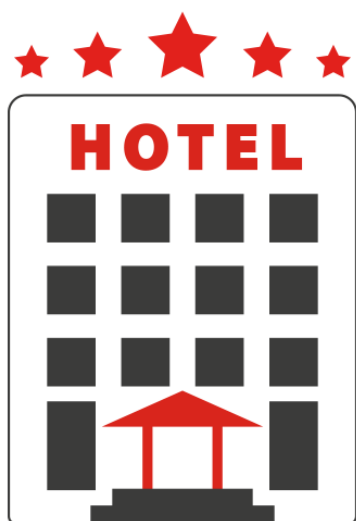


Codeks Hotel Add-on

for Codeks software version 10.2.0.11924
and newer



Codeks Hotel Add-on user manual

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2023 in Naklo

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1 Codeks Hotel


The **Codeks Hotel** is an add-on for the Codeks and is designed to manage hotel reservations, guest check-in and control access to hotel rooms and hotel facilities.

The *Codeks Hotel* add-on cannot run independently and can only be used in combination with the main **Codeks AC** application, for access control, or **Codeks TA** application, for time attendance and access control.

NOTE

This manual contains only the description and installation instruction for the *Codeks Hotel* add-on. The installation instructions and general settings of the main Codeks application are described in a separate document ([CodeksManual-en.pdf](#)). Screenshots of the Codeks application used in this manual were made in a web browser.

1.1 Licence Information

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The Codeks Hotel add-on is distributed together with the Jantar hardware or separately as a replacement system for an existing access control system, which means:

- All copyrights of Codeks Hotel are exclusively owned by the author, Jantar d.o.o.
- You may not use, copy, emulate, clone, rent, lease, sell, modify, decompile, disassemble, otherwise reverse engineer, or transfer the licensed program, or any subset of the licensed program, except as stated in this agreement. Any such unauthorised use shall result in immediate and automatic termination of this license and may result in criminal and/or civil prosecution.
- Codeks Hotel 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 Hotel 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 Hotel 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.

Warranty

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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.

Jantar, elektronski sistemi, d.o.o.

Kranjska cesta 24, SI-4202 Naklo

SLOVENIA

VAT ID: SI34737332

E-mail: info@jantar.si

Web page: www.jantar.si

Support

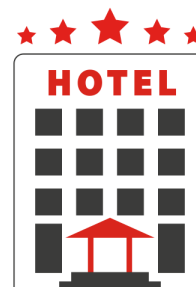
E-mail: support@jantar.si

2 Description and installation instructions

The **Codeks Hotel** is an add-on for the Codeks software. The **Codeks Hotel** add-on is designed to be used in small or medium sized hotels. The *Codeks Hotel* contains tools for managing hotel reservations as well as tools for controlling access to individual hotel rooms and other hotel facilities.

The Codeks Hotel software package contains:

- the **Codeks Hotel license code**, which enables and activates components of the Codeks Hotel **within the main Codeks application**;
- the **User Manual for the Codeks Hotel Add-on**.



NOTE

The *Codeks Hotel* add-on is only compatible and available with Codeks software versions **10.2.0.11924 and newer**. Before installation check and make sure you are using a compatible Codeks software version.

2.1 System requirements

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

- a web server with Windows Server 2008 operating system or newer (Window Server 2012, if MySQL is being installed on the same server),
- 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 4.5,
- a minimum of 8 GB of RAM and a dual-core processor (16 GB of RAM and 8-core processor, if the database is running on the same server),
- at least 50 GB of free space on the hard drive,
- PDF Reader software for viewing generated reports,
- internet access,
- a web browser, at least versions Edge, Firefox or Chrome.

NOTE

We do not guarantee the proper functioning of the Codeks application if you are using a different browser or older browser versions.

- If you are using an advanced database (Oracle, MS SQL, MY SQL) you must take care of the database installation yourself. Make note of the necessary database connection information as you will need this data to connect the database with the Codeks application.
- installed Codeks TA or Codeks AC software,

NOTE

The Codeks Hotel add-on is only compatible and available with Codeks software versions 10.2.0.11924 and newer. Before installation check and make sure you are using a compatible Codeks software version. You can find the installation instructions for the main Codeks software in the main Codeks application documentation ([CodeksManual-en.pdf](#)).

2.2 Activating the license code

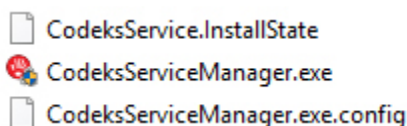
The *Codeks Hotel* add-on can only work with a valid licence code. The validity of the *Codeks Hotel* license is equal to the validity of the main Codeks application license.

You can enter the license code for the *Codeks Hotel* add-on 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:

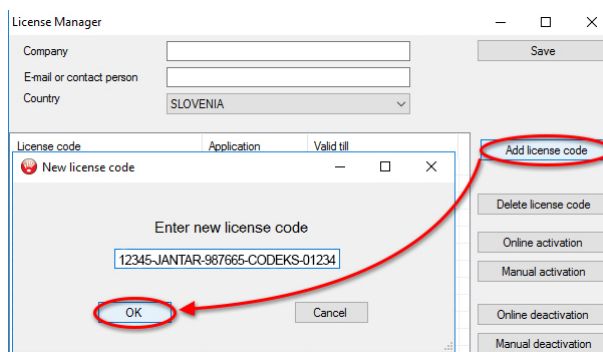


1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

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.



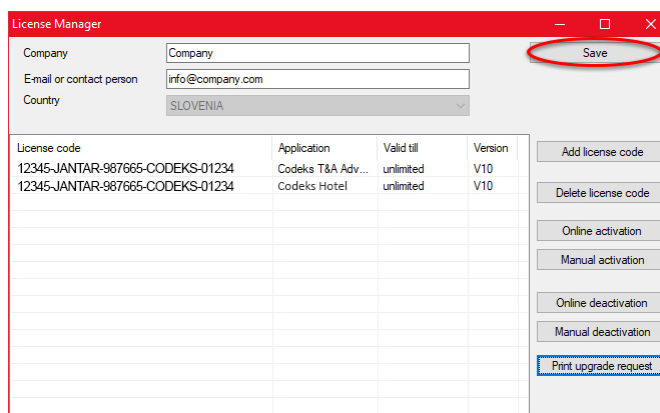
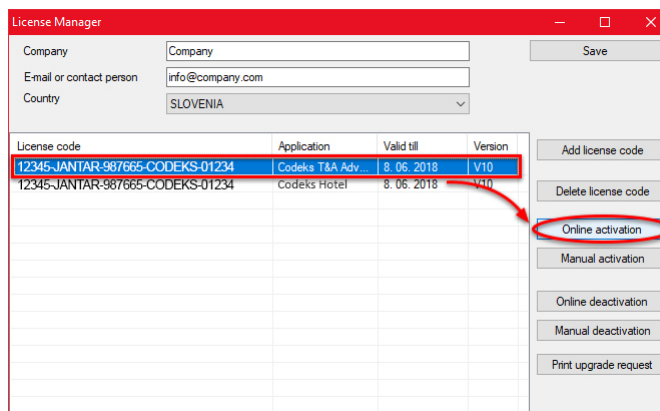
4. The *Codeks Hotel* license code will be displayed in the window.

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.

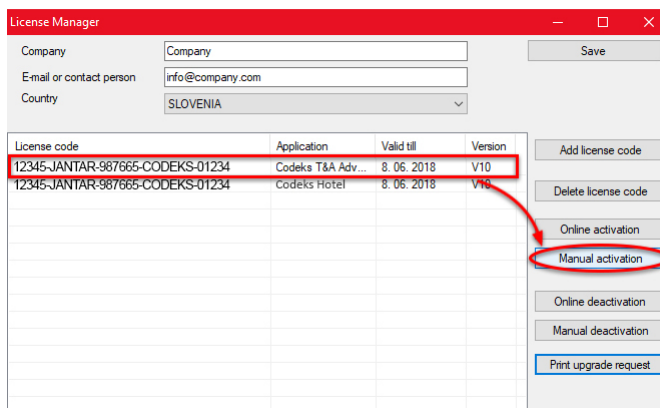


6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.



MANUAL LICENSE ACTIVATION

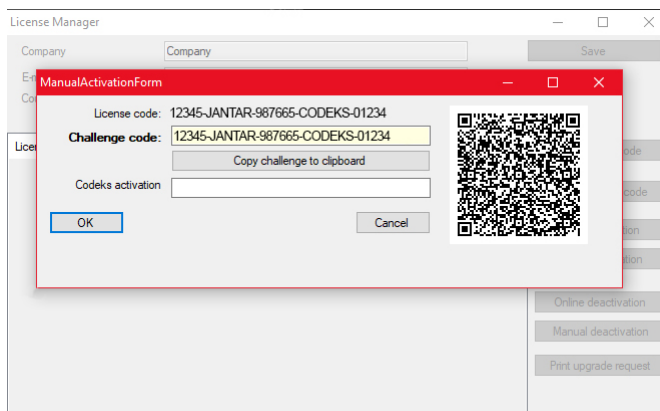
1. Select the license code you wish to activate and click on the **Manual activation** button.



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 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 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:

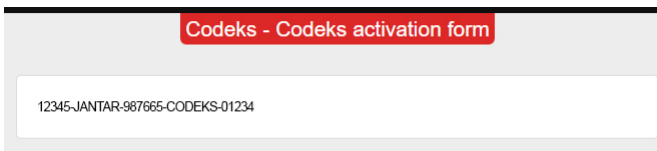
Contact e-mail / person:

Country:

Challenge code:

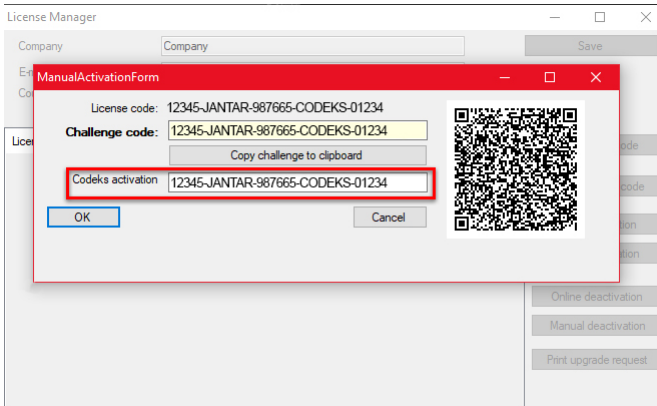
5. The form will then display the **Codeks Activation code** for activating the selected license code.

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

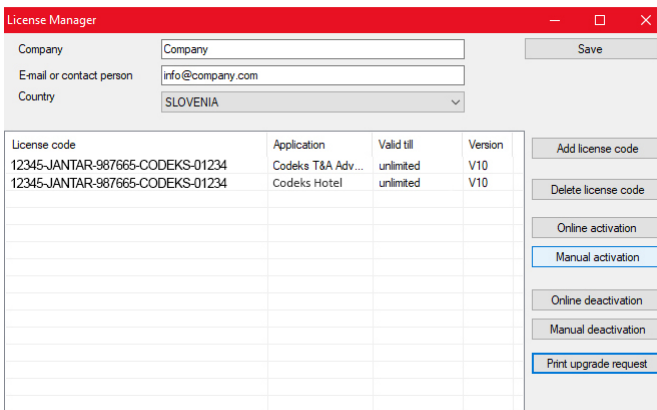
OK Cancel

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 T&A Adv...	unlimited	V10
12345-JANTAR-987665-CODEKS-01234	Codeks Hotel	unlimited	V10

Add license code

Delete license code

Online activation

Manual activation

Online deactivation

Manual deactivation

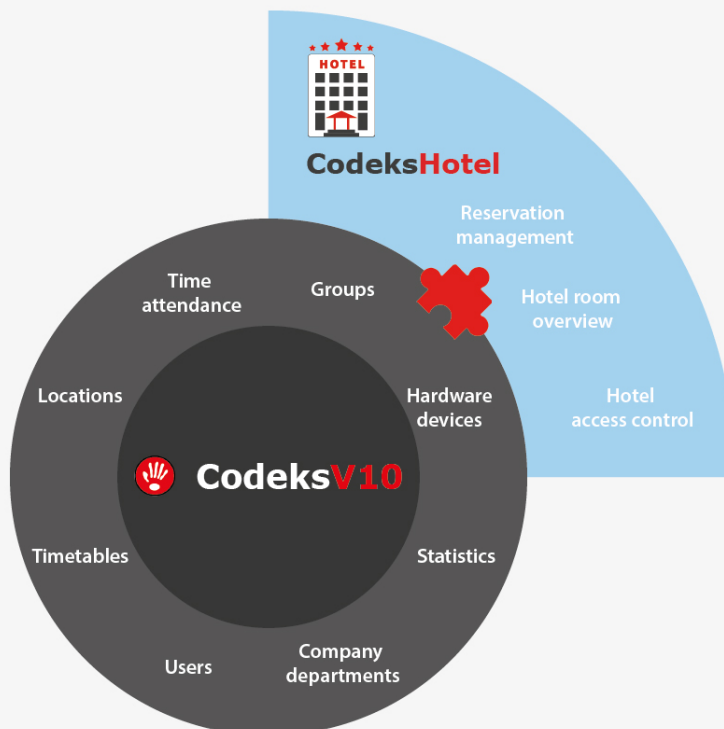
Print upgrade request

3 How to setup the Codeks Hotel add-on

The *Codeks Hotel* is an add-on for the main Codeks application and requires several setting to be set within the main application in order to operate correctly.

How the Codeks Hotel works

The *Codeks Hotel* add-on builds upon the resources and structures from the main *Codeks* application. It uses the *Locations*, *Hardware*, *Timetables* and *Groups* structures of the main Codeks application and new tools which enable the management of hotel reservations and guests as well as access control to hotel rooms.



Hotel rooms which are displayed in the *Codeks Hotel* application are defined in the [Hardware](#) ^[21] editor of the main *Codeks* application and are a combination of *Locations* with connected *Hardware devices* (readers). The hotel setting of a *Room* location defines that a certain room is, in fact, a hotel room, and the hardware device connected to such a location enables guests to enter their rooms.

Access rights which are assigned to guests at check-in, and which enable them to enter their hotel room and any other public hotel areas, are set up using [Timetables](#) ^[40] and [Groups](#) ^[43] in the main *Codeks* application.

The **Hotel rooms** and **Access rights** are then linked together so that when a guest is checked-in with the *Codeks Hotel* application all these settings are simply put in effect.

The settings must be set by the **Codeks system administrator**. To enable the functionality of the *Codeks Hotel* the following steps must be taken:

0. Edit the [Preferences](#)^[16] for card reading and sending e-mail notifications to guests.
1. Create the tree-structure of the [hotel locations](#)^[21] (rooms) and connect the appropriate hardware devices used to access the individual hotel rooms,
2. Prepare the *Only access* [timetables](#)^[40] which will allow access to hotel rooms and other hotel facilities,
3. Create [Access groups](#)^[43] for each individual hotel room and any other hotel facilities,
4. Connect the prepared *Access groups* to the appropriate [hotel rooms](#)^[44],
- *5. (Optional) Edit the settings of [employees](#)^[51] who will have access to the hotel rooms and other facilities.

The following chapters contain detailed descriptions of all individual steps in the main *Codeks* application, which are necessary for the correct operation of the *Codeks Hotel* add-on. The chapters follow the most optimal order of editing the necessary settings.

3.1 Preferences

First it is necessary to edit the settings in the **Program settings**, **Mail settings** and **Hotel** tabs. All the settings which must be set are described in the following chapters.



The **Preferences** editor can be accessed through the *Settings* menu in the *Main menu*.

3.1.1 Program settings

The *Program settings* tab contains general settings which affect the entire Codeks system. You can read more about all the settings in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).

In order for the *Codeks Hotel* 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.**

Program settings

Mail settings

Automatic import / export

Export

Additional fields

Hotel

User interface

Advanced

Mifare classic card sector used in system	Address 0x0200
Show user code and PIN for keypad entry on reader	<input checked="" type="checkbox"/>
Users additional cards get permissions from selected Group + Users permissions	<input type="checkbox"/>
Truncate card number on V9 controllers to 3B (compatible with V7 controllers)	<input type="checkbox"/>
Limit time intervals on controller, if too many structures	All intervals
Do not show personal id on the report	<input checked="" type="checkbox"/>
Compare the values from start of the word when filtering the table of users	<input type="checkbox"/>
Default region	Disable regions
Enable access revisions	<input type="checkbox"/>
Present in room search mode	Standard

Setting

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.

* This setting enables the use of older and newer controllers within the same Codeks system.

3.1.2 Mail settings

In the *Email settings* tab, you can set up a connection with your email provider. These settings will allow the Codeks application to send e-mails 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).

Program settings
Mail settings
Automatic import / export
Export

Additional fields
Hotel
User interface

SMTP Server Settings

SMTP port	465
SMTP host	smtp.email.com
Username	username
Password
SMTP use SSL	<input type="checkbox"/>

Mail settings

Sender	
Name	
Do not send links in email	<input type="checkbox"/>
Ignore whether user is present when notify by email	<input checked="" type="checkbox"/>
Send mail on request	<input checked="" type="checkbox"/>
Send mail on approval or rejection	<input checked="" type="checkbox"/>
Send mail when statistic limit exceeded	<input checked="" type="checkbox"/>
Server URL (links)	

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.

3.1.3 Hotel

The *Hotel* tab contains general setting specific to the *Codeks Hotel* add-on.

Program settings	Mail settings	Automatic import / export	Export
Additional fields	Hotel	User interface	
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>

3.1.3.1 * Email template

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

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

s1 - the name of the reservation

s2 - the date of arrival

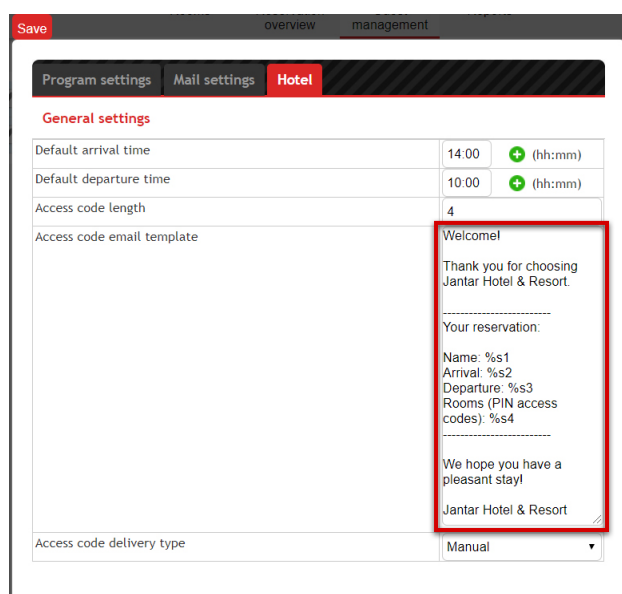
s3 - the date of departure

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:



The screenshot shows the 'Hotel' tab in the 'Settings' editor. The 'Access code email template' field is highlighted with a red box, showing the following text:

```

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
  
```

```

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:

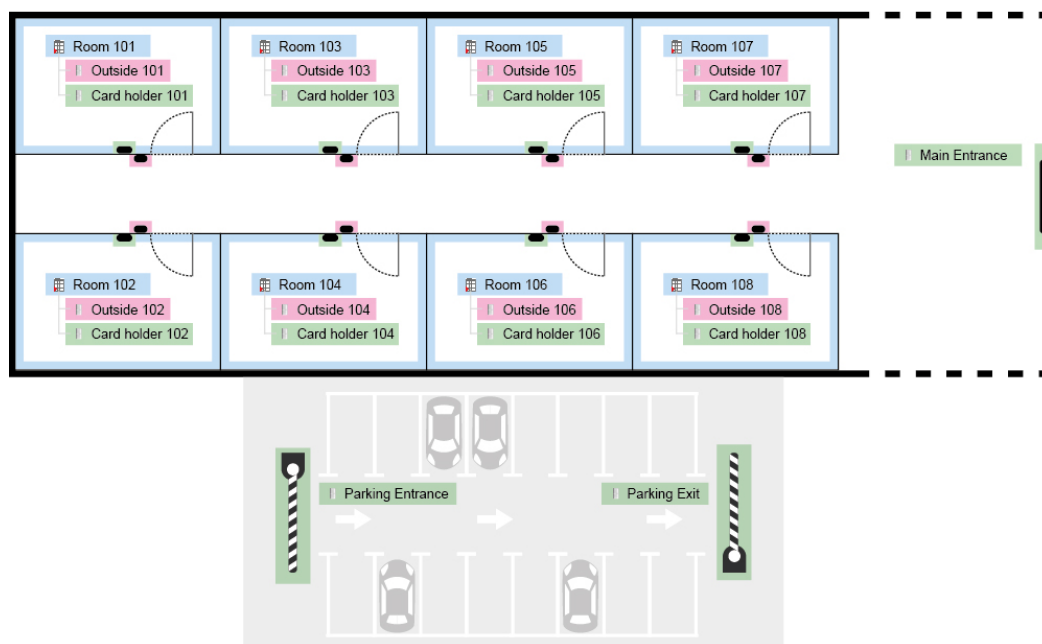
Name: Andersen Tamara
 Arrival: 26.04.2019
 Departure: 29.04.2019
 Rooms (PIN access codes):
 Room 101 - (7876)

We hope you have a pleasant stay!

Jantar Hotel & Resort

3.2 Locations for Codeks Hotel

Before you can start using the *Codeks Hotel* add-on to manage hotel rooms, the rooms must first be suitably configured and equipped with properly installed hardware. Only with the help of these hardware devices can you then control the access of guests to the hotel rooms as well as other areas in the hotel.



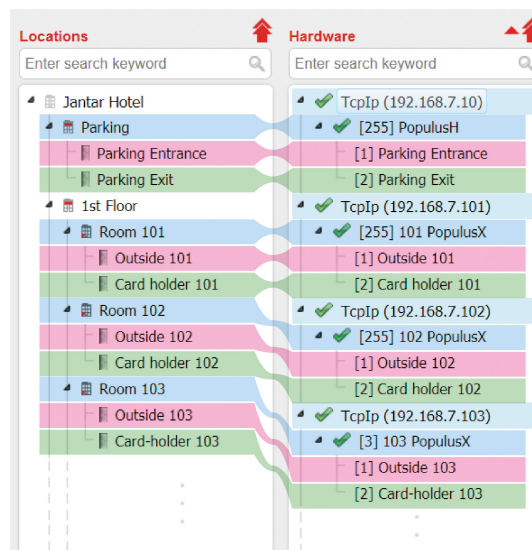
It is essential to first properly re-create the structure of the hotel, by creating the tree structure of the hotel rooms and other hotel facilities. This is done in the *Hardware* editor in the [Locations](#) ^[23] section.

Then in the next step, you will connect the [hardware](#) ^[26] installed in the hotel rooms to the Codeks system and, simultaneously, assign the proper devices to individual hotel rooms and hotel room entrances (passages).

NOTE

It is only necessary to assign the end-devices (readers) to individual hotel room passages.

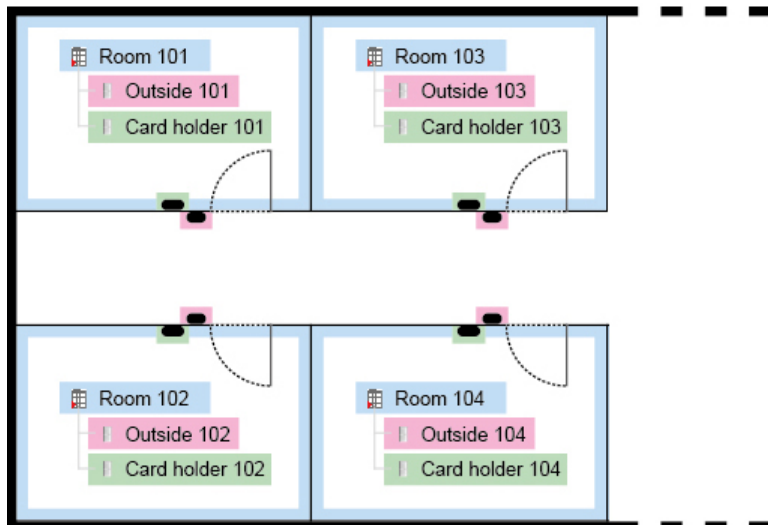
Of course, you can also assign each *communication line* and *controller* to a particular *location*, however, this is not necessary for the correct operation of the *Codeks Hotel* add-on.



Finally, you have to [assign access groups to the prepared hotel rooms](#) ^[44]. These access groups can also limit when guests will be allowed to enter certain areas of the hotel, as different timetables can be set for them at specific passages.

3.2.1 Adding Locations for Codeks Hotel

The hotel room structure is dependant on the installed hardware devices in each room. However, each hotel room must have at least one reader, which enables the guest to enter the room. The structure of a hotel room must then consist of at least one *Room* and one *Passage* location type.

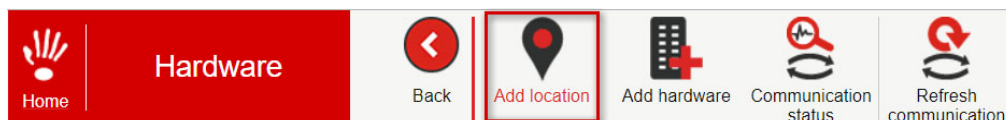


NOTE

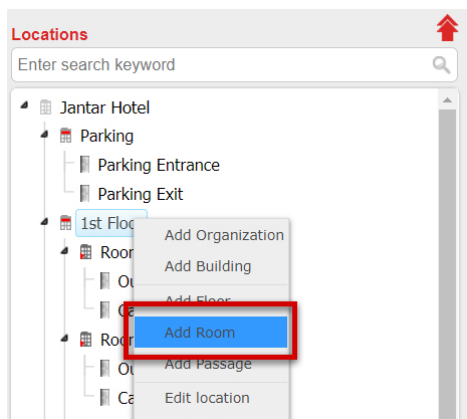
We recommend, that you:

1. First, **create the *Locations structure* of the hotel** down to the level of *Room* type locations. **Do not create the *Passage* type location yet!**
2. Then, **add the hardware devices**. In this step you will create and connect *Passage* type locations and, simultaneously, connect them to the readers.

1. To add a new **hotel room** click the **Add location** icon the the toolbar of the *Hardware* editor

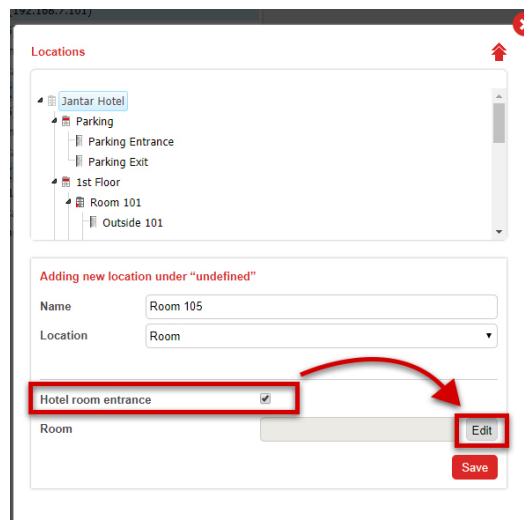


or select **Add room** from the right-click menu on the parent location.

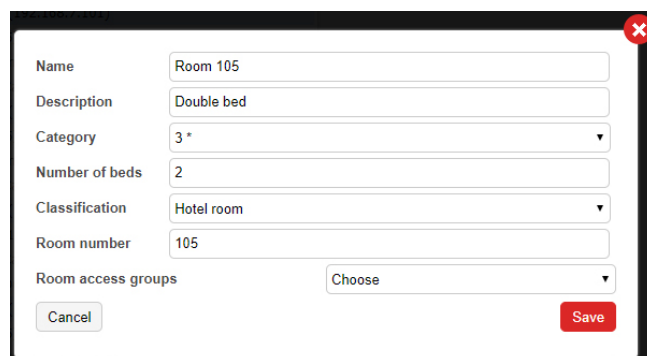


2. A new window will open. Here, first, **enter a name for the hotel room**, and then, also enable the **Hotel room entrance** setting.

3. You will notice that another setting named **Room** will appear underneath. Click the **Edit** button next to it.



4. Another new pop-up window will open. Here, fill out all but the last room setting. (You will define the **Room access groups** a little later).



Settings	Description
Name	The name of the room as it will appear in the <i>Codeks Hotel</i> application.
Description	Here you can enter a short description of the room.
Category	Mark how many stars the room is assigned.
Number of beds	How many beds are in the room.
Classification	The type of room. You can choose between: <i>Hotel room</i> , <i>Apartment</i> , <i>Studio</i> and <i>Hostel</i> .
Room number	The room number that is (or may be) assigned to the room.

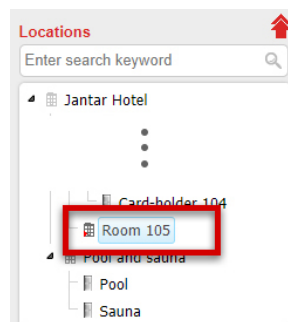
Room access groups

Access groups which are assigned to the room, and will enable the hotel guests staying in a particular hotel room access to the room and any other public hotel area.

5. When you are done click **Save** to close the second pop-up window.

6. Click **Save** again to close the first pop-up window.

7. The new room location will be added on the *List of locations*.



In the next step, you will add the hardware devices to the *Codeks* system and also create the necessary *passages* for individual hotel rooms, to which you will assign the *readers*.

3.2.2 Adding hardware devices

In the previous step, you have created the hotel locations structure down to the *room* level. **Now you will connect the hardware devices installed throughout your hotel to the system and simultaneously create the necessary *passage* type locations for each hotel room and other hotel facilities.**

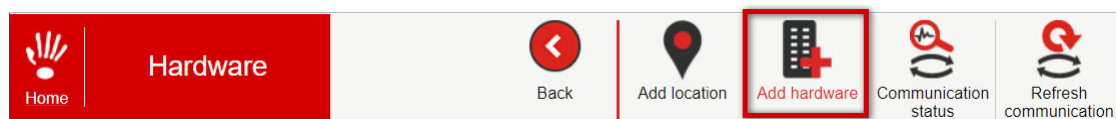
NOTE

We recommend, that you:

1. First, **create the *Locations structure* of the hotel** down to the level of *Room* type locations. **Do not create the *Passage* type location yet!**
2. Then, **add the hardware devices. In this step, you will create and connect *Passage* type locations and, simultaneously, connect them to the readers.**

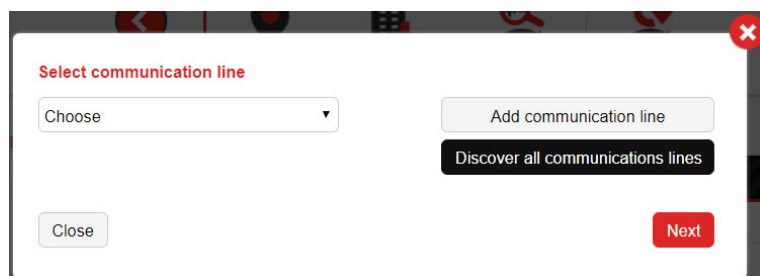
You can read more about locations and hardware devices in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).

1. To add a new device with the *Add hardware wizard*, first, select the **Add hardware** icon in the toolbar of the *Hardware* editor.

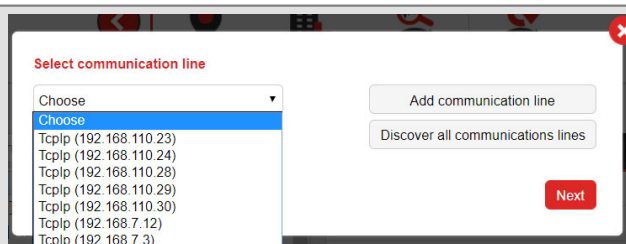


2. A new window will open where you will, **first, add a new communication line which will lead to the new device (or devices).**

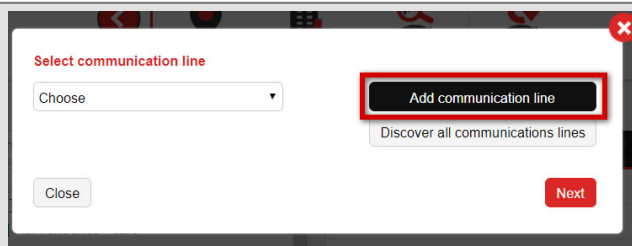
3. To automatically find all available communication lines click **Discover all communication lines**.



If you want to add a device to an **existing communication line** select the desired communication line from the **Select communication line** drop-down. Then click **Next** and continue with adding the controller device.



If you want to **manually add a new communication line for a new device** (e.g. if the connection is weak or slow) click the **Add communication line** button.



4. The automatic search can take a few moments.

5. Next, the **table containing all communication lines**, which connect the access control or time attendance devices (Jantar devices) will be displayed

Hardware discovery - Communications Lines

Transport	IP Address	Port	USB Serial number	Port
Socket	192.168.3.12	1001		
Socket	192.168.7.301	1001		
Socket	192.168.4.40	1001		
Socket	192.168.4.50	1001		
Socket	192.168.110.28	1001		
Socket	192.168.4.43	1001		

Is communication line you are searching for not on the list?

6. Find and click the desired communication line.

Communication line information

Name: TcpIp (192.168.7.301)

Type: TcpIp

IP address: 192.168.7.301

Port: 1001

Protocol: V9

Connect to location: Choose

Add

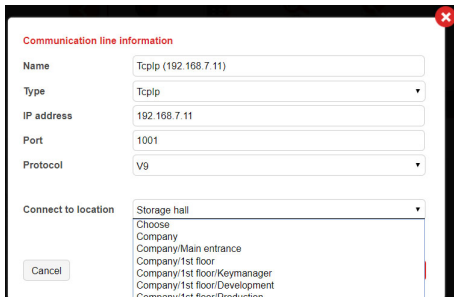
Cancel Save

A new window will open, where the details of the communication line will be displayed and where you can edit some of the basic settings of the communication line.

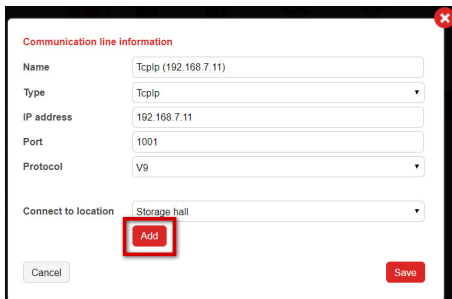
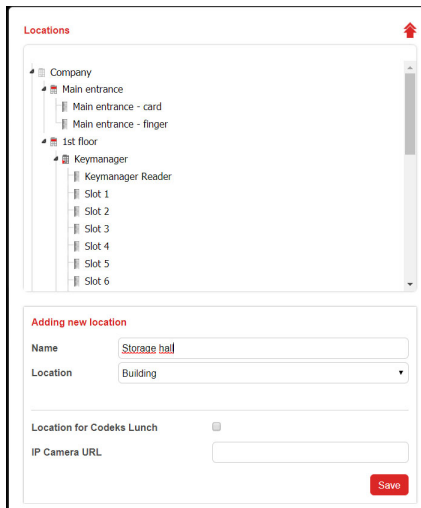
7.* At this point you can also **connect the communication line to a specific location** if you want. However, it is not necessary to connect a communication line to any location (only readers must necessarily be connected to *passage* type locations).

You can connect the communication line to:

- an existing location, which you can select from the drop-down menu.



- a new location which you can create and add by clicking the **Add** button.

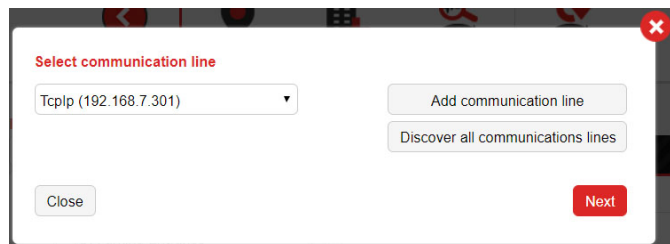
8. After checking and setting all the desired settings for the communication line, click **Save**.

ATTENTION!

The process of adding and saving the new communication line may take some time - meanwhile, **DO NOT** close any pop-up windows or the browser window!

9. When the process of adding a new communication line is finished the wizard will return to the previous pop-up window.

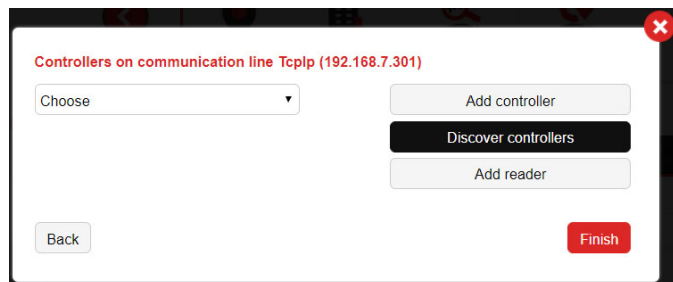
The newly added connection line will now be displayed in the *Select communication line* field. Click **Next** to proceed with adding controllers to the new communication line.



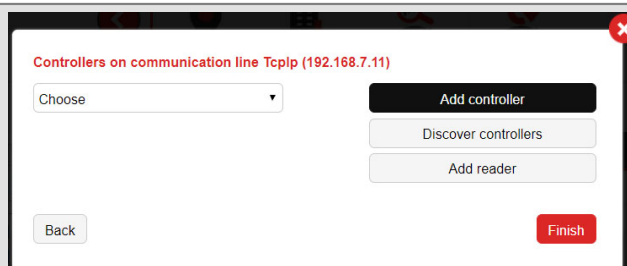
10. A new window will open for adding controllers to the newly added communication line.

11. To automatically find all controllers on a selected communication line, click available communication lines click **Discover controllers**.

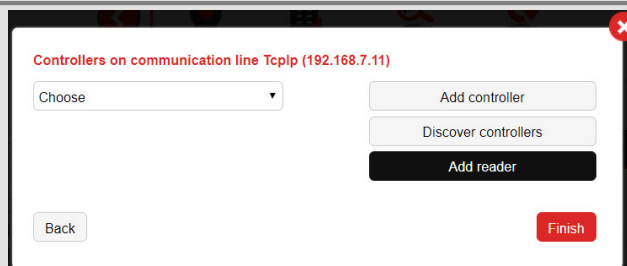
The process of discovering controllers can take a few moments.



If you want to **manually add a new controller to the communication line** click the **Add communication line** button.

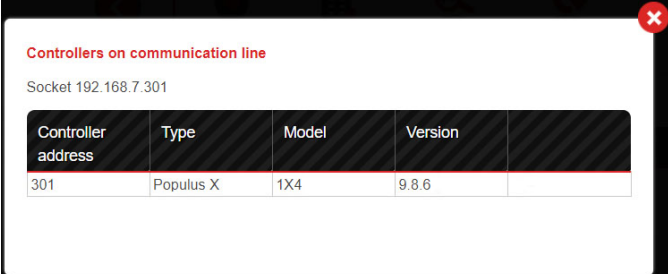


At this point, you can also **add readers to a selected controller** by clicking the **Add reader** button.



12. A new pop-up window will open where all controllers on the selected communication line will be displayed.

Next, **double-click a controller to connect it to the Codeks system and define the specific settings.**



Socket 192.168.7.301

Controller address	Type	Model	Version
301	Populus X	1X4	9.8.6

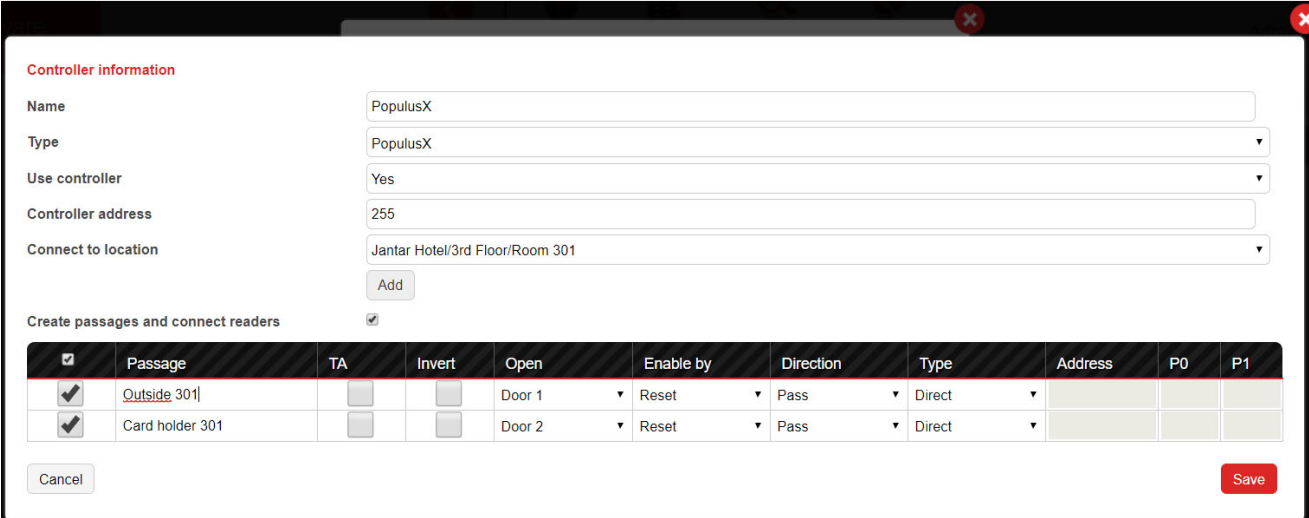
A new window will open where you can edit the basic settings for the selected controller.

13. The upper part of the pop-up window for editing the (selected) controller contains basic settings for the controller.

NOTE

The controller's settings vary depending on the type of controller and the number of readers connected to it.

You can read more about controllers and readers in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).



Controller information

Name: PopulusX

Type: PopulusX

Use controller: Yes

Controller address: 255

Connect to location: Jantar Hotel/3rd Floor/Room 301

Add

Create passages and connect readers ☒

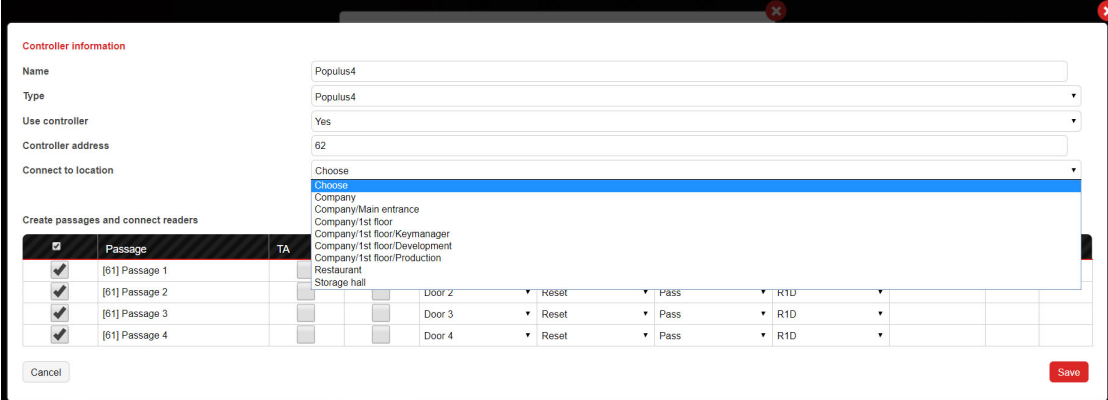
<input checked="" type="checkbox"/>	Passage	TA	Invert	Open	Enable by	Direction	Type	Address	P0	P1
<input checked="" type="checkbox"/>	Outside 301	<input type="checkbox"/>	<input type="checkbox"/>	Door 1	Reset	Pass	Direct			
<input checked="" type="checkbox"/>	Card holder 301	<input type="checkbox"/>	<input type="checkbox"/>	Door 2	Reset	Pass	Direct			

Cancel Save

14.* At this point you can also **connect the controllers to specific locations (e.g. a specific hotel room)** if you want. However, it is not necessary to connect a controller to any location (only readers must necessarily be connected to *passage* type locations).

You can connect the controller to:

- an existing location, which you can select from the drop-down menu.



Controller information

Name: Populus4

Type: Populus4

Use controller: Yes

Controller address: 62

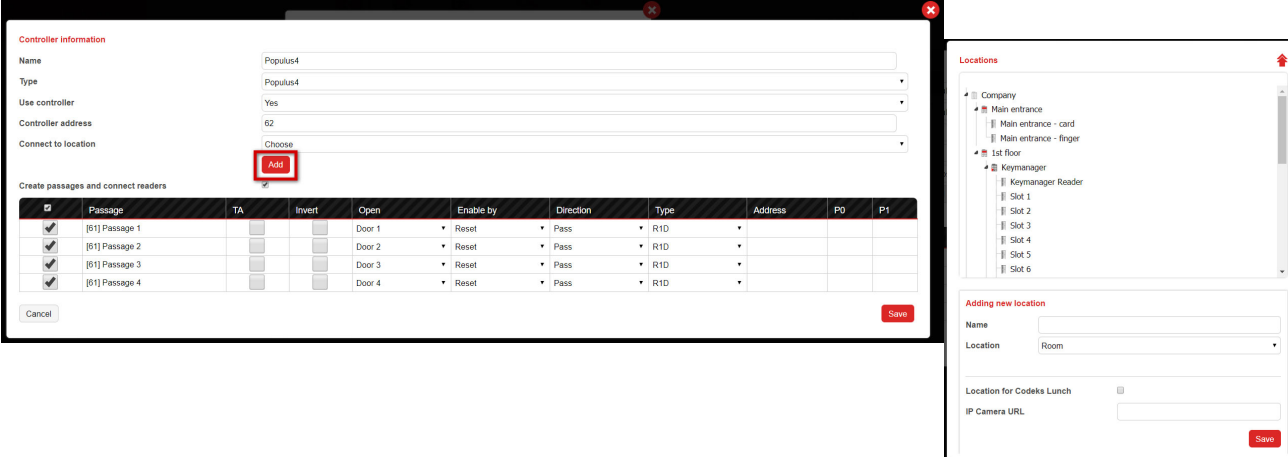
Connect to location: Choose

Create passages and connect readers

Passage	TA	Invert	Open	Enable by	Direction	Type	Address	P0	P1
[61] Passage 1			Door 1	Reset	Pass	R1D			
[61] Passage 2			Door 2	Reset	Pass	R1D			
[61] Passage 3			Door 3	Reset	Pass	R1D			
[61] Passage 4			Door 4	Reset	Pass	R1D			

Buttons: Cancel, Save

- a new location which you can create and add by clicking the **Add** button.



Controller information

Name: Populus4

Type: Populus4

Use controller: Yes

Controller address: 62

Connect to location: Choose

Add

Locations

- Company
 - Main entrance - card
 - Main entrance - finger
- 1st floor
 - Keymanager
 - Keymanager Reader
 - Slot 1
 - Slot 2
 - Slot 3
 - Slot 4
 - Slot 5
 - Slot 6

Adding new location

Name:

Location: Room

Location for Codeks Lunch: ☐

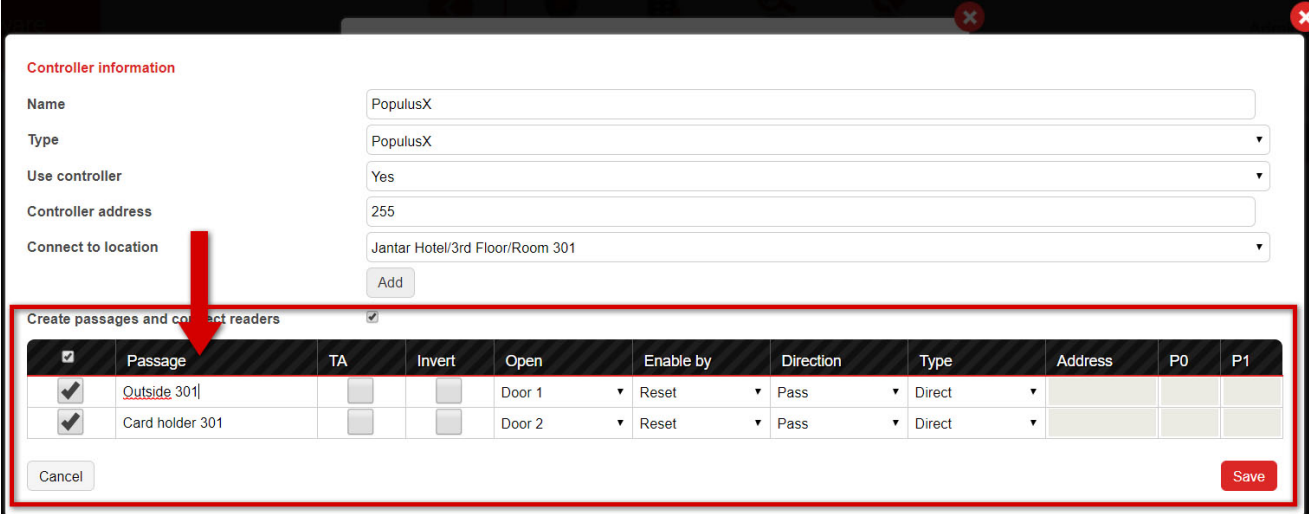
IP Camera URL:

Buttons: Cancel, Save

15. In the lower part of the pop-up window for editing the (selected) controller all the readers connected to the controller are displayed.

These readers will control and enable access to each hotel room, so they must be assigned to the proper hotel room *passages*.

To add enable a reader, add a check-mark to it.



Controller information

Name: PopulusX

Type: PopulusX

Use controller: Yes

Controller address: 255

Connect to location: Jantar Hotel/3rd Floor/Room 301

Add

☒ Create passages and connect readers

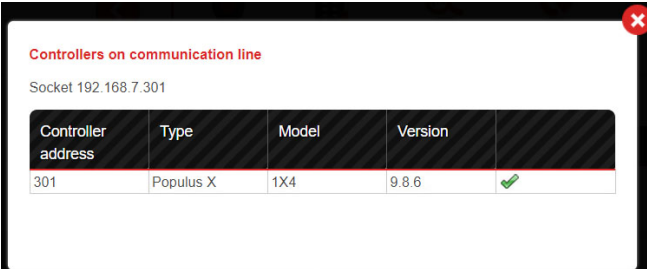
<input checked="" type="checkbox"/>	Passage	TA	Invert	Open	Enable by	Direction	Type	Address	P0	P1
<input checked="" type="checkbox"/>	Outside 301	<input type="checkbox"/>	<input type="checkbox"/>	Door 1	Reset	Pass	Direct			
<input checked="" type="checkbox"/>	Card holder 301	<input type="checkbox"/>	<input type="checkbox"/>	Door 2	Reset	Pass	Direct			

Cancel Save

16. Simultaneously, while adding the reader, you can also create and assign a passage to it:

- First, be sure to enable the *Create passages and connect readers* setting,
- Then, enter a descriptive name for the reader in the *Passage* column, which will also be used for the new passage.

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



Controllers on communication line

Socket 192.168.7.301

Controller address	Type	Model	Version	
301	Populus X	1X4	9.8.6	✓

The wizard will then take you to the previous window where all the controllers on the selected communication line are displayed.

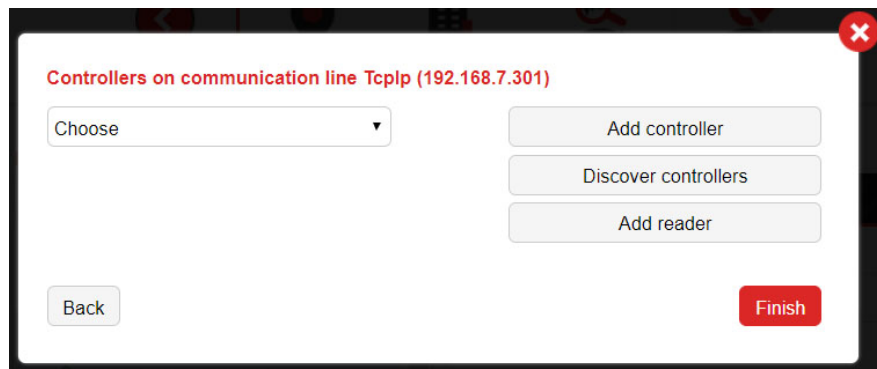
Here you can:

- continue and connect other controllers found on the same communication line (all controllers which have already been connected are marked with a green check-mark ✓)

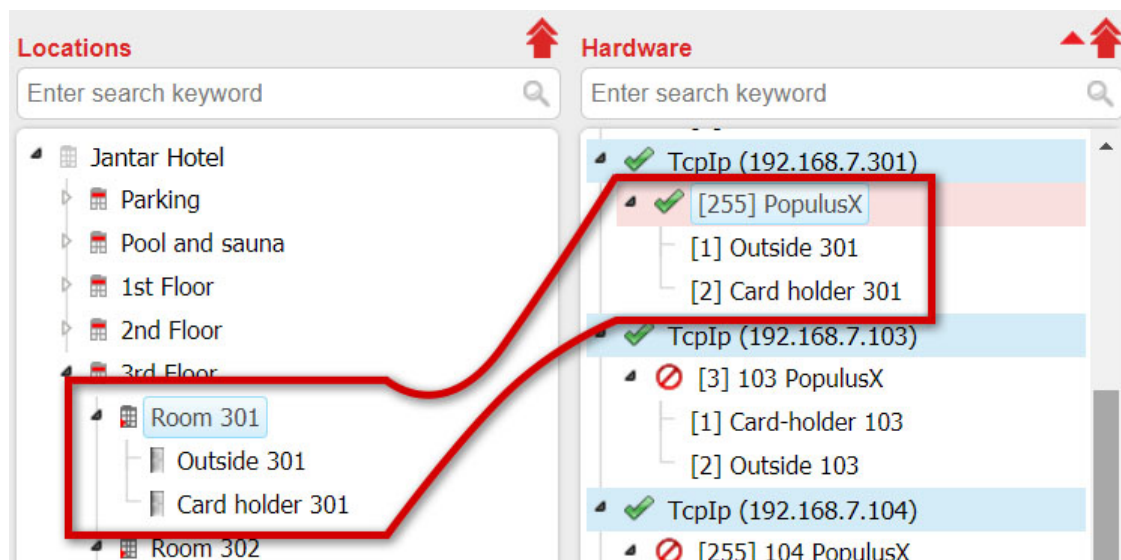
or

- stop adding controllers and click the ✖ icon to close the current dialog box.

18. The *Add hardware wizard* will take you back to the previous pop-up window. **To conclude the process of adding a new hardware device click *Finish*.**



19. At the end the **structure of the newly added hotel room** should look similar to this:

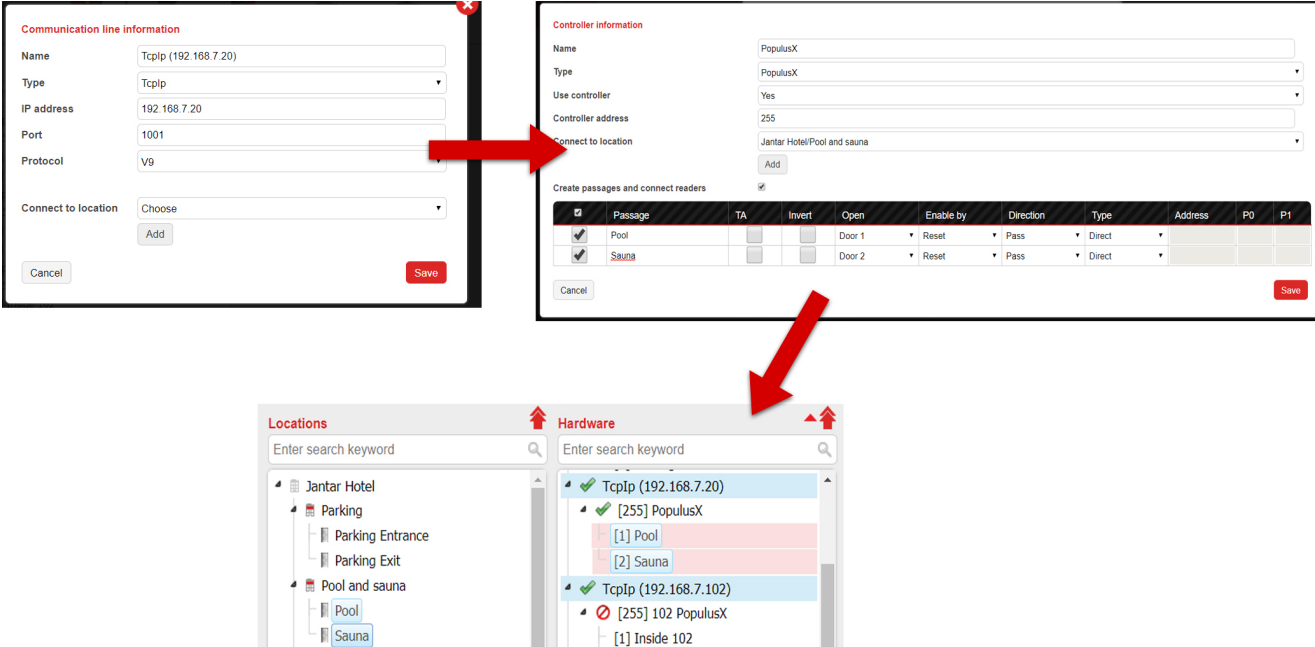


3.2.3 * Adding public hotel areas

Guest 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 regular *passage* locations in the main Codeks application. Guests are assigned access to these shared facilities through access groups.

Example: **Adding passages for the pool and sauna, and assigning access rights**

1. Start by [adding the hardware devices controlling](#) the access to the pool and sauna to the Codeks system in the *Hardware* editor. In the process create the necessary **Pool** and **Sauna** passages, which will be connected to the readers at the entrance to the new hotel facilities.

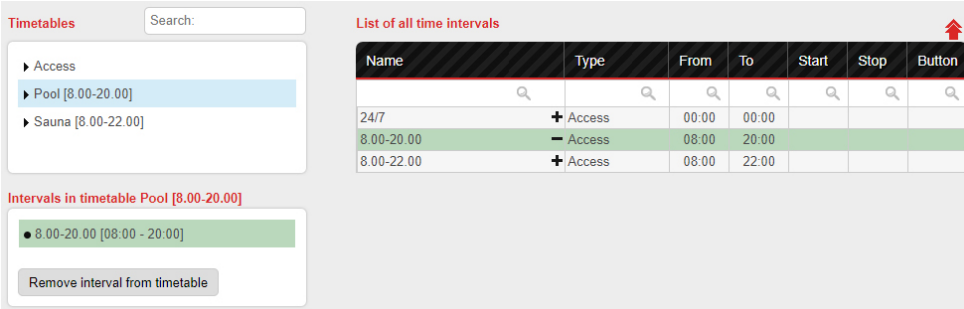


The screenshot illustrates the configuration process for adding public hotel areas. It consists of three main panels:

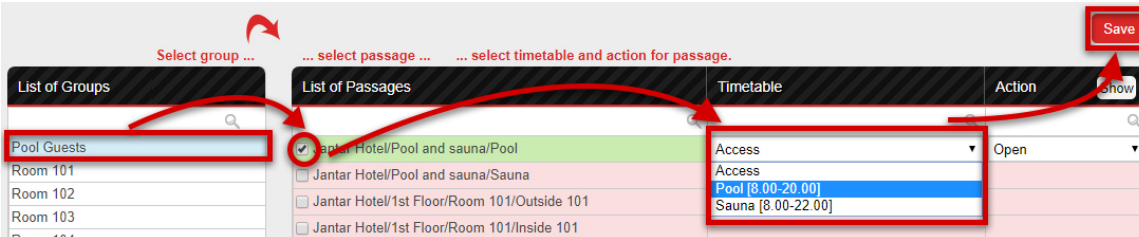
- Communication line information:** This panel shows fields for Name (TcpIp (192.168.7.20)), Type (TcpIp), IP address (192.168.7.20), Port (1001), Protocol (V9), and a 'Connect to location' dropdown set to 'Choose'. There are 'Cancel' and 'Save' buttons.
- Controller information:** This panel shows fields for Name (PopulusX), Type (PopulusX), Use controller (Yes), Controller address (255), and 'Connect to location' (Jantar Hotel/Pool and sauna). Below these fields is a table titled 'Create passages and connect readers' with columns: Passage, TA, Invert, Open, Enable by, Direction, Type, Address, P0, and P1. The table contains two rows: 'Pool' and 'Sauna', both with 'Direct' direction and 'Pass' type. There are 'Cancel' and 'Save' buttons.
- Locations and Hardware summary:** This panel shows a tree view of 'Locations' (Jantar Hotel, Parking, Pool and sauna) and a list of 'Hardware' devices. The 'Hardware' list includes:
 - TcpIp (192.168.7.20) with a green checkmark.
 - [255] PopulusX with a green checkmark.
 - [1] Pool with a red 'X'.
 - [2] Sauna with a red 'X'.
 - TcpIp (192.168.7.102) with a green checkmark.
 - [255] 102 PopulusX with a red 'X'.
 - [1] Inside 102 with a red 'X'.

Red arrows indicate the flow of configuration from the 'Communication line information' panel to the 'Controller information' panel, and then to the 'Locations' and 'Hardware' summary panel.

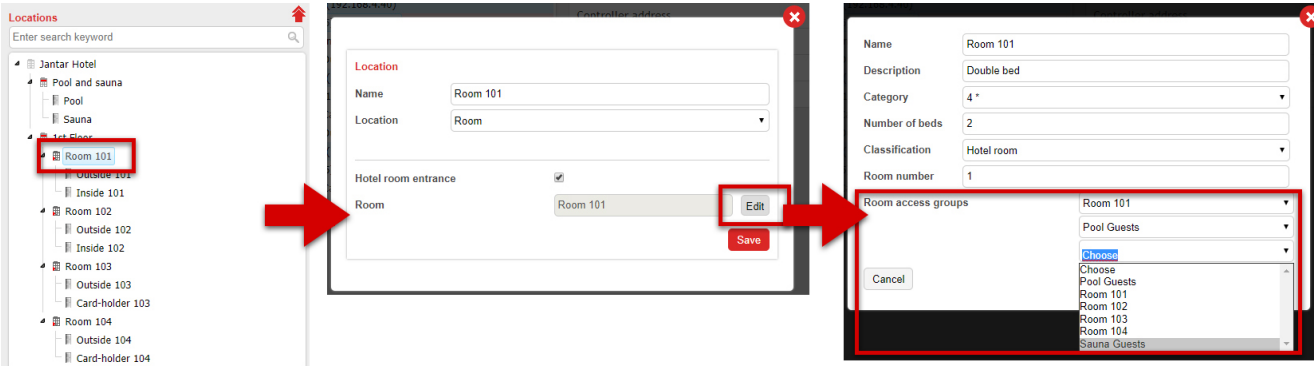
2. In the *Timetables* editor, create *Only access timetables* **Pool [8.00-20.00]** and **Sauna [8.00-22.00]** which will define when the pool and sauna will be accessible to guests.



3. In the *Groups* editor, create *Access groups* **Pool Guests** and **Sauna Guests** for the pool and sauna. Enable the **Sauna** and **Pool** passages for the new groups and assign the access timetables **Pool [8.00-20.00]** and **Sauna [8.00-22.00]** to the passages.



4. Finally, return to the *Hardware* editor and assign the **Pool Guests** and **Sauna Guests** to the hotel rooms. Double-click each hotel room to open the edit dialog box. Click the **Edit** button next to the *Room* setting. In the *Room access groups* section of the new pop-up window, choose the **Pool Guests** and **Sauna Guests** groups from the drop-down menu.



3.2.4 * Adding facilities for extended offer

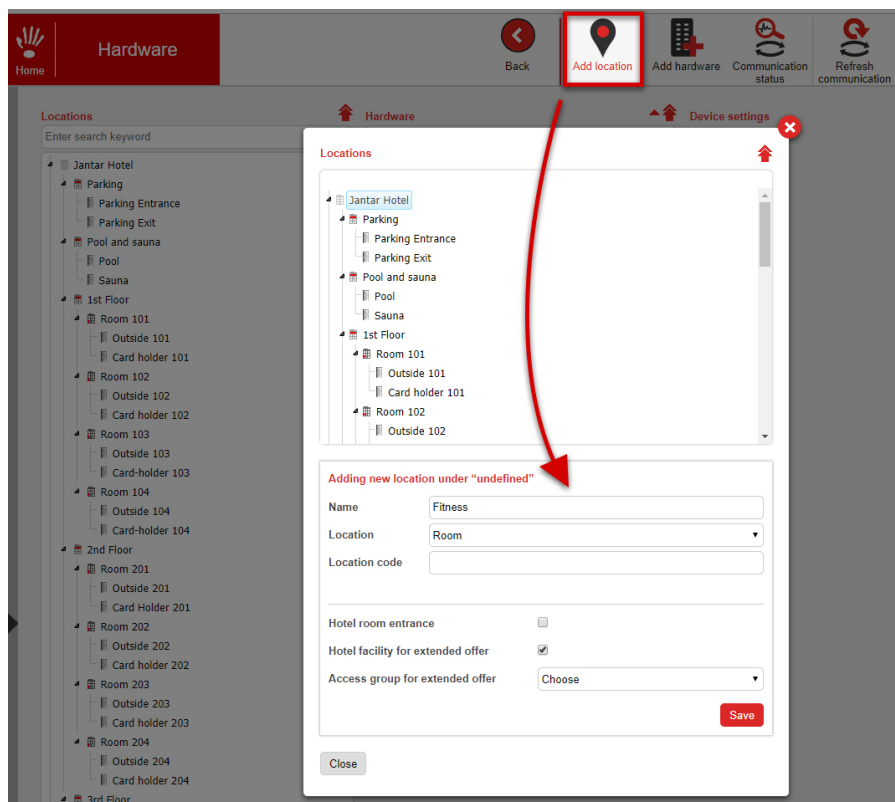
Some hotels offer certain additional services or access to specific facilities, which are made available to their guests only with extra purchase. Therefore, access rights to these facilities are assigned to guests subsequently.

The main difference between *Hotel facilities for extended offer* and *Public hotel areas*, in the Codeks application, is that access to facilities for extended offer are not permanently assigned to the guests (i.e. together with access to their hotel room), but can be subsequently added during the process of editing the guests.

The *Facilities for extended offer* are defined similarly to hotel rooms within the main Codeks application. Guests are assigned access rights to these facilities through separate access groups.

Example: **Adding locations for the Fitness facilities, and assigning access rights**

1. First, create a new location in the *Hardware* editor. Set the *name* of the new location to **Fitness** and the *location type* setting to **Room**.
2. In the lower part of the pop-up window, enable the **Hotel facility for extended offer** option and **click Save**. (You will set the **Access group for extended offer** setting in in the last step.)



3. Next, [add the hardware devices](#) ²⁶ which control the access to the *Fitness* room into the Codeks system. During this process also create a new **Fitness** passage, which will connect to the controller at the entrance to the fitness area.

Communication line information

Name: TcpIp (192.168.7.30)

Type: TcpIp

IP address: 192.168.7.30

Port: 1001

Protocol: V9

Connect to location: Choose

Buttons: Cancel, Save

Controller information

Name: RegisT

Type: RegisT

Use controller: Yes

Controller address: 255

Connect to location: Jantar Hotel/Fitness

Buttons: Add, Cancel, Save

Create passages and connect readers: ☒

	Passage	TA	Invert	Open	Enable by	Direction	Type	Address	P0	P1
<input checked="" type="checkbox"/>	Fitness			Door 1	Reset	Pass	Direct			
<input type="checkbox"/>	[255] Passage 2			Door 2	Reset	Pass	Direct			

Buttons: Cancel, Save

Locations

Enter search keyword

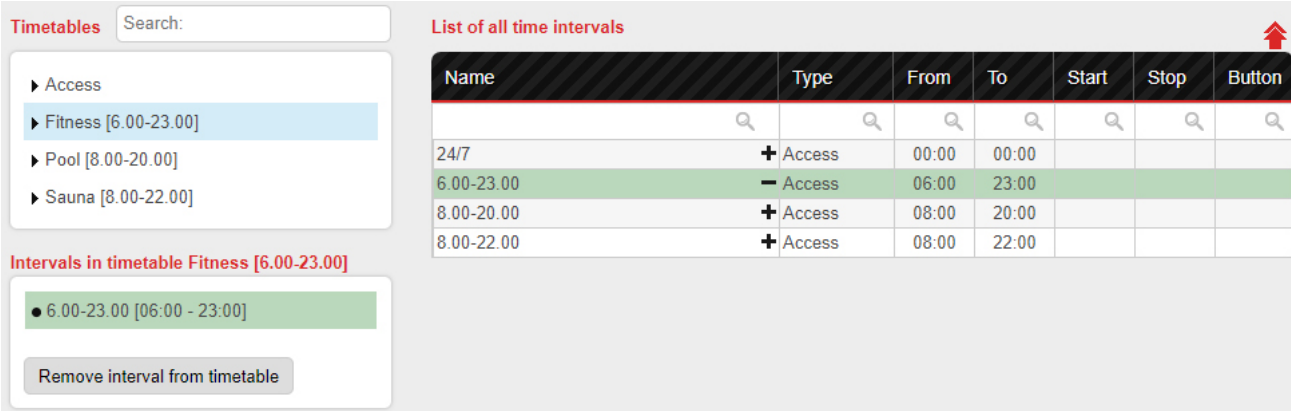
- Jantar Hotel
 - Parking
 - Parking Entrance
 - Parking Exit
 - Fitness
 - Fitness

Hardware

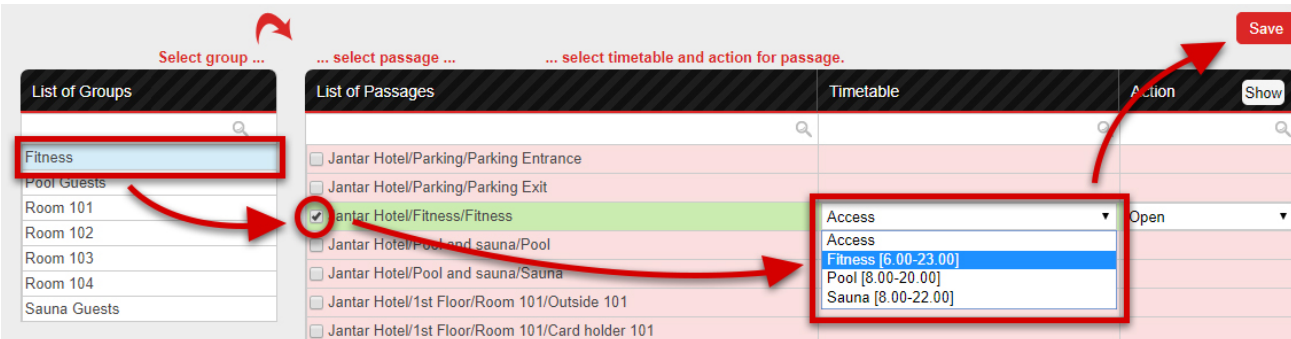
Enter search keyword

- Garage
 - [255] Parking structure
 - [1] Parking Entrance
 - [2] Parking Exit
 - TcpIp (192.168.7.30)
 - [255] RegisT
 - [1] Fitness

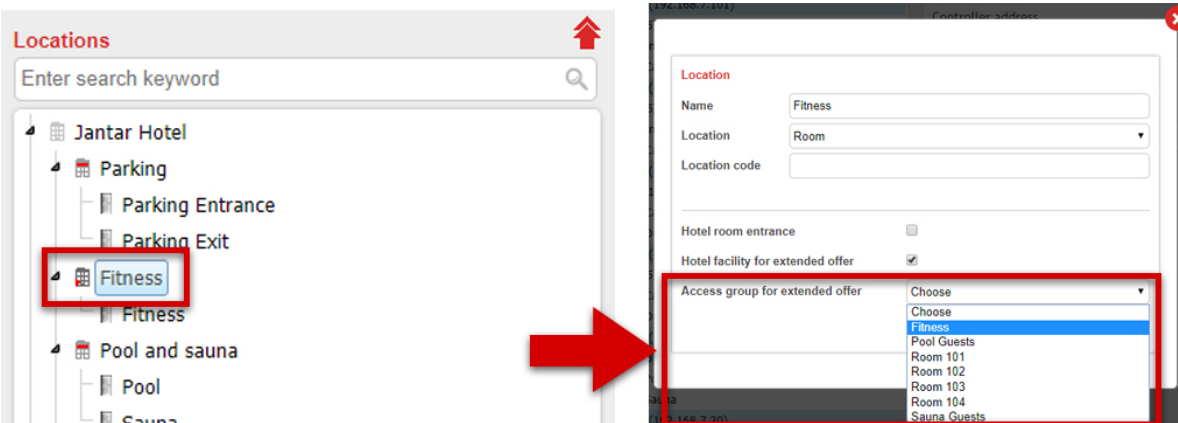
4. In the *Timetables* editor, create an *Only access timetable* named ***Fitness [6.00-23.00]***, which will define when the fitness area will be accessible to guests.



5. In the *Groups* editor, create an *Access group* named ***Fitness***. Enable the ***Fitness*** passage for the new group and assign the access timetables ***Fitness [6.00-23.00]*** to the passage.














6. Finally, return to the *Hardware* editor and set the newly added ***Fitness*** access group under the ***Access group for extended offer*** setting of the ***Fitness*** room location. Click ***Save*** to save the changes.



3.3 Timetables

Timetables in combination with the *Codeks Hotel* add-on manage and define when hotel guests will be allowed to enter their hotel rooms and most importantly the public areas of the hotel.

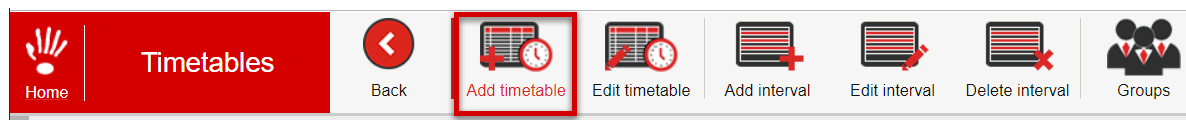
 <p>Guests in Room 101</p>	 <p>Parking</p>	<input checked="" type="checkbox"/> Main Entrance	 Always
		<input checked="" type="checkbox"/> Parking Entrance	 Always
		<input checked="" type="checkbox"/> Parking Exit	 Always
	 <p>Room 101</p>	<input checked="" type="checkbox"/> Outside 101	 Always
		<input checked="" type="checkbox"/> Card holder 101	 Always
		<input type="checkbox"/> Outside102	
		<input type="checkbox"/> Card holder 102	
		<input type="checkbox"/> Outside103	
		<input type="checkbox"/> Card holder 103	
	 <p>Pool and Sauna</p>	<input checked="" type="checkbox"/> Sauna	 Sauna [8.00-22.00]
		<input checked="" type="checkbox"/> Pool	 Pool [8.00-20.00]

Hotel guests, for example, usually have constant 24-hour access to their hotel room, but can only access the hotel's sauna and swimming pool during certain hours.

The following chapters describe the process of creating new timetables to be used to limit the access rights of hotel guests.

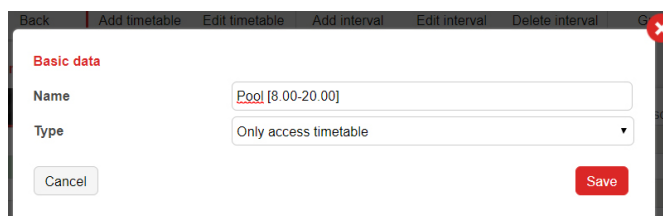
3.3.1 Adding a new timetable for Codeks Hotel

1. To create a new timetable select the **Add timetable** icon from the toolbar of the *Timetables* editor.

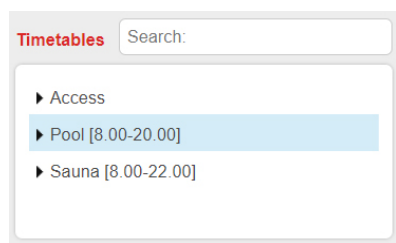


2. A new pop-up window will open.

Here, **enter the name for the new timetable** and **select the *Only access timetable* type**.



3. The new timetable will be added to the *List of all timetables*.

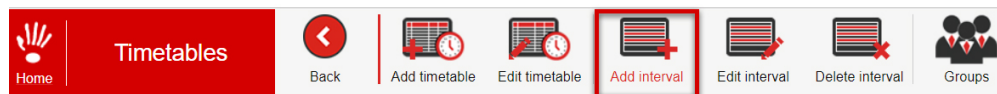


You can read more about timetables and intervals in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).

3.3.2 Assigning time intervals to Codeks Hotel timetables

The newly created timetable still has no time intervals assigned to it. You can assign existing as well as new time intervals to the timetable.

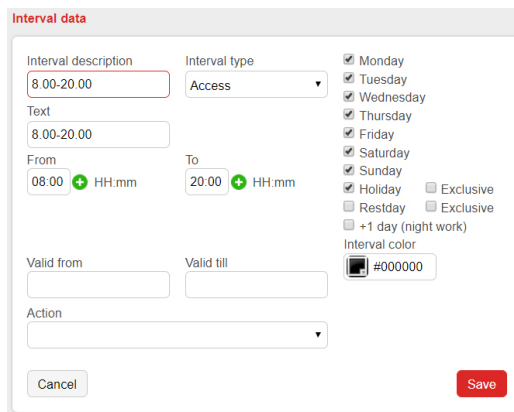
1. To create a new time interval select the **Add interval** icon from the toolbar of the *Timetables* editor.



2. The edit field on the right will be enabled.

Name the new interval and select the Access type.

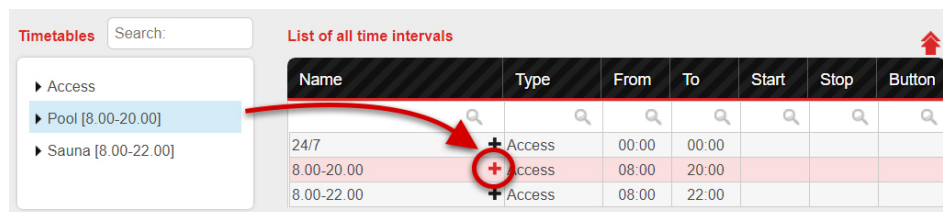
3. Also set the **From** and **To** settings and **the days of the week** when the time interval will be in effect.



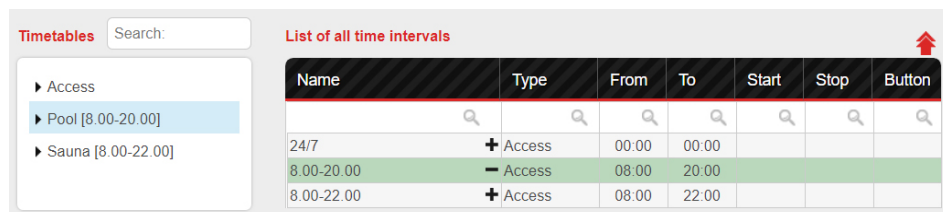
3. Save the interval setting by clicking **Save**.

4. To assign the new interval to a timetable, first, select the timetable on the *List of timetables*. The selected timetable will be colored *blue*.

5. On the *List of time intervals* find the newly added interval and **click the plus icon (+)** next to the interval name.



6. The interval will be added to the selected timetable and will be colored green on the *List of intervals*.



You can read more about timetables and intervals in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).

3.4 Access groups

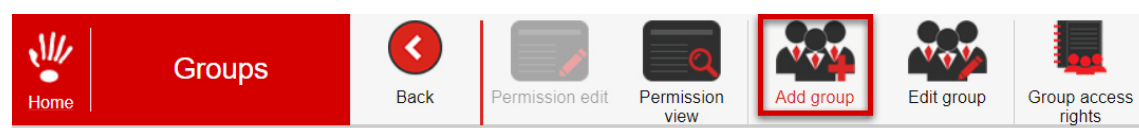
Hotel guests get access right to their rooms and other public areas through **access groups**.

We recommend you create separate access groups for each individual hotel room and public area. This will enable you to easily assign only the necessary access rights to guests staying in a particular room.

The following chapters describe the process of creating new access groups, which will be [assigned to the corresponding hotel rooms](#) at a later point.

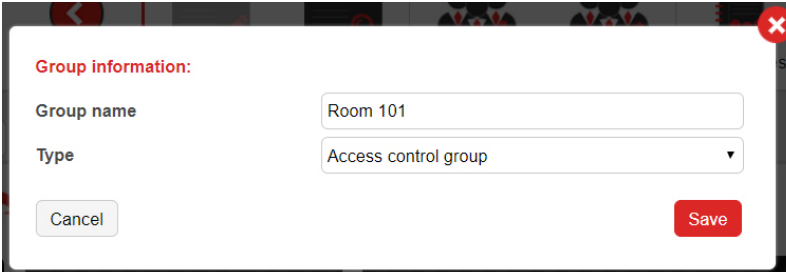
3.4.1 Creating an access group for Codeks Hotel

1. To create a new access group select the **Add group** icon from the toolbar of the *Timetables* editor.



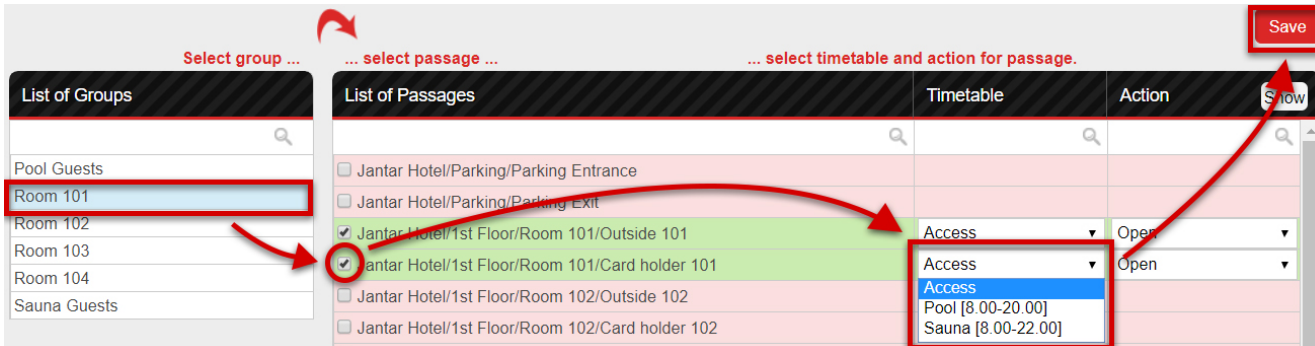
2. A new pop-up window will open.

Here, **enter the name for the new group** and **select the Access control group type**.



3. The new group will be added to the *List of groups*.





4. Next, with the newly added group selected, enable the appropriate passages and set the access timetables.



5. When you are done editing click **Save**.

You can read more about groups in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).

3.5 Assigning access groups to Codeks Hotel locations

 <p>Guests in Room 101</p>	 Parking	<input checked="" type="checkbox"/> Main Entrance	Always
		<input checked="" type="checkbox"/> Parking Entrance	Always
		<input checked="" type="checkbox"/> Parking Exit	Always
	 Room 101	<input checked="" type="checkbox"/> Outside 101	Always
		<input checked="" type="checkbox"/> Card holder 101	Always
		<input type="checkbox"/> Outside102	
		<input type="checkbox"/> Card holder 102	
		<input type="checkbox"/> Outside103	
		<input type="checkbox"/> Card holder 103	
	 Pool and Sauna	<input checked="" type="checkbox"/> Sauna	Sauna [8.00-22.00]
		<input checked="" type="checkbox"/> Pool	Pool [8.00-20.00]

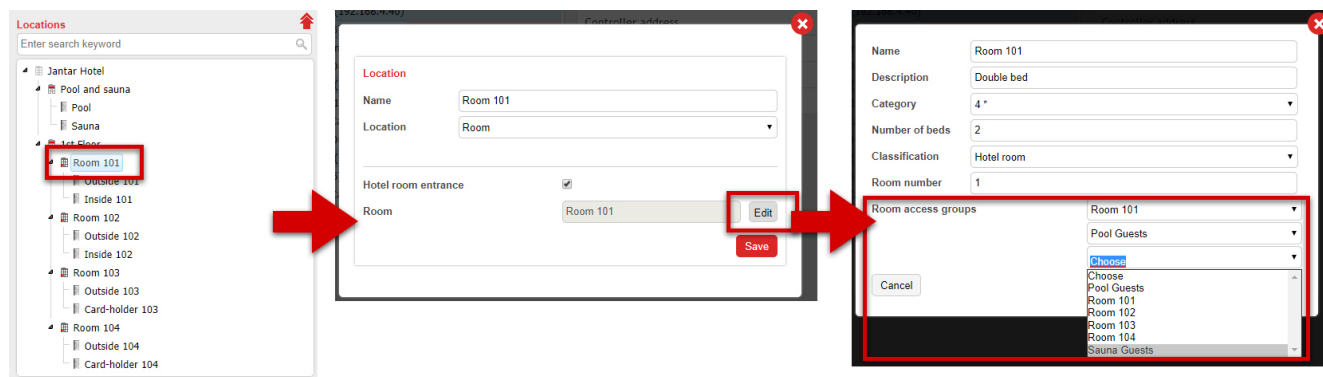
The *Codeks Hotel* application assigns access rights to guests depending on the room they are staying in.

After creating the necessary timetables, groups and configuring the access rights for guests, you still have to connect the guest access groups to the corresponding hotel rooms and public areas.

We recommend you create separate access groups for each individual hotel room and public area. This will enable you to easily assign only the necessary access rights to guests staying in a particular room.

Usually you will, first, assign the corresponding access group to a particular hotel room which will allow the guests to actually enter their hotel room. Then also assign other access groups which allow guests access to public hotel areas, such as the main entrance, parking, dining rooms, pools and saunas.

1. To assign access groups to hotel rooms, return to the *Hardware* editor and double-click each hotel room to open the edit dialog box.
2. In the new pop-up window, click the **Edit** button next to the *Room* setting. In the *Room access groups* section of the new pop-up window, **choose and set all the necessary access groups for the room from the drop-down menu.**



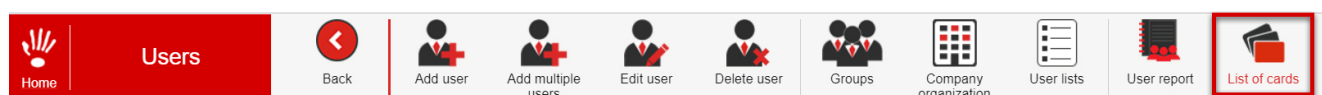
3. When you are done click **Save** to close the second pop-up window.
4. Click **Save** again to close the first pop-up window.
5. Repeat this process for each hotel room.

3.6 * Predefined hotel cards

In order to simplify the process of assigning hotel cards to guests, the *hotel guest cards* can be predefined in the main *Codeks* application.

Using the tools in the *Users* editor 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.

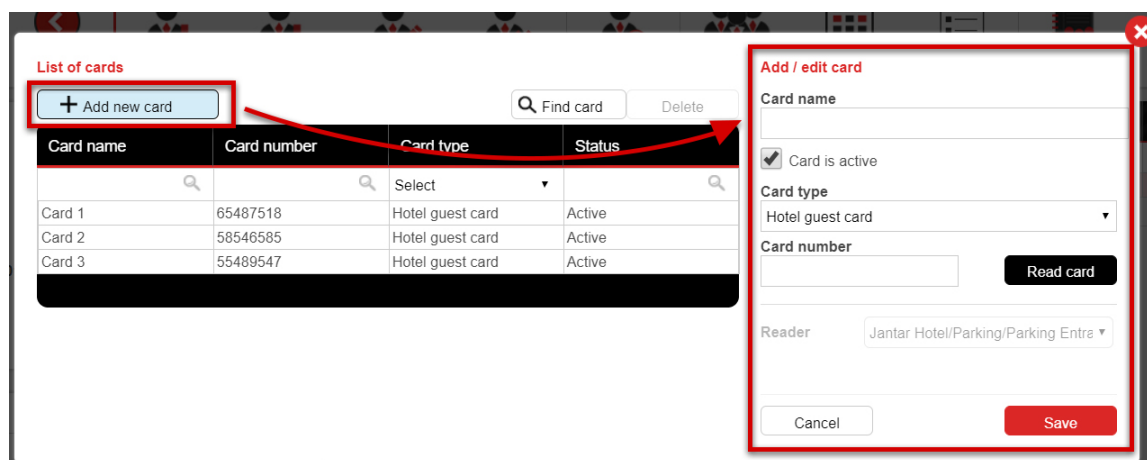
You can access the hotel cards editor by clicking the **List of cards** icon in the *Users* editor.



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
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active

Add / edit card

Card name
Card 4

☒ Card is active

Card type
Hotel guest card

Card number
|

Read card

Reader
Jantar Hotel/Parking/Parking Entrance

Swipe card
Choose
Jantar Hotel/Parking/Parking Entrance
Jantar Hotel/Parking/Parking Exit
Jantar Hotel/Pool and sauna/Pool
Jantar Hotel/Pool and sauna/Sauna

Cancel

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
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active

Add / edit card

Card name
Card 4

☒ Card is active

Card type
Hotel guest card

Card number
11256545

Read card

Reader
Jantar Hotel/Parking/Parking Entrance

Swipe card on chosen reader

Cancel 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
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active
Card 4	11256545	Hotel guest card	Active

Add / edit card

Card name
Card 4

☒ Card is active

Card type
Hotel guest card

Card number
11256545

Read card

Reader
Jantar Hotel/Parking/Parking Entrance

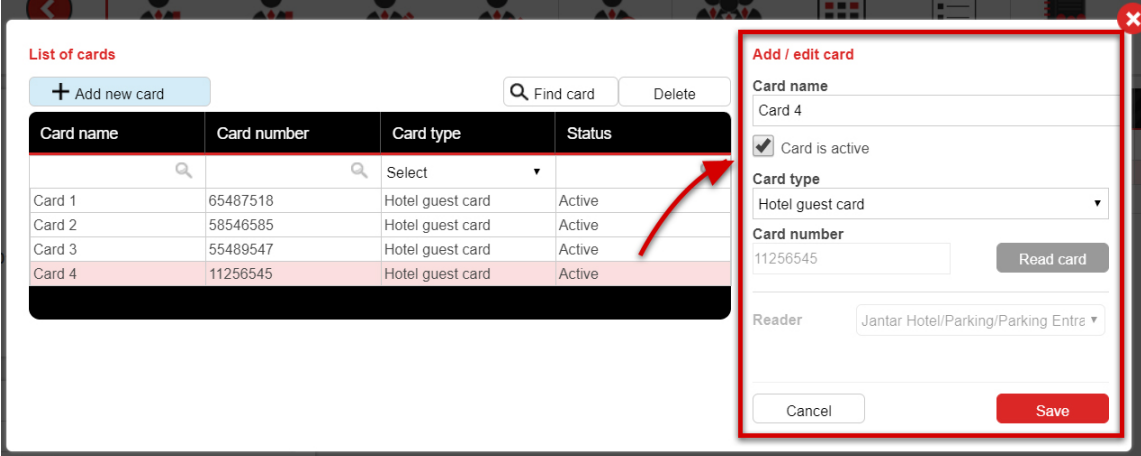
Cancel Save

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
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active
Card 4	11256545	Hotel guest card	Active

Add / edit card

Card name
Card 4

☒ Card is active

Card type
Hotel guest card

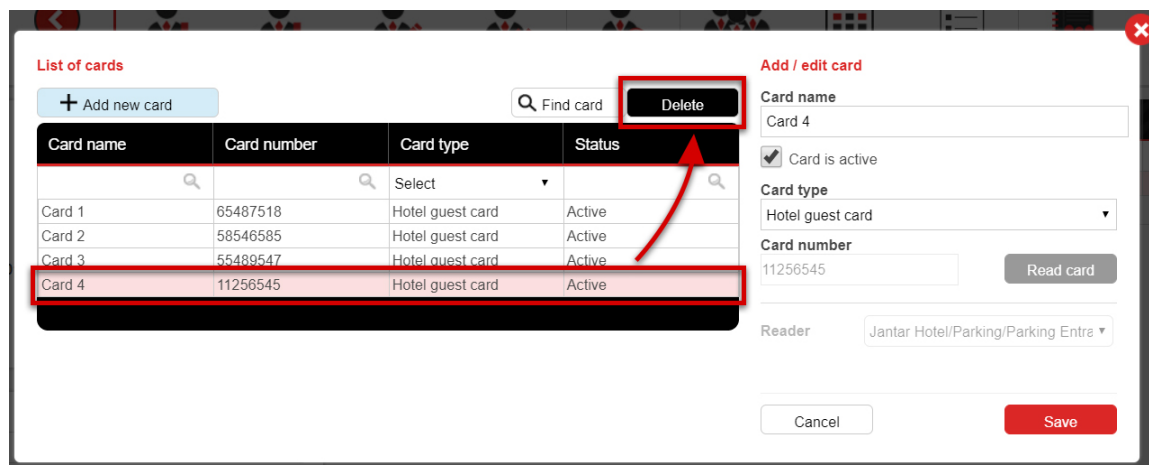
Card number
11256545 Read card

Reader
Jantar Hotel/Parking/Parking Entra

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.



List of cards

+ Add new card

Find card

Delete

Card name	Card number	Card type	Status
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active
Card 4	11256545	Hotel guest card	Active

Add / edit card

Card name

Card 4

☒ Card is active

Card type

Hotel guest card

Card number

11256545

Read card

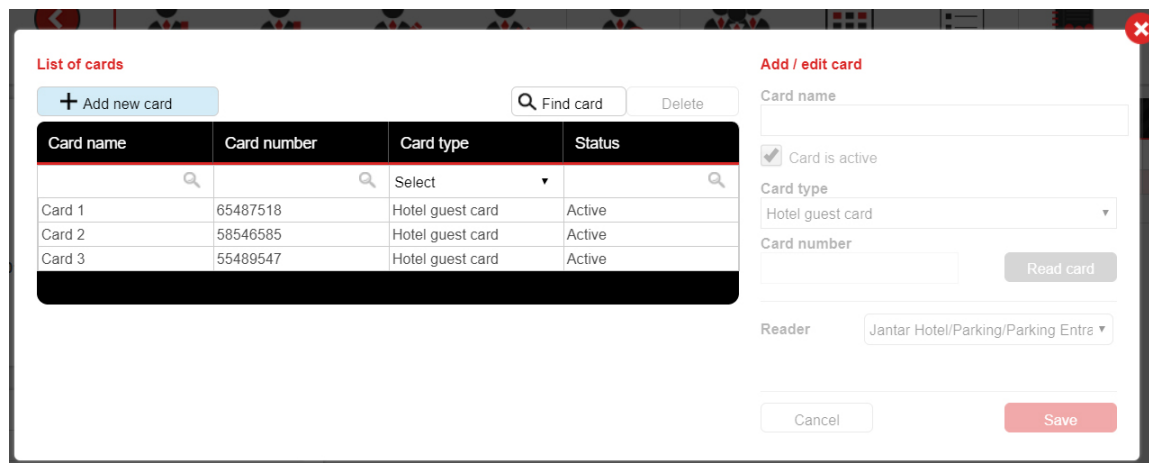
Reader

Jantar Hotel/Parking/Parking Entra

Cancel

Save

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



List of cards

+ Add new card

Find card

Delete

Card name	Card number	Card type	Status
Card 1	65487518	Hotel guest card	Active
Card 2	58546585	Hotel guest card	Active
Card 3	55489547	Hotel guest card	Active

Add / edit card

Card name

Card 4

☒ Card is active

Card type

Hotel guest card

Card number

11256545

Read card

Reader

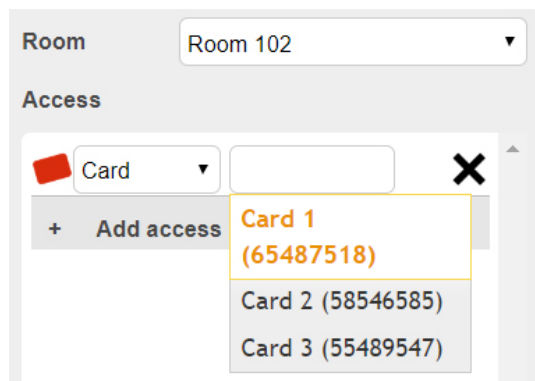
Jantar Hotel/Parking/Parking Entra

Cancel

Save

How to use a predefined hotel card

To assign a predefined card to a hotel guest, navigate to the *pop-up window of the reservation editor*, and, under the *Access* section, add a new means of access, to a selected guest. In the new row, set the *Card* type and, finally, **select a predefined card from the drop-down menu.**



The screenshot shows a user interface for managing hotel access. At the top, there is a 'Room' dropdown menu set to 'Room 102'. Below this is the 'Access' section. It contains a row with a red card icon, a dropdown menu set to 'Card', and an empty input field. To the right of the input field is a close button (X). Below the input field is a list of predefined cards: 'Card 1 (65487518)', 'Card 2 (58546585)', and 'Card 3 (55489547)'. A plus sign and the text 'Add access' are visible to the left of the card list.

3.7 * Settings for hotel employees

In addition to guests, hotel employees must also have access to the same hotel rooms and other areas. These users are added in the main *Codeks* application as regular users with the necessary access rights.

Users are usually assigned access rights in the *Codeks* application through groups. We recommend that you create separate access groups for employees (in addition to the access groups for the hotel guests).

You can read more about users, groups and access rights in the documentation of the main *Codeks* application ([CodeksManual-en.pdf](#)).

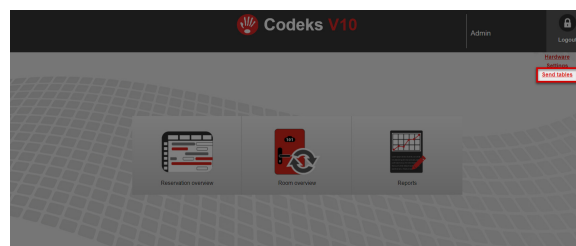
3.8 * Send Tables

Table sending

The process of **Sending tables** is automated in the *Codeks Hotel* application. 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.

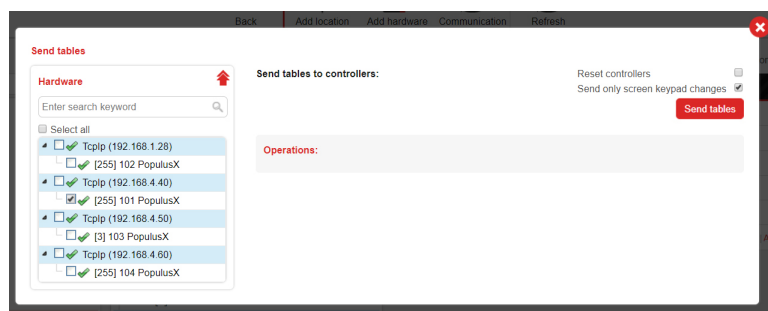
To implement the changes made to the *hardware, users, groups, timetables* or *settings* **immediately** you can also **trigger the table sending manually by using the Send tables function**.

1. To send tables click the **Send tables** button in the *Main menu*. A new window will open where you can select the appropriate controllers.



2. **Select all the controllers** to which you want to send tables from the *List of controllers* on the left.




3. Click the **Send tables** button.



Reset controllers - The settings pertaining to the inputs and outputs of the controllers will be reset (to their basic values) when sending tables. (The function resets the blocked/unblocked status of readers, resets the anti pass-back status of users, and affects the operation of macros.)

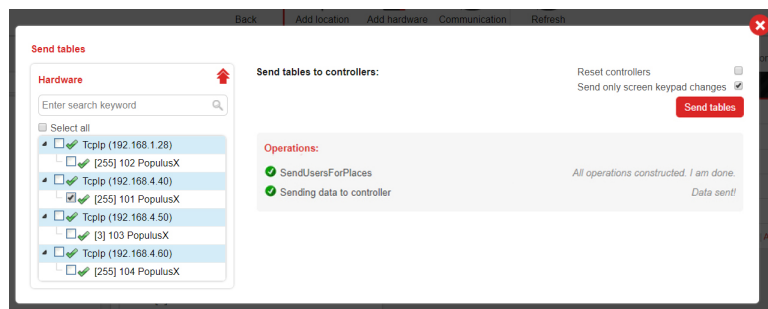
Send only new fingerprints - Sending users' fingerprints to controllers can be a very time-consuming process which can also significantly burden the network connections because a large amount of data is sent. If you enable this setting, only new fingerprints, which have been added since the last table sending, will be sent to controllers.

The **List of hardware** also shows the **current state of communication with controllers**:



-  - Controller is connected
-  - Controller is not connected
-  - Controller is not in use

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

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

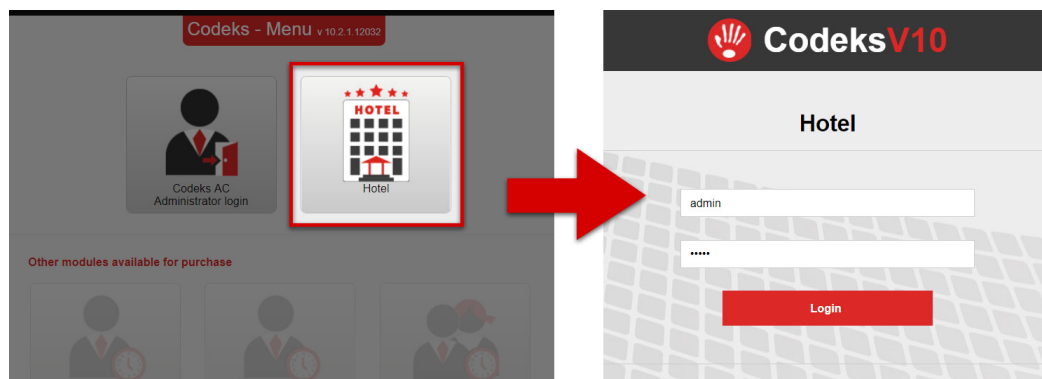


The *Operation report* field will show a quick report of the completed process:

-  - Data was sent successfully
-  - Data was not sent successfully

4 Working with the Codeks Hotel Add-on

To use the **Codeks Hotel** add-on functionalities you have to log into the *Codeks Hotel application* using your administrator's username and password through the Hotel administrators login:



Link to the hotel administrator login form:

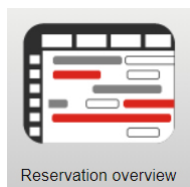
~IP address of your server~:9090/apps/hotel/adminhotellogin.html

NOTE

To log in to the *Codeks Hotel* use a username and password of a Codeks system super administrator.

After logging in, the **Main menu** of the *Codeks Hotel* add-on will be displayed.

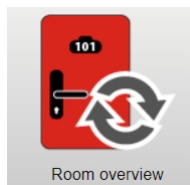




[Reservation overview](#) ⁵⁶

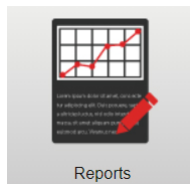
The *Reservation overview* is the main editor through which you can manage the reservations and guest data.

In the *Reservation overview*, you can view the monthly reservations spreadsheet and also add, edit and delete hotel reservations.



[Room overview](#) ⁷³

In the *Room overview* you can view the current status of all the rooms in the hotel.



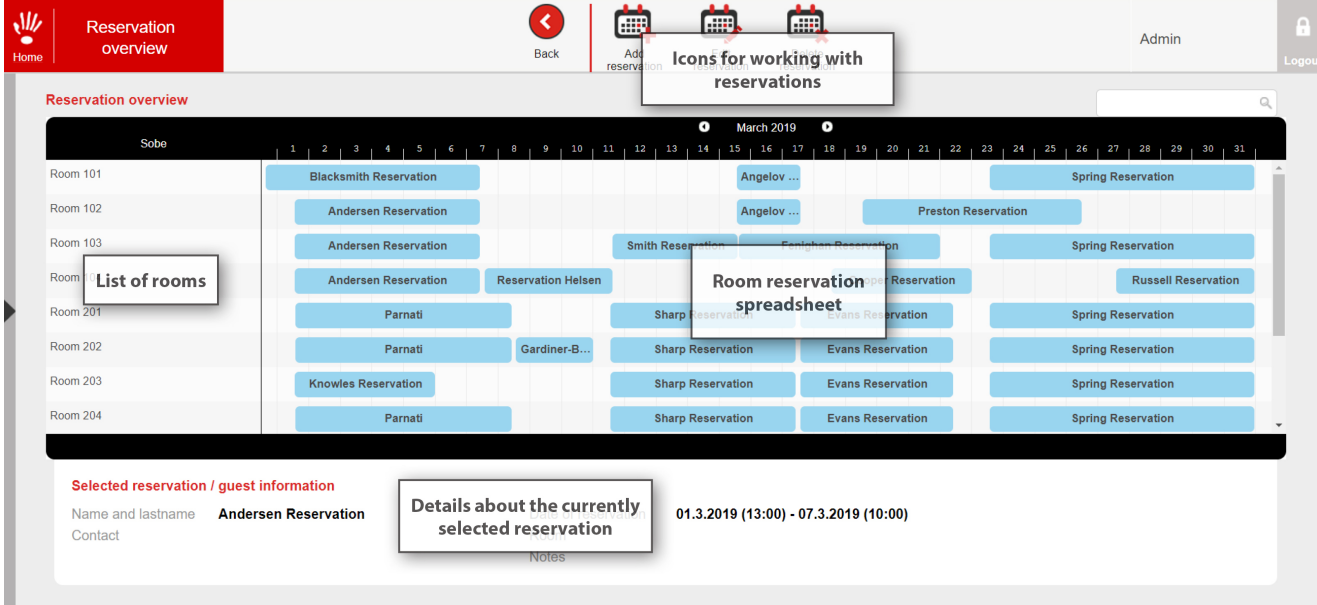
[Reports](#) ⁷⁴

In the *Reports viewer*, you can view data about hotel reservations and guests as well as create different reports and data exports.

4.1 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 also add, edit and delete hotel reservations.



The screenshot displays the 'Reservation overview' interface. At the top, there's a navigation bar with 'Home', 'Reservation overview', 'Back', 'Add reservation', 'Icons for working with reservations', 'Admin', and 'Logout'. Below this, a 'Reservation overview' header is visible. The main area shows a calendar for March 2019 with reservations listed for various rooms. A sidebar on the left lists rooms 101 through 204. The main area displays a grid of reservations for each room, with names like 'Blacksmith Reservation', 'Andersen Reservation', 'Parnati', 'Knowles Reservation', 'Smith Reservation', 'Gardiner-B...', 'Sharp Reservation', 'Evans Reservation', 'Preston Reservation', 'Russell Reservation', and 'Spring Reservation'. A bottom section shows 'Selected reservation / guest information' for 'Andersen Reservation' with dates '01.3.2019 (13:00) - 07.3.2019 (10:00)' and a 'Details about the currently selected reservation' pop-up.

By either clicking on the **Add reservation** or **Edit reservation** icon or double-clicking on a particular reservation entry you will open the pop-up window for managing reservations.

Guest type

Individual guest

Blacksmith Reservation

General information

Arrival *

28.2.2019 15:00

Leave *

07.3.2019 10:00

Rooms

1

Adults

2

Children

0

Rooms

☐ Only show available rooms

1st Floor

Room 101

2

Room 102

2

Room 103

2

Room 104

2

2nd Floor

Room 201

2

Room 202

2

Room 203

2

Room 204

2

3rd Floor

Room 301

2

Room 302

2

Room 303

2

Room 304

2

☐ Only show selected rooms 1/1

Cancel

Confirm

Guests

Add guest

1

✓ Blacksmith Andy

Room 101

2

✓ Blacksmith Roberta

Room 101

→

Check-in

←

Check-out

↺

Revert status

No. guests:2

Assigned to rooms:2 / 2

Checked-in:2 / 2

Checked-out:0 / 2

Guest information

From

15.3.2019 14:52

To

07.3.2019 10:00

Room

Room 101

First name

Roberta

Last name

Blacksmith

Company

Email

Phone number

Address

City

Postal code

Country

Personal ID type

Choose

Personal ID

Notes

1 dog

Ignore changes

Access

+ Add access

In this window, you can:

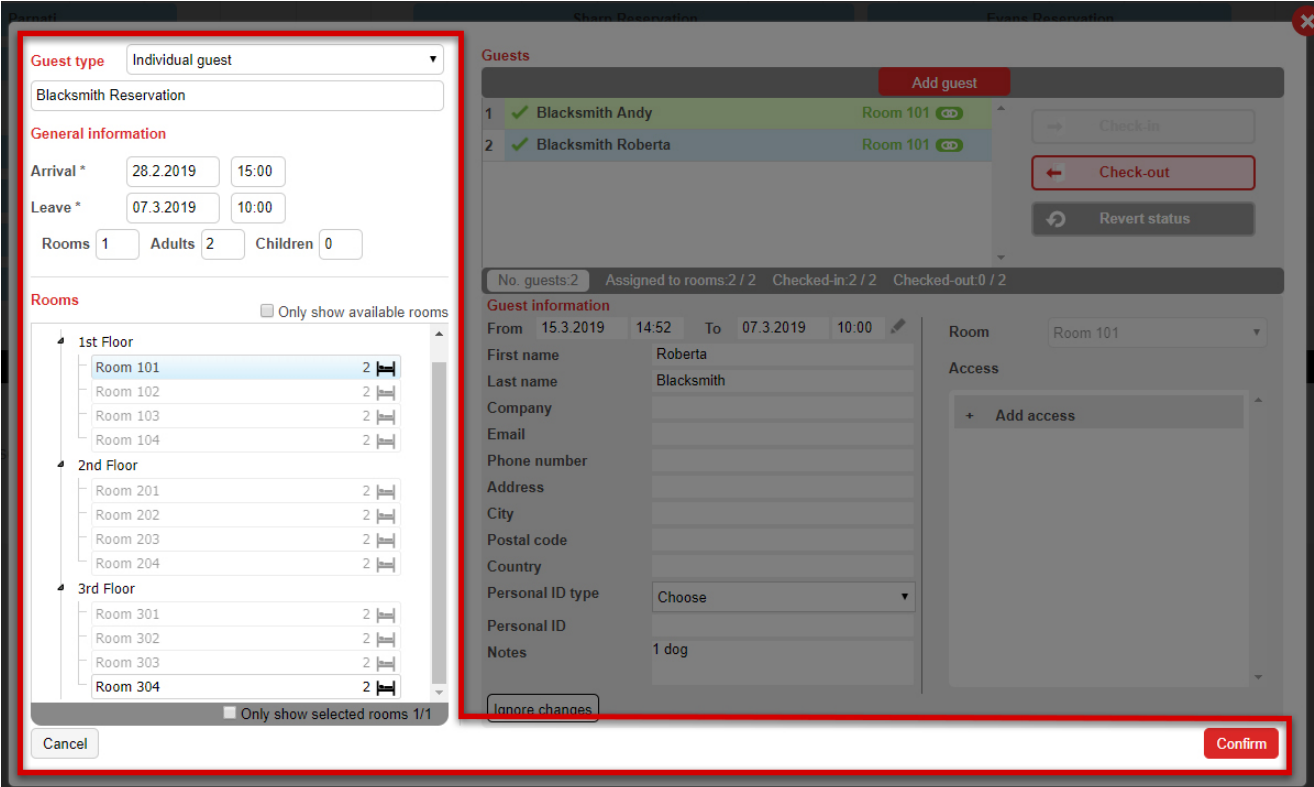
- enter the basic information about a reservation,
- add guests and guest data,
- assign rooms and access credentials to guests,
- check-in and check-out guests.

Codeks Hotel Add-on

57

The pop-up editor is divided into two parts:

- general information about the reservation:



Settings

Guest type	This setting defines what type of guest this reservation is made for. You can choose between two settings: Individual guest (meant to mark regular guests making reservations for a single room) or Agency guest (meant for mass agency reservations or reservations for several rooms under one reservation name).
Reservation name	The name of the reservation which will be displayed in the reservations spreadsheet.
Arrival and Leave	The date and hour of the guests' arrival and departure. According to these settings (and the number of rooms), the list of rooms will mark which rooms are available and can be selected for this reservation.
Number of Rooms	The number of rooms which will be assigned to this reservation entry. According to this setting (and the selected dates), the list of rooms will mark which rooms are available and can be selected for this reservation.
Number of Adults and Children	The number of (adult) guests and children.
Rooms	The list of hotel rooms. The list marks which rooms are available to be assigned to the current reservation according to the dates of arrival and departure as well as the number of rooms. (All unavailable rooms are disabled on the list, the rooms assigned to the current reservation are colored blue.)

- information about individual guests. Here you will also manage the check-in and check-out of the hotel guests.

Guest type: Individual guest

Blacksmith Reservation

General information

Arrival *: 28.2.2019 15:00

Leave *: 07.3.2019 10:00

Rooms: 1 Adults: 2 Children: 0

Rooms

Only show available rooms

1st Floor

- Room 101 2
- Room 102 2
- Room 103 2
- Room 104 2

2nd Floor

- Room 201 2
- Room 202 2
- Room 203 2
- Room 204 2

3rd Floor

- Room 301 2
- Room 302 2
- Room 303 2
- Room 304 2

Only show selected rooms 1/1

Cancel

Guests

Add guest

1	✓ Blacksmith Andy	Room 101	
2	✓ Blacksmith Roberta	Room 101	

No. guests: 2 Assigned to rooms: 2 / 2 Checked-in: 2 / 2 Checked-out: 0 / 2

Guest information

From 15.3.2019 14:52 To 07.3.2019 10:00

Room Room 101

First name Roberta

Last name Blacksmith

Company

Email

Phone number

Address

City

Postal code

Country

Personal ID type Choose

Personal ID

Notes 1 dog

Ignore changes

Check-in

Check-out

Revert status

Access

+ Add access

Confirm

Settings

Guests

The list of guests under this reservation.
The list also shows the status of each guest.

Buttons for managing the status of guests

Using these buttons you can manage and change the [statuses of guests](#) ⁶⁵:

Check-in - the status of the guest is changed from *Linked* to *Checked-in* and the access credentials assigned to them are activated throughout the system.

Check-out - the status of the guest is changed from *Checked-in* to *Checked-out* and the access credentials assigned to them are deactivated throughout the system.

Revert status - if an error is made the status of a guest can, subsequently, be reverted from *Checked-in* to *Linked* and from *Checked-out* to *Checked-in*. The status can only be changed for each guest individually.

Guest information

Fields for entering the (necessary) guest information.

Room

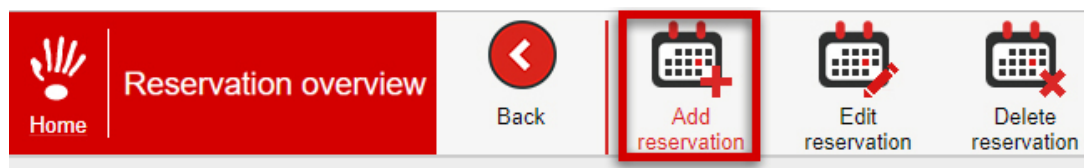
The hotel room to which the guest is assigned to. The drop-down list only contains the selected rooms of the current reservation (defined on the left side of the pop-up window).

Access

Access credentials assigned to the hotel guest (You can assign several credentials to the same guest). You can choose between three types: *Card*, *PIN*, and *Bluetooth*.

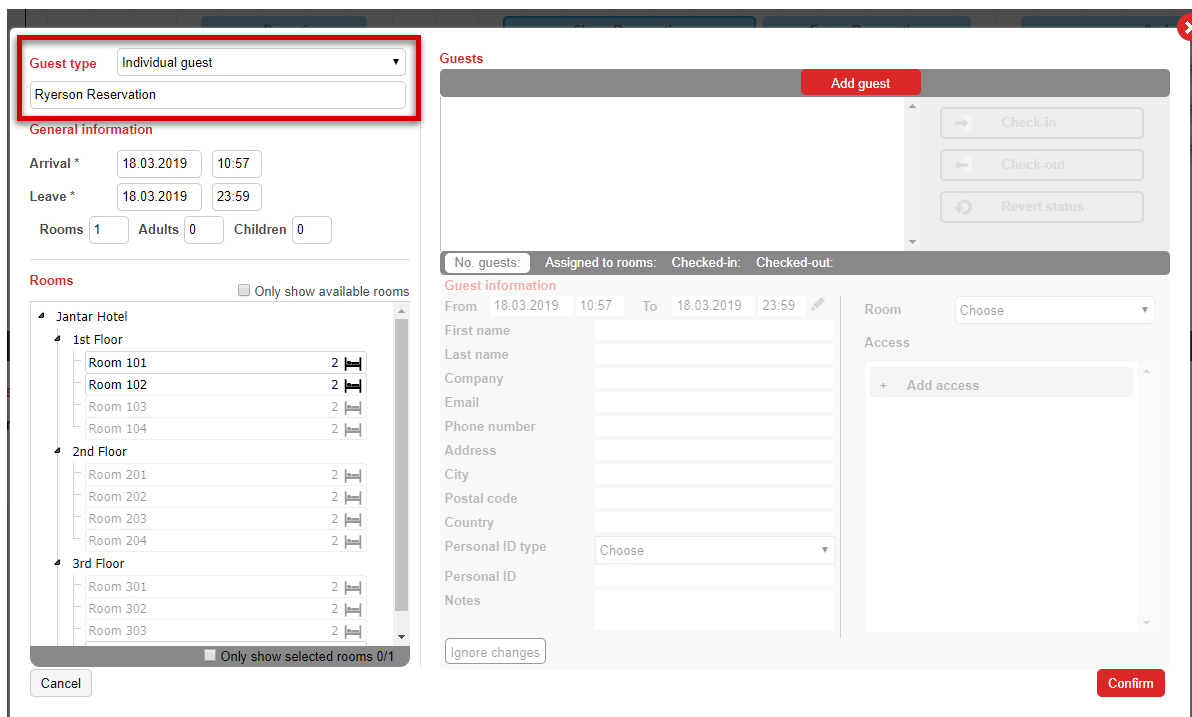
4.1.1 Add reservation

1. To add a new hotel reservation click the **Add reservation** icon in the toolbar of the *Reservation preview*.



2. The main pop-up window for managing reservations will appear.

First, enter the **name of the reservation** and **set the guest type**.



The **name of the reservation** will be used to display the reservation entry in the reservations' spreadsheet. It will also be useful when searching or filtering reservations and it will also appear in reports.

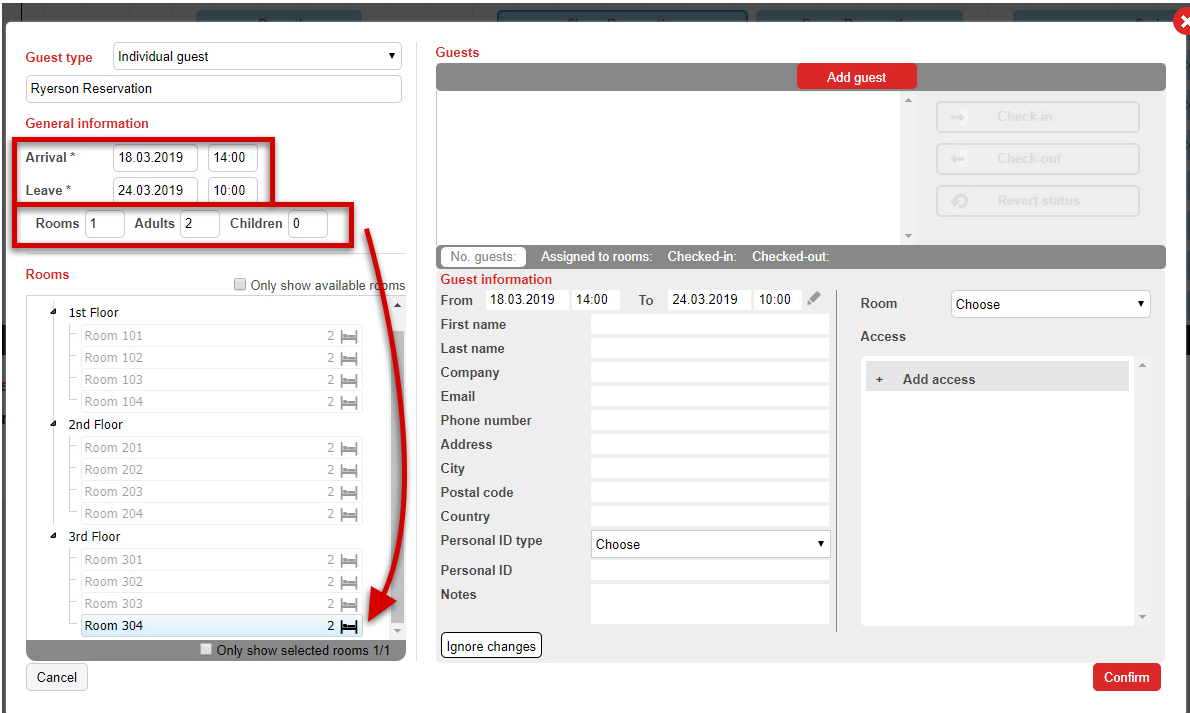
The **guest type** can be set to either *Individual guest* or *Agency guest*. The *Individual guest* setting is meant to mark regular guests making reservations for a single room. The *Agency guest* is meant for mass agency reservations or reservations for several rooms under one reservation name.

3. Next, set the **Arrival** and **Leave** dates and times. **These settings note the approximate arrival and departure times of guests, and also define when the guest access credentials will be valid within the hotel system.**

4. Enter the number of rooms, and number of (adult) guests and children.

5. Depending on the selected dates, and the number of rooms, the list of rooms will display which rooms are available and can be selected for this reservation.

Assign hotel rooms to the reservation by simply clicking each desired room.



All unavailable rooms on the *list of rooms* are disabled. Available rooms are colored white, and the rooms assigned to the current reservation are colored blue.

By checking the **Only show available rooms** all the unavailable rooms will be removed from the list.

By checking the **Only show selected rooms** only the rooms that are currently assigned to this reservation will be displayed on the *list of rooms*.

6. In the next step, you have to [add guests to the reservation](#) ⁶².

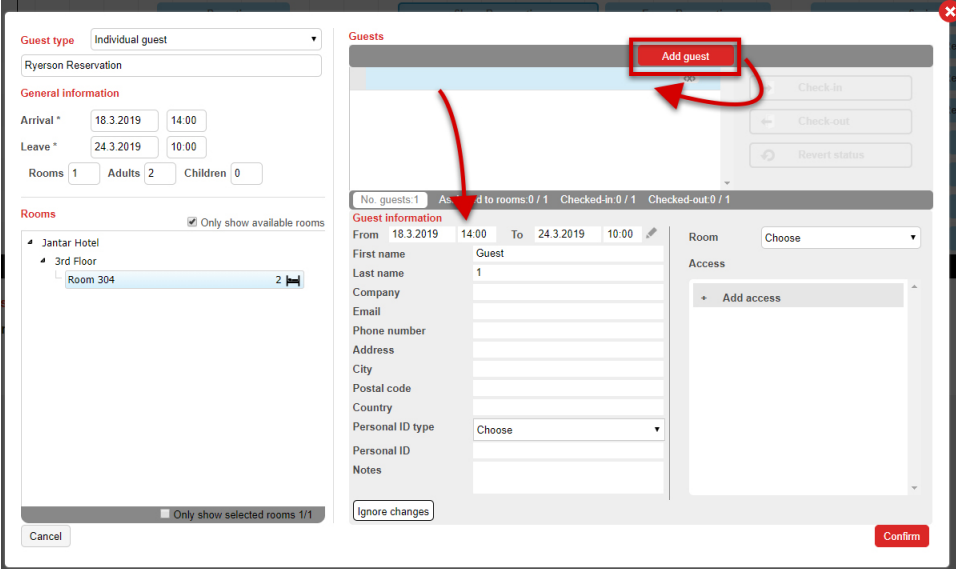
7. To save the reservation information click **Confirm**.

4.1.1.1 Adding guests, assigning rooms and access credentials

Adding guests

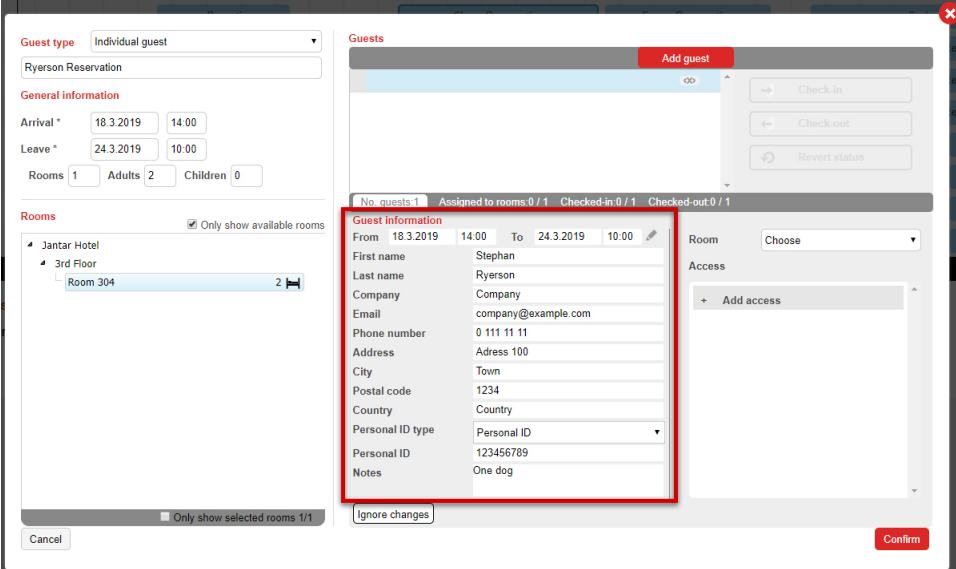
1. To add a guest, in the pop-up window for editing a reservation, click the **Add guest** button in the right part of the window.

This will create a new entry for a guest and enable the fields for entering the guests information below.



The screenshot shows a reservation editing window. On the left, there's a sidebar with 'Guest type' set to 'Individual guest' and 'Ryerson Reservation'. Below this, 'General Information' includes arrival and leave dates (18.3.2019 to 24.3.2019) and room counts (1 room, 2 adults, 0 children). The 'Rooms' section shows 'Jantar Hotel' with '3rd Floor' and 'Room 304' selected. On the right, the 'Guests' section has an 'Add guest' button highlighted with a red box. Below it, the 'Guest information' section is visible, showing fields for 'First name', 'Last name', 'Company', 'Email', 'Phone number', 'Address', 'City', 'Postal code', 'Country', 'Personal ID type', 'Personal ID', and 'Notes'. The 'Room' dropdown is set to 'Choose'.

2. Next, enter all the (necessary) information about the guest.



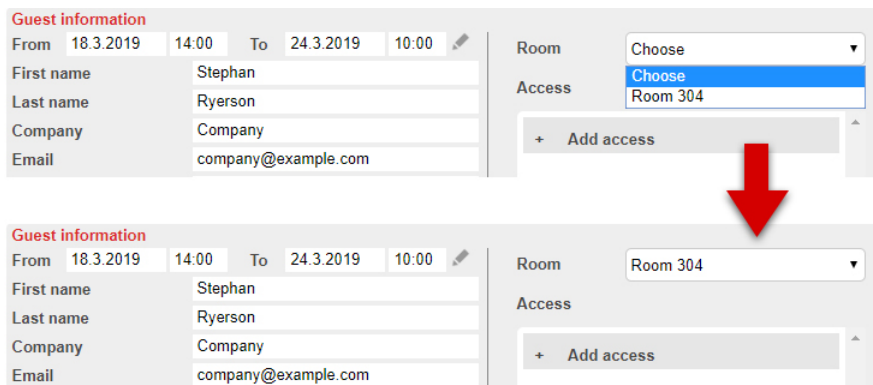
The screenshot shows the same reservation editing window, but now the 'Guest information' section is filled out with the following details:

- From: 18.3.2019 14:00 To: 24.3.2019 10:00
- First name: Stephan
- Last name: Ryerson
- Company: Company
- Email: company@example.com
- Phone number: 0 111 11 11
- Address: Address 100
- City: Town
- Postal code: 1234
- Country: Country
- Personal ID type: Personal ID
- Personal ID: 123456789
- Notes: One dog

The 'Room' dropdown is still set to 'Choose'. The 'Add guest' button is now greyed out.

Assigning rooms

3. You can **assign a guest to a room** by selecting a room from the drop-down menu on the right side of the *Guest information* section.



Guest information

From 18.3.2019 14:00 To 24.3.2019 10:00

First name: Stephan
Last name: Ryerson
Company: Company
Email: company@example.com

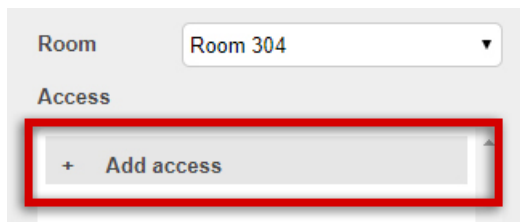
Room: Choose
Access: Choose
Room 304

+ Add access

Room: Room 304
Access: + Add access

Assigning access credentials

4. In order to allow guests to access their hotel room, you must **assign access credentials to them**. Under the Access section find and click the **Add access** button.



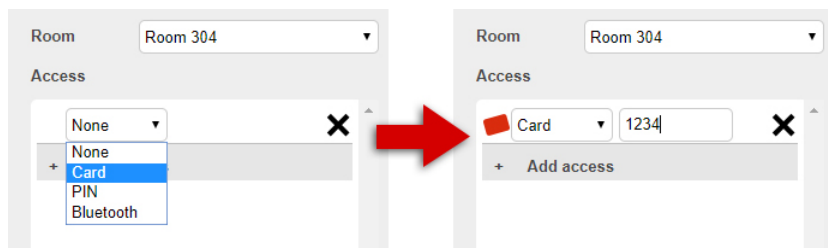
Room: Room 304

Access: + Add access

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 select a [predefined card](#) or use the Jantar Table Reader device to automatically scan the card number).



Room: Room 304

Access: None
None
Card
PIN
Bluetooth

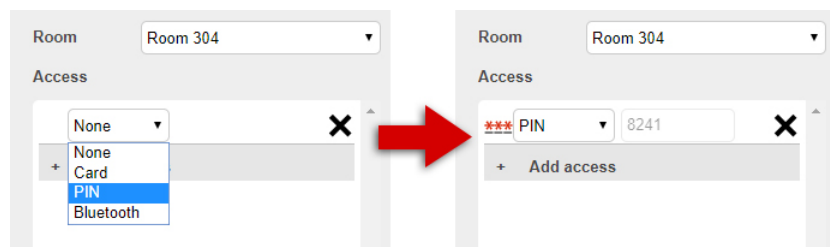
Room: Room 304

Access: Card 1234

+ Add access

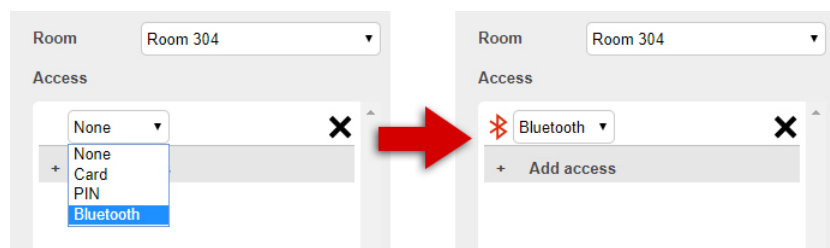
- PIN

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.)



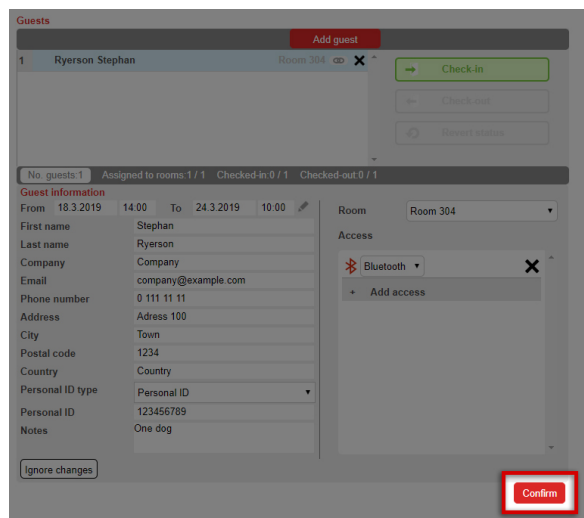
- Bluetooth

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 guest.

5. When you are done editing, click **Confirm** to save all the entered data.



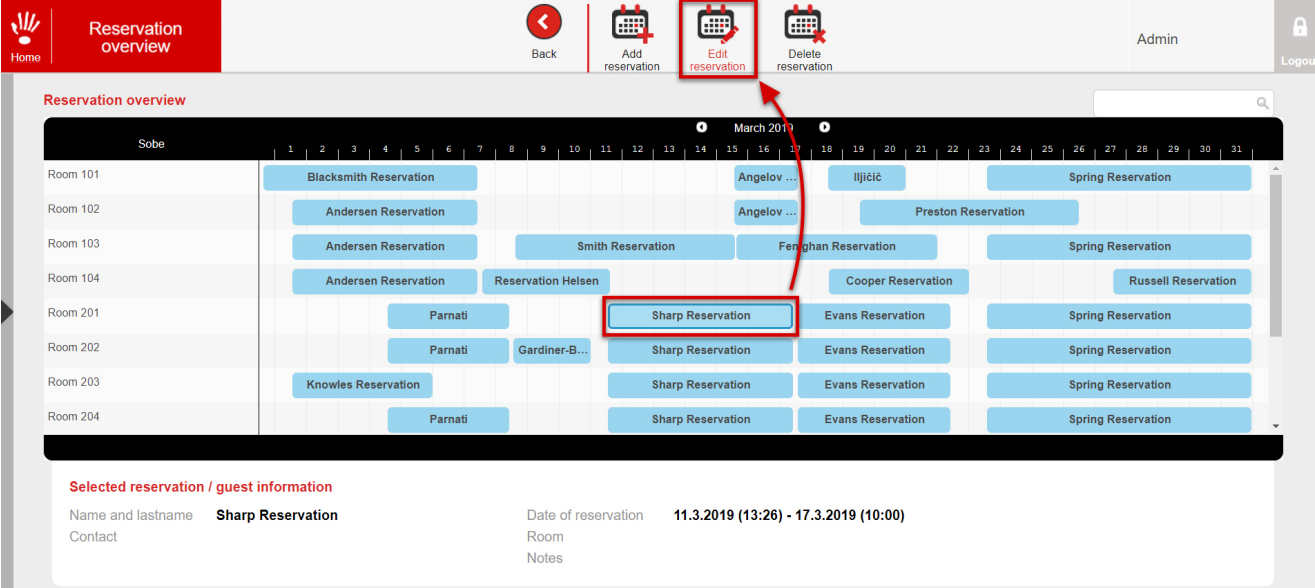
GUEST STATUSES

Depending on whether or not the guest is assigned a hotel room, and later on checked-in and checked-out, hotel guests can have different statuses. These statuses are displayed on the *list of guests* on the right side of the pop-up window:

Unassigned	<p>A newly added guest to the reservation, is sometimes left unassigned to a particular room.</p> <div data-bbox="456 422 1149 464"> 3 Sharp Philippe  </div>
-------------------	---

4.1.2 Edit reservation

1. To edit an existing reservation entry, first, mark the reservation on the *reservations spreadsheet* and then click the **Edit reservation** icon in the toolbar of the *Reservation preview* or double-click it.



Reservation overview

March 2019

Room	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Room 101	Blacksmith Reservation										Angelov ...		Iljčić		Spring Reservation																
Room 102	Andersen Reservation										Angelov ...		Preston Reservation																		
Room 103	Andersen Reservation										Smith Reservation		Fenghan Reservation		Spring Reservation																
Room 104	Andersen Reservation										Reservation Helsen		Cooper Reservation		Russell Reservation																
Room 201	Parnati										Sharp Reservation		Evans Reservation		Spring Reservation																
Room 202	Parnati										Gardiner-B...		Sharp Reservation		Evans Reservation		Spring Reservation														
Room 203	Knowles Reservation										Sharp Reservation		Evans Reservation		Spring Reservation																
Room 204	Parnati										Sharp Reservation		Evans Reservation		Spring Reservation																

Selected reservation / guest information

Name and lastname: **Sharp Reservation**

Contact:

Date of reservation: **11.3.2019 (13:26) - 17.3.2019 (10:00)**

Room:

Notes:

2. The main pop-up window for managing reservations will appear.

Enter the changes you wish to make.

3. To save the changes click **Confirm**.

4.1.2.1 Guest check-in and check-out

Hotel guests are able to access their rooms only after they are checked-in (see [Guest statuses](#)^[65]) and their access credentials are activated.

NOTE

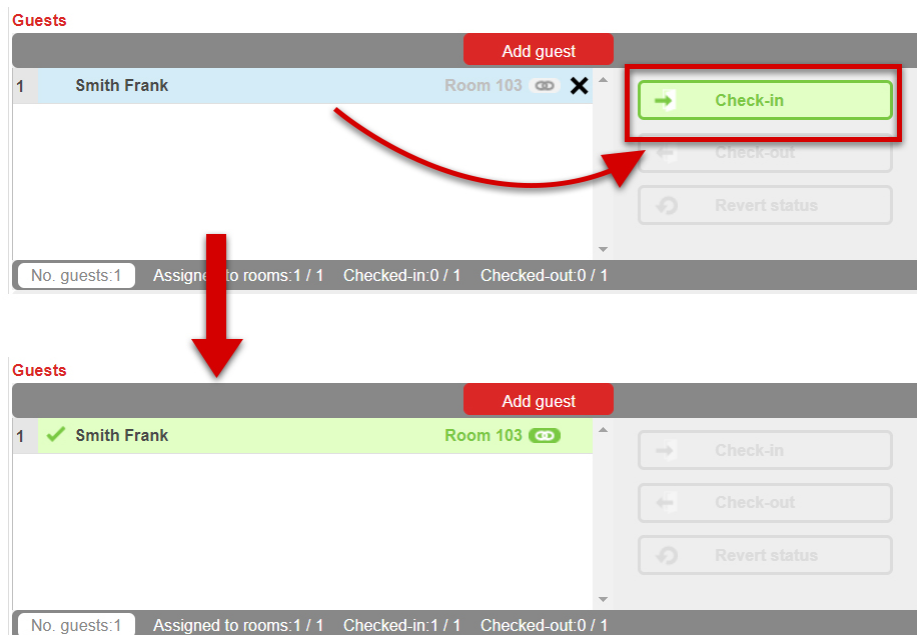
Access credentials assigned to guests are only activated to allow the guests access to different hotel facilities after the guests have been **checked-in** (more about this in chapter [Guest statuses](#)^[65]).

Guest Check-in

1. To check-in a guest, select the guest on the *list of guest* of a particular reservation (in the pop-up window for managing reservations).

Guests must, first, be *Linked* to a room, before they can be *Checked-in*.

2. Then click the **Check-in** button. The status of the guest will be changed from *Linked* to *Checked-in*.



***[Revert status]** - If an error is made the status of a guest can, subsequently, be reverted from *Checked-in* to *Linked* and from *Checked-out* to *Checked-in* with the use of the **Revert status** button.

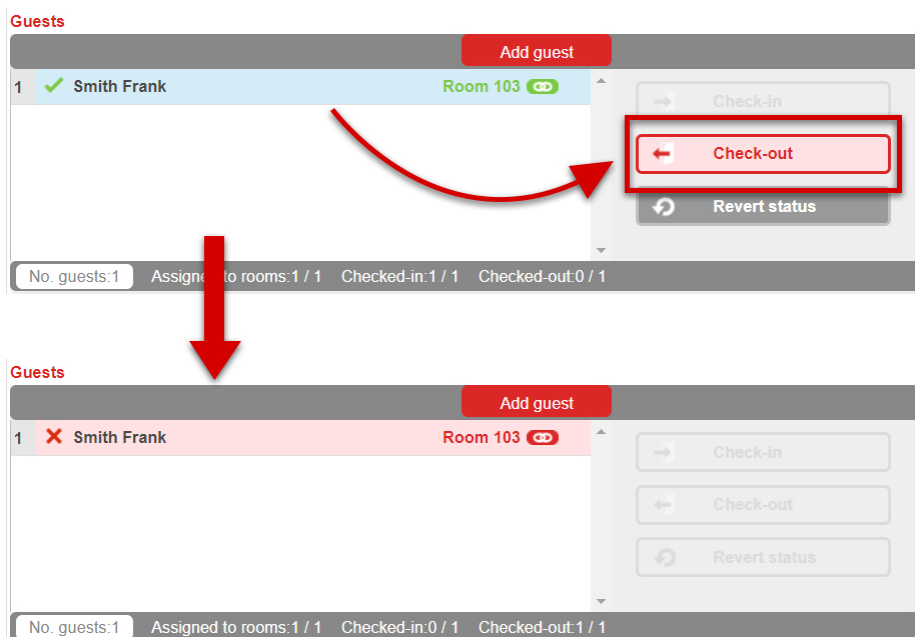
3. When you are done click **Confirm**.

Guest check-out

1. To check-out a guest, select the guest on the *list of guest* of a particular reservation (in the pop-up window for managing reservations).

Guests must, first, be *Checked-in*, before they can be *Checked-out*.

2. Then click the **Check-out** button. The status of the guest will be changed from *Checked-in* to *Checked-out*.



***[Revert status]** - If an error is made the status of a guest can, subsequently, be reverted from *Checked-in* to *Linked* and from *Checked-out* to *Checked-in* with the use of the **Revert status** button.

3. When you are done click **Confirm**.

4.1.2.2 * Sending email notifications to guests.

You can send email notifications which include the reservation details to individual guests by enabling the **Send e-mail to guest** option.

NOTE

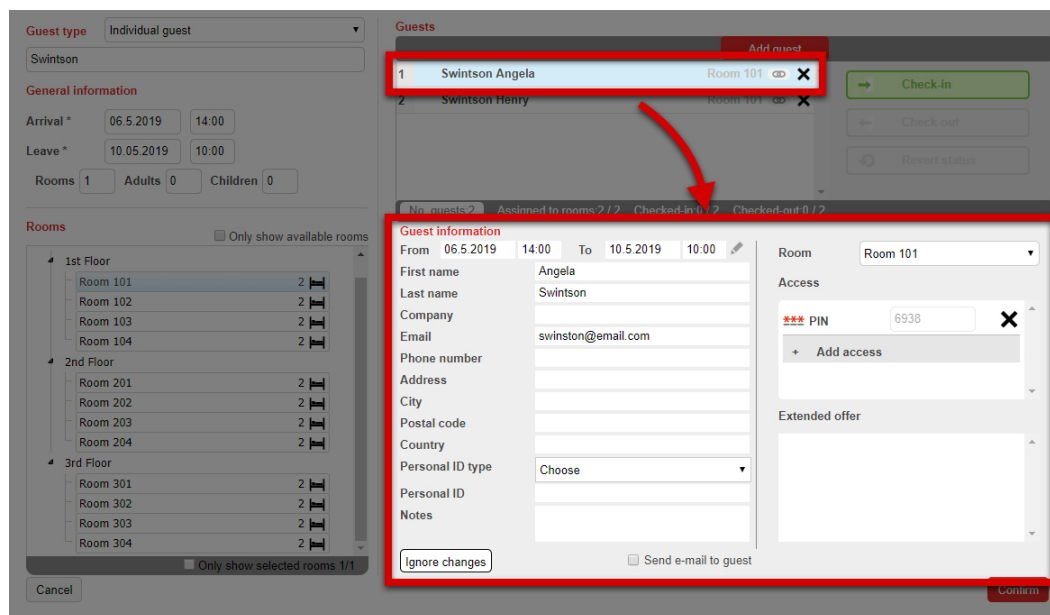
The **Send e-mail to guest** option is disabled by default. **After enabling the option, the e-mail notification will be sent to the guest the next time the *Confirm* button is clicked.**

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](#) ²⁰⁷).

1. To send an e-mail notification to a guest, first, **find and mark the guest on the *List of guests* in the pop-up window for editing reservations.**

2. The guest's data will be displayed in the entry fields below in the *Guest information* section.



The screenshot shows the Jantar reservation system interface. On the left, there's a 'Rooms' section with a list of rooms (Room 101 to Room 304) and their status (2). In the center, there's a 'Guests' section with a list of guests (Swinton Angela, Swinton Henry) and their assigned rooms (Room 101). A red box highlights the 'Guest information' section, which is a form for entering guest details. The form includes fields for 'From' (06.5.2019), 'To' (10.5.2019), 'Room' (Room 101), 'First name' (Angela), 'Last name' (Swinton), 'Company', 'Email' (swinton@email.com), 'Phone number', 'Address', 'City', 'Postal code', 'Country', 'Personal ID type' (Choose), 'Personal ID', and 'Notes'. There are also buttons for 'Ignore changes', 'Send e-mail to guest', and 'Confirm'.

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 **Confirm**.

Guest type Individual guest

Swinton

General information

Arrival * 06.5.2019 14:00

Leave * 10.05.2019 10:00

Rooms 1 Adults 0 Children 0

Rooms ☐ Only show available rooms

1st Floor

Room 101 2

Room 102 2

Room 103 2

Room 104 2

2nd Floor

Room 201 2

Room 202 2

Room 203 2

Room 204 2

3rd Floor

Room 301 2

Room 302 2

Room 303 2

Room 304 2

☐ Only show selected rooms 1/1

Cancel

Guests

Add guest

1	Swinton Angela	Room 101	X
2	Swinton Henry	Room 101	X

→ Check-in

← Check-out

↺ Revert status

No. guests: 2 Assigned to rooms: 2 / 2 Checked-in: 0 / 2 Checked-out: 0 / 2

Guest information

From 06.5.2019 14:00 To 10.5.2019 10:00

Room Room 101

First name Angela

Last name Swinton

Company

Email swinton@email.com

Phone number

Address

City

Postal code

Country

Personal ID type Choose

Personal ID

Notes

Ignore changes

Access

*** PIN 6938 X

+ Add access

Extended offer

☒ Send e-mail to guest

Confirm

4.1.2.3 * Extended offer

Some hotels offer certain additional services or access to specific facilities, which are made available to their guests only with extra purchase. Therefore, access rights to these facilities are assigned to guests subsequently.

NOTE

Hotel guests will be able to access the *Facilities for extended offer* with the same access credentials as they use to access their hotel rooms and other public hotel areas.

NOTE

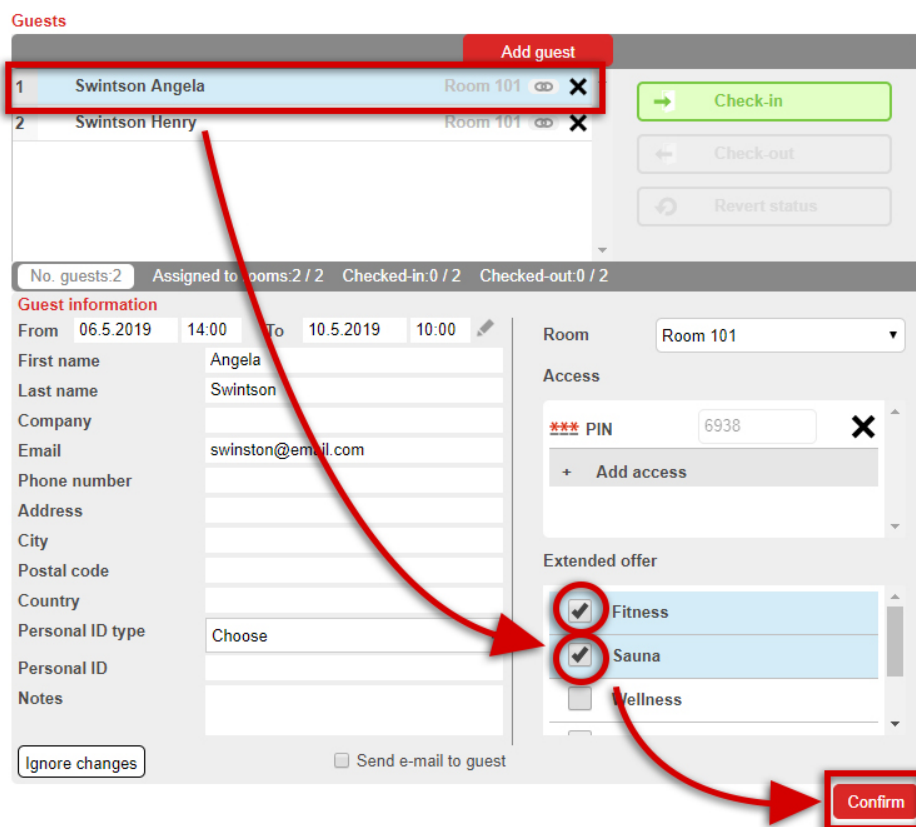
Access credentials assigned to guests are only activated to allow the guests access to different hotel facilities after the guests have been **checked-in** (more about this in chapter [Guest statuses](#) ^[65]).

1. To assign access rights to *Facilities for extended offer*, first find and mark the guest on the *List of guests* in the pop-up edit window.

2. The guest's data will be displayed in the entry fields below in the *Guest information* section.

3. In the *Extended offer* section, enable additional accesses that will be assigned to the selected guest.

4. Finally, save the changes by clicking the *Confirm* button.



Guests

Add guest

No.	Guest Name	Room	Actions
1	Swintson Angela	Room 101	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	Swintson Henry	Room 101	<input type="checkbox"/> <input type="checkbox"/>

No. guests: 2 Assigned to rooms: 2 / 2 Checked-in: 0 / 2 Checked-out: 0 / 2

Guest information

From: 06.5.2019 14:00 To: 10.5.2019 10:00

First name: Angela
Last name: Swintson
Company:
Email: swinston@email.com
Phone number:
Address:
City:
Postal code:
Country:
Personal ID type: Choose
Personal ID:
Notes:

Room: Room 101

Access

*** PIN: 6938

+ Add access

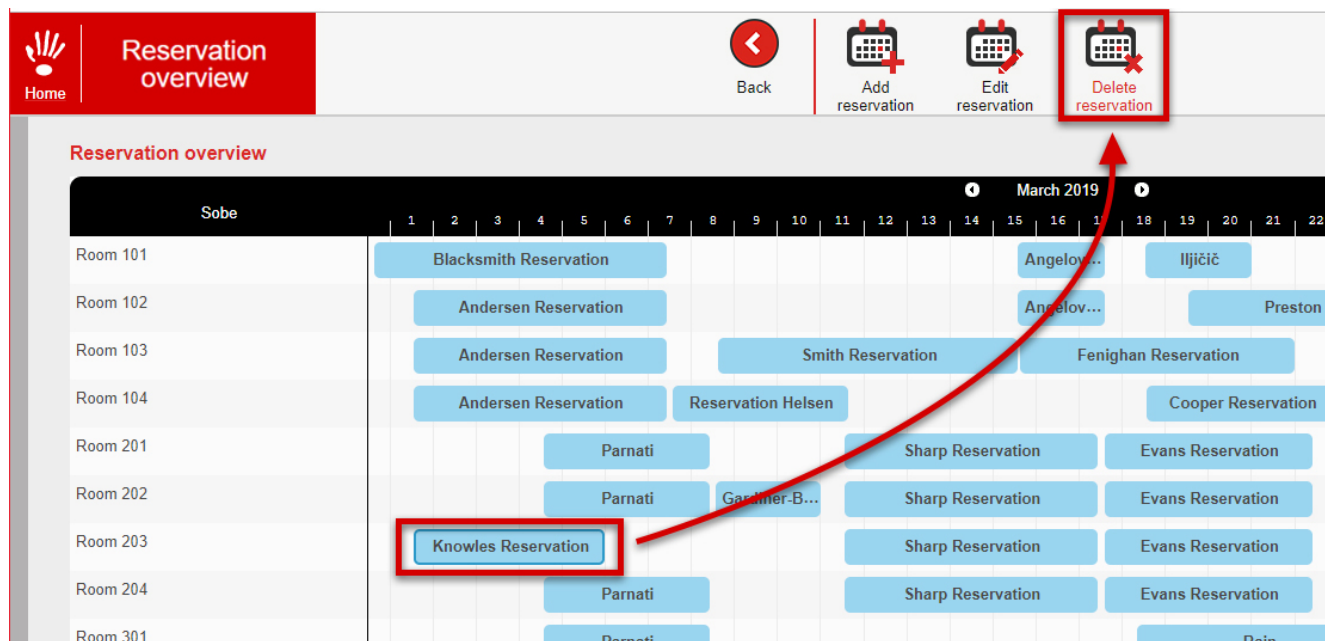
Extended offer

☒ Fitness
☒ Sauna
☐ Wellness

Ignore changes ☐ Send e-mail to guest **Confirm**

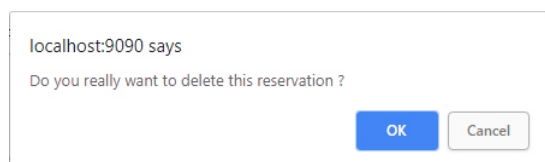
4.1.3 Remove reservation

1. To delete an existing reservation entry, first, mark the reservation on the *reservations spreadsheet* and then click the **Delete reservation** icon in the toolbar of the *Reservation preview*.



2. The system will warn you, that you are about to delete a reservation entry.

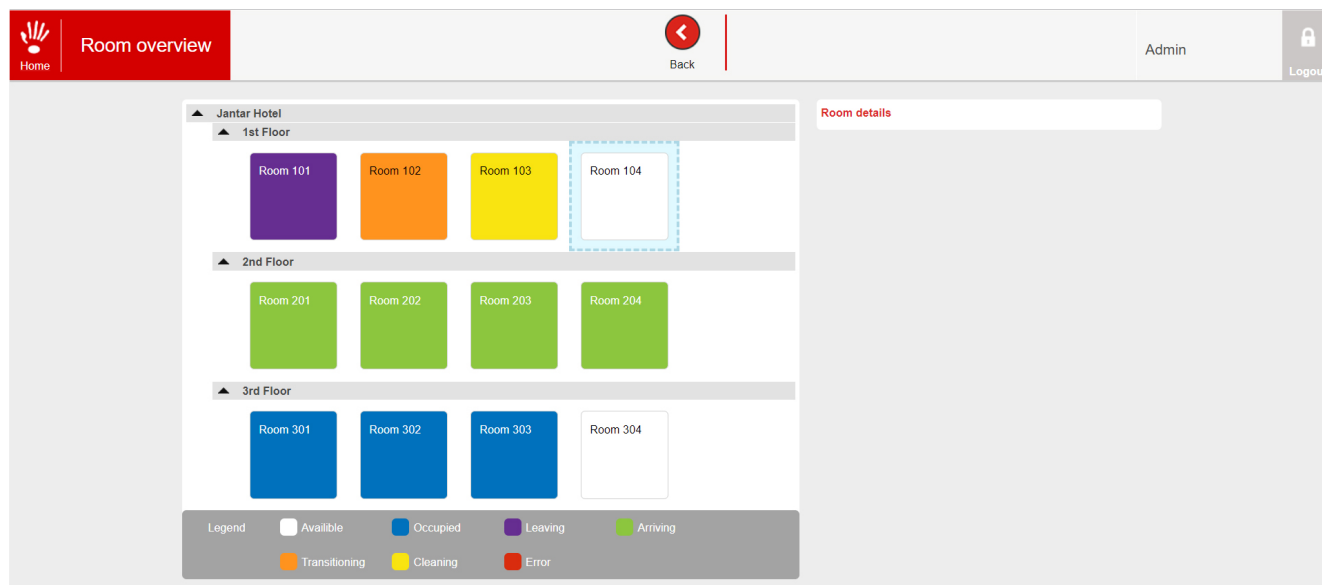
To confirm the deletion, click **OK**.










3. The reservation will be removed from the room reservations spreadsheet

4.2 Room overview

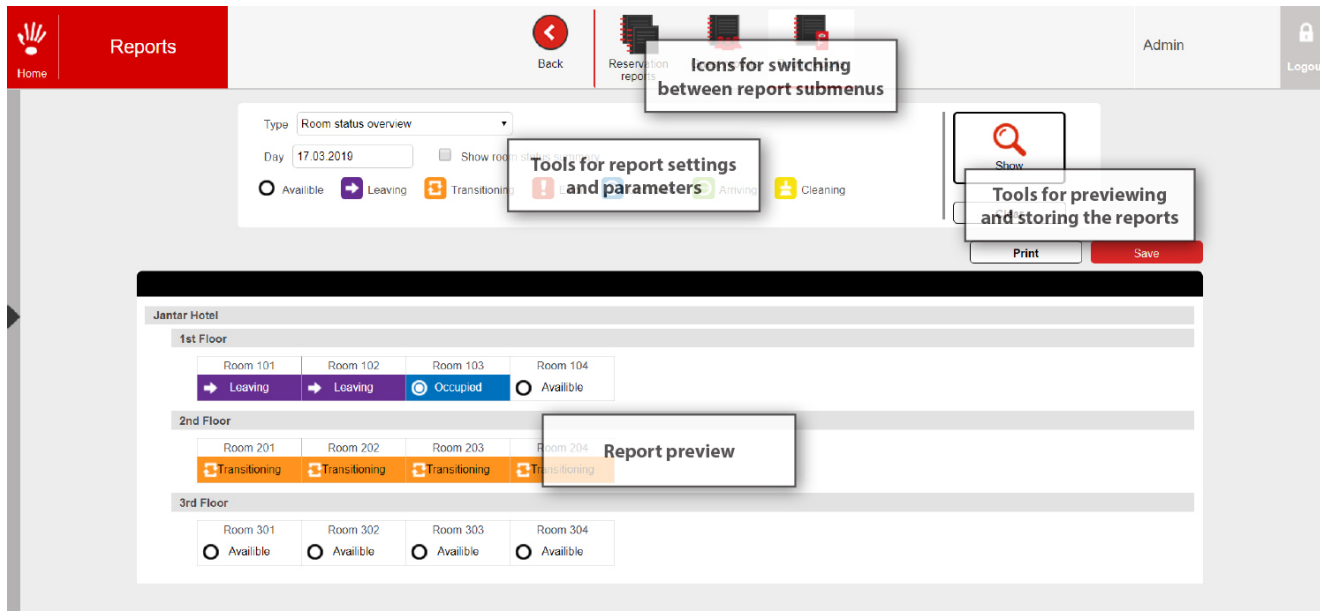
In the **Room overview** you can view the current status of all the rooms in the hotel.



Hotel room status legend	
 Available [white]	The room is available.
 Occupied [blue]	The room is occupied by guests.
 Leaving [violet]	The occupying guests are leaving this room today.
 Arriving [green]	New guests are arriving for this hotel room today.
 Transitioning [orange]	Guest are leaving and new guests are arriving to this room today.
 Cleaning [yellow]	The room is either scheduled for cleaning or is currently being cleaned.
 Error [red]	An error has been detected regarding this room and requires attention.

4.3 Reports

In the **Reports viewer**, you can view data about hotel reservations and guests as well as create different reports and data exports.



The screenshot shows the 'Reports' section of the Jantar Hotel management system. The interface includes a sidebar with 'Home' and 'Reports' links. The main content area displays a 'Room status overview' report for the date 17.03.2019. The report is organized by floor (1st, 2nd, 3rd) and room number, showing the status of each room (e.g., Available, Leaving, Occupied, Transitioning). Callouts highlight key features: 'Icons for switching between report submenus' (pointing to the top navigation icons), 'Tools for report settings and parameters' (pointing to the filter and date selection tools), 'Tools for previewing and storing the reports' (pointing to the 'Show', 'Print', and 'Save' buttons), and 'Report preview' (pointing to the room status table).

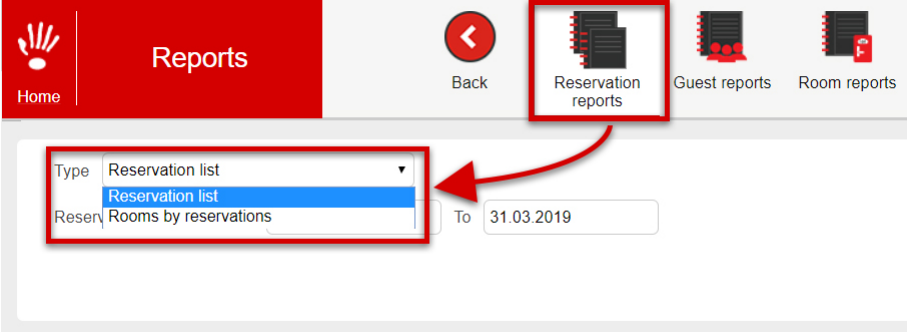
The reports are distributed among three sub-menus:

- *Reservation reports*
- *Guest reports*
- *Room reports*

4.3.1 Reservation reports

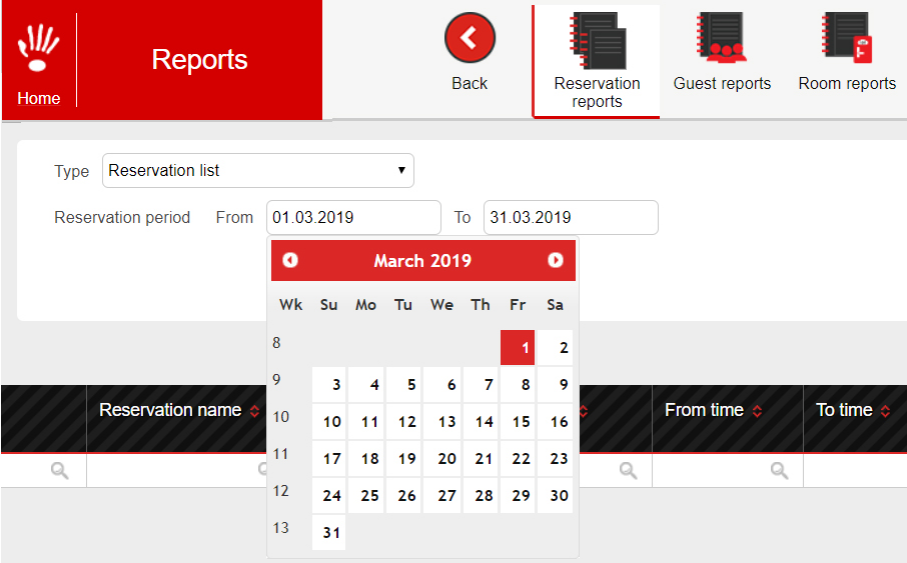
In the **Reservation reports**, you can view data and create reports about hotel room reservations.

1. To create a *reservation report*, navigate to the **Reservation reports** submenu.
2. Then, select the *Type* of report you wish to create:
 - to create a report listing all reservations in a selected time period select the **Reservation list** option,
 - to create a report listing reservations by rooms select the **Rooms by reservation** option.



The screenshot shows the 'Reports' section of the application. The 'Reservation reports' option is highlighted with a red box. Below it, a dropdown menu is open, showing 'Reservation list' as the selected option. A red arrow points from the 'Reservation reports' box to the 'Reservation list' option in the dropdown. The 'To' date is set to 31.03.2019.


3. Next, also set the *Reservation period* to be displayed.




The screenshot shows the 'Reservation list' report configuration screen. The 'Type' is set to 'Reservation list'. The 'Reservation period' is set from '01.03.2019' to '31.03.2019'. A calendar for March 2019 is displayed, with the date '1' highlighted. Below the calendar, there are search bars for 'Reservation name', 'From time', and 'To time'.


4. 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.


 Home

Reports

 Back

 Reservation reports

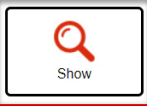
 Guest reports

 Room reports

Admin

Type: Reservation list

Reservation period From: 01.03.2019 To: 31.03.2019

 Show

Clear

Print

Save

Guest type	Reservation name	Date from	Date to	From time	To time	Number of rooms	Number of people (adults / children)
Select...							
Individual guest	Blacksmith Reservation	28.2.2019	07.3.2019	15:00	10:00	1	2(2/0)
Individual guest	Andersen Reservation	01.3.2019	07.3.2019	13:00	10:00	3	6(6/0)
Individual guest	Preston Reservation	19.3.2019	26.3.2019	13:00	12:00	1	2(2/0)
Individual guest	Fenighan Reservation	15.3.2019	21.3.2019	15:00	23:59	1	1(1/0)
Agency guest	Angelov Reservation	15.3.2019	17.3.2019	13:37	14:00	2	8(8/0)
Individual guest	Reservation Helsen	07.3.2019	11.3.2019	13:43	15:00	1	1(1/0)
Individual guest	Smith Reservation	08.3.2019	15.3.2019	15:00	14:00	1	0(0/0)
Individual guest	Cooper Reservation	18.3.2019	22.3.2019	13:20	23:59	1	2(2/0)
Individual guest	Sharp Reservation	11.3.2019	17.3.2019	13:26	10:00	4	8(8/0)
Individual guest	Knowles Reservation	01.3.2019	05.3.2019	13:28	23:59	1	2(2/0)
Individual guest	Gardiner-Boyle Reservation	08.3.2019	10.3.2019	13:29	23:59	1	2(2/0)
Individual guest	Parnati	04.3.2019	08.3.2019	13:30	10:00	6	0(0/0)
Individual guest	Evans Reservation	17.3.2019	22.3.2019	14:00	10:00	4	0(0/0)
Agency guest	Russell Reservation	27.3.2019	31.3.2019	13:50	23:59	5	18(14/4)
Individual guest	Spring Reservation	23.3.2019	31.3.2019	13:56	23:59	6	16(14/2)

Below you can see examples of the preview and PDF reports of each *Reservation report type*:

Reservation list

Guest type	Reservation name	Date from	Date to	From time	To time	Number of rooms	Number of people (adults / children)
Individual guest	Blacksmith Reservation	28.2.2019	07.3.2019	15:00	10:00	1	2(2/0)
Individual guest	Andersen Reservation	01.3.2019	07.3.2019	13:00	10:00	3	6(6/0)
Individual guest	Preston Reservation	19.3.2019	26.3.2019	13:00	12:00	1	2(2/0)
Individual guest	Fenighan Reservation	15.3.2019	21.3.2019	15:00	23:59	1	1(1/0)
Agency guest	Angelov Reservation	15.3.2019	17.3.2019	13:37	14:00	2	8(8/0)
Individual guest	Reservation Helsen	07.3.2019	11.3.2019	13:43	15:00	1	1(1/0)
Individual guest	Smith Reservation	08.3.2019	15.3.2019	15:00	14:00	1	0(0/0)
Individual guest	Cooper Reservation	18.3.2019	22.3.2019	13:20	23:59	1	2(2/0)
Individual guest	Sharp Reservation	11.3.2019	17.3.2019	13:26	10:00	4	8(8/0)
Individual guest	Knowles Reservation	01.3.2019	05.3.2019	13:28	23:59	1	2(2/0)
Individual guest	Gardiner-Boyle Reservation	08.3.2019	10.3.2019	13:29	23:59	1	2(2/0)
Individual guest	Parnati	04.3.2019	08.3.2019	13:30	10:00	6	0(0/0)
Individual guest	Evans Reservation	17.3.2019	22.3.2019	14:00	10:00	4	0(0/0)
Agency guest	Russell Reservation	27.3.2019	31.3.2019	13:50	23:59	5	18(14/4)
Individual guest	Spring Reservation	23.3.2019	31.3.2019	13:56	23:59	6	16(14/2)



Reservation list

Period: 1. 03. 2019 - 31. 03. 2019

Guest type	Reservation name	Date from	Date to	From time	To time	Number of rooms	Number of people (adults / children)
Individual g	Blacksmith Reservation	28.02.2019	07.03.2019	15:00	10:00	1	2 (2/0)
Individual g	Andersen Reservation	01.03.2019	07.03.2019	13:00	10:00	3	6 (6/0)
Individual g	Preston Reservation	19.03.2019	26.03.2019	13:00	12:00	1	2 (2/0)
Individual g	Fenighan Reservation	15.03.2019	21.03.2019	15:00	23:59	1	1 (1/0)
Agency gue	Angelov Reservation	15.03.2019	17.03.2019	13:37	14:00	2	8 (8/0)
Individual g	Reservation Helsen	07.03.2019	11.03.2019	13:43	15:00	1	1 (1/0)
Individual g	Smith Reservation	08.03.2019	15.03.2019	15:00	14:00	1	0 (0/0)
Individual g	Cooper Reservation	18.03.2019	22.03.2019	13:20	23:59	1	2 (2/0)
Individual g	Sharp Reservation	11.03.2019	17.03.2019	13:26	10:00	4	8 (8/0)
Individual g	Knowles Reservation	01.03.2019	05.03.2019	13:28	23:59	1	2 (2/0)
Individual g	Gardiner-Boyle Reserv	08.03.2019	10.03.2019	13:29	23:59	1	2 (2/0)
Individual o	Parnati	04.03.2019	08.03.2019	13:30	10:00	6	0 (0/0)

Rooms by reservations

Room	Reservation name	Guest type	Date from	Date to	From time	To time
Room 102	Preston Reservation	Individual guest	19.3.2019	26.3.2019	13:00	12:00
Room 103	Fenighan Reservation	Individual guest	15.3.2019	21.3.2019	15:00	23:59
Room 104	Cooper Reservation	Individual guest	18.3.2019	22.3.2019	13:20	23:59
Room 201	Evans Reservation	Individual guest	17.3.2019	22.3.2019	14:00	10:00
Room 202	Evans Reservation	Individual guest	17.3.2019	22.3.2019	14:00	10:00
Room 203	Evans Reservation	Individual guest	17.3.2019	22.3.2019	14:00	10:00
Room 204	Evans Reservation	Individual guest	17.3.2019	22.3.2019	14:00	10:00
Room 301	Rain	Individual guest	18.3.2019	23.3.2019	08:01	23:59
Room 302	Rain	Individual guest	18.3.2019	23.3.2019	08:01	23:59
Room 303	Rain	Individual guest	18.3.2019	23.3.2019	08:01	23:59
Room 304	Ryerson Reservation	Individual guest	18.3.2019	24.3.2019	14:00	10:00
Room 101	Iličić	Individual guest	18.3.2019	20.3.2019	13:07	23:59



Rooms by reservations

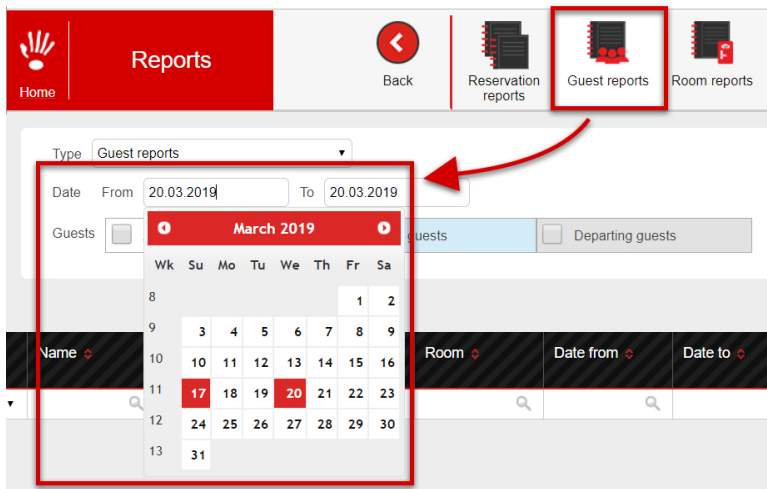
Period: 1. 03. 2019 - 31. 03. 2019

Room	Reservation name	Guest type	Date from	Date to	From time	To time
Room 101	Blacksmith Reservation	Individual guest	28.02.2019	07.03.2019	15:00	10:00
Room 102	Andersen Reservation	Individual guest	01.03.2019	07.03.2019	13:00	10:00
Room 103	Andersen Reservation	Individual guest	01.03.2019	07.03.2019	13:00	10:00
Room 104	Andersen Reservation	Individual guest	01.03.2019	07.03.2019	13:00	10:00
Room 102	Preston Reservation	Individual guest	19.03.2019	26.03.2019	13:00	12:00
Room 103	Fenighan Reservation	Individual guest	15.03.2019	21.03.2019	15:00	23:59
Room 101	Angelov Reservation	Agency guest	15.03.2019	17.03.2019	13:37	14:00
Room 102	Angelov Reservation	Agency guest	15.03.2019	17.03.2019	13:37	14:00
Room 104	Reservation Helsen	Individual guest	07.03.2019	11.03.2019	13:43	15:00
Room 103	Smith Reservation	Individual guest	08.03.2019	15.03.2019	15:00	14:00
Room 104	Cooper Reservation	Individual guest	18.03.2019	22.03.2019	13:20	23:59

4.3.2 Guest reports

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

1. To create a *guest report*, navigate to the **Guest reports** submenu
2. Next, select the *period/day* to be displayed.



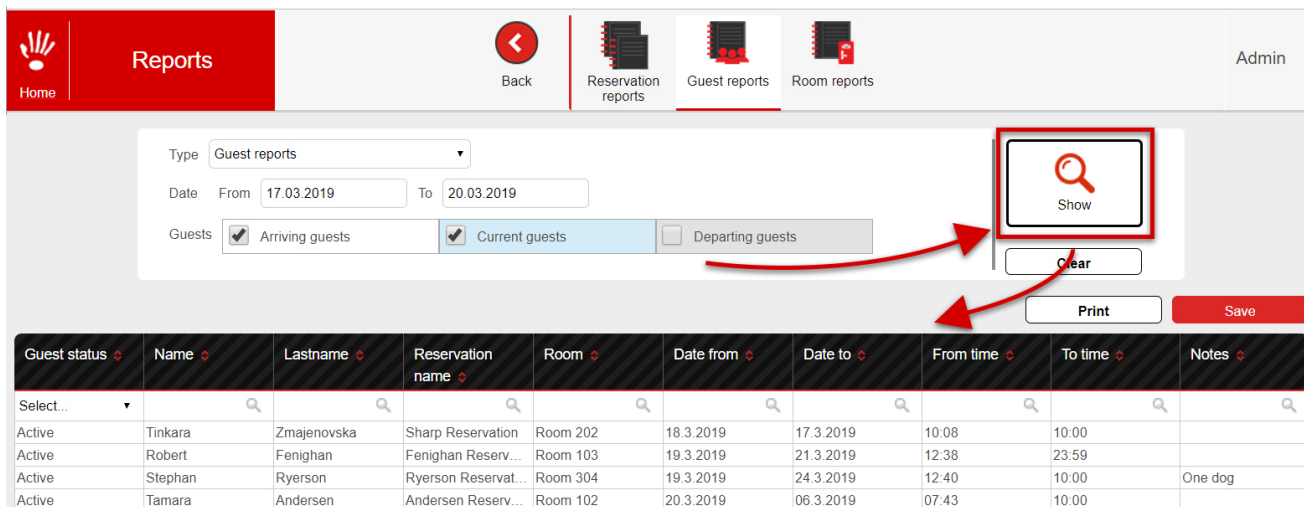
3. Limit which guests will be displayed in the report:

- **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.

4. 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	Name	Lastname	Reservation name	Room	Date from	Date to	From time	To time	Notes
Select...									
Active	Tinkara	Zmajenovska	Sharp Reservation	Room 202	18.3.2019	17.3.2019	10:08	10:00	
Active	Robert	Fenighan	Fenighan Reserv...	Room 103	19.3.2019	21.3.2019	12:38	23:59	
Active	Stephan	Ryerson	Ryerson Reservat...	Room 304	19.3.2019	24.3.2019	12:40	10:00	One dog
Active	Tamara	Andersen	Andersen Reserv...	Room 102	20.3.2019	06.3.2019	07:43	10:00	

Below you can see examples of the preview and PDF reports of each *Reservation report type*:

Guest report

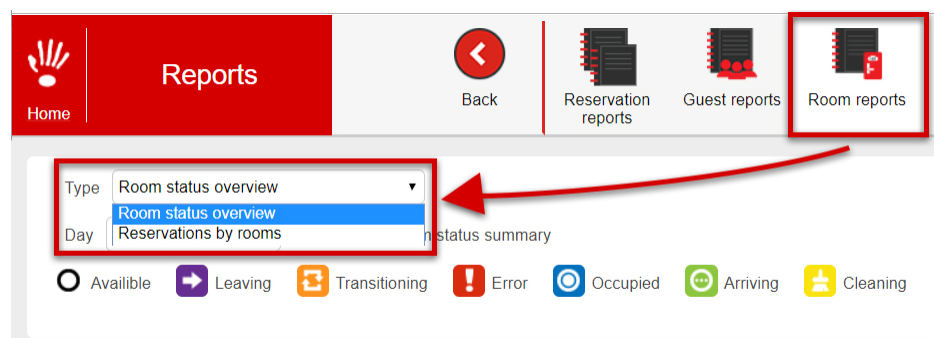
Guest status	Name	Lastname	Reservation name	Room	Date from	Date to	From time	To time	Notes
Select...									
Active	Roberta	Blacksmith	Blacksmith Reser...	Room 101	15.3.2019	07.3.2019	14:52	10:00	1 dog
Active	Andy	Blacksmith	Blacksmith Reser...	Room 101	15.3.2019	07.3.2019	14:52	10:00	
Active	Tinkara	Zmajenovska	Sharp Reservation	Room 202	18.3.2019	17.3.2019	10:08	10:00	

 <h2 style="text-align: right;">Guest reports</h2> <p style="text-align: right;">Period: 1. 03. 2019 - 31. 03. 2019</p>									
Guest type	Name	Lastname	Reservation name	Room	Date from	Date to	From time	To time	Notes
Active	Blacksmith	Andy	Blacksmith Reservation	Room 101	15.03.2019	07.03.2019	14:52	10:00	
Active	Blacksmith	Roberta	Blacksmith Reservation	Room 101	15.03.2019	07.03.2019	14:52	10:00	1 dog
Active	Fenighan	Robert	Fenighan Reservation	Room 103	19.03.2019	21.03.2019	12:38	23:59	
Active	Ryerson	Stephan	Ryerson Reservation	Room 304	19.03.2019	24.03.2019	12:40	10:00	One dog
Active	Zmajenovska	Tinkara	Sharp Reservation	Room 202	18.03.2019	17.03.2019	10:08	10:00	

4.3.3 Room reports

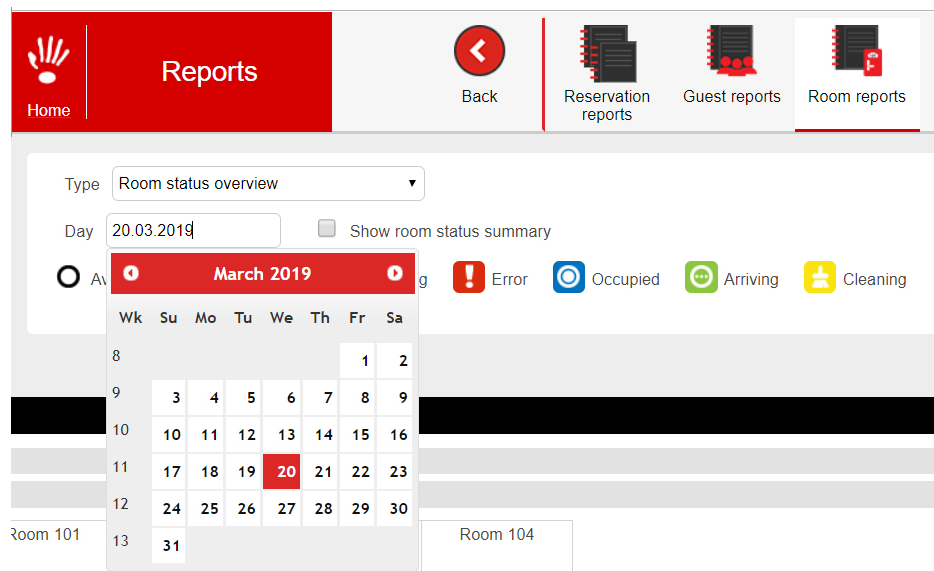
In the **Room reports**, you can view data and create reports about hotel rooms.

1. To create a *room report*, navigate to the **Room reports** submenu.
2. Then, select the *Type* of report you wish to create:
 - to create a report displaying the current status of each room select the [Room status overview](#)^[81] option,
 - to create a report displaying reservations by hotel room select the [Reservations by room](#)^[82] option.



The screenshot shows the 'Reports' section of the application. The 'Room reports' option is highlighted in the top navigation bar. Below it, the 'Type' dropdown menu is open, showing 'Room status overview' as the selected option. The 'Day' dropdown is also visible, showing 'Reservations by rooms'. At the bottom, there are status filters: Available, Leaving, Transitioning, Error, Occupied, Arriving, and Cleaning.

3. Next, select the start day for the display. The *room reports* will always display a 7 day period.



The screenshot shows the 'Room status overview' report. The 'Type' dropdown is set to 'Room status overview'. The 'Day' field shows '20.03.2019'. A calendar for March 2019 is displayed, with the 20th of March highlighted. The calendar shows the following dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. The 'Show room status summary' checkbox is unchecked. At the bottom, there are status filters: Available, Error, Occupied, Arriving, and Cleaning. The room numbers 'Room 101' and 'Room 104' are visible at the bottom of the calendar grid.

4. 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.

Examples:

Room status overview

*When displaying the *Room status overview* you can also enable the **Show room status summary** setting which inserts a summary of the rooms according to their status at the beginning of the report.

Jantar Hotel				
Summary				
Available				
Room 102				
Occupied				
Room 103	Room 201	Room 202	Room 203	Room 204
Leaving				
Arriving				
Room 101	Room 104	Room 301	Room 302	Room 303
Transitioning				
Cleaning				
Error				
Jantar Hotel				
1st Floor				
Room 101	Room 102	Room 103	Room 104	
Arriving	Available	Occupied	Arriving	
2nd Floor				
Room 201	Room 202	Room 203	Room 204	
Occupied	Occupied	Occupied	Occupied	
3rd Floor				
Room 301	Room 302	Room 303	Room 304	
Arriving	Arriving	Arriving	Arriving	

Jantar Hotel				
Summary				
Available				
Room 102				
Occupied				
Room 103	Room 201	Room 202	Room 203	Room 204
Leaving				
Arriving				
Room 101	Room 104	Room 301	Room 302	Room 303
Transitioning				
Cleaning				
Error				
Jantar Hotel				
1st Floor				
Room 101	Room 102	Room 103	Room 104	
Arriving	Available	Occupied	Arriving	
2nd Floor				
Room 201	Room 202	Room 203	Room 204	
Occupied	Occupied	Occupied	Occupied	
3rd Floor				
Room 301	Room 302	Room 303	Room 304	
Arriving	Arriving	Arriving	Arriving	

Reservations by room

* The *Reservation by room* report displays a weekly report from the selected start date.

Room	Sunday, 10.3.2019	Monday, 11.3.2019	Tuesday, 12.3.2019	Wednesday, 13.3.2019	Thursday, 14.3.2019	Friday, 15.3.2019	Saturday, 16.3.2019	Sunday, 17.3.2019
Room 101						Angelov Reservation 15.3.2019 - 17.3.2019	Angelov Reservation 15.3.2019 - 17.3.2019	Angelov Reservation 15.3.2019 - 17.3.2019
Room 102						Angelov Reservation 15.3.2019 - 17.3.2019	Angelov Reservation 15.3.2019 - 17.3.2019	Angelov Reservation 15.3.2019 - 17.3.2019
Room 103	Smith Reservation 08.3.2019 - 15.3.2019	Smith Reservation 08.3.2019 - 15.3.2019	Smith Reservation 08.3.2019 - 15.3.2019	Smith Reservation 08.3.2019 - 15.3.2019	Smith Reservation 08.3.2019 - 15.3.2019	Smith Reservation 08.3.2019 - 15.3.2019 Fenighan Reservation 15.3.2019 - 21.3.2019	Fenighan Reservation 15.3.2019 - 21.3.2019	Fenighan Reservation 15.3.2019 - 21.3.2019
Room 104	Reservation Helsen 07.3.2019 - 11.3.2019	Reservation Helsen 07.3.2019 - 11.3.2019						



Reservations by rooms

Period: 10. 03. 2019 - 17. 03. 2019

Room	Sunday 10.03.2019	Monday 11.03.2019	Tuesday 12.03.2019	Wednesday 13.03.2019	Thursday 14.03.2019	Friday 15.03.2019	Saturday 16.03.2019	Sunday 17.03.2019
Room 101						Angelov Reservation 15.03. - 17.03.	Angelov Reservation 15.03. - 17.03.	Angelov Reservation 15.03. - 17.03.
Room 102						Angelov Reservation 15.03. - 17.03.	Angelov Reservation 15.03. - 17.03.	Angelov Reservation 15.03. - 17.03.
Room 103	Smith Reservation 08.03. - 15.03.	Smith Reservation 08.03. - 15.03.	Smith Reservation 08.03. - 15.03.	Smith Reservation 08.03. - 15.03.	Smith Reservation 08.03. - 15.03.	Smith Reservation 08.03. - 15.03. Fenighan Reservation 15.03. - 21.03.	Fenighan Reservation 15.03. - 21.03.	Fenighan Reservation 15.03. - 21.03.
Room 104	Reservation Helsen 07.03. - 11.03.	Reservation Helsen 07.03. - 11.03.						
Room 201		Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.
Room 202	Gardner-Boyle Reservation 08.03. - 10.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.
Room 203		Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.	Sharp Reservation 11.03. - 17.03.