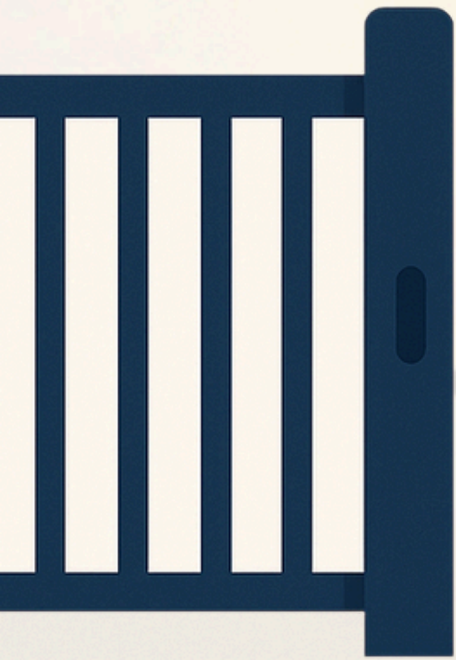
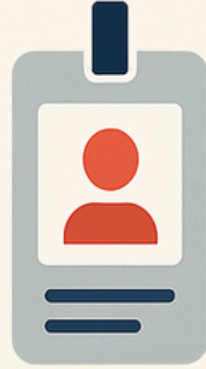


Vizlan

USER GUIDE FOR GATEKEEPER

Version 1.5



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**.

Web

Sign In

VizMan

Sign In

Welcome !

Country: India Mobile No*

Password*

Sign In Forgot Password ?

Don't have an account? Sign Up Now

VizMan

Sign In

+91 Mobile No

Password

Sign In

Forgot Password ?

LOGIN – STEP 1

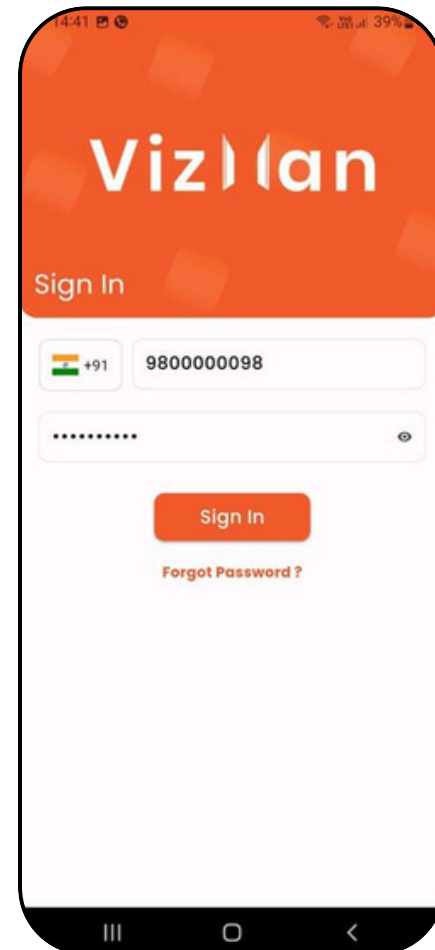
02

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. On the left, there is a 'Welcome!' section with a 'Sign In' button and a 'Forgot Password?' link. Below this, there are input fields for mobile number (with a country code dropdown set to '+91'), password, and a CAPTCHA. A 'Sign In' button is positioned below the input fields. On the right, there is a large illustration of a man in a suit standing next to a laptop displaying a padlock, with a key and a shield nearby, symbolizing security.



The mobile login page has an orange header with the 'Vizlan' logo. Below the header, the text 'Sign In' is displayed. The form includes a country code dropdown set to '+91' and a mobile number input field containing '9800000098'. Below the number is a password input field with a toggle for visibility. A large orange 'Sign In' button is centered below the form, with a 'Forgot Password?' link underneath. The page is shown on a smartphone screen with a black navigation bar at the bottom.

02 CHECK-IN



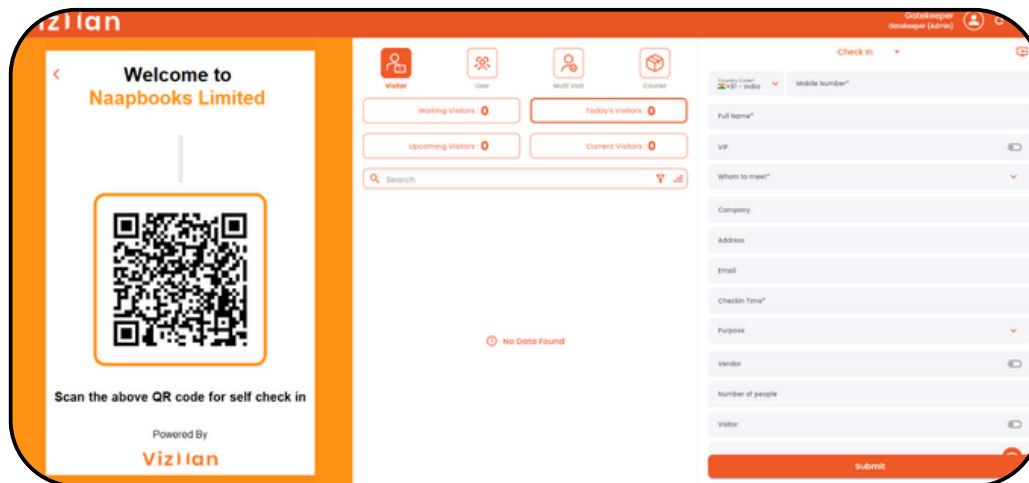
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

CHECK-IN- STEP 1

03

Click **Dropdown** to proceed for Web.

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

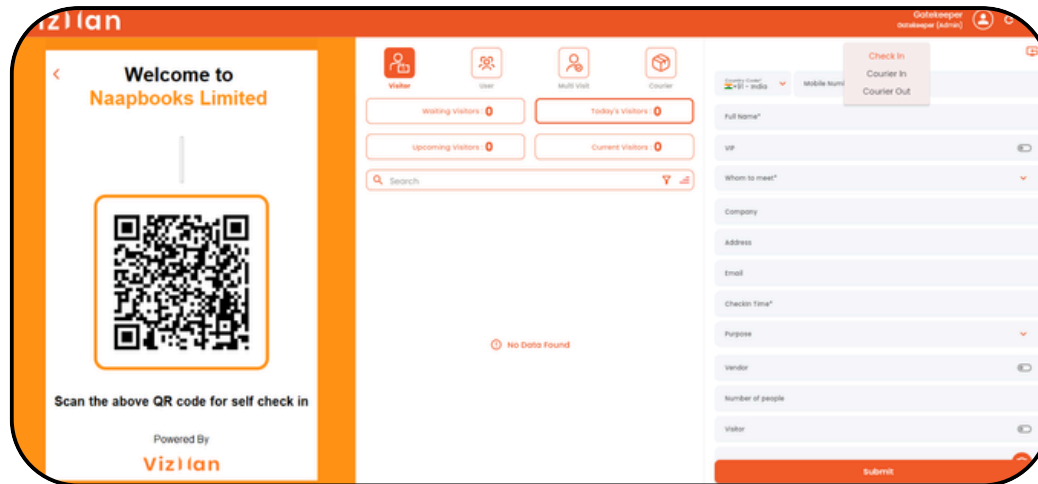


CHECK-IN- STEP 2

04

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

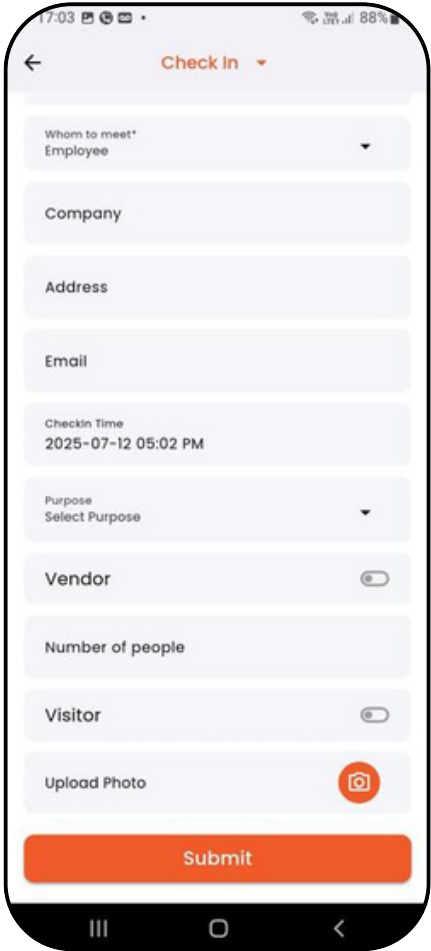
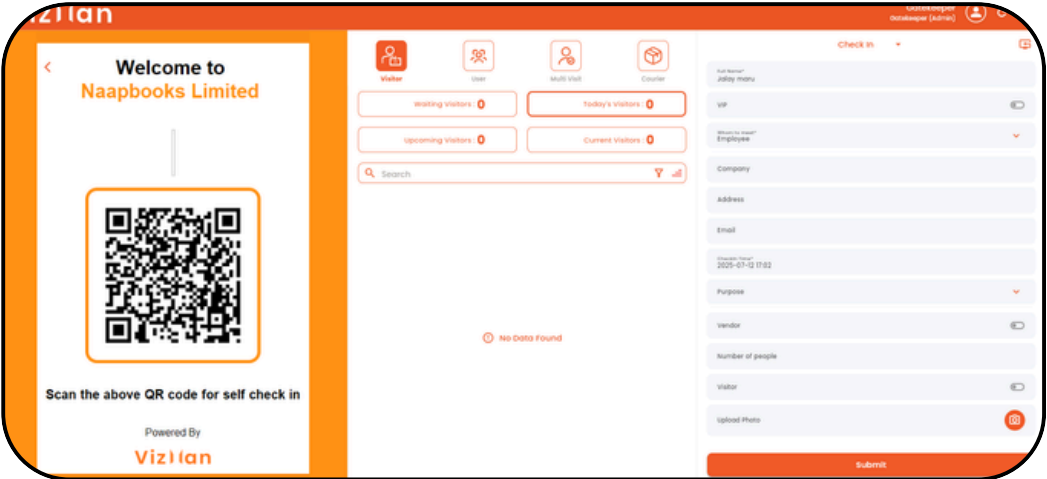
Click **Check-In** to proceed for Mobile Application.



CHECK-IN- STEP 3

05

Fill the **necessary fields** .
Once done, click **Submit**.

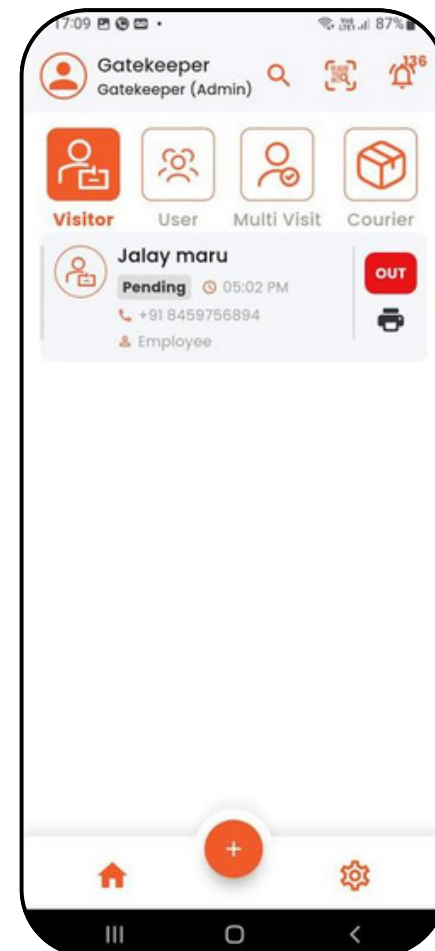
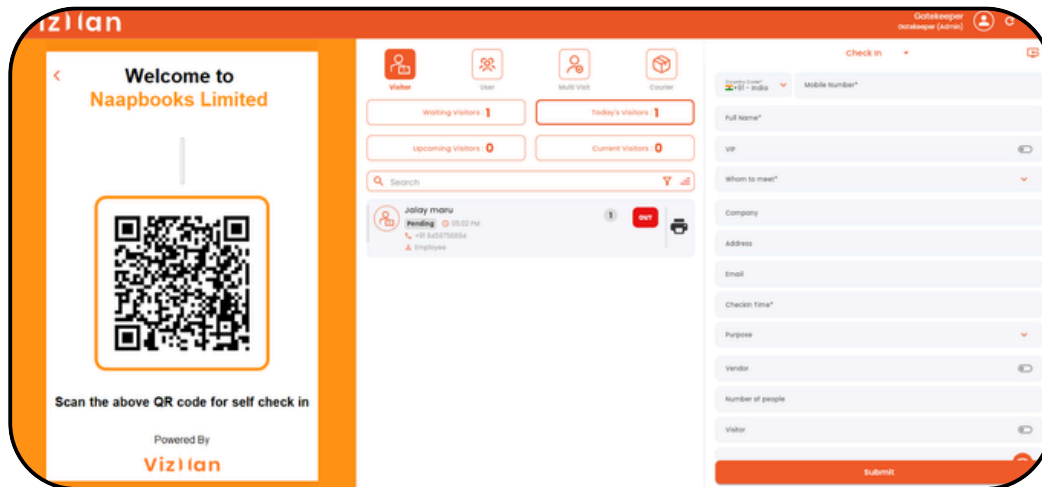


CHECK-IN- STEP 4

06

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

Click on particular **Visitor**.



04 COURIER IN



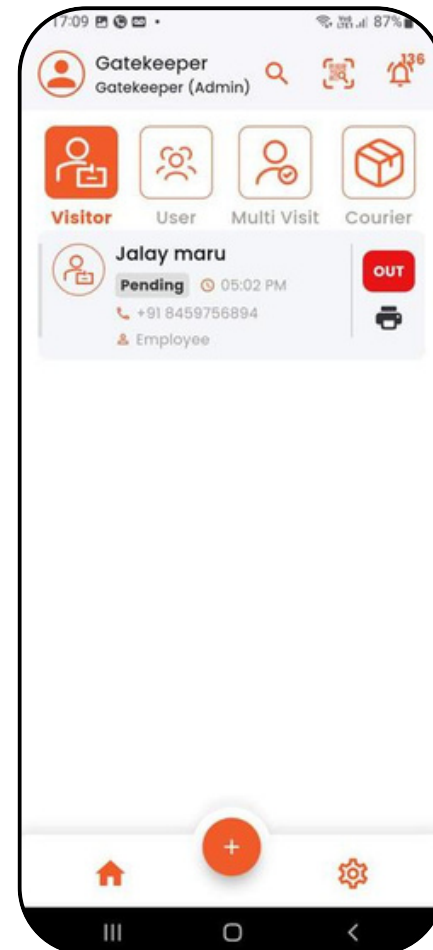
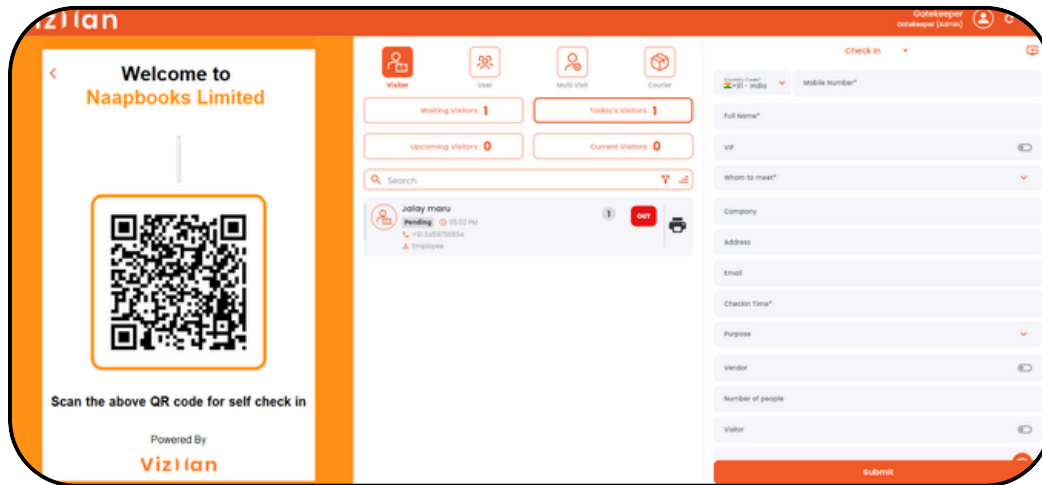
No need to worry about your courier you can check it with few clicks.

COURIER IN- STEP 1

07

Click **Dropdown** to proceed for Web.

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

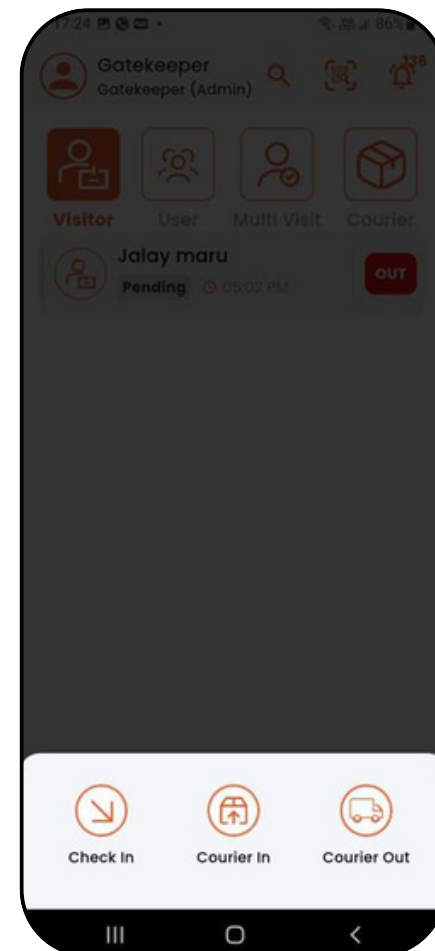
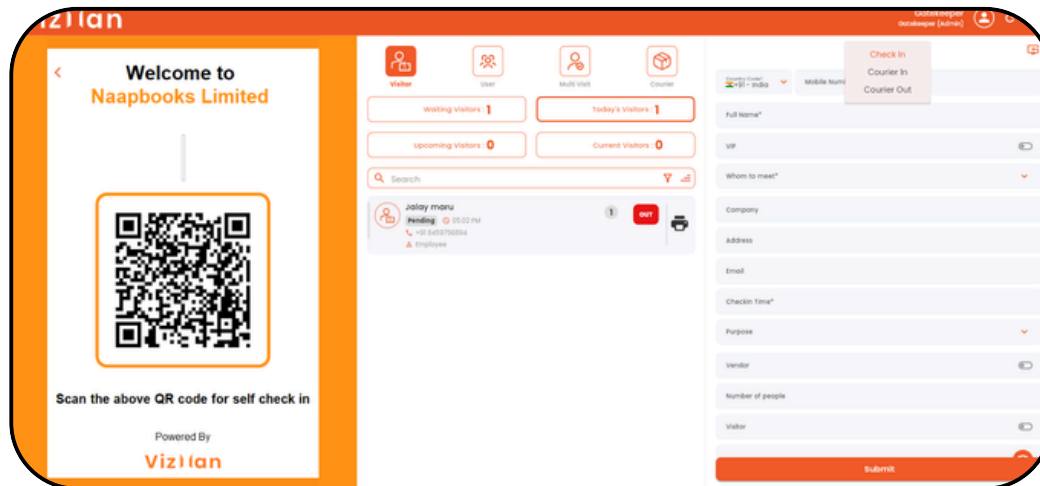


COURIER IN- STEP 2

08

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

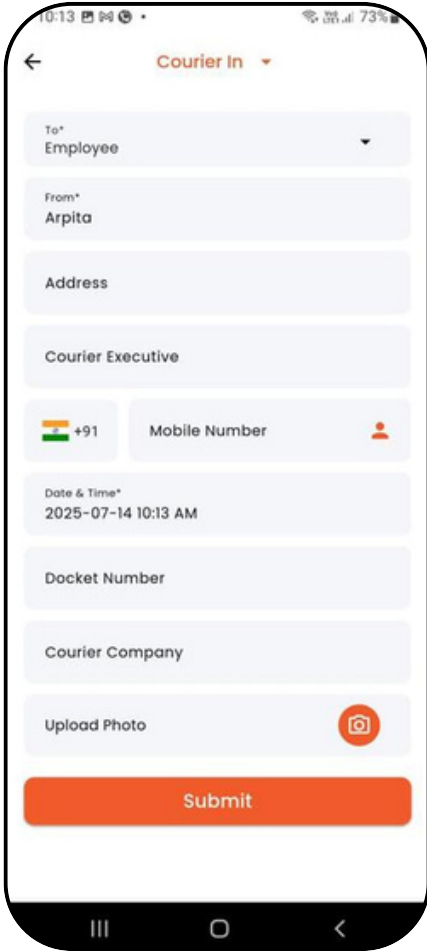
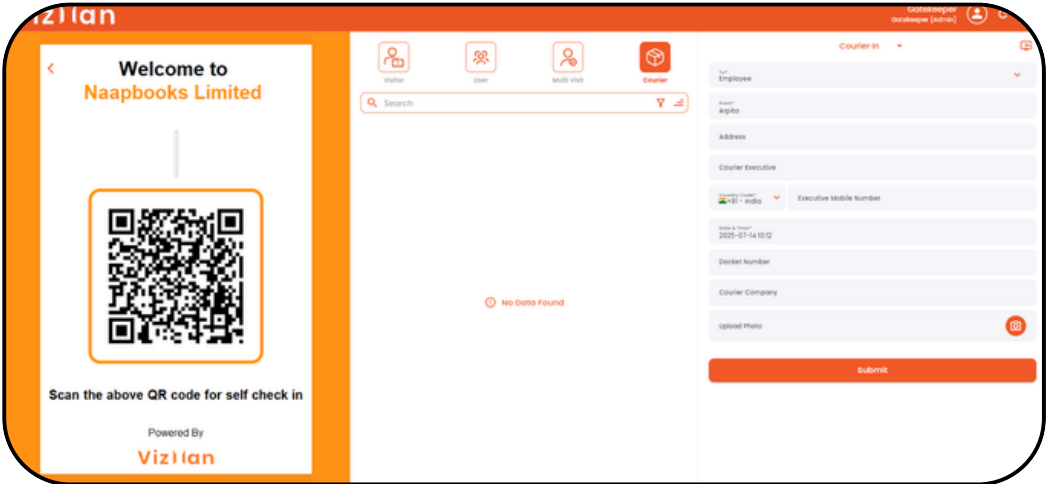
Click **Courier In** to proceed for Mobile Application.



COURIER IN- STEP 3

09

Fill the **necessary fields** .
Once done, click **Submit**.

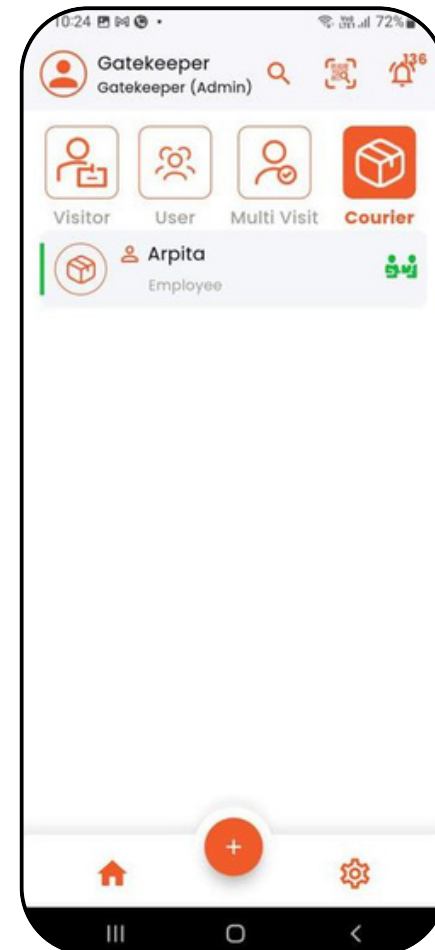
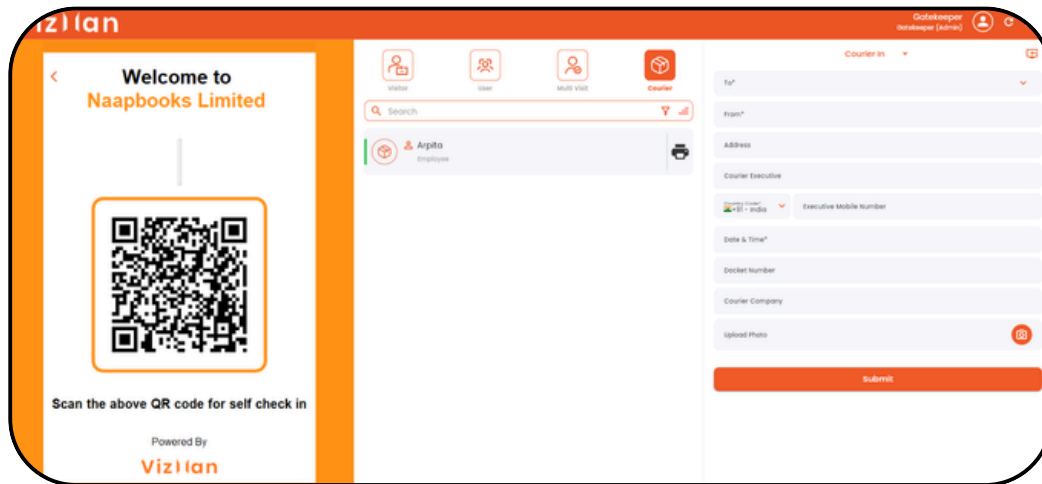


COURIER IN- STEP 4

10

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

Click on particular **Courier**.

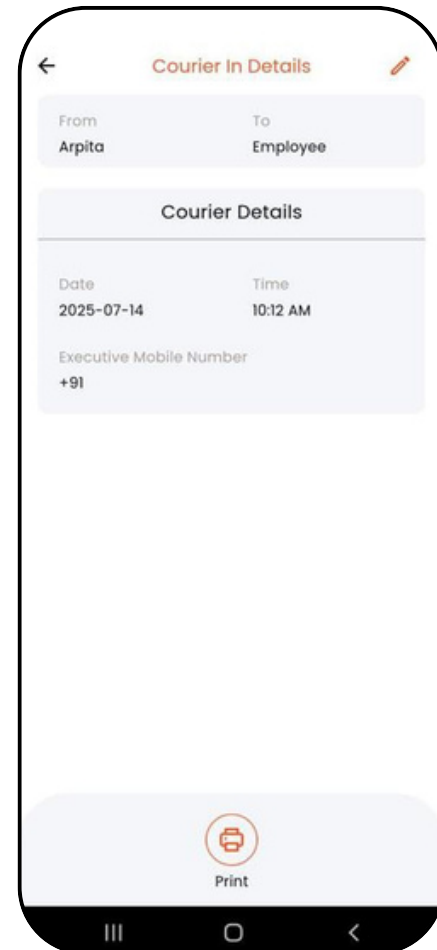
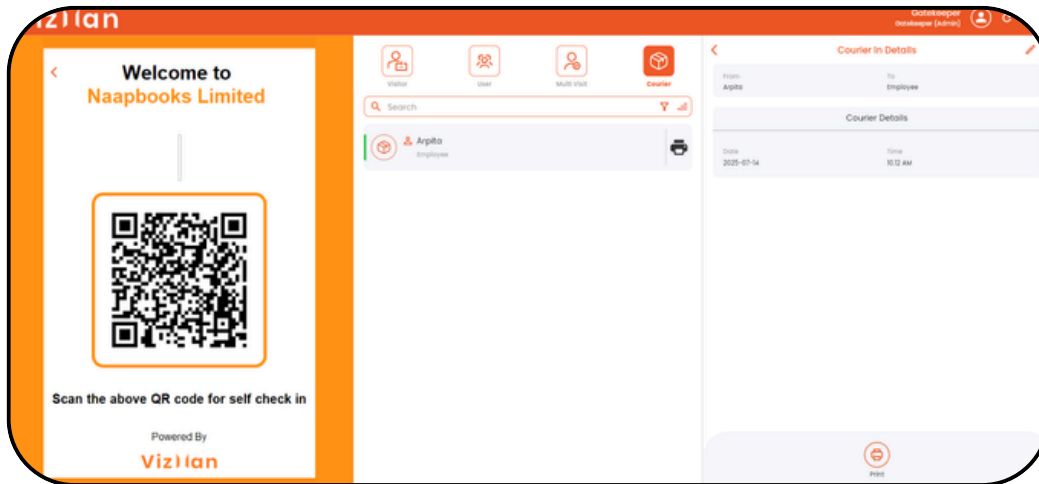


COURIER IN- STEP 5

11

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

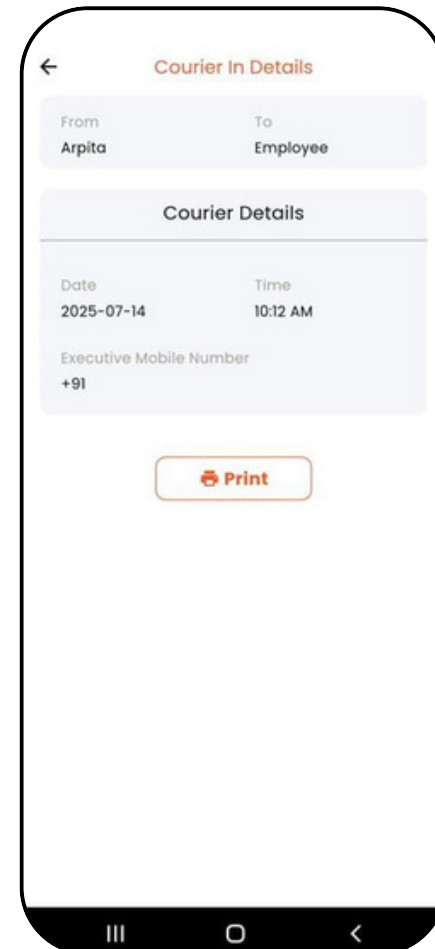
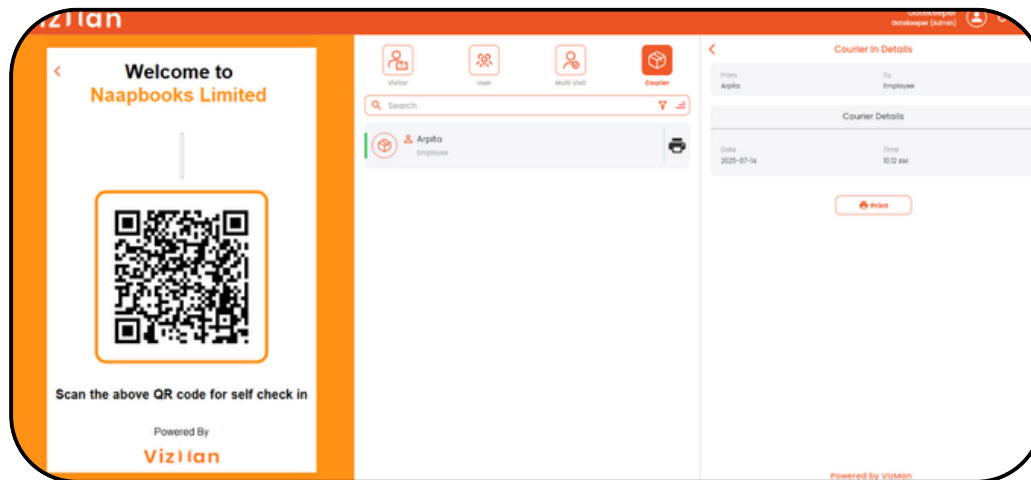
Click on **Print**.



COURIER IN- STEP 6

12

Click on **Print**.



04 COURIER OUT



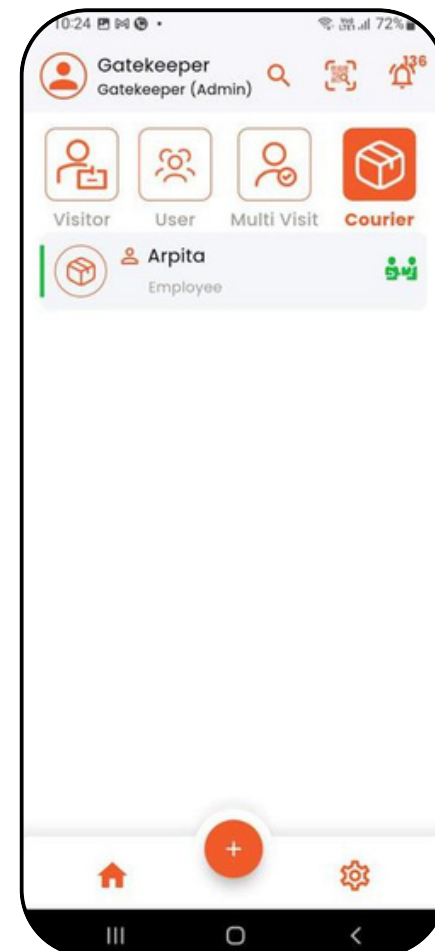
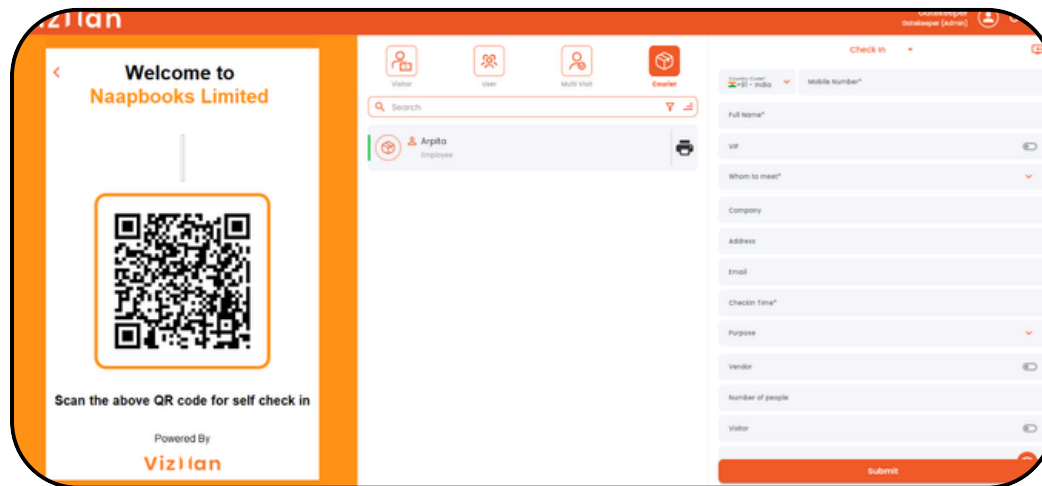
Want to send courier?
No need to worry, It will
be Done in few Clicks.

COURIER OUT- STEP 1

13

Click **Dropdown** to proceed for Web.

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

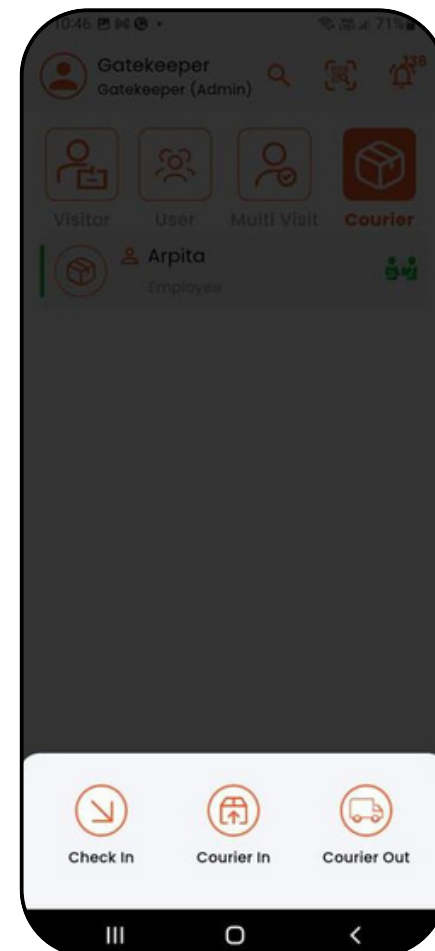
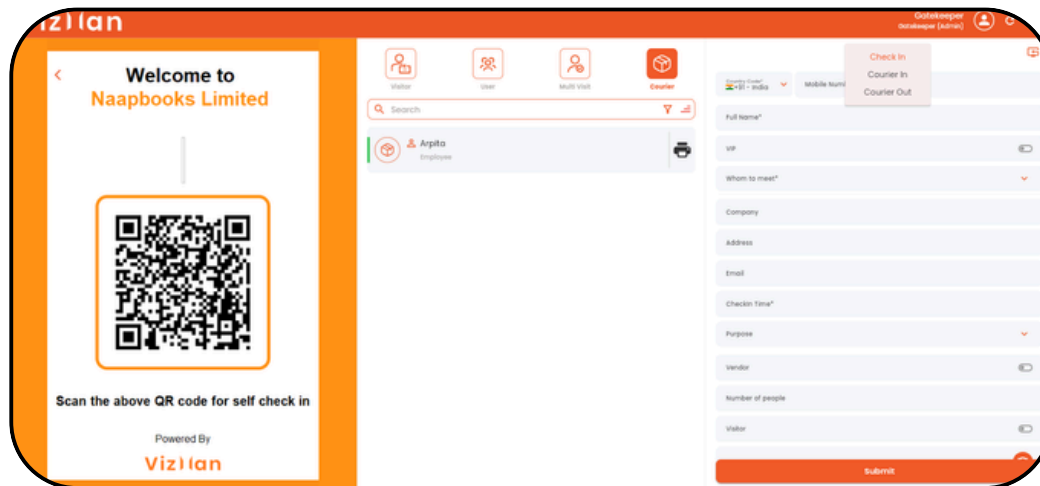


COURIER OUT- STEP 2

14

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

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

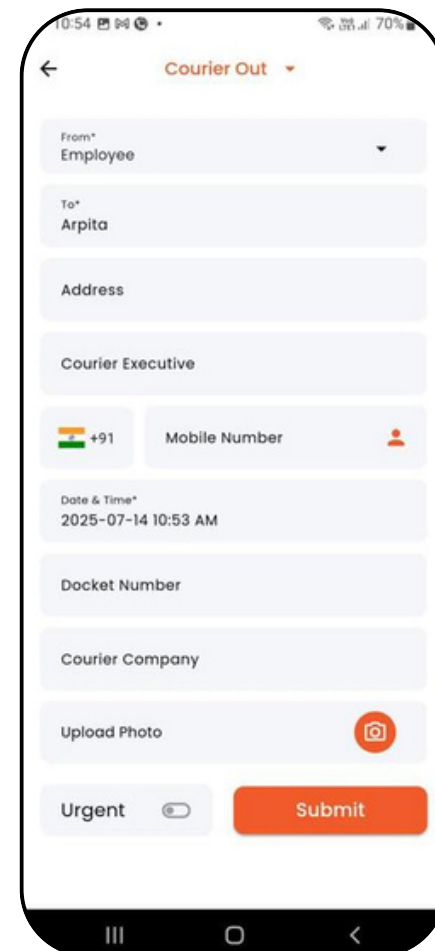
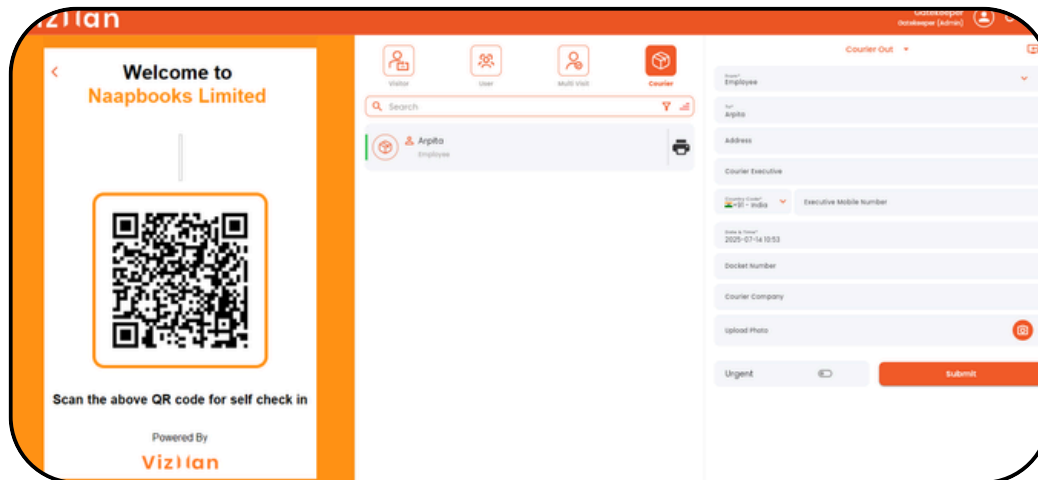


COURIER OUT- STEP 3

15

Fill the **necessary fields** .

Once done, click **Submit**.

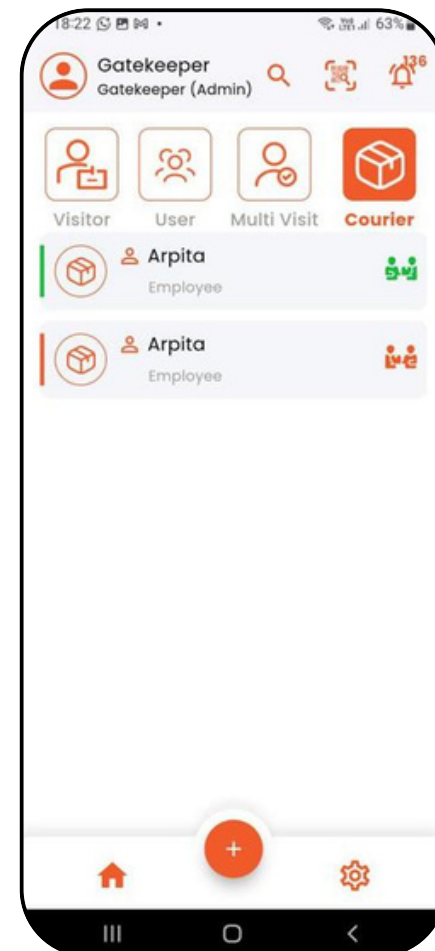
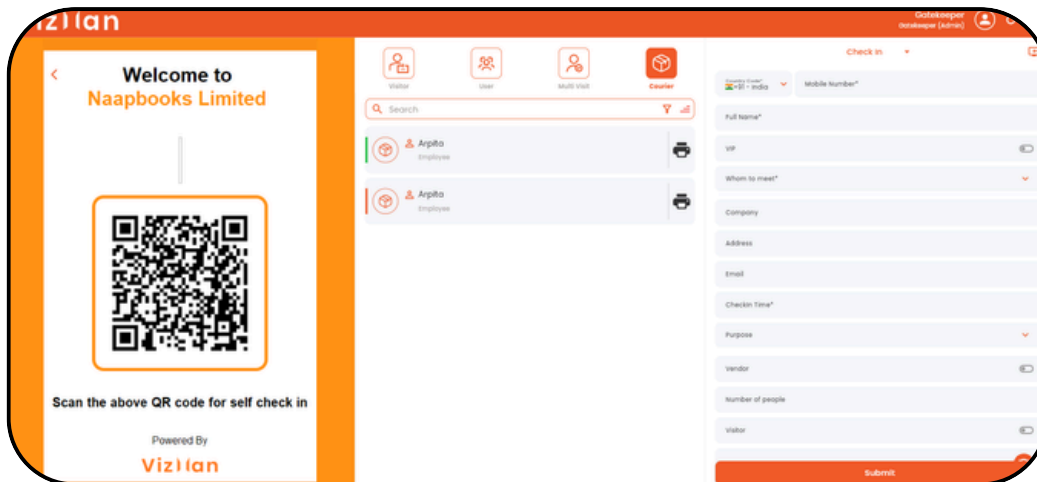


COURIER OUT- STEP 4

16

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

Click on particular **Courier**.

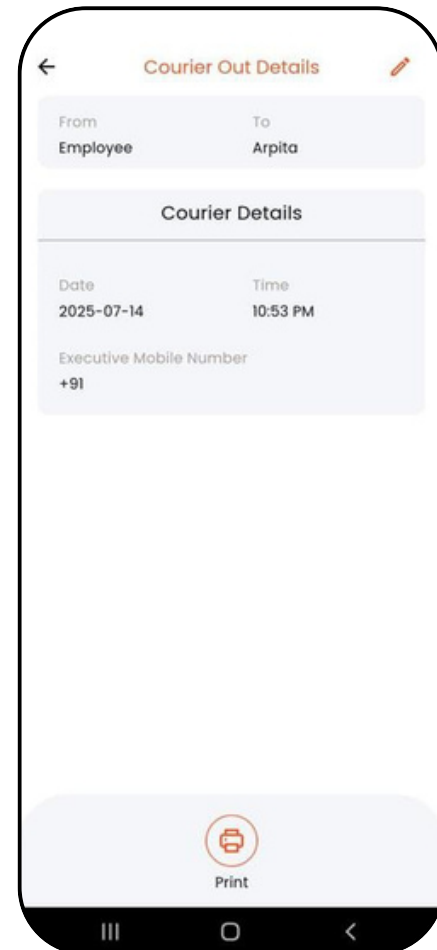
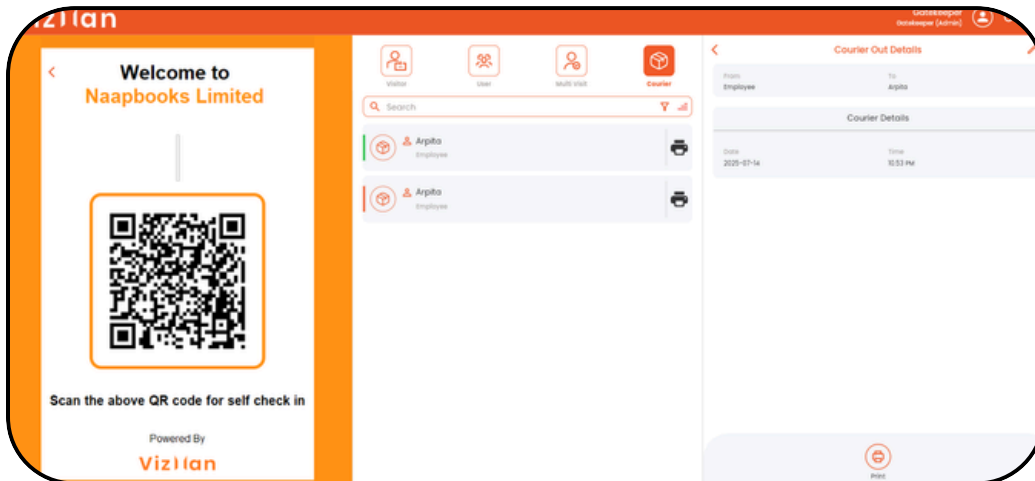


COURIER OUT- STEP 5

17

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

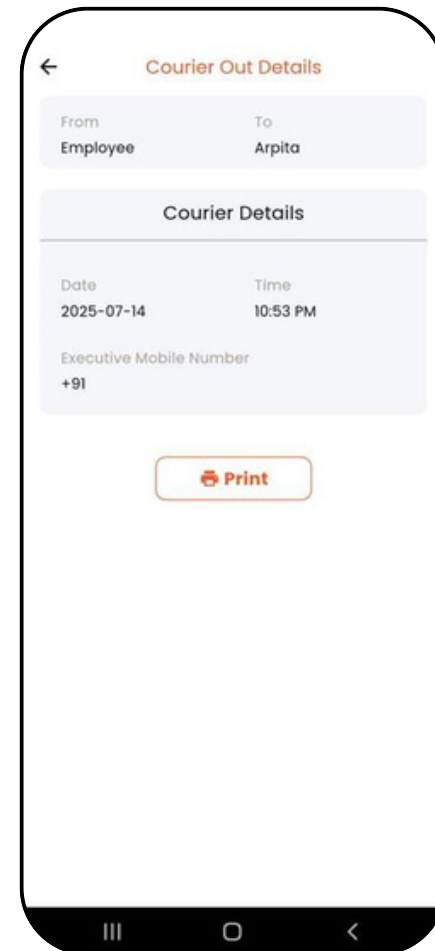
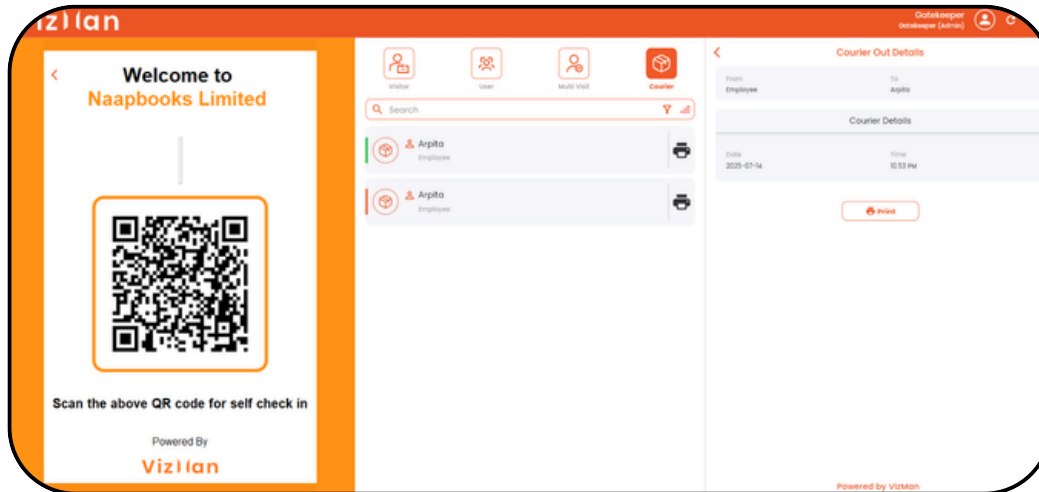
Click on **Print**.



COURIER OUT- STEP 6

18

Click on **Print**.



04 QR CODE ACCESS

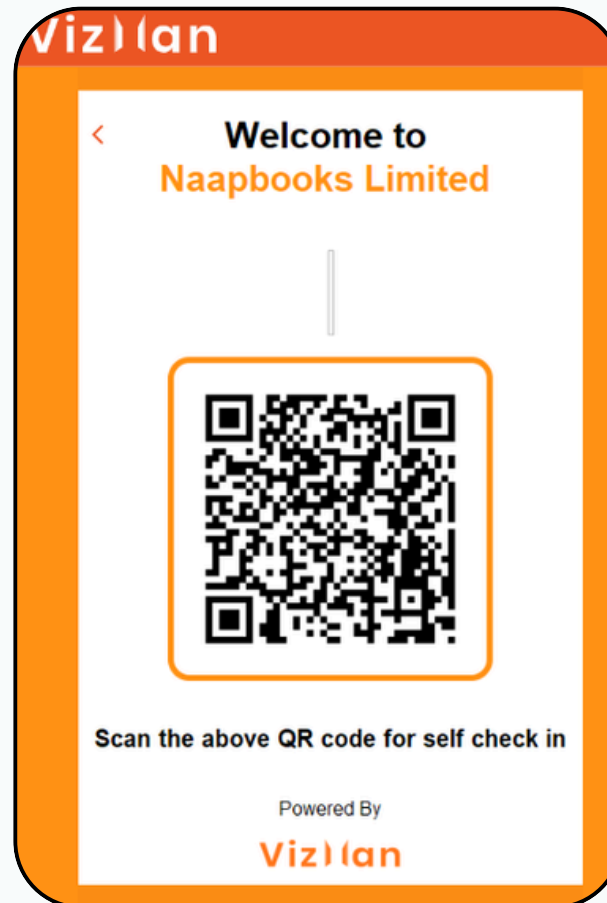


No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS- STEP 1

19

Scan QR Code with Mobile or Tablet.

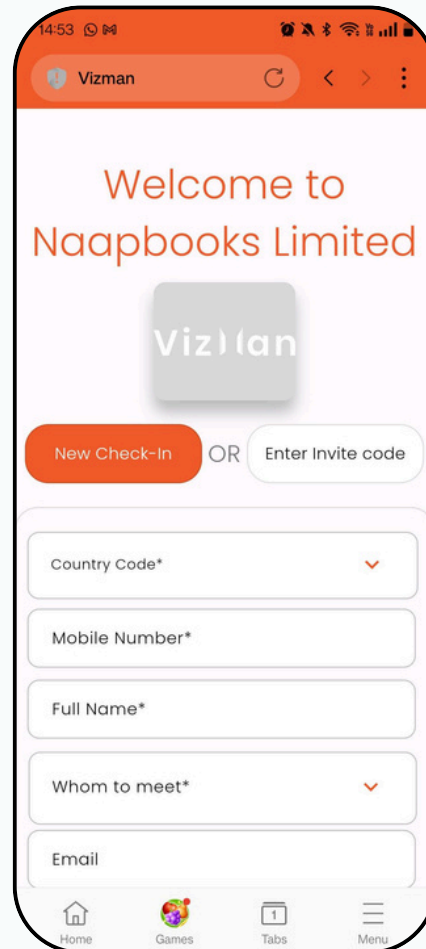


QR CODE ACCESS- STEP 2

20

If you have **invite** then,

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



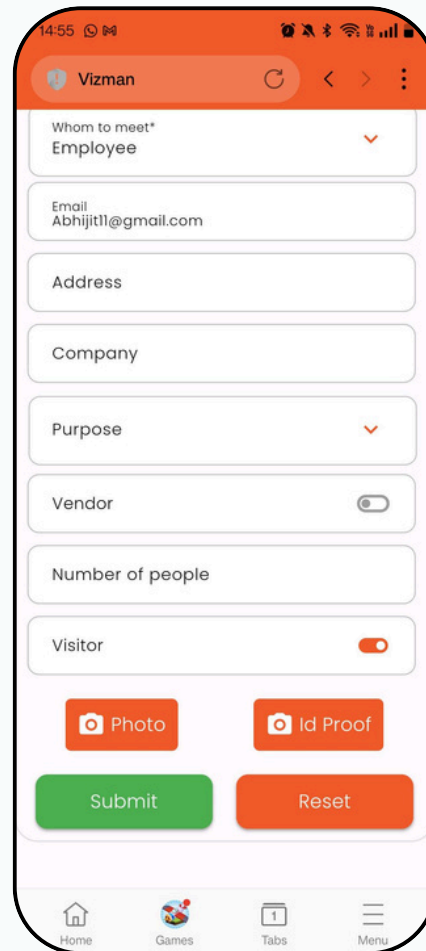
The screenshot shows the mobile app interface for Vizman. At the top, the status bar displays the time 14:53 and various system icons. Below the status bar, the browser address bar shows "Vizman" with navigation icons. The main content area features a welcome message "Welcome to Naapbooks Limited" in orange text, followed by a grey button labeled "Viz) (an". Below this, there are two buttons: "New Check-In" (orange) and "Enter Invite code" (white), separated by "OR". The form consists of several input fields: "Country Code*" (a dropdown menu), "Mobile Number*", "Full Name*", "Whom to meet*" (a dropdown menu), and "Email". At the bottom, there is a navigation bar with four icons: Home, Games, Tabs, and Menu.

QR CODE ACCESS- STEP 3

21

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:

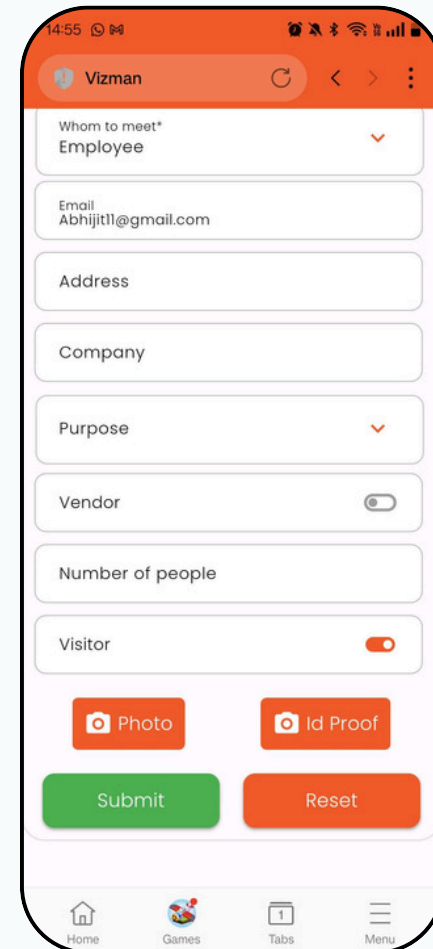
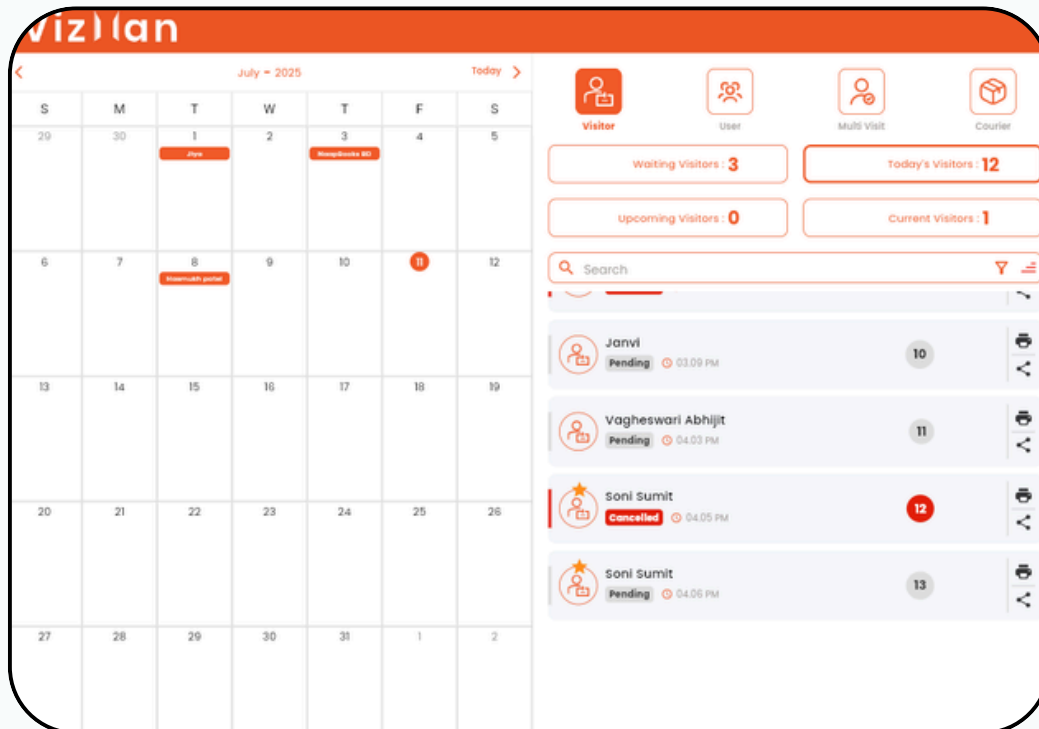
- Whom to meet***: A dropdown menu with "Employee" selected.
- Email**: A text input field containing "Abhijitl@gmail.com".
- Address**: A text input field.
- Company**: A text input field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text input 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 4

22

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

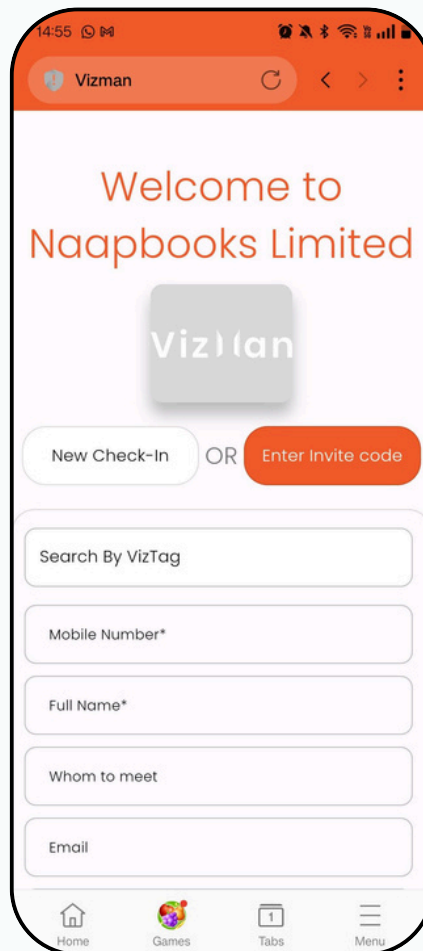


QR CODE ACCESS- STEP 5

23

If you have **invite** then,

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



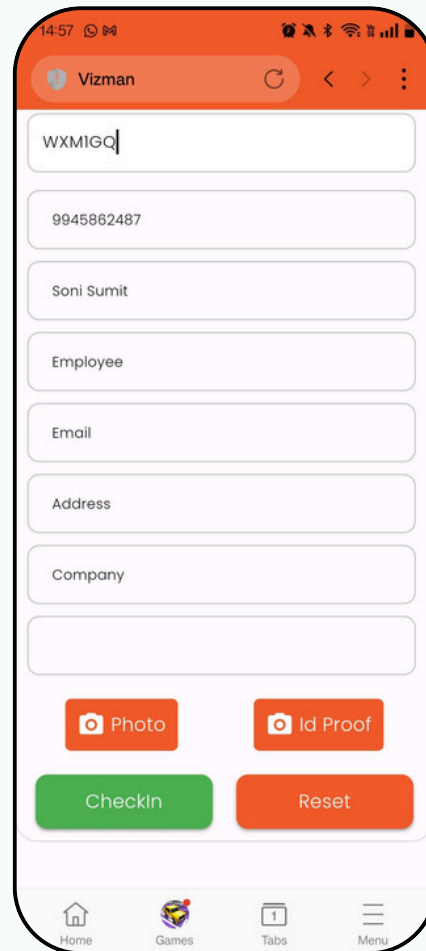
QR CODE ACCESS- STEP 6

24

Enter the **Invite code**.

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

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

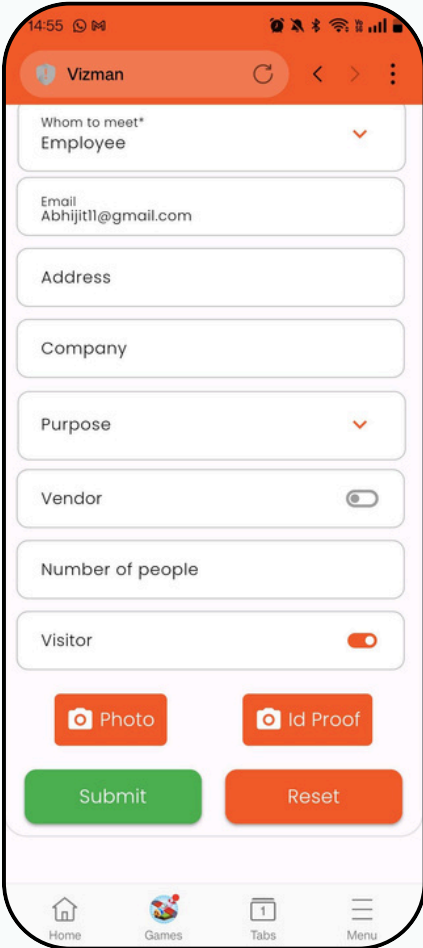
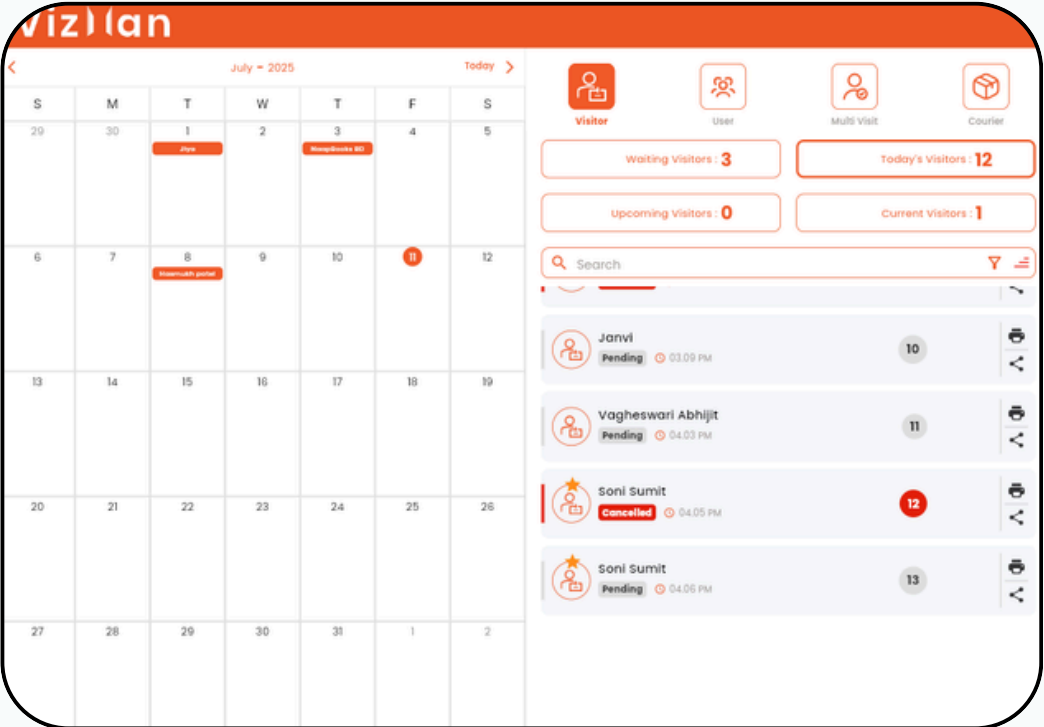


The screenshot shows the Vizman mobile application interface. At the top, the status bar displays the time 14:57 and various system icons. The app's header is orange with the name 'Vizman' and navigation icons. Below the header is a form with several input fields: 'WXMIGQ' (invite code), '9945862487', '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 7

25

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.

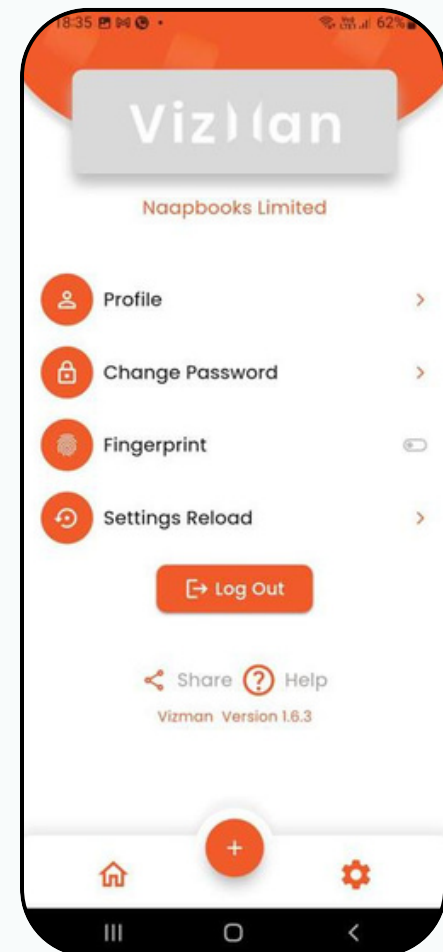
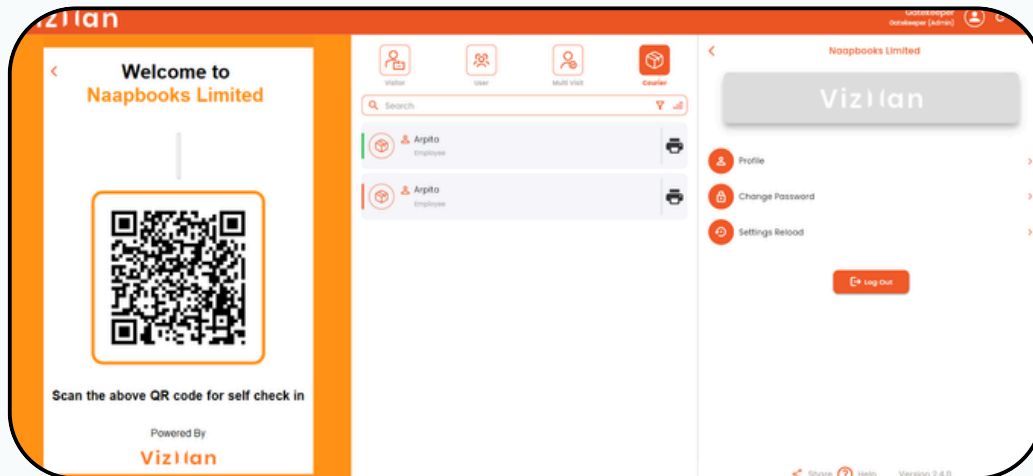
PROFILE- STEP 1

26

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

27

Edit the **necessary field.**

Once Done,Click on **Save**

The screenshot shows a desktop browser view of the 'Edit Profile' page. The header includes the 'izilan' logo and the user's name 'Gatekeeper Gatekeeper (Admin)'. The form contains the following fields:

- Name: Gatekeeper
- Mobile Number*: +919000000002
- Email Id: test99@naapbooks.in
- Department: Admin
- Designation: gatekeeper
- User Role: Gatekeeper
- Time: +05:30 - India

A red checkmark icon is visible at the bottom right of the form, indicating that the changes have been saved.

The screenshot shows a mobile app view of the 'Edit Profile' page. The header includes a back arrow and the title 'Edit Profile'. The form contains the following fields:

- Mobile Number*: +919000000002
- Email Id: test99@naapbooks.in
- Department: Admin
- Designation: gatekeeper
- User Role: Gatekeeper
- Time: +05:30 - India

At the bottom of the screen, there are two buttons: a red 'Save' button and a 'Delete Profile' link.

07 CHANGE PASSWORD



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

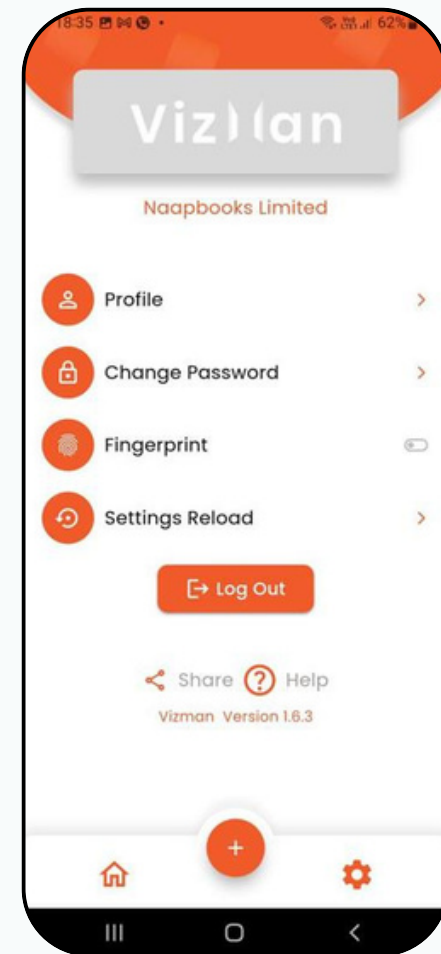
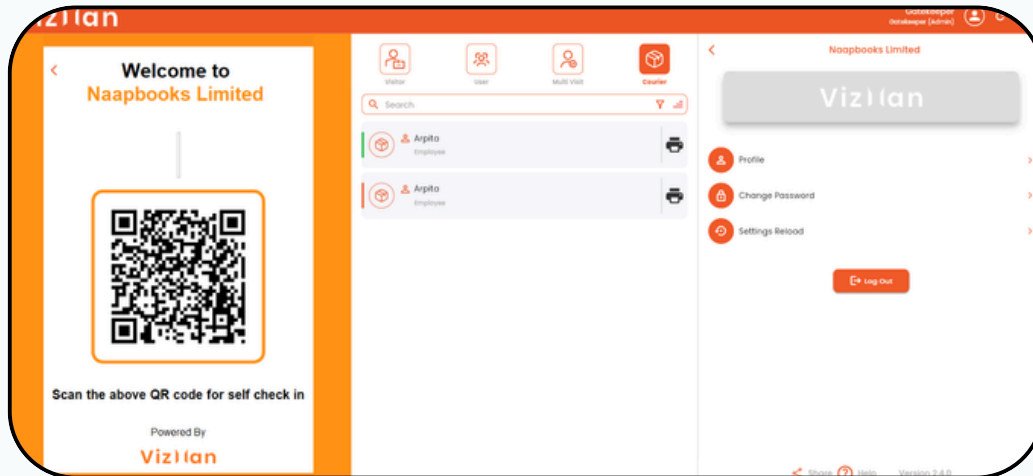
CHANGE PASSWORD– STEP 1

28

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

29

Fill the **necessary** field.

Once Done,Click on **Submit**

Gatekeeper
Gatekeeper (Admin)

< 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!

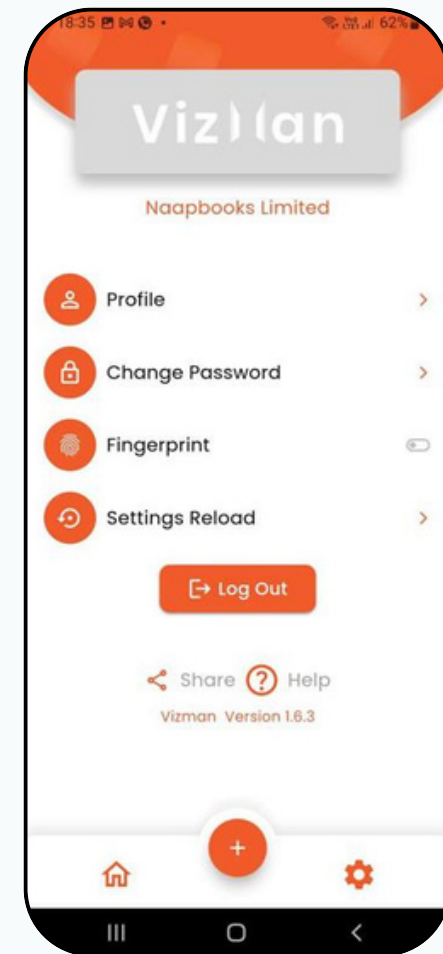
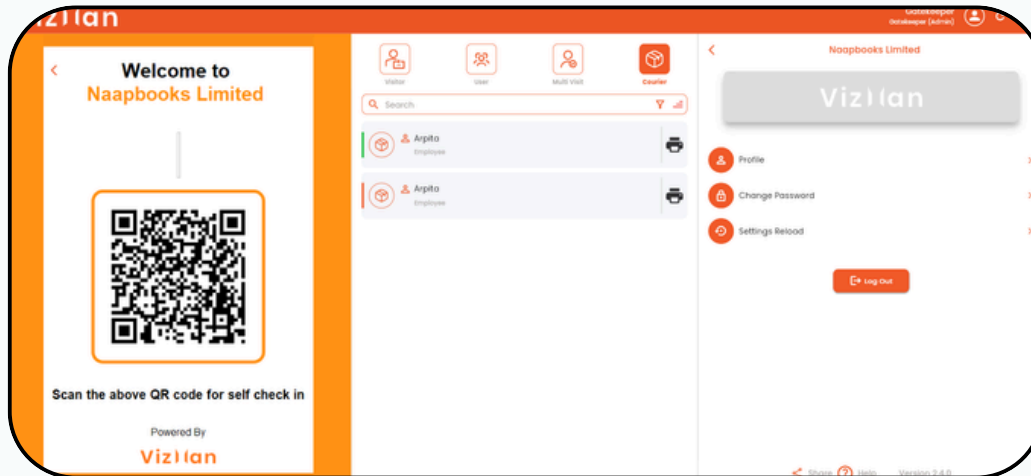
SETTINGS RELOAD- STEP 1

30

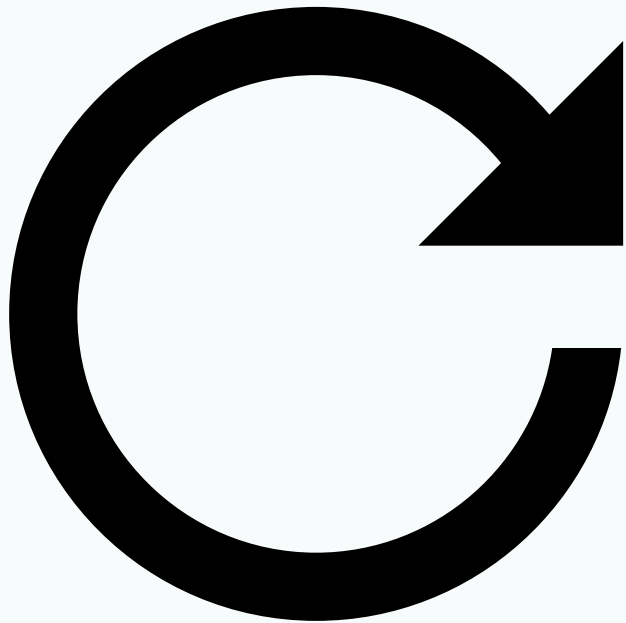
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

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



08 REFRESH



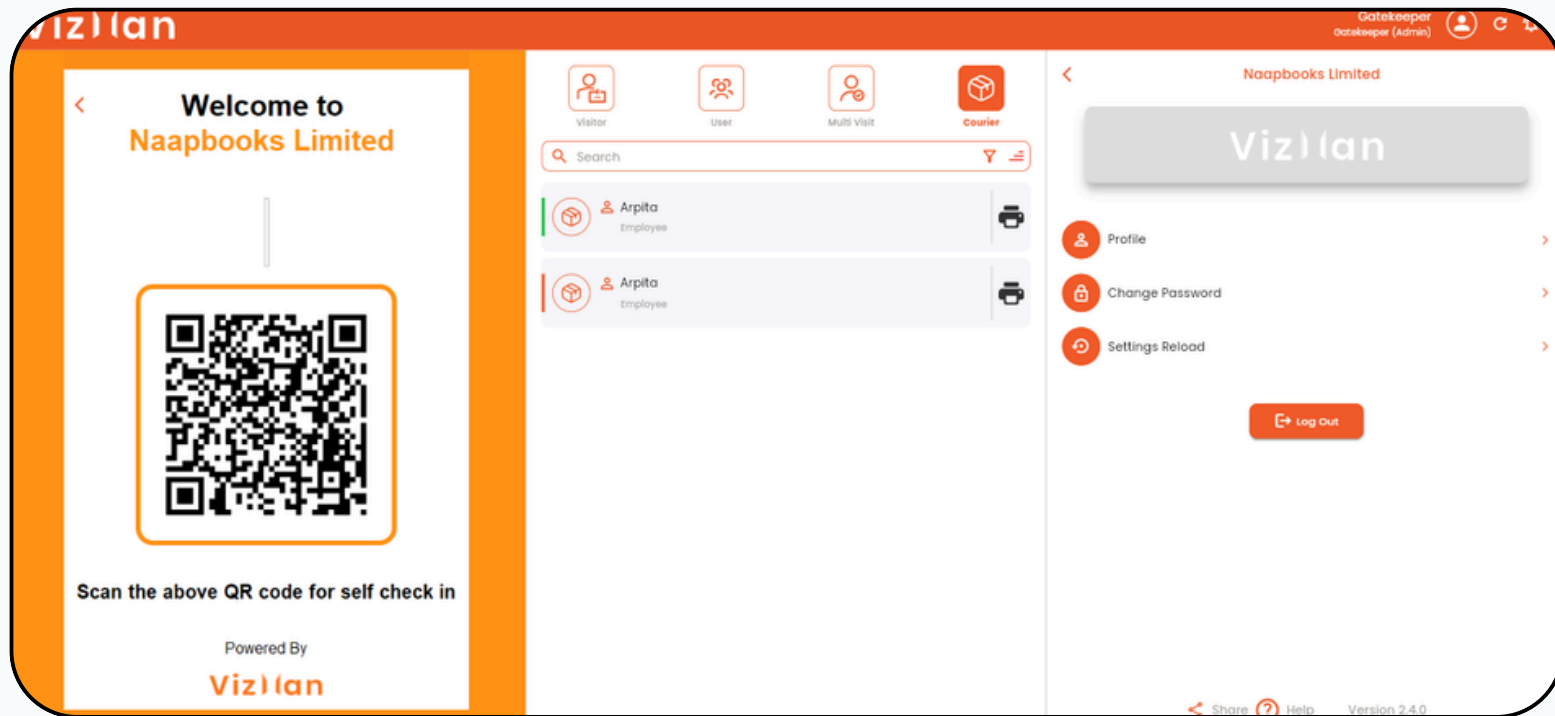
Need to refresh the page? Just one click and you're all set!

REFRESH- STEP 1

31

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

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



09 NOTIFICATION

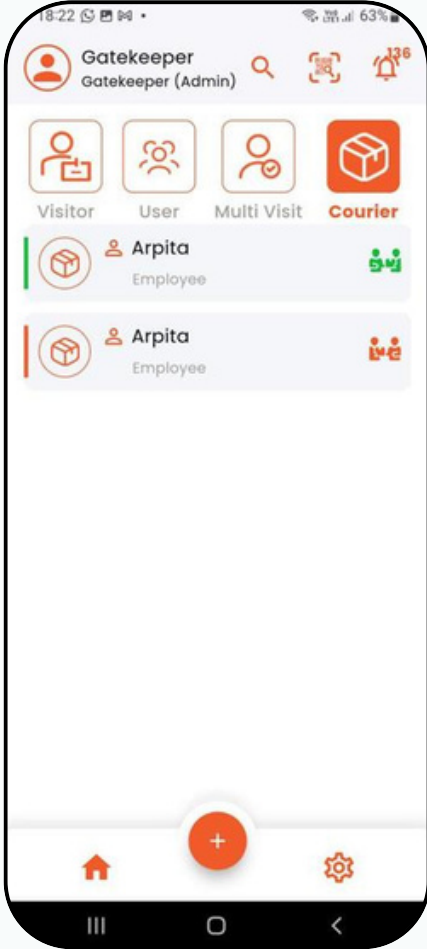
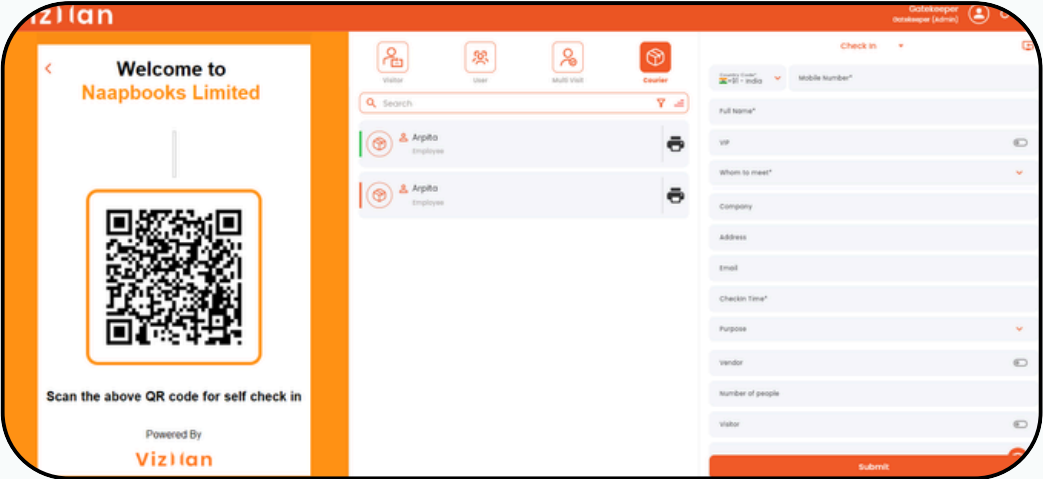


New updates? Click
once to see your
notifications!

NOTIFICATION- STEP 1

32

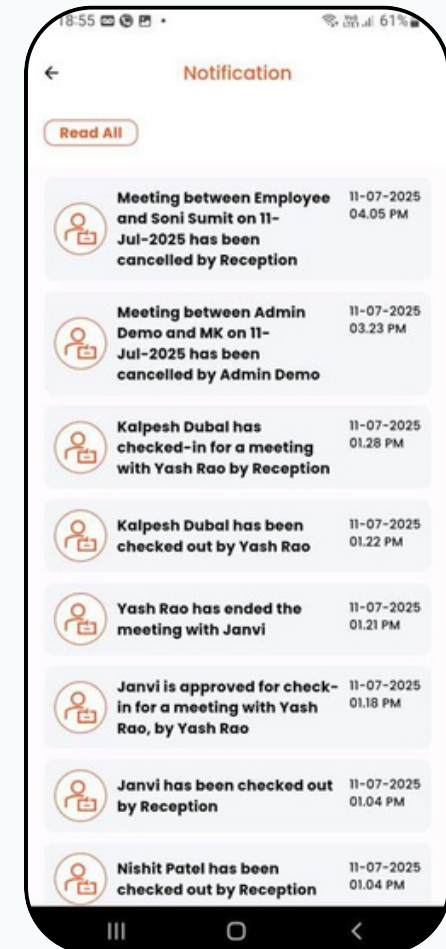
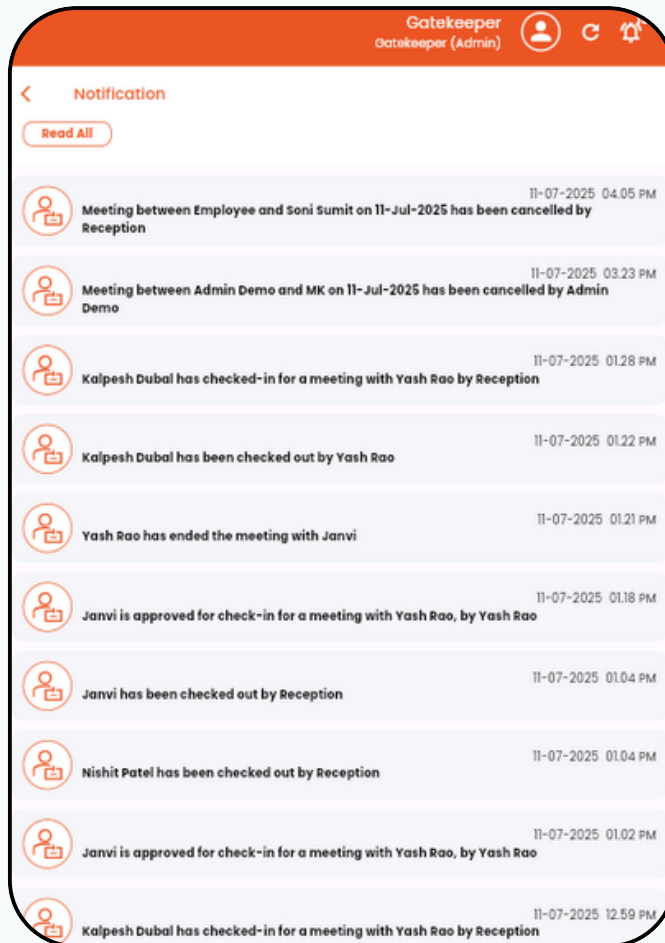
On the top menu, click the **Notification icon**.



NOTIFICATION- STEP 1

33

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



THANK YOU!

You've now completed your training on the Gatekeeper 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.