



# Feature Description Document

## Understanding Employee Groups



## Purpose

This document outlines the process of utilizing employee groups in the latest IXM WEB version.

## Applies to

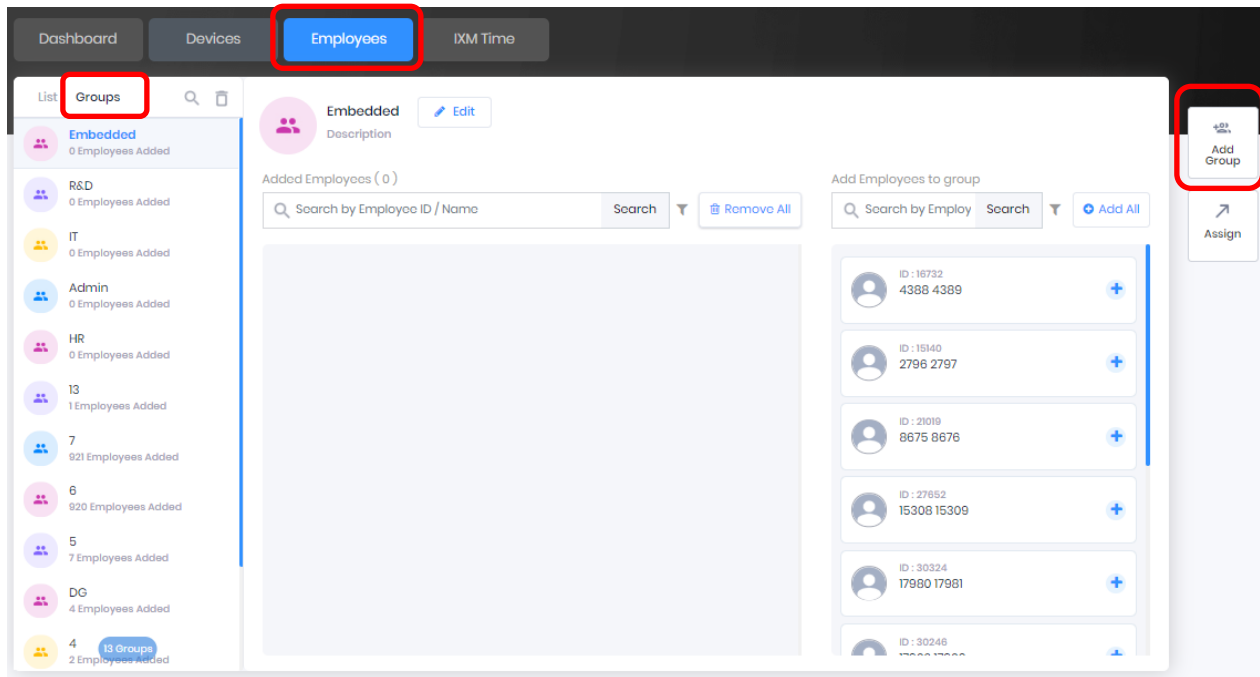
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All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

## Description

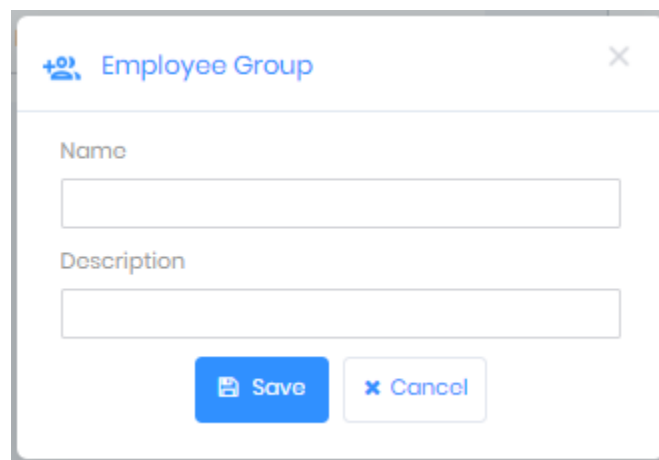
An employee group is a logical grouping of employees based on certain criteria such as shifts, departments, seniority, etc. Each employee must be a part of at least one group. The administrator can create groups for different departments and add users to these groups. The purpose of creating an employee group is to configure access control for a certain group of users instead of doing it individually for each employee. The administrator can assign an employee to a maximum of 10 employee groups

## Steps to create employee groups from IXM WEB

1. From **Home** >> Click the **Employees** Tab on the top >> Click **Groups** in the left-hand pane to view the list of groups.

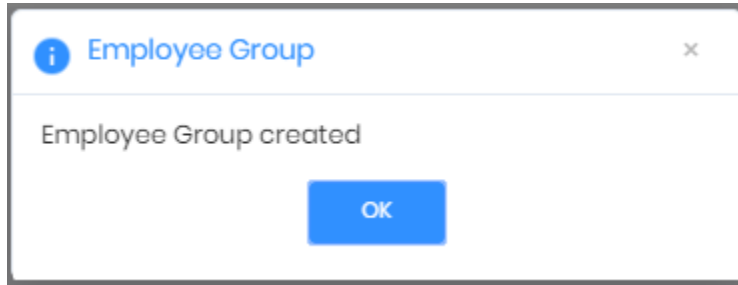


2. Click **Add Group** on the right side of the screen to add a new employee group. Provide the "Name" and "Details" for the new employee group and click **Save**.



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

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

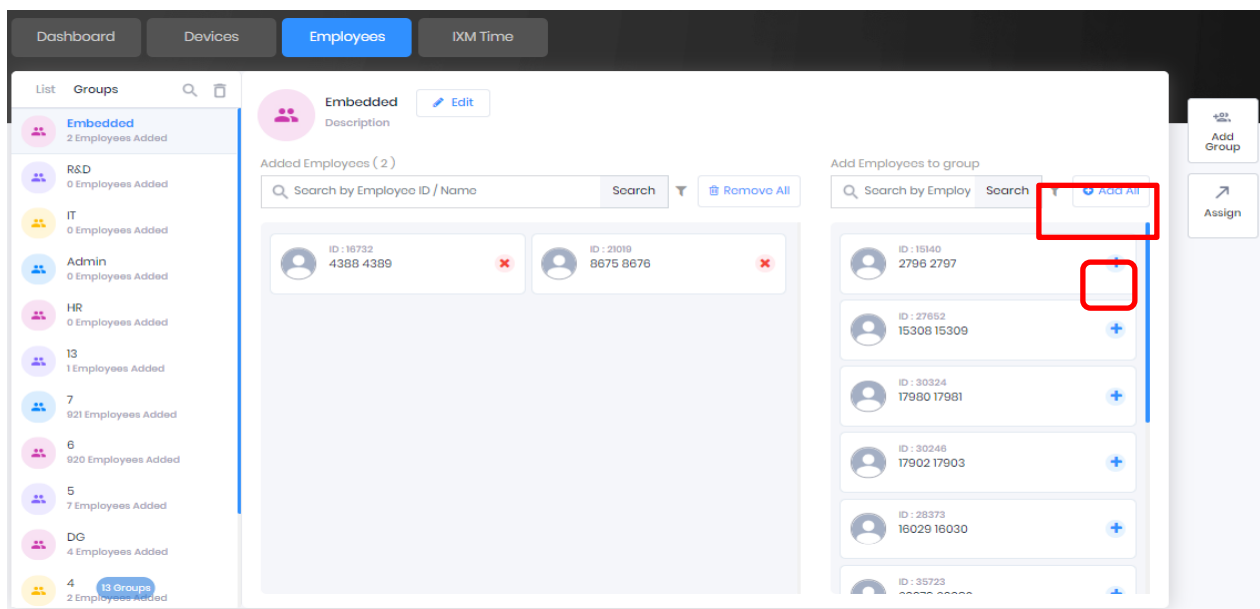


- Once the required employee groups are created, the administrator can add any employee to any group from the employee group window itself.

Employee groups will be useful for creating departments and transferring entire groups to different IXM devices to avoid enrolling each employee individually.

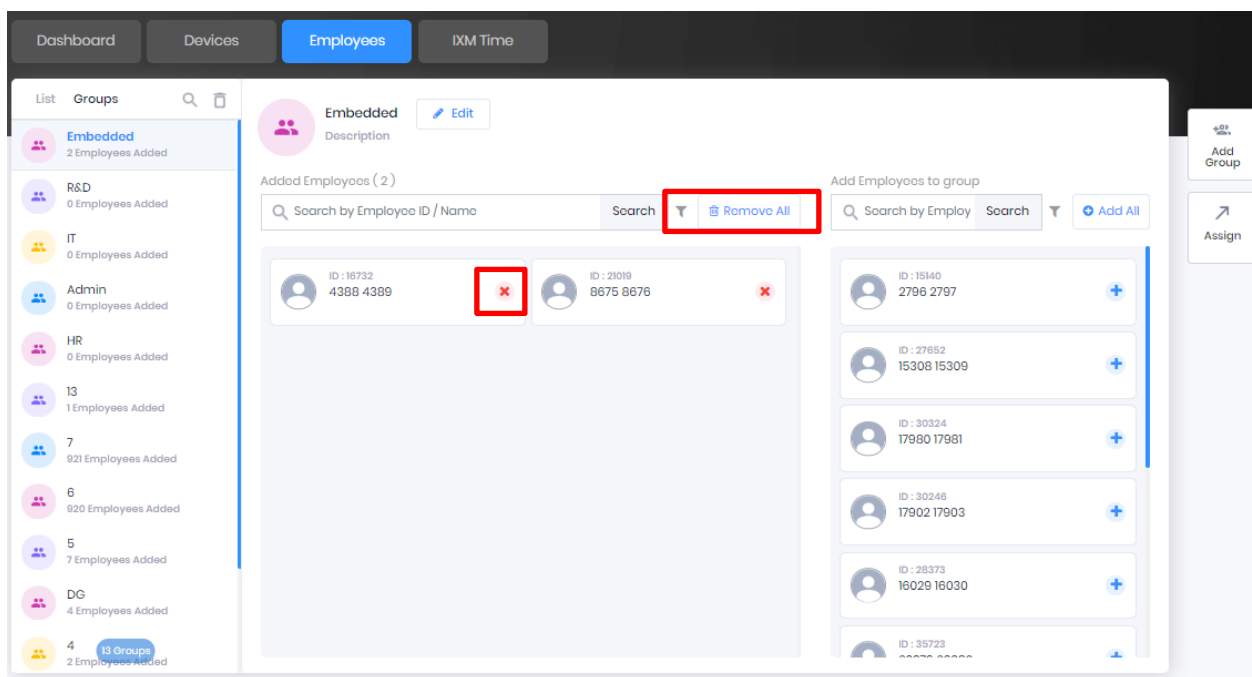
### Add Employee (s) in Employee Group(s)

- To add an employee to a selected employee group Click the “+” icon next to each employee.
- To add all employees Click “**Add All**”.
- To filter employees Click on the Filter icon (⌵) to view specific employees.



## Remove Employee(s) from Employee Group

- To remove selected employees from the employee group Click the “x” icon next to each employee.
- To remove all employees Click the “**Remove All**” button.
- To filter employees Click on the Filter icon (⌵) to view specific employees.





## Sync Group (Offline Sync)

A sync group is a logical grouping of the employee groups and device groups. Based on the sync group, real-time changes on the employee profile are automatically synced with the associated devices.

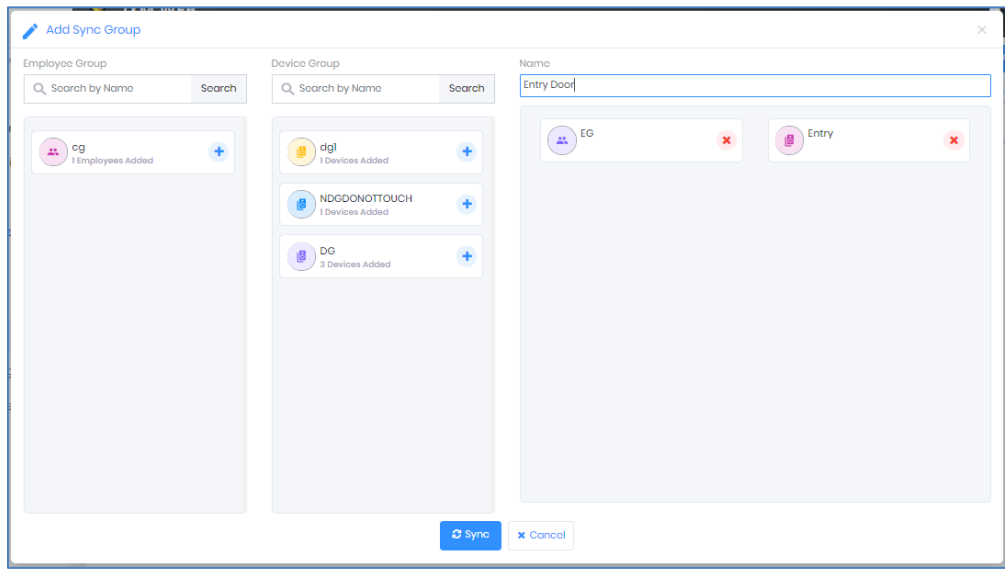
1. Expand **Left Navigation Menu** >> Navigate to **Sync** >> Click **Add**.

The screenshot displays the 'IXM WEB' interface. On the left, a navigation menu is expanded to the 'Sync' option. The main content area shows a table with the following data:

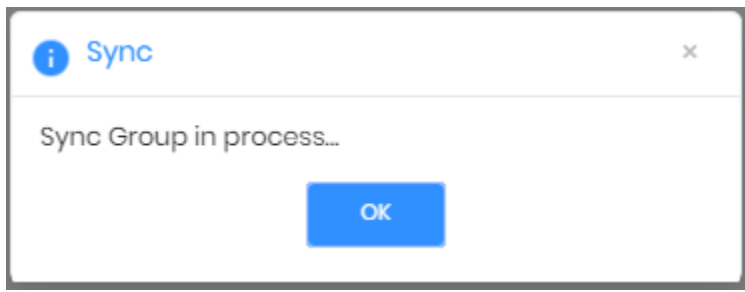
Name	Employee Group	Device Group	Stat.	Actions
TempSync	TempGroup	TEST	✓	[Icons for actions]

At the top right of the table area, there are buttons for '+ Add' and 'Sync Log'. At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 1 of 1 items'.

2. The application will redirect to the sync group configuration details window.



3. Give a proper name to the new sync group. To add employee groups and device groups that need to be synced, click on the “+” button given against each group.
4. Click the “**Sync**” button to map the employee group to the device group.
5. A Sync Group in progress message will be shown.





- 6. Sync group status will be shown, details shown in red are not synchronized and details shown in green are synchronized.

Sync Group		Sync Pending		
Name	Employee Group	Device Group	Stat.	Actions
▶ Entry Door	TempGroup	TEST	✓	





- 7. Also, you can check the pending sync status in the **Sync Pending** tab.

Sync Group		Sync Pending			
Queue ID	Command	Employee ID	Name	Device Name	Inserted Date

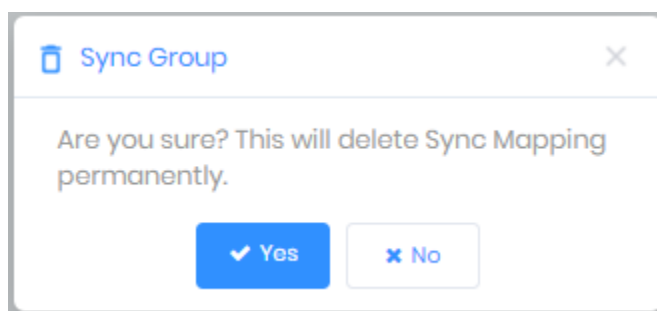
- 8. To check the logs of each sync, Click on **Logs** Icon () under the Actions column.
- 9. To sync individual sync groups, click on the **Sync** icon () under the Actions column.
- 10. To sync all sync groups, click the Sync All button.



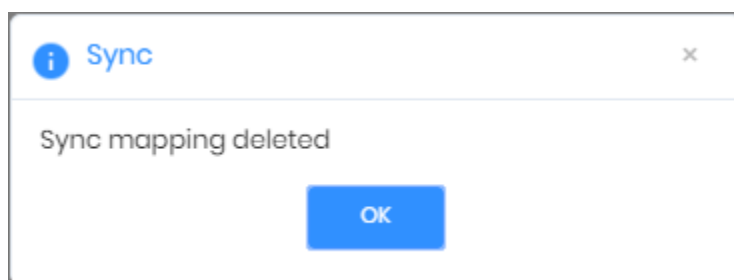
11. To delete individual sync groups, click on the delete icon (🗑️) in the actions column.

Sync Group		Sync Pending		
Name	Employee Group	Device Group	Stat.	Actions
▶ Entry Door	TempGroup	TEST	✓	   

12. This will ask for confirmation.



13. Click **Yes** to confirm the delete action and **No** to cancel the action. After the process is complete, a confirmation message will be displayed.





## Support

For more information relating to this Feature Description document, please contact us at [support@invixium.com](mailto:support@invixium.com)

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