

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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In Naklo, 2023

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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.

1.1 Licence Information

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Codeks Presence Monitor 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 Presence Monitor are exclusively owned by the author, Jantar, d.o.o..
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- Codeks Presence Monitor 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 Presence Monitor 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 Presence Monitor 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. 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

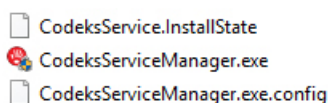
To enable the **Codeks Presence Monitor** add-on you must enter a valid licence code for the software in the Codeks Service Manager program. The validity of the *Codeks Presence Monitor* license is equal to the validity of the license of the main Codeks.

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:

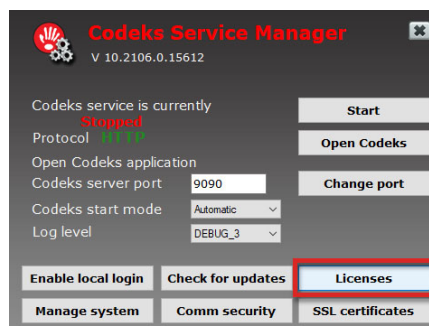


The following picture shows the **CodeksServiceManager.exe** file in the **C:\Program Files\Codeks** folder:

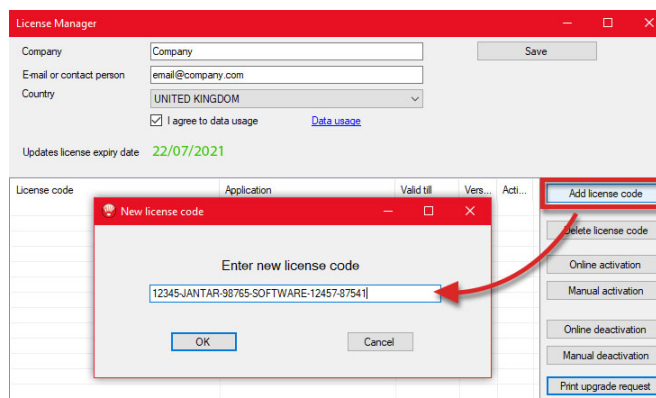


1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

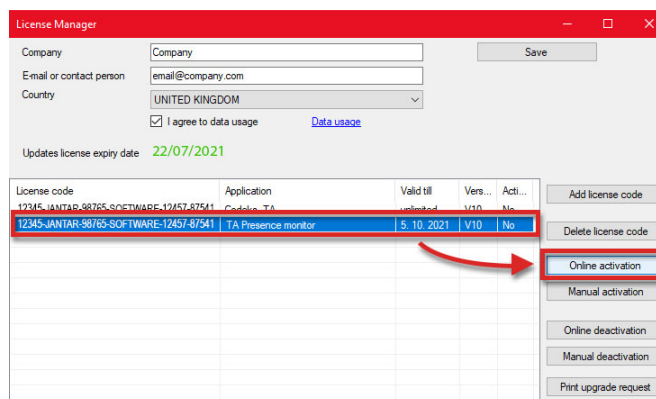
2. Then click the **Licenses** button.



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.



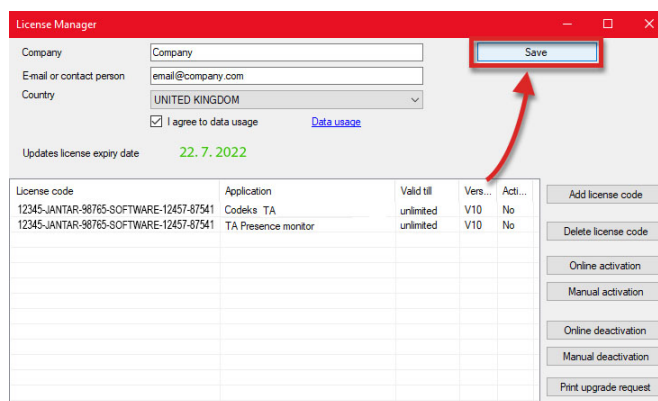
4. The *Codeks Presence Monitor* license code will be displayed in the window. Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** button.



NOTE

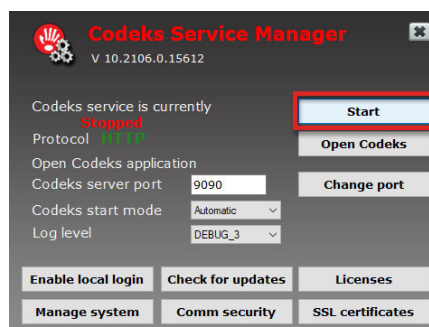
If your Codeks server does not have an internet connection, the program will display an error. In this case, you will have to activate the license code manually using another device with internet access.

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



The License Manager window displays fields for Company, Email or contact person, and Country. It also shows a checkbox for 'I agree to data usage' and a 'Data usage' link. The 'Updates license expiry date' is set to 22.7.2022. A table lists license codes and their applications. The 'Save' button is highlighted with a red box and an arrow.

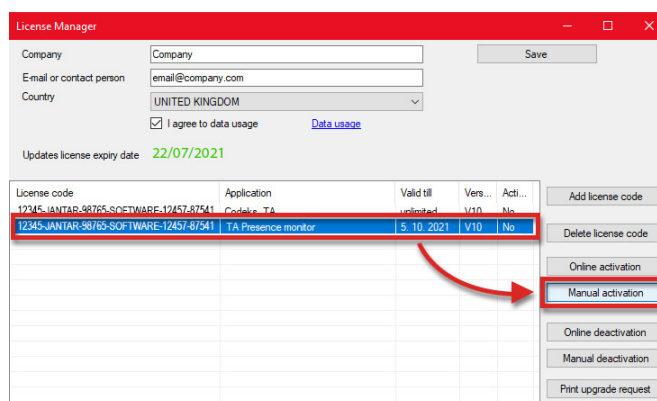
6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.



The Codeks Service Manager window shows the service status as 'Stopped'. It includes fields for Protocol, Open Codeks application, Codeks server port, Codeks start mode, and Log level. The 'Start' button is highlighted with a red box.

MANUAL LICENSE ACTIVATION

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

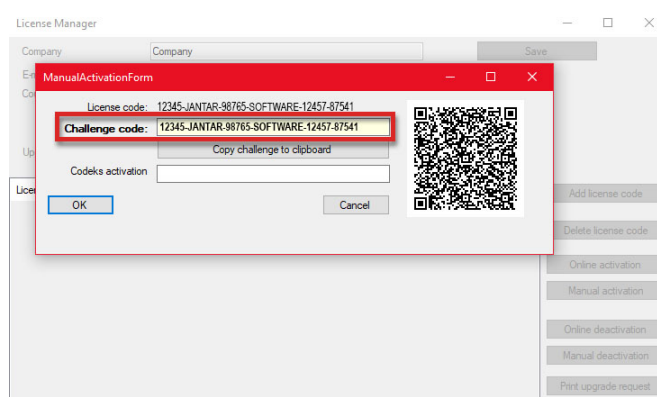


The License Manager window shows a table with license codes. The row for '12345-JANTAR-98765-SOFTWARE-12457-87541' is selected. The 'Manual activation' button is highlighted with a red box and an arrow.

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.



The ManualActivationForm window displays the license code and a challenge code. The challenge code is highlighted with a red box. It also includes a QR code and buttons for 'Copy challenge to clipboard', 'OK', and 'Cancel'.

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>**.

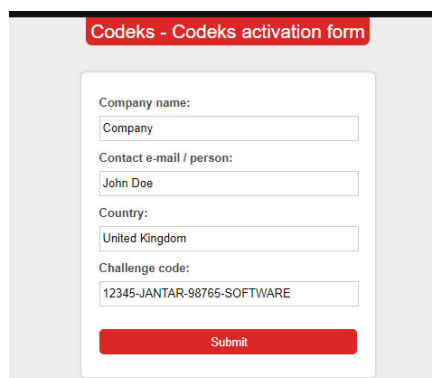
Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.

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

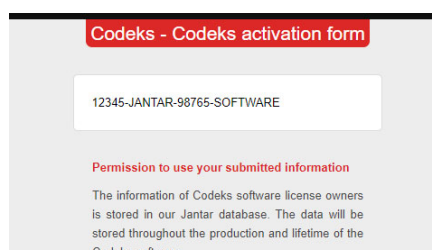
Company name:
Company

Contact e-mail / person:
John Doe

Country:
United Kingdom

Challenge code:
12345-JANTAR-98765-SOFTWARE

Submit

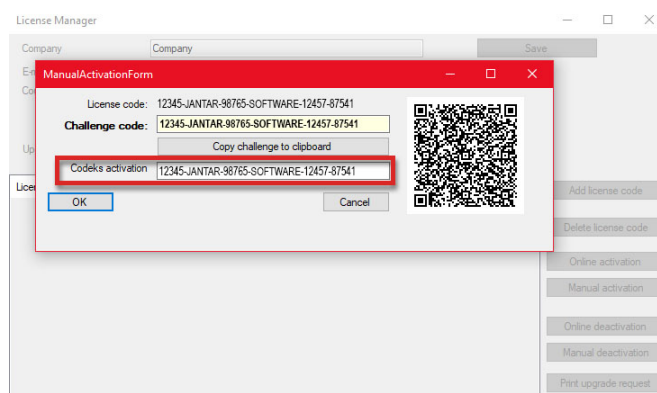


Codeks - Codeks activation form

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

Company: Company

ManualActivationForm

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

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

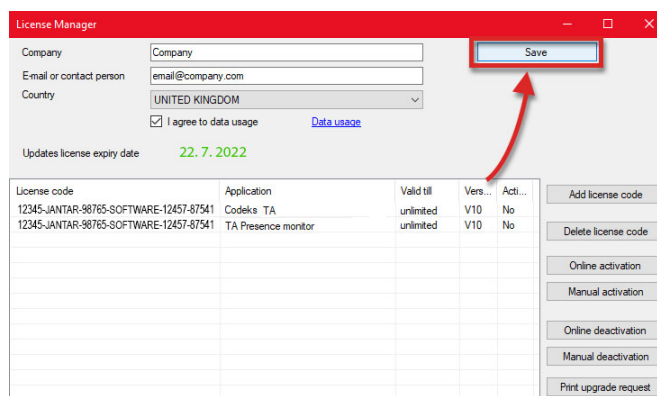
Copy challenge to clipboard

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

OK Cancel

QR code

Buttons: 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...	Acti...
12345-JANTAR-98765-SOFTWARE-12457-87541	Codeks TA	unlimited	V10	No
12345-JANTAR-98765-SOFTWARE-12457-87541	TA Presence monitor	unlimited	V10	No

Buttons: Add license code, Delete license code, Online activation, Manual activation, Online deactivation, Manual deactivation, Print upgrade request

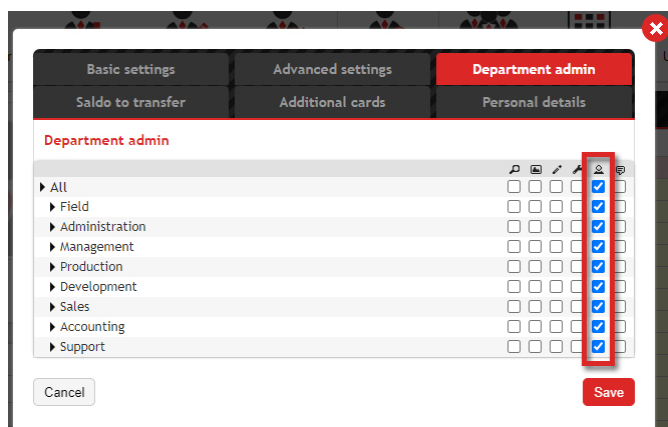
3. User settings

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.

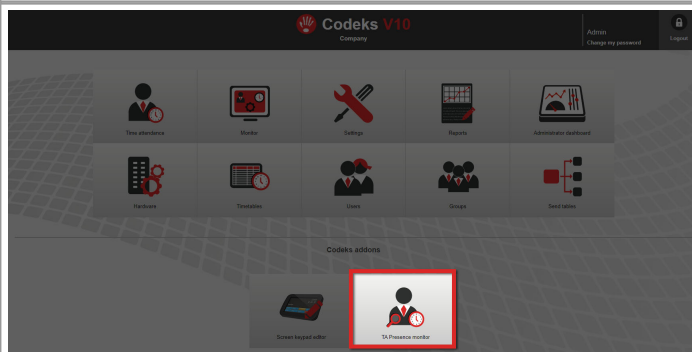


3. Save the settings by clicking the **Save** button.

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.



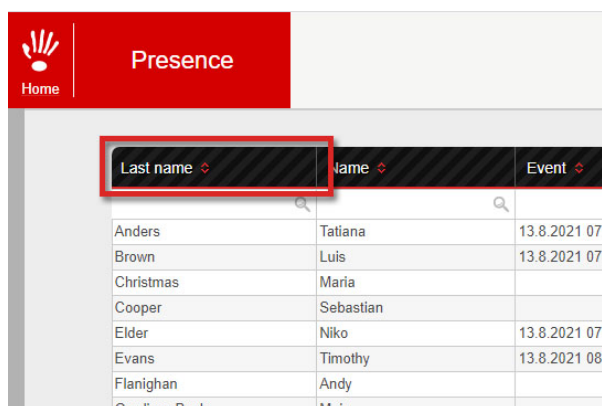
The **Presence Monitor** viewer displays a table of employees and their presence data. The table shows the **last event of each user**, which affects their presence at work and on the business premises, **the user's current statistics**, **the data about their presence at work and on the business premises**,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

Home		Presence		Back	Refresh [00:25]	Report	Tanja	Logout
Last name	Name	Event	Statistic	Presence (13)	In house (12)	Department		
Anders	Tatiana	13.8.2021 07:08	Worktime	No	No	Company/Cleaning		
Brown	Luis	13.8.2021 07:00	Only Entry	Yes	Yes	Company/Management/Production		
Christmas	Maria		Not present	No	No	Company/Management/Sales		
Cooper	Sebastian		Not present	No	No	Company/Management/Production		
Elder	Niko	13.8.2021 07:54	Only Entry	Yes	Yes	Company/Management/Development		
Evans	Timothy	13.8.2021 08:00	Only Entry	Yes	Yes	Company/Management/Administration		
Flanighan	Andy		Leave	No	No	Company/Management		
Gardiner-Boyle	Maia		Leave	No	No	Company/Management/Field		
Hill	Jeffery	13.8.2021 09:54	En route	Yes	No	Company/Management/Field		
Jameson	Boris		Leave	No	No	Company/Management/Production		
Knowles	Jerry	13.8.2021 07:02	Only Entry	Yes	Yes	Company/Management/Development		
Lewis	Joan	13.8.2021 10:50	Only Entry	Yes	Yes	Company/Management/Sales		
Lin	Cleo		Leave	No	No	Company/Management/Development		
Mahkovic	Dario	13.8.2021 07:33	Only Entry	Yes	Yes	Company/Management/Production		
Martin	Tamara	13.8.2021 07:00	Only Entry	Yes	Yes	Company/Management/Development		
McEntyre	Bruce		Not present	No	No	Company/Management/Development		
Puerto	Mario		Not present	No	No	Company/Management/Development		
Russell	Leo	13.8.2021 07:00	Only Entry	Yes	Yes	Company/Management/Development		
Ryerson	Elisabeth		Maternity	No	No	Company/Management/Support		
Sharp	Philippe	13.8.2021 12:34	Only Entry	Yes	Yes	Company/Management/Support		
Sheldon	Merida	13.8.2021 07:55	Only Entry	Yes	Yes	Company/Management/Support		
Smith	Frank	13.8.2021 07:53	Only Entry	Yes	Yes	Company/Management/Field		
Spring	Dave		Not present	No	No	Company/Management/Administration		
Turner	Michael	13.8.2021 07:06	Only Entry	Yes	Yes	Company/Management/Development		

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.

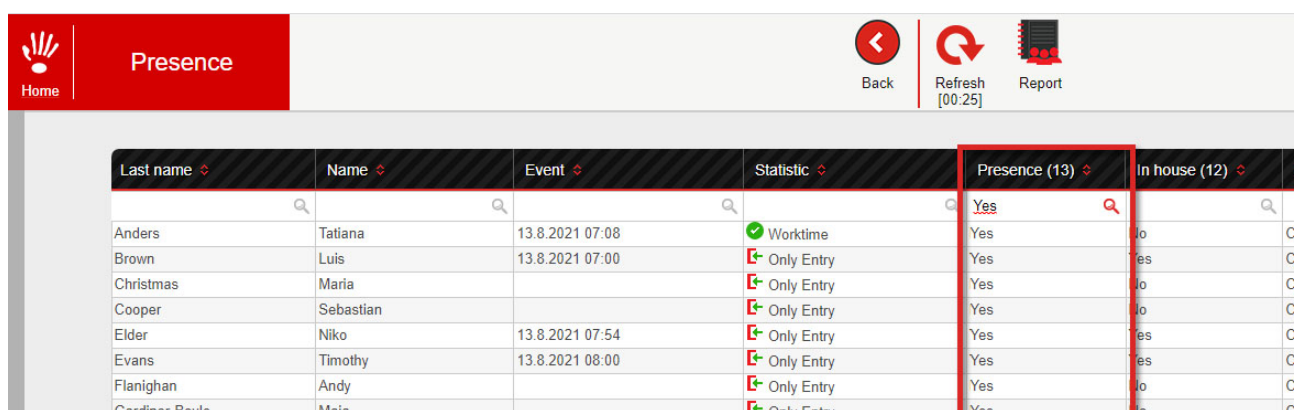


If you **click on the title cell of an individual column** in the table, the data in the column will be **sorted in descending o ascending order**.



Last name	Name	Event
Anders	Tatiana	13.8.2021 07:00
Brown	Luis	13.8.2021 07:00
Christmas	Maria	
Cooper	Sebastian	
Elder	Niko	13.8.2021 07:00
Evans	Timothy	13.8.2021 08:00
Flanighan	Andy	
Gardiner-Boyle	Maia	

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

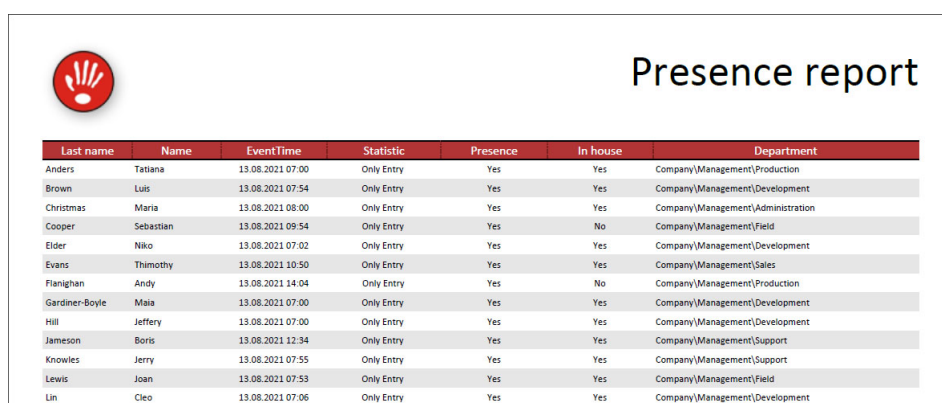


Last name	Name	Event	Statistic	Presence (13)	In house (12)	Department
Anders	Tatiana	13.8.2021 07:08	Worktime	Yes	No	Company\Management\Production
Brown	Luis	13.8.2021 07:00	Only Entry	Yes	Yes	Company\Management\Development
Christmas	Maria		Only Entry	Yes	No	Company\Management\Administration
Cooper	Sebastian		Only Entry	Yes	No	Company\Management\Field
Elder	Niko	13.8.2021 07:54	Only Entry	Yes	Yes	Company\Management\Development
Evans	Timothy	13.8.2021 08:00	Only Entry	Yes	Yes	Company\Management\Sales
Flanighan	Andy		Only Entry	Yes	No	Company\Management\Production
Gardiner-Boyle	Maia		Only Entry	Yes	Yes	Company\Management\Development

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



Home	Back	Refresh [00:25]	Report
------	------	-----------------	--------



Presence report

Last name	Name	EventTime	Statistic	Presence	In house	Department
Anders	Tatiana	13.08.2021 07:00	Only Entry	Yes	Yes	Company\Management\Production
Brown	Luis	13.08.2021 07:54	Only Entry	Yes	Yes	Company\Management\Development
Christmas	Maria	13.08.2021 08:00	Only Entry	Yes	Yes	Company\Management\Administration
Cooper	Sebastian	13.08.2021 09:54	Only Entry	Yes	No	Company\Management\Field
Elder	Niko	13.08.2021 07:02	Only Entry	Yes	Yes	Company\Management\Development
Evans	Thimothy	13.08.2021 10:50	Only Entry	Yes	Yes	Company\Management\Sales
Flanighan	Andy	13.08.2021 14:04	Only Entry	Yes	No	Company\Management\Production
Gardiner-Boyle	Maia	13.08.2021 07:00	Only Entry	Yes	Yes	Company\Management\Development
Hill	Jeffery	13.08.2021 07:00	Only Entry	Yes	Yes	Company\Management\Development
Jameson	Boris	13.08.2021 12:34	Only Entry	Yes	Yes	Company\Management\Support
Knowles	Jerry	13.08.2021 07:55	Only Entry	Yes	Yes	Company\Management\Support
Lewis	Joan	13.08.2021 07:53	Only Entry	Yes	Yes	Company\Management\Field
Lin	Cleo	13.08.2021 07:06	Only Entry	Yes	Yes	Company\Management\Development