

Feature Description Document

Creating Employee Groups in IXM WEB



Purpose

This document outlines the process of creating Employee groups in IXM WEB.

Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices					

Description

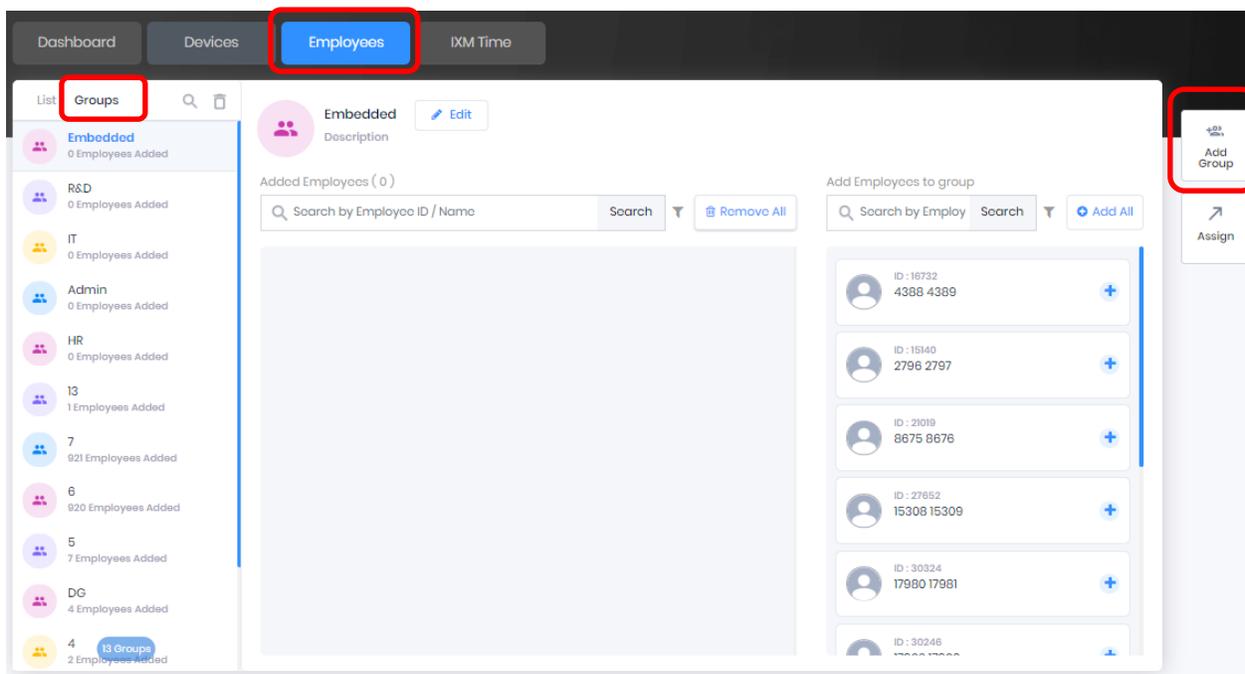
Employee groups are basically a logical grouping of the employees based on certain criteria such as shifts, departments, seniority, etc. Invixium recommends that each employee be a part of at least one employee group.

Groups are also used for multi-user authentication. Each group created in IXM WEB must be present in every device (which supports Groups) registered in IXM WEB. Other options like Add, Delete and Transfer groups are available.

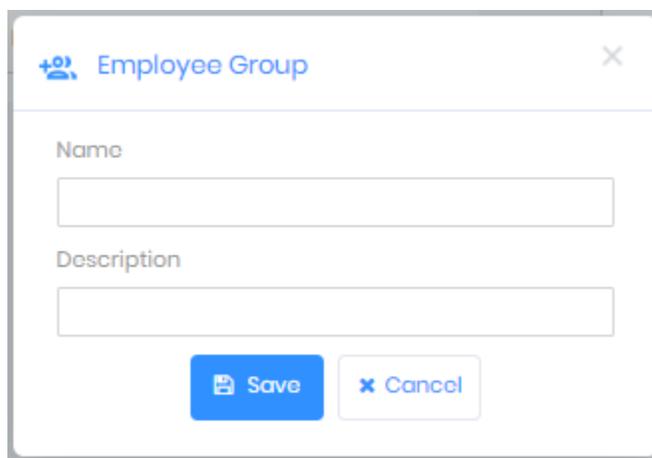
The administrator can create groups for different departments and add users to these groups. The purpose of creating an employee group is to provide access or restrict access to users. The administrator can create a maximum of 50 groups.

Steps to create Employee Groups from IXM WEB

1. From **Home screen** >> Click the **Employees tab** on the top >> Select **Groups** above the List of employees on the left.
2. The application will switch over to show the list of groups in the system.

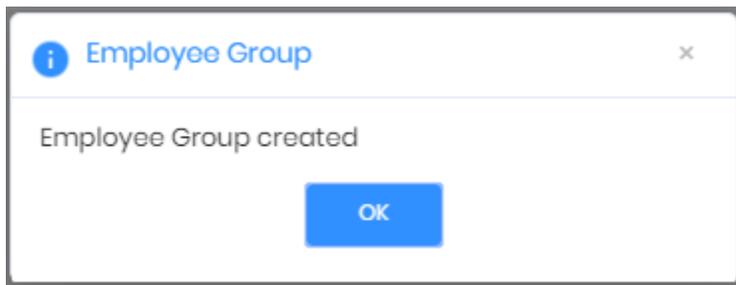


3. Click **Add Group** on the right to add a new employee group. Provide the "Name" and "Details" for the new employee group and click **Save**.

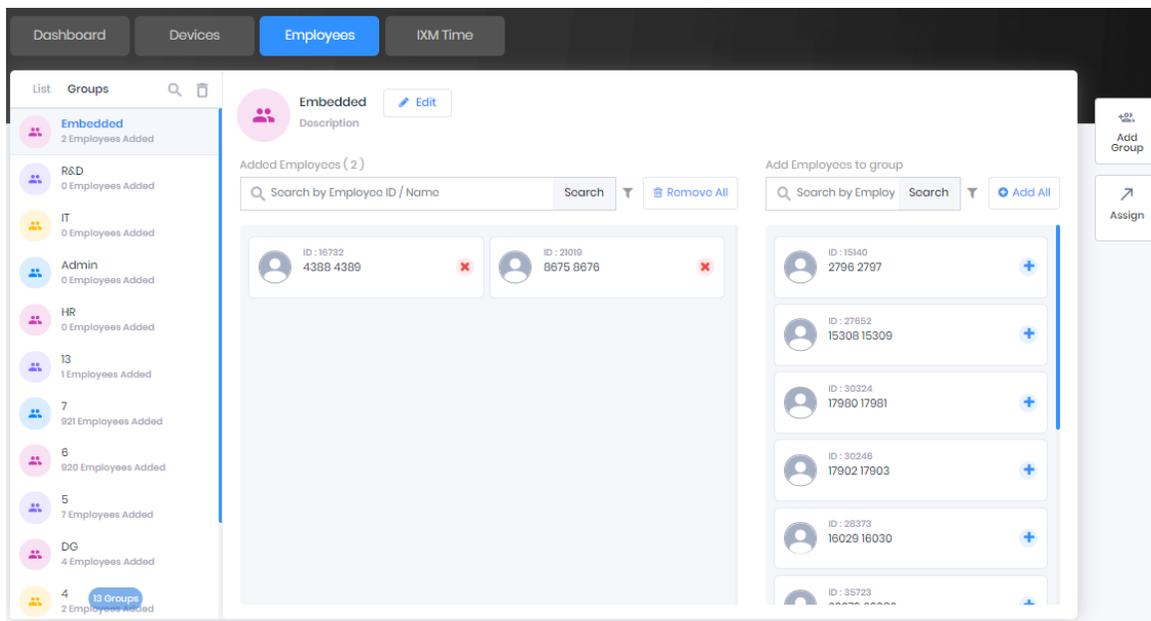


The form is titled 'Employee Group' and has a close button (X) in the top right corner. It contains two input fields: 'Name' and 'Description'. Below the input fields are two buttons: 'Save' (blue) and 'Cancel' (white with a blue border).

- The application will show a success message and the new employee group will be added to the list of employee groups. Click **OK**.



- Once the required employee groups are created, the administrator can add any employee to any group from the employee group window itself.
- Employee groups will be useful for creating departments and transferring entire groups to different IXM devices to avoid enrolling each employee separately on them.
- To add an employee to a selected employee group, select an employee group from the list and then **Click** On the “+” icon next to the respective employee(s).





Support

For more information relating to this Feature Description document, please contact us at support@invixium.com

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