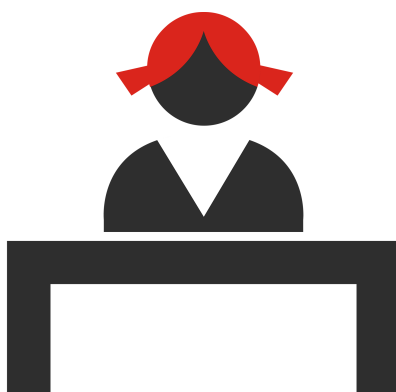


Codeks Front Desk Add-on

for Codeks software
version 10.2.8.13221 and newer



Codeks FrontDesk Add-on user manual

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2023 in Naklo

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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.

1.1 Licence Information

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Codeks FrontDesk software 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 FrontDesk 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 FrontDesk 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 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

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

This manual comes "as is" - no warranty of any kind, expressed or implied. Jantar d.o.o. does not give any assurances or guarantee in connection with information in this document.

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 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.**

The Codeks FrontDesk software package contains:

- **the Codeks FrontDesk license code**, which enables and activates components of the Codeks FrontDesk **within the main Codeks application.**



2.1 System requirements

Before installing the Codeks FrontDesk Add-on, make sure these system requirements are met:

- a personal computer with an installed Windows 10 operating system or newer,
- available free USB ports or ethernet (LAN) ports for hardware connections,
- display resolution at least 1366 x 768 px (recommended resolution 1440 x 900 px),
- installed Microsoft .NET Framework 4.6.2,
- a minimum of 4 GB of RAM and a dual-core processor (6 GB of RAM and quad-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 Internet 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.

- installed Codeks TA or Codeks AC software,

NOTE

You can find the installation instructions for the main Codeks software in the main Codeks application documentation (CodeksManual-en.pdf).

2.2 Activating License Code

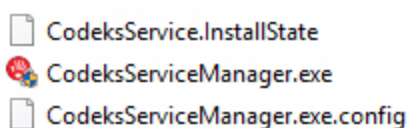
To enable the Codeks FrontDesk add-on you must enter a valid license code for the software in the Codeks Service Manager program. The validity of the Codeks FrontDesk license is equal to the validity of the license of the main Codeks.

You can enter the license code for the Codeks FrontDesk add-on using the Codeks Service Manager program. Open the Codeks Service Manager by clicking the **CodeksServiceManager.exe** file located on your desktop or the folder *C:\Program Files\Codeks* (or *C:\Program Files (x86)\Codeks*).

Codeks Service Manager icon:

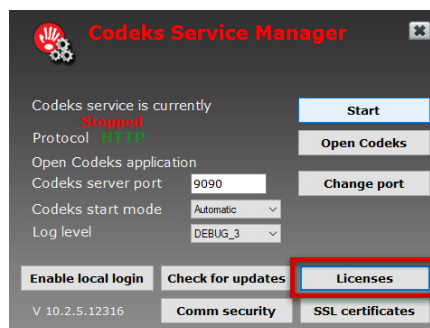


The following picture shows the **CodeksServiceManager.exe** file in the **C:\Program Files\Codeks** folder:

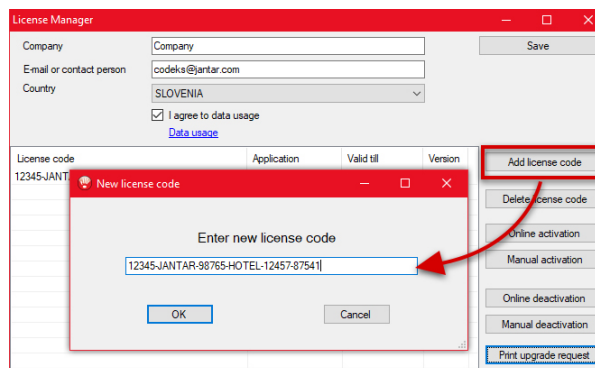


1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

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.



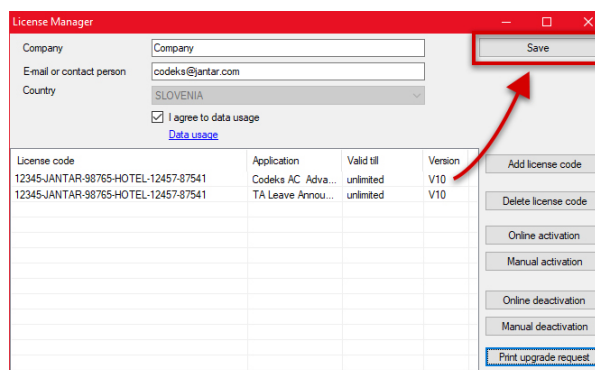
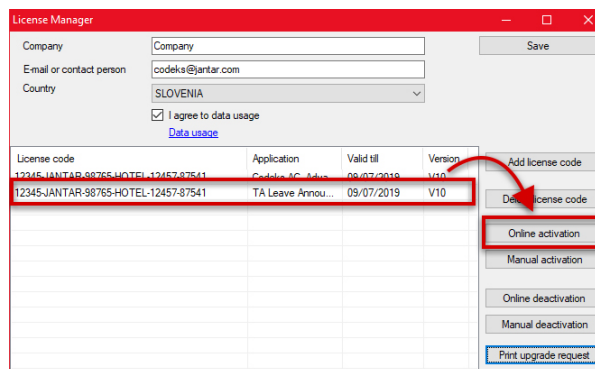
4. The *Codeks FrontDesk* license code will be displayed in the window.

Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** button.

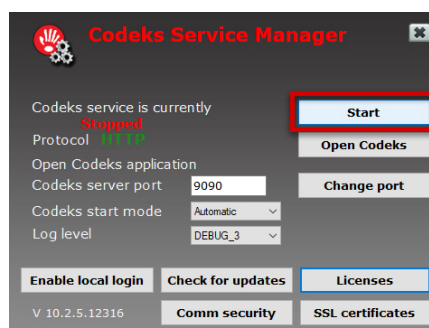
NOTE

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.

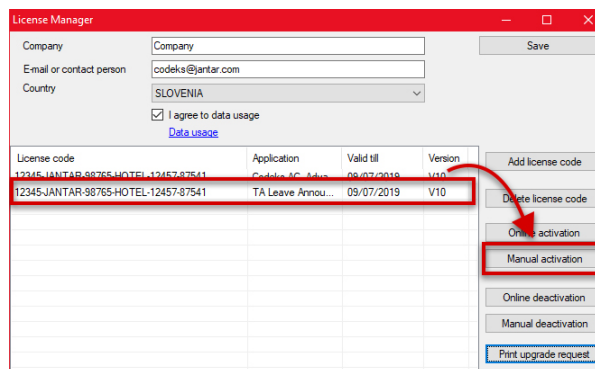


6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.



MANUAL LICENSE ACTIVATION

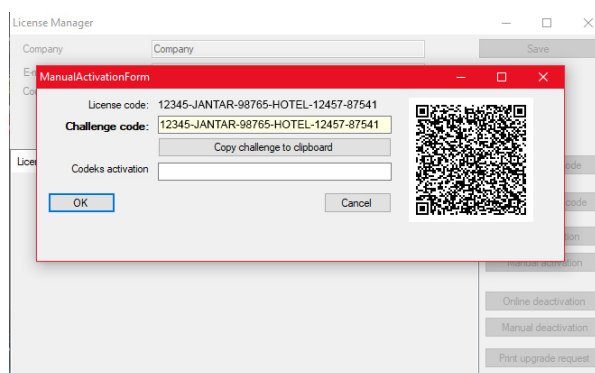
1. Select the license code you wish to activate and click on the **Manual activation** button.



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.

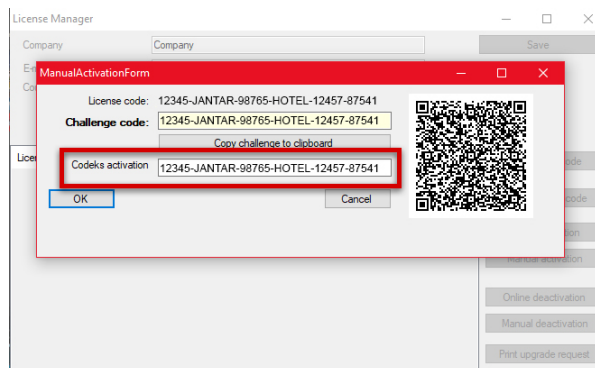
Codeks - Codeks activation form

12345-JANTAR-98765-HOTEL-12457-87541

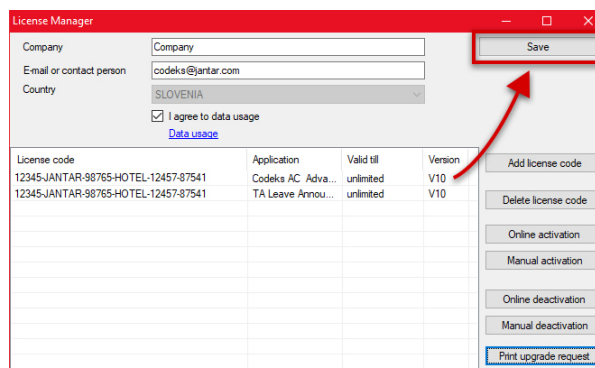
Permission to use your submitted information

The information of Codeks software license owners is stored in our Jantar database. The data will be stored throughout the production and lifetime of the Codeks software.

6. Enter the *Codeks activation code* into the ManualActivationForm and click **OK**.



7. If activation was successful the validity of the selected license will be changed to **unlimited**.



License code	Application	Valid till	Version
12345-JANTAR-98765-HOTEL-12457-87541	Codeks AC Adv...	unlimited	V10
12345-JANTAR-98765-HOTEL-12457-87541	TA Leave Annou...	unlimited	V10

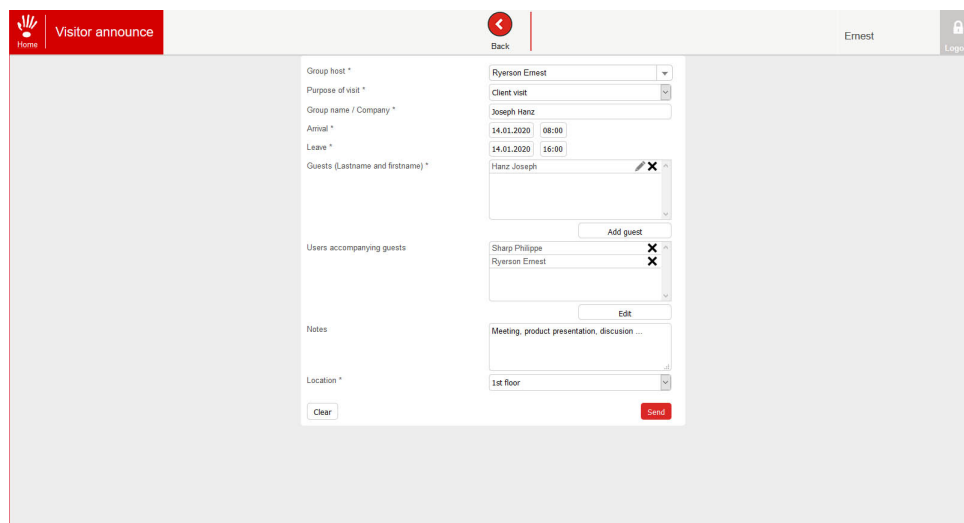
3 How it works

The FrontDesk add-on is designed to be used by **employees** who announce visits to guests, **heads of departments** who confirm the visitor announcements, and **receptionists** at the reception or company entry points. The add-on enables control and overview of guest announcements as well as tracking and monitoring the movements of guests throughout the company premises. The FrontDesk add-on also enables quick allocation of cards to visitors as well as issuing replacement cards to employees e.g. who have lost their original cards through the FrontDesk editor for receptionists.

ANNOUNCING AND CONFIRMING VISITS


When a company employee is expecting a visit, they can send a visit request announcement to his department manager by logging into Codeks using his username and password – through the new **Visitor announce** menu. The announcement of the visit contains information about the visit, which specifies the purpose and destination department, the person the guests are visiting, etc. The employee who announces a visit is usually the person responsible for accompanying guests during their visit, although, the FrontDesk add-on also allows employees to announce visits for a co-worker or to assign co-workers as additional visitors' hosts.

The department heads are notified of new guest announcements by email (if they have a valid email address entered in the Codeks).



Before the visitor can enter the company, the announcement of the employee must be confirmed by their department manager. Heads of departments can access the menu for processing the visitor announcements by logging into Codeks using their username and password. In the **Show visitor announces** viewer, the department manager can review, edit, and ultimately process the requests made by employees in his department.

Employees who are either the main or additional guest hosts are also notified by email when changes to the guest announcement status are made (if they have a valid email address entered in the Codeks).


Show visitor announces

Back
Sebastian
Logout

Group name	Group host	From	To	Status
Joseph Hanz	Ryerson Ernest	14.1.2020	14.1.2020	Pending
Eckert	Ryerson Ernest	15.1.2020	15.1.2020	Pending
Soms	Anders Tamara	14.1.2020	14.1.2020	Rejected
PTR Electronics	Anders Tamara	14.1.2020	14.1.2020	Pending
Luff	Anders Tamara	14.1.2020	14.1.2020	Pending
Hult & Company	Jameson Boris	14.1.2020	14.1.2020	Pending
Hammil	Cooper Sebastian	14.1.2020	14.1.2020	Approved

Group host *
Purpose of visit *
Group name / Company *
Arrival *
Leave *
Guests (Lastname and firstname) *
Users accompanying guests
Notes
Location *

Client visit

Joseph Hanz

14.1.2020 08:00

14.1.2020 16:00

Hanz Joseph


Sharp Philippe
Ryerson Ernest

Meeting, product presentation, discussion ...

1st floor

Cancel
Save
Update
Edit

Only after the heads of departments confirm a visit announcement is the announced visit shown to the receptionists at the entry points of the companies. The receptionists can issue each individual guest identification means (cards, tags, pin codes, etc.) that allows them entry to specific parts of the company premises – according to the information given in the visit. The individually assigned identification means can later be used to track the movement of an individual visitor.


FrontDesk

Back
Visitor arrival
Visitor leave
Temporary replacement card
Guest card
History
Admin
Logout

Card
Continue with FrontDesk card
Personal ID
Department
Visit to
Company
Arrival
Leave
Access group
Comment

Period filter
From 14.01.2020 To 15.01.2020

Group name	Group host	From	To
Joseph Hanz	Ryerson Ernest	14.1.2020	14.1.2020
Eckert	Ryerson Ernest	15.1.2020	15.1.2020
PTR Electronics	Anders Tamara	14.1.2020	14.1.2020
Luff	Anders Tamara	14.1.2020	14.1.2020
Hult & Company	Jameson Boris	14.1.2020	14.1.2020
Hammil	Cooper Sebastian	14.1.2020	14.1.2020

Group host *
Purpose of visit *
Group name / Company *
Arrival *
Leave *
Guests (Lastname and firstname) *
Users accompanying guests
Notes
Location *

Ryerson Ernest

Client visit

Joseph Hanz

14.1.2020 08:00

14.1.2020 16:00

Hanz Joseph

Sharp Philippe
Ryerson Ernest

Meeting, product presentation, discussion ...

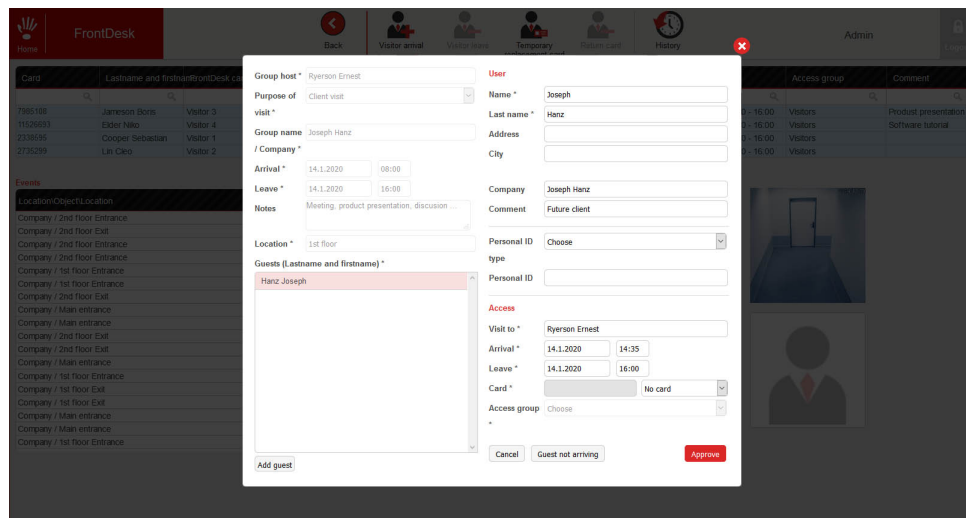
1st floor

Edit

Unannounced arrival

RECEPTOR'S WORK AT THE FRONT DESK

At the reception, the receptionist first selects whether the guest is announced or if they have come unannounced.

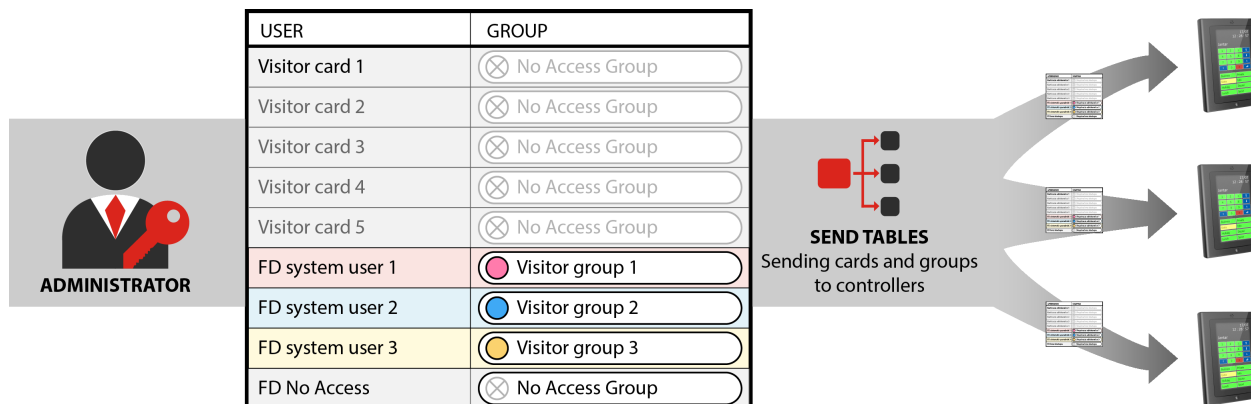


Then the receptionist can assign a card to each individual visitor, and the guest's access rights are sent to the system controllers immediately. The receptionist can assign a card to a visitor without requiring administrator rights to user data or the right to send tables to controllers.

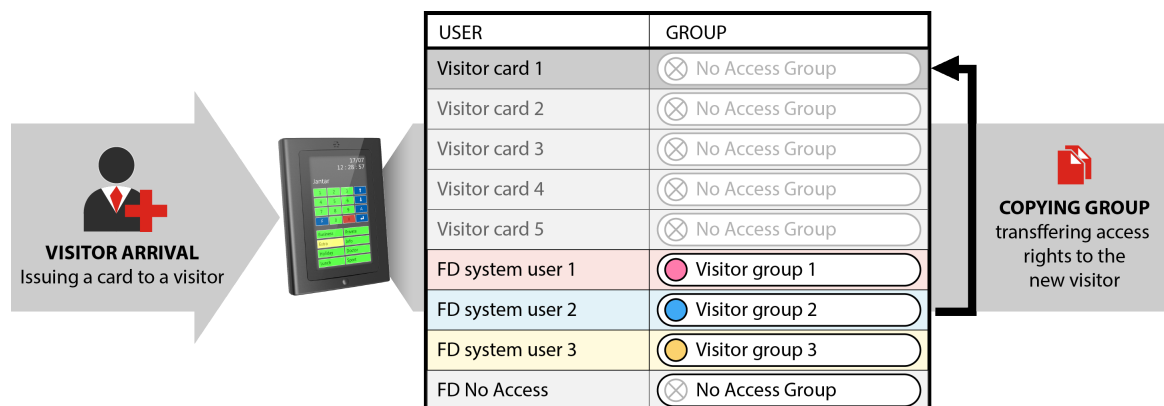
Similarly, when a visitor is removed, a command is issued that removes the access rights of the guest.

BACKGROUND OPERATION OF THE ADD-ON

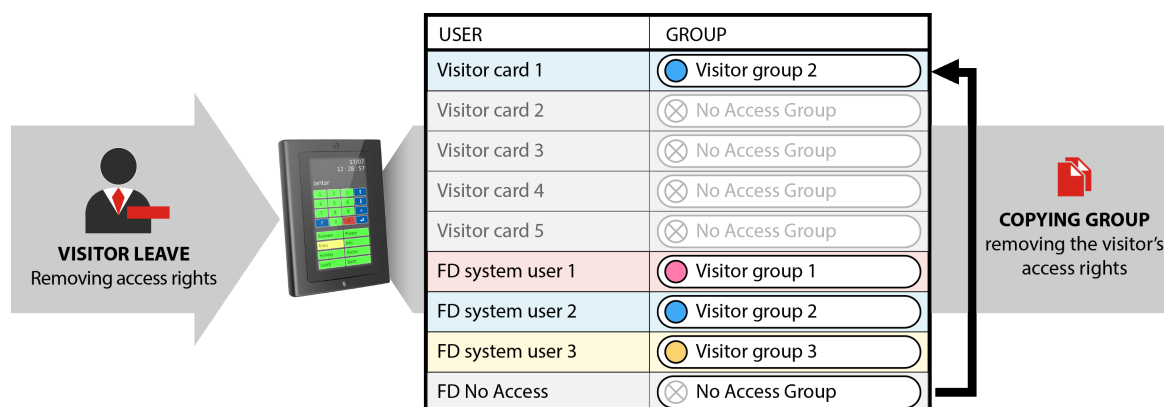
All the visitor and replacement cards, as well as all visitors groups, used in the Codeks Frontdesk Add-on, must be defined in the main Codeks application before it is used by receptionists at the front desk. The necessary settings in the main Codeks application are made by a Codeks administrator, who also sends new tables to the controllers in the system. With this, all the visitor cards and possible access rights are already waiting to be used on the system's controllers. By default, all prepared visitor cards and replacement cards are assigned a group without access rights.



When a receptionist assigns a card to a visitor, the system issues a command to copy the access rights from the selected visitors group to the newly issued visitor card. This is executed on each controller, therefore, sending tables is not necessary.



Similarly, when a visitor is removed, a command is issued that removes the access rights from the card by reassigning the *No access group* to the visitor's card.



Advantages of this kind of operation:

- fast and easy issuing of cards at the front desk,
- faster system performance, because there is no need to send tables when assigning cards,
- the prepared cards for visitors cannot be misused because they do not have any access rights in their default state,
- it is possible to limit the rights that can be assigned to visitors (security-sensitive spaces can be protected because the prepared groups for visitors do not have access to them).

4 Settings for the FrontDesk application

The Codeks FrontDesk is an Add-on for the Codeks application and requires the appropriate setting to be set within the main application in order to operate correctly. The settings must be set by the Codeks system administrator. To enable the functionality of the Codeks FrontDesk the following setting must be prepared:

1. **Set the locations** where visitors can pass. In the [Hardware](#) ^[18] editor, it is necessary to enable the *Location for FrontDesk* for the parent locations of *Passage* type locations where visitors will be able to pass. (These parent locations can be *Room*, *Floor*, *Building*, or *Organization* type locations that are hierarchically superior to the *Passage* type locations.)
2. **Edit the users' settings** in the [Users](#) ^[20] editor. The Codeks FrontDesk add-on allows users to announce agreed-upon visits and enables the heads of departments to confirm said announced visits beforehand. Therefore, users must have an assigned username and password that allows them to log in to the Codeks application. Users can also be granted different rights to confirm their own visit announcements, to receive notice of announced visits, or to participate in accompanying the guest.
3. **Edit the FrontDesk settings** in the [Preferences](#) ^[40] editor.
4. Ready-to-be-used **FrontDesk visitors and replacement cards** (in the [Users editor](#) ^[24]) which will be later assigned to visitors.
When the receptionist adds a new visitor a command is issued to all controllers which change the access right group on the card issued to the visitor from the default *No access group* to the selected FrontDesk visitors group. This is done by copying the access rights from the *FD system user* (who is assigned the selected *visitor group*) to the newly issued visitor's card.
5. **Timetables for visitors** which define when the users will be able to pass at specific passages within the company (in the [Timetables editor](#) ^[26]).
6. **FrontDesk visitors groups** through which the visitors are assigned access rights at specific passages (in the [Groups Editor](#) ^[29]).
When you add a new *FrontDesk visitors group* an **FD system user** who is assigned the visitors group is automatically created. When **sending tables** all the *FD system users (with assigned FD visitors groups)* will be sent to controllers. The prepared visitor access rights are thus ready to be assigned to a new visitor.
7. **FrontDesk administrators** with appropriate administrator rights for the front desk receptionists (in the [Settings -> Preferences editor](#) ^[31]).
8. Additionally, you can also set **Functions groups** which the receptionists can manually trigger with the FrontDesk Add-on (defined in the [Functions Groups](#) ^[34] editor).

The necessary settings for enabling the Codeks FrontDesk functionality in the main Codeks application are described in more detail in the following chapters. The chapters follow the most optimal order of editing.

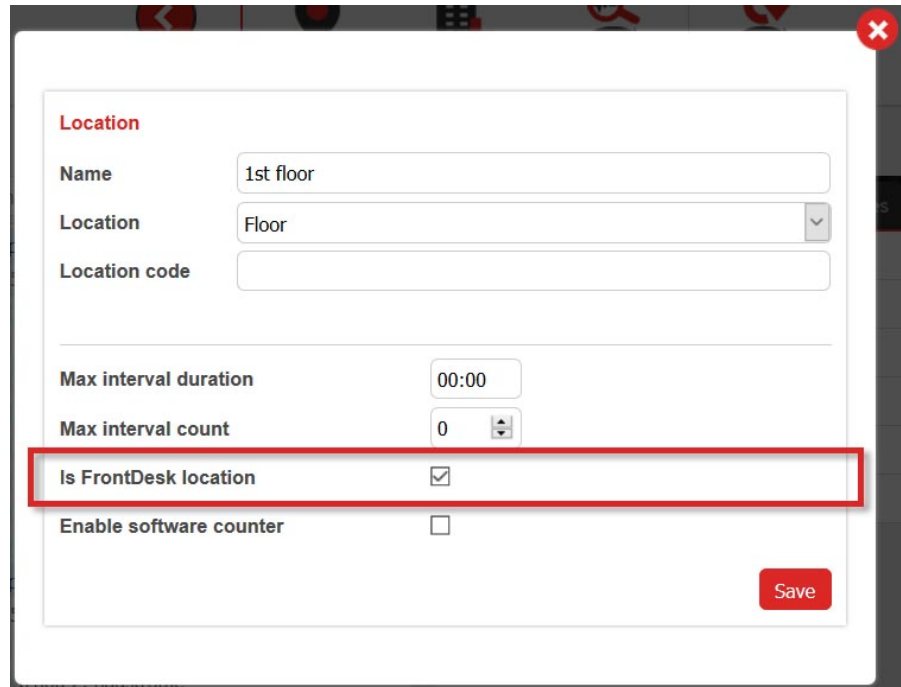
4.1 Settings for FrontDesk locations

All locations that visitors will be able to access must be marked as **being a FrontDesk location**. With this setting it is possible to limit visitors' access to specific places. It is also possible to restrict viewing rights to announced visits for receptionists at reception desks placed in different departments or locations. This way, only the visits announced for their department or location will be shown to a specific receptionist.

1. To define an existing location as a location where visitors are also allowed to enter, first **select the desired location** (an *Organization, Building, Floor* or *Room* type location) from the list of locations and **double-click it**. A pop-up window will open for editing the selected location

2. Next, find and enable the **Is FrontDesk location** setting in the lower part of the pop-up window.

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



Location

Name: 1st floor

Location: Floor

Location code:

Max interval duration: 00:00

Max interval count: 0

Is FrontDesk location ☒

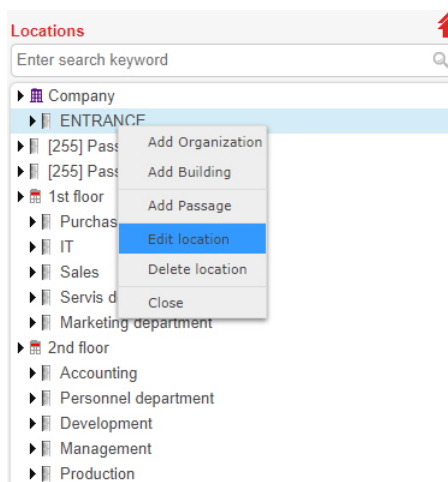
Enable software counter ☐

Save

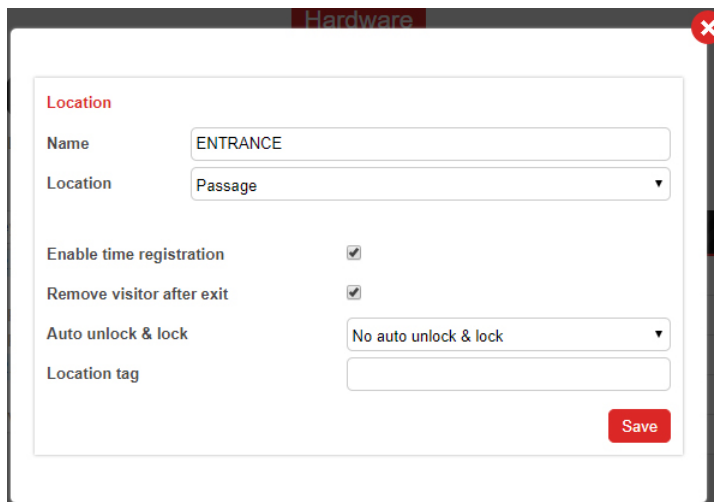
4.1.1 Additional settings for locations

When using the FrontDesk Add-on an additional setting is available for the *passage* type locations. The **Remove visitor after exit** setting defines that the visitors will be automatically removed from the system when departing the premises at specific passages. The visitors are stripped of access rights when they register at the controller on location.

1. To set a location where the visitors will be automatically removed from the system, first, select the desired location (passage) in the *List of locations*, right-click it, and select **Edit location**.



2. In the pop-up edit window enable the **Remove visitor after exit** setting and click **Save**.



* In the event that an error occurs on the controller (i.e., the controller reports an error event) when a visitor is exiting the premises, the visitor can remain active even if they have already physically left the company. To avoid such situations, you can activate the *Use strict mode for Remove visitor after exit* feature, which is found in the [FrontDesk preferences](#)^[23] and which allows the removal of a visitor regardless of a failed event on the exit controller.

4.2 Settings for users

The *Codeks FrontDesk* add-on enables users to announce agreed-upon visits and send a request to be confirmed by their department manager.

NOTE

Regular employees and heads of the departments differ only in the user settings they are assigned. The defining setting which usually separates heads of departments from regular users is the [Process visitor announces](#) ^[22] **setting** which allows the selected user to confirm or deny the visitor announcements made by employees of a particular department.

The user's setting for a regular employee or a head of department must be **set for each user individually**. To open the user's settings pop-up window in the *Users editor*, first, find and **double-click the desired user on the List of all users**:

A) Settings in the *Basic settings* tab

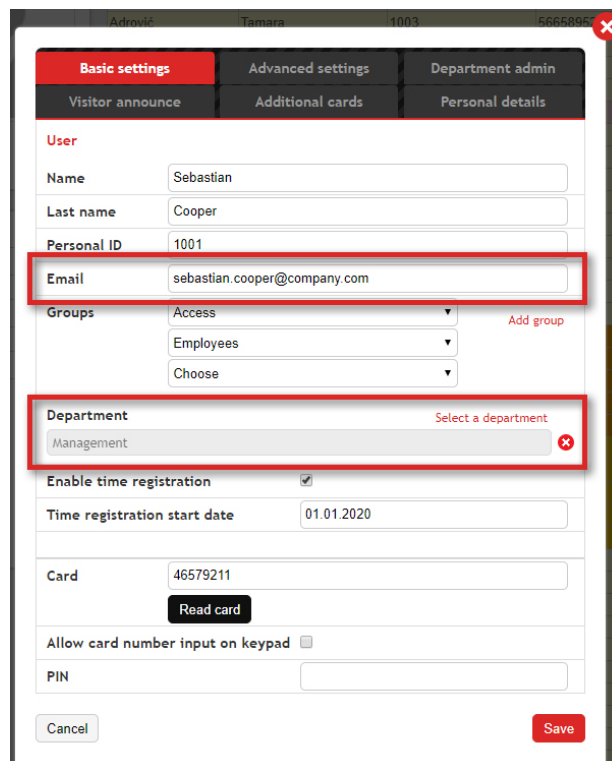
The rights of the heads of departments and all regular employees are defined based on the company's departmental hierarchy. This is why it is important for each head of department and all regular employees to be **assigned to the proper department** within the company.

Also, the Codeks system can only notify the heads of departments and users about visitor announcements by e-mail, if they have a **valid e-mail address entered** in their user's settings.

1. In the *Basic settings* tab:

- enter the **Email address** for the user and
- select the **proper department** for the user.

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

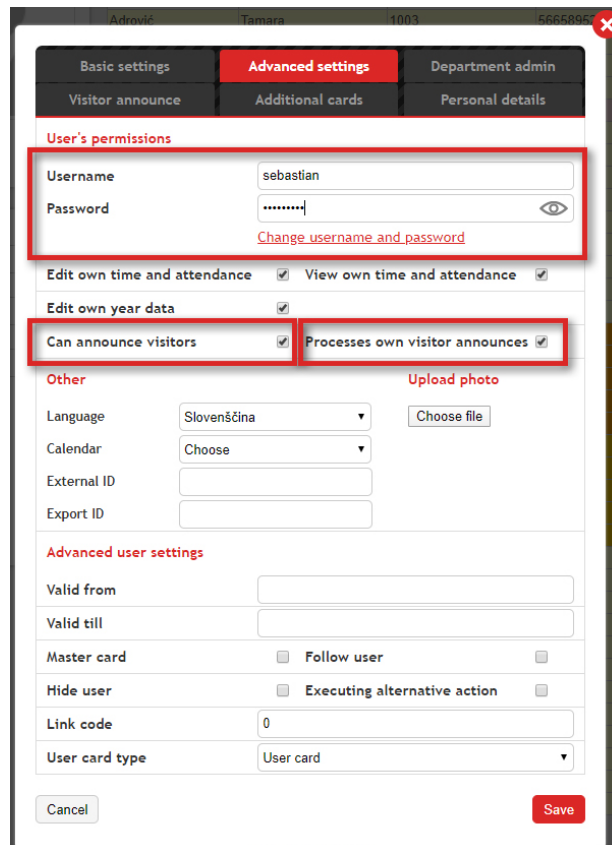


B) Settings in the *Advanced settings* tab

In order for users to be able to log in to the Codeks application, they must be **assigned user credentials (username and password)** for logging in to the Codeks application. The username and password can be set in the *Advanced settings*.

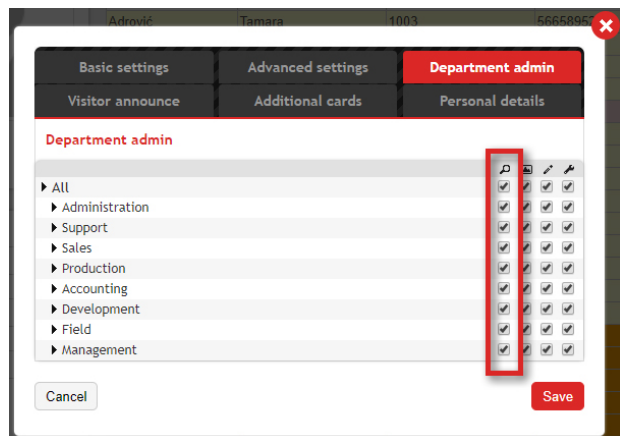
In addition to the user login access settings, the **basic rights to announce visits** and **confirm their own visitor announcements** can also be set in this tab.

1. In the *Advanced settings* tab, enter a **username** and **password** for the current user which will allow him user access to the Codeks application.
2. In order to allow the user to announce visitors, enable the ***Can announce visits*** setting.
3. * In order to allow the user to confirm their own visitor announcements enable the ***Processes own visitor announcements*** setting.
4. When you are finished click **Save**.



C) Settings in the *Department admin* tab

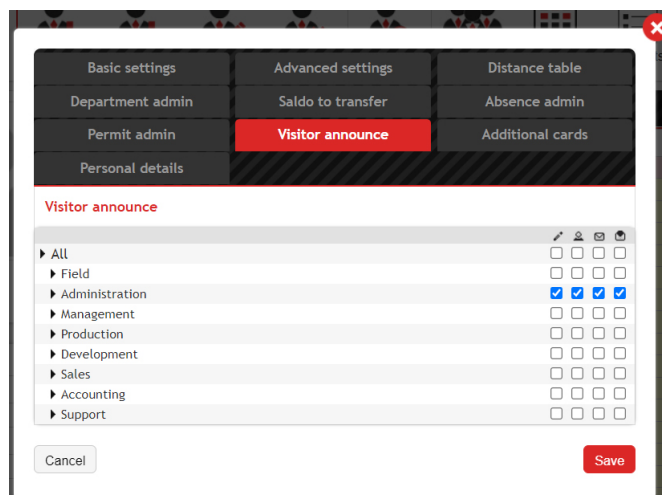
If the user will be able to announce a visit for a co-worker (as if the main host of the visit is one of his coworkers) you must enable the **View time and attendance** right in the *Department admin* tab for all the departments of the co-workers for which he will be allowed to announce visits.







D) Settings in the *Visitor announce* tab

In the **Visitor announce** tab, the rights of the heads of departments for processing visitor announcements are defined.

1. In the *Absence admin* tab, you grant or limit the rights of users to be notified about visitor announcements, process visitor announcements, and also to be assigned as an additional host of the visit. The rights are defined at the department level, so to assign a right, add a checkmark in the appropriate box:

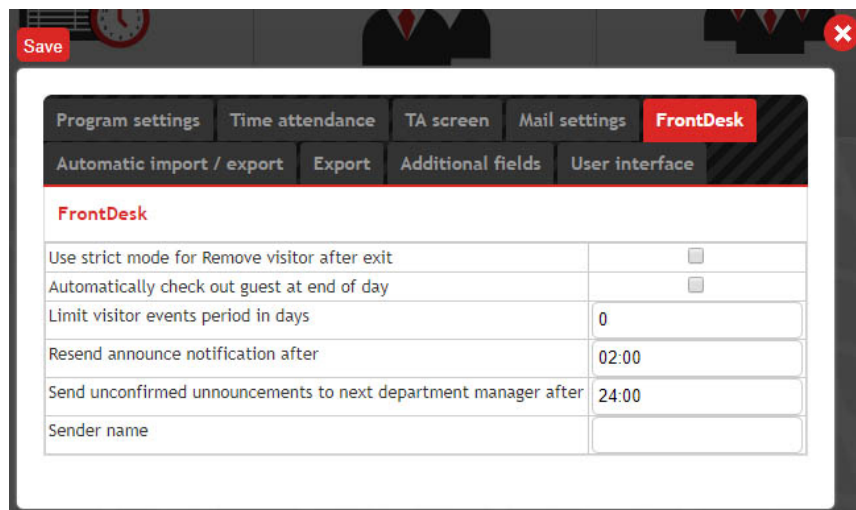


Setting	Description
 * Process visitor announces	If this setting is enabled the user can process (confirm or deny) the visitor announcement for all announces made by users from the selected department. * You would usually enable this settings for heads of departments.
 User accompanying guests	If this setting is enabled for any department the user can be picked by a co-workers fro that department to act as an additional host of the visit.
 Request announcement notification	If this setting is enabled, the user will be notified by email of new guest announcements announced by users in the selected department.
 Process announcement notification	If this setting is enabled, the user will be notified by email about changes in the status of guest announcements announced by users in the selected department.

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

4.3 FrontDesk preferences

Some advanced functions of the FrontDesk add-on can be set in the *FrontDesk* tab of the *Preferences* menu.



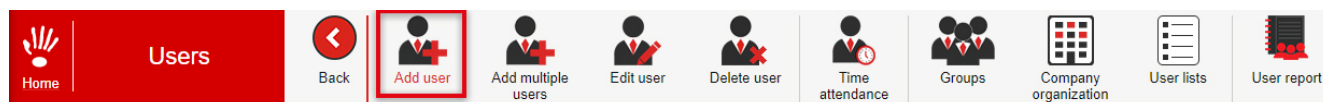
FrontDesk	
Use strict mode for Remove visitor after exit	<input type="checkbox"/>
Automatically check out guest at end of day	<input type="checkbox"/>
Limit visitor events period in days	0
Resend announce notification after	02:00
Send unconfirmed announcements to next department manager after	24:00
Sender name	

FrontDesk	
Use strict mode for Remove visitor after exit	If the setting is enabled the application will only remove the Front Desk visitor from the system if his exit event was registered correctly. The visitor will not be removed if the exit event was registered as an error. (The setting only affects locations, which have the <i>Remove visitor after exit</i> setting enabled in the Hardware editor.)
Automatically check out guest at end of day	If this setting is enabled the system will automatically check out all still active visitors (i.e. revoke their access rights) at the end of the day.
Limit visitor events period in days	The setting limits the age of events that can still be displayed in the list of events in the Codeks FrontDesk Add-on. In the settings field, enter the age of the events (in days) that can be displayed in the list of events and in visitor reports. The default value of the setting is 0, which means that events are not limited.
Resend announce notification after	This setting defines how many hours after the first notification, about a guest notification in need of processing, a second notification is sent to the same head of the department.
Send unconfirmed announcements to next department manager after	This setting defines after how many hours of inactivity of the first department manager a new notification will be sent to the next head of department in the chain of command (i.e. according to the <i>Company organization</i> hierarchy).
Sender name	The name of the sender as it will be displayed when sending guest announcement notifications (e.g. FrontDesk GUEST ANNOUNCEMENT).

4.4 Adding visitor and replacement cards

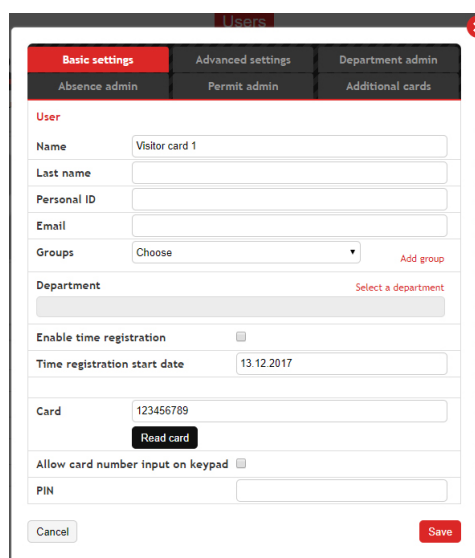
Cards that the receptionist will issue to visitors or users with the *Codeks FrontDesk Add-on* must be entered in the Codeks system beforehand. **Visitor cards** and **replacement cards** are added as a special type of user in the *User* editor.

1. To add a **visitor card** or a **replacement card**, first, select the **Add user** icon in the toolbar of the *Users* editor.



2. A pop-up window will open where you can *enter the necessary data and set the appropriate setting for a new user*.

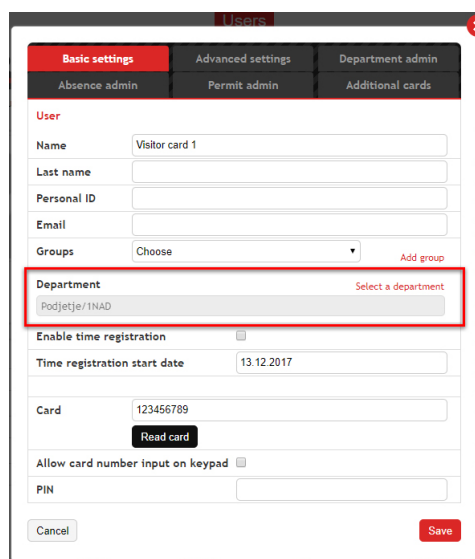
Enter a name for the **card** and **enter a number code** in the *Card* section of the window. You can read more about different ways of entering the card's number in the documentation of the main Codeks application ([CodeksManual-en.pdf](#)).



3.* **Additionally, you can set a department for the card.** This setting allows you to limit which cards can be assigned to a specific location or which cards can be assigned by a particular receptionist. Receptionist, who are defined as administrators in the Codeks system, may have limited rights to issue visitors or replacement cards depending on locations and departments.

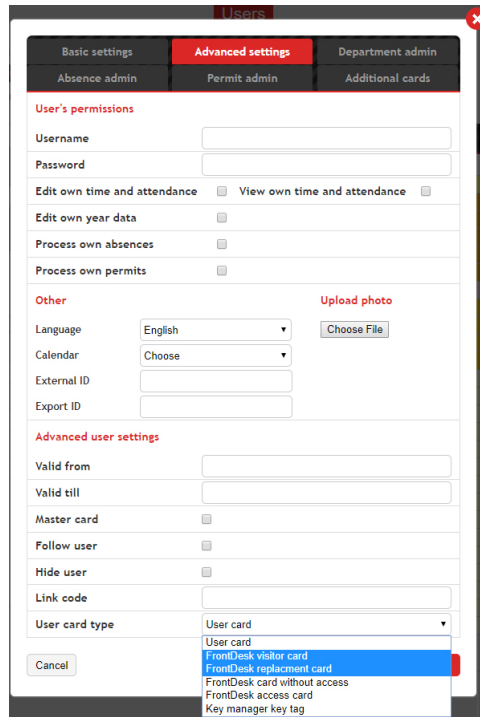
ATTENTION

If the company's receptionists have limited rights to assign visitor's cards depending on the department, it is also necessary to assign departments to the prepared cards in order for the Codeks FrontDesk Add-on to work correctly.



4. Next, in the **Advanced settings** tab, set the *User card type* to **FrontDesk visitors card** or **FrontDesk replacement card**.

5. Click **Save**.



The screenshot shows the 'Users' management interface with the 'Advanced settings' tab selected. The form is divided into several sections:

- User's permissions:** Includes fields for Username and Password, and checkboxes for 'Edit own time and attendance', 'View own time and attendance', 'Edit own year data', 'Process own absences', and 'Process own permits'.
- Other:** Includes a dropdown for Language (set to English), a dropdown for Calendar (set to Choose), and fields for External ID and Export ID. There is also an 'Upload photo' button with a 'Choose File' link.
- Advanced user settings:** Includes fields for 'Valid from' and 'Valid till', and checkboxes for 'Master card', 'Follow user', and 'Hide user'.
- User card type:** A dropdown menu is open, showing options: 'User card', 'FrontDesk visitor card', 'FrontDesk replacement card', 'FrontDesk card without access', 'FrontDesk access card', and 'Key manager key tag'. The 'FrontDesk replacement card' option is highlighted in blue.

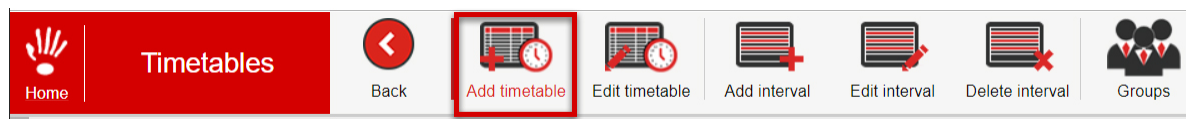
A 'Cancel' button is located at the bottom left of the form.

4.5 Timetables for visitors

Visitor timetables in the Codeks program defines the time when visitors will be able to pass at specific locations. To define *visitor* the timetables type **Only access timetables** is usually used.

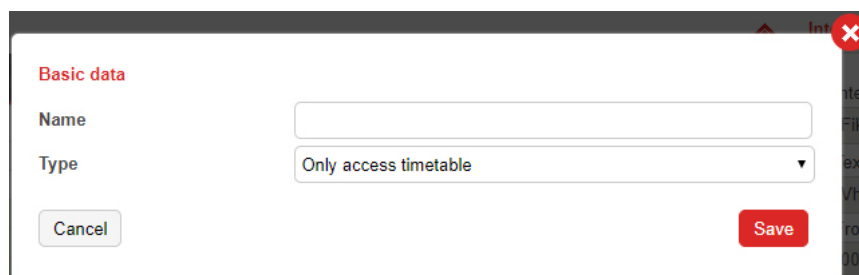
4.5.1 Adding a timetable

1. To add a new timetable click the **Add timetable** icon in the *Timetables* editor.



2. In the new pop-up window enter the name of the new timetable.

It is advised that a suitably descriptive and distinguishing name be assigned to the new timetable.



3. Select the **Only access timetable** type.

4. Save the newly added timetable by clicking the **Save** button. The new timetable will be added to the *List of timetables*.

You can read more about timetables and time intervals in the user manual of the main Codeks application (CodeksManual-en.pdf).

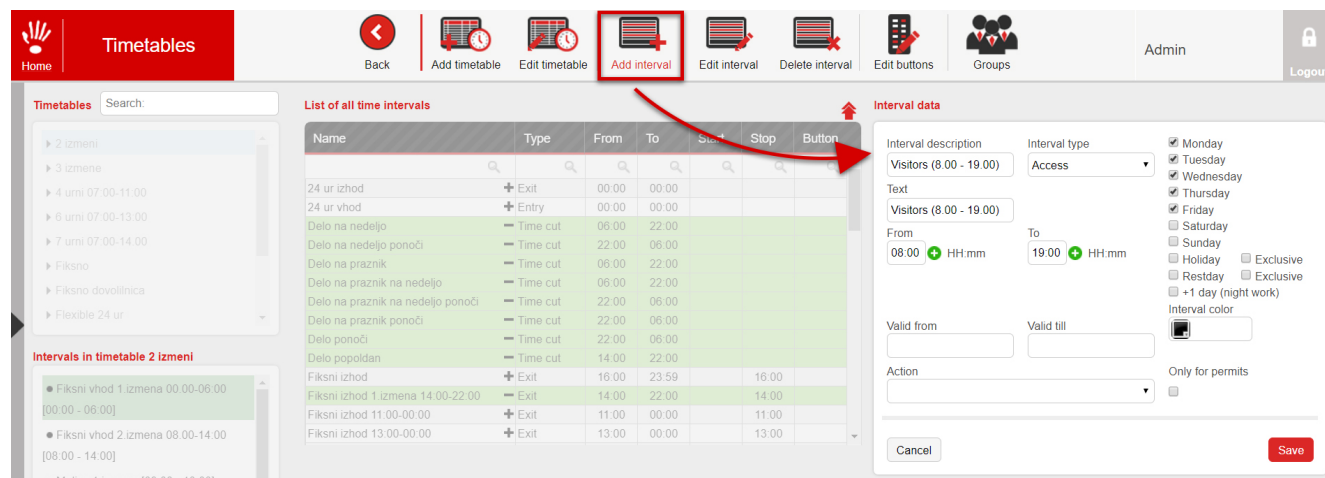
In the next step, you must add time intervals to the newly added timetable.

4.5.2 Adding new time intervals

1. To add a new interval, click the **Add interval** icon in the upper menu of the *Timetables* editor.

This will enable the interval editor window on the left side of the editor.

2. **Select the Access interval type** and enter the necessary data in the interval editor window.




3. Save the entered data by clicking the **Save** button.







The newly added time interval will be added to the *List of all intervals*, however, the interval is not yet assigned to any timetable.

4. To add a time interval to a selected timetable, first, mark the timetable you wish to assign the time interval to in the *List of timetables*. The selected timetable will color *blue*.

5. Then locate the interval you wish to assign in the *List of all intervals* and click on the + (plus) icon next to the interval's name. When the time interval is successfully added to the timetable it will color *green*.


Home

Timetables

 Back
  Add timetable
  Edit timetable
  Add interval
  Edit interval
  Delete interval

Timetables
Search:

- ▶ 7 hour 07:00-14:00
- ▶ Always
- ▶ Fiksno dovolilnica
- ▶ Fixed
- ▶ Flexible 24 hours
- ▶ Flexible 24 hours no work obligation
- ▶ Monday - Saturday
- ▶ Visitors

Intervals in timetable Visitors

- Visitors (8.00 - 19.00) [08:00 - 19:00]

Remove interval from timetable

List of all time intervals

Name	Type	From	To	Start	Stop	Button
Always	+ Access	00:00	23:59			
Monday - Friday	+ Access	06:00	18:00			
Saturday	+ Access	07:00	13:00			
Visitors (8.00 - 19.00)	+ Access	08:00	19:00			

ATTENTION!

The same time intervals can be simultaneously assigned to several timetables. By making changes to a selected time interval you are affecting all the timetables the time interval is assigned to.

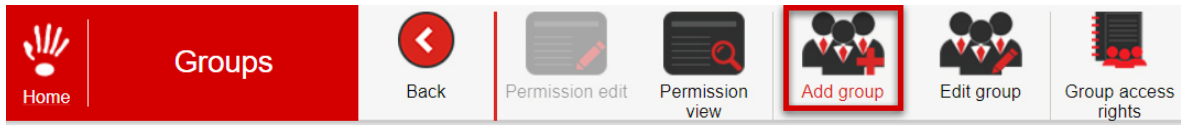
You can read more about specific time intervals in the user manual of the main Codeks application (CodeksManual-en.pdf).

4.6 Access groups for visitors

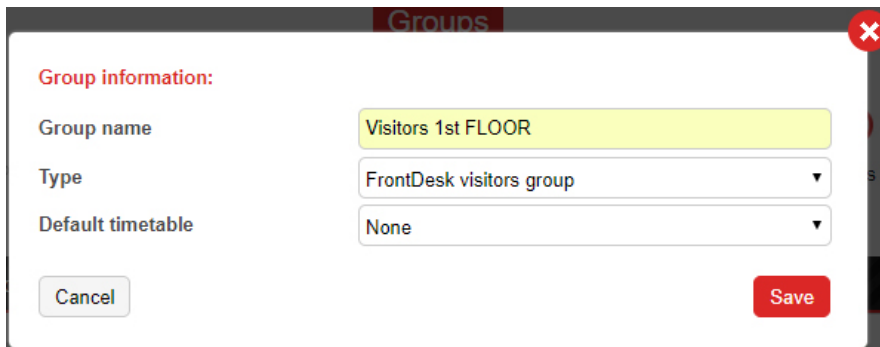
Visitors are assigned access rights at specific locations through specially defined *Visitors groups*. **FrontDesk visitors groups** are used to define access groups for visitors.

4.6.1 Adding a group

1. To add a new visitor group select the **Add group** icon in the upper menu of the *Groups* editor.



2. In the new pop-up window, enter the name of the new group.



3. Select the **FrontDesk visitors group** type and select the default *timetable for visitors*.

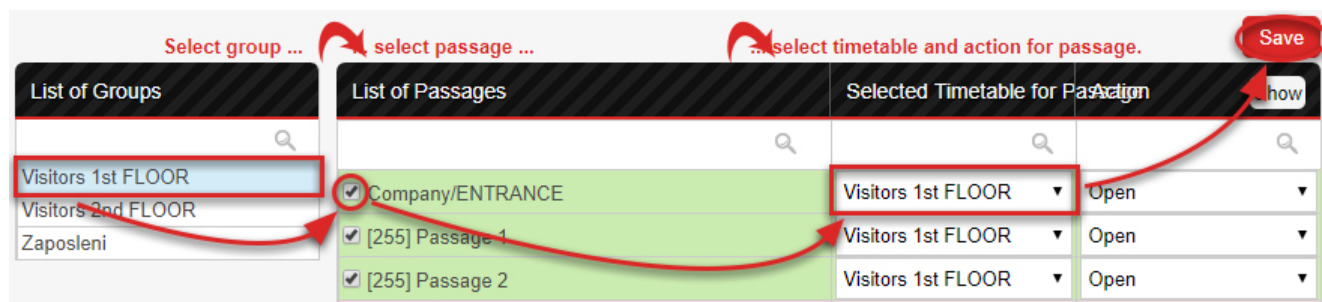
4. Click **Save**.

The new group will be displayed in the *List of groups*, and, simultaneously, a *FrontDesk system user* for the group will be automatically created and displayed in the *Users* editor. When **sending tables** the *FD system user (with the assigned FD visitors group)* will be sent to controllers. When the receptionist adds a new visitor a command is issued to all controllers which changes the access right group on the card issued to the visitor from the default *No access group* to the selected FrontDesk visitors group.

4.6.2 Adding access rights

To enable a visitors group to be able pass at specific passages, enable the appropriate passages in the *Groups* editor and assign a timetable that defines when the visitors will be able to use the passages.

1. To add access rights to a specific visitors group mark the selected **FrontDesk visitors group** in the *List of groups* in the *Groups* editor. The selected group will color *blue*
2. Enable access to a specific passage for the group by **adding a checkmark** next to the name of the passage in the *List of passages*.



The screenshot shows the Jantar FrontDesk interface with the following components:

- Select group ...**: A dropdown menu with the following options:

List of Groups
Visitors 1st FLOOR
Visitors 2nd FLOOR
Zaposleni
- select passage ...**: A dropdown menu with the following options:

List of Passages
<input checked="" type="checkbox"/> Company/ENTRANCE
<input checked="" type="checkbox"/> [255] Passage 1
<input checked="" type="checkbox"/> [255] Passage 2
- ...select timetable and action for passage.**: A dropdown menu with the following options:

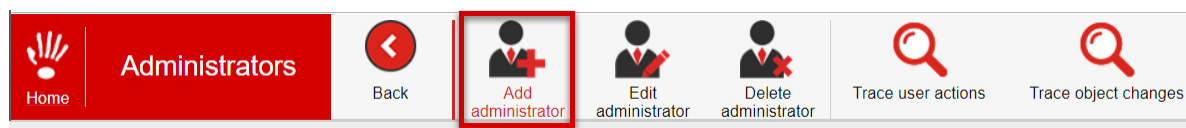
Selected Timetable for Passage	Action
Visitors 1st FLOOR	Open
Visitors 1st FLOOR	Open
Visitors 1st FLOOR	Open
- Save**: A red button to save the changes.

3. Next, select a *timetable*, which defines when the visitors will be able to pass at the selected passages.
4. When you are done editing, save the changes by clicking **Save**.

4.7 Adding FrontDesk administrators

In the *Administrators* editor, you can add and edit Codeks system administrators and manage the rights of administrators. For a receptionist, it is necessary to **create a FrontDesk administrator** who has the right to use the Codeks FrontDesk Add-on.

1. To add a new administrator click the **Add administrator** icon in the toolbar.



2. The window for editing the administrator rights will be enabled.

Enter the name of the new FrontDesk administrator and assign a unique username and password.

General information

First name

FrontDesk

Last name

Email

Username

FrontDesk

Password

.....

👁

Super admin

☐

Language

English

▼

Locations

Departments

Hardware

Menu

Functions Groups

Controller functions

▾ All (None)

▢ Entrance (None)

▢ Side entrance (None)

Actions

All

None

Create

Delete

Read

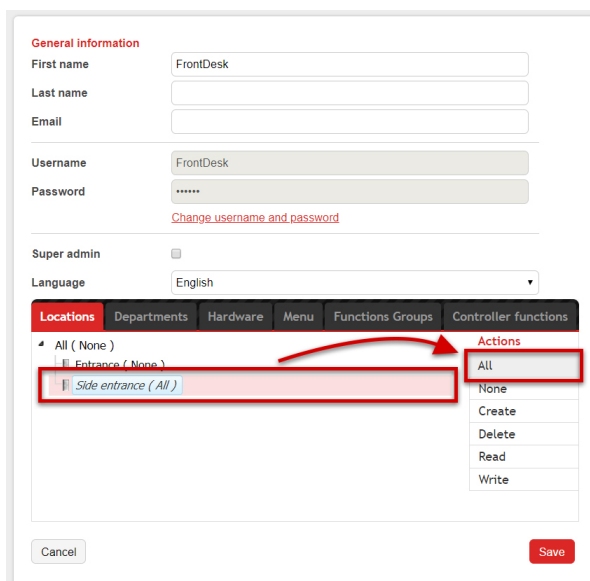
Write

Cancel

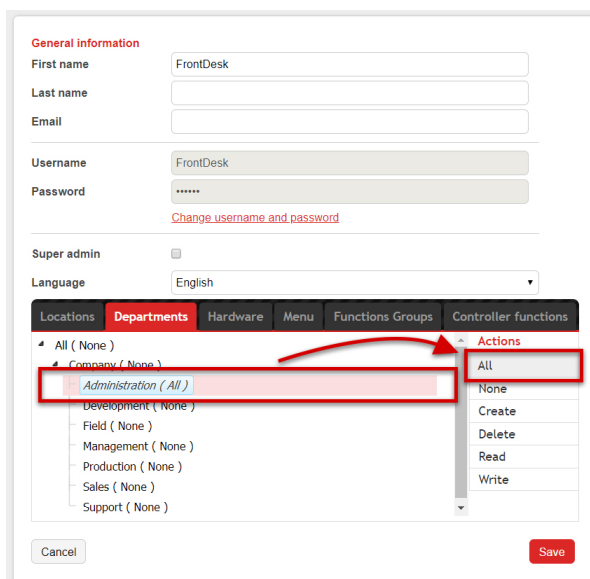
Save

3. In the lower part of the window, you can assign specific rights to the administrator according to the location, departments, hardware, and menus. For a FrontDesk administrator:

- in the **Locations tab**, assign all action rights for all locations, for which the receptionist will be able to assign access rights. Adding rights to locations also enables the receptionist to see events that visitors and users register on enabled locations in the Table of events in the FrontDesk editor.



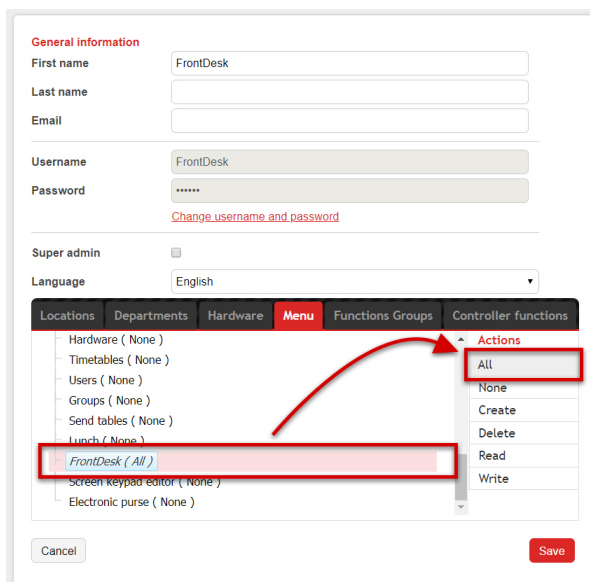
- in the **Departments tab**, assign all action rights to the receptionist for all departments, for which the receptionist will be able to assign access rights. This setting allows you to limit which cards can be assigned at a specific location or which cards can be assigned by a particular receptionist. Receptionists can have different rights to assign visitors cards and replacement cards depending on the location or department. By assigning rights to specific departments, you also allow the administrator to see the employees in these departments, who can be issued replacement cards.



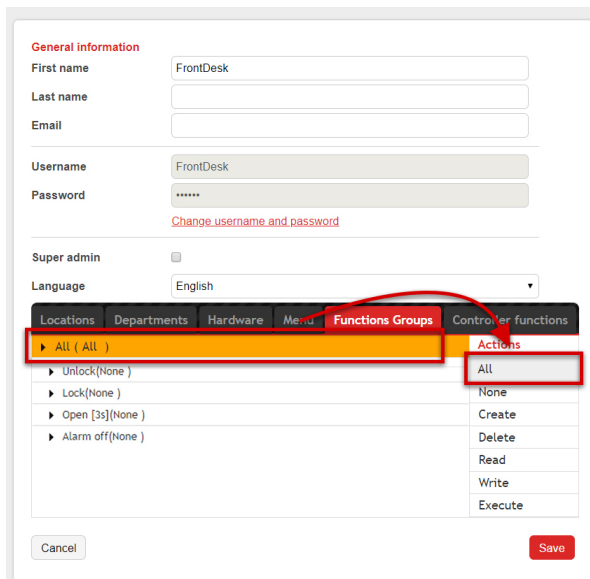
ATTENTION

If the company's receptionists have limited rights to assign visitor's cards depending on the department, it is also necessary to assign departments to the prepared cards in order for the Codeks FrontDesk Add-on to work correctly. Otherwise, a receptionist with limited administrator rights will not be able to assign cards to visitors and users.

- in the **Menu tab**, assign all action rights for the **FrontDesk Add-on**. This will allow the receptionist to log in to FrontDesk as a FrontDesk administrator.



- in the **Functions Groups tab**, assign all action rights to enable the receptionist to use the function group buttons.



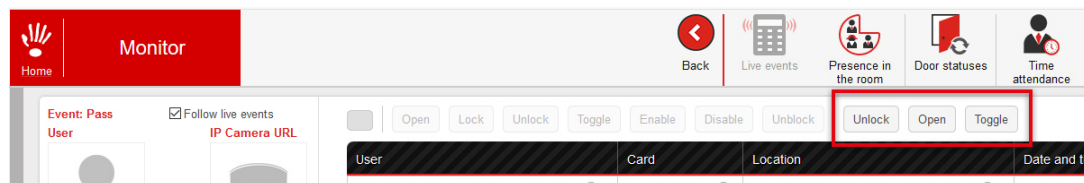
4. Click **Save** when you are done editing to save the new administrator.

The new administrator will be added to the *List of administrators* on the left.

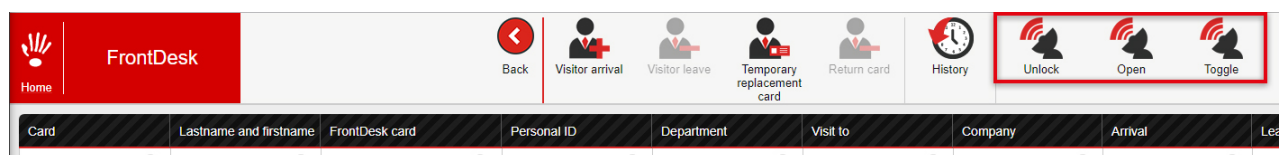
4.8 * Settings for functions groups

Function groups are preset **actions** which can be manually triggered by an administrator or receptionist. They can be accessed through additional buttons displayed in the *Monitor* and the *FrontDesk* editor.

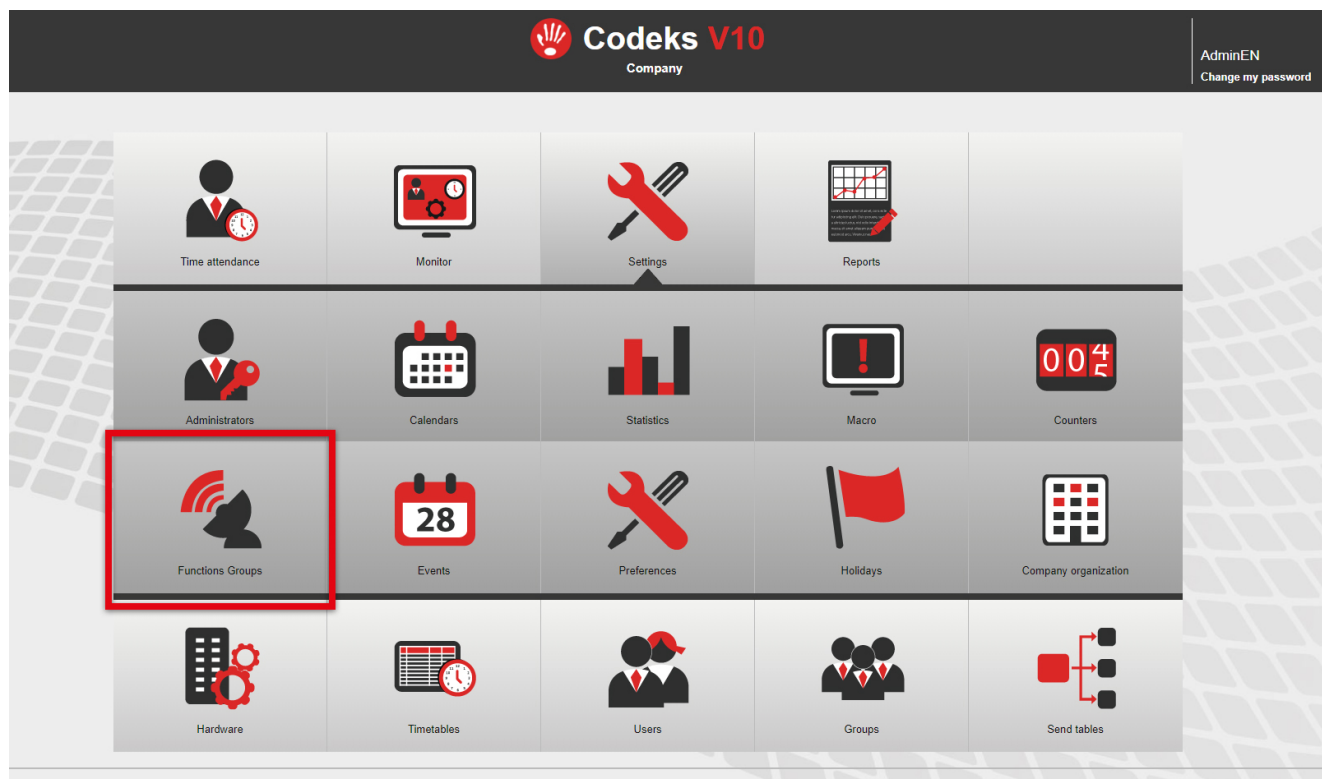
Function groups buttons in the Monitor



Function groups buttons in the FrontDesk editor

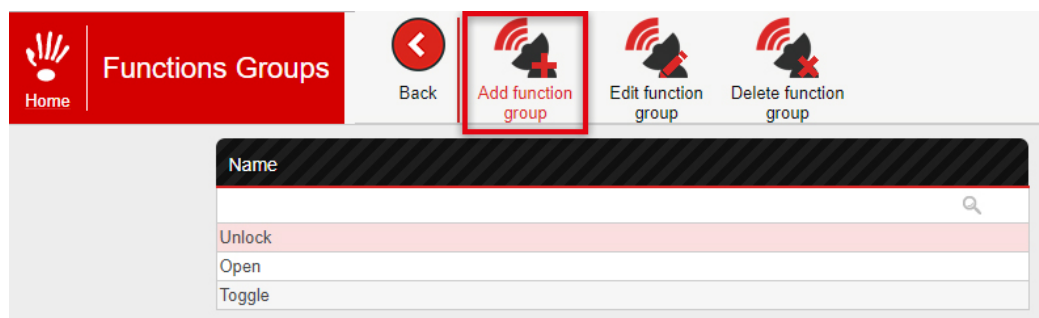


Function groups can be created in the *Functions groups* editor which can be accessed through the *Settings* submenu.

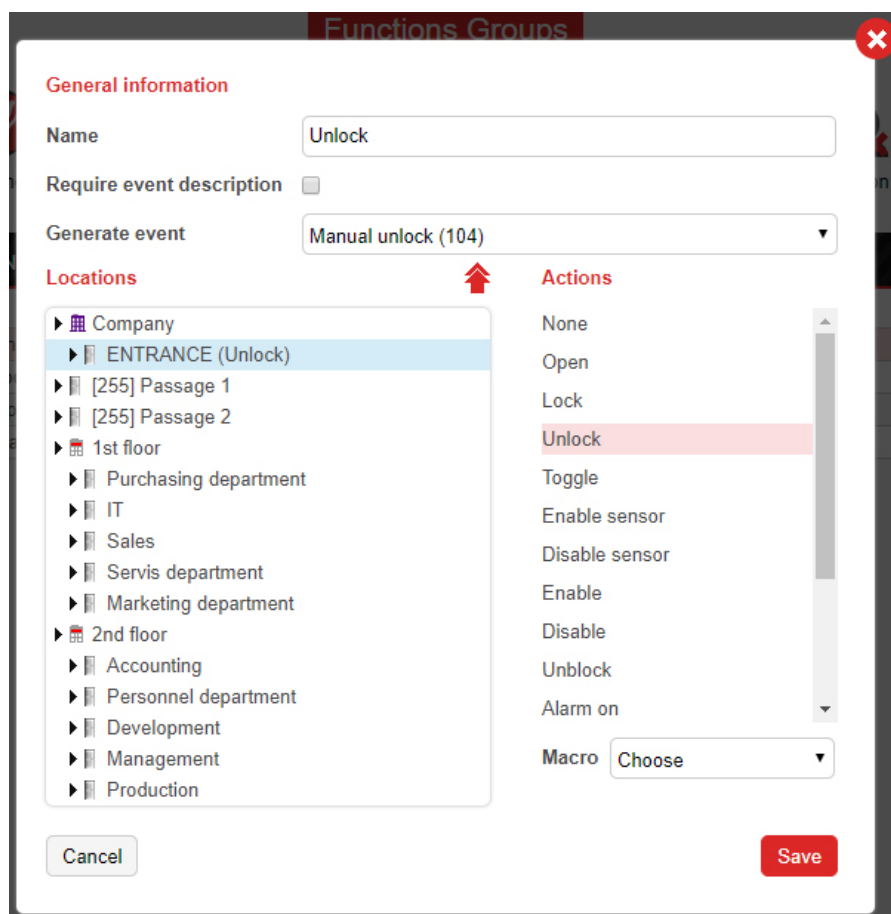


4.8.1 Add function group

1. To add a new function group select the **Add function group** icon in the *Functions Groups* editor.



2. A new pop-up window will open where you can set the desired settings for the new function group.



Name	The name of the function group, which will also serve as the name of the button for manually triggering the function group in the <i>Monitor</i> and <i>FrontDesk</i> editor. The name should be as short as possible, yet still sufficiently descriptive.
Require event description	If the field is enabled, the administrator or receptionist, who triggers the function group must enter a comment, before the triggered actions can be executed.
Generate event	The event that will be recorded and displayed in the <i>table of events</i> (in the <i>Monitor</i> and <i>FrontDesk</i> editor) when the function group is triggered.
Locations	List of locations. ATTENTION! the actions can only be executed at passages with connected controllers.

Name	The name of the function group, which will also serve as the name of the button for manually triggering the function group in the <i>Monitor</i> and <i>FrontDesk</i> editor. The name should be as short as possible, yet still sufficiently descriptive.
Actions	List of actions which can be performed at passages with connected controllers.
Macro	List of macros which can be performed a passages instead of a single action.

3. The set name of the function group will be displayed on the function group button in the *Monitor* or *FrontDesk* editor.

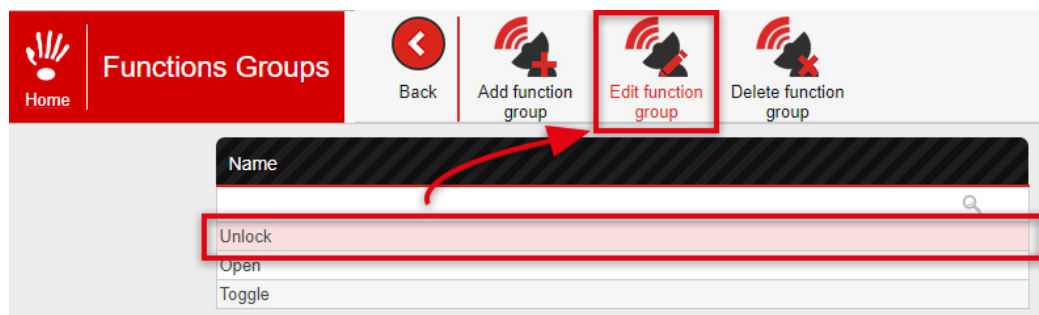
4. Select the locations where the new function group will be triggered, and select the action to be performed from the list of actions on the right.

5. Also, select what kind of event will be recorded when the function group will be triggered.

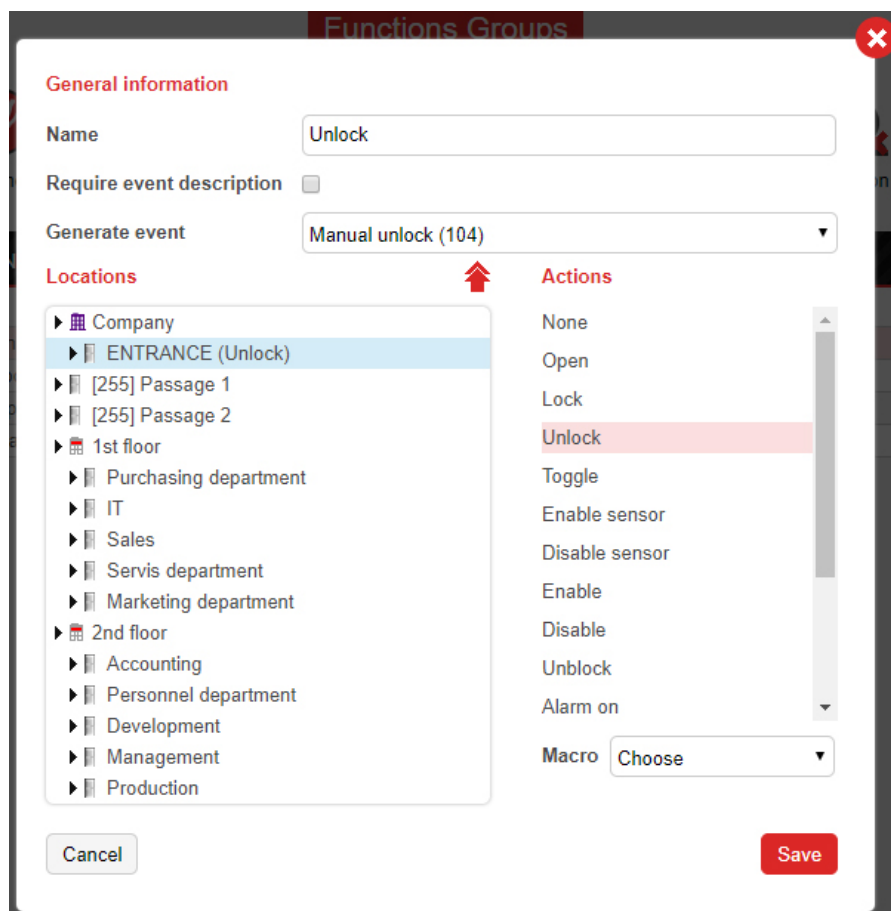
6. When you are done editing, save the changes by clicking **Save.**

4.8.2 Edit function group

1. To edit a function group mark the selected function group and click on the **Edit function group** icon in the *Functions groups* editor or **double-click the selected function group**.



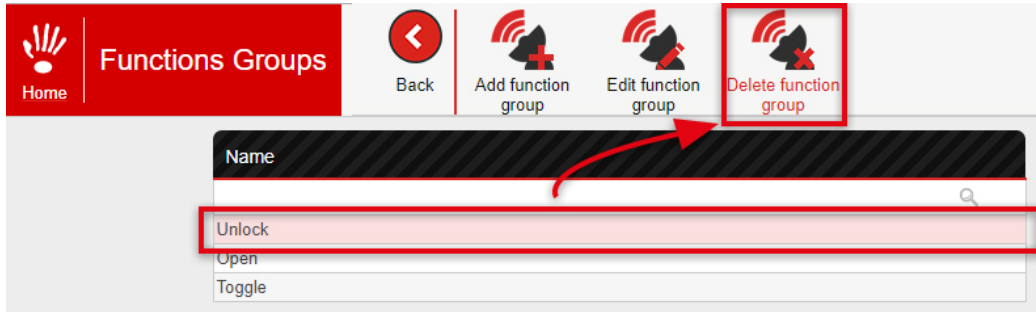
2. A new pop-up window will open where you can edit the settings of the function group.



3. When you are done editing, save the changes by clicking **Save**.

4.8.3 Delete function group

1. To delete a function group mark the selected function group and select the **Delete function group** icon in the *Functions Groups* editor.



2. The browser will **request confirmation of the deletion of the function group**. After you confirm the deletion of the function group, the function group will be removed from the list.

4.9 Send tables

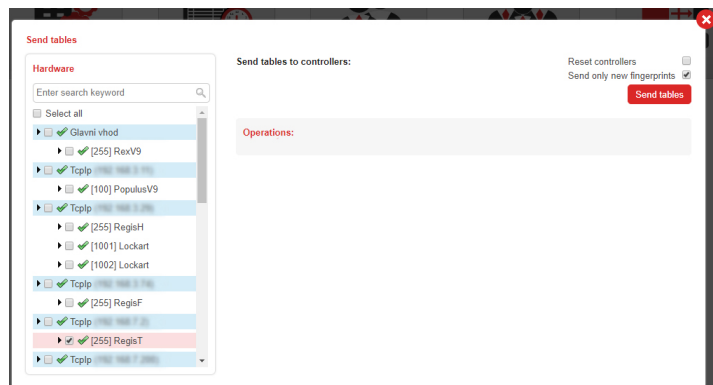
Za implementacijo vnesenih urnikov, skupin, uporabnikov in administratorjev za Front Desk je potrebno s funkcijo **Pošlji tabele** ustreznim kontrolerjem posredovati shranjene podatke.

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



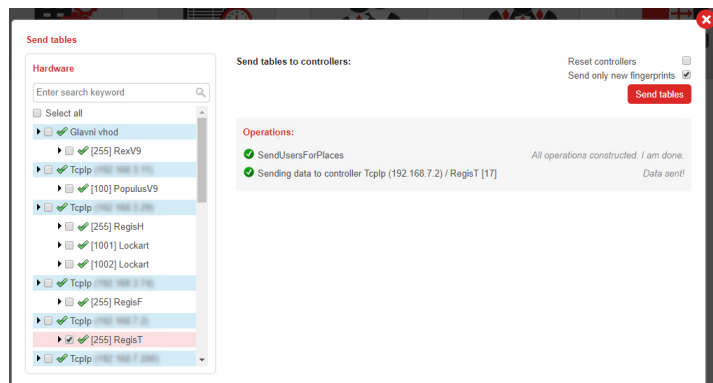
2. Select all the controllers to which you want to send tables from the *List of controllers* on the left.

3. Then click the **Send tables** button.



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.



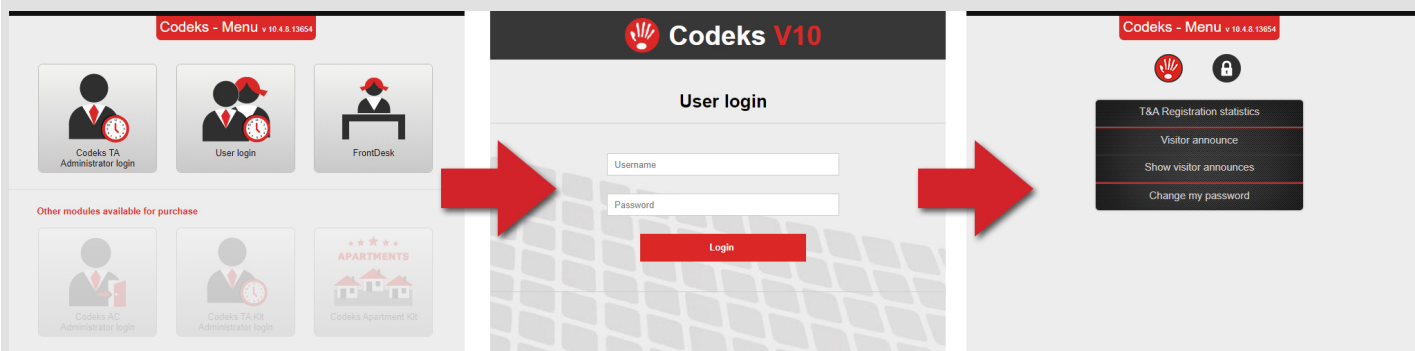
5 Using the Codeks FrontDesk Add-on

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](#) ⁴⁴ 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 announcements** 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

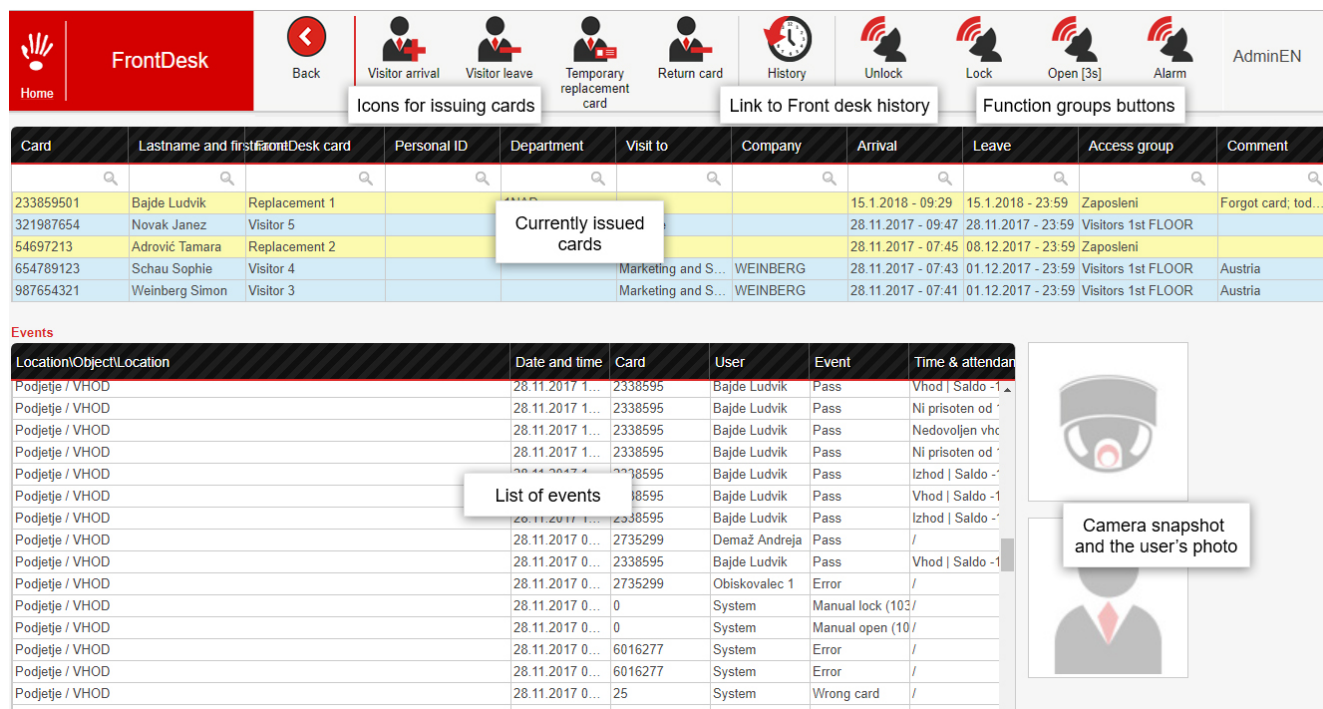


When a head of department confirms a visitor announcement, that announcement can be displayed in the FrontDesk viewer designed for receptionists at the company's entry points.

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

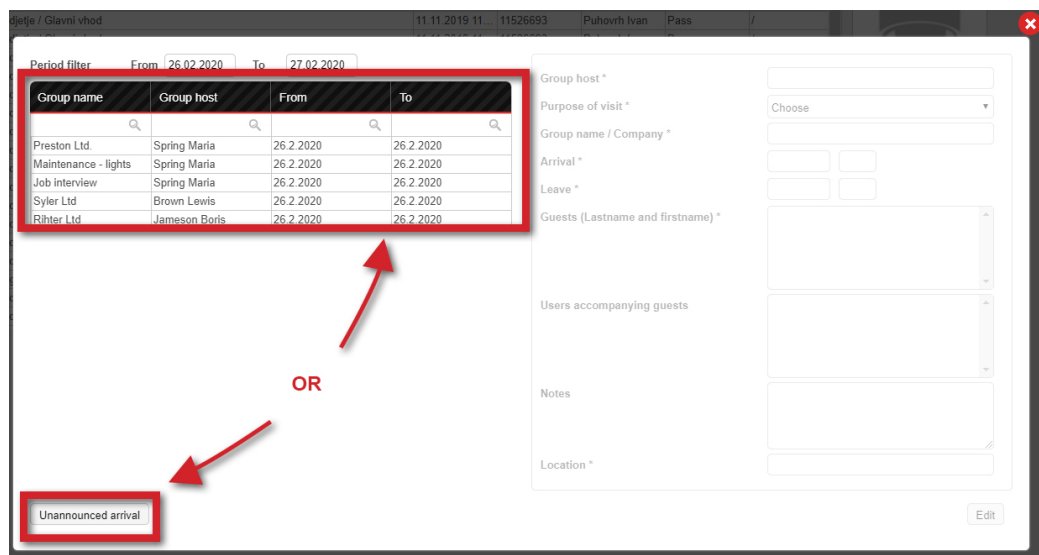
The Codeks FrontDesk Add-on is designed to be used by a receptionist at the entrance of the company. The FrontDesk editor consists of a *toolbar with command icons*, a *list of currently issued cards*, and a *list of events*.



The screenshot displays the FrontDesk interface with the following components:

- Toolbar:** Includes icons for Home, Back, Visitor arrival, Visitor leave, Temporary replacement card, Return card, History, Unlock, Lock, Open [3s], Alarm, and AdminEN.
- Currently issued cards:** A table listing active cards with columns: Card, Lastname and first name, FrontDesk card, Personal ID, Department, Visit to, Company, Arrival, Leave, Access group, and Comment.
- Events:** A table listing system events with columns: Location/Object/Location, Date and time, Card, User, Event, and Time & attendance.
- Camera snapshot and the user's photo:** A section on the right showing a camera icon and a placeholder for a user photo.

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



The screenshot shows the FrontDesk interface with a red box highlighting the 'Unannounced arrival' button. A red arrow points from the 'Unannounced arrival' button to the 'Group name' table, which is also highlighted with a red box. The table lists groups with columns: Group name, Group host, From, and To.



Group name

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
Richter Ltd	Jameson Boris	26.2.2020	26.2.2020

OR

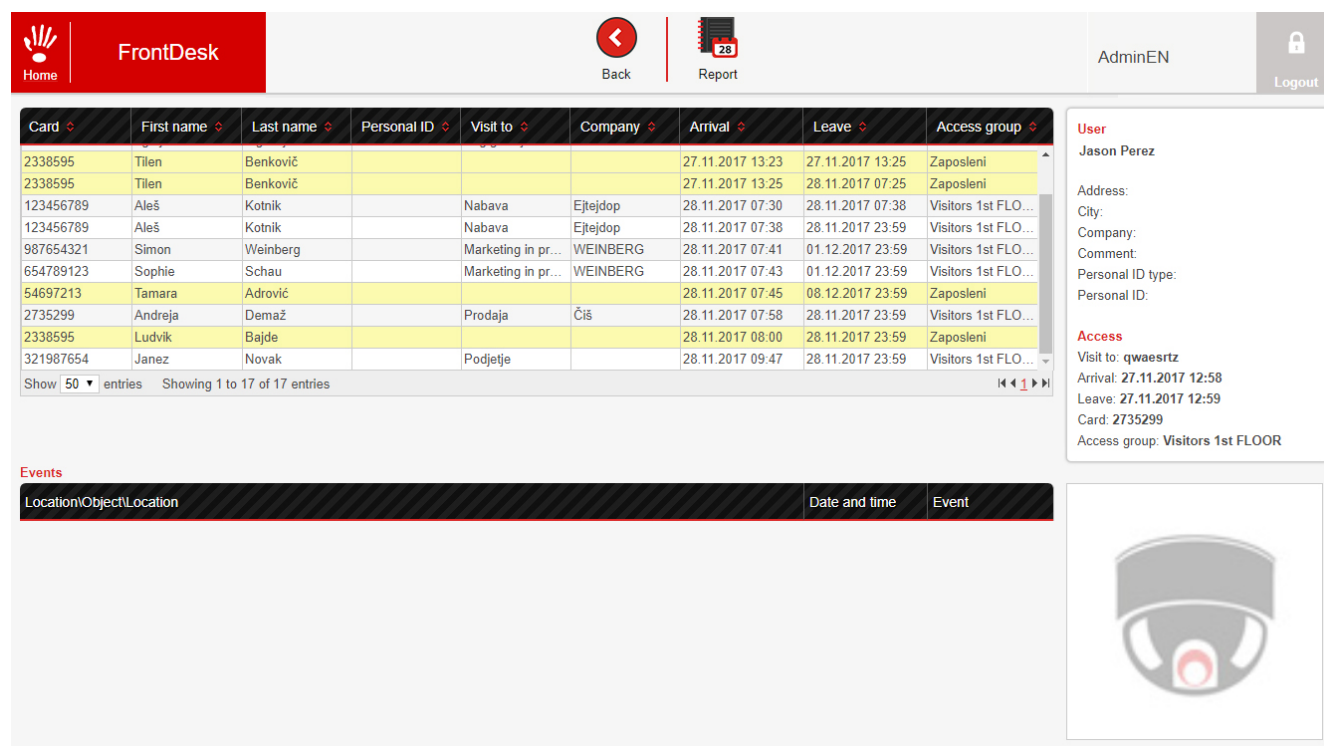
Unannounced arrival

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](#) ^[34] 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](#) ^[31] 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 records. The table has columns for Card, First name, Last name, Personal ID, Visit to, Company, Arrival, Leave, and Access group. The records are color-coded: blue for visitor cards and yellow for replacement cards. On the right side, 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 camera icon.

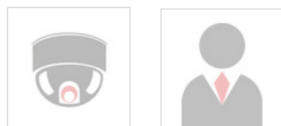
Card	First name	Last name	Personal ID	Visit to	Company	Arrival	Leave	Access group
2338595	Tilen	Benkovič				27.11.2017 13:23	27.11.2017 13:25	Zaposleni
2338595	Tilen	Benkovič				27.11.2017 13:25	28.11.2017 07:25	Zaposleni
123456789	Aleš	Kotnik		Nabava	Ejtejdop	28.11.2017 07:30	28.11.2017 07:38	Visitors 1st FLO...
123456789	Aleš	Kotnik		Nabava	Ejtejdop	28.11.2017 07:38	28.11.2017 23:59	Visitors 1st FLO...
987654321	Simon	Weinberg		Marketing in pr...	WEINBERG	28.11.2017 07:41	01.12.2017 23:59	Visitors 1st FLO...
654789123	Sophie	Schau		Marketing in pr...	WEINBERG	28.11.2017 07:43	01.12.2017 23:59	Visitors 1st FLO...
54697213	Tamara	Adrovič				28.11.2017 07:45	08.12.2017 23:59	Zaposleni
2735299	Andreja	Demaž		Prodaja	Čis	28.11.2017 07:58	28.11.2017 23:59	Visitors 1st FLO...
2338595	Ludvik	Bajde				28.11.2017 08:00	28.11.2017 23:59	Zaposleni
321987654	Janez	Novak		Podjetje		28.11.2017 09:47	28.11.2017 23:59	Visitors 1st FLO...

Events

Location/Object/Location	Date and time	Event

User: Jason Perez
Address:
City:
Company:
Comment:
Personal ID type:
Personal ID:
Access:
Visit to: qwaesrtz
Arrival: 27.11.2017 12:58
Leave: 27.11.2017 12:59
Card: 2735299
Access group: Visitors 1st FLOOR

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.

5.1 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.

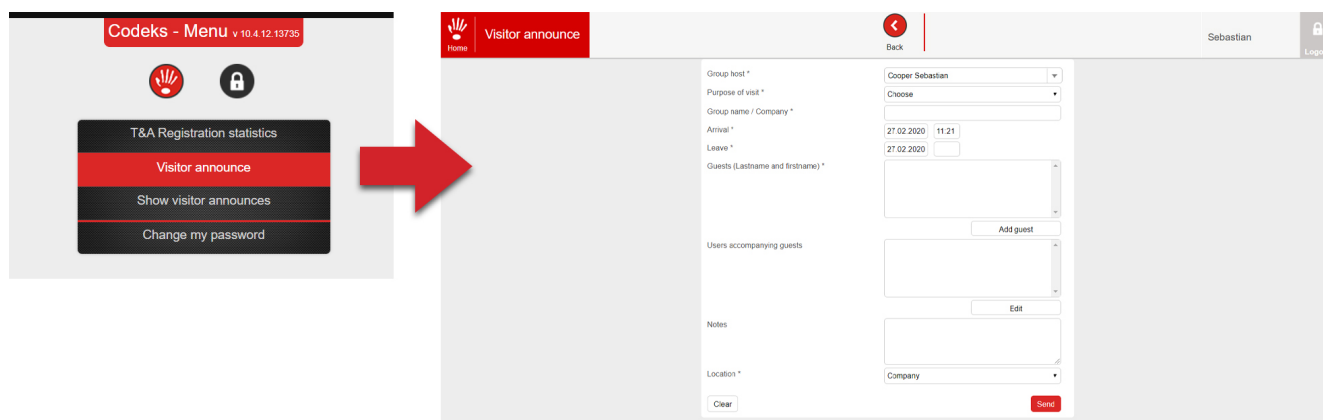


The following chapters describe the use of *user access* menus.

5.1.1 Visitor announce

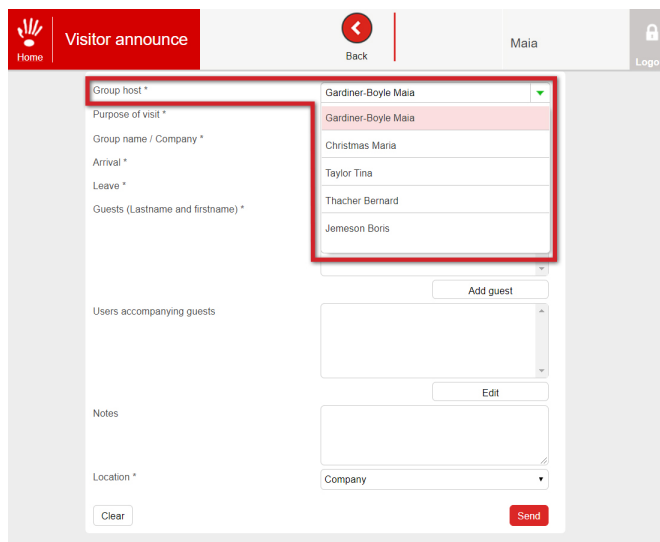
1. To announce a visitor, first, **select the *Visitor announce* menu** option in the main menu of your user access.

The *editor for making visitor announcements* will open.



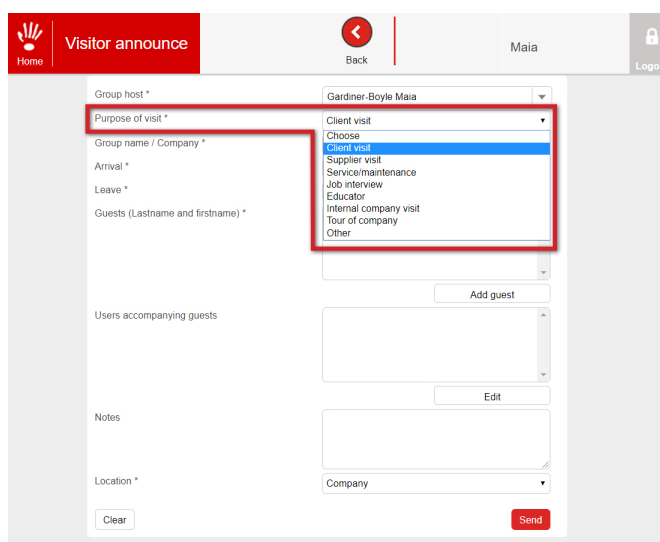
2. If you are allowed to make visitor announcements for your coworkers, first, in the **Group host** drop-down select the appropriate person to be the host of the visit.

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



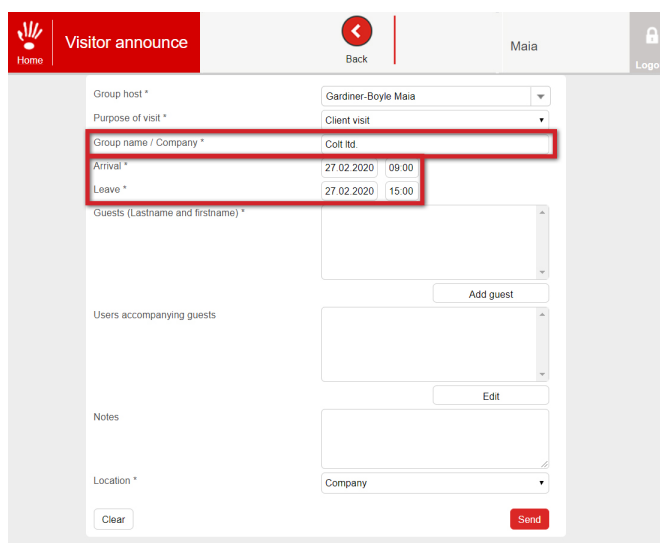
The screenshot shows the 'Visitor announce' form. The 'Group host' dropdown is open, displaying a list of names: Gardiner-Boyle Maia, Gardiner-Boyle Maia, Christmas Maria, Taylor Tina, Thacher Bernard, and Jemeson Boris. The 'Purpose of visit' dropdown is also open, showing options like Client visit, Choose, Client visit, 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 'Group host' dropdown 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 open, showing options like Client visit, Choose, Client visit, 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.

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.



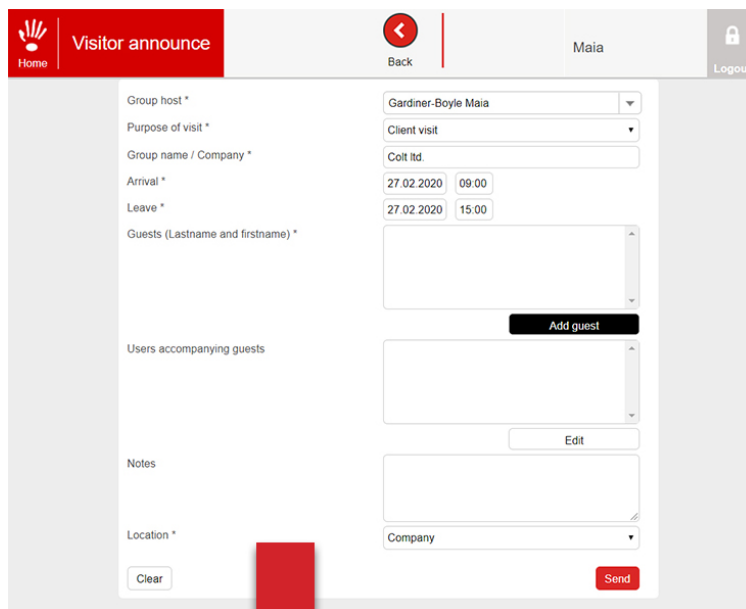
The screenshot shows the 'Visitor announce' form. The 'Group host' dropdown is open, displaying a list of names: Gardiner-Boyle Maia, Gardiner-Boyle Maia, Christmas Maria, Taylor Tina, Thacher Bernard, and Jemeson Boris. The 'Purpose of visit' dropdown is open, showing options like Client visit, Choose, Client visit, Supplier visit, Service/maintenance, Job interview, Educator, Internal company visit, Tour of company, and Other. 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 '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.

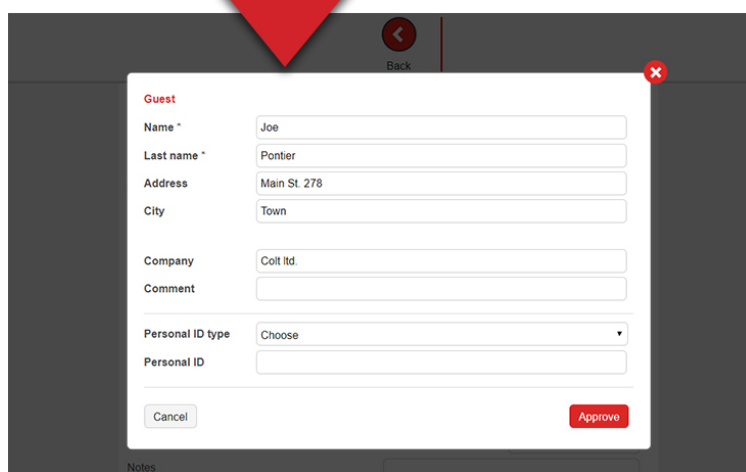
5.2. A new window will open where you can enter the guest's information (entering the guest's name and last name is mandatory).

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



The 'Visitor announce' form contains the following fields and options:

- Group host *: Gardiner-Boyle Maia
- Purpose of visit *: Client visit
- Group name / Company *: Colt Ltd.
- Arrival *: 27.02.2020 09:00
- Leave *: 27.02.2020 15:00
- Guests (Lastname and firstname) *: [Empty list with 'Add guest' button]
- Users accompanying guests: [Empty list with 'Edit' button]
- Notes: [Empty text area]
- Location *: [Empty dropdown]
- Company: [Empty dropdown]
- Buttons: Clear, Send



The 'Guest' modal form contains the following fields and options:

- Name *: Joe
- Last name *: Pontier
- Address: Main St. 278
- City: Town
- Company: Colt Ltd.
- Comment: [Empty text area]
- Personal ID type: Choose
- Personal ID: [Empty text area]
- Buttons: Cancel, Approve

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.

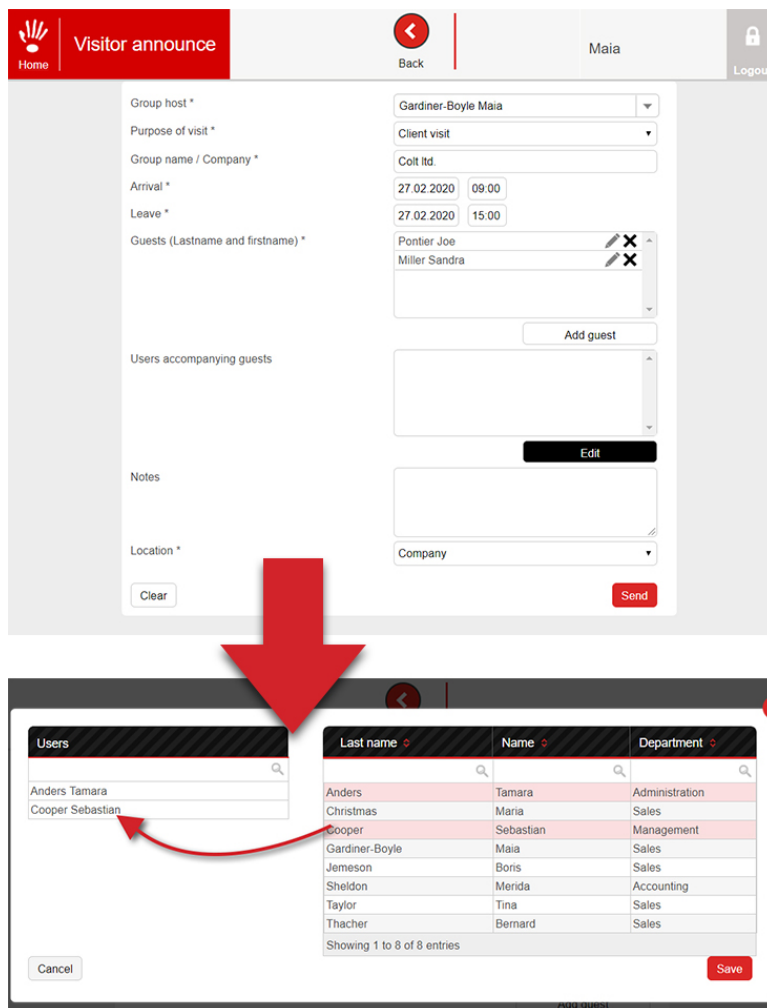
6.2. A new window will open where you can select co-workers who will accompany the visit.

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. It includes fields for Group host (Gardiner-Boyle Maia), Purpose of visit (Client visit), Group name / Company (Colt Ltd), Arrival (27.02.2020 09:00), Leave (27.02.2020 15:00), Guests (Pontier Joe, Miller Sandra), Users accompanying guests (empty), Notes (empty), and Location (Company). 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 with 'Anders Tamara' and 'Cooper Sebastian' selected. On the right is a table of all users.

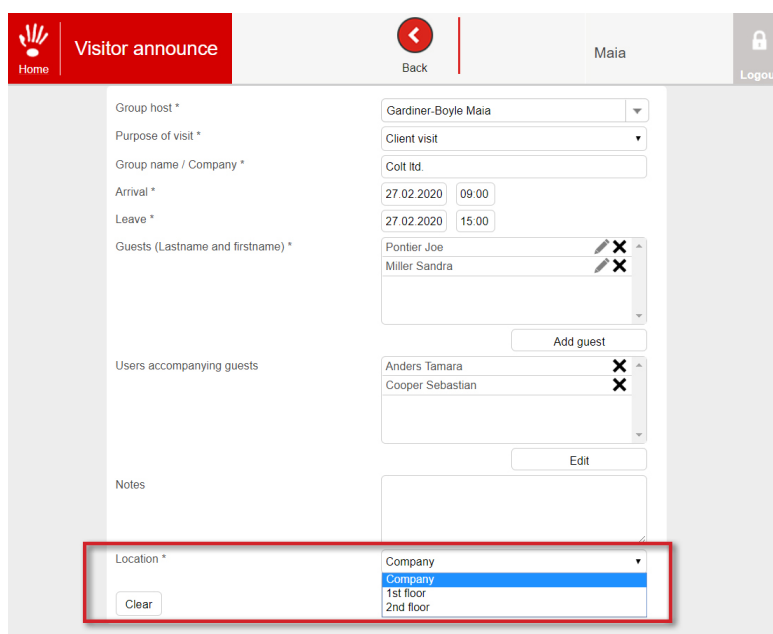
Last name	Name	Department
Anders	Tamara	Administration
Christmas	Maria	Sales
Cooper	Sebastian	Management
Gardiner-Boyle	Maia	Sales
Jemeson	Boris	Sales
Sheldon	Merida	Accounting
Taylor	Tina	Sales
Thacher	Bernard	Sales

Showing 1 to 8 of 8 entries

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.)

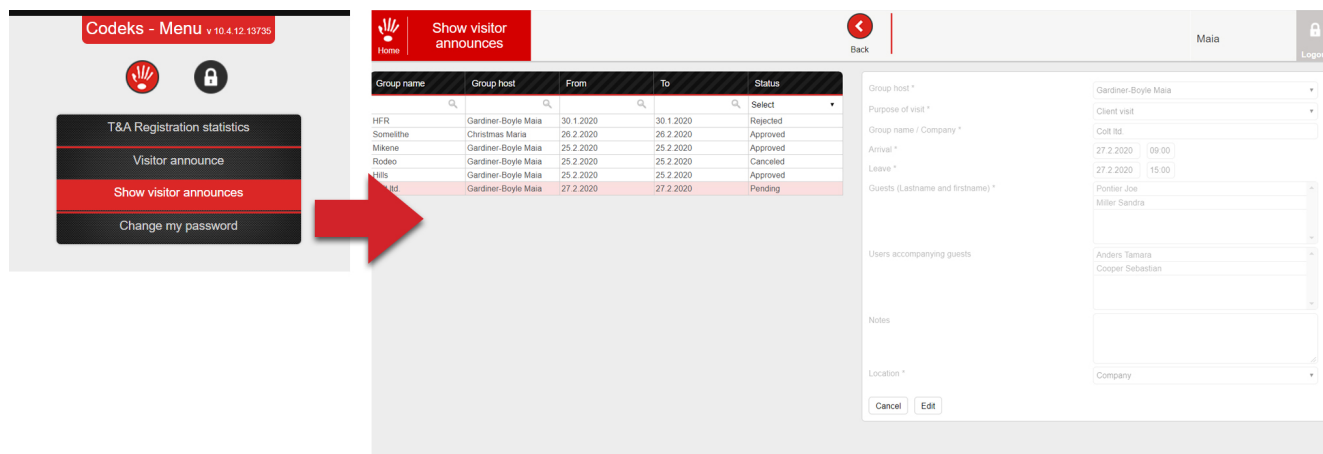
9. When you have finished entering the information, click **Send**.



This screenshot shows the 'Visitor announce' form with the 'Users accompanying guests' section updated to include 'Anders Tamara' and 'Cooper Sebastian'. The 'Location' dropdown menu is open, showing options: 'Company', '1st floor', and '2nd floor'. The 'Company' option is selected and highlighted in blue. The 'Send' button is visible at the bottom right.

5.1.2 Show visitor announces

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



The screenshot shows the 'Codeks - Menu' on the left with the 'Show visitor announces' option highlighted. A red arrow points to the 'Show visitor announces' page. The page displays a table of visitor announcements with columns: Group name, Group host, From, To, and Status.

Group name	Group host	From	To	Status
HFR	Gardiner-Boyle Maia	30.1.2020	30.1.2020	Rejected
Somelithe	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	Cancelled
Hills	Gardiner-Boyle Maia	25.2.2020	25.2.2020	Approved
Colt Ltd	Gardiner-Boyle Maia	27.2.2020	27.2.2020	Pending

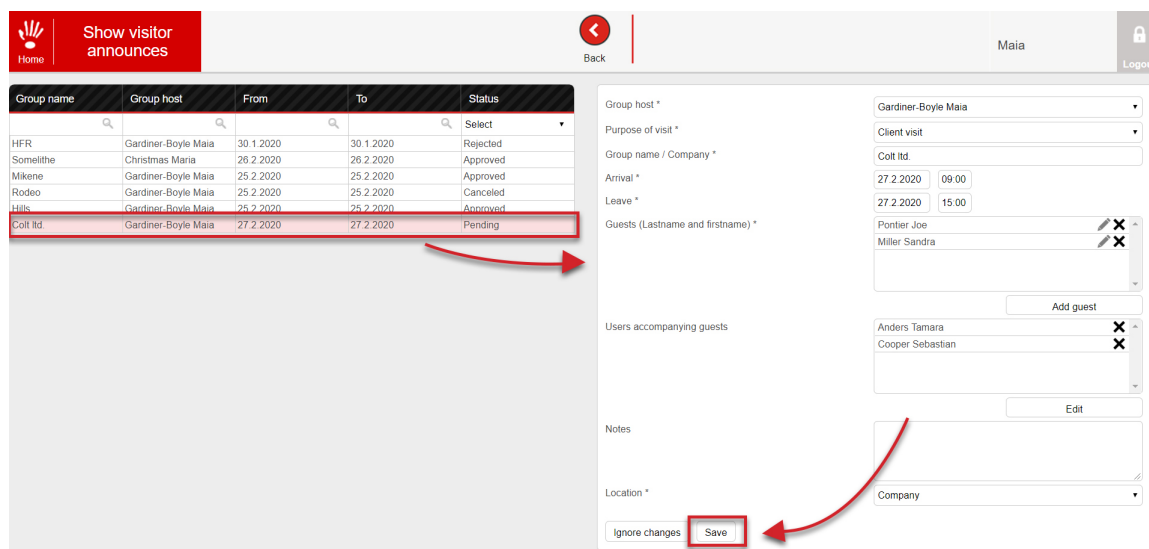
In the same editor, they can also subsequently correct or cancel the announcement.

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.



The screenshot shows the 'Show visitor announces' page with the 'Colt Ltd' announcement selected. The right side of the editor is active, showing the details for the selected announcement. A red arrow points from the 'Colt Ltd' row in the table to the 'Save' button at the bottom of the editor.

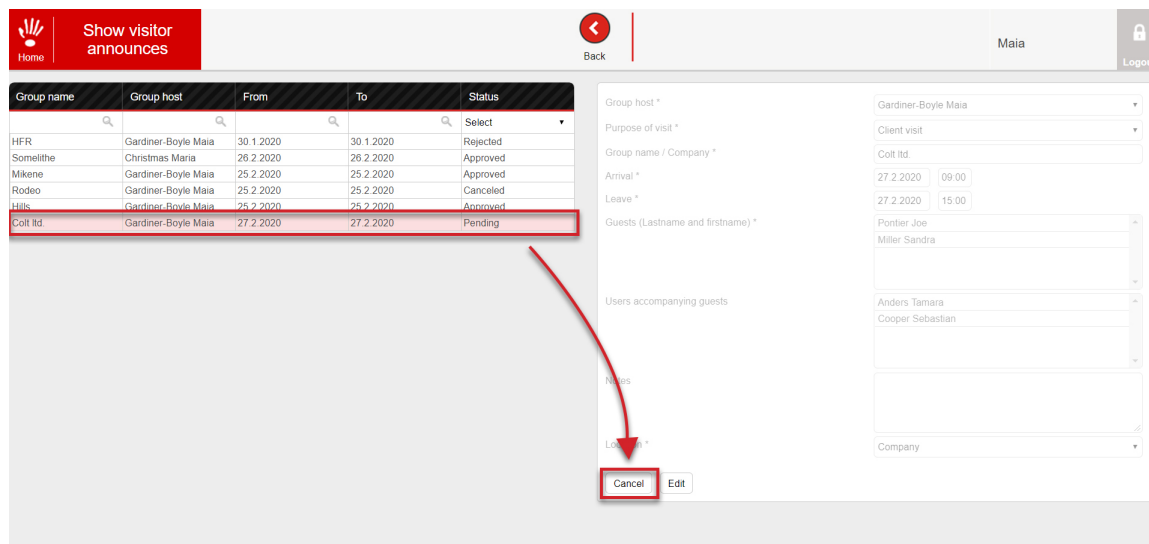
2. When you are finished, click **Save**.

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*.



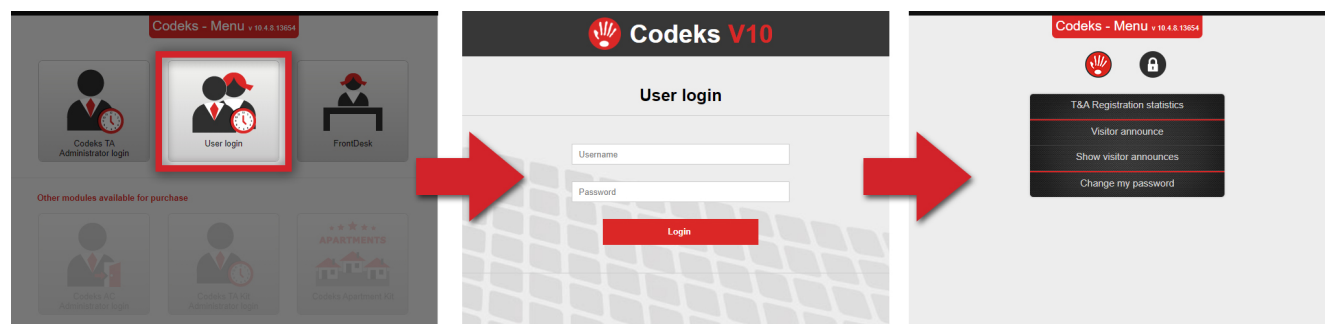
The interface shows a table of visitor announcements on the left and a detailed editor on the right. The table has columns for Group name, Group host, From, To, and Status. The 'Coit Ltd.' row is highlighted. The editor on the right contains fields for Group host, Purpose of visit, Group name / Company, 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

5.2 Department manager's reply

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

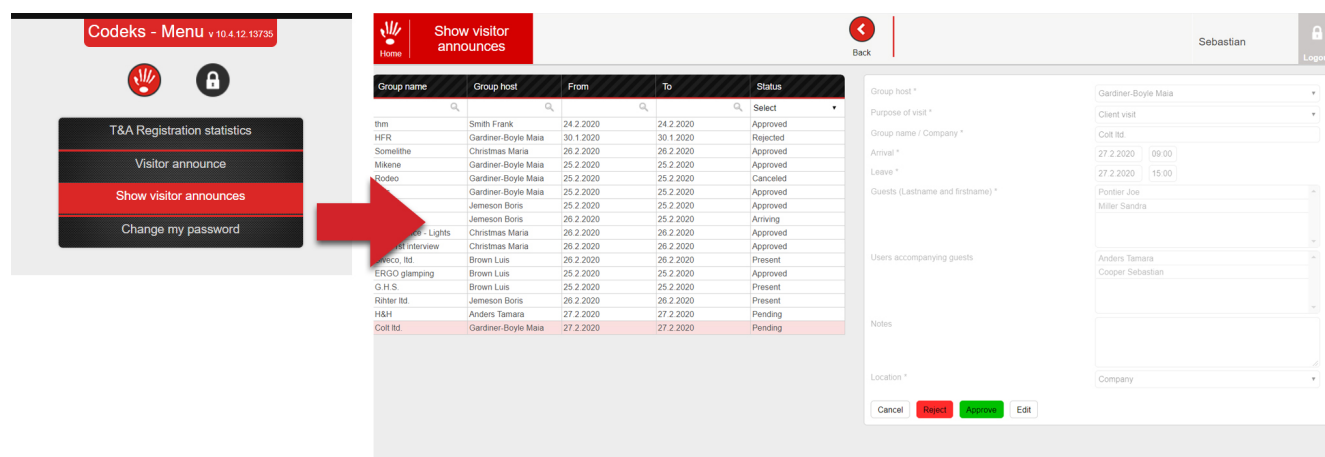
Heads of departments who can confirm or reject visitor announcements can access the menus for *processing their employees visitor announcements* using their users' access username and password.



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

5.2.1 Processing announcements

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

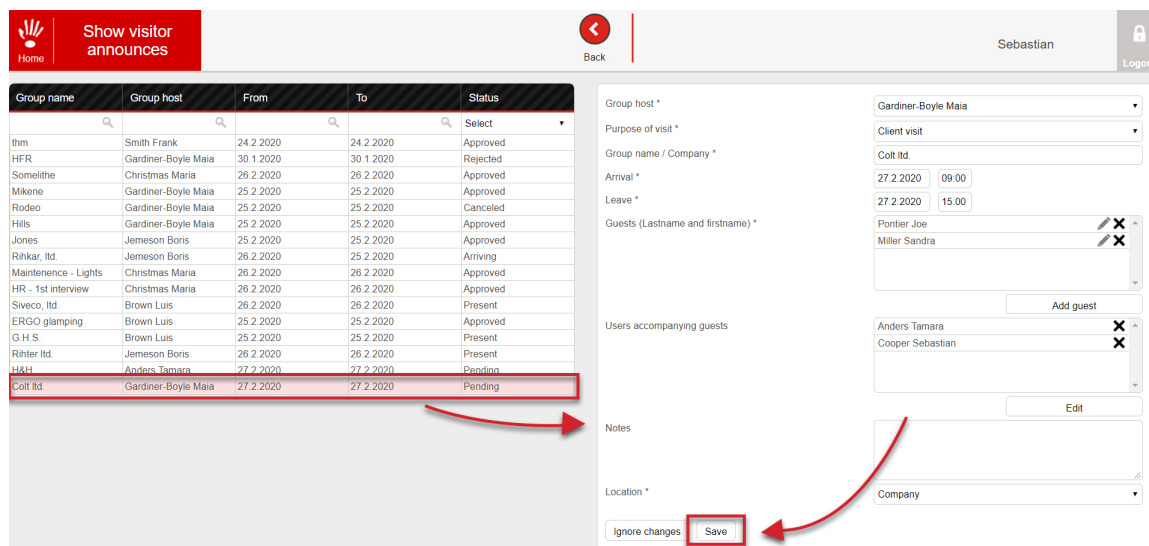


In this same editor, the heads of departments can subsequently edit the visitor announcement before confirming it or they can deny it.

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	26.2.2020	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

Add guest

Users accompanying guests

Anders Tamara

Cooper Sebastian

Edit

Notes

Location *

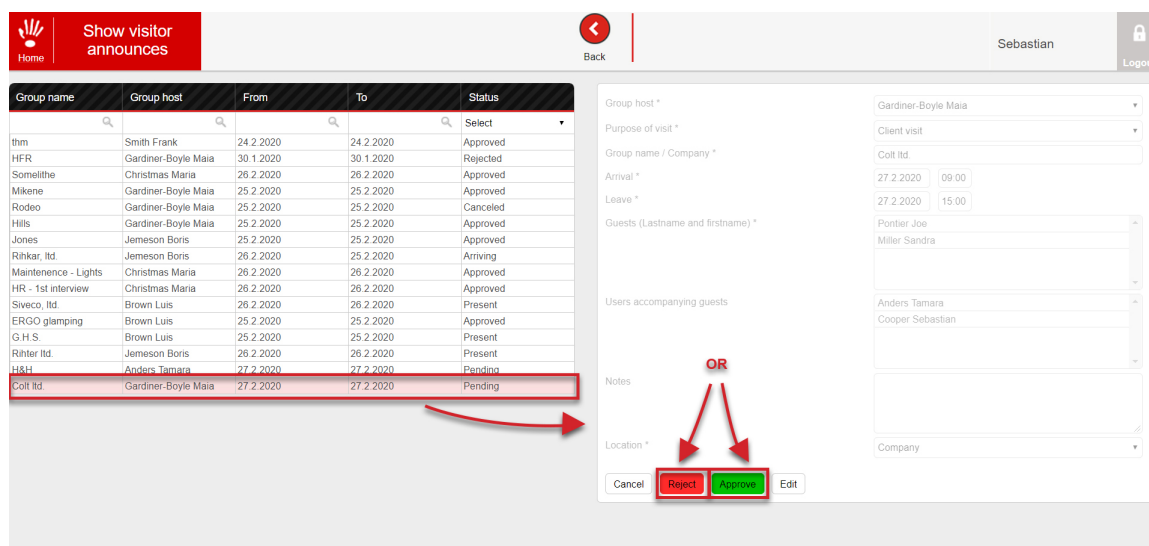
Ignore changes Save

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	26.2.2020	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 *

Cancel Reject Approve Edit

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

5.3 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.

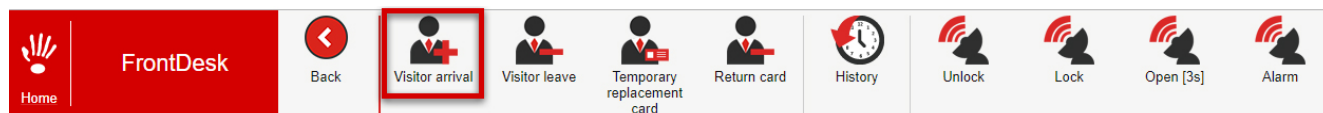


The following chapters show work in the Codeks FrontDesk viewer.

5.3.1 Issuing a card to an announced visitor

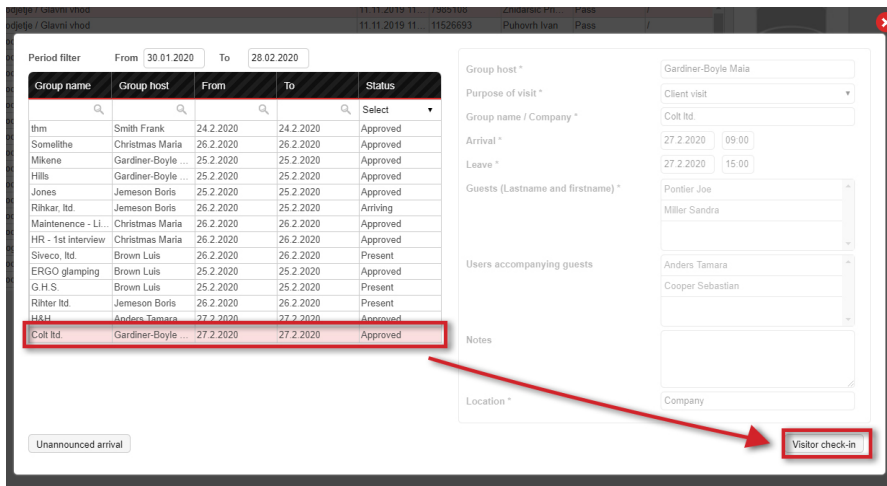
The cards that the receptionist will issue to visitors or users using Codeks FrontDesk must be entered in the Codeks system beforehand. **When a visitor arrives, the receptionist will only change the rights of an existing card by assigning it a new group, and, thus, granting it access rights at certain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



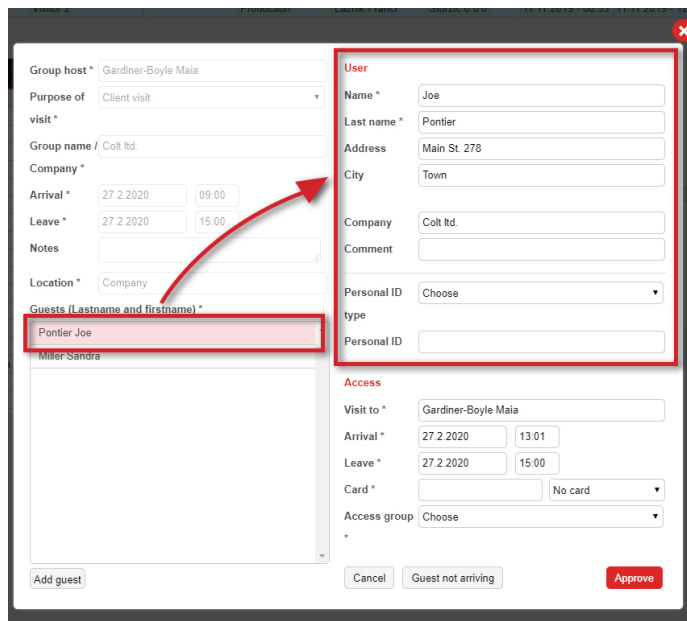
The screenshot shows the Jantar system interface. On the left, there is a table with columns: Group name, Group host, From, To, and Status. The table lists various groups and their hosts, with dates and status (Approved or Present). A red box highlights the row for 'Colt Ltd.' with host 'Gardiner-Boyle' 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 - L.I.	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:

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



The screenshot shows the 'User' information pop-up window. It contains fields for Name, Last name, Address, City, Company, Comment, Personal ID type, and Personal ID. 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' information pop-up window.

User

Name * Joe
Last name * Pontier
Address Main St. 278
City Town
Company Colt Ltd.
Comment
Personal ID Choose
Personal ID type
Personal ID

Access

Visit to * Gardiner-Boyle Maia
Arrival * 27.2.2020 13:01
Leave * 27.2.2020 15:00
Card * No card
Access group Choose

Buttons: Add guest, Cancel, Guest not arriving, Approve

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

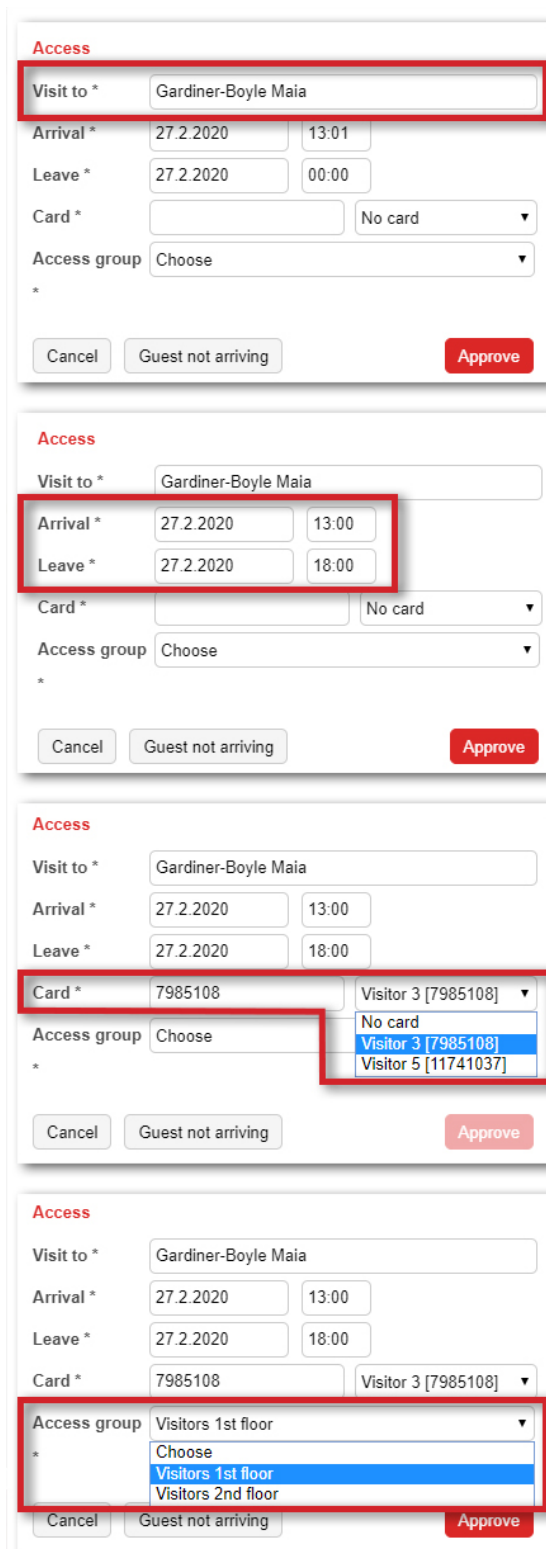
- check (or change) the host of the visit in the **Visit to** field,

- 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 form is titled 'Access' and contains the following fields:

- Visit to ***: Gardiner-Boyle Maia
- Arrival ***: 27.2.2020 13:01
- Leave ***: 27.2.2020 00:00
- Card ***: [Empty] No card
- Access group**: Choose

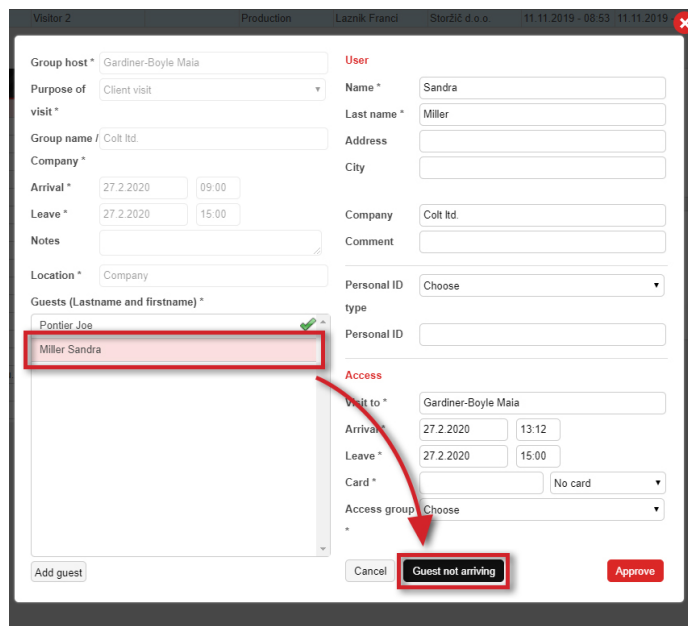
Buttons: Cancel, Guest not arriving, Approve

The second screenshot shows the **Arrival** and **Leave** times being set to 13:00 and 18:00 respectively.

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

The fourth screenshot shows the **Access group** dropdown menu open, with options: Visitors 1st floor, 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.



Visitor 2

Production Laznik Franci Storič d.o.o. 11.11.2019 - 08:53 11.11.2019

Group host * Gardiner-Boyle Maia

Purpose of visit * Client visit

Group name / Colt Ltd.

Company *

Arrival * 27.2.2020 09:00

Leave * 27.2.2020 15:00

Notes

Location * Company

Guests (Lastname and firstname) *

Pontier Joe ✓

Miller Sandra

Add guest

User

Name * Sandra

Last name * Miller

Address

City

Company Colt Ltd.

Comment

Personal ID Choose

type

Personal ID

Access

Visit to * Gardiner-Boyle Maia

Arrival * 27.2.2020 13:12

Leave * 27.2.2020 15:00

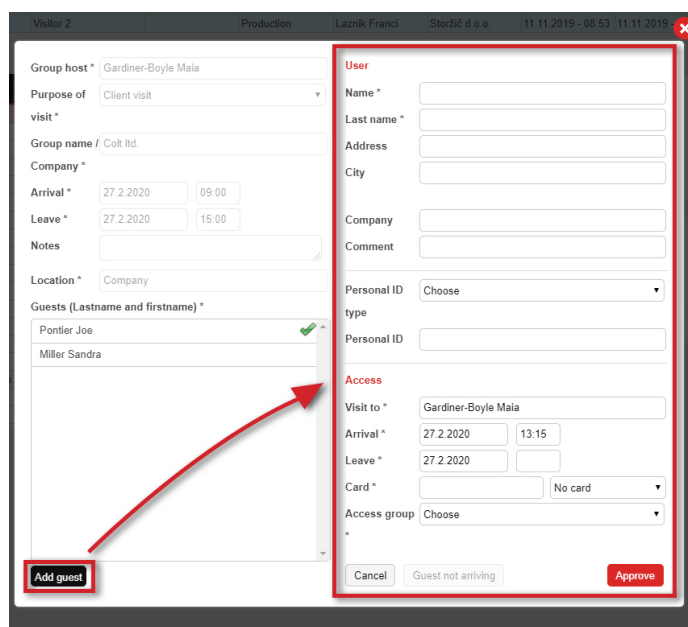
Card * No card

Access group Choose

Cancel Guest not arriving Approve

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.



Visitor 2

Production Laznik Franci Storič d.o.o. 11.11.2019 - 08:53 11.11.2019

Group host * Gardiner-Boyle Maia

Purpose of visit * Client visit

Group name / Colt Ltd.

Company *

Arrival * 27.2.2020 09:00

Leave * 27.2.2020 15:00

Notes

Location * Company

Guests (Lastname and firstname) *

Pontier Joe ✓

Miller Sandra

Add guest

User

Name *

Last name *

Address

City

Company

Comment

Personal ID Choose

type

Personal ID

Access

Visit to * Gardiner-Boyle Maia

Arrival * 27.2.2020 13:15

Leave * 27.2.2020

Card * No card

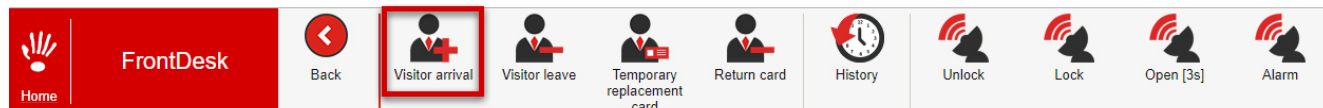
Access group Choose

Cancel Guest not arriving Approve

5.3.2 Issuing a card to an unannounced visitor

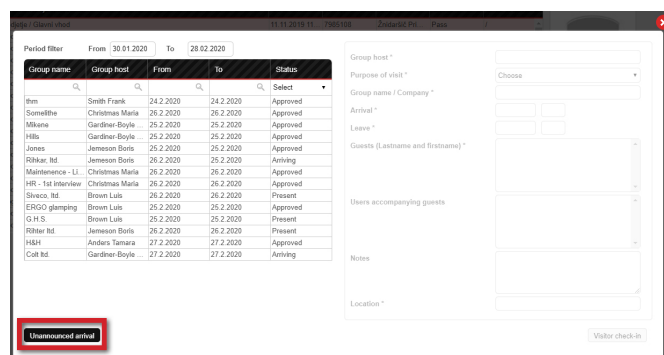
Postopek prijave **nenapovedanega gosta** je za receptorja nekoliko drugačen. Ker za prispelega gosta še ni nobenih podatkov, je potrebno pred dodelitvijo kartice novemu gostu v sistem vnesti še podatke, ki se navadno vpisujejo ob najavi gostov.

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

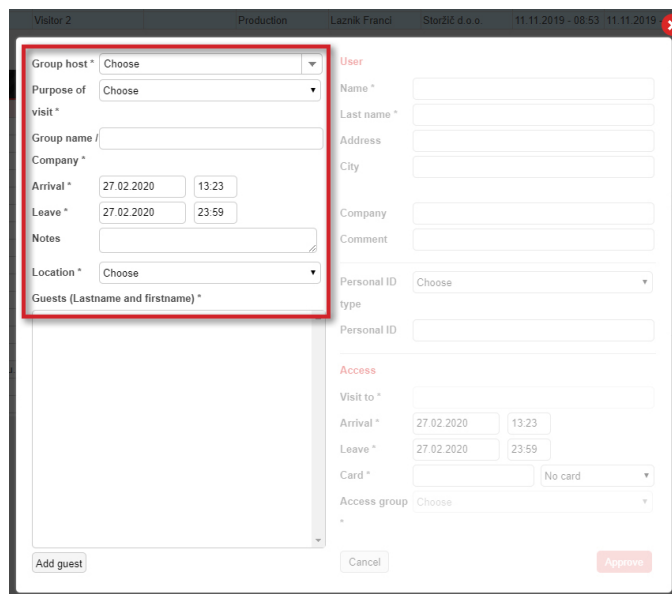


2. A new window will open, showing the visitor announcements for the selected date range on the left.

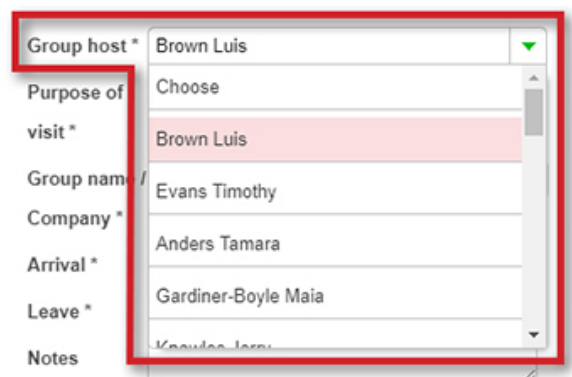
Then click the **Unannounced arrival** button in the lower-left corner.



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:



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



Group host * Brown Luis

Purpose of visit * Choose

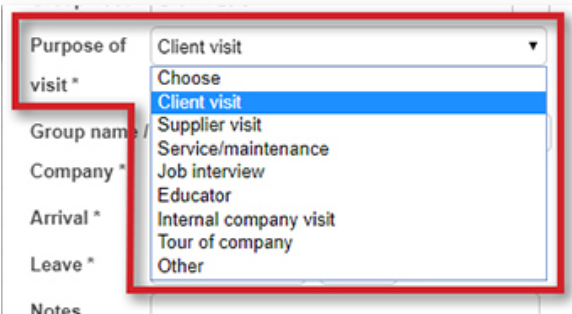
Group name / Company * Brown Luis

Arrival * Evans Timothy

Leave * Anders Tamara

Notes Gardiner-Boyle Maia

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



Purpose of visit * Client visit

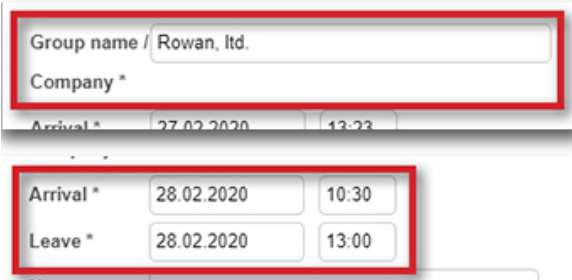
Group name / Company * Choose

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**,



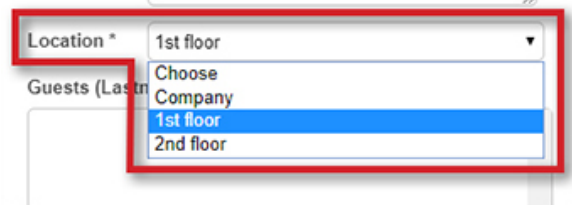
Group name / Company * Rowan, Ltd.

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

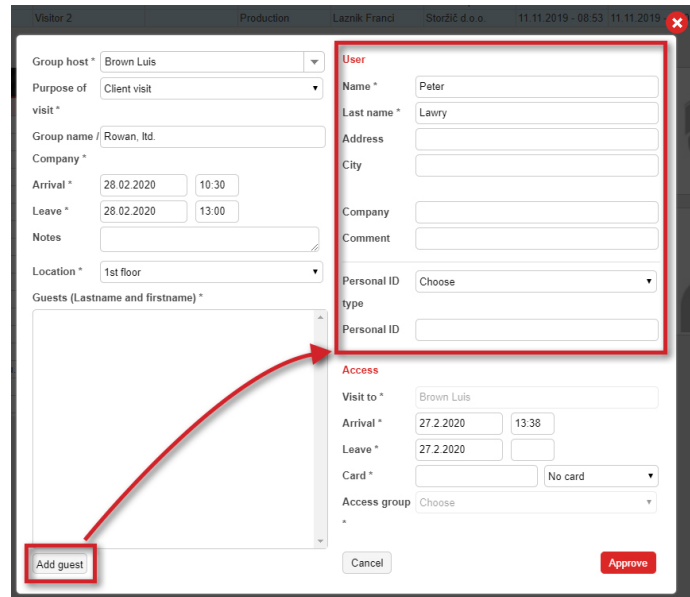
Guests (Last name) Choose

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:

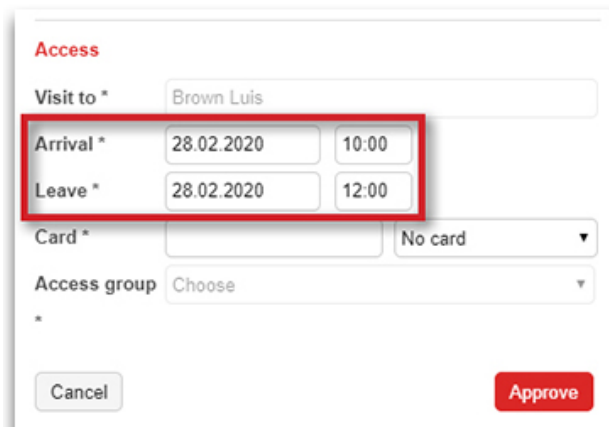
- a) first, enter the visitor's **Name** and **Lastname** (this information is mandatory).
- b) then also fill out the lower entry fields as necessary,



The screenshot shows the Jantar software interface for adding a guest. The 'Add guest' button is highlighted with a red box and a red arrow pointing to the 'User' section. The 'User' section contains fields for Name, Last name, Address, City, Company, Comment, Personal ID, and type. The 'Access' section contains fields for Visit to, Arrival, Leave, Card, and Access group. The 'Add guest' button is located at the bottom left of the form.

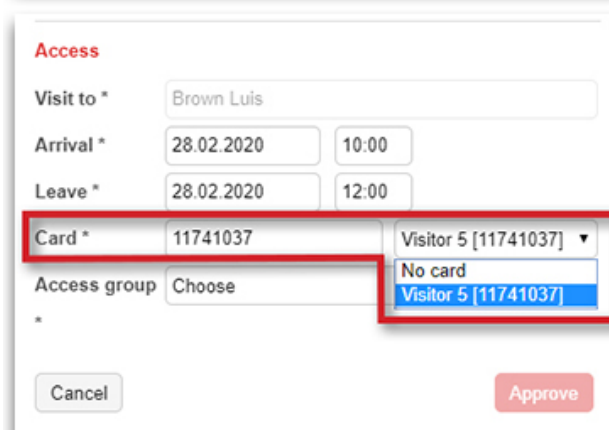
c) then, in the **Access** section:

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



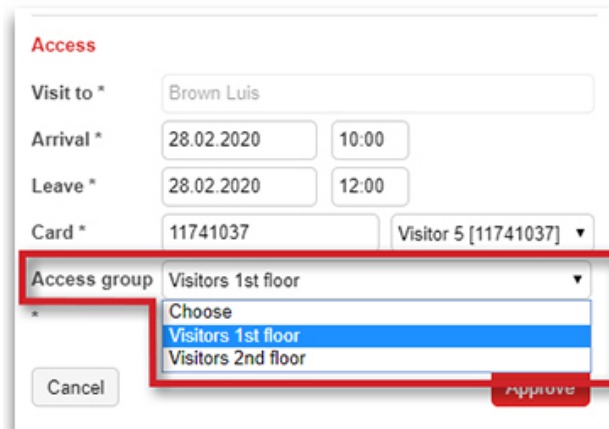
The screenshot shows the 'Access' form with the following fields: 'Visit to *' (Brown Luis), 'Arrival *' (28.02.2020, 10:00), 'Leave *' (28.02.2020, 12:00), 'Card *' (No card), 'Access group' (Choose), and buttons for 'Cancel' and 'Approve'. The 'Arrival' and 'Leave' date and time fields are highlighted 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, showing options: 'Visitor 5 [11741037]', 'No card', and 'Visitor 5 [11741037]'. The dropdown menu is highlighted with a red box.

- assign the **Access group**.



The screenshot shows the 'Access' form with the 'Access group' dropdown menu open, showing options: 'Choose', 'Visitors 1st floor', and 'Visitors 2nd floor'. The dropdown menu is highlighted with a red box.

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.

5.3.3 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

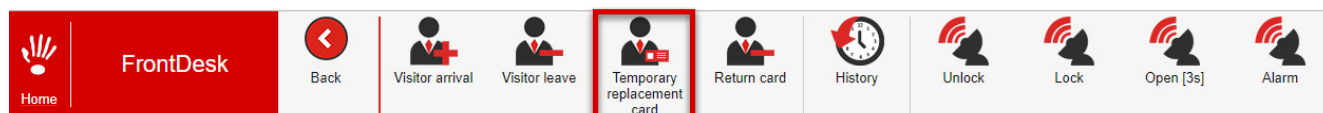
Cancel

Approve

5.3.4 Issuing a replacement card

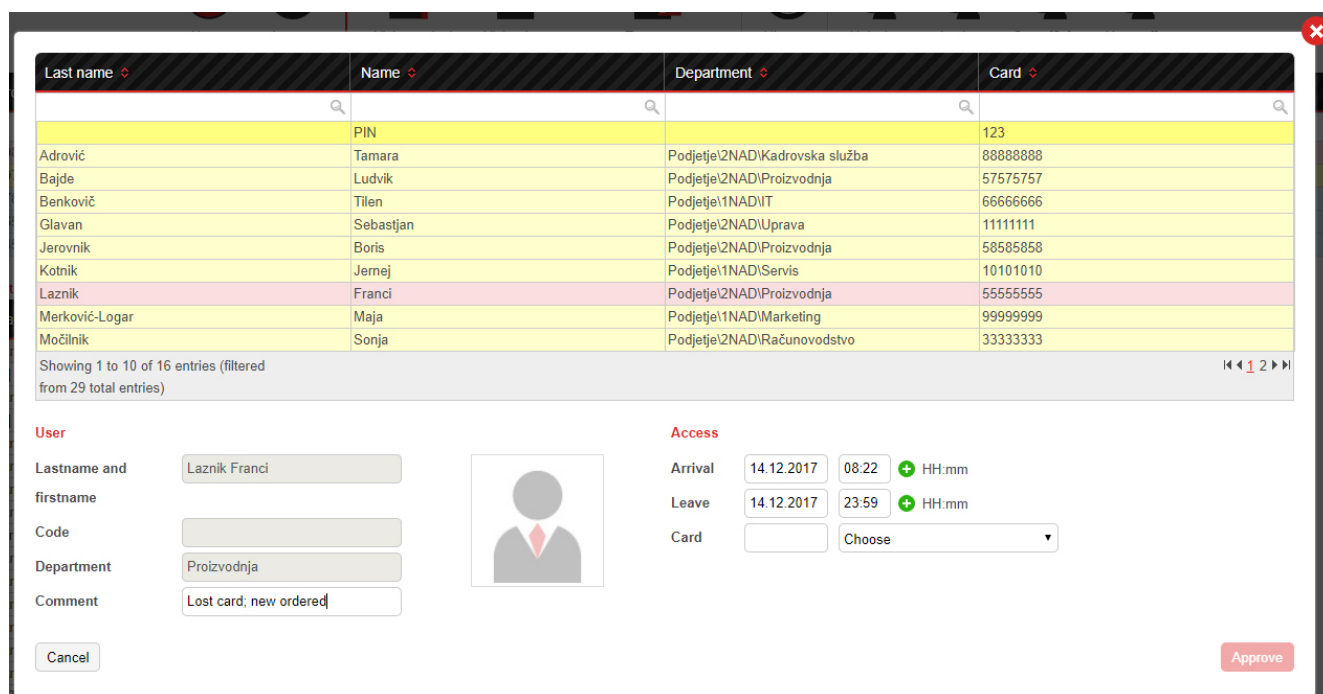
The cards that the receptionist will issue to visitors or users using Codeks FrontDesk must be entered in the Codeks system beforehand. **When the receptionist issues a replacement card, he will only change the rights of an existing card by assigning it a new group, and, thus, granting it access rights 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' with a table of users. The table has columns for 'Last name', 'Name', 'Department', and 'Card'. The user 'Laznik Franci' is highlighted in pink. Below the table, there are input fields for 'User' (Lastname and first name, Code, Department, Comment) and 'Access' (Arrival, Leave, Card). The 'Card' field is set to 'Choose'. There are 'Cancel' and 'Approve' buttons at the bottom.

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

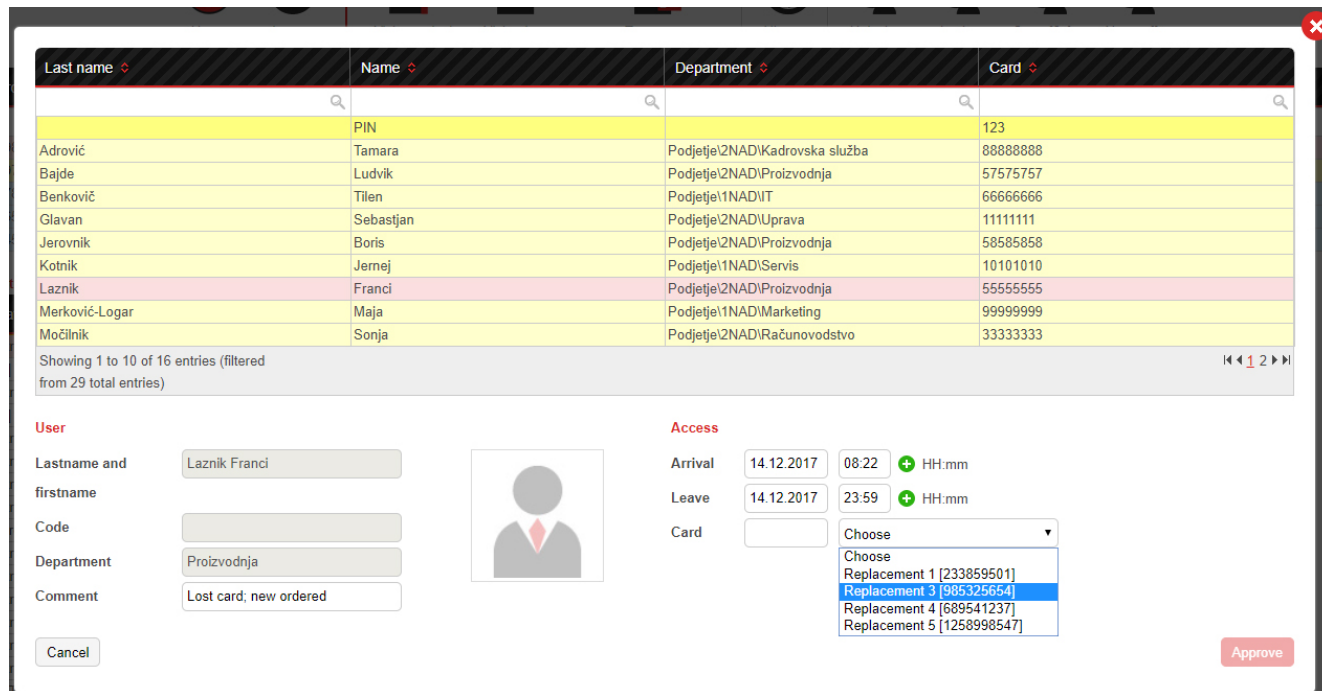
Leave: 14.12.2017 23:59 HH:mm

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 software interface. At the top, there is a table with four columns: Last name, Name, Department, and Card. The table contains 16 entries, with the first 10 displayed. Below the table, there is a form for issuing a replacement card. The form has two main sections: User and Access. The User section includes fields for Lastname and first name, Code, Department, and Comment. The Access section includes fields for Arrival and Leave dates and times, and a dropdown menu for selecting a replacement card. The dropdown menu is open, showing a list of replacement cards with their IDs. The card ID 985325654 is highlighted. At the bottom right of the form, there is an 'Approve' button.

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\Racunovodstvo	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

- Choose
- Replacement 1 [233859501]
- Replacement 3 [985325654]
- Replacement 4 [689541237]
- Replacement 5 [1258998547]

Approve

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

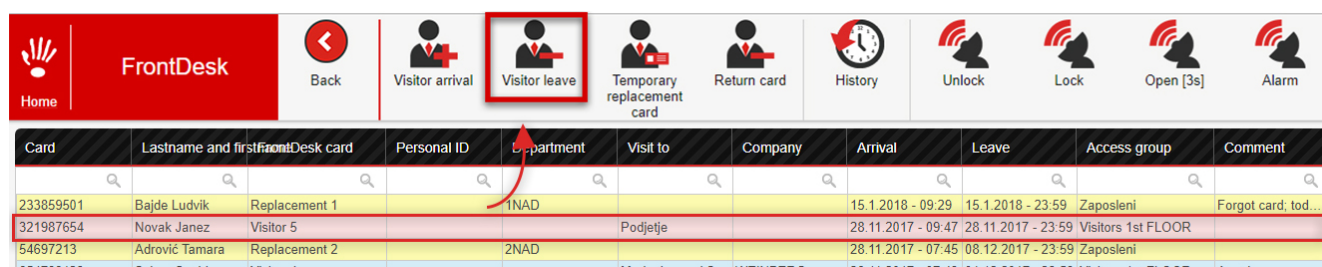
5.3.5 Visitor's departure / Removing a replacement card

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	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 Seabla	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.

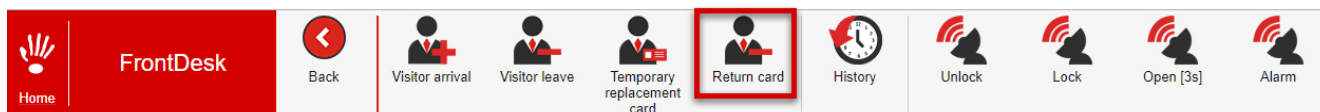
5.3.6 Return card

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.