



Receptionist User Manual

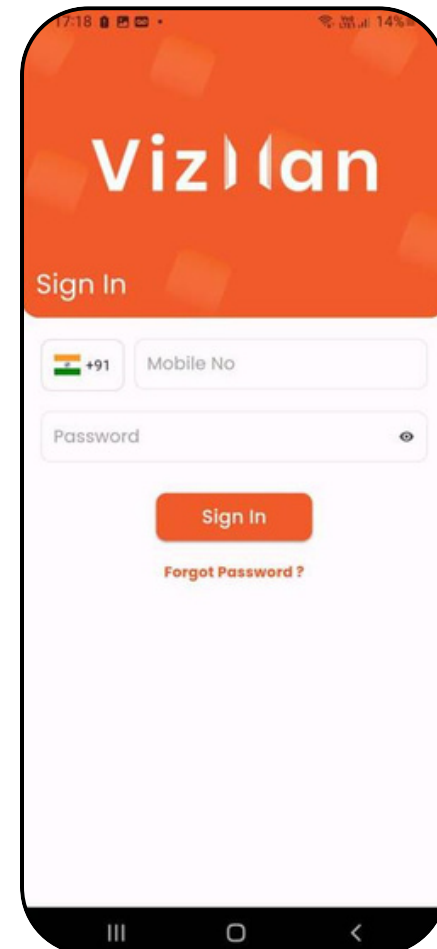


WELCOME PAGE

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

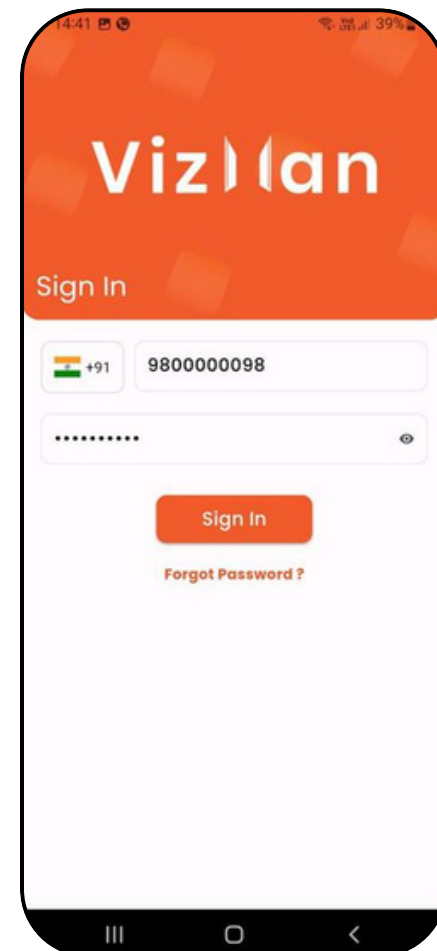
02

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

Click **Sign In** to proceed.



The desktop login page features a white background with an orange header bar containing the 'Vizlan' logo. On the left, a 'Welcome!' message is followed by a sign-in form with fields for country code (India), mobile number (9800000098), and password (masked with dots). A 'Sign In' button is positioned below the password field. To the right of the form is an illustration of a man in an orange shirt and dark pants standing next to a large laptop. The laptop screen displays a large orange padlock with a keyhole, a shield with a checkmark, and a key. The man is holding a laptop and looking at the screen. The overall design is clean and modern.



The mobile login page has an orange header bar with the 'Vizlan' logo. Below the header, the text 'Sign In' is displayed. The form consists of two input fields: one for the country code (+91) and mobile number (9800000098), and another for the password (masked with dots). A 'Sign In' button is located below the password field. At the bottom of the form, there is a link for 'Forgot Password?'. The page is designed to be user-friendly and easy to navigate on a mobile device.

02 CHECK-IN



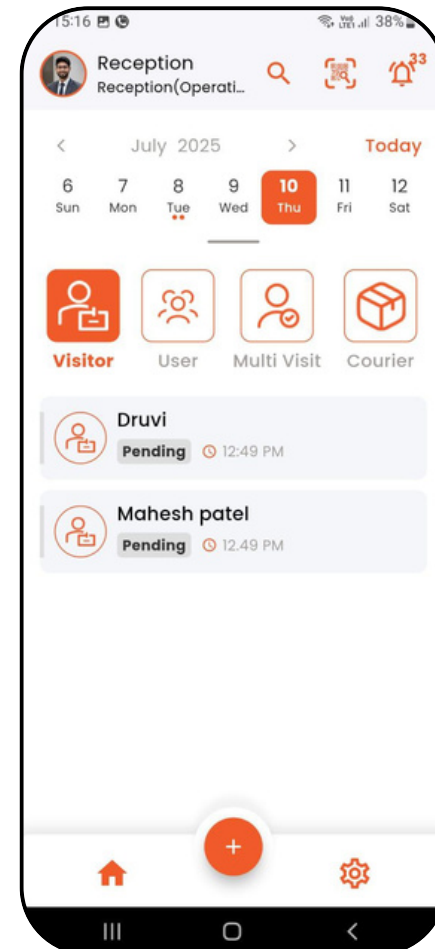
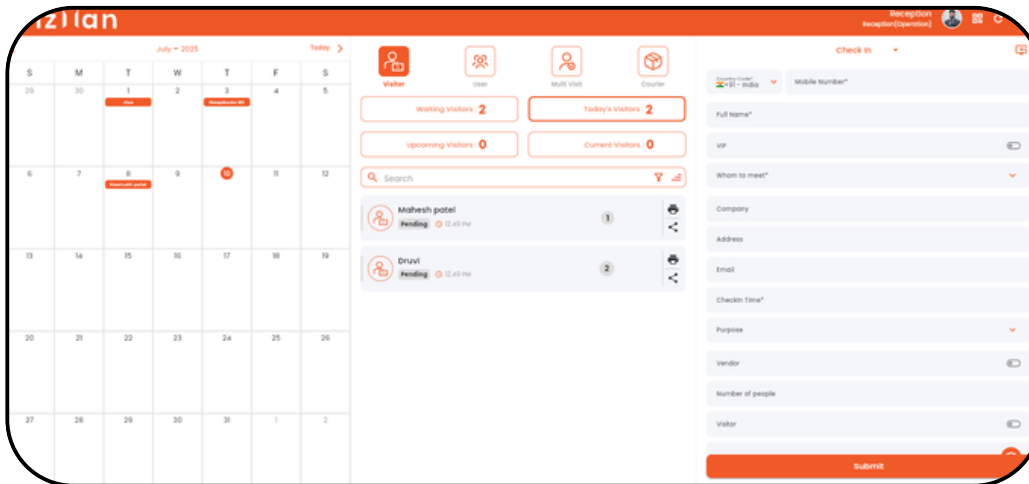
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

CHECK-IN- STEP 1

03

Click **Dropdown** to proceed for Web.

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

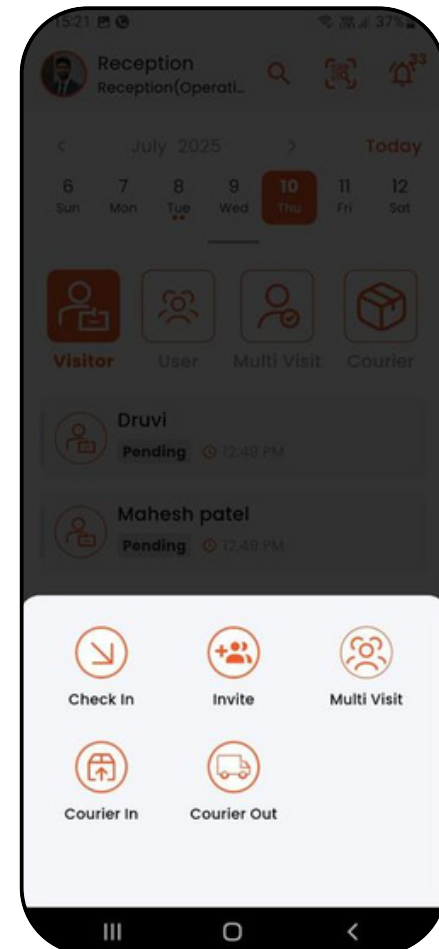
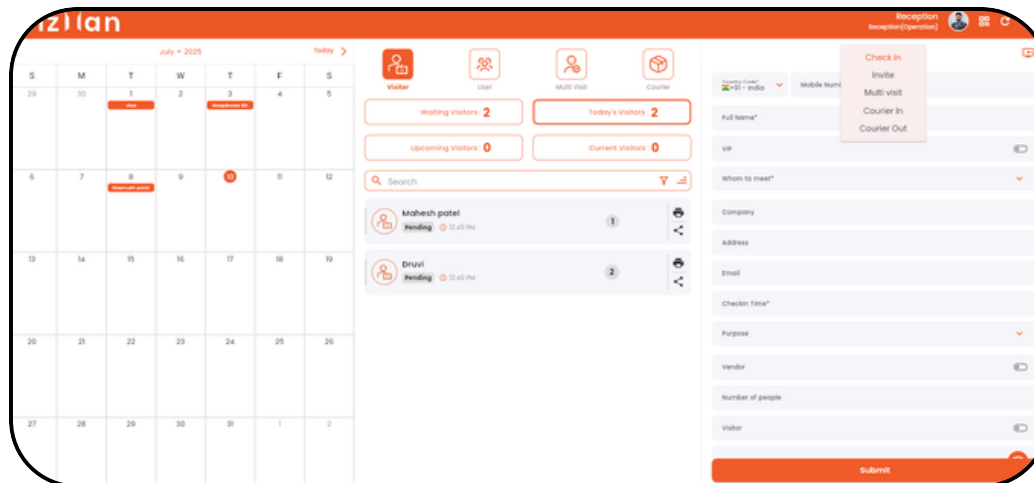


CHECK-IN- STEP 2

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**.

The screenshot shows the Zillan web application interface. On the left is a calendar for July 2025. The main area has a navigation bar with icons for Visitor, User, Multi Visit, and Counter. Below this are statistics: Waiting visitors (2), Today's visitors (2), Upcoming Visitors (0), and Current visitors (0). A search bar is present. Below the search bar, two visitor entries are listed: Mahesh potal (Pending, 10:43 PM) and Druvi (Pending, 10:43 PM). On the right, the 'Check in' form is visible, showing fields for Country (India), Mobile Number (895642587), Customer (Ankush potal), VP, Search user (Employee), Company, Address, Email, Checkin Time (2025-07-10 03:25), Purpose (Select Purpose), Vendor, Number of people, Visitor, and Upload Photo. A 'Submit' button is at the bottom.

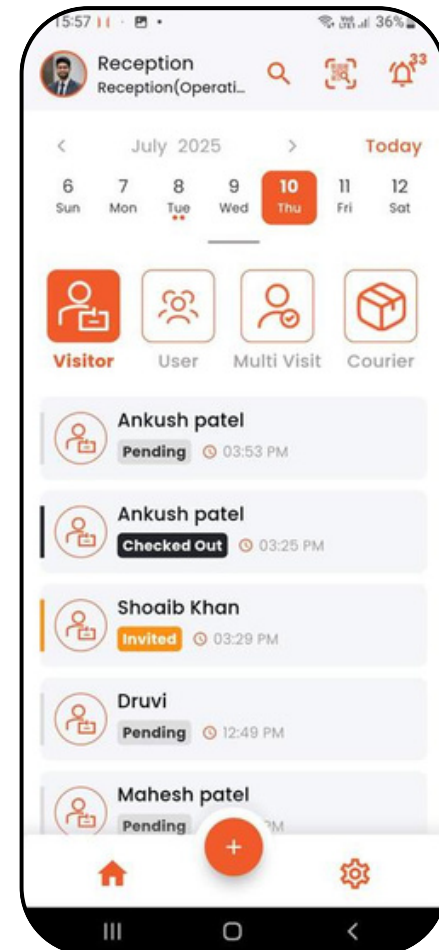
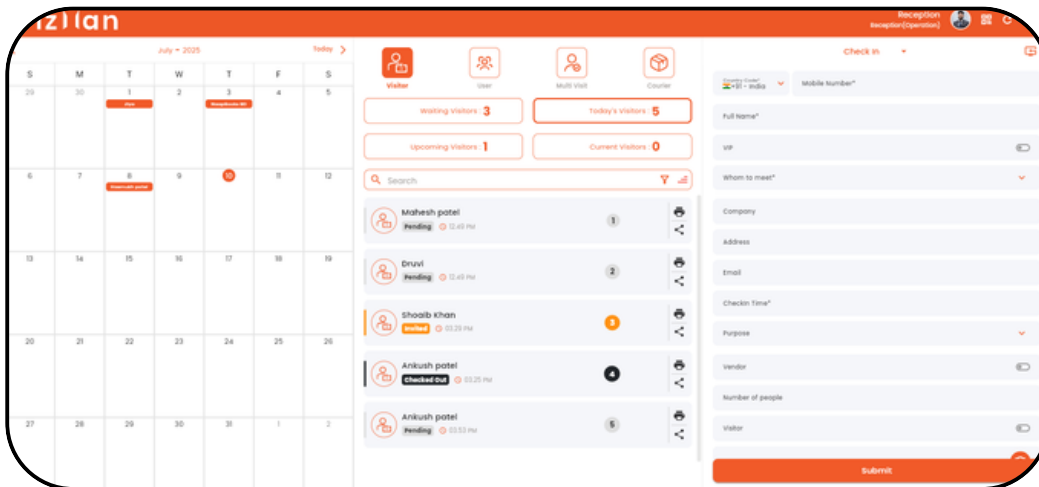
The screenshot shows the Zillan mobile application interface. The top bar shows the time 15:27 and battery level 37%. The main area has a navigation bar with a back arrow and 'Check In' dropdown. Below this are input fields for: Whom to meet* (Employee), Company, Address, Email, Checkin Time (2025-07-10 03:25 PM), Purpose (Select Purpose), Vendor, Number of people, Visitor, and Upload Photo (with a camera icon). A large orange 'Submit' button is at the bottom.

CHECK-IN- STEP 4

06

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

Click on particular **Visitor**.

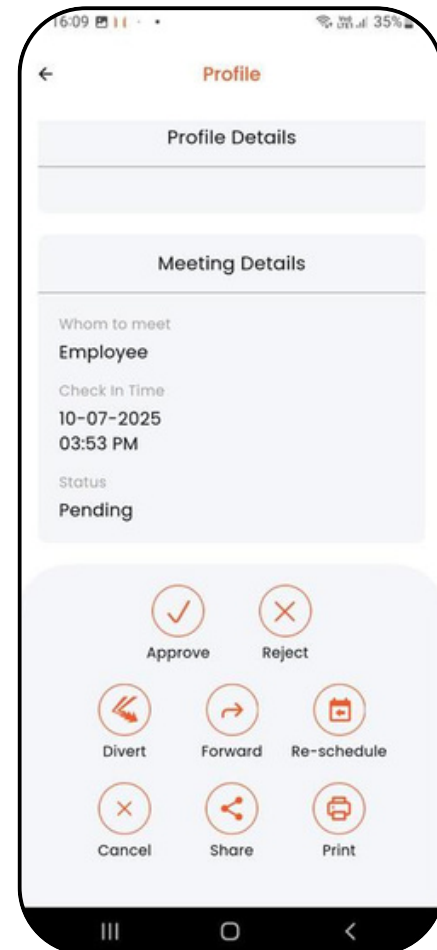
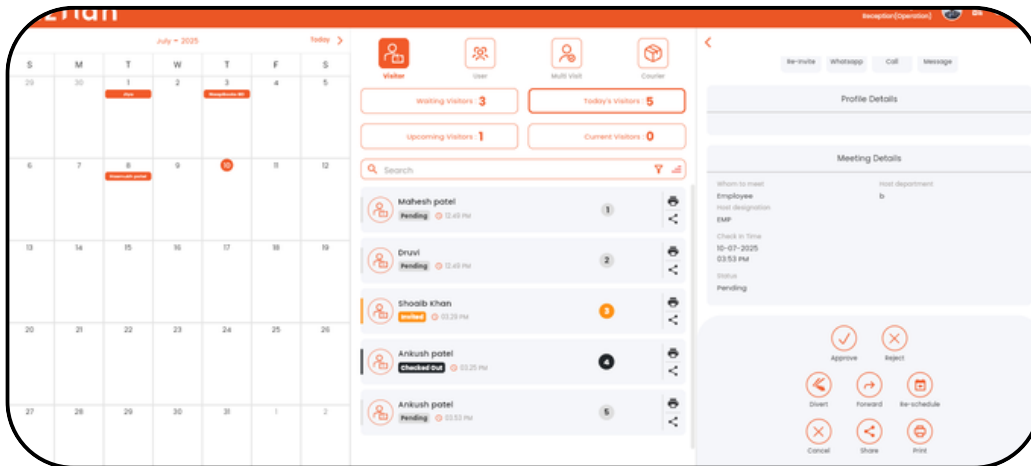


CHECK-IN- STEP 5

07

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

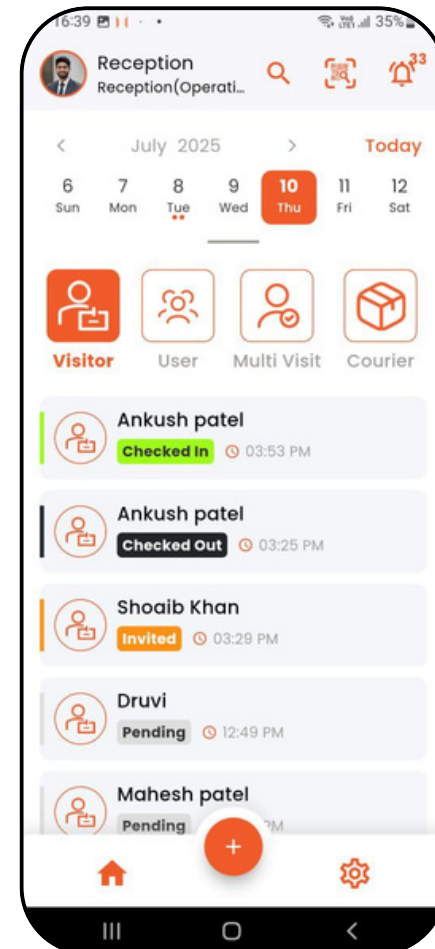
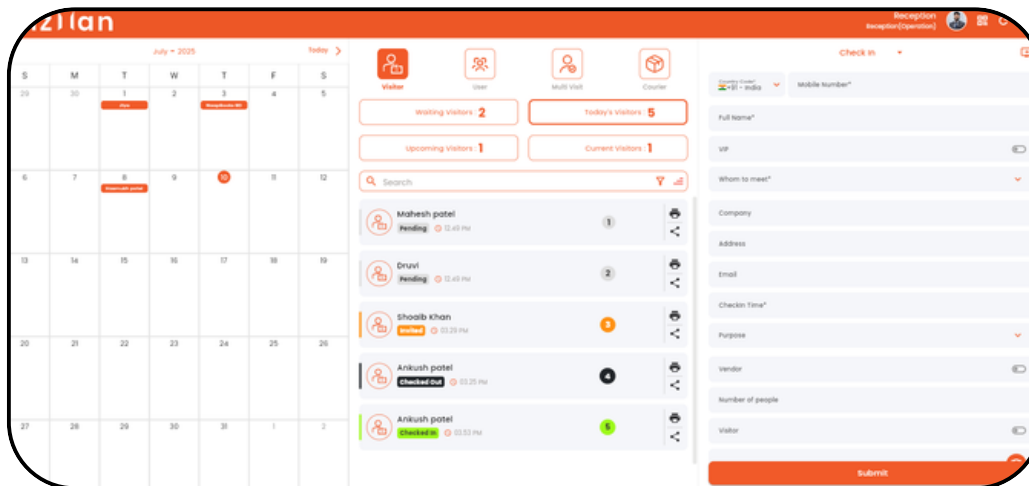
Click on **Approve**.



CHECK-IN- STEP 6

08

Visitor would be **Checked In**.

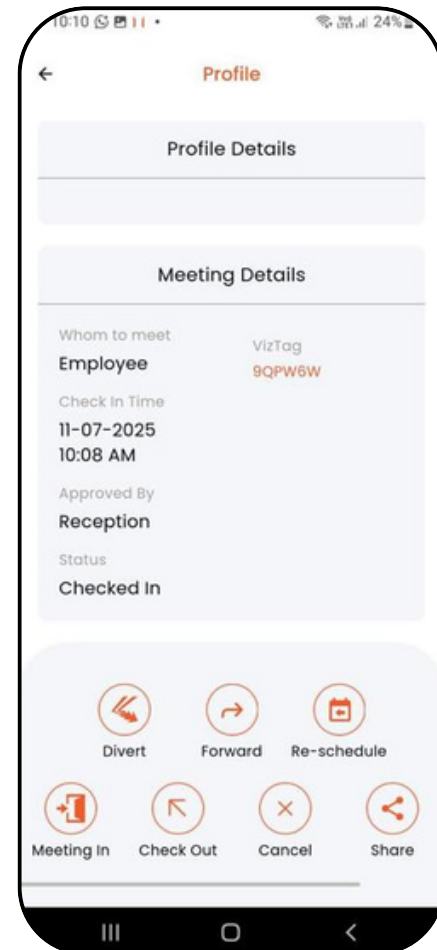
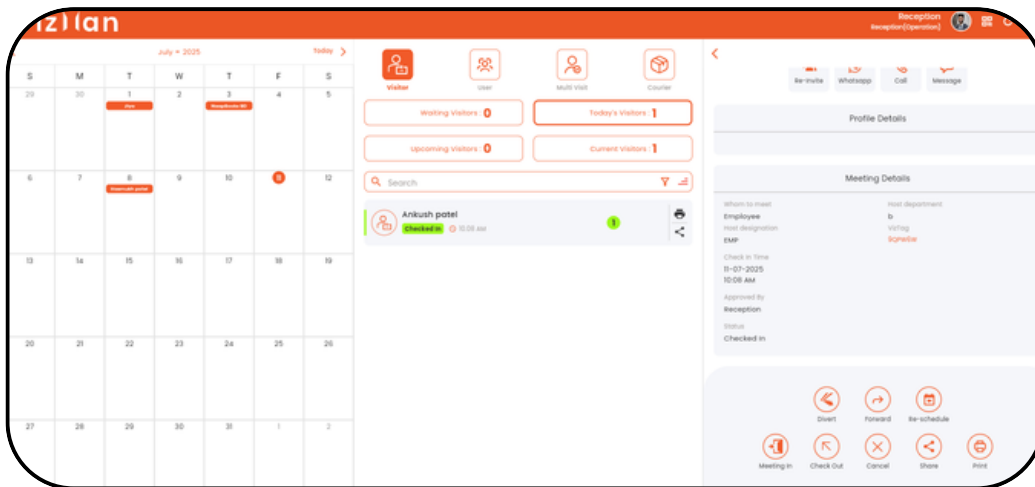


CHECK IN- STEP 7

09

If the **meeting** is started then,

- Click on **Meeting In.**

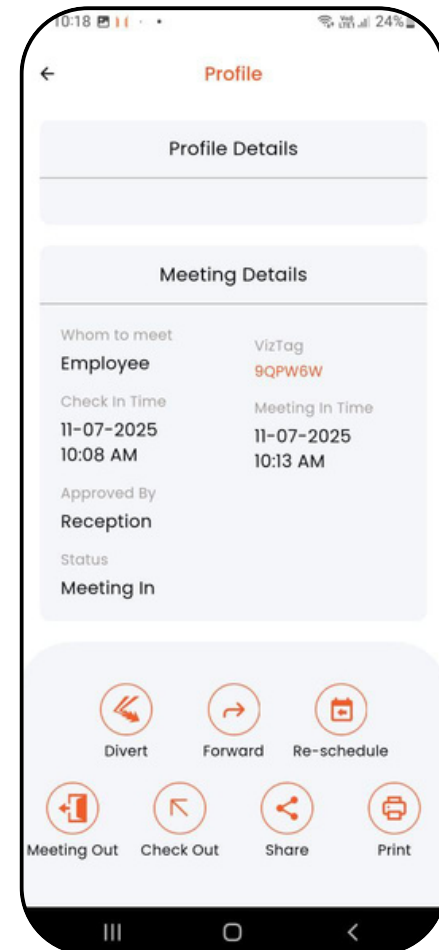
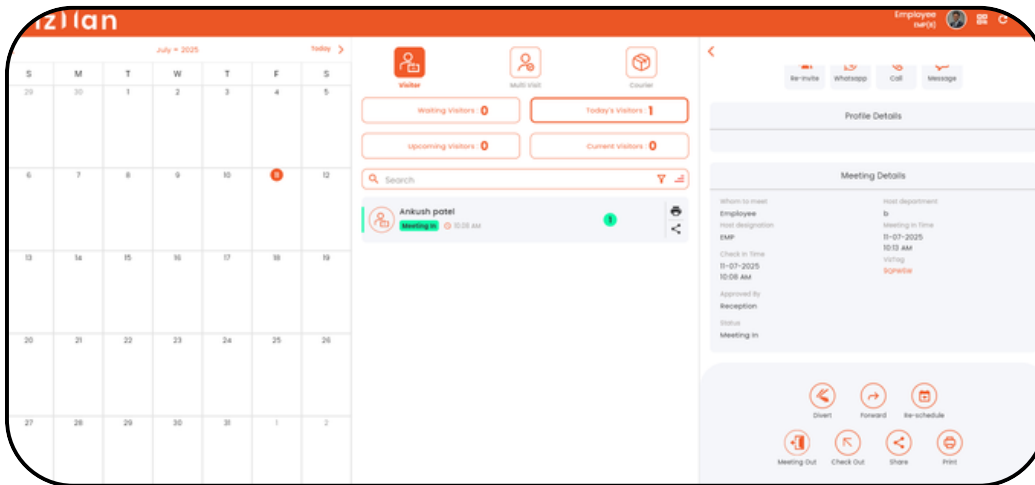


CHECK IN- STEP 8

10

If the **meeting** has ended then,

- Click on **Meeting out.** (Here Only Host (User) can do meeting out)

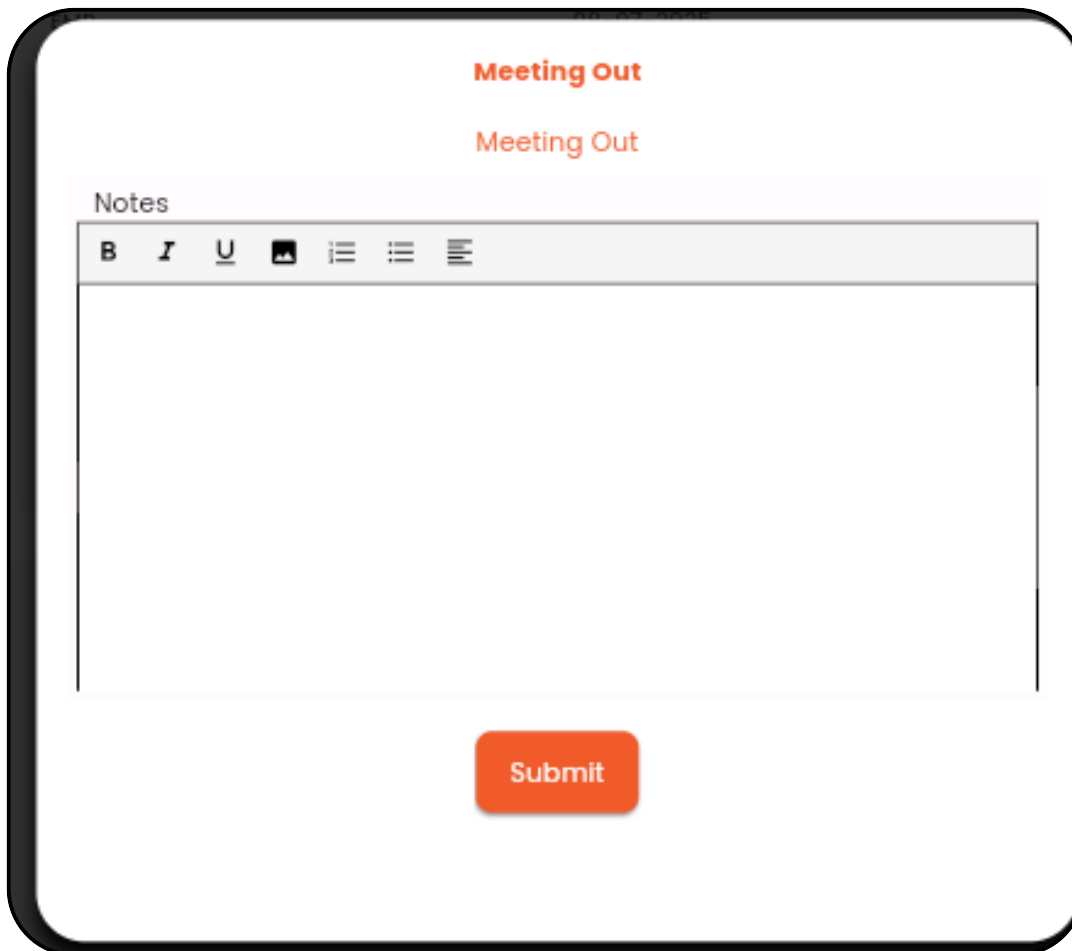


CHECK IN- STEP 9

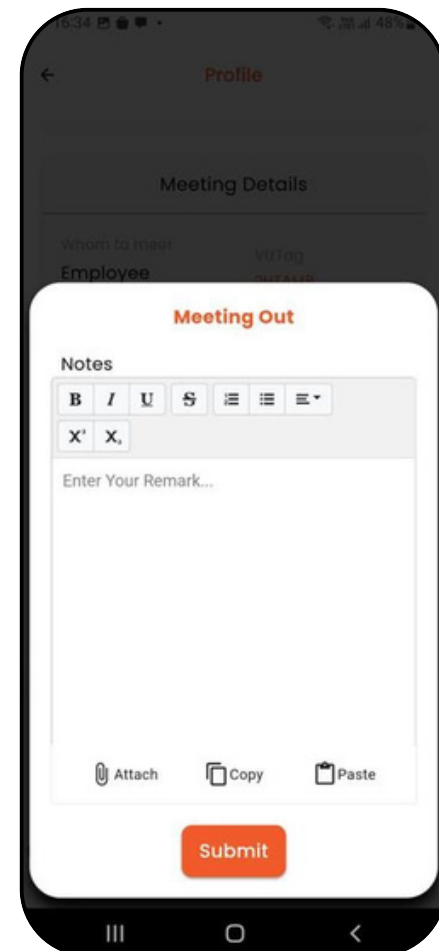
11

Host can add the notes.

Once done, click **Submit** for Meeting Out.



The desktop view of the 'Meeting Out' form features a light gray header with the title 'Meeting Out' in orange. Below the header, the text 'Meeting Out' is repeated in a smaller, lighter orange font. The main content area is a large white box with a light gray border, containing a 'Notes' section. This section has a toolbar with icons for bold (B), italic (I), underline (U), image insertion, bulleted list, numbered list, and indent. Below the toolbar is a large text area for entering remarks. At the bottom right of the form is an orange 'Submit' button.



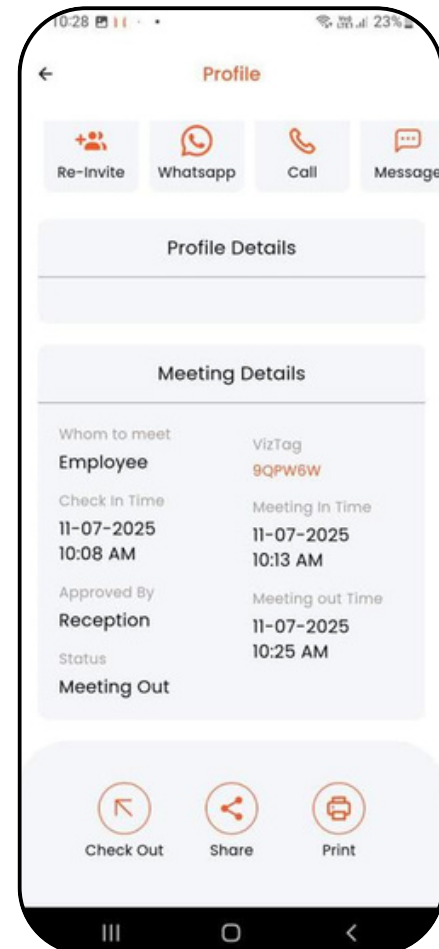
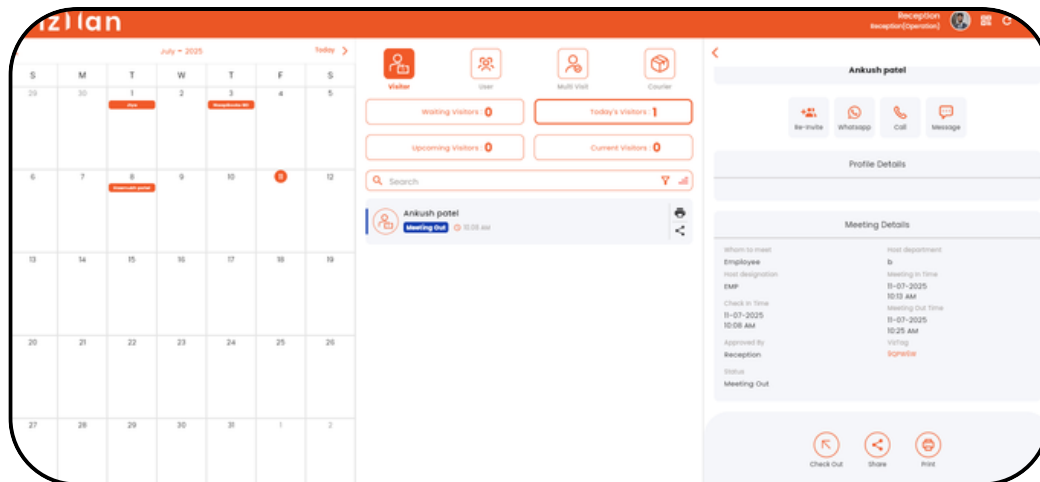
The mobile view of the 'Meeting Out' form is displayed within a dark gray app container. The title 'Meeting Out' is in orange. Below it, the text 'Meeting Out' is repeated in a smaller, lighter orange font. The main content area is a white box with a light gray border, containing a 'Notes' section. This section has a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, and indent. Below the toolbar is a large text area for entering remarks. At the bottom right of the form is an orange 'Submit' button. The mobile view also shows a 'Profile' header and 'Meeting Details' section at the top.

CHECK IN- STEP 10

12

Once, **Visitor** have completed work.

Click on **Check-out**.



CHECK IN- STEP 11

13

Select **Check out** time.

Click on **Submit**.

EMP 11-07-2025

Check Out

Check-Out-Time
2025-07-11 10:32

Submit

10:32 23% 11-07-2025

Profile

Re-Invite Whatsapp Call Message

Profile Details

Meeting Details

Whom to meet	Virtag
Employee	9QPW6W
Check in Time	Meeting in Time
11-07-2025 10:08 AM	11-07-2025 10:13 AM
Approved By	Meeting out Time
Reception	11-07-2025

Check Out

Check-Out-Time
2025-07-11 10:32

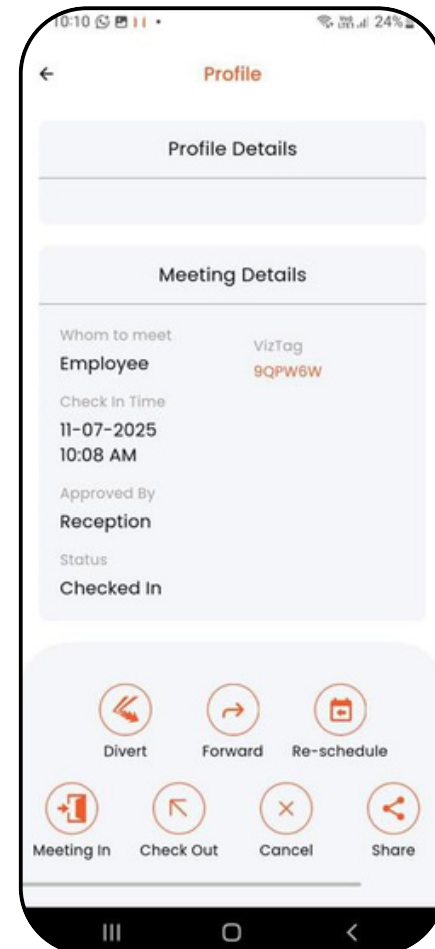
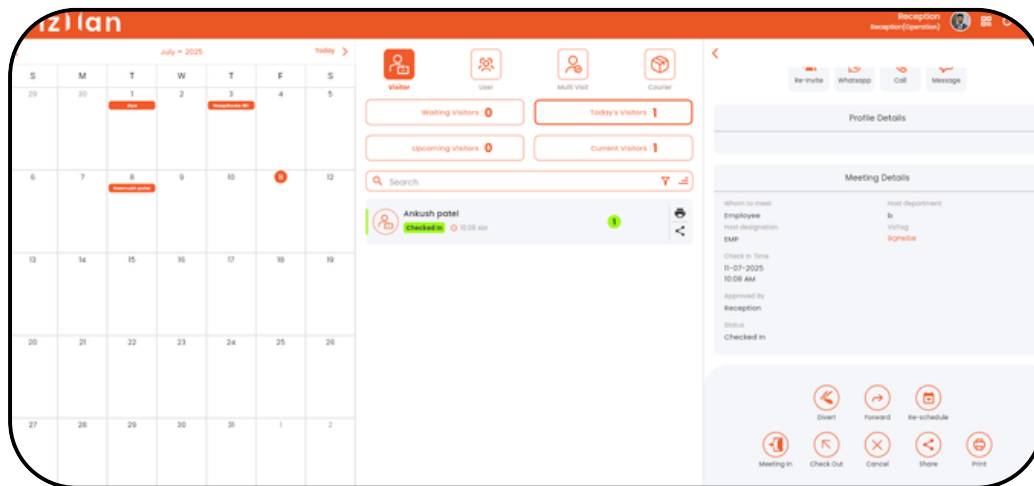
Submit

CHECK IN- STEP 12

14

If **Host** (whom to meet) not available to meet.

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

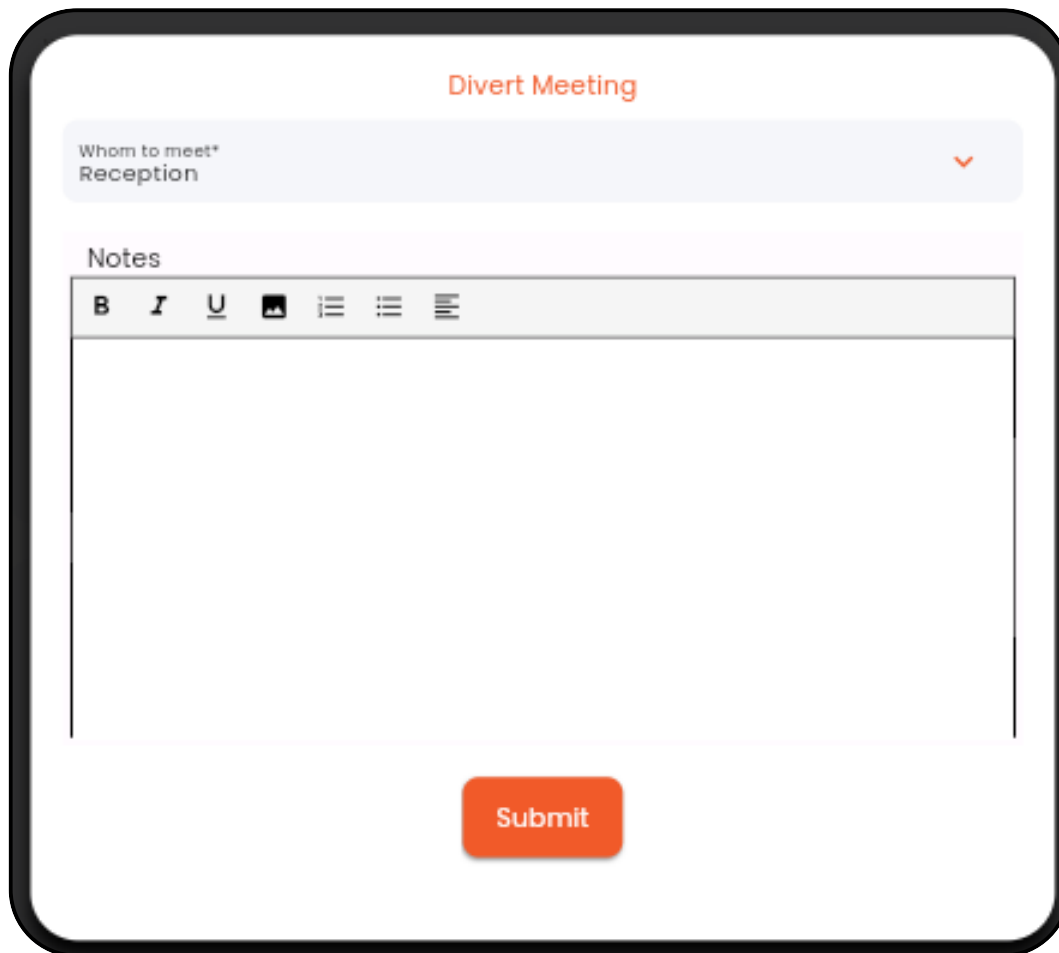


CHECK IN- STEP 13

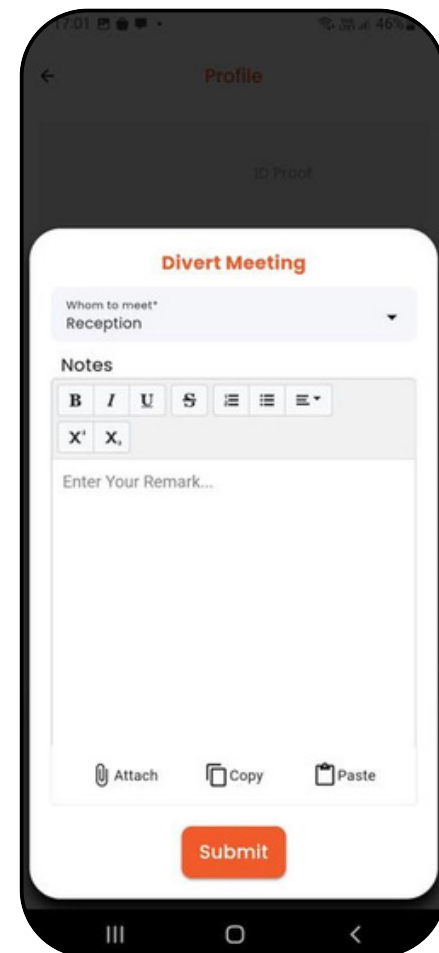
15

Select other **User** (Whom to divert) 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 insertion, bulleted list, numbered list, and indent. At the bottom right of the form is an orange 'Submit' button.



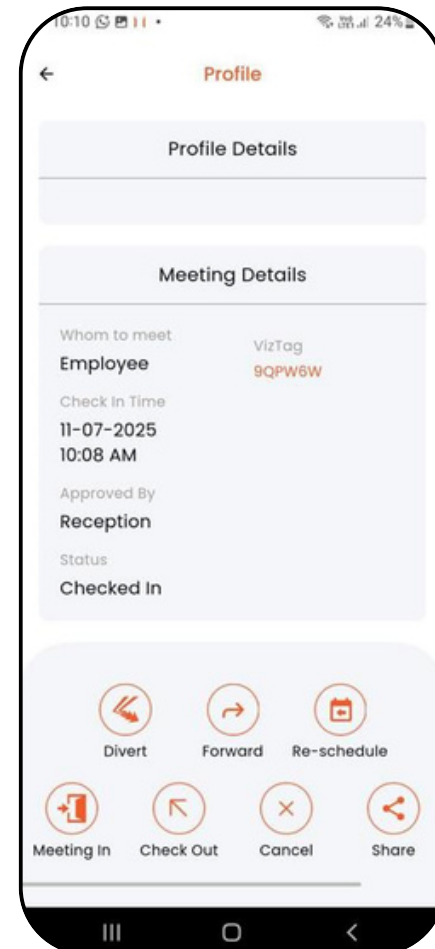
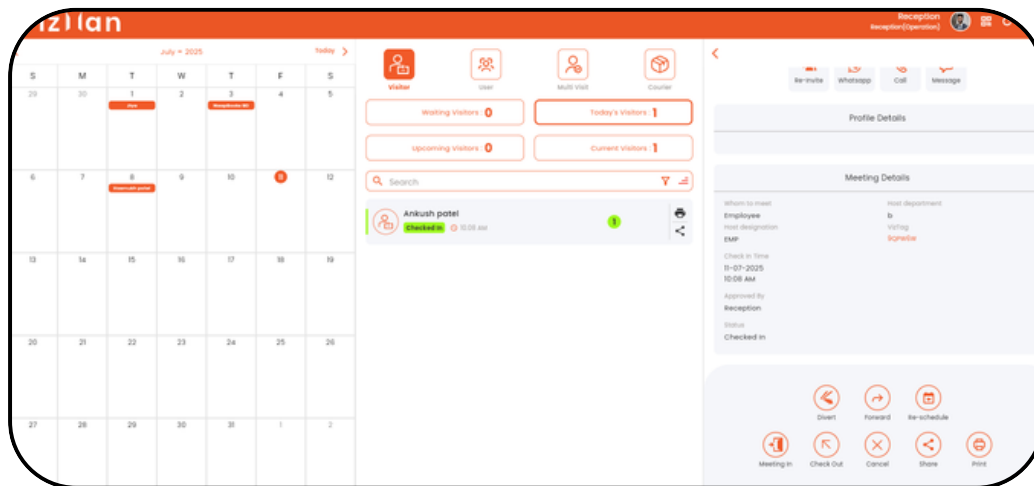
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a back arrow, a 'Profile' header, and a '3D Proof' label. The form contains a 'Whom to meet*' dropdown with 'Reception' selected, a 'Notes' section with a rich text editor toolbar (including bold, italic, underline, strikethrough, bulleted list, numbered list, and indent), and a text input field labeled 'Enter Your Remark...'. At the bottom, there are 'Attach', 'Copy', and 'Paste' icons, and an orange 'Submit' button.

CHECK IN- STEP 14

16

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

- Click on **Forward** to someone else after **Check-In**.

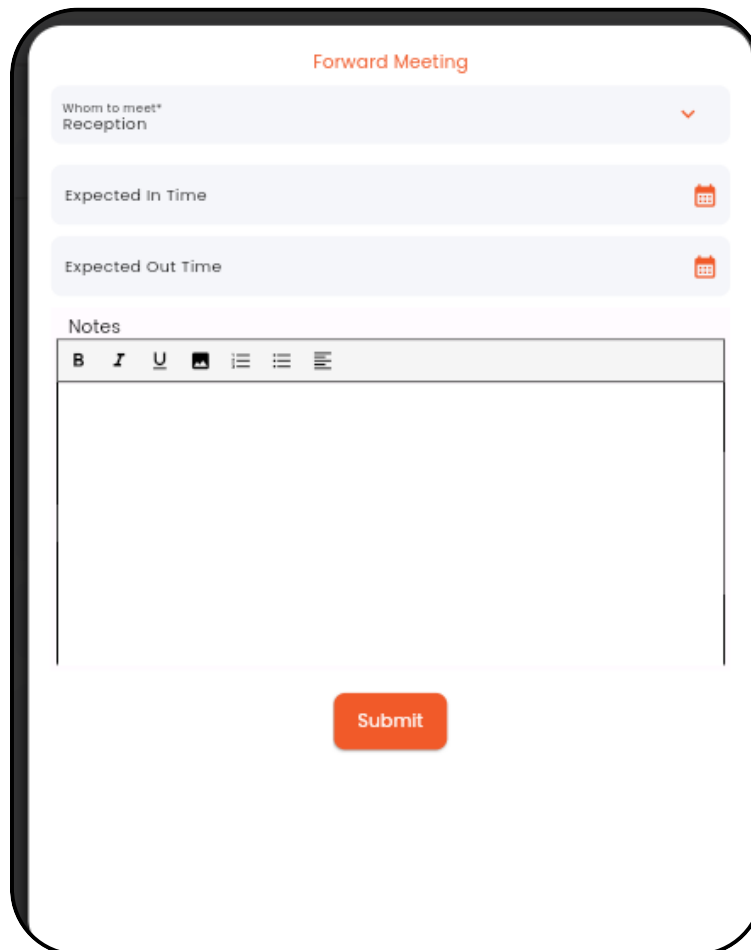


CHECK IN- STEP 15

17

Select other **User** (Whom to Forward) to **Forward** and Fill the **necessary fields**.

Once Done, Click on **Submit**.



Forward Meeting

Whom to meet*
Reception

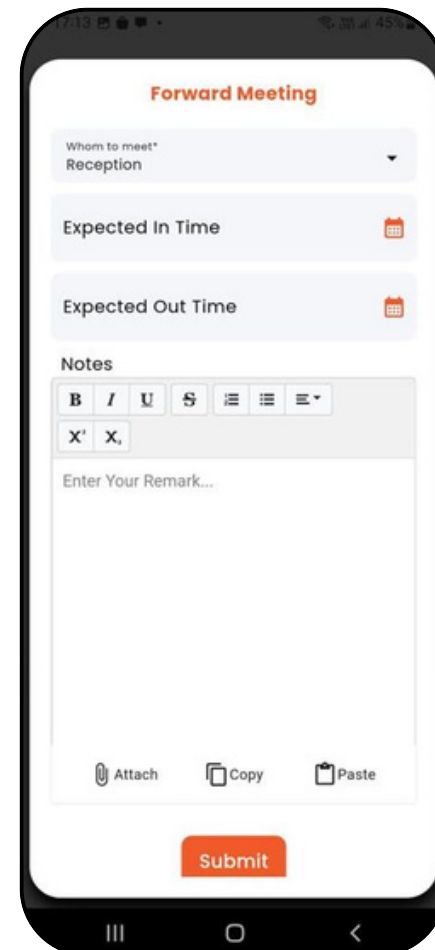
Expected In Time

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

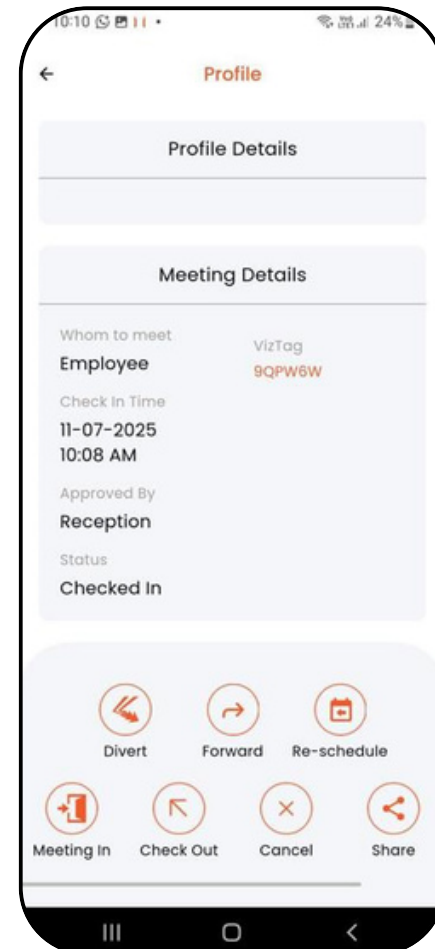
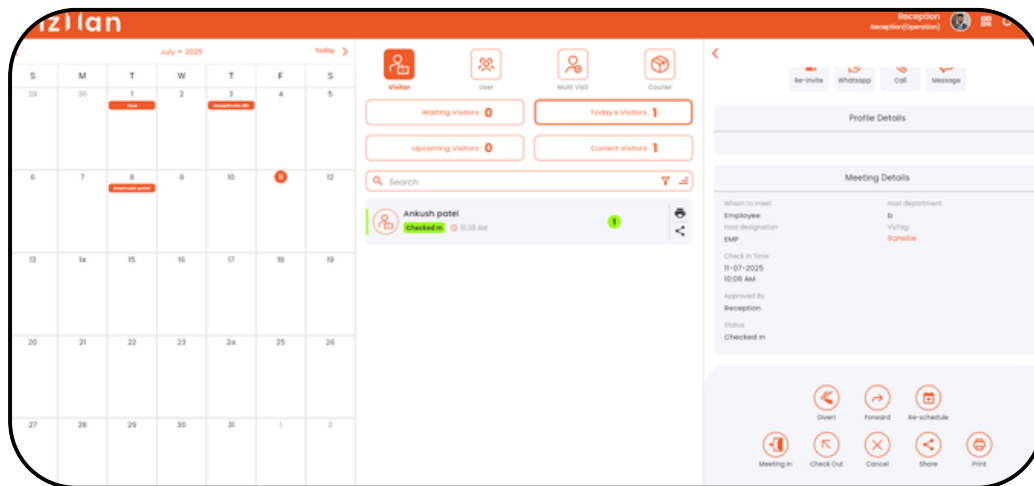
submit

CHECK IN- STEP 16

18

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

- Click on **Re-Schedule**.

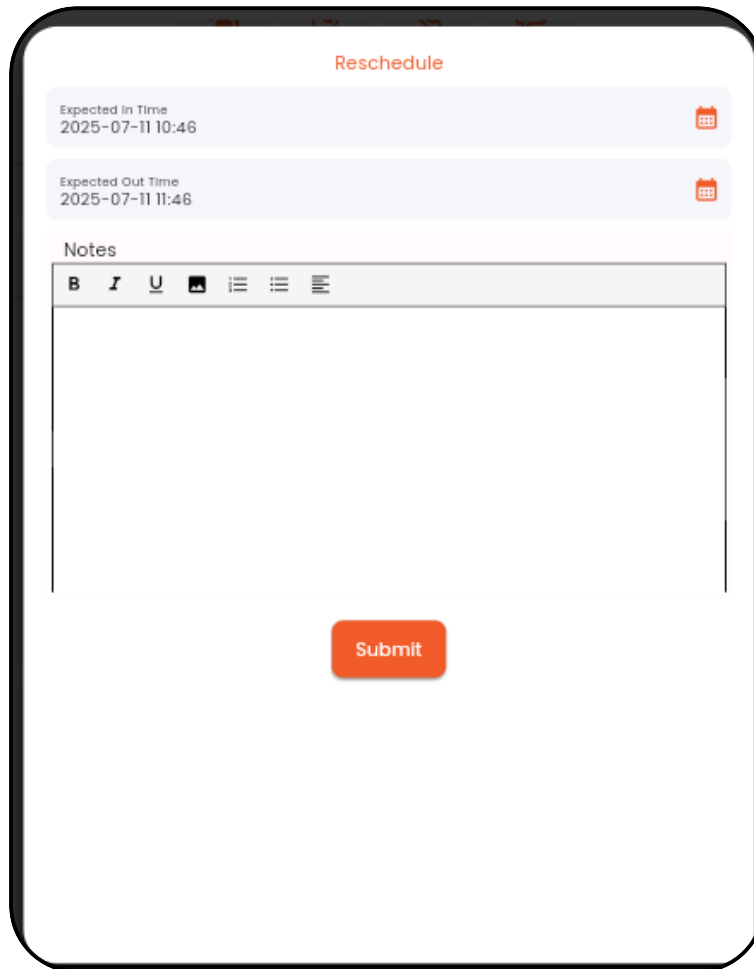


CEHCK IN- STEP 17

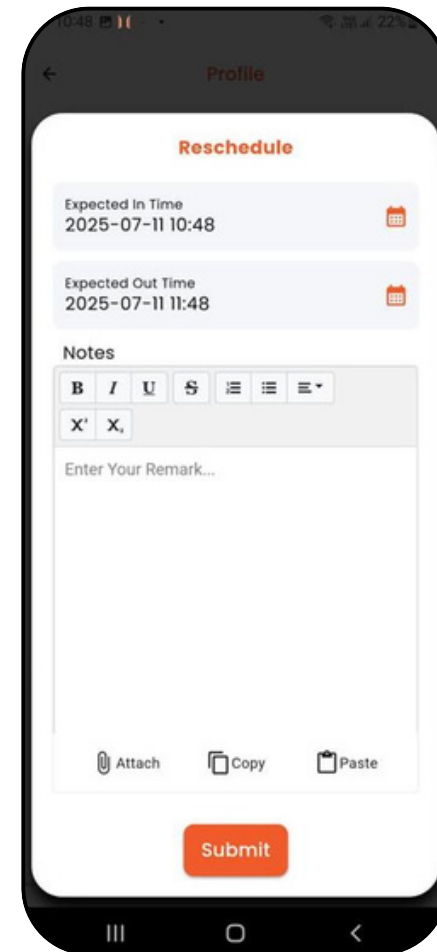
19

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 '2025-07-11 10:46' and 'Expected Out Time' with the value '2025-07-11 11:46'. 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, list, and link. At the bottom of the form is an orange 'Submit' button.



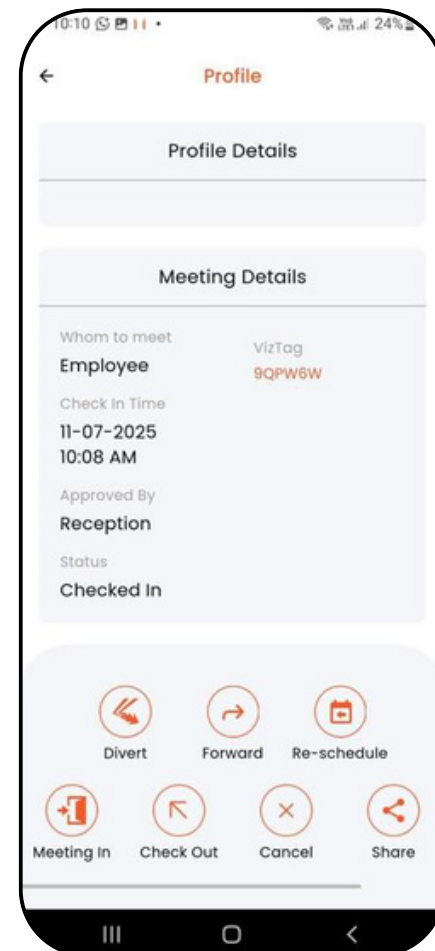
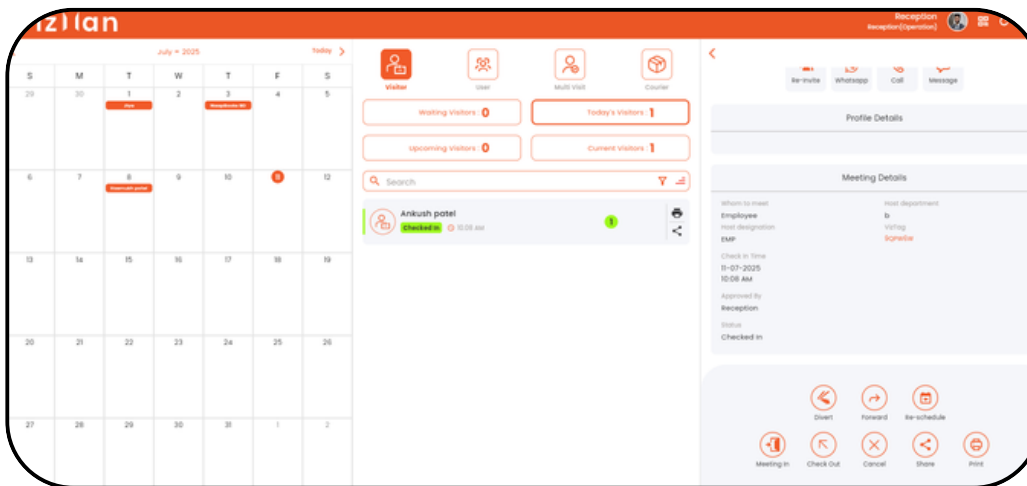
The image shows a smartphone screen with a 'Reschedule' form. At the top, the title 'Reschedule' is in red. Below it, there are two input fields: 'Expected In Time' with the value '2025-07-11 10:48' and 'Expected Out Time' with the value '2025-07-11 11:48'. Each field has a calendar icon on the right. Below these fields is a 'Notes' section with a text area and a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), list, and link. Below the text area is a label 'Enter Your Remark...'. At the bottom of the form is an orange 'Submit' button. At the very bottom of the screen are icons for 'Attach', 'Copy', and 'Paste'.

CHECK IN- STEP 18

20

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

- Click on **Cancel**.

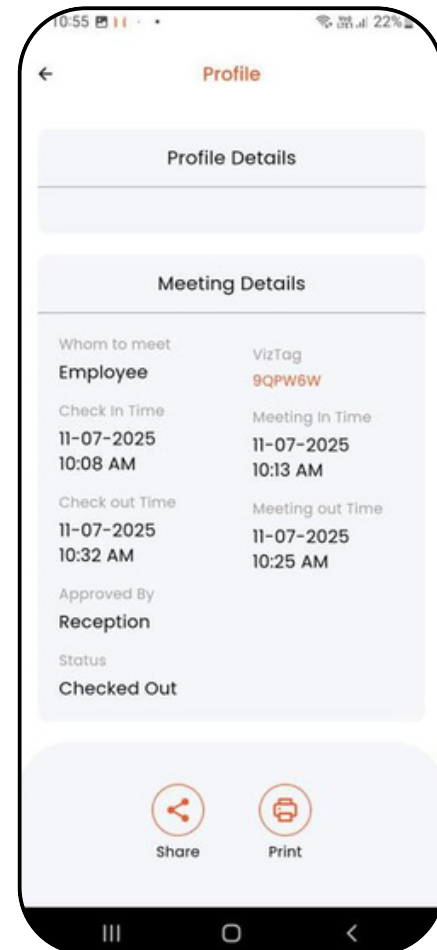
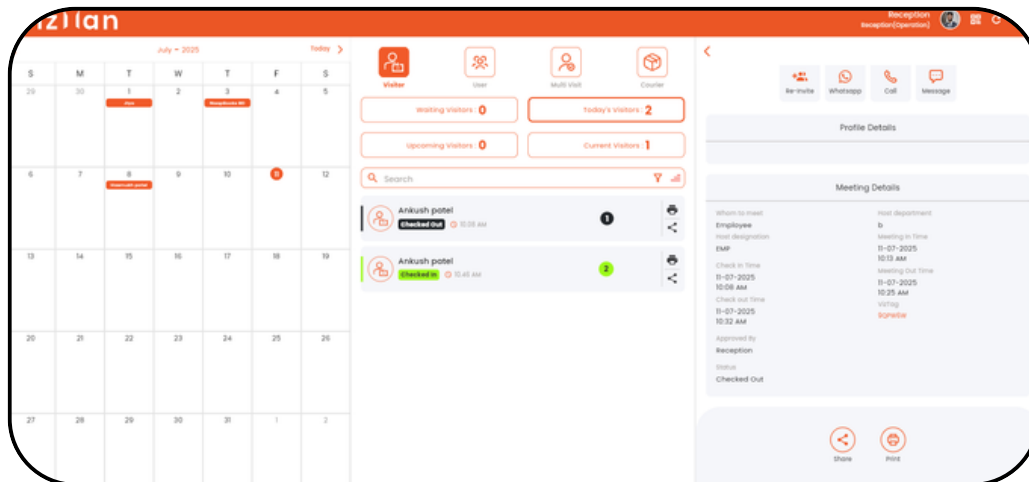


CHECK IN- STEP 19

21

If the **Receptionist** want to Share the details then,

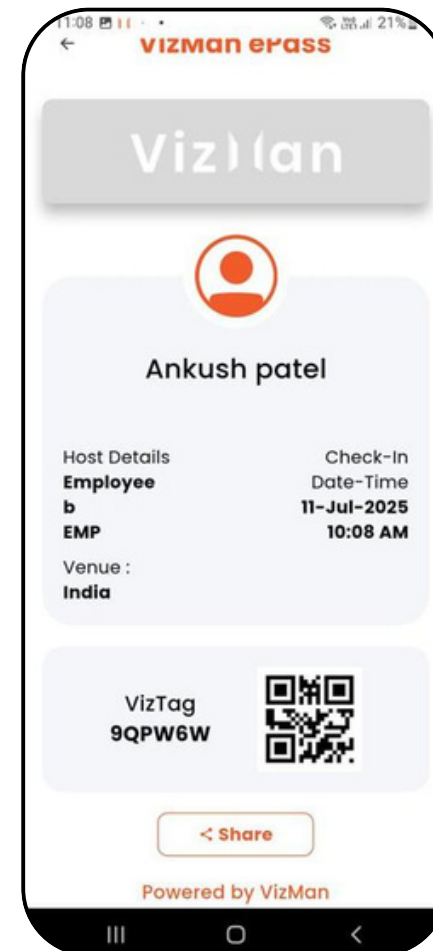
- Click on **Share**.



CHECK IN- STEP 20

22

Click on **Share**.

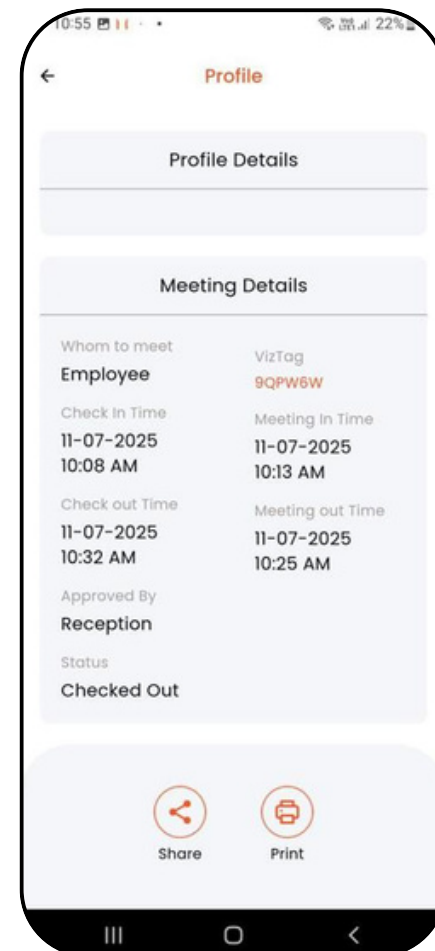
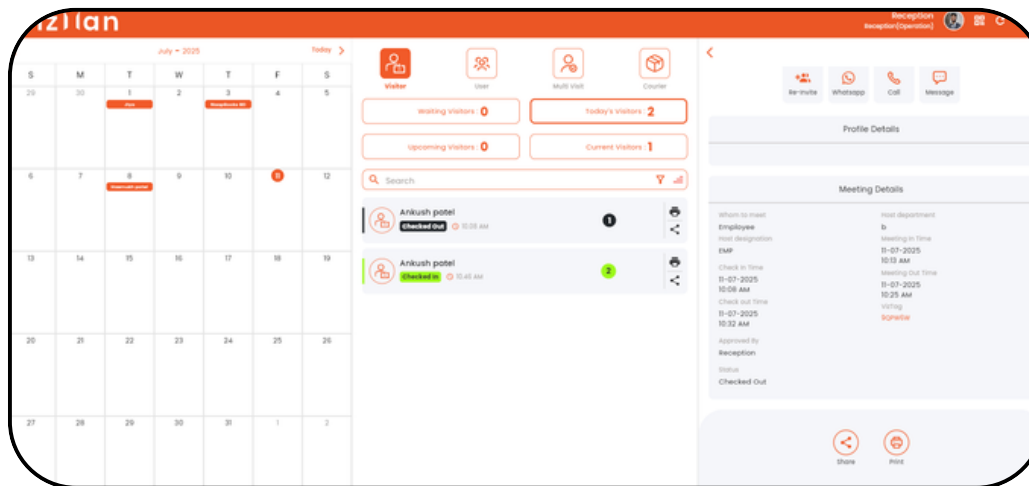


CHECK IN- STEP 21

23

If the **Receptionist** want to **Print** the details then,

- Click on **Print**.



CHECK IN- STEP 22

24

Click on **Print**.

Reception
Reception(Operation)



<

Gate Pass

VizMan



Ankush patel

Host Details
Employee
b
EMP

Check-In
Date-Time
11-Jul-2025
10:08 AM

VizTag
9QPW6W



Sign of Visitor

Sign of Host

Sign of Security

Print

Powered by VizMan

11:12 21%

VizMan



Ankush patel

Host Details
Employee
b
EMP

Check-In
Date-Time
11-Jul-2025
10:08 AM

VizTag
9QPW6W



Sign of Visitor

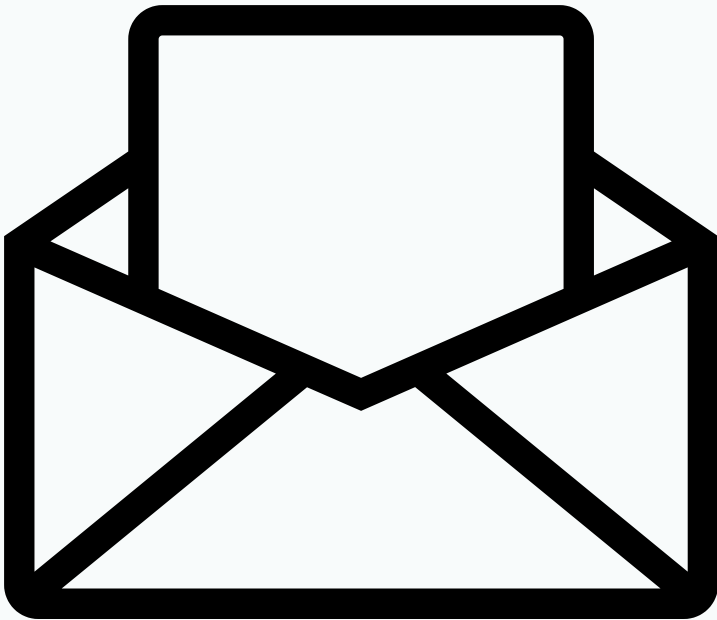
Sign of Host

Sign of Security

Print

Powered by VizMan

02 INVITE



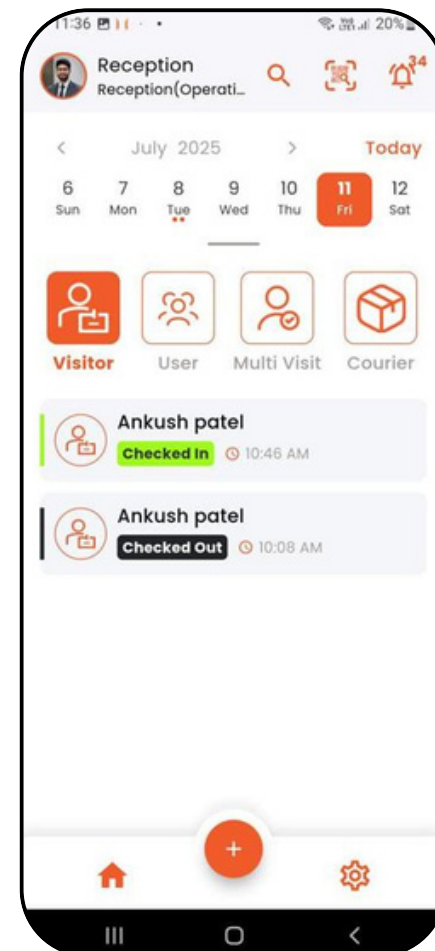
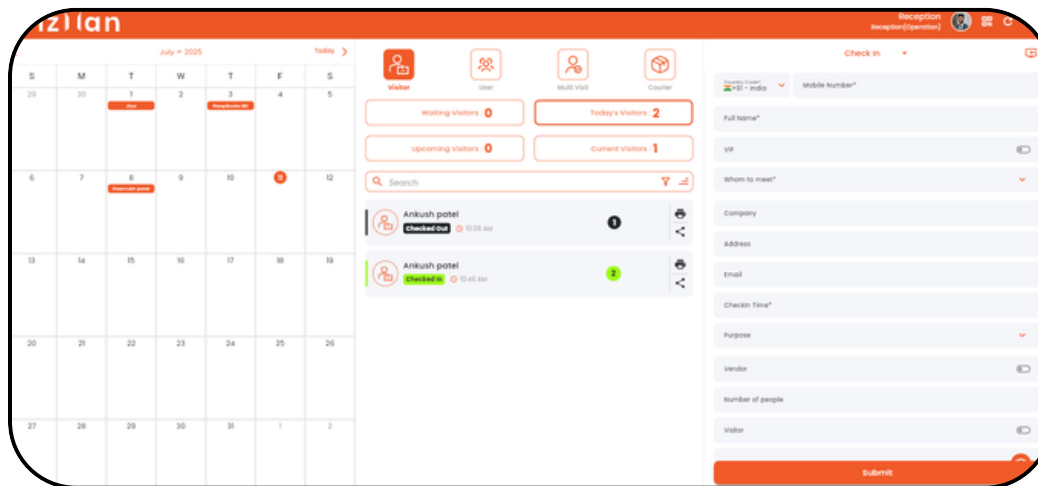
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

INVITE- STEP 1

25

Click **Dropdown** to proceed for Web.

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

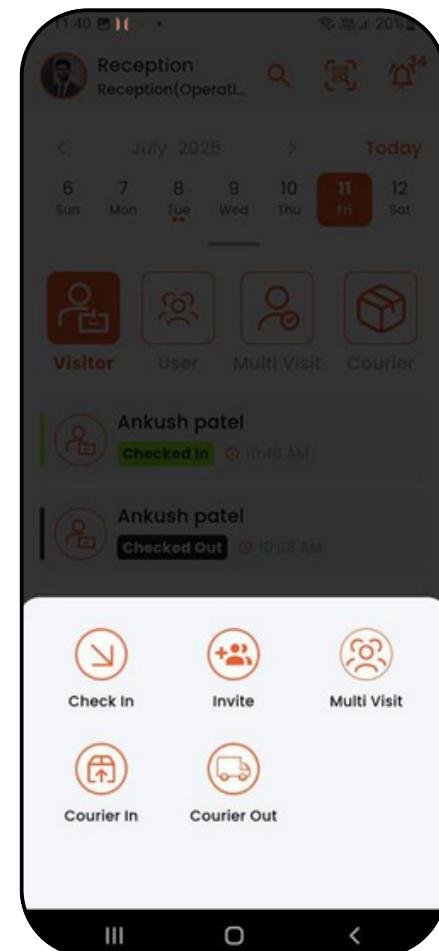
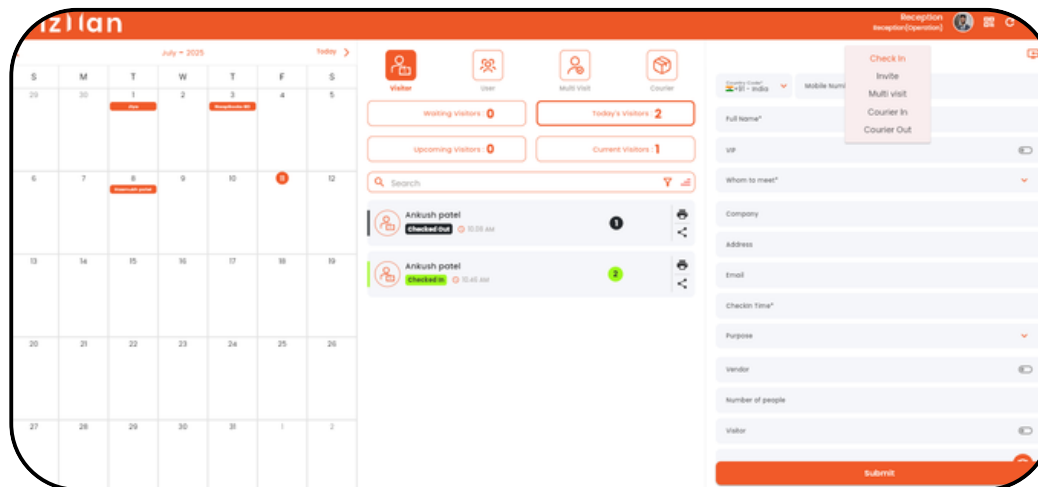


INVITE- STEP 2

26

Click **Invite** to proceed for Web.

Click **Invite** to proceed for Mobile Application.

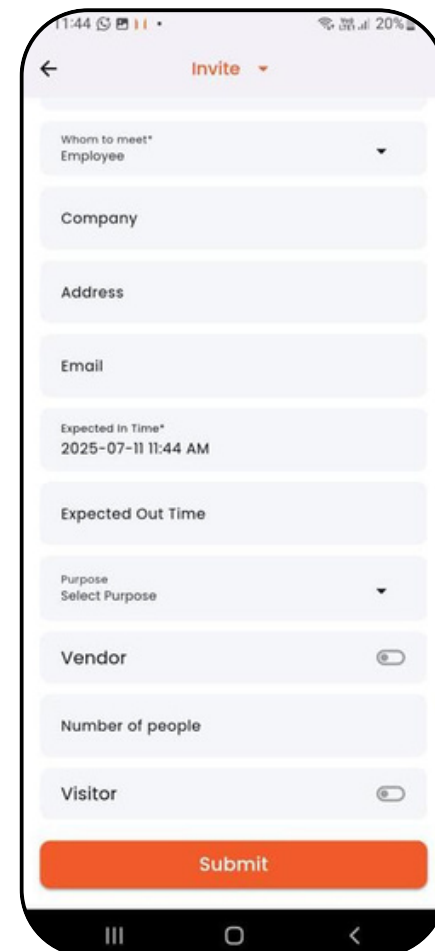
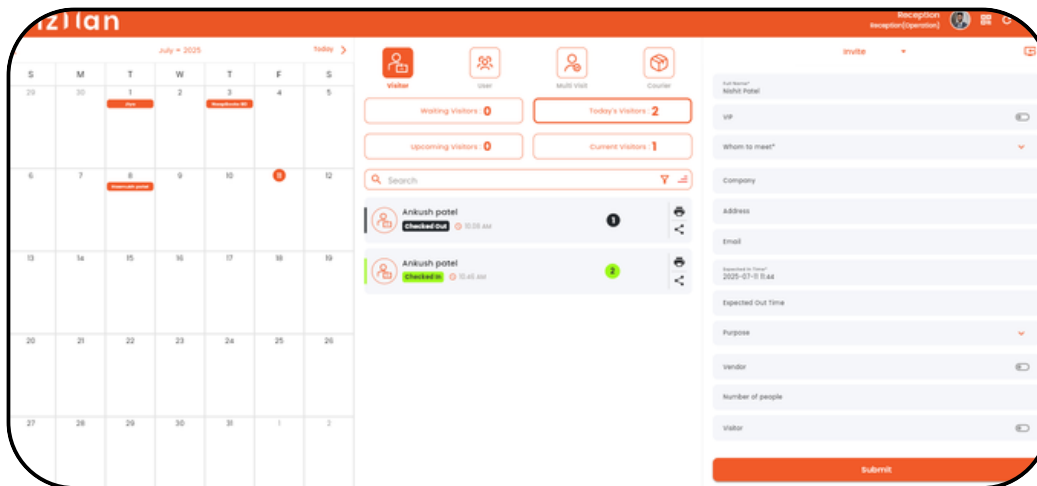


INVITE- STEP 3

27

Fill the **necessary fields** .

Once done, click **Submit**.

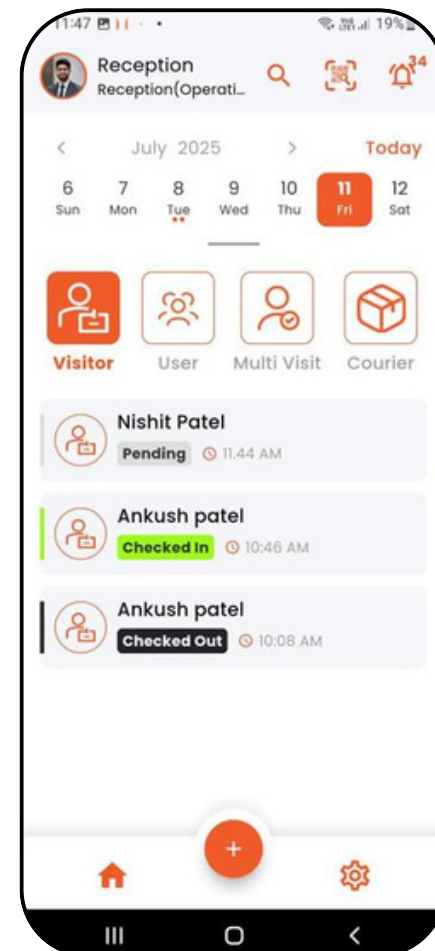
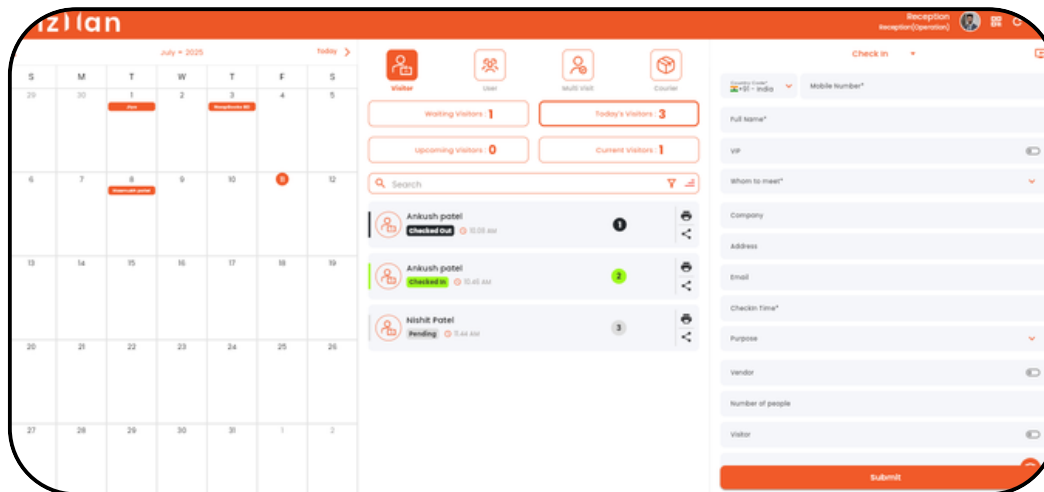


INVITE- STEP 4

28

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

Click on particular **Visitor**.

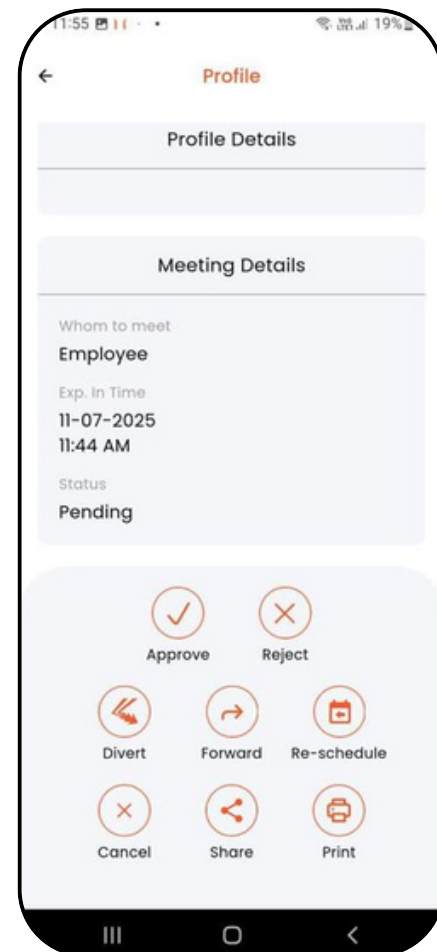
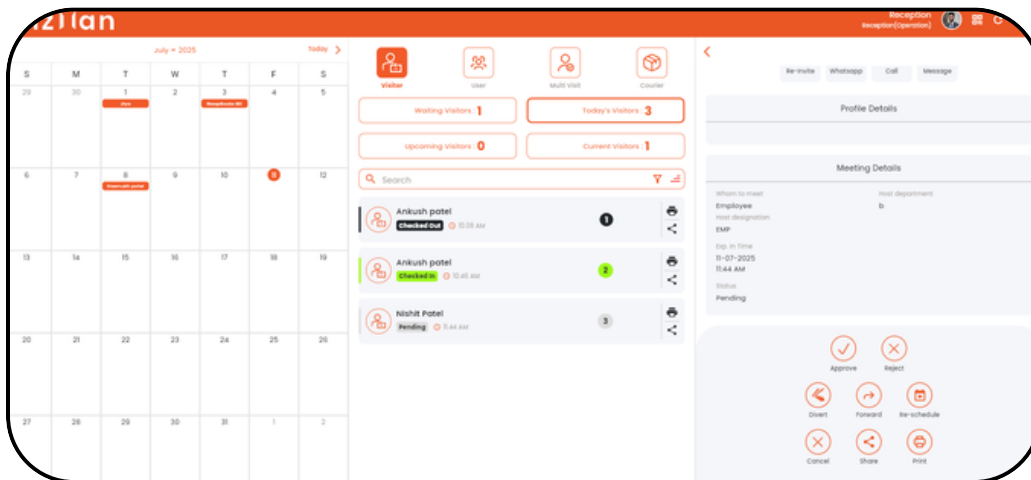


INVITE- STEP 5

29

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

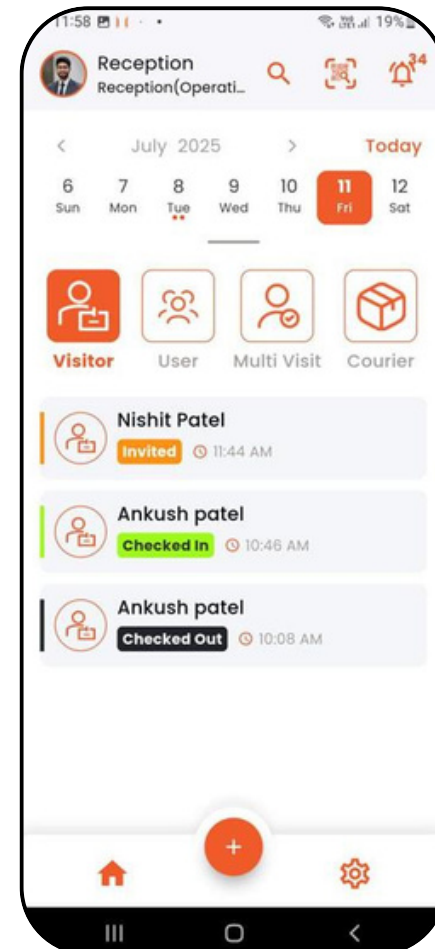
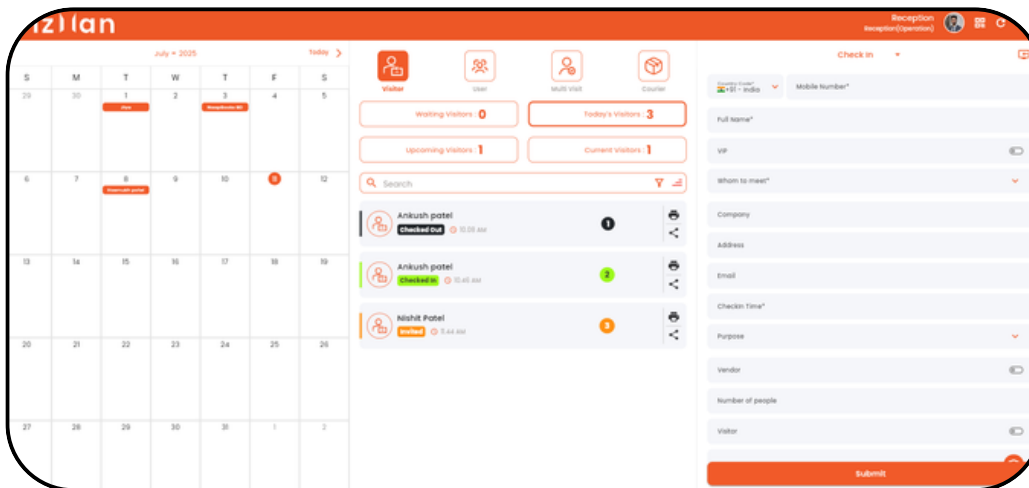
Click on **Approve**.



INVITE- STEP 6

30

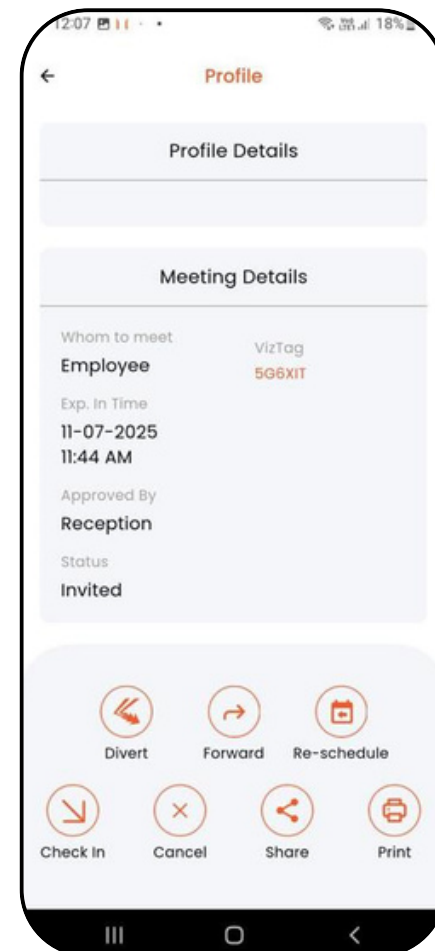
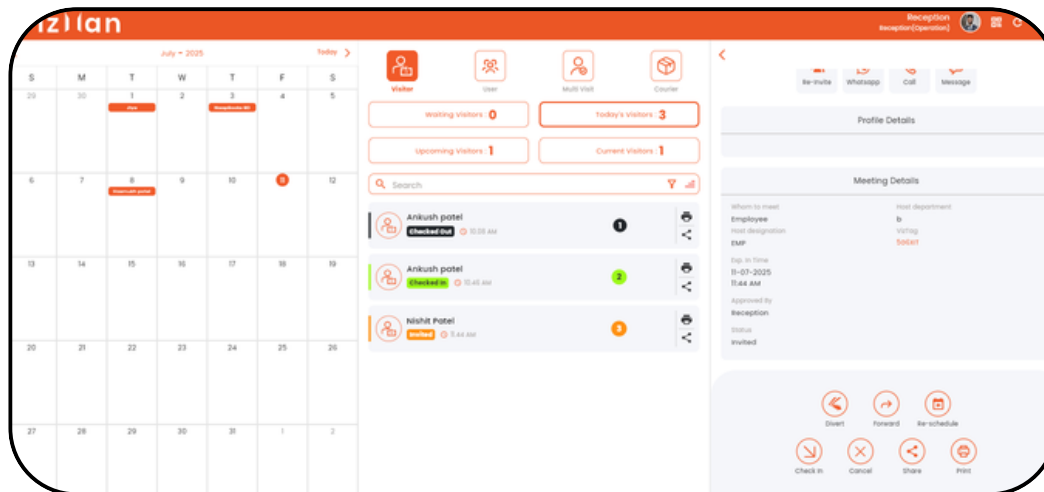
Visitor would be **Invited**.



INVITE- STEP 7

31

Click on **Check In**.



INVITE- STEP 8

32

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

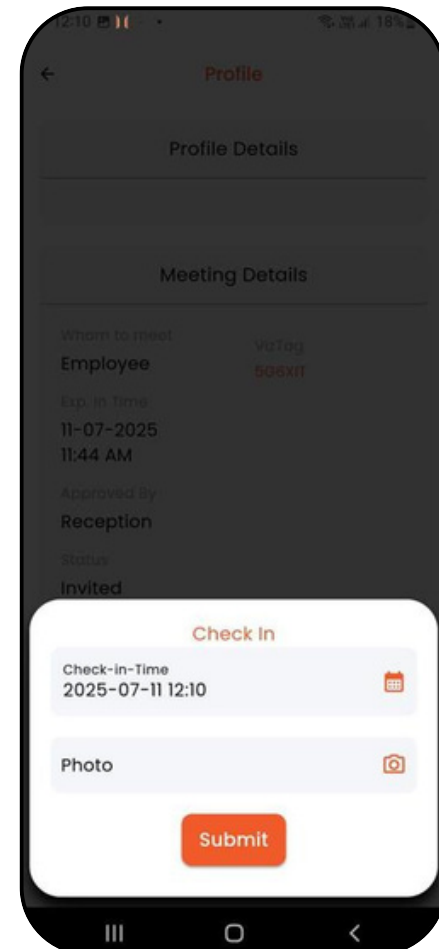
Click on **Submit**. (If the Manual Check-in option is on in Account setup)

Check In

Check-in-Time
2025-07-11 12:10

Photo

Submit

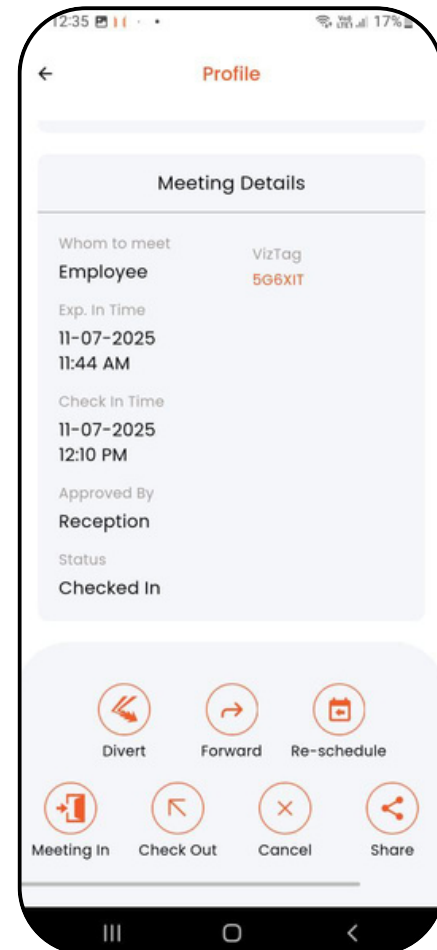
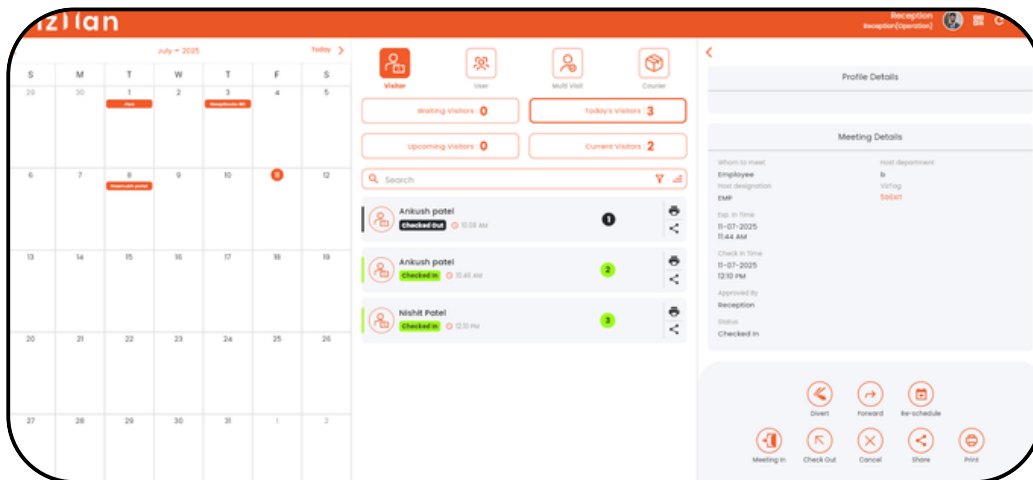


INVITE- STEP 9

33

If the **meeting** is started then,

- Click on **Meeting In.**

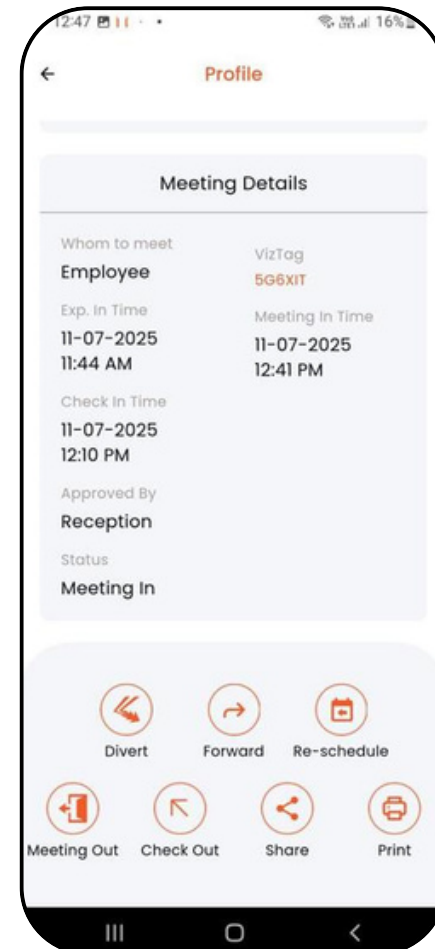
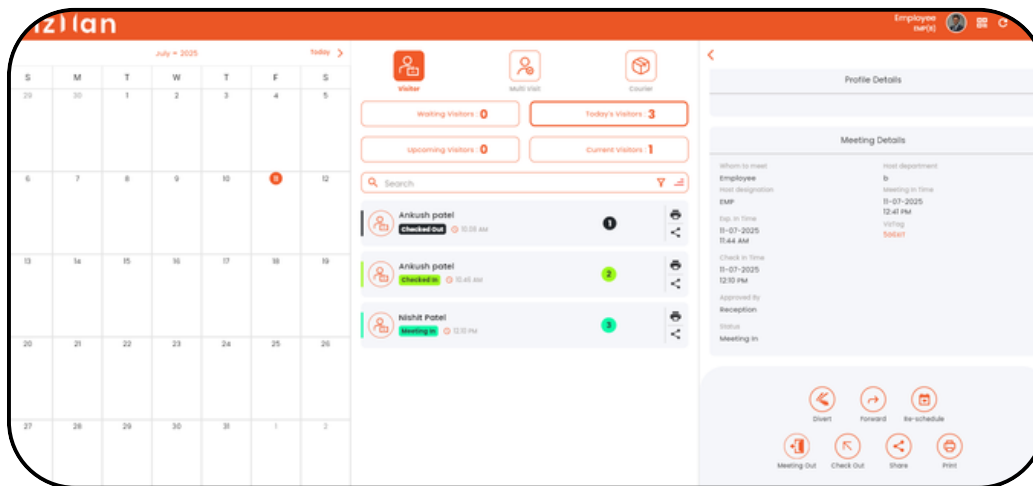


INVITE- STEP 10

34

If the **meeting** has ended then,

- Click on **Meeting out.**(Here Only Employee can do meeting out because visitor came to meet Employee)



INVITE- STEP 11

35

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 insertion, 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.

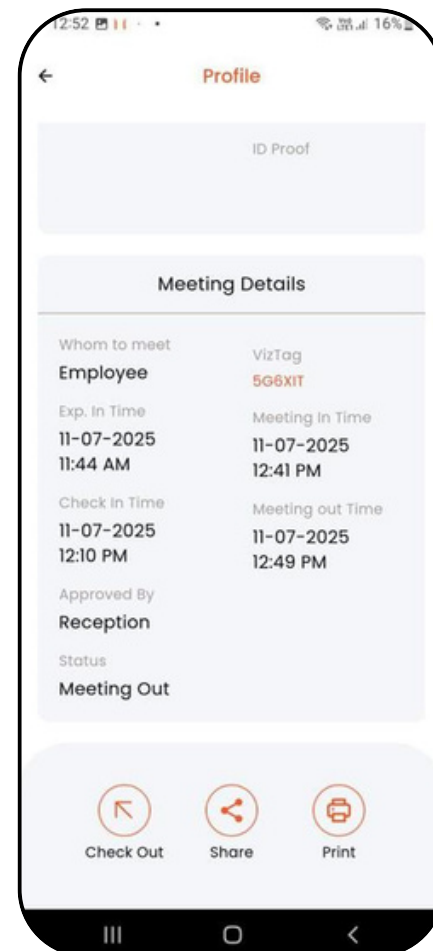
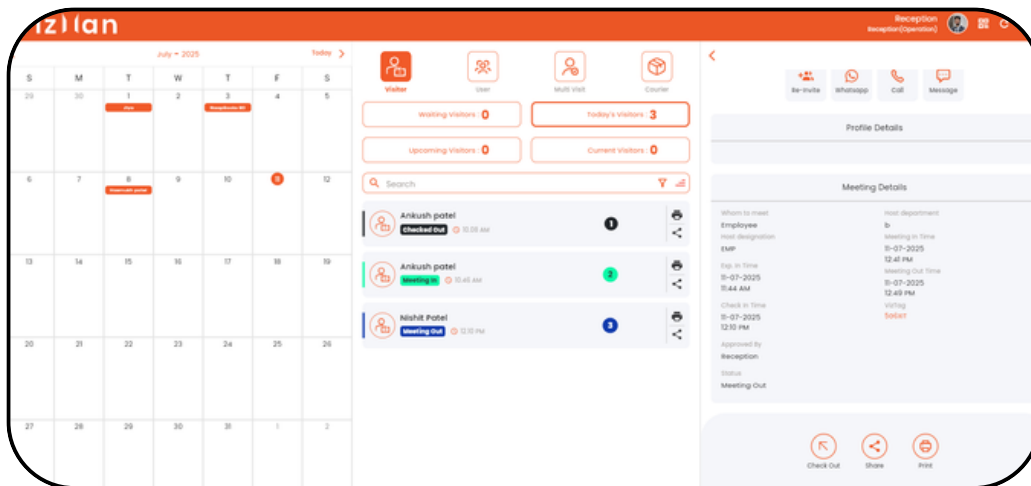
The mobile view of the 'Meeting Out' form is displayed within a 'Meeting Details' screen. The title 'Meeting Out' is in orange. Below it is a text input field with the placeholder text 'Enter Your Remark...'. A 'Notes' section contains a rich text editor toolbar with icons for bold (B), italic (I), underline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

INVITE- STEP 12

36

Once, **Visitor** have completed work.

Click on **Check-out**.



INVITE- STEP 13

37

Select appropriate time.

Click on **Submit**.

Check Out

Check-Out-Time
2025-07-11 12:56



Submit

Profile

ID Proof

Meeting Details

Whom to meet	Via Tag
Employee	506XJT
Exp. In Time	Meeting In Time
11-07-2025 11:44 AM	11-07-2025 12:41 PM
Check In Time	Meeting out Time
11-07-2025 12:10 PM	11-07-2025 12:49 PM
Approved By	
Reception	

Check Out

Check-Out-Time
2025-07-11 12:56



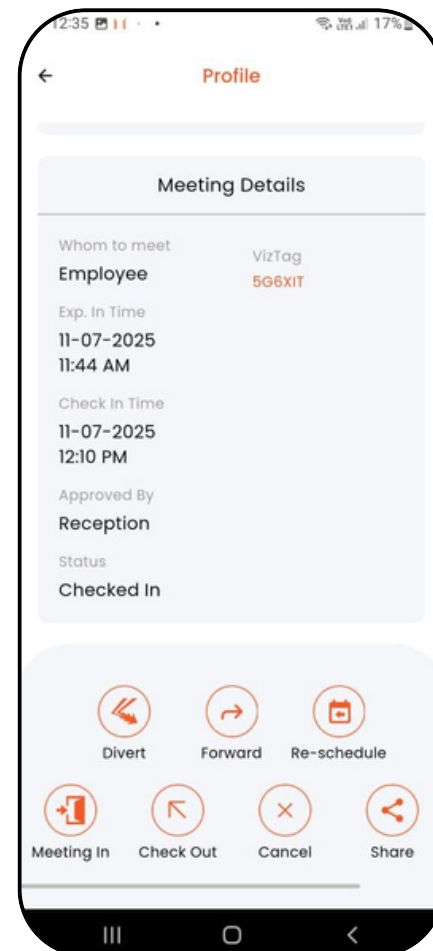
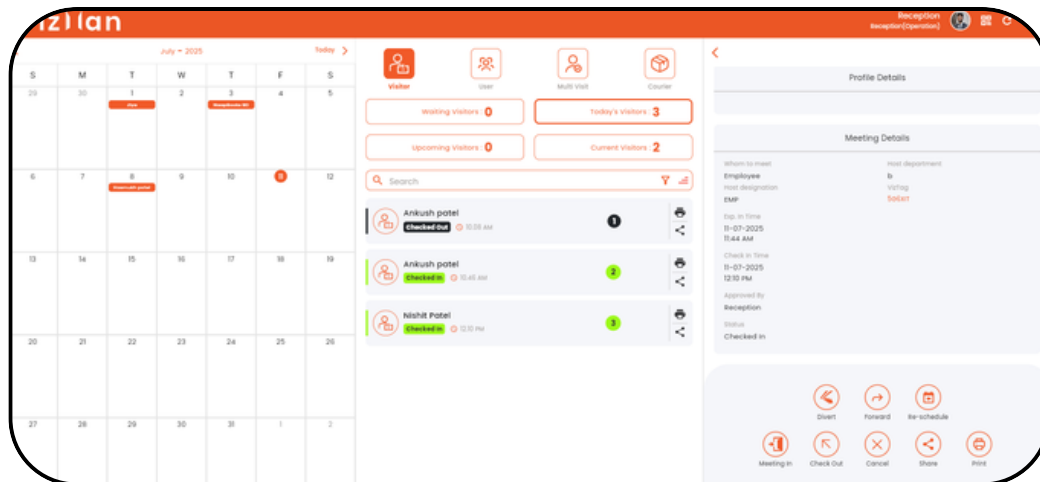
Submit

INVITE- STEP 14

38

If **Employee** not available to meet.

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

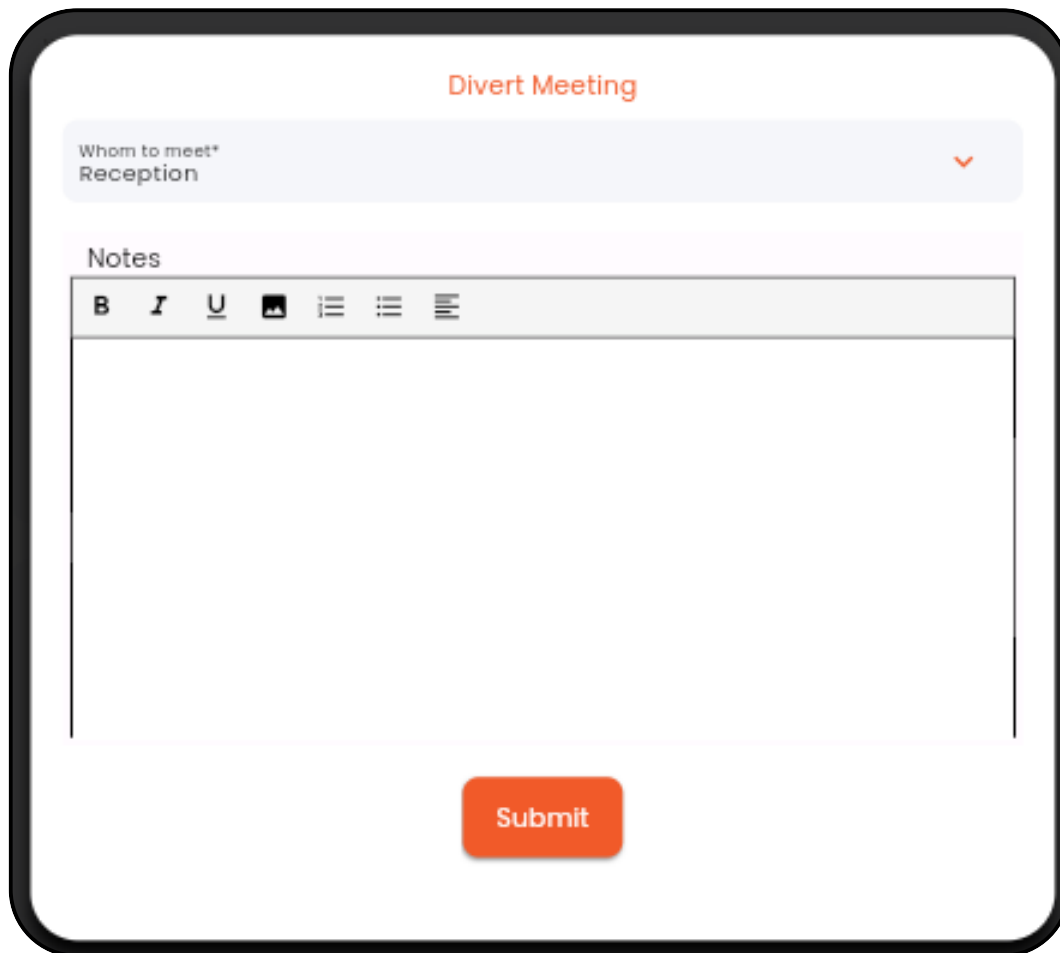


INVITE- STEP 15

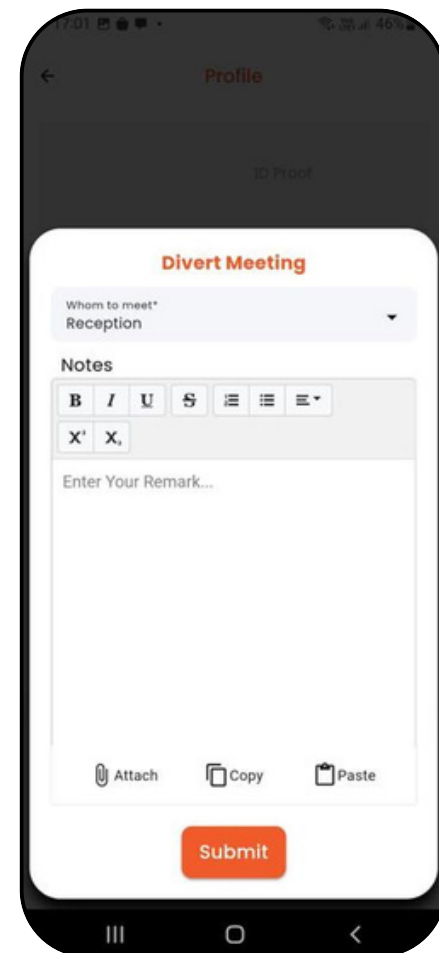
39

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 is an orange 'Submit' button.



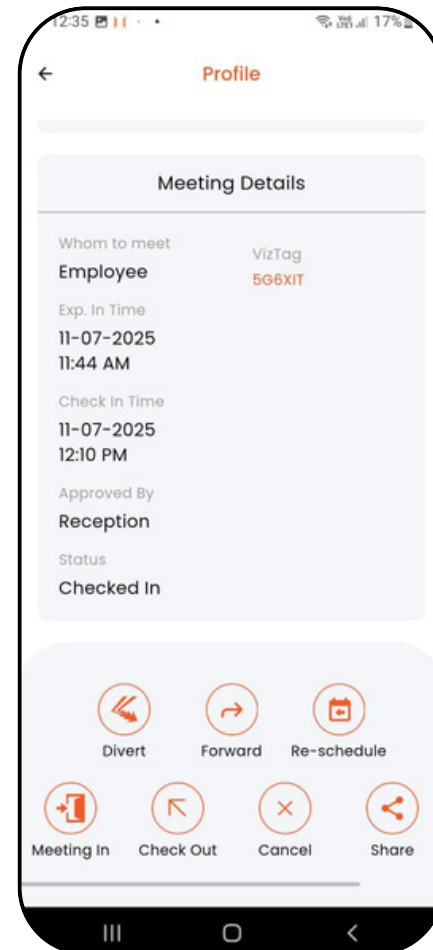
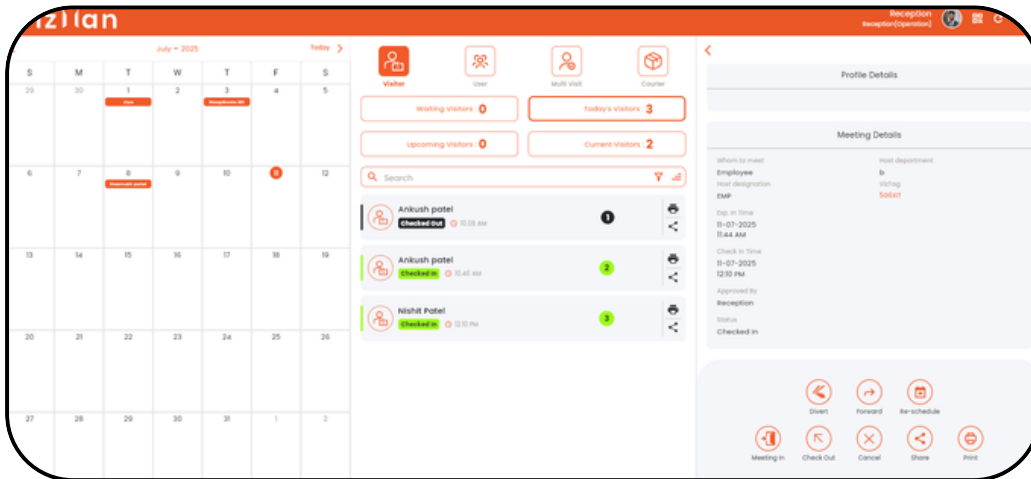
The mobile view of the 'Divert Meeting' form is displayed on a smartphone screen. It includes a back arrow, a 'Profile' header, and a '3D Proof' label. The form itself has a 'Divert Meeting' title, a 'Whom to meet*' dropdown with 'Reception' selected, and a 'Notes' section with a rich text editor toolbar. Below the notes is a text input field labeled 'Enter Your Remark...'. At the bottom, there are 'Attach', 'Copy', and 'Paste' icons, and an orange 'Submit' button. The phone's status bar at the top shows the time as 17:01 and 46% battery.

INVITE- STEP 16

40

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

- Click on **Forward** to someone else before **Check-In**.

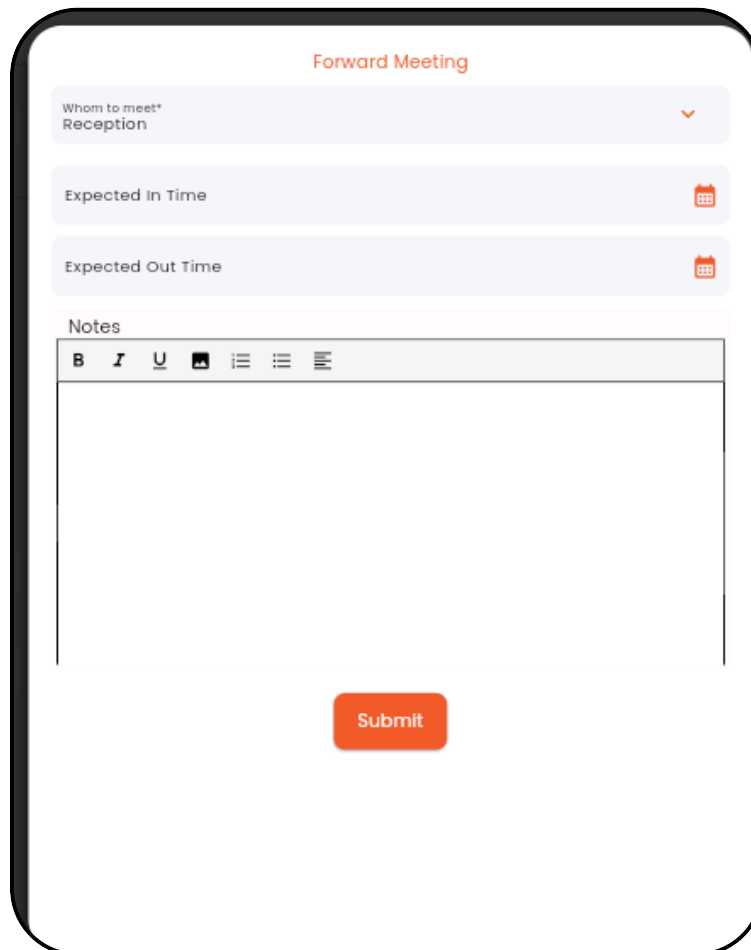


INVITE- STEP 17

41

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

Once Done, Click on **Submit**.



Forward Meeting

Whom to meet*
Reception

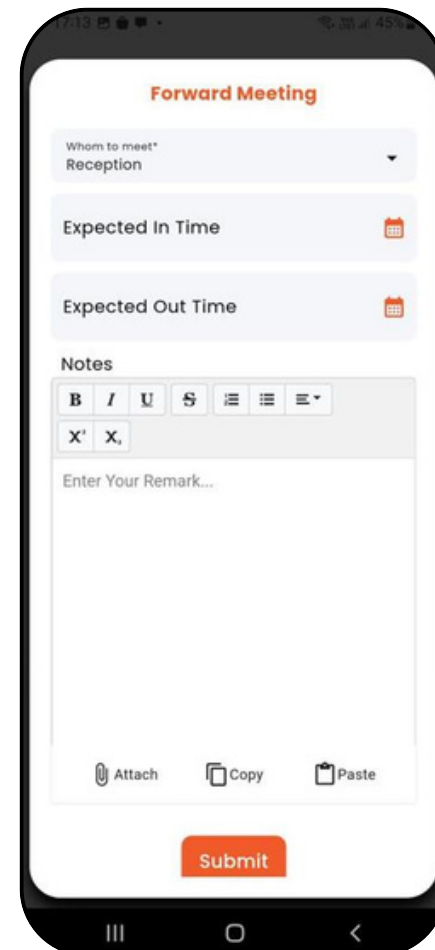
Expected In Time

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

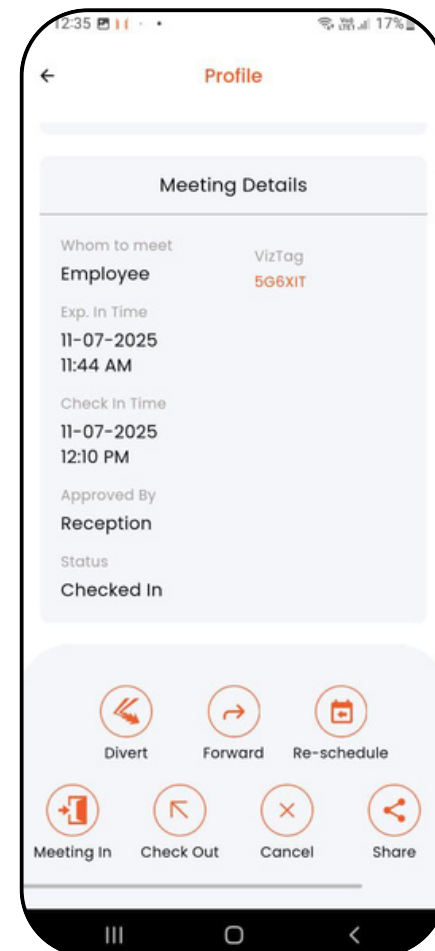
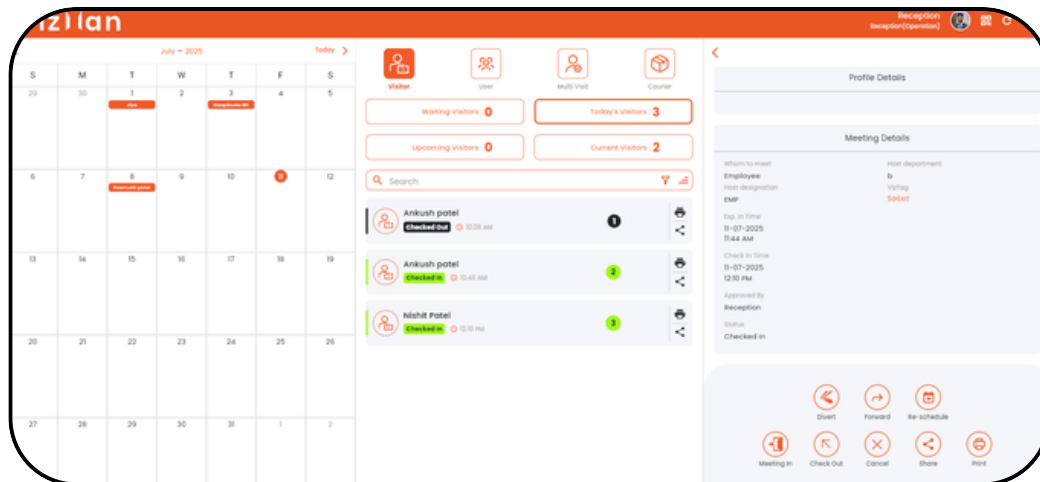
submit

INVITE- STEP 18

42

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

- Click on **Re-Schedule**.

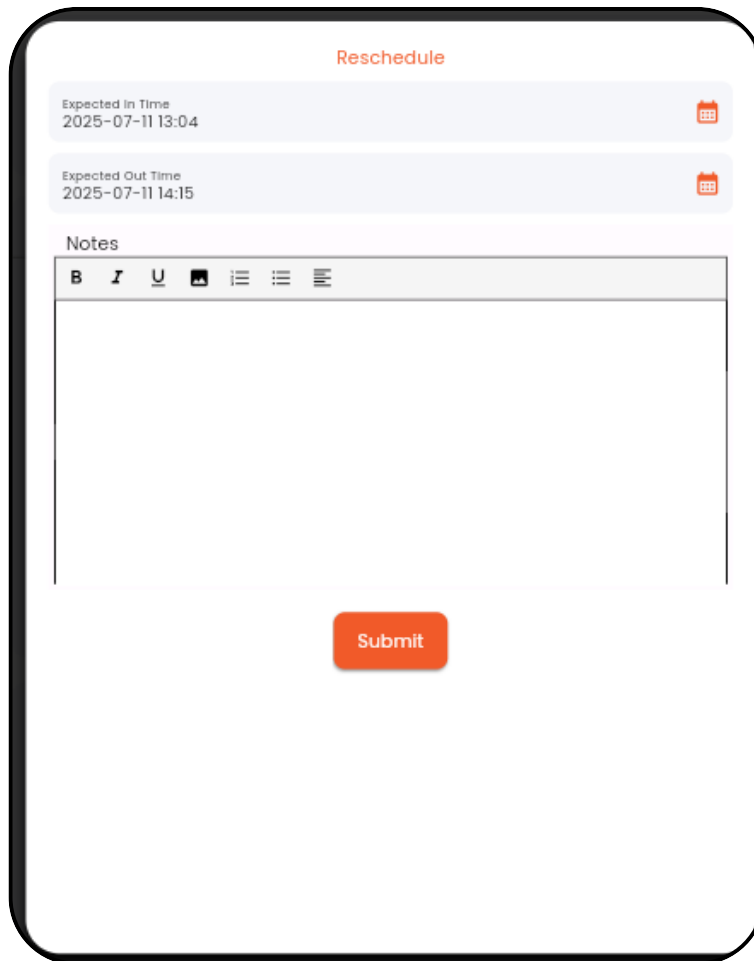


INVITE- STEP 19

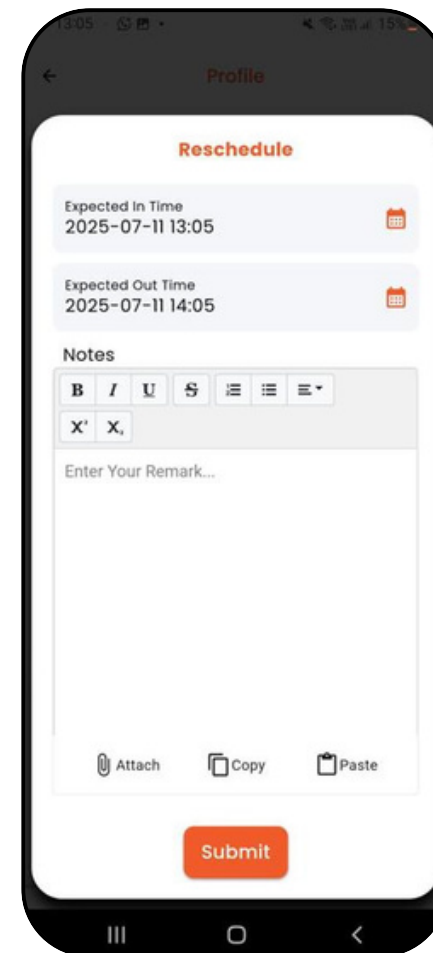
43

Select the **Expected In Time** and **Expected Out Time**.

Once Done, Click **Submit**.



The desktop view of the 'Reschedule' form features a title bar at the top. Below it, there are two input fields for 'Expected In Time' (2025-07-11 13:04) and 'Expected Out Time' (2025-07-11 14:15), each with a calendar icon. A 'Notes' section follows, containing a rich text editor with a toolbar (bold, italic, underline, link, list, indent, outdent) and a large text area. At the bottom center is an orange 'Submit' button.



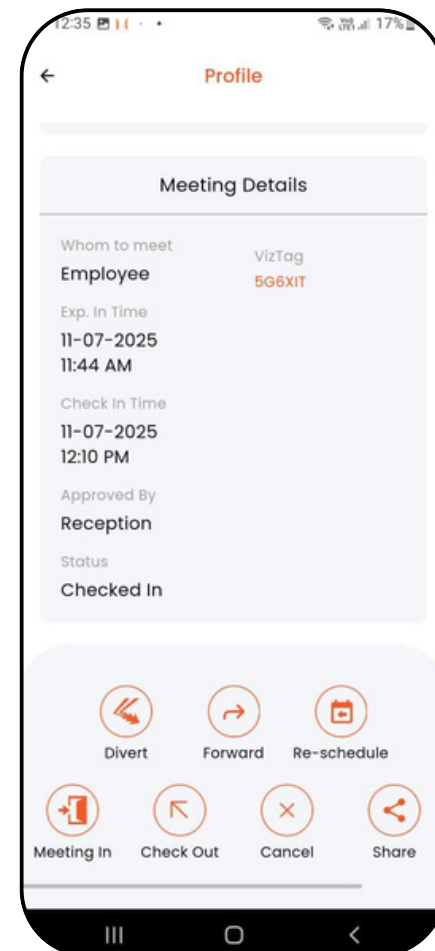
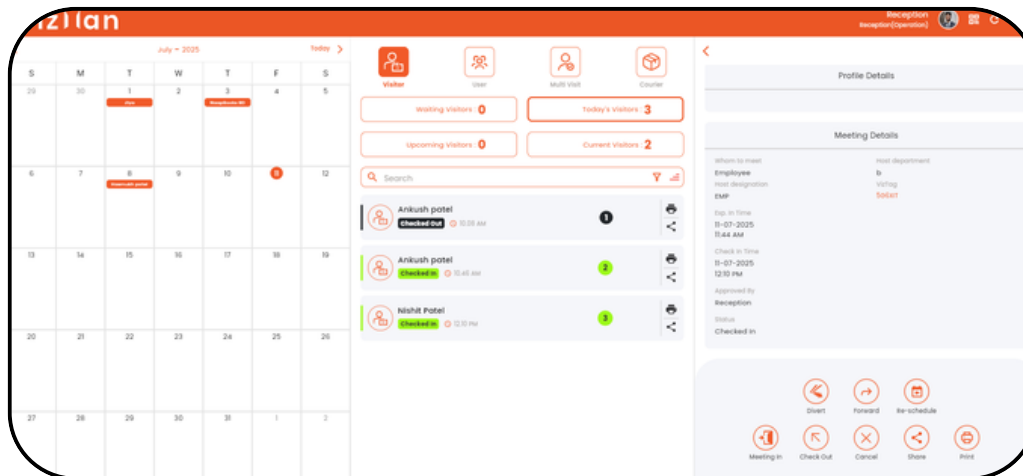
The mobile view of the 'Reschedule' form is displayed on a smartphone screen. It includes a back arrow and a 'Profile' header. The form fields for 'Expected In Time' (2025-07-11 13:05) and 'Expected Out Time' (2025-07-11 14:05) are at the top. Below them is a 'Notes' section with a toolbar (bold, italic, underline, strikethrough, list, indent, outdent) and a text area labeled 'Enter Your Remark...'. At the bottom are 'Attach', 'Copy', and 'Paste' icons, and an orange 'Submit' button.

INVITE- STEP 20

44

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

- Click on **Cancel**.

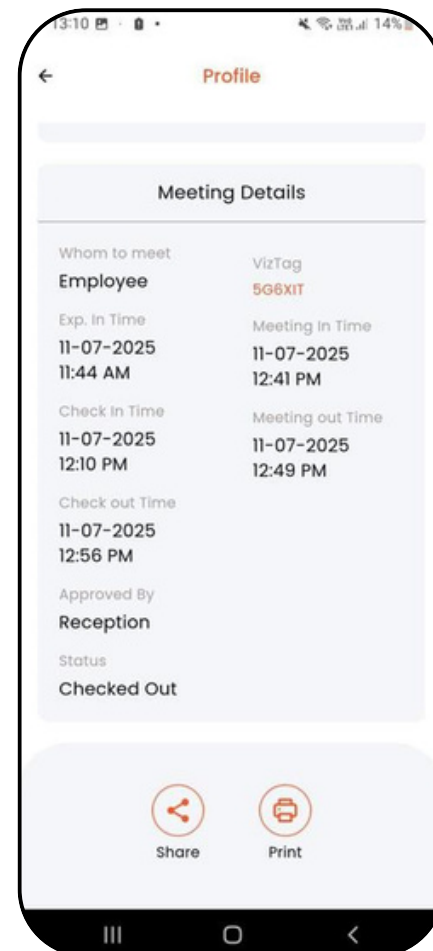
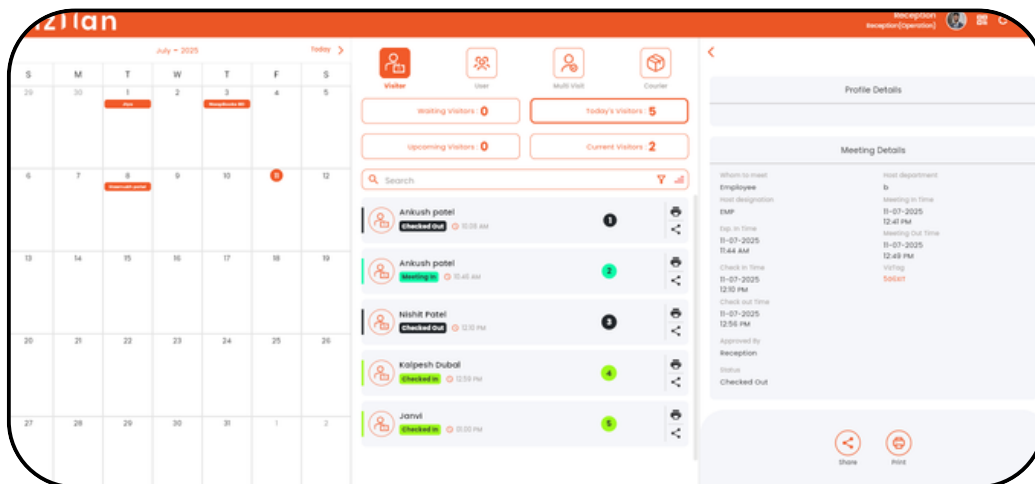


INVITE- STEP 21

45

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

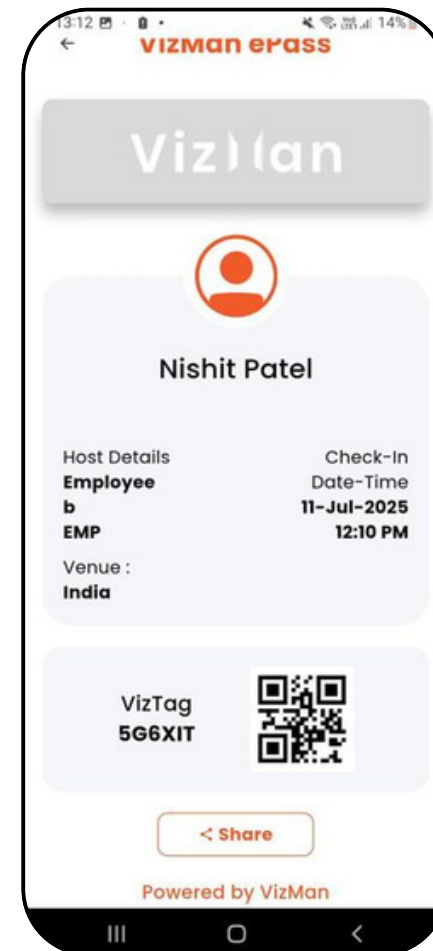
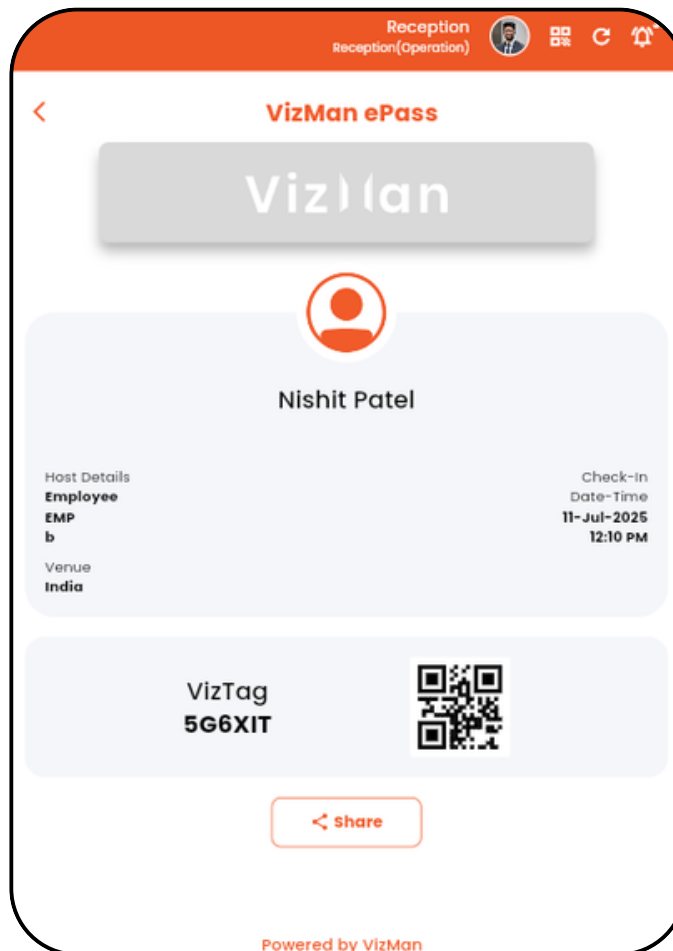
- Click on **Share**.



INVITE- STEP 22

46

Click on **Share**.

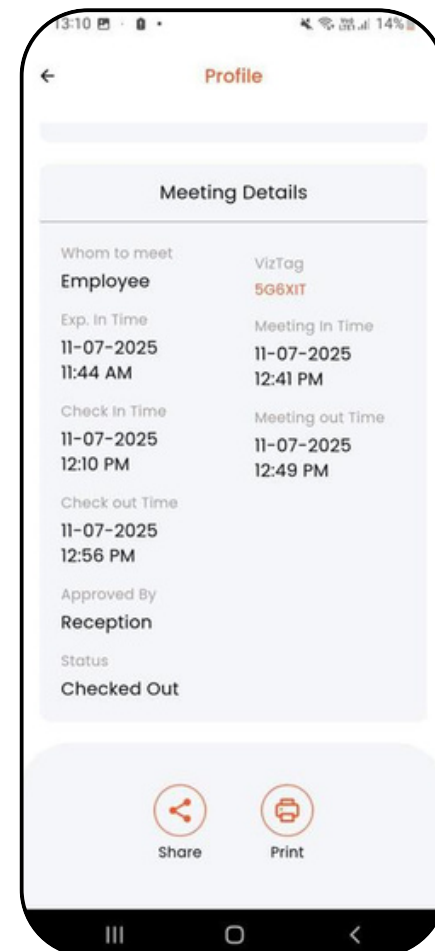
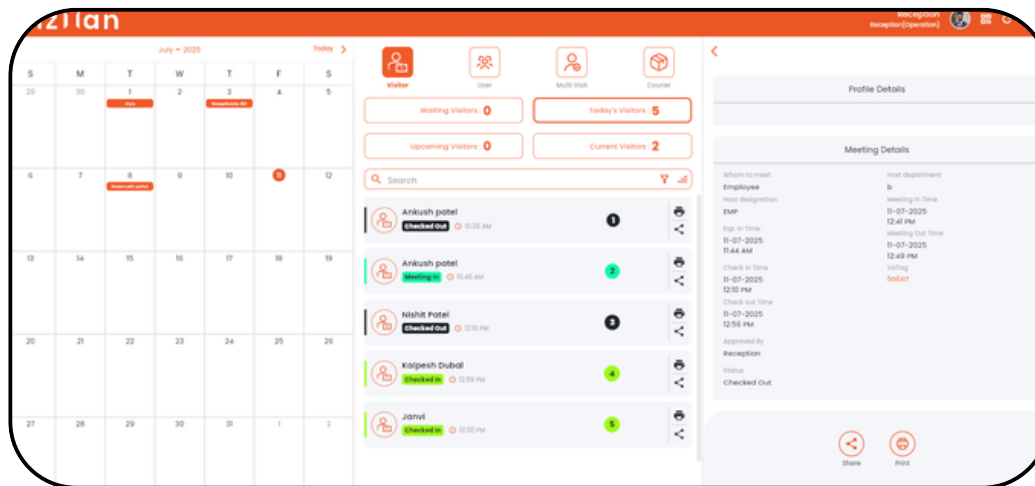


INVITE- STEP 23

47

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

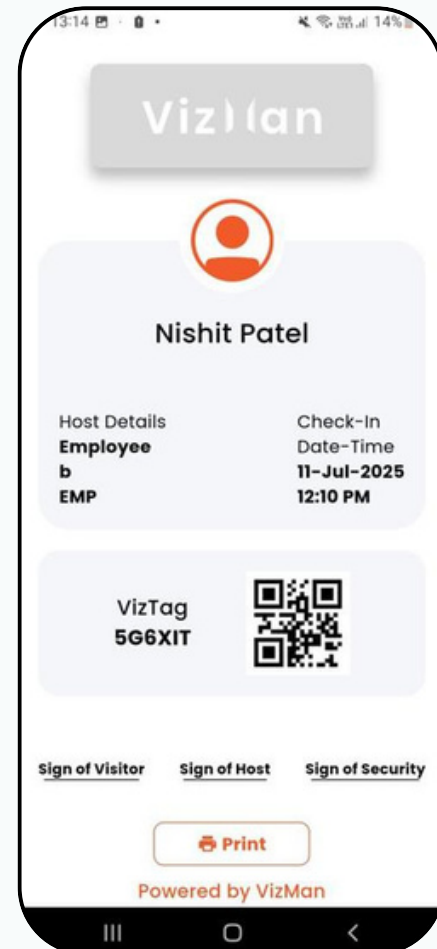
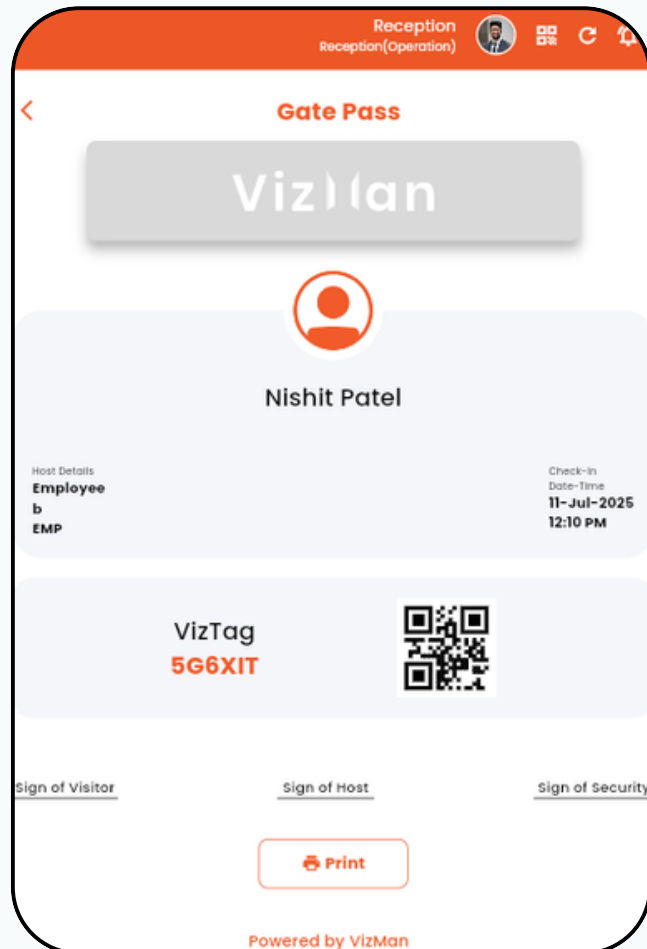
- Click on **Print**.



INVITE- STEP 24

48

Click on **Print**.



03 MULTI-VISIT



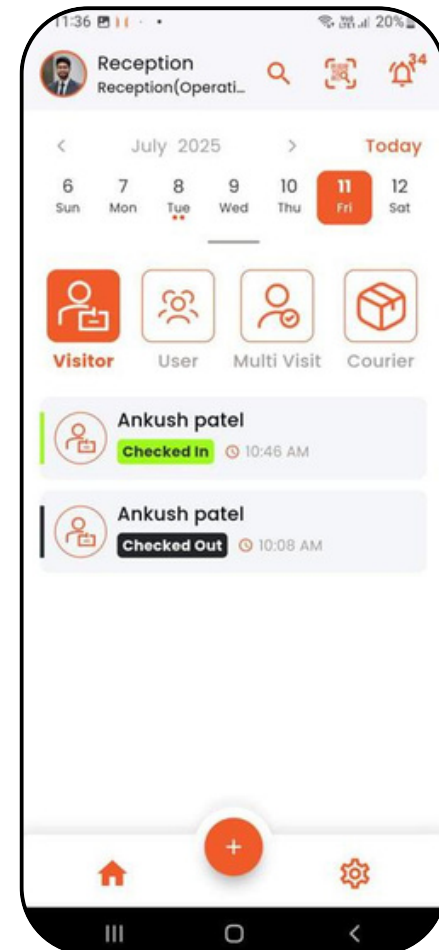
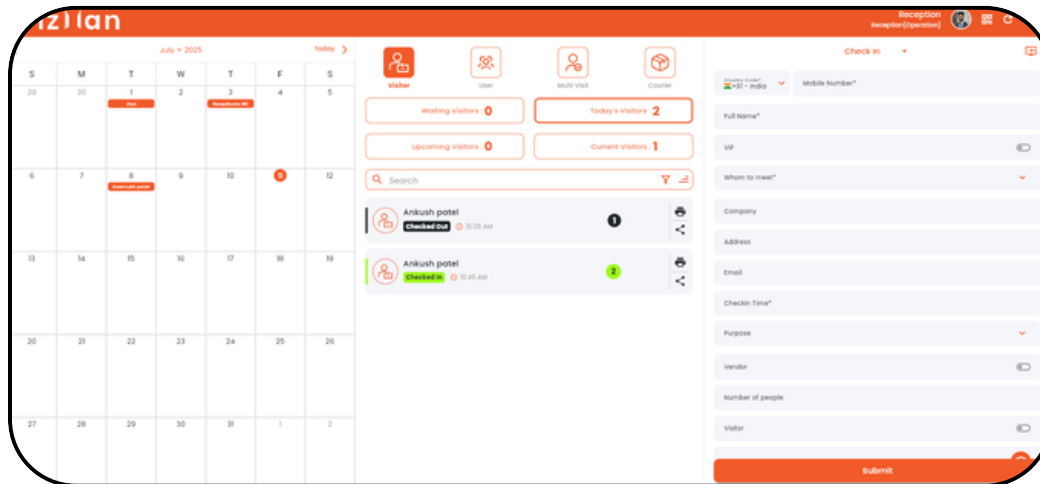
Coordinating multiple visits is simple and efficient — it won't take more than a few moments of your time.

MULTI-VISIT- STEP 1

49

Click **Dropdown** to proceed for Web.

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

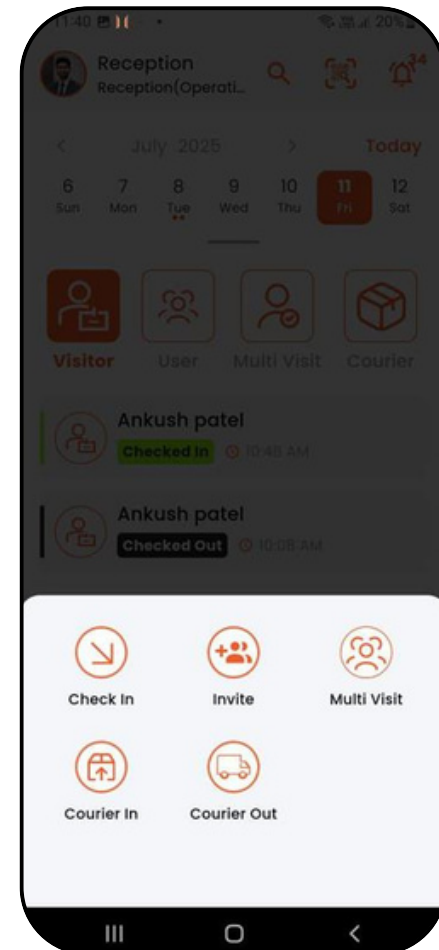
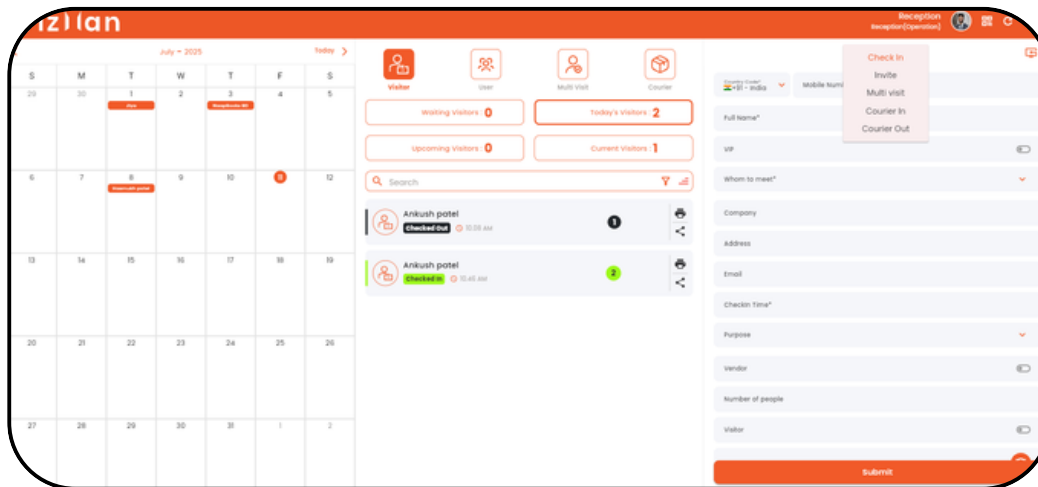


MULTI-VISIT- STEP 2

50

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

Click **Multi-Visit** to proceed for Mobile Application.



MULTI-VISIT- STEP 3

51

Fill the **necessary** fields.

Once done, click **Submit**.

The screenshot shows the iZilaan app interface. On the left is a calendar for July 2025. The main area displays a list of visitors with their status (checked out, waiting, etc.) and a search bar. The right sidebar shows the 'Multi visit' form with fields for Whom to meet*, Company, Address, Email, Expected in Time*, Expected Out Time, Purpose, Vendor, Number of people, and Visitor.

Visitor	Status	Time
Ankush Patel	checked out	10:08 AM
Ankush Patel	Waiting	10:40 AM
Nishat Patel	checked out	12:02 PM
Kalpesh Dubal	checked out	12:50 PM
Jasmit	checked out	01:00 PM
Jasmit	checked out	01:00 PM

The screenshot shows the 'Multi visit' form on a mobile device. The form includes the following fields:

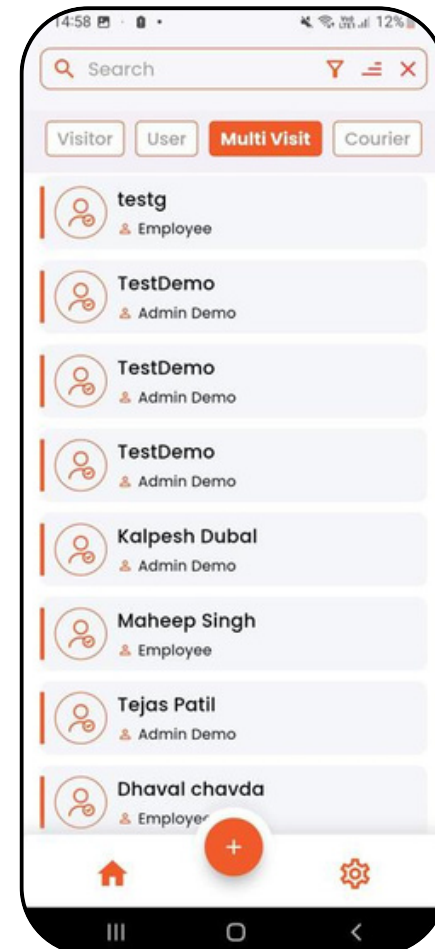
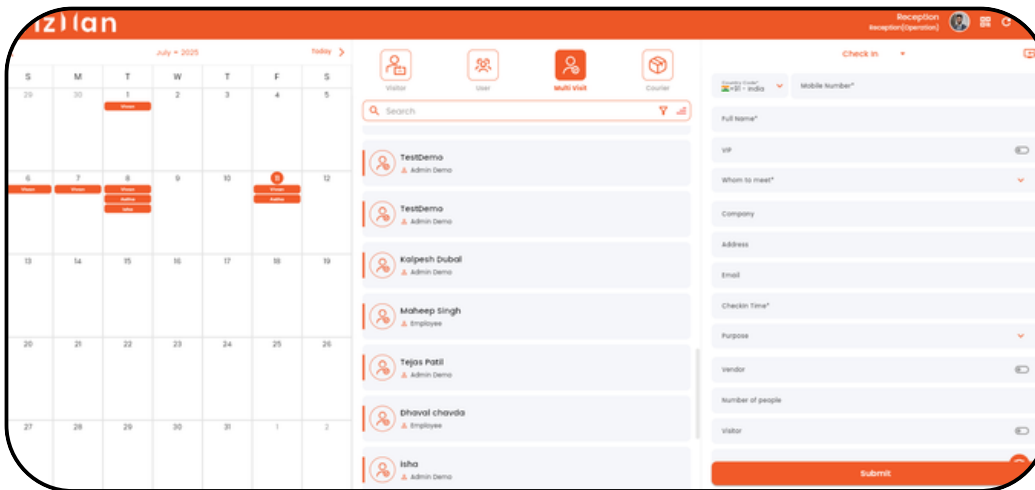
- Whom to meet* (Employee)
- Company
- Address
- Email
- Expected in Time* (2025-07-11 02:47 PM)
- Expected Out Time
- Purpose (Select Purpose)
- Vendor (toggle)
- Number of people
- Visitor (toggle)
- Submit button

MULTI-VISIT- STEP 4

52

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

Click on particular **Visitor**.

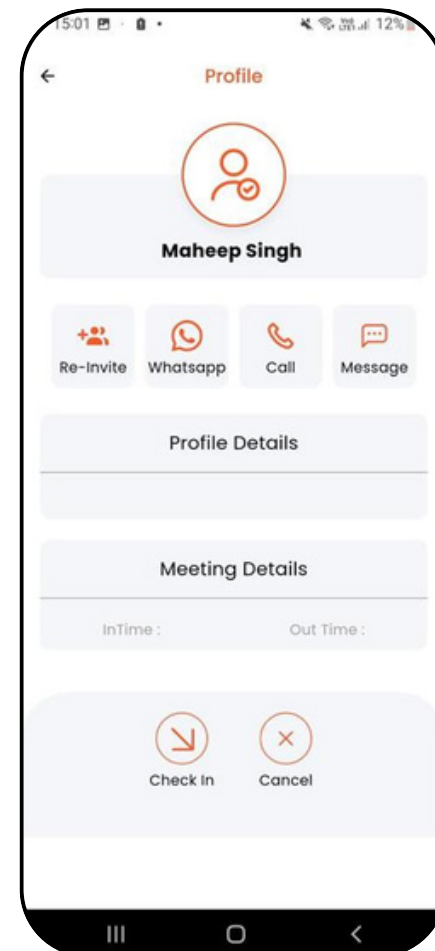
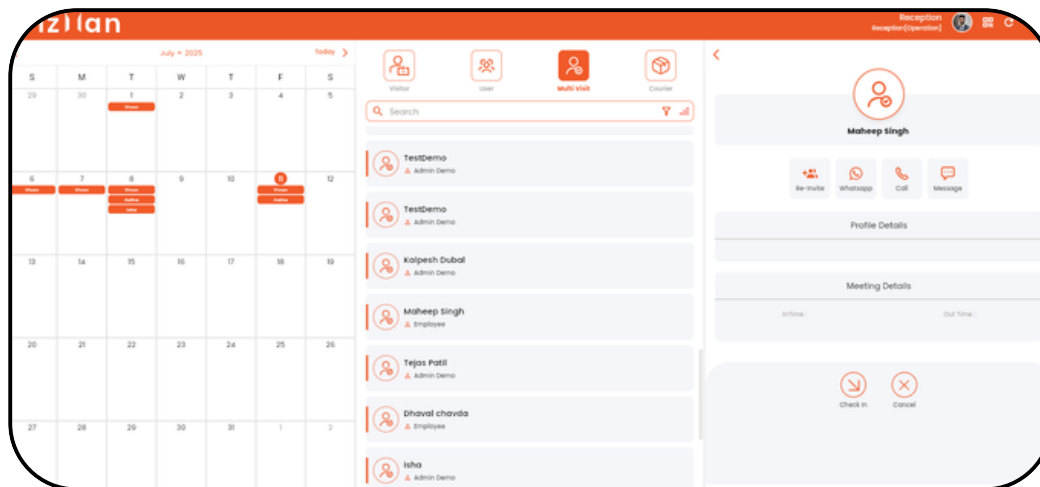


MULTI-VISIT- STEP 5

53

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

Click on **Check In**.

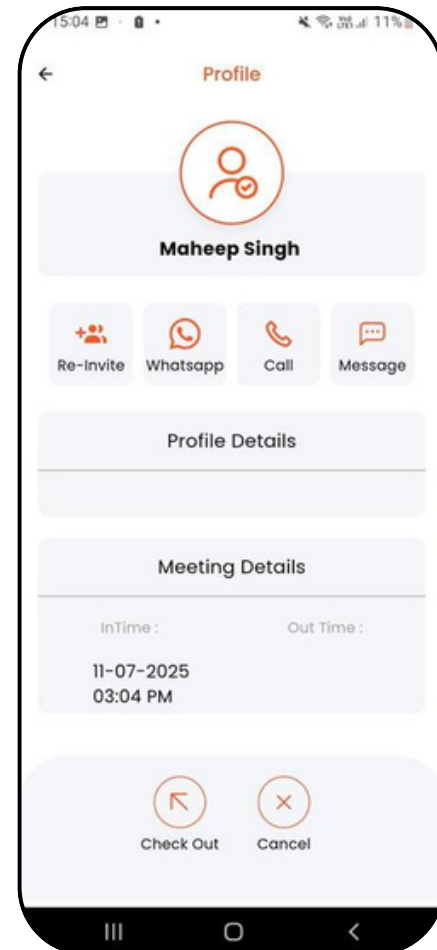
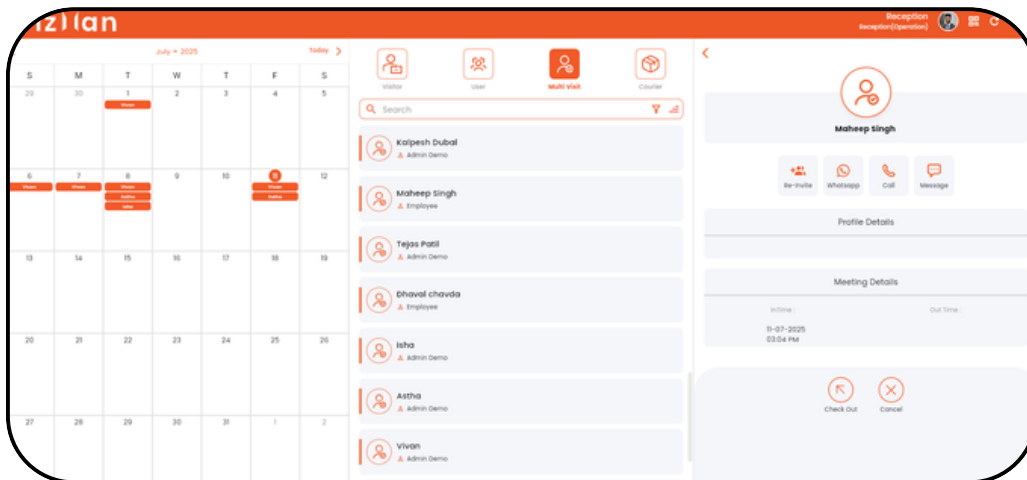


MULTI-VISIT- STEP 6

54

Once, **Visitor** have completed work.

Click on **Check-out**.

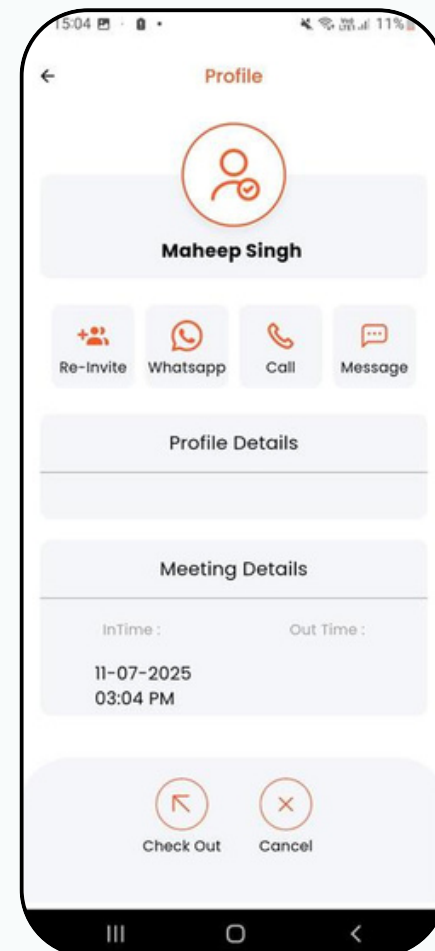
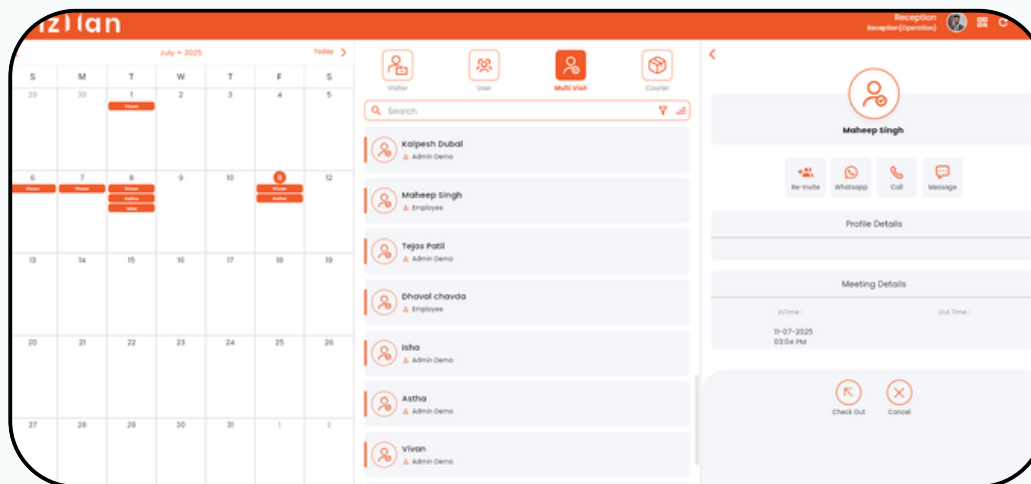


MULTI-VISIT- STEP 7

55

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

- Click on **Cancel**.



04 COURIER IN



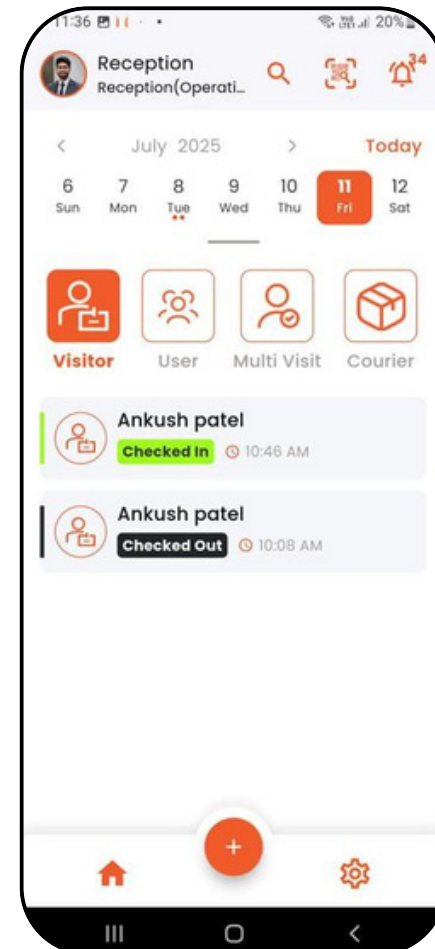
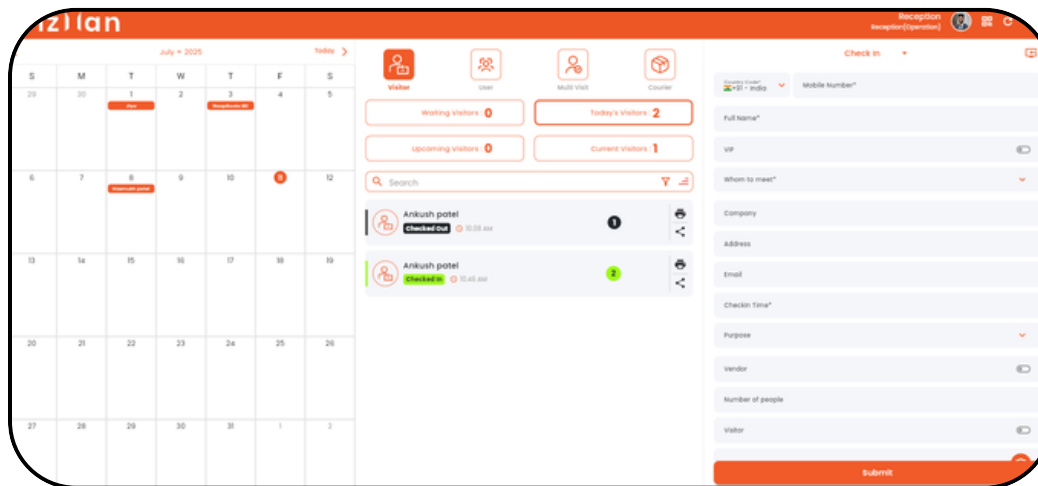
No need to worry about your courier you can check it with few clicks.

COURIER IN- STEP 1

56

Click **Dropdown** to proceed for Web.

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

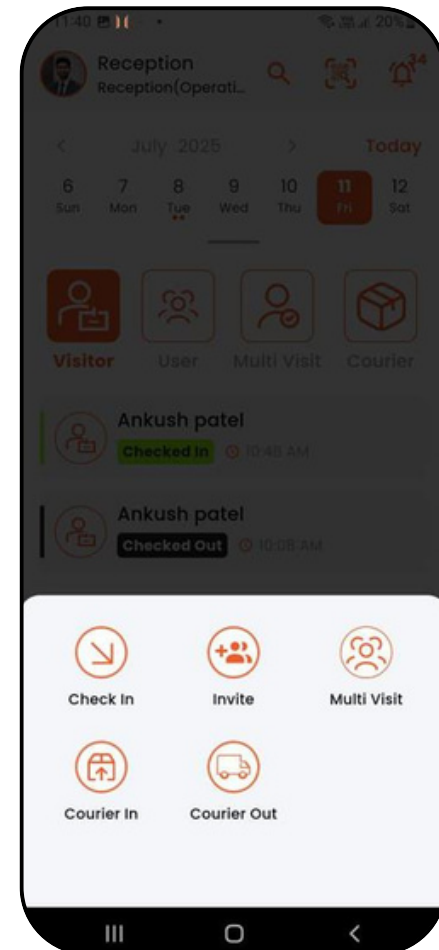
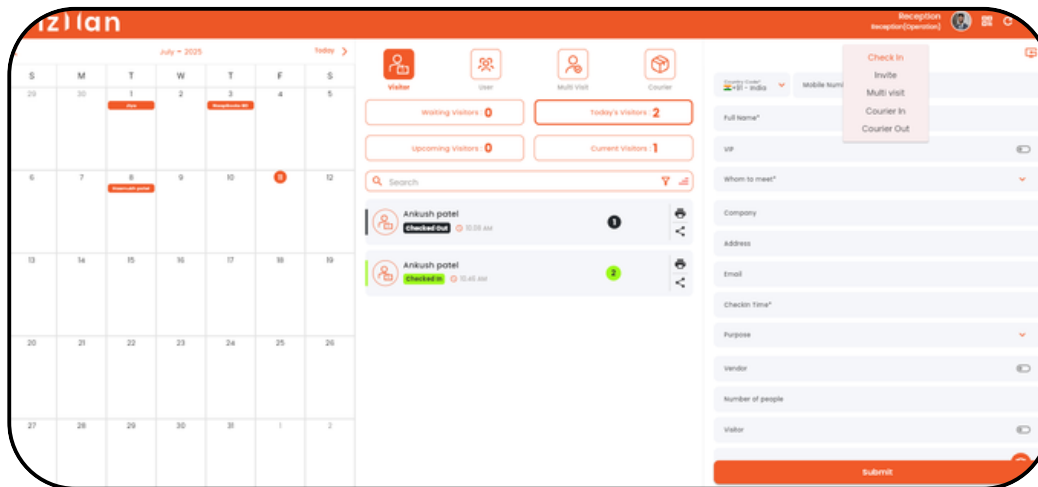


COURIER IN- STEP 2

57

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

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



COURIER IN- STEP 3

58

Fill the **necessary** fields .

Once done, click **Submit**.

The screenshot shows the iZillan web application interface. On the left is a calendar for July 2025. The main area is titled 'Courier In' and contains a search bar and a list of entries. Each entry has a user icon and name. On the right, there is a form for 'Courier In' with fields for 'To*' (Employee), 'From*' (Harshita), 'Address', 'Courier Executive', 'Country/State' (India), 'Executive Mobile Number', 'Date & Time*' (2025-07-11 03:24), 'Docket Number', 'Courier Company', and 'Upload Photo'. A red 'Submit' button is at the bottom of the form.

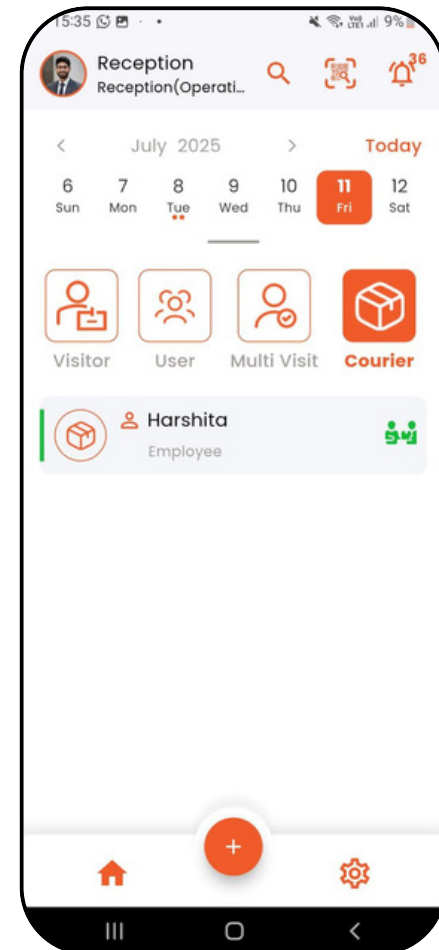
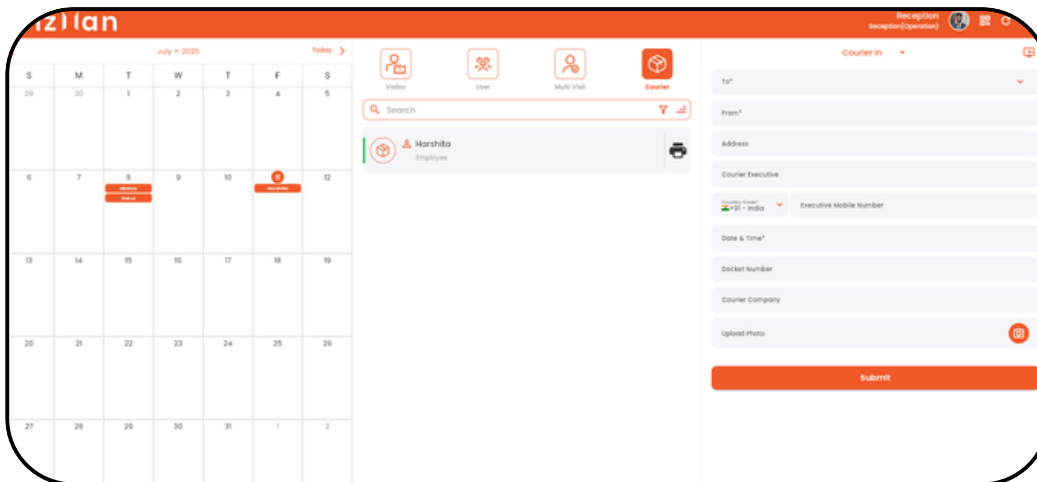
The screenshot shows the 'Courier In' mobile app form. It has a back arrow and a title 'Courier In'. The form fields are: 'To*' (Employee), 'From*' (Harshita), 'Address', 'Courier Executive', 'Country/State' (India) with a flag icon, 'Executive Mobile Number', 'Date & Time*' (2025-07-11 03:24 PM), 'Docket Number', 'Courier Company', and 'Upload Photo' with a camera icon. A red 'Submit' button is at the bottom.

COURIER IN- STEP 4

59

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

Click on particular **Courier**.

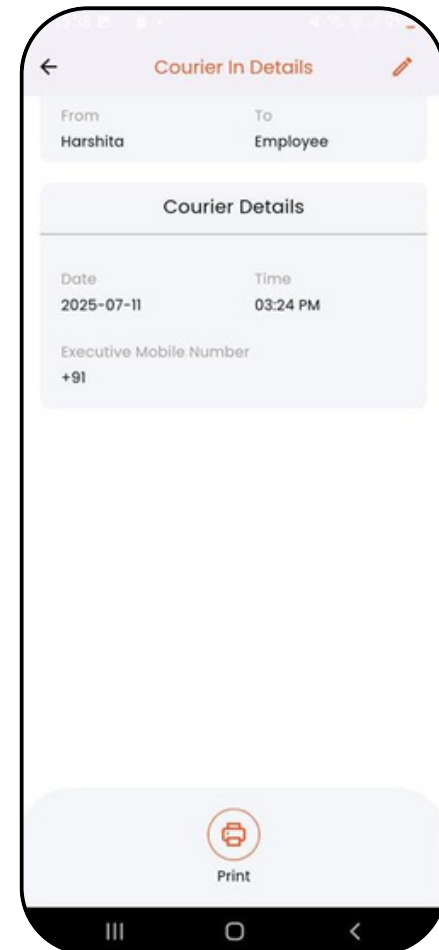
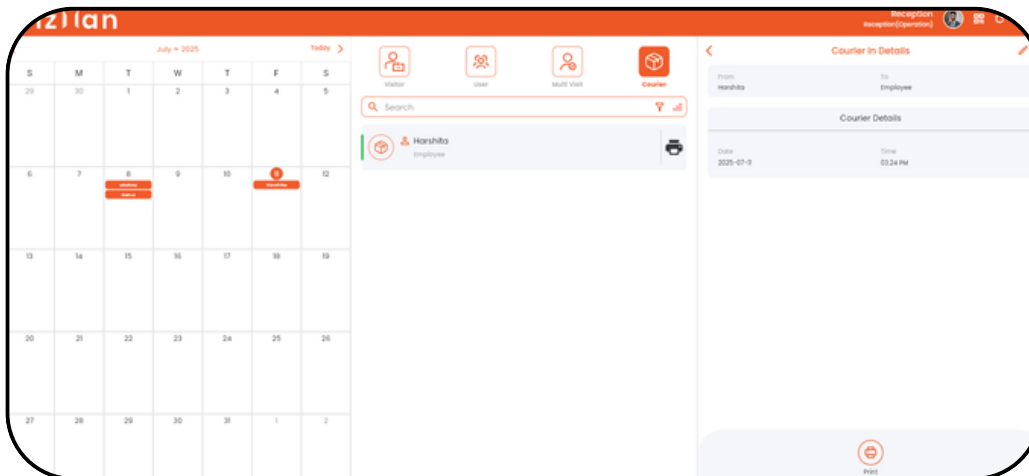


COURIER IN- STEP 5

60

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

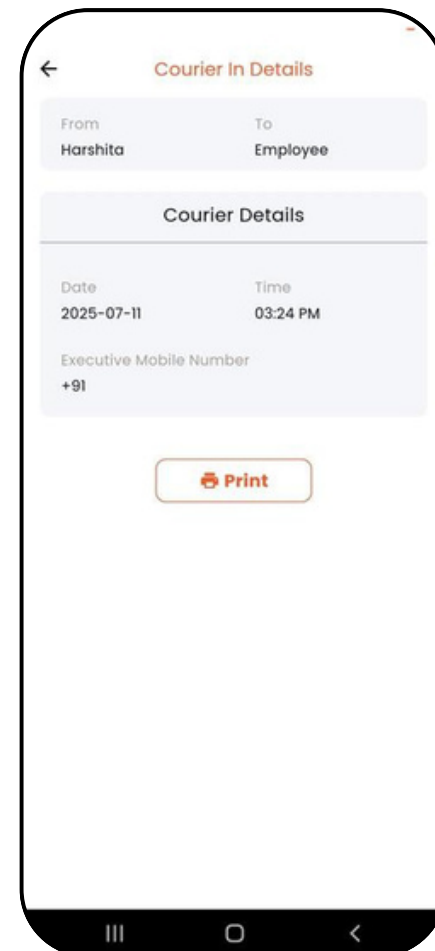
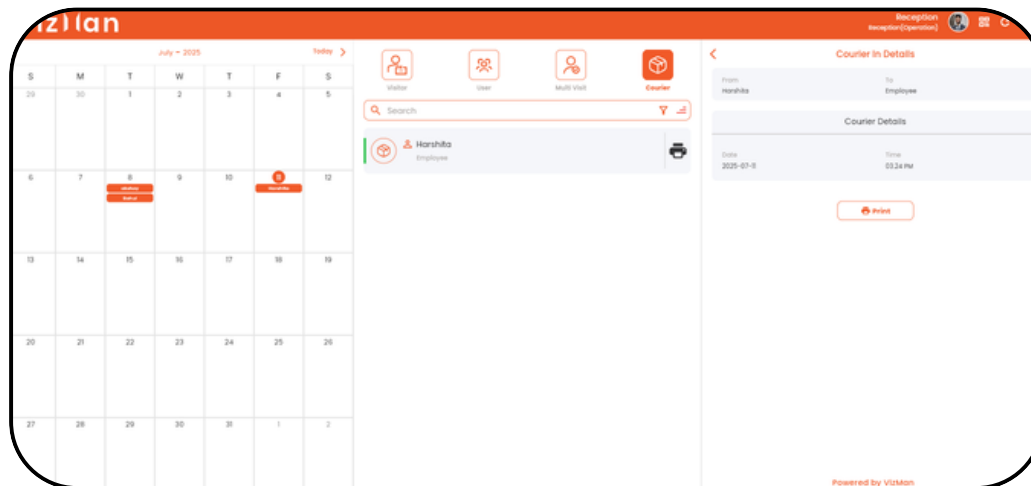
Click on **Print**.



COURIER IN- STEP 6

61

Click on **Print**.



04 COURIER OUT



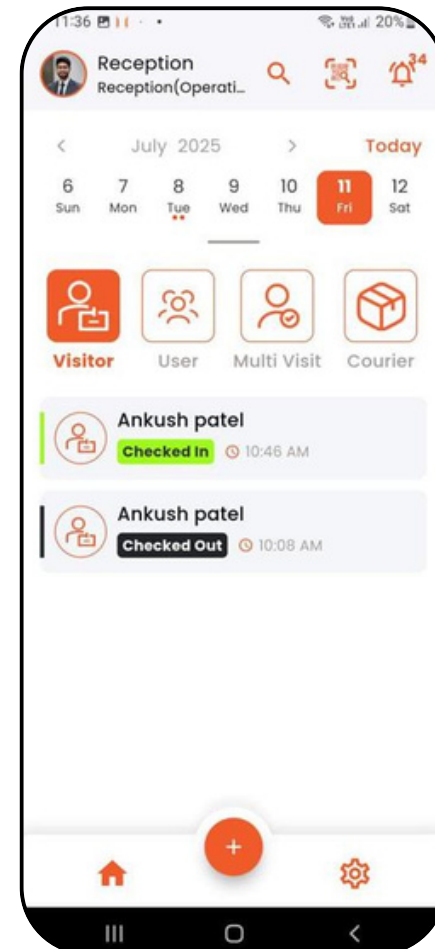
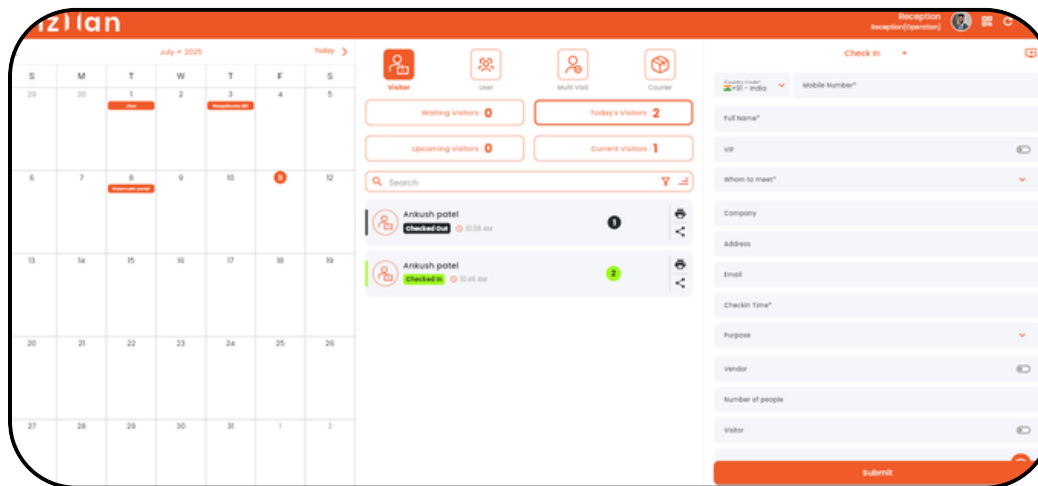
Want to send courier?
No need to worry, It will
be Done in few Clicks.

COURIER OUT- STEP 1

62

Click **Dropdown** to proceed for Web.

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

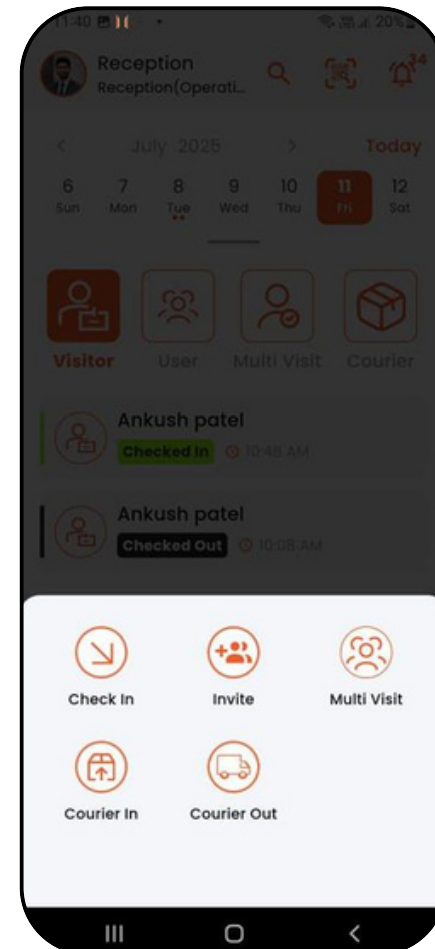
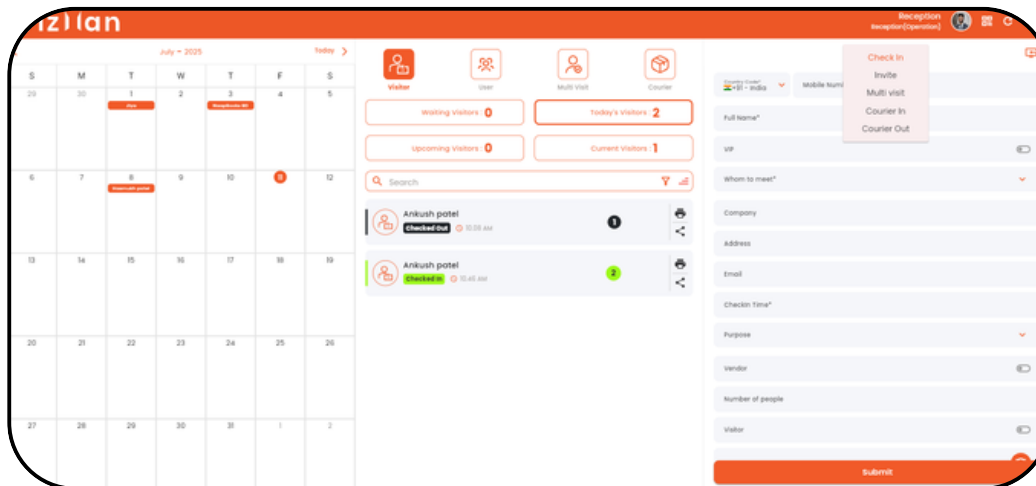


COURIER OUT- STEP 2

63

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

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



COURIER OUT- STEP 3

64

Fill the **necessary** fields .

Once done, click **Submit**.

The screenshot shows the iZillan web application interface. On the left is a calendar for July 2025. The main area has a navigation bar with icons for Visitor, User, Multi Visit, and Courier. Below the navigation bar is a search bar and a list of users, with 'Harshita' selected. On the right is the 'Courier Out' form, which includes fields for From* (Employee), To* (Harshita), Address, Courier Executive, Country (India), Executive Mobile Number, Date & Time* (2025-07-11 03:46), Docket Number, Courier Company, and Upload Photo. There is an 'Urgent' toggle switch and a 'Submit' button at the bottom.

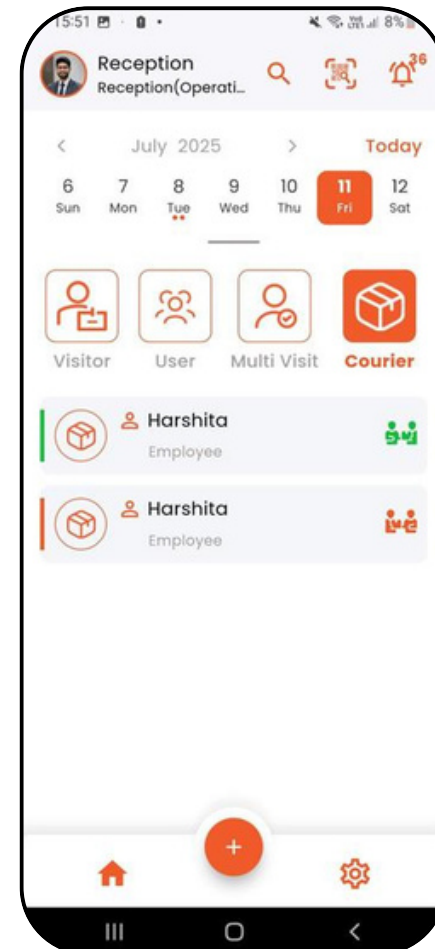
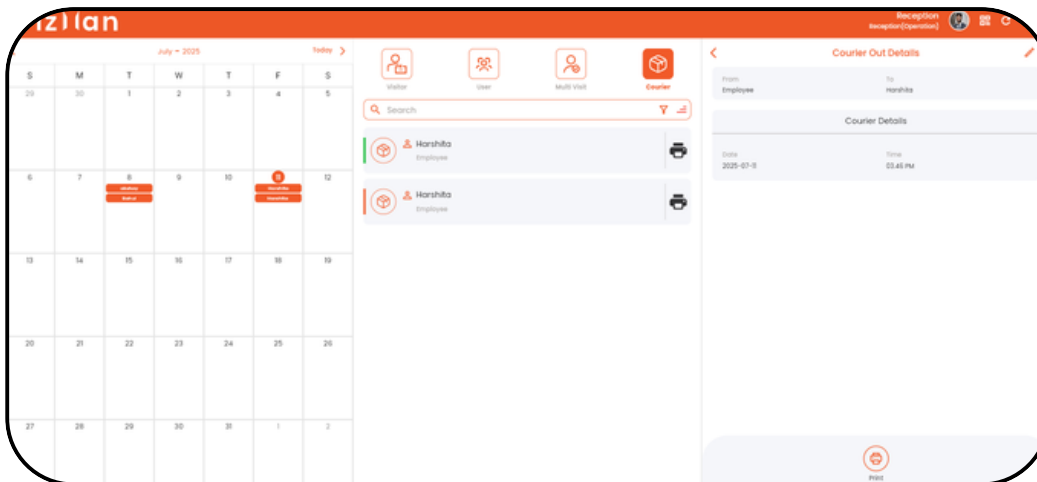
The screenshot shows the 'Courier Out' form on a mobile device. The form includes the following fields: From* (Employee), To* (Harshita), Address, Courier Executive, Country (India) with a flag icon, Executive Mobile Number, Date & Time* (2025-07-11 03:46 PM), Docket Number, Courier Company, and Upload Photo with a camera icon. At the bottom, there is an 'Urgent' toggle switch and a 'Submit' button.

COURIER OUT- STEP 4

65

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

Click on particular **Courier**.

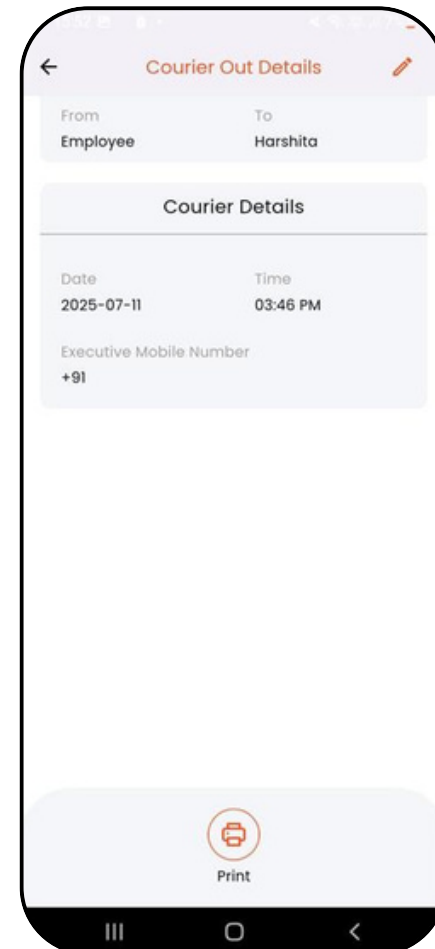
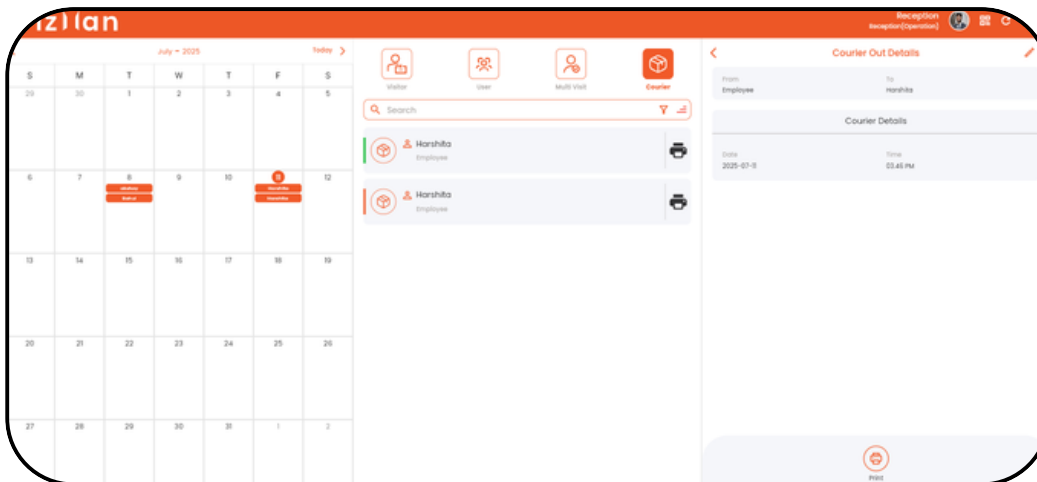


COURIER OUT- STEP 5

66

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

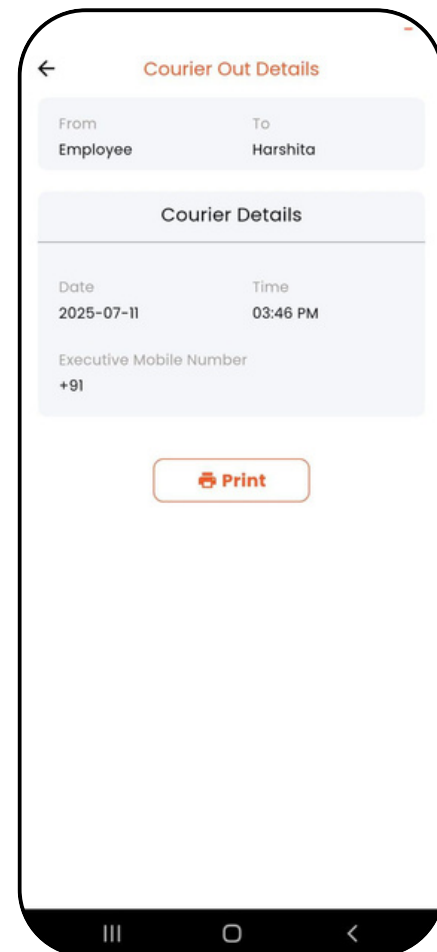
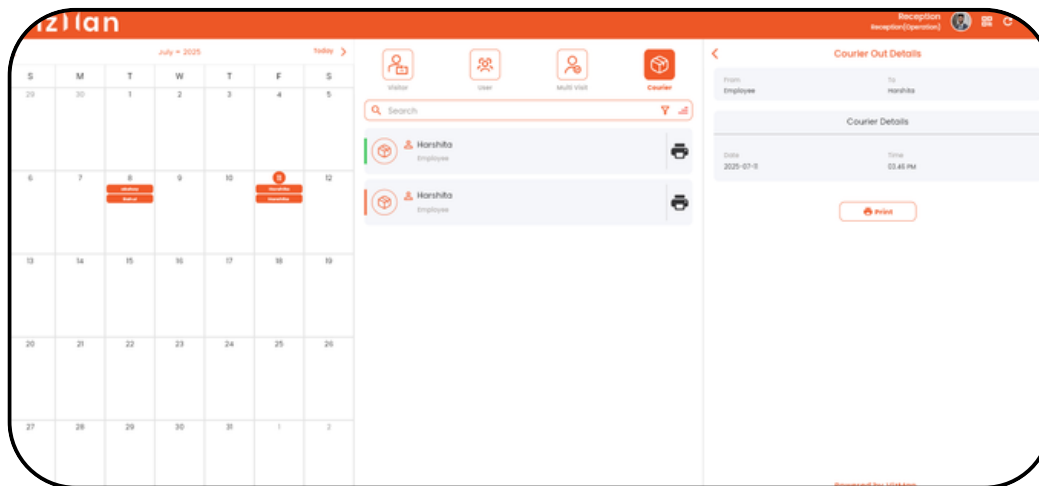
Click on **Print**.



COURIER OUT- STEP 6

67

Click on **Print**.



04 QR CODE ACCESS



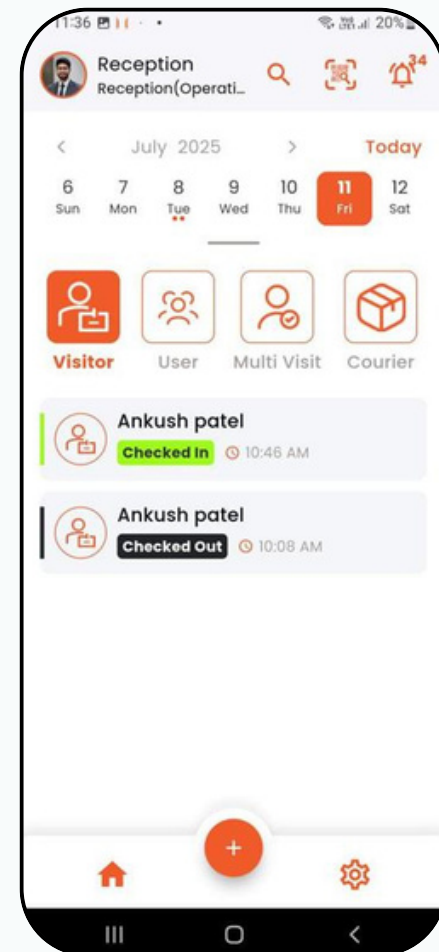
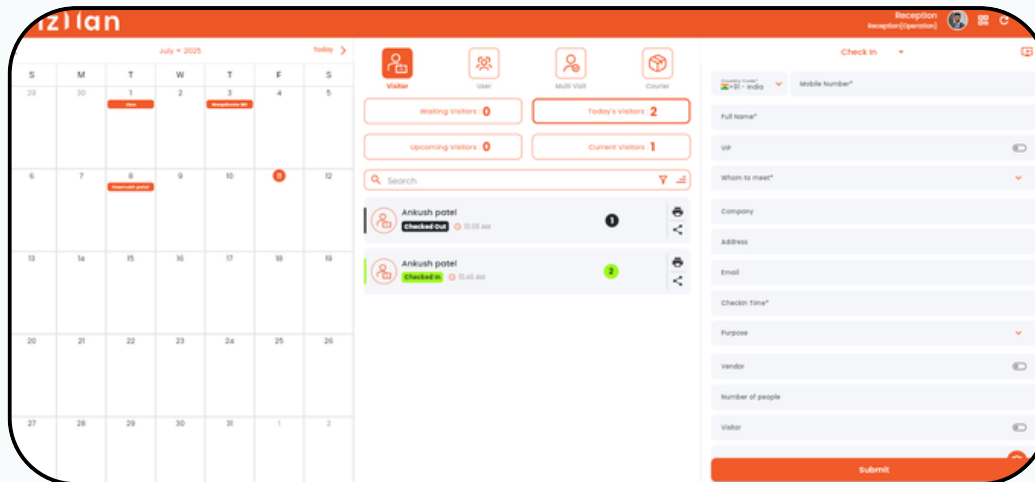
No need to type anything
just scan the QR code.
It's quick, easy, and
instant.

QR CODE ACCESS– STEP 1

68

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

69

Scan QR Code with Mobile or Tablet.

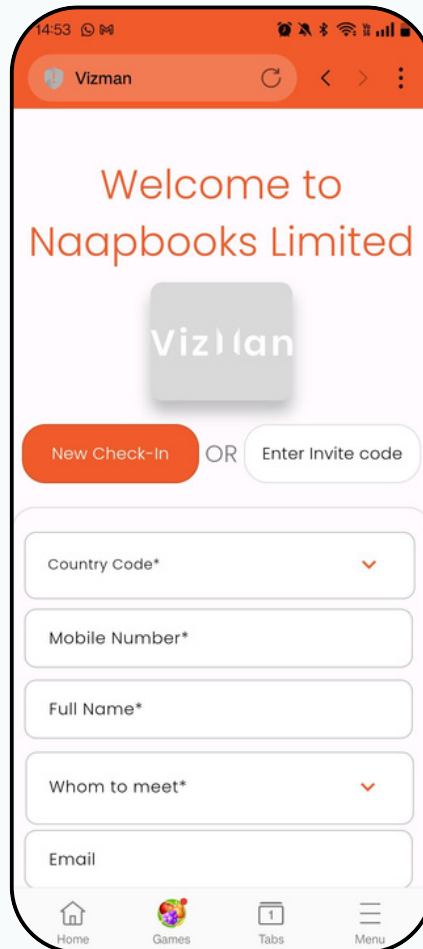


QR CODE ACCESS– STEP 3

70

If you have **invite** then,

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



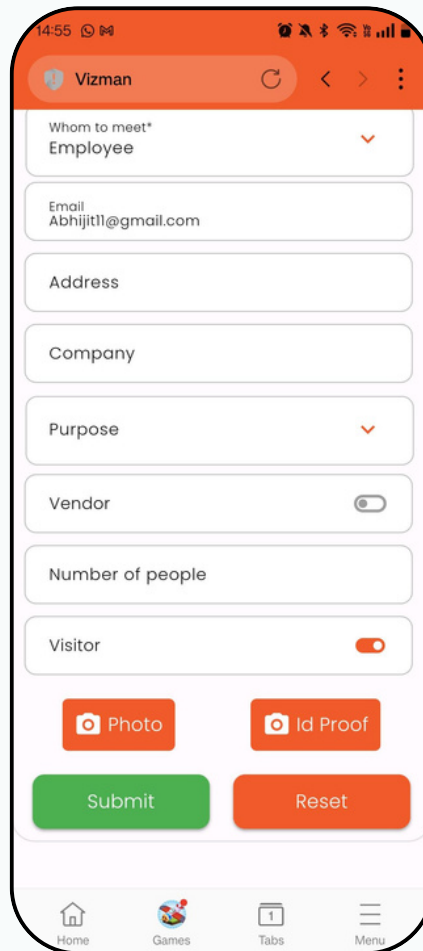
The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:53 and various icons. Below the status bar, the app's header shows the name "Vizman" and navigation icons. The main content area features a welcome message "Welcome to Naapbooks Limited" in orange text, 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

71

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**: An empty text field.
- Company**: An empty text field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: An empty 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

72

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 is a 'Visitor' tab with a list of visitors. The visitor list includes:

Name	Status	Time	Count
Janvi	Pending	03:09 PM	10
Vagheswari Abhijit	Pending	04:03 PM	11
Soni Sumit	Cancelled	04:05 PM	12
Soni Sumit	Pending	04:06 PM	13

The screenshot shows the 'Add Visitor' form in the Vizman app. The form includes the following fields and options:

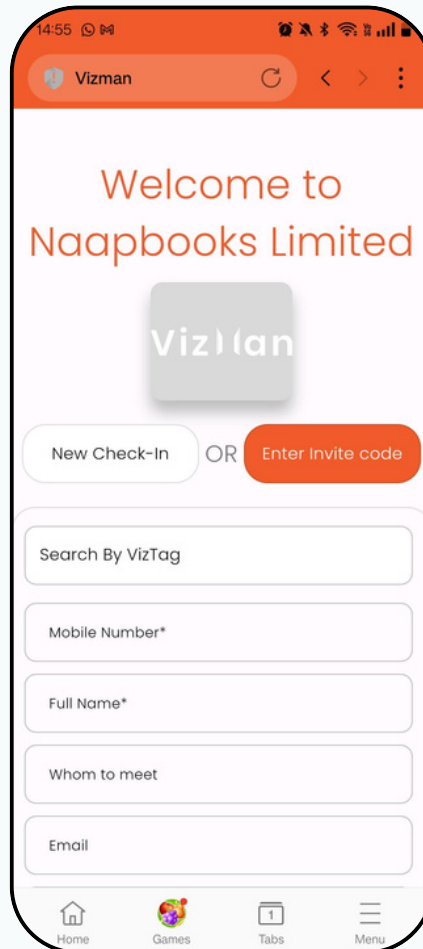
- Whom to meet*: Employee
- Email: Abhijit1@gmail.com
- Address
- Company
- Purpose
- Vendor: ☐
- Number of people
- Visitor: ☒
- Photo
- Id Proof
- Submit
- Reset

QR CODE ACCESS– STEP 7

73

If you have **invite** then,

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



The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:55 and various icons. Below the status bar, the app's header shows the name 'Vizman' and navigation icons. The main content area features a large orange banner with the text 'Welcome to Naapbooks Limited' and a grey button labeled 'Vizman'. Below the banner, there are two buttons: 'New Check-In' and 'Enter Invite code', separated by the word 'OR'. The 'Enter Invite code' button is highlighted in orange. Below these buttons, there are five input fields: 'Search By VizTag', 'Mobile Number*', 'Full Name*', 'Whom to meet', and 'Email'. At the bottom, there is a navigation bar with four icons: 'Home', 'Games', 'Tabs', and 'Menu'.

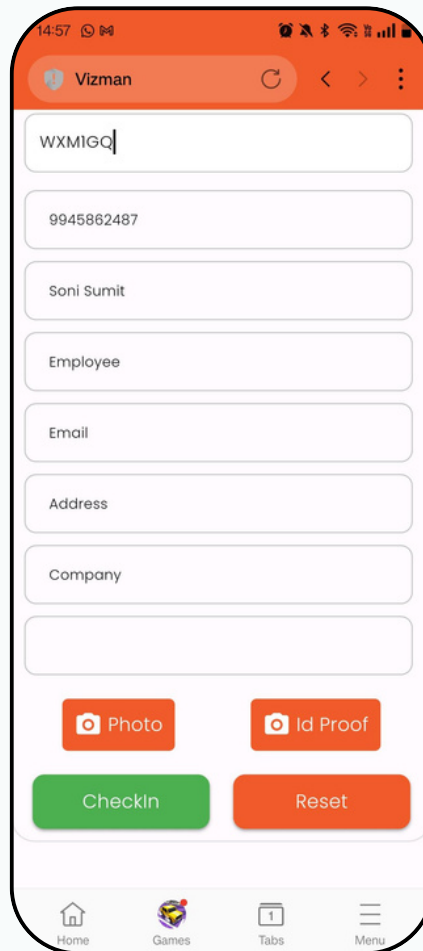
QR CODE ACCESS– STEP 8

74

Enter the **Invite code**.

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

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

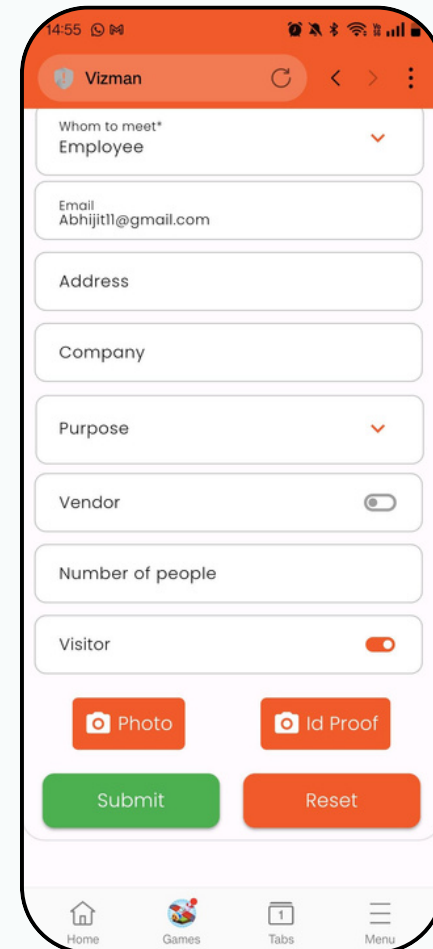
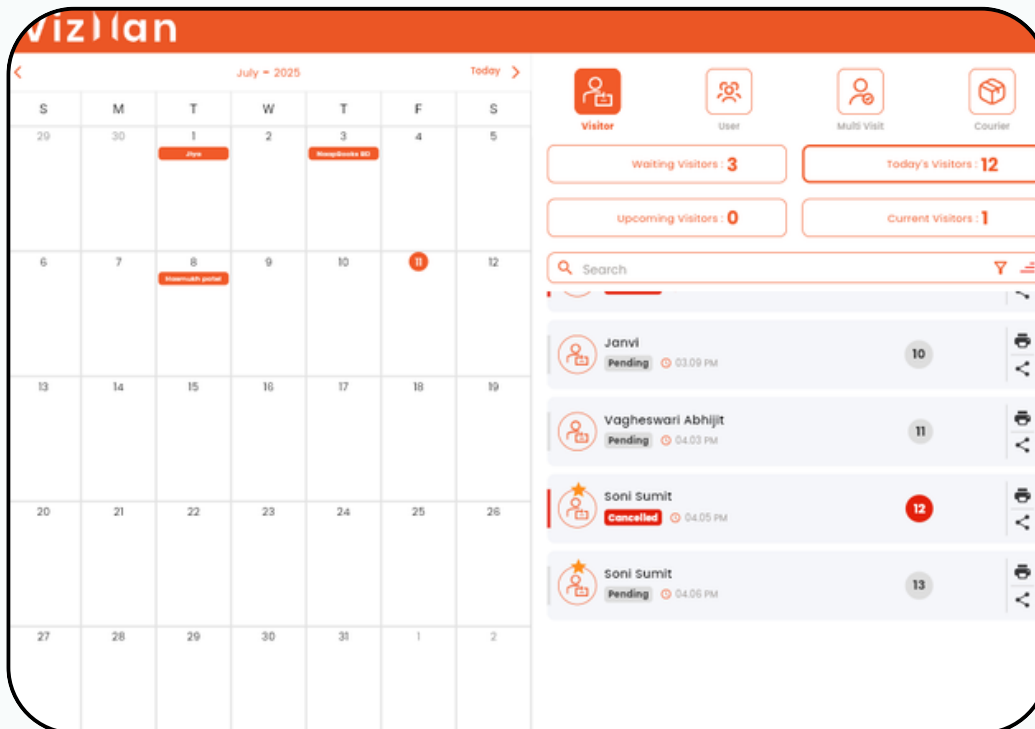


The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:57 and various icons. The app's header bar is orange with the Vizman logo and navigation icons. Below the header, there is a form with several input fields. The first field contains the text 'WXMIGQ'. The subsequent fields are empty and labeled: '9945862487', 'Soni Sumit', 'Employee', 'Email', 'Address', and 'Company'. Below these fields are two orange buttons: '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 four icons: Home, Games, Tabs, and Menu.

QR CODE ACCESS- STEP 9

75

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.

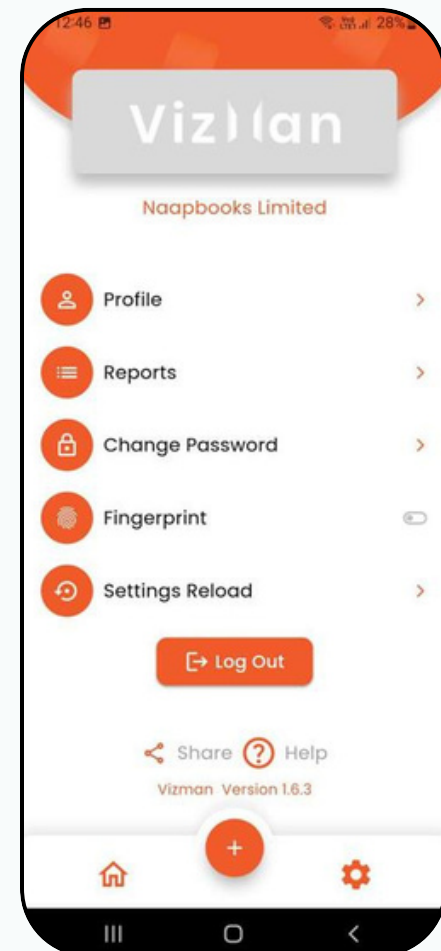
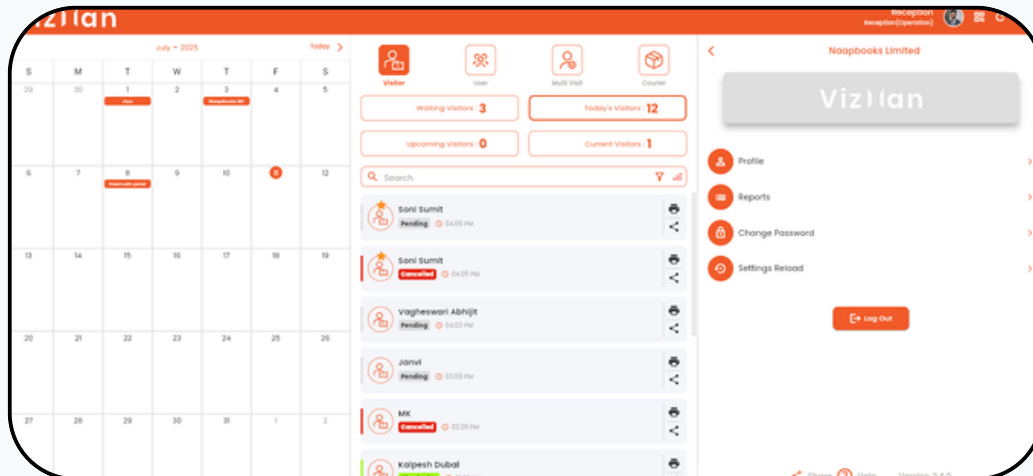
PROFILE- STEP 1

76

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**.

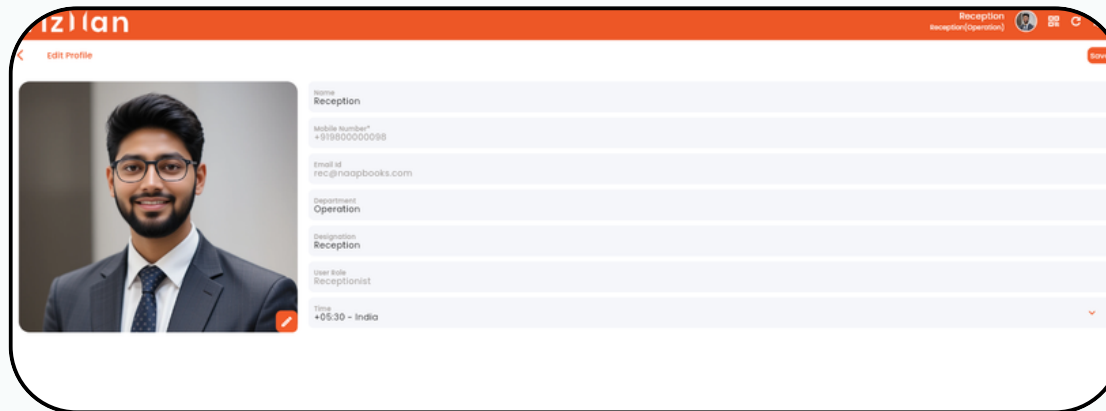


PROFILE- STEP 2

77

Edit the **necessary** field.

Once Done,Click on **Save**



izilan Reception Reception (Operation)

Edit Profile

Profile picture of a man with glasses and a beard.

Name
Reception

Mobile Number*
+919800000098

Email Id
rec@naapbooks.com

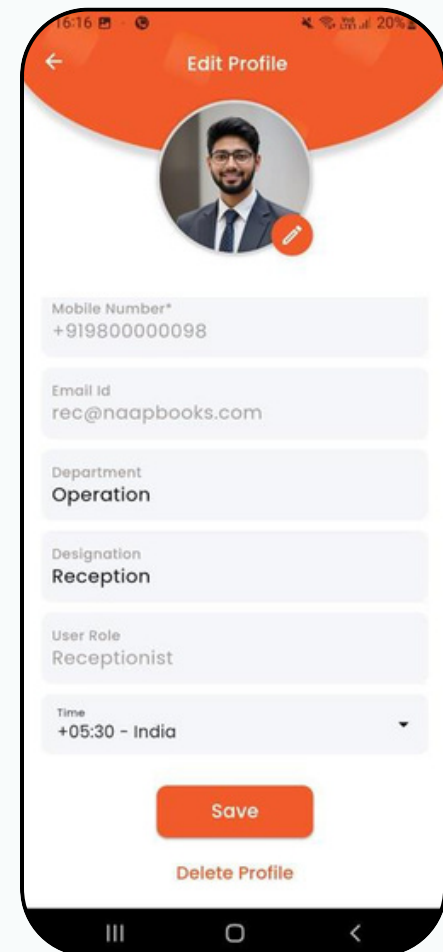
Department
Operation

Designation
Reception

User Role
Receptionist

Time
+05:30 - India

Save



16:16 20%

Edit Profile

Profile picture of a man with glasses and a beard.

Mobile Number*
+919800000098

Email Id
rec@naapbooks.com

Department
Operation

Designation
Reception

User Role
Receptionist

Time
+05:30 - India

Save

Delete Profile

06 REPORTS



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

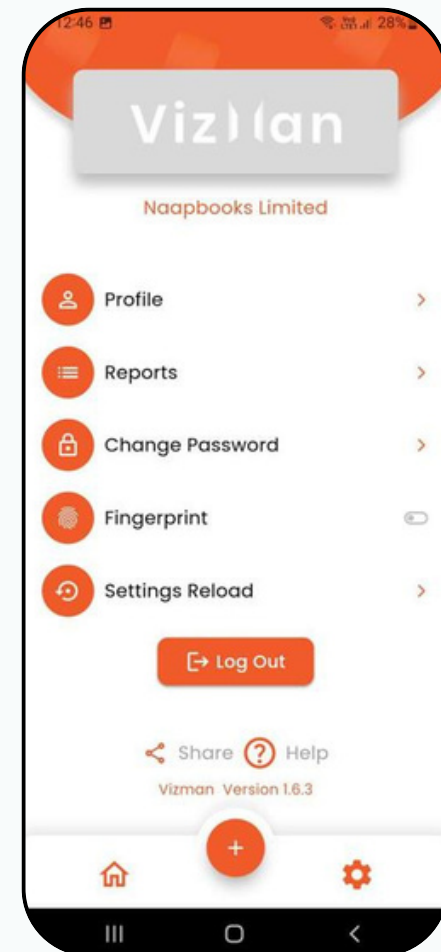
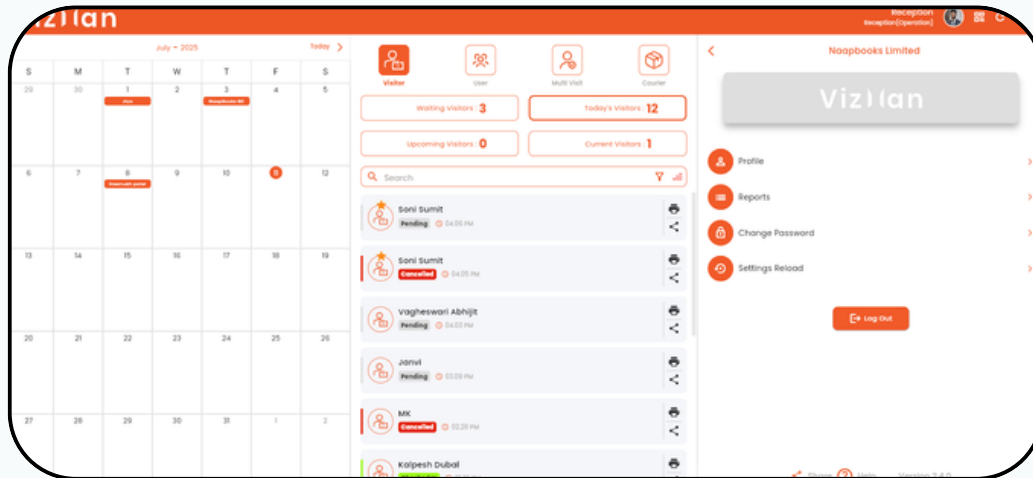
REPORTS- STEP 1

78

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**.

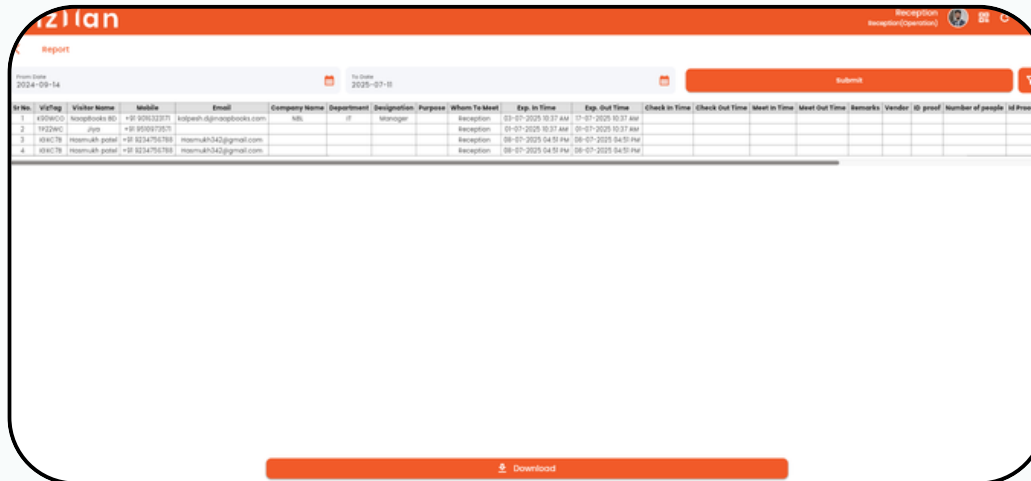


REPORTS- STEP 2

79

Select the **Dates** that you want to see the **Visitor Report**.

Click on **Submit**.



The desktop view shows a web form titled "Report" with a header bar. Below the header, there are date pickers for "From Date" (2024-09-14) and "To Date" (2025-07-11). A "Submit" button is visible. Below the date pickers is a table with the following data:

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	Vendor	ID proof	Number of people	Id Proof
1	K90WCO	NaapBooks BD	+91 9016323171	naapbooks@gmail.com	NaapBooks	IT	Manager	Reception	09-07-2025 10:37 AM	07-07-2025 10:37 AM										
2	TP22WC	Jiya	+91 9510973571					Reception	07-07-2025 10:37 AM	07-07-2025 10:37 AM										
3	IGXC7B	Hasmukh patel	+91 9234756788	hasmukh343@gmail.com				Reception	08-07-2025 04:51 PM	08-07-2025 04:51 PM										
4	IGXC7B	Hasmukh patel	+91 9234756788	hasmukh343@gmail.com				Reception	08-07-2025 04:51 PM	08-07-2025 04:51 PM										

At the bottom of the form, there is a "Download" button.



The mobile view shows the same form as the desktop view, but with a different layout. The date pickers and "Submit" button are at the top. Below them is a table with the following data:

Sr No.	VizTag	Visitor Name	Mobile
1	K90WCO	NaapBooks BD	+91 9016323171 ka
2	TP22WC	Jiya	+91 9510973571
3	IGXC7B	Hasmukh patel	+91 9234756788 H
4	IGXC7B	Hasmukh patel	+91 9234756788 H

At the bottom of the form, there is a "Download" button.

07 CHANGE PASSWORD



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

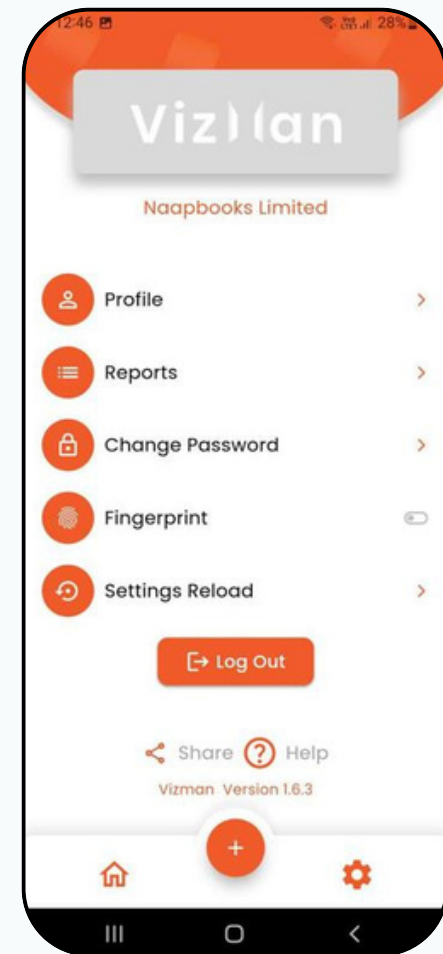
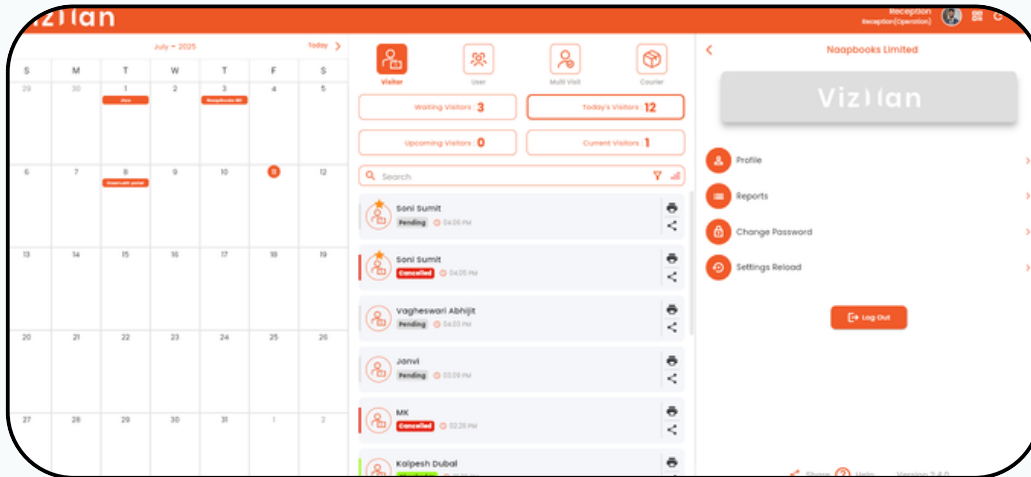
CHANGE PASSWORD– STEP 1

80

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

81

Fill the **necessary** field.

Once Done,Click on **Submit**

The image shows a mobile application interface for changing a password. At the top, there is an orange header bar with the text "Reception" and "Reception(Operation)" on the left, and a user profile icon, a grid icon, and a refresh icon on the right. Below the header, the title "Change Password" is displayed in orange. The form contains three input fields: "Old Password", "New Password", and "Confirm Password". Each field has a white background and a light gray border. The "Old Password" field contains seven dots. The "New Password" field contains seven dots. The "Confirm Password" field contains seven dots and a cursor. At the bottom of the form, there is an orange "Submit" button.

The image shows a mobile application interface for changing a password. At the top, there is a white header bar with a back arrow on the left and the title "Change Password" in orange. Below the header, the form contains three input fields: "Old Password", "New Password", and "Confirm Password". Each field has a white background and a light gray border. The "Old Password" field contains seven dots and a red eye icon on the right. The "New Password" field contains seven dots and a red eye icon on the right. The "Confirm Password" field contains seven dots and a red eye icon on the right. At the bottom of the form, there is an orange "Submit" button. The status bar at the top shows the time "12:59" and the battery level "27%".

08 SETTINGS RELOAD



Need to reload your settings? Just one click and you're all set!

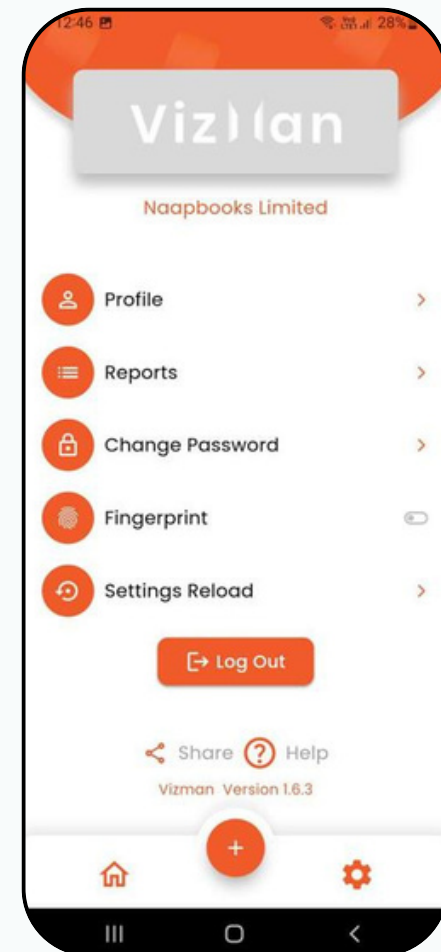
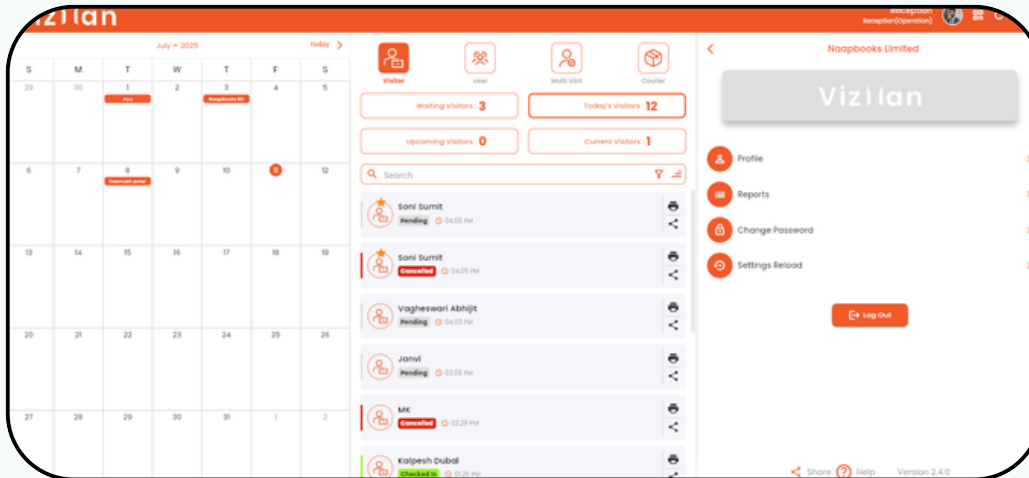
SETTINGS RELOAD- STEP 1

82

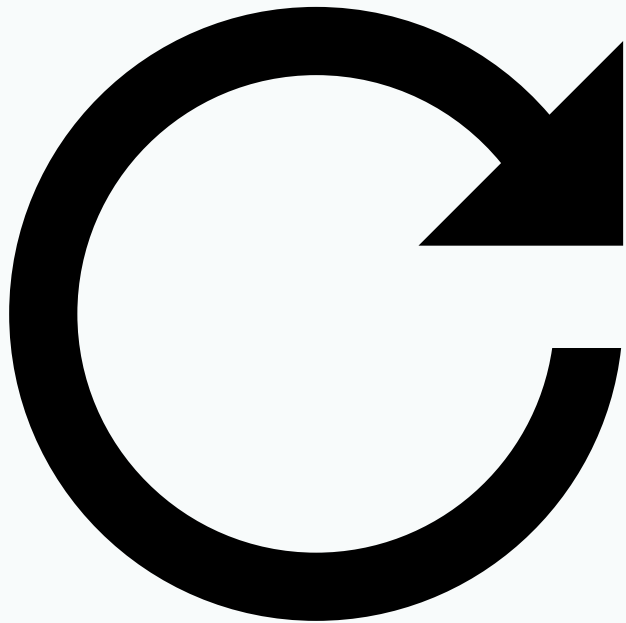
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

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



08 REFRESH



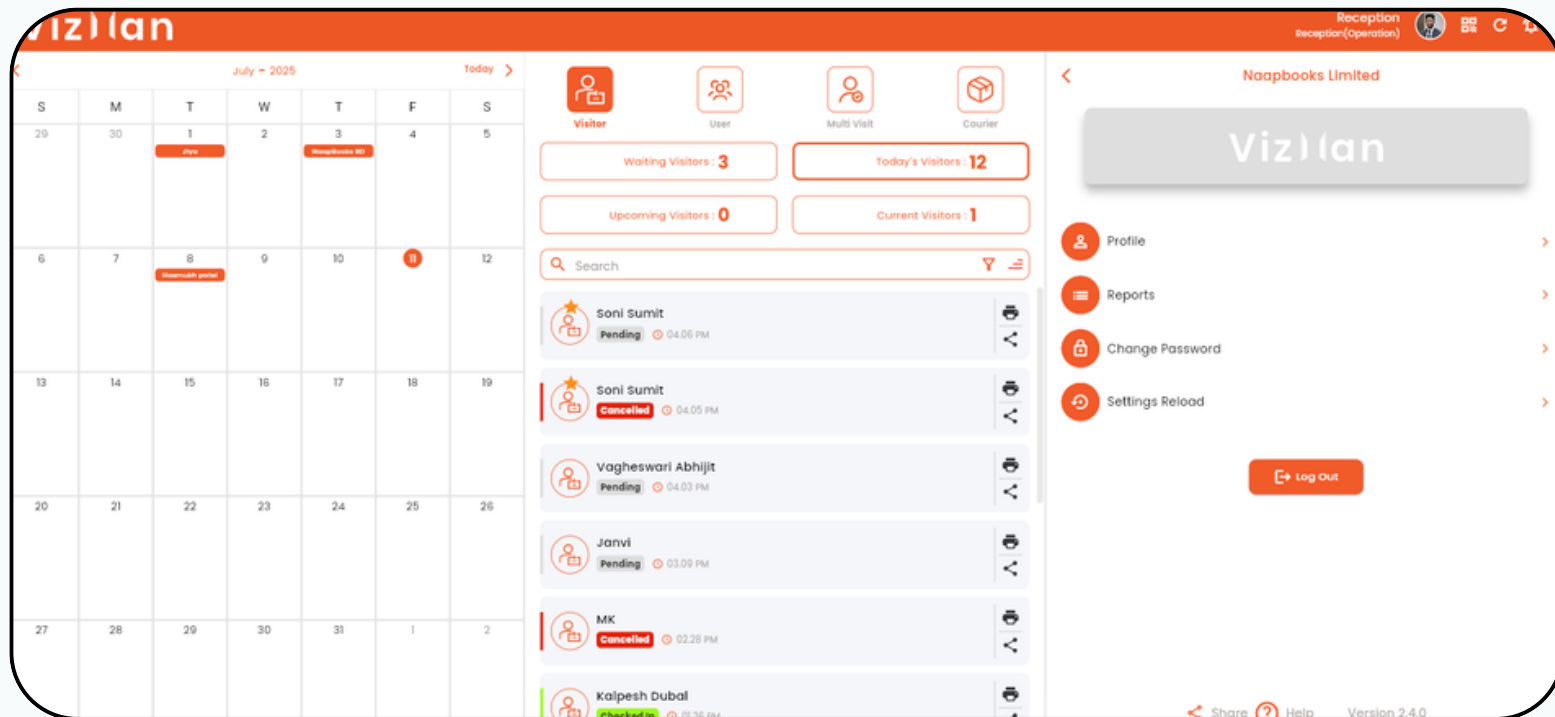
Need to refresh the page? Just one click and you're all set!

REFRESH- STEP 1

83

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

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



09 NOTIFICATION

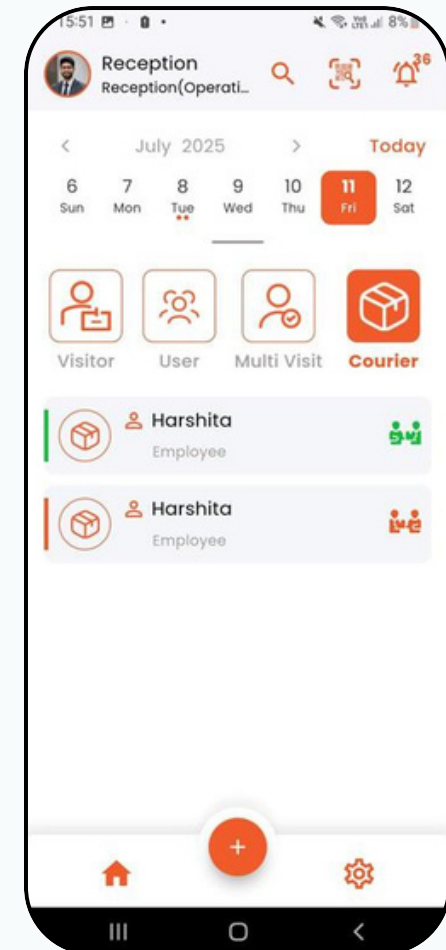
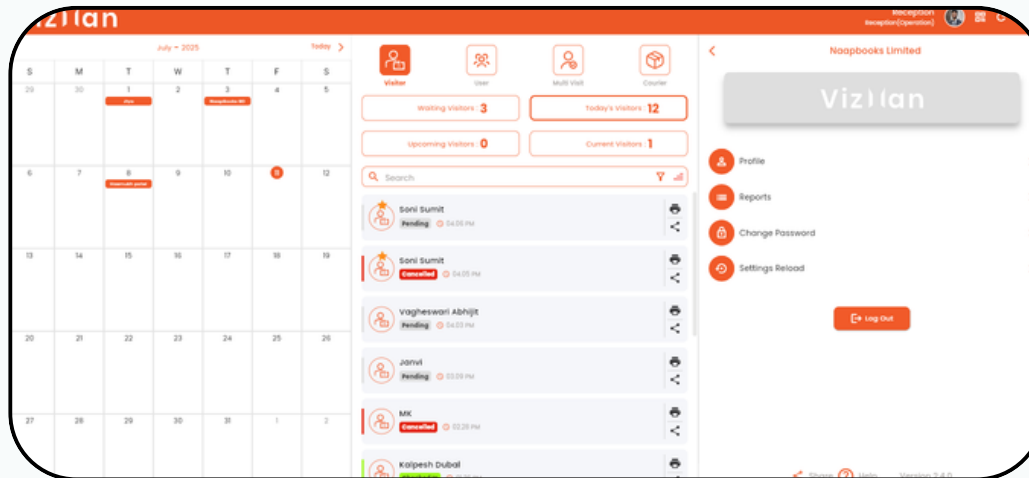


New updates? Click
once to see your
notifications!

NOTIFICATION- STEP 1

84

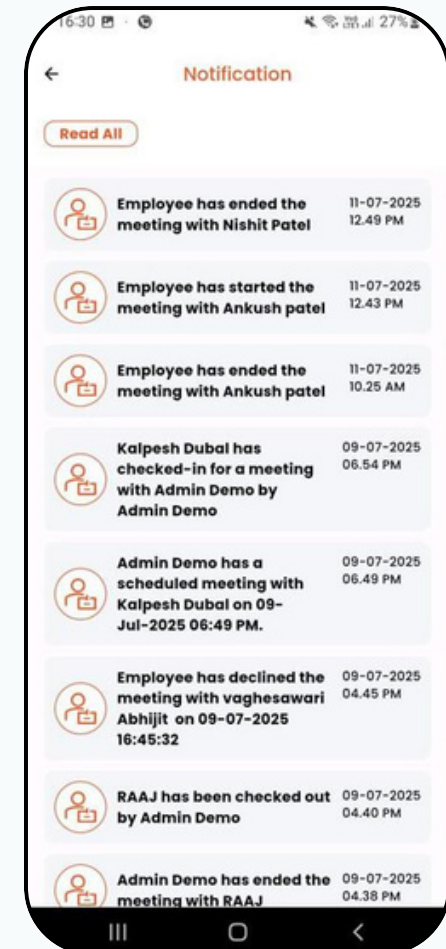
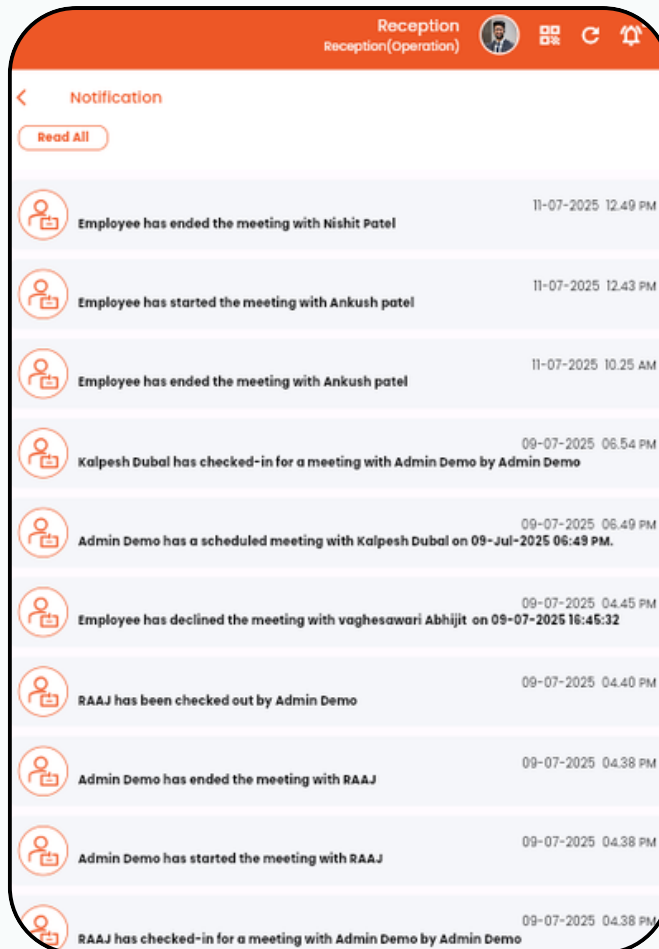
On the top menu, click the **Notification** icon.



NOTIFICATION- STEP 1

85

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



THANK YOU!

You've now completed your training on the Receptionist 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.