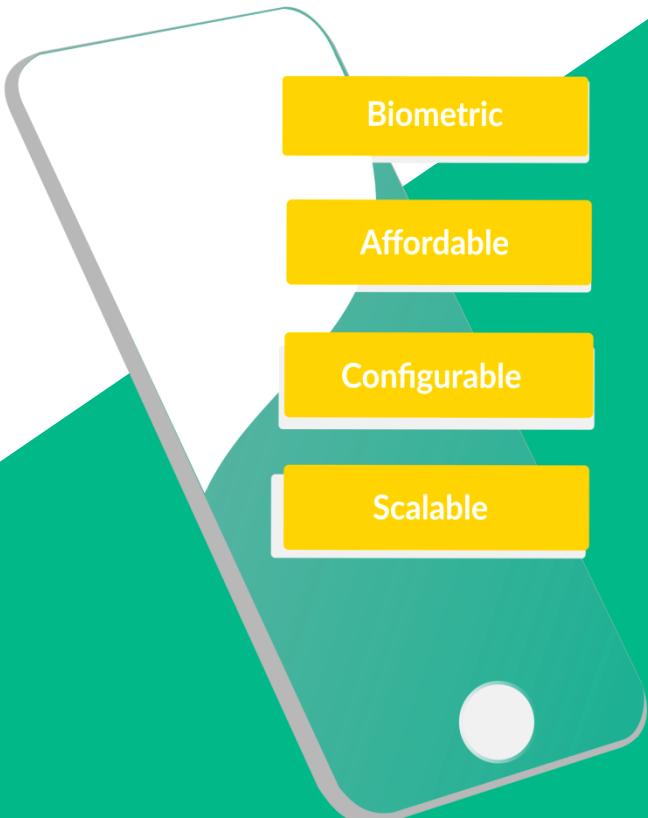


# Employee Guide

# 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



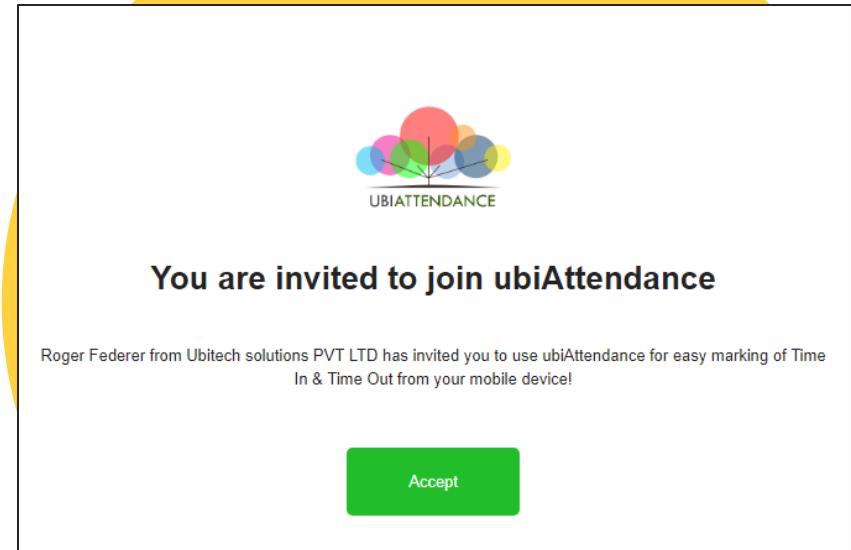
Note: If the employee has already been added by the admin then he need not register & can directly download the app

# Employee Registration

# Registration through link

If self registration link is sent by admin.

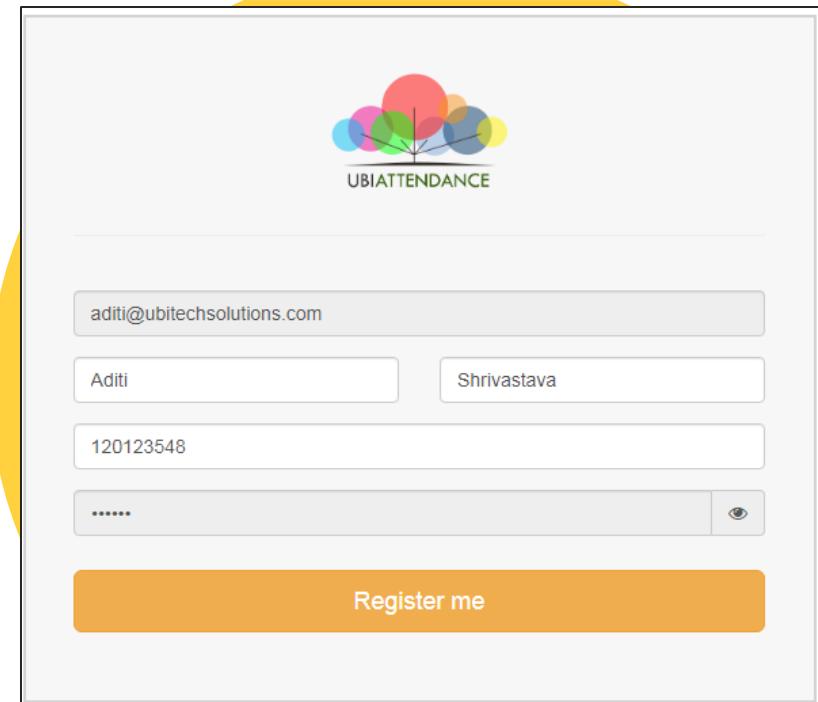
1. Employee can accept the registration by clicking on “Accept”.



# Registration

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

You will be registered successfully!



The image shows a registration form interface for UBIATTENDANCE. At the top center is the UBIATTENDANCE logo, which consists of a stylized tree with colored spheres (red, green, blue, yellow) as leaves, and the word "UBIATTENDANCE" written below it. The form itself has a light gray background and a white input area. It contains four input fields: an email field containing "aditi@ubitechsolutions.com", a first name field containing "Aditi", a last name field containing "Shrivastava", and a phone number field containing "120123548". Below these fields is a password field with "\*\*\*\*\*" visible and an "eye" icon for password visibility. At the bottom is a large orange button with the text "Register me" in white. The entire form is set against a white background with a large yellow circular graphic element behind it.

aditi@ubitechsolutions.com

Aditi Shrivastava

120123548

\*\*\*\*\*

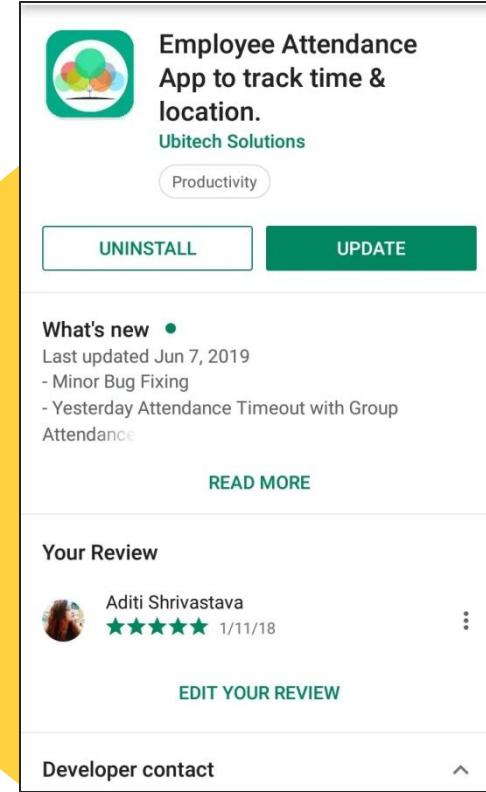
Register me

# 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

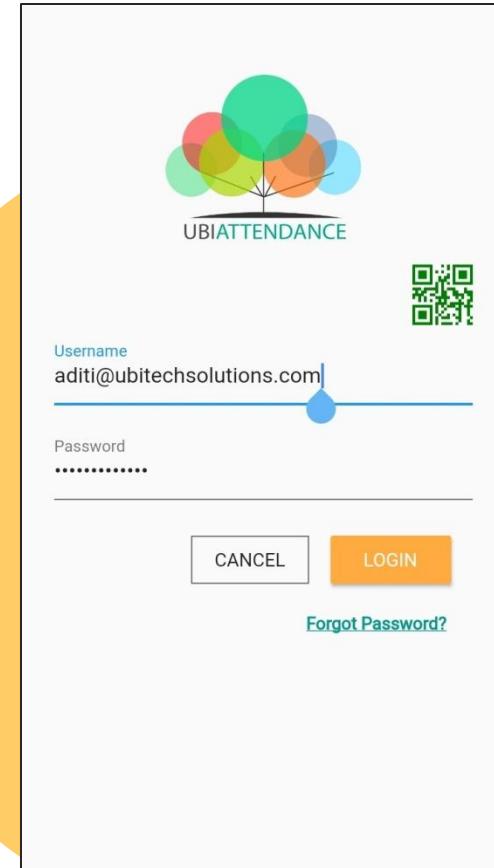
## Phone no. as Username:

- ✓ 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



# Mark Attendance

# Mark Attendance – Mobile Admin Panel

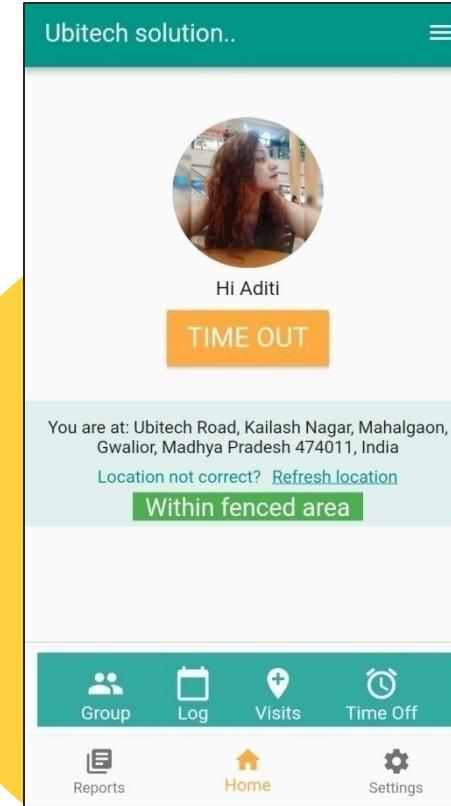
## For Time In:

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.

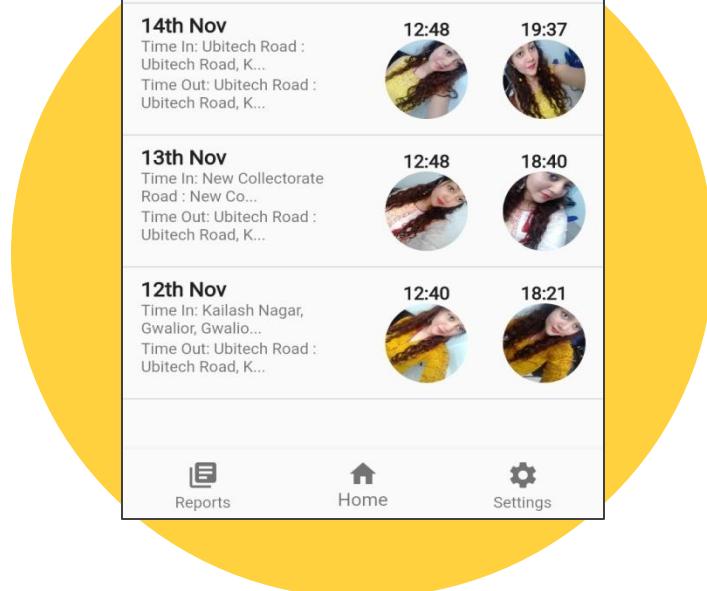


# Check Attendance

# 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
<b>15th Nov</b> Time In: Ubitech Road : Ubitech Road, K... Time Out: ...	12:50	-
<b>14th Nov</b> Time In: Ubitech Road : Ubitech Road, K... Time Out: Ubitech Road : Ubitech Road, K...	12:48	19:37
<b>13th Nov</b> Time In: New Collectorate Road : New Co... Time Out: Ubitech Road : Ubitech Road, K...	12:48	18:40
<b>12th Nov</b> Time In: Kailash Nagar, Gwalior, Gwalio... Time Out: Ubitech Road : Ubitech Road, K...	12:40	18:21

 Reports    Home    Settings

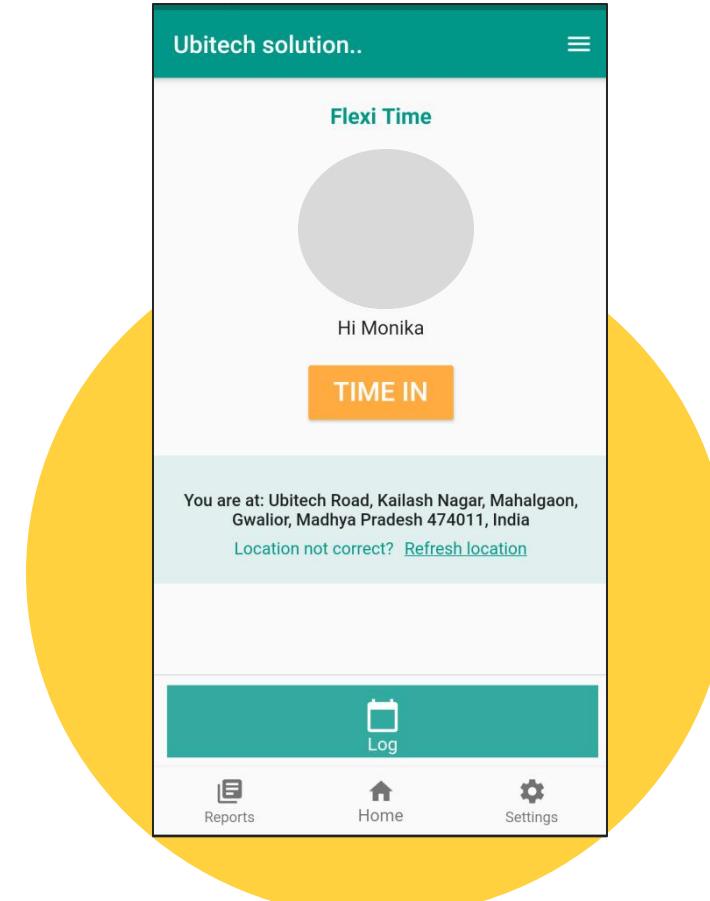
# Flexi Time Attendance

# 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

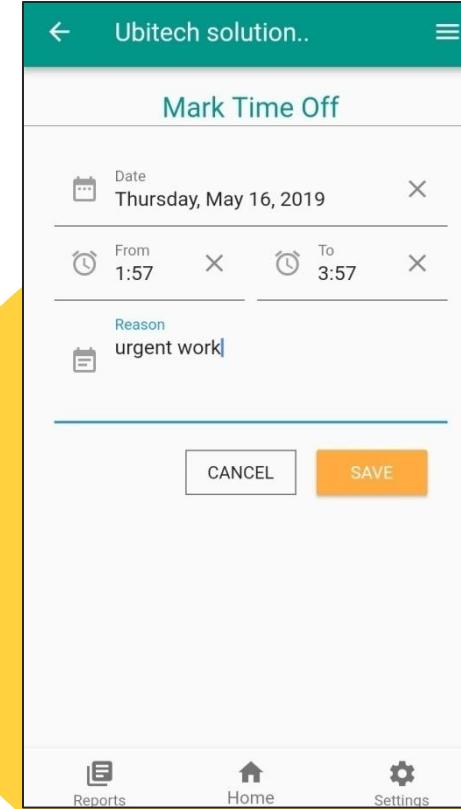
Click on “Time Off” button on Home Screen to request your Time Off:

## 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.



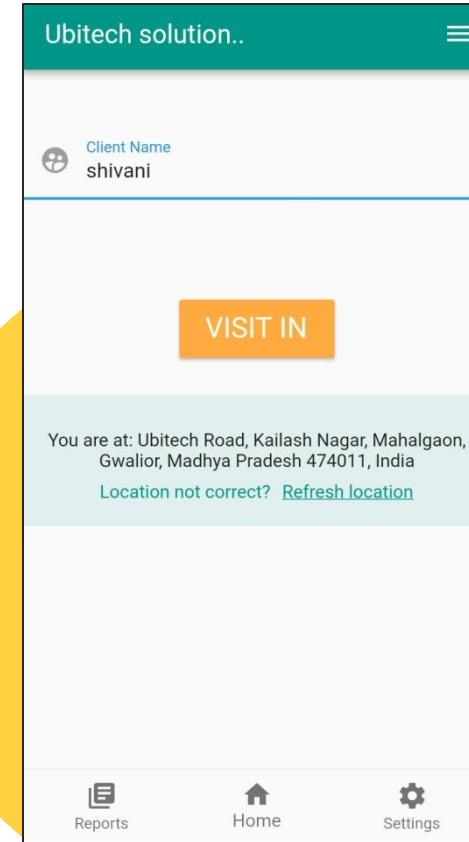
# Punch Visits

# 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



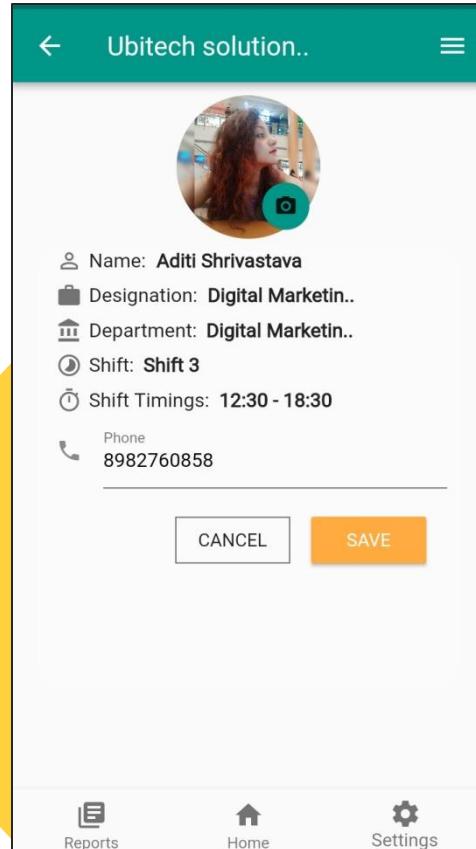
# Profile

# 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.

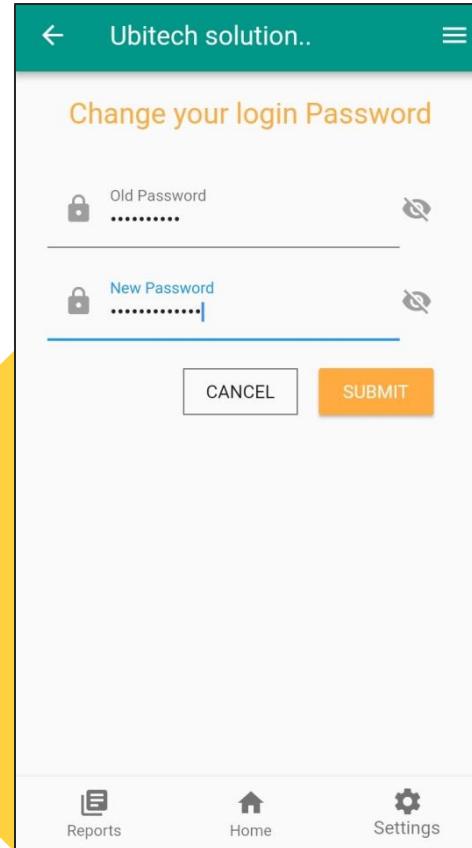


# Change Password – Mobile Admin Panel

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.



# Thank You