Codeks Layouts Add-on
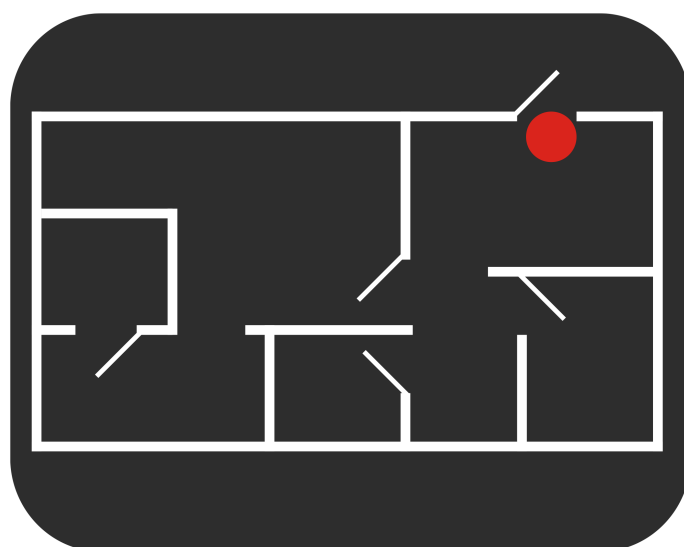
for Codeks software
version 10. 2101. 8. 14982 and newer

Codeks Layouts Add-on user manual

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1. Codeks Addon Layouts

The **Codeks Layouts** is an add-on for the Codeks software for access control and time attendance registration. Codeks Layouts enables you to control access points, which are marked with layout markers. In the **Layouts** viewer, you can access the display of events at an individual location, view the present people in the room, and manually perform actions on readers at selected locations.

NOTE
This manual only contains the description and installation instruction for the Codeks Layouts add-on. All other settings are described in the main Codeks AC and Codeks TA user manual. To successfully install and use this add-on, you must first install the main Codeks software package. Screenshots of the Codeks application contained in this manual were made in a web browser.

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

1.2 Disclaimer and Warranty

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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 utilized at airports, office buildings, financial institutions, factories, shopping centers, hospitals, etc. Our products are present virtually anywhere our clients need basic or advanced access control and time and attendance systems.

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SUPPORT

For support contact our regional partner: https://jantar.si/en/contact/our-partners/

2. Description and installation instructions

The **Codeks Layouts** is an add-on for the Codeks software for access control and time attendance registration. Codeks Layouts enables you to control access points, which are marked with layout markers. In the **Layouts** viewer, you can access the display of events at an individual location, view the present people in the room, and manually perform actions on readers at selected locations.

> **The Codeks Layouts software package contains:**
> - the **Codeks Layouts** activation license code,
> - the **Codeks Layouts** User manual.
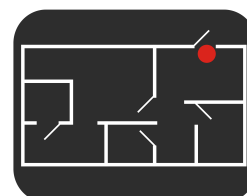
2.1 System requirements

Before installing the Codeks Layouts Add-on, make sure these system requirements are met:
- a computer installed with the 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 4.8,
- a minimum of 4 GB of RAM and 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,
- internet access,
- Internet Edge, Firefox or Chrome web browser updated to the latest official version,
  (We do not guarantee the proper functioning of the Codeks application if you are using a different browser or older browser versions.)
- installed Codeks software,

> **NOTE**
> You can find the installation instructions for the main Codeks software in the main Codeks application documentation (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

2.2 Activating licence code

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

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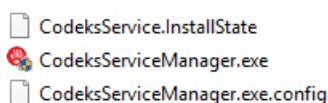
1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

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.
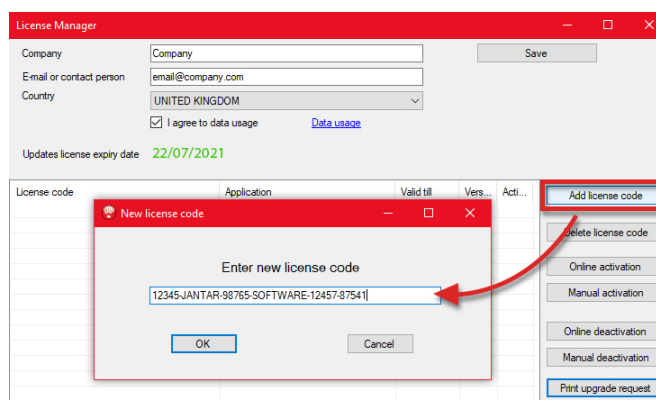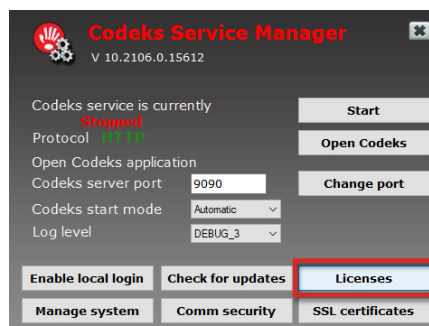
4. The *Codeks Layouts* license code will be displayed in the window.
Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** ⌐8⌐ button.

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 ⌐8⌐ using another device with internet access.

5. Finally, save the changes by clicking the **Save** button.
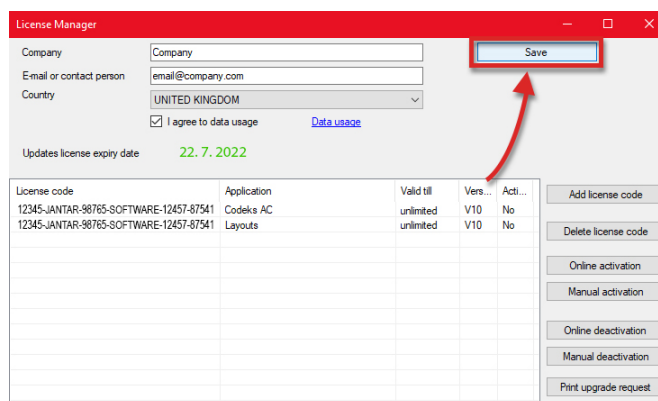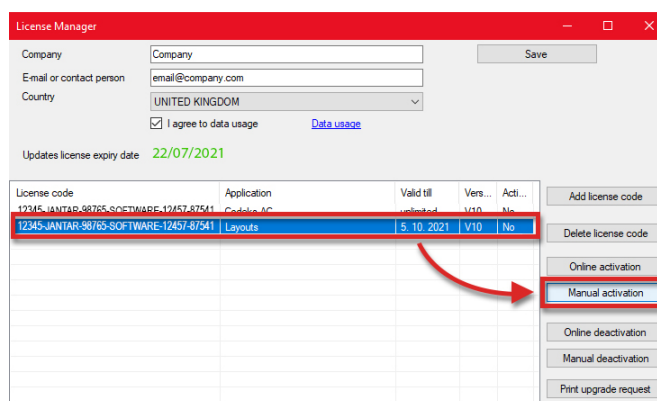
6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.
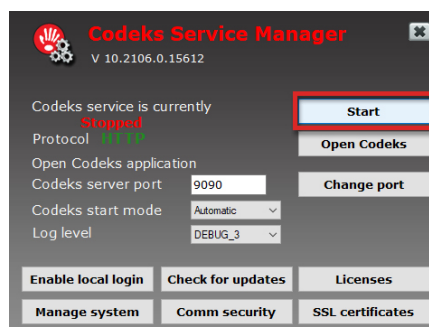
MANUAL LICENSE ACTIVATION

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.
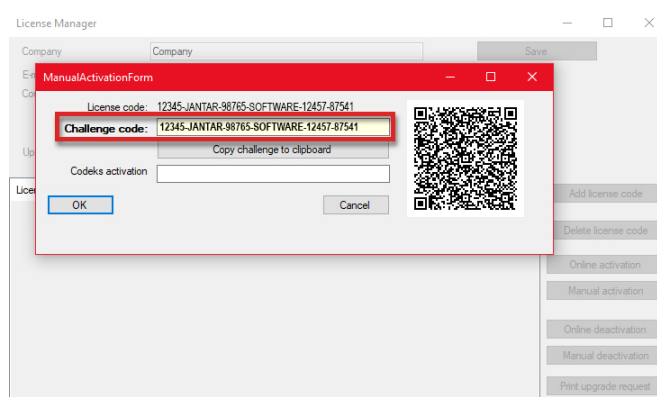
3. Use your smartphone phone or any other device with internet access and go to **http://www.jantar.si/caf.html**. Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.
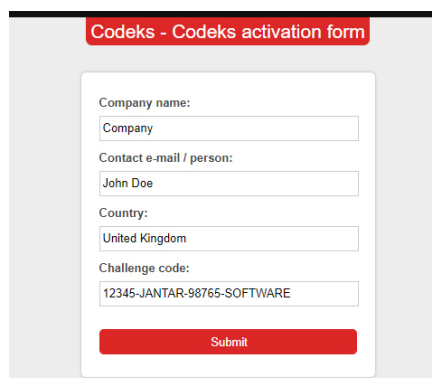
4. Then click **Submit.**

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

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

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

3. Location and hardware settings for the Codeks Layouts Add-on

Before using **Codeks Layouts**, you need to create a suitable, and logical hierarchy of your business premises in the **Hardware** editor. All *Passages* that you want to control with the *Layouts* add-on must be equipped with (at least) a reader at the room entrance.

Creating the room (locations) hierarchy

In the left part of the *Hardware* editor the location structure of your Codeks system is displayed. The locations used in the Codeks application illustrate the physical structure of your company's facilities and are primarily needed to define **passages** - *the entry points to the company* - which are used to define the user and group access rights.

Depending on the specific structure of your company's premises, you can create a tree structure of **Locations**. To add a new location in the *Hardware* editor click the **Add location** icon in the editor toolbar
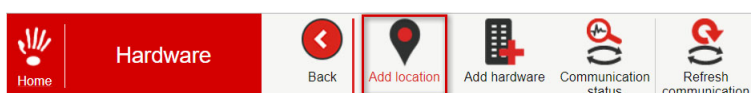
or select the appropriate *type of location* from the right-click menu on the "parent" location.
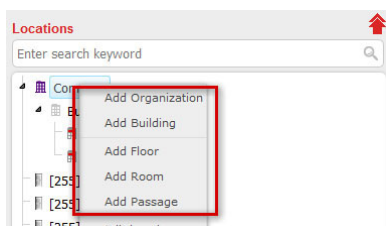
Types of locations and sub-locations:
- Organization: you can add a *building*, *floor*, *room* or *passage* to an organization.
- Building: you can add a *floor*, *room* or *passage* to a building.
- Floor: you can add a *room* or *passage* to a floor.
- Room: you can add a *passage* to a room.
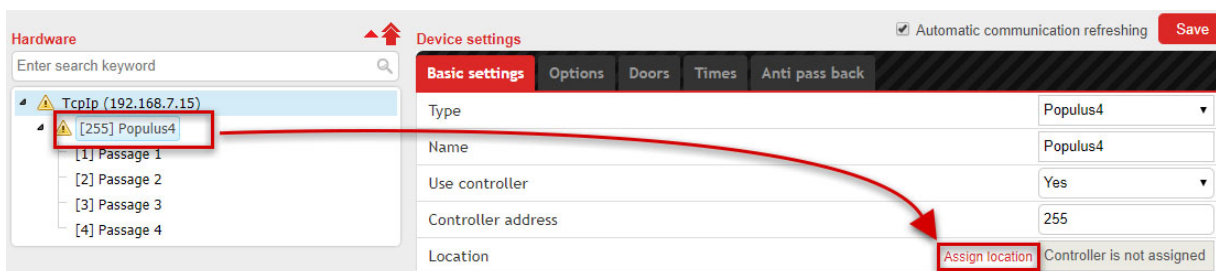- Passage: you cannot add any sub-locations to a passage.

You can read more about locations in the documentation of the main Codeks application accessible on our web page (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

Linking locations to hardware devices

You can connect the company locations to the devices:

- **controllers** and **communication lines** can be connected with *organization*, *building*, *floor*, and *room* location types, however, connecting *controllers* and *communication lines* to locations is not strictly necessary.
- **readers**, on the other hand, must always be connected to *passage* location types to enable the correct operation of access control or time attendance registration at the company entry points, as all user and group rights are assigned to passage type locations. Only this way will you be able to perform access control and record time registration events at these access points.
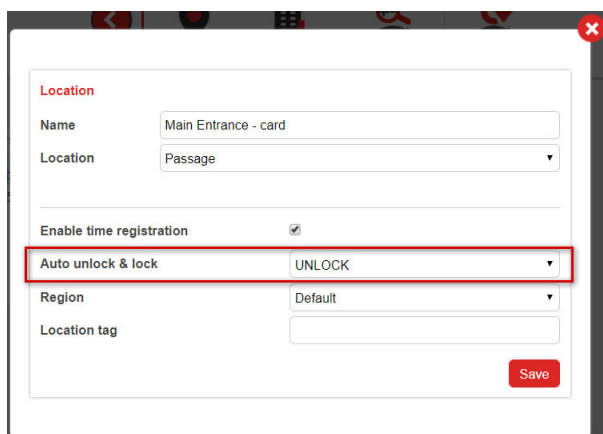
You can assign a location to the selected hardware in the settings of each device (on the right side of the editor) by clicking on the **Assign location** in the *Basic settings* tab.

The Codeks software also includes many additional and advanced options for controlling access and user movements within the business premises:
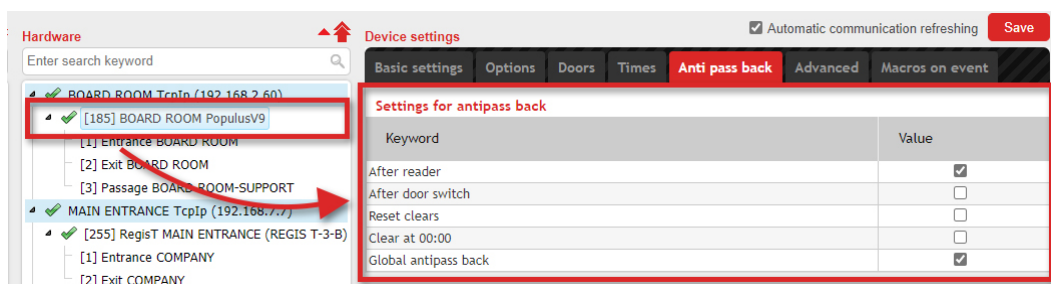
Auto unlock & lock

The *Auto unlock & lock* enables the automatic locking and unlocking of a particular passage at specified times, i. e. according to the assigned *Timetable*. **To enable the *Auto unlock & lock* function select the appropriate timetable from the drop-down menu and click *Save*.** The selected passage will be automatically unlocked and locked according to the selected timetable.

You can read more about the Auto unlock and lock function in the documentation of the main Codeks application accessible on our web page (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

Anti pass-back for tracking currently present users in rooms [21]

The **anti pass-back** function prevents the incorrect passage of users in the access control system, as the function prevents, for example, a user from entering a room twice if he has not previously registered the exit from this space. The function records the current location of users by following their registrations at locations in the access control system and does not allow incorrect or illogical user routes. When the anti pass-back function is activated, users are therefore required to register with their card for each entry and exit from a room. In the event that a user registers incorrectly, further registrations at other locations will be disabled or he will be prohibited from entering or leaving the next room.


The display of *Currently present users in a room* [21] will only be correct and accurate in combination with the *Anti pass-back* function. You can read more about the Anti pass-back function in the documentation of the main Codeks application accessible on our web page (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

Software counting using counters 23

The **Software counter** function uses counters to count those present in a specific room or area.

To enable the software counter, you must set the pre-prepared counters to passages. Counter settings differ depending on the type of passage, and you can also set several counters on the same passage (e. g., two counters are set on at the entrance to the room, the first one counts down the number of people present in the hallway, and the second one counts the number of people present in the room).
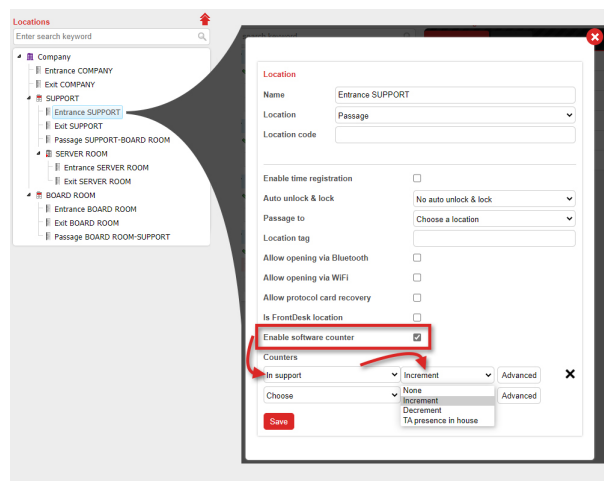
You can read more about the Software counter function in the documentation of the main Codeks application accessible on our web page (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

* Settings for the Codeks IP Camera add-on

* The **Codeks IP Camera** add-on enables static photos to be taken at the precise moment when a user registers at a location.

To add a security camera to the Codeks system using the *Codeks IP Camera* add-on, you must **enter the IP address of the camera to the location** where the camera is installed.
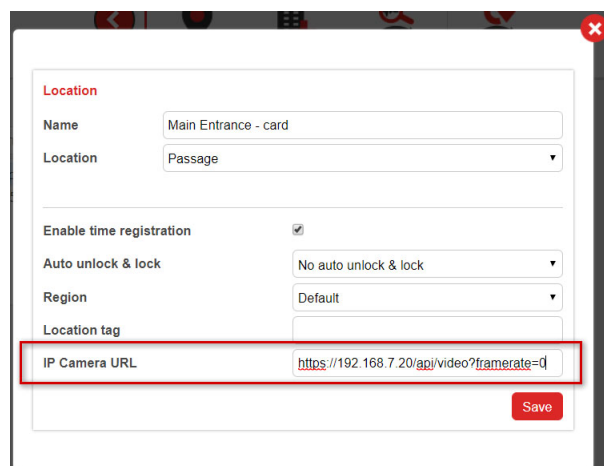
You can read more about the *Codeks IP Camera* add-on settings in the user manual of the *IP Camera* add-on (https://jantar.si/pdf/IPCameraManual-en.pdf).

4. Using the Codeks Layouts

Do pregledovalnika *Tlorisi* lahko dostopate prek podmenija *Monitor*.


Tlorisi se uporabljajo za opazovanje dostopnih točk, ki so označene tlorisnimi markerji. V urejevalniku *Tlorisov* lahko s klikom na posamezni tloris spremljate dogodke, ki se prikažejo na tlorisu v trenutku, ko se zgodijo.

V prikazovalniku *Tlorisi* so prikazani vsi tlorisi v vašem Codeks sistemu. V sistem lahko dodate poljubno število tlorisov. Za oblikovanje novega tlorisa potrebujete sliko prostorov v .jpg. ali .png formatu.

> **IMPORTANT!**
> You need to choose a suitable floor plan image that fits your screen, otherwise it is not possible to monitor and display all events at once, as the entire floor plan is not displayed on the screen.
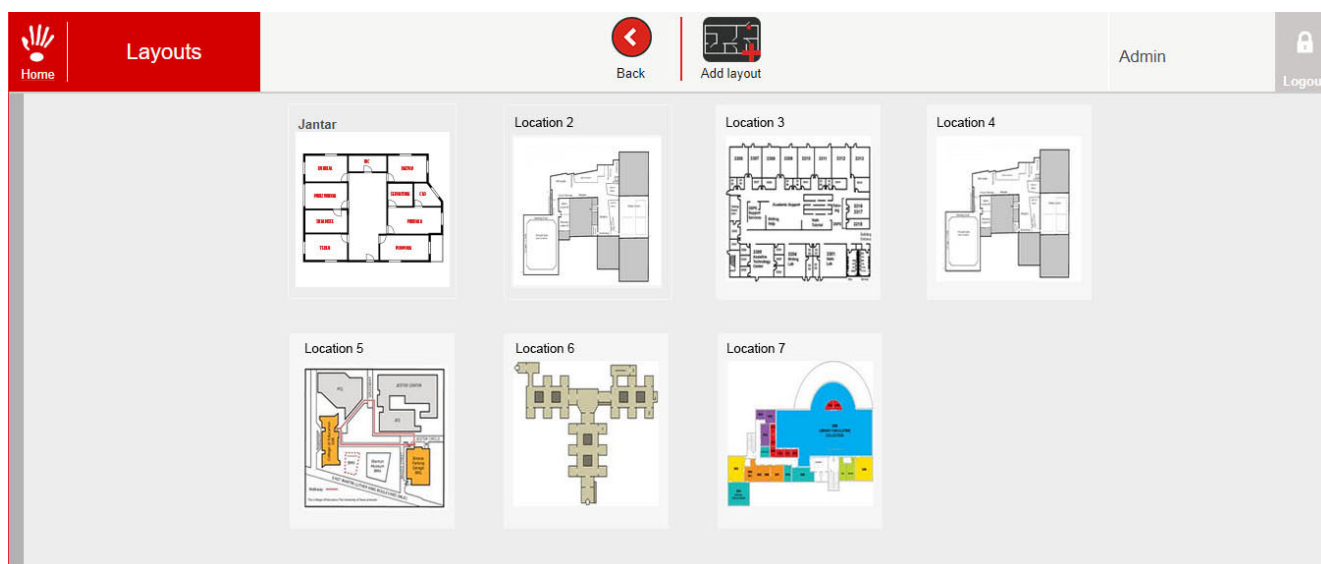
Clicking on one of the listed layouts will open a detailed floor plan view, where you can view events and edit the layout markers of the selected layout.

**On the left side of the viewer the list of all locations is displayed.**

You can place links on the selected layout to **_Passage_ type locations that have a cross icon** ✛ **displayed next to their name**.

The currently marked location on the layout is highlighted in red ▭ in the list of locations, **and its marker on the layout is also highlighted in red** 📍.

Passages that **do not have a cross icon next to their name and are colored blue** ▭ **have already been added to the floor plan**. **All added passages are marked on the layouts with a black marker** 📍.
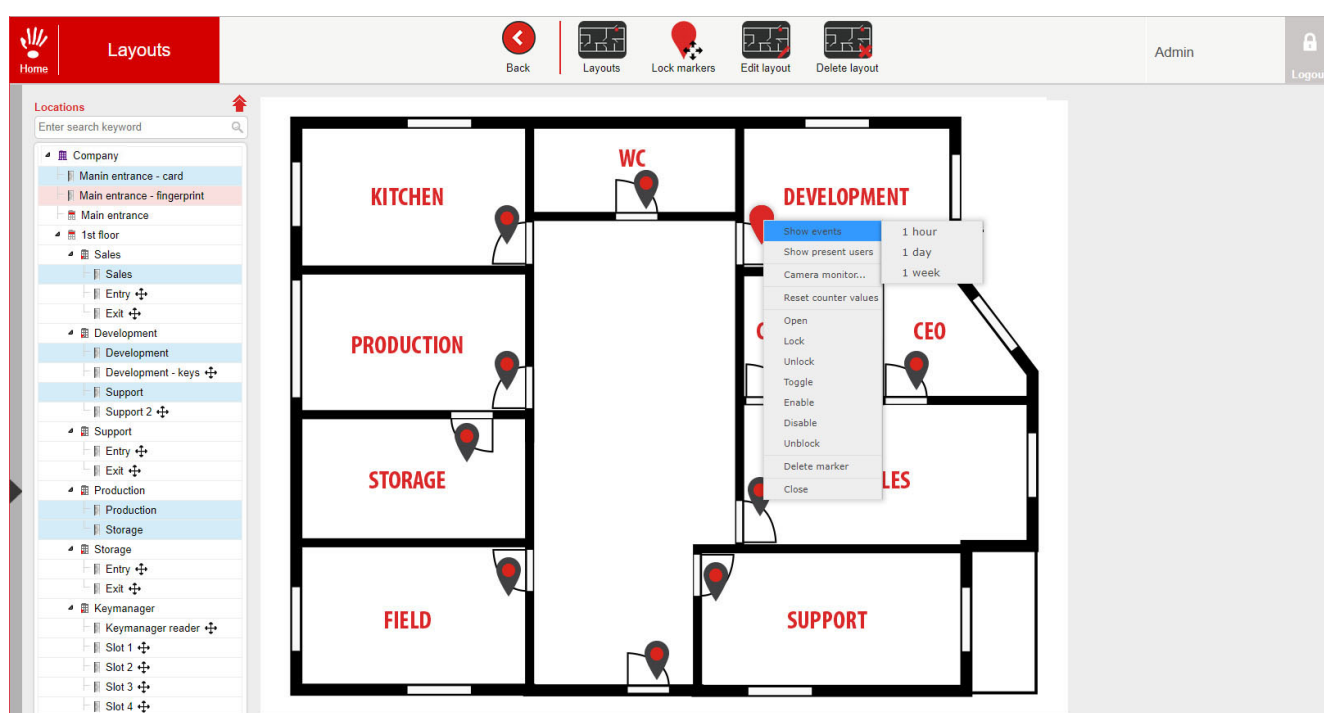
When users register an event at any passage added to the currently open layout, **a pop-up window with the details of the event will appear in the viewer**.
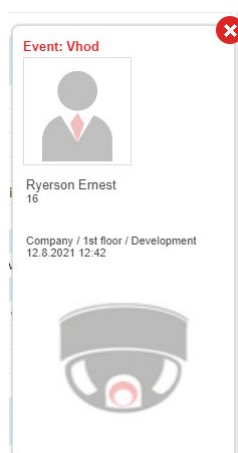
4.1 Add Layout

To create a new floor plan, you need an image of your premises in .jpg. or .png file format.

> **IMPORTANT!**
> You need to choose a suitable floor plan image that fits your screen, otherwise it is not possible to monitor and display all events at once, as the entire floor plan is not displayed on the screen.

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

2. A new window will open where you need to enter the name for the new layout and then select the layout image on your computer.
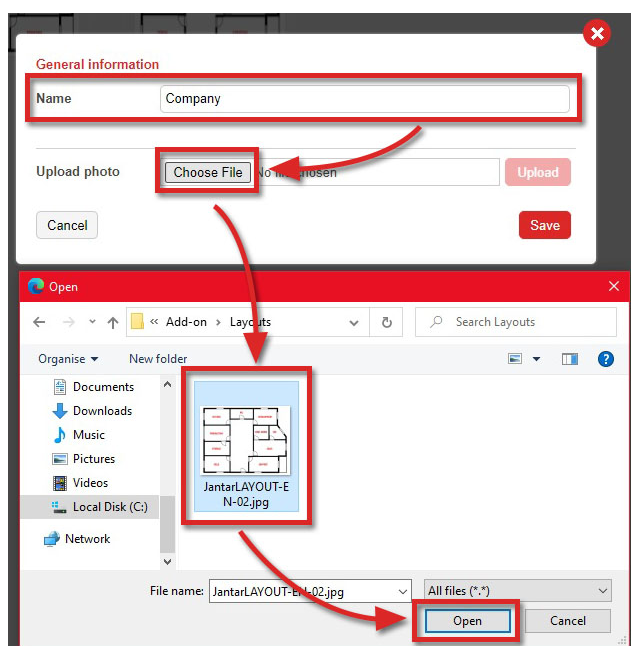
3. Click ***Upload*** to upload the selected image. Then click ***Save***.
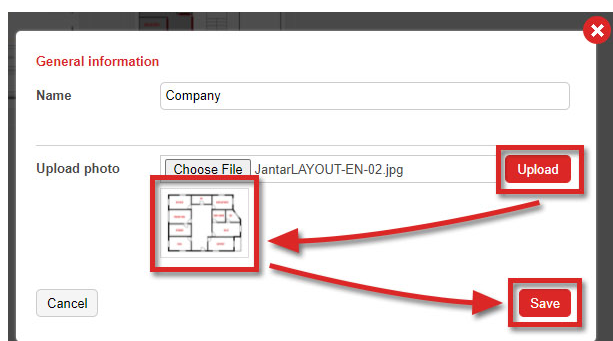
4. A new layout will be added in the *Layouts* editor.

In the next step, it is necessary to place the appropriate <u>layout markers</u> [18] on the new layout.

4.2 Edit Layout

1. To edit an existing layout, click on the desired layout plan in the *Layouts* viewer.
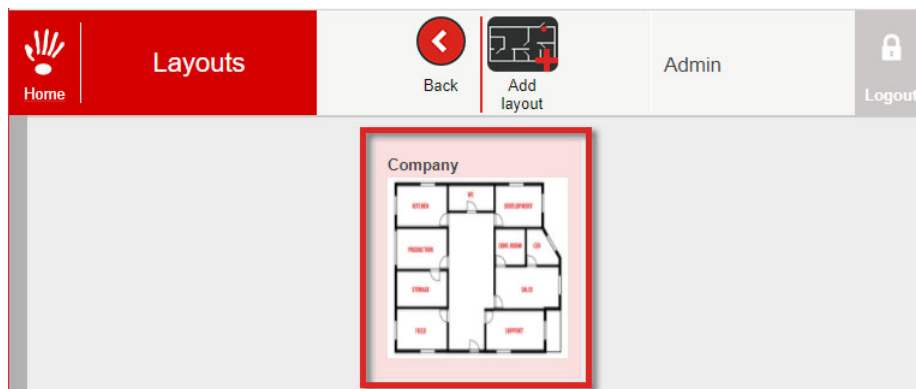
2. A detailed view of the layout will open.
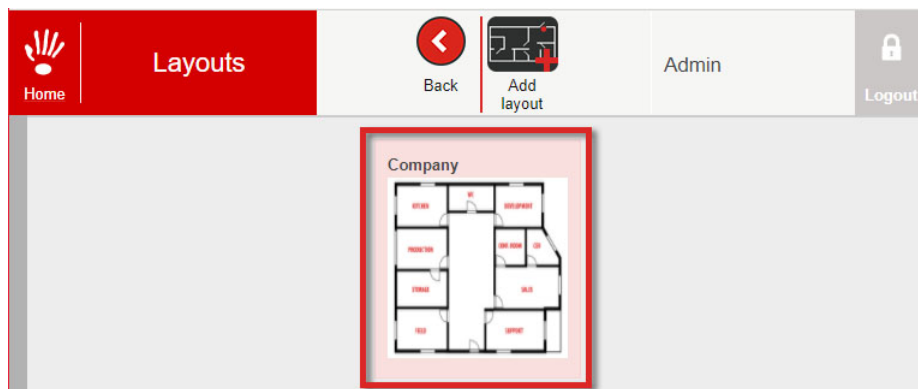
3. Click the **Edit layout** icon on the toolbar.
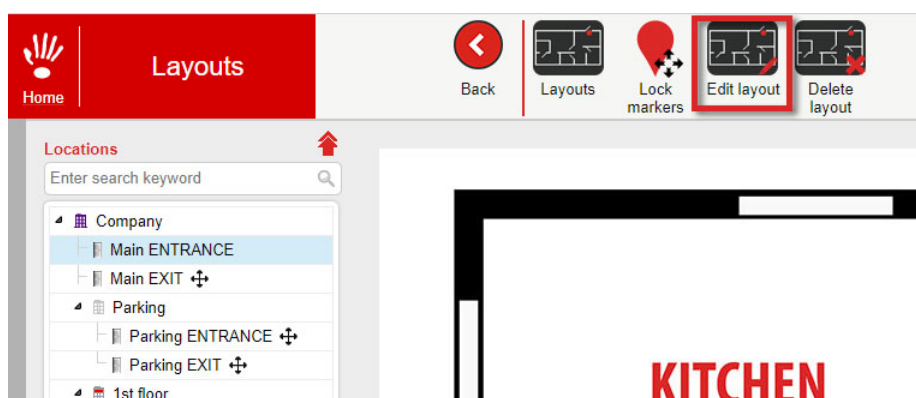
4. A window for editing the name and image of the layout will open.
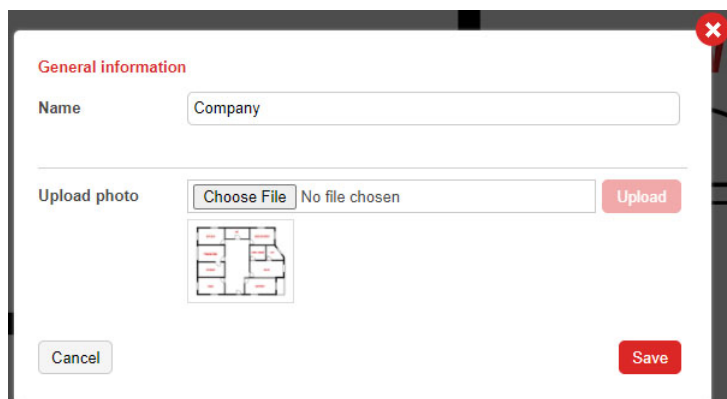
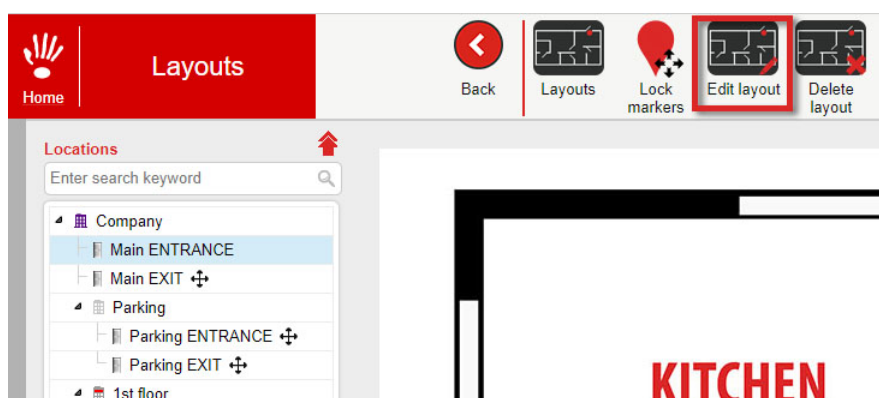**5.** Make your changes, and then click **Save**.

4.3 Delete Layout

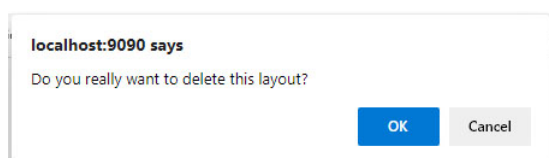**1.** To delete an existing layout, click on the desired layout in the *Layouts* viewer.

2. A detailed view of the layout will open.

3. Click the ***Delete layout*** icon on the toolbar.

4. The browser will ask you to confirm the deletion of the layout. When you confirm the deletion by clicking *OK*, the layout will be removed**.**

4.4 Add Marker on Layout

**1.** To add a new marker to a layout, first click on the desired layout in the main *Layouts* editor.
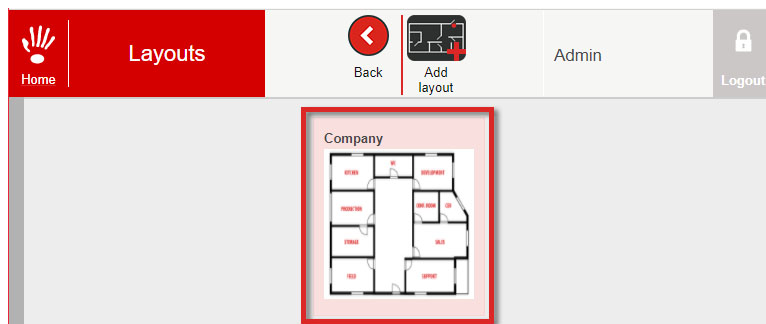
2. A detailed view of the layout will open.

3. To add a marker to a layout click the cross icon ✛ next to the desired location.

The marker for the location will appear on the upper left corner of the layout.

4. Click on the marker and pull it to the appropriate position on the layout.

5. The added markers on the layout and their positions will be saved automatically.
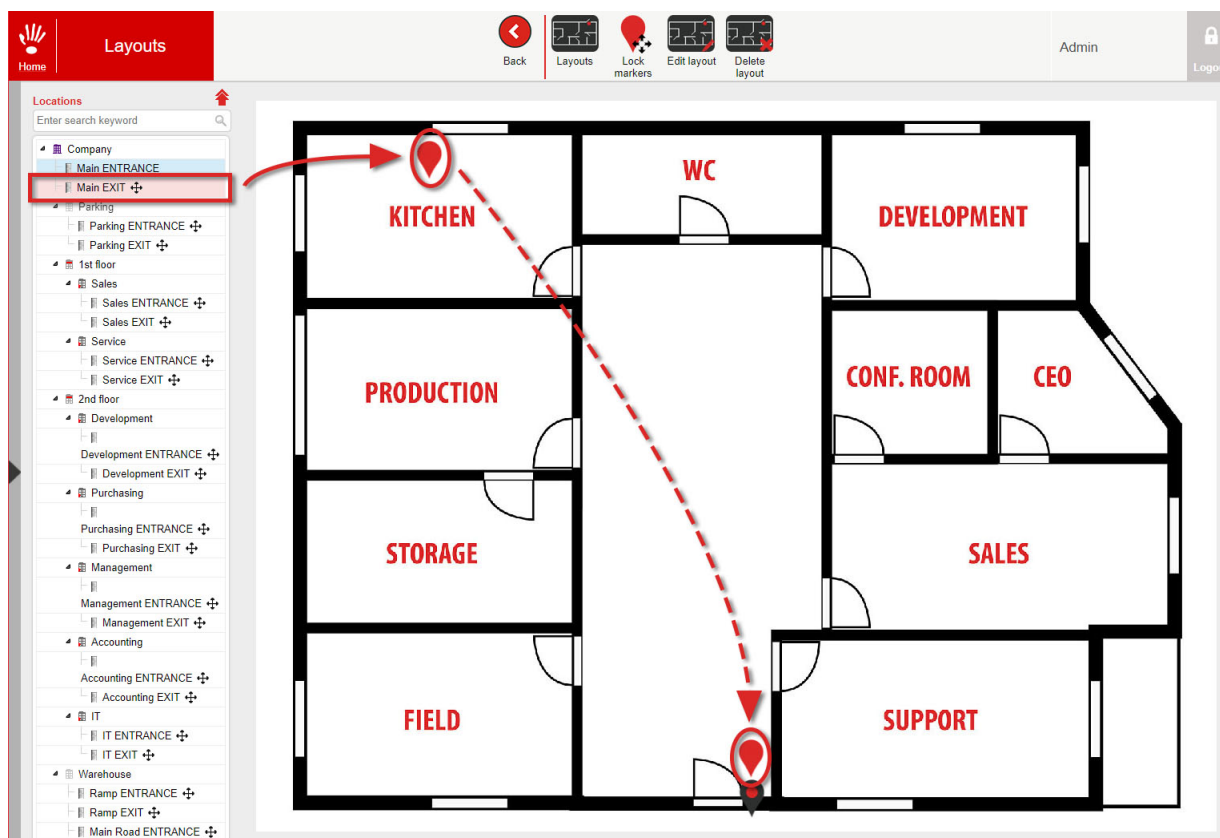
NOTE!
When you have finished editing the markers, you can lock their position on the layout, so that they cannot be changed, by clicking the **Lock markers i**con.
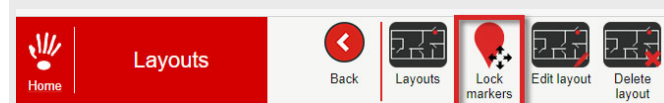
4.5 Delete Marker

NOTE!
Before editing or deleting layout markers, make sure that the layout markers are unlocked, ie. **that the *Lock markers* icon is in the "enabled" state, as shown in the image below.**
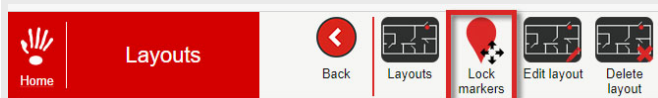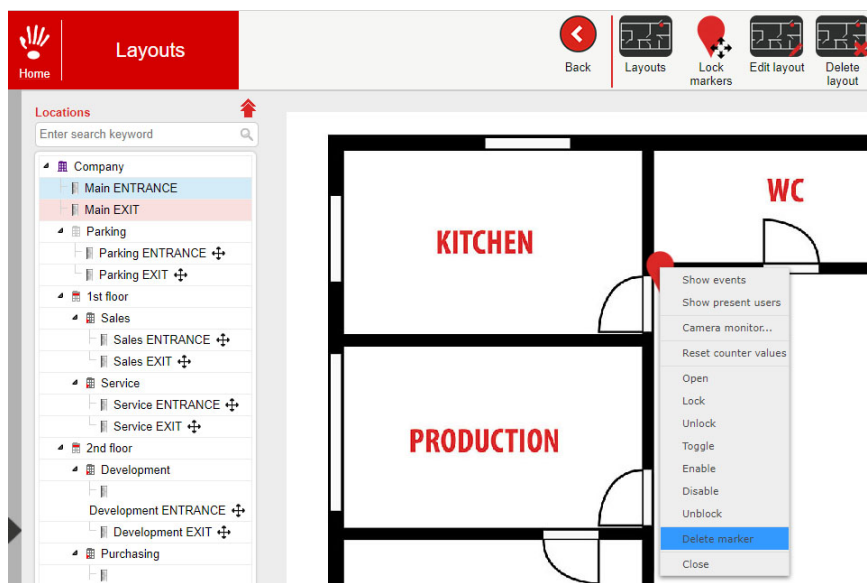

1. To delete a marker from a layout, first, **mark the marker on the layout.**

2. Then **right-click the layout marker**. A popup menu will open.
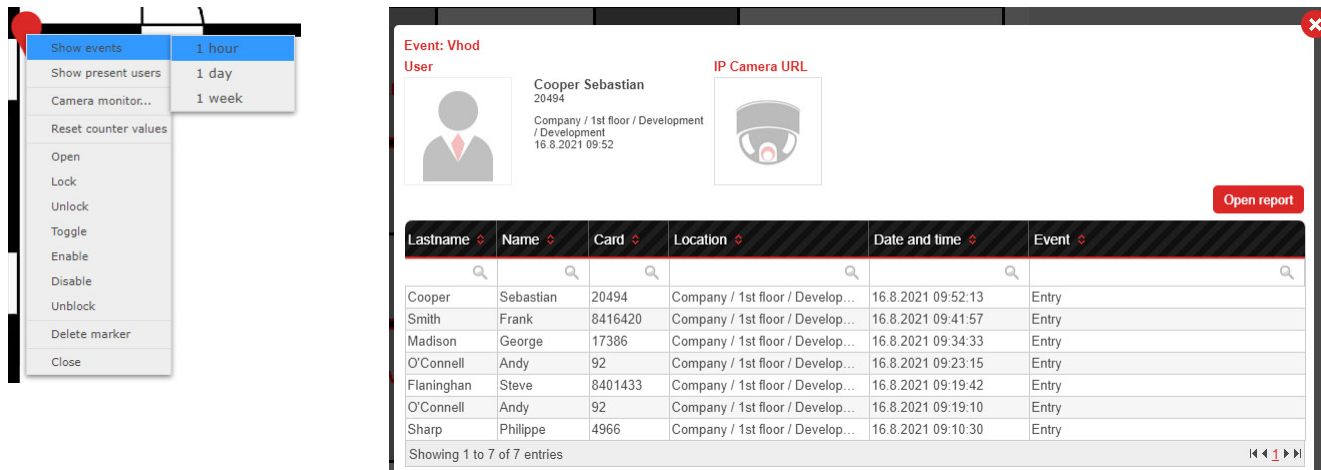
3. Select *Delete marker* on the menu.

4. The layout marker will be removed from the layout. In the list of locations, the passage of the removed marker will color blue , and the cross icon ✛ will reappear next to its name.
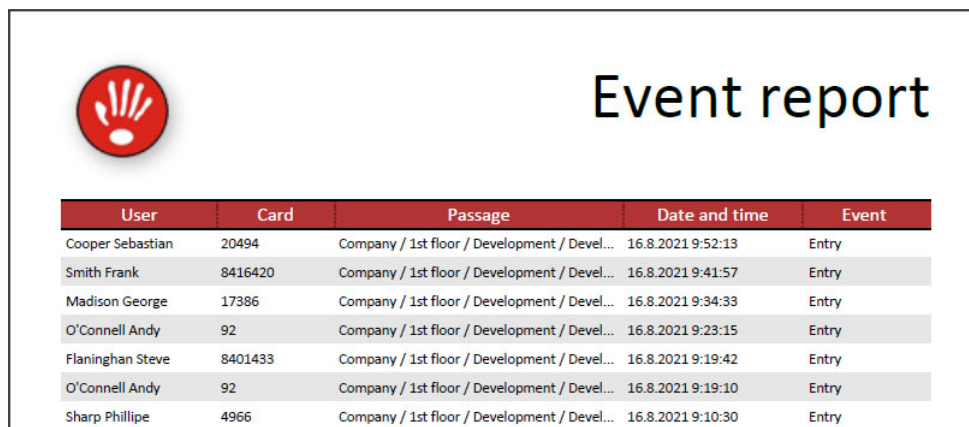
4.6 Show Events

Through the right-click menu on the layout marker, you can view events that were recorded at the selected passage by selecting the **Show events** option. You can view events for time periods: 1 hour, 1 day, and 1 week.

By clicking on the **Open report** button, you can also print out an event report in various file formats (Portable document format (.pdf), Excel Worksheet (.xls),Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

4.7 Show Present Users

NOTE
The display of **Currently present users in a room** will only be correct and accurate in combination with the *Anti pass-back* function. You can read more about the Anti pass-back function in the documentation of the main Codeks application accessible on our web page (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

Through the right-click menu on the layout marker, you can view the currently present users in a specific room by selecting the **Show present users** option.
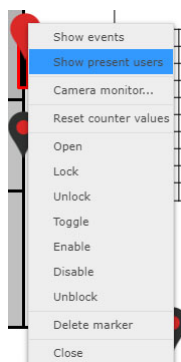
By clicking on the **Open report** button, you can also print out a report of users currently present in a room in various file formats (Portable document format (.pdf), Excel Worksheet (.xls),Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

4.8 * Camera monitor

* Integration of surveillance cameras into the Codeks system is possible with the help of the **Codeks IP Camera** add-on.

By selecting the **Camera monitor** option from the right-click menu, you can open a pop-up window, which will display a static image from the camera at the selected location, which is refreshed every 5 seconds.
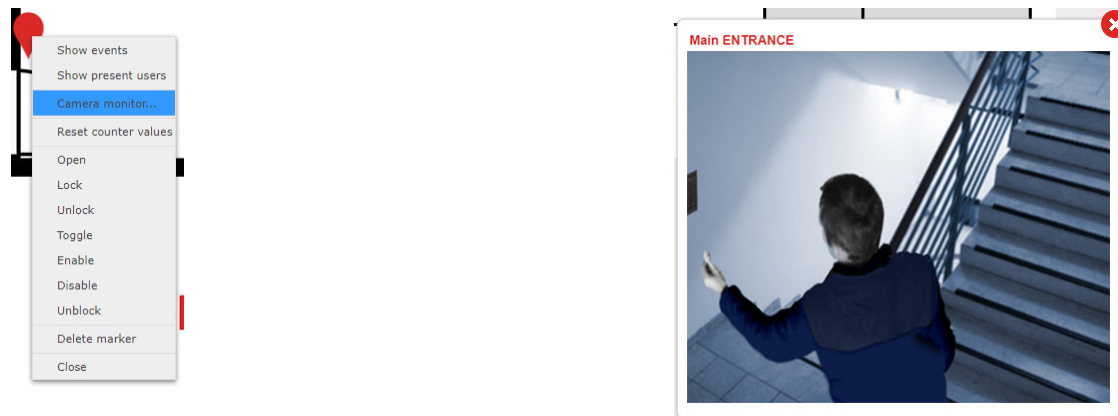
4.9 Reser counter values

You can also reset the room presence counters via the right-click menu on the floor plan marker in the Floor plan viewer. To use this functionality, you must, first, correctly set up locations for the presence counters [12]

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1. To reset the counter values set at the selected location to their initial values, first select the *Reset counter values* option from the right-click menu on the marker.
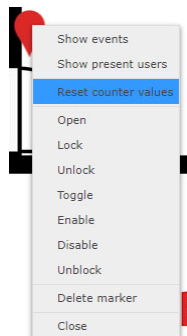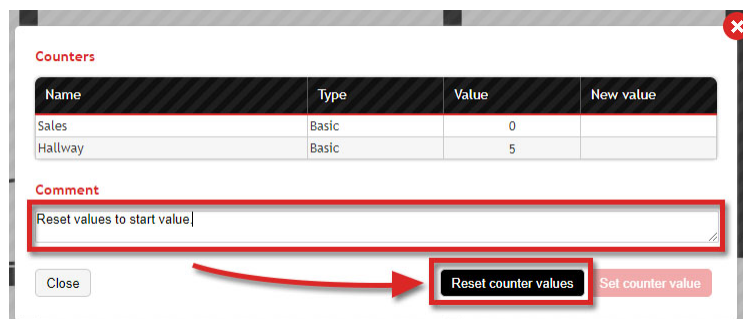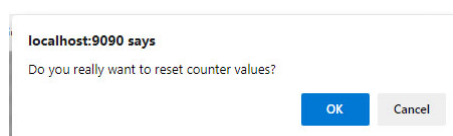
Show events	
Show present users	
Reset counter values	
Open	
Lock	
Unlock	
Toggle	
Enable	
Disable	
Unblock	
Delete marker	
Close	

2*.* A new pop-up window will open, **where you first have to enter a comment as to why you are resetting the counter values to their initial values**.

3. Then click the *reset counter values* button*.*

Counters

Name	Type	Value	New value
Sales	Basic	0	
Hallway	Basic	5	

Comment

Reset values to start value.

Close   Reset counter values   Set counter value

4. An additional pop-up window will open where you need to confirm the reset of the counter values.

localhost:9090 says

Do you really want to reset counter values?

OK   Cancel

5. The counter values at the selected location will be reset to their initial values.

Counters

Name	Type	Value	New value
Sales	Basic	0	
Hallway	Basic	0	

Comment

Close   Reset counter values   Set counter value
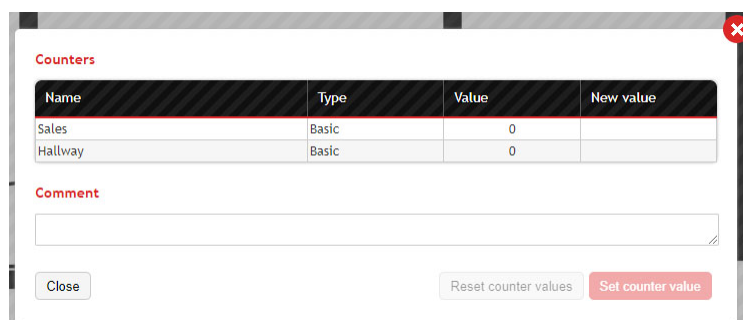
You can read more about counters in the documentation of the main Codeks application (https://jantar.si/pdf/CodeksManual-en_V10.pdf), additionally, you can also read in about parking counters in a separate user manual for the Codeks Parking add-on (https://jantar.si/pdf/CodeksParkingManual-en.pdf)

4.10 Manage Readers

You can manage readers the selected passage via the right-click menu on the floor marker. By using the various action listed in the menu you can send commands to be executed by the reader:
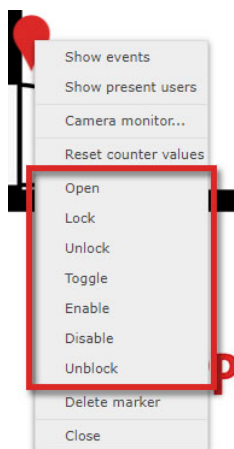
Actions	Description
Open	This action causes the door to open (unlock) only for a few seconds.
Lock	This action causes the door to stay locked which means no person can pass the door without using the card.
Unlock	This action causes the door to stay unlocked which means anybody will be able to pass the door from this moment on until the door is locked again.
Toggle	This action will toggle the door lock/unlock status which means the door will lock (if it was unlocked) or unlock (if it was locked).
Enable	This action will unblock blocked reader.
Disable	This action will block unblocked reader.
Unblock	This action will unblock blocked reader for the time set in under controller's settings under *Unblock for*. Option *Blocked* under reader's settings must be enabled.