



Get started with ubiAttendance
(For employees)

Steps to get started

1

Download the App

2

Register yourself

3

Attendance Dashboard

4

Mark/Check Attendance

5

Request Time off

6

User Settings

7

Punch Visits

Download the App

Download the App

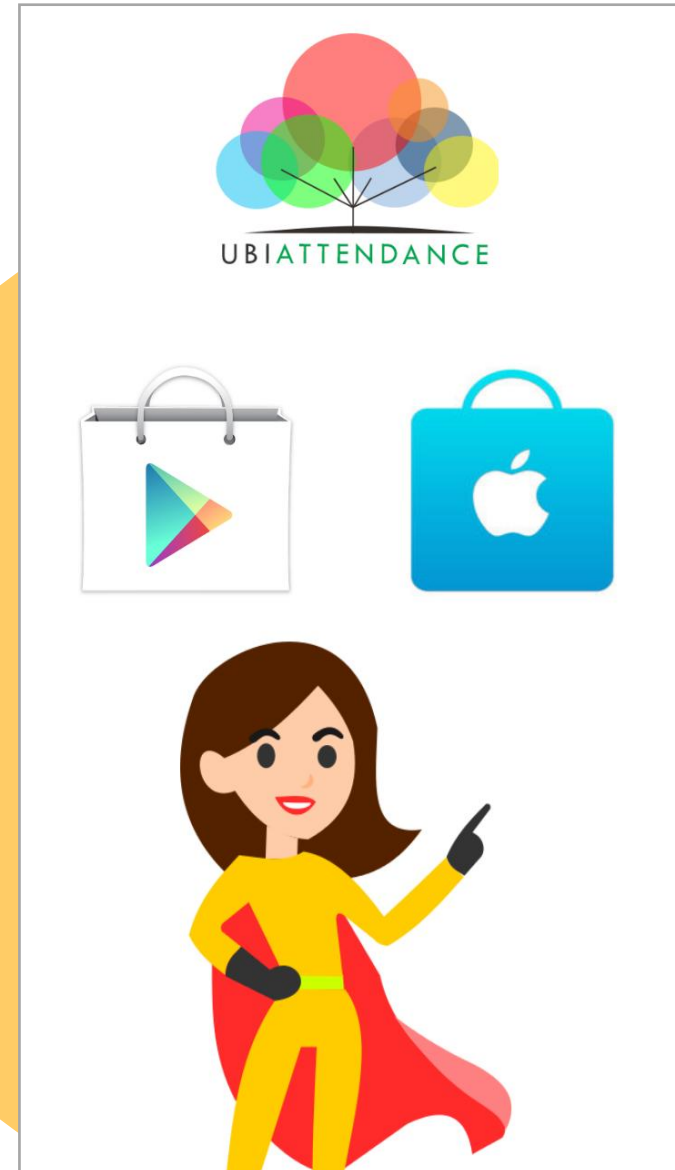
Employees should download the ubiAttendance App in the following steps

Google Play Store

1. Open Google Play Store
2. Type **“ubiAttendance app”** 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

Apple Store

1. Open Apple Store
2. Type **“ubiAttendance app”** 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



Register yourself

Employee registers itself

✓ To register yourself:

1. Go to “Not register sign up”.
2. Select “Register Employee”.
3. Get CRN from the admin or through self registration link.
4. Click “Next”
5. Fill the required details.
6. Click on “register”

Click on “**Register**” button & you will be successfully registered as an Employee.

The image displays two screenshots of the UbiAttendance mobile application interface, illustrating the employee registration process.

Left Screenshot (ubiAttendance):

- Header: ubiAttendance
- Options: ☐ Register Company, ☒ Register Employee
- Field: Company Reference Number (with a red underline and error message: "Please enter CRN")
- Note: CRN (Company Reference Number) is only available after company registration. You can get the CRN from mail sent to the admin(who has registered the company). if company is not registered then [Register Company](#)
- Button: Next

Right Screenshot (Ubitech solutions PV...):

- Header: Ubitech solutions PV...
- Section: Employee Registration
- Fields: Name (James Wilson), Email (optional) (james@gmail.com), Password (masked with dots), Phone (0000000000)
- Button: Register

Login to the App

Login to the App

Login to your ubiAttendance account in any of the 3 ways:

1. Email as Username:

1. Enter Email as User name.
2. Enter Password
3. Click on Login Button

2. Phone no. as Username:

1. Enter Phone no. as Username.
2. Enter Password
3. Click on Login Button

3. QR Code (only available to paid users):

1. Click on Scan QR Code icon.
2. Employee should scan his QR code provided from the web Admin Panel



Username

Password

CANCEL

LOGIN

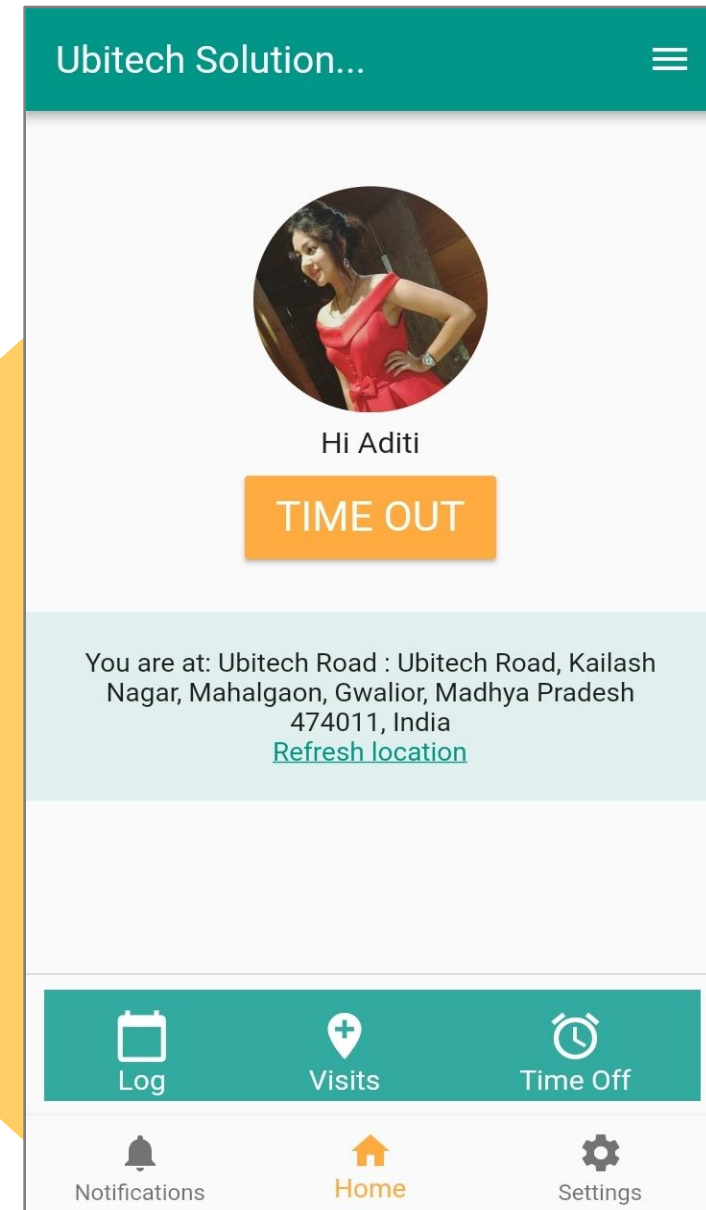
[Forgot Password?](#)

Attendance Home Screen

Attendance Home Screen

✓ **Explore multi-featured Attendance Home screen to:**

1. Punch your attendance
2. Request your time off
3. Track your last 7 days Attendance log
4. Punch Visits



Punch Attendance

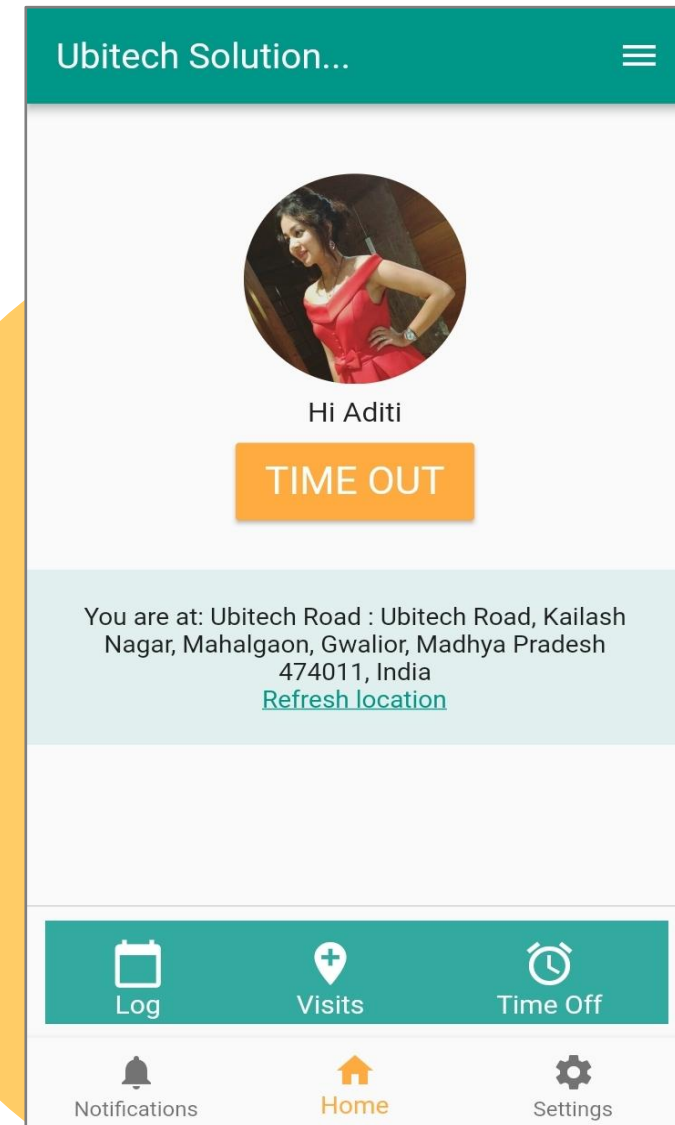
Punch Attendance

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 to fetch the correct location
3. Capture your selfie by using your phone’s camera and click on **“Save”** button.
4. Time In will be marked successfully.

For Time Out:

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

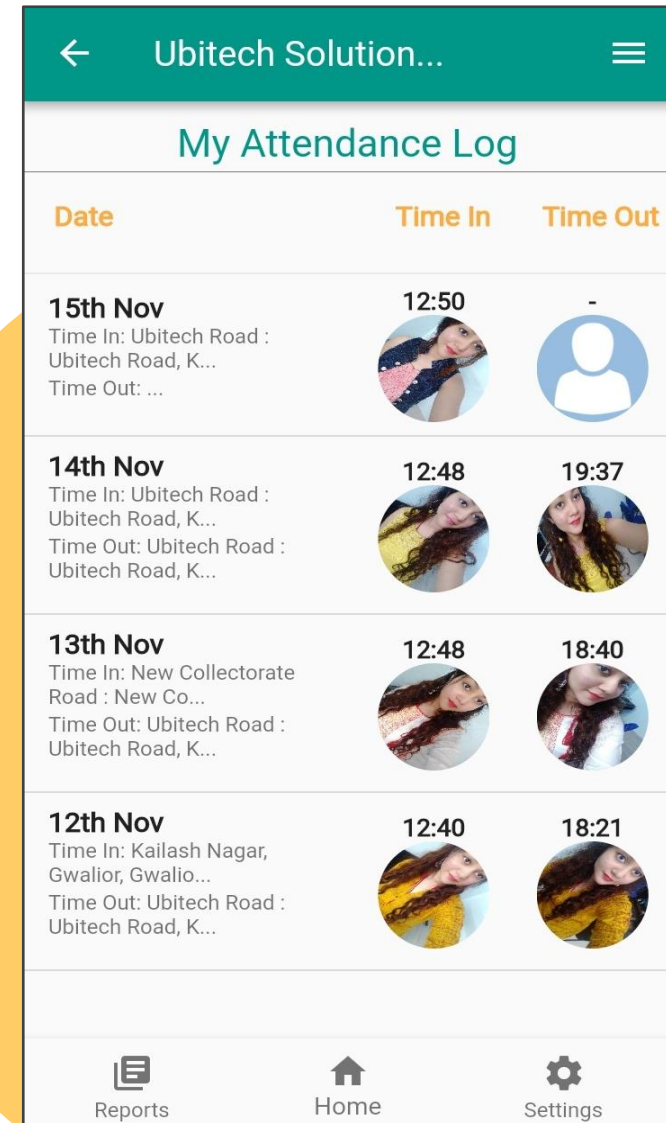










Check Attendance

Check Attendance

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

1. Attendance date
2. Attendance location
3. Time In with Selfie
4. Time Out with Selfie
- 5.



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, Gwalio... Time Out: Ubitech Road : Ubitech Road, K...	12:40 	18:21 

Reports Home Settings

Punch Time off

Time off

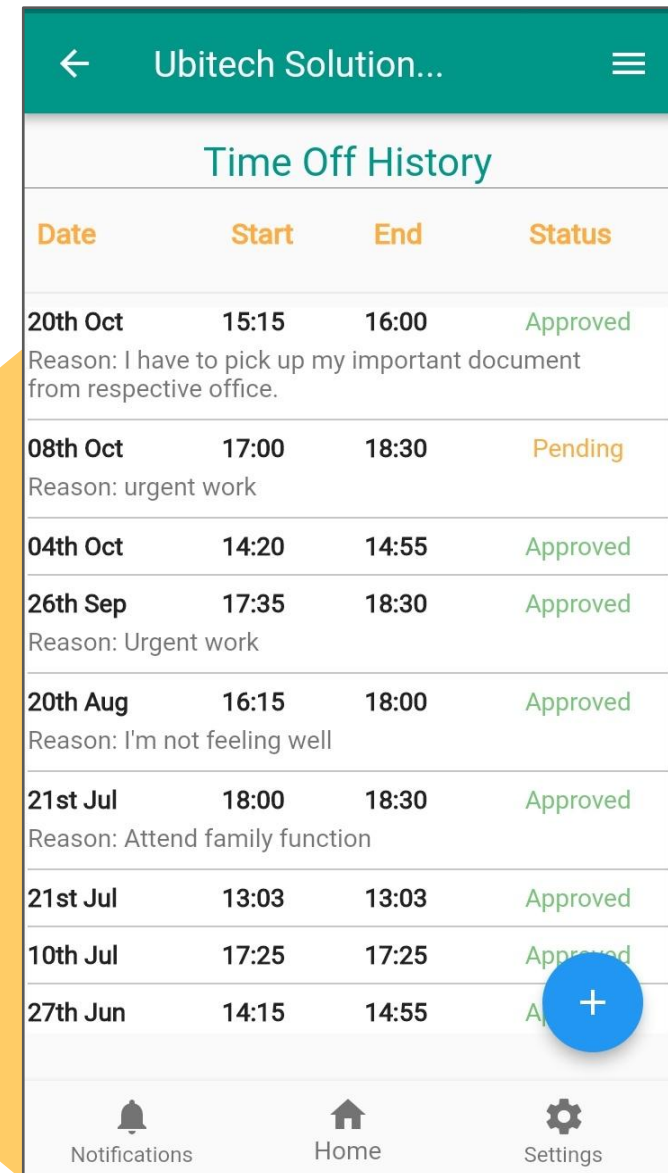
Click on “Time Off” button on Home Screen to punch your Time Off:

To punch Time Off:

1. Click on “**Time Off**” button from home screen.
2. Go to “**Add**” button
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.



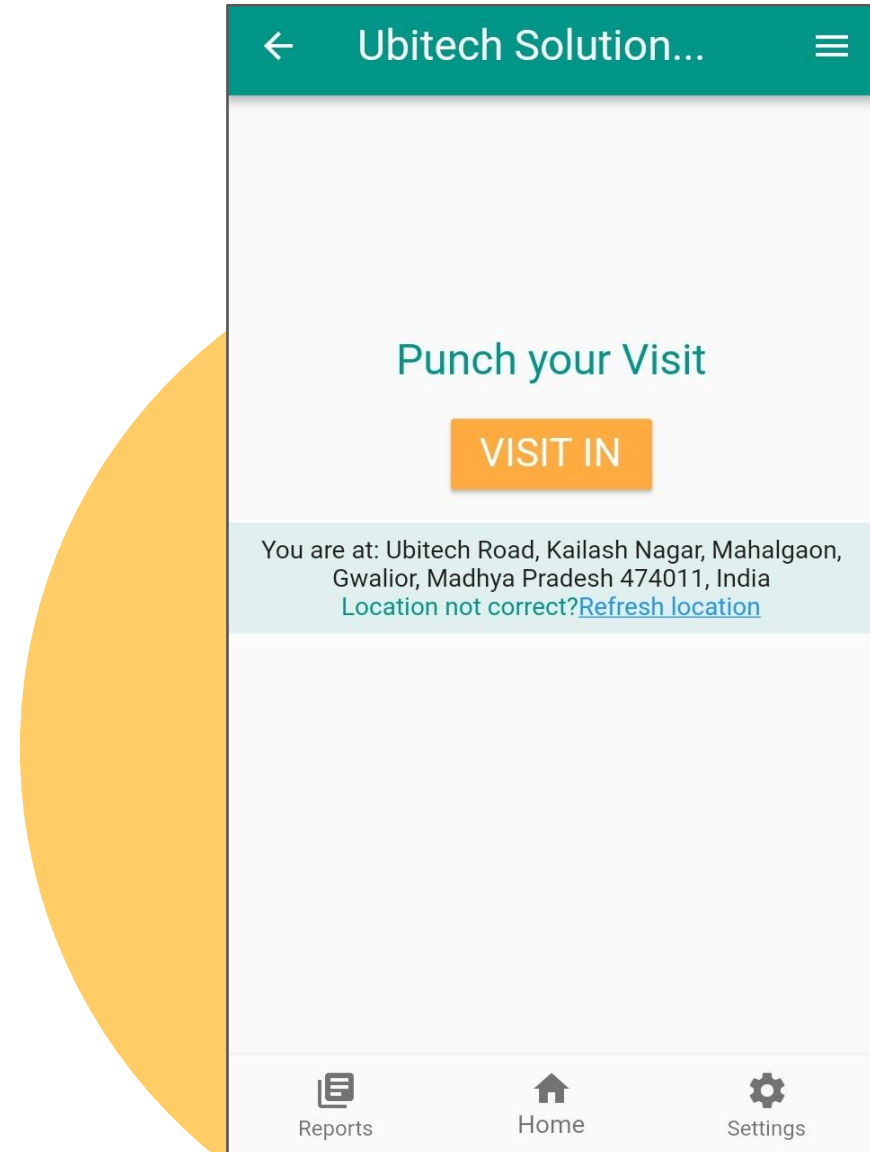
Time Off History			
Date	Start	End	Status
20th Oct	15:15	16:00	Approved
Reason: I have to pick up my important document from respective office.			
08th Oct	17:00	18:30	Pending
Reason: urgent work			
04th Oct	14:20	14:55	Approved
26th Sep	17:35	18:30	Approved
Reason: Urgent work			
20th Aug	16:15	18:00	Approved
Reason: I'm not feeling well			
21st Jul	18:00	18:30	Approved
Reason: Attend family function			
21st Jul	13:03	13:03	Approved
10th Jul	17:25	17:25	Approved
27th Jun	14:15	14:55	Approved

Punch Visits

Punch Visits

The punch Visit feature is used for on field employees - those who visit clients/ sites / offices

1. The field employees should ensure that the GPS is turned on
2. The employee will click on **“Visits”** from Home screen
3. Click **“Add”** button
4. To Punch your time click **“Visit In”** & fill details about the visit
5. To punch your visit out time click **“Visit out”**
6. You Will be redirected to your **“Today’s Visits Screen”**



User Settings

Punch Visits

Go to “Settings” on Home Screen to:

Change account Password:

1. Click on “**Change Password**” button
2. Enter current password
3. Enter new password
4. Click on “**Submit**” button
5. Password will get changed successfully

Edit User Profile:

1. Click on “**Profile**” button
2. All the fields containing Employee Information will be displayed
3. If edited click “**Save**”
4. Edit employee data
5. Click on Update button
6. Profile will get updated successfully

← Ubitech Solution... ☰

Change your login Password

Old Password 🔒 🔍

New Password 🔒 🔍

CANCEL SUBMIT

Reports Home Settings

Thank You