



USER MANUAL



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Naapbooks Limited is an acclaimed IT service provider contributing its part in optimising and strengthening the businesses around the globe. Our clients get a superior cognizance of their business and requirements and help them in designing customised web portal and applications for their business activities.

We are proud to have delivered on the expectations of our clients by completing the projects like that of **E-Auction, Accounting System, Aadhar based Payment Solution, E-Voting**, etc. We continue to toil to stay ahead and keep updating the finesse and vividness of our offerings.



150+ Work Ex.



40+ Team Size



15+ Products



Welcome to VizMan's User Manual



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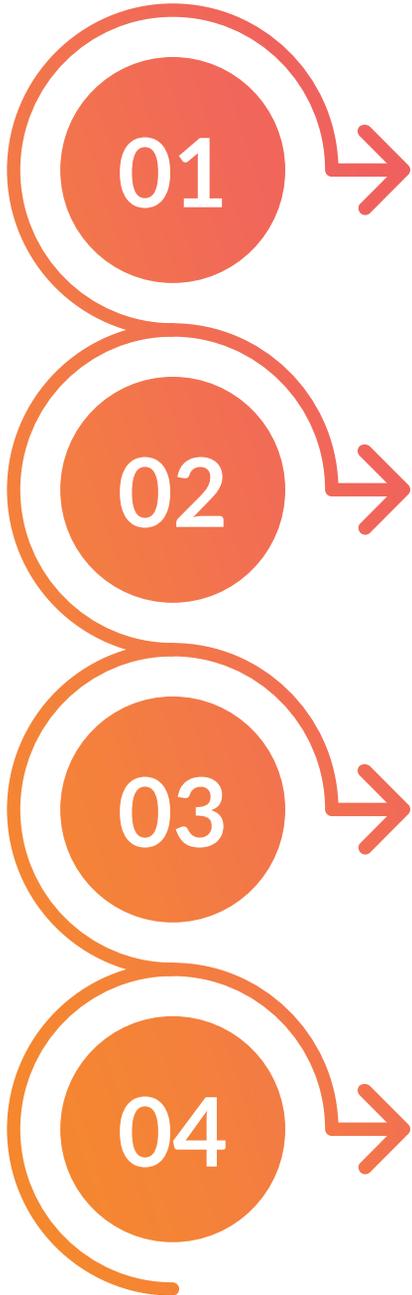
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EMPLOYEE

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RECEPTIONIST

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GATEKEEPER

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About VizMan



Visitor Management System is a secure and user friendly database manager that records, filters, tracks the visitors to your organization. On receiving the instant notification, the logged in employee can schedule, postpone or cancel the meeting request right away.

It digitizes the process right from the main gate to reception; meeting arena to gate pass. It also assists you to see relevant visitor's information on the system before the meeting. Vizman manages a sleek end to end flow of the visit that makes your workplace look effortless and smart.

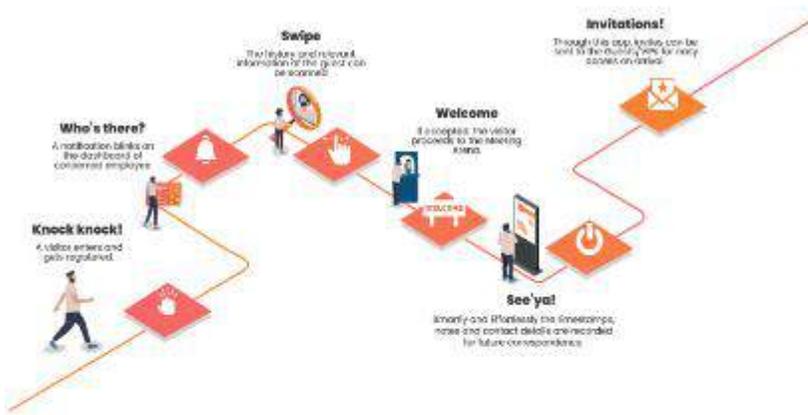
1.1 Signing up with VizMan

If you haven't tried the VizMan app just try it by clicking on sign up:

Step 1: To sign up, Click on the link given below.

<https://dashboard.vizman.app/Account/Register>

A sign-up page will open as



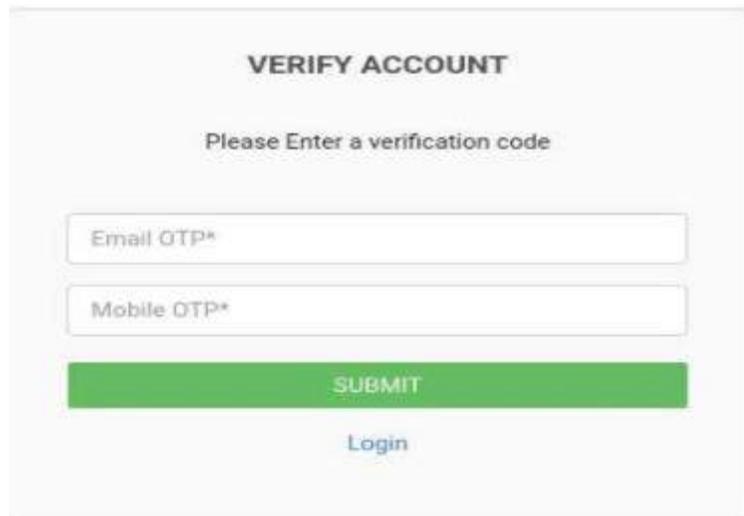
The screenshot shows the 'SIGN UP' form with the following fields: Full Name *, Mobile *, Email ID *, and Password *. Below the fields is a 'SAVE' button. At the bottom of the form, there is a link: 'Already have an account? Sign In'. At the bottom of the page, there is a privacy notice: 'We Value Your Privacy: We use "cookies" and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our Privacy Statement' and an 'Accept' button.

Screen 1.1.1 : Sign up

Step 2: Fill all the details:

- 1. Full name:** Enter full name of the user. Here you can write up to 50 characters. This field is mandatory.
- 2. Mobile number:** Enter a 10-digit mobile number. This field is also mandatory. This is important for further communication. You don't need to write country code i.e., +91 in case of India.
- 3. Email id:** Enter a valid email id. This field is mandatory and is helpful for further communication.
- 4. Password:** You have to create a new password. Passwords should be of at least 6 characters including 1 letter, 1 number, and 1 special character.
- 5. Save:** Save the details. You will receive email and SMS OTP for verification.

Email OTP and SMS OTP will be sent to your mobile number and email id. You have to use both the OTPs to verify your account.



The screenshot shows a verification page with the following elements:

- VERIFY ACCOUNT** (Section Header)
- Please Enter a verification code (Instruction)
- Email OTP* (Input Field)
- Mobile OTP* (Input Field)
- SUBMIT (Green Button)
- Login (Blue Link)

Screen 1.1.2: Verification Page

Step3: Fill the OTPs' (as mentioned in screen 1.1.2).

Step 4: Submit: Click on the submit button after filling all the details. After verifying your account, you will receive an email.

*In case you didn't receive any OTP click on Resend OTP, You will receive the email and mobile OTP.

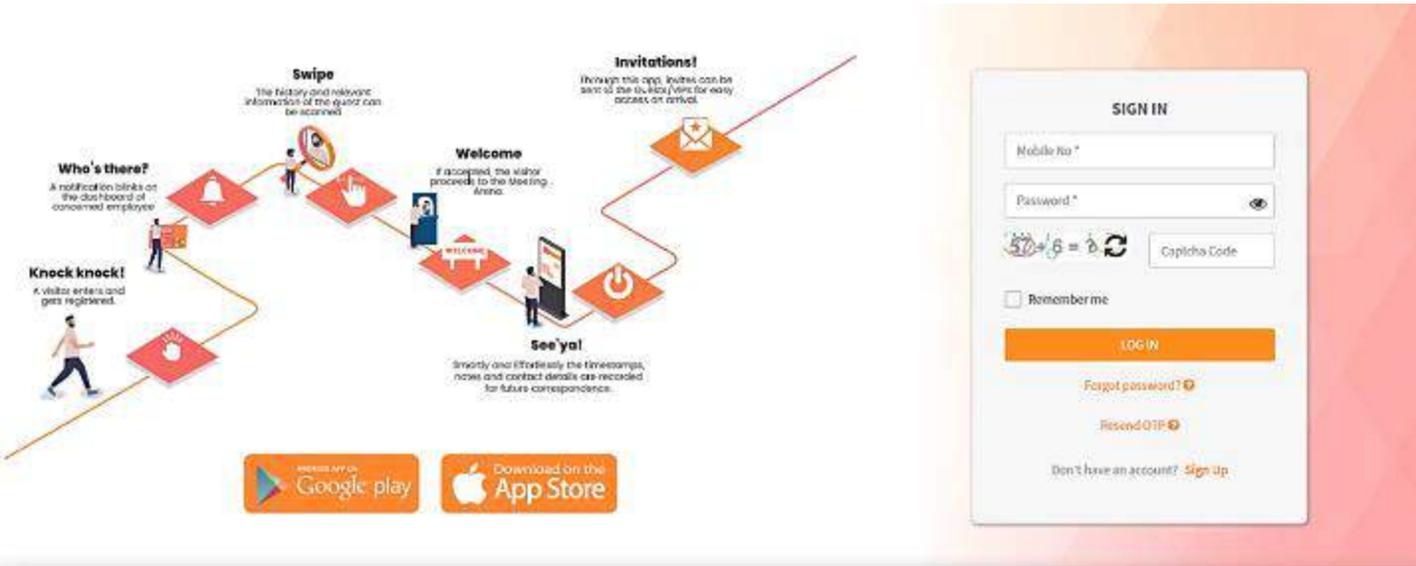
After you have registered and verified your account, you can sign in with VizMan by clicking on the link

<https://dashboard.vizman.app/Account/Login>



1.2 Signing in with VizMan

Now you have registered to VizMan, Lets start with sign in by entering your Credentials:



We Value Your Privacy:

We use 'cookies' and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#).

Accept

Screen 1.2.1: Sign in page

Step 1: Fill in the details (Screen 1.2.1)

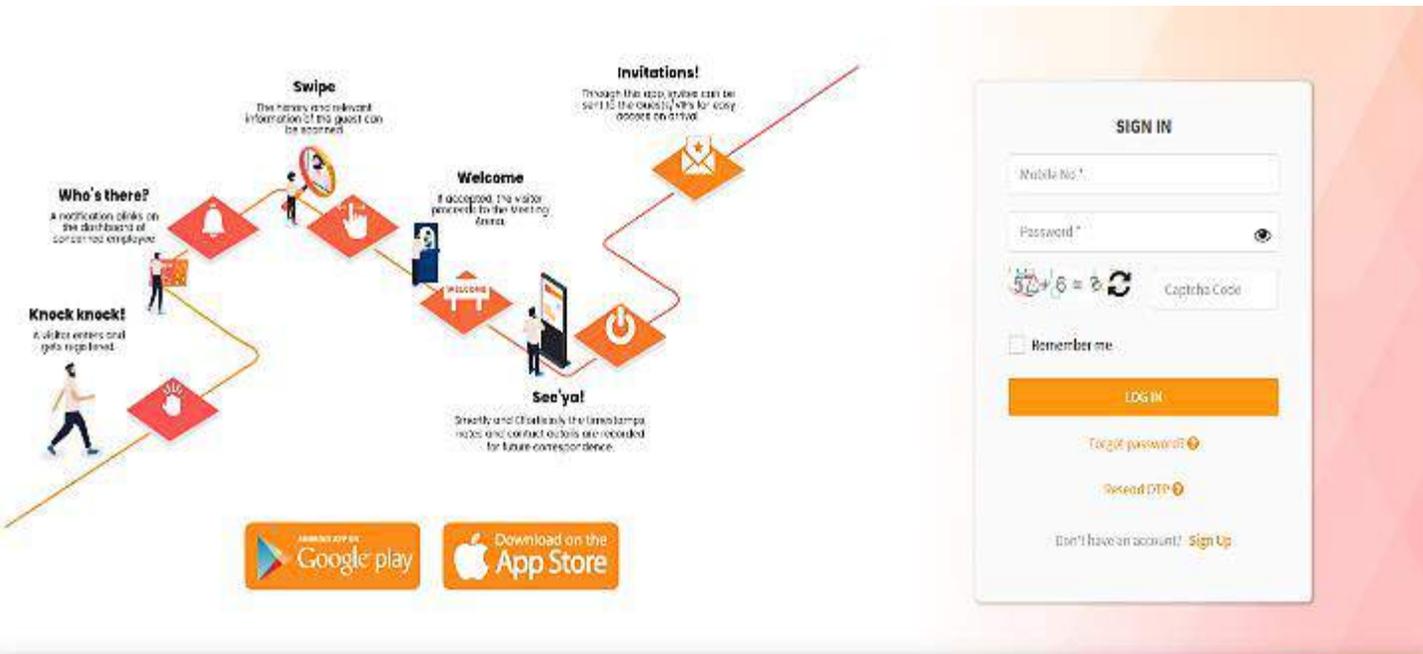
- 1. Mobile number:** Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Password:** Enter the password which you must have created while signing up to VizMan. Passwords policy is that it must contain at least 6 characters which includes at least 1 letter, 1 number, and 1 special character.
- 3. Captcha:** Entering the correct captcha is required as robots cannot use the application. The captcha available is a math's problem.

Step 2: Accept the cookies: You have to accept the cookies for login otherwise you wouldn't be able to login.

Step 3: Click on login.

1.3 Forget password

In case you have forgotten your password. Follow the steps to regain it.



We Value Your Privacy:

We use "cookies" and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#)

Accept

Screen 1.3.1: Sign in page

Step 1: From the login screen (screen 1.3.1), Click on forgot password option. A tab will open as follows:

Step 2: Fill the details (screen 1.3.2).

1. Mobile number: Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed.
2. Click on reset. A Mobile SMS OTP will be sent to a registered mobile number as in screen 1.3.3.

Screen 1.3.2 : Reset Password

Hello ,Oppss you forgot the [password](#). Try this OTP 247142 to reset it. VizMan

Screen 1.3.3 : OTP for Password

1.4 Configuring VizMan

After login to have to fill the following details:

*Company details:

After login you have to fill your company's details mentioned in screen 1.4.1.

VizMan



The screenshot shows the 'Subscription' page in the VizMan application. It is divided into two main sections: 'Company Details' and 'Packages'. The 'Company Details' section contains the following fields:

- Company Name ***: A text input field containing 'xfg'.
- Company Address ***: A text input field containing 'dafa'.
- GSTIN**: A text input field.
- Country ***: A text input field containing 'xcvc'.
- State ***: A text input field containing 'cgf'.

The 'Packages' section is currently empty. A red 'Log' button is visible in the top right corner of the page.

Screen 1.4.1: Company Details

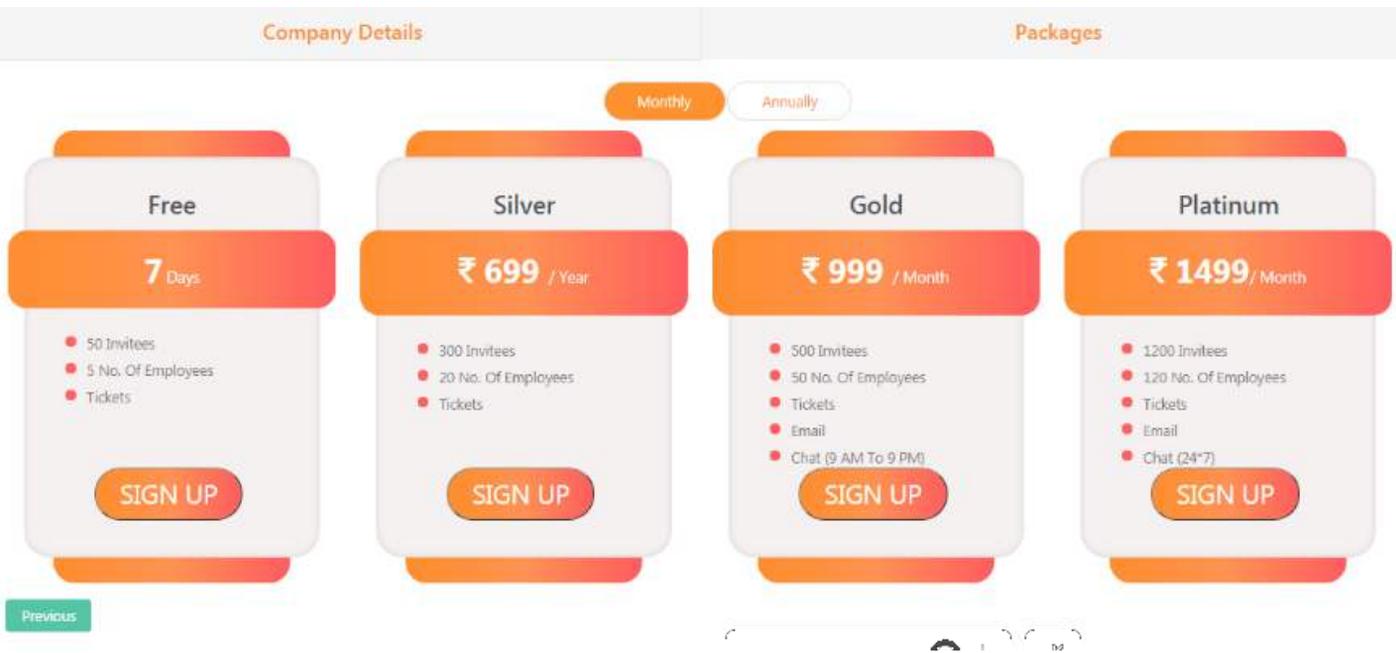
Step 1: Fill the details:

- 1. Company Name:** Write your company's name. You can use alphanumeric and special characters as well. You can write a maximum of 100 characters. This field is mandatory.
- 2. Company Address:** Write detailed address of the company. You can use alphanumeric characters. You can write a maximum of 100 characters. This field is mandatory.
- 3. GSTIN:** Here you have to write Goods and services tax identification number. Only Alphanumeric and only 15 digits in GSTIN format are allowed.
- 4. Country:** This field is mandatory. Here you have to write, in which country you are using VizMan. The maximum character allowed is 50.
- 5. State:** This field is mandatory. Here you have to write, in which state you are using VizMan. The maximum character allowed is 50.

Step 2: Save and next: Click on save and next button to know about VizMan's package.

*** Select a Packages:**

Here you will find about the different packages of the VizMan as shown in screen 1.4.2 and table 1.4.1



Screen : 1.4.2 package details

No.	Packages	SMS	Visitors	Employees
1	Trial	Yes	50	5
2	Silver	Yes	300	20
3	Gold	Yes	500	50
4	Platinum	Yes	1200	120

Table 1.4.1: Packages Details

Step 3: After choosing which package you want, click on the proceed button.

1.5 Adding Employees

There are two options to add employees: Importing the excel sheet and adding one by one

Option 1: Manual Addition of Employees

Step 1: Go to the admin dashboard.

Step 2: Click on employees. You will see a screen open (as shown in screen 1.5.1)

Employee List

Show 10 entries Search:

First Name	Email	Mobile	Role	Action
Admin Demo	demo@demo.com	9000000001	Admin	 
demo emp	Emploze@demo.com	9000000003	Employee	   
DEVIQ GATE	gatekeeper@demo.com	9000000002	Gatekeeper	   
reception	reception@demo.com	9000000004	Receptionist	   

Showing 1 to 4 of 4 entries Previous 1 Next

Step 3: Click on add button. You will see a screen (as screen 1.5.2).

Add New Employee Back

Full Name* Mobile*

Email* User Role*

Password* Department

Designation Photo Id

No file chosen
Image size less than or Equal to 300 KB. Allowed Image File: JPEG, JPG, PNG

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Screen 1.5.2: Add employee from Admin panel

Step 4: Fill all the details (mentioned in screen 1.5.2):

- 1. Full name:** Name of the employee. You can use alphanumeric, and special characters. This field is mandatory.
- 2. Email:** Write a valid email id. You can use alphanumeric, and special characters. This field is mandatory and used for further communication.
- 3. Password:** You have to create a new password. Passwords must contain at least 6 characters which includes at least 1 letter, 1 number, and 1 special character
- 4. Designation:** Here you can write the designation of employees.
- 5. Mobile Number:** write a 10-digit valid mobile number. This field is also mandatory. This is important for further communication
- 6. User Role:** This is dropdown, you have to select from the dropdown- receptionist, employee, gatekeeper.
- 7. Department:** You can write here the department of employees
- 8. Photo Id:** Here you can add the photo id of the employee. The image size of less than or Equal to 300 KB is allowed and in the following format only- JPEG, JPG, PNG

Step 5: Click on submit.

OTP will be sent to employee's mobile number and email id. Both OTP are unique so use both to verify your Mobile number & Email ID.

Option 2 : Bulk Addition of Employees with the use of Excel Import Facility.

Step 1: To import the employees go to employees' list (as in screen 1.5.3).

Employee List

Show 10 entries

Search:

First Name	Email	Mobile	Role	Action
Admin Demo	demo@demo.com	9000000001	Admin	 
demo emp	Employee@demo.com	9000000003	Employee	   
DEMO GATE	gatekeeper@demo.com	9000000002	Gatekeeper	   
reception	reception@demo.com	9000000004	Receptionist	   

Showing 1 to 4 of 4 entries

Previous 1 Next

Vizlan

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Screen 1.5.3: Employee list

Step 2: After clicking on the import button, a tab will open. You have to click on the download excel sheet (as in screen 1.5.4)

Import Employee Excel List

File Upload : No file chosen

[Download Excel Sheet](#)

Screen 1.5.4: Import employees

A	B	C	D	E	F	G
<u>FullName</u>	Mobile	Email	<u>UserRole</u>	Password	Department	Designation

Screen 1.5.5: Excel template for importing Employees

Step 3: Fill all the valid details, example mobile number, you have to enter a valid mobile number otherwise you would not be able to proceed further.

Step 4: Select from Dropdown only in User Roles

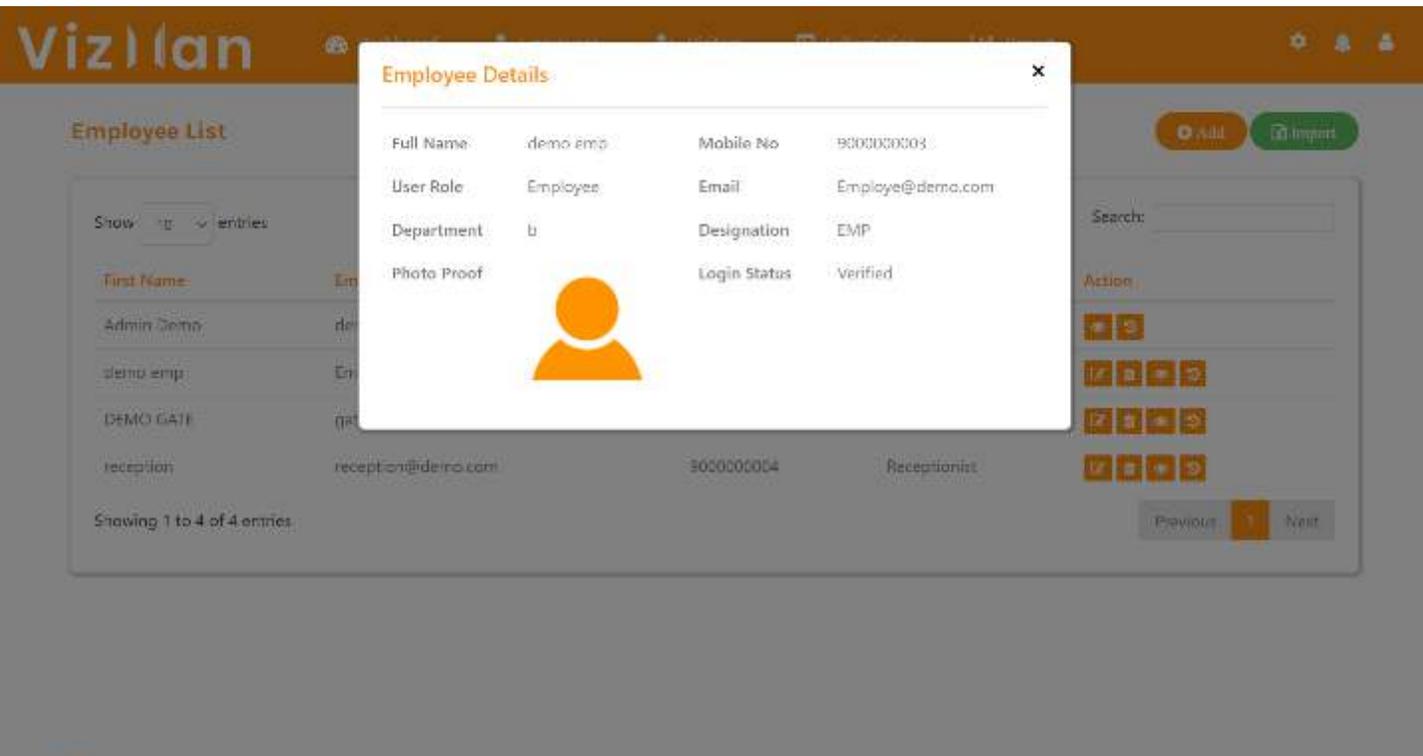
Step 5: Save the details.

Step 6: Open the import employee excel sheet. And click choose file option and choose the excel sheet that you had created.

Step 8: Click on upload excel.

All the employees' details will be uploaded.

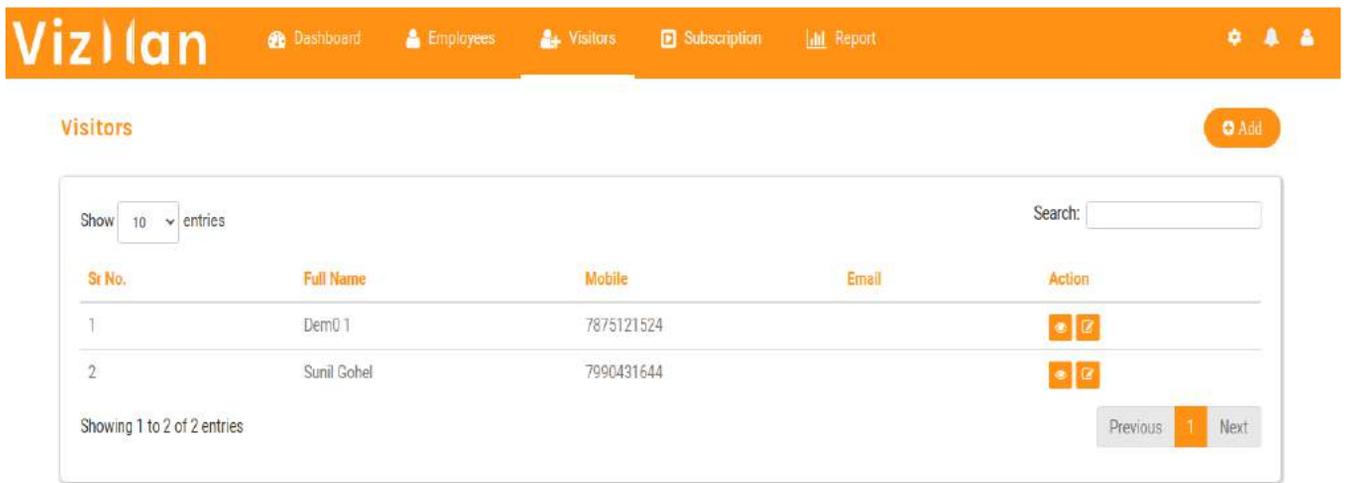
Step 9: You can view the details by clicking on the view button of the employee. The display is shown as screen 1.5.6



Screen 1.5.6: Employee view

1.6 Adding Visitors

Adding Visitors from the admin login:



The screenshot shows the Vizlan Admin panel. The top navigation bar includes the Vizlan logo and menu items: Dashboard, Employees, Visitors, Subscription, and Report. The main content area is titled "Visitors" and features an "Add" button. Below this is a table with columns: Sr No., Full Name, Mobile, Email, and Action. The table contains two entries: 1. Sr No. 1, Full Name Dem01, Mobile 7875121524; 2. Sr No. 2, Full Name Sunil Gohel, Mobile 7990431644. The Action column for each entry contains edit and delete icons. A search bar is located at the top right of the table area. At the bottom left, it says "Showing 1 to 2 of 2 entries". At the bottom right, there are "Previous", "1", and "Next" navigation buttons.

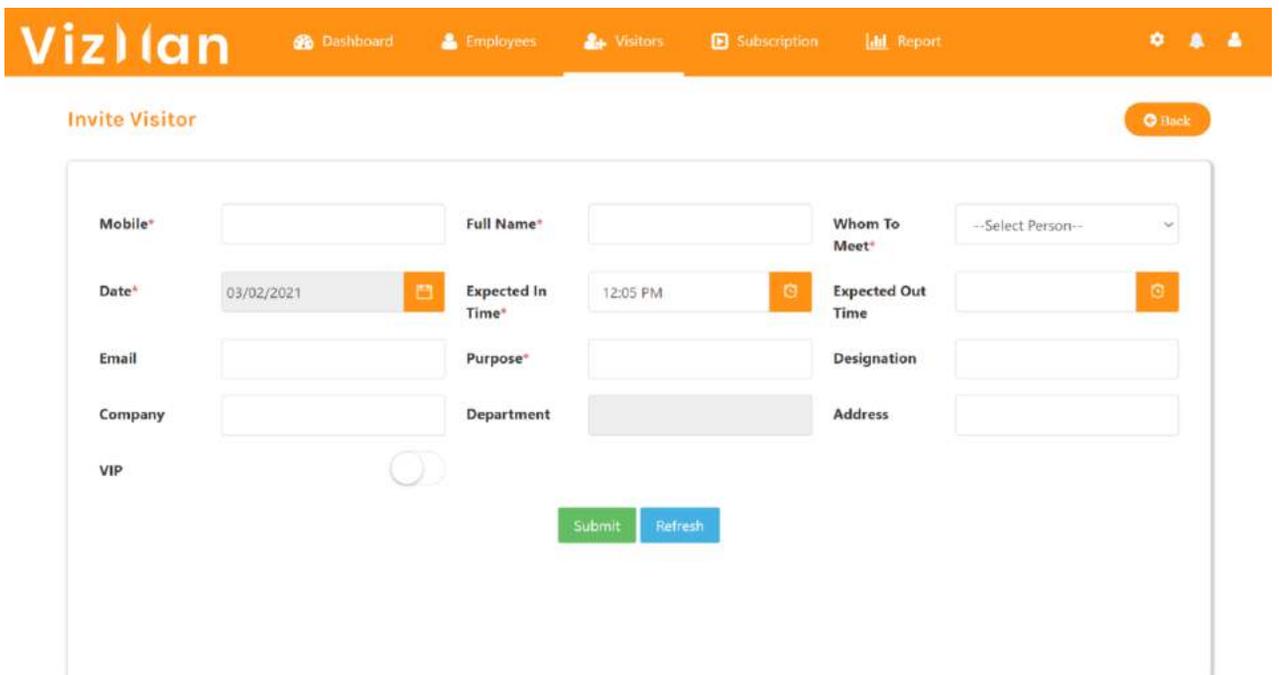
Sr No.	Full Name	Mobile	Email	Action
1	Dem01	7875121524		 
2	Sunil Gohel	7990431644		 

Screen 1.6.1 : Visitors' list in Admin panel

Follow the steps:

Step1: Go to the admin dashboard, click on visitors (screen 1.6.1).

Step2: Click on the add button, a new screen will open (as shown in screen 1.6.2).



The screenshot shows the "Invite Visitor" form in the Vizlan Admin panel. The form includes the following fields: Mobile*, Date* (03/02/2021), Email, Company, VIP (toggle switch), Full Name*, Expected In Time* (12:05 PM), Purpose*, Department, Whom To Meet* (dropdown menu), Expected Out Time, Designation, and Address. There are "Submit" and "Refresh" buttons at the bottom of the form.

Step 3: Fill the details as mentioned (in screen 1.6.2):

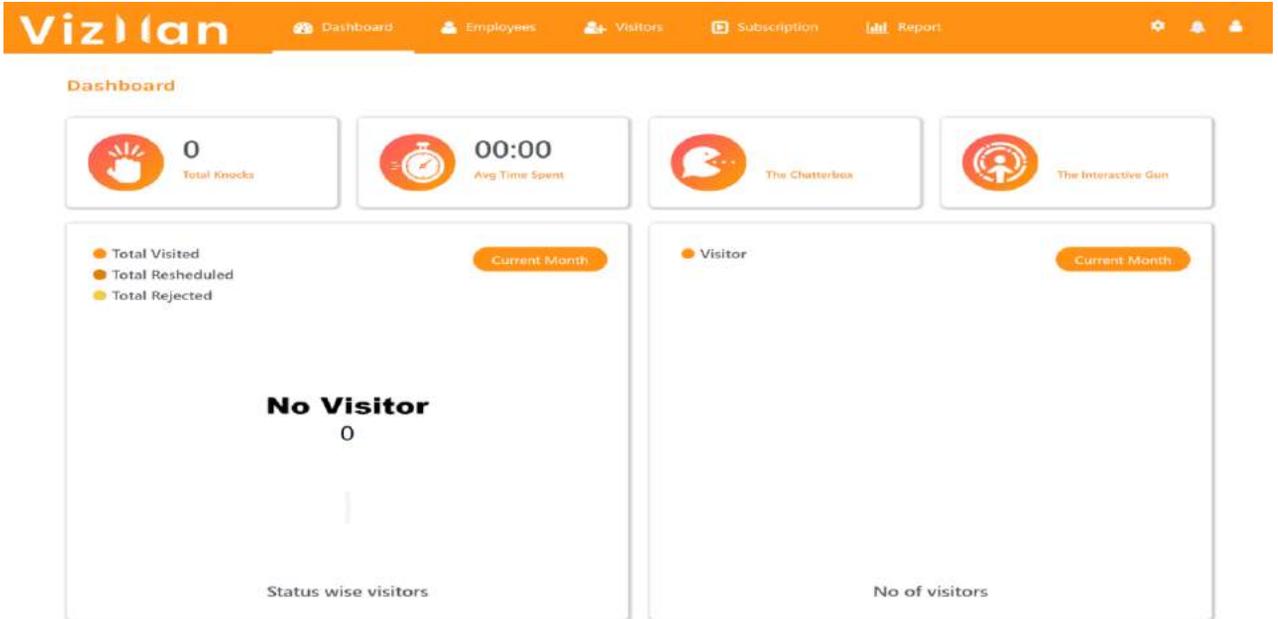
1. **Mobile:** Mobile number of visitors where invite code will be sent and Only numbers and maximum value 10 allowed. You don't need to write country code i.e.,+91 in case of India.
2. **Date:** Date of the meeting. There is a calendar option given to select the date.
3. **Full Name:** Name of the visitor, and alphanumeric, and special character allowed.
4. **Expected in time:** Expected time when visitors come to the company. Admin have to select from a time picker.
5. **Whom to meet:** Whom visitor wants to meet. Admin can only call visitors for their employees. There is a drop down in which employees' names are listed. Admin has to select one of those names.
6. **Expected out time:** Expected time when visitors will leave the company. Admin has to select from a time picker.
7. **VIP:** If the visitor is VIP or not.

Step 4: Click on submit.



1.7 Changing general settings

Step 1: Go to admin dashboard (as shown in 1.7.1).

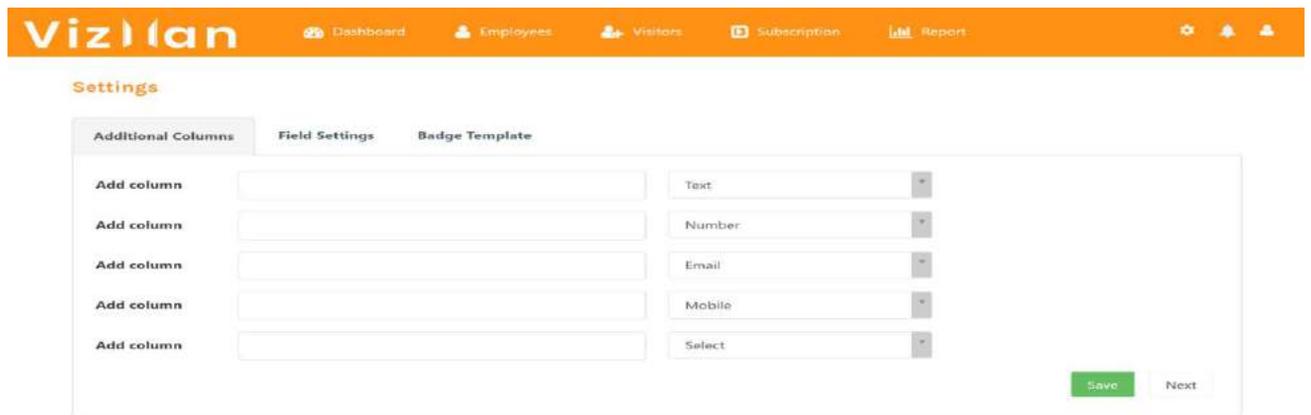


Screen 1.7.1: Admin dashboard

Step 2: Go to the settings option, click on it. A tab will open.

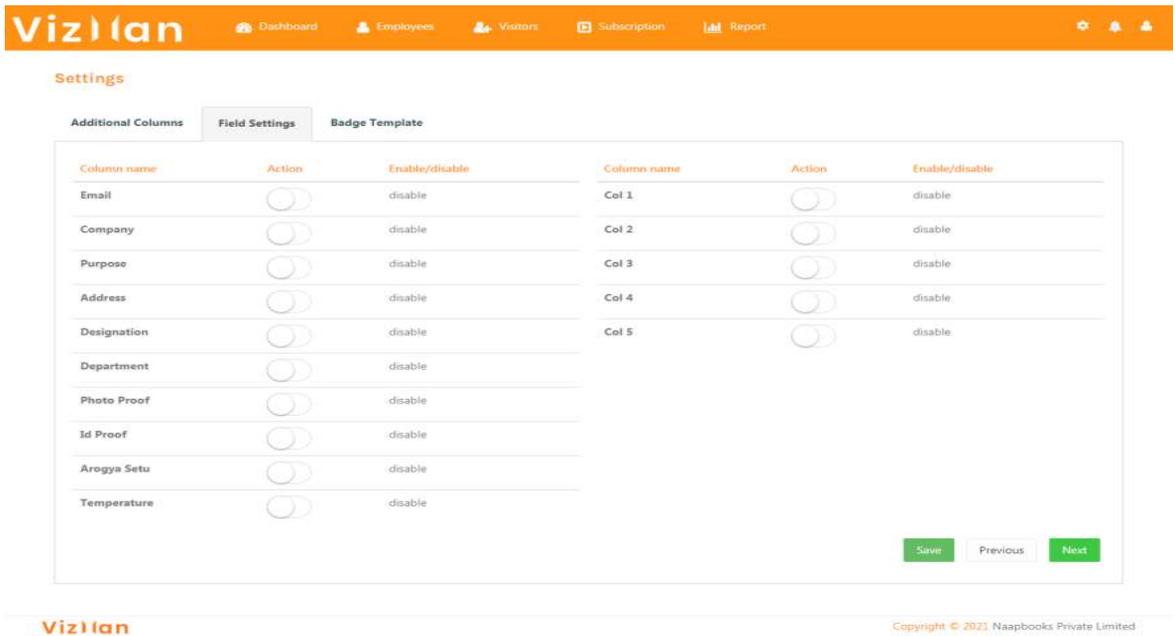
There are three settings options

- Additional setting:** Here you can add different columns in your list. There are 5 available columns, that are text, number, and email, mobile, select (as mentioned in screen 1.7.2).



Screen 1.7.2: Additional setting

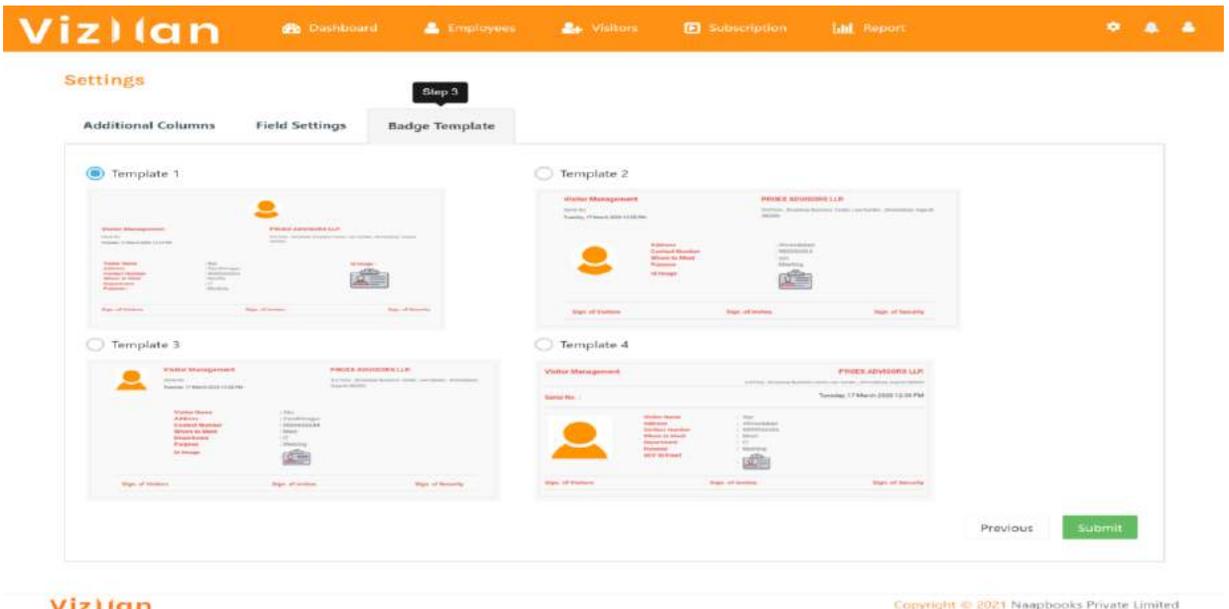
b. Field settings:



Screen 17.3: Field setting

Here you can enable the details you want from visitors. These details will be filled while inviting any visitor. If you enable the email option then only visitors will get the emails of the meeting as shown in screen 30.

c. Badge template:



Screen 17.4: bandage template

From here you can change the template for visitor pass

2.1 Confirming Registration

When admin add employee manually, they will receive an email and SMS OTPs as follows:

Email:

Dear user
and tracks the visitors for you. You can keep track of your visitors or even send them invites to visit you using this secured interface

To verify your email id enter **869901** as your Email One Time Password (OTP)

Click on the below link for verification.

[ACTIVATE ACCOUNT](#)

To know more, check out our user videos.

Screen 2.1: OTP verification mail for Employee

Step 1: To verify the account, employees have to click on the **activate account** button in email (as mentioned in screen 2.1.1). The verify tab will open (as in screen 2.1.3):

Step 2: Fill the details (mentioned in screen 2.1.3):

1. Write the email OTP.
2. Write the SMS OTP.

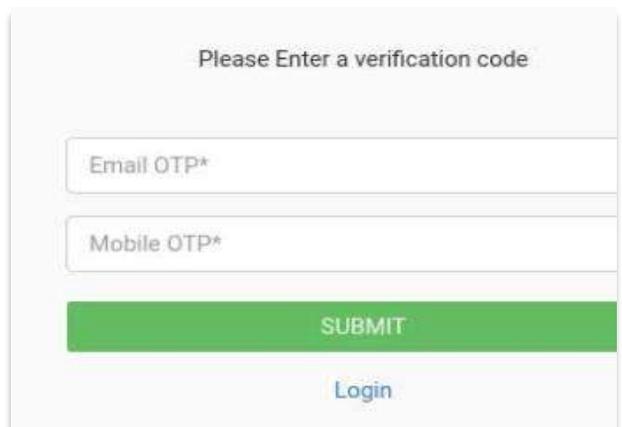
Both OTPs are required to activate your account.

Step 3: Click on submit, employee account will be verified.

SMS:



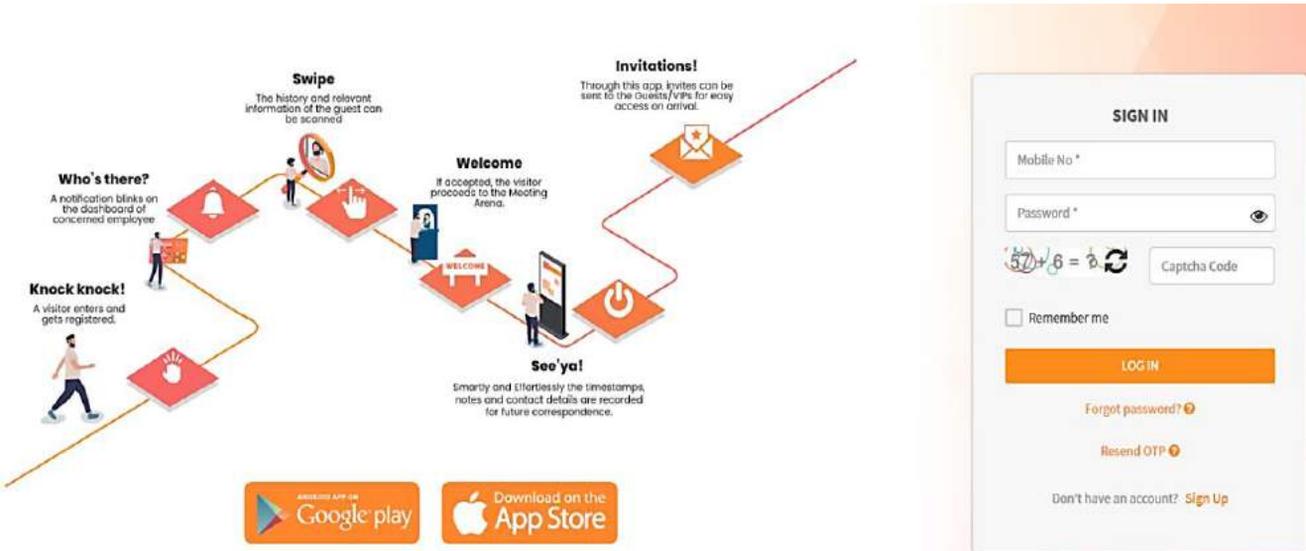
Screen 2.1.2: OTP verification SMS for Employee



Screen 2.1.3: Verification page

2.2 Sign in with VizMan by Employees

Now you have registered to VizMan, Lets start with sign in by entering your Credentials:



We Value Your Privacy:

We use 'cookies' and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#)

Accept

Screen 2.2.1: Sign in page

Step 1: Fill in the details

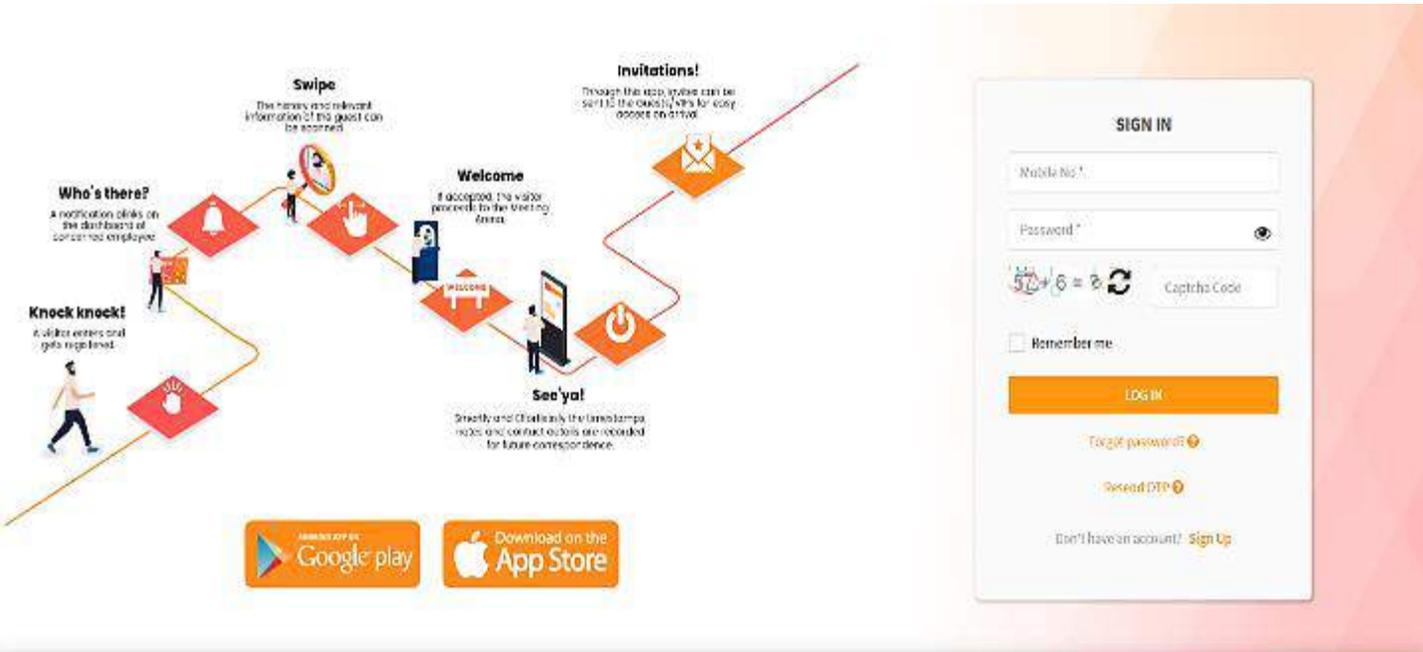
- 1. Mobile number:** Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Password:** Enter the password which admin must has created while adding employee into VizMan. Passwords policy is that it must contain at least 6 characters which includes at least 1 letter, 1 number, and 1 special character.
- 3. Captcha:** Entering the correct captcha is required as robots cannot use the application. The captcha available is a math's problem.

Step 2: Accept the cookies: You have to accept the cookies for login otherwise you wouldn't be able to login.

Step 3: Click on login.

2.3 Forget password

In case you have forgotten your password. Follow the steps to regain it.



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We use 'cookies' and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#)

Accept

Screen 2.3.1: Sign in page

Step 1: From the login screen (screen 2.3.1), Click on forgot password option. A tab will open as follows:

Step 2: Fill the details (screen 2.3.2).

1. Mobile number: Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed.
2. Click on reset. A Mobile SMS OTP will be sent to a registered mobile number as in screen 2.3.3.

Screen 1.3.2 : Reset Password

Hello ,Oppss you forgot the [password](#). Try this OTP 247142 to reset it. VizMan

Screen 1.3.3 : OTP for Password

2.4 Adding Visitors

Visitors added by Employee:

The screenshot displays the ViziJan Employee Dashboard for January 2021. On the left, there are four summary cards: 'Average Visits / Day' (0), 'Today's Visitors' (1), 'Upcoming Visitors' (1), and 'Guestline Visitors' (0). The main area features a calendar for January 2021, with a 'Visit' button highlighted on January 5th. Below the calendar is a 'Visitor List' section with a search bar, a table header, and a message 'No data available in table'.

Visitor Code	Date	Name	Contact	Exp. In Time	Exp. Out Time	CheckIn Time	CheckOut Time	Status	Action
No data available in table									

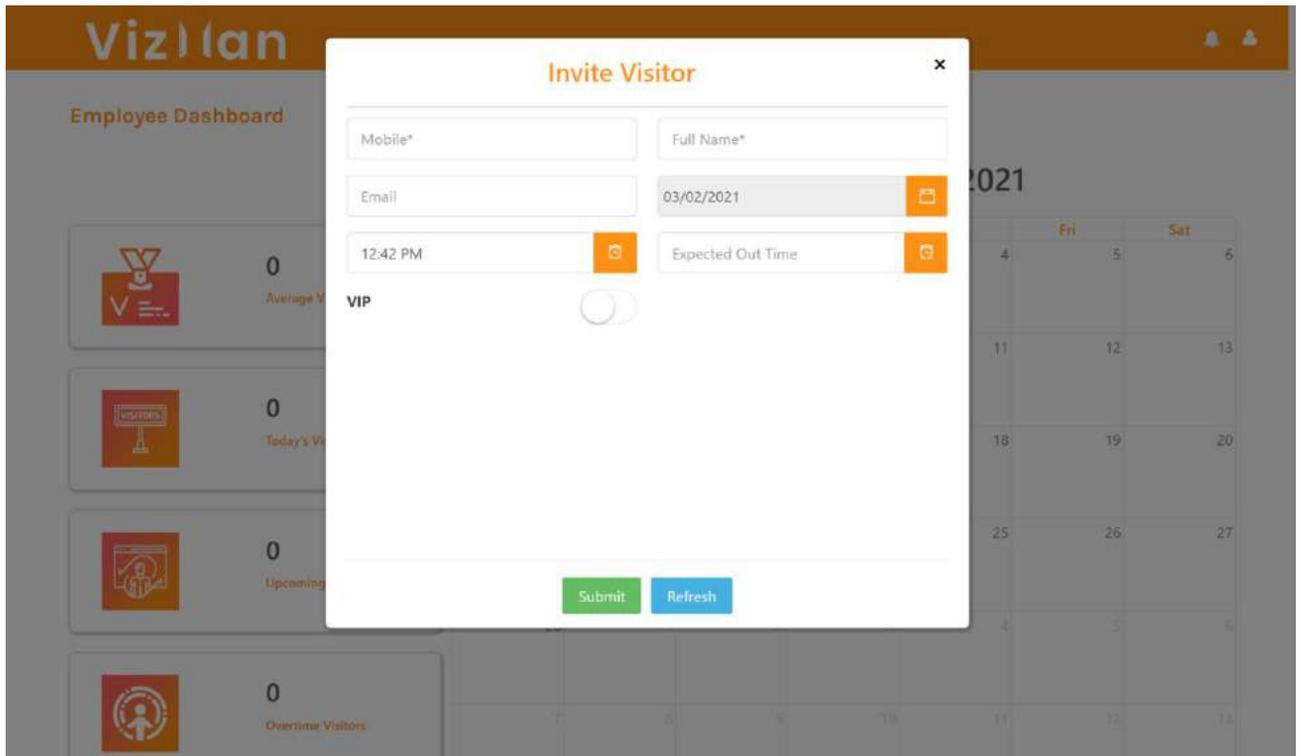
Screen 2.4.1: Employee's dashboard

Follow the steps

Step 1: Go to the employee dashboard (screen 2.4.1).

Step 2: Go to the visitor list.

Step 3: Click on **Invite** button, a new tab will open (as screen 2.4.2).



Screen 2.4.2 : Add visitor through Employee's panel

Step 4: Fill the details (mentioned in screen 2.4.2).

1. **Mobile:** Mobile number of visitors where invite code will be sent and Only numbers and maximum value 10 allowed. You don't need to write country code i.e., +91 in case of India.
2. **Full Name:** Name of the visitor, and alphanumeric, and special character allowed.
3. **Email:** Enter a valid email id. This field is mandatory and is helpful for further communication.
4. **Expected in time:** Expected time when visitors come to the company. You have to select a time picker.
5. **Date:** Date of the meeting. There is a calendar option given to select the date.
6. **Expected out time:** Expected time when visitors will leave the company. You have to select a time picker.
7. **VIP:** If the visitor is VIP or not.

Step 5: Click on the submit button.

***Employees will receive an email regarding meeting schedule
Visitors will receive an email and SMS for the same***

2.5 Approve, Reschedule, and Reject

Change the status of the visitors

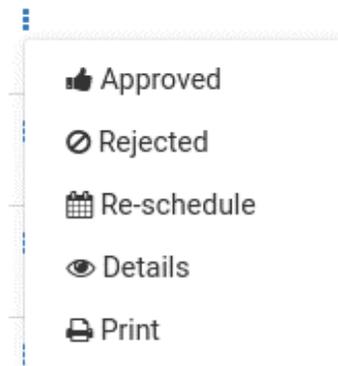
Step 1: Go to employee's dashboard.

Step 1: Go to visitor (as shown in screen 2.5.1)

Invite Code	Date	Name	Contact	Whom To Meet	Exp. In Time	Exp. Out Time	CheckIn Time	CheckOut Time	Status	Ac
KMKtzH	27-Jan-2021	Neelu Chauhan	7359462112	Demo 1			11:29 AM	Check Out	WAITING	!
Cdy2Rv	27-Jan-2021	Neelu Chauhan	7359462112	Demo 1	11:34 AM		Check In	Check Out	INVITED	!

Screen 2.5.1 : Visitors' list in employee panel

Step 2: Go to the action bar, click on it and the other tab will open.



Screen 2.5.2: Change status of visitors

You will see the following details mentioned in screen 2.5.2, here you can approve, reschedule or reject the visitors that are waiting and for invited and reschedule or reject the meeting for invited visitors.

If an employee rejects the meeting, visitor will receive an email for rejection.

If an employee rescheduled the meeting then the visitor will notify the time and date through an Email and SMS.

3.1 Confirming Registration

When admin add receptionist manually, they will receive an email and SMS OTPs as follows:

Email:

Dear user

and tracks the visitors for you. You can keep track of your visitors or even send them invites to visit you using this secured interface

To verify your email id enter **869901** as your Email One Time Password (OTP)

Click on the below link for verification.

[ACTIVATE ACCOUNT](#)

To know more, check out our user videos.

Screen 3.1: OTP verification mail for Employee

Step 1: To verify the account, receptionist has to click on the **activate account** button in email (mentioned in screen 3.1.1). The verify tab will open as (screen 3.1.3):

Step 2: Fill the details (mentioned in screen 3.1.3):

1. Write the email OTP.
2. Write the SMS OTP.

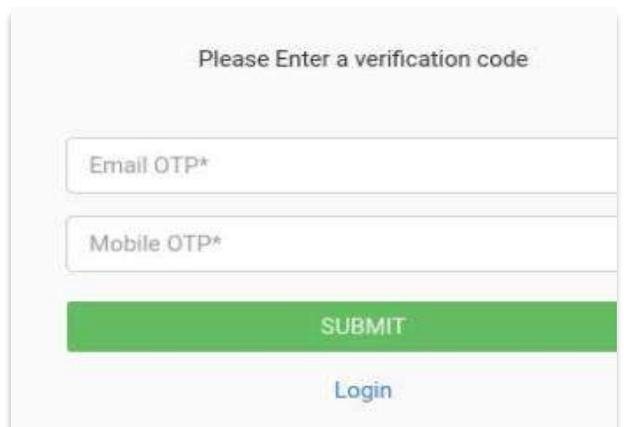
Both OTPs are required to activate your account.

Step 3: Click on submit, receptionist account will be verified.

SMS:



Screen 3.2: OTP verification SMS for Employee



Screen 3.1.3: Verification page

3.2 Sign in with VizMan as Receptionist

Now you have added to VizMan, Lets start with sign in by entering your Credentials:

Who's there?
A notification blinks on the dashboard of concerned employee

Knock knock!
A visitor enters and gets registered.

Swipe
The history and relevant information of the guest can be scanned

Welcome
If accepted, the visitor proceeds to the Meeting Arena.

See'ya!
Smartly and Efficiently the timestamps, notes and contact details are recorded for future correspondence.

Invitations!
Through this app, invites can be sent to the Guests/Venue for easy access on arrival.

SIGN IN

Mobile No *

Password *

57+6=8 Captcha Code

Remember me

LOG IN

Forgot password?

Resend OTP

Don't have an account? [Sign Up](#)

We Value Your Privacy:

We use 'cookies' and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#)

Accept

Screen 3.2.1: Sign in page

Step 1: Fill in the details

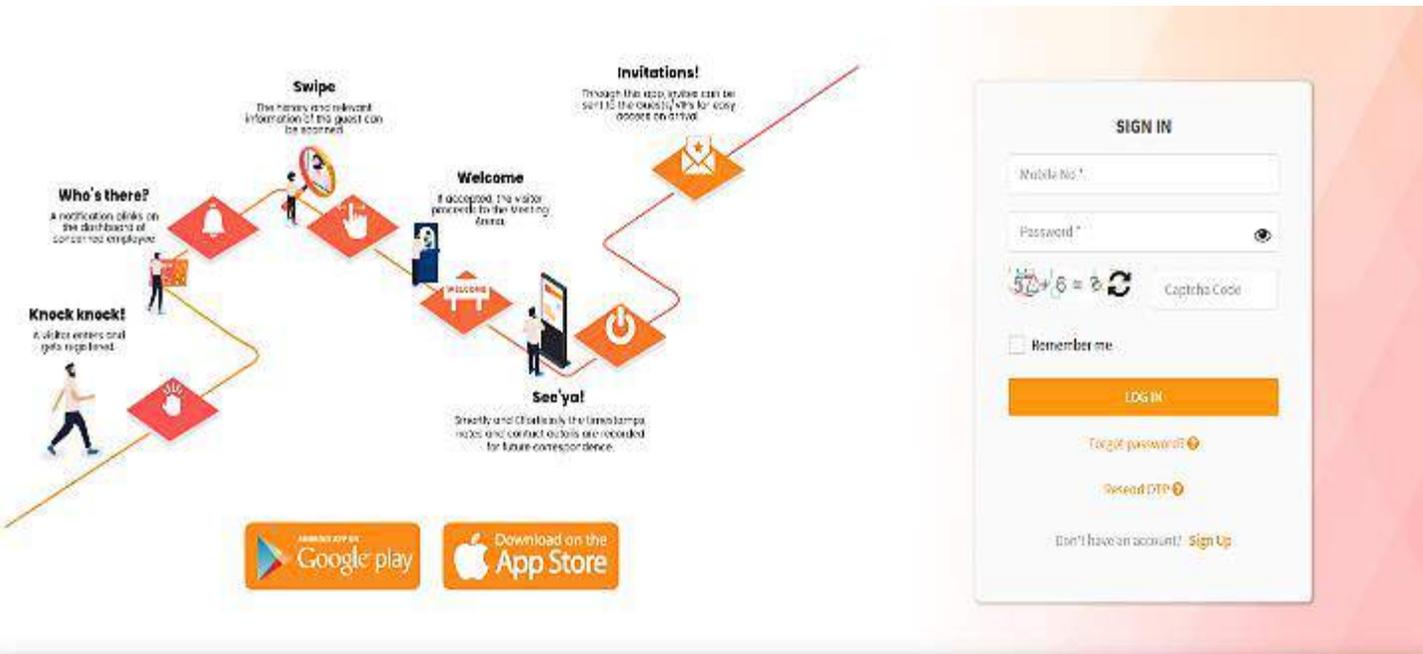
- 1. Mobile number:** Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Password:** Enter the password which admin must has created while adding receptionist into VizMan. Passwords policy is that it must contain at least 6 characters which includes at least 1 letter, 1 number, and 1 special character.
- 3. Captcha:** Entering the correct captcha is required as robots cannot use the application. The captcha available is a math's problem.

Step 2: Accept the cookies: You have to accept the cookies for login otherwise you wouldn't be able to login.

Step 3: Click on login.

3.3 Forget password

In case you have forgotten your password. Follow the steps to regain it.



We Value Your Privacy:

We use "cookies" and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our [Privacy Statement](#)

Accept

Screen .3.3.1: Sign in page

Step 1: From the login screen (screen 3.3.1), Click on forgot password option. A tab will open as follows (screen 3.3.2):

Step 2: Fill the details (screen 3.3.2).

1. Mobile number: Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed.
2. Click on reset. A Mobile SMS OTP will be sent to a registered mobile number as in screen 3.3.3.

Screen 3.3.2 : Reset Password

Hello ,Oppss you forgot the [password](#). Try this OTP 247142 to reset it. VizMan

Screen 3.3.3 : OTP for Password

3.4 Adding Visitors

Visitors added by Receptionist:

Follow the steps:

Step 1: Go to receptionist dashboard(screen 3.4.1)

The screenshot displays the 'Receptionist Dashboard' for Vizlan. At the top, there are four summary cards: 'Waiting Visitors' (0), 'Today's Visitors' (0), 'Upcoming Visitors' (0), and 'Current Visitors' (0). Below these are two buttons: 'Visitors' (highlighted in orange) and 'Employee'. The main section is the 'Visitor List', which includes a search bar and a table with columns: Invite Code, Date, Name, Contact, Whom To Meet, Exp. In Time, Exp. Out Time, CheckIn Time, CheckOut Time, and Status. The table contains five entries with statuses: INVITED, REJECTED, ALREADY, REJECTED, and RESCHEDULED. To the right is a 'Visitor' form with fields for Mobile, Full Name, Email, Whom To Meet, and a clock for time selection. It also has fields for 'Expected Out Time' and a date picker. At the bottom of the form are 'Submit' and 'Refresh' buttons.

Invite Code	Date	Name	Contact	Whom To Meet	Exp. In Time	Exp. Out Time	CheckIn Time	CheckOut Time	Status
0N1DA1	2-Feb-2021	Neelu Chauhan	7359462112	Demo 123 emp	9:00 AM	9:30 PM			INVITED
QJ1va0	2-Feb-2021	Neelu Chauhan	7359462112	Demo 123 emp	9:00 AM				REJECTED
HyNgrR	1-Feb-2021	Neelu Chauhan	7359462112	Demo 123 emp			5:58 PM	6:00 PM	ALREADY
40brws	1-Feb-2021	Demo 1	8754946464	Demo 123 emp			5:58 PM	6:10 PM	REJECTED
ejH5vqE	1-Feb-2021	Neelu Chauhan	7359462112	Demo 123 emp	6:11 PM	7:00 PM			RESCHEDULED

Step 2: Go to visitor tab.

Step 3: Fill the details (mentioned in screen 3.4.2).

- 1. Mobile:** Mobile number of visitors where invite code will be sent and Only numbers and maximum value 10 allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Full Name:** Name of the visitor, and alphanumeric, and special character allowed.

The screenshot shows a form titled "Visitor" with the following fields and controls:

- Mobile* (text input)
- Full Name* (text input)
- Whom To Meet* (dropdown menu)
- 12:35 PM (time picker)
- Expected Out Time (time picker)
- 27/01/2021 (date picker)
- VIP (toggle switch)
- Invite (radio button)
- Check IN (radio button)
- Submit (green button)
- Refresh (blue button)

Screen 3.4.2: Add visitor through Receptionist panel

- 3. Whom to meet:** Whom visitor wants to meet. Receptionists can only call visitors for the employees. There is a drop down in which employees' names are listed. Receptionists have to select one of those names.
- 4. Expected in time:** Expected time when visitors come to the company. You have to select a time picker.
- 5. Expected out time:** Expected time when visitors will leave the company. You have to select a time picker.
- 6. Date:** Date of the meeting. There is a calendar option given to select the date.
- 7. VIP:** If the visitor is VIP or not.
- 8. Invite:** If the receptionist wants to invite any visitor.
- 9. Check in:** If a visitor comes without any invitation.

Step 4: Click on submit

***Employees will receive an email regarding meeting schedule
Visitors will receive an email and SMS for the same***



3.5 Receptionist check-in Employee

Check in and check out

Follow the steps:

Step 1: Go to Receptionist dashboard(screen 3.5.1)

Receptionist Dashboard

Waiting Visitors: 0
Today's Visitors: 0
Upcoming Visitors: 0
Current Visitors: 0

Visitors | Employee

Employee List

Show 10 entries | Search: _____

Name	Mobile	User Role	Check In	Check Out
AAAAAAA	8000000055	Employee	Check In	Check Out
Demo 3	8000000004	Employee	Check In	Check Out
Demo recpt	8000000001	Receptionist	Check In	Check Out
Emp new	8000000002	Employee	Check In	Check Out
Gate new	8000000003	Gatekeeper	Check In	Check Out
Nirmal Jain	9000000008	Admin	Check In	Check Out

Showing 1 to 6 of 6 entries | Previous 1 Next

Vizlan

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Screen 3.5.1 : Receptionist dashboard

Step 2: Go to employee tab.

Step 3: Click on check in button. Employee can either check in or check out. One of the buttons would be disable.

Step 4: fill the field like temperature or if employee have Arogya setu app or not

Step 5: Click on check in button.

Employee Check In

Demo recpt

Is Arogya Setu* Yes No

Temperature*

Check In

Screen 3.5.2 : employee check in

3.6 Approve, Reschedule, and Reject

Change the status of the visitors

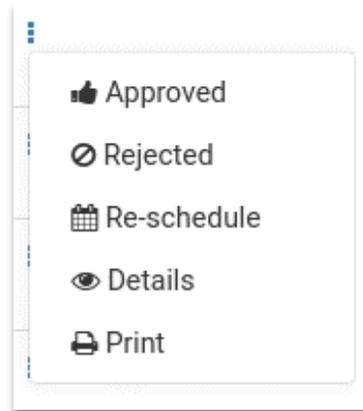
Step 1: Go to receptionist's dashboard.

Step 1: Go to visitor (as shown in screen 3.6.1)

Invite Code	Date	Name	Contact	Whom To Meet	Exp. In Time	Exp. Out Time	CheckIn Time	CheckOut Time	Status	Ac
KMKtzH	27-Jan-2021	Neelu Chauhan	7359462112	Demo 1			11:29 AM	Check Out	WAITING	!
Cdy2Rv	27-Jan-2021	Neelu Chauhan	7359462112	Demo 1	11:34 AM		Check In	Check Out	INVITED	!

Screen 3.6.1: Visitors' list in employee panel

Step 2: Go to the action bar, click on it and the other tab will open.



Screen 3.6.2: Change status of visitors

You will see the following details mentioned in screen 3.6.2, here you can approve, reschedule or reject the visitors that are waiting and for invited and reschedule or reject the meeting for invited visitors.

If receptionist rejects the meeting, visitor will receive an email for rejection.

If receptionist rescheduled the meeting then the visitor will notify the time and date through an Email and SMS.

4.1 Confirming Registration

When admin add gatekeeper manually, they will receive an email and SMS OTPs as follows:

Email:

Dear user

and tracks the visitors for you. You can keep track of your visitors or even send them invites to visit you using this secured interface

To verify your email id enter **869901** as your Email One Time Password (OTP)

Click on the below link for verification.

[ACTIVATE ACCOUNT](#)

To know more, check out our user videos.

Screen 4.1: OTP verification mail for Employee

Step 1: To verify the account, gatekeeper has to click on the **activate account** button in email (mentioned in screen 4.1.1). The verify tab will open as (screen 4.1.3):

Step 2: Fill the details (mentioned in screen 4.1.3):

1. Write the email OTP.
2. Write the SMS OTP.

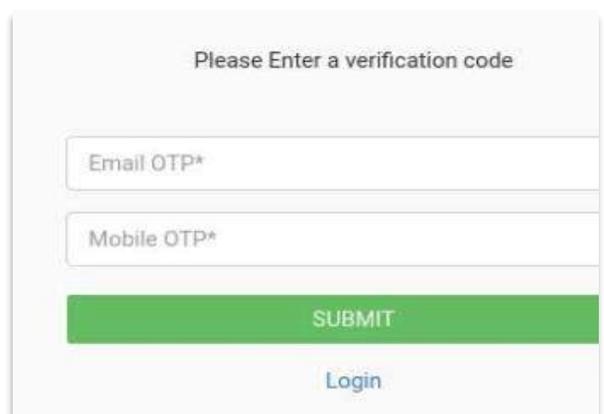
Both OTPs are required to activate your account.

Step 3: Click on submit, gatekeeper account will be verified.

SMS:



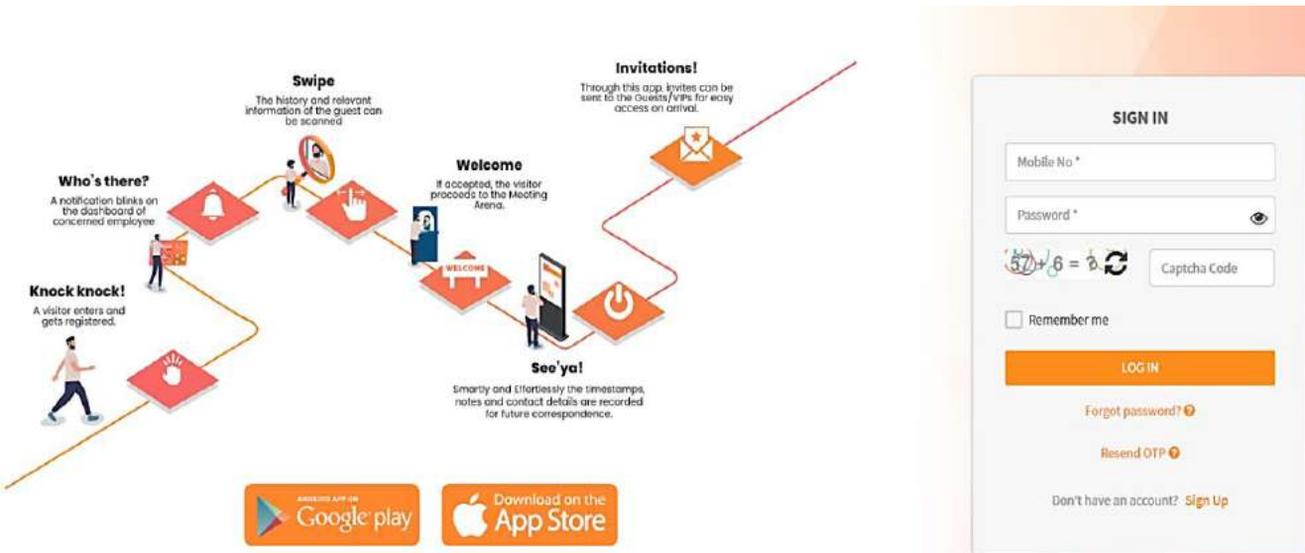
Screen 4.2: OTP verification SMS for Employee



Screen 4.1.3: Verification page

4.2 Sign in with VizMan as Gatekeeper

Now you have registered to VizMan, Lets start with sign in by entering your Credentials:



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We use 'cookies' and related technologies to help identify you and your devices, to operate our site, enhance your experience and conduct advertising and analysis. You can read more about these uses in our Privacy Statement

Accept

Screen 4.2.1: Sign in page

Step 1: Fill in the details

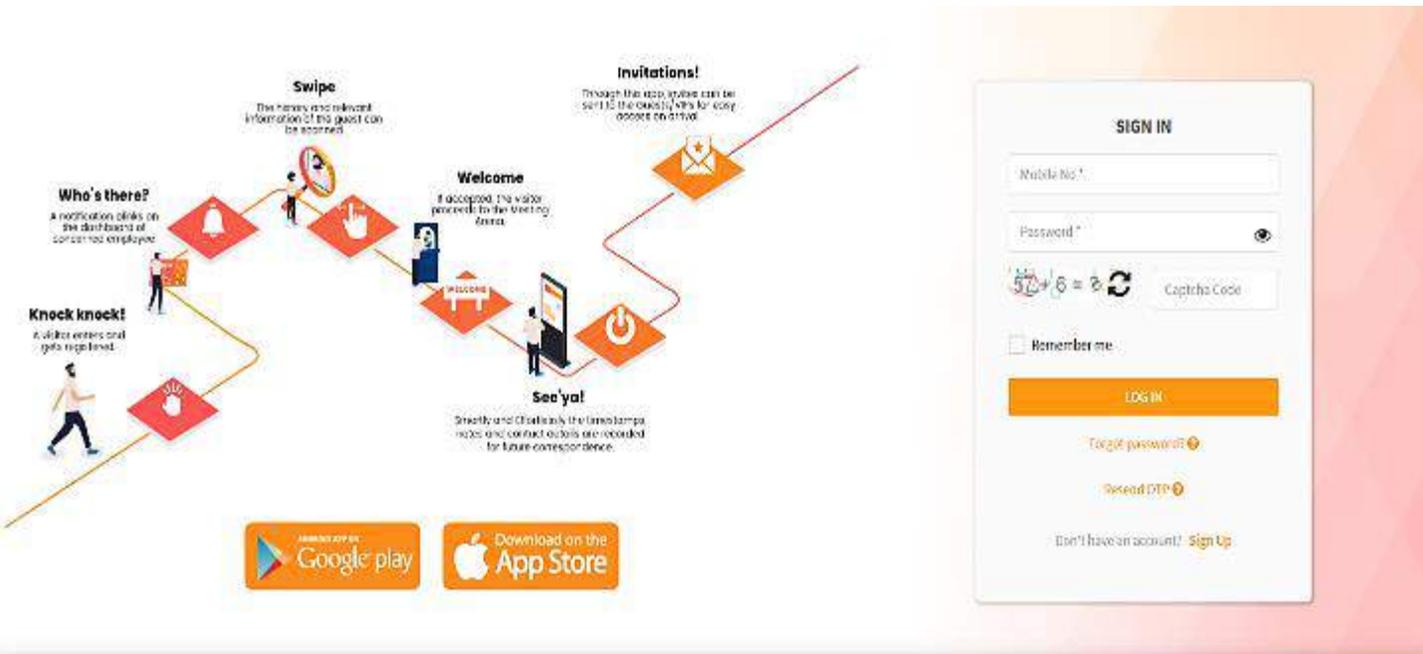
- 1. Mobile number:** Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Password:** Enter the password which admin must has created while adding gatekeeper into VizMan. Passwords policy is that it must contain at least 6 characters which includes at least 1 letter, 1 number, and 1 special character.
- 3. Captcha:** Entering the correct captcha is required as robots cannot use the application. The captcha available is a math's problem.

Step 2: Accept the cookies: You have to accept the cookies for login otherwise you wouldn't be able to login.

Step 3: Click on login.

4.3 Forget password

In case you have forgotten your password. Follow the steps to regain it.



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Accept

Screen 4.3.1: Sign in page

Step 1: From the login screen (screen 4.3.1), Click on forgot password option. A tab will open as follows (screen 4.3.2):

Step 2: Fill the details (screen 4.3.2).

1. Mobile number: Enter a registered mobile number of 10 digits no special characters are allowed only 10-digit mobile number is allowed.
2. Click on reset. A Mobile SMS OTP will be sent to a registered mobile number as in screen 4.3.3.

The screenshot shows the 'RESET PASSWORD' screen with a text input field for 'Mobile No.*', a 'RESET' button, and a 'LOGIN' link.

Screen 4.3.2 : Reset Password

Hello ,Oppss you forgot the [password](#). Try this OTP 247142 to reset it. VizMan

Screen 4.3.3 : OTP for Password

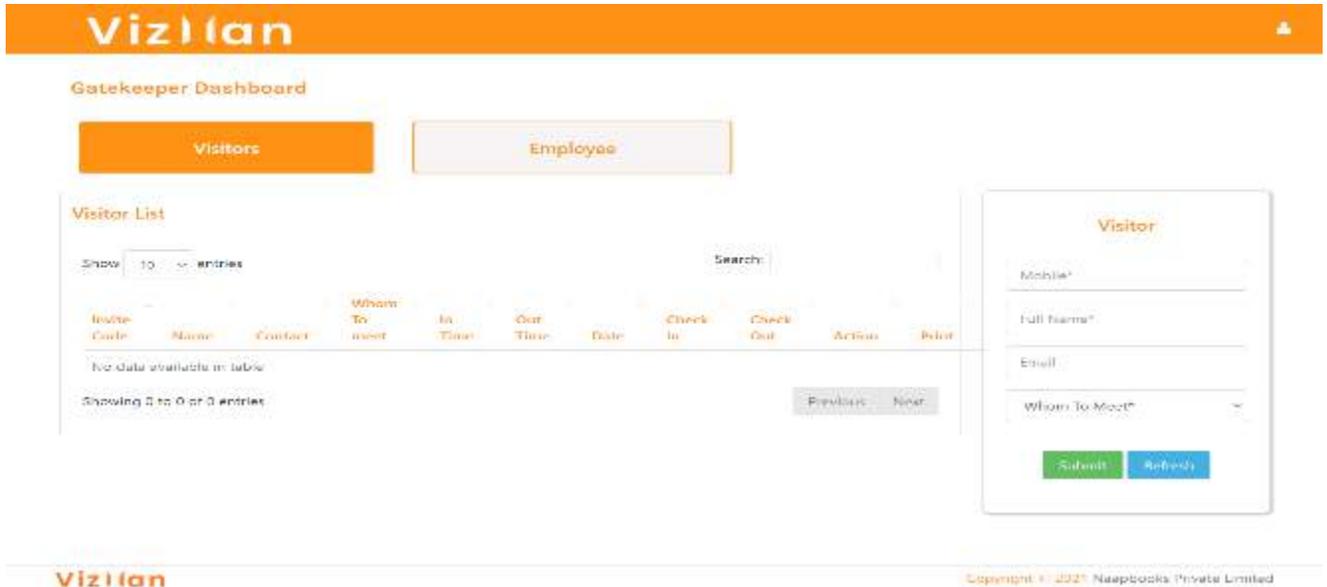
4.4 Adding Visitors

Visitors added by Gatekeeper:

Follow the steps:

Step1: Go to the gatekeeper dashboard (screen 4.4.1).

Step2: If any visitor comes without any invitation code, then the gatekeeper will make an entry for that visitor.



Screen 4.4.1: Gatekeeper dashboard

Step 3: Fill the details (as mentioned in screen 4.4.2):

- 1. Mobile:** Mobile number of visitors where invite code will be sent and Only numbers and maximum value 10 allowed. You don't need to write country code i.e., +91 in case of India.
- 2. Full Name:** Name of the visitor, and alphanumeric, and special character allowed.
- 3. Whom to meet:** Whom visitor wants to meet. There is a drop down in which employees' names are listed. Gatekeeper has to select one of those names.

Screen 4.4.2: Add visitor through Gatekeeper panel

Step 4: Click on the submit button.

Employee and receptionist will receive notification

4.5 Gatekeeper check-in Employee

Check in and check out

Follow the steps:

Step 1: Go to gatekeeper dashboard(screen 4.5.1)

The screenshot shows the Vizlan Gatekeeper Dashboard. At the top, there are two tabs: 'Visitors' and 'Employee'. The 'Employee' tab is selected. Below the tabs is the 'Employee List' section. It features a search bar and a table with columns: Name, Mobile, User Role, Check In, and Check Out. The table contains six entries. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Name	Mobile	User Role	Check In	Check Out
AAAAAAAAA	8000000055	Employee	Check In	Check Out
Demo 3	8000000004	Employee	Check In	Check Out
Demo recpt	8000000001	Receptionist	Check In	Check Out
Emp indh	8000000002	Employee	Check In	Check Out
Gate new	8000000003	Gatekeeper	Check In	Check Out
Nirmal Jain	8000000008	Admin	Check In	Check Out

Vizlan

Screen 4.5.1 : Gatekeeper dashboard

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Step 2: Go to employee tab.

Step 3: Click on check in button. Employee can either check in or check out. One of the buttons would be disabled.

Step 4: fill the field like temperature or if employee have Arogya setu app or not

Step 5: Click on check in button.

Employee Check In

Demo recpt

Is Arogya Setu* Yes No

Temperature*

Check In

Screen 4.5.2 : employee check in

FEW FEATURES OF VIZMAN



Multibadge Templates



Security Login



Self Check In/Out



Gate Pass



Invite Visitor



OTP Verification



Meeting Calendar



Accept/Reject Mngmt



Reschedule Meeting



Real Time View



Visitor Analytics



Email/SMS Notification

A PERFECT VISITOR SOLUTION



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