

Vizlan

# USER GUIDE FOR GATEKEEPER

Version 1.5

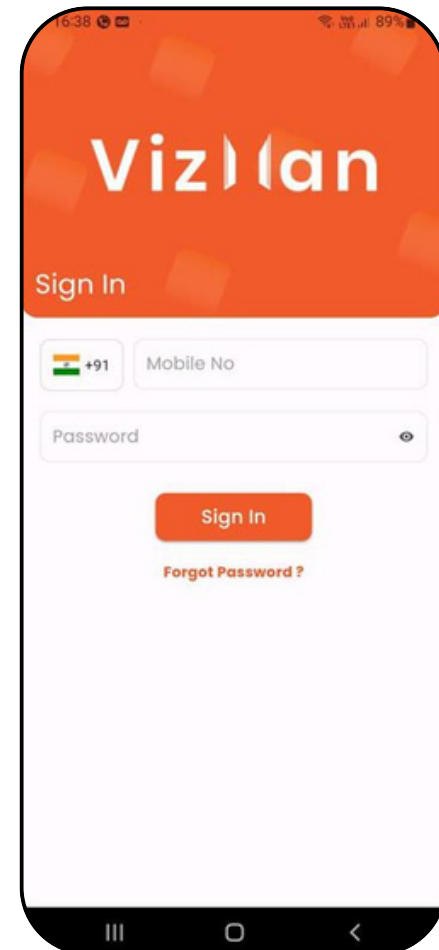


# WELCOME PAGE

01

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

Begin by opening the VizMan mobile app on **your smartphone or tablet**.



# LOGIN – STEP 1

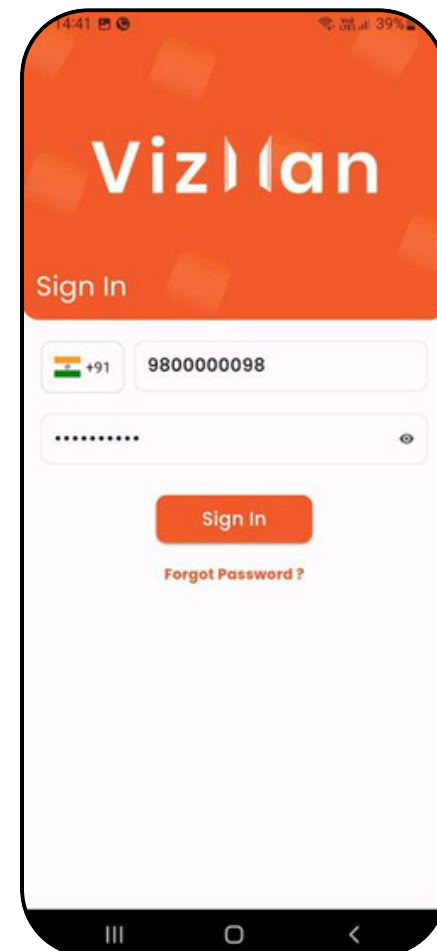
02

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

Click **Sign In** to proceed.



The desktop login page features a white background with an orange header bar containing the 'Vizlan' logo. On the left, a 'Sign In' link is visible. Below it, a 'Welcome!' message is followed by a form with fields for country code (India), mobile number (9000000002), password, and a CAPTCHA. A 'Sign In' button and a 'Forgot Password?' link are at the bottom. On the right, an illustration shows a person standing next to a large padlock, with a key and a shield nearby.



The mobile login page has an orange header with the 'Vizlan' logo. Below it, a 'Sign In' link is present. The form includes a country code dropdown (India), a mobile number field (98000000098), a password field with a toggle icon, and a 'Sign In' button. A 'Forgot Password?' link is located below the button. The page is displayed on a smartphone screen with a black navigation bar at the bottom.

## 02 CHECK-IN



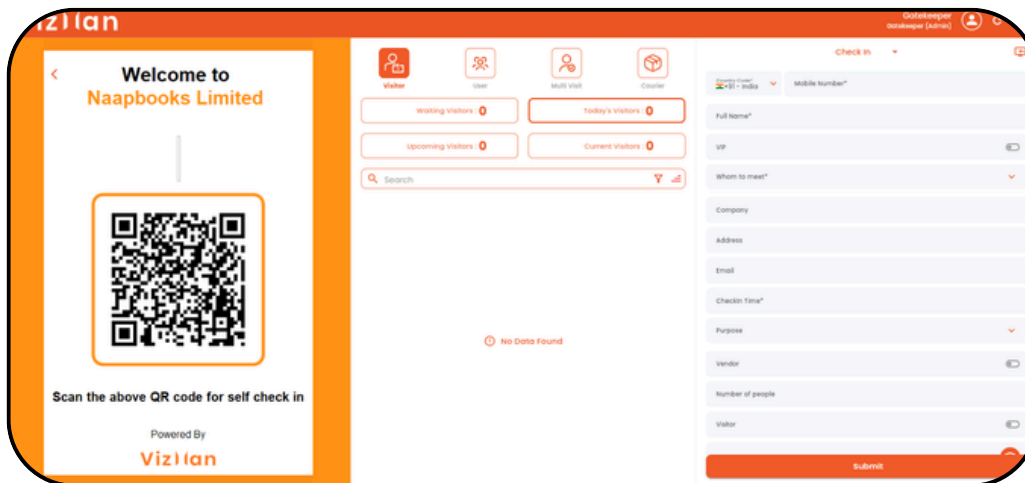
Don't worry — sending invites won't take much of your time. It's quick, easy, and hassle-free.

# CHECK-IN- STEP 1

03

Click **Dropdown** to proceed for Web.

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

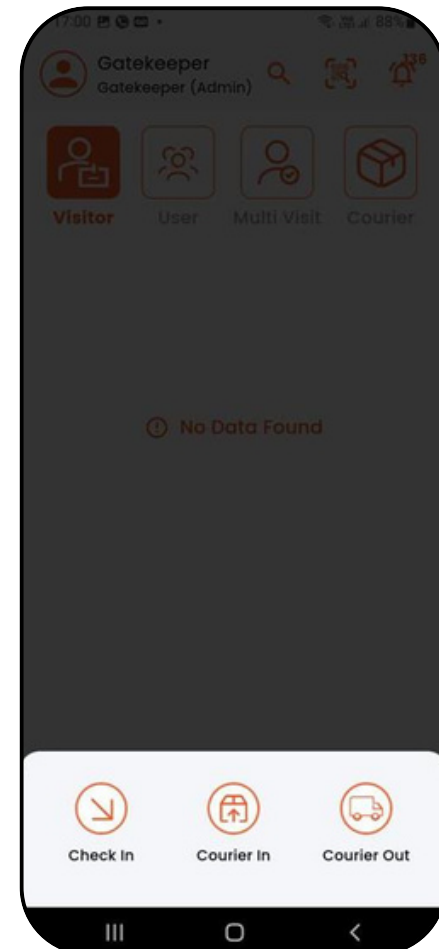
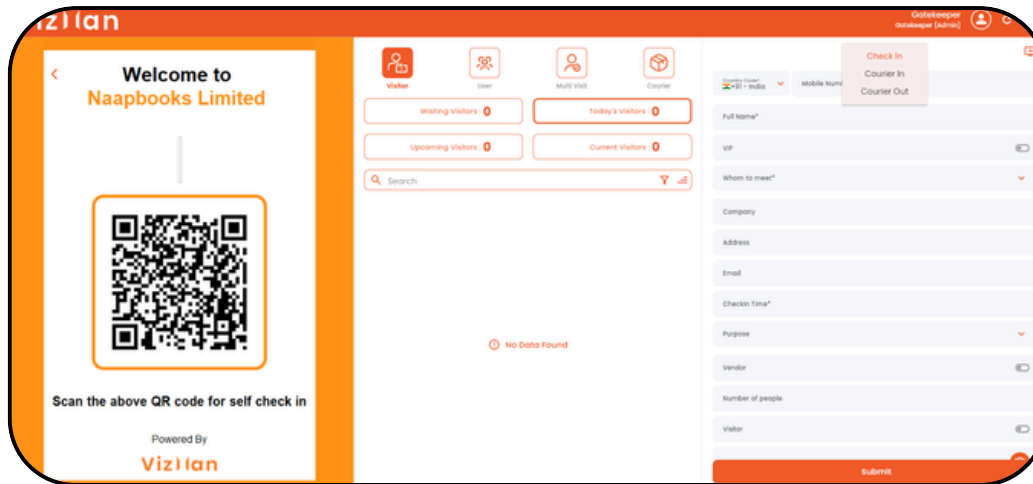


# CHECK-IN- STEP 2

04

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

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

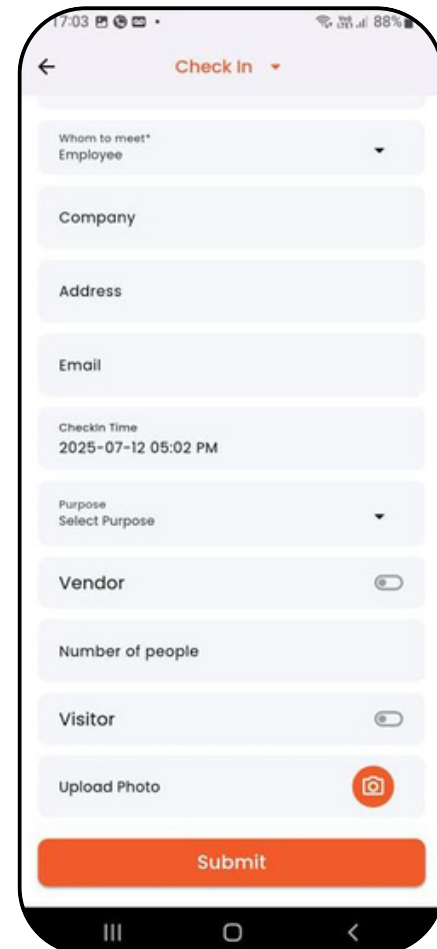
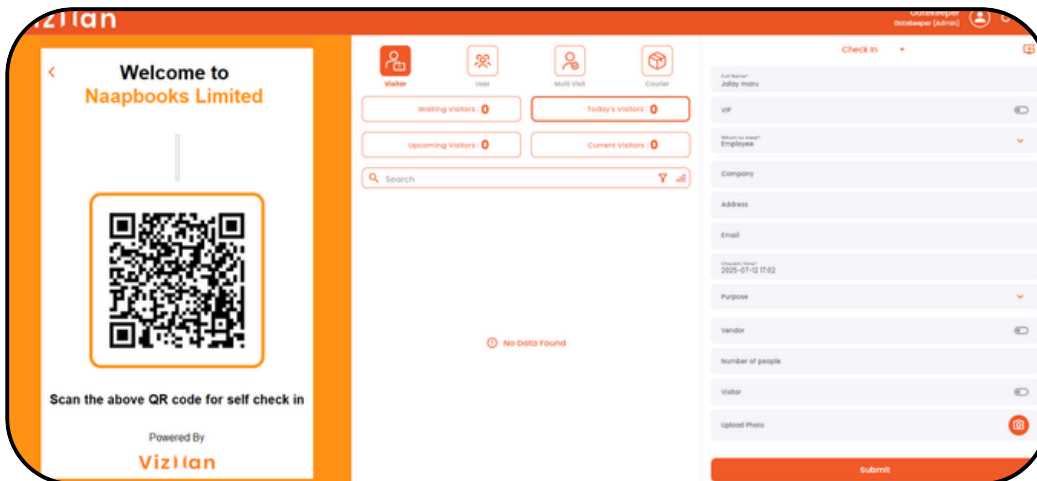


# CHECK-IN- STEP 3

05

Fill the **necessary** fields .

Once done, click **Submit**.

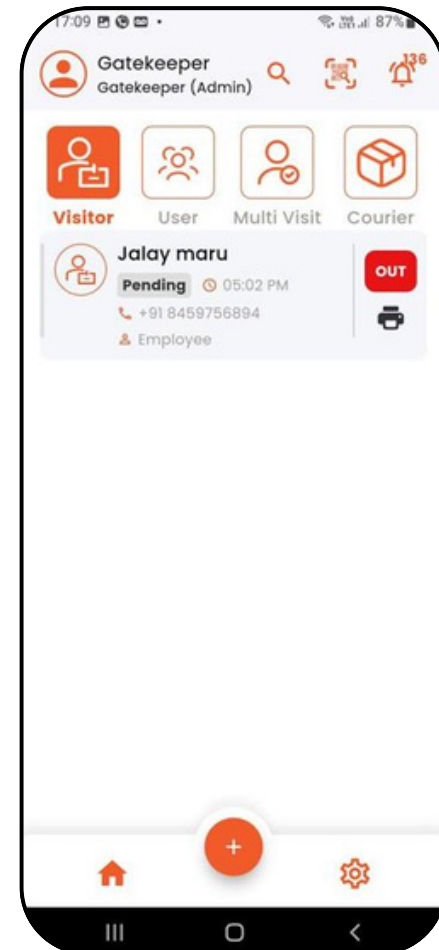
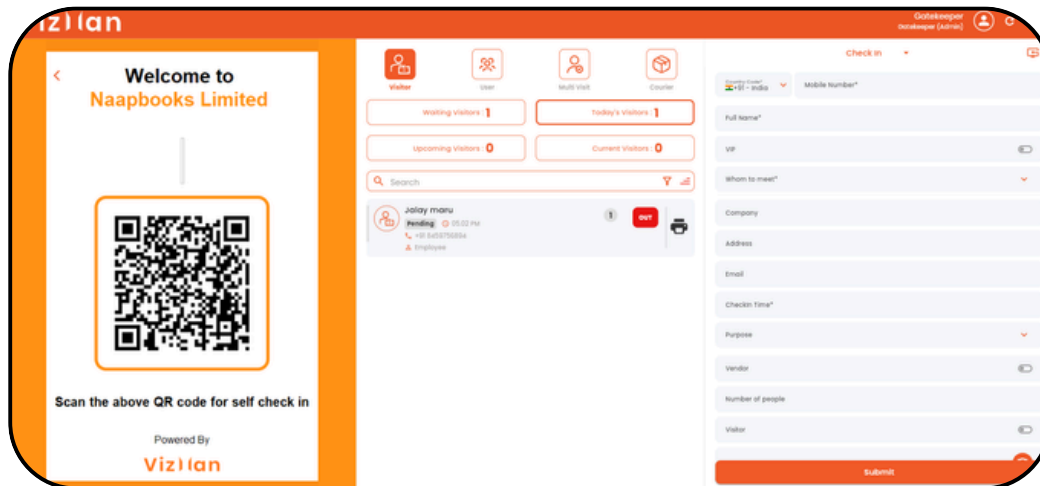


# CHECK-IN- STEP 4

06

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

Click on particular **Visitor**.





# 04 COURIER IN



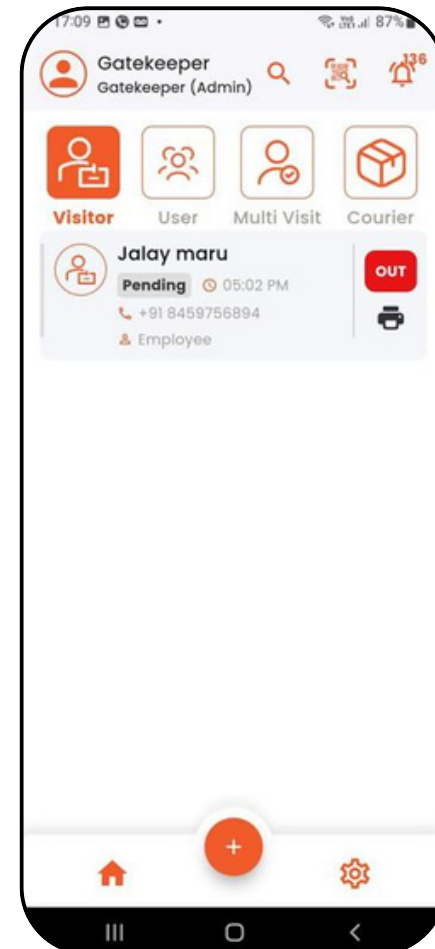
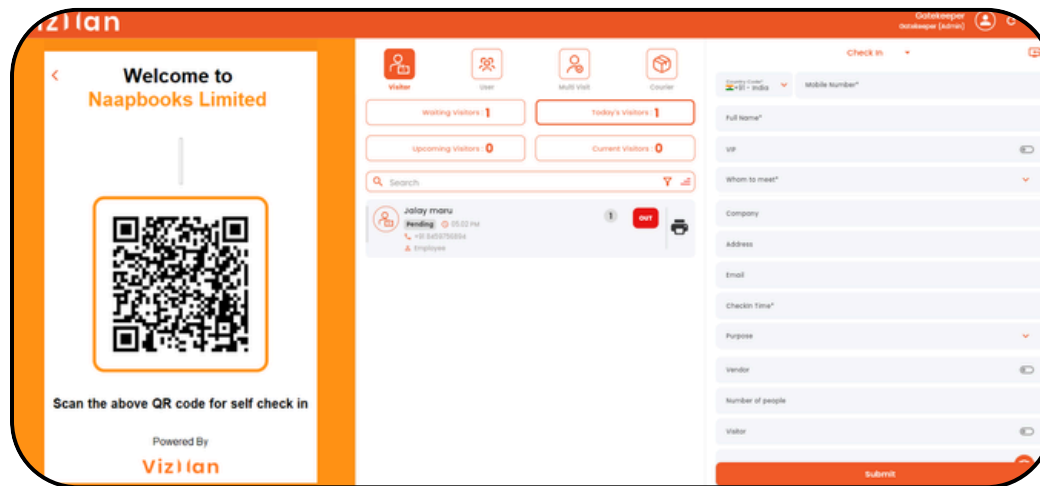
No need to worry about your courier you can check it with few clicks.

# COURIER IN- STEP 1

07

Click **Dropdown** to proceed for Web.

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

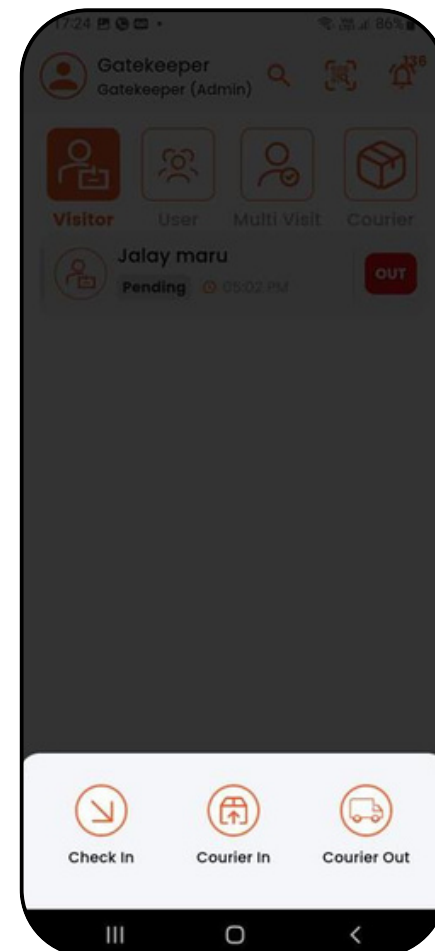
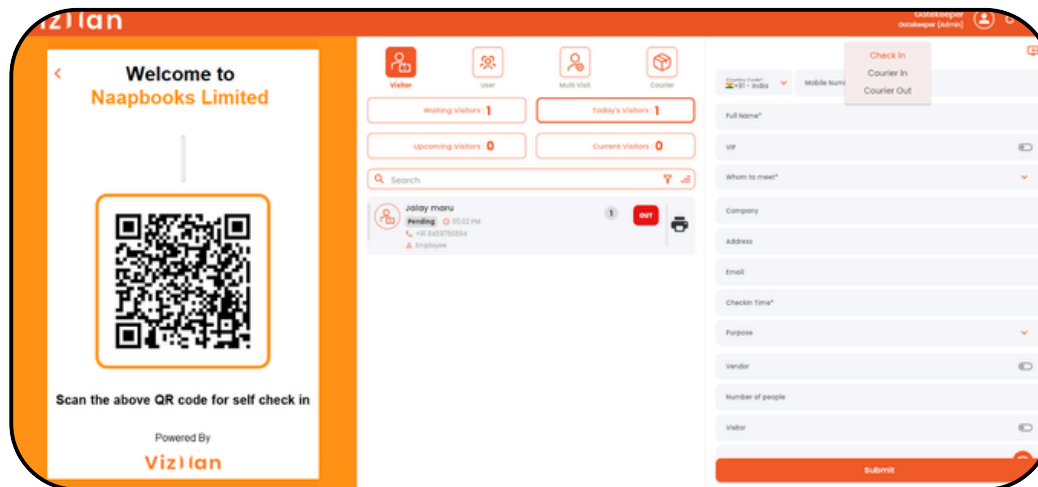


# COURIER IN- STEP 2

08

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

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



# COURIER IN- STEP 3

09

Fill the **necessary** fields .

Once done, click **Submit**.

The desktop interface shows a welcome message from Naapbooks Limited with a QR code for self-check-in. The QR code is labeled "Scan the above QR code for self check in" and is powered by Vizian. To the right, there is a navigation bar with icons for Visitor, User, Multi Visit, and Courier. Below the navigation bar is a search bar. The main content area displays "No Data Found". On the right side, there is a form titled "Courier In" with fields for To\* (Employee), From\* (Arpita), Address, Courier Executive, Executive Mobile Number, Date & Time\* (2025-07-14 10:12), Docket Number, Courier Company, and Upload Photo. A red "Submit" button is at the bottom of the form.

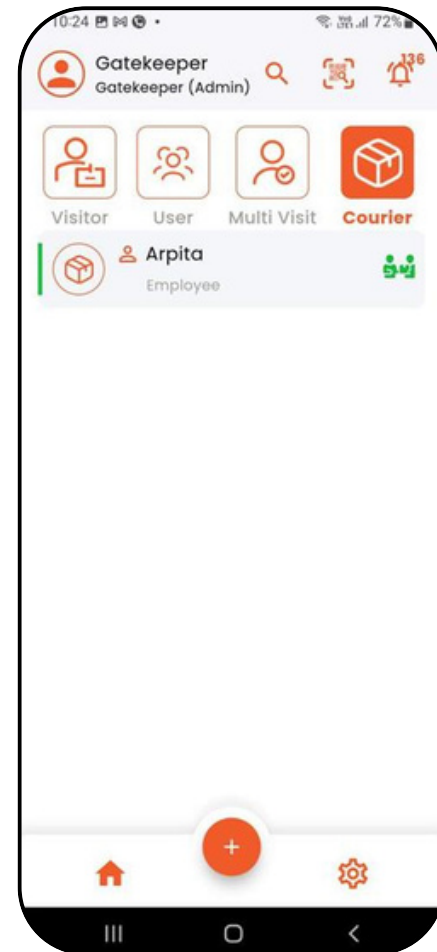
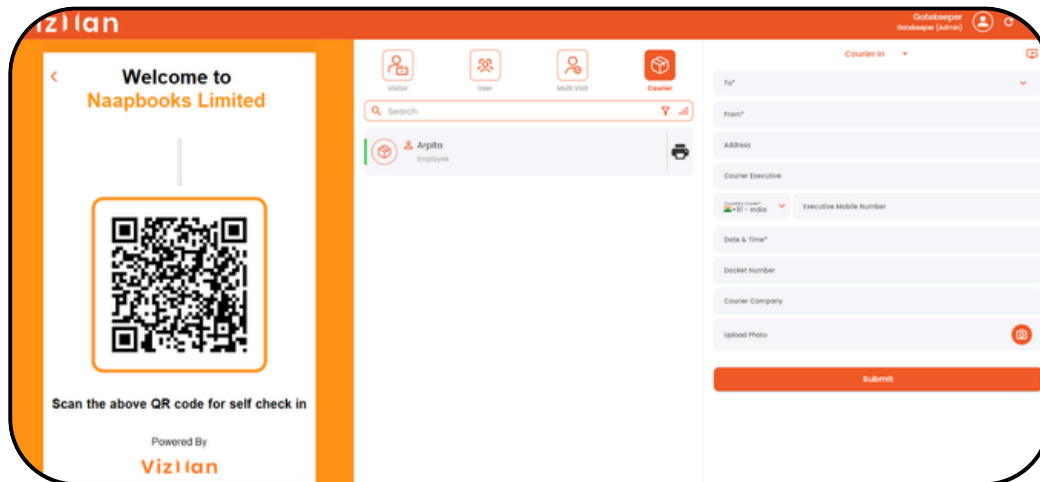
The mobile interface shows the "Courier In" form. The form has the following fields: To\* (Employee), From\* (Arpita), Address, Courier Executive, Executive Mobile Number (with a dropdown for country code +91), Date & Time\* (2025-07-14 10:13 AM), Docket Number, Courier Company, and Upload Photo (with a camera icon). A red "Submit" button is at the bottom of the form.

# COURIER IN- STEP 4

10

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

Click on particular **Courier**.

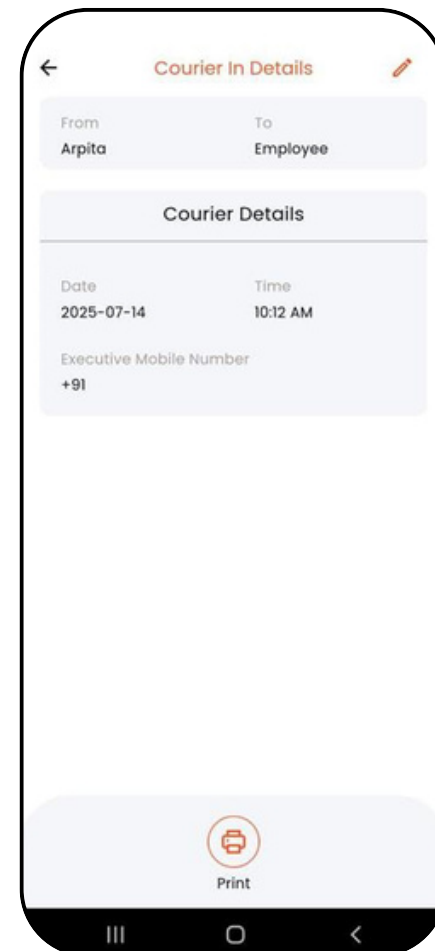
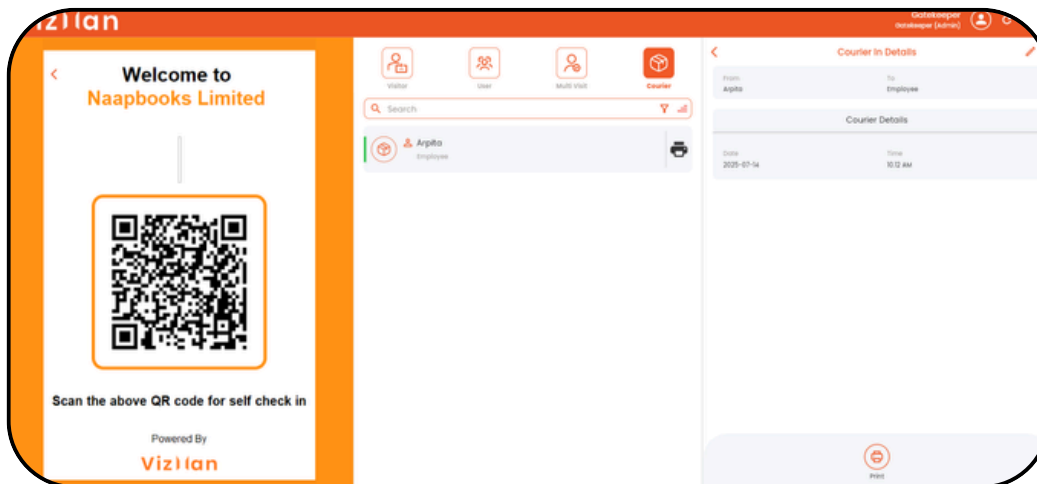


# COURIER IN- STEP 5

11

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

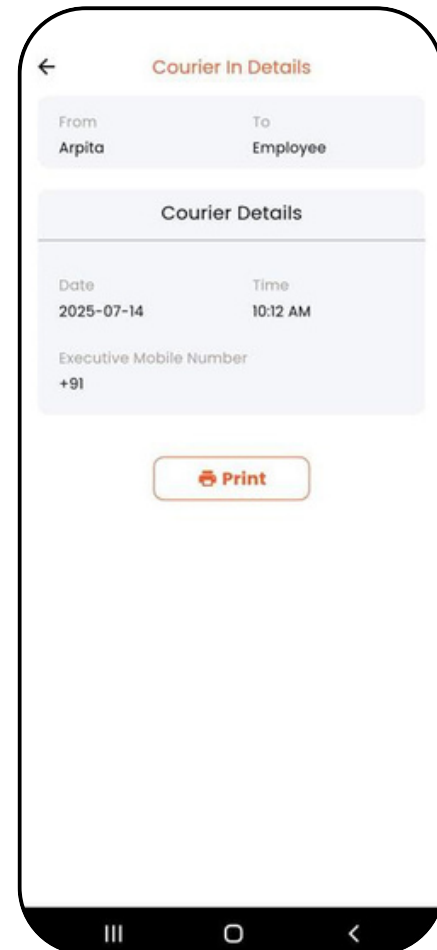
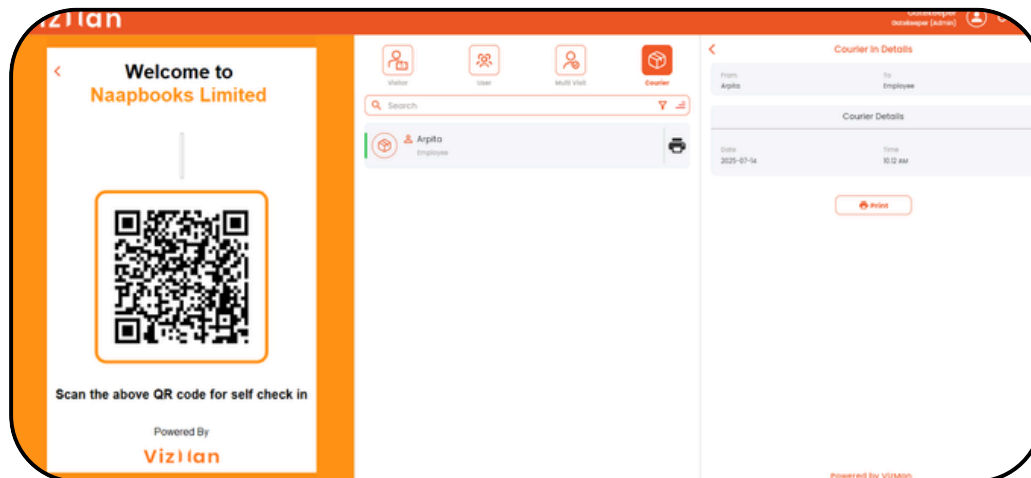
Click on **Print**.



# COURIER IN- STEP 6

12

Click on **Print**.



# 04 COURIER OUT



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

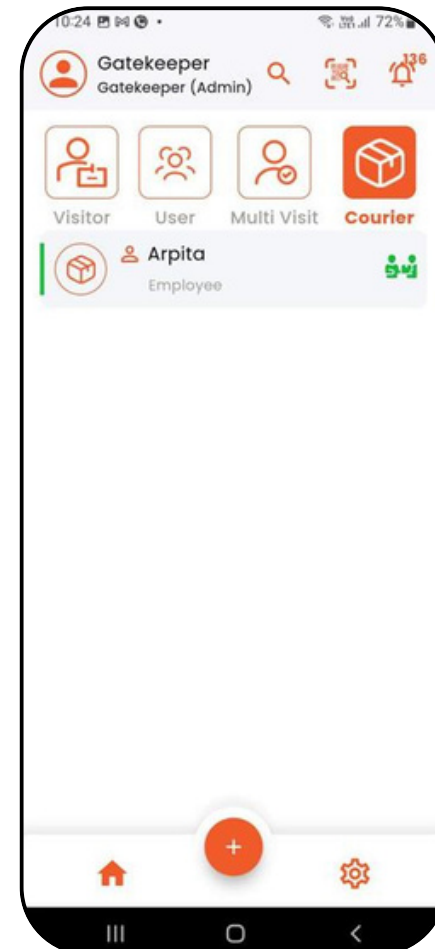
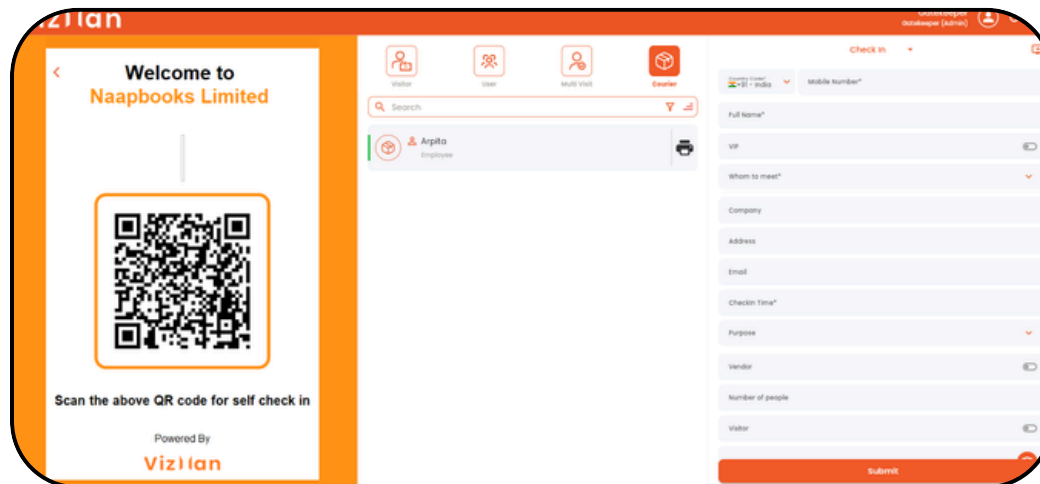


# COURIER OUT- STEP 1

13

Click **Dropdown** to proceed for Web.

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

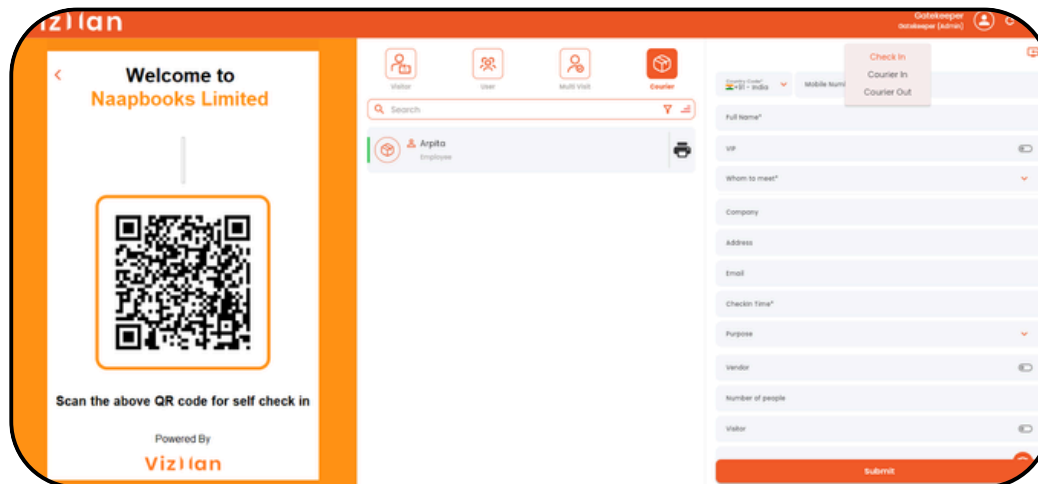


# COURIER OUT- STEP 2

14

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

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



# COURIER OUT- STEP 3

15

Fill the **necessary** fields .

Once done, click **Submit**.

The desktop interface shows a 'Welcome to Naapbooks Limited' banner with a QR code and the text 'Scan the above QR code for self check in'. Below the banner is the 'Vizian' logo. To the right, there's a navigation bar with icons for Visitor, User, Multi Visit, and Courrier. A search bar is present, and a list of users is shown, including 'Arpita' (Employee). The main form area is titled 'Courrier Out' and contains fields for: From\* (Employee), To\* (Arpita), Address, Courier Executive, Country (India), Executive Mobile Number, Date & Time\* (2025-07-14 10:53), Docket Number, Courier Company, Upload Photo, Urgent (toggle), and a Submit button.

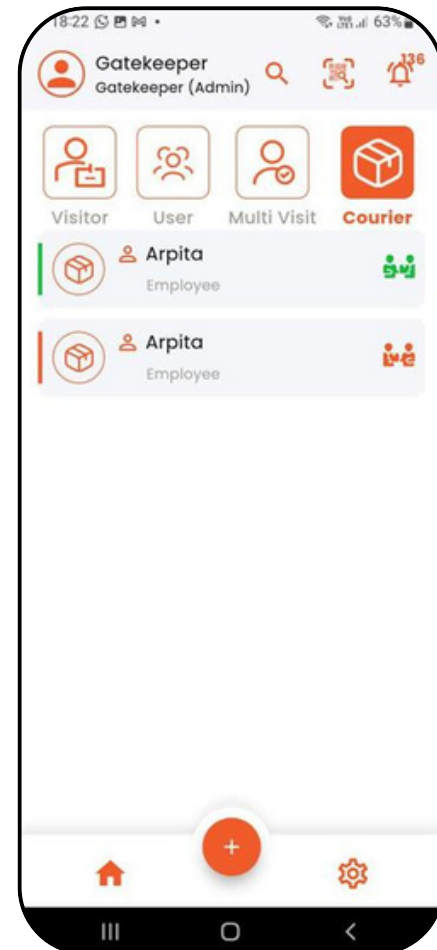
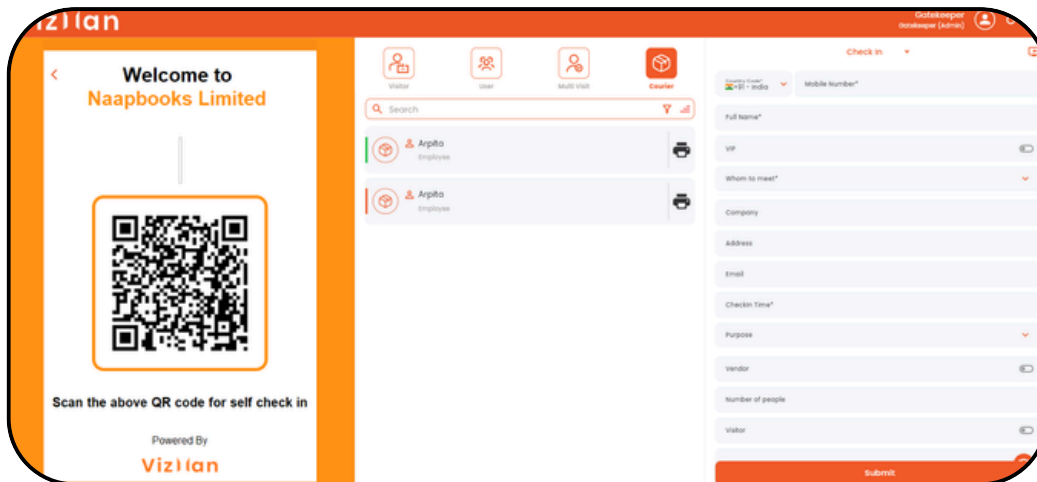
The mobile interface shows the 'Courrier Out' form with the following fields: From\* (Employee), To\* (Arpita), Address, Courier Executive, Country (+91) and Mobile Number, Date & Time\* (2025-07-14 10:53 AM), Docket Number, Courier Company, Upload Photo (with a camera icon), Urgent (toggle), and a Submit button.

# COURIER OUT- STEP 4

16

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

Click on particular **Courier**.

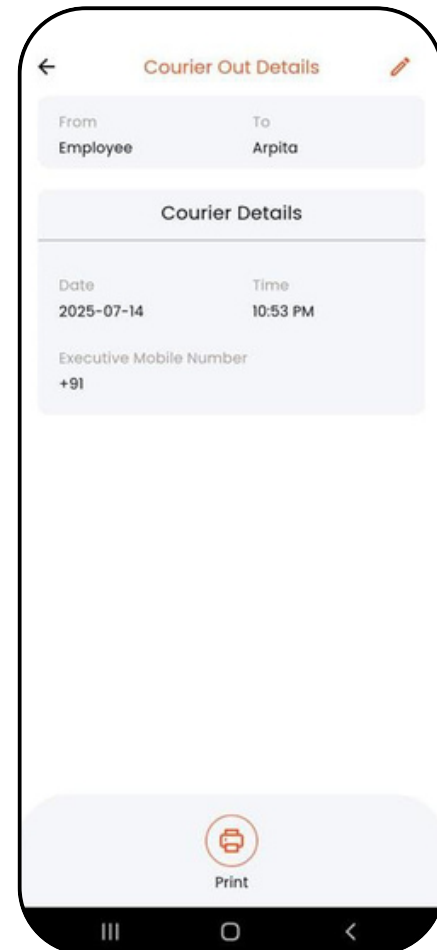
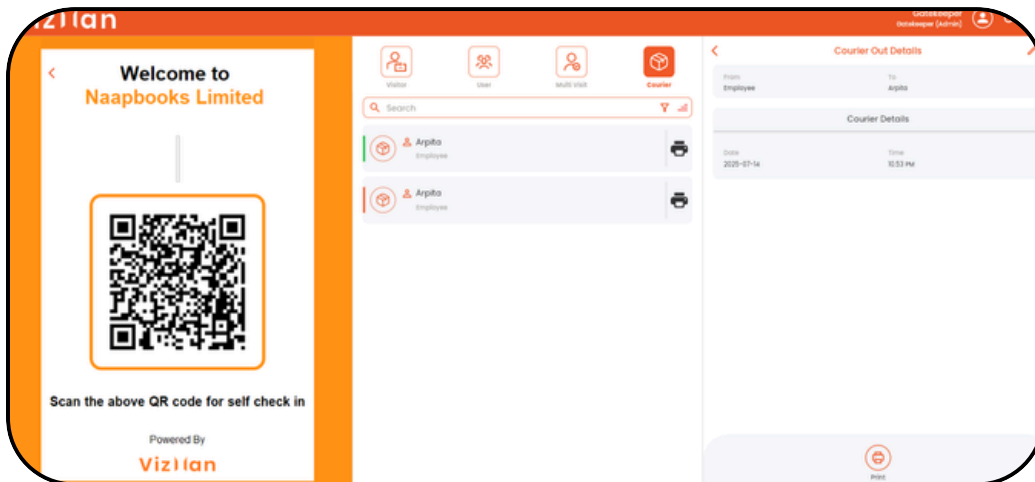


# COURIER OUT- STEP 5

17

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

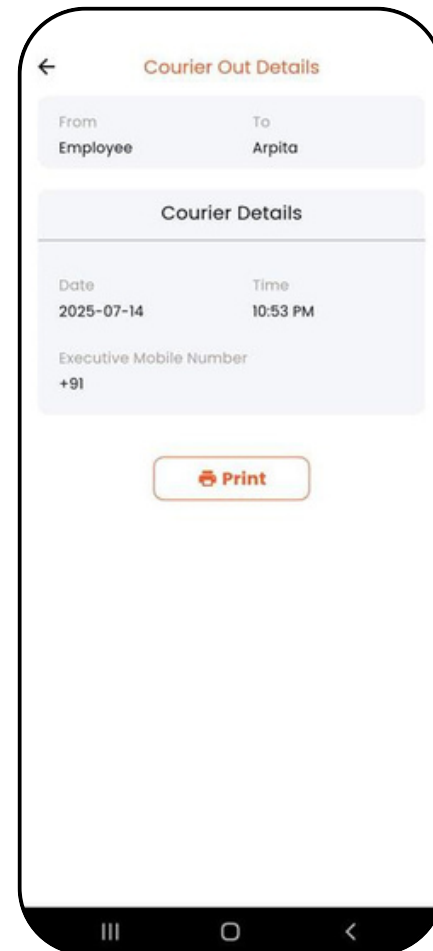
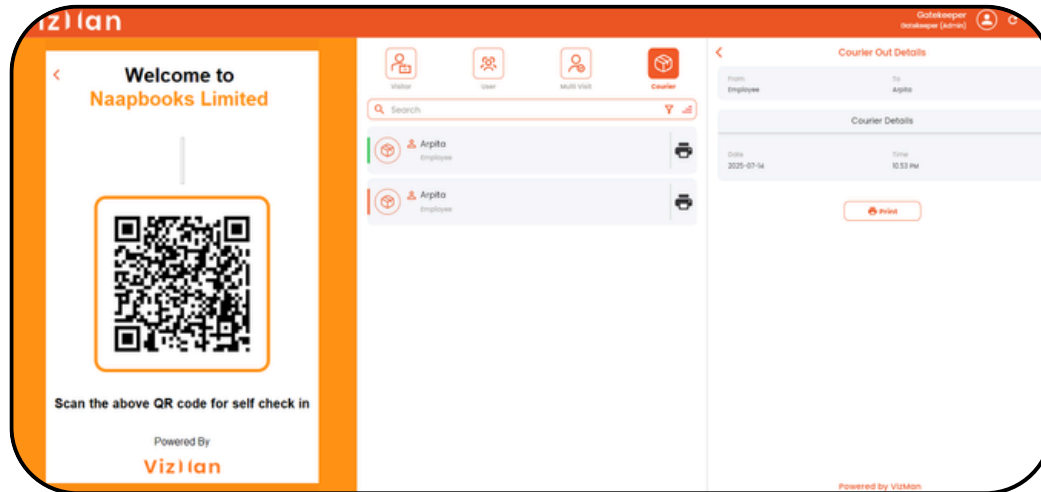
Click on **Print**.



# COURIER OUT- STEP 6

18

Click on **Print**.



# 04 QR CODE ACCESS



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

# QR CODE ACCESS– STEP 1

19

Scan QR Code with Mobile or Tablet.



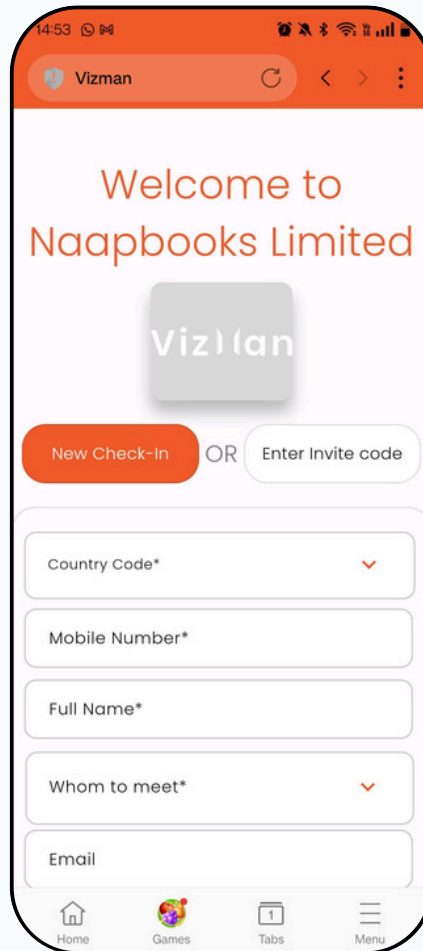


# QR CODE ACCESS– STEP 2

20

If you have **invite** then,

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



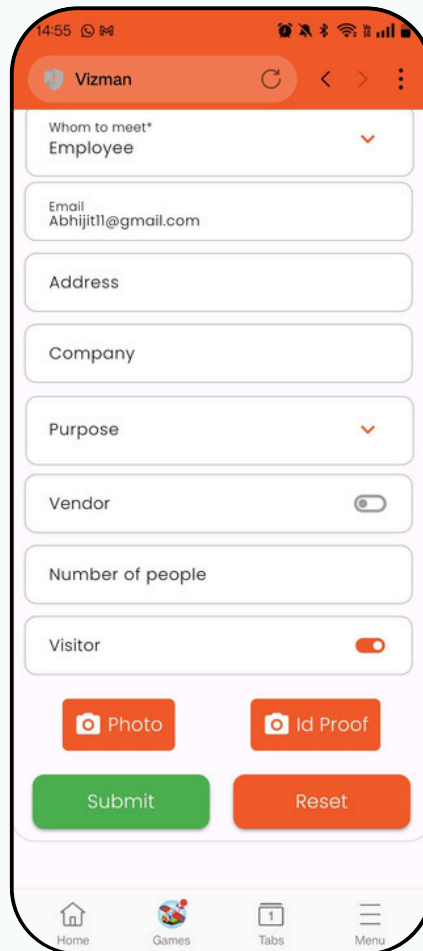
The screenshot shows the Vizman mobile app interface. At the top, the status bar displays the time 14:53 and various icons. Below the status bar, the app's header shows the name "Vizman" and navigation icons. The main content area features a large orange banner with the text "Welcome to Naapbooks Limited" and a grey button labeled "Vizman". Below the banner, there are two buttons: "New Check-In" (orange) and "Enter Invite code" (white). Underneath these buttons 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 of the screen, there is a navigation bar with four icons: "Home", "Games", "Tabs", and "Menu".

# QR CODE ACCESS– STEP 3

21

Fill all the Necessary **Fields**.

Once Done, Click on **Submit**.



The screenshot shows a mobile application interface for 'Vizman'. The form contains the following fields and controls:

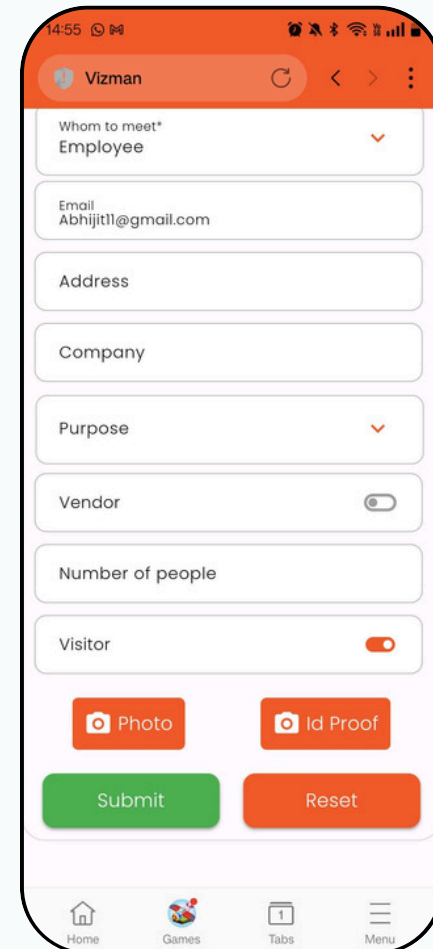
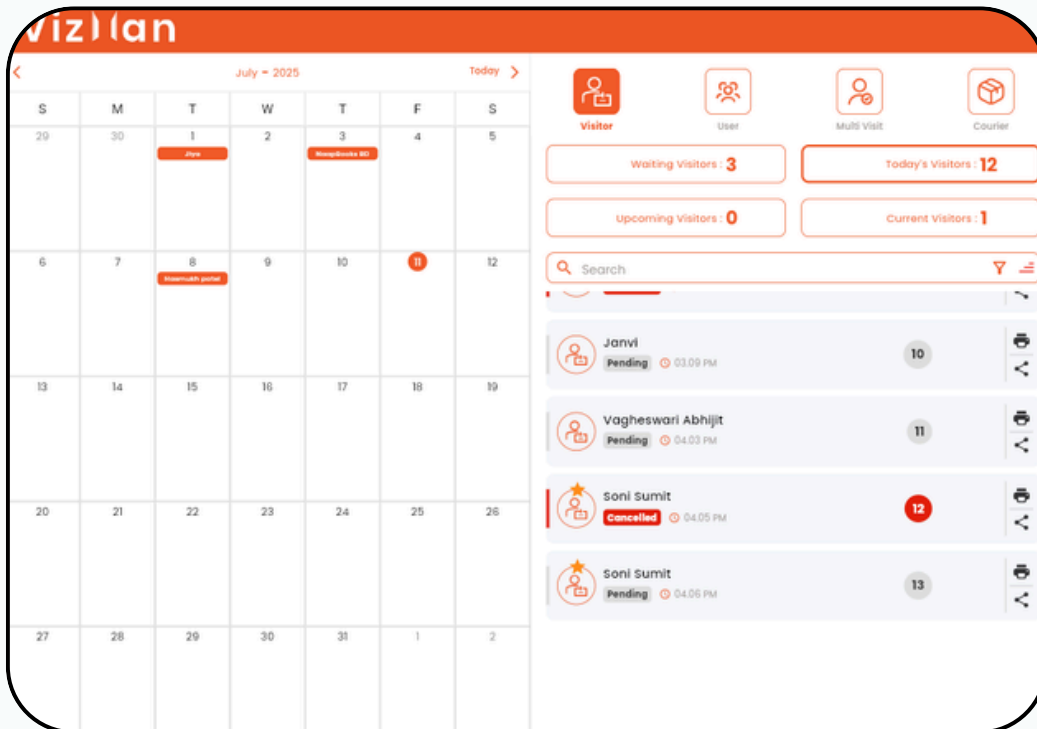
- Whom to meet\***: A dropdown menu with 'Employee' selected.
- Email**: A text field containing 'Abhijit1@gmail.com'.
- Address**: A text field.
- Company**: A text field.
- Purpose**: A dropdown menu.
- Vendor**: A toggle switch, currently turned off.
- Number of people**: A text field.
- Visitor**: 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 4

22

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

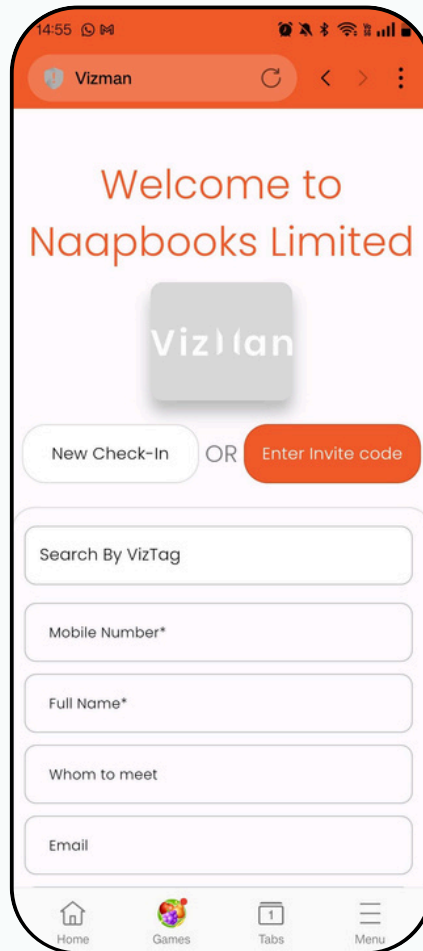


# QR CODE ACCESS– STEP 5

23

If you have **invite** then,

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



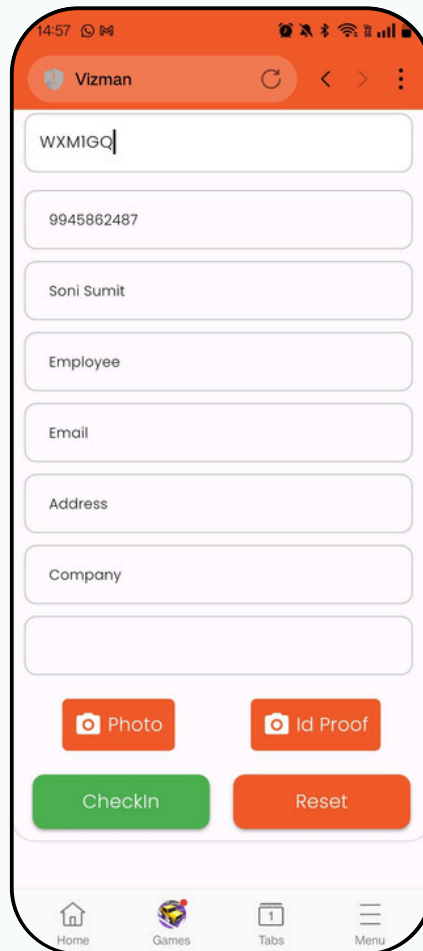
# QR CODE ACCESS– STEP 6

24

Enter the **Invite code**.

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

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

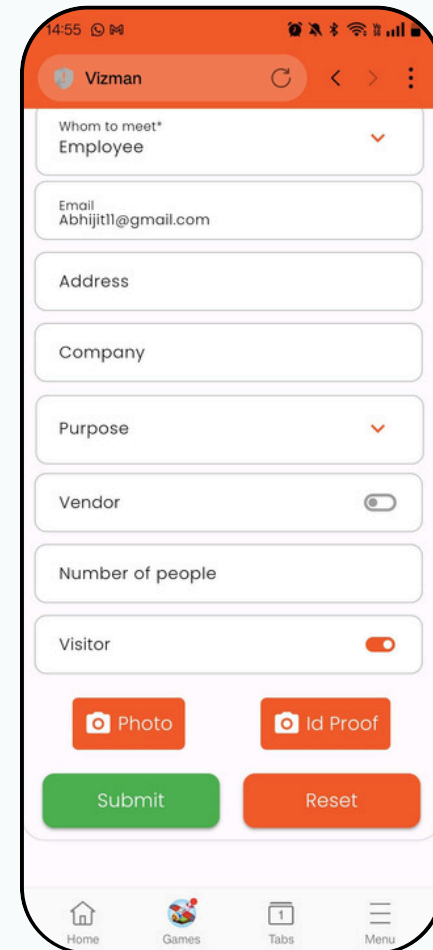
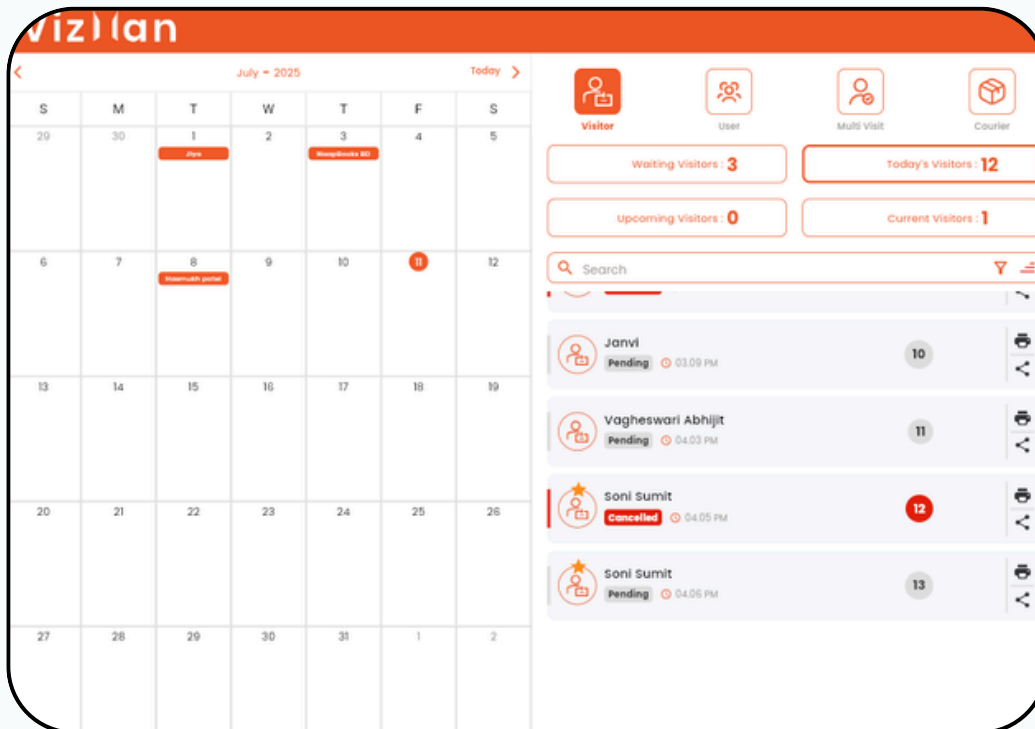


The screenshot displays the Vizman mobile application interface. At the top, the status bar shows the time 14:57 and various system icons. The app's header bar is orange with the 'Vizman' logo and navigation icons. Below the header is a form with several input fields. The first field contains the text '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 7

25

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



# 05 PROFILE



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

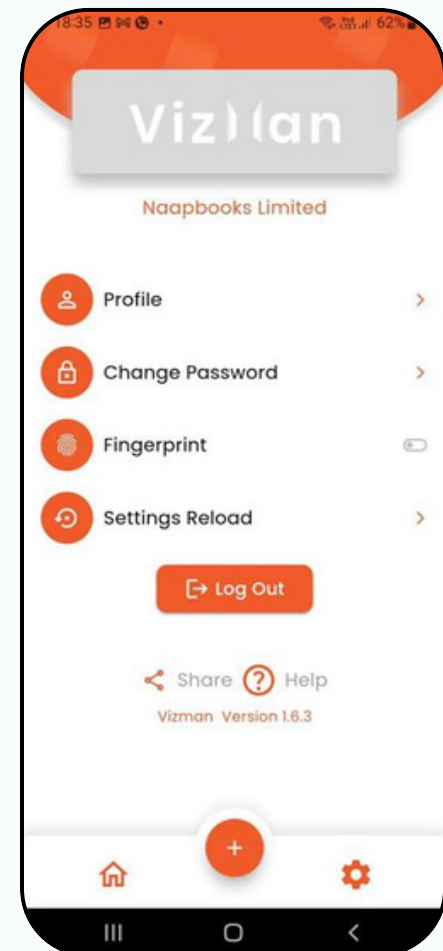
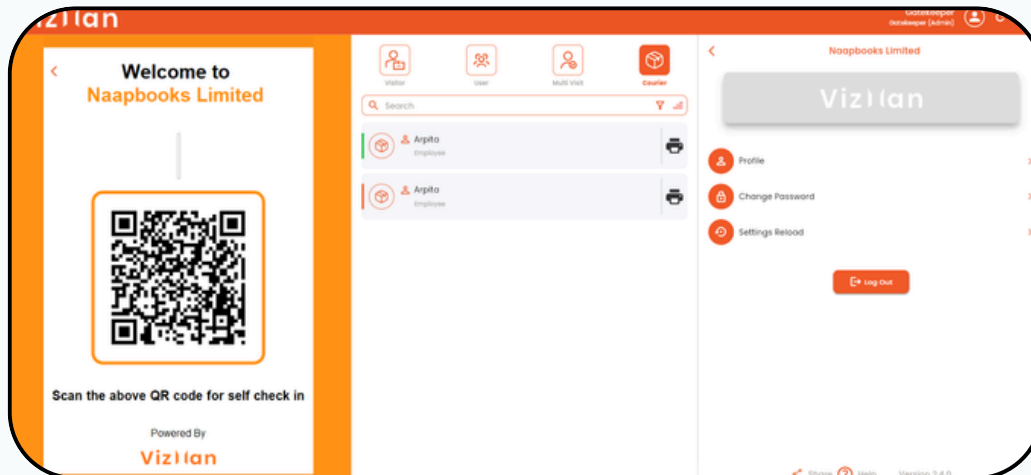
# PROFILE- STEP 1

26

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

On the Bottom, click the **Settings** icon for Web.

In the top menu, click the **Profile**.





# PROFILE- STEP 2

27

Edit the **necessary** field.

Once Done,Click on **Save**



izlan

Gatekeeper  
Gatekeeper (Admin)

Edit Profile

Save

Name  
Gatekeeper

Mobile Number\*  
+919000000002

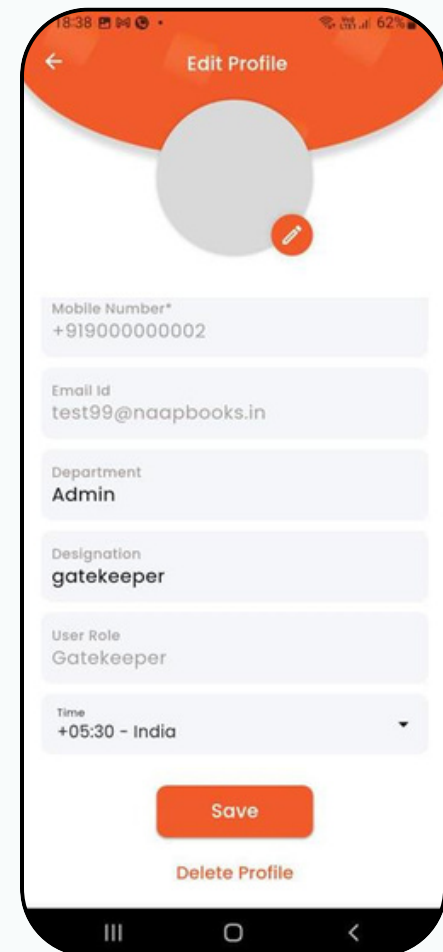
Email Id  
test99@naapbooks.in

Department  
Admin

Designation  
gatekeeper

User Role  
Gatekeeper

Time  
+05:30 - India



18:38 62%

Edit Profile

Mobile Number\*  
+919000000002

Email Id  
test99@naapbooks.in

Department  
Admin

Designation  
gatekeeper

User Role  
Gatekeeper

Time  
+05:30 - India

Save

Delete Profile

# 07 CHANGE PASSWORD



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

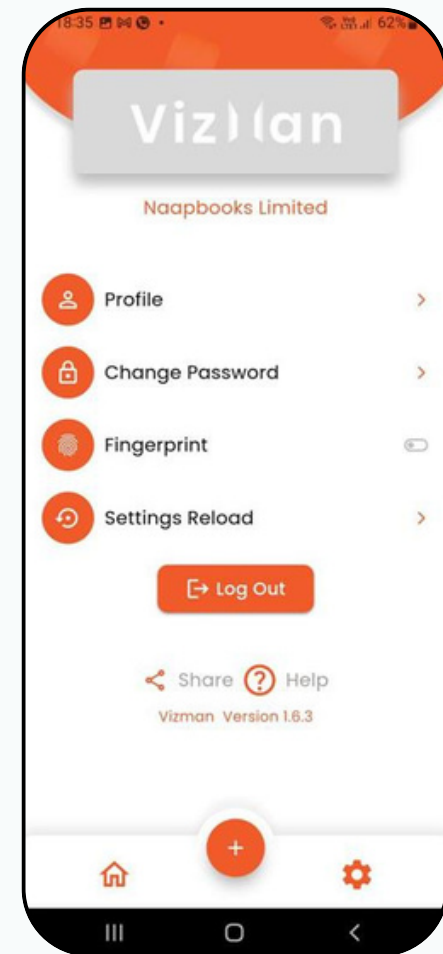
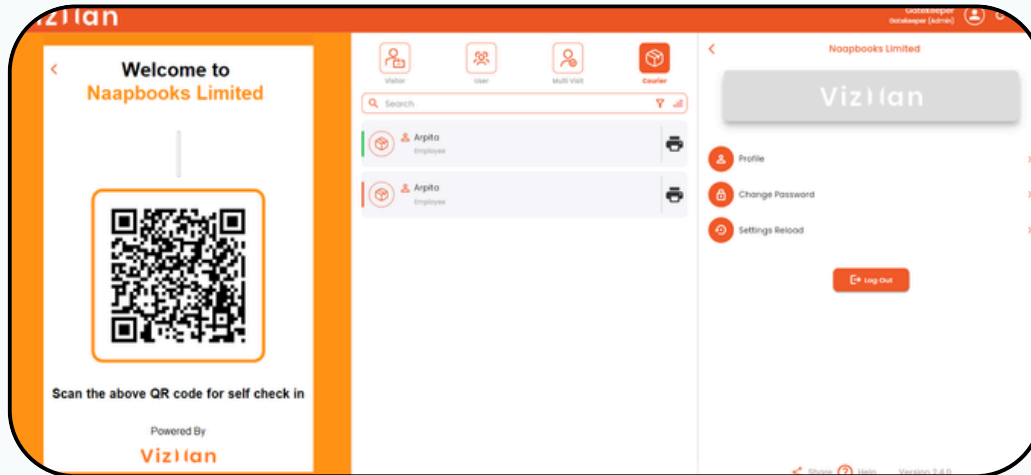
# CHANGE PASSWORD– STEP 1

28

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

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

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

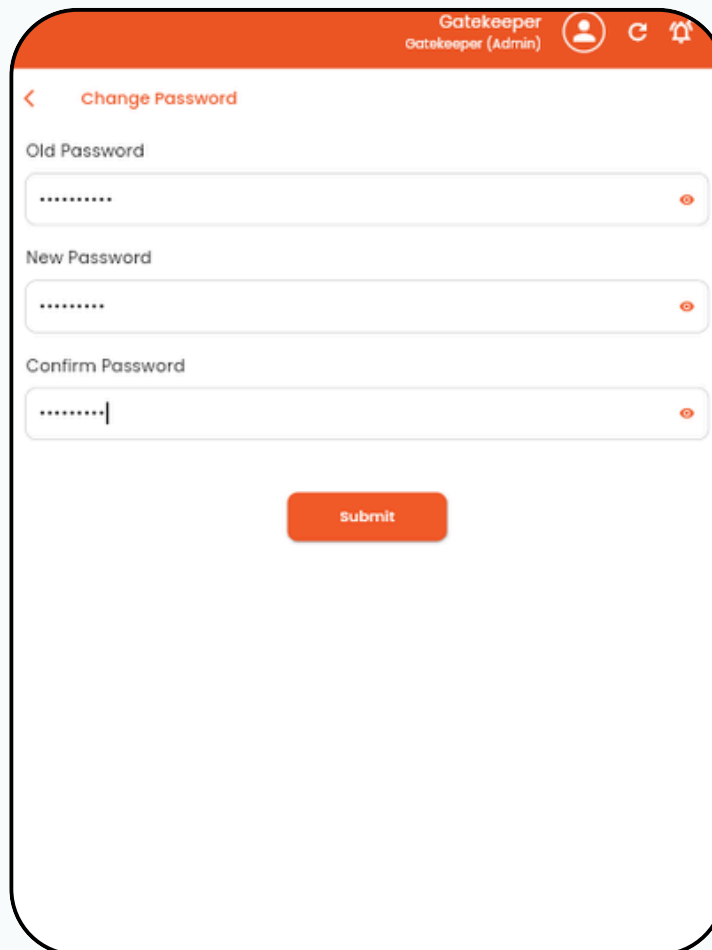


# CHANGE PASSWORD- STEP 2

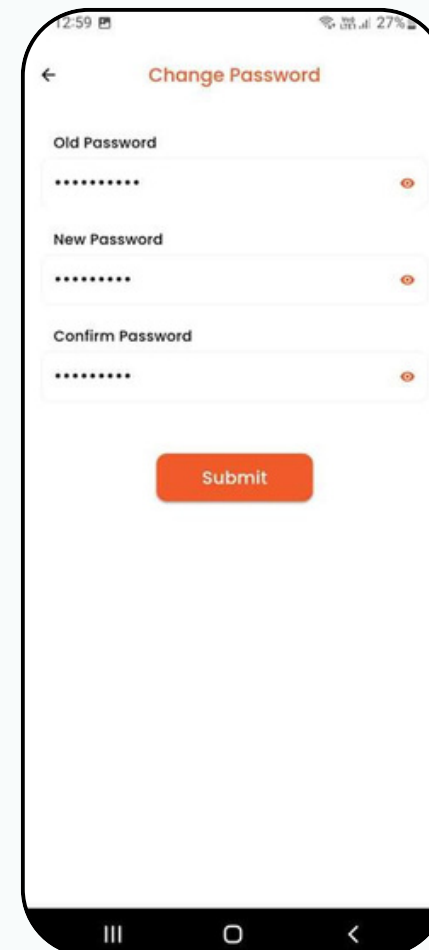
29

Fill the **necessary** field.

Once Done,Click on **Submit**



The image shows a mobile application interface for changing a password. At the top, there is an orange header bar with the text "Gatekeeper" and "Gatekeeper (Admin)" on the left, and three icons (a person, a refresh symbol, and a bell) on the right. Below the header, the title "Change Password" is displayed in orange. The form consists of three input fields, each with a label and a red eye icon for toggling visibility: "Old Password", "New Password", and "Confirm Password". The "Confirm Password" field has a cursor at the end. At the bottom of the form 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. The form consists of three input fields, each with a label and a red eye icon for toggling visibility: "Old Password", "New Password", and "Confirm Password". The "Confirm Password" field has a cursor at the end. At the bottom of the form is an orange "Submit" button. The status bar at the top shows the time "12:59" and battery level "27%". The bottom of the screen shows a black navigation bar with three icons: a hamburger menu, a home button, and a back arrow.

# 08 SETTINGS RELOAD



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

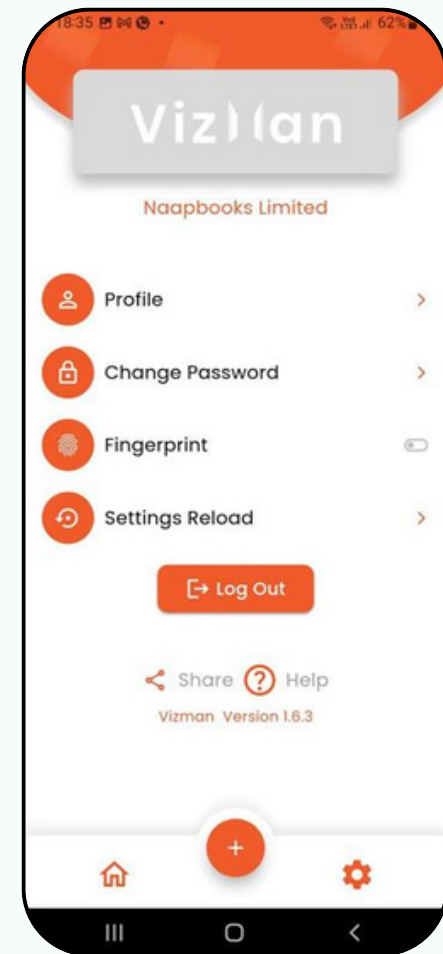
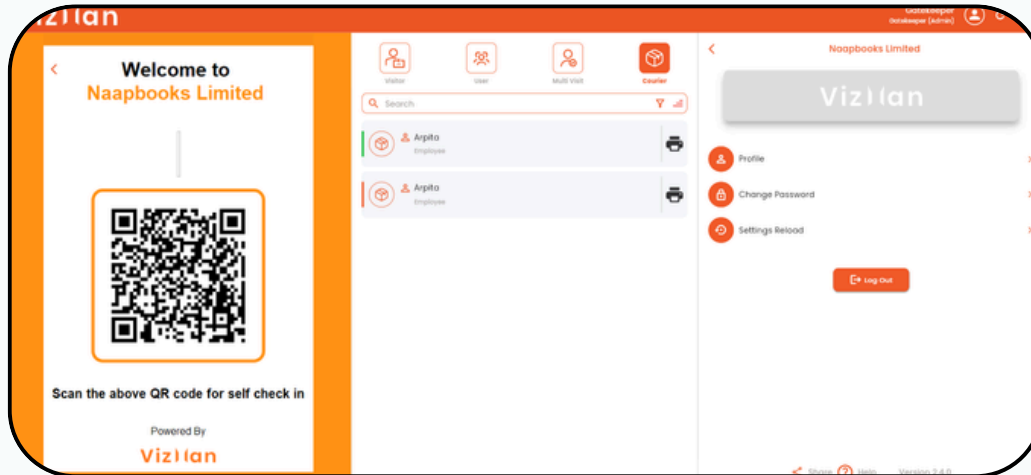
# SETTINGS RELOAD- STEP 1

30

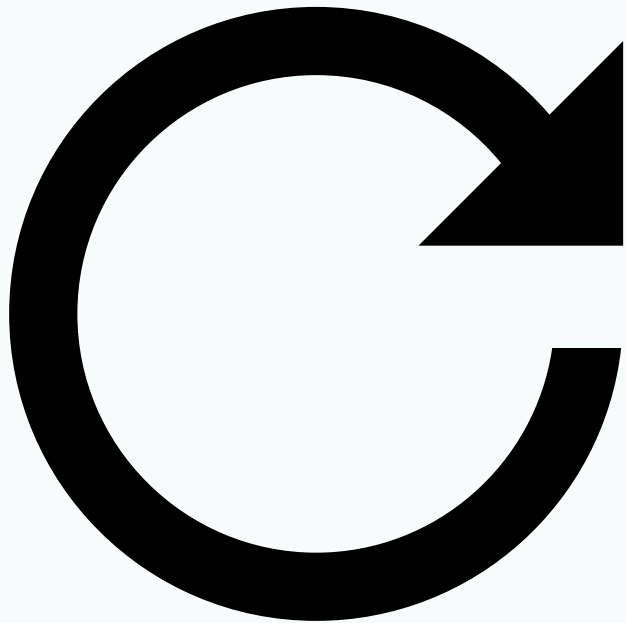
On the top menu, click the **Settings** icon for Mobile or Tablet.

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

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



# 08 REFRESH



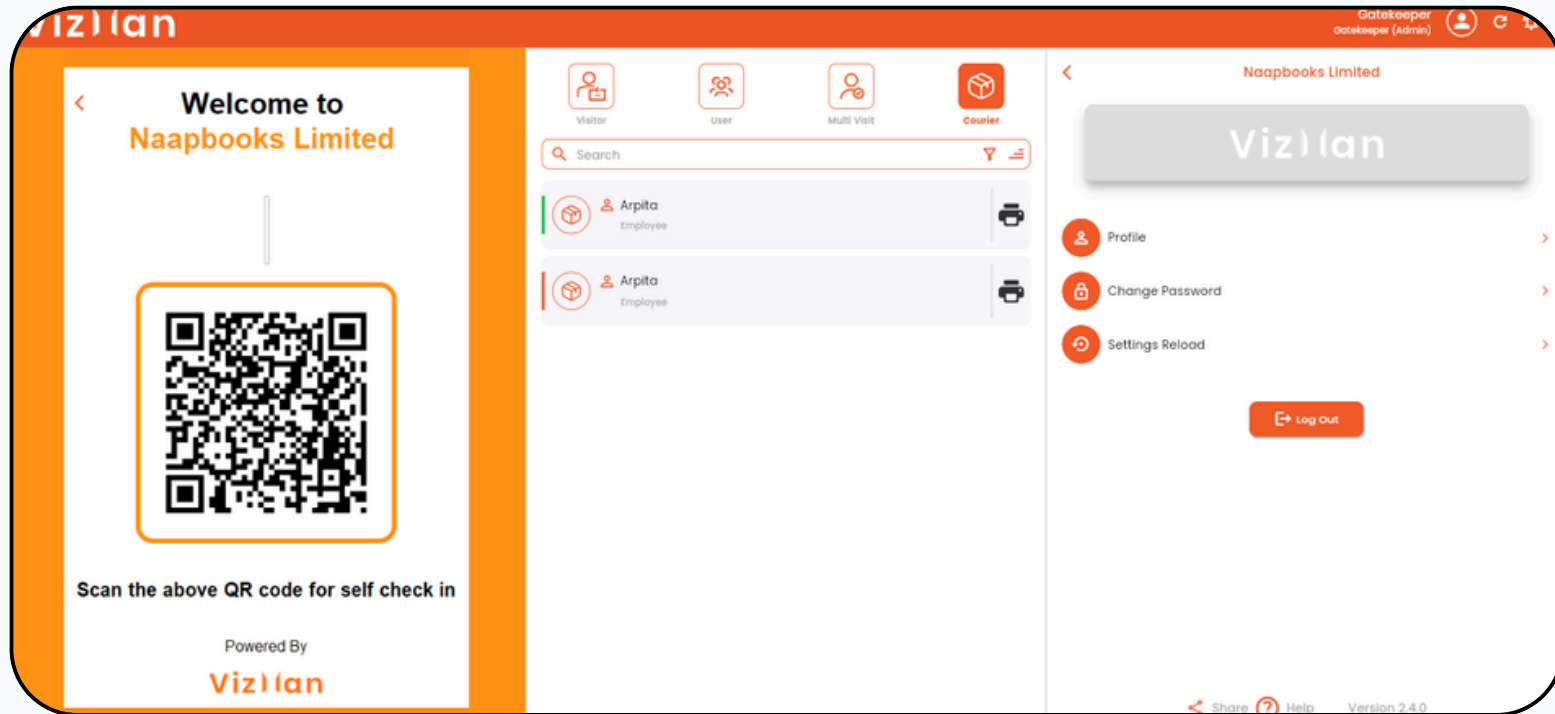
Need to refresh the page? Just one click and you're all set!

# REFRESH- STEP 1

31

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

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





# 09 NOTIFICATION

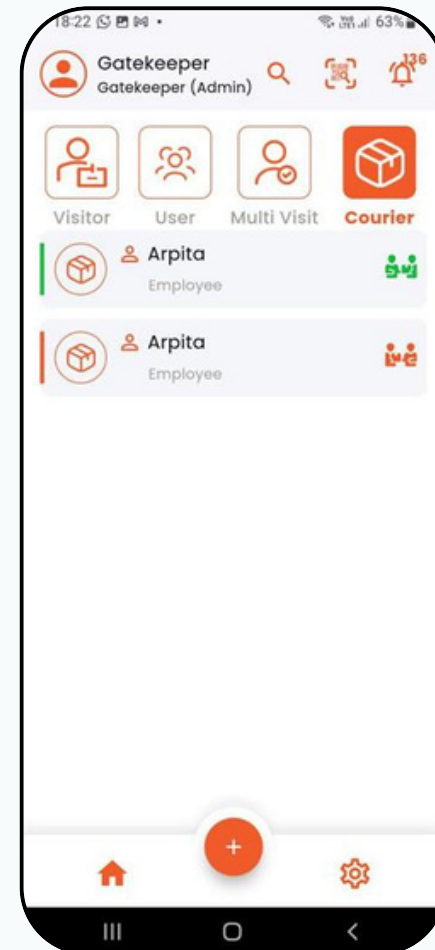
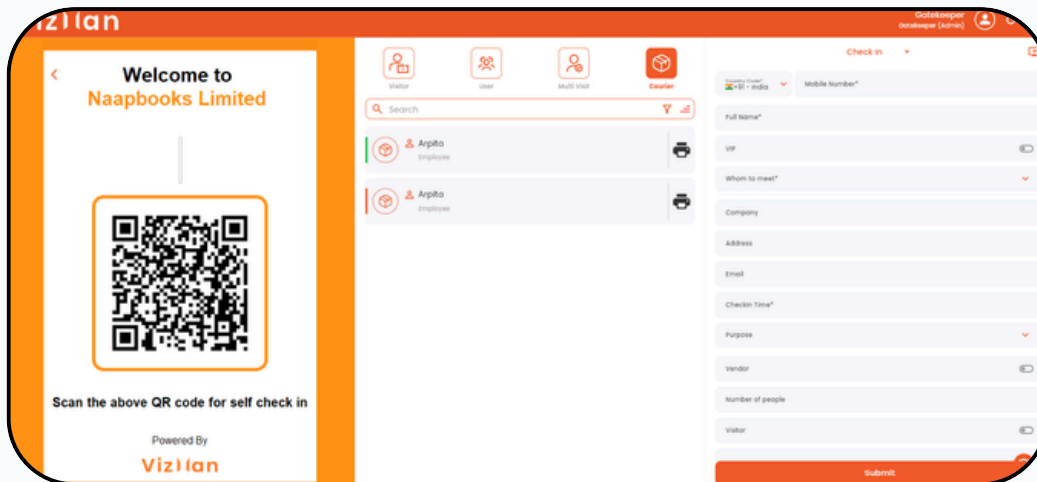


New updates? Click  
once to see your  
notifications!

# NOTIFICATION- STEP 1

32

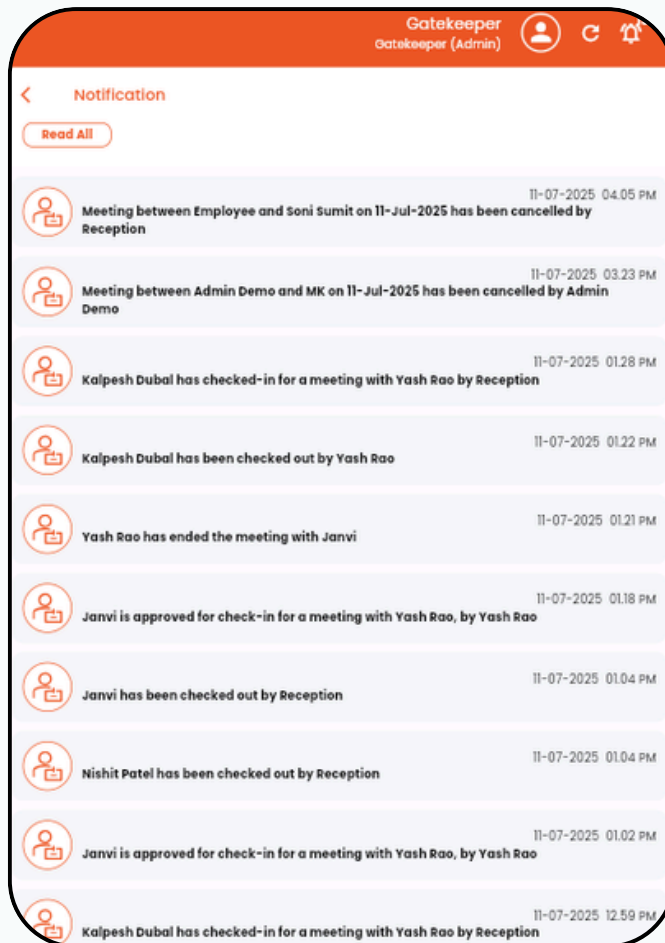
On the top menu, click the **Notification** icon.



# NOTIFICATION- STEP 1

33

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



# THANK YOU!

You've now completed your training on the Gatekeeper User Manual and its functionalities. Continue exploring the system, updating your profile, and performing your daily tasks effectively. For support, always refer to the **Help Center** or reach out to our customer care.