



Feature Description Document

Understanding Employee Options in IXM WEB



Purpose

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

Applies to

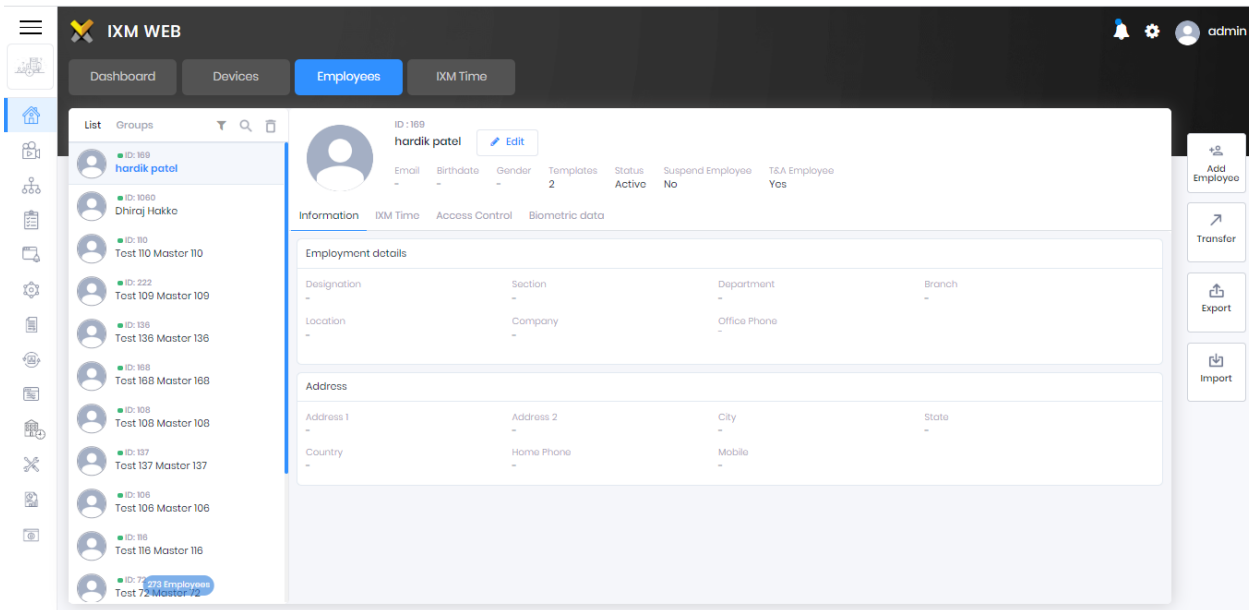
TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

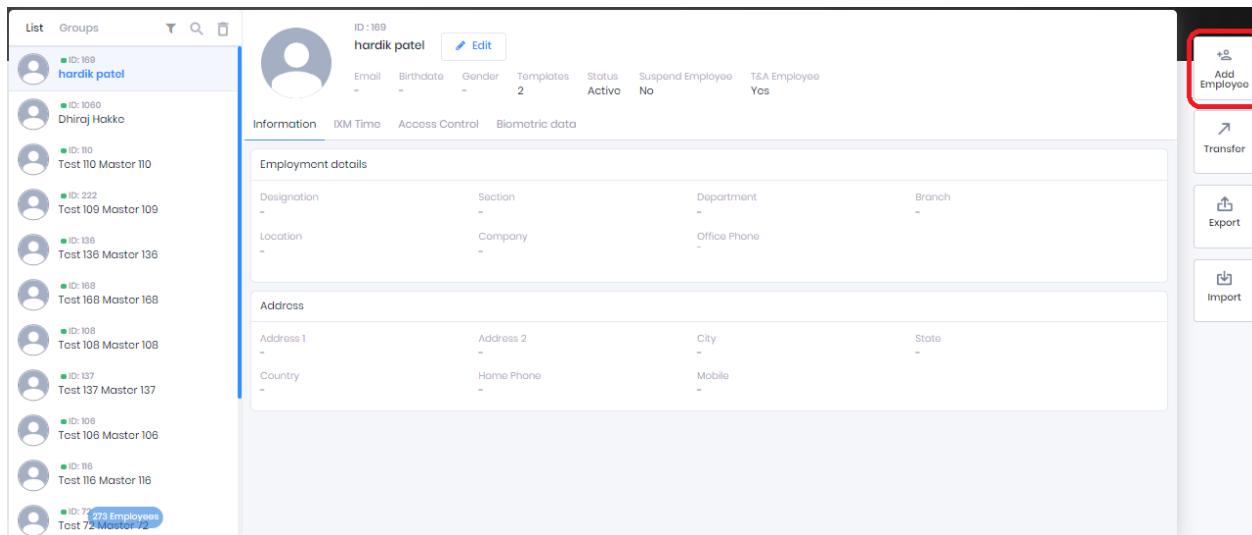
Employee lists allow administrators to manage employees in IXM WEB.

Add Employee

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

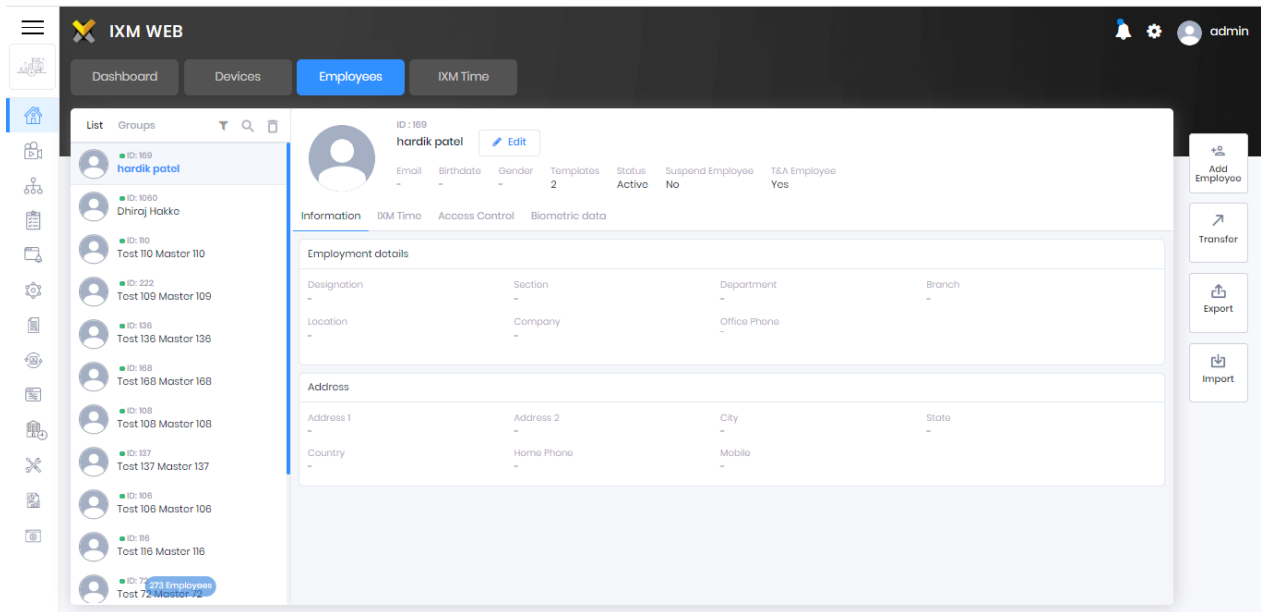


2. Click **Add Employee** on the right side of the screen and the application will redirect to the “Add Employee” window where a new Employee can be created.

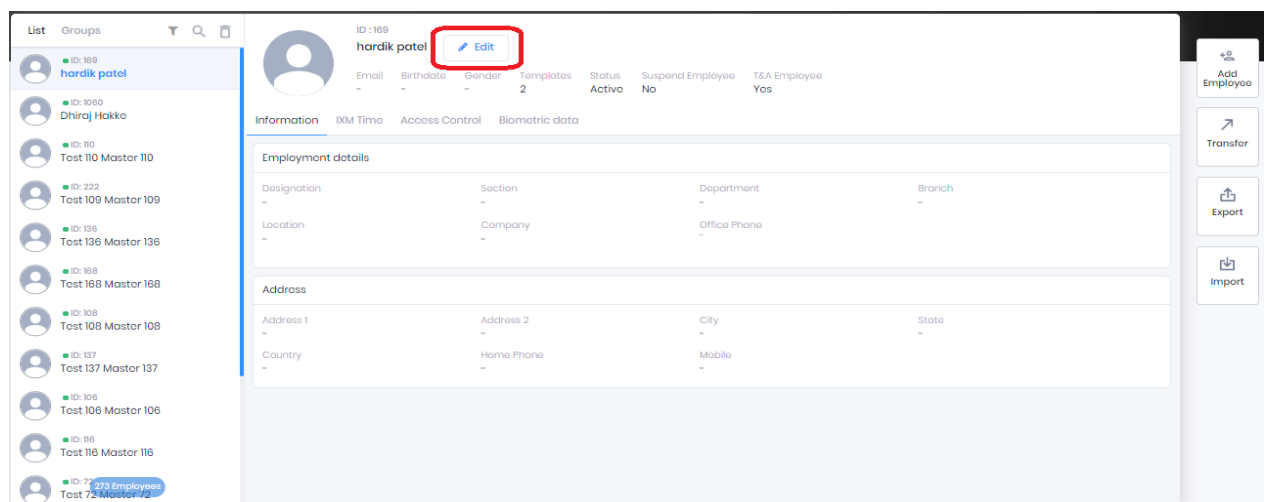


Edit Employee

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

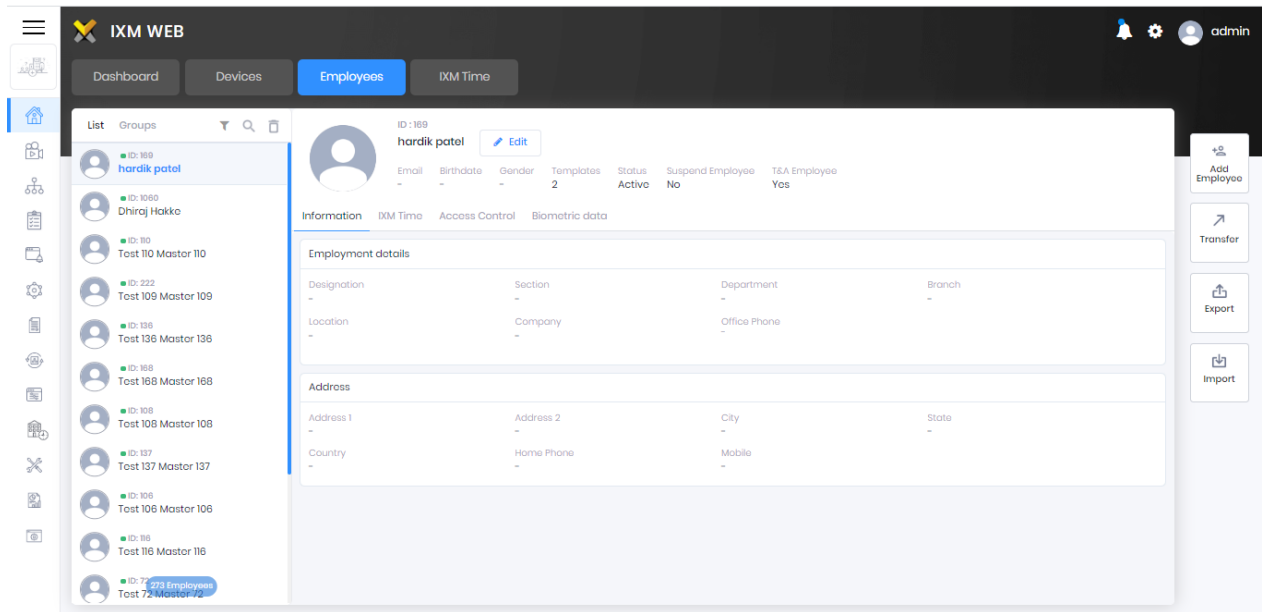


2. Select any employee from the Employee List. This will show all the captured information for that employee.
3. Click the **Edit** button next to the employee name to edit the existing employee in IXM WEB.

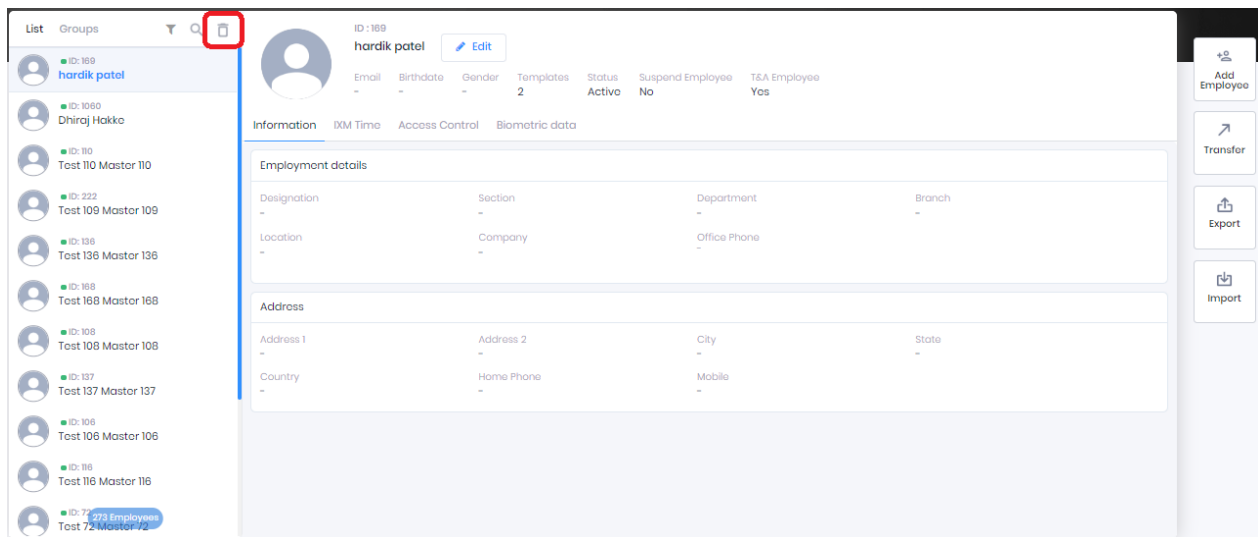


Delete Employee

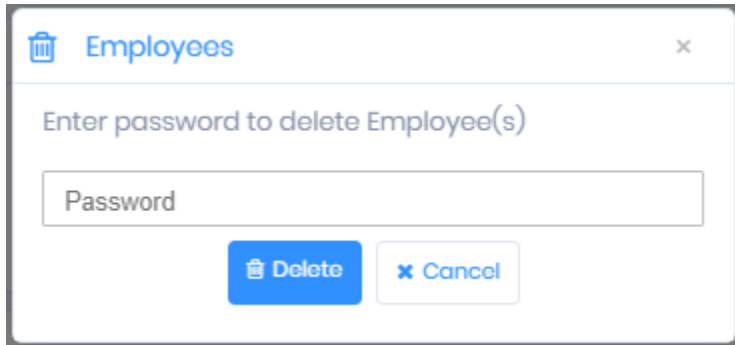
1. From Home >> Click the **Employees** tab on the top.



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.



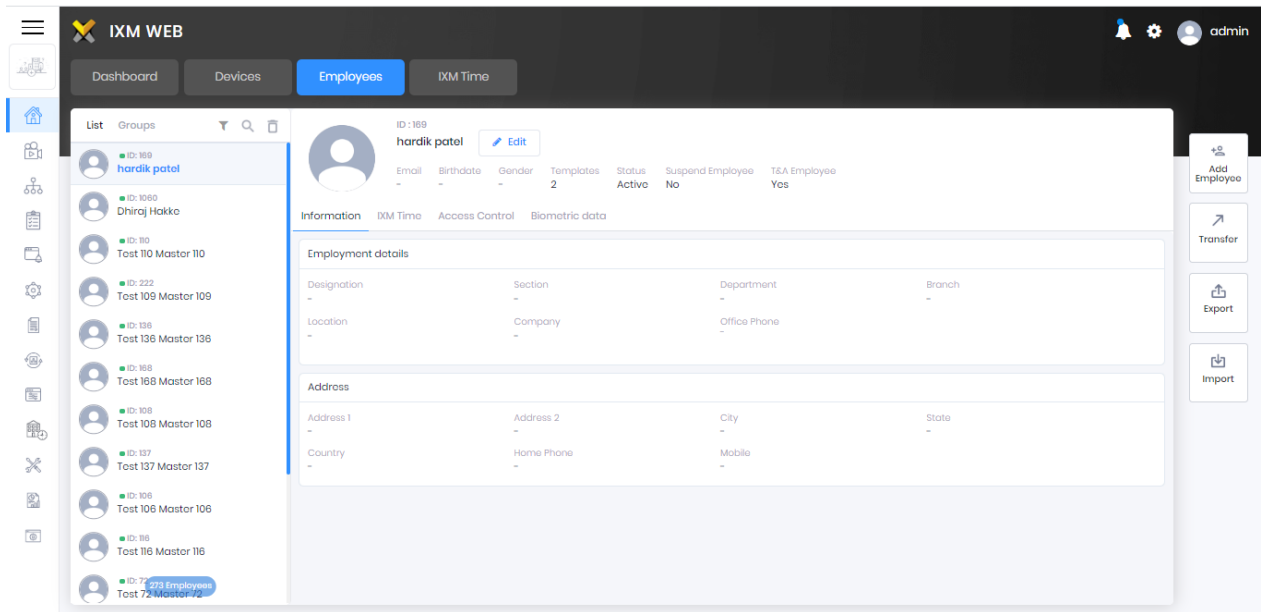
3. Provide the valid credentials and click **Delete**.



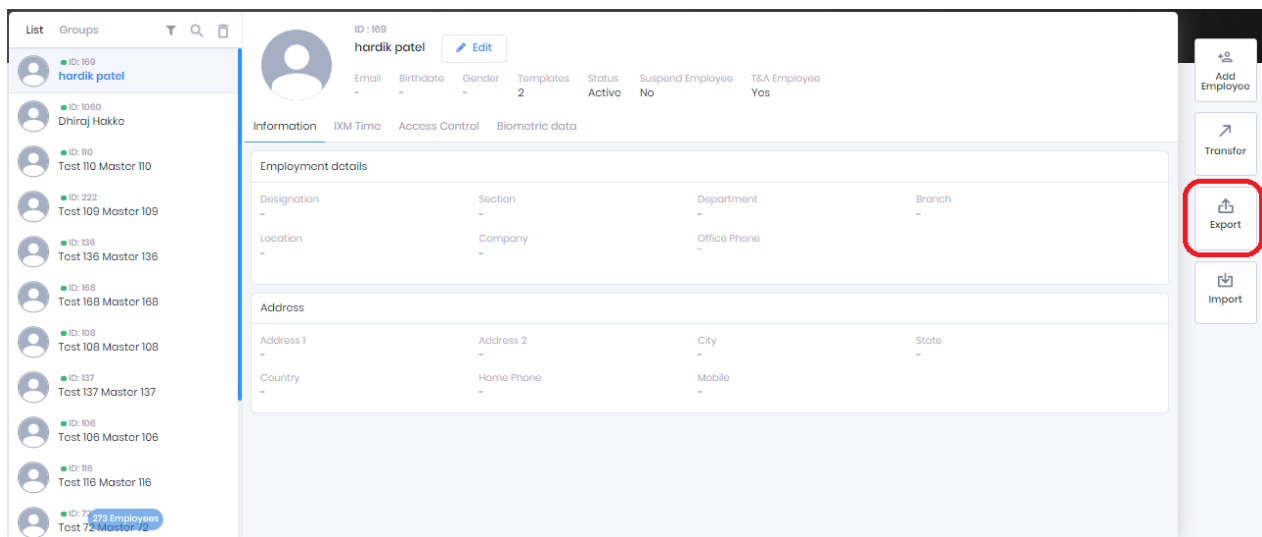
The image shows a dialog box titled "Employees" with a close button (x) in the top right corner. Below the title bar, the text "Enter password to delete Employee(s)" is displayed. A text input field labeled "Password" is positioned below the text. At the bottom of the dialog, there are two buttons: a blue "Delete" button with a trash icon and a white "Cancel" button with a close icon (x).

Export Employee

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

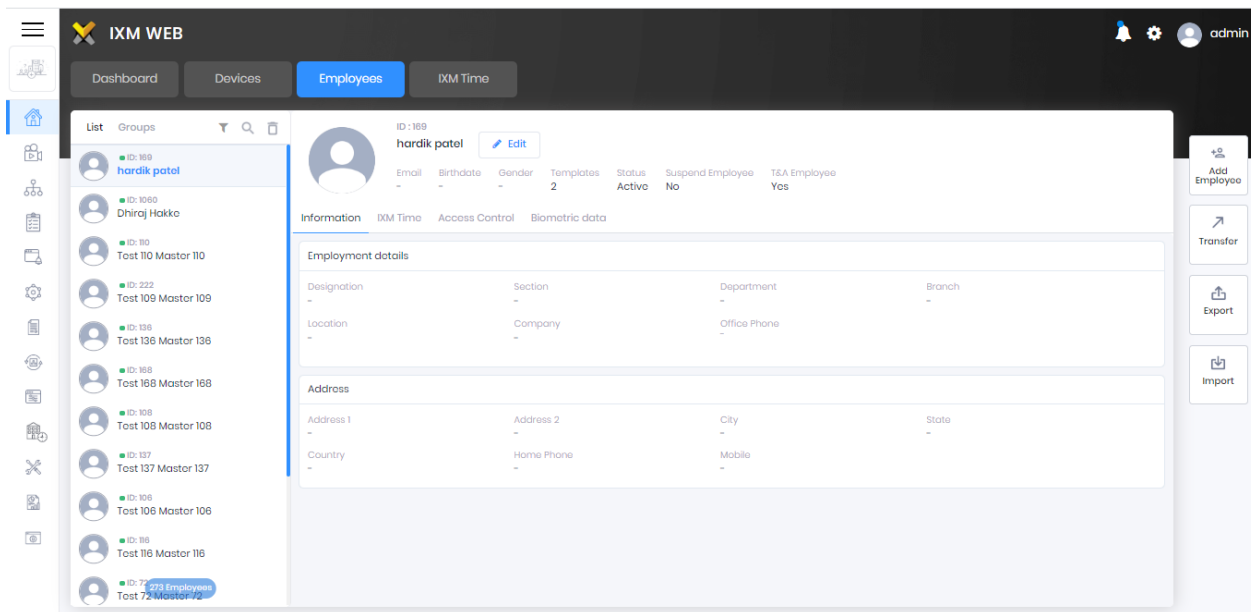


2. Click **Export** on the right side of the screen to export all the IXM WEB Employees in an excel file (**EmployeeDD-MM-YYYY_HH-MM-SS.csv**).

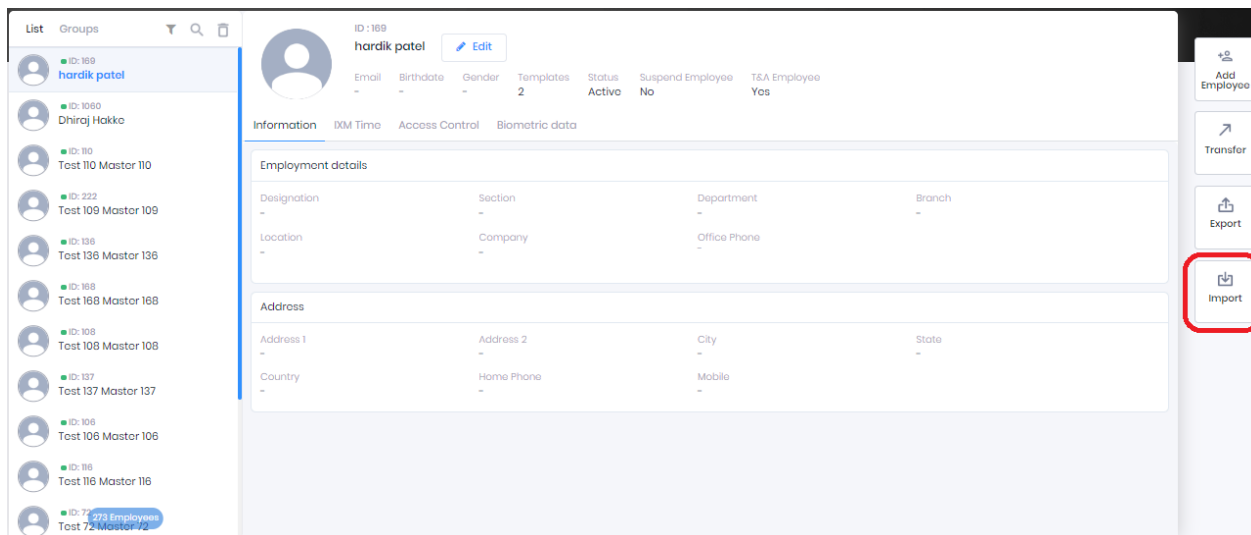


Import Employee

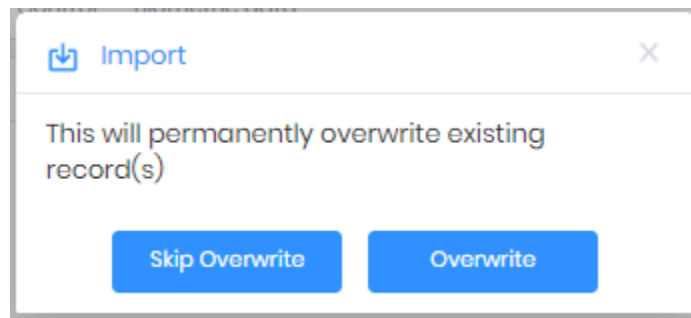
1. From Home >> Click the **Employees** tab on the top.



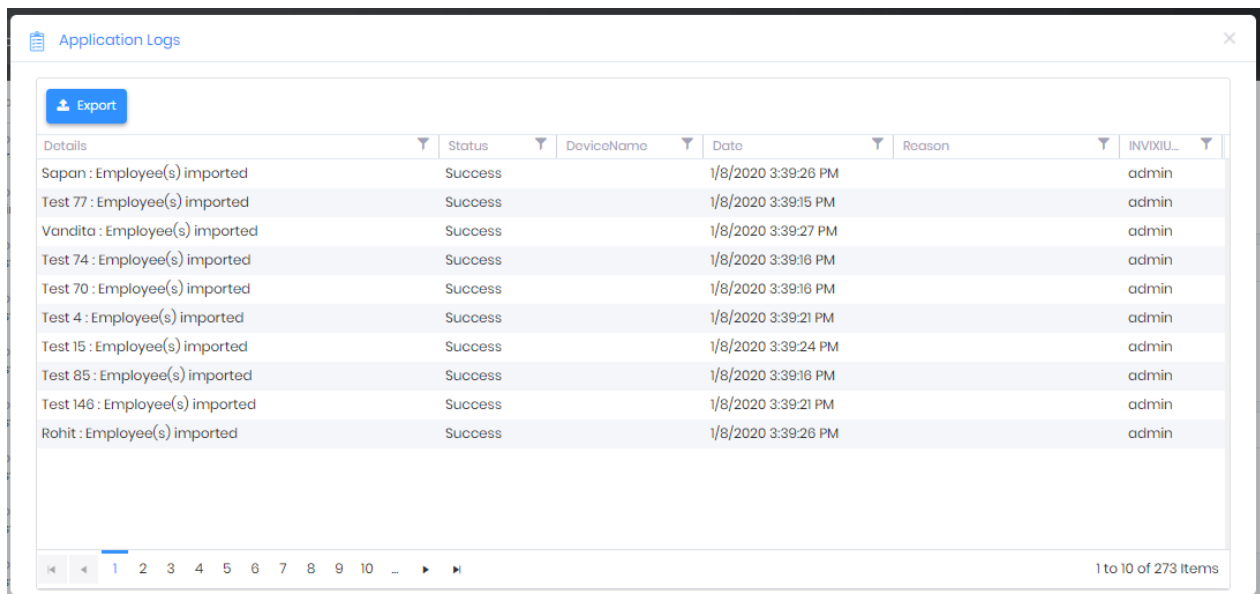
2. Click **Import** to upload previously exported IXM WEB users back to IXM WEB.



- 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.



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

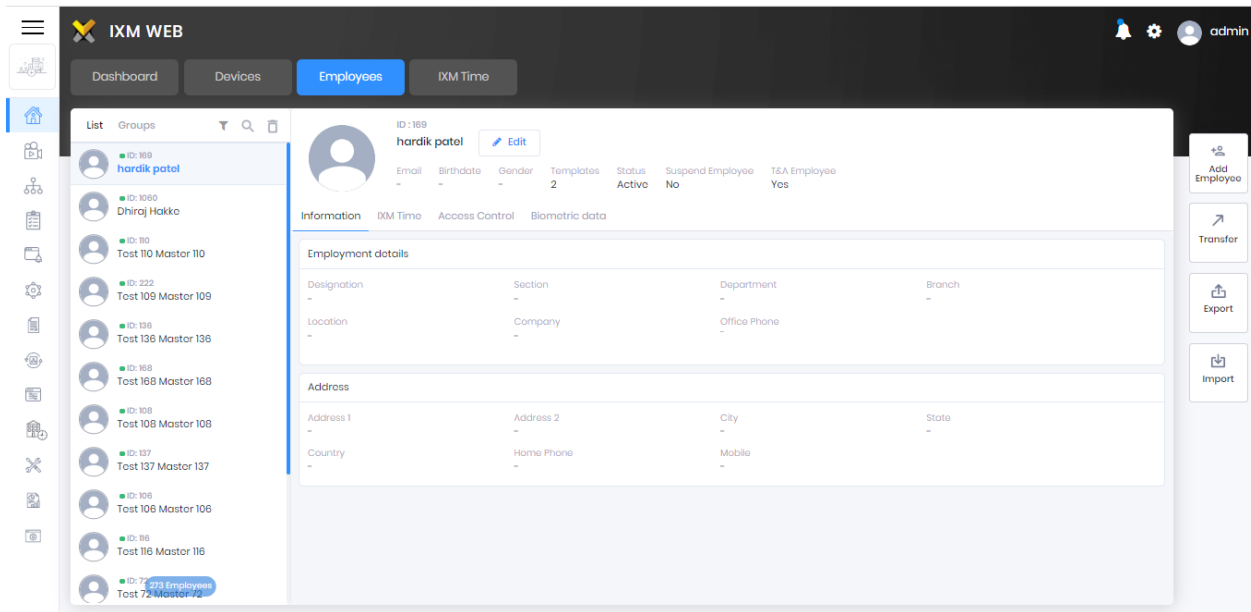


The image shows a screenshot of the 'Application Logs' window. It features an 'Export' button at the top left. Below it is a table with the following columns: Details, Status, DeviceName, Date, Reason, and INVIXIUM. The table contains 11 rows of log entries, all with a 'Success' status. The 'Details' column lists various employee names followed by ': Employee(s) imported'. The 'Date' column shows the timestamp '1/8/2020 3:39:XX PM' for each entry. The 'INVIXIUM' column shows 'admin' for all entries. At the bottom of the window, there is a pagination bar showing '1 to 10 of 273 items'.

Details	Status	DeviceName	Date	Reason	INVIXIUM
Sapan : Employee(s) imported	Success		1/8/2020 3:39:26 PM		admin
Test 77 : Employee(s) imported	Success		1/8/2020 3:39:15 PM		admin
Vandita : Employee(s) imported	Success		1/8/2020 3:39:27 PM		admin
Test 74 : Employee(s) imported	Success		1/8/2020 3:39:16 PM		admin
Test 70 : Employee(s) imported	Success		1/8/2020 3:39:16 PM		admin
Test 4 : Employee(s) imported	Success		1/8/2020 3:39:21 PM		admin
Test 15 : Employee(s) imported	Success		1/8/2020 3:39:24 PM		admin
Test 85 : Employee(s) imported	Success		1/8/2020 3:39:16 PM		admin
Test 146 : Employee(s) imported	Success		1/8/2020 3:39:21 PM		admin
Rohit : Employee(s) imported	Success		1/8/2020 3:39:28 PM		admin

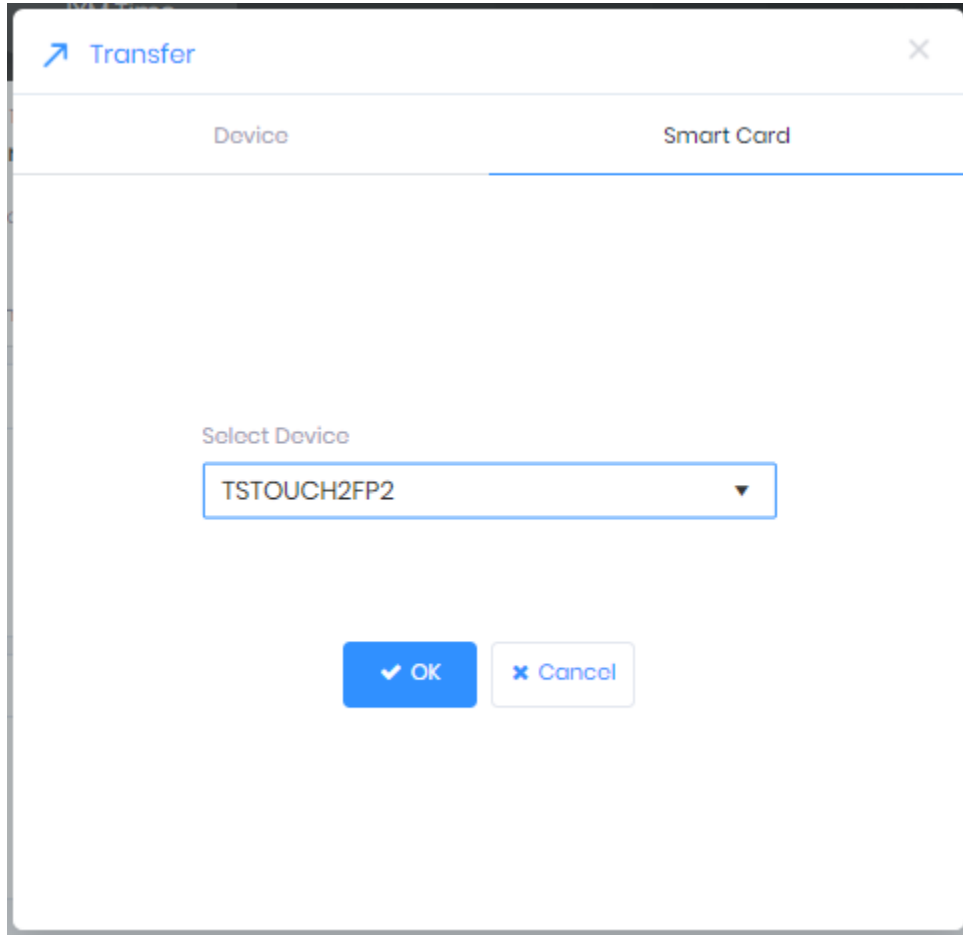
Transfer to Smartcard

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

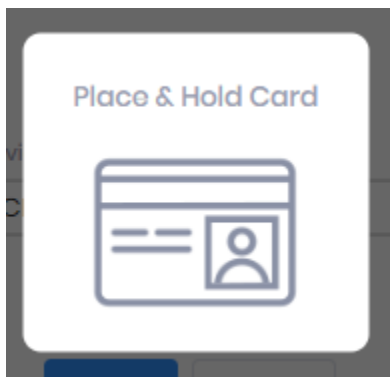


2. Select “Employee” from the Employee List. Click **Transfer** on the right side of the screen. This will redirect to the Employee Transfer options window.

3. Navigate to the Smart Card tab.

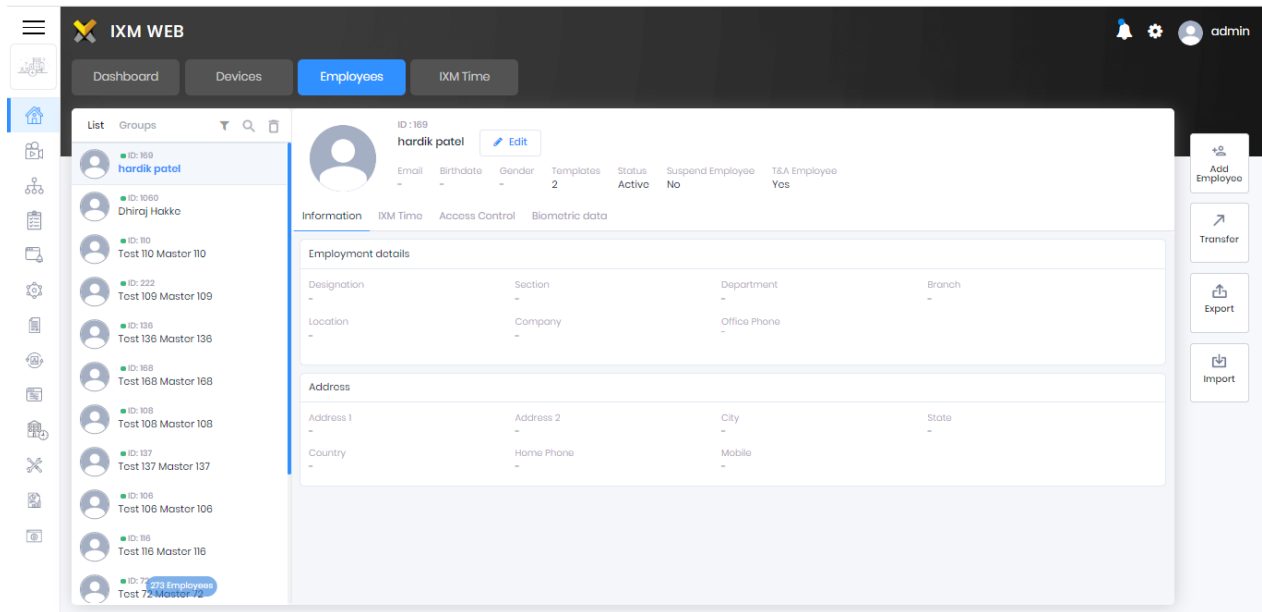


4. Select the device that you want to use to transfer and click **OK**. Present the smartcard to the selected device to transfer the employee.

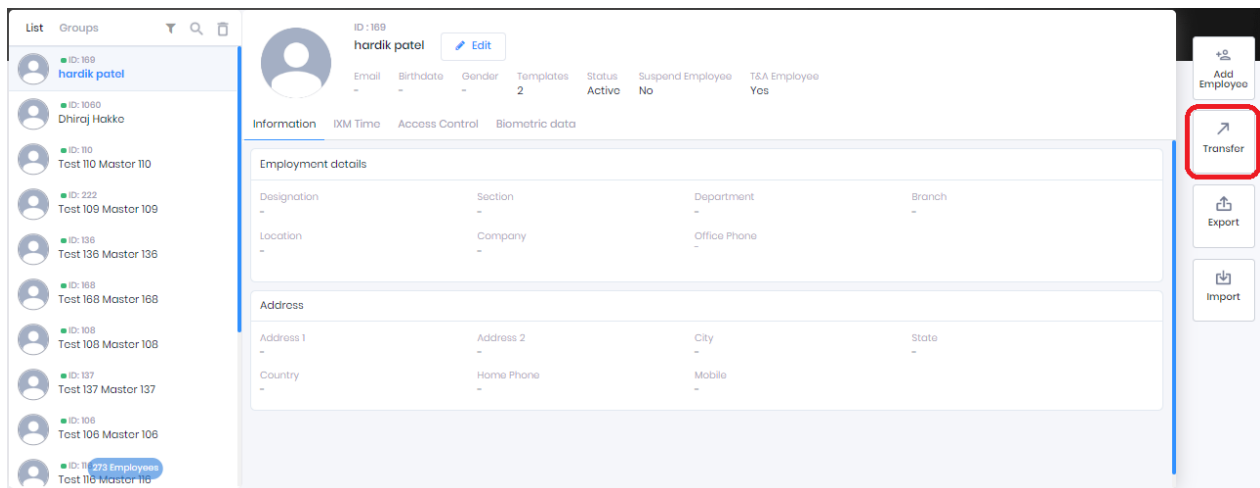


Transfer Selected Employee(s) to Device

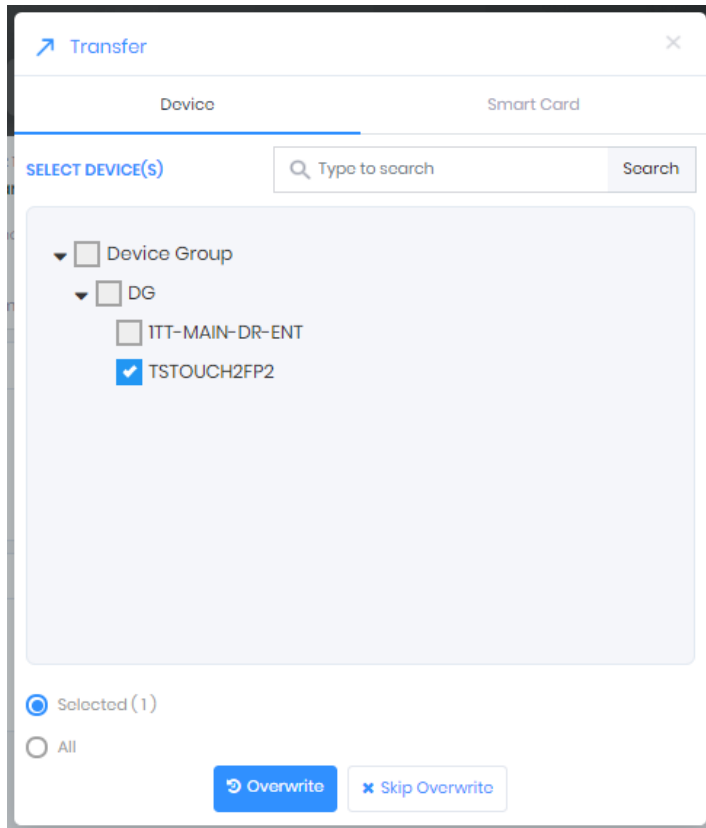
1. From Home >> Click the **Employees** tab on the top.



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



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.

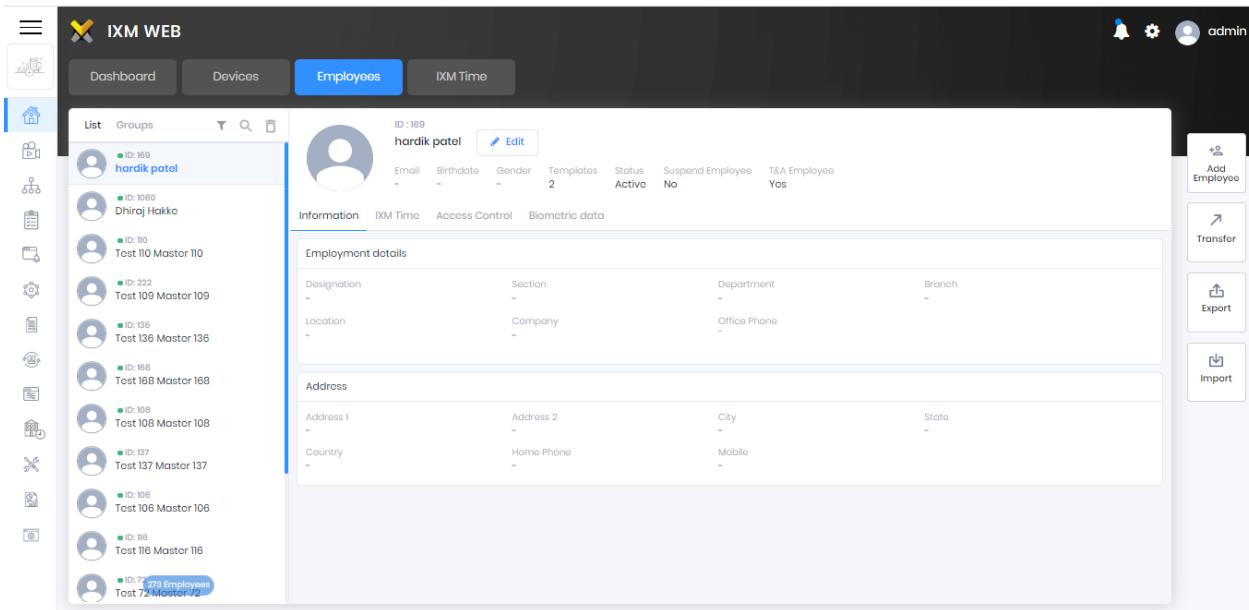
The screenshot shows a window titled "Application Logs" with a close button in the top right corner. Inside the window, there is a blue "Export" button with a download icon. Below the button is a table with the following columns: "Details", "Status", "DeviceName", "Date", "Reason", and "INVIXIU...". The table contains one row of data:

Details	Status	DeviceName	Date	Reason	INVIXIU...
Employee(s) transferred to Device First Name: hardik User ID 169	Success	TSTOUCH2FP2	1/8/2020 4:01:13 PM		admin

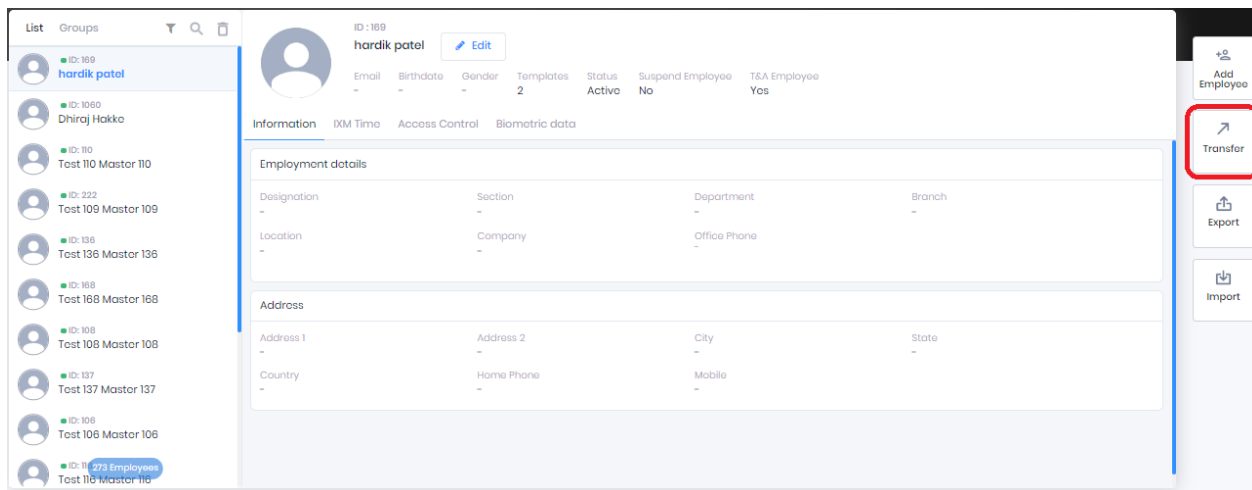
At the bottom of the table, there are navigation arrows and the text "1 to 1 of 1 Items".

Transfer All Employee(s) to Device

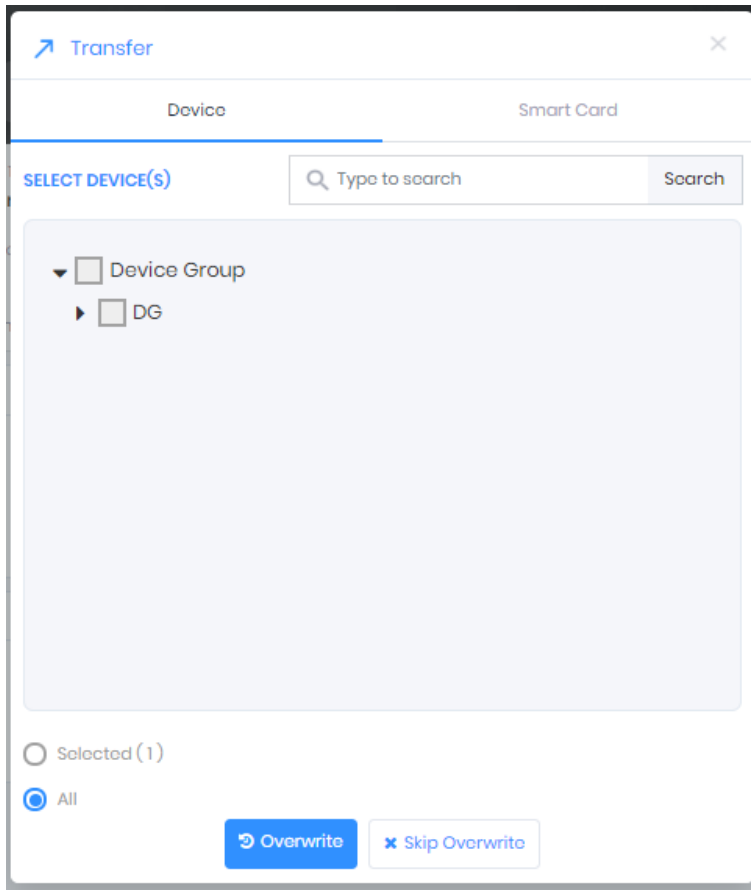
1. From Home >> Click the **Employees** tab on the top.



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.



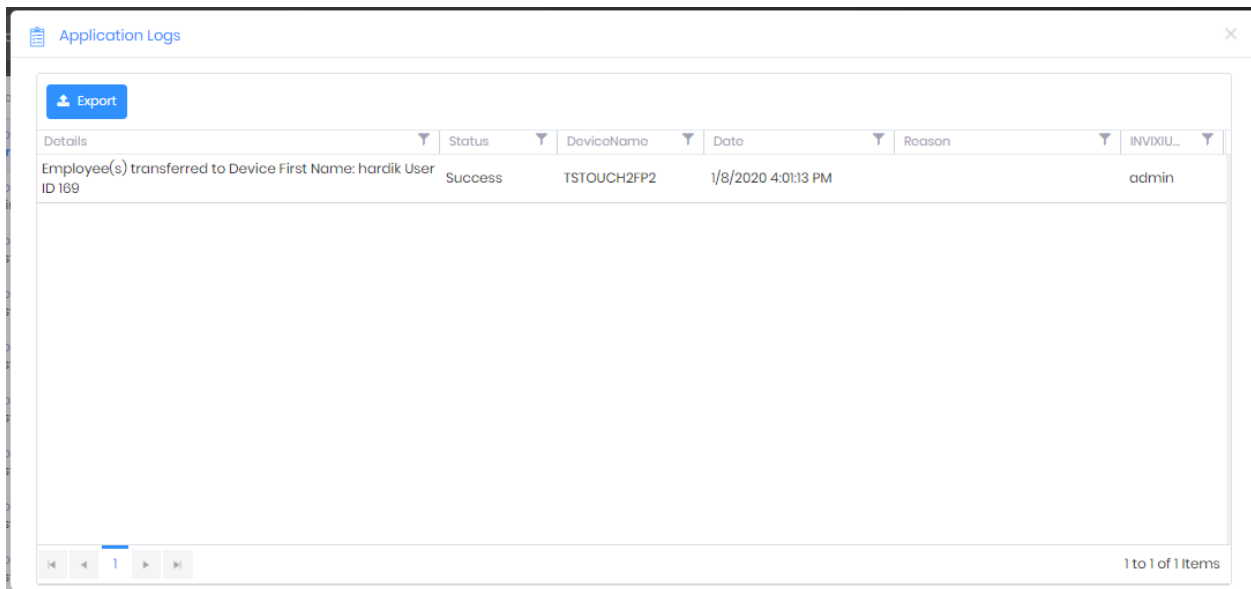
3. Select the device to which Employees need to be transferred and Toggle the radio button to “All”.



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.

A screenshot of a web application window titled "Application Logs". The window contains a table with one data row. The table has columns for "Details", "Status", "DeviceName", "Date", "Reason", and "INVIXIU...". The data row shows a successful transfer of an employee to a device.

Details	Status	DeviceName	Date	Reason	INVIXIU...
Employee(s) transferred to Device First Name: hardik User ID 169	Success	TSTOUCH2FP2	1/8/2020 4:01:13 PM		admin



Support

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

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