

Vizlan

USER GUIDE FOR EMPLOYEE

Version 1.5



WELCOME PAGE

01

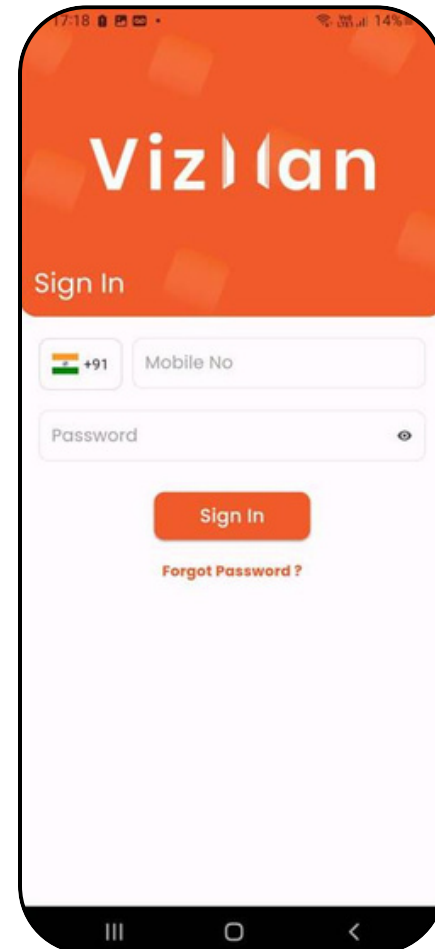
Begin by visiting the VizMan web portal using a **laptop or desktop browser**.

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

Web



The image shows a desktop browser window displaying the VizMan web portal's sign-in page. The page has a white background with an orange header bar containing the 'VizMan' logo. Below the header, there's a 'Sign In' link in the top left corner. The main content area features a 'Welcome!' heading, followed by input fields for 'Mobile No.' (with a dropdown for country code, currently showing '+91'), 'Password', and a CAPTCHA. A 'Sign In' button is positioned below the password field. To the right of the button is a 'Forgot Password?' link. At the bottom left, there's a link for 'Don't have an account? Sign Up Now'. On the right side of the page, there's a large illustration of a person in an orange shirt and blue pants standing next to a large laptop. The laptop screen shows a padlock icon, and a large orange key is placed in front of it. There are also some decorative elements like a potted plant and gears.



The image shows a smartphone screen displaying the VizMan mobile app's sign-in page. The app has an orange header bar with the 'VizMan' logo. Below the header, there's a 'Sign In' link. The main content area features input fields for 'Mobile No.' (with a dropdown for country code, currently showing '+91') and 'Password'. A 'Sign In' button is positioned below the password field. Below the button is a 'Forgot Password?' link. The bottom of the screen shows the standard Android navigation bar with three icons: a home button, a back button, and a recent apps button.

LOGIN – STEP 1

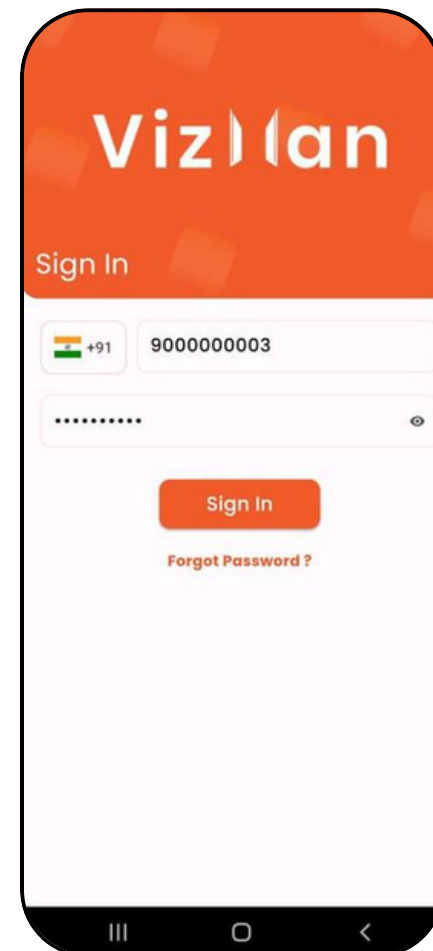
02

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

Click **Sign In** to proceed.

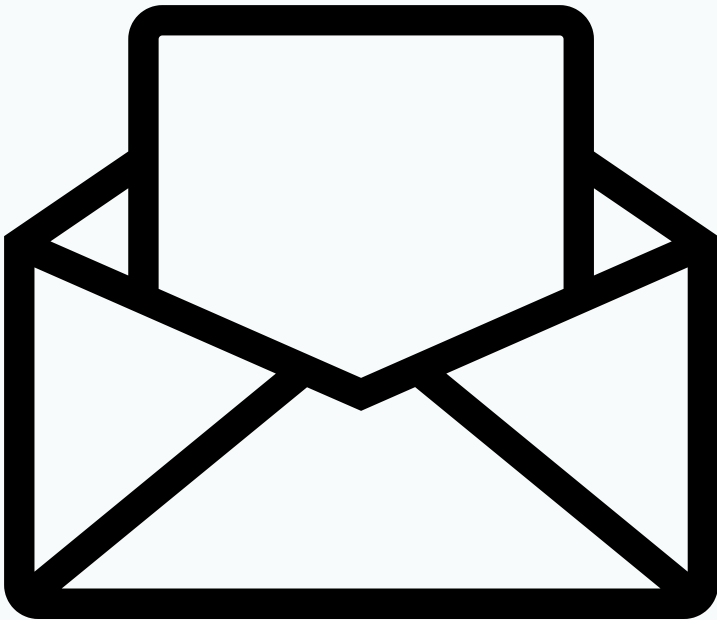


The web login interface for Vizlan features a white background with an orange header bar containing the 'Vizlan' logo. Below the header, the text 'Sign In' is visible in the top left corner. The main content area includes a 'Welcome !' greeting, a country selector (India +91), a mobile number input field (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? Sign Up Now'. 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 +91), 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



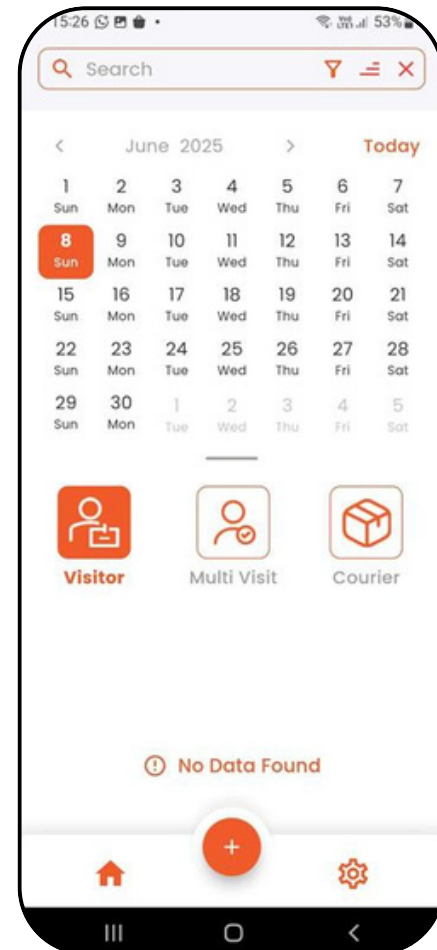
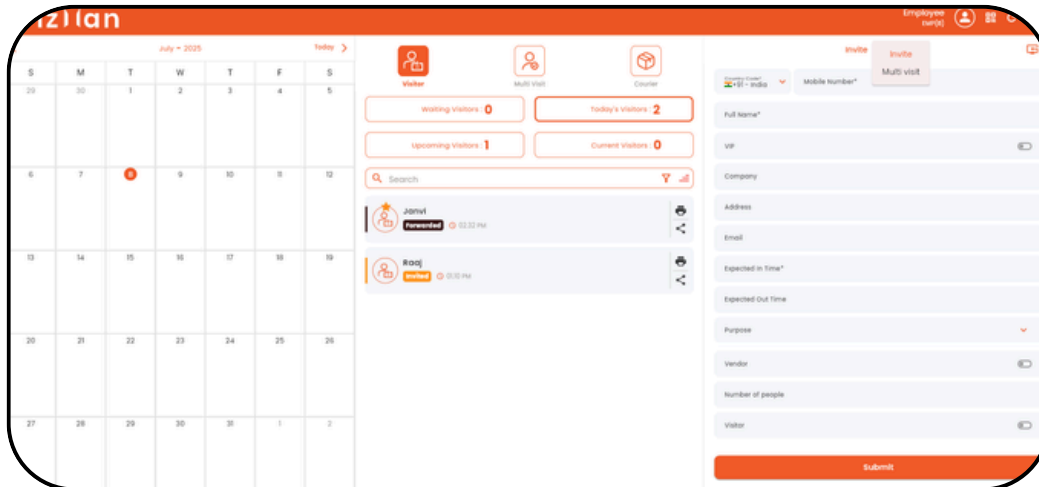
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

INVITE- STEP 1

03

Click **Dropdown** to proceed for Web.

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

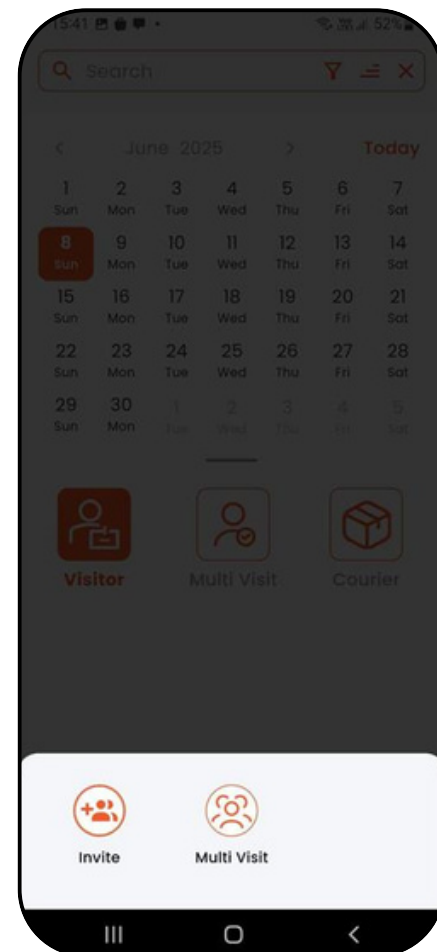
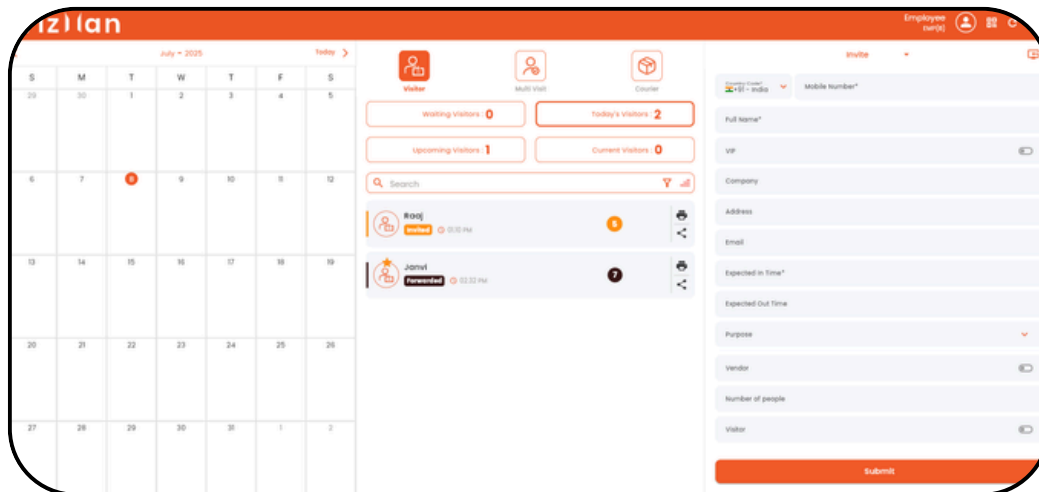


INVITE- STEP 2

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 Azilian visitor management system dashboard. On the left is a calendar for July 2025. The main area 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. The first visitor is Mahesh Patel, pending, with a status of 12:43 PM. The second visitor is Dr. Patel, pending, with a status of 12:43 PM. On the right, there is a 'Check In' section with a 'Submit' button at the bottom.

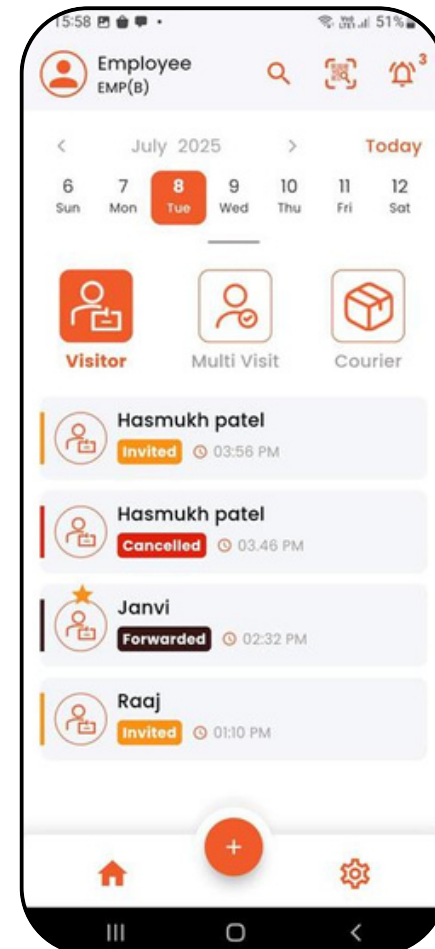
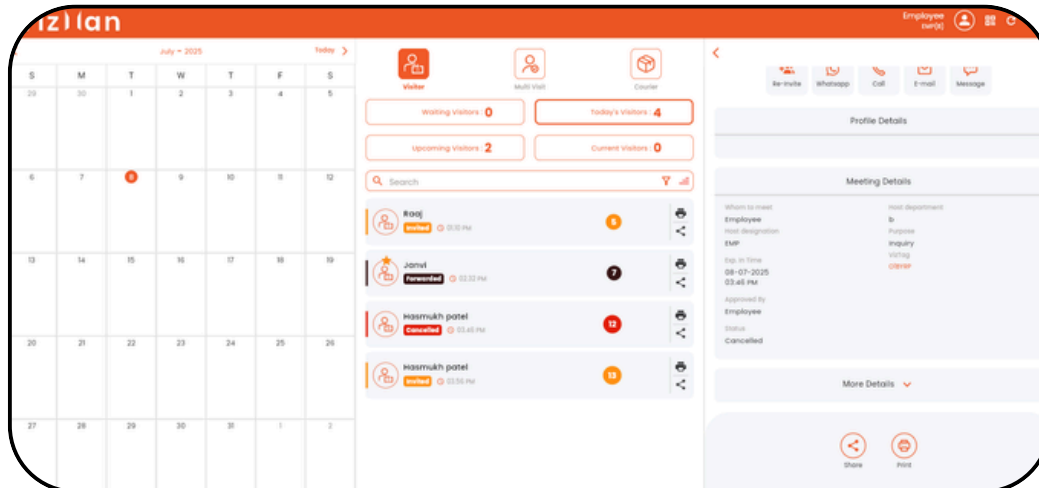
The screenshot shows the 'Invite' form on a mobile device. The form includes the following fields: VIP (toggle), Company, Address, Email (Hasmukh342@gmail.com), Expected In Time* (2025-07-08 03:46 PM), Expected Out Time, Purpose Inquiry (dropdown), Vendor (toggle), Number of people (1), and Visitor (toggle).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

INVITE- STEP 4

06

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

Click on particular **Visitor**.

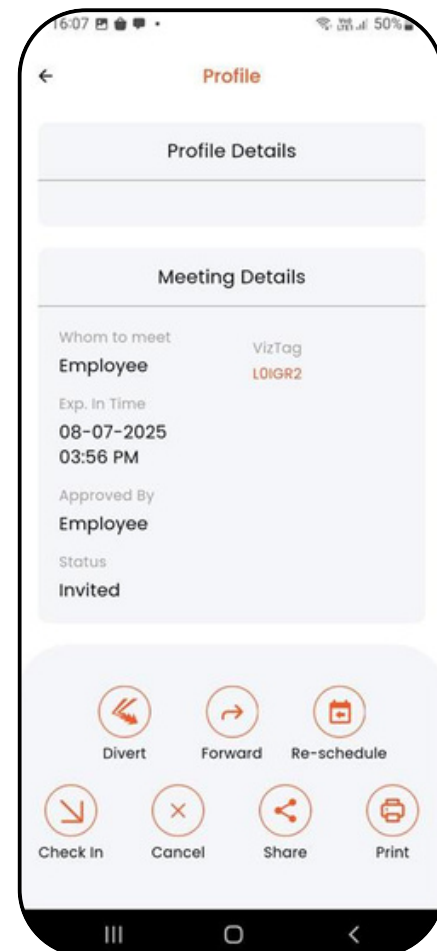
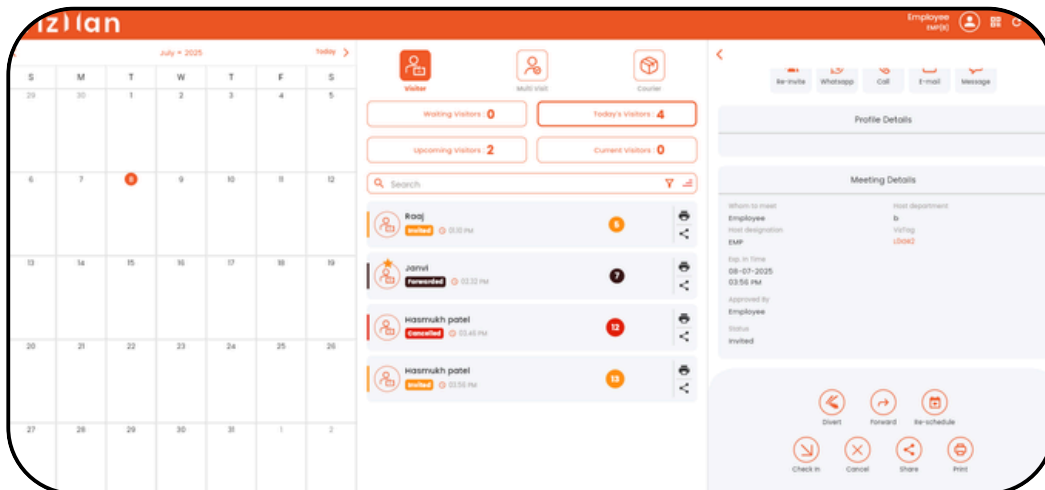


INVITE- STEP 5

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
LDIGR2

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

Approved By
Employee

Status

Check In

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

Photo

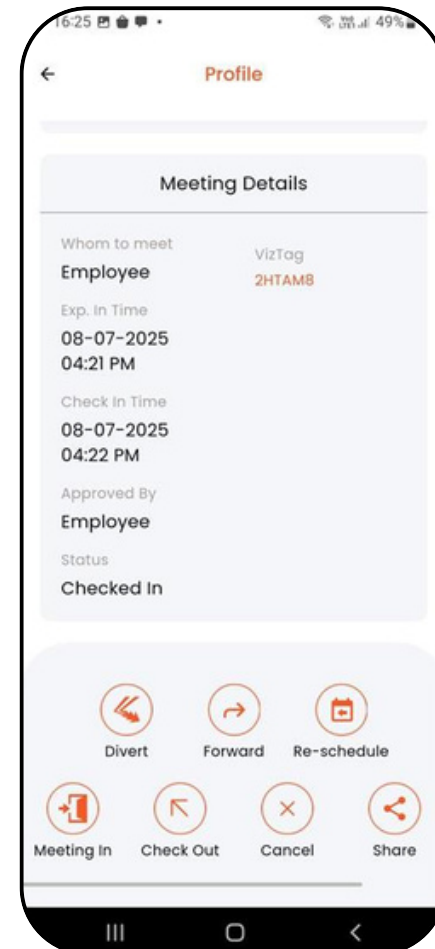
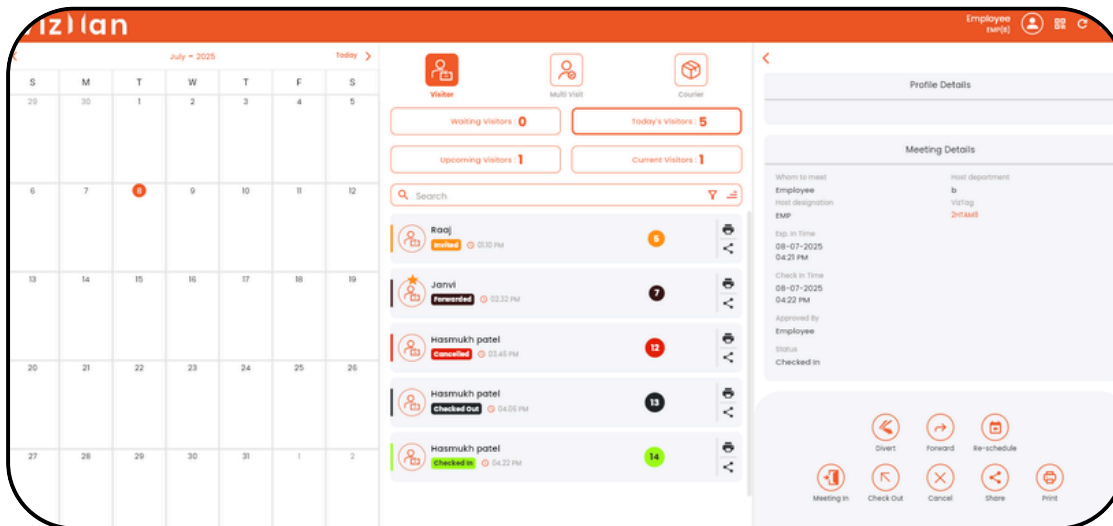
Submit

INVITE- STEP 7

09

If the **meeting** is started then,

- Click on **Meeting In.**

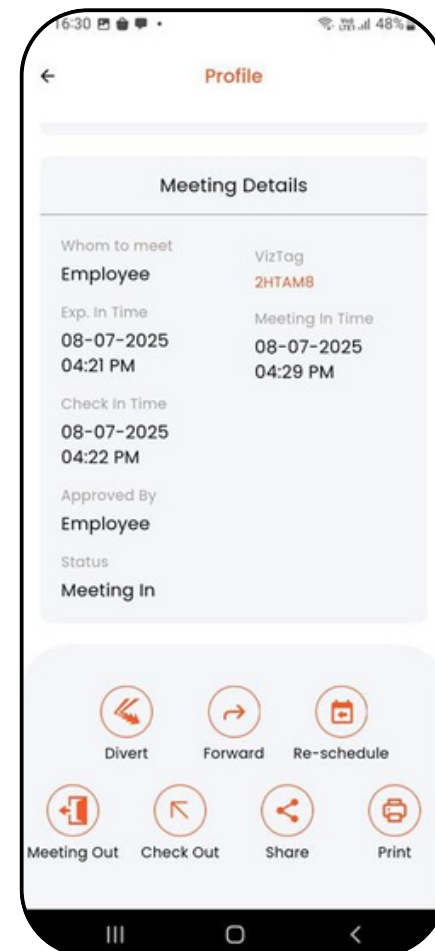
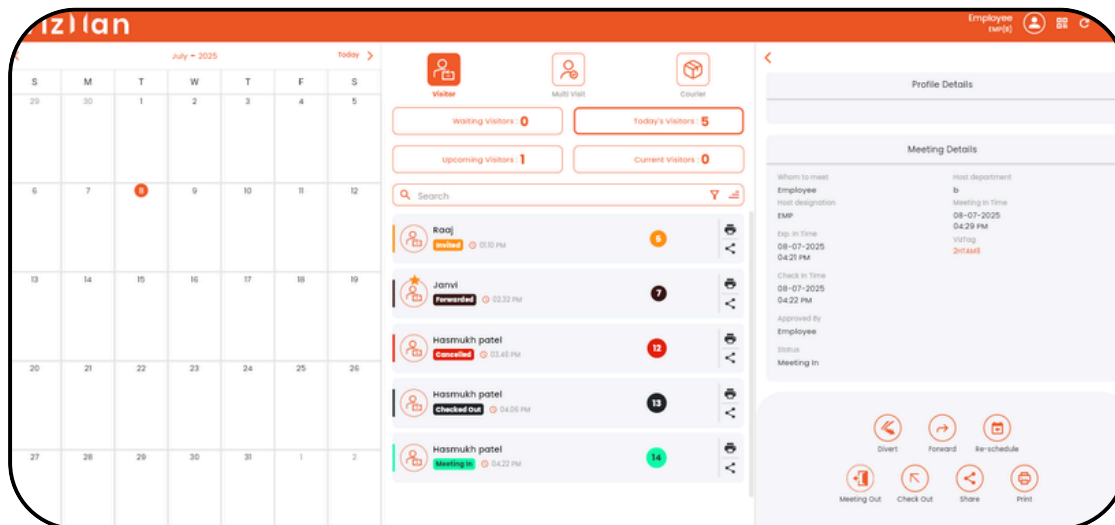


INVITE- STEP 8

10

If the **meeting** is finished then,

- Click on **Meeting Out**.

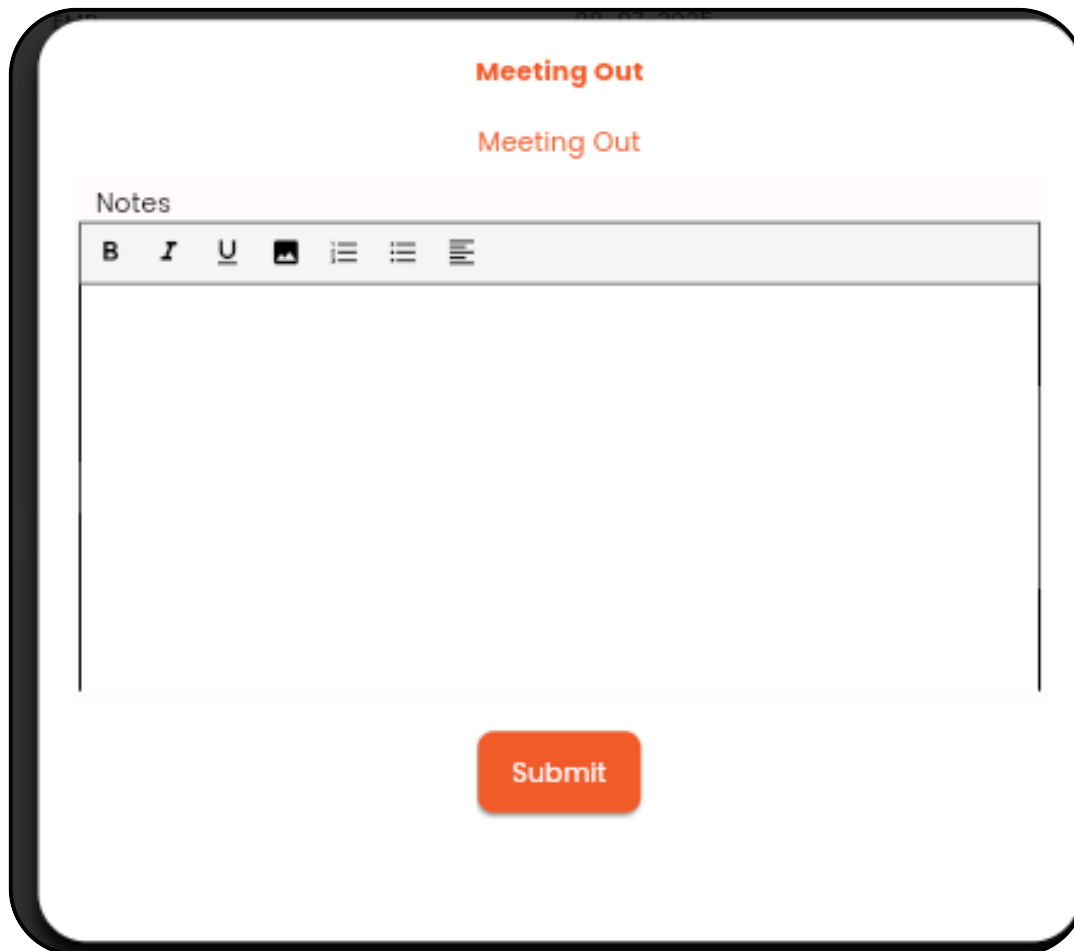


INVITE- STEP 9

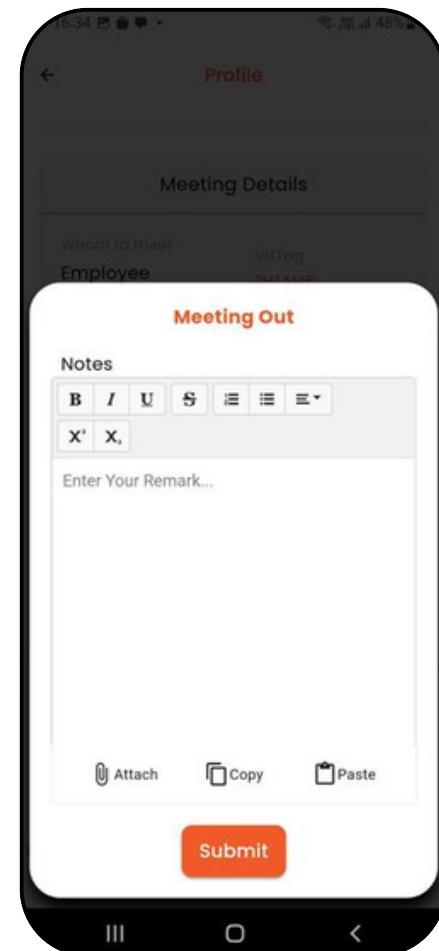
11

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 text 'Meeting Out'. A 'Notes' section follows, which includes a rich text editor toolbar with icons for bold (B), italic (I), underline (U), image upload, bulleted list, numbered list, and indent. The text area below the toolbar is empty. At the bottom right of the form is an orange 'Submit' button.



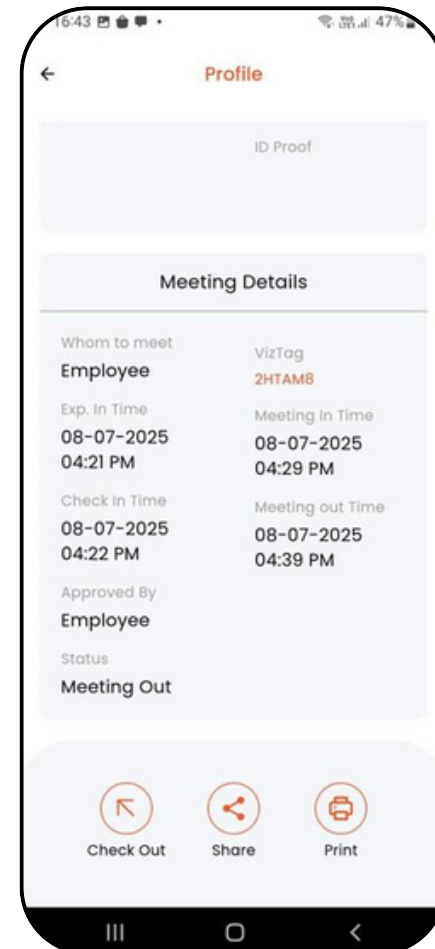
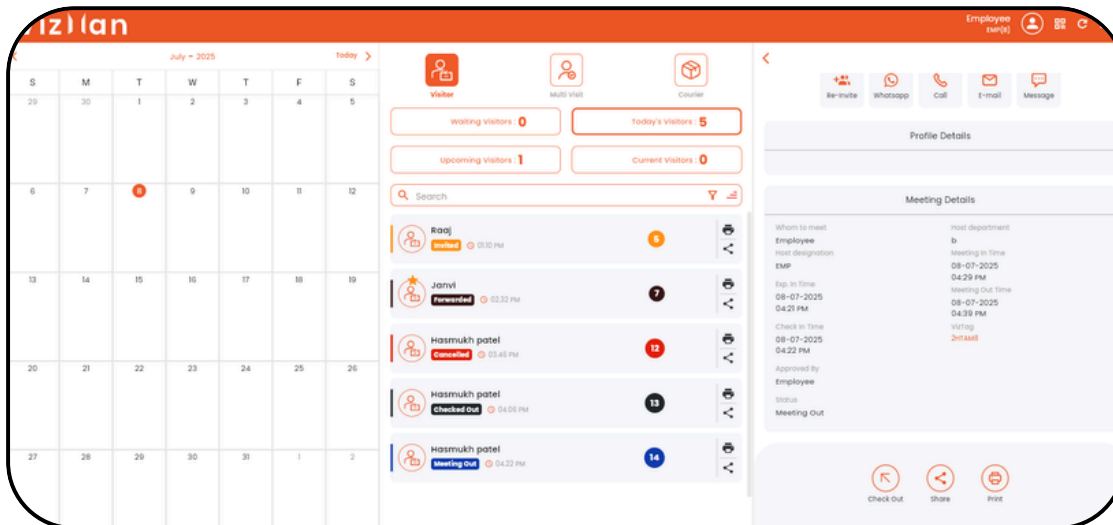
The mobile view of the 'Meeting Out' form is displayed within a dark-themed app interface. The title 'Meeting Out' is in orange. Below it is a text input field with the placeholder 'Meeting Out'. The 'Notes' section contains a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, and indent. Below the toolbar is a text area with the placeholder 'Enter Your Remark...'. At the bottom of the notes section are three icons: 'Attach', 'Copy', and 'Paste'. An orange 'Submit' button is located at the bottom right of the form.

INVITE- STEP 10

12

Once, **Visitor** have completed work.

Click on **Check-out**.



INVITE- STEP 11

13

Select appropriate time.

Click on **Submit**.

Check Out

Check-Out-Time
2025-07-08 16:45

Submit

Profile

ID Proof

Meeting Details

Whom to meet	VisiTag
Employee	2H1AM8
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	

Check Out

Check-Out-Time
2025-07-08 16:45

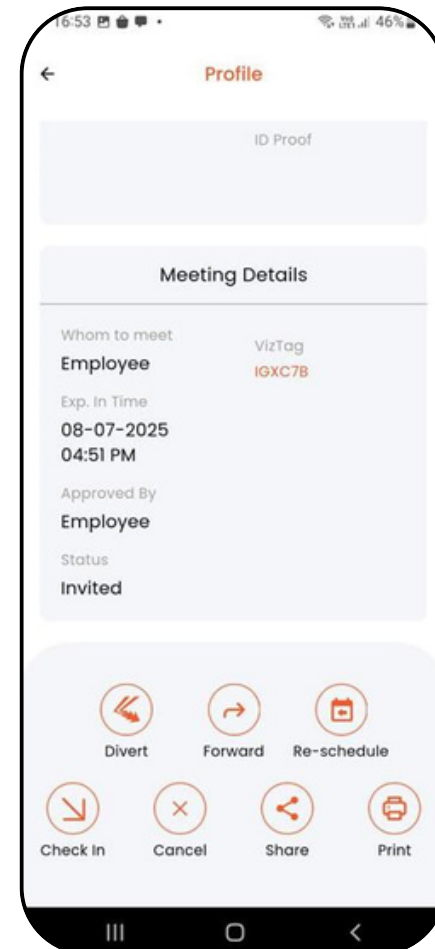
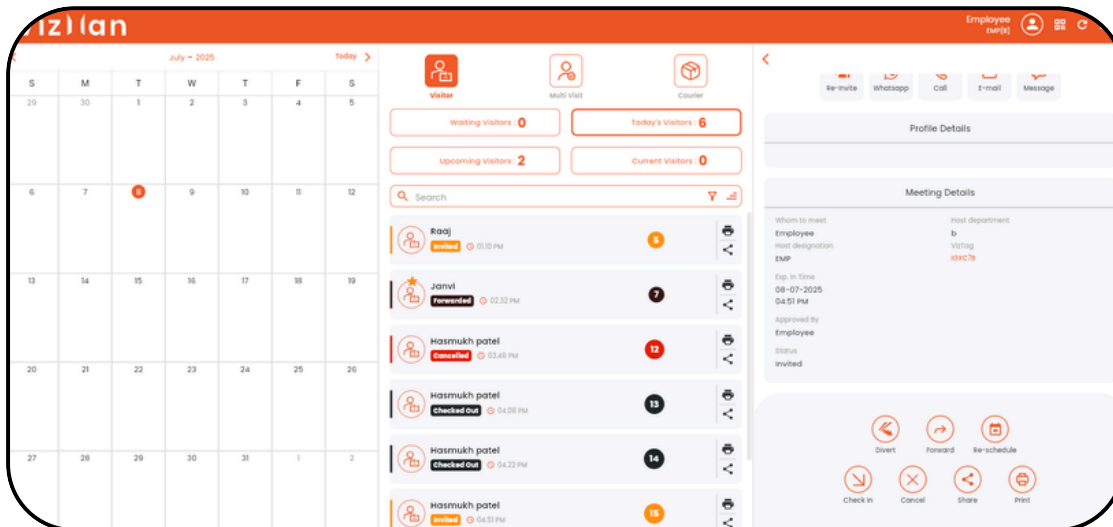
Submit

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 for 'Notes' follows, equipped with a rich text editor toolbar containing icons for bold, italic, underline, image, bulleted list, numbered list, and indent. At the bottom right of the form is an orange 'Submit' button.

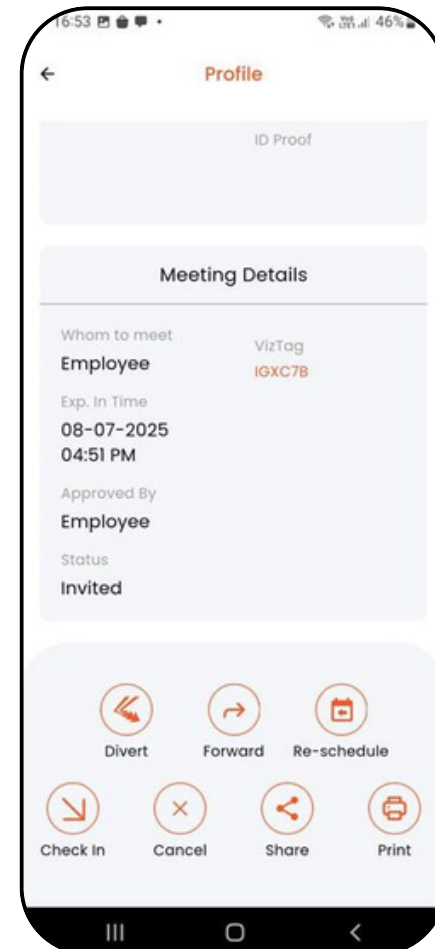
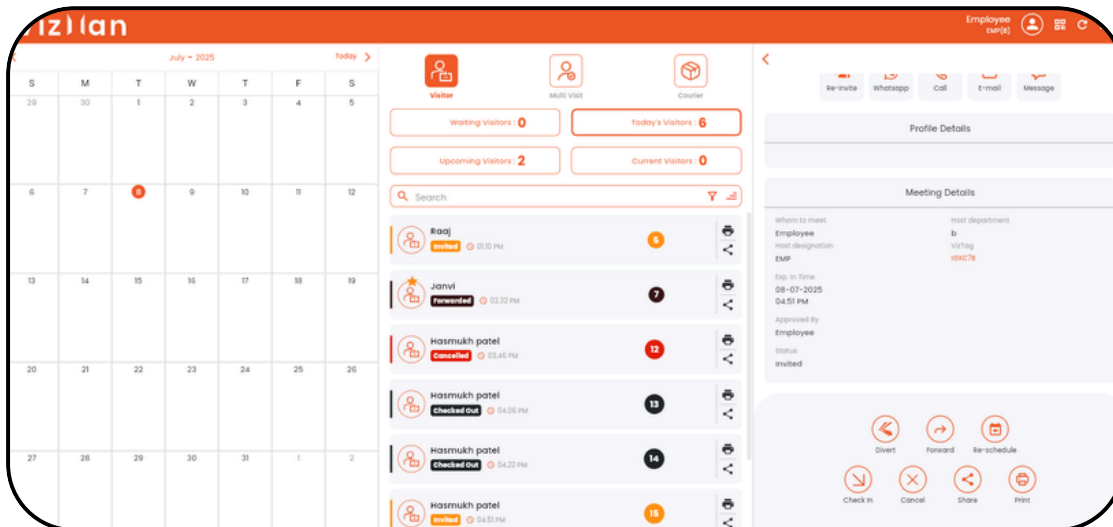
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a back arrow and a 'Profile' header at the top. The form content is identical to the desktop version, with a 'Whom to meet*' dropdown, a 'Notes' text area with a rich text editor toolbar, and an orange 'Submit' 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**.

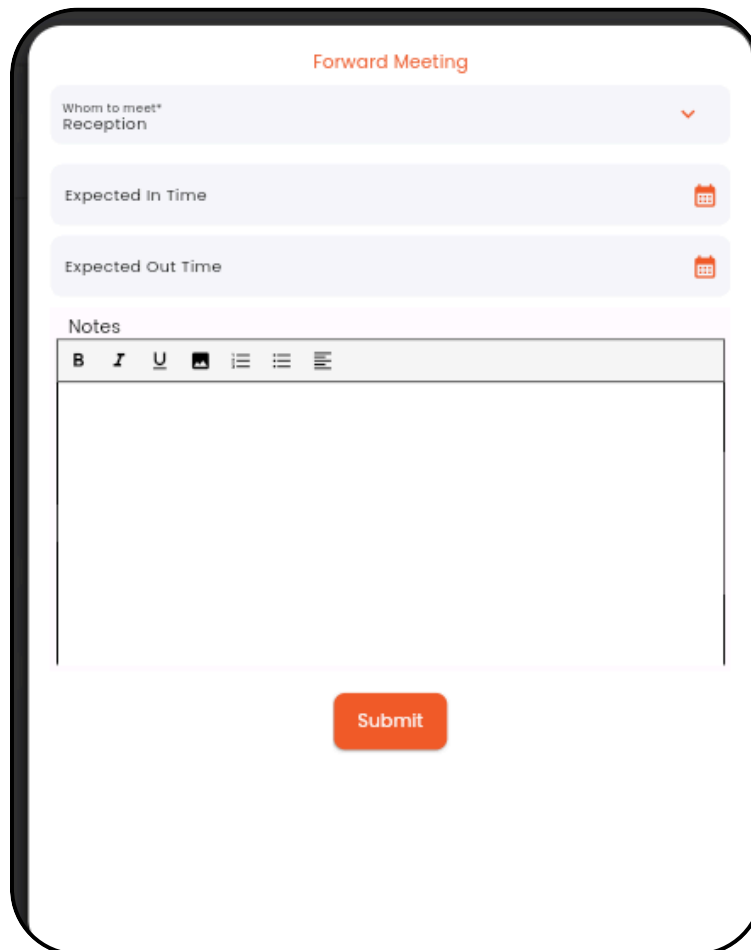


INVITE- STEP 15

17

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

Once Done, Click on **Submit**.







Forward Meeting

Whom to meet*
Reception

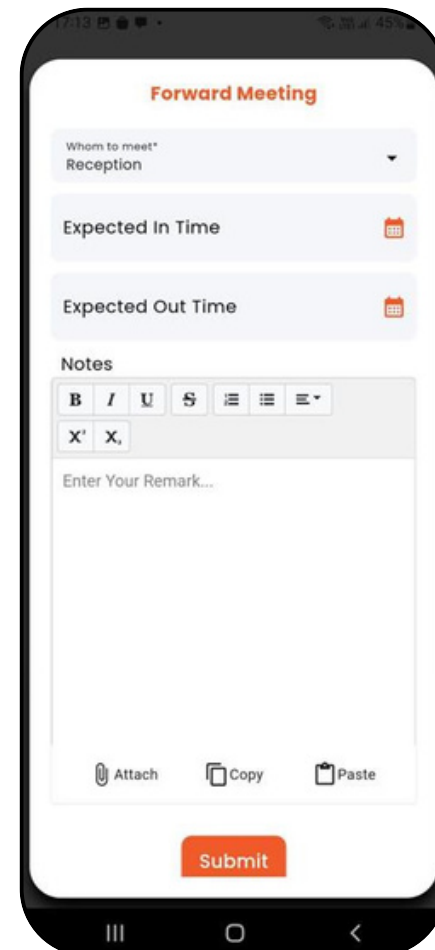
Expected In Time

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

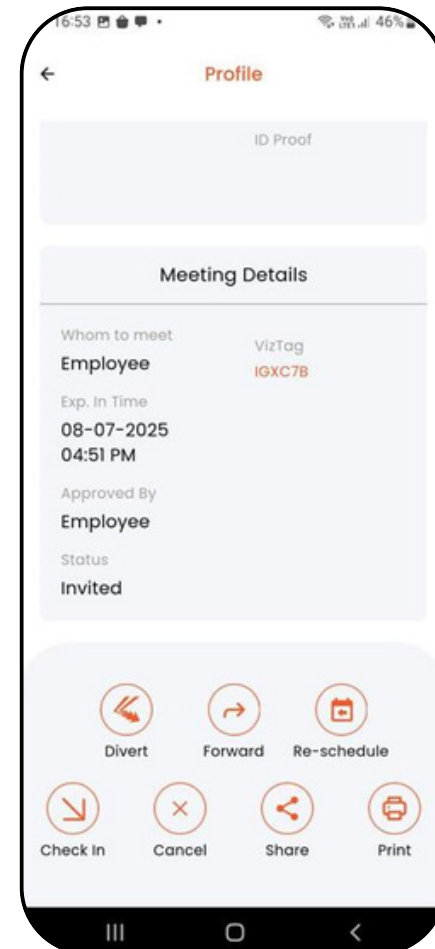
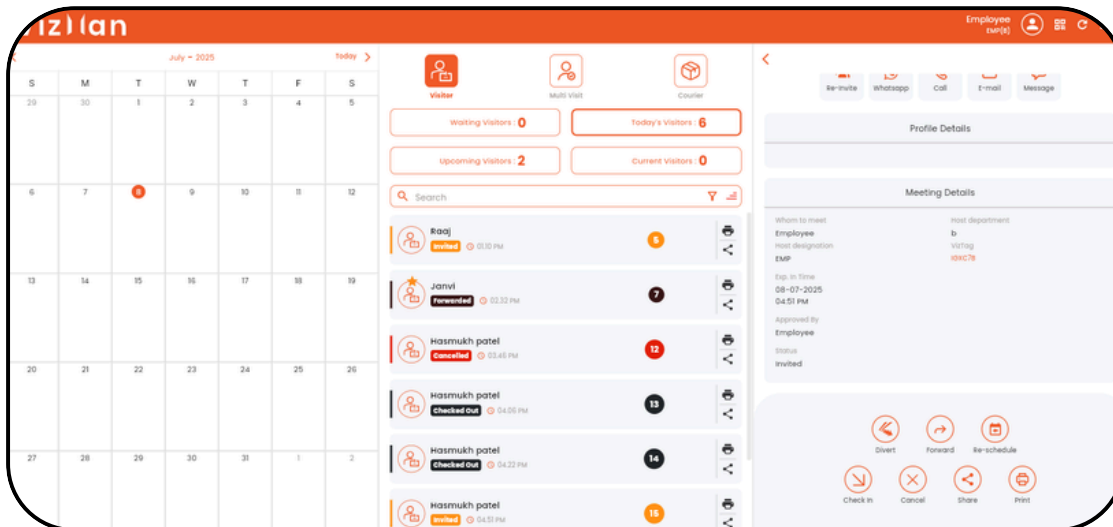
submit

INVITE- STEP 16

18

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

- Click on **Re-Schedule**.

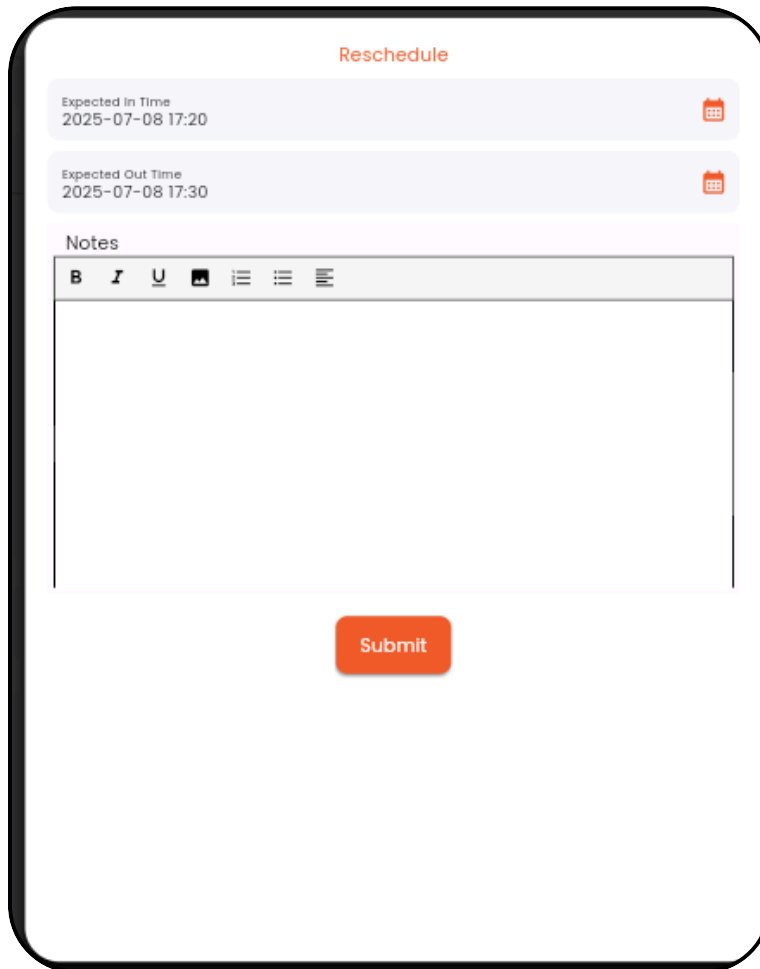


INVITE- STEP 17

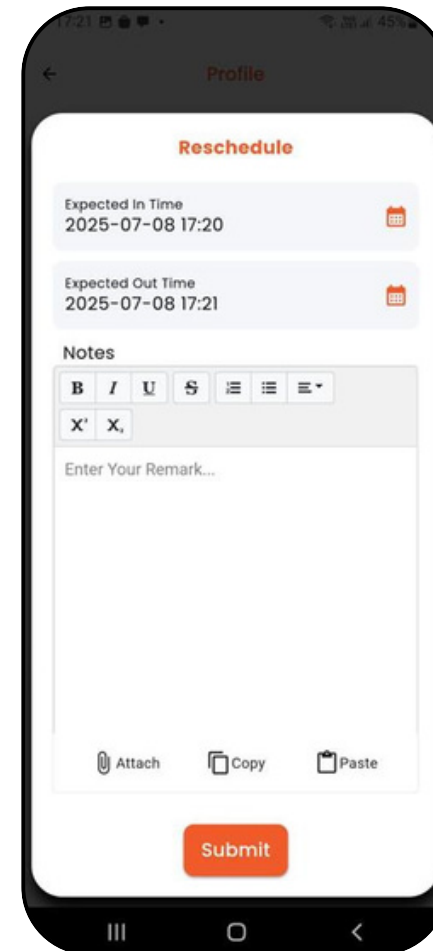
19

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.



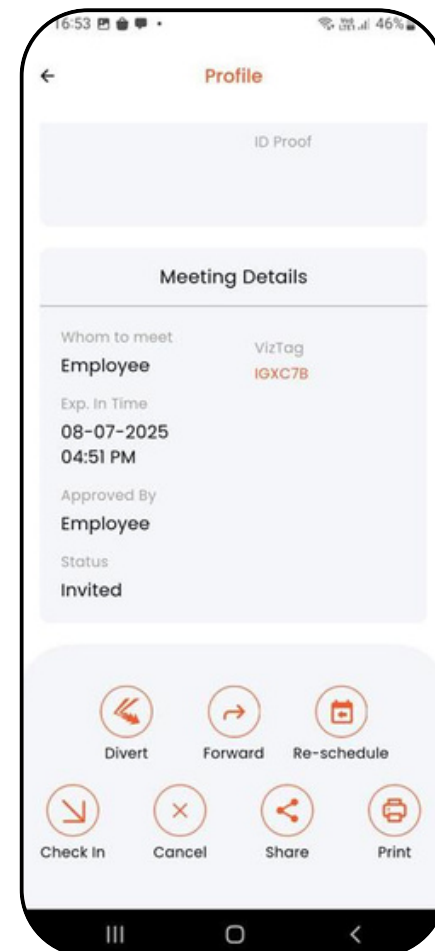
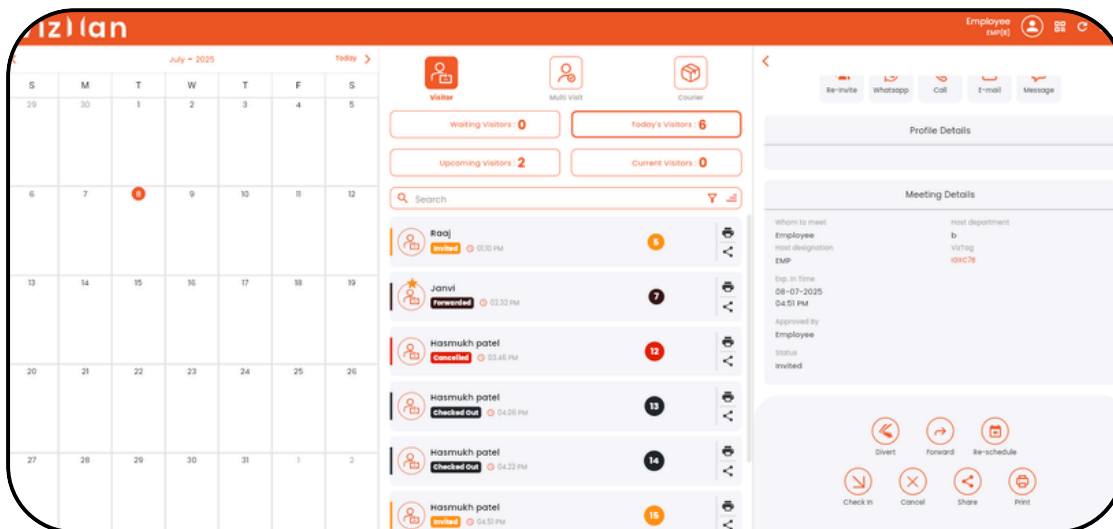
The image shows a smartphone screen with a 'Reschedule' form. At the top, the title 'Reschedule' is in red. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-08 17:20' and 'Expected Out Time' with the value '2025-07-08 17:21'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a text area and a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (S), 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. The bottom of the screen shows the Android navigation bar with icons for home, back, and recent apps.

INVITE- STEP 18

20

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

- Click on **Cancel**.

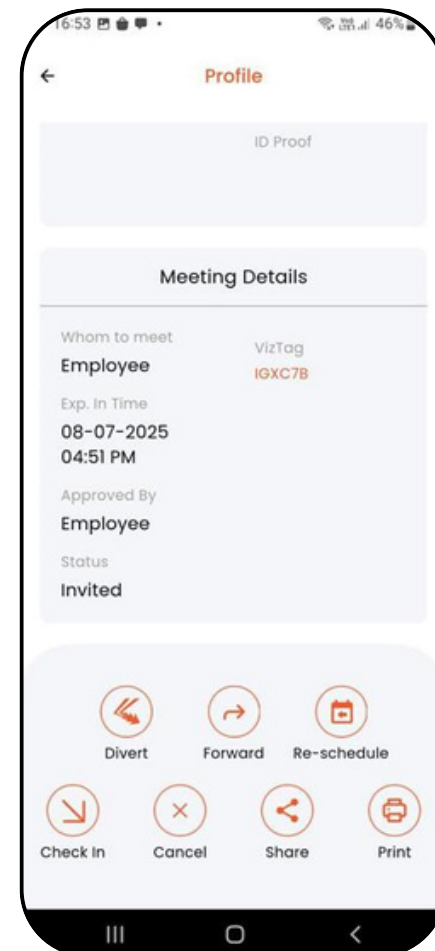
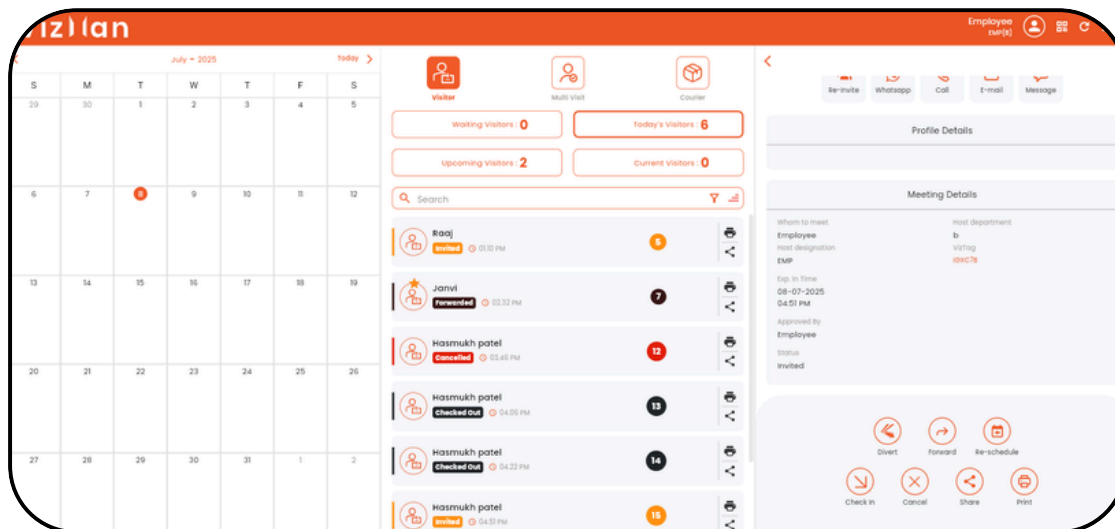


INVITE- STEP 19

21

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

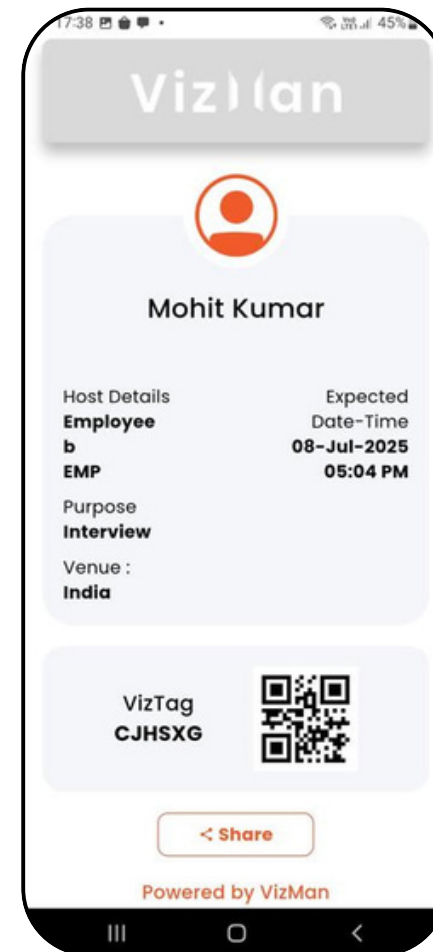
- Click on **Share**.



INVITE- STEP 20

22

Click on **Share**.

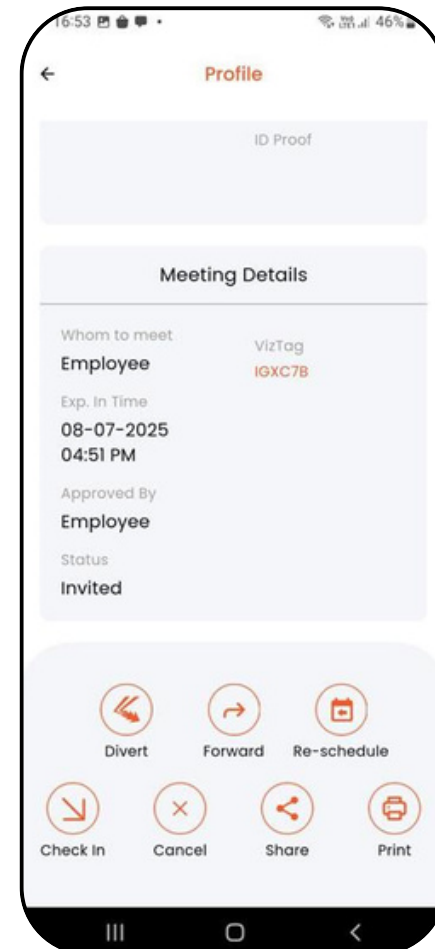
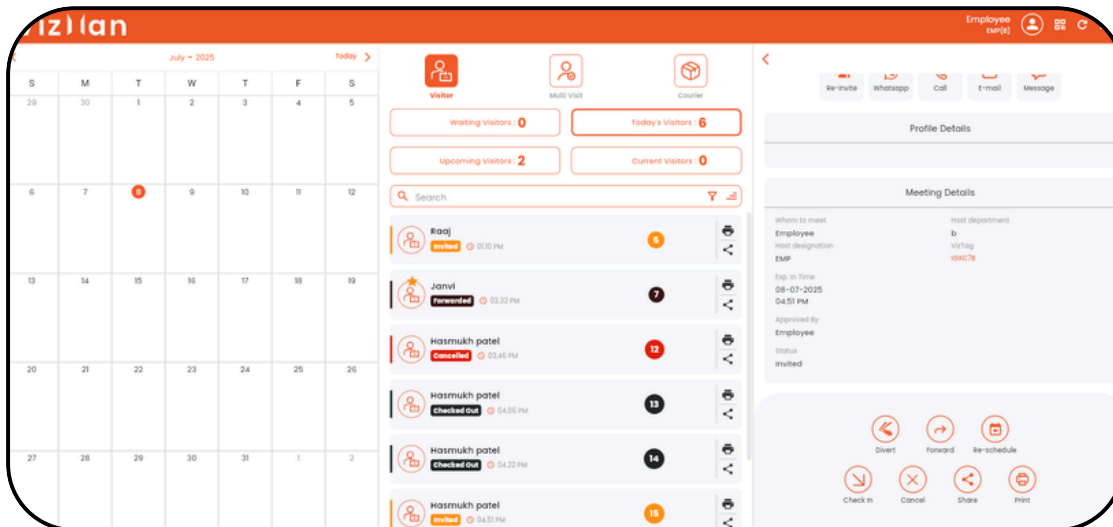


INVITE- STEP 21

23

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

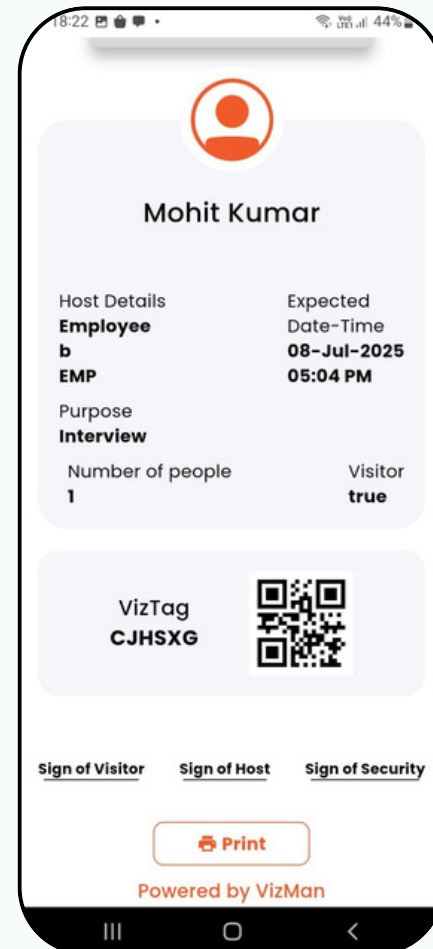
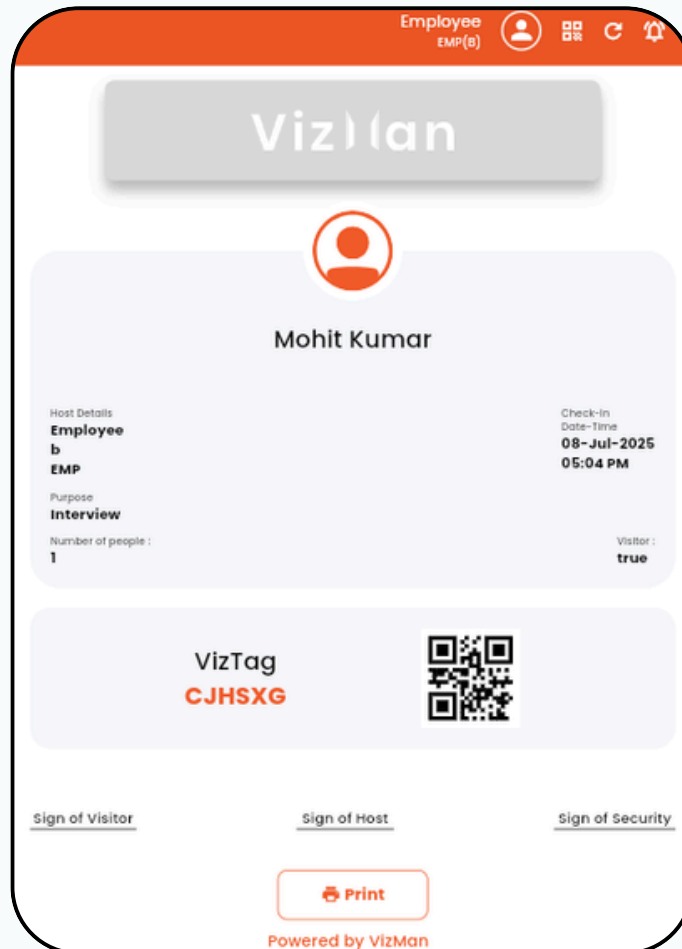
- Click on **Print**.



INVITE- STEP 22

24

Click on **Print**.



03 MULTI-VISIT



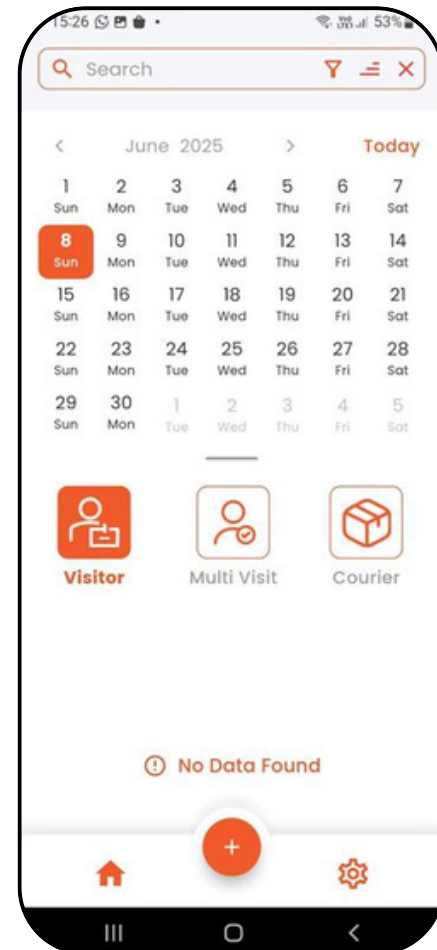
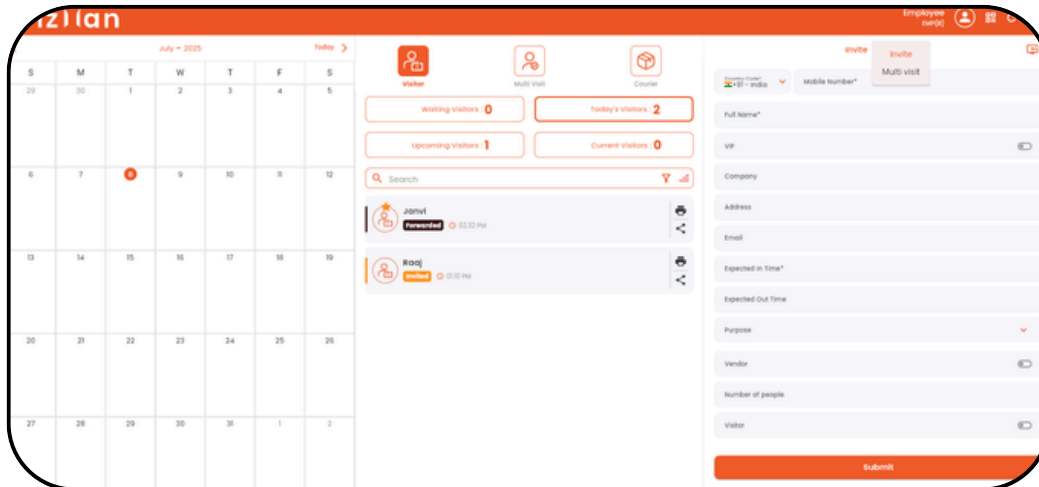
Coordinating multiple visits is simple and efficient — it won't take more than a few moments of your time.

MULTI-VISIT- STEP 1

25

Click **Dropdown** to proceed for Web.

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

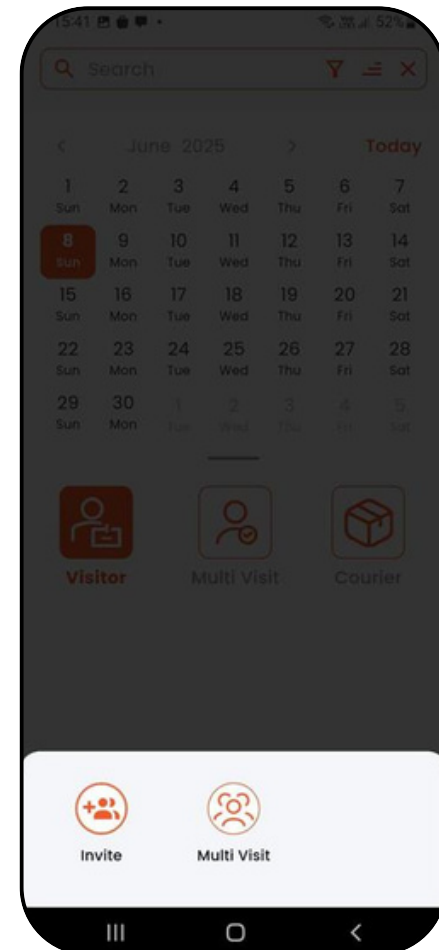
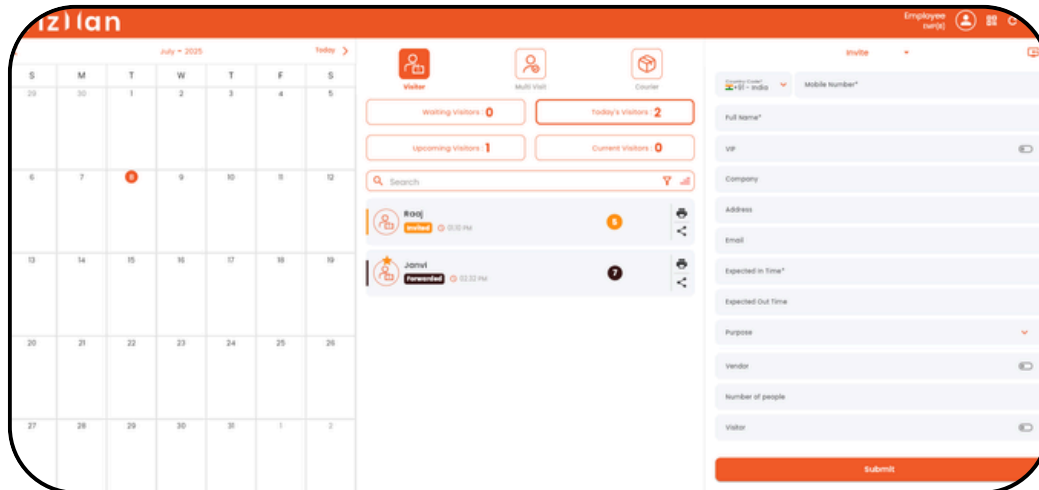


MULTI-VISIT- STEP 2

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)

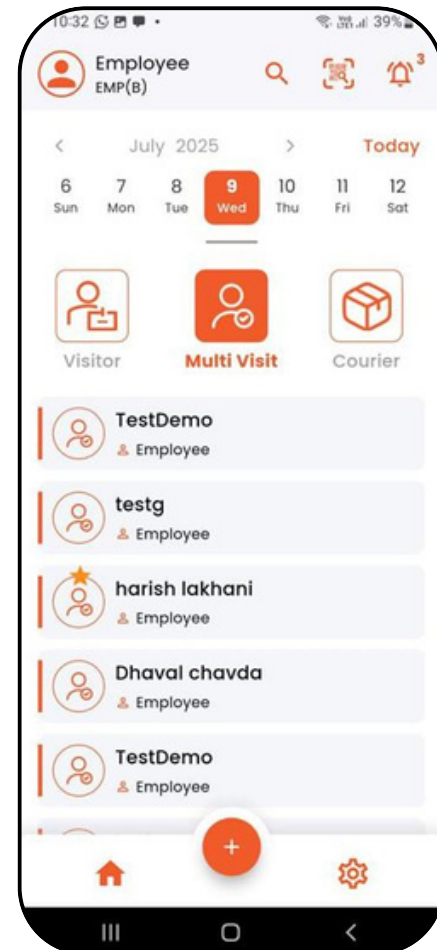
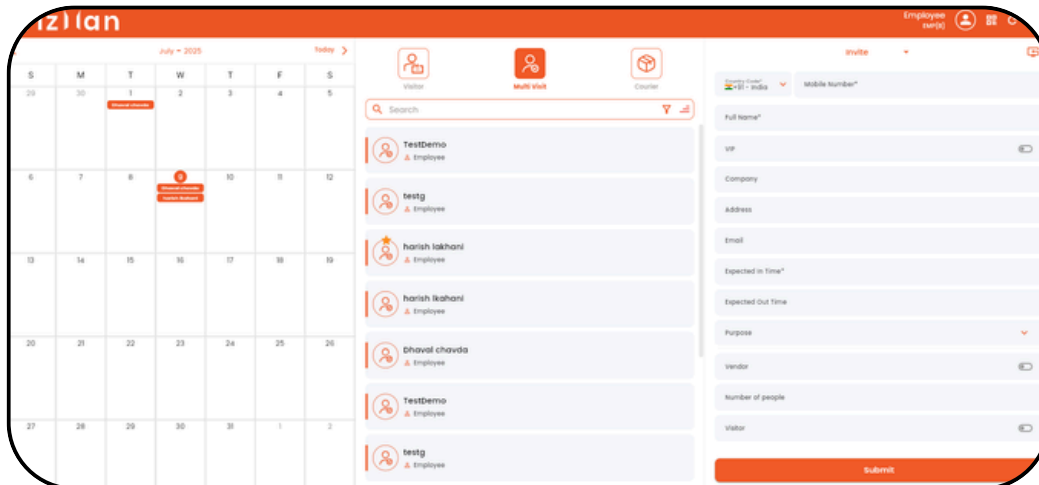
A 'Submit' button is located at the bottom of the form.

MULTI-VISIT- STEP 4

28

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

Click on particular **Visitor**.

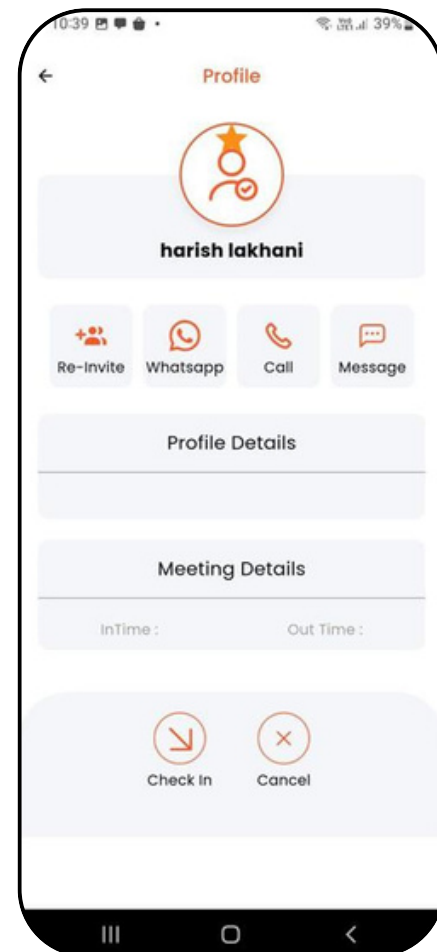
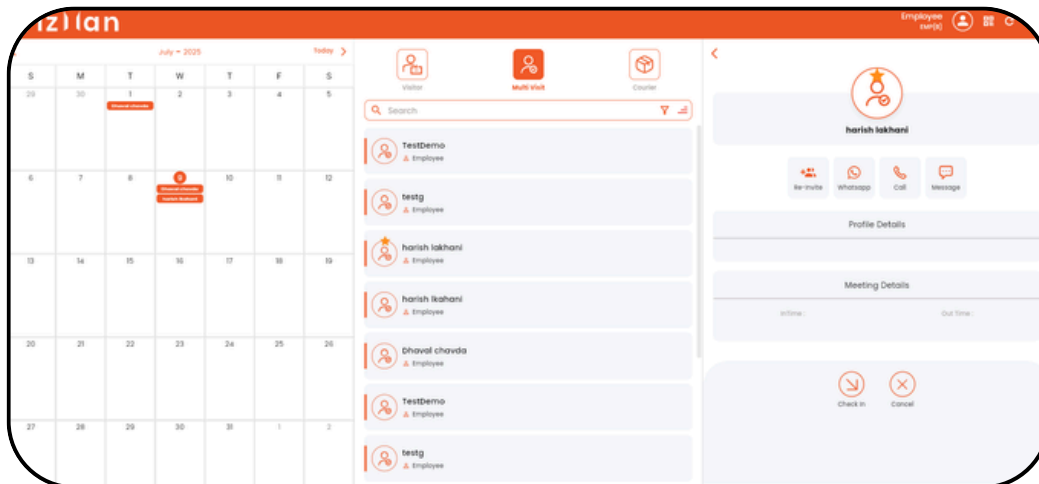


MULTI-VISIT- STEP 5

29

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

Click on **Check In**.

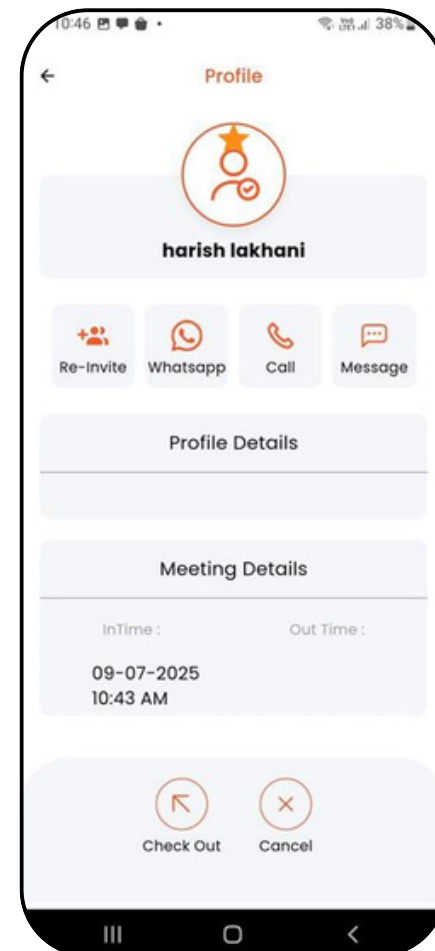
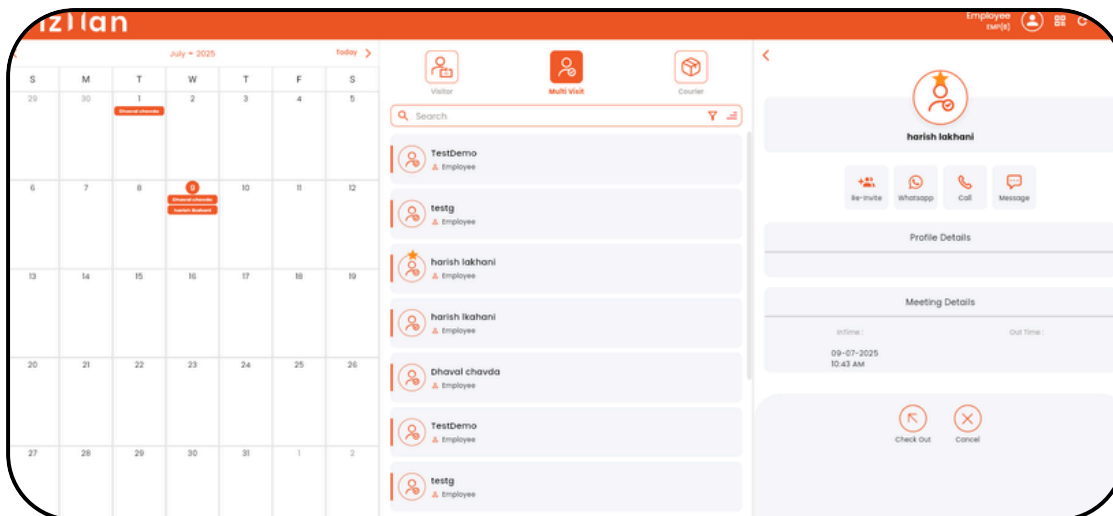


MULTI-VISIT- STEP 6

30

Once, **Visitor** have completed work.

Click on **Check-out**.

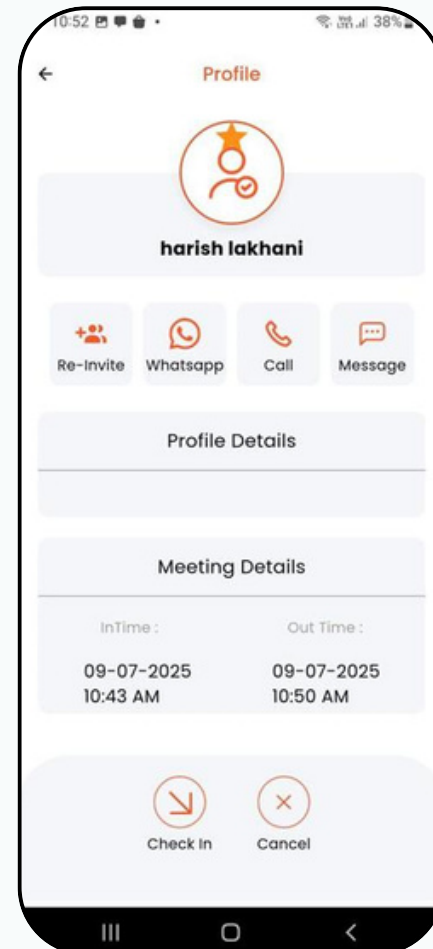
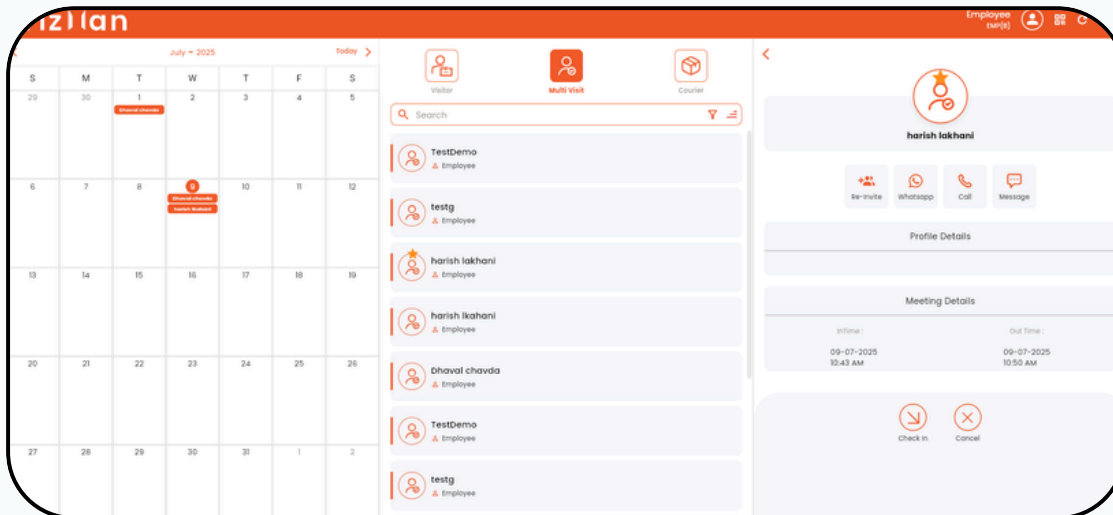


MULTI-VISIT- STEP 7

31

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

- Click on **Cancel**.



04 QR CODE ACCESS



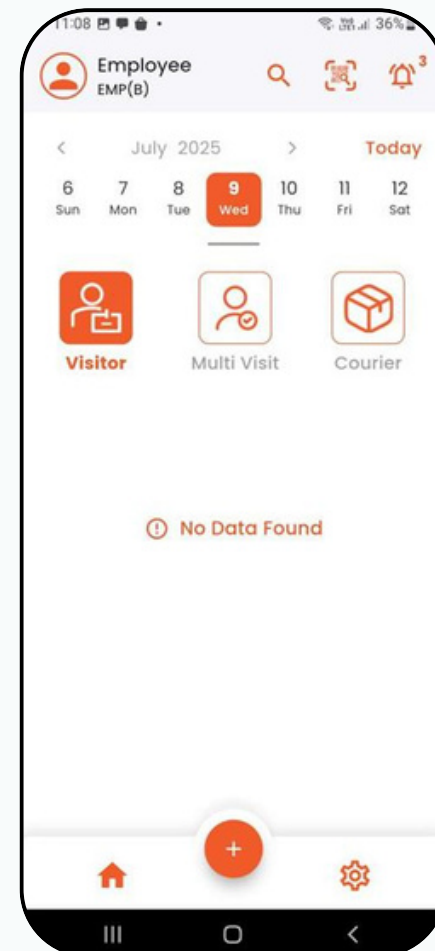
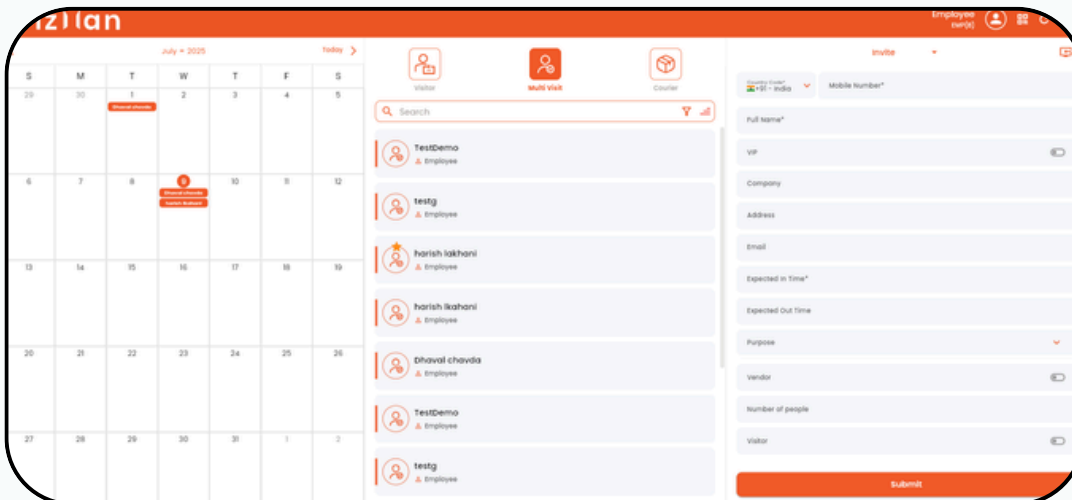
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS– STEP 1

32

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

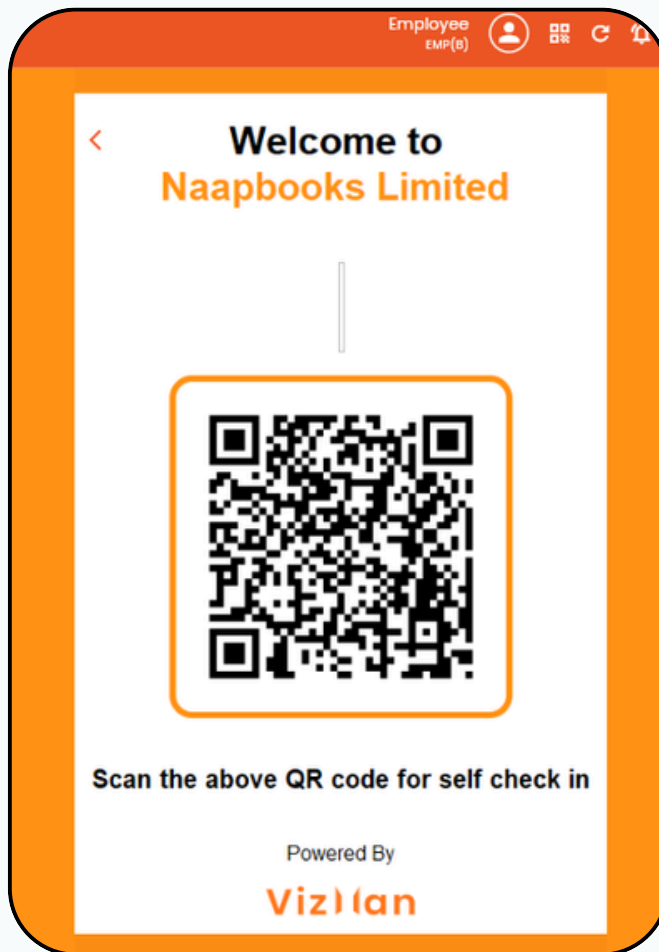
The system will generate a **QR code** for your organization's **Self check-in** process. Visitor can check in by themselves.



QR CODE ACCESS– STEP 2

33

Scan QR Code with Mobile or Tablet.

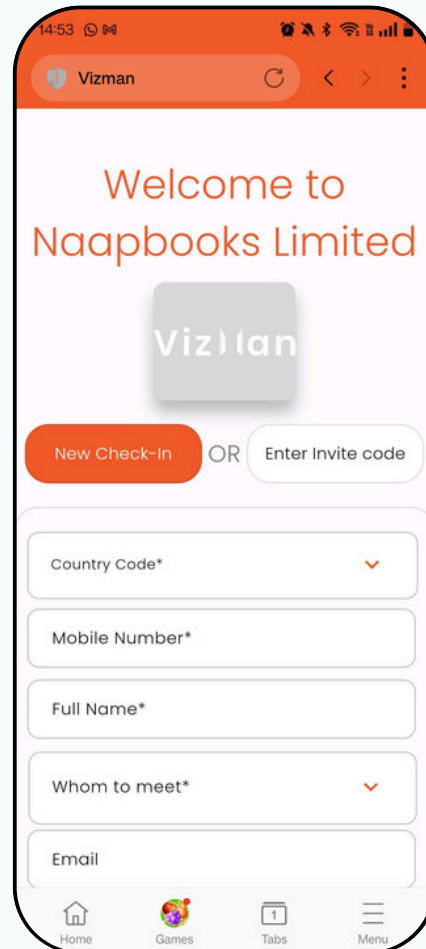


QR CODE ACCESS– STEP 3

34

If you have **invite** then,

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



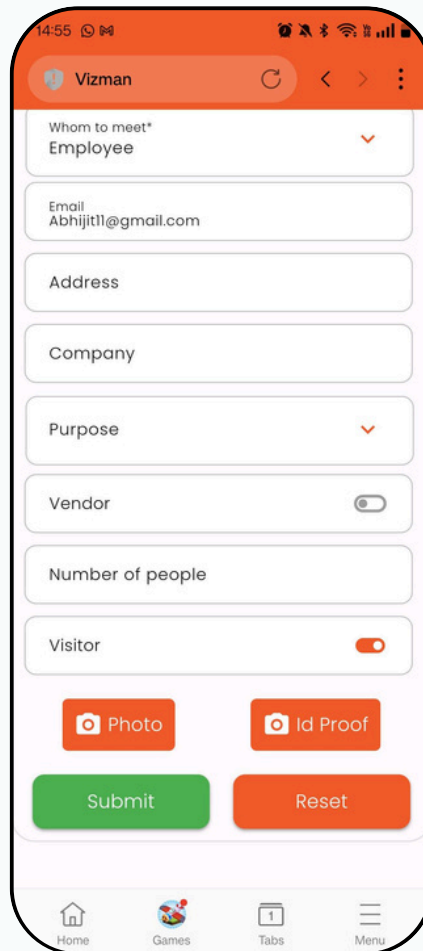
The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:53 and various icons. Below the status bar, the app's header shows the name "Vizman" and navigation icons. The main content area displays a welcome message "Welcome to Naapbooks Limited" in orange text, followed by a grey button labeled "Vizman". Below this, there are two options: "New Check-In" (highlighted in orange) and "Enter Invite code" (in a white box). Underneath these options 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, 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 'Abhijit11@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, Multi Visit, and Courier. Below the tabs are four summary 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 green circle containing the number 2. The second visitor is vaghesawari Abhijit, who is 'Pending' at 03:00 PM, with a grey circle containing the number 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 'Add Visitor' form in the Vizman app. The form has several fields: 'Whom to meet*' (dropdown menu, currently showing 'Employee'), 'Email' (text field, currently showing 'Abhijit1@gmail.com'), 'Address' (text field), 'Company' (text field), 'Purpose' (dropdown menu), 'Vendor' (toggle switch, currently off), 'Number of people' (text field), and 'Visitor' (toggle switch, currently on). At the bottom, there are two orange buttons: 'Photo' and 'Id Proof'. Below these are two green buttons: 'Submit' and 'Reset'. The bottom navigation bar shows 'Home', 'Games', 'Tabs', and 'Menu'.

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.**

14:55

Vizman

Welcome to
Naapbooks Limited

Vizman

New Check-In OR Enter Invite code

Search By VizTag

Mobile Number*

Full Name*

Whom to meet

Email

Home Games Tabs 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 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 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). There are buttons for 'Photo', 'Id Proof', 'Submit', and 'Reset'. The bottom navigation bar shows Home, Games, Tabs, and Menu.

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

05 PROFILE



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

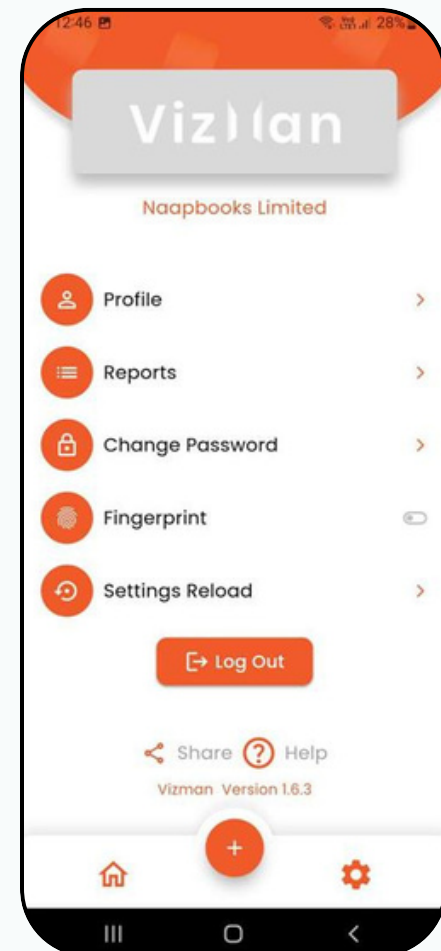
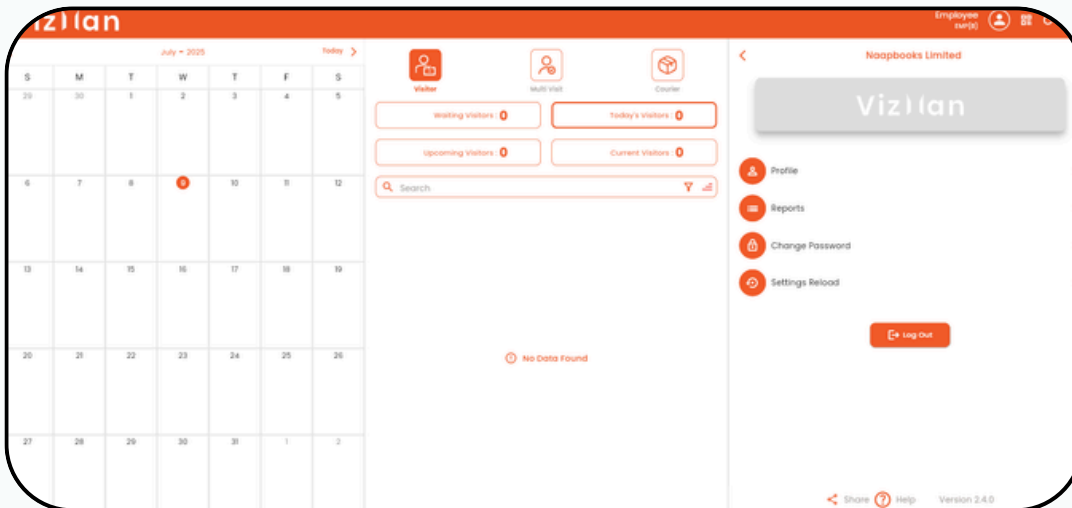
PROFILE- STEP 1

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**



Desktop view of the 'Edit Profile' form. The form is titled 'Edit Profile' and features a profile picture of a man in a suit. The form fields are as follows:

Name
Employee

Mobile Number*
+919000000003

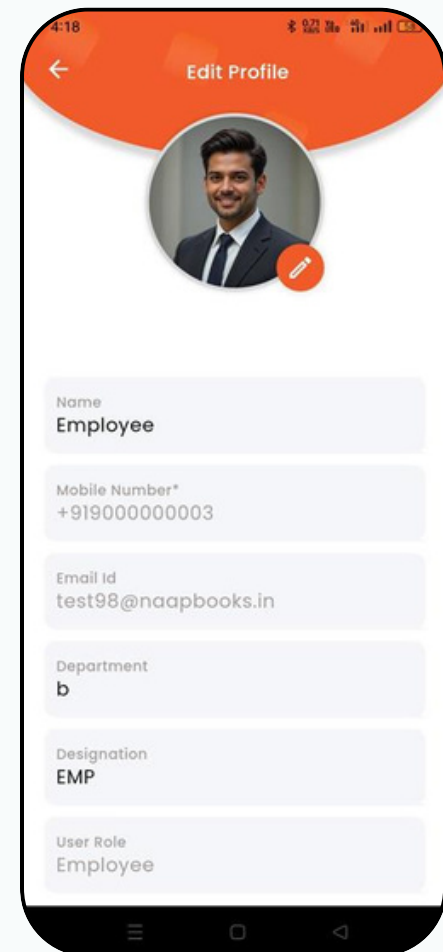
Email Id
test98@naapbooks.in

Department
b

Designation
EMP

User Role
Employee

Time: +05:30 - India



Mobile view of the 'Edit Profile' form. The form is titled 'Edit Profile' and features a profile picture of a man in a suit. The form fields are as follows:

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.

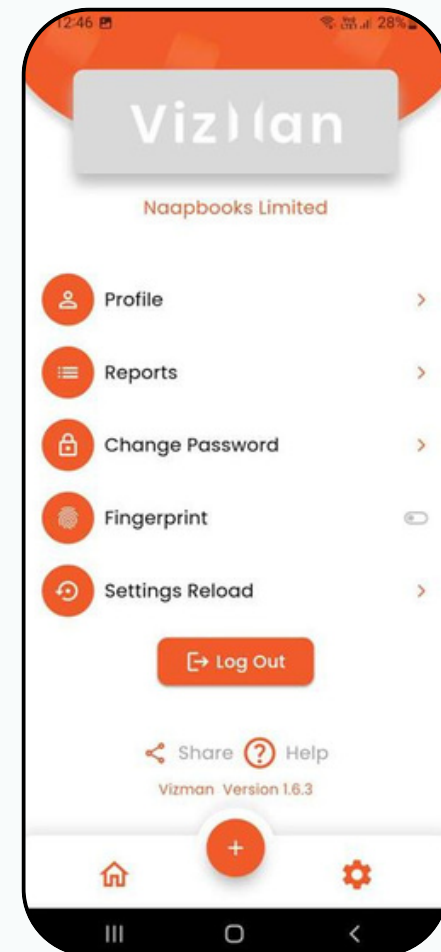
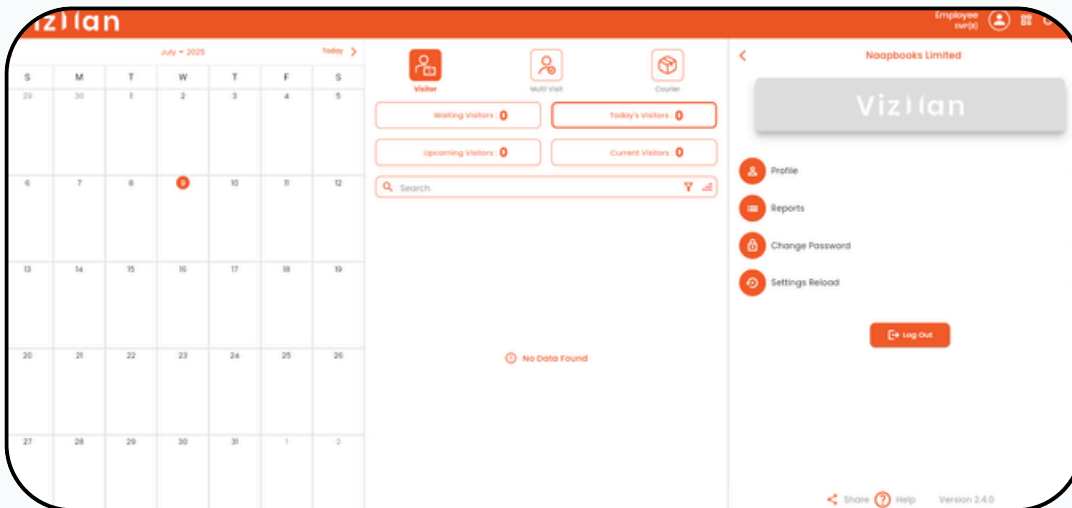
REPORTS- STEP 1

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	Viz
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 07:04 PM							
3	BLS6AT	Yaman Test	+91 9013232320	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 0743383838						Employee	29-08-2023 11:50 AM	29-08-2023 12:58 PM						
6	W27ITG	Test Org2	+91 0743383838						Employee	29-08-2023 12:06 PM	29-08-2023 12:58 PM	30-08-2024 12:06 PM					
7	SFNCDA	TestDemo	+91 0928450000					demo 1	Employee	24-07-2023 08:14 PM							
8	W5NVX5	kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst	Meeting	Employee	05-09-2023 03:14 PM	05-09-2023 03:14 PM						
9	R9GPG4	kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst	Meeting	Employee	05-09-2023 03:19 PM							
10	95VVCB	kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst	Meeting	Employee	05-09-2023 03:19 PM							
11		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst					08-09-2024 03:12 PM					
12		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst					08-09-2024 03:17 PM					
13		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst		Employee			08-09-2024 03:20 PM					
14		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst		Employee			08-09-2024 04:32 PM					
15		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst		Employee			08-09-2024 04:39 PM					
16		kesha	+91 7990944732	thekodikesha@gmail.com	bbc		Business Analyst		Employee			08-09-2024 04:39 PM					

Sr No.	VizTag	Visitor Name	Mobile
1	X0VBZO	TestDemo	+91 0928450000
2	7X32A8	modi	+91 7826450000
3	BLS6AT	Yaman Test	+91 9013232320
4	QSHXHN	TestDemo	+91 0928450000
5	7VS0A8	Test Org2	+91 0743383838
6	W27ITG	Test Org2	+91 0743383838
7	SFNCDA	TestDemo	+91 0928450000
8	W5NVX5	kesha	+91 7990944732
9	R9GPG4	kesha	+91 7990944732
10	95VVCB	kesha	+91 7990944732
11		kesha	+91 7990944732
12		kesha	+91 7990944732
13		kesha	+91 7990944732
14		kesha	+91 7990944732
15		kesha	+91 7990944732

07 CHANGE PASSWORD



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

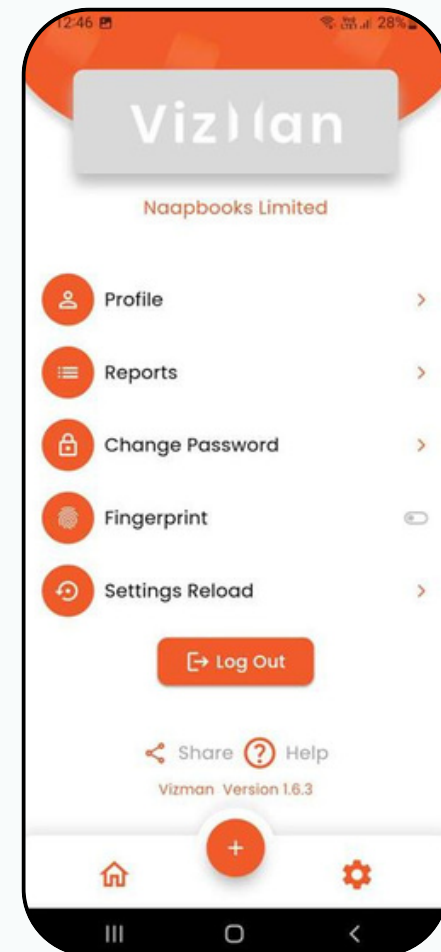
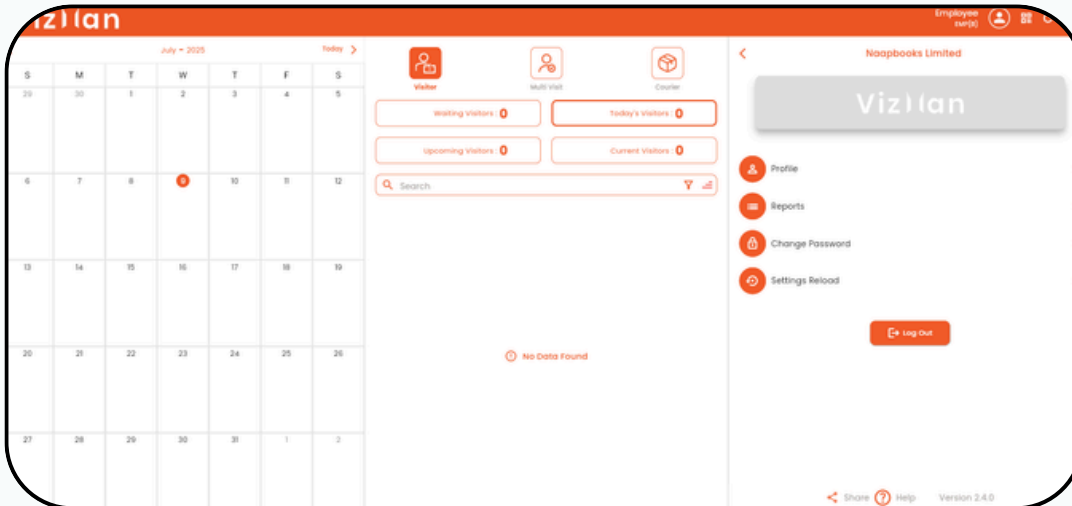
CHANGE PASSWORD– STEP 1

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**.

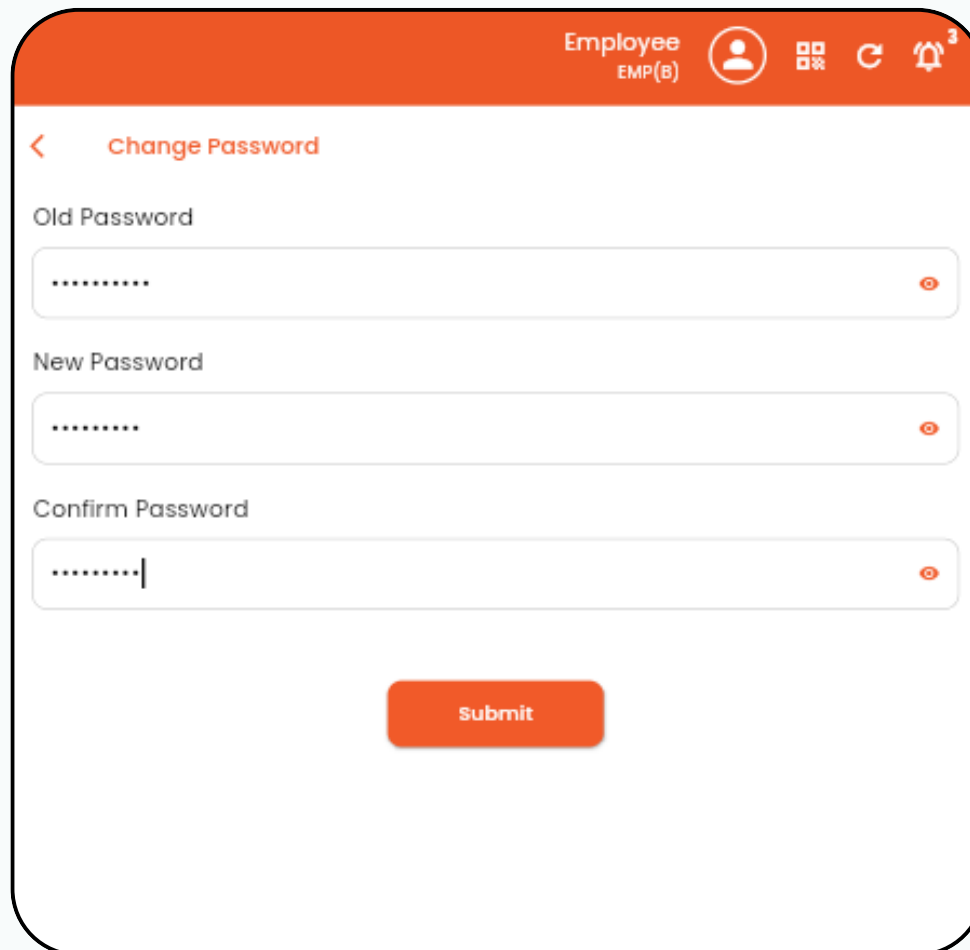


CHANGE PASSWORD- STEP 2

45

Fill the **necessary** field.

Once Done,Click on **Submit**



Employee
EMP(B)

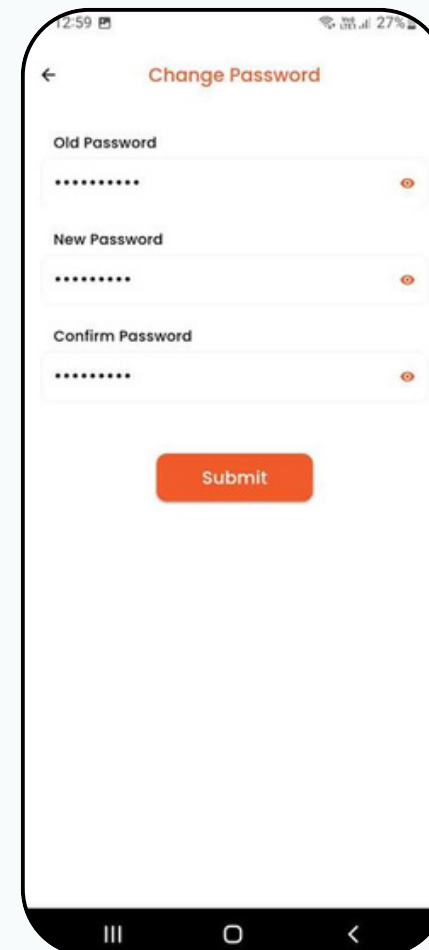
< Change Password

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!

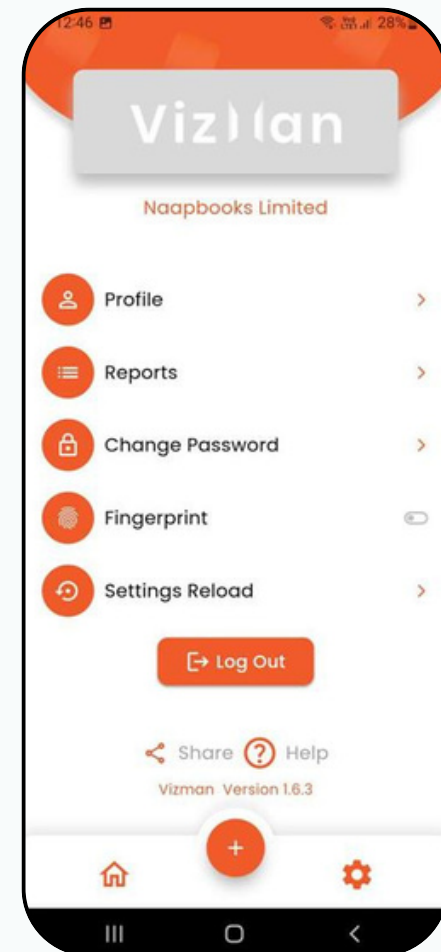
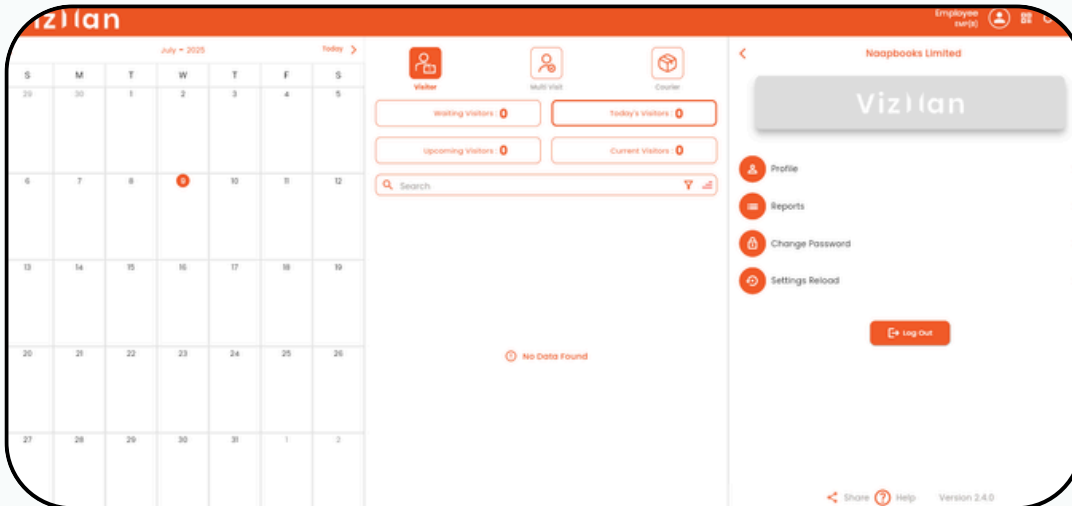
SETTINGS RELOAD- STEP 1

46

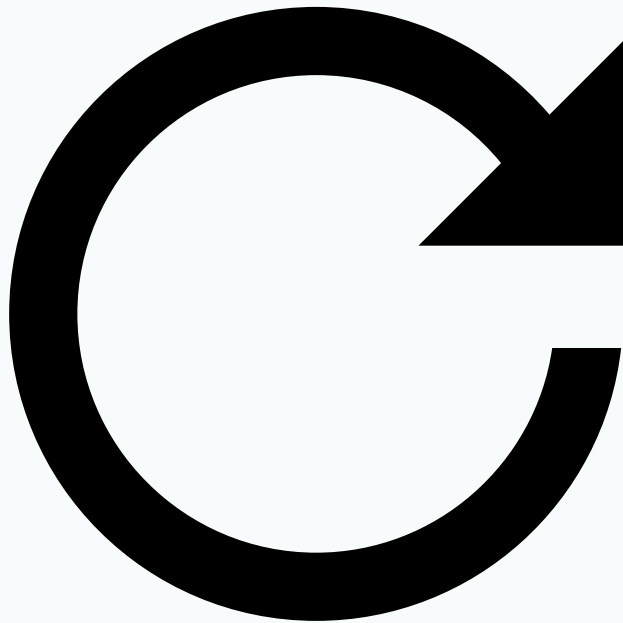
On the top menu, click the **Settings** icon for Mobile or Tablet.

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 mobile application interface. At the top, there's a header bar with the vizian logo and user information. Below the header, a calendar for July 2025 is visible on the left. The main area is divided into two sections: a list of employees on the left and a form to invite a new employee on the right. The employee list includes names like TestDemo, testg, harish lakhani, and Dhaval chavda, each with a role (Employee) and a status icon. The invite form on the right contains fields for Country Code, Mobile Number, Full Name, VIP status, Company, Address, Email, Expected in Time, Expected Out Time, Purpose, Vendor, Number of people, and Visitor status. A red 'Submit' button is at the bottom right.

S	M	T	W	T	F	S
29	30	1 Dhaval chavda	2	3	4	5
6	7	8 Dhaval chavda	9 Dhaval chavda	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: *
- VIP: *
- Company: *
- Address: *
- Email: *
- Expected in Time: *
- Expected Out Time: *
- Purpose: *
- Vendor: *
- Number of people: *
- Visitor: *

Submit

09 NOTIFICATION

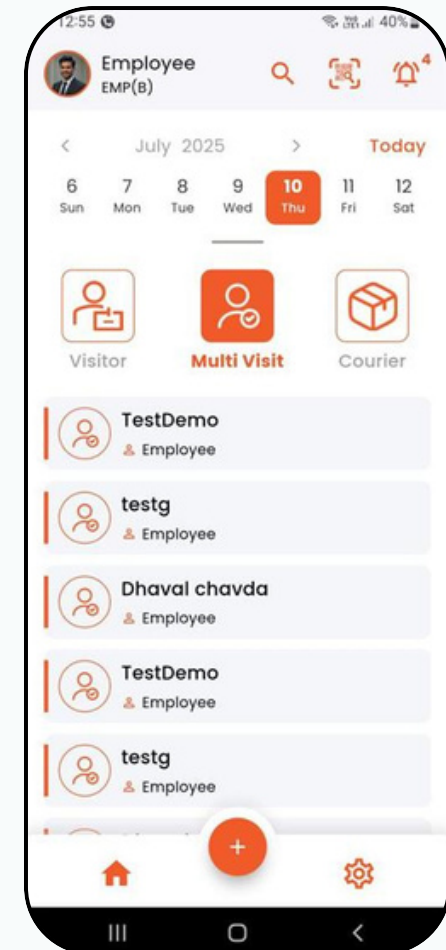
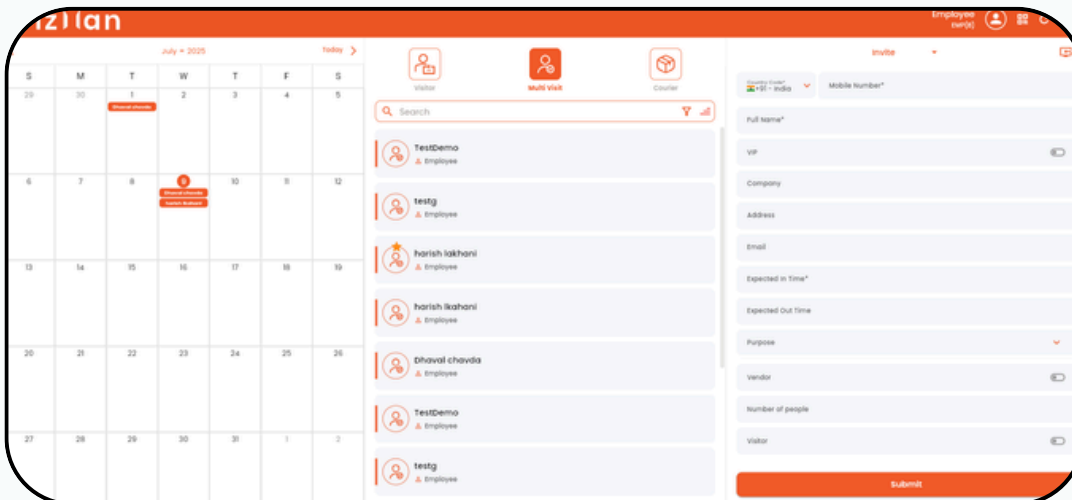


New updates? Click
once to see your
notifications!

NOTIFICATION-STEP 1

48

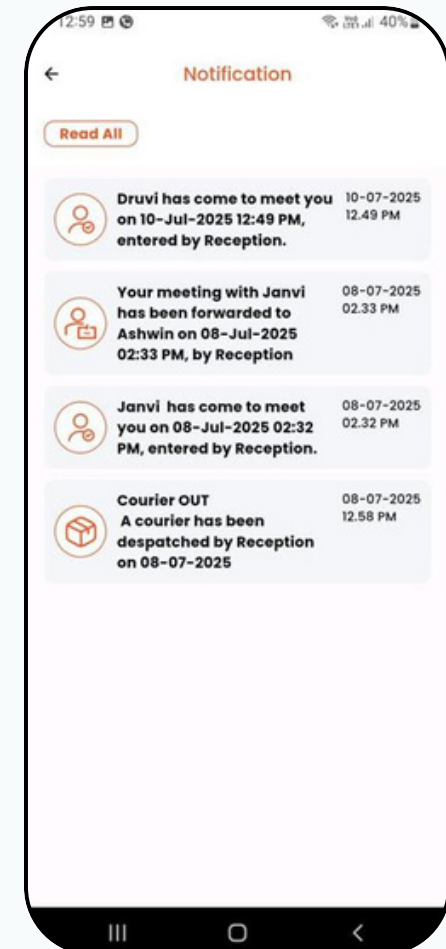
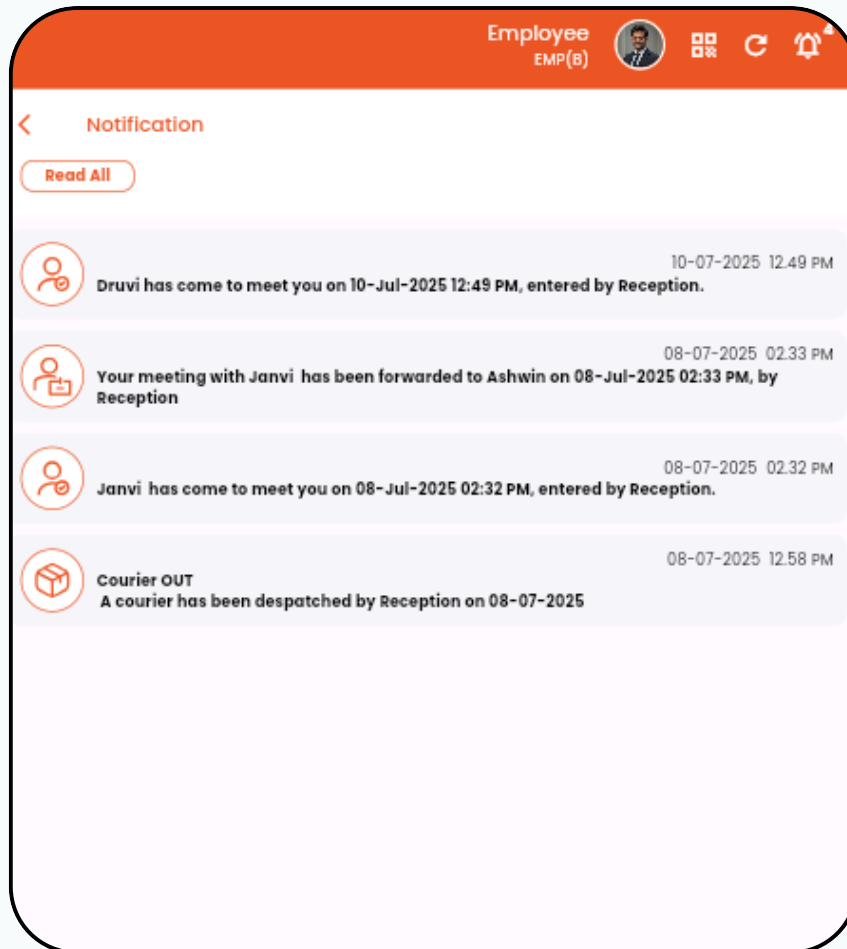
On the top menu, click the **Notification** icon.



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.