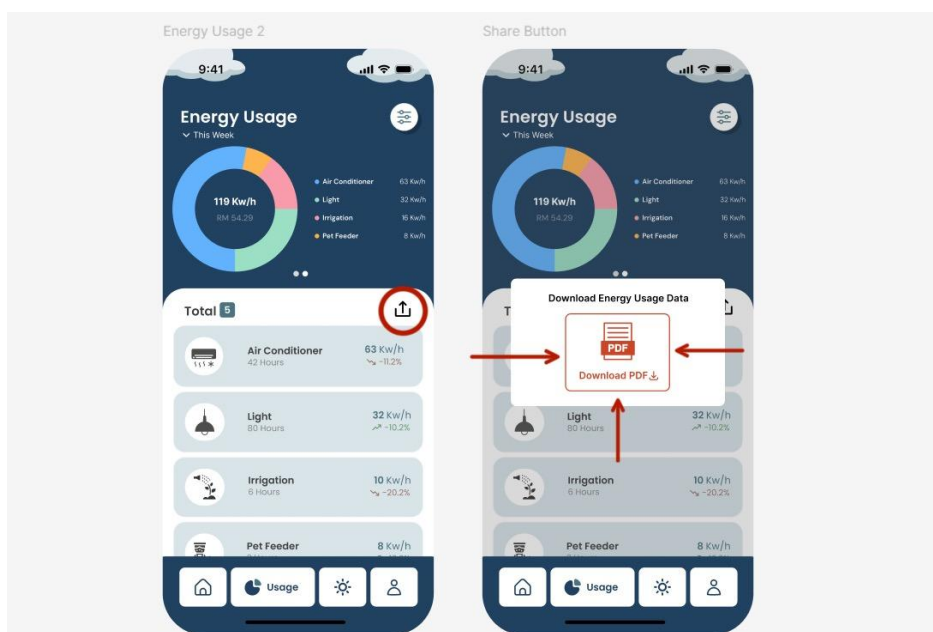
- Shows the energy usage breakdown by category based on the type of device (e.g. light, air conditioner).
- Each section of the pie represents a category's portion of the total energy used in the selected period (week, month, year).

View Energy Usage of a Device



1. Go to Usage.
2. Tap the category you want to explore (e.g. light, air conditioner).
3. A list of devices and their own energy usage within that category will appear.

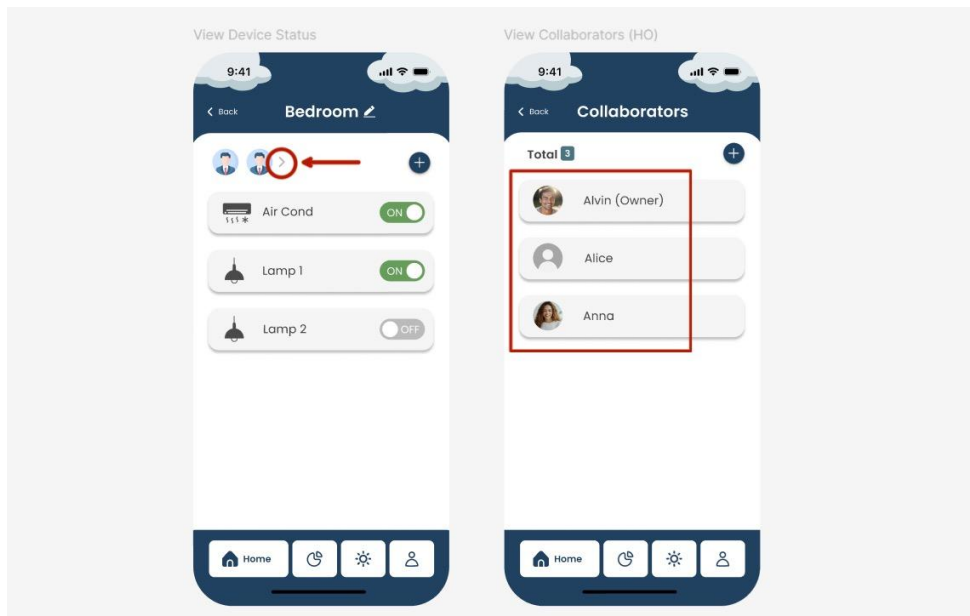
Download Energy Usage Report



1. Go to Usage.
2. Tap the Share Button.
3. Press Download PDF.
4. You may find the downloaded report in your device's Downloads folder.

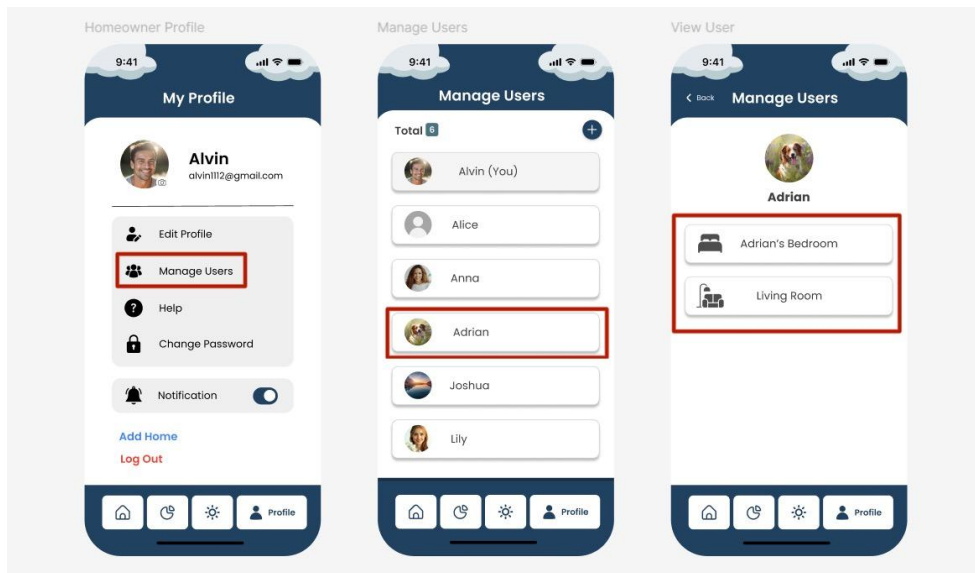
View List of Home-dwellers

Case 1: Home-dweller List for a Room



1. Go to the room you want to view.
2. Press on the right arrow button.
3. List of home-dwellers that has permission for that room will appear.

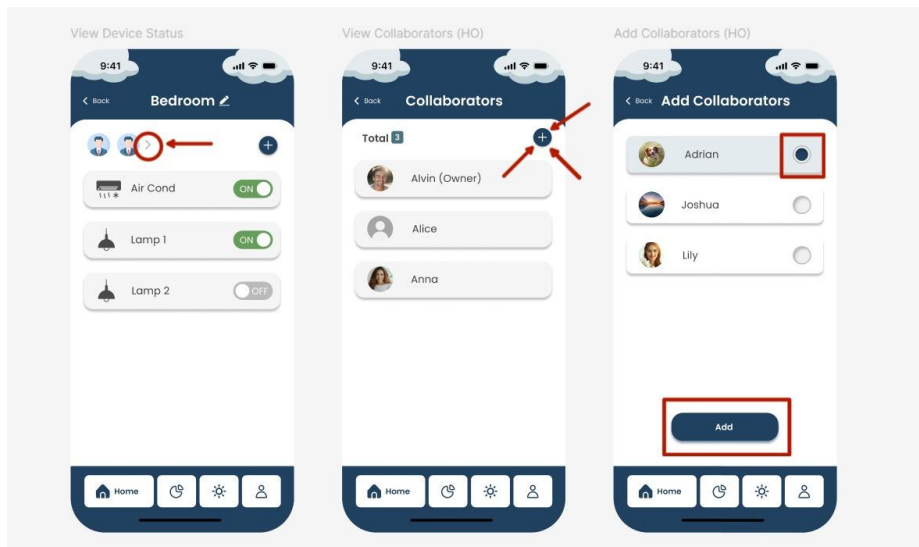
Case 2: Home-dweller List for the Whole Smart Home



1. Go to Profile.
2. Press Manage Users.
3. List of home-dwellers under your smart home will appear.
4. Tap on a home-dweller profile to see what room they have access to.

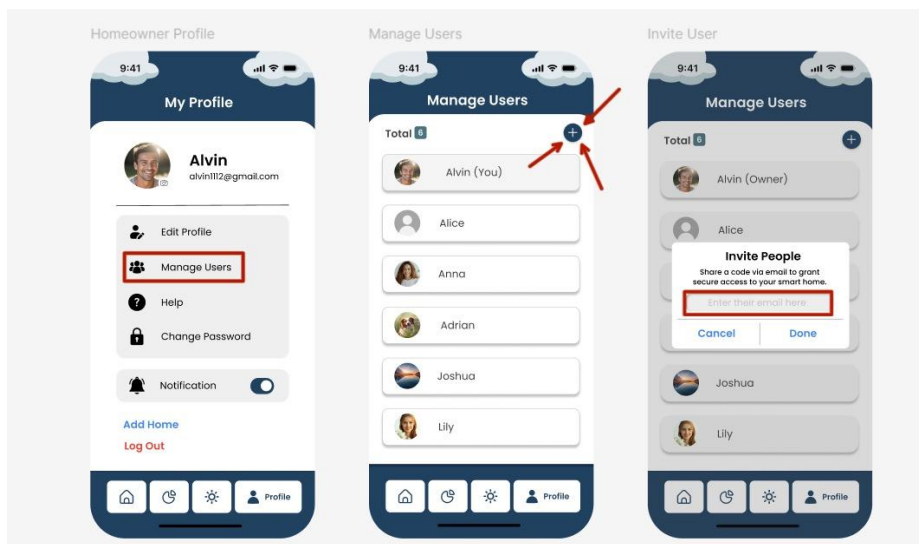
Invite New Home-dweller

Case 1: Invitation to a Room



1. Go to the room you want them to have access to.
2. Press on the right arrow button.
3. Press the “+” button on the top right corner.
4. Select the home-dweller you want to add, then press Add.

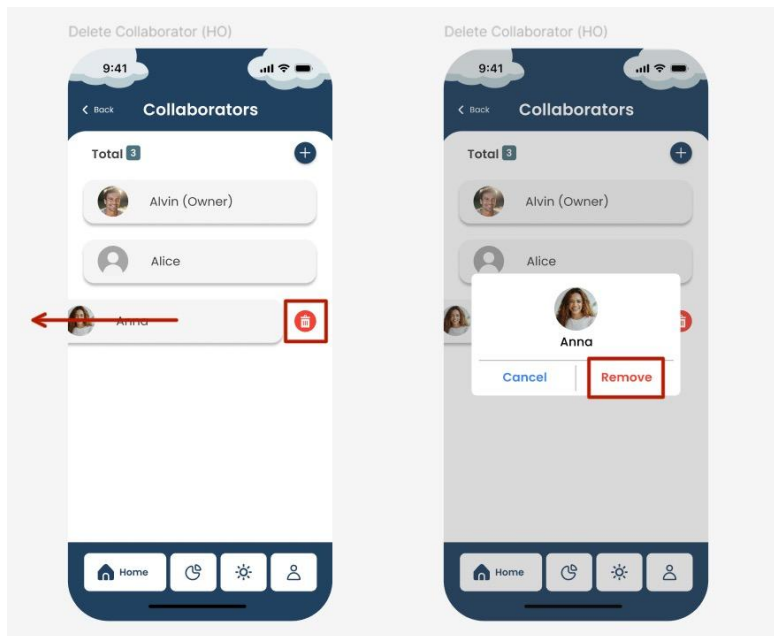
Case 2: Invitation to Join Your Smart Home



1. Go to Profile, press Manage Users.
2. Press the “+” button on the top right corner.
3. Enter the email address of the person you want to invite.
4. An invitation code will be sent to their email address.
5. They can join by entering the code during sign up process.
6. [Learn where to accept / reject their request here.](#)

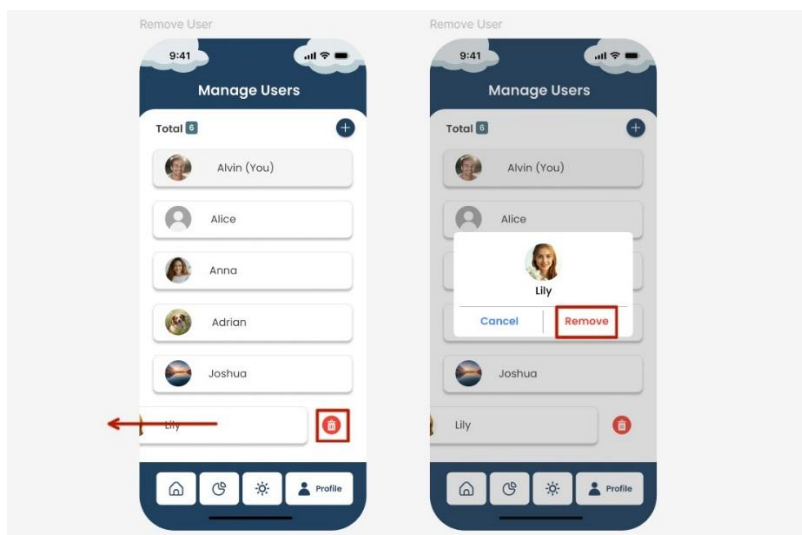
Remove a Home-dweller

Case 1: Remove Access from a Room



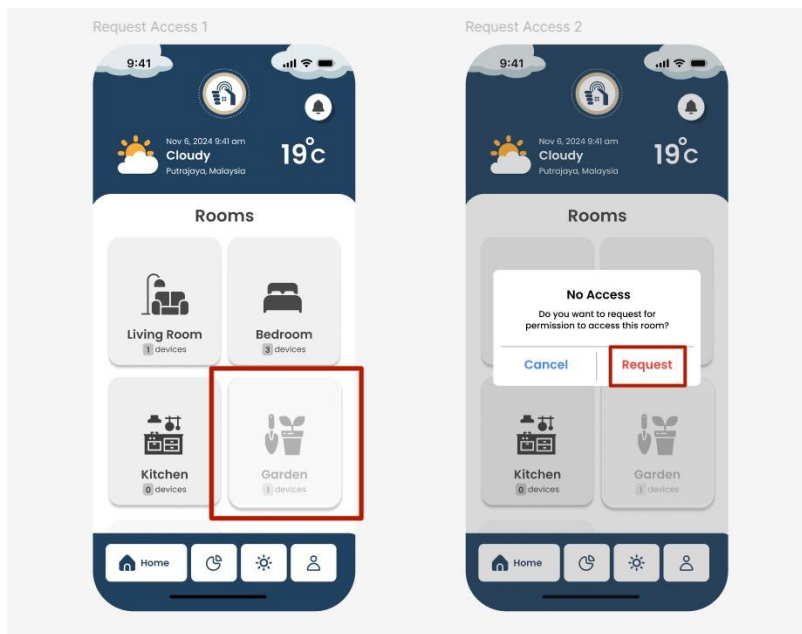
1. [Go to the room's home-dweller list \(click here if need help\).](#)
2. Swipe left on the home-dweller you want to remove.
3. A confirmation alert will appear, confirm that you want to remove the user.
4. Once confirmed, the user will no longer have access to that room.

Case 2: Remove from your Smart Home



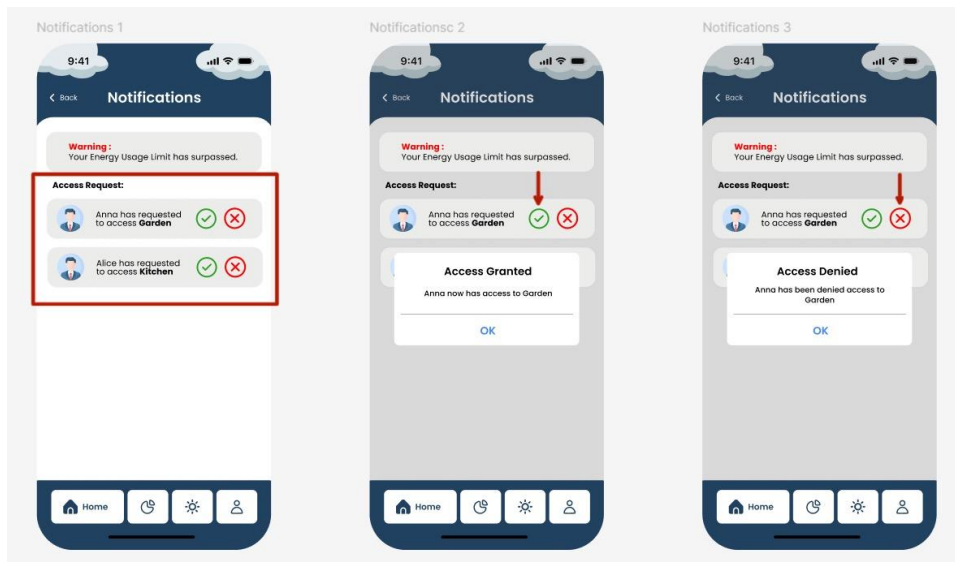
1. [Go to Manage Users \(click here if you need help\).](#)
2. Swipe left on the home-dweller you want to remove.
3. A confirmation alert will appear, confirm that you want to remove the user.
4. Once confirmed, the user will no longer have access to that room.

Request Room Access (Home-dweller)



1. Press on the room you want to request access to.
2. A pop-up message will appear, press Request.
3. Your request will be sent to the Homeowner.
4. Once approved, you'll gain access to the room.

Accept / Decline Room Access Request (Homeowner)



1. [Go to Notification.](#)
2. Find the access request notification section.
3. Press the Green Tick (✓) to grant access, or the Red (X) to decline the request.
4. Home-dweller will be notified of your decision.