



# **Feature Description Document**

Understanding IXM TIME Employee Portal Settings

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#### Purpose

This document outlines the process of Employee Portal activation and various tasks that can be managed using the Employee Portal.

#### Applies to

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All Devices					

#### Description

The IXM TIME Employee Portal gives employees access to IXM WEB and allows them to manage their attendance from a single place.

Any T&A employee can log in to the Employee Portal and view attendance, leaves, notifications, punch details, and apply or track changes for attendance corrections and leave.

Reporting managers can track and monitor their team's attendance (employees working in their group) and can approve attendance correction, leave, overtime requests, and manually add employee's clock-in or clock-out punches.



# **Employee Portal Activation**

To activate the Employee Portal for an employee, each employee needs to be provided with a username and password.

- 1. From **Home** >> Click the **Employees** tab on the top >> Go to the **Employee List** and select the employee for whom you want to activate the Employee Portal.
- Click on the Edit option for the employee and Go to IXM TIME Section >> IXM TIME Credentials.

Employee inform	ation	Access rules		Biometric data	💽	IXM Time 5	Summary
IFT SETTINGS							
Schedule		Start Shift		Holiday Group		Leave Group	
IN	•	Morning Shift (IN)	•	2020_Holiday Group	•	Leave Group 1	•
Joining Date		Confirmation Date		Attendance Policy		Late-IN Policy	
09/17/2018	Ť.	04/01/2019	Ċ.	Default Policy	•	Default Policy	•
Early-OUT Policy		Overtime Policy					
Default Policy	•	Default Policy	•	Shift Based Access			
I TIME CREDENTIALS							
Login Type		Username		Password			
Local Employee	•	vhargunani@invixium.cc	om	•••••			
Reporting Group							
RG	•						

- 3. Specify the employee's Username and Password for login.
- 4. Setting Login Type as Domain Employee will allow the employee to login to the Employee Portal using their active directory credentials. To enable this, the admin needs to configure LDAP from **General Settings**.



# **Employee Login**

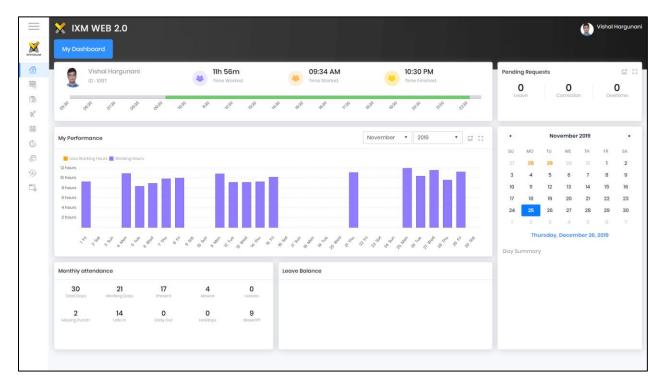
- 1. To log into the Employee Portal, click the **Employee Tab** next to the Admin tab on the Sign In page.
- 2. Specify the username and password set for the employee and click Sign In.

$\leftrightarrow$ $\rightarrow$ C O localhost:9108/Home/Login			⊶ ☆ \varTheta :
	Login Enter details below		
	Login as Admin Employee		
	Keep me Signed In     Sign In		
	Forgot Password ? English 🔹		



# Dashboard

1. When logged in, the employee will be able to see his/her dashboard.



- 2. The Dashboard shows the following information:
  - Employee Timeline: Shows employee's time worked (work hours), time started (check in), and time finished (check out) for the selected calendar date.
  - **Pending Requests**: Shows the count of requests (leave, attendance correction, and overtime) pending approval to date.
  - **My Performance**: Shows the monthly attendance graph of the employee. If the employee's work hours for any day are less than the required working hours as per the configured shift, then the bar color will change to orange. If the employee's work hours are more than the required working hours then the bar color will change to violet.
  - Monthly Attendance: Provides data for the monthly attendance summary.
  - Leave Balance: Total balance available to date for all leaves assigned to the employee.

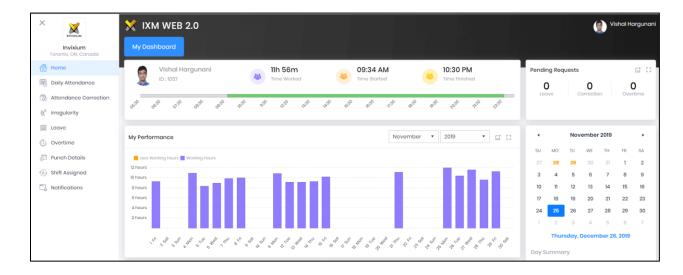


=	🗙 іхм web									阿 Di	ilip Pat
×	My Dashboard Team Dashboard										
ß	Attendance - 2/5/2020	C (3	Pending Requests							٣	G 13
欟	Present Absent Leave Holiday WeekOff		3				Februc	ary 20:	20		,
tõ.	Absent: 6		Loavo	su	MO	τu	WE	тн	FR	SA	
$\mathcal{R}^{0}$			9 Correction	26	27	28	29	30 6	31	1	
1			1099	2 9	3 10	4 11	12	13	14	8	
			Overtime	16	17	18	19	20	21	22	
19.85	Present: 23			23	24	25	26	27	28	29	
Ó					8		sday, N				
<sup>1</sup>	Attendance Trends (February 2020)		● Monthly ◯ Weekly ⊑ []	Day S	ummo		11111				
1	📕 Present 📕 Absent 📑 Lote In 📓 Early Out 📓 Leave 📓 WeekOff 📑 Holiday					0					
	35										
	25										
		~~~									
		~									
	1 And A A		XX								
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	18 19 20 3	1 22 23 24 25 26 27 28 29								

3. A reporting manager/supervisor will have access to **My Dashboard** and the **Team Dashboard**.

- 4. The Team Dashboard shows the following information:
  - Attendance: Shows the attendance summary of the manager/supervisor's team: present, absent, leave, week off, holiday, and total count for the selected calendar date. It will even show a detailed view for each entity/parameter available in the overview tab.
  - **Pending Request:** Total requests which are pending approval from the Manager. To approve a leave, you can click on any leave parameter.
  - Attendance Trends: It will show all attendance parameters for the team on a weekly and monthly basis.





#### 5. From the Left Navigation Menu bar, employees can perform more operations.



# **Daily Attendance**

1. The Daily Attendance shows the employee all the attendance data in detail for the selected month and year. The employee can view their attendance status and can apply for attendance correction.

🗙 іхм м	/EB 2.0											1			Vishal Hargu
												Attendance			
Daily Attendan	ce											Decemb	er • 20	19 •	Q Search
Date	Day	Shift	First IN	Last OUT	First Half	Second Half	Late IN	Early OUT	Overtime	Work Hours	Broak	Out-Time	Net Work	Remarks	
12/1/2019	Sunday	IN			WO	wo									1
12/2/2019	Monday	IN	10:57	21:52	PR	PR	01:27			10:55	01:00		09:55		1
12/3/2019	Tuesday	IN	09:53	20:45	PR	PR	00:23			10:52	01:00		09:52		1
12/4/2019	Wednesday	IN	09:56	20:50	PR	PR	00:26			10:54	01:00		09:54		1
12/5/2019	Thursday	IN	10:03	20:55	PR	PR	00:33			10:52	01:00		09:52		1
12/6/2019	Friday	IN	10:16	20:41	PR	PR	00:46			10:25	01:00		09:25		/
12/7/2019	Saturday	IN			WO	WO									/
12/8/2019	Sunday	IN			WO	WO									/
12/9/2019	Monday	IN	11:31	21:41	PR	PR	02:01			10:10	01:00		09:10		/
12/10/2019	Tuesday	IN	10:20	20:13	PR	PR	00:50			09:53	01:00		08:53		/
12/11/2019	Wednesday	IN	10:16	21:07	PR	PR	00:46			10:51	01:00		09:51		/
12/12/2019	Thursday	IN	10:13	21:30	PR	PR	00:43			11:17	01:00		10:17		1
12/13/2019	Friday	IN	10:22	20:21	PR	PR	00:52			09:59	01:00		08:59		/
12/14/2019	Saturday	IN			WO	WO									1
12/15/2019	Sunday	IN			WO	wo									/
12/16/2019	Monday	IN	11:21	21:45	PR	PR	01:51			10:24	01:00		09:24		/
12/17/2019	Tuesday	IN	10:18	22:34	PR	PR	00:48			12:16	01:00		11:16		/
12/18/2019	Wednesday	IN	10:25	21:16	PR	PR	00:55			10:51	01:00		09:51		/
12/19/2019	Thursday	IN	10:18	20:59	PR	PR	00:48			10:41	01:00		09:41		1



										Employee	Э			Attendance Peri	od	
Daily Attend	lance									Suchit I	Bhatt		•	February	2020 🔻	<b>Q</b> Search
Date	Day	Shift	First IN	Last OUT	First Half	Second	Late IN	Early OUT	Overtime	Work Ho	Break	Out-Time	Net Work	Remarks		
2/1/2020	Saturday	IN			WO	wo										1
2/2/2020	Sunday	IN			WO	WO										1
2/3/2020	Monday	IN	10:21		AB	AB	00:51									0
2/4/2020	Tuesday	IN	11:28	21:59	PR	PR	01:58		01:31	10:31	01:00		09:31			1
2/5/2020	Wednesday	IN	14:59	20:12	AB	PR	05:29			05:13	01:00		04:13			1
2/6/2020	Thursday	IN			AB	AB										1
2/7/2020	Friday	IN			AB	AB										1
2/8/2020	Saturday	IN			WO	WO										1
2/9/2020	Sunday	IN			WO	WO										1
2/10/2020	Monday	IN	10:16		AB	AB	00:46									0
2/11/2020	Tuesday	IN	10:04		AB	AB	00:34									0
2/12/2020	Wednesday	IN	09:57		AB	AB	00:27									0

#### 2. Records will be highlighted for missing punches or pairs.



# **Attendance Correction**

1. To apply for attendance correction, click on '+' in the daily attendance record for the respective date.

										Employee	e			Attendance	Period			
Daily Attend	ance									Suchit I	Bhatt		•	February	•	2020 🔹	Q Search	
Date	Day	Shift	First IN	Last OUT	First Half	Second	Late IN	Early OUT	Overtime	Work Ho	Broak	Out-Time	Not Work	Remarks				
2/1/2020	Saturday	IN			WO	WO												7
2/2/2020	Sunday	IN			WO	WO												/
2/3/2020	Monday	IN	10:21		AB	AB	00:51											•
2/4/2020	Tuesday	IN	11:28	21:59	PR	PR	01:58		01:31	10:31	01:00		09:31					/
2/5/2020	Wednesday	IN	14:59	20:12	AB	PR	05:29			05:13	01:00		04:13					/
2/6/2020	Thursday	IN			AB	AB												/
2/7/2020	Friday	IN			AB	AB												/
2/8/2020	Saturday	IN			WO	WO												/
2/9/2020	Sunday	IN			WO	WO												/
2/10/2020	Monday	IN	10:16		AB	AB	00:46										4	0
2/11/2020	Tuesday	IN	10:04		AB	AB	00:34										Add Missing p	June

2. Specify the correct date, time, and reason and click **Request**.

ame		Shift		Date					
Suchit Bhatt		IN		02/10	/2020				
INCH DETAILS									
+ Add New Pu	Inch								
Punch Date Time	Correct Date Time	Punch Fkey	Correct Fkey	Punch Device Mo	Correct Device M	Punch Job Code	Correct Job Code	Punch Origin	Dele
	02/10/2020 20:00		CheckOUT		Both			Manually Added Punch	Û
02/10/2020 10:16		CheckIN		Both				Unknown Device	
								Device	
ason									
orgot to out pu	nch								



3. To view the details of attendance correction requests, click **Attendance Correction** from the Left Navigation Menu.

Invixium											
Toronto, ON, Canadi	My Atte	Indance	Team Attenda	Ince							
Home	Attende	ance Corr	rection					Attendance Period		Status	1
								March •	2020 •	All •	Q Searc
Daily Attendance		Name				Shift	Schedule	Date 4	Sto	tus	
Attendance Corre	ction .	Dilip Po	atel			India Shift	IN	3/6/2020	App	bevore	
Irregularity	-	Dilip Po	atel			India Shift	IN	3/5/2020			
Loavo			Verdict Date	Vordict By	Rome	arks			Status		
			3/5/2020	Dilip Patel	Forge	at to punch IN			Pending		
	t ۲	Dilip Po	atol			India Shift	IN	3/4/2020	App	proved	
Overtime		Dilip Po	atol			India Shift	IN	3/3/2020	App	broved	
Punch Details		Dilip Po	atol			India Shift	IN	3/2/2020	Арр	proved	
Shift Assigned											
Notifications											
Notifications											

4. To approve/reject the attendance correction application of your team members, click **Attendance Correction** from the Left Navigation Menu then click on the **Team Attendance** tab on the top.

×	×	🗙 D	(M WEB							🧐 Dilip Pat
	Invixium Toronto, ON, Canada	My Atte	endance Team Attendance							
Â	Home			Employee		Attendance Period		Status		
		Attende	ance Correction	All	•	March 🔻	2020 •	Pending	<ul> <li>Q Search</li> </ul>	T Apply Filter
勱	Daily Attendance		Name		Shift	Schedule	Date 4		Status	
63	Attendance Correction		Nicholas		India Shift	IN	3/2/2020		0 0	
ħ°	Irregularity	•	Suchit Bhatt		India Shift	IN	3/2/2020		0 0	
	Leave									
1	Global Clock In/Out									
G	Overtime									
S	Punch Details									
٩	Shift Assigned									
	Notifications									



# Irregularity

- 1. Employees can view their Attendance Irregularity: Late In and Early Out duration for a selected month and year.
- 2. To view the irregularities, go to Irregularity from the Left Navigation Pane.

× 📈	💥 IXM WEB					🔵 Dilip P
Invixium Toronto, ON, Canada	My Irregularity Team Irregularity					
A Home			Irregularity Type	Attendance Pe	riod	
	Late In - 10 (hrs) 48 (mins)		Late In	February	• 2020 •	Q Search
Daily Attendance	Punch Date	Duration				
Attendance Correction	2/4/2020	00:41				
🕸 Irregularity	2/7/2020	00-23				
Leave	2/10/2020	01:31				
	2/11/2020	00:41				
Global Clock In/Out	2/14/2020	00:42				
Overtime	2/17/2020	00:58				
Punch Details	2/18/2020	OLIO				
	2/19/2020	01:08				
Shift Assigned	2/25/2020	00:55				
Notifications	2/26/2020	01:05				
	2/27/2020	00:59				
	2/28/2020	00:37				



3. A reporting manager can view Late In and Early Out count and duration for his/her team members by clicking on the **Team Irregularity** tab on the top.

My	rregularity Team Irregularity							
		Irregularity Type	Employee		Attendance Period			
Late	e In	Late In 🔻	All	•	February 🔻	2020 🔻	<b>Q</b> Search	▼ Apply Filter
	Name		Total Duration				Count	
•	Suchit Bhatt		19:39				16	
+	Dilip Patel		10:48				12	
+	Parthivkumar Shukla		03:32				4	
+	Sapan Dholakia		20:29				17	
•	Nirav Gajjar		06:18				10	
+	Kuntal Patel		01:05				2	
•	Mayank Patel		02:17				4	
+	Brian		27:45				13	
+	Esha Pandya		09:41				12	
+	Ajay Vekariya		05:54				10	
+	Rohit Prajapati		22:44				17	
14	1 2 ▶ H							1 - 15 of 24 items



#### Leave

- 1. Employees can view their leave balance and request leaves from the Leave Tab. Managers can approve or reject leave requests from their team members here.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click Leave.

Toronto, ON, Canada	Leave Balance	My Leaves To	eam Leaves									
Home							nployee		Leave Type		Month Yeo	
						1	Dilip Patel	•	All	Monthly *	March • 2	020 • Q Source
Daily Attendance	Nama 1	Month	Y Your	T	Leave Type	т	Opening Balance	Credited	Dobitod	Encashed	Availad	Closing Balance
Attendance Correction	<ul> <li>Dilip Patel</li> </ul>	March	2020		Paid Leave		0.00	10.00	0.00	0.00	1.00	9.00
<sup>3</sup> Irregularity	<ul> <li>Dilip Patel</li> </ul>	March	2020		Sick Leave		0.00	5.00	0.00	0.00	0.00	
i Loove												
Global Clock In/Out												
) Overtime												
Punch Details												
- Purior Details												
Shift Assigned												

3. To request a leave, go to the **My Leaves** tab on the top >> Click **Request Leave**.

× 🗙	🗙 IXM WEB							7							Dilip P
Invixium Toronto, ON, Canada	Leave Balance My Leave	s Team Leaves													
Home	Leave Application							Attendanc March	e Period	2020 *	Status	•	<b>Q</b> Search	🚽 Roqu	uest Loave
Daily Attendance		From	То		Total D	Leave Type			Applied	Date	Status		Delete	Cancel	Edit
Attendance Correction				1	Paid Leave			03/03/2	020	Pending		0			
Irregularity		Verdict Date		Verdict I	Зγ		Remarks				Status				
Loave		03/03/2020 08:46 A	м	Dilip Pat	ol		Get-Together				Pending				
Global Clock In/Out															
Overtime															
Punch Details															
Shift Assigned															
Notifications															



4. Enter the details for the new leave application i.e. Type of Leave, Dates, Reason, etc. Click **Submit**.

From Duration To Duration Total Days   03/05/2020 Image: Constraint of the constra	Request Leave	e •	Leave Balan Used : 0.00		3/5/2020 le : Unlimited					>
Leave Days From : 3/5/2020 To : 3/5/2020 Medical Certificate Upload $\checkmark$ Done Medical Certificate.png × 10.50 KB Reason	From		Duration		То		Duration		Total Days	
From : 3/5/2020 To : 3/5/2020 Medical Certificate Upload v Done Medical Certificate.png × Reason	03/05/2020	ä	Full Day	•	3/5/2020	ä	Full Day	~	1	
Føver.	Upload 🗸 🗸	)one Me 10.50	dical Certificate.pnç ) KB	g ×						
	Fever.									

5. To view the team member's leave applications, click the **Team Leaves** tab on the top. View the details of each employee's request and approve/reject it as required.

ave Ap	oplication			Empl	oyee	•	Attendance Period	2020 🔹	Status Pending 🔻	Q Search	T AJ	oply Filt
Nan	0	From	То	Total Days	Leave Typ	00	Applied Date	Attac	Status	Approve	Reject	Edit
Vish	al Hargunani	03/05/2020	03/05/2020	1	Sick Leave	2	03/05/2020	*	Pending	0	8	
	Verdict Date		Verdict By			Remarks		Status				
	03/05/2020 19:18 PM		Vishal Hargunani			Fever.		Pendin	9			
Vish	al Hargunani	03/23/2020	03/25/2020	3	Business		03/03/2020		Pending	۲	0	1
	Verdict Date		Verdict By			Remarks		Status				
	03/03/2020 09:04 AM		Vishal Hargunani			Exhibition - Intorsec Sau	udi Arabia visit.	Pendin	9			
Mich	naol Year	03/03/2020	03/03/2020	1	Paid Leave	0	03/03/2020		Pending	۲	0	
	Verdict Date		Verdict By			Romarks		Status				
	03/03/2020 08:58 AM	Michael Year			Personal Reason		Pendin	9				
Nich	olas	03/09/2020	03/13/2020	4	Paid Leave	0	03/03/2020		Pending	۲	8	



#### **Overtime**

- 1. Employees can view their overtime instances for the selected month from the Overtime Tab. Managers can approve or reject overtime requests for their team members from here.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Overtime**.

X X Invixium Toronto, ON, Canada	XXM WEB My Applications Team Applications		jii pilipi
Ame Home	Overtime - 31 (hrs) 38 (mins)		Attendance Period Status February ¥ 2020 ¥ All ¥ Q, Search
Daily Attendance	Punch Date	Overtime	Stotus
Attendance Correction	▶ 2/29/2020	03:20	Approved
R Irregularity	▶ 2/28/2020	03:04	
**	▶ 2/27/2020	01:41	Approved
Leave	▶ 2/25/2020	01:56	
Global Clock In/Out	▶ 2/19/2020	01:21	Ponding
) Overtime	<ul> <li>2/18/2020</li> </ul>	02:40	
	▶ 2/17/2020	00:40	Ponding
Punch Details	▶ 2/15/2020	03:05	
Shift Assigned	▶ 2/14/2020	Pending	
Notifications	<ul> <li>2/13/2020</li> </ul>	01:19	

3. To view the team member's overtime instances, click the **Team Applications** tab on the top to view the details of each employee's overtime instance.



4. Select **Daily** from the **Overtime Configuration** dropdown to view daily overtime instances.

×		×		IXM WEB								🕘 Liam Wilse
Invixium Toronto, ON, Canado		,	My Aj	Applications Team Applications								
🗥 Home				]	Overtime Configuration	n Employee		Attendance Period		Status		
Daily Attendance		(	Ove	ertime	Daily 🔻	All	•	April 🔻	2022 🔻	All 🔻	Q Search	▼ Apply Filter
🗒 Attendance Corre	ection			Name			Total				Count	
			٠	Kuntal Patol			07:55				10	
⅔ Irregularity			٠	Dipen Amin			09:44				9	
Leave			۲	Liam Wilson			13:59				6	
🛞 Global Clock In/Ou	a.		٠	Vimal Kanzariya			23:08				16	
~			•	Urvish Jain			14:57				13	
Overtime			٠	Mayur Rangani			08:30				n	
🚆 Punch Details			٠	Dipak Pavar			18:12				10	
- Shift Assigned			٠	Dhaval Shah			10:27				5	
Shift Assigned												
🗒 Notifications												

5. Click to expand a team member's pending overtime instance. Approve/reject it as required.

				Overtime Configura	tion					ce Period		Status	_		
e	time			Daily	•	All		•	April	•	2022 🔻	Pending •	Q S	earch	Apply Filter
	Name							Total					Cou	nt	
	Kuntal P	atel						07:55					10		
			Punch Date				Overtin	ne		Status		<b>O</b>		8	
		۲	04/26/2022				00:56			Pending		<b>O</b>		8	
	▶ 04/25		04/25/2022				01:13			Pending		0		0	
	<ul> <li>04/19/2022</li> <li>04/19/2022</li> </ul>						00:42			Pending		⊘		8	
		۲	04/15/2022				00:51			Pending		0		8	
		۲	04/14/2022				00:39			Pending		0		8	
		۲	04/08/2022				00:35			Pending		0		8	
		۲	04/07/2022				01:06			Pending		0		8	
		۲	04/06/2022				00:36			Pending		0		8	
			04/05/2022				00:35			Pendina				•	



6. Select **Weekly** from the **Overtime Configuration** dropdown to view weekly overtime instances.

<	INVICION	X		ХМ	WEB											🕘 Liam
То	Invixium ronto, ON, Canada	,	vly Ap	plicatio	ons Team Applic	ations										
	ome aily Attendance	(	Over	time		Overtime Configurat Weekly		•	Attendance Period	2022		Status All	•	Q Search		Apply Filto
-0	tendance Correction			Name Jessica	Smith											
	egularity ave				Punch Date  Week No: 1	Work Hours: 42:21	Weekly OT Hours: 42:21	0	f Hours On Week O	ff: O	T Hou	urs On Public		Status Auto	Appro	Reject
~0	obal Clock In/Out				Week No: 2	Work Hours: 40:38	Weekly OT Hours: 40:38	0	:00 [ Hours On Week O	ff: O	T Hou	ys: 00:00 Irs On Public		Approved Auto		
~	unch Details				Week No: 3	Work Hours: 44:47	Weekly OT Hours: 44:46	0	1:00 [ Hours On Week O	ff: O	T Hou	ys: 00:00 urs On Public		Approved Auto		
-	hift Assigned				Week No: 4	Work Hours: 35:12	Weekly OT Hours: 35:12	0	1:00 [ Hours On Week O 1:00	ff: O	T Hou	ys: 00:00 Irs On Public ys: 00:00		Approved Auto Approved		
No.	otifications				Week No: 5	Work Hours: 53:51	Weekly OT Hours: 46:07	0	[ Hours On Week O	ff: O	T Hou	urs On Public		Auto		

7. Click to expand a team member's pending overtime instance. Approve/reject it as required.

			Overtime Configuration	Employee	Attendance Period	Status			
e	rtime		Weekly -	All	▼ April ▼ 20	022 • Pending •	Q, Search	TA	pply Filt
	Name								
	Jessica	Smith							
	John Do	c							
		Punch Date					Status	Approv	Reject
		Week No: 1	Work Hours: 46:13	Weekly OT Hours: 06:12	OT Hours On Week Off: 00:00	OT Hours On Public Holidays: 00:00	Pending	0	0
		Week No: 2	Work Hours: 46:57	Weekly OT Hours: 06:56	OT Hours On Week Off: 00:00	OT Hours On Public Holidays: 00:00	Pending	0	0
		Week No: 3	Work Hours: 57:36	Weekly OT Hours: 09:56	OT Hours On Week Off: 07:39	OT Hours On Public Holidays: 00:00	Pending	0	0
	Sophie T	racy							
		,							



# **Global Clock In/Out**

- 1. This function is only available to managers or supervisors who have a team reporting to them. Managers can clock in/clock out their team members in case of unforeseen circumstances such as a power outage.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Global Clock In/Out**.

× 🗙	🗙 ixi	M WEB									👰 Dilip
Invixium Taranto, ON, Canada	Global C	lock in/Out			Date 03/06/2020	8	shift IN	Sc •	hedule N T	Search	T Apply Filtor
💮 Homo											
Daily Attendance										Atton	Sance Correction
		Employee ID	т	Nama				т	First IN		Last OUT
Attendance Correction		1070		Adarsh Singh							
<sup>®</sup> Irrogularity		1048		Ajay Vekariya							
/ moguanty		1067		Asav Vora							
Loavo		1055		Avani Patel							
		1038		Brian							
3 Global Clock In/Out		1060		Dhiraj Hakke							
) Overtime		1011		Dilip Patol					09:00		
		1046		Esha Pandya							
Punch Details		1064		Hardik Vadavia							
Shift Assigned		1073		Harkishan Bhuva							
-y aniit Assignou		1053		Harsh Jaiswal							
Notifications		1061		Jatan Patel							
		1051		Kaushik Patel							
		1031		Kuntal Patel							
		1033		Mayank Patel							
		1071		Michael Year							
		1072		Mihir Desai							
		1074		Muhhamad							

3. Select the Employees that need to be Clocked In/Out and click **Attendance Correction**. Provide the details in the popup and click **OK**.

obal C	lock In/Out				Da				Shift	Scho	41		
obarc	lock iny out				0	3/04/2020			IN	IN	• Q1	Search	T Apply Filton
			Global Clock In/Ou	ıt			×	٦				Atto	idance Correction
	Employee ID	Nama	First IN					1		Ŧ	First IN		Last OUT
	1070	Adarsh S	Correct Date		Correct Ti	no		1					
	1048	Ajay Voka	03/04/2020	<b>C</b>	09:00		G						
	1067	Asav Von											
	1055	Avani Pat	Last OUT Correct Date		Correct Ti								
	1038	Brian		Ē.		nu	C						
	1060	Dhiraj Ha	mm/dd/yyyy		HH:mm		G						
	1046	Esha Pan			Job Code								
	1064	Hardik Ve	Vorwrite Punches										
	1073	Harkisha											
	1053	Harsh Jai	Reason										
	1061	Jatan Pal	Power Failure.										
	1051	Kaushik P					_10						
	1031	Kuntal Pe	-		× Cancel			1					
	1033	Mayank F					_						
	1071	Michael Y	oar										
	1072	Mihir Dost	ai										
	1074	Muhhama	bd										
	1069	Nicholas											

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#### **Punch Details**

- 1. Employees can view all their past transactions in this section. Managers can also view the details of their team members here.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Punch Details**.

×	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	🗙 IXM WEB					🥑 Vishal Hargu
	Invixium Toronto, ON, Canada	Punch Details		Employee Vishal Hargunani	From Date	To Date	C Soarch
6	Home	Date-Time	FKoy	Punch Orig		Device Mode	
闞	Daily Attendance	02/03/2020 11:58	Chock-IN	IXM India	ju i	Both	
		02/04/2020 11:35	Check-IN	IXM India		Both	
3	Attendance Correction	02/04/2020 20:24	Check-OUT	IXM India		Both	
e	Irregularity	02/05/2020 11:14	Check-IN	IXM India		Both	
		02/05/2020 21:58	Check-OUT	IXM India		Both	
ŧ	Leave	02/06/2020 11:19	Check-IN	IXM India		Both	
a	Global Clock In/Out	02/07/2020 12:33	Check-IN	IXM India		Both	
~		02/07/2020 20:08	Check-OUT	IXM India		Both	
5	Overtime	02/10/2020 11:41	Check-IN	IXM India		Both	
3	Punch Details	02/11/2020 11:32	Chock-IN	IXM India		Both	
3,	Shift Assigned						
7	Notifications						
		H 4 1 2 3 Page 1 of 3 >					1 to 10 of 30 Records

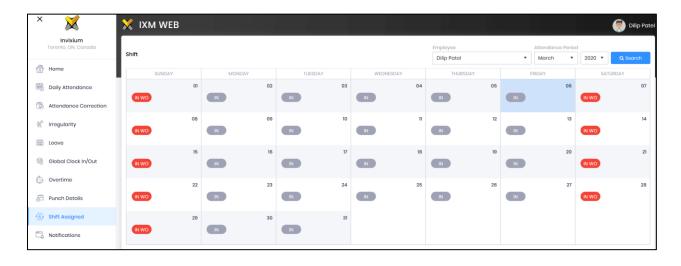
3. Select the Date range for which the Punch Details need to be viewed and click **Search**.

Punch Details			11/01/2019	<b></b>	12/26/2019	<b>:</b>	Q Search
anon botano							
Date-Time	FKay	Punch Origin		Device Mo	de		
11/01/2019 10:35	Check-IN	IXM India	1	Both			
11/01/2019 15:46	Check-OUT	IXM India		Both			
11/01/2019 20:47	Chock-OUT	IXM India	1	Both			
11/04/2019 10:45	Check-IN	IXM India		Both			
11/04/2019 22:39	Check-OUT	IXM India	1	Both			
11/05/2019 11:03	Check-IN	IXM India		Both			
11/05/2019 14:03	Break-START	IXM India	1	Both			
11/05/2019 20:20	Check-OUT	IXM India		Both			
11/06/2019 11:00	Chock-IN	IXM India		Both			
11/06/2019 20:52	Check-OUT	IXM India		Both			
_							
4 1 2 3 4 5 6 7	8 9 10 Page 1 of 21 + H 10 * R	ocords Por Pago				1 to 10 of 202 Re	ecords 🔿



# **Shift Assigned**

- 1. Employees can view the shift assigned to them for a selected month from this section. Managers can also view the shift assigned to specific team members from here.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Shift Assigned**.
- 3. Select the employee (if applicable), Month, and Year and click **Search** to view the details.





# **Notifications**

- 1. Employees can view any missing In/Out punches for a selected month from this section. Managers can also view the missing In/Out punches for their team members from here.
- 2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Notifications**.

Invixium Toranto, ON, Canada				Employee	Attend	Attendance Period				
	Notifications			All	Janu	uary 🔹	2020 •	Q Search		
Homo	Doto 4	Namo T	Description		Υ A	ction				
Daily Attendance	01/31/2020	Vishal Hargunani	Punch not found between 09:30 to 18:30							
Attendance Correction	01/31/2020	Renu Dulgoch	Punch not found between 09:30 to 18:30							
f Irregularity	0\/3\/2020	Japan Sheth	Punch not found between 09:30 to 18:30							
	01/31/2020	Suchit Bhatt	Punch not found between 09:30 to 18:30							
Leave	01/30/2020	Bhavesh Mirani	Punch not found between 09:30 to 18:30							
Global Clock In/Out	01/30/2020	Renu Dulgach	Punch not found between 09:30 to 18:30							
Overtime	01/30/2020	Nirav Panchal	Punch not found between 09:30 to 18:30							
	01/30/2020	Ajay Vokariya	Punch not found between 09:30 to 18:30							
Punch Details	01/30/2020	Japan Sheth	Punch not found between 09:30 to 18:30							
Shift Assigned	01/30/2020	Suchit Bhott	Punch not found between 09:30 to 18:30							
Notifications										

3. Select the Employee (if applicable), Month, and Year and click **Search** to view the details.

					Attendance Period									
Notifications			December	•	2019	•	Q Sec	irch						
Date 4	T Name	T	Description						T					
12/26/2019	Vishal Hargunani		Punch not found between 09:30 to 18:30						4					
12/25/2019	Vishal Hargunani		Punch not found between 09:30 to 18:30											
12/23/2019	Vishal Hargunani		Punch not found between 09:30 to 18:30											



# 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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