Jantar

Assembly Point Add-on

for Codeks software version 10.2507. and newer

Assembly Point Add-on user manual

Naklo, 2026

v2.2, 18.02.2026

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1. Codeks Assembly Point

The **Codeks Assembly Point** is an add-on to the Codeks access control or time and attendance software.
The Assembly Point add-on **enables a transparent overview of employees and visitors gathered at a predetermined location (assembly point) in the event of emergencies** such as fire, evacuation, or other hazardous situations.

The instructions describe the configuration process of the add-on, demonstrated using a practical example of an emergency event (Fire). The document explains in detail how to properly configure locations, events, macros, and controllers within the Codeks system so that, when an emergency event is triggered, the responsible person receives an initial presence report for the building, and can subsequently trigger further updated presence reports for both the building and the assembly point during the evacuation by using the button at the assembly point.

The system can send the presence report multiple times. The sending is triggered by the responsible person by pressing the designated button at the assembly point. This allows the presence data to be updated at any moment during the evacuation—both for individuals who remain inside the main building and for those who have already arrived at the assembly point.

NOTE
This manual describes the configuration settings within the main Codeks application that are required for the use of the Codeks Assembly Point add-on. More detailed installation instructions and general configuration options for individual sections of the Codeks system are provided in the documentation of the main Codeks application. Screenshots included in this manual were captured from the Codeks application running in a web browser.

IMPORTANT !
For correct and reliable operation of the **Codeks Assembly Point** add-on, **the use of hardware intended exclusively for access control (AC) is mandatory.**

The add-on is NOT intended for use in combination with time and attendance (TA) hardware. Improper or mixed use of hardware may result in incorrect presence tracking, inaccurate report data, and unreliable system operation during emergency events**.**

IMPORTANT ! !
For reliable operation of the Assembly Point add-on, the use of network (TCP/IP) communication is recommended.

The use of an RS-485 communication line may, in certain emergency situations (e.g. fire), pose a higher risk of communication interruption and may therefore affect the reliability of system operation.

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Jantar d.o.o. has more than 30 years of experience in the development and production of access control, time attendance and visitor control systems. What sets us apart from our competitors is that we develop and manufacture all of our software and most of our hardware ourselves. Our systems are installed and utilized at airports, office buildings, financial institutions, factories, shopping centers, hospitals, etc. Our products are present virtually anywhere our clients need basic or advanced access control and time and attendance systems.

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SUPPORT

For support contact our regional partner: https://jantar.si/en/contact/our-partners/

2. Description and installation instructions

The **Codeks Assembly Point** add-on is designed to support effective and structured gathering of employees or visitors at a designated assembly point during emergency events, such as fire or building evacuation. It enables fast identification of individuals who have already arrived at the assembly point and offers an up-to-date overview of persons who may still be inside the main building. By utilizing attendance data from the Codeks system, the add-on provides responsible personnel with clear, actionable information needed to execute the evacuation procedure safely, consistently, and in compliance with internal safety protocols.

IMPORTANT!
For the Assembly Point add-on to function correctly, **it is essential** that the main entrance to the building is established as the primary, controlled access point, which employees and visitors cannot bypass. Only under this condition can the system reliably record the actual presence of individuals inside the building.

If the main entrance is not properly monitored, the system cannot accurately determine who is present in the building at the moment an emergency event is triggered (e.g., a fire). This directly affects the accuracy of the report sent to the responsible personnel.

Accurate attendance data can only be ensured when all employees and visitors enter exclusively through the controlled access point. This is crucial for the subsequent evacuation process, as the system relies on this information to track arrivals at the assembly point and to provide precise reports indicating who remains inside the building and who has already been safely accounted for at the assembly point.

With the add-on, it is possible to set up the sending of presence reports at both system-level and assembly point level. Regardless of whether an event is triggered at **system-level** or at **assembly point level**, Codeks always sends **two reports**:

- a **presence report for the main building**, and
- a **presence report for the assembly point**.

In the **initial system-level presence report**, which is sent when an emergency event is triggered, the presence list includes all persons who are present in the main building at that moment (i.e. all persons who have correctly registered at the entry reader upon entering!). At this stage, the presence report for the assembly point is usually still empty, as persons have not yet been registered at the assembly point.

With **subsequent report triggers** (via the button at the assembly point location), the presence lists for the main building and the assembly point are continuously updated in accordance with the registration of persons arriving from the main building at the assembly point. This allows the system to provide an

accurate and up-to-date overview at all times of **who is still inside the building and who has already been safely registered at the assembly point.**

The Codeks Assembly Point add-on package includes:

- **a license key for activating the Codeks Assembly Point** add-on, which enables the add-on components within the main Codeks application,
- **user documentation for the Codeks Assembly Point add-on,**
- ***optional: the Assembly Point Kit** - Jantar hardware for recording presence at assembly points, including the Rex O-3-B, Button D-C-R, and Spider W5-B in a waterproof box. The kit is suitable for outdoor installation. Dimensions: 20 × 15 × 10 cm, IP54.

NOTE
Activation of the license key is required for the Codeks Assembly Point add-on to function. The license activation procedure is described in the following section.

2.1. System requirements

Before installing the **Codeks Assembly Point** add-on, make sure these system requirements are met:

- a server with Windows 11 or a newer operating system installed,
- available USB ports or Ethernet (LAN) ports for connection with hardware,
- a display with at least 1440 x 900 px resolution, recommended at least 1920 x 1080 px,
- installed Microsoft .NET 8,
- minimum 8 GB of RAM and a dual-core processor,
- at least 50 GB of free disk space,
- PDF Reader for reports,
- internet access,
- Edge, Firefox or Chrome web browser updated to the latest official version,
  (We do not guarantee the proper functioning of the Codeks application when using other web browsers.)
- installed Codeks software.

NOTE

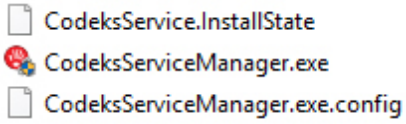
You can find the installation instructions for the main Codeks software in the main Codeks application documentation (CodeksManual-en.pdf).

2.2. Activating the license code

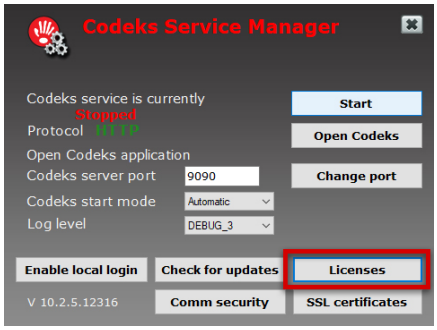
To enable the Codeks Assembly Point add-on you must enter a valid license code for the software. The validity of the Codeks Assembly Point license is equal to the validity of the license of the main Codeks.
You can enter the license code for the Codeks Assembly Point add-on using the Codeks Service Manager program. Open the Codeks Service Manager by clicking the CodeksServiceManager.exe file located on your desktop or the folder C:\Program Files\Codeks (or C:\Program Files (x86)\Codeks).

Codeks Service Manager icon:

The following picture shows the CodeksServiceManager.exe file in the C:\Program Files\Codeks folder:

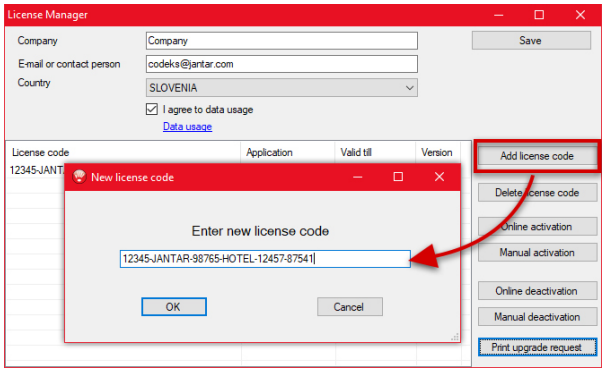


1. Before entering a new license code, stop the Codeks Service by clicking on the Stop button. Before continuing make sure the status of the service is Stopped.

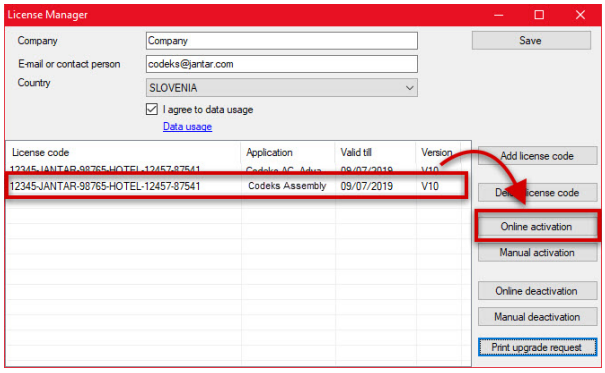


2. Then click the Licenses button.

3. Click the Add license code button and the License Manager window will appear.
Enter the license code and click OK to confirm the entry.

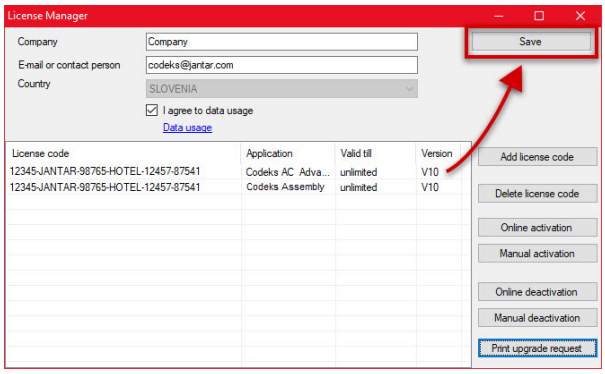


4. The Codeks Assembly Point license code will be displayed in the window.
Next the entered license code must be activated. To activate it, click the Online activation or Manual activation 10 button.

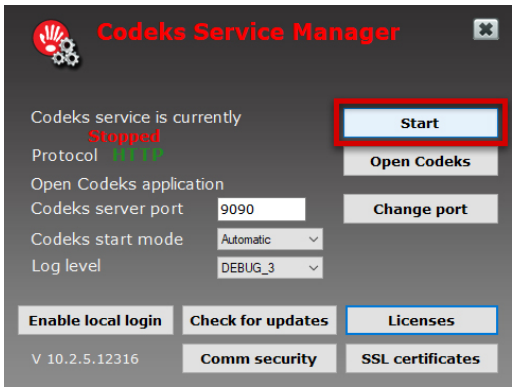


NOTE
If your Codeks server does not have an internet connection, the program will display an error.
In this case, you will have to activate the license code manually 10 using another device with internet access.

5. Finally, save the changes by clicking the *Save* button.

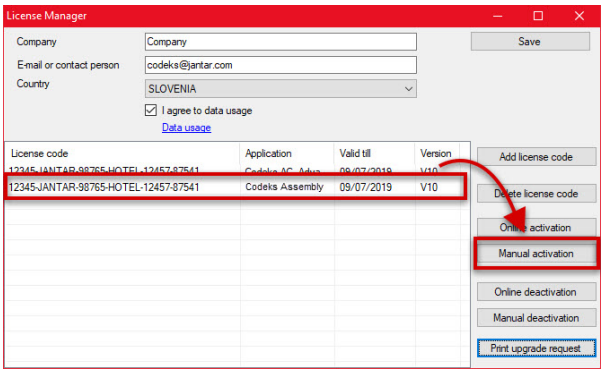


6. In the main window of the Codeks Service Manager program restart the Codeks Service by clicking the *Start* button.

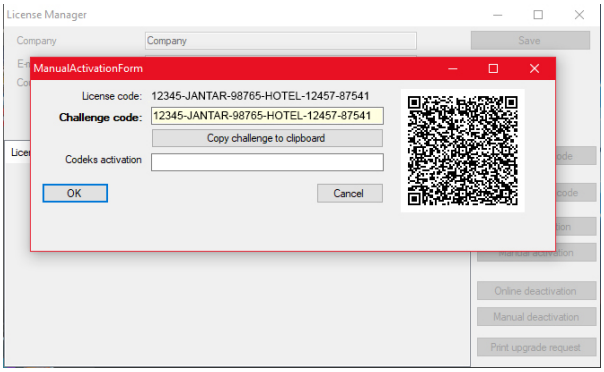


MANUAL LICENSE ACTIVATION

1. Select the license code you wish to activate and click on the *Manual activation* button.

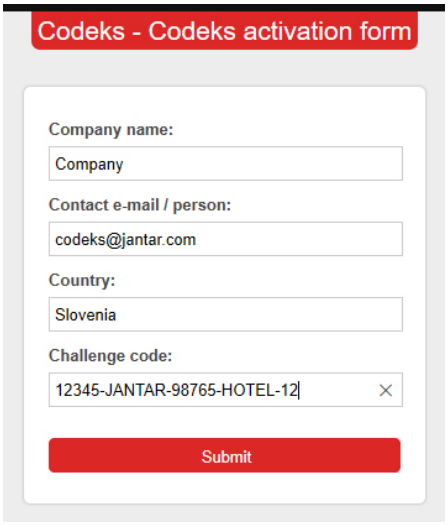


2. The ManualActivationForm window will open which contains a Challenge code for activating the selected license code.



IMPORTANT
Do not close this window until you enter the required Codeks activation code. If you close this window before entering the Codeks activation code you will have to repeat the manual activation process again, because a different Challenge code is generated every time you open the manual activation dialogue.

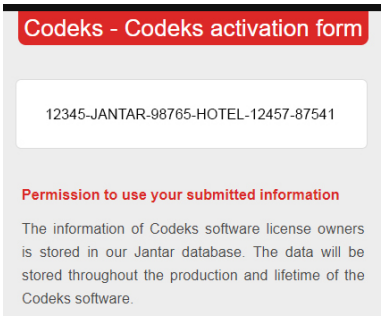
NOTE
If you scan the displayed OR code with your smartphone you will be **automatically redirected to the Codeks Activation Form** webpage. All the necessary information for generating the **Codeks Activation code** for the selected license code will already be entered in the form fields. To continue just click **Submit**.



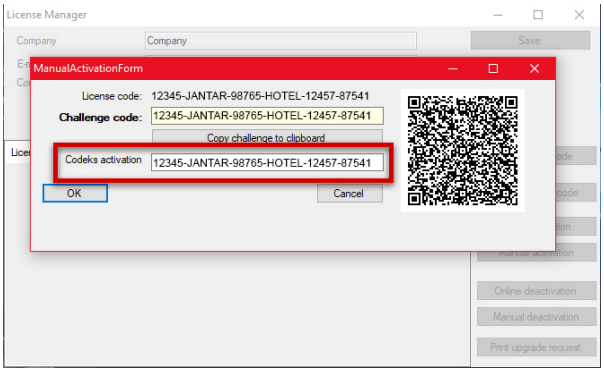
3. Use your smartphone phone or any other device with internet access and go to **https://csg.jantar.si/addons/codeksserialgen/caf.html**. Here, fill in the Codeks Activation Form with the necessary company data and the generated *Challenge code*.

4. Then click **Submit**.

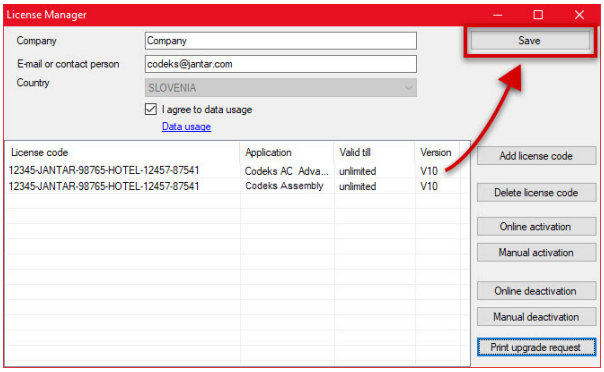
5. The form will then display the Codeks Activation code for activating the selected license code.



6. Enter the Codeks activation code into the ManualActivationForm and click OK.



7. If activation was successful the validity of the selected license will be changed to unlimited.



3. Settings in the Codeks application

Since Codeks Assembly Point is an add-on to the main Codeks application, the necessary settings within the main Codeks software must be properly configured before use. These settings are prepared by the system administrator.

For the correct operation of the Codeks Assembly Point add-on, the following steps are required:

1. Carefully configure the company hierarchy 15 in the *Hardware* editor of the main Codeks application so that all locations and devices reflect the actual layout of the building. The assembly point must be part of the building structure but clearly separated from the company's internal areas.

2. In the *Hardware* editor, controllers and readers must be properly added and configured 16. Readers must be linked to the appropriate passages in the company hierarchy and assigned with the correct passage direction.

3. Enter the email server settings 17 (if not already configured) and define the email address 17 of the assembly point manager for receiving reports.

4. Create or define the appropriate events 19 in the system that will trigger the controller to activate specific actions.

5. In the *Hardware* editor of the Codeks application, define the triggering event at the assembly point location 20 and enter the email address of the assembly point manager who will receive the presence reports.

6. To trigger events, create an appropriate macro group 23 that will be used to control the controllers.

7. Configure the appropriate macros on the controllers 23.

8. Send the tables to the controllers and reset the controllers.

NOTE

The system can notify users by email if they have a valid email address entered in the settings 17.

The following sections provide a detailed description of all individual configuration steps in the main Codeks application that are required for the correct operation of the Assembly Point add-on. The chapters follow the most optimal order for configuring the settings.

To better illustrate how the system works, the settings are explained using a practical example in which the trigger event is *Fire*. The person who receives the presence reports is referred to as the *assembly point manager*.

NOTE

When using the Assembly Point add-on for other types of events, appropriate events and macros must be created and configured according to the specific situation.

3.1. Company hierarchy

VERY IMPORTANT!

For the proper operation of the Assembly Point add-on, it is crucial that **ALL entrances to the building are equipped with two-way access control that cannot be bypassed by employees or visitors**. If entrances are not properly controlled, the system cannot accurately record who is present in the building at the time an event is triggered (e.g. a fire), which consequently affects the accuracy of the report provided to the responsible person.

Only when it is ensured that all employees and visitors enter and exit the building exclusively through the controlled passages will the presence data be accurate. This is also crucial for the subsequent evacuation process, as the system uses this data to track arrivals at the assembly point and to send precise reports indicating who is still inside the building and who has already been safely registered at the assembly point.

For correct presence tracking, it is therefore **MANDATORY** that individuals:
1. Upon ENTERING the building, users must use their card at the ENTRY readers. This ensures their presence is logged in the system and that they are included in the building presence list.

2. Upon EXITING the building:

- **users must use their card at the EXIT readers**, which removes them from the *building presence list*,

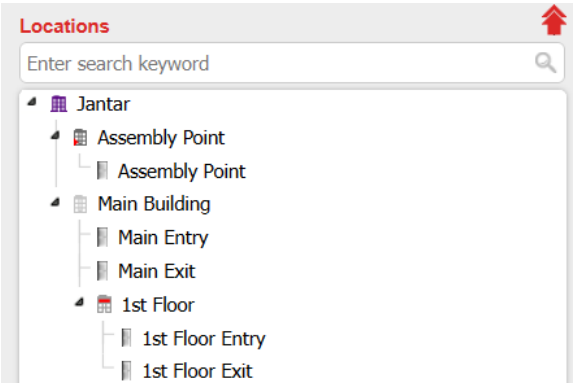
or

- **in the event of an evacuation, REGISTER at the reader at the assembly point upon arrival**, which removes them from the *building presence list* and displays them on the *assembly point presence list*.

Events and notifications are triggered **at the system level**, meaning they apply to a specific building or location. **If you have multiple locations, a separate Assembly Point system must be configured for each location.**

The assembly point must be separated from other areas of the building in the hierarchy, as it represents an independent location where arrivals of persons are recorded in the event of an emergency. This ensures correct tracking of movements and accurate reporting of presence at the assembly point.

Locations are managed in the *Hardware* editor, which provides tools for connecting access control and time registration devices to the Codeks software, as well as tools for configuring their settings.

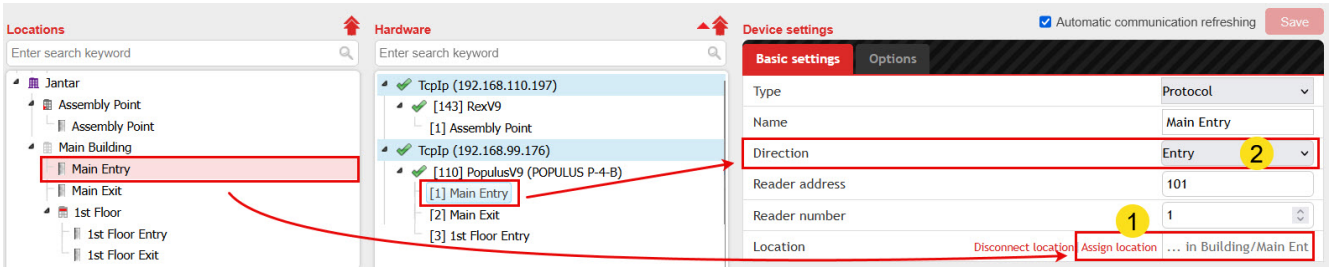


3.2. Harware configuration

In the *Hardware* editor, controllers and readers must be properly added and configured.
The first controller can be any controller within the building; however, it is **recommended to use a dedicated controller** installed directly next to the Central control system (e.g. Fire Central), intended exclusively for triggering the initial presence report.
At the assembly point, **a controller with a reader and a button** connected to the controller's logical input is required.
Readers must be assigned to the appropriate passages in the company hierarchy with the **correct entry or exit direction**, as these settings are used to maintain accurate presence lists for the building and the assembly point.

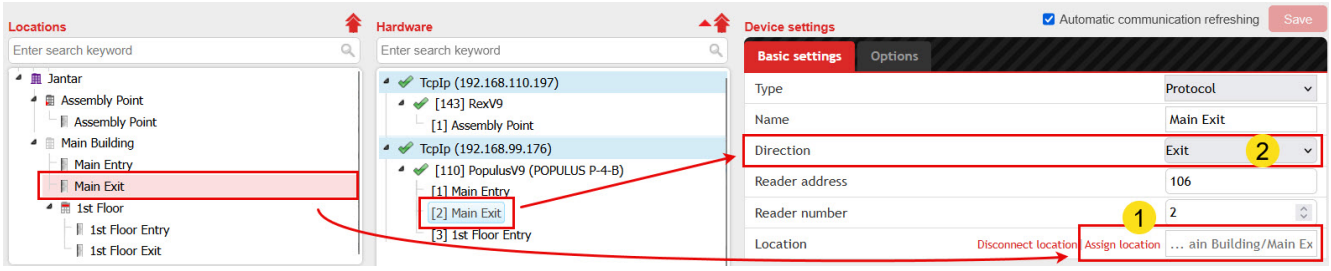
1. Setting the reader for the Main ENTRY

Assign the reader to the appropriate location and select the reader direction as **Entry.**



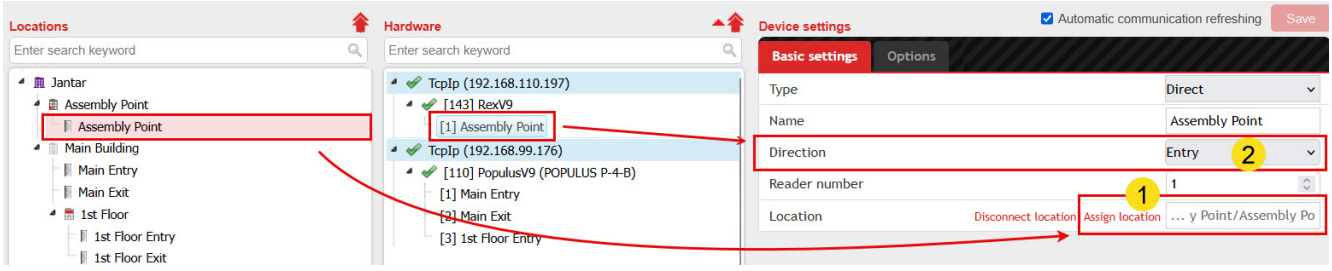
2. Setting the reader for the Main EXIT

Assign the reader to the appropriate location and select the reader direction as **Exit**.



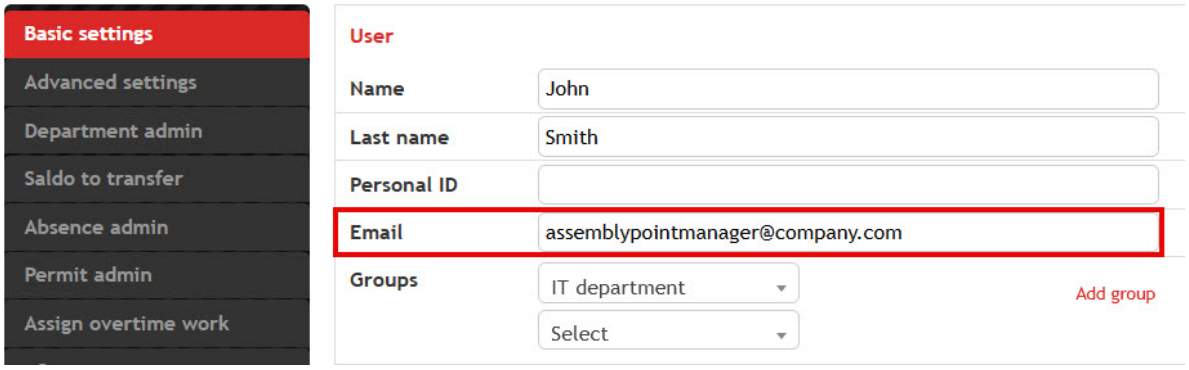
3. Setting the reader for the Assembly Point

Assign the reader to the appropriate location and select the reader direction as **Entry.**



3.3. Mail settings

The user who will receive the presence report when an event is triggered must have a valid email address entered in the *User settings*, under the Basic settings tab. An **SMTP server must be configured** in advance in the general settings of the main Codeks application.

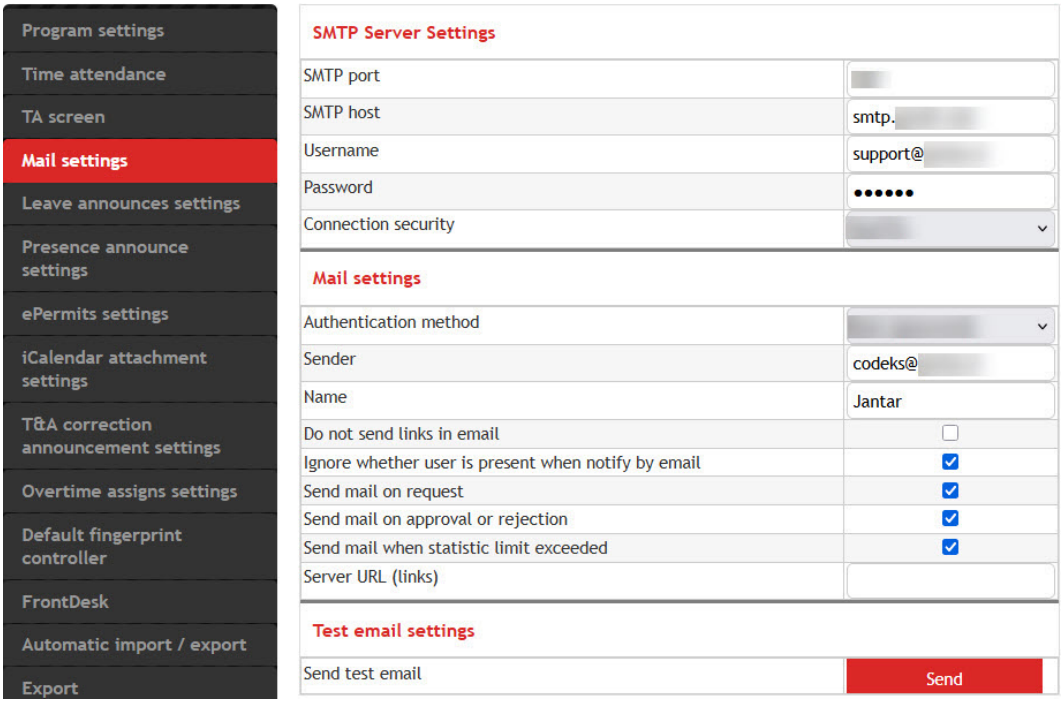


3.3.1. SMTP server settings

To enable email notifications, the SMTP server must be configured in the general settings of the main Codeks application. In the *Mail settings* tab, you can configure the connection to your email service provider. These settings allow the Codeks application to send email messages to users.

NOTE

The **SMTP server settings** allow you to connect to your email provider. You can get data for establishing a connection from your IT administrator or e-mail provider (internet provider).



SMTP Server settings	
SMTP port	SMTP port
SMTP host	SMTP host
Username	Username
Password	Password
Connection security	This setting provides a way of specifying the SSL and/or TLS encryption that should be used for the connection to the SMTP server for sending electronic notifications via the Codeks system. You can choose between several options for secure connection: **None** - No SSL or TLS encryption should be used. **Auto** (default) - Allow the service to decide which SSL or TLS options to use. If the server does not support SSL or TLS, then the connection will continue without any encryption. **SslOnConnect** - The connection should use SSL or TLS encryption immediately. **StartTls** - Elevates the connection to use TLS encryption immediately after reading the greeting and capabilities of the server. If the server does not support the STARTTLS extension, then the connection will fail. **StartTlsWhenAvailable** - Elevates the connection to use TLS encryption immediately after reading the greeting and capabilities of the server, but only if the server supports the STARTTLS extension.
Mail settings	
Authentication method	Select password authentication or the OAuth security standard (for Gmail users).
Sender	The e-mail address all emails will be sent from. The e-mail address must really exist and must be prepared for use.
Name	The name of the sender.
Do not send links in email	If the setting is enabled, the sent e-mails will not contain any hyperlinks (e.g. link to editing leave announces). If the setting is not enabled, the e-mails will contain hyperlinks.
Ignore whether user is present when notify by email	If the setting is enabled, the application will not take into account the presence of the department managers when sending e-mail notifications. The e-mail notification will be sent to all e-mail recipients. If the setting is not enabled, the application will take the absence of department managers into account when sending e-mail notifications. If the department manager is not present the system looks for the next deputy in command following the organization hierarchy. If none of the department managers and deputies are present, the system sends e-mail notifications to all the e-mail recipients.
Send mail on request	If the setting is enabled an e-mail notification will be sent to the department manager when a user sends a request for leave. If the setting is not enabled, no e-mail notification shall be sent.
Send mail on approval or rejection	If the setting is enabled the user, who announced a leave request, will be sent an e-mail notification about the confirmation or rejection of this request. If the setting is not enabled, no e-mail notification shall be sent.
Send mail when statistic limit exceeded	If the setting is enabled the department manager will be sent an e-mail notification when a user exceeds a set statistic limit. If the setting is not enabled the department manager will not be sent an e-mail notification, when a user exceeds a set statistic limit.
Server URL (links)	The URL address of the server where the Codeks software is installed and where the Codeks service is currently running. The default value is localhost (the local computer). * This setting only needs to be set, if you are using a safe communication connection with encrypted data transfer between the clients (users) and server (HTTPS and SSL certificates). **Example of a server URL**: https://www.example.com/
Test email settings	
Send test email	By clicking on the Send button, you will send a test message to an arbitrary e-mail address, which serves to verify the correctness of the entered settings for the e-mail and the SMTP server.

3.4. Event configuration

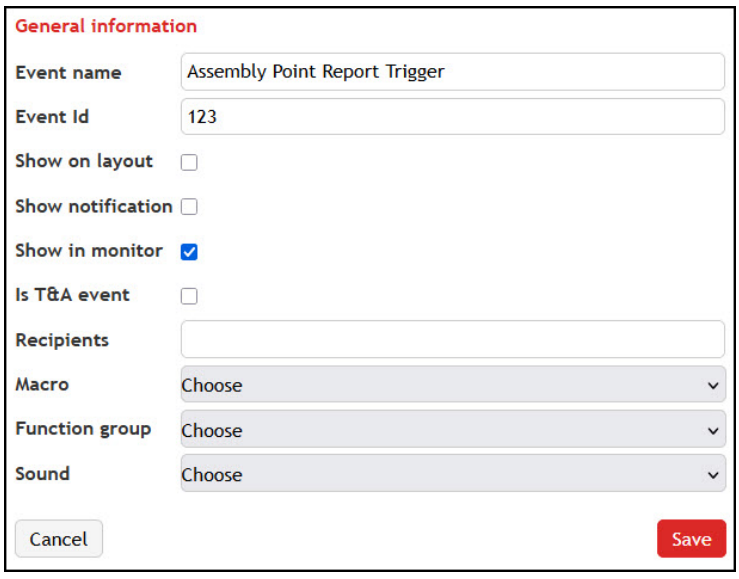
To work with events, select ***Settings / Reference List*** from the main menu and then open the ***Events*** editor.

IMPORTANT
Do not modify or delete existing events, otherwise the application will not function correctly!

For the purpose of presenting our *Fire* example, we will need **two events** that will be assigned to the assembly point location and that will trigger Codeks to send presence reports to the assembly point manager.

1. The first event, Fire, is a system event and is already available in the event list. By assigning it to the assembly point location (at system level), we instruct Codeks to send the initial presence report to the assembly point manager when this event is received. When the control center reports an incident to the controller, the controller forwards the information to Codeks via macros, and Codeks then automatically sends the initial presence report to the assembly point manager.
In this initial report, the presence list includes all persons who are present in the main building at the moment the event is triggered. At this stage, the presence report for the assembly point is typically still empty, as no persons have yet been registered at the assembly point.

2. The second event is created manually (Events editor ->→ Add Event). We will name it*Assembly Point Report Trigger*. By assigning this event to the assembly point location (at assembly point level), we instruct Codeks to send the assembly point manager a presence report when this event occurs. Save the entry by clicking the *Save* button.



In the next step, we will assign the events to the assembly point location and then create an appropriate macro group to trigger these events.

3.5. Assembly point location configuration

The **Location is assembly point** function enables the system to create and send presence reports when a selected event occurs. This function can only be enabled for a location that is **NOT marked as a Passage**. When the function is enabled and the hardware at this location is configured correctly, the system automatically sends a PDF presence report at both system level and assembly point level to the specified email address (the Report recipients field) when the event occurs.

In the *Hardware* editor of the Codeks application, a trigger events must be defined for the assembly point location, and the email address of the responsible person who will receive the presence report must be entered. **Multiple report recipients can be specified by separating the email addresses with a comma ",".** In our example, both the initial report and all subsequent reports are received by the assembly point manager, therefore the same email address is entered in both recipient fields. If you want the initial report to be sent to, for example, the fire safety manager, enter a different appropriate email address in step 1.

IMPORTANT
Regardless of whether an event is triggered at **system level** or at **assembly point level**, Codeks always sends **two reports**:

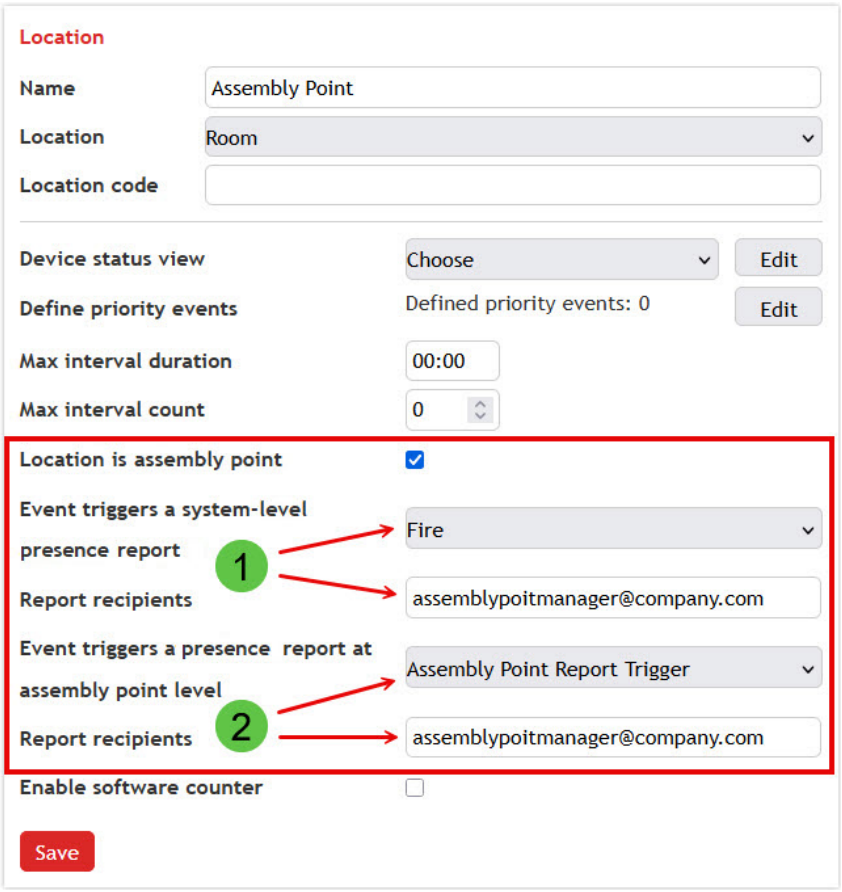
- a **presence report for the main building**, and
- a **presence report for the assembly point**.

In the **initial system-level presence report**, which is sent when an emergency event is triggered, the presence list includes all persons who are present in the main building at that moment (i.e. all persons who have correctly registered at the entry reader upon entering). At this stage, the presence report for the assembly point is usually still empty, as persons have not yet been registered at the assembly point.

With **subsequent report triggers** (via the button at the assembly point location), the presence lists for the main building and the assembly point are continuously updated in accordance with the registration of persons arriving from the main building at the assembly point. This allows the system to provide an accurate and up-to-date overview at all times of **who is still inside the building and who has already been safely registered at the assembly point.**

The following section describes the procedure for configuring the assembly point location in the *Hardware* editor, where trigger events and email recipients for reports are defined. With the described settings, the system enables sending the initial presence report as well as subsequent presence reports for the building and the assembly point, which are triggered by using the button at the assembly point.

In the *Hardware* editor, double-click the assembly point location in the company hierarchy and enable the ***Is assembly point*** option to display additional fields.



1. In the **Event triggers a system-level presence report** field, select the *Fire* event and enter the recipient's email address in the *Report recipients* field. In our example, this is the assembly point manager. When the selected event occurs, the recipient receives the **initial presence report** by email. In this initial report, the presence list includes all persons who are present in the main building at the moment the event is triggered. At this stage, the presence report for the assembly point is typically still empty, as persons have not yet been registered at the assembly point.

2. In the **Event triggers a presence report at assembly point level** field, select the event *Assembly Point Report Trigger* created in the previous chapter, and enter the report recipient's email address in the *Report recipients* field. In our example, this is again the assembly point manager. With this setting, the selected event defines when the recipient will receive both the **presence report for the main building and the presence report for the assembly point by email**. The sending of these reports is triggered by the assembly point manager using the button located at the assembly point. This allows the assembly point manager to receive an updated list at any time showing which persons are still in the building and which have already been registered at the assembly point.

Save the entry by clicking the *Save* button.

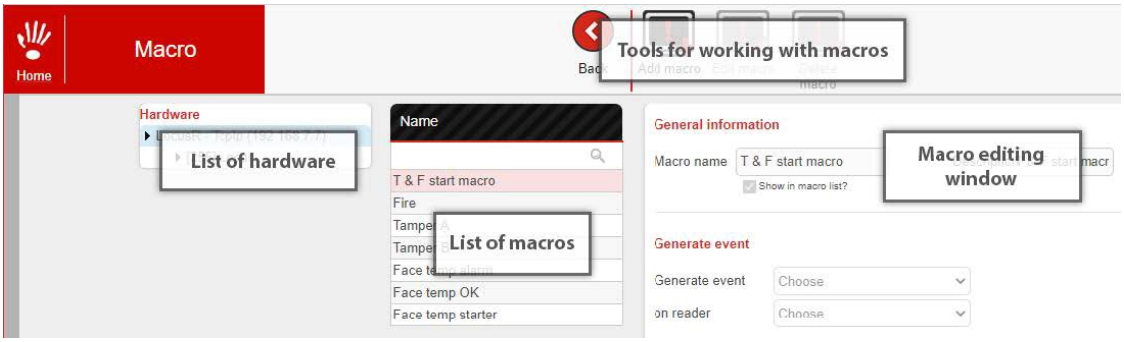
The following chapters briefly introduce macros and controllers, explaining their role and operation within the Assembly Point add-on. These are followed by chapters with detailed settings and practical instructions on how to correctly configure individual components in the system.

By following the described settings and recommendations, the system will be able to reliably monitor the presence of persons in the building and at the assembly point, and to provide accurate and up-to-date reports to responsible persons during emergency events.

3.6. Macro configuration

Macros are used to create additional and advanced actions which are usually used or activated in uncommon situations. Using macros you can define custom buttons or commands which can trigger several actions on a number of controllers or readers. To work with macros select the **Settings** menu option in the main menu and then select the **Macro** link from the submenu.

The *Macro* editor will open where you can add new macros to your system as well as edit or delete existing ones.



To trigger events, we must create an appropriate macro group to control the controllers.

For the purposes of our example, we will create:

- two macros 24 that, when triggered, ensure that in the event of an incident reported from the control center, the assembly point manager receives the *initial system-level presence report* by email;
- two macros 28 that, when triggered, ensure that the assembly point manager receives *a presence report at the assembly point level* by email (showing the current presence status in the main building and at the assembly point). The sending of the report is triggered by the assembly point manager using the button located at the assembly point.

3.7. Controller configuration

The first controller can be any controller within the building; however, it is **recommended to use a dedicated controller** installed directly next to the Central control system (e.g. Fire Central), intended exclusively for triggering the initial presence report.
At the assembly point, **a controller with a reader and a button** connected to the controller's logical input is required. Using this button, the assembly point manager receives real-time presence reports by email, including a presence report for the building and a presence report for the assembly point.

The controllers must be assigned the appropriate macros that will trigger the events:

- To send the initial system-level presence report in the event of an incident, a macro must be configured on a controller in the main building 26.
- To send presence reports when using the button at the assembly point, a macro must be configured on the assembly point controller 30.

4. Initial system-level presence report

In this chapter, we will create two macros step by step. When triggered, these macros ensure that, in the event of an incident reported from the control center, the assembly point manager receives the initial system-level presence report by email.

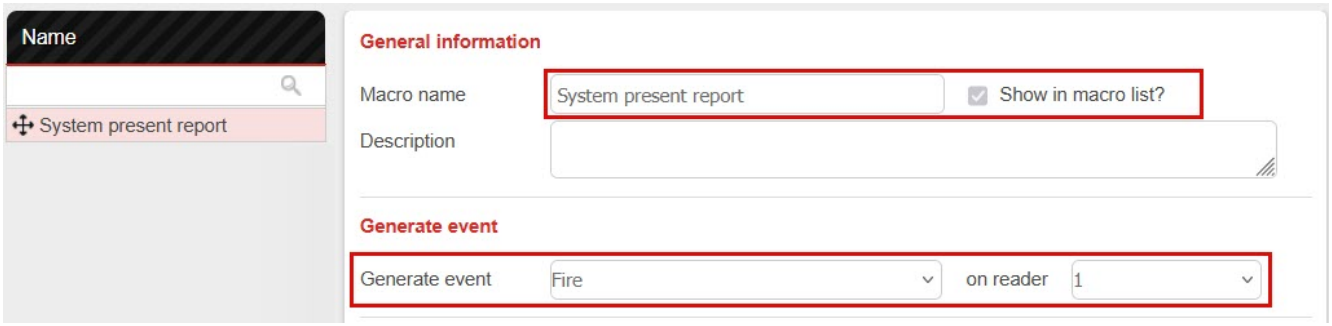
The chapter also describes the required controller settings. After completing the configuration, the tables must be sent to the controllers so that the changes are correctly applied and stored on the devices.

4.1. Macro configuration for the initial system-level presence report

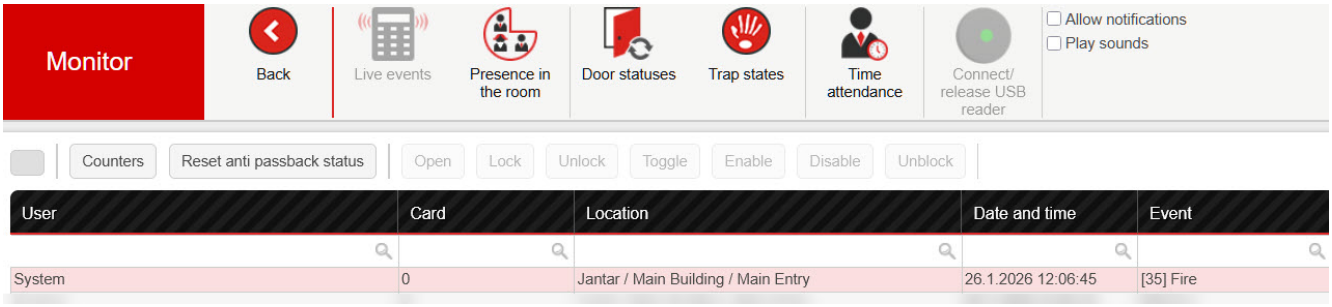
1. First, create the initial macro and name it *System presence report*. Also enable the *Show in macro list?* option so that the new macro can be selected from macro lists in the Codeks application.

In the *Generate event* section, define which event will be generated when this macro is activated and specify the reader number from which it will be sent. When the macro is activated (executed), a notification about the event from the selected reader will appear in the *Monitor* viewer. In our example, the macro sends the **Fire** event from reader **1** when triggered.

Save the entry by clicking the *Save* button.



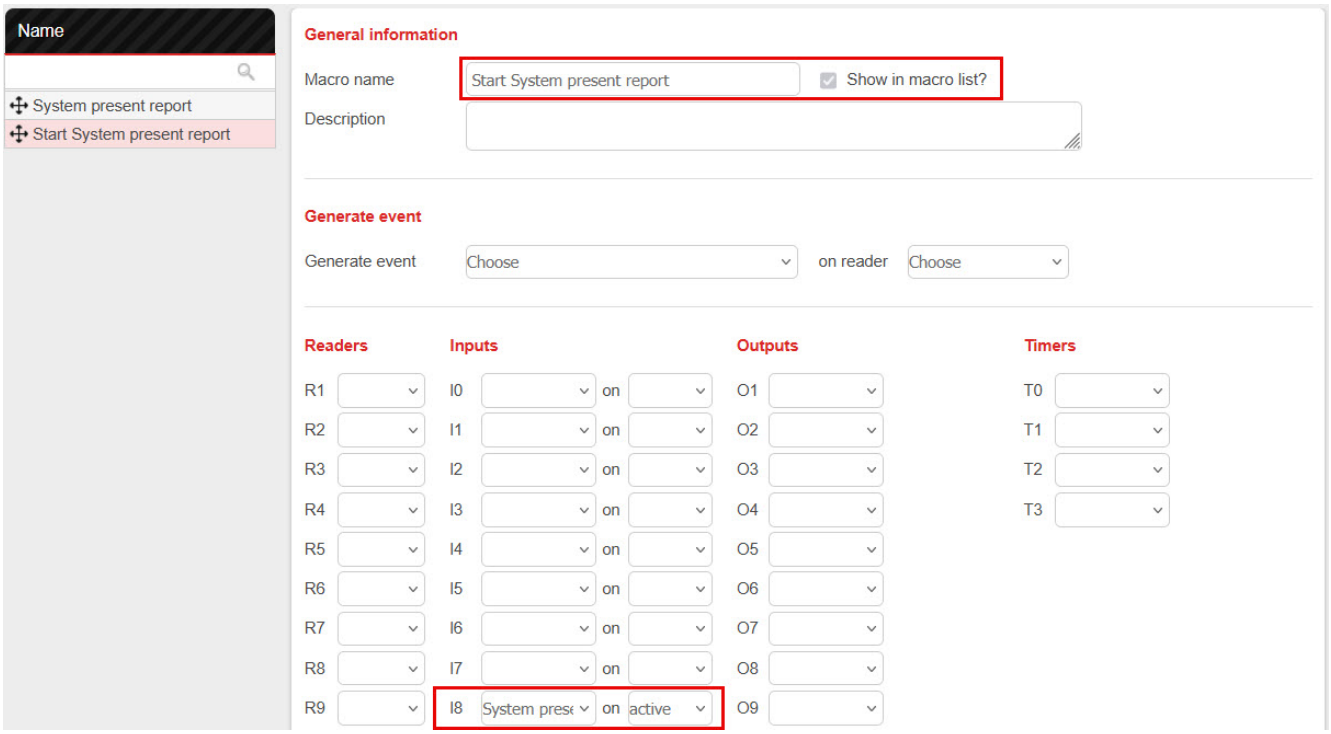
Our example: a notification about the *Fire* event from the selected reader in the *Monitor* viewer.



2. In the second step, we will create a macro that waits in standby on a specific logical input of the controller and, when an incident is reported from the control center, triggers the previously created macro *System presence report.*

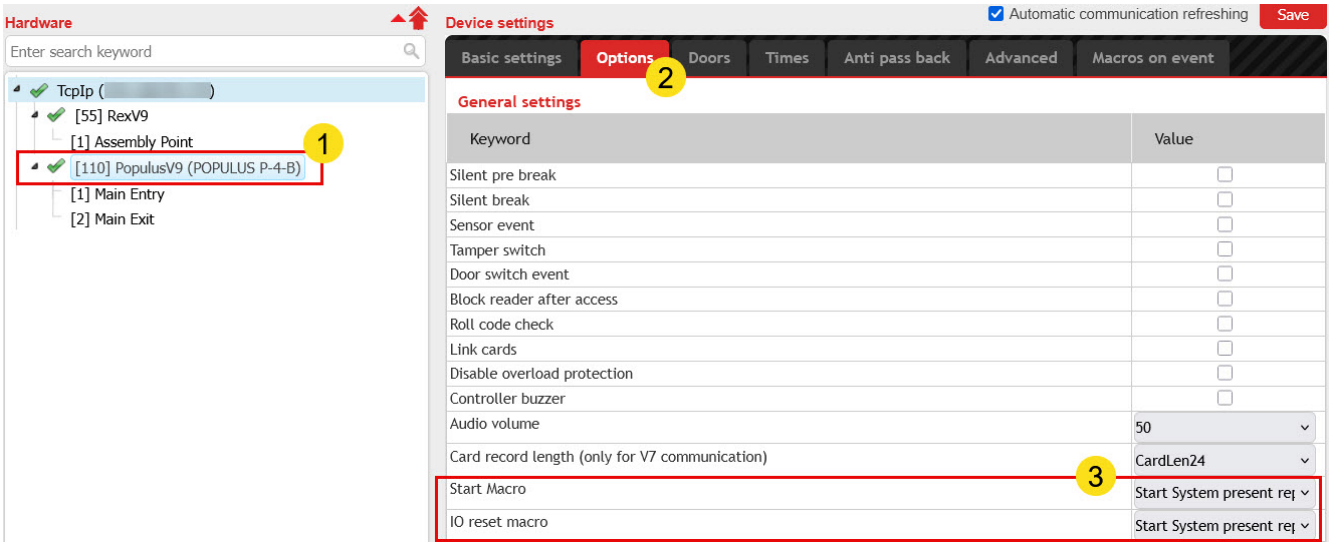
Create a new macro named *Start System presence report*, assign it to logical input I8, and select the previously created macro *System presence report* from the drop-down menu next to the input. Set the input status to **active**. With this setting, the *Start System presence report* macro triggers the *System presence report* macro only once upon the first reception of the event from the control center. (The initial system-level presence report is therefore sent only once.)

By assigning the *Start System presence report* macro to the appropriate controller 26 connected to the Central control system, Codeks sends the initial system-level presence report to the assembly point manager when the macro is triggered.



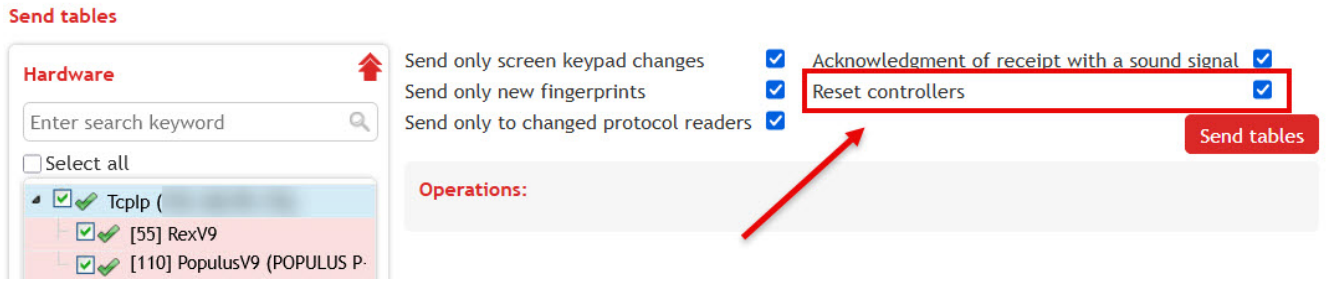
4.2. Controller configuration for the initial system-level presence report

On the controller connected to the fire control panel, select the appropriate macro in the *Options* tab that will be triggered when an incident is received from the control center. In both drop-down lists, select the previously created macro *Start System presence report*.



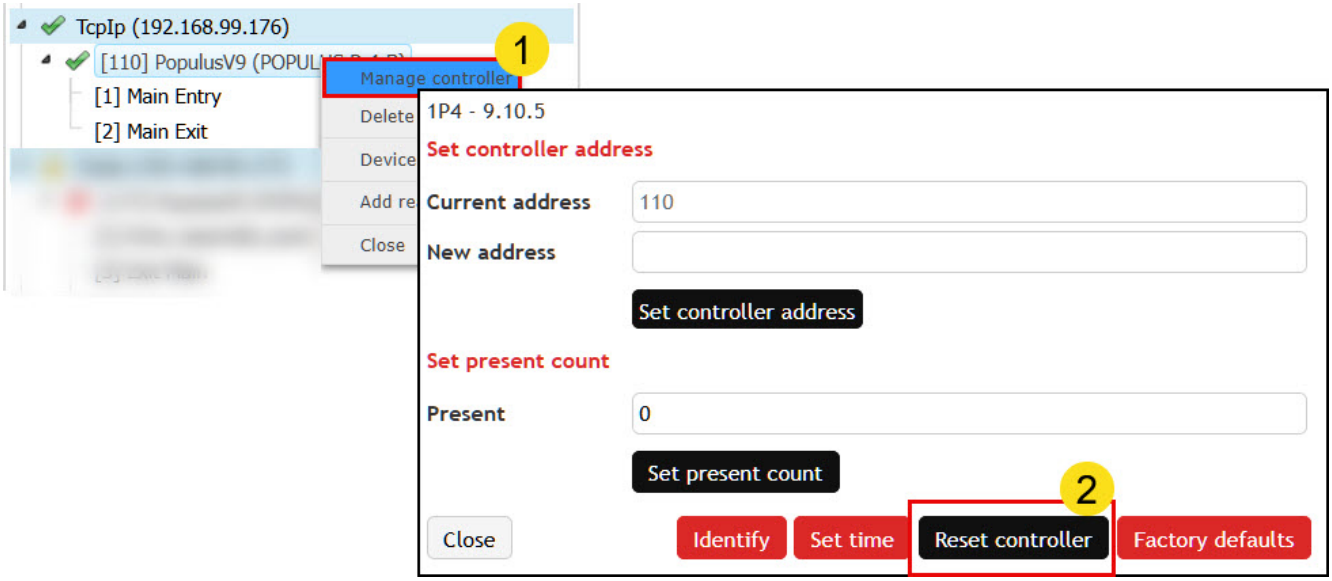
IMPORTANT !

After saving the entry, the **tables MUST be sent to this controller** with the **Reset controllers** option enabled.



IMPORTANT !

After sending the tables, the **controller must also be reset manually**. This is only possible if the controller is properly connected (indicated by a green check mark on the left side). In the *Hardware* editor, select the controller and open the drop-down menu with a right-click. Click *Manage controller* to open the dialog window, then click *Reset controller*.



By resetting the controller, the selected macro is set to logical input I8 and placed in standby, ready to receive notification from the Control center.

5. Presence report at assembly point level

In this chapter, we will create two macros that, each time they are triggered, ensure that the assembly point manager receives a presence report at assembly point level by email, showing the current presence status in the main building and at the assembly point. The sending of the report is triggered by the assembly point manager using the button located at the assembly point. In this way, the assembly point manager receives real-time, updated reports on persons who are still present in the building and those who have already been registered at the assembly point.

5.1. Macro configuration for a presence report at assembly point level

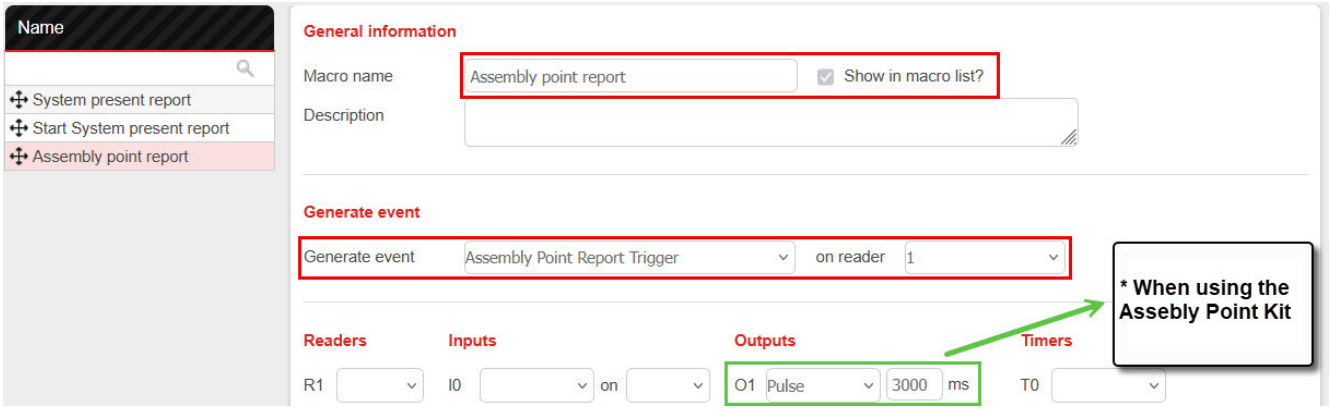
We will create two macros that, each time they are triggered, ensure that the assembly point manager receives an email report showing the current presence status in the main building and at the assembly point.

1. First, create the initial macro and name it *Assembly point report*. Also enable the *Show in macro list?* option so that the new macro can be selected from macro lists in the Codeks application.

In the *Generate event* section, define which event will be generated when this macro is activated and specify the reader number from which it will be sent. When the macro is activated (executed), the event notification from the selected reader will appear in the *Monitor* viewer. In our example, the macro sends the *Assembly Point Report Trigger event* 19 from reader 1 when triggered.

***When using the Assembly Point Kit**, set the output O1 to *Pulse* with a duration of *3000 ms*. This ensures that the capacitive button (which functions as a push button) clearly signals each trigger by turning on the indicator light for three seconds.

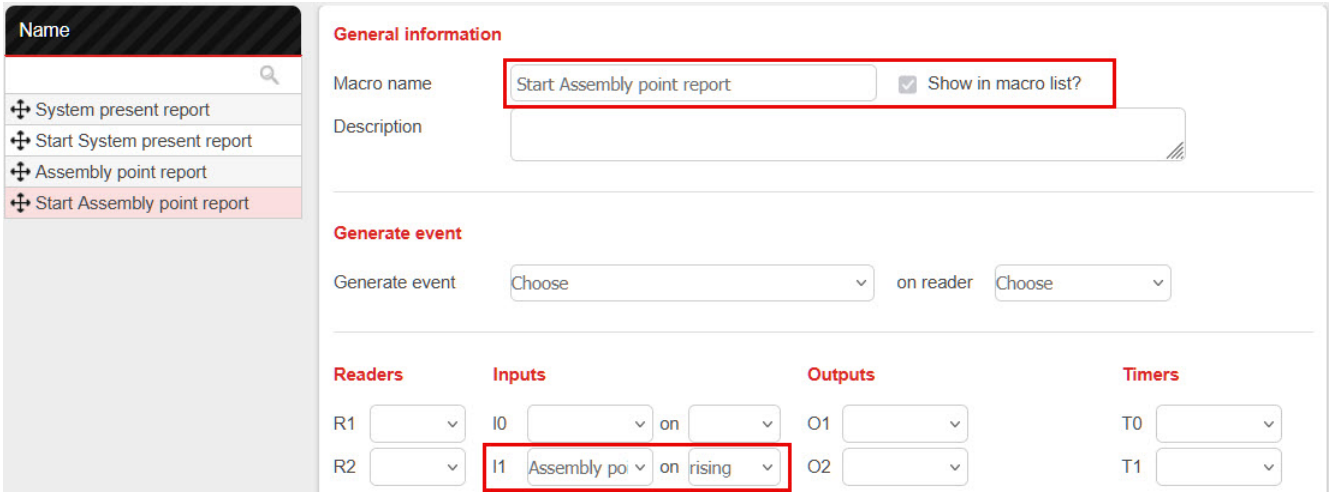
Save the entry by clicking the *Save* button.



2. In the second step, we will create a macro that waits in standby on a specific logical input of the controller for the use of the button at the assembly point location. When the button is pressed, the previously created *Assembly point report* macro is triggered.

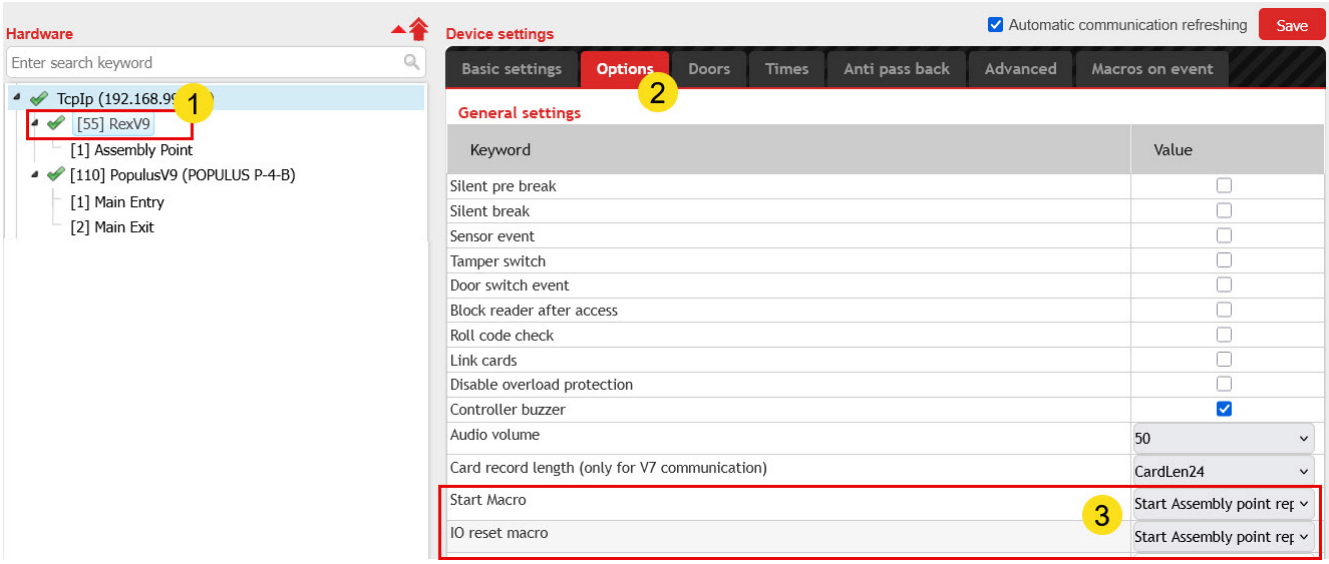
Create a new macro named *Start Assembly point report*, assign it to logical input **I1**, and select the previously created macro *Assembly point report* from the drop-down menu next to the input. Set the input status to **rising**.
With this setting, the *Start Assembly point report* macro triggers the *Assembly point report* macro **each time an event occurs on input I1**. (Each time the button is pressed, a presence report at assembly point level is sent.)

By assigning the *Start Assembly point report* macro to the appropriate controller 30 to which the assembly point button is connected, **Codeks sends the assembly point manager a presence report for the main building and a presence report for the assembly point** each time the macro is triggered.



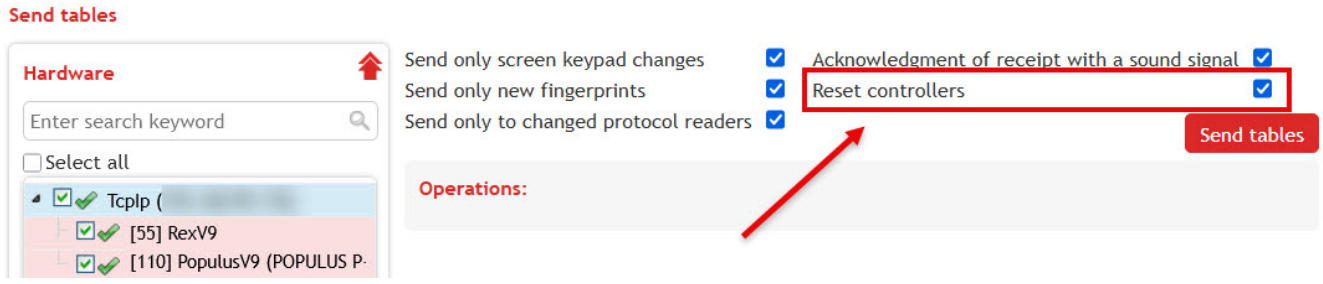
5.2. Controller configuration for a presence report at assembly point level

On the controller at the assembly point location, select the appropriate macro in the *Options* tab that will be triggered when the assembly point button is used. In both drop-down lists, select the previously created macro *Start Assembly point report*.



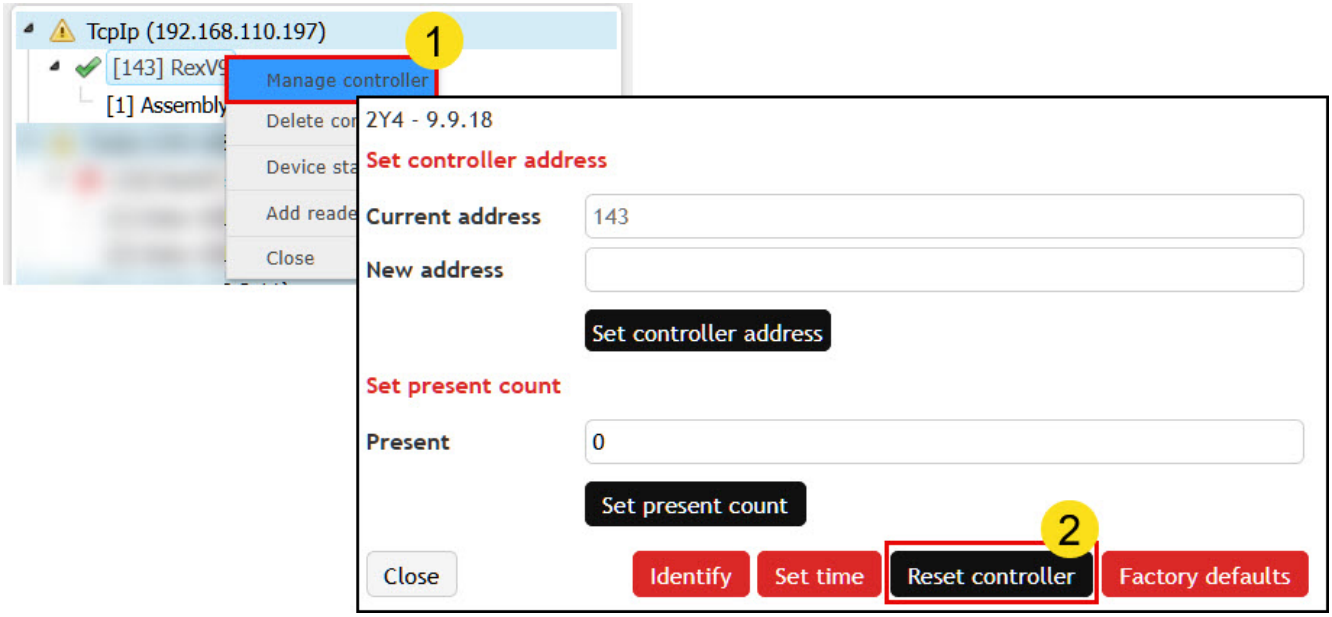
IMPORTANT !

After saving the entry, the **tables MUST be sent to this controller** with the **Reset controllers** option enabled.



IMPORTANT !

After sending the tables, the **controller must also be reset manually**. This is only possible if the controller is properly connected (indicated by a green check mark on the left side). In the *Hardware* editor, select the controller and open the drop-down menu with a right-click. Click *Manage controller* to open the dialog window, then click *Reset controller*.

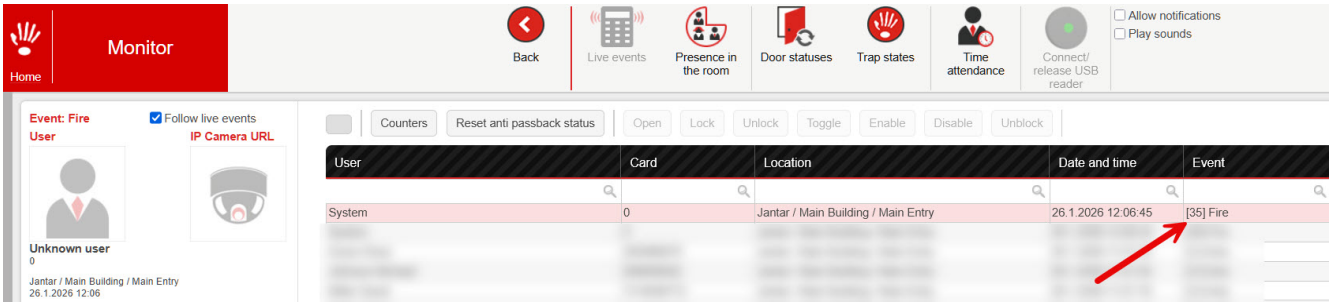


By resetting the controller, the selected macro is set to logical input I1 and put into standby, ready for the assembly point button to be used.

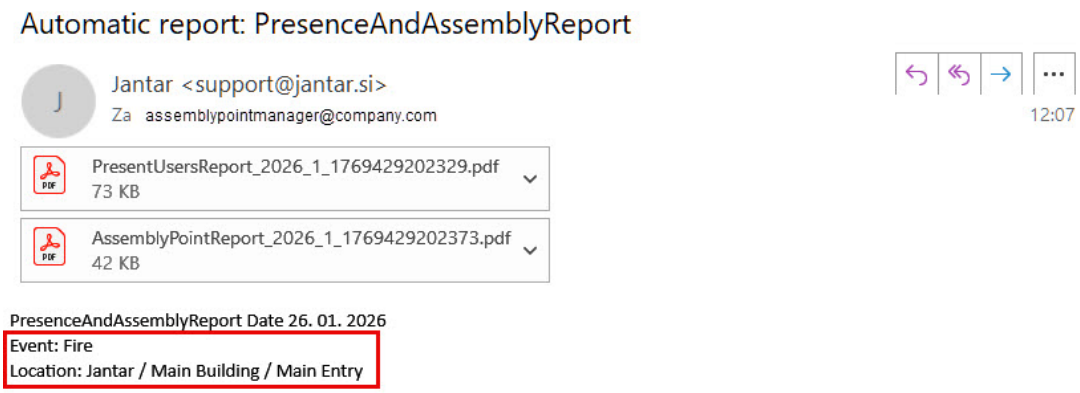
6. Event flow and reports

In this chapter, the event flow is described based on our configuration in the event of a fire.

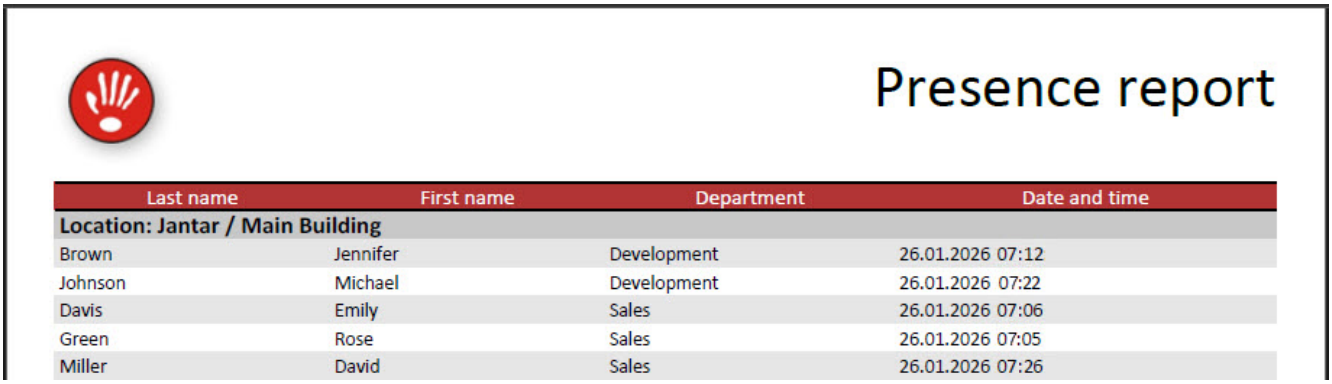
1. The control center sends a fire notification to the controller in the main building. The *Fire* event is recorded in the *Monitor*.



2. Using the configured macros, Codeks sends the assembly point manager the initial system-level presence report for the main building and the assembly point. The *Fire* event is reported, and the *event location is indicated*.



PresentUserReport displays all persons who are registered as present in the main building at that moment.



Presence report

Last name	First name	Department	Date and time
Location: Jantar / Main Building			
Brown	Jennifer	Development	26.01.2026 07:12
Johnson	Michael	Development	26.01.2026 07:22
Davis	Emily	Sales	26.01.2026 07:06
Green	Rose	Sales	26.01.2026 07:05
Miller	David	Sales	26.01.2026 07:26

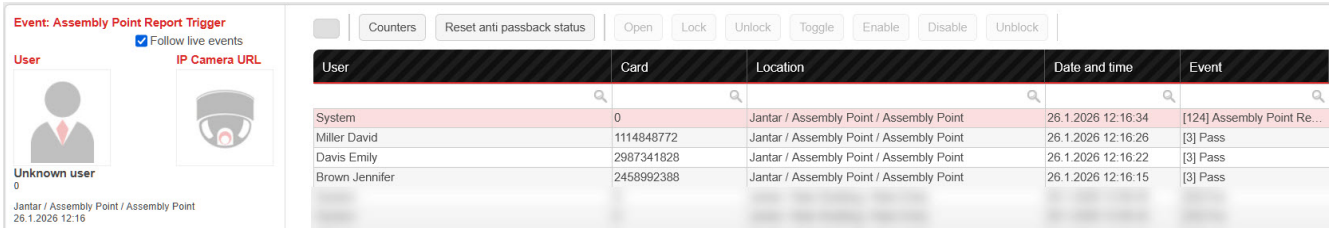
AssemblyPointReport is at this stage typically still empty, as people begin moving to the assembly point only after receiving the incident notification.

3. Persons present are notified of the fire and begin moving toward the assembly point.

VERY IMPORTANT !
Upon arrival at the assembly point, individuals MUST REGISTER at the assembly point reader, which removes them from the presence list of the building and displays them on the assembly point presence list.

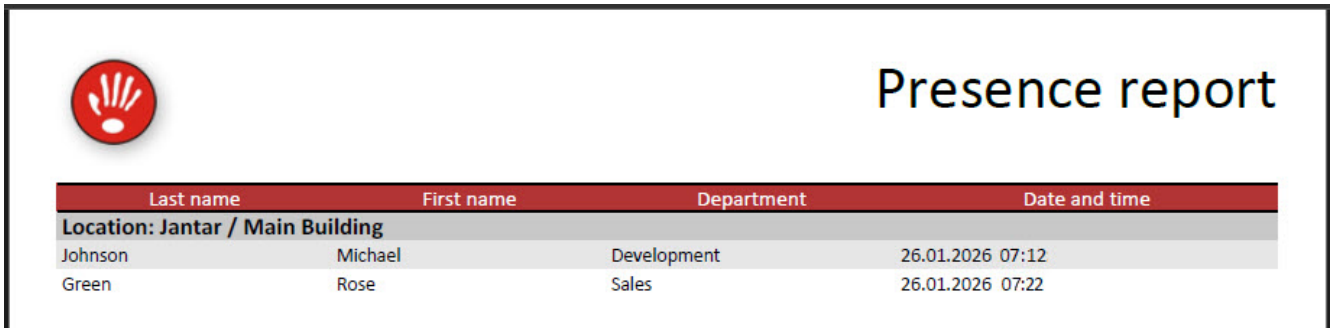
At the assembly point, a button is installed that allows the assembly point manager or another responsible person to send a report to the configured email address. In this way, the assembly point manager can continuously monitor arrivals at the assembly point and provide emergency services with accurate reports on who is still inside the building and who has already been safely registered at the assembly point.

The image shows live events in the *Monitor*, where the arrival of three employees at the assembly point is visible. The last (topmost) event shows the activation of the button at the assembly point.



When the button is triggered, Codeks uses the configured macros to send the presence report at assembly point level to the assembly point manager.

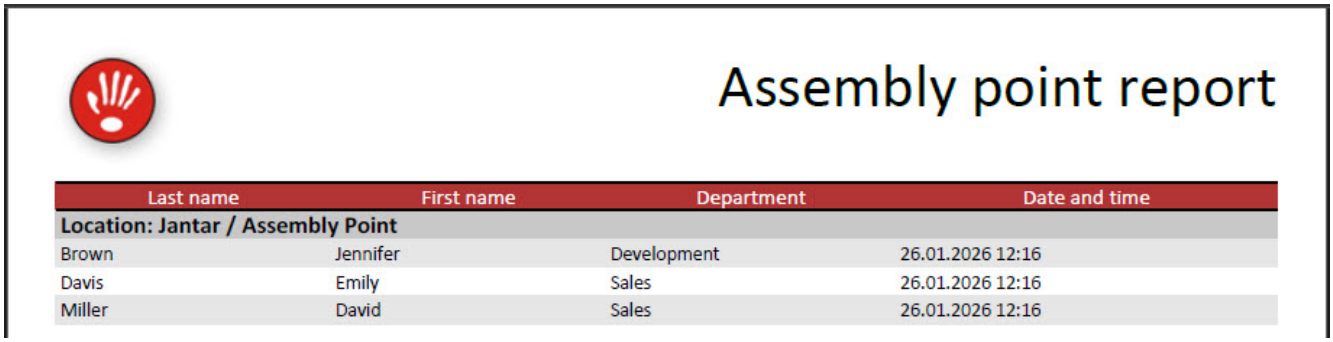
PresentUserReport displays all persons who are registered as present in the main building at that moment and does not include those employees who have already moved to the assembly point (the persons who have been correctly registered at the assembly point !).



Presence report

Last name	First name	Department	Date and time
Location: Jantar / Main Building			
Johnson	Michael	Development	26.01.2026 07:12
Green	Rose	Sales	26.01.2026 07:22

The AssemblyPointReport displays persons who have already been registered at the assembly point. **This list is updated in real time each time the button is triggered.**

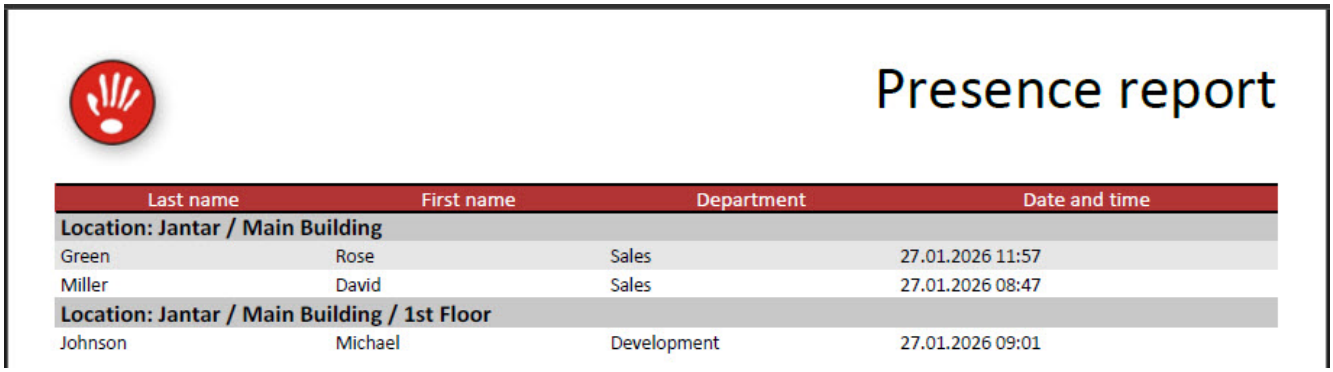


Assembly point report

Last name	First name	Department	Date and time
Location: Jantar / Assembly Point			
Brown	Jennifer	Development	26.01.2026 12:16
Davis	Emily	Sales	26.01.2026 12:16
Miller	David	Sales	26.01.2026 12:16

NOTE

If your building has multiple ENTRY readers, the person's location will be displayed based on the reader at which the person was last registered (i.e. the reader configured with the ENTRY direction that was last used).



Presence report

Last name	First name	Department	Date and time
Location: Jantar / Main Building			
Green	Rose	Sales	27.01.2026 11:57
Miller	David	Sales	27.01.2026 08:47
Location: Jantar / Main Building / 1st Floor			
Johnson	Michael	Development	27.01.2026 09:01