



Novetiv User Guide



AI-Driven Social Media Management Platform
Version 1.0 | Novetiv.com



Welcome to Novetiv

Welcome to Novetiv — an AI-powered social media management platform built to help brands, creators, and teams manage their social presence faster and smarter.

Novetiv brings everything into one workspace: content creation, scheduling, engagement, analytics, and sentiment insights.

Instead of juggling multiple tools across platforms, Novetiv allows you to create, manage, and optimize your social media workflow from a single dashboard.

What is Novetiv?

Novetiv is an AI-powered social media management platform designed to help brands & creators manage content, engagement, and analytics from one smart dashboard. Novetiv is an AI-driven platform designed to help you grow online by automating the most time-consuming parts of social media management.

With Novetiv, you can:

- Generate high-quality posts using AI
- Schedule content across multiple platforms
- Manage messages and comments in one unified inbox
- Track performance and engagement analytics
- Understand audience reactions through sentiment analysis
- Improve content using AI review insights

Novetiv is built for speed, clarity, and scalability

Who is Novetiv For?

Novetiv is designed for:

Brands & Businesses

Manage brand accounts professionally, respond faster, and track performance.

Creators

Create consistent content, save time, and maintain engagement across platforms.

Marketing Teams

Collaborate, manage multiple channels, and keep everything organized in one place.

Agencies

Handle multiple clients with structured workflows, scheduling tools, and unified communication.

✦ Creating an account

Getting Started

1

Create an Account

Visit Novetiv.com and sign up using your email

2

Log In

Once registered, log in to access your workspace

3

Connect Your Social Accounts

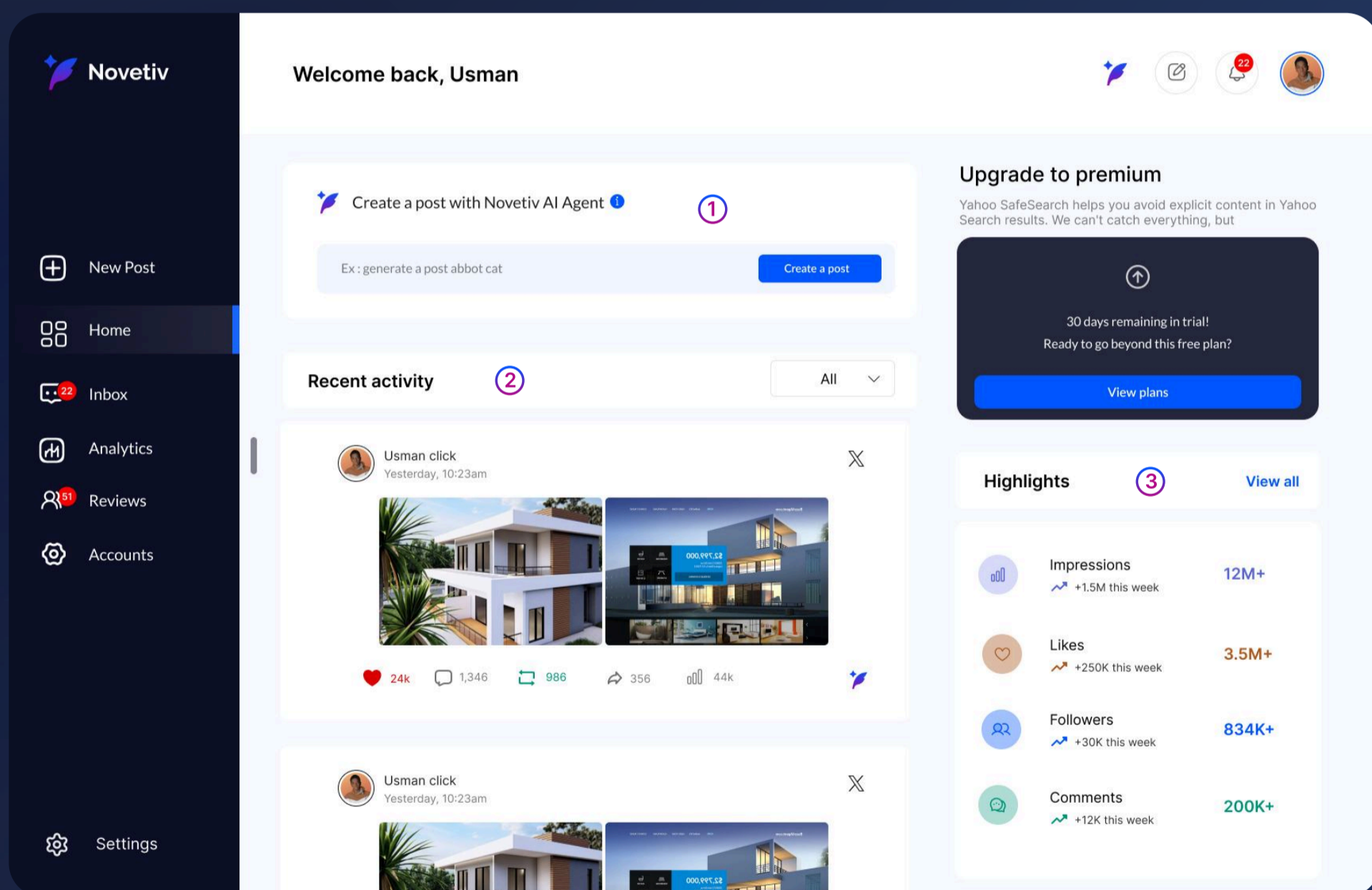
Novetiv supports multiple platforms. Connect your accounts such as:

- [Instagram](#)
- [Facebook](#)
- [LinkedIn](#)
- [X \(Twitter\)](#)
- [TikTok](#)
- [Snapchat](#)

Once connected, you can begin creating and scheduling content immediately.

Understanding the Home Page

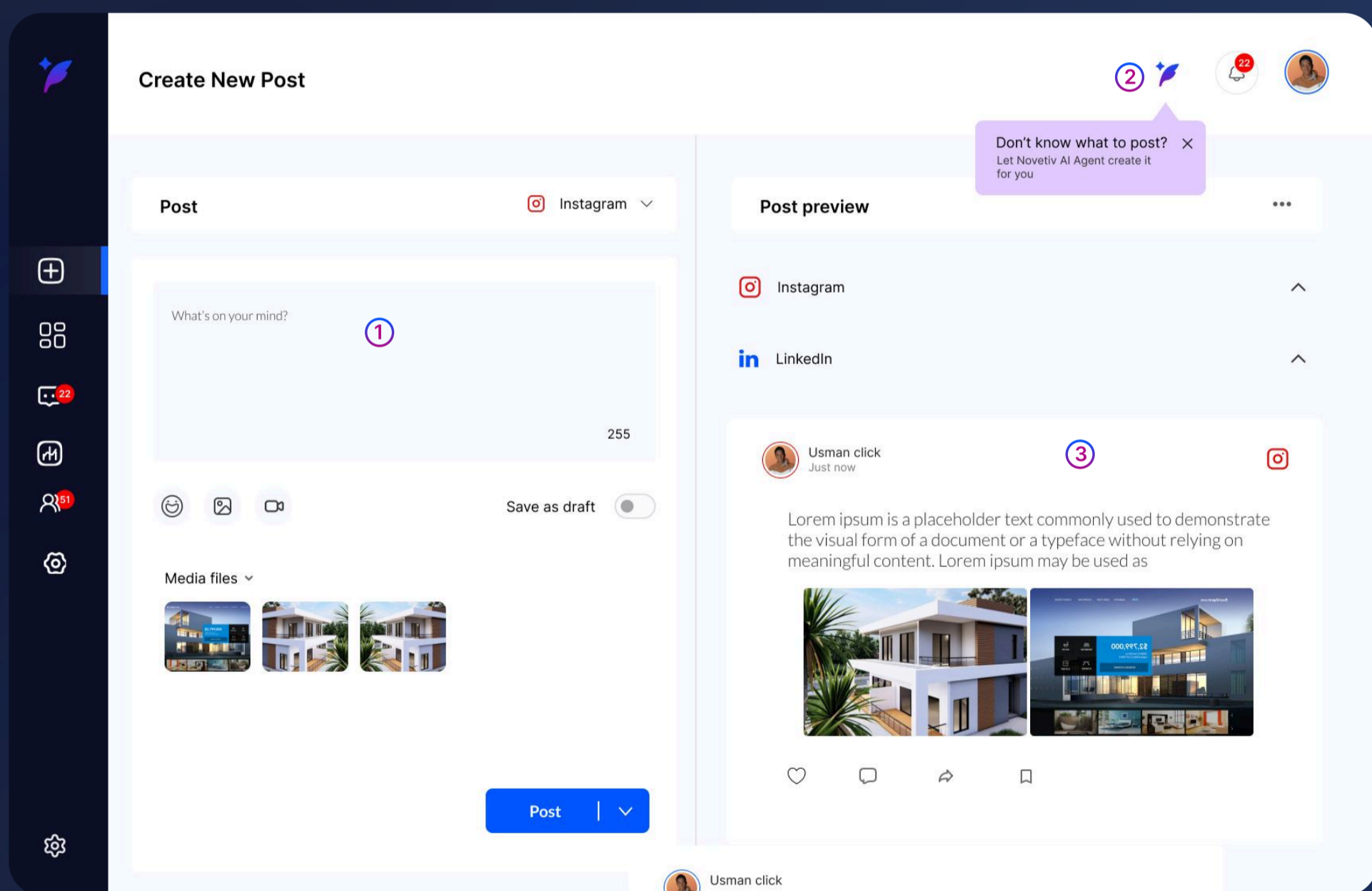
- 1 AI Post Creator**
This is your quick-start command center. Just type a simple prompt or keyword, and the Novetiv AI Agent will instantly draft high-quality content for you.



- 2 Activity Feed**
A live view of your latest posts and engagement. Track your interactions as they happen.
- 3 Performance Highlights**
Your key stats at a glance. Quickly monitor your weekly growth in followers and reach.

Understanding the Create Post Page

- 1 Content Editor**
The main workspace to draft your text, upload media, and choose your target social platform.

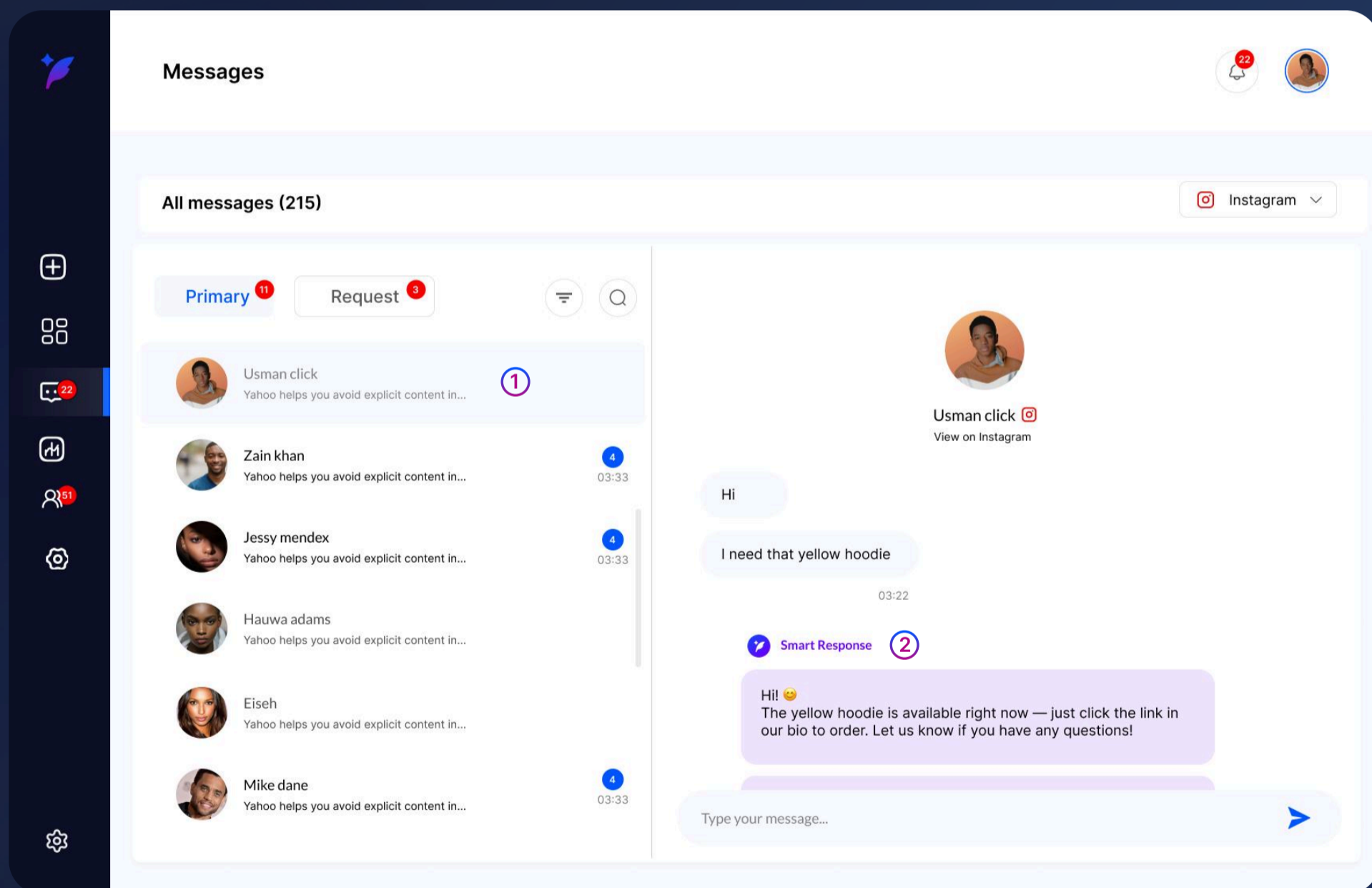


- 2 AI Assist Button**
Stuck? Click this to let the AI Agent generate creative post ideas and captions for you.

- 3 Live Preview**
See exactly how your post will look on Instagram or any other before you hit publish.

Understanding the Unified Inbox Page

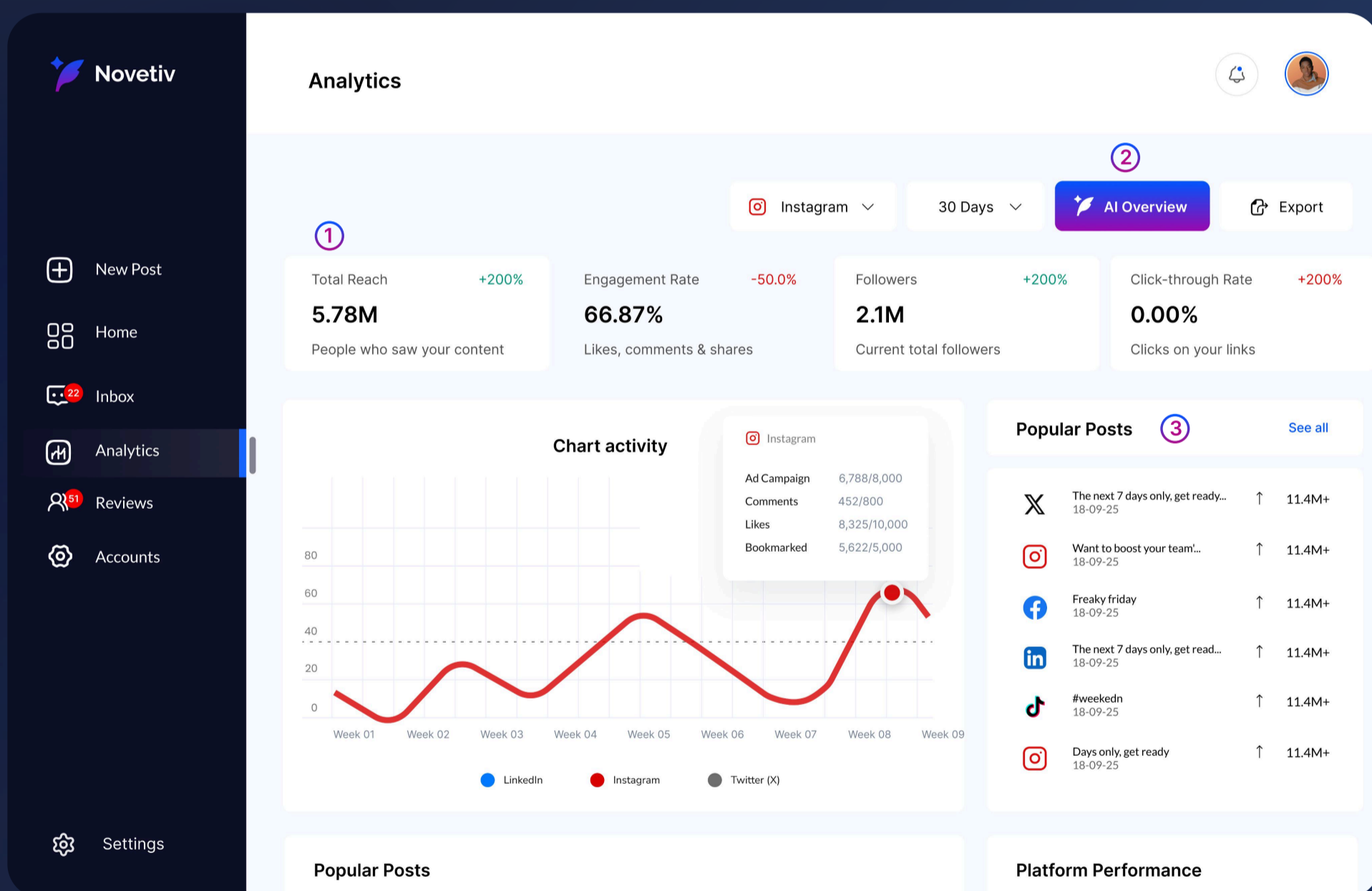
- 1 Unified Inbox**
Manage all your chats in one place. Easily toggle between primary messages and new requests.



- 2 Smart Response**
AI-generated replies based on the chat context. Send professional answers with a single click.

Understanding the Analytics Page

- 1 Key Metrics**
Track your growth with real-time data on reach, engagement, followers, and link clicks.

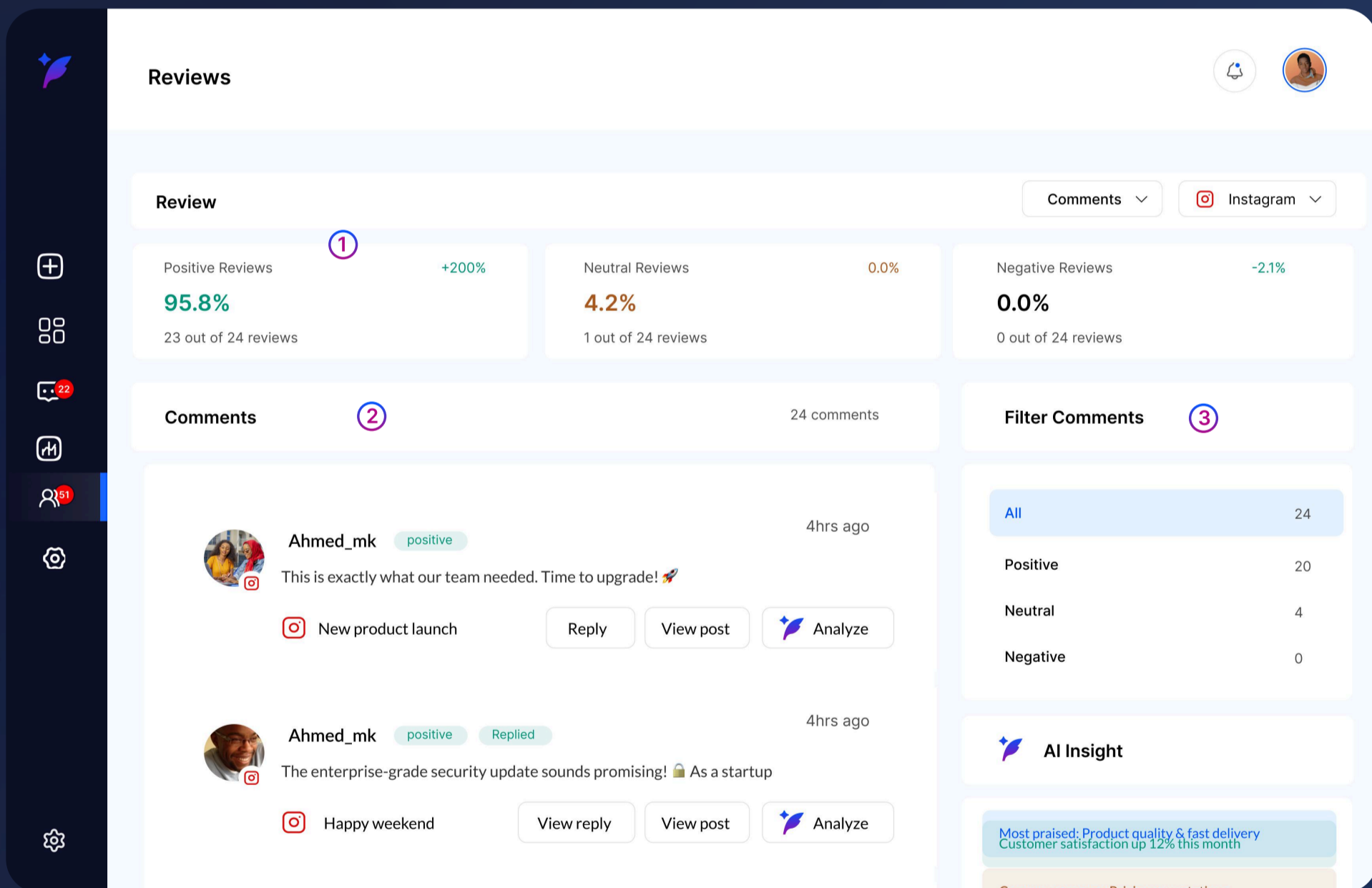


- 2 AI Overview**
Generate a smart summary of your performance to understand your data without the guesswork.

- 3 Popular Posts**
Identify your top-performing content across all platforms to see what resonates most with your audience.

Understanding the Feedback & Reviews Page

- 1 Sentiment Overview**
A snapshot of your audience's mood. Track the percentage of positive, neutral, and negative feedback at a glance.



The screenshot displays the 'Reviews' section of the Novetiv dashboard. It features a sidebar with navigation icons and a main content area. The main area is divided into several sections:

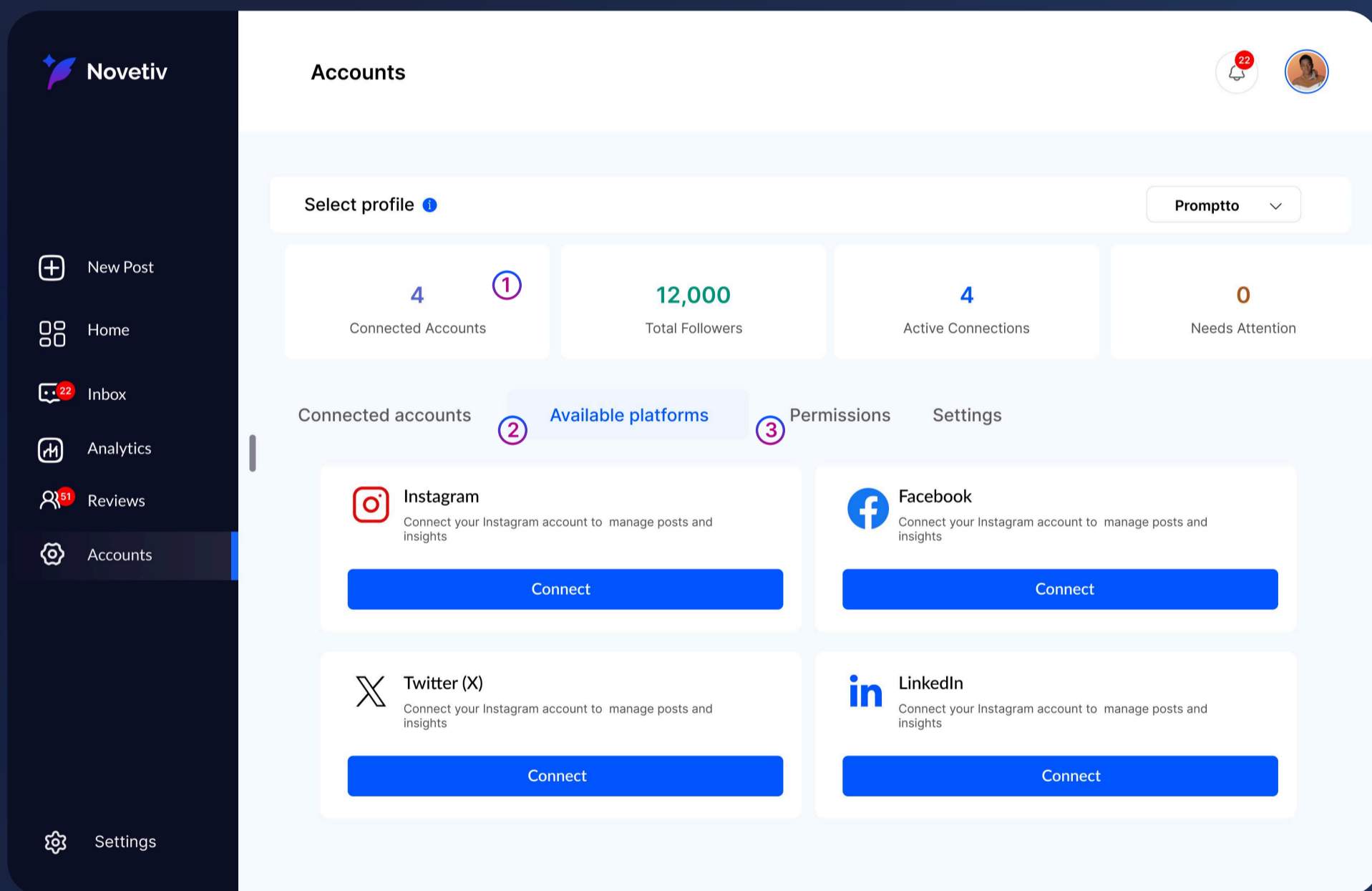
- Review Summary:** A table showing sentiment distribution for 24 reviews.

Sentiment	Percentage	Count
Positive Reviews	95.8%	23 out of 24 reviews
Neutral Reviews	4.2%	1 out of 24 reviews
Negative Reviews	0.0%	0 out of 24 reviews
- Comments:** A list of 24 comments. Two comments are visible, both from 'Ahmed_mk' with a 'positive' sentiment. The first comment is 'This is exactly what our team needed. Time to upgrade!' and the second is 'The enterprise-grade security update sounds promising! As a startup'. Each comment has 'Reply', 'View post', and 'Analyze' buttons.
- Filter Comments:** A section with 3 filter options: 'All' (24), 'Positive' (20), 'Neutral' (4), and 'Negative' (0).
- AI Insight:** A section providing insights such as 'Most praised: Product quality & fast delivery' and 'Customer satisfaction up 12% this month'.

- 2 Interaction Feed**
Manage all comments in real-time. Use the Analyze tool to get deeper AI context or reply directly to stay engaged.
- 3 Comment Filters**
Quickly sort through feedback. Filter by sentiment to prioritize responding to negative issues or celebrating positive wins.

Understanding the Account Management Page

- 1 Connection Summary**
A quick tally of your connected social accounts, total reach, and any profiles needing attention.



- 2 Platform Manager**
Browse available platforms to connect new accounts or manage existing permissions and settings.

- 3 Permissions Management**
Review and control exactly what Novetiv can do on your behalf. Manage access levels for posting, messaging, and data tracking for every connected profile.

Support & Contact

If you need assistance or have questions, Novetiv support is available.

Website: novetiv.com

Email: team@novetiv.com

Tel: +234 906 802 9427, +234 813 040 2510, +234 902 451 4595, +234 706 809 0860

    @ Novetiv



NOVETIV

Your AI Social Media Copilot

Conclusion

Novetiv is built to simplify social media management using AI. From content generation to scheduling, engagement, and performance insights, Novetiv provides everything needed to grow online from one smart platform.

Thank you for choosing Novetiv