

FOR YOUR OWN TEAM

How to use the system

A step-by-step operating manual for Head Managers, site Managers and staff.
Keep this with the pairing codes. Store PINs separately — never in a shared email or on the tablet bezel.

DASHBOARD

app.maroshub.co.uk

KIOSK

app.maroshub.co.uk/kiosk/

EDITION

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01 What you have been given

Your business has a private space on MarosHub. Nobody from another company can see your people, hours or pay rates. You will typically receive:

- **Head Manager login** — username and password for the office dashboard at **app.maroshub.co.uk** (the page with the amber login card).
- **One or more tablets or phones** already authorised, each with a **pairing code**.
- This manual. PINs for staff are created by you when you add people — they are not emailed by default.

Two screens, two jobs. The *dashboard* is for managers in the office (or on a phone browser). The *kiosk* is the full-screen clock on the wall device. Staff never need a dashboard account.

02 Log in to the dashboard

1 Open the dashboard

In a browser go to **https://app.maroshub.co.uk** (the home page, not /kiosk/).

2 Enter username and password

Use the Head Manager or site Manager credentials. Terms and Privacy links sit under the form.

3 You land on your console

The header shows your name. Head Managers see the whole company. Site Managers see only their site. Sessions last 12 hours; after that, log in again.

4 Log out when you leave a shared PC

Use Log Out (top right). Do not just close the tab on a reception computer.

Locked out? Five wrong passwords lock the account for 15 minutes. Wait, then try again. If you have forgotten the password, email maroshub@yahoo.com — there is no self-service reset in the product today.

03 Who can do what

TASK	HEAD MANAGER	SITE MANAGER	EMPLOYEE
See all sites in the company	Yes	No — own site only	No dashboard
Add employees	Any site	Own site	No
Add other managers	Yes	No	No
Change someone's role	Yes	No	No
Edit / delete staff	Anyone except the platform operator	Employees at own site	No
Fix missed clock-outs	Whole company	Own site	No
Download payroll / audit Excel	Whole company or a site	Own site / people	No
Clock in/out on the tablet	With their PIN	With their PIN	With their PIN
See own weekly hours on tablet	Yes	Yes	Yes

MarosHub sets up your company and tablets. That operator account is not part of your staff list. You cannot edit it.

04 Add people

- 1 Open Add Staff / Manager**
On the dashboard, use the add-staff form. Choose Standard Employee, Regular Manager, or (Head Manager only) Head Manager.
- 2 Fill the fields**
Full name, email (optional but useful for search), hourly rate in £, site/project. For a manager, also set username and password — that is how they log into the dashboard. Employees do not get a dashboard login.
- 3 Register and generate PIN**
The system creates a unique 6-digit PIN. Write it down and give it to the person in person or via a private channel. Anyone with that PIN can clock as them on any of your paired devices.
- 4 Language is automatic**
You do not pick a language per employee. They inherit the company language chosen when your Head Manager was created (English for this pack).

Site Managers: new employees are always created at *your* site. You cannot place someone at another location. Ask a Head Manager to move them (Edit Profile → Assigned Site).

05 Directories, live state, edit, history, delete

Two tables: **Managers Directory** and **Employee Directory**. Use Refresh if a clock just happened. Live State is Clocked In (green), On Break (amber) or Clocked Out. Rate / PIN can be revealed with the eye control where you have permission.

- **Edit Profile** (: menu) — name, email, hourly rate, site. Head Managers also see Role (promote Employee → Manager, and so on).
- **View History** — last 7 days of clock actions, site, Approved or Pending.

- **Delete** — soft delete. History stays for compliance; login and PIN are removed so they cannot clock. Confirm the dialog. This is for leavers, not for correcting a typo (use Edit).

Tables show 20 people per page. Use Previous / Next at the bottom.

06 Set up the wall tablet (once)

Usually MarosHub or your IT person does this. If you receive a blank tablet:

- 1 Open the kiosk page**
Browser, full screen, <https://app.maroshub.co.uk/kiosk/>. Add to home screen or kiosk mode so staff cannot leave the page easily.
- 2 Select this tablet's site**
Choose the matching business + tablet + site from the list (for example Gate 1 / your company / Main Site).
- 3 Type the pairing code**
The code from when the tablet was authorised. Without it the terminal will not launch. It is stored on the device after the first success.
- 4 Launch Terminal**
You should see a large live clock, your company name and site, and five action buttons. Leave this screen up all day.

To move a tablet to another site, ask MarosHub. That is not a Head Manager button.

07 How staff clock (show them this page)

Clock In — start of shift

Tap Clock In. Enter your 6-digit PIN on the keypad. Wait for the green confirmation with your name. You are now on site.

Take Break / Finish Break

Only after Clock In. Tap Take Break + PIN to leave the floor. Tap Finish Break + PIN when you return. Breaks are unpaid in payroll (subtracted from net hours).

Clock Out — end of shift

Tap Clock Out + PIN. If you forget, after 12 hours your manager is alerted and must enter the real finish time. Do not share your PIN.

My Weekly Hours

Tap the hours button, enter PIN, read Mon–Sun and Total. The screen closes itself so the next person cannot see your hours.

The tablet will refuse nonsense. You cannot clock in twice, clock out if you never clocked in, or take a break while clocked out. If it says “Already clocked in”, you (or someone using your PIN) already started a shift — clock out or ask a manager.

If the internet drops

An amber or red banner appears: Working Offline. Keep clocking with your real PIN. Punches are saved on the tablet and sent when the connection returns. If the tablet has *never* been online, offline clocking is disabled — connect it once. Invalid PINs still fail offline; random numbers will not be stored.

08 KPI cards — your morning glance

- **Currently Clocked In** — how many of your people are on shift or on break right now, versus headcount in your scope.
- **Pending Exceptions** — shifts that need a human (usually a missing clock-out over 12 hours).
- **Hours Logged Today** — completed work hours since local midnight (London time for this English pack).

09 Fix a timesheet (exceptions)

- 1 Open Timesheet Exceptions and Review**
Search by name or email if the list is long. Flagged rows need you.
- 2 Review / Edit**
Enter the real clock-out time (and clock-in if you must correct it). Clock-out must be after clock-in.
- 3 Approve Edit**
The hours become approved. Your username is written to the Compliance Audit Log. The employee's weekly hours on the kiosk update immediately if that screen is open.

Site Managers only see their site's exceptions. Head Managers see the company.

10 Run payroll and audit reports

Open **Enterprise Reporting and Analytics Hub**.

- 1 Choose format**
Professional Payroll Sheet for accounts (hours, breaks, net, pay). **Granular Audit Logs** for inspections (every punch, site, tablet — never PINs).
- 2 Choose scope**
Entire organisation (Head Manager), entire site, or one person.
- 3 Optional dates**
Start and end date (and hours if you need a night-shift window). If you pick an end date only, that whole day is included.
- 4 Generate and Download**
Open the .xlsx in Excel. Net hours and total pay are live formulas — you can adjust a rate in the sheet and the pay column recalculates. Keep files in your normal payroll archive. The system also retains records for 6 years.

Safe to send to payroll. PINs are excluded from every Excel export. Hourly rates appear only on the payroll sheet, which is expected. Review the file before anyone is paid.

11 Compliance Audit Logs (read-only)

Below the exceptions list is a history of manager actions: who logged in, who edited a profile, who approved a timesheet. You cannot edit this list. It is your evidence trail. Platform-operator actions are not shown here.

12 Daily / weekly rhythm

WHEN	WHO	DO THIS
Start of each shift	Staff	Clock In on the site tablet
Breaks	Staff	Take Break / Finish Break
End of shift	Staff	Clock Out
Morning, office	Manager	Check KPI: who is in, any exceptions
When exceptions appear	Manager	Call the person, enter the real times, approve
New starter	Head / site Manager	Add staff, hand PIN, watch first Clock In
Leaver	Head / site Manager	Delete (soft) so the PIN dies the same day
Pay week	Head Manager	Payroll Excel for the period, send to accounts
Inspection	Head Manager	Audit Logs Excel for the site and dates requested

13 If something goes wrong

WHAT YOU SEE	LIKELY CAUSE	WHAT TO DO
Invalid PIN	Wrong code, or person was deleted	Reveal PIN in directory (if allowed) or add them again
Already clocked in	They never clocked out yesterday	Clock Out now, or resolve the exception if it is flagged
Tablet says Offline	No network	Staff can still punch if it worked online before; check Wi-Fi or mobile data
Pairing code rejected	Wrong tablet selected, or code not issued	Match name and site exactly; ask MarosHub to re-save the tablet
Account locked	Five bad passwords	Wait 15 minutes
Cannot see an employee	Wrong site / you are a site Manager	Head Manager looks company-wide, or move the person to your site
Payroll missing hours	Still an open shift, or date filter	Close and approve the exception; widen the date range
Kiosk or dashboard language wrong	Company was set up in the other language pack	Email maroshub@yahoo.com to change the tenant pack

14 Good practice

- Never write PINs on the tablet bezel or a public whiteboard.
- Do not share one PIN across a crew — payroll and audits become meaningless.
- Delete leavers the day they finish so a friend cannot clock them in.
- Treat payroll Excel like any wage file (access-controlled folder).
- If a tablet is stolen, tell MarosHub immediately so it can be removed and the pairing code retired.
- Keep the kiosk charged and plugged in.
- Review every payroll file before you pay anyone. The software does not decide wages for you.

Need a new site, a new tablet, or a Head Manager password reset? Email maroshub@yahoo.com. That is done by MarosHub — it is not a button on your dashboard.