



USER GUIDE FOR EMPLOYEE

Version 1.5



WELCOME PAGE

01

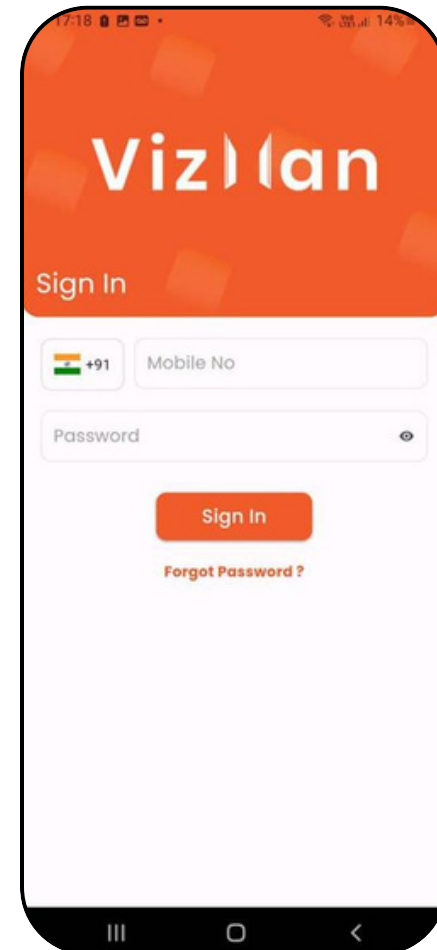
Begin by visiting the VizMan web portal using a **laptop or desktop browser**.

Begin by opening the VizMan mobile app on **your smartphone or tablet**.

Web



The image shows a desktop browser view of the VizMan web portal. The page has an orange header with the 'VizMan' logo. Below the header, there is a 'Sign In' link in the top left corner. The main content area features a 'Welcome!' message, a sign-in form with fields for 'Mobile No.' and 'Password', a CAPTCHA, and a 'Sign In' button. There is also a 'Forgot Password?' link and a 'Don't have an account? Sign Up Now' link at the bottom. An illustration of a person standing next to a large padlock is on the right side of the form.



The image shows the VizMan mobile app interface. The app has an orange header with the 'VizMan' logo. Below the header, there is a 'Sign In' link. The main content area features a sign-in form with fields for 'Mobile No.' (with a country code dropdown set to '+91') and 'Password'. There is a 'Sign In' button and a 'Forgot Password?' link below it. The app is shown on a smartphone screen with a black navigation bar at the bottom.

LOGIN – STEP 1

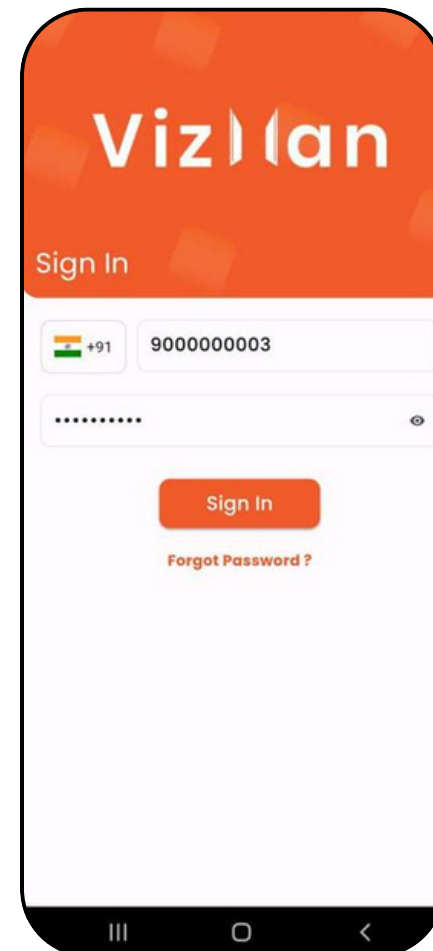
02

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

Click **Sign In** to proceed.

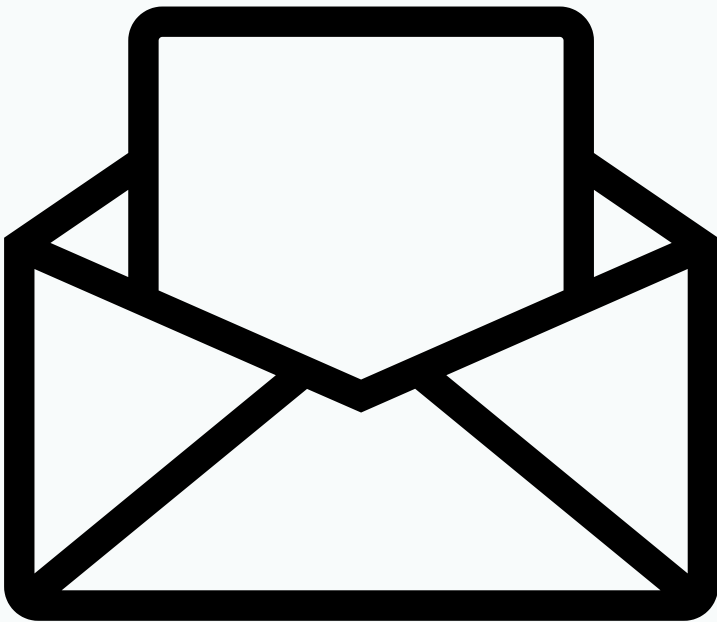


The web login interface for Vizlan features a white background with an orange header bar containing the 'Vizlan' logo. Below the header, the text 'Sign In' is visible in the top left corner. The main content area includes a 'Welcome !' greeting, a country selector (India), a mobile number input field (9000000003), a password input field with a toggle icon, a CAPTCHA image, and a 'Sign In' button. A 'Forgot Password ?' link is located to the right of the password field. At the bottom, there is a link for users who don't have an account. An illustration of a person standing next to a large padlock is positioned on the right side of the form.



The mobile app login interface for Vizlan has an orange header bar with the 'Vizlan' logo. Below the header, the text 'Sign In' is displayed. The form includes a country selector (India), a mobile number input field (9000000003), and a password input field with a toggle icon. A 'Sign In' button is located below the password field, and a 'Forgot Password ?' link is positioned below the button. The interface is designed for a mobile device, with a black navigation bar at the bottom.

02 INVITE



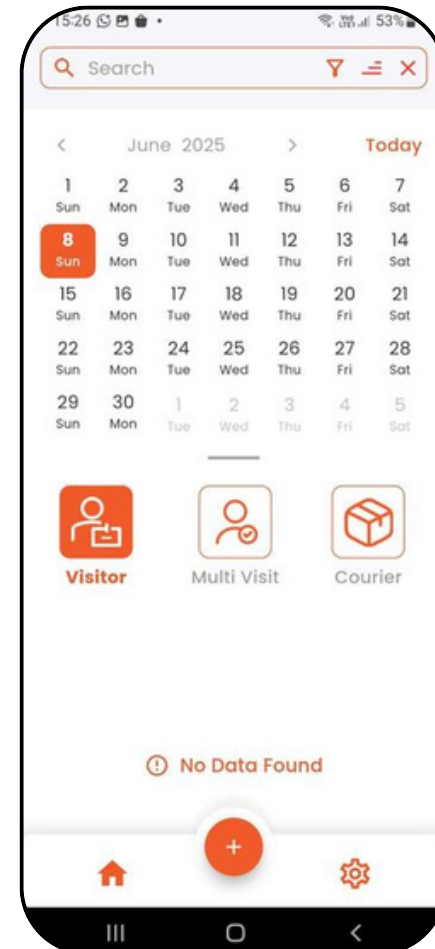
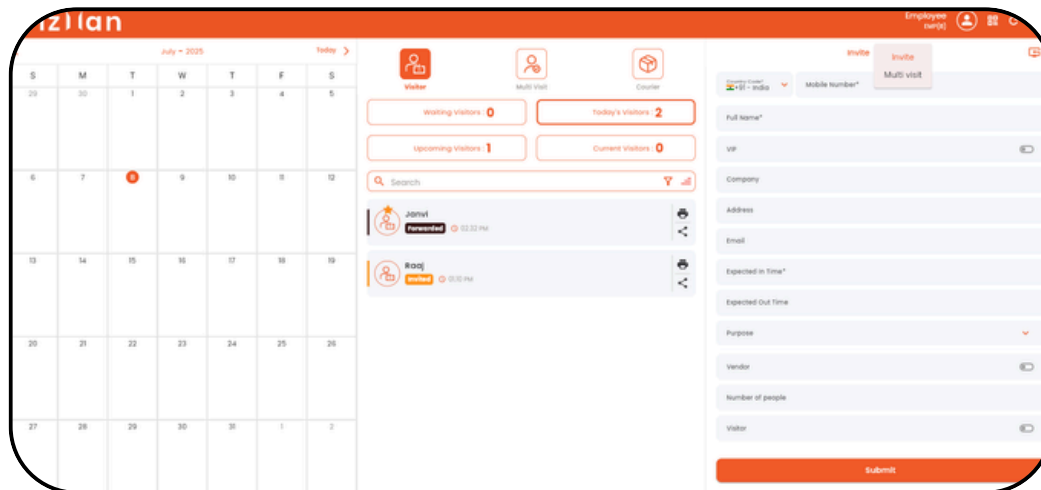
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

INVITE- STEP 1

03

Click **Dropdown** to proceed for Web.

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

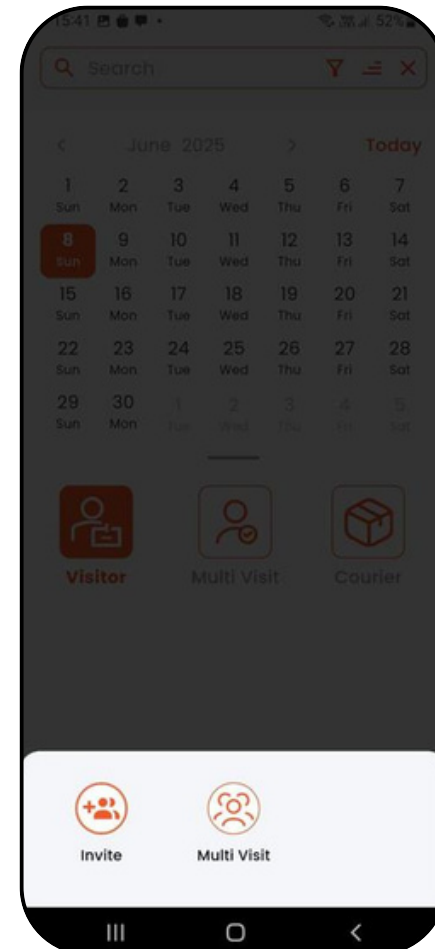
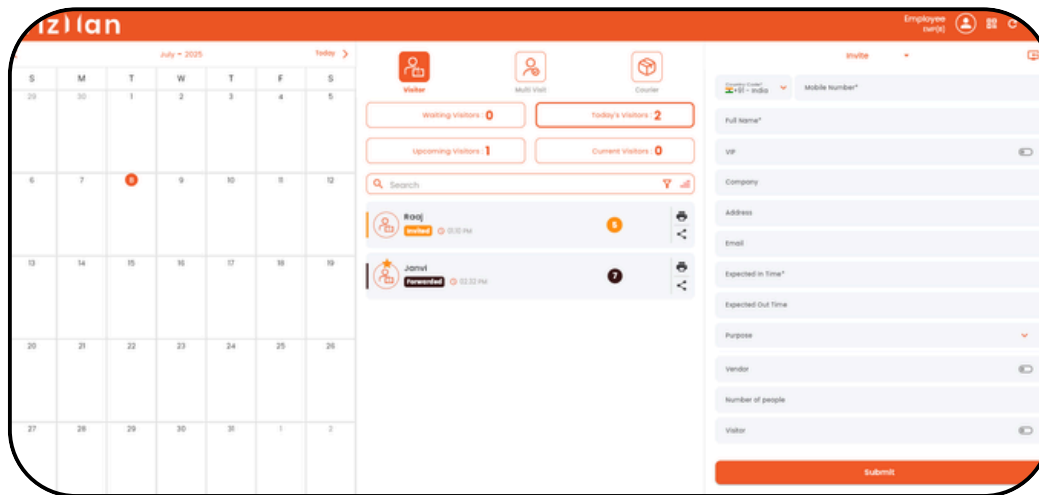


INVITE- STEP 2

04

Click **Invite** to proceed for Web.

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



INVITE- STEP 3

05

Fill the **necessary fields** .

Once done, click **Submit**.

The screenshot shows the Azlan app interface. On the left is a calendar for July 2025. The main dashboard displays visitor statistics: Waiting Visitors (2), Today's Visitors (2), Upcoming Visitors (0), and Current Visitors (0). Below these are search filters and a list of visitors: Mahesh patel (Pending, 12:43 PM) and Dravi (Pending, 12:43 PM). On the right, there is a 'Check in' form with fields for Name, VIP, Company, Address, Email, Expected In Time, Expected Out Time, Purpose, Vendor, Number of people, Visitor, and Upload Photo. A 'Submit' button is at the bottom.

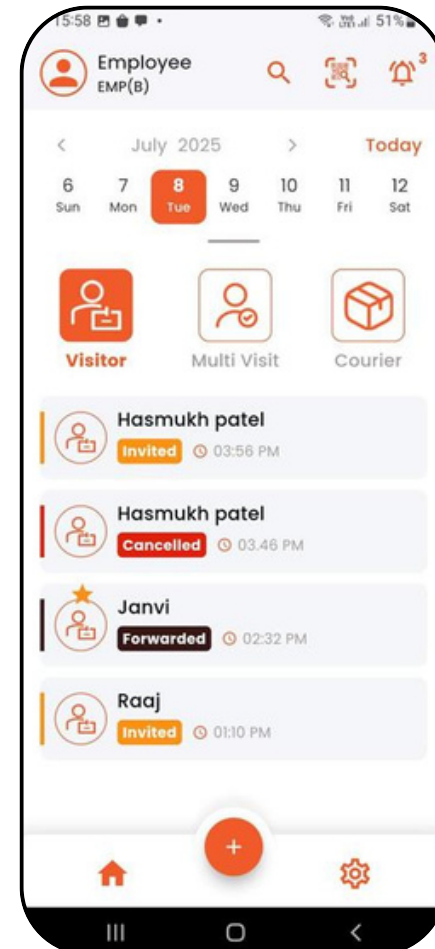
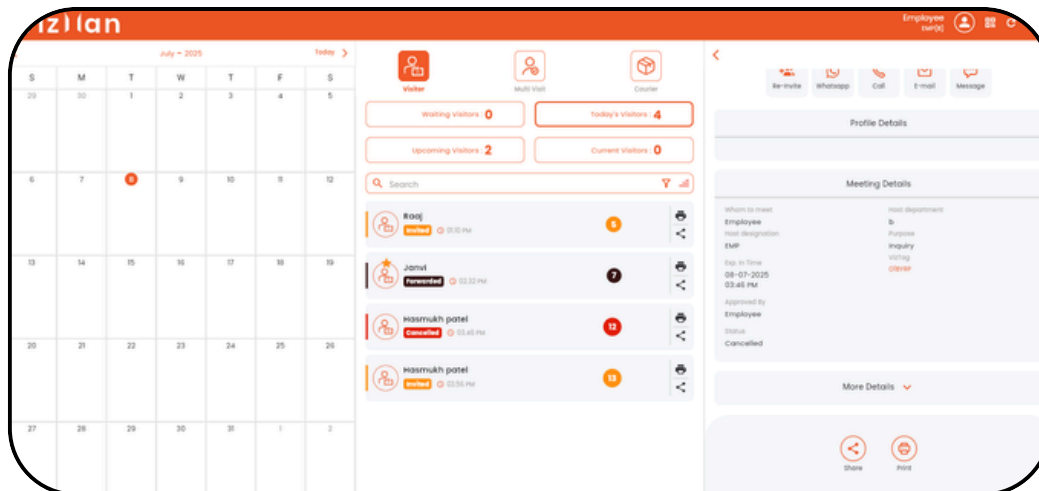
The screenshot shows the 'Invite' screen in the Azlan app. It features a form with the following fields: VIP (toggle), Company, Address, Email (Hasmukh342@gmail.com), Expected In Time* (2025-07-08 03:46 PM), Expected Out Time, Purpose Inquiry (dropdown), Vendor (toggle), Number of people (1), and Visitor (toggle). A large orange 'Submit' button is at the bottom.

INVITE- STEP 4

06

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

Click on particular **Visitor**.

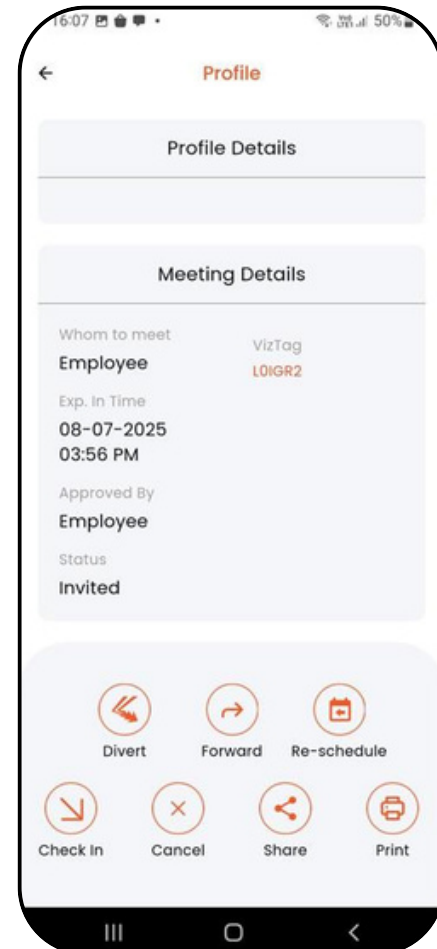
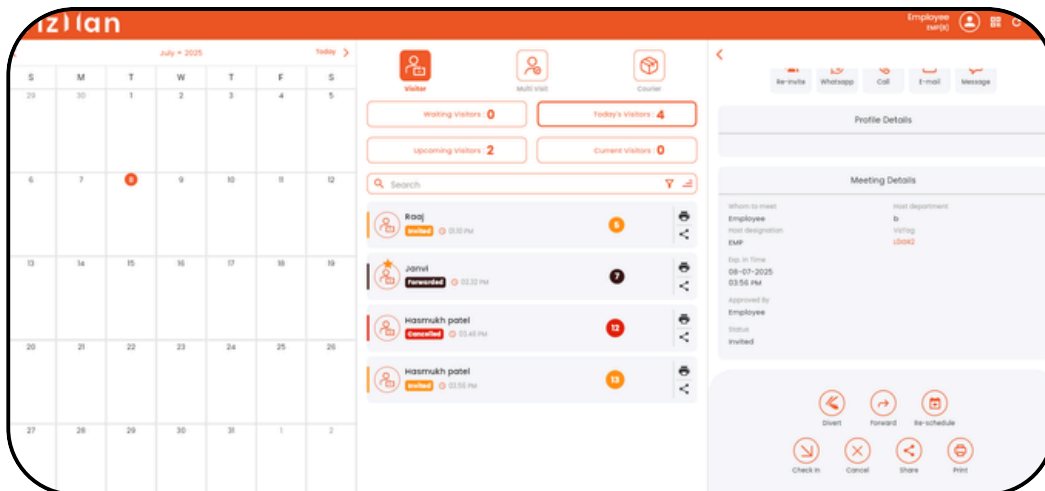


INVITE- STEP 5

07

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

Click on **Check In**.



INVITE- STEP 6

08

Select the **Check-In** time and Upload **photo** (Optional).

Click on **Submit**. (If the Manual Check-in option is on in Account setup)

Check In

Check-in-Time
2025-07-08 16:04

Photo

Submit

Profile

Profile Details

Meeting Details

Whom to meet
Employee

VirTag
101GR2

Exp. in Time
08-07-2025
03:56 PM

Approved By
Employee

Status

Check In

Check-in-Time
2025-07-08 16:06

Photo

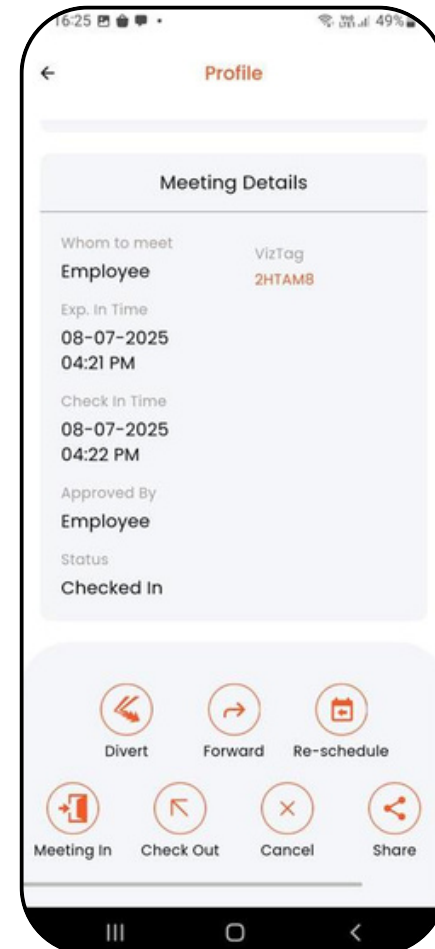
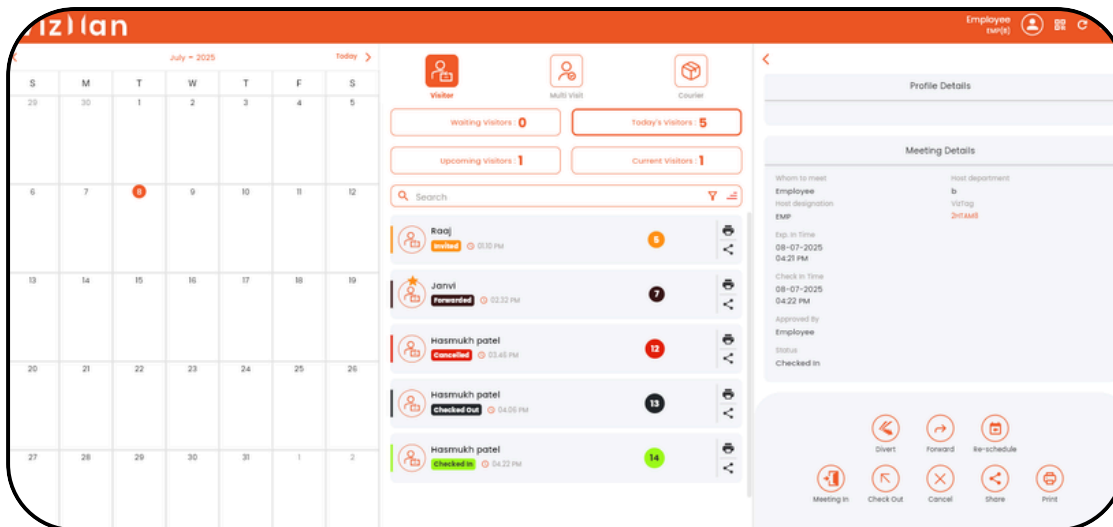
Submit

INVITE- STEP 7

09

If the **meeting** is started then,

- Click on **Meeting In.**

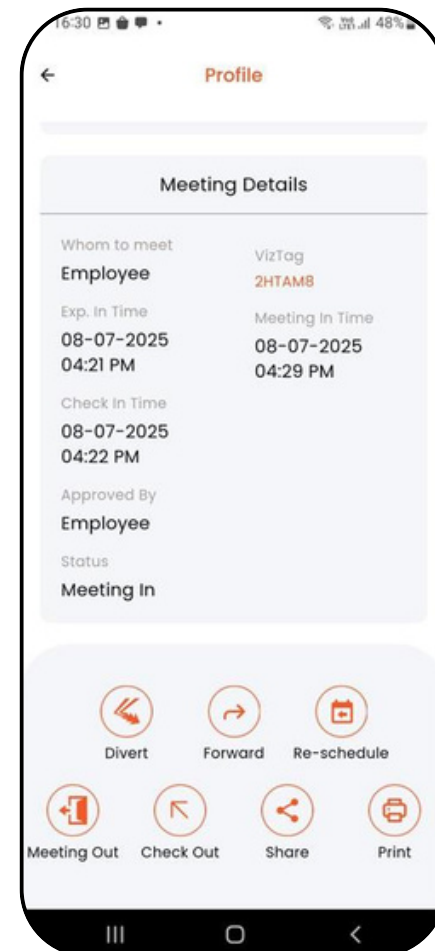
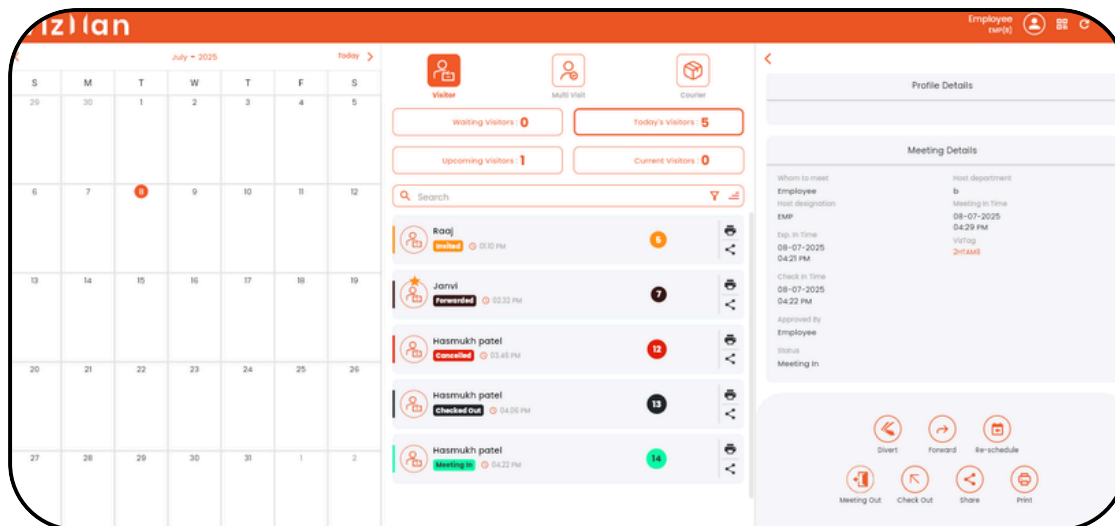


INVITE- STEP 8

10

If the **meeting** is finished then,

- Click on **Meeting Out**.

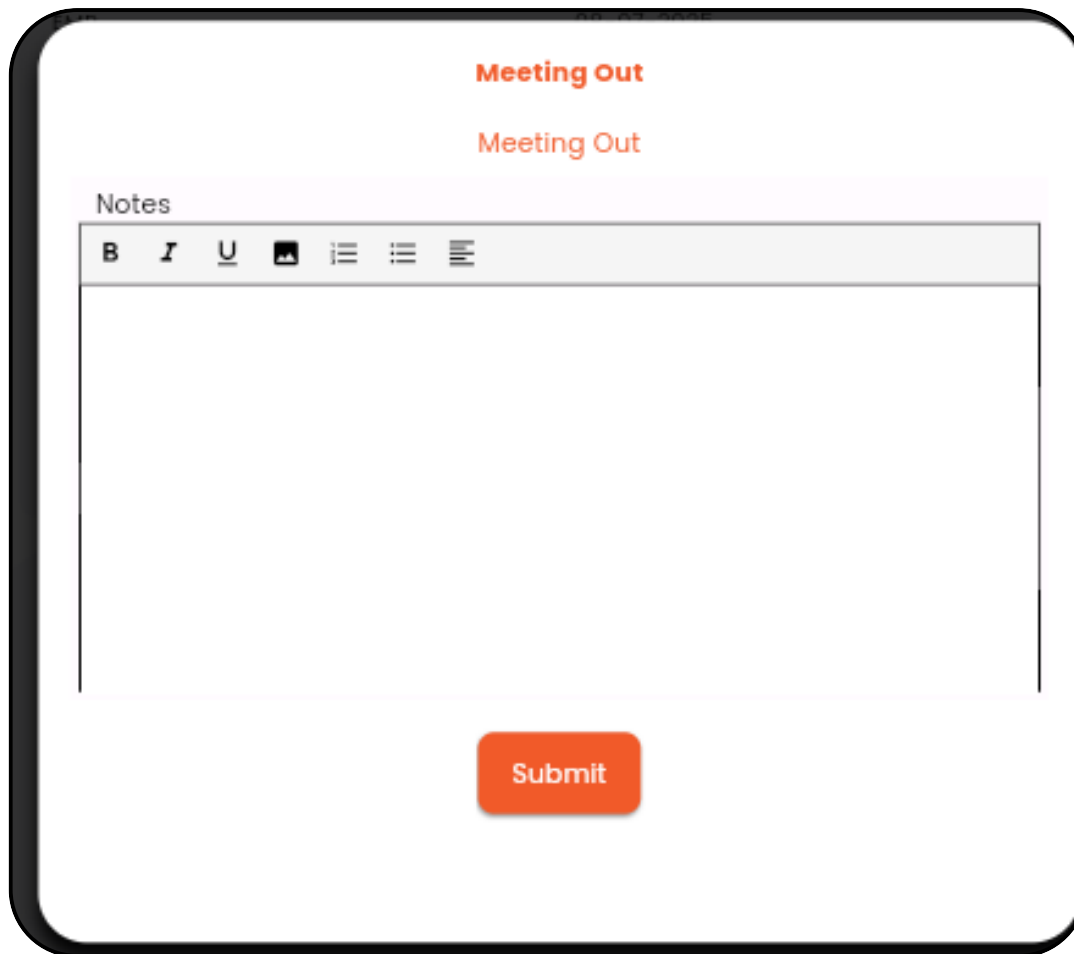


INVITE- STEP 9

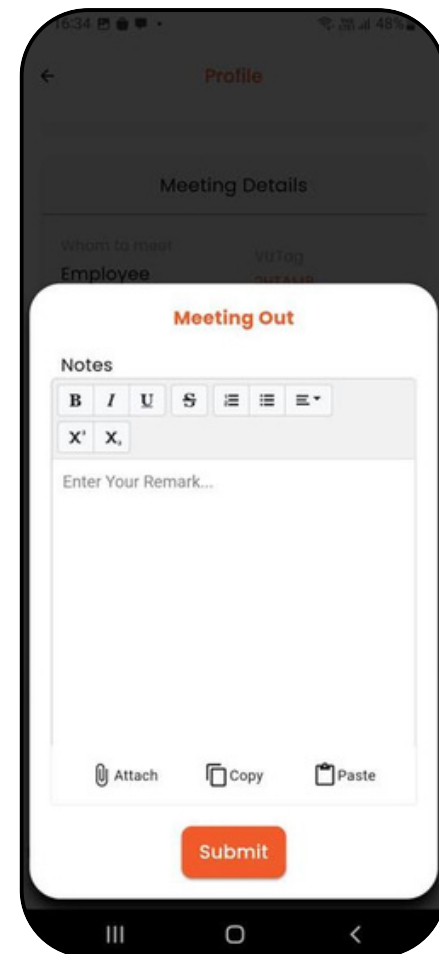
11

Employee can add the notes.

Once done, click **Submit**.



The desktop view of the 'Meeting Out' form features a title 'Meeting Out' in orange at the top. Below it is a text input field containing the placeholder 'Meeting Out'. A 'Notes' section follows, with a toolbar containing icons for bold (B), italic (I), underline (U), image upload, bulleted list, numbered list, and indent. Below the toolbar is a large text area for notes. At the bottom right is an orange 'Submit' button.



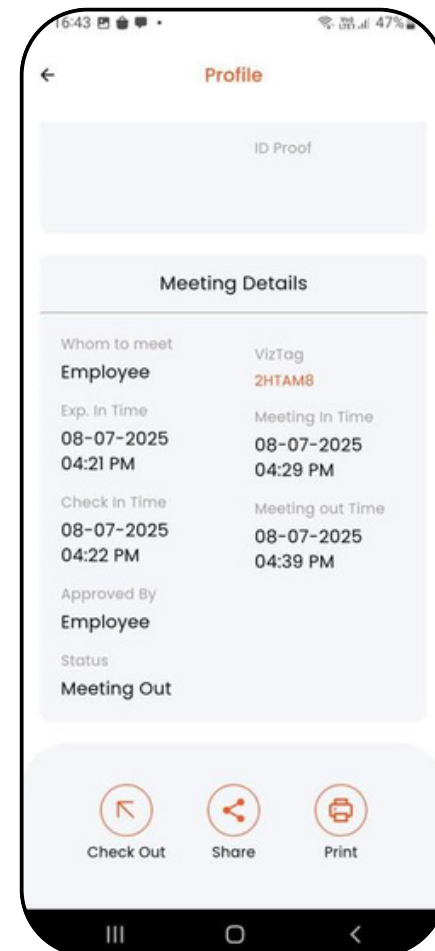
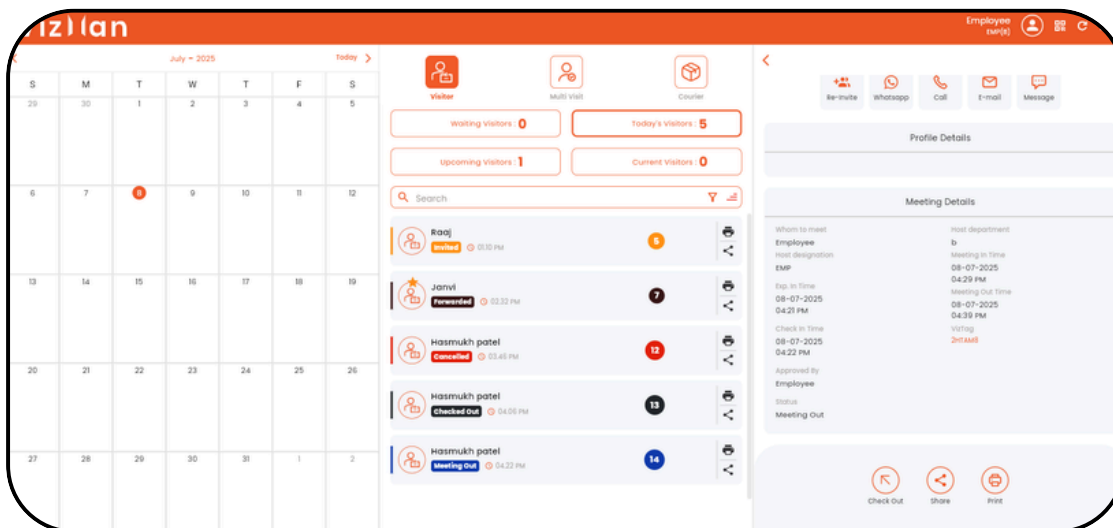
The mobile view of the 'Meeting Out' form is shown as a modal. The title 'Meeting Out' is in orange. Below it is a text input field with the placeholder 'Meeting Out'. The 'Notes' section has a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, and indent. Below the toolbar is a text area with the placeholder 'Enter Your Remark...'. At the bottom are icons for 'Attach', 'Copy', and 'Paste', followed by an orange 'Submit' button.

INVITE- STEP 10

12

Once, **Visitor** have completed work.

Click on **Check-out**.

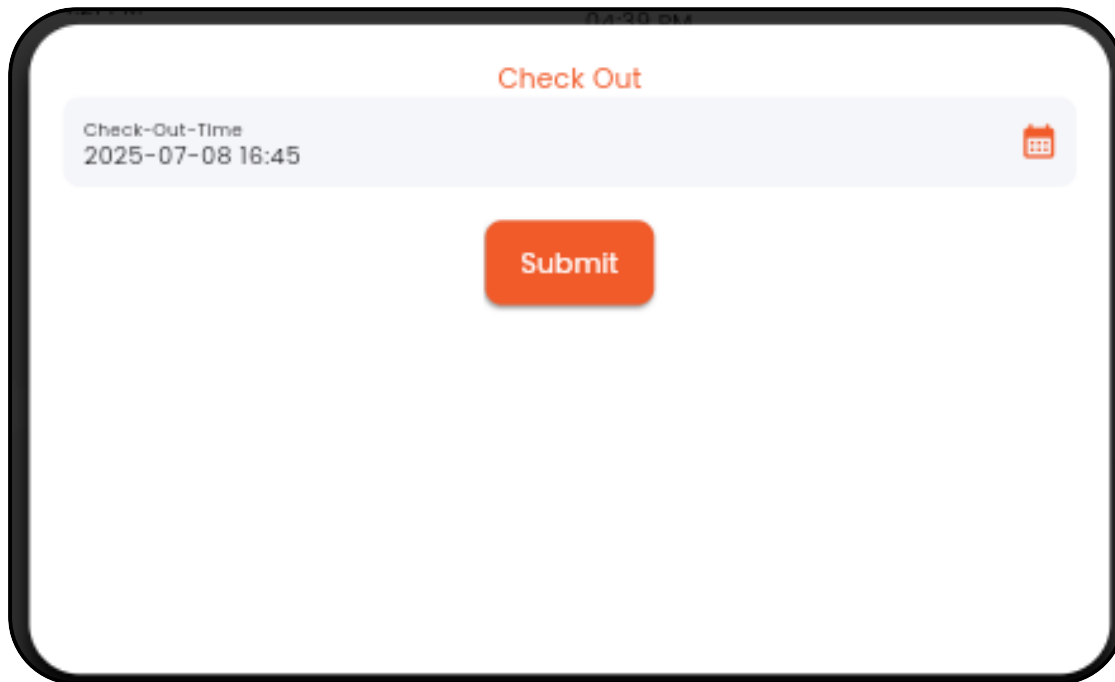


INVITE- STEP 11

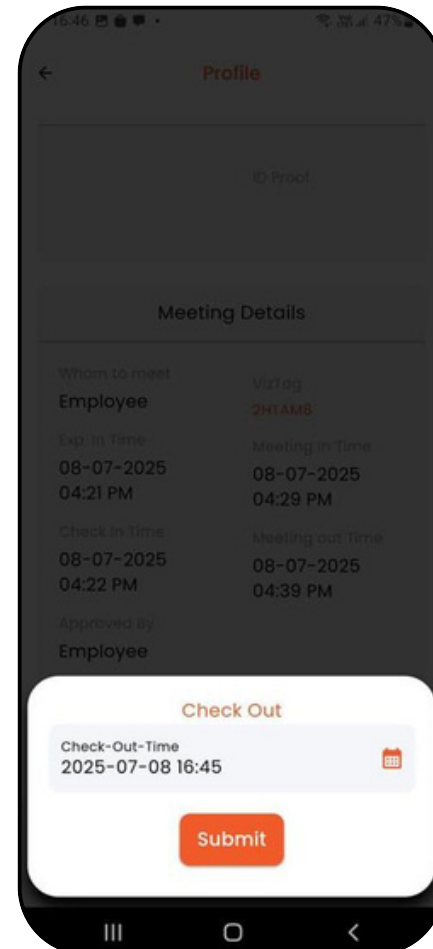
13

Select appropriate time.

Click on **Submit**.



A desktop view of a web form titled "Check Out". The form has a light gray header bar with the title "Check Out" in orange. Below the header, there is a light gray input field containing the text "Check-Out-Time" and "2025-07-08 16:45". To the right of the input field is a small orange calendar icon. Below the input field is a large orange button with the text "Submit" in white.



A mobile view of the same "Check Out" form. The form is displayed within a dark gray container. At the top of the container is a back arrow and the word "Profile" in orange. Below this is a section titled "Meeting Details" in orange. The "Meeting Details" section contains a table with two columns: "Whom to meet" and "Visit tag". The table has four rows of data. Below the table is a section titled "Check Out" in orange. This section contains a light gray input field with the text "Check-Out-Time" and "2025-07-08 16:45", and a small orange calendar icon to its right. Below the input field is a large orange button with the text "Submit" in white.

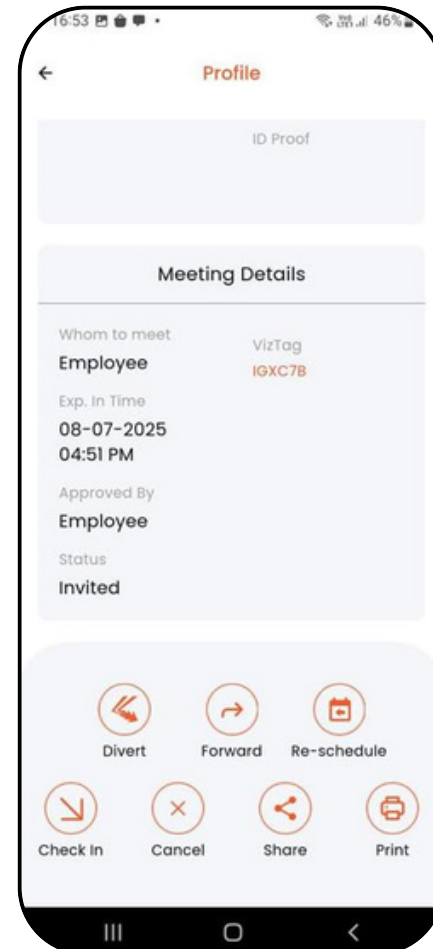
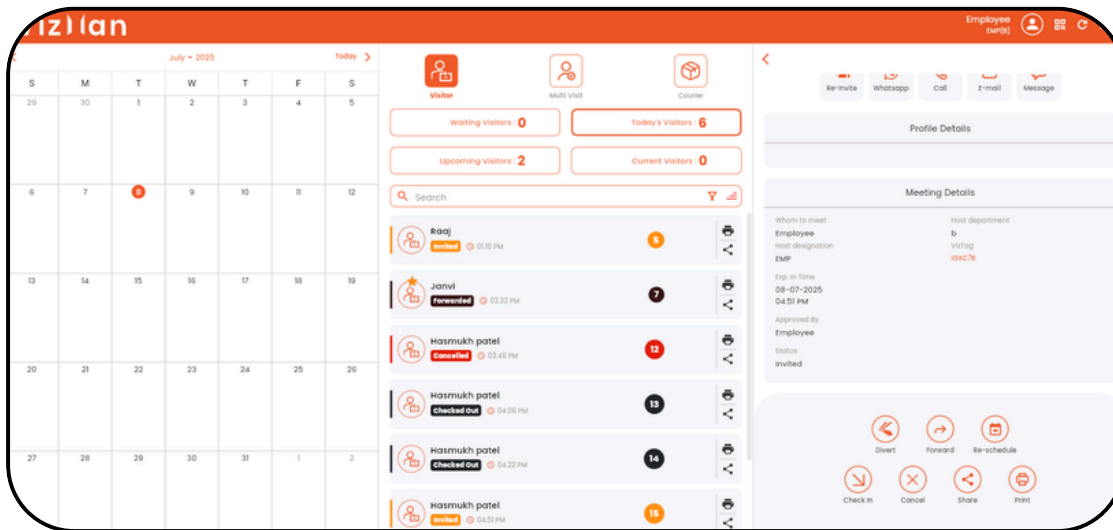
Whom to meet	Visit tag
Employee	2HTAM8
Exp. In Time	Meeting In Time
08-07-2025 04:21 PM	08-07-2025 04:29 PM
Check in Time	Meeting out Time
08-07-2025 04:22 PM	08-07-2025 04:39 PM
Approved By	
Employee	

INVITE- STEP 12

14

If **Employee** not available to meet.

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



INVITE- STEP 13

15

Select other **Employee** to **Divert** and add note.

Once Done, Click on **Submit**.

The desktop view of the 'Divert Meeting' form features a title bar at the top. Below it is a dropdown menu labeled 'Whom to meet*' with 'Reception' selected. A large text area titled 'Notes' follows, equipped with a rich text editor toolbar containing icons for bold, italic, underline, image insertion, bulleted list, numbered list, and indent. At the bottom right of the form is an orange 'Submit' button.

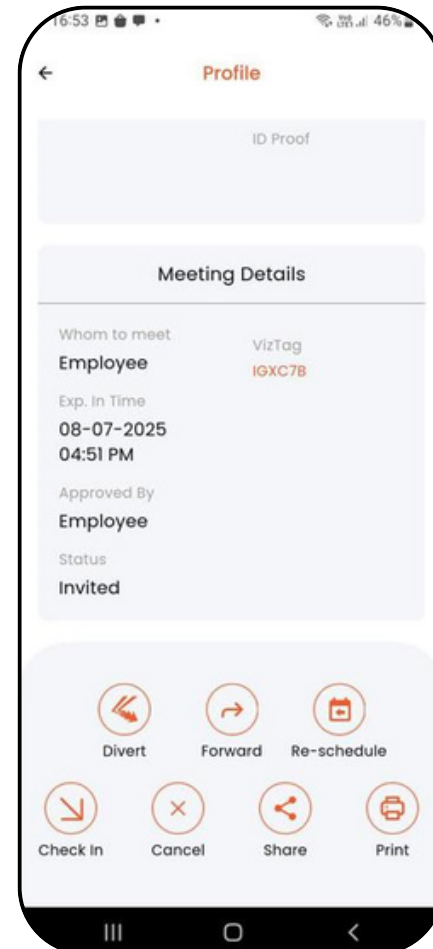
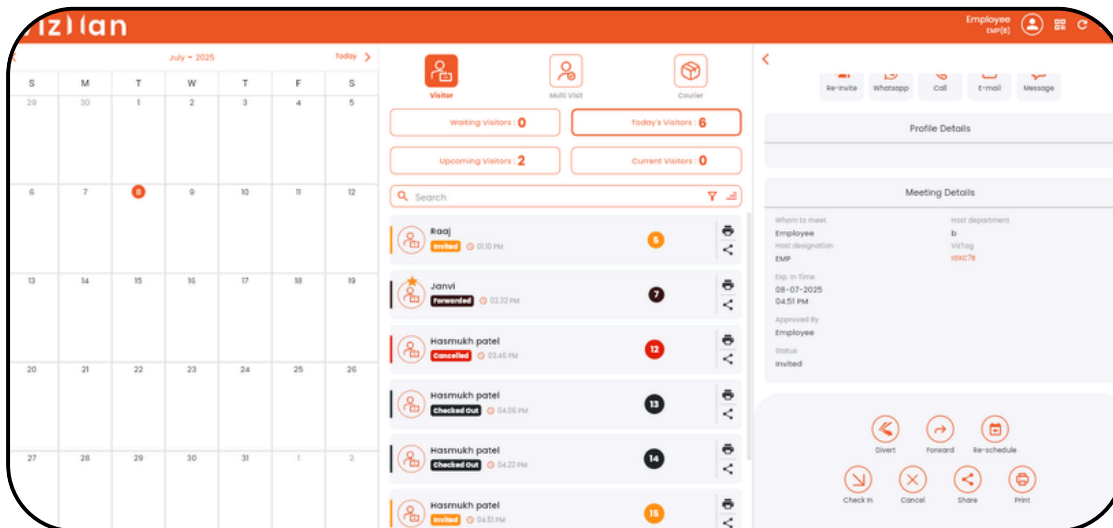
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a back arrow and a 'Profile' header at the top. The form content is identical to the desktop version, with a 'Whom to meet*' dropdown, a 'Notes' text area with a rich text editor toolbar, and an orange 'Submit' button at the bottom. The toolbar on the mobile device also includes a strikethrough icon. Below the text area, there are links for 'Attach', 'Copy', and 'Paste'.

INVITE- STEP 14

16

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

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

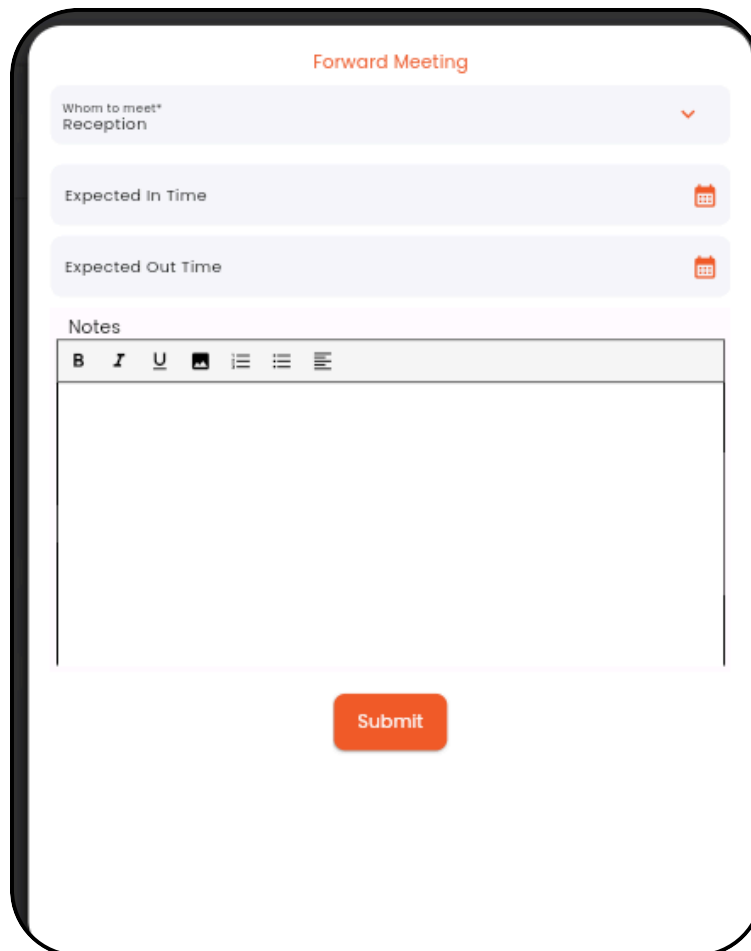


INVITE- STEP 15

17

Select other **Employee** to **Forward** and Fill the **necessary fields**.

Once Done, Click on **Submit**.



Forward Meeting

Whom to meet*
Reception

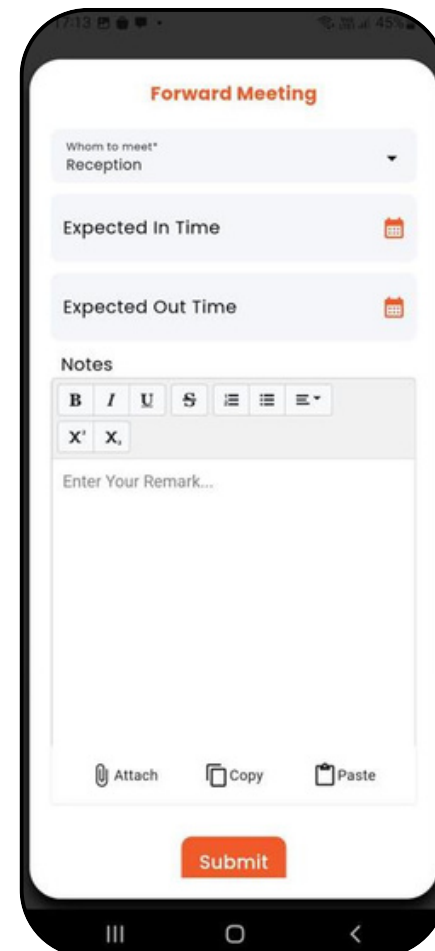
Expected In Time

Expected Out Time

Notes

B *I* U    

Submit



Forward Meeting

Whom to meet*
Reception

Expected In Time

Expected Out Time

Notes

B *I* U **S**   

X' X,

Enter Your Remark...

Attach Copy Paste

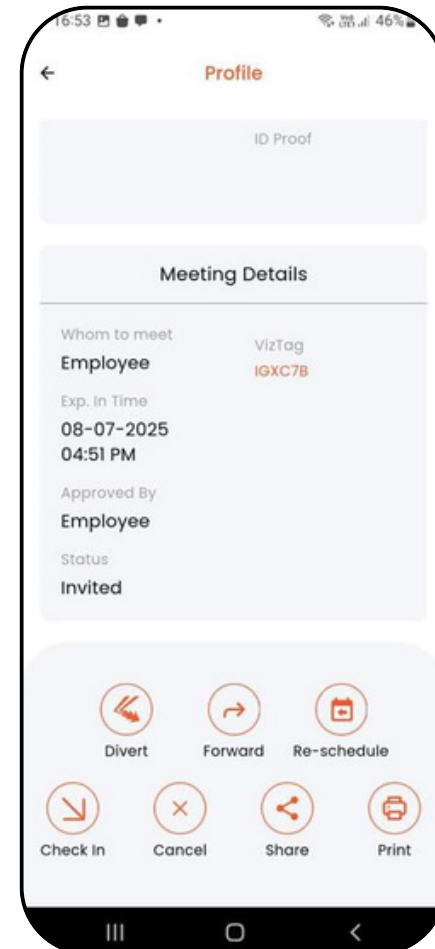
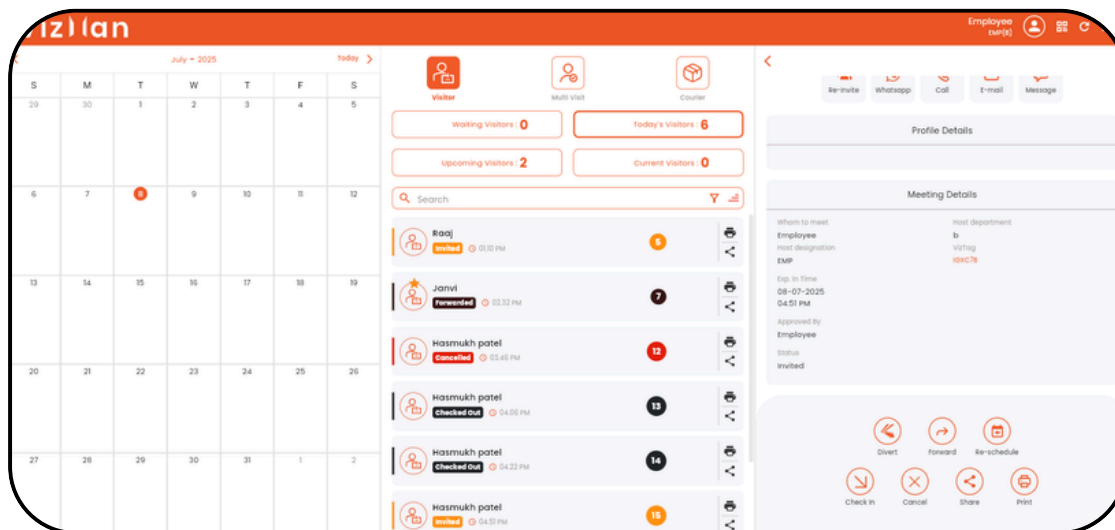
submit

INVITE- STEP 16

18

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

- Click on **Re-Schedule**.

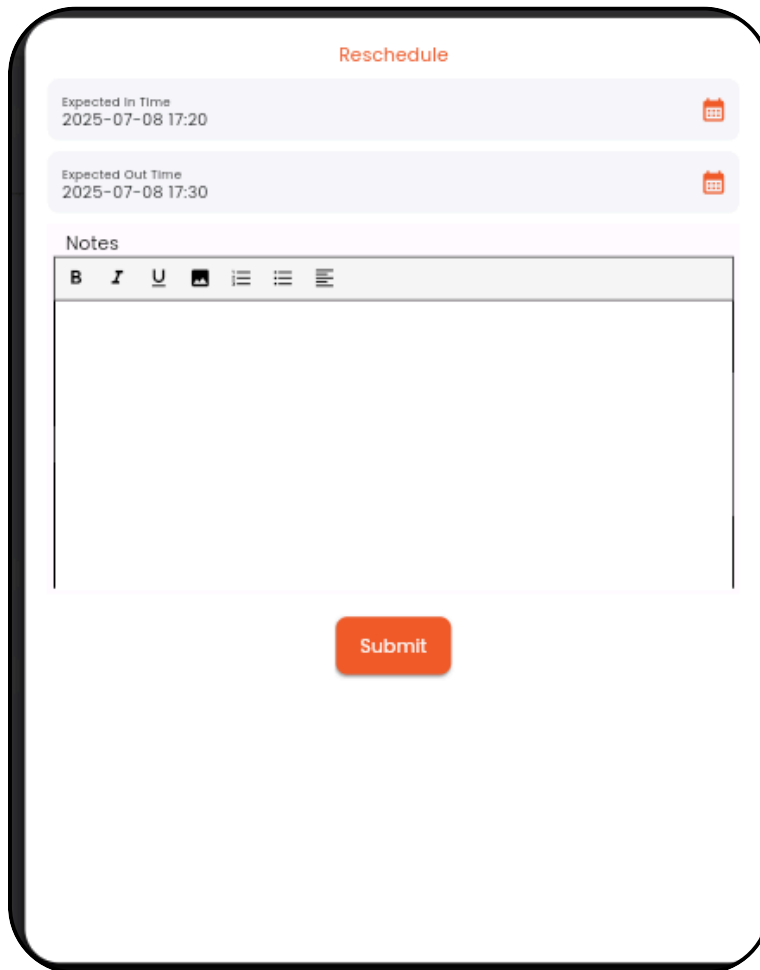


INVITE- STEP 17

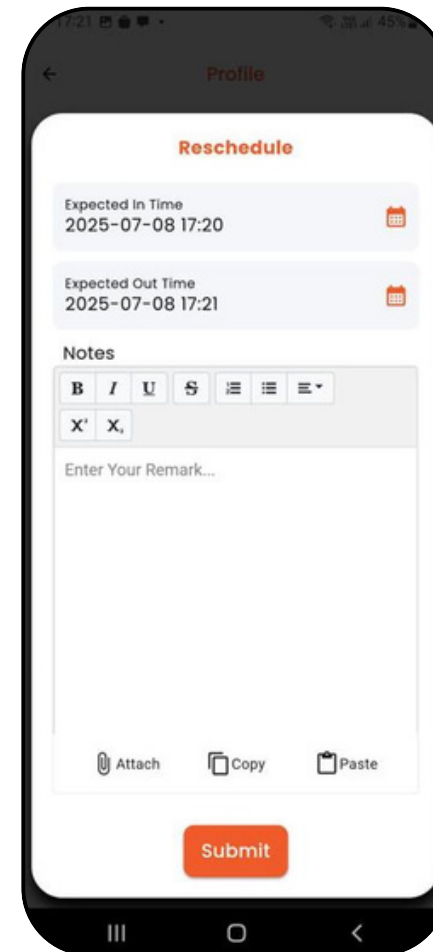
19

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

Once Done, Click **Submit**.



The image shows a tablet screen with a 'Reschedule' form. At the top, the title 'Reschedule' is in red. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-08 17:20' and 'Expected Out Time' with the value '2025-07-08 17:30'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a text area and a toolbar containing icons for bold (B), italic (I), underline (U), image, bulleted list, numbered list, and indent. At the bottom of the form is an orange 'Submit' button.



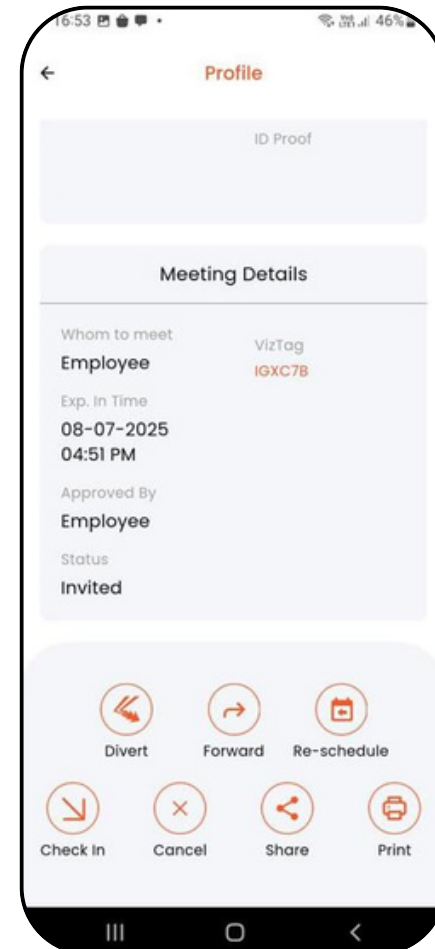
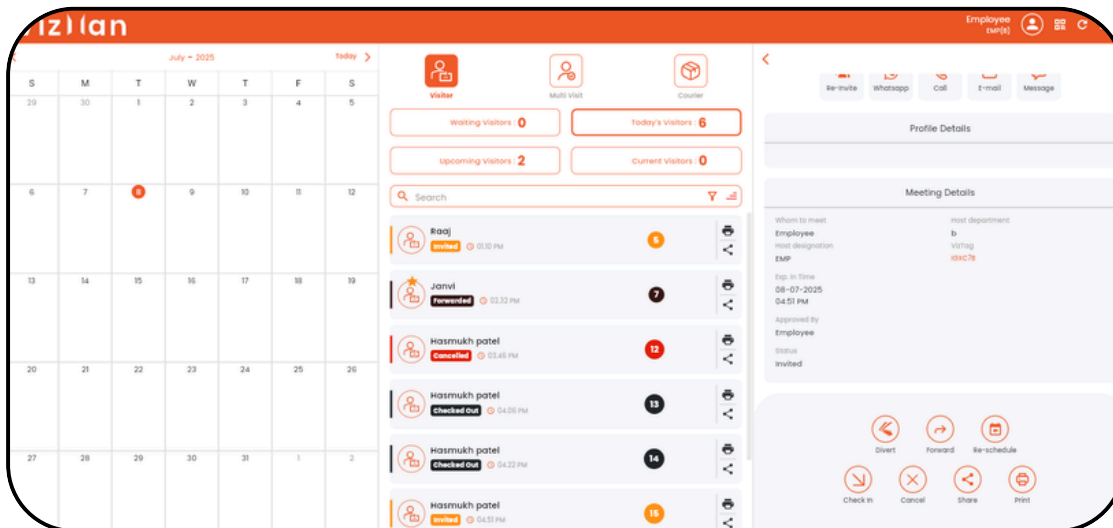
The image shows a smartphone screen with a 'Reschedule' form. At the top, the title 'Reschedule' is in red. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-08 17:20' and 'Expected Out Time' with the value '2025-07-08 17:21'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a text area and a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, and indent. Below the toolbar is a text input field labeled 'Enter Your Remark...'. At the bottom of the form is an orange 'Submit' button. At the very bottom of the screen are icons for 'Attach', 'Copy', and 'Paste'.

INVITE- STEP 18

20

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

- Click on **Cancel**.

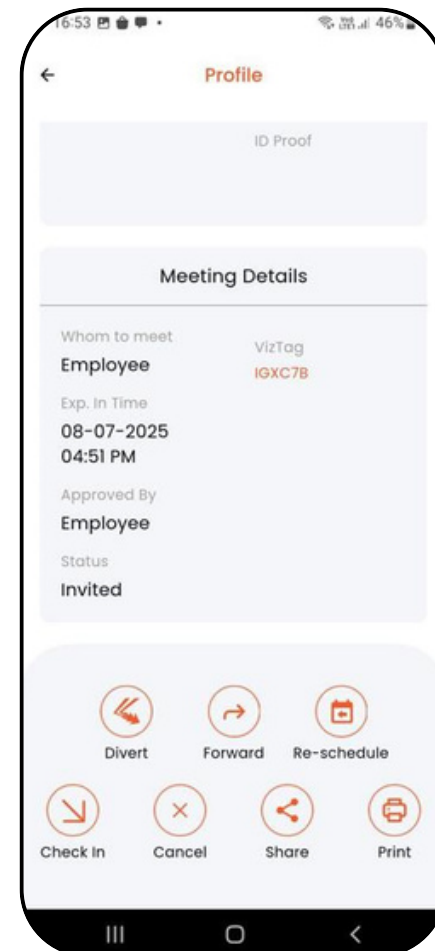
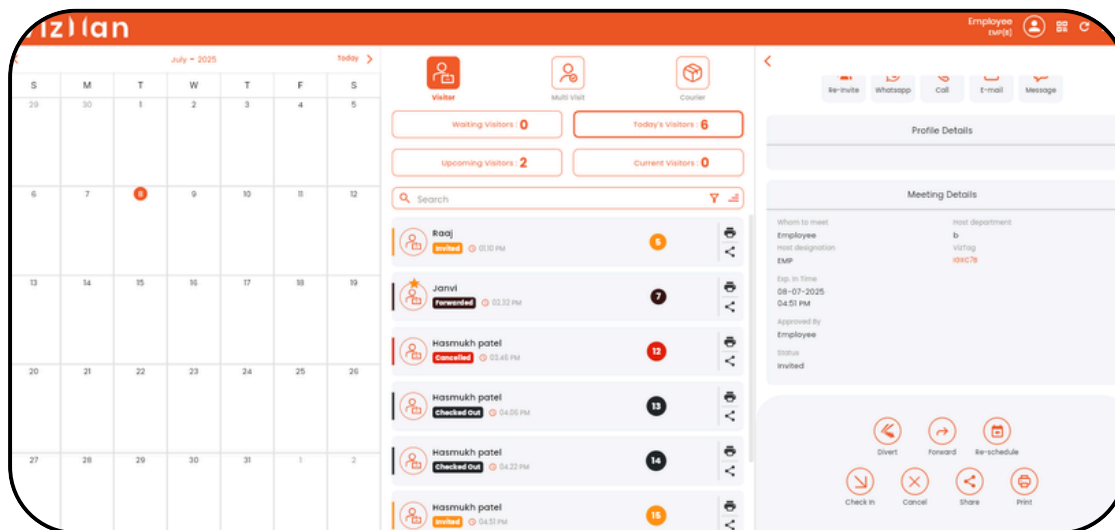


INVITE- STEP 19

21

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

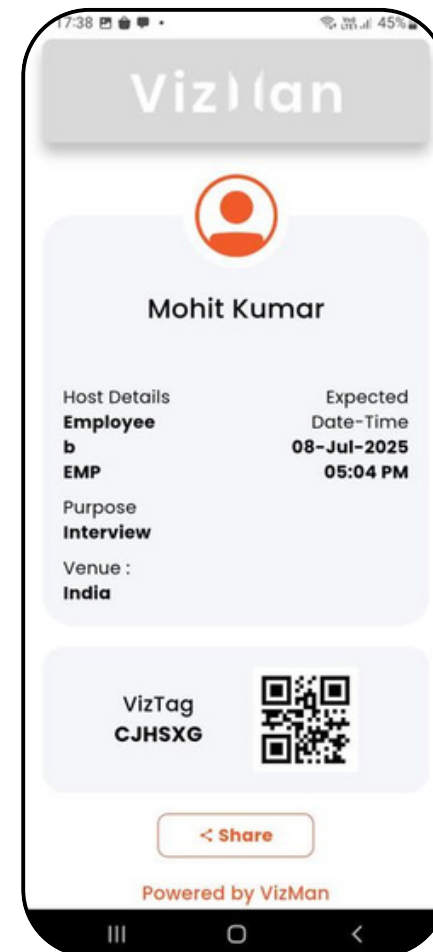
- Click on **Share**.



INVITE- STEP 20

22

Click on **Share**.

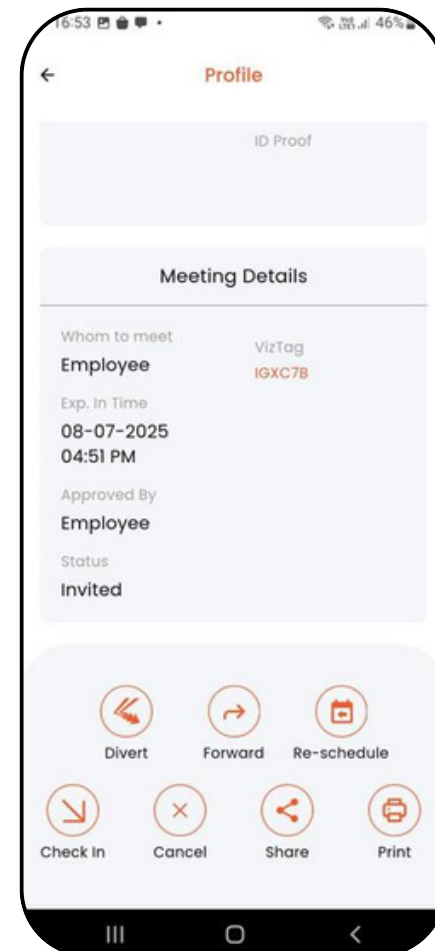
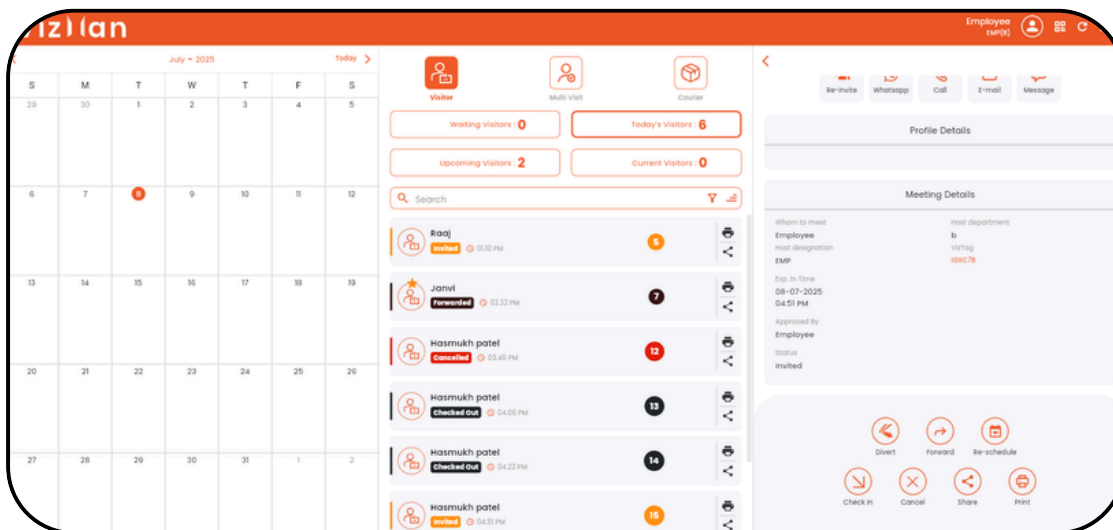


INVITE- STEP 21

23

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

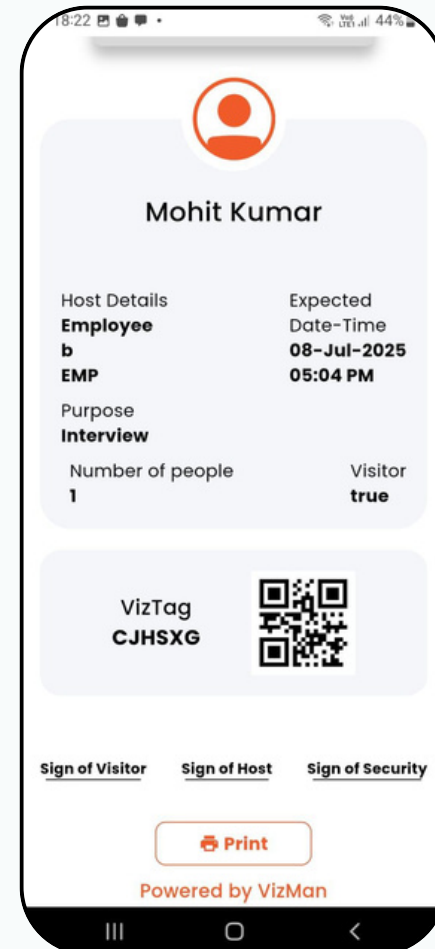
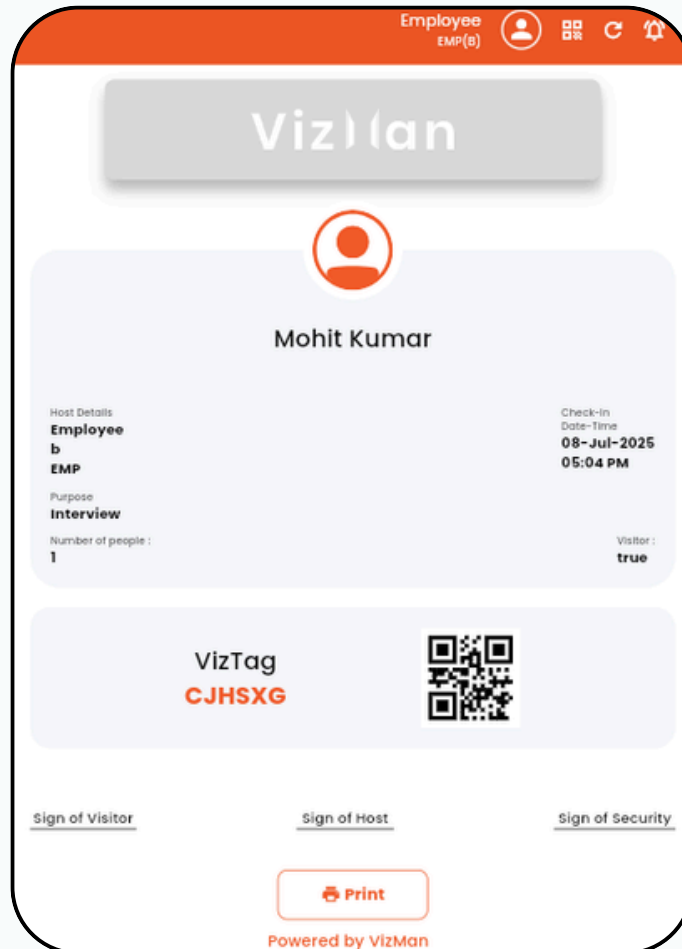
- Click on **Print**.



INVITE- STEP 22

24

Click on **Print**.



03 MULTI-VISIT



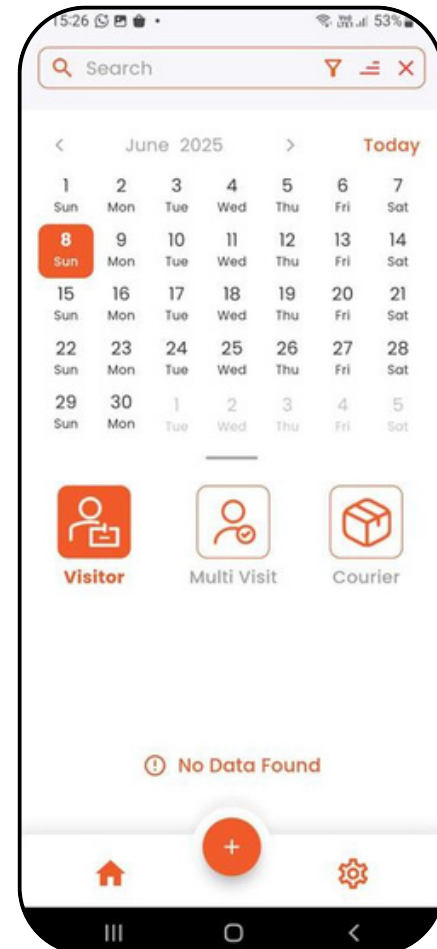
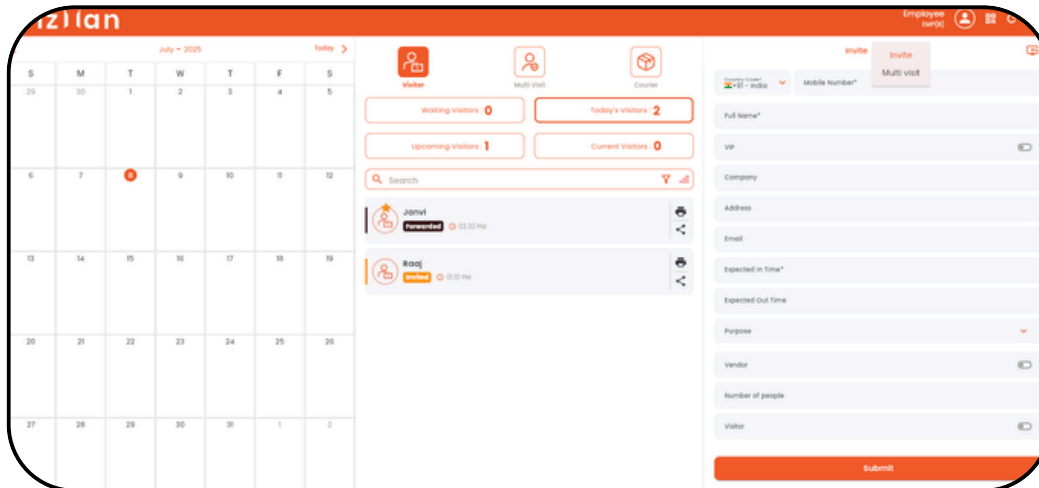
Coordinating multiple visits is simple and efficient — it won't take more than a few moments of your time.

MULTI-VISIT- STEP 1

25

Click **Dropdown** to proceed for Web.

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

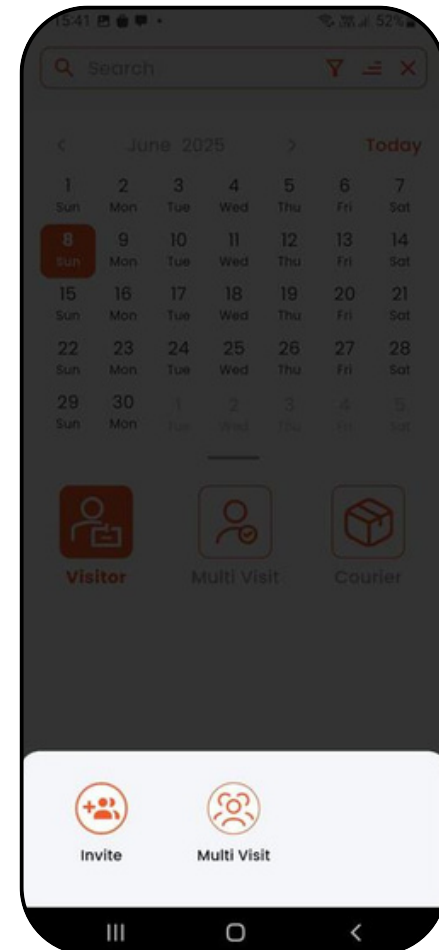
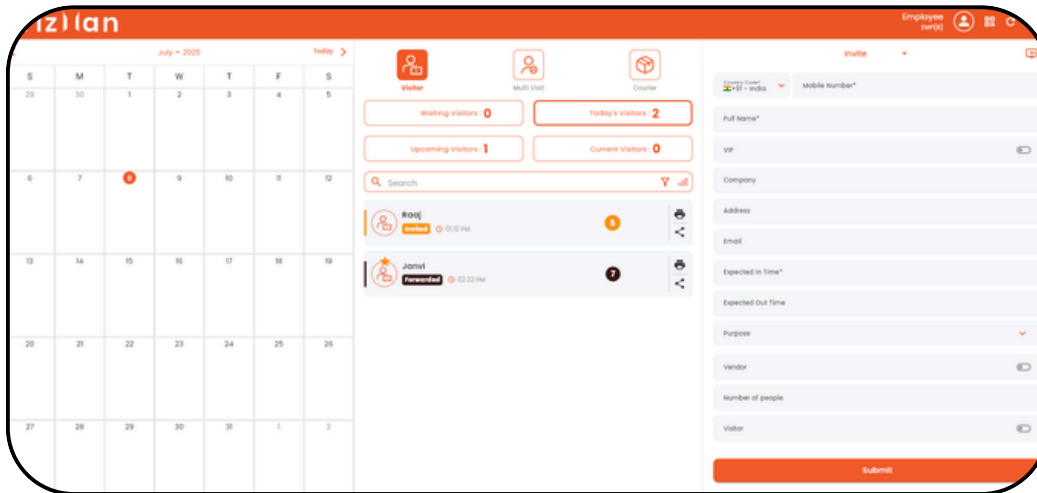


MULTI-VISIT- STEP 2

26

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

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



MULTI-VISIT- STEP 3

27

Fill the **necessary** fields.

Once done, click **Submit**.

The screenshot shows the Zillan app interface. On the left is a calendar for July 2025. The main area displays a list of visitors with a search bar and filters. The visitors listed are:

- TestDemo (Employee)
- testg (Employee)
- Dhaval chavda (Employee)
- TestDemo (Employee)
- testg (Employee)
- Dhaval chavda (Employee)

At the bottom right, there is a 'Multi visit' section with a 'Submit' button.

The screenshot shows the 'Multi visit' form in the Zillan app. The form includes the following fields:

- VIP (Toggle)
- Company
- Address
- Email
- Expected in Time* (2025-07-09 10:24 AM)
- Expected Out Time (2025-07-09 11:00 AM)
- Purpose (Select Purpose)
- Vendor (Toggle)
- Number of people
- Visitor (Toggle)

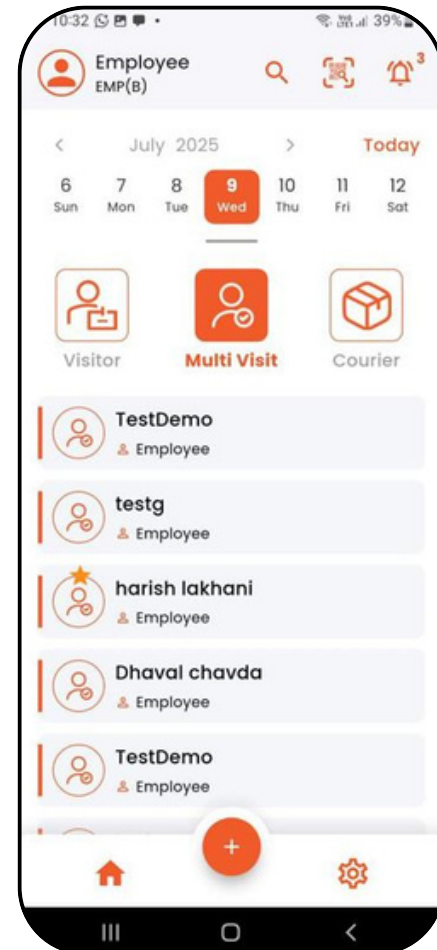
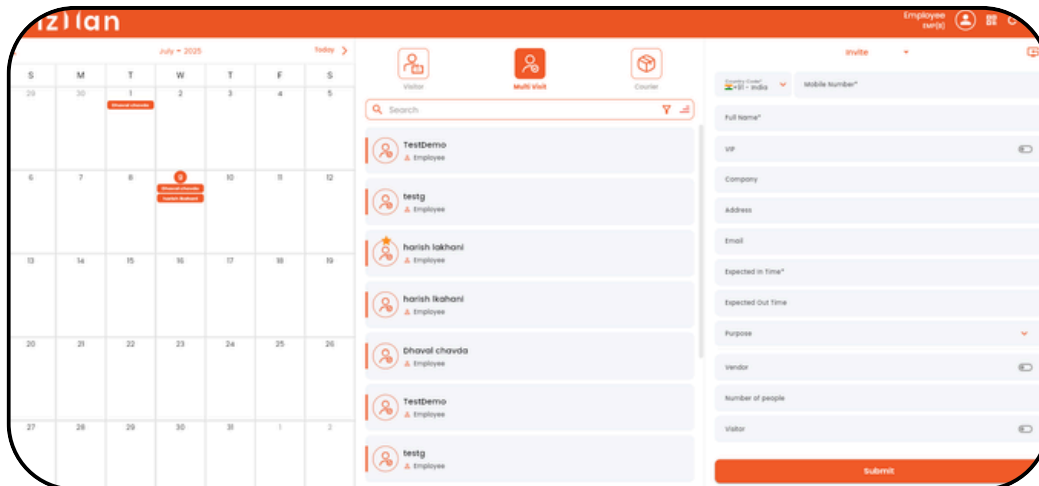
A 'Submit' button is located at the bottom of the form.

MULTI-VISIT- STEP 4

28

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

Click on particular **Visitor**.

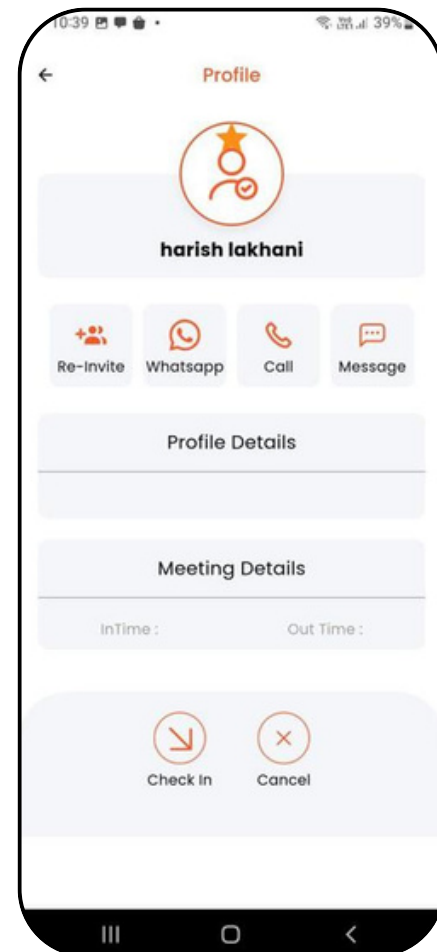
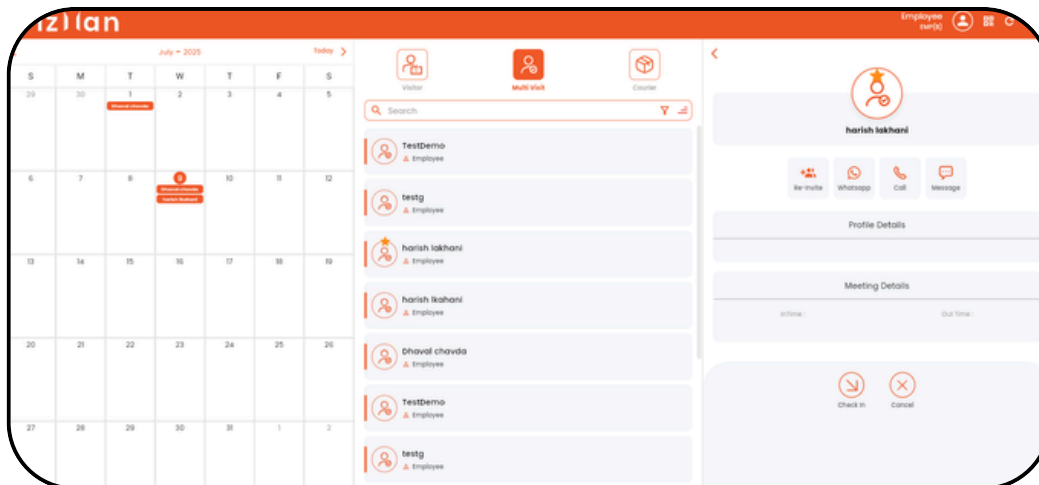


MULTI-VISIT- STEP 5

29

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

Click on **Check In**.

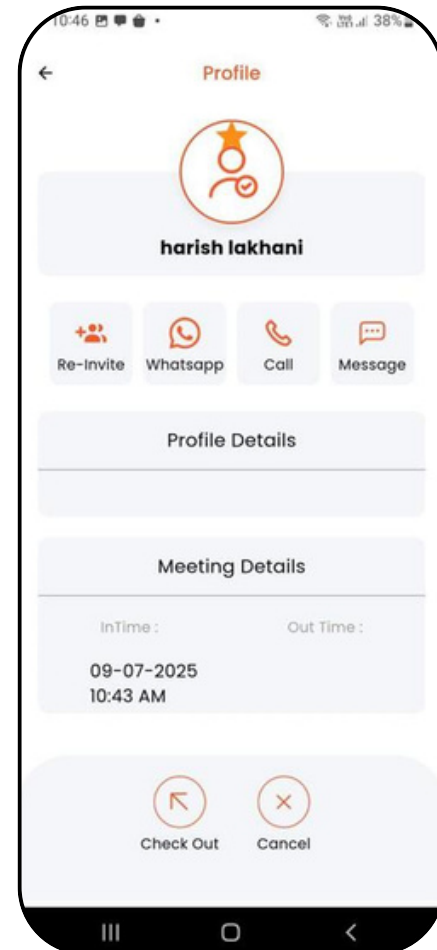
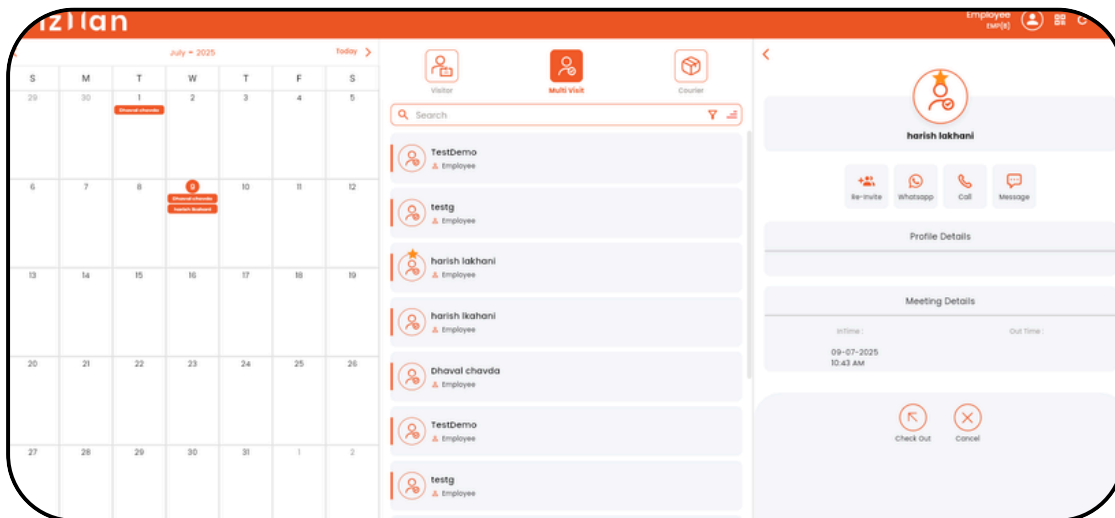


MULTI-VISIT- STEP 6

30

Once, **Visitor** have completed work.

Click on **Check-out**.

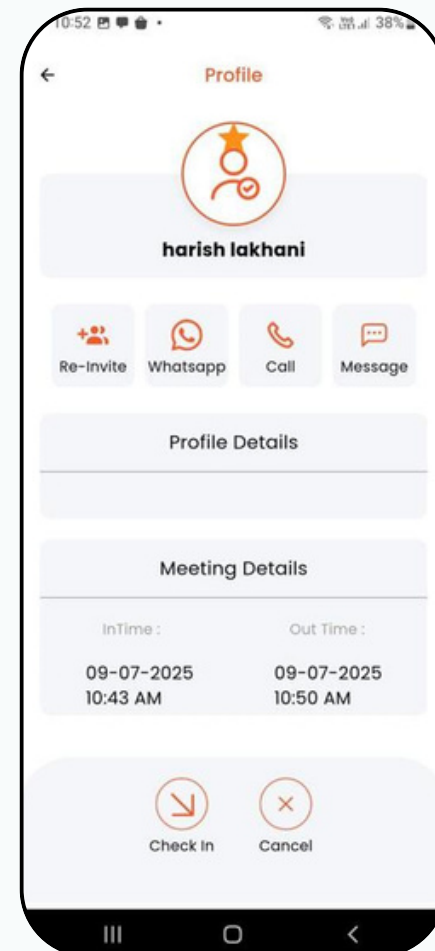
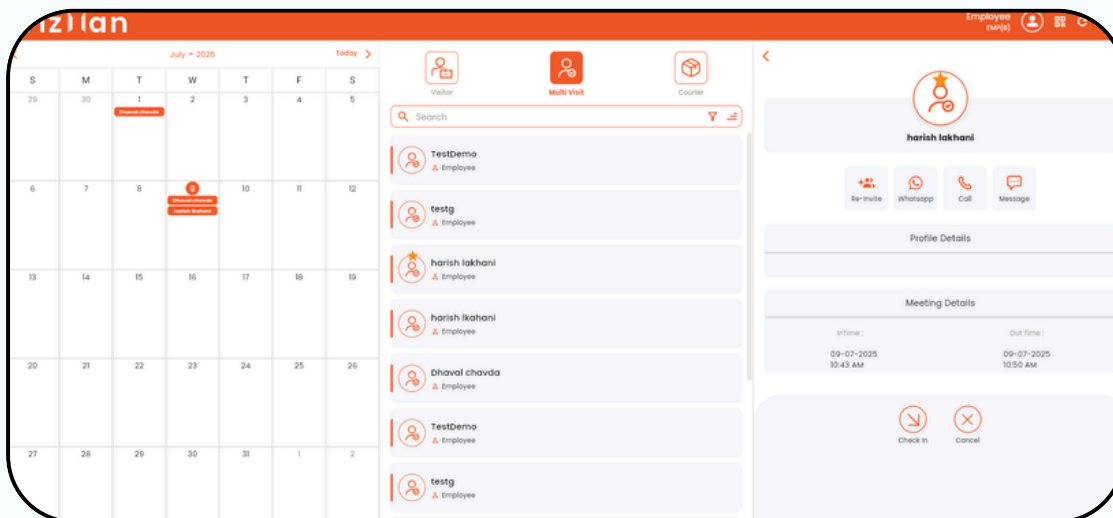


MULTI-VISIT- STEP 7

31

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

- Click on **Cancel**.



04 QR CODE ACCESS



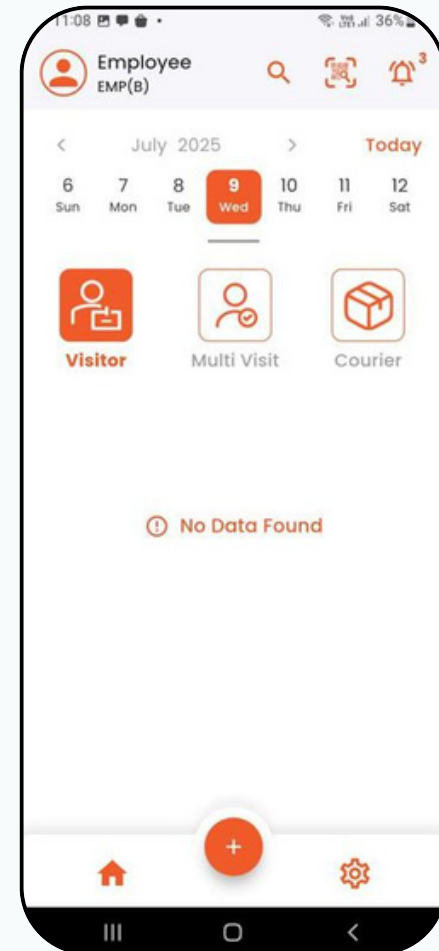
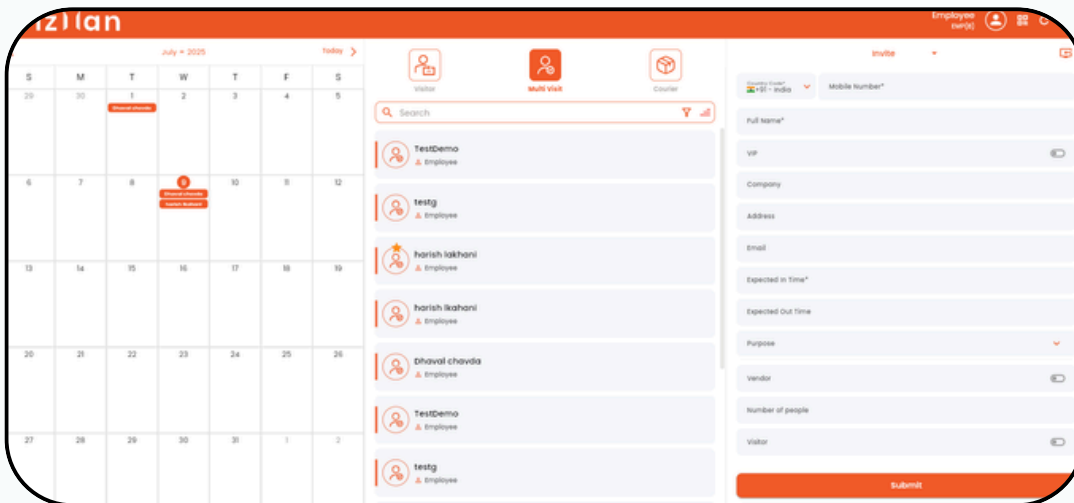
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS– STEP 1

32

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

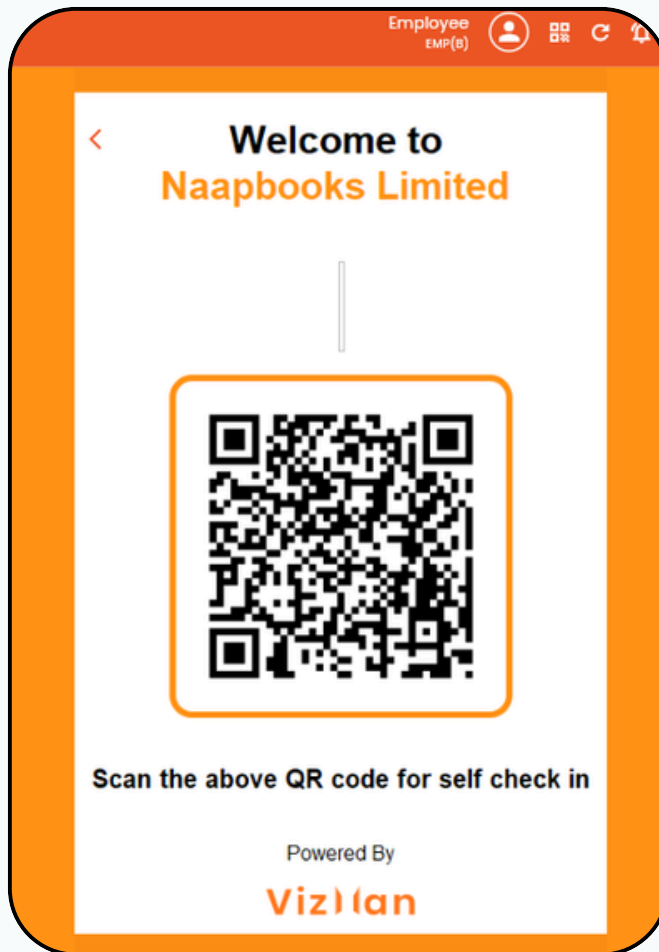
The system will generate a **QR code** for your organization's **Self check-in** process. Visitor can check in by themselves.



QR CODE ACCESS– STEP 2

33

Scan QR Code with Mobile or Tablet.

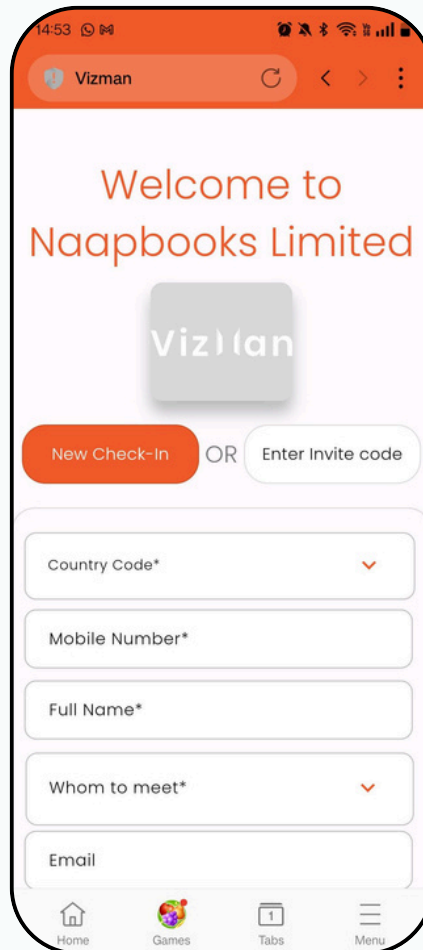


QR CODE ACCESS– STEP 3

34

If you have **invite** then,

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



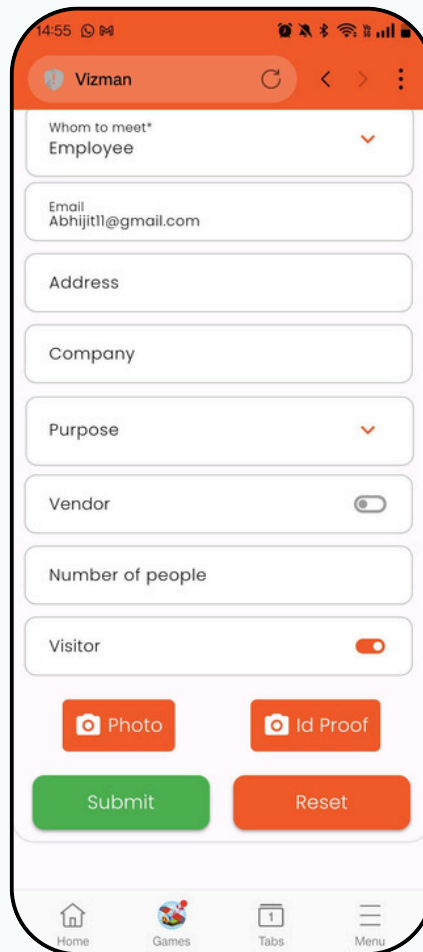
The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:53 and various icons. Below the status bar, the app's header shows the name "Vizman" and navigation icons. The main content area features a large orange banner with the text "Welcome to Naapbooks Limited" and a grey button labeled "Vizman". Below the banner, there are two buttons: "New Check-In" (orange) and "Enter Invite code" (white). Underneath these buttons are five input fields: "Country Code*" (with a dropdown arrow), "Mobile Number*", "Full Name*", "Whom to meet*" (with a dropdown arrow), and "Email". At the bottom of the screen, there is a navigation bar with four icons: "Home", "Games", "Tabs", and "Menu".

QR CODE ACCESS- STEP 4

35

Fill all the Necessary **Fields**.

Once Done, Click on **Submit**.



The screenshot shows a mobile application interface for 'Vizman'. The form contains the following fields and controls:

- Whom to meet***: A dropdown menu with 'Employee' selected.
- Email**: A text field containing 'Abhijit1@gmail.com'.
- Address**: A text field.
- Company**: A text field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text field.
- Visitor**: A toggle switch, currently turned on.
- Photo**: A button with a camera icon.
- Id Proof**: A button with a camera icon.
- Submit**: A green button.
- Reset**: An orange button.

The bottom navigation bar includes icons for Home, Games, Tabs, and Menu.

QR CODE ACCESS- STEP 6

36

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

The screenshot shows the 'Vizman' app interface. On the left is a calendar for July 2025. On the right, there are three tabs: 'Visitor' (selected), 'Multi Visit', and 'Courier'. Below the tabs are four statistics boxes: 'Waiting Visitors : 1', 'Today's Visitors : 2', 'Upcoming Visitors : 0', and 'Current Visitors : 1'. Below these is a search bar and a list of visitors. The first visitor is 'Soni Sumit' with a status of 'Checked in' at 02:59 PM and a count of 2. The second visitor is 'vaghewari Abhijit' with a status of 'Pending' at 03:00 PM and a count of 4.

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 Multi Visit Courier

Waiting Visitors : 1 Today's Visitors : 2

Upcoming Visitors : 0 Current Visitors : 1

Search

Soni Sumit
Checked in 02:59 PM 2

vaghewari Abhijit
Pending 03:00 PM 4

The screenshot shows the 'Vizman' app interface for adding a visitor. The form includes fields for 'Whom to meet*' (Employee), 'Email' (Abhijit1@gmail.com), 'Address', 'Company', 'Purpose', 'Vendor' (toggle), 'Number of people', and 'Visitor' (toggle). At the bottom are buttons for 'Photo', 'Id Proof', 'Submit', and 'Reset'.

14:55

Vizman

Whom to meet*
Employee

Email
Abhijit1@gmail.com

Address

Company

Purpose

Vendor

Number of people

Visitor

Photo Id Proof

Submit Reset

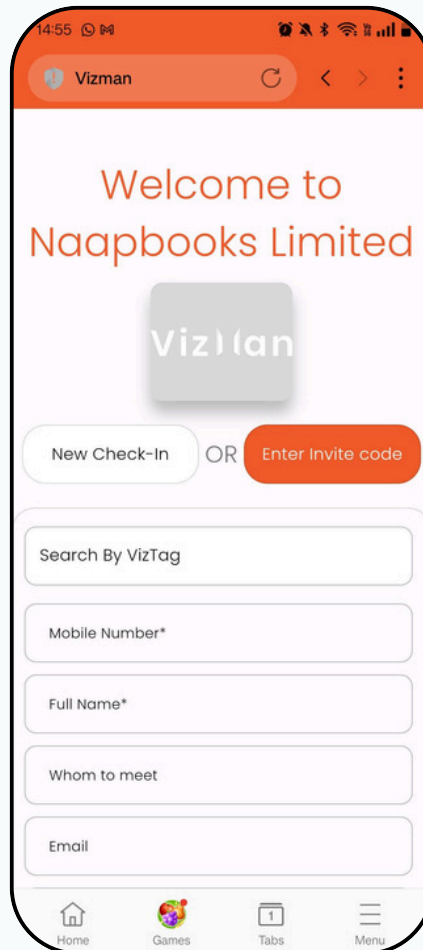
Home Games Tabs Menu

QR CODE ACCESS– STEP 7

37

If you have **invite** then,

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



The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:55 and various icons. Below the status bar, the app's header shows the name "Vizman" and navigation icons. The main content area features a large orange banner with the text "Welcome to Naapbooks Limited" and a stylized "Vizman" logo. Below the banner, there are two buttons: "New Check-In" and "Enter Invite code", separated by the word "OR". The "Enter Invite code" button is highlighted in orange. Below these buttons, there are five input fields: "Search By VizTag", "Mobile Number*", "Full Name*", "Whom to meet", and "Email". At the bottom of the screen, there is a navigation bar with four icons: "Home", "Games", "Tabs", and "Menu".

QR CODE ACCESS– STEP 8

38

Enter the **Invite code**.

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

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

The screenshot displays the Vizman mobile application interface. At the top, the status bar shows the time 14:57 and various system icons. The app's header bar is orange with the 'Vizman' logo and navigation icons. The main form consists of several input fields: 'WXMIGQ' (pre-filled), '9945862487', 'Soni Sumit', 'Employee', 'Email', 'Address', and 'Company'. Below these fields are two orange buttons labeled 'Photo' and 'Id Proof'. At the bottom of the form are two large buttons: a green 'CheckIn' button and an orange 'Reset' button. The bottom of the screen features a white navigation bar with icons for 'Home', 'Games', 'Tabs', and 'Menu'.

QR CODE ACCESS- STEP 9

39

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

The screenshot shows the Vizman app interface. On the left is a calendar for July 2025. On the right, there are three tabs: Visitor, Multi Visit, and Courier. Below the tabs are four statistics boxes: Waiting Visitors: 1, Today's Visitors: 2, Upcoming Visitors: 0, and Current Visitors: 1. Below these is a search bar and a list of visitors. The first visitor is Soni Sumit, who is checked in at 02:59 PM with a count of 2. The second visitor is vaghesawari Abhijit, who is pending at 03:00 PM with a count of 4.

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 Multi Visit Courier

Waiting Visitors : 1 Today's Visitors : 2

Upcoming Visitors : 0 Current Visitors : 1

Search

Soni Sumit
Checked in 02:59 PM 2

vaghesawari Abhijit
Pending 03:00 PM 4

The screenshot shows the Vizman app form to add a visitor. The form includes fields for Whom to meet* (Employee), Email (Abhijit1@gmail.com), Address, Company, Purpose, Vendor (toggle), Number of people, and Visitor (toggle). At the bottom are buttons for Photo, Id Proof, Submit, and Reset.

Vizman

Whom to meet*
Employee

Email
Abhijit1@gmail.com

Address

Company

Purpose

Vendor

Number of people

Visitor

Photo Id Proof

Submit Reset

05 PROFILE



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

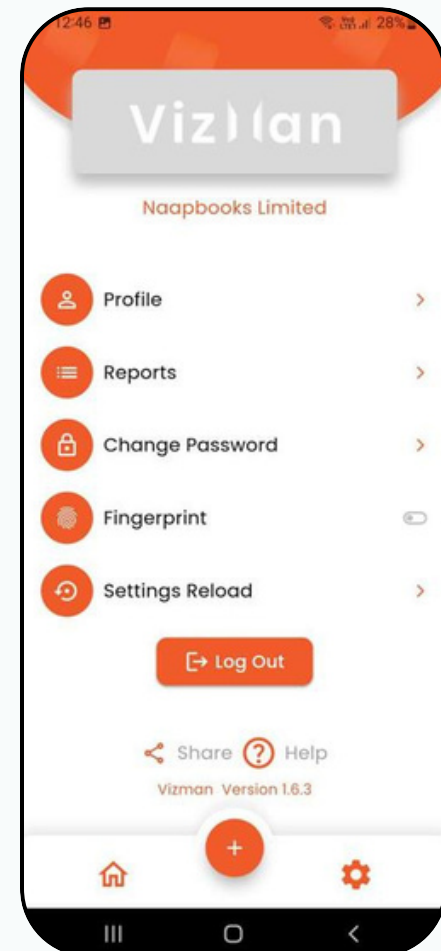
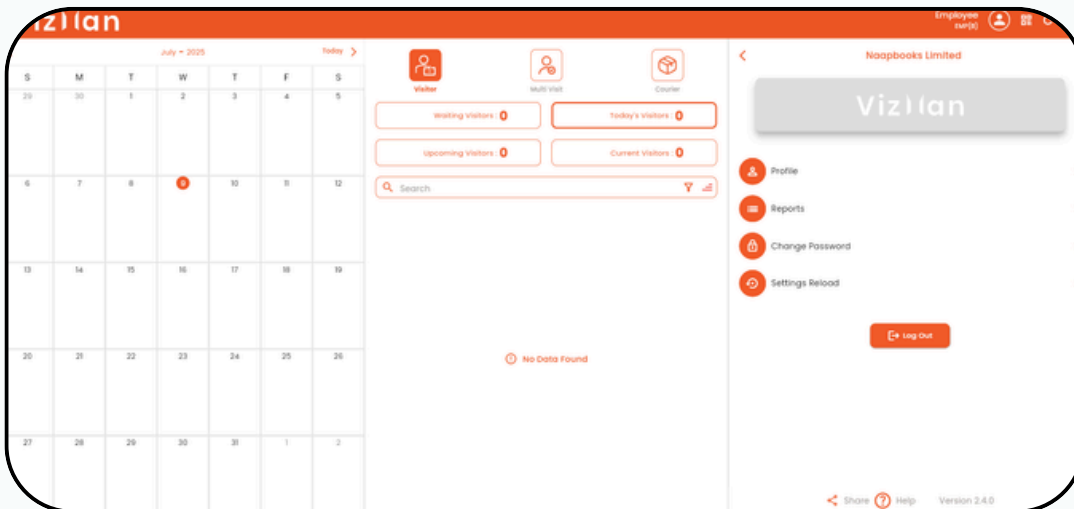
PROFILE- STEP 1

40

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

On the Bottom, click the **Settings** icon for Web.

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



PROFILE- STEP 2

41

Edit the **necessary** field.

Once Done,Click on **Save**



izilan

Employee

Edit Profile

Save

Name
Employee

Mobile Number*
+919000000003

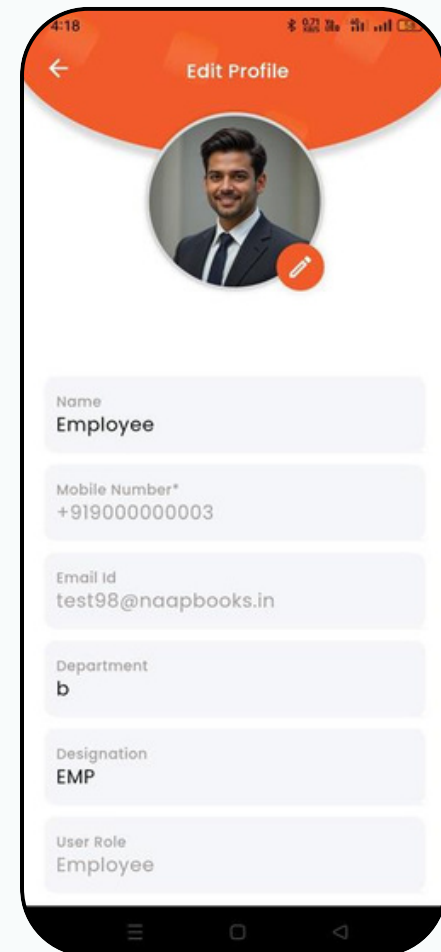
Email Id
test98@naapbooks.in

Department
b

Designation
EMP

User Role
Employee

Time
+05:30 - India



4:18

← Edit Profile

Save

Name
Employee

Mobile Number*
+919000000003

Email Id
test98@naapbooks.in

Department
b

Designation
EMP

User Role
Employee

06 REPORTS



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

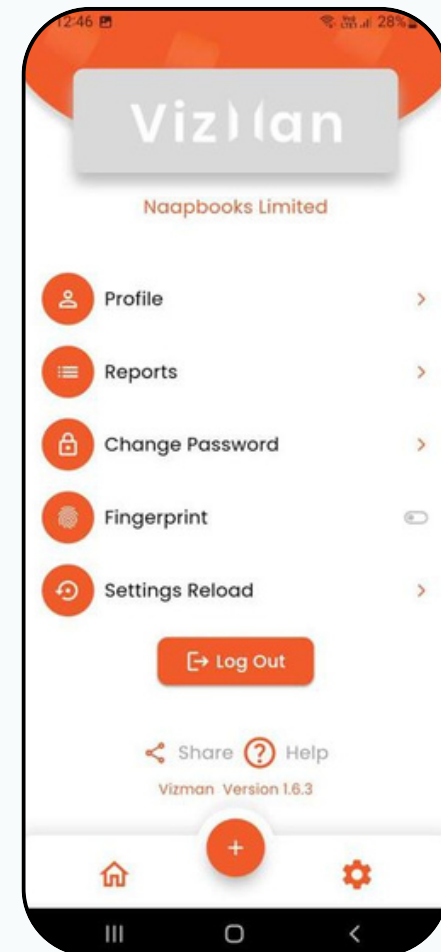
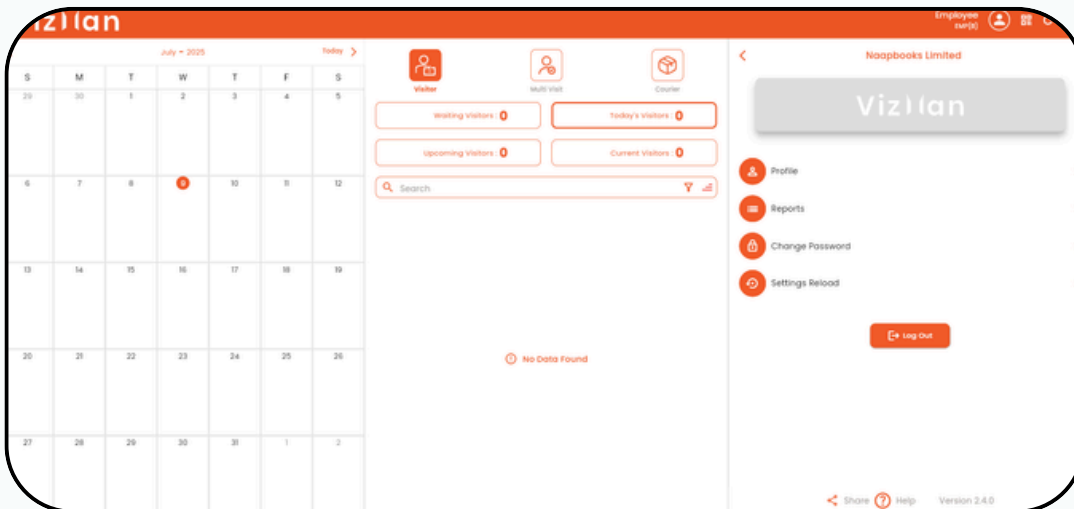
REPORTS- STEP 1

42

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

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

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



REPORTS- STEP 2

43

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

Click on **Submit**.

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 Out Time	Remarks	Vis
1	X0VBZO	TestDemo	+91 0928450000					demo 1	Employee	25-07-2023 10:28 AM							
2	7X32A8	modi	+91 7826450000	ASASASAS@gmail.com					Employee	01-08-2023 07:54 PM							
3	BLS6AT	Yaman Test	+91 9016323220	yaman@yamanbooks.com					Employee	22-08-2023 12:45 PM		23-08-2024 12:42 PM	23-08-2024 12:42 PM				
4	QSHXHN	TestDemo	+91 0928450000						Employee	25-08-2023 03:45 PM							
5	7VS0A8	Test Org2	+91 0743386000						Employee	29-08-2023 10:50 AM	29-08-2023 12:50 PM						
6	W27ITG	Test Org2	+91 0743386000						Employee	29-08-2023 12:00 PM	29-08-2023 12:00 PM	30-08-2024 12:00 PM					
7	SFNCDA	TestDemo	+91 0928450000					demo 1	Employee	24-07-2023 08:14 PM							
8	W5NVX5	kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst	Meeting	Employee	05-09-2023 03:14 PM	05-09-2023 03:14 PM						
9	9S0P04	kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst	Meeting	Employee	05-09-2023 03:19 PM							
10	9SVVC8	kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst	Meeting	Employee	05-09-2023 03:19 PM							
11		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 03:12 PM					
12		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 03:17 PM					
13		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 03:20 PM					
14		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 04:32 PM					
15		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 04:39 PM					
16		kesha	+91 7990944732	thekodikeha@gmail.com		bhc	Business Analyst		Employee			08-09-2024 04:39 PM					

Download

Sr No.	VizTag	Visitor Name	Mobile
1	X0VBZO	TestDemo	+91 0928450000
2	7X32A8	modi	+91 7826450000
3	BLS6AT	Yaman Test	+91 9016323220
4	QSHXHN	TestDemo	+91 0928450000
5	7VS0A8	Test Org2	+91 0743386000
6	W27ITG	Test Org2	+91 0743386000
7	SFNCDA	TestDemo	+91 0928450000
8	W5NVX5	kesha	+91 7990944732
9	R9GPG4	kesha	+91 7990944732
10	95VVC8	kesha	+91 7990944732
11		kesha	+91 7990944732
12		kesha	+91 7990944732
13		kesha	+91 7990944732
14		kesha	+91 7990944732

Download

07 CHANGE PASSWORD



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

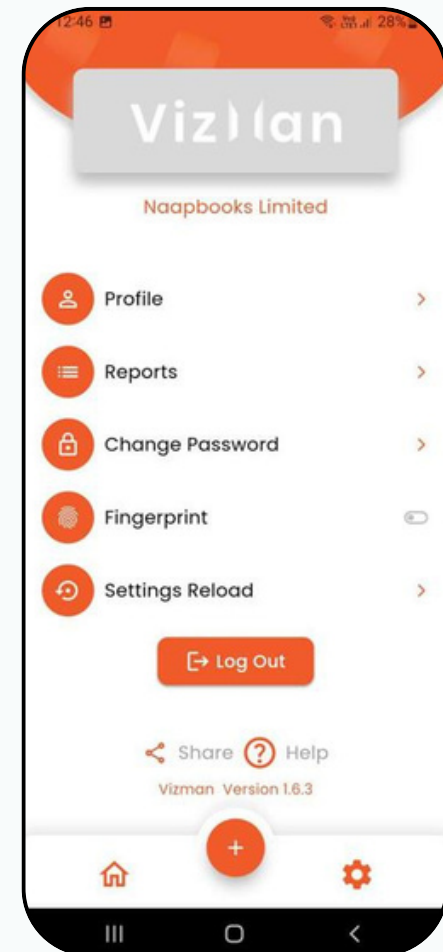
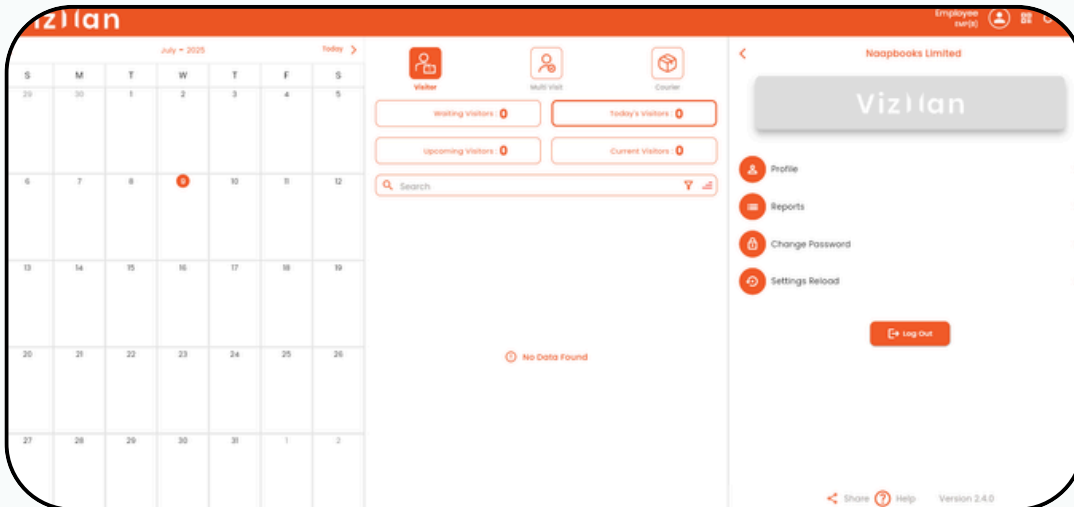
CHANGE PASSWORD– STEP 1

44

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

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

In the top menu, click the **Change Password**.

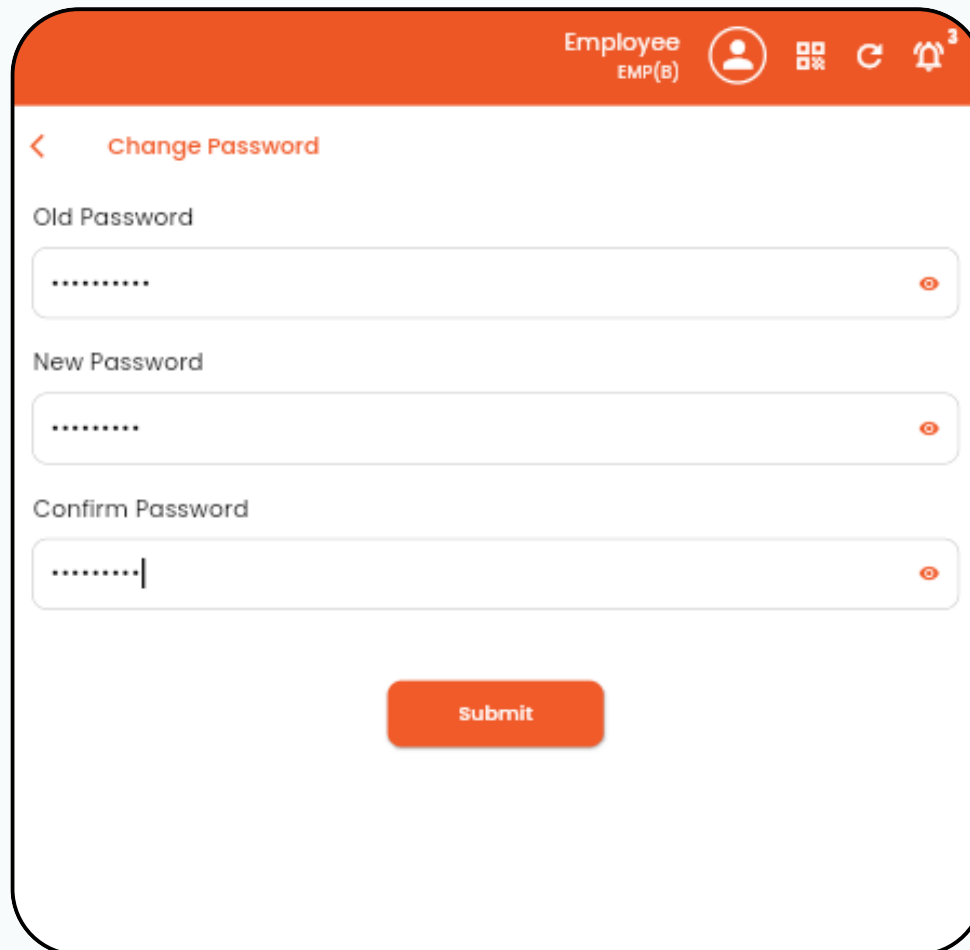


CHANGE PASSWORD– STEP 2

45

Fill the **necessary** field.

Once Done,Click on **Submit**



Employee
EMP(B)

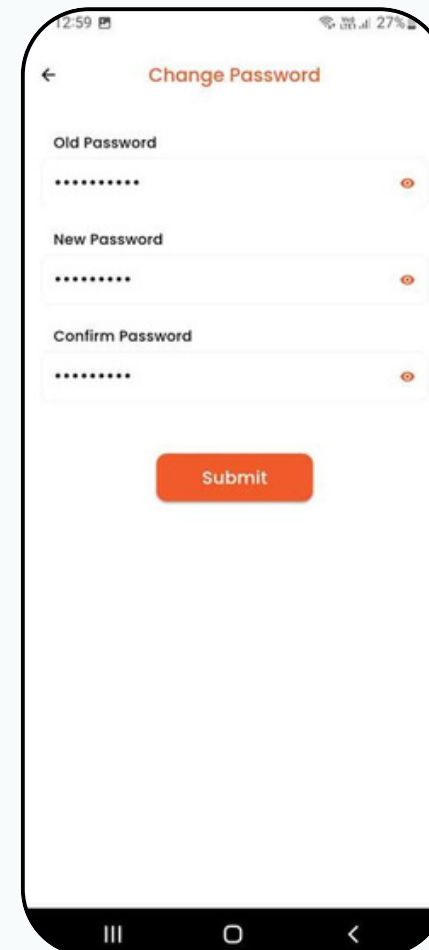
< Change Password

Old Password
.....

New Password
.....

Confirm Password
.....|

submit



12:59 27%

< Change Password

Old Password
.....

New Password
.....

Confirm Password
.....

Submit

08 SETTINGS RELOAD



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

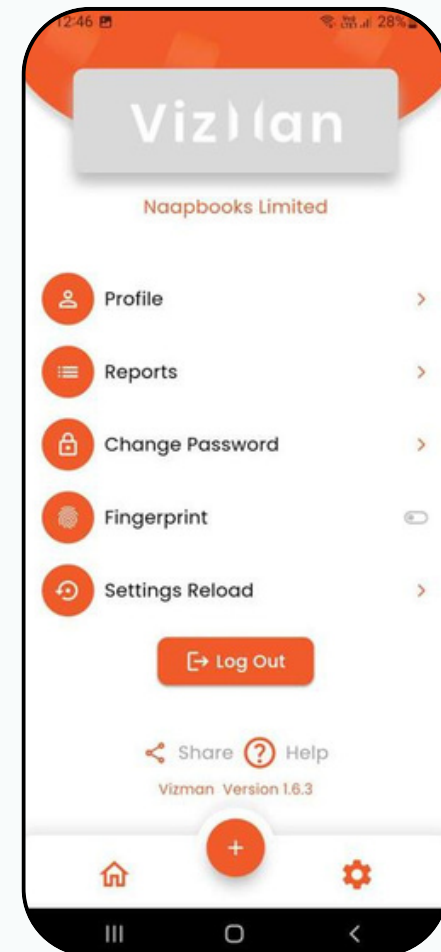
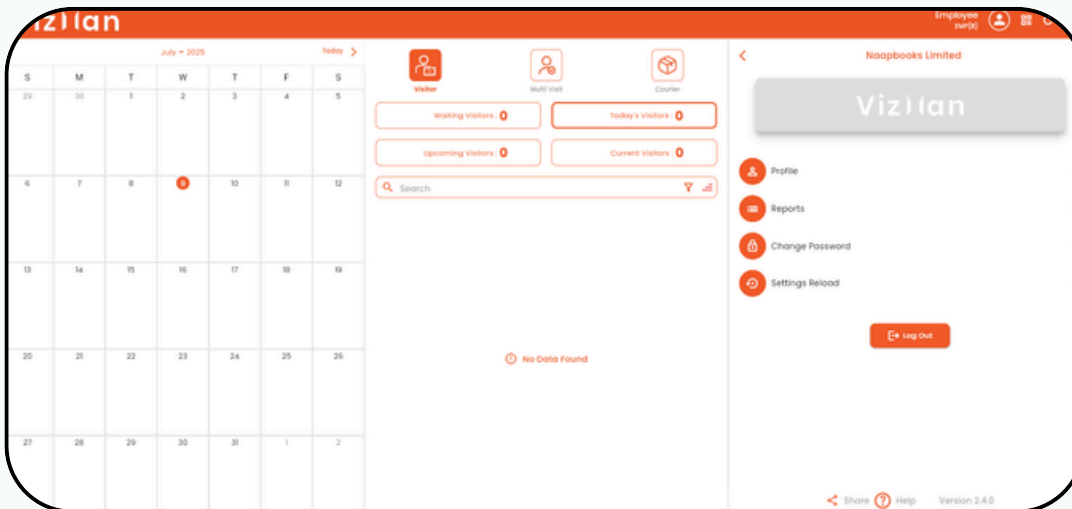
SETTINGS RELOAD- STEP 1

46

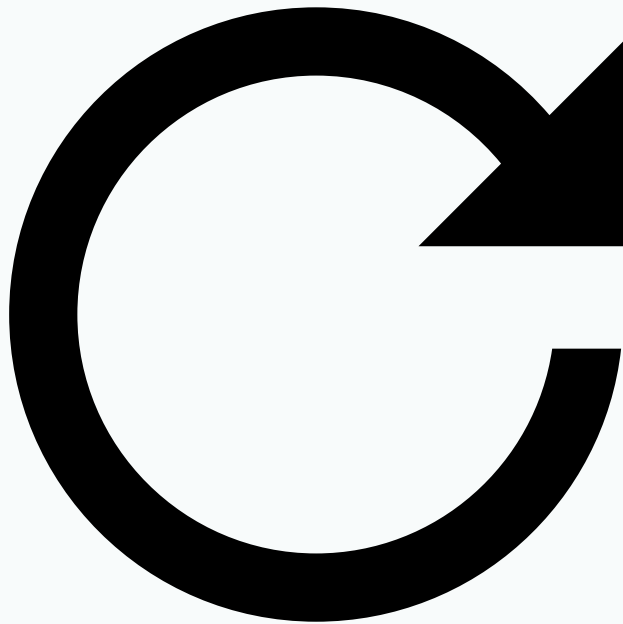
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

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



08 REFRESH



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

REFRESH- STEP 1

47

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

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

The screenshot displays the vizian application interface. On the left is a calendar for July 2025. The main area shows a list of employees under the 'Multi Visit' tab. On the right is a form to invite a new employee.

Calendar (July 2025):

S	M	T	W	T	F	S
29	30	1 General checks	2	3	4	5
6	7	8 General checks Weekly Review	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

Employee List:

- TestDemo (Employee)
- testg (Employee)
- harish lakhani (Employee)
- harish lakhani (Employee)
- Dhaval chavda (Employee)
- TestDemo (Employee)
- testg (Employee)

Invite Form:

Country Code* India Mobile Number*

Full Name*

VP

Company

Address

Email

Expected in Time*

Expected Out Time

Purpose

Vendor

Number of people

Visitor

Submit

09 NOTIFICATION

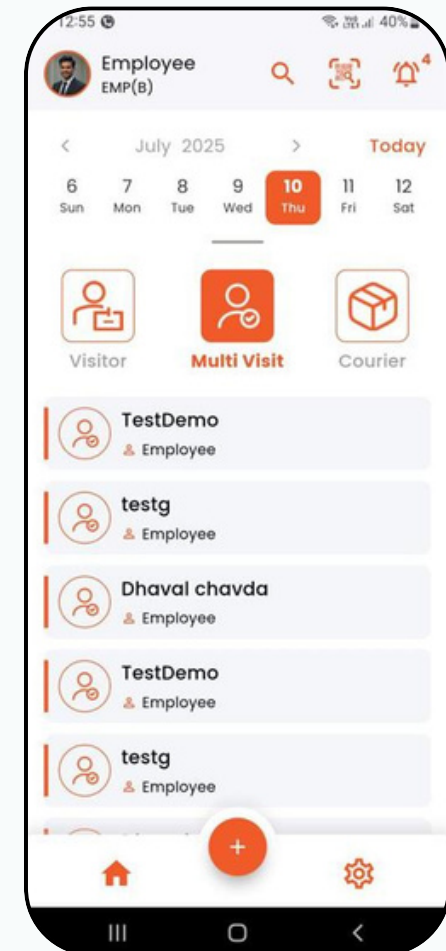
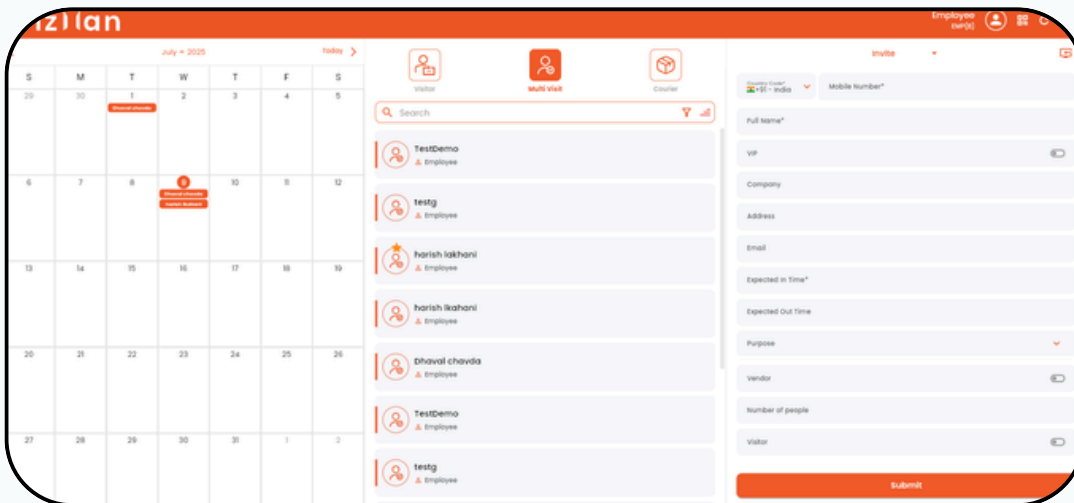


New updates? Click
once to see your
notifications!

NOTIFICATION-STEP 1

48

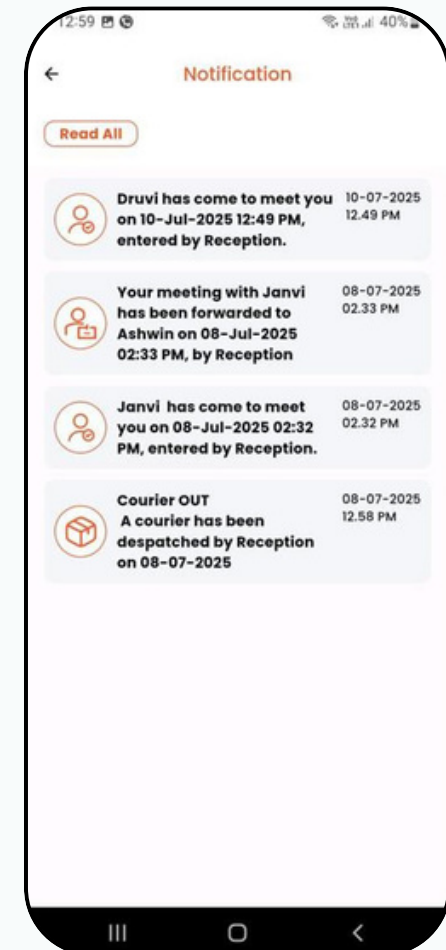
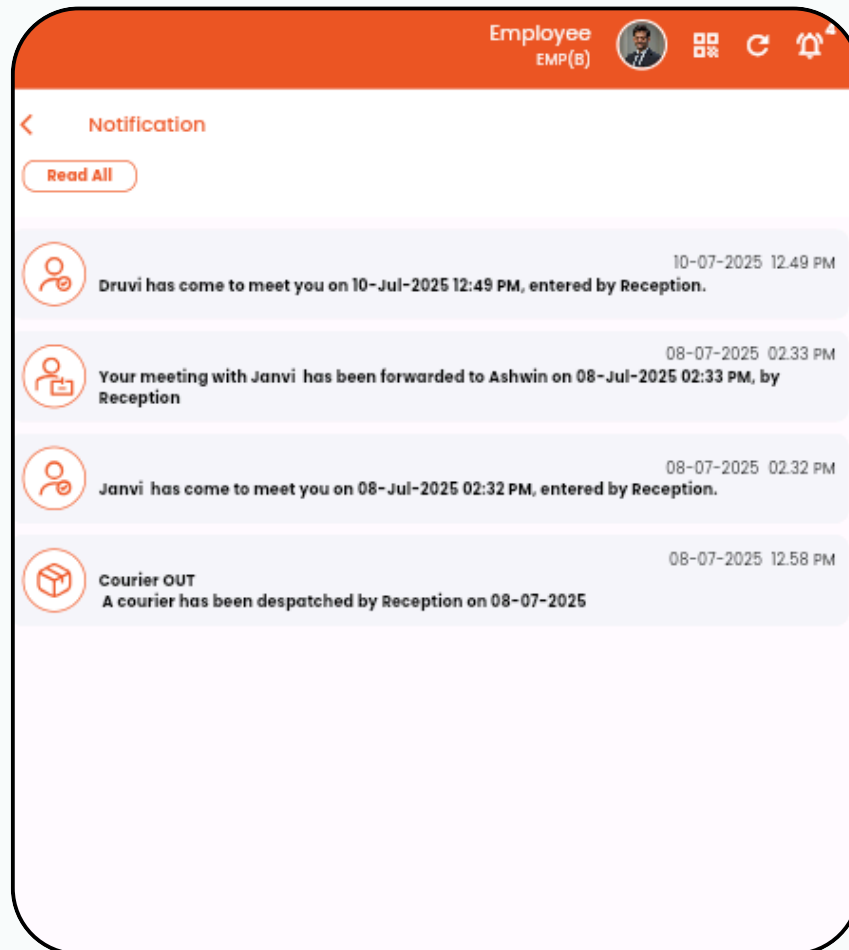
On the top menu, click the **Notification** icon.



NOTIFICATION-STEP 2

49

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



THANK YOU!

You've now completed your training on the Employee User Manual and its functionalities. Continue exploring the system, updating your profile, and performing your daily tasks effectively. For support, always refer to the **Help Center** or reach out to our customer care.