# Codeks Cleaner

an additional tool for deleting the generated data in the Codeks software

# Manual for the additional tool Codeks Cleaner

2022 in Naklo

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# 1. Codeks Cleaner

**Codeks Cleaner is an additional tool of the Codeks software, which enables partial or complete deletion of data from the Codeks database as well as deletion of certain files from specific folders on the Codeks server.**

Cleaning the database and deleting files from the server may sometimes be necessary to free up space on the server. Codeks Cleaner also makes it possible to anonymize and delete user data, which is necessary for compliance with the *General Data Protection Regulation (GDPR)*.

> **NOTE**
>
> This manual only contains instructions for the use of the additional tool Codeks Cleaner. The installation instructions and general settings of the main Codeks software are described in the documentation of the main Codeks application.

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# 2. Configuration and Use

Using the additional tool Codeks Cleaner you can delete selected data from the database and specific files generated with the Codeks software from your server.

> **NOTE**
> **We recommend that you back up your Codeks database before deleting data from the database.**
> Instructions for backing up your database can be found in the instruction manual of the main Codeks application.
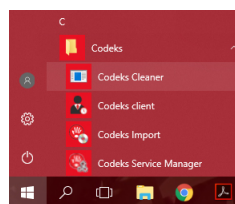
> **NOTE**
> You can only run the **Codeks Cleaner** program only on the server (computer) where your Codeks software is installed, **so you need (direct or indirect) access to the Codeks server to use the program**.

**1.** First, **start the additional tool *Codeks Cleaner*.**



Find the additional tool **CodeksCleaner.exe** in the installation folder of the Codeks software on your server (e. g. ***C:\Program Files\Codeks***)



**Codeks Cleaner** can also be accessed through the *Start* menu.

**2.** In the main window, **select the data (add a checkmark next to the data) you want to delete. Next set *data older than how many days* you want to permanently delete, for each selected data option.**

Read more about the configuration and individual options in chapter .
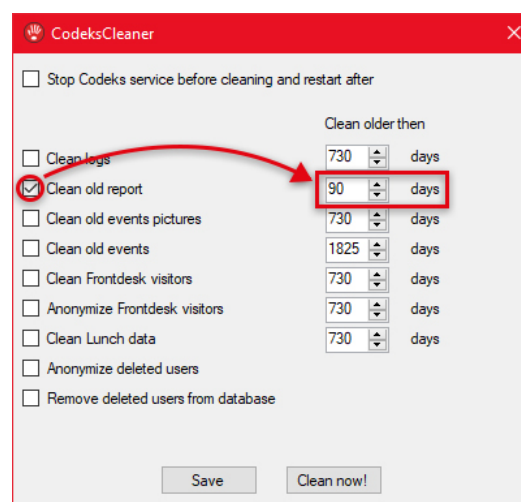


> **NOTE**
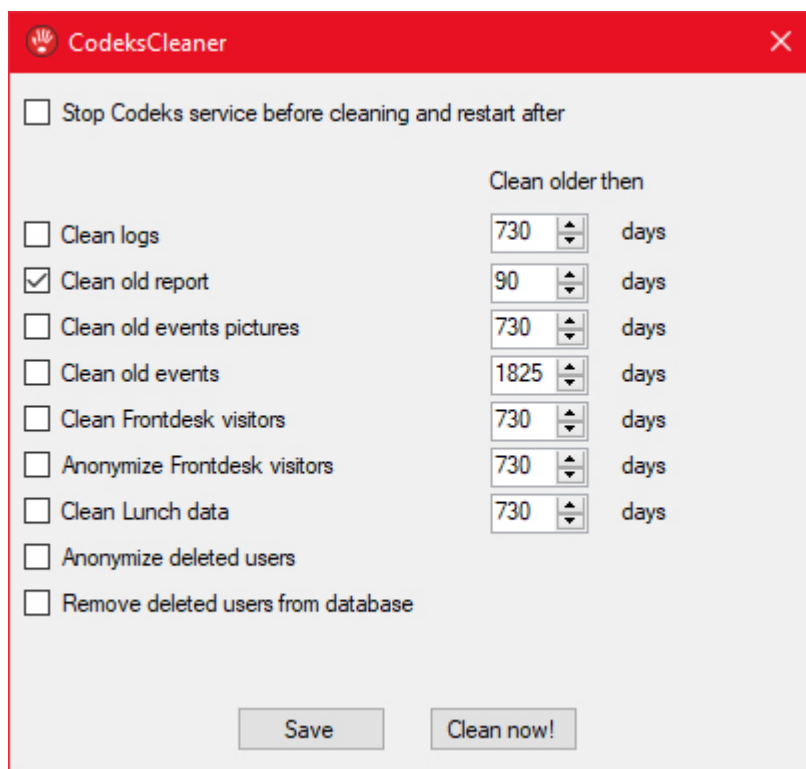> **The Codeks Service MUST be turned OFF during deletion!**
> You can turn off the Codeks Service either:
>
> - **manually by clicking the *Stop* button in the Codeks Service Manager program,**
>
> 
>
> - **with the use of the *Stop Codeks service before cleaning and restart after* setting in the Codeks Cleaner program which enables the program to shut down the Codeks Service before deletion, and restart it after the deletion is complete.**
>
> 
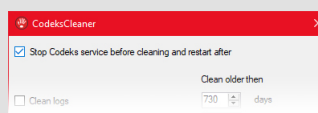
**3. If you want to delete the selected data immediately, click *Clean Now*!**
**If you only wish to save the set settings, click *Save*.**

# 3. Settings



| Setting | Description |
|---|---|
| **Stop Codeks service before cleaning and restart after** | If you enable this setting, **Codeks Cleaner will shut down the Codeks Service before a scheduled or triggered deletion, and restart it after the deletion is complete**. |
| **Clean logs** | This function will **delete the history of the *Log* files**, which are stored in the *Logs* subfolder on the server where your Codeks software is installed (e.g. C:\Program Files\Codeks\Logs), and **are older than the set number of days.** |
| | **Recommended value:** Depending on the frequency of data deletion. The oldest preserved *Log* files should contain at least the data collected at the end of the penultimate payroll period. (Example: When performing monthly data deletion, retain the data of at least the last 60 days.) |
| **Clean old report** | This function will **delete copies of generated reports**, which are stored in the *GeneratedReports* subfolder on the server where your Codeks software is installed (e.g. C:\Program Files\Codeks\*WebRoot*\*assets*\*GeneratedReports*), and **are older than the set number of days.** |
| | **Recommended value:** Depending on the frequency of data deletion. |
| **\* Clean old events pictures** | This function will **delete the history of pictures made with security cameras**, which are stored in the *EventPictures* subfolder on the server where your Codeks software is installed (e.g. C:\Program Files\Codeks\*WebRoot*\*assets*\*EventPictures*), and **are older than the set number of days.** |
| | **Recommended value:** Depending on the frequency of data deletion. |
| | **\* Use this function only if you have the Codeks IP Camera add-on in your Codeks system.** |
| **Clean old events** | This function will **delete all events**, which **are older than the set number of days.** |
| | **Recommended value:** Depending on the frequency of data deletion. The oldest preserved event data should include at least the events collected at the end of the penultimate payroll period. (Example: When performing monthly data deletion, retain the data of at least the last 60 days.) |

| * Clean FrontDesk visitors | This function will **delete the history of the FrontDesk visitors' data**, which is **older than the set number of days.**<br><br>**Recommended value:** Depending on the frequency of data deletion and relevant legislation regulations.<br><br>**\* Use this function only if you have the Codeks FrontDesk additional application in your Codeks system.** |
|---|---|
| * Anonymize FrontDesk visitors | This function will **anonymize all personal data of the FrontDesk visitors**, which is **older than the set number of days.** The process of anonymization replaces all personal data with symbols, thus eliminating the possibility of connecting the remaining data to a particular person.<br><br>**Recommended value:** Depending on the frequency of data deletion and relevant legislation regulations.<br><br>**\* Use this function only if you have the Codeks FrontDesk additional application in your Codeks system.** |
| * Clean Lunch data | This function will **delete the history of menus, orders, and served lunches**, which is **older than the set number of days.**<br><br>**Recommended value:** Depending on the frequency of data deletion.<br><br>**\* Use this function only if you have the Codeks Lunch additional application in your Codeks system.** |
| Anonymize deleted users | This function will **anonymize all personal data of the users, which have been deleted in the Codeks application.** The process of anonymization replaces all personal data with symbols, thus eliminating the possibility of connecting the remaining data to a particular person.<br><br>**Recommended value:** Depending on the frequency of data deletion and relevant legislation regulations. |
| Remove deleted users from database | This function will **completely and permanently delete all data and events connected to users, which have been deleted in the Codeks application.**<br><br>**Recommended value:** Depending on the frequency of data deletion and relevant legislation regulations. |

# 4. Automatic data deletion using Task Scheduler

You can automate the process of deleting data using the ***Task Scheduler*** (Windows) tool.

**NOTE**
**We recommend that you back up your Codeks database before deleting data from the database.**
Instructions for backing up your database can be found in the instruction manual of the main Codeks application.

**NOTE**
You can only run the **Codeks Cleaner** program only on the server (computer) where your Codeks software is installed, **so you need (direct or indirect) access to the Codeks server to use the program**.

**NOTE**
The program will delete data and files according to the last saved settings. Before setting automatic data deletion, please check the currently stored settings of the Codeks Cleaner 6 .

**NOTE**
**The Codeks Service MUST be turned OFF during deletion! Therefore, when using the method described below, you must enable the *Stop Codeks service before cleaning and restart after* setting in the Codeks Cleaner program, which allows Codeks Cleaner to stop the service itself before deleting and restart it after deleting.**
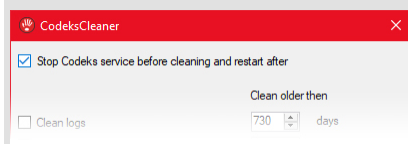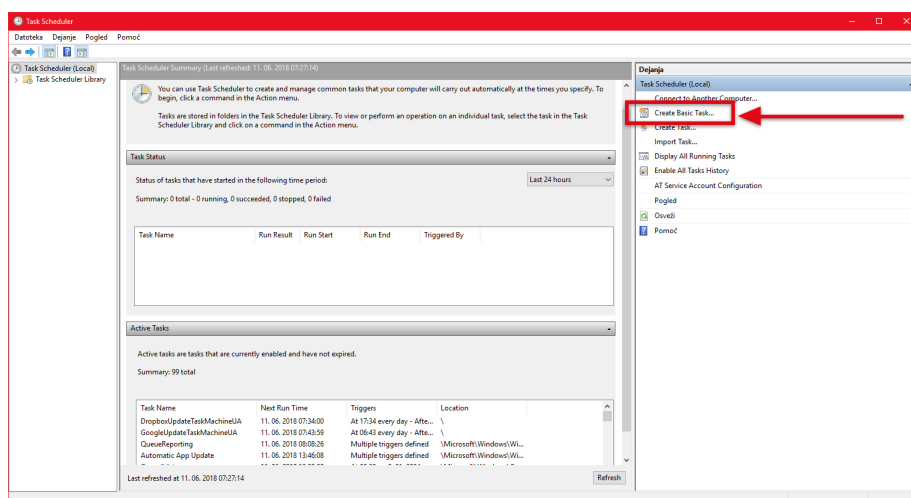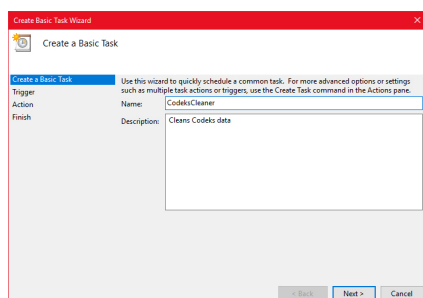


**1.** First, open the ***Task Scheduler*** tool.
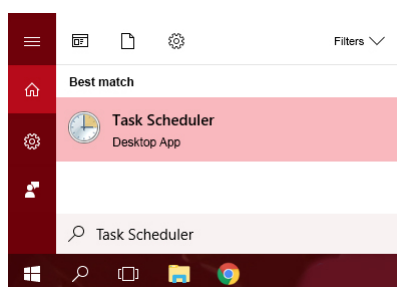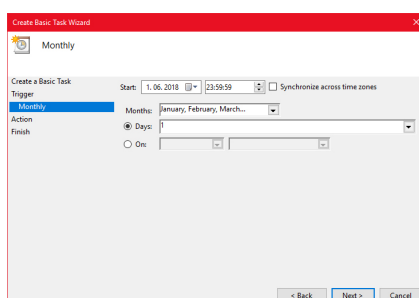


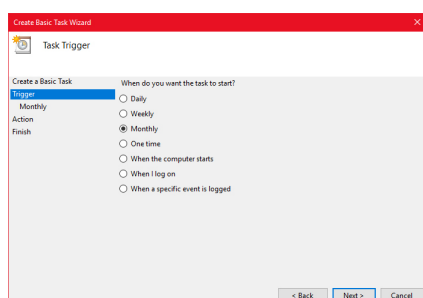You can find **Task Scheduler** using the Start menu.

**2. Create a new task by clicking *Create Basic Task*.**

**3.** In the new window **enter a name for the new task**, additionally, you can also add a description.

Click **Next**.



**4. Set how often the task of deleting Codeks data should be performed,** and in the next step, **define the exact time to perform the task.**

Click **Next.**



> Depending on your needs to free up space on your server and various regulations which require the anonymization or deletion of certain personal data, the frequency of performing data deletion using Codeks Cleaner may vary. For regular maintenance of your server, we recommend data deletion be performed monthly.
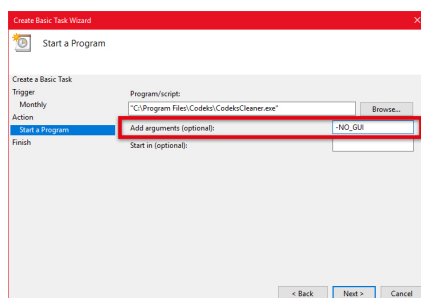
**5.** Select *Start a program* and click **Next**.
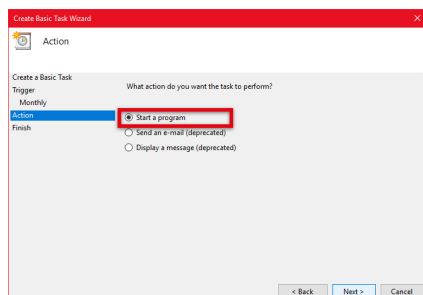


**6.** Click **Browse** and find the **CodeksCleaner.exe** file on your server (e.g. in the *C:\Program Files\Codeks* folder).
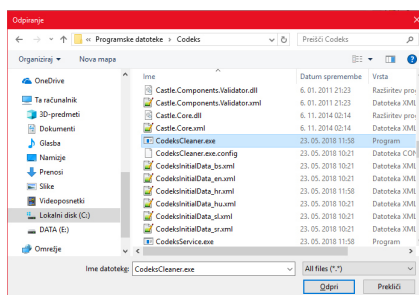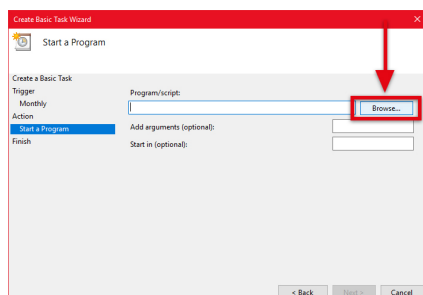
**7.** In the ***Add arguments (optional):*** field enter **"-NO_GUI".** This setting will ensure that the deletion of data with Codeks Cleaner will be performed without opening the program (user interface).
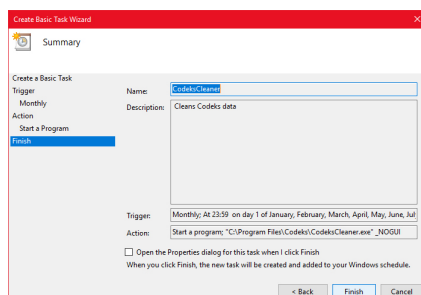


**8.** In the ***Start in (optional):*** setting field enter the path to the Codeks folder on your server. **Be sure to enter the path without quotes!**

(The easiest way to do this is to copy the path from the *Program/script* field and copy it to the *Start in* field, and **then delete the quotation marks and /CodeksCleaner.exe.**)
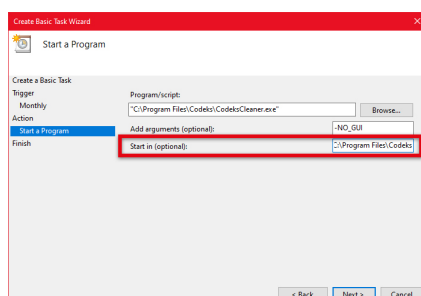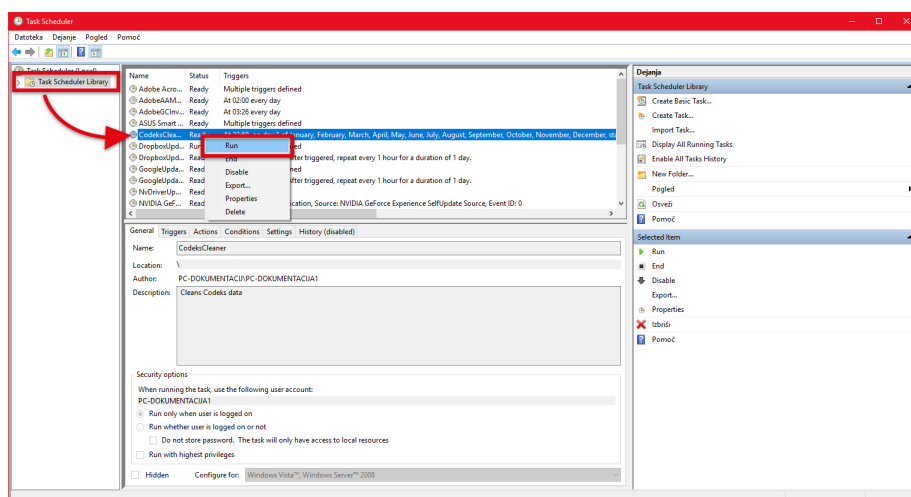


**9.** Click **Next**.

**10.** Click **Finish**.



**11.** You can test the newly added task by manually running it: in the **Task Scheduler Library** locate the added *Codeks Cleaner task*, right-click on it and select **Run**.

# 5. Example of settings for data deletion

When determining data for deletion, Codeks Cleaner always takes into account only the date of the day when the deletion is performed and does not take into account the time of day.
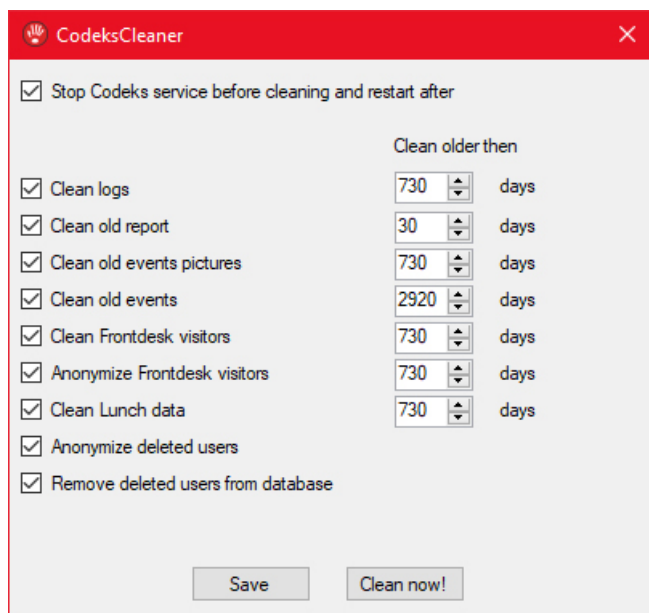


If you set the settings in Codeks Cleaner as in the picture above, **Codeks Cleaner will DELETE on September 16, 2020, at 12:00 (noon)**:

- **log records until September 16, 2018**, because the program takes into account the date of the last record in the log file for an individual day. (If we subtract 730 days from 16 September 2020, we get the date 17 September 2018, but the last record in each log file is written under the next day's date at 0.00. Thus, the last record in the log file of September 17, 2018, is recorded under the date September 18, 2018, at 0.00, which excludes it from the list to be deleted.)
- Old **reports that are older than August 17, 2020**, which means that they were created no later than 23:59:59:59.9999 hours on August 16, 2020.
- **Pictures of events (IP Camera) that are older than September 17, 2018**, which means that they were saved no later than 23:59:59.9999 hours on September 16, 2018.
- **Old events that are older than September 18, 2012**, which means that they were made no later than 23:59:59.9999 hours on September 17, 2012.
- **FrontDesk visitors whose departure date is older than September 17, 2018**, which means that the departure was recorded no later than 23:59:59.9999 hours on September 16, 2018.
- **data on lunches (Codeks Lunch) that are older than September 17, 2018**, which means that they were created no later than 23:59:59.9999 hours on September 16, 2018.
- **all users who are marked as deleted at the moment of deletion in the Codeks database.**

If you set the settings in Codeks Cleaner as in the picture above, **Codeks Cleaner will ANONYMIZE on September 16, 2020, at 12:00 (noon)**:

- **FrontDesk visitors whose departure date is older than September 17, 2018**, which means that the departure was recorded no later than 23:59:59.9999 hours on September 16, 2018.
- **all users who are marked as deleted at the moment of deletion in the Codeks database.**