



Admin Guide

Steps to Get Started for Admin

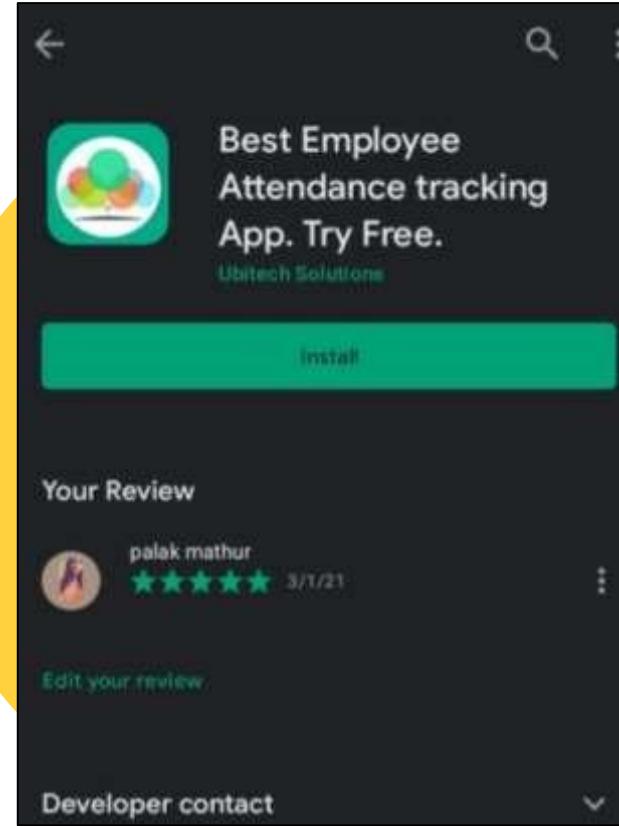
- Register Organization
- Login
- Add Employees
- Configure Shifts, Designation & Department
- Reports
- Summary Reports



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.



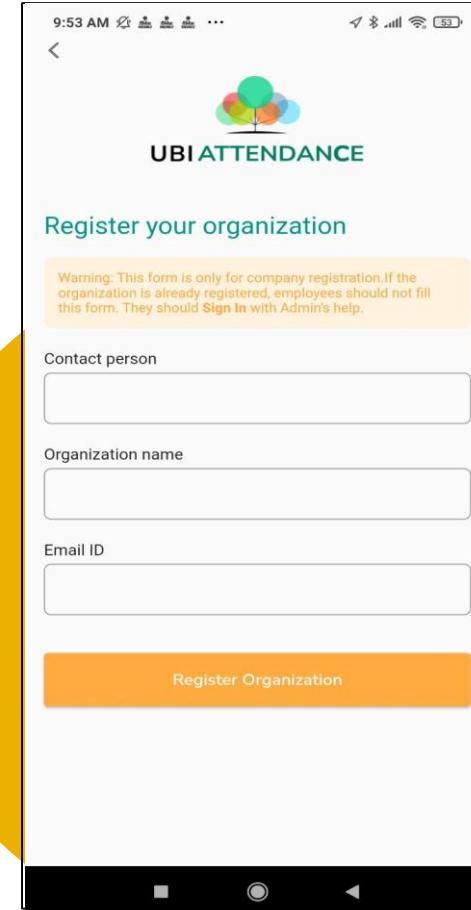
Register Organization

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.



Login to the App

Login in any of the 2 ways:

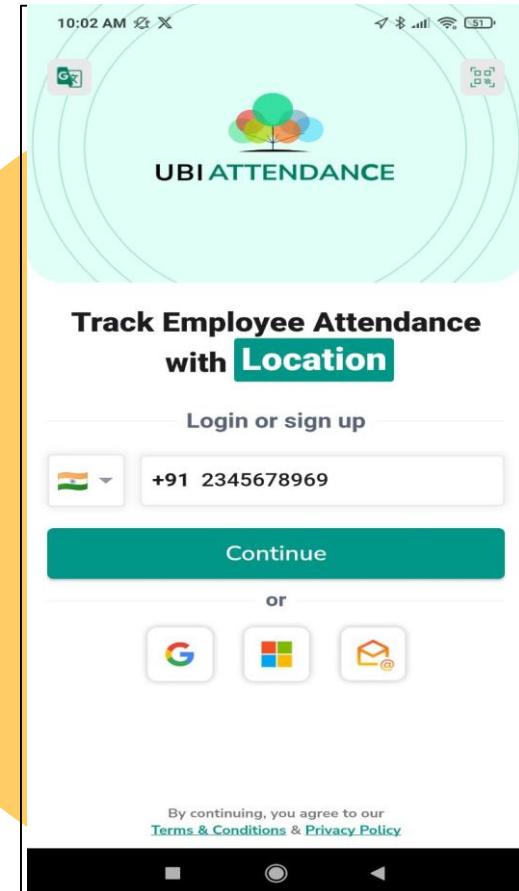
Email as Username:

- ✓ 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

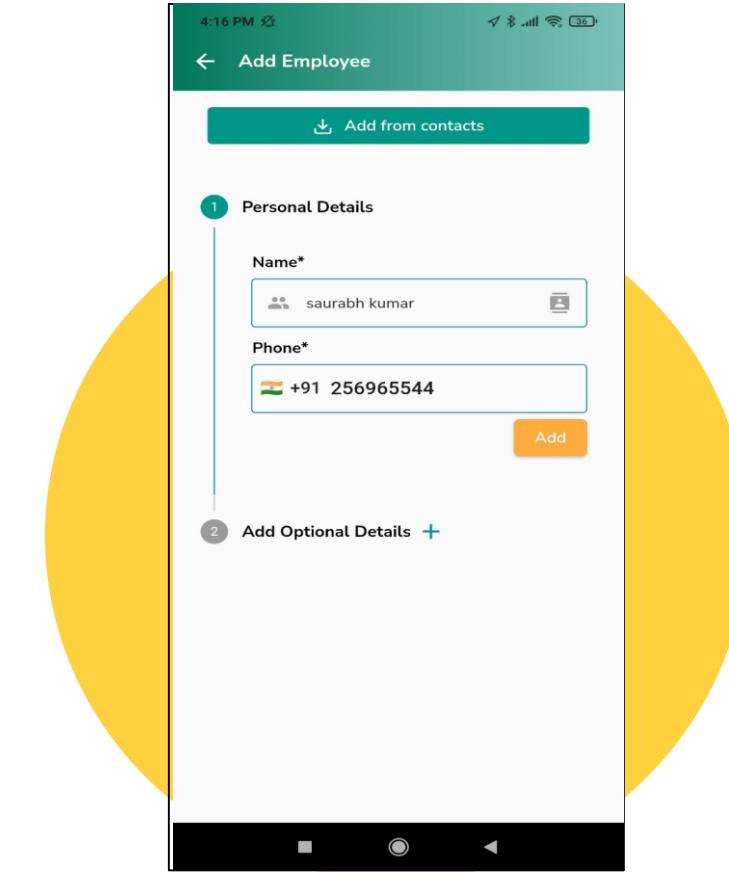
3.Import through
Web Panel

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!

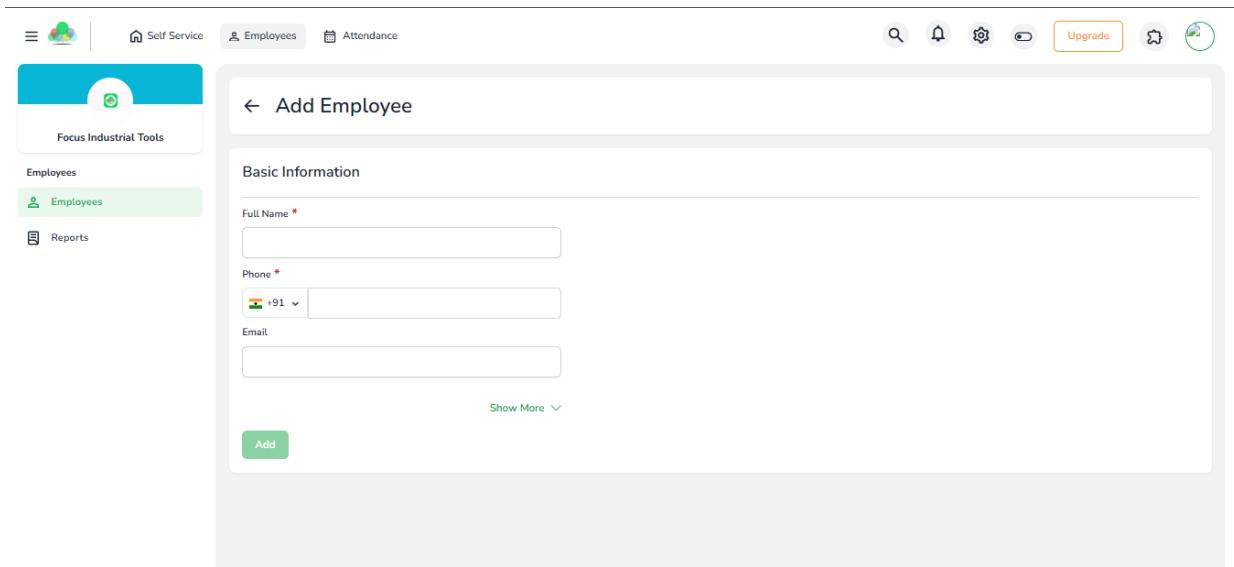


Add Employees – Web Admin Panel

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 shows the Focus Industrial Tools Web Admin Panel. The top navigation bar includes icons for Home, Self Service, Employees, and Attendance, along with a search bar, notifications, and an upgrade button. The left sidebar has three main categories: Employees, Reports, and Focus Industrial Tools. The 'Employees' category is selected and highlighted in green. The main content area is titled 'Add Employee' and contains a 'Basic Information' section. It includes fields for 'Full Name *' (with a red asterisk indicating it is required), 'Phone *' (with a dropdown for country code and a red asterisk), and 'Email'. Below these fields is a 'Show More' button with a downward arrow. At the bottom of the form 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!

Import Wizard

Import Category

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

Prepare your data

Upload Document

Drop here to attach or [Upload](#)
Max Size: 5 MB

Next

Close Settings X

Data Mapping

Preview

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

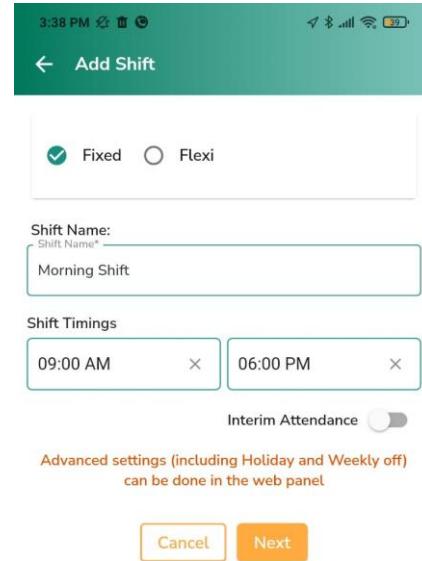
Add Shifts – Mobile Admin Panel

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!



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 'Shifts' configuration page. At the top, there are tabs for Self Service, Employees, Attendance, Leave, Payroll, and Payroll. On the right, there are icons for search, notifications, and user profile, along with an 'Upgrade' button. The main form has fields for 'Shift Type' (set to 'Fixed Shift'), 'Shift Name' (set to 'Morning Shift'), 'Start Time' (09:00 AM), 'End Time' (06:00 PM), and 'Shift Hours' (09:00). The 'Working Hours' section shows a range from 09:00 to 09:00. A 'Multiple Time in/Time out' section has 'No' selected. At the bottom right, there is a link 'Add Grace and Break Time +'. The 'Shift Calendar' section shows a 5x7 grid of days and weeks. Each day row has a 'Days' column and a 'Shifts' column for each of the five weeks. The 'Shifts' column for each day contains a dropdown menu with 'Work Day' selected. The days are labeled Sunday through Saturday.

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

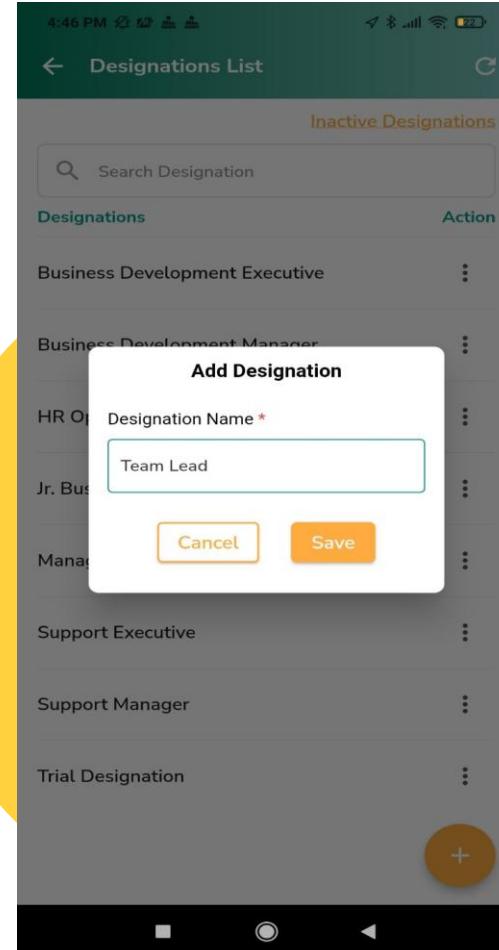
Add Designations – Mobile Admin Panel

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!



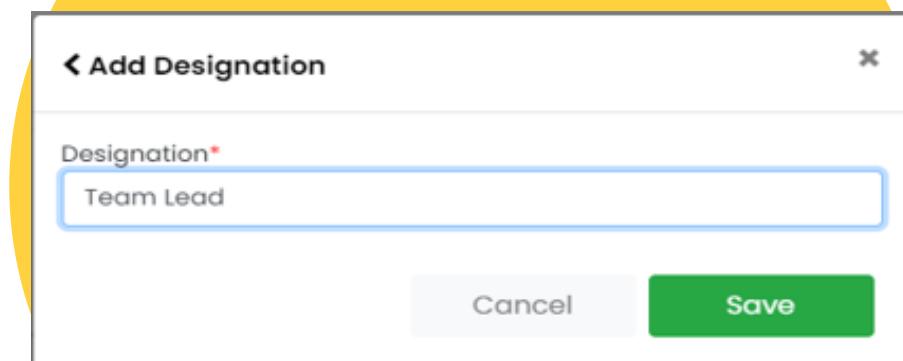
Add Designation – Web Admin Panel

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!



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.

Import Wizard

Import Category

- Employee
- Attendance
- Location
- Department
- Designation**
- Grade
- Zone
- Client Zone
- Document
- Employment Type

Prepare your data

Upload Document

Drop here to attach or **Upload**
Max Size 5 MB

Data Mapping

Preview

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.
- No duplicate entries allowed.
- 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

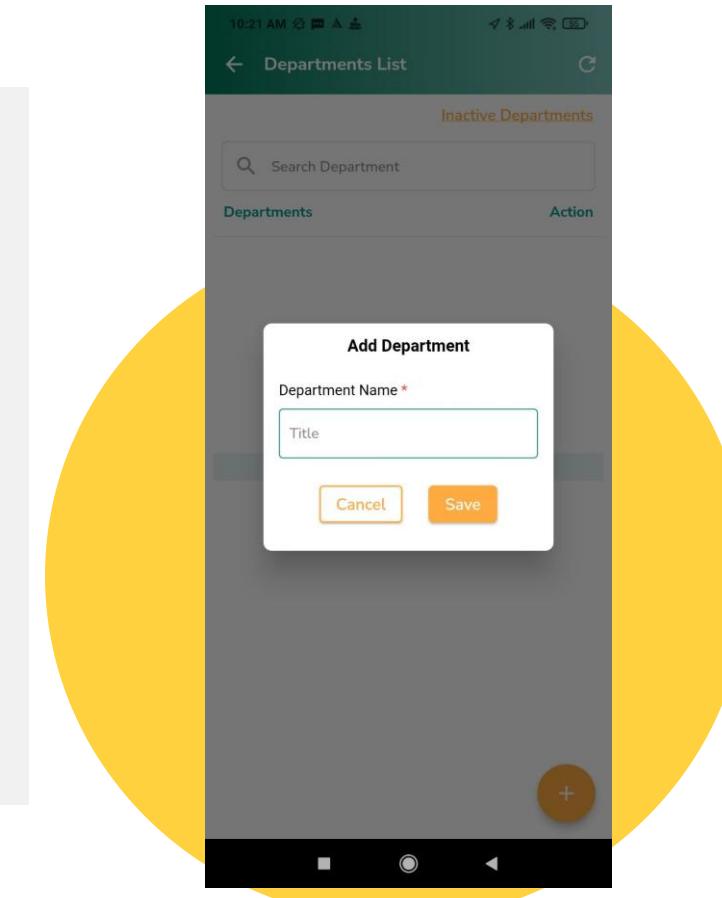
Add Designations – Mobile Admin Panel

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!



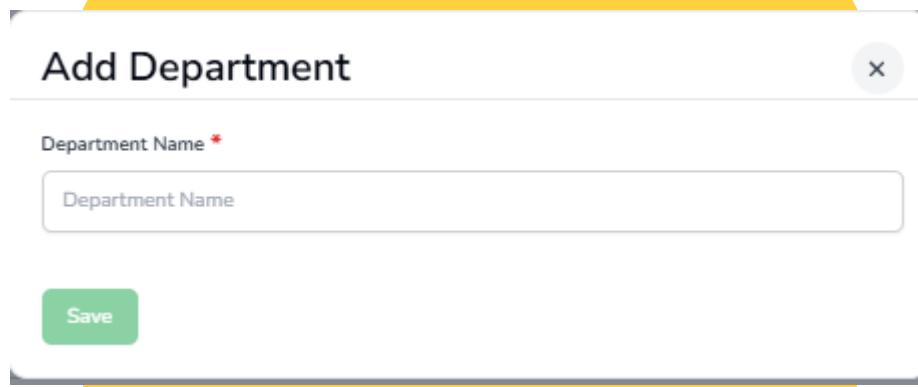
Add Department – Web Admin Panel

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!



The image shows a modal window titled "Add Department". The window has a light gray background and a white content area. At the top right is a small "X" button. The title "Add Department" is centered above a form field. The form field is labeled "Department Name *". Below the label is a text input box with the placeholder "Department Name". At the bottom left of the form is a green "Save" button. The entire modal is set against a large, semi-transparent yellow circle.

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 shows the 'Import Wizard' interface for department data. On the left, a sidebar lists categories: Employee, Attendance, Location, Department (which is selected and highlighted in green), Designation, Grade, Zone, Client Zone, Document, Employment Type, and Shift. The main area is titled 'Import Wizard' and shows a 'Prepare your data' step. It features a 'Data Mapping' icon and a 'Upload Document' section with a dashed box for file upload, a 'Drop here to attach or Upload' placeholder, and a 'Max Size: 5 MB' limit. On the right, a 'Points to remember' section lists several import guidelines. A 'Next' button is located at the bottom of the main area.

Import Wizard

Import Category

- Employee
- Attendance
- Location
- Department**
- Designation
- Grade
- Zone
- Client Zone
- Document
- Employment Type
- Shift

Prepare your data

Data Mapping

Upload Document

Drop here to attach or Upload
Max Size: 5 MB

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.
- No duplicate entries allowed.
- Avoid special characters, filters, or images.

Next

Reports

Web Panel

Overtime – Web Admin Panel

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

Ubitech Solutions Pvt. Ltd.
Daily Attendance Report



Search

04 Aug, 2025



Filter



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

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

Ubitech Solutions Pvt. Ltd.



Today's latecomers

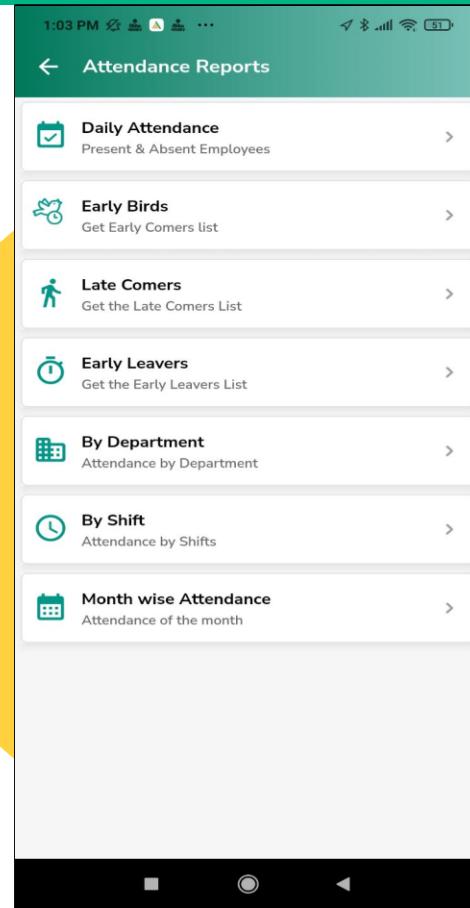
Employee	Name	Time in	Time out	Status	Overtime	Time in Grace
05/08/2025						
Suraj Tiwari	General Shift (09:30 AM - 06:30 PM)	09:45:45	00:00:00	Present	00:00:00	09:45:00
Regendra	General Shift (09:30 AM - 06:30 PM)	10:02:29	00:00:00	Present	00:00:00	09:45:00
Ashish Dwivedi	General Shift (09:30 AM - 06:30 PM)	09:53:42	00:00:00	Present	00:00:00	09:45:00
Kunal Wadhwan	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

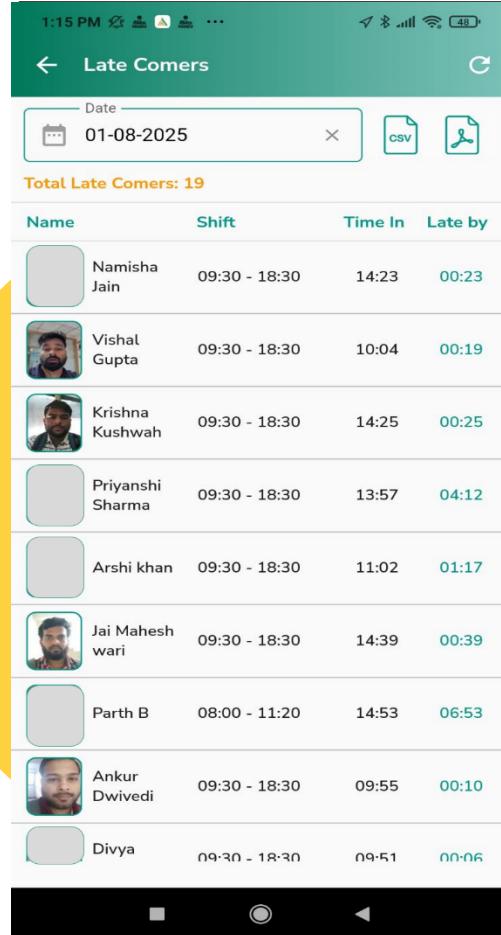


App Reports

Report List– Mobile Admin Panel



Late comers – Mobile Admin Panel



1:15 PM 100% 4G 100% 4G

← Late Comers C

Date 01-08-2025 X CSV PDF

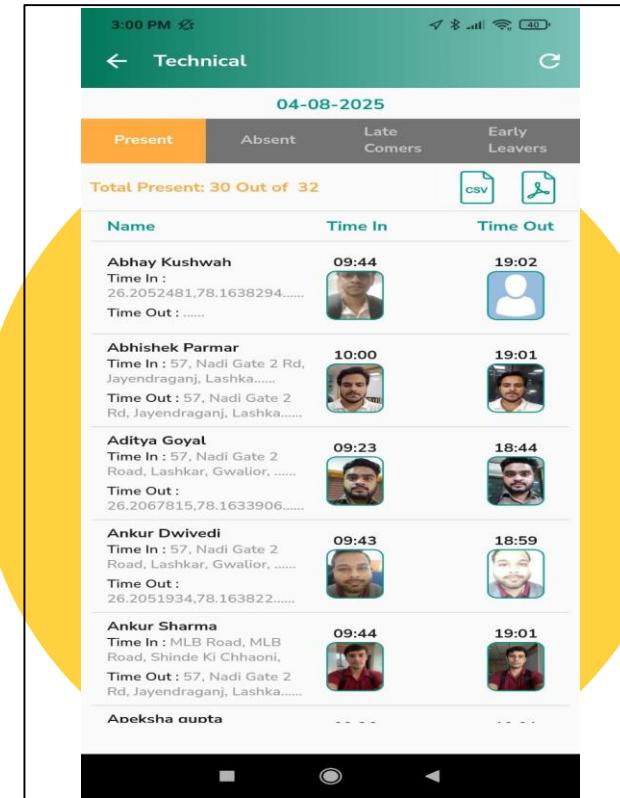
Total Late Comers: 19

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.



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	Bazmii 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 Daley	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

Search 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	0:00	0:00	0:00	0:00
Abhay Kushwah	45:00	26:13	0	0	0	0:46	0:00	-18:30	-18:47
Abhaytest	00:00	00:00	0	0	0	0:00	0:00	0:00	0:00
Abhishek Parmar	45:00	26:13	0	0	0	0:00	0:15	-18:30	-18:47
Acer	00:00	00:00	0	0	0	0:00	0:00	0:00	0:00
Aditya Goyal	45:00	26:44	0	0	0	0:00	0:00	-18:30	-18:16
Afreen khan	31:30	11:48	1	0	1	0:00	0:29	-18:30	-19:42
Afseen Khan	45:00	27:06	0	0	0	0:00	0:00	-18:30	-17:54
Akash Singh gtb	00:00	00:00	0	4	0	0:00	0:00	0:00	0:00
Amit	00:00	00:00	0	4	0	0:00	0:00	0:00	0:00

Thank You