

Vizlan

User Manual for Administrator

Version 1.5



Vizman



USER GUIDE FOR ACCOUNT SETUP

vizman.app

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's a 'Sign In' link. The main content area is white and features a 'Welcome !' message. There are three input fields: 'Country Code*' (with a dropdown menu showing '91 - India'), 'Mobile No*', and 'Password*'. Below these is a CAPTCHA image showing '42 + 8 = ?' and a 'Sign In' button. A magnifying glass is positioned over the 'Sign Up Now' link, which is located below the 'Sign In' button. To the right of the form, there is an illustration of a person standing next to a large screen displaying a padlock and a shield, symbolizing security. A large orange key is also visible in the foreground.

Sign In

VizMan

Welcome !

Country Code* 91 - India Mobile No* Password* 42 + 8 = ? ?? Forgot Password ? Sign In Don't have an account **Sign Up Now**

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 !

Country Code*

+91 - India

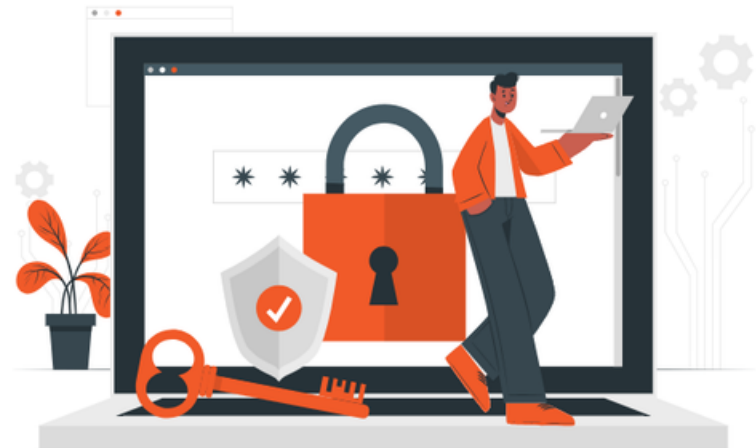
Please enter mobile no

Please enter password



☒ 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 form for 'Vizlan' with an orange header. The form includes fields for name, email, country code, mobile number, password, and a CAPTCHA. A magnifying glass highlights the 'Sign Up' button. To the right is an illustration of a person at a computer with a large padlock and a shield, symbolizing security.

Vizlan

Sign Up

Welcome !

Anik khatri

hello@gmail.com

Country Code*  India 1234567890

Viz2025

42 + 8 = ? 50

☒ 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**.

Vizlan

Sign Up

Welcome !

A 6-digit code has been sent to your number and email.
+911234567890

Submit



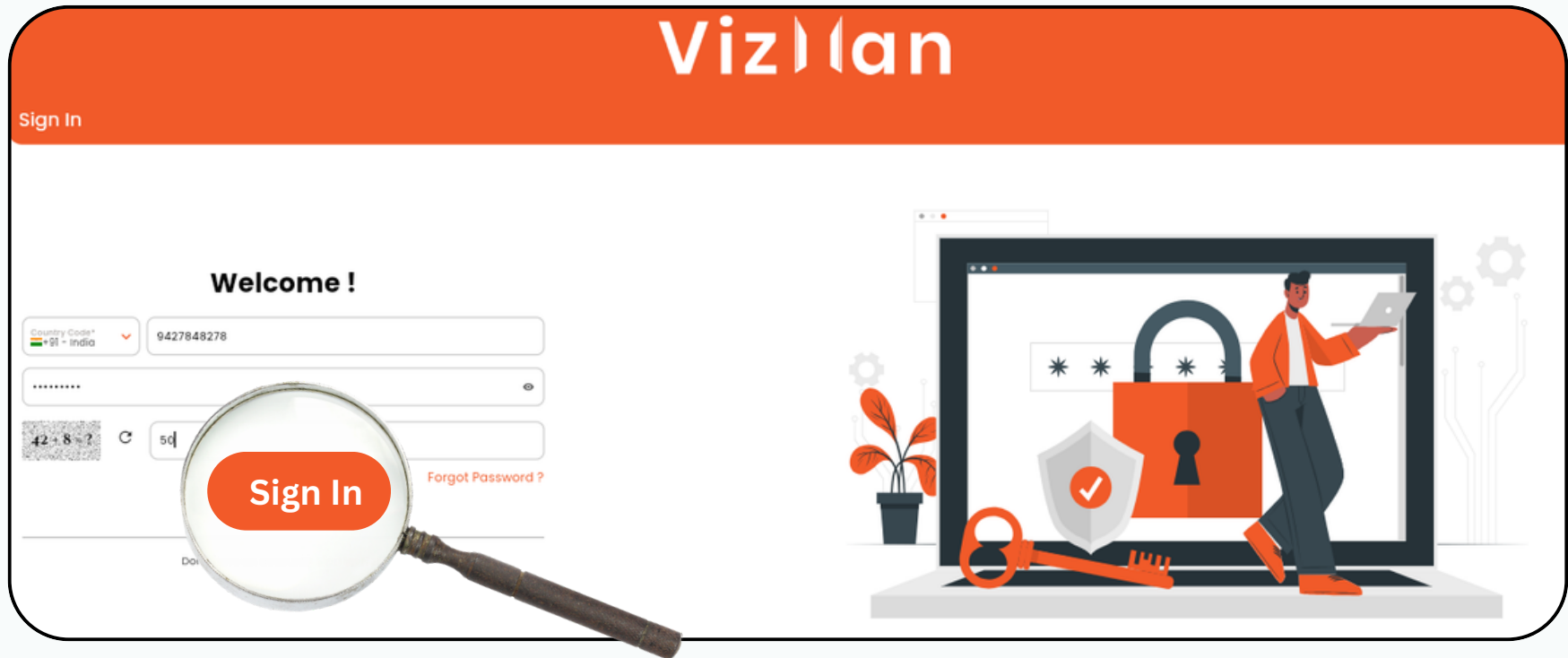
LOGIN – STEP 1

05

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

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

Click **Sign In** to proceed.



The illustration shows a login interface for 'Vizlan'. At the top is an orange header with the brand name 'Vizlan' in white. Below the header, on the left, is a 'Sign In' section. It features a 'Welcome !' message, a 'Country Code*' dropdown menu set to '+91 - India', a mobile number input field containing '9427848278', a password input field with masked characters, a CAPTCHA image showing '42 + 8 = ?' with the answer '50' entered, and a 'Sign In' button highlighted by a magnifying glass. A 'Forgot Password ?' link is also present. On the right side of the login form is a large illustration of a man in an orange jacket standing next to a large screen displaying a padlock and a shield with a checkmark, symbolizing security and login success.

Sign In

Welcome !

Country Code*
+91 - India

9427848278

42 + 8 = ?
50

Sign In

Forgot Password ?

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

Choose file

Pin / Zip Code *

380054

City / County

AHMEDABAD

State / Province

Gujarat

Area Details

Get Location

Latitude

23.0393426

Longitude

72.5241685

View Location

Email and SMS Settings

TagLine for Email

This is from naapbooks

Footer Note for Email

Thanks

Short Name for SMS

Napbooks |

Maximum 12 characters allowed

Next

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	☒
Company	☒
Department	☒
Designation	☒
Email	☒
ID Proof	☒
Photo	☒

Meeting Detail

Field Name	Enabled
Purpose	☒
Mobile no	☒

Additional Column

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

1	Mobile no	Number	☒	☐
2		Select Field Type	☒	☐
3		Select Field Type	☒	☐
4		Select Field Type	☒	☐
5		Select Field Type	☒	☐

Purpose

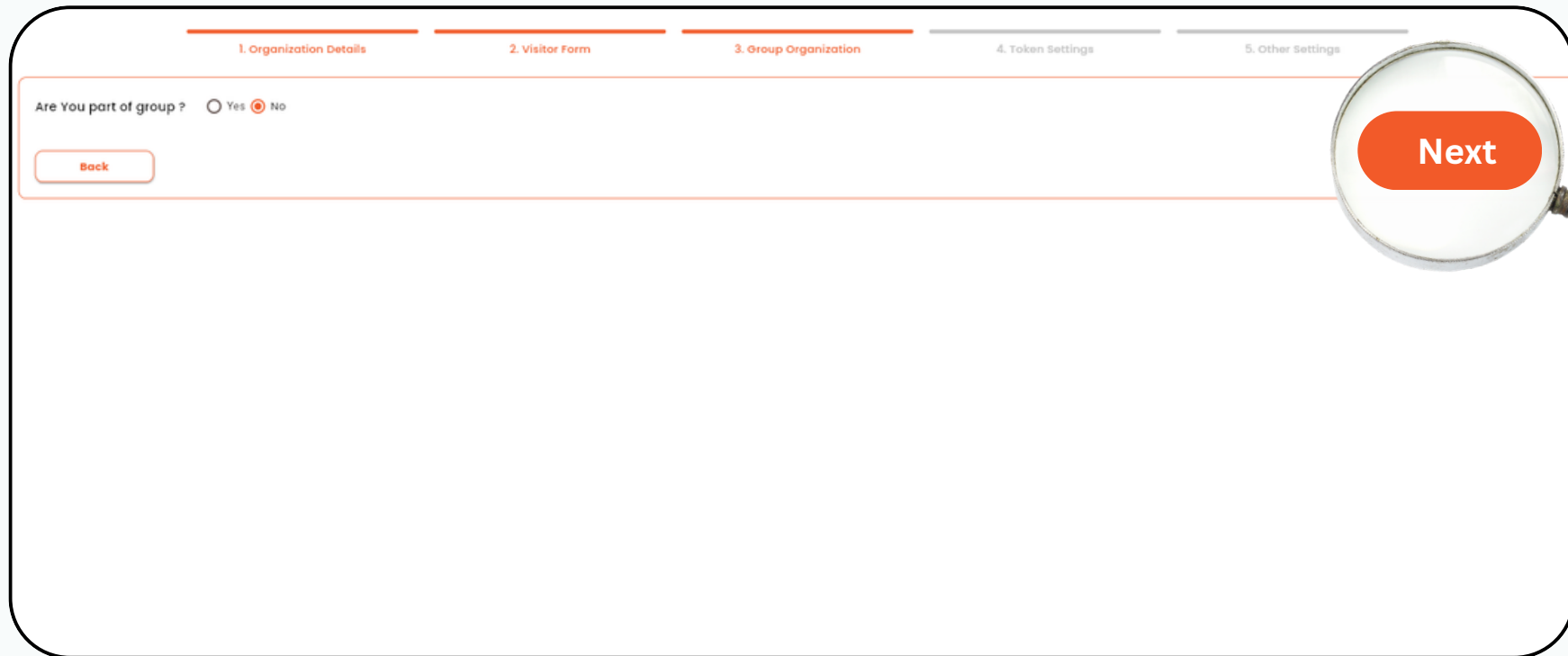
Add Purpose

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**.



The screenshot shows a web form titled "GROUP AFFILIATION – STEP 3". At the top, there is a progress bar with five steps: "1. Organization Details", "2. Visitor Form", "3. Group Organization", "4. Token Settings", and "5. Other Settings". Step 3 is currently active. Below the progress bar, the form asks "Are You part of group?" with two radio button options: "Yes" and "No". The "No" option is selected. To the left of the question is a "Back" button. To the right, a magnifying glass icon highlights a "Next" button. The form is enclosed in a rounded rectangle with a black border.

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

[Back](#)

[Next](#)

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 Details2. Visitor Form3. Group Organization4. Token Settings5. 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	Verified

Showing 1 to 1 of entries

Previous1Next

Back

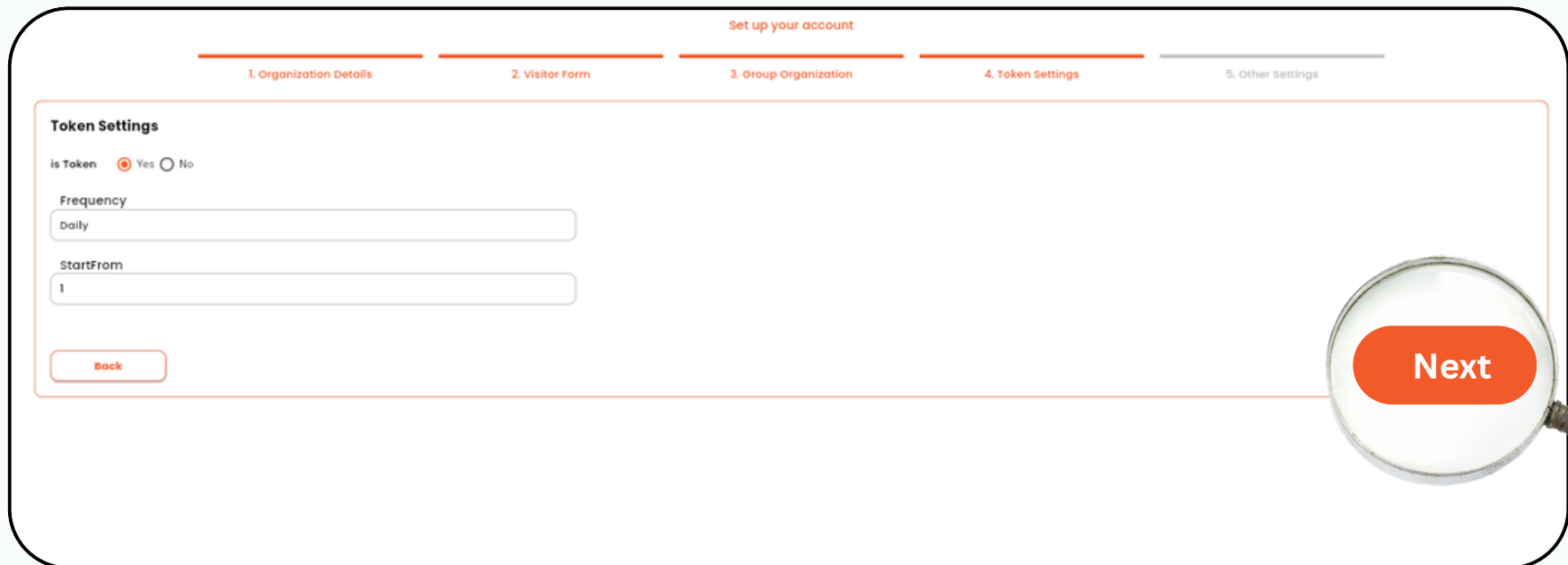
Next

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**.



The screenshot shows a multi-step setup wizard titled "Set up your account". The steps are: 1. Organization Details, 2. Visitor Form, 3. Group Organization, 4. Token Settings (current step), and 5. Other Settings. The "Token Settings" section contains the following elements:

- Token Settings** header
- is Token** label with two radio buttons: "Yes" (selected) and "No".
- Frequency** label with a text input field containing "Daily".
- StartFrom** label with a text input field containing "1".
- Back** button.
- Next** button, which is highlighted by a magnifying glass.

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

The screenshot displays the 'Other Settings' page within a 'Set up your account' wizard. The page has a top navigation bar with five steps: 1. Organization Details, 2. Visitor Form, 3. Group Organization, 4. Token Settings, and 5. Other Settings (the current step). The main content area is titled 'Other Settings' and includes a note: 'Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.' Below this, there are two radio button options: 'Is approval required for invite' (Yes selected) and 'Send An Invite Without Approval' (Yes selected). A dropdown menu for 'Select Approvers *' shows 'Anik khatri' with a red 'X' icon. Below this, there are three toggle switches under 'Manual check-in/out Settings': 'Do you want to allow manual check-in' (checked), 'Do you want to allow manual check-out' (checked), and 'Verify Check-in' (checked). At the bottom left is a 'Back' button. A magnifying glass is positioned over a large orange 'Next' button on the right side of the page.

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

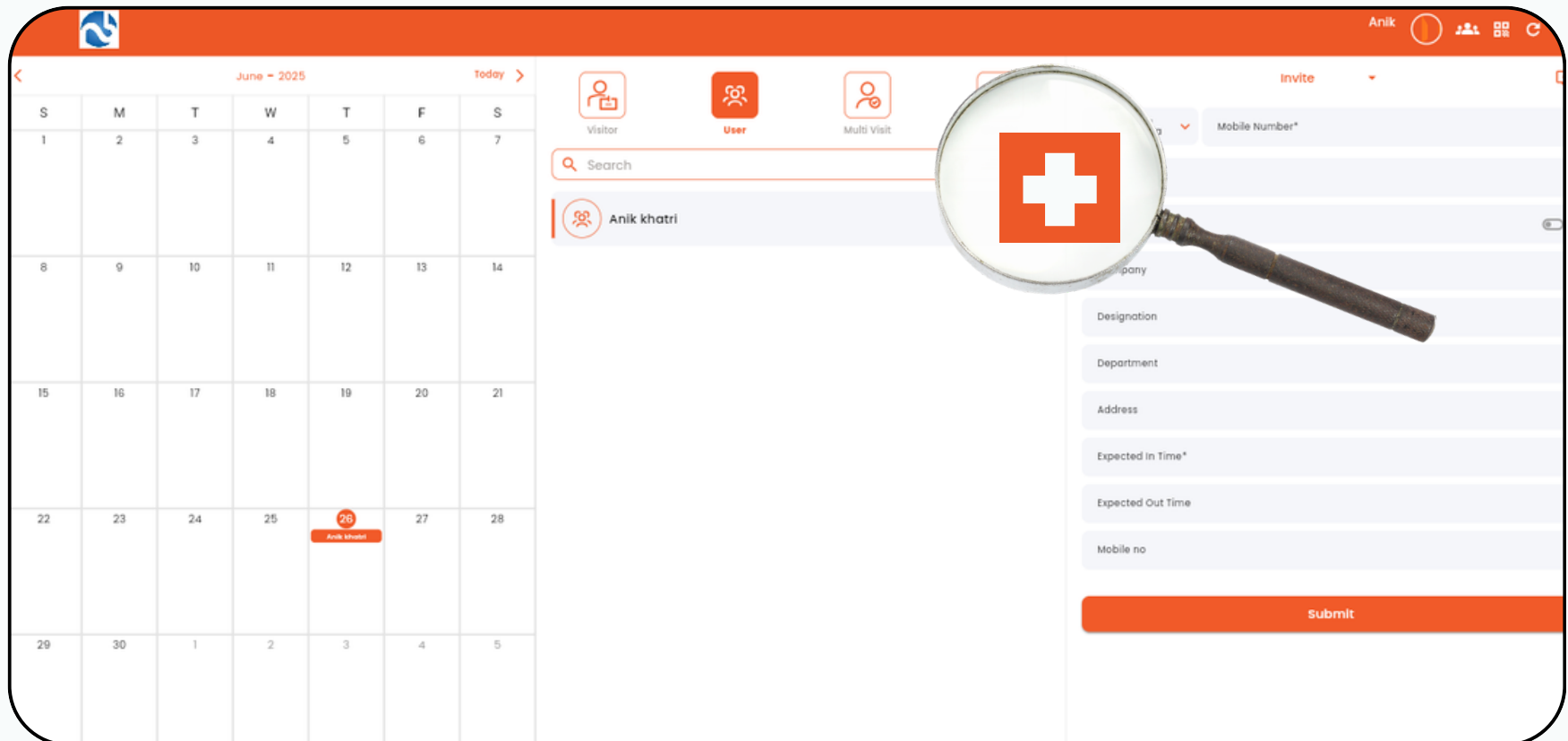


Easily import multiple users at once — fast, efficient, and hassle-free.

BULK USER UPLOAD – STEP 1

01

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



The screenshot displays the User Management interface. On the left is a calendar for June 2025. The main area features a navigation bar with 'Visitor', 'User', and 'Multi Visit' tabs. The 'User' tab is active, and a magnifying glass highlights the plus (+) icon in the top right corner of the tab. Below the navigation bar is a search bar and a list of users, including 'Anik khatri'. To the right of the list is a form for adding a new user, with fields for 'Mobile Number*', '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

Navigation: Visitor, **User**, Multi Visit

Search: Search

User List: Anik khatri

Form Fields: Mobile Number*, Designation, Department, Address, Expected In Time*, Expected Out Time, Mobile no

Submit Button: submit

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 web application interface with a top navigation bar in orange. On the left, a calendar for June 2025 is visible, with the date 26 highlighted and labeled 'Anik khatri'. The main content area is divided into two sections. The left section contains four icons: Visitor, User (highlighted in orange), Multi Visit, and Courier. Below these icons is a search bar with the text 'Search' and a filter icon. A list item 'Anik khatri' is shown below the search bar. The right section is titled 'Add User' and contains a form with the following fields: Country Code* (dropdown menu showing '+91 - India'), Mobile* (text input), Name* (text input), Email (text input), Select Role* (dropdown menu), Password* (text input with an eye icon), Department (text input), Designation (text input), Allow Visitors (toggle switch), Photo Id (text input with a photo icon), and Time (dropdown menu). At the bottom of the form are two buttons: 'Import' and 'Submit'.

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 3

03

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

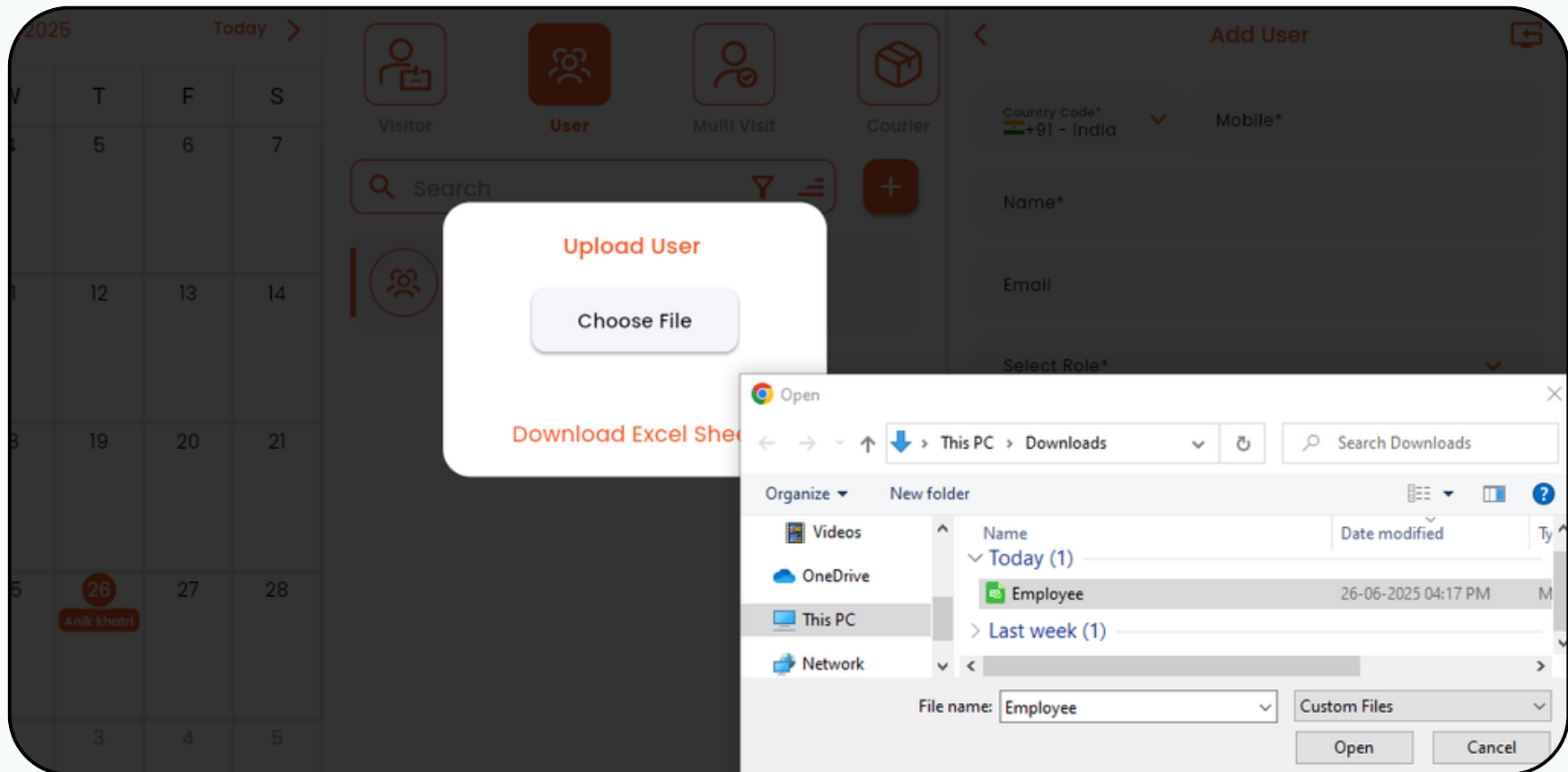
This file contains the required fields for employee data input.

The screenshot displays a user management interface. At the top, a user profile for 'Anik khatri' is visible. A central modal window titled 'Upload User' contains a 'Choose File' button and a 'Download Excel Sheet' link. The right sidebar lists input fields for user data: Email, Select Role*, Password*, Department, Designation, Allow Visitors, Photo Id, and Time. A calendar on the left shows dates 13, 14, 20, 21, 27, and 28, with the 28th marked by a red circle and the name 'Anik khatri'.

BULK USER UPLOAD – STEP 5

05

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

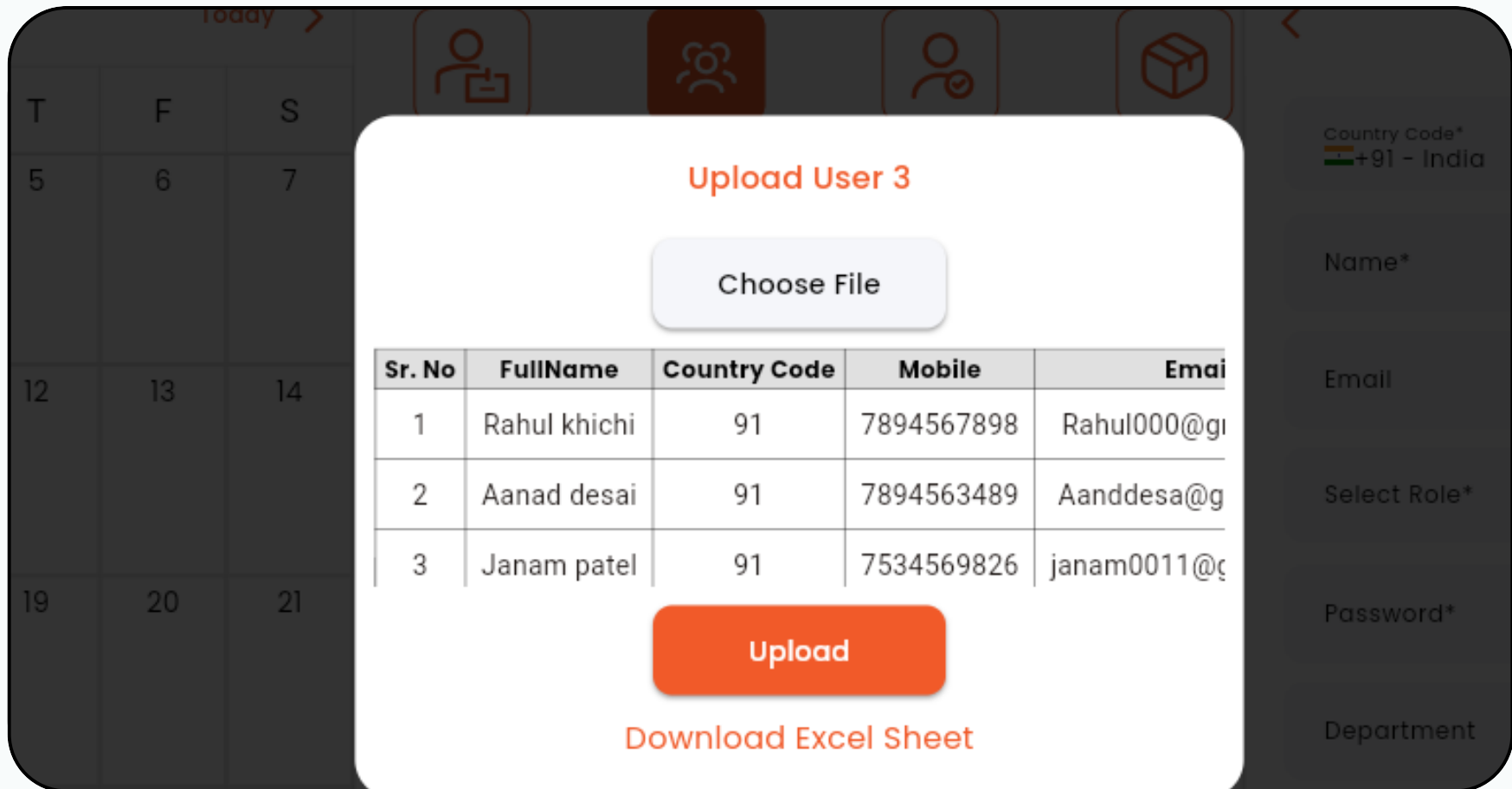


BULK USER UPLOAD – STEP 6

06

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

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



The screenshot shows a mobile application interface. In the background, there is a calendar with days of the week (T, F, S) and dates (5, 6, 7, 12, 13, 14, 19, 20, 21). A navigation bar at the top contains icons for a person, a group of people, a person with a checkmark, and a box. A modal window titled "Upload User 3" is centered on the screen. It contains a "Choose File" button, a table with user data, an "Upload" button, and a "Download Excel Sheet" link. To the right of the modal, there are input fields for "Country Code*" (showing "+91 - India"), "Name*", "Email", "Select Role*", "Password*", and "Department".

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, a calendar for June 2025 is visible, with the date 26 highlighted in red and labeled 'Anik khatri'. On the right, there is a navigation bar with four icons: Visitor, User (highlighted in red), Multi Visit, and Courler. Below the navigation bar is a search bar with a magnifying glass icon and a plus sign icon. Below the search bar is a list of users, each with a red circular icon containing a person silhouette and their name and role.

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 icons: Visitor, **User**, Multi Visit, Courler

Search bar: Search

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.

The screenshot displays a web application interface for manual user creation. On the left, a calendar for July 2025 is visible, with the 7th of July highlighted in orange and labeled with a red circle containing the number 7. Below the calendar, a list of users is shown, each with a red circle icon containing a plus sign. The users listed are: Anik khatri, Rahul khichi (Developer), Aanad desai (Gatekeeper), and Janam patel (Receptionist). On the right, a form for creating a new user is displayed. The form includes fields for Country Code (set to India), Mobile Number, Full Name, VIP status, Company, Designation, Department, Address, Expected In Time, Expected Out Time, and Mobile no. A red submit button is at the bottom of the form.

S	M	T	W	T	F	S
29	30	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	31	1	2

July - 2025 Today >

Visitor User Multi Visit Courier

Search

Anik khatri

Rahul khichi Developer

Aanad desai Gatekeeper

Janam patel Receptionist

Country Code* India Mobile Number*

Full Name*

VIP

Company

Designation

Department

Address

Expected In Time*

Expected Out Time

Mobile no

submit

MANUAL USER CREATION – STEP 2

02

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


Visitor


User


Multi Visit


Courier

 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 software interface with a calendar on the left and a user list on the right. The calendar is for June 2025, with days of the week (S, M, T, W, T, F, S) and dates (1-28). The right panel has a top navigation bar with four icons: Visitor, User (highlighted in orange), Multi Visit, and Courier. Below the navigation bar is a search bar with a magnifying glass icon, a filter icon, and a plus icon. The user list below the search bar contains five entries, each with a user icon, a name, and a role:

Icon	Name	Role
	Anik khatri	
	Rahul khichi	Developer
	Aanad desai	Gatekeeper
	Janam patel	Receptionist
	Yash patel	QA

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

06 ADMIN REPORTS



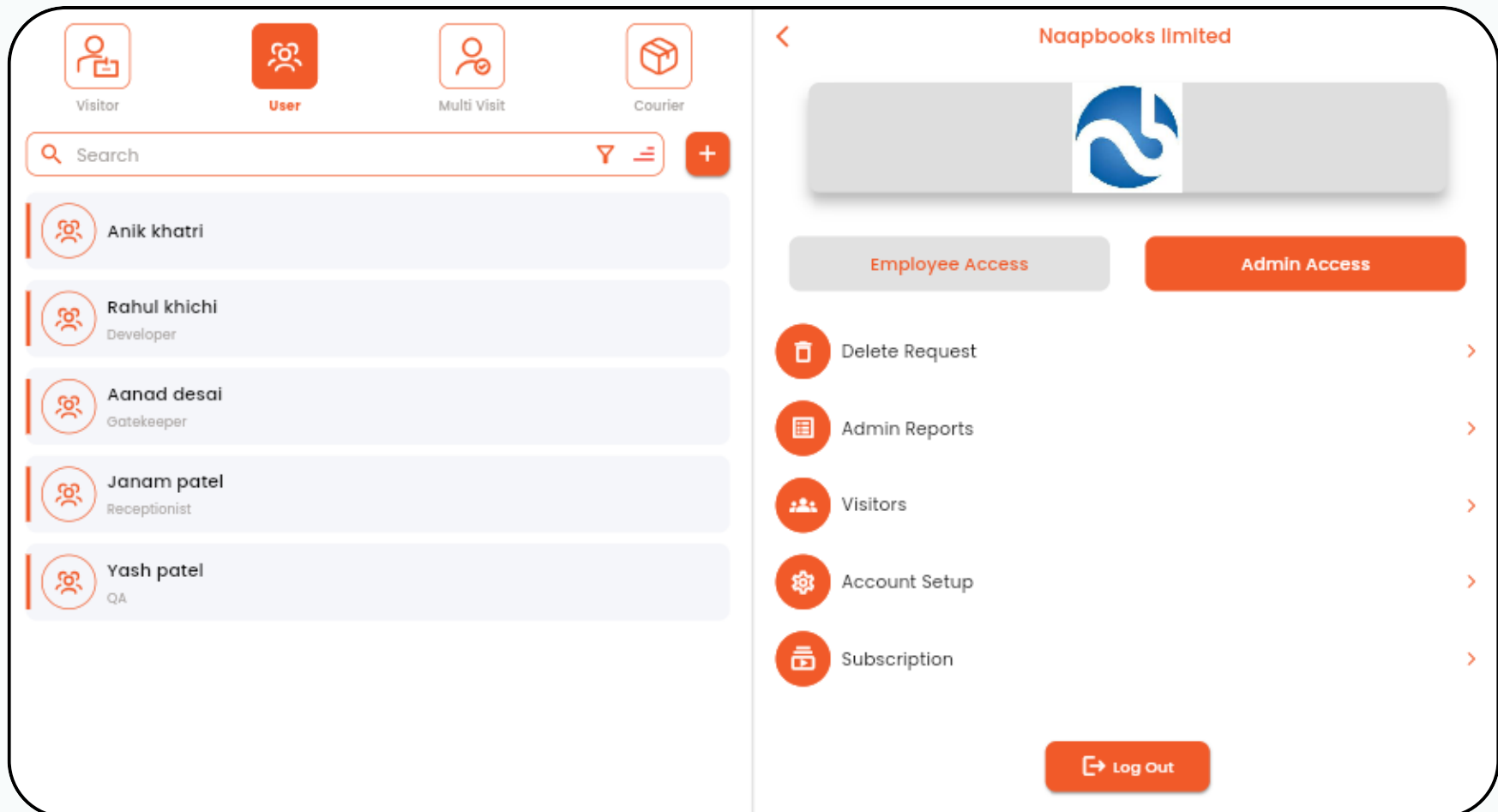
Need insights? Admin reports are just a click away — fast, easy, and detailed.

ADMIN REPORTS – STEP 1

01

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

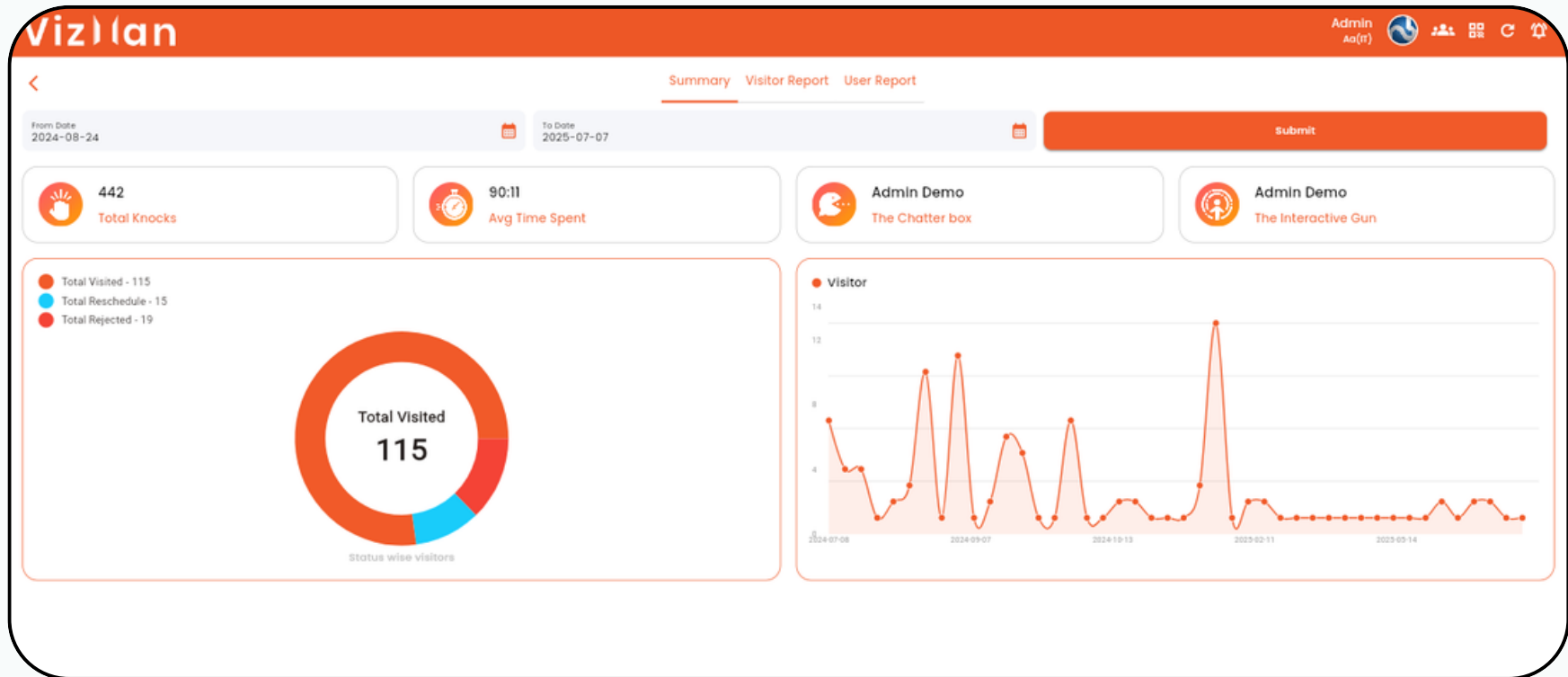
Then select **Admin Reports** from the dropdown menu.



ADMIN REPORTS – STEP 2

02

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



03

03

Vizian																
Admin Aa(Tr)																
Summary Visitor Report User Report																
Report Type All Visitor				From Date 2024-08-24				To Date 2025-07-07				Submit				
Select Visitor All				Select User All				Search								
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	5UPN4F	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	X0IQf3	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM						
4	WP6Sci	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM						
5	87DFD2	TestDemo	+91 09284500000						Admin Demo	23-08-2023 01:00 PM	23-08-2023 02:01 PM					
6	ICJIOF	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 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	fZSIBi	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	T2RWA	TestDemo	+91 09284500001	tejas.p@naapbooks.in					Admin Demo	24-08-2023 05:00 PM	24-08-2023 06:01 PM					
14	VPJO0G	TestDemo	+91 09284500000						Admin Demo	24-08-2023 06:56 PM	24-08-2023 08:04 PM	25-08-2024 07:11 PM				
15	XYMLS3	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	A5I9P8	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	xFOOf3	TestDemo	+91 09284500000						Admin Demo	24-08-2023 09:34 PM		25-08-2024 07:32 PM				
20	UKUfBR	mipsing	+91 02020202020	mahendera.p@naapbooks.in					Admin Demo	25-08-2023 01:51 PM		26-08-2024 12:50 PM				
21	D9SzQi	TestDemo	+91 09284500000						Admin Demo	25-08-2023 03:57 PM	26-08-2023 05:00 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.

Vizlan

Admin
Aa(11)

Summary

Visitor Report

User Report

Report Type
Date Wise Attendance Summary

From Date
2024-08-24

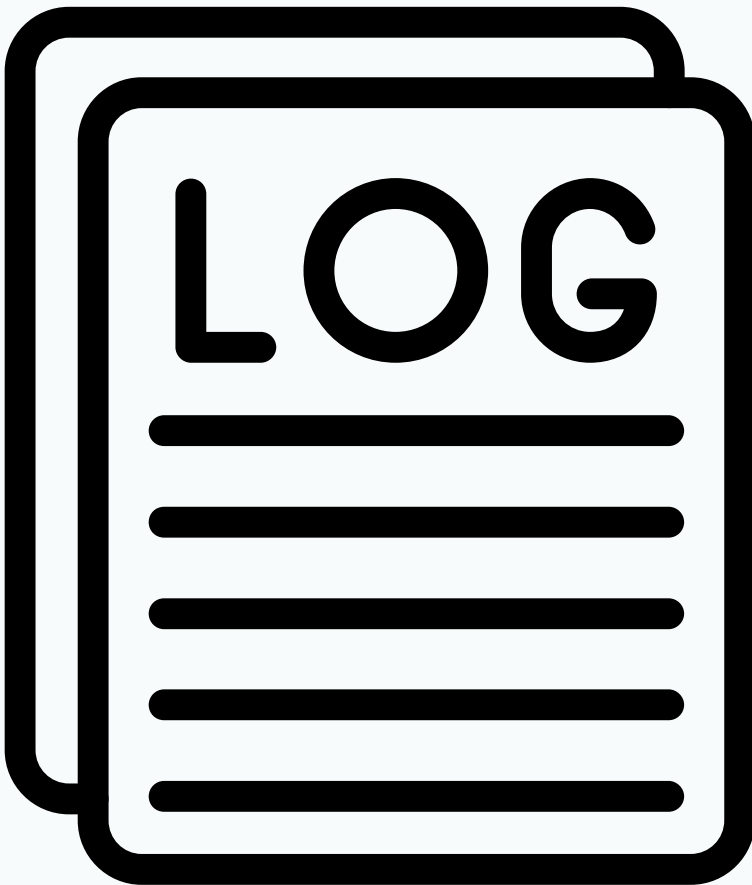
To Date
2025-07-07

Submit

Search

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.

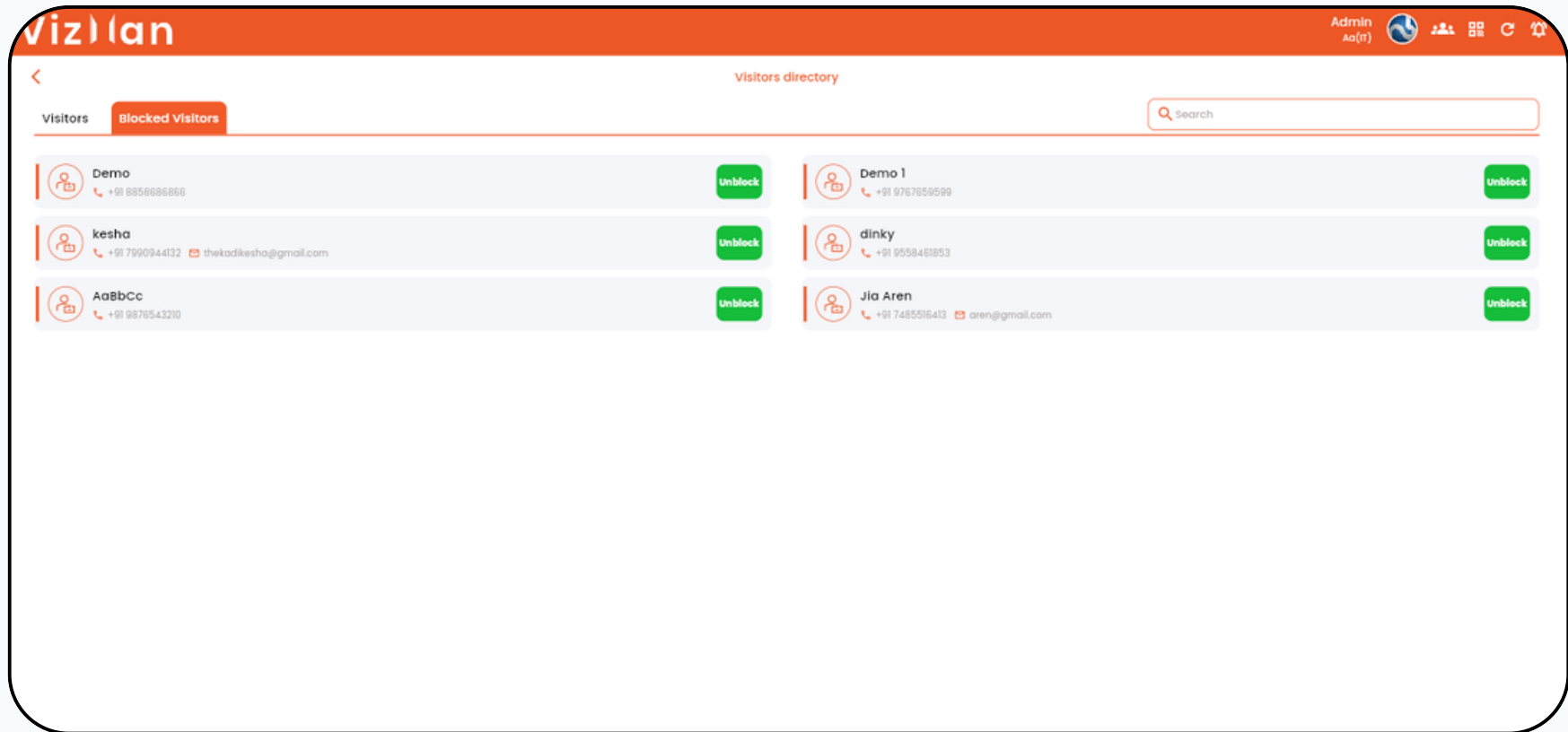
The screenshot displays the 'Vizlan' application interface. At the top, there's an orange header with the 'Vizlan' logo on the left and user information ('Admin', 'Aa(ri)', and icons for profile, settings, and notifications) on the right. Below the header, the page is titled 'Visitors directory'. On the left, there are two tabs: 'Visitors' (selected) and 'Blocked Visitors'. A search bar is located on the right side of the directory. The main content area shows a list of visitors, each with a profile icon, name, contact details (phone and email), and a 'View' button. The list is organized into two columns.

Visitor	Contact	Action
kesha	+91 7990944332 thekadiksha@gmail.com	View
Yaman Test	+91 9016323230 yaman@naapbooks.com	View
Abhishek Nirmal Jain	+91 9016808671 abhishek@proex.co.in	View
Demo	+91 9895552121	View
Gadha	+91 8849632126	View
Demo 1	+91 9767659599	View
vijyant Gupta plus 04	+91 9898899898	View
chirag patel	+91 9898429758	View
Gaurav Ashar	+91 9510973575 gaurav.a@naapbooks.in	View
dinky	+91 9558461853	View
AaBbCc	+91 9878543210	View
Neelu Chauhan	+91 7359462112 neelu.c@naapbooks.com	View
Gaurav Ashar	+91 8320197172	View
Demo	+91 8858686866	View
Gaurav Ashar	+91 8401897172	View
ABC	+91 9595959595	View
Rahul	+91 9016323230	View
SankaliyaMayur	+91 9157829998	View

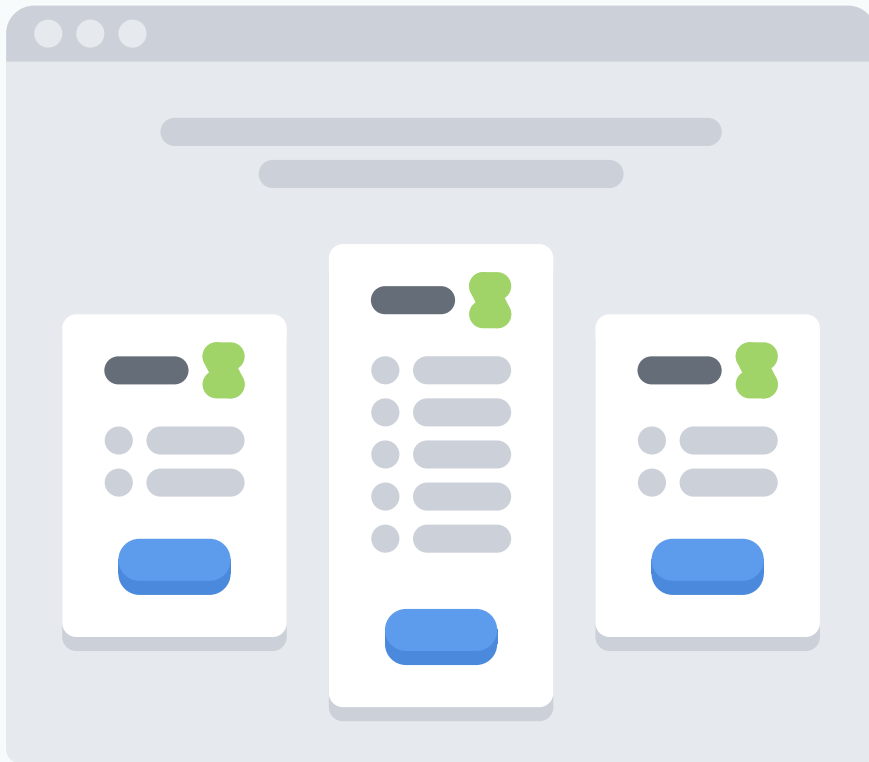
VISITOR LOG – STEP 2

02

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



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.

Current Plan



Benefits

- 50 Visitors
- 25 Employees
- SMS
- Email
- Support

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

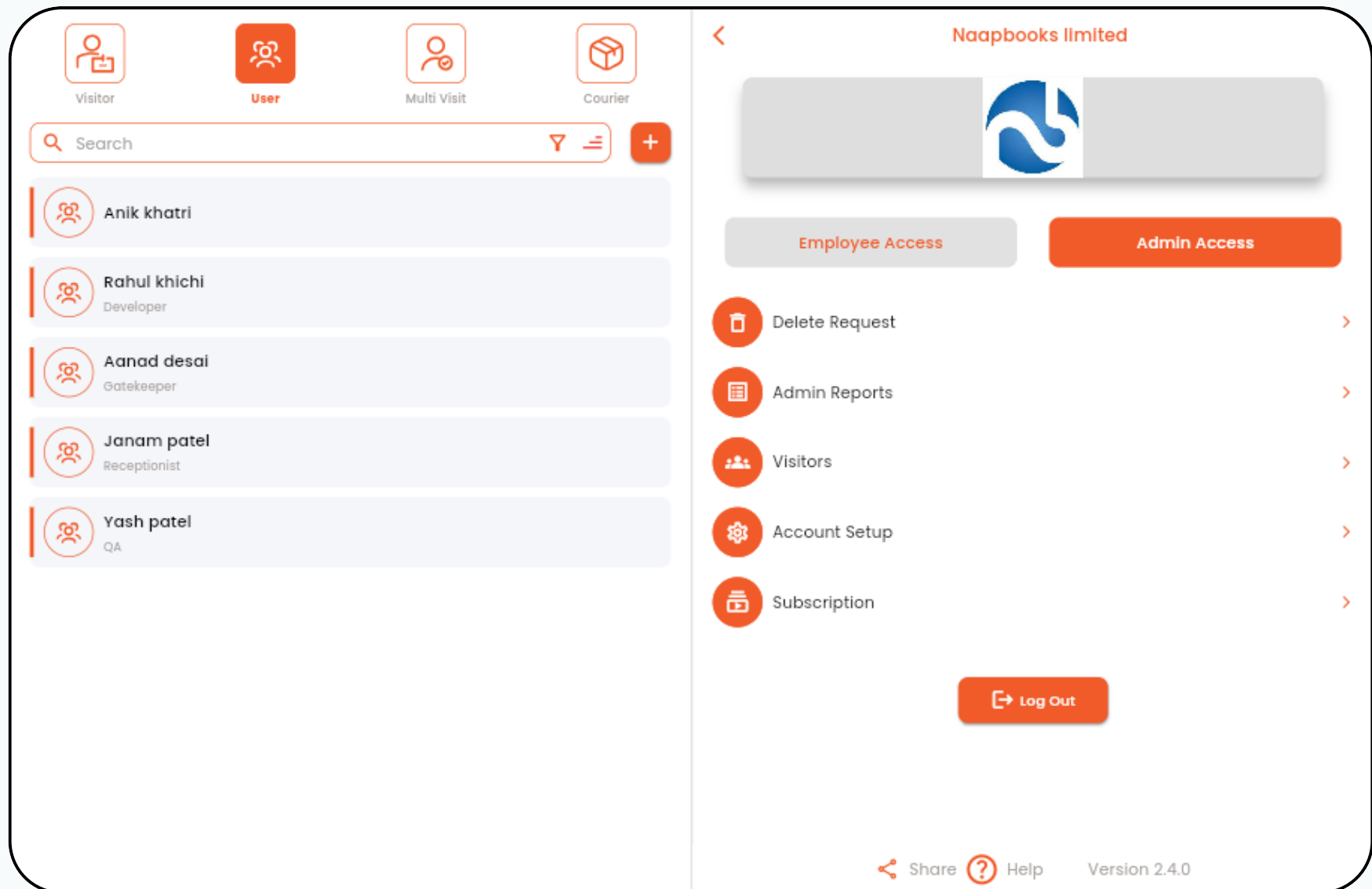


Need assistance? Our Help Center is always here — quick answers, step-by-step guides, and real support.

HELP CENTER – STEP 1

01

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



HELP CENTER – STEP 2

02

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

The screenshot shows the 'Naapbooks Support Center' interface. At the top, there's a dark blue header with the logo and navigation links 'Sign In', 'Sign Up', and 'A'. Below the header, a light gray bar contains a 'Submit a Ticket' link, a search bar labeled 'Search in Help Center', and a blue dropdown menu. The main content area is titled 'Submit a ticket' and contains a 'Ticket Information' section with three input fields: 'Contact Name *' (filled with 'Jayesh Kumar'), 'Email *' (filled with 'jayeshk@gmail.com'), and 'Phone' (filled with '885566774455'). On the right side, there's a chat window for 'Team NaapBooks' showing a greeting message: 'Hello, How may I help you today?' and a text input field at the bottom with the placeholder 'Type your message and hit \'Enter\''.

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**.

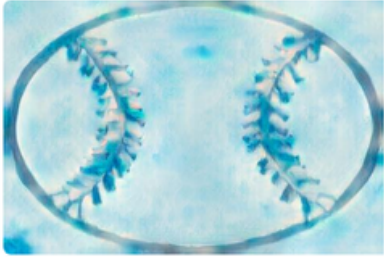
Submit a Ticket

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



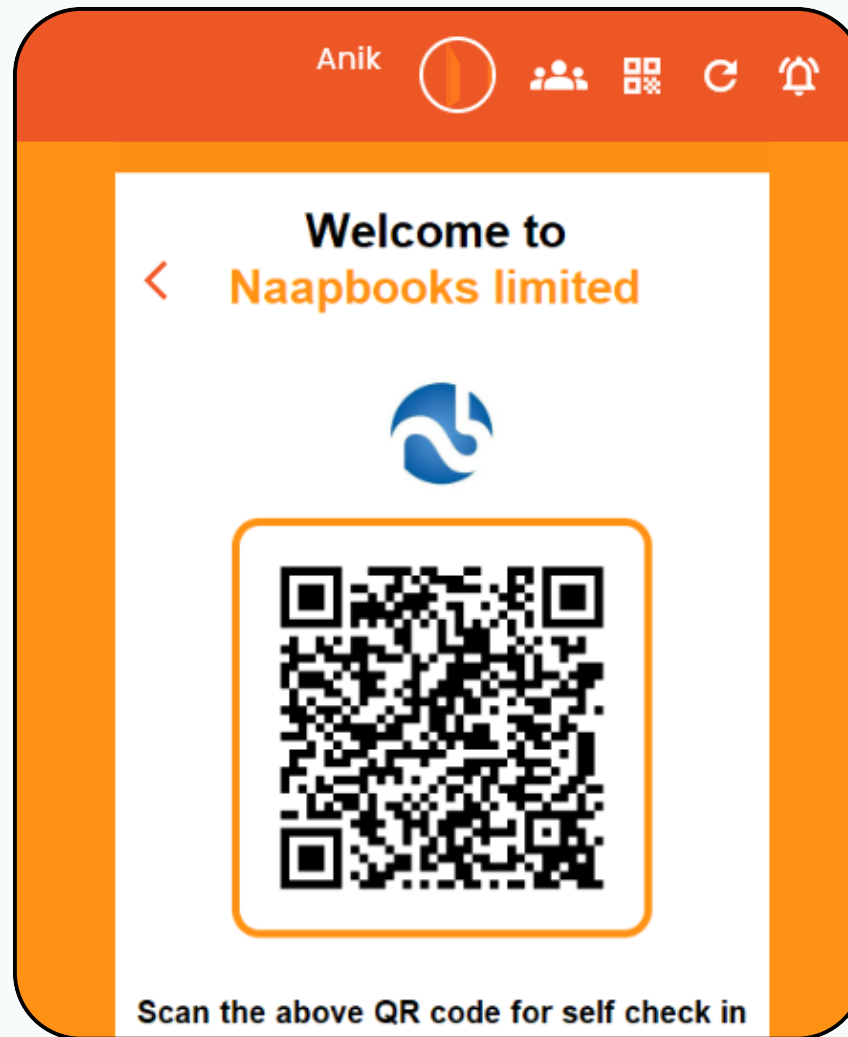
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS

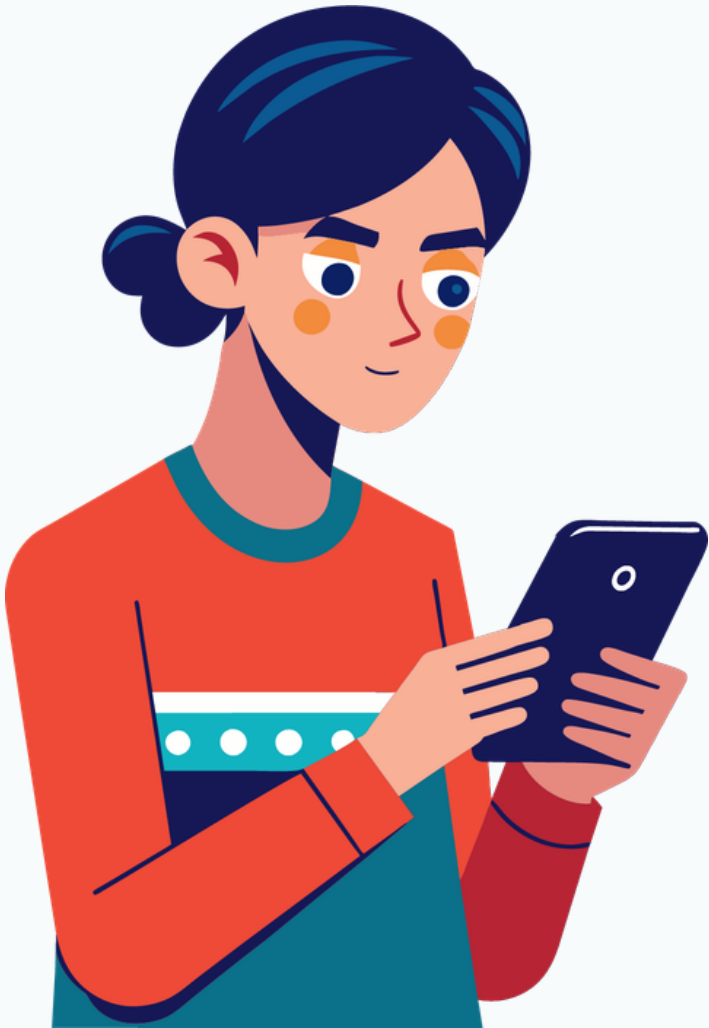
On the top menu, click the **QR icon**.

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 application interface. On the left, a calendar for September 2024 is shown, with the 3rd of the month highlighted. The main area features a navigation bar with icons for Visitor, User, Multi Visit, and Courier. Below this, there are four status boxes: Waiting Visitors (0), Today's Visitors (0), Upcoming Visitors (0), and Current Visitors (0). A search bar is also present. On the right, a 'Check in' form is visible, containing fields for Country Code (India), Mobile Number, Full Name, VIP status, Whom to meet, Company, Address, Email, Check in Time, Purpose, Vendor, Number of people, and Visitor. A 'Submit' button is at the bottom of the form. A 'No Data Found' message is displayed in the center of the main area.

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

Waiting Visitors: 0

Today's Visitors: 0

Upcoming Visitors: 0

Current Visitors: 0

Search

No Data Found

Check in

Country Code* India

Mobile Number*

Full Name*

VIP

Whom to meet*

Company

Address

Email

Check in Time*

Purpose

Vendor

Number of people

Visitor

Submit

Calendar – Step 2

02

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

The screenshot displays the Vizlan application interface. On the left is a calendar for September 2024. The date September 9th is highlighted with a red circle containing the number '9'. To the right of the calendar is a summary section with four icons: Visitor, User, Multi Visit, and Courier. Below these icons are four statistics: Waiting Visitors: 0, Today's Visitors: 20, Upcoming Visitors: 5, and Current Visitors: 3. A search bar is located below the statistics. The main list shows six visitor entries: 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), and TestDemo (Rescheduled, 06:21 PM). On the far right is a 'Check In' form with fields for Country Code (India), Mobile Number, Full Name, VIP, Whom to meet, Company, Address, Email, Checkin Time, Purpose, Vendor, Number of people, and Visitor. A red '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	27	28
29	30	1	2	3	4	5

visitor

Waiting Visitors: 0

Upcoming Visitors: 5

Search

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 06:21 PM

Check In

Country Code: India

Mobile Number*

Full Name*

VIP

Whom to meet*

Company

Address

Email

Checkin Time*

Purpose

Vendor

Number of people

Visitor

Submit



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.