VizMan – Your Digital Assistant

A Perfect Visitor Management Software

MADE WITH ❤ IN INDIA

a product by

Naapbooks Limited

BSE STARTUPS

ISO 9001:2015

ISO 27001:2013

CMMi level 3

www.vizman.app

The Company

Naapbooks Limited (NBL) is a **CMMI 3, ISO 9001:2015** and **ISO 27001-2018** certified IT company registered

Naapbooks Limited is an acclaimed IT service provider contributing its part in optimizing and strengthening the businesses around the globe. Our clients get a superior cognizance of their business and requirements and help them in designing customized web portal and applications for their business activities.
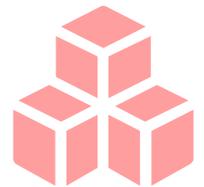
We are proud to have delivered on the expectations of our clients by completing the projects like that of **E-Auction, Accounting System, Aadhar based Payment Solution, E-Voting**, etc. We continue to toil to stay ahead and keep updating the finesse and vividness of our offerings.

40+
Team Size

150+
Work Ex.

15+
Products

eAUCTION   ACT   iPing   e Voting   EZEO

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NBL's Renowned Clients

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Stats for Visitor Management

VizMan

60%

Meetings are **60%** late due to the long line at reception.

1

23 Min

23 minutes were wasted by employees while helping visitors with check-ins.

2

62%

62% of people admit to checking the paper visitor logbook to see who has signed in before them.

3

85%

While visiting office premises, **85%** of people are uncomfortable sharing personal information on open source.

4

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VizMan Welcoming: Lasting Impression

First Impressions Matter: Streamlined check-in process reduces wait times and makes visitors feel valued and respected.

Professional Brand Image: A brand image with modern and technologically advanced system showcases professionalism and attention to detail.

Enhanced Security Measures: ID verification and image capturing instill confidence in visitors about the facility's security measures.

Positive Visitor Experience: Efficient meeting management allows for smooth and well-organized interactions, leaving a positive impression.

Safe and Secure Deliveries: Hassle-free delivery management ensures packages and materials are promptly received and handled.

Lasting Impressions Lead to: Favorable word-of-mouth recommendations, continued business relationships and positive reviews and feedback.
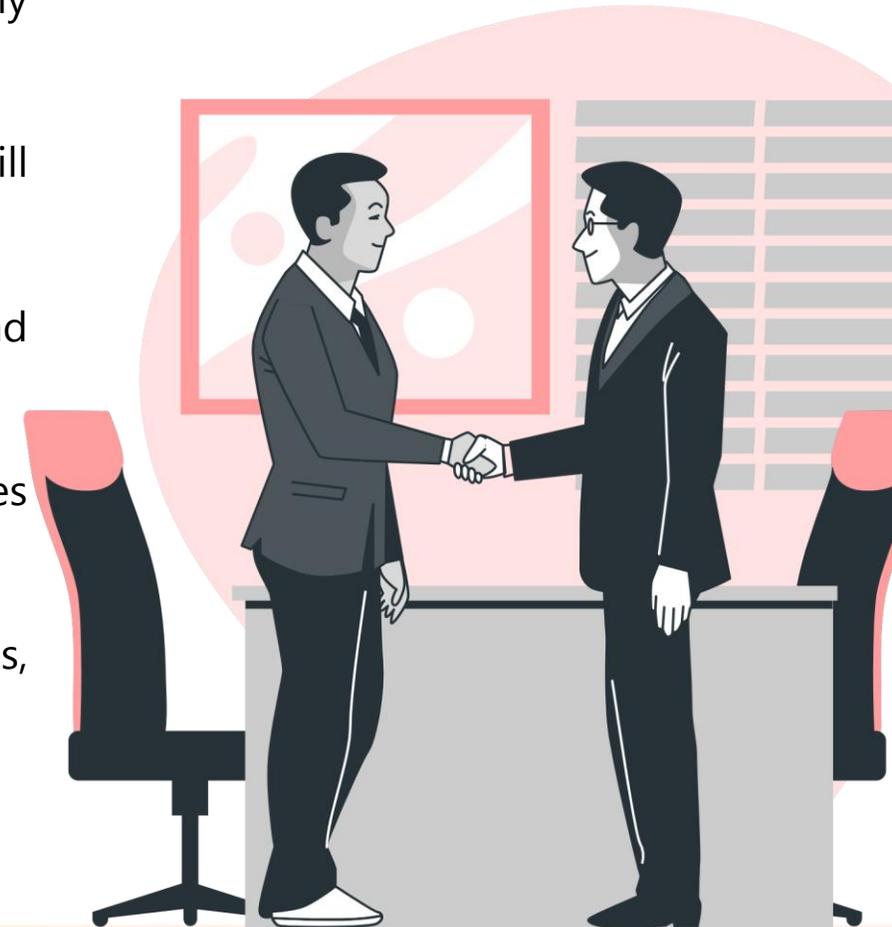
Visitor Management System For OFFICE

Add Layers of Security with Vizman

> In the world of information and technology every organization is using advanced software, applications and systems that help them to ease the work and increase efficiency so that employees can have a better work environment and the business can grow as well as touch new highs in the industry.

> Maintaining files and registers is a mundane task and because of human error problems like data manipulation, loss of data, unorganized data, and unsecured data arise in the organization.

> For any organization data is a crucial thing that should be well organized and safe but as mentioned above problems that consume most of the time to arrange it that can be used in other productive activities.

> And here we come with VizMan for you a digital platform that helps in not only managing the visitors but also helps in scheduling meetings, couriers management & Employees' attendance management.

Problems in Manual System

▌▌ **Unsecure Data:** The data is available openly to anyone with files and books.

▌▌ **Unorganized Data:** Records of visitors and meets cannot be easily perused. searched, or analyzed for future requirements because of non-indexed data in manual & offline systems.

▌▌ **Time consumption:** To meet the concerned person the visitor has to stand in line and has to fill in the details manually to the reception which consumes time.

▌▌ **Alerts and security of premises:** There is always the question of people entering with false information and wrong intentions which is a challenge to the security and safety of any organization.

▌▌ **Paper-based data filling is misery as well as loss of data:** Every visitor has to fill his/her data to enter in premises manually which is time-consuming because a big chunk of people are waiting in lines and also the data in files by any incident can be manipulated or the data can be lost.

What We Provide with VizMan

VizMan

Visitor Pass [Print/e-Pass]

Multiple Templates

E-mail & SMS Updates

Alerts & Notifications

Customizable Form

Visitor And Other Analytics

One-Click Report Generation

Multiple Accessibility

Real-Time Updates
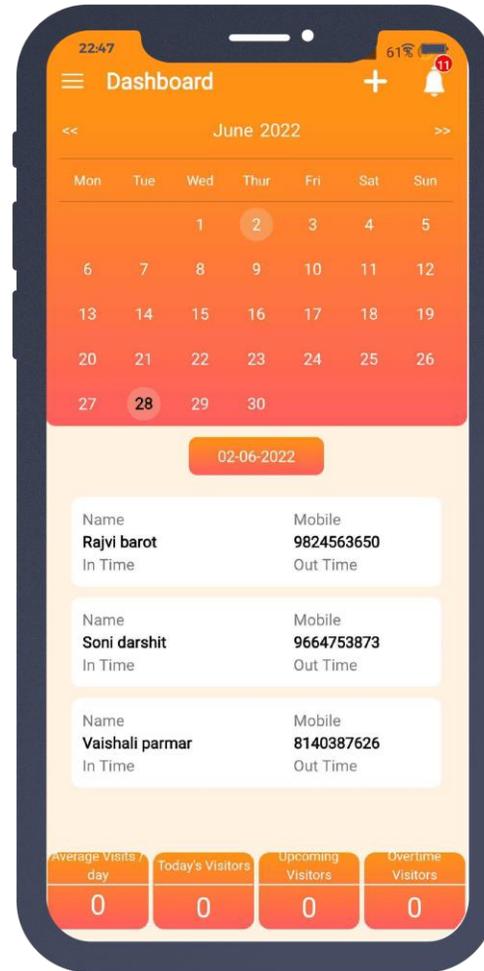
Multiple Modules

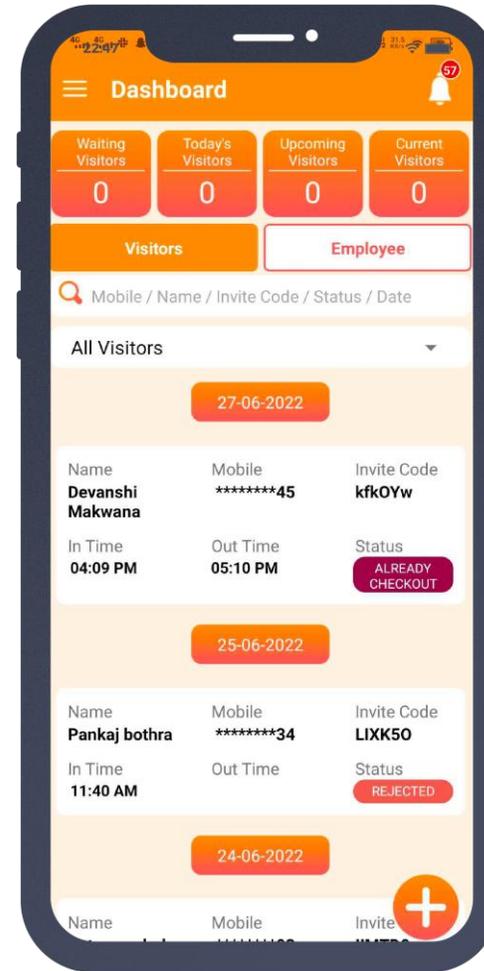# 4 modules in 1 subscription

Vizllan

ADMIN   EMPLOYEE   RECEPTIONIST   SECURITY

Visitor Flow/Process

[I] Non-Invited/Self Check-in

1

Gatekeeper/Receptionist gets Visitor details and fills in the Security/Reception module.

Or

Visitor Scans QR & fills details in Digi-form created by the Admin

2

The visitor waits in the waiting area and receives a Thanks SMS

3

The concerned person approves the visitor

4

Visitor Pass gets printed or an e-Pass is shared on WhatsApp with the visitor

5

Host starts the meeting by meeting in functionality

6

Meeting ends and the host fills the meeting notes in VizMan

7

Check-out of visitor by Security/Receptionist

Visitor Flow/Process

[II] Invited Visitor [Guest]
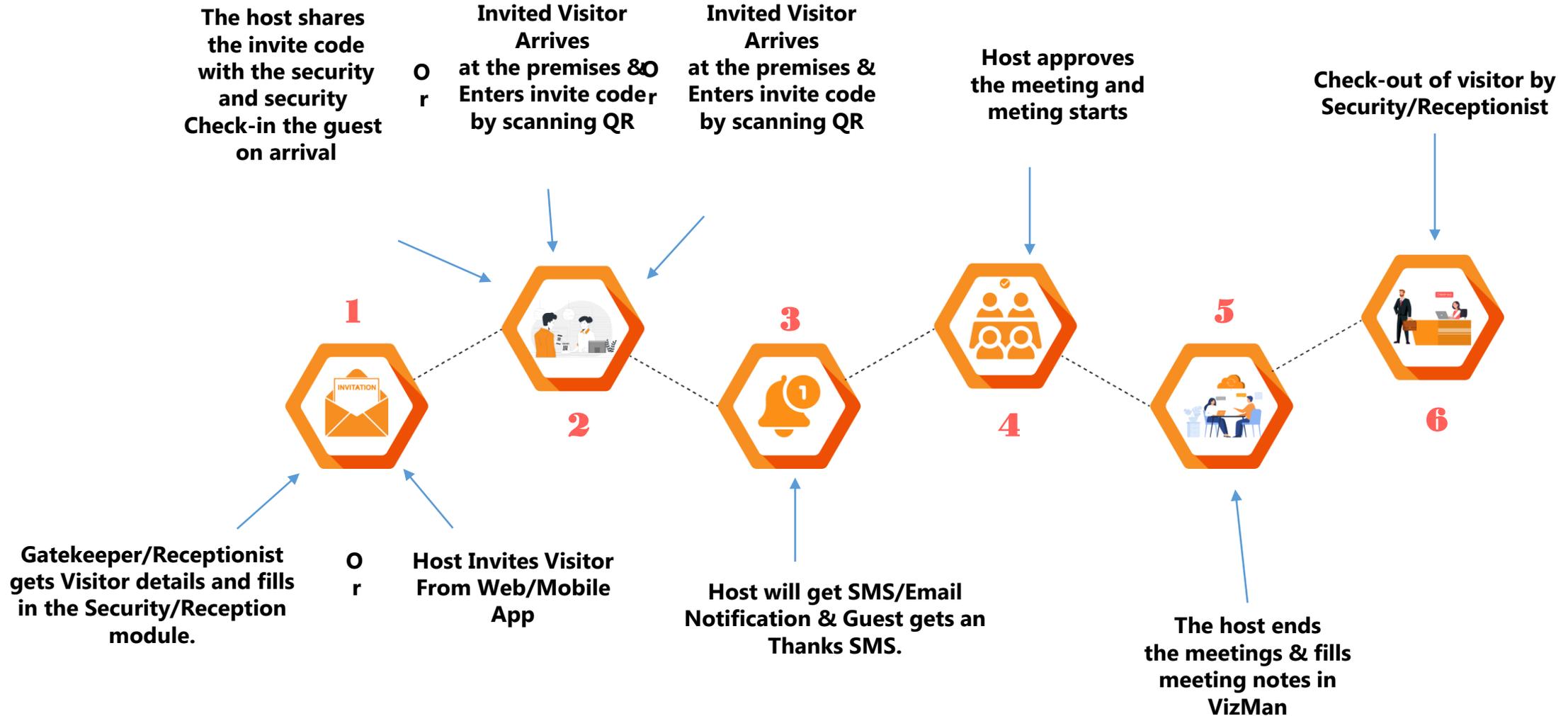
The host shares the invite code with the security and security Check-in the guest on arrival

Or

Invited Visitor Arrives at the premises & Enters invite code by scanning QR

Or

Invited Visitor Arrives at the premises & Enters invite code by scanning QR

Host approves the meeting and meting starts

Check-out of visitor by Security/Receptionist

1

2

3

4

5

6

Gatekeeper/Receptionist gets Visitor details and fills in the Security/Reception module.

Or

Host Invites Visitor From Web/Mobile App

Host will get SMS/Email Notification & Guest gets an Thanks SMS.

The host ends the meetings & fills meeting notes in VizMan
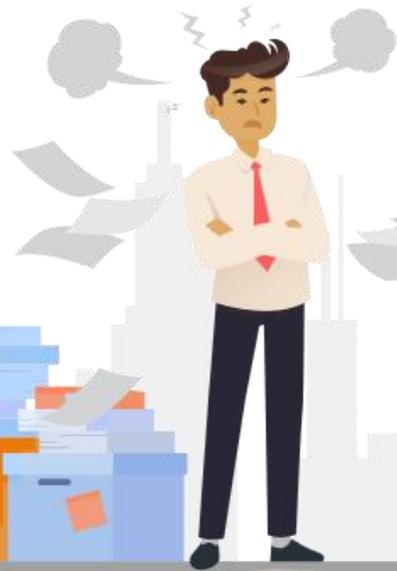
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VizMan – GDPR Compliant

As concerns around data privacy and security continue to grow, organizations must ensure that their systems and processes adhere to the latest regulations. General Data Protection Regulation (GDPR), which came into effect in May 2018. It is a set of rules that govern how organizations collect, process, and store the personal data of European Union (EU) citizens Irrespective of the company's location.

At our company, we take GDPR compliance seriously, and we have taken steps to ensure that our Visitor Management System (VMS) is fully compliant.

We define **Visitor Management** as the act of tracking the visitors/people who come and go from the premises.

GDPR applies to any processing of personal data (i.e. data that can be linked to an individual).

GDPR has fundamental implications for the way visitor data is collected and managed.

This applies just as much to businesses using the old paper logbook as it does to those with visitor management system in place.