

ePermits Add-on Extension T&A Correction Announcements

Instructions for users

for Codeks software version 10.2404.0.19933 and newer



User Manual for the T&A Correction Announcements functionality

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2026 in Naklo

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1 T&A Correction Announcements

T&A correction announcements functionality is an extension of the **Codeks ePermits** software package. An **active ePermits add-on licence is required** to use this extension.

The T&A correction announcements functionality **enables employees to submit correction announcements to their department manager in the event of an incorrect or missing time attendance registration**. The department manager can review the received announcement and approve or reject it.

These instructions describe the configuration and use of the T&A correction announcements functionality. **Features related to submitting and using permits are described in the separate instructions for the Codeks ePermits add-on, which also include the system requirements and the licence activation procedure.**

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

Jantar, elektronski sistemi, d.o.o.
Kranjska cesta 24, SI-4202 Naklo
SLOVENIA
VAT ID: SI34737332
E-mail: info@jantar.si
Web page: www.jantar.si

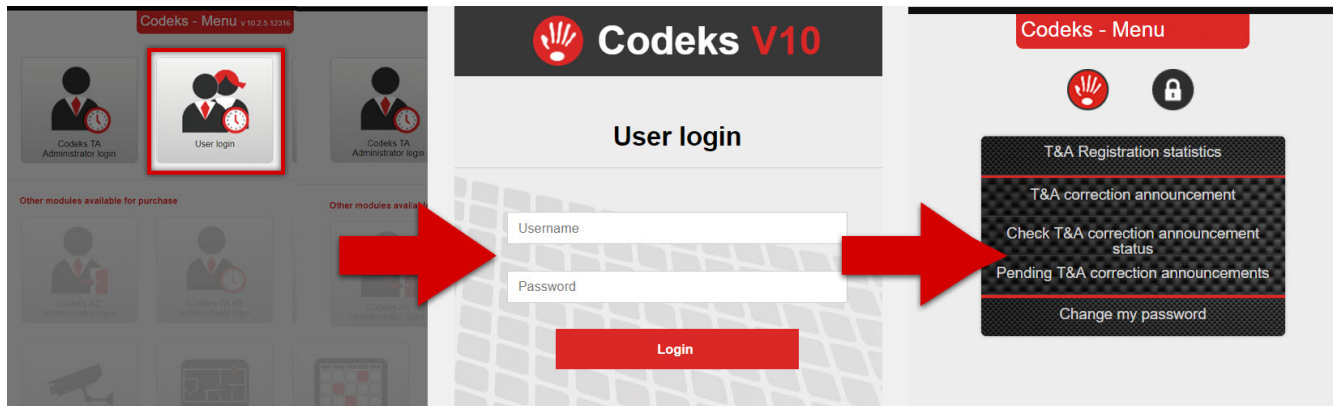
Support

The support form can be found at the link: <https://jantar.si/en/support/>

2 How the T&A Correction Announcements work

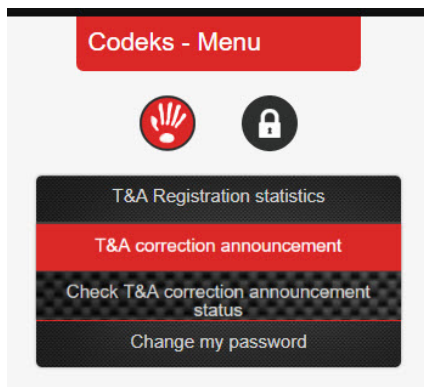
T&A correction announcements enables users to submit corrections to time attendance registrations in their existing Codeks system. The following section presents the operating principle of the functionality, from the user's correction announcement to its approval or rejection by the department manager.

1. The user (employee) logs in to the Codeks application using their user access.



In order for the users to be able to access the Codeks application, they need a username and password.

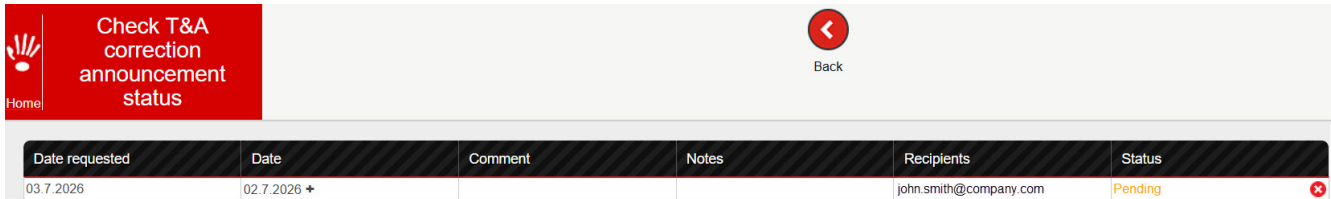
2. The user can then submit a correction announcement in the T&A correction announcements menu.



3. When the user submits a correction, the system forwards the announcement to the designated department manager (or deputy department manager).

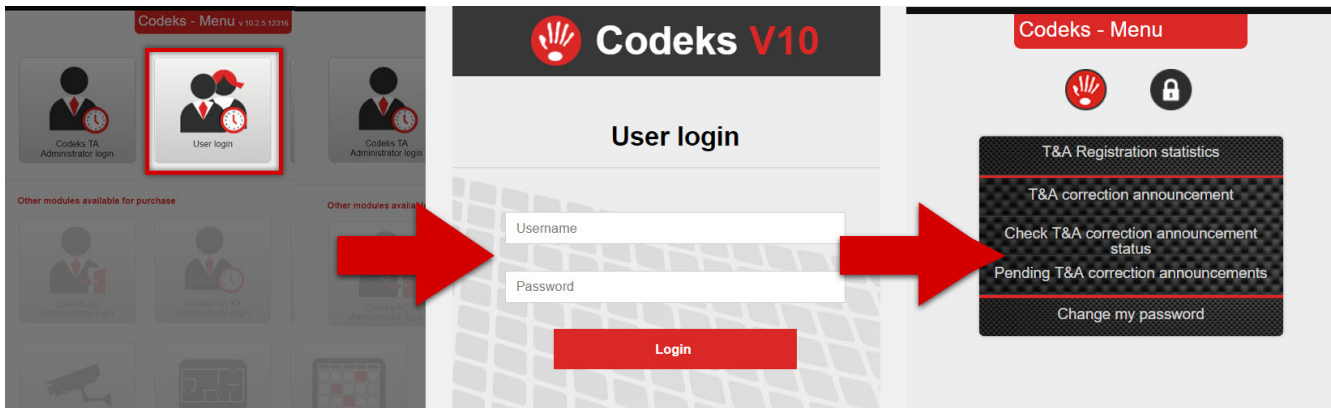
The department managers can also be informed of new requests by e-mail if they have a valid e-mail address and are granted the rights to be notified about users' announcements through their *user settings*.

4. The user can **view and check the status of their request in the *Check T&A correction announcements status* menu.**

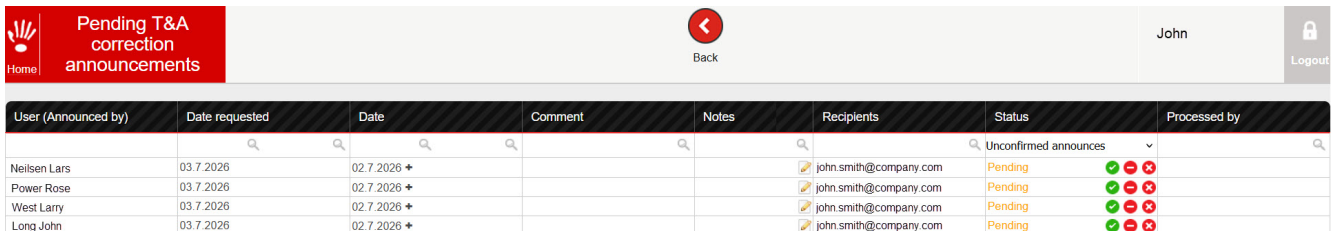


5. In this same menu, the user also has the option to **cancel the correction announcement** later. However, the cancellation is only possible until the head of the department confirms or rejects it.

6. Department managers can view new correction announcements submitted by users in their departments in the ***Pending T&A correction announcements*** menu, which they can access using their username and password.



7. The department manager can approve or reject the pending users' correction announcements in the ***Pending T&A correction announcements*** menu.



In order for the department managers to be able to process correction requests, they must be granted appropriate rights through their *user settings*.

8. **When the department manager approves the correction request, the time attendance registration data is updated accordingly.**

9. The user can be notified about the status change of his correction request by e-mail (if they have a valid e-mail address).

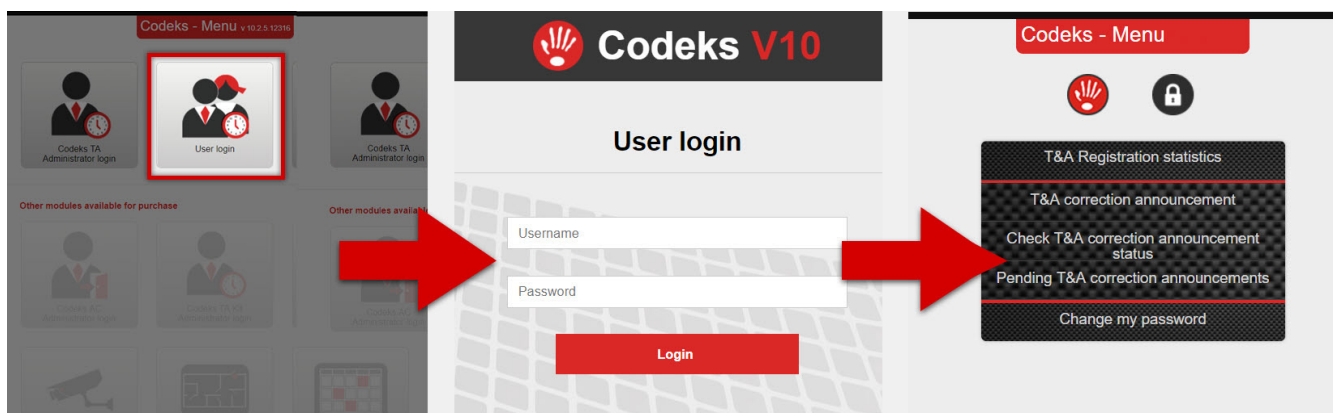
3 Using the T&A Correction Announcement

The Codeks ePermits makes it possible for users to send correction requests to their department managers. The department managers can then confirm or reject the user's request.

The following chapters describe how users request a correction and how department managers process the users' requests.

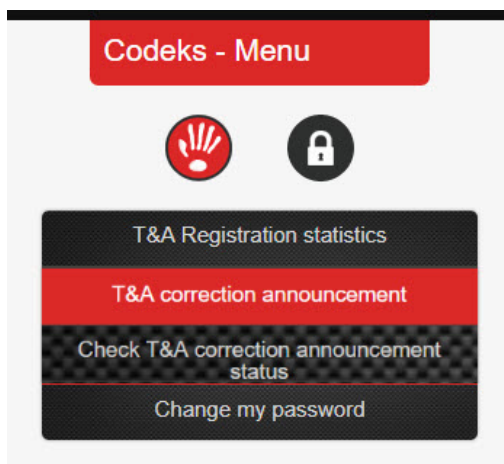
3.1 User's request

Users who request a correction can access the menus for *requesting corrections* and *checking the status of requests* using their username and password. The following chapters describe the use of *user access* menus.



3.1.1 T&A correction announcement

1. To request a correction, **select the T&A correction announcement** in the menu.



IMPORTANT! A correction announcement cannot be submitted for a date that already contains corrections in the time attendance records.

2. The T&A correction announcement editor opens. In the announcement form, first **select the day for which you are submitting the T&A correction announcement**. The events for the selected day will be displayed in the table below.

T&A correction announcement

Home Back

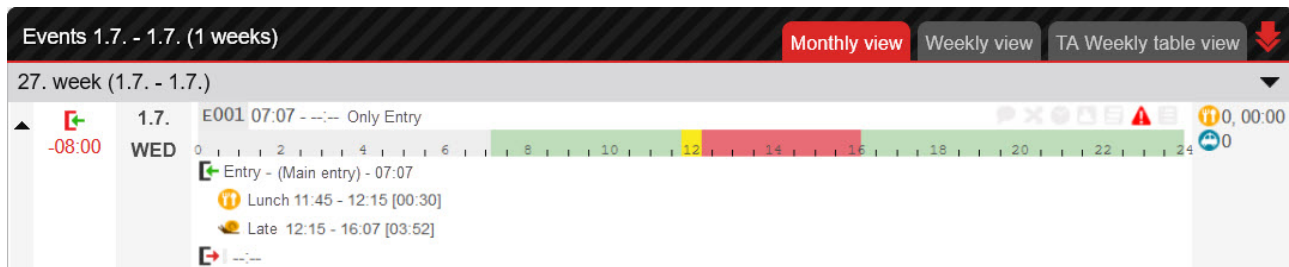
Permit exit day: 01.07.2026 View selected day

Comment (not required):

Card	Button	Location	Time	Source	Ignore
25345	Without a but	Company / Main entry	01.7.2026 07:54:28	Hardware	<input type="checkbox"/>
25345	Without a but	Company / Lunch room	01.7.2026 11:41:57	Hardware	<input type="checkbox"/>
25345	Without a but	Company / Main entry	01.7.2026 15:41:57	Hardware	<input type="checkbox"/>

Cancel Events Add event Send

3. By clicking **View selected day**, an overview of the events for that day opens in a new tab. This makes it easier to review the events that you will edit in the correction announcement.



4. In the T&A correction announcement form, you can then submit corrections or add an event. Three different types of corrections can be announced:

- **Correction announcement for a missing event**

Example: The user forgot to register their return from lunch break. They will use the **Add event** correction announcement.

- **Correction announcement for a button change**

Example: During registration, the user accidentally selected the Business button instead of Private. They will announce a correction using the **Button change** option.

- **Correction announcement to ignore an event**

Example: The user accidentally registered twice upon arrival. They will announce a correction using the **Ignore** action.

3.1.1.1 Add event

When adding an event, you must enter the time of the event and select the passage where you would normally register it. If you forgot to register an event online without selecting a location, select *Undefined – Default Group Timetable*. If a button is required for the event to be registered correctly, select it from the menu.

Example: You forgot to register your lunch break. To start the interval correctly, you will add a new event.

1. In the correction announcement, click **Add event**. In the new window, enter the time of your departure from lunch break and select the passage where you would normally register the lunch break. When you have finished entering the data, click **Add**.

Permit exit day: 01.07.2026 View selected day

Comment (not required)

Card	Button	Location	Time	Source	Ignore
25345	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 07:54:28	Hardware	<input type="checkbox"/>
25345	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 15:41:57	Hardware	<input type="checkbox"/>

Cancel Add event Send

Add event

Time: 01.07.2026 12:00

Passage: Company / Main entry

Button: 5 - Lunch

Cancel Add

2. The newly added event is displayed in the events table with the *T&A correction announcement* label. To delete the event, click the icon .

Permit exit day: 01.07.2026 View selected day

Comment (not required)

Card	Button	Location	Time	Source	Ignore
25345	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 07:54:28	Hardware	<input type="checkbox"/>
25345	5 - Lunch	Company / Main entry	01.7.2026 12:00:00	T&A correctio...	
25345	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 15:41:57	Hardware	<input type="checkbox"/>

Cancel Add event Send

3. When you have finished entering the T&A corrections, click **Send**.

3.1.1.2 Button change

Example: During registration, you accidentally used the **Business** button instead of **Private**.

1. In the table, find the event you want to correct and select the **Private** button from the drop-down menu in the **Button** column.
2. When you have finished entering the T&A corrections, click **Send**.

Permit exit day: 01.07.2026 View selected day

Comment (not required):

Card	Button	Location	Time	Source	Ignore
25345632	1 - Business	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 07:54:28	Hardware	<input type="checkbox"/>
25345632	Without a button				<input type="checkbox"/>
25345632	1 - Business				<input type="checkbox"/>
	2 - Private				<input type="checkbox"/>
	3 - Exceptional				<input type="checkbox"/>
	4 - Info				<input type="checkbox"/>
	5 - Lunch				<input type="checkbox"/>

Cancel Add event Send

3.1.1.3 Ignore event

Example: You accidentally registered twice upon arrival, so the *Entry* event is duplicated. You want the duplicated event to be ignored, so you will submit an **Ignore** event correction announcement.

1. In the **Ignore** column, **select the event** that you want to be ignored.

Permit exit day: 01.07.2026 View selected day

Comment (not required):

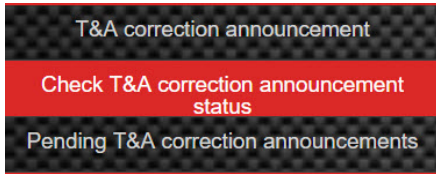
Card	Button	Location	Time	Source	Ignore
25345632	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 07:54:28	Hardware	<input checked="" type="checkbox"/>
25345632	Without a but	Jantar / Glavni vhod / Glavni vhod - kartica	01.7.2026 15:41:57	Hardware	<input type="checkbox"/>

Cancel Add event Send

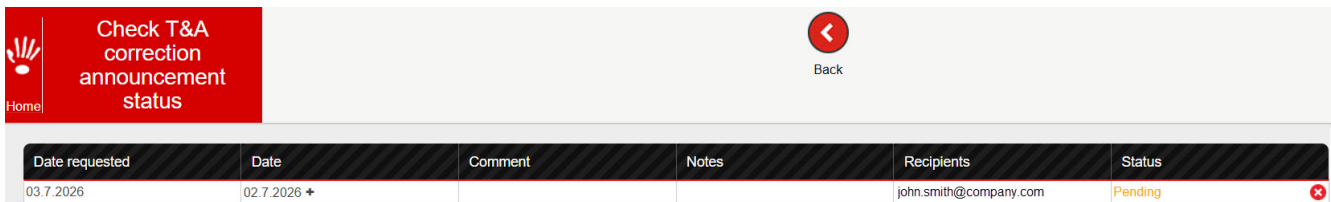
2. When you have finished entering the T&A corrections, click **Send**.

3.1.2 Show pending correction requests

Users can monitor their submitted corrections in the *Check T&A correction announcement status* menu.



1. To cancel a pending correction announcement, click the cancellation icon (✖) at the end of the row.
2. The announcement status will immediately change to *Canceled*, and your announcement will also be removed from your department manager's *Pending T&A correction announcements* list.

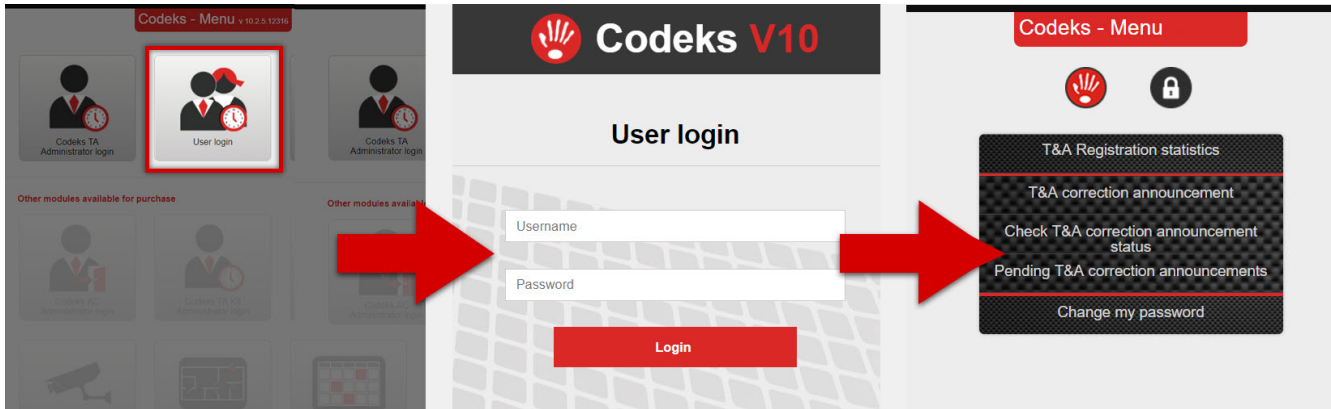


NOTE

Only the department manager can cancel an already approved announcement.

3.2 Department manager's reply

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

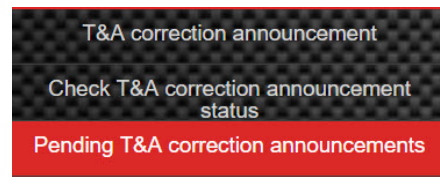


The following chapters describe the use of *user access* menus.

3.2.1 Processing announcements

1. To process submitted corrections, first select the **Pending T&A correction announcements** menu in the main user access menu.

The editor for processing submitted corrections will open.



2. The list will show all submitted corrections that are still waiting for your approval. By clicking the **+** icon or **double-clicking** a row, a window opens in which the submitted corrections are marked with different colors.

Home Pending T&A correction announcements
Back
John
Logout

User (Announced by)	Date requested	Date	Comment	Notes	Recipients	Status	Processed by
Neilsen Lars	03.7.2026	02.7.2026 +			john.smith@company.com	Pending	
Power Rose	03.7.2026	02.7.2026 +			john.smith@company.com	Pending	
West Larry	03.7.2026	02.7.2026 +			john.smith@company.com	Pending	
Long John	03.7.2026	02.7.2026 +			john.smith@company.com	Pending	

Additional addressee: Long John

Permit exit day: 02.7.2026 View selected day

Comment (not required):

Notes:

Card	Button	Location	Time	Source	Ignore
25345632	Without a but	Company / Main entry	02.7.2026 05:45:04	Hardware	<input type="checkbox"/>
84849555	5 - Lunch	Company / Main entry	02.7.2026 12:00:00	T&A correcti...	<input type="checkbox"/>
25345632	Without a but	Company / Main entry	02.7.2026 15:09:10	Hardware	<input type="checkbox"/>

Close
Cancel
Reject
Approve

- A correction announcement where an **event was added** is marked in green.

84849555	5 - Lunch	Company / Main entry	02.7.2026 12:00:00	T&A correcti...	<input type="checkbox"/>
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- The **Ignore** correction announcement is marked in red.

25345632	Without a but		06.7.2026 06:30:10	Hardware	<input checked="" type="checkbox"/>
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- The **button change** correction announcement is marked in yellow.

25345632	Without a but	Company / Main entry	02.7.2026 05:45:04	Hardware	<input type="checkbox"/>
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To **approve** a correction announcement, click the *Approve* button in the opened correction overview window or click the approval icon (✓) at the end of the corresponding row in the editor.

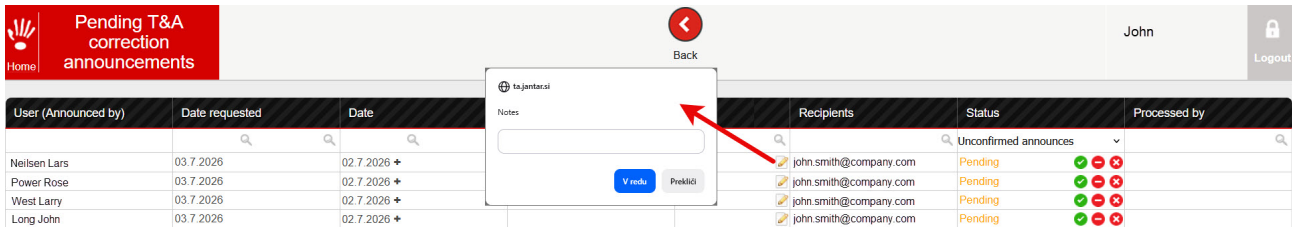
To **reject** a correction announcement, click the *Reject* button in the opened correction overview window or click the rejection icon (✗) at the end of the corresponding row in the editor.

3. After a correction announcement is approved, the overview of events for that day opens in a new tab and displays the approved corrections.

To cancel an approved correction, click the icon (✗) in the *T&A correction announcements* section. After you confirm the cancellation, the displayed events will return to their original state as they were before the correction was approved. In this case, the correction announcement is moved to the *Canceled* list in the pending correction announcements editor.

The screenshot displays the software interface for managing correction announcements. At the top, there is a navigation bar with icons for Back, Period report, Report, Error report, Statistics report, Export, Import, Reports, and Custom reports. Below this is a section for 'Events 2.7. - 2.7. (1 weeks)' with view options for Monthly, Weekly, and TA Weekly table. The main area shows a calendar for Thursday, 2.7.2026, with a green bar indicating a lunch break from 12:00 to 12:30. A red box labeled 'Approved correction' points to this bar. On the right side, there is a 'User' section for Long John (Sales) and a 'Current period summary' table. At the bottom right, the 'T&A correction announcements' section shows a list with a red 'X' icon next to '02.7.2026', and a red arrow labeled 'Cancel Correction' points to this icon.

4. * Optionally, before processing the correction announcement, you can enter a comment in the Notes field. To add a note, click the icon . A new dialog box opens where you can enter your comment.



5. As soon as you approve or reject the user’s correction announcement, it is removed from the list of pending correction announcements.

If the user who submitted the correction has a valid e-mail address, they will receive a notification about the status change of their correction.

6. The menu also allows you to filter correction announcements by status and review the history of approved, canceled, or rejected correction announcements.

