Codeks Layouts Presence Monitor

for Codeks software
version 10. 2101. 8. 14982 and newer

Codeks Presence Monitor Add-on user manual

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1. Codeks TA Presence Monitor Add-on

The **Codeks Presence Monitor** is an add-on for the Codeks time and attendance software. The add-on is designed to display the presence of employees at work and in the office building on a large information monitor.

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

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1.3 Contact Information

Jantar d.o.o. has more than 30 years of experience in the development and production of access control, time attendance and visitor control systems. What sets us apart from our competitors is that we develop and manufacture all of our software and most of our hardware ourselves. Our systems are installed and utilized at airports, office buildings, financial institutions, factories, shopping centers, hospitals, etc. Our products are present virtually anywhere our clients need basic or advanced access control and time and attendance systems.

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SUPPORT

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

2. Description and installation instructions

The **Codeks Presence Monitor** is an add-on for the Codeks time and attendance software. The add-on is designed to display the presence of employees at work and in the office building on a large information monitor.

> **The Codeks Presence Monitor software package contains:**
> - **the *Codeks Presence Monitor* activation license code,**
> - **the *Codeks Presence Monitor* User manual.**

2.1 System requirements

Before installing the Codeks Presence Monitor 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 license code

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

You can enter the license code for the *Codeks Presence Monitor* 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*:*

- CodeksService.InstallState
- CodeksServiceManager.exe
- CodeksServiceManager.exe.config

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

NOTE
If your Codeks server does not have an internet connection, the program will display an error.
In this case, you will have to activate the license code manually ⌐8⌐ using another device with internet access.

5. Finally, save the changes by clicking the **Save** button.

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

MANUAL LICENSE ACTIVATION

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

2. The *ManualActivationForm* window will open which contains a **Challenge code** for activating the selected license code.

IMPORTANT
Do not close this window until you enter the required *Codeks activation code*. If you close this window before entering the *Codeks activation code* you will have to repeat the manual activation process again, because a different *Challenge code* is generated every time you open the manual activation dialogue.

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

4. Then click **Submit.**

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

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

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

3. User settings

In the **Department Admin** tab, you can assign rights to the current user to view the presence of co-workers in different departments.

1. To assign a user the right to view the *Presence Monitor* table, first open the window for editing the user's settings in the *Users* editor.

2. Then, on the *Department Admin* tab, enable the **TA Presence monitor** right.

You can enable the right separately for individual departments, so that the user can only see the status of the presence of certain employees.

3. Save the settings by clicking the **Save** button.

4. Use of TA Presence Monitor

You can access the **Presence Monitor** either as an administrator or a regular user:

- As an **administrator**, you access the viewer via the **TA Presence Preview** icon in the *Main menu*.	- As a **user**, you access the viewer via the **Presence** link in the user access menu.

The **Presence Monitor** viewer displays a table of employees and their presence data. The table shows the **last event of each user**, which affects their presence at work and on the business premises, **the user's current statistics**, **the data about their presence at work and on the business premises**, and **information about their department**.

The data in the table is refreshed every 60 seconds, and the remaining time until a new data refresh can be seen under the **Refresh** icon in the toolbar. You can also manually trigger a data refresh by clicking the **Refresh** icon.

If you **click on the title cell of an individual column** in the table, the data in the column will be **sorted in descending o ascending order**.

By entering a search phrase in the **table search fields** you can filter the data to be displayed in the table .

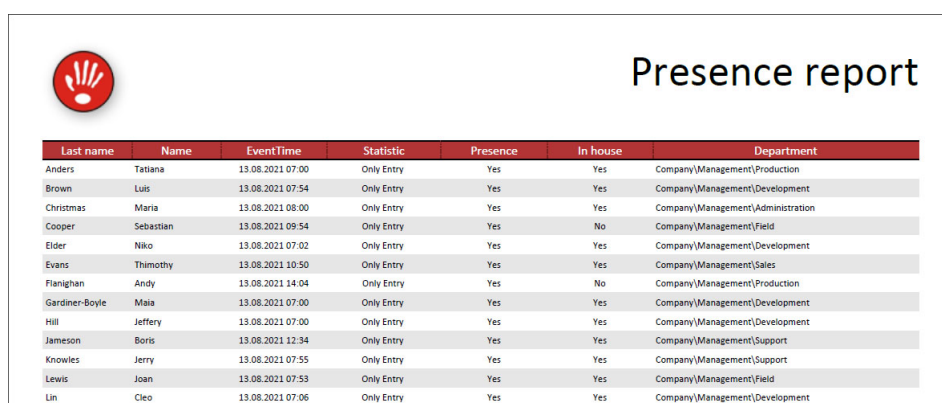By clicking on the *Report* icon in the toolbar, you can print a report of the currently displayed data in the table.