




# Admin Guide

# Steps to Get Started for Admin

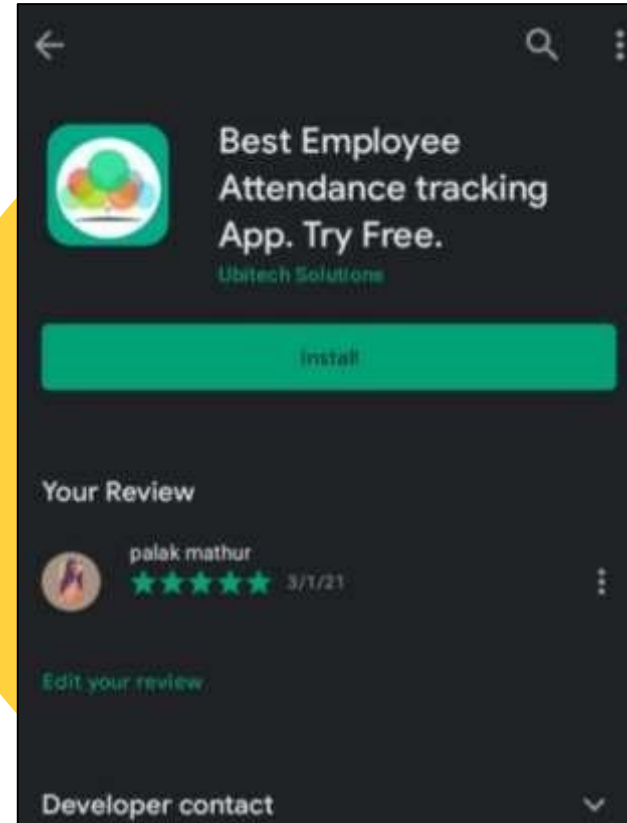
- 
- Register Organization
  - Login
  - Add Employees
  - Configure Shifts, Designation & Department
  - Reports
  - Summary Reports



# 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.



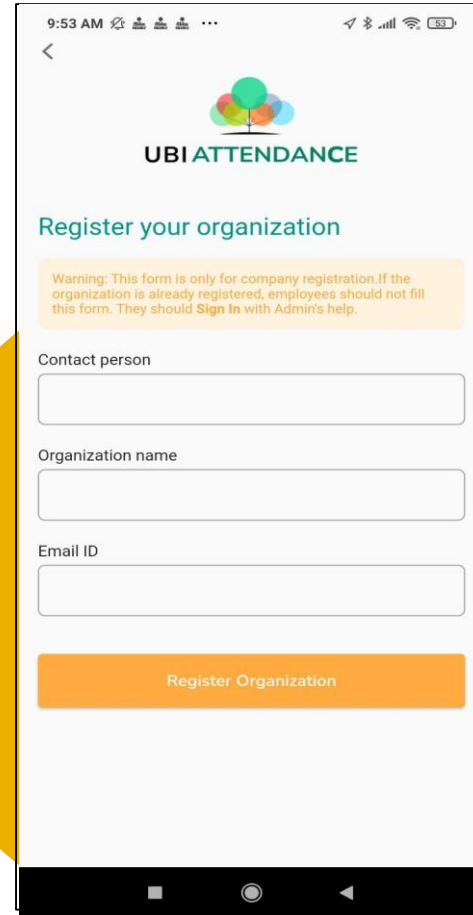
# Register Organization

# Register Organization

Select “**Register Organization**” on login screen to register your company as Admin & enter details.

1. Admin’s Name
2. Company’s Name
3. Enter Admin’s Mobile number. The country code will be auto populated
4. Admin’s Email ID
5. Enter Password
6. Click on “**Register Organization**” button.

Your Company will be registered successfully. Now explore Attendance system as an Admin.



The screenshot shows a mobile application interface for 'UBI ATTENDANCE'. At the top, there's a status bar with the time 9:53 AM and various icons. Below the status bar is a back arrow and a logo consisting of three overlapping circles in green, blue, and orange, with the text 'UBI ATTENDANCE' underneath. The main heading is 'Register your organization' in a teal color. Below this is a warning box with a yellow background and black text: 'Warning: This form is only for company registration. If the organization is already registered, employees should not fill this form. They should Sign In with Admin's help.' The form contains three input fields: 'Contact person', 'Organization name', and 'Email ID'. At the bottom of the form is an orange button labeled 'Register Organization'. The entire form is set against a white background with a large yellow circular graphic behind it.

9:53 AM

UBI ATTENDANCE

Register your organization

Warning: This form is only for company registration. If the organization is already registered, employees should not fill this form. They should Sign In with Admin's help.

Contact person

Organization name

Email ID

Register Organization

# Login to the App

Login in any of the 2 ways:

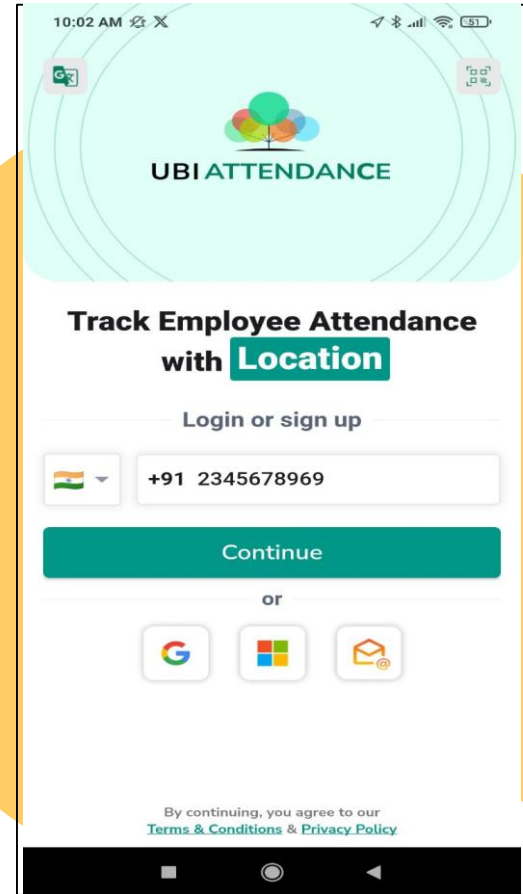
## Email as Username:

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

## Phone no. as Username:

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

Admin will be logged in successfully



# Add Employees

# Admin can Add Employees in 3 ways

1.Add through  
Mobile Admin  
Panel

2.Add through  
Web Admin  
Panel

3.Import through  
Web Panel

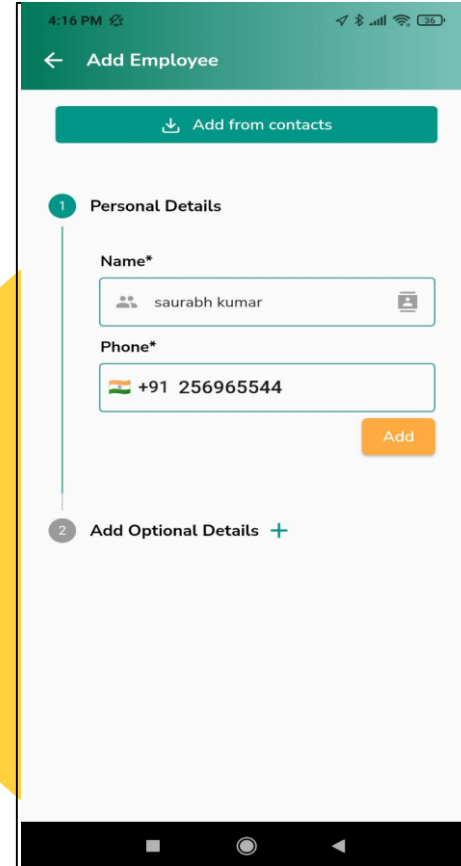


# Add Employee – Mobile Admin Panel

Select “**Settings**” from the home screen

1. Select “**Employees**”
2. Admin can view employee directory from here.
3. Click on “**Add**” icon appearing on the right corner.
4. Fill all the required details.
5. Select “**Add**”

Employee would be added successfully!



4:16 PM

← Add Employee

↓ Add from contacts

1 Personal Details

Name\*

👤 saurabh kumar 🖼️

Phone\*

🇮🇳 +91 256965544

Add

2 Add Optional Details +

# Add Employees – Web Admin Panel

Select **“Employee”** from the home screen

1. Select **“Add Employees”**
2. Fill the required details.
3. Click on **“Save”**

**Employee would be added successfully!**

The screenshot displays the 'Add Employee' interface within the Focus Industrial Tools web admin panel. The top navigation bar includes a menu icon, 'Self Service', 'Employees', and 'Attendance' tabs, along with search, notification, settings, and an 'Upgrade' button. The left sidebar shows 'Employees' as the active section, with 'Reports' also visible. The main content area is titled 'Add Employee' and contains a 'Basic Information' section with the following fields: 'Full Name \*' (a text input field), 'Phone \*' (a field with a country code dropdown set to '+91'), and 'Email' (a text input field). A 'Show More' link with a downward arrow is positioned below the email field. At the bottom left of the form, there is a green 'Add' button.

# Import Employees – Web Admin Panel

Select **“Employees”** from the Navigation bar

1. Go to **“Import”** icon appearing on the right corner.
2. **“Download”** sample file for the reference.
3. **“Upload”** csv file.

Click **“Import”**

**Employees would be added successfully!**

The screenshot displays the 'Import Wizard' interface for adding employees. At the top, the navigation bar includes 'Self Service', 'Employees', and 'Attendance'. The 'Import Wizard' section has a 'Back to settings' button and a 'Close Settings' button. The 'Import Category' sidebar lists 'Employee' (selected), 'Attendance', 'Department', 'Designation', 'Client Zone', and 'Shift'. The main area shows a progress bar with three steps: 'Prepare your data' (active), 'Data Mapping', and 'Preview'. Below the progress bar, the 'Upload Document' section features a dashed box for file upload with the text 'Drop here to attach or Upload' and 'Max Size: 5 MB'. A 'Next' button is at the bottom left. On the right, the 'Points to remember' section lists instructions: use the same format and column order as the sample file, file size must be under 5 MB, test import with a small data set first, first row must contain field names, all fields are mandatory (Employee Code, Date, Status, and Time), no duplicate entries allowed, avoid special characters, filters, or images, and date format must be DD/MM/YYYY or DD-MM-YYYY.

Self Service Employees Attendance

← Back to settings Close Settings x

### Import Wizard

Import Category

- Employee
- Attendance
- Department
- Designation
- Client Zone
- Shift

Prepare your data Data Mapping Preview

Upload Document

Drop here to attach or Upload  
Max Size: 5 MB

Next

**Points to remember**

- Use the same format and column order as the [sample file](#).
- File size must be under 5 MB.
- Test import with a small data set first.
- First row must contain field names.
- All fields are mandatory: Employee Code, Date, Status, and Time.
- No duplicate entries allowed.
- Avoid special characters, filters, or images.
- Date format: DD/MM/YYYY or DD-MM-YYYY format.

# Add Shifts

# Admin can add shifts in 2 ways

1.Adding shift  
through Mobile  
Admin Panel

2.Adding shift  
through Web  
Admin Panel

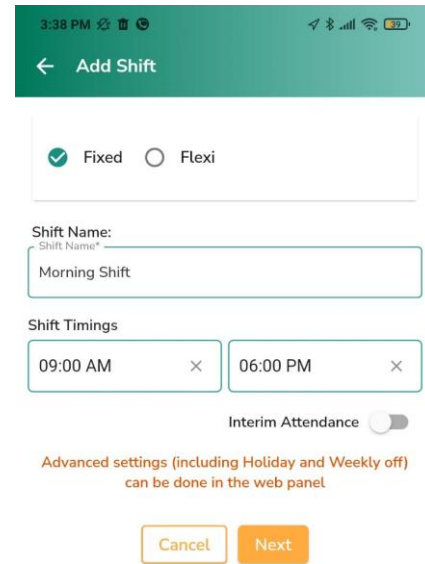
# Add Shifts – Mobile Admin Panel

Select “**Settings**” from the home screen

1. Select “**Shifts**”
2. List of created shifts appears.
3. Click on “**Add**” icon appearing on the right corner.
4. Select “**Shift Type**”.
5. Select “**Shift Name**”
6. Select “**Shift Timings**”

Click “**Add**”

Shift would be added successfully!



The screenshot shows the 'Add Shift' screen in a mobile application. At the top, there is a status bar with the time 3:38 PM and various icons. Below the status bar is a header bar with a back arrow and the text 'Add Shift'. The main content area has a white background. It starts with a section for 'Shift Type' with two radio buttons: 'Fixed' (selected) and 'Flexi'. Below this is a 'Shift Name' section with a text input field containing 'Morning Shift'. The 'Shift Timings' section has two time input fields: '09:00 AM' and '06:00 PM', each with a close button (X). Below the timings is a toggle switch for 'Interim Attendance' which is currently turned off. At the bottom, there is a note in orange text: 'Advanced settings (including Holiday and Weekly off) can be done in the web panel'. Finally, there are two orange buttons: 'Cancel' and 'Next'.



# Add Shifts – Web Admin Panel

Select “**Settings**” from the Navigation bar

1. Select “**Shifts**”
2. List of created shifts appears.
3. Click on “**Add Shift**” icon appearing on the right corner.
4. Select “**Shift Type**”
5. Enter “**Shift Name**”
6. Select “**Shift Timings**”
7. Configure shift calendar

Click “**Submit**”  
Shift would be added successfully!

The screenshot shows the 'Add Shifts' form in the Web Admin Panel. The navigation bar at the top includes 'Self Service', 'Employees', 'Attendance', 'Leave', 'Payroll', and 'Payroll'. The form fields are as follows:

- Shift Type**: A dropdown menu with 'Fixed Shift' selected.
- Shift Name**: A text input field with 'Morning Shift' entered.
- Multiple Time in/Time out**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Start Time**: A text input field with '09:00 AM' entered.
- End Time**: A text input field with '06:00 PM' entered.
- Shift Hours**: A text input field with '09:00' entered.
- Working Hours**: A text input field with '09:00' entered.

Below the form is the 'Shift Calendar' section, which displays a table with columns for 'Days' and 'Weeks' (1st Week, 2nd Week, 3rd Week, 4th Week, 5th Week). Each cell in the table contains a dropdown menu with 'Work Day' selected.

Days	1st Week	2nd Week	3rd Week	4th Week	5th Week
Sunday	Work Day	Work Day	Work Day	Work Day	Work Day
Monday	Work Day	Work Day	Work Day	Work Day	Work Day
Tuesday	Work Day	Work Day	Work Day	Work Day	Work Day
Wednesday	Work Day	Work Day	Work Day	Work Day	Work Day
Thursday	Work Day	Work Day	Work Day	Work Day	Work Day
Friday	Work Day	Work Day	Work Day	Work Day	Work Day
Saturday	Work Day	Work Day	Work Day	Work Day	Work Day

Add Designation



# Admin can add designations in 3 ways

1.Adding through  
Mobile Admin  
Panel

2.Adding through  
Web Admin  
Panel

3.Importing  
through Web  
Panel

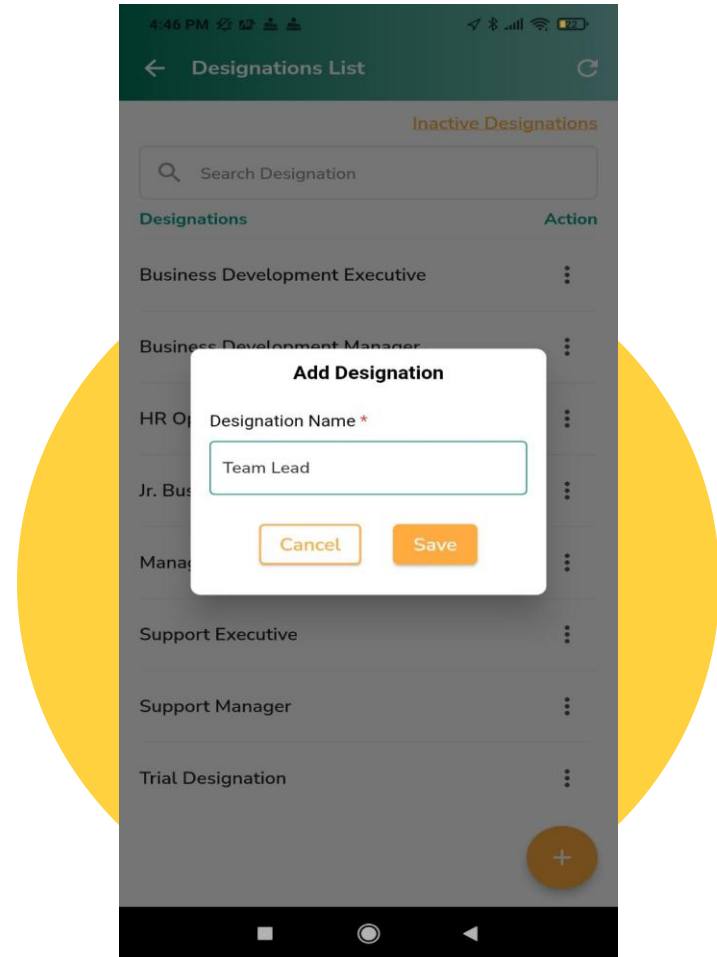
# Add Designations – Mobile Admin Panel

Select “**Settings**” from the home screen

1. Select “**Designations**”
2. List of created designations appears.
3. Click on “**Add**” icon appearing on the right corner.
4. Enter “**Designation**”
5. Select “**Status**”

Click “**Save**”

Designation would be added successfully!



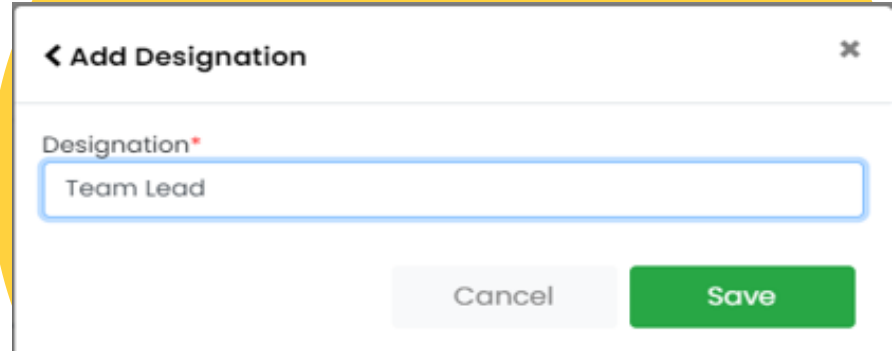
# Add Designation – Web Admin Panel

Click “**Settings**” Icon from home screen

1. Select “**Designations**”
2. List of created designations appears.
3. Go to “Add” icon appearing on the right corner.
4. Enter “**Designation**”
5. Select “**Status**”

Click “**Save**”

Designation would be added successfully!

A screenshot of a web application modal titled "Add Designation". The modal has a close button (X) in the top right corner. Below the title, there is a text input field labeled "Designation\*" with a red asterisk indicating it is required. The input field contains the text "Team Lead". At the bottom of the modal, there are two buttons: a "Cancel" button and a "Save" button. The "Save" button is green and highlighted, indicating it is the primary action.

← Add Designation

Designation\*

Team Lead

Cancel Save

# Import Designations – Web Admin Panel

Select “**Settings**” from the home screen

1. Select “**Designations**”
2. List of created designations appears.
3. Go to “**Import**” icon appearing on the right corner.
4. Download sample file for reference ”
5. “**Upload**” File
6. Select “**Import**”

Designations would be added in bulk.

The screenshot displays the 'Import Wizard' interface. At the top, there are buttons for '← Back to settings' and 'Close Settings x'. The main heading is 'Import Wizard'. Below this, a progress bar shows three steps: 'Prepare your data' (active, green icon), 'Data Mapping' (grey icon), and 'Preview' (grey icon). On the left, an 'Import Category' sidebar lists various categories with upward-pointing arrows: Employee, Attendance, Location, Department, Designation (highlighted in green), Grade, Zone, Client Zone, Document, and Employment Type. The main area is divided into two sections. The left section, titled 'Upload Document', contains a dashed box with an upload icon and the text 'Drop here to attach or Upload' and 'Max Size: 5 MB'. The right section, titled 'Points to remember', lists several guidelines: 'Use the same format and column order as the [sample file](#).', 'File size must be under 5 MB.', 'Test import with a small data set first.', 'First row must contain field names.', 'All fields are mandatory.', 'No duplicate entries allowed.', and 'Avoid special characters, filters, or images.'

# Add Department

# Admin can add department in 3 ways

1.Adding through  
Mobile Admin  
Panel

2.Adding through  
Web Admin  
Panel

3.Importing  
through Web  
Panel

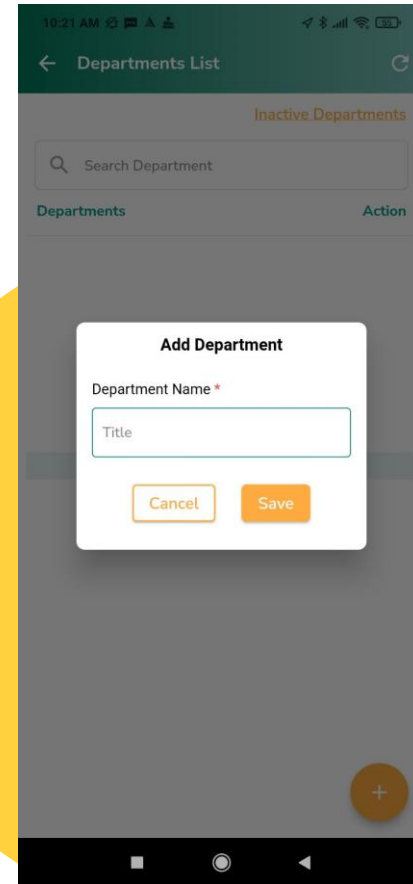
# Add Designations – Mobile Admin Panel

Select “**Settings**” from the home screen

1. Select “**Organization**”
2. List of created department appears.
3. Click on “**Add**” icon appearing on the right corner.
4. Enter “**Department**”
5. Select “**Status**”

Click “**Save**”

Department would be added successfully!



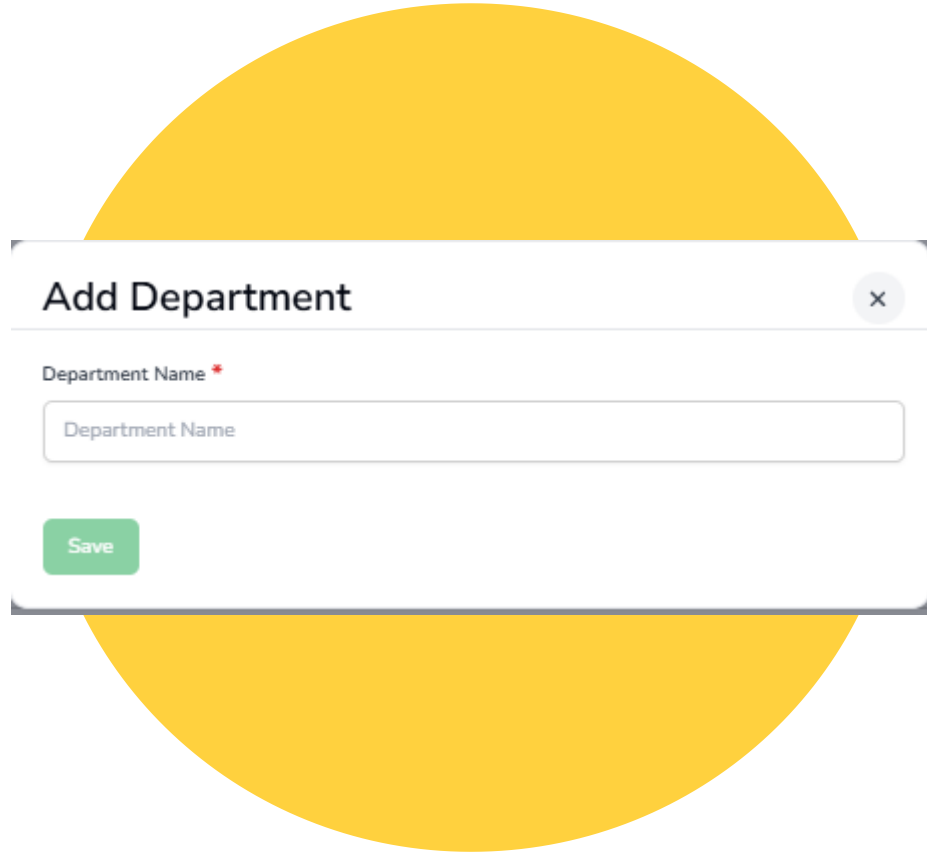
# Add Department – Web Admin Panel

Select “**Settings**” from the home screen

1. Select “**Department**”
2. List of created department appears.
3. Go to “Add” icon appearing on the right corner.
4. Enter “**department**”
5. Select “**Status**”

Click “**Save**”

**Department would be added successfully!**



**Add Department** ×

Department Name \*

Department Name

Save

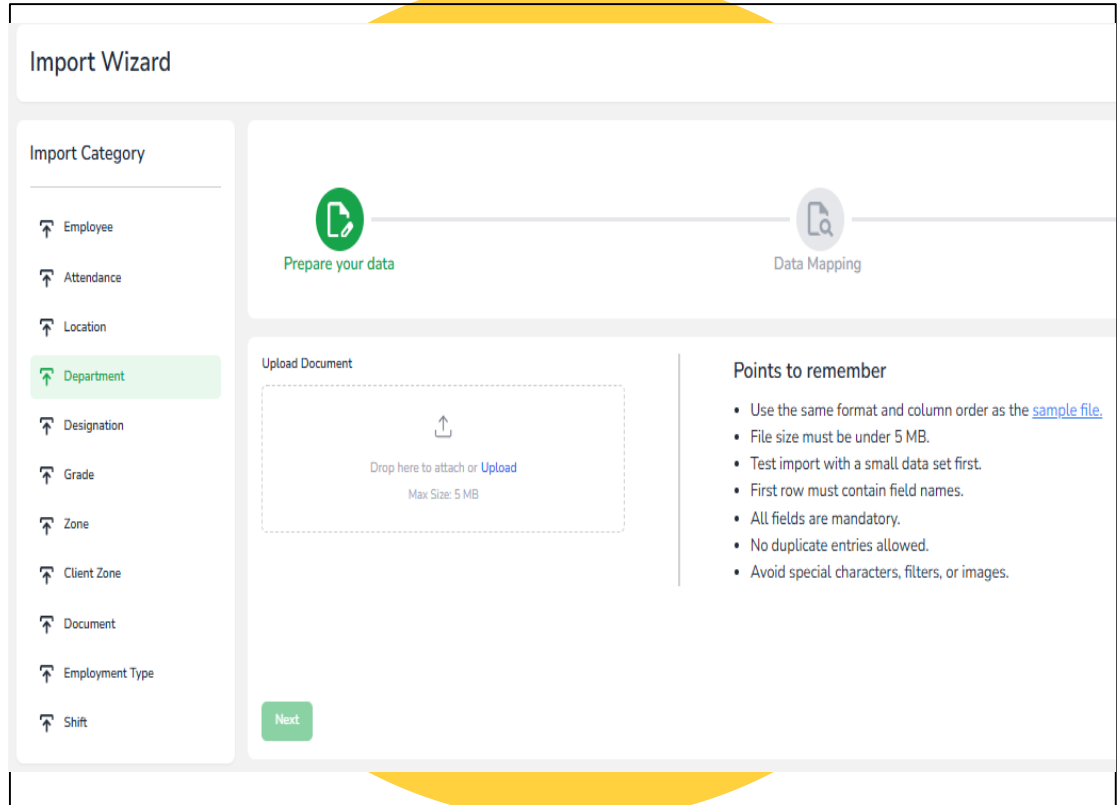


# Import Department – Web Admin Panel

Select “**Settings**” from the home screen

1. Select “**Department**”
2. List of created departments appears.
3. Go to “**Import**” icon appearing on the right corner.
4. Download sample file for reference ”
5. “**Upload**” File
6. Select “**Import**”

**Departments would be added successfully in bulk!**



The screenshot displays the 'Import Wizard' interface. On the left, a sidebar titled 'Import Category' lists various data types: Employee, Attendance, Location, Department (highlighted in green), Designation, Grade, Zone, Client Zone, Document, Employment Type, and Shift. The main content area is divided into two sections. The top section, 'Prepare your data', features a green circular icon with a document and a pencil, and a 'Data Mapping' section with a circular icon containing a magnifying glass. The bottom section, 'Upload Document', includes a dashed box for file upload with the text 'Drop here to attach or Upload' and 'Max Size: 5 MB'. To the right of this section, a 'Points to remember' list provides guidelines: use the same format and column order as the sample file, file size must be under 5 MB, test import with a small data set first, first row must contain field names, all fields are mandatory, no duplicate entries allowed, and avoid special characters, filters, or images. A green 'Next' button is located at the bottom left of the main content area.

# Reports

# Web Panel

≡

 Employees

Attendance

→ Leave

 Payroll

## Performance

 Payroll

Ubitech Solutions Pvt. Ltd.

← **Daily Attendance Report**



Q Search

< 04 Aug, 2025



Filter  $\frac{1}{1+z}$



Employee Name	Shift Hours	Worked Hours	Late Hours	Early Hours	Under/Over Time
Aashi rajpoot	00:00	00:00	00:00	00:00	00:00
Abhay Kushwah	09:00	09:18	00:00	00:00	00:18
Abhaytest	00:00	00:00	00:00	00:00	00:00
Abhishek Parmar	09:00	09:00	00:15	00:00	00:00
Acer	00:00	00:00	00:00	00:00	00:00
Aditya Goyal	09:00	09:21	00:00	00:00	00:21
Afreen khan	09:00	08:51	00:02	00:00	-0:09
Afseen Khan	09:00	09:10	00:00	00:00	00:10
Akash Singh gtb	00:00	00:00	00:00	00:00	00:00
Amit	00:00	00:00	00:00	00:00	00:00

# Late comers – Web Admin Panel



Today's latecomers

[Copy](#) [CSV](#) [Excel](#) [PDF](#)

Ubitech Solutions Pvt. Ltd.

Employee	Name	Time in	Time out	Status	Overtime	Time in Grace
05/08/2025						
Suraj Tiwari	General Shift (09:30 AM - 06:30 PM)	09:45:45	00:00:00	Present	00:00:00	09:45:00
Regendra	General Shift (09:30 AM - 06:30 PM)	10:02:29	00:00:00	Present	00:00:00	09:45:00
Ashish Dwivedi	General Shift (09:30 AM - 06:30 PM)	09:53:42	00:00:00	Present	00:00:00	09:45:00
Kunal Wadhvani	General Shift (09:30 AM - 06:30 PM)	10:03:13	00:00:00	Present	00:00:00	09:45:00
Vishal Gupta	General Shift (09:30 AM - 06:30 PM)	09:46:07	00:00:00	Present	00:00:00	09:45:00
Divyani Chandoriya	General Shift (09:30 AM - 06:30 PM)	09:45:16	00:00:00	Present	00:00:00	09:45:00
Vanshika Parihar	General Shift (09:30 AM - 06:30 PM)	09:46:10	00:00:00	Present	00:00:00	09:45:00
Muskan bano	General Shift (09:30 AM - 06:30 PM)	09:45:16	00:00:00	Present	00:00:00	09:45:00
Piyush Singh Bais	General Shift (09:30 AM - 06:30 PM)	09:47:45	00:00:00	Present	00:00:00	09:45:00
Ashad khan	General Shift (09:30 AM - 06:30 PM)	09:47:46	00:00:00	Present	00:00:00	09:45:00
Ankur Dwivedi	General Shift (09:30 AM - 06:30 PM)	09:53:51	00:00:00	Present	00:00:00	09:45:00
Nazia Khan	General Shift (09:30 AM - 06:30 PM)	09:45:56	00:00:00	Present	00:00:00	09:45:00

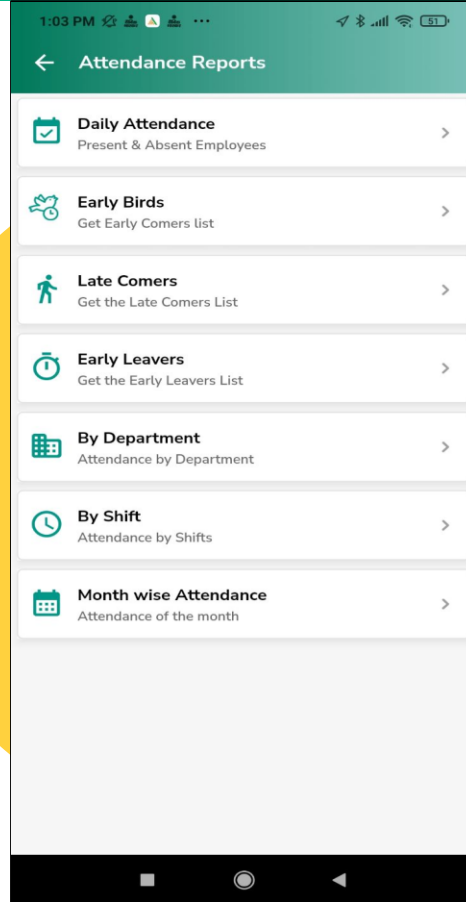
Showing 1 to 12 of 12 entries



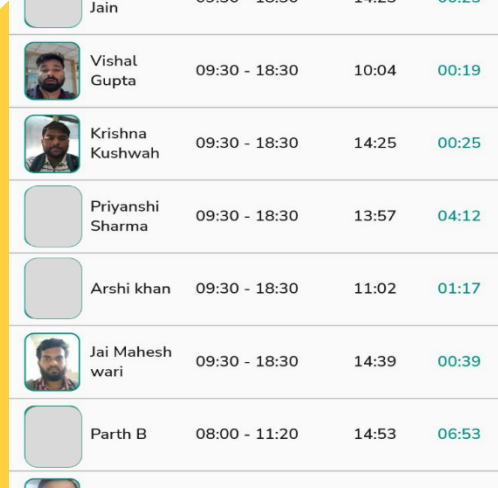
Privacy Policy

# App Reports

# Report List– Mobile Admin Panel



# Late comers – Mobile Admin Panel












1:15 PM

Late Comers

Date: 01-08-2025

Total Late Comers: 19

Name	Shift	Time In	Late by
 Namisha Jain	09:30 - 18:30	14:23	00:23
 Vishal Gupta	09:30 - 18:30	10:04	00:19
 Krishna Kushwah	09:30 - 18:30	14:25	00:25
 Priyanshi Sharma	09:30 - 18:30	13:57	04:12
 Arshi khan	09:30 - 18:30	11:02	01:17
 Jai Mahesh wari	09:30 - 18:30	14:39	00:39
 Parth B	08:00 - 11:20	14:53	06:53
 Ankur Dwivedi	09:30 - 18:30	09:55	00:10
 Divya	09:30 - 18:30	09:51	00:06



# Department wise Attendance Report – Mobile Admin Panel

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

1. Tap on attendance
2. Select “**By Department**”
3. Select the date
4. Admin can download attendance reports of all departments at once.
5. Admin can select the department & then download the report of particular department as **CSV** or **PDF**.

3:00 PM

Signal, Wi-Fi, and battery status icons

← Technical

04-08-2025

Present

Absent

Late  
Comers

Early  
Leavers

Total Present: 30 Out of 32

Name

Time In

Time Out

Abhay Kushwah

Time In :

26.2052481,78.1638294.....

Time Out : .....

09:44

19:02

Abhishek Parmar

Time In : 57, Nadi Gate 2 Rd,  
Jayendraganj, Lashka.....

Time Out : 57, Nadi Gate 2  
Rd, Jayendraganj, Lashka.....

10:00

19:01

Aditya Goyal

Time In : 57, Nadi Gate 2  
Road, Lashkar, Gwalior, .....

Time Out :  
26.2067815,78.1633906.....

09:23

18:44

Ankur Dwivedi

Time In : 57, Nadi Gate 2  
Road, Lashkar, Gwalior, .....

Time Out :  
26.2051934,78.163822.....

09:43

18:59

Ankur Sharma

Time In : MLB Road, MLB  
Road, Shinde Ki Chhaoni,

Time Out : 57, Nadi Gate 2  
Rd, Jayendraganj, Lashka.....

09:44

19:01

Apexksha Gupta

-- --

-- --

# Summary Reports

# Today's Attendance Report – Web Admin Panel



## Today's Attendance Summary

[ 04-Aug-2025 ]

Present

S.No.	Employee Code	Employee	Time In	Time Out
1	UBI00553	Abhay Kushwah	09:44	19:02
2	UBI00176	Abhishek Parmar	10:00	19:01
3	UBI00708	Aditya Goyal	09:23	18:44
4	UBI00655	Afreen khan	09:47	18:39
5	USPL00839	Afseen Khan	09:22	18:32
6	UBI0075	Ankita Sharma	09:28	18:35
7	UBI00714	Ankur Dwivedi	09:43	18:59
8	UBI00597	Ankur Sharma	09:44	19:01
9	UBI00712	Apeksha gupta	09:36	19:01
10	UBI00678	Arshi khan	09:37	18:38
11	UBI00189	Ashish Dwivedi	09:43	19:00
12	UBI00200	Bazmi uddin	09:42	19:02
13	USPL00796	Deepa Shakya	08:32	13:41
14	UBI00625	Disha Mourya	09:54	18:38
15	UBI00409	Divya Batham	09:45	18:45
16	USPL00829	Hansika Datey	09:50	18:59
17	UBI00637	Harsh Chaurasiya	09:44	18:34
18	UBI00547	Harsha Baghel	09:45	18:45

# Yesterday's Attendance Report – Web Admin Panel



## Yesterday's Attendance Summary

[ 04-Aug-2025 ]

### Present

S.No.	Employee Code	Employee	Time In	Time Out
1	UBI00553	Abhay Kushwah	09:44	19:02
2	UBI00176	Abhishek Parmar	10:00	19:01
3	UBI00708	Aditya Goyal	09:23	18:44
4	UBI00655	Afreen khan	09:47	18:39
5	USPL00839	Afseen Khan	09:22	18:32
6	UBI0075	Ankita Sharma	09:28	18:35
7	UBI00714	Ankur Dwivedi	09:43	18:59
8	UBI00597	Ankur Sharma	09:44	19:01
9	UBI00712	Apeksha gupta	09:36	19:01
10	UBI00678	Arshi khan	09:37	18:38
11	UBI00189	Ashish Dwivedi	09:43	19:00
12	UBI00200	Bazmi uddin	09:42	19:02
13	USPL00796	Deepa Shakya	08:32	13:41
14	UBI00625	Disha Mourya	09:54	18:38
15	UBI00409	Divya Batham	09:45	18:45
16	USPL00829	Hansika Datey	09:50	18:59
17	UBI00637	Harsh Chaurasiya	09:44	18:34
18	UBI00547	Harsha Baghel	09:45	18:45

# Weekly Attendance Report – Web Admin Panel

[Self Service](#)[Employees](#)[Attendance](#)[Leave](#)[Payroll](#)[Performance](#)[Timesheet](#)[Payroll](#)

← Ubitech Solutions Pvt. Ltd.  
Attendance Weekly Report



< 05 Aug. 2025 >



Filter



Employee Name	Shift Hours	Worked Hours	Leave Days	Absent Days	Half Days	Time Off	Late Hours	Early Hours	Under/Over Time
Aashi rajpoot	00:00	00:00	0	5	0	00:00	00:00	00:00	00:00
Abhay Kushwah	45:00	26:13	0	0	0	00:46	00:00	-18:30	-18:47
Abhaytest	00:00	00:00	0	0	0	00:00	00:00	00:00	00:00
Abhishek Parmar	45:00	26:13	0	0	0	00:00	00:15	-18:30	-18:47
Acer	00:00	00:00	0	0	0	00:00	00:00	00:00	00:00
Aditya Goyal	45:00	26:44	0	0	0	00:00	00:00	-18:30	-18:16
Afreen khan	31:30	11:48	1	0	1	00:00	00:29	-18:30	-19:42
Afseen Khan	45:00	27:06	0	0	0	00:00	00:00	-18:30	-17:54
Akash Singh gtb	00:00	00:00	0	4	0	00:00	00:00	00:00	00:00
Amit	00:00	00:00	0	4	0	00:00	00:00	00:00	00:00

Thank You