Feature Description Document

Understanding IXM Time Basics

Purpose

This document outlines IXM TIME application basics.

Applies to

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

Description

IXM TIME is a licensed application for Workforce Management available from IXM WEB 2.0 onwards.
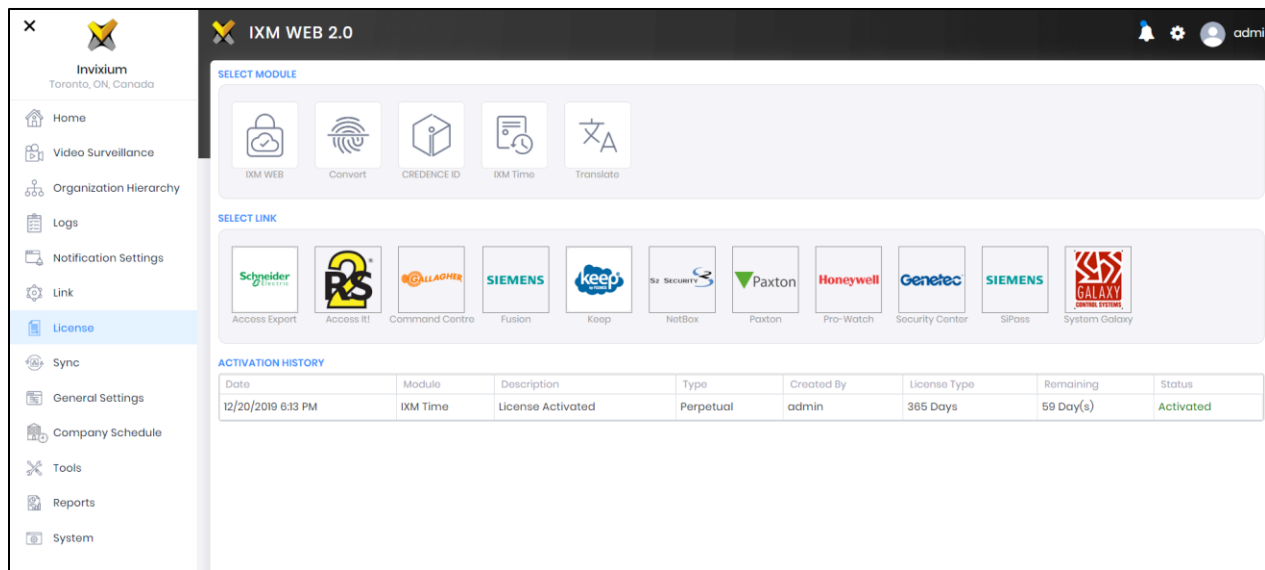
The following are the benefits of IXM TIME:

1. Prevent Time theft
2. Automate Attendance tracking
3. Track and monitor employee's attendance time and work hours
4. Eliminate human error
5. Avoid manual attendance calculation
6. Measure and improve productivity
7. Irregularity tracking and penalties
8. Manage multiple shifts and attendance policies

IXM TIME provides the following features: dashboard, shift settings, policies, reporting structure, employee portal.
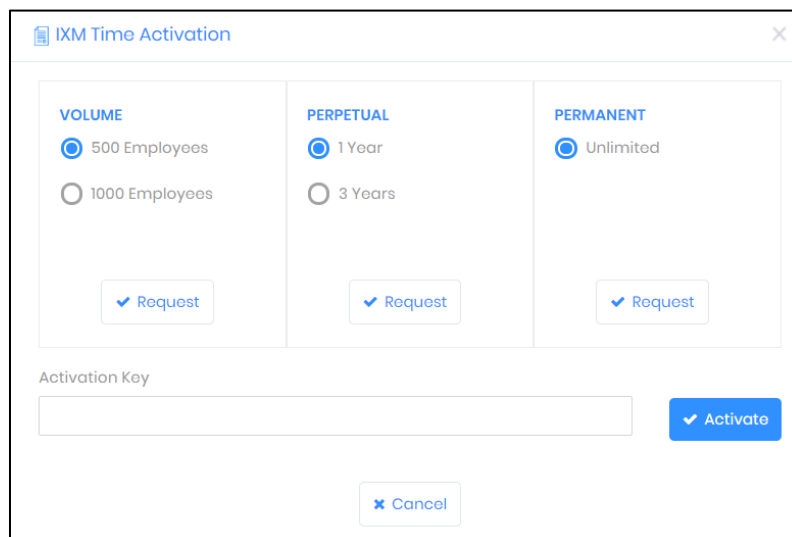
Requesting IXM TIME License

1. From **Home** >> Expand the **Left Navigation Pane** >> Click **License** tab >> Click on **IXM TIME**.
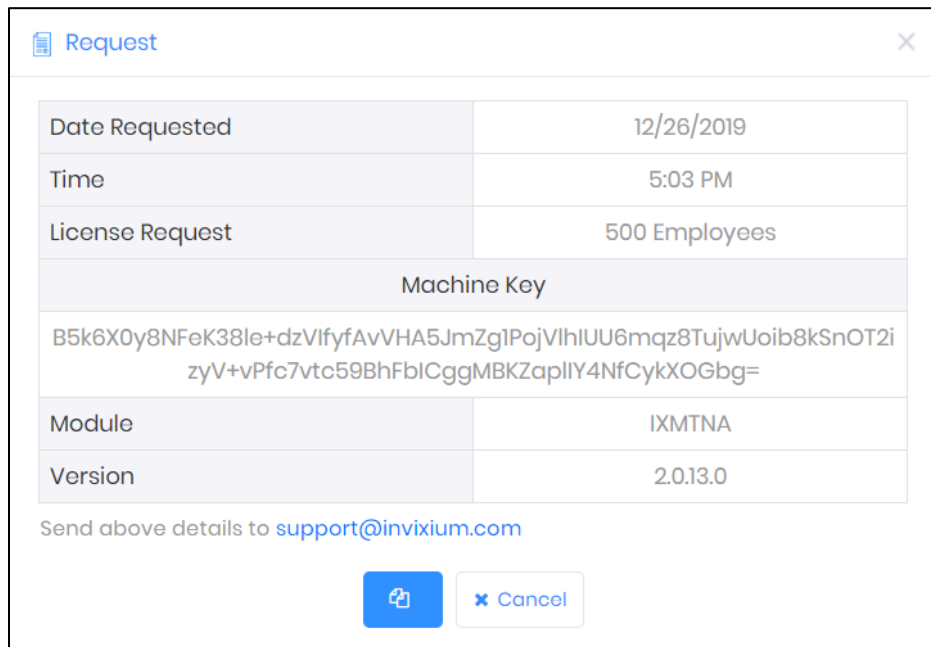

2. Select the required license based on the number of employees and click **Request** to see the details to be sent to Invixium support to request a license.

3. The details screen will vary based on whether the SMTP settings are configured in the IXM WEB:

    a. If SMTP settings are not configured, a "Copy to Clipboard" button will appear.

Request	✕
Date Requested	12/26/2019
Time	5:03 PM
License Request	500 Employees
Machine Key	
B5k6X0y8NFeK38Ie+dzVIfyfAvVHA5JmZg1PojVIhIUU6mqz8TujwUoib8kSnOT2i zyV+vPfc7vtc59BhFbICggMBKZapIIY4NfCykXOGbg=	
Module	IXMTNA
Version	2.0.13.0

Send above details to support@invixium.com

Click it to copy request details shown on the clipboard. Paste the copied details in an email to support@invixium.com to start the licensing process.

b. When SMTP settings are configured, a "Send" button will appear.

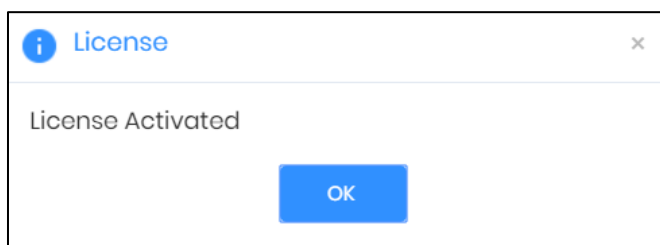| Request	✕
Date Requested	12/26/2019
Time	5:07 PM
License Request	500 Employees
Machine Key	
B5k6X0y8NFeK38Ie+dzVIfyfAvVHA5JmZg1PojVlhIUU6mqz8TujwUoib8kSnOT2i zyV+vPfc7vtc59BhFbICggMBKZapIIY4NfCykXOGbg=	
Module	IXMTNA
Version	2.0.13.0

Send above details to support@invixium.com

Click it to email details displayed to Invixium support to start the licensing process.

4. Once you receive the license key from Invixium, go back to the same page from which you requested the license and input the license key in the Key field as shown below.
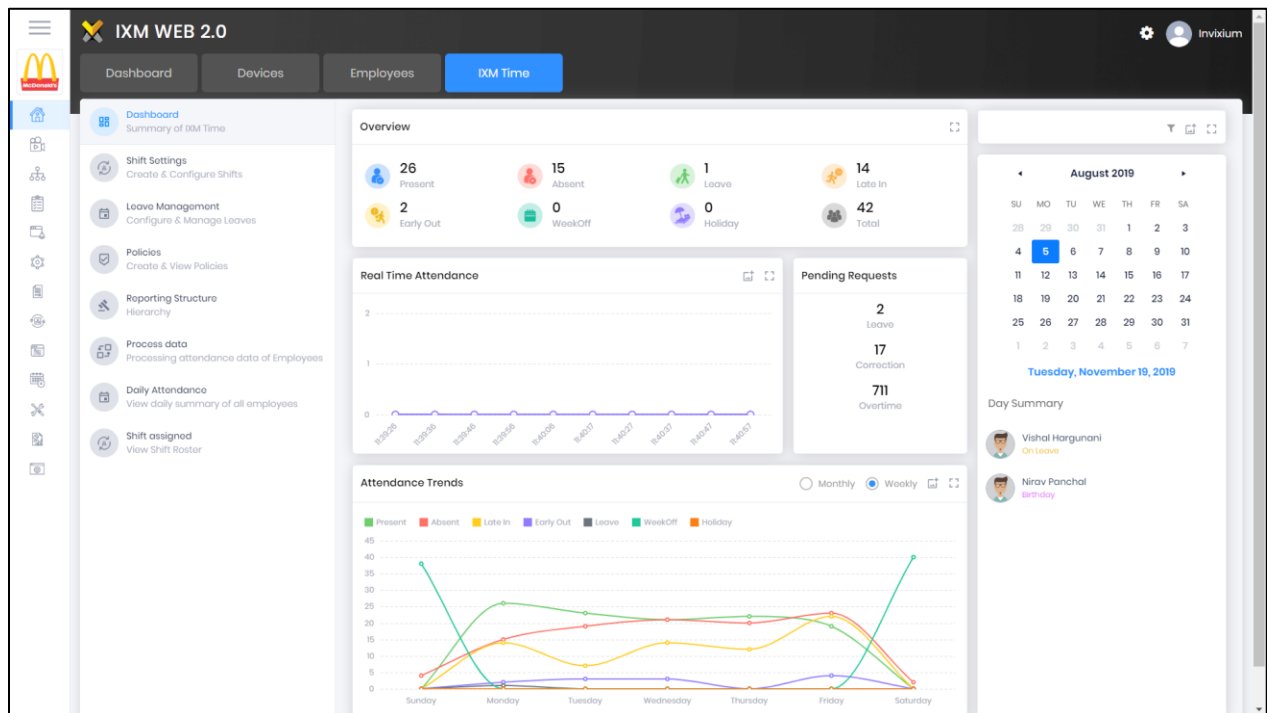

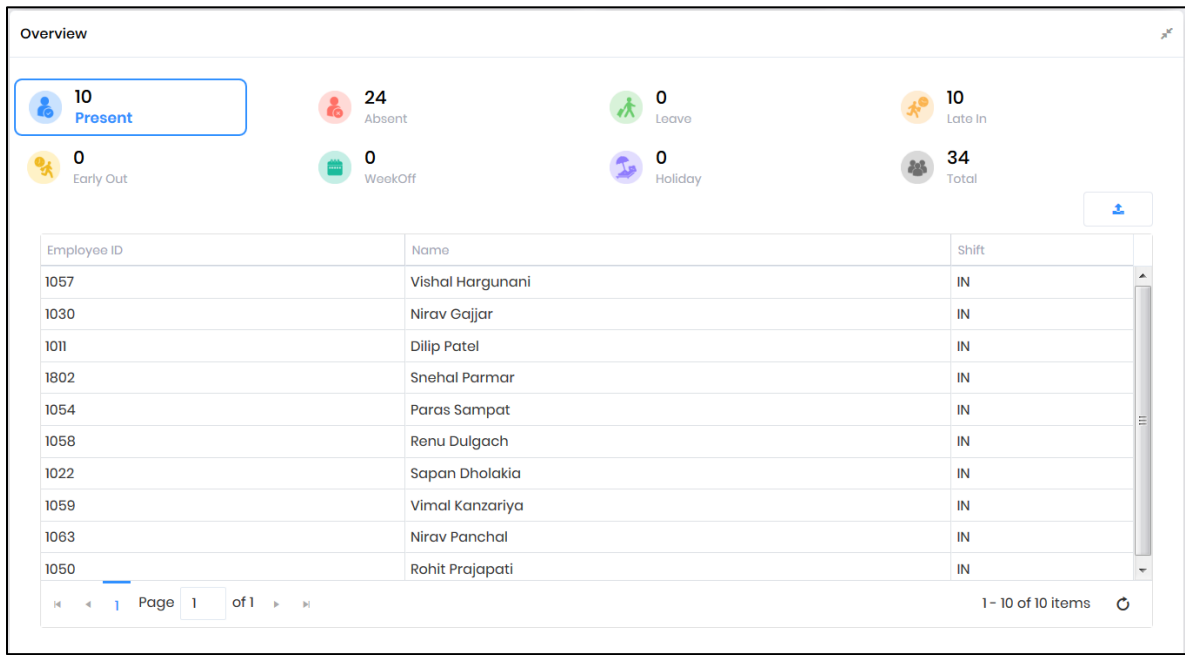5. Click **Activate** to apply for a license.

Dashboard

IXM TIME Dashboard shows real-time attendance data of all employees or a selected group of employees to the admin.

The various dashboards are described below:

- **Overview:** It shows the overall attendance summary: Present, Absent, Leave, Late In, Early Out, Week Off, Holiday and Total count, for the selected date in the calendar on the right. It will even show a detailed view for each parameter when clicked on.
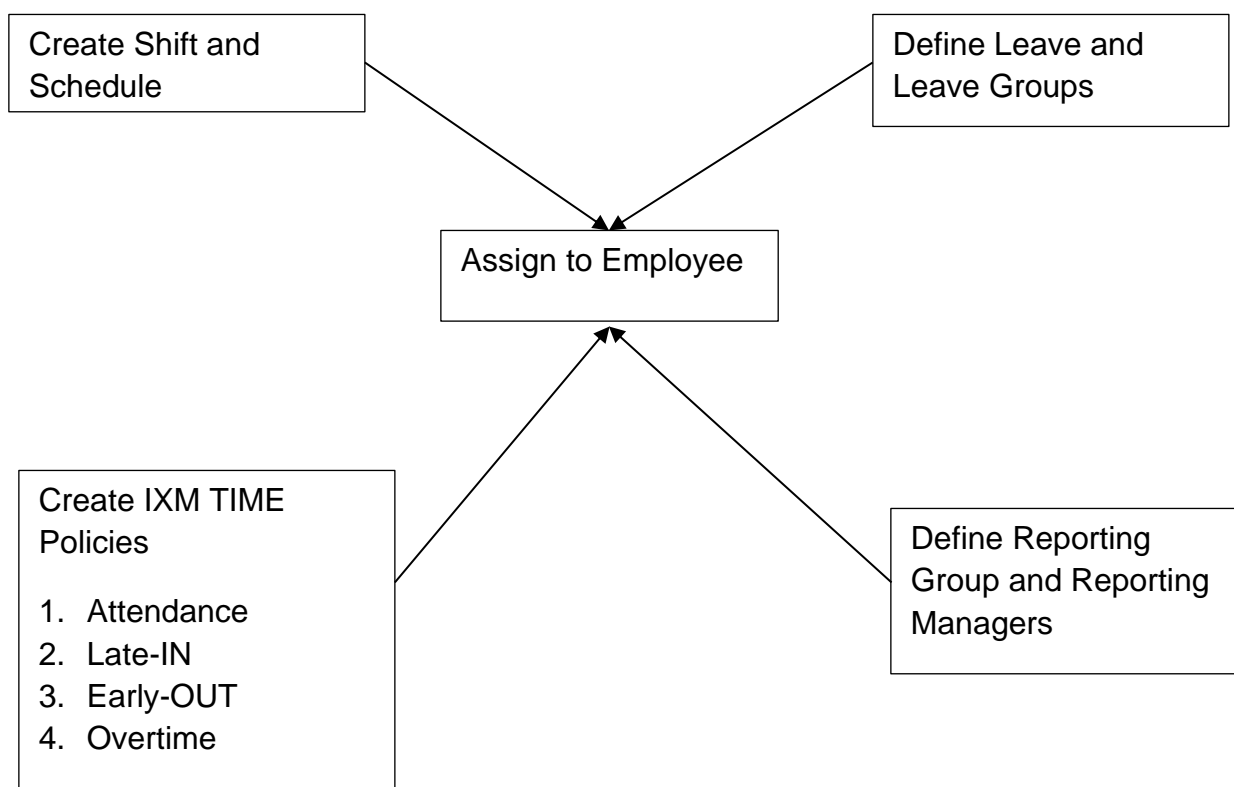

- **Real-Time Attendance:** It will show total occupancy as per the attendance policy configured. It refreshes every 10 seconds.

- **Pending Requests:** No. of Leave application, attendance correction and overtime authorization requests pending for approval.

- **Attendance Trends:** It will show attendance data for all employees or a selected group of employees on a weekly and monthly basis.

- **Day Summary:** It will show employees on leave and/or having a birthday on the selected calendar date.

- **Calendar:** Shows all of the above data as per the date selected

- **Filter:** Using filter you can select the data for specific organization hierarchy.

Attendance Configuration Flow

For an ideal setup of IXM Time, all the required configurations of IXM Time should first be set up and then be assigned to the applicable employees. This will provide the admin with the most efficient reporting for their workforce.

```
Create Shift and                          Define Leave and
Schedule                                  Leave Groups

                    Assign to Employee

Create IXM TIME
Policies                                  Define Reporting
                                          Group and Reporting
1. Attendance                             Managers
2. Late-IN
3. Early-OUT
4. Overtime
```

Support

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

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