

CODEKS MOBILITY mobile application

INSTRUCTION MANUAL FOR USERS of the
Codeks Mobility mobile application for Android and iOS devices



Codeks Mobility

DATA PRIVACY STATEMENT

The company Jantar d.o.o. (hereinafter Jantar) is the developer of the Codeks Mobility application committed to ensuring privacy and data security for all our mobile user applications.

Jantar does not collect, store or process any personal data from the mobile device and applications. Data is not passed on to third parties.

All data created while using the Codeks Mobility application belongs to the organization or the entity that manages the system of time and attendance and/or access control to which the application is connected, which is usually the mobile application user's employer. The system operator is responsible for managing and protecting this data in accordance with its own privacy and security policy.

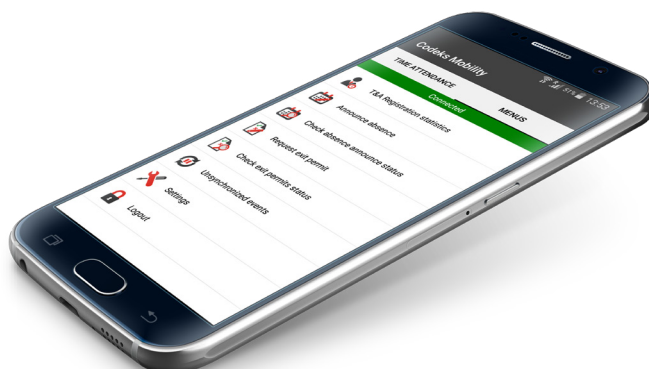
Codeks Mobility transfers the data generated during use exclusively to the database system manager. Jantar does not have access to this data.

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0 INTRODUCTION

This document contains instructions for users of the Codeks Mobility mobile application for Android and iOS devices.



The **Codeks Mobility** mobile application enables:

- employees to view their own time and attendance information,
- department heads to manage and edit time and attendance information of their employees,
- * the use of Codeks add-ons and additional applications:
TA Leave Announces, ePermits and Reservations.

NOTE

To use the Codeks add-ons and additional applications you need the appropriate additional license codes for each Codeks program extension.

Users who will be able to use the functionality of the Codeks program extensions must have the necessary settings and rights assigned in the main Codeks application.

- * employees to register their time attendance using their smartphone or other mobile devices.

NOTE

Each user who will be able to register their time attendance using a mobile device must be assigned a virtual (additional) card.

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

- * employees to open doors using their mobile app through a Wifi or Bluetooth connection.

NOTE

The functionality of opening doors is only available to you if you are using AT LEAST the Codeks 10.4.14.13794 software version, and AT LEAST the versions of the mobile app Codeks Mobility 3.1.4 for Android or Codeks Mobility 1.8 for iOS devices.

It is only possible to open passages via Wifi through readers linked to controllers that are directly connected to the local area network (LAN). It is only possible to open passages via Bluetooth if they are equipped with the new H-line or A-line controllers (for apartments and hotels) which already contain a Bluetooth module.

The door opening functionality must first be enabled in the main Codeks application, and employees who will be able to open the door via the application must be assigned a virtual card.

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

You can find more information about the Codeks software, its add-ons, and additional applications in the software documentation available here jantar.si/pdf/CodeksManual-en_V10.pdf.

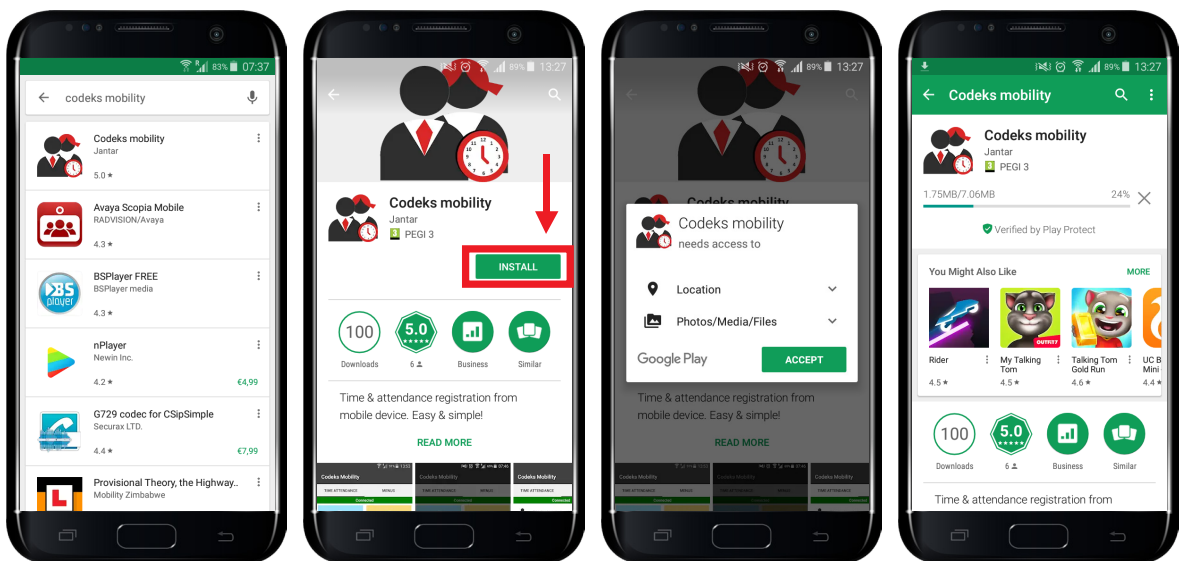
1 DOWNLOADING AND INSTALLING THE APPLICATION

FOR ANDROID DEVICES

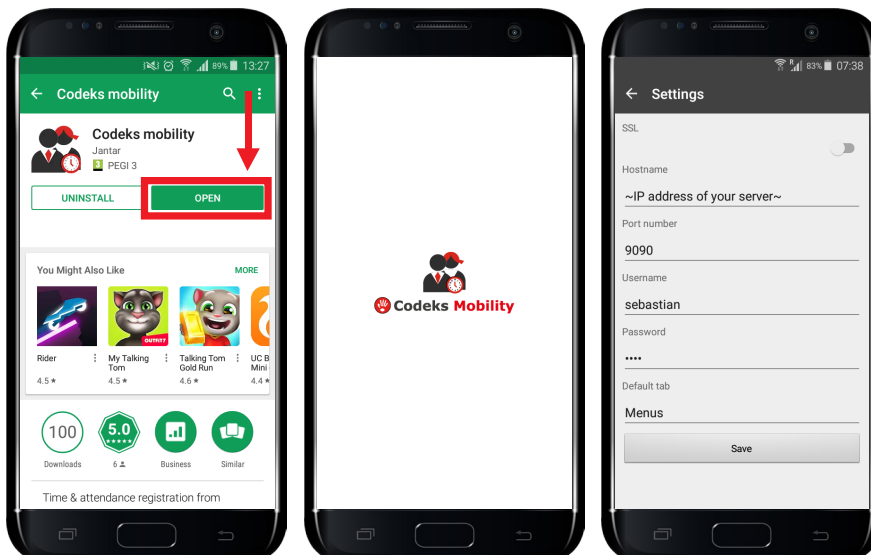


You can download the free *Codeks Mobility* application to your Android device from **Google Play**.

- 1 Find the *Codeks Mobility* application on *Google Play* and click **Install**.
- 2 Allow the application the necessary access to your data. The download and installation will take a few moments.




- 3 Click **Open**, when the installation is complete. When you launch the application for the first time, the *Settings* screen will appear, where you must enter the information needed for the application to connect to your Codeks system (more in chapter *LOGIN AND SETTINGS*).

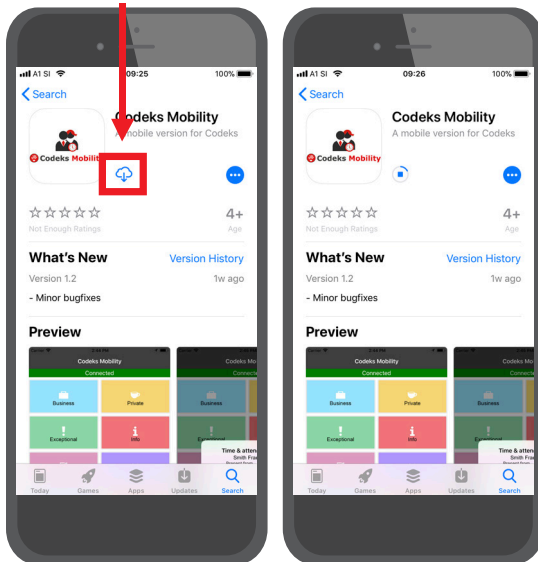


FOR iOS DEVICES

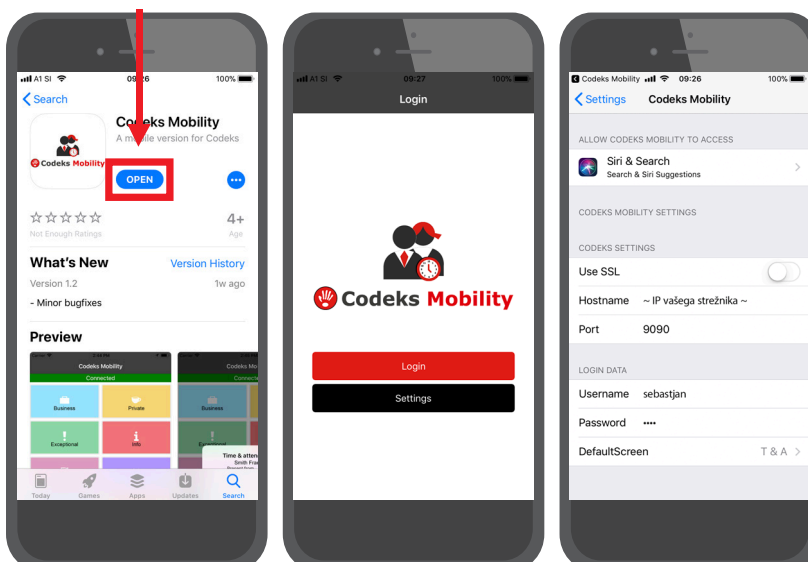
You can download the free *Codeks Mobility* application to your iOS device from **App Store**.



- 1 Find the *Codeks Mobility* application on *App Store* and click the download and install icon .
- 2 The download and installation will take a few moments.



- 3 Click **Open**, when the installation is complete.
When you launch the application for the first time, the *Settings* screen will appear, where you must enter the information needed for the application to connect to your Codeks system (more in chapter *LOGIN AND SETTINGS*).

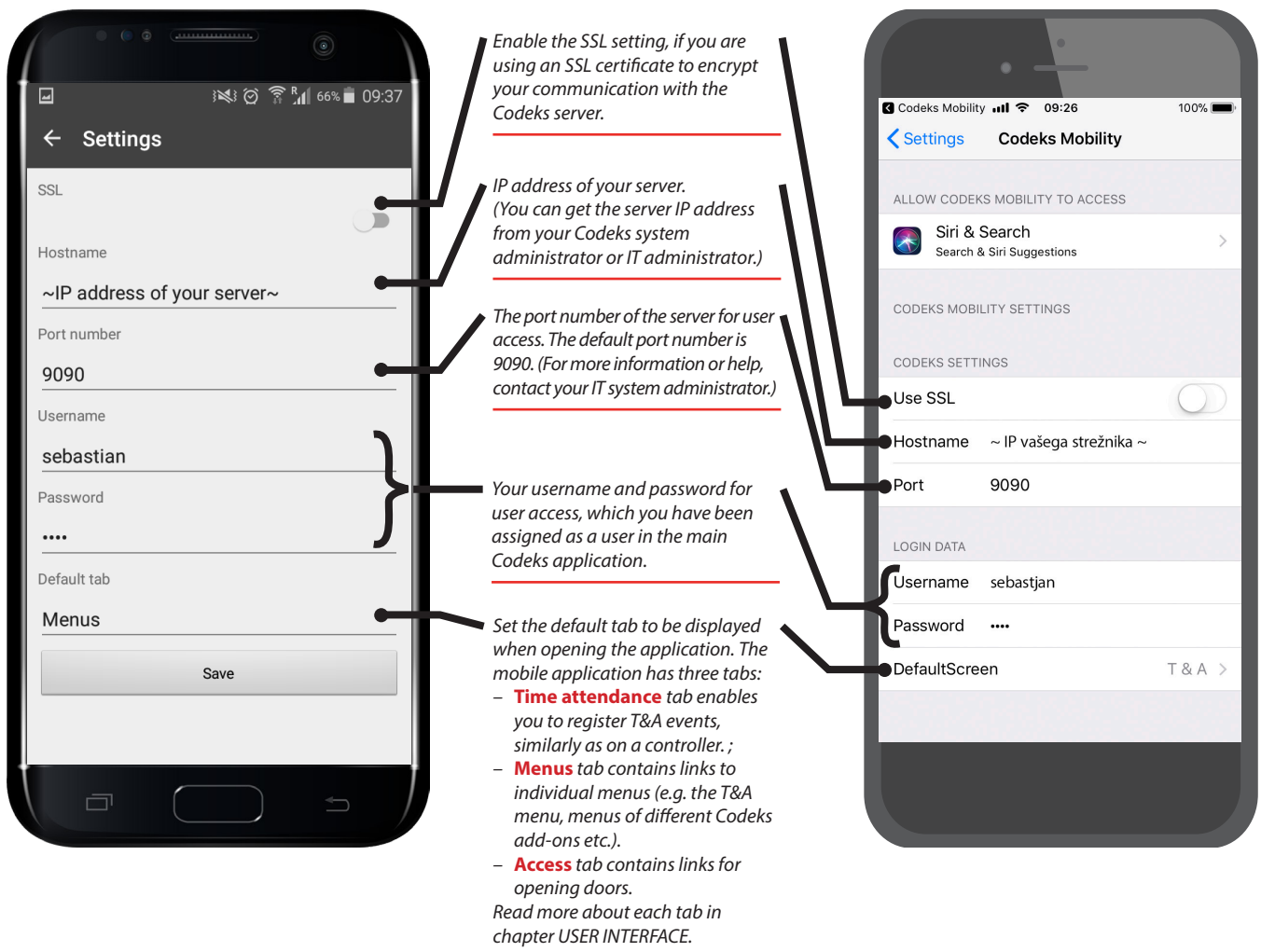


NOTE,
In the following chapters, the use of the application is presented with screenshots that were captured on an Android smartphone. The application operates very similarly on all other Android mobile devices and iOS devices.

2 LOGIN AND SETTINGS

When you launch the application for the first time you have to enter the data needed for the application to connect to your Codeks system using your user access information.

At each subsequent launch, the login will be automatic. You can change your login information any time in the *Settings* menu.



NOTE,

In the following chapters, the use of the application is presented with screenshots that were captured on an Android smartphone.

The application operates very similarly on all other Android mobile devices and iOS devices.

USER PASSWORD CHANGE

You can change your user password in your user account, but only when logging in via computer.

In the user access menu, click *Change your password* and change your password.

3 USER INTERFACE

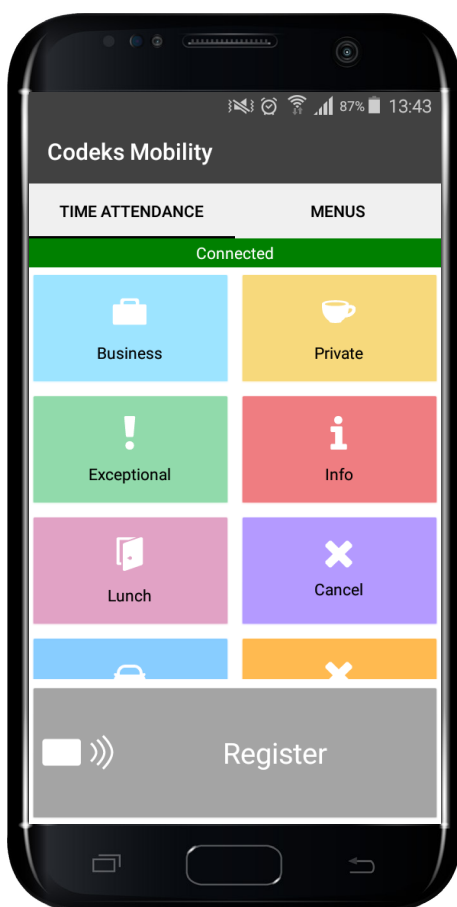
TIME ATTENDANCE

The *Time attendance* tab contains **a simulated T&A controller**, which enables users to register their time and attendance events using their mobile devices.

NOTE

Users will only be able to register their time attendance using a mobile device if they are assigned a virtual (additional) card.

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



The list of buttons the user can use to register different T&A events (more in chapter REGISTER T&A USING YOUR MOBILE DEVICE). Which buttons are displayed is dependent on the default Timetable for time attendance assigned to the user.

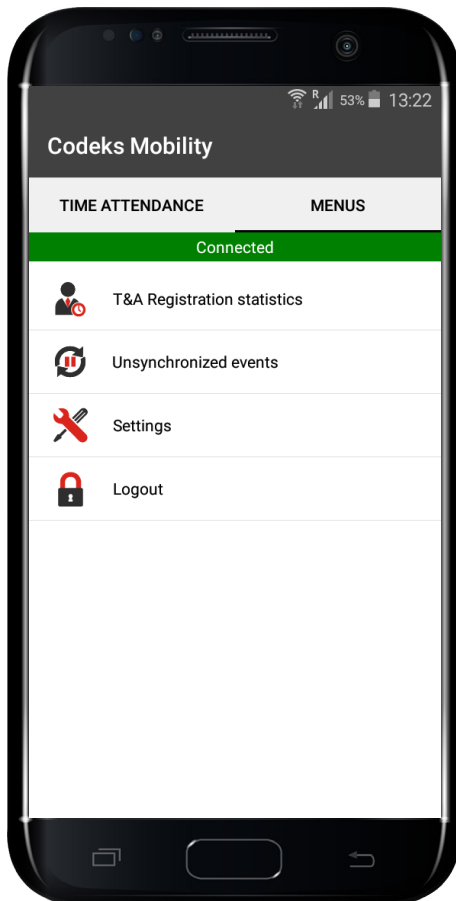
The **Register** button simulates a user putting his card on a T&A controller.

How to register a T&A event is described in chapter *REGISTER T&A USING YOUR MOBILE DEVICE*.




MENUS

The *Menus* tab contains links to different menus.

The number of displayed links differs, depending on the rights you are assigned as a user, and the Codeks add-ons that are used in your Codeks system.



STANDARD MENUS

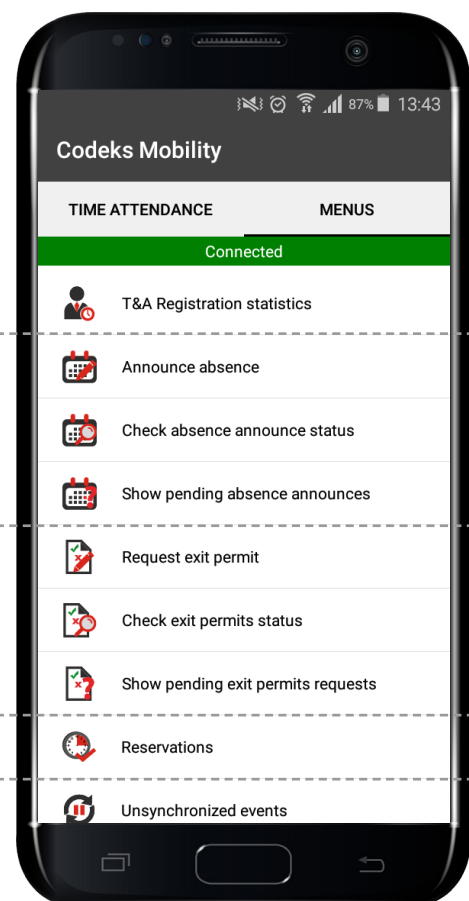
-  *Link to the Time attendance editor where users can view or even edit their own time registration and the time registration of other users.*
-  *Unsynchronized events.*
-  *Settings.*

CODEKS ADD-ON MENUS

* Menus of the **TA Leave Announces** add-on shown only when using the add-on.

* Menus of the **ePermits** add-on shown only when using the add-on.

* Menus of the **Reservations** add-on shown only when using the add-on.

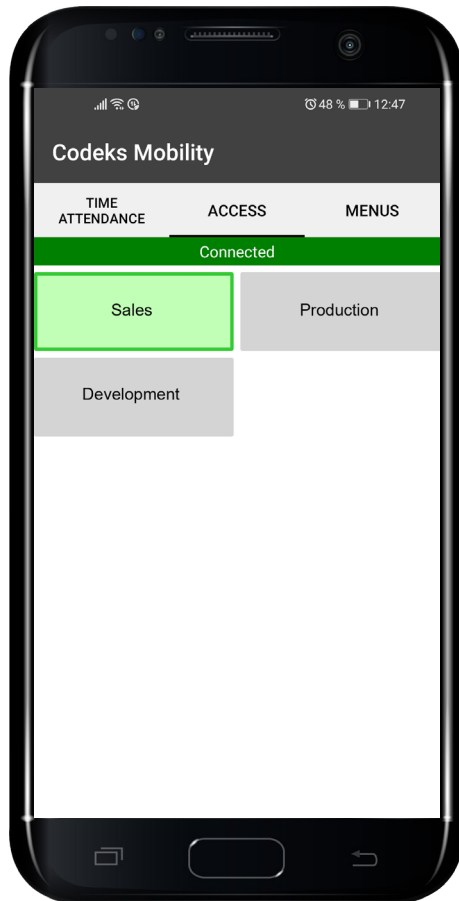


ACCESS

The Access tab contains ***links (buttons) that enable opening doors at locations where the user has the right to pass.***

NOTE

Users will only be able to open doors with their mobile app if they are assigned a virtual (additional) card. To assign virtual cards to users, you need to purchase the Codeks Virtual Card license, which adds a specific number of virtual cards for employees to your Codeks system.

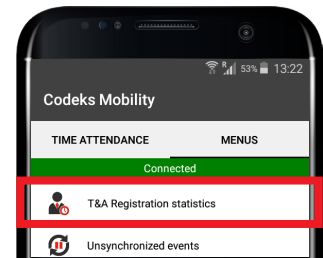


Each button opens a door at a different passage. Pressing a button simulates the user registering with a card at the reader to pass at a selected location.

You can read how to open doors using the Codeks Mobility mobile app in chapter *USING CODEKS MOBILITY TO OPEN DOORS*.

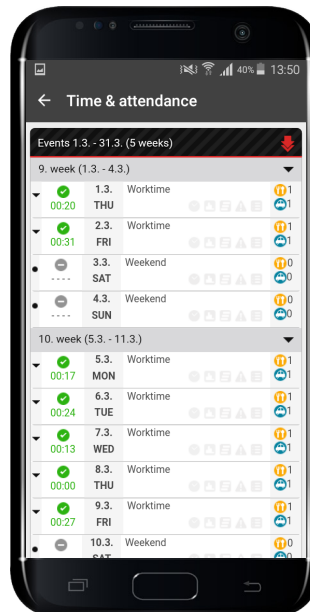
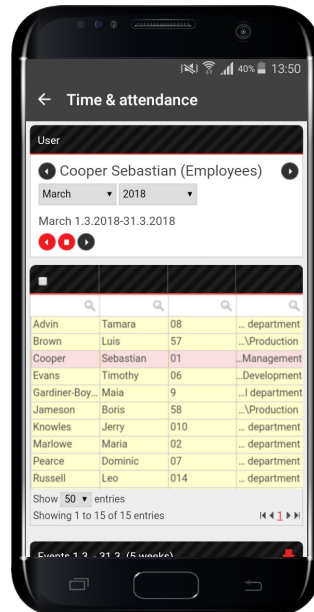
4 T&A REGISTRATION STATISTICS

By clicking **T&A Registration statistics**, users and department heads can access the *Time attendance* editor. Here they can view or even edit the time attendance data, depending on the user rights they are assigned in the main Codeks application.



The currently selected user and tools for selecting the period to be displayed.

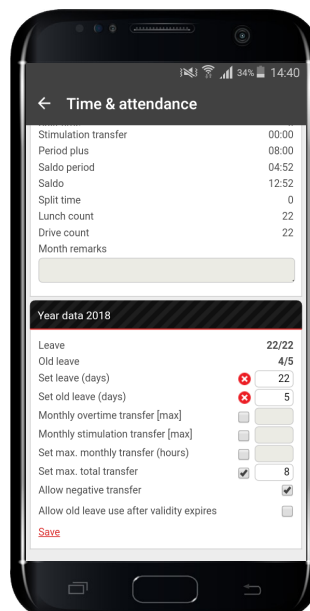
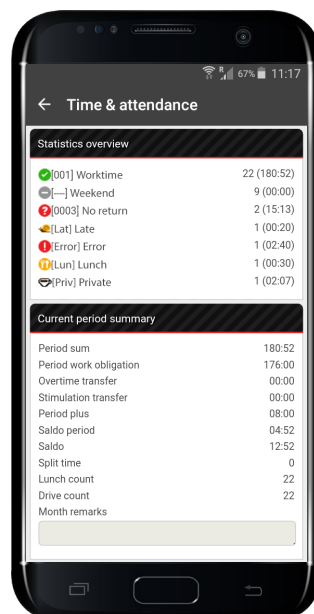
The list of users whose T&A data you are allowed to view.



The main part of the screen displays the daily time registration events of the selected user.

Overview of all statistics and their values for the selected user in the current period.

Saldo and hour transfer summary for the selected user in the current period.



Yearly data and settings for the time registration of the selected user.

You can read more about editing the *Time attendance* in the documentation of the main Codeks application.

NOTE

Rights to view or edit the time attendance information are assigned to each user or department head through their user settings set in the Users editor. The users' settings can be edited by a Codeks system administrator.

5 REGISTER T&A USING YOUR MOBILE DEVICE

Users who are assigned a virtual (additional) card can register their time and attendance using the application with the help of the simulated T&A controller in the *Time attendance* tab.

NOTE

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

A virtual card must be assigned to each user by a Codeks system administrator in the Users editor.

NOTE

All newer Codeks systems whose main Codeks license (Codeks TA Kit, Codeks TA or Codeks TA Advanced) was first activated AFTER October 1, 2021, WILL REQUIRE at least one Codeks Virtual Controller license to enable mobile T&A registration through the Codeks Mobility app.

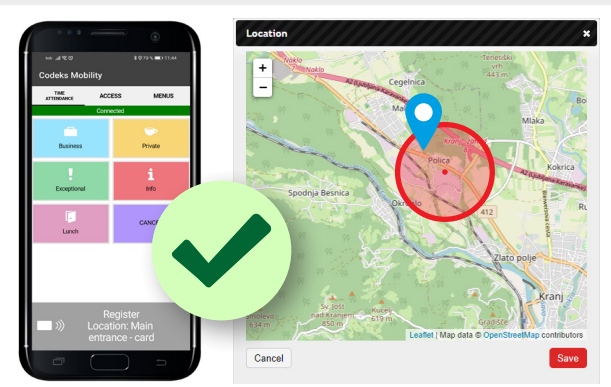
The Codeks Virtual Controller license enables mobile registration, additionally, it also enables the geographical restriction of the area around the point of the virtual controller, where employees are still allowed to register their working hours via mobile app.

All older Codeks systems whose main Codeks license (Codeks TA Kit, Codeks TA or Codeks TA Advanced) was first activated BEFORE October 1, 2021, will NOT REQUIRE for the basic operation of mobile T&A registration. Owners of such systems will be able to purchase the additional Codeks Virtual Controller license if they wish to upgrade their system with the functionality of geographically restricting mobile registration. Older systems without a Codeks Virtual Controller license will continue to operate as before.

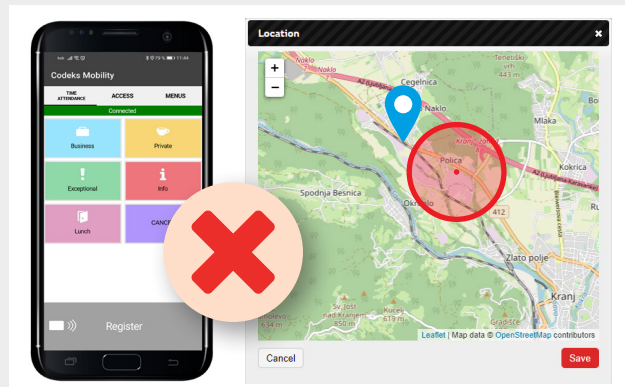
NOTE

Controller license is only possible when using at least the version Codeks 10.2110.0.15840 of the main software or later.

In newer systems with a Codeks Virtual Controller license, the *Register* button will also display the name of the virtual controller where you will be registering.



The event can be registered by the user only if it is within the allowed range from the point of the virtual controller. In this case, the location of the virtual controller will also be displayed on the **Register** button.



However, if the user is outside the allowed range, the location will not be displayed on the **Register** button and he will not be able to register the time registration event. To register the event, the user will have to move closer to the point of the virtual controller or within the permitted distance range.

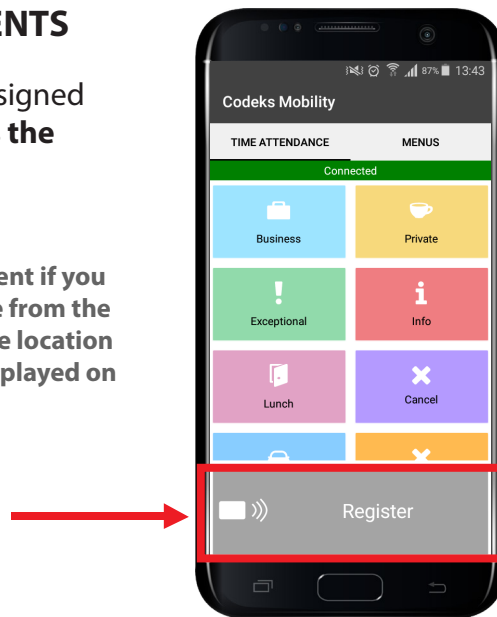
If the user is allowed both geographically unrestricted and restricted registration of working hours (e.g., registration at the administrative building is geographically limited and registration at different client locations is geographically unrestricted), the application will first try to register the event for geographically restricted location, and only if this fails will the application register the event under a geographically unrestricted location.

REGISTERING ENTRY/EXIT EVENTS

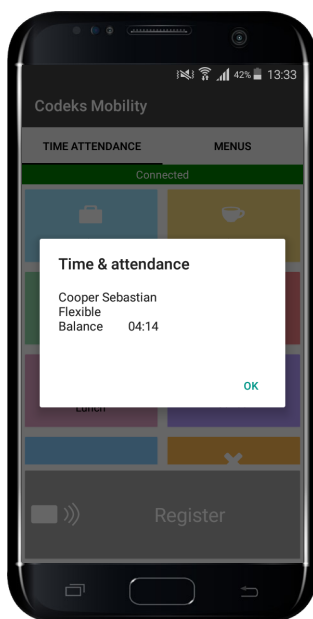
- 1 To register an event without an assigned button (e.g. an entry or exit) **press the *Register* button.**

NOTE FOR NEWER SYSTEMS

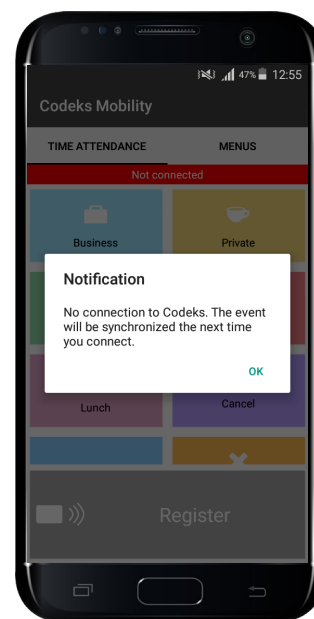
You will only be able to register the event if you are within the area of allowed distance from the virtual controller point. In this case, the location of the virtual controller will also be displayed on the *Register* button.



- 2 **a** – If the application can connect to the Codeks server, a message containing the servers response will be displayed.



- 2 **b** – If the application cannot connect to the Codeks server, the message on the image below will be displayed. The event will be stored as an unsynchronized event and will be sent to the server at a later time when the connection has been reestablished.

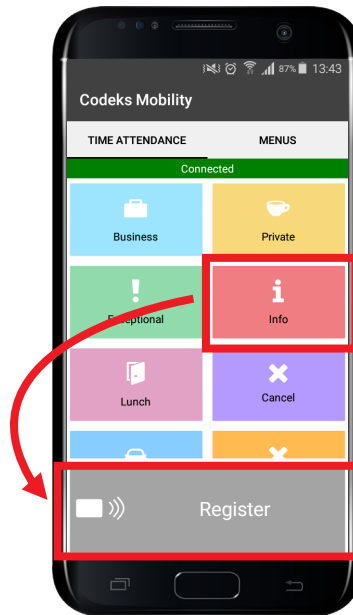


REGISTERING EVENTS WITH BUTTONS

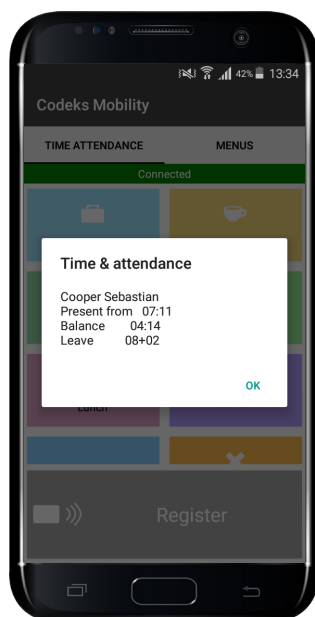
- 1 To register an event, for which you must press a button when registering at a controller (e.g. business exit or info), **first select the appropriate button, then, click *Register*.**

NOTE FOR NEWER SYSTEMS

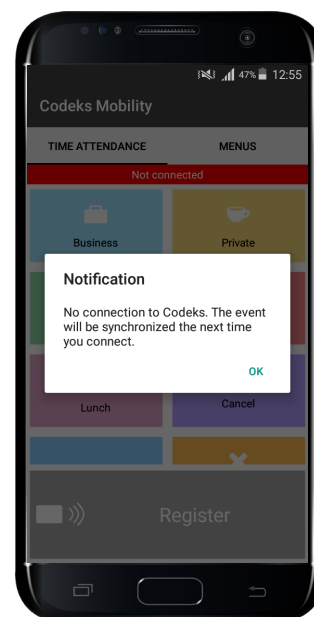
You will only be able to register the event if you are within the area of allowed distance from the virtual controller point. In this case, the location of the virtual controller will also be displayed on the *Register* button.



- 2 **a** – If the application can connect to the Codeks server, a message containing the servers response will be displayed.

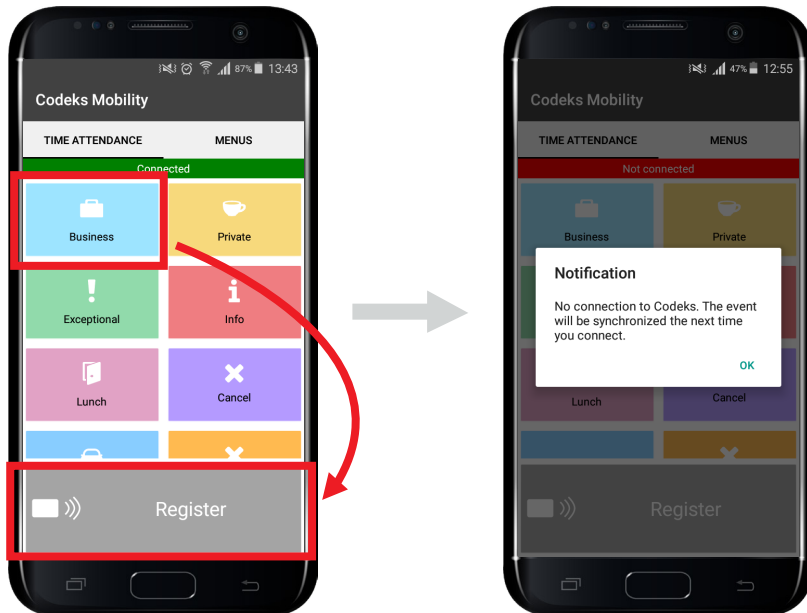


- 2 **b** – If the application cannot connect to the Codeks server, the message on the image below will be displayed. The event will be stored as an unsynchronized event and will be sent to the server at a later time when the connection has been reestablished.

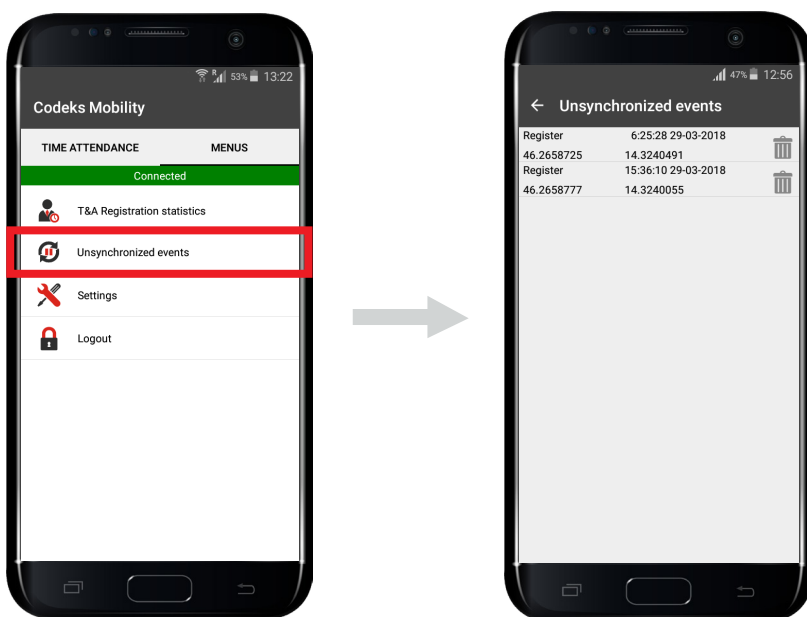


6 UNSYNCHRONIZED EVENTS

When a user registers a time attendance event without having a connection to the Codeks server, the application reports that the event could not be sent to the server and that it will be synchronized as soon as the connection is available again.



Events registered when a connection was not available, are stored within the application and can be viewed in the ***Unsynchronized events*** menu. The event entry contains the information about the button that was pressed, the exact time of registration and the geographical coordinates.



NOTE

You must enable the ***Location*** on your mobile device to obtain the geographic coordinates of a registered event.

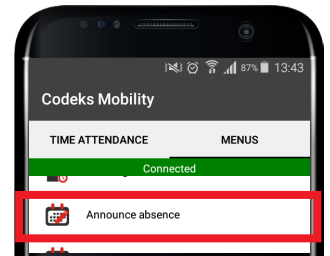
You can also **delete an entry of the pending time registration events** in the *Unsynchronized events* menu **by pressing on the delete icon (🗑️)**.

7 * LEAVE ANNOUNCES add-on

The **Codeks TA Leave Announces** add-on automatizes the process of requesting and processing daily absence announces such as holidays. It is designed to be used by employees who announce their absences, as well as by the heads of departments who process the absence requests.

ANNOUNCE ABSENCE

- 1 To announce your absence, select **Announce absence** in the menu.
This will open the menu for absence announcing.
- 2 In the announcement form enter the necessary data:



The user for whom the absence will be announced.
Certain users may have the right to announce absence for other users as well as themselves.

The Additional addressee field will be displayed if more than one department manager can process absence requests for your department. This field enables you to select the addressee to whom your announcement will be sent.

Set the first and last day of your absence. To announce a single day of absence, enter the same date in both fields.

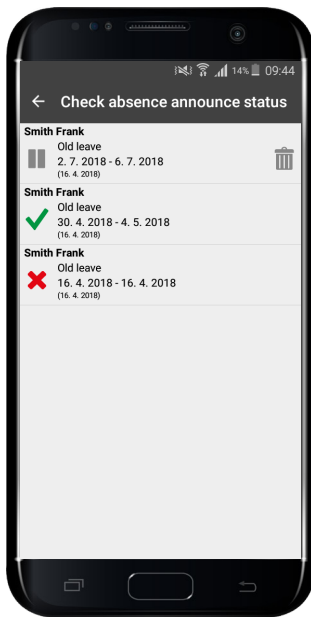
Select the type of absence you wish to announce.

Optionally, you can enter a comment or a short message, which will be displayed to your department manager.

- 3 When you are done entering the data for the absence announcement, click **Send**.

CHECK ABSENCE ANNOUNCE STATUS

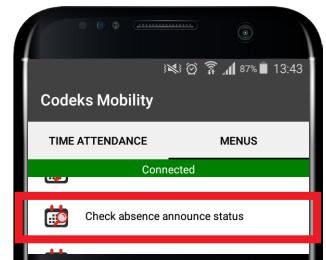
Users can monitor the status of their absence announcements in the **Check absence announce status** menu.



The icons in front of the entries indicate the status of each announcement:

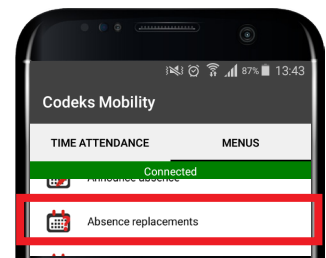
- ✓ – The announcement has been confirmed.
- ✗ – The announcement has been denied.
- || – The absence announcement is still pending.

You can also **cancel** your absence announcement by clicking the **delete icon** (🗑️).



ABSENCE REPLACEMENT

In the **Absence replacements** menu, the co-worker who has been indicated to replace an employee who announced their absence may confirm or reject the replacement. Only when it is confirmed by the employee who will replace the original employee, is the request for absence forwarded to the head of the department, who finally confirms it. The **Absence replacements** menu only appears if the Codes system is configured to require absence replacements.

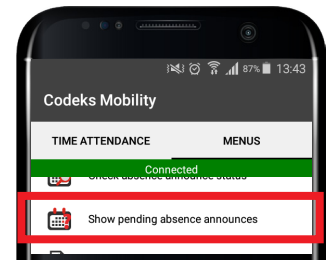


- 1 The menu contains a list of replacement requests sent by your co-workers.
Each entry contains **the name of your co-worker**, the **type** and **period of absence** and **the date of the announcement**.
- 2 Each replacement request can be processed by clicking the appropriate icon:
 - To **confirm** the replacement request click the **confirm icon** ✓.
 - To **deny** the replacement request click the **deny icon** ✗.
- 3 When you confirm or reject the replacement request, the announcement will be removed from the waiting list.
If the user who announced the absence has a valid e-mail address, he will receive a notification that you have confirmed their request for replacement. The announcement of the employee's absence will then be forwarded to the head of the department, who will finally confirm it.

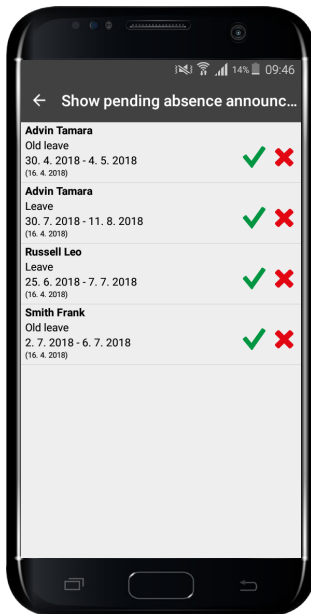


SHOW PENDING ABSENCE ANNOUNCES

The **Show pending absence announces** menu enables heads of departments to confirm or deny the absence announcements of their employees.



- 1 The menu displays the list of employees' absence announcements.

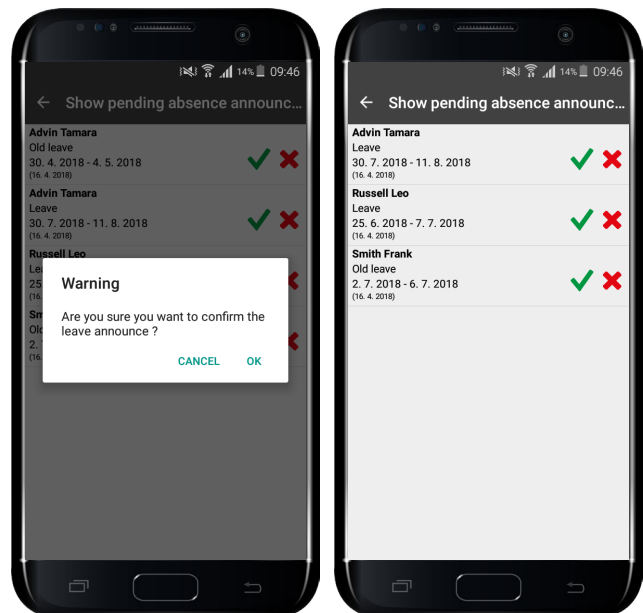


Each entry contains **the name of the employee**, the **type** and **period of absence** and **the date of the announcement**.

- 2 Each absence announcement can be processed by clicking the appropriate icon:

- To **confirm** an absence announcement click the **confirm icon** ✓.
- To **deny** an absence announcement click the **deny icon** ✗.

- 3 After confirming or rejecting an absence announcement the announcement will immediately be removed from the pending announcements list.
If the user who has announced the absence has a valid e-mail address, he will receive a notification about the change of the status of his absence announcement.

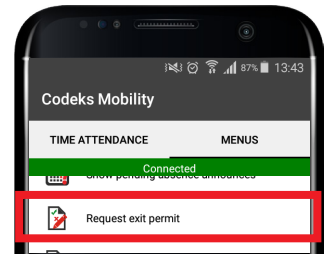


8 * ePERMITS add-on

The **Codeks ePermits** add-on automatizes the process of requesting and processing electronic permits, for example, permits allowing the user to leave early or do overtime work. It is designed to be used by employees who request electronic permits, as well as by the heads of departments who process the permit requests.

REQUEST EXIT PERMIT

- 1 To request an electronic permit, select **Request permit** in the menu.
This will open the menu for requesting permits.
- 2 In the request form enter the necessary data:



Request exit permit

Announce for: Smith Frank

Additional addressee: Cooper Sebastian

Type of absence: 1 - Business

Permit exit day: 12/19/2017

Exit time: 12:00 PM

To: 12:00 PM

Comment (not required):

Cancel Confirm

The user for whom the permit will be requested. Certain users may have the right to request permits for other users as well as themselves.

The Additional addressee field will be displayed if more than one department manager can process permit requests for your department. This field enables you to select the addressee to whom your permit request will be sent.

Select the type of permit (button) you wish to request.

Set the day for which you are requesting the permit.

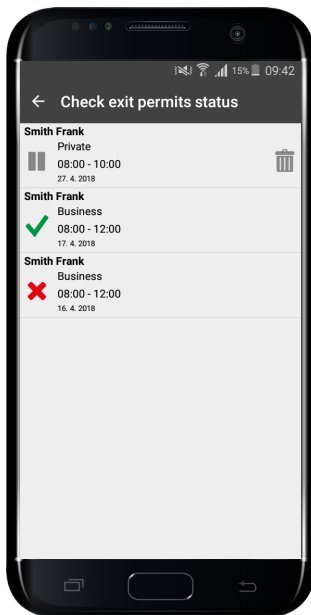
These settings specify the time frame when you will register at a controller using the electronic permit. The settings do not specify when you will be absent but determine when you will be able to use the functionality of the permit on the controller.

Optionally, you can enter a comment or a short message, which will be displayed to your department manager.

- 3 When you are done entering the data for the permit request, click **Send**.

CHECK EXIT PERMITS STATUS

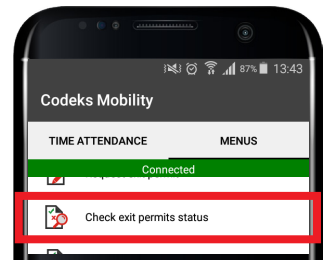
Users can monitor the status of their permit requests in the **Check exit permits status** menu.



The icons in front of the entries indicate the status of each permit request:

- ✓ – The permit request has been confirmed.
- ✗ – The permit request has been denied.
- || – The permit request is still pending.

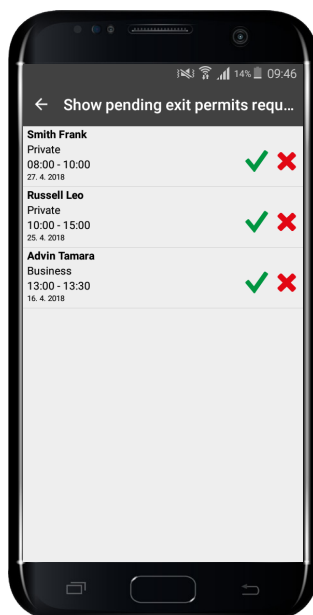
You can also **cancel** your permit request by **clicking the delete icon** (🗑️).



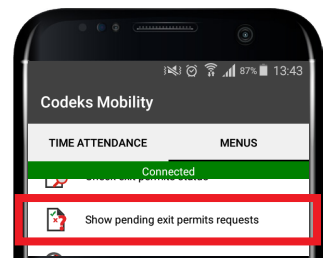
SHOW PENDING EXIT PERMITS REQUESTS

The **Show pending exit permits requests** menu enables heads of departments to confirm or deny the permit requests of their employees.

- 1 The menu displays the list of employees' permit requests.



Each entry contains **the name of the employee**, the **type of requested permit** and the **requested time and date of the permit**.



- 2 Each permit request can be processed by clicking the appropriate icon:

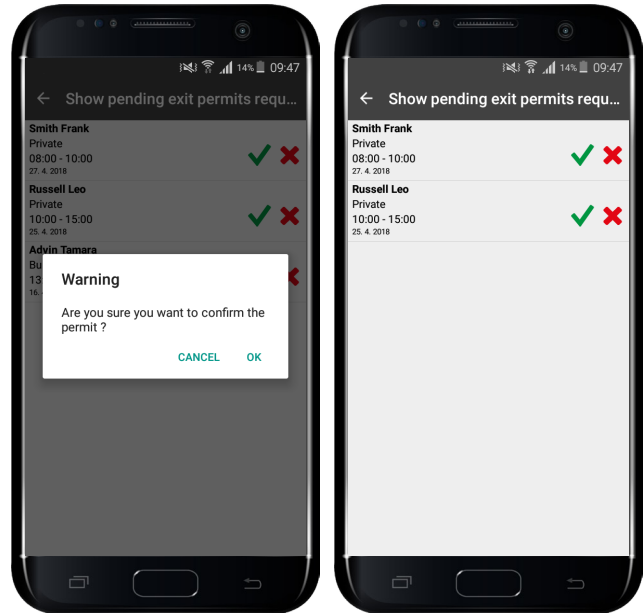
– To **confirm** an absence announcement click the **confirm icon**



– To **deny** an absence announcement click the **deny icon** .

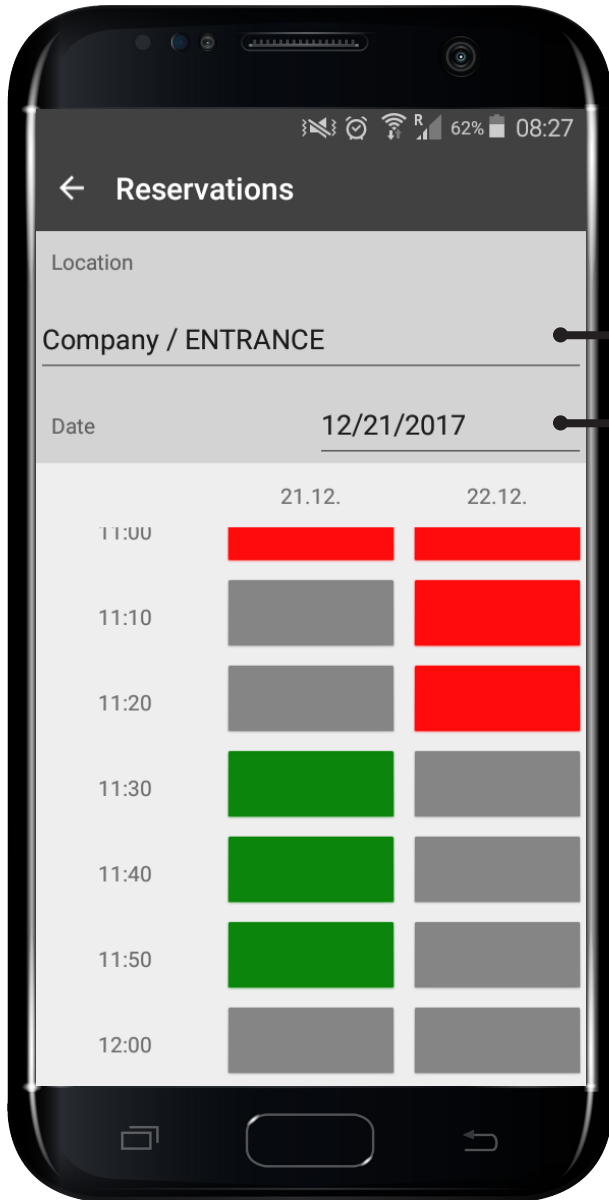
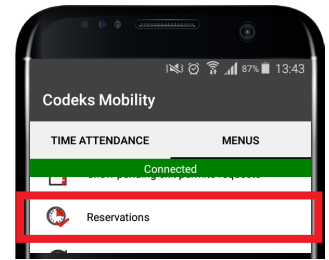
- 3 After confirming or rejecting a permit request the entry will immediately be removed from the pending permits list.

If the user who has requested the permit has a valid e-mail address, he will receive a notification about the change of the status of his permit request.



9 * RESERVATIONS add-on

The **Codeks Reservations** add-on enables users to make reservations for rooms, offices or keys within the company, thereby extending the functionality of the Codeks access control system.



The drop-down list for choosing the location where you want to make a reservation.

The day when you want to make a reservation.

Displays the status of reservations for a selected day and the following day:

- the time units that **can no longer be reserved** are colored light gray.
- the time units that **are available for reservation** are colored dark gray.
- the **unavailable time units that are already reserved by other users** are colored red.
- the time units that **you have reserved** are colored green.

- 1 To reserve a selected space or key, first, **select the desired location** (or key-slot) from the *Location* drop-down menu.
- 2 **Select the day**, when you wish to make a reservation. The selected day will be displayed below.
- 3 **Mark the selected time of the day you want to reserve** by clicking on the individual time units.
- 4 Once you have marked your desired time units, the system will automatically save your reservation.
- 5 **To cancel your reservation unmark the green-colored time units by clicking on them again.**

NOTE

The users' reservations and reservation cancellations are saved automatically. The Codeks system automatically updates the status of reservations every 10 minutes.

10 * MULTIPLE EMPLOYEE REGISTRATION ON A SINGLE MOBILE DEVICE

NOTE

This function is only available on Android devices. To date, the iOS mobile devices do not allow NFC card reading.

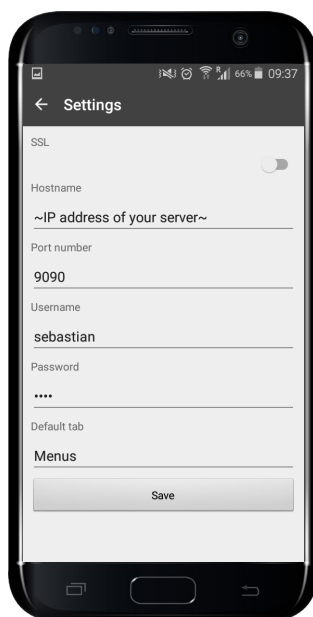
Using the NFC technology (Near Field Communication) of mobile devices the Codeks Mobility application also allows multiple users to register on the same mobile device with their contactless cards. In this instance, only the corresponding department managers are assigned an additional Codeks Virtual Card, while all the other employees (in his department) register their hours by scanning their MIFARE cards on the manager's mobile device. Similarly to classic mobile time attendance registration, all users register using the simulated T&A controller in the *Time attendance* tab of the mobile application.

NOTE

To assign virtual cards to users, you need to purchase the Codeks Virtual Card license.

A virtual card must be assigned to each head of department by a Codeks system administrator in the Users editor.

- 1 First, the **NFC function of the mobile device must be turned on.**
- 2 Before you can start registering other employees on the same mobile device, the head of department must first log in to the Codeks Mobility application using their username and password.



The username and password of the corresponding head of department.

- 3 Finally, navigate to the Time attendance tab and you can start registering other employees.

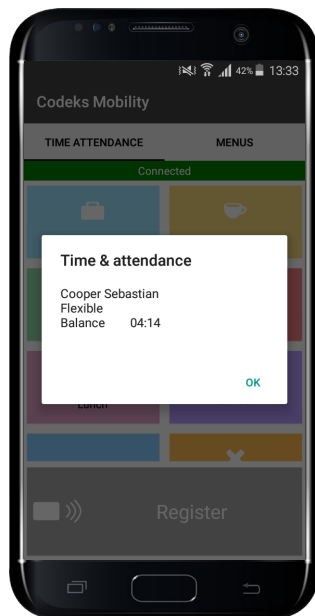
REGISTERING AN ENTRY OR EXIT EVENT FOR ANOTHER EMPLOYEE

- 1 To register an event without an assigned button (e.g. an entry or exit event) for another employee **just put the employee's card near the NFC reader of the mobile device.**

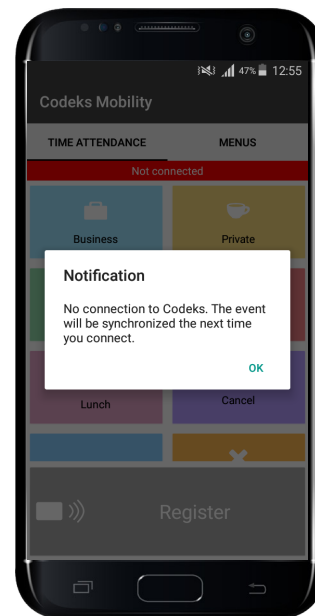
As soon as the device detects a new contactless (NFC) card it will register a new event.



- 2 a – If the application can connect to the Codeks server, a message containing the server's response will be displayed.



- 2 b – If the application cannot connect to the Codeks server, the message on the image below will be displayed. The event will be stored as an unsynchronized event and will be sent to the server at a later time when the connection has been reestablished.



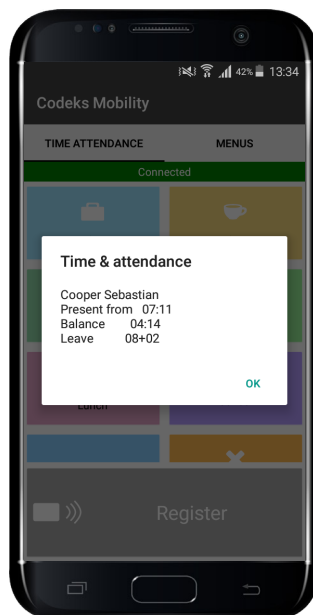
REGISTERING EVENTS WITH A T&A BUTTON FOR ANOTHER EMPLOYEE

- 1 To register an event, for which you must press a button when registering at a controller (e.g. business exit or info), **first select the appropriate button, then, put the employee's card near the NFC reader of the mobile device.**

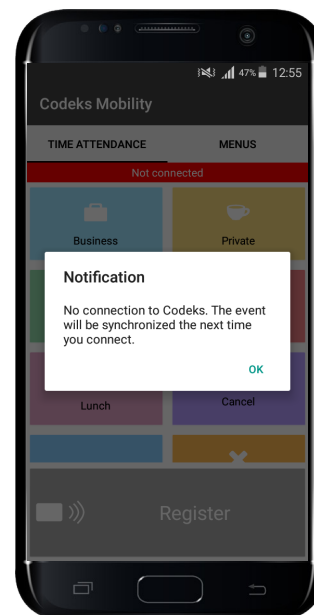
As soon as the device detects a new contactless (NFC) card it will register a new event.



- 2 a – If the application can connect to the Codeks server, a message containing the server's response will be displayed.



- 2 b – If the application cannot connect to the Codeks server, the message on the image below will be displayed. The event will be stored as an unsynchronized event and will be sent to the server at a later time when the connection has been reestablished.



11 TIME REGISTRATION AT LOCATIONS WITH ASSIGNED LOCATION TAGS

NOTE

This function is only available on Android devices. To date, the iOS mobile devices do not allow NFC card reading.

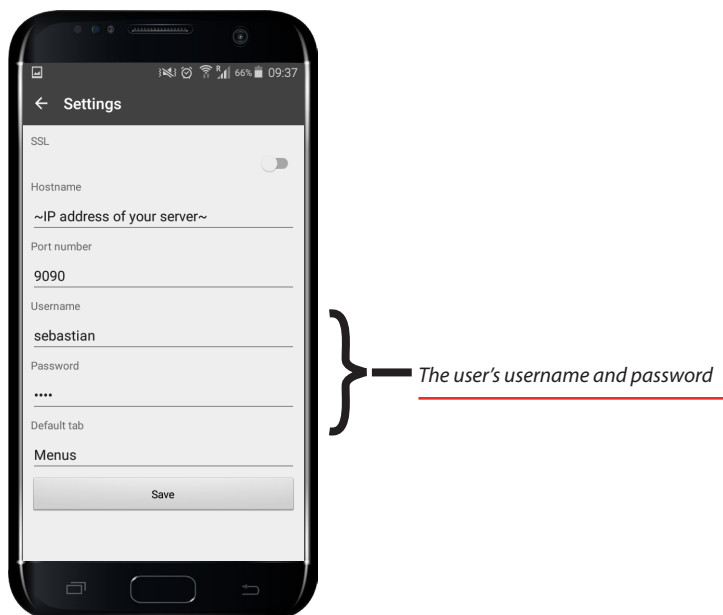
Using the NFC technology (Near Field Communication) of mobile devices the Codeks Mobility application also enables time&attendance registration at specific locations where contactless cards are installed. This functionality is particularly useful for patrols or security guards who have to do regular rounds to various locations of the company premises. For such use, the user (patrol) who will register at these locations must have a virtual card assigned. Similarly to classic mobile time attendance registration, all users register using the simulated T&A controller in the *Time attendance* tab of the mobile application.

NOTE

To assign virtual cards to users, you need to purchase the Codeks Virtual Card license.

A virtual card must be assigned to each head of department by a Codeks system administrator in the Users editor.

- 1 First you **must turn on the NFC function** of your mobile device.
- 2 Then you have to log in to the Codeks Mobility application using your username and password.



- 3 Finally, move to the *Time Attendance* where you can start with employee registration.

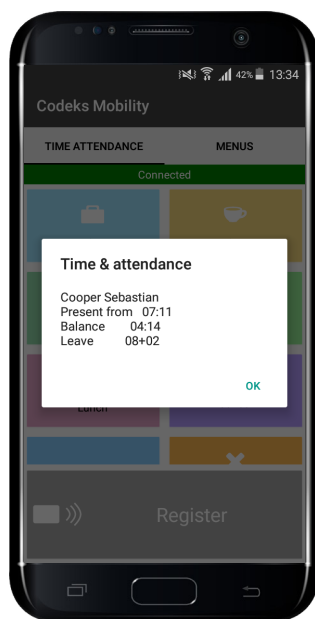
REGISTERING EVENTS WITH A T&A BUTTON AT A LOCATION WITH AN ASSIGNED CARD

- 1 To register an event, for which you must press a button when registering at a controller (e.g. business exit or info), **first select the appropriate button, then, put your mobile device next to the card installed at the location.**

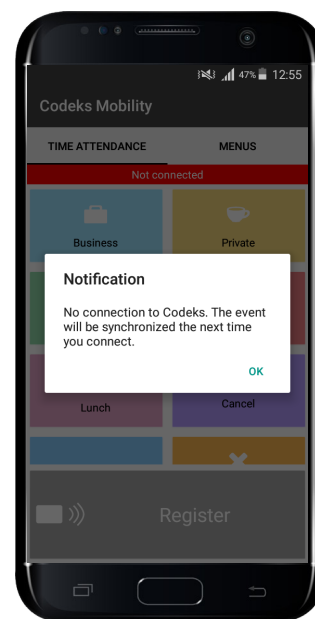
As soon as the mobile device detects the contactless card at the location it will register a new event.



- 2 a – If the application can connect to the Codeks server, a message containing the server's response will be displayed.



- 2 b – If the application cannot connect to the Codeks server, the message on the image below will be displayed. The event will be stored as an unsynchronized event and will be sent to the server at a later time when the connection has been reestablished.



12 USING CODEKS MOBILITY TO OPEN DOORS

The Codeks Mobility mobile application, from version **Codeks Mobility 3.1.4 for Android and Codeks Mobility 1.8 for iOS devices**, now also includes tools for **opening doors via a Bluetooth or Wifi connection**.

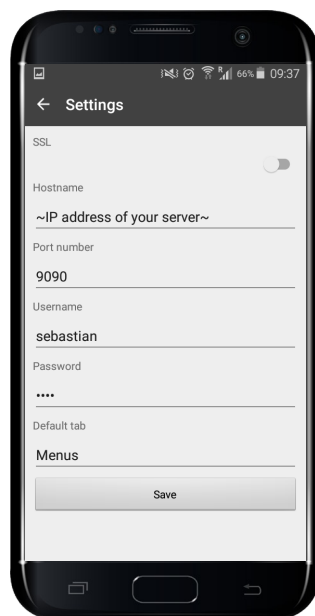
NOTE

The new door opening functionality in the Codeks Mobility app can only be used simultaneously with the Codeks software versions Codeks 10.4.14.13794 or newer for T&A systems and Codeks 10.2103.0.15031 or newer for access control systems. Older versions of the Codeks software do not yet support this functionality in Codeks Mobility. When using older versions of the Codeks application the new version of Codeks Mobility will work in the same way as before.



In the Codeks Mobility mobile app, the links for opening different doors can be found under the **Access** tab.

- 1 First login to the Codeks Mobility app using your user access username and password.



} — The user's username and password

- 2 Then, move to the **Access** tab where the links for opening doors are located.

OPEN DOORS USING THE MOBILE APPLICATION

NOTE

Communication lines to controllers must have the communication protocol set to V9.

Controllers on which users will be able to open doors with the mobile app must have at least the firmware version 9.8.0 or newer.

NOTE

Users can open doors with the mobile app via a Wifi connection only when they are located within the local network or if they are provided with a direct connection to the local Codeks network.

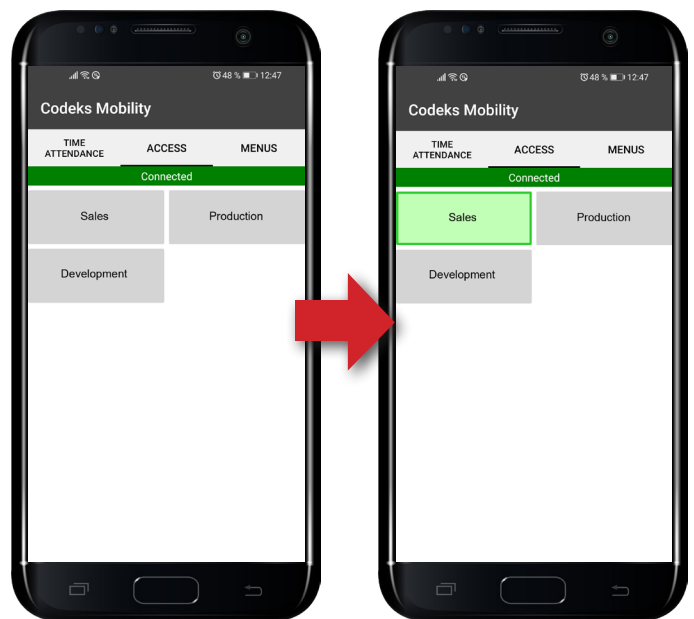
NOTE

Users can only open doors using the Codeks Mobility app via Bluetooth when they also have their location (location services) enabled on their mobile devices.

NOTE

Before trying to open doors using the Codeks Mobilty app make sure your Wifi or Bluetooth options on your mobile device are turned on.

- 1 To open the door at ta selected location simply **click the button with the name of the location.**
- 2 When the doors have been successfully opened the button you pressed will color **green.**





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