Vizman

USER GUIDE FOR EMPLOYEE
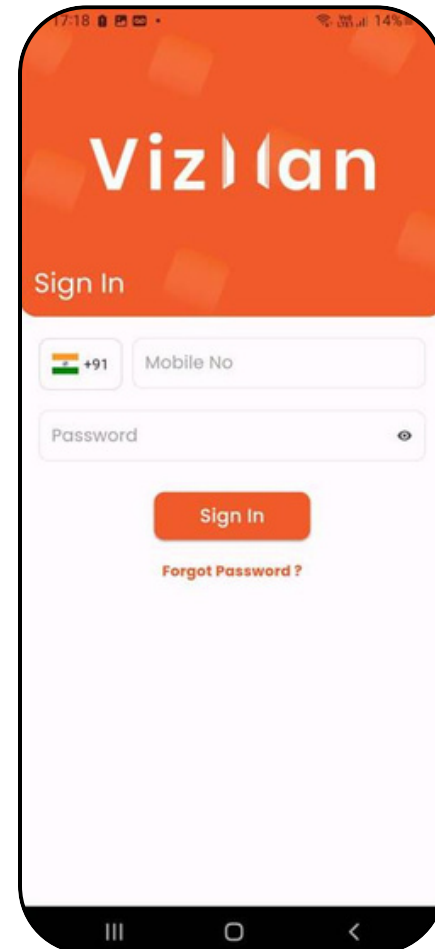
Version 1.5

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**.

LOGIN – STEP 1
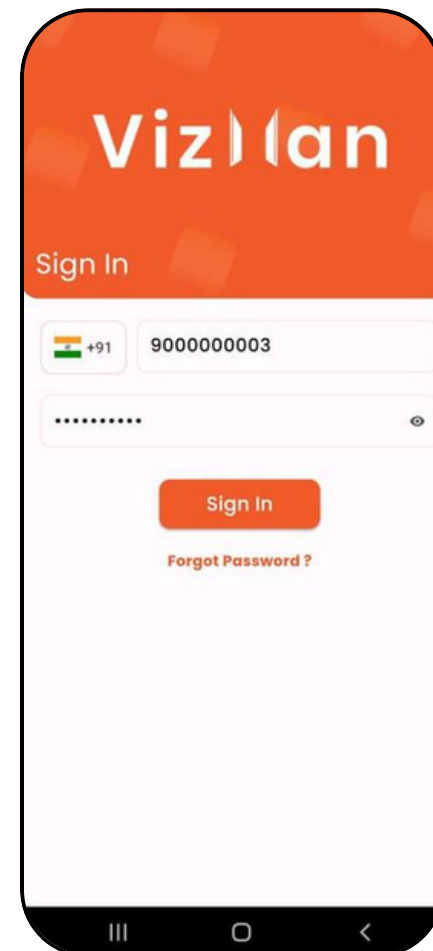
02

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

Click **Sign In** to proceed.

02 INVITE

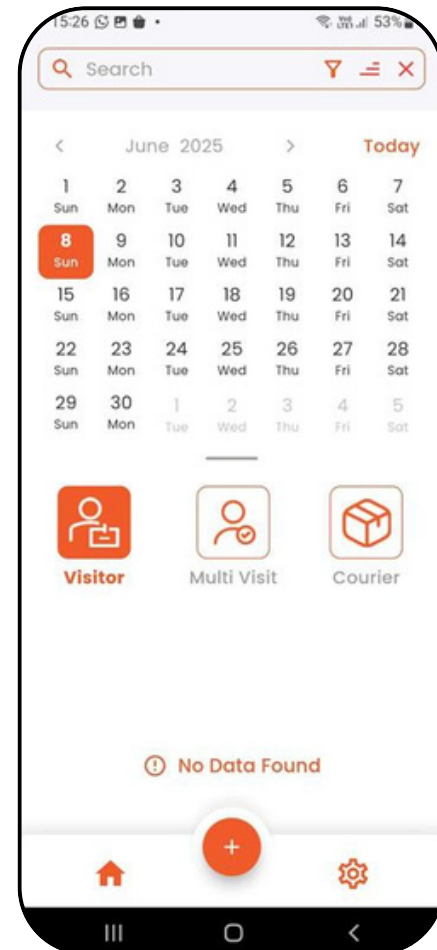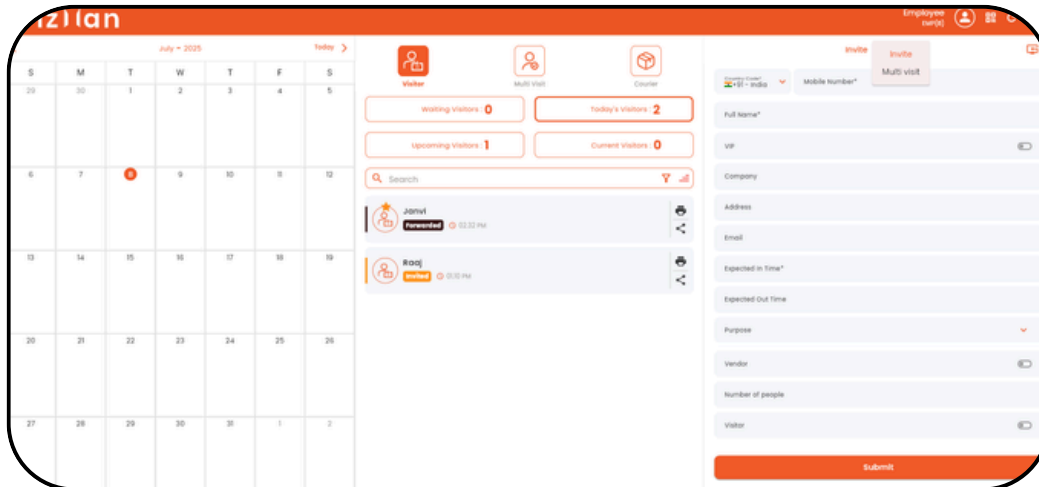Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

INVITE– STEP 1

03

Click **Dropdown** to proceed for Web.

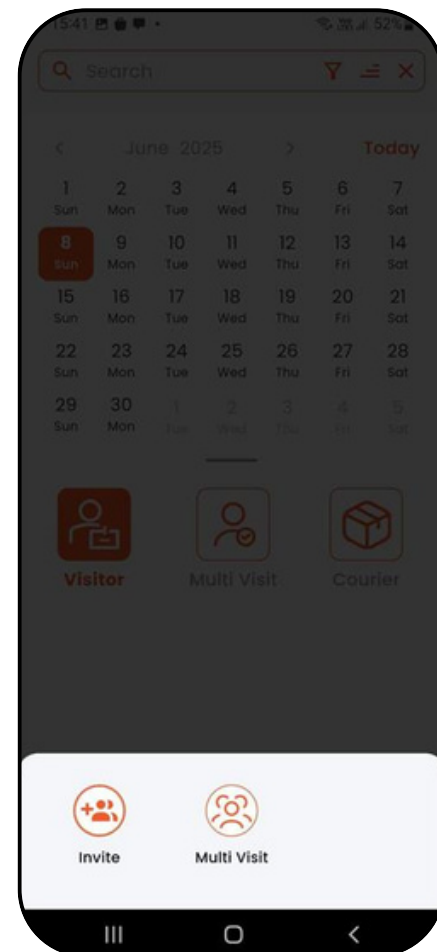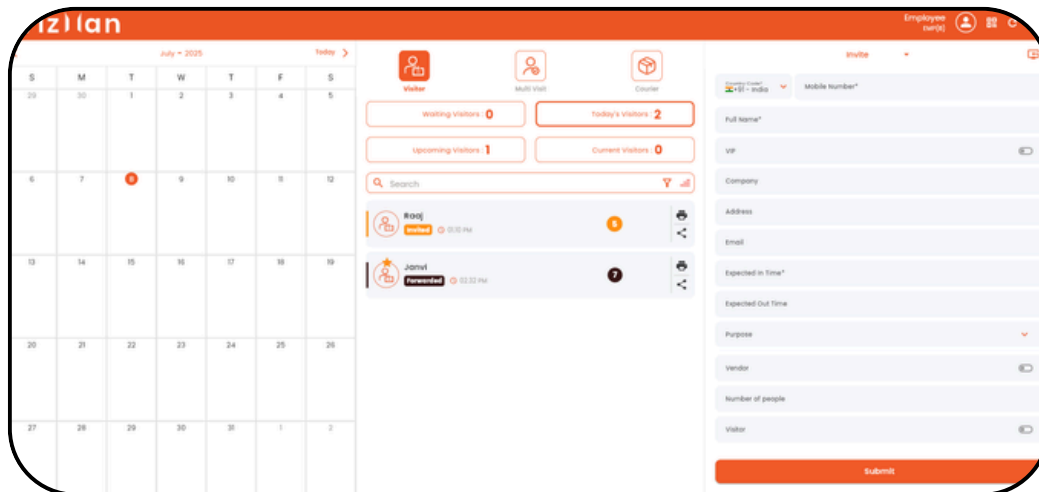Click **+(Plus Icon)** to proceed for Mobile Application.

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.**

INVITE– STEP 4

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

Click on particular **Visitor.**
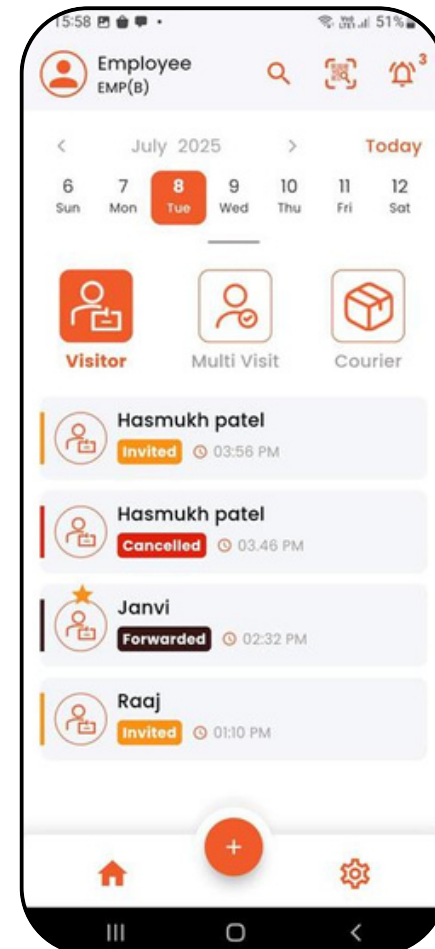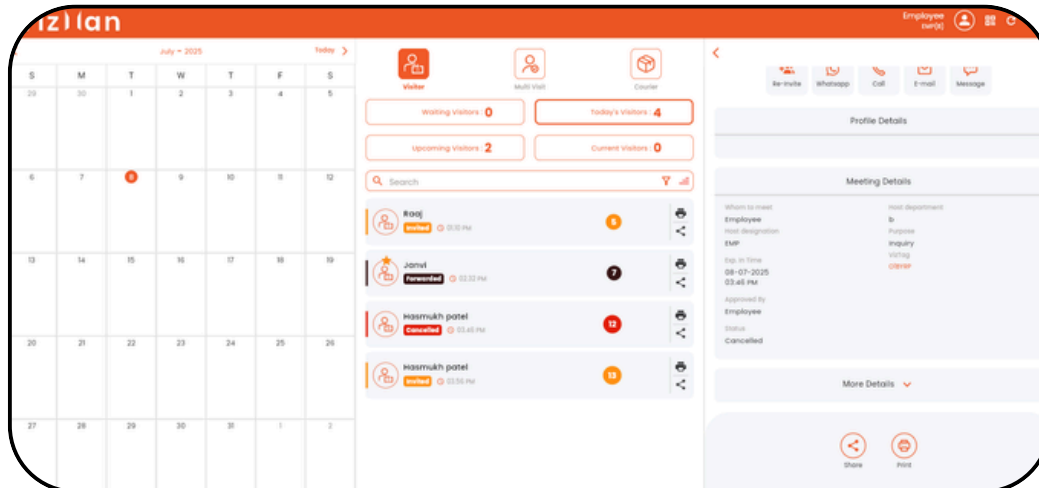
INVITE– STEP 5

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

Click on **Check In.**

INVITE– STEP 6

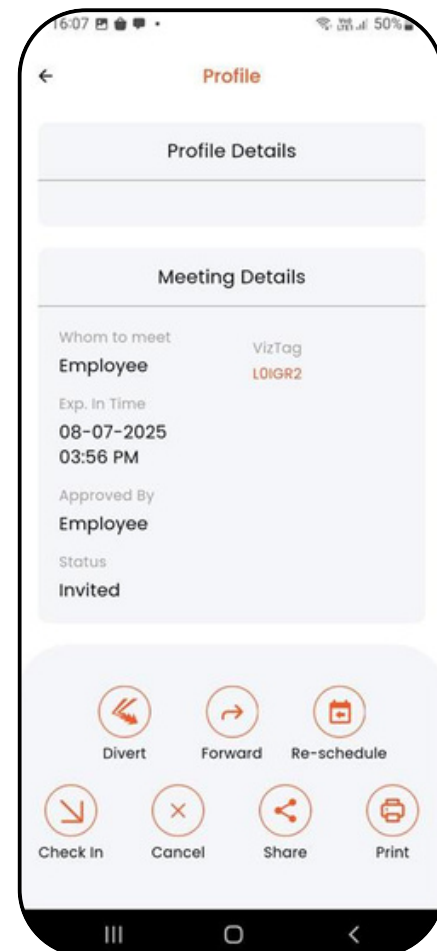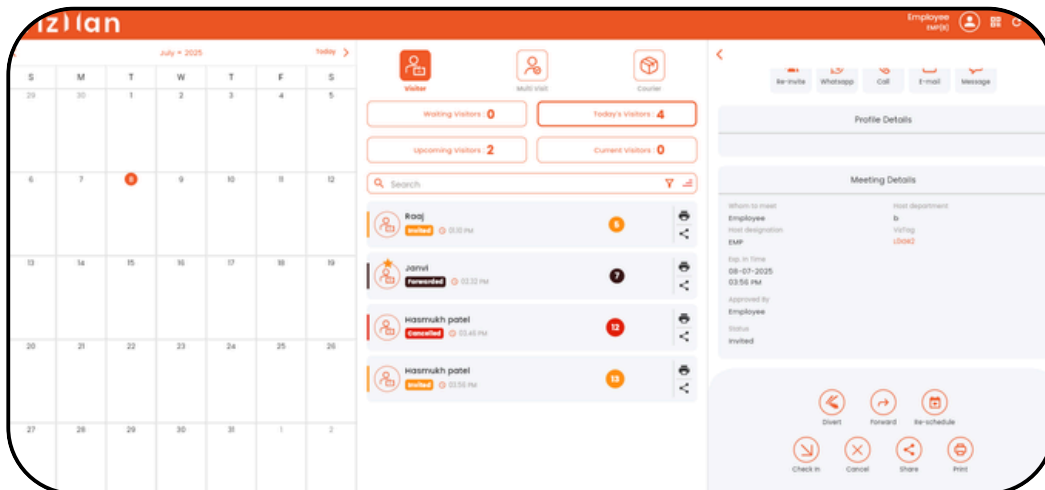**08** Select the **Check-In** time and Upload **photo (**Optional**).**

Click on **Submit**. (If the Manual Check-in option is on in Account setup)
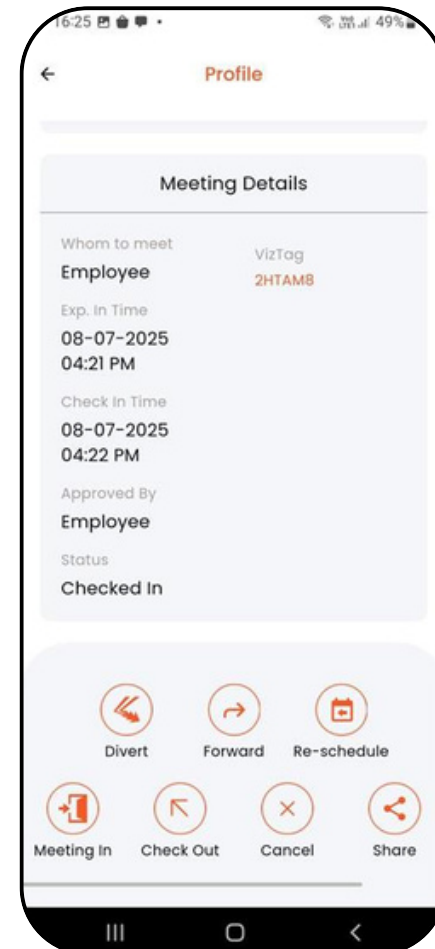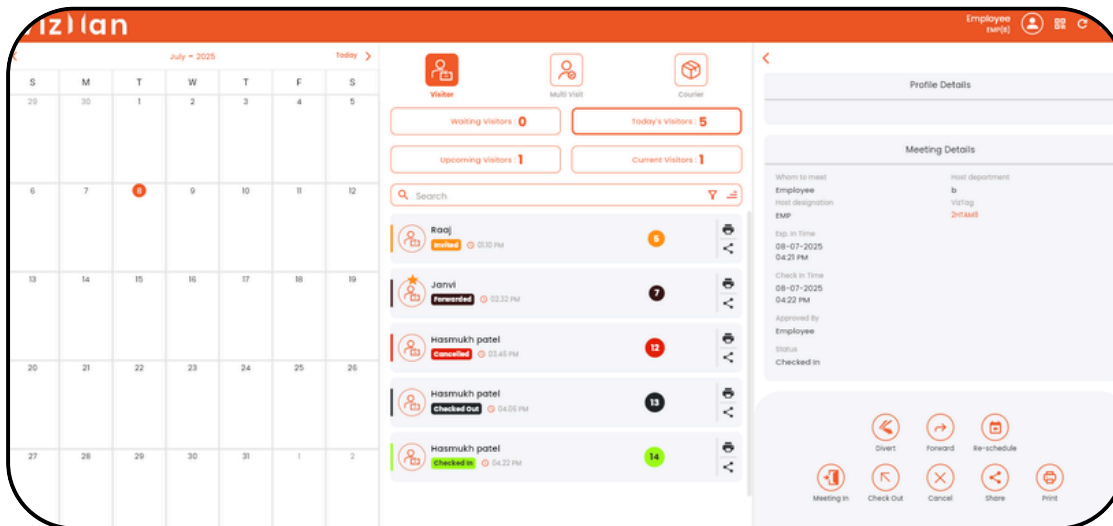
INVITE– STEP 7

09

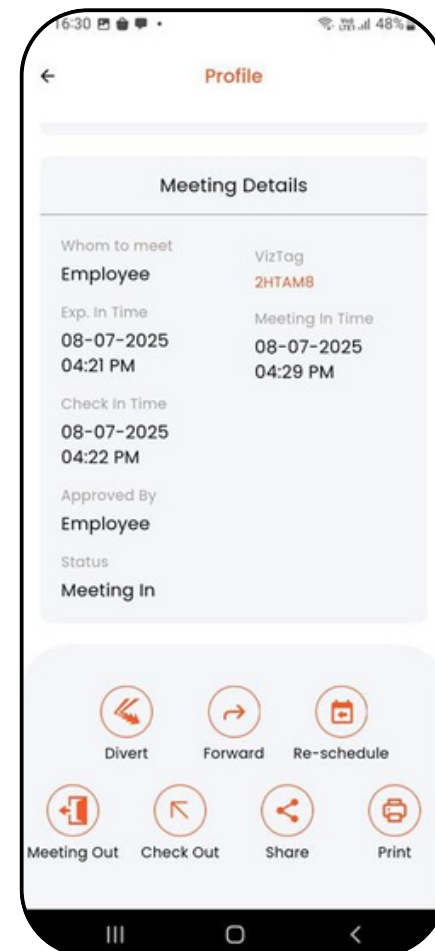If the **meeting** is started then,
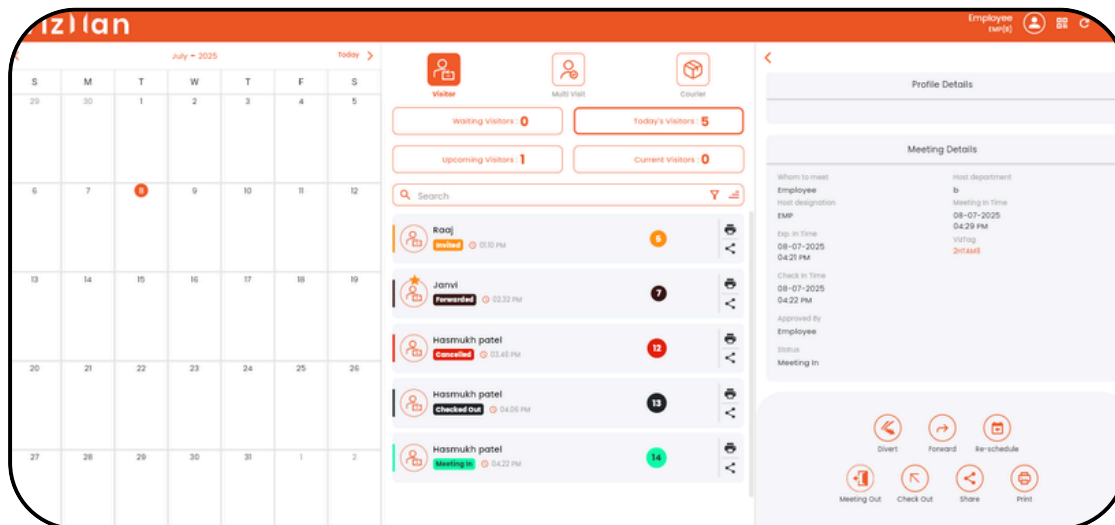
- Click on **Meeting In.**

INVITE– STEP 8

10 If the **meeting** is finished then,
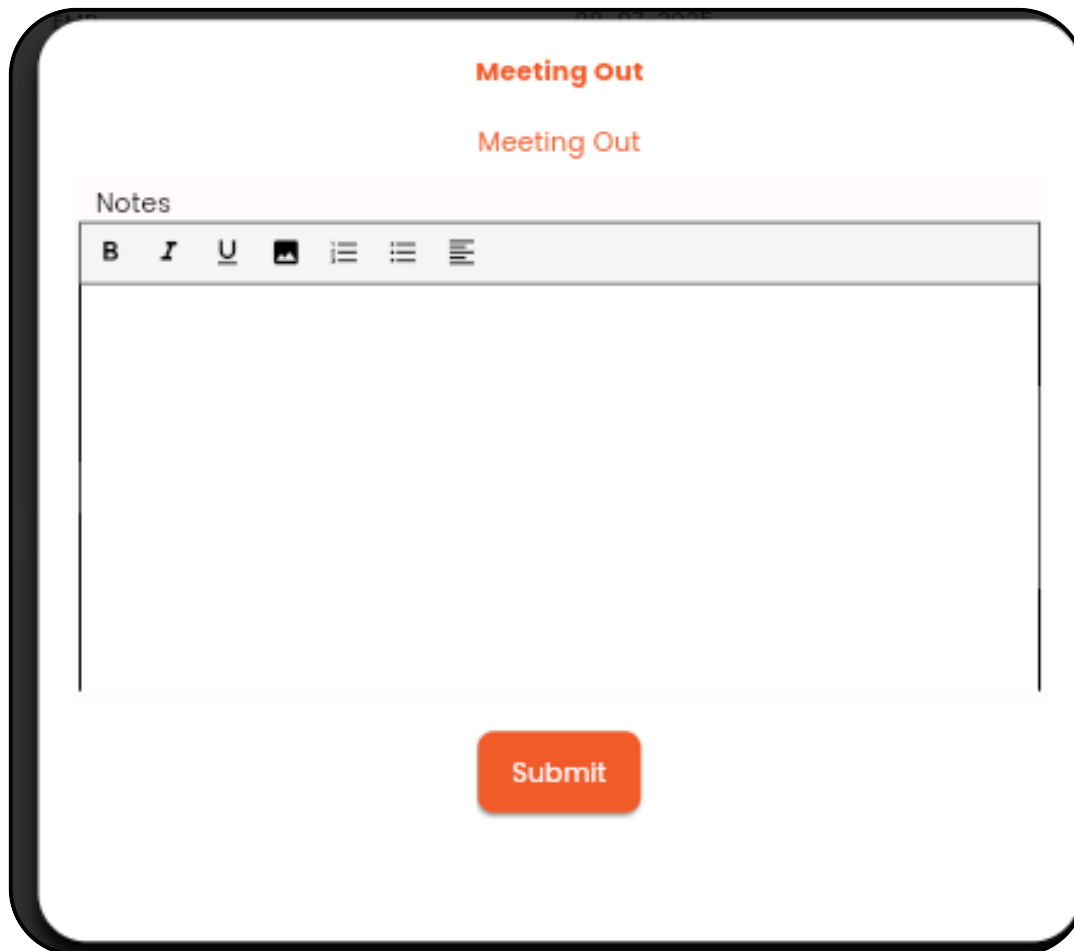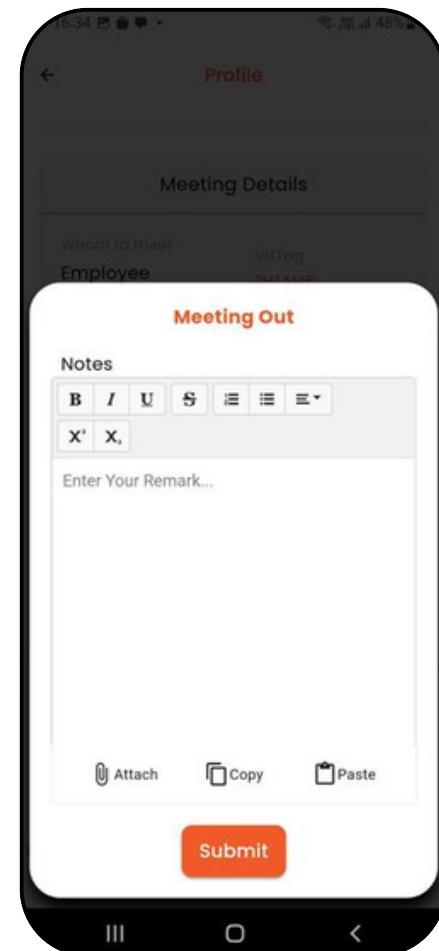
- Click on **Meeting Out.**

INVITE– STEP 9

11 **Employee** can add the notes.

Once done, click **Submit.**

INVITE– STEP 10

12 Once, **Visitor** have completed work.
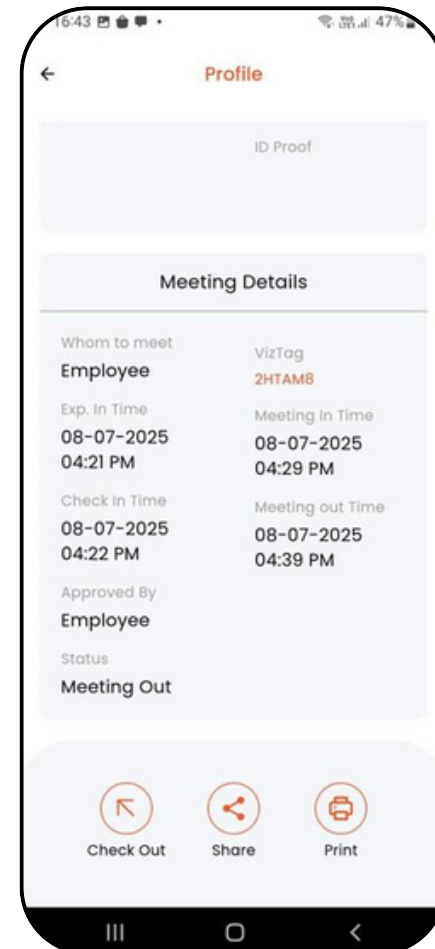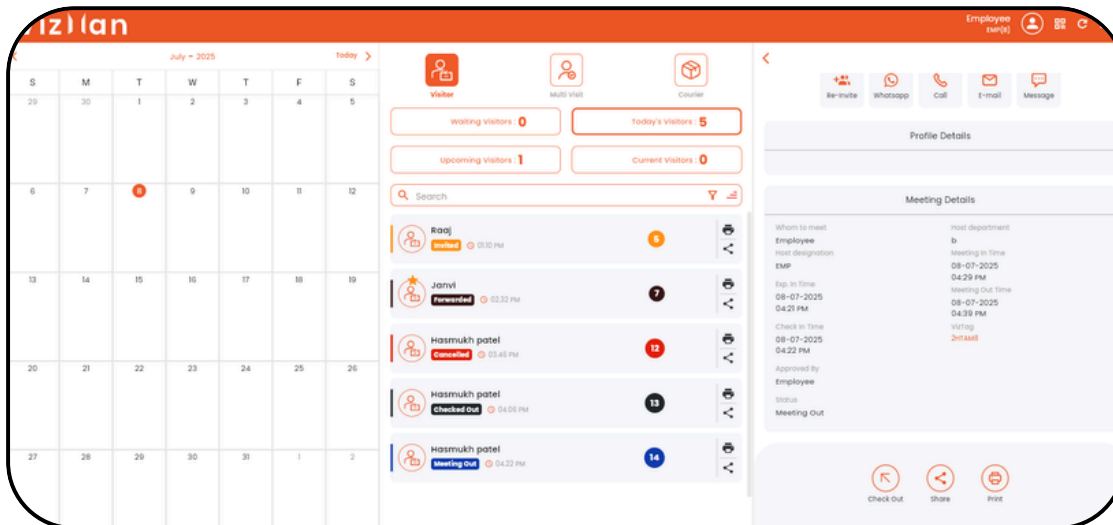
Click on **Check-out.**

INVITE– STEP 11

13 Select appropriate time.

Click on **Submit.**

INVITE– STEP 12

14

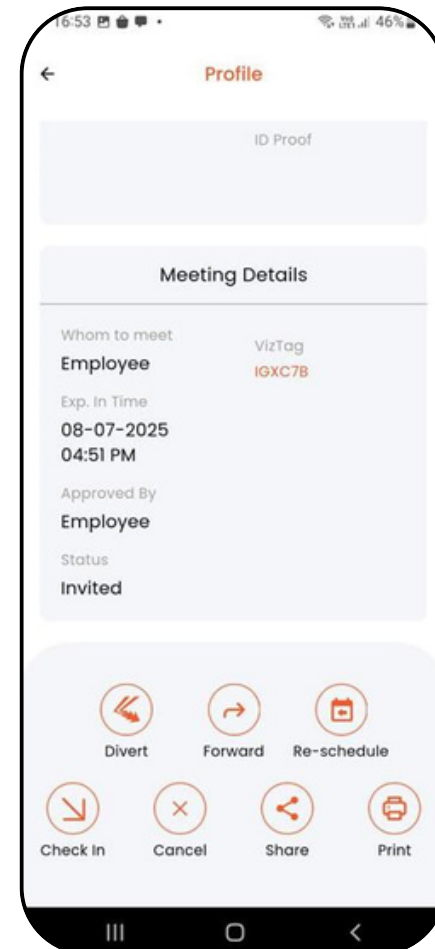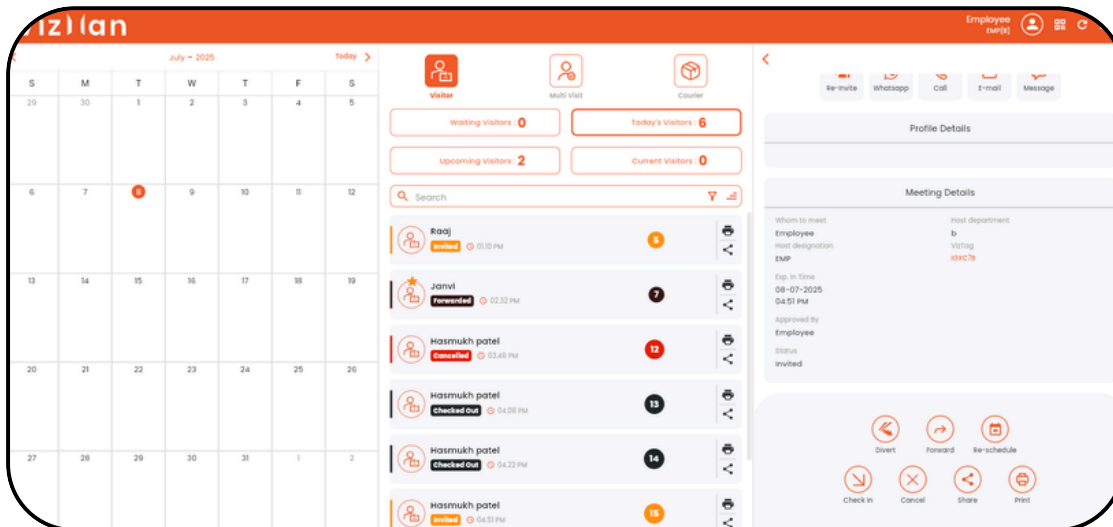If **Employee** not available to meet.

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

INVITE– STEP 13

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

Once Done, Click on **Submit**.

INVITE- STEP 14

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

- Click on **Forward** to someone else before **Check-In.**
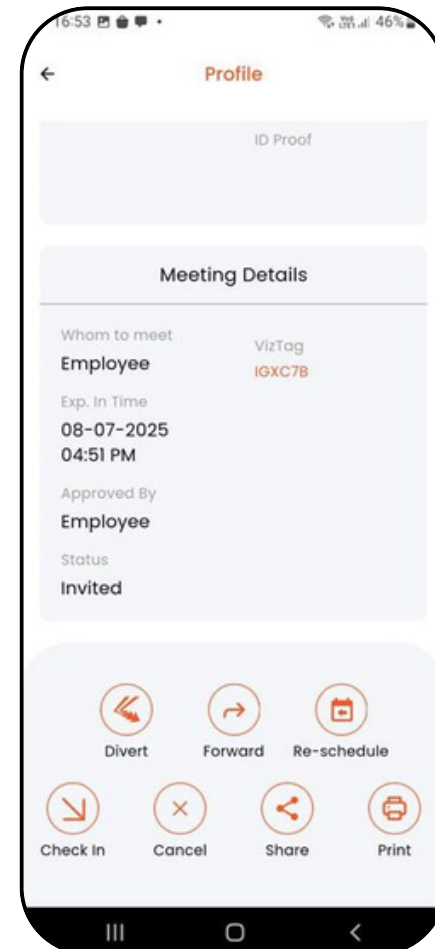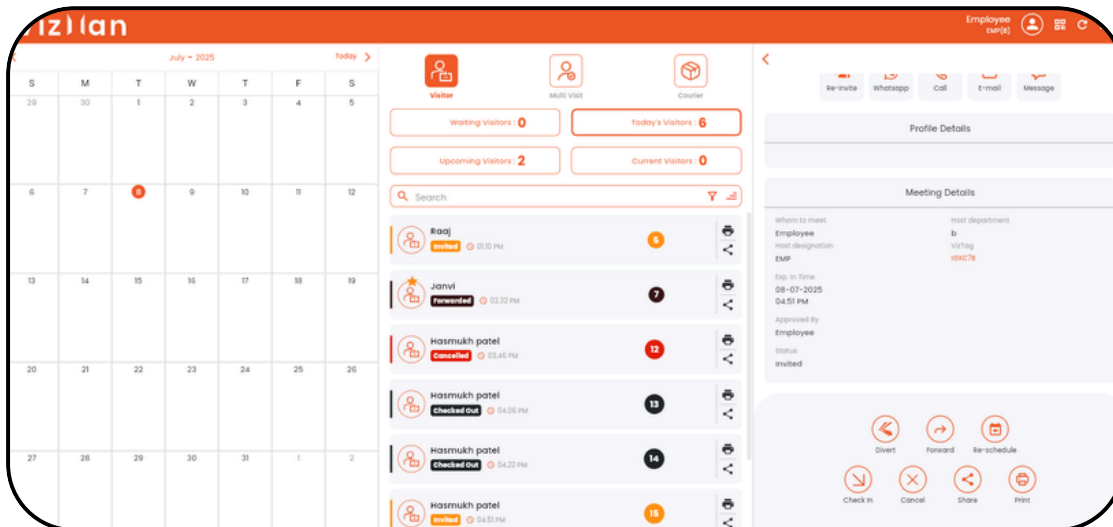
INVITE– STEP 15

17 Select other **Employee** to **Forward** and Fill the **necessary fields.**
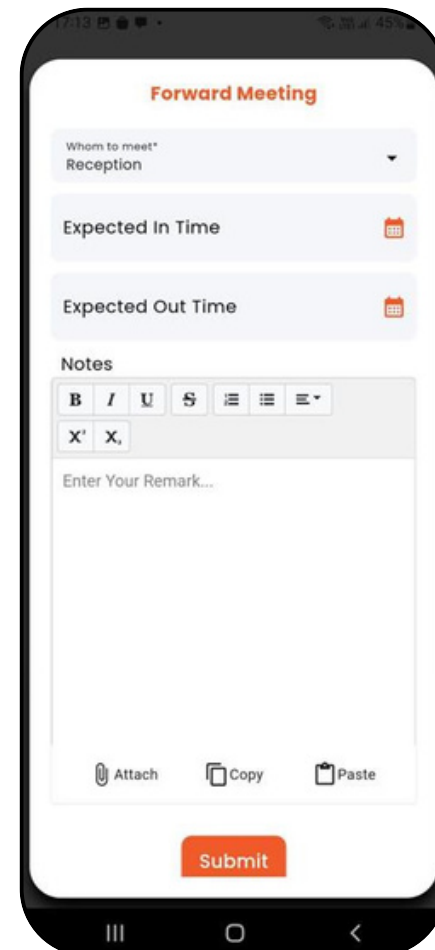
Once Done, Click on **Submit.**
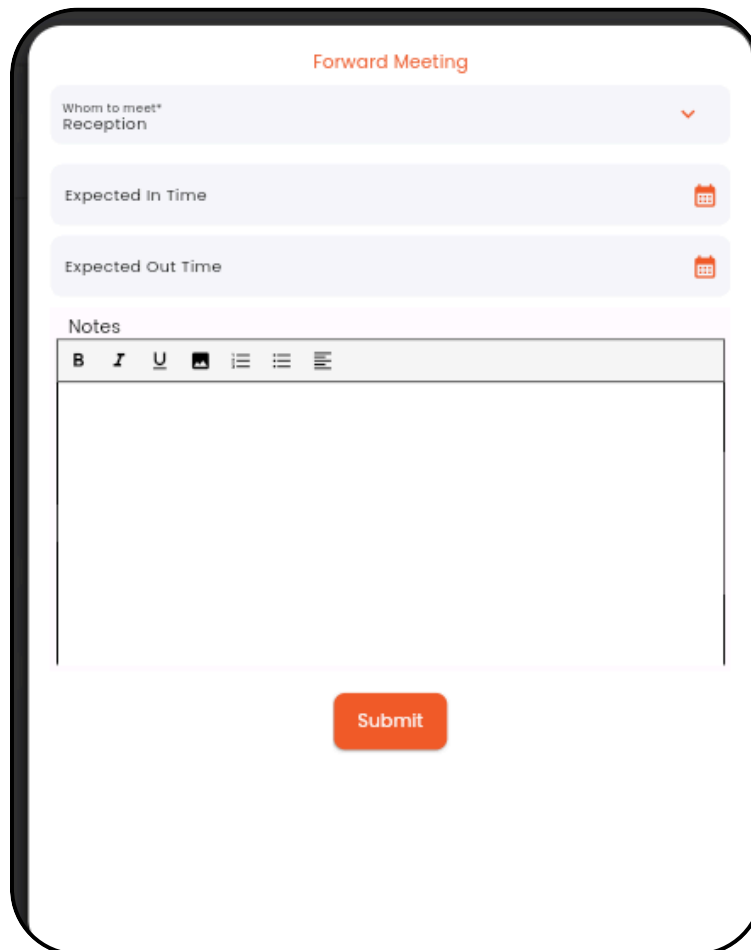
INVITE– STEP 16

18

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

- Click on **Re-Schedule.**
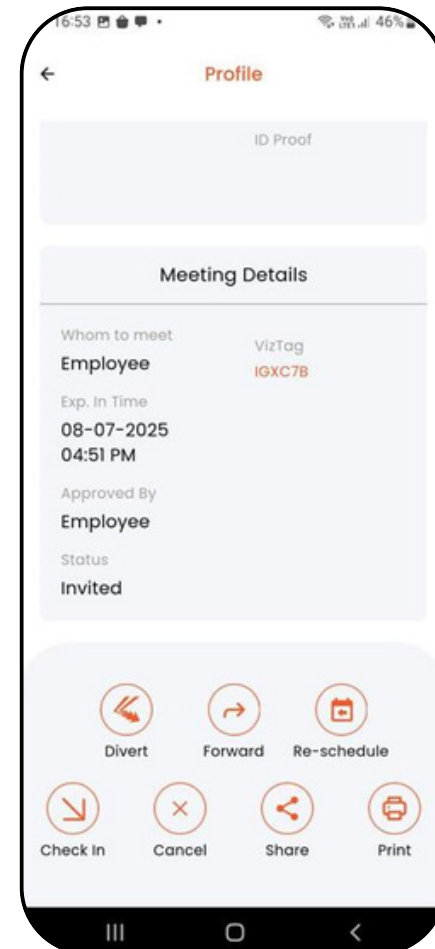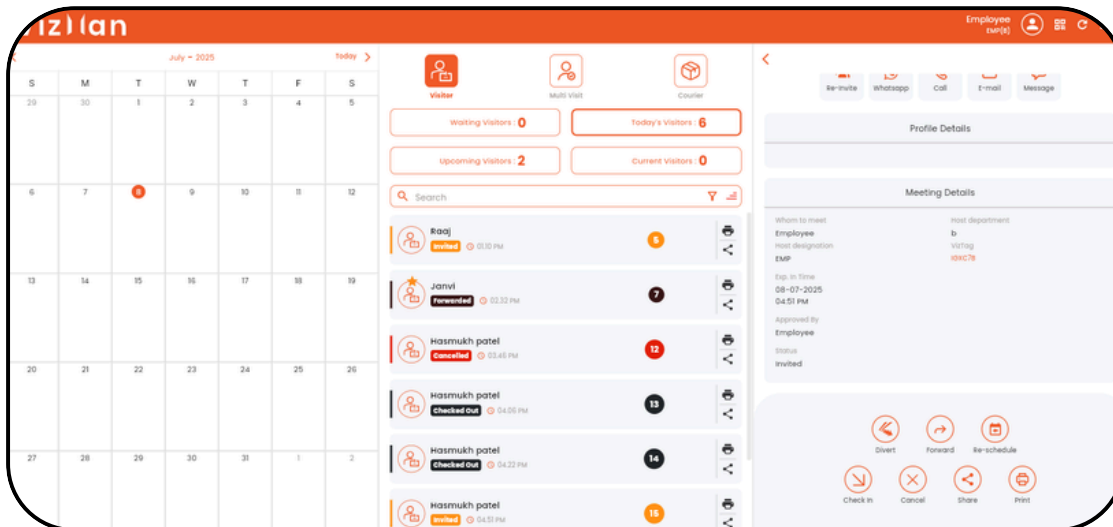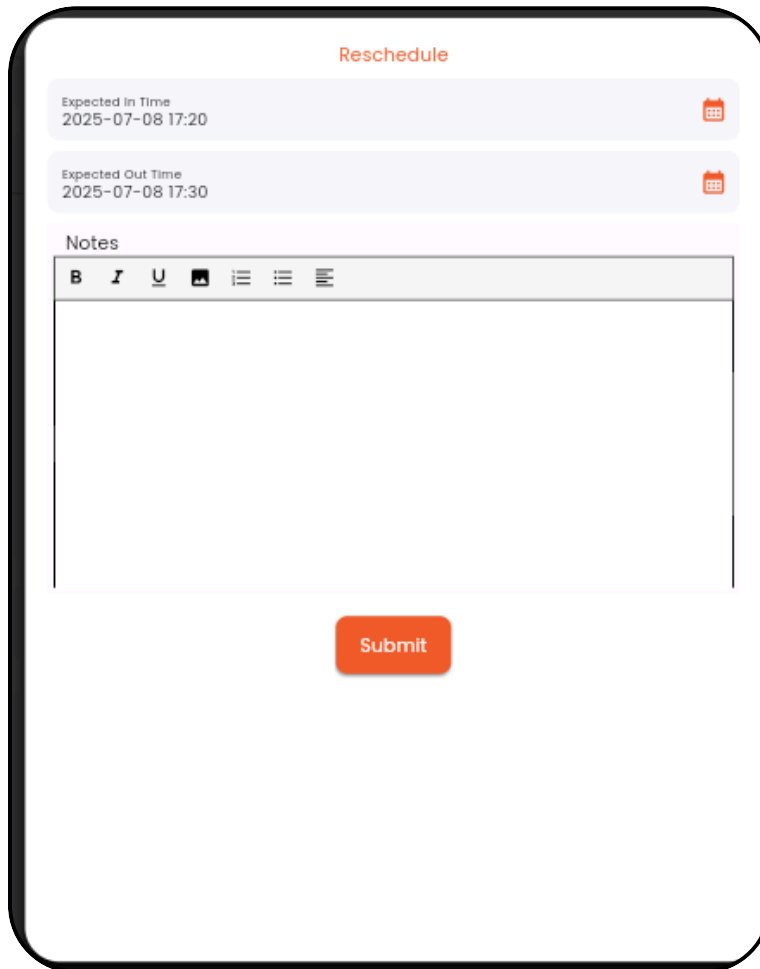
INVITE– STEP 17
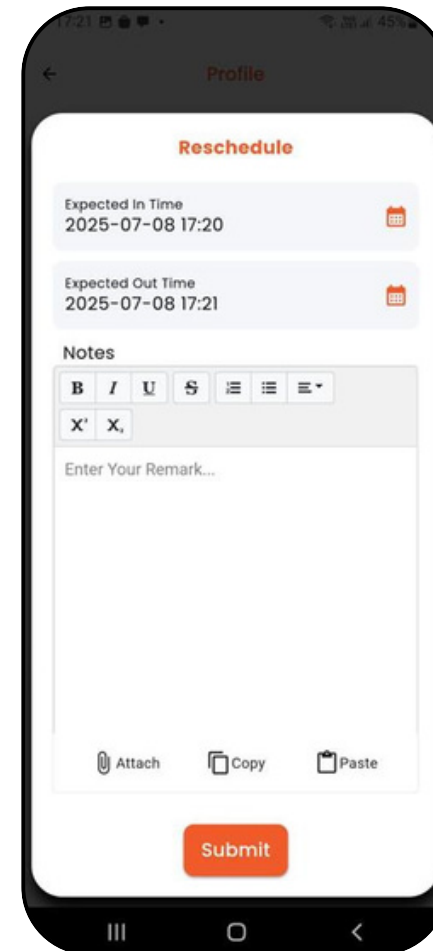
19 Select the **Expected In Time** and **Expected Out Time.**

Once Done, Click **Submit.**

INVITE– STEP 18

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

- Click on **Cancel**.
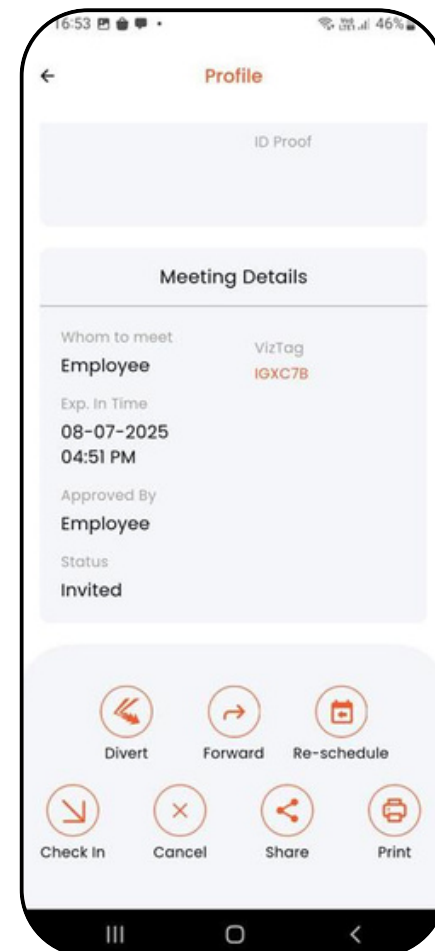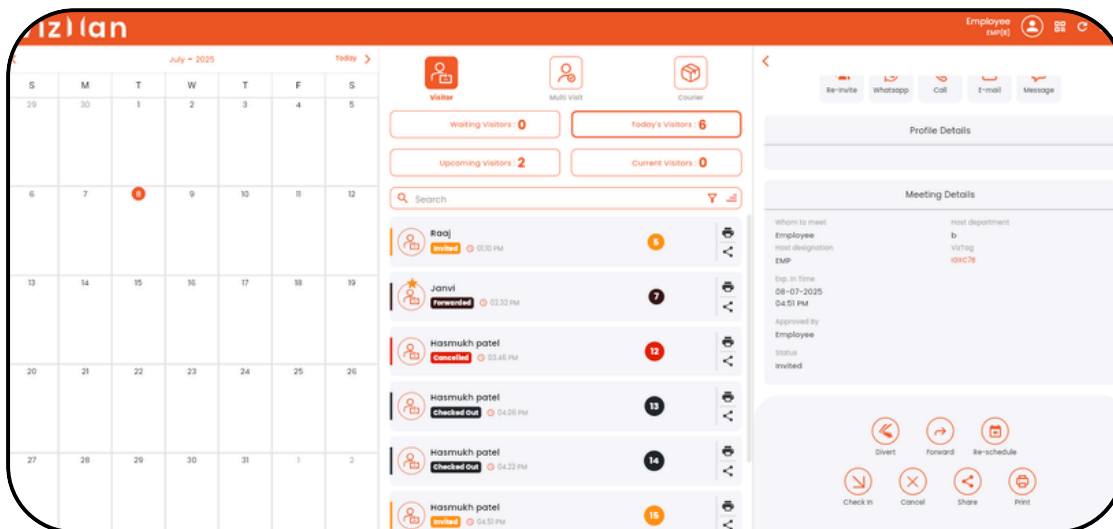
INVITE– STEP 19

21

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

- Click on **Share**.
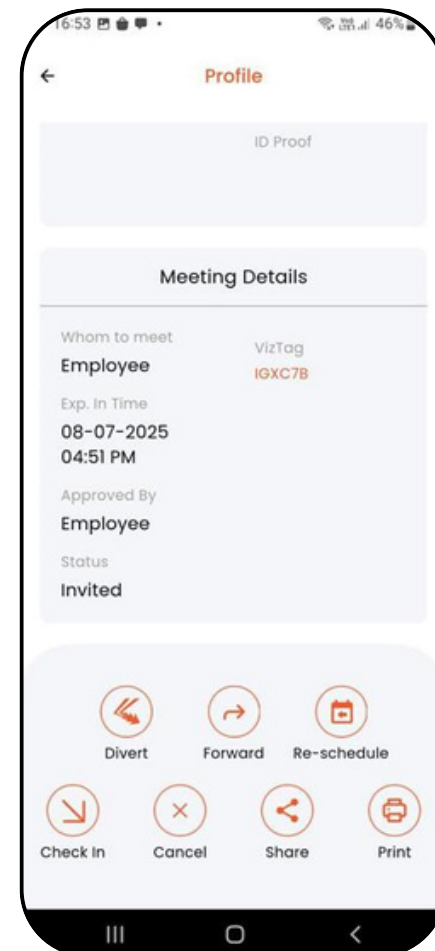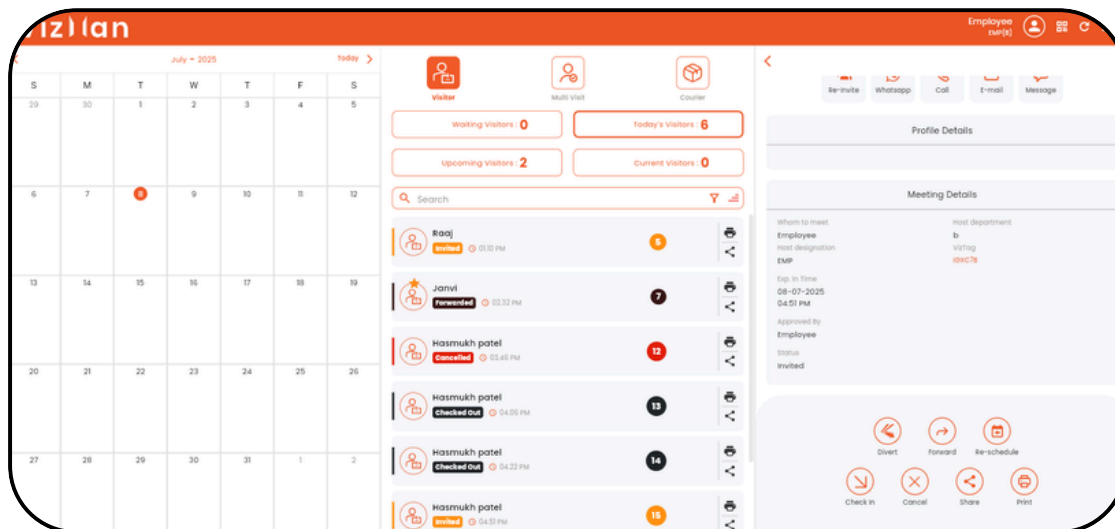
INVITE– STEP 20

22 Click on **Share**.

Powered by VizMan
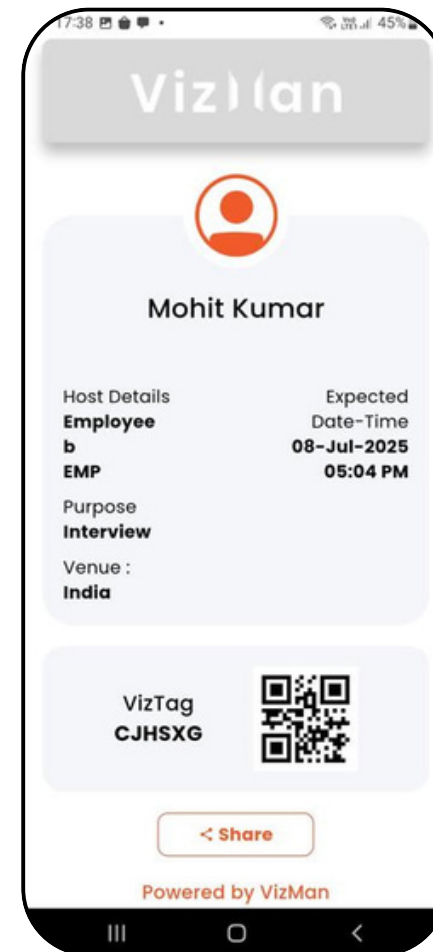
INVITE– STEP 21

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

- Click on **Print**.
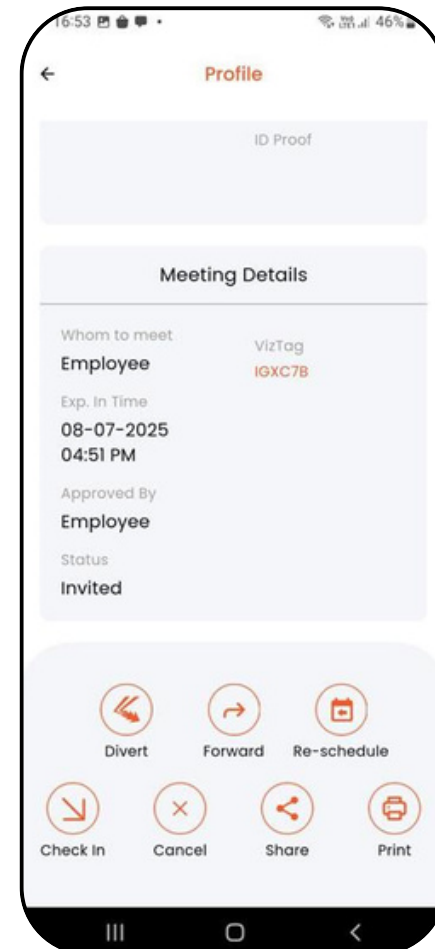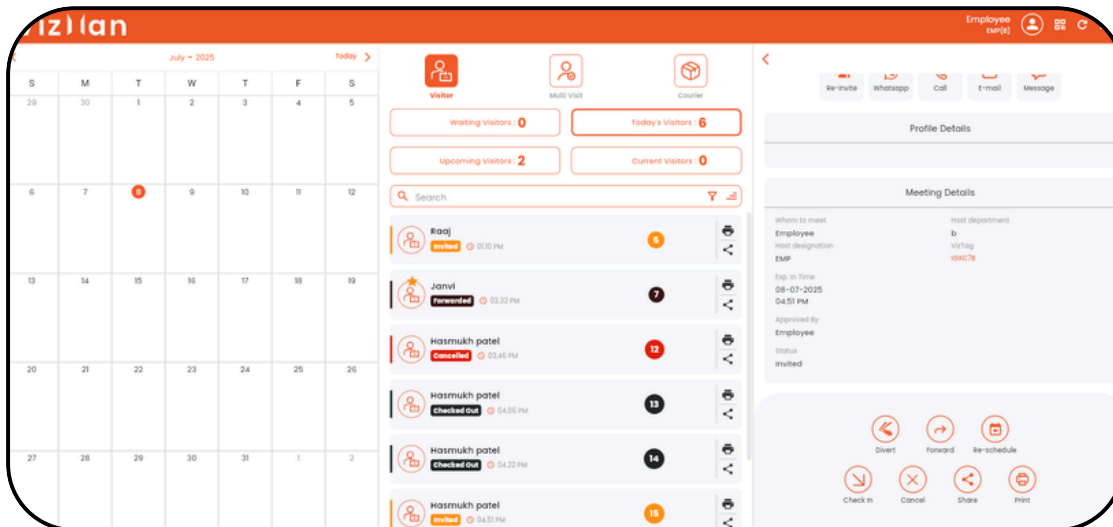
INVITE– STEP 22

24 Click on **Print**.
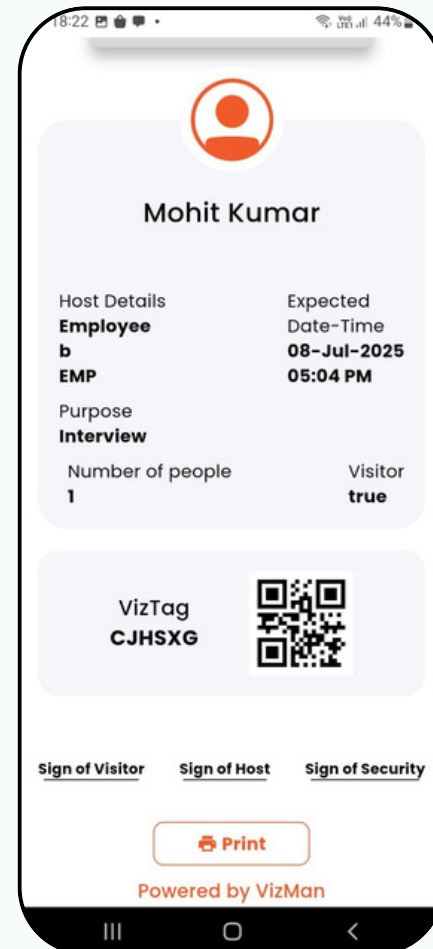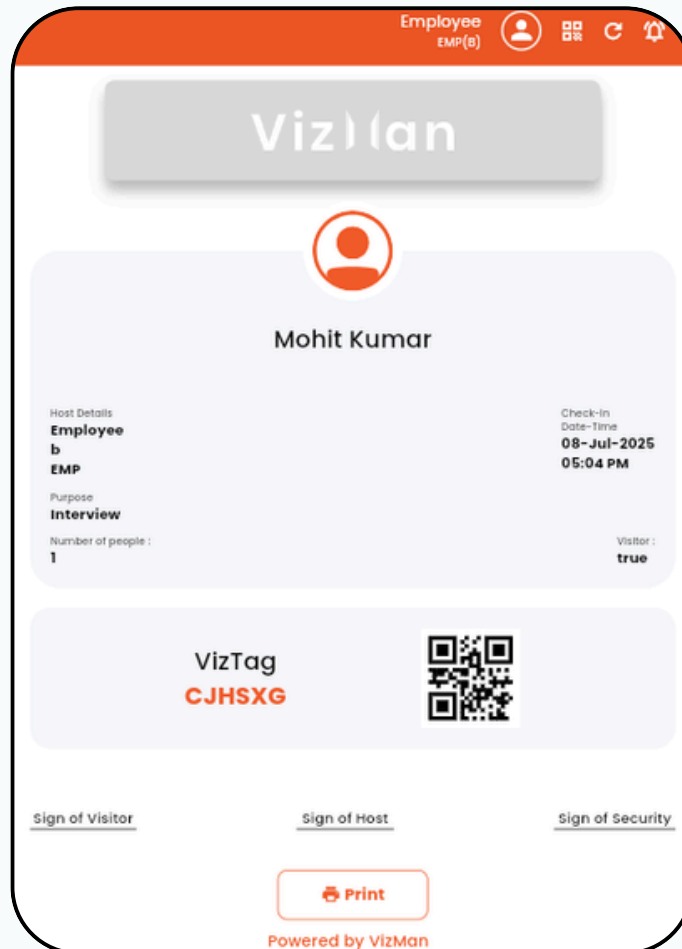
03 MULTI-VISIT

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.
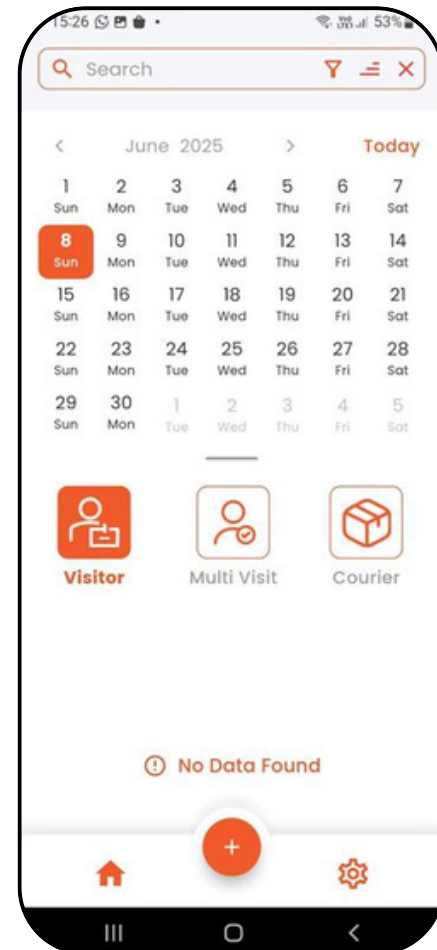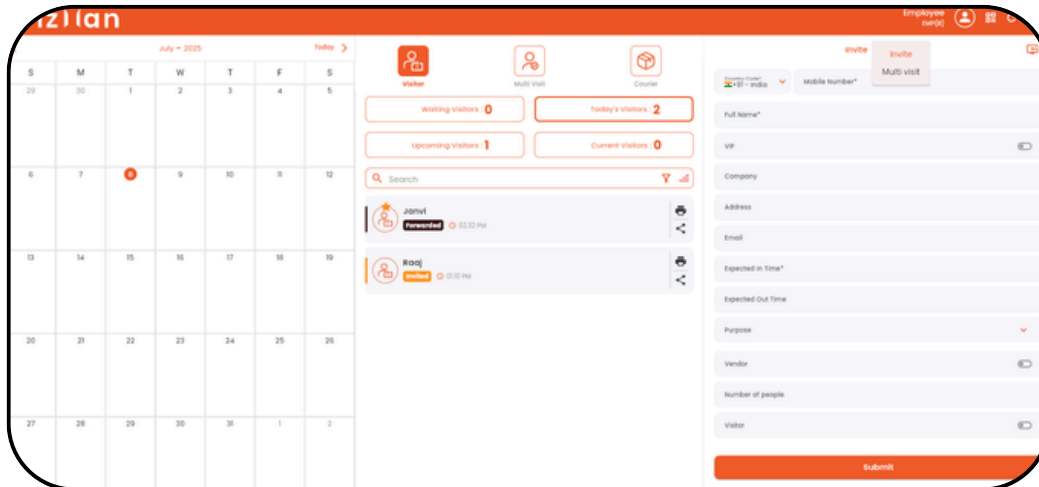
MULTI-VISIT– STEP 2

26

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

Click **Multi-Visit** to proceed for Mobile Application.
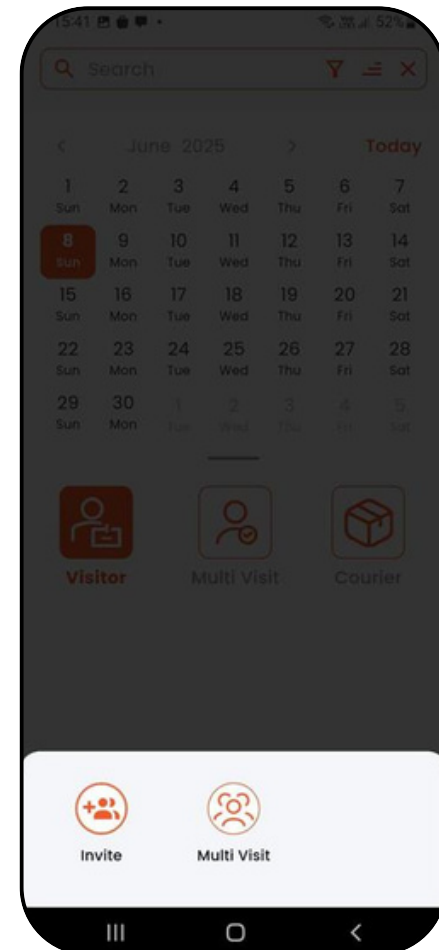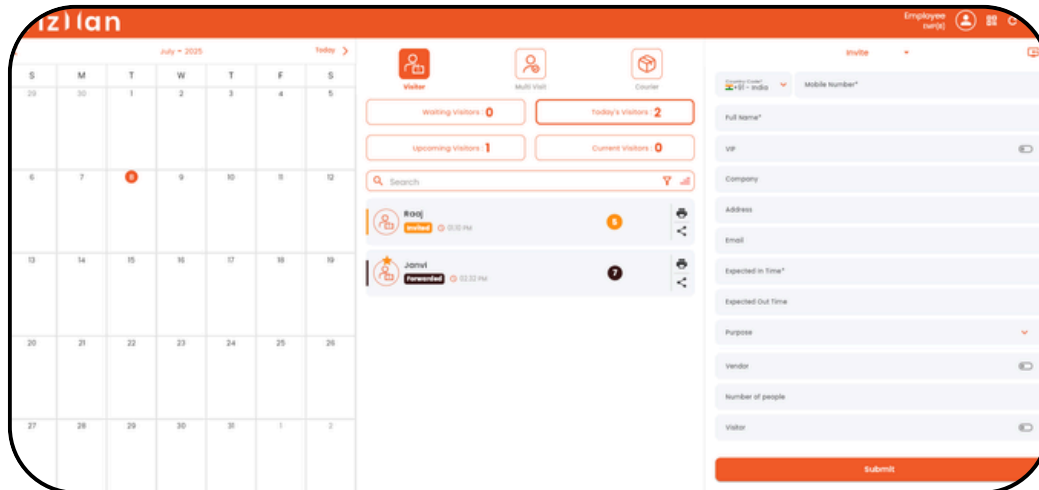
MULTI-VISIT– STEP 3

27

Fill the **necessary fields**.

Once done, click **Submit.**

MULTI-VISIT– STEP 4

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

Click on particular **Visitor.**
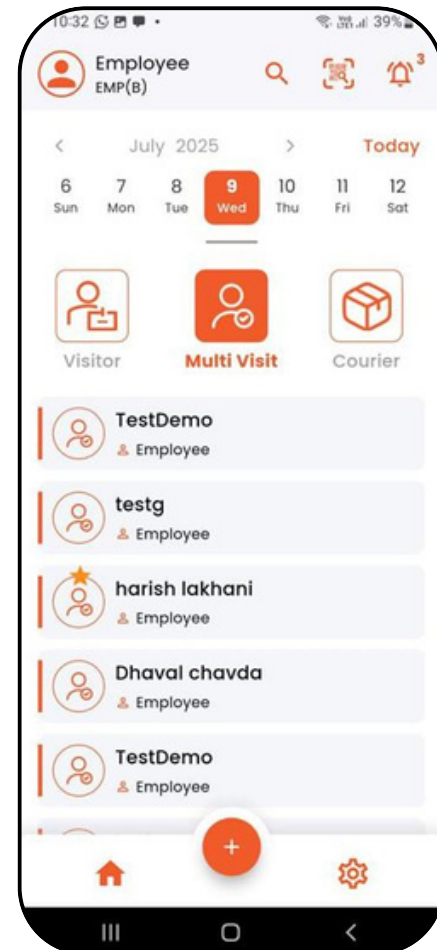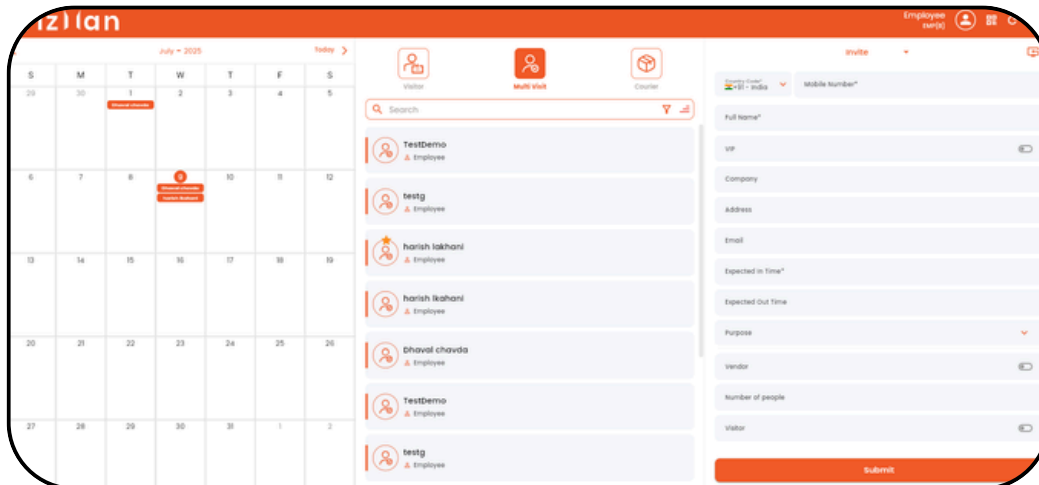
MULTI-VISIT– STEP 5

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.
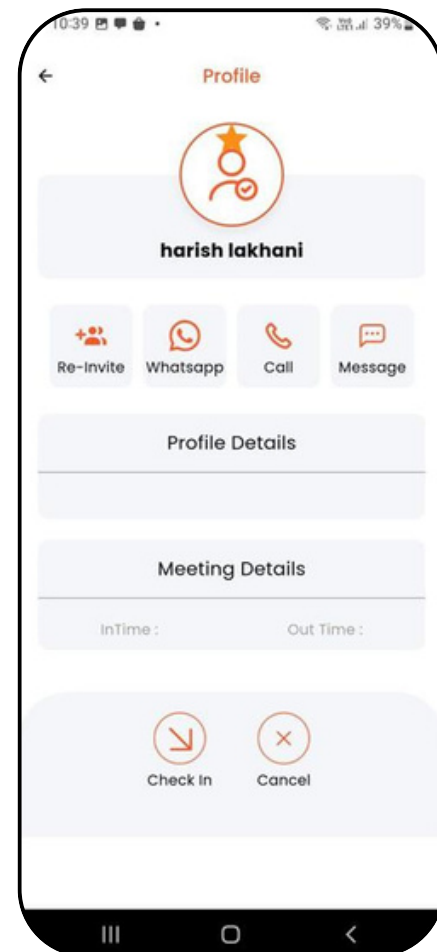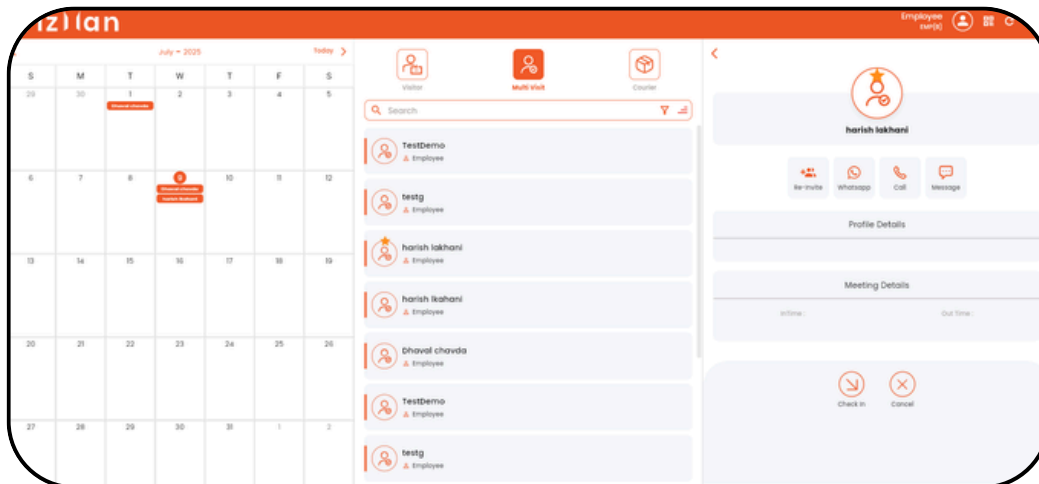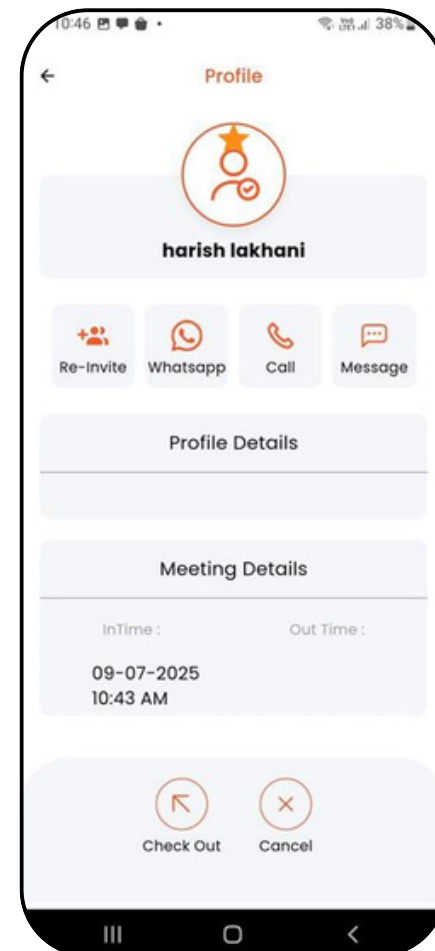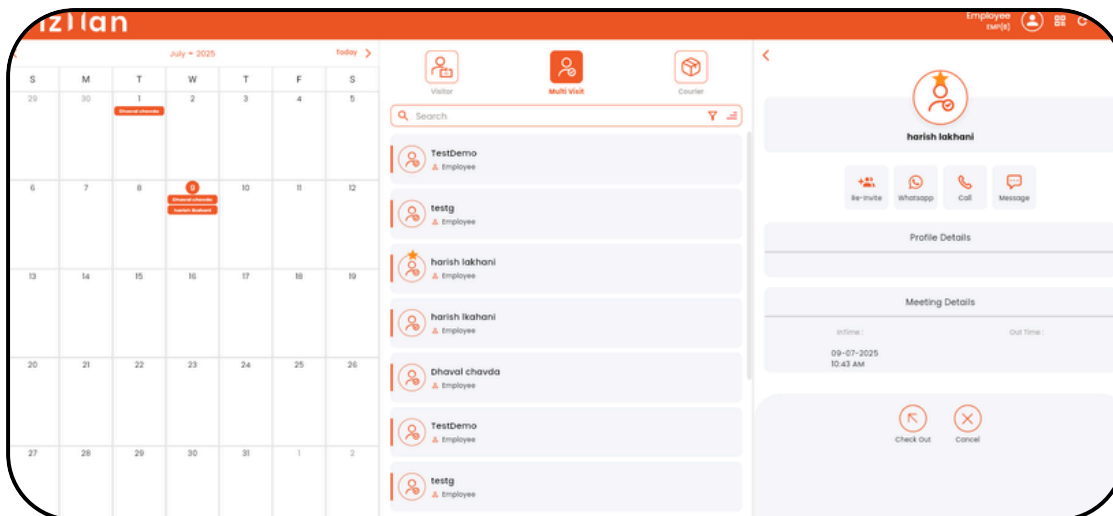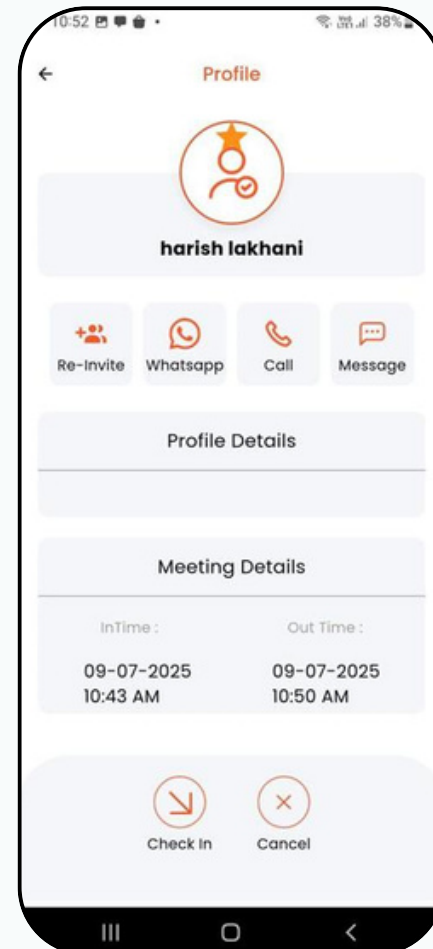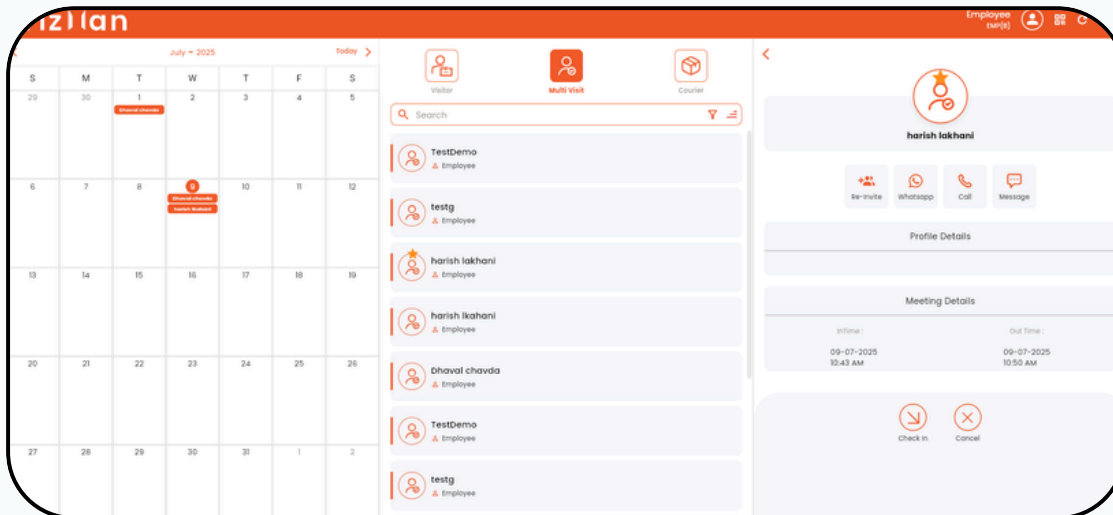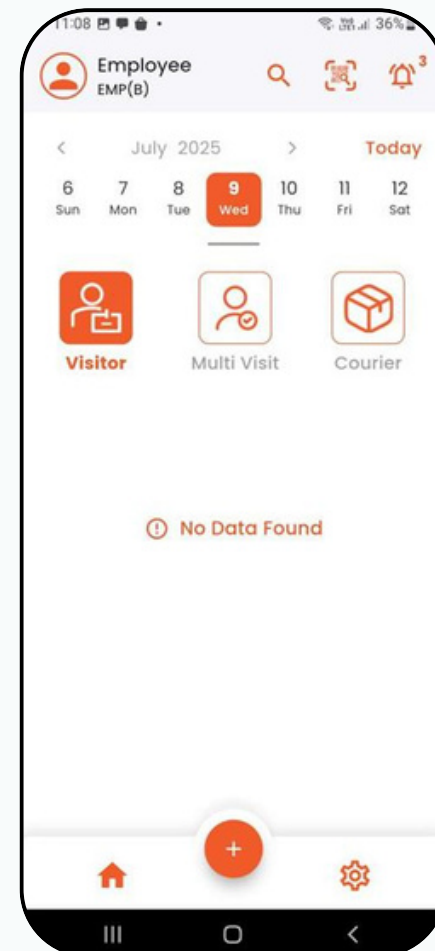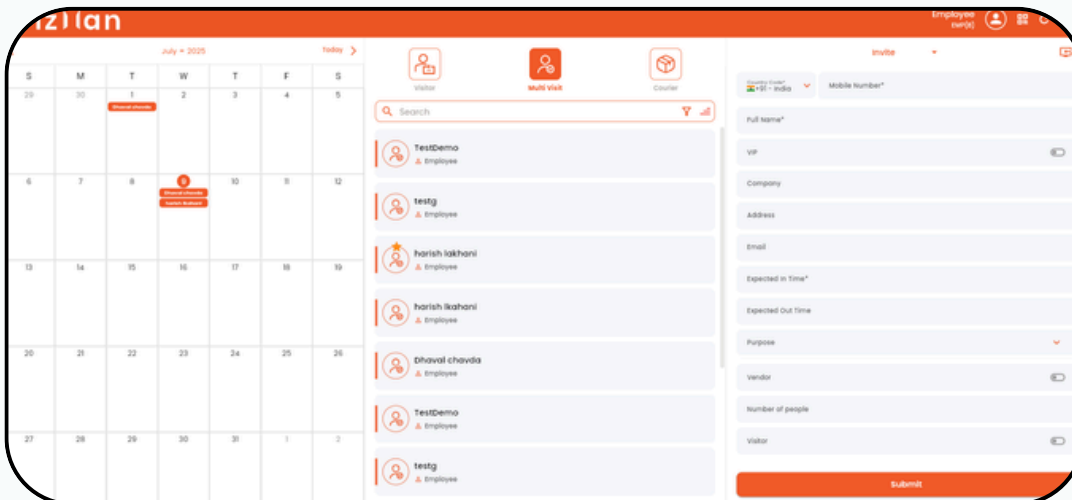
QR CODE ACCESS– STEP 1

32

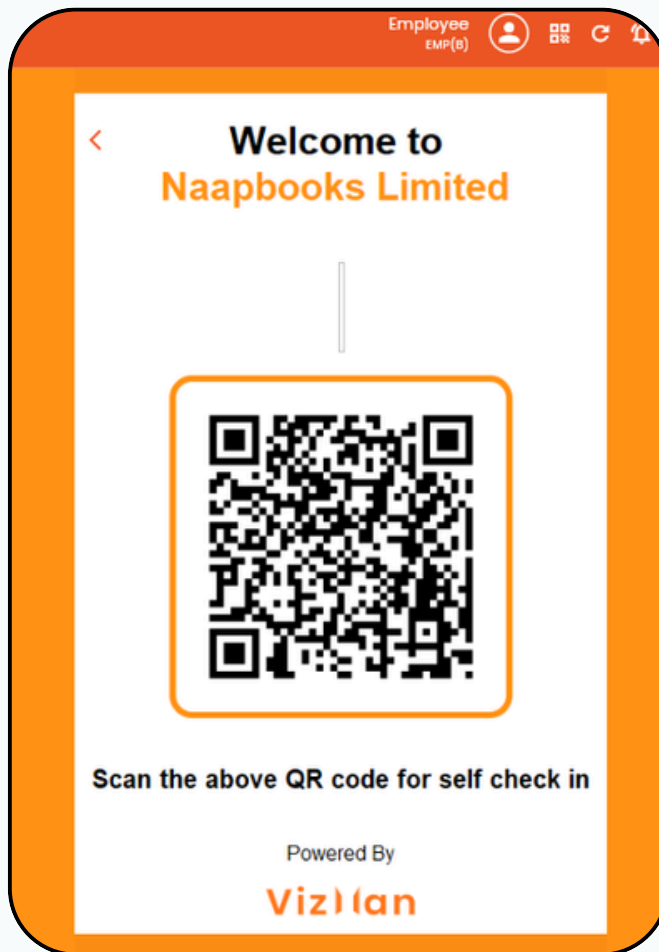On the top menu, click the **QR icon.**

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
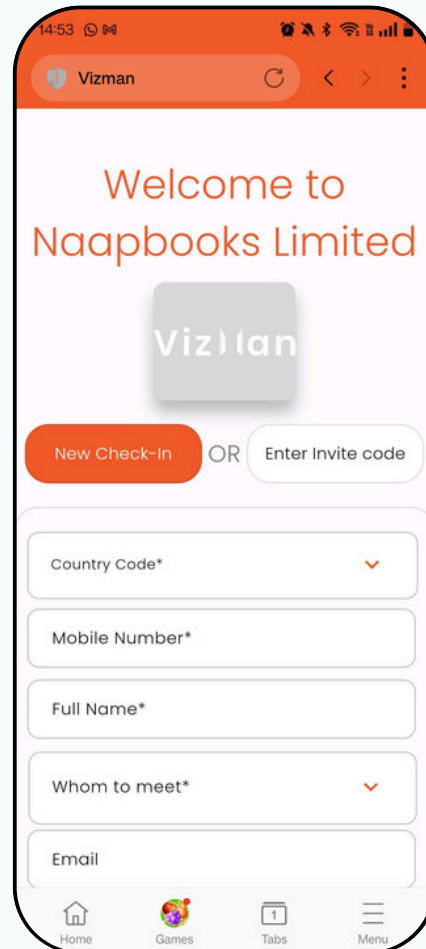
33   Scan **QR Code** with **Mobile or Tablet.**

QR CODE ACCESS– STEP 3

34

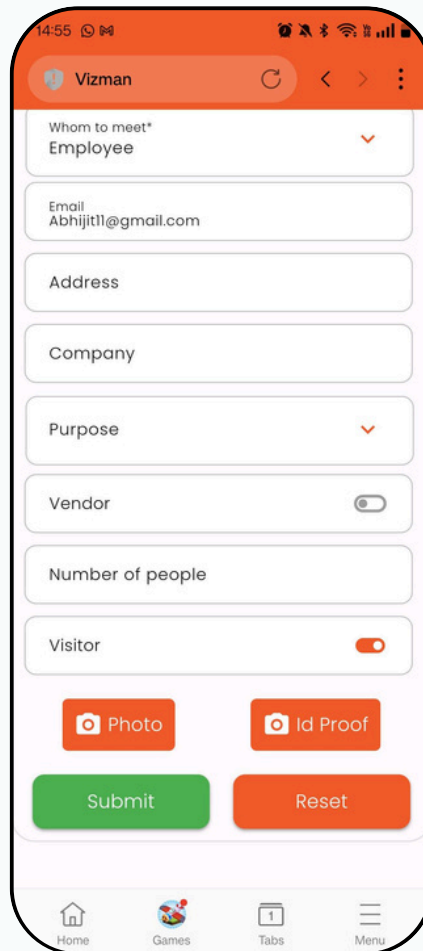If you have **invite** then,

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

QR CODE ACCESS- STEP 4

35 Fill all the Necessary **Fields.**

Once Done, Click on **Submit**.

QR CODE ACCESS– STEP 6

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

QR CODE ACCESS– STEP 7

37

If you have **invite then,**

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

QR CODE ACCESS– STEP 8

38

Enter the **Invite code.**

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

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

QR CODE ACCESS– STEP 9

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

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.**
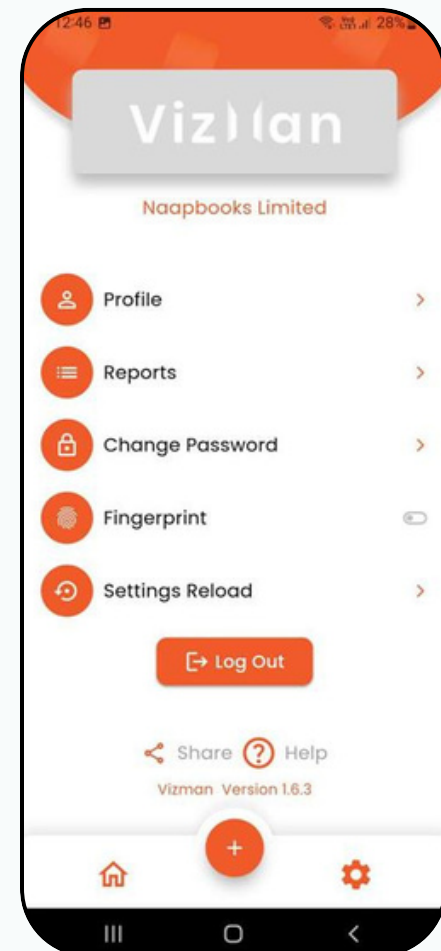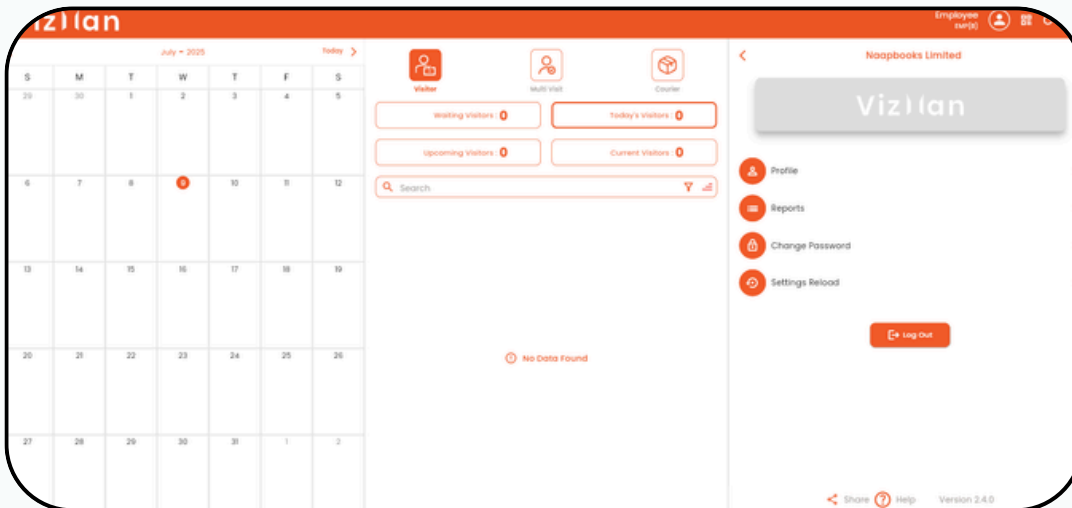
PROFILE– STEP 2

41 Edit the **necessary field.**

Once Done,Click on **Save**

Edit Profile

Name
Employee

Mobile Number*
+919000000003
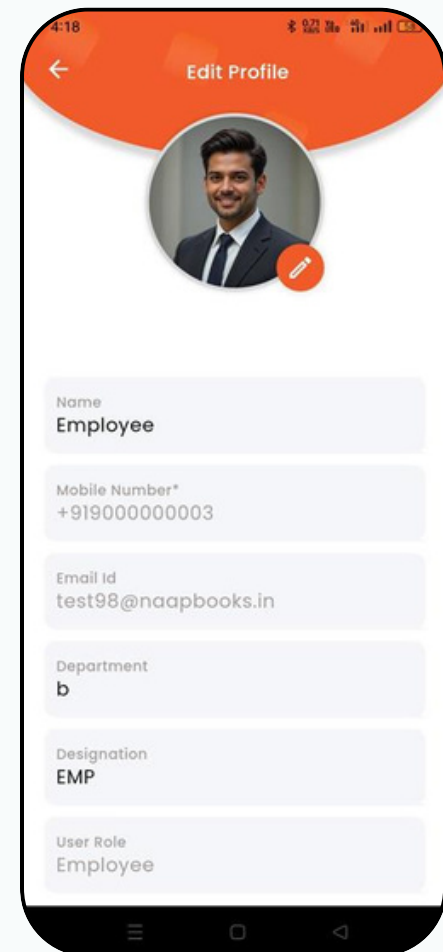
Email Id
test98@naapbooks.in

Department
b

Designation
EMP

User Role
Employee

Time
+05:30 – India

4:18

Edit Profile

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.

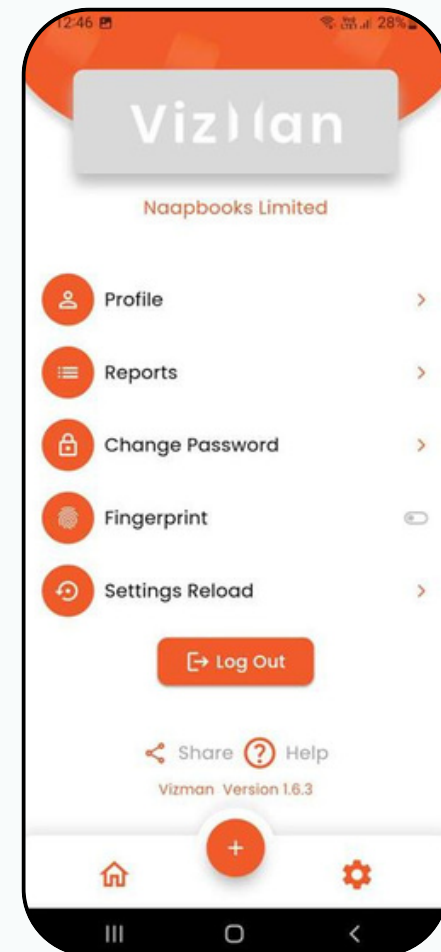On the top menu, click the **Profile** icon for Web.

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.**

07 CHANGE PASSWORD

Need to change your password? It's fast, simple, and totally hassle-free.
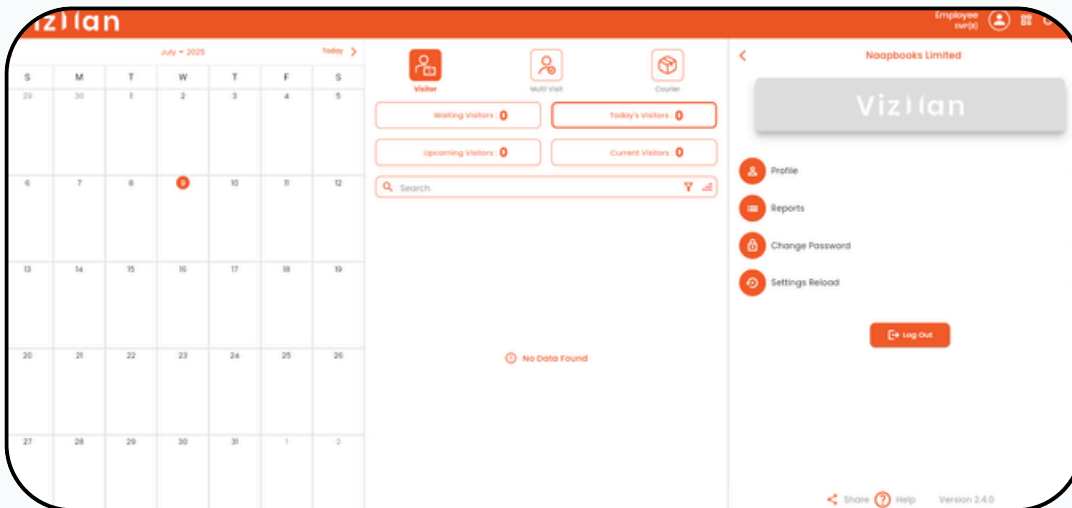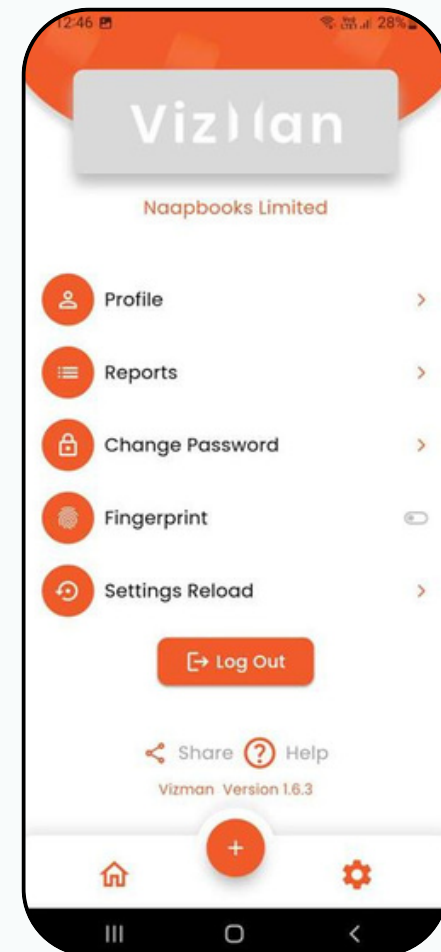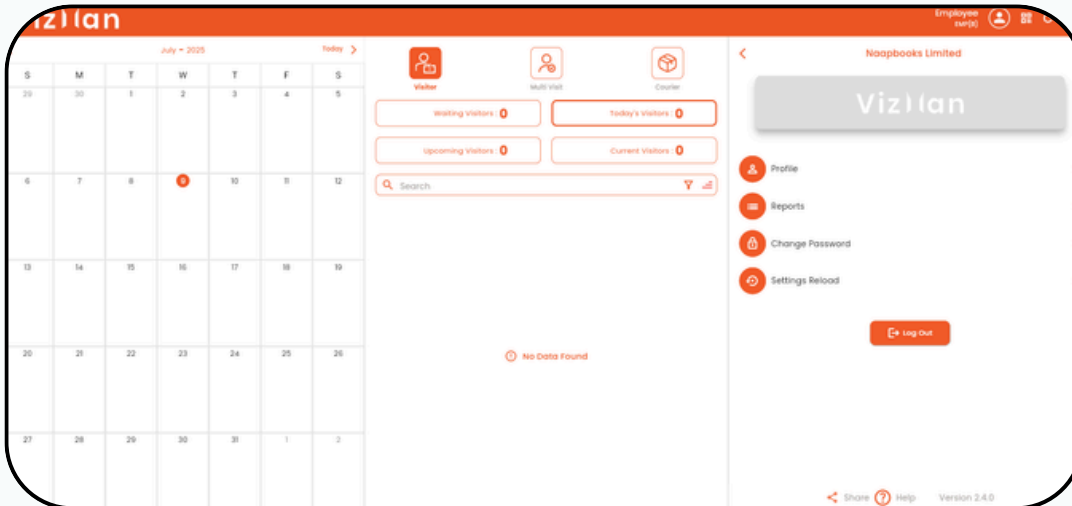
CHANGE PASSWORD– STEP 1

44

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

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

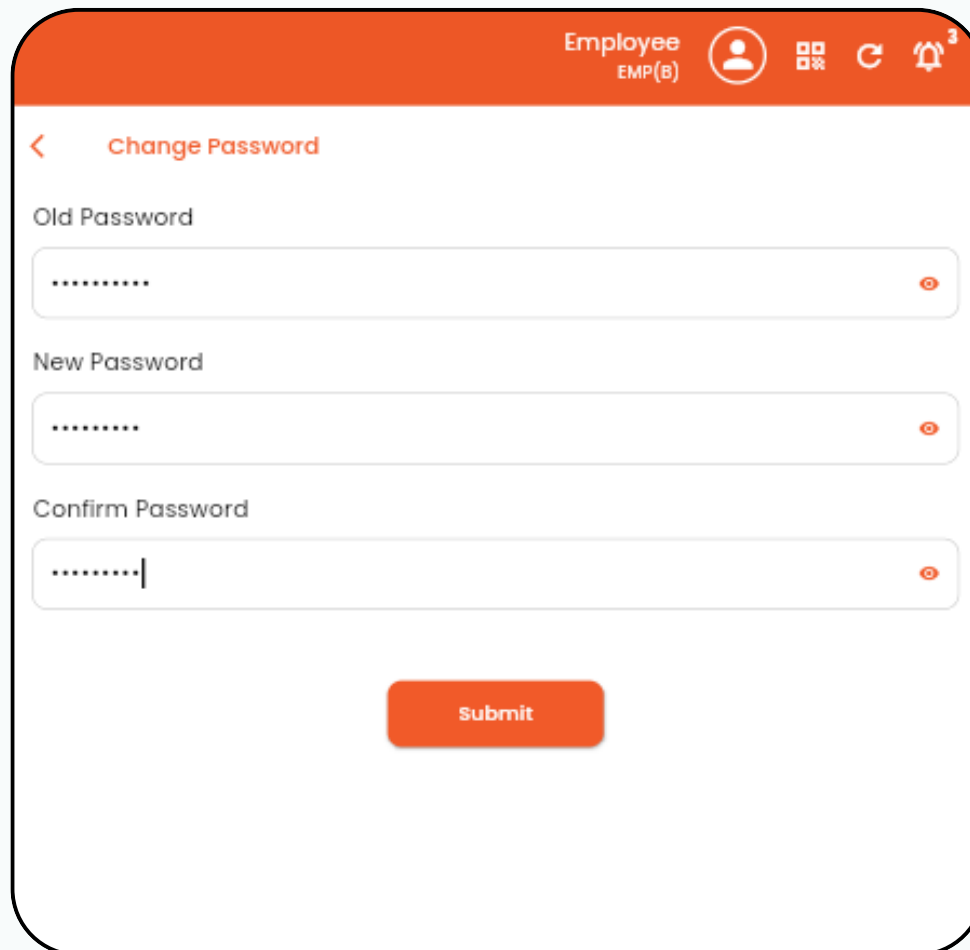In the top menu, click the **Change Password.**

CHANGE PASSWORD– STEP 2

45

Fill the **necessary field.**
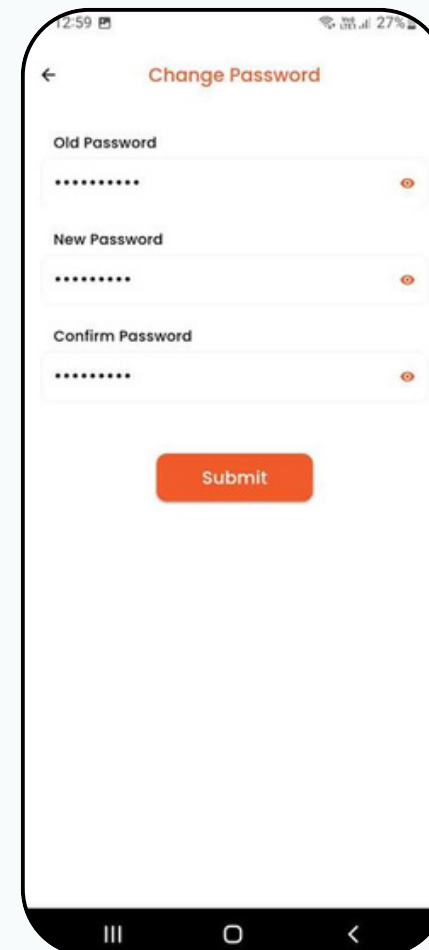
Once Done,Click on **Submit**

08 SETTINGS RELOAD

Need to reload your settings? Just one click and you're all set!
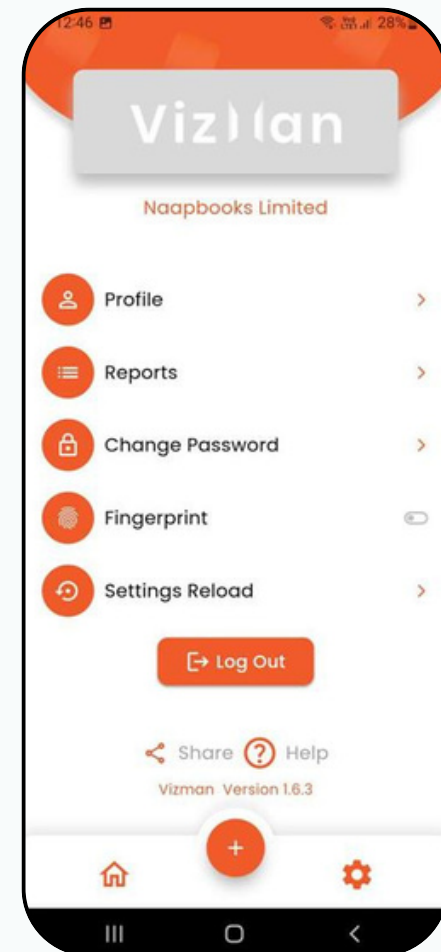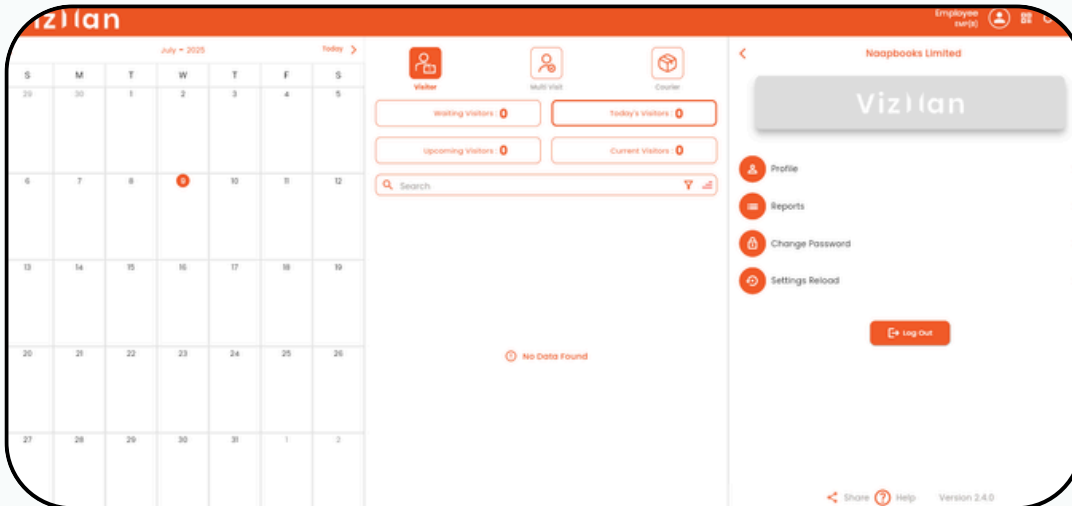
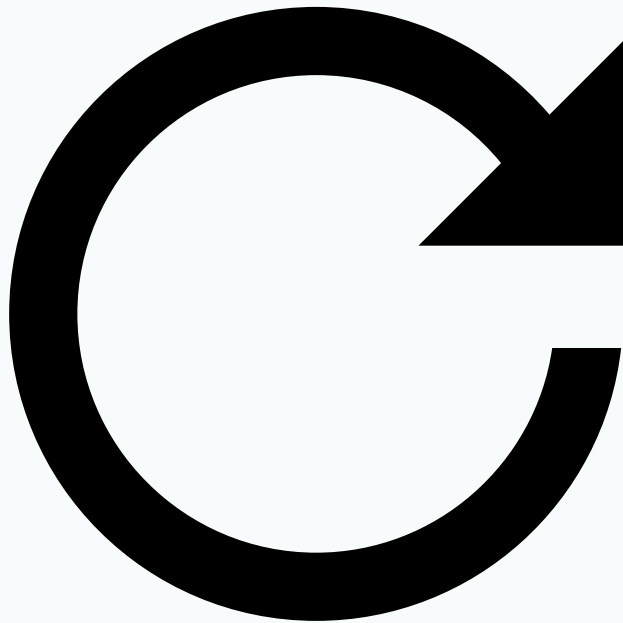# SETTINGS RELOAD– STEP 1

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.
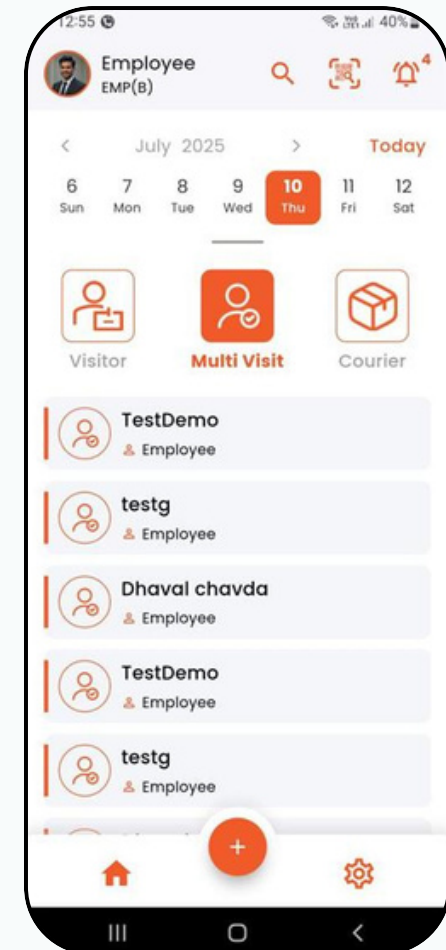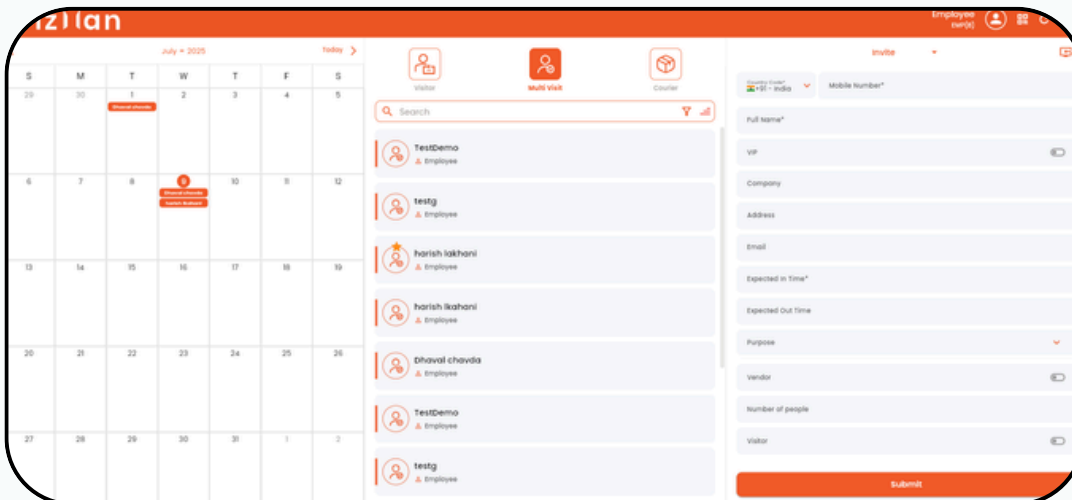
09 NOTIFICATION

New updates? Click once to see your notifications!
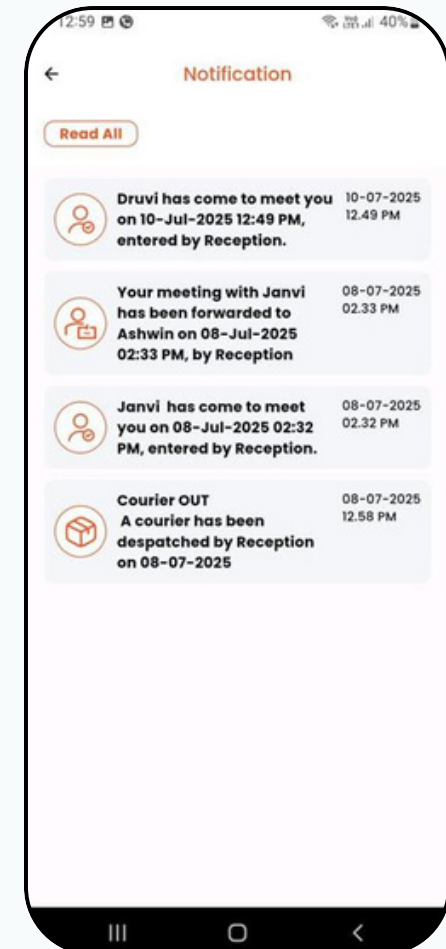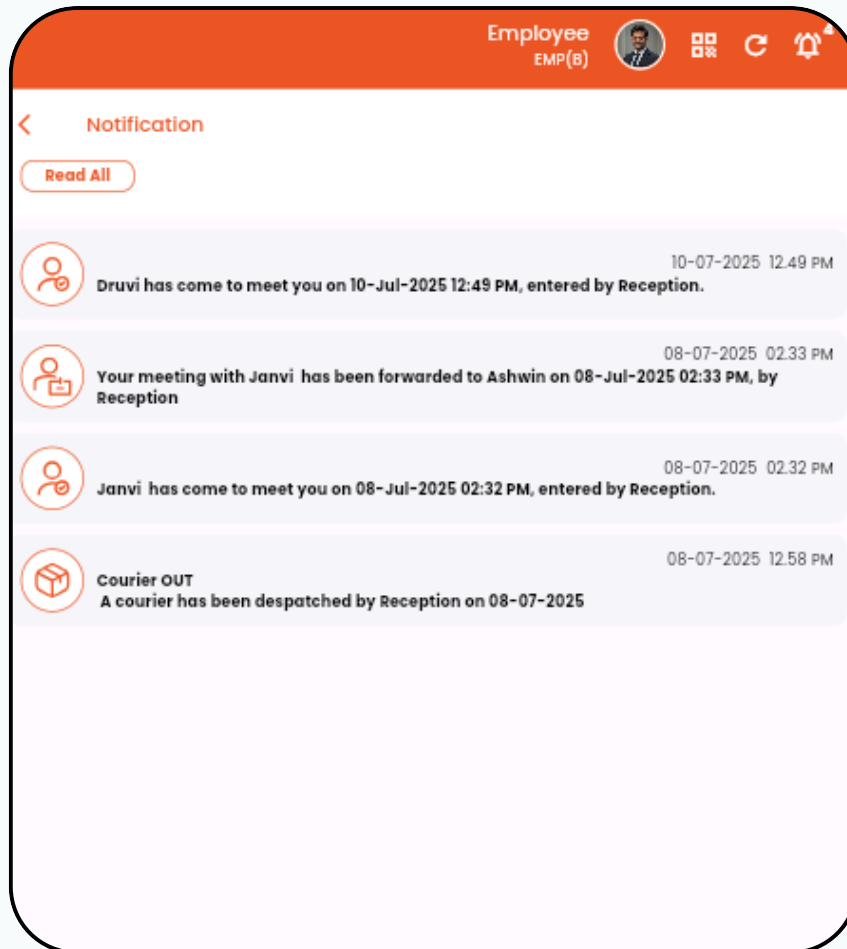
NOTIFICATION–STEP 1

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.