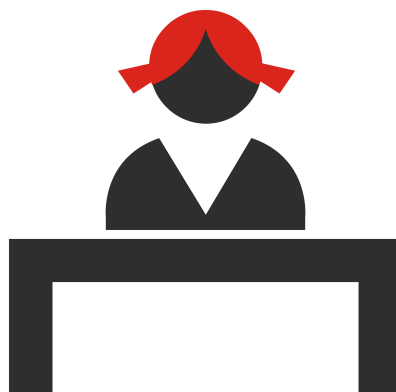


Codeks FrontDesk Add-on

Instructions for users

for Codeks software
version 10.2.8.13221 and newer



Codeks FrontDesk Add-on user manual

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February 2023 in Naklo

Table of Contents

Chapter 1 Codeks FrontDesk Add-on	4
1.1 Licence Information.....	5
1.2 Disclaimer and Warranty.....	6
1.3 Contact Information.....	6
Chapter 2 Using the Codeks FrontDesk Add-on	7
2.1 User's guest announcement.....	11
2.1.1 Visitor announce	11
2.1.2 Show visitor announces	15
2.2 Department manager's reply.....	17
2.2.1 Processing announcements	17
2.3 Receptor's work.....	19
2.3.1 Issuing a card to an announced visitor	19
2.3.2 Issuing a card to an unannounced visitor	23
2.3.3 Editing a visitor	27
2.3.4 Issuing a replacement card	28
2.3.5 Visitor's departure / Removing a replacement card	30
2.3.6 Return card	31

1 Codeks FrontDesk Add-on

Codeks FrontDesk is an Add-on for the Codeks software for access control and time attendance registration.

The Codeks FrontDesk is designed **for announcing and confirming planned visitors** as well as to be used at corporate frontdesks or reception desks, **for issuing cards to visitors and for issuing replacement cards for lost user cards to users.**

This add-on enables you to set up a system for announcing guests who are invited to visit the company. Employees can announce the visit of guests and send a request via the Codeks FrontDesk add-on to their department head, who confirms the visit. This guarantees the traceability of the visitors as well as ascertains persons responsible for the guests.


Additionally, it is designed to be used at corporate frontdesks or reception desks, **for issuing cards to visitors and for issuing replacement cards for lost user cards to users.** The application simplifies and automates the process of issuing visitor cards, provides control over issued cards and enables visitor supervision. Advanced options for assigning access rights provide complete flexibility, yet the use of the application remains simple.

The Front Desk add-on is suitable for large companies, such as banks, airports and hospitals, as well as for smaller businesses that want to regulate and limit visitors' access.

NOTE

This manual contains only the description and installation instruction for the Codeks FrontDesk add-on. The installation instructions and general settings of the main Codeks software are described in the documentation of the main Codeks AC or Codeks TA application. Screenshots of the Codeks application contained in this manual were made in a web browser.

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- By installing and using the Codeks FrontDesk 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 FrontDesk files from your storage devices and cease using the product.

1.2 Disclaimer and Warranty

Disclaimer

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

1.3 Contact Information

Jantar d.o.o. has more than 30 years of experience in the development and production of access control, time attendance and visitor control systems. What sets us apart from our competitors is that we develop and manufacture all of our software and most of our hardware ourselves. Our systems are installed and utilised at airports, office buildings, financial institutions, factories, shopping centers, hospitals, etc. Our products are present virtually anywhere our clients need basic or advanced access control and time and attendance systems.

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Support

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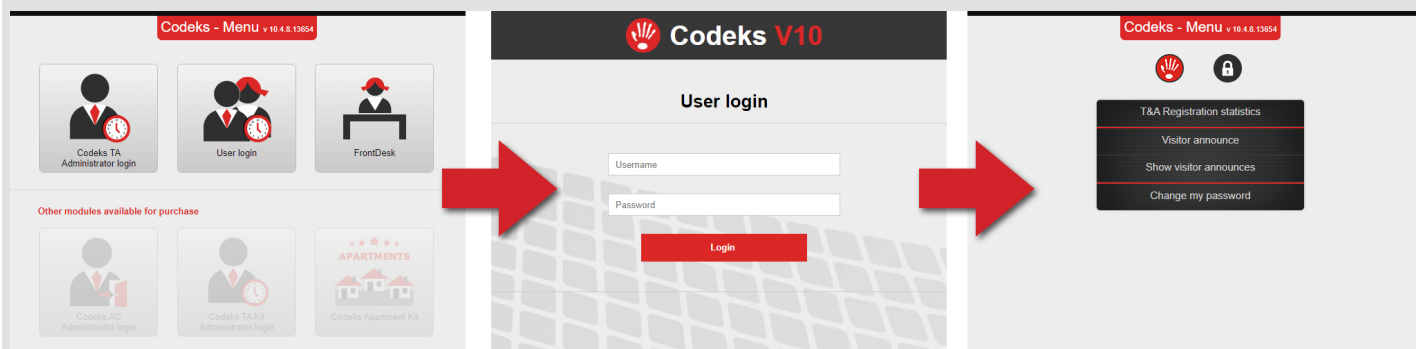
2 Using the Codeks FrontDesk Add-on

Dodatek Codeks FrontDesk omogoča najavljanje v naprej dogovorjenih obiskov ter potrjevanje teh obiskov s strani vodij oddelkov. Šele ko je posamezen obisk potrjen, lahko receptorji na vstopnih točkah podjetja prijavilo najavljene goste in jim dodelijo kartice (ali druga identifikacijska sredstva) za dostop.

SENDING AND PROCESSING GUEST ANNOUNCEMENTS

Zaposleni in vodje oddelkov do orodij za najavo gostov in obravnavo najavljenih gostov dostopajo prek svojega uporabniškega dostopa do aplikacije Codeks.

The employees and department managers can log into the *Codeks* application using their **username and password** through the *User login* form.



Link to the user login form:

~IP address of your server~:9090/addons/userslogin.html

Step 1 - USER'S ABSENCE REQUEST



The user first announces a guest in the *Visitor announce* menu. Users can announce guests only if they are granted the **Can announce guests right** in their user settings.

In the guest visit announcement form, users are required to fill out several mandatory fields to provide all the necessary information about the visit. Users can enter multiple individuals within the same guest announcement.

When a user announces guests, the system sends the announcement to the head of department, who can process visitor announcements for their department, and to all co-workers the user has selected to be additional hosts of the visit.

Users can monitor the status of their guest announcements in the **Show visitor announces** menu, where they can also subsequently correct or cancel the announcement. Cancellation of the announcement is only possible until the head of the department confirms or rejects it.

Step 2 - DEPARTMENT MANAGER'S REPLY



The head of the department is notified about new guest announcements by email. In order to be designated as a head of department a user must have the **Process visitor announces** setting enabled in their user settings. This setting enables them to confirm or reject visitor announcements made by employees of a selected department.

All guest announcements announced by employees in his department can be viewed and processed in the **Show visitor announces** menu. In this same menu, the head of department may also subsequently correct the data of the guest announcement.

When the manager confirms the guest announcement, the employee (and any additional hosts of the visit) is notified about the status change of their visitor announcement by email.

Step 3 - CONFIRMED GUESTS ARE ADDED TO THE FRONTDESK VIEWER

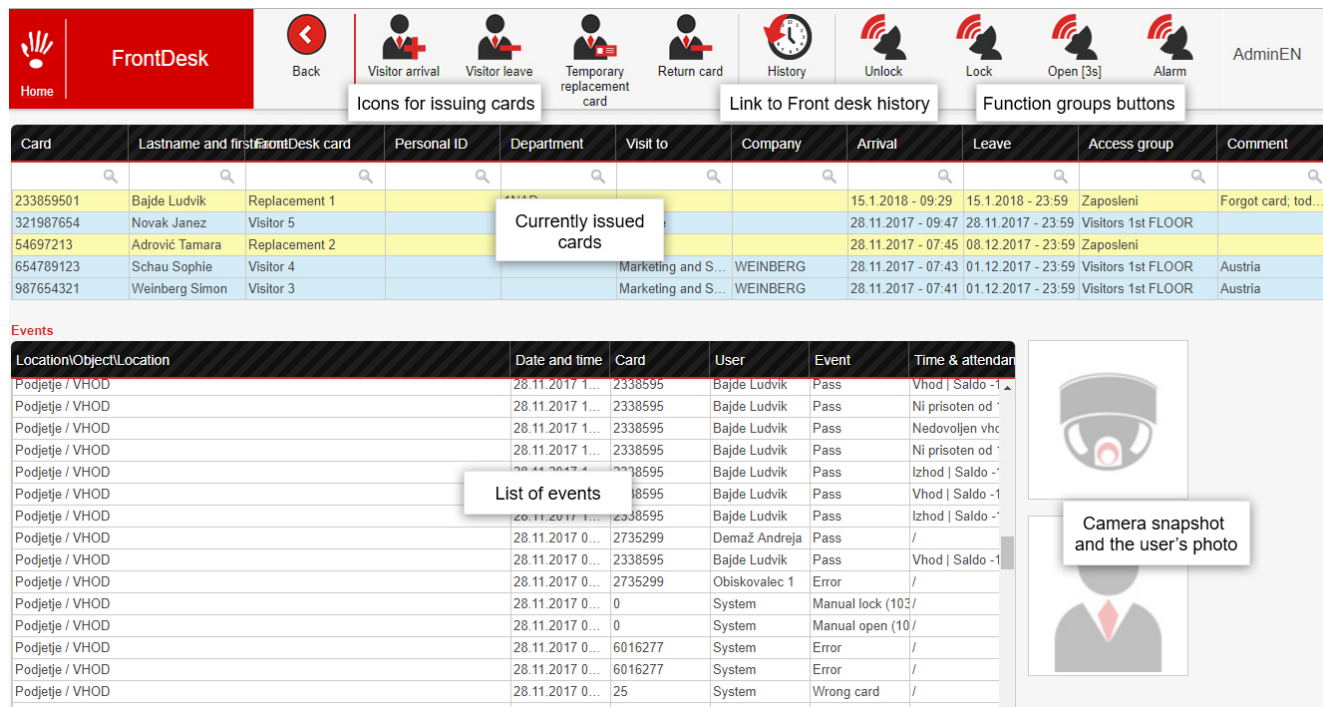


When a head of department confirms a visitor announcement, that announcement can be displayed in the FrontDesk viewer designed for receptionists at the company's entry points.

Receptionists can then look for the announced visit when a visitor arrives, check-in the guests and issue them an appropriate means of identification which allows them limited access to the company premises.

THE FRONTDESK VIEWER

The Codeks FrontDesk Add-on is designed to be used by a receptionist at the entrance of the company. The FrontDesk editor consists of a *toolbar with command icons*, a *list of currently issued cards*, and a *list of events*.



The interface includes a toolbar with icons for: Home, Back, Visitor arrival, Visitor leave, Temporary replacement card, Return card, History, Unlock, Lock, Open [3s], and Alarm. Below the toolbar are three main sections:

- Icons for issuing cards:** Includes buttons for Visitor arrival, Visitor leave, Temporary replacement card, and Return card.
- Link to Front desk history:** A button labeled 'History'.
- Function groups buttons:** Includes buttons for Unlock, Lock, Open [3s], and Alarm.

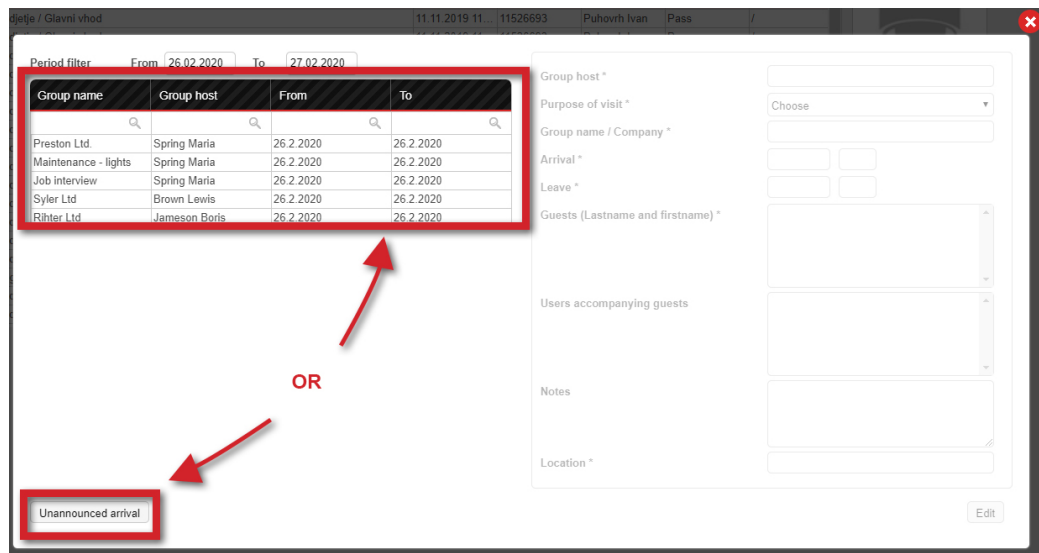
The main data area contains two tables:

Card	Lastname and first	FrontDesk card	Personal ID	Department	Visit to	Company	Arrival	Leave	Access group	Comment
233859501	Bajde Ludvik	Replacement 1					15.1.2018 - 09:29	15.1.2018 - 23:59	Zaposleni	Forgot card; tod...
321987654	Novak Janez	Visitor 5					28.11.2017 - 09:47	28.11.2017 - 23:59	Visitors 1st FLOOR	
54697213	Adrovič Tamara	Replacement 2					28.11.2017 - 07:45	08.12.2017 - 23:59	Zaposleni	
654789123	Schau Sophie	Visitor 4			Marketing and S...	WEINBERG	28.11.2017 - 07:43	01.12.2017 - 23:59	Visitors 1st FLOOR	Austria
987654321	Weinberg Simon	Visitor 3			Marketing and S...	WEINBERG	28.11.2017 - 07:41	01.12.2017 - 23:59	Visitors 1st FLOOR	Austria

Location/Object/Location	Date and time	Card	User	Event	Time & attendan
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Vhod Saldo -1
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Ni prisoten od
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Nedovoljen vhc
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Ni prisoten od
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Izhod Saldo -
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Vhod Saldo -1
Podjetje / VHOD	28.11.2017 1...	2338595	Bajde Ludvik	Pass	Izhod Saldo -
Podjetje / VHOD	28.11.2017 0...	2735299	Demaž Andreja	Pass	/
Podjetje / VHOD	28.11.2017 0...	2338595	Bajde Ludvik	Pass	Vhod Saldo -1
Podjetje / VHOD	28.11.2017 0...	2735299	Obiskovalec 1	Error	/
Podjetje / VHOD	28.11.2017 0...	0	System	Manual lock (103	/
Podjetje / VHOD	28.11.2017 0...	0	System	Manual open (10	/
Podjetje / VHOD	28.11.2017 0...	6016277	System	Error	/
Podjetje / VHOD	28.11.2017 0...	6016277	System	Error	/
Podjetje / VHOD	28.11.2017 0...	25	System	Wrong card	/

On the right side, there is a section for 'Camera snapshot and the user's photo' showing a camera icon and a placeholder for a photo.

At the reception the receptionist must, first, **ascertain whether an arriving guest has been announced beforehand or if they have arrived unannounced.**





The interface shows a 'Period filter' from 26.02.2020 to 27.02.2020. Below it is a table with the following data:

Group name	Group host	From	To
Preston Ltd.	Spring Maria	26.2.2020	26.2.2020
Maintenance - lights	Spring Maria	26.2.2020	26.2.2020
Job interview	Spring Maria	26.2.2020	26.2.2020
Syler Ltd	Brown Lewis	26.2.2020	26.2.2020
Rhter Ltd	Jameson Boris	26.2.2020	26.2.2020

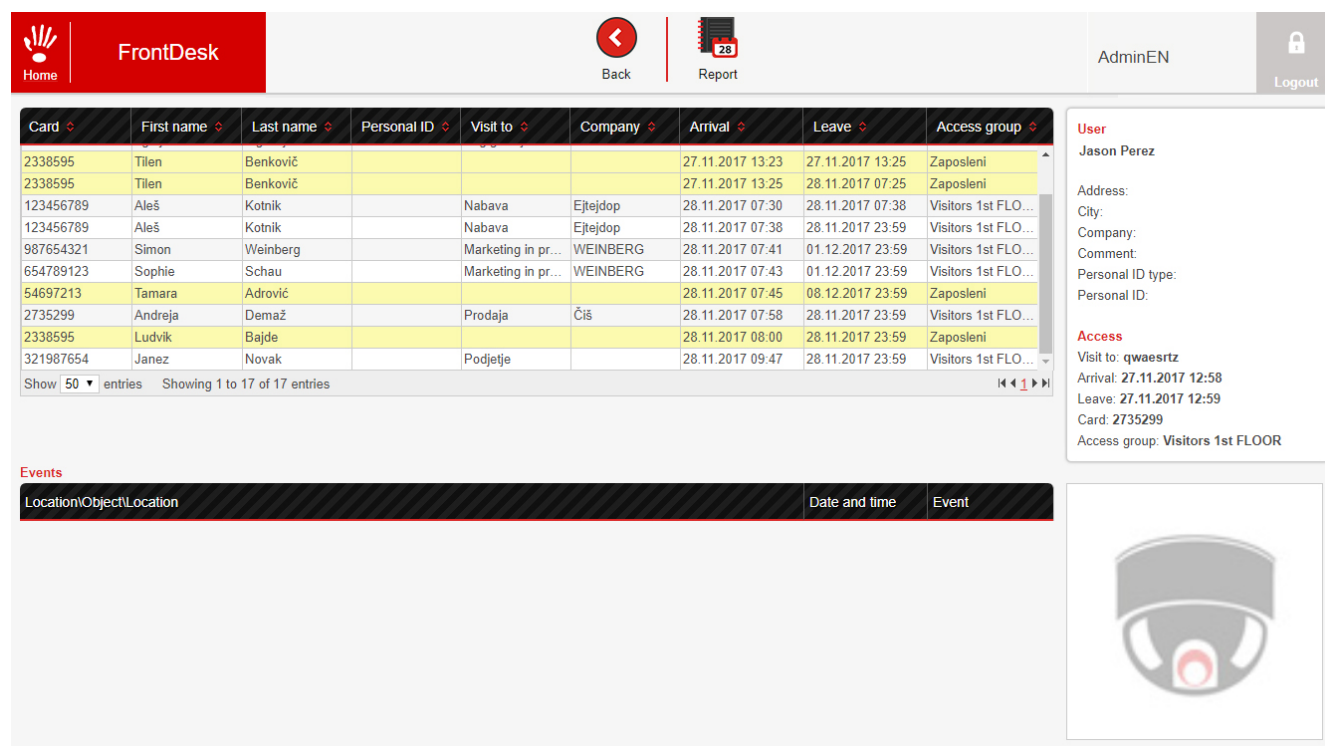
Below the table, there is a red arrow pointing to the 'Unannounced arrival' button. The word 'OR' is written in red between the table and the button.

Then the **receptionist can assign a card to each individual visitor**, and the guest's access rights are sent to the system controllers immediately.

In addition to visitor cards the receptionists can also **issue replacement cards to employees who have forgotten or lost their own user card**. In the *List of currently issued cards* **visitor cards**, are shown in blue () , and the **replacement cards** that are temporarily issued to employees are shown in yellow () .

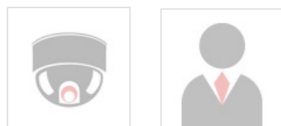
In addition to the basic icons, the toolbar also contains **function groups buttons**, with which the receptionist can manually trigger actions at certain passage within the company. The *function group buttons* are created by the administrator in the Functions groups editor in the main Codeks application. The receptionist can trigger *function group buttons* only if he has the necessary administrator's rights (set in the Administrators editor).

The **History** icon opens a new viewer, where you can view the list of all visitors and users that have been entered in the Codeks FrontDesk Add-on. The viewer enables you to browse the history of visitor and replacement cards as well as display the data in the form of a report.



The screenshot shows the FrontDesk application interface. At the top, there is a navigation bar with a 'Home' button, a 'Back' button, a 'Report' button, and a 'Logout' button. The main area displays a table of visitor cards with columns: Card, First name, Last name, Personal ID, Visit to, Company, Arrival, Leave, and Access group. The table lists several entries, including those for Tilen Benkovič, Aleš Kotnik, Simon Weinberg, Sophie Schau, Tamara Adrovič, Andreja Demaž, Ludvik Bajde, and Janez Novak. To the right of the table, there is a sidebar showing user details for Jason Perez, including address, city, company, comment, personal ID type, and personal ID. Below the table, there is an 'Events' section with a table showing location/object/location, date and time, and event. At the bottom right, there is a large image of a camera lens.

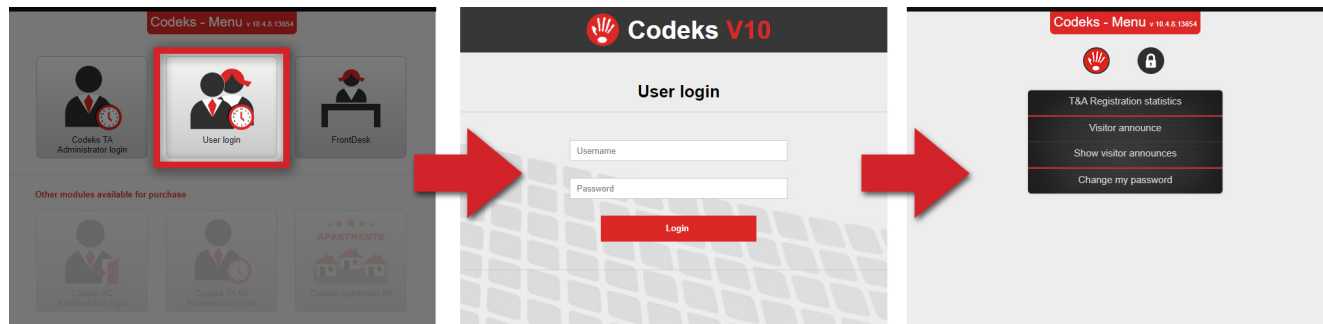
The **List of events** is similar to the one in the *Monitor* viewer, and show the most recent events registered within the system.



In the fields next to the *list of events*, a picture of the user is displayed, as well as a snapshot from the control camera when a user (employee) registers at a controller. The camera snapshot can only be viewed if you are also using the Codeks IP Camera Add-on.

2.1 User's guest announcement

Users who announce visitors can access the menus for *announcing visitors* and *checking the status of their announcements* using their users' access username and password.

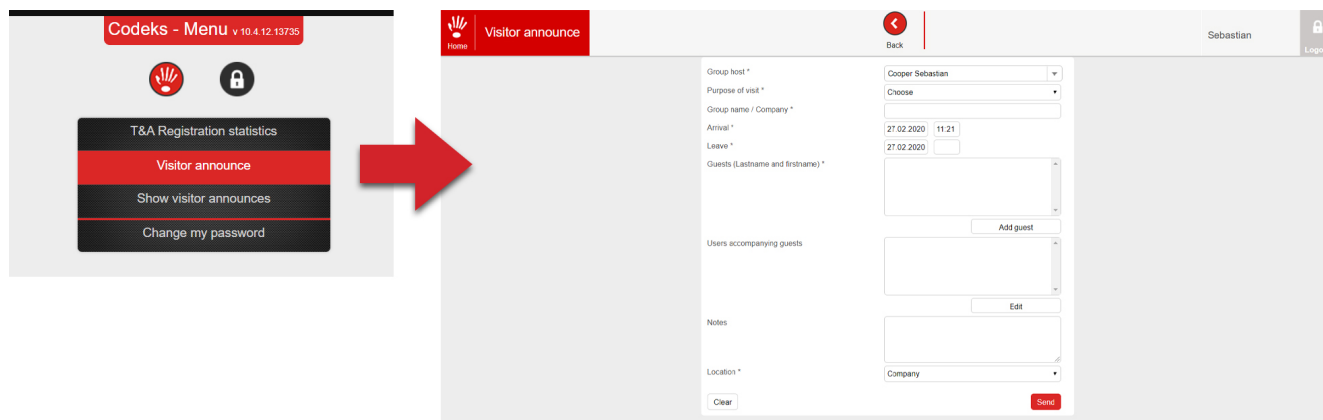


The following chapters describe the use of *user access* menus.

2.1.1 Visitor announce

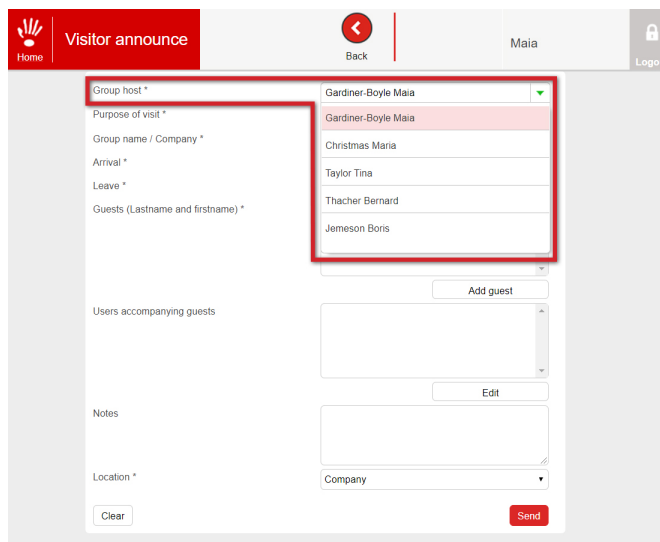
1. To announce a visitor, first, **select the *Visitor announce* menu** option in the main menu of your user access.

The *editor for making visitor announcements* will open.



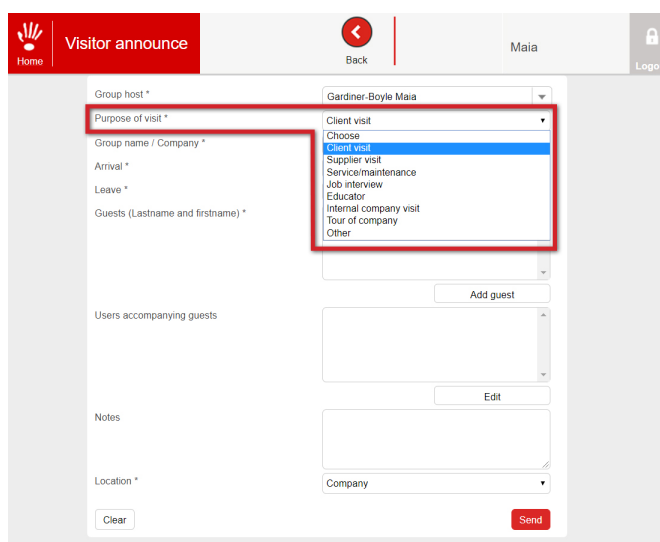
2. If you are allowed to make visitor announcements for your coworkers, first, in the **Group host** drop-down select the appropriate person to be the host of the visit.

If you do not have the right to announce guests for co-workers, you will not be able to select a different host in the first drop-down list



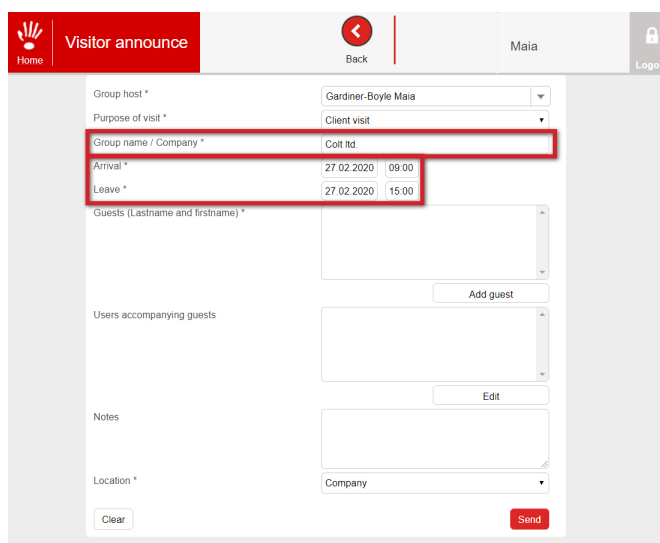
The screenshot shows the 'Visitor announce' form. The 'Group host' dropdown menu is open, displaying a list of names: Gardiner-Boyle Maia, Gardiner-Boyle Maia, Christmas Maria, Taylor Tina, Thacher Bernard, and Jemeson Boris. The 'Purpose of visit' dropdown is also open, showing options like Client visit, Choose, Supplier visit, Service/maintenance, Job interview, Educator, Internal company visit, Tour of company, and Other. The 'Group name / Company' field is empty. The 'Arrival' and 'Leave' fields are empty. The 'Guests (Lastname and firstname)' field is empty. The 'Users accompanying guests' field is empty. The 'Notes' field is empty. The 'Location' and 'Company' fields are empty. The 'Clear' and 'Send' buttons are at the bottom.

3. Then, select the **Purpose of visit**.



The screenshot shows the 'Visitor announce' form. The 'Purpose of visit' dropdown menu is open, displaying a list of options: Client visit, Choose, Client visit, Supplier visit, Service/maintenance, Job interview, Educator, Internal company visit, Tour of company, and Other. The 'Group host' dropdown is also open, showing the same list of names as in the previous screenshot. The 'Group name / Company' field is empty. The 'Arrival' and 'Leave' fields are empty. The 'Guests (Lastname and firstname)' field is empty. The 'Users accompanying guests' field is empty. The 'Notes' field is empty. The 'Location' and 'Company' fields are empty. The 'Clear' and 'Send' buttons are at the bottom.

4. Next, fill in the **Group Name / Company** in the announcement form and **specify the date and time of arrival and the day and time of departure**.



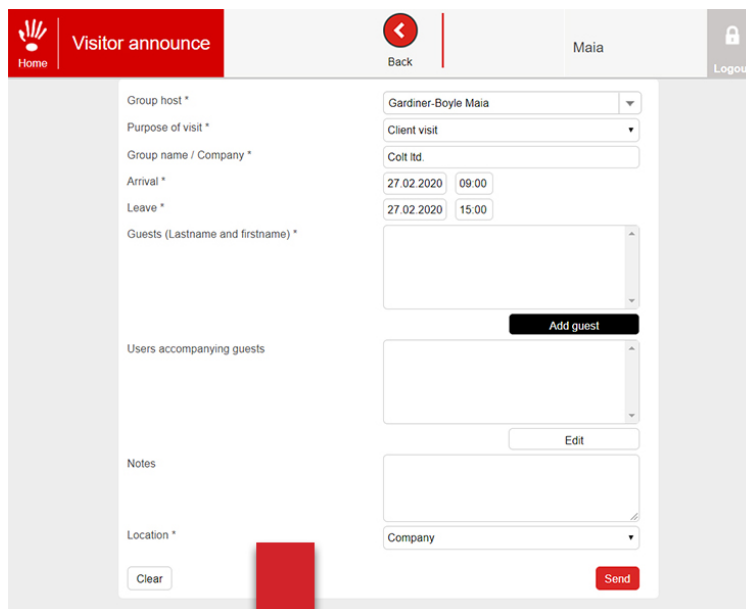
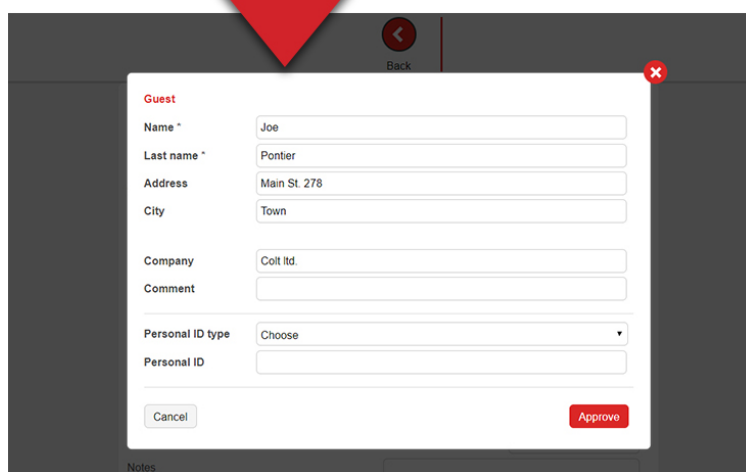
The screenshot shows the 'Visitor announce' form. The 'Group name / Company' field is filled with 'Colt Ltd'. The 'Arrival' field is filled with '27.02.2020' and '09:00'. The 'Leave' field is filled with '27.02.2020' and '15:00'. The 'Group host' dropdown is also open, showing the same list of names as in the previous screenshots. The 'Purpose of visit' dropdown is also open, showing the same list of options as in the previous screenshots. The 'Guests (Lastname and firstname)' field is empty. The 'Users accompanying guests' field is empty. The 'Notes' field is empty. The 'Location' and 'Company' fields are empty. The 'Clear' and 'Send' buttons are at the bottom.

5. In the **Guests (Last name and First Name)** section, enter the information of at least one guest you know will visit the company.

5.1. To add a new guest, click the **Add Guest** button.

5.2. A new window will open where you can enter the guest's information (entering the guest's name and last name is mandatory).

5.3. Click **Approve** when you're done.

6. In the **Users accompanying guests** section, you can select co-workers from your department or from another department who will also be invited to attend as additional hosts of the visit.

6.1. Click the **Edit** button to add an additional host.

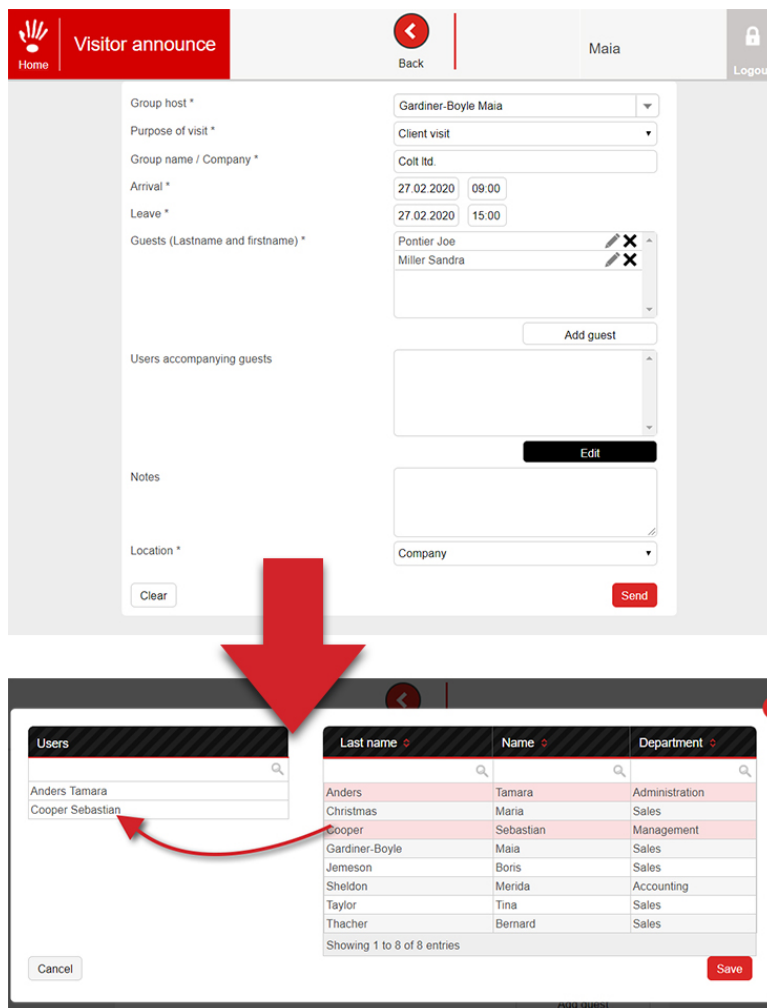
6.2. A new window will open where you can select co-workers who will accompany the visit.

To assign a coworker as an additional host, click on their name in the user list on the right.

Selected colleagues will appear in the list on the left.

The selected coworkers will also be notified about the new visitor announcements by email.

6.3. Click **Save** when you're done.



The image shows two screenshots from the Jantar system. The top screenshot is the 'Visitor announce' form for user 'Maia'. It includes fields for Group host, Purpose of visit, Group name, Arrival/Leave times, Guests, Users accompanying guests, Notes, and Location. A red arrow points from the 'Edit' button in the 'Users accompanying guests' section to a modal window below. The modal window has a 'Users' list on the left and a table of users on the right. The table has columns for Last name, Name, and Department.

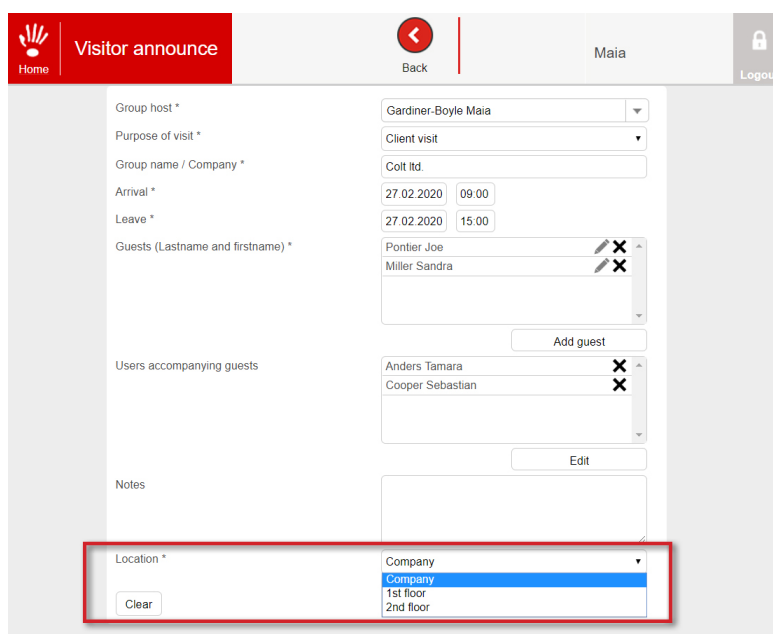
Last name	Name	Department
Anders	Tamara	Administration
Christmas	Maria	Sales
Cooper	Sebastian	Management
Gardiner-Boyle	Maia	Sales
Jemeson	Boris	Sales
Sheldon	Merida	Accounting
Taylor	Tina	Sales
Thacher	Bernard	Sales

The modal window also shows 'Anders Tamara' and 'Cooper Sebastian' selected in the 'Users' list on the left. A 'Save' button is at the bottom right of the modal.

7. You can write additional instructions or comments in the **Notes** section.

8. In the **Location** section, select the company location where the visitor is invited. (This information is important for issuing access cards later.)

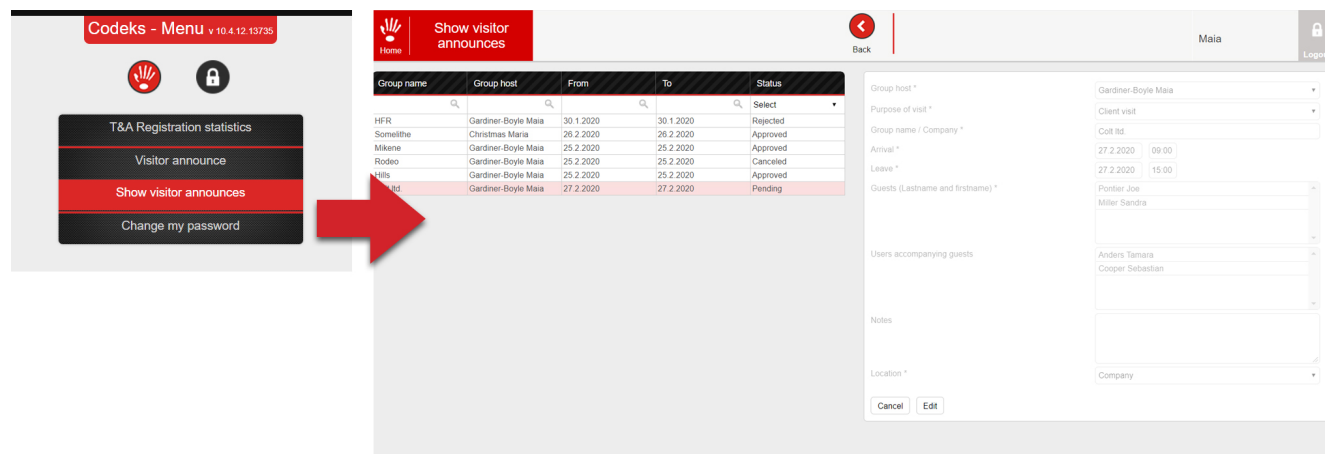
9. When you have finished entering the information, click **Send**.



This screenshot shows the 'Visitor announce' form with the 'Location' dropdown menu open. The dropdown lists 'Company', '1st floor', and '2nd floor'. The 'Company' option is highlighted in blue. The 'Send' button is visible at the bottom right of the form.

2.1.2 Show visitor announces

Employees can track the status of their visitor announcements in the **Show visitor announces** menu.



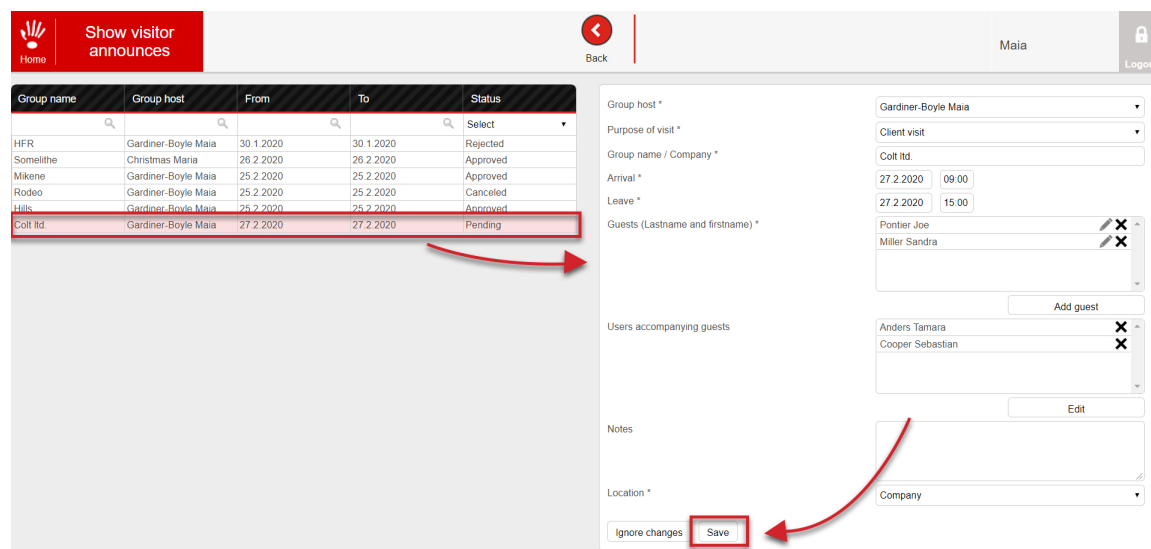
In the same editor, they can also subsequently correct or cancel the announcement.

Editing and cancellation of an announcement is only possible until the head of the department confirms or rejects it.

Editing the visitor announcement

1. To edit the guest announcement, first select and double-click the announcement you want to edit in the list of announcements on the left.

This will enable the right side of the editor, where you can edit the data about the visitor announcement.



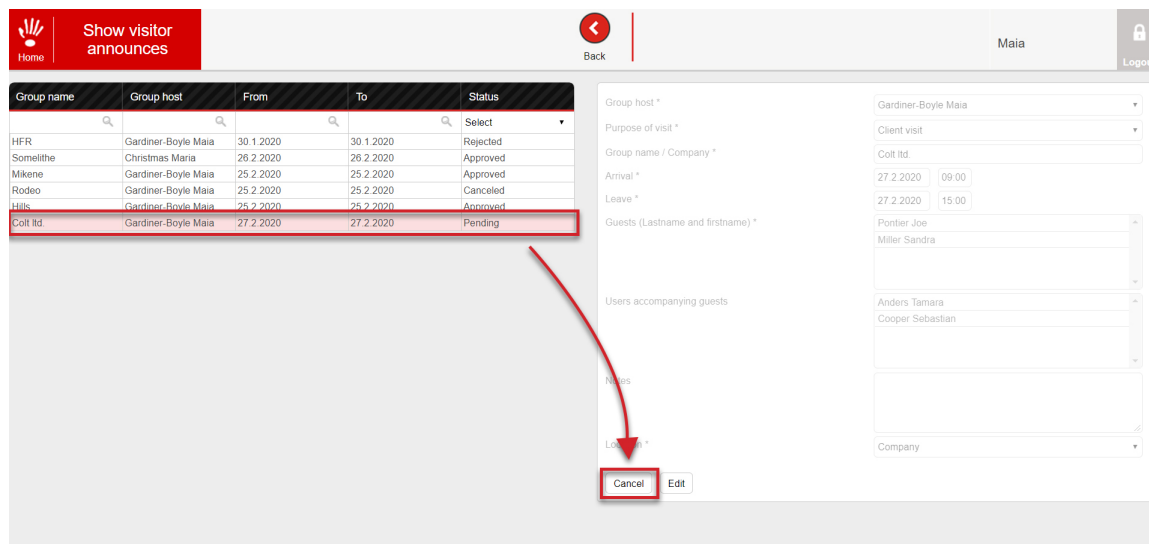
2. When you are finished, click **Save**.

Canceling the visitor announcement

1. To cancel a guest announcement, first select the announcement you want to cancel from the list of announcements on the left. Za preklic najave gostov najprej izberite najavo, ki jo želite preklicati, v seznamu najav na levi.

2. Then, in the right part of the editor, click the **Cancel** button.

The status of the visitor announcement will be immediately changed to *Canceled*.



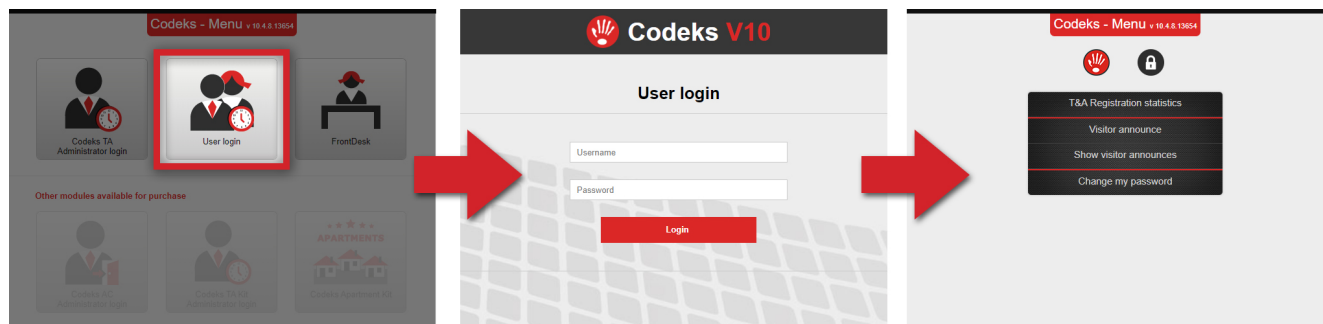
The interface shows a table of visitor announcements on the left and a detailed editor on the right. The table has columns for Group name, Group host, From, To, and Status. The 'Coit Ltd.' row is highlighted. The editor on the right contains fields for Group host, Purpose of visit, Group name / Company, Arrival, Leave, Guests, Users accompanying guests, Notes, Location, and Company. The 'Cancel' button is located at the bottom of the editor panel.

Group name	Group host	From	To	Status
HFR	Gardiner-Boyle Maia	30.1.2020	30.1.2020	Rejected
Somelihe	Christmas Maria	26.2.2020	26.2.2020	Approved
Mikene	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Rodeo	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Canceled
Hills	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Coit Ltd.	Gardiner-Boyle Maia	27.2.2020	27.2.2020	Pending

2.2 Department manager's reply

The following chapters describe the use of *user access* menus.

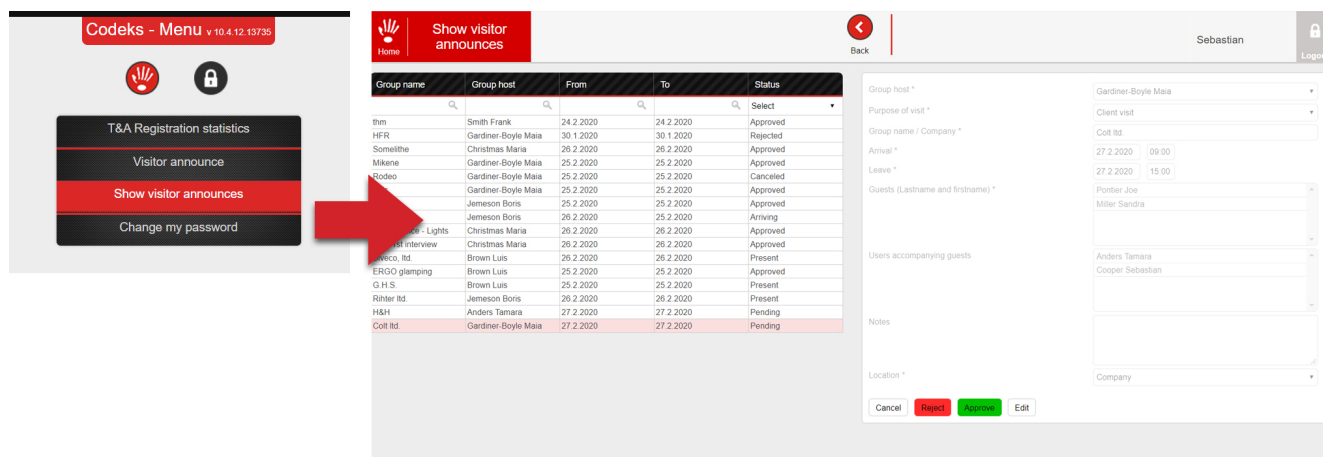
Heads of departments who can confirm or reject visitor announcements can access the menus for *processing their employees visitor announcements* using their users' access username and password.



The following chapters describe the use of *user access* menus.

2.2.1 Processing announcements

The heads of departments can access tools for processing visitor announcements in the **Show visitor announces** menu.

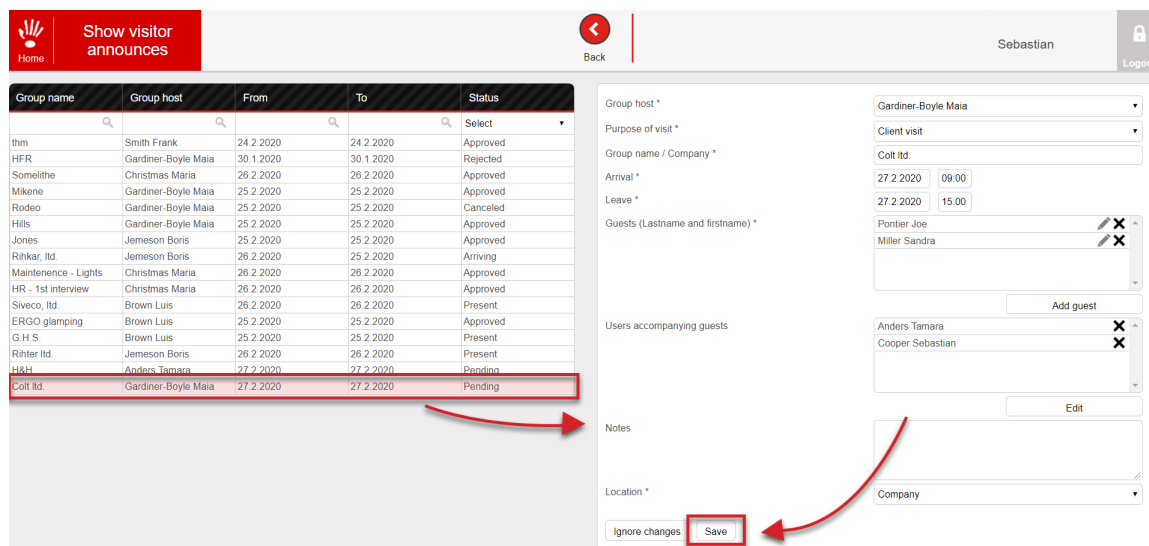


In this same editor, the heads of departments can subsequently edit the visitor announcement before confirming it or they can deny it.

Editing the visitor announcement

1. To edit a visitor announcement, first, locate and double-click the desired announcement on the list of announcements on the left.

This will enable the right side of the editor, where you can edit the data about the visitor announcement.



Group name	Group host	From	To	Status
thm	Smith Frank	24.2.2020	24.2.2020	Approved
HFR	Gardiner-Boyle Maia	30.1.2020	30.1.2020	Rejected
Somelihe	Christmas Maria	26.2.2020	26.2.2020	Approved
Mikene	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Rodeo	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Canceled
Hills	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Jones	Jemeson Boris	25.2.2020	25.2.2020	Approved
Rihkar, ltd.	Jemeson Boris	26.2.2020	25.2.2020	Arriving
Maintenance - Lights	Christmas Maria	26.2.2020	26.2.2020	Approved
HR - 1st interview	Christmas Maria	26.2.2020	26.2.2020	Approved
Siveco, ltd.	Brown Luis	26.2.2020	26.2.2020	Present
ERGO glamping	Brown Luis	25.2.2020	25.2.2020	Approved
G.H.S.	Brown Luis	25.2.2020	25.2.2020	Present
Rihter ltd.	Jemeson Boris	26.2.2020	26.2.2020	Present
H&H	Anders Tamara	27.2.2020	27.2.2020	Pending
Colt ltd.	Gardiner-Boyle Maia	27.2.2020	27.2.2020	Pending

Group host * Gardiner-Boyle Maia

Purpose of visit * Client visit

Group name / Company * Colt ltd.

Arrival * 27.2.2020 09:00

Leave * 27.2.2020 15:00

Guests (Lastname and firstname) * Pontier Joe, Miller Sandra

Users accompanying guests Anders Tamara, Cooper Sebastian

Notes

Location * Company

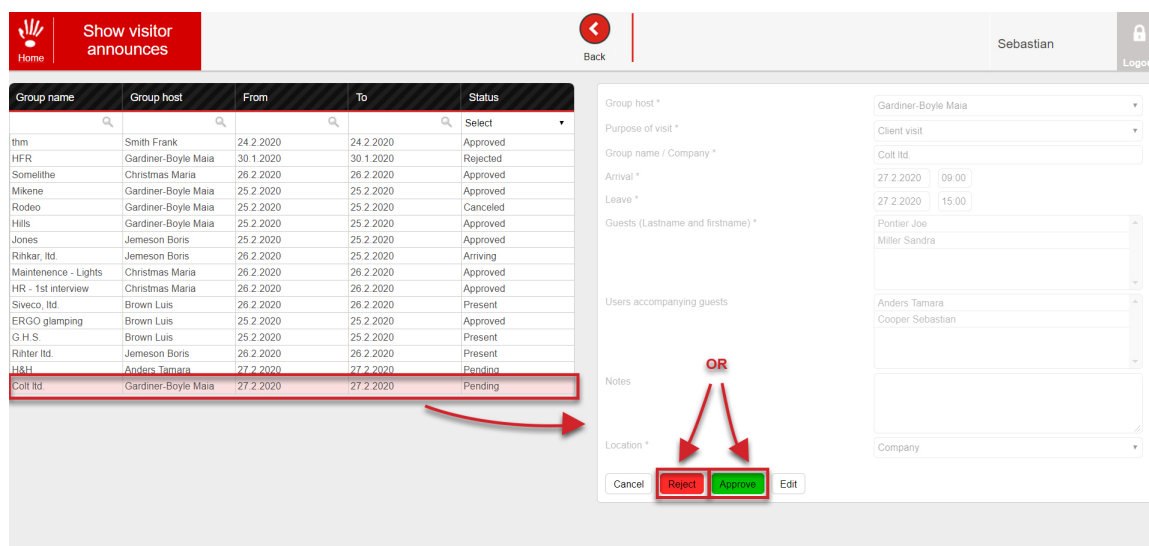
Ignore changes Save

2. When you are finished, click **Save**.

Processing the visitor announcement

1. To process the visitor announcement:

- click the **Approve** button to confirm the announcement,
- click the **Reject** button to deny the announcement.



Group name	Group host	From	To	Status
thm	Smith Frank	24.2.2020	24.2.2020	Approved
HFR	Gardiner-Boyle Maia	30.1.2020	30.1.2020	Rejected
Somelihe	Christmas Maria	26.2.2020	26.2.2020	Approved
Mikene	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Rodeo	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Canceled
Hills	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Jones	Jemeson Boris	25.2.2020	25.2.2020	Approved
Rihkar, ltd.	Jemeson Boris	26.2.2020	25.2.2020	Arriving
Maintenance - Lights	Christmas Maria	26.2.2020	26.2.2020	Approved
HR - 1st interview	Christmas Maria	26.2.2020	26.2.2020	Approved
Siveco, ltd.	Brown Luis	26.2.2020	26.2.2020	Present
ERGO glamping	Brown Luis	25.2.2020	25.2.2020	Approved
G.H.S.	Brown Luis	25.2.2020	25.2.2020	Present
Rihter ltd.	Jemeson Boris	26.2.2020	26.2.2020	Present
H&H	Anders Tamara	27.2.2020	27.2.2020	Pending
Colt ltd.	Gardiner-Boyle Maia	27.2.2020	27.2.2020	Pending

Group host * Gardiner-Boyle Maia

Purpose of visit * Client visit

Group name / Company * Colt ltd.

Arrival * 27.2.2020 09:00

Leave * 27.2.2020 15:00

Guests (Lastname and firstname) * Pontier Joe, Miller Sandra

Users accompanying guests Anders Tamara, Cooper Sebastian

Notes

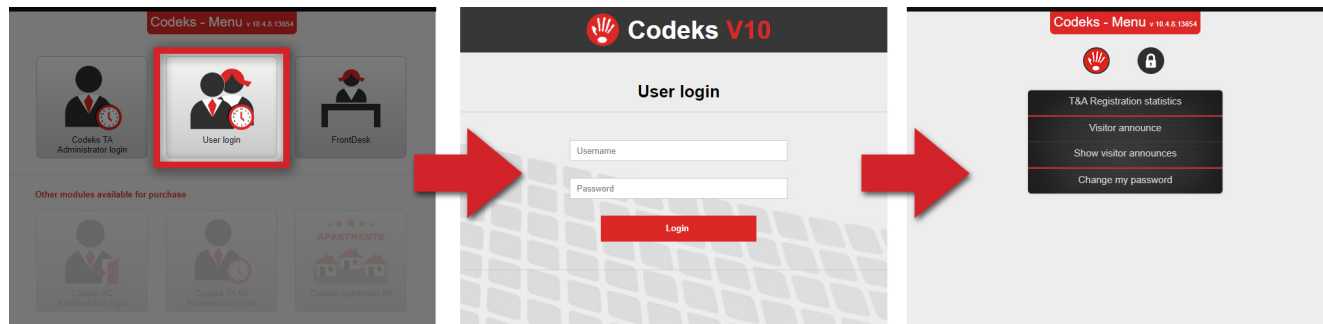
Location * Company

Cancel Reject Approve Edit

2. The status of the announcement will immediately be set to *Approved* or *Rejected*.

2.3 Receptor's work

Receptionists who issue cards to visitor at the company entry points can access the main *FrontDesk* viewer by logging into through the FrontDesk login using their administrators username and password.

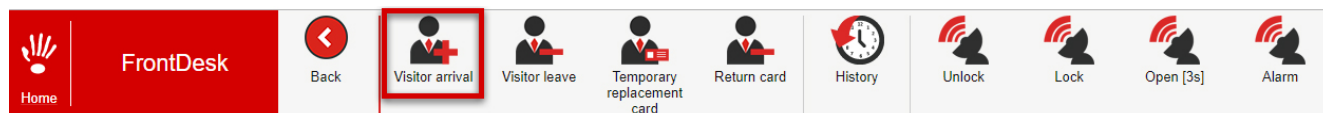


The following chapters show work in the Codeks FrontDesk viewer.

2.3.1 Issuing a card to an announced visitor

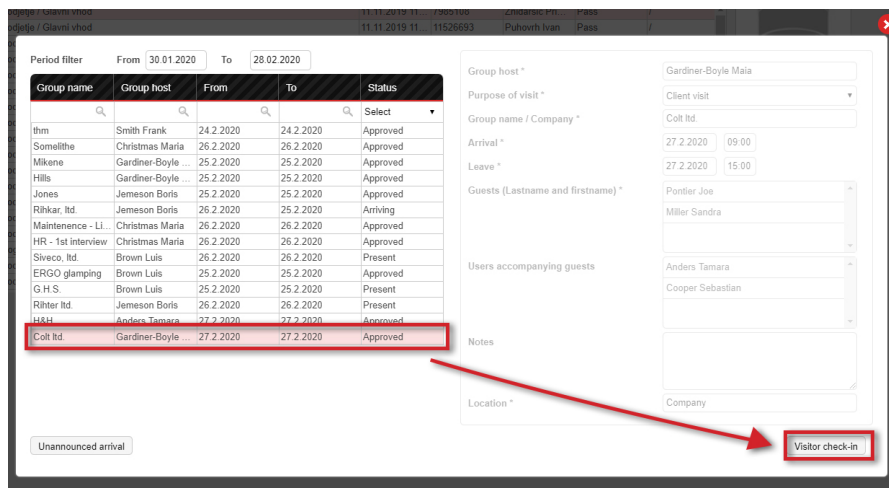
The cards that the receptionist will issue to visitors or users using Codeks FrontDesk must be entered in the Codeks system beforehand. **When a visitor arrives, the receptionist will only change the rights of an existing card by assigning it a new group, and, thus, granting it access rights at certain passages. When assigning a group and issuing a card, the system automatically issues a command to update the rights of this card at appropriate controllers.**

1. To issue a visitor card to an announced visitor select the *Visitor arrival* icon in the toolbar of the FrontDesk editor.



2. A new window will open, showing the visitor announcements for the selected date range on the left. By clicking on an announcement entry, the details of the selected visitor announcement will be displayed on the right side of the pop-up window.

3. To check-in a guest, who was previously announced by a visitor announcement, double click the announcement or mark the announcement on the list and, then, click the *Visitor check-in* button.



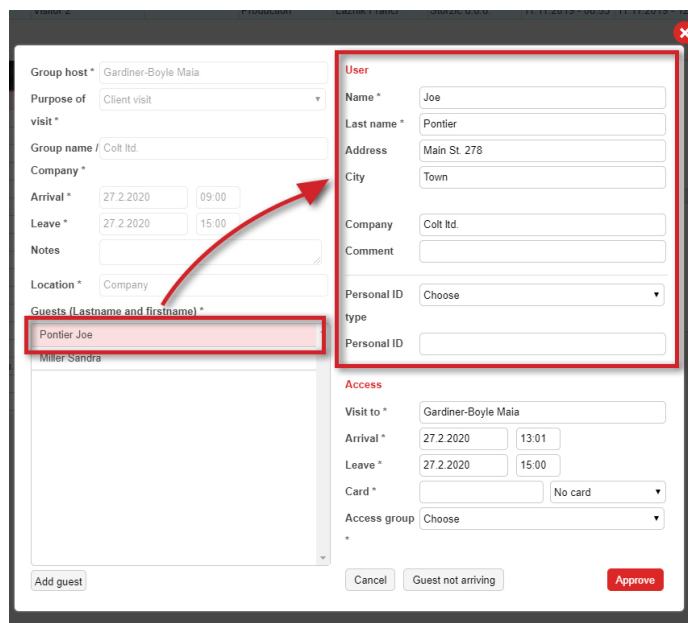
The screenshot shows the Jantar system interface. On the left, there is a table with columns: Group name, Group host, From, To, and Status. The table lists various groups and their hosts, with dates and status (Approved, Present, Arriving). A red box highlights the row for 'Colt Ltd.' with host 'Gardiner-Boyle' and dates '27.2.2020' to '27.2.2020', status 'Approved'. A red arrow points from this row to the 'Visitor check-in' button in the bottom right corner of the interface.

Group name	Group host	From	To	Status
thm	Smith Frank	24.2.2020	24.2.2020	Approved
Somelithe	Christmas Maria	26.2.2020	26.2.2020	Approved
Mikene	Gardiner-Boyle	25.2.2020	25.2.2020	Approved
Hills	Gardiner-Boyle	25.2.2020	25.2.2020	Approved
Jones	Jameson Boris	25.2.2020	25.2.2020	Approved
Rihkar, Ltd.	Jameson Boris	26.2.2020	25.2.2020	Arriving
Maintenance - LI	Christmas Maria	26.2.2020	26.2.2020	Approved
HR - 1st interview	Christmas Maria	26.2.2020	26.2.2020	Approved
Siveco, Ltd.	Brown Luis	26.2.2020	26.2.2020	Present
ERGO glamping	Brown Luis	25.2.2020	25.2.2020	Approved
G.H.S.	Brown Luis	25.2.2020	25.2.2020	Present
Rihkar Ltd.	Jameson Boris	26.2.2020	26.2.2020	Present
H&H	Anders Tamara	27.2.2020	27.2.2020	Approved
Colt Ltd.	Gardiner-Boyle	27.2.2020	27.2.2020	Approved

4. A new pop-up window will open where you can manage individual guests within the visitor announcement:

4.1. To check-in a guest:

- a) select the guest in the *Guests (Lastname and first name) ** section,**
- b) review the guest information in the right part of the window and edit it if needed,**



The screenshot shows the Jantar system interface with a pop-up window for managing a guest. The window has two main sections: 'User' and 'Access'. The 'User' section contains fields for Name, Last name, Address, City, Company, Comment, Personal ID type, and Personal ID. The 'Access' section contains fields for Visit to, Arrival, Leave, Card, and Access group. A red box highlights the 'Guests (Lastname and firstname) *' section, which lists 'Pontier Joe' and 'Miller Sandra'. A red arrow points from this section to the 'User' section.

c) then, in the **Access** section:

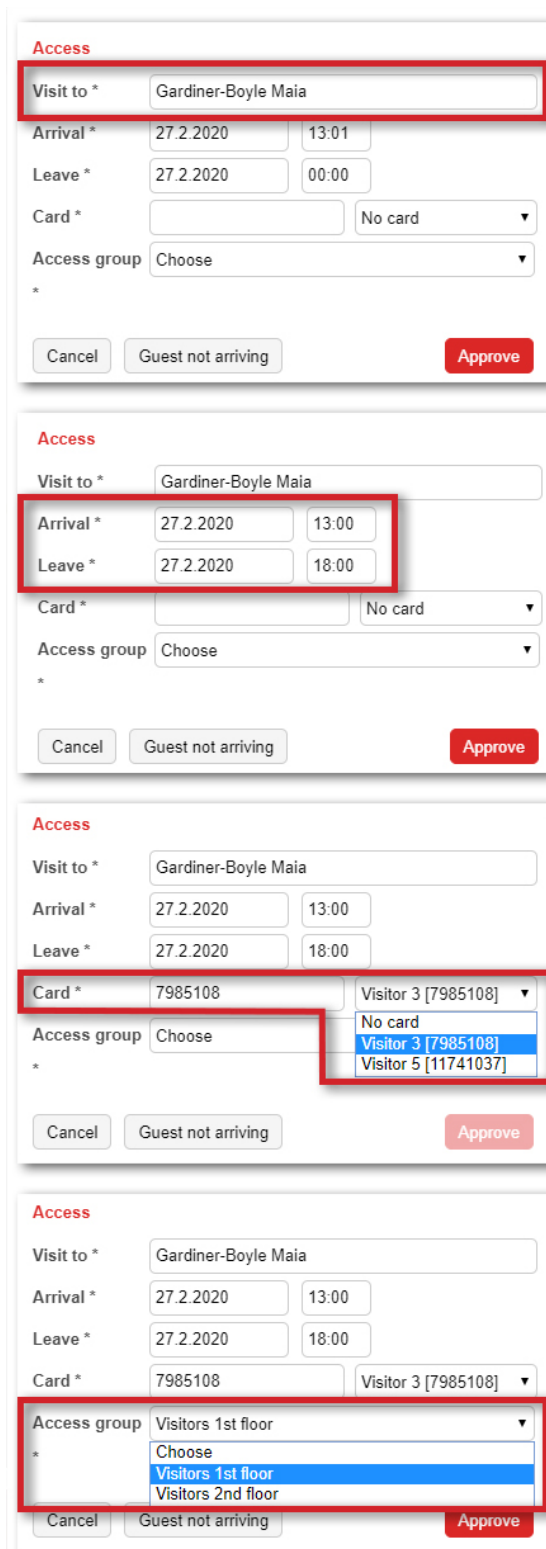
- check (or change) the host of the visit in the **Visit to** field,

- set the **Arrival** and **Leave** date and time, which limit when the visitor will be able to access your company premises,

- select the **Card** to be assigned to the visitor,

- assign the **Access group**.

d) click **Approve**. This will check-in the guest into the system (a command will be sent to the controllers that will assign appropriate access rights to the assigned card).



The screenshots show the 'Access' form with the following fields and values:

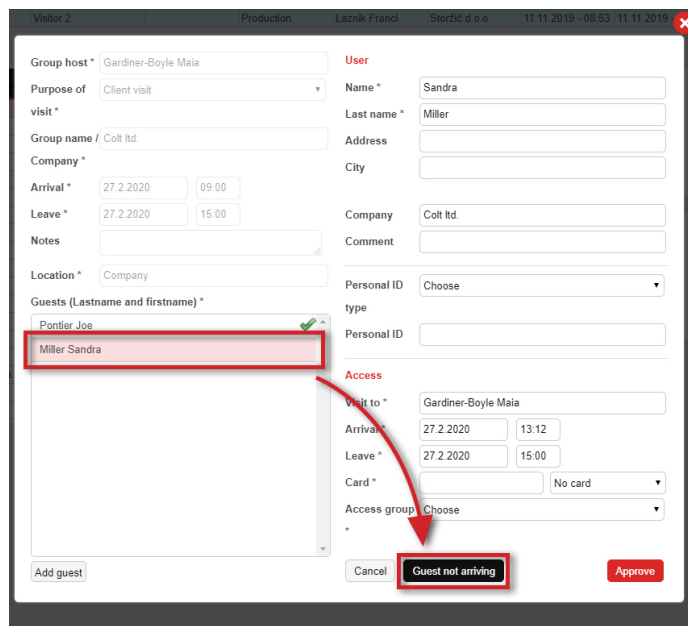
- Visit to ***: Gardiner-Boyle Maia
- Arrival ***: 27.2.2020 13:01
- Leave ***: 27.2.2020 00:00
- Card ***: (empty) No card
- Access group**: Choose
- Buttons**: Cancel, Guest not arriving, Approve

The second screenshot shows the **Arrival *** and **Leave *** fields updated to 13:00 and 18:00 respectively.

The third screenshot shows the **Card *** field updated to 7985108, with a dropdown menu showing options: Visitor 3 [7985108], No card, Visitor 3 [7985108], and Visitor 5 [11741037].

The fourth screenshot shows the **Access group** field updated to Visitors 1st floor, with a dropdown menu showing options: Choose, Visitors 1st floor, and Visitors 2nd floor.

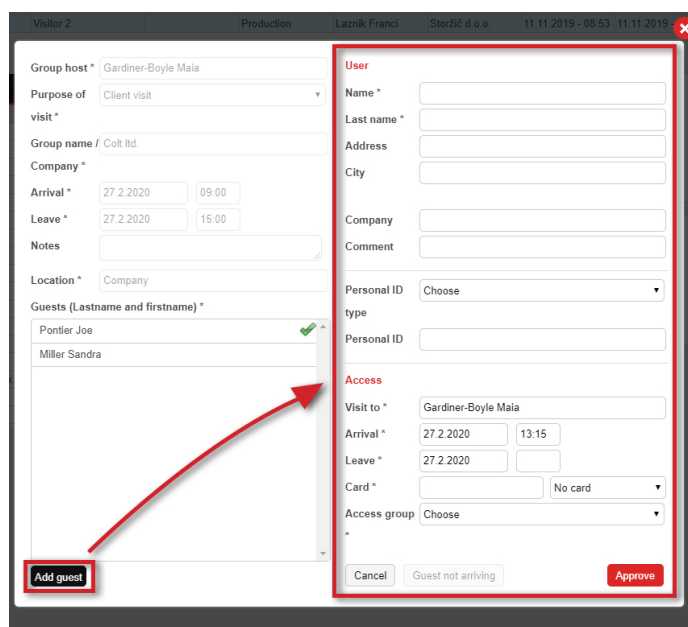
4.2. If the guest does not (will not) arrive, mark the guest in the *Guests (Lastname and first name)* section and click the *Guest not arriving* button.



The screenshot shows the 'Visitor 2' form. In the 'Guests (Lastname and firstname) *' section, 'Miller Sandra' is highlighted with a red box. A red arrow points from this box to the 'Guest not arriving' button at the bottom right of the form. Other fields include 'Group host *' (Gardiner-Boyle Maia), 'Purpose of visit *' (Client visit), 'Arrival *' (27.2.2020 09:00), 'Leave *' (27.2.2020 15:00), 'Location *' (Company), 'User' section (Name: Sandra, Last name: Miller), and 'Access' section (Visit to: Gardiner-Boyle Maia, Arrival: 27.2.2020 13:12, Leave: 27.2.2020 15:00, Card: No card, Access group: Choose).

5.* To add and simultaneously check-in a new unannounced guest inside the same announcement, click the *Add guest* button and fill in all the fields on the right side of the window. Then click *Confirm*.

6. When you are done checking-in guests close the pop-up window.

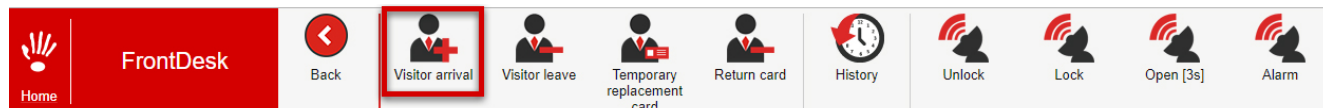


The screenshot shows the 'Visitor 2' form. A red arrow points from the 'Add guest' button at the bottom left to the 'User' section on the right side of the form. The 'User' section includes fields for Name, Last name, Address, City, Company, Comment, Personal ID type, and Personal ID. The 'Access' section includes fields for Visit to, Arrival, Leave, Card, and Access group. The 'Guests' section shows 'Ponter Joe' and 'Miller Sandra' with a green checkmark next to 'Miller Sandra'.

2.3.2 Issuing a card to an unannounced visitor

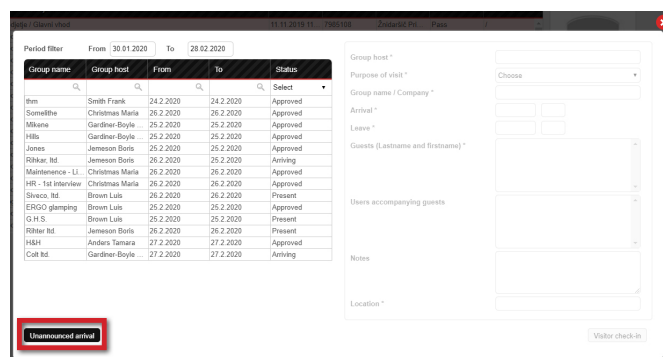
Postopek prijave **nenapovedanega gosta** je za receptorja nekoliko drugačen. Ker za prispelega gosta še ni nobenih podatkov, je potrebno pred dodelitvijo kartice novemu gostu v sistem vnesti še podatke, ki se navadno vpisujejo ob najavi gostov.

1. To issue a visitor card to an unannounced visitor select the **Visitor arrival** icon in the toolbar of the FrontDesk editor.



2. A new window will open, showing the visitor announcements for the selected date range on the left.

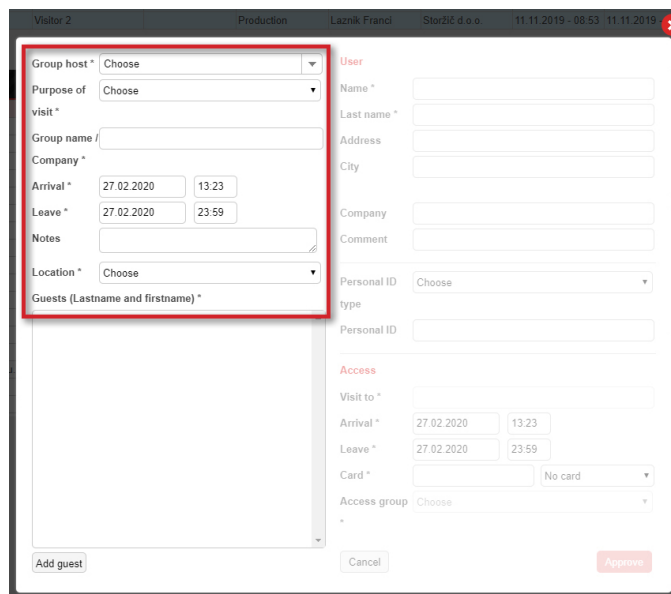
Then click the **Unannounced arrival** button in the lower-left corner.



The screenshot shows a window titled 'Visitor announcements' with a table of visitor data. The 'Unannounced arrival' button is highlighted with a red box in the bottom-left corner. The table has columns for Group name, Group host, From, To, and Status.

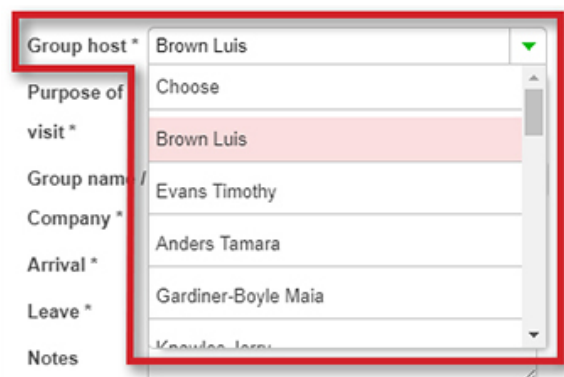
Group name	Group host	From	To	Status
HR	Smith Frank	24.2.2020	24.2.2020	Approved
Somethine	Christmas Maria	26.2.2020	26.2.2020	Approved
Mikene	Gardiner-Boyle	25.2.2020	25.2.2020	Approved
Hills	Gardiner-Boyle	25.2.2020	25.2.2020	Approved
Jones	Jameson Boris	25.2.2020	25.2.2020	Approved
Rikkar-Id	Jameson Boris	26.2.2020	26.2.2020	Arriving
Maintenance - Li	Christmas Maria	26.2.2020	26.2.2020	Approved
HR - 1st interview	Christmas Maria	26.2.2020	26.2.2020	Approved
Shewok-Id	Brown Lulu	26.2.2020	26.2.2020	Present
ERGO glamping	Brown Lulu	25.2.2020	25.2.2020	Approved
G.H.S	Brown Lulu	25.2.2020	25.2.2020	Present
Ritter-Id	Jameson Boris	26.2.2020	26.2.2020	Present
HAI	Anders Tamara	27.2.2020	27.2.2020	Approved
Colt-Id	Gardiner-Boyle	27.2.2020	27.2.2020	Arriving

3. To **check-in an unannounced guest**, first, fill in all the basic information about the arrival on the left side of the new pop-up window:



The screenshot shows a 'Visitor 2' form with various fields. The 'Unannounced arrival' button is highlighted with a red box. The form includes fields for Group host, Purpose of visit, Arrival, Leave, Notes, Location, and Guests (Lastname and firstname). There are also fields for User, Name, Last name, Address, City, Company, Comment, Personal ID, and Access.

a) first, select the appropriate employee for the **Group host**,



Group host * Brown Luis

Purpose of visit * Choose

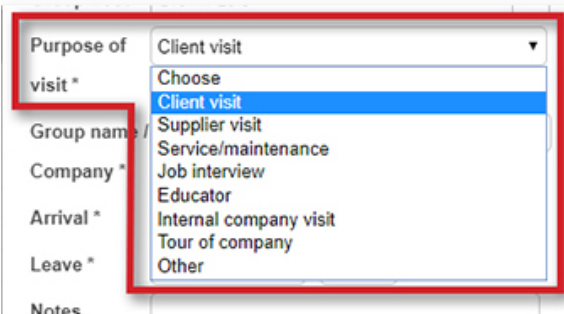
Group name / Company * Brown Luis

Arrival * Evans Timothy

Leave * Anders Tamara

Notes Gardiner-Boyle Maia

b) then select the **Purpose of visit**,



Purpose of visit * Client visit

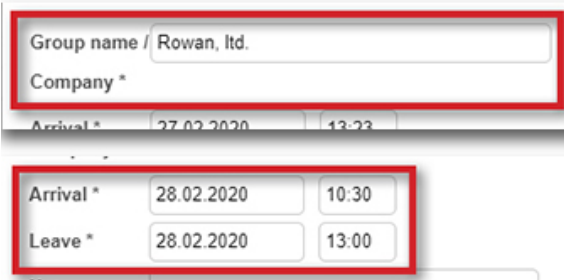
Group name / Company * Choose

Arrival * Supplier visit

Leave * Service/maintenance

Notes Job interview

c) fill in the **Group Name / Company** in the announcement form and **specify the date and time of arrival and the day and time of departure**,



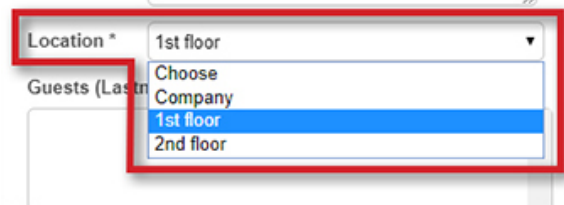
Group name / Company * Rowan, Ltd.

Arrival * 27.02.2020 13:23

Leave * 28.02.2020 10:30

Notes 13:00

d) in the **Location** section, select the company location where the visitor is invited. (This information is important for issuing access cards later.)



Location * 1st floor

Guests (Last name) Choose

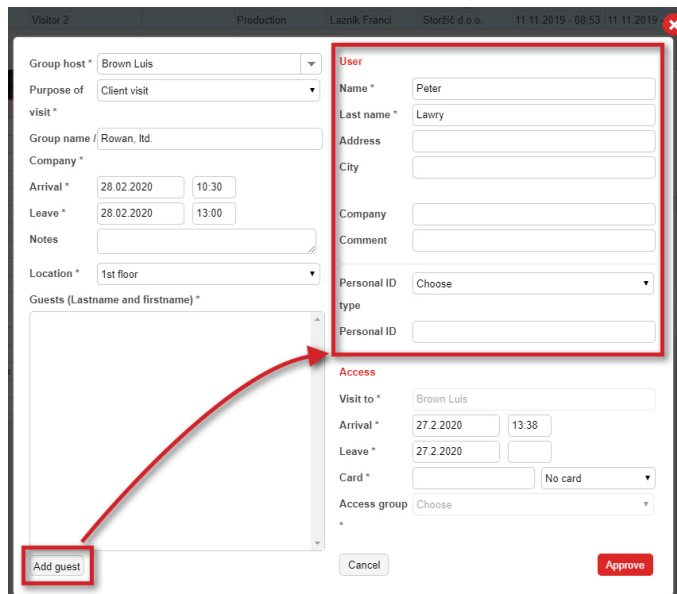
Company 1st floor

2nd floor

4. Then click the **Add guest** button. This will enable the entry fields on the right side of the window:

a) first, enter the visitor's **Name** and **Lastname** (this information is mandatory).

b) then also fill out the lower entry fields as necessary,



The screenshot shows the Jantar software interface. The 'Add guest' button is highlighted with a red box and a red arrow pointing to it. The 'User' section is also highlighted with a red box and contains the following fields:

- Name * (Peter)
- Last name * (Lawry)
- Address
- City
- Company
- Comment
- Personal ID (Choose)
- type
- Personal ID

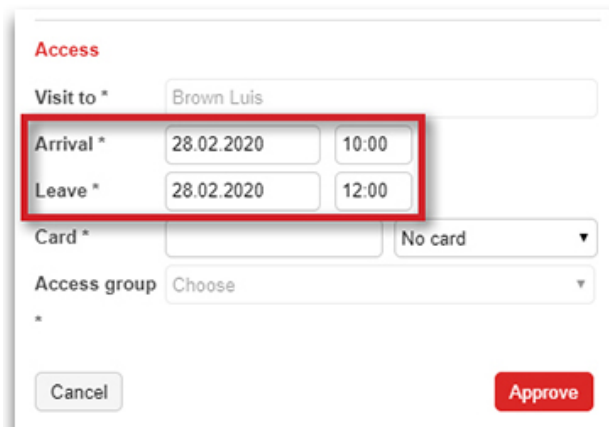
The 'Access' section contains the following fields:

- Visit to * (Brown Luis)
- Arrival * (27.2.2020 13:38)
- Leave * (27.2.2020)
- Card * (No card)
- Access group (Choose)

At the bottom, there are 'Cancel' and 'Approve' buttons.

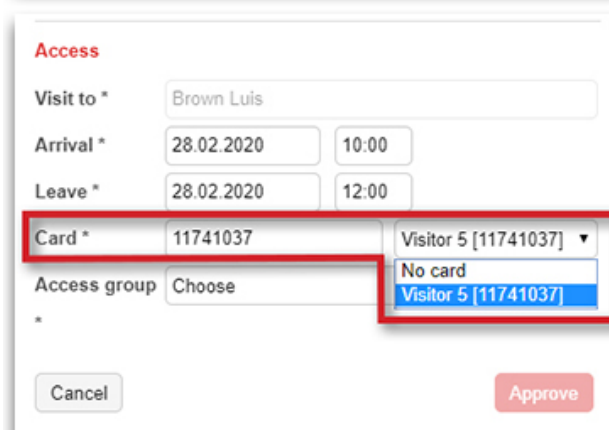
c) then, in the **Access** section:

- set the **Arrival** and **Leave** date and **time**, which limit when the visitor will be able to access your company premises,



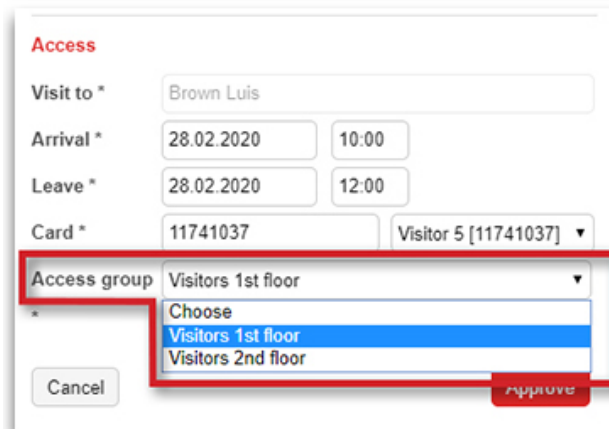
The screenshot shows the 'Access' form with the following fields: 'Visit to *' (Brown Luis), 'Arrival *' (28.02.2020, 10:00), 'Leave *' (28.02.2020, 12:00), 'Card *' (No card), 'Access group' (Choose), and buttons 'Cancel' and 'Approve'. The 'Arrival' and 'Leave' date and time fields are highlighted with a red box.

- select the **Card** to be assigned to the visitor,



The screenshot shows the 'Access' form with the 'Card *' dropdown menu open. The options are 'No card' and 'Visitor 5 [11741037]'. The 'Visitor 5 [11741037]' option is selected and highlighted with a blue background. The 'Arrival' and 'Leave' date and time fields are also visible.

- assign the **Access group**.



The screenshot shows the 'Access' form with the 'Access group' dropdown menu open. The options are 'Choose', 'Visitors 1st floor', and 'Visitors 2nd floor'. The 'Visitors 1st floor' option is selected and highlighted with a blue background. The 'Card *' field is also visible.

d) click **Approve**. This will check-in the guest into the system (a command will be sent to the controllers that will assign appropriate access rights to the assigned card).

6. When you are done checking-in guests close the pop-up window.

2.3.3 Editing a visitor

It is also possible to subsequently edit an active visitor within the Codeks FrontDesk system.

1. To **edit a visitor** select the desired visitor from the *List of currently issued cards*. **Double-click the selected visitor or right-click and select *Edit visitors data*** to enable the edit visitor window.

Card	Lastname and first name	FrontDesk card	Personal ID	Department	Visitor
233859501	Bajde Ludvik	Replacement 1		1NAD	
321987654	Novak Janez	Visitor 5			Podje
54697213	Adrović Tamara	Replacement 2		2NAD	
654789123	Schau Sophie	Visitor 4			Marke
987654321	Weinberg Simon	Visitor 3			Marke

2. A pop-up window will open, where you can edit and enter new visitor's data.

NOTE

You cannot subsequently change settings that define the visitor's access rights. In order to change the visitor's access rights, you must remove the visitor from the system and re-issue his visitor card.

3. Save the entered information by clicking **Approve**.

User

Name *

Sophie

Last name *

Schau

Address

City

Company

WEINBERG

Comment

Austria

Personal ID type

Passport

Personal ID

Access

Visit to *

Marketing and Sales

Arrival *

28.11.2017 07:43 (hh:mm)

Leave *

01.12.2017 23:59 (hh:mm)

Card *

654789123 654789123

Access group *

Visitors 1st FLOOR

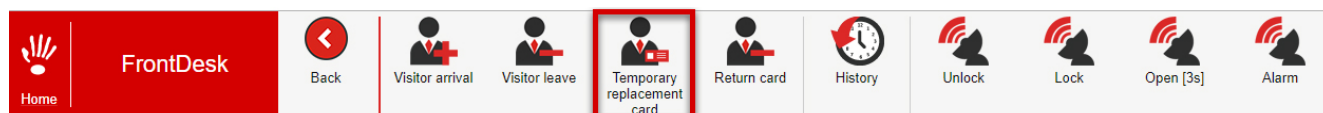
Cancel

Approve

2.3.4 Issuing a replacement card

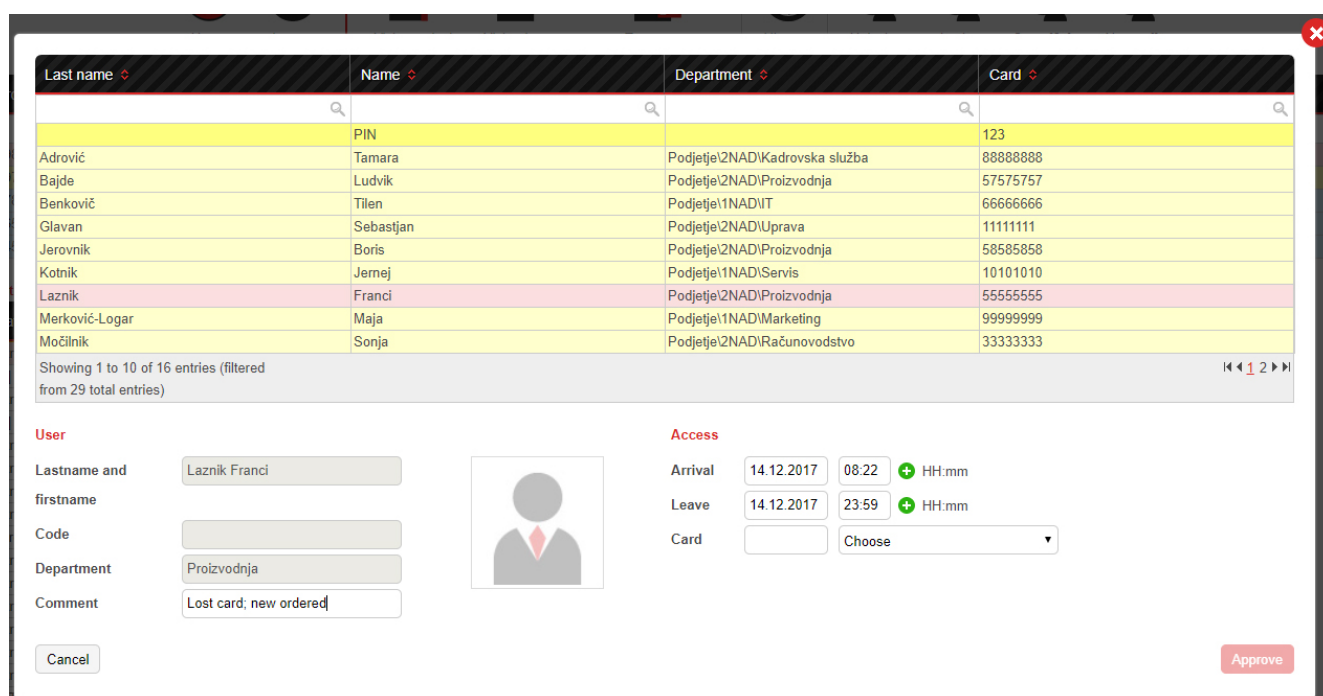
The cards that the receptionist will issue to visitors or users using Codeks FrontDesk must be entered in the Codeks system beforehand. **When the receptionist issues a replacement card, he will only change the rights of an existing card by assigning it a new group, and, thus, granting it access rights at certain passages. When assigning a group and issuing a card, the system automatically issues a command to update the rights of this card at appropriate controllers.**

1. To **issue a replacement card to a user** select the **Temporary replacement card** icon in the toolbar of the FrontDesk editor.



2. A pop-up window will open, where you can select the appropriate user.

Find and select the user whom you wish to issue a replacement card in the *List of users*.



The screenshot shows a pop-up window titled 'List of users'. It contains a table with columns: Last name, Name, Department, and Card. Below the table, there is a form for issuing a replacement card, including fields for User (Lastname and first name, Code, Department, Comment), Access (Arrival, Leave, Card), and buttons for Cancel and Approve.

Last name	Name	Department	Card
	PIN		123
Adrović	Tamara	Podjetje\2NAD\Kadrovska služba	88888888
Bajde	Ludvik	Podjetje\2NAD\Proizvodnja	57575757
Benković	Tilen	Podjetje\1NAD\IT	66666666
Glavan	Sebastijan	Podjetje\2NAD\Uprava	11111111
Jerovnik	Boris	Podjetje\2NAD\Proizvodnja	58585858
Kotnik	Jernej	Podjetje\1NAD\Servis	10101010
Laznik	Franci	Podjetje\2NAD\Proizvodnja	55555555
Merković-Logar	Maja	Podjetje\1NAD\Marketing	99999999
Močilnik	Sonja	Podjetje\2NAD\Računovodstvo	33333333

Showing 1 to 10 of 16 entries (filtered from 29 total entries)

User

Lastname and first name: Laznik Franci

Code:

Department: Proizvodnja

Comment: Lost card; new ordered

Access

Arrival: 14.12.2017 08:22 HH:mm

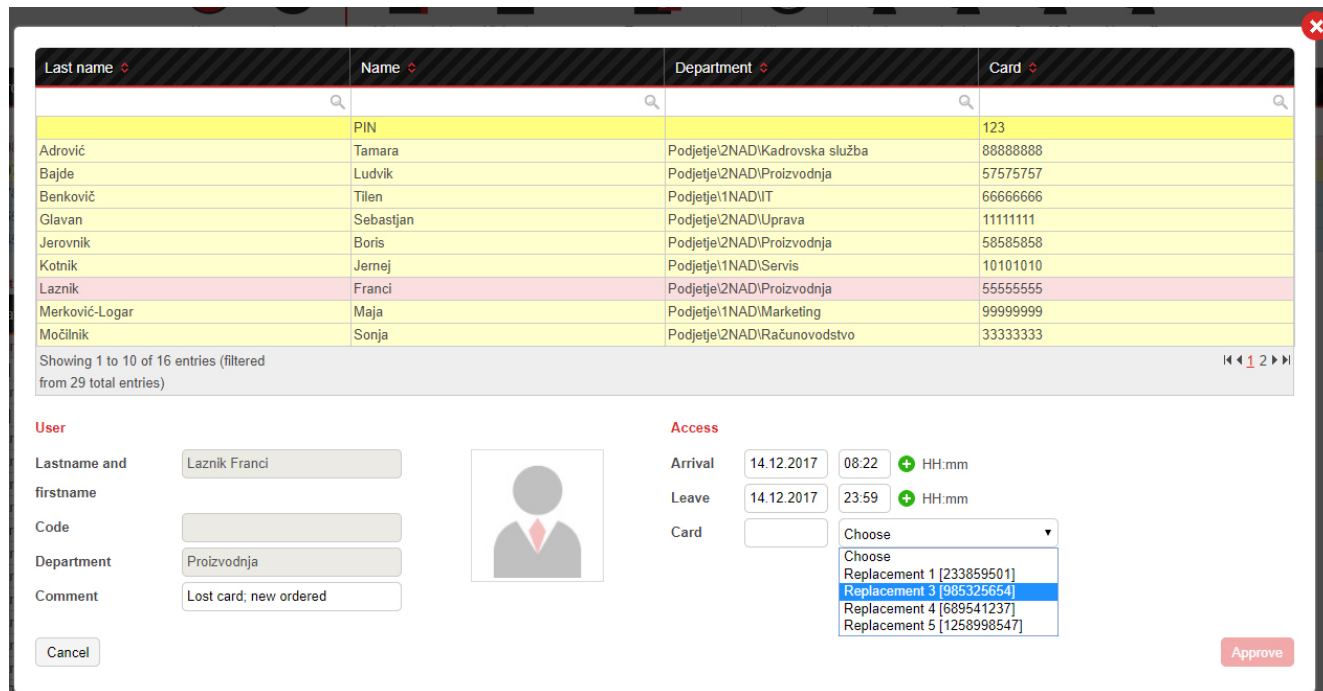
Leave: 14.12.2017 23:59 HH:mm

Card: Choose

Buttons: Cancel, Approve

3. On the right side of the window **define the date and time of arrival and departure** to define when the replacement card will be valid.

4. Next, select one of the prepared **Replacement cards**.



The screenshot shows the Jantar application interface. At the top, there is a table with columns: Last name, Name, Department, and Card. The table contains 16 entries, with the first 10 displayed. Below the table, it says "Showing 1 to 10 of 16 entries (filtered from 29 total entries)".

Below the table, there is a form for issuing a replacement card. The form is divided into two main sections: "User" and "Access".

User Section:

- Lastname and first name: Laznik Franci
- Code: (empty)
- Department: Proizvodnja
- Comment: Lost card; new ordered
- Cancel button

Access Section:

- Arrival: 14.12.2017 08:22 (HH:mm)
- Leave: 14.12.2017 23:59 (HH:mm)
- Card: (empty)
- Choose button (dropdown menu)
- Dropdown menu options:
 - Choose
 - Replacement 1 [233859501]
 - Replacement 3 [985325654] (highlighted)
 - Replacement 4 [689541237]
 - Replacement 5 [1258998547]
- Approve button

4. Confirm the issued replacement card for the selected user by clicking **Approve**.

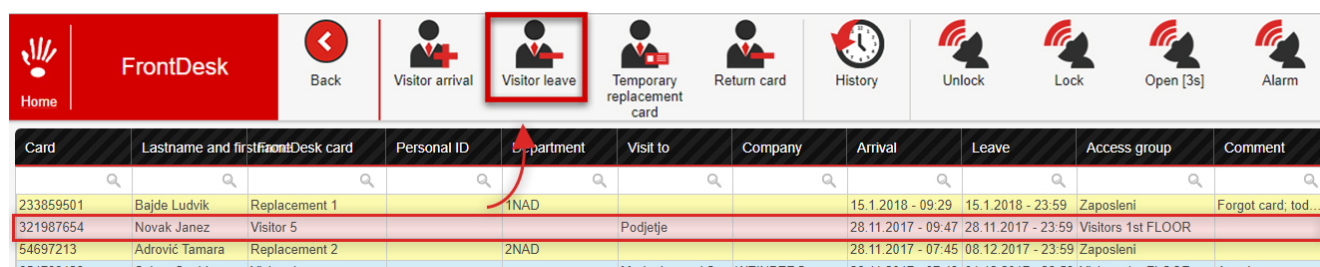
2.3.5 Visitor's departure / Removing a replacement card

When a visitor departs or when a replacement card is removed, the receptor removes the access rights of the issued cards. The system in the background automatically updates card rights on the appropriate controllers.

ATTENTION

In the event that the employee has lost his card, or if the card was stolen, it is **necessary to cancel the user's old card and assign him a new user card before canceling the replacement card**. A new user card is assigned to the employee by an administrator in the main Codeks application. The administrator enters a new number code in the *Card* section of the user's settings, thus simultaneously assigning a new user card to the employee and canceling the old user card.

1. In the *List of currently issued cards*, select the visitor who is departing, or the replacement card you wish to remove. Then, click the **Visitor leave** icon.



Card	Lastname and first name	FrontDesk card	Personal ID	Department	Visit to	Company	Arrival	Leave	Access group	Comment
233859501	Bajde Ludvik	Replacement 1		1NAD			15.1.2018 - 09:29	15.1.2018 - 23:59	Zaposleni	Forgot card; tod...
321987654	Novak Janez	Visitor 5			Podjetje		28.11.2017 - 09:47	28.11.2017 - 23:59	Visitors 1st FLOOR	
54697213	Adrovič Tamara	Replacement 2		2NAD			28.11.2017 - 07:45	08.12.2017 - 23:59	Zaposleni	
654789123	Schau Sebastian	Visitor 4			Marketing and S...	WEINBERG	28.11.2017 - 07:43	01.12.2017 - 23:59	Visitors 1st FLOOR	Austria

2. The browser will request confirmation of the visitor's departure. When you confirm the departure, the visitor or replacement card will be removed from the list.

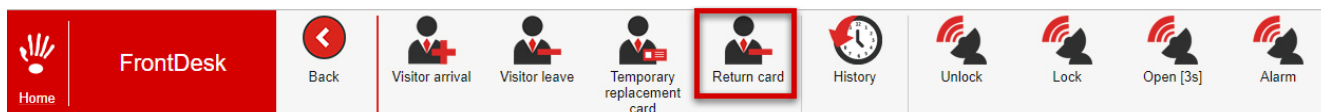
2.3.6 Return card

The **Return card** function enables **faster and easier removal of issued visitor's or replacement cards** from the FrontDesk system. The receptionist can read and remove a card from the system with the help of a desktop USB card reader.

NOTE

To use the *Remove card* function you will need a desktop USB card reader set to the appropriate reading mode. You can read more about the use and specific settings of the USB table reader in the documentation of the Table Reader Service program (Jantar TableReaderManual-en.pdf).

1. To remove visitor's cards using the USB card reader select the **Remove card** icon in the toolbar of the *FrontDesk* editor.



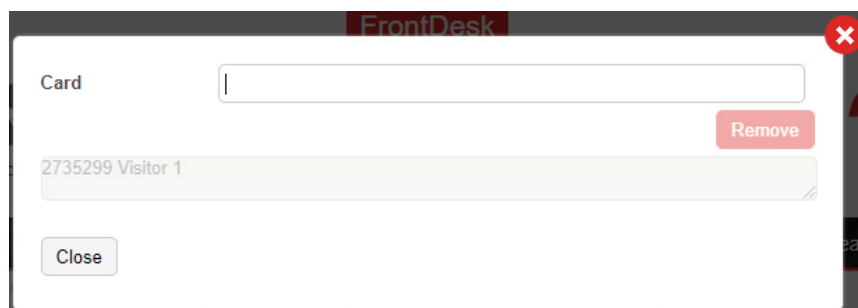
2. A pop-up window will open where you can read and remove cards.

Now, read the *visitor or replacement card* you wish to remove with the USB reader. The card's number will be displayed in the *Card* field of the pop-up window.



3. To remove the card click **Remove**.

4. The card will be immediately removed from the system.



You can continue this process to read and remove several cards successively.

5. When you are done removing cards, close the pop-up window.