# Codeks Apartment Kit

Software for managing small hotels

# Codeks Apartment Kit
# user manual

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# 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.

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**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 8.
- 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.)
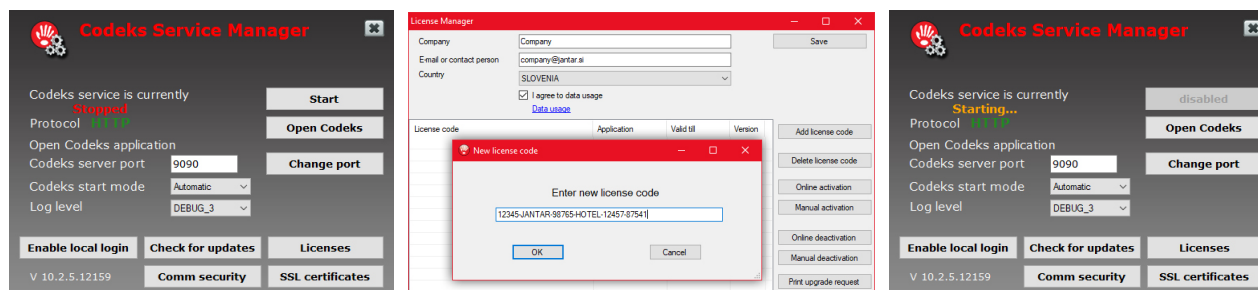
**1.** Click and **run the *Codeks Apartment Kit* installation file**.

CodeksApartmentKitSetup.exe
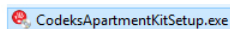
**2. Read the license agreement and follow the installation instructions.**
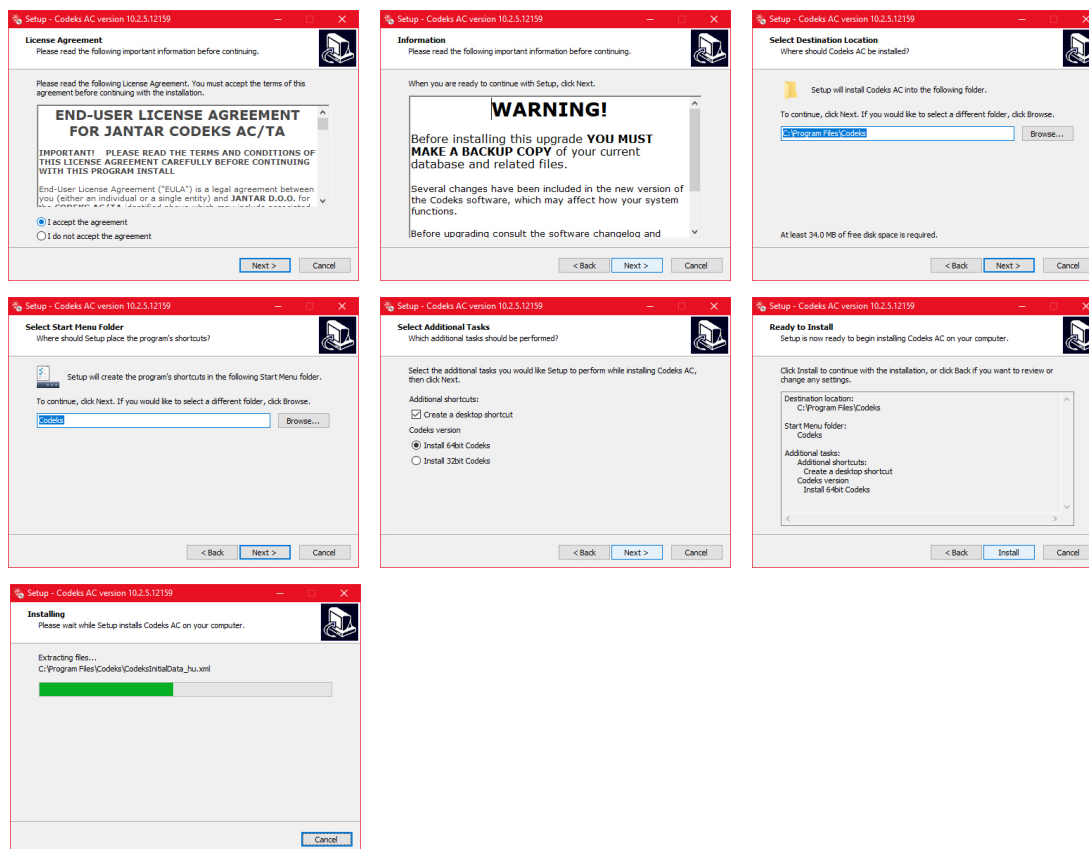


**3.** When the Codeks service starts for the first time, the system will require you to enter the *Codeks Apartment Kit* software license code. **Enter the license code and then click *Save.***

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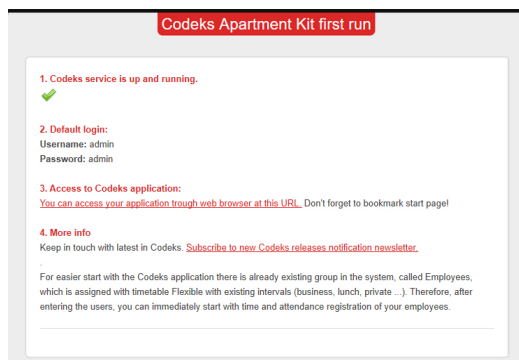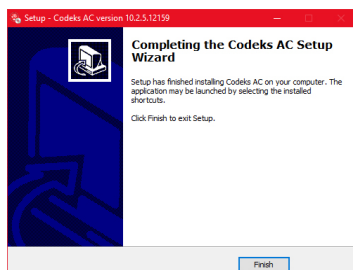


Finally, the installation process will display instructions for your first login 15 to the Codeks application in your default web browser.

## 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*:*
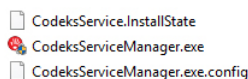


**1.** Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

**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.
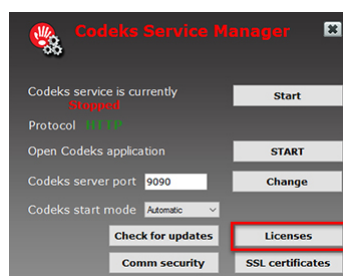


**4.** The *Codeks Hotel* license code will be displayed in the window.
Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** ⌐13⌐ button.
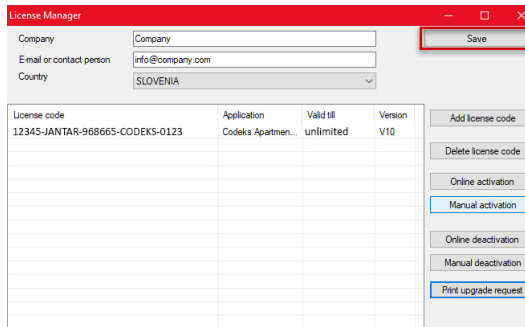
**NOTE**
If your Codeks server does not have an internet connection, the program will display an error. In this case, you will have to activate the license code manually ⌐13⌐ using another device with internet access.
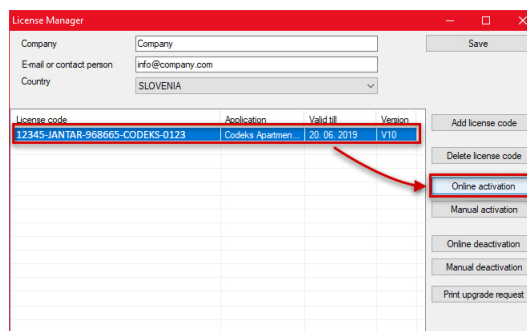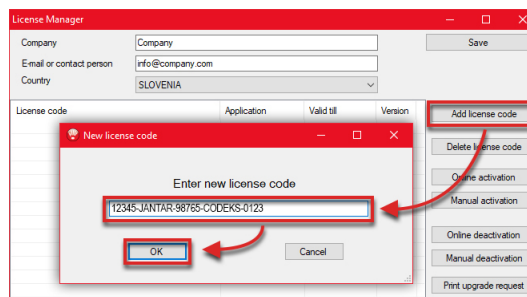
**5.** Finally, save the changes by clicking the **Save** button.



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

### MANUAL LICENSE ACTIVATION

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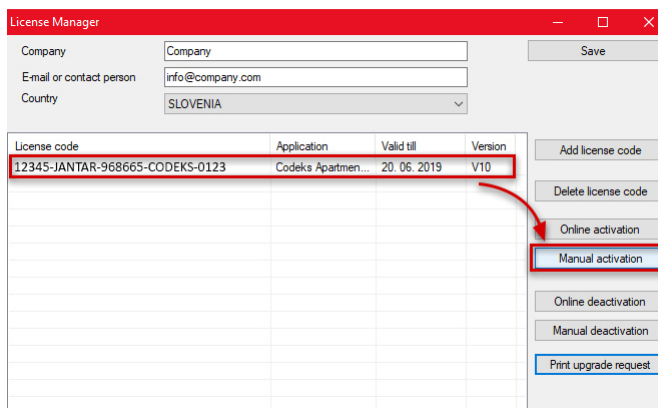


**2.** The *ManualActivationForm* window will open which contains a **Challenge code** for activating the selected license code.

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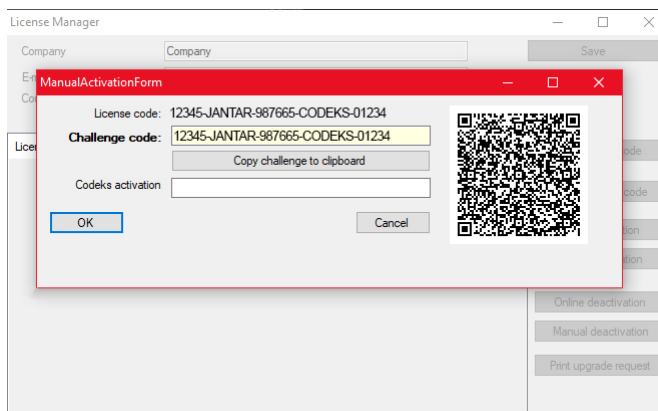


**NOTE**
If you scan the displayed OR code with your smartphone you will be **automatically redirected to the Codeks Activation Form webpage.** All the necessary information for generating the ***Codeks Activation code*** for the selected license code will already be entered in the form fields. **To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

**3.** Use your smartphone phone or any other device with internet access and go to **http://www.jantar.si/caf.html**. Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.
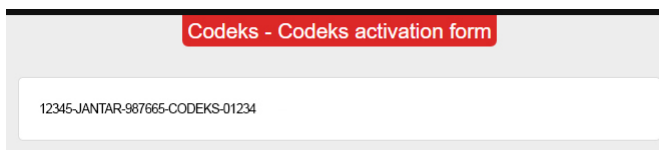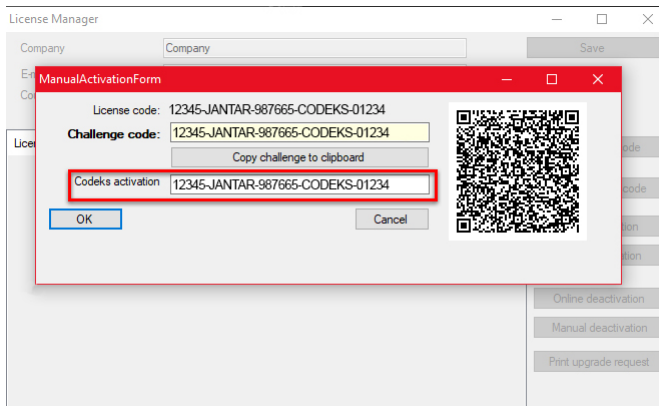
**4.** Then click **Submit.**

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

**6.** Enter the *Codeks activation code* into the ManualActivationForm and click **OK.**
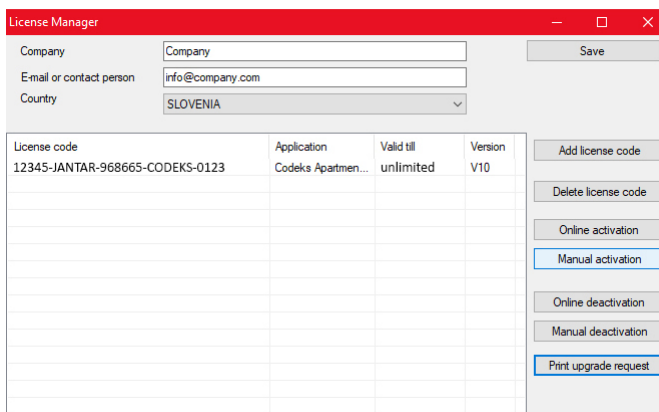
**7.** If activation was successful the validity of the selected license will be changed to **unlimited**.

# 3 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.
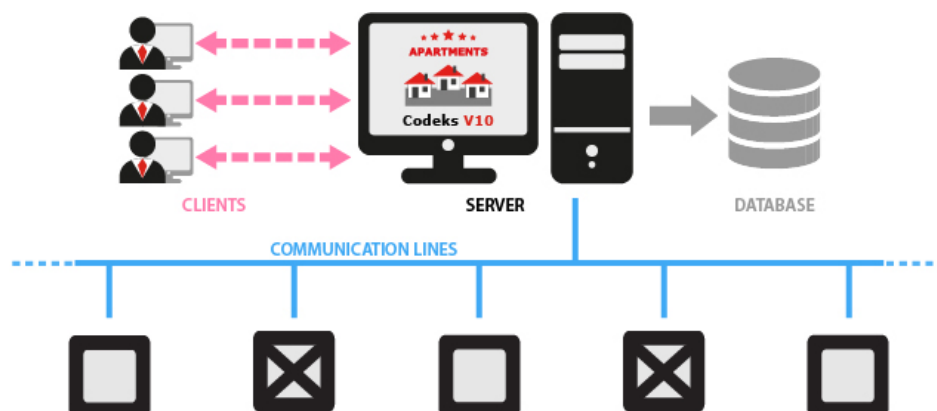


The **Hotel administrator** log into the **Codeks Apartmant Kit** application using the administrators login:



Link to the hotel administrator login form:

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

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**NOTE**

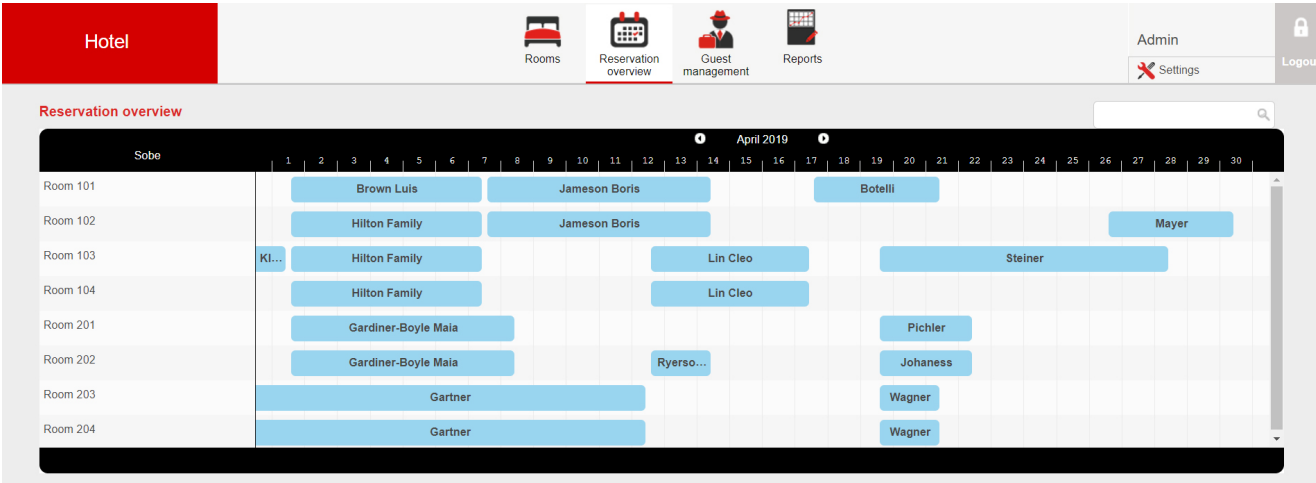**To log in to the *Codeks Apartment Kit* use the username and password of the system administrator.**

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` <br><br> The focal point of the **Reservation overview** editor is the ***reservation spreadsheet*** displaying the monthly preview of reservations by rooms. |
|  Rooms | **Rooms** `34` <br><br> 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` <br><br> 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` <br><br> 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.**
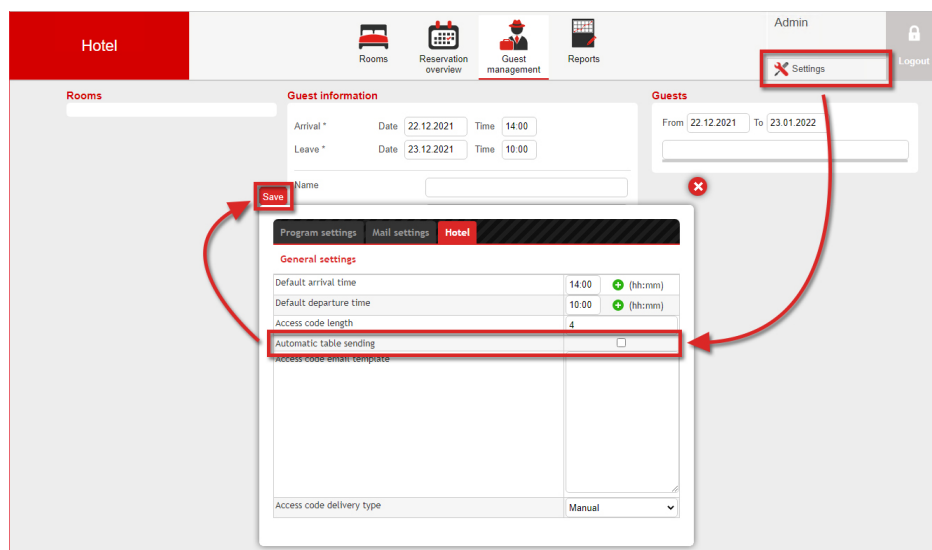


Save the changes you have made in the menu.

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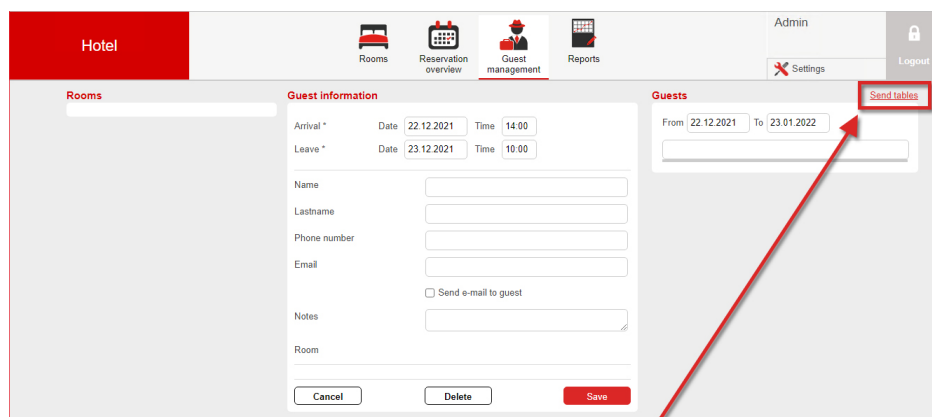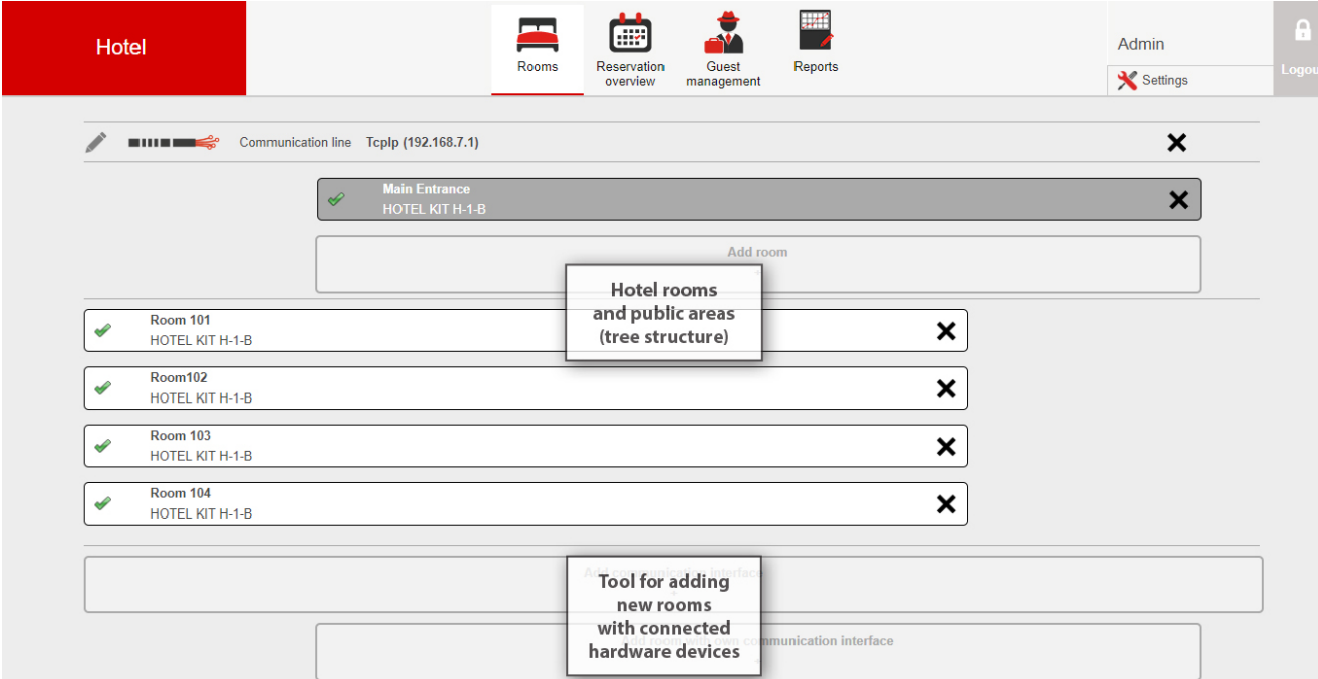
A new window will open where you can select the controllers to which you want to send the tables. Click **Send tables** to send the tables.
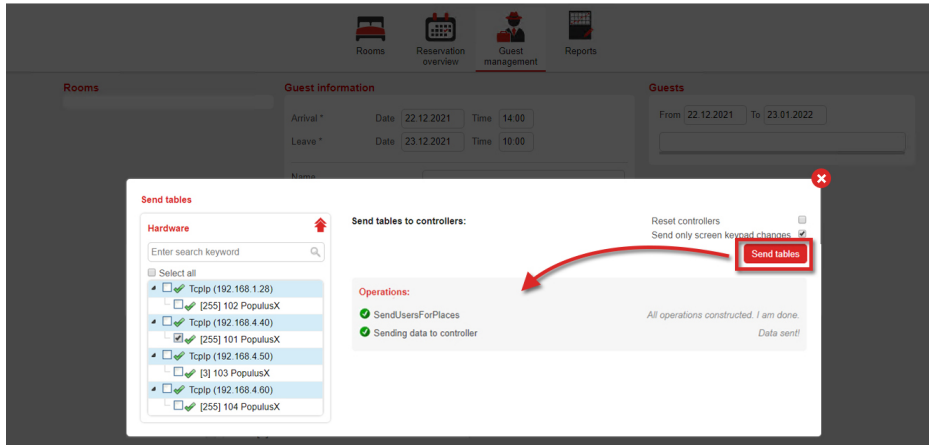
## 3.4 Rooms

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.
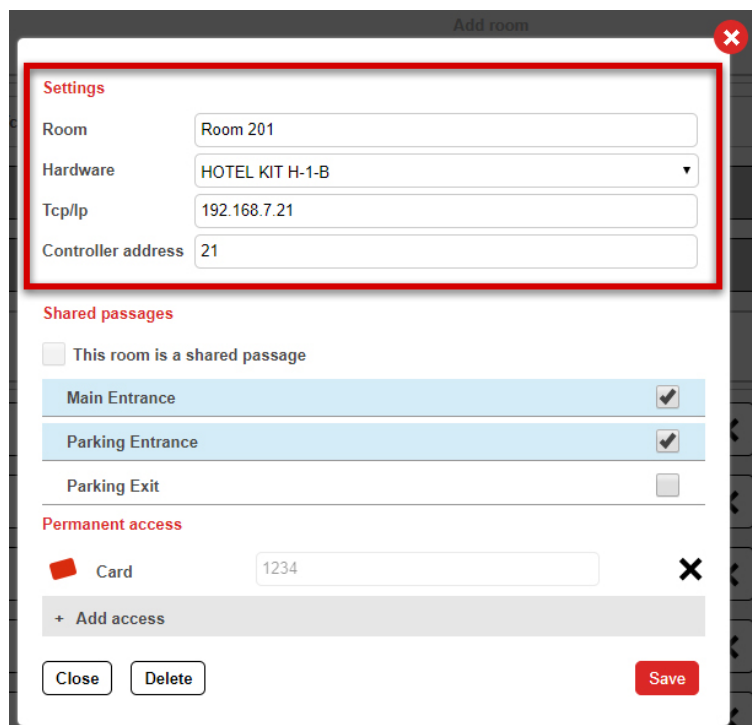
## 3.4.1 Adding hotel rooms

**1.** To add a new hotel room, click the **Add room** (or **Add room with own communication interface**) button. (See **Hardware types** 26 to understand the difference).
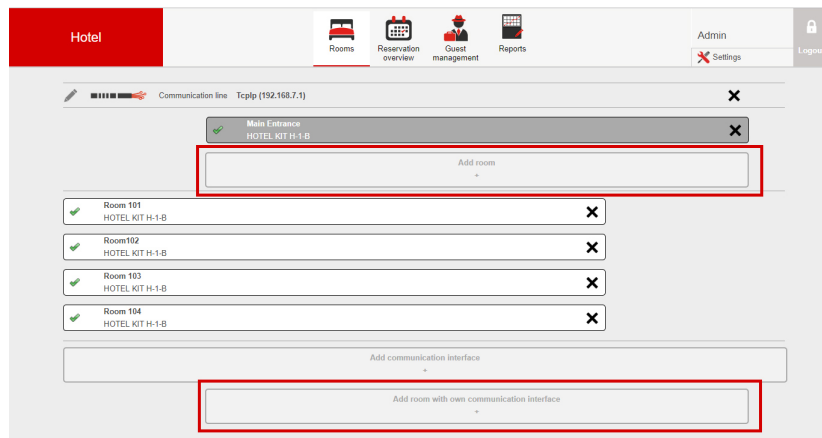


**2.** A new pop-up window will open.

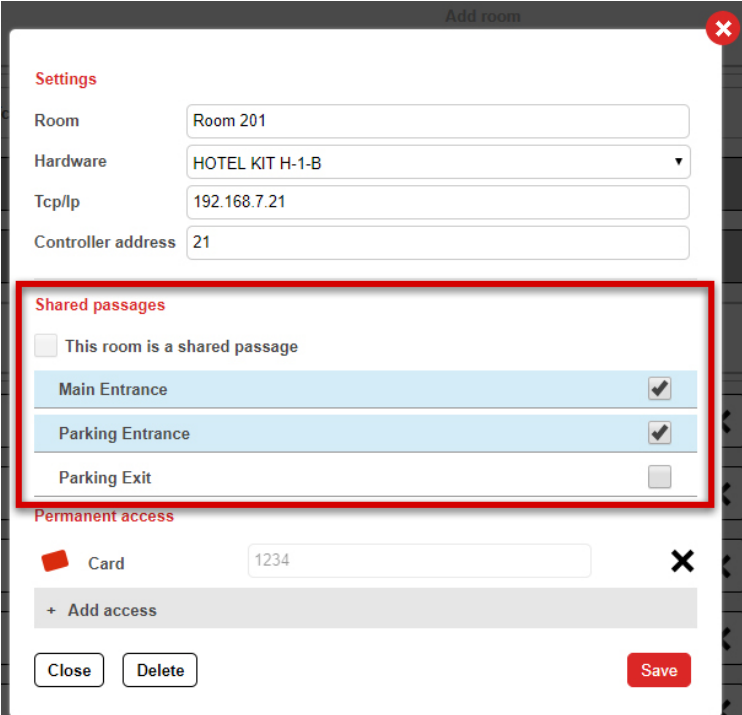Here, fill out the basic information about the hotel room you are adding:

| Settings | |
|---|---|
| Room | The name of the hotel room as it will also be displayed in the *Reservation overview spreadsheet* and *Lists of rooms*. |
| Hardware | Select the *Codeks Hotel* 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 *room with its own communication interface.* (The IP address should be written on the device package.) * If you are adding a room to a separate *communication interface device* 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.**
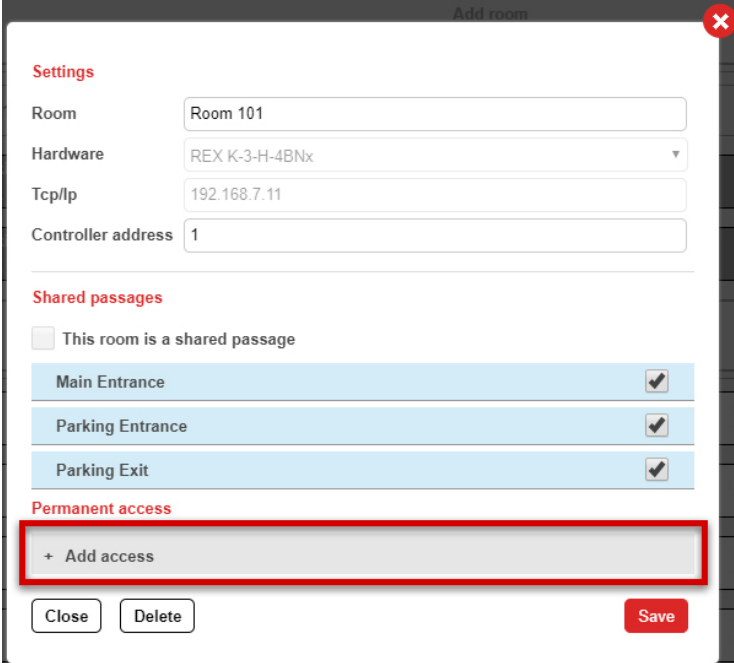


**NOTE**

**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.
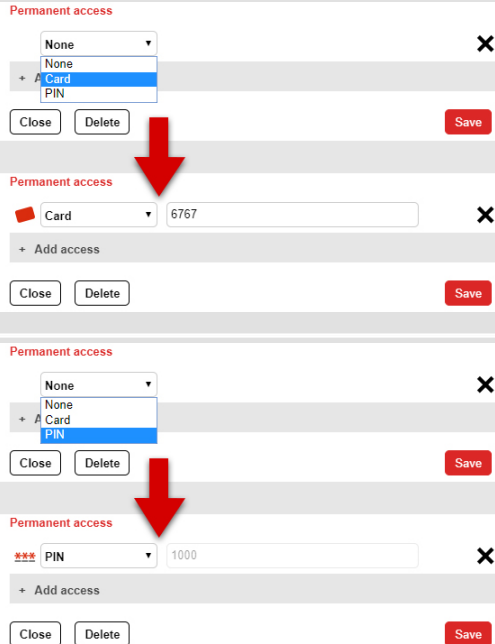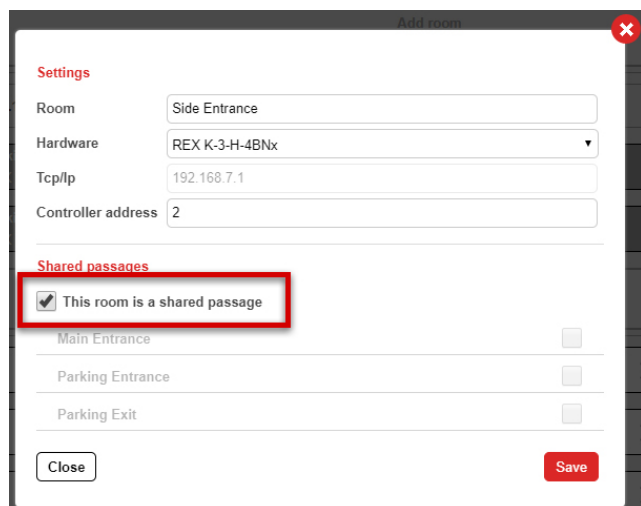


A new row will be added where you must first choose the type of access credentials:

| | |
|---|---|
| **Card**<br><br>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**<br><br>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** 26 to understand the difference).
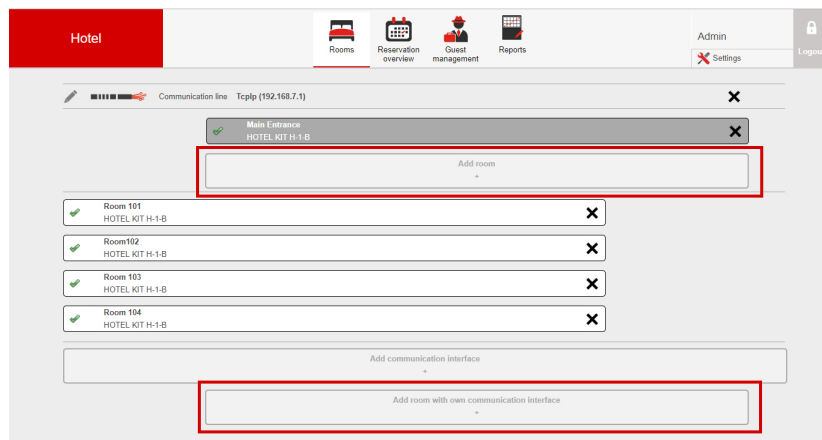


**2.** A new pop-up window will open.

Here, fill out the basic information about the *Location* and connected hardware.
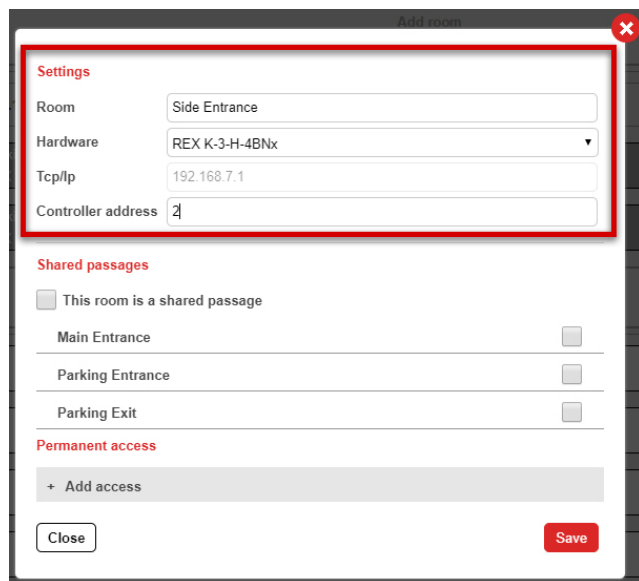
**3. Then enable the *This room is a shared passage* option.** This marks the new "room" as a shared hotel area where (all) hotel gusts have the right to enter (e.g. the main lobby, the parking lot, sauna, pools, etc.).



**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.
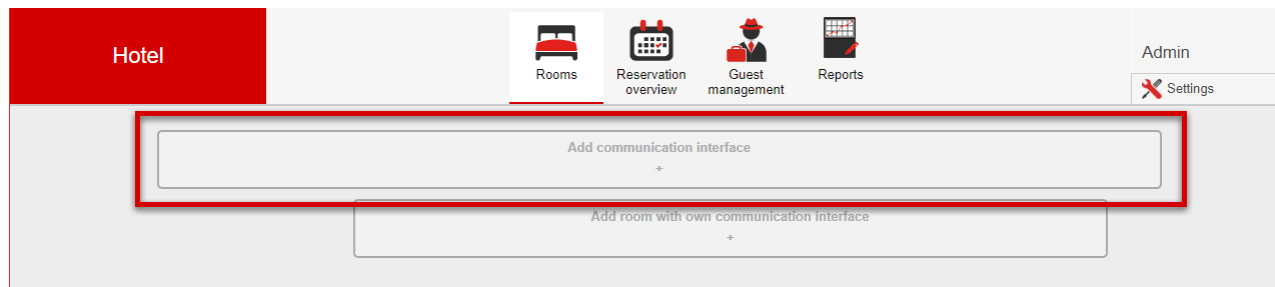


**2.** In the new pop-up window enter the IP address of the communication converter device (supplied on the original packaging **1** ).



**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.)
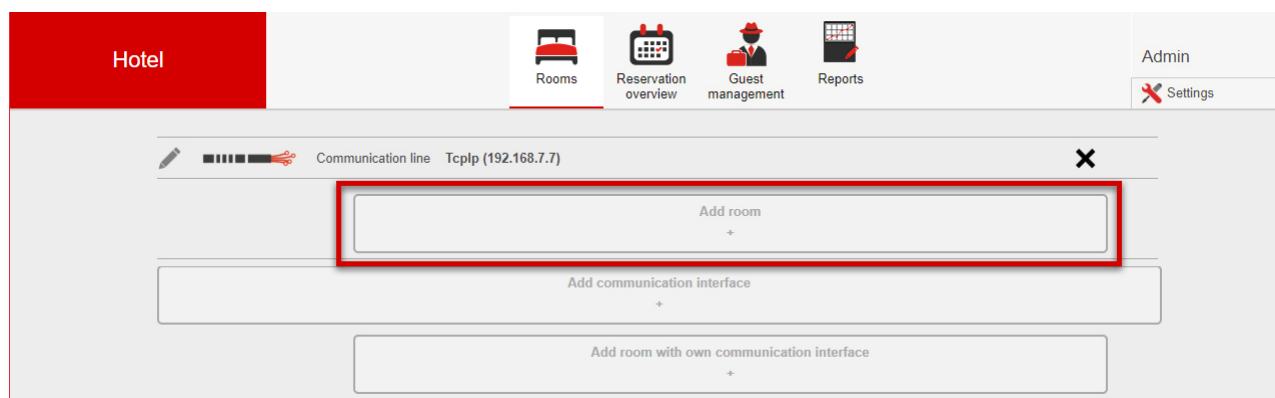


**1** The IP address and controller address settings can be changed during the physical installation of the devices (using the *Codeks Device Manager* program), and the values written on the original packages may no longer apply. If you chose to change these values during the device installation, document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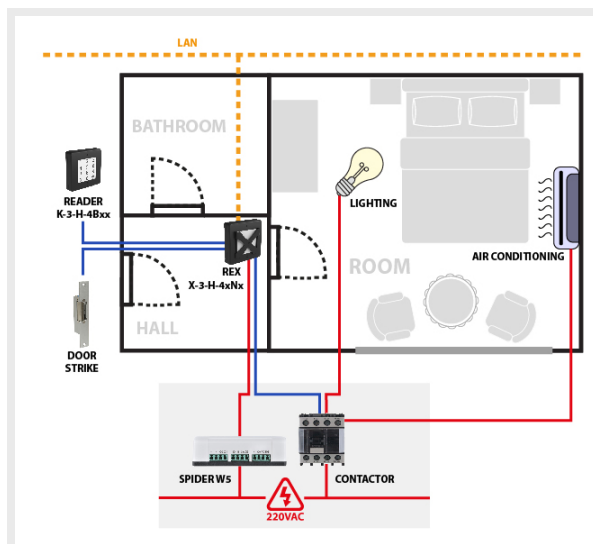


**Example of the installation of the *KIT H1-3-4BNx* hardware kit in a hotel room. The power to the controller (REX X-3-H-4xNx) and reader (READER K-3-H-4Bxx) is supplied by the *Spider W5 power supply.***

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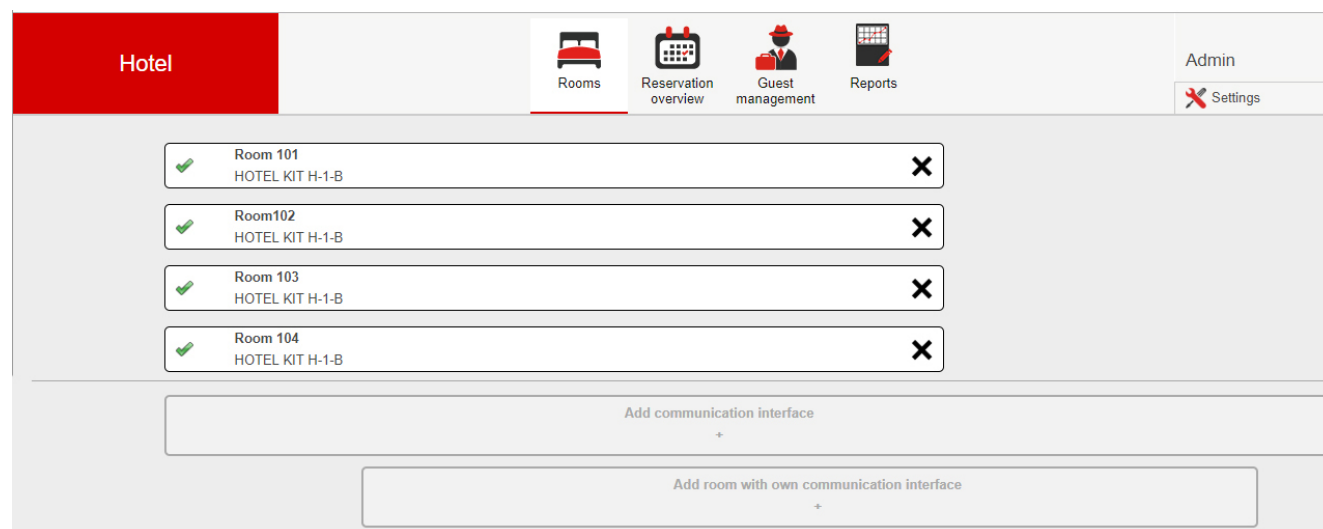


*(1)* A new room is added simply by clicking the ***Add room with own communication interface*** button. *(2)* In the new pop-up window select the *Hardware kit*, enter the *IP address* and *Controller address* of the device (supplied on the packaging [1]). *(3)* After saving, this will create a new (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).
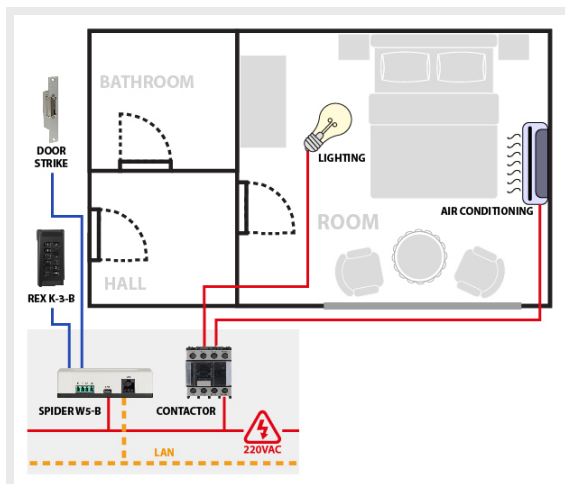


**Example of the installation of the a standard *Rex K-3-B* reader in a hotel room. The reader communicates through a *Spider W5-B* power supply and communication converter.**

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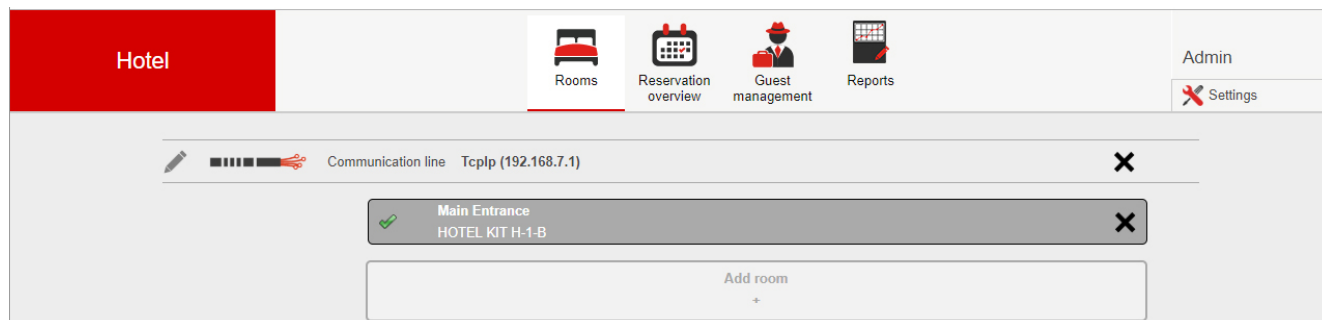


*(1)* The communication converter device is added to the system first, by clicking the **Add communication interface** button. *(2)* In the new pop-up window enter the IP address of the communication converter device (supplied on the original packaging ¹) and save. *(3)* This will create a new communication 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.
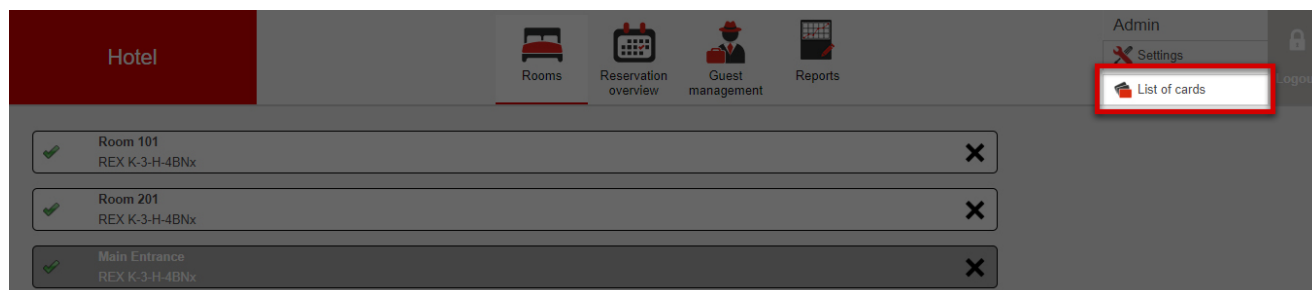


Using these tools you can enter the cards (which will later be used for hotel guests) just once using an existing card reader already installed in your hotel. This eliminates the need to read a card on the spot using a specialized hardware device when a hotel guest arrives. Instead, you can simply select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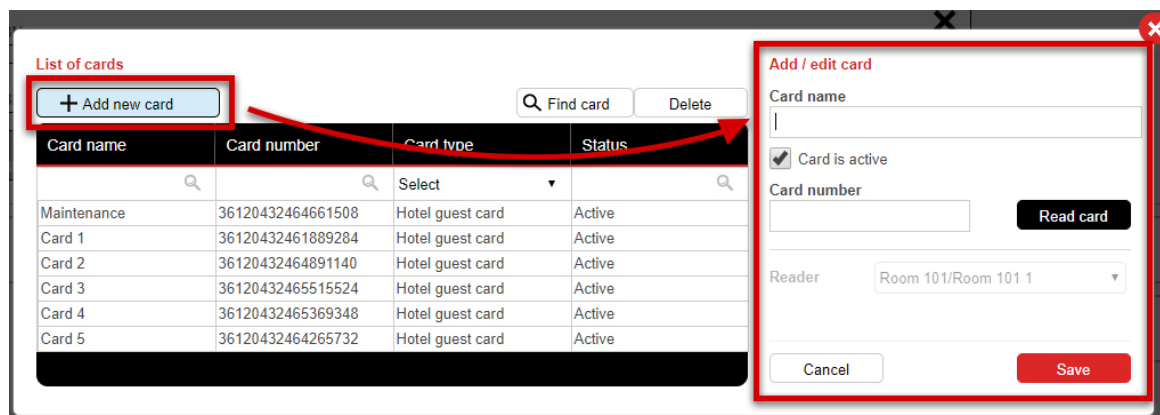


**2. Enter the name of the card.**
**\* Card is active** - if this setting is enabled, the card will be activated and available for use. If this setting is not enabled, the card will not be available to be assigned to guests and it will not be granted any access rights. Uncheck this setting to deactivate 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.**

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



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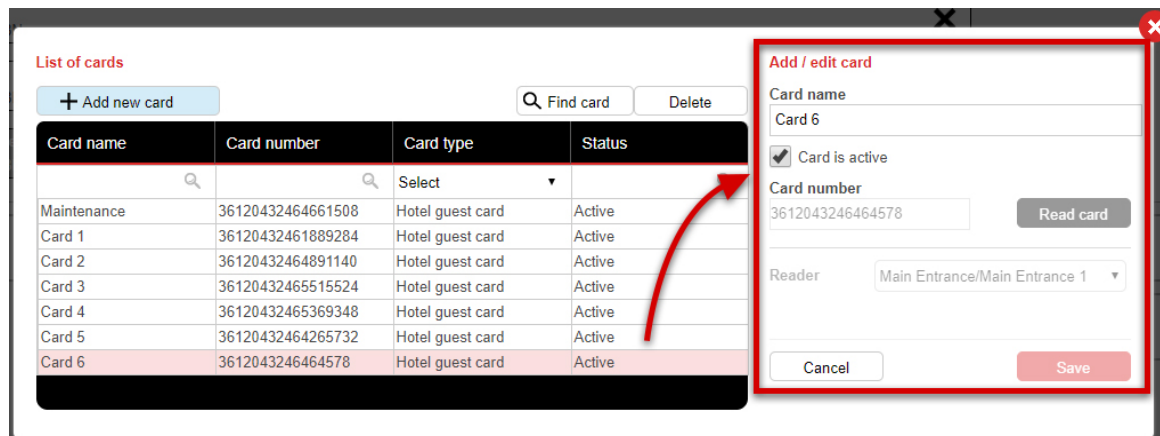
**Editing a hotel card**

**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*.**
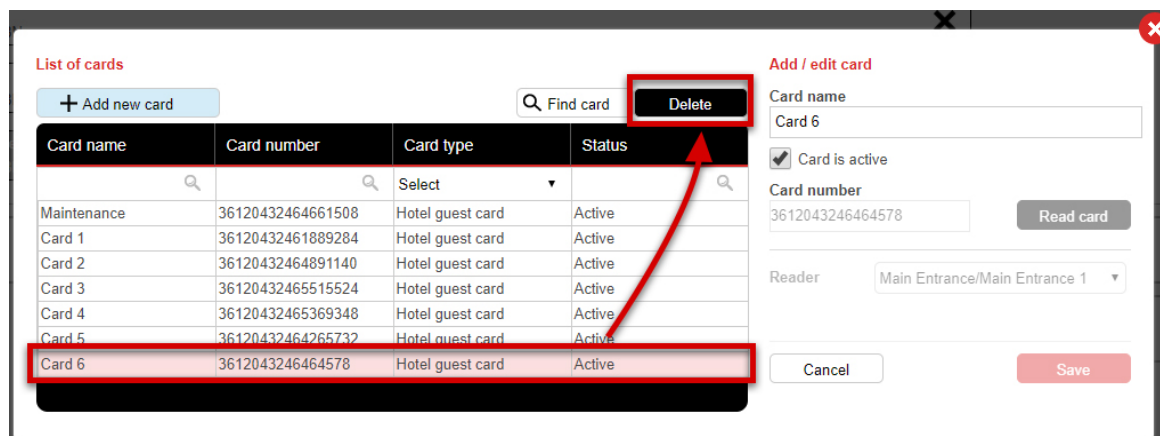
**Deleting a hotel card**

**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*.***



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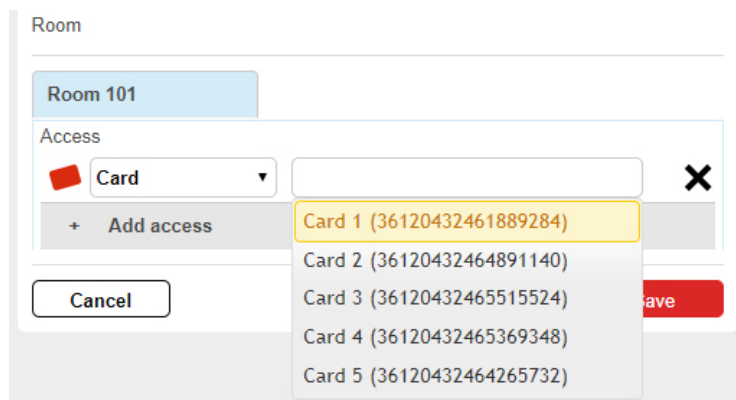
**How to use a predefined hotel card**
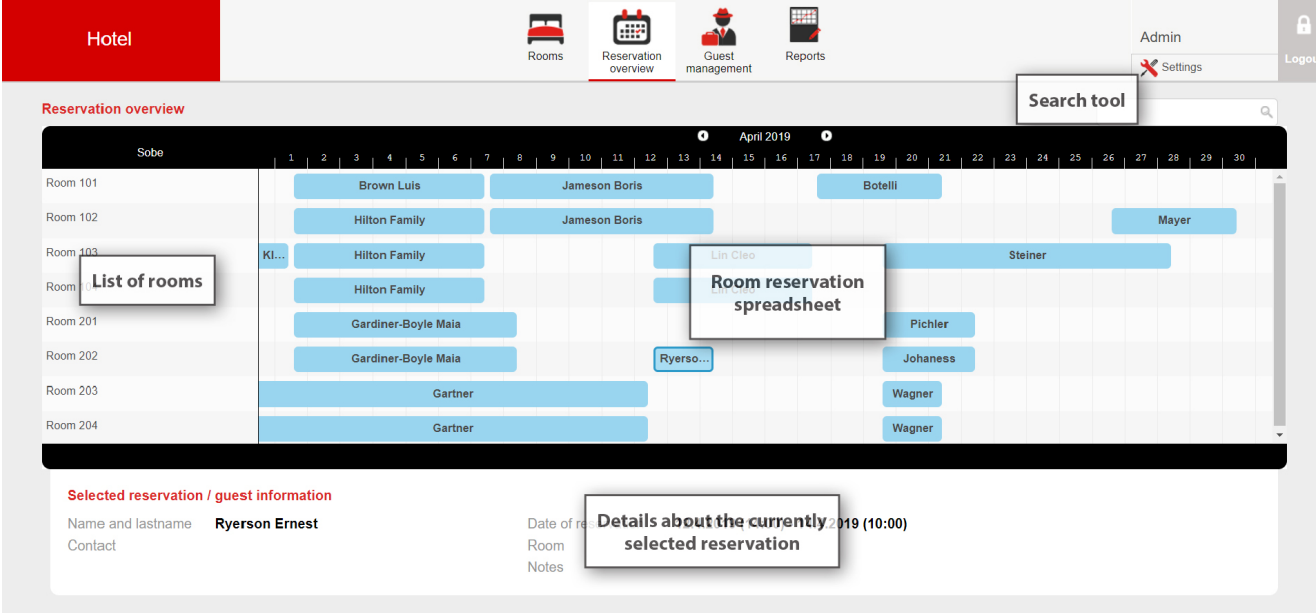
To assign a predefined card to a hotel guest, navigate to the *Guest management* editor*,* there, select a guest for editing and, under the *Access* section, add a new means of access. In the new row, set the *Card* type and, finally, **select a predefined card from the drop-down menu.**

# 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.
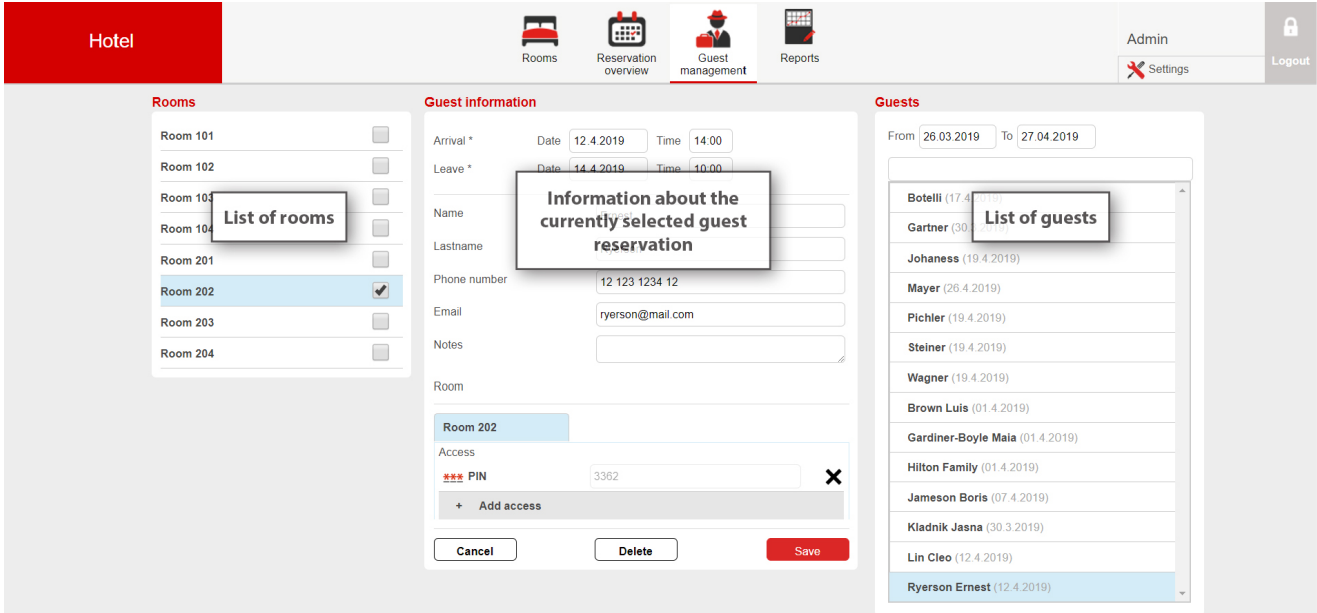


After clicking on a specific guest reservation, the **details of the reservation** will be displayed under the reservation spreadsheet.

# 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.



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

**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.**



**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.**

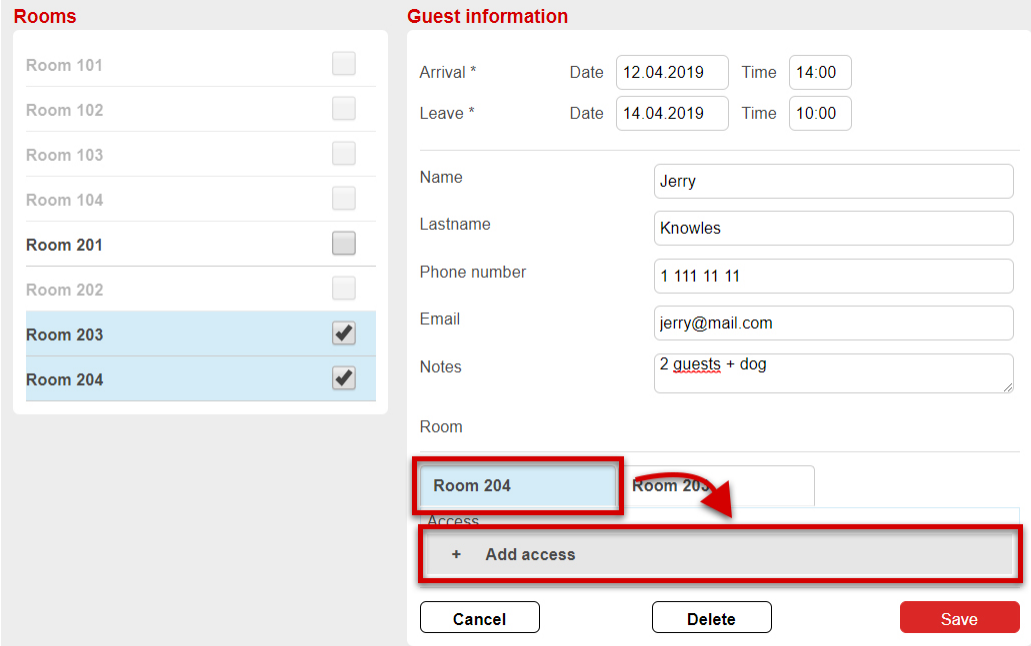**5.** In order for guests to be able to enter their hotel rooms, you must **assign access credentials to each hotel room** that is assigned to the guest reservation**.**

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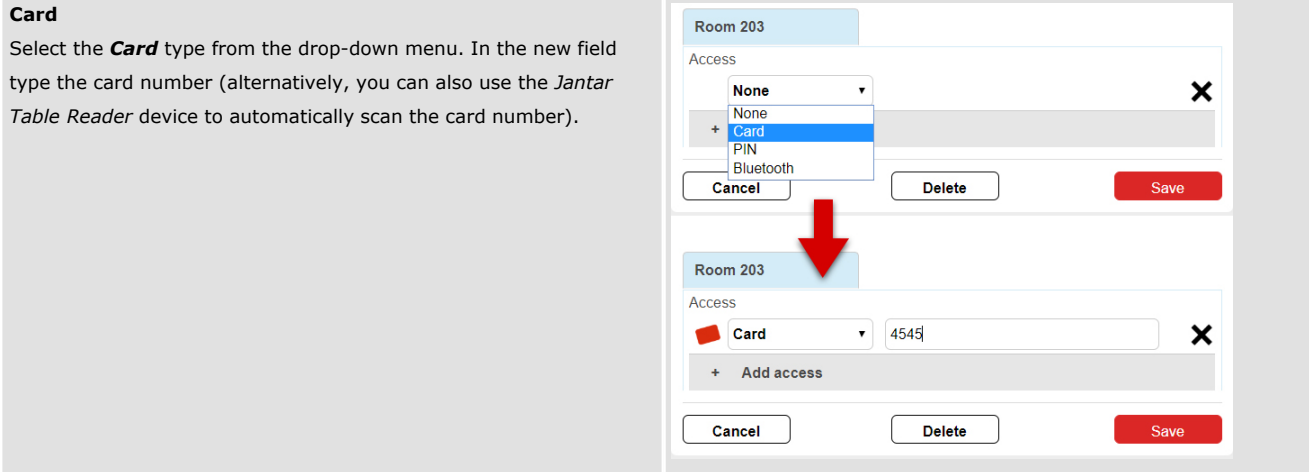
Next, click the **Add access** button.



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 to a hotel guest.)



**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.
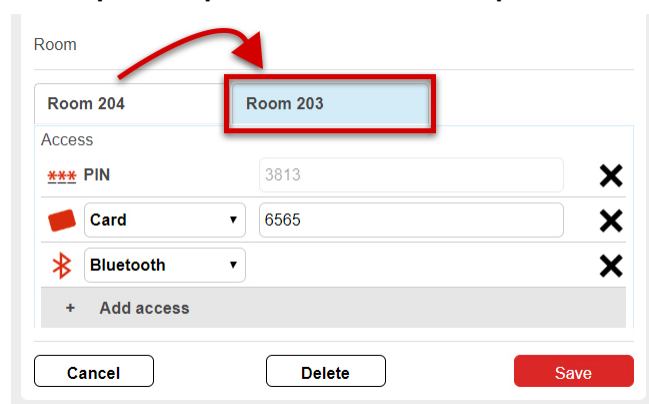


You can add multiple access credentials to the same room.

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

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

**Rooms**

**Guest information**

Room 101

Room 102

Room 103

Room 104

**Room 201**

Room 202

**Room 203** ✔

**Room 204** ✔

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
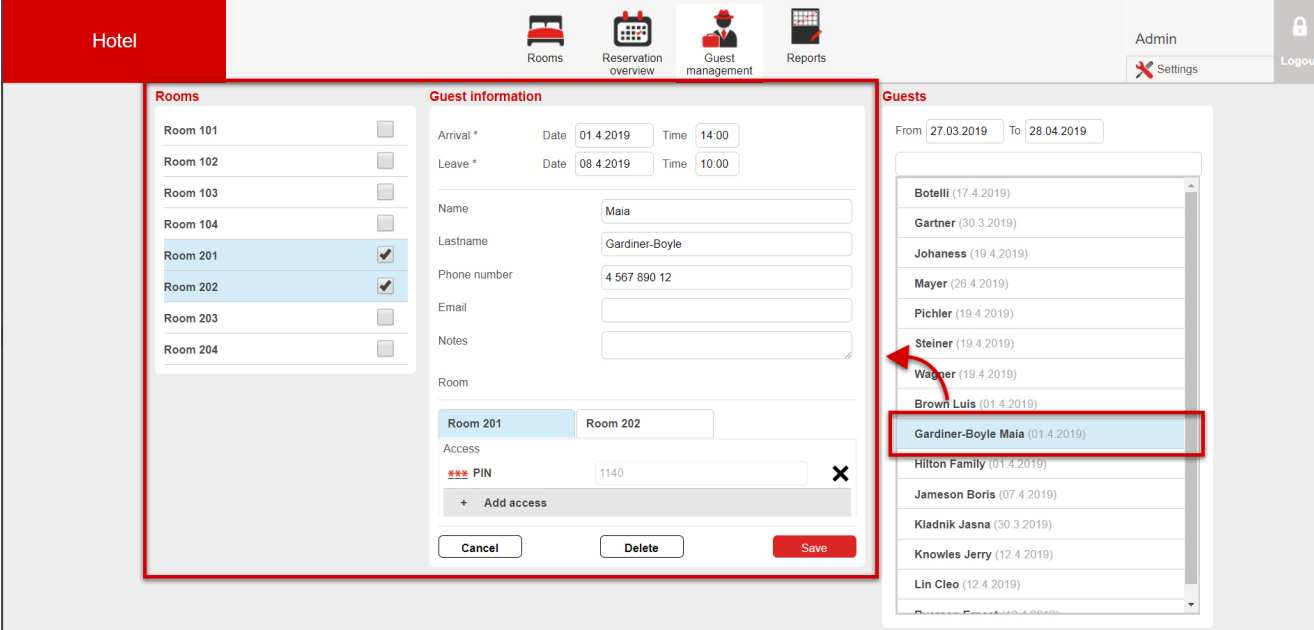
**Room**

| 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 gusts by checking the **Send e-mail to guest** option in the *Guest management* editor.
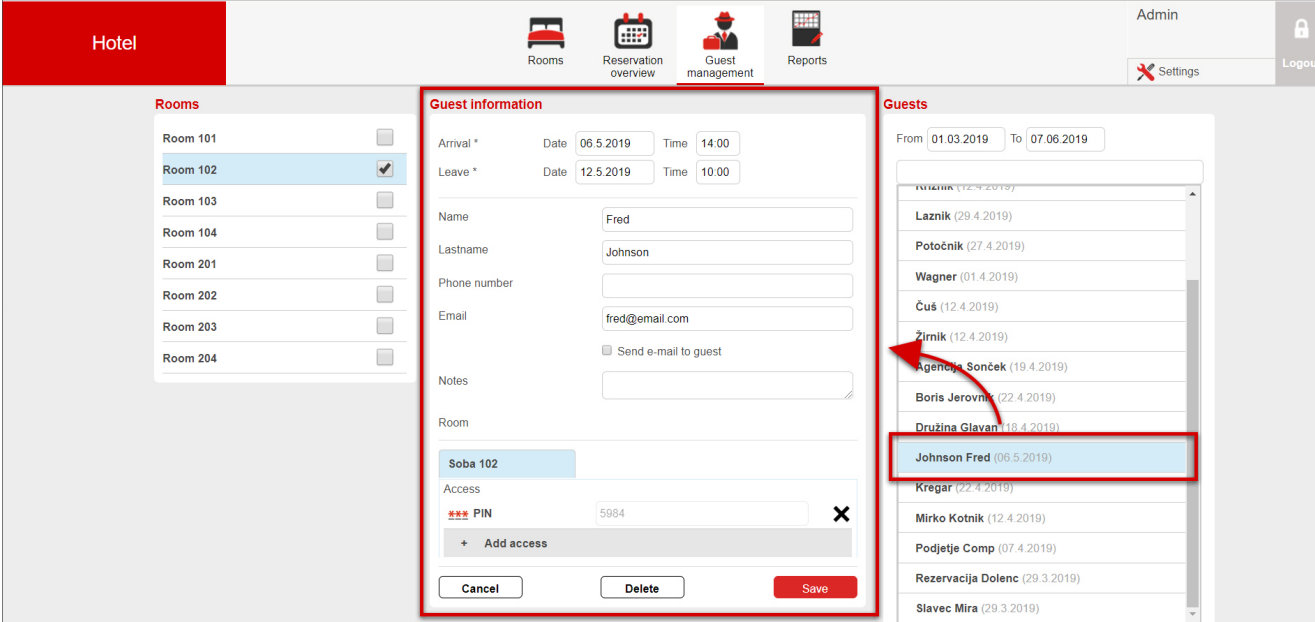
---

**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**

Fist, make sure that the content of the email notification is set in the **Hotel** tab of the *Settings* editor (see chapter **Email template** 50).

---

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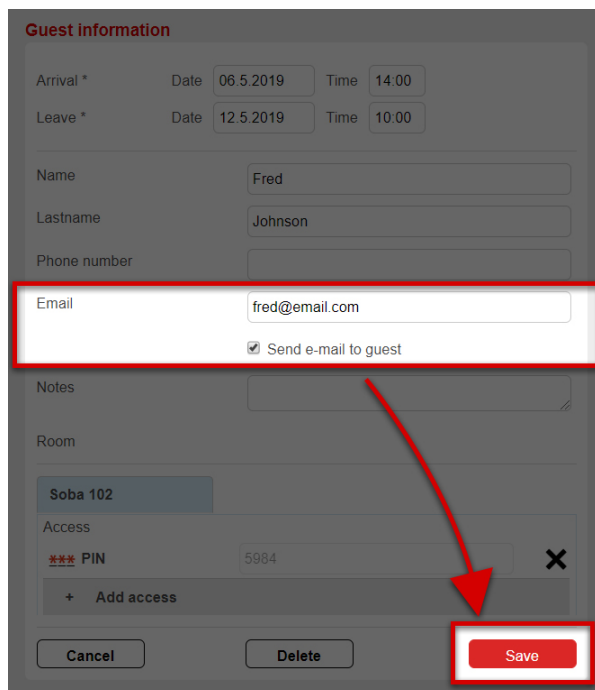
**3.** Make sure that the e-mail filed is filled with a valid e-mail address.

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

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

## 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.



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

**3.** A message will be displayed when the selected guest reservation is deleted.
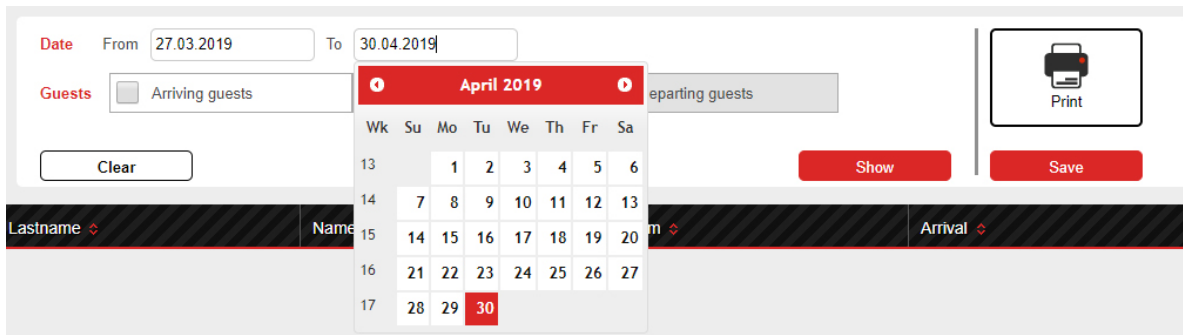
# 3.7 Reports

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

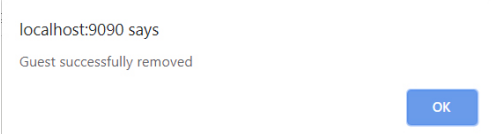**1.** To create a report, first, select the *period/day* to be displayed.
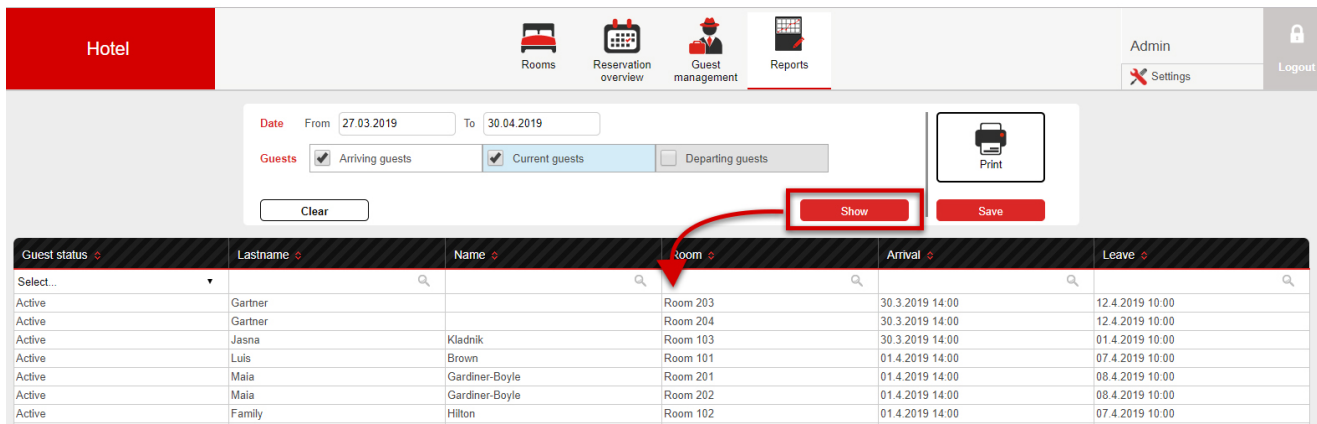


**2.** Limit which guests will be displayed in the report:

- **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.

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 | Cleo | 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.
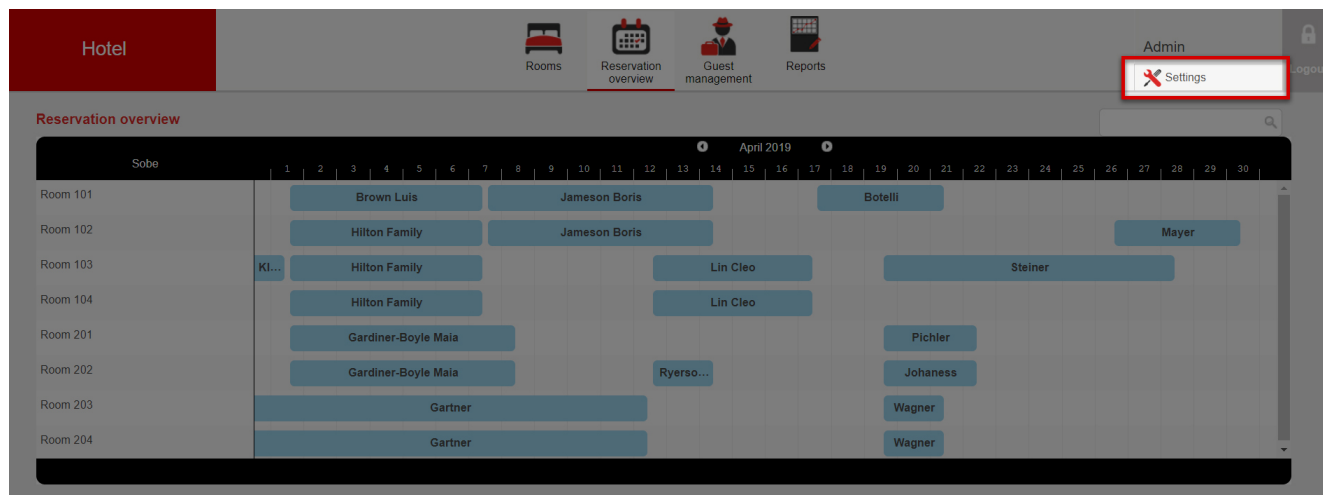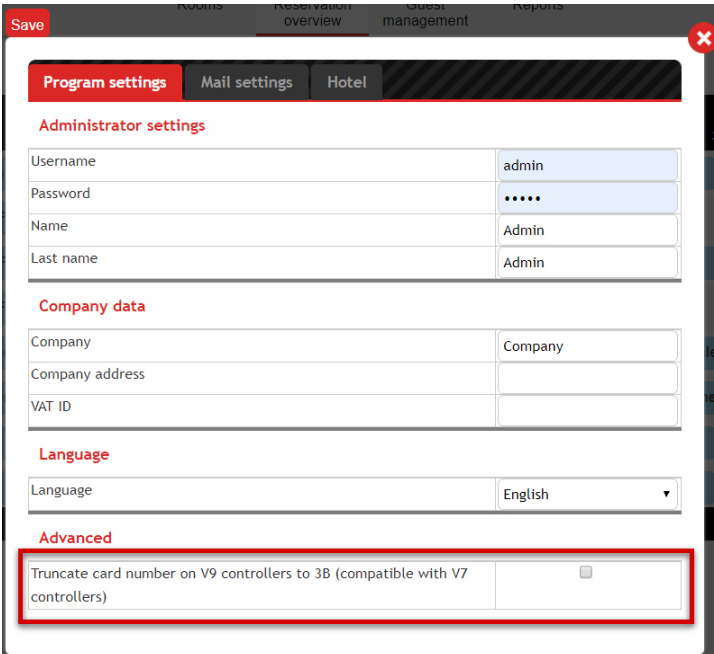


In the following chapters, all settings are described in more detail.

## 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.**
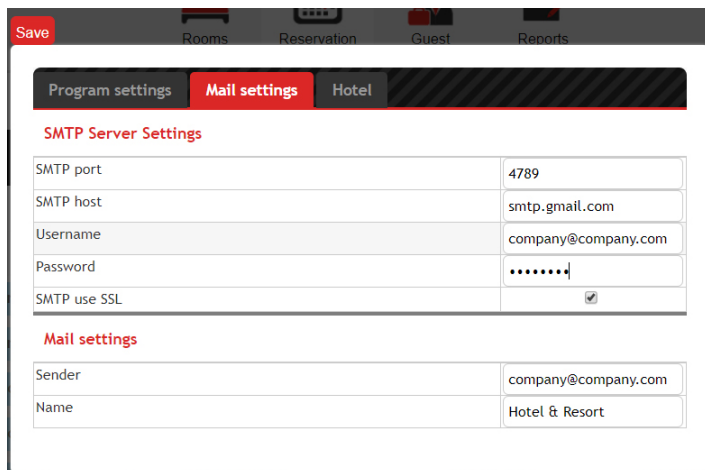


| Administrator settings | |
|---|---|
| Username | The username of the administrator of the Codeks Apartment Kit application. |
| Password | The password for the administrator of the Codeks Apartment Kit application. |
| Name | The administrator's name. |
| Last name | The administrator's last name. |
| **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) | 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.<br>* This setting enables the use of older and newer controllers within the same Codeks system. |

## 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.
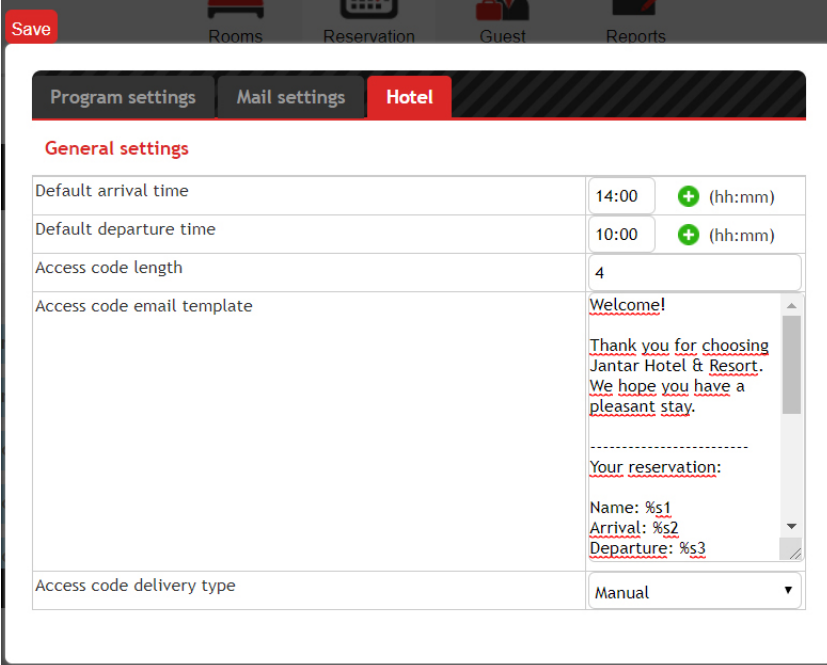
---

**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.



| 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 | If this setting is set to **Manual** the function of sending e-mail notifications to hotel guests will be enabled.<br>If this setting is set to **Disable** the function of sending e-mail notifications to hotel guests will be disabled. |

### 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
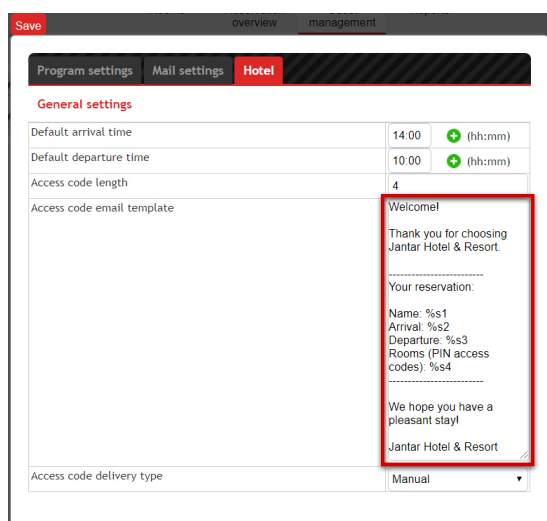
**s2 -** the date of arrival

**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:



```
Welcome!

Thank you for choosing Jantar Hotel & Resort.

_____
Your reservation:

Name: %s1
Arrival:%s2
Departure: %s3
Rooms (PIN access codes): %s4
_____


W e hope you have a pleasant stay!

Jantar Hotel & Resort
```
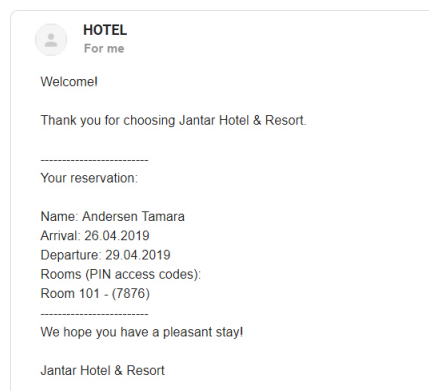
The sent email:



```
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)
_____


W e hope you have a pleasant stay!

Jantar Hotel & Resort
```