

Vizlan

Receptionist User Manual

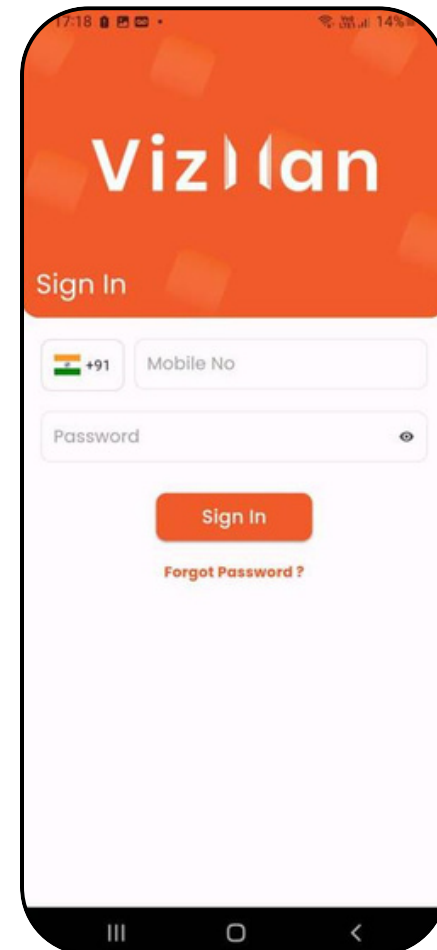


WELCOME PAGE

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

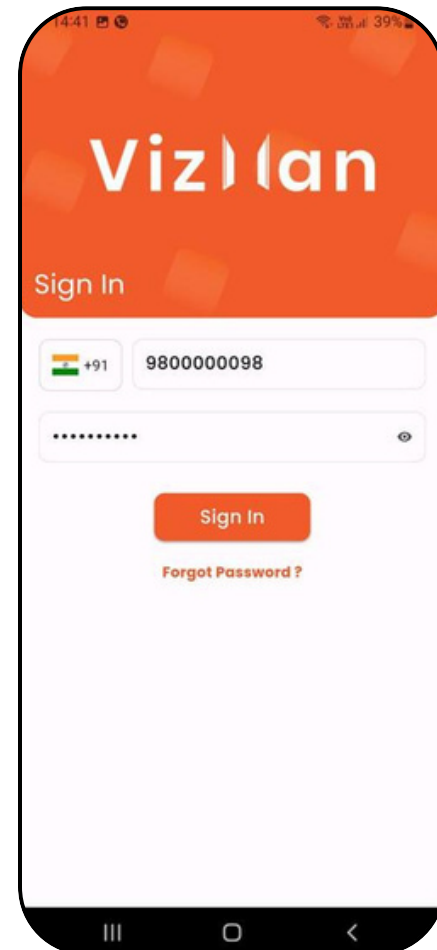
02

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

Click **Sign In** to proceed.



The desktop login page features a white background with an orange header containing the 'Vizlan' logo. Below the header, there is a 'Welcome!' message and a 'Sign In' button. The form includes a country selector (India), a mobile number field (9800000098), a password field, and a 'Forgot Password?' link. A large illustration of a person standing next to a laptop with a padlock and a key is positioned to the right of the form.



The mobile login page features a white background with an orange header containing the 'Vizlan' logo. Below the header, there is a 'Sign In' button. The form includes a country selector (India), a mobile number field (9800000098), a password field, and a 'Forgot Password?' link. The page is displayed on a smartphone screen with a black navigation bar at the bottom.

02 CHECK-IN



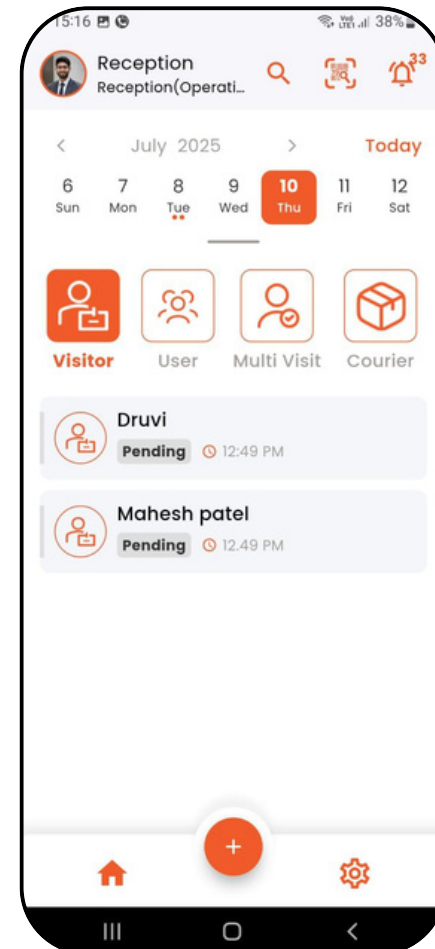
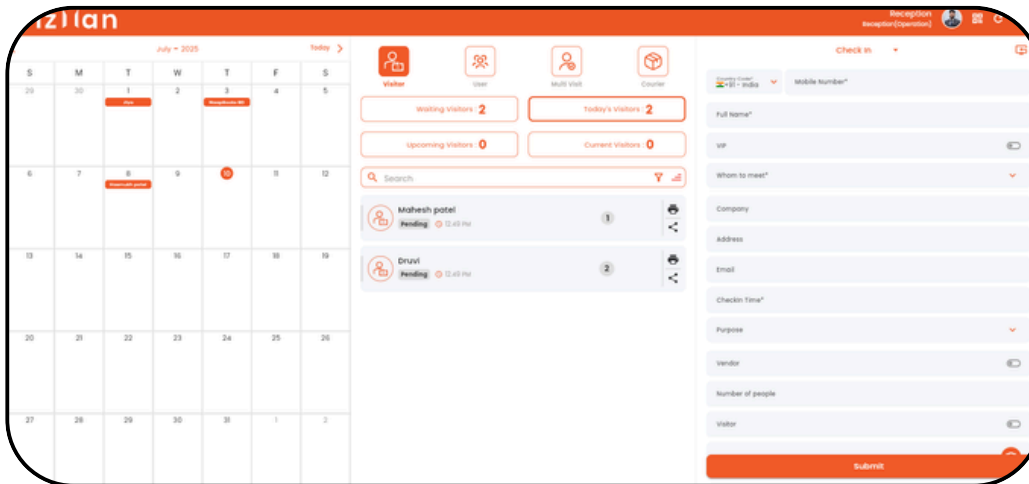
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

CHECK-IN- STEP 1

03

Click **Dropdown** to proceed for Web.

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

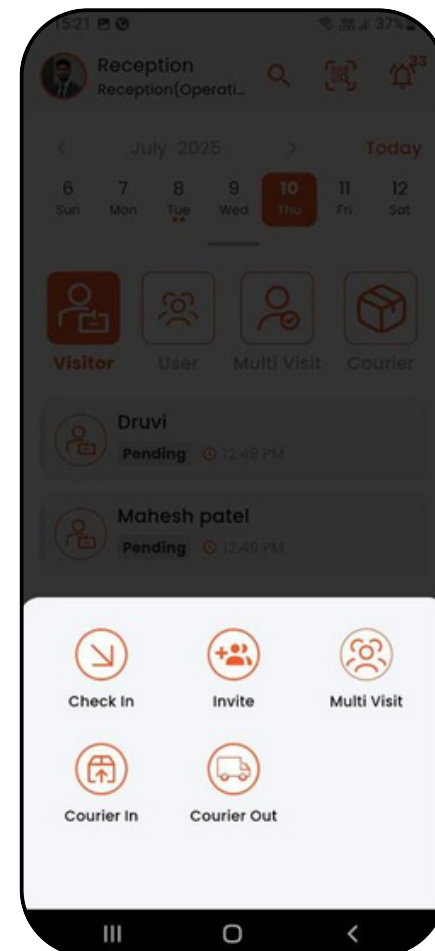
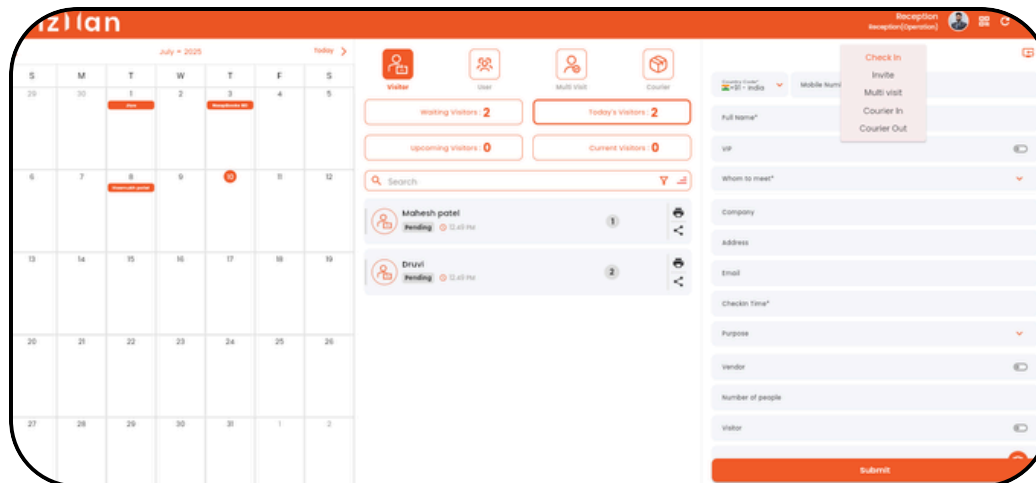


CHECK-IN- STEP 2

04

Click **Check-In** to proceed for Web.

Click **Check-In** to proceed for Mobile Application.

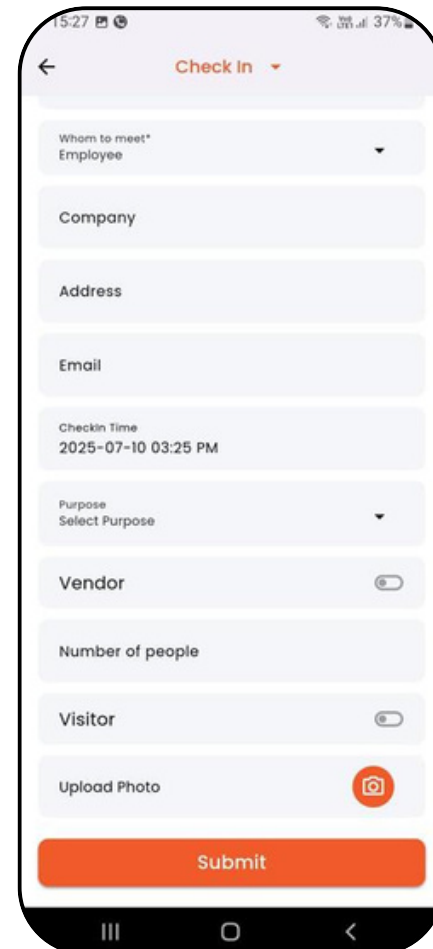
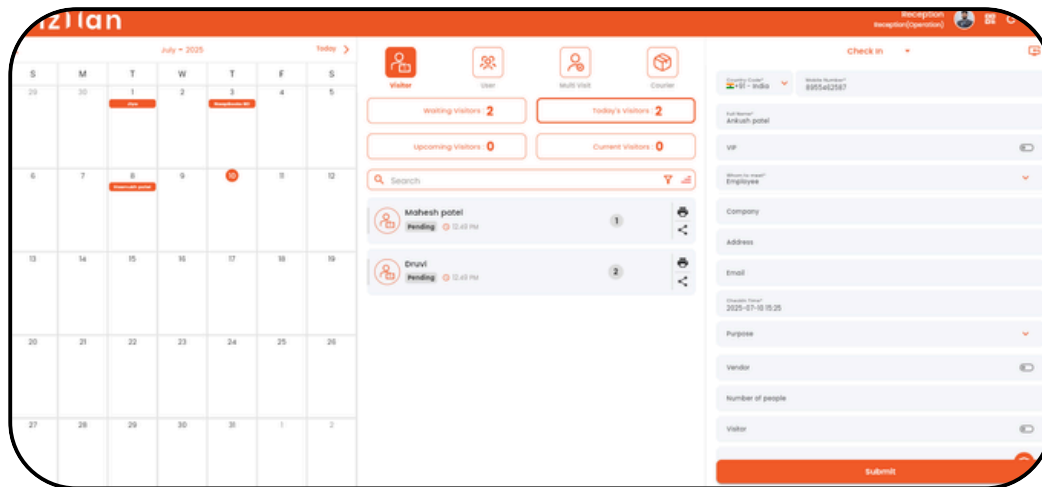


CHECK-IN- STEP 3

05

Fill the **necessary fields** .

Once done, click **Submit**.

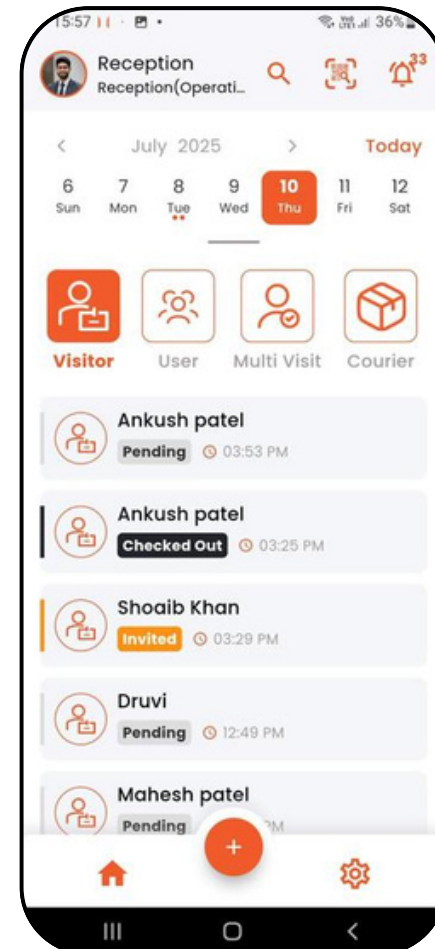
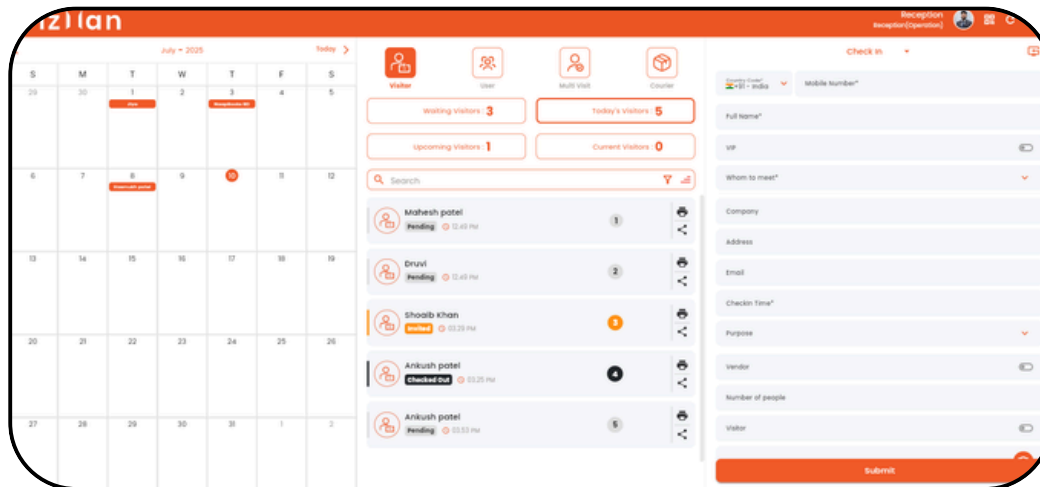


CHECK-IN- STEP 4

06

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

Click on particular **Visitor**.

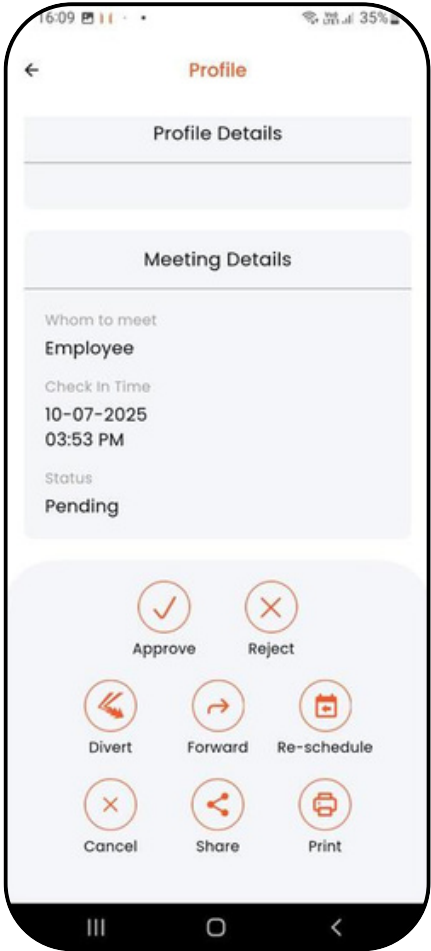
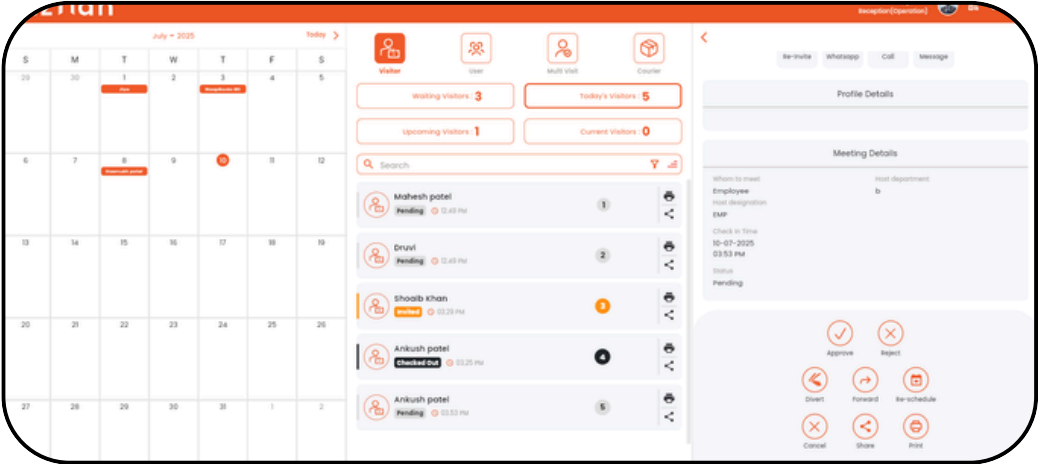


CHECK-IN- STEP 5

07

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

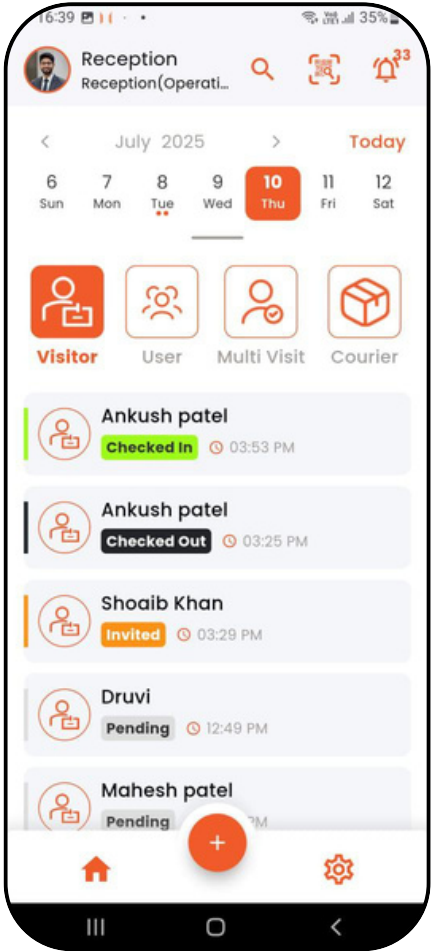
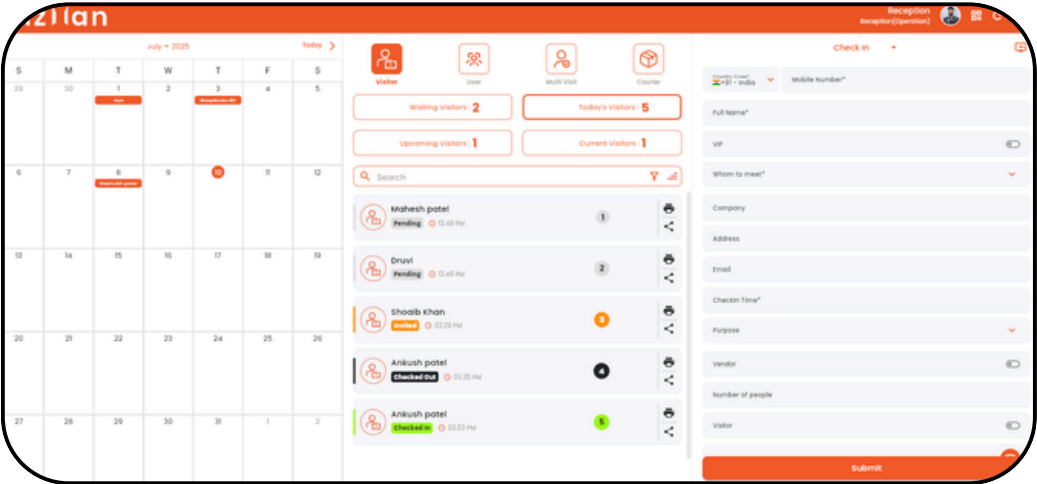
Click on **Approve**.



CHECK-IN- STEP 6

08

Visitor would be Checked In.

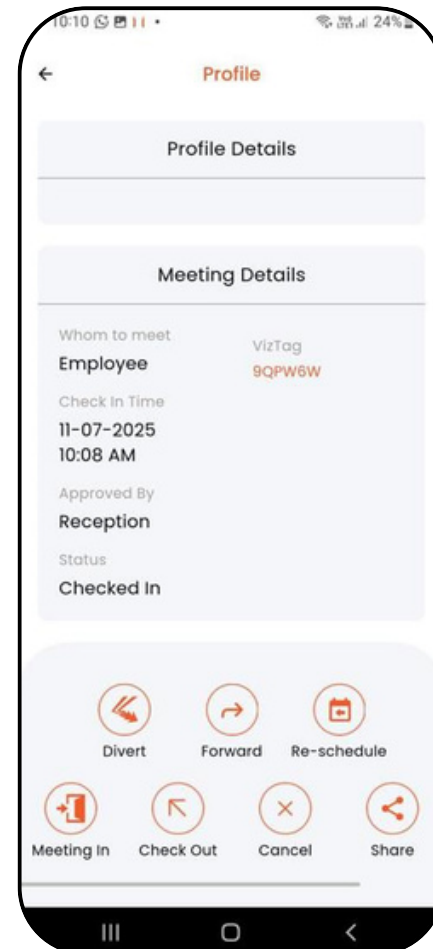
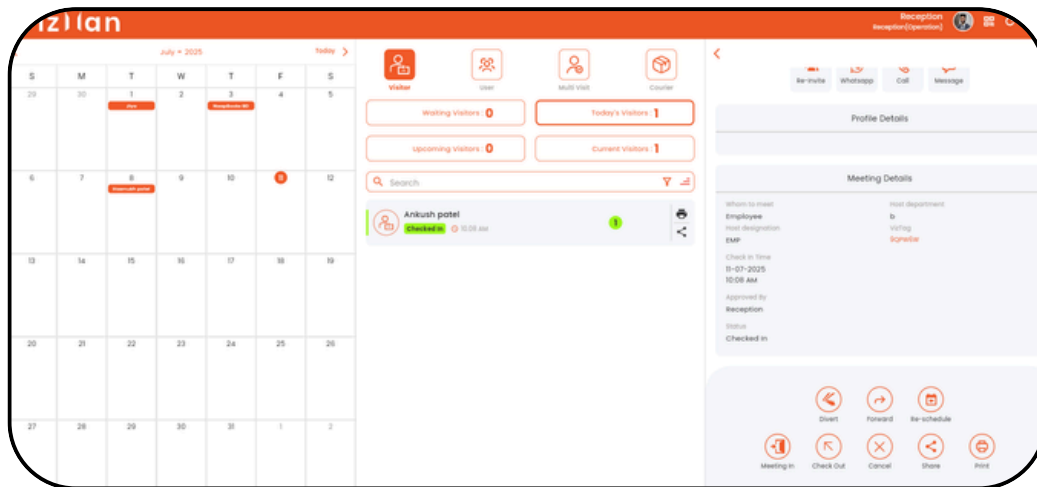


CHECK IN- STEP 7

09

If the **meeting** is started then,

- Click on **Meeting In.**

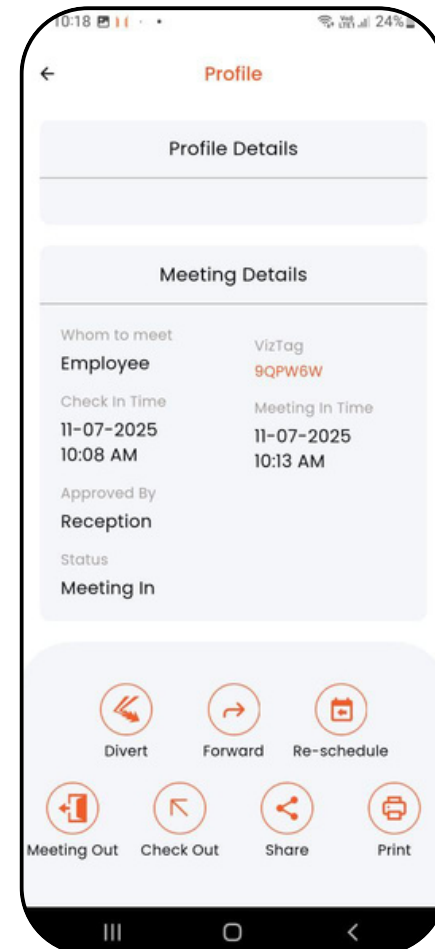
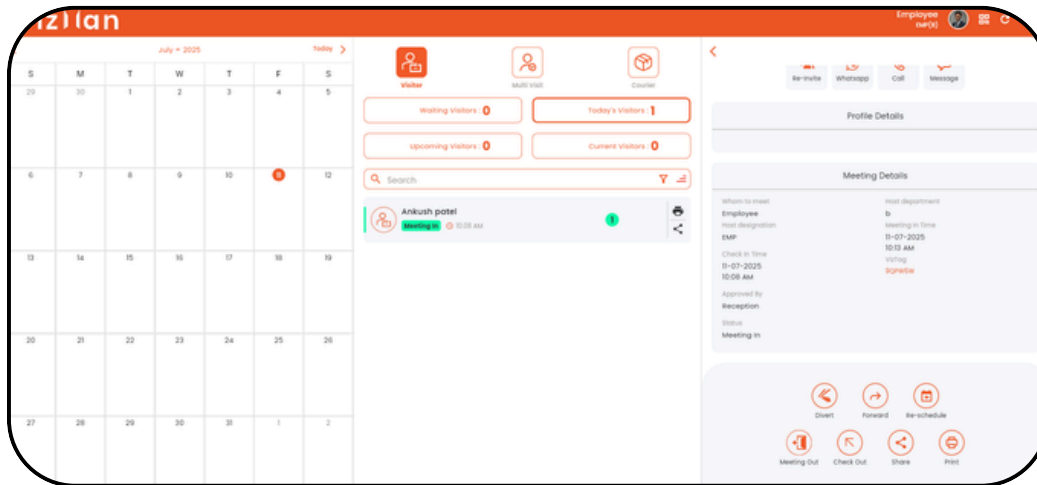


CHECK IN- STEP 8

10

If the **meeting** has ended then,

- Click on **Meeting out.** (Here Only Host (User) can do meeting out)

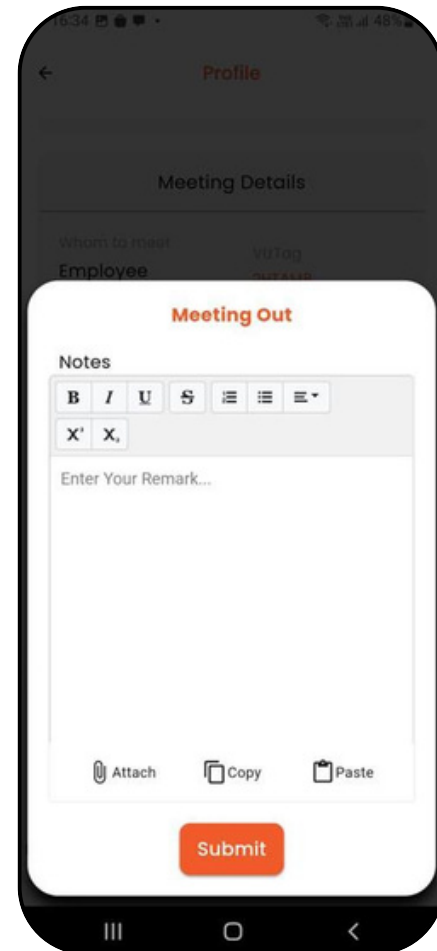
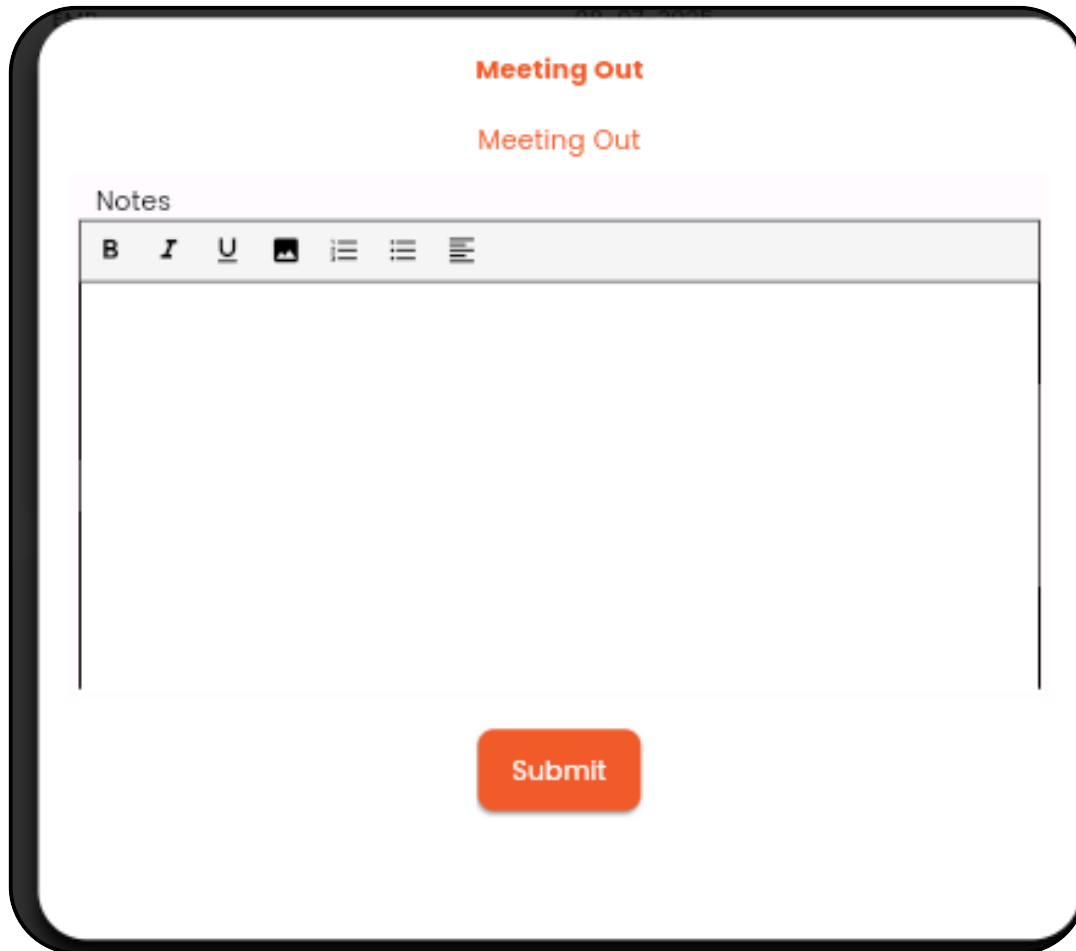


CHECK IN- STEP 9

11

Host can add the notes.

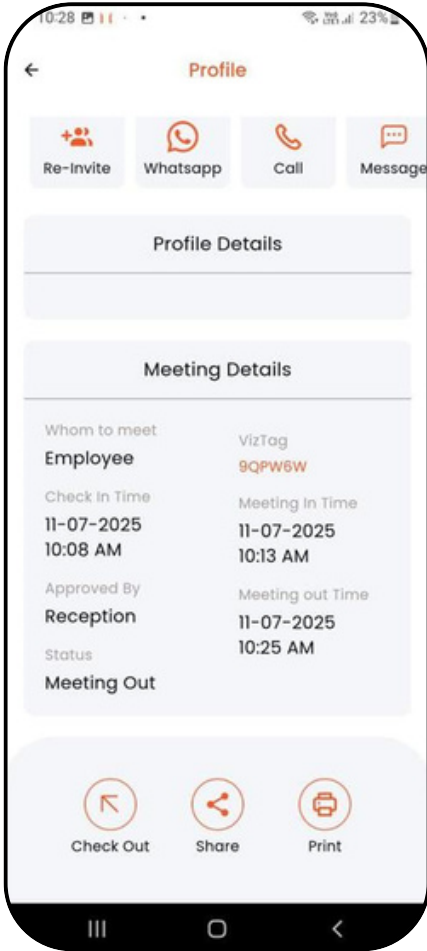
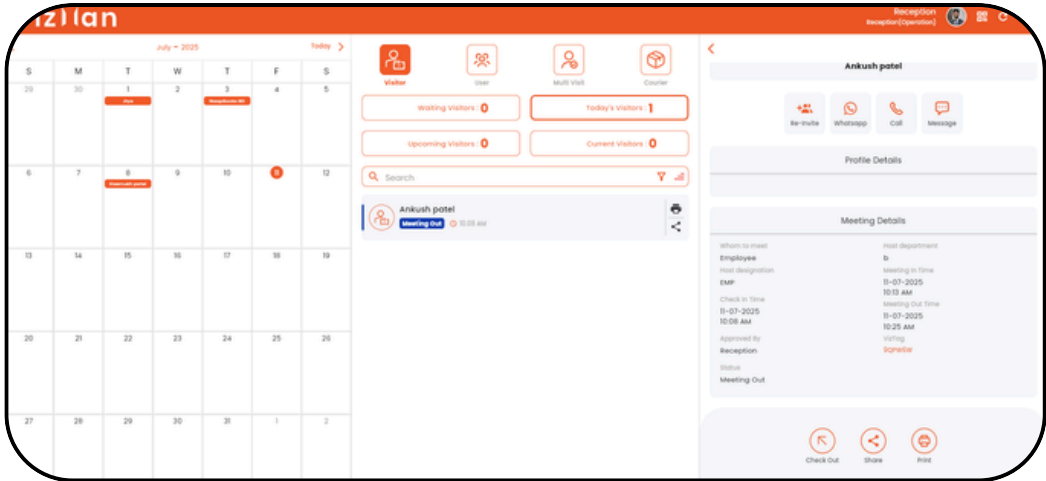
Once done, click **Submit** for Meeting Out.



CHECK IN- STEP 10

12

Once, **Visitor** have completed work.
Click on **Check-out.**



CHECK IN- STEP 11

13

Select **Check out** time.

Click on **Submit**.

The desktop view of the 'Check Out' form shows a header with 'EMP' on the left and '11-07-2025' on the right. The main title is 'Check Out'. Below it is a light blue input field containing 'Check-Out-Time' and '2025-07-11 10:32', with a calendar icon on the right. A large orange 'Submit' button is centered below the input field.

The mobile view of the 'Check Out' form is shown at the bottom of a screen. The screen title is 'Profile'. Below the title are icons for 'Re-Invite', 'Whatsapp', 'Call', and 'Message'. The screen is divided into sections: 'Profile Details' and 'Meeting Details'. The 'Meeting Details' section contains a table with the following data:

Whom to meet	Visitag
Employee	90PWSW
Check in Time	Meeting in Time
11-07-2025 10:08 AM	11-07-2025 10:13 AM
Approved By	Meeting out Time
Reception	11-07-2025

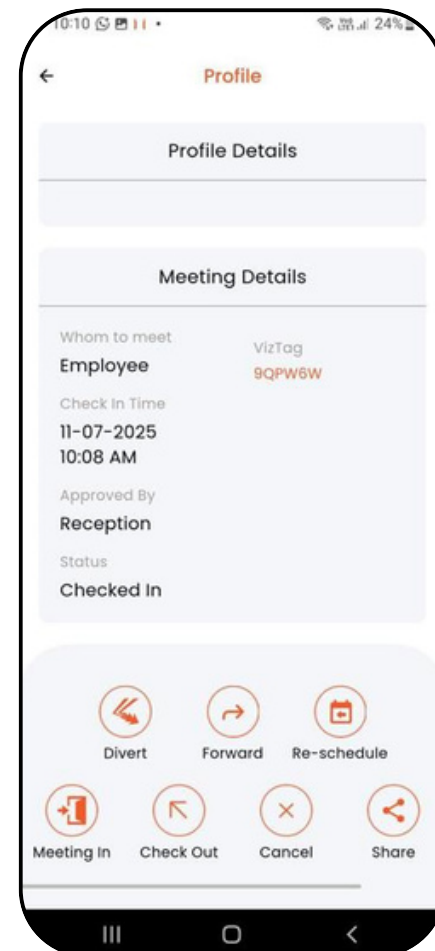
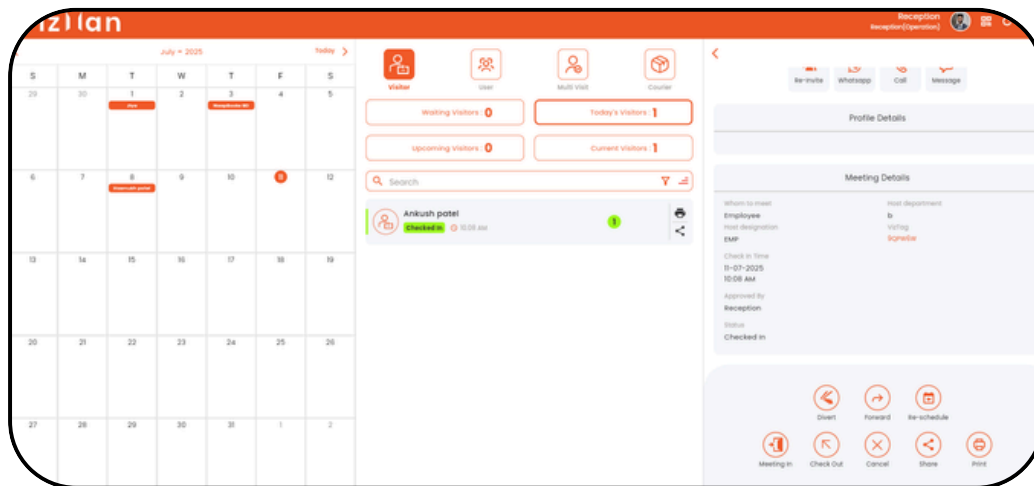
At the bottom of the screen, the 'Check Out' form is visible, matching the desktop view with the 'Check-Out-Time' field set to '2025-07-11 10:32' and a 'Submit' button.

CHECK IN- STEP 12

14

If **Host** (whom to meet) not available to meet.

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

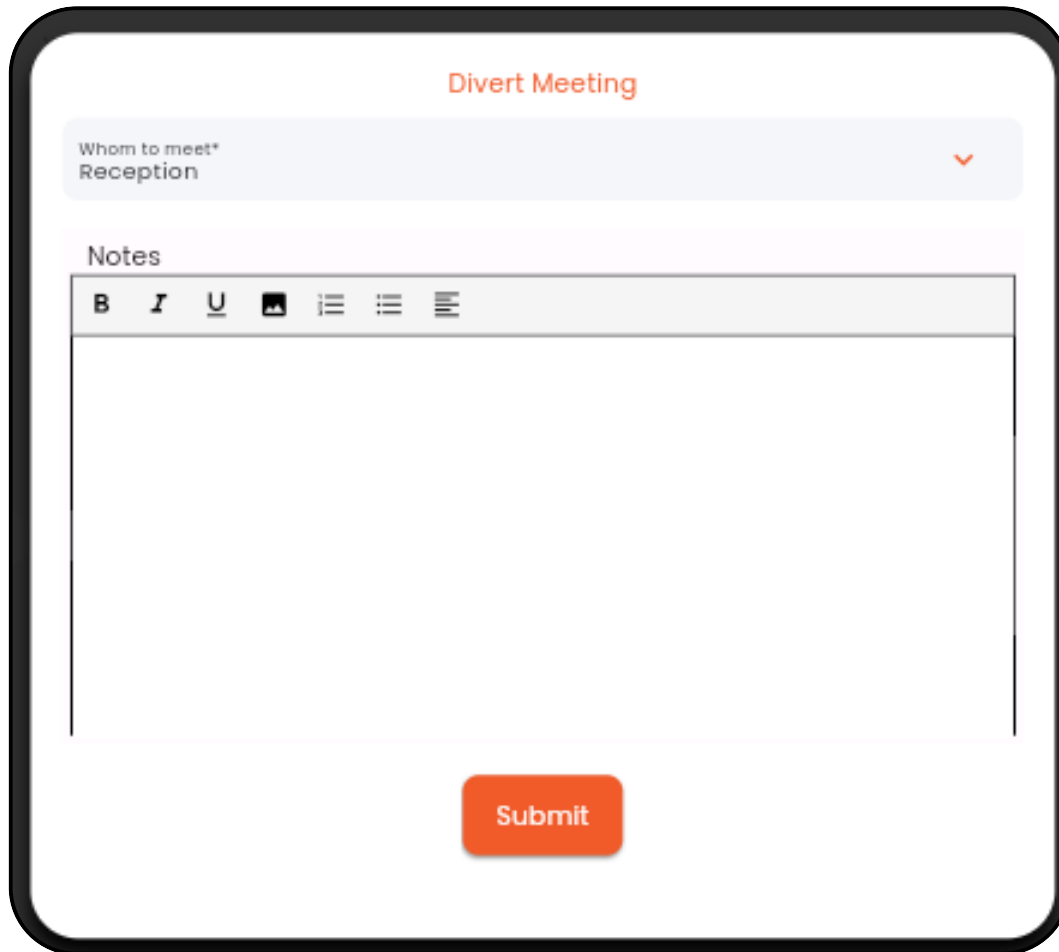


CHECK IN- STEP 13

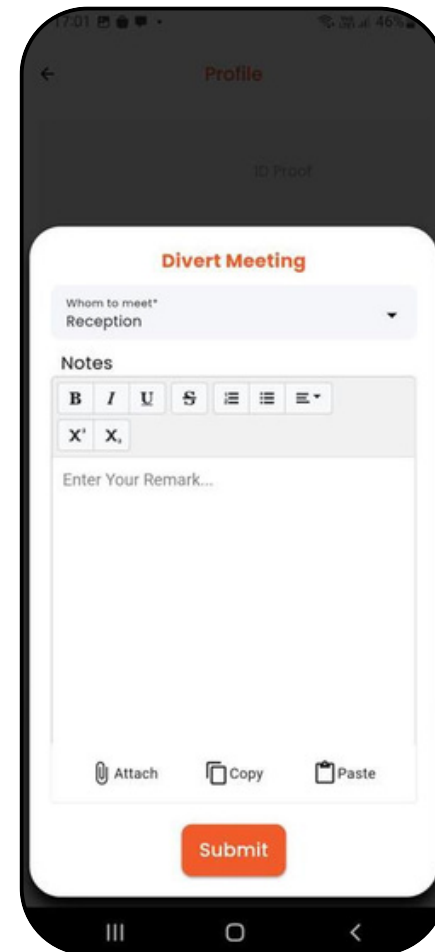
15

Select other **User** (Whom to divert) 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 link. A large text area is provided for notes. At the bottom center is an orange 'Submit' button.



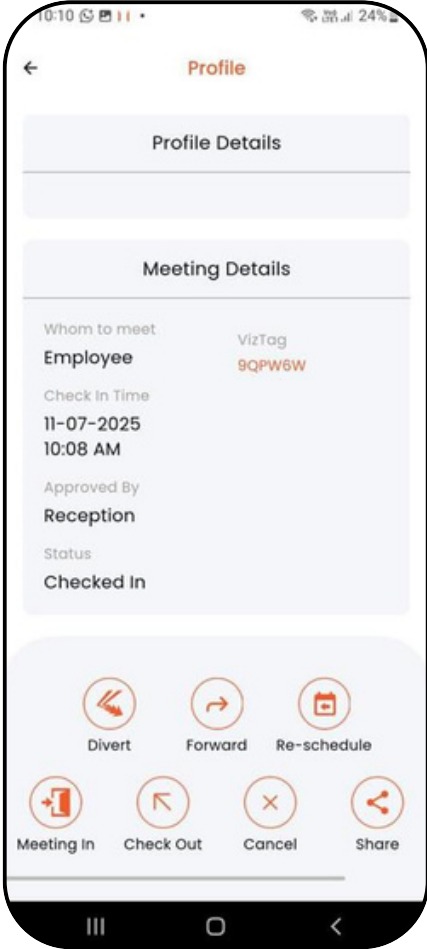
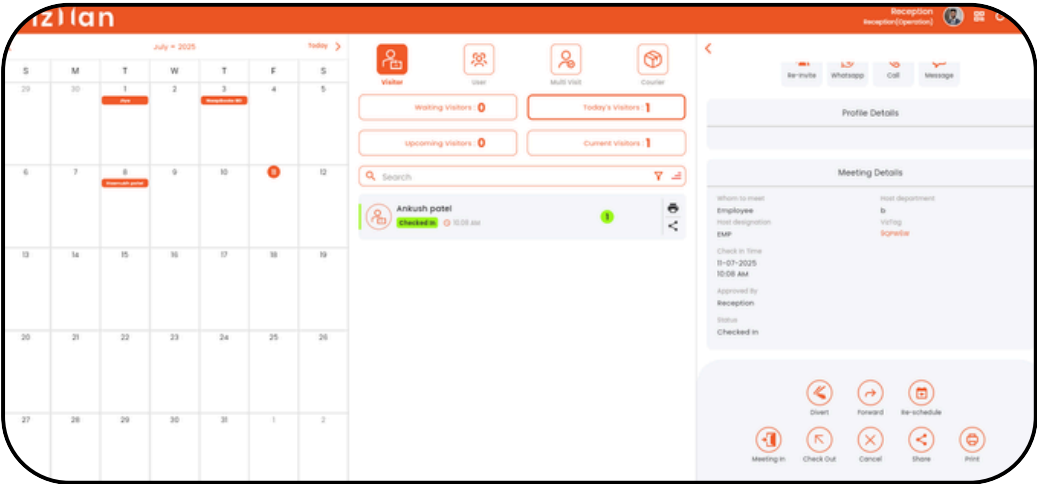
The mobile view of the 'Divert Meeting' form shows the title 'Divert Meeting' at the top. Below it is a dropdown menu labeled 'Whom to meet*' with 'Reception' selected. A 'Notes' section follows, containing a rich text editor with icons for bold (B), italic (I), underline (U), strikethrough (X), bulleted list, numbered list, and link. A text area labeled 'Enter Your Remark...' is provided for notes. At the bottom are icons for 'Attach', 'Copy', and 'Paste', and an orange 'Submit' button.

CHECK IN- STEP 14

16

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

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



CHECK IN- STEP 15

17

Select other **User** (Whom to Forward) 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, list, and link. The text area is empty. At the bottom center is an orange 'Submit' button.

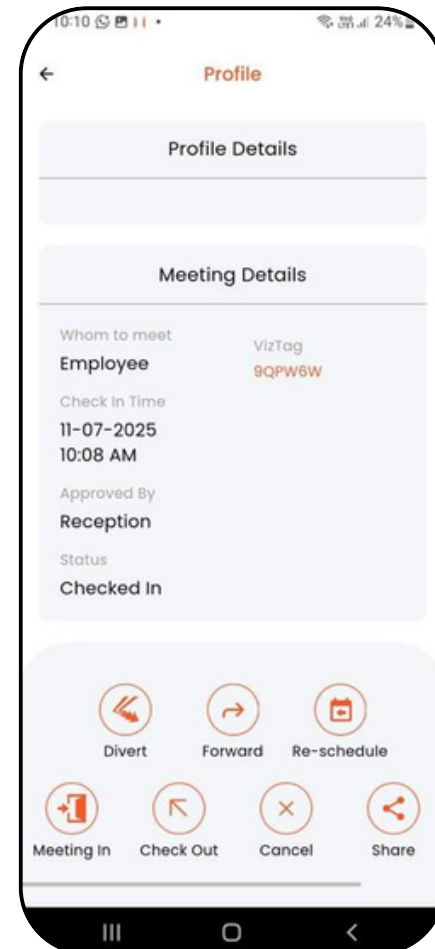
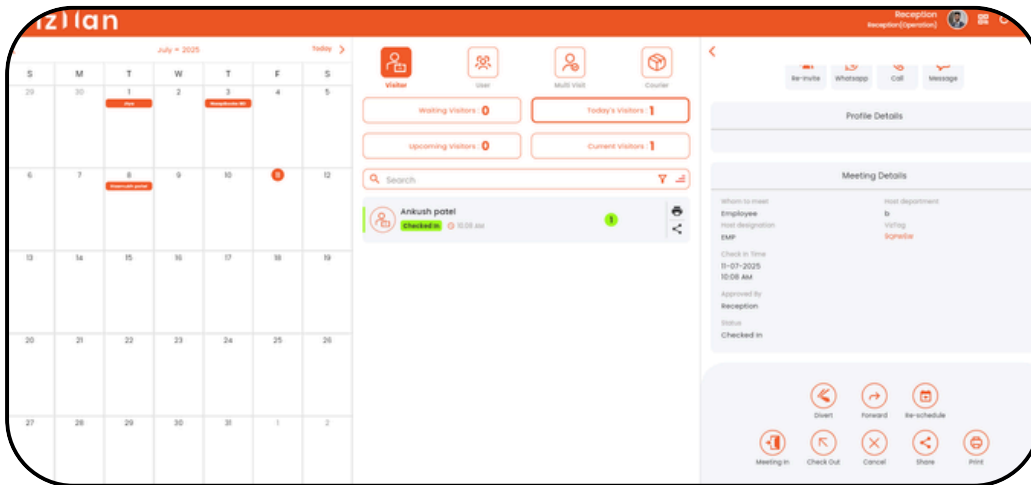
The screenshot shows a mobile view of the 'Forward Meeting' form. The title 'Forward Meeting' is at the top in orange. The 'Whom to meet*' dropdown shows 'Reception'. The 'Expected In Time' and 'Expected Out Time' fields are present with calendar icons. The 'Notes' section has a toolbar with icons for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

CHECK IN- STEP 16

18

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

- Click on **Re-Schedule**.



CEHCK IN- STEP 17

19

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

Once Done, Click **Submit**.

The screenshot shows a tablet interface for the 'Reschedule' form. At the top, the title 'Reschedule' is centered. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-11 10:46' and 'Expected Out Time' with the value '2025-07-11 11:46'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Image, Bulleted List, Numbered List, and Indent. The text area is currently empty. At the bottom center, there is an orange 'Submit' button.

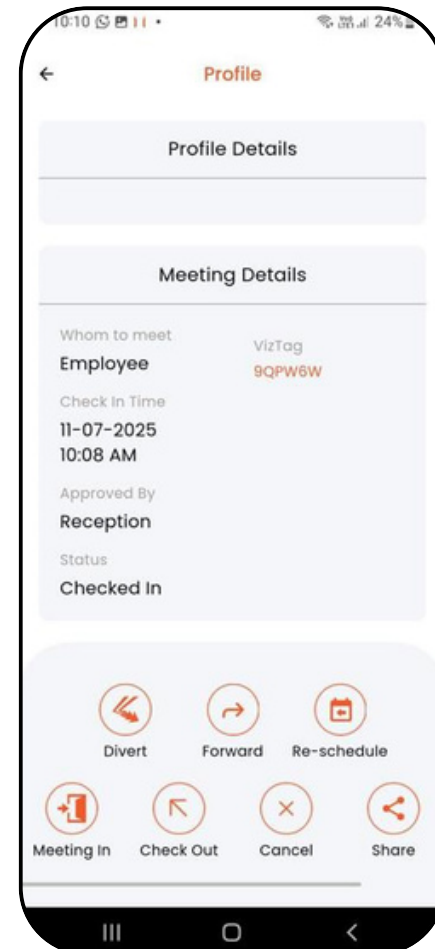
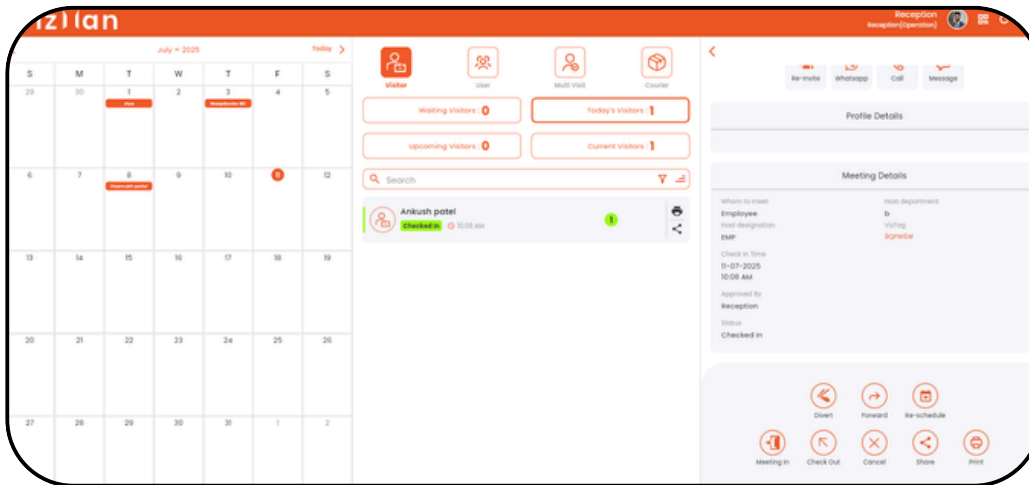
The screenshot shows a smartphone interface for the 'Reschedule' form. At the top, the title 'Reschedule' is centered. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-11 10:48' and 'Expected Out Time' with the value '2025-07-11 11:48'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, and Indent. Below the toolbar, there are icons for 'X' and 'X,'. The text area contains the placeholder text 'Enter Your Remark...'. At the bottom center, there is an orange 'Submit' button. At the very bottom, there are icons for 'Attach', 'Copy', and 'Paste'.

CHECK IN- STEP 18

20

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

- Click on **Cancel**.

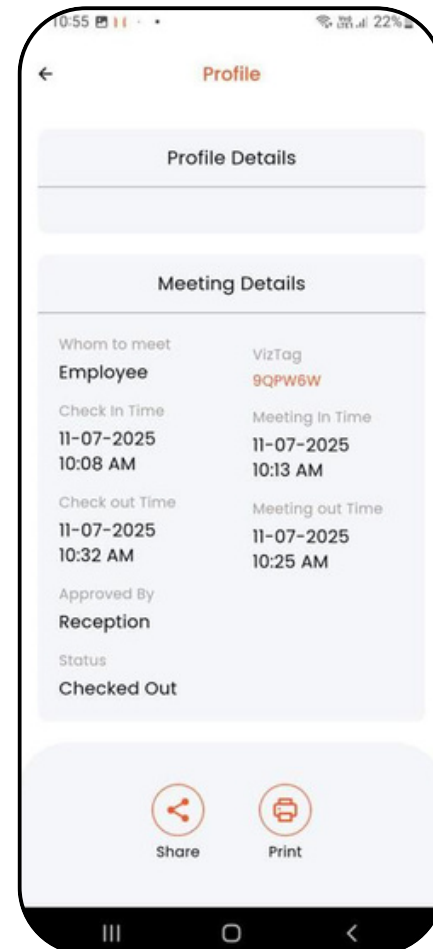
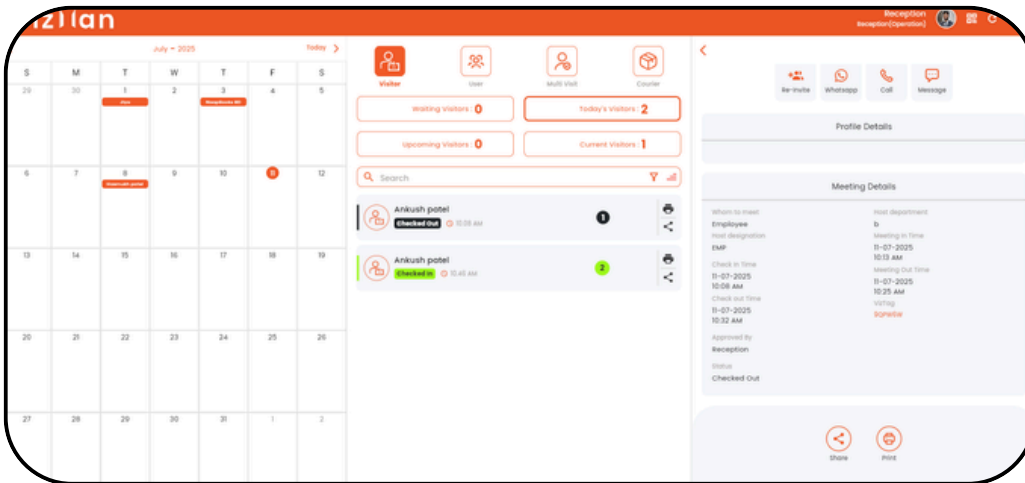


CHECK IN- STEP 19

21

If the **Receptionist** want to Share the details then,

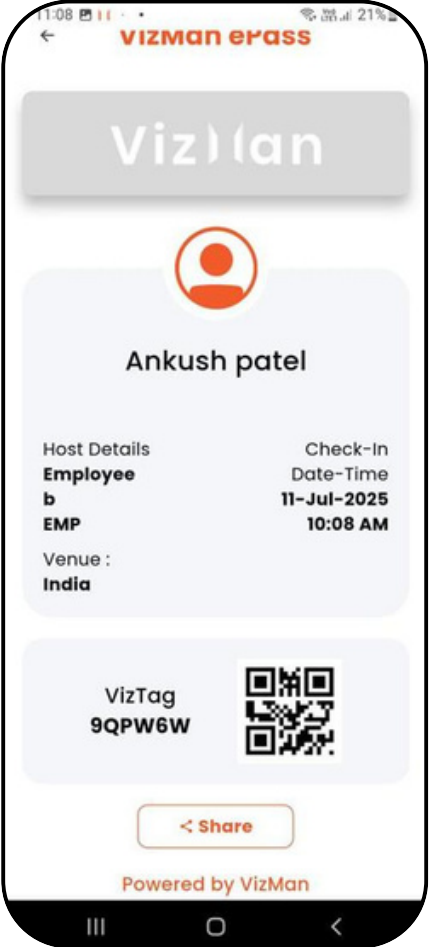
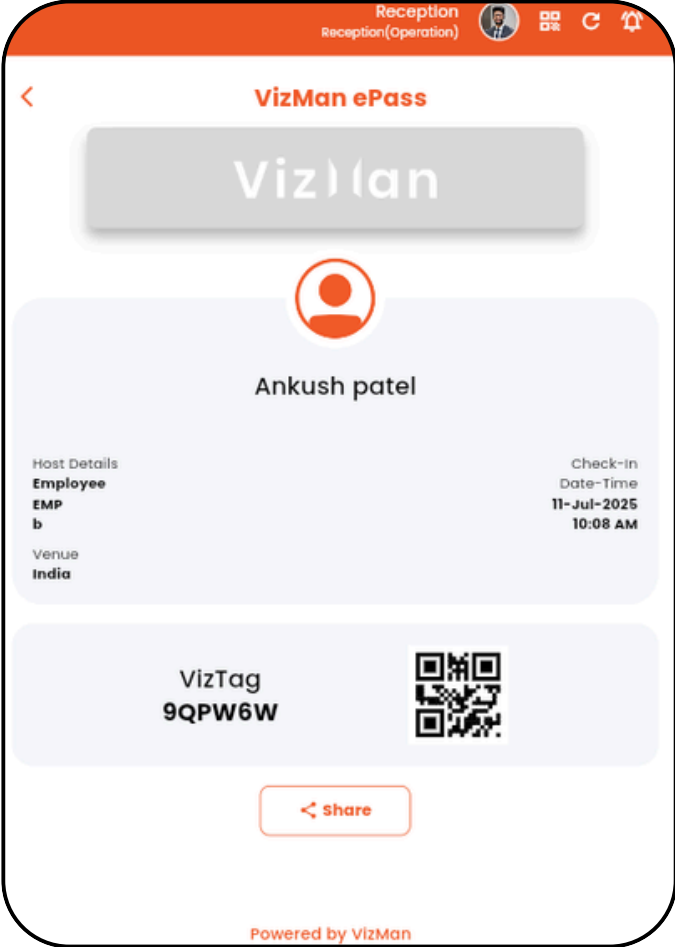
- Click on **Share**.



CHECK IN- STEP 20

22

Click on **Share**.

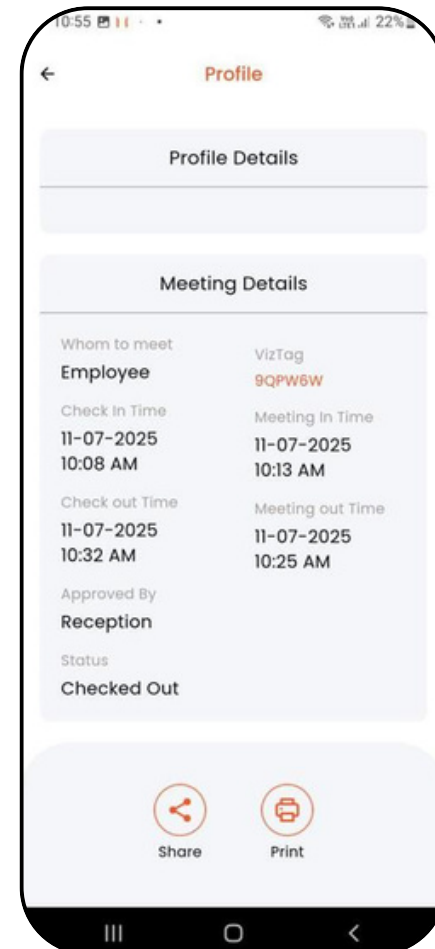
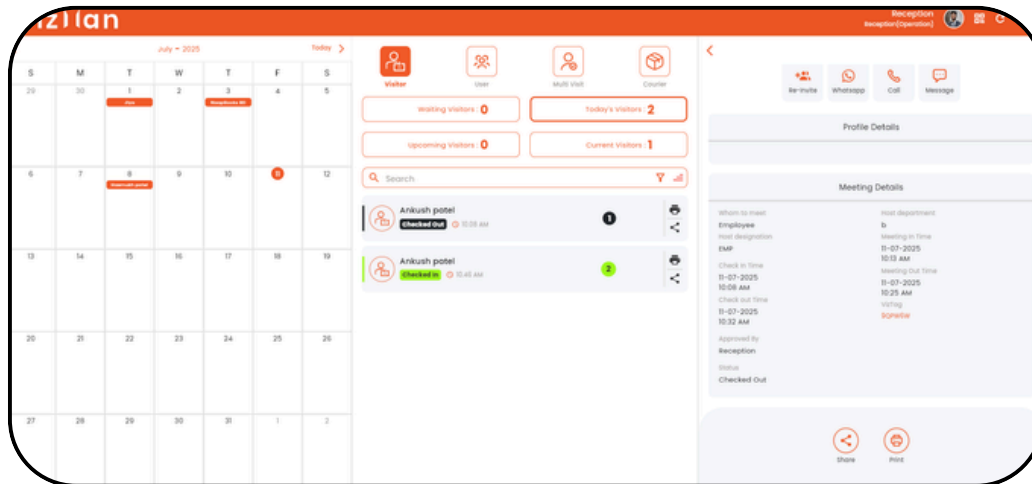


CHECK IN- STEP 21

23

If the **Receptionist** want to **Print** the details then,

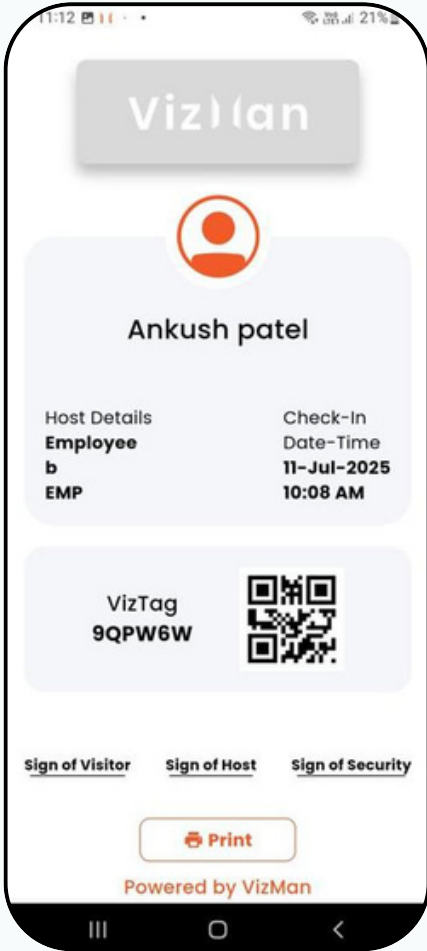
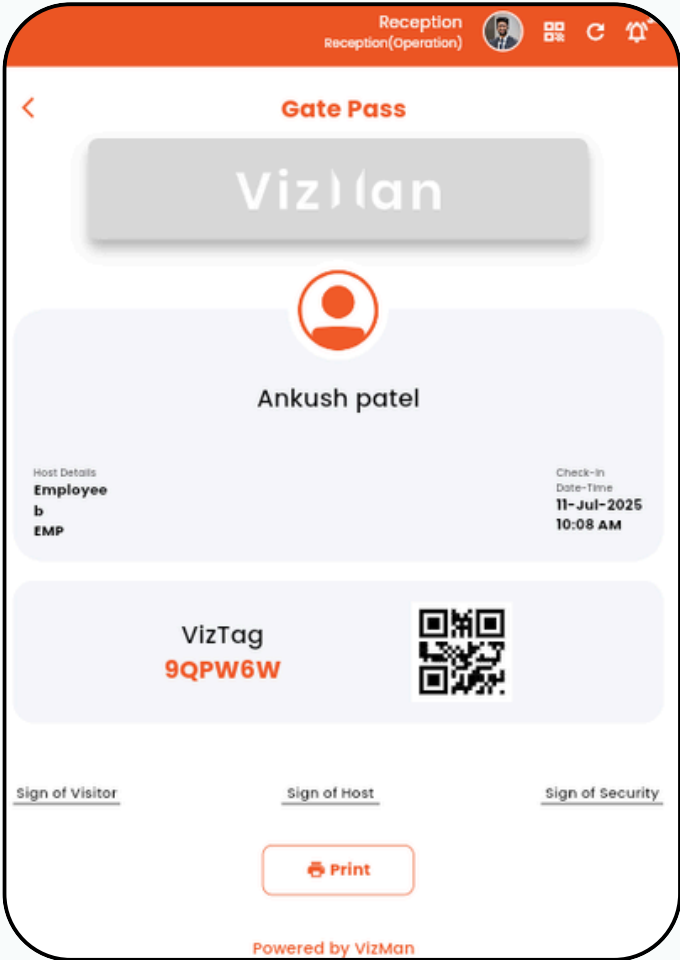
- Click on **Print**.



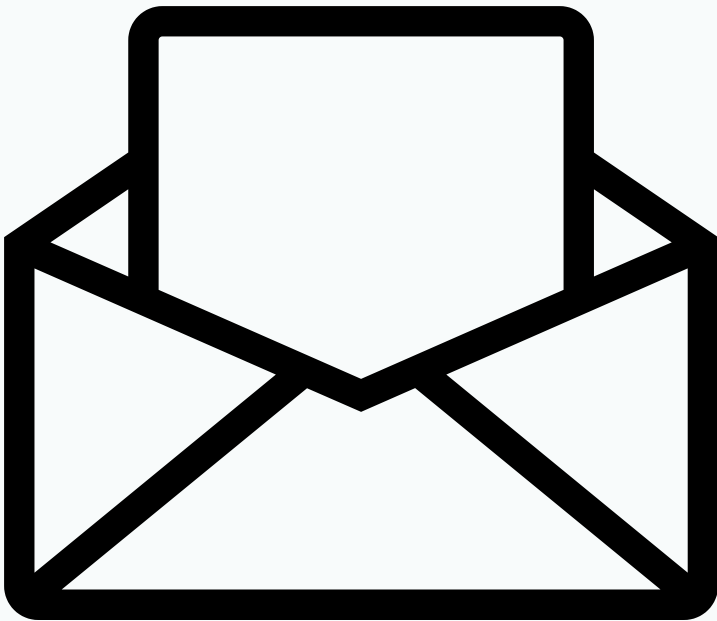
CHECK IN- STEP 22

24

Click on **Print**.



02 INVITE



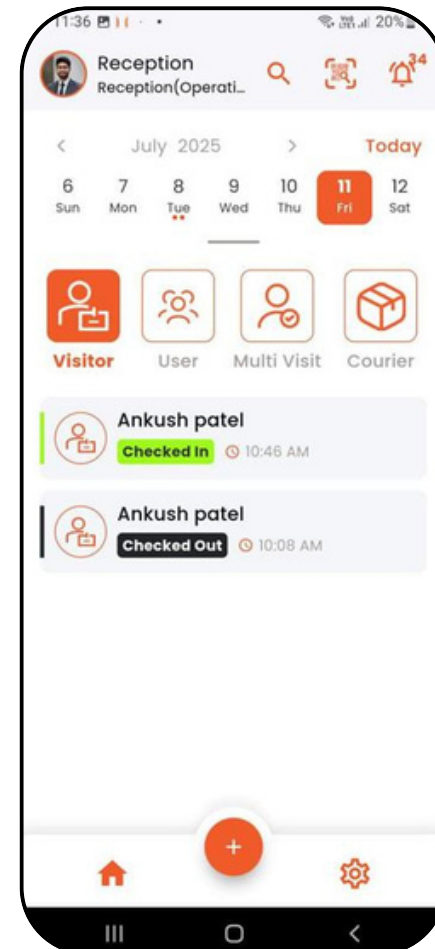
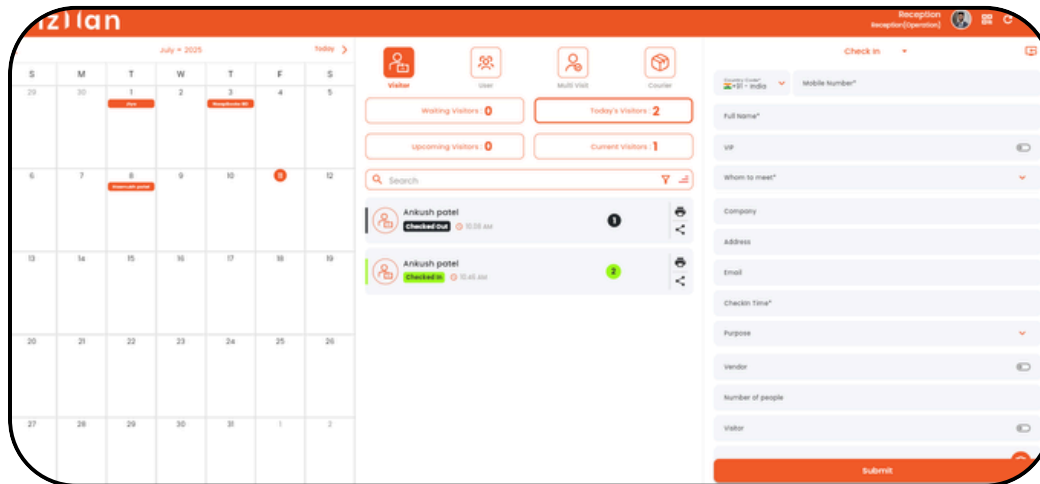
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

INVITE- STEP 1

25

Click **Dropdown** to proceed for Web.

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

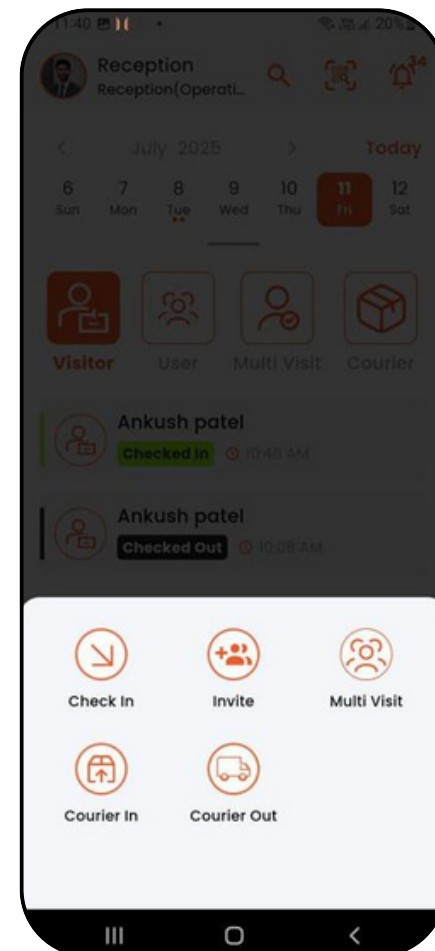
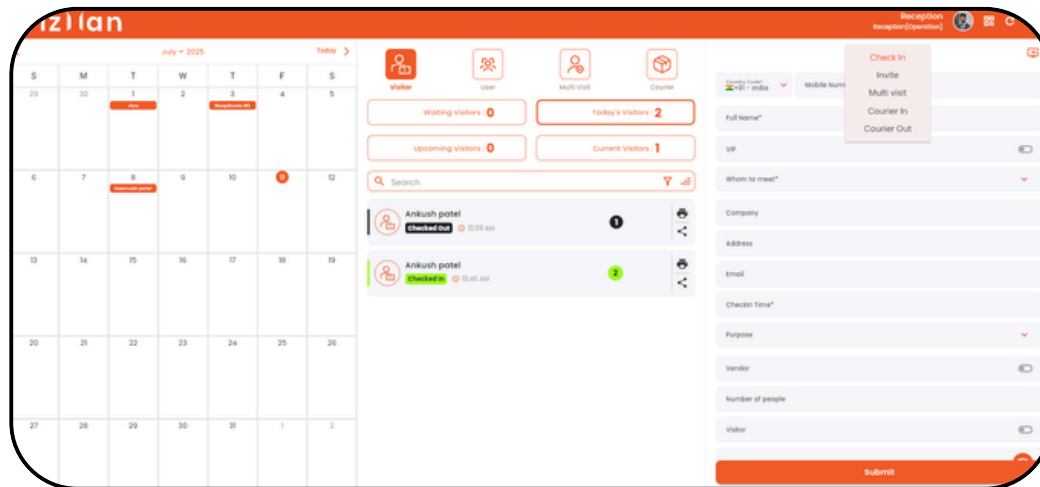


INVITE- STEP 2

26

Click **Invite** to proceed for Web.

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

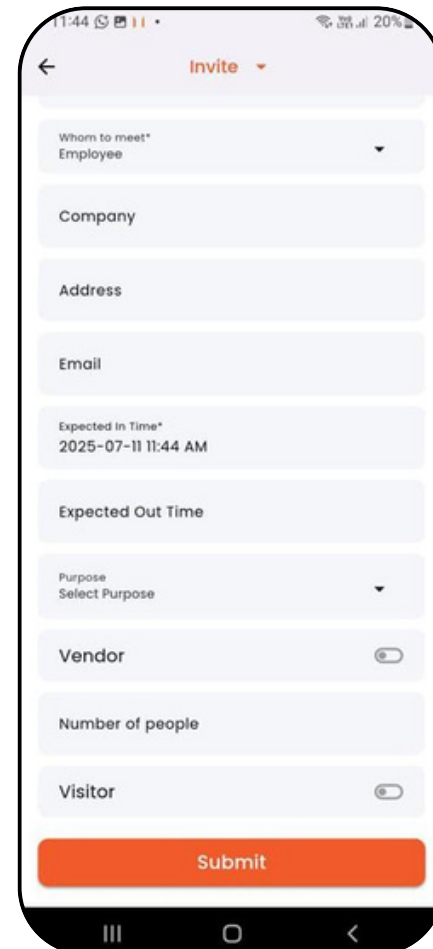
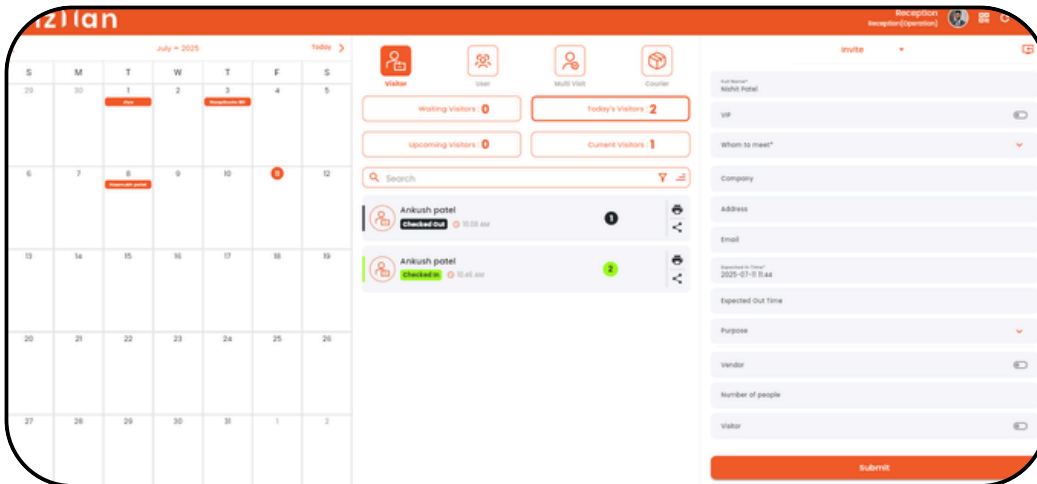


INVITE- STEP 3

27

Fill the **necessary fields** .

Once done, click **Submit**.

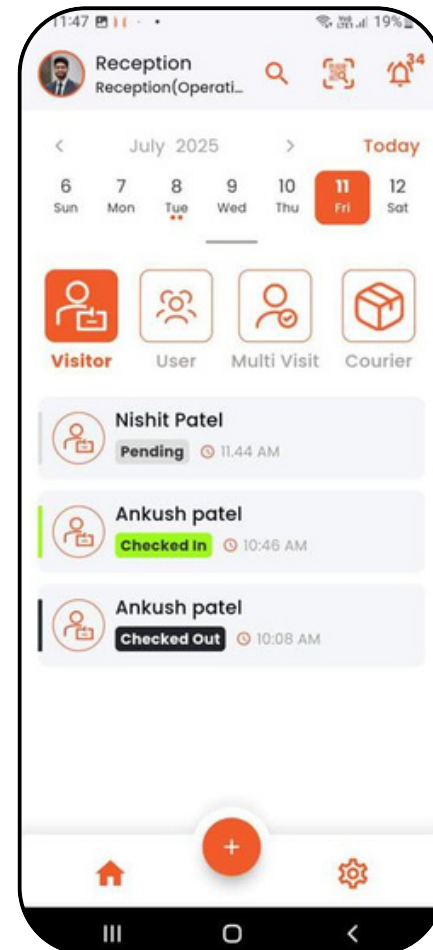
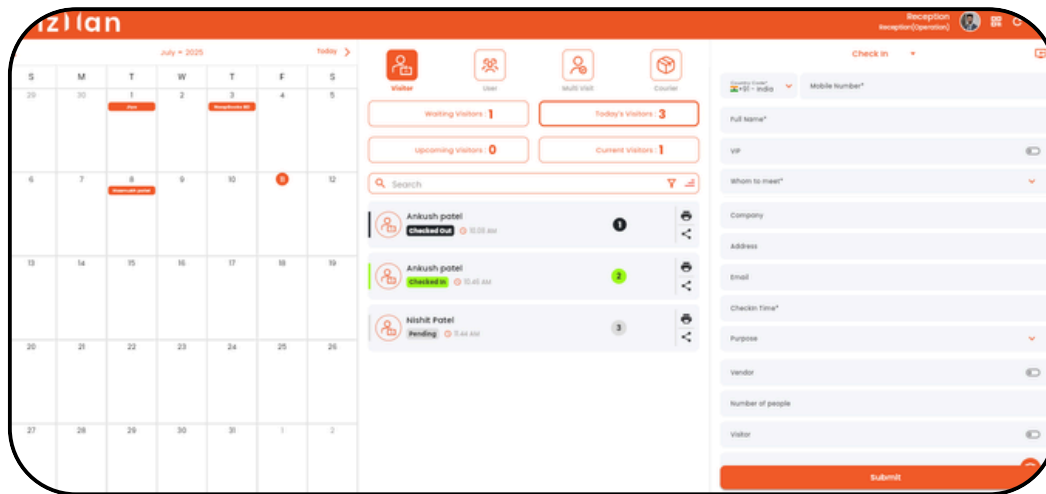


INVITE- STEP 4

28

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

Click on particular **Visitor**.

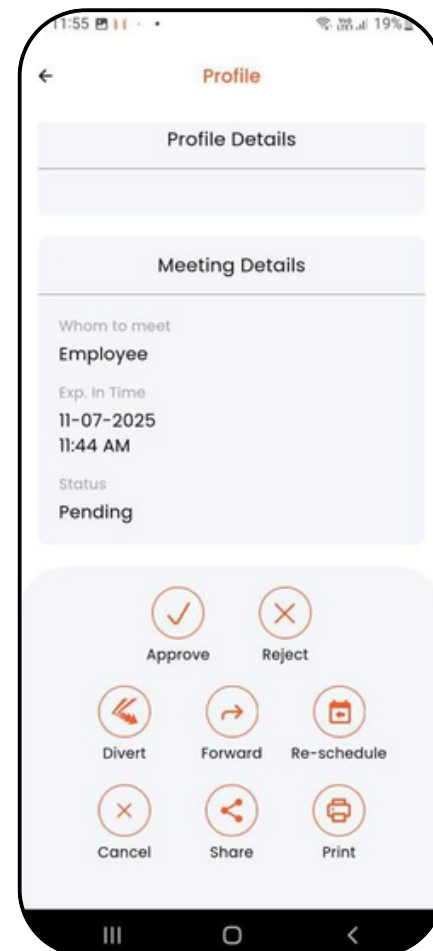
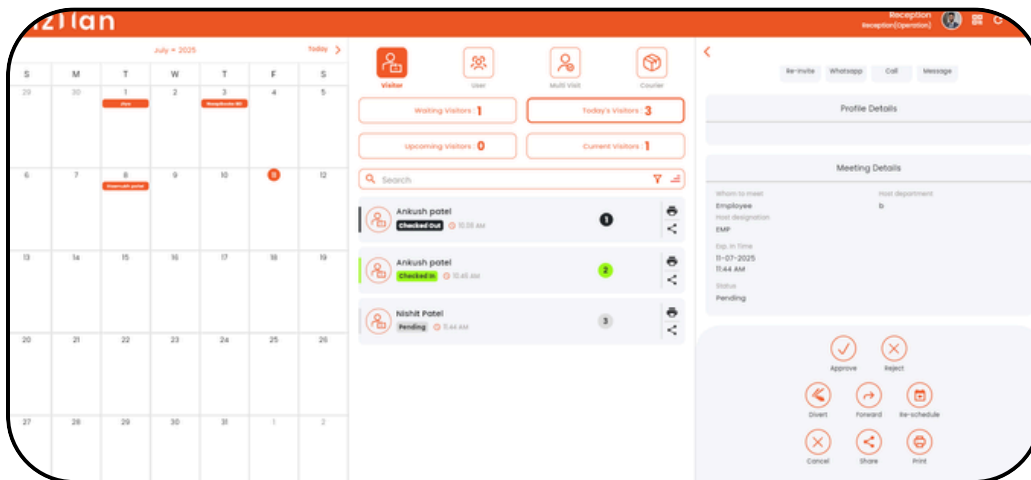


INVITE- STEP 5

29

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

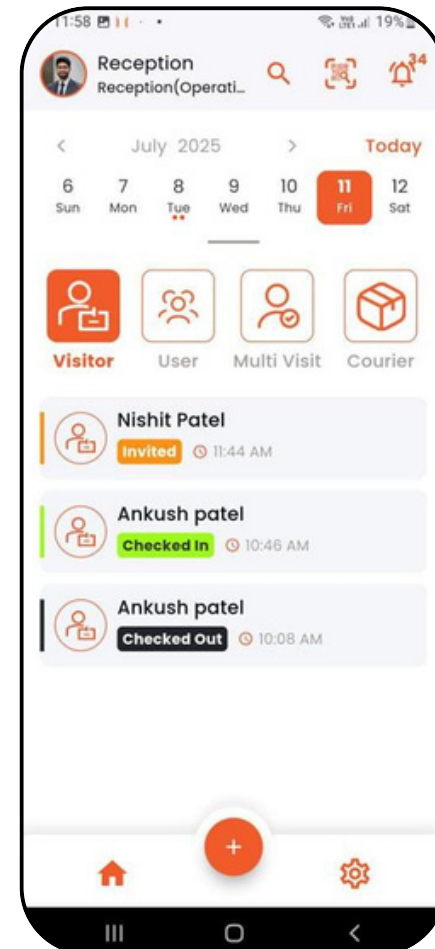
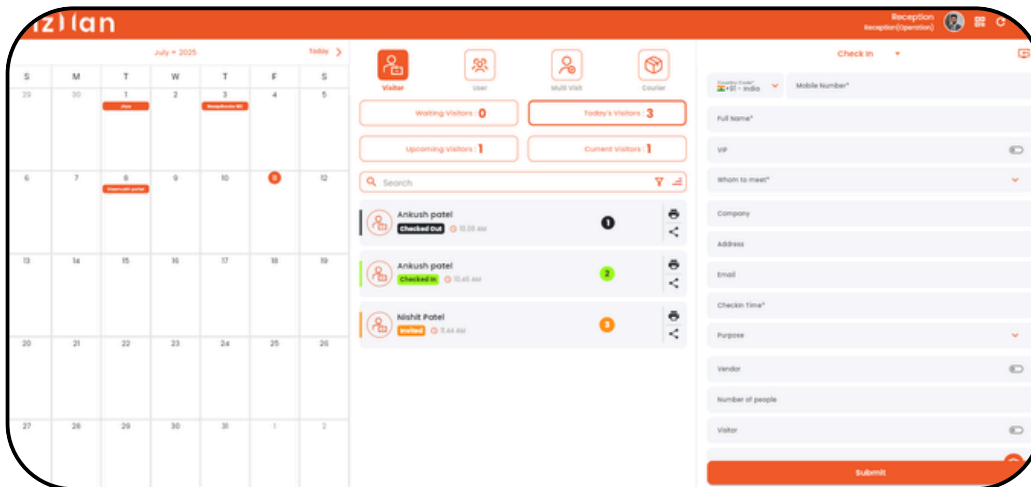
Click on **Approve**.



INVITE- STEP 6

30

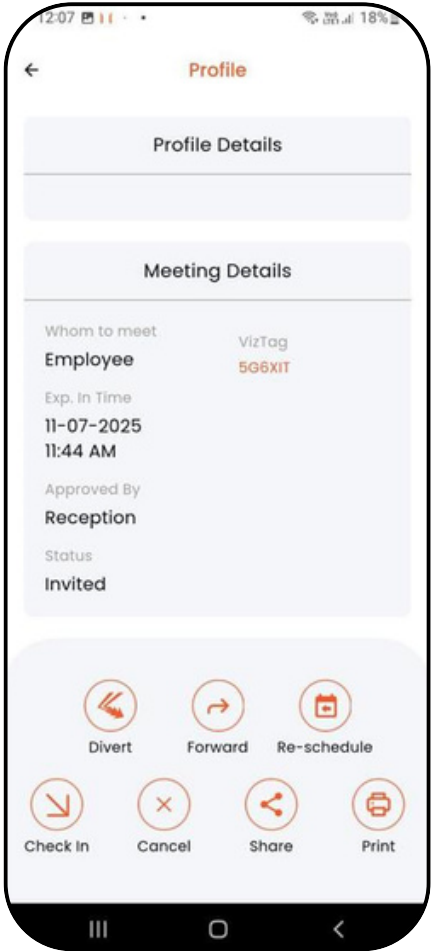
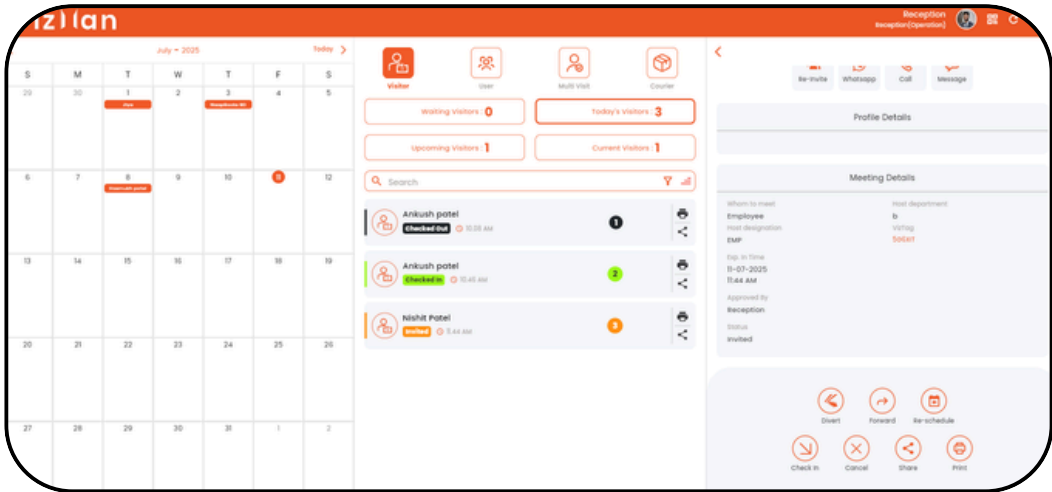
Visitor would be Invited.



INVITE- STEP 7

31

Click on **Check In**.

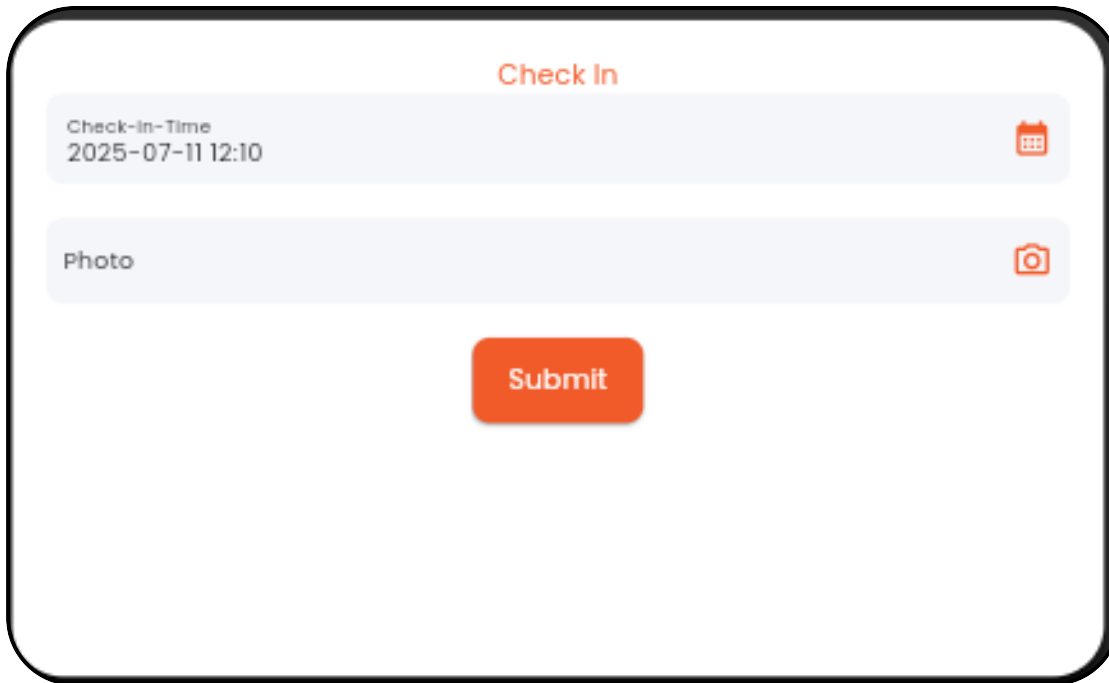


INVITE- STEP 8

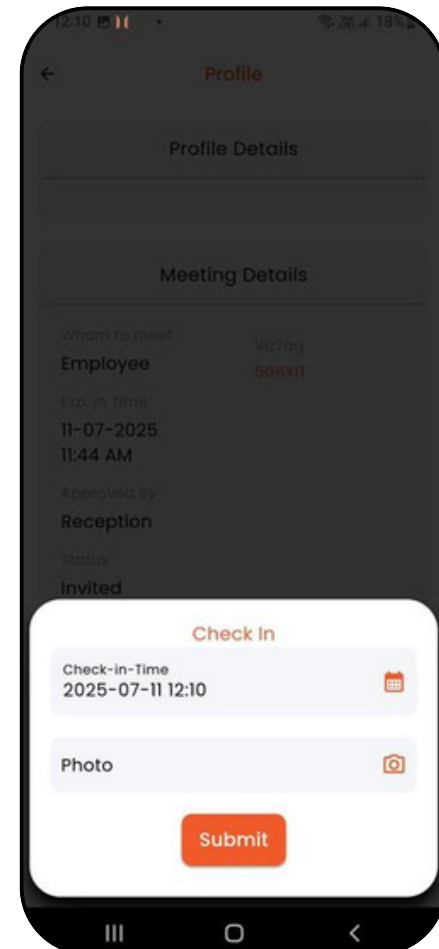
32

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. 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 '2025-07-11 12:10' and a calendar icon, and 'Photo' with a camera icon. At the bottom center, there is an orange 'Submit' button.



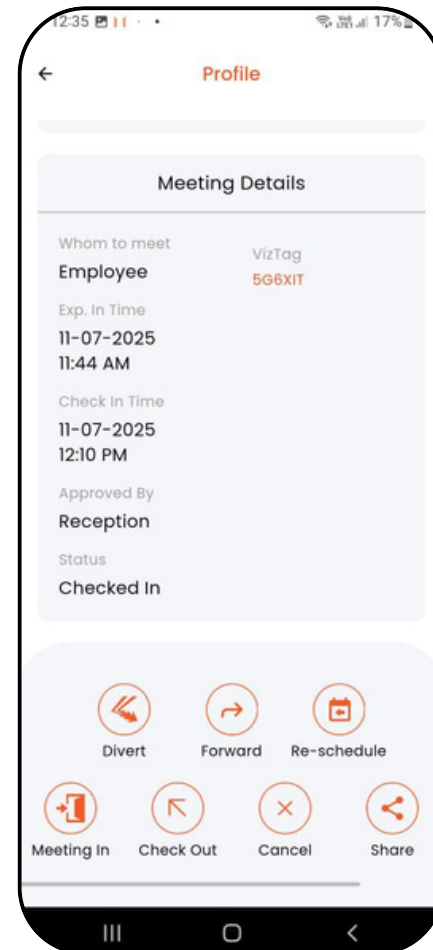
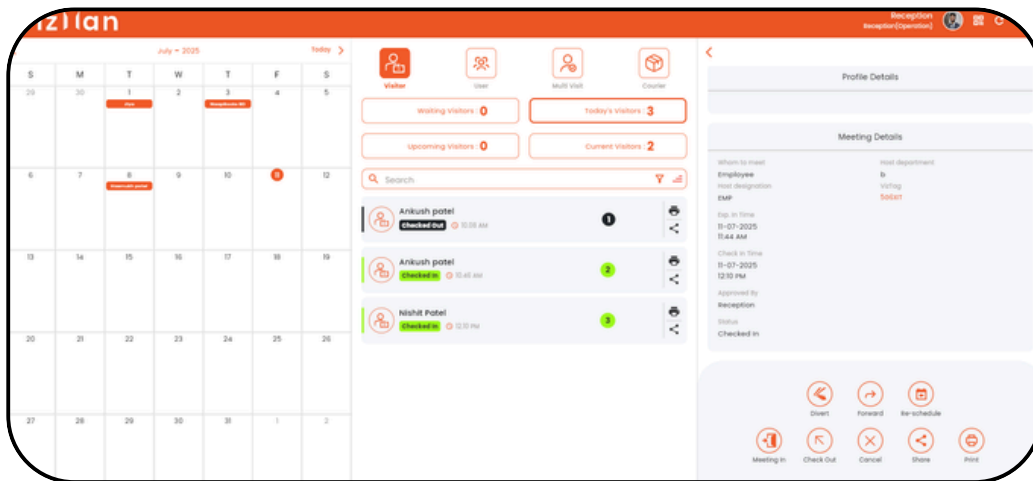
The mobile view of the 'Check In' form is shown on a smartphone screen. The background is dark grey. At the top, there is a back arrow and the word 'Profile'. Below this, there are sections for 'Profile Details' and 'Meeting Details'. The 'Meeting Details' section includes fields for 'Whom to meet' (Employee), 'Via Tag' (BOOKIT), 'Exp. in Time' (11-07-2025 11:44 AM), 'Approved by' (Reception), and 'Status' (Invited). At the bottom, there is a white overlay containing the 'Check In' form, which is identical to the desktop view, with the 'Check In' title, input fields for 'Check-in-Time' and 'Photo', and an orange 'Submit' button.

INVITE- STEP 9

33

If the **meeting** is started then,

- Click on **Meeting In.**

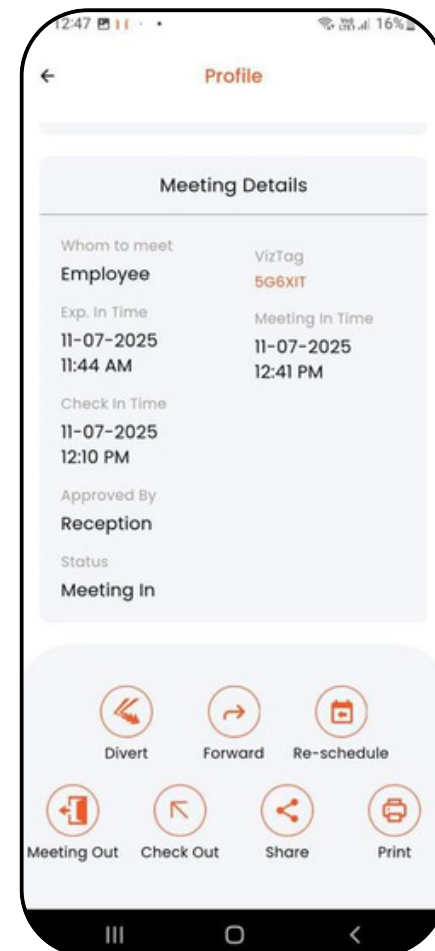
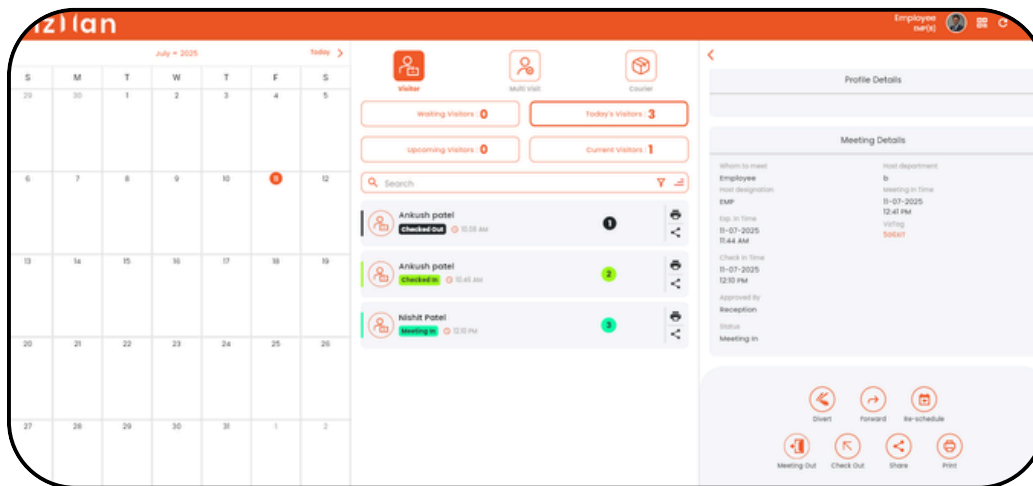


INVITE- STEP 10

34

If the **meeting** has ended then,

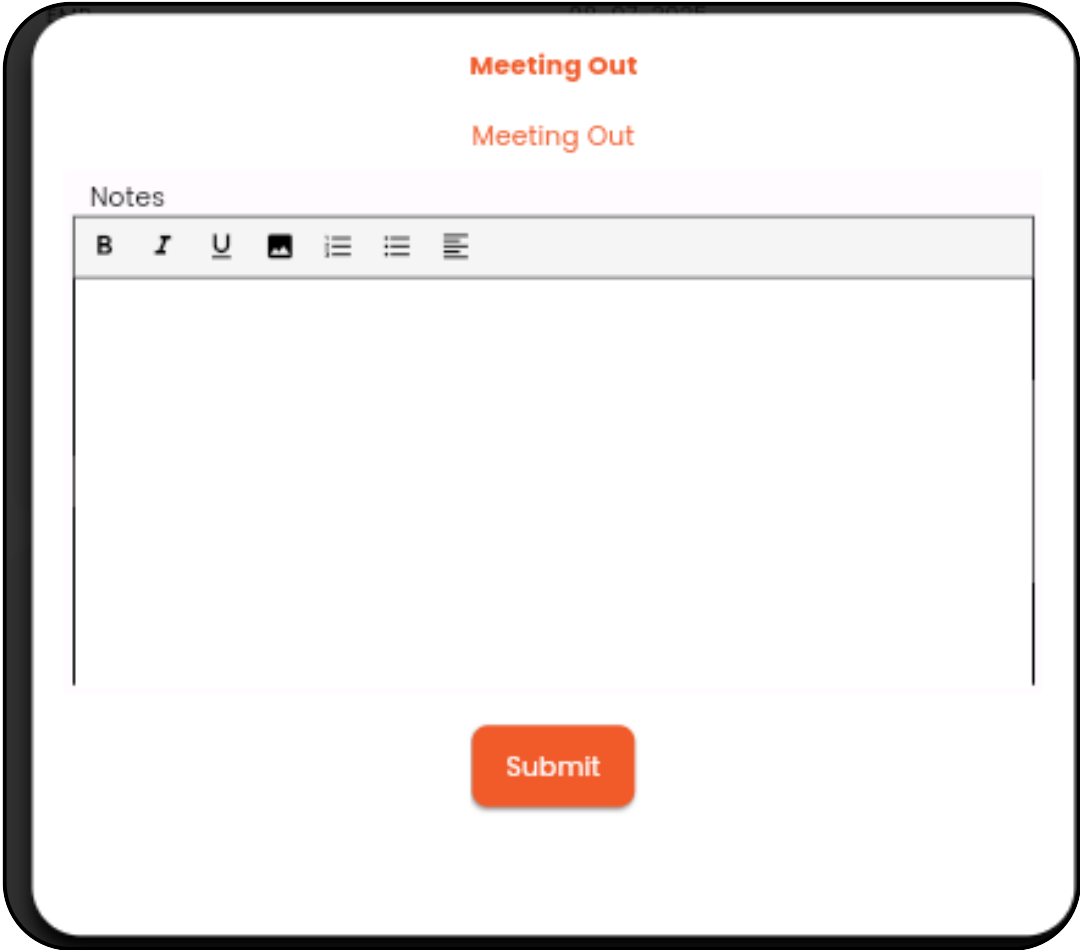
- Click on **Meeting out.**(Here Only Employee can do meeting out because visitor came to meet Employee)



INVITE- STEP 11

35

Employee can add the notes.
Once done, click **Submit**.

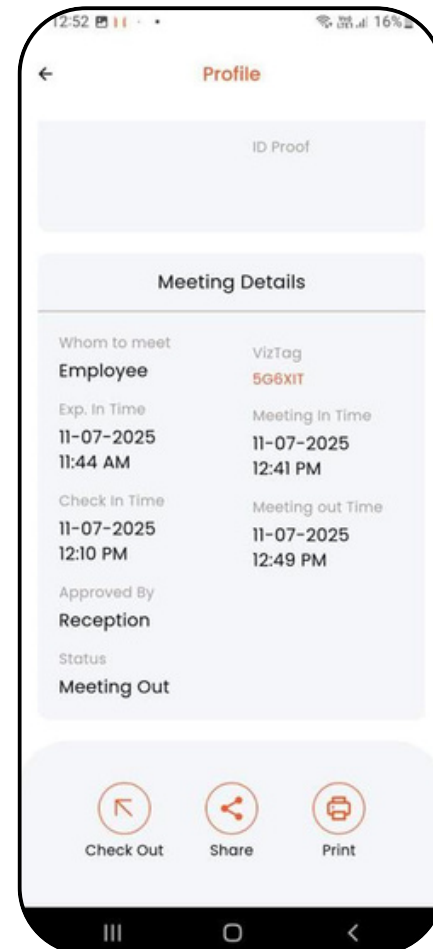
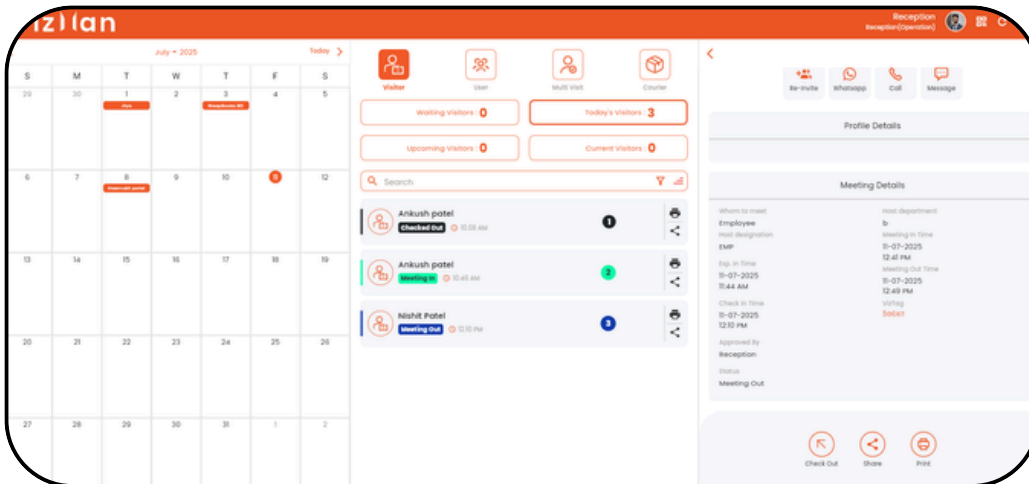


INVITE- STEP 12

36

Once, **Visitor** have completed work.

Click on **Check-out**.

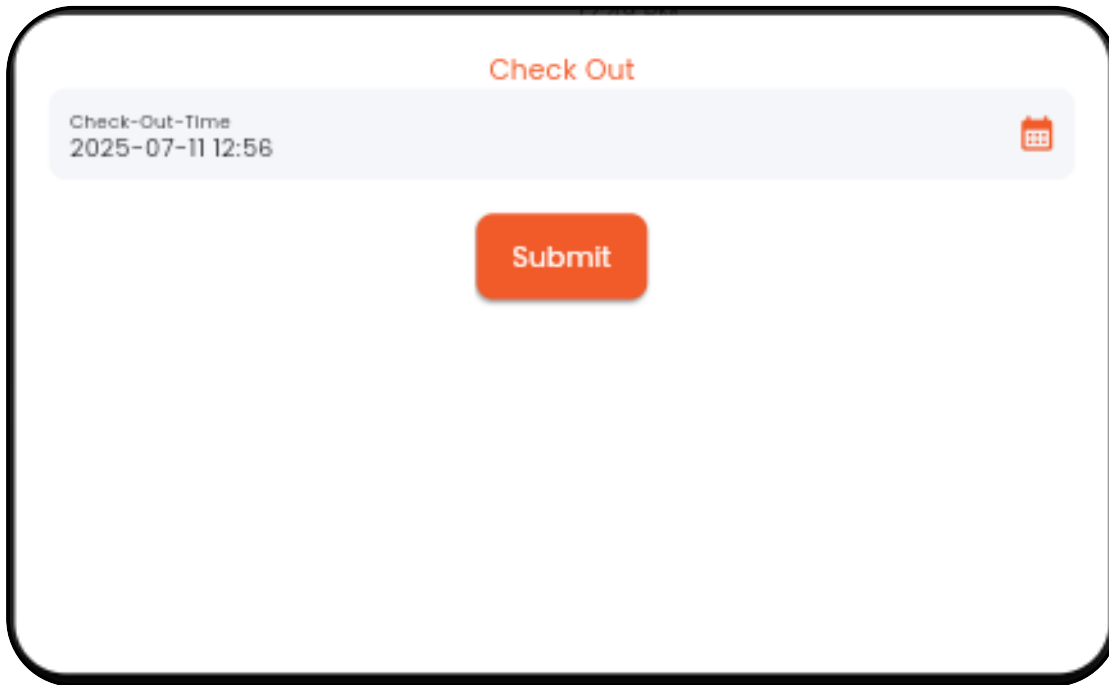


INVITE- STEP 13

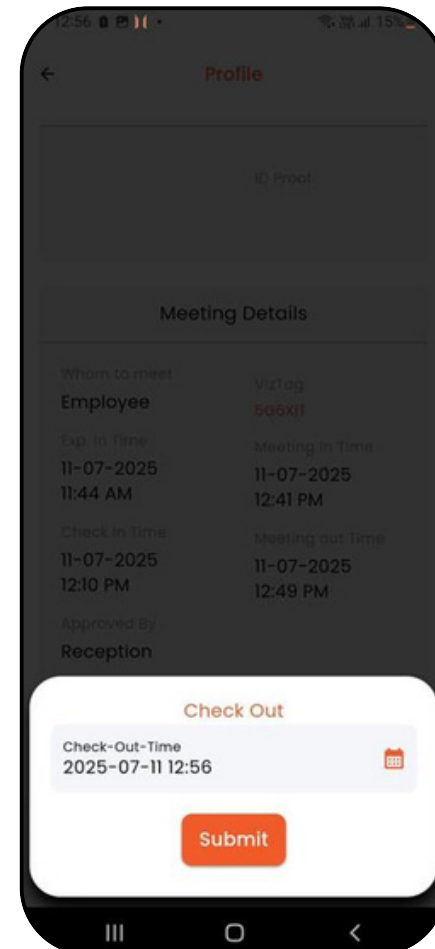
37

Select appropriate time.

Click on **Submit**.



The desktop view shows a 'Check Out' form. At the top, the title 'Check Out' is displayed in orange. Below it, a light gray input field contains the text 'Check-Out-Time' and '2025-07-11 12:56', with a calendar icon on the right. A large orange 'Submit' button is centered below the input field.



The mobile view shows the 'Check Out' form overlaid on a 'Profile' page. The background page has a dark theme and includes a 'Meeting Details' section with the following information:

Whom to meet	Vis' log
Employee	506XJT
Exp. in Time	Meeting in Time
11-07-2025 11:44 AM	11-07-2025 12:41 PM
Check in Time	Meeting out Time
11-07-2025 12:10 PM	11-07-2025 12:49 PM
Approved By	
Reception	

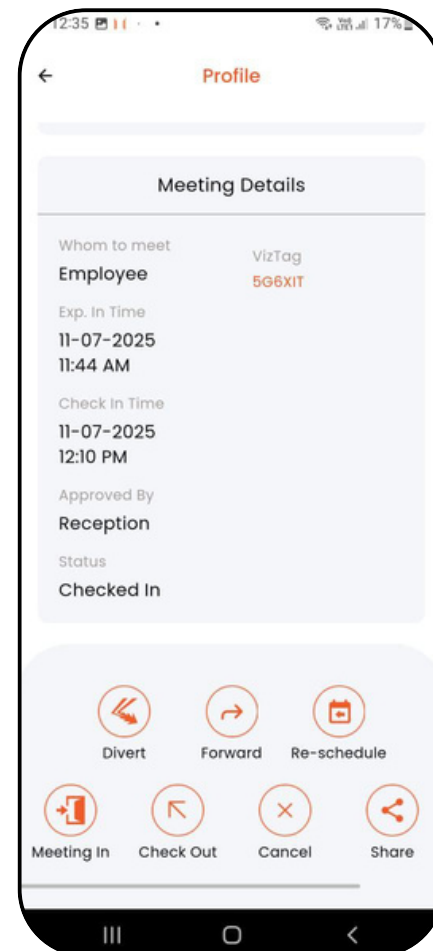
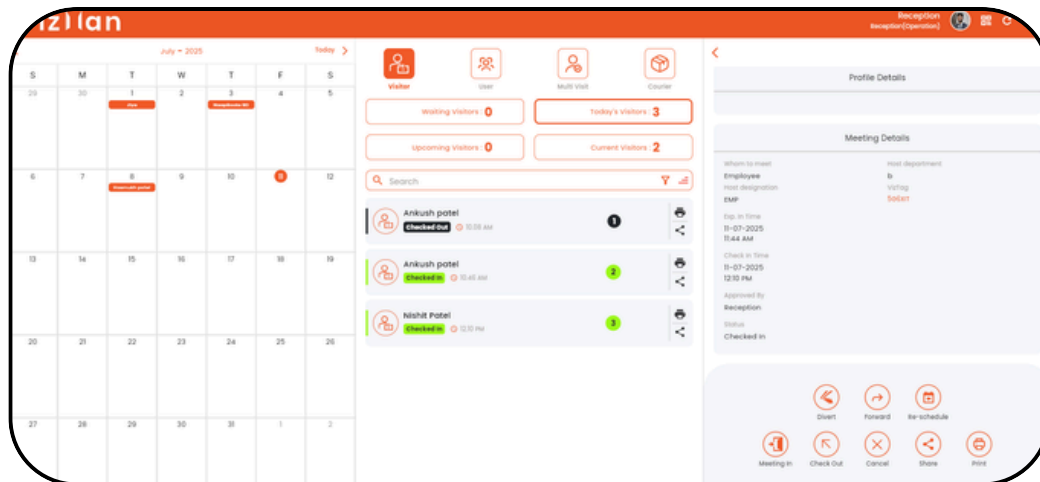
The 'Check Out' form is at the bottom, matching the desktop view with the title 'Check Out', the input field 'Check-Out-Time 2025-07-11 12:56', and the orange 'Submit' button.

INVITE- STEP 14

38

If **Employee** not available to meet.

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

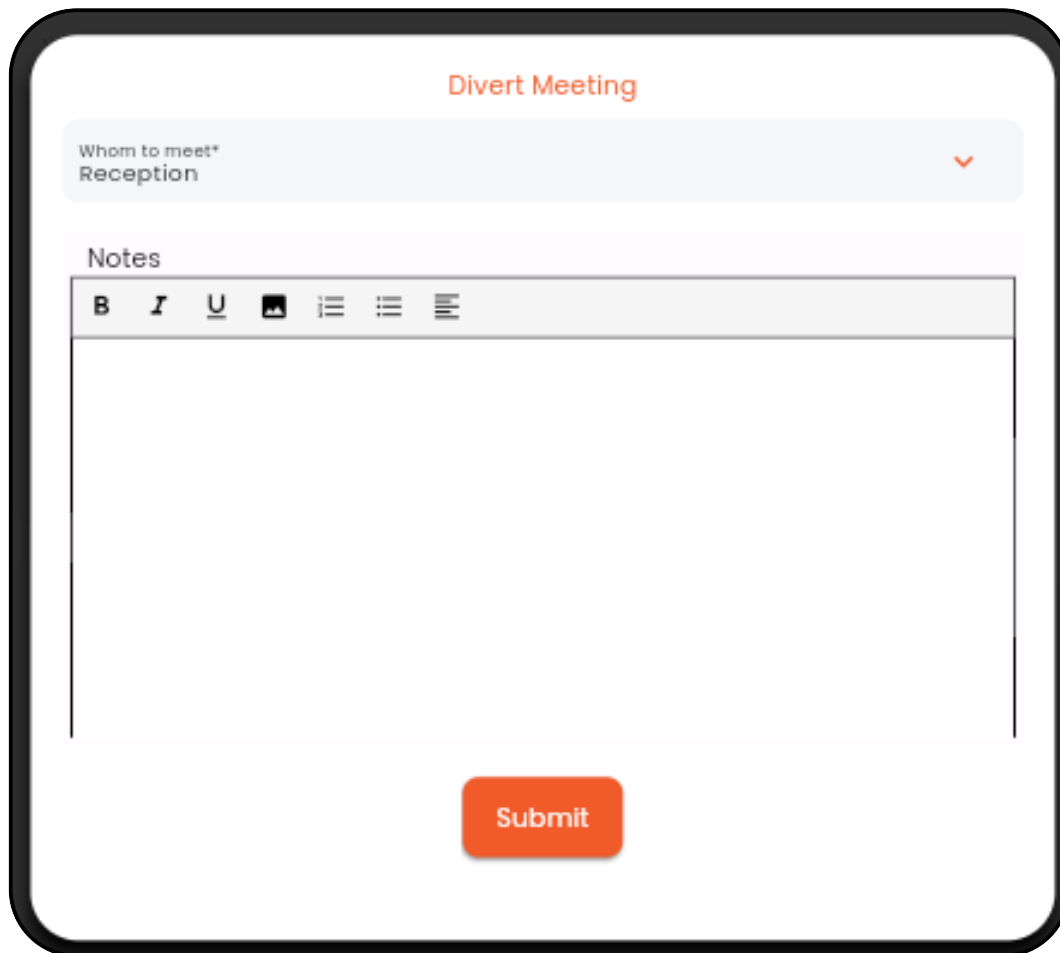


INVITE- STEP 15

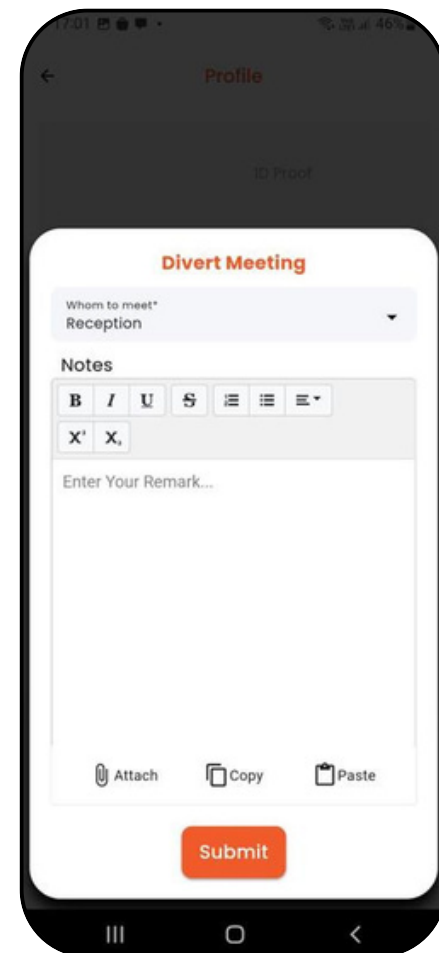
39

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.



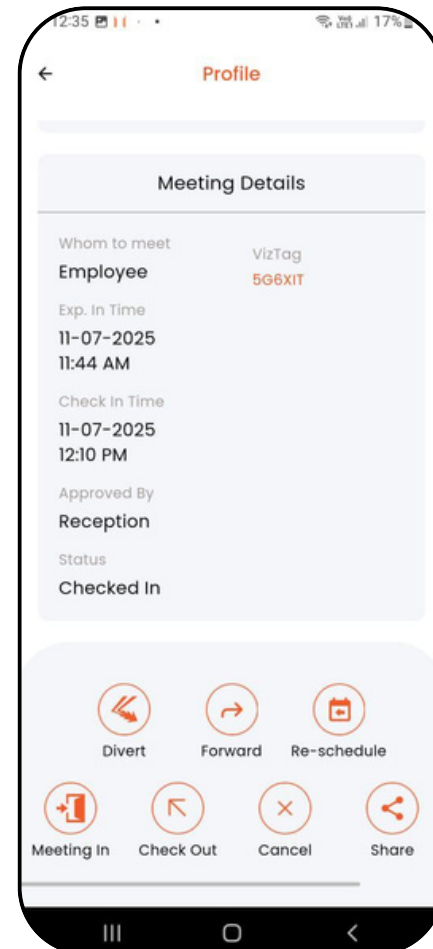
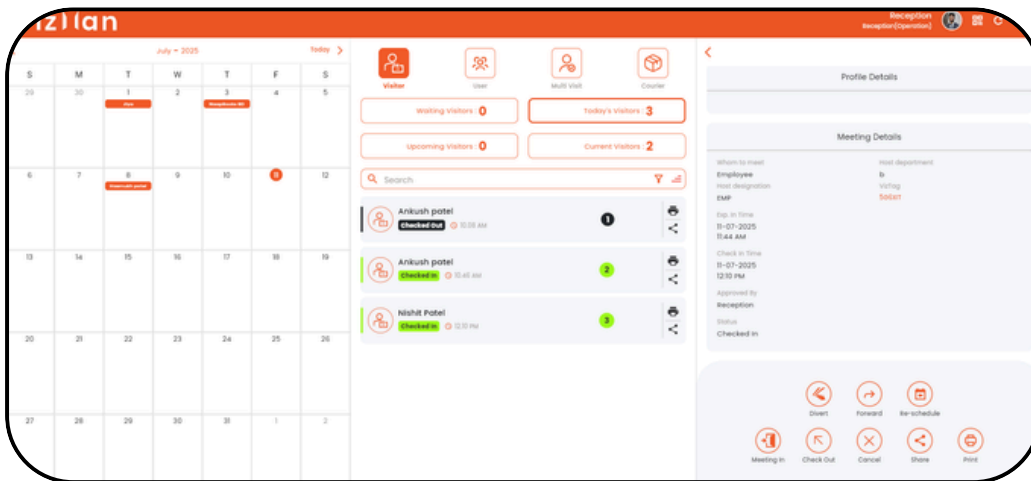
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a 'Profile' header and a '1D Proof' label. The form content is identical to the desktop version, with the title 'Divert Meeting', the 'Whom to meet*' dropdown (set to 'Reception'), the 'Notes' section with a 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 16

40

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

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



INVITE- STEP 17

41

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 input fields for '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, list, and link. A large text area is provided for notes. At the bottom center, there is an orange 'Submit' button.

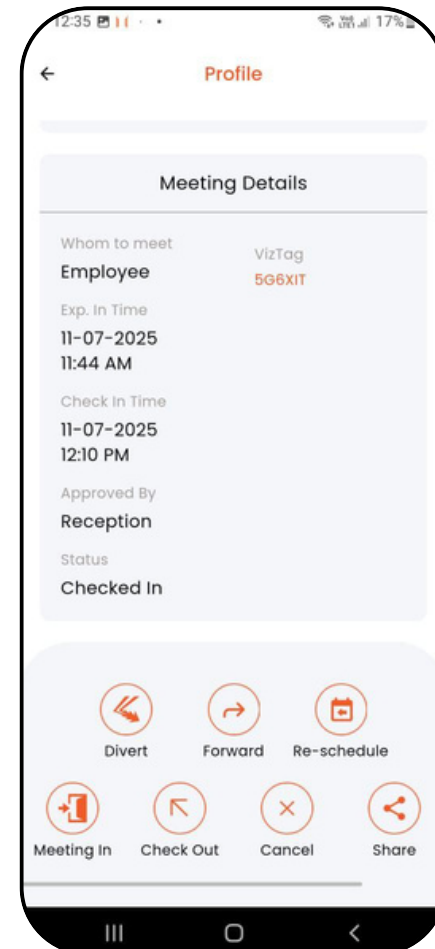
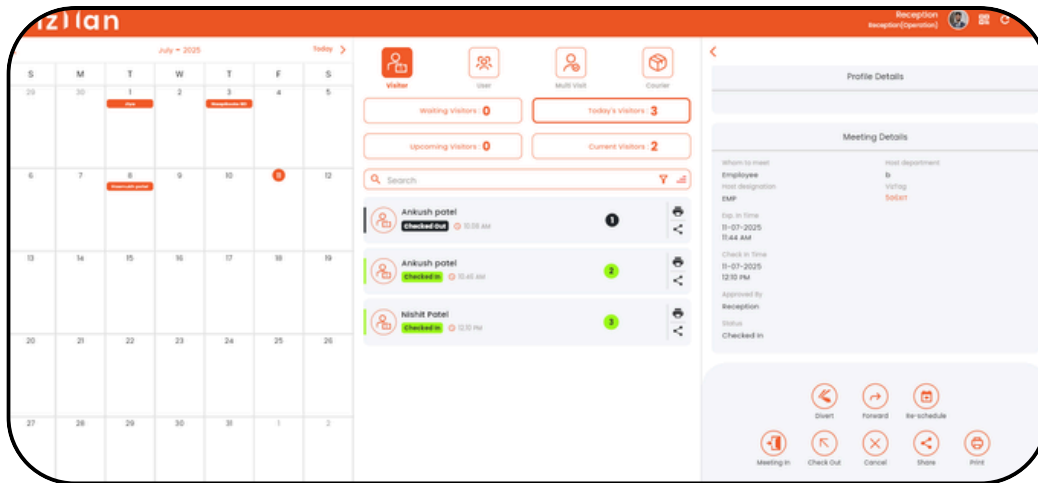
The screenshot shows a mobile view of the 'Forward Meeting' form. The title 'Forward Meeting' is at the top in orange. The 'Whom to meet*' dropdown is set to 'Reception'. The 'Expected In Time' and 'Expected Out Time' fields are present with calendar icons. The 'Notes' section features a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), list, and link, along with a 'X' icon. Below the toolbar is a text area labeled 'Enter Your Remark...'. At the bottom, there are icons for 'Attach', 'Copy', and 'Paste', and an orange 'submit' button.

INVITE- STEP 18

42

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

- Click on **Re-Schedule**.

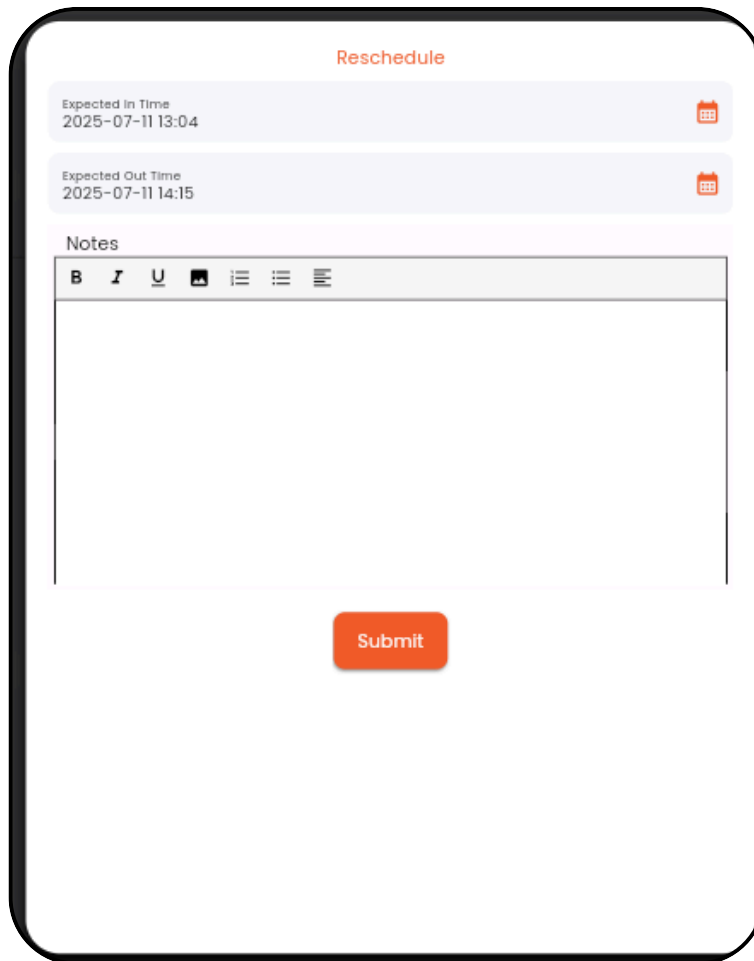


INVITE- STEP 19

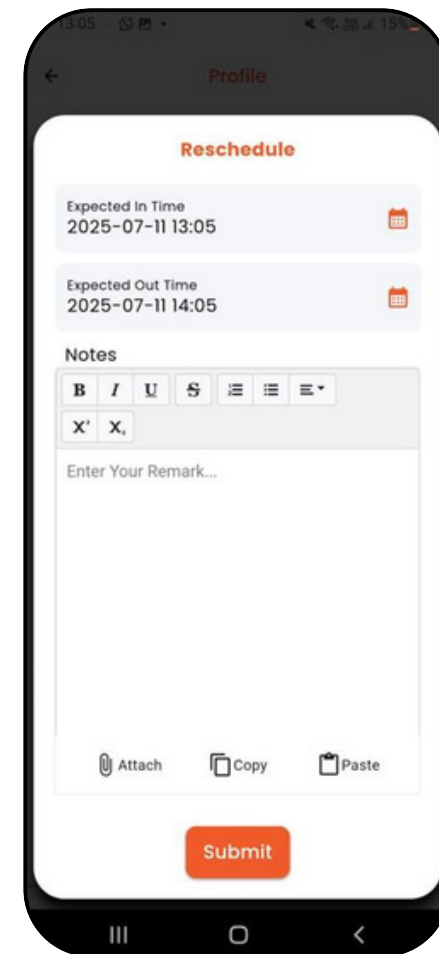
43

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

Once Done, Click **Submit**.



The screenshot shows a mobile application interface for a 'Reschedule' form. At the top, the title 'Reschedule' is displayed in orange. Below the title, there are two input fields: 'Expected In Time' with the value '2025-07-11 13:04' and 'Expected Out Time' with the value '2025-07-11 14:15'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a rich text editor toolbar containing icons for bold (B), italic (I), underline (U), image, bulleted list, numbered list, and indent. The text area is currently empty. At the bottom center, there is an orange 'Submit' button.



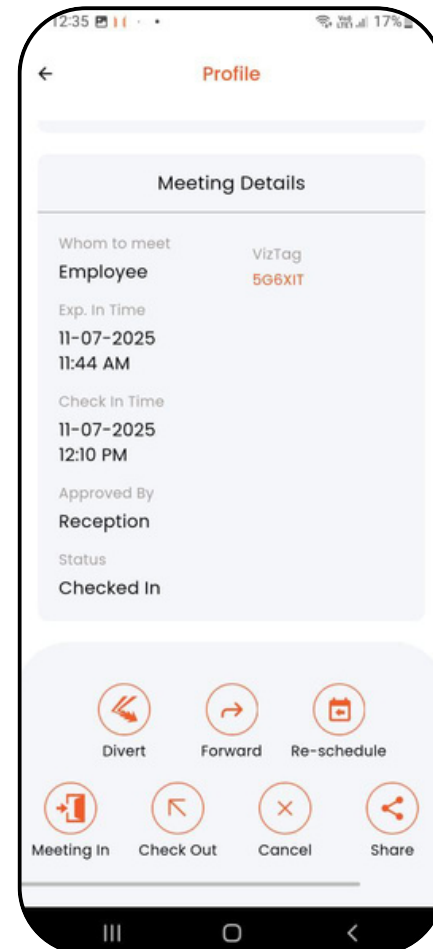
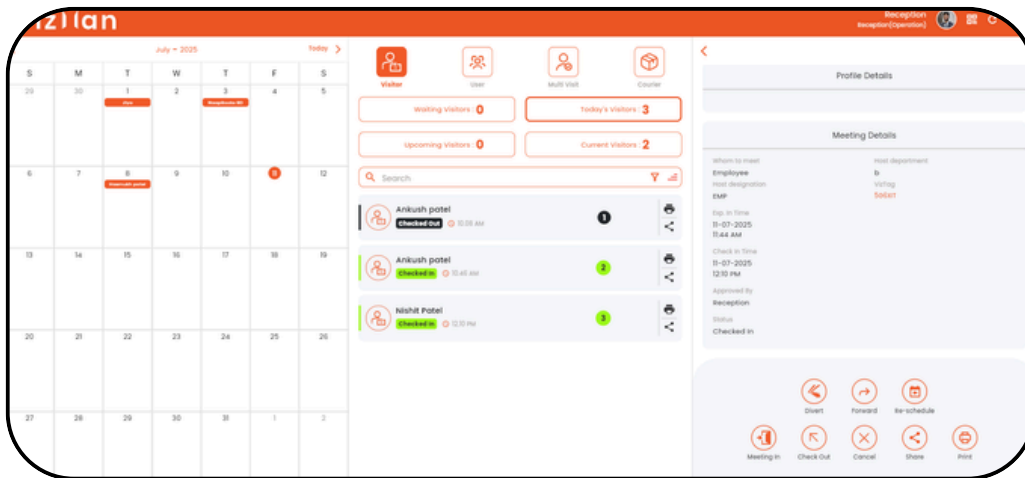
The screenshot shows a mobile application interface for a 'Reschedule' form, similar to the previous one but with a 'Profile' header at the top. The title 'Reschedule' is in orange. The 'Expected In Time' field is set to '2025-07-11 13:05' and the 'Expected Out Time' field is set to '2025-07-11 14:05'. 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, there 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 located at the bottom center.

INVITE- STEP 20

44

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

- Click on **Cancel**.

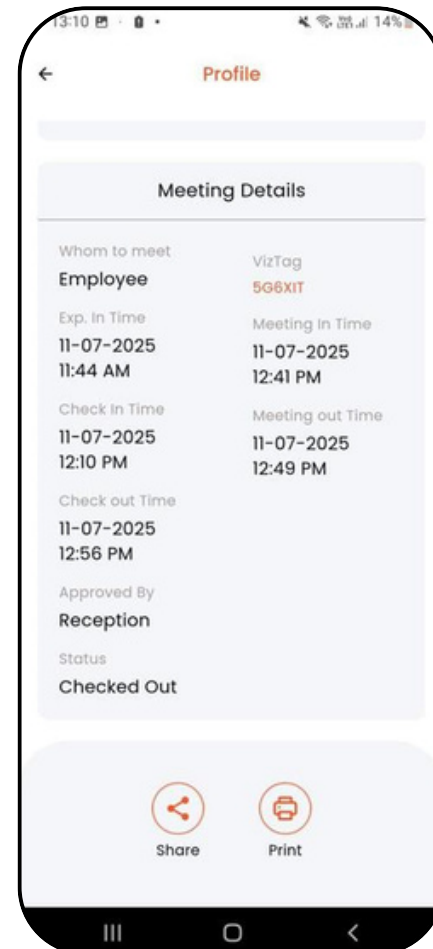
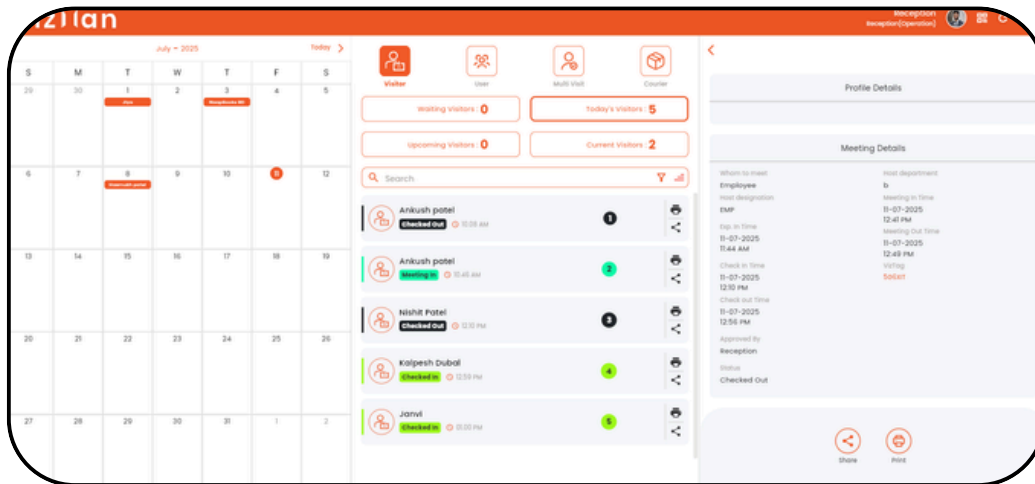


INVITE- STEP 21

45

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

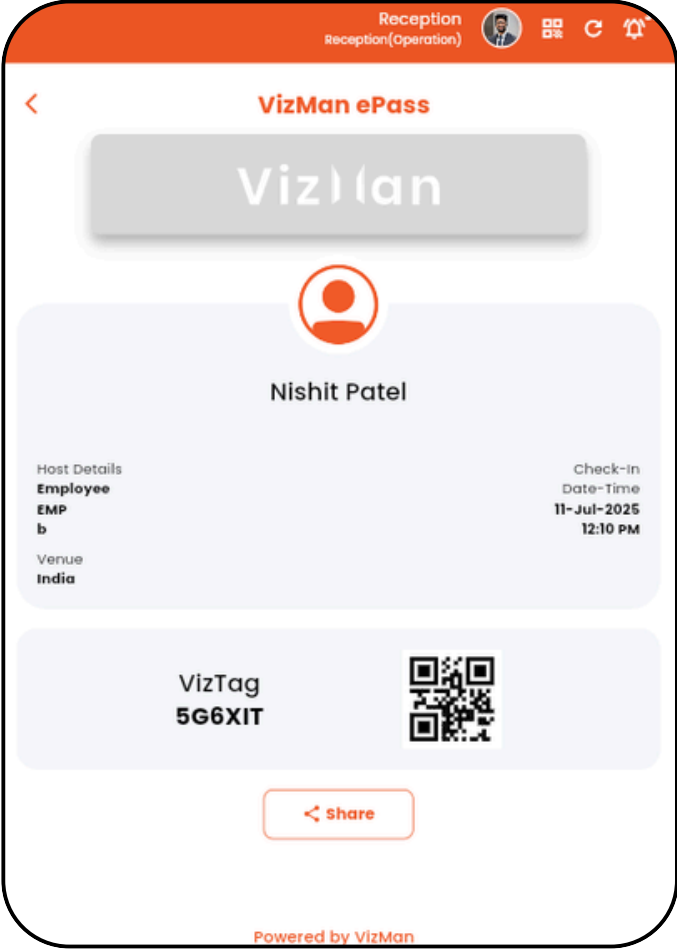
- Click on **Share**.



INVITE- STEP 22

46

Click on **Share**.

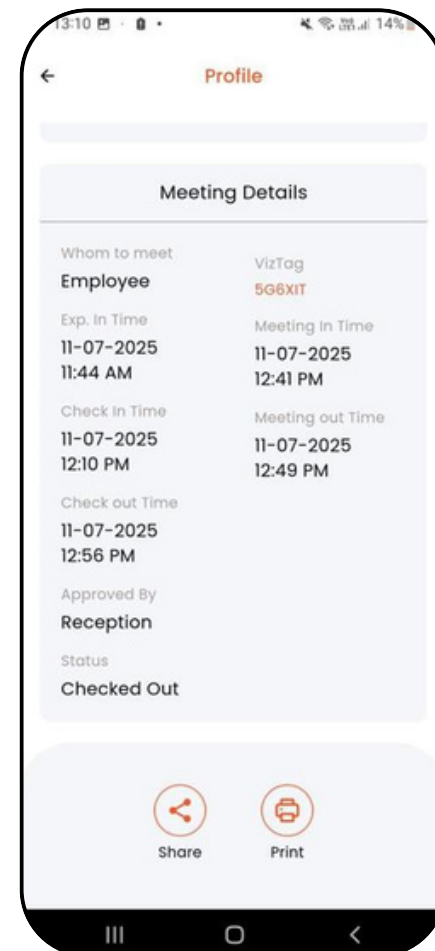
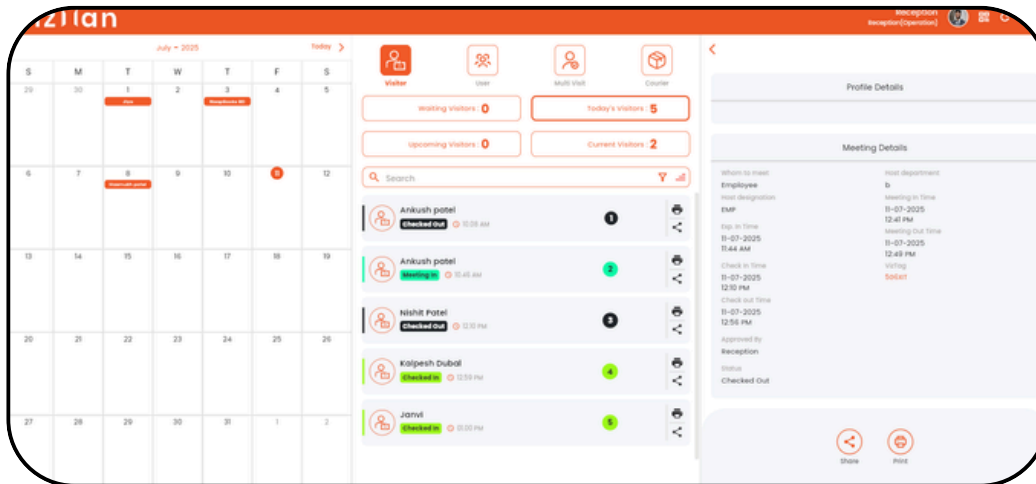


INVITE- STEP 23

47

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

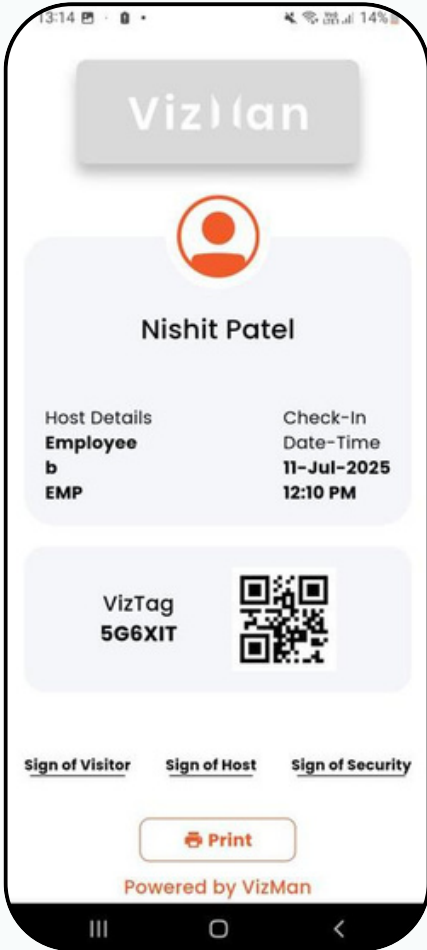
- Click on **Print**.



INVITE- STEP 24

48

Click on **Print**.



03 MULTI-VISIT



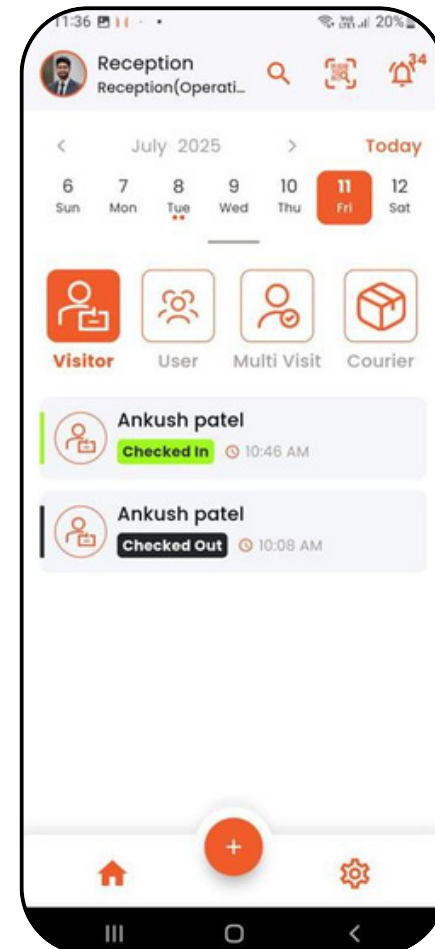
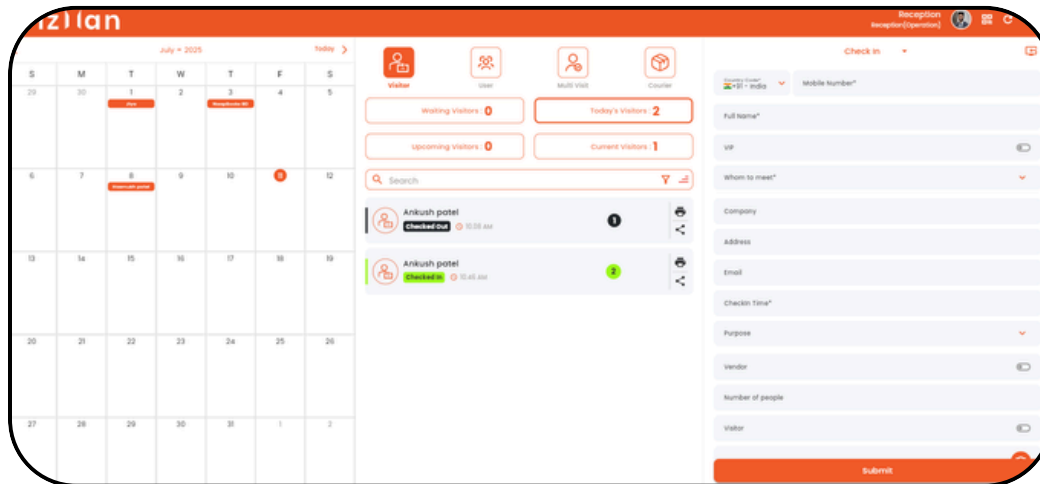
Coordinating multiple visits is simple and efficient – it won't take more than a few moments of your time.

MULTI-VISIT- STEP 1

49

Click **Dropdown** to proceed for Web.

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

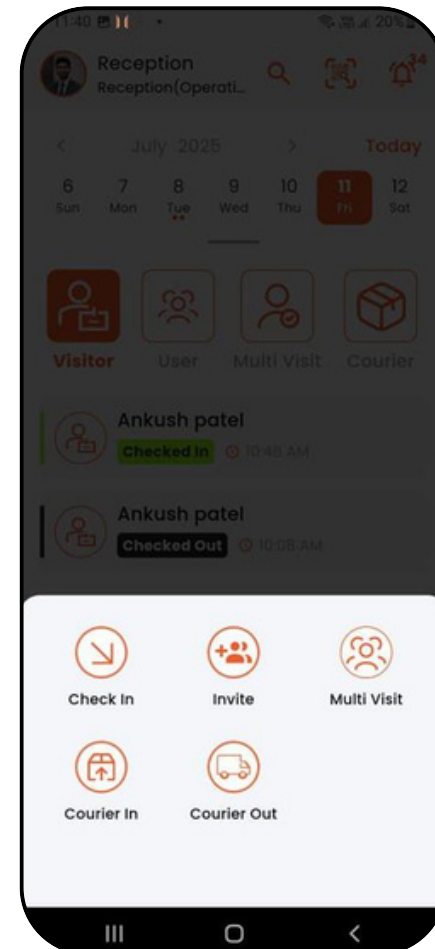
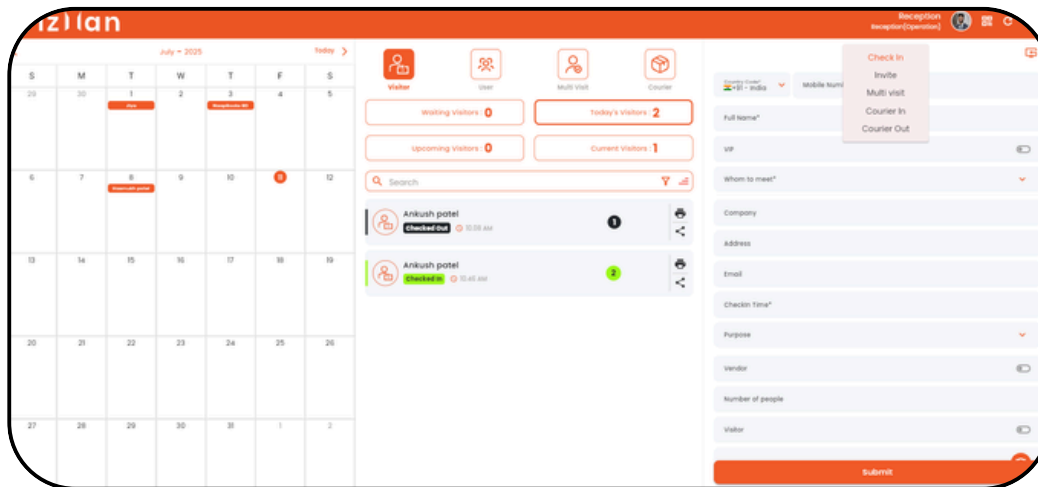


MULTI-VISIT- STEP 2

50

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

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

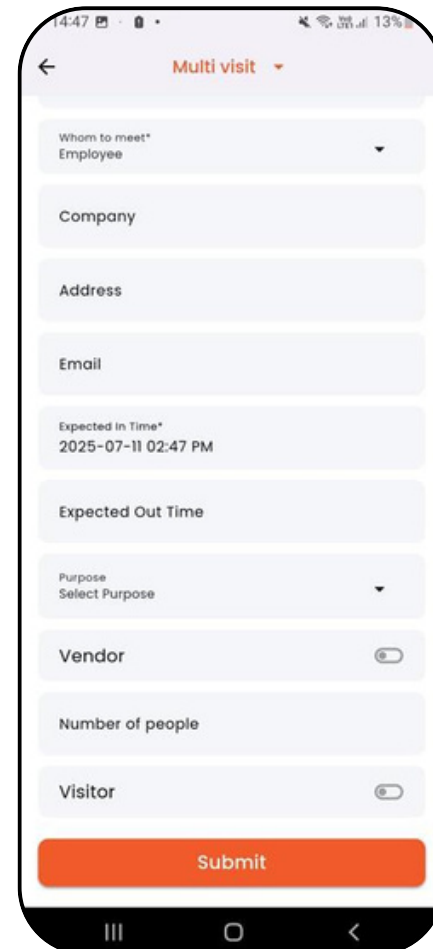
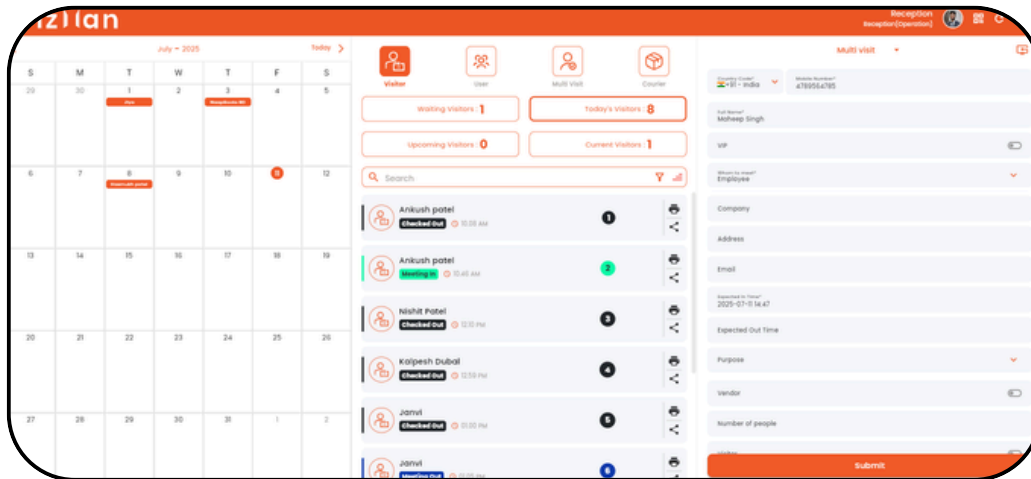


MULTI-VISIT- STEP 3

51

Fill the **necessary fields**.

Once done, click **Submit**.

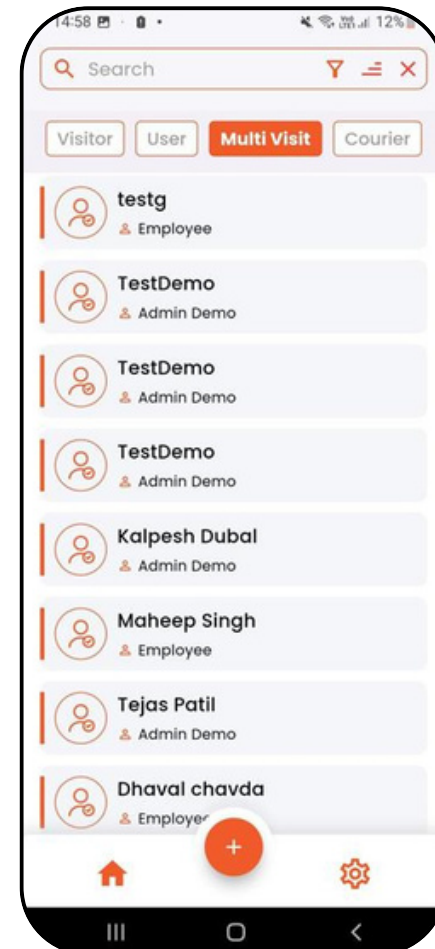
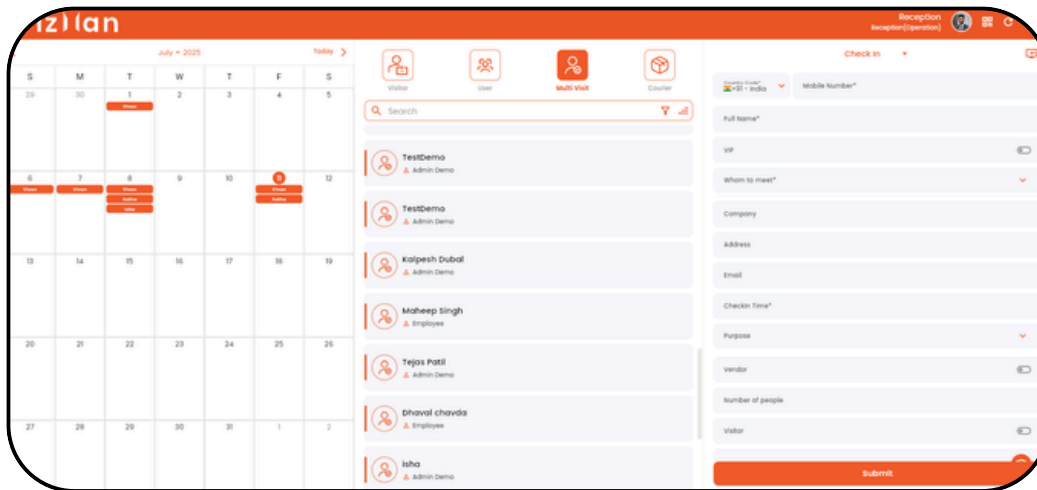


MULTI-VISIT- STEP 4

52

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

Click on particular **Visitor.**

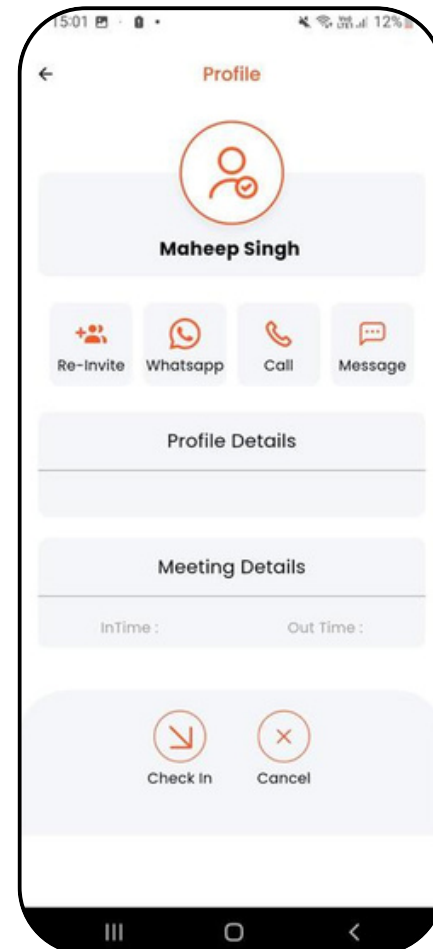
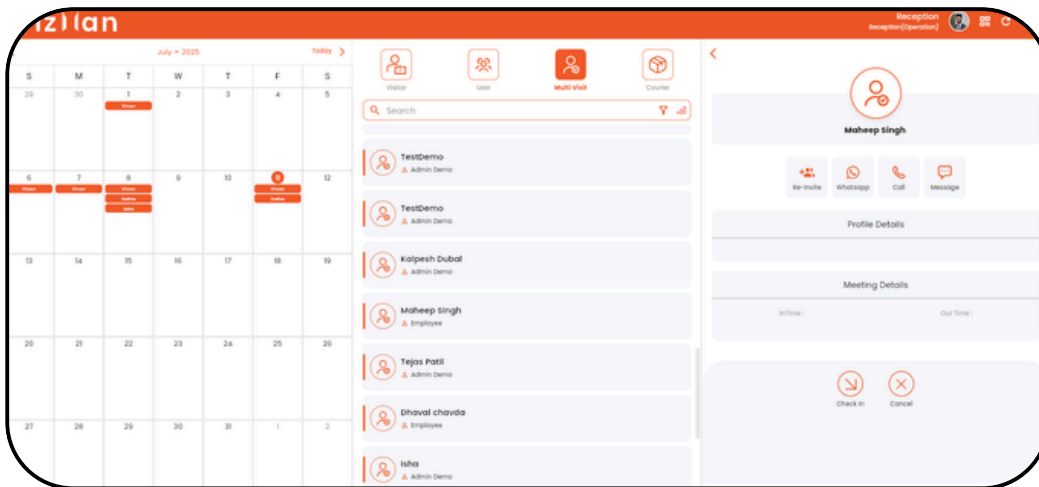


MULTI-VISIT- STEP 5

53

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

Click on **Check In**.

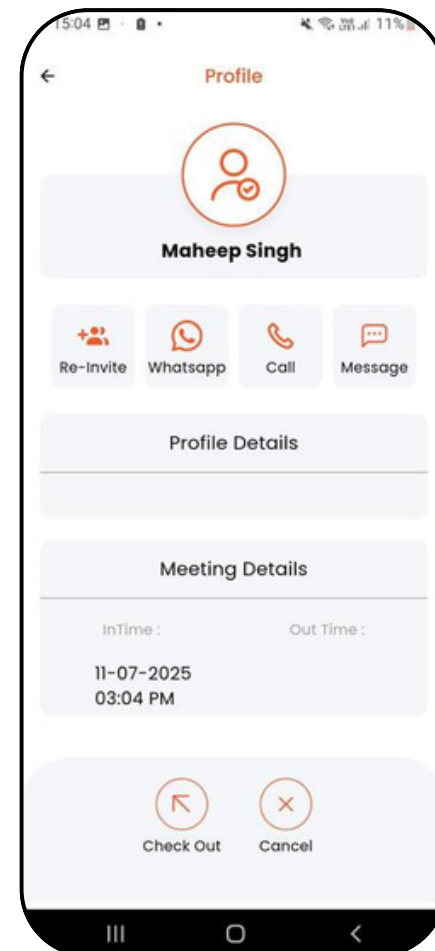
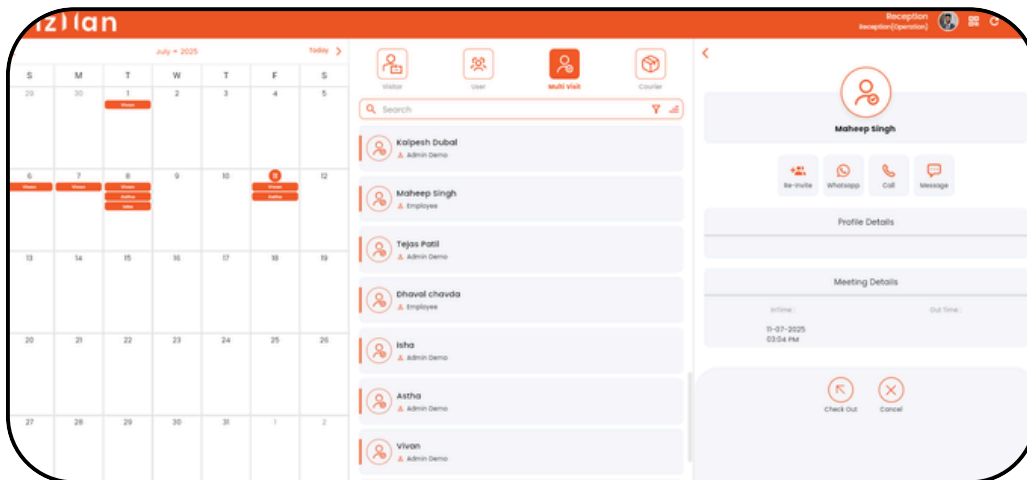


MULTI-VISIT- STEP 6

54

Once, **Visitor** have completed work.

Click on **Check-out.**

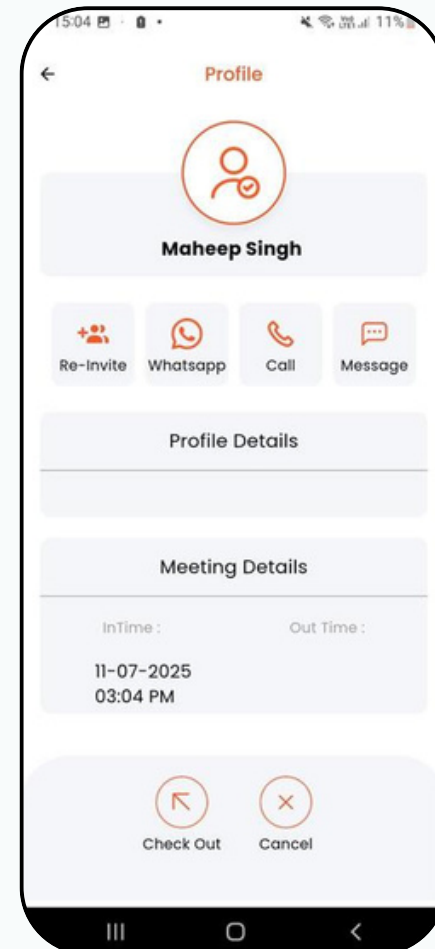
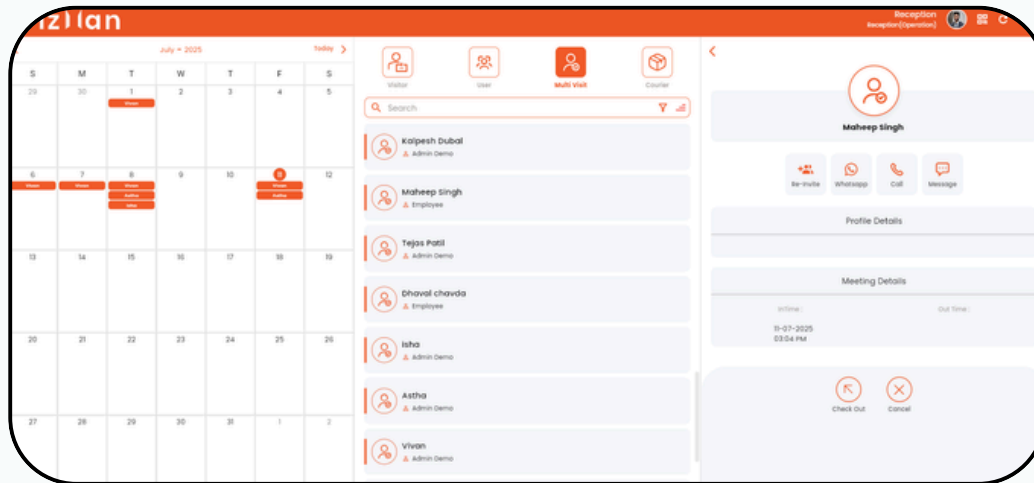


MULTI-VISIT- STEP 7

55

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

- Click on **Cancel**.



04 COURIER IN



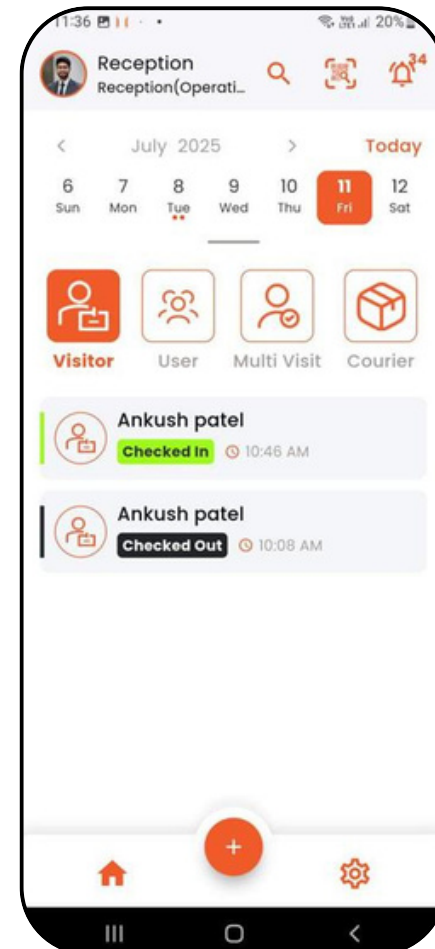
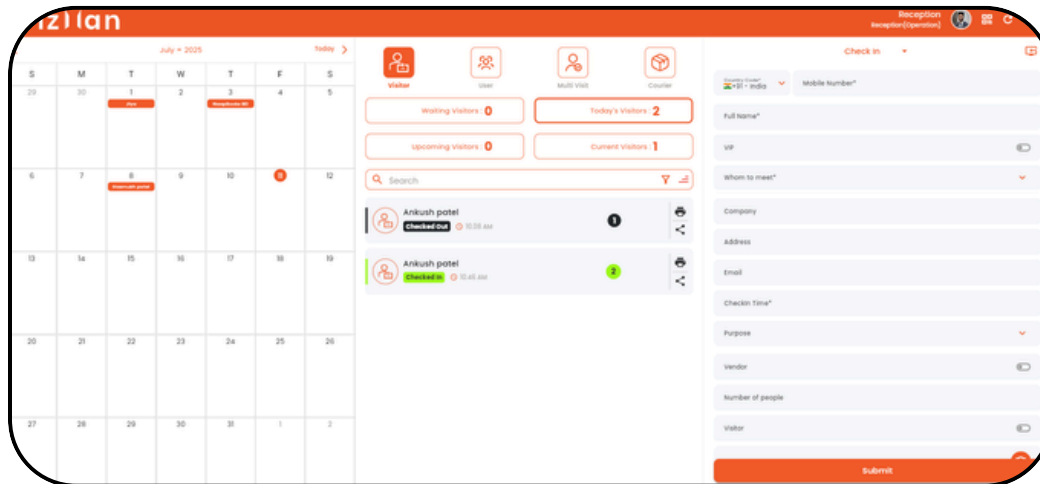
No need to worry about your courier you can check it with few clicks.

COURIER IN- STEP 1

56

Click **Dropdown** to proceed for Web.

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

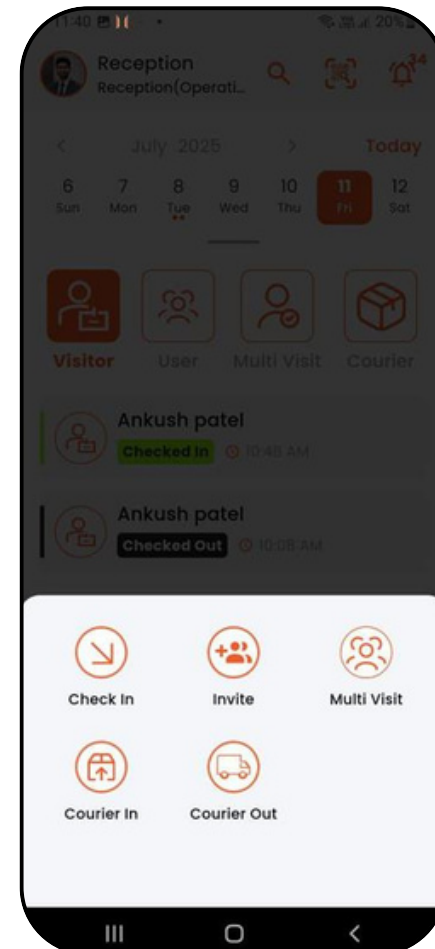
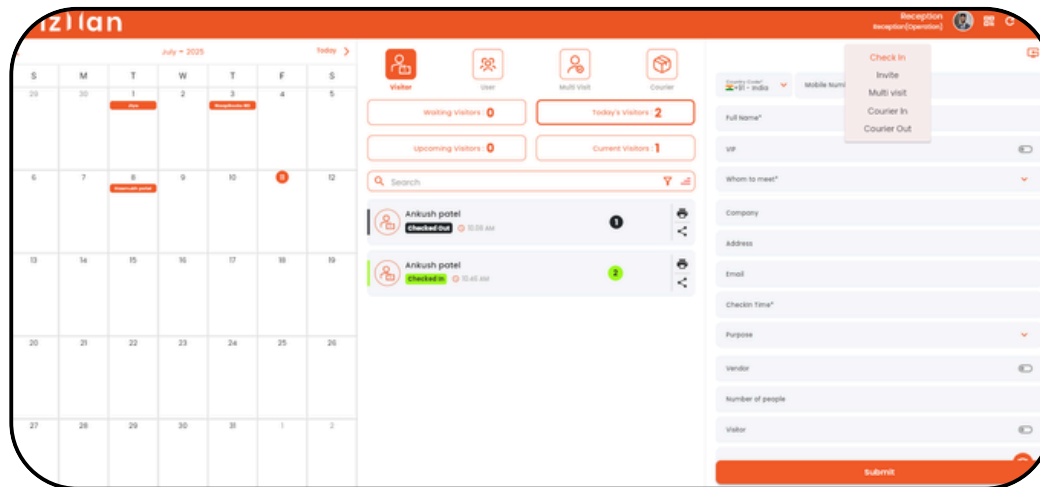


COURIER IN- STEP 2

57

Click **Courier In** to proceed for Web.

Click **Courier In** to proceed for Mobile Application.

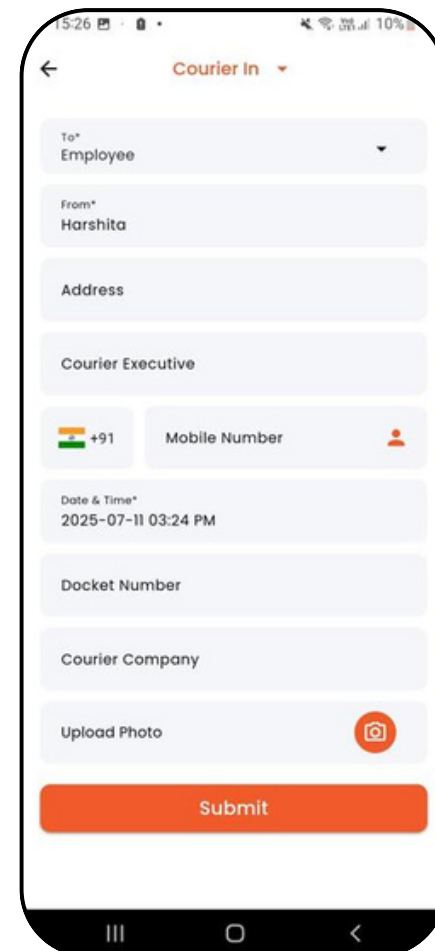
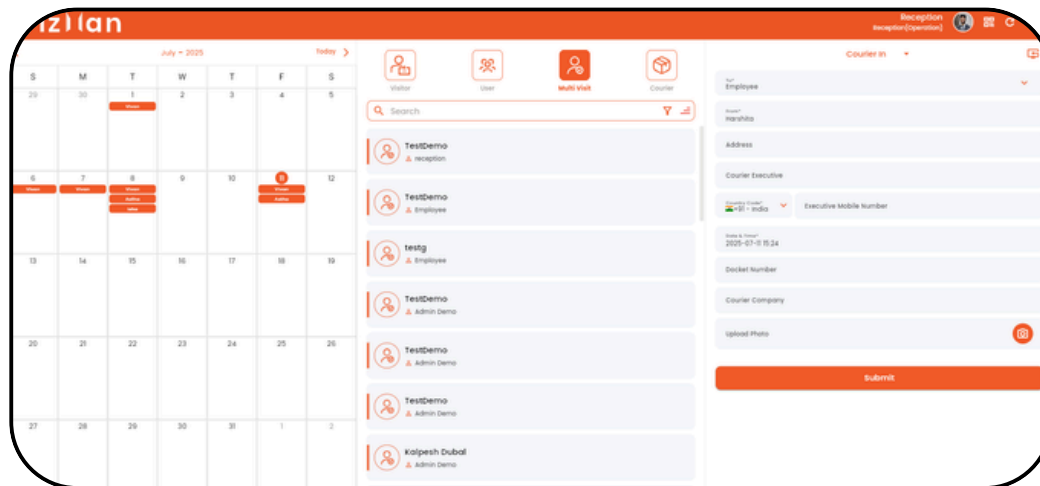


COURIER IN- STEP 3

58

Fill the **necessary fields** .

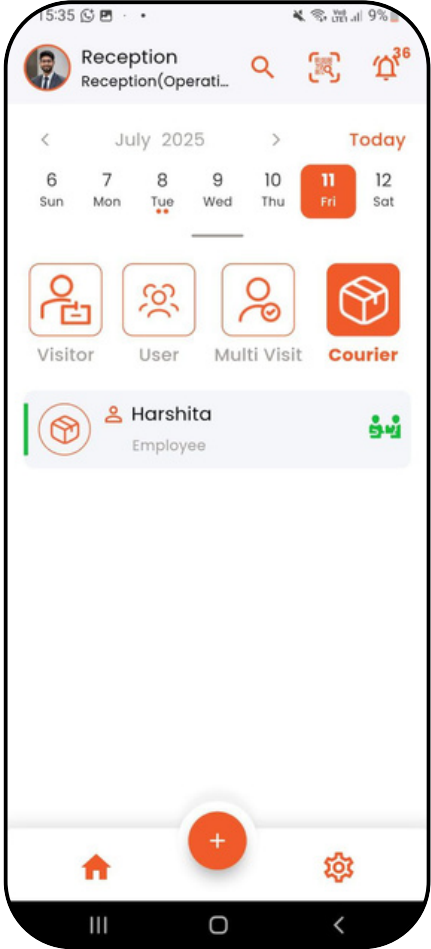
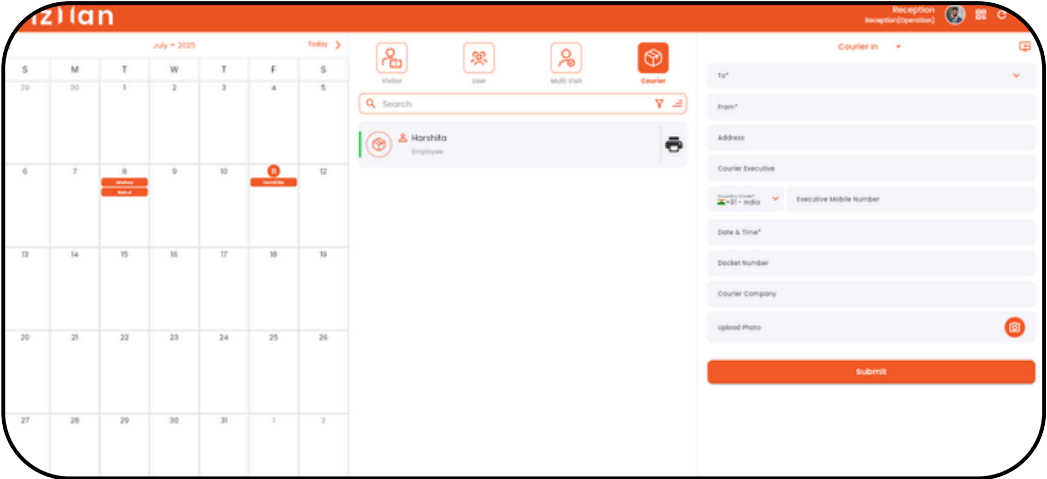
Once done, click **Submit**.



COURIER IN- STEP 4

59

Invited will **Courier** show on **Courier tab**.
Click on particular **Courier**.

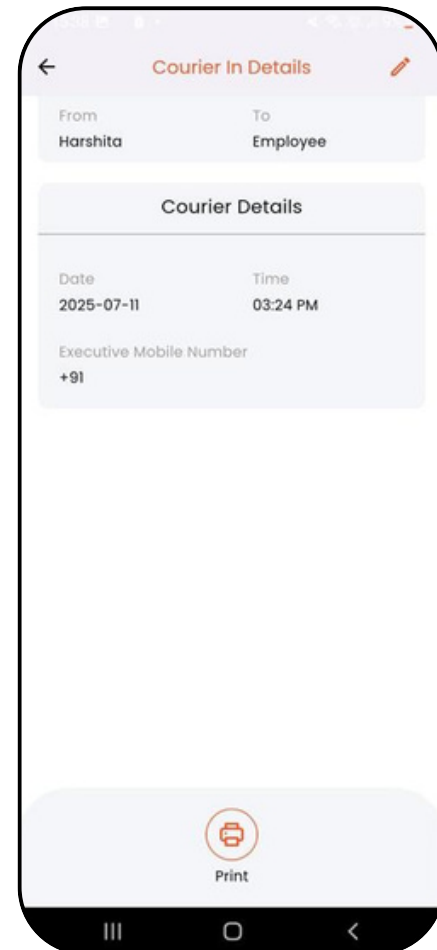
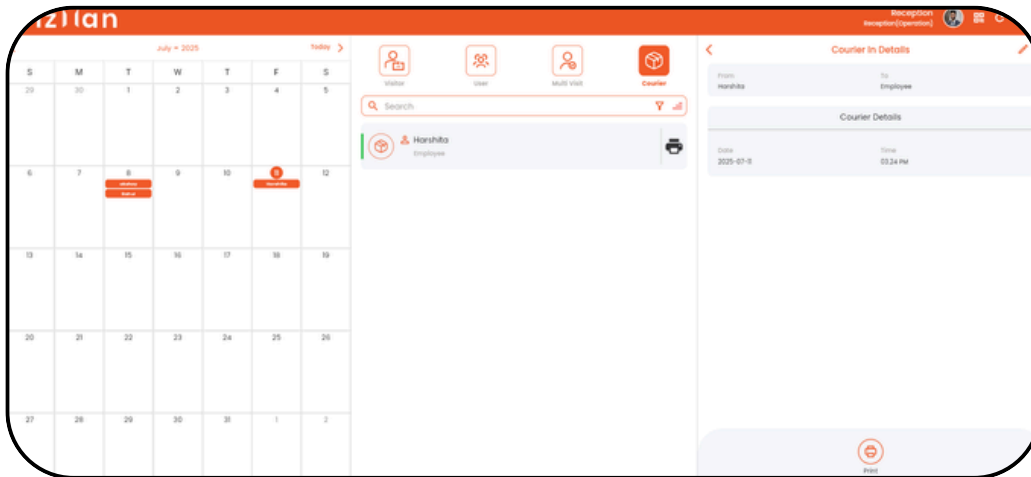


COURIER IN- STEP 5

60

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

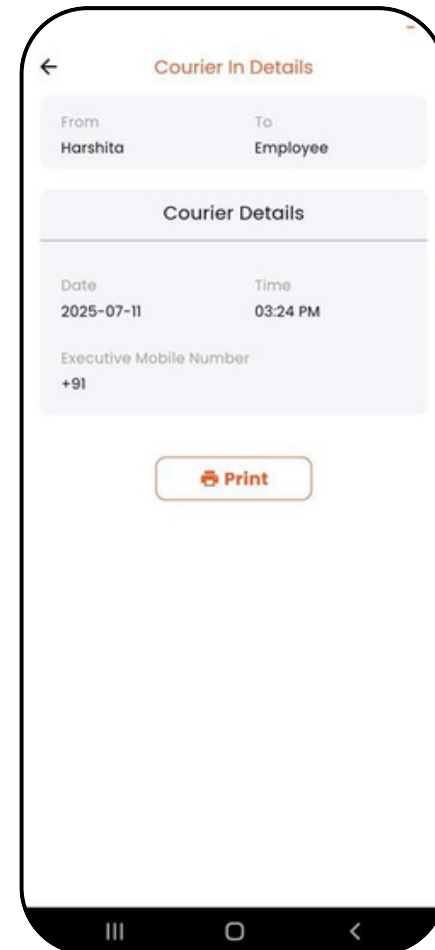
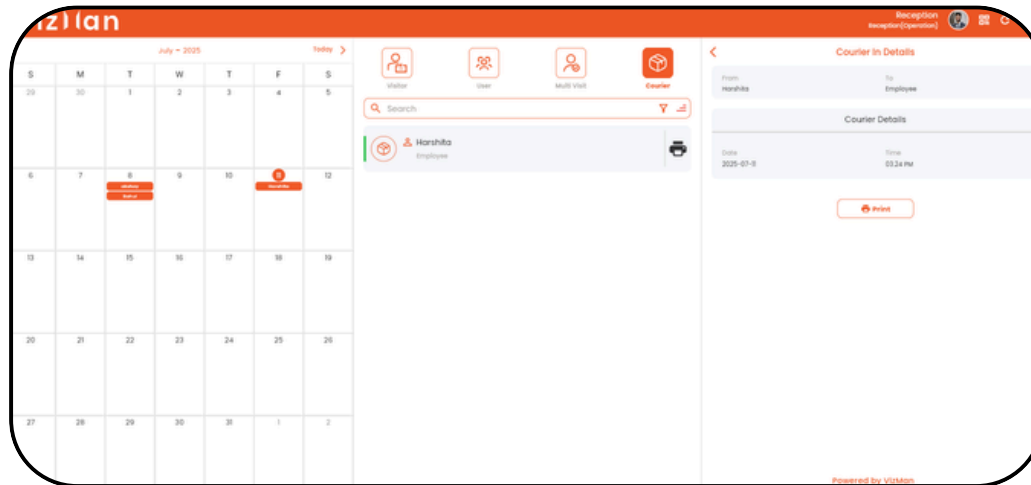
Click on **Print**.



COURIER IN- STEP 6

61

Click on **Print**.



04 COURIER OUT



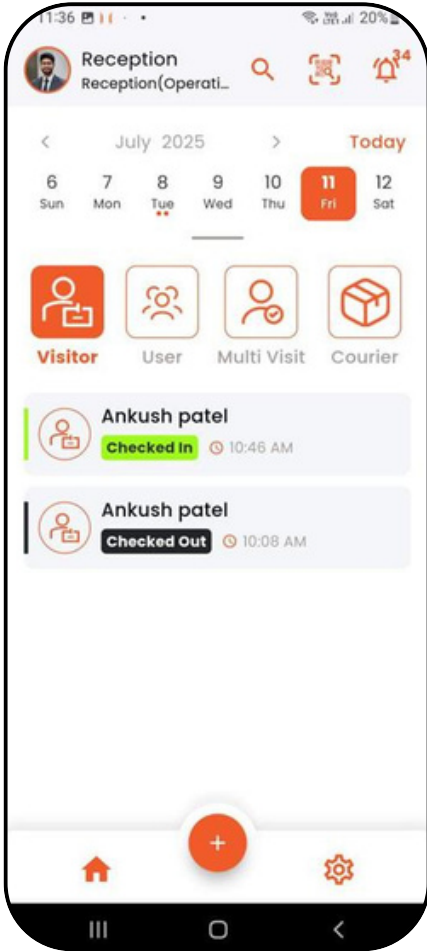
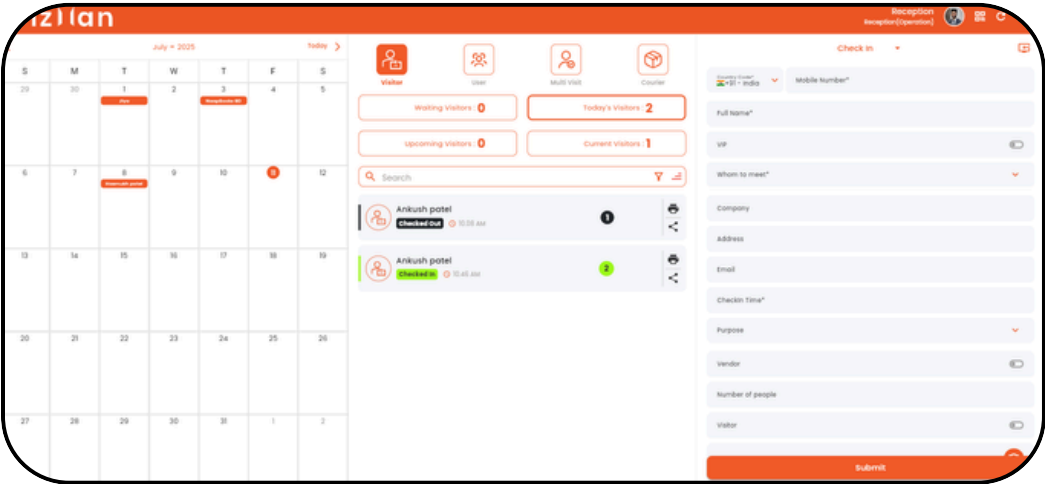
Want to send courier?
No need to worry, It will
be Done in few Clicks.

COURIER OUT- STEP 1

62

Click **Dropdown** to proceed for Web.

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

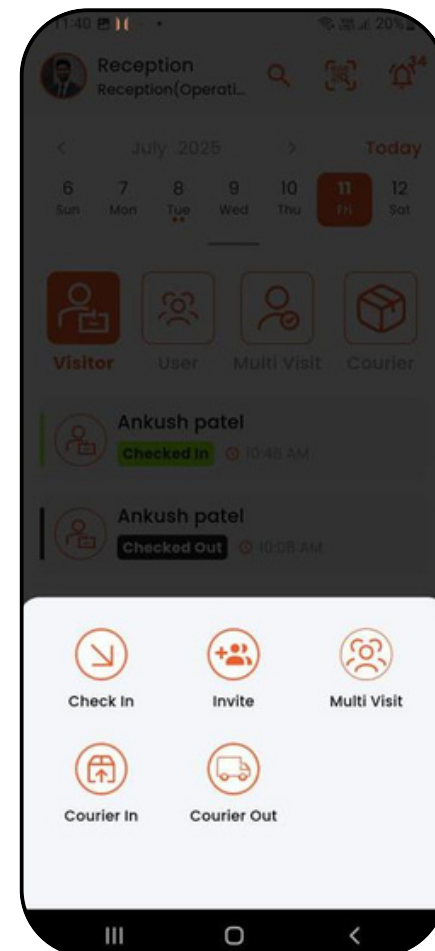
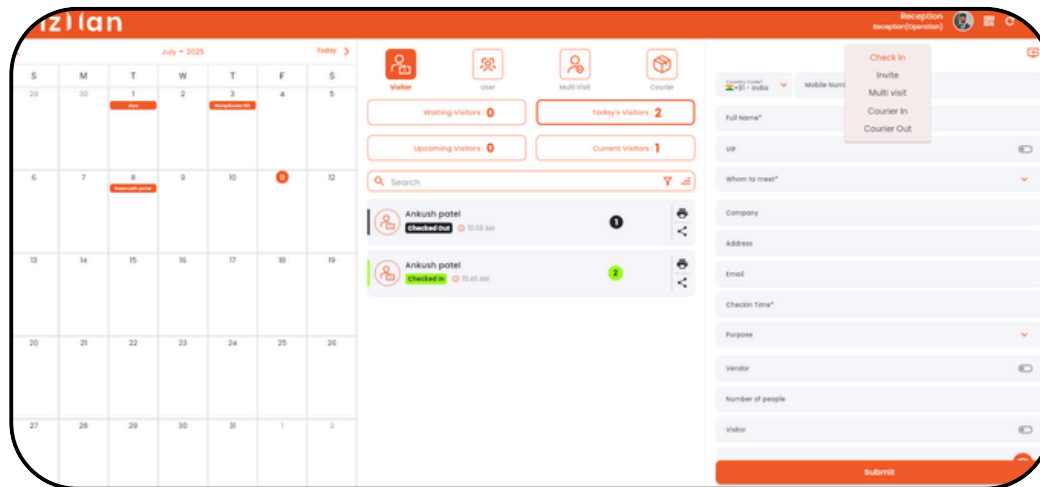


COURIER OUT- STEP 2

63

Click **Courier out** to proceed for Web.

Click **Courier out** to proceed for Mobile Application.



COURIER OUT- STEP 3

64

Fill the **necessary fields** .

Once done, click **Submit**.

The screenshot shows the zillan web application interface. On the left is a calendar for July 2025. On the right is the 'Courier Out' form. The form includes fields for 'From*' (Employee), 'To*' (Harshita), 'Address', 'Courier Executive', 'Country' (India), 'Executive mobile number', 'Date & Time*' (2025-07-11 03:46), 'Docket Number', 'Courier Company', and 'Upload Photo'. There is also an 'Urgent' toggle and a 'Submit' button.

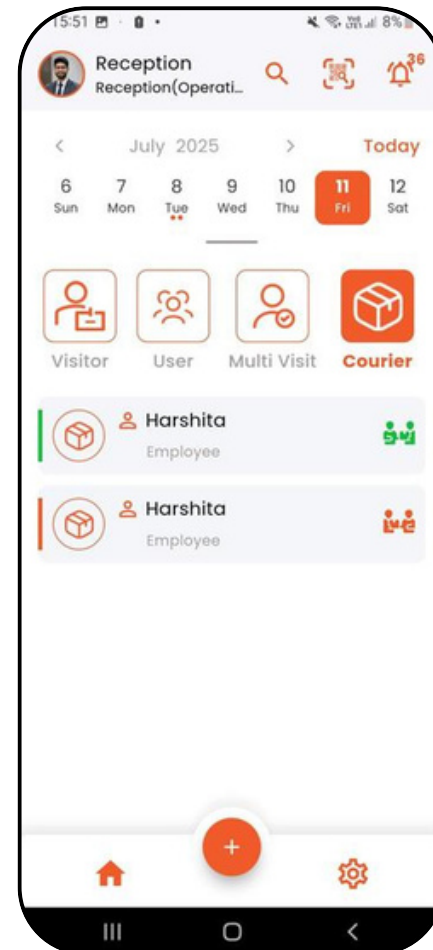
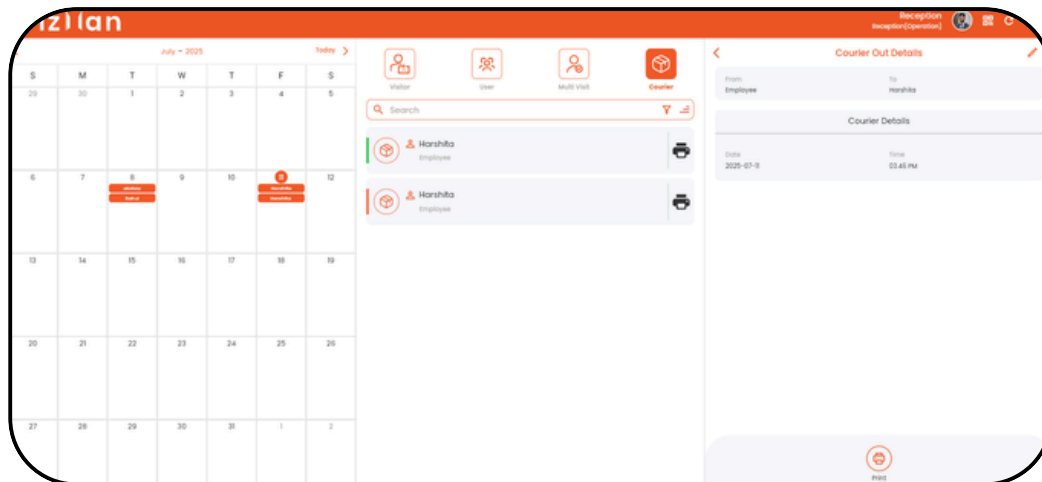
The screenshot shows the zillan mobile application interface. The 'Courier Out' form is displayed on a mobile screen. The form includes fields for 'From*' (Employee), 'To*' (Harshita), 'Address', 'Courier Executive', 'Country' (India), 'Executive mobile number', 'Date & Time*' (2025-07-11 03:46 PM), 'Docket Number', 'Courier Company', and 'Upload Photo'. There is also an 'Urgent' toggle and a 'Submit' button.

COURIER OUT- STEP 4

65

Invited will **Courier** show on **Courier tab**.

Click on particular **Courier**.

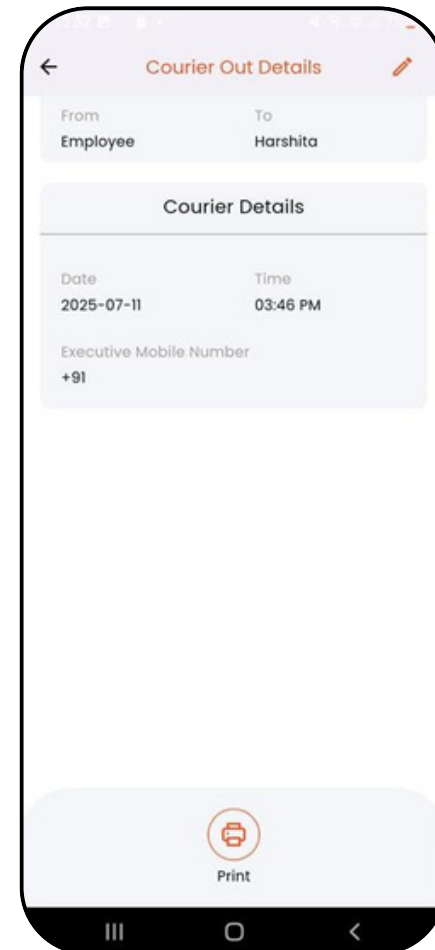
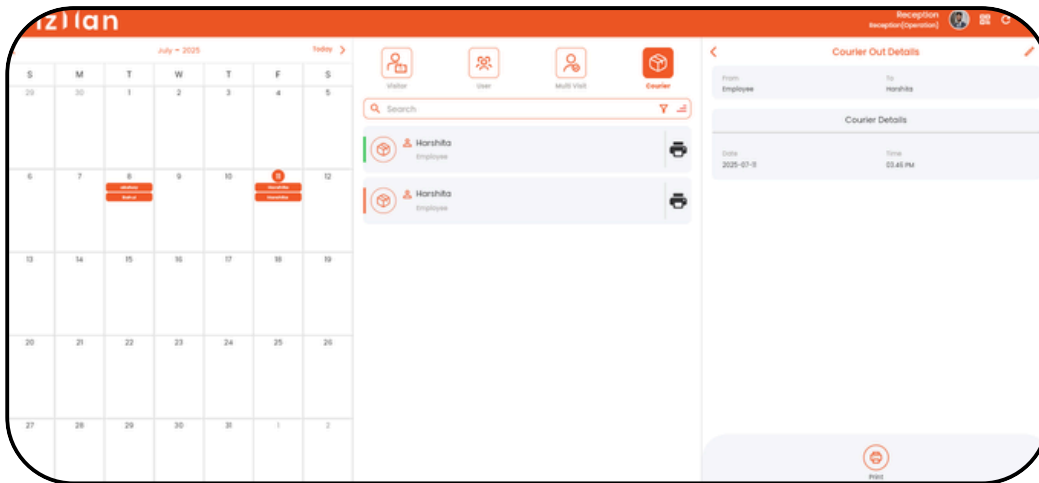


COURIER OUT- STEP 5

66

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

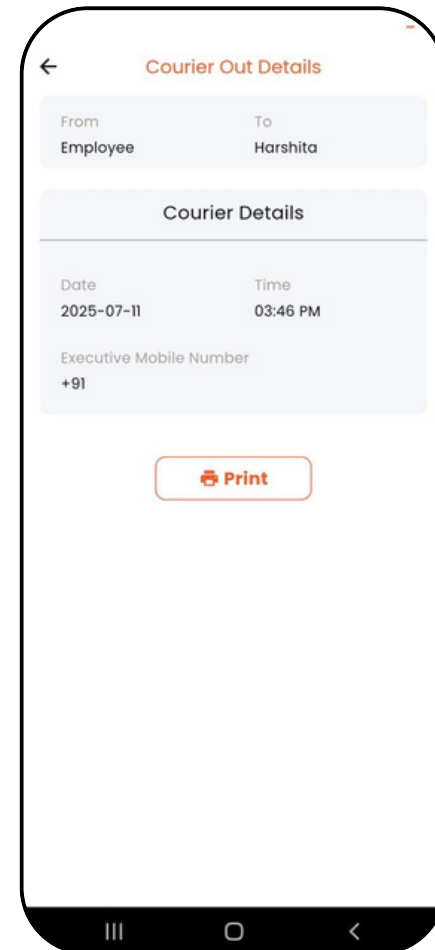
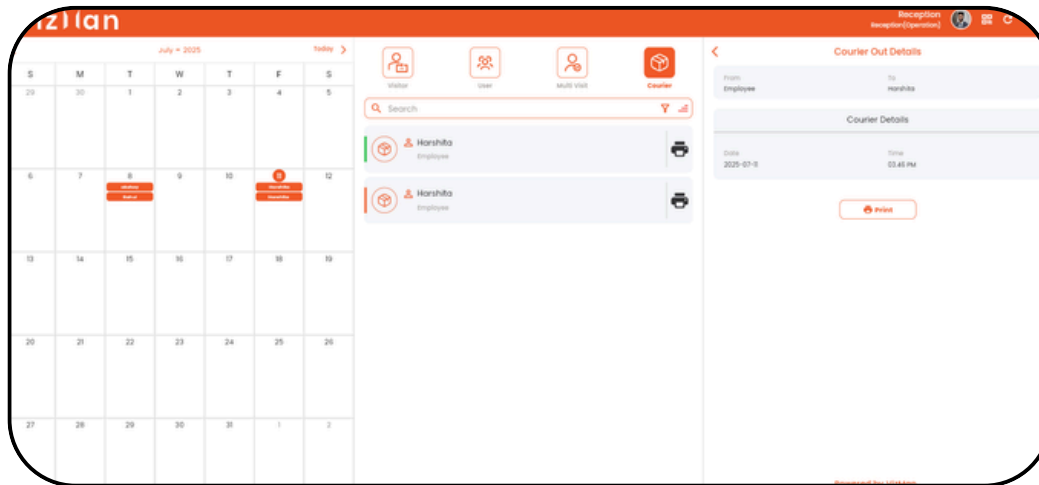
Click on **Print**.



COURIER OUT- STEP 6

67

Click on **Print**.



04 QR CODE ACCESS



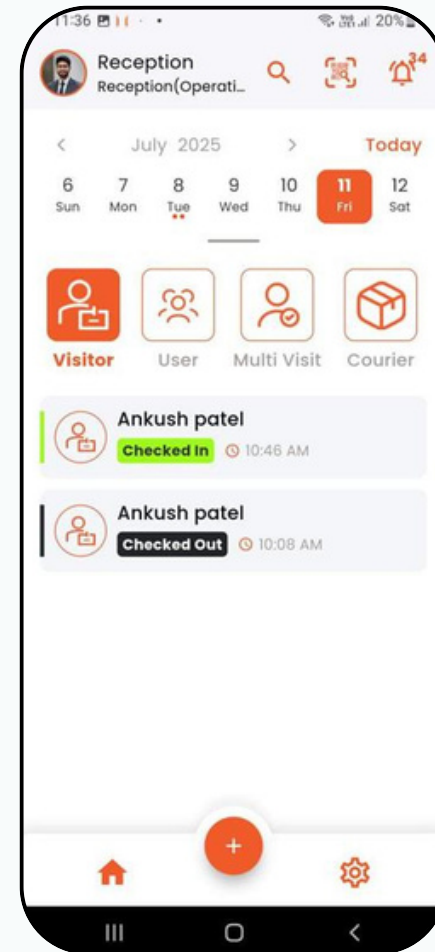
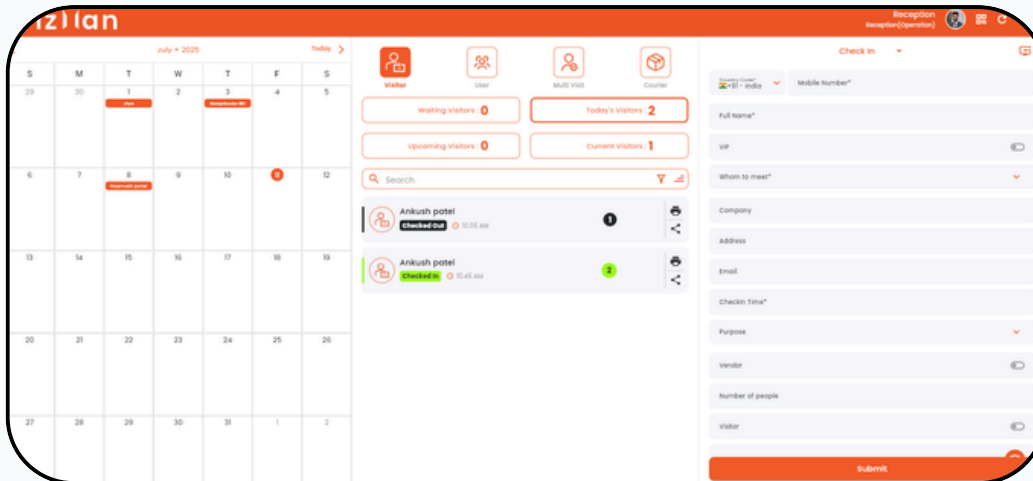
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS- STEP 1

68

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

69

Scan QR Code with Mobile or Tablet.

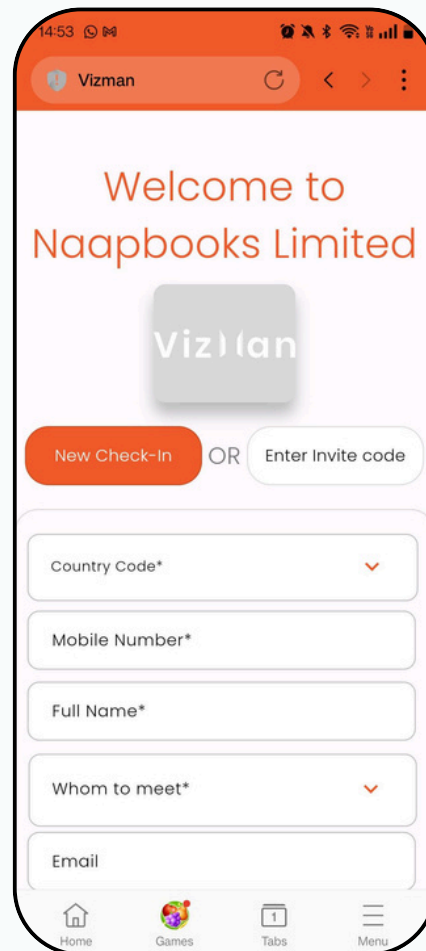


QR CODE ACCESS- STEP 3

70

If you have **invite** then,

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



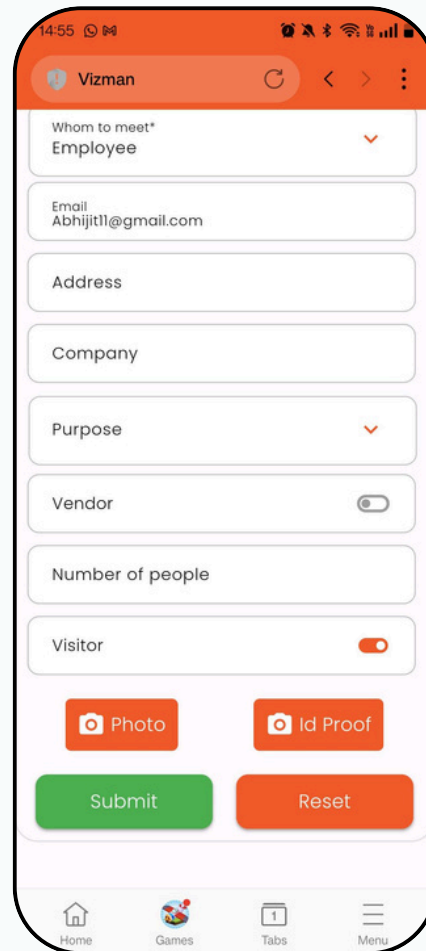
The screenshot shows the mobile app interface for Vizman. At the top, the status bar displays the time 14:53 and various system icons. Below the status bar, the app's name "Vizman" is visible in the browser-like header. The main content area features a welcome message "Welcome to Naapbooks Limited" in orange text, followed by a large, semi-transparent "Vizman" logo. Below the logo, there are two buttons: "New Check-In" (highlighted in orange) and "Enter Invite code" (in white with an orange border). Underneath these buttons is a form with five input fields: "Country Code*" (a dropdown menu), "Mobile Number*", "Full Name*", "Whom to meet*" (a dropdown menu), and "Email". At the bottom of the screen, there is a navigation bar with four icons: "Home", "Games", "Tabs", and "Menu".

QR CODE ACCESS- STEP 4

71

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:

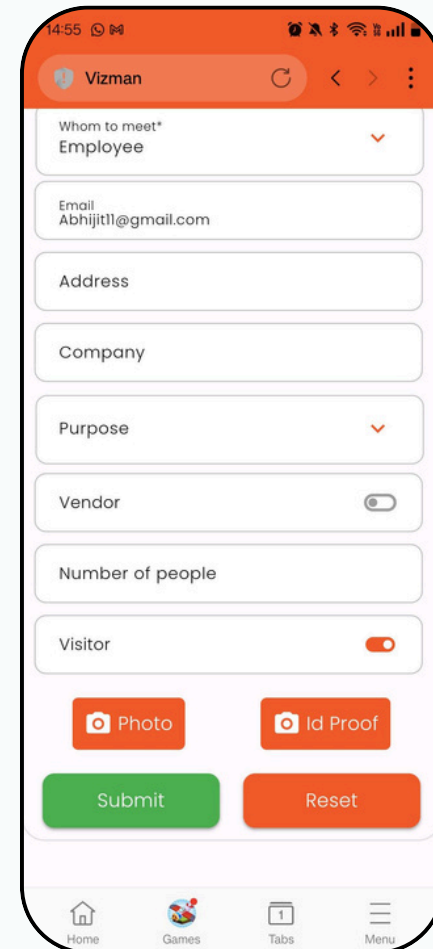
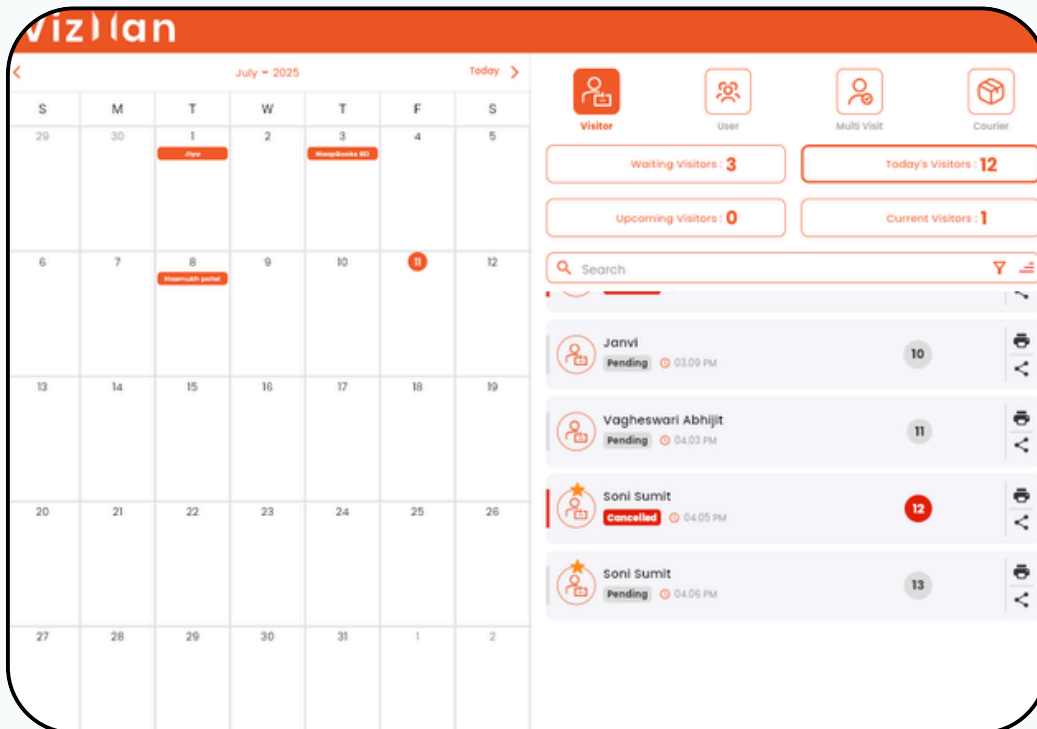
- Whom to meet***: A dropdown menu with "Employee" selected.
- Email**: A text input field containing "Abhijitl@gmail.com".
- Address**: A text input field.
- Company**: A text input field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text input 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 navigation bar includes icons for Home, Games, Tabs, and Menu.

QR CODE ACCESS- STEP 6

72

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

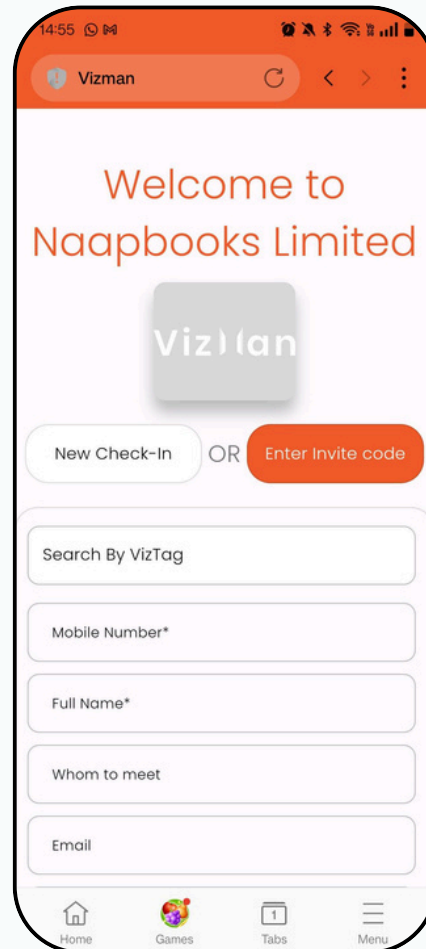


QR CODE ACCESS- STEP 7

73

If you have **invite** then,

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



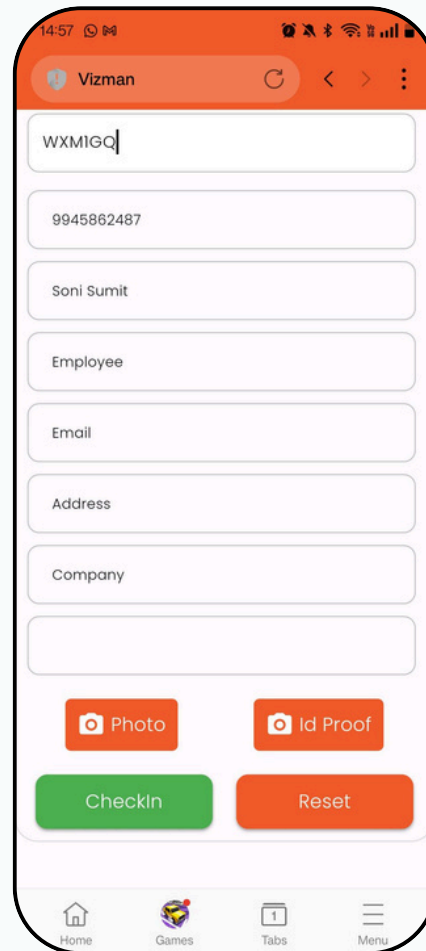
QR CODE ACCESS- STEP 8

74

Enter the **Invite code**.

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

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

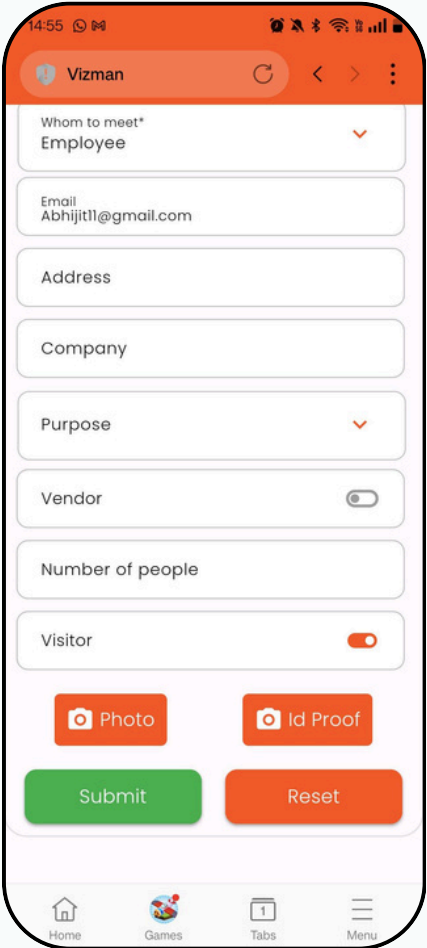
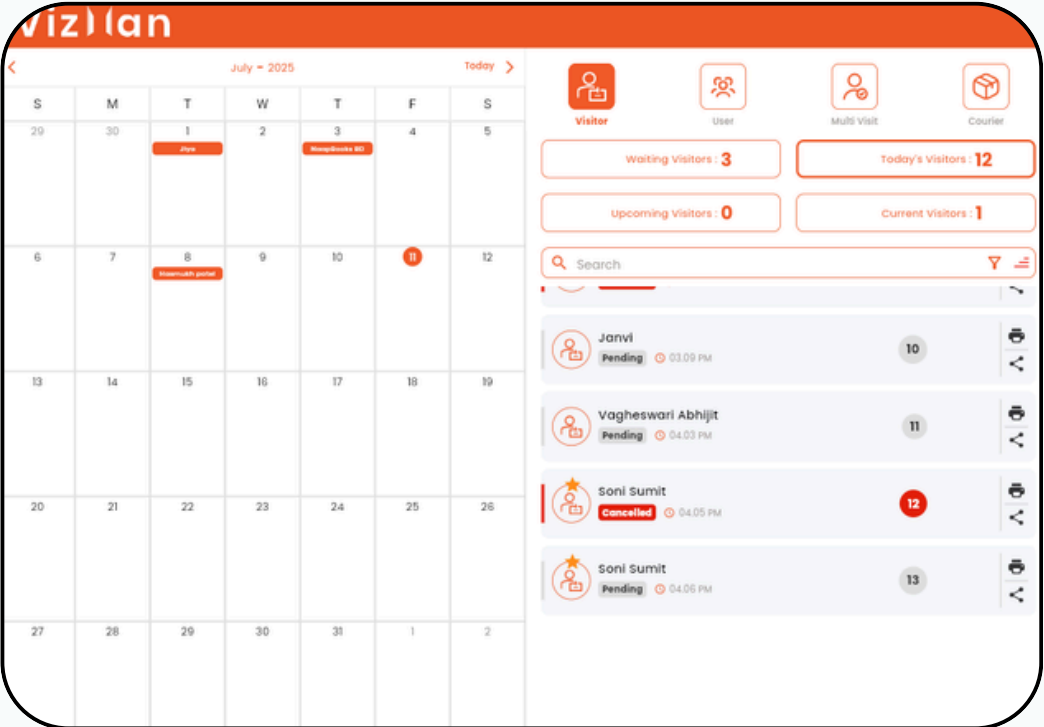


The screenshot shows the Vizman mobile application interface. At the top, the status bar displays the time 14:57 and various system icons. The app's header is orange with the name 'Vizman' and navigation icons. Below the header is a form with several input fields: 'WXMIGQ' (invite code), '9945862487', 'Soni Sumit', 'Employee', 'Email', 'Address', and 'Company'. At the bottom of the form are two buttons: 'Photo' and 'Id Proof'. Below these are two larger buttons: 'CheckIn' (green) and 'Reset' (orange). The bottom navigation bar contains icons for 'Home', 'Games', 'Tabs', and 'Menu'.

QR CODE ACCESS- STEP 9

75

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.

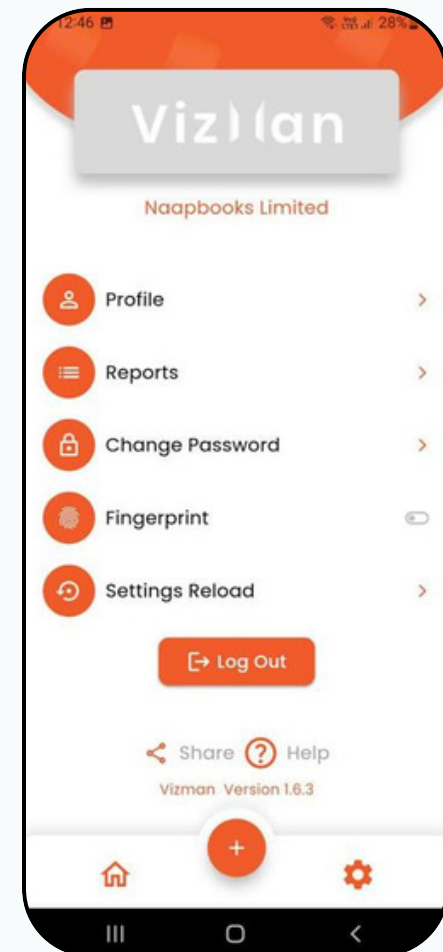
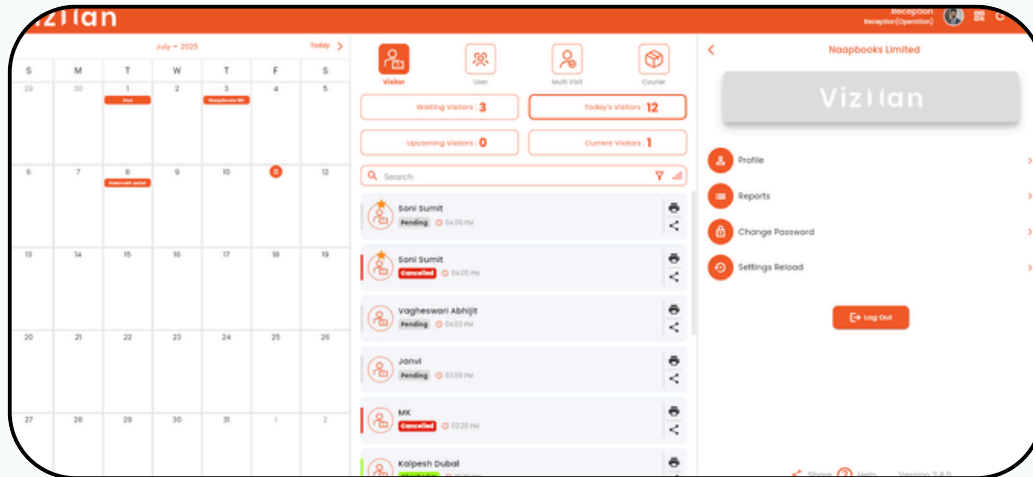
PROFILE- STEP 1

76

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**.

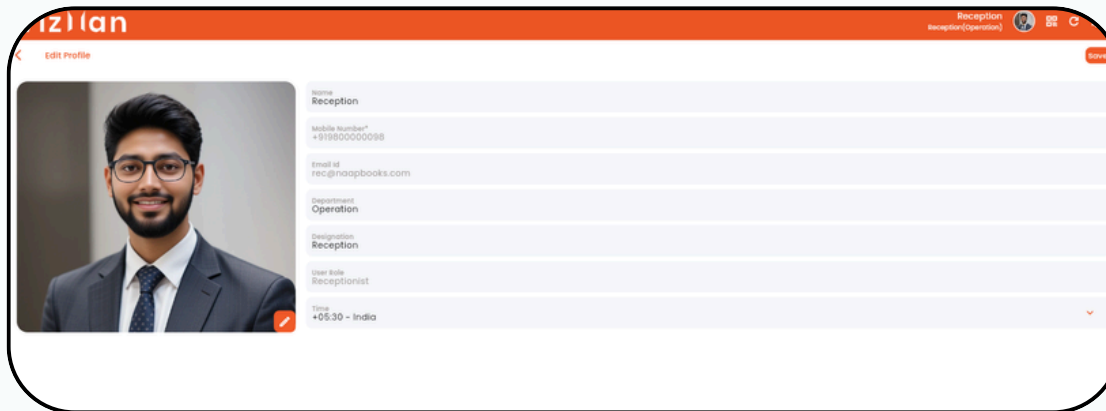


PROFILE- STEP 2

77


Edit the **necessary field**.

Once Done,Click on **Save**



izlan Reception Receptionist (Operation)

Edit Profile Save



Name
Reception

Mobile Number*
+919800000098

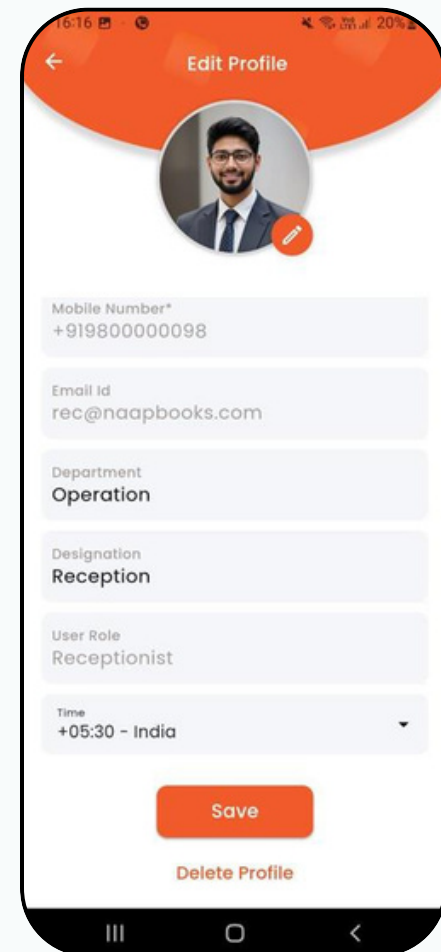
Email Id
rec@naapbooks.com

Department
Operation

Designation
Reception


User Role
Receptionist

Time
+05:30 - India



16:16 20% 20%

← Edit Profile



Mobile Number*
+919800000098

Email Id
rec@naapbooks.com

Department
Operation

Designation
Reception

User Role
Receptionist

Time
+05:30 - India

Save

Delete Profile

06 REPORTS



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

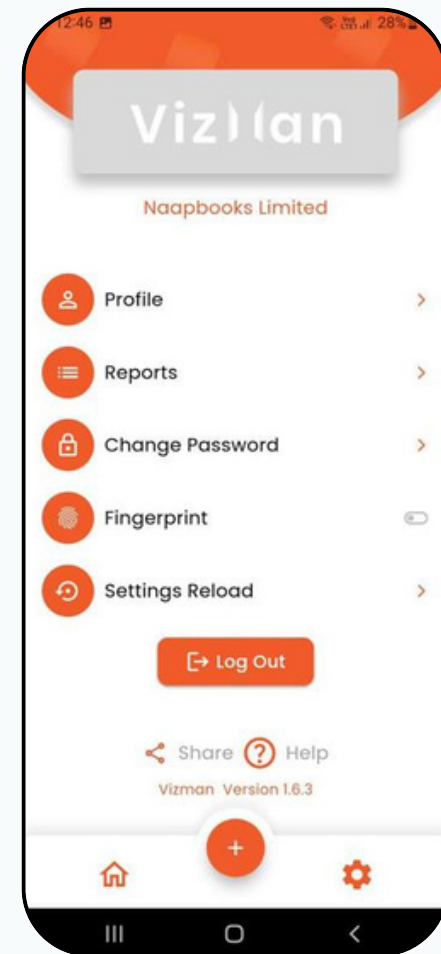
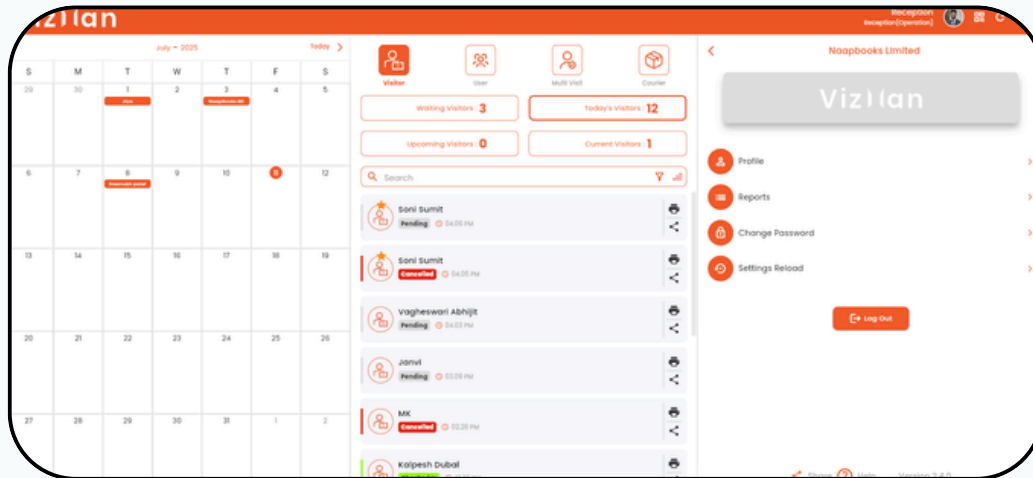
REPORTS- STEP 1

78

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

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

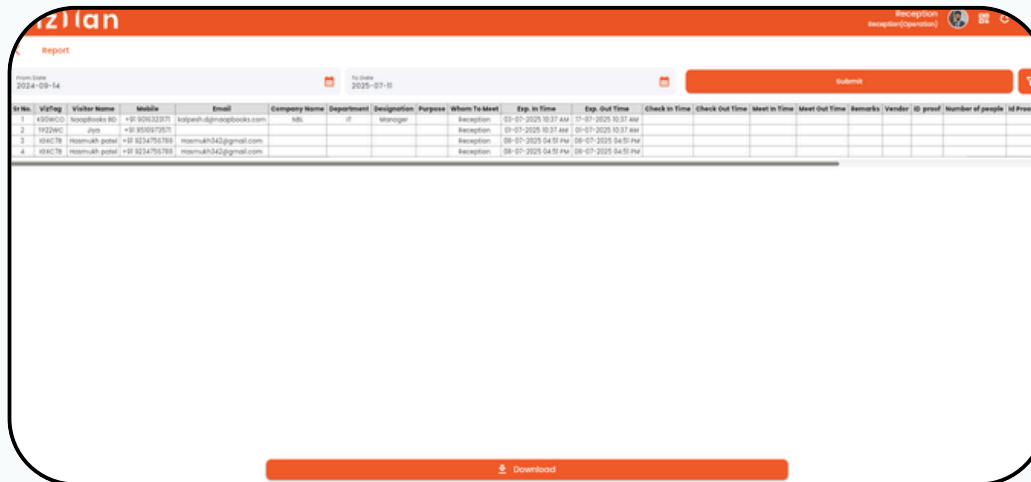
In the top menu, click the **Report**.



REPORTS- STEP 2

79

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



07 CHANGE PASSWORD



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

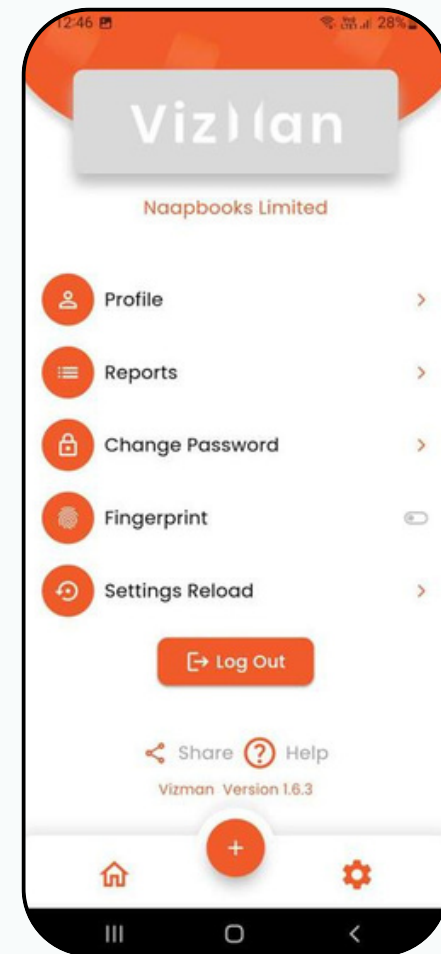
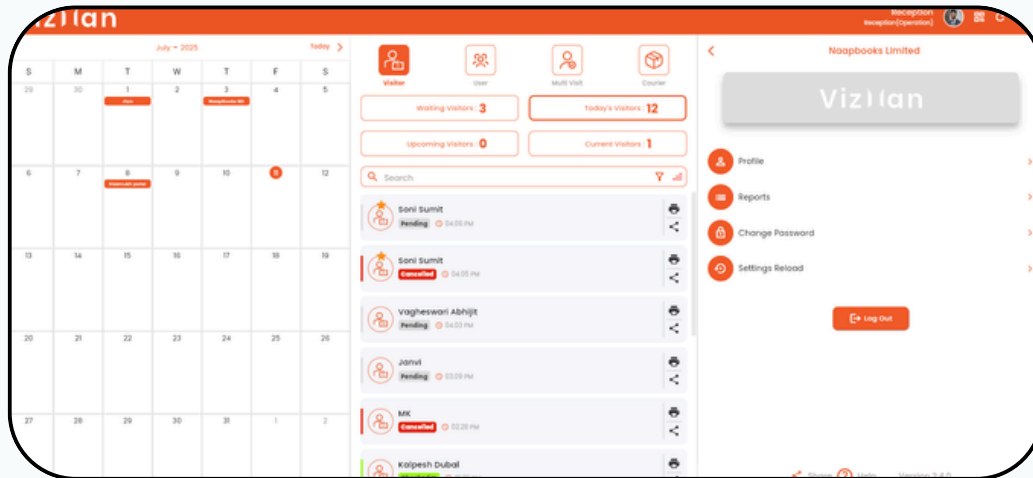
CHANGE PASSWORD- STEP 1

80

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**.

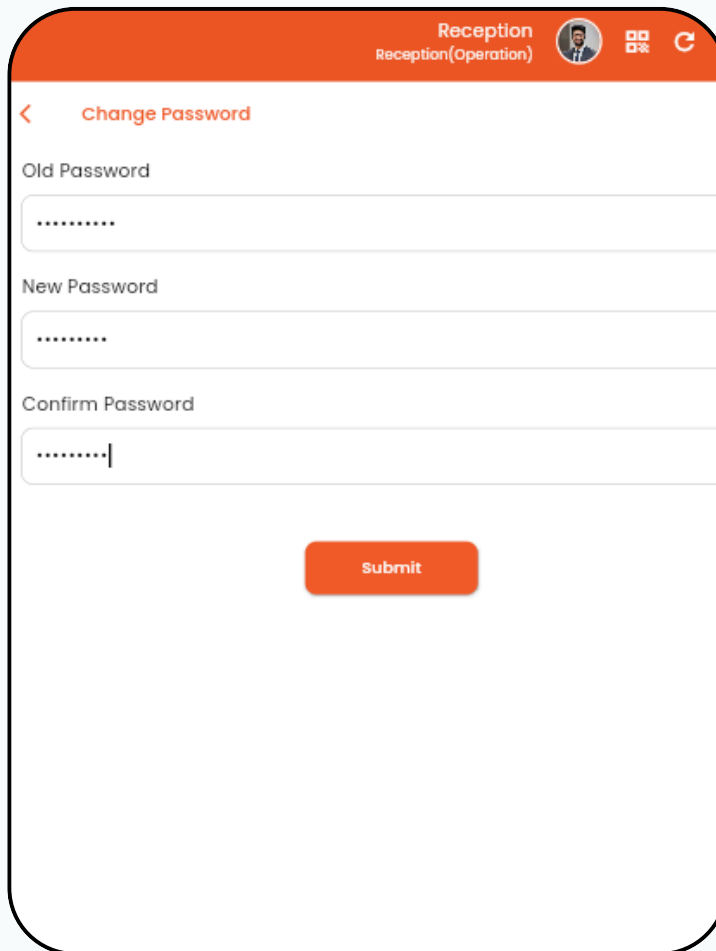


CHANGE PASSWORD- STEP 2

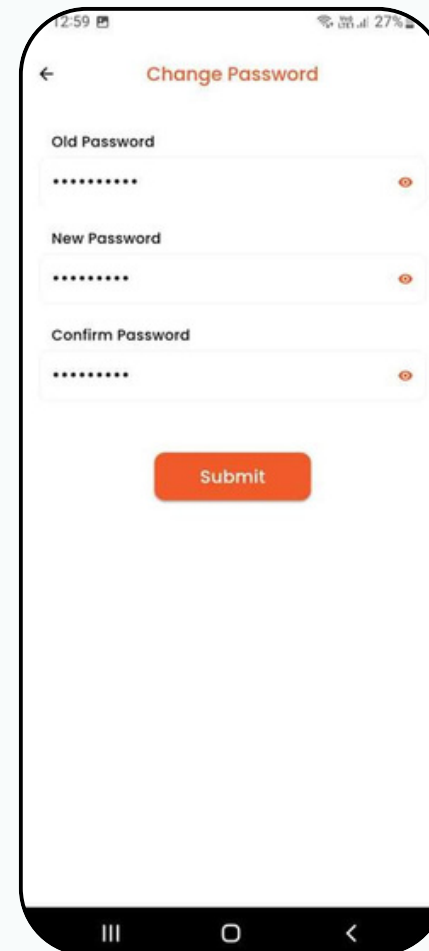
81

Fill the **necessary** field.

Once Done,Click on **Submit**



The screenshot shows a web application interface for changing a password. At the top, there is an orange header bar with the text "Reception" and "Reception(Operation)" on the left, and a user profile icon, a grid icon, and a refresh icon on the right. Below the header, the page title is "Change Password". There are three input fields: "Old Password", "New Password", and "Confirm Password". Each field contains a series of dots representing masked text. At the bottom of the form, there is an orange "Submit" button.



The screenshot shows a mobile application interface for changing a password. At the top, there is a status bar with the time "12:59" and battery level "27%". Below the status bar, there is a back arrow and the page title "Change Password". There are three input fields: "Old Password", "New Password", and "Confirm Password". Each field contains a series of dots representing masked text. At the bottom of the form, there is an orange "Submit" button. The bottom of the screen shows the Android navigation bar with three icons: a home button, a back button, and a recent apps button.

08 SETTINGS RELOAD



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

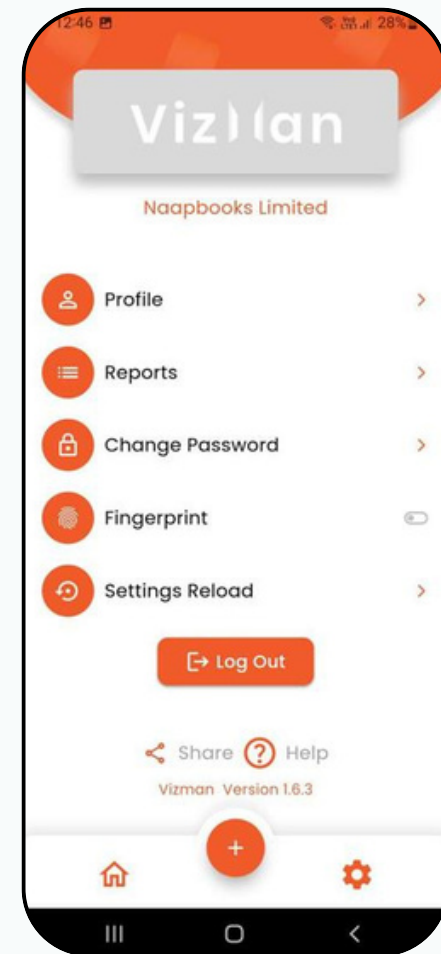
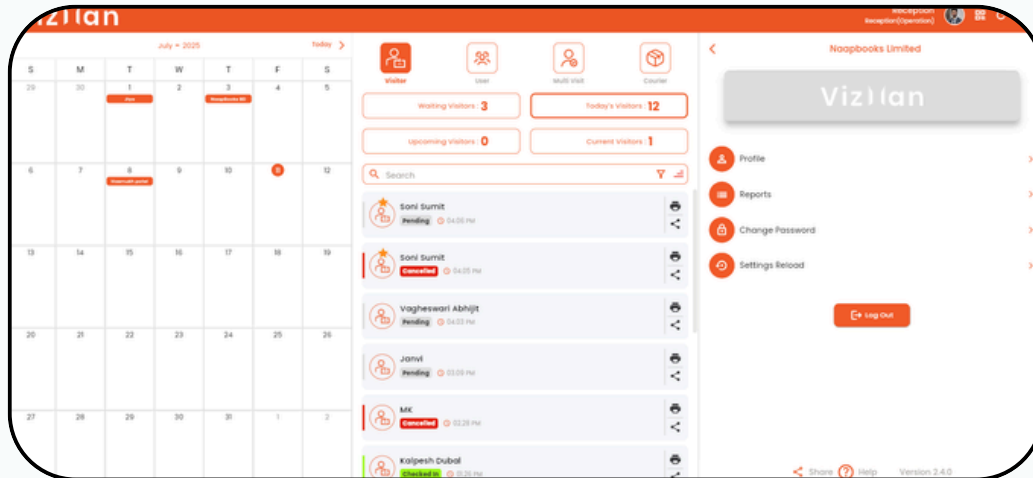
SETTINGS RELOAD- STEP 1

82

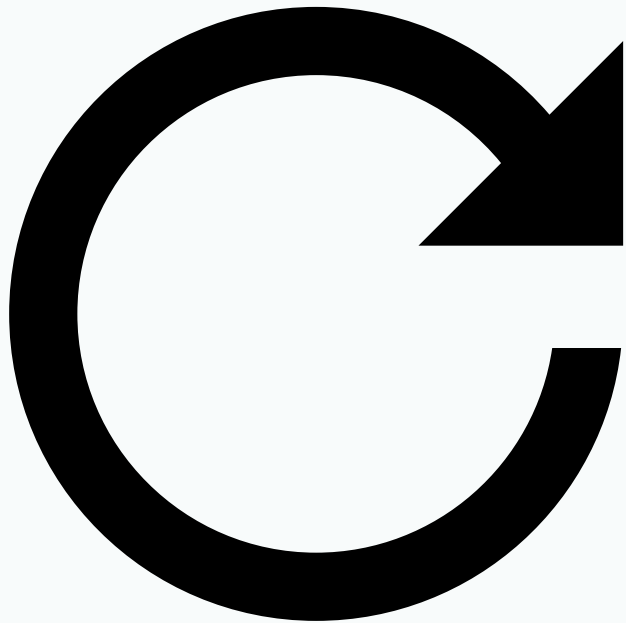
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

83

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

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

The screenshot displays the 'Vizlan' reception management interface. The top navigation bar includes the 'Vizlan' logo, the user role 'Reception reception(Operation)', and a refresh icon. The main content area is divided into several sections:

- Calendar:** A calendar for July 2025 showing dates from 29 to 2. Specific dates are highlighted with red boxes: 1 (Jyoti), 3 (Naapbooks 90), 8 (Kishanraj parne), and 11 (11).
- Visitor Status Cards:** Four cards with icons for Visitor, User, Multi Visit, and Courier. The Visitor card shows 'Waiting Visitors : 3', Today's Visitors : 12, Upcoming Visitors : 0, and Current Visitors : 1.
- Visitor List:** A list of visitors with search and filter options. The list includes:
 - Soni Sumit (Pending, 04:06 PM)
 - Soni Sumit (Cancelled, 04:05 PM)
 - Vagheswari Abhijit (Pending, 04:03 PM)
 - Janvi (Pending, 03:09 PM)
 - MK (Cancelled, 02:28 PM)
 - Kalpesh Dubal (Pending, 02:28 PM)
- User Profile Menu:** A sidebar menu for 'Naapbooks Limited' with options: Profile, Reports, Change Password, and Settings Reload. A 'Log Out' button is also present.

At the bottom right, there are links for 'Share', 'Help', and 'Version 2.4.0'.

09 NOTIFICATION

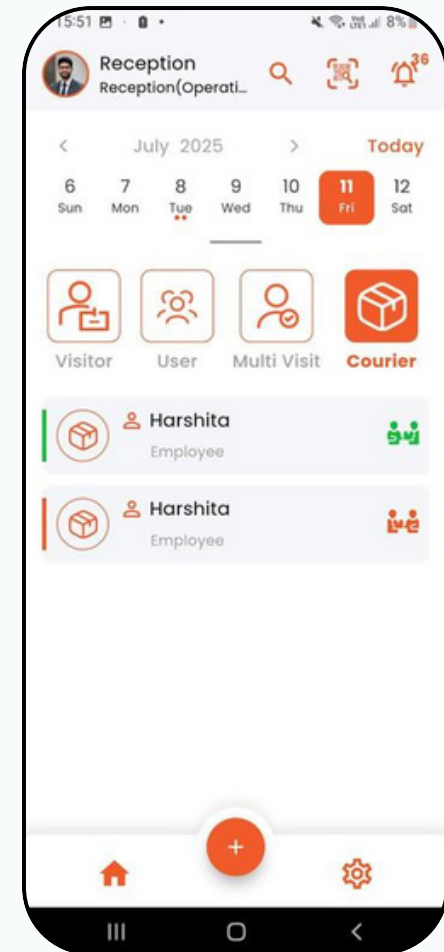
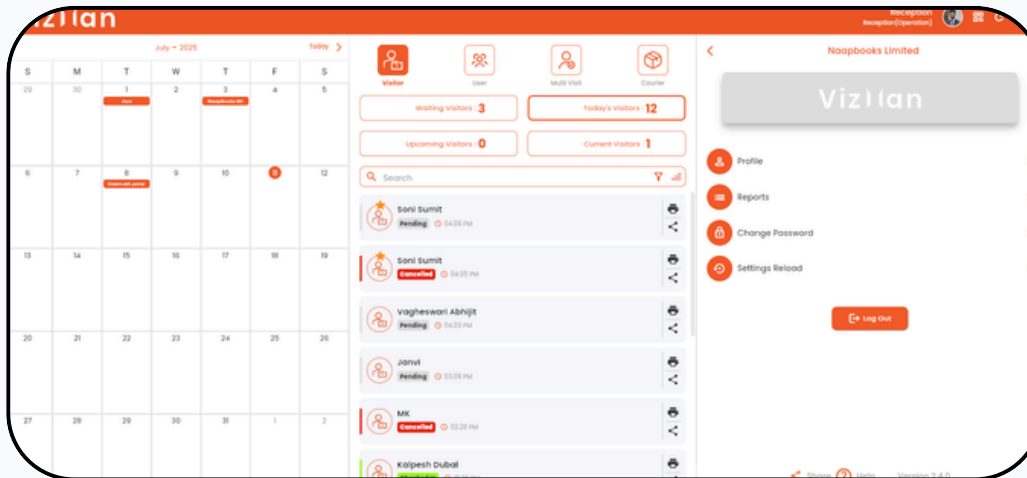


New updates? Click
once to see your
notifications!

NOTIFICATION- STEP 1

84

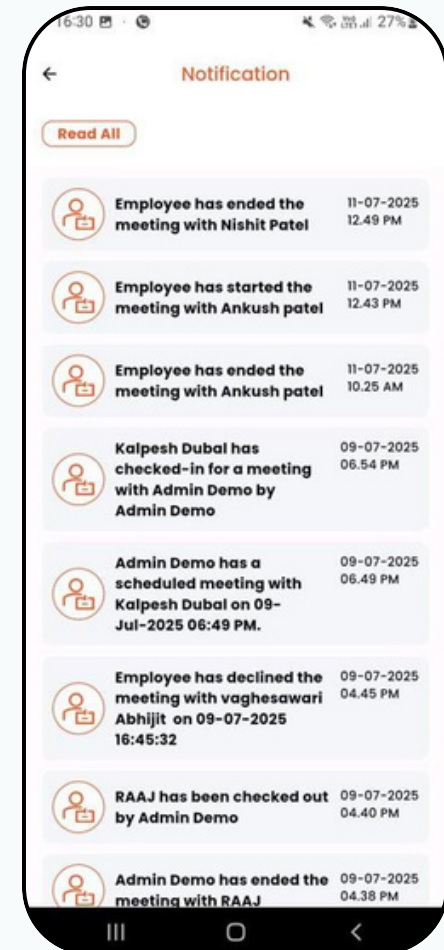
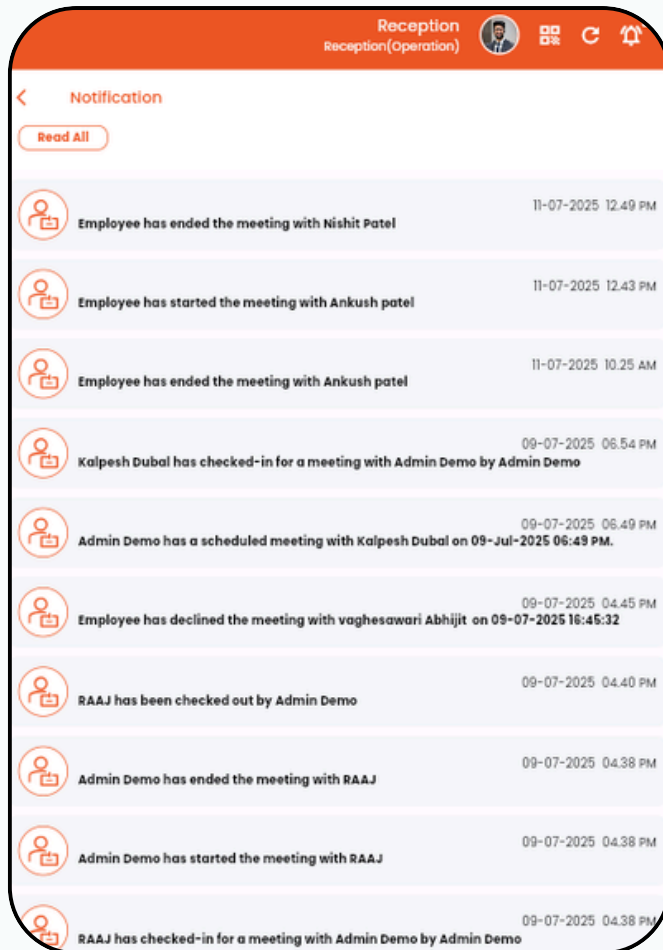
On the top menu, click the **Notification** icon.



NOTIFICATION- STEP 1

85

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



THANK YOU!

You've now completed your training on the Receptionist 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.