

Vizlan

User Manual for Administrator

Version 1.5



Vizman



vizman.app

USER GUIDE FOR ACCOUNT SETUP

USER MANUAL
version 1.5



WELCOME PAGE

01

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

Click the **Sign Up Now** link to start creating your admin account.



The image shows a screenshot of the VizMan web portal's welcome page. The page has an orange header with the "VizMan" logo. Below the header, there is a "Sign In" section with a "Welcome !" message. The sign-in form includes fields for "Country Code*" (set to India), "Mobile No*", "Password*", and a CAPTCHA question "42 + 8 = ?". A "Sign In" button is located below the form. At the bottom of the sign-in section, there is a link for "Don't have an account **Sign Up Now**". A magnifying glass is positioned over the "Sign Up Now" link. To the right of the form, there is an illustration of a person in an orange jacket standing next to a large laptop. The laptop screen displays a large orange padlock, a shield with a checkmark, and a key, symbolizing security and access. The background of the illustration includes gears and a potted plant.

REGISTRATION - ACCESS

02



Registration is currently **not available via the mobile app**.

Please **use a desktop or laptop browser** to complete your account registration.

Vizlan

Sign Up

Welcome !

Email id

Country Code* Mobile No*

Please enter mobile no

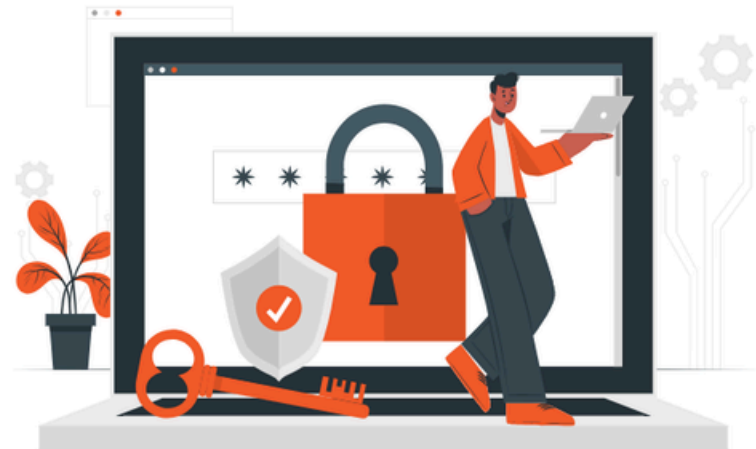
Password*

Please enter password

Referral Code

Agree with the [Terms and Conditions](#) and [Privacy Policy](#).

Already have an account? [Sign In](#)



REGISTRATION – STEP 1

03

Fill in all required fields like name, company details, mobile number, and email address. Then, click on the **Sign Up** button to proceed.



The image shows a registration page for 'Vizlan'. The page has an orange header with the 'Vizlan' logo. Below the header, there is a 'Sign Up' button and a 'Welcome!' message. The registration form includes fields for name (Anik khatri), email (hello@gmail.com), country code (India), mobile number (1234567890), a password field, a verification code (Viz2025), and a CAPTCHA (42 + 8 = ?). A 'Sign Up' button is highlighted with a magnifying glass. At the bottom, there are links to the Android App on the Play Store and the Apple Store. To the right of the form is an illustration of a person standing next to a large screen displaying a padlock, a shield with a checkmark, and a key, symbolizing security and successful registration.

Sign Up

Welcome !

Anik khatri

hello@gmail.com

Country Code*  India 1234567890

Viz2025

42 + 8 = ?

Agree with the Terms

Sign Up

Android App On Play Store

Apple Store

REGISTRATION – STEP 2

04

Check your **email or phone for the OTP** (One-Time Password).

Enter the OTP in the verification field to **complete the registration process**.



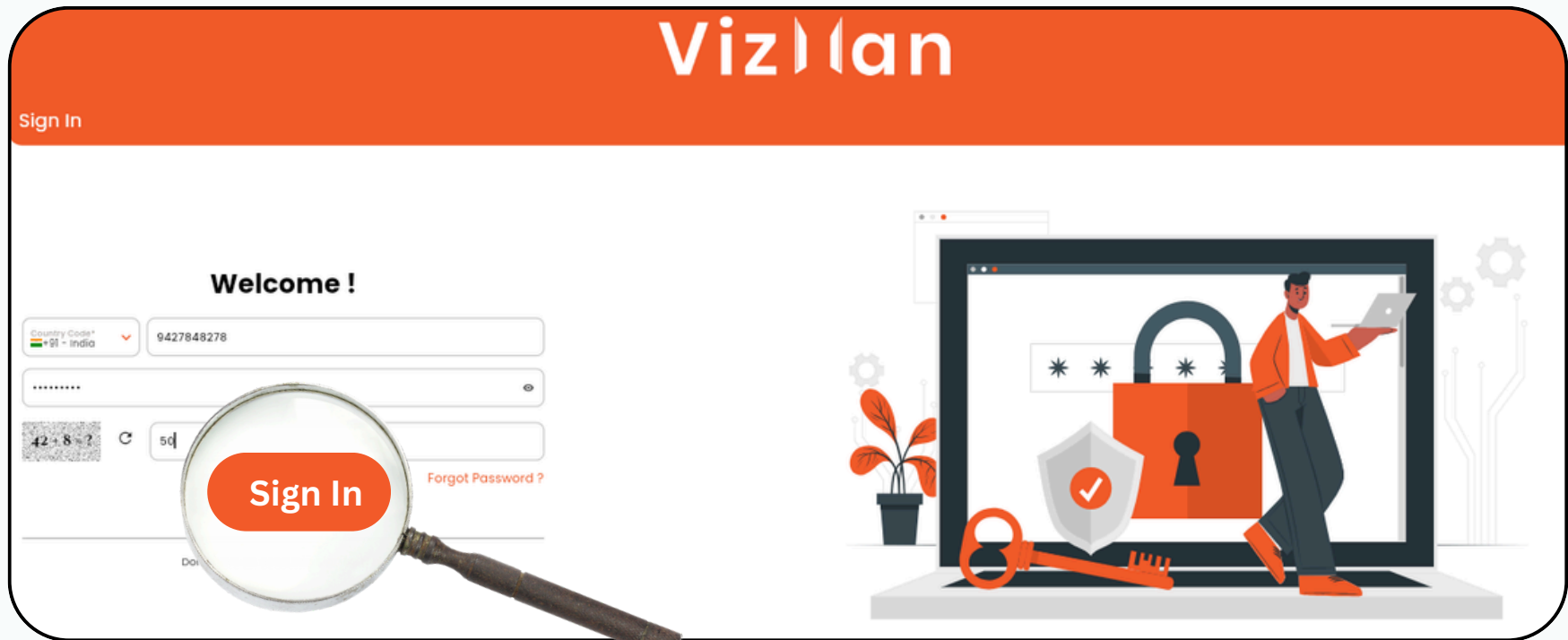
LOGIN – STEP 1

05

After registration, **return to the login screen.**

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

Click **Sign In** to proceed.



03 ACCOUNT SETUP



Don't worry the account setup will not take much time of yours. It's quick, easy and simple.

ACCOUNT SETUP – STEP 1

01


Begin by entering your organization's basic details.

Once completed, click **Next** to continue

set up your account Logout

1. Organization Details | 2. Visitor Form | 3. Group Organization | 4. Token Settings | 5. Other Settings

Enter your Organization Details

Org. Name *	Naapbooks limited	GSTIN / TAX ID	
Address *	Shivarth The Ace, 901, Sindhu Bhavan Marg, PRL Colony, Thaltej, Ahmedabad, Gujarat 380054	Logo	<input type="button" value="Choose file"/> 
Pin / Zip Code *	380054	City / County	AHMEDABAD
		State / Province	Gujarat

Area Details

<input type="button" value="Get Location"/>	Latitude	23.0393426	Longitude	72.5241685	<input type="button" value="View Location"/>
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Email and SMS Settings

TagLine for Email	Footer Note for Email	Short Name for SMS
This is from naapbooks	Thanks	Napbooks <small>Maximum 12 characters allowed</small>

ACCOUNT SETUP – STEP 2

02

Provide additional details such as address, contact, and site name.

Click **Next** to proceed.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Visitor Detail

Field Name	Enabled
Address	<input checked="" type="checkbox"/>
Company	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Designation	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
ID Proof	<input checked="" type="checkbox"/>
Photo	<input checked="" type="checkbox"/>

Purpose
Add Purpose

Meeting Detail

Field Name	Enabled
Purpose	<input checked="" type="checkbox"/>
Mobile no	<input checked="" type="checkbox"/>

Additional Column

Add New Columns (Upto 5 allowed) to your Visitor Form

1	<input type="text" value="Mobile no"/>	Number	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="text"/>	Select Field Type	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="text"/>	Select Field Type	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="text"/>	Select Field Type	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="text"/>	Select Field Type	<input type="checkbox"/>	<input type="checkbox"/>

[Back](#)

Next

GROUP AFFILIATION – STEP 3

03

You'll be asked if your company is part of a larger group:

Select **No** if you do have any particular information, then click **Next**.

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Are You part of group? Yes No

Back

Next

GROUP AFFILIATION – STEP 4

04

If your group is already created:

- o Select **Yes**, search for the group name, and click **Next** to continue.
- o If you wrongly select the group name, all your information will be shared to them.

Set up your account Logout [→]

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Are You part of group? Yes No

Is your Group Created on VizMan? Yes No

Enter Group Name

GROUP AFFILIATION – STEP 4

05

If your group is not listed:

- o Select **No**, enter group details, and create a new group.
- o Click **Next** to continue setup.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Are You part of group ? Yes No Add organization

Group Name : QAadda

Office List

show 10 entries search:

#	Sr.No	Office Name	Admin Name	Mobile No	Verify status
	1	Naapbooks limited	Anik khatri	+919427848278	<input type="button" value="Verified"/>

Showing 1 to 1 of entries Previous Next

TOKEN SETTINGS – STEP 5

06

If you want to assign token numbers to entries:

- o Select **Yes**, set a starting token number, and click **Next**.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Token Settings

is Token Yes No

Frequency
daily

StartFrom
1

Back

Next

INVITE APPROVAL – STEP 6

07

Do you require approval for visitor invites?

- o If **No**, proceed to fill remaining fields and click **Save**.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

is approval required for invite Yes No

Manual check-in/out Settings

- Do you want to allow manual check-in
- Do you want to allow manual check-out

Verify Check-in

- Verify Visitor at Check-in

Back

Next

INVITE APPROVAL – STEP 7

08

If you want approval but do not want notifications sent:

- o Select **Yes** → then **No** for notifications
- o Fill other fields and click **Save**

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

Is approval required for invite Yes No

Send An Invite Without Approval Yes No

Select Approvers *

Manual check-in/out Settings

Do you want to allow manual check-in

Do you want to allow manual check-out

Verify Check-in

Verify Visitor at Check-in

[Back](#)

[Next](#)

INVITE APPROVAL – STEP 8

09

If you want both approval and approval notifications:

- o Select Yes → then Yes again
- o Choose approvers, complete other fields, and click Save

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

Is approval required for invite Yes No

Send An Invite Without Approval Yes No

Anik khatri X

Select Approvers *

Manual check-in/out Settings

Do you want to allow manual check-in

Do you want to allow manual check-out

Verify Check-in

Verify Visitor at Check-in

Back

Next

ADMIN USAGE



Don't worry, admin tasks are easy to manage and won't take much of your time. It's quick, simple, and efficient.

04 BULK USER UPLOAD

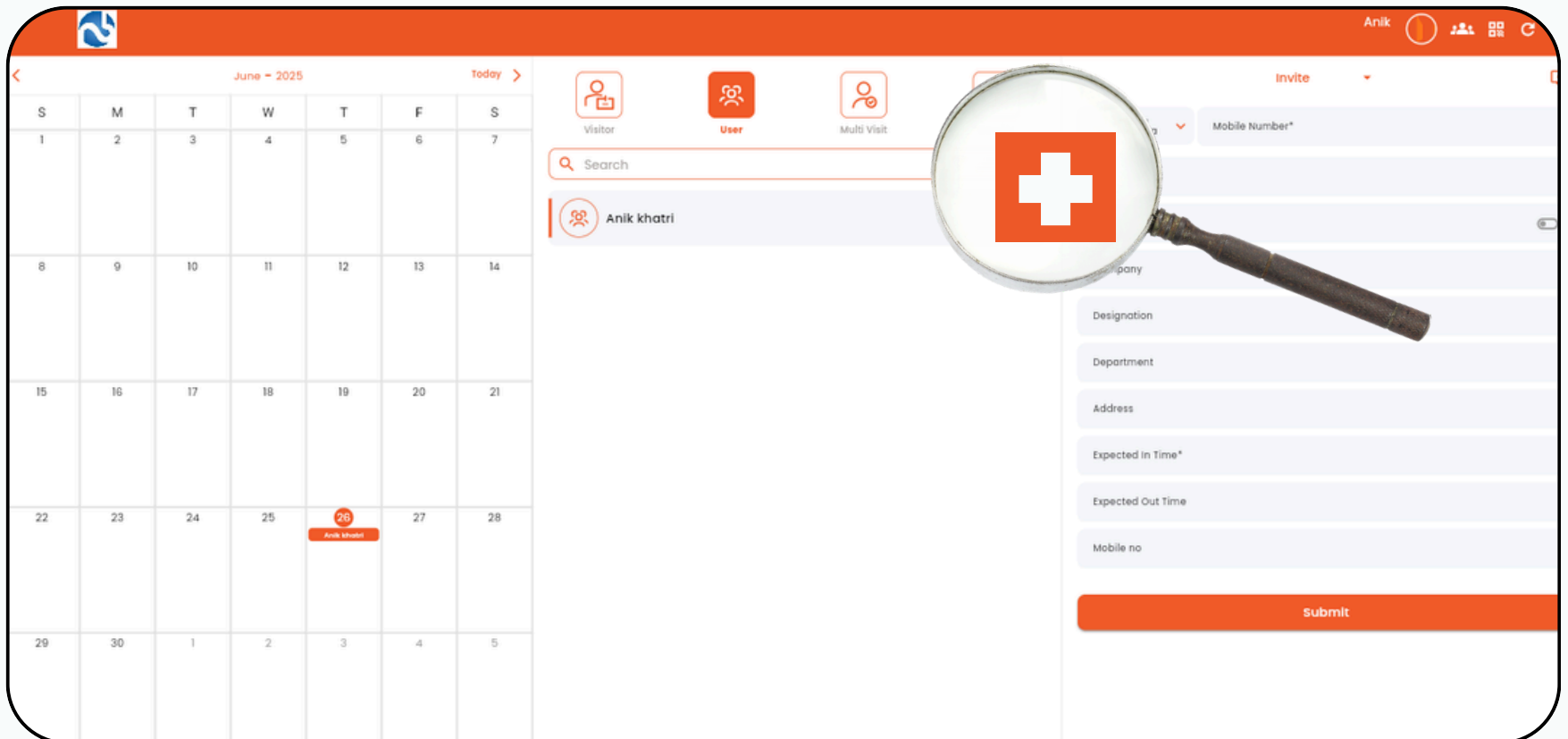


Easily import multiple users at once – fast, efficient, and hassle-free.

BULK USER UPLOAD – STEP 1

01

On the **User tab**, click the **plus (+) icon** to get started with importing users.



The screenshot displays a mobile application interface. On the left, there is a calendar for June 2025. The main area is divided into two sections. The top section shows navigation options: 'Visitor', 'User' (highlighted with a magnifying glass), and 'Multi Visit'. Below this is a search bar and a list of users, with 'Anik khatri' visible. The bottom section is a form for adding a new user, with fields for 'Mobile Number*', 'Company', 'Designation', 'Department', 'Address', 'Expected In Time*', 'Expected Out Time', and 'Mobile no'. A 'Submit' button is at the bottom of the form.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Anik Khatri	27	28
29	30	1	2	3	4	5

BULK USER UPLOAD – STEP 2

02

Click the **Import** button to begin the process of uploading your user list via Excel.

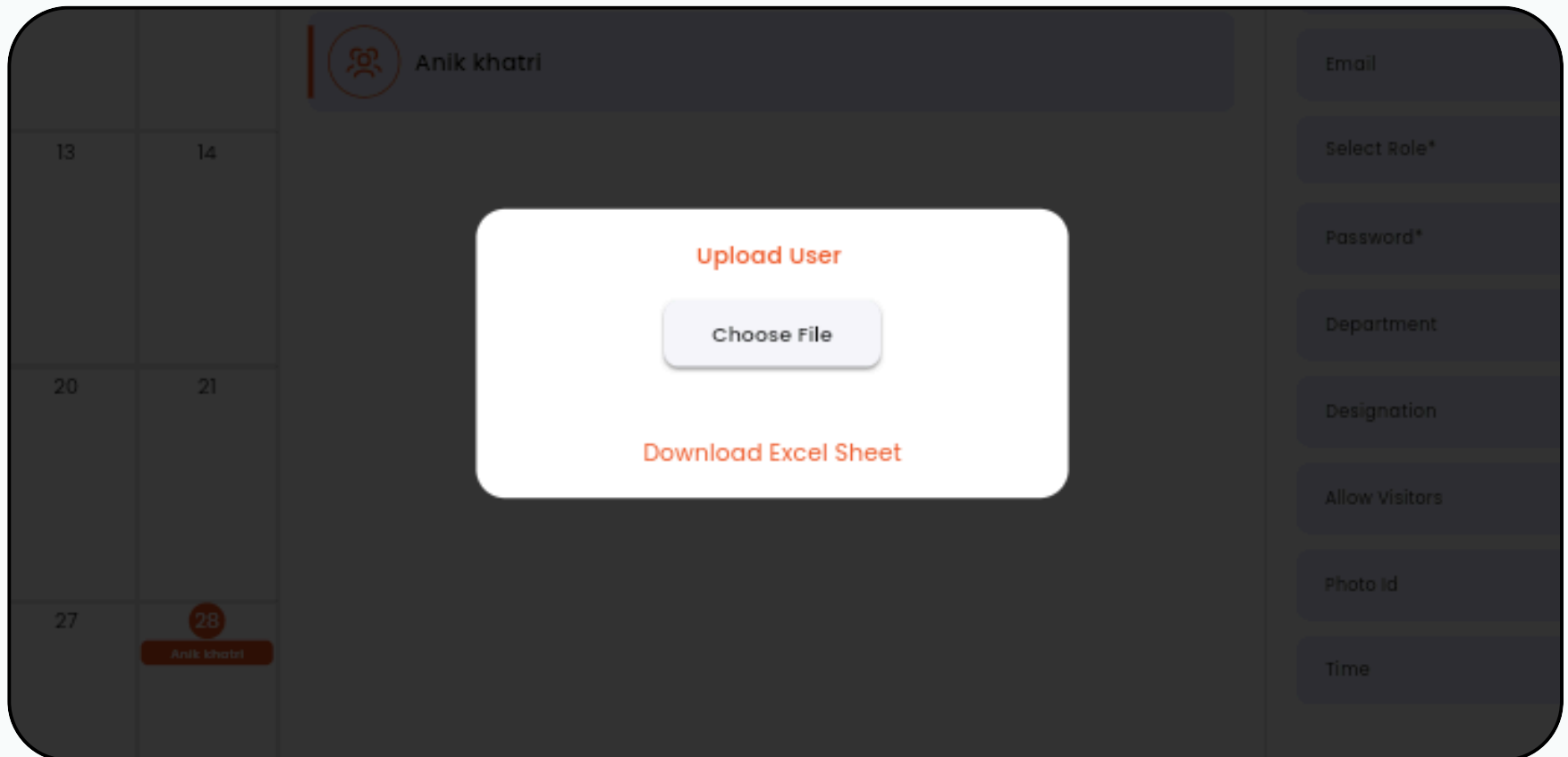
The screenshot displays a mobile application interface with an orange header. On the left, a calendar for June 2025 is visible, with a red notification bubble on the 26th labeled 'Anik khatri'. The main content area is divided into two sections. The top section contains navigation icons for 'Visitor', 'User', 'Multi Visit', and 'Courier', with 'User' selected. Below these is a search bar and a list item for 'Anik khatri'. The bottom section is titled 'Add User' and contains a form with the following fields: 'Country Code*' (set to '+91 - India'), 'Mobile*', 'Name*', 'Email', 'Select Role*' (with a dropdown arrow), 'Password*' (with an eye icon), 'Department', 'Designation', 'Allow Visitors' (with a toggle switch), 'Photo id' (with a camera icon), and 'Time' (with a dropdown arrow). At the bottom of the form are two buttons: 'Import' and 'Submit'.

BULK USER UPLOAD – STEP 3

03

Download the **Excel template** provided by the system.

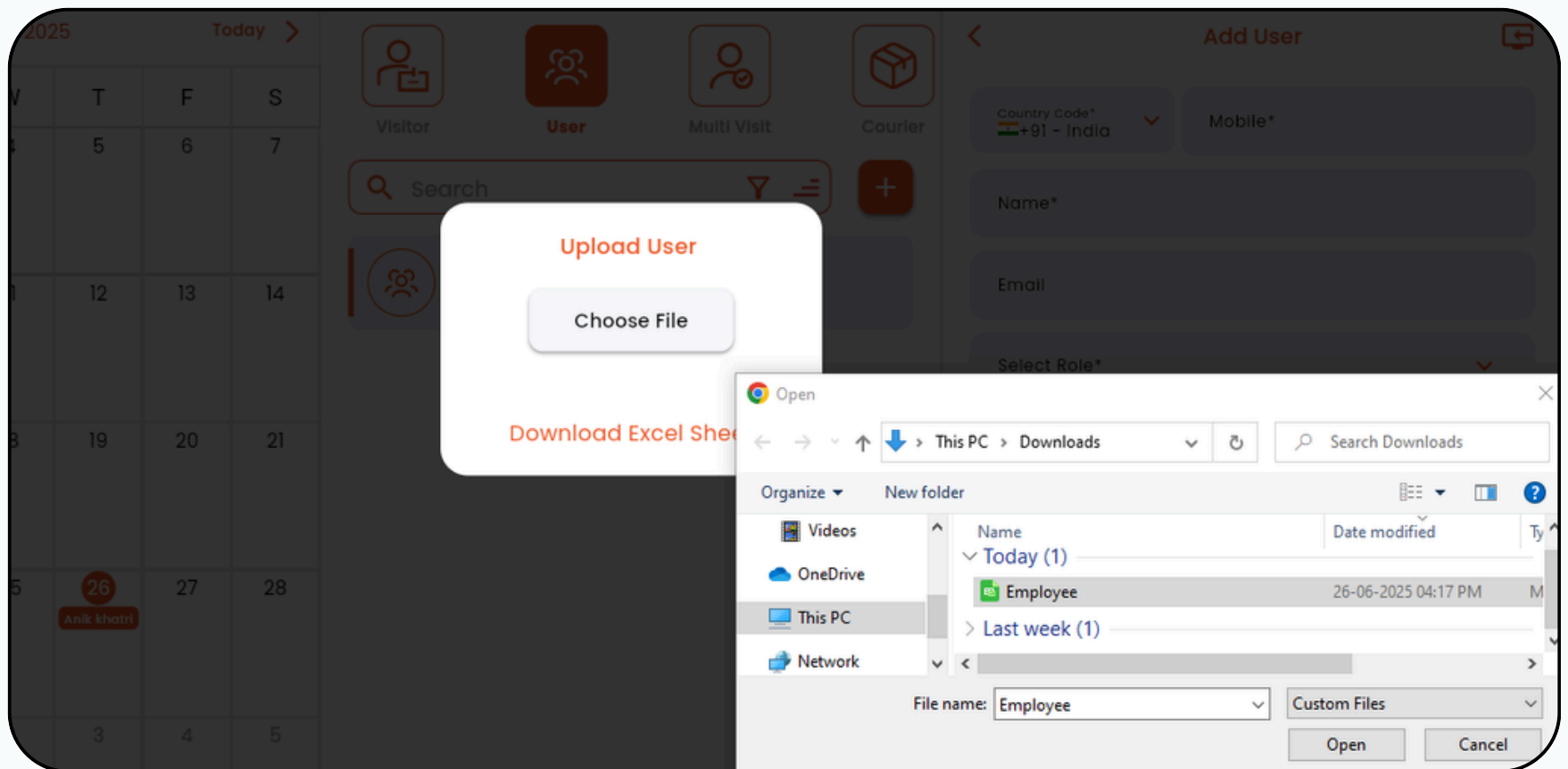
This file contains the required fields for employee data input.



BULK USER UPLOAD – STEP 5

05

Go back to the portal, click **Import**, and select your updated Excel file.



The screenshot displays a user management interface. On the left, there is a calendar for the month of June 2025, with the date 26th highlighted and labeled 'Anik Khatri'. The main area features a navigation bar with icons for 'Visitor', 'User', 'Multi Visit', and 'Courier'. The 'User' icon is selected. Below the navigation bar is a search bar and a plus sign icon. On the right, the 'Add User' form is visible, with fields for 'Country Code*' (set to '+91 - India'), 'Mobile*', 'Name*', 'Email', and 'Select Role*'. A white modal dialog titled 'Upload User' is overlaid on the form, containing a 'Choose File' button. Below this dialog, a Windows 'Open' file explorer window is shown, displaying the 'Downloads' folder. The file list shows a folder 'Today (1)' containing an Excel file named 'Employee' with a date modified of '26-06-2025 04:17 PM'. The 'File name' field at the bottom of the dialog is set to 'Employee'.

BULK USER UPLOAD – STEP 6

06

Click the Upload button to send the file to the system.

You'll see a confirmation once the upload is successful.

Upload User 3

Choose File

Sr. No	FullName	Country Code	Mobile	Email
1	Rahul khichi	91	7894567898	Rahul000@gr
2	Aanad desai	91	7894563489	Aanddesa@g
3	Janam patel	91	7534569826	janam0011@c

Upload

[Download Excel Sheet](#)

Country Code*
+91 - India

Name*

Email

Select Role*

Password*

Department

BULK USER UPLOAD – STEP 7

07

After uploading, go to the **User tab** to view all the added users in the system

The screenshot displays a mobile application interface. On the left, there is a calendar for June 2025. The calendar shows days from 1 to 28. The 26th of June is highlighted with a red circle and labeled 'Anik khatri'. On the right, there is a navigation bar with four icons: Visitor, User (selected), Multi Visit, and Courler. Below the navigation bar is a search bar with a magnifying glass icon, a filter icon, and a plus icon. Below the search bar is a list of users, each with a profile icon and a name: Anik khatri, Rahul khichi (Developer), Aanad desai (Gatekeeper), and Janam patel (Receptionist).

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Anik khatri	27	28

Navigation Bar:

- Visitor
- User**
- Multi Visit
- Courler

Search Bar:

Search [Filter] [Add]

User List:

- Anik khatri
- Rahul khichi
Developer
- Aanad desai
Gatekeeper
- Janam patel
Receptionist

05 MANUAL USER CREATION

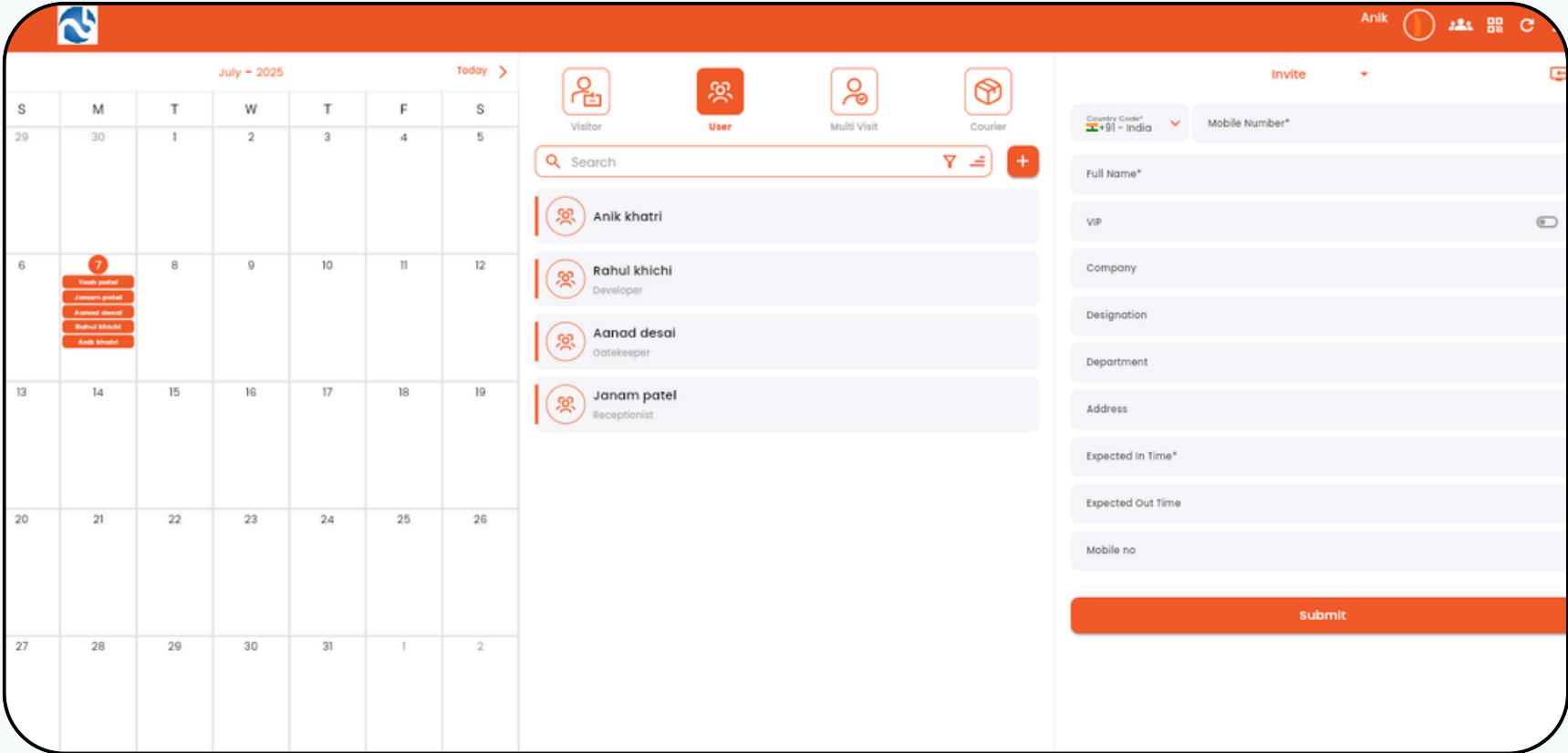


Just need to add a few users? Manual entry is quick, easy, and straightforward.

MANUAL USER CREATION – STEP 1

01

Click the **plus (+) icon** in the User tab to create a user manually.



MANUAL USER CREATION – STEP 2

02

Fill in the user's name, contact info, designation, and other necessary fields. Once done, click **Submit**.

The screenshot displays a mobile application interface for user management. On the left, a menu bar contains four options: Visitor, User (highlighted in red), Multi Visit, and Courier. Below the menu is a search bar with a magnifying glass icon, a filter icon, and a plus icon. A list of users is shown below the search bar, including Anik khatri, Rahul khichi (Developer), Aanad desai (Gatekeeper), and Janam patel (Receptionist). On the right, the 'Add User' form is visible, featuring fields for Country Code* (India), Mobile* (9898567856), Name* (Yash patel), Email (yashpatel1233@gmail.com), Select Role* (Employee), Password* (masked with dots), Department (IT), Designation (QA), Allow Visitors (toggle), Photo Id (camera icon), and Time (dropdown). At the bottom, there are 'Import' and 'submit' buttons.

Visitor User Multi Visit Courier

Search

Anik khatri

Rahul khichi
Developer

Aanad desai
Gatekeeper

Janam patel
Receptionist

Add User

Country Code*
+91 - India

Mobile*
9898567856

Name*
Yash patel

Email
yashpatel1233@gmail.com

Select Role*
Employee

Password*

Department
IT

Designation
QA

Allow Visitors

Photo Id

Time

Import submit

MANUAL USER CREATION – STEP 3

03

The newly created user will now be visible in the **User tab**.

The screenshot displays a user management interface. On the left is a calendar for June 2025, with days of the week (S, M, T, W, T, F, S) and dates (1-28). On the right is a navigation bar with icons for Visitor, User (highlighted in red), Multi Visit, and Courier. Below the navigation bar is a search bar with a magnifying glass icon, a filter icon, and a plus icon. A list of users is shown below the search bar, each with a user icon, name, and role:

- Anik khatri
- Rahul khichi (Developer)
- Aanad desai (Gatekeeper)
- Janam patel (Receptionist)
- Yash patel (QA)

At the bottom right of the calendar, there is a red circle with the number 28, and two red buttons labeled "Janam patel" and "Aanad desai" are positioned below it.

06 ADMIN REPORTS



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

ADMIN REPORTS – STEP 1

01

Click on your **Profile icon** in the top-right corner.

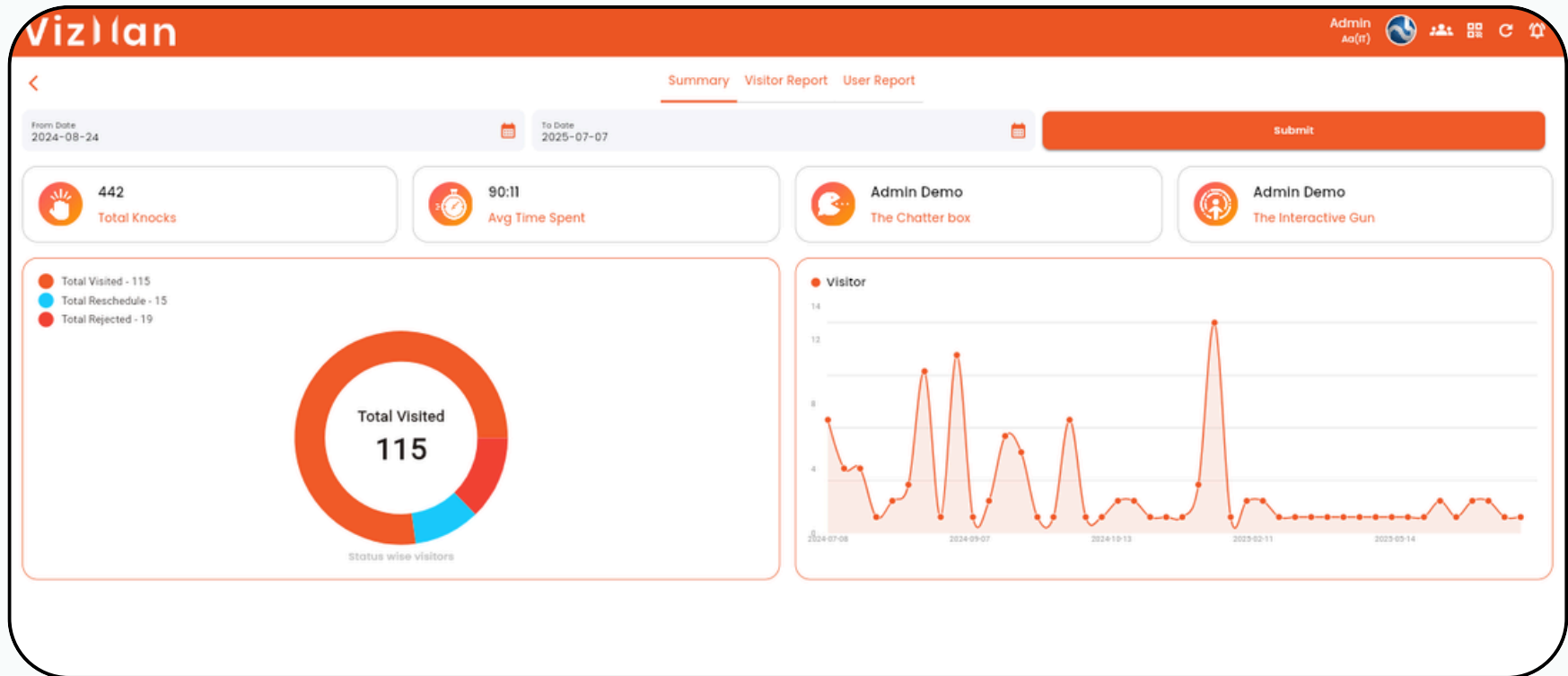
Then select **Admin Reports** from the dropdown menu.

The screenshot displays the Naapbooks Limited admin interface. On the left, a sidebar contains navigation icons for Visitor, User (highlighted in orange), Multi Visit, and Courier. Below these is a search bar and a list of users: Anik khatri, Rahul khichi (Developer), Aanad desai (Gatekeeper), Janam patel (Receptionist), and Yash patel (QA). The main area shows the company name 'Naapbooks Limited' and a profile picture. Below this are two buttons: 'Employee Access' and 'Admin Access' (highlighted in orange). A menu of options is visible, including 'Delete Request', 'Admin Reports' (highlighted in orange), 'Visitors', 'Account Setup', and 'Subscription'. A 'Log Out' button is located at the bottom right.

ADMIN REPORTS – STEP 2

02

The **Summary tab** gives you a quick overview of visitor statistics – including total visitors, approvals, and current status.



ADMIN REPORTS – STEP 3

03

Click on the **Visitor Report** tab. You can filter by name, date, department, and other fields to view specific visitor data.

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 C
1	5U4N4F	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:55 PM	23-08-2023 04:58 PM				
2	4E9Q0	TestDemo	+91 09284500000						Admin Demo	23-08-2023 01:55 PM	23-08-2023 02:56 PM				
3	X01QJ3	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM					
4	WP680i	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM					
5	87Drd2	TestDemo	+91 09284500000						Admin Demo	23-08-2023 01:00 PM	23-08-2023 02:01 PM				
6	ICJdF	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:05 PM				
7	Q0t6AB	Neelu Chauhan	+91 7359462712	neelu.c@naapbooks.com		b		Og	Admin Demo	24-08-2023 11:35 AM	24-08-2023 12:35 PM				
8		Neelu Chauhan	+91 7359462712	neelu.c@naapbooks.com		b		Og	Admin Demo	24-08-2023 11:40 AM	24-08-2023 12:40 PM	25-08-2024 11:42 AM	27-09-2024 12:10 PM		
9	VWEP0d	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 PM				
10	3J20Si	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 PM				
11	FZ5IBi	TestDemo	+91 09284500000						Admin Demo	24-08-2023 05:34 PM	24-08-2023 06:43 PM	25-08-2024 04:43 PM	25-08-2024 04:43 PM		
12	RA90sz	TestDemo	+91 09284500000						Admin Demo	24-08-2023 05:44 PM	24-08-2023 06:46 PM	25-08-2024 04:44 PM	25-08-2024 04:54 PM		
13	T2JRWA	TestDemo	+91 09284500001	tejas.p@naapbooks.in					Admin Demo	24-08-2023 05:00 PM	24-08-2023 06:01 PM				
14	VPJ00G	TestDemo	+91 09284500000						Admin Demo	24-08-2023 06:56 PM	24-08-2023 08:04 PM	25-08-2024 07:11 PM			
15	XVMLS3	TestDemo	+91 09284500000						Admin Demo	24-08-2023 06:36 PM	24-08-2023 07:37 PM	25-08-2024 07:08 PM	25-08-2024 07:08 PM		
16	A5fP8	Test Org2	+91 07433865633						Admin Demo	24-08-2023 08:11 PM		25-08-2024 07:30 PM			
17	D6799K	TestDemo	+91 09284500000						Admin Demo	24-08-2023 07:28 PM	25-08-2024 07:28 PM				
18	73Y45D	Test Org2	+91 07433865633						Admin Demo	24-08-2023 09:13 PM	24-08-2023 09:17 PM	25-08-2024 07:30 PM			
19	XfG0f3	TestDemo	+91 09284500000						Admin Demo	24-08-2023 09:34 PM		25-08-2024 07:32 PM			
20	UKUfBR	mpling	+91 02020202020	mahendera.p@naapbooks.in					Admin Demo	25-08-2023 01:51 PM		26-08-2024 12:50 PM			
21	D9sZQl	TestDemo	+91 09284500000						Admin Demo	25-08-2023 03:57 PM	26-08-2023 05:00 PM				
22	9DCDk3	TestDemo	+91 09284500000						Admin Demo	25-08-2023 03:00 PM	25-08-2023 05:02 PM	26-08-2024 04:59 PM			
23	XfRPE8	TestDemo	+91 09284500000						Admin Demo	25-08-2023 04:01 PM	26-08-2023 05:02 PM	26-08-2024 04:59 PM			
24	LXPOSd	TestDemo	+91 09284500000						Admin Demo	25-08-2023 04:02 PM	26-08-2023 05:04 PM	26-08-2024 04:12 PM			
25	J5XUAS	TestDemo	+91 09284500000					Meeting	Admin Demo	29-08-2023 01:36 PM	29-08-2023 02:38 PM	30-08-2024 11:35 AM	30-08-2024 11:35 AM		
26	RVP5AM	TestDemo	+91 09284500000					Meeting	Admin Demo	29-08-2023 01:52 PM	29-08-2023 02:53 PM				
27	LfNS9M	TestDemo	+91 09284500000						Admin Demo	29-08-2023 02:54 PM	29-08-2023 03:54 PM				
28	NELAKO	TestDemo	+91 09284500000					Meeting	Admin Demo	29-08-2023 11:52 AM	29-08-2023 01:54 PM	30-08-2024 12:00 PM			
29	A7556E	TestDemo	+91 09284500000						Admin Demo	29-08-2023 12:54 PM	29-08-2023 03:57 PM				
30		TestDemo	+91 09284500000						Admin Demo	29-08-2023 11:39 AM					
31		TestDemo	+91 09284500000						Admin Demo	29-08-2023 11:40 AM					
32	DDZYJ2	Test Org2	+91 07433865633						Admin Demo	29-08-2023 12:49 PM	29-08-2023 01:51 PM				

ADMIN REPORTS – STEP 4

04

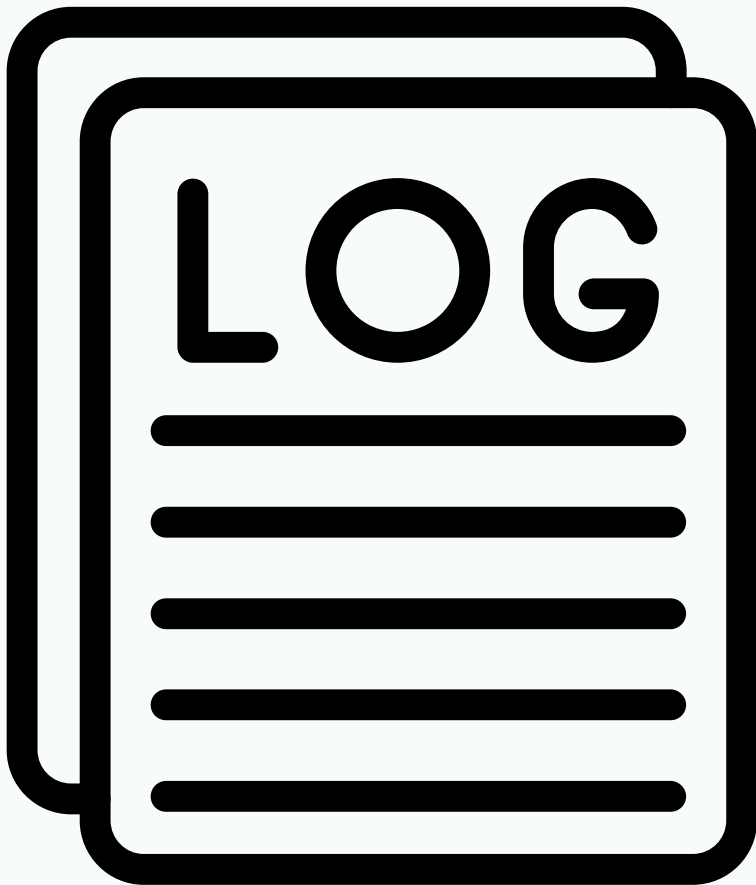
Go to the **User Report** tab to access employee activity data.

Use filters to customize your report based on department, role, or entry dates.

The screenshot displays the 'Vizlan' Admin interface for generating a 'User Report'. The report is titled 'Date Wise Attendance Summary' and covers the period from 2024-08-24 to 2025-07-07. The table below shows the attendance data for each day, with columns for Sr. No, Date, Total, Present, and Absent.

Sr. No	Date	Total	Present	Absent
1	24-08-2024	5	0	5
2	25-08-2024	5	0	5
3	26-08-2024	5	0	5
4	27-08-2024	5	0	5
5	28-08-2024	5	0	5
6	29-08-2024	5	0	5
7	30-08-2024	5	0	5
8	31-08-2024	5	0	5
9	01-09-2024	5	0	5
10	02-09-2024	5	0	5
11	03-09-2024	5	0	5
12	04-09-2024	5	0	5
13	05-09-2024	5	0	5
14	06-09-2024	5	0	5
15	07-09-2024	5	0	5
16	08-09-2024	5	0	5
17	09-09-2024	5	0	5
18	10-09-2024	5	0	5
19	11-09-2024	5	0	5
20	12-09-2024	5	0	5
21	13-09-2024	5	0	5
22	14-09-2024	5	0	5
23	15-09-2024	5	0	5
24	16-09-2024	5	0	5
25	17-09-2024	5	0	5
26	18-09-2024	5	0	5
27	19-09-2024	5	0	5
28	20-09-2024	5	0	5
29	21-09-2024	5	0	5
30	22-09-2024	5	0	5
31	23-09-2024	5	0	5
32	24-09-2024	5	0	5

07 VISITOR LOG



Easily track who's coming in and out — the visitor log keeps everything recorded and organized.

VISITOR LOG - STEP 1

01

In your **Profile menu**, click on **Visitor**.

This takes you to the **Visitors tab**, which displays all check-in details of guests.

The screenshot displays the 'Vizlan' application interface for the 'Visitors directory'. The top navigation bar is orange with the 'Vizlan' logo on the left and user information ('Admin Aa(1)') and icons on the right. Below the header, there's a search bar and a 'Blocked Visitors' tab. The main content area shows a grid of visitor profiles, each with a profile icon, name, contact details (phone and email), and a 'View' button.

Visitor Name	Phone Number	Email Address	Action
kesha	+91 799094432	thetodikesha@gmail.com	View
Yaman Test	+91 9016323230	yaman@naapbooks.com	View
Abhishek Nirmal Jain	+91 9016808671	abhishek@proex.co.in	View
Demo	+91 989552221		View
Gadha	+91 8849632126		View
Demo 1	+91 9767659599		View
vijyant Gupta plus 04	+91 9898999898		View
chirag patel	+91 9898429758		View
Gaurav Ashar	+91 9510973575	gaurav.a@naapbooks.in	View
dinky	+91 9558461853		View
AaBbCc	+91 9876543210		View
Neelu Chauhan	+91 7359462112	neelu.c@naapbooks.com	View
Gaurav Ashar	+91 8320197172		View
Demo	+91 8858686866		View
Gaurav Ashar	+91 840187172		View
ABC	+91 9595959595		View
Rahul	+91 9016323230		View
SankaliyaMayur	+91 9157829998		View

VISITOR LOG - STEP 2

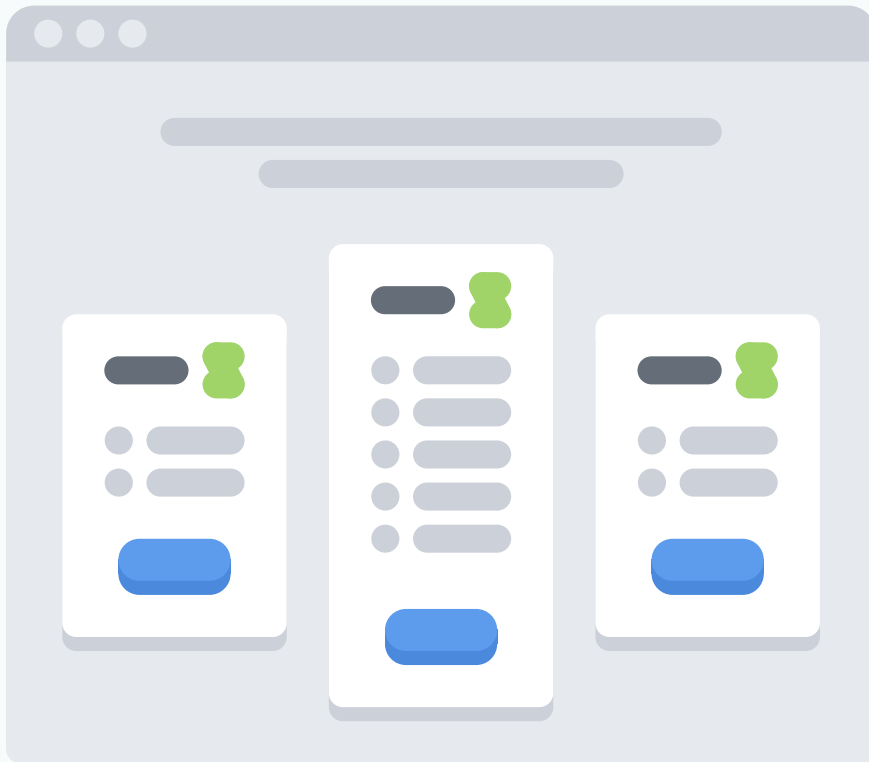
02

Click on the **Blocked Visitors tab** to see a list of users or guests who have been restricted from entry.

The screenshot displays the 'Vizlan' interface for the 'Visitors directory'. At the top, the 'Blocked Visitors' tab is selected. A search bar is present on the right. The main area contains a list of six blocked visitors, each with a name, contact information, and an 'Unblock' button.

Name	Contact Info	Action
Demo	+91 8858686868	Unblock
kesha	+91 7990944132 thekadikesh@gmail.com	Unblock
AaBbCc	+91 9876543210	Unblock
Demo 1	+91 9767659599	Unblock
dinky	+91 9558461853	Unblock
Jia Aren	+91 7485016413 aren@gmail.com	Unblock

08 SUBSCRIPTION DETAILS



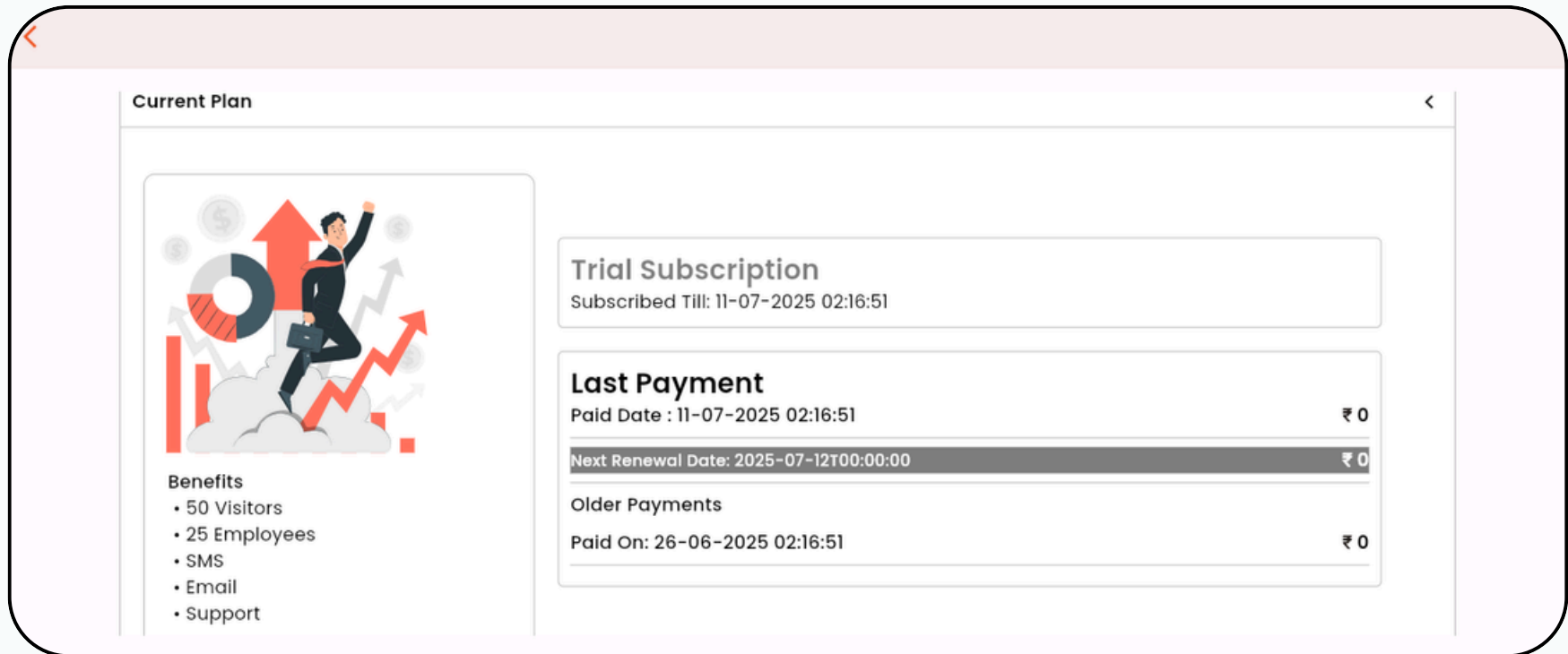
All your subscription info
in one place — plans,
pricing, and renewal
dates made easy.

SUBSCRIPTION DETAILS – STEP 1

01

Go to your **Profile menu** and click on **Subscription**.

You'll see your plan details including the type of subscription and its validity.



The screenshot shows a mobile application interface for subscription details. At the top left, there is a back arrow. The main title is "Current Plan" with a back arrow on the right. The content is divided into three main sections:

- Plan Illustration:** An illustration of a man in a suit climbing a red upward-pointing arrow, surrounded by various business icons like a pie chart, bar graphs, and coins.
- Benefits:**
 - 50 Visitors
 - 25 Employees
 - SMS
 - Email
 - Support
- Subscription Details:**
 - Trial Subscription**
Subscribed Till: 11-07-2025 02:16:51
 - Last Payment**
Paid Date : 11-07-2025 02:16:51 ₹ 0
 - Next Renewal Date: 2025-07-12T00:00:00** ₹ 0
 - Older Payments**
Paid On: 26-06-2025 02:16:51 ₹ 0

09 HELP CENTER



Need assistance? Our Help Center is always here – quick answers, step-by-step guides, and real support.

HELP CENTER – STEP 1

01

If you're stuck at any step or need help, click on **Help** from your profile dropdown.

The screenshot displays the Naapbooks Limited user interface. On the left, a navigation bar features four icons: Visitor, User (highlighted in red), Multi Visit, and Courier. Below this is a search bar with a magnifying glass icon, a filter icon, and a plus icon. A list of users is shown, each with a profile icon, name, and role: Anik khatri, Rahul khichi (Developer), Aanad desai (Gatekeeper), Janam patel (Receptionist), and Yash patel (QA). On the right, the user profile dropdown is open, showing the company name 'Naapbooks Limited' and a profile picture. Below the profile picture are two buttons: 'Employee Access' and 'Admin Access'. A settings menu is visible, listing: Delete Request, Admin Reports, Visitors, Account Setup, and Subscription, each with a right-pointing chevron. At the bottom of the dropdown is a 'Log Out' button. The footer contains a share icon, a 'Help' link with a question mark icon, and the text 'Version 2.4.0'.

HELP CENTER – STEP 2

02

You will be redirected to the VizMan **Help Center**, where you can explore FAQs, troubleshooting tips, and feature guides.

Naapbooks Support Center

Sign In Sign Up A

Submit a Ticket Search in Help Center

Submit a ticket

Ticket Information

Contact Name*
Jayesh Kumar

Email*
jayeshk@gmail.com

Phone
885566774455

Team NaapBooks

Team NaapBooks
Hello,
How may I help you today?

Type your message and hit 'Enter'

HELP CENTER – STEP 2

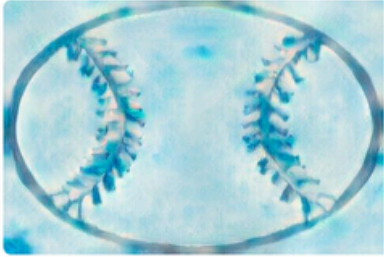
03

Fill the required Fields and click on **Submit**.

Submit a Ticket Search in Help Center 🔍

Please verify to proceed *

IMAGE AUDIO ↻



Select the option that closely resembles the image

ball gorilla
 snake elephant

Submit Discard

Team NaapBooks

Team NaapBooks

Hello,
How may I help you today?

Type your message and hit 'Enter' 😊

Powered by Zoho Desk

10 QR CODE ACCESS



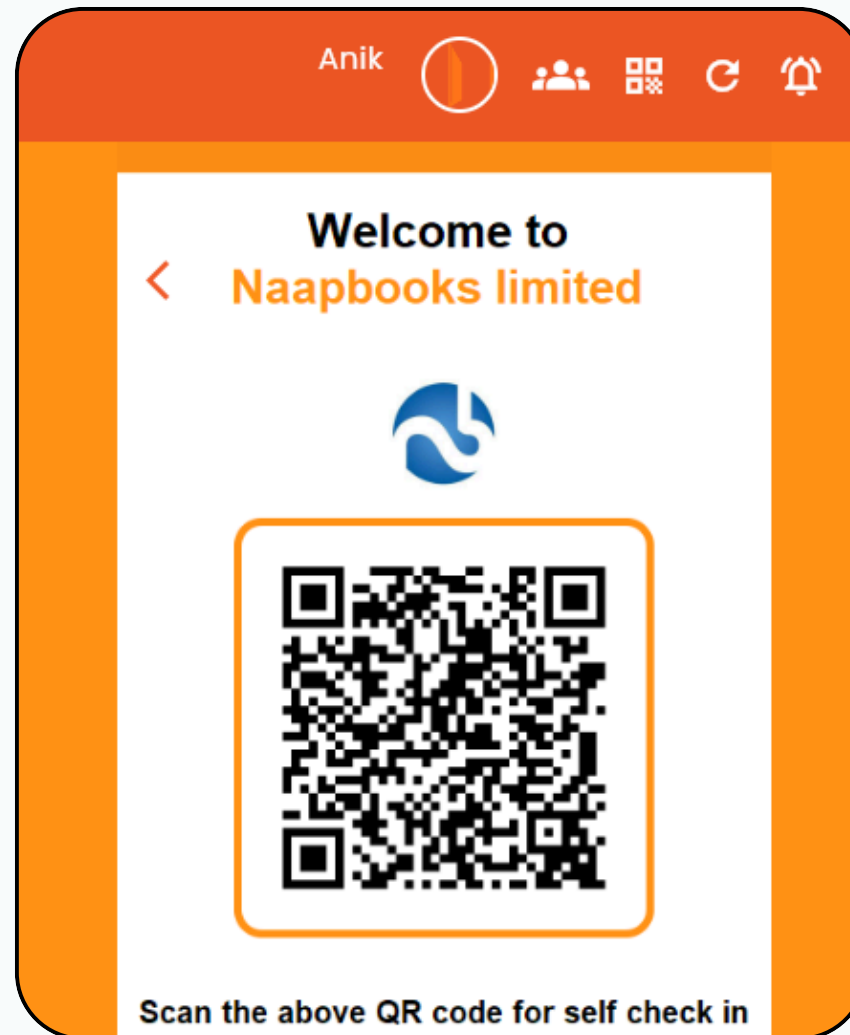
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS

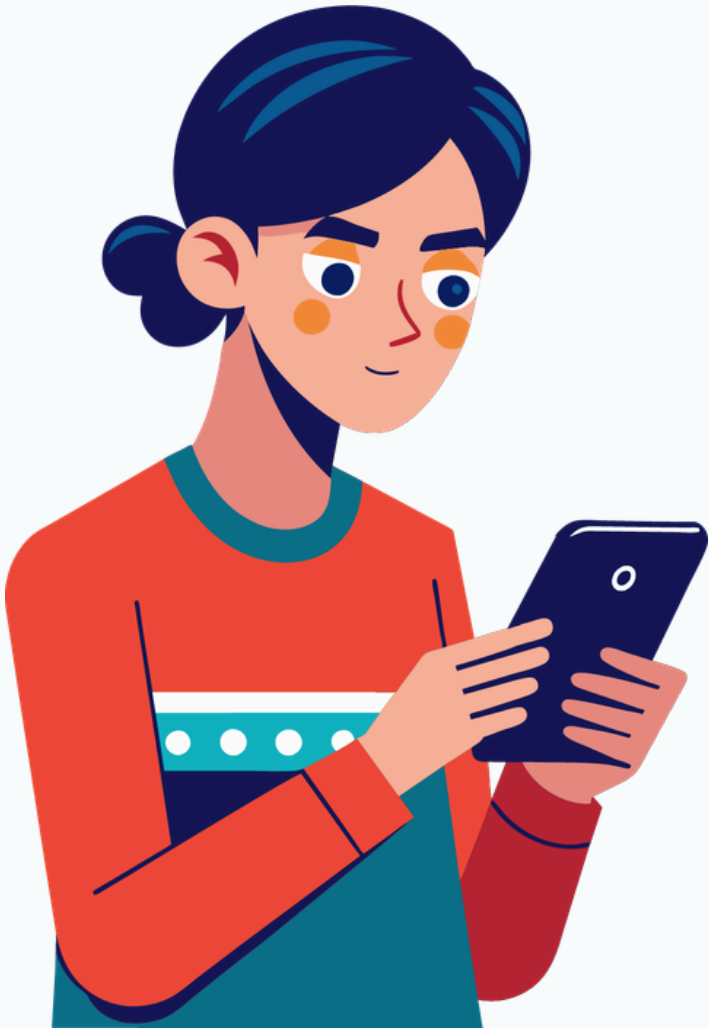
On the top menu, click the **QR icon**.

01

The system will generate a QR code for your organization's check-in process – this is useful for **manual or guest check-ins**



11 CALENDAR



No worries — your calendar will show you everything and remind you.

Calendar – Step 1

01

The calendar will show scheduled visits by day, week, or month. You can also view approved entries and pending visitor invites in a visual format.

The screenshot displays the 'Vizlan' Reception Management System interface. On the left, a calendar for September 2024 is shown, with the 3rd of the month highlighted in red. The main area is divided into two sections. The top section features four icons representing different visitor types: Visitor, User, Multi Visit, and Courier. Below these icons are four summary boxes: 'Waiting Visitors: 0', 'Today's Visitors: 0', 'Upcoming Visitors: 0', and 'Current Visitors: 0'. A search bar is located below these boxes. The bottom section of the main area displays a 'No Data Found' message. On the right side, there is a 'Check in' form with various input fields: Country Code (set to India), Mobile Number, Full Name, VIP status, Whom to meet, Company, Address, Email, Checkin Time, Purpose, Vendor, Number of people, and Visitor. A 'Submit' button is located at the bottom right of the form.

Calendar – Step 2

02

Click on any calendar entry to view, edit, or cancel a visit.

The screenshot displays the Vizlan mobile application interface. At the top, the 'vizlan' logo is on the left, and 'Reception Reception(Operation)' with a user profile icon is on the right. Below the logo, a calendar for September 2024 is shown, with a red circle on the 9th. To the right of the calendar are four icons: Visitor, User, Multi Visit, and Courier. Below these icons are four summary boxes: 'Waiting visitors: 0', 'Today's Visitors: 20', 'Upcoming visitors: 5', and 'Current Visitors: 3'. A search bar is located below the summary boxes. The main content area shows a list of visitor entries with details such as name, status (Invited, Checked Out, Rescheduled), and time. The right side of the screen features a 'Check In' form with fields for Country Code (India), Mobile Number, Full Name, VP, Whom to meet, Company, Address, Email, Checkin Time, Purpose, Vendor, Number of people, and Visitor. A 'Submit' button is at the bottom right.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Visitor	User	Multi Visit	Courier
Waiting visitors: 0	Today's Visitors: 20		
Upcoming visitors: 5	Current Visitors: 3		

Name	Status	Time
Sengundhar Jaykumar	Invited	07:40 PM
kesha	Checked Out	07:28 PM
kesha	Rescheduled	07:06 PM
TestDemo	Invited	01:32 PM
TestDemo	Invited	06:43 PM
TestDemo	Rescheduled	05:21 PM

Field	Value
Country Code	+91 - India
Mobile Number*	
Full Name*	
VP	
Whom to meet*	
Company	
Address	
Email	
Checkin Time*	
Purpose	
Vendor	
Number of people	
Visitor	



NOTE:- Admins can perform all employee actions; refer to the employee user manual

YOU'RE ALL SET!

You've now completed your training on VizMan Admin setup and daily use. Continue exploring the dashboard, invite users, and manage your workplace efficiently. For support, always refer to the **Help Center** or reach out to our customer care.