



## Feature Description Document

### Understanding IXM Time for Workforce Management



## 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:

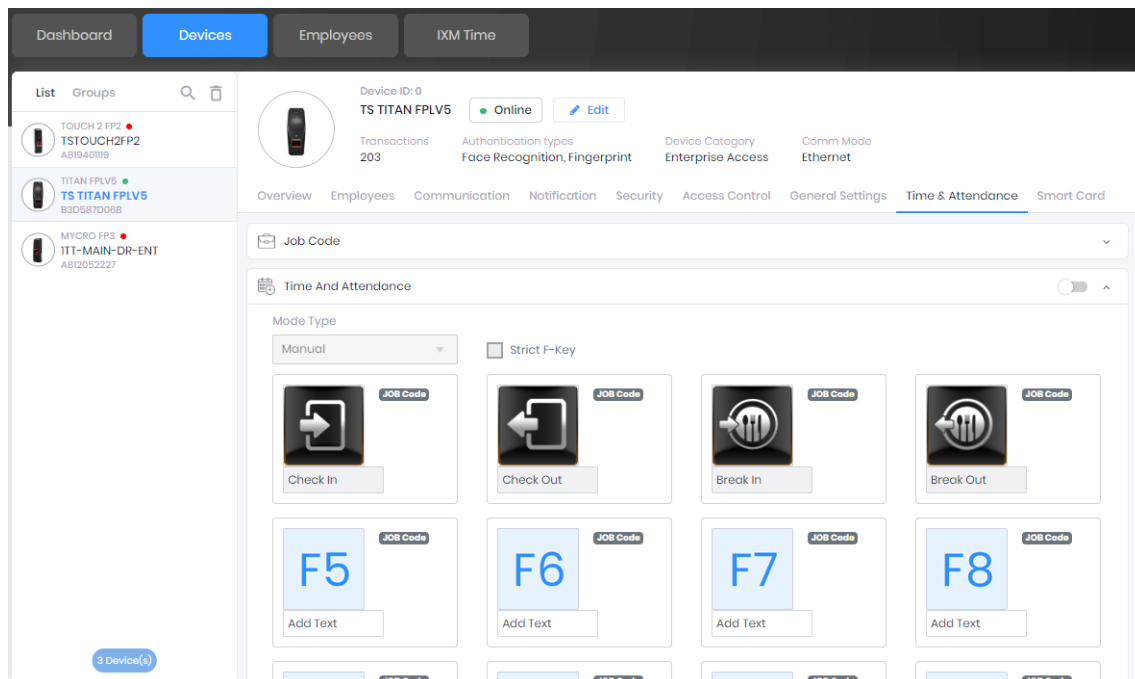
1. **Manual:** When manual mode is selected, the user needs to press the desired function key (Fkey) for T&A Entry. If FKey is pressed, then the device will do T&A authentication, otherwise, the device will ignore T&A authentication and will only perform normal authentication. Selected FKey will be logged into the transaction log in the case of T&A authentication.
2. **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.



## 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.







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

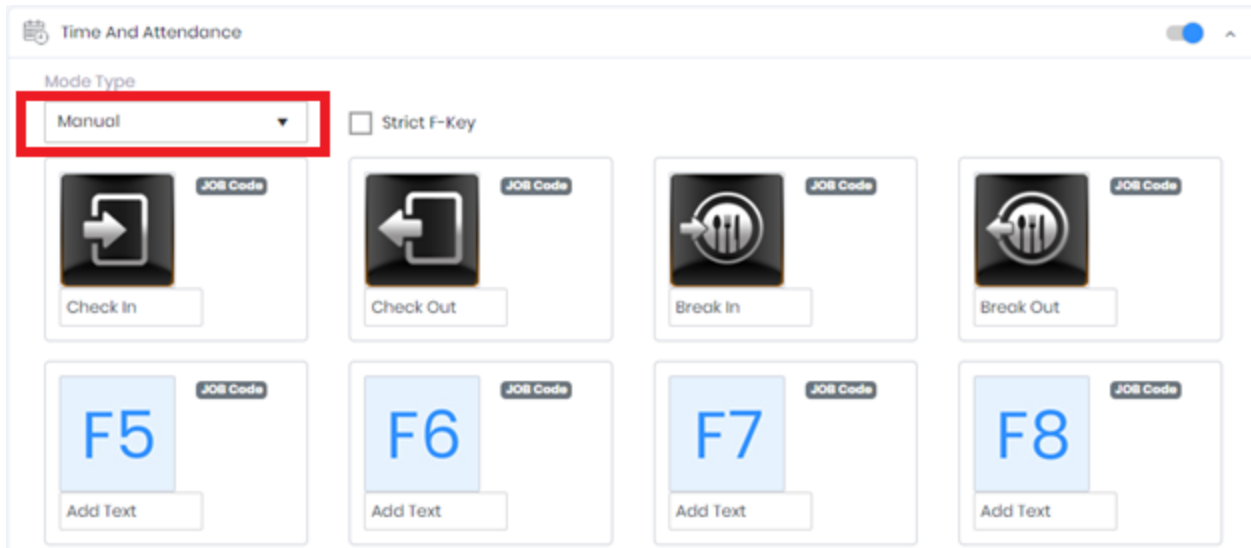
Time And Attendance

Mode Type  
Manual

Strict F-Key

 Check In	 Check Out	 Break In	 Break Out
F5 Add Text	F6 Add Text	F7 Add Text	F8 Add Text

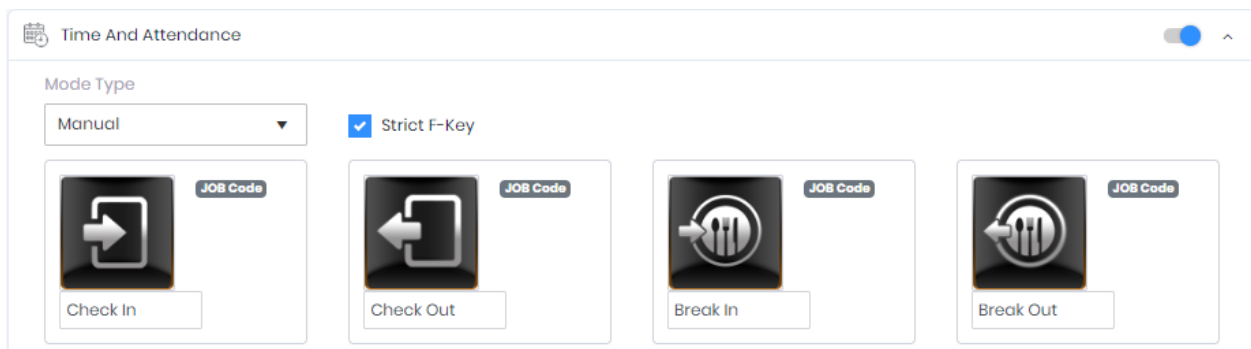
3. Select “Mode Type” out of the 3 options in the dropdown menu.



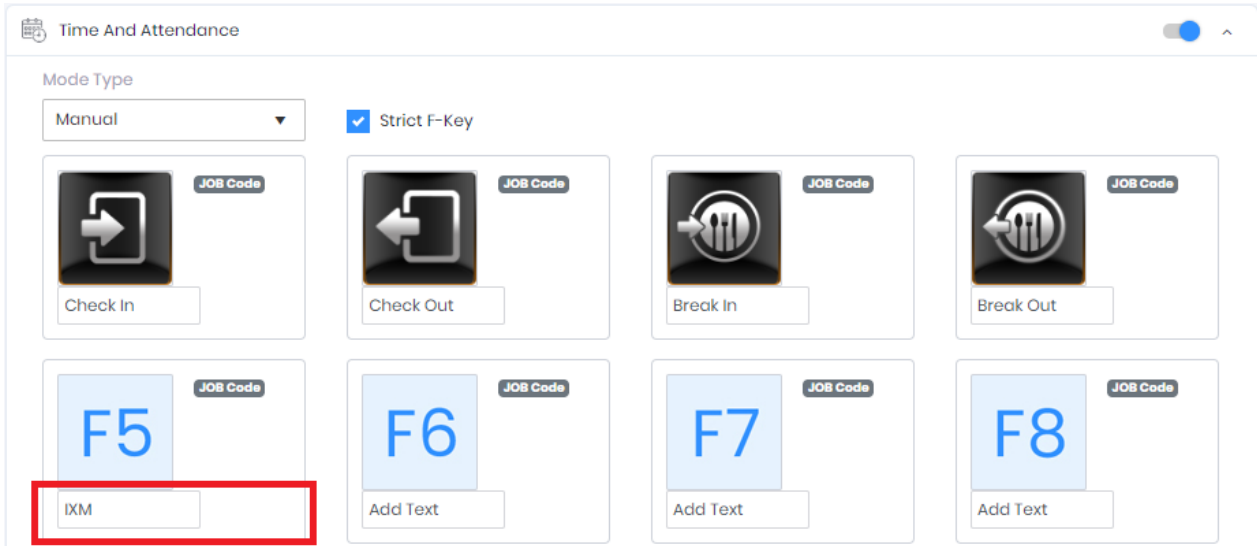
4. Mode Type:

a. Manual or Manual Fixed:

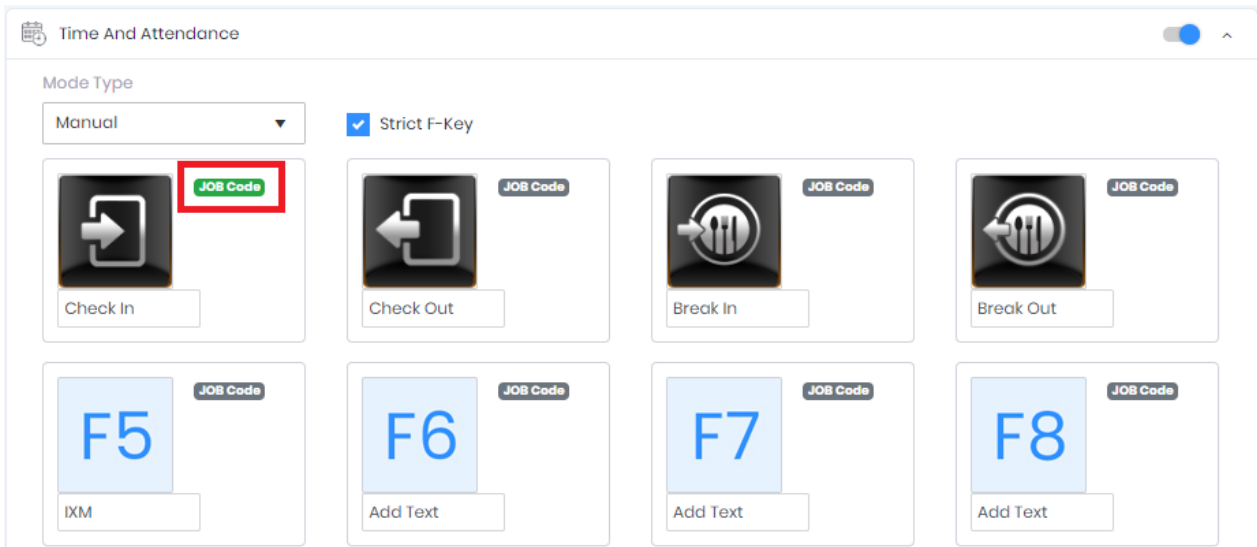
- i. The figure below shows T&A settings, which include T&A Mode as “Manual Mode” and “Default FKeys” (F1-F4) with their Function Name and image. In the “Manual Fixed” Mode Type, T&A settings will include T&A Mode as “Manual Fixed Mode”, **and** “Default Fkeys (F1-F4)” with their Function Name, image,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



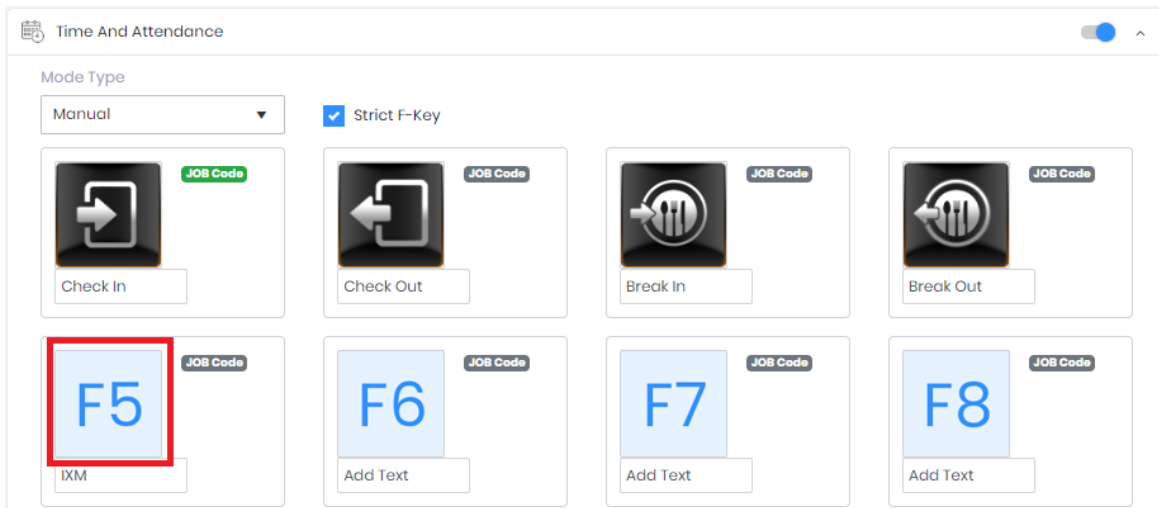
iii. Enable “Fkeys” by inserting text to “Add Text”.



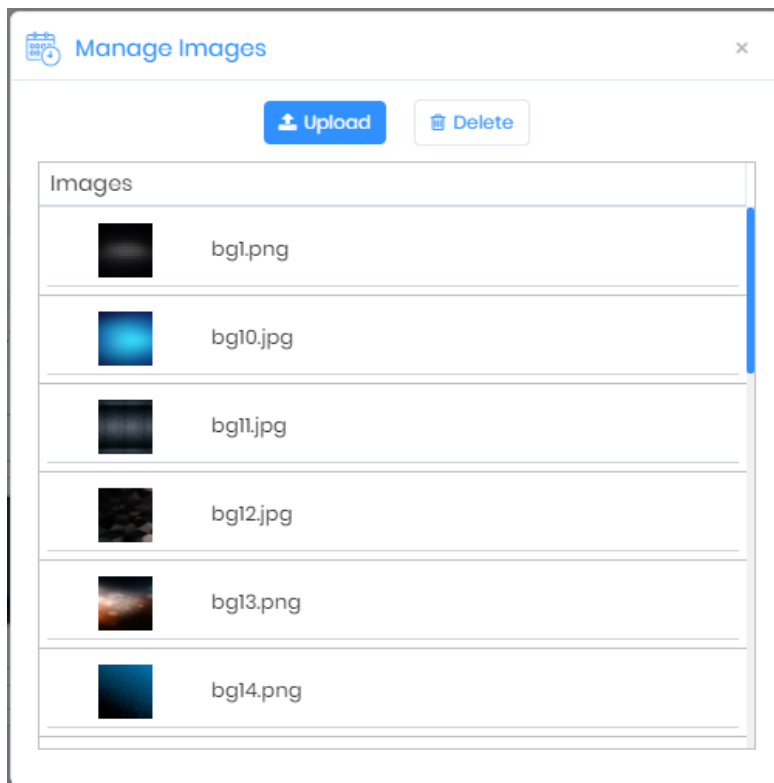
iv. Enable the “Job Code” by clicking on the gray label with Job Code text.



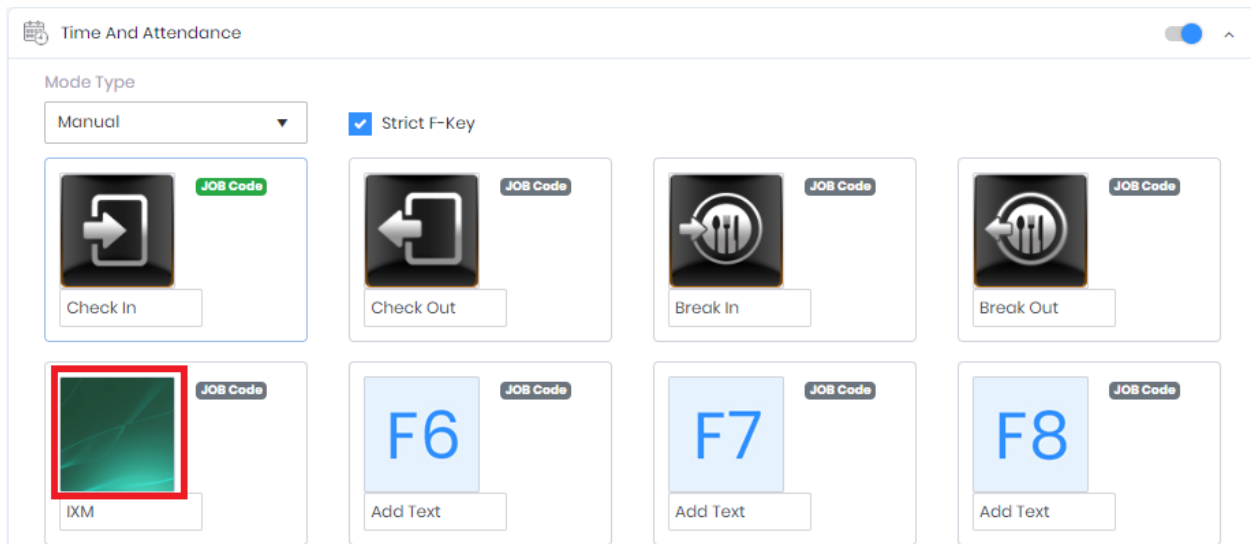
- v. Upload the image by clicking on the “Fkey” icon as per requirement.



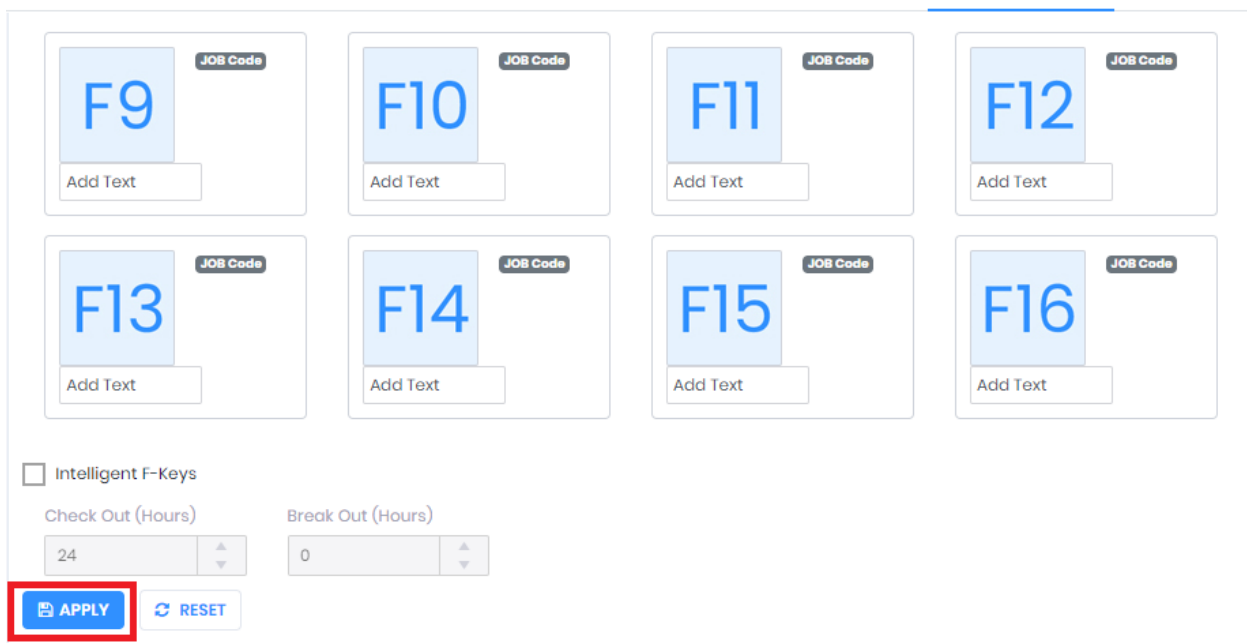
- vi. Clicking on “Fkey” will display the following window.



- 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.

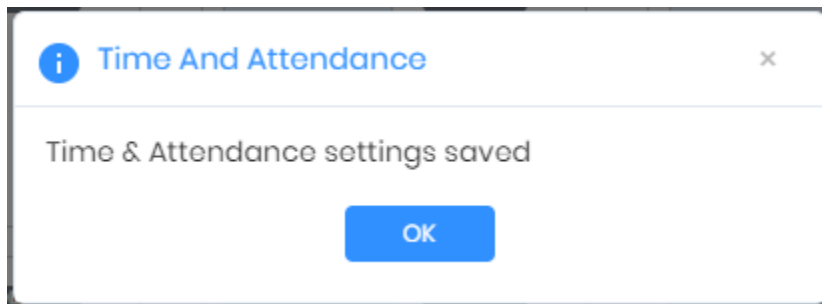


- viii. Click **Apply** to save settings on the device.

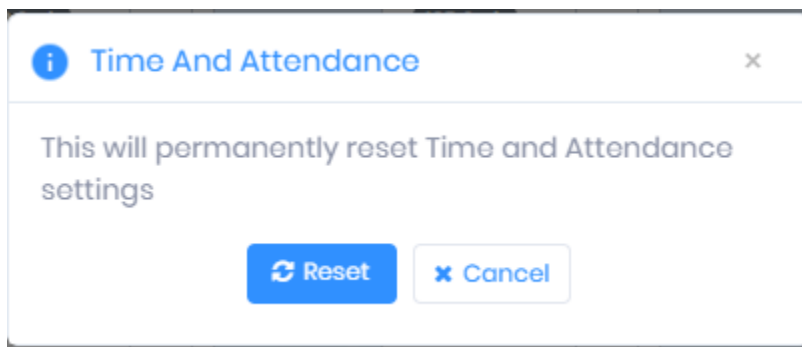




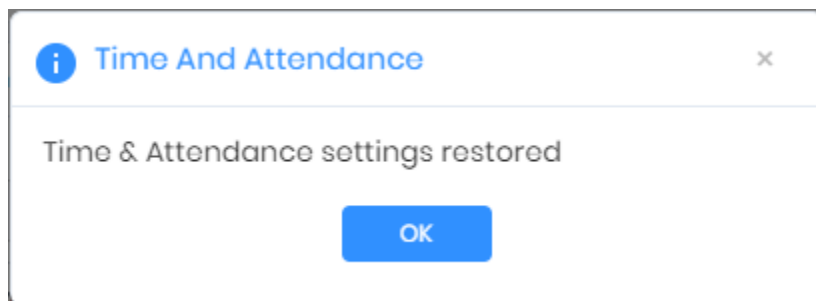
- ix. A confirmation message of “Time & Attendance settings saved” will be displayed.



- 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.

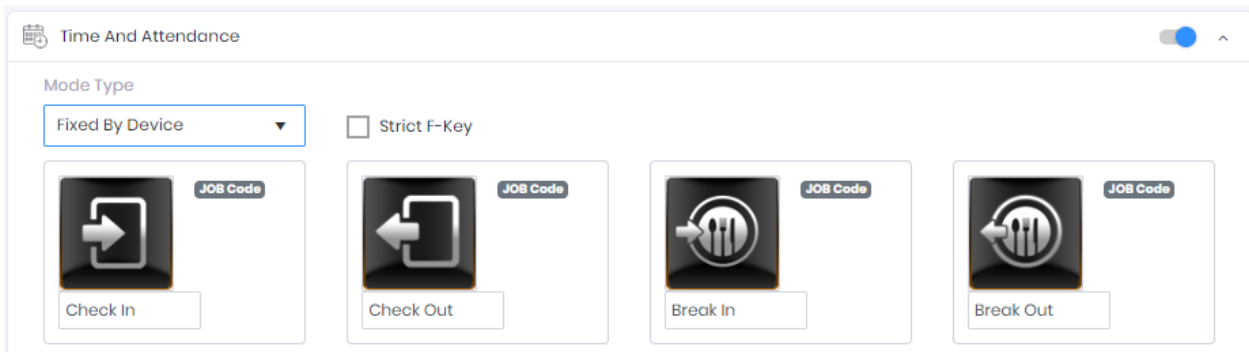


- xi. A “Time & Attendance settings restored” message will be displayed. Click **OK**.



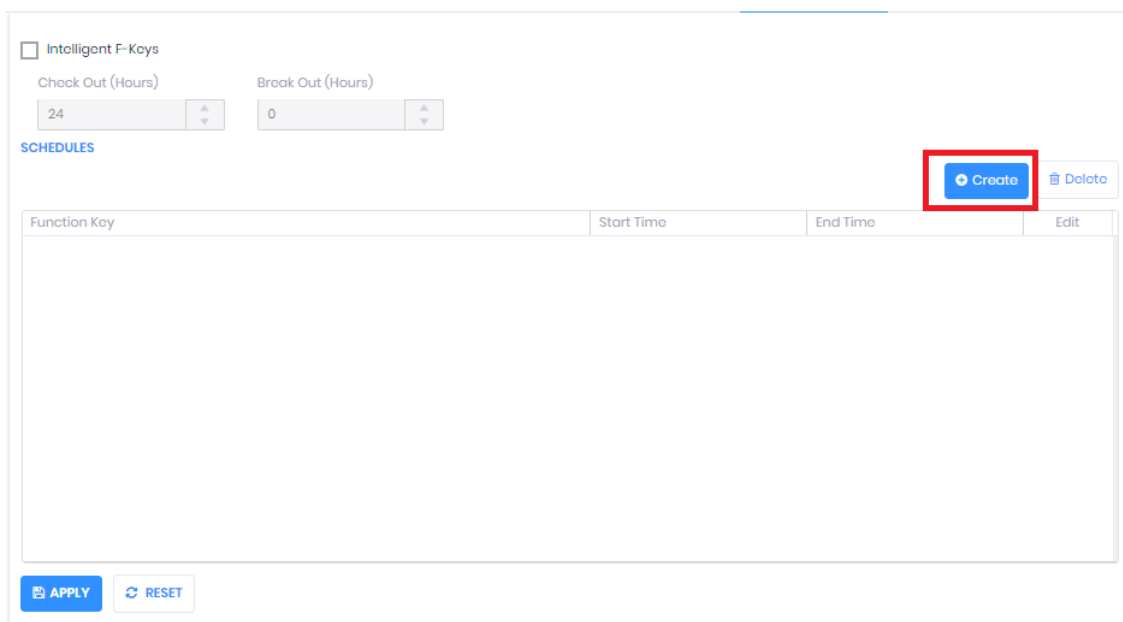
b. Fixed By Device:

- 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.

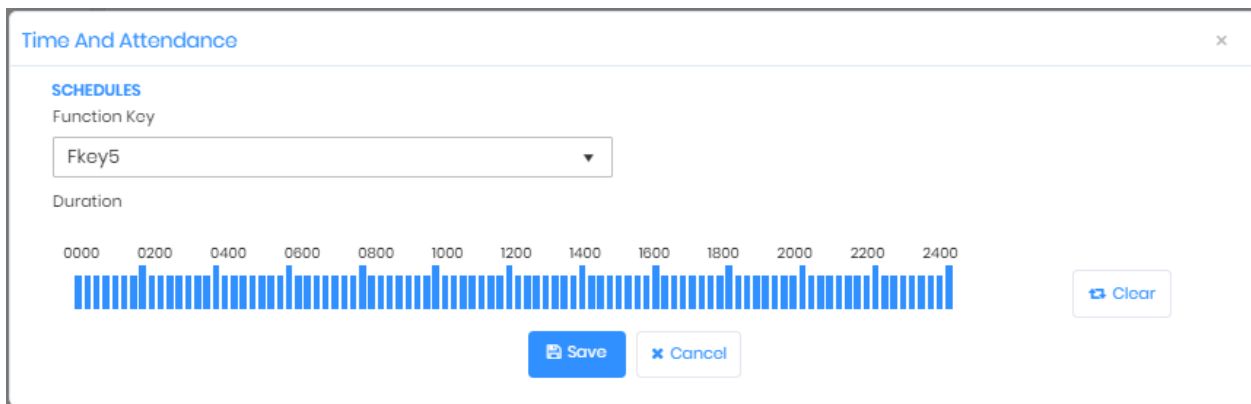


- ii. Follow all the above steps as mentioned in the “Manual or Manual Fixed” Mode type. There are additional steps described below for the “Fixed By Device” Mode Type.

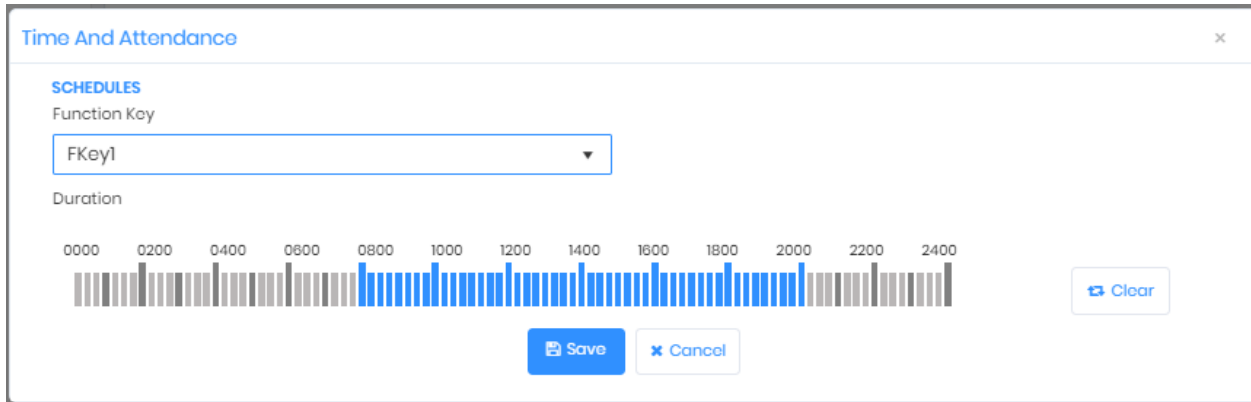
- iii. Click **Create** to schedule FKey for the “Fixed By Device” Mode Type.



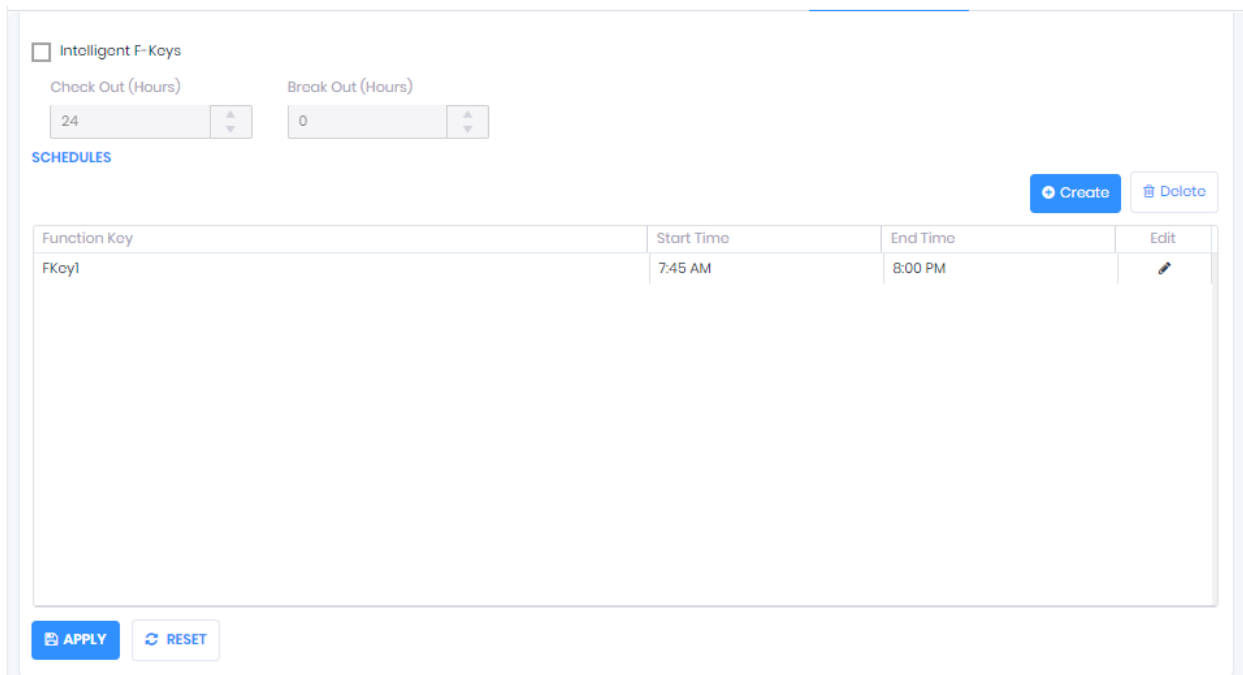
iv. The Time And Attendance “Schedules” window will be displayed.



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.




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



Intelligent F-Keys

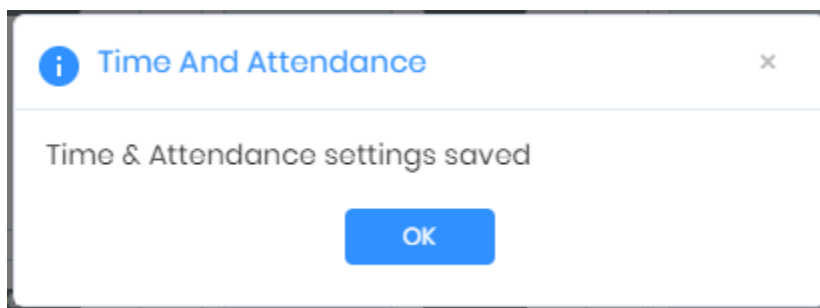
Check Out (Hours)  Break Out (Hours)

**SCHEDULES** Create Delete

Function Key	Start Time	End Time	Edit
FKey1	7:45 AM	8:00 PM	

APPLY RESET

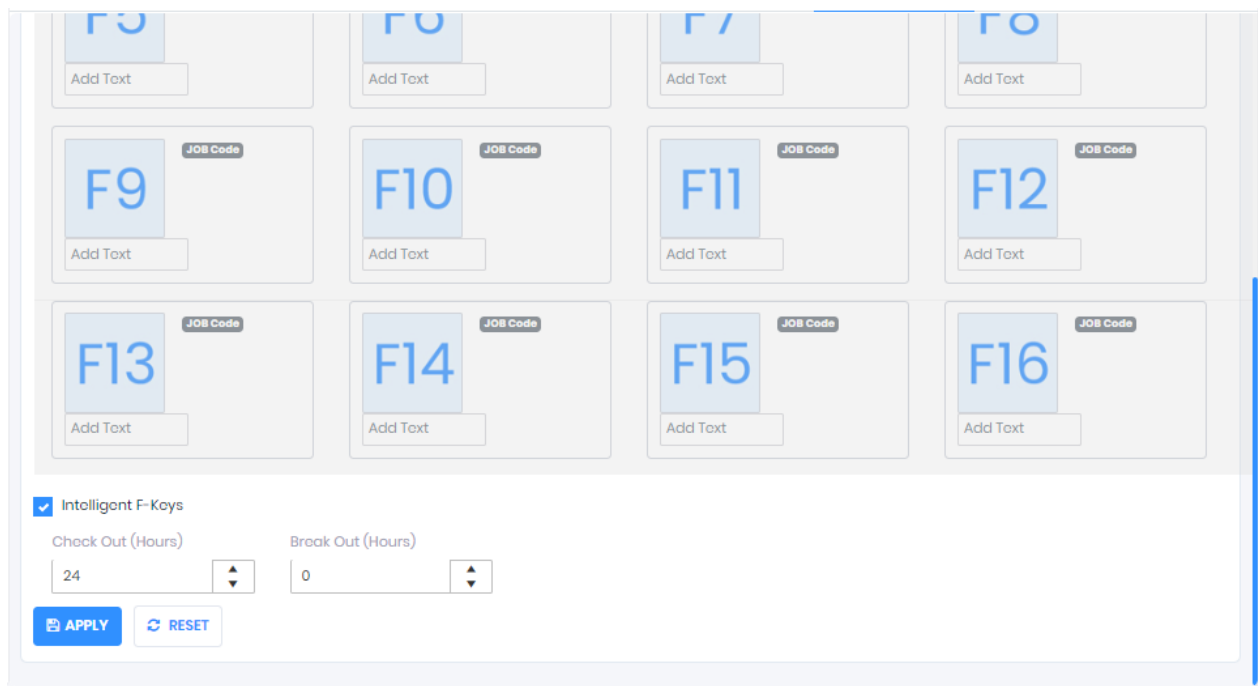
- vii. Click **Apply**. T&A settings will be saved on the device and in the IXM WEB Database.



## 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)

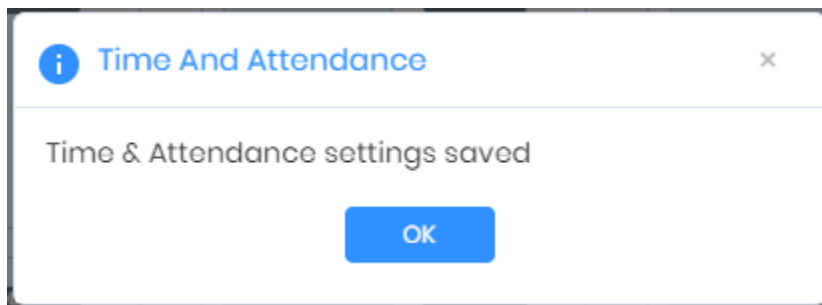


The screenshot displays the configuration interface for Intelligent F-Keys. It features a grid of 12 function key settings (F9-F16) with 'JOB Code' labels and 'Add Text' buttons. Below the grid, there is a checkbox for 'Intelligent F-Keys' which is checked. Underneath, there are two spinners: 'Check Out (Hours)' set to 24 and 'Break Out (Hours)' set to 0. At the bottom, there are 'APPLY' and 'RESET' buttons.

- **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.

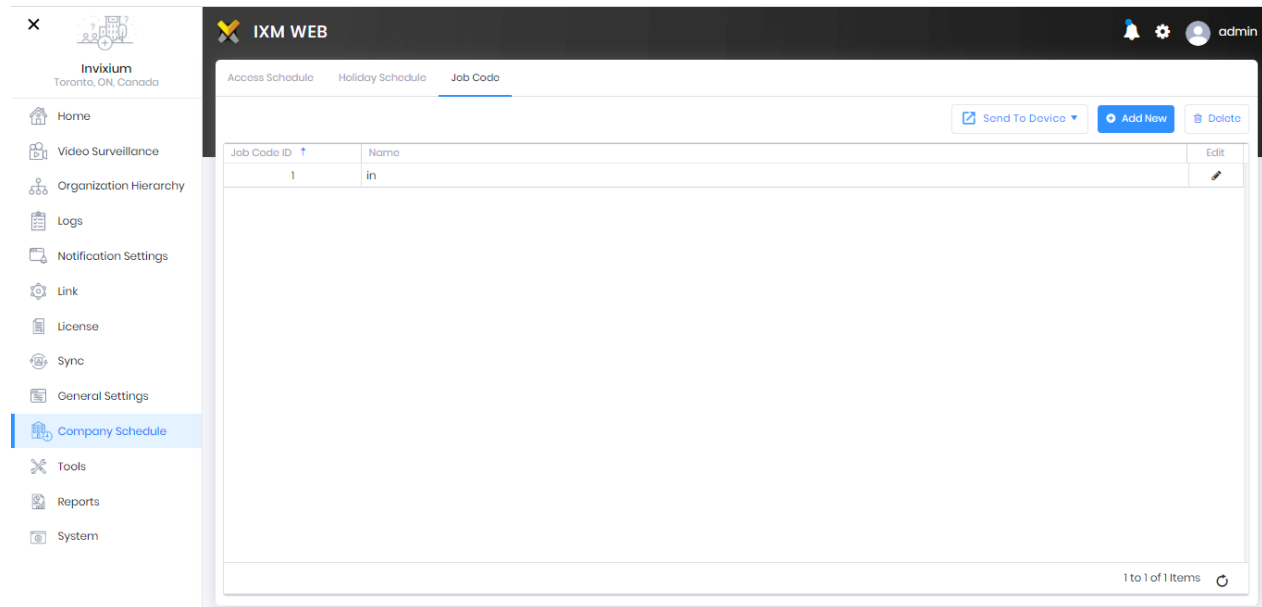


2. Click **Apply**. Intelligent F-Keys settings will be saved along with T&A settings on the device.

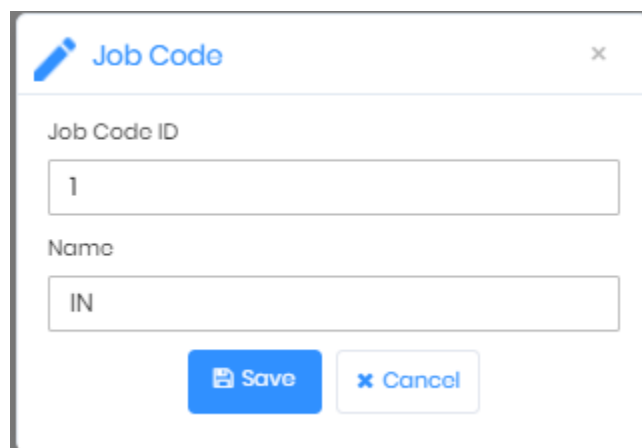


## Create Job Code from IXM WEB

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



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**

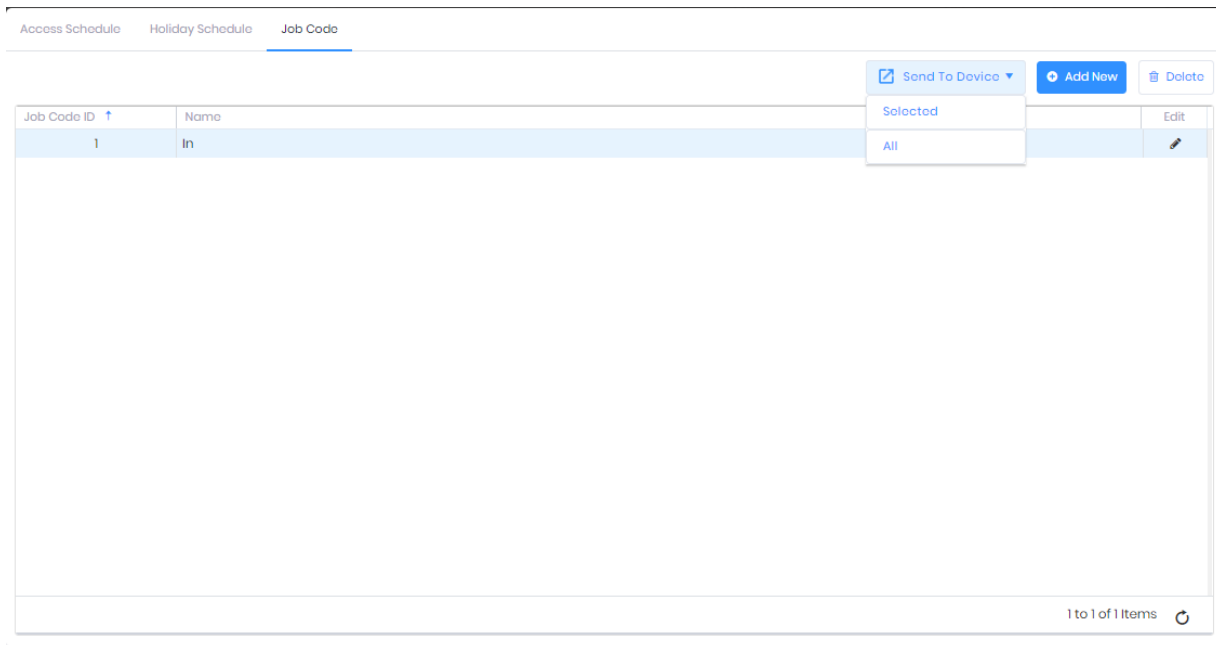
Job Code ID

Name

**Save** **Cancel**

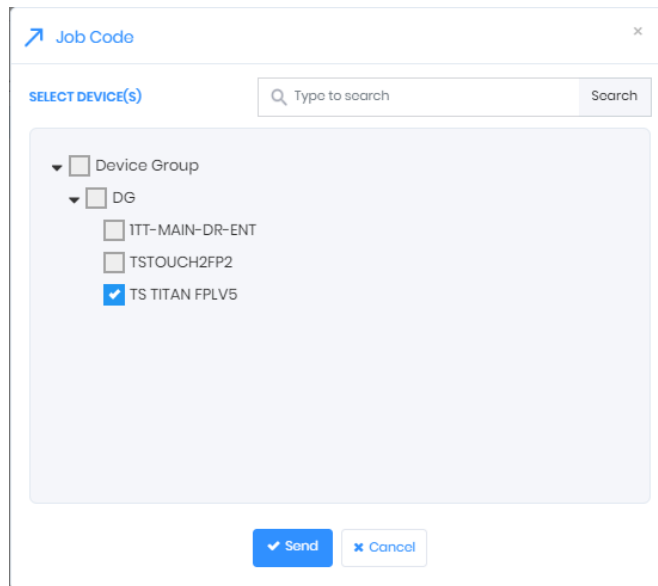


3. To transfer the job code to the device, select the created **Job Code**. Click on **Send to Device** >> Selected. The application will redirect to the Job Code transfer window.

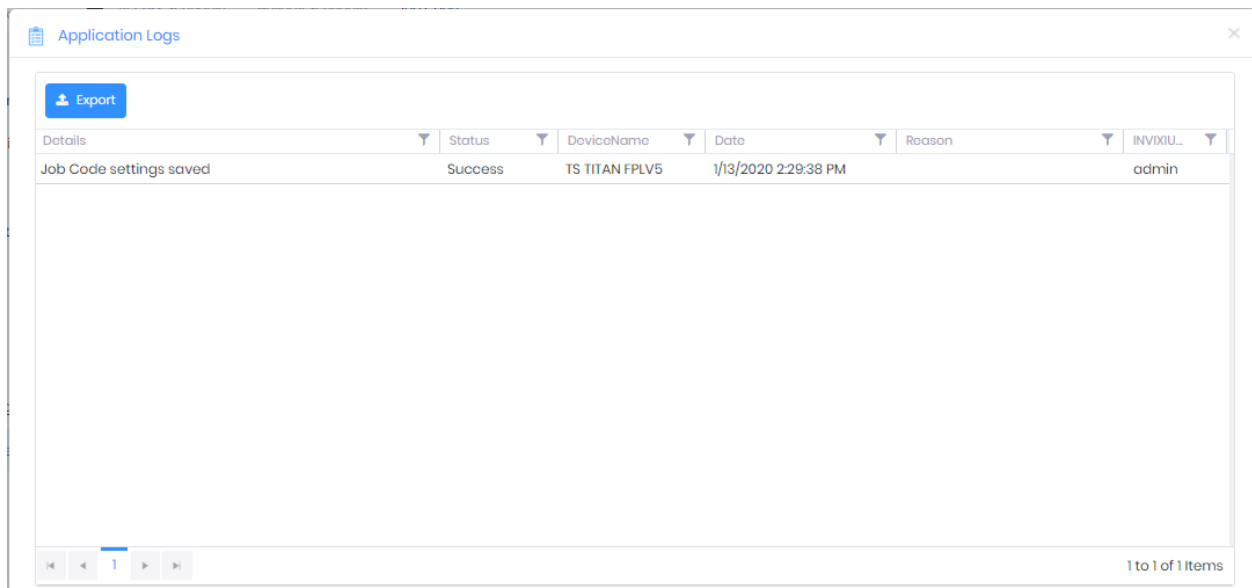


4. Select the devices or device group to which the job code needs to be transferred and click **Send**.

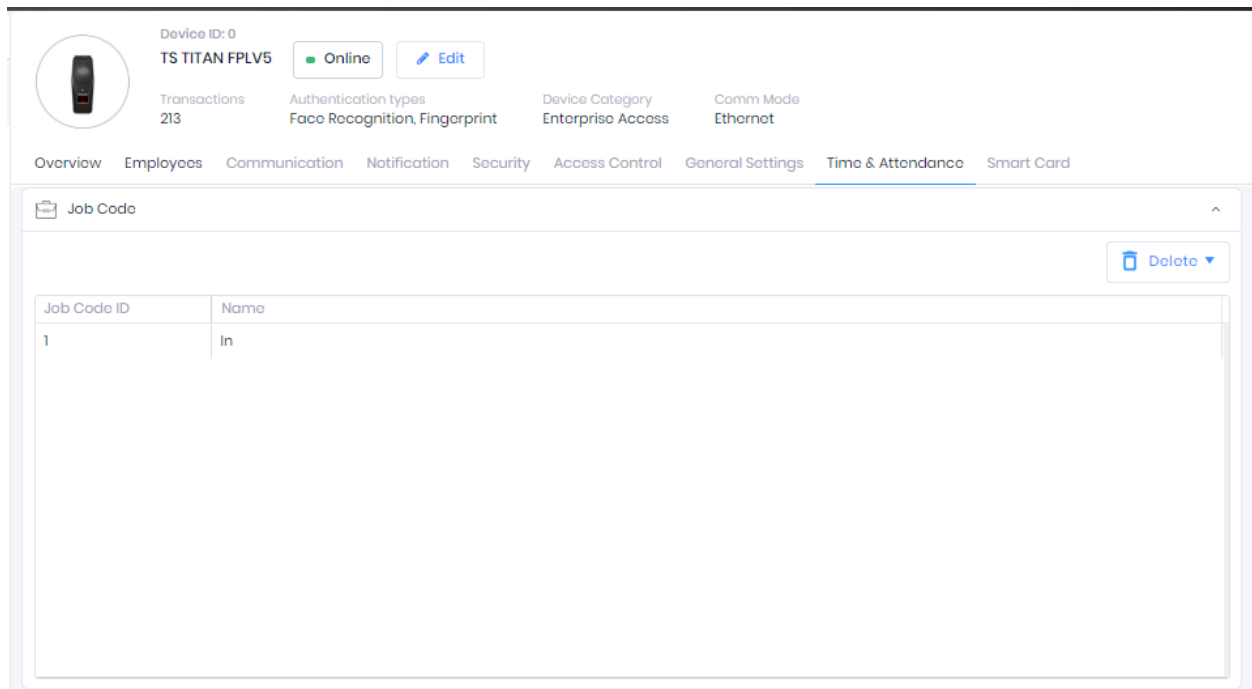




5. At the end of the process, the application will display a success or failure message.



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: 0  
TS TITAN FPLV5 Online Edit

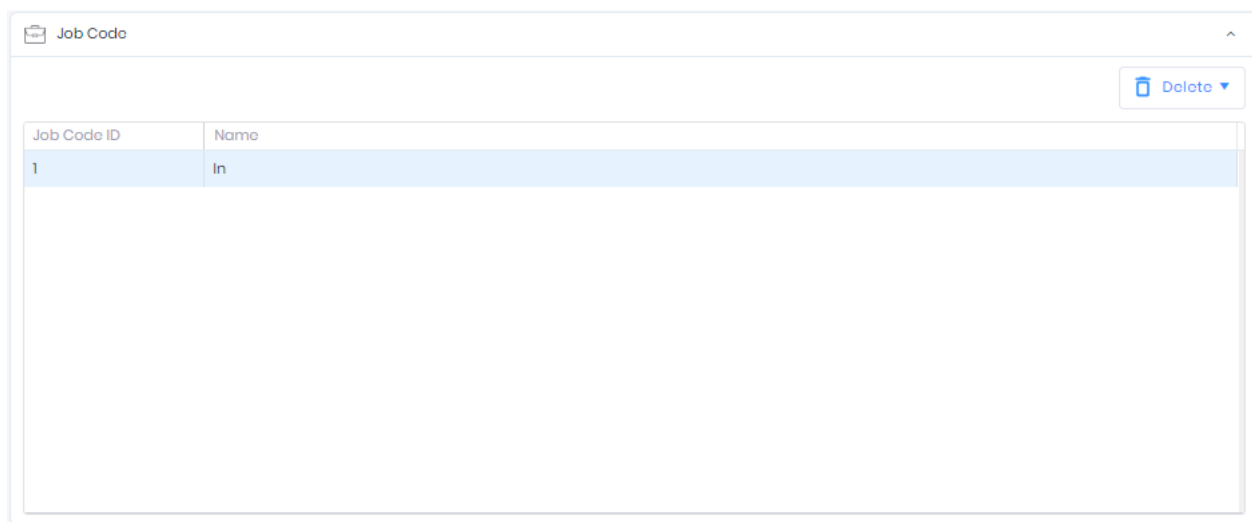
Transactions: 213    Authentication types: Face Recognition, Fingerprint    Device Category: Enterprise Access    Comm Mode: Ethernet

Overview   Employees   Communication   Notification   Security   Access Control   General Settings   **Time & Attendance**   Smart Card

Job Code Delete

Job Code ID	Name
1	In

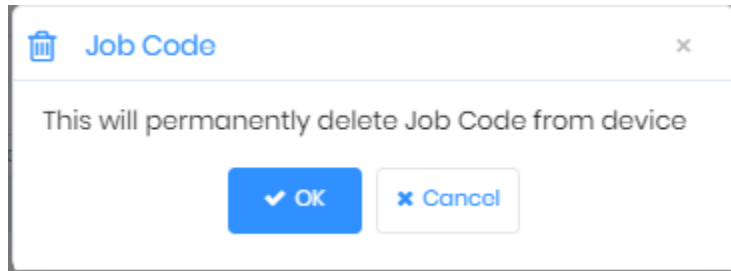
7. To delete the job code, select the job code to be deleted and click **Delete**.



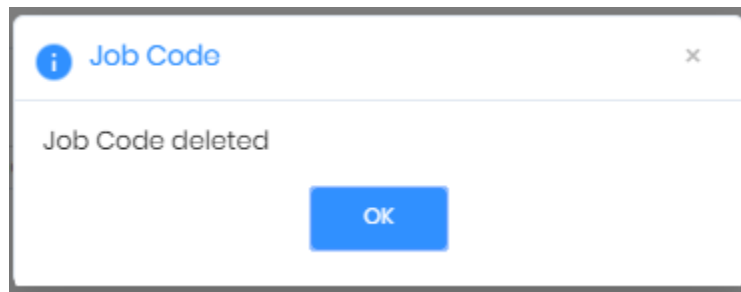
Job Code Delete

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.



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](mailto:support@invixium.com)

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