

CODEKS TA application

INSTRUCTION MANUAL FOR ADMINISTRATORS

for the software version **Codeks TA v 10.2101.8.14982** and newer



Codeks **V10**

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0 INTRODUCTION

This document contains user instructions for administrators of the **Codeks TA application for time attendance registration**.

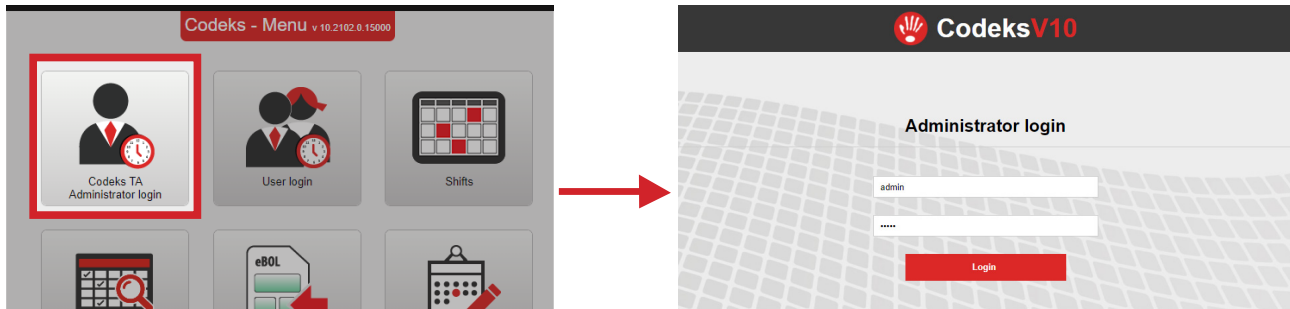
In this document, you will find simple instructions for basic procedures you encounter on a daily basis or very often.

You can find more information in the software documentation available on our download page <https://jantar.si/en/documentation/>.



1 MAIN MENU

Codeks administrators can log in to the Codeks application with their username and password using a web browser.



The diagram illustrates the process of logging in as an administrator. On the left, the 'Codeks - Menu' interface is shown with a red box highlighting the 'Codeks TA Administrator login' icon. A red arrow points from this icon to the 'Administrator login' form on the right. The login form includes fields for 'admin' (username) and a password, with a 'Login' button. Below each interface is a text box providing the link to access it.

Link to the start menu:
~IP address of your server~ :9090

Link to the administrator login form:
~IP address of your server~ :9090/ta/adminuserslogin.html

NOTE

The default username and password for the Codeks administrator are:

Username: admin Password: admin.

For security reasons, we recommend that you immediately change the default administrator login information. You can change the login username and password in the *Administrators* editor (accessible through the Preference submenu).

After a successful login, the **Main menu** of the Codeks TA will be displayed:



The *Main menu* contains all the links to individual editors, which make up the Codeks application.

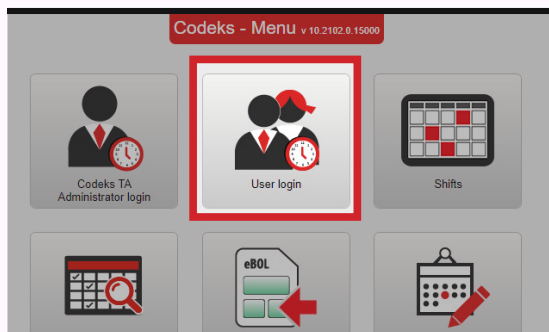
Within editors, switching between individual editors is made easier and faster with the convenient **side menu**, which also contains links to all the individual editors of the application.



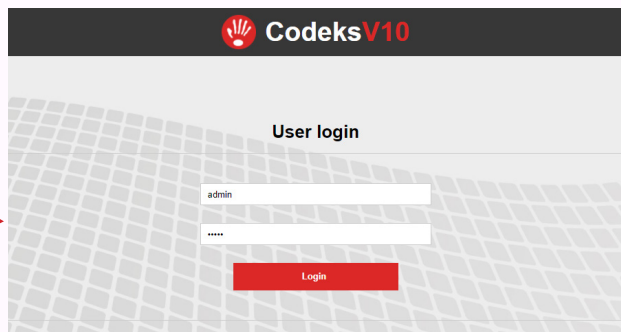
USER ACCESS

In addition to administrators, **users**, i.e. employees and heads of departments, can also login to the Codeks application.

Users use their username and password to login to the Codeks application through the user login form:



Link to the start menu:
~IP address of your server~ :9090



Link to the user login form:
~IP address of your server~ :9090/addons/
userslogin.html

Instructions for users can be found in a separate document.

2 TIME ATTENDANCE

In the **Time attendance** editor, you can view and edit the employees' time registration as well as set additional settings which affect the recording of their work hours.

The screenshot shows the 'Time attendance' editor interface. On the left is a 'List of users' table with columns for Last name, Name, Personal ID, and Department. The main area displays a timeline for a selected user (David Acker) across several weeks, showing worktime events with green bars and icons for manual corrections. On the right, there are several summary panels: 'Selected user and current period', 'Statistic overview', 'Current period summary', and 'Year data 2020'. Callouts point to these specific features.

List of users	The list contains all users who clock their time registration. By right-clicking on a selected user or multiple selected users you can perform different functions or recalculations.
Icons for creating reports	By clicking different report icons you can create reports for all currently selected users in the list of users.
List of time registration events	The main part of the screen displays the daily time registration events of the selected user. The timeline and the icons indicating manual corrections enable quick overview and easy search for errors and anomalies in the time registration.
Selected user and current period	Displays the currently selected user and enables navigation between periods.
Statistic overview	Overview of all statistics and their values in the current period.
Current period summary	Saldo and hour transfer summary for the selected user in the current period.
Year data	Yearly data and settings for the time registration of the selected user.

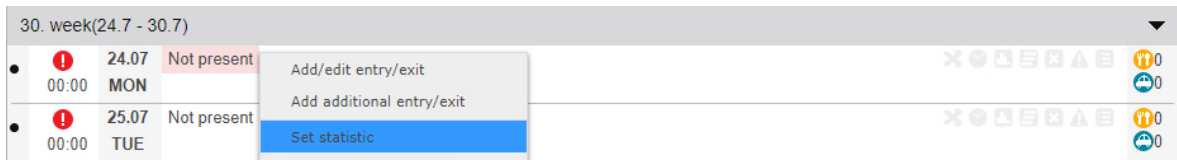
ADDING STATISTIC FOR DAY AND PERIOD

To set daily absences (e.g. holiday leaves or sick leaves) use the **Set statistic** or **Set statistic for period** function.

Set statistic

Use this function when you want to set a statistic for a single day.

- 1 Right-click on the selected day to display the edit menu and select **Set statistic**.



- 2 In the new pop-up window select the statistic you wish to set and click **Save**.



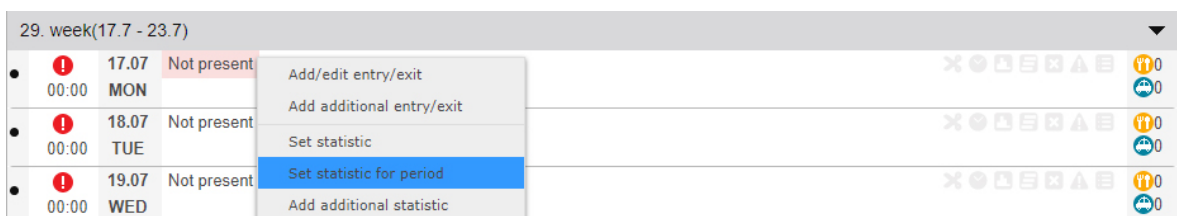
- 3 The selected statistic will be set for the day and will be colored red. Additionally, the *correction of statistic* icon (🔴) will also color red, marking that the statistic had been manually added.



Set statistic for period

Use this function when you want to set a statistic for multiple consecutive days.

- 1 Right-click on the selected day to display the edit menu and select **Set statistic for period**.



- In the new pop-up window *select the start and end date, then also select the statistic you wish to set.*
Click **Save**.

Only when work obligation > 0

If this setting is enabled, the statistic will only be set for days when the user's work obligation is greater than 0, i.e. all free days (e.g. weekends and holidays) will remain unchanged.

Do not modify weekends

If this setting is enabled, the system will keep the originally set statistic for weekends and will not substitute it for the new one.

Do not modify holidays

If this setting is enabled, the system will keep the originally set statistic for holidays and will not substitute it for the new one.

- The selected statistic will be set for the days and will be colored red. Additionally, the *correction of statistic* icon (🔴) will also color red, marking that the statistic had been manually added.

29. week(17.7 - 23.7)									
•	🔴	17.07	Leave						
	00:00	MON							
•	🔴	18.07	Leave						
	00:00	TUE							
•	🔴	19.07	Leave						
	00:00	WED							

ADDITIONAL STATISTIC

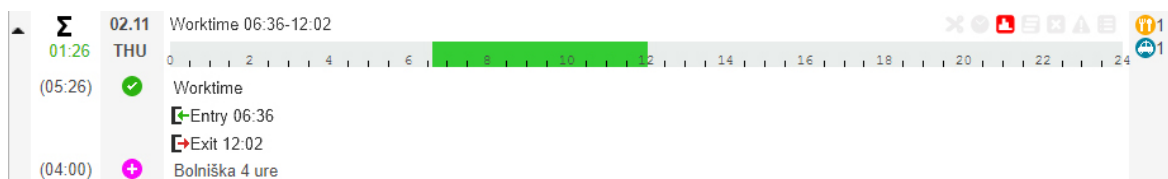
Add additional statistic

Use the **Add additional statistic** when setting additional overtime hours, work-from-home or part-time sick leaves.

- Right-click on the selected day to display the edit menu and select **Add additional statistic**.

- In the new pop-up window *select the statistic you wish to set.*
Click **Save**.

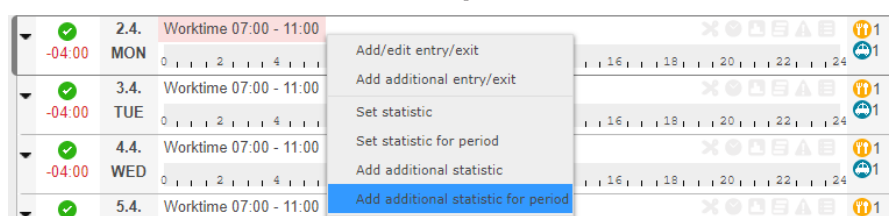
- 3 The selected statistic will be set for the day and will be colored red. Additionally, the *correction of statistic* icon (🔴) will also color red, marking that the statistic had been manually added.



Add additional statistic for period

If you want to set an additional statistic for a number of consecutive days (e.g. set a 4-hour sick leave statistic for a period), use the **Add additional statistic for period** function.

- 1 Right-click on the selected day to display the edit menu and select **Add additional statistic for period**.



- 2 In the new pop-up window select the *start and end date*, then also *select the statistic you wish to set*. Click **Save**.

Only when work obligation > 0

If this setting is enabled, the statistic will only be set for days when the user's work obligation is greater than 0, i.e. all free days (e.g. weekends and holidays) will remain unchanged.

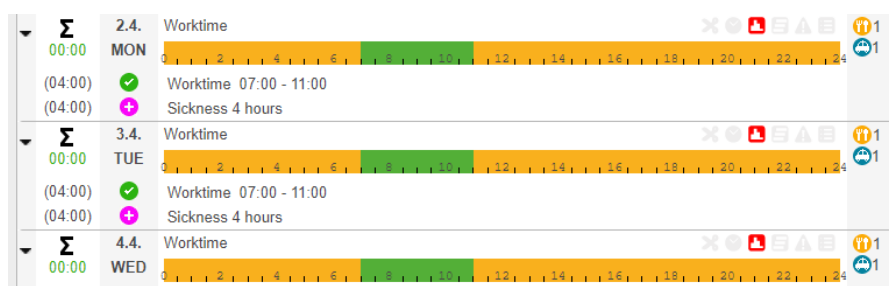
Do not modify weekends

If this setting is enabled, the system will keep the originally set statistic for weekends and will not substitute it for the new one.

Do not modify holidays

If this setting is enabled, the system will keep the originally set statistic for holidays and will not substitute it for the new one.

- 3 The selected additional statistic will be set for the day and will be colored red. Additionally, the *correction of statistic* icon (🔴) will also color red, marking that the statistic had been manually added.

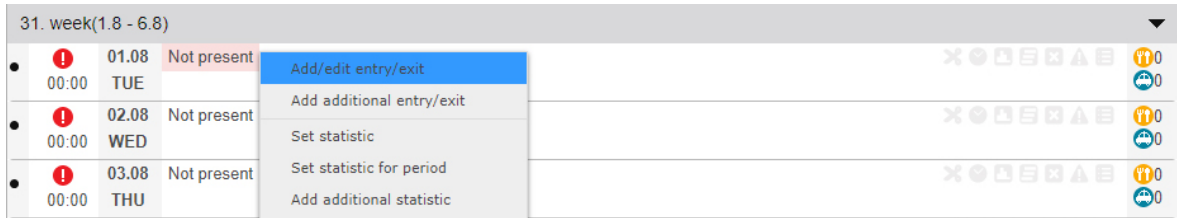


EDITING THE DAY

Add/edit entry/exit

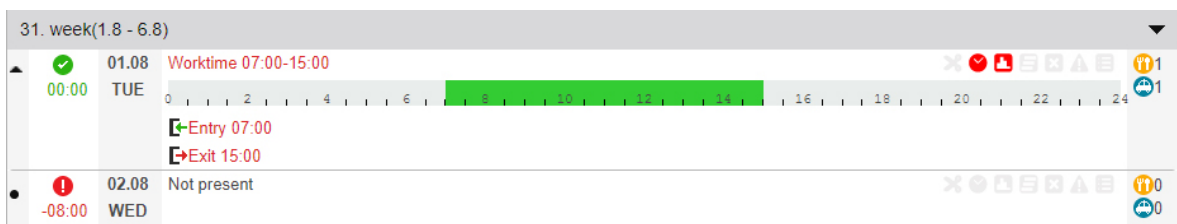
If a user has forgotten to register at the controller or if he has registered incorrectly, you can manually edit his day, by setting his entry and exit time.

- 1 Right-click on the selected day to display the edit menu and select **Add/edit entry/exit**.



- 2 In the new pop-up window select the name of the event, the passage, and statistic for the day, then **set the entry and exit time**. Click **Save**.

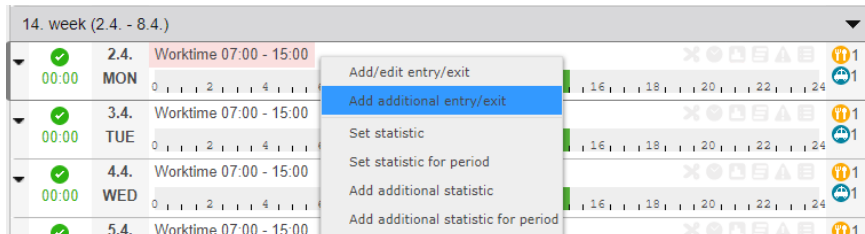
- 3 The edited daily events will be colored red. Additionally, the *correction of time* icon (🕒) and the *correction of statistic* icon (📊) will also color red, marking that the day had been manually edited. You can access the *edit day* pop-up window at any time by double-clicking the selected day.



Add additional entry/exit

You can also manually set additional entries and exits to users, for example if a user returned to work in the afternoon but was unable to register his hours.

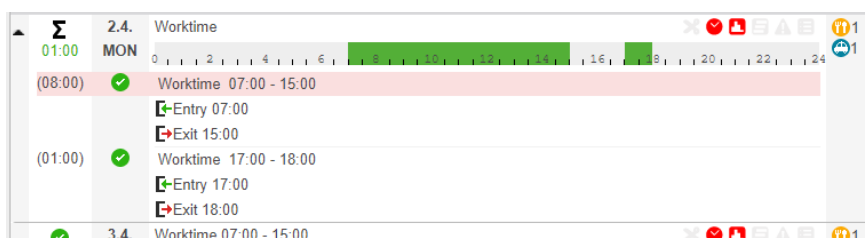
- 1 Right-click on the selected day to display the edit menu and select **Add additional entry/exit**.



- 2 In the new pop-up window select the name of the event, the passage, and statistic, then **set the entry and exit time**. Click **Save**.

Card	Button	Location	Time	Event	Source	Ignore
2315665156		Main Entrance	02.01.2018 - 07:00:00	[3] Pass	Hardware	<input type="checkbox"/>
2315665156		Main Entrance	01.02.2018 - 15:00:00	[3] Pass	Hardware	<input type="checkbox"/>

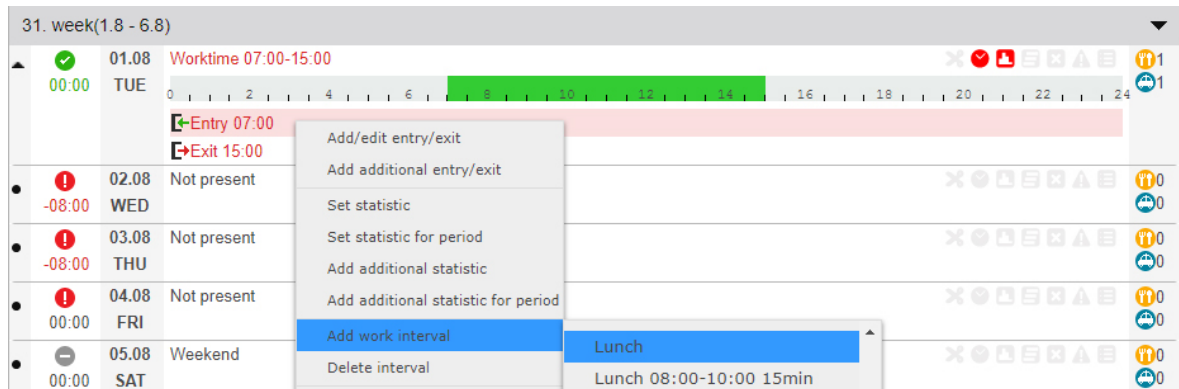
- 3 The added daily events will be colored red. Additionally, the *correction of time* icon (🕒) and the *correction of statistic* icon (📊) will also color red, marking that the day had been manually edited. You can access the *edit day* pop-up window at any time by double-clicking the selected day.



ADDING AN INTERVAL

Use the **Add interval** function to set an additional daily interval (e.g. a lunch break).

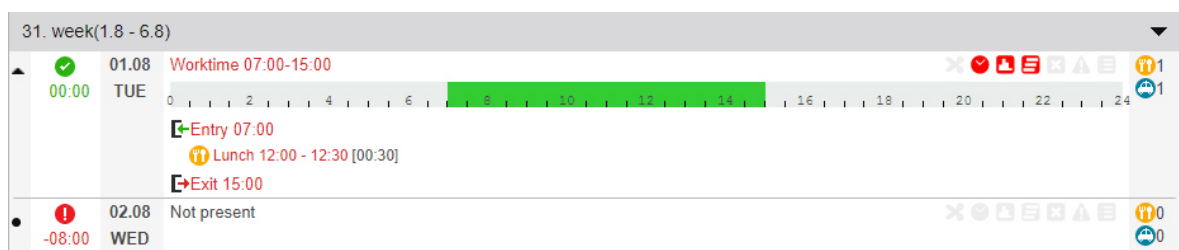
- 1 Right-click on the selected day to display the edit menu, select **Add interval** and select the interval you wish to add.



- 2 A new pop-up window will appear where you can **set the start and end time** of the selected interval. Click **Save**.

Card	Button	Location	Time	Event	Source	Ignore
2315665156		Main Entrance	01.08.2017 - 07:00:00	[3] Pass	Hardware	<input type="checkbox"/>
2315665156		Main Entrance	01.08.2017 - 15:00:00	[3] Pass	Hardware	<input type="checkbox"/>

- 3 The newly added interval will be colored red. Additionally, the **correction of interval icon** (E) will also color red, marking that the day had been manually edited.



CURRENT PERIOD SUMMARY

Current period summary

Period sum	96:55
Period work obligation	96:00
Work obligation for selected period	184:00
Overtime transfer	00:00
Stimulation transfer	00:00
Period plus	00:00
Sum of surplus hours	00:55
Sum of deficit hours	00:00
Saldo period	00:55
Saldo	00:55
Split time	0
Lunch count	12
Drive count	12
Manual transfer saldo to overtime	<input type="text"/>
Manual transfer saldo to stimulation	<input type="text"/>
Manual transfer from prev. month	<input type="text"/>
Month remarks	<div></div>

Save

In the *Current period summary* section you can edit:

Period sum	The total number of hours recorded in the current period, i.e. work hours as well as absence hours.
Period work obligation	The number of hours the employee is obligated to clock in the current period.
Work obligation for selected period	The number of hours the employee is obligated to work up to the end of the period displayed in the <i>Time attendance</i> editor.
Overtime transfer	The number of hours, clocked during the current period, which will be recorded as overtime hours. (The value is dependent on the <i>Manual transfer saldo to overtime</i> and <i>Monthly overtime transfer [max]</i> settings.)
Stimulation transfer	The number of hours, clocked during the current period, which will be recorded as hours for stimulation. (The value is dependent on the <i>Manual transfer saldo to stimulation</i> and <i>Monthly stimulation transfer [max]</i> settings.)
Period plus	The number of saldo hours transferred from the previous period. (The value is dependent on the <i>Manual transfer from prev. month</i> , <i>Set max. monthly transfer (hours)</i> and <i>Set max. total transfer</i> settings.)
Sum of surplus hours	The total value of all excess hours in the period.
Sum of deficit hours	Total value of all hourly deficits in the period.
Saldo period	The (positive or negative) difference between the work obligation and clocked work hours for the current period.
Saldo	The total value of saldo including the values of the <i>Saldo period</i> and <i>Period plus</i> .

Split time	Number of days when more than one entry and exit was registered.
Lunch count	The number of (paid) lunches that the user is entitled to in the current period.
Drive count	The number of (paid) drives that the user is entitled to in the current period.
Manual transfer saldo to overtime	The number of hours (from the value of saldo) that will be manually transferred to overtime in the current period. Enter the number of hours you wish to transfer and click <i>Save</i> . The value of saldo will be reduced by the transferred number of hours and the transferred hours will be displayed in the <i>Overtime transfer</i> field.
Manual transfer saldo to stimulation	The number of hours (from the value of saldo) that will be manually transferred to stimulation in the current period. Enter the number of hours you wish to transfer and click <i>Save</i> . The value of saldo will be reduced by the transferred number of hours and the transferred hours will be displayed in the <i>Stimulation transfer</i> field.
Manual transfer from previous month	The number of saldo hours that will be manually transferred from the previous period. The transferred value will be displayed in the <i>Period plus</i> field.
Month remarks	Here you can (optionally) add a comment to the time registration.

- 1 To edit the *Manual transfers* **enter the desired values into the appropriate field.**
- 2 After editing, you must always click the **Save** button to save the changes.
- 3 You can cancel the manually entered values by clicking the red x-mark or by disabling the checkbox next to the appropriate field.

YEAR DATA

Year data 2018

Leave

22/24

Old leave

0/0

Total first year leave

24

Set leave (days)

✖ 22

Set old leave (days)

✖ 0

Monthly overtime transfer [max]

☐

Monthly stimulation transfer [max]

☐

Set max. monthly transfer (hours)

☐

Set max. total transfer

☐

Allow negative transfer

☒

Allow old leave use after validity expires

☐

Save

Yearly remarks

Edit

If you are adding a new employee, also see chapter *ADDING A USER*.

In the *Year data* section you can edit:

Leave	Displays how many days of leave the user still has available from his total yearly number of leave days.
Old leave	Displays how many days of old leave the user still has available from his total yearly number of old leave days.
Total first year leave	Enter the total number of leave days assigned to a user in his first year of employment in your company (also enter the total number of leave days for all uses in the first year of using the Codeks application).
Set leave (days)	Enter the number of leave days the user still has available at the start of registration. NOTE <i>For a new employee in your company, enter the number of available leave days in his first year of employment in your company.</i> NOTE <i>When entering the leave data for employees in the first year of using the Codeks application, enter the number of still available leave days for each employee. Enter the total number of leave days for each employee in the Set leave (days) filed.</i>
Set old leave (days)	Enter the number of still available old leave days for the first year of using the Codeks application. At the start of a new year, the number of available leave days will be automatically converted to available old leave days.
Monthly overtime transfer [max]	Enter the maximum number of overtime hours that can be transferred to the next month for a user.
Monthly stimulation transfer [max]	Enter the maximum number of stimulation hours that can be transferred to the next month for a user.

Set max. monthly transfer (hours)	Enter the maximum number of saldo hours that can be automatically transferred from the current to the next month for a user.
Set max. total transfer	Enter the maximum number of saldo hours that can be automatically transferred from all previous months to the next month.
Allow negative transfer	Enable this field if you would like to enable the transfer of negative saldo hours into the next months.
Allow old leave use after validity expires	If this setting is enabled, the user will be able to use their old leave days even after their validity has expired (i.e., in the second half of the year).
Yearly remarks	In this window, you can write a yearly remark for a specific user.

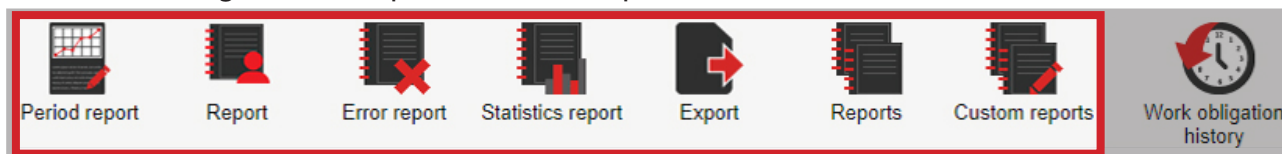
- 1 To edit the *Year data* **enter the desired values into the appropriate field.**
- 2 After editing, you must always click the **Save** button to save the changes.
- 3 You can cancel the manually entered values by clicking the red x-mark or by disabling the checkbox next to the appropriate field.

ATTENTION

Changing or canceling the Year data in the current month affects the calculation of work hours for the following as well as for the previous months. Please consult your system administrator before changing or canceling any existing year data.

REPORTS

In the upper toolbar of the *Time attendance* editor, you will find several icons for creating different reports and data exports.



- 1 First, **select the users** you wish to make a report about from the *List of users*.
- 2 **Click on the icon of the desired report** and set the additional settings.
- 3 You can save the newly generated report or view it with a suitable program.

Period report

The *Period report* displays **the daily recorded hours and number of repetitions for each individual statistic as well as the total sums for statistics**. The report contains data for the currently displayed period in the *Time attendance* editor.

Report

Use *Report* when you want to display **a detailed list of entries and exits** for selected users of the period currently displayed in the *Time attendance* editor.

Error report

The *Error report* offers different **filtering options** which enable you to display **customized reports of various exceptions and deviations** in the time attendance registration. This report is used primarily to locate errors in the time registration. You can custom set the period, filter parameters and report format.

Statistics report

The *Statistics report* for the period graphically displays the recorded daily statistics for the period currently displayed in the *Time attendance* editor.

Export

Export enables you to export the users' data into different text files (.xml or .csv) that can be imported and processed by a third-party program or application (for example, a payroll program).

Reports

Several special reports are grouped under the *Reports* icon. All the reports contain data of the currently displayed period in the *Time attendance* editor.

Custom reports

The drop-down list of the *Custom reports* icon contains reports, that were custom-made at the request of the user.

Custom reports are created in the *Custom Reports* editor.

ATTENTION!

Defining a new custom report definition is a very complex process that demands a detailed knowledge of the data structure within the Codeks database as well as the process of report generating. You can read more about Custom reports in the main documentation of the Codeks TA software.

A more detailed description of the reports can be found in the documentation of the main **Codeks application** or in the separate document **Codeks TA Time Attendance Reports**.

3 USERS

The **Users** editor enables you to manage users as well as edit their data and settings. Here you can add new employees, edit the data of existing users and assign cards to the users.

Users

Back Add user Add multiple users Edit user Delete user Time attendance Groups Company organization User lists User report adminEN Logout

User
Boris Jerovnik

Personal ID: 58
Department: Podjetje2NADI/Proizvodnja
External ID:
Group name:
Attendance type:
Card: 58585858

Detailed data of the current user

Show users from list
Show all users

Show users from department
Show all departments

Show users from group
Show all groups

Show users with cards of type
☒ User card
☒ Show TA users?
☒ Show AC users?
☐ FrontDesk visitor card
☐ FrontDesk replacement card
☐ FrontDesk system card
☒ Key manager key tag

Last name	Name	Personal ID	Card	Group	Department
PIN			123	Zaposleni	
Adrovič	Tamara	08	88888888	Zaposleni	...NADI/Kadrovska služba
Bajda	Ludvik	57	57575757	Zaposleni	...etje2NADI/Proizvodnja
Benkovič	Tilen	06	66666666	Zaposleni	Podjetje1NADI/IT
Glavan	Sebastjan	01	11111111	Zaposleni	Podjetje2NADI/Uprava
Jerovnik	Boris	58	58585858	Zaposleni	...etje2NADI/Proizvodnja
Kotnik	Jernej	010	10101010	Zaposleni	Podjetje1NADI/Service
Laznik	Franci	05	55555555	Zaposleni	...etje2NADI/Proizvodnja
Merkovič-Legar	Maja	09	99999999	Zaposleni	...djetje1NADI/Marketing
Močnik	Sonja	03	33333333	Zaposleni	...2NADI/Računovodstvo
Potočnik	Filip	013	13131313	Zaposleni	Podjetje2NADI/Razvoj
Repnik	Domen	07	77777777	Zaposleni	Podjetje1NADI/Prodaja
Simik	Marjta	02	22222222	Zaposleni	...djetje1NADI/Marketing
Simlednik	Katarina	04	44444444	Zaposleni	Podjetje1NADI/Nabava
Trdina	Manca	012	12121212	Zaposleni	Podjetje2NADI/Razvoj
Žrnik	Leon	014	14141414	Zaposleni	Podjetje1NADI/Prodaja

Show 50 entries Showing 1 to 16 of 16 entries (filtered from 29 total entries)

List of users

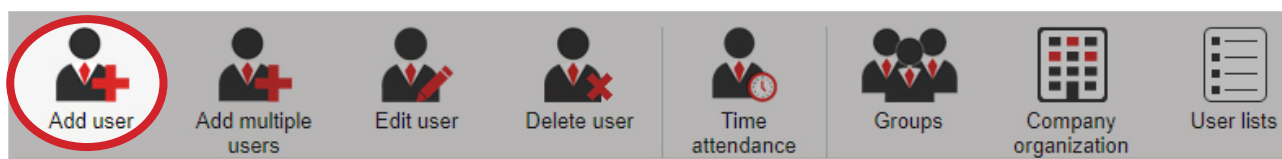
NOTE

Any changes made in the **Users** editor may change the recording of work hours in the **Time and attendance**.

You can find more about revisions in chapter **REVISIONS**.

ADDING A USER

- 1 To add a new user select and click the **Add user** icon in the upper toolbar.



- 2 A new window will open where you can **enter the new user's data and other settings**.

Enter the **user's personal data** and assign the user a **department**. (You can edit departments and other company units in the **Company organization** editor, which can be accessed through the **Settings** submenu.)

You can also assign the user **time and attendance** and **access control groups**. Read more about groups and assigning groups to a user in chapter **GROUPS**.

NOTE

Any changes made to Time and attendance groups may change the recording of the user's work hours. When changing the user's groups the system will inquire into which revision you wish to save the changes made to the user.

You can find more about revisions in chapter **REVISIONS**.

- 3 **Enable time registration for the user** and **set the start date of time registration**.
- 4 **Assign a card** for registration **to the new user**. Enter the number of the card or some other identification means into the **Card** field. Read more about assigning a card to a user in chapter **ASSIGNING A CARD TO A USER**.
- 5 Click **Save**.
- 6 Finally, **send tables** to relevant controllers (**SEND TABLES**).

ASSIGNING A CARD TO A USER

The cards (or other identification means for time attendance registration) assigned to users in the Codeks application have a unique number code, that can be read by the reader of a controller. The identification card itself **does not contain any data of the user** it is assigned to. The number code read by the reader serves only as a **reference to access data in a central database** of the Codeks application, where all the users' data is stored. This means that even if a user's card is lost or stolen, the user's data cannot be accessed or abused.

If a user's card is lost or stolen you can simply assign the user a new one, by entering a new number code. This action simultaneously disables the user's old card and assigns the user a new one.

NOTE

You CANNOT assign the same card to two different users.

If you want to assign a card, previously already used by a different user, to a new user, you must, first, assign a different card number to the original user or erase him from the system.

NOTE

Users who are using the Codeks system, for time attendance registration or access control, must always have a card number entered in the *Card* field, even if they are using different identification means, e.g. fingerprints, identification tags or a PIN code.

- 1 Enter the number of the card (or other identification means for time attendance registration) in the window for **entering the user's data and other settings**. There are two different ways to enter the number of a card:
 - a) **manually enter the number** printed on the card or other identification means,
 - b) **use a reader and the Read card functionality.**

The screenshot shows a web interface for assigning a card to a user. It includes a text input field labeled 'Card' containing the number '2735299'. Below this is a black button labeled 'Read card'. Further down is a checkbox labeled 'Allow card number input on keypad' which is currently unchecked. Below the checkbox is a text input field labeled 'PIN'. At the bottom left is a 'Cancel' button, and at the bottom right is a red 'Save' button.

- 2 Click **Save**.
- 3 Finally, **send tables** to relevant controllers (*SEND TABLES*).

Read card

You can assign a card to a user by using the **Read card** functionality. This function enables you to assign the last read card on a selected reader to a user.

- 1 Click Read card in the *window for entering the user's data and other settings*

- 2 A new window for reading the card on a reader will appear. First, **select the location of the reader**, where the card will be read.

- 3 **Position the pointer in the Card field and put the card on the reader.**

When the reader successfully reads the card a number will appear in the lower field.

Click **Use this card**.

- 4 This will assign the last read card to the user. To save the settings click **Save**.

- 5 Finally, **send tables** to relevant controllers (**SEND TABLES**).

CHANGING THE CARD

The process of changing the user's card is the same as **assigning a card to a user** (see *ASSIGNING A CARD TO A USER*).

ADVANCED SETTINGS

In the *Advanced tab*, you can enter additional data about the user as well as grant him user access for the Codeks application and advanced editing rights within the application.

- 1 To set advanced settings for a user in the *Advanced settings* tab **enter the desired data in the appropriate fields**.
- 2 Click **Save** after you are done editing to save the changes.
- 3 Finally, **send tables** to relevant controllers (*SEND TABLES*).

If you are adding a new user read chapter *ADDING A USER*.

In the *Advanced settings* tab, you can edit:

Username	The username assigned to the employee which enables him to login into the Codeks application as a user.
Password	The user's password for the Codeks user login.
Edit own time and attendance	If this setting is enabled the user can edit his own time attendance data in the <i>Time attendance</i> editor.
View own time and attendance	If this setting is enabled the user can view his own time attendance data in the <i>Time attendance</i> editor.
Edit own year data	If this setting is enabled the user can edit his own year data in the <i>Time attendance</i> editor.
Process own absences	If this setting is enabled the user can confirm his own absence announcements. NOTE <i>This setting is only available with the Codeks TA Leave announces Add-on.</i>
Process own permits	If this setting is enabled the user can confirm his own permit requests. NOTE <i>This setting is only available with the Codeks ePermits Add-on.</i>
Language	Sets the language setting of the Codeks application for the user.

Calendar	Sets the calendar that defines the users work obligation and work hours.
External ID	Optional setting that serves as additional identification data and is usually used when exporting data for third-party programs or applications.
Export ID	Optional setting that serves as additional identification data and is usually used when exporting data for third-party programs or applications.
*Picture	Upload interface for the user's photo (.jpg or .png format) that will be shown in the <i>Users</i> editor.
Valid from	The start date of the validity of the user's card. NOTE <i>This setting is only available for devices that communicate using the V9 protocol.</i>
Valid to	The end date of the validity of the user's card. NOTE <i>This setting is only available for devices that communicate using the V9 protocol.</i>
Master card	If this setting is enabled the user will be granted additional administrator rights on all controllers in the system.
Follow user	Enables the user to be followed through the system.
Hide user	If this setting is enabled, the user's identity will not be shown in the <i>Monitor</i> .
Executing alternative action	If this setting is enabled it allows external applications to quickly change a user's access rights. By using an appropriate REST call, an external application can define an alternative action to be used at certain passages for individual users. This functionality is only available for controllers with the firmware version at least 9.7.40.
Link code	A special setting used in advanced access control systems, two users with the same code must register simultaneously in order to open a certain passage. A custom numerical code that two or more users is entered in the field.
User card type	Set the type of the main user's card.

MANAGING DEPARTMENTS, ABSENCE ANNOUNCEMENTS, AND ELECTRONIC PERMITS

Department admin

In the *Department admin* tab, you can assign the current user **advanced rights to view and edit time registration data** of other users. These settings are used to **grant department managers the right to edit the time registration** of their employees.

- 1 You can assign different editing rights to the current user (department manager) and limit them according to a specific department.

To assign a right, add a checkmark in the appropriate box:

- 2 Save the settings by clicking the **Save** button.
- 3 Finally, **send tables** to relevant controllers (**SEND TABLES**).

- **View time and attendance**
The user can view the time registration data of other users in this department.
- **Edit statistics in time and attendance**
The user can edit the statistics in the time registration of other users in this department.
- **Edit time and attendance**
The user can edit the time registration data of other users in this department.
- **Edit year data**
The user can edit the year data of other users in this department.
- **Manage reservations**
The user can edit and confirm room reservations of other users in this department.
¹ This setting is only available when using the Codeks Reservations add-on.
- **TA Presence monitor**
The user can view the attendance table (of the Codeks TA Presence monitor add-on) for co-workers in this department.
² This setting is only available when using the Codeks TA Presence monitor add-on.
- **Absence overview**
The user can review the absences (announced daily absences or permits) of co-workers in the monthly or weekly overview.
¹ This setting is only available when using the Codeks Leave announces or the Codeks ePermits add-ons.
- **Receive notification when statistic limit exceeded**
The user will receive a notification when one of the employees in this department exceeds the limit of one of the statistics (e.g., the user receives a notification when an employee exceeds the limit of the Regular work statistic by working more than 10 hours a day).
- **Receive notification on illegal entry**
The user will receive a notification when one of the employees in this department comes to work outside the time slot of any valid time interval.
- **Receive notification on premature entry**
The user will receive a notification when one of the employees in this department arrives at work too early, ie. when there was not enough time to rest between his departure and his new arrival.

Saldo to transfer

Heads of departments who will be able to process the extraordinary saldo transfer requests need to be granted this right in their user settings. Therefore, in the user settings, it is necessary to **enable the Process saldo transfer requests setting in the Saldo to transfer tab, for each user designated as the department head**. Additionally, you can also enable the rights to notification - **Receive notification on request** and **Receive notification on approval or rejection**.

- 1 You can assign different rights to the current user (department manager) and limit them according to a specific department.

To assign a right, add a checkmark in the appropriate box:

- **Process saldo transfer requests**
The user can confirm saldo transfer requests of other users in this department.
- **Receive notification on request**
The user will receive a notification every time an employee in this department sends a saldo transfer request.
- **Receive notification on approval or rejection**
The user will receive an electronic notification every time a status of a saldo transfer request of any user in this department is changed.

- 2 Save the settings by clicking the **Save** button.
- 3 Finally, **send tables** to relevant controllers (**SEND TABLES**).

Absence admin

In the *Absence admin* tab, you can assign the current user **advanced rights to view and confirm leave announcements** of other users. These settings are used to **grant department managers the right to process absence announcements** of their employees.

- 1 You can assign processing rights to the current user (department manager) and limit them according to a specific department. To assign a right, add a checkmark in the appropriate box:

- **View announcement**
The user can view the absence announcements of other users in this department.
- **Process announcement**
The user can confirm absence announcements of other users in this department.
- **Request announcement for others**
The user can announce absences of other users in this department.
- **Alternative approver**
The user receives a notification and can confirm the request, if a user from this department, who is announcing his absence, chooses him as the addressee of the announcement. If there is more than one addressee defined for a specific department, the employee announcing his absence can choose who will receive the notification.
- **Can replace**
The user can be a replacement for coworkers in this department, if they announce a day of absence.
- **Request announcement notification**
The user is an additional addressee and will receive a notification every time an employee in this department announces his leave.
- **Process announcement notification**
The user will receive an electronic notification every time a status of an announcement request of any user in this department is changed.

- 2 Save the settings by clicking **Save**.
- 3 Finally, **send tables** to relevant controllers (**SEND TABLES**).

Permit admin

In the *Permit admin* tab, you can assign the current user **advanced rights to view and confirm permit announces** of other users. These settings are used to **grant department managers the right to process permit requests** of their employees.

- 1 You can assign processing rights to the current user (department manager) and limit them according to a specific department.

To assign a right, add a checkmark in the appropriate box:

- 2 Save the settings by clicking the **Save** button.
- 3 Finally, **send tables** to relevant controllers (**SEND TABLES**).

- **View announcement**
The user can view the permit requests of other users in this department.

- **Process announcement**
The user can confirm permit requests of other users in this department.

- **Request announcement for others**
The user can request permits for other users in this department.

- **Alternative approver**
The user receives a notification and can confirm the request, if a user from this department, who is requesting a permit, chooses him as the addressee of the announcement. If there is more than one addressee defined for a specific department, the employee requesting a permit can choose who will receive the notification.

- **Request announcement notification**
The user is an additional addressee and will receive a notification every time an employee in this department request a permit.

- **Process announcement notification**
The user will receive an electronic notification every time a status of a permit request of any user in this department is changed.

ADDITIONAL CARDS

In the **Additional cards** tab, you can assign a user additional identification cards or other identification means, such as identification tags, virtual cards or remote controls.

Card	PIN	Valid from	Valid till	Group name	Icons
1245				Same as the main	[Add] [Delete] [Check]
131155				Same as the main	[Add] [Delete] [Check]
2735299				Same as the main	[Add] [Delete] [Check]

NOTE

A user who uses the Codeks system for time attendance registration or access control **must have a numeric value entered in the (main) card field** in addition to the assigned additional cards (or other identification means), otherwise, errors may occur when registering events at controllers.

1 New means of identification can assign *in several ways*:

a) To manually add a new user card or tag click **Add**.

A new row will be inserted into the table below. Manually **enter the number printed on the identification means** into the first field of the newly added row.

Card	PIN	Valid from	Valid till	Group name	Icons
131155				Same as the main	[Add] [Delete] [Check]
1245				Same as the main	[Add] [Delete] [Check]

b) Use the **Read card** functionality to automatically assign a new card or tag to a user. You can read more about the **Read card** function in chapter *Read card*.

Swipe card on chosen reader

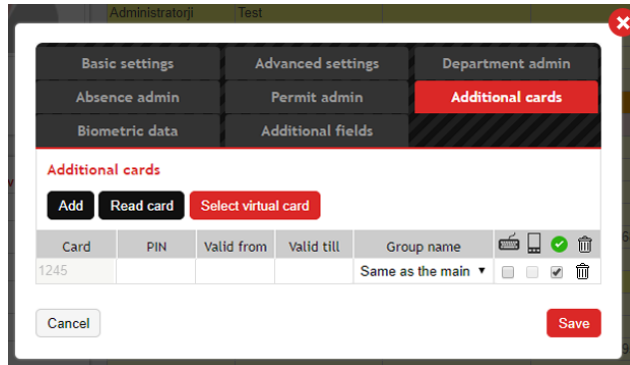
Reader is not assigned to any location

Location: Boardroom

Card:

Cancel Use this card

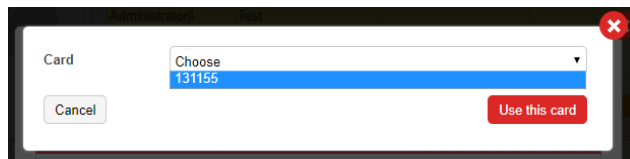
c) To add a virtual card click **Select virtual card**.



NOTE

To assign virtual cards to users, you need to purchase the Codeks Virtual Card license, which adds a specific number of virtual cards for employees to your Codeks system.

A new window will open. From the drop-down window select **a number of a virtual card** and click **Use this card**.



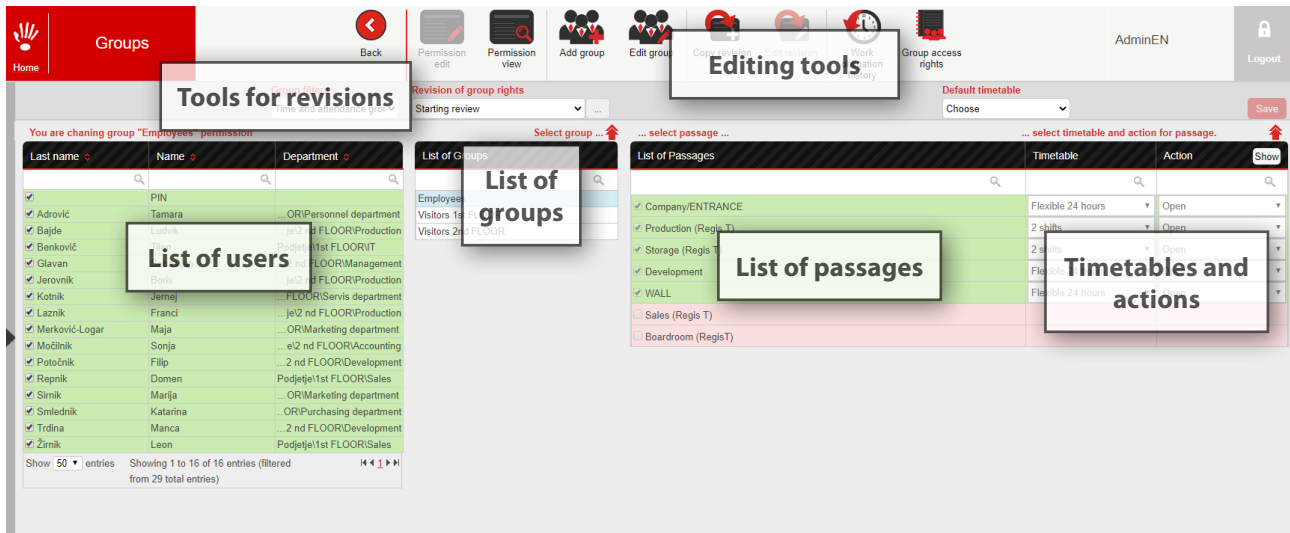
NOTE

By default, the additional card has the same rights as the user's main card. You can subsequently assign a different group to the new additional card and thus assign a different set of rights to the user.

- 2 Click **Save**.
- 3 Finally, **send tables** to relevant controllers (**SEND TABLES**).

4 GROUPS

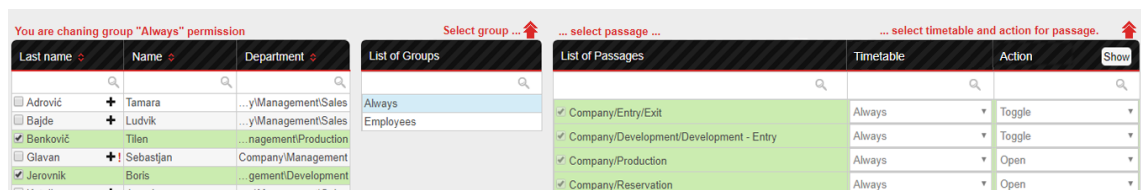
In the **Groups** editor, you can edit groups, assign users to different groups and edit the groups' rights at specific passages.



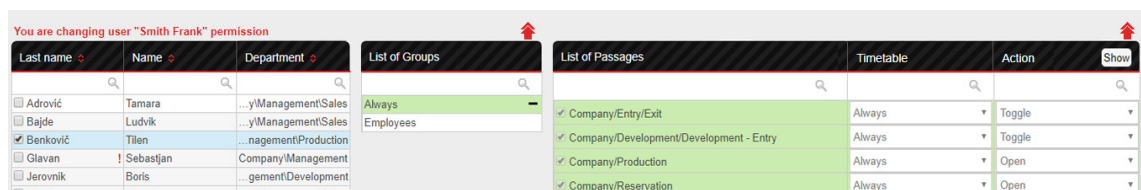
In the Codeks application, users are granted time attendance or access rights at specific passages through the groups they are assigned to.

The list of *users*, *groups*, and *passages* are displayed separately in the *Groups* editor. This enables you to see which users are assigned to a specific group and what kind of rights the group has, at the same time:

- When you **mark a specific group in the List of groups**, all the **users assigned to the group will be colored green**. At the same time **all the passages, where the group's users have granted access will also be colored green**.



- When you **mark a specific user in the List of users** all the **groups the user is assigned to will be colored green in the List of groups**. At the same time **all the passages, where the user has granted access will also be colored green**.



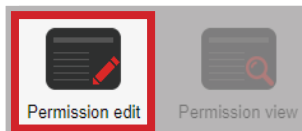
ADDING AND EDITING A GROUP

Several different types of groups are used in the Codeks application:

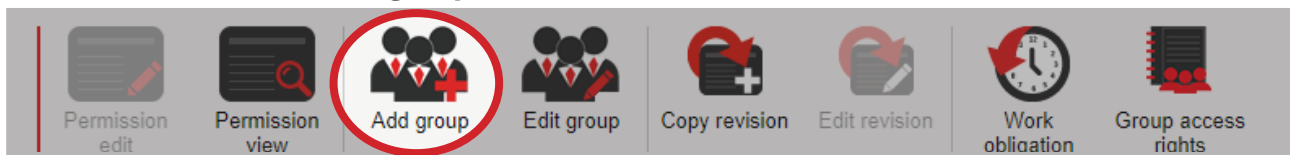
- **Time and attendance group** is the key group type in the Codeks TA application for time attendance registration. Use this group type to assign the daily work obligation of users as well as several other key settings for the time attendance system.
- **Access control group** is the group type used to assign access rights to users in the Codeks AC application for access control. A single user can be assigned several *Access control groups*.
- **Key manager group** is used to manage access to keys in combination with the Keymanager controller.
- **Relay controller group** is used to assign access at specific passages when using relay controllers.

Add a group

- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 Then select the **Add group** button.

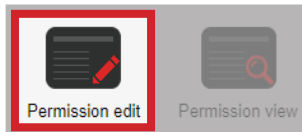


- 3 In the new pop-up window, **enter the name of the new group** and select the group **Type**.

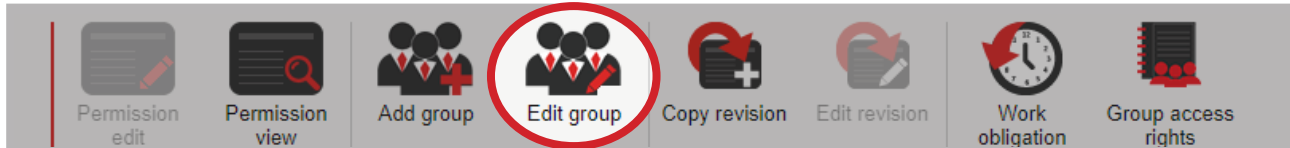
- 4 Click **Save**.
The new group will be displayed in the *List of groups*.

Edit a group

- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 Then **select the group** you wish to edit and select the **Edit group** icon.



- 3 A pop-up window will appear where you can edit the name, type and default timetable of the group.

- 4 When you are done editing, click **Save**.

ADDING AND EDITING ACCESSES

Assign access rights to a group of users by enabling the passage at a specific location and assigning a timetable, that defines when the users will be able to pass through the passage.

The *List of passages* is filtered depending on **the currently selected group**.

If the currently selected group is a:

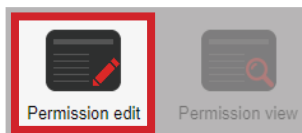
- **Time and attendance group**, only the passages where time attendance registration is enabled will be displayed,
- **Access control group**, all the passages where the users can physically pass will be displayed,
- **Key manager group**, only the key insert places will be displayed,
- **Relay controller group**, only the passages for relay controllers will be displayed.

NOTE

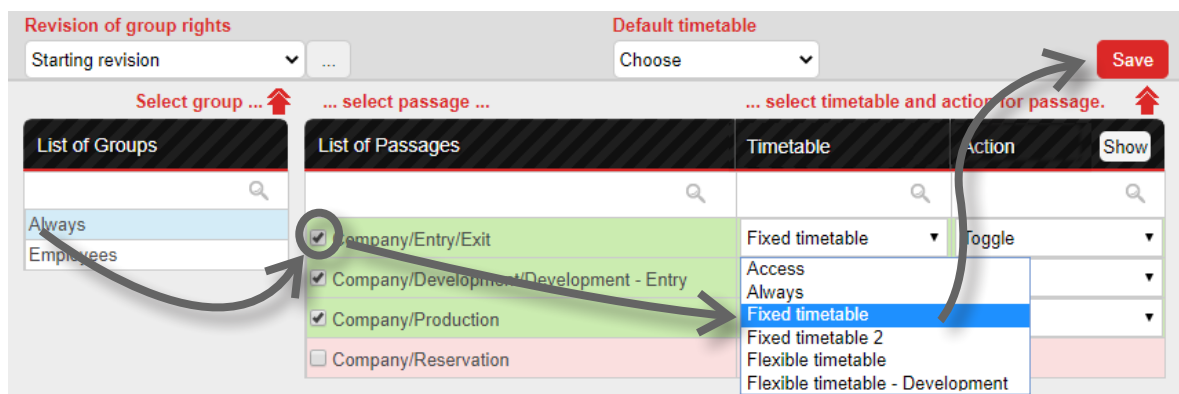
Any changes made in the *Groups* editor may change the recording of work hours in the *Time and attendance*. You can find more about revisions in chapter *REVISIONS*.

If a **user** is currently selected **all the passages will be displayed**.

- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 In the *List of groups* **select the group** you wish to assign an access right at a passage. The selected group will be colored *blue*.
- 3 To add an access right at a passage **enable the checkmark next to the name of the passage** in the *List of passages*.



The passages, where the group's access rights are **enabled**, are colored **green** and passages, where the group's access rights are **disabled**, are colored **red**.

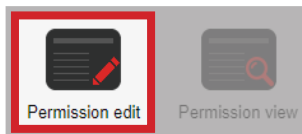
- 4 Set the **Timetable** that defines when the users will be able to pass through the passage.
- 5 When you are done editing, click **Save**.
- 6 Finally, **send tables** to relevant controllers (*SEND TABLES*).

ASSIGNING USERS TO GROUPS

You can assign several users to a group in the *Groups* editor or assign selected groups to a single user in the *Users* editor.

Assigning a user to a group

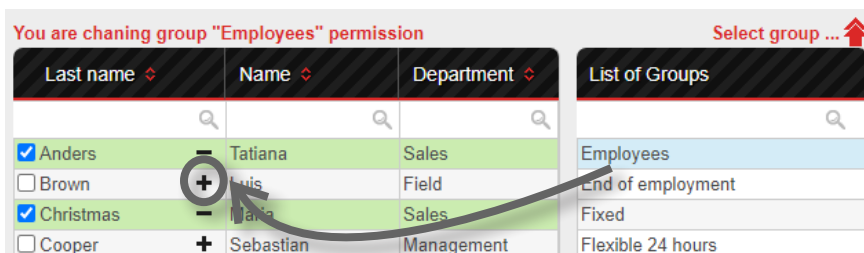
- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



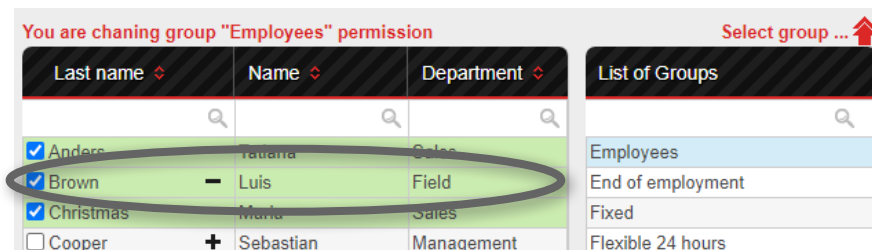
NOTE

Any changes made in the *Groups* editor may change the recording of work hours in the *Time and attendance*. You can find more about revisions in chapter *REVISIONS*.

- 2 In the *List of groups* **select the group** you wish to assign a user to.



- 3 Then **click the plus (+) icon next to the name of the user**.
- 4 The system will inform you that you are about to add a user to the selected group. The system will wait for your confirmation.
- 5 After confirming, the user will be assigned to the selected group and will be colored *green* in the *List of users*.



- 6 Finally, **send tables** to relevant controllers (*SEND TABLES*).

Assigning groups to a user

- 1 In the *Users* editor, find the selected user and open the user settings window.
- 2 **Assign the appropriate groups** in the *Groups* section of the window.

Groups	Employees ▼	Add group
	Always ▼	
	Choose ▼	

NOTE

The order of the assigned groups is important. The rights of the higher positioned group will override the rights of the lower positioned groups.

NOTE

Changing the groups assigned to a user changes can change the user's rights (in the currently valid User rights revision).

When changing the user's groups the system will issue a warning and offer you the option to create a new user revision so that you can save the current status of the user's settings for future reference.

You can find more about revisions in chapter *REVISIONS*.

- 3 When you are done editing, click **Save**.
- 4 Finally, **send tables** to relevant controllers (*SEND TABLES*).

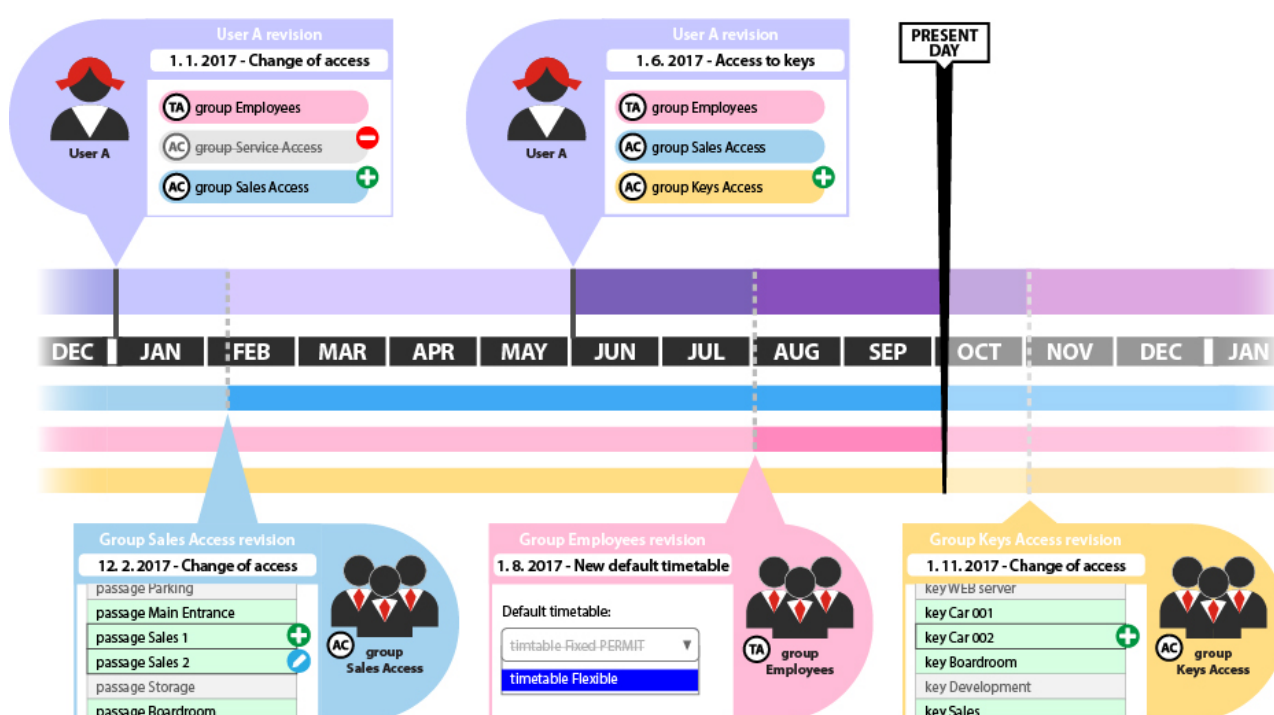
REVISIONS

Revisions are snapshots of the status of access or time&attendance rights of either an individual user or group. These snapshots (revisions) together form the history of changes made to the rights of users or groups. Revisions enable you to save and manage the past records of users' or groups' rights, and also set changes to these rights that will be put into effect sometime in the future.

There are two types of revisions: **user revisions** and **group revisions**. User revisions regulate and affect only the rights of a specific user, while group revisions simultaneously affect the rights of all users ("members") assigned to a particular group.

Changes that can be made using user or group revisions:

User revisions	Group revision
<ol style="list-style-type: none"> 1 – Changing the user's "membership" in groups 2 – Setting access exceptions for a user at specific passages 3 – Changing the calendar 4 – Setting the end of the user's time registration 	<ol style="list-style-type: none"> 1 – Changing the default timetable assigned to the group 2 – Changing the access rights at specific passages



Graphic depicting **user revisions** and **group revisions**. The group revisions indirectly also affect the rights of the user.

DESCRIPTION OF THE REVISION GRAPHIC

The graphic above presents a section of a user's rights, **which are affected by both the user's own revisions and the revisions of various groups, which the user belongs to:**

- At the end of the previous year the user was a member of the *Employees* and *Service Access* groups, however, at the beginning of the new year she was removed from the *Service Access* group and added to the *Sales Access* group.

- In February, the access right for the *Sales 1* passage was added to the *Sales Access* group and at the same time, the timetable for access at the *Sales 2* passage was changed.
- The user was added to the *Keys Access* group at the beginning of June and was thus granted rights to use certain keys.
- At the beginning of August, the default timetable of the T&A group *Employees*, used by members to register their time and attendance using mobile devices, was changed.
- From November on all members of the *Keys Access* group will be also able to use the *Car 002* key.

A user's rights on a specific day are therefore dependent on the current state of her "membership" in various groups and the state of the groups' rights on that same day.

In the example above, the user already has the right to use some keys at the beginning of October, because she became the member of the *Keys Access* group in June. However, she will not be able to use the *Car 002* key until November.

NOTE

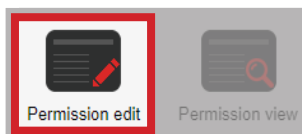
Any changes made in the *Groups* editor may change the recording of work hours in the *Time and attendance*.

Whenever changing the rights of any revision (i.e. past, present or future revision) the system will issue a warning and offer you the option of creating a new revision so that you can save the current status for future reference.

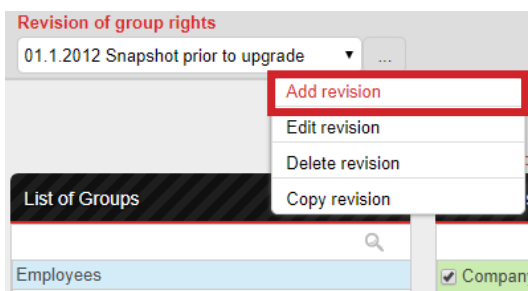
We recommend extreme caution when editing currently valid revisions and revisions in the past!

Add revision

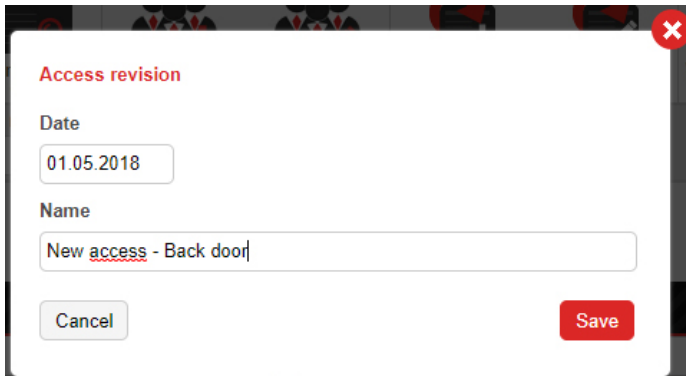
- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 **Select (mark) the group or user** for whom you wish to create a new revision. The group or user will be colored *blue*.
- 3 Then select the **Add revision** option from the drop-down menu next to the *Revision of group rights* or *User rights revisions* field.



- 4 A new pop-up window will open where you can enter the **Start date of the revision** and **the revision name**.



Access revision

Date
01.05.2018

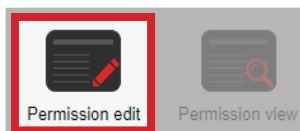
Name
New access - Back door

Cancel Save

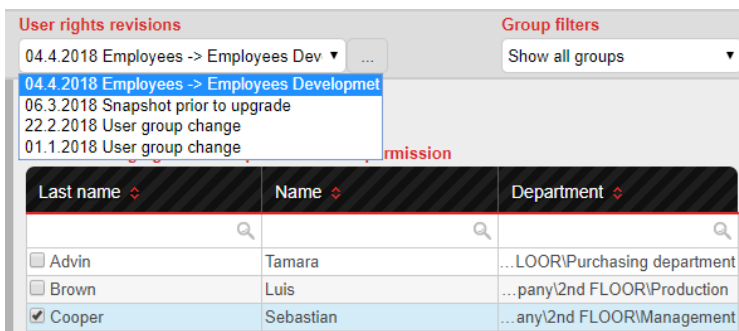
- 5 Click **Save**.
A new “empty” revision will be created which will not contain any access rights at passages.
- 6 To add rights in the newly added revision start editing the displayed status in the *Groups* editor.
- 7 Finally, **send tables** to relevant controllers (*SEND TABLES*).

Edit revision

- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 **Select (mark) the group or user** whose existing revision you wish to edit. The group or user will be colored *blue*.
- 3 From the drop-down menu of the appropriate field (*Revision of group rights* or *User rights revisions*) select the revision you wish to edit.



User rights revisions

04.4.2018 Employees -> Employees Dev ...

04.4.2018 Employees -> Employees Development

06.3.2018 Snapshot prior to upgrade

22.2.2018 User group change

01.1.2018 User group change

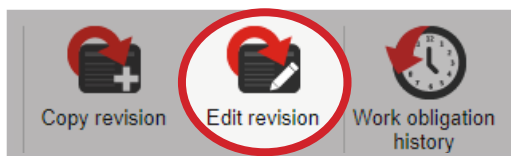
Group filters

Show all groups

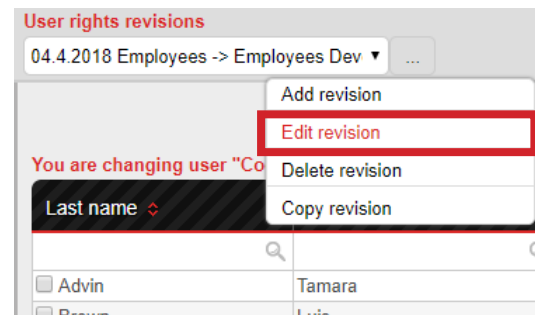
Last name	Name	Department
<input type="checkbox"/> Advin	Tamara	...LOOR\Purchasing department
<input type="checkbox"/> Brown	Luis	...pany\2nd FLOOR\Production
<input checked="" type="checkbox"/> Cooper	Sebastian	...any\2nd FLOOR\Management

- 4 After a revision has been selected, the status of rights saved in the revision will be displayed in the *Groups* editor. To change the rights in the revision, start editing the displayed status. After the first click, the system will inquire whether you wish to save the changes in the currently displayed revision or whether you wish to create a new revision. To edit the currently selected revision click **Save in current revision** and continue editing.

- 5 To edit the basic settings of the revision click the **Edit revision** icon from the toolbar or select the **Edit revision** option from the drop-down menu next to the *Revision of group rights* or *User rights revisions* field.



or



- 6 A new pop-up window will open where you can change the **Start date of the revision** and **the revision name**.

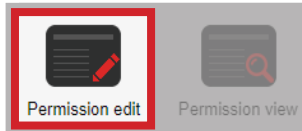
- 7 Click **Save**.
- 8 Finally, **send tables** to relevant controllers (**SEND TABLES**).

Delete revision

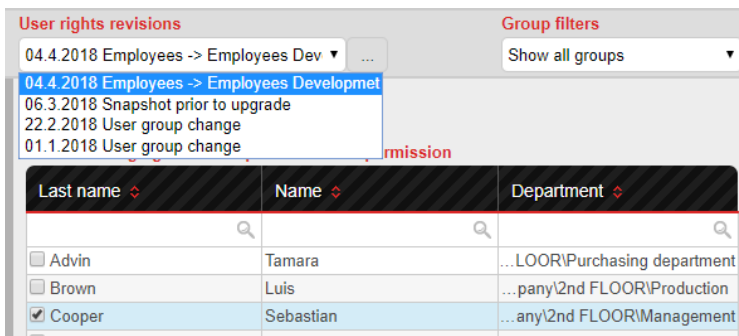
NOTE

Deleting a revision can change the recorded events of the time registration. We recommend extreme caution when deleting currently valid revisions and revisions in the past!

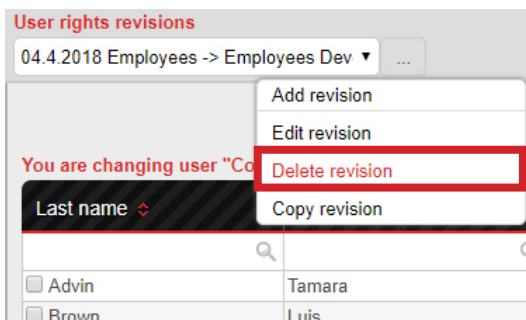
- 1 First, click the **Permission edit** icon to enable editing in the Groups editor.



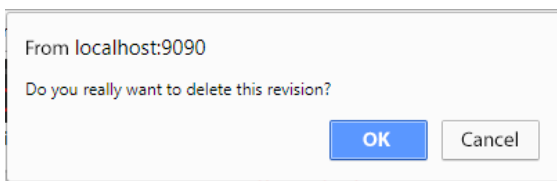
- 2 **Select (mark) the group or user** for whom you wish to delete a new revision. The group or user will be colored *blue*.
- 3 From the drop-down menu of the appropriate field (*Revision of group rights* or *User rights revisions*) select the revision you wish to delete.



- 4 To delete the revision click the **Delete revision** option from the drop-down menu next to the *Revision of group rights* or *User rights revisions* field.



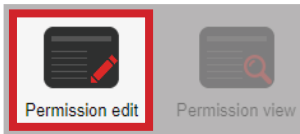
- 5 The system will warn you that you are about to delete a revision. To confirm the deletion click **OK**.



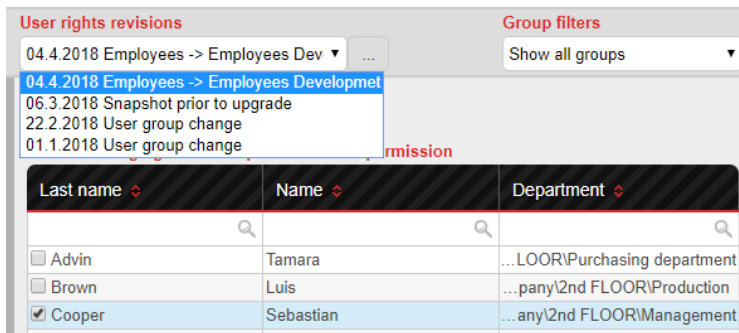
- 6 Finally, **send tables** to relevant controllers (*SEND TABLES*).

Copy revision

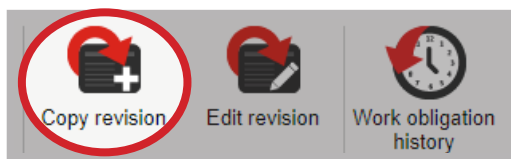
- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



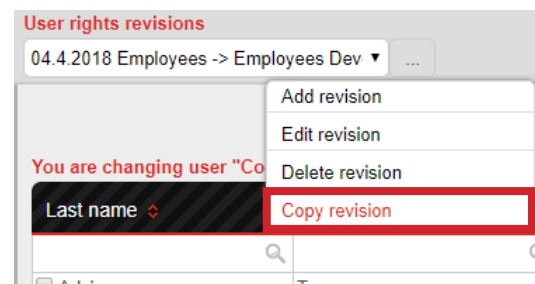
- 2 **Select (mark) the group or user** for whom you wish to create a copy of a revision. The group or user will be colored *blue*.
- 3 From the drop-down menu of the appropriate field (*Revision of group rights* or *User rights revisions*) **select the revision you wish to copy**.



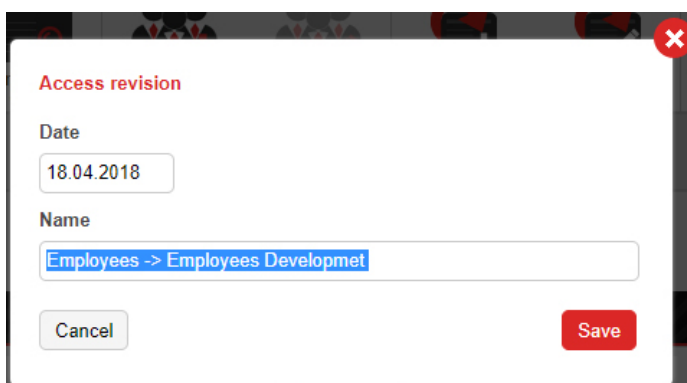
- 4 To copy the selected revision click the **Copy revision** icon from the toolbar or select the **Copy revision** option from the drop-down menu next to the *Revision of group rights* or *User rights revisions* field.



or



- 5 A new pop-up window will open where you can enter a new **Start date of the revision** and **the revision name**.

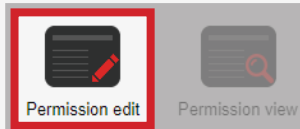


- 6 Click **Save**.
After copying, the *Groups* editor will display the status or rights in the newly copied revision which is the same as defined by the original revision. To change the rights in the newly copied revision, start editing the displayed status.
- 7 Finally, **send tables** to relevant controllers (*SEND TABLES*).

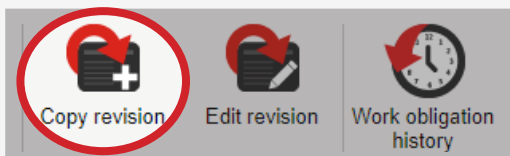
EXAMPLES OF USING REVISIONS

Changing the user's work obligation from 8 hours to 4 hours

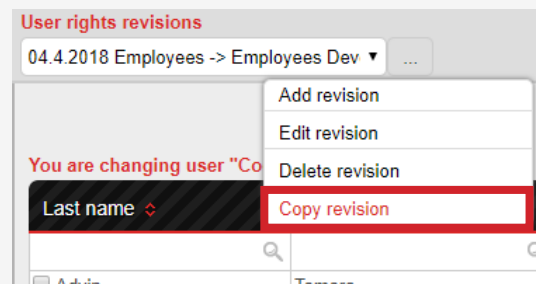
- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 To change a user's work obligation from 8 hours to 4 hours, first, find and select the user on the *List of users*.
- 3 Click the **Copy revision** icon from the toolbar or select the **Copy revision** option from the drop-down menu next to the *User rights revisions* field.



or

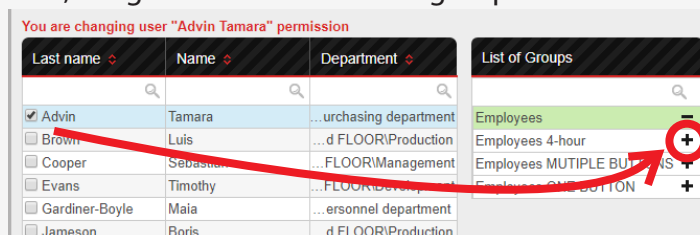


- 4 In the new pop-up window set a new **Start date of the revision**, which in cases such as this one is usually in the past, and add **the revision name**.

Click **Save**.

- 5 The *Groups* editor will display the status or rights in the newly copied revision which is the same as defined by the original revision.
At this stage, you can start to edit the displayed rights of the user.

- a) First, assign the user to the T&A group with a 4-hour work obligation.



- b) The system will inquire into which user revision you wish to save the entered changes.

Select **Save in current revision**.

- c) Then, remove the user from the group with an 8-hour work obligation.

The edited rights will be saved to the newly created user revision.

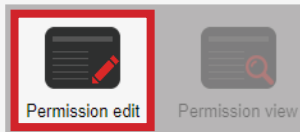
- 6 In order for the newly assigned rights of the user to take effect in the *Time attendance* editor, you must also **recalculate events for the appropriate period** in the *Time attendance* editor:

- a) In the *Time attendance* editor, first, select the user on the *List of users*.
- b) Then right-click and select the **Recalculate events** option from the menu.

The users time and attendance events will be recalculated in regard to the new defined work obligation.

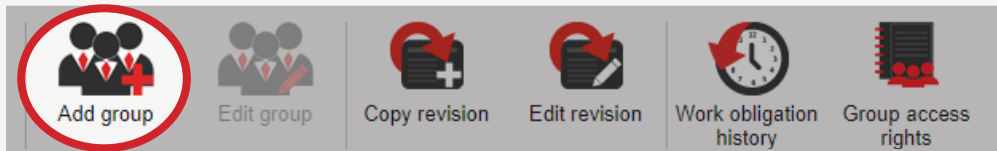
End of employment

- 1 First, click the **Permission edit** icon to enable editing in the *Groups* editor.



- 2 Next create a group for the end employment:

- a) First, click on the **Add group** button in the *Groups* editor toolbar.



- b) A pop-up window will open for adding a new group, where you can specify the group name, e.g. *End of employment*. Click **Save**.

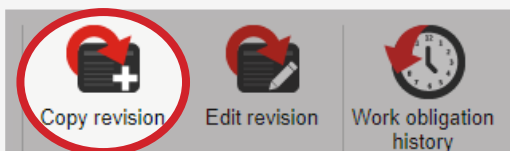
- c) The new group will appear on the *List of all groups*.

To terminate the employment relationship, the group deprives the user of the work obligation, so do not add any access rights i.e. timetables at passages.

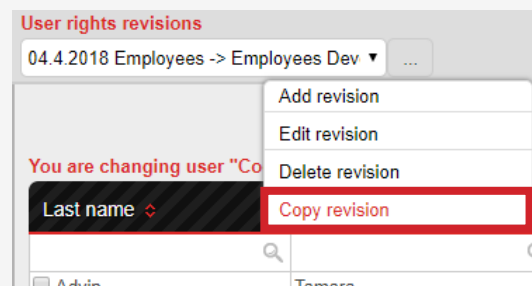
Select group ... ↑	... select passage select timetable for passage. ↑	
List of Groups	List of Passages	Timetable	Action
<input type="text"/> <ul style="list-style-type: none"> Employees End of employment Fixed Flexible 24 hours Students 	<input type="text"/> <ul style="list-style-type: none"> <input type="checkbox"/> Company/Main Entrance <input type="checkbox"/> Company/Main Exit <input type="checkbox"/> Company/Side Entrance <input type="checkbox"/> Company/Side Exit 	<input type="text"/>	<input type="text"/>

- 3 Then find and select the user on the *List of users*.

- 4 Click the **Copy revision** icon from the toolbar or select the *Copy revision* option from the drop-down menu next to the *User rights revisions* field.



or



- 5 In the new pop-up window set a new Start date of the revision to the day after the termination of employment and add the revision name.

Access revision

Date
16.02.2021

Name
End of employment

Cancel Save

- 6 Click **Save**.
- 7 The Groups editor will display the status or rights in the newly copied revision which is the same as defined by the original revision.
At this stage you can start to edit the displayed rights of the user.
- a) First, assign the user to the time&attendance group with no specified work obligation (i.e., the newly added End of employment group).

You are changing user "Anders Tatiana" permission

Last name	Name	Department
<input checked="" type="checkbox"/> Anders	Tatiana	Sales
<input type="checkbox"/> Brown	Luis	Field
<input type="checkbox"/> Christmas	Maria	Sales
<input type="checkbox"/> Cooper	Sebastian	Management
<input type="checkbox"/> Elder	Niko	Field
<input type="checkbox"/> Evans	Timothy	Field

List of Groups
Employees
End of employment
Fixed
Flexible 24 hours
Students

- b) The system will inquire into which user revision you wish to save the entered changes. Select **Save in current revision**.

User: Anders Tatiana

Access revision: 16.2.2021 End of employment

Changes	Current state	New state
	Flexible 24 hours	Flexible 24 hours
		End of employment

How do you want to save the changes?

Cancel Save in current revision Save in a new revision

c) Then, remove the user from their former T&A group.

The screenshots show the 'You are changing user "Anders Tatiana" permission' interface. The top screenshot shows the 'List of Groups' with 'Flexible 24 hours' selected and a minus sign button highlighted. The bottom screenshot shows the same user with 'Flexible 24 hours' highlighted in the 'List of Groups'.

Last name	Name	Department
<input checked="" type="checkbox"/> Anders	Tatiana	Sales
<input type="checkbox"/> Brown	Luis	Field
<input type="checkbox"/> Christmas	Maria	Sales
<input type="checkbox"/> Cooper	Sebastian	Management
<input type="checkbox"/> Elder	Niko	Field
<input type="checkbox"/> Evans	Timothy	Field
<input type="checkbox"/> Flanigan	Andu	Field

List of Groups
Employees +
End of employment -
Fixed -
Flexible 24 hours +
Students +

The edited rights will be saved to the newly created user revision.

8 In order for the newly assigned rights of the user to take effect in the Time attendance, you must also **recalculate events for the appropriate period** in the *Time attendance* editor:

- a) In the *Time attendance* editor, first, select the user on the *List of users*.
- b) Then right-click on it and select the **Recalculate period** function from the menu (with the *Reset manual changes* option disabled), which allows you to specify the recalculation period more precisely.

The users time and attendance events will be recalculated in regard to the new defined work obligation.

5 TIMETABLES

In the **Timetables** editor, you can view, create and edit timetables. Timetables in the Codeks application define when users can pass through specific passages and when they can access certain functionalities of controllers.

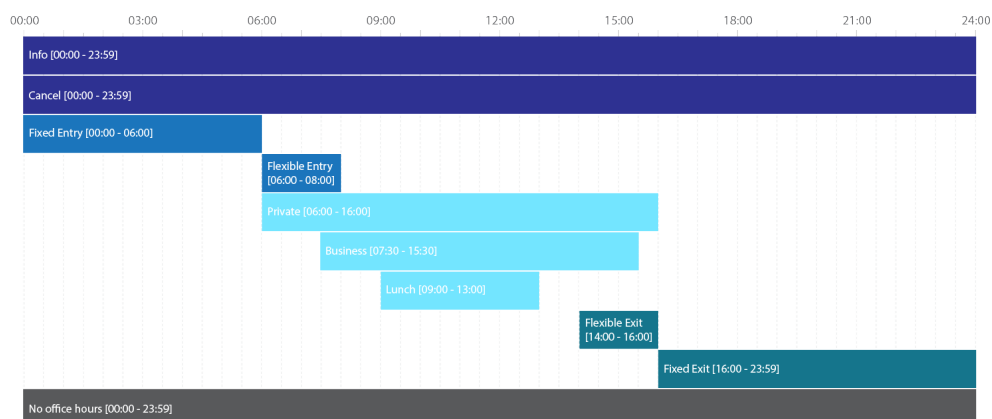
The screenshot displays the 'Timetables' editor interface. On the left, a sidebar shows a 'List of timetables' and 'Intervals in timetable Fixed permit'. The main area features a 'List of all time intervals' table with columns: Name, Type, From, To, Start, Stop, and Button. The table lists various intervals such as '24 hour entry', 'Business 06:00-14:00 unauthorized', and 'Fixed entry 00:00-06:00'. On the right, the 'Interval data' form is visible, allowing for editing an interval. It includes fields for 'Interval description', 'Interval type', 'Text', 'Button', 'From', 'To', 'Valid from', 'Action', 'Start at', 'Add interval after entry', 'Day offset', 'Add entry instead of statistic overwrite', 'End open general purpose intervals', and 'Statistic'. A 'Save' button is at the bottom right.

The structure of timetables

Timetables are, in essence, **collections of multiple time intervals** that determine the classification of registered events through the day. The time intervals are defined independently and can be assigned to several timetables simultaneously.

NOTE

The same time intervals can be simultaneously assigned to several timetables. By making changes to a selected time interval you are affecting all the timetables the time interval is assigned to.



Graphic representation of a typical timetable.

Types of timetables

The Codeks application uses different types of timetables to define users' rights:

- **Timetables for time and attendance** are used to manage and record the users' work hours. These timetables define when employees may arrive or depart from work, what kind of absences are allowed during their work hours, and they also define their daily work obligation.
- **Only access timetables** are used to define the users' rights in access control systems. These timetables define when users may pass through specific passages.
- In addition to the two basic types of timetables, several **special types of timetables** are used with specific Codeks Add-ons or additional applications. You can read more about these special types of timetables in the main documentation of the Codeks application (CodeksManual-en.pdf).

Terms fixed and flexible

The terms **fixed** and **flexible** are used to describe how time intervals are set to record the start or end of their duration:

- **If an interval has a fixed way of recording work hours**, this means that **a fixed pre-defined time will be recorded** and used for calculations, **instead of the actual time** a user registered at a controller.

Example:

A *Fixed entry* interval is defined, that records any entry events registered before 6 a.m. The term "fixed" applies to how the start of the user's work hours is recorded. Regardless of the actual time, the event was recorded, the start of the Entry interval is always set to 6:00 if the user registered his arrival before 6 a.m.

- **If an interval has a flexible way of recording work hours**, this means that **the actual time of event registration will be used** every time a user registers an event at a controller during the interval duration.

Example:

An *Entry flexible* interval is defined, that records any entry event registered between 6 and 8 a.m. The term "flexible" describes how the start of the user's work hours will be recorded. When a user registers an entry event between 6 and 8 a.m. the actual time of the event registration will be recorded as the start of the interval.

Companies often use **a combination of intervals with a fixed and flexible way of recording the start of intervals**.

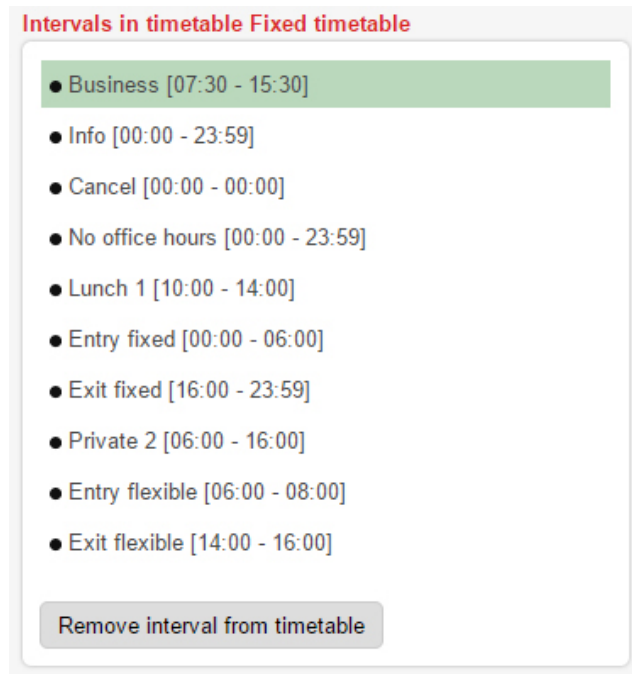
Example:

All users in a company must be present at their workplace at 8 a.m. in the morning. The start of their workday is defined by two intervals:

- **fixed, if the users arrive at work before 6:00 in the morning**
If a user arrives at work before 6:00, his work hours start to record at 6:00, regardless of when exactly the user recorded his Entry event.
- **flexible, if the users arrive at work between 6:00 and 8:00 in the morning**
If the user arrives at work between 6:00 and 8:00, his work hours start to record from the actual time of registering his Entry event at the controller.

Interval hierarchy

When planning and using time interval also **keep in mind the intervals' hierarchical order in the selected timetable**. The current hierarchical order of the intervals can be seen in the *Intervals in timetable* window on the left side of the *Timetables* editor.



Time intervals assigned to a timetable determine how a specific registered event at a time attendance controller will be recorded. When a user registers at a controller the system looks for the highest ranking time interval that is valid at that time of day. If more than one time interval is valid at a specific time of day, the system will record events using the highest ranking one (e.g. for the timetable presented in the picture above, the system would record an event registered at 10:30 using the *Business interval* not the *No office hours interval*).

NOTE

The interval hierarchy does not apply to time intervals with assigned buttons. To activate an interval with an assigned button a user must select the appropriate button before registering at the controller.

ADDING AND EDITING A TIMETABLE

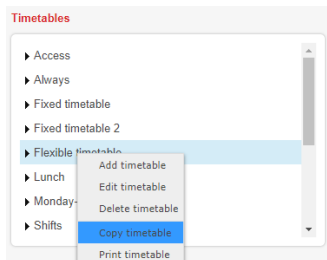
ADVICE

When creating a new timetable, first, make a copy of a similar existing timetable, then edit the copy according to your specifications. This will save time when adding a new timetable.

ADVICE

When creating a new timetable, first, make a copy of a similar existing timetable, then edit the copy according to your specifications. This will save a backup copy of the original timetable.

- 1 Select a **similar existing timetable**, right-click and **copy** it.



- 2 **Double-click the new copy of the timetable** to open the timetable settings pop-up window.
- 3 Change the name of the timetable.

 A screenshot of a 'Basic data' pop-up window. It has a 'Name' field containing 'Flexible timetable (Copied)' and a 'Type' dropdown menu set to 'Only access timetable'. There are 'Cancel' and 'Save' buttons at the bottom.

- 4 * More settings are possible for the *Timetable for time attendance*.

 A screenshot of a more detailed timetable settings window. The 'Basic data' section includes fields for Name ('Fleksible timetable Development'), Type ('Timetable for time attendance'), Calendar ('Choose'), Code, and Color. The 'TA screen' section has a 'Displayed data on registration' dropdown set to 'Default' and an 'Edit display groups' button. The 'Work obligation' section shows a grid for days of the week with time selection (HH:mm) and a green plus icon. Below this is an 'Average work obligation' field set to '00:00'. Other options include 'Decrease leave for work obligation' (checkbox), 'Statistic id when work obligation is 0' (dropdown), 'Lunch count mode' (dropdown), 'Drive count mode' (dropdown), and 'Ignore holiday and weekend' (checkbox).

You can set the users' daily work obligation and the mode for counting lunches and drives with the setting for the *Timetable for time attendance*.

You can read more about the *Timetables for time attendance* in the main documentation of the Codeks application available on our download pages: <https://jantar.si/en/documentation/>.

- 5 When you are done editing the timetable, click **Save**.

ADDING AND EDITING AN INTERVAL

ADVICE

When creating a new time interval, first, make a copy of a similar existing interval, then edit the copy according to your specifications. This will save time when adding a new time interval.

ADVICE

When creating a new time interval, first, make a copy of a similar existing interval, then edit the copy according to your specifications. This will save a backup copy of the original time interval.

- 1 Select a **similar existing interval**, right-click and **copy** it.

List of all time intervals

Name	Type	From	To
Entry flexible	+ Entry	06:00	08:00
Exit fixed	+ Exit	16:00	23:59
Exit flexible	+ Exit	14:00	16:00
Info	- Info	00:00	23:59
Lunch	- General purpose	10:00	14:00
Lunch 2	+ General purpose	14:00	18:00
Monday-Friday	+ Access	06:00	18:00
No office hours	+ Entry / Exit	00:00	23:59
No office hours	- Entry / Exit	00:00	23:59
Permit Access	- Entry / Exit	00:00	23:59

- 2 **Double-click the new copy of the time interval** to enable the interval edit window.

Interval data

Interval description
Entry flexible (Copied)
Text
Entry
From
06:00 HH:mm
To
08:00 HH:mm
Valid from
Valid till
Action

Interval type
Entry
Button (Edit)
Choose

☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☒ Saturday
☒ Sunday
☒ Holiday
☐ Restday
☐ +1 day (night work)
☐ Strict mode
Interval color
#000000
Only for permits
☐

Start at
Use actual time
Add interval after entry
Choose
Day offset
Current day
Add entry instead of statistic overwrite
☐
End open general purpose intervals
☐
Statistic
E001 Only entry

Cancel Save

- 3 Enter the desired changes. You can read more about individual setting in the main documentation of the Codeks application (CodeksManual-en.pdf).
- 4 When you are done editing the time interval, click **Save**.

The new time interval is still not assigned to any timetable at this stage. The process of assigning a time interval to a selected timetable is described in chapter *ASSIGNING AN INTERVAL TO TIMETABLE*.

ASSIGNING AN INTERVAL TO TIMETABLE

- 1 In the *List of timetables*, **select the timetable** you wish to assign a time interval to.
- 2 Then **locate the desired time interval** in the *List of time intervals* and click the **plus (+) icon** next to its name.

Timetables

- Access
- Always
- Fixed timetable
- Fixed timetable 2
- Flexible timetable
- Flexible timetable - Development**
- Lunch
- Monday-Saturday

List of all time intervals

Name	Type	From	To	Start	Stop	Button
Entry flexible	+ Entry	06:00	08:00			
Exit fixed	+ Exit	16:00	23:59		16:00	
Exit flexible	+ Exit	14:00	16:00			
Info	- Info	00:00	23:59			4
Lunch	+ General purpose	10:00	14:00			8
Lunch 2	- General purpose	14:00	18:00			
Monday-Friday	+ Access	06:00	18:00			
No office hours	+ Entry / Exit	00:00	23:59			3
No office hours	- Entry / Exit	00:00	23:59			3

- 3 When the time interval has been successfully added to the selected timetable, it will be colored *green* in the *List of time intervals*.

Timetables

- Access
- Always
- Fixed timetable
- Fixed timetable 2
- Flexible timetable
- Flexible timetable - Development**
- Lunch
- Monday-Saturday

List of all time intervals

Name	Type	From	To	Start	Stop	Button
Entry flexible	+ Entry	06:00	08:00			
Exit fixed	+ Exit	16:00	23:59		16:00	
Exit flexible	+ Exit	14:00	16:00			
Info	- Info	00:00	23:59			4
Lunch	+ General purpose	10:00	14:00			8
Lunch 2	- General purpose	14:00	18:00			
Monday-Friday	+ Access	06:00	18:00			
No office hours	+ Entry / Exit	00:00	23:59			3
No office hours	- Entry / Exit	00:00	23:59			3

6 SENDING TABLES

All the changes made in the Codeks application are saved in the application's database. However, some settings and changes must be subsequently sent to affected controllers ***in order for them to take effect when registering events.***

NOTE!

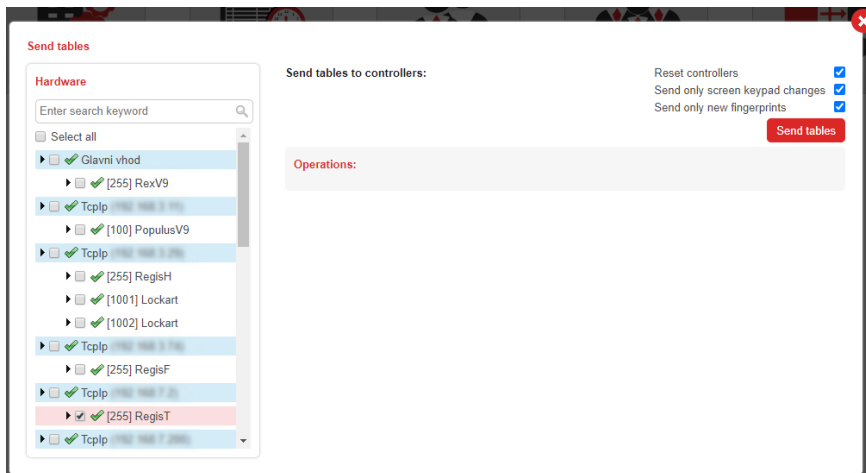
You do **NOT** need to send tables after editing the data in the *Time registration* editor.

To implement the changes made to the *hardware, users, groups, timetables* or *settings* you must ***update the saved data on the affected controllers by using the Send tables function.***



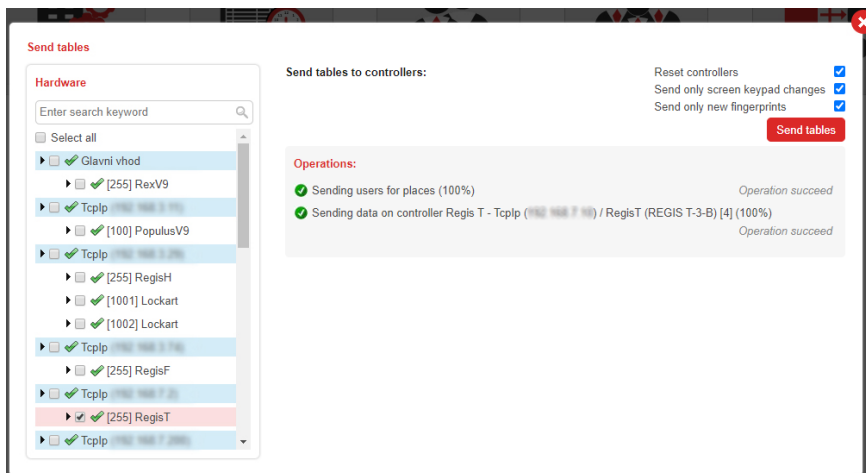
SEND TABLES

- 1 To send tables click the **Send tables** button in the *Main menu*.
A new window will open where you can select the appropriate controllers.
- 2 **Select all the controllers** to which you want to send tables from the *List of controllers* on the left.
- 3 Click the **Send tables** button.



The process can take several minutes depending on the number of controllers and the speed of the connection.

- 4 The system will display a report in the window when the process is finished.



7 MONITOR

In the **Monitor**, you can track the current events of time registration and access control. The *List of events* displays the current time-stamped events and displays which user made a certain event. The list also displays information about the user's card, location, event type and other event details.

The screenshot shows the Monitor application interface. At the top, there is a navigation bar with icons for Home, Monitor, Back, Live events, Presence in the room, Door statuses, Time, Admin, and Logout. Below the navigation bar, there are several overlays and a main table.

Manual door actions overlay:

Uporabnik	Kartica	Lokacija	Časovni čas	Dogodek	Tipa	Registracija Časa
Demaž Andreja	2735299	Podjetje / VHOD	30.11.2017 13:30:33	Pretečeno	0	/
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:04:15	Prehod	[4] Info	... od 10:04 Saldo -144.00 Dopust 00:00
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:04:05	Prehod	0	Vhod Saldo -144.00
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:03:58	Prehod	[4] Info	...n od 10:03 Saldo -149.57 Skupaj 02:03
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:03:47	Prehod	[1] Poslovno	...oljen vhod Saldo -149.57 Skupaj 02:03
Glavan Sebastijan	*****	Podjetje / VHOD	28.12.2017 09:02:37	Prehod	0	Vhod Saldo -88.00
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:03:25	Prehod	0	Izhod Saldo -149.57 Skupaj 02:03
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:03:22	Prehod	0	Vhod Saldo -144.00
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 10:03:19	Prehod	0	Izhod Saldo -149.57 Skupaj 02:03
Demaž Andreja	2735299	Podjetje / VHOD	28.11.2017 08:00:59	Prehod	0	/
Bajde Ludvik	2338595	Podjetje / VHOD	28.11.2017 08:00:50	Prehod	0	Vhod Saldo -144.00

Details of current event overlay:

Dogodek: Prehod
Uporabnik: Glavan Sebastijan
Kartica: 2338595
Lokacija: Glavan vhod / Glavan vhod - kartica
Čas: 28.11.2017 09:02:37

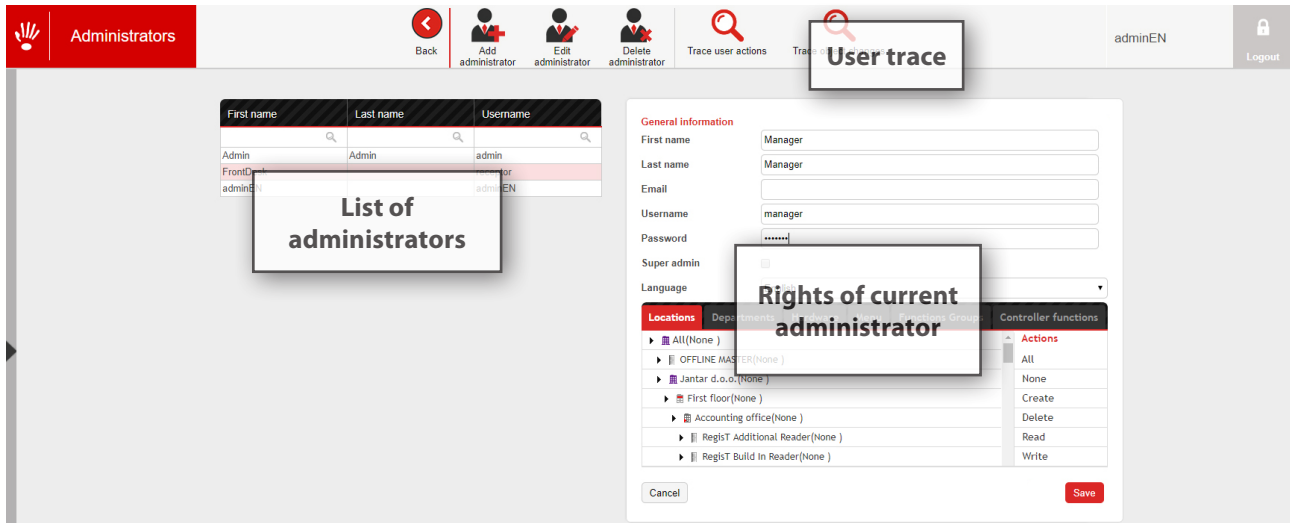
List of locations overlay:

- Locations
- Select all
- Company
- ENTRANCE
- Production (Regis T)
- Storage (Regis T)
- Development
- WALL
- Sales (Regis T)
- Boardroom (Regis T)
- 1st floor
- Purchase
- IT
- Service department
- Marketing department
- 2nd floor
- Accounting

Buttons for manual door actions enable you to manually initiate certain actions on selected passages. To use the buttons first select the desired passage on the *List of locations* and then **click the appropriate button**.

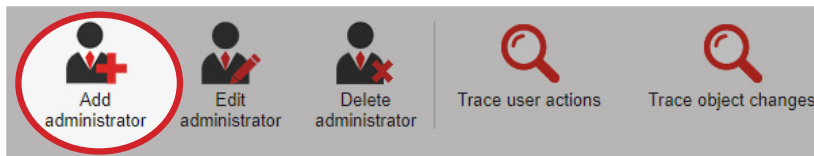
8 ADMINISTRATORS

In the **Administrators** editor, you can add and edit the Codeks system administrators as well as manage the administrators' rights. The toolbar also contains links to the **User trace** viewer.

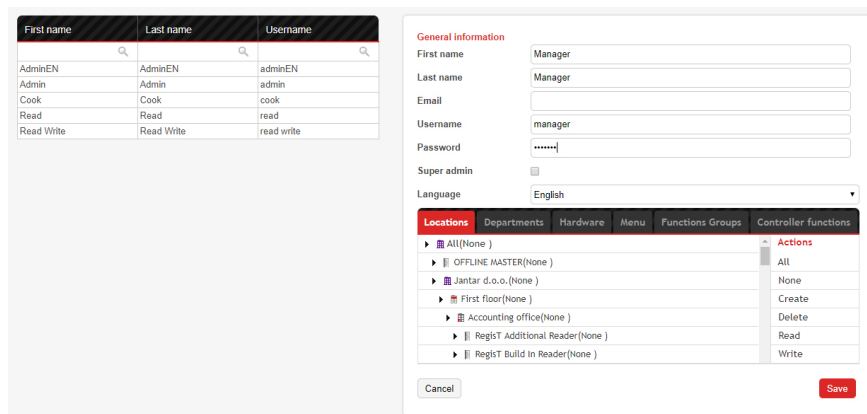


ADDING A NEW ADMINISTRATOR

To add a new administrator click the **Add administrator** icon in the toolbar.



- 1 The window for editing the administrator rights will be enabled. Enter the name of the new **administrator** and assign a **unique username and password**.



- 2 You can **assign specific rights** to the administrator according to the location, departments, hardware, and menus. You can make the administrator a *super admin*, which means that the administrator is *granted all editing rights* in the Codeks application.
- 3 Click **Save** when you are done editing to save the new administrator.
The new administrator will be added to the *List of administrators* on the left.

First name	Last name	Username
AdminEN	AdminEN	adminEN
Admin	Admin	admin
Cook	Cook	cook
Read	Read	read
Read Write	Read Write	read write
Manager	Manager	manager

General information

First name:

Last name:

Email:

Username:

Password:

Super admin: ☐

Language:

Locations Departments Hardware Menu Functions Groups Controller functions

☐ All (None)
 ☐ OFFLINE MASTER (None)
 ☐ Jantar d.o.o. (None)
 ☐ First floor (None)
 ☐ Accounting office (None)
 ☐ RegiST Additional Reader (None)
 ☐ RegiST Build In Reader (None)

Actions
☐ All
☐ None
☐ Create
☐ Delete
☐ Read
☐ Write



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