Vizllan

User Manual for Administrator

Version 1.5

Vizman

USER GUIDE FOR ACCOUNT SETUP

vizman.app

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.

REGISTRATION - ACCESS

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

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

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.**

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.**

VizMan

Sign Up

Welcome !

A 6-digit code has been sent to your number and email.
+91 1234567890

| 5 | 7 | | | 4 | 6 |

Submit

LOGIN – STEP 1

05

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

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

Click **Sign In** to proceed.

ACCOUNT SETUP – STEP 1

01 Begin by entering your organization's basic details.

Once completed, click **Next** to continue

---

et up your account   Logou

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	
Company	
Department	
Designation	
Email	
ID Proof	
Photo	

Purpose
Add Purpose

Back

Meeting Detail

Field Name	Enabled
Purpose	
Mobile no	

Additional Column

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

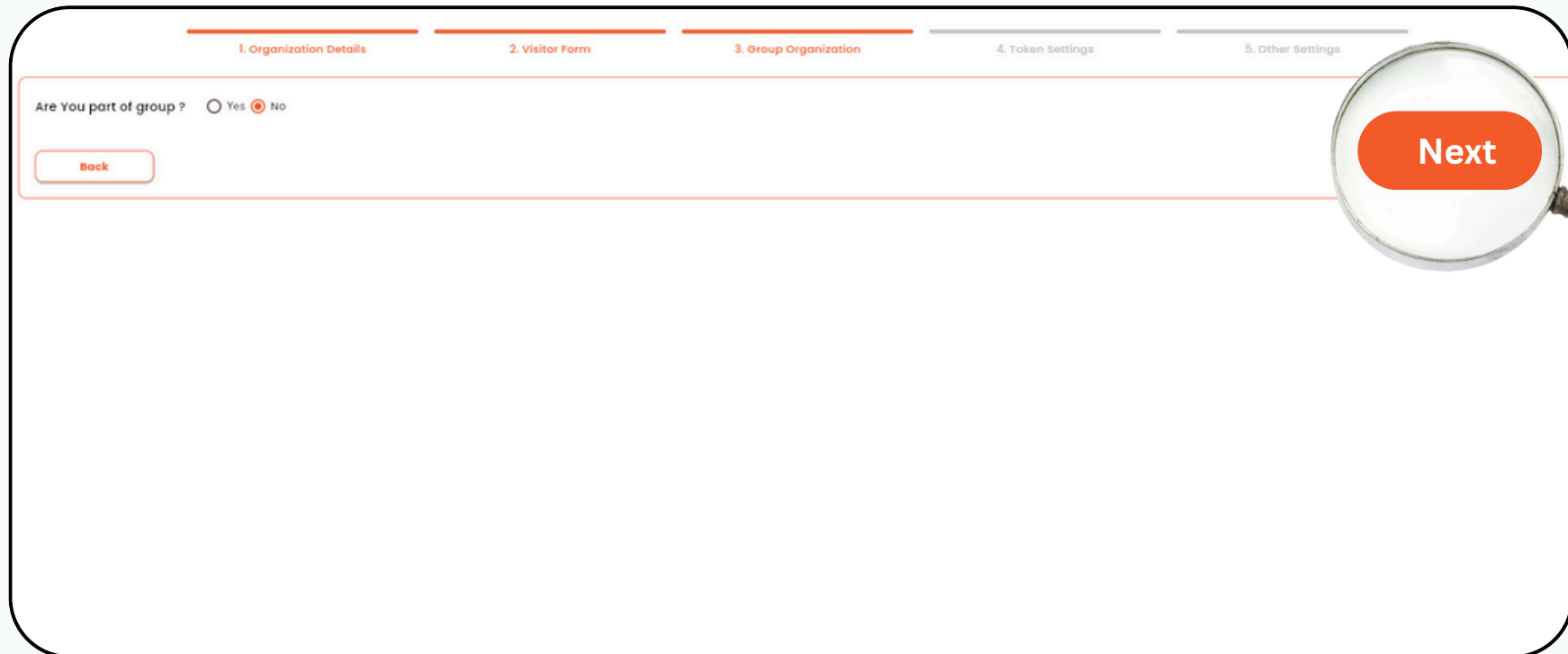| 1 | Mobile no | Number |
2		Select Field Type
3		Select Field Type
4		Select Field Type
5		Select Field Type

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**.

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 Details | 2. Visitor Form | 3. Group Organization | 4. Token Settings | 5. 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	Verified

Showing 1 to 1 of entries

Previous **1**

Back
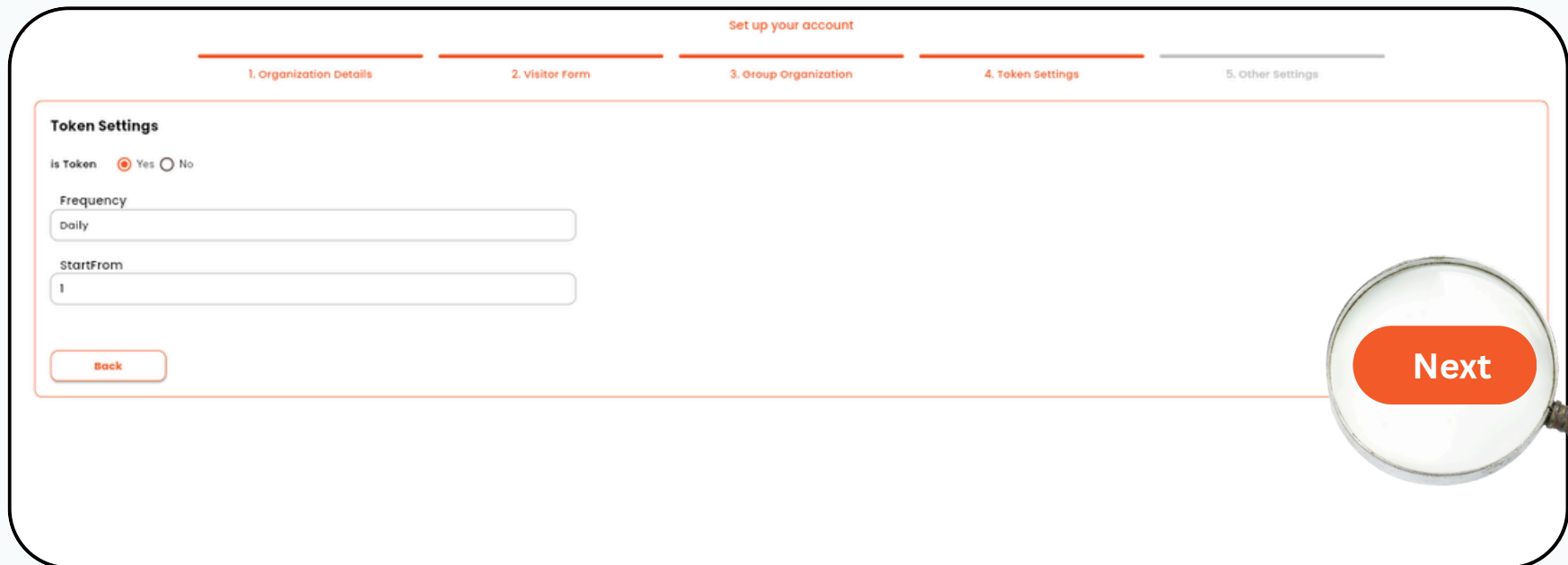
Next

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**.

Set up your account

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

Token Settings

is Token   ● Yes ○ No

Frequency
Daily

StartFrom
1

Back

Next

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

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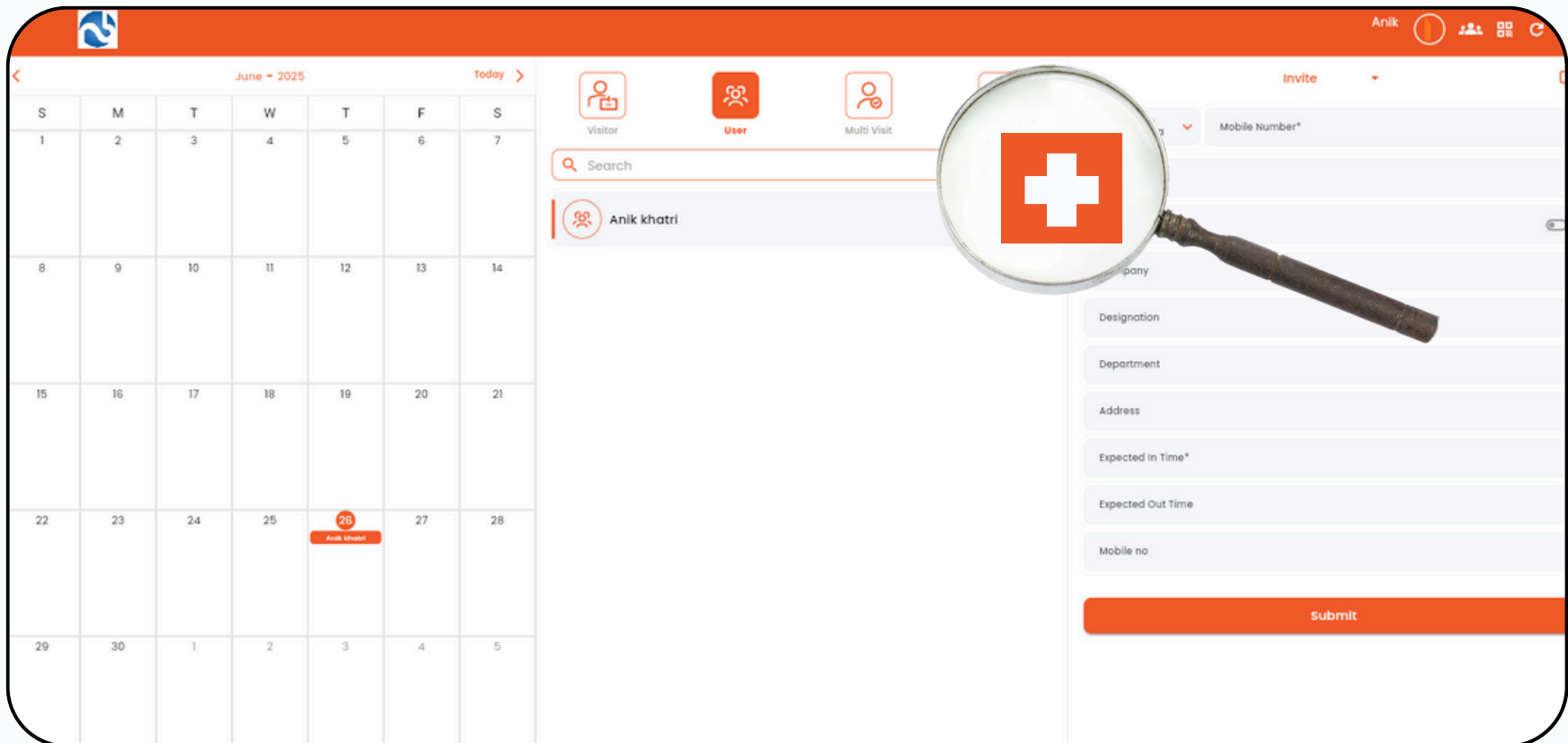
Easily import multiple users at once — fast, efficient, and hassle-free.

BULK USER UPLOAD – STEP 1

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

BULK USER UPLOAD – STEP 2

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

BULK USER UPLOAD – STEP 3

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

This file contains the required fields for employee data input.

BULK USER UPLOAD – STEP 4

04 Open the Excel file and fill in the employee details:

name, department, phone number, etc.

Save the file when done.

	A	B	C	D	E	F	G	H	I
1	FullName	Country Code	Mobile	Email	UserRoleId	Password	Department	Designation	Visitor Allows
2	Rahul khichi	91	7894567898	Rahul000@gmail.com	4-Employee	12345678	IT	Developer	Yes
3	Aanad desai	91	7894563489	Aanddesa@gmail.com	2-Gatekeeper	Aand@12345	Security	Gatekeeper	No
4	Janam patel	91	7534569826	janam0011@gmail.com	3-Receptionist	987654321	Administrative	Receptionist	No
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

BULK USER UPLOAD – STEP 5

05 Go back to the portal, click **Import**, and select your updated Excel file.
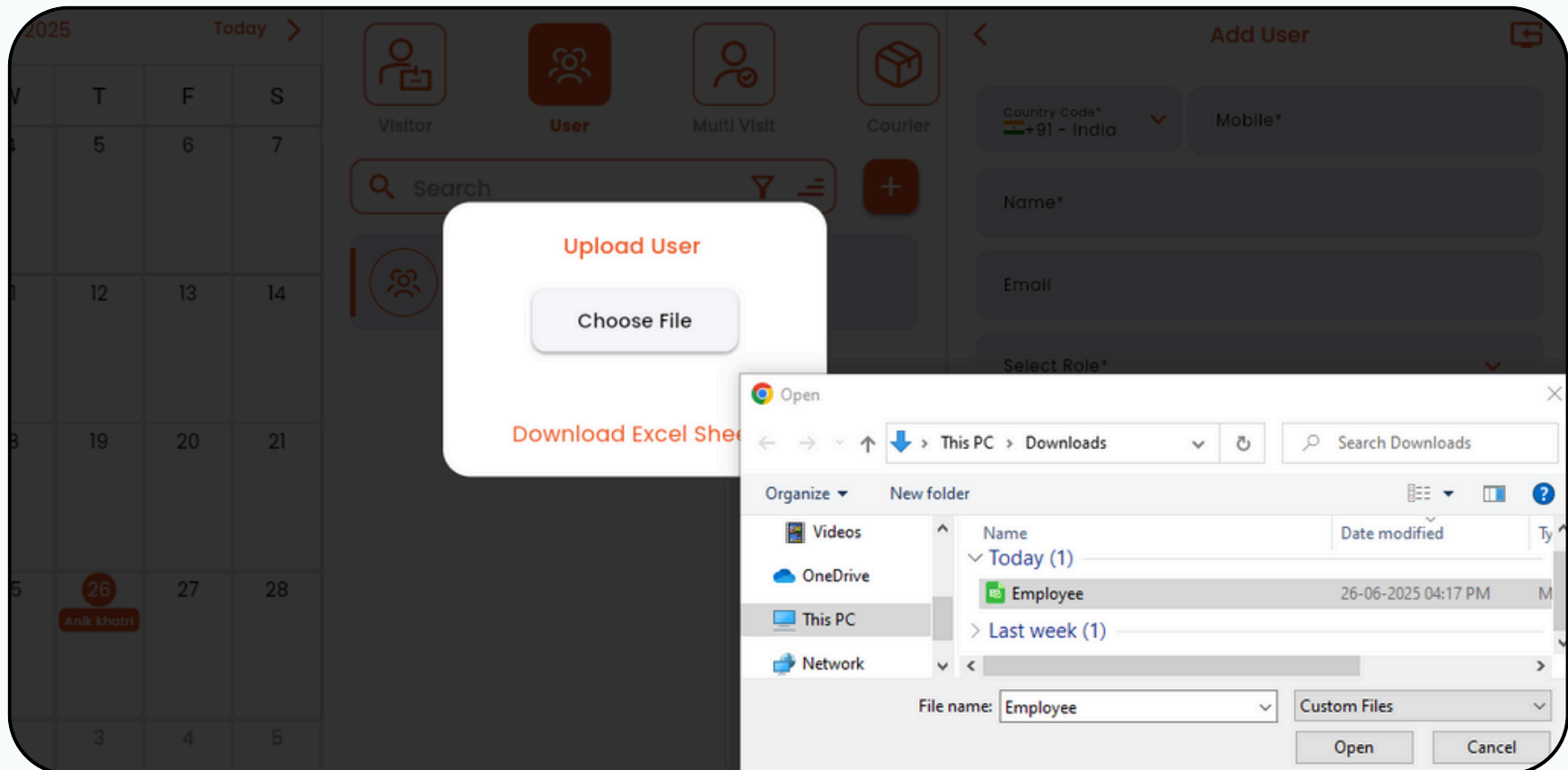
BULK USER UPLOAD – STEP 6

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

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

Upload User 3

Choose File

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

Upload

Download Excel Sheet

BULK USER UPLOAD – STEP 7

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

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.

MANUAL USER CREATION – STEP 2

02 Fill in the user's name, contact info, designation, and other necessary fields.

Once done, click **Submit.**

MANUAL USER CREATION – STEP 3

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

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.

Visitor

User

Multi Visit

Courier

Search

Anik khatri

Rahul khichi
Developer

Aanad desai
Gatekeeper

Janam patel
Receptionist

Yash patel
QA

Naapbooks limited

Employee Access

Admin Access

Delete Request >

Admin Reports >

Visitors >

Account Setup >

Subscription >

Log Out
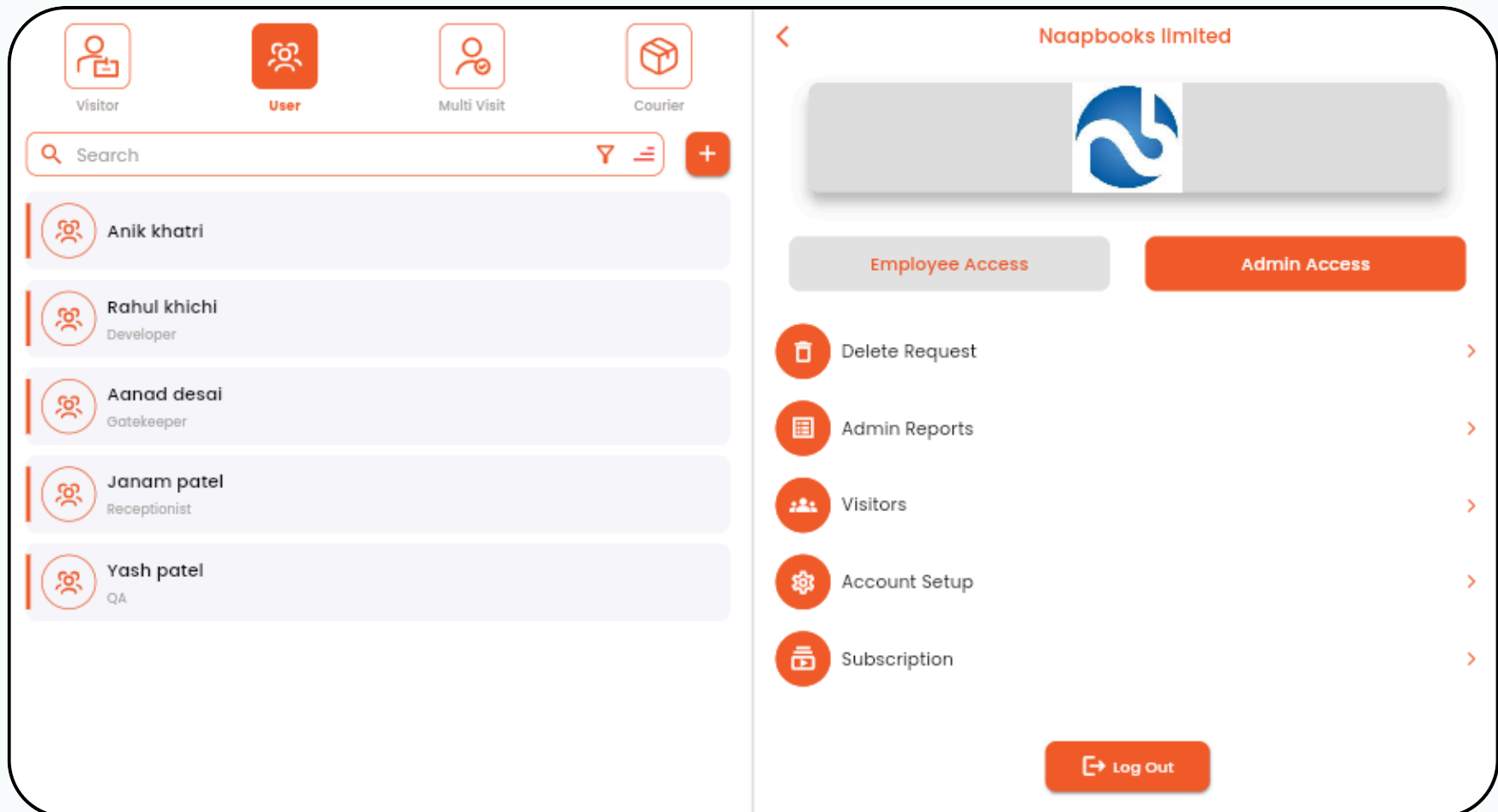
ADMIN REPORTS – STEP 2

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

ADMIN REPORTS – STEP 3

03 Click on the **Visitor Report** tab. You can filter by name, date, department, and other fields to view specific visitor data.

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.

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.**

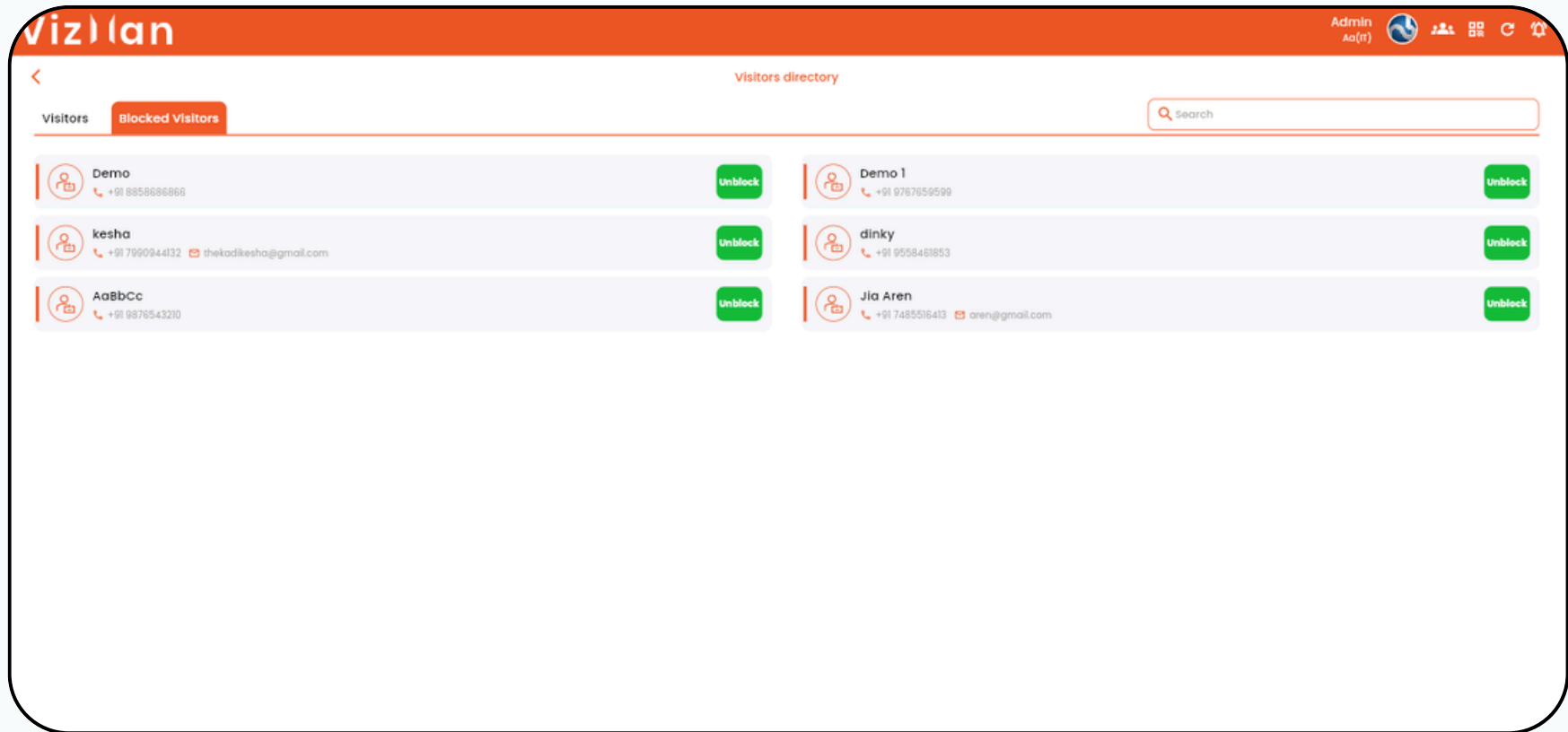This takes you to the **Visitors tab**, which displays all check-in details of guests.
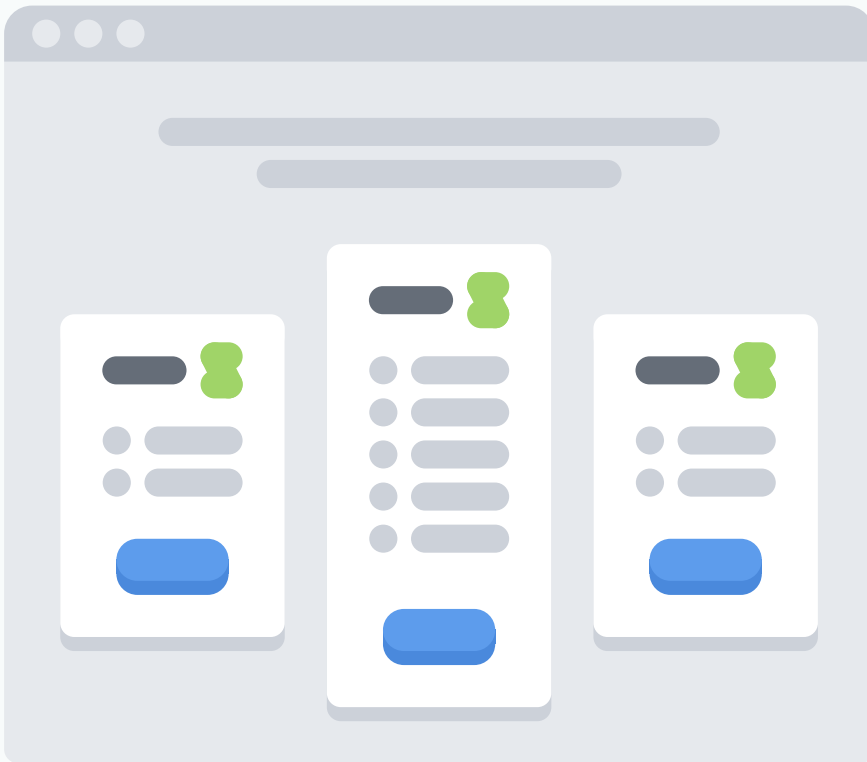
VISITOR LOG – STEP 2

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   ‹

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
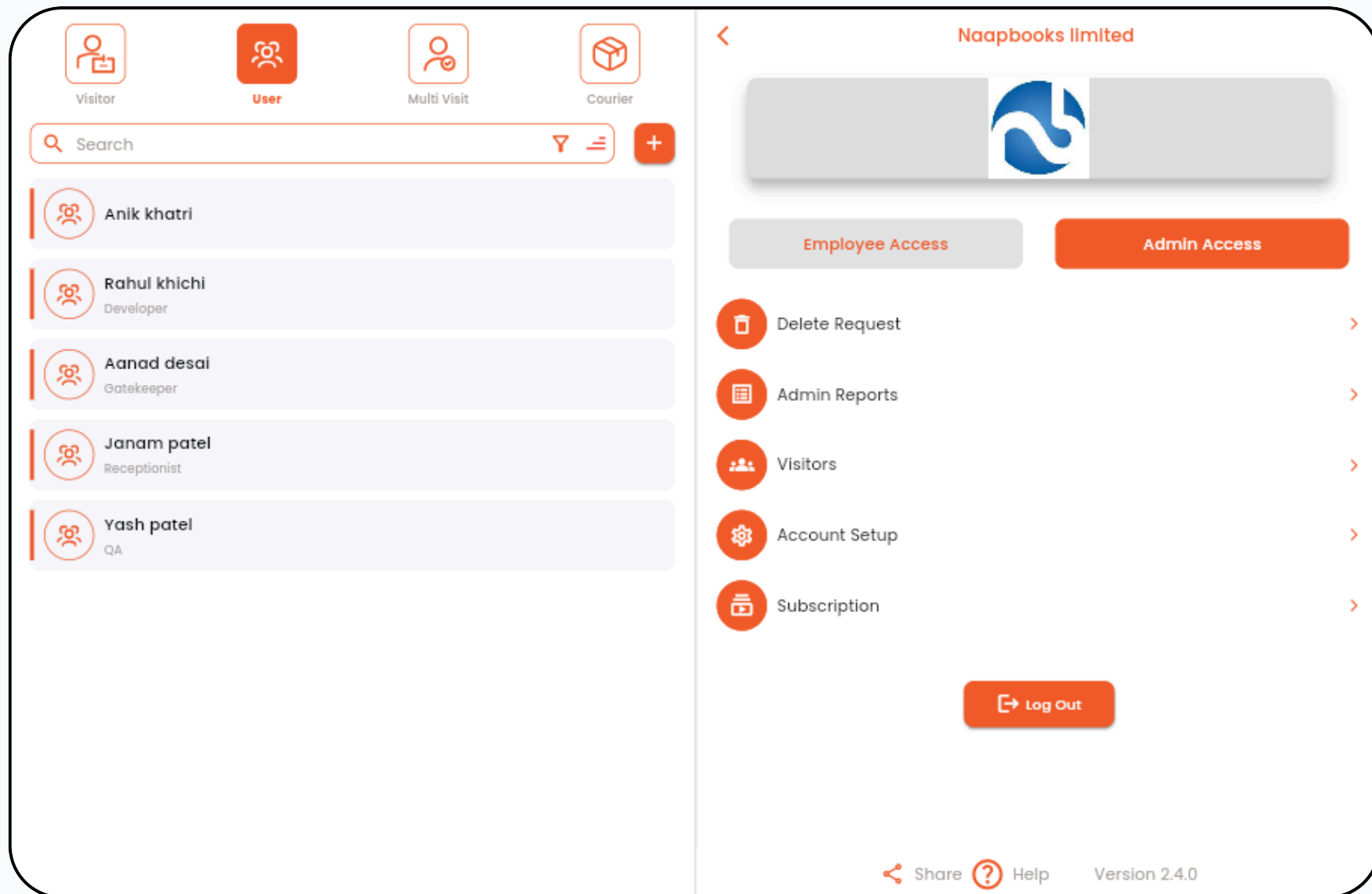Paid On: 26-06-2025 02:16:51   ₹ 0

Benefits
• 50 Visitors
• 25 Employees
• SMS
• Email
• Support

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.

Visitor

User

Multi Visit

Courier

Search

Anik khatri

Rahul khichi
Developer

Aanad desai
Gatekeeper

Janam patel
Receptionist

Yash patel
QA

Naapbooks limited

Employee Access

Admin Access

Delete Request >

Admin Reports >

Visitors >

Account Setup >

Subscription >

Log Out

Share ? Help Version 2.4.0

HELP CENTER – STEP 2

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

HELL CENTER – STEP 2

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

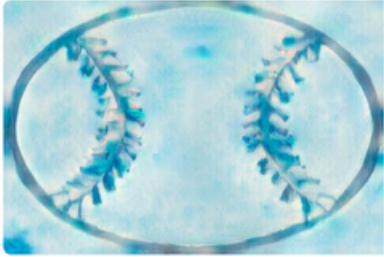Submit a Ticket   Search in Help Center 🔍

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

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

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

Welcome to
Naapbooks limited

Scan the above QR code for self check in
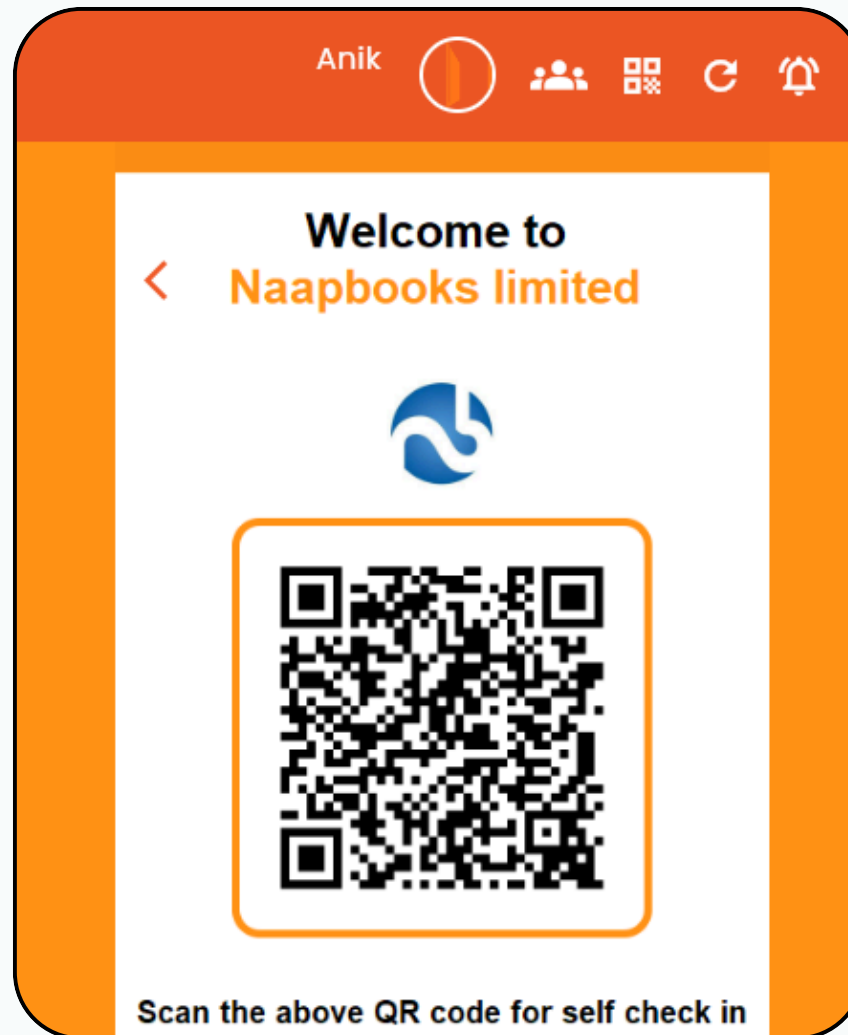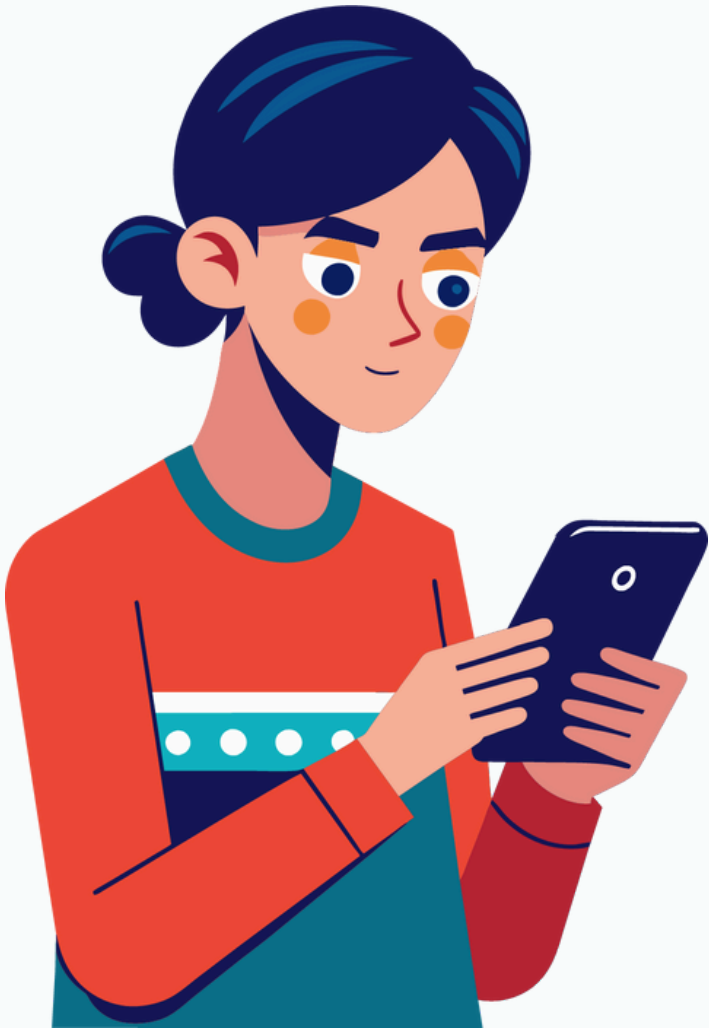
11 CALENDAR

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.

Calendar – Step 2

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

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.