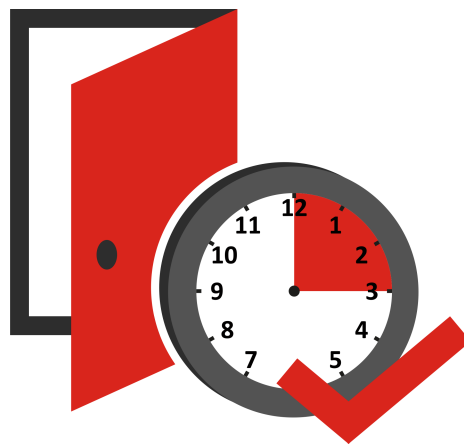


# Codeks Reservations Add-on

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for Codeks software  
version 10.2203.4.16909 and newer



# Codeks Reservations Add-on user manual

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2023 in Naklo

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# 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:

- All copyrights of Codeks Reservations 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 unauthorized use shall result in immediate and automatic termination of this license and may result in criminal and/or civil prosecution.
- Codeks Reservations 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 authorized 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 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

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 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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Kranjska cesta 24, SI-4202 Naklo  
SLOVENIA

VAT ID: SI34737332

E-mail: [info@jantar.si](mailto:info@jantar.si)

Web page: [www.jantar.si](http://www.jantar.si)

### SUPPORT

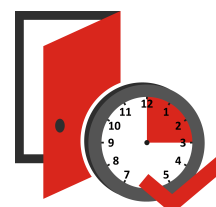
For support contact our regional partner: <https://jantar.si/en/contact/our-partners/>

## 2 Description and installation instructions

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.

**The Codeks Reservations software package contains:**

- the *Codeks Reservations* activation license code,
- the *Codeks Reservations* User manual.



**NOTE!**

Codeks Reservations add-on is only compatible and available with Codeks software versions 10.0.0.0 and newer. Before installation check and make sure you are using a compatible Codeks software version.

## 2.1 System requirements

Before installing the Codeks Razširitev Front Desk 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,
- 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 (CodeksManual-en.pdf).

## 2.2 Activating licence code

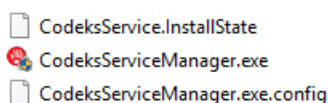
To enable the Codeks Reservations add-on you must enter a valid licence code for the software in the Codeks Service Manager program. The validity of the Codeks Reservations license is equal to the validity of the license of the main Codeks.

You can enter the license code for the Codeks Reservations 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:

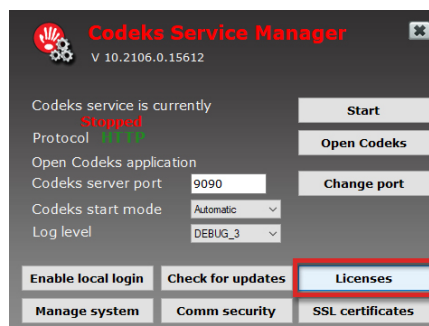


The following picture shows the **CodeksServiceManager.exe** file in the **C:\Program Files\Codeks** folder:

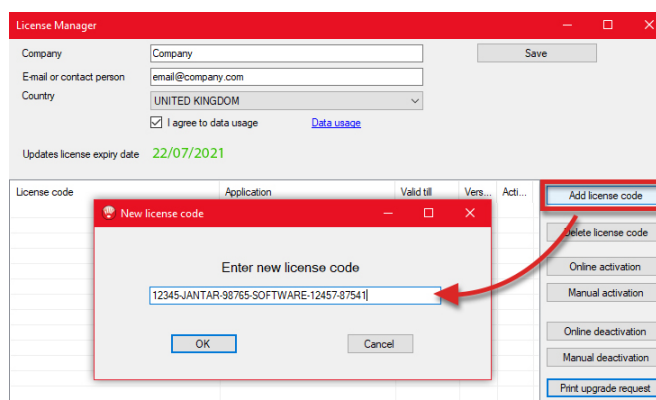


1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

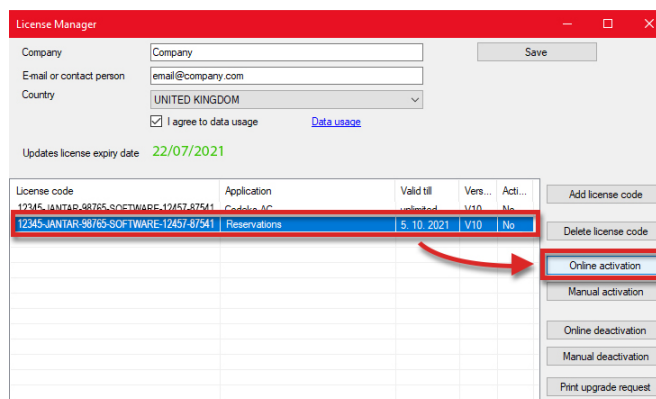
2. Then click the **Licenses** button.



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 Reservations* 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.

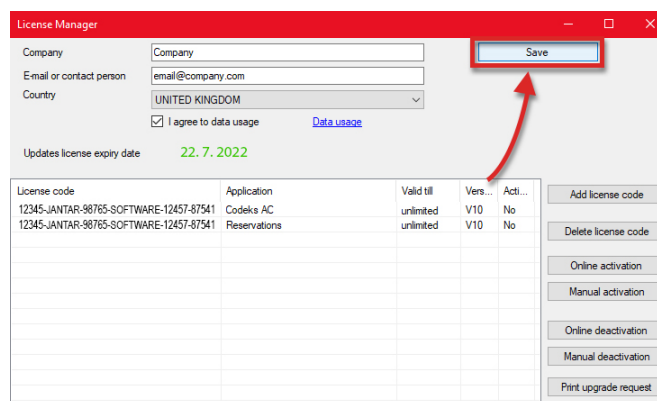


### NOTE

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.

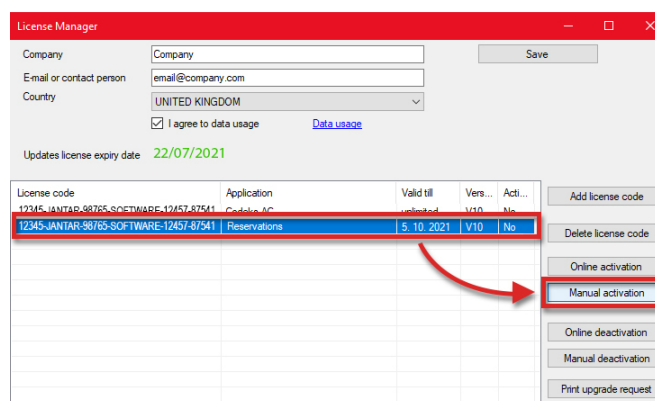


6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.



## MANUAL LICENSE ACTIVATION

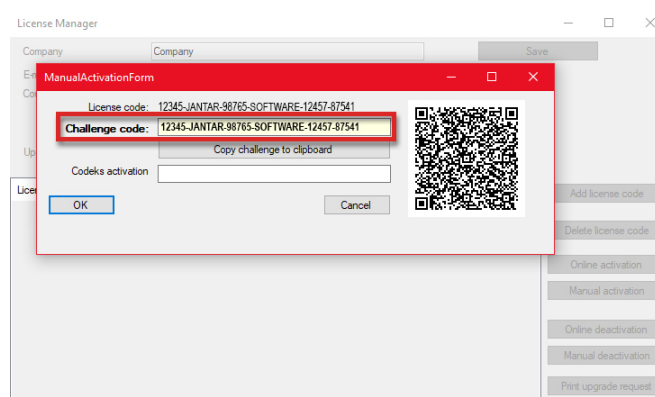
1. Select the license code you wish to activate and click on the **Manual activation** button.



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>**.

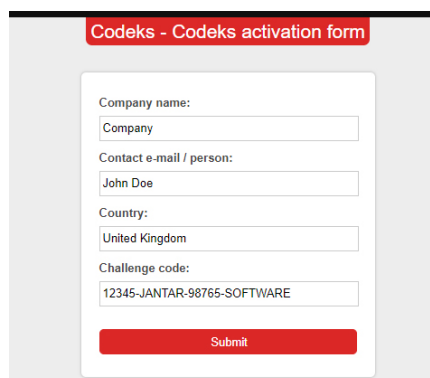
Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.

4. Then click **Submit**.

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**.



Codeks - Codeks activation form

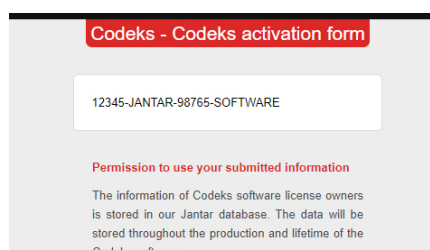
Company name:  
Company

Contact e-mail / person:  
John Doe

Country:  
United Kingdom

Challenge code:  
12345-JANTAR-98765-SOFTWARE

Submit

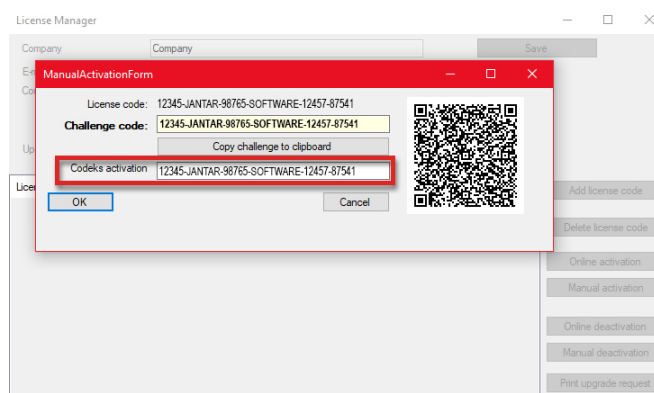


Codeks - Codeks activation form

12345-JANTAR-98765-SOFTWARE

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.



License Manager

ManualActivationForm

License code: 12345-JANTAR-98765-SOFTWARE-12457-87541

Challenge code: 12345-JANTAR-98765-SOFTWARE-12457-87541

Copy challenge to clipboard

Codeks activation: 12345-JANTAR-98765-SOFTWARE-12457-87541

OK Cancel

QR code

Save

Add license code

Delete license code

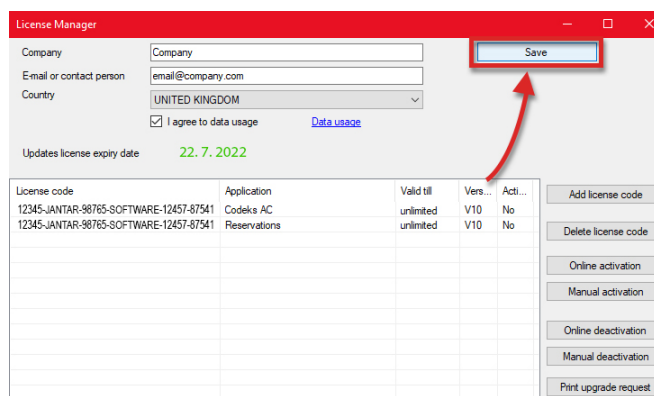
Online activation

Manual activation

Online deactivation

Manual deactivation

Print upgrade request



License Manager

Company: Company

E-mail or contact person: email@company.com

Country: UNITED KINGDOM

☒ I agree to data usage [Data usage](#)

Updates license expiry date: 22. 7. 2022

Save

License code	Application	Valid till	Vers.	Act.
12345-JANTAR-98765-SOFTWARE-12457-87541	Codeks AC	unlimited	V10	No
12345-JANTAR-98765-SOFTWARE-12457-87541	Reservations	unlimited	V10	No

Add license code

Delete license code

Online activation

Manual activation

Online deactivation

Manual deactivation

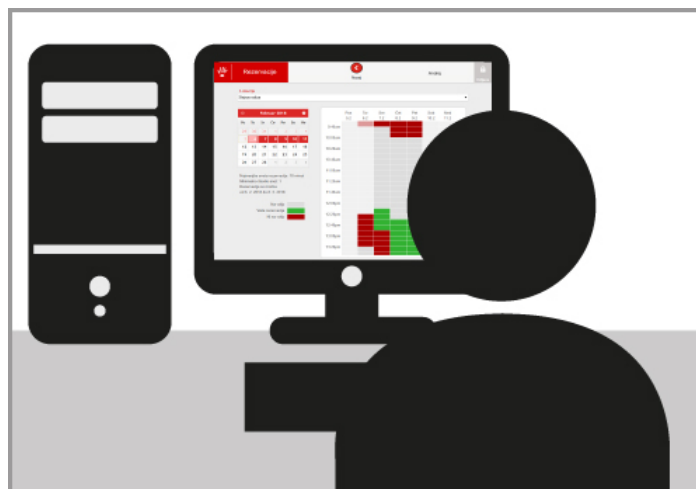
Print upgrade request

### 3 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.

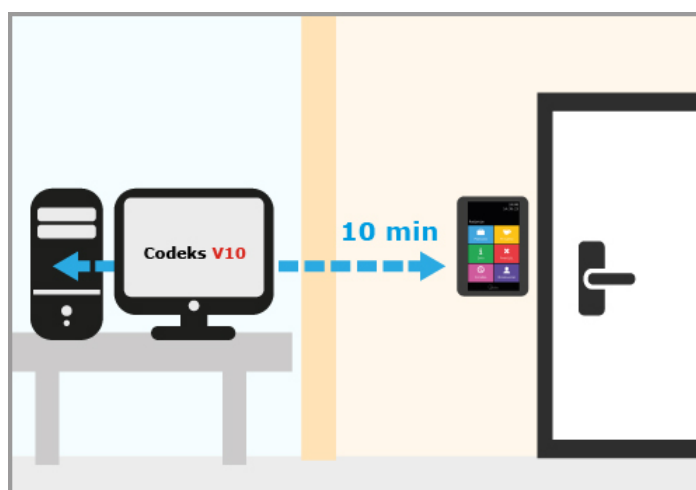
Reservations can be placed by users in the **Reservations** and **Manage reservations** editors.

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

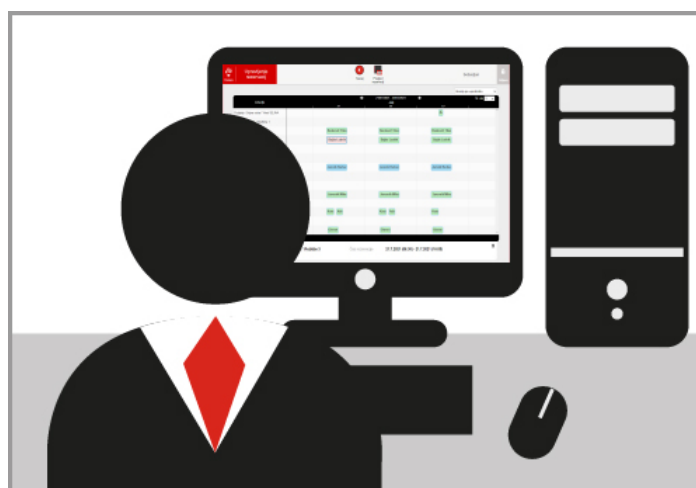


**Reservations and cancellations of reservations are saved automatically.** The Codeks system in the background automatically updates the reservation status on controllers every 10 minutes.

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.



## 4 Settings in the Codeks application

In order to use the *Codeks Reservation* add-on, you must first prepare the following in the main Codeks application:

1. In the *Hardware* editor, **add the devices**<sup>[13]</sup> (controllers with readers and keymanagers) linked to the *Codeks Reservation Locations*.
2. Set **Locations for Codeks Reservations**<sup>[13]</sup> in the *Hardware* editor for passages (and key-slots) where reservations will be possible.
3. Define new **Timetables for Codeks Reservations**<sup>[15]</sup> which will assign and limit users' access rights to be set at specific *Locations for Codeks Reservations*.
4. Define **groups**<sup>[17]</sup> for *Codeks Reservations* and **set group access rights** at specific *Locations for Codeks Reservations* in the *Groups* editor.
5. In the *Users* editor, **set the settings of users**<sup>[18]</sup> who will be able to reserve rooms and the **settings of heads of departments**<sup>[21]</sup> who will manage their co-workers' reservations.

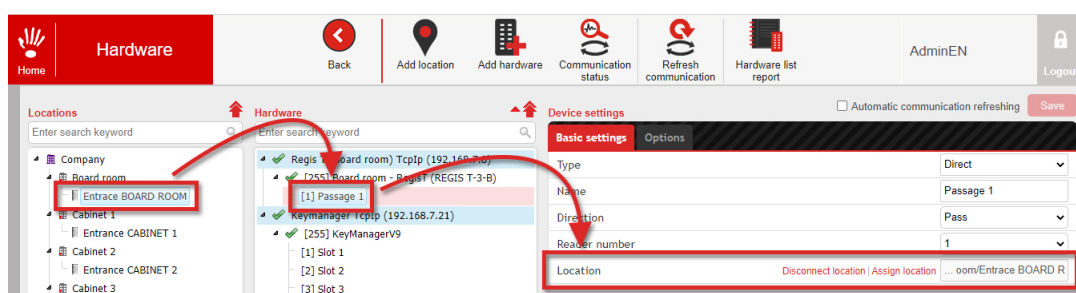
These settings are necessary in order for the Codeks Reservations add-on to work properly. In the following chapters, these settings are described in more detail.

## 4.1 Hardware for Codeks Reservations locations

1. First **add the devices (controllers, readers, and keymanagers) that will be linked to Locations for reservations to the system**. You can add devices manually or by using the *Add Hardware Wizard* (accessible through the *Add Hardware* icon).

**You can read more about adding hardware in the documentation of the main Codeks application, which is available on our download websites ([https://jantar.si/pdf/CodeksManual-en\\_V10.pdf](https://jantar.si/pdf/CodeksManual-en_V10.pdf)).** In the documentation of the main Codeks application, you can view the process of adding devices with the *Add hardware wizard* and read a detailed description of the process of adding a keymanager to the Codeks system.

2. Next, **make sure that the readers at the entrances to the rooms that can be reserved are connected to the Passage type locations that are designated for *Locations for reservations*** <sup>[13]</sup>.



## 4.2 Locations for Codeks Reservations

Spaces, rooms and keys that users will be able to reserve are defined in the *Hardware* editor as passages with the enabled setting **Location for Codeks Reservations**.

### NOTE

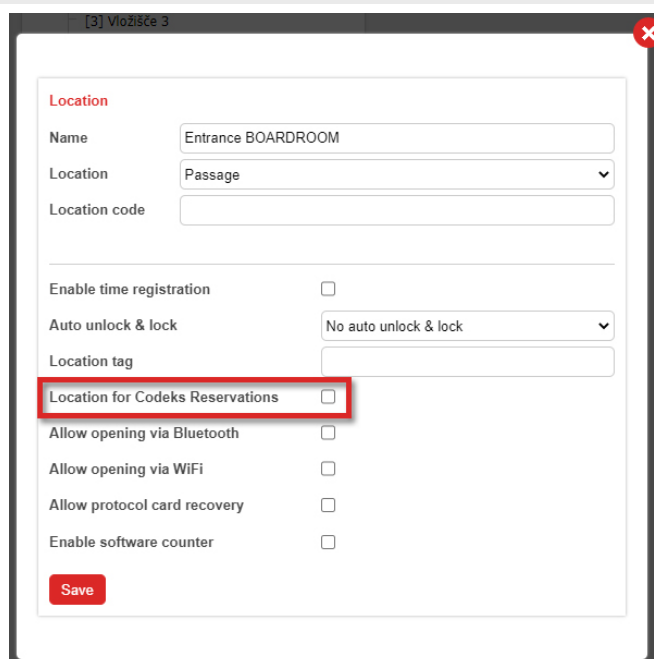
**Codeks Reservations add-on is only compatible and available with Codeks software versions 10.0.0.0 and newer.** Before proceeding with instructions in this chapter make sure you are using a compatible Codeks software version.

1. In the Hardware editor select an existing **passage** type location (e.g. room entrance or key-slot).

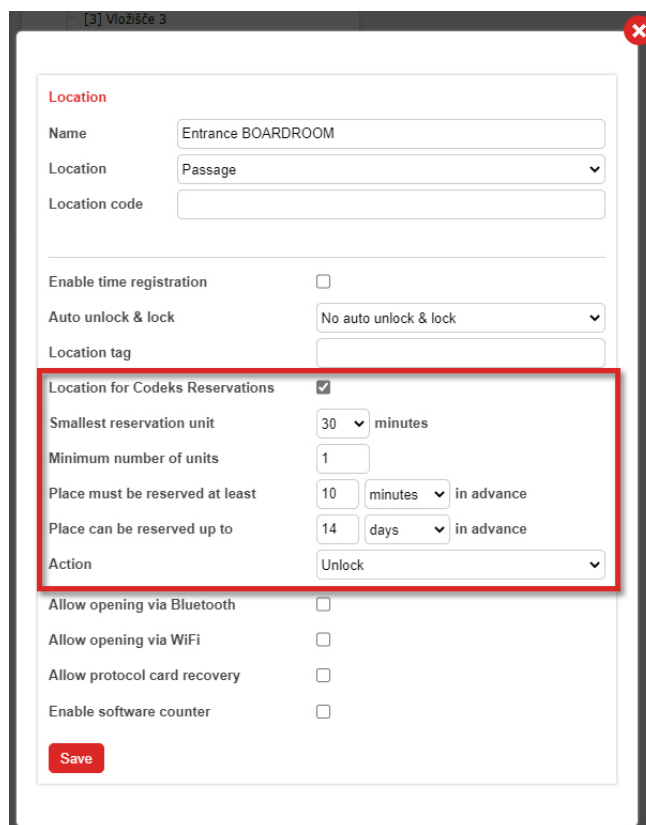
2. In the passage settings window enable the **Location for Codeks Reservations** setting.

### NOTE

Locations for Codeks Reservations must be **passages** which are connected to readers or controllers. The use of these readers and controllers enables controlled user access to reserved rooms.



3. The enabled setting will display general settings for Codeks Reservations.



Settings	Description
Smallest reservation unit	Sets the length of the basic unit a day is segmented into.
Minimum number of units	Sets the minimum number of basic units that must be reserved simultaneously.
Place must be reserved at least ____ minutes/hours/days in advance	Defines how much time in advance a room, space or key must be reserved. The set value must be at least 10 minutes or higher.
Place can be reserved up to ____ minutes/hours/days in advance	Sets the maximum time a room, space or key can be reserved in advance.
Action	<p>Sets the action to be carried out when a user registers at the reader or controller of the reserved space.</p> <p><b>VALUES:</b></p> <p><b>Open</b> - The doors will open (unlock) only for a few seconds. *</p> <p><b>Unlock</b> - The doors will unlock and enable free passage. *</p> <p><b>Toggle</b> - This action toggles the current status of the door:</p> <ul style="list-style-type: none"> <li>• if the doors were unlocked, this action locks them,</li> <li>• if the doors were locked, this action unlocks them.</li> </ul> <p>* In order for these actions to work, the access passage to the reserved space must first be locked. The passage must be locked by selecting the Lock action when defining user access rights in the Groups editor.</p>

**New locations** can also be set as Locations for Codeks Reservations, but make sure the new added location is a **passage with an assigned reader or controller**.

## 4.3 Timetables for Codeks Reservations

In addition to Groups, Timetables are a key feature in the Codeks system structure as they define the rights of users and groups as well as add functionality to controllers. They also enable other features for additional applications and add-ons such as Codeks Reservations.

**Timetables for Codeks Reservations** are used to define and limit the user rights to reserve specific rooms, spaces or keys. Similarly to defining access rights to passages in the main Codeks application, a user is granted the right to use the reservation functionality with their group rights.

### 4.3.1 Adding a new Timetable for Codeks Reservations

1. In the *Timetables editor* select the **Add timetable** icon.



2. The timetables settings window will appear.

3. Name the newly added timetable and select

**Timetable for Codeks**

**Reservations** from the

**Type** drop-down menu.

**Basic data**

Name

Type

#### NOTE

**An existing timetable can not be used as a *Timetable for Codeks Reservations*.** To use the Codeks Reservations add-on you **must create new timetables**. You can add any existing *General purpose* time intervals to the new timetable or create new time intervals.

You can read more about timetables and time intervals in the user manual of the main Codeks application.

#### NOTE

**Starting with the Codeks software version Codeks 10.2203.4.16909 we have added a new setting for Timetables for Codeks Reservations, which allows users to access a room or key even without a reservation if the room or key has not been reserved by any other user at that time.**

To turn on this functionality enable the ***Allow access when place is not reserved*** setting when creating a new or editing an existing *Timetable for Codeks Reservations*.



**Basic data**

Name

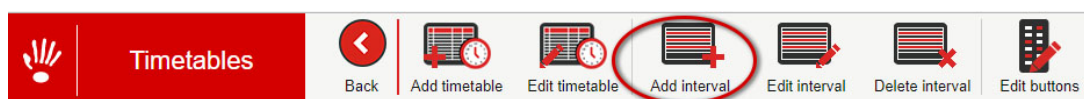
Type

☒ Allow access when place is not reserved

### 4.3.2 Adding time intervals to the Codeks Reservations Timetable

After adding the new *Timetable for Codeks Reservations*, suitable time intervals must be assigned to the timetable. The time intervals define the days of the week and specific times of the day when users will be able to reserve rooms, spaces or keys. You can create new or use existing *General purpose* or *Access* time intervals in *Timetables for Codeks Reservations*.

1. To **add a new time interval** select the **Add interval** icon in the *Timetables editor*.

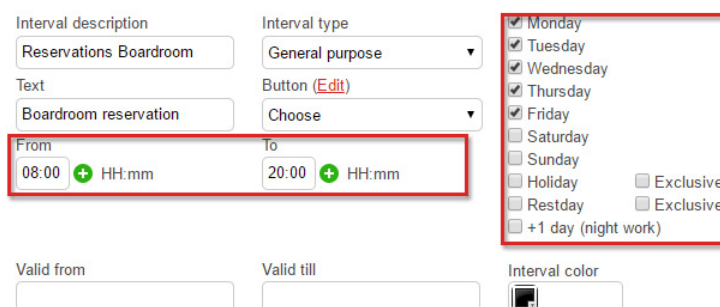


2. Create a new *General purpose* or *Access* type time interval.

The necessary setting for time intervals used with the Codeks Reservations Add-on are:

- **From** and **To** time restrictions and
- **day of the week** validity settings.

All other settings have no effect on the functioning of the Codeks Reservations Add-on.



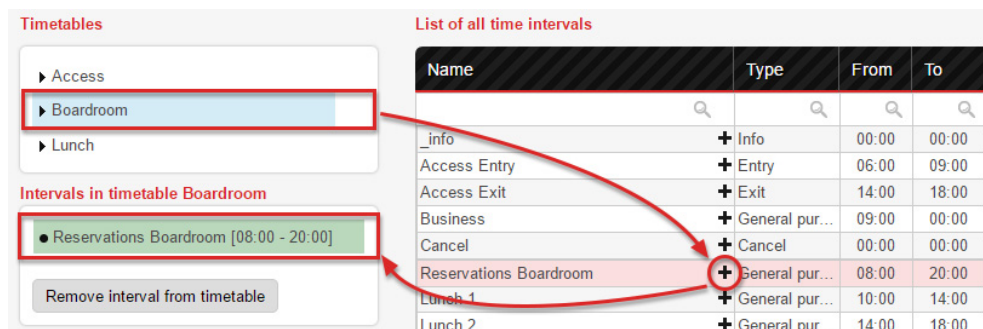
Settings	Description
Interval description	The name of the interval. The name should be suitably descriptive to enable easier recognition in the list of intervals.
Text	The text that will be displayed on the controller when a user registers.
From	The start of the interval duration.
To	The end of the interval duration. The end time must always be greater than the interval start time.
Days of the week	Sets the day of the week when this time interval will be valid.

3. Save the new time interval by clicking the **Save** button.

4. Select the *Timetable for Codeks Reservations* to which you wish to add the new time interval. The selected timetable will be colored blue.

5. Find the newly added time interval in the list of all time intervals and click the + icon next to the interval's name.

6. The interval will be added to the selected Timetable for Codeks Reservations and will color green.



You can read more about timetables and time intervals in the user manual of the main Codeks application.

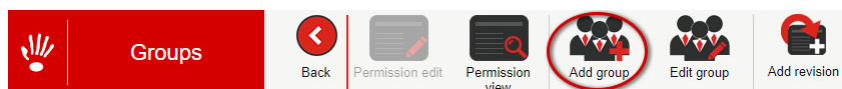


## 4.4 Groups

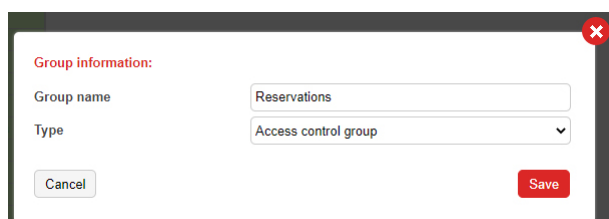
Users acquire the right to reserve spaces or keys through Groups for *Codeks Reservations* groups that have *Timetables for Codeks Reservations* assigned at the appropriate *Locations for Codeks Reservations*.

### 4.4.1 Adding a new group for Codeks Reservations

1. In the *Groups editor* select the **Add group** icon.



2. In the popup window enter the *name of the new group* and select the *Access control group*. This group will be used to add access rights to users at passages defined as **Locations for Codeks Reservations**.



#### ATTENTION

To enable users to reserve **rooms and spaces** the type of the newly added Group for Codeks Reservations must be **Access control group**.

To enable users to reserve **keys** the type of the newly added Group for Codeks Reservations must be **Key manager group**.

The displayed passages in the *List of passages* are filtered depending on the type of the selected group.

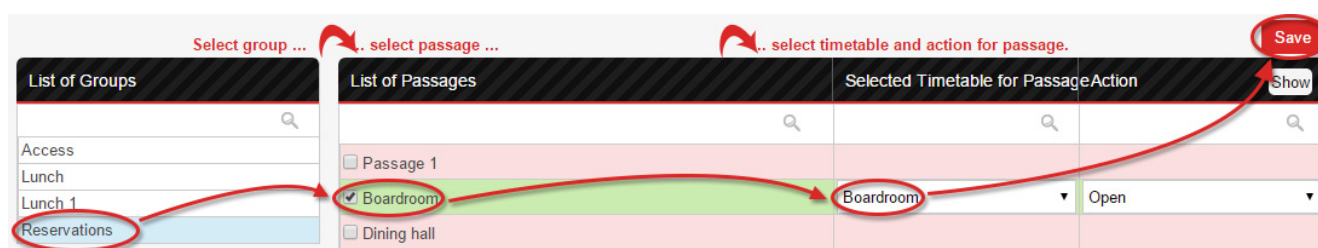
3. Finally, click **Save**.

### 4.4.2 Adding access to Codeks Reservations groups

1. Select the **Group** for *Codeks Reservations* from the *List of Groups*. The selected group will color *blue*.

2. Enable the desired passage (**Location for Codeks Reservations**) from the *List of passages*. The enabled passage will color *green*.

3. Set the **Timetable for Codeks Reservations** and click **Save**.



You can also use an existing group as the Group for Codeks Reservations, but make sure the group type is **Access control group** or **Key manager group**.

You can read more about adding access rights to groups and users in the user manual of the main Codeks application.

## 4.5 Users

In the *Users* editor, it is necessary to edit the settings of users who will be able to reserve rooms and users who will be able to edit reservations for other users as well.

User settings vary depending on the user type:

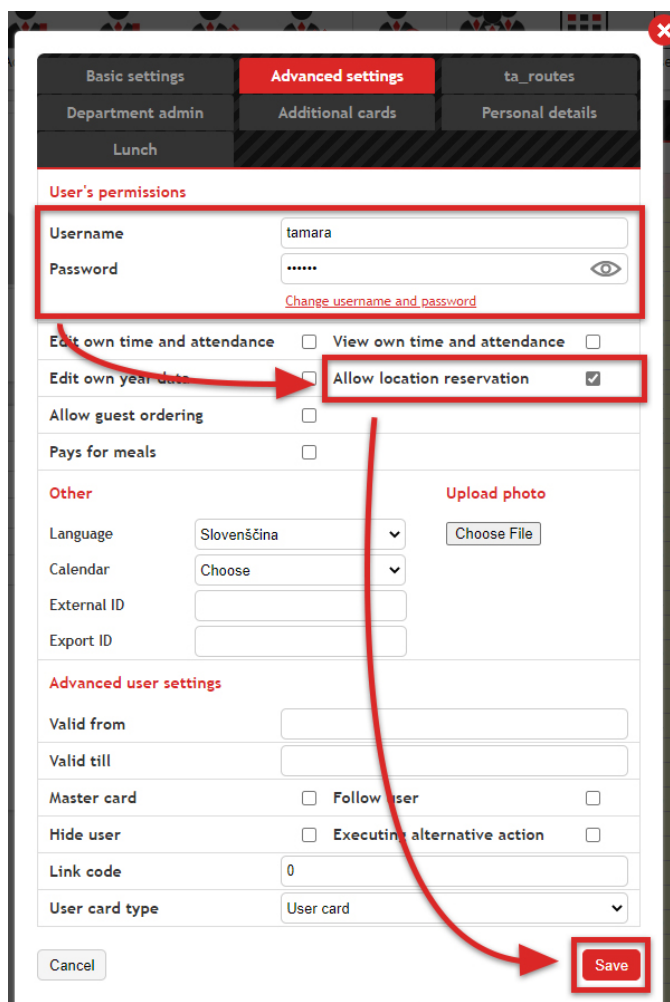
- **Ordinary users** can make room reservations at *Locations for Codeks Reservations*, where they have access rights assigned to them through access groups, using their user access .
- **Heads of departments** can view and edit reservations of users from certain departments using their user access.

### 4.5.1 Users' settings for reserving rooms

For regular users who will be able to reserve rooms and keys you must:

#### A) Assign username and password and the right to reserve rooms

1. In the *Advanced settings* tab, enter a **username** and **password** for the current user which will enable them user access to the Codeks application.
2. Next, enable the currently selected user the reservation of rooms and keys by enabling the **Allow location reservation** setting.
3. Finally, click **Save**.



The screenshot shows the 'Advanced settings' tab for a user. The 'User's permissions' section contains fields for 'Username' (tamara) and 'Password' (masked). Below these is a link 'Change username and password'. The 'Other' section includes 'Language' (Slovenščina), 'Calendar' (Choose), 'External ID', and 'Export ID'. The 'Advanced user settings' section includes 'Valid from', 'Valid till', 'Master card', 'Hide user', 'Link code', and 'User card type'. The 'Allow location reservation' checkbox is checked. The 'Save' button is highlighted with a red box and an arrow.

## B) Assign an appropriate group for reservations

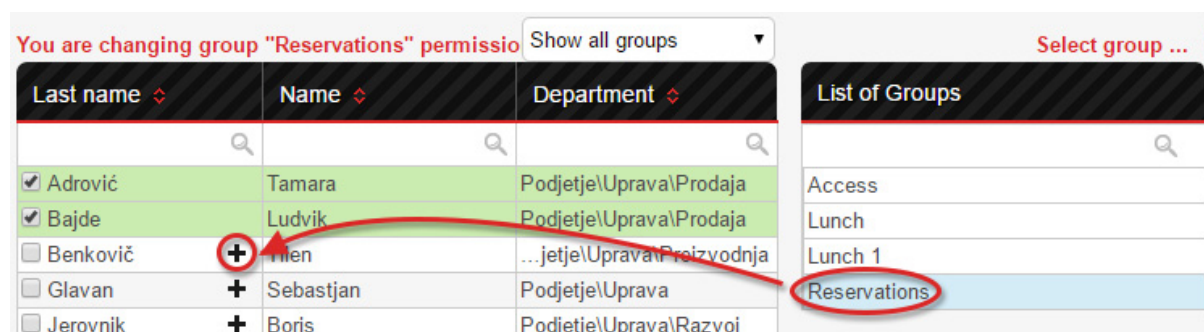
The user will be able to make room reservations only if he has access rights enabled at the Reservation Locations through the access group.

You can assign a group to a user in the Groups or Users editor:

### a) Assigning in the *Groups* editor

1. In the *Groups* editor **select the desired Group for Codeks Reservations** from the *List of Groups*. Enable editing by clicking the **Permission edit** icon in the menu bar.

2. The selected group will color *blue*. In the **List of users** all the users, already assigned to the selected group, will be colored *green*.



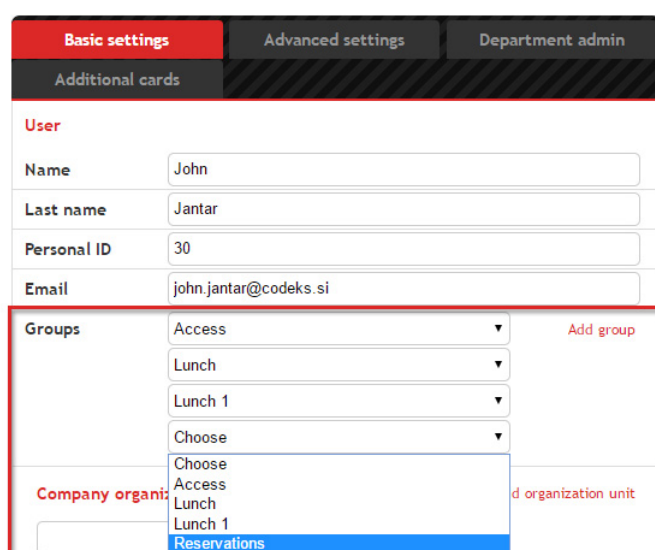
3. Add the desired user to the selected group by clicking the plus sign (+) next to the user's name in the **List of all users**.

The selected user will be added to the *Group for Codeks Reservations* and will color *green*.

### b) Assigning in the *Users* editor

1. In the *Users* editor **select the user you wish to add to the Group for Codeks Reservations** and double-click to open the *User settings* window.

2. In the *Groups* section, **add the Group for Codeks Reservations** to the user.



3. Finally, **save** the changes.

### \*C) Assign users to departments

When there are designated heads of department in the system who can view and manage users' reservations users MUST be assigned to appropriate departments.

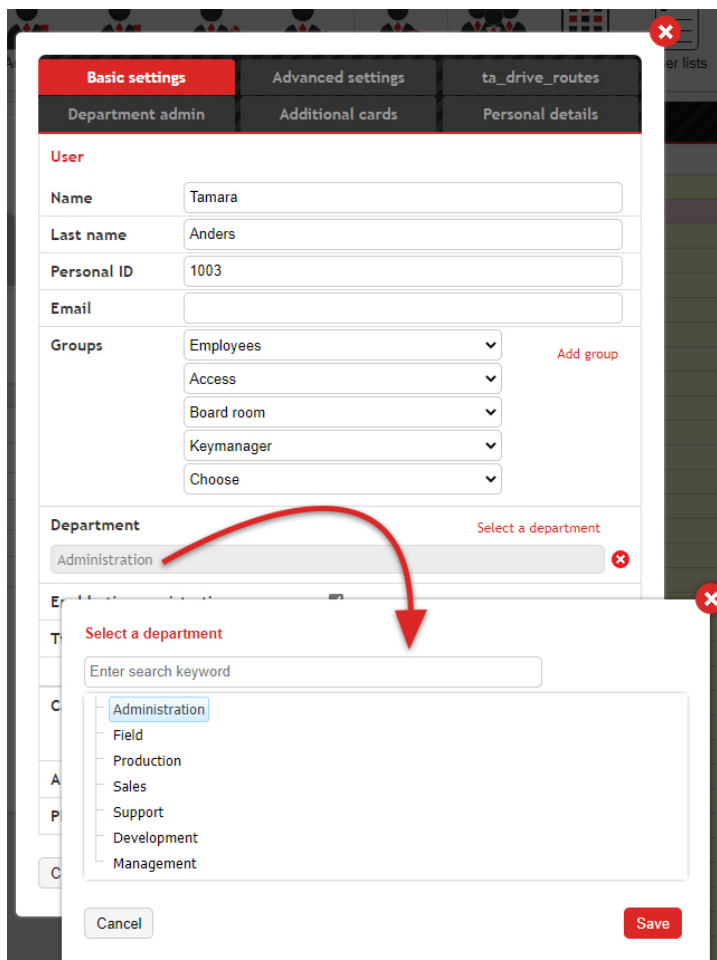
#### NOTE

The functionality of *Overview and editing of other users' reservations* is available in the software version Codeks 10.2108.0.15677 or newer.

1. To assign a user to a department, first, **find the user** on the *list of users* in the *Users* editor, and then, **double click them to open the *User settings* window**.

2. Then, in the *Basic settings* tab in the ***Department*** section **select the appropriate department for the selected user**.

3. Finally, click **Save**.



The screenshot shows the 'User settings' window for a user named 'Tamara Anders' with ID '1003'. The 'Basic settings' tab is active. Under the 'Department' section, a dropdown menu is open, showing a list of departments: Administration, Field, Production, Sales, Support, Development, and Management. A red arrow points from the 'Administration' option in the dropdown to the 'Administration' text in the department field above. The 'Save' button is visible at the bottom right of the window.


## 4.5.2 Settings for heads of departments for managing reservations

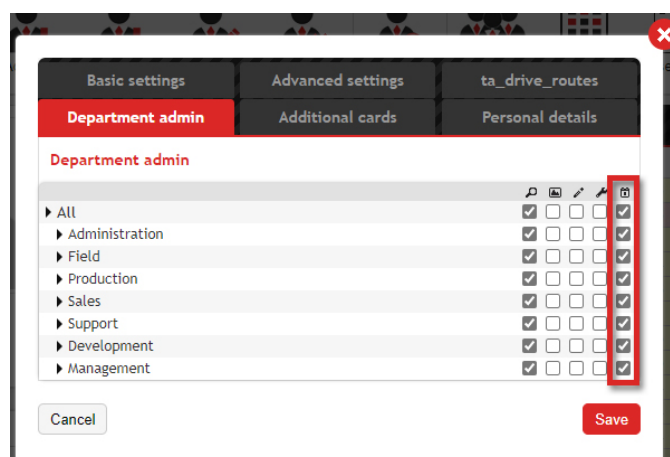
### NOTE

The functionality of *Overview and editing of other users' reservations* is available in the software version Codeks 10.2108.0.15677 or newer.

Heads of department are users who are specifically allowed to overview and edit reservations of other users. Just like regular users, heads of department can reserve rooms and keys on their own behalf, but they can also manage their subordinates' reservations in the **Manage reservations** editor. Heads of departments, like ordinary users, need to be assigned a username and password and must be allowed to reserve rooms<sup>[18]</sup>, they must be assigned to the appropriate group for reservations<sup>[19]</sup> and be assigned to the appropriate department<sup>[20]</sup>.

In addition to the settings listed above, heads of departments also need **the rights to edit reservations for users of specific departments**, which you can allocate them in their user settings in the **Department admin** tab:

1. In the *Department admin* tab enable the selected head of department V the right to edit the reservations of other users in particular departments by enabling the **Manage reservations**  option.
2. Finally, click **Save**.

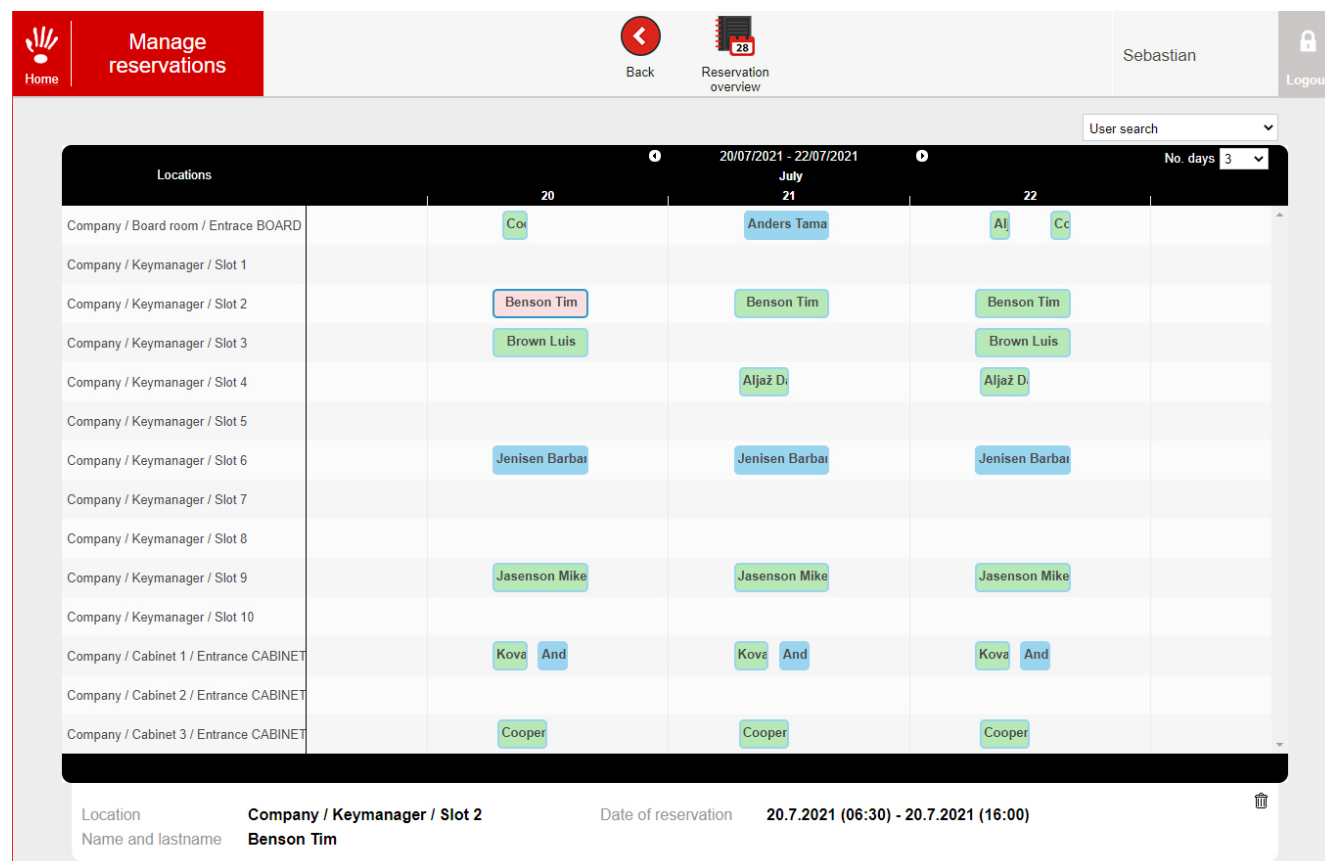




## 5.1 Reservation overview in the Manage reservations editor

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**<sup>[25]</sup>, in this editor, and **heads of departments** **can enter reservations for their subordinates**<sup>[30]</sup> and **edit other users' reservations**<sup>[31]</sup>.







Locations	20	21	22
Company / Board room / Entrance BOARD	Co	Anders Tama	Al, Cc
Company / Keymanager / Slot 1			
Company / Keymanager / Slot 2	Benson Tim	Benson Tim	Benson Tim
Company / Keymanager / Slot 3	Brown Luis		Brown Luis
Company / Keymanager / Slot 4		Aljaž D.	Aljaž D.
Company / Keymanager / Slot 5			
Company / Keymanager / Slot 6	Jenisen Barba	Jenisen Barba	Jenisen Barba
Company / Keymanager / Slot 7			
Company / Keymanager / Slot 8			
Company / Keymanager / Slot 9	Jasenson Mike	Jasenson Mike	Jasenson Mike
Company / Keymanager / Slot 10			
Company / Cabinet 1 / Entrance CABINET	Kova And	Kova And	Kova And
Company / Cabinet 2 / Entrance CABINET			
Company / Cabinet 3 / Entrance CABINET	Cooper	Cooper	Cooper

Location: Company / Keymanager / Slot 2  
Name and lastname: Benson Tim  
Date of reservation: 20.7.2021 (06:30) - 20.7.2021 (16:00)

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

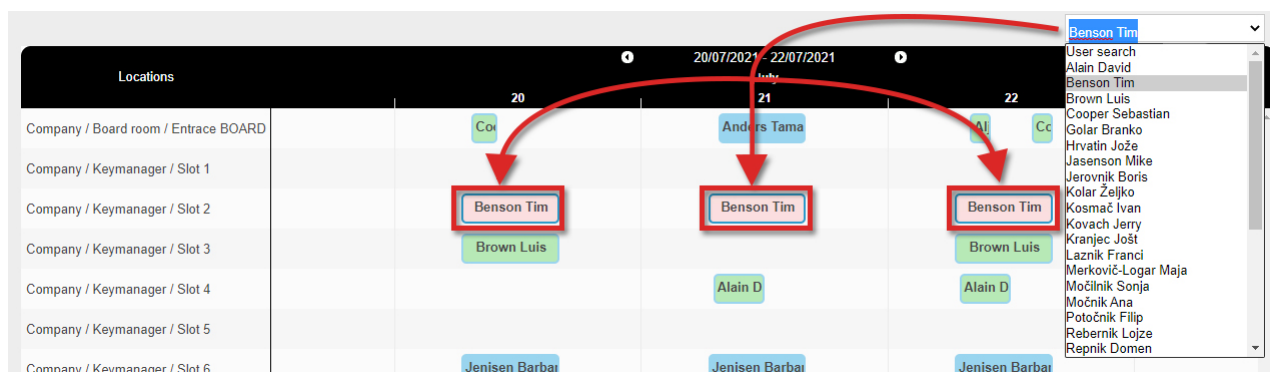
At the top right, above the timeline table, the **user can select the number of days to display in the timeline**. By default, 21 days is displayed, however, the user's specific selection is stored in the browser and will be used the next time the same user logs into the Codeks application. You can choose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





## 5.2 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.

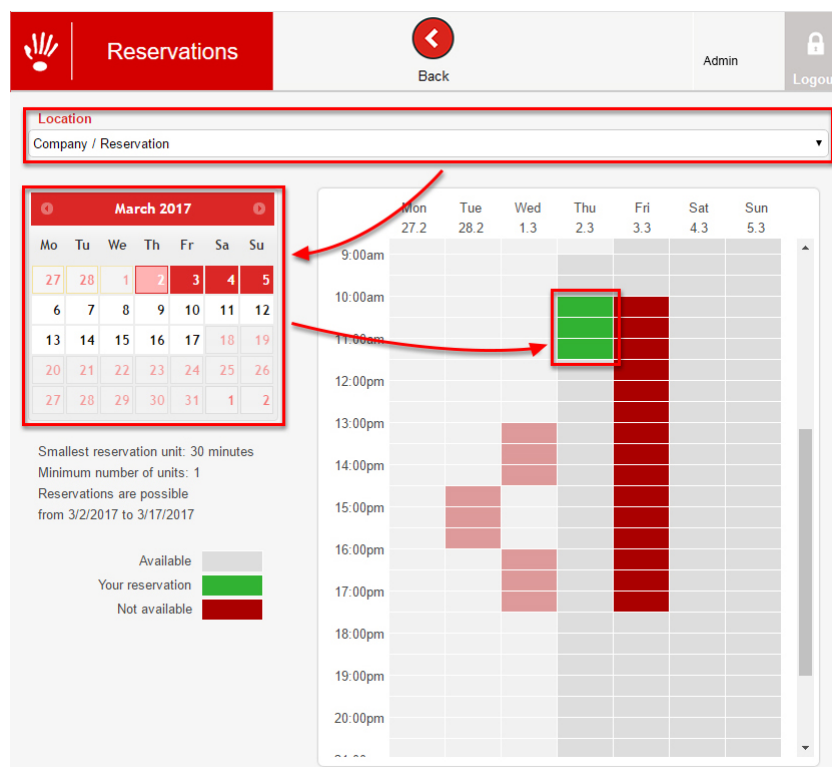
### Reservations in the **Reservations** editor

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**.

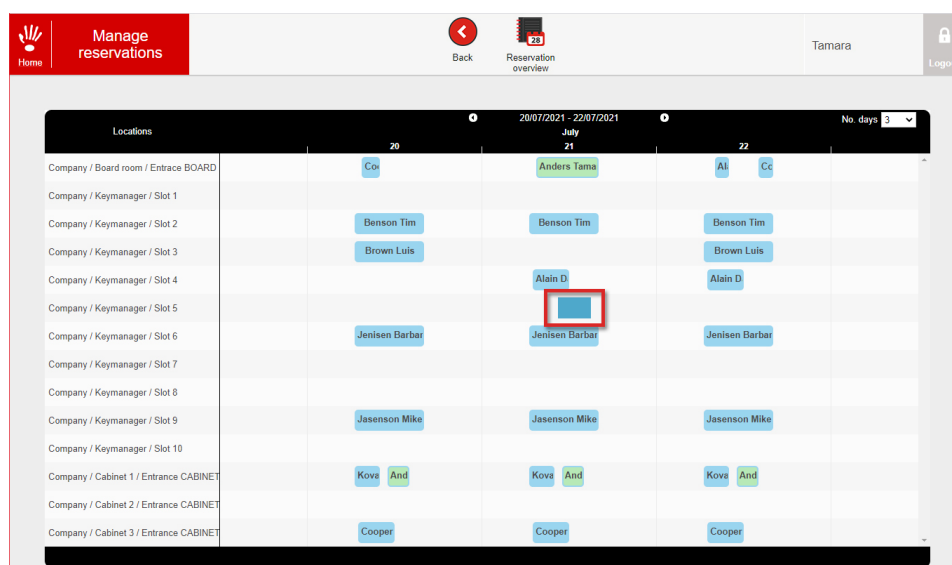


<b>Location</b>	The drop-down menu enables the selection of individual locations for reservations.
<b>Calendar</b>	The calendar enables the selection of the week when the user wants to make a reservation.
<b>Smallest reservation unit</b>	The smallest reservation unit determines how the time in the day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

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

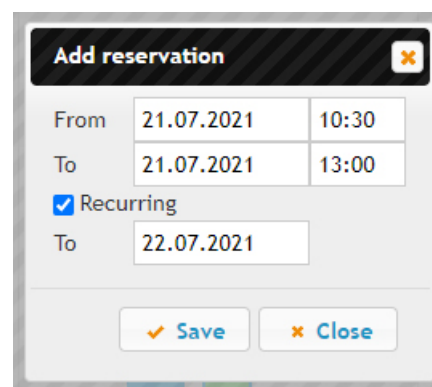
1. In the *Manage Reservations* editor, highlight the desired period on the display for the selected room or key.



Locations	20	21	22
Company / Board room / Entrance BOARD	Co	Anders Tama	Al Cc
Company / Keymanager / Slot 1			
Company / Keymanager / Slot 2	Benson Tim	Benson Tim	Benson Tim
Company / Keymanager / Slot 3	Brown Luis		Brown Luis
Company / Keymanager / Slot 4		Alain D	Alain D
Company / Keymanager / Slot 5		Alain D	
Company / Keymanager / Slot 6	Jenisen Barbar	Jenisen Barbar	Jenisen Barbar
Company / Keymanager / Slot 7			
Company / Keymanager / Slot 8			
Company / Keymanager / Slot 9	Jasenson Mike	Jasenson Mike	Jasenson Mike
Company / Keymanager / Slot 10			
Company / Cabinet 1 / Entrance CABINET	Kova And	Kova And	Kova And
Company / Cabinet 2 / Entrance CABINET			
Company / Cabinet 3 / Entrance CABINET	Cooper	Cooper	Cooper

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.



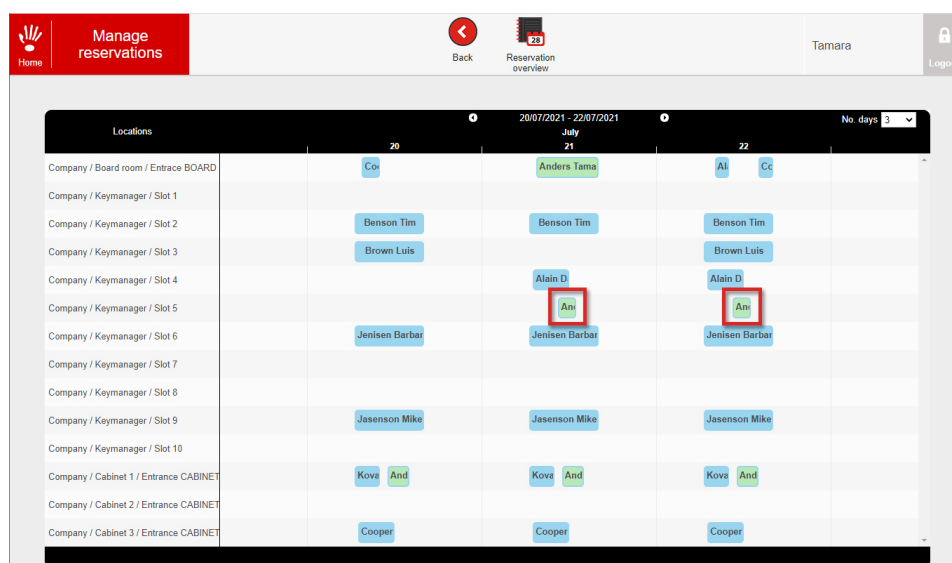
**Add reservation**

From 21.07.2021 10:30  
 To 21.07.2021 13:00  
☒ Recurring  
 To 22.07.2021

Save Close

4. Finally, click **Save**.

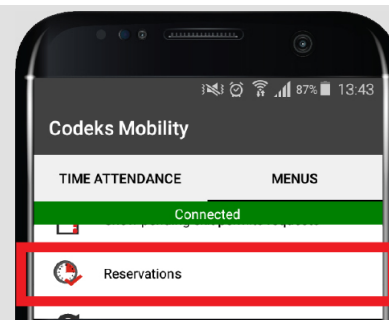
5. The reservation will now be displayed in the timeline table.



Locations	20	21	22
Company / Board room / Entrance BOARD	Co	Anders Tama	Al Cc
Company / Keymanager / Slot 1			
Company / Keymanager / Slot 2	Benson Tim	Benson Tim	Benson Tim
Company / Keymanager / Slot 3	Brown Luis		Brown Luis
Company / Keymanager / Slot 4		Alain D	Alain D
Company / Keymanager / Slot 5		Alain D	
Company / Keymanager / Slot 6	Jenisen Barbar	Jenisen Barbar	Jenisen Barbar
Company / Keymanager / Slot 7			
Company / Keymanager / Slot 8			
Company / Keymanager / Slot 9	Jasenson Mike	Jasenson Mike	Jasenson Mike
Company / Keymanager / Slot 10			
Company / Cabinet 1 / Entrance CABINET	Kova And	Kova And	Kova And
Company / Cabinet 2 / Entrance CABINET			
Company / Cabinet 3 / Entrance CABINET	Cooper	Cooper	Cooper

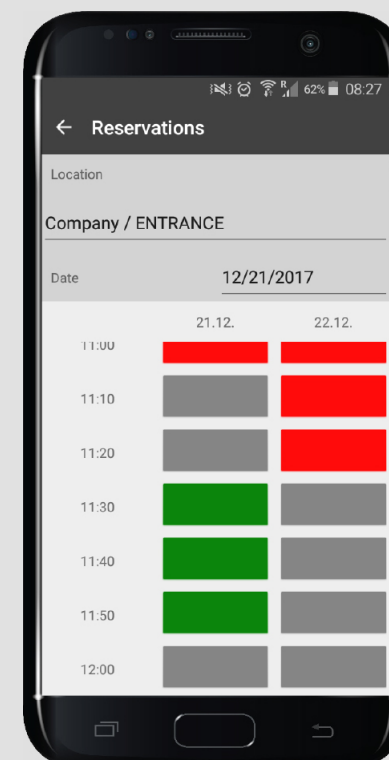
## 5.2.1 Reservations in the Codeks Mobility mobile app

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.**



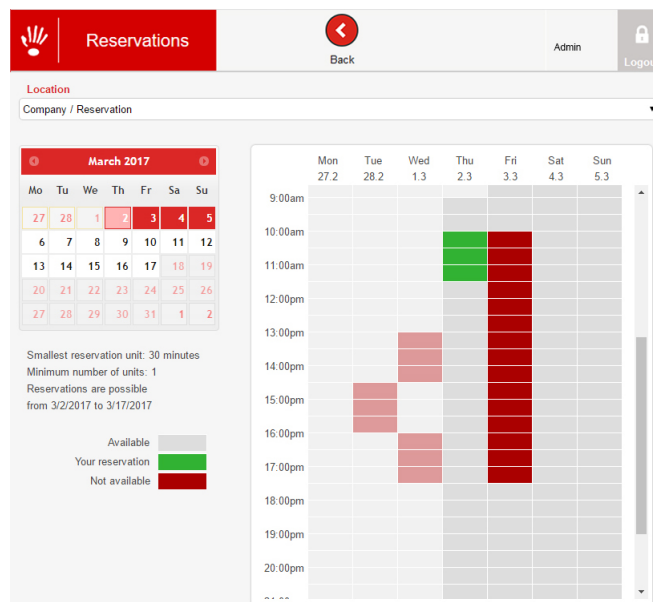
You can read more about the Codeks Mobility mobile application in the application documentation, which is available on our download pages ([https://jantar.si/pdf/Codeks\\_Mobility\\_EN\\_Instructions\\_for\\_USERS.pdf](https://jantar.si/pdf/Codeks_Mobility_EN_Instructions_for_USERS.pdf)).

## 5.3 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.**



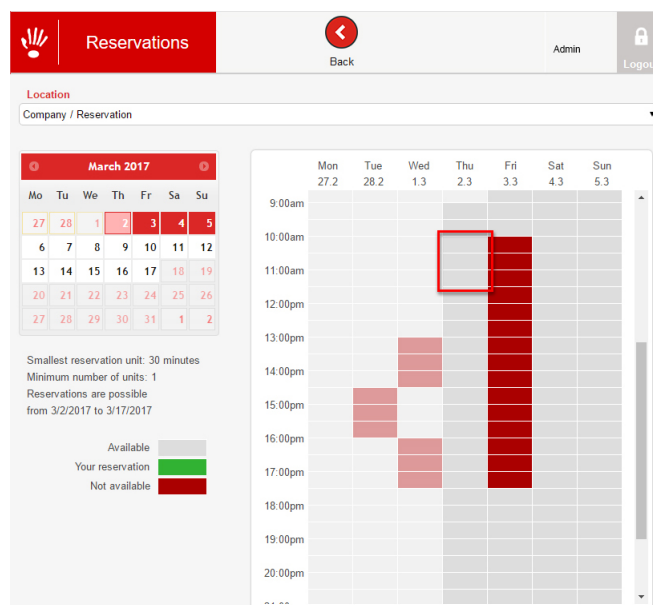
The screenshot shows the 'Reservations' editor interface. On the left, there is a calendar for March 2017. The week of March 27-31 is highlighted in red. On the right, there is a week view showing a grid of time slots (9:00am to 20:00pm) for each day of the week. A reservation is shown for Thursday, March 30, from 10:00am to 11:00am, indicated by a green bar. The interface includes a 'Location' dropdown menu, a 'Back' button, and 'Admin' and 'Logout' links.

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.**

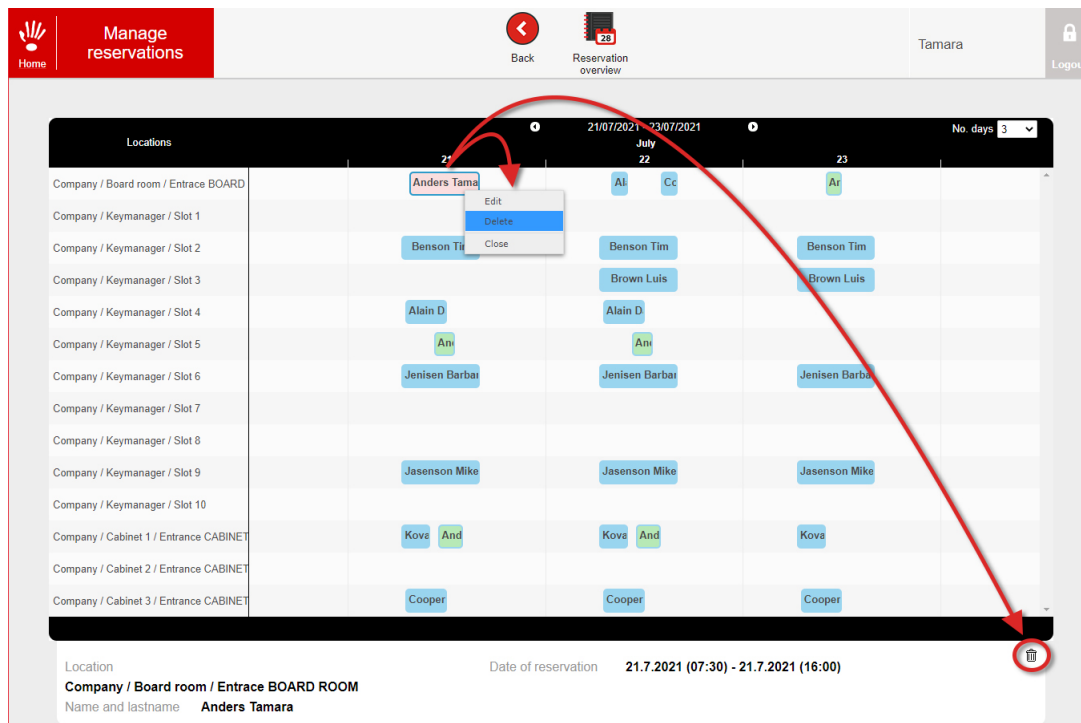
Thus, you have successfully canceled your reservation for the selected location.



This screenshot shows the same 'Reservations' editor interface as the previous one, but the reservation for Thursday, March 30, from 10:00am to 11:00am, is now unchecked, indicated by a dark gray bar. The interface elements are the same as in the previous screenshot.

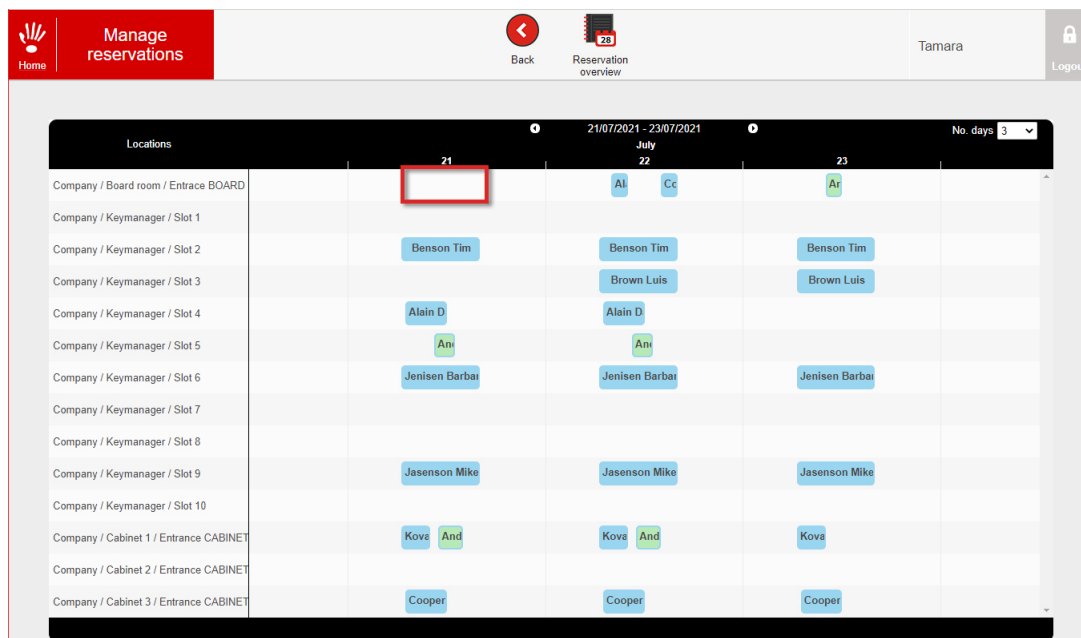
## Canceling reservations in the *Manage reservations* editor

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 table with columns for 'Locations' and dates '21', '22', and '23' (July 2021). The table lists various locations and the reservations made for each. A reservation for 'Anders Tama' on July 21st is highlighted. A context menu is open over this reservation, showing options: 'Edit', 'Delete', and 'Close'. A red arrow points from the 'Delete' option to the trash can icon in the details bar at the bottom. The details bar shows the location 'Company / Board room / Entrance BOARD ROOM', the date of reservation '21.7.2021 (07:30) - 21.7.2021 (16:00)', and the name and lastname 'Anders Tamara'.

2. The reservation will be removed.

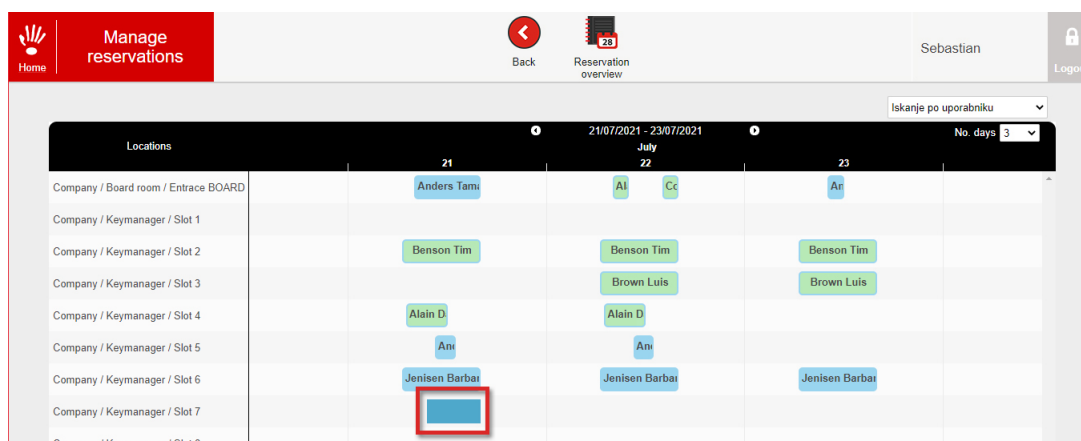


The screenshot shows the 'Manage reservations' interface after the reservation has been removed. The table now shows the reservation for 'Anders Tama' removed from July 21st. The details bar at the bottom is empty.

## 5.4 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** <sup>[21]</sup> setting enabled in their user settings for the department in question.

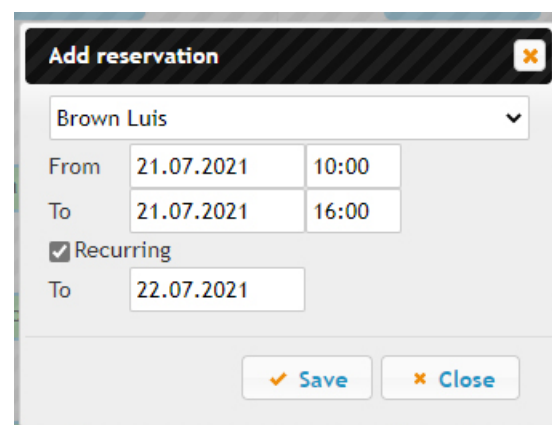
1. To add a reservation for another user in the **Manage Reservations** editor on the display for the selected space or key, highlight the desired period.



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

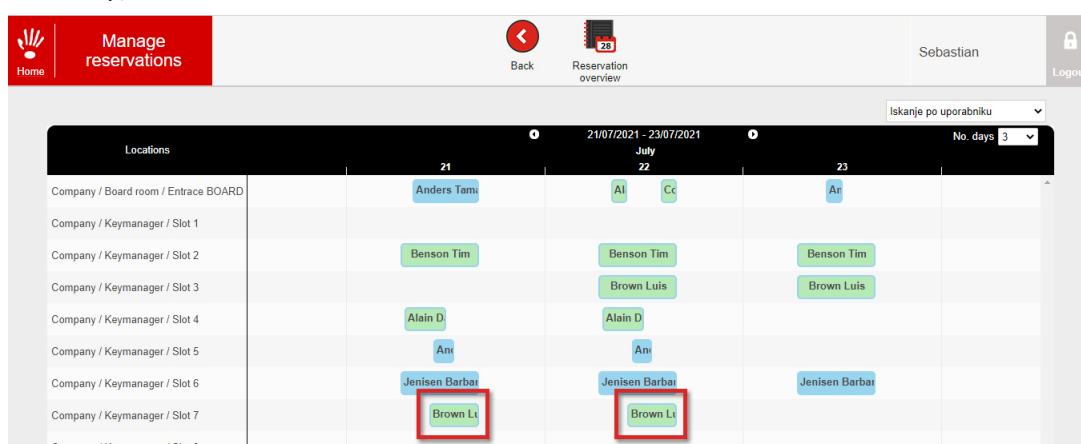
3. Then **specify the time of the reservation.**

\*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.



The 'Add reservation' dialog box is shown. It includes a dropdown menu for 'Brown Luis', a date range from '21.07.2021' to '22.07.2021', and a time range from '10:00' to '16:00'. The 'Recurring' checkbox is checked.

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

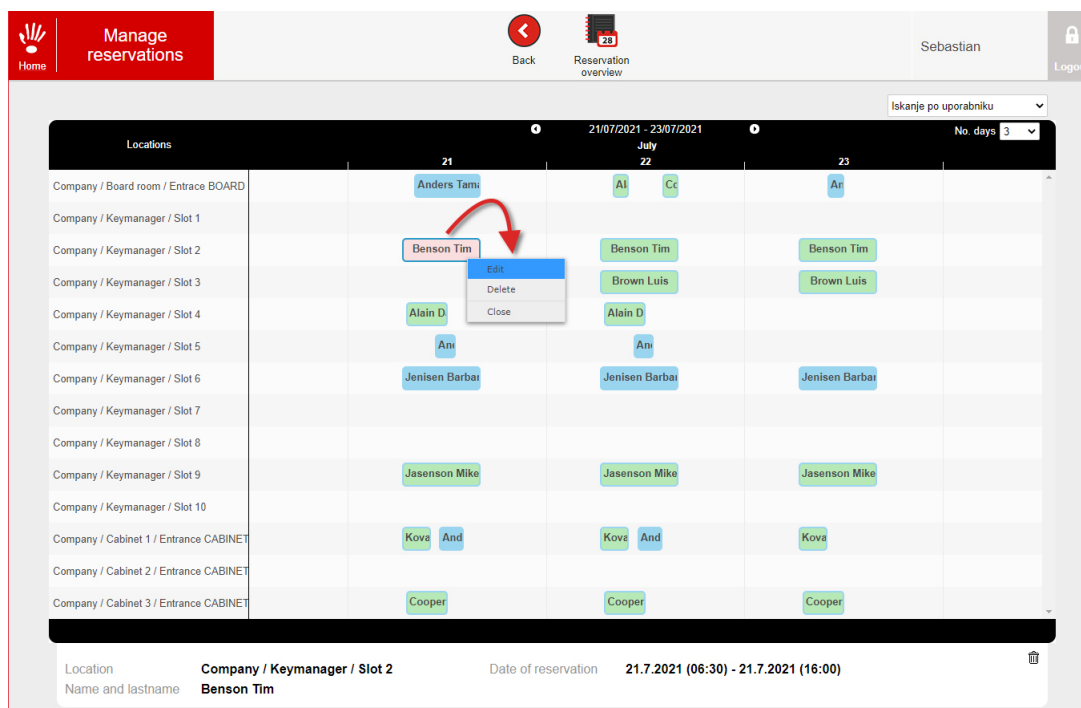


## 5.5 Editing and deleting reservations

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

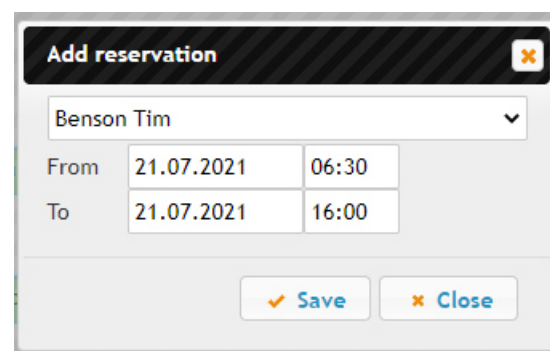
1. You can edit an **existing reservation** by **searching for it in the timeline table and double-clicking** or **right-clicking on it and selecting *Edit* from the menu**.



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**.

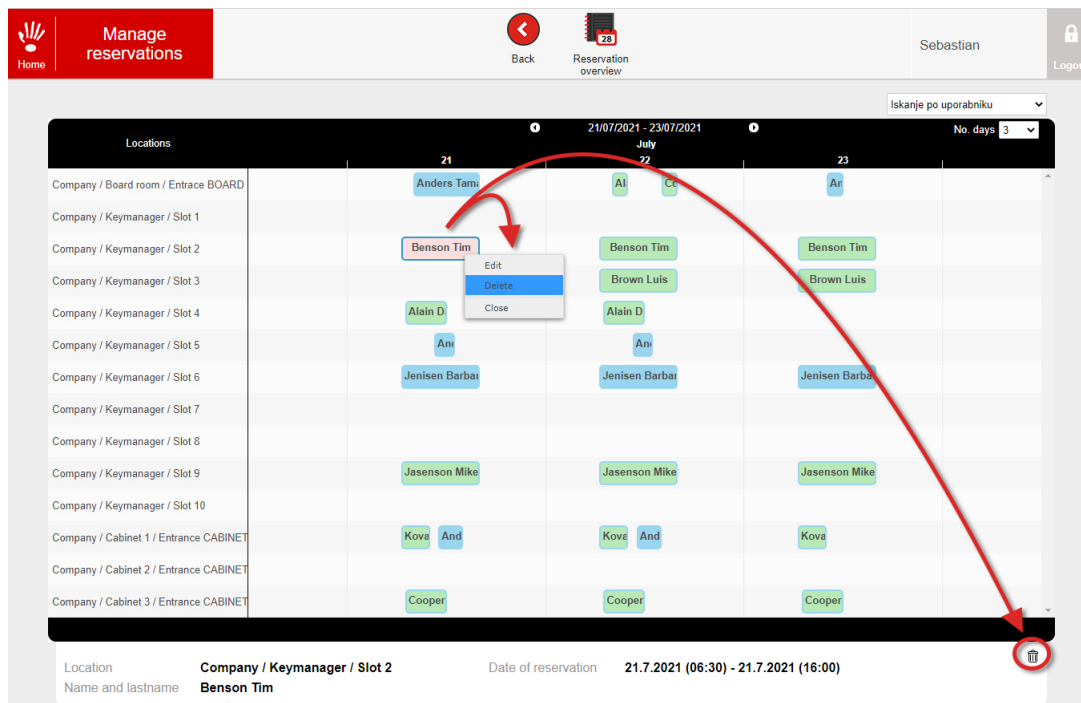
3. When you are finished click **Save**.



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 showing 'Benson Tim'. There are two rows of date and time fields: 'From' (21.07.2021 06:30) and 'To' (21.07.2021 16:00). At the bottom, 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.**

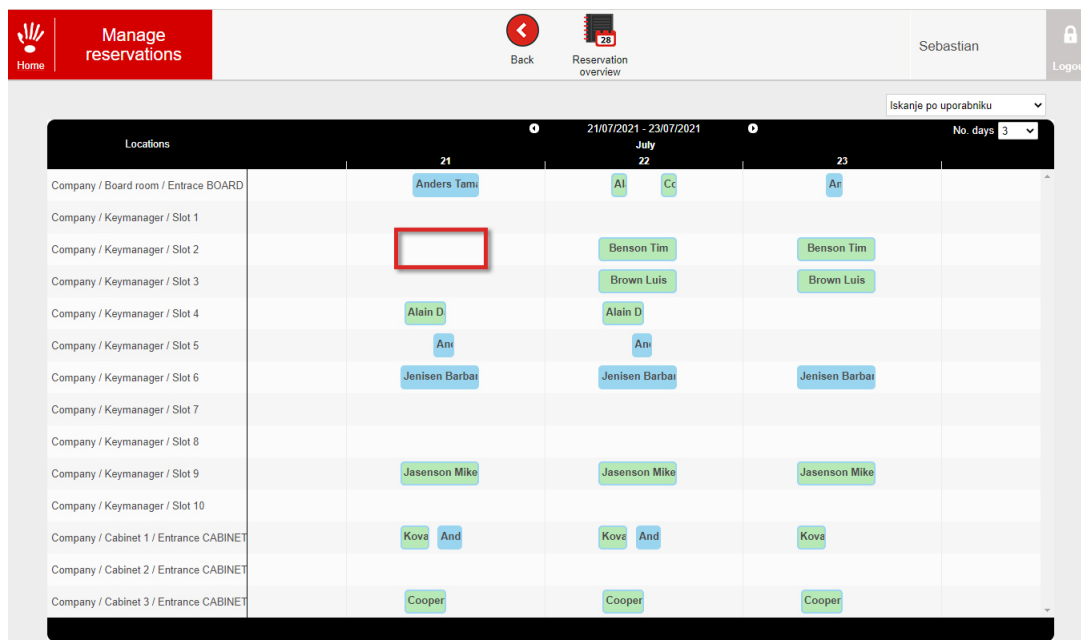


The screenshot shows the 'Manage reservations' interface. On the left is a list of locations. The main area is a timeline for July 21st to 23rd. A reservation for 'Benson Tim' on July 21st is highlighted, and a context menu is open with 'Delete' selected. A red arrow points from this menu to the trash can icon in the reservation details panel at the bottom right.

Locations	21	22	23
Company / Board room / Entrance BOARD	Anders Tam	Al	Ar
Company / Keymanager / Slot 1			
Company / Keymanager / Slot 2	Benson Tim	Benson Tim	Benson Tim
Company / Keymanager / Slot 3		Brown Luis	Brown Luis
Company / Keymanager / Slot 4	Alain D	Alain D	
Company / Keymanager / Slot 5	An	An	
Company / Keymanager / Slot 6	Jenisen Barba	Jenisen Barba	Jenisen Barba
Company / Keymanager / Slot 7			
Company / Keymanager / Slot 8			
Company / Keymanager / Slot 9	Jasenson Mike	Jasenson Mike	Jasenson Mike
Company / Keymanager / Slot 10			
Company / Cabinet 1 / Entrance CABINET	Kova And	Kova And	Kova
Company / Cabinet 2 / Entrance CABINET			
Company / Cabinet 3 / Entrance CABINET	Cooper	Cooper	Cooper

Reservation details at the bottom:  
 Location: Company / Keymanager / Slot 2  
 Name and lastname: Benson Tim  
 Date of reservation: 21.7.2021 (06:30) - 21.7.2021 (16:00)

2. The reservation will be removed.



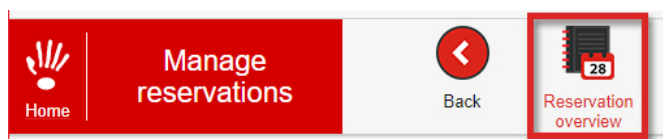
The screenshot shows the same interface as before, but the reservation for 'Benson Tim' on July 21st has been removed, leaving an empty slot. A red rectangle highlights this empty slot.

Locations	21	22	23
Company / Board room / Entrance BOARD	Anders Tam	Al	Ar
Company / Keymanager / Slot 1			
Company / Keymanager / Slot 2		Benson Tim	Benson Tim
Company / Keymanager / Slot 3		Brown Luis	Brown Luis
Company / Keymanager / Slot 4	Alain D	Alain D	
Company / Keymanager / Slot 5	An	An	
Company / Keymanager / Slot 6	Jenisen Barba	Jenisen Barba	Jenisen Barba
Company / Keymanager / Slot 7			
Company / Keymanager / Slot 8			
Company / Keymanager / Slot 9	Jasenson Mike	Jasenson Mike	Jasenson Mike
Company / Keymanager / Slot 10			
Company / Cabinet 1 / Entrance CABINET	Kova And	Kova And	Kova
Company / Cabinet 2 / Entrance CABINET			
Company / Cabinet 3 / Entrance CABINET	Cooper	Cooper	Cooper



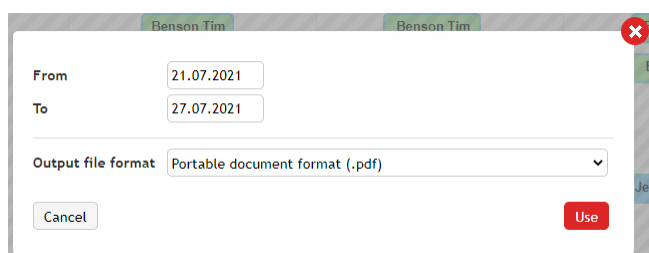
## 5.6 Reservations report

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