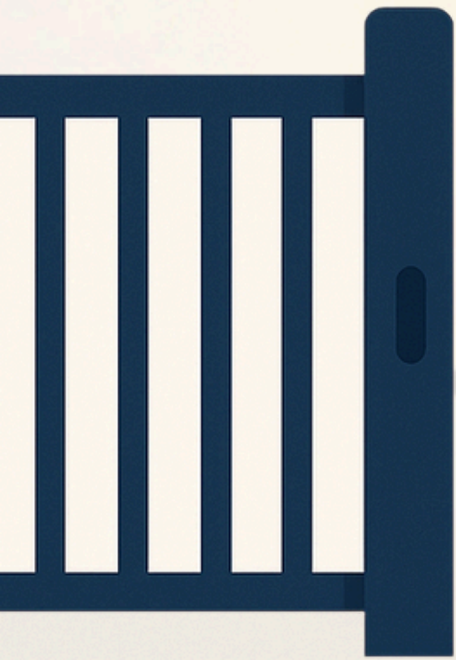
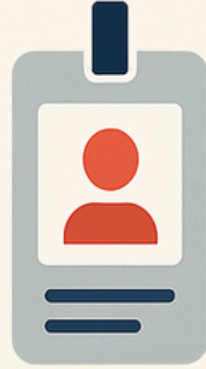


Vizlan

# USER GUIDE FOR GATEKEEPER

Version 1.5

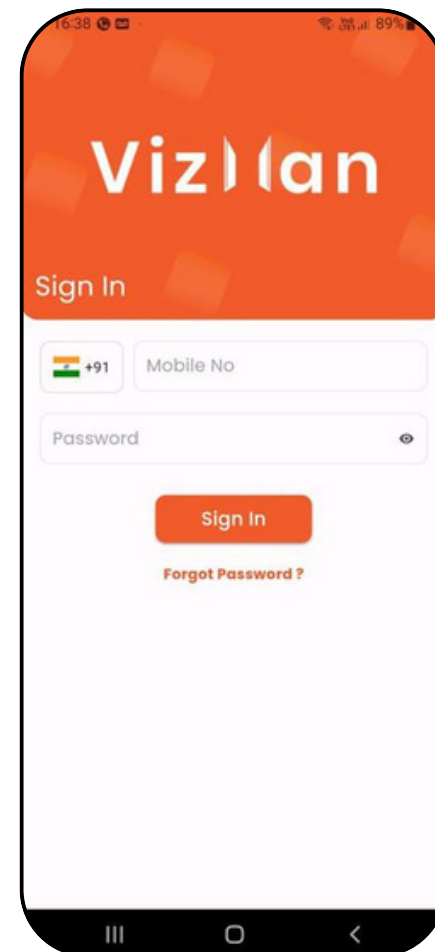


# WELCOME PAGE

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

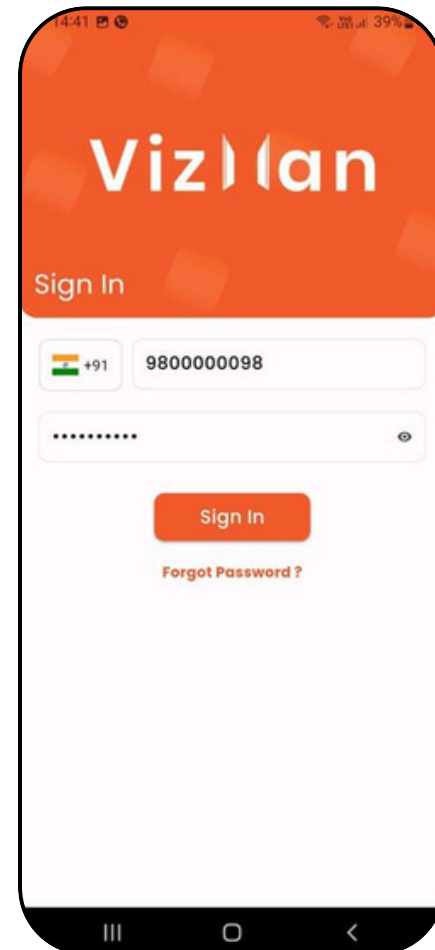
02

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

Click **Sign In** to proceed.



The desktop login page features a white background with an orange header containing the 'Vizlan' logo. Below the header, there is a 'Sign In' link in the top left corner. The main content area is divided into two sections. On the left, a 'Welcome!' message is followed by a form with three input fields: a country code dropdown (set to India), a mobile number field (containing 9000000002), and a password field (masked with asterisks). Below these fields is a 'Sign In' button and a 'Forgot Password?' link. At the bottom left, there is a link for users who do not have an account. On the right, there is a large illustration of a man in a suit standing next to a laptop. The laptop screen shows a large orange padlock, a shield with a checkmark, and a key, symbolizing security and access.



The mobile login page has a white background with an orange header containing the 'Vizlan' logo. Below the header, there is a 'Sign In' link. The form consists of three input fields: a country code dropdown (set to +91), a mobile number field (containing 9800000098), and a password field (masked with asterisks). Below these fields is a 'Sign In' button and a 'Forgot Password?' link. The page is displayed on a smartphone screen, with the status bar at the top showing the time (14:41) and battery level (39%).

# 02 CHECK-IN



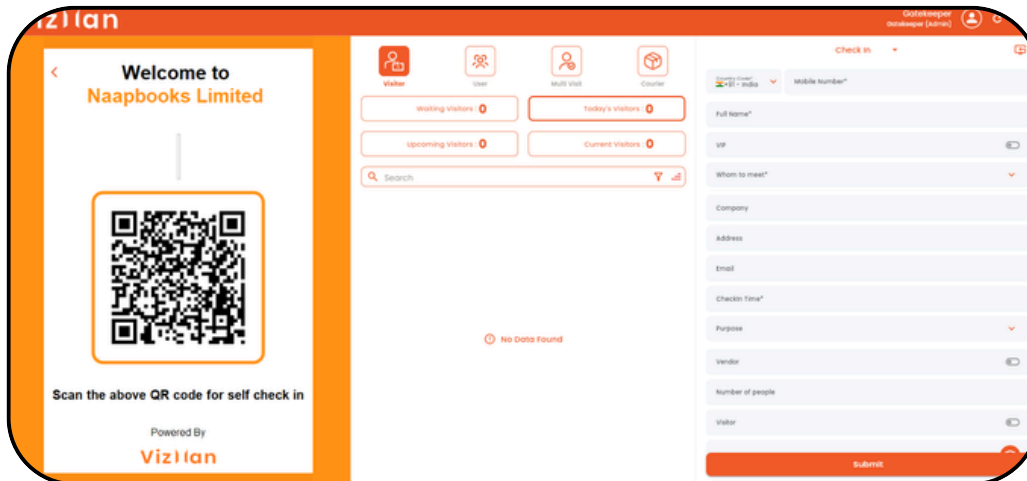
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

# CHECK-IN- STEP 1

03

Click **Dropdown** to proceed for Web.

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

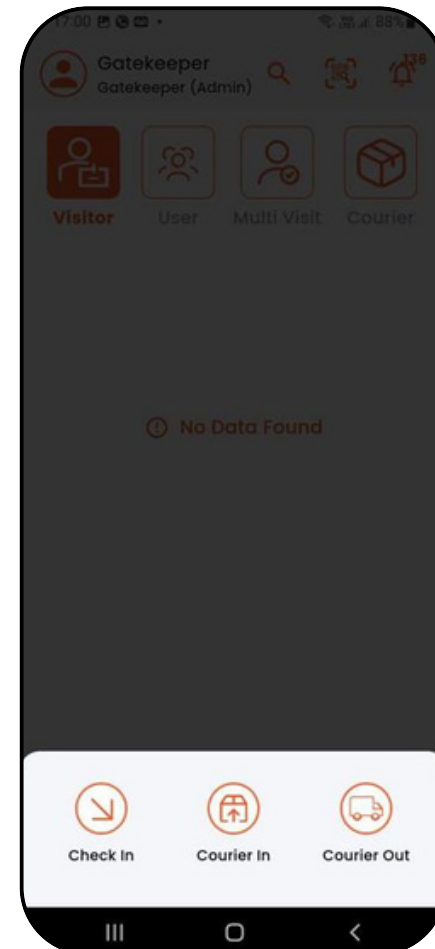
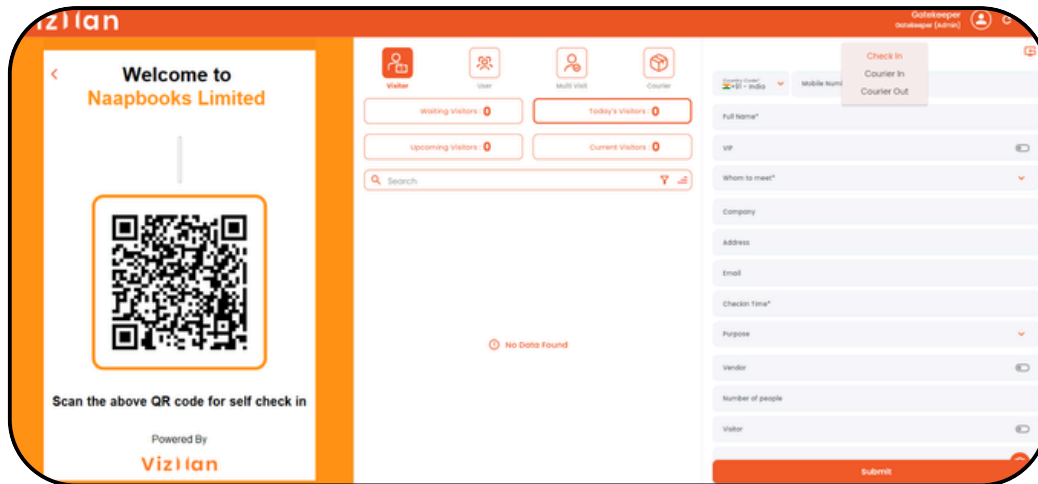


# CHECK-IN- STEP 2

04

Click **Check-In** to proceed for Web.

Click **Check-In** to proceed for Mobile Application.

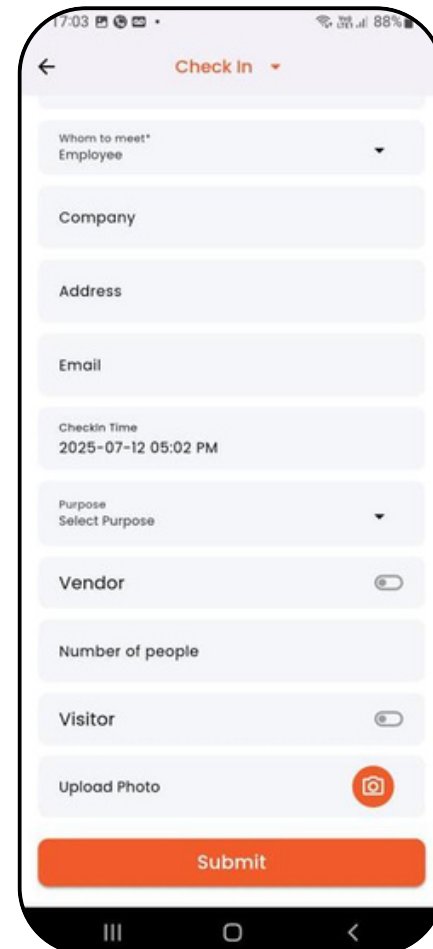
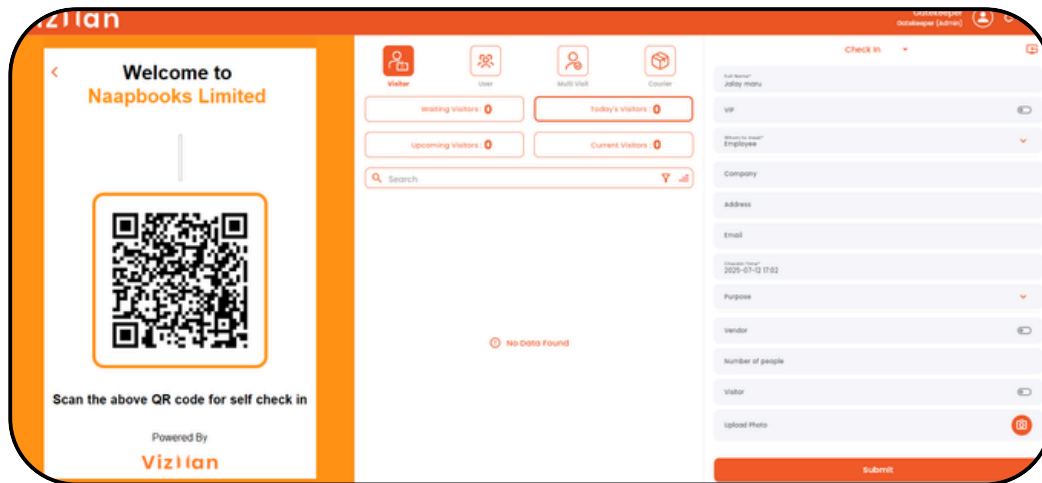


# CHECK-IN- STEP 3

05

Fill the **necessary fields** .

Once done, click **Submit**.

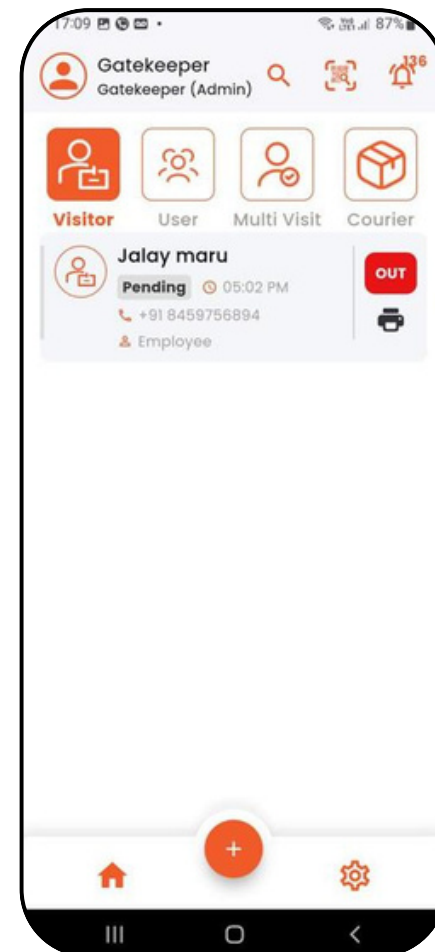
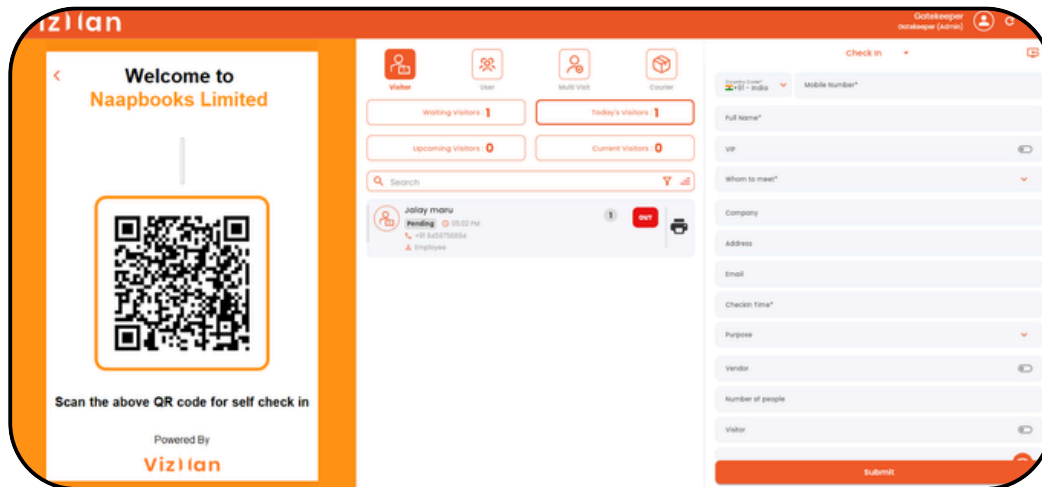


# CHECK-IN- STEP 4

06

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

Click on particular **Visitor**.



# 04 COURIER IN



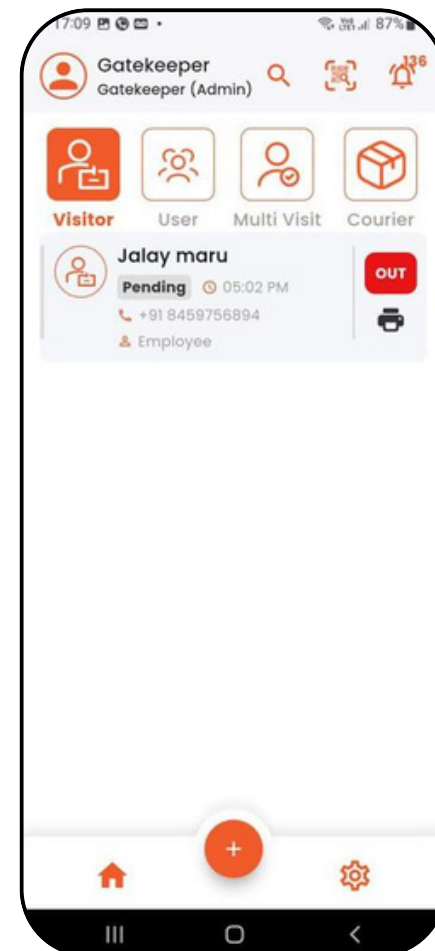
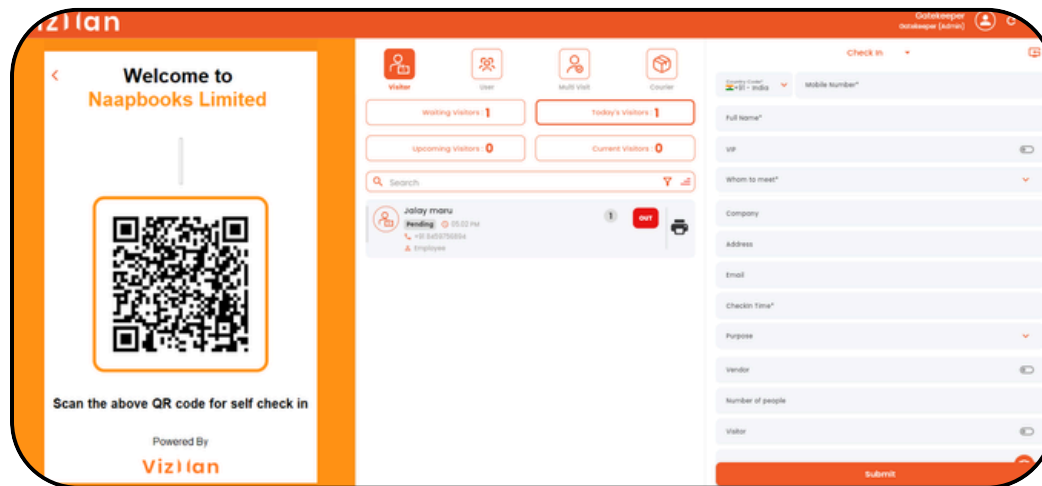
No need to worry about your courier you can check it with few clicks.

# COURIER IN- STEP 1

07

Click **Dropdown** to proceed for Web.

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

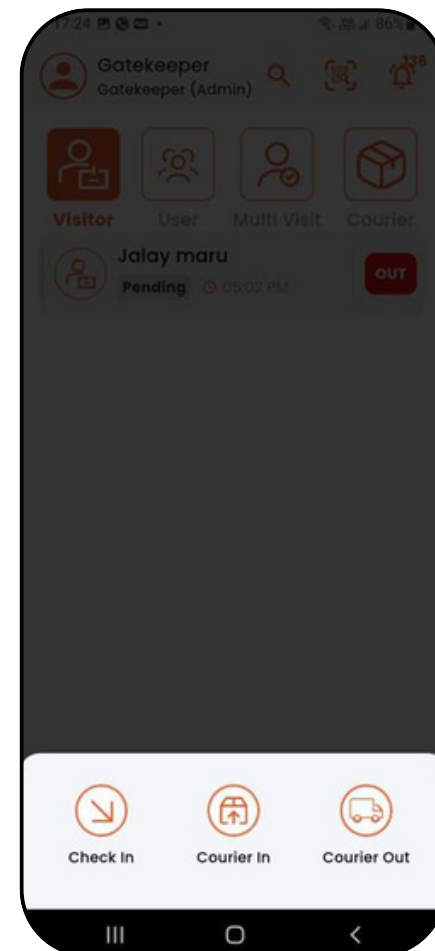
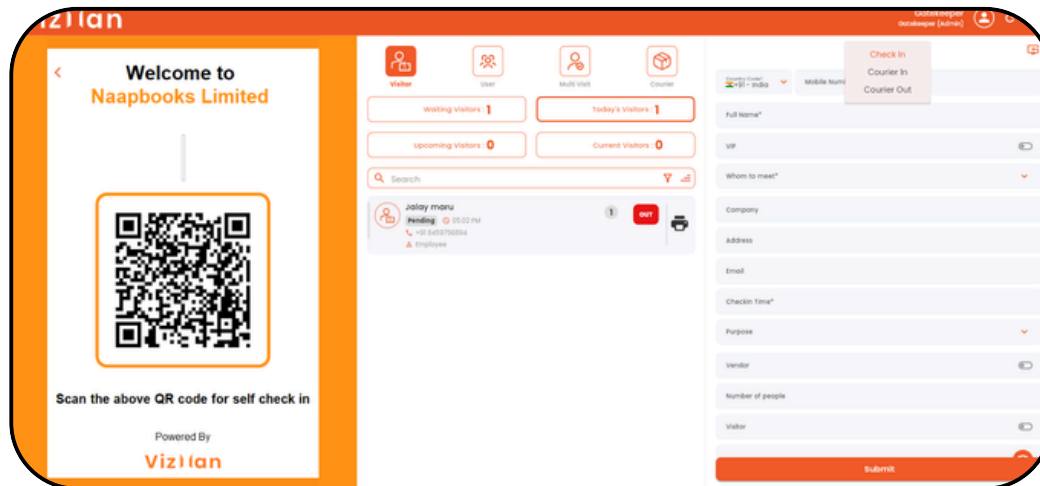


# COURIER IN- STEP 2

08

Click **Courier In** to proceed for Web.

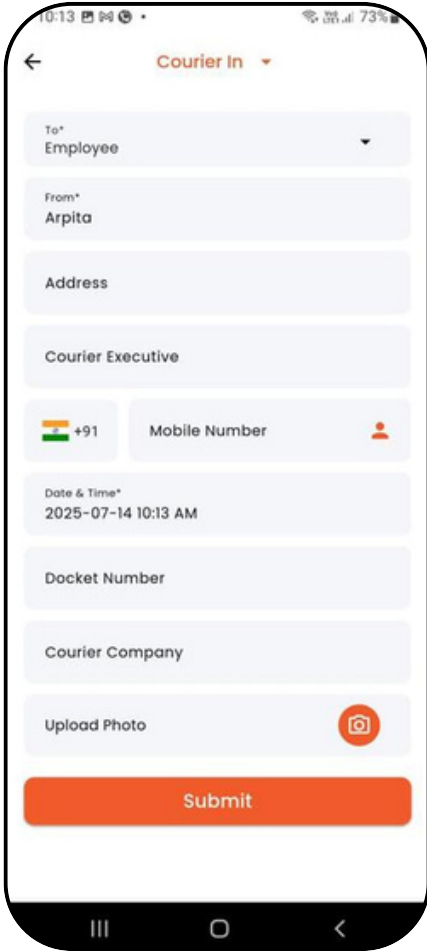
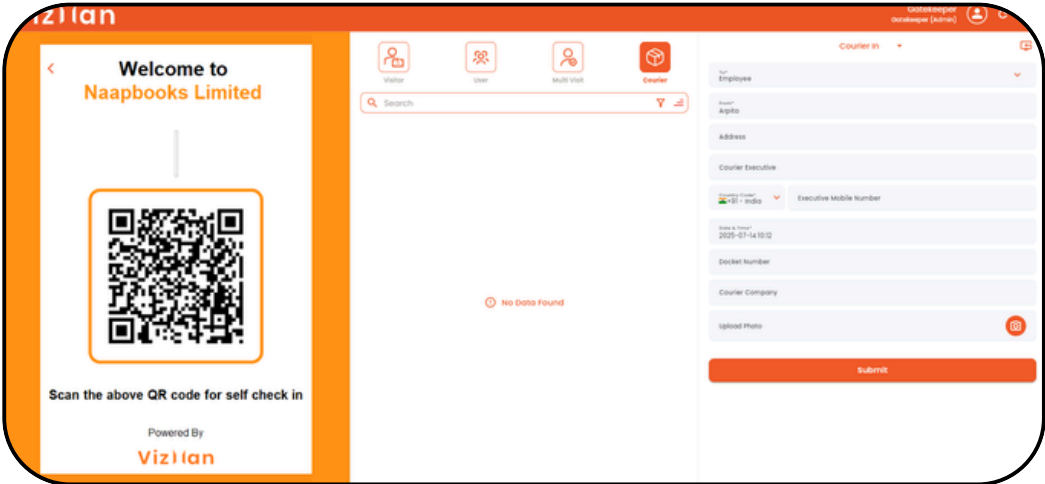
Click **Courier In** to proceed for Mobile Application.



# COURIER IN- STEP 3

09

Fill the **necessary fields** .  
Once done, click **Submit**.

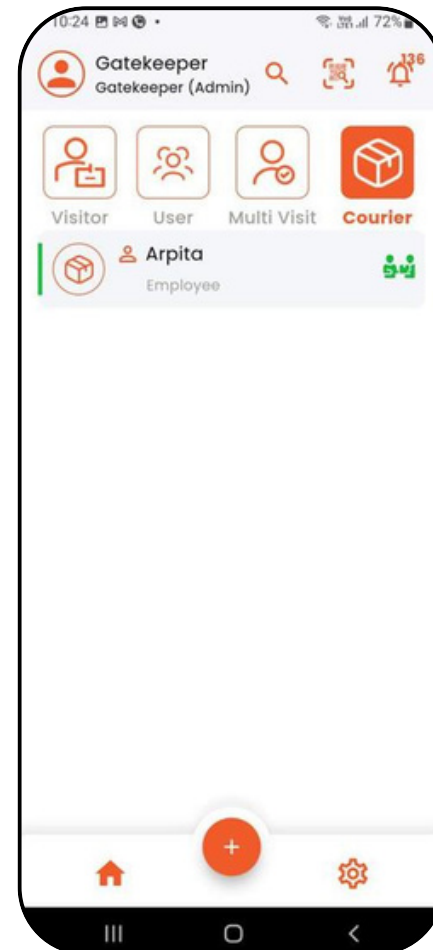
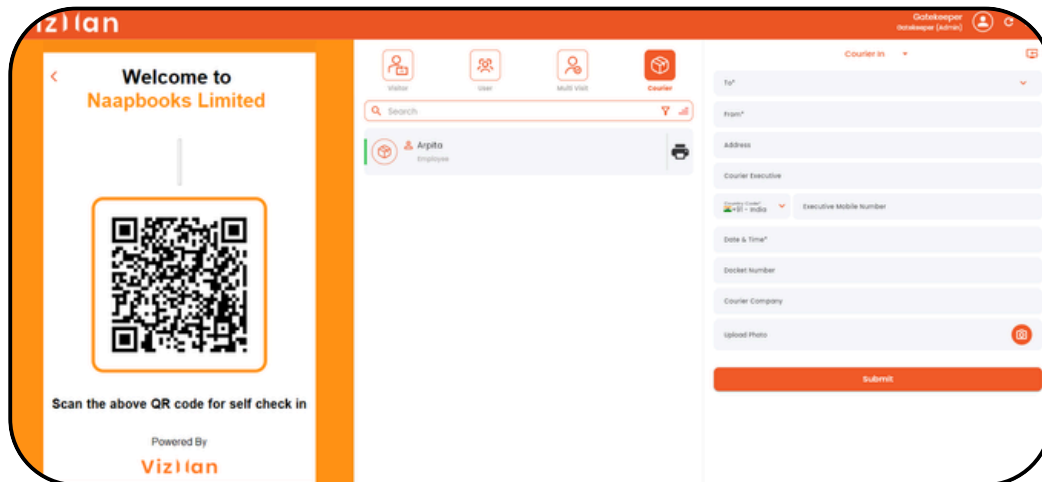


# COURIER IN- STEP 4

10

Invited will **Courier** show on **Courier tab**.

Click on particular **Courier**.

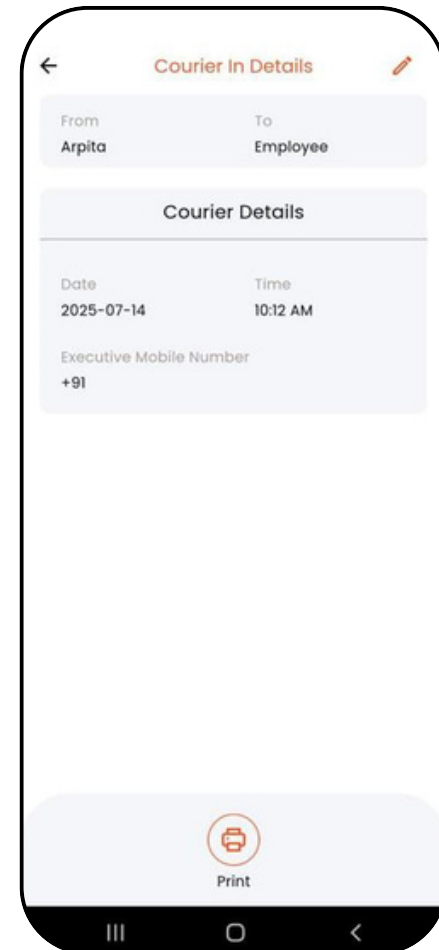
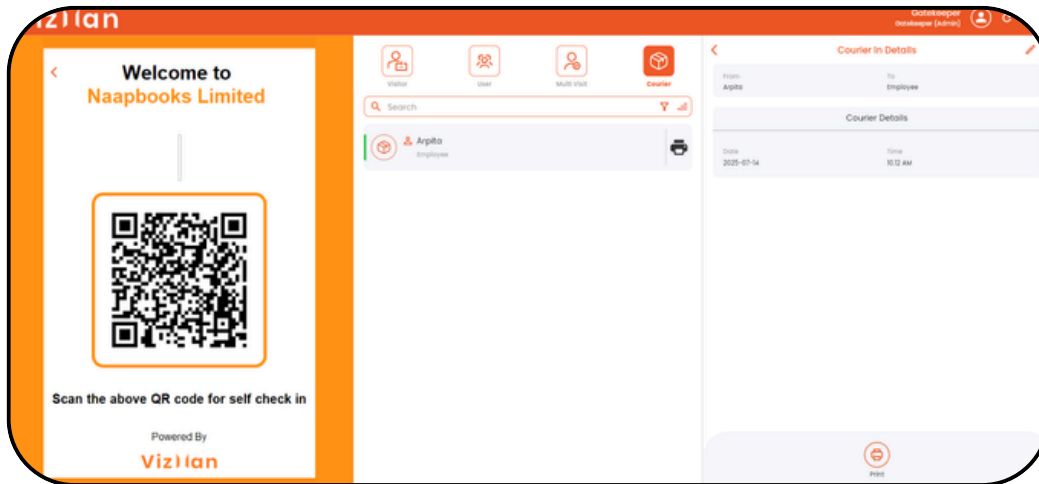


# COURIER IN- STEP 5

11

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

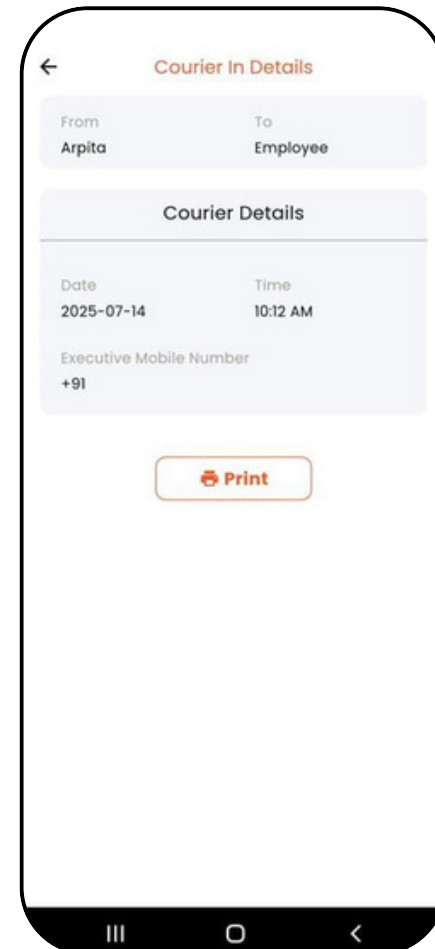
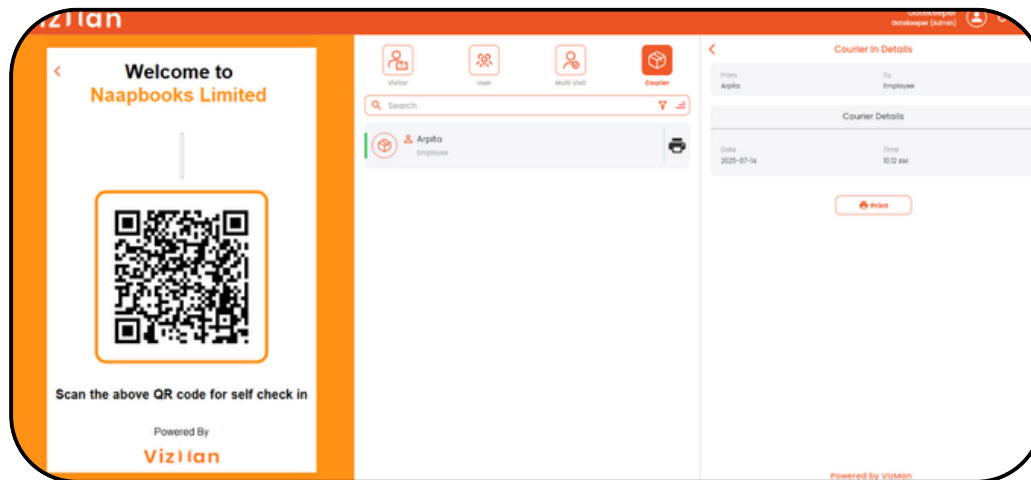
Click on **Print**.



# COURIER IN- STEP 6

12

Click on **Print**.



# 04 COURIER OUT



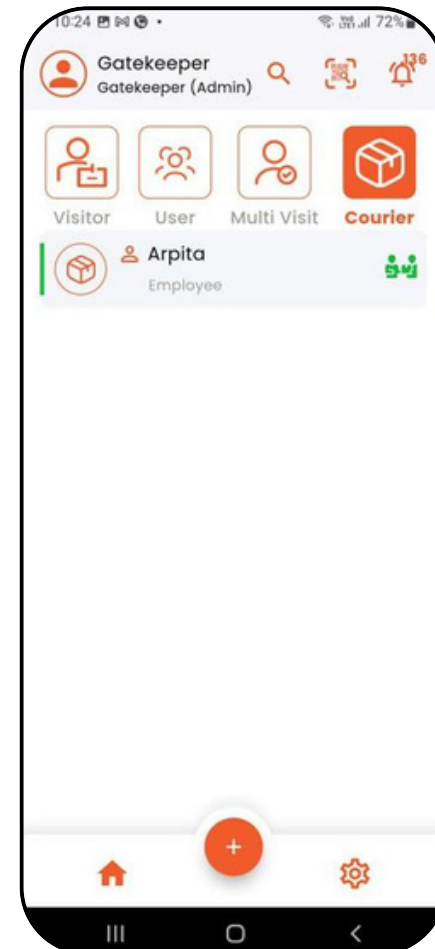
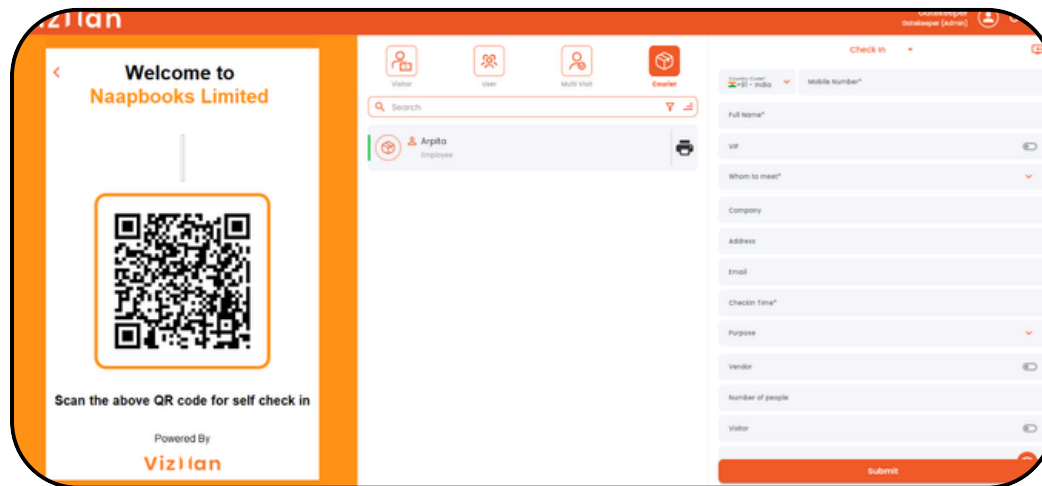
Want to send courier?  
No need to worry, It will  
be Done in few Clicks.

# COURIER OUT- STEP 1

13

Click **Dropdown** to proceed for Web.

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

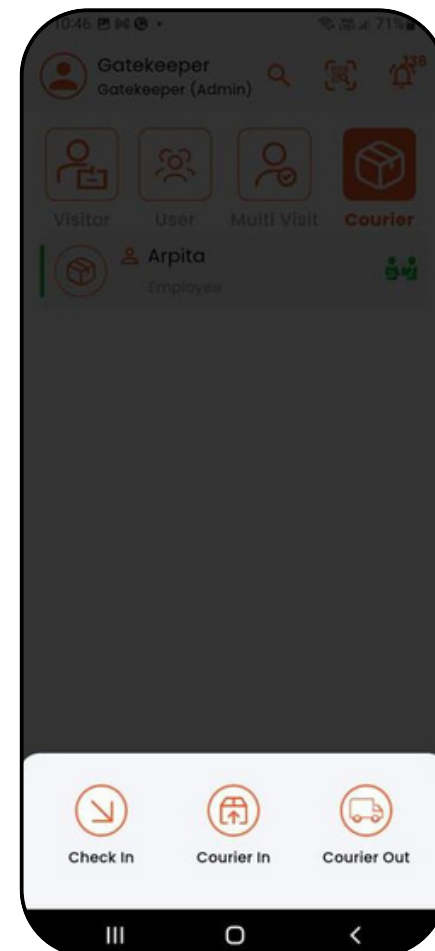
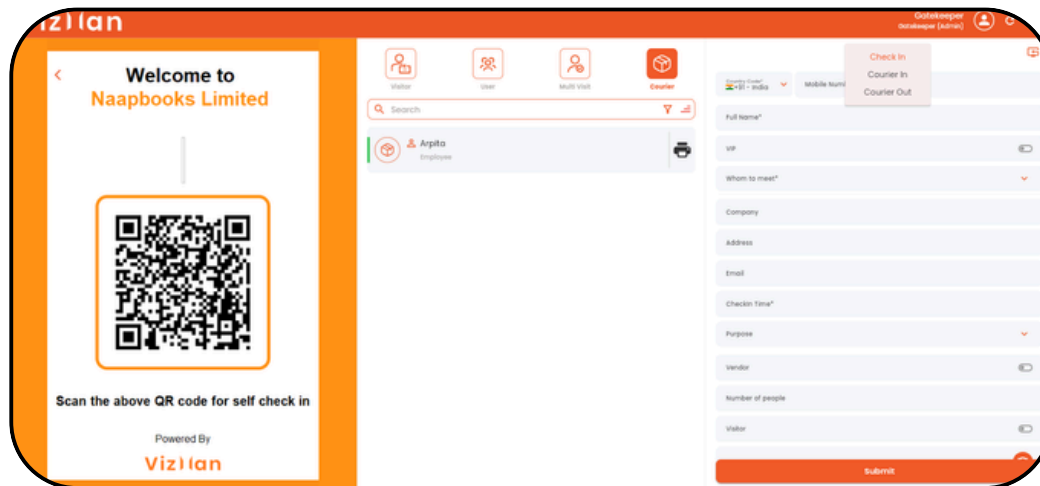


# COURIER OUT- STEP 2

14

Click **Courier out** to proceed for Web.

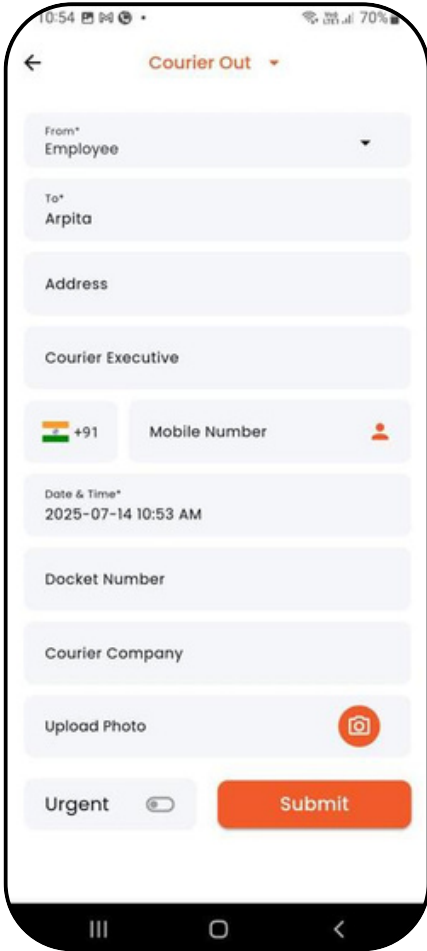
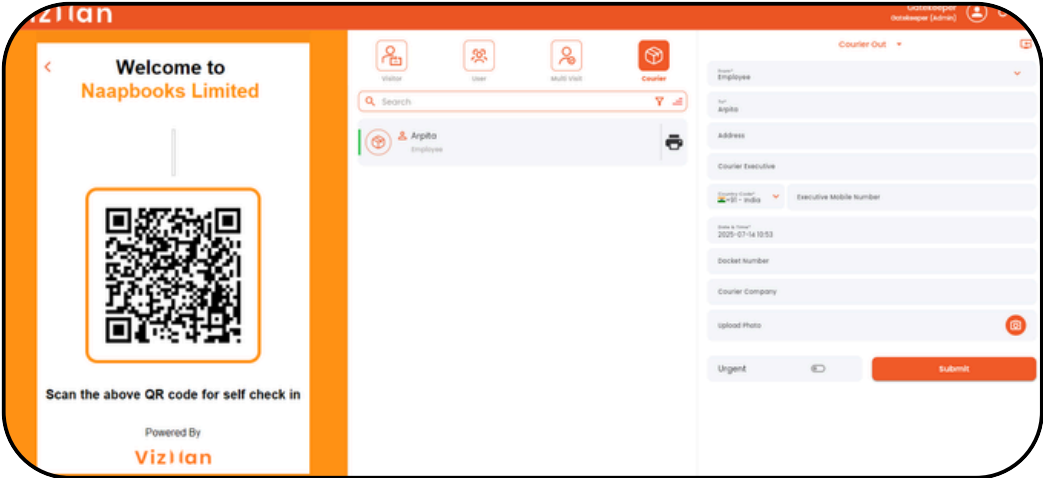
Click **Courier out** to proceed for Mobile Application.



# COURIER OUT- STEP 3

15

Fill the **necessary fields** .  
Once done, click **Submit**.

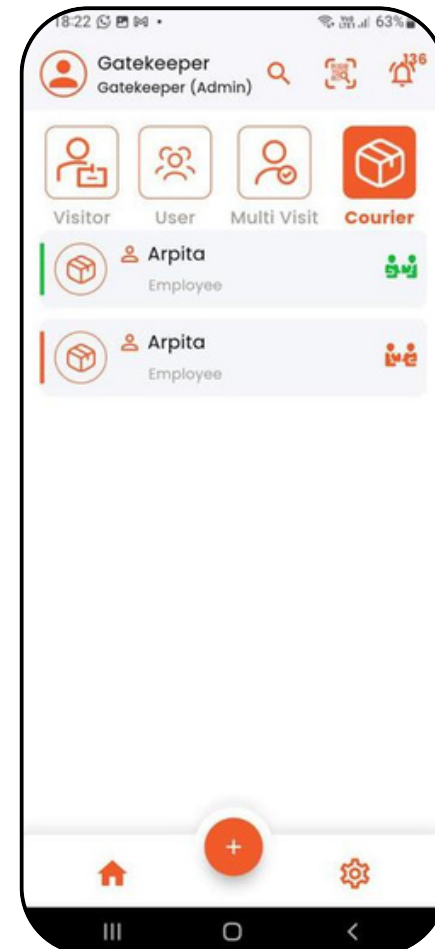
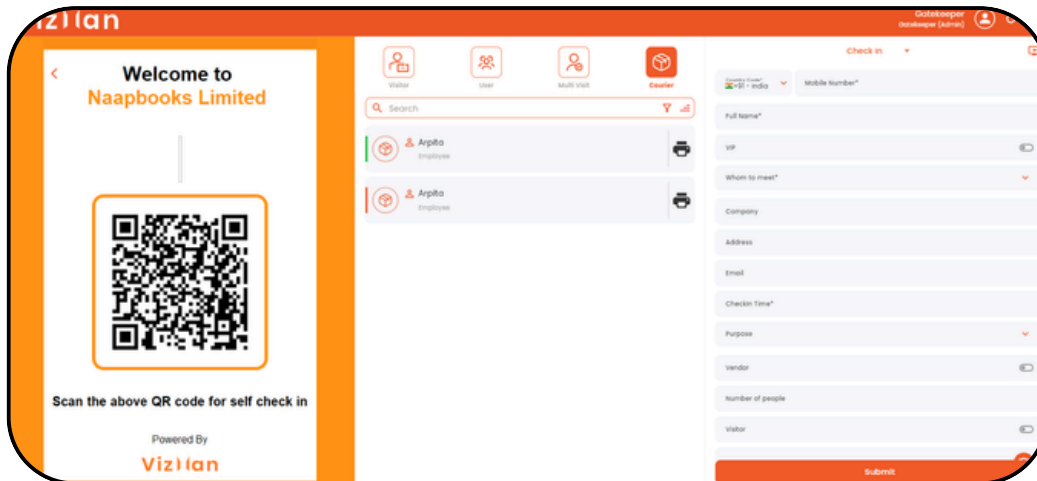


# COURIER OUT- STEP 4

16

Invited will **Courier** show on **Courier tab**.

Click on particular **Courier**.

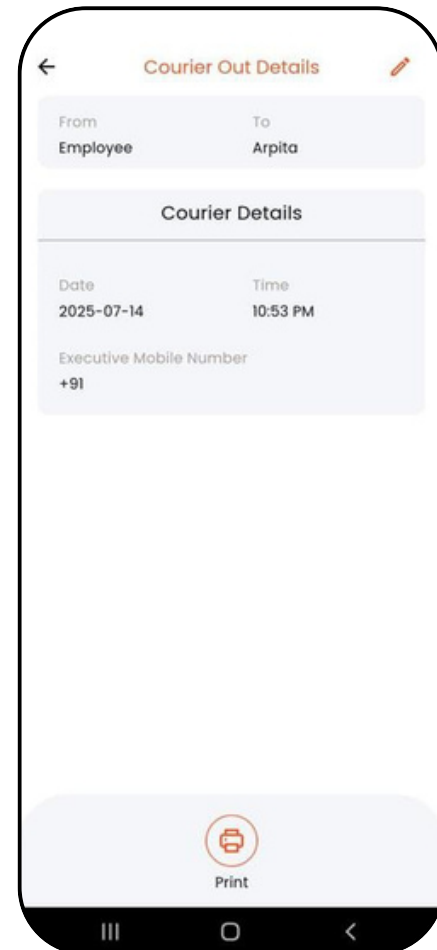
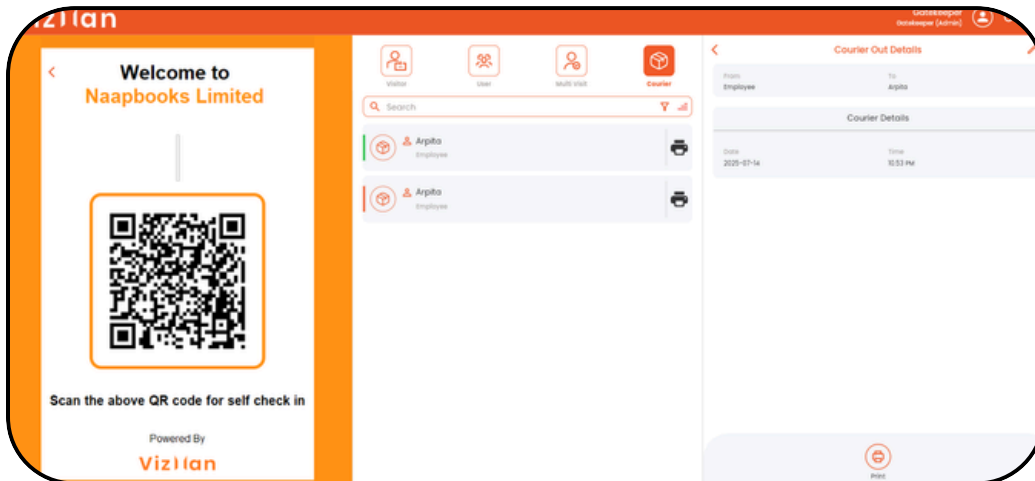


# COURIER OUT- STEP 5

17

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

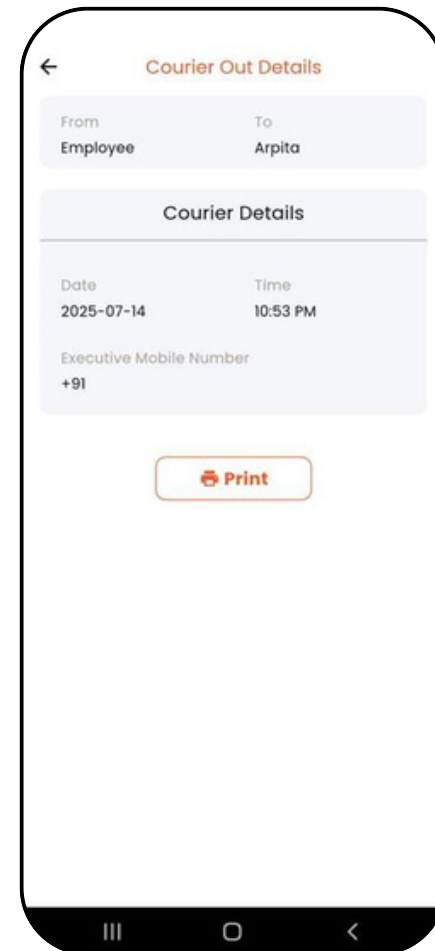
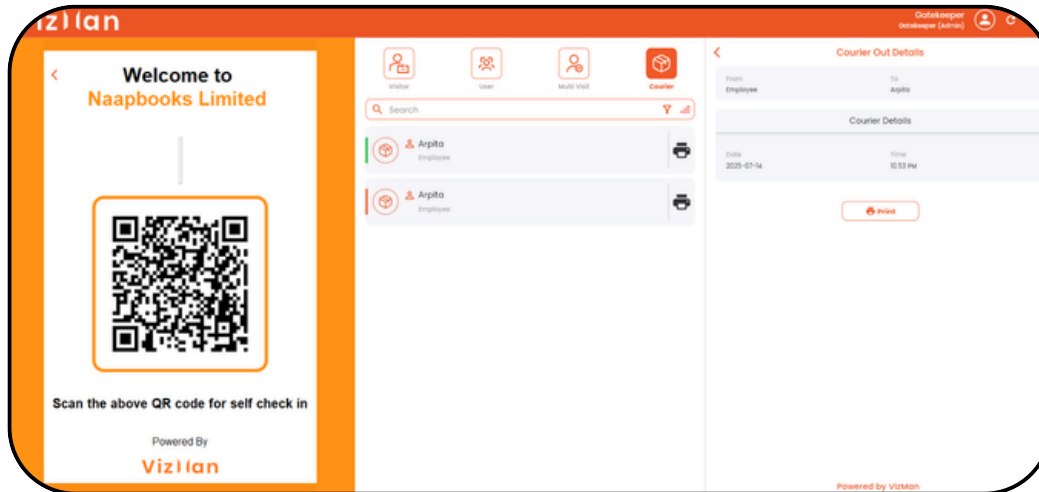
Click on **Print**.



# COURIER OUT- STEP 6

18

Click on **Print**.



# 04 VISITOR ORG QR SCAN

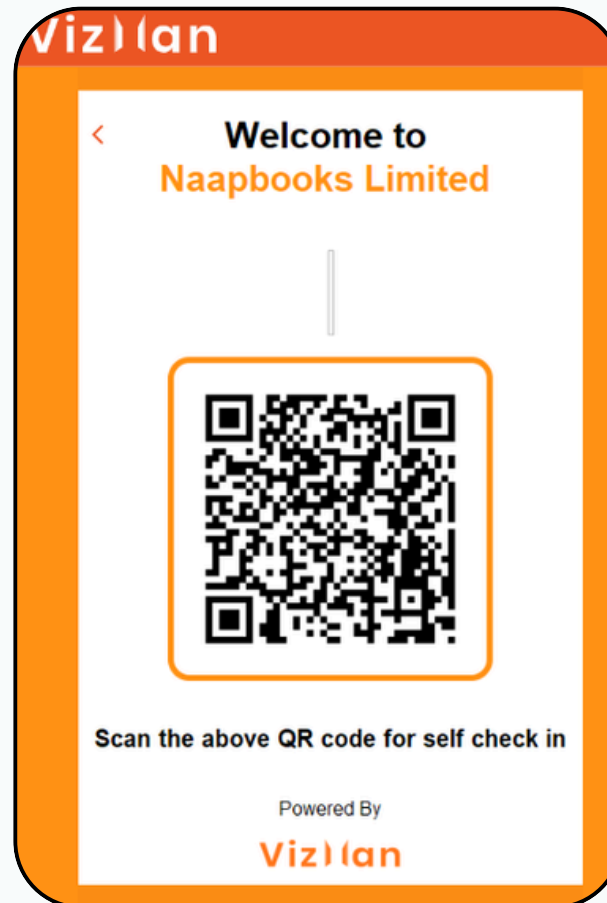


No need to type anything  
just scan the QR code.  
It's quick, easy, and  
instant.

# QR CODE ACCESS- STEP 1

19

Scan QR Code with Mobile or Tablet.

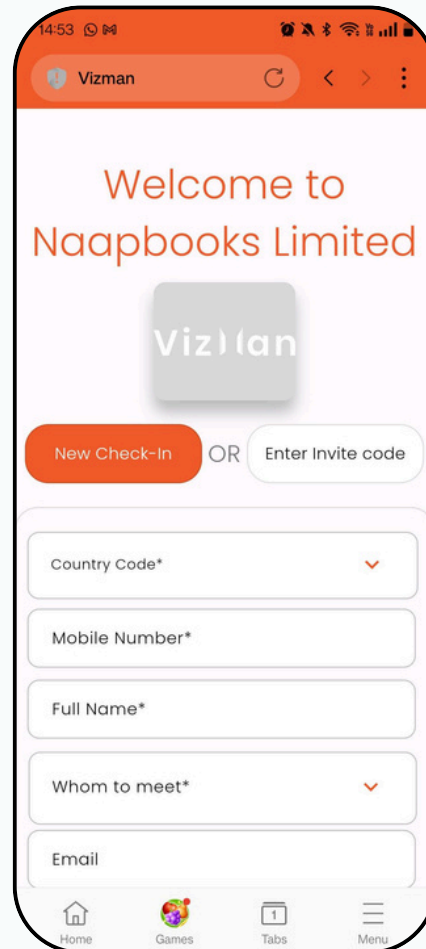


# QR CODE ACCESS- STEP 2

20

If you have **invite** then,

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



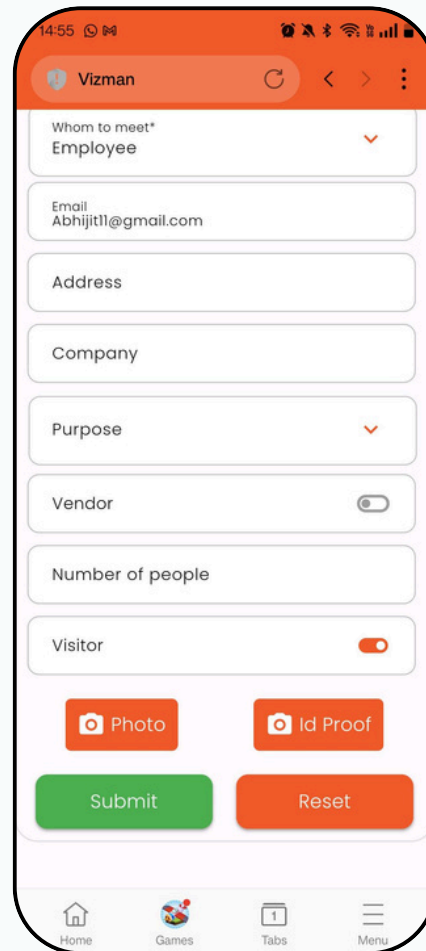
The screenshot shows the Vizman mobile application interface. At the top, the status bar displays the time 14:53 and various system icons. Below the status bar, the browser address bar shows "Vizman" with navigation controls. The main content area features a large orange header with the text "Welcome to Naapbooks Limited" and a grey button labeled "Viz)an". Below this, there are two buttons: "New Check-In" (highlighted in orange) and "Enter Invite code" (in white with a grey border), separated by "OR". The form below contains several 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 3

21

Fill all the Necessary **Fields**.

Once Done, Click on **Submit**.



The screenshot shows a mobile application interface for QR code access. The form is titled "Vizman" and contains the following fields and controls:

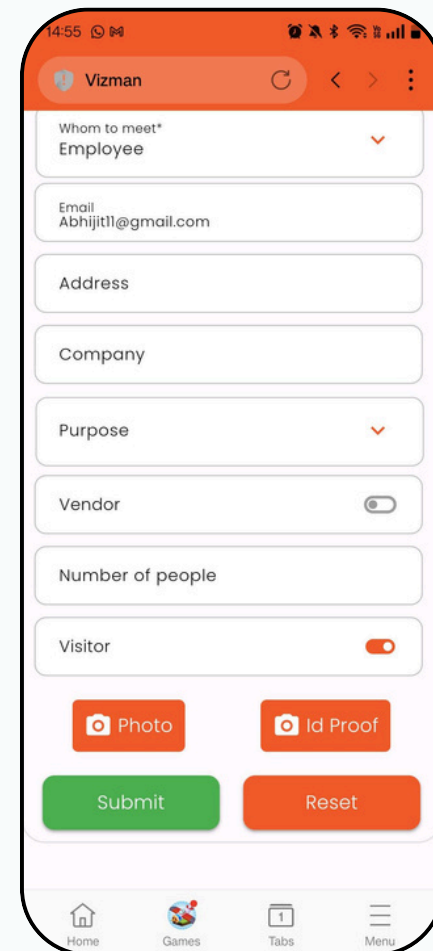
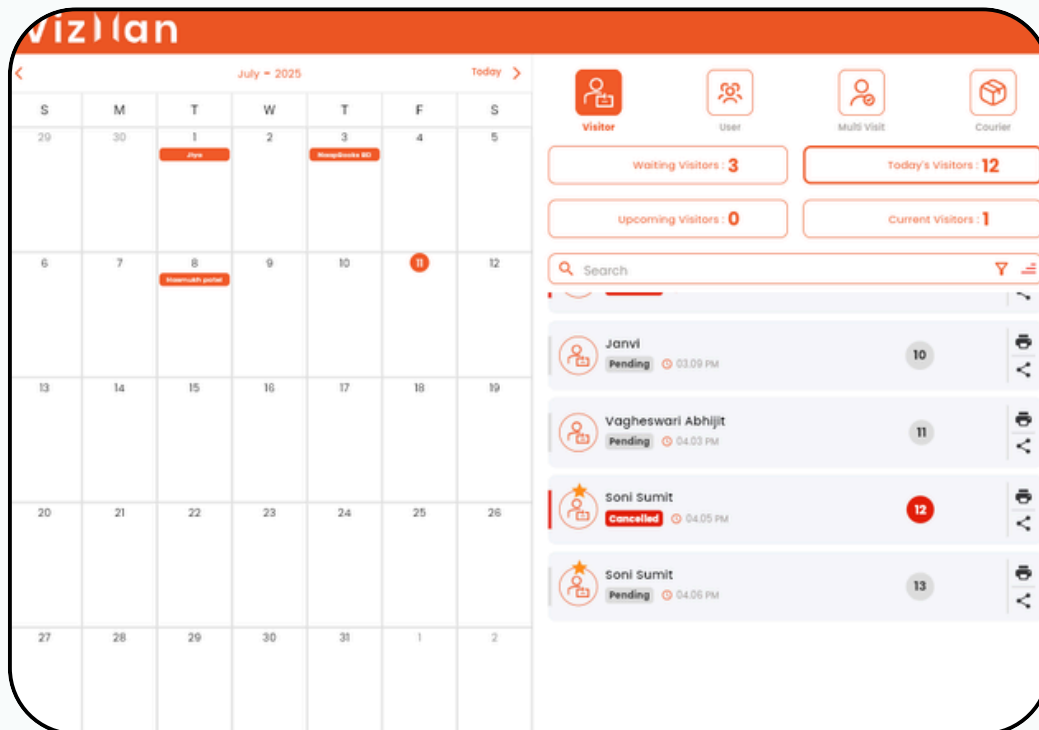
- Whom to meet\***: A dropdown menu with "Employee" selected.
- Email**: A text input field containing "Abhijitl@gmail.com".
- Address**: A text input field.
- Company**: A text input field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text input 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 4

22

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

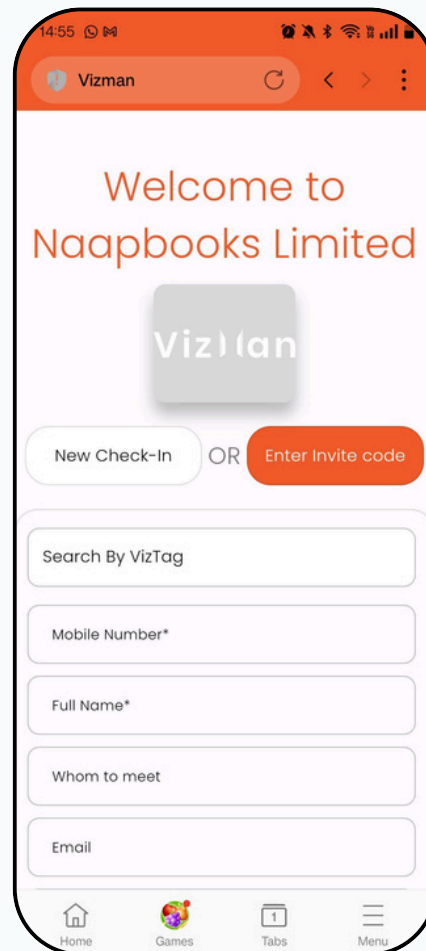


# QR CODE ACCESS- STEP 5

23

If you have **invite** then,

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



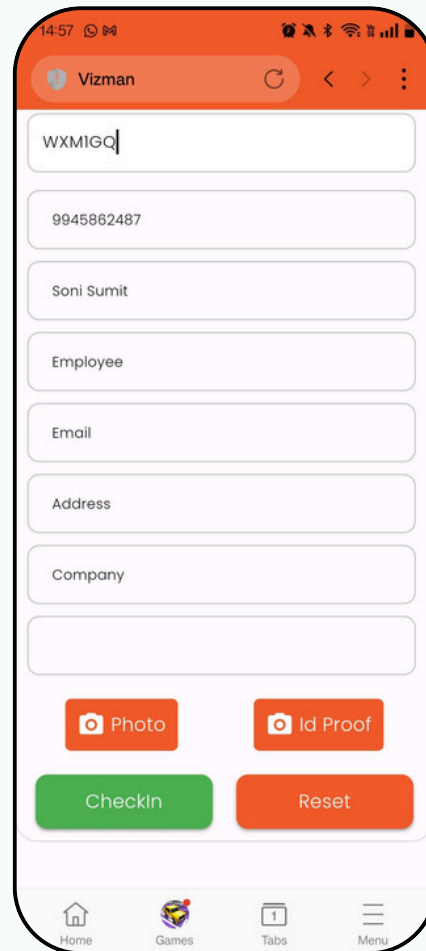
# QR CODE ACCESS- STEP 6

24

Enter the **Invite code**.

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

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

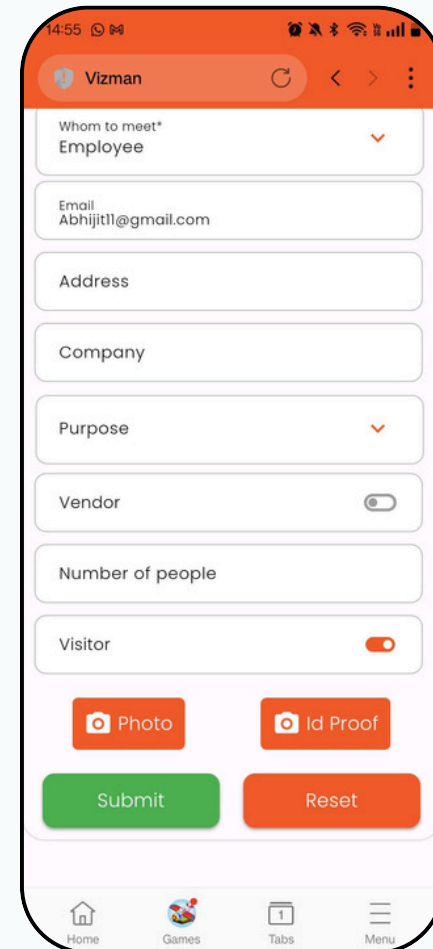
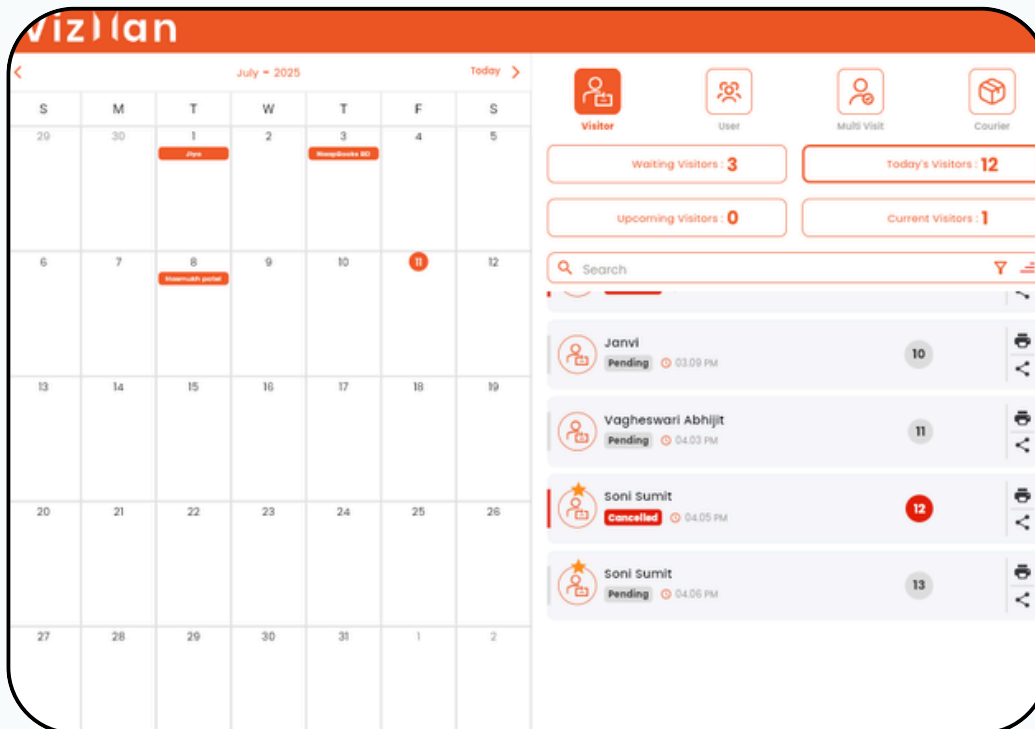


The screenshot shows the Vizman mobile application interface. At the top, the status bar displays the time 14:57 and various system icons. The app's header is orange with the name 'Vizman' and navigation icons. Below the header is a form with several input fields: 'WXMIGQ' (invite code), '9945862487', 'Soni Sumit', 'Employee', 'Email', 'Address', and 'Company'. At the bottom of the form are two buttons: 'Photo' and 'Id Proof'. Below these are two larger buttons: 'CheckIn' (green) and 'Reset' (orange). The bottom navigation bar contains icons for 'Home', 'Games', 'Tabs', and 'Menu'.

# QR CODE ACCESS- STEP 7

25

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.

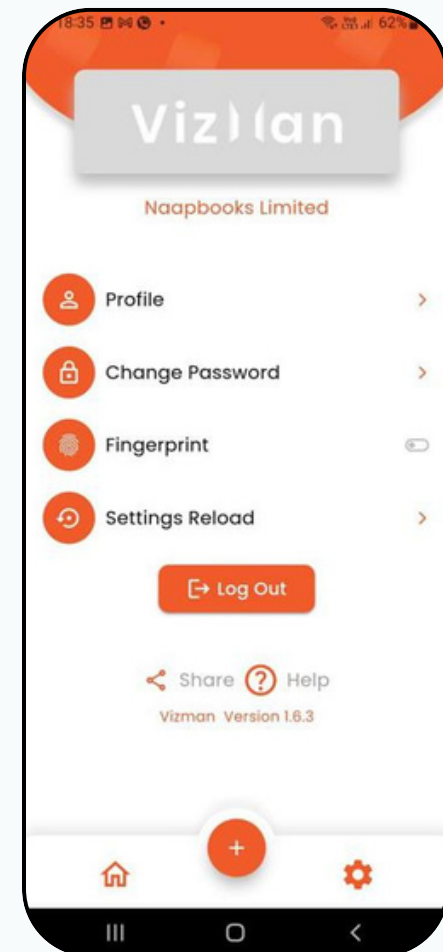
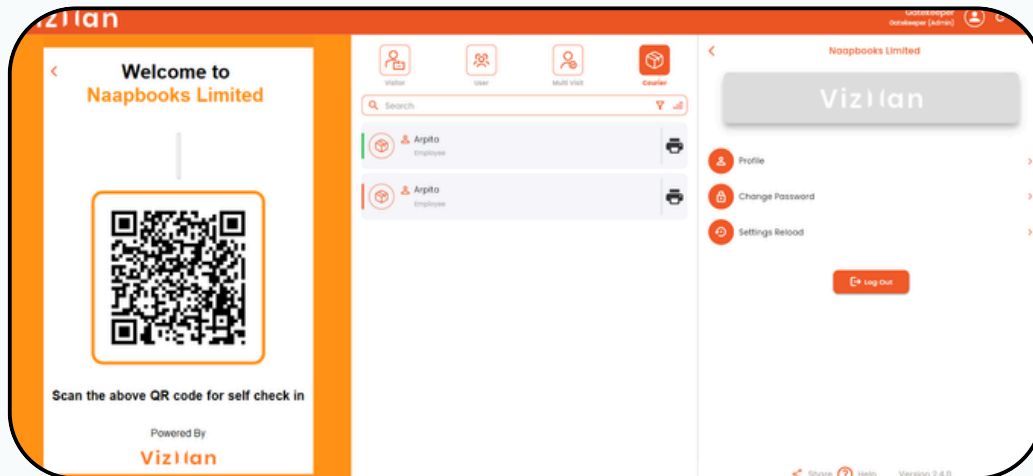
# PROFILE- STEP 1

26

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

27

Edit the **necessary field**.

Once Done,Click on **Save**

The screenshot shows a desktop browser view of the 'Edit Profile' page. The header includes the 'izilan' logo and the user's name 'Gatekeeper Gatekeeper (Admin)'. The form contains the following fields:

- Name: Gatekeeper
- Mobile Number\*: +919000000002
- Email Id: test99@naapbooks.in
- Department: Admin
- Designation: gatekeeper
- User Role: Gatekeeper
- Time: +05:30 - India

A red checkmark icon is visible at the bottom right of the form, indicating that the changes have been saved.

The screenshot shows a mobile app view of the 'Edit Profile' page. The header includes a back arrow and the title 'Edit Profile'. The form contains the following fields:

- Mobile Number\*: +919000000002
- Email Id: test99@naapbooks.in
- Department: Admin
- Designation: gatekeeper
- User Role: Gatekeeper
- Time: +05:30 - India

At the bottom of the form, there are two buttons: a red 'Save' button and a 'Delete Profile' button. A red pencil icon is visible next to the profile picture placeholder.

# 07 CHANGE PASSWORD



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

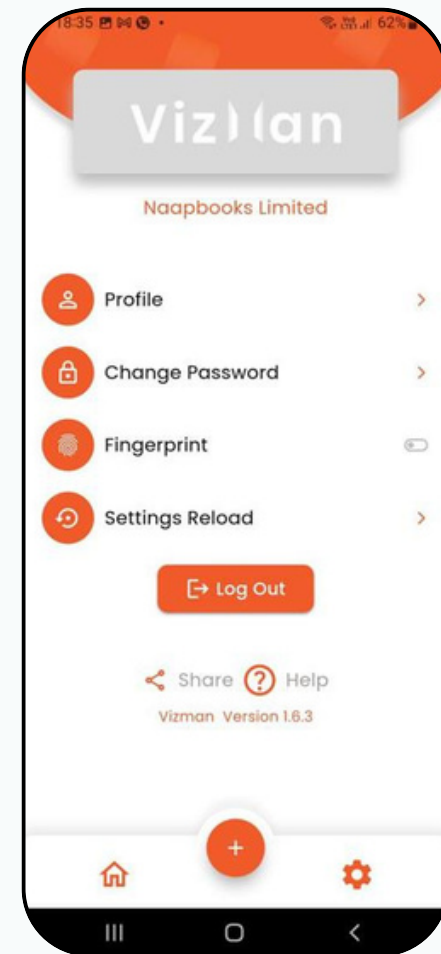
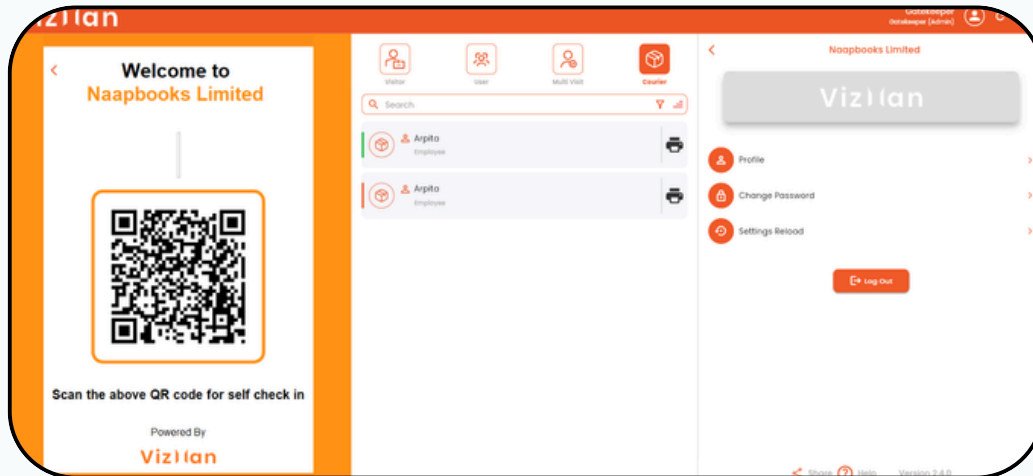
# CHANGE PASSWORD– STEP 1

28

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

29

Fill the **necessary** field.

Once Done,Click on **Submit**

Gatekeeper  
Gatekeeper (Admin)

< 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!

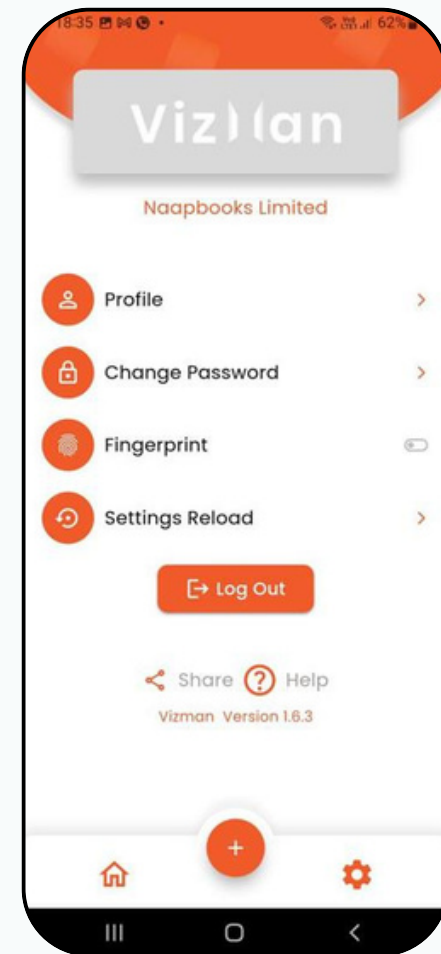
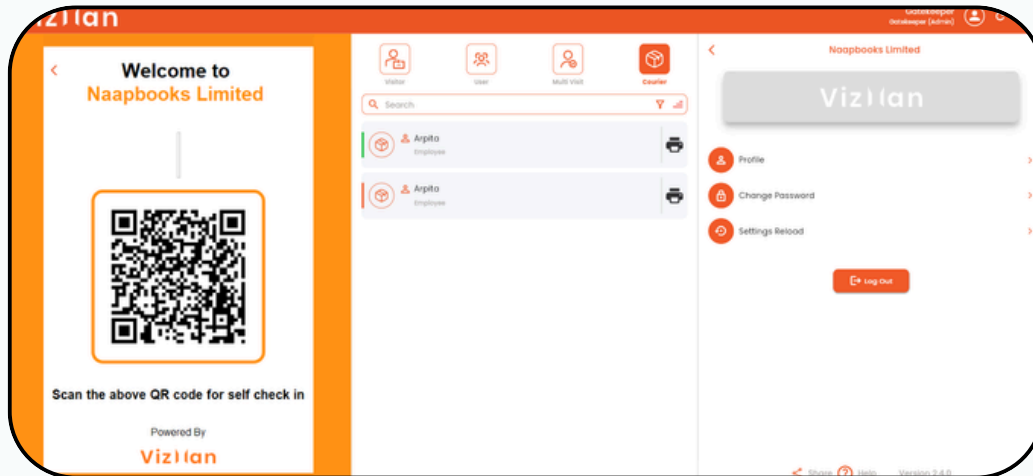
# SETTINGS RELOAD- STEP 1

30

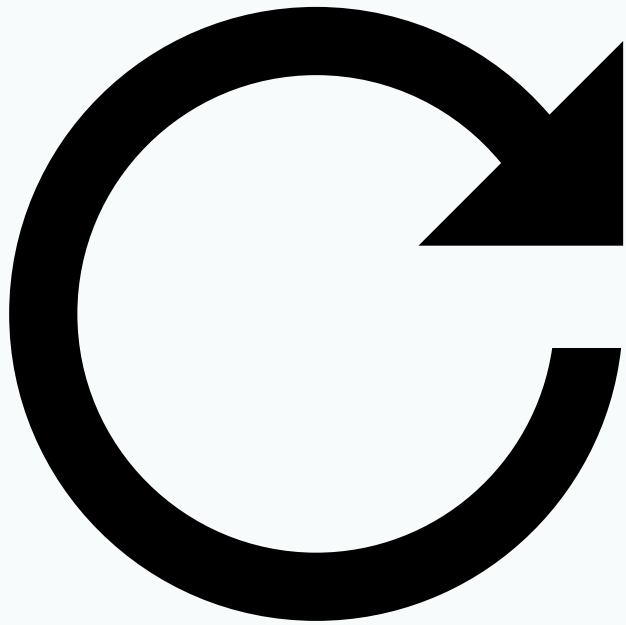
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

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



# 08 REFRESH



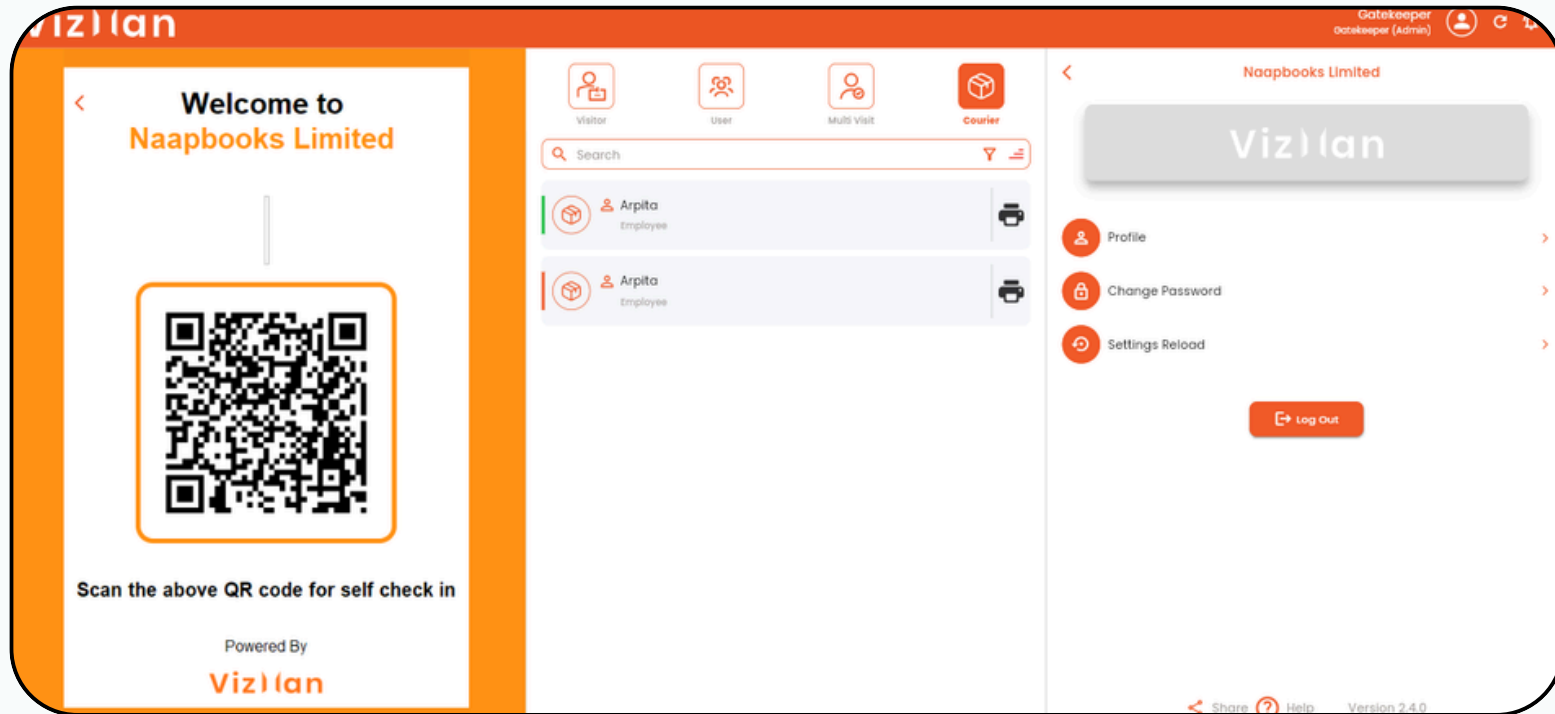
Need to refresh the page? Just one click and you're all set!

# REFRESH- STEP 1

31

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

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



# 09 NOTIFICATION

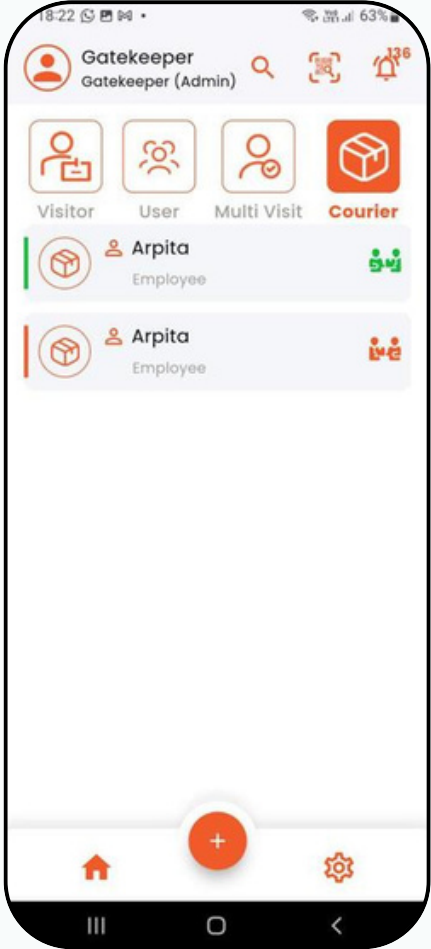
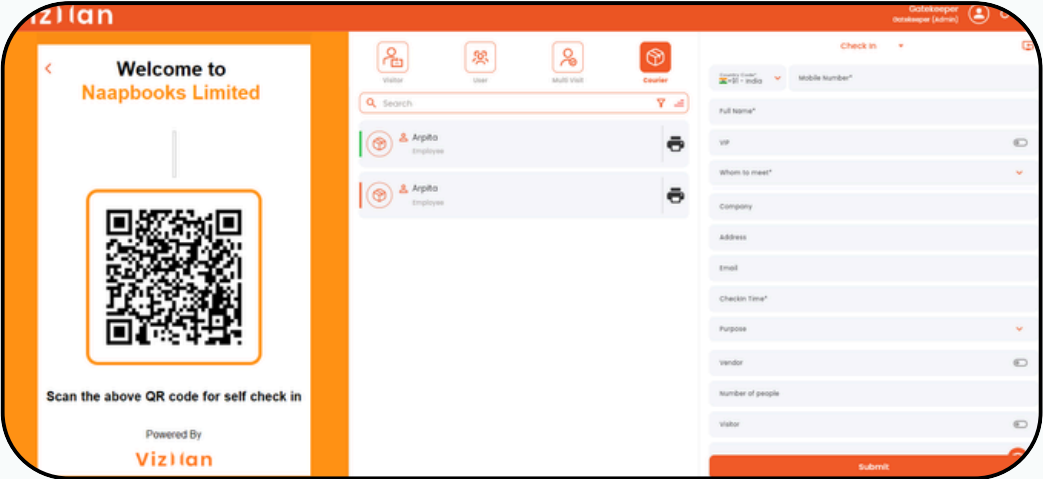


New updates? Click  
once to see your  
notifications!

# NOTIFICATION- STEP 1

32

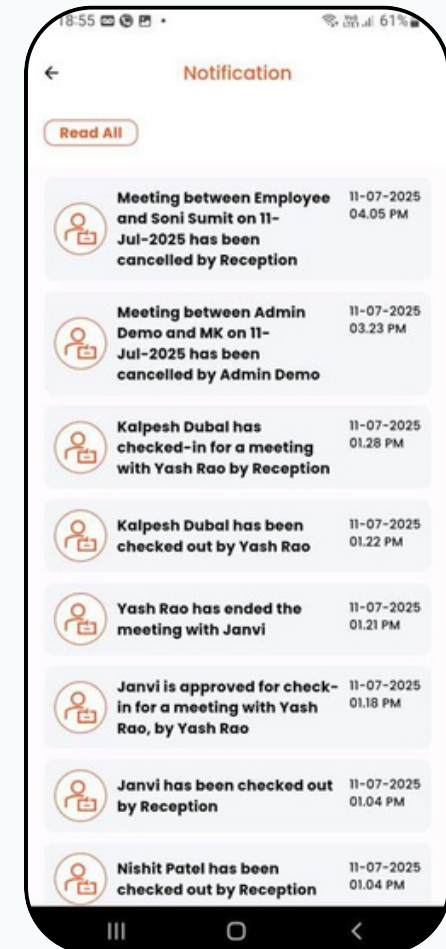
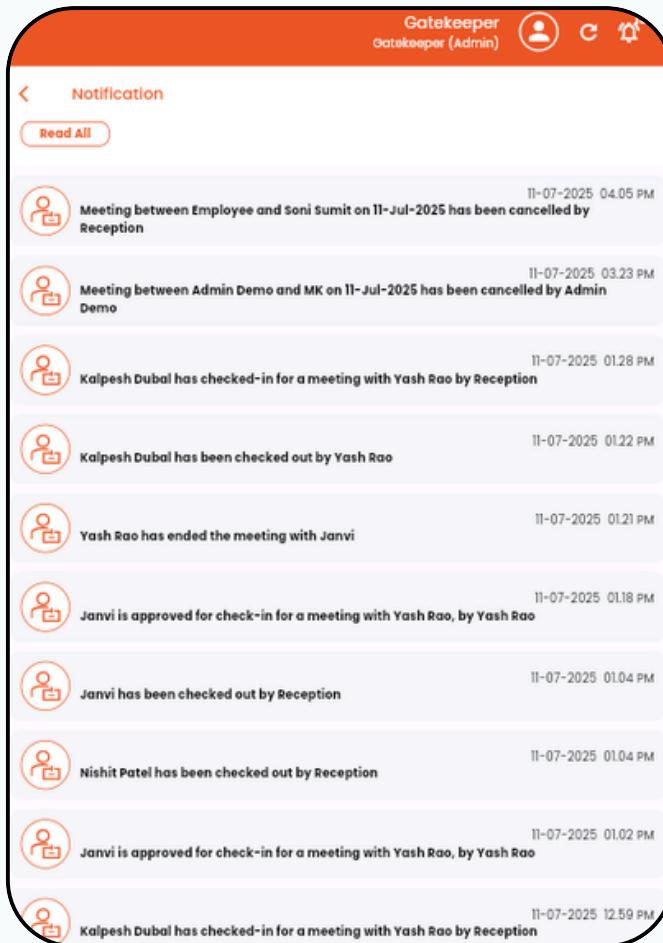
On the top menu, click the **Notification icon**.



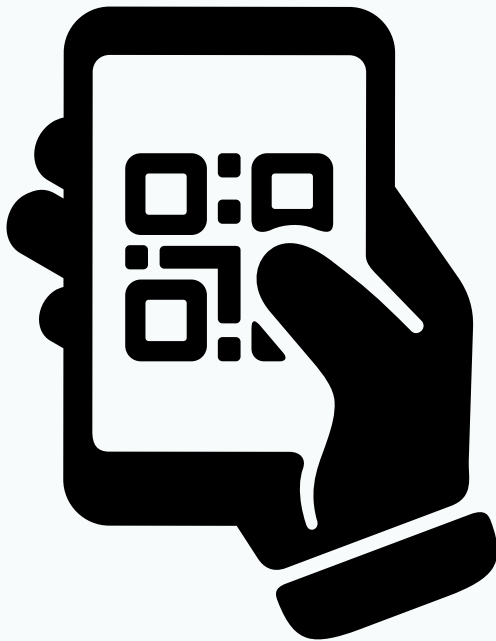
# NOTIFICATION- STEP 2

33

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



# 10 INVITE QR SCAN



New updates? Click on  
QR Scan Option to  
check invite code

# TO ACCESS QR SCAN OPTION - STEP 1

34

On the **Home Screen** Click QR Scan Button, Or Swipe Left



Click QR Scan Button



# SCAN THE QR CODE- STEP 2

35

If Valid it will show **Visitor Details to Confirm**  
If Invalid it will show **Red Popup 'Invalid invite code'**



# THANK YOU!

You've now completed your training on the Gatekeeper 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.