



Feature Description Document

Processing and Viewing Attendance Data



Purpose

This document explains the processing and viewing of employee attendance data in IXM WEB.

Applies to

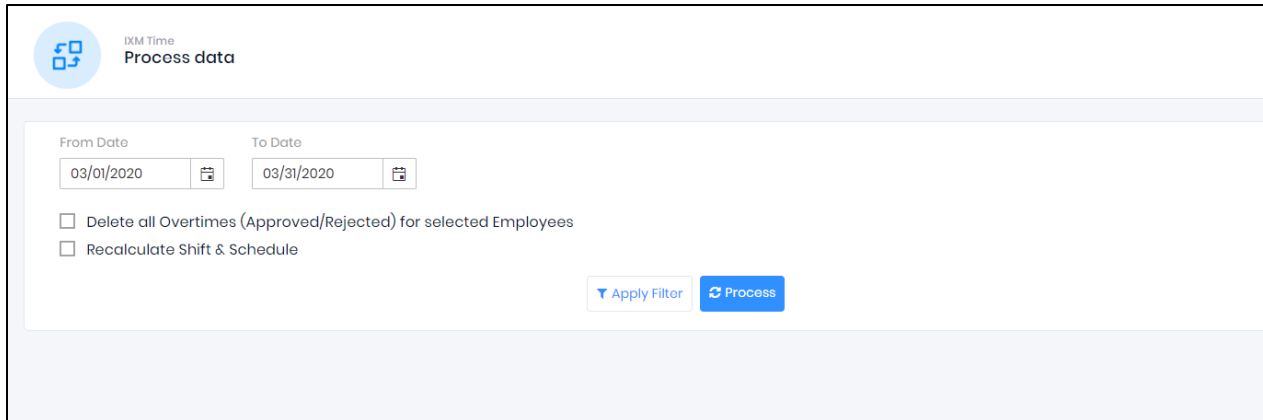
TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

IXM WEB users might need to view process attendance data for the selected date period whenever there is a change in IXM TIME policies and to update the past attendance data as per the change in policy if any.

Process data

1. From **Home** >> Click the **IXM Time** tab on the top >> Navigate to the **Process Data** tab to process employee data.



The screenshot shows the 'IXM Time Process data' interface. It features a header with the 'IXM Time' logo and the title 'Process data'. Below the header, there are two date input fields: 'From Date' with the value '03/01/2020' and 'To Date' with the value '03/31/2020'. Underneath the date fields, there are two checkboxes: 'Delete all Overtimes (Approved/Rejected) for selected Employees' and 'Recalculate Shift & Schedule'. At the bottom right of the form, there are two buttons: 'Apply Filter' and 'Process'.

2. Select the date range for which you want to delete/recalculate data.
3. **Delete all overtime (approved/rejected) for selected Employees:** Enable this flag to re-calculate the attendance data for approved or rejected overtime entries for the selected date period.
4. **Recalculate Shift & Schedule:** Enable this flag to calculate the attendance as per the updated shift and schedule assigned to the employee for the selected date period.
5. If the IXM WEB user has not enabled the T&A flag on the device and for the respective employee: all employee's transaction events won't be considered in the Time & Attendance records.
6. This option will also allow IXM WEB users to migrate employee's past transaction events into Time attendance records after enabling the T&A flag in device and employee profile.



Daily Attendance

1. From **Home** >> Click the **IXM Time** tab on the top >> Navigate to the **Daily Attendance** tab.
2. Select the Employee and the month for which the attendance needs to be viewed from the dropdowns and click **Search**.
3. Daily Attendance view will allow IXM WEB users to view the employee's attendance for the selected month.

Dashboard		Daily Attendance														
Summary of IXM Time		Date	Day	Shift	First IN	Last OUT	First Half	Second Half	Late IN	Early OUT	Overtime	Work Hours	Break	Out-Time	Net Work	Remarks
Shift Settings	Create & Configure Shifts	11/1/2019	Friday	IN	10:02	20:41	PR	PR	00:32			10:39	01:00		09:39	
Leave Management	Configure & Manage Leaves	11/2/2019	Saturday	IN			WO	WO								
Policies	Create & View Policies	11/3/2019	Sunday	IN			WO	WO								
Reporting Structure	Hierarchy	11/4/2019	Monday	IN	10:14	20:15	PR	PR	00:44			10:01	01:00		09:01	
Process data	Processing attendance data	11/5/2019	Tuesday	IN	10:17	18:54	AB	PR	00:47			08:37	01:00		07:37	
Daily Attendance	View daily summary	11/6/2019	Wednesday	IN	10:06	19:44	PR	PR	00:36			09:38	01:00		08:38	
		11/7/2019	Thursday	IN	10:39	20:57	PR	PR	01:09			10:18	01:00		09:18	
		11/8/2019	Friday	IN	10:34	21:53	PR	PR	01:04			11:19	01:00		10:19	
		11/9/2019	Saturday	IN			WO	WO								
		11/10/2019	Sunday	IN			WO	WO								
		11/11/2019	Monday	IN			AB	AB								
		11/12/2019	Tuesday	IN	10:10		AB	AB	00:40							
		11/13/2019	Wednesday	IN	10:00	19:07	PR	PR	00:30			09:07	01:00		08:07	
		11/14/2019	Thursday	IN	09:55	18:58	PR	PR	00:25			09:03	01:00		08:03	
		11/15/2019	Friday	IN	10:17	18:42	AB	PR	00:47			08:25	01:00		07:25	



Support

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

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