



# **Feature Description Document**

Understanding Employee Options in IXM WEB

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#### Purpose

This document outlines the information for understanding the "Employee" options in IXM WEB.

#### **Applies to**

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices					

### Description

Employee lists allow administrators to manage employees in IXM WEB.



# Add Employee

1. From Home >> Click the **Employees** tab on the top.

	🗙 IXM WEB		💄 🌣 💽 admin
	Dashboard Devices	Employees DM Time	
	List Groups T Q 🗍		
°₿1	hardik patel	Indraktik patel         Eait           Email         Birthdate         Gender         Templates         Status         Suspend Employee         TEA Employee	+S Add Employee
品	Dhiraj Hakko	Information BM Time Access Control Biometric data	
۵.	• ID: 110 Test 110 Master 110	Employment details	Transfer
¢	• ID: 222 Tost 109 Master 109	Designation Section Department Branch	ے Export
	• ID: 136 Tost 136 Master 136	Location Company Office Phone	
*®•	• ID: 168 Tost 168 Master 168	Address	Import
Ē.	• ID: 108 Tost 108 Master 108	Address 1 Address 2 City State	
×	• ID: 137 Tost 137 Mastor 137	Country Home Phone Mobile	
	• ID: 106 Test 106 Master 106		
۲	• ID: 118 Tost 116 Master 116		
	• ID: 27 273 Employees Tost 72 Mostor /2		

2. Click **Add Employee** on the right side of the screen and the application will redirect to the "Add Employee" window where a new Employee can be created.

List	Groups T Q T • D: 169 hardik patel	ID : 169 hardik patel	P Edit Gender Templates Status Suspend - 2 Activo No	I Employee T&A Employee <b>Yos</b>		+ <u>©</u> Add Employee		
8	<ul> <li>Dhiraj Hakke</li> <li>ID: 110</li> <li>Test 110 Master 110</li> </ul>	Information IXM Time Access Conf	Information DM Time Access Control Biomotric data					
9	<ul> <li>ID: 222</li> <li>Test 109 Master 109</li> </ul>	Designation -	Section	Department -	Branch 	1 Export		
9	■ ID: 136 Test 136 Master 136	Location -	Company -	Office Phone -				
0	■ ID: 168 Test 168 Mastor 168	Address				Import		
0	ID: 108 Test 108 Master 108	Address 1	Address 2	City -	State -			
9	ID: 137     Tost 137 Master 137     ID: 100	- Country	Homa Phona -	Mobile -				
8	Test 106 Master 106							
9	Test 116 Master 116							
	Test 72 Master 72							



## **Edit Employee**

1. From Home >> Click the **Employees** tab on the top.

	🗙 IXM WEB				🔅 💽 admin
<u>.</u>	Dashboard Devices	Employees IXM Time			
	List Groups T Q 🗍	ID : 169			
°€1	• ID: 189 hardik patol	hardik patel	Templates Status Suspend Employee T&A Employee	٥	+ <u>2</u> Add Employoo
品	•ID: 1060 Dhiraj Hakke	Information IXM Time Access Control Biom	notric data		7
۵.	• ID: 110 Tost 110 Master 110	Employment details			Transfor
ŵ	• ID: 222 Test 109 Master 109	Designation Section	Department -	Branch -	Emort
	• ID: 136 Tost 136 Master 136	Location Compar	office Phone		
@-	• ID: 188 Tost 168 Master 168	Address			Import
î.	• ID: 108 Tost 108 Master 108	Address 1 Address	2 City -	State -	
×	• ID: 137 Test 137 Master 137	Country Home Pr	ione Mobile -		
8	• ID: 106 Tost 106 Master 106				
0	• ID: 118 Tost 116 Master 116				
	• ID: 72 273 Employees Tost 72 Master 72				

- 2. Select any employee from the Employee List. This will show all the captured information for that employee.
- 3. Click the **Edit** button next to the employee name to edit the existing employee in IXM WEB.

hardik patel	Email Birthdate Gender Templates Stat	us Suspend Employee T&A Employee ive No Yes		E
Dhiraj Hakke	nation IXM Time Access Control Biometric data			
Tost 110 Master 110 Empl	oymont dotails			
• ID: 222 Desig Tost 109 Master 109 -	nation Section -	Department -	Branch =	
• ID: 136 Tost 136 Master 136	ion Company -	Office Phone		
O ID: 168 Tost 168 Master 168 Addr	CSS			
• ID: 108 Test 108 Master 108	Address 2	City	State	
• 10: 137 Test 137 Master 137 -	try Home Phone -	Mobile -		
• ID: 106 Test 106 Master 106				
• ID: 116 Test 116 Master 116				
ID: 72 273 Employees Tost 72 Master /2				
! INA</td <td></td> <td></td> <td></td> <td>517 020</td>				517 020

4



#### **Delete Employee**

1. From Home >> Click the **Employees** tab on the top.

	🗙 IXM WEB		à o	odmin
<u>ap</u>	Dashboard Devices	Employees IXM Time		
	List Groups T Q 🗍	ID : 189		
81 •	• ID: 169 hardik patel	hardik patel Felit Email Birthdate Gender Tomplotes Status Suspend Employee T&A Employee		+S Add Employee
க தி	Dhiraj Hakke	Information DM Time Access Control Biometric data		7
	• ID: 110 Test 110 Master 110	Employment dotails		Transfor
¢	•ID: 222 Test 109 Master 109	Designation Section Department	Branch -	1 Export
	• ID: 136 Tost 136 Mastor 136	Location Company Office Phone -		
*@•	• ID: 188 Test 168 Master 168	Addross		Import
Ê.	• ID: 108 Tost 108 Master 108	Address 1 Address 2 City	State -	
×	• ID: 137 Test 137 Master 137	Country Home Phone Mobile		
	• ID: 106 Tost 106 Master 106			
۲	• ID: 118 Test 116 Master 116			
	• ID: 22 273 Employees Test 72 Master 72			

2. Select the Employee(s) to be deleted from the Employee list and click the **Delete** icon on the top of the list next to the search bar.

List Groups T Q • 0:160 hardik patel Obiroj Hakke	ID: 189 hardik pate Emoil Birth Information DM Time Acco	A Edit date Gender Templates Status - 2 Activo ess Control Biometric data	Suspend Employee T&A Employee No Yos		+2 Add Employee
• D: 110 Test 110 Master 110	Employment details				Transfer
• D: 222 Test 109 Master 109	Designation -	Section -	Department -	Branch -	1 Export
• 10: 136 Test 136 Master 136	Location -	Company -	Office Phone -		
• 10: 188 Tost 168 Master 168	Addross				[₩] Import
• ID: 108 Test 108 Master 108	Address 1 -	Address 2 -	City -	Stote -	
• ID: 137 Test 137 Master 137	Country -	Home Phone	Mobile -		
•ID: 106 Test 106 Master 106					
•ID: 116 Test 116 Master 116					
•ID: 72 273 Employees Tost 72 Mostor 72					



3. Provide the valid credentials and click **Delete**.

置 Employees	×
Enter password to delete Employee(s)	
Password	
Delete     X Cancel	



## **Export Employee**

1. From Home >> Click the **Employees** tab on the top.

	🗙 ІХМ ШЕВ				<b>)</b> • (	admin
	Dashboard Devices	Employees IXM Time				
	List Groups T Q 🗇	ID : 169				
60 0	• ID: 189 hardik patol	hardik patel         # Ed           Email         Birthdate         Gena	it der Templates Status Suspend Emp	oloyee T&A Employee		+ <u>2</u> Add Employee
品	Dhiraj Hakke	Information IXM Time Access Control	2 Active No Biometric data	Yes		
	• ID: 110 Tost 110 Mastor 110	Employment details				Transfor
ŵ	• ID: 222 Test 109 Master 109	Designation S 	ection D	epartment	Branch -	Export
	• ID: 136 Tost 136 Mastor 136	Location C	ompany C	office Phone		
·@•	• ID: 188 Tost 168 Master 168	Address				Import
£	• ID: 108 Tost 108 Master 108	Address 1 A	ddress 2 C	Sity	Stote	
×	• ID: 137 Test 137 Master 137	Country H	ome Phone N -	10bile		
	• ID: 106 Tost 106 Master 106					
۲	• ID: 118 Test 116 Master 116					
	• ID: 22 273 Employees Tost 72 Master 72					

2. Click **Export** on the right side of the screen to export all the IXM WEB Employees in an excel file (**EmployeeDD-MM-YYYY\_HH-MM-SS.csv**).

List Groups T Q Hordik patel Hordik patel Ho	ID: 189 hardik patel Email Birthdate 	Gender Templates Status Suspen 2 Activo No	d Employee T&A Employee Yos		+S Add Employee
•D: 222     Test 109 Master 109	Designation -	Section -	Department -	Branch -	<b>≜</b> Export
-D:136     Tost 136 Master 136     -D:168     Tost 168 Master 168		=	-		[↓] Import
• ID: 108 Tost 108 Master 108	Address 1 -	Address 2 -	City -	Stoto -	
•D: 137     Tost 137 Master 137     •D: 106     Tost 106 Master 106	Country -	Home Phone -	Mobile -		
•ID: 116 Test 116 Master 116					
• ID: 72 273 Employees Tost 72 Master /2					

#### INVIXIUM



## Import Employee

1. From Home >> Click the **Employees** tab on the top.

	🗙 ІХМ ШЕВ		🗼 🌣 💽 admin
	Dashboard Devices	Employees DXM Time	
۲	List Groups T Q 🗍	ID:189 hardik patel / Edit	*2
ъ.	Aardik patel	Email Birthdate Gender Templates Status Suspend Employee 2 Active No Yes	Add Employoo
<b></b>	Dhiraj Hakke	Information DOM Time Access Control Biometric data	7
۵.	• ID: 110 Tost 110 Mastor 110	Employment details	Transfor
¢	• ID: 222 Test 109 Master 109	Designation Section Department Branch	Export
	• ID: 136 Tost 136 Master 136	Location Company Office Phone	
	• ID: 168 Test 168 Master 168	Address	[년] Import
ê.	• ID: 108 Tost 108 Master 108	Address 1 Address 2 City State	
×	• ID: 137 Test 137 Master 137	Country Home Phone Mobile	
61 1	• ID: 106 Tost 106 Master 106		
٢	• ID: 118 Tost 116 Master 116		
	• ID: 72 273 Employees Tost 72 Mostor 72		

2. Click **Import** to upload previously exported IXM WEB users back to IXM WEB.

List Groups T Q	Information DOM Time Access	Edit     Gender Templates Status     - 2 Active     scontrol Biomatric data	Suspend Employee T&A Employee No Yos		+© Add Employee 7 Transfor
•ID: 222     Test 109 Master 109     •ID: 136     Test 136 Master 136	Designation - Location -	Seation - Company -	Department - Office Phone -	Branch -	Ê. Export
•D: 188     Tost 168 Mastor 168     •D: 108     Tost 108 Mastor 108	Address 1	Addross 2 -	City -	State	Import
•D: 137     Test 137 Master 137     •D: 106     •D: 106     Test 106 Master 106	Country -	Homa Phona -	Mobile -		
•D: 118     •D: 116 Master 116     •D: 72 973 Graphoven     •D: 72 973 Graphoven     Test 72 Master 72					

#### INVIXIUM



3. Click **Overwrite** (this will overwrite already existing employee in the IXM WEB database and the old information will be lost) or **Skip Overwrite** (this will skip the employee in the IXM WEB database if they already exist and the old information will not be lost) as per requirement and select the employee file which needs to be imported.



4. At the end of the process, the application will display a success or failure status message.

	_	_			_	_		_
Details	▼ Status	T Dev	iceName	Date	Reason	Ť	INVIXIU	T
apan : Employee(s) imported	Success			1/8/2020 3:39:26 PM			admin	
est 77 : Employee(s) imported	Success			1/8/2020 3:39:15 PM			admin	
andita : Employee(s) imported	Success			1/8/2020 3:39:27 PM			admin	
est 74 : Employee(s) imported	Success			1/8/2020 3:39:16 PM			admin	
est 70 : Employee(s) imported	Success			1/8/2020 3:39:16 PM			admin	
est 4 : Employee(s) imported	Success			1/8/2020 3:39:21 PM			admin	
est 15 : Employee(s) imported	Success			1/8/2020 3:39:24 PM			admin	
est 85 : Employee(s) imported	Success			1/8/2020 3:39:16 PM			admin	
est 146 : Employee(s) imported	Success			1/8/2020 3:39:21 PM			admin	
ohit : Employee(s) imported	Success			1/8/2020 3:39:26 PM			admin	



### **Transfer to Smartcard**

1. From Home >> Click the **Employees** tab on the top.

	🗙 іхм web				💄 🏟 🛄 admin
	Dashboard Devices	Employees IXM Time			
	List Groups T Q 🗍	ID : 169			
ê N	• ID: 160 hardik patel	Email Birthdate Gender Te	mplates Status Suspend Employee T&A Employee	3	+ <u>°</u> Add Employoo
品	• ID: 1060 Dhiraj Hakke	Information DXM Time Access Control Biom	active No 165		
۵.	• ID: 110 Test 110 Master 110	Employment details			Transfer
ŵ	•ID: 222 Test 109 Master 109	Designation Section	Department -	Branch -	Export
	• ID: 136 Tost 136 Master 136	Location Company 	Office Phone		
19) E	• ID: 168 Test 168 Master 168	Address			Import
Ê.	• ID: 108 Tost 108 Master 108	Address 1 Address 2	City -	State -	
×	• ID: 137 Test 137 Master 137	Country Home Pho	ne Mobile -		
8	• ID: 106 Tost 106 Master 106				
0	• ID: 118 Test 116 Master 116				
	• ID: 72 273 Employees Test 72 Master 72				

2. Select "Employee" from the Employee List. Click **Transfer** on the right side of the screen. This will redirect to the Employee Transfer options window.



3. Navigate to the Smart Card tab.

↗ Transfer			×
	Device	Smart Card	
	Select Device		
	TSTOUCH2FP2	•	
	✓ OK	* Cancel	

4. Select the device that you want to use to transfer and click **OK**. Present the smartcard to the selected device to transfer the employee.

Γ	Place & Hold Card	



## Transfer Selected Employee(s) to Device

1. From Home >> Click the **Employees** tab on the top.

	🗙 іхм web				<b>)</b> 🗘	odmin
<u>.</u>	Dashboard Devices	Employees IXM Time				
	List Groups 🔻 Q 💼	ID : 189				
°€1	•ID: 160 hardik patel	Email Birthdate Gen	jit der Templates Status Suspend E	imployee T&A Employee		+ <u>A</u> Add Employco
品	ID: 1080     Dhiraj Hakke	Information IXM Time Access Control	2 Active No Biometric data	YCS		
	• ID: 110 Tost 110 Mastor 110	Employment details				Transfer
ŵ	• ID: 222 Test 109 Master 109	Designation s	ection	Department -	Branch -	Export
	• ID: 136 Tost 136 Master 136	Location C	Jompany	Office Phone -		
*8	• ID: 188 Test 168 Master 168	Address				Import
₽.	• ID: 108 Tost 108 Mastor 108	Address 1 /	uddress 2	City -	State -	
×	• ID: 137 Test 137 Master 137	Country F	iome Phone	Mobile -		
	• ID: 106 Tost 106 Master 106					
۲	• ID: 116 Test 116 Master 116					
	• ID: 72 273 Employees Tost 72 Mostor 72					

2. Select "Employee" from the Employee List. Click **Transfer** on the right side of the screen. This will redirect to the Employee Transfer options window.

List Groups T Q T D:199 hardik patel	ID : 189 hardik patel Email Birthdate	Edit     Gender Templates Status Susper     - 2 Active No	id Employee T&A Employee Yos		+ <u>°</u> Add Employee
Dhiraj Hakko	Information IXM Time Access Co	ontrol Biometric data			<b>才</b> Transfer
• ID: 222     Tost 109 Master 109	Designation -	Section -	Department -	Branch -	<u>د</u> Export
• ID: 136     Test 136 Master 136     • ID: 188     • ID: 188		-			L moort
Icst 108 Master 108     Icst 108 Master 108     Test 108 Master 108	Address Address 1 -	Address 2	City -	Stato	mpore
•D: 137     Test 137 Master 137	Country -	Home Phone -	Mobile -		
Tost 106 Master 106     ID: 11/273 Employees     Tost 118 Master 118					



3. Navigate to the device tab and select the devices to which the employee needs to be transferred.

Device		Smart Card	
SELECT DEVICE(S)	Q, Type to search		Search
1TT-MAIN-	DR-ENT		
	PFP2		
<ul> <li>Selected (1)</li> </ul>			
<ul> <li>Solectod (1)</li> <li>All</li> </ul>			

4. Click **Overwrite** (this will overwrite already existing Employee in the device database and the old information will be lost) or **Skip Overwrite** (this will skip the employee in the device database if they already exist and the old information will not be lost) as per requirement and select to transfer.



5. At the end of the process, the application will display a success/failure status message.

Application Logs										>
<b>▲</b> Export										
Details T	Status	T	DeviceName	T	Date	T	Reason	T	INVIXIU	T
Employee(s) transferred to Device First Name: hardik User ID 169	Success		TSTOUCH2FP2		1/8/2020 4:01:13 PM				admin	
H H H H								1	to 1 of 1 It	ems



## Transfer All Employee(s) to Device

1. From Home >> Click the **Employees** tab on the top.

	🗙 IXM WEB		💄 🌣 🦲 admin
	Dashboard Devices	Employees IXM Time	
	List Groups T Q 🗍	10:109	
<del>وم</del>	• ID: 169 hardik patel	Email Birthdate Gender Tomplotes Status Surpond Employee TSA Employee	+S Add Employae
575 (1)	• ID: 1060     Dhiraj Hakke	Information DM Time Access Control Biometric data	
۵.	• ID: 110 Test 110 Master 110	Employment details	Transfer
¢	• ID: 222 Tost 109 Mastor 109	Designation Section Department Branch	Export
	• ID: 136 Test 136 Master 136	Location Company Office Phane	
•	• ID: 188 Tost 168 Master 168	Address	Import
Ē.	• ID: 108 Test 108 Master 108	Address 1 Address 2 City State	
×	• ID: 137 Tost 137 Master 137	Country Home Phone Mobile	
8	• ID: 106 Test 106 Master 106		
۲	• ID: 116 Test 116 Master 116		
	• ID: 72 273 Employees Test 72 Master 72		

2. Select "Employee" from the Employee List. Click **Transfer** on the right side of the screen. This will redirect to the Employee Transfer options window.

List Groups T Q •D:180 •D:1960	ID : 169 hardik patel Email Birthdate	Gender         Templates         Status         Susper           2         Activo         No	nd Employee T&A Employee Yos		수요 Add Employce
Dhiraj Hakke     ID: 110     Tost 110 Master 110	Information IXM Time Access 0 Employment details	Control Biometric data			<b>才</b> Transfer
• D: 222     Tost 109 Master 109     • D: 138     Test 136 Master 136	Designation - Location -	Section - Company -	Department - Office Phone -	Branch -	Export
- ID: 188     Tost 168 Master 168     - ID: 108     Tost 108 Master 108	Address Address 1	Address 2	City	State	Import
•ID: 137     Tost 137 Master 137     •ID: 106	- Country -	- Home Phone -	- Mobile -	-	
Tost 106 Mastor 106					



3. Select the device to which Employees need to be transferred and Toggle the radio button to "All".

↗ Transfer		×
Device	Smart Card	
SELECT DEVICE(S)	Q Type to search	Search
<ul> <li>➡ Device Group</li> <li>▶ □ DG</li> </ul>		
O Selected (1)		
ତ All ତ ଦ	skip Overwrite	

4. Click **Overwrite** (this will overwrite already existing Employee in the device database and the old information will be lost) or **Skip Overwrite** (this will skip the employee in the device database if they already exist and the old information will not be lost) as per requirement and select to transfer.



5. At the end of the process, the application will display a success/failure status message.

Application Logs					×
🛓 Export					
Details T	Status 🛛 🍸	DeviceName 🛛 🍸	Date	Y Reason	T INVIXIU T
Employee(s) transferred to Device First Name: hardik User ID 169	Success	TSTOUCH2FP2	1/8/2020 4:01:13 PM		admin
					1 to 1 of 1 Items



### Support

For more information relating to this Feature Description document, please contact us at <a href="mailto:support@invixium.com">support@invixium.com</a>

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