

Codeks Apartment Kit

Software for managing small hotels



APARTMENTS



Codeks Apartment Kit user manual

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2023 in Naklo

Table of Contents

Chapter 1 Codeks Apartment Kit	4
1.1 Licence Information.....	5
1.2 Disclaimer and Warranty.....	6
1.3 Contact Information.....	6
Chapter 2 Description	7
2.1 System requirements.....	8
2.2 Software installation.....	9
2.3 Activating the license code.....	11
Chapter 3 Working with the Codeks Apartment Kit	15
3.1 Login.....	15
3.2 Main Menu.....	16
3.3 Sending tables.....	17
3.4 Rooms.....	19
3.4.1 Adding hotel rooms	20
3.4.2 Adding public hotel areas	23
3.4.3 * Adding communication interface	25
3.4.4 Hardware types	26
3.4.5 * Predefined hotel cards	28
3.5 Reservation overview.....	33
3.6 Guest management.....	34
3.6.1 Adding a guest reservation	35
3.6.2 Edit a guest reservation	40
3.6.3 * Sending email notifications to guests.	41
3.6.4 Remove a guest reservation	43
3.7 Reports.....	44
3.8 Settings.....	46
3.8.1 Program settings	47
3.8.2 Mail settings	48
3.8.3 Hotel	49
3.8.3.1 * Email template.....	50


1 Codeks Apartment Kit

The **Codeks Apartment Kit** is a standalone application from the *Codeks software* family, designed to be used in small hotels or B&Bs (recommended up to 10 rooms). The *Codeks Apartment Kit* contains tools for managing hotel guests and reservations as well as tools for controlling access to individual hotel rooms and public hotel areas.

NOTE

This manual contains only the description and installation instruction for the *Codeks Apartment Kit* application. Screenshots of the application used in this manual were made in a web browser.

1.1 Licence Information

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- All copyrights of Codeks Apartment Kit are exclusively owned by the author, Jantar d.o.o.
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- Codeks Apartment Kit binary code may NOT be used or reverse engineered to re-create the Codeks access control, time and attendance or communication algorithms which are proprietary and protected by copyright law.
- Codeks is distributed "as is". No warranty of any kind is expressed or implied. You use the Codeks software at your own risk. Neither the author nor his authorised distributors will be liable for any data loss, damages, loss of profits or any other kind of loss while using, misusing or being unable to use this software.
- All rights not expressly granted here are reserved by Jantar d.o.o.
- By installing and using the Codeks Apartment Kit add-on you are accepting the terms and conditions of this license.
- If you do not agree with the terms of this license you must remove all Codeks Apartment Kit files from your storage devices and cease using the product.

1.2 Disclaimer and Warranty

Disclaimer

The information in this document is subject to change without notice. While the information contained herein is assumed to be accurate, Jantar d.o.o., assumes no responsibility for any errors or omissions. We also reserve the right to discontinue or change the specifications of products without prior notice. No claim can be made in the case of profit or loss from use or sale of any products bought or delivered by us. Errors reported will be corrected in new software releases.

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Although we strive to include accurate and up to date information, Jantar d.o.o., without prejudice to the generality of this paragraph does not guarantee that the information in this manual is complete, true, accurate and not misleading.

The information in this manual is designed for user purposes and not as a substitute for information from customer regulations, technical manuals/documents or other official documents. Customers using this manual can report errors or omissions, recommendations for improvement or other comments to Jantar d.o.o..

1.3 Contact Information

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 utilised 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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SLOVENIA

VAT ID: SI34737332

E-mail: info@jantar.si

Web page: www.jantar.si

SUPPORT

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

2 Description

The **Codeks Apartment Kit** is a standalone application from the *Codeks software* family, designed to be used in small hotels or B&Bs (recommended up to 10 rooms). The *Codeks Apartment Kit* contains tools for managing hotel guests and reservations as well as tools for controlling access to individual hotel rooms and public hotel areas.

The *Codeks Apartment Kit* software package contains:

- the *Codeks Apartment Kit* license code,
- the *Codeks Apartment Kit* installation software,
- the User Manual for the *Codeks Apartment Kit*.



2.1 System requirements

Before installing the Codeks Apartment Kit, make sure these system requirements are met:

- a server installed with the Windows 10 operating system or newer,
- correctly installed hotel hardware devices connected to the Codeks server (available ethernet (LAN) ports),
- display resolution at least 1366 x 768 px (recommended resolution 1440 x 900 px),
- installed Microsoft .NET Framework 4.8,
- a minimum of 4 GB of RAM and a dual-core processor,
- at least 50 GB of free space on the hard drive,
- PDF Reader software for viewing generated 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 if you are using a different browser or older browser versions.)

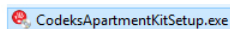
2.2 Software installation

NOTE

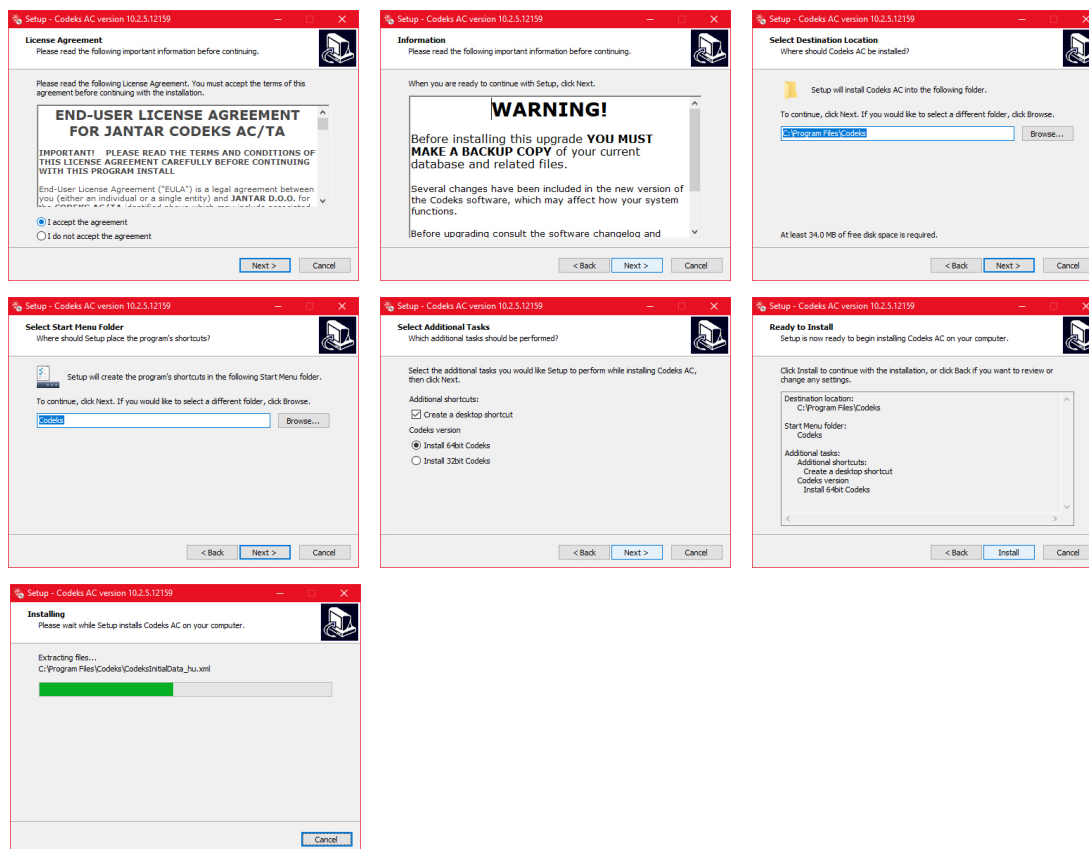
Before installing the Codeks Apartment Kit software:

- Check the [system requirements](#).
- Make sure the **.NET Framework (at least) version 4.8** is already installed on your server, otherwise, install it on your server. (The Windows 8 operating system and newer already have the .NET Framework installed by default. Older versions of operating systems may require the framework to be installed manually.)

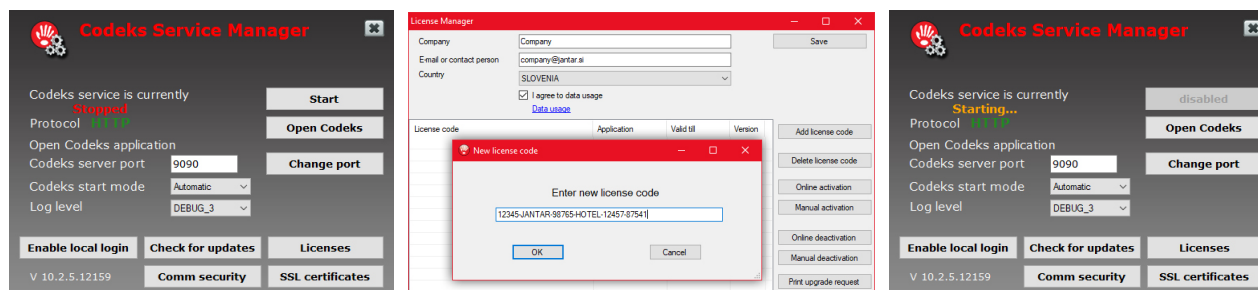
1. Click and run the *Codeks Apartment Kit* installation file.



2. Read the license agreement and follow the installation instructions.



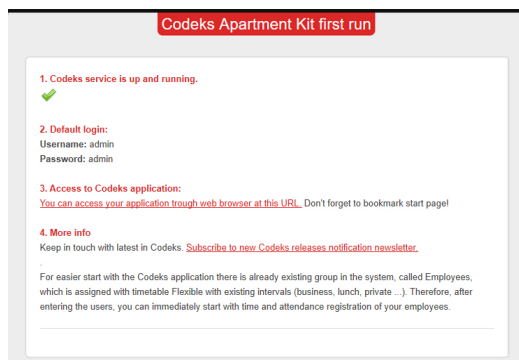
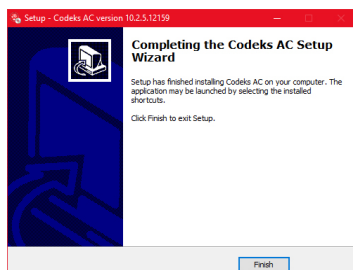
3. When the Codeks service starts for the first time, the system will require you to enter the *Codeks Apartment Kit* software license code. **Enter the license code and then click Save.**



NOTE

You need to [activate](#) ¹⁴ your license code within 30 days otherwise the Codeks Apartment Kit will not work until you activate it.

4. With this, you have successfully installed the Codeks software.



Finally, the installation process will display instructions for your [first login](#) ¹⁵ to the Codeks application in your default web browser.

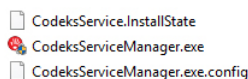
2.3 Activating the license code

The *Codeks Apartment Kit* can only work with a valid licence code. You can enter the license code for the *Codeks Apartment Kit* using the **Codeks Service Manager** program. Open the *Codeks Service Manager* by clicking the **CodeksServiceManager.exe** file located on your desktop or in the folder *C:\Program Files\Codeks* (or *C:\Program Files (x86)\Codeks*).

Codeks Service Manager icon:



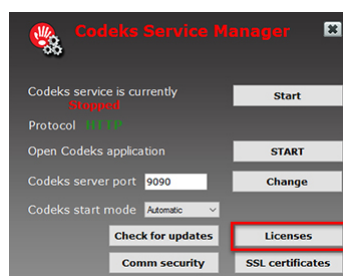
The following picture shows the **CodeksServiceManager.exe** file in the **C:\Program Files\Codeks** folder:



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.

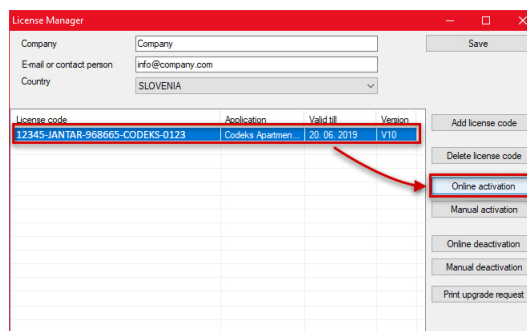
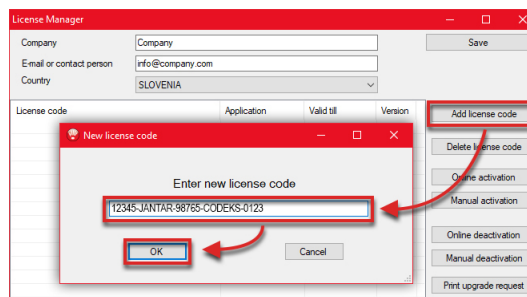


4. The *Codeks Hotel* license code will be displayed in the window.

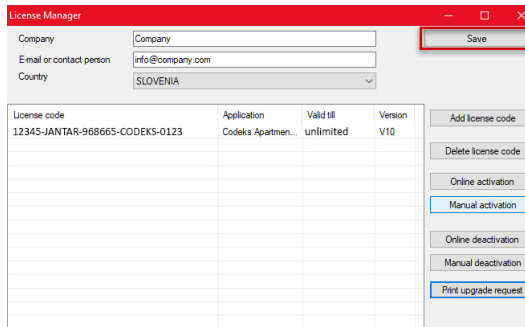
Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** button.

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](#) using another device with internet access.



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



The License Manager window shows a form for license details. The 'Save' button is highlighted with a red rectangle.

License code	Application	Valid till	Version
12345-JANTAR-968665-CODEKS-0123	Codeks Apartmen...	unlimited	V10

Buttons on the right: Add license code, Delete license code, Online activation, Manual activation, Online deactivation, Manual deactivation, Print upgrade request.

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



The Codeks Service Manager window shows the status of the Codeks service. The 'Start' button is highlighted with a red rectangle.

Codeks service is currently **Stopped**

Protocol: **SSL/TLS**

Open Codeks application: **START**

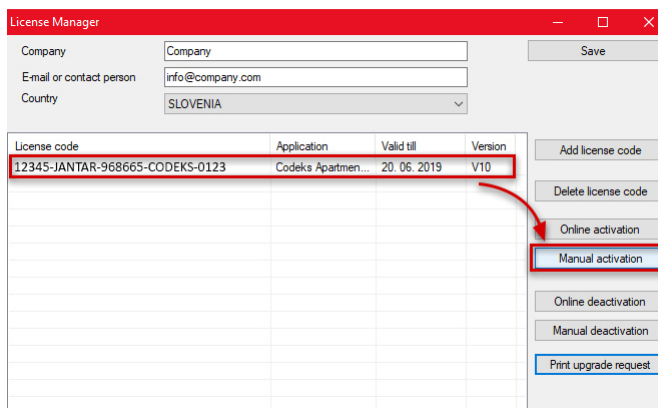
Codeks server port: **9090** **Change**

Codeks start mode: **Automatic**

Buttons: Check for updates, Licenses, Comm security, SSL certificates

MANUAL LICENSE ACTIVATION

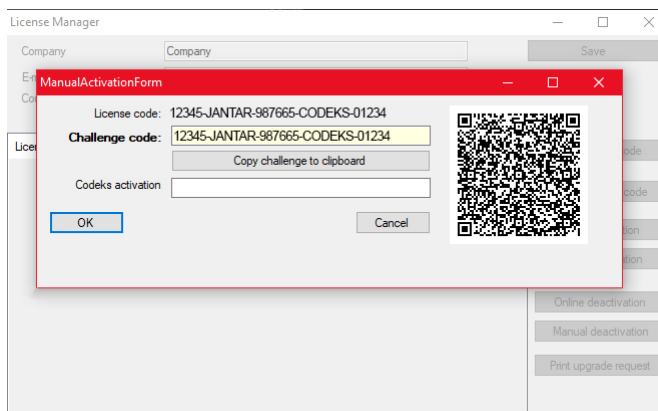
1. Select the license code you wish to activate and click on the **Manual activation** button.



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 QR 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 <http://www.jantar.si/caf.html>. Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.

4. Then click **Submit**.

Codeks - Codeks activation form

Company name:

Contact e-mail / person:

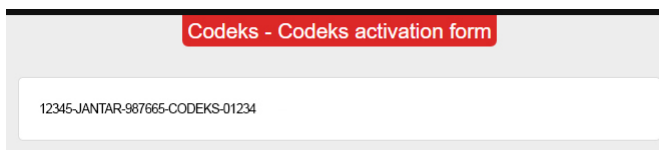
Country:

Challenge code:

Submit

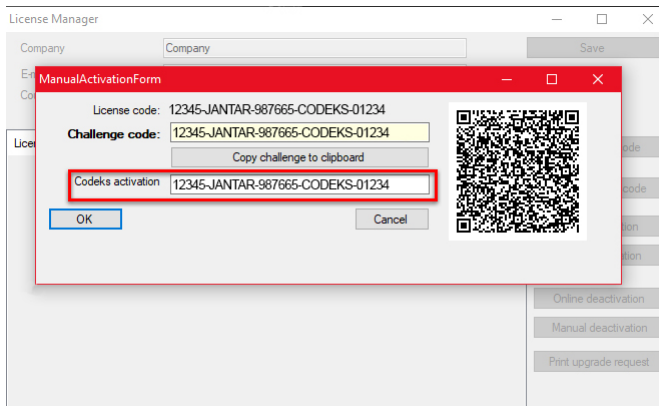
5. The form will then display the **Codeks Activation code** for activating the selected license code.

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



Codeks - Codeks activation form

12345-JANTAR-987665-CODEKS-01234



License Manager

Company: Company

Save

ManualActivationForm

License code: 12345-JANTAR-987665-CODEKS-01234

Challenge code: 12345-JANTAR-987665-CODEKS-01234

Copy challenge to clipboard

Codeks activation: 12345-JANTAR-987665-CODEKS-01234

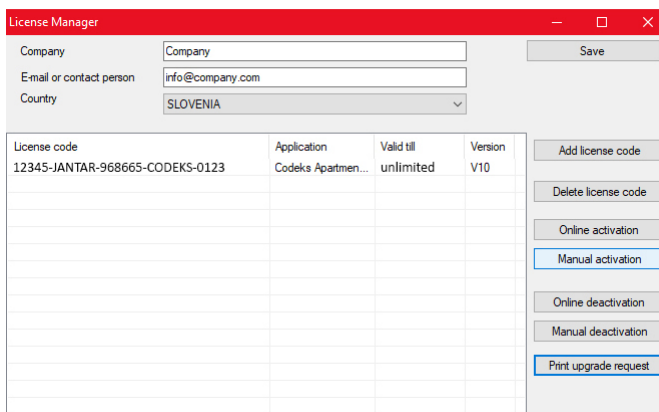
OK Cancel

Online deactivation

Manual deactivation

Print upgrade request

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



License Manager

Company: Company

Save

Email or contact person: info@company.com

Country: SLOVENIA

License code	Application	Valid till	Version
12345-JANTAR-987665-CODEKS-01234	Codeks Apartmen...	unlimited	V10

Add license code

Delete license code

Online activation

Manual activation

Online deactivation

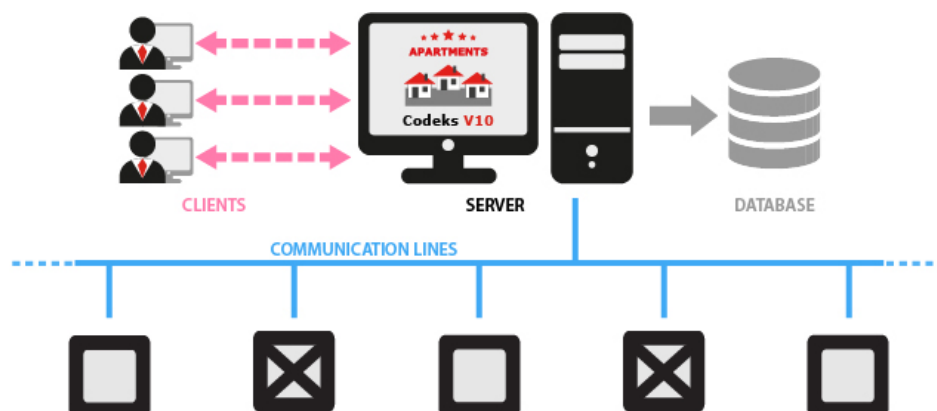
Manual deactivation

Print upgrade request

3 Working with the Codeks Apartment Kit

3.1 Login

The **Codeks Apartment Kit** software is installed on a server capable of continuously running the service. The work (interaction) with the *Codeks Apartment Kit* is modeled on the client-server model, which means that hotel system administrators access the *Codeks Apartment Kit* application by login into the application through a web browser.



The **Hotel administrator** log into the **Codeks Apartment Kit** application using the administrators login:



Link to the hotel administrator login form:

~IP address of your server~:9090/apps/hotelkit/hotelkitlogin.html

NOTE

To log in to the **Codeks Apartment Kit** use the username and password of the system administrator.

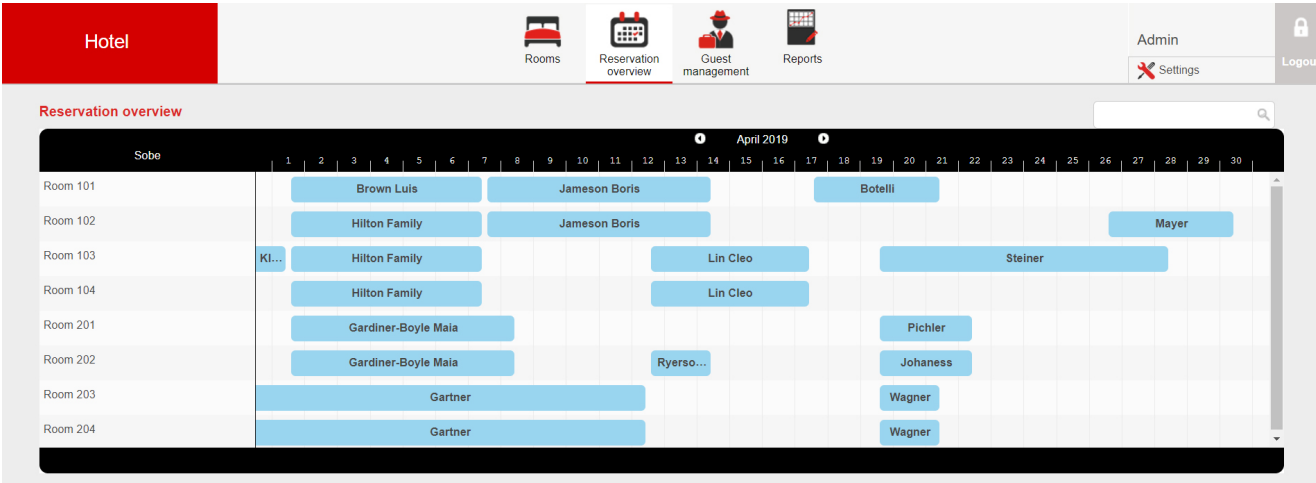
You can change this login username and password under the **Administrator settings** section in the [Program settings](#)





[47] tab of [Settings](#) [46].

3.2 Main Menu

After logging in, the **Main menu** of the *Codeks Apartment Kit* will be displayed.

The *toolbar* of the *Main menu* contains **tab-like links** to individual editors of the *Codeks Apartment Kit* application. The default editor selected is the **Reservation overview**.

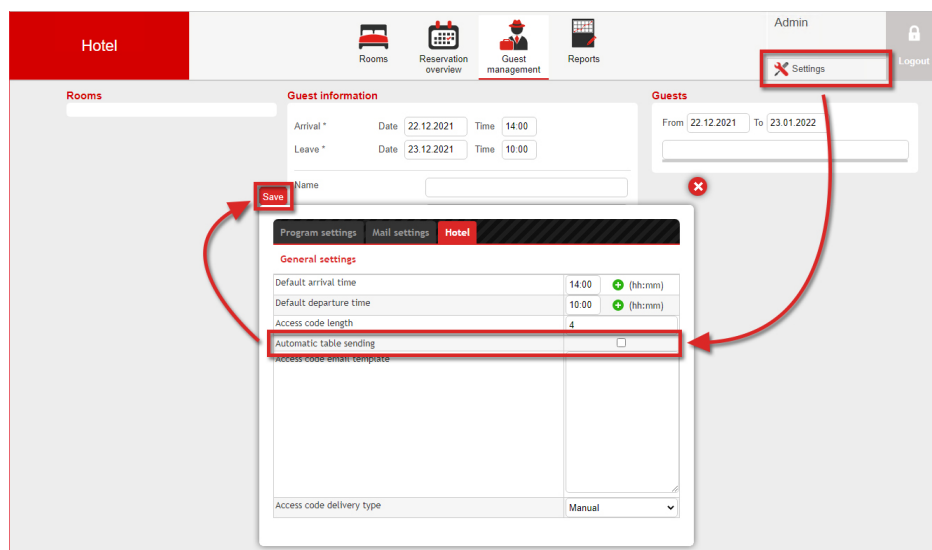


 Reservation overview	Reservation overview ³³ The focal point of the Reservation overview editor is the reservation spreadsheet displaying the monthly preview of reservations by rooms.
 Rooms	Rooms ³⁴ The Rooms editor contains tools for setting up the structure of the hotel. Here you will set up hotel rooms and public hotel areas as well as connect all hardware devices used for access control within the hotel. The maximum recommended number of rooms or common areas that you can manage with the Codeks Apartment Kit software is 10.
 Guest management	Guest Management ³⁴ In the Guest management editor you can add guest reservations and assign specific access means to be used by the guest during their stay.
 Reports	Reports ⁴⁴ In the Reports viewer, you can view data and create reports about hotel guests.

3.3 Sending tables

The process of ***Sending tables*** is automated in the Codeks Apartment Kit application by default. The system checks if changes have been made every minute, and triggers the table sending if either a room location or guest information have been altered. **During sending the database of the application is fully occupied, consequently, it is not possible to edit anything until sending is complete.**

However, **you can turn off automatic table sending** to avoid unwanted periodic database locks. **To turn off automatic table sending disable the *Automatic table sending* setting in the the Hotel tab of the *Settings* menu.**

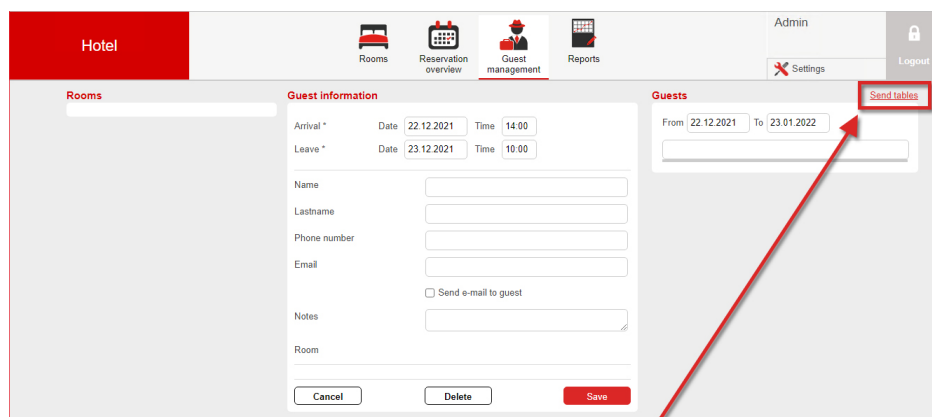


Save the changes you have made in the menu.

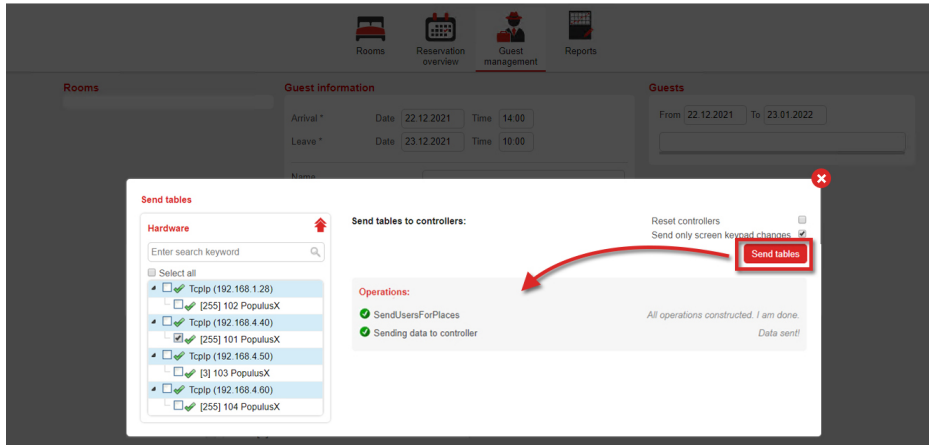
ATTENTION

To apply the new settings, you must log out and login again into the Codeks application.

To trigger the table sending, **go to the *Guest management* menu and click the *Send tables* link at the top right.**

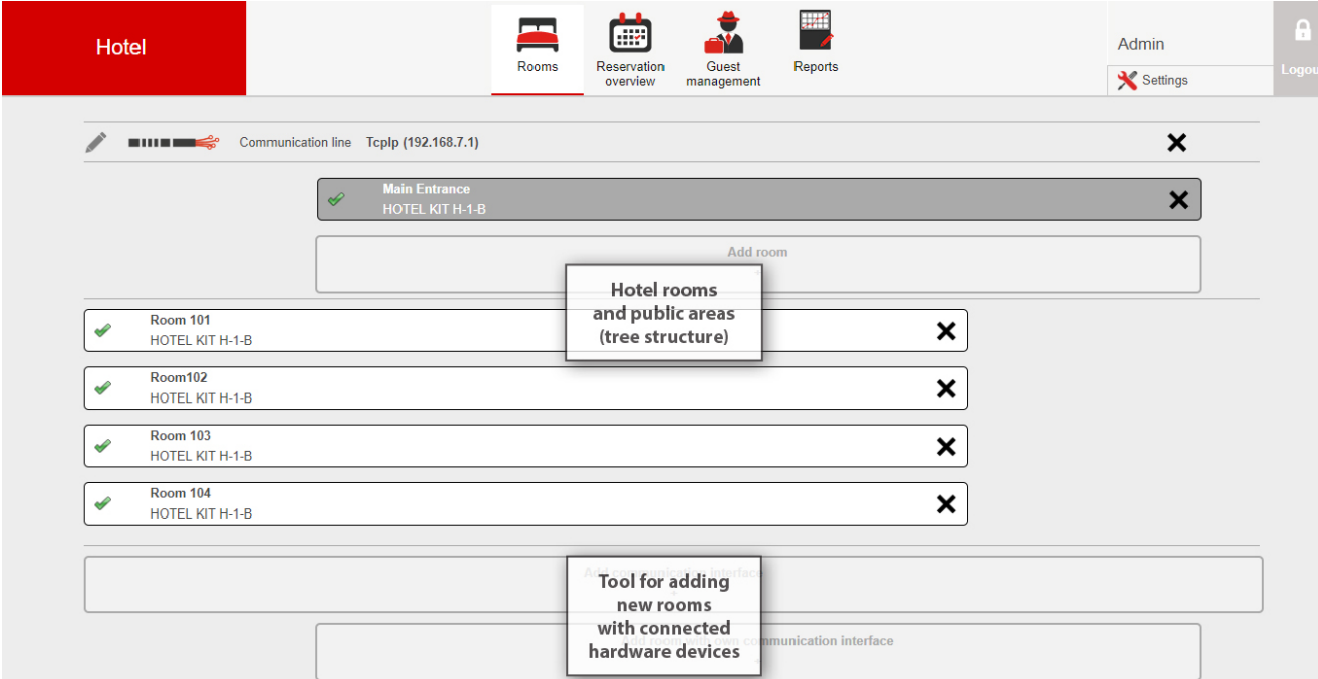


A new window will open where you can select the controllers to which you want to send the tables. Click **Send tables** to send the tables.



3.4 Rooms

Before you can start adding guests and access rights to hotel rooms, **you must create the structure of your hotel by adding hotel rooms and other public areas in the *Rooms* editor.** The maximum recommended number of rooms or common areas that you can manage with the Codeks Apartment Kit software is 10.



Hotel

Rooms Reservation overview Guest management Reports

Admin Settings Logout

Communication line TcpIp (192.168.7.1)

Main Entrance HOTEL KIT H-1-B

Add room

Hotel rooms and public areas (tree structure)

Room 101 HOTEL KIT H-1-B

Room102 HOTEL KIT H-1-B

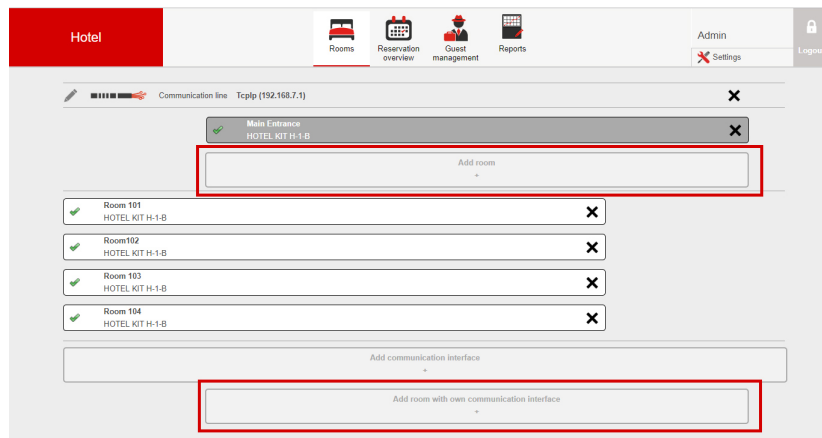
Room 103 HOTEL KIT H-1-B

Room 104 HOTEL KIT H-1-B

Tool for adding new rooms with connected hardware devices

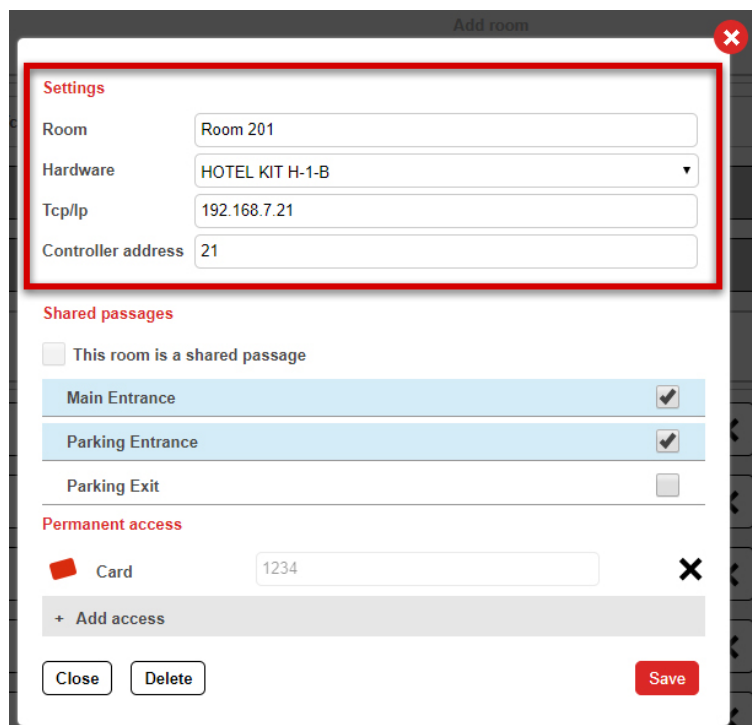
3.4.1 Adding hotel rooms

1. To add a new hotel room, click the **Add room** (or **Add room with own communication interface**) button. (See [Hardware types](#) to understand the difference).



2. A new pop-up window will open.

Here, fill out the basic information about the hotel room you are adding:

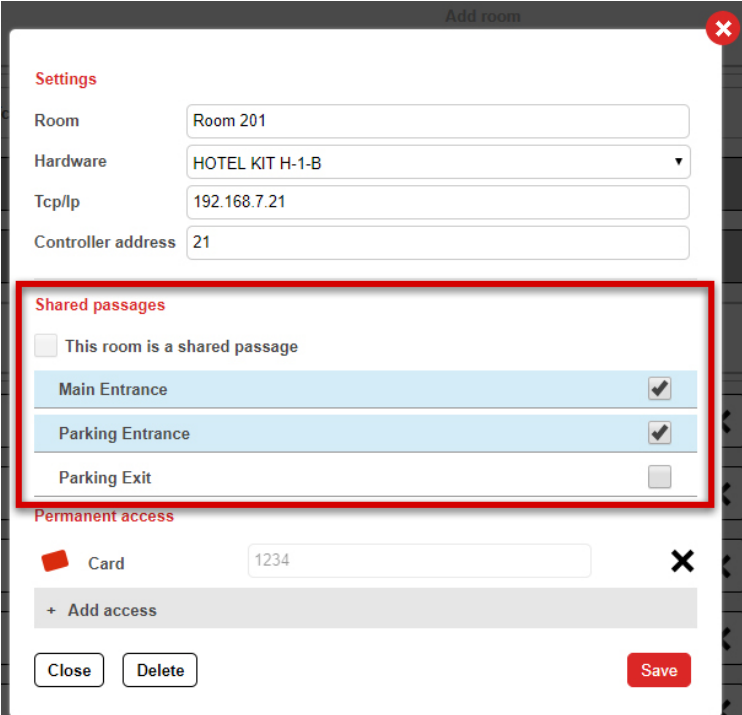


Settings	
Room	The name of the hotel room as it will also be displayed in the <i>Reservation overview spreadsheet</i> and <i>Lists of rooms</i> .
Hardware	Select the <i>Codeks Hotel</i> hardware kit you are adding. (Hotel Kits: REX K-3-H-4BNx, REX K-3-H-4BNW, KIT H1-3-4BNx, KIT H1-3-4BNW, and Rex Black Line)
Tcp/Ip ¹	Enter the IP for a <i>room with its own communication interface</i> . (The IP address should be written on the device package.) * If you are adding a room to a separate <i>communication interface device</i> this field will be disabled, because the hotel room's hardware devices will communicate through the interface device (i.e. it will use the same IP address).
Controller address ¹	Enter the controller address. (The controller address should be written on the device package.)

¹ These settings can be changed during the physical installation of the devices (using the *Codeks Device Manager* program), and the values written on the original packages may no longer apply. If you chose to change these values during the device installation, document the changes for future reference.

***3.** In the **Shared passages** section, you can allow guest to access shared public areas (e.g. the main lobby, the parking lot, sauna, pools, etc.).

To add the right to access a certain public hotel area, simply, add a check mark next to the name of the location.

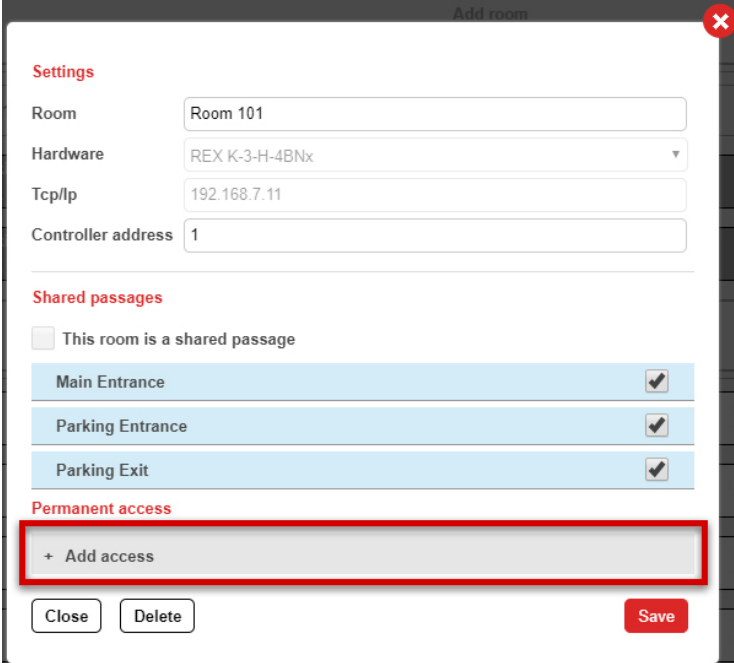


NOTE

Guests who will be assigned to this room will also be granted access rights to all the enabled shared rooms (passages).

4. Each hotel room can be assigned **Permanent access credentials** which enable this room to be entered at any time (i.e. the credential will always be valid).

To add a *permanent access credential* click the **Add access** button in the *Permanent access* section.



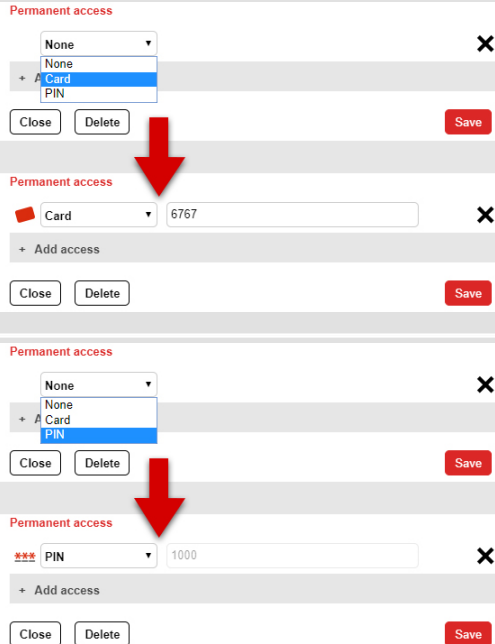
A new row will be added where you must first choose the type of access credentials:

Card

Select the **Card** type from the drop-down menu. In the new field type the card number (alternatively, you can also use the *Jantar Table Reader* device to automatically scan the card number).

PIN

Select the **PIN** type from the drop-down menu. A PIN number will be automatically generated in the new field. (You cannot assign a custom PIN number.)

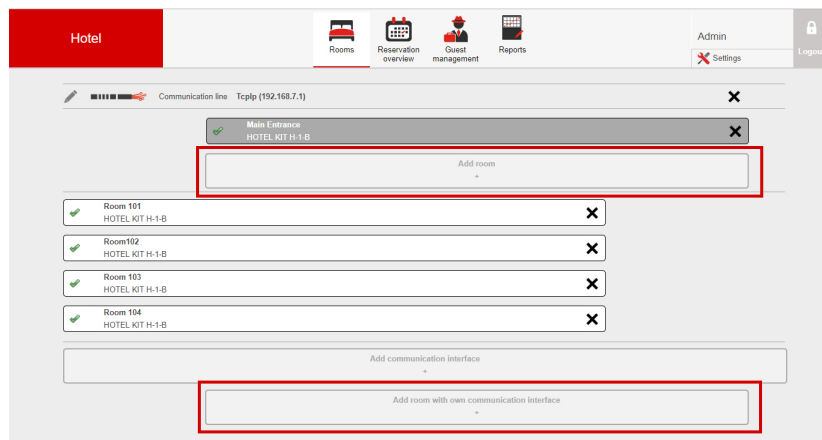


5. Finally, click **Save** to save all the changes.

3.4.2 Adding public hotel areas

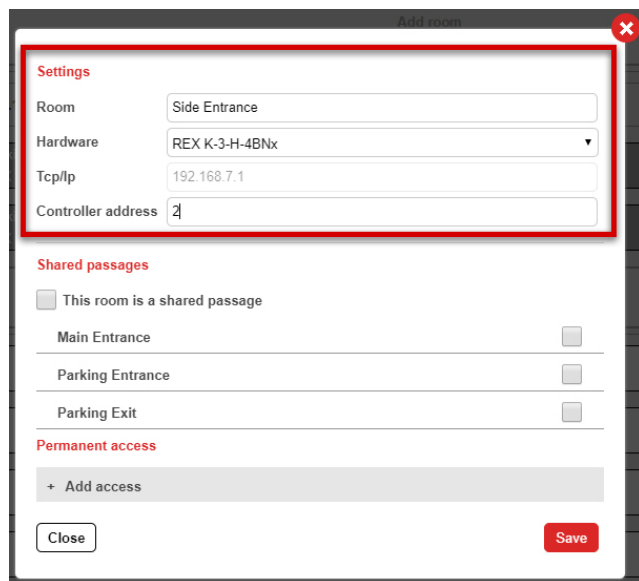
Guests can also access other hotel areas (e.g. parking lots, dining rooms, pools and saunas, etc.) and passages to these areas must also be managed. The public areas of a hotel are added as new rooms with the ***This is a shared passage*** option enabled.

1. To add a new shared (public) hotel area, click the **Add room** (or **Add room with own communication interface**) button. (See [Hardware types](#) to understand the difference).

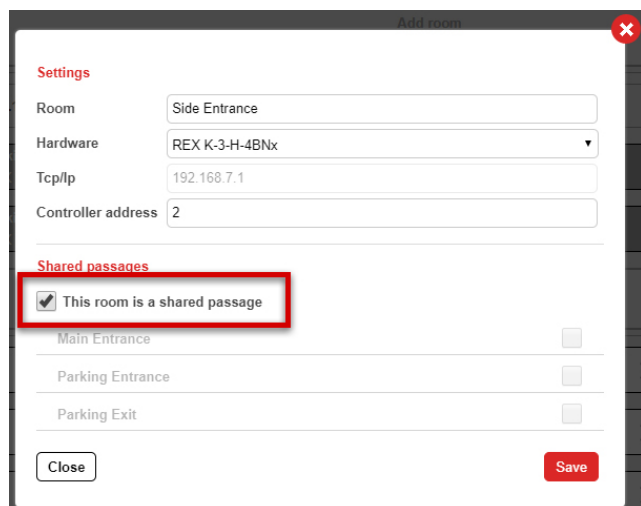


2. A new pop-up window will open.

Here, fill out the basic information about the *Location* and connected hardware.



3. Then enable the *This room is a shared passage* option. This marks the new "room" as a shared hotel area where (all) hotel guests have the right to enter (e.g. the main lobby, the parking lot, sauna, pools, etc.).



NOTE

Shared passages cannot have permanent accesses assigned to them.

If a room is set as a shared public hotel area (i.e. the *This room is a shared passage* option is set) the **Permanent access** section will be removed.

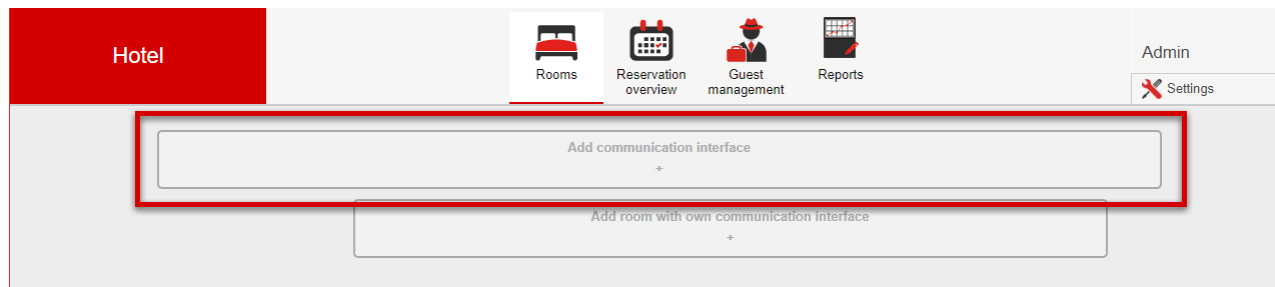
NOTE

Guests are assigned rights to enter these shared hotel areas through their hotel room settings.

4. Finally, click **Save** to save all the changes.

3.4.3 * Adding communication interface

1. To add a separate communication line (i.e. Spider communication converter device) click the **Add communication interface** button.

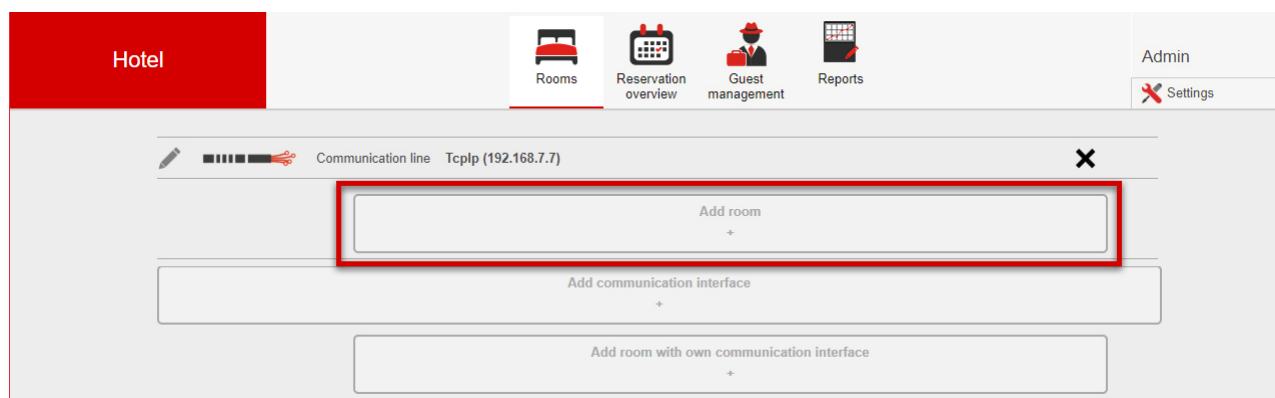


2. In the new pop-up window enter the IP address of the communication converter device (supplied on the original packaging ¹).



3. Click **Save**. A new Communication line will be added in the *Rooms* editor.

Next, you can add rooms to the new communication line by clicking the [Add room](#) ²⁰ button. (In this case, the IP address of the room will already be set and cannot be altered.)

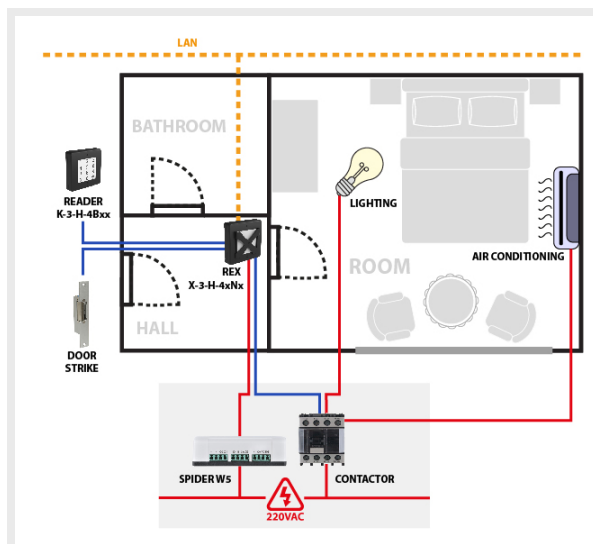


¹ The IP address and controller address settings can be changed during the physical installation of the devices (using the *Codeks Device Manager* program), and the values written on the original packages may no longer apply. If you chose to change these values during the device installation, document the changes for future reference.

3.4.4 Hardware types

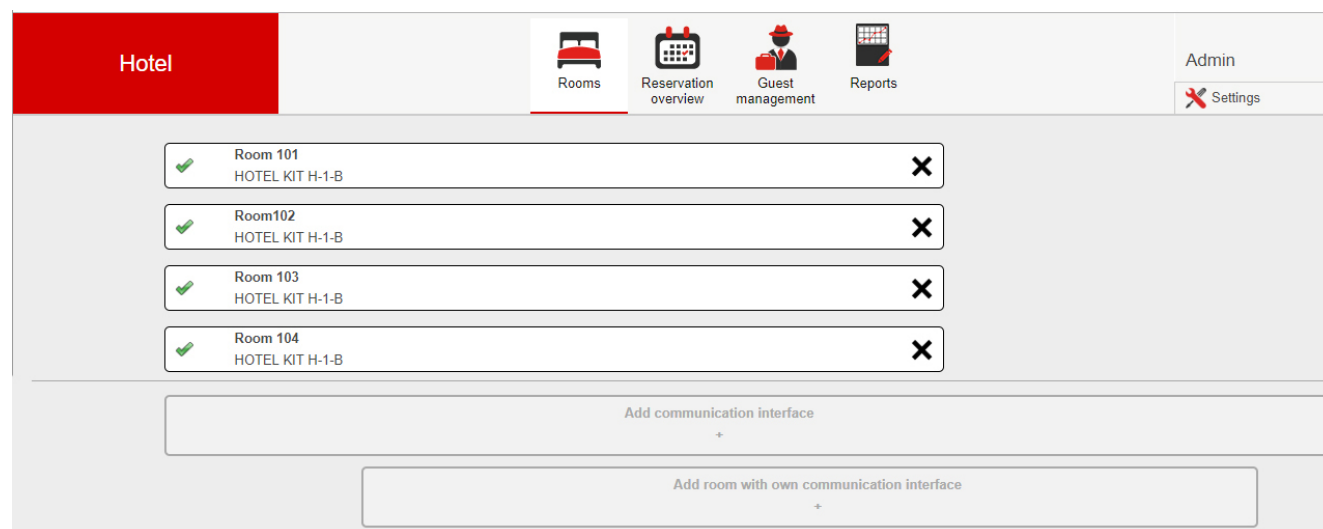
To be able to create the correct hierarchical structure of your hotel, you first have to familiarize yourself with the two basic ways in which hardware devices are connected to the Codeks Apartments Kit system. This is dependant on the type of hardware installed in your hotel.

A) Hardware devices with their own communication interface



Example of the installation of the *KIT H1-3-4BNx* hardware kit in a hotel room. The power to the controller (REX X-3-H-4xNx) and reader (READER K-3-H-4Bxx) is supplied by the *Spider W5* power supply.

Rooms with this kind of hardware are defined in the *Codeks Apartment Kit* application as independent rooms, without a parent communication line:



(1) A new room is added simply by clicking the **Add room with own communication interface** button. **(2)** In the new pop-up window select the *Hardware kit*, enter the *IP address* and *Controller address* of the device (supplied on the packaging ¹). **(3)** After saving, this will create a new (independent) hotel room (without a parent communication line).

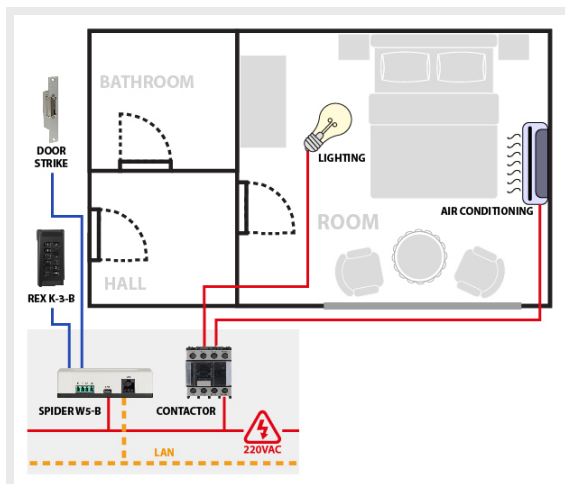
¹ The IP address and controller address settings can be changed during the physical installation of the devices (using the *Codeks Device Manager* program), and the values written on the original packages may no longer apply. If you chose to change these values during the device installation, document the changes for future reference.

Hotel equipment: REX K-3-H-4BNx, REX O-3-H-4BNx, KIT H1-3-4BNx, KIT H2-3-4BNx

You can read more about the listed devices on our website.

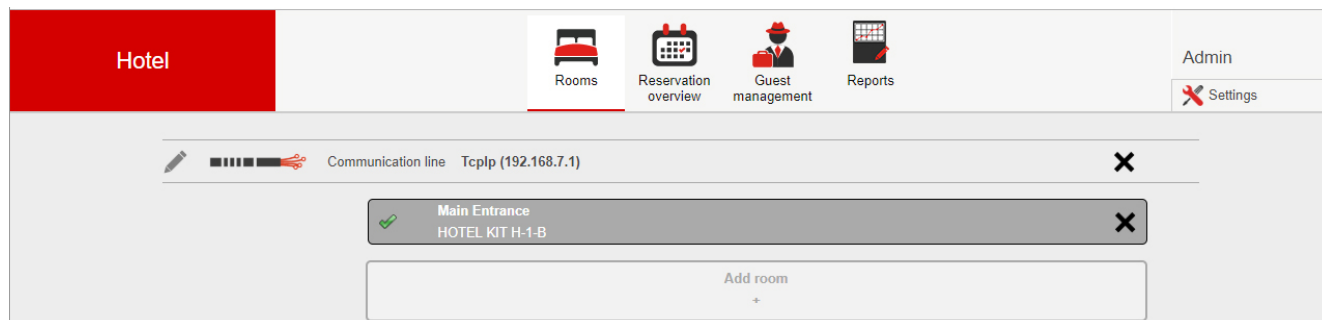
B) Hardware devices with communication connected through a communication converter device (Spider)

These devices require a communication converter device, such as a *Spider*, in order to communicate with the Codeks server. The *communication converter* converts the LAN communication line to serial/protocol communication line (e.g. RS485).



Example of the installation of a standard Rex K-3-B reader in a hotel room. The reader communicates through a Spider W5-B power supply and communication converter.

Rooms with this kind of hardware are defined in the *Codeks Apartment Kit* application with a separate (parent) communication line:



(1) The communication converter device is added to the system first, by clicking the **Add communication interface** button. **(2)** In the new pop-up window enter the IP address of the communication converter device (supplied on the original packaging ¹) and save. **(3)** This will create a new communication line to which you can add rooms (with devices without their own communication connection) by clicking the **Add room** button. In this case, the IP address of the room will already be set and cannot be altered.

¹ The IP address and controller address settings can be changed during the physical installation of the devices (using the *Codeks Device Manager* program), and the values written on the original packages may no longer apply. If you chose to change these values during the device installation, document the changes for future reference.

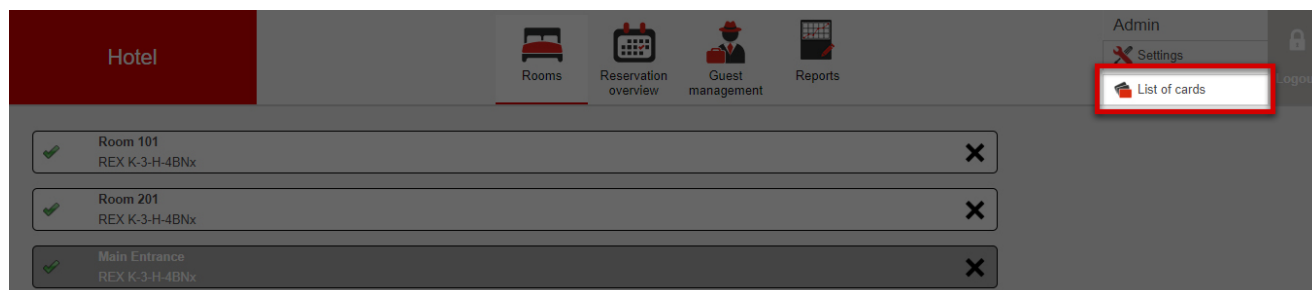
Controllers for common areas: Rex A-3-B, Rex O-3-B, Rex K-3-B, Rex O-3-A, Rex K-3-A, Rex X-3-A

Power supply and communication converters: Spider W5-B, Spider W40-B, Spider H20, Spider H20-B

You can read more about the listed devices on our website.

3.4.5 * Predefined hotel cards

In order to simplify the process of assigning hotel cards to guests, the *hotel guest cards* can be predefined by using the **List of cards** option located in the *Rooms* editor.

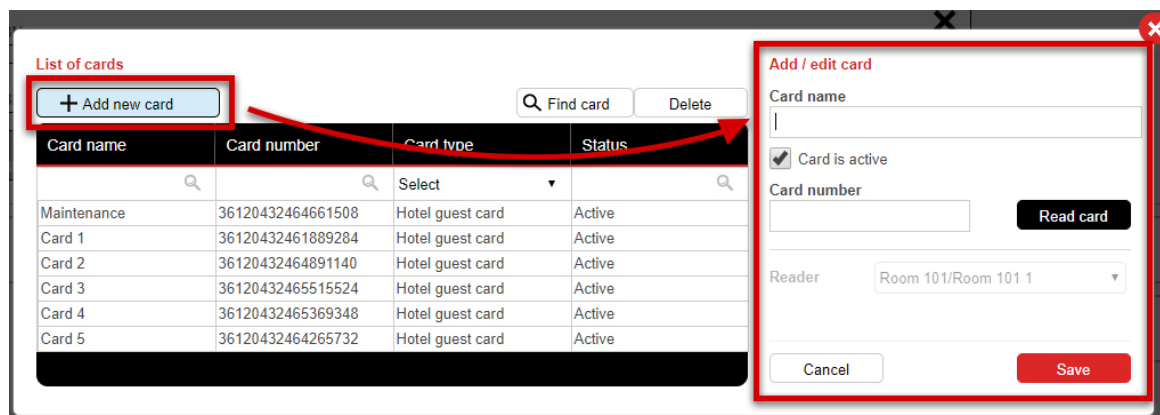


Using these tools you can enter the cards (which will later be used for hotel guests) just once using an existing card reader already installed in your hotel. This eliminates the need to read a card on the spot using a specialized hardware device when a hotel guest arrives. Instead, you can simply select a predefined card to assign to a new hotel guest.

Adding a hotel card

1. To add a new card click the **Add new card** button in the pop-up window of the card editor.

The entry fields on the right will be activated.



2. Enter the name of the card.

* **Card is active** - if this setting is enabled, the card will be activated and available for use. If this setting is not enabled, the card will not be available to be assigned to guests and it will not be granted any access rights. Uncheck this setting to deactivate a card in instances where the card has been lost or damaged.

3. Enter the card number.

First, click the **Read card** button, and then, **select the reader (already installed in your hotel), where you will scan the card, from the drop-down menu.**

List of cards

+ Add new card

Find card Delete

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Hotel guest card	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active

Add / edit card

Card name
Card 6

☒ Card is active

Card number

Reader
Main Entrance/Main Entrance 1

Swipe card

Read card

Save

4. Scan the card on the reader. The number of the card will be displayed above in the **Card number** field.

List of cards

+ Add new card

Find card Delete

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Hotel guest card	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active

Add / edit card

Card name
Card 6

☒ Card is active

Card number
3612043246464578

Reader
Main Entrance/Main Entrance 1

Swipe card on chosen reader

Read card

Save

5. Save the entered data by clicking **Save**. The new card will be displayed on the **List of cards** on the left.

List of cards

+ Add new card

Find card Delete

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Hotel guest card	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active
Card 6	3612043246464578	Hotel guest card	Active

Add / edit card

Card name
Card 6

☒ Card is active

Card number
3612043246464578

Reader
Main Entrance/Main Entrance 1

Read card

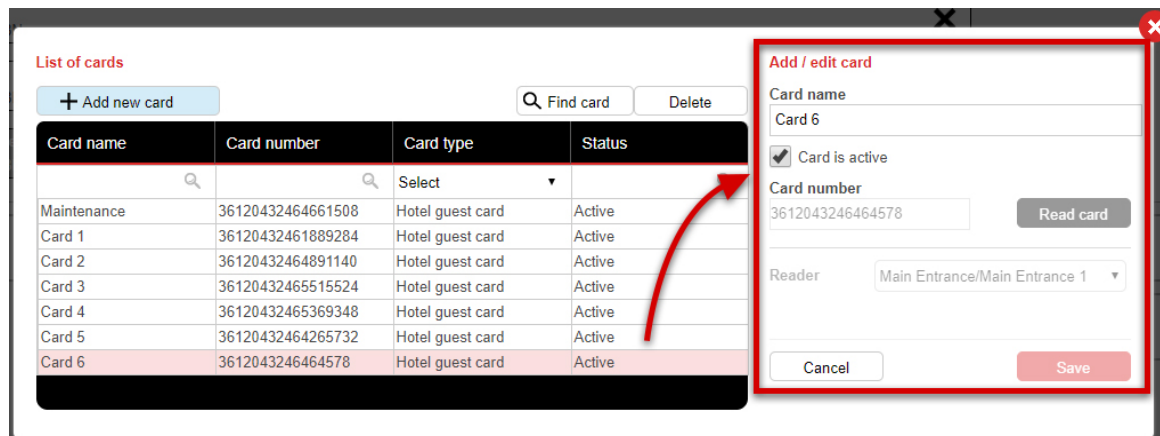
Save

Editing a hotel card

1. To edit an existing card, first, find and select the card you wish to edit on the *List of cards*.

The entry fields on the right will be activated.

2. Enter the changes you wish to make, and then click *Save*.



List of cards

+ Add new card 🔍 Find card Delete

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Select	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active
Card 6	3612043246464578	Hotel guest card	Active

Add / edit card

Card name
Card 6

☒ Card is active

Card number
3612043246464578 **Read card**

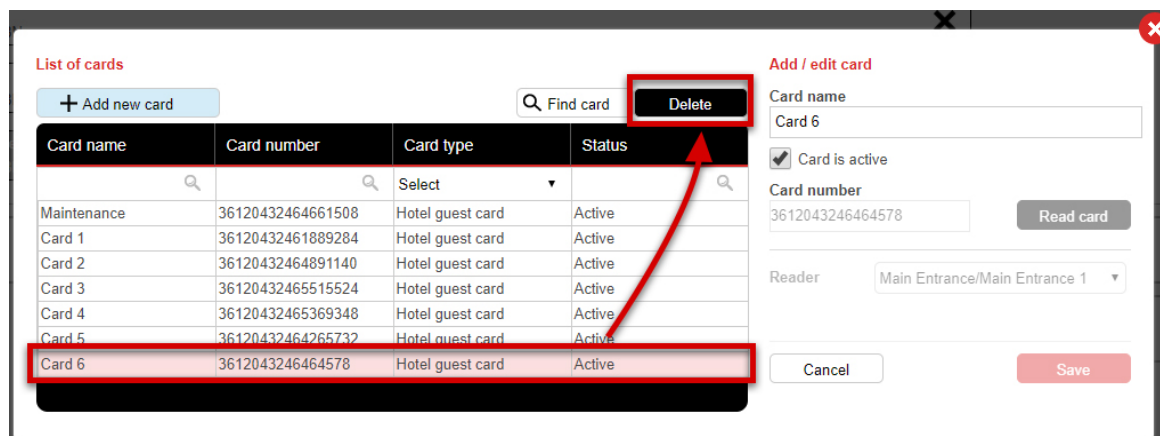
Reader
Main Entrance/Main Entrance 1

Cancel Save

Deleting a hotel card

1. To delete an existing card, first, find and select the card you wish to delete on the *List of cards*.

2. Then, click the *Delete* button.



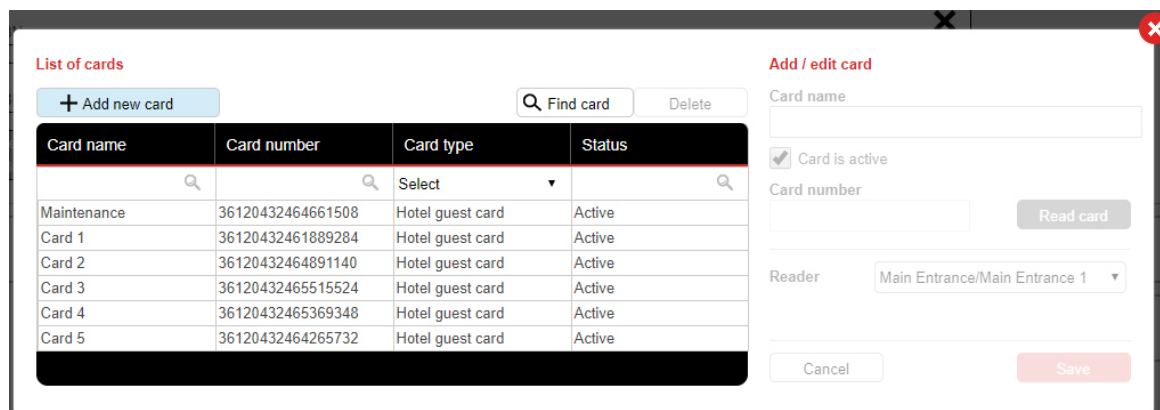
The screenshot shows the 'List of cards' window with a table of cards. Card 6 is highlighted in red. A red arrow points from the 'Delete' button to Card 6. The 'Add / edit card' panel on the right shows details for Card 6.

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Hotel guest card	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active
Card 6	3612043246464578	Hotel guest card	Active

Card 6 details:

- Card name: Card 6
- Card is active: ☒
- Card number: 3612043246464578
- Reader: Main Entrance/Main Entrance 1

3. The card will be deleted and will be removed from the *List of cards*.

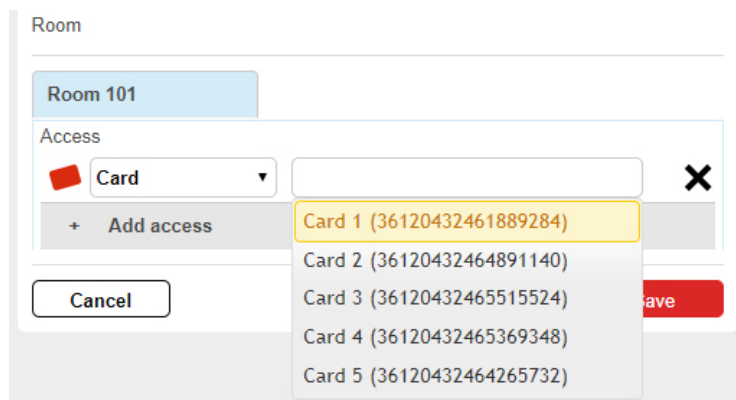


The screenshot shows the 'List of cards' window after Card 6 has been deleted. The table now only contains cards 1 through 5. The 'Delete' button is still visible in the top right corner of the table area.

Card name	Card number	Card type	Status
Maintenance	36120432464661508	Hotel guest card	Active
Card 1	36120432461889284	Hotel guest card	Active
Card 2	36120432464891140	Hotel guest card	Active
Card 3	36120432465515524	Hotel guest card	Active
Card 4	36120432465369348	Hotel guest card	Active
Card 5	36120432464265732	Hotel guest card	Active

How to use a predefined hotel card

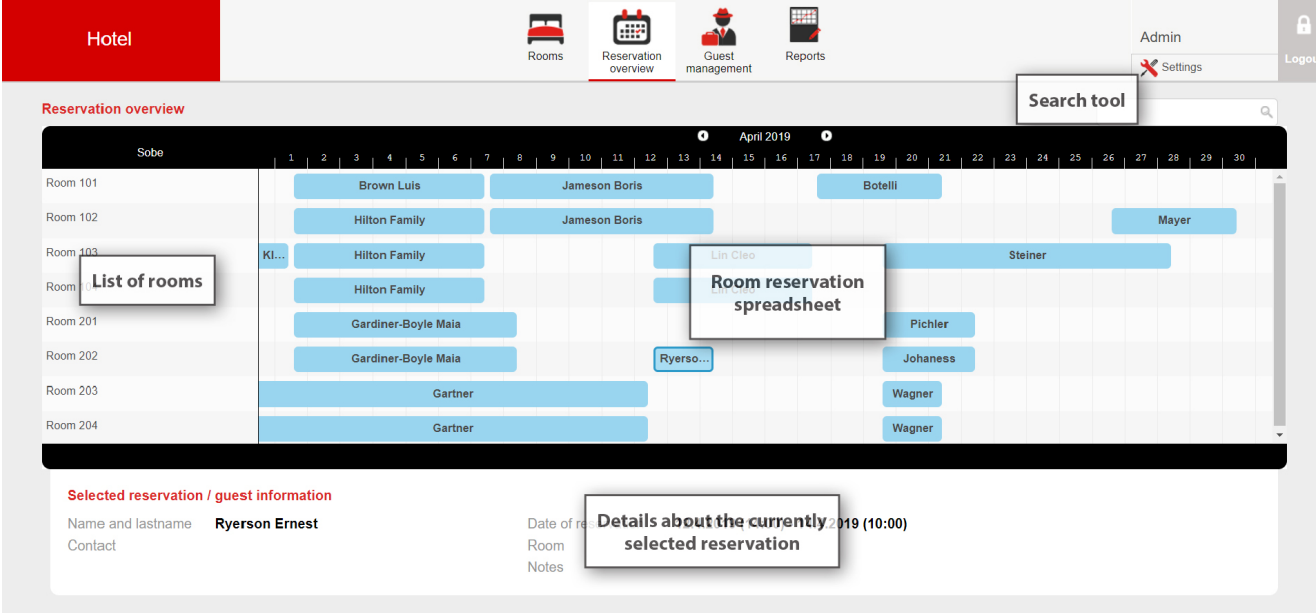
To assign a predefined card to a hotel guest, navigate to the *Guest management* editor, there, select a guest for editing and, under the *Access* section, add a new means of access. In the new row, set the *Card* type and, finally, **select a predefined card from the drop-down menu.**



The screenshot shows a web interface for managing room access. At the top, there's a 'Room' section with a button labeled 'Room 101'. Below this is an 'Access' section. It contains a red card icon, a dropdown menu currently set to 'Card', and a text input field. To the right of the input field is a close button (X). Below the input field is a '+ Add access' button. A dropdown menu is open, showing a list of predefined cards: 'Card 1 (36120432461889284)', 'Card 2 (36120432464891140)', 'Card 3 (36120432465515524)', 'Card 4 (36120432465369348)', and 'Card 5 (36120432464265732)'. The first card is highlighted in yellow. At the bottom left of the interface is a 'Cancel' button, and at the bottom right is a 'Save' button.

3.5 Reservation overview

The **Reservation overview** is the main editor through which you can manage the reservations and guest data. In the *Reservation overview*, you can view the monthly reservations spreadsheet and search for specific hotel guests.

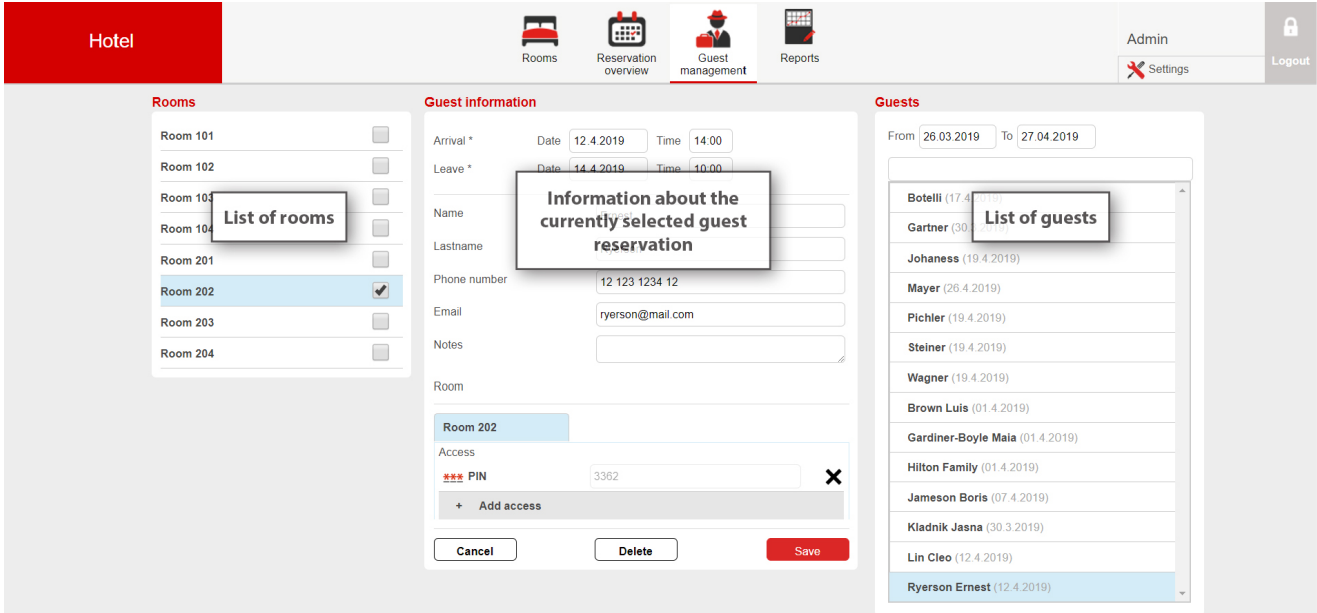


The screenshot displays the 'Reservation overview' interface. At the top, there's a navigation bar with icons for Rooms, Reservation overview (active), Guest management, and Reports. A 'Search tool' is located on the right. The main area shows a calendar for April 2019 with reservations for rooms 101 through 204. A callout box labeled 'List of rooms' points to the room list on the left. Another callout box labeled 'Room reservation spreadsheet' points to the calendar grid. A third callout box labeled 'Details about the currently selected reservation' points to the reservation details section at the bottom, which shows information for 'Ryerson Ernest'.

After clicking on a specific guest reservation, the **details of the reservation** will be displayed under the reservation spreadsheet.

3.6 Guest management

In the **Guest management** editor, you can add, edit, and delete guests and their reservations of the hotel rooms.



The separate sections of the editor enable you to clearly preview, select, and edit guest reservations:

- the **List of rooms** acts as a filtering list of available rooms when *adding a new reservation*, but also displays the assigned rooms to the currently selected reservation when *editing an existing guest reservation*.
- the **Guest information** section contains details about the reservation period, reservation holder and access credentials assigned to guests in this guest reservation.
- the **List of guests** displays the all the guests (reservations) in the selected time period.

3.6.1 Adding a guest reservation

1. To add a new *hotel guest reservation* start with a blank **Guest information** form.

Rooms

- Room 101 ☐
- Room 102 ☐
- Room 103 ☐
- Room 104 ☐
- Room 201 ☐
- Room 202 ☐
- Room 203 ☐
- Room 204 ☐

Guest information

Arrival * Date 27.03.2019 Time 14:00

Leave * Date 28.03.2019 Time 10:00

Name

Surname

Phone number

Email

Notes

Room

2. Then start by **setting the dates of arrival and departure.**

Rooms

- Room 101 ☐
- Room 102 ☐
- Room 103 ☐
- Room 104 ☐
- Room 201 ☐
- Room 202 ☐
- Room 203 ☐
- Room 204 ☐

Guest information

Arrival * Date 12.04.2019 Time 14:00

Leave * Date 14.04.2019 Time 10:00

Name

Surname

Phone number

Email

Notes

Room

3. You will notice that some of the rooms on the **List of rooms** (on the left side) some of the rooms are disabled. The list is designed to filter the rooms, and enable only those which are available for the entire selected period.

Select the rooms you wish to assign to the guest reservation by clicking each one. All selected rooms will be colored blue and will have a check mark displayed in the box next to their name.

Rooms

Room 101	<input type="checkbox"/>
Room 102	<input type="checkbox"/>
Room 103	<input type="checkbox"/>
Room 104	<input type="checkbox"/>
Room 201	<input type="checkbox"/>
Room 202	<input type="checkbox"/>
Room 203	<input checked="" type="checkbox"/>
Room 204	<input checked="" type="checkbox"/>

Guest information

Arrival *
Date Time

Leave *
Date Time

Name

Lastname

Phone number

Email

Notes

Room

4. Next, fill in the guest information. **Fill out at least the Name or Last name of the guest reservation as this name will later be displayed in the reservation spreadsheet.**

Rooms

Room 101	<input type="checkbox"/>
Room 102	<input type="checkbox"/>
Room 103	<input type="checkbox"/>
Room 104	<input type="checkbox"/>
Room 201	<input type="checkbox"/>
Room 202	<input type="checkbox"/>
Room 203	<input checked="" type="checkbox"/>
Room 204	<input checked="" type="checkbox"/>

Guest information

Arrival *
Date Time

Leave *
Date Time

Name

Lastname

Phone number

Email

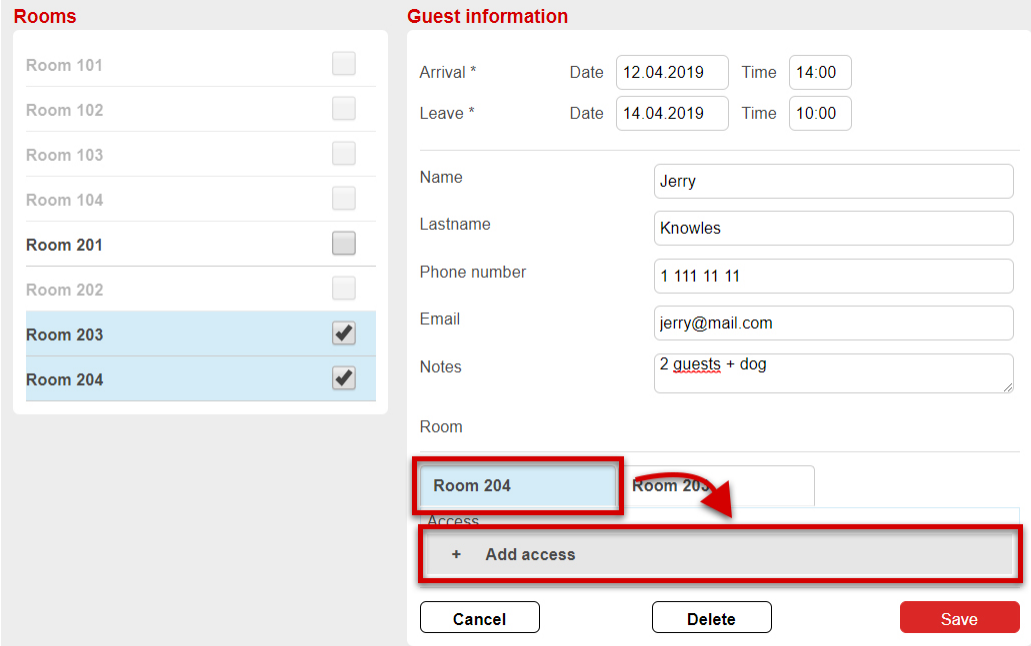
Notes

Room

5. In order for guests to be able to enter their hotel rooms, you must **assign access credentials to each hotel room** that is assigned to the guest reservation.

Under the **Room** section, click the name of a room. A new tab-field will be created.

Next, click the **Add access** button.



Rooms

- Room 101 ☐
- Room 102 ☐
- Room 103 ☐
- Room 104 ☐
- Room 201 ☐
- Room 202 ☐
- Room 203 ☒
- Room 204 ☒

Guest information

Arrival * Date 12.04.2019 Time 14:00

Leave * Date 14.04.2019 Time 10:00

Name Jerry

Lastname Knowles

Phone number 1 111 11 11

Email jerry@mail.com

Notes 2 guests + dog

Room

Room 204 Room 203

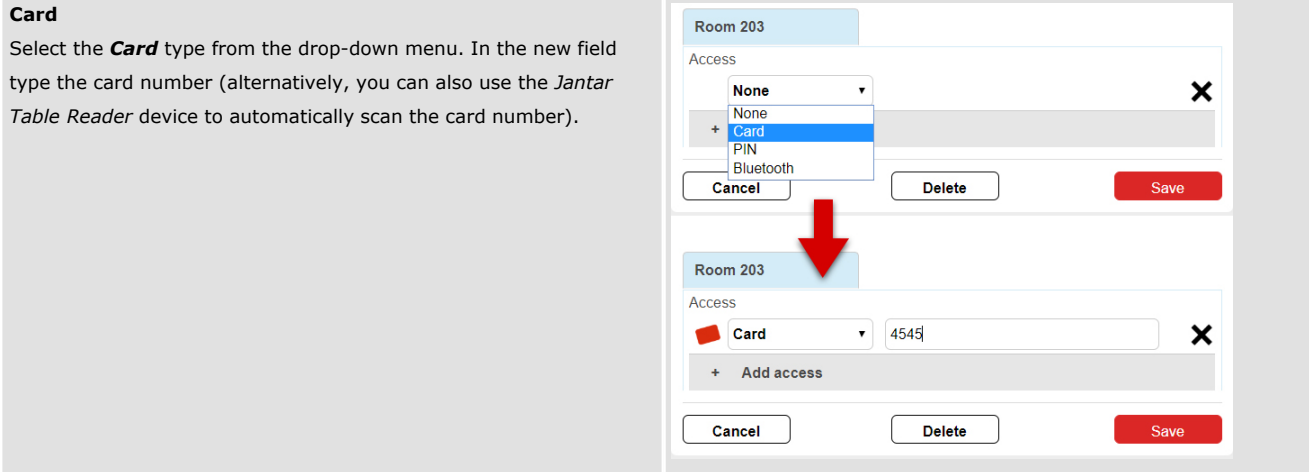
+ Add access

Cancel Delete Save

A new row will be added where you must first choose the type of access credentials:

Card

Select the **Card** type from the drop-down menu. In the new field type the card number (alternatively, you can also use the *Jantar Table Reader* device to automatically scan the card number).



Room 203

Access

None Card PIN Bluetooth

+ Add access

Cancel Delete Save

Room 203

Access

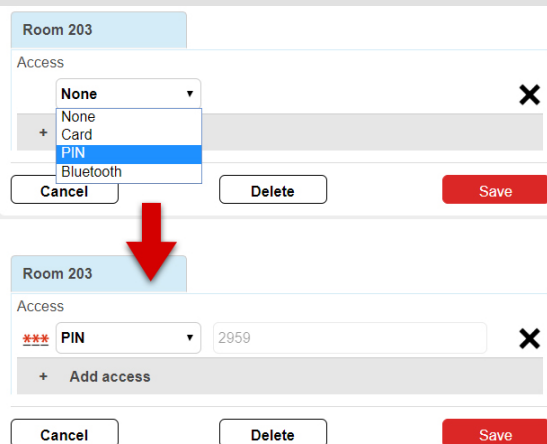
Card 4545

+ Add access

Cancel Delete Save

PIN

Select the **PIN** type from the drop-down menu. A PIN number will be automatically generated in the new field. (You cannot assign a custom PIN number to a hotel guest.)



Room 203

Access

None

+ None

Card

PIN

Bluetooth

Cancel Delete Save

Room 203

Access

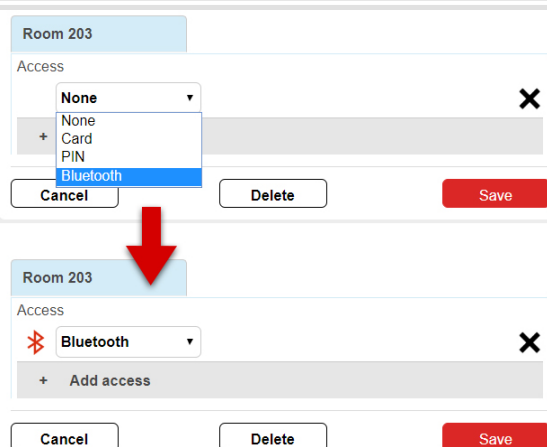
*** PIN 2959

+ Add access

Cancel Delete Save

Bluetooth

Select the **Bluetooth** type from the drop-down menu. This will enable the guests to enter their room using the **Codeks Keykeeper** application and a Bluetooth connection to the access controller of the hotel room.



Room 203

Access

None

+ None

Card

PIN

Bluetooth

Cancel Delete Save

Room 203

Access

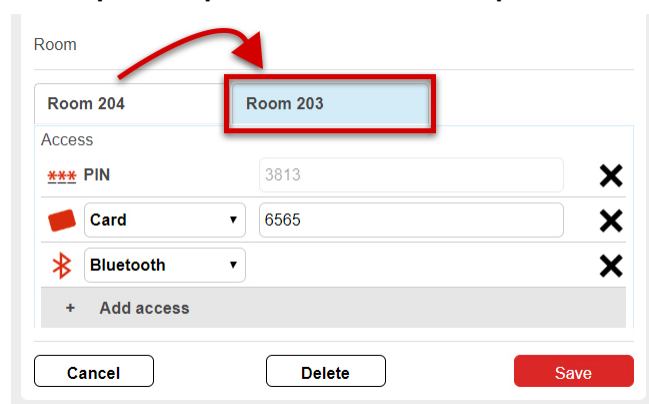
Bluetooth

+ Add access

Cancel Delete Save

You can add multiple access credentials to the same room.

*** 6. Repeat the process described in step 5. for each room.**



Room

Room 204

Room 203

Access

*** PIN 3813

Card 6565

Bluetooth

+ Add access

Cancel Delete Save

7. When you are done editing, click **Save**. A message will be displayed when the entered data is successfully saved.

Rooms

- Room 101
- Room 102
- Room 103
- Room 104
- Room 201
- Room 202
- Room 203 ☒
- Room 204 ☒

Guest information

localhost:9090 says

Guest has been successfully added

OK

Lastname: Knowles
 Phone number: 1 111 11 11
 Email: jerry@mail.com
 Notes: 2 guests + dog
 Room:

Room 204

Room 203

Access

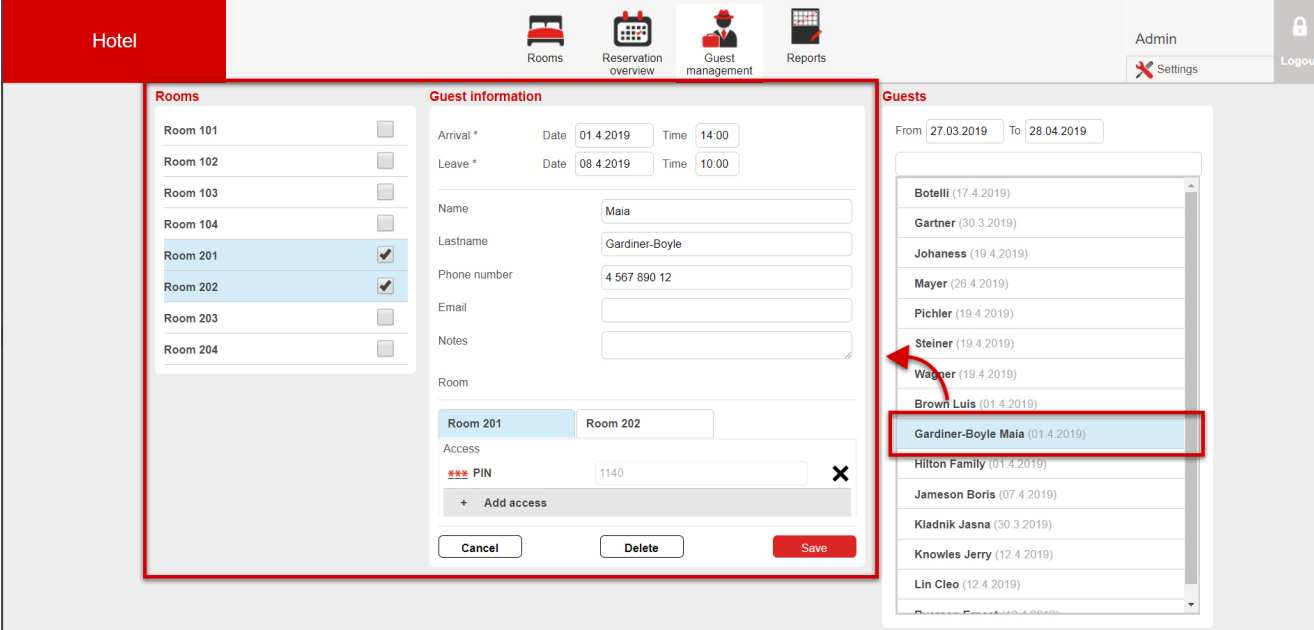
*** PIN	8185	×
Card	5656	×
Bluetooth		×
+ Add access		

Cancel Delete **Save**

3.6.2 Edit a guest reservation

1. To edit an existing guest reservation, first, **find the guest reservation on the *List of guests*, and click it.**

The reservation information will be displayed in the *Room* and *Guest information* sections.



2. Next, enter the changes you wish to make to the guest reservation.

3. When you are done, click **Save**.

3.6.3 * Sending email notifications to guests.

You can send email notifications which include the reservation details to individual guests by checking the **Send e-mail to guest** option in the *Guest management* editor.

NOTE

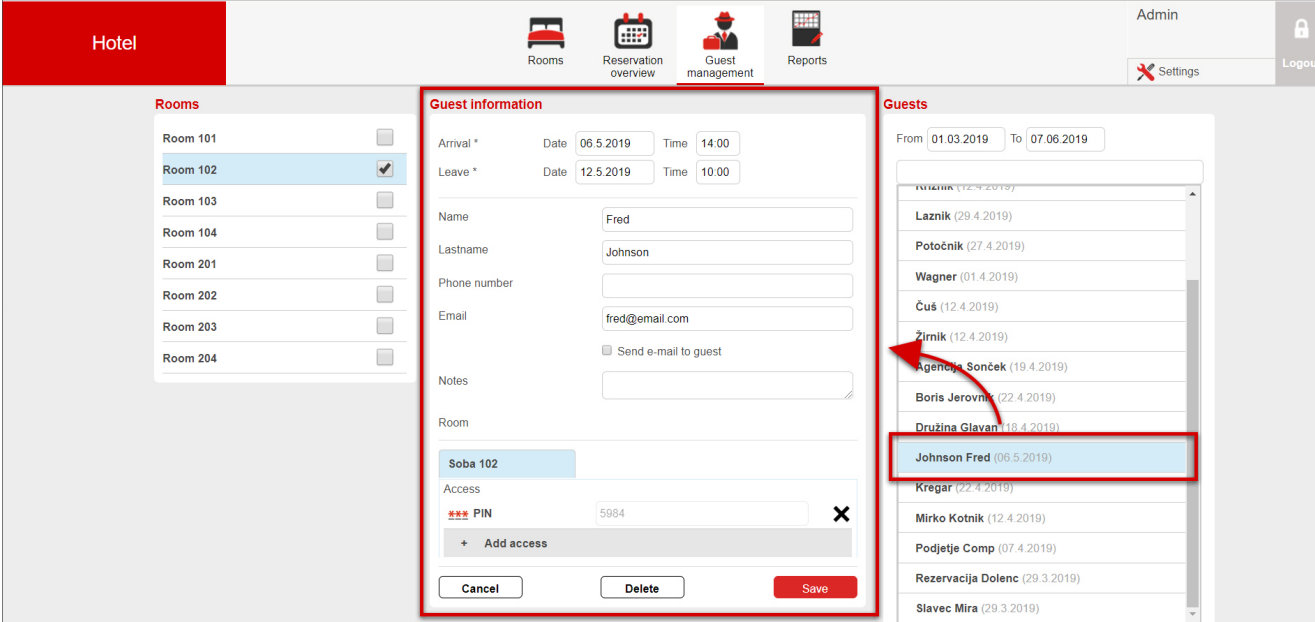
The **Send e-mail to guest** option is disabled by default. **After enabling the option, the e-mail notification will be sent to the guest the next time the Save button is clicked.**

NOTE

First, make sure that the content of the email notification is set in the **Hotel** tab of the *Settings* editor (see chapter [Email template](#) ⁵⁰⁷).

1. To send an e-mail notification to a guest, first, **find and mark the guest on the List of guests in the Guest management editor.**

2. The reservation information will be displayed on the left, in the *Room* and *Guest information* sections.



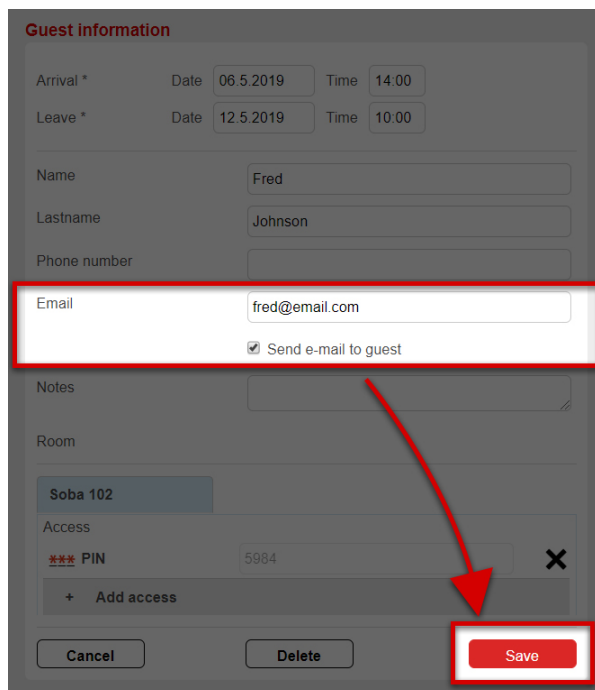
The screenshot shows the Jantar Guest management editor interface. The interface is divided into three main sections: Rooms, Guest information, and Guests.

- Rooms:** A list of rooms (Room 101 to Room 204) is shown on the left. Room 102 is selected and marked with a checkmark.
- Guest information:** A form in the center displays details for a guest named Fred Johnson. It includes fields for Arrival (Date: 06.5.2019, Time: 14:00), Leave (Date: 12.5.2019, Time: 10:00), Name, Lastname, Phone number, Email, and a checkbox for "Send e-mail to guest". The "Send e-mail to guest" checkbox is checked. The Room field shows "Soba 102".
- Guests:** A list of guests is shown on the right. The guest "Johnson Fred (06.5.2019)" is highlighted with a red box. A red arrow points from this guest to the "Send e-mail to guest" checkbox in the Guest information section.

3. Make sure that the e-mail field is filled with a valid e-mail address.

4. Enable the **Send e-mail to guest** option.

5. To trigger email sending, click **Save**.

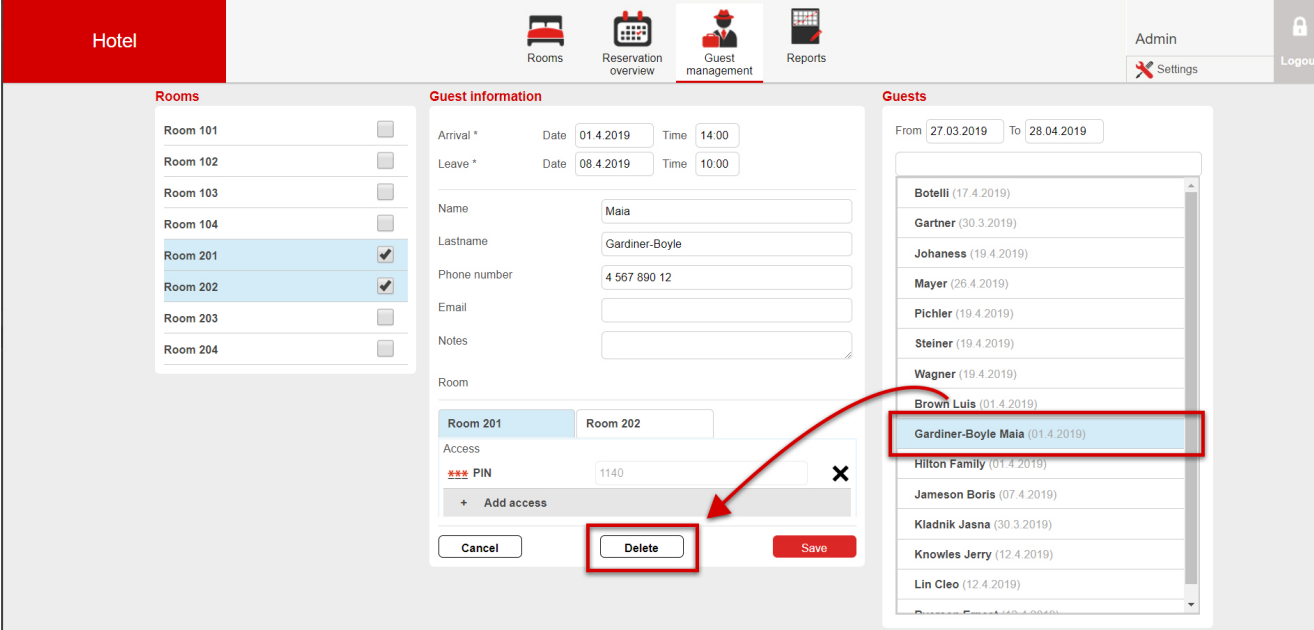


The screenshot shows the 'Guest information' form in the Jantar system. The form includes fields for Arrival and Leave dates and times, Name, Lastname, Phone number, Email, and a checkbox for 'Send e-mail to guest'. The Email field is highlighted with a red box and contains the text 'fred@email.com'. The 'Send e-mail to guest' checkbox is checked. Below the Email field, there is a 'Notes' field and a 'Room' section showing 'Soba 102'. The 'Access' section shows a PIN field with the value '5984' and a red 'X' icon. At the bottom of the form, there are three buttons: 'Cancel', 'Delete', and 'Save'. The 'Save' button is highlighted with a red box, and a red arrow points from the 'Send e-mail to guest' checkbox to it.

3.6.4 Remove a guest reservation

1. To delete an existing guest reservation, first, find the guest reservation on the *List of guests*, and click it.

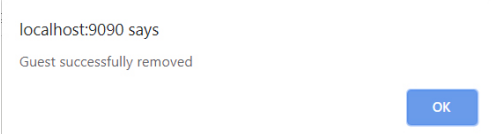
The reservation information will be displayed on the left part of the editor.



The screenshot shows the Jantar hotel management interface. On the left, there is a 'Rooms' section with a list of rooms (Room 101 to Room 204). In the center, the 'Guest Information' form is displayed, showing details for a guest named Maia Gardiner-Boyle. The form includes fields for Arrival, Leave, Name, Lastname, Phone number, Email, Notes, and Room. At the bottom of the form, there are buttons for 'Cancel', 'Delete', and 'Save'. A red box highlights the 'Delete' button. On the right, the 'Guests' section shows a list of guests. The guest 'Gardiner-Boyle Maia' is selected, and a red box highlights her name. A red arrow points from this box to the 'Delete' button in the 'Guest Information' form.

2. Then click the **Delete** button.

3. A message will be displayed when the selected guest reservation is deleted.

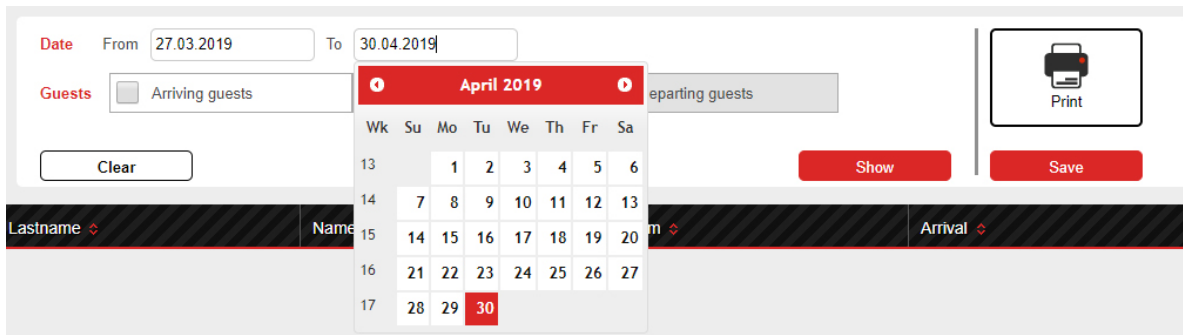


The screenshot shows a confirmation message box. It contains the text 'localhost:9090 says' and 'Guest successfully removed'. There is a blue 'OK' button at the bottom right of the box.

3.7 Reports

In the **Guest reports**, you can view data and create reports about hotel guests.

1. To create a report, first, select the *period/day* to be displayed.

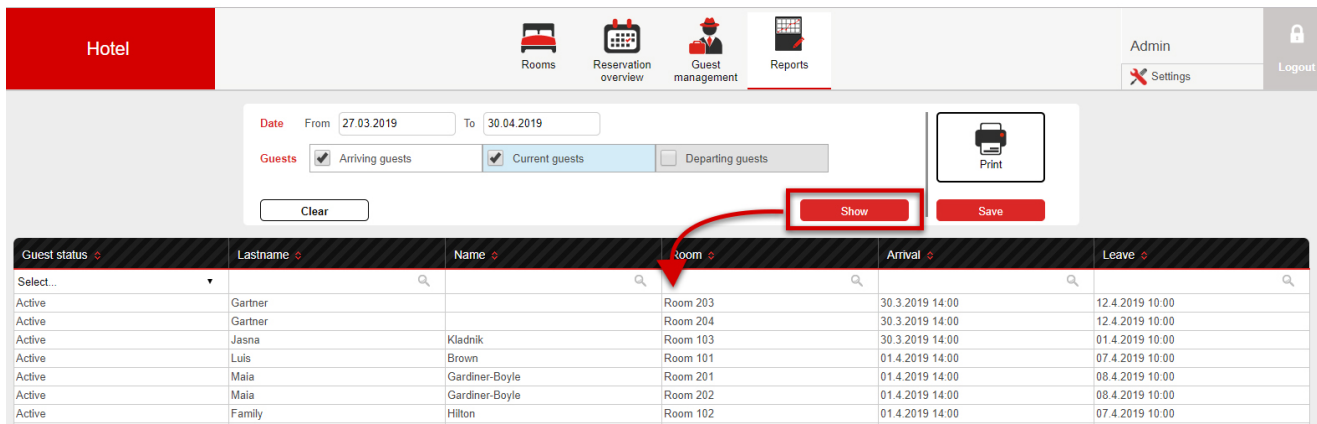


2. Limit which guests will be displayed in the report:

- **Arriving guests** - guests who are arriving sometime in the selected period will be included in the report.
 - **Current guests** - guests who are currently staying at the hotel, but are not arriving or departing, within the selected period will be included in the report.
 - **Departing guests** - guests who are departing in the selected period will be included in the report.
- * The **Arriving guests** and **Departing guests** options cannot be selected at the same time unless the report is made for a period of a single day.

3. Finally, click the **Show** button to display the results according to the values you set.


You can also export the displayed results by using the **Print** and **Save** buttons.



Guest status	Lastname	Name	Room	Arrival	Leave
Select...					
Active	Gartner		Room 203	30.3.2019 14:00	12.4.2019 10:00
Active	Gartner		Room 204	30.3.2019 14:00	12.4.2019 10:00
Active	Jasna	Kladnik	Room 103	30.3.2019 14:00	01.4.2019 10:00
Active	Luis	Brown	Room 101	01.4.2019 14:00	07.4.2019 10:00
Active	Maia	Gardiner-Boyle	Room 201	01.4.2019 14:00	08.4.2019 10:00
Active	Maia	Gardiner-Boyle	Room 202	01.4.2019 14:00	08.4.2019 10:00
Active	Family	Hilton	Room 102	01.4.2019 14:00	07.4.2019 10:00

Below you can see examples of the preview and PDF reports:

Guest status	Lastname	Name	Room	Arrival	Leave
Select...					
Active	Gartner		Room 203	30.3.2019 14:00	12.4.2019 10:00
Active	Gartner		Room 204	30.3.2019 14:00	12.4.2019 10:00
Active	Jasna	Kladnik	Room 103	30.3.2019 14:00	01.4.2019 10:00
Active	Luis	Brown	Room 101	01.4.2019 14:00	07.4.2019 10:00
Active	Maia	Gardiner-Boyle	Room 201	01.4.2019 14:00	08.4.2019 10:00
Active	Maia	Gardiner-Boyle	Room 202	01.4.2019 14:00	08.4.2019 10:00
Active	Family	Hilton	Room 102	01.4.2019 14:00	07.4.2019 10:00
Active	Family	Hilton	Room 103	01.4.2019 14:00	07.4.2019 10:00
Active	Family	Hilton	Room 104	01.4.2019 14:00	07.4.2019 10:00
Active	Boris	Jameson	Room 101	07.4.2019 14:00	14.4.2019 10:00
Active	Boris	Jameson	Room 102	07.4.2019 14:00	14.4.2019 10:00
Active	Jerry	Knowles	Room 204	12.4.2019 14:00	14.4.2019 10:00
Active	Jerry	Knowles	Room 203	12.4.2019 14:00	14.4.2019 10:00
Active	Clan	Lin	Room 103	12.4.2019 14:00	17.4.2019 10:00



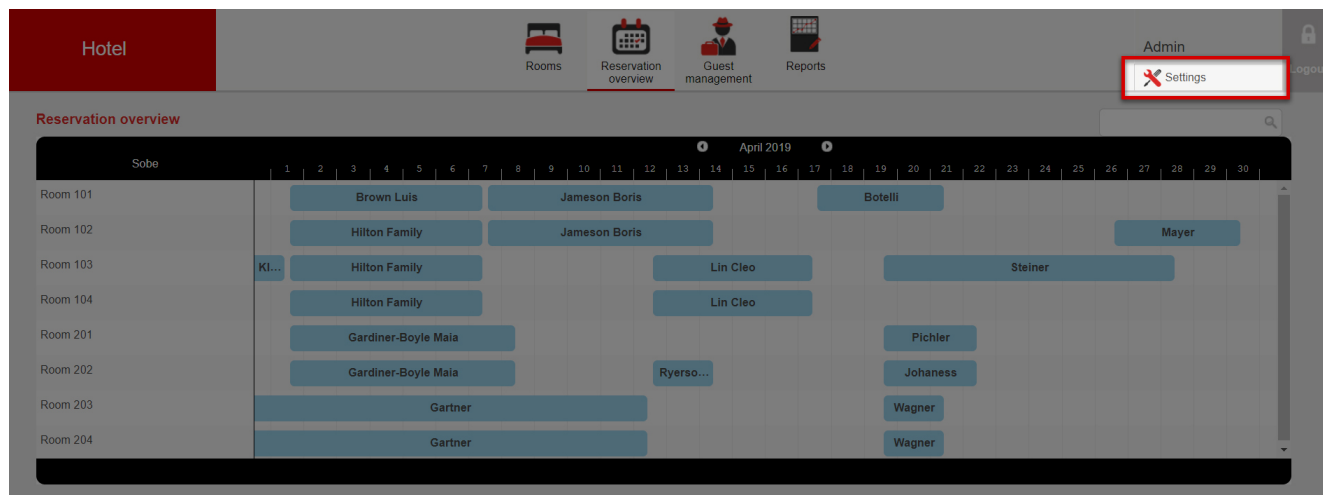
Guest reports

Period: 27. 03. 2019 - 30. 04. 2019

Guest type	Lastname	Name	Company	Room	Arrival	Leave
Active		Gartner		Room 203	30.03.19 14:00	12.04.19 10:00
Active		Gartner		Room 204	30.03.19 14:00	12.04.19 10:00
Active	Kladnik	Jasna		Room 103	30.03.19 14:00	01.04.19 10:00
Active	Brown	Luis		Room 101	01.04.19 14:00	07.04.19 10:00
Active	Gardiner-Boyle	Maia		Room 201	01.04.19 14:00	08.04.19 10:00
Active	Gardiner-Boyle	Maia		Room 202	01.04.19 14:00	08.04.19 10:00
Active	Hilton	Family		Room 102	01.04.19 14:00	07.04.19 10:00
Active	Hilton	Family		Room 103	01.04.19 14:00	07.04.19 10:00
Active	Hilton	Family		Room 104	01.04.19 14:00	07.04.19 10:00
Active	Jameson	Boris		Room 101	07.04.19 14:00	14.04.19 10:00

3.8 Settings

General settings for the *Codeks Apartment Kit* application can be accessed through the **Settings** button in right corner of the toolbar.

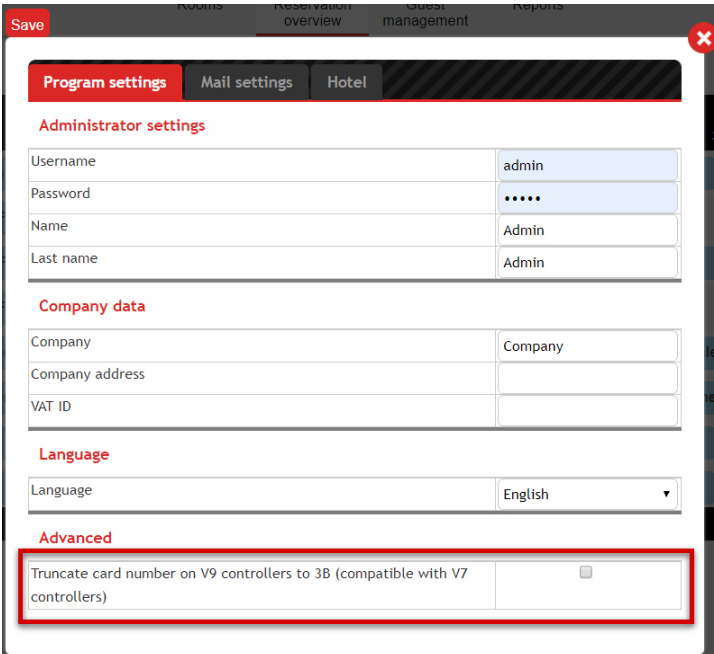


In the following chapters, all settings are described in more detail.

3.8.1 Program settings

The *Program settings* tab contains general settings which affect the entire system.

In order for the *Codeks Apartment Kit* add-on to work correctly the *Truncate card number on V9 controllers to 3B (compatible with V7 controllers)* setting in the *Program settings* tab must be disabled.



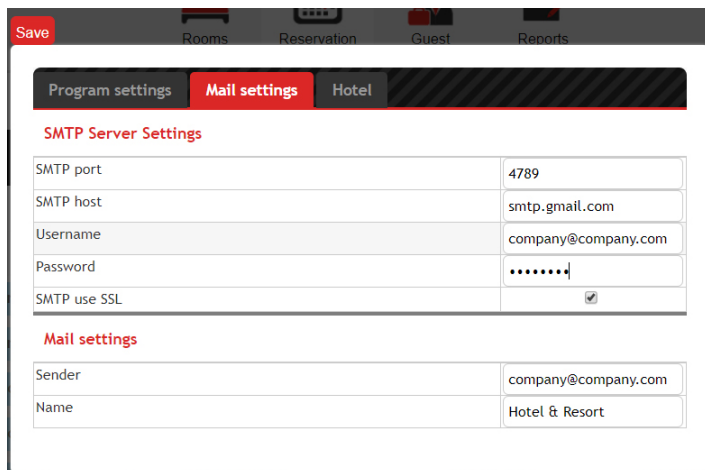
Administrator settings	
Username	The username of the administrator of the Codeks Apartment Kit application.
Password	The password for the administrator of the Codeks Apartment Kit application.
Name	The administrator's name.
Last name	The administrator's last name.
Company data	
Company	The name of the company.
Company address	The company address.
VAT ID	The company VAT ID number.
Language	
Language	The language in which the application will display texts in the user interface of the Codeks application.
Advanced	
Truncate card number on V9 controllers to 3B (compatible with V7 controllers)	<p>The setting defines how many bits of the user ID card number the system will use. With newer controllers the default value is 4B and with older controllers the setting is 3B.</p> <p>* This setting enables the use of older and newer controllers within the same Codeks system.</p>

3.8.2 Mail settings

In the *Email settings* tab, you can set up a connection with your email provider. These settings will allow e-mails to be sent to hotel guests.

NOTE

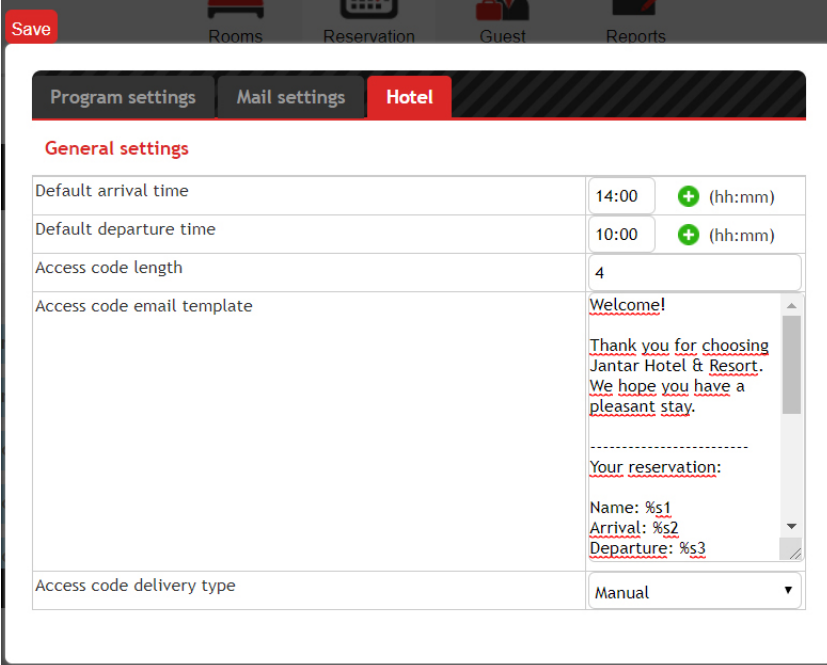
The SMTP server settings allow you to connect to your email provider. You can get data for establishing a connection from your IT administrator or e-mail provider (internet provider).



SMTP Server Settings	
SMTP port	SMTP port
SMTP host	SMTP host
Username	Username
Password	Password
SMTP use SSL	SMTP uses SSL
Mail settings	
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.

3.8.3 Hotel

The *Hotel* tab contains settings specific to hotel reservations.



Save Rooms Reservation Guest Reports

Program settings Mail settings **Hotel**

General settings

Default arrival time	14:00 + (hh:mm)
Default departure time	10:00 + (hh:mm)
Access code length	4
Access code email template	<p>Welcome!</p> <p>Thank you for choosing Jantar Hotel & Resort. We hope you have a pleasant stay.</p> <p>-----</p> <p>Your reservation:</p> <p>Name: %s1</p> <p>Arrival: %s2</p> <p>Departure: %s3</p>
Access code delivery type	Manual

Settings

Default arrival time	This setting defines the default time for the guest arrival.
Default departure time	This setting defines the default time for the guest departure.
Access code length	This setting sets the length of the access code (PIN). In the setting's field enter how many digits each access code will consist of.
Access code email template	Enter the text and formatting of the email that will be sent to hotel guests.
Access code delivery type	<p>If this setting is set to Manual the function of sending e-mail notifications to hotel guests will be enabled.</p> <p>If this setting is set to Disable the function of sending e-mail notifications to hotel guests will be disabled.</p>

3.8.3.1 * Email template

The prepared template will be sent to hotel guests if the **Send e-mail to guest** option is checked when **saving a guests data**.

Several variables are available to be used within the template text:

s1 - the name of the reservation

s2 - the date of arrival

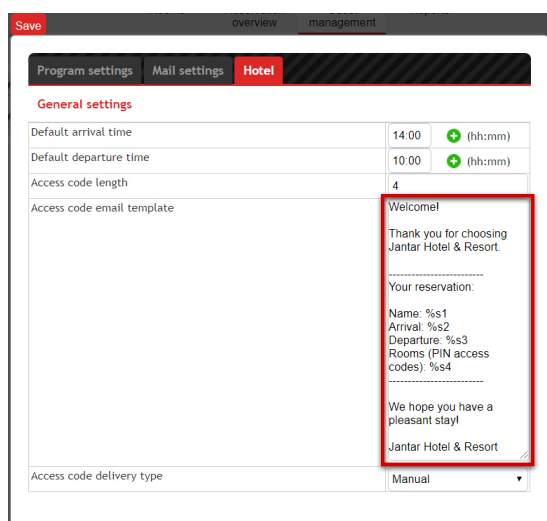
s3 - the date of departure

s4 - lists all the reserved rooms (and any potential PIN access codes in brackets)

These variables will be substituted by the actual data of the guests' reservation.

Example

Template in the *Hotel* tab of the *Settings* editor:



Save overview management

Program settings Mail settings **Hotel**

General settings

Default arrival time 14:00 (hh:mm)

Default departure time 10:00 (hh:mm)

Access code length 4

Access code email template

Welcome!

Thank you for choosing Jantar Hotel & Resort.

Your reservation:

Name: %s1

Arrival: %s2

Departure: %s3

Rooms (PIN access codes): %s4

We hope you have a pleasant stay!

Jantar Hotel & Resort

Access code delivery type Manual

Welcome!

Thank you for choosing Jantar Hotel & Resort.

Your reservation:

Name: %s1

Arrival: %s2

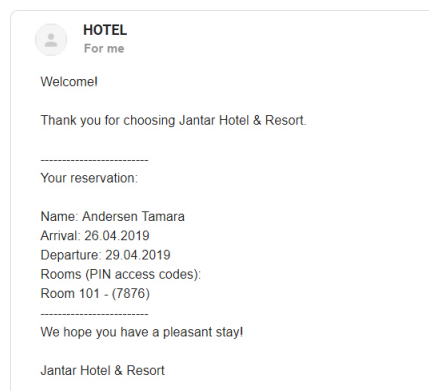
Departure: %s3

Rooms (PIN access codes): %s4

We hope you have a pleasant stay!

Jantar Hotel & Resort

The sent email:



HOTEL

For me

Welcome!

Thank you for choosing Jantar Hotel & Resort.

Your reservation:

Name: Andersen Tamara

Arrival: 26.04.2019

Departure: 29.04.2019

Rooms (PIN access codes):

Room 101 - (7876)

We hope you have a pleasant stay!

Jantar Hotel & Resort

Welcome!

Thank you for choosing Jantar Hotel & Resort.

Your reservation:

Name: Andersen Tamara

Arrival: 26.04.2019

Departure: 29.04.2019

Rooms (PIN access codes):

Room 101 - (7876)

We hope you have a pleasant stay!

Jantar Hotel & Resort