


Employee Guide

Steps to Get Started for Employee

- 
- Self Registration(optional)
 - Download App
 - Log in
 - Mark Attendance
 - Mark Time Off (optional)
 - Flexi Time (optional)
 - Punch Visits (optional)
 - Profile



Biometric

Affordable

Configurable

Scalable

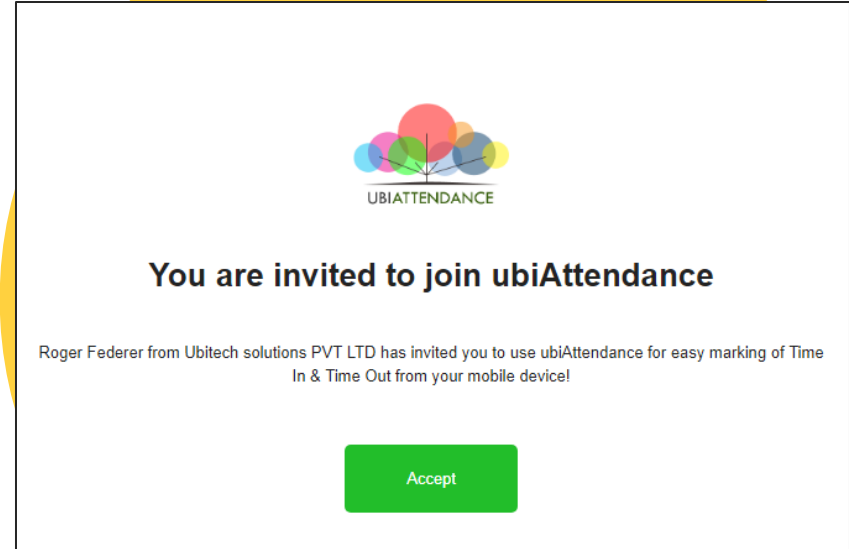
Note: If the employee has already been added by the admin then he need not register & can directly download the app

Employee Registration

Registration through link

If self registration link is sent by admin.

1. Employee can accept the registration by clicking on **“Accept”**.



Registration

1. Fill details.
2. Click on “**register me**” button.

You will be registered successfully!



The registration form is displayed within a light gray rectangular box. At the top center is the UBIATTENDANCE logo, which consists of a stylized tree with a black trunk and branches, and several colorful circles (red, orange, yellow, green, blue, purple) representing leaves. Below the logo is the text "UBIATTENDANCE" in a green, sans-serif font. The form contains several input fields: a long email field with the text "aditi@ubitechsolutions.com", two shorter fields for first and last names containing "Aditi" and "Shrivastava" respectively, a phone number field with "120123548", and a password field with masked characters "*****" and a toggle icon (an eye) on the right. At the bottom of the form is a large, orange, rounded rectangular button with the text "Register me" in white.

UBIATTENDANCE

aditi@ubitechsolutions.com

Aditi Shrivastava

120123548

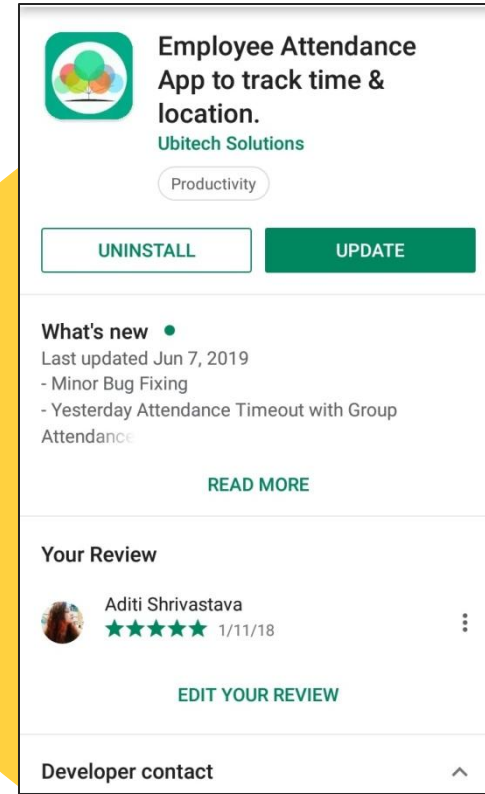
Register me

Download the App

Download the App

To download the app:

1. Download the App through the link provided or
2. Open Play Store / App Store. Type **“ubiAttendance”** in the search bar
3. Download the App by clicking on the **“Install icon”**
4. After the App gets downloaded it will be added to the home screen
5. Open the App & sign in through your Email/Phone no.



Login to the App

Login in any of the 3 ways:

Email as Username:

- ✓ Enter Email as User name.
- ✓ Enter **123456** as Password
- ✓ Click on Login Button

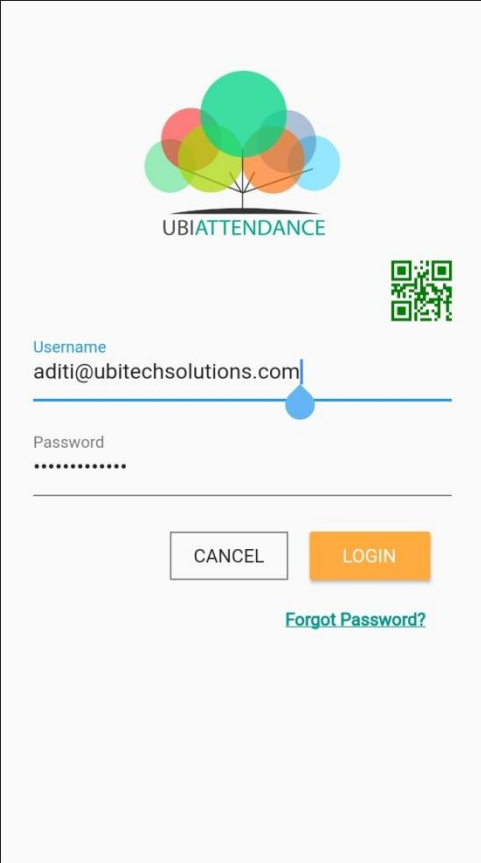
Phone no. as Username:

- ✓ Enter Phone no. as Username.
- ✓ Enter **123456** as Password
- ✓ Click on Login Button

QR Code (only available after the Admin generates it):

- ✓ Click on Scan QR Code icon.
- ✓ Employee should scan his QR code.

Employee will be logged in successfully



UBIATTENDANCE

QR Code

Username
aditi@ubitechsolutions.com

Password
.....

CANCEL LOGIN

[Forgot Password?](#)

Mark Attendance

Mark Attendance – Mobile Admin Panel

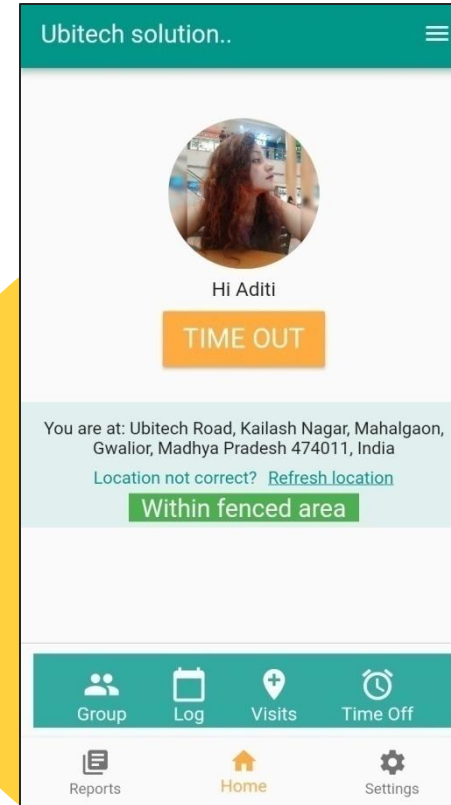
For Time In:

1. Click on “Time In” button.
2. Your current location will be shown. If it is incorrect then press the refresh location link.
3. Capture image by using your phone’s camera and click on “Save” button.

Time In will be marked successfully.

For Time Out:

1. Click on “Time Out” button.
2. Your current location will be shown.
3. Capture image by using your phone’s camera and click on “Save” button
4. Time Out will be marked successfully.

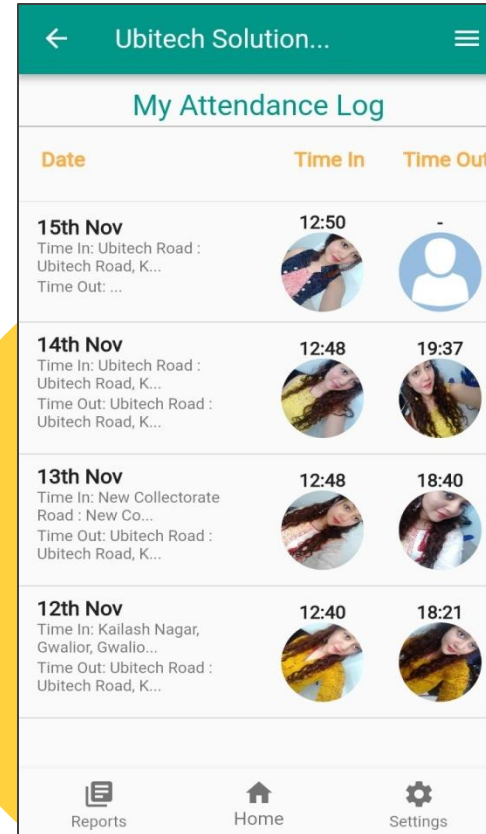










Check Attendance

Mark Attendance – Mobile Admin Panel

Click on “Log” on Home screen to check your last 7 days attendance which includes:

- Your selfie
- Location
- Time In/ Time Out



Date	Time In	Time Out
15th Nov Time In: Ubitech Road : Ubitech Road, K... Time Out: ...	12:50 	- 
14th Nov Time In: Ubitech Road : Ubitech Road, K... Time Out: Ubitech Road : Ubitech Road, K...	12:48 	19:37 
13th Nov Time In: New Collectorate Road : New Co... Time Out: Ubitech Road : Ubitech Road, K...	12:48 	18:40 
12th Nov Time In: Kailash Nagar, Gwalior, Gwallo... Time Out: Ubitech Road : Ubitech Road, K...	12:40 	18:21 

Reports Home Settings

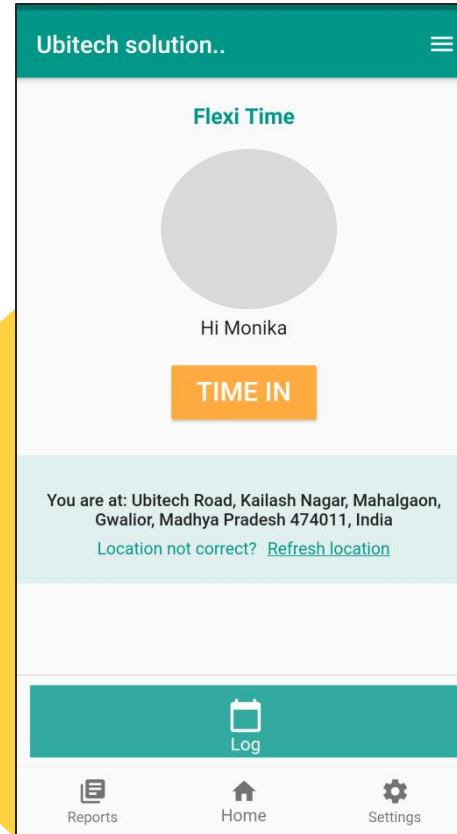
Flexi Time Attendance

Flexi Time Attendance – Mobile Admin Panel

Login to ubiAttendance App.

1. Go to side menu
2. From the navigation pane Go to **“Flexi time”**
3. Check your location & punch **“Time in”**
4. Click your **“Selfie”**
5. Your time & location will be automatically recorded.

You can punch time out similarly. You can punch multiple times in a day.



Mark time off

Mark Time Off– Mobile Admin Panel

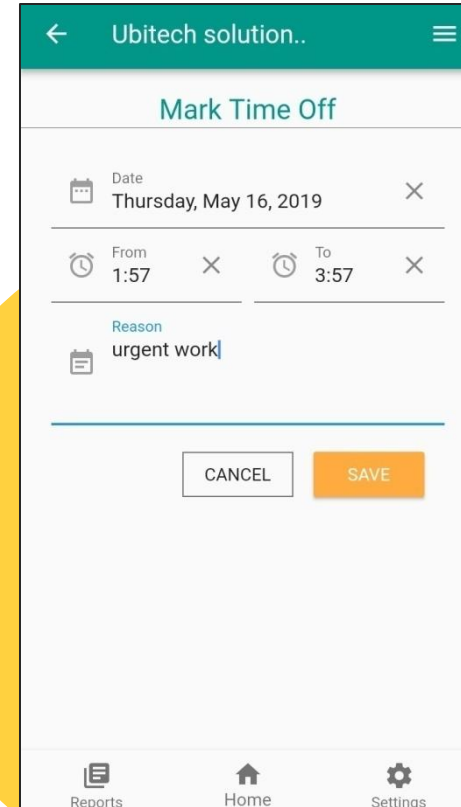
Click on “Time Off” button on Home Screen to request your Time Off:

To request Time Off:

1. Click on “Add” button from home screen.
2. Fill the time off request form
3. Click on “Save”

To check your Time off History:

1. Click on “Time Off” button from Home screen
2. Your Time off History will be displayed.
3. You can also check status of your time off request.

The screenshot shows a mobile application interface for marking time off. At the top, there is a teal header bar with a back arrow, the text 'Ubitech solution..', and a menu icon. Below the header, the title 'Mark Time Off' is displayed in teal. The form contains three sections: 'Date' with a calendar icon, a text input showing 'Thursday, May 16, 2019', and a close button; 'From' and 'To' times with clock icons, showing '1:57' and '3:57' respectively, each with a close button; and 'Reason' with a calendar icon and a text input containing 'urgent work'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'. The bottom of the screen features a navigation bar with three icons: 'Reports', 'Home', and 'Settings'.

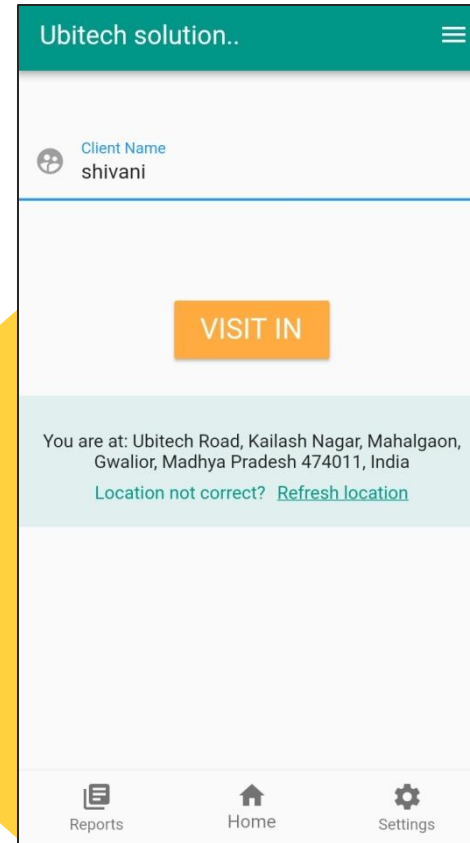
Punch Visits

Punch Visit– Mobile Admin Panel

Select “**Visits**” from the home screen.

1. Here you will get summary of your previous visit.
2. Go to “**Add**” icon appearing on the right corner.
3. Enter client name.
4. Mark punch visit
5. Enter details & click selfie.
6. Similarly you can mark your Visit out or else you can skip.

Your Visit would be punched successfully



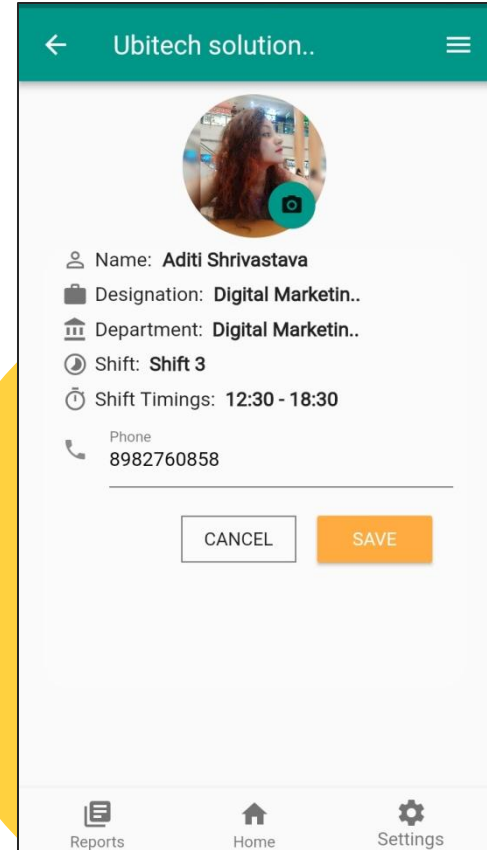
Profile

Change Phone – Mobile Admin Panel

To update your phone number.

1. Go to “**setting**” from the home screen.
2. Go to “**Profile**”
3. Enter the changed phone number.
4. Select “**Save**”

Your phone number would be updated successfully.

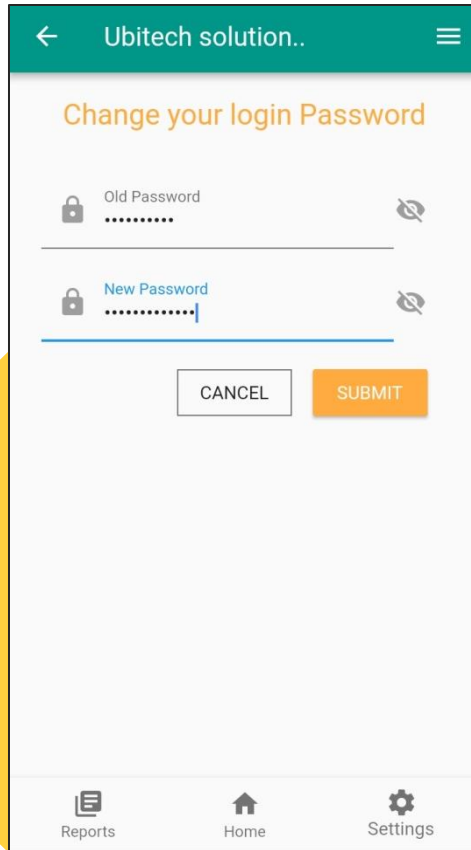


Change Password – Mobile Admin Panel

To change password.

1. Go to “**setting**” from the home screen.
2. Go to change password
3. Enter old password & then your new password.
4. Select “**Submit**”

Your password would be changed successfully.



Ubitech solution..

Change your login Password

Old Password

New Password

CANCEL SUBMIT

Reports Home Settings

Thank You