

Vizlan

User Manual for Administrator

Version 1.5



Vizman



vizman.app

USER GUIDE FOR ACCOUNT SETUP

USER MANUAL
version 1.5



WELCOME PAGE

01

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

Click the **Sign Up Now** link to start creating your admin account.



The image shows a screenshot of the VizMan web portal's welcome page. The page has an orange header with the 'VizMan' logo. Below the header, there's a 'Sign In' link. The main content area is white and features a 'Welcome !' message. Below this, there are input fields for 'Country Code*' (with a dropdown menu showing '91 - India'), 'Mobile No*', and 'Password*'. There's also a CAPTCHA field with the text '42 + 8 = ?' and a refresh button. A 'Sign In' button is located below the input fields. To the right of the 'Sign In' button, there's a link for 'Forgot Password ?'. At the bottom left, there's a link for 'Don't have an account?' and a 'Sign Up Now' link, which is highlighted by a magnifying glass. On the right side of the page, there's an illustration of a person standing next to a large laptop screen. The screen displays a large orange padlock, a shield with a checkmark, and a key. The person is holding a laptop and looking at the screen. There are also some decorative elements like a potted plant and gears.

VizMan

Sign In

Welcome !

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

REGISTRATION - ACCESS

02



Registration is currently **not available via the mobile app**.

Please **use a desktop or laptop browser** to complete your account registration.

Vizlan

Sign Up

Welcome !

Email Id

Country Code*

🇮🇳 +91 - India

Mobile No*

Please enter mobile no

Password*

Please enter password

Referral Code

26 + 2 = ?

??

☒ Agree with the [Terms and Conditions](#) and [Privacy Policy](#).

Sign Up

Already have an account? [Sign In](#)

REGISTRATION – STEP 1

03

Fill in all required fields like name, company details, mobile number, and email address.

Then, click on the **Sign Up** button to proceed.



The image shows a registration form for 'Vizlan' with an orange header. The form includes fields for name, email, country code, phone number, password, and a CAPTCHA. A magnifying glass highlights the 'Sign Up' button. To the right is an illustration of a person with a laptop, a large padlock, and a shield.

Vizlan

Sign Up

Welcome !

Anik khatri

hello@gmail.com

Country Code*  India 1234567890

Viz2025

42 + 8 = ? 50

☒ Agree with the Terms

Sign Up

Android App On Play Store

Apple Store

REGISTRATION – STEP 2

04

Check your **email or phone for the OTP** (One-Time Password).

Enter the OTP in the verification field to **complete the registration process**.

Vizlan

Sign Up

Welcome !

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

Submit



LOGIN – STEP 1

05

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

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

Click **Sign In** to proceed.



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

Sign In

Welcome !

Country Code*
+91 - India

9427848278

42 + 8 = ? 50

Sign In

Forgot Password ?

03 ACCOUNT SETUP



Don't worry the account setup will not take much time of yours.
It's quick, easy and simple.

ACCOUNT SETUP – STEP 1

01

Begin by entering your organization's basic details.

Once completed, click **Next** to continue

Set up your account

Logout

1. Organization Details

2. Visitor Form

3. Group Organization

4. Token Settings

5. Other Settings

Enter your Organization Details

Org. Name *

Naapbooks limited

GSTIN / TAX ID

Address *

Shivarth The Ace, 901, Sindhu Bhavan Marg, PRL Colony, Thaltej, Ahmedabad, Gujarat 380054

Logo

Choose file

Pin / Zip Code *

380054

City / County

AHMEDABAD

State / Province

Gujarat

Area Details

Get Location

Latitude

23.0393426

Longitude

72.5241685

View Location

Email and SMS Settings

TagLine for Email

This is from naapbooks

Footer Note for Email

Thanks

Short Name for SMS

Napbooks |

Maximum 12 characters allowed

Next

ACCOUNT SETUP – STEP 2

02

Provide additional details such as address, contact, and site name.

Click **Next** to proceed.

Set up your account

1. Organization Details

2. Visitor Form

3. Group Organization

4. Token Settings

5. Other Settings

Visitor Detail

Field Name	Enabled
Address	<input checked="" type="checkbox"/>
Company	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Designation	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
ID Proof	<input checked="" type="checkbox"/>
Photo	<input checked="" type="checkbox"/>

Meeting Detail

Field Name	Enabled
Purpose	<input checked="" type="checkbox"/>
Mobile no	<input checked="" type="checkbox"/>

Additional Column

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

1	<input type="text" value="Mobile no"/>	Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="text"/>	Select Field Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="text"/>	Select Field Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="text"/>	Select Field Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input type="text"/>	Select Field Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Purpose

Add Purpose

Back

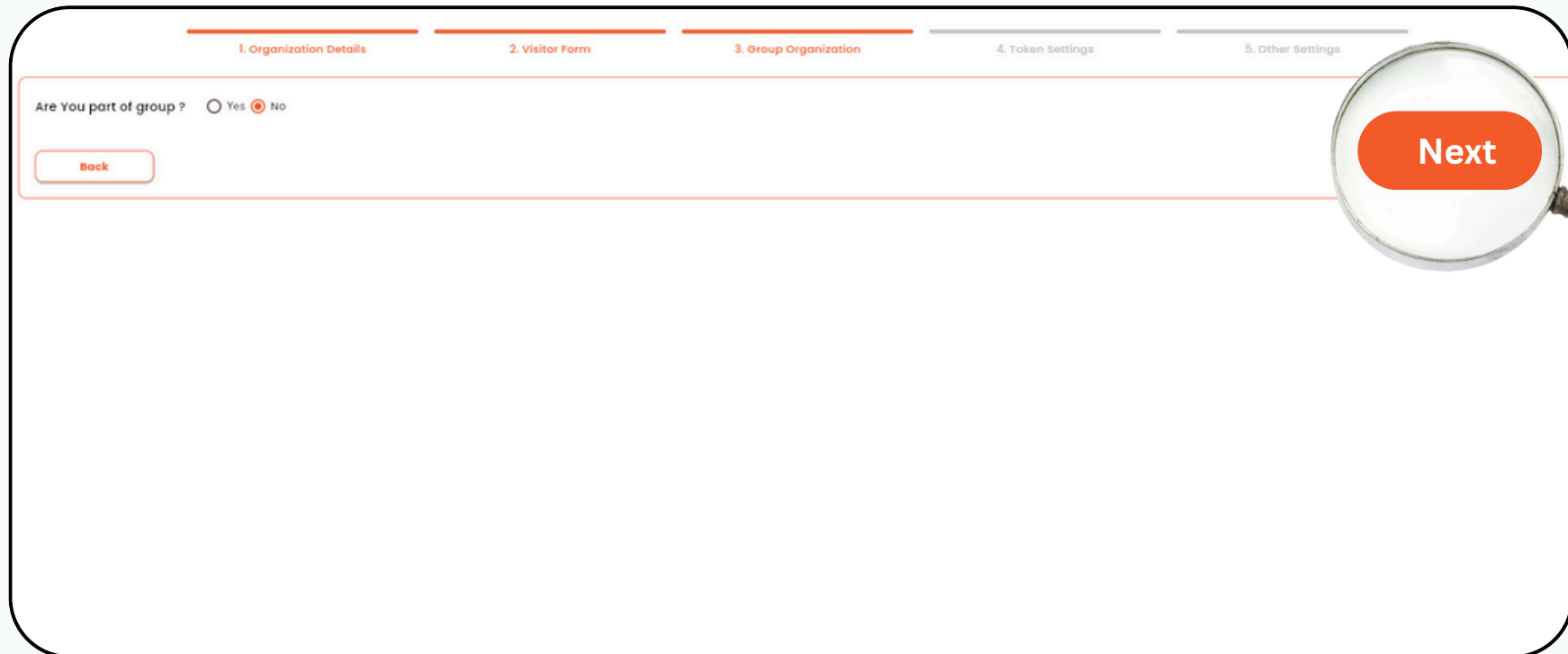
Next

GROUP AFFILIATION – STEP 3

03

You'll be asked if your company is part of a larger group:

Select **No** if you do have any particular information, then click **Next**.



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

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Are You part of group? ☐ Yes ☒ No

Back Next

GROUP AFFILIATION – STEP 4

04

If your group is already created:

- o Select **Yes**, search for the group name, and click **Next** to continue.
- o If you wrongly select the group name, all your information will be shared to them.

Set up your account Logout

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Are You part of group? ☒ Yes ☐ No

Is your Group Created on VizMan? ☒ Yes ☐ No

Enter Group Name

[Back](#)

[Next](#)

GROUP AFFILIATION – STEP 4

05


If your group is not listed:

- o Select **No**, enter group details, and create a new group.
- o Click **Next** to continue setup.

Set up your account

1. Organization Details2. Visitor Form3. Group Organization4. Token Settings5. Other Settings

Are You part of group ? ☒ Yes ☐ No


Add organization 

Group Name : QAadda

Office List

show 10 entries

search:

#	Sr.No	Office Name	Admin Name	Mobile No	Verify status
	1	Naapbooks limited	Anik khatri	+919427848278	<div>Verified</div>

Showing 1 to 1 of entries

Previous1Next

Back

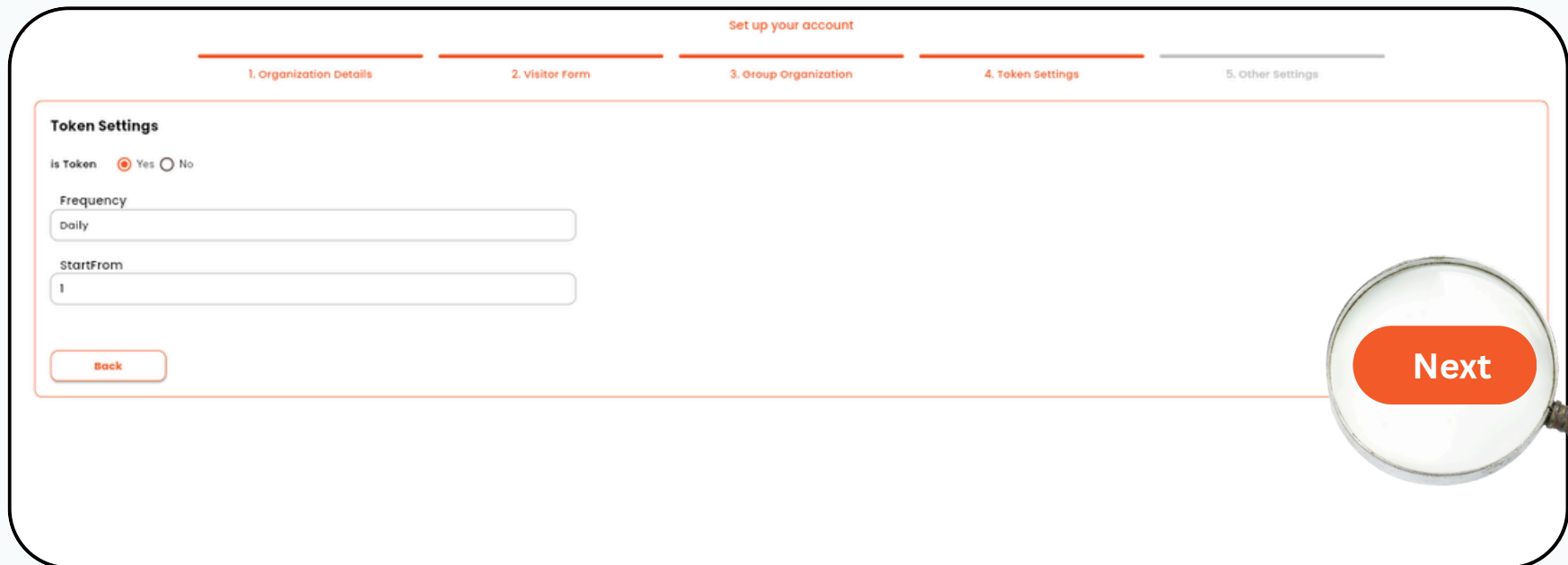
Next

TOKEN SETTINGS – STEP 5

06

If you want to assign token numbers to entries:

- o Select **Yes**, set a starting token number, and click **Next**.



The screenshot shows a setup wizard interface with five steps: 1. Organization Details, 2. Visitor Form, 3. Group Organization, 4. Token Settings, and 5. Other Settings. Step 4, 'Token Settings', is the active step. It contains a section titled 'Token Settings' with the following elements:

- is Token**: A radio button selection with 'Yes' selected and 'No' unselected.
- Frequency**: A dropdown menu currently showing 'Daily'.
- StartFrom**: A text input field containing the number '1'.
- Back**: A button located at the bottom left of the form.
- Next**: A button located at the bottom right of the form, which is highlighted by a magnifying glass.

INVITE APPROVAL – STEP 6

07

Do you require approval for visitor invites?

- o If **No**, proceed to fill remaining fields and click **Save**.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

is approval required for invite ☐ Yes ☒ No

Manual check-in/out Settings

- ☒ Do you want to allow manual check-in
- ☒ Do you want to allow manual check-out

Verify Check-in

- ☒ Verify Visitor at Check-in

Back

Next

INVITE APPROVAL – STEP 7

08

If you want approval but do not want notifications sent:

- o Select **Yes** → then **No** for notifications
- o Fill other fields and click **Save**

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

Is approval required for invite ☒ Yes ☐ No

Send An Invite Without Approval ☐ Yes ☒ No

Select Approvers *

Manual check-in/out Settings

☒ Do you want to allow manual check-in

☒ Do you want to allow manual check-out

Verify Check-in

☒ Verify Visitor at Check-in

Back

Next

INVITE APPROVAL – STEP 8

09

If you want both approval and approval notifications:

- o Select Yes → then Yes again
- o Choose approvers, complete other fields, and click Save

The screenshot displays the 'Other Settings' page within a 'Set up your account' workflow. The page has a top navigation bar with five steps: 1. Organization Details, 2. Visitor Form, 3. Group Organization, 4. Token Settings, and 5. Other Settings (which is the current step). The 'Other Settings' section contains a 'Note' about default approvers, two radio button options for 'Is approval required for invite' and 'Send An Invite Without Approval' (both set to 'Yes'), a 'Select Approvers' dropdown menu with 'Anik khatri' selected, and three toggle switches for 'Manual check-in/out Settings' and 'Verify Check-in' (all set to 'On'). A 'Back' button is at the bottom left. A magnifying glass is positioned over an orange 'Next' button in the bottom right corner.

Set up your account

1. Organization Details 2. Visitor Form 3. Group Organization 4. Token Settings 5. Other Settings

Other Settings

Note: If you do not select 'yes' in the approval settings, your default approver will remain the host.

Is approval required for invite ☒ Yes ☐ No

Send An Invite Without Approval ☒ Yes ☐ No

Anik khatri ✕

Select Approvers *

Manual check-in/out Settings

☒ Do you want to allow manual check-in

☒ Do you want to allow manual check-out

Verify Check-in

☒ Verify Visitor at Check-in

Back

Next

ADMIN USAGE



Don't worry, admin tasks are easy to manage and won't take much of your time. It's quick, simple, and efficient.

04 BULK USER UPLOAD

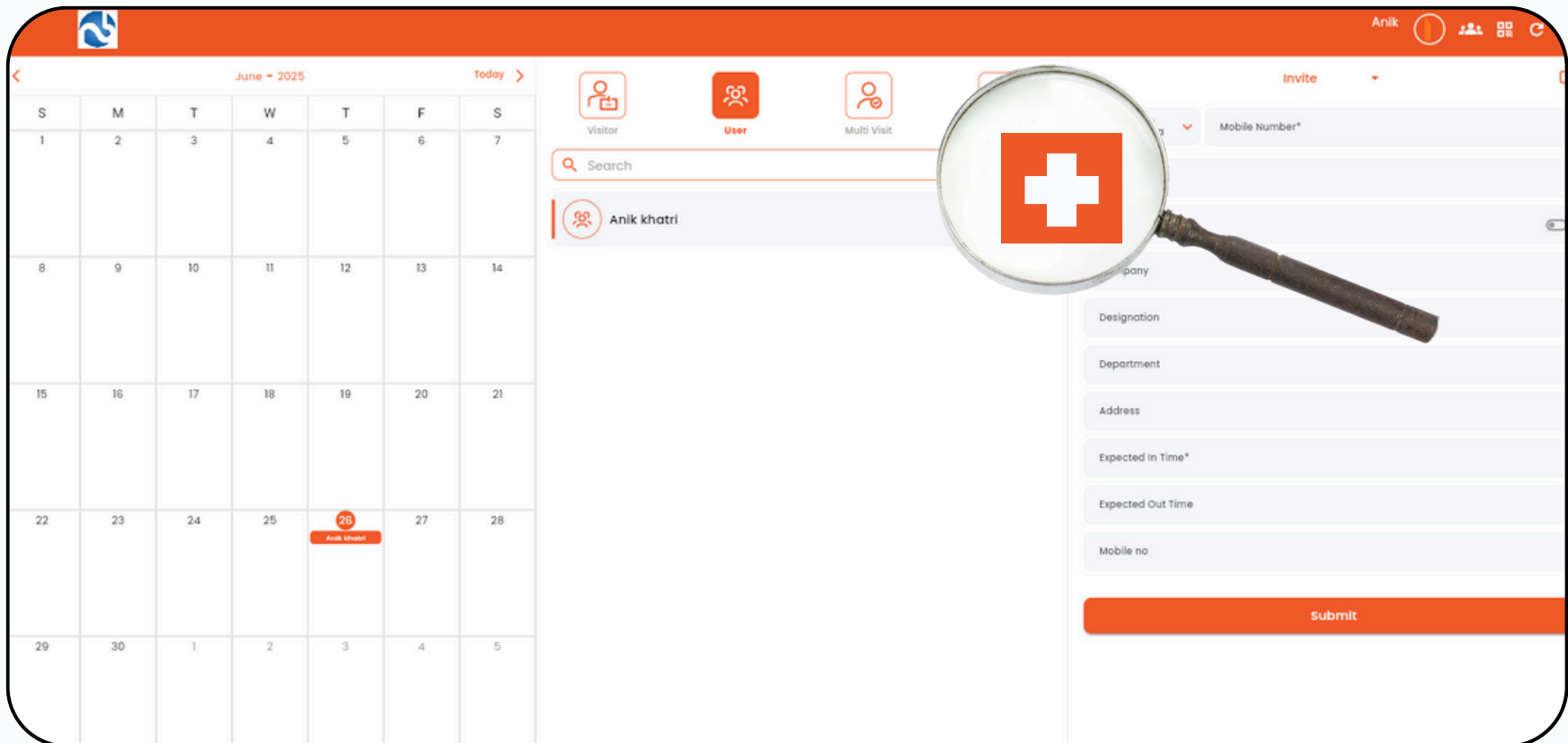


Easily import multiple users at once — fast, efficient, and hassle-free.

BULK USER UPLOAD – STEP 1

01

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



The screenshot displays a web application interface for user management. On the left, a calendar for June 2025 is visible, with the 26th of June highlighted in red and labeled 'Anik khatri'. The main content area features a top navigation bar with three tabs: 'Visitor', 'User', and 'Multi Visit'. The 'User' tab is currently selected. Below the tabs, there is a search bar and a list of users, with 'Anik khatri' listed. A magnifying glass is positioned over the 'User' tab, highlighting a red square icon with a white plus sign. To the right of the user list, there is a form for adding a new user, with fields for 'Mobile Number*', 'Designation', 'Department', 'Address', 'Expected In Time*', 'Expected Out Time', and 'Mobile no'. A red 'submit' button is located at the bottom of the form.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Anik khatri	27	28
29	30	1	2	3	4	5

June - 2025 Today

Visitor User Multi Visit

Search

Anik khatri

Mobile Number*

Designation

Department

Address

Expected In Time*

Expected Out Time

Mobile no

submit

BULK USER UPLOAD – STEP 2

02

Click the **Import** button to begin the process of uploading your user list via Excel.

The screenshot displays the application interface. On the left is a calendar for June 2025. The top navigation bar is orange and contains the user's name 'Anik' and several icons. Below the navigation bar is a menu with four options: Visitor, User (highlighted in orange), Multi Visit, and Courier. A search bar is located below the menu, and a list of users is shown, with 'Anik khatri' selected. On the right is the 'Add User' form, which includes fields for Country Code, Mobile, Name, Email, Select Role, Password, Department, Designation, Allow Visitors (toggle), Photo Id, and Time. At the bottom of the form are two buttons: 'Import' and 'Submit'.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Anik khatri	27	28
29	30	1	2	3	4	5

Navigation Menu:

- Visitor
- User**
- Multi Visit
- Courier

Search: Search

User List:

- Anik khatri

Add User Form:

Country Code: Mobile:

Name:

Email:

Select Role:

Password:

Department:

Designation:

Allow Visitors: ☐

Photo Id:

Time:

Buttons:

BULK USER UPLOAD – STEP 3

03

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

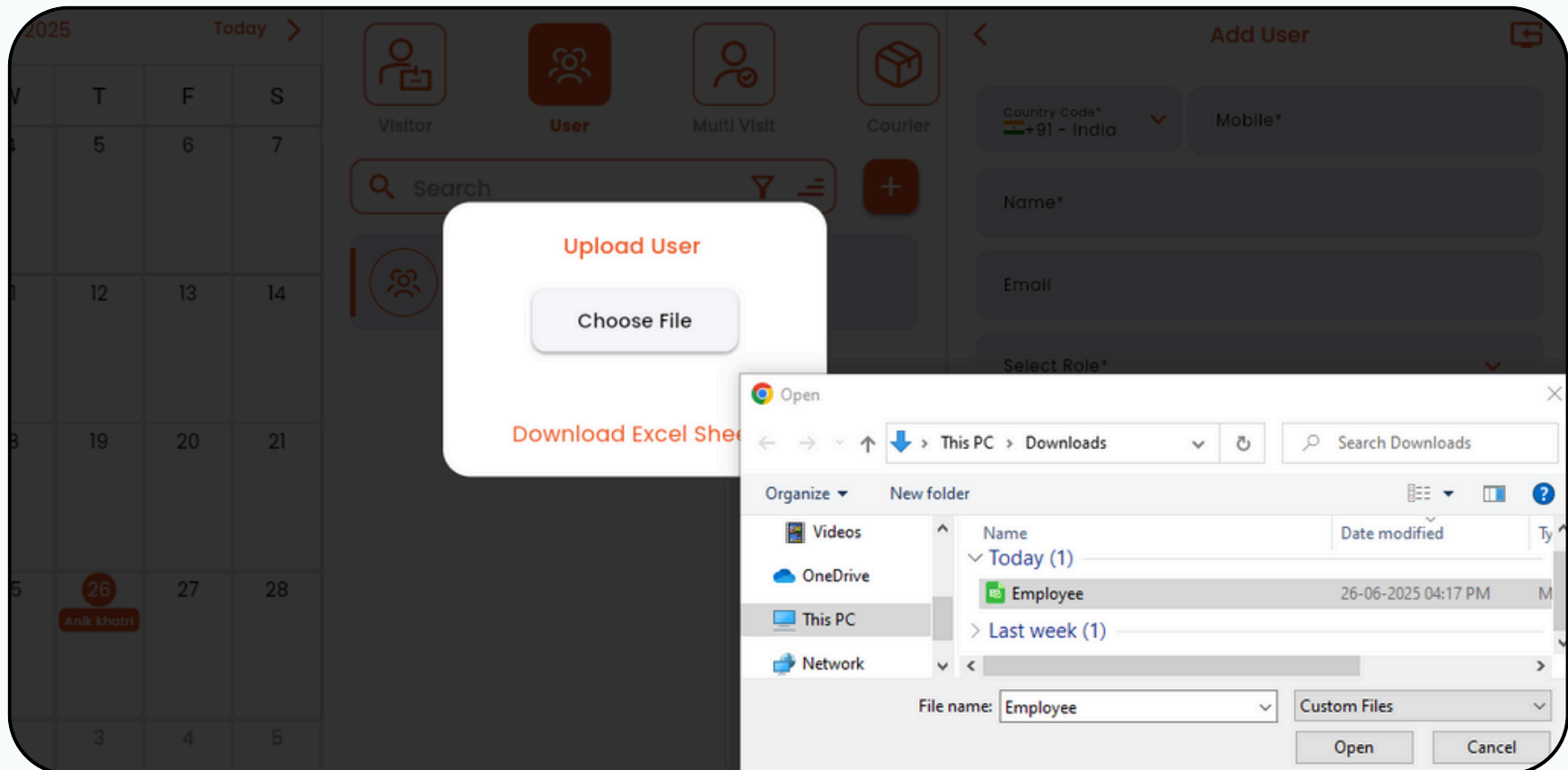
This file contains the required fields for employee data input.

The screenshot displays a user management interface. At the top, a user profile for 'Anik khatri' is visible. A central modal titled 'Upload User' contains a 'Choose File' button and a 'Download Excel Sheet' link. On the right side, a list of fields for user data entry is shown, including Email, Select Role*, Password*, Department, Designation, Allow Visitors, Photo Id, and Time. The interface also features a calendar view on the left with dates 13, 14, 20, 21, 27, and 28, where the 28th is marked with 'Anik khatri'.

BULK USER UPLOAD – STEP 5

05

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



BULK USER UPLOAD – STEP 6

06

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

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



The screenshot shows a mobile application interface. On the left, a calendar is visible with dates 5, 6, 7, 12, 13, 14, 19, 20, 21. The main area is a modal titled "Upload User 3". Inside the modal, there is a "Choose File" button, a table with user data, an "Upload" button, and a "Download Excel Sheet" link. The background shows a sidebar with icons and a form with fields: Country Code* (+91 - India), Name*, Email, Select Role*, Password*, and Department.

Sr. No	FullName	Country Code	Mobile	Email
1	Rahul khichi	91	7894567898	Rahul000@gr
2	Aanad desai	91	7894563489	Aanddesa@g
3	Janam patel	91	7534569826	janam0011@c

BULK USER UPLOAD – STEP 7

07

After uploading, go to the **User tab** to view all the added users in the system

The screenshot displays a mobile application interface. On the left, there is a calendar for June 2025. The calendar shows days from 1 to 28. A red circle with the number 26 is placed over the date 26, and a red label 'Anik khatri' is positioned below it. On the right side of the interface, there is a navigation bar with four icons: a person with a clipboard (Visitor), a person with a gear (User), a person with a checkmark (Multi Visit), and a box (Courler). The 'User' icon is highlighted with a red background. Below the navigation bar is a search bar with a magnifying glass icon, the text 'Search', a filter icon, and a plus icon. Below the search bar is a list of users, each with a red circular icon containing a person with a gear, followed by the user's name and role:

- Anik khatri
- Rahul khichi
Developer
- Aanad desai
Gatekeeper
- Janam patel
Receptionist

05 MANUAL USER CREATION



Just need to add a few users? Manual entry is quick, easy, and straightforward.

MANUAL USER CREATION – STEP 1

01

Click the **plus (+) icon** in the User tab to create a user manually.

The screenshot displays a web application interface for manual user creation. On the left, a calendar for July 2025 is visible, with the 7th highlighted and a list of users (Anam patel, Janam patel, Anand desai, Rahul khichi, Anub Khushi) associated with it. The main area features a navigation bar with icons for Visitor, User (selected), Multi Visit, and Courier. Below this is a search bar and a list of users: Anik khatri, Rahul khichi (Developer), Anand desai (Gatekeeper), and Janam patel (Receptionist). On the right, a form titled 'Invite' is shown with fields for Country Code (India), Mobile Number, Full Name, VIP, Company, Designation, Department, Address, Expected in Time, Expected Out Time, and Mobile no. A 'submit' button is at the bottom of the form.

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

July - 2025 Today >

Visitor User Multi Visit Courier

Search

- Anik khatri
- Rahul khichi Developer
- Anand desai Gatekeeper
- Janam patel Receptionist

Invite

Country Code* India Mobile Number*

Full Name*

VIP

Company

Designation

Department

Address

Expected in Time*

Expected Out Time


Mobile no


submit


MANUAL USER CREATION – STEP 2


02


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


Visitor



User


Multi Visit



Courier




Anik khatri



Rahul khichi
Developer



Aanad desai
Gatekeeper



Janam patel
Receptionist

Add User

Country Code*
🇮🇳 +91 - India

Mobile*
9898567856

Name*
Yash patel

Email
yashpatel1233@gmail.com

Select Role*
Employee

Password*

Department
IT

Designation
QA

Allow Visitors

Photo Id

Time

Import

submit

MANUAL USER CREATION – STEP 3

03

The newly created user will now be visible in the **User** tab.

The screenshot displays a software interface with a calendar on the left and a user list on the right. The calendar is for June 2025, with the 'Today' date highlighted as the 28th. The user list is titled 'User' and contains five entries, each with a user icon, name, and role.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Today >

June - 2025

Visitor User Multi Visit Courier

Search

- Anik khatri
- Rahul khichi
Developer
- Aanad desai
Gatekeeper
- Janam patel
Receptionist
- Yash patel
QA

Janam patel
Aanad desai

06 ADMIN REPORTS



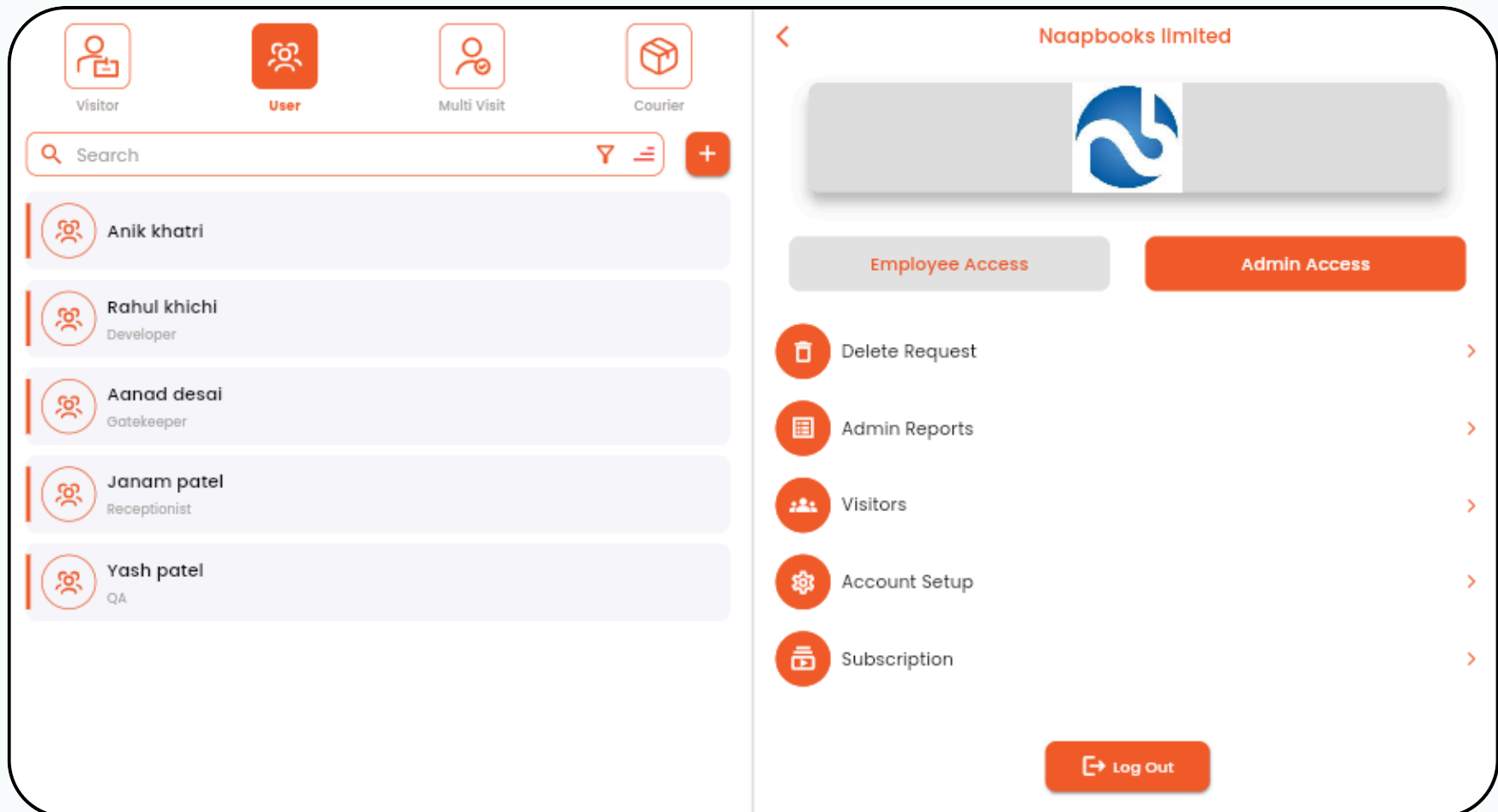
Need insights? Admin reports are just a click away — fast, easy, and detailed.

ADMIN REPORTS – STEP 1

01

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

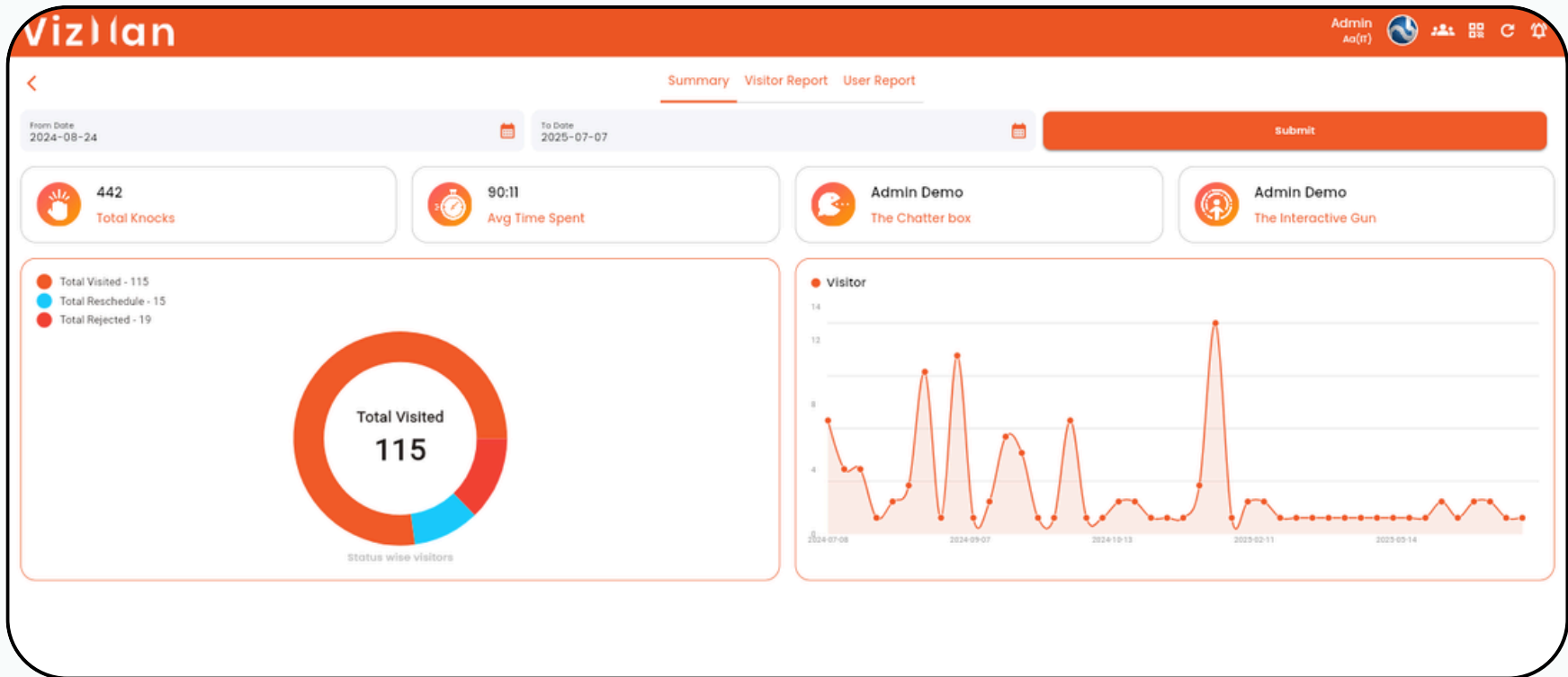
Then select **Admin Reports** from the dropdown menu.



ADMIN REPORTS – STEP 2

02

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



03

Vizlan														Admin Aa(11)																			
														Summary				Visitor Report		User Report													
Report Type				From Date				To Date				Submit																					
All Visitor				2024-08-24				2025-07-07																									
Select Visitor				Select User				<input type="text" value="Search"/>																									
All				All																													
Sl. No	VizTag	Visitor Name	Mobile	Email	Company Name	Department	Designation	Purpose	Whom To Meet	Exp. In Time	Exp. Out Time	Check In Time	Check Out Time	Meet In Time	Meet C																		
1	5uV4F	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:55 PM	23-08-2023 04:58 PM																						
2	4E9Q0	TestDemo	+91 09284500000						Admin Demo	23-08-2023 01:55 PM	23-08-2023 02:56 PM																						
3	X01QF3	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM																							
4	WP68Ci	TestDemo	+91 09284500000						Admin Demo	23-08-2023 12:57 PM																							
5	87DFDZ	TestDemo	+91 09284500000						Admin Demo	23-08-2023 01:00 PM	23-08-2023 02:01 PM																						
6	ICJiOf	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 PM																						
7	Qot6AB	Neelu Chauhan	+91 7359462712	neelu.c@naapbooks.com		b		Og	Admin Demo	24-08-2023 11:35 AM	24-08-2023 12:35 PM																						
8		Neelu Chauhan	+91 7359462712	neelu.c@naapbooks.com		b		Og	Admin Demo	24-08-2023 11:40 AM	24-08-2023 12:40 PM	25-08-2024 11:42 AM	27-09-2024 12:30 PM																				
9	VWER0D	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 PM																						
10	3J20Si	TestDemo	+91 09284500000						Admin Demo	23-08-2023 02:01 PM	23-08-2023 03:06 PM																						
11	F25Bi	TestDemo	+91 09284500000						Admin Demo	24-08-2023 05:34 PM	24-08-2023 06:43 PM	25-08-2024 04:43 PM	25-08-2024 04:43 PM																				
12	8A9Q6Z	TestDemo	+91 09284500000						Admin Demo	24-08-2023 05:44 PM	24-08-2023 06:46 PM	25-08-2024 04:44 PM	25-08-2024 04:54 PM																				
13	T2RWAA	TestDemo	+91 09284500001	tejas.p@naapbooks.in					Admin Demo	24-08-2023 05:00 PM	24-08-2023 06:01 PM																						

ADMIN REPORTS – STEP 4

04

Go to the **User Report** tab to access employee activity data.

Use filters to customize your report based on department, role, or entry dates.

Vizlan

Admin
Aa(11)

Summary

Visitor Report

User Report

Report Type
Date Wise Attendance Summary

From Date
2024-08-24

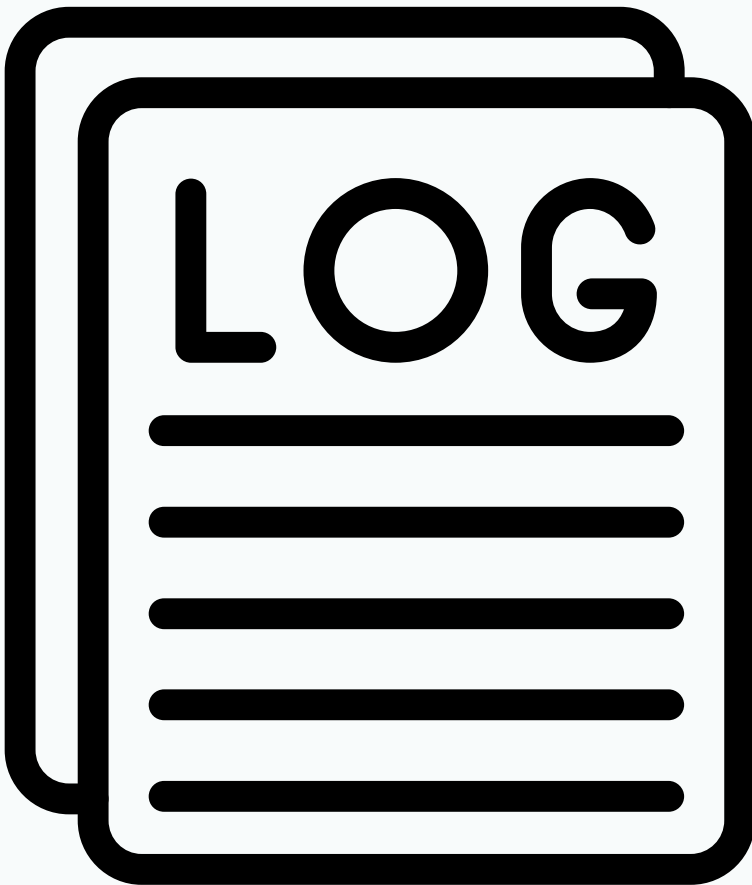
To Date
2025-07-07

Submit

Search

Sr.No	Date	Total	Present	Absent
1	24-08-2024	5	0	5
2	25-08-2024	5	0	5
3	26-08-2024	5	0	5
4	27-08-2024	5	0	5
5	28-08-2024	5	0	5
6	29-08-2024	5	0	5
7	30-08-2024	5	0	5
8	31-08-2024	5	0	5
9	01-09-2024	5	0	5
10	02-09-2024	5	0	5
11	03-09-2024	5	0	5
12	04-09-2024	5	0	5
13	05-09-2024	5	0	5
14	06-09-2024	5	0	5
15	07-09-2024	5	0	5
16	08-09-2024	5	0	5
17	09-09-2024	5	0	5
18	10-09-2024	5	0	5
19	11-09-2024	5	0	5
20	12-09-2024	5	0	5
21	13-09-2024	5	0	5
22	14-09-2024	5	0	5
23	15-09-2024	5	0	5
24	16-09-2024	5	0	5
25	17-09-2024	5	0	5
26	18-09-2024	5	0	5
27	19-09-2024	5	0	5
28	20-09-2024	5	0	5
29	21-09-2024	5	0	5
30	22-09-2024	5	0	5
31	23-09-2024	5	0	5
32	24-09-2024	5	0	5

07 VISITOR LOG



Easily track who's coming in and out — the visitor log keeps everything recorded and organized.

VISITOR LOG – STEP 1

01

In your **Profile menu**, click on **Visitor**.

This takes you to the **Visitors tab**, which displays all check-in details of guests.

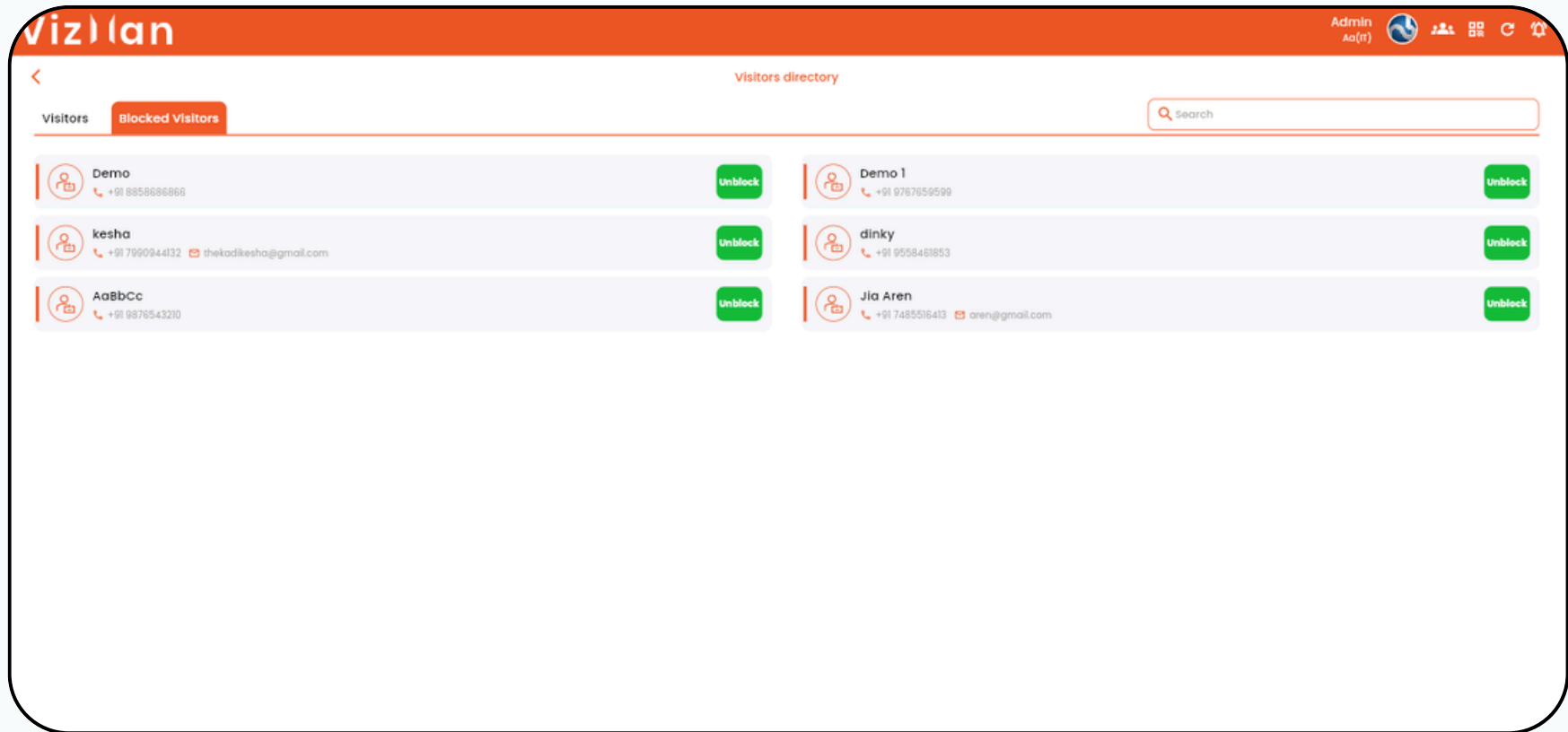
The screenshot displays the 'Vizlan' application interface. At the top, there's an orange header bar with the 'Vizlan' logo on the left and user information ('Admin', 'Aa(ri)') and icons on the right. Below the header, the page title 'Visitors directory' is centered. On the left, there's a sidebar with a back arrow and two tabs: 'Visitors' (selected) and 'Blocked Visitors'. A search bar is located on the right side of the main content area. The main content area shows a list of visitors in a two-column grid. Each visitor entry includes a profile icon, the name, contact details (phone and email), and a 'View' button.

Visitor	Contact	Action
kesha	+91 7990944332 thekadikesha@gmail.com	View
Yaman Test	+91 9016323230 yaman@naapbooks.com	View
Abhishek Nirmal Jain	+91 9016808671 abhishek@proex.co.in	View
Demo	+91 9895552121	View
Gadha	+91 8849632126	View
Demo 1	+91 9767659599	View
vijyant Gupta plus 04	+91 9898899898	View
chirag patel	+91 9898429758	View
Gaurav Ashar	+91 9510973575 gaurav.a@naapbooks.in	View
dinky	+91 9558461853	View
AaBbCc	+91 9876543210	View
Neelu Chauhan	+91 7359462112 neelu.c@naapbooks.com	View
Gaurav Ashar	+91 8320197172	View
Demo	+91 8858686866	View
Gaurav Ashar	+91 8401097172	View
ABC	+91 9595959595	View
Rahul	+91 9016323230	View
SankaliyaMayur	+91 9157829998	View

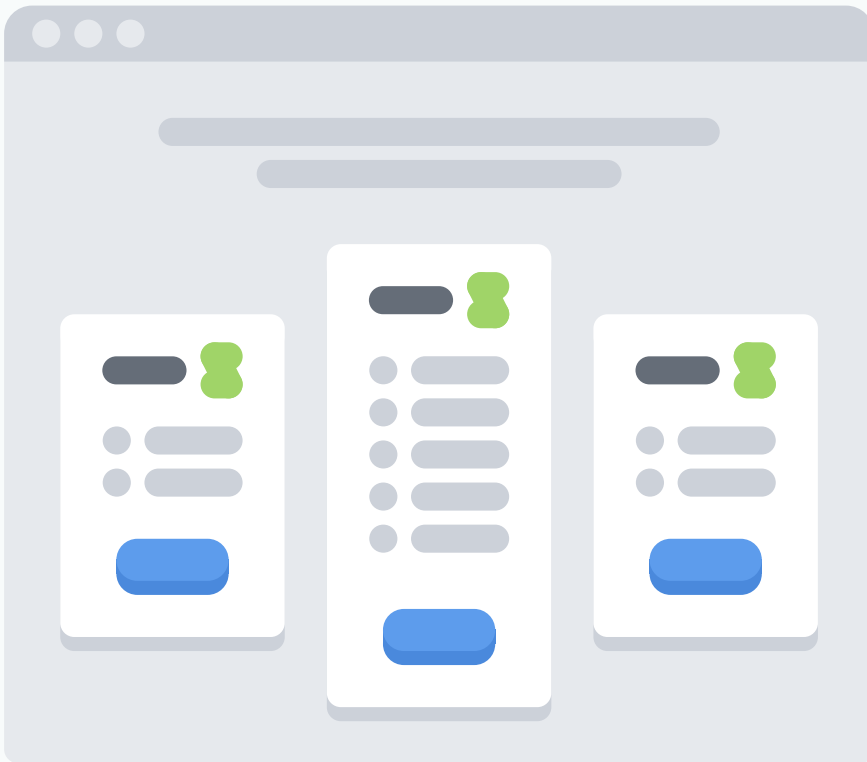
VISITOR LOG – STEP 2

02

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



08 SUBSCRIPTION DETAILS



All your subscription info
in one place — plans,
pricing, and renewal
dates made easy.


SUBSCRIPTION DETAILS – STEP 1

01

Go to your **Profile menu** and click on **Subscription**.

You'll see your plan details including the type of subscription and its validity.

Current Plan



Benefits

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

Trial Subscription
Subscribed Till: 11-07-2025 02:16:51

Last Payment
Paid Date : 11-07-2025 02:16:51 ₹ 0
Next Renewal Date: 2025-07-12T00:00:00 ₹ 0
Older Payments
Paid On: 26-06-2025 02:16:51 ₹ 0

09 HELP CENTER

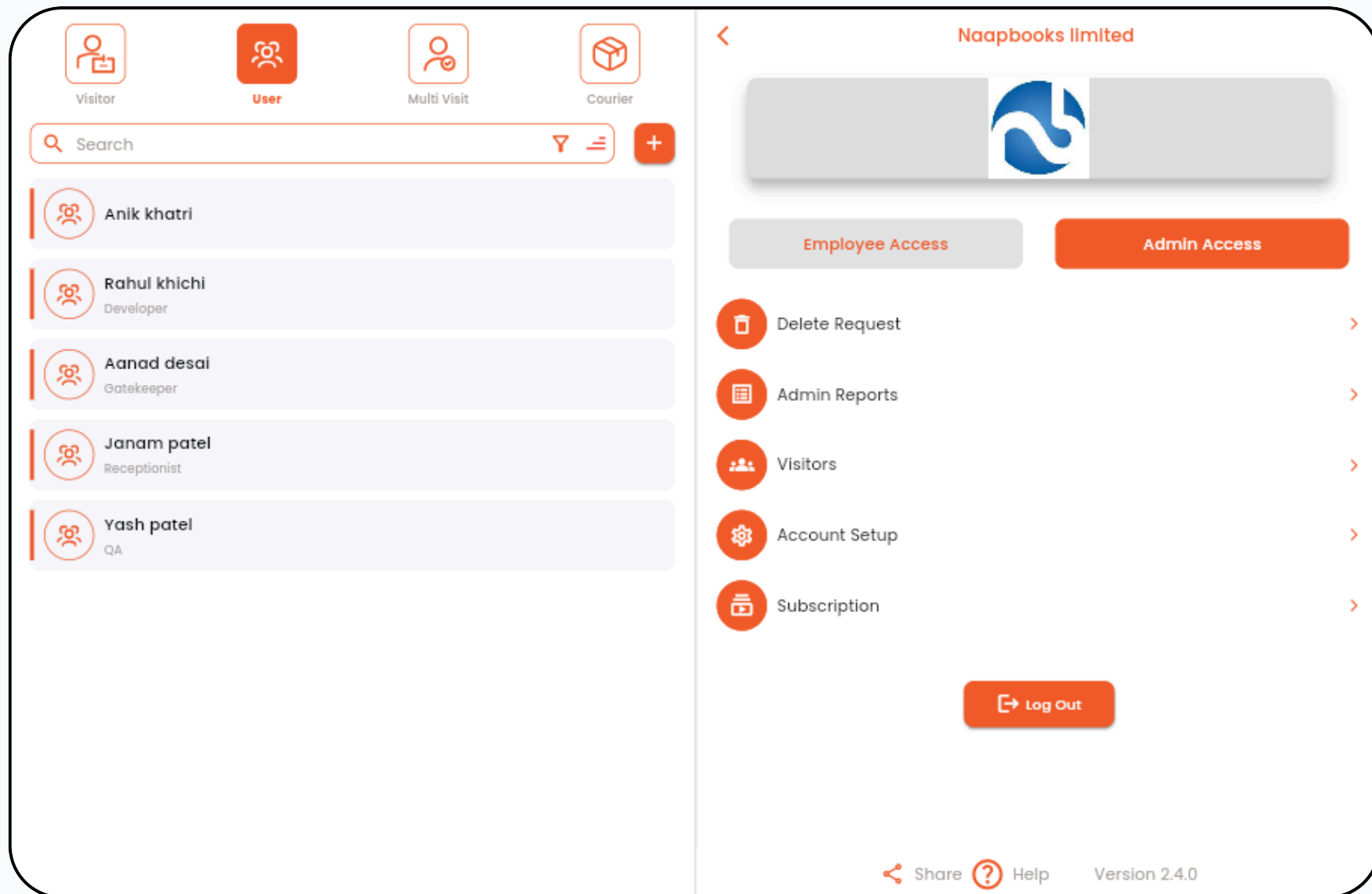


Need assistance? Our Help Center is always here — quick answers, step-by-step guides, and real support.

HELP CENTER – STEP 1

01

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



HELP CENTER – STEP 2

02

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

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

Naapbooks Support Center

Sign In Sign Up A

Submit a Ticket Search in Help Center

Submit a ticket

Ticket Information

Contact Name *

Jayesh Kumar

Email *

jayeshk@gmail.com

Phone

885566774455

Team NaapBooks

Team NaapBooks

Hello,
How may I help you today?

Type your message and hit 'Enter'

HELP CENTER – STEP 2

03

Fill the required Fields and click on **Submit**.

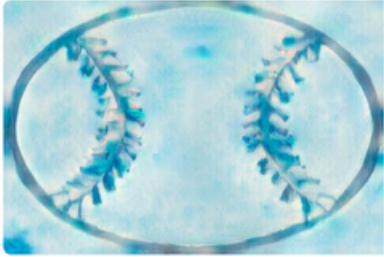
Submit a Ticket

Search in Help Center

Please verify to proceed *

IMAGE

AUDIO



Select the option that closely resembles the image

☒ ball

☐ gorilla

☐ snake

☐ elephant

Submit

Discard

Team NaapBooks

Team NaapBooks

Hello,
How may I help you today?

Type your message and hit 'Enter'

Powered by Zoho Desk

10 QR CODE ACCESS



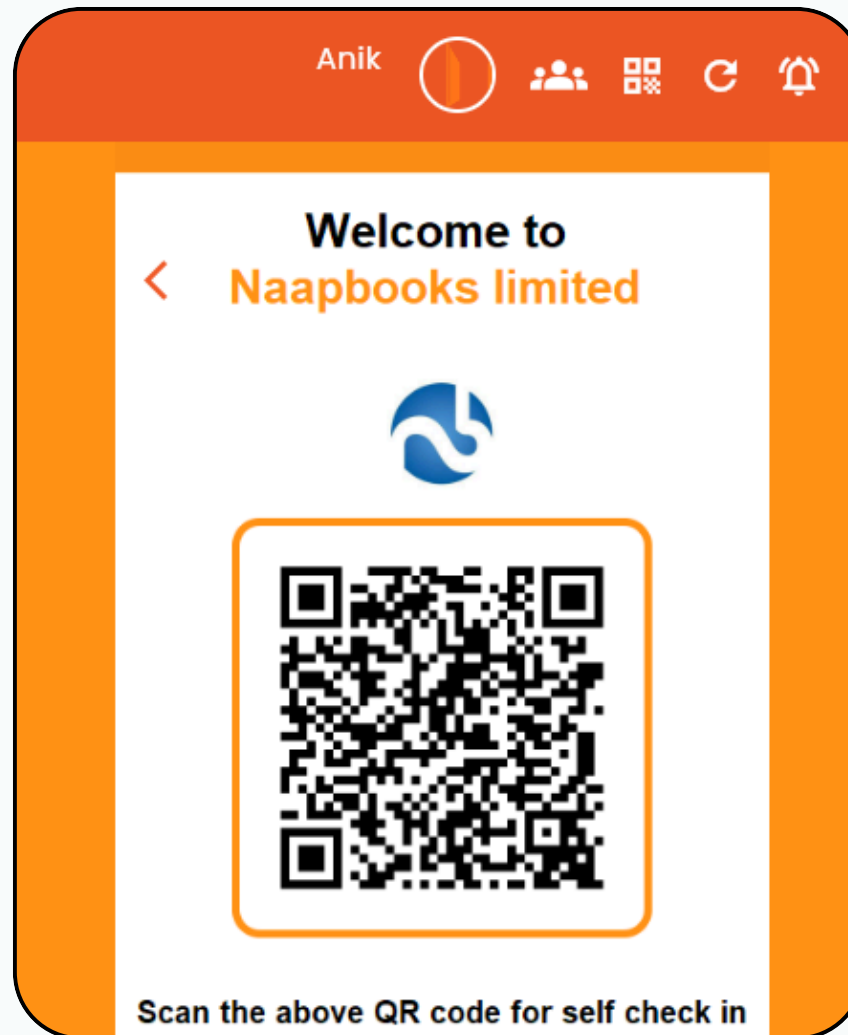
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS

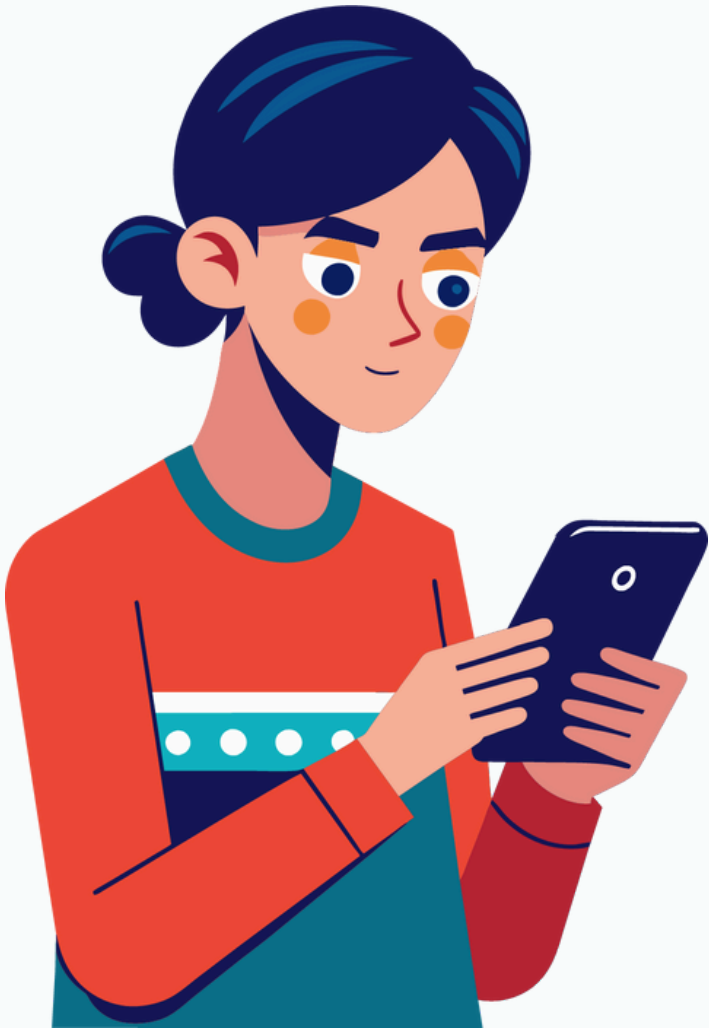
On the top menu, click the **QR icon**.

01

The system will generate a QR code for your organization's check-in process — this is useful for **manual or guest check-ins**



11 CALENDAR



No worries — your calendar will show you everything and remind you.

Calendar – Step 1

01

The calendar will show scheduled visits by day, week, or month. You can also view approved entries and pending visitor invites in a visual format.

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

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Waiting Visitors: 0

Today's Visitors: 0

Upcoming Visitors: 0

Current Visitors: 0

Search

No Data Found

Check in

Country Code* India

Mobile Number*

Full Name*

VIP

Whom to meet*

Company

Address

Email

Checkin Time*

Purpose

Vendor

Number of people

Visitor

Submit

Calendar – Step 2

02

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

The screenshot displays the Vizlan application interface. On the left is a calendar for September 2024. The date September 9th is highlighted with a red circle containing the number 9. To the right of the calendar is a summary section with four cards: 'visiter' (Waiting Visitors: 0), 'user' (Today's Visitors: 20), 'Multi Visit' (Upcoming Visitors: 5), and 'Courier' (Current Visitors: 3). Below these is a search bar and a list of visitor entries. The first entry is 'Sengundhar jaykumar' with status 'invited' at 07:40 PM. The second is 'kesha' with status 'Checked Out' at 07:28 PM. The third is 'kesha' with status 'Rescheduled' at 07:06 PM. The fourth is 'TestDemo' with status 'invited' at 01:32 PM. The fifth is 'TestDemo' with status 'invited' at 06:43 PM. The sixth is 'TestDemo' with status 'Rescheduled' at 06:21 PM. On the far right is a detailed form for a selected visitor, with fields for Country Code (India), Mobile Number, Full Name, VIP, Whom to meet, Company, Address, Email, Checkin Time, Purpose, Vendor, Number of people, and Visitor. A 'Submit' button is at the bottom of the form.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

visiter

Waiting Visitors : 0

user

Today's Visitors : 20

Multi Visit

Upcoming Visitors : 5

Courier

Current Visitors : 3

Search

▼

Sengundhar jaykumar

invited

07:40 PM

kesha

Checked Out

07:28 PM

kesha

Rescheduled

07:06 PM

TestDemo

invited

01:32 PM

TestDemo

invited

06:43 PM

TestDemo

Rescheduled

06:21 PM

Country Code

India

Mobile Number*

Full Name*

VIP

Whom to meet*

Company

Address

Email

Checkin Time*

Purpose

Vendor

Number of people

Visitor

Submit



NOTE:- Admins can perform all employee actions; refer to the employee user manual

YOU'RE ALL SET!

You've now completed your training on VizMan Admin setup and daily use. Continue exploring the dashboard, invite users, and manage your workplace efficiently. For support, always refer to the **Help Center** or reach out to our customer care.