Employee Guide

Steps to Get Started for Employee

- Download App
- Log In
- Punch Attendance
- Profile

Biometric

Affordable

Configurable

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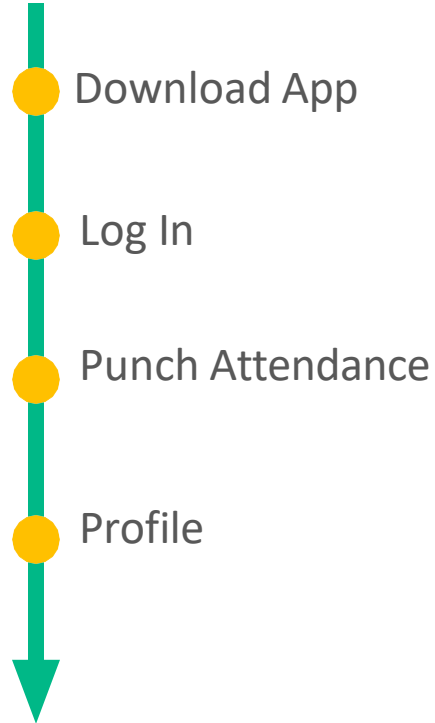
Note: If the employee has already been added by the admin then he need not register & can directly download the app

Registration

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.
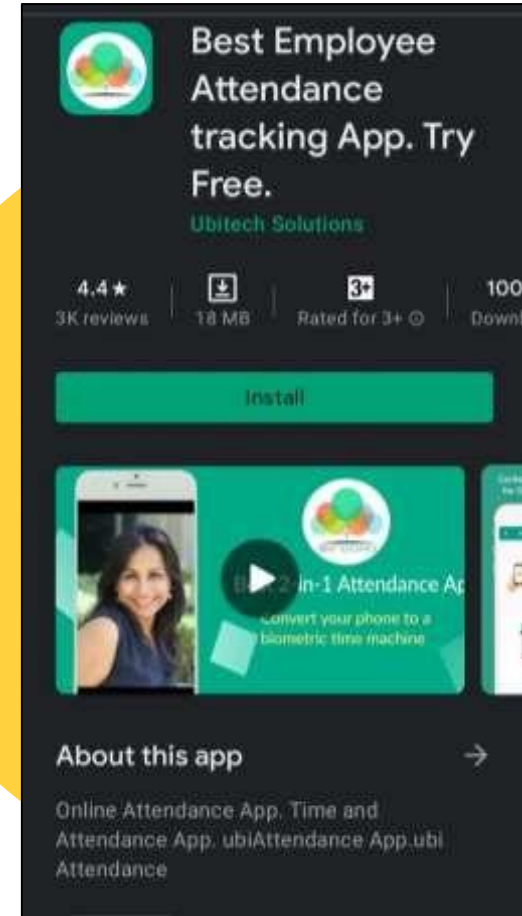
Login in any of the 3 ways:

Email as Username:

✓ Enter Email as User name.

✓ Enter **abcd1234** as Password
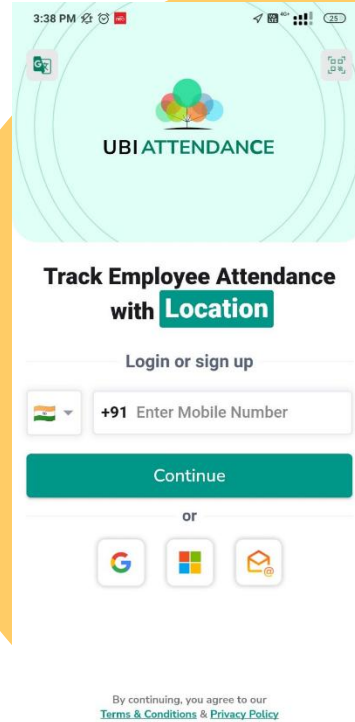
✓ Click on Login Button

Phone no. as Username:

✓ Enter Phone no. as Username.

✓ Enter **abcd1234** 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 get logged in successfully

# 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.
3. Capture image by using your phone's camera and click on "**Right**" button.

Time In will be marked successfully.

For Time Out:

1. Click on "**Time Out**" button.
2. Your current location will be shown.
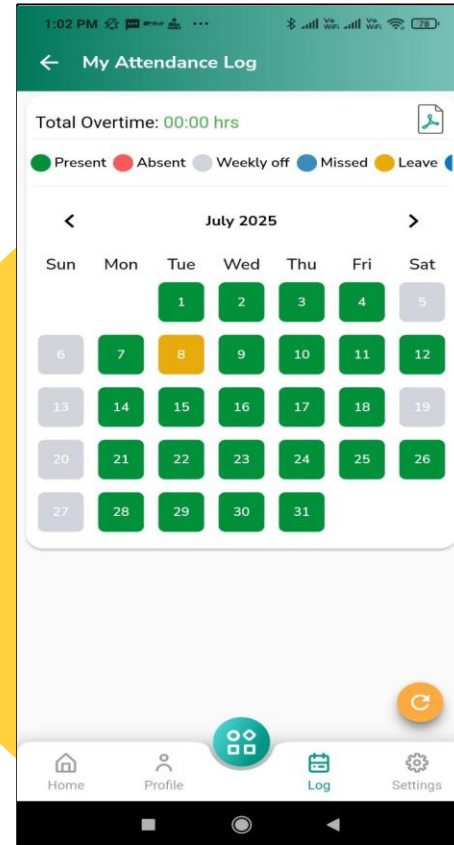3. Capture image by using your phone's camera and click on "**Right**" button

Time Out will be marked successfully.
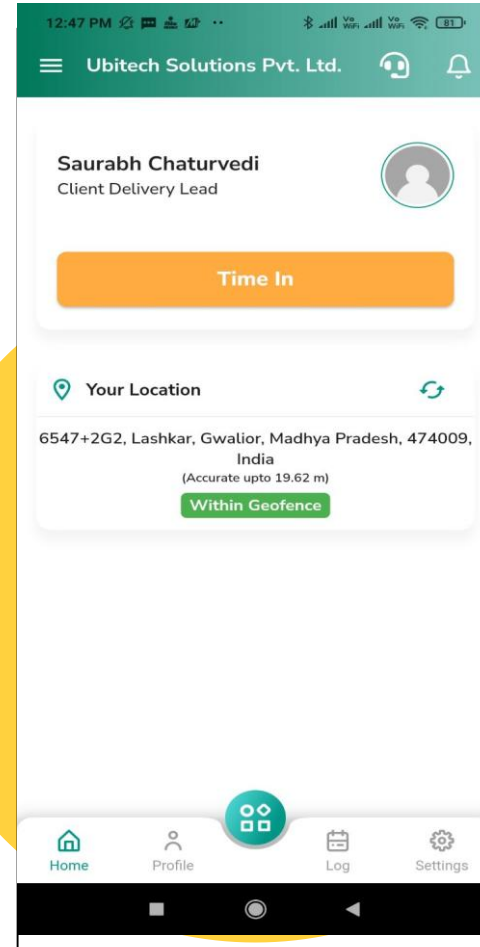
Check Attendance Log

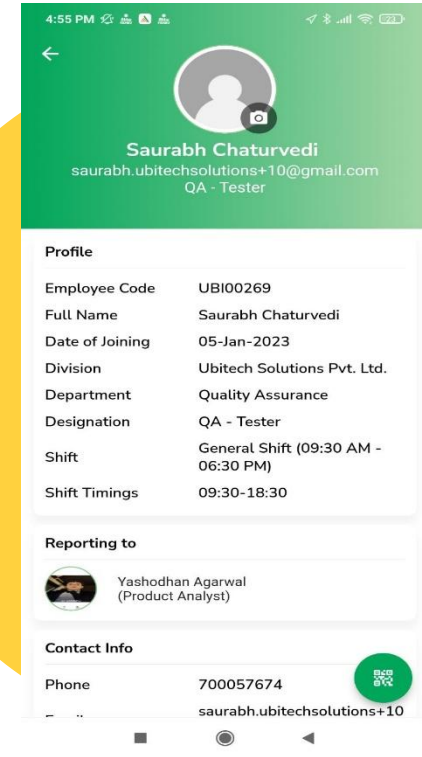**Click on "Log" on Home screen to check your last 30 days attendance**

Profile

To update your profile picture.

1. Go to "**Setting**" from the home screen.
2. Go to "**Profile**"
3. Change your profile picture
4. Select "**Save**"

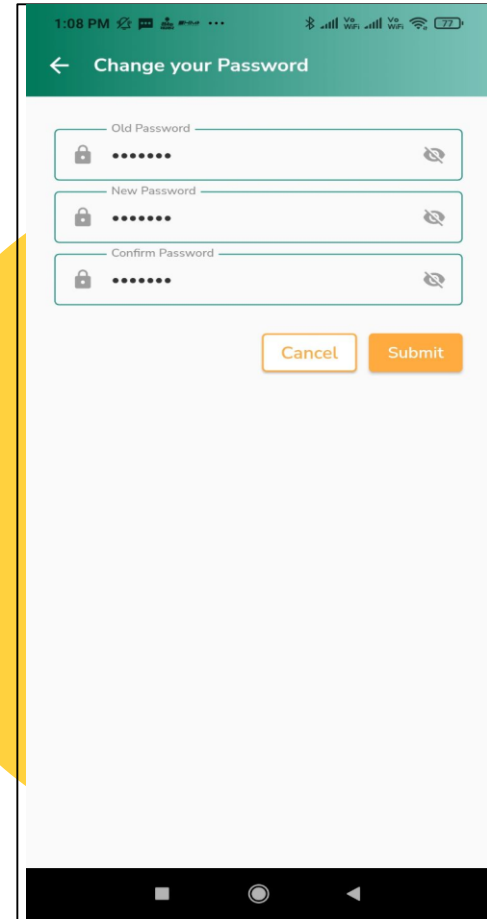**Your profile picture will be updated successfully.**

To change password.

1. Go to "**Settings**" from the home screen.
2. Click on "**Organization**" button
3. Enter old password & then your new password.
4. Select "**Submit**"

Your password will be changed successfully.

Thank You