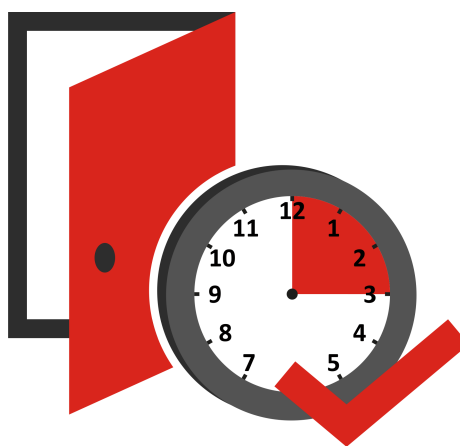


Codeks Reservations Add-on

Instructions for users

for Codeks software
version 10.2108.0.15677 and newer



Codeks Reservations Add-on user manual

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February 2021 in Naklo

Table of Contents

Chapter 1 Codeks Reservations add-on	4
1.1 Licence information.....	4
1.2 Disclaimer and warranty	5
1.3 Contact information	5
Chapter 2 How the Codeks Reservations work	6
Chapter 3 Using the Codeks Reservations application	7
3.1 Reservation overview in the Manage reservations editor.....	8
3.2 Reserving rooms and keys.....	10
3.2.1 Reservations in the Codeks Mobility mobile app	12
3.3 Canceling reservations.....	13
3.4 Placing reservations for other users.....	15
3.5 Editing and deleting reservations.....	16
3.6 Reservations report.....	18


1 Codeks Reservations add-on

Codeks Reservations is an add-on for the Codeks software for access control and time attendance registration. It enables users to make reservations for rooms, offices or other spaces within the company. The add-on uses the Codeks controller system to enable room reservation and access control. In addition, the Codeks Reservations add-on can also be used to reserve keys, if you are using a Neo Keymanager in your Codeks system.

NOTE

This manual only contains the description and installation instruction for the Codeks Reservations 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.

1.1 Licence information

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Codeks Reservations software is distributed together with the Jantar hardware or separately as a replacement system for an existing access control system, which means:

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

1.2 Disclaimer and warranty

Disclaimer

The information in this document is subject to change without notice. While the information contained herein is assumed to be accurate, Jantar, d.o.o., assumes no responsibility for any errors or omissions. We also reserve the right to discontinue or change the specifications of products without prior notice. No claim can be made in the case of profit or loss from use or sale of any products bought or delivered by us. Errors reported will be corrected in new software releases.

Warranty

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Although we strive to include accurate and up to date information, Jantar, d.o.o., without prejudice to the generality of this paragraph does not guarantee that the information in this manual is complete, true, accurate and not misleading.

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

1.3 Contact information

Jantar d.o.o. has more than 30 years of experience in the development and production of access control, time attendance and visitor control systems. What sets us apart from our competitors is that we develop and manufacture all of our software and most of our hardware ourselves. Our systems are installed and 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

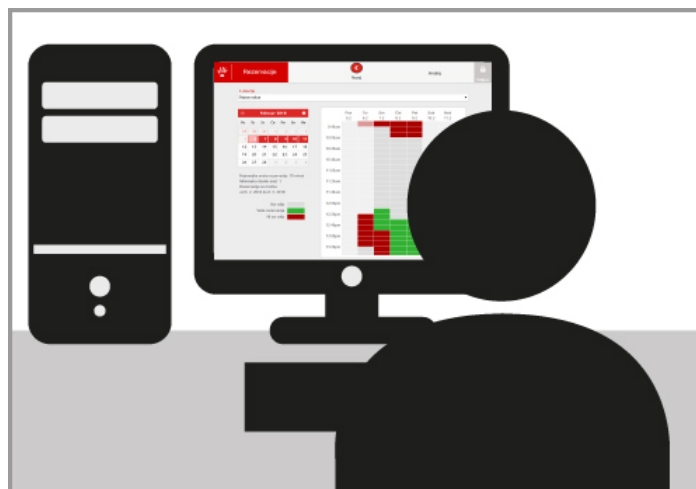
For support contact our regional partner: <https://jantar.si/en/contact/our-partners/>

2 How the Codeks Reservations work

Users make reservations of rooms or keys, thus securing the right to enter (or pass) into rooms or collect (and return) keys at the time of the reservation.

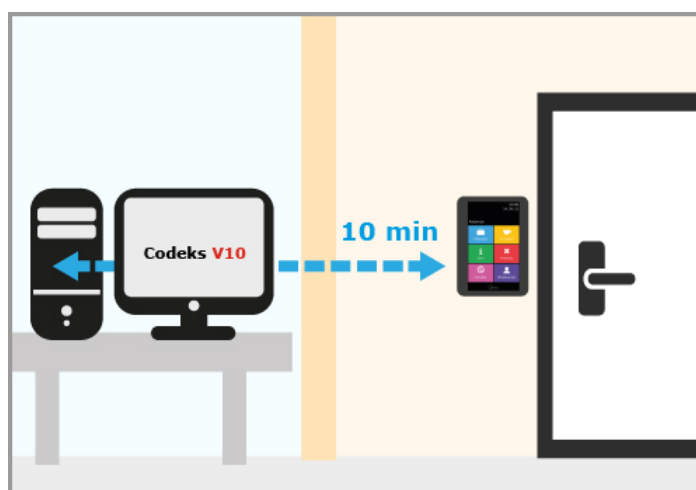
Reservations can be placed by users in the **Reservations** and **Manage reservations** editors.

Reservations can also be made by users with a Virtual Card via the *Codeks Mobility* mobile application.

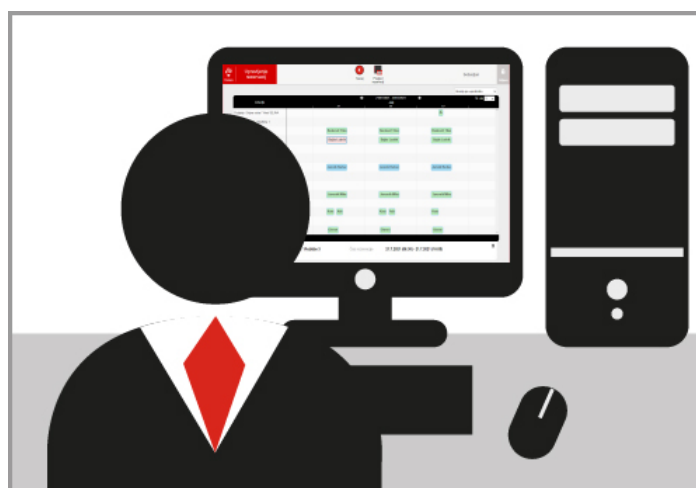


Reservations and cancellations of reservations are saved automatically. The Codeks system in the background automatically updates the reservation status on controllers every 10 minutes.

Thus the user will be able to use the reserved room or key at the time of the reservation.



Heads of departments can view and manage (edit and delete) reservations entered by users, or enter reservations on behalf of other users.



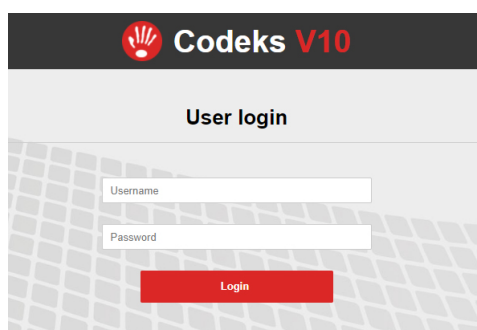
3 Using the Codeks Reservations application

Users can make reservations in the **Reservations** or **Manage Reservations** editors, which they access with their **user access** to the Codeks application. In the **Manage Reservations** editor, users can also view other users' reservations and print reservation reports.

However, **heads of departments who are allowed to manage reservations in their user settings** can also **change and cancel reservations** of their subordinates through their user access to the Codeks application in the **Manage Reservations** editor.

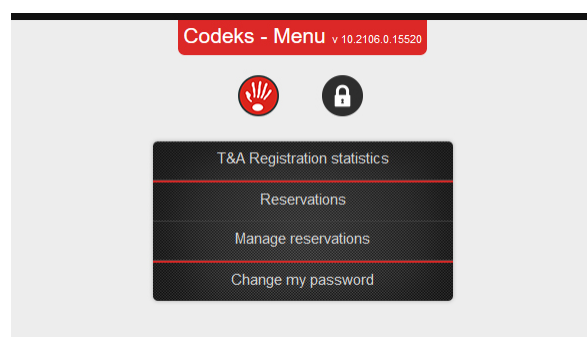
Both regular users and heads of departments access reservation tools by signing in with their username and password in the Codeks application:

1. To access the reservation editors sign in with your **username** and **password**.

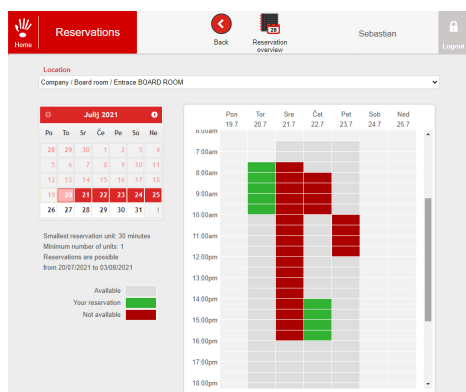
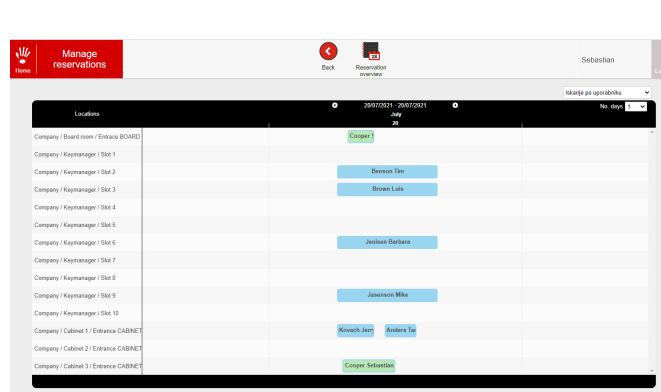


The login screen features the Codeks V10 logo at the top. Below it, the text "User login" is centered. There are two input fields: "Username" and "Password". A red "Login" button is positioned at the bottom right of the form area.

2. Then **choose Reservations or Manage Reservations** from the main user access menu.



3. The selected room reservation editor will open.

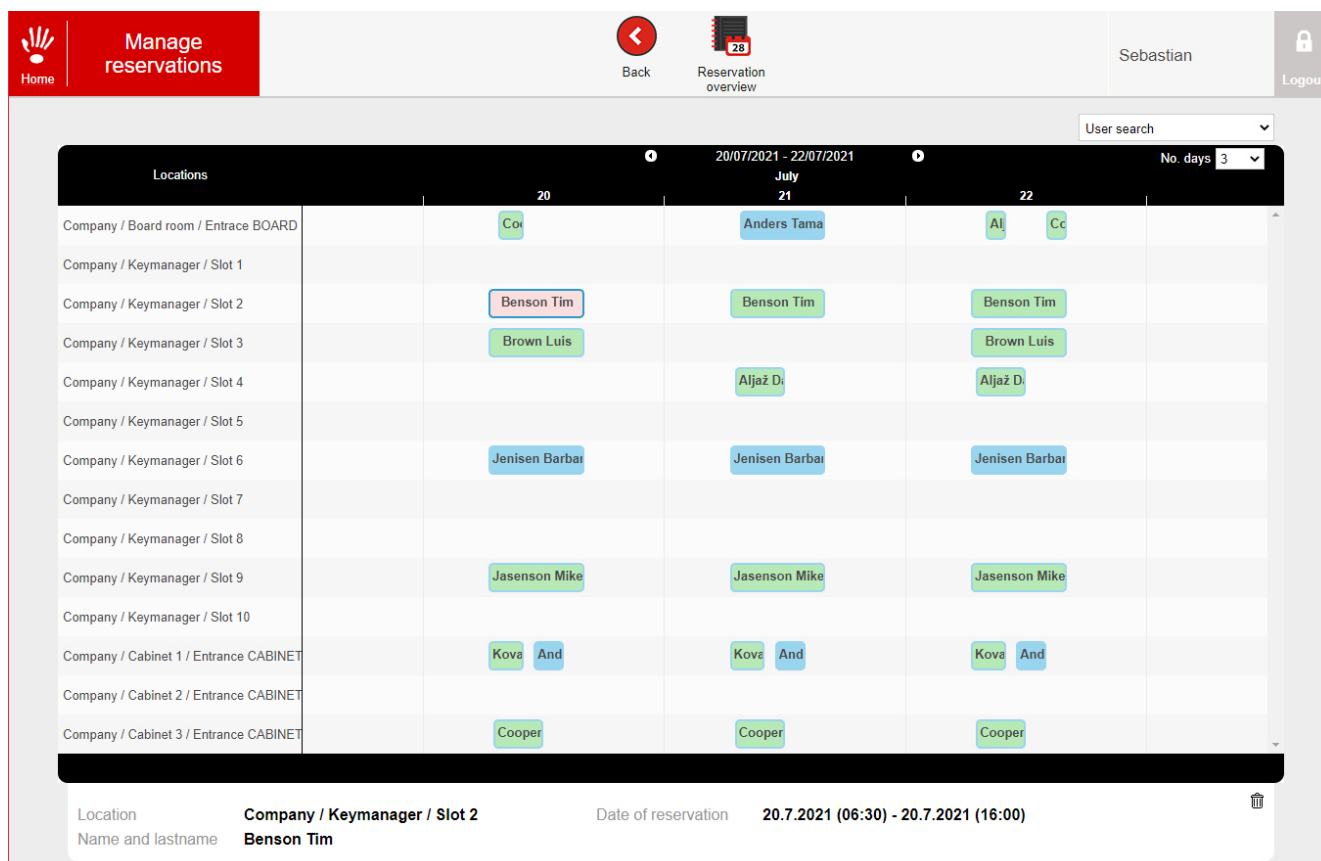



The Manage reservations editor screen shows a table of reservations. The table has columns for "Locations", "Date", "Time", and "Status". The "Locations" column lists various departments and rooms, such as "Company / Board room / Entrance BOARD ROOM", "Company / Keymanager / Stat 1", "Company / Keymanager / Stat 2", "Company / Keymanager / Stat 3", "Company / Keymanager / Stat 4", "Company / Keymanager / Stat 5", "Company / Keymanager / Stat 6", "Company / Keymanager / Stat 7", "Company / Keymanager / Stat 8", "Company / Keymanager / Stat 9", "Company / Keymanager / Stat 10", "Company / Cabinet 1 / Entrance CABINET", "Company / Cabinet 2 / Entrance CABINET", and "Company / Cabinet 3 / Entrance CABINET". The "Date" column shows dates from 20/07/2021 to 26/07/2021. The "Time" column shows times from 7:00am to 18:00pm. The "Status" column shows reservation status, with green blocks indicating available slots and red blocks indicating reserved slots.

3.1 Reservation overview in the Manage reservations editor

In the *Manage Reservations* editor, both **regular users and heads of departments can view the status of reservations for all Locations for Reservations.**





In addition, **regular users can also enter their own room reservations**¹⁰, **in this editor**, and **heads of departments can enter reservations for their subordinates**¹⁵ and **edit other users' reservations**¹⁶.



In the top part of the editor **the timeline table of reservations for all Locations for Codeks Reservations is displayed.**

When **clicking on an individual reservation**, the details of the reservation are displayed under the timeline table overview: **the location, the holder of the reservation and the date and time of the reservation.**

The different coloring of the reservations mean:

- **The currently selected reservation is colored pale red** .
- **The reservations of the user who is currently logged in to the Codeks application are colored green** .
- **Also, reservations of other users that the user currently logged in to the Codeks application can edit are colored green** .
- **Reservations of other users that are not allowed to be edited by the user currently logged in to the Codeks application are colored blue** .

Period selection

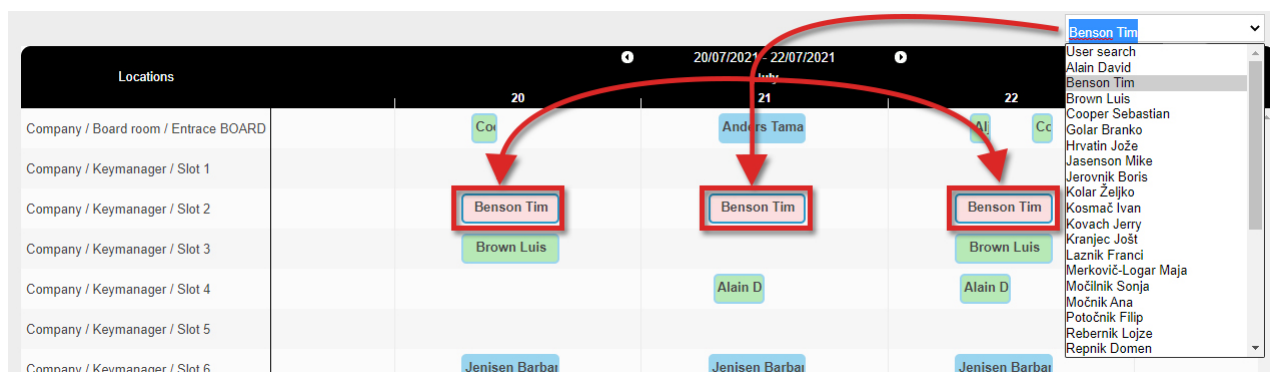
At the top right, above the timeline table, the **user can select the number of days to display in the timeline**. By default, 21 days is displayed, however, the user's specific selection is stored in the browser and will be used the next time the same user logs into the Codeks application. You can choose between values of **1, 3, 7, 14, 21, 28** and **31** days.



Searching reservations

The **heads of departments** additionally have a **search box for searching reservations by users** displayed above the timeline table.

Using this search box the head of department can enter a user's name and in the timeline table **all the reservations of the selected user will be colored pale red**.



3.2 Reserving rooms and keys

Uporabniki lahko rezervirajo sobe in ključe v urejevalniku **Rezervacije**, ki prikazuje rezervacije za posamezno izbrano lokacijo, ali v urejevalniku **Upravljanje rezervacij**, ki prikazuje rezervacije za vse prostore.

Users can reserve rooms and keys in the **Reservations** editor, which displays reservations for a single selected location, or in the **Manage Reservations** editor, which displays reservations for all rooms.

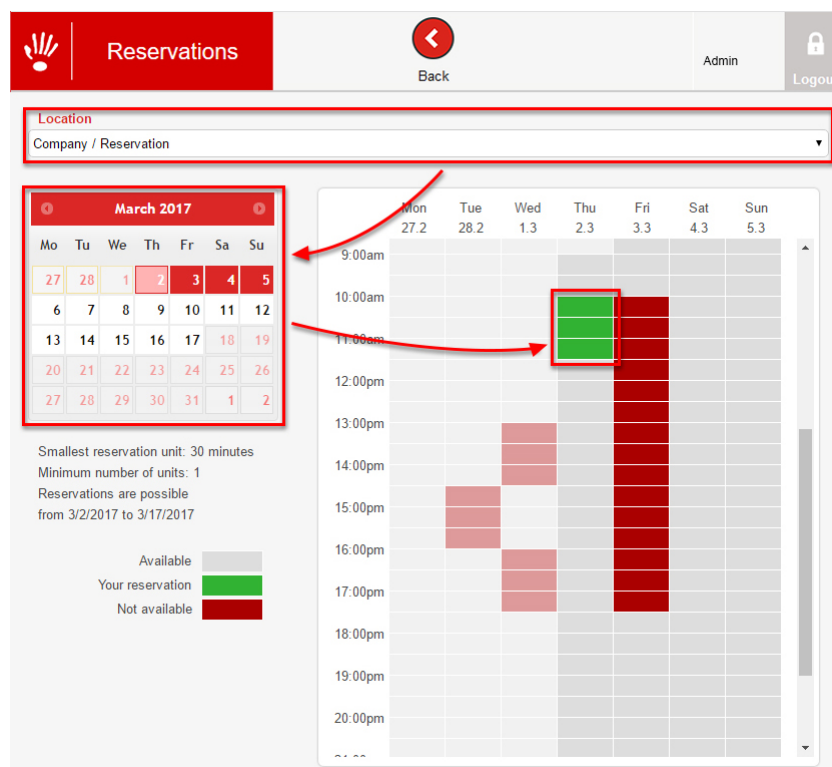
Reservations in the **Reservations** editor

1. In the **Reservations** editor, first **select the desired location** (or key slot) from the drop-down list.

2. Then, in the **calendar on the left**, **select the week when you want to reserve the location**.

The selected week will **color red** and will be **displayed in the week view on the right**.

3. Finally, **select the time of day you want to reserve by clicking on the individual time segments**.

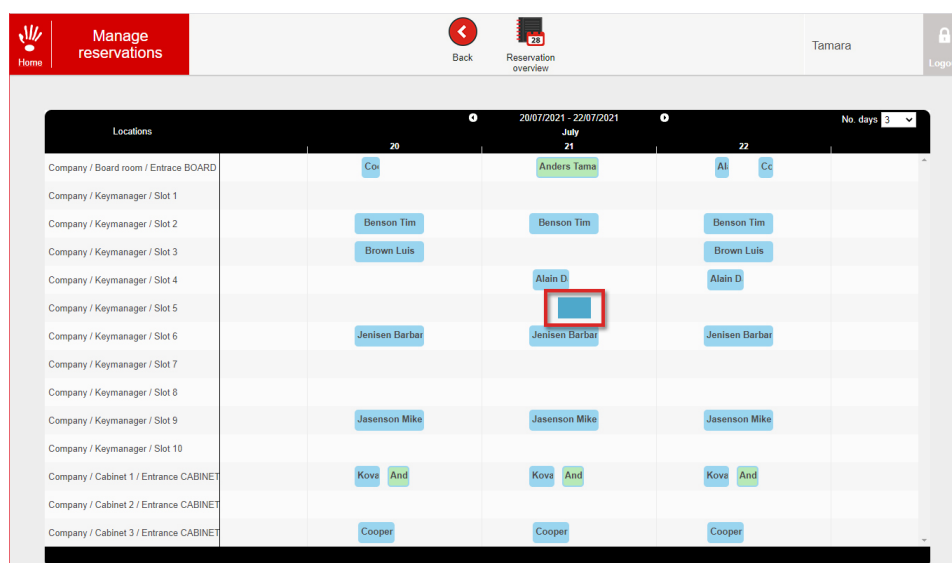


Location	The drop-down menu enables the selection of individual locations for reservations.
Calendar	The calendar enables the selection of the week when the user wants to make a reservation.
Smallest reservation unit	The smallest reservation unit determines how the time in the day is segmented. In the example above the day is segmented into 30-minute units. The smallest time unit can be set in the location settings in the Hardware editor for each location separately.
Minimum number of units	The minimum number of units sets the minimum number of basic units that must be reserved simultaneously.
Reservations are possible from ___ to ___	Informs the user when the selected location can be reserved.
Week display	Displays the status of reservations for a selected week: <ul style="list-style-type: none"> the time units that can no longer be reserved are colored light gray the available time units are colored dark gray the unavailable time units are colored red the time units selected by the current user are colored green

4. Once you have marked your desired time units, the system automatically saves your selection. Codeks system automatically updates the status of reservation every 10 minutes.

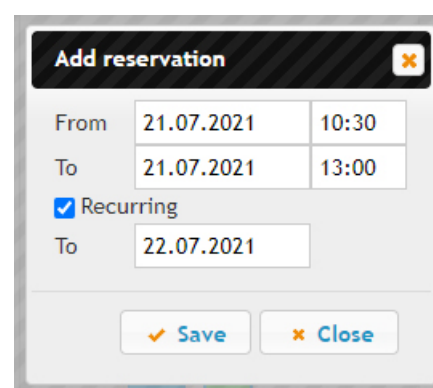
Reservations in the *Manage Reservations* editor

1. In the *Manage Reservations* editor, highlight the desired period on the display for the selected room or key.



2. A new window will open where you can specify the time of the reservation.

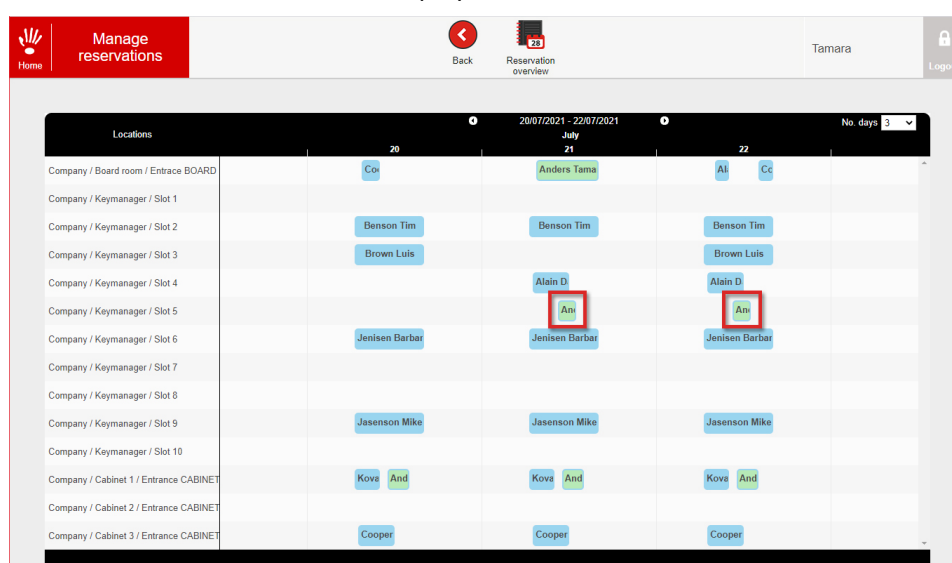
*3. If you enable the *Recurring* option, the reservation will be repeated every day at the same time. When you enable the *Recurring* option, a new field appears, where you select the end date up till which the entered reservation should be repeated.



The 'Add reservation' dialog box is shown. It has a title bar with a close button. The main area contains fields for 'From' (21.07.2021, 10:30) and 'To' (21.07.2021, 13:00). There is a checked 'Recurring' checkbox and a 'To' field for the recurring end date (22.07.2021). At the bottom, there are 'Save' and 'Close' buttons.

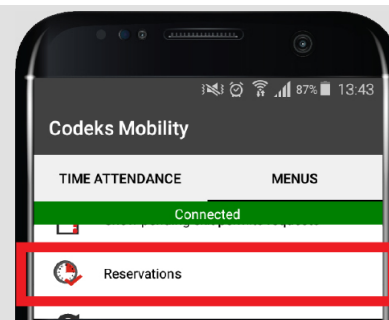
4. Finally, click **Save**.

5. The reservation will now be displayed in the timeline table.



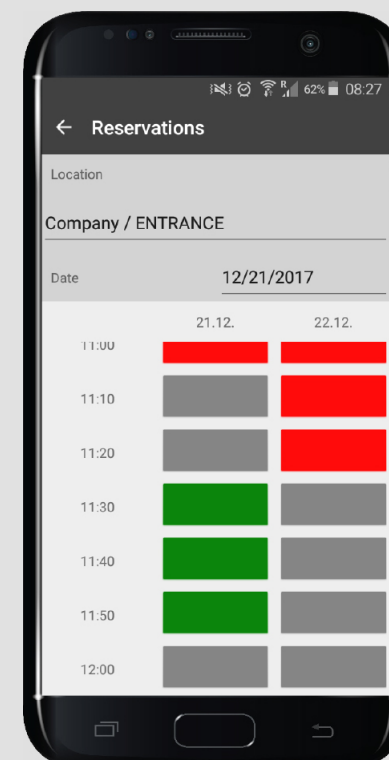
3.2.1 Reservations in the Codeks Mobility mobile app

Users can also announce reservations in the *Codeks Mobility* mobile application.



1. To reserve a room or key, **select the desired location (or key slot) from the drop-down list.**
2. Select the date you want to reserve the location.
3. **Mark the time of day** you want to reserve **by clicking on the individual time units in the day view.**
4. After you select the desired time units, **the system automatically saves your selection.**

To cancel a reservation, uncheck the reserved green time units by clicking again.



You can read more about the Codeks Mobility mobile application in the application documentation, which is available on our download pages (https://jantar.si/pdf/Codeks_Mobility_EN_Instructions_for_USERS.pdf).

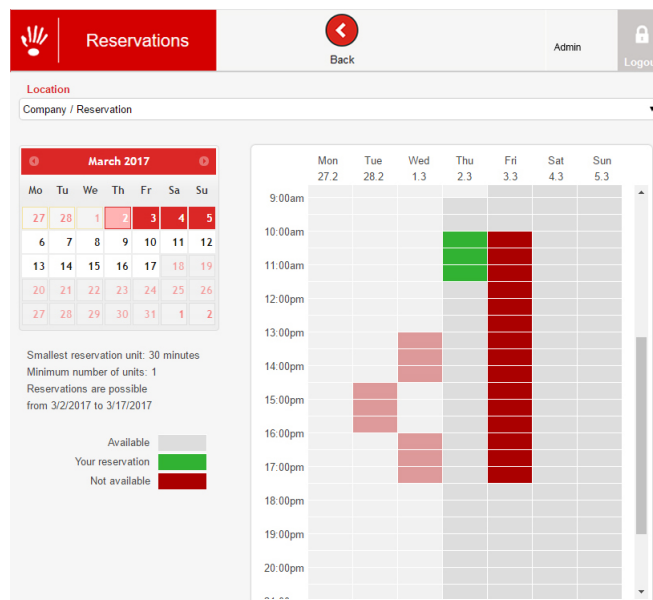
3.3 Canceling reservations


You can cancel your own reservations in the **Reservations** editor or the **Manage Reservations** editor:


Canceling reservations in the **Reservations** editor

1. In the **Reservations** editor, first select the desired location (or key slot) from the *Location* setting drop-down list.
2. Then select the week when you want to cancel your reservation in the calendar on the left side of the editor.

The selected week **will color red and will be displayed in the week view on the right.**

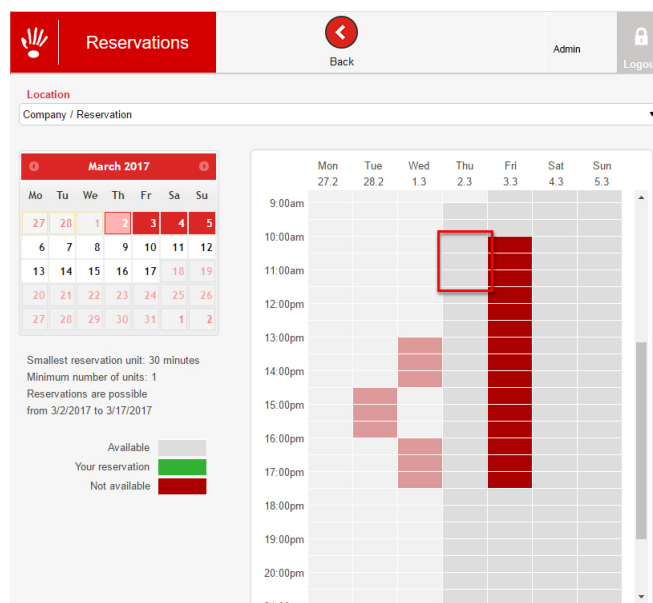


3. Finally, **uncheck the reserved segments of the day** by clicking on each individual **green**  time segment.

The unchecked time segments will turn **dark gray**  and will be available for reservation again.

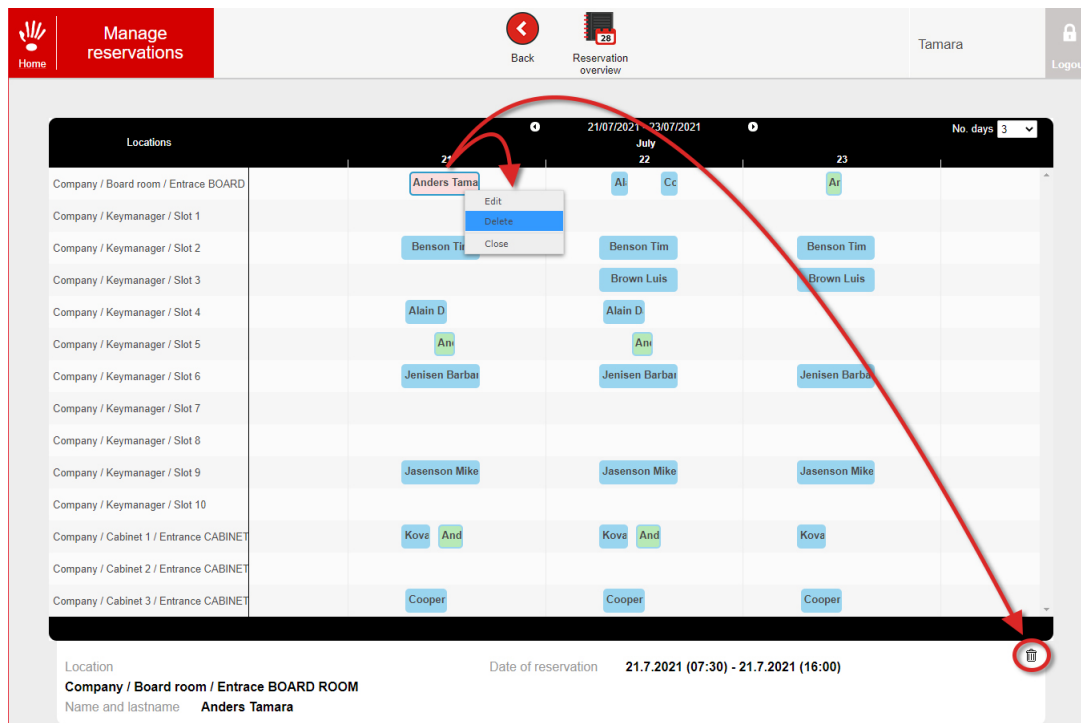
4. **After you uncheck the desired time segments, the system automatically saves your selection.**

Thus, you have successfully canceled your reservation for the selected location.



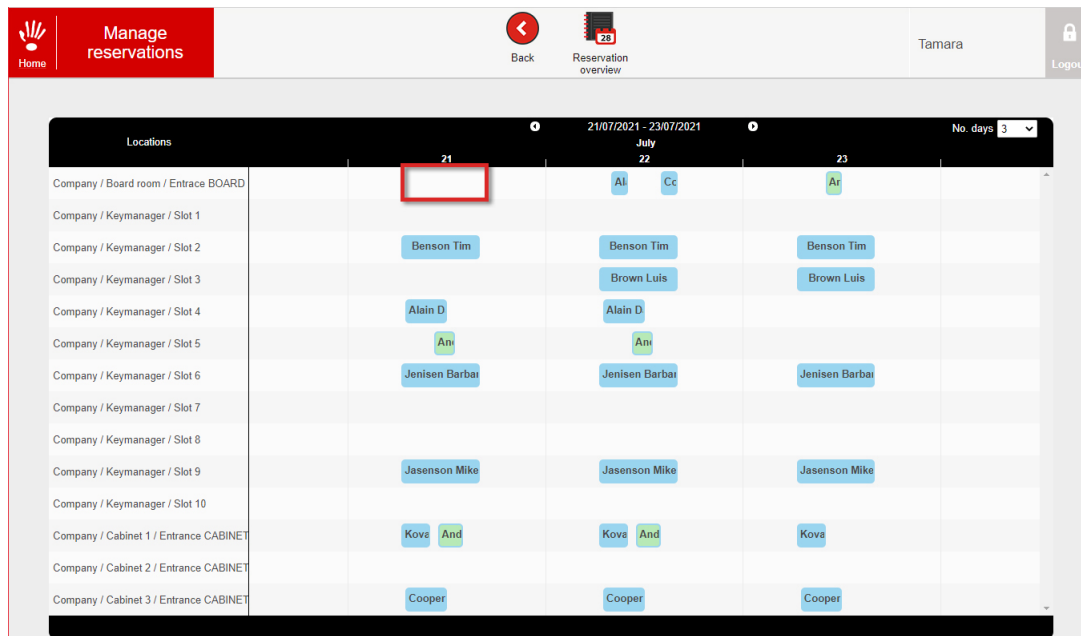
Canceling reservations in the *Manage reservations* editor

1. You can **cancel the reservation** by, first, **locating it in the timeline table** and **right-clicking on it** and then **selecting *Delete*** from the menu or **by clicking the trash can icon** under the timeline table where the details of the selected reservation are displayed.



The screenshot shows the 'Manage reservations' interface. At the top, there's a navigation bar with 'Home', 'Manage reservations', 'Back', 'Reservation overview', 'Tamara', and 'Logout'. Below this is a timeline table with columns for dates 21, 22, and 23. The table lists various locations and the reservations made for each. A reservation for 'Anders Tama' on July 21st is highlighted. A red arrow points from this reservation to a trash can icon in the details panel at the bottom right. The details panel shows the location 'Company / Board room / Entrance BOARD ROOM' and the reservation date '21.7.2021 (07:30) - 21.7.2021 (16:00)'.

2. The reservation will be removed.

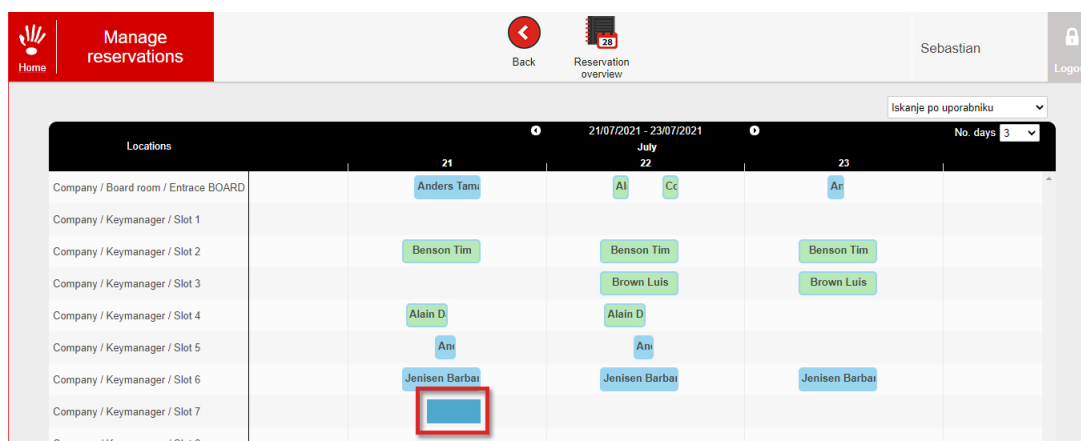


The screenshot shows the 'Manage reservations' interface after the reservation has been removed. The timeline table now shows the reservation for 'Anders Tama' removed from July 21st. The details panel at the bottom is empty.

3.4 Placing reservations for other users

A reservation for another user can be entered in the **Manage Reservations** editor by heads of departments who have the *Manage reservations* setting enabled in their user settings for the department in question.

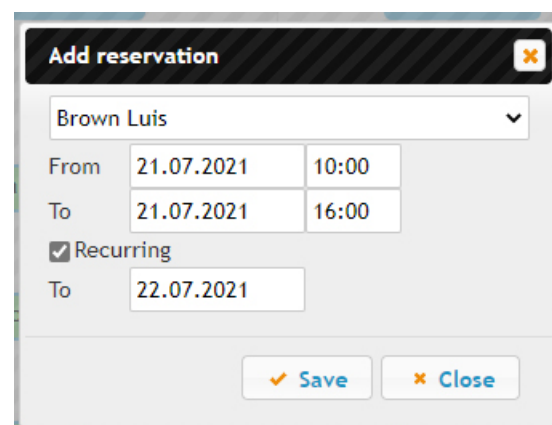
1. To add a reservation for another user in the **Manage Reservations** editor on the display for the selected space or key, highlight the desired period.



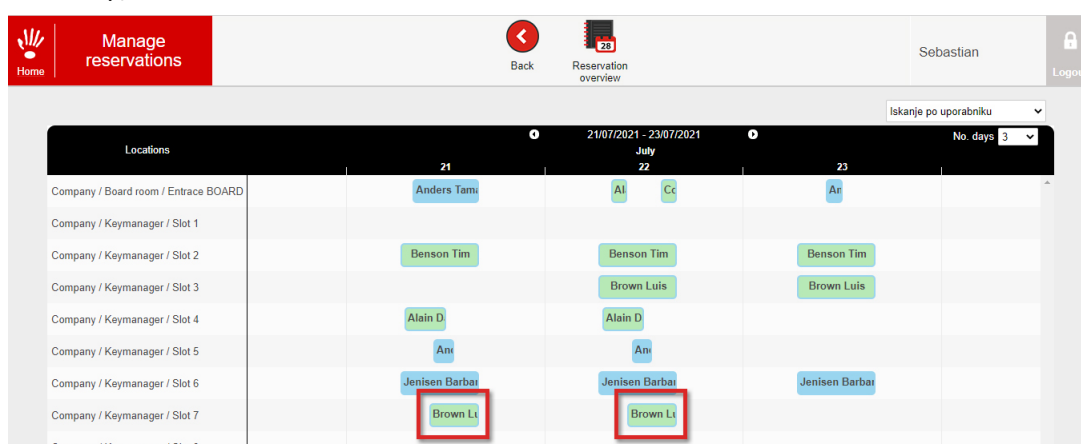
2. A new window will open, where you must, **first, select the user for whom you are making the reservation.**

3. Then **specify the time of the reservation.**

*4. If you enable the **Recurring** option, the reservation will be repeated every day at the same time. When you enable the *Recurring* option, a new field appears, where you select the end date up till which the entered reservation should be repeated.



5. Finally, click **Save**. The reservation will be shown in the table.

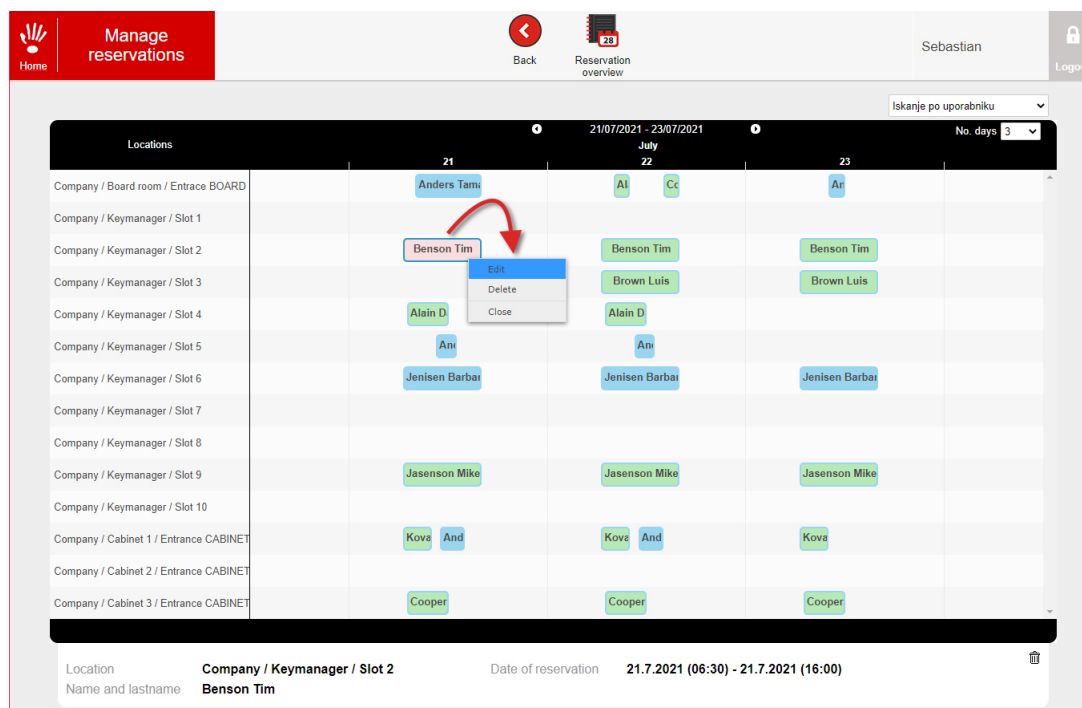


3.5 Editing and deleting reservations

In the **Manage Reservations** editor, heads of departments can edit reservations of other users (including those not entered by the heads of departments) as well as delete the reservations.

Editing reservations

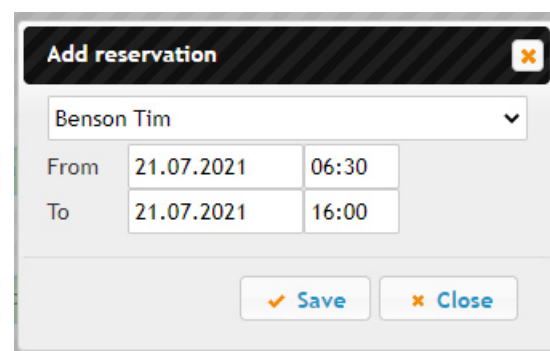
1. You can edit an **existing reservation** by **searching for it in the timeline table and double-clicking** or **right-clicking on it and selecting *Edit* from the menu**.



The screenshot shows the 'Manage Reservations' interface. At the top, there's a navigation bar with 'Home', 'Manage reservations', 'Back', 'Reservation overview', 'Sebastian', and 'Logout'. Below this is a search bar 'Iskanje po uporabniku' and a dropdown for 'No. days 3'. The main area is a timeline table with columns for dates (21, 22, 23) and rows for locations. A reservation for 'Benson Tim' on July 21st is highlighted, and a context menu is open with options: 'Edit', 'Delete', and 'Close'. The bottom of the interface shows a summary for the selected reservation: Location: Company / Keymanager / Slot 2, Name and lastname: Benson Tim, Date of reservation: 21.7.2021 (06:30) - 21.7.2021 (16:00).

2. A window for editing the reservation will open. Here you can **change the reservation holder and the reservation time**.

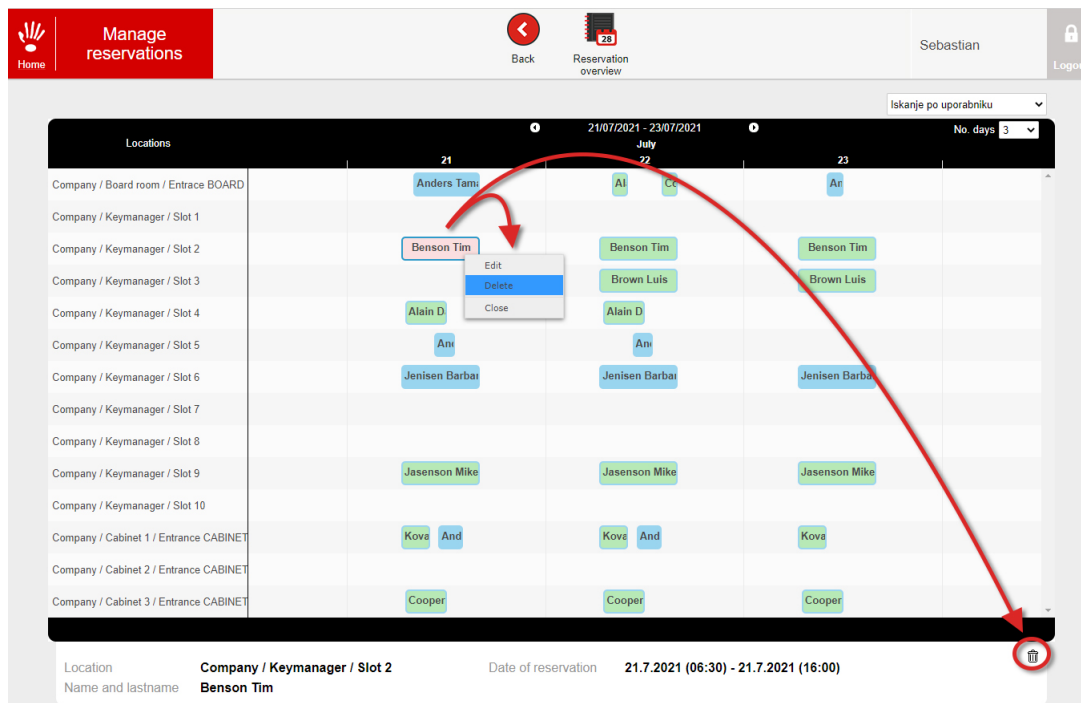
3. When you are finished click **Save**.



The 'Add reservation' dialog box is shown. It has a title bar with 'Add reservation' and a close button. Below the title bar is a dropdown menu for the reservation holder, currently set to 'Benson Tim'. There are two rows of input fields: 'From' with date '21.07.2021' and time '06:30', and 'To' with date '21.07.2021' and time '16:00'. At the bottom right, there are two buttons: 'Save' (with a checkmark icon) and 'Close' (with an 'X' icon).

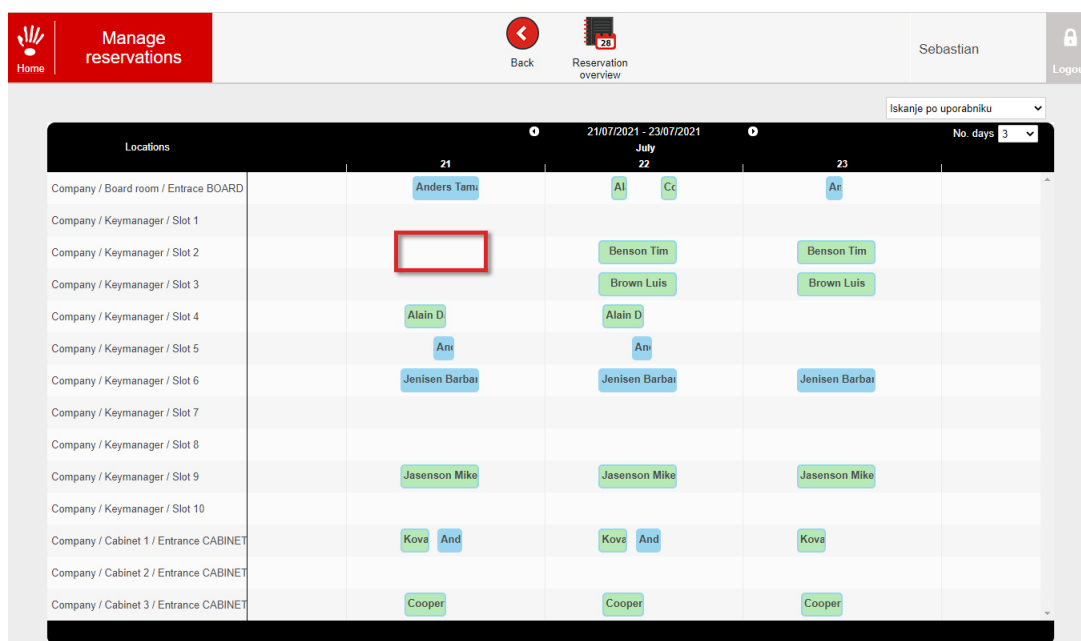
Deleting reservations

1. You can **delete a reservation** by **searching for it in the timeline table** and **right-clicking on it** and **selecting *Delete* from the menu** or **by clicking on the trash can icon below the timeline table**, where the reservation details are shown.



The screenshot shows the 'Manage reservations' interface. The timeline table displays reservations for July 21st, 22nd, and 23rd. A reservation for 'Benson Tim' on July 21st is highlighted. A context menu is open over this reservation, showing 'Edit', 'Delete', and 'Close' options. A red arrow points from the 'Delete' option to the trash can icon in the reservation details panel at the bottom. The details panel shows the location 'Company / Keymanager / Slot 2', the name 'Benson Tim', and the reservation dates '21.7.2021 (06:30) - 21.7.2021 (16:00)'.

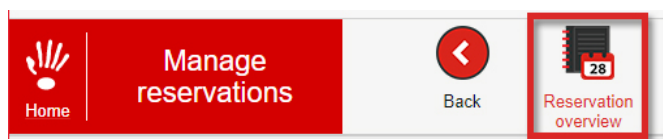
2. The reservation will be removed.



The screenshot shows the 'Manage reservations' interface after the reservation has been deleted. The reservation 'Benson Tim' is no longer visible in the timeline table. A red box highlights the empty slot in the timeline table where the reservation was previously located.

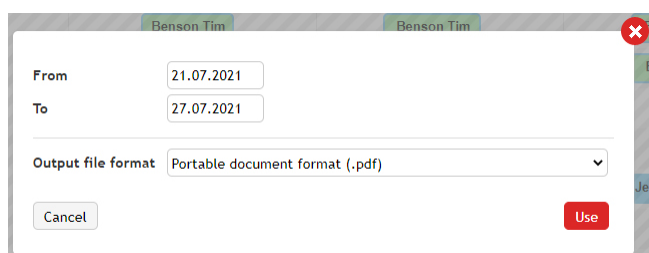
3.6 Reservations report

In the **Manage Reservations** editor, you can print a reservation report for all locations by clicking on the **Reservation overview** icon in the toolbar.



After clicking on the icon a new window will open where you can select the period to be displayed and select the report file format.

You can choose between these file formats: Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods) and Comma separated values (text document - .csv).



Example of the report in the PDF file format

Reservations			
Location	From	To	User
Company / Board room / Entrance BOARD ROOM	21. 07. 2021		
	08:00	16:00	Anders Tamara
Company / Board room / Entrance BOARD ROOM	22. 07. 2021		
	08:00	10:00	Alain David
	14:00	16:00	Cooper Sebastian
Company / Board room / Entrance BOARD ROOM	23. 07. 2021		
	10:00	12:00	Anders Tamara
Company / Keymanager / Slot 1	26. 07. 2021		
	06:30	16:00	Benson Tim
Company / Keymanager / Slot 2	21. 07. 2021		
	07:00	16:00	Benson Tim
Company / Keymanager / Slot 2	22. 07. 2021		

Example of the report in a spreadsheet (.xls, .xlsx, .ods) or a text document (.csv)

	A	B	C	D
1	Location	From	To	User
2	Company / Board room / Entrance BOARD ROOM	21. 07. 2021		
3		08:00	16:00	Anders Tamara
4	Company / Board room / Entrance BOARD ROOM	22. 07. 2021		
5		08:00	10:00	Alain David
6		14:00	16:00	Cooper Sebastian
7	Company / Board room / Entrance BOARD ROOM	23. 07. 2021		
8		10:00	12:00	Anders Tamara
9	Company / Keymanager / Slot 1	26. 07. 2021		
10		06:30	16:00	Benson Tim
11	Company / Keymanager / Slot 2	21. 07. 2021		
12		07:00	16:00	Benson Tim
13	Company / Keymanager / Slot 2	22. 07. 2021		
14		06:30	16:00	Benson Tim
15	Company / Keymanager / Slot 2	23. 07. 2021		
16		06:30	16:00	Benson Tim