



Feature Description Document

Creating Local & Domain System Users in IXM WEB



Purpose

This document outlines the process of creating IXM WEB system users from the domain user.

Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

Managing the rights or privileges by assigning permissions to users is essential when different tasks are distributed to multiple users.

In IXM WEB, there are two types of system user logins:

1. Local User
2. Domain User

The first application administrator is always a local user. For the rest of the system and ESS, users can be a local user or domain user.

Prerequisites for Active Directory Users

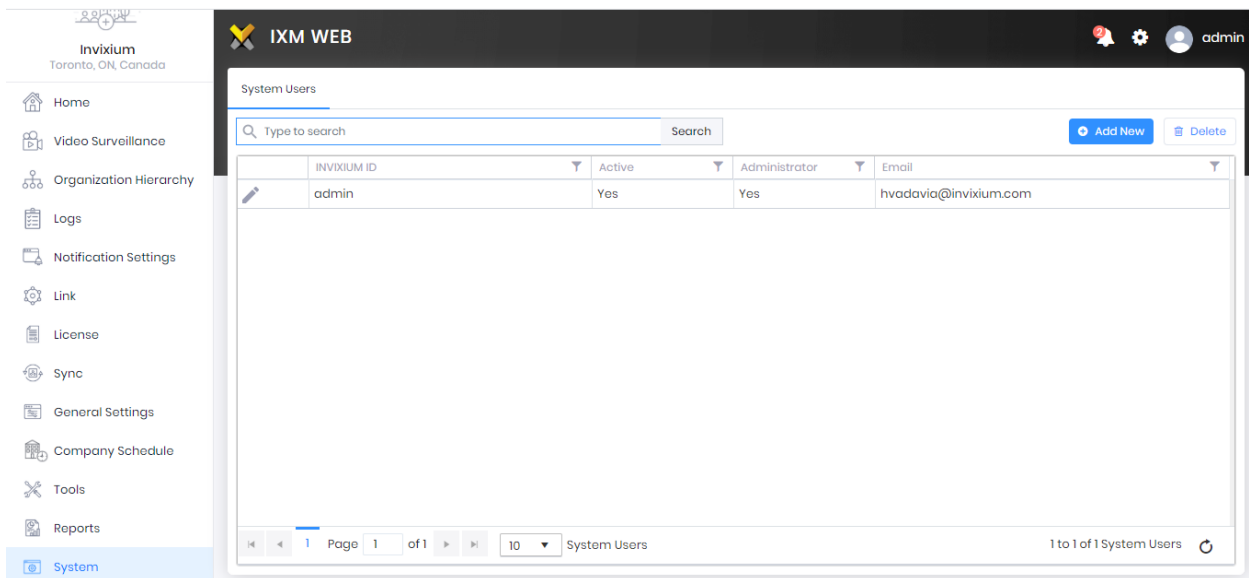
- IXM WEB Server should be connected to the Active Directory Domain server by using proper DNS where all users are available.
- IXM WEB will extract all Active Directory Employees to create System Users.



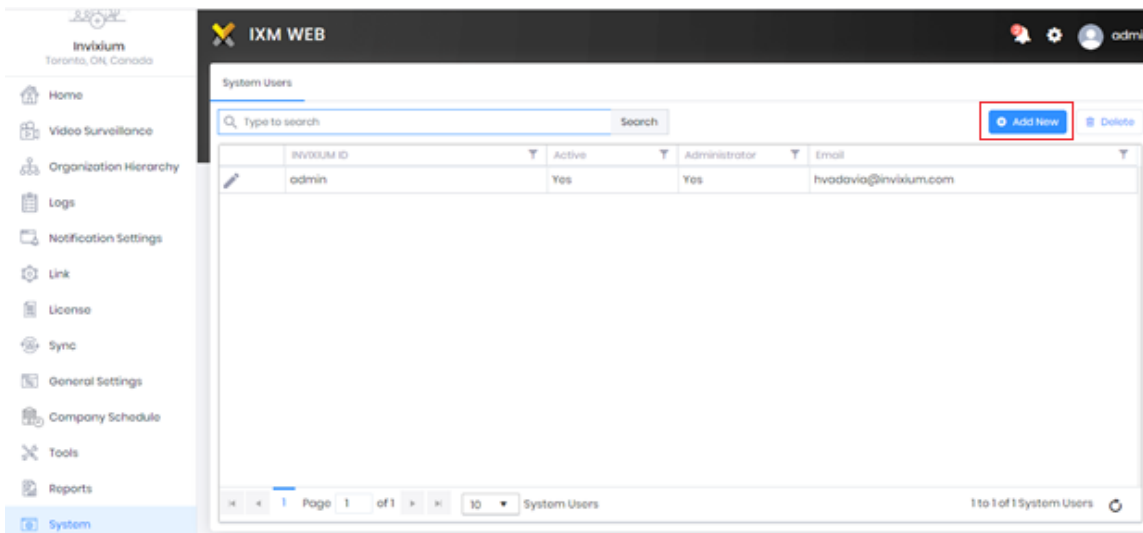
Create System User(s)

Verify that the IXM WEB server is in a valid domain, and that DNS is configured properly to create system users with domain credentials.

1. Log into IXM WEB.
2. On the home page, expand **Left Navigation Pane** >> Click **System**.



3. Click **Add New**.



4. Creating a system user requires the following details:

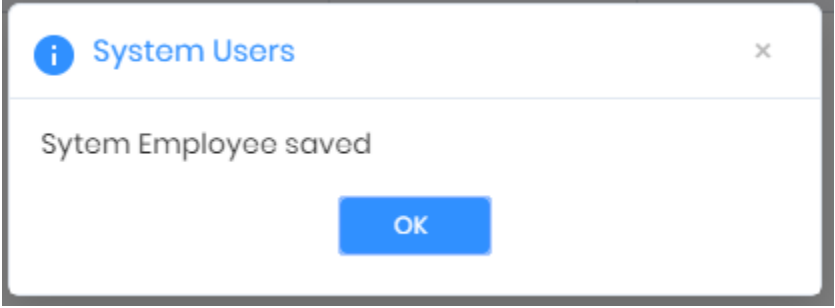
- Login type
 - i. Local employee
 - ii. Domain employee
- InviXium ID (User ID) (For domain employee login type User ID automatically filled from AD)
- Password creation (For Domain employee login type password creation is not require)
- Email address
- Status
- Permission for modules



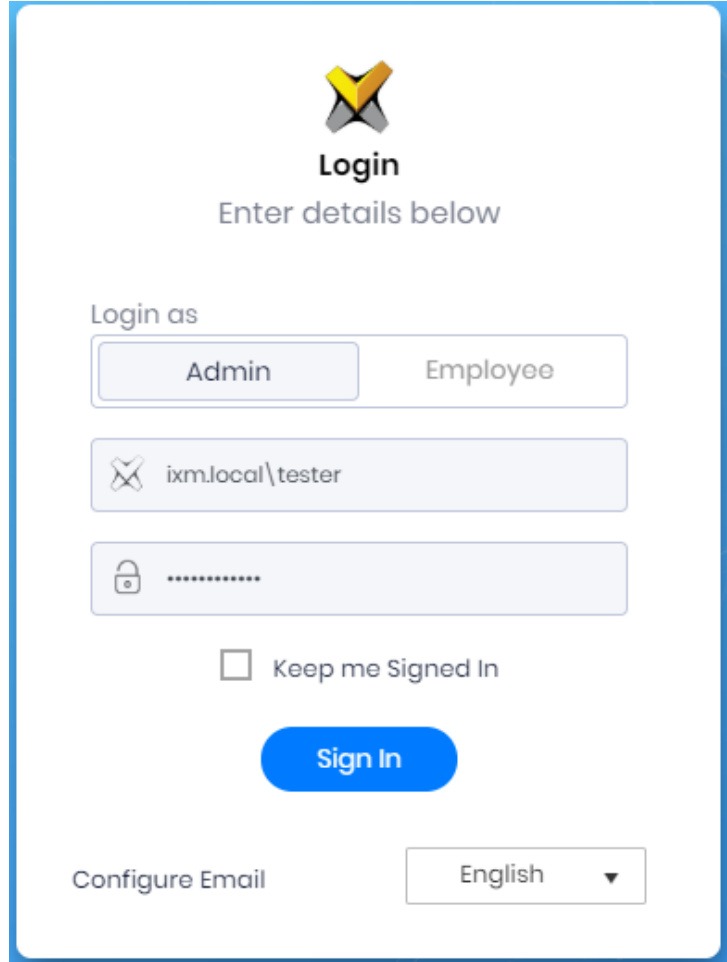
- To create a system user with domain credentials, change login type to “Domain Employee”.
- Select **Domain Employee** from the dropdown list.

Module	None	View	Edit	All
Dashboard	None	View	Edit	All
Employee & Employee Group	None	View	Edit	All
Device & Device Group	None	View	Edit	All
IXM Time	None	View	Edit	All
General Settings	None	View	Edit	All
Notification Settings	None	View	Edit	All
Tools	None	View	Edit	All
Company Schedules	None	View	Edit	All
Organization Heirarchy	None	View	Edit	All
Logs	None	View	Edit	All
Licensing	None	View	Edit	All
Link	None	View	Edit	All
Convert	None	View	Edit	All
Translate	None	View	Edit	All
Reports	None	View	Edit	All
System	None	View	Edit	All
Data Adapter	None	View	Edit	All
IXM Health	None	View	Edit	All

- Add an email address.
- Apply for permission as “View”, “Edit”, “None” or “All” for all modules.
- Click **Save**.



10. Log into the system using domain name\username and password.





11. To create a local system user, change login type to “Local Employee”.

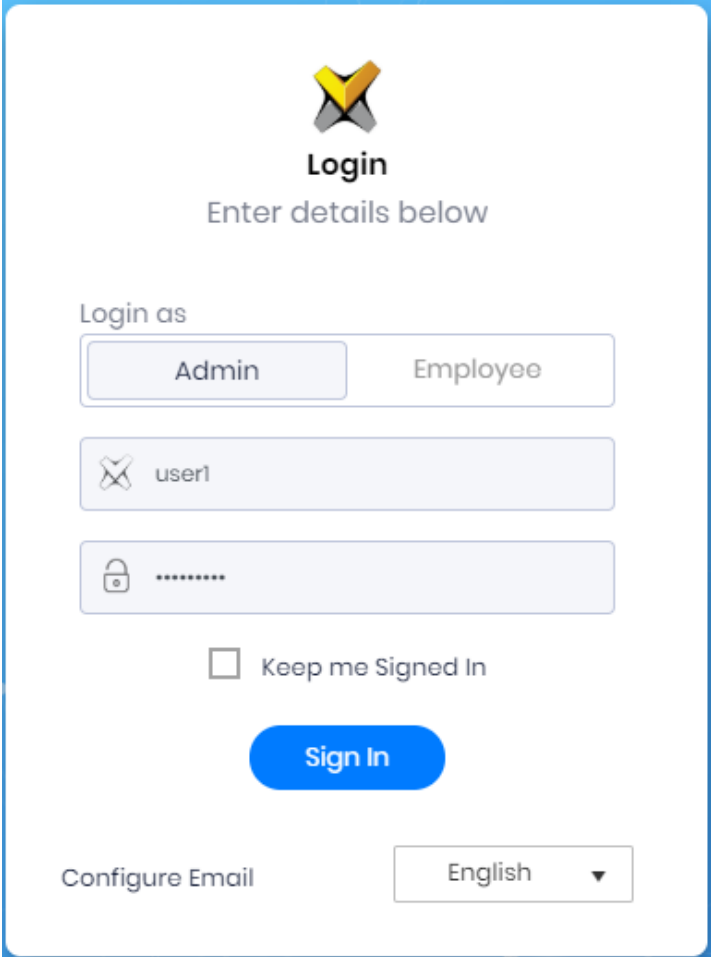
Module	None	View	Edit	All
Dashboard	None	View	Edit	All
Employee & Employee Group	None	View	Edit	All
Device & Device Group	None	View	Edit	All
IXM Time	None	View	Edit	All
General Settings	None	View	Edit	All
Notification Settings	None	View	Edit	All
Tools	None	View	Edit	All
Company Schedules	None	View	Edit	All
Organization Heirarchy	None	View	Edit	All
Logs	None	View	Edit	All
Licensing	None	View	Edit	All
Link	None	View	Edit	All
Convert	None	View	Edit	All
Translate	None	View	Edit	All
Reports	None	View	Edit	All
System	None	View	Edit	All
Data Adapter	None	View	Edit	All
IXM Health	None	View	Edit	All

12. Add INVIXIUM ID (User ID), password, and email address.

13. Apply for permission as “View”, “Edit”, “None” or “All” for all modules.

14. Click **Save**.

15. Log into the system using INVIXIUM ID and password.



The image shows a login form with the following elements:

- Logo: A stylized 'X' icon with yellow and grey colors.
- Section Header: **Login**
- Instruction: Enter details below
- Role Selection: A horizontal bar with two buttons: **Admin** (selected) and **Employee**.
- Username Field: A text input field containing **user1** with a small 'X' icon on the left.
- Password Field: A text input field with masked characters (dots) and a lock icon on the left.
- Remember Me: A checkbox labeled **Keep me Signed In**.
- Sign In Button: A blue rounded button with the text **Sign In**.
- Footer: **Configure Email** and a language dropdown menu showing **English**.

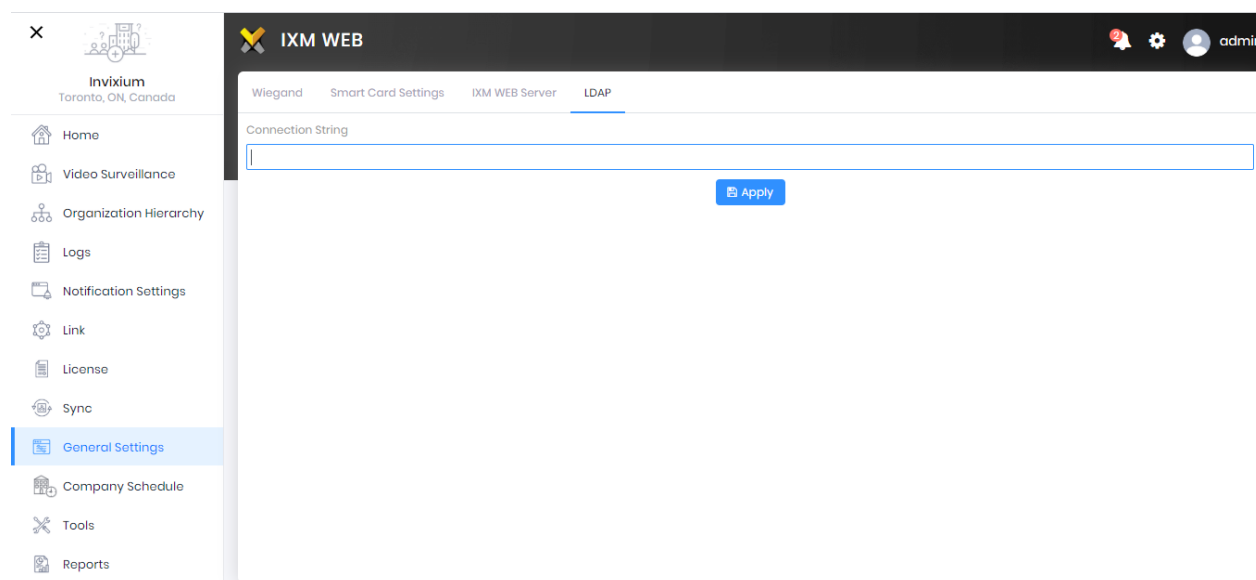


How to use LDAP

IXM WEB supports Lightweight Directory Access Protocol.

The following steps are required to specify the LDAP String to fetch the entire domain or group of users:

1. From the home page >> Expand **Left Navigation Panel** >> Click **General Settings** >> Click **LDAP** tab.

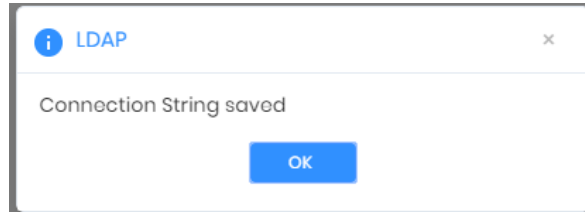


2. Provide the Valid LDAP string

NOTE: Common syntax of a LDAP string is "**LDAP://domain-controller/dc=ad,dc=local**" where domain-controller is the full domain name and dc is the domain culture.



3. Click **Apply**.





Employee Login for ESS Portal

Employee logins can be created if an IXM Time license is activated. Employee logins are used to give access to individual employees to track their team's attendance details.

There are two types of Employee Login:

1. Local User
2. Domain User

To create an employee login:

1. Log into IXM WEB.
2. Click **Employees** at the top
3. Edit employees to create an employee login for an existing employee or click on **Add New** to create new employees with an employee login.

4. Enable T&A Employee.
5. Provide an email address to recover a forgotten password.



- Under the IXM Time tab “IXM Time Credentials”, set the “Login Type” as Local Employee for a local user.

The screenshot shows the 'Edit Employee' interface with the 'IXM TIME' tab selected. The 'IXM TIME CREDENTIALS' section is highlighted with a red box. It contains the following fields:

- Login Type:** Local Employee
- Username:** Joe_Andersen
- Password:** [Redacted]

Other visible fields include Schedule (Schedule1), Start Shift (Shift1 (S1)), Holiday Group (No Holiday), Leave Group (ALL), and various policy dropdowns.

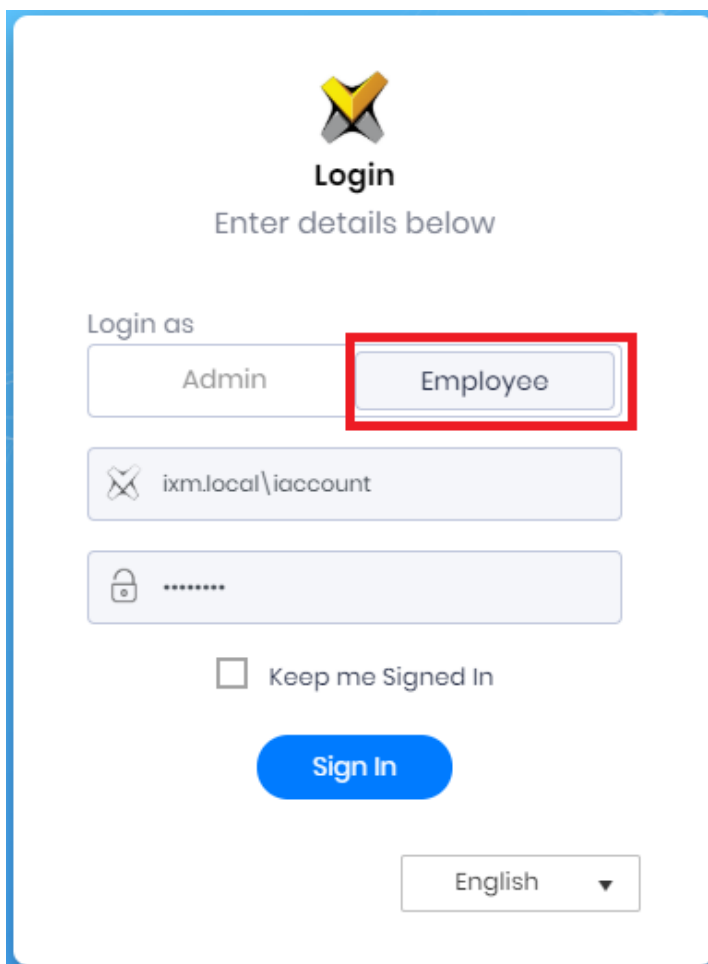
- Create a username and password for the employee.
- Click on **Save** or **Save & Continue** to create the login.
- To create an employee with an AD credential, set the “Login Type” as Domain Employee.

The screenshot shows the 'Edit Employee' interface with the 'IXM TIME' tab selected. The 'IXM TIME CREDENTIALS' section is highlighted with a red box. It contains the following fields:

- Login Type:** Domain Employee
- Domain Employee:** iaccount
- Username:** ixm.local\iaccount

Other visible fields include Schedule (Schedule1), Start Shift (Shift1 (S1)), Holiday Group (No Holiday), Leave Group (ALL), and various policy dropdowns.

10. Select the employee from the “Domain Employee” dropdown. Username will be automatically populated from AD.
11. Click on **Save** or **Save & Continue** to create the login.
12. To log in as an employee at the login window, click to login as **Employee** and use the employee’s username and password. For a domain user, their Active Directory credentials should be used.



The screenshot shows the INVIXIUM login interface. At the top, there is the INVIXIUM logo and the text "Login" followed by "Enter details below". Below this, there is a "Login as" section with two buttons: "Admin" and "Employee". The "Employee" button is highlighted with a red rectangular box. Underneath, there is a text input field containing the username "ixm.local\iaccount" with a small icon to the left. Below the username field is a password field with a lock icon and a series of dots representing the masked password. There is a checkbox labeled "Keep me Signed In" which is currently unchecked. At the bottom center, there is a blue rounded button labeled "Sign In". At the bottom right, there is a language selection dropdown menu currently set to "English".



Support

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

Disclaimers and Restrictions

This document and the information described throughout are provided in their present condition and are delivered without written, expressed, or implied commitments by Invixium Inc. and are subject to change without notice. The information and technical data herein are strictly prohibited for the intention of reverse engineering and shall not be disclosed to parties for procurement or manufacturing.

This document may contain unintentional typos or inaccuracies.

TRADEMARKS

The trademarks specified throughout the document are registered trademarks of Invixium Access Inc. All third-party trademarks referenced herein are recognized to be trademarks of their respective holders or manufacturers.

Copyright © 2022, INVIXIUM. All rights reserved.