

Vizlan

# USER GUIDE FOR EMPLOYEE

Version 1.5



**VISITORS**



**Approve**

**MEETINGS**

10:00

11:00

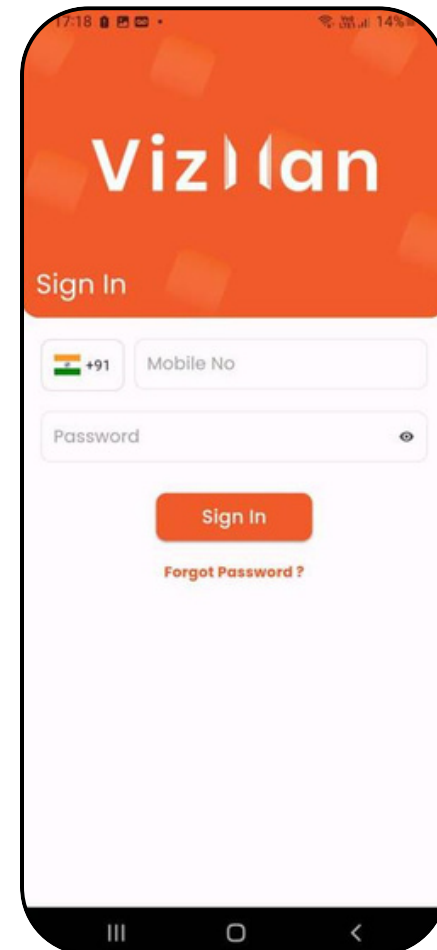
12:00

# WELCOME PAGE

01

Begin by visiting the VizMan web portal using a **laptop or desktop browser**.

Begin by opening the VizMan mobile app on **your smartphone or tablet**.



# LOGIN – STEP 1

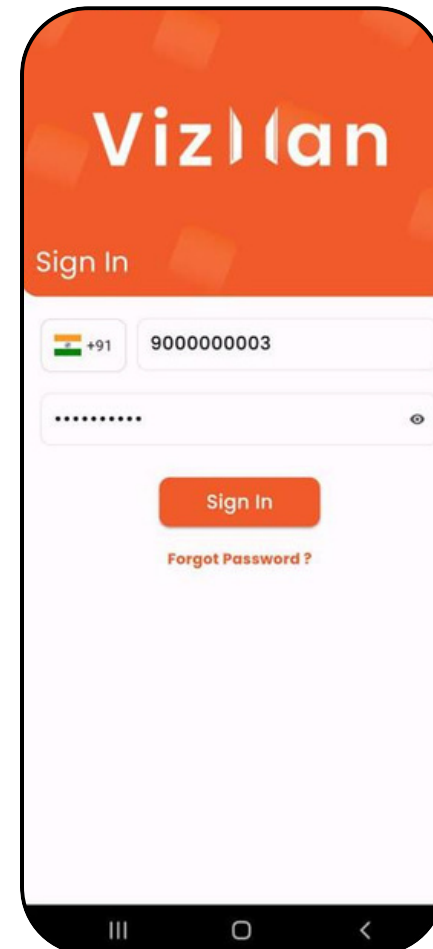
02

Enter your registered **mobile number and password.**

Click **Sign In** to proceed.

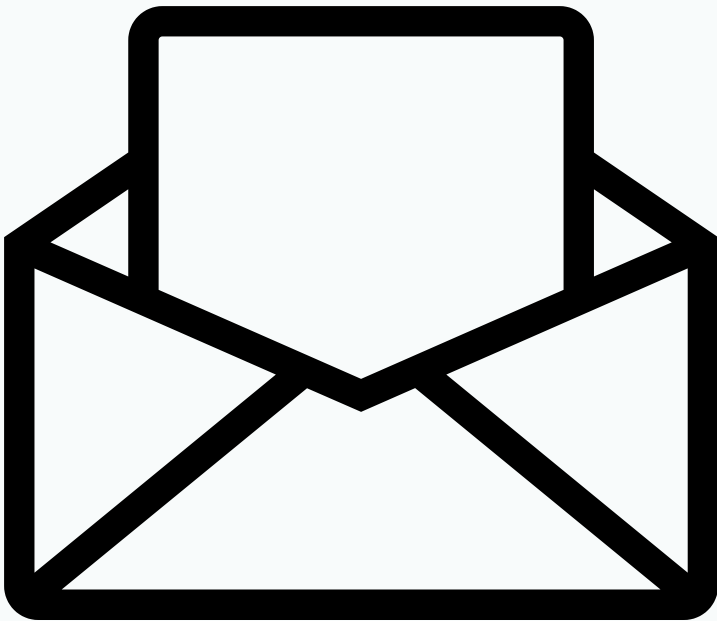


The desktop login page features a white background with an orange header bar containing the 'Vizlan' logo. Below the header, the text 'Sign In' is visible in the top left corner. The main content area includes a 'Welcome!' message, a country selector dropdown set to 'India', a mobile number input field containing '9000000003', a password input field with a toggle eye icon, a CAPTCHA image, and an email input field. A 'Sign In' button is positioned below the fields, with a 'Forgot Password?' link to its right. At the bottom left, there is a link for users who do not have an account: 'Don't have an account? Sign Up here'. A large illustration on the right shows a man in a suit standing next to a laptop displaying a padlock icon, symbolizing security.



The mobile login page has a white background with an orange header bar containing the 'Vizlan' logo. Below the header, the text 'Sign In' is displayed. The form includes a country selector dropdown set to '+91' and a mobile number input field containing '9000000003'. Below this is a password input field with a toggle eye icon. A 'Sign In' button is centered below the fields, with a 'Forgot Password?' link underneath it. The bottom of the screen shows the standard Android navigation bar with three icons: a home button, a square app drawer button, and a back arrow button.

# 02 INVITE



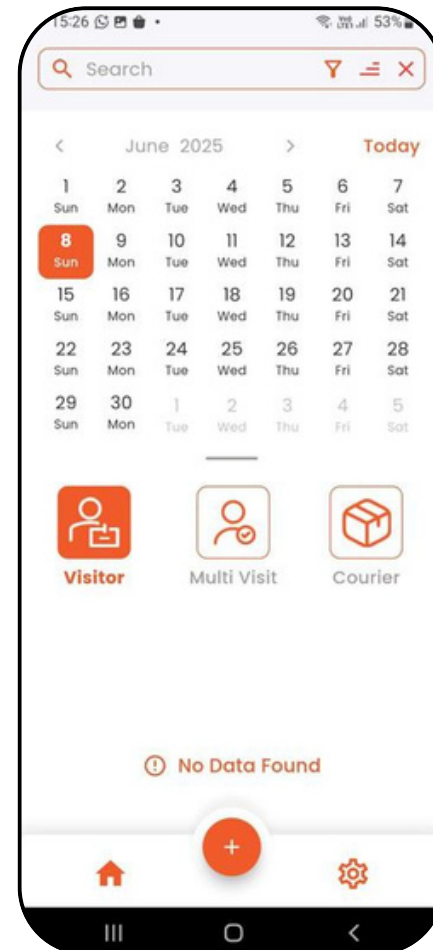
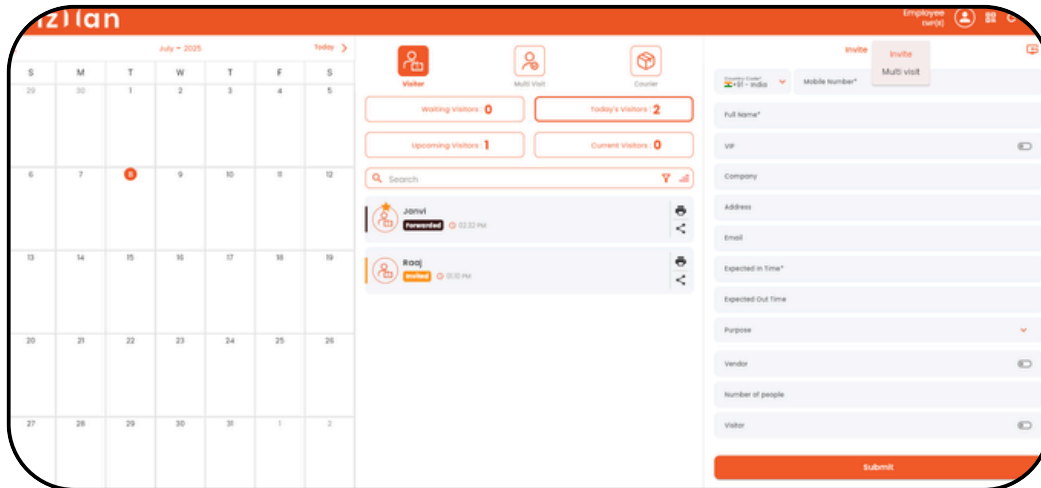
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

# INVITE- STEP 1

03

Click **Dropdown** to proceed for Web.

Click **+(Plus Icon)** to proceed for Mobile Application.

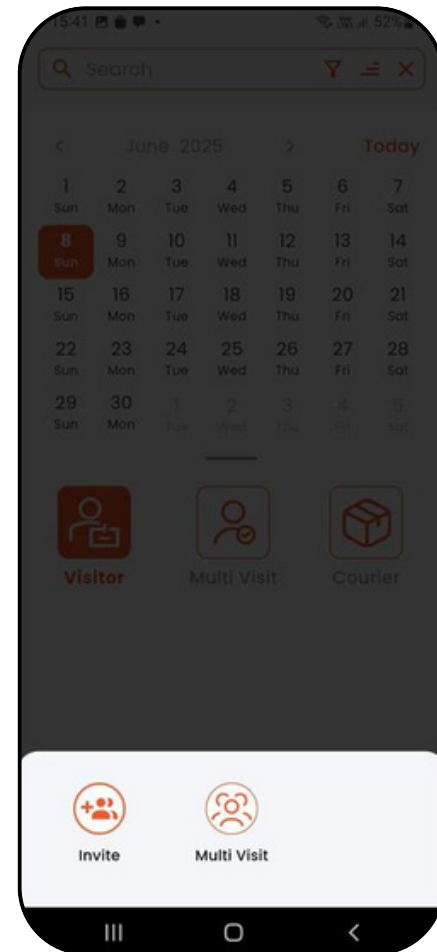
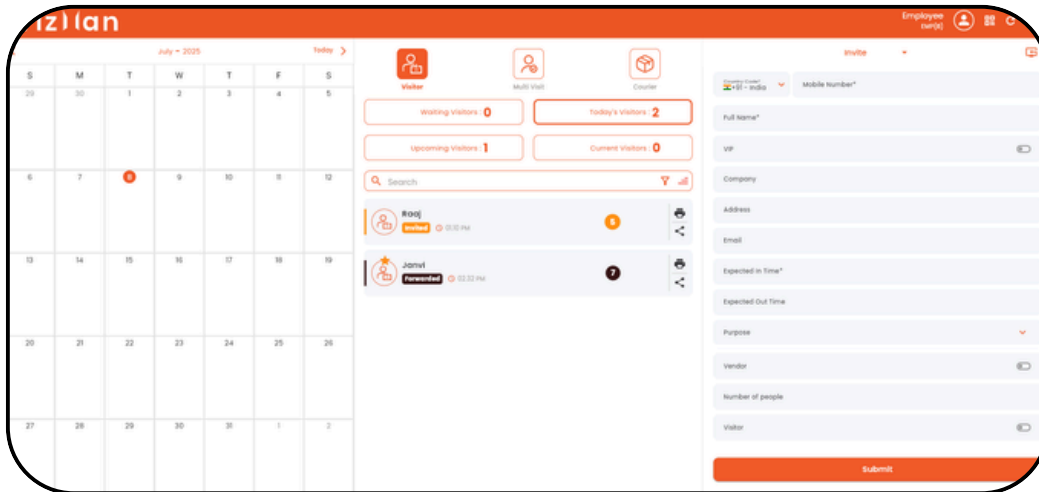


# INVITE- STEP 2

04

Click **Invite** to proceed for Web.

Click **Invite** to proceed for Mobile Application.

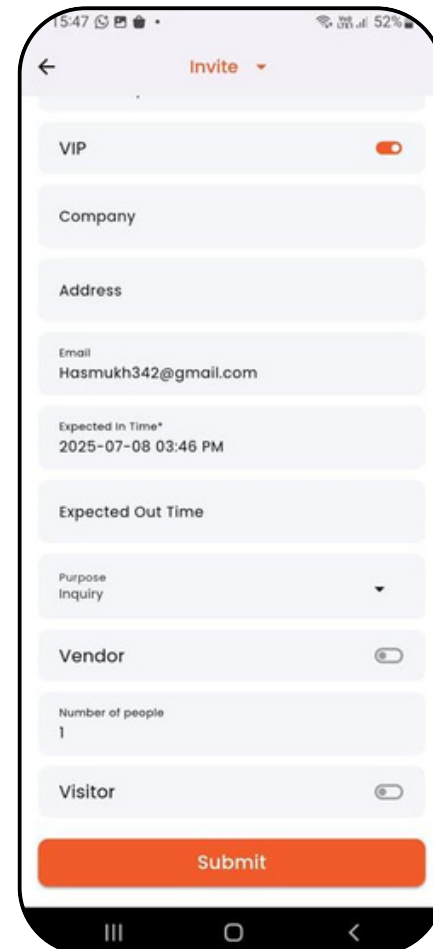
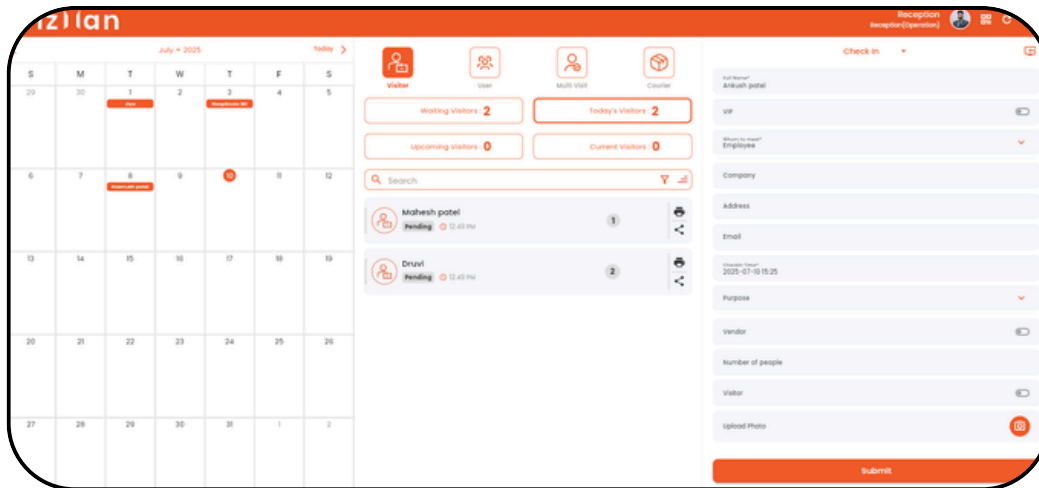


# INVITE- STEP 3

05

Fill the **necessary fields** .

Once done, click **Submit**.

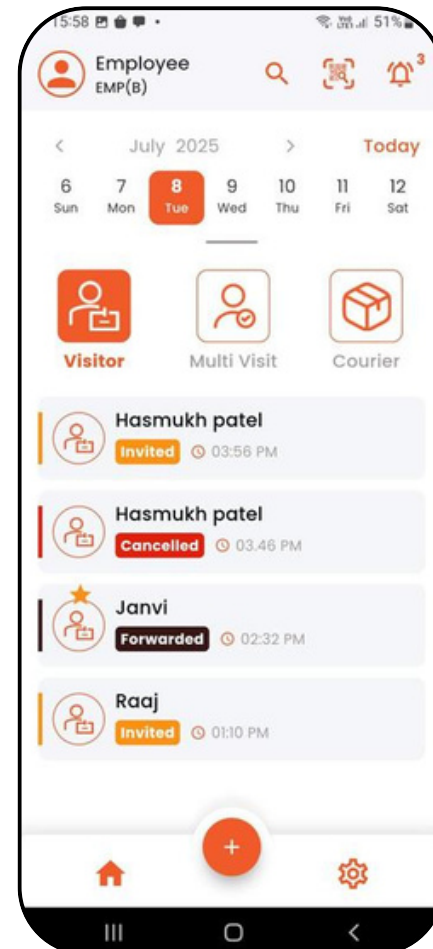
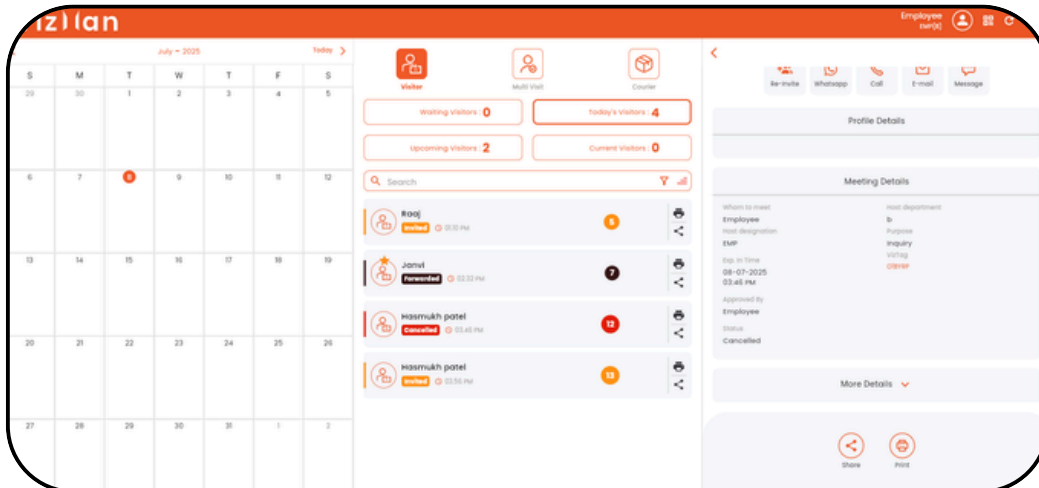


# INVITE- STEP 4

06

Invited Visitor will show on **Visitor tab**.

Click on particular **Visitor**.

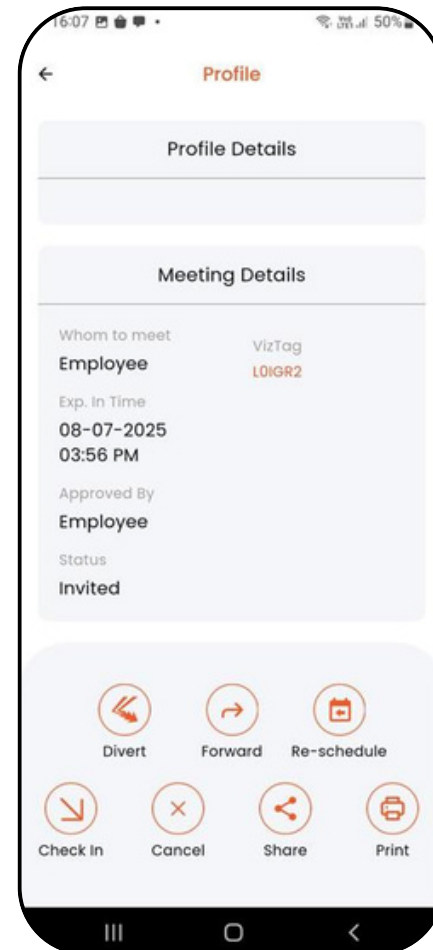
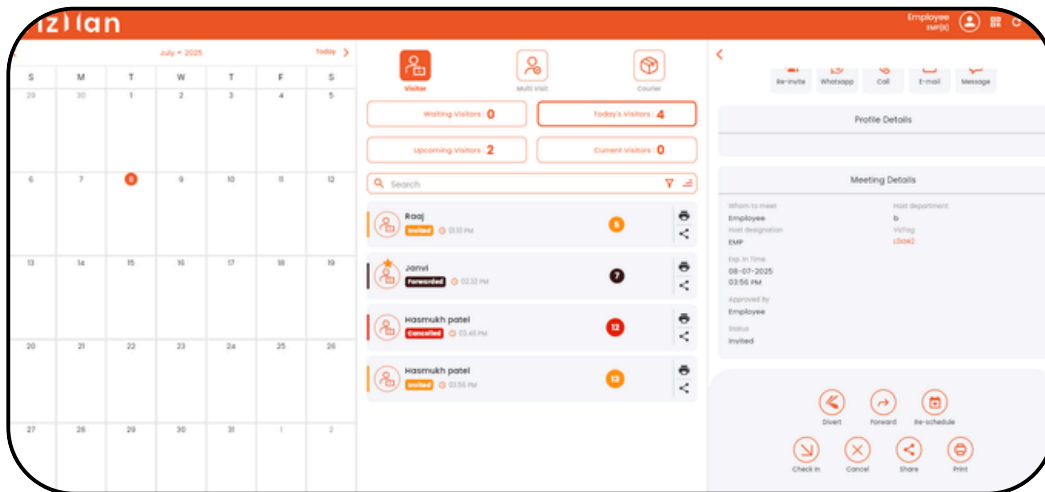


# INVITE- STEP 5

07

It will show the details of the **Visitor**.

Click on **Check In**.

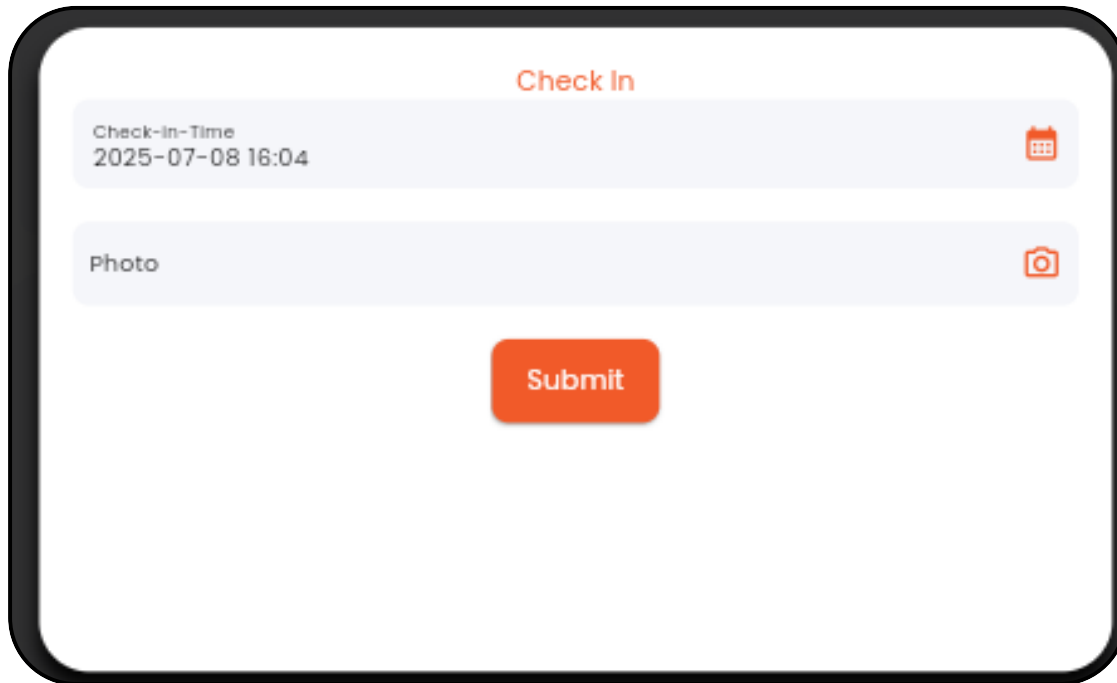


# INVITE- STEP 6

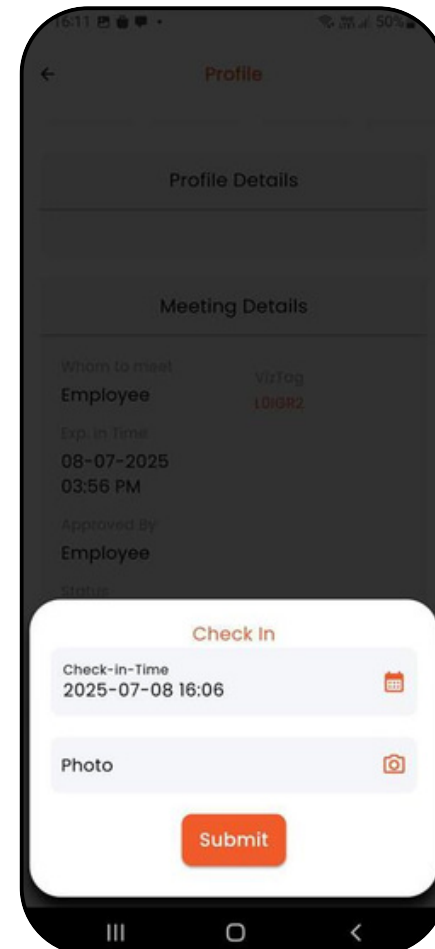
08

Select the **Check-In** time and Upload **photo** (Optional).

Click on **Submit**. ( If the Manual Check-in option is on in Account setup )



The desktop view of the 'Check In' form features a white background with rounded corners and a black border. At the top center, the title 'Check In' is displayed in orange. Below the title, there are two input fields: 'Check-In-Time' with the value '2025-07-08 16:04' and a calendar icon, and 'Photo' with a camera icon. A large orange 'Submit' button is positioned at the bottom center.



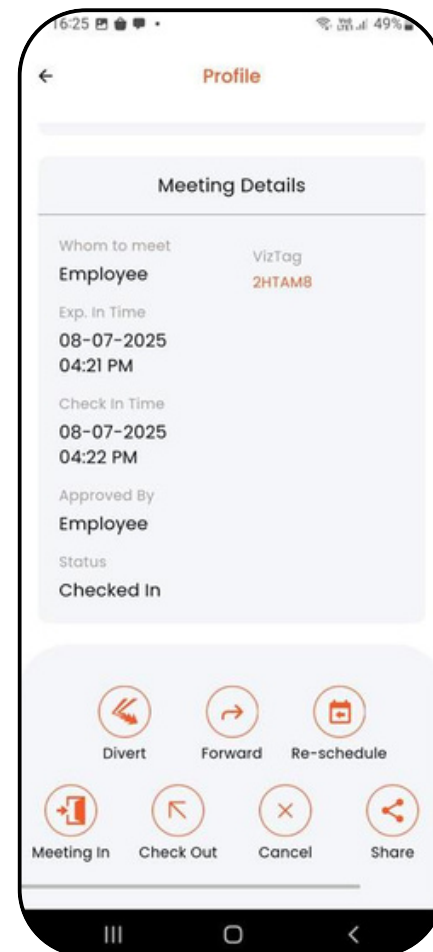
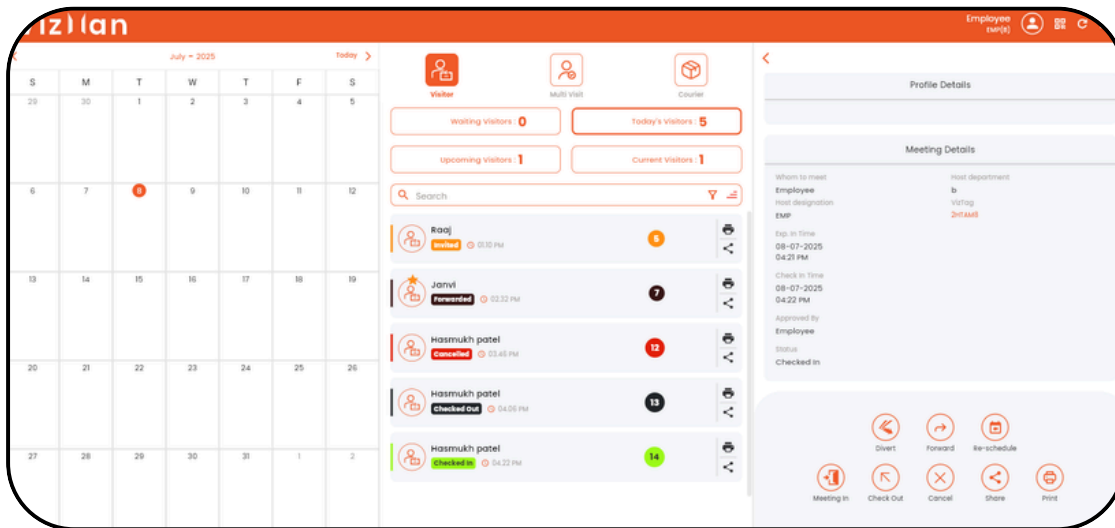
The mobile view of the 'Check In' form is shown within a smartphone frame. The background is dark grey. At the top, there is a back arrow and the word 'Profile'. Below this, the sections 'Profile Details' and 'Meeting Details' are visible. The 'Check In' form is overlaid at the bottom, showing the 'Check-In-Time' as '2025-07-08 16:06' and the 'Photo' field. A 'Submit' button is at the bottom of the form. The phone's status bar at the top shows the time 10:11 and 50% battery.

# INVITE- STEP 7

09

If the **meeting** is started then,

- Click on **Meeting In.**

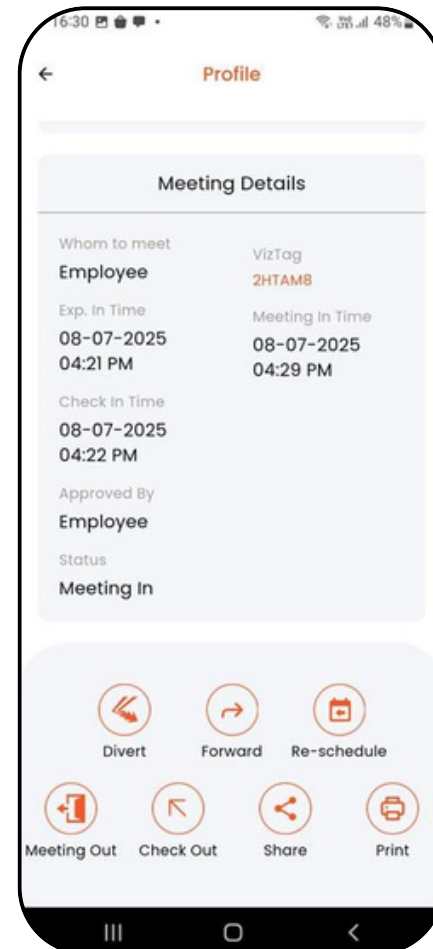
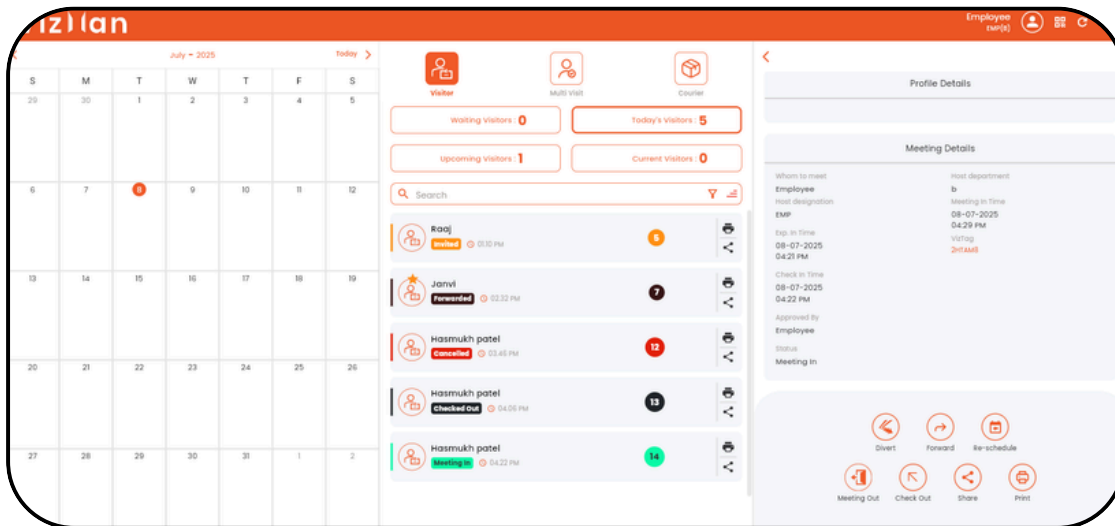


# INVITE- STEP 8

10

If the **meeting** is finished then,

- Click on **Meeting Out**.

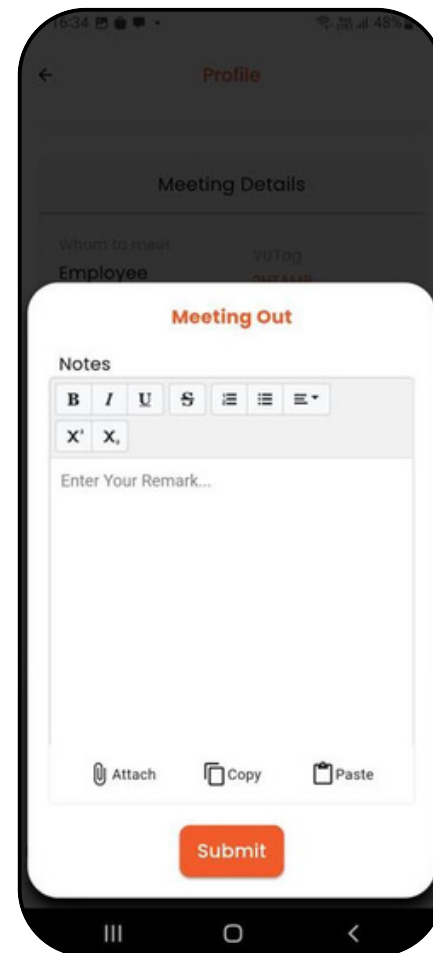
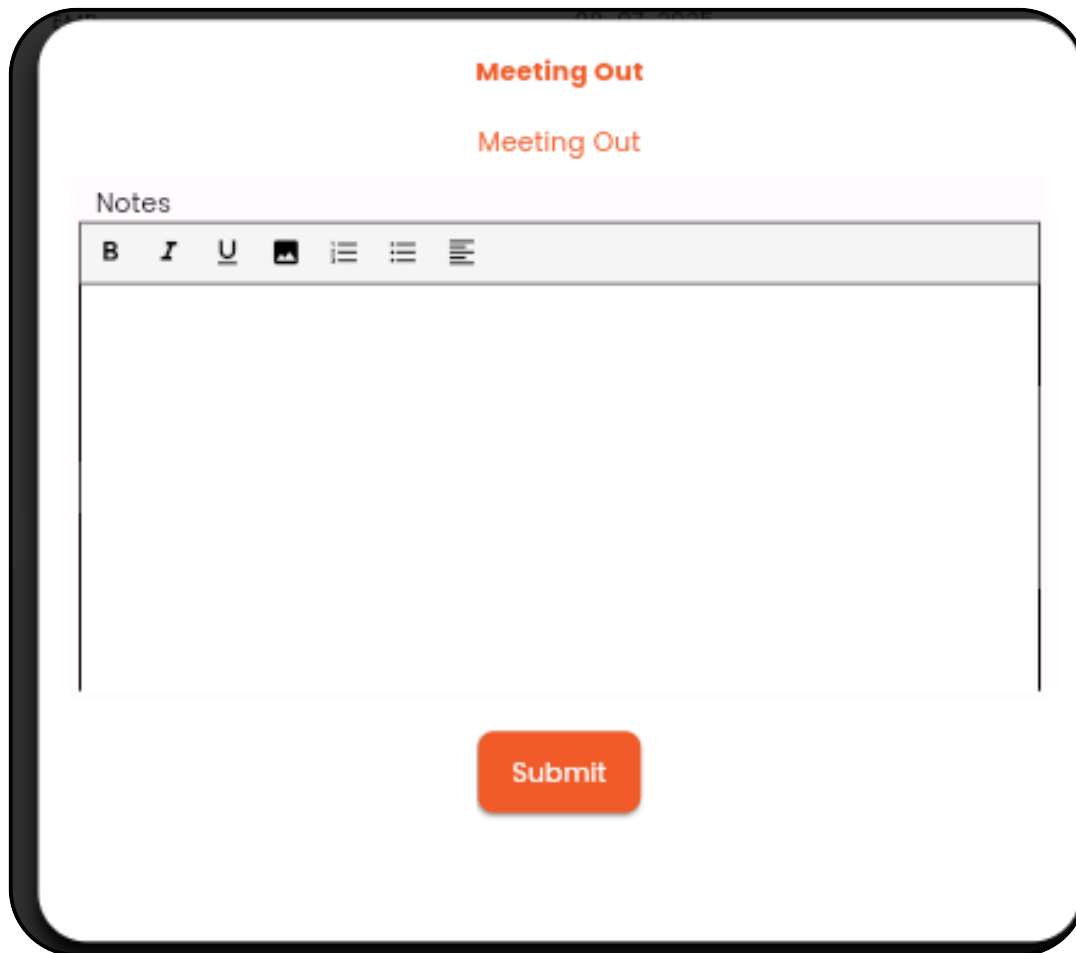


# INVITE- STEP 9

11

**Employee** can add the notes.

Once done, click **Submit**.

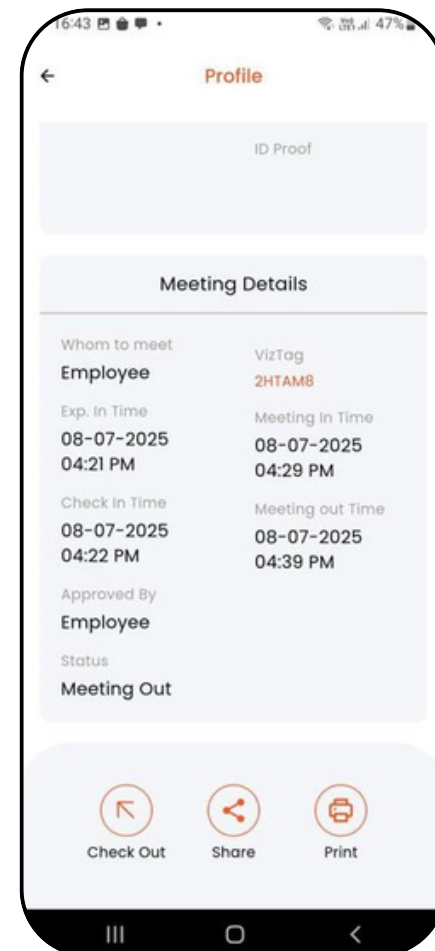
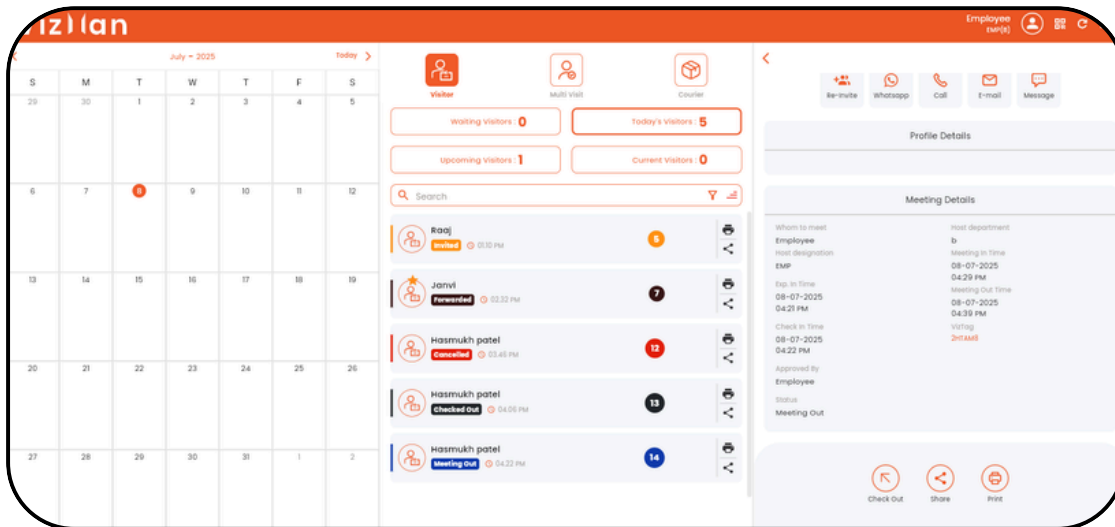


# INVITE- STEP 10

12

Once, **Visitor** have completed work.

Click on **Check-out**.

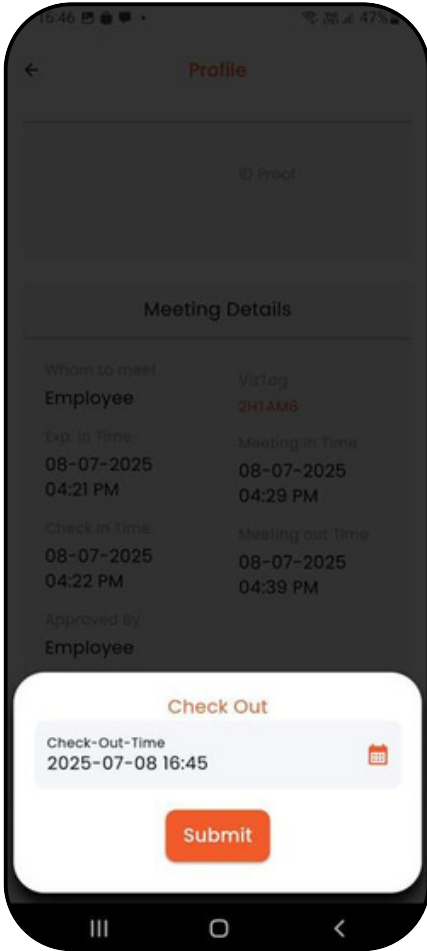
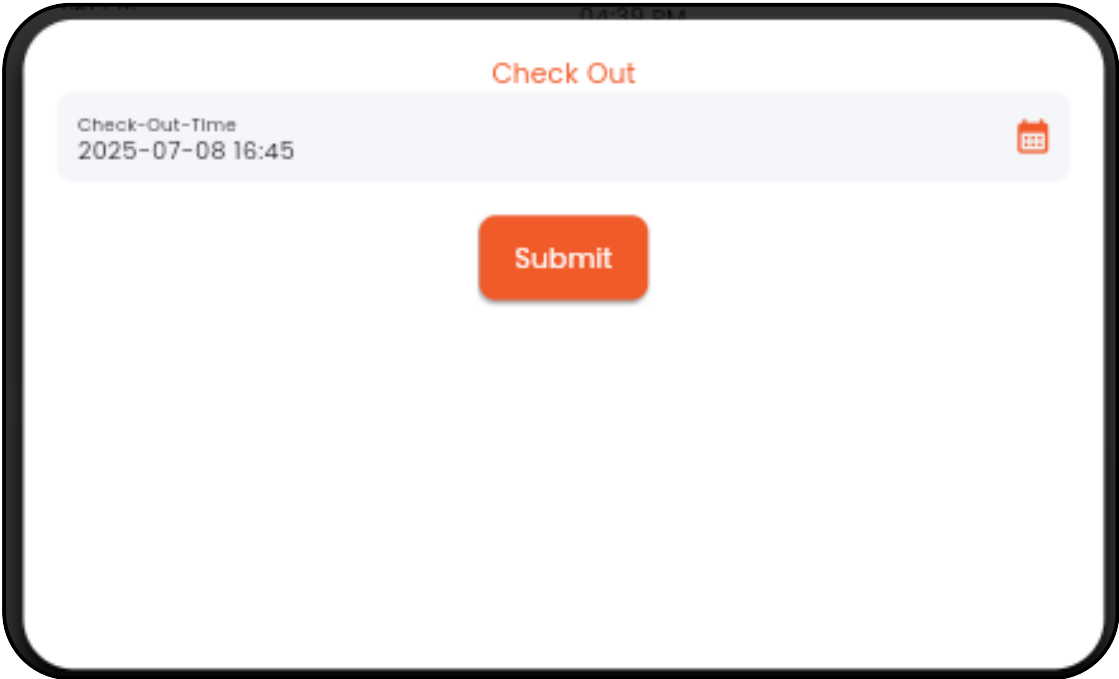


# INVITE- STEP 11

13

Select appropriate time.

Click on **Submit**.

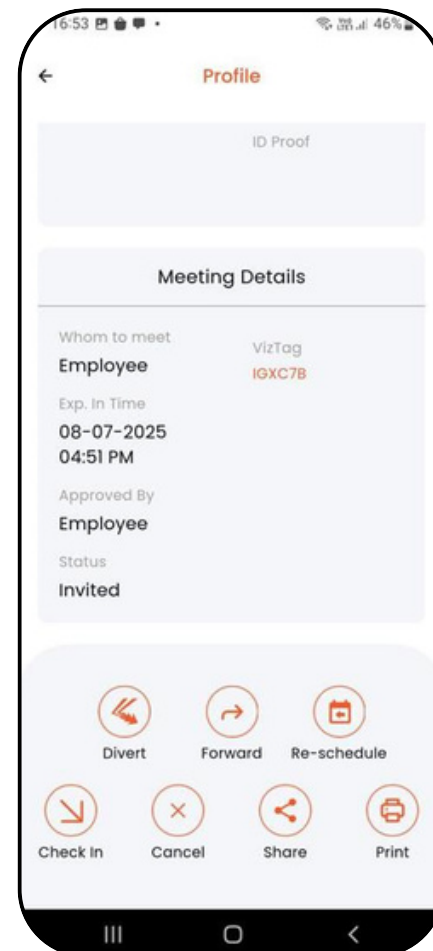
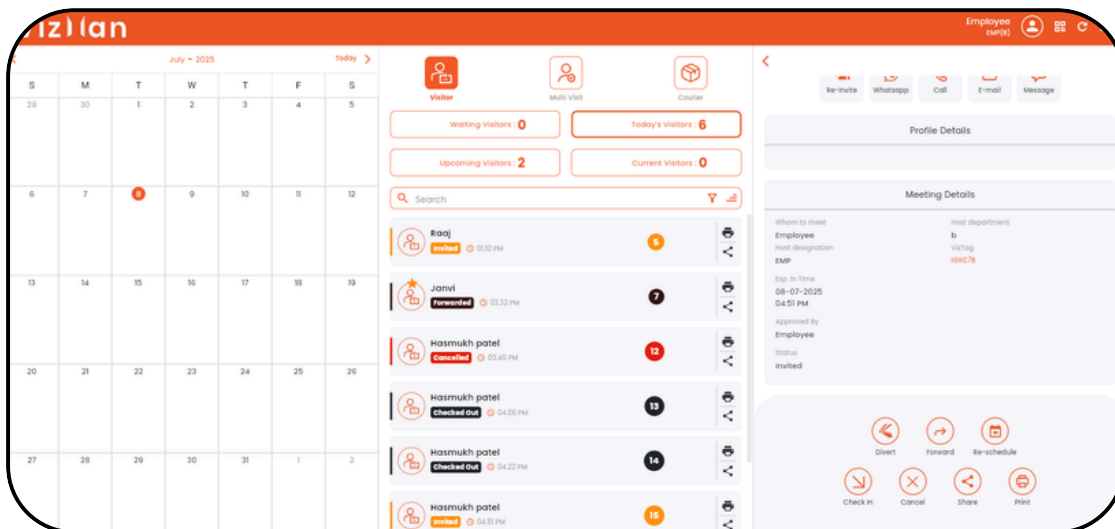


# INVITE- STEP 12

14

If **Employee** not available to meet.

- Click on **Divert** to someone else.

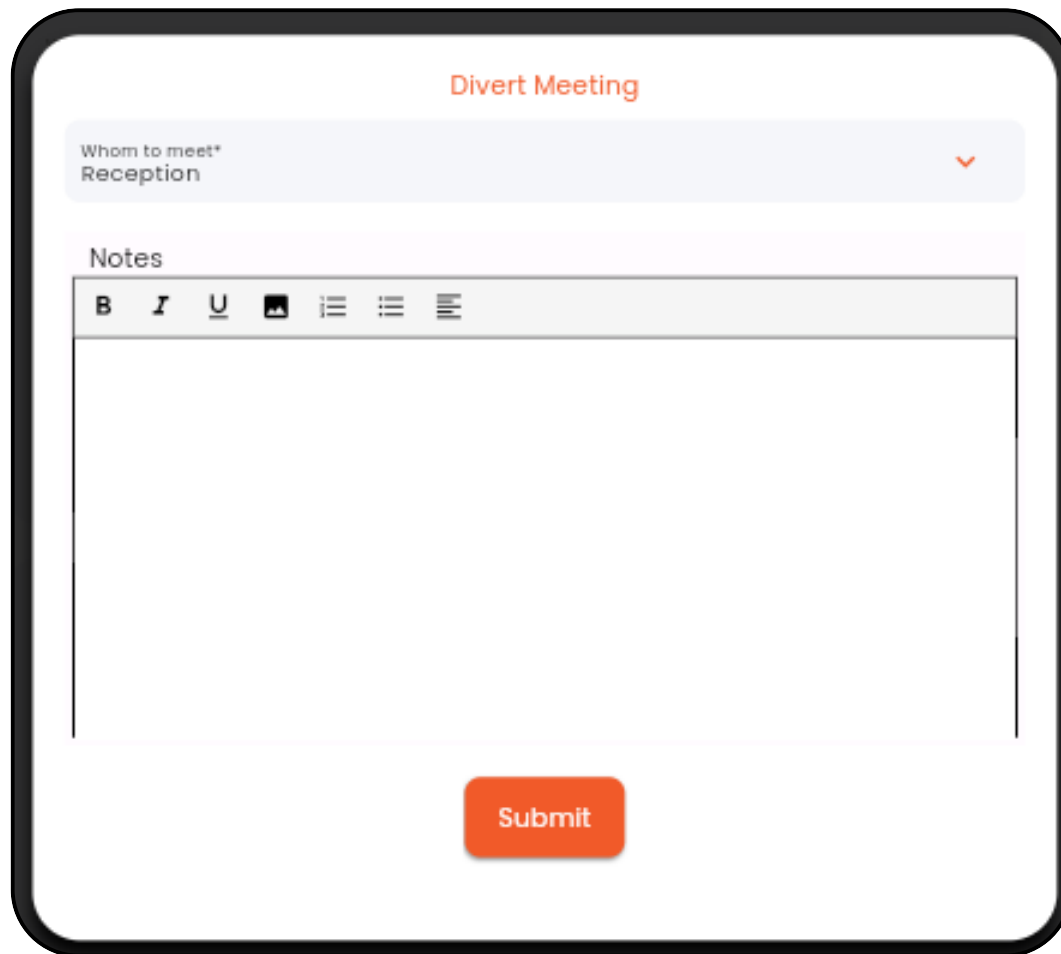


# INVITE- STEP 13

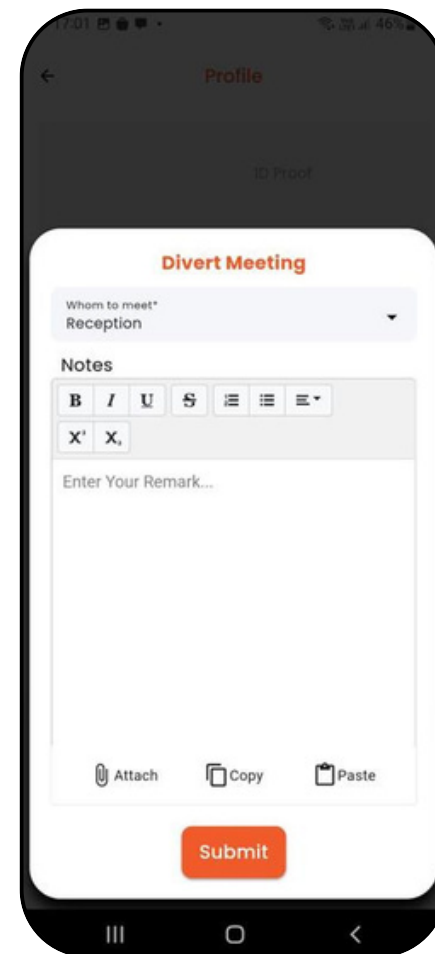
15

Select other **Employee** to **Divert** and add note.

Once Done, Click on **Submit**.



The desktop view of the 'Divert Meeting' form features a title 'Divert Meeting' at the top. Below it is a dropdown menu labeled 'Whom to meet\*' with 'Reception' selected. A 'Notes' section follows, containing a rich text editor with icons for bold (B), italic (I), underline (U), image, bulleted list, numbered list, and indent. A large text area is provided for notes. At the bottom center is an orange 'Submit' button.



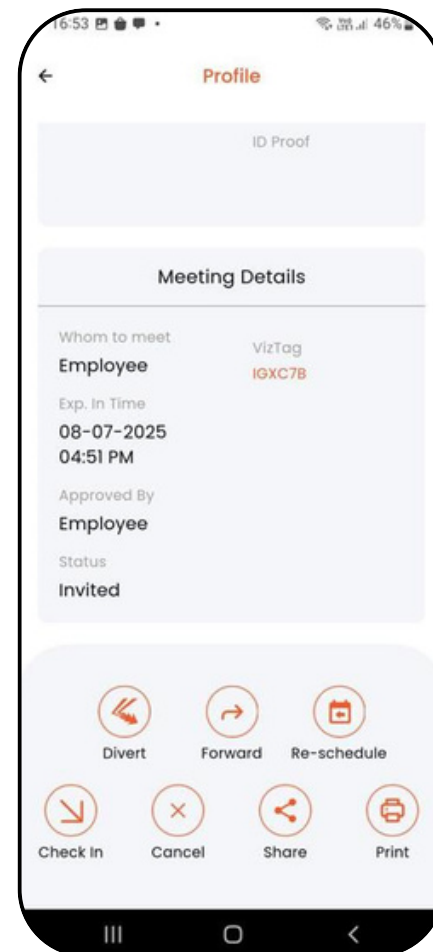
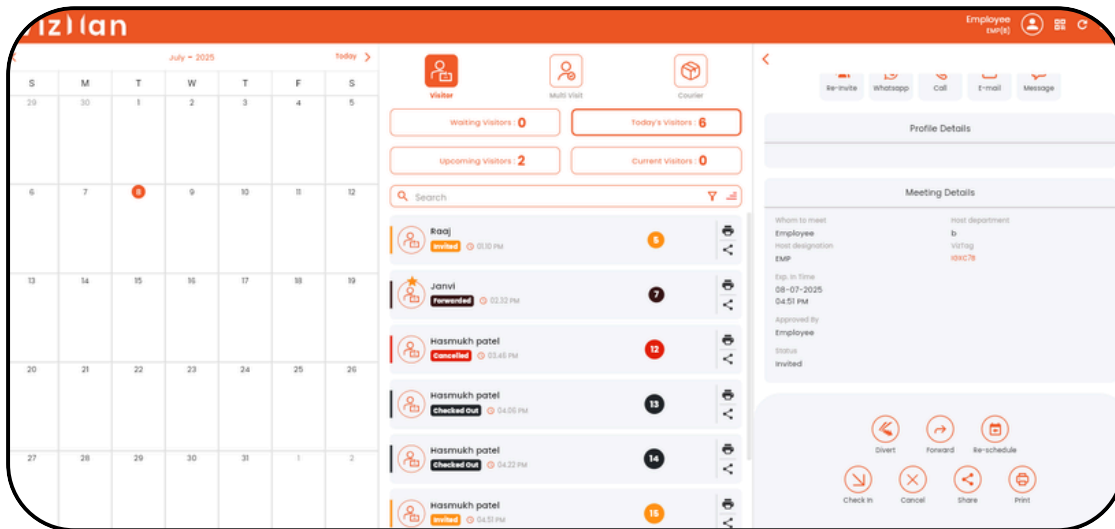
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a back arrow, a 'Profile' header, and a '10 Proof' label. The form content is identical to the desktop version, with the title 'Divert Meeting', the 'Whom to meet\*' dropdown (set to 'Reception'), the 'Notes' section with a rich text editor (including a strikethrough 'X' icon), and an orange 'Submit' button at the bottom. The bottom of the screen shows standard Android navigation icons.

# INVITE- STEP 14

16

If **Employee** is not available to meet at same date.

- Click on **Forward** to someone else before **Check-In**.



# INVITE- STEP 15

17

Select other **Employee** to **Forward** and Fill the **necessary fields**.

Once Done, Click on **Submit**.

The screenshot shows a desktop view of the 'Forward Meeting' form. At the top, the title 'Forward Meeting' is displayed in orange. Below it is a dropdown menu labeled 'Whom to meet\*' with 'Reception' selected. There are two date input fields: 'Expected In Time' and 'Expected Out Time', each with a calendar icon. Below these is a 'Notes' section with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), text color, background color, bulleted list, numbered list, and indent. The text area is empty. At the bottom center is an orange 'Submit' button.

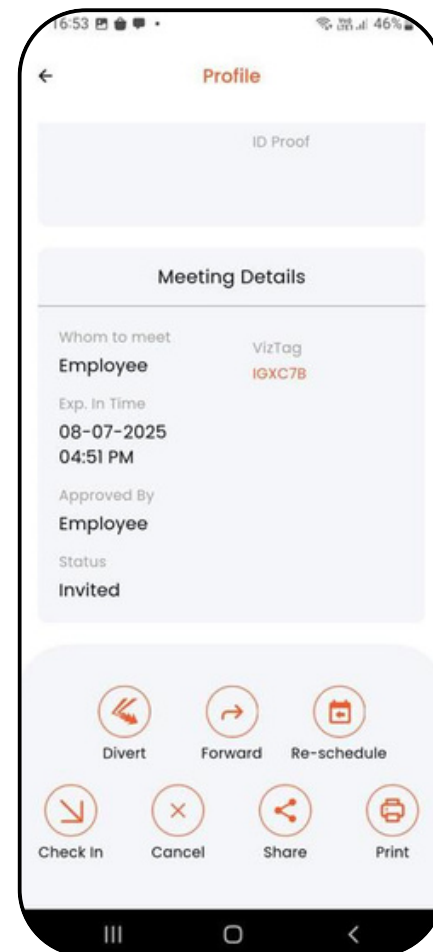
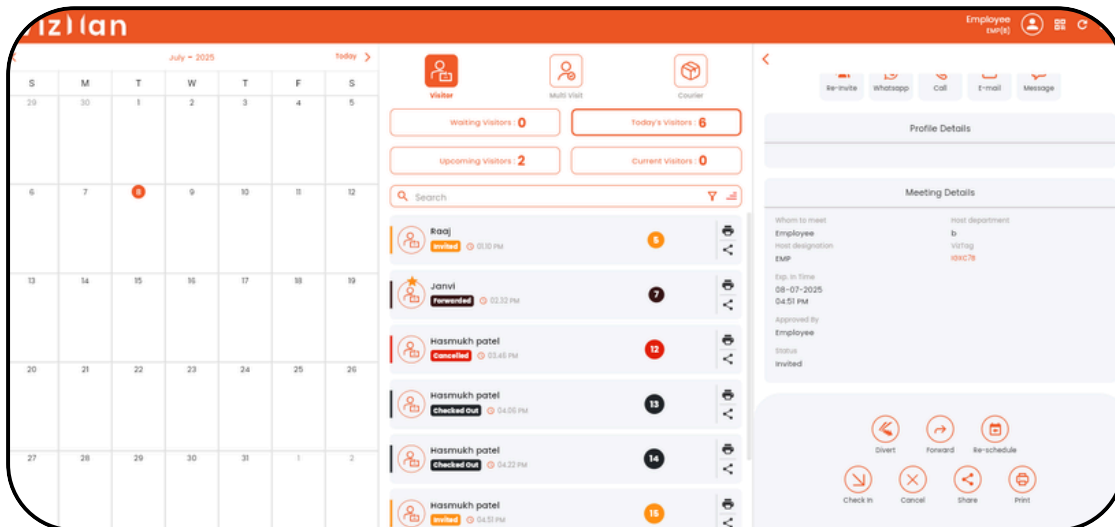
The screenshot shows a mobile view of the 'Forward Meeting' form. The title 'Forward Meeting' is at the top in orange. The 'Whom to meet\*' dropdown shows 'Reception'. The 'Expected In Time' and 'Expected Out Time' fields are present with calendar icons. The 'Notes' section has a toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), bulleted list, numbered list, and indent. Below the toolbar is a text input field with the placeholder 'Enter Your Remark...'. At the bottom, there are three icons: 'Attach', 'Copy', and 'Paste'. An orange 'submit' button is at the very bottom.

# INVITE- STEP 16

18

If **Employee** not available to meet, then **Re-Schedule** the meeting.

- Click on **Re-Schedule**.

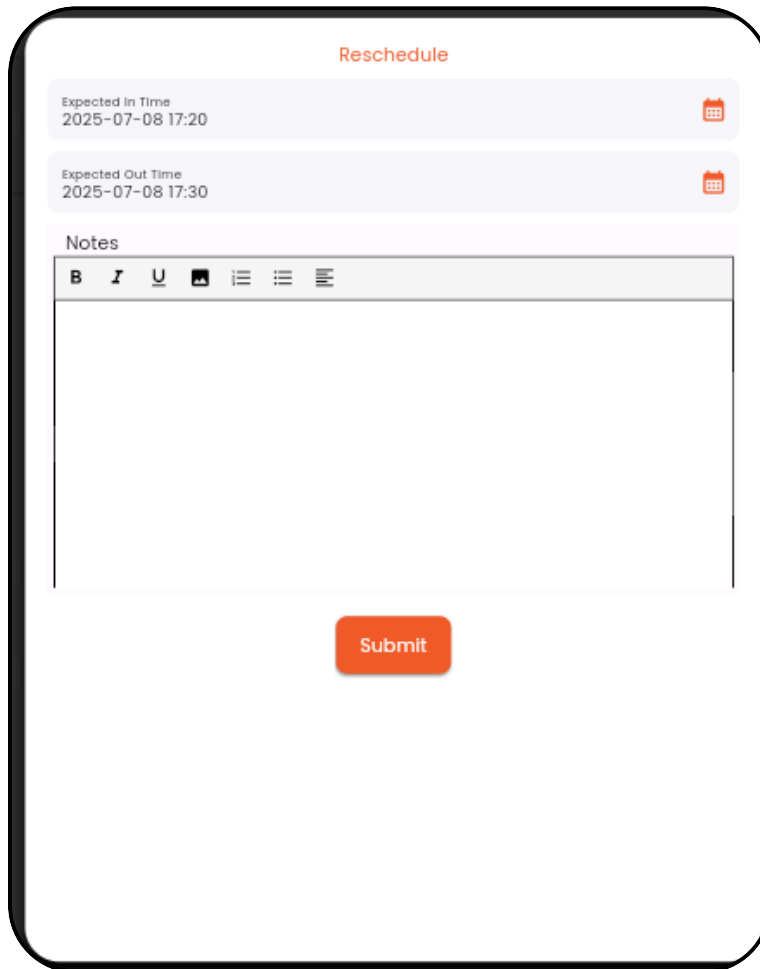


# INVITE- STEP 17

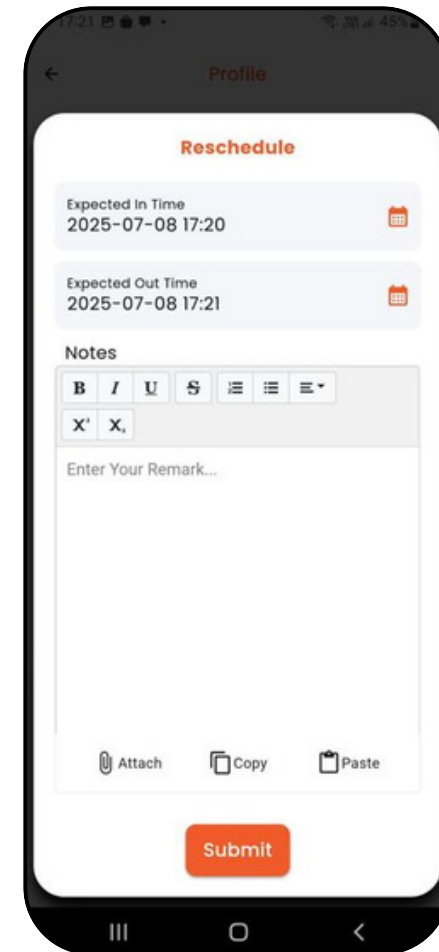
19

Select the **Expected In Time** and **Expected Out Time**.

Once Done, Click **Submit**.



A screenshot of a mobile application interface titled "Reschedule". It features two input fields for time selection: "Expected In Time" with the value "2025-07-08 17:20" and "Expected Out Time" with the value "2025-07-08 17:30". Below these fields is a "Notes" section with a rich text editor toolbar containing icons for bold (B), italic (I), underline (U), image, list, and indent. A large empty text area is provided for notes. At the bottom center, there is an orange "Submit" button.



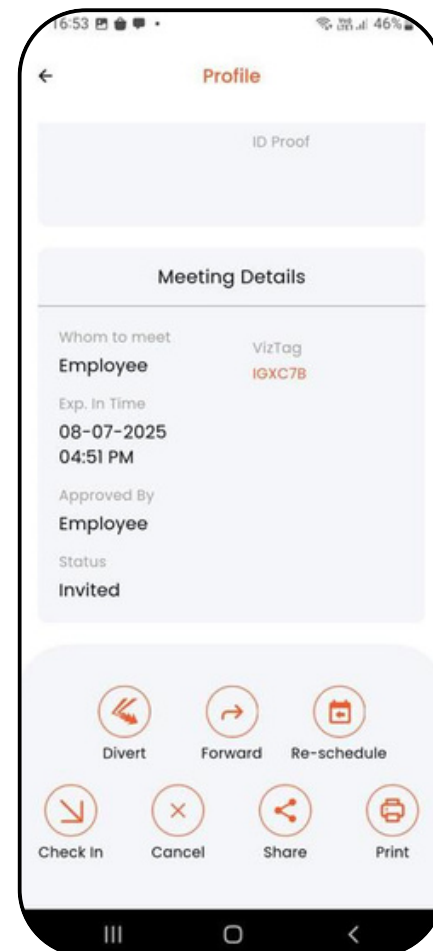
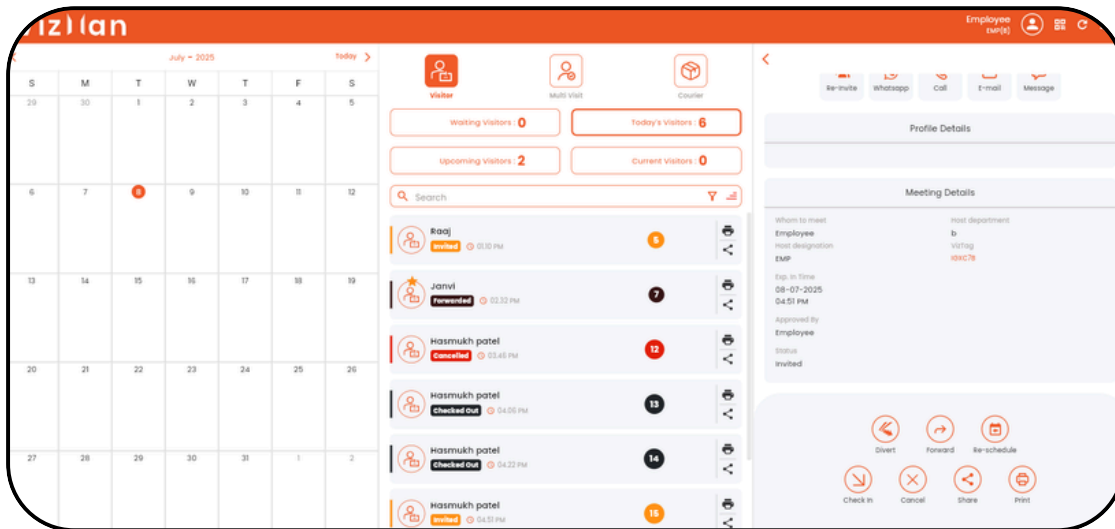
A screenshot of a mobile application interface titled "Reschedule". It features two input fields for time selection: "Expected In Time" with the value "2025-07-08 17:20" and "Expected Out Time" with the value "2025-07-08 17:21". Below these fields is a "Notes" section with a rich text editor toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (S), list, and indent. Below the toolbar are icons for strikethrough (X) and bold (X). A text input field labeled "Enter Your Remark..." is present. At the bottom, there are three icons: "Attach", "Copy", and "Paste". At the bottom center, there is an orange "Submit" button.

# INVITE- STEP 18

20

If the **Employee** want to Cancel the meet then,

- Click on **Cancel**.

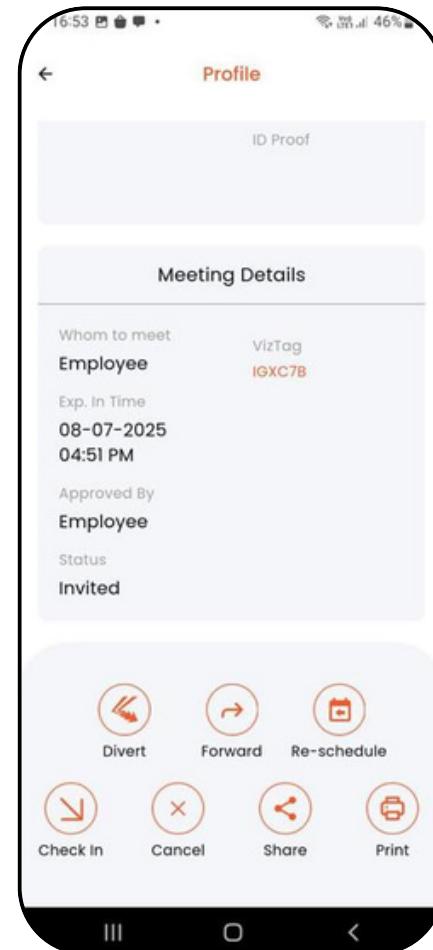
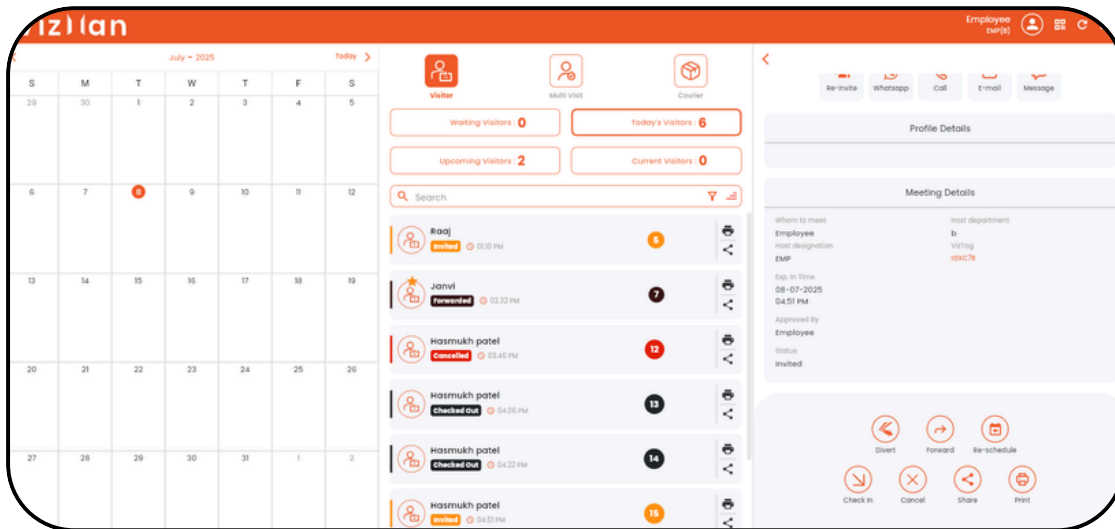


# INVITE- STEP 19

21

If the **Employee** want to Share the invite then,

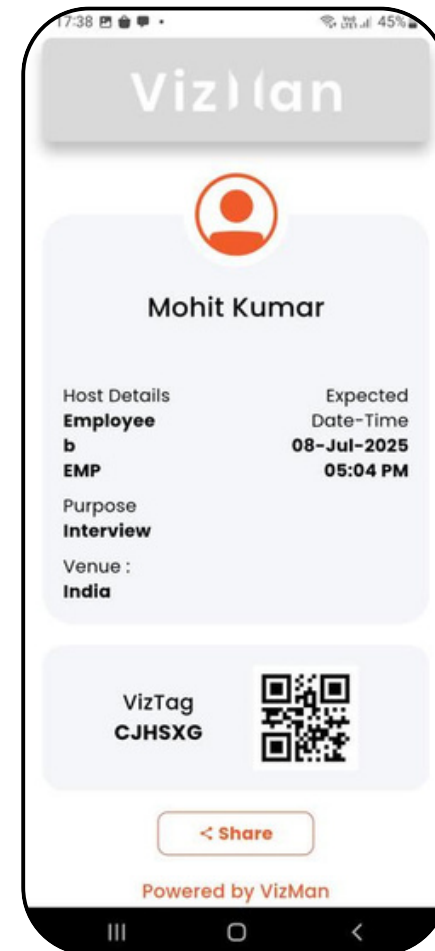
- Click on **Share**.



# INVITE- STEP 20

22

Click on **Share**.

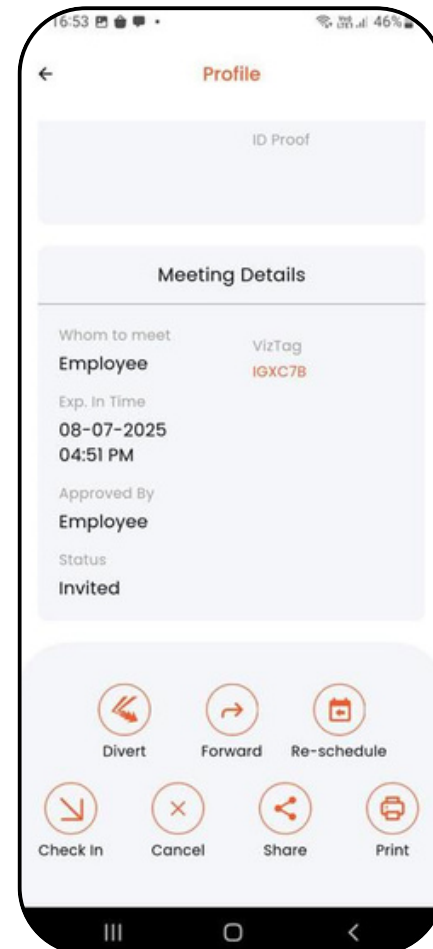
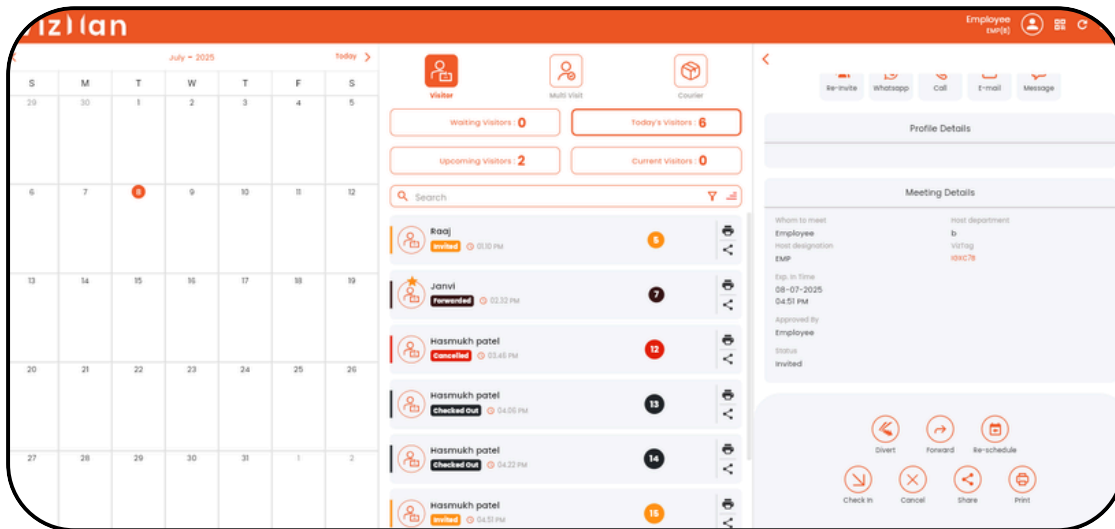


# INVITE- STEP 21

23

If the **Employee** want to **Print** the invite then,

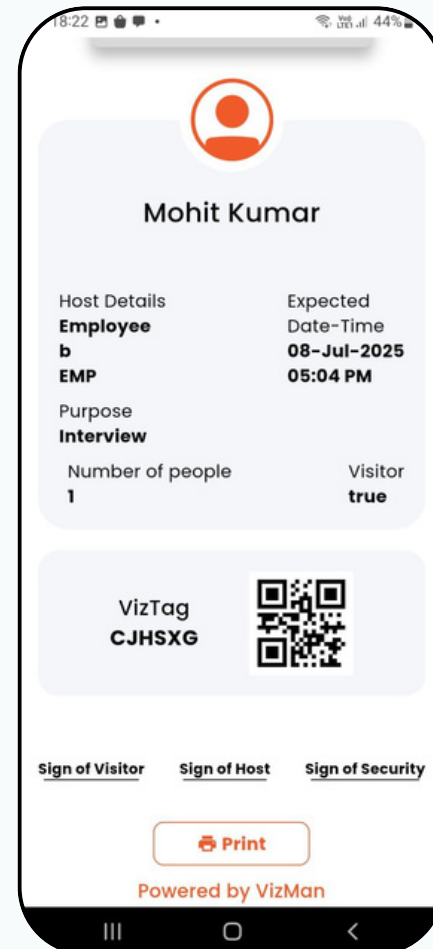
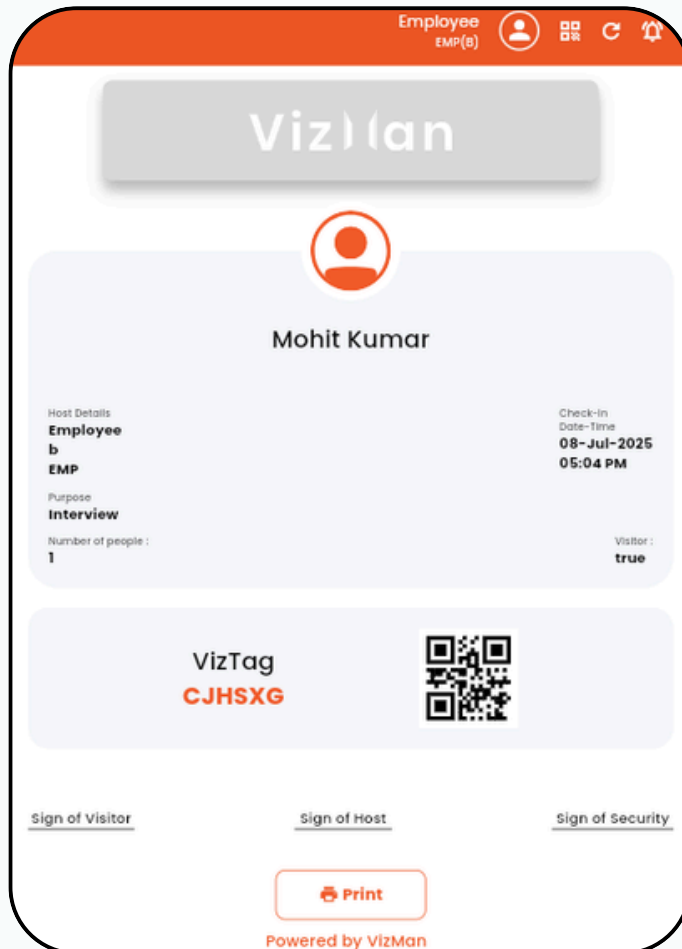
- Click on **Print**.



# INVITE- STEP 22

24

Click on **Print**.



# 03 MULTI-VISIT



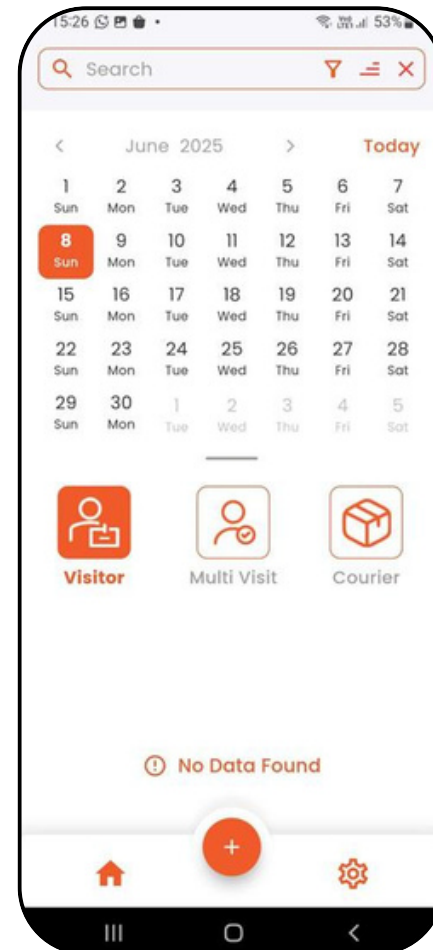
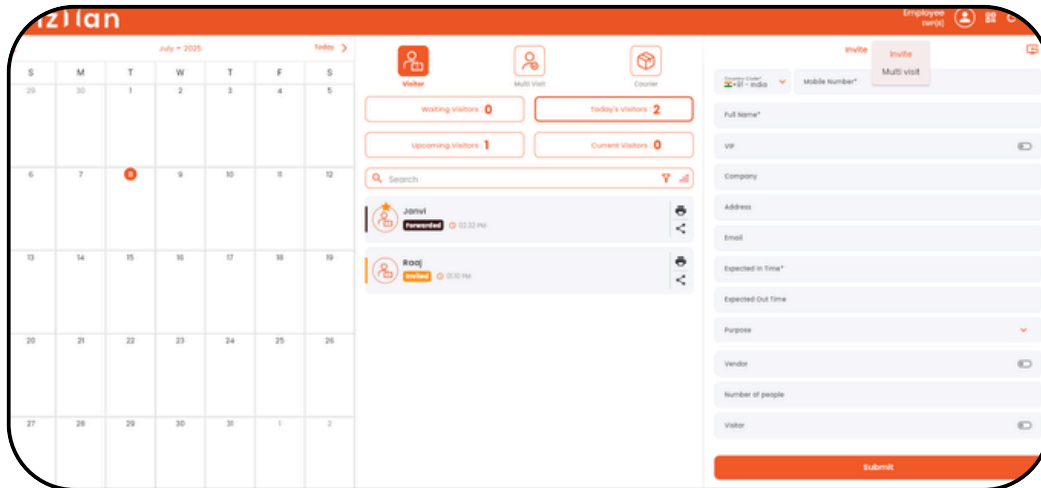
Coordinating multiple visits is simple and efficient – it won't take more than a few moments of your time.

# MULTI-VISIT- STEP 1

25

Click **Dropdown** to proceed for Web.

Click **+(Plus Icon)** to proceed for Mobile Application.

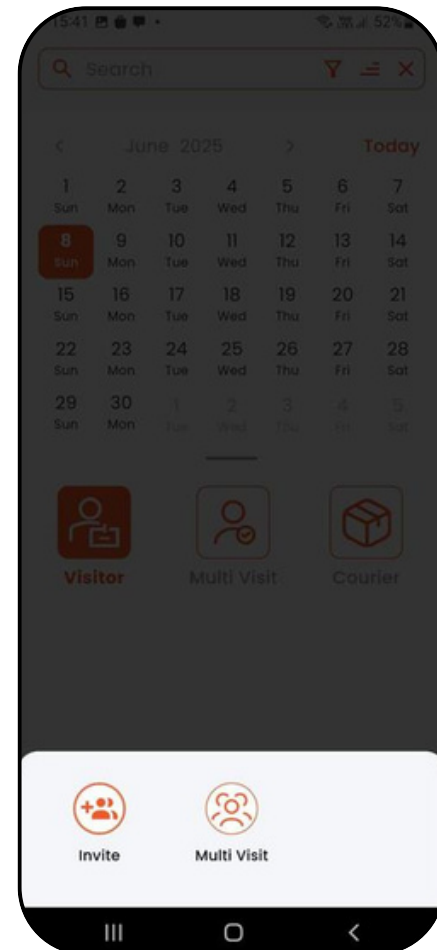
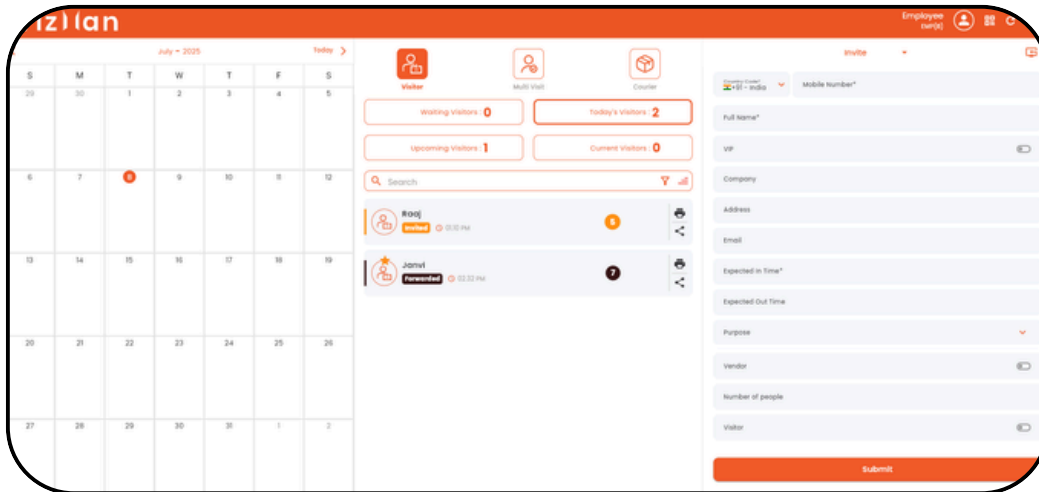


# MULTI-VISIT- STEP 2

26

Click **Multi-Visit** to proceed for Web.

Click **Multi-Visit** to proceed for Mobile Application.

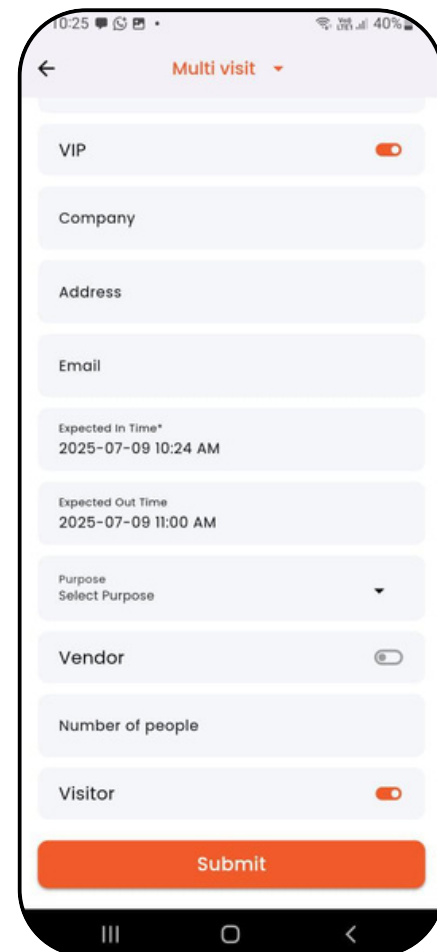
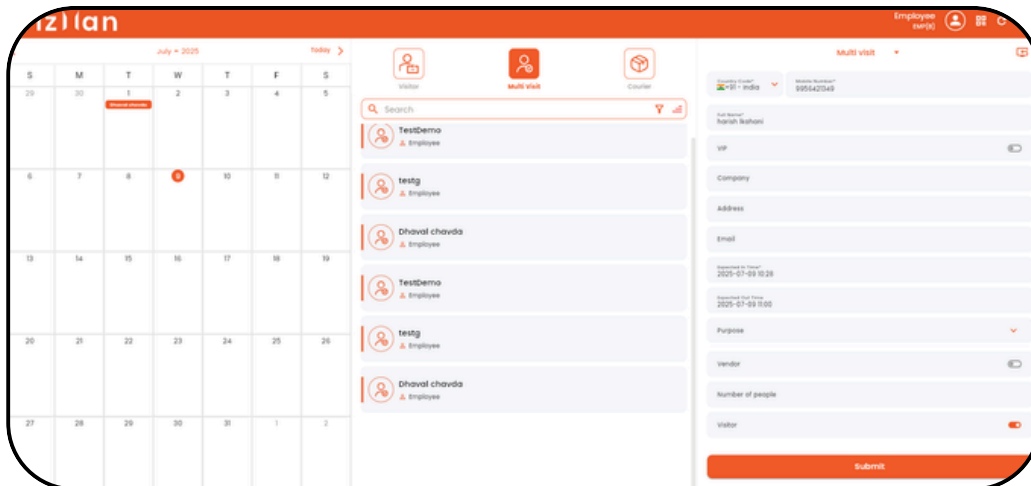


# MULTI-VISIT- STEP 3

27

Fill the **necessary fields**.

Once done, click **Submit**.

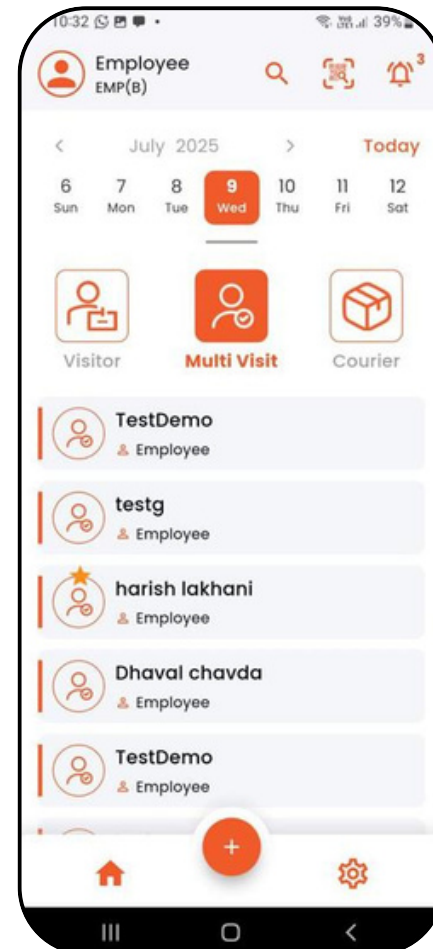
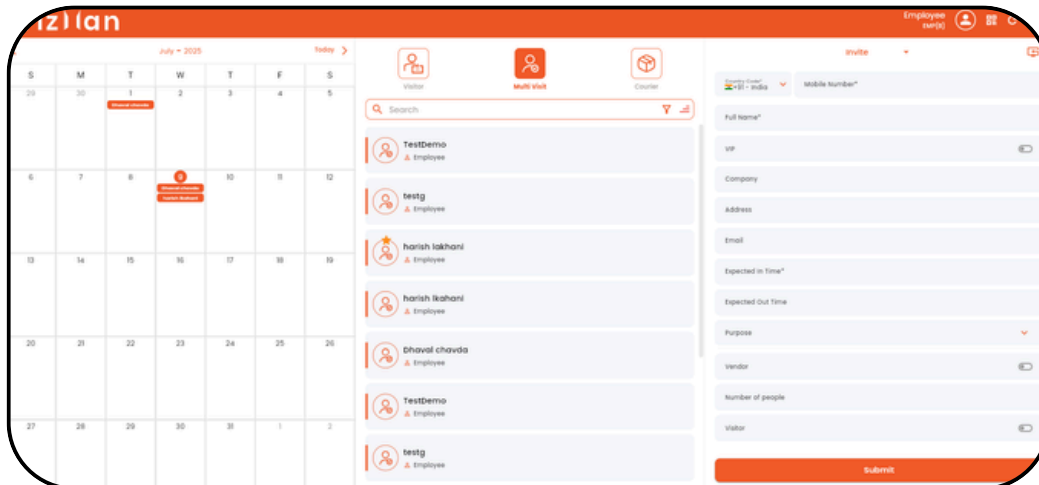


# MULTI-VISIT- STEP 4

28

Invited Visitor will show on **Multi visit tab.**

Click on particular **Visitor.**

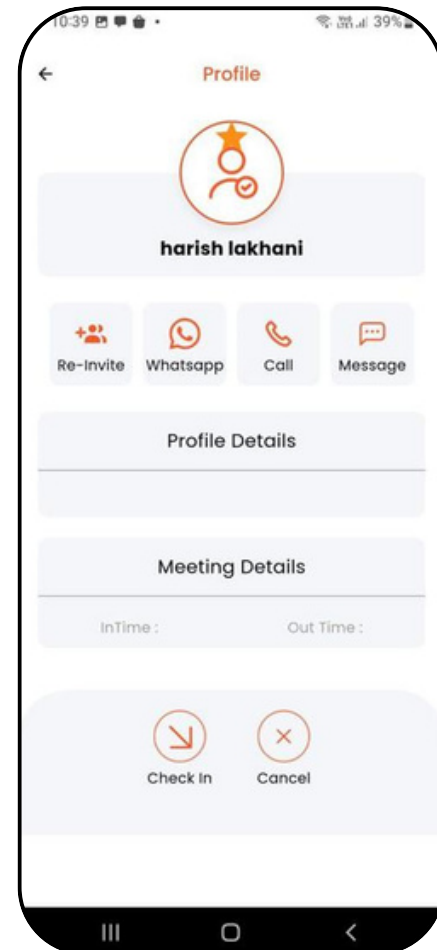
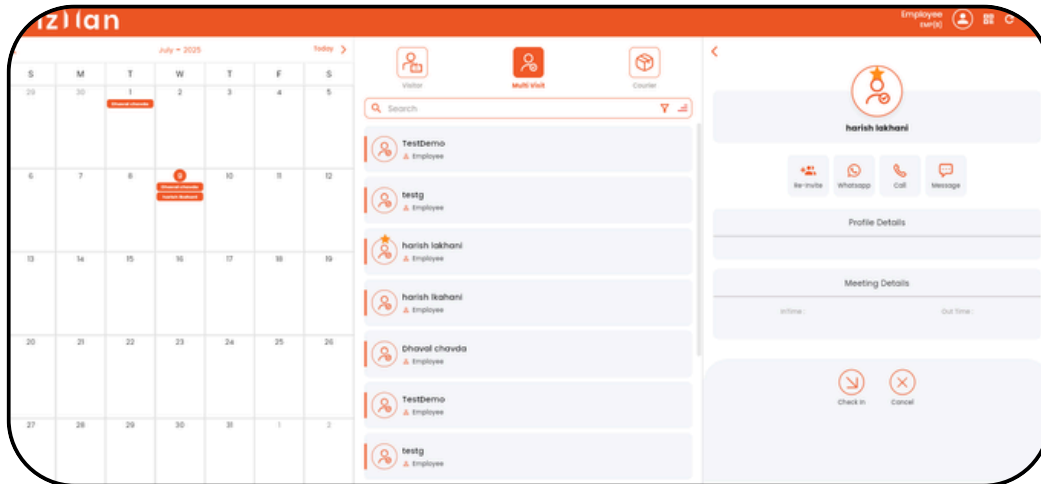


# MULTI-VISIT- STEP 5

29

It will show the details of the **Visitor**.

Click on **Check In**.

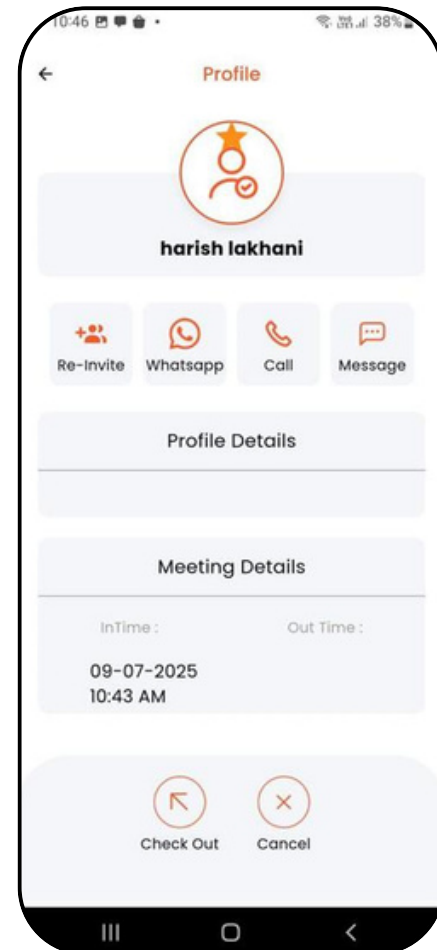
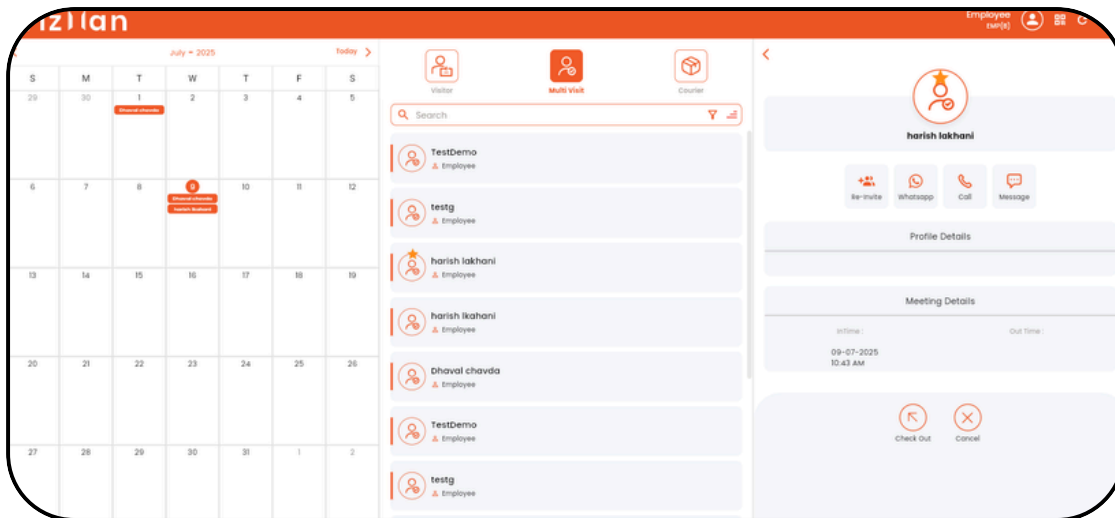


# MULTI-VISIT- STEP 6

30

Once, **Visitor** have completed work.

Click on **Check-out.**

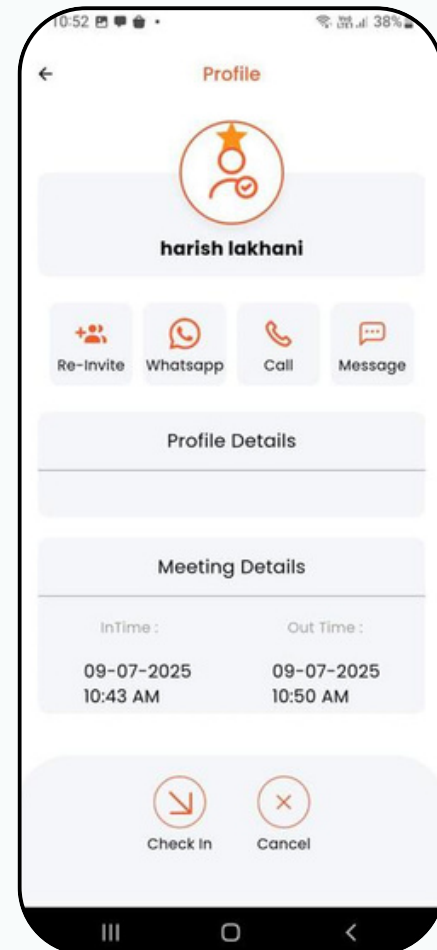
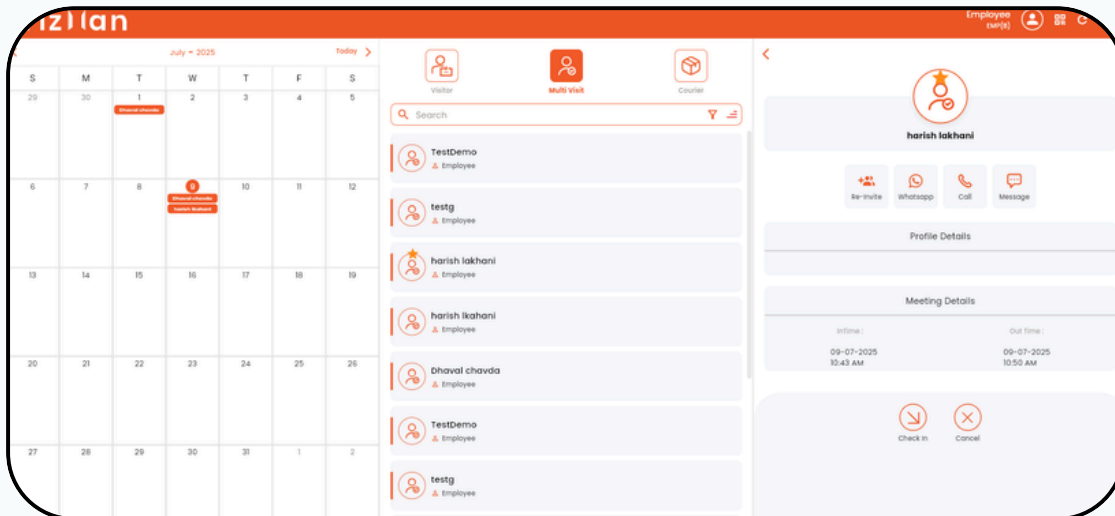


# MULTI-VISIT- STEP 7

31

If **Employee** want to **Cancel** the meet then,

- Click on **Cancel**.



# 04 QR CODE ACCESS



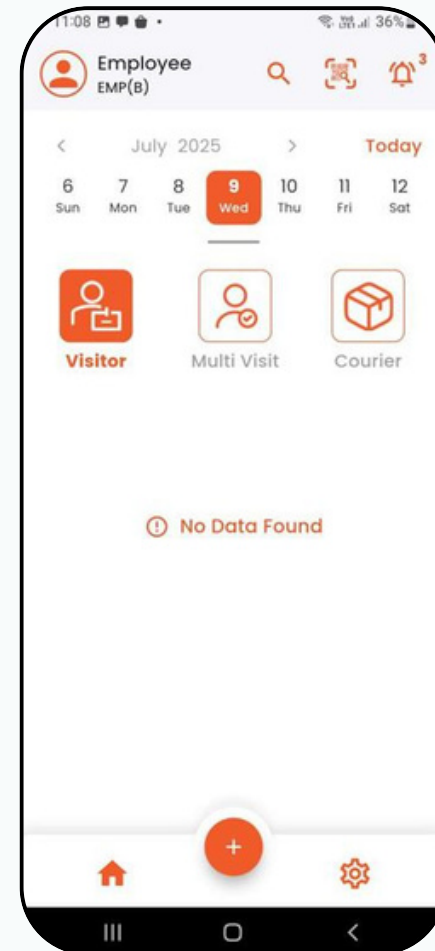
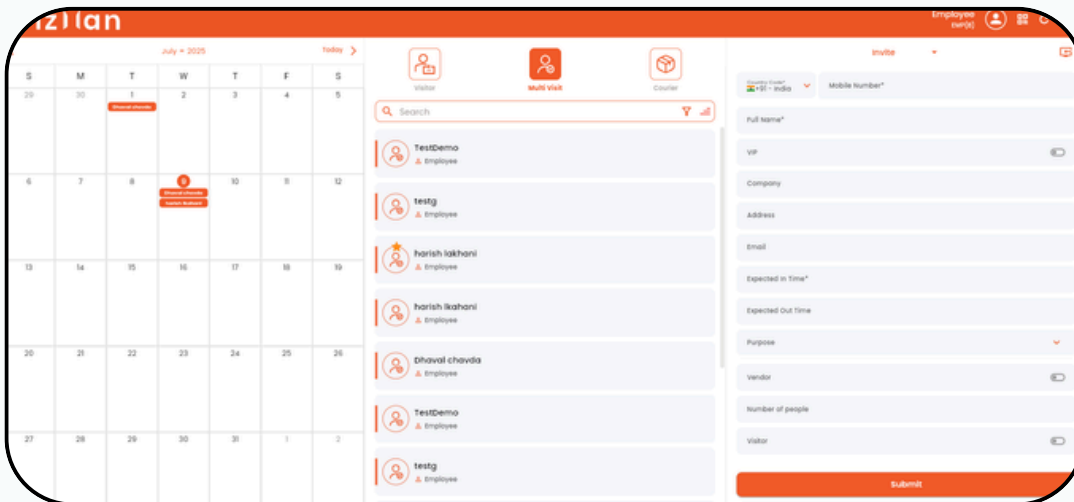
No need to type anything  
just scan the QR code.  
It's quick, easy, and  
instant.

# QR CODE ACCESS- STEP 1

32

On the top menu, click the **QR icon**.

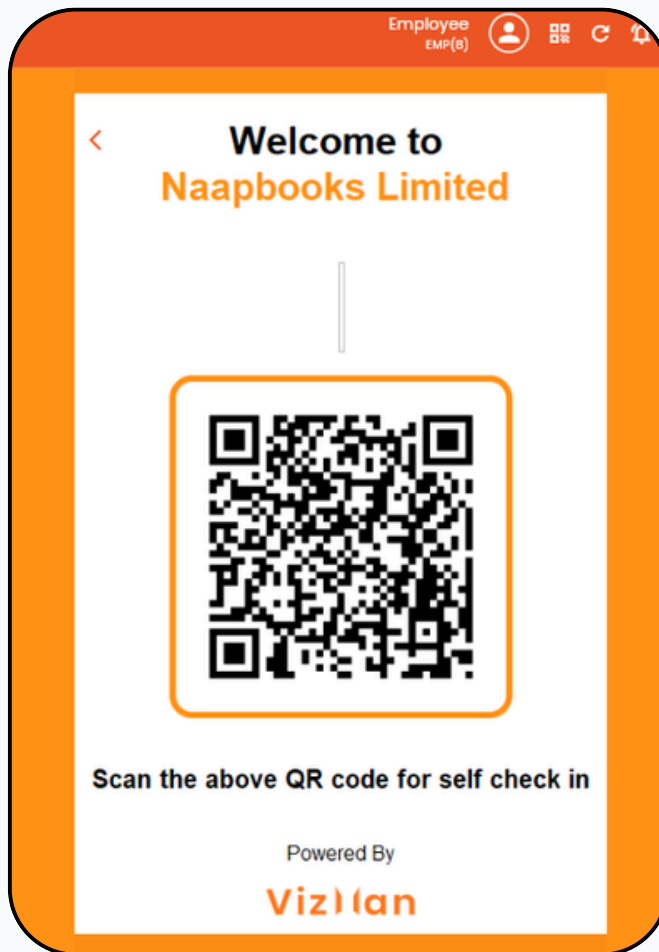
The system will generate a **QR code** for your organization's **Self check-in** process. Visitor can check in by themselves.



# QR CODE ACCESS- STEP 2

33

Scan QR Code with Mobile or Tablet.

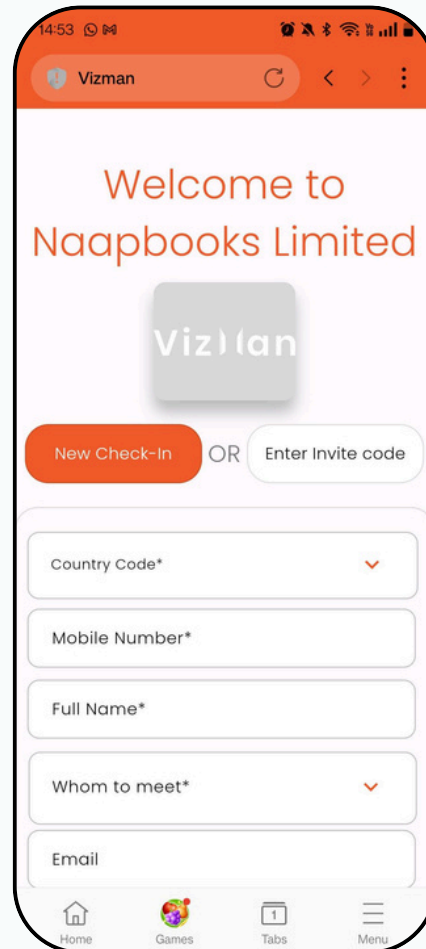


# QR CODE ACCESS- STEP 3

34

If you have **invite** then,

- Click on **Check-In Tab**.



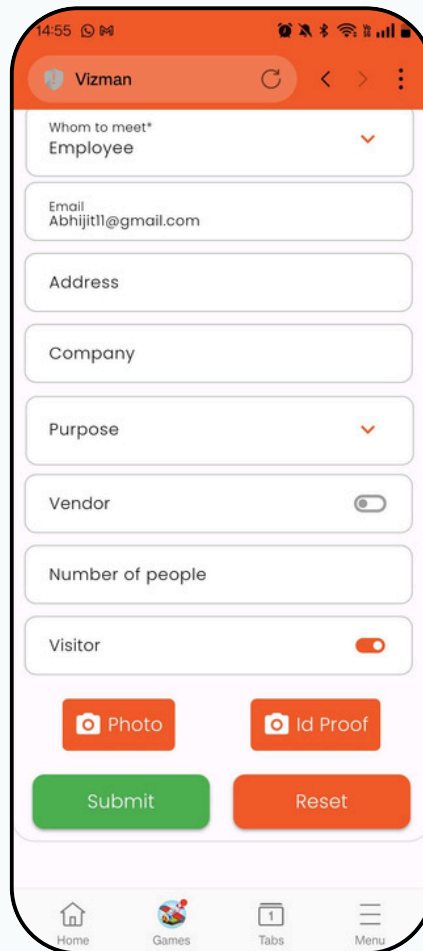
The screenshot shows the mobile app interface for Vizman. At the top, the status bar displays the time 14:53 and various system icons. Below the status bar, the app's name "Vizman" is visible in the browser-like header. The main content area features a large orange header with the text "Welcome to Naapbooks Limited" and a grey button labeled "Viz) (an". Below this, there are two options: "New Check-In" (highlighted in orange) and "Enter Invite code". The form consists of several input fields: "Country Code\*" with a dropdown arrow, "Mobile Number\*", "Full Name\*", "Whom to meet\*" with a dropdown arrow, and "Email". At the bottom, there is a navigation bar with four icons: Home, Games, Tabs, and Menu.

# QR CODE ACCESS- STEP 4

35

Fill all the Necessary **Fields**.

Once Done, Click on **Submit**.



The screenshot shows a mobile application interface for QR code access. The form is titled "Vizman" and contains the following fields and controls:

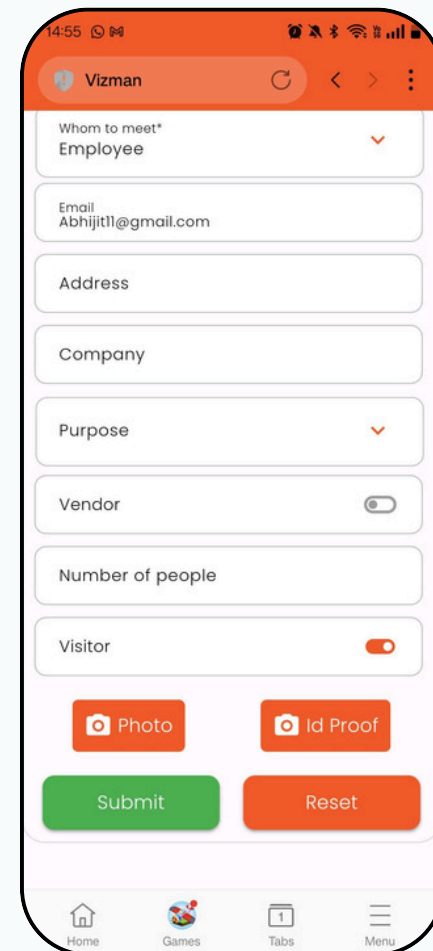
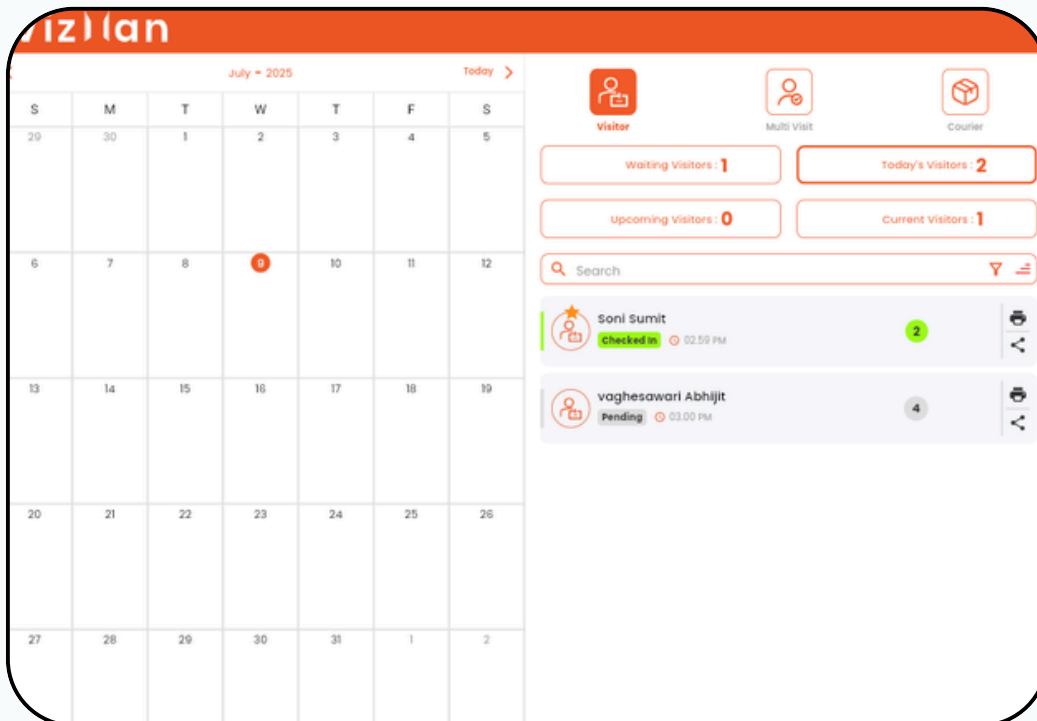
- Whom to meet\***: A dropdown menu with "Employee" selected.
- Email**: A text input field containing "Abhijitl@gmail.com".
- Address**: A text input field.
- Company**: A text input field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text input field.
- Visitor**: A toggle switch, currently turned on.
- Photo**: A button with a camera icon.
- Id Proof**: A button with a camera icon.
- Submit**: A green button.
- Reset**: An orange button.

The bottom of the screen shows a navigation bar with icons for Home, Games, Tabs, and Menu.

# QR CODE ACCESS- STEP 6

36

Visitor can be showed in **Visitor Tab**.

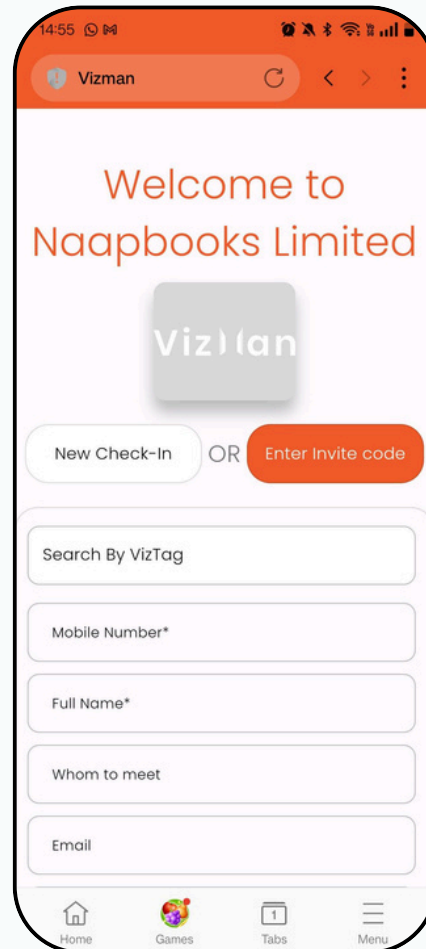


# QR CODE ACCESS- STEP 7

37

If you have **invite** then,

- Click on **Enter Invite Code Tab.**



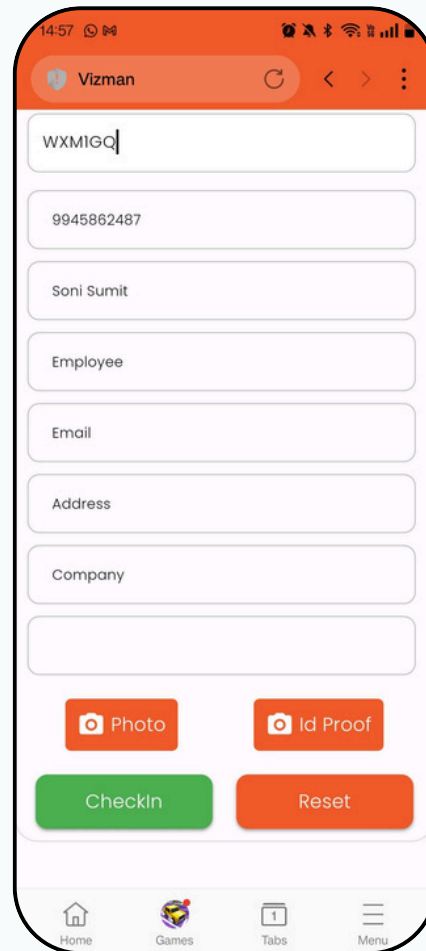
# QR CODE ACCESS- STEP 8

38

Enter the **Invite code**.

All the **other Field** will automatically **Fill**.

Once Done, Click on **Check-In**.

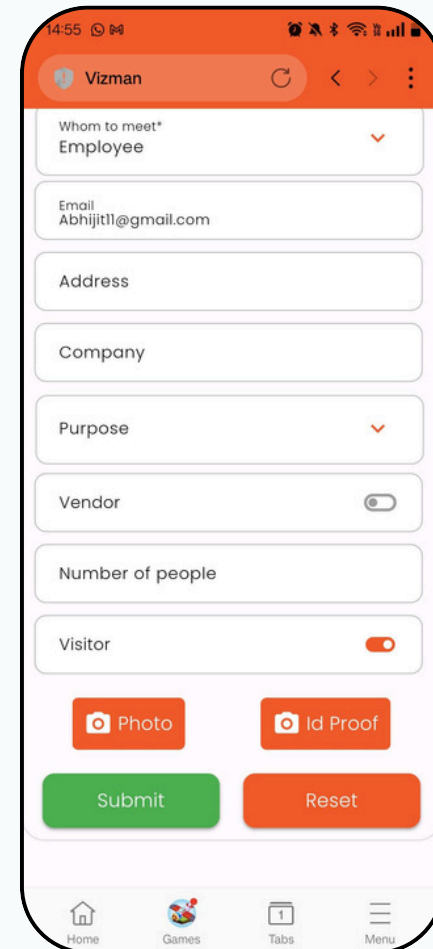
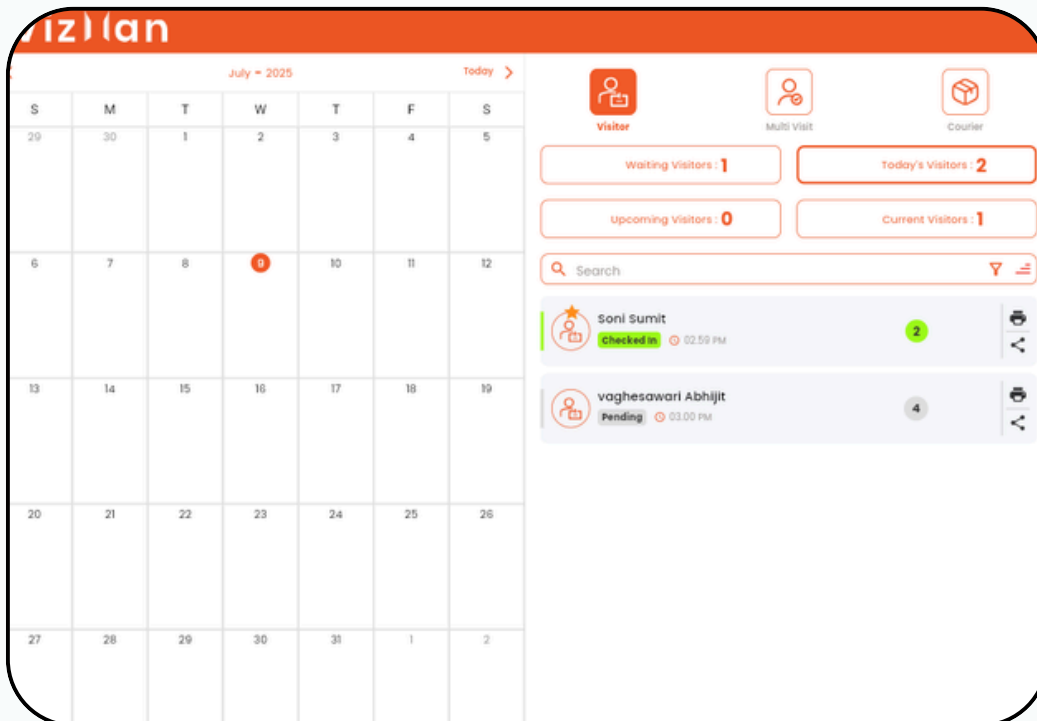


The screenshot shows the Vizman mobile application interface. At the top, the status bar displays the time 14:57 and various system icons. The app's header is orange with the name 'Vizman' and navigation icons. Below the header is a form with several input fields. The first field contains the text 'WXMIGQ'. The other fields are empty and labeled: '9945862487', 'Soni Sumit', 'Employee', 'Email', 'Address', and 'Company'. At the bottom of the form, there are two orange buttons: 'Photo' and 'Id Proof'. Below these are two larger buttons: a green 'CheckIn' button and an orange 'Reset' button. The bottom of the screen features a navigation bar with four icons: Home, Games, Tabs, and Menu.

# QR CODE ACCESS- STEP 9

39

Visitors can be showed in **Visitor Tab**.



# 05 PROFILE



Don't worry — updating your profile won't take much of your time. It's quick, easy, and hassle-free.

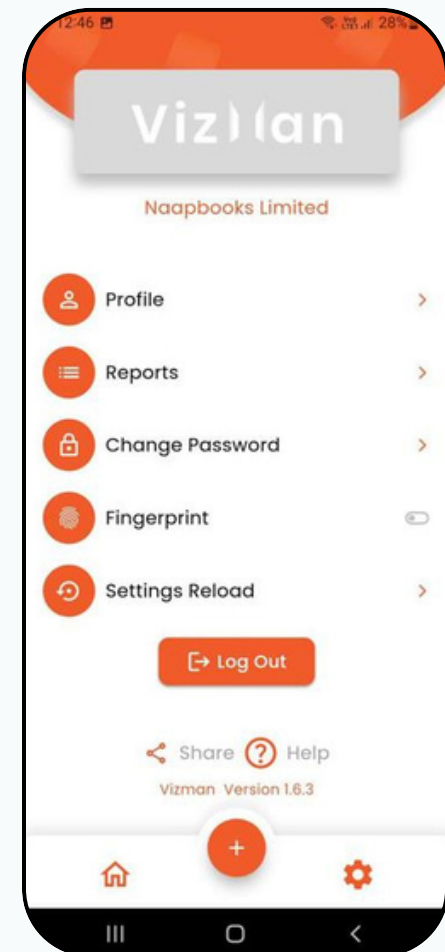
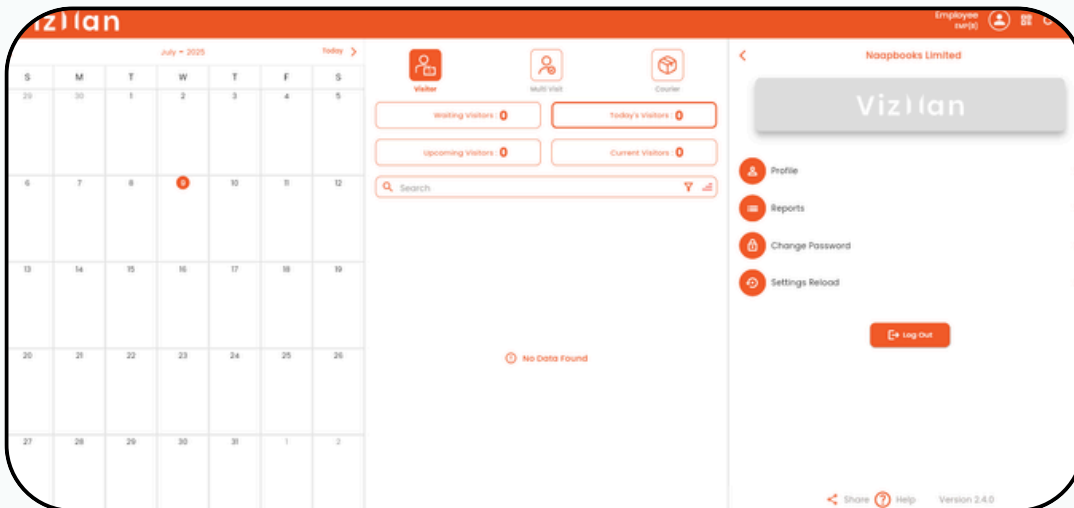
# PROFILE- STEP 1

40

On the top menu, click the **Profile** icon for Mobile or Tablet.

On the Bottom, click the **Settings** icon for Web.

In the top menu, click the **Profile**.



# PROFILE- STEP 2

41

Edit the **necessary field**.

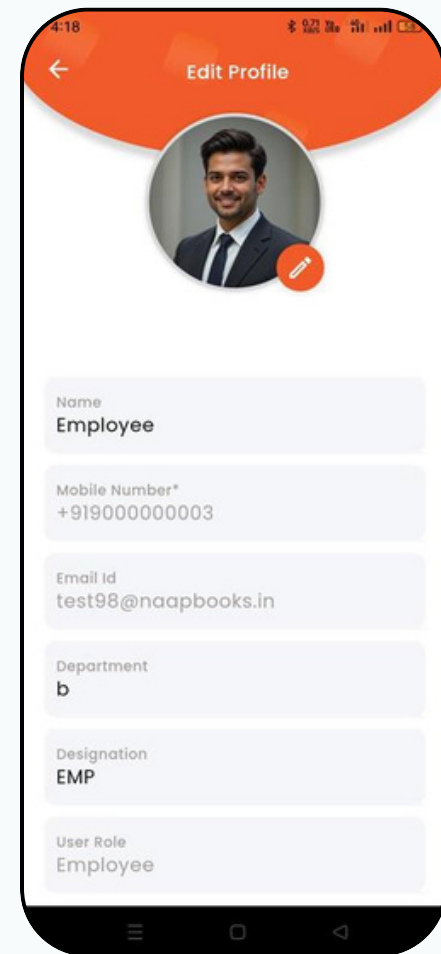
Once Done,Click on **Save**



The screenshot shows a web browser interface for editing a profile. The browser's address bar displays 'naapbooks.in' and the page title is 'Edit Profile'. The form contains the following fields:

- Name: Employee
- Mobile Number\*: +919000000003
- Email id: test98@naapbooks.in
- Department: b
- Designation: EMP
- User Role: Employee
- Time: +05:30 - India

A profile picture of a man in a suit is visible on the left side of the form. A 'Save' button is located in the top right corner of the form.



The screenshot shows a mobile application interface for editing a profile. The screen has an orange header with a back arrow and the text 'Edit Profile'. Below the header is a circular profile picture of a man in a suit, with a red edit icon in the bottom right corner. The form contains the following fields:

- Name: Employee
- Mobile Number\*: +919000000003
- Email id: test98@naapbooks.in
- Department: b
- Designation: EMP
- User Role: Employee

The mobile app interface includes a status bar at the top showing the time 4:18 and various system icons, and an Android navigation bar at the bottom.

# 06 REPORTS



Need insights? Reports are just a click away — fast, easy, and detailed.

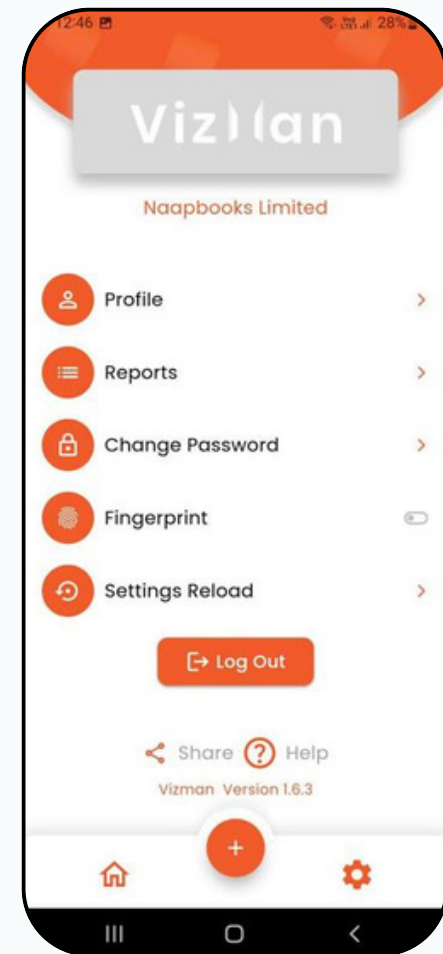
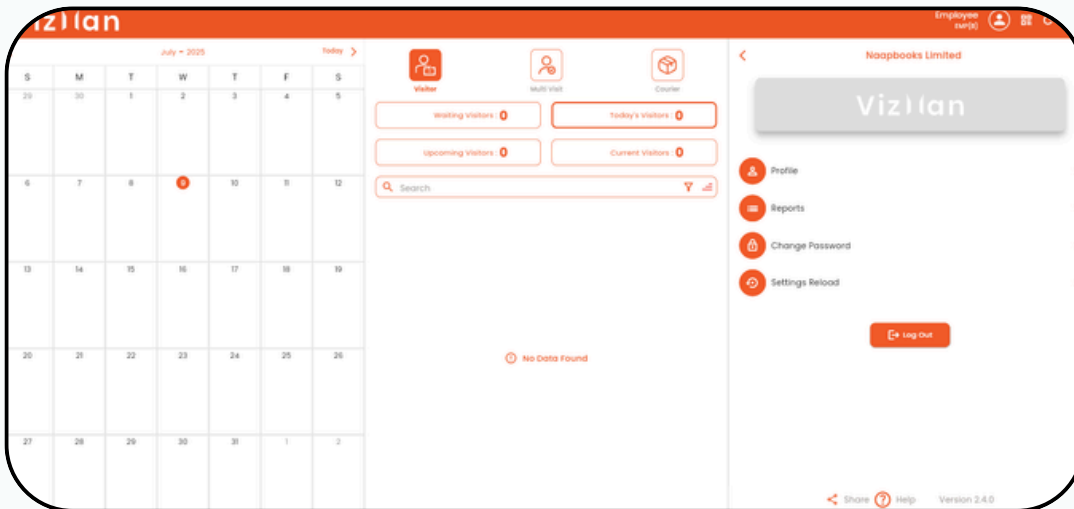
# REPORTS- STEP 1

42

On the top menu, click the **Settings** icon for Mobile or Tablet.

On the top menu, click the **Profile** icon for Web.

In the top menu, click the **Report**.



# REPORTS- STEP 2

43

Select the **Dates** that you want to see the **Visitor Report**.

Click on **Submit**.

Sr No.	VizTag	Visitor Name	Mobile	Email	Company Name	Department	Designation	Purpose	Whom To Meet	Exp. In Time	Exp. Out Time	Check In Time	Check Out Time	Meet In Time	Meet Out Time	Remarks
1	X0VBZO	TestDemo	+91 0928450000					demo 1	Employee	25-07-2023 8:28 AM						
2	7X32A8	modi	+91 7826450000	ASASASIA@GMAIL.COM					Employee	01-08-2023 07:04 PM						
3	BLS6AT	Yaman Test	+91 9016322220	yaman@inopbooks.com					Employee	22-08-2023 12:45 PM		23-08-2024 12:42 PM	23-08-2024 12:42 PM			
4	QSHXHN	TestDemo	+91 0928450000						Employee	25-08-2023 09:48 PM						
5	7VS0A8	Test Org2	+91 0743385533						Employee	29-08-2023 7:50 AM	29-08-2023 12:51 PM					
6	W27ITG	Test Org2	+91 0743385533						Employee	29-08-2023 12:56 PM	29-08-2023 12:58 PM	30-08-2024 12:08 PM				
7	SFNCDA	TestDemo	+91 0928450000					demo 1	Employee	24-07-2023 08:14 PM						
8	W5NVX5	kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst	Meeting	Employee	05-09-2023 03:14 PM	05-09-2023 03:14 PM					
9	R9GPG4	kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst	Meeting	Employee	05-09-2023 03:19 PM						
10	S5VVCB	kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst	Meeting	Employee	05-09-2023 03:19 PM						
11		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 03:12 PM				
12		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 03:17 PM				
13		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 03:20 PM				
14		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 04:32 PM				
15		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 04:39 PM				
16		kesha	+91 7990944332	thekadikeshaj@gmail.com		bbc	Business Analyst		Employee			08-09-2024 04:39 PM				

Sr No.	VizTag	Visitor Name	Mobile
1	X0VBZO	TestDemo	+91 0928450000
2	7X32A8	modi	+91 7826450000
3	BLS6AT	Yaman Test	+91 9016322220
4	QSHXHN	TestDemo	+91 0928450000
5	7VS0A8	Test Org2	+91 0743385533
6	W27ITG	Test Org2	+91 0743385533
7	SFNCDA	TestDemo	+91 0928450000
8	W5NVX5	kesha	+91 7990944332
9	R9GPG4	kesha	+91 7990944332
10	95VVCB	kesha	+91 7990944332
11		kesha	+91 7990944332
12		kesha	+91 7990944332
13		kesha	+91 7990944332
14		kesha	+91 7990944332
15		kesha	+91 7990944332

# 07 CHANGE PASSWORD



Need to change your password? It's fast, simple, and totally hassle-free.

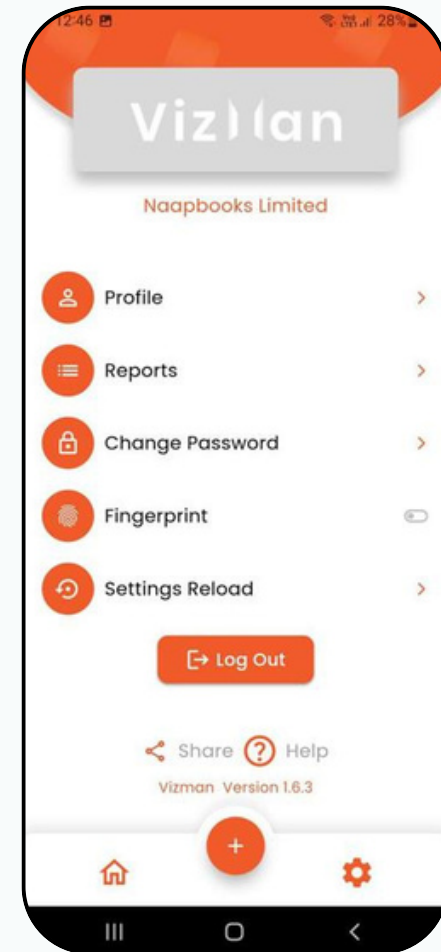
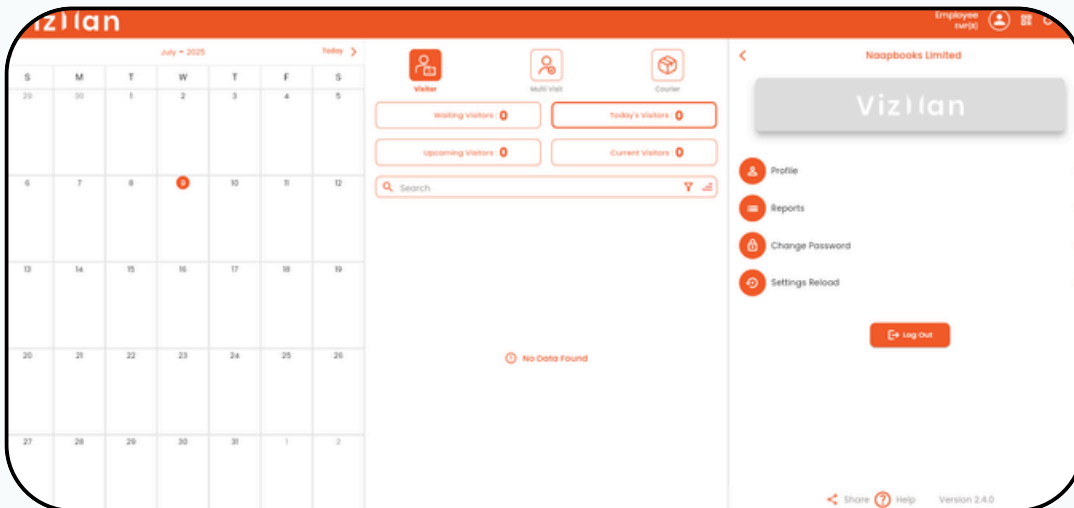
# CHANGE PASSWORD- STEP 1

44

On the top menu, click the **Settings** icon for Mobile or Tablet.

On the top menu, click the **Profile** icon for Web.

In the top menu, click the **Change Password**.

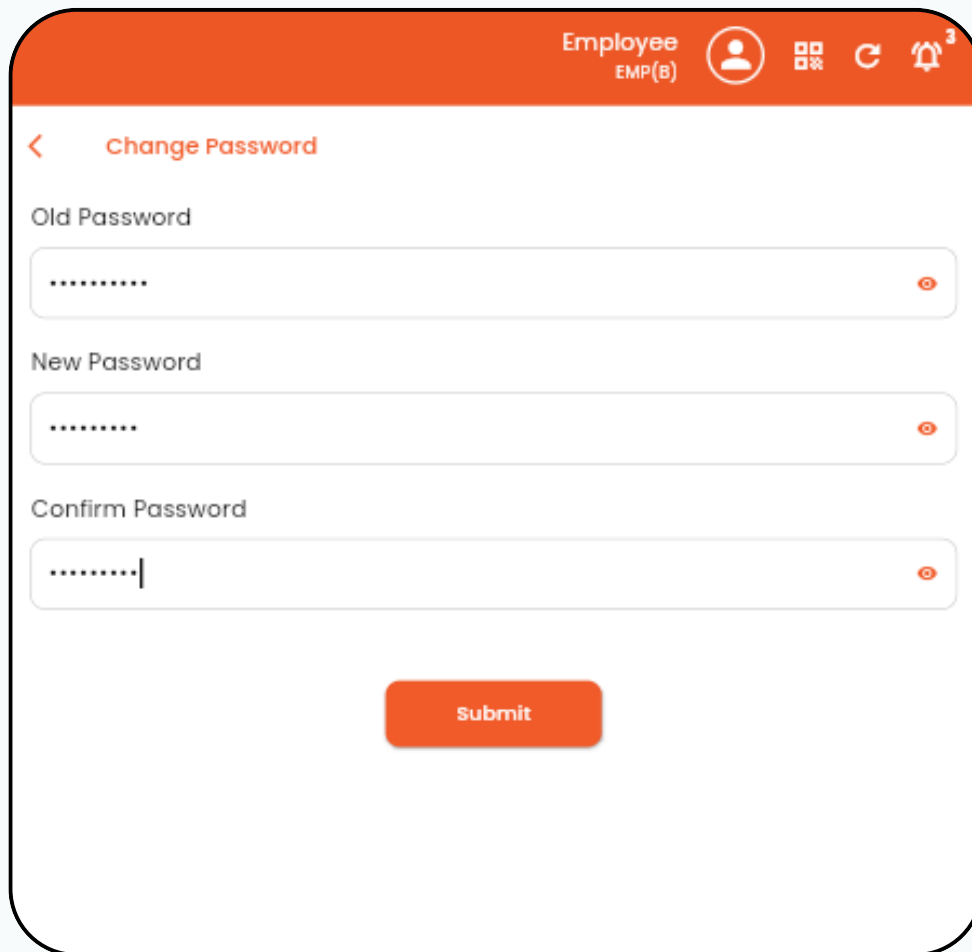


# CHANGE PASSWORD- STEP 2

45

Fill the **necessary** field.

Once Done,Click on **Submit**



Employee  
EMP(B)

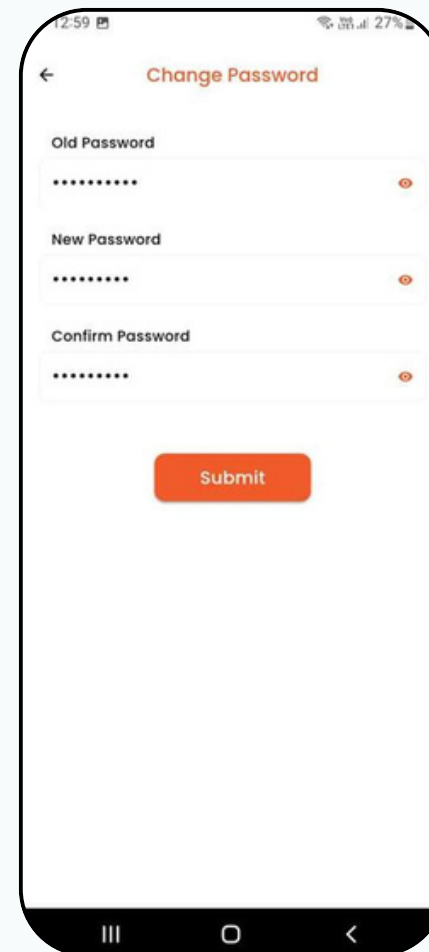
Change Password

Old Password  
.....

New Password  
.....

Confirm Password  
.....|

submit



12:59 27%

Change Password

Old Password  
.....

New Password  
.....

Confirm Password  
.....

Submit

# 08 SETTINGS RELOAD



Need to reload your settings? Just one click and you're all set!

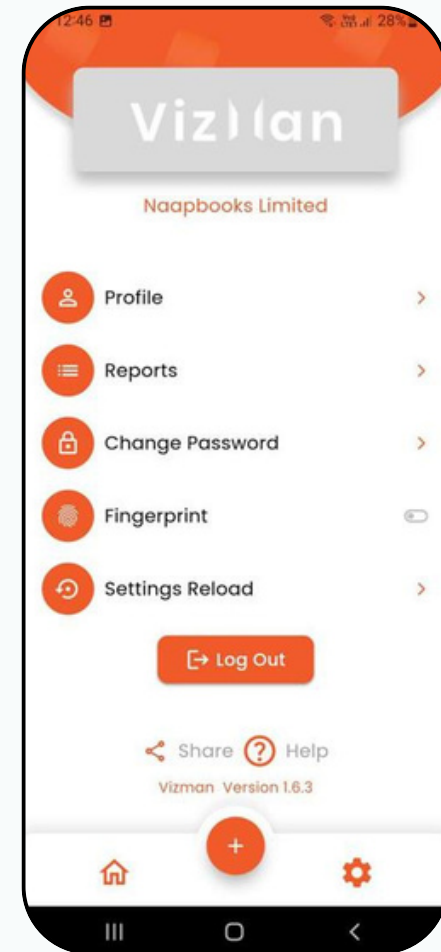
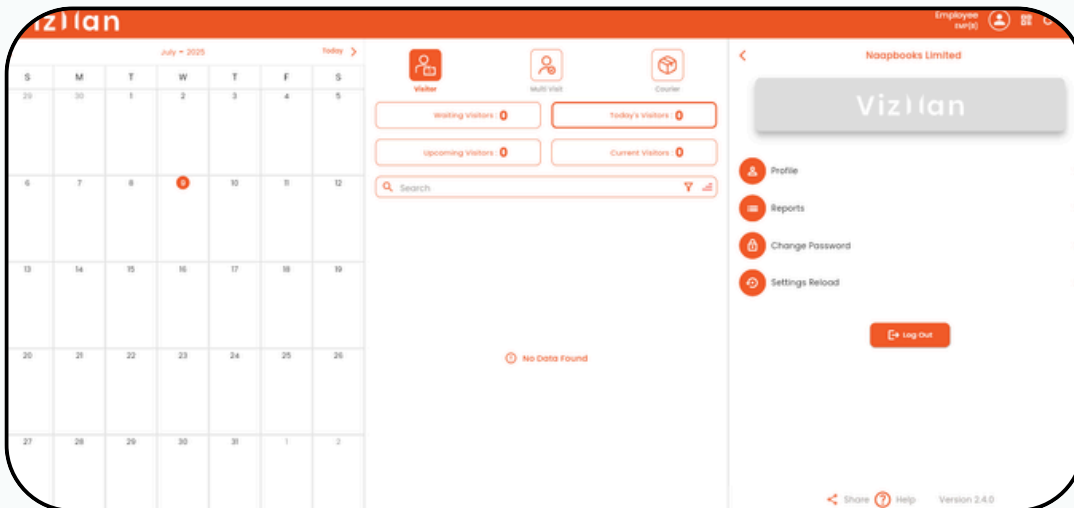
# SETTINGS RELOAD- STEP 1

46

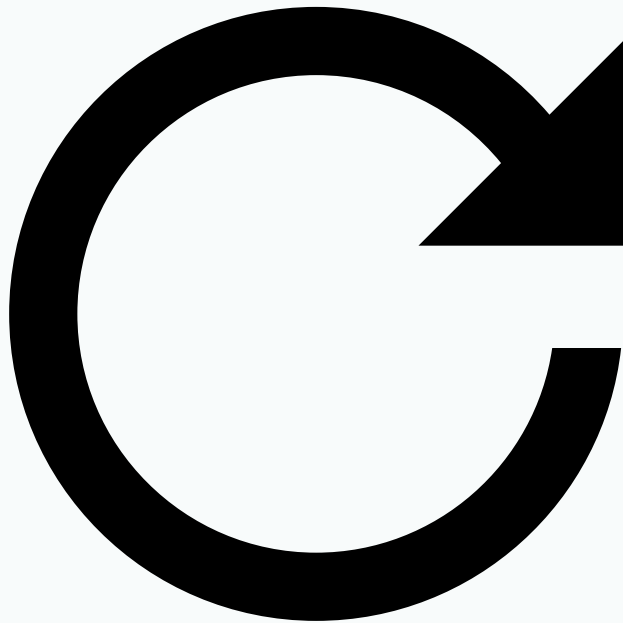
On the top menu, click the **Settings** icon for Mobile or Tablet.

On the top menu, click the **Profile** icon for Web.

In the top menu, click the **Settings Reload**.



# 08 REFRESH



Need to refresh the page? Just one click and you're all set!

# REFRESH- STEP 1

47

On the top menu, click the **Refresh icon**.

The system will **Refresh the page** and show new data.

The screenshot displays the Vizian mobile application interface. On the left, a calendar for July 2025 is visible, with a red notification bubble on the 8th. The main content area is divided into three sections: a top navigation bar with 'Visitor', 'Multi Visit', and 'Courier' icons; a search bar; and a list of employees including TestDemo, testg, harish lakhani, Dhaval chavda, and testg. On the right, a form for adding a new employee is shown, with fields for Country Code, Mobile Number, Full Name, VIP, Company, Address, Email, Expected in Time, Expected Out Time, Purpose, Vendor, and Number of people. A red 'Submit' button is at the bottom right.

# 09 NOTIFICATION

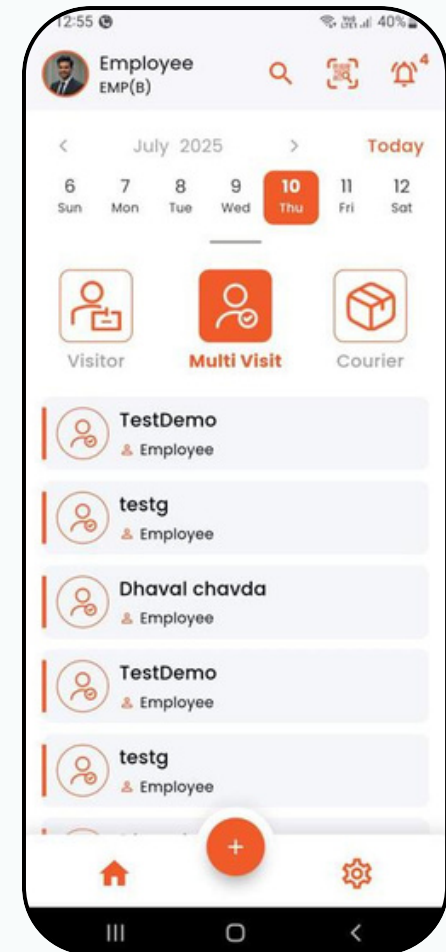
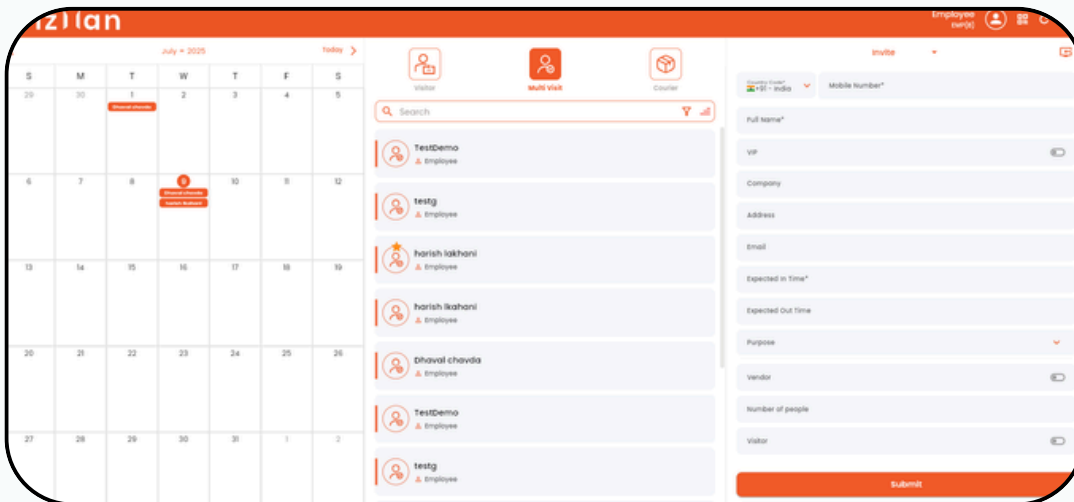


New updates? Click  
once to see your  
notifications!

# NOTIFICATION-STEP 1

48

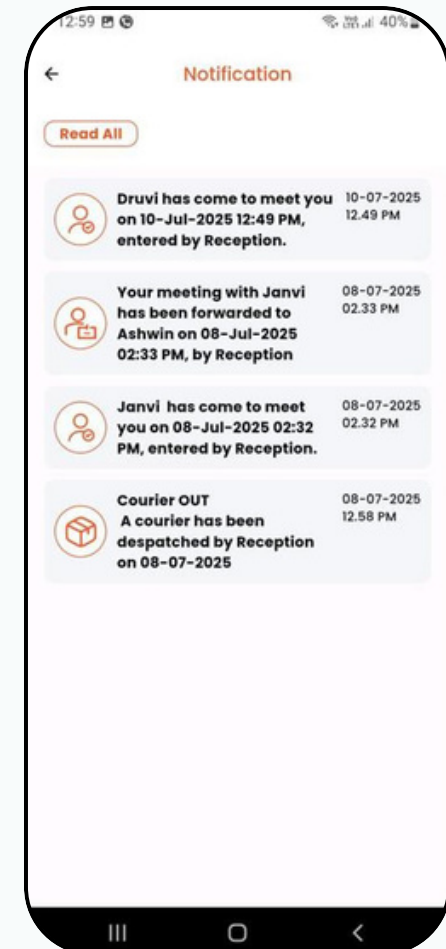
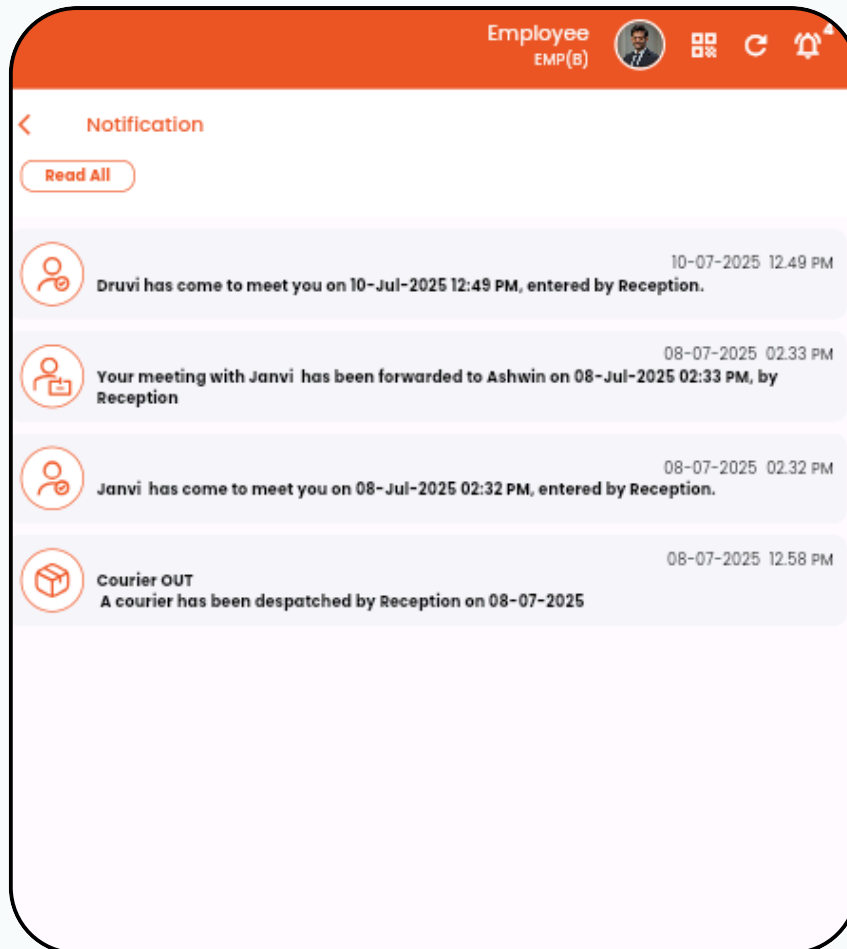
On the top menu, click the **Notification icon**.



# NOTIFICATION-STEP 2

49

All the **notifications** related to **employee** can be seen here.



# THANK YOU!

You've now completed your training on the Employee User Manual and its functionalities. Continue exploring the system, updating your profile, and performing your daily tasks effectively. For support, always refer to the **Help Center** or reach out to our customer care.