



Feature Description Document

Understanding IXM Time for Workforce Management

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Purpose

This document describes the functional specifications of the time and attendance feature for devices.

Applies to

TITAN	TFACE	TOUCH 2	MERGE 2
All Devices	All Devices	All Devices	All Devices

Description

The time and attendance feature can be configured to know when employees enter and leave the work premises. Invixium devices support three modes to configure time and attendance:

- Manual: When manual mode is selected, the user needs to press the desired function key (Fkey) for T&A Entry. If FKey is pressed, then the device will do T&A authentication, otherwise, the device will ignore T&A authentication and will only perform normal authentication. Selected FKey will be logged into the transaction log in the case of T&A authentication.
- Manual Fixed: In this mode, the first user needs to select any FKey (i.e. Check In, Check out, Break-In and Break-Out, etc.). The next user does not need to press FKey for T&A Entry. If the next user selects another FKey, then FKey changes to the newly selected one. Activated FKey will be logged in transaction logs after authentication.
- 3. **Fixed by Device**: In this mode, there is no need to press any FKey for T&A operations. The FKey will be logged based on the given schedule time for that FKey. For each FKey, you can set different time schedules. FKey (i.e. Check In, Check Out, Break-In and Break-Out, etc.) will be activated by the scheduled time. In Fixed by Device mode, users can still use the manual mode functionality. Users can overwrite the scheduled FKey by manually pressing the FKey.

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Configuring Time And Attendance for a Device from IXM WEB

1. From Home >> Click the **Devices** tab on the top >> Select the required **Device** >> Navigate to the **Time & Attendance** tab >> Expand **Time & Attendance** app.

Dashboard Devices	Employees IXM Tin	ne		
List Groups Q TOUCH 2 FP2 • TOUCH 2 FP2 • ABB-dOMB TITAN FPLV5 • TITAN FPLV5	Device ID: 0 TS TITAN FPLV5 Transactions Aut 203 Fac	Online Edit bentication types Recognition, Fingerprint Er ation Notification Security	avice Category Comm Mode terprise Access Ethernet Access Control General Settings	Time & Attendance Smart Card
B3D587D068	Job Code			v
	Mode Type Manual	Strict F-Key		
	Check In	Check Out	Break In	Log code Break Out
	Add Text	Add Text	F7 Add Text	Add Text
3 Device(s)	(108 Code)	108 Code		(IOB Code)

2. Toggle the "Time And Attendance" switch to ON to turn on settings.



Time And Attendance			· •
Mode Type			
Manual 🔻	Strict F-Key		
Check In	Check Out	JOB Code Break In	JOB Code Break Out
Add Text	Add Text	Add Text	Add Text





3. Select "Mode Type" out of the 3 options in the dropdown menu.

- 4. Mode Type:
 - a. Manual or Manual Fixed:
 - i. The figure below shows T&A settings, which include T&A Mode as "Manual Mode" and "Default FKeys" (F1-F4) with their Function Name and image. In the "Manual Fixed" Mode Type, T&A settings will include T&A Mode as "Manual Fixed Mode", and "Default Fkeys (F1-F4)" with their Function Name, image, and Job Codes.
 - ii. To activate "STRICT Fkey Mode". Enable **Strict F-Key** by clicking the checkbox.





iii. Enable "Fkeys" by inserting text to "Add Text".



iv. Enable the "Job Code" by clicking on the gray label with Job Code text.

Time And Attendance			· •
Mode Type	Christ F. Kou		
	Strict P-Key		
		JOB Code	
Check In	Check Out	Break In	Break Out
JOB Code	JOB Code	JOB Code	JOBCode
F5	F6	F /	F8
IXM	Add Text	Add Text	Add Text





v. Upload the image by clicking on the "Fkey" icon as per requirement.

vi. Clicking on "Fkey" will display the following window.

Manage Ir	nages	×
	± Upload	
Images		
	bgì.png	
	bg10.jpg	
	bgll.jpg	
	bg12.jpg	
	bg13.png	
	bg14.png	



vii. Select an image from the given list or upload a new one by clicking **Upload**. To use an image, double-click on the selected image.



viii. Click Apply to save settings on the device.

Add Text	Add Text	Add Text	Add Text
Add Text	Add Text	F15 Add Text	Add Text
Intelligent F-Keys			
Check Out (Hours) Bred	ak Out (Hours)		
APPLY 2 RESET			



ix. A confirmation message of "Time & Attendance settings saved" will be displayed.



x. To restore the T&A settings to default, click **Reset**. Reconfirm the action by clicking **Reset** in the pop-up dialog. If the "Cancel" option is selected, then no action will be taken.

Time And Attendance	×
This will permanently reset Time and Attendar settings	100
Cancel	

xi. A "Time & Attendance settings restored" message will be displayed. Click **OK**.





- b. Fixed By Device:
 - i. The figures below show a T&A setting which includes T&A with "Fixed By Device" Mode Type and "Default FKeys" (F1-F4) with their Function Name, image, and Job Code, and create "Job Code ID" with "Schedule" FKeys.

Time And Attendance			· •
Mode Type			
Fixed By Device 🔹	Strict F-Key		
Check In	Check Out	JOB Code Break In	JOB Code Break Out

- Follow all the above steps as mentioned in the "Manual or Manual Fixed" Mode type. There are additional steps described below for the "Fixed By Device" Mode Type.
- iii. Click **Create** to schedule FKey for the "Fixed By Device" Mode Type.

Intelligent F-Keys				
Check Out (Hours)	Break Out (Hours)			
24	0			
SCHEDULES			Crec	ate 🗊 Delete
Function Key		Start Time	End Time	Edit
APPLY C RESET				

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iv. The Time And Attendance "Schedules" window will be displayed.

Time And Attendance	×
SCHEDULES Exerction Kov	
Fkey5	
Duration	
0000 0200 0400 0600 0800 1000 1200 1400 1600 1800 2000 2200	2400
Save 🗙 Cancel	La Cieur
Save X Cancel	

v. Select "Function Key" and schedule the "Duration" range. The default range is from 00:00 to 23:59 hours is selected. Click **Clear** to clear the duration range and apply the time duration as required.

me And Attendance	×
SCHEDULES Euroction Key	
FKey1 •	
Duration	
0000 0200 0400 0600 0800 1000 1200 1400 1600 1800 2000 2200 2400	ta Clear
🖹 Save 🗶 Cancel	



vi. Click **Save** to save the specified function key schedule. You will be redirected to T&A settings.

Check Out (Hours)	Break Out (Hours)			
24	0			
HEDULES				
				Oreate
unction Key		Start Time	End Time	Edit
Keyl		7:45 AM	8:00 PM	ø

vii. Click **Apply**. T&A settings will be saved on the device and in the IXM WEB Database.





Intelligent F-Keys

This feature is used to prevent double clocking or illogical clocking at a network level during authentication. To prevent this, we have introduced the Intelligent Function Key Module which gets the valid combination of F-Keys based on the last successful F-Key entry from transaction logs on the IXM Web database during user authentication time.

1. Mark "Intelligent F-Keys" to turn on the setting. (IXM WEB Server on the device should be configured)



- **Check Out:** Reset time (In Hours, max 24) which is considered as the duration for resetting check-in / check-out Fkeys.
- **Break Out:** Reset time (In Hours, max 24) which is considered as the duration for resetting break-in / break-out Fkeys. Break Out hours 0 means no limit on break time. Break-out hours should be less than check-out hours.



2. Click **Apply**. Intelligent F-Keys settings will be saved along with T&A settings on the device.

i Time And Attendance	×								
Time & Attendance settings saved									
ОК									



Create Job Code from IXM WEB

1. From Home >> Expand the Left Navigation Pane >> Navigate to the **Company Schedule** tab >> Click **Job Code**.

×			🗙 IXM WEB									• (🕘 adr	nin
	Invixium Toronto, ON, Canada	ſ	Access Schedule	Holiday Schedule	Job Code									٦
ß	Home	I							Send T	Device 🔻	• Add	New	1 Delete	,
B	Video Surveillance		Job Code ID 🕇	Name									Edit	1
£3	Organization Hierarchy		1	in									ø	
	Logs													
T,	Notification Settings													
Û	Link													
	License													
1	Sync													
	General Settings													
酿	Company Schedule													
×	Tools													
	Reports													
0	System													
											1 to 1	1 of 1 Iten	ns 🖒	

2. Click **Add New** to create a Job Code. The "Job Code" window will be displayed. Enter the **Job Code ID** and **Name**. Click Save to save Job Code to IXM WEB.

🧨 Job Code	×
Job Code ID	
1	
Name	
IN	
Save X Cancel	



 To transfer the job code to the device, select the created Job Code. Click on Send to Device >> Selected. The application will redirect to the Job Code transfer window.

Access Schedule	Holid	day Schedule	Job Code									
							🗹 Send	To Device	•	Add New	1 Del	lete
Job Code ID 1		Name					Selecter	i i			Edit	t
1		In					All				ø	
										1 to 1 of 1 Ite	ms C	5

4. Select the devices or device group to which the job code needs to be transferred and click **Send.**



SELECT DEVICE(S)	Q Type to search	Search
▼ DG		
1TT-MAIN-DR-ENT	г	
TSTOUCH2FP2		
✓ TS TITAN FPLV5		

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

Application Logs											×
🛓 Export											
Details	T St	atus '	T	DeviceName	T	Date	T	Reason	T	INVIXIU	T
Job Code settings saved	Su	iccess		TS TITAN FPLV5		1/13/2020 2:29:38 PM				admin	
H 4 1 F H										1 to 1 of 1 It	ems

6. After transferring the job code successfully to the device, the job code will be available under the Devices tab on the top >> Select the required **Device** >> Navigate to the **Time & Attendance** tab >> Click **Job Code**.



Device ID: TS TITAN Transactio 213	0 FPLV5 Onlin Ons Authentice Face Rec	ne Zedit	Device Category Enterprise Access	Comm Mode Ethernet			
Employees	Communication	Notification Securi	ity Access Control	General Settings	Time & Attendance	Smart Card	
ode							^
							Delete 🔻
e ID I	Name						
1	n						
	Employees Code	Device ID: 0 TS TITAN FPLV5 Transactions Authentic 213 Face Rec Employees Communication Code ID Name In	Device ID: 0 TS TITAN FPLV5 • Online Fedit Transactions Authentication types 213 Face Recognition, Fingerprint Employees Communication Notification Secur Code e ID Name In	Device ID: 0 TS TITAN FPLV5 Online Consistent of the second secon	Device ID: 0 TS TITAN FPLV5 • Online Transactions Authentication types 213 Face Recognition, Fingerprint Employees Communication Nome ID Name In	Device ID: 0 IS TITAN FPLVS Image: Online Image: Edit Transactions Authentication types Device Category Comm Mode 213 Face Recognition, Fingerprint Enterprise Access Ethernet Employees Communication Notification Security Access Control General Settings Time & Attendance code Image: Image	Device D:0 Image: Communication types Communication Nutrification Device Category Communication Communication Nutrification Security Access Control General Settings Time & Attendance Smart Card Code Image: Communication Nutrification Security Access Control General Settings Time & Attendance Smart Card In Image: Communication Nutrification Security Access Control General Settings Time & Attendance Smart Card In Image: Communication Nutrification Security Access Control General Settings Time & Attendance Smart Card In Image: Communication Nutrification Security Access Control General Settings Time & Attendance Smart Card In Image: Communication Image: Communication

7. To delete the job code, select the job code to be deleted and click **Delete**.

🔄 Job Code		^
		Delete 🔻
Job Code ID	Name	
1	In	

8. Reconfirm the action by clicking **OK** in the pop-up dialog. If the "Cancel" option is selected, then no action will be taken.

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9. A "Job Code deleted" message will be displayed. Click **OK**.



FAQ

1. Who can configure time & attendance in IXM WEB?

All IXM WEB users who have access to the **Device** tab can configure time & attendance in IXM WEB.

2. Can users schedule the same Fkey multiple times?

The same Fkey can be used multiple times with different time duration.



Support

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

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