

# Codeks Virtual Card

---

INSTRUCTION MANUAL FOR ADMINISTRATORS on using the additional **Codeks Virtual Card** license code and the configuration of virtual cards

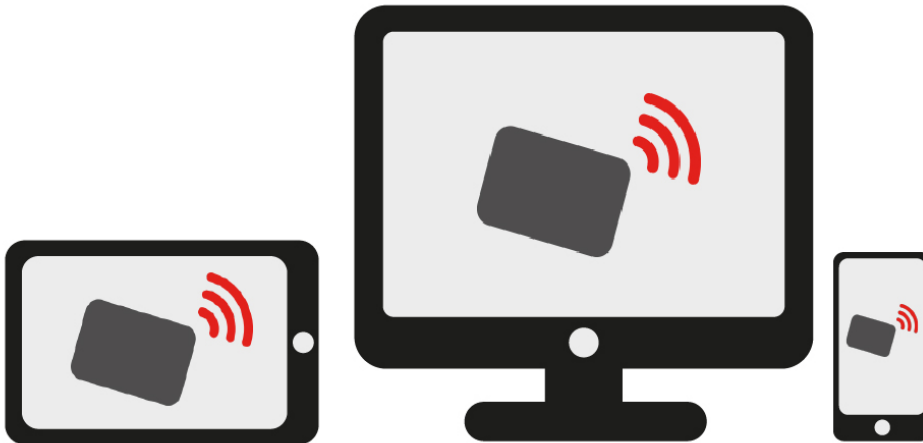


# CONTENTS

<b>0</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>1</b>	<b>ADDING THE LICENSE CODE TO THE SOFTWARE .....</b>	<b>4</b>
<b>2</b>	<b>ASSIGNING A VIRTUAL CARD TO A USER .....</b>	<b>5</b>
<b>3</b>	<b>SETTINGS FOR TIME ATTENDANCE .....</b>	<b>5</b>
	USER SETTINGS.....	5
	TIMETABLE AND GROUP SETTINGS.....	6
	* INSTALLING THE CODEKS MOBILITY MOBILE APPLICATION .....	7
	* ADDITIONAL SETTINGS FOR WEB TIME ATTENDANCE REGISTRATION....	7
	* ADDITIONAL SETTINGS FOR MOBILE TIME ATTENDANCE REGISTRATION	8
	REGISTERING TIME ATTENDANCE VIA A WEB BROWSER AND THE MOBILE APPLICATION .....	9
<b>4</b>	<b>ADDITIONAL AND ADVANCED SETTINGS FOR THE USE OF THE CODEKS VIRTUAL CARD ADDITIONAL LICENSE CODE .....</b>	<b>10</b>
	SETTINGS FOR MULTIPLE EMPLOYEE REGISTRATION ON A SINGLE MOBILE DEVICE.....	10
<b>5</b>	<b>SSL CERTIFICATES.....</b>	<b>13</b>

## 0 INTRODUCTION

This document provides instructions for administrators and describes how to use the additional Codeks Virtual Card license code. The instructions also describe the various configurations of the Codeks system settings, which in combination with the Codeks Virtual Card license code enable the registration of working hours via a web browser and the use of the Codeks Mobility mobile application.



The **Codeks Virtual Card** license code adds a number of virtual cards to the Codeks software, which can then be assigned to selected users and allow them to use the additional functionality of the Codeks software:

- **registration of working hours of employees via a web browser on the time attendance controller simulator,**
- **registration of working hours of employees via the Codeks Mobility mobile application.**

You can read more about the Codeks software and its add-ons on our website [jantar.si](http://jantar.si).

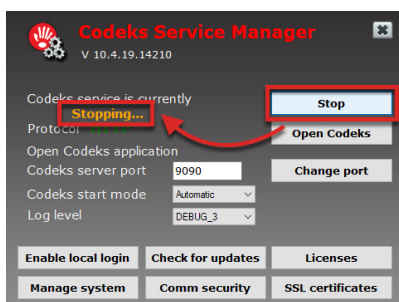
# 1 ADDING THE LICENSE CODE TO THE SOFTWARE

After obtaining the **Codeks Virtual Card** license code you must next add it to your Codeks system and activate it to enable the assignment of virtual cards to users in your system.

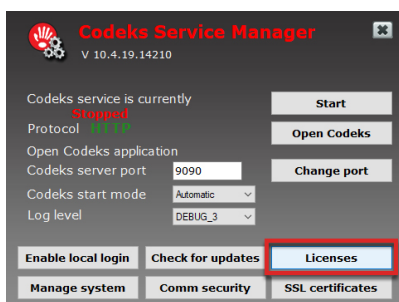
Add the *Codeks Virtual Card* license to your system using the **Codeks Service Manager** program.

You can open the program by double-clicking the **CodeksServiceManager.exe** file (C:\Program Files\Codeks or C:\Program Files (x86)\Codeks).

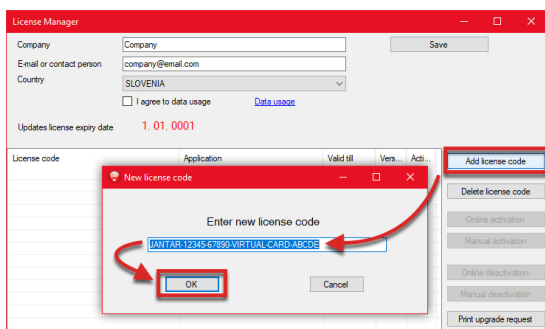
- Before entering the license code, stop the Codeks service by clicking the **Stop** button. Before continuing make sure the service status is set to *Stopped*.
- The *Codeks Virtual Card* license will now be displayed on the list. You still need to activate the newly entered license by clicking the **Internet activation** button.



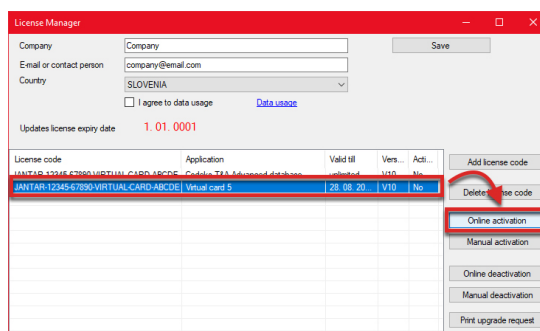
- Then, click the **Licens** button. A new pop-up window will open.



- Click the **Add license code** button and the **License Manager** window will open where you can enter the license code and confirm your entry by clicking **OK**.



- The license validity date has now been changed to **unlimited**. When you are done, save your changes by clicking **Save**.



- Then in the main window of the *Codeks Service Manager* program click the **Start** button to restart the Codeks service.

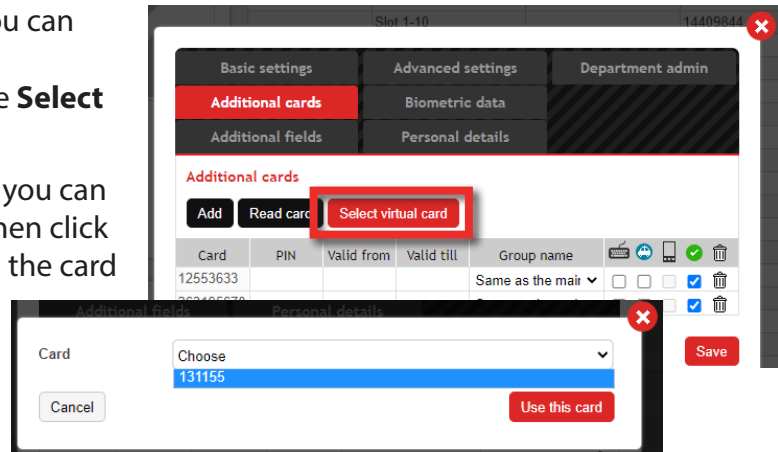


You can read more about adding, activating and removing license codes in the documentation of the main Codeks application (**CodeksManual-en\_V10.pdf**).

## 2 ASSIGNING A VIRTUAL CARD TO A USER

After you have added the and activated the Codeks Virtual Card license code you can then start with assigning virtual cards to users.

- 1 To assign a user a virtual card, first, select the user on the list of all users in the *Users* editor and **double-click them**.
- 2 A new window will open where you can edit the user's settings.  
In the *Additional cards* tab, click the **Select virtual card** button.
- 3 Another window will open, where you can select a virtual card number and then click the **Use this card** button to assign the card to the user.
- 4 Click **Save**.

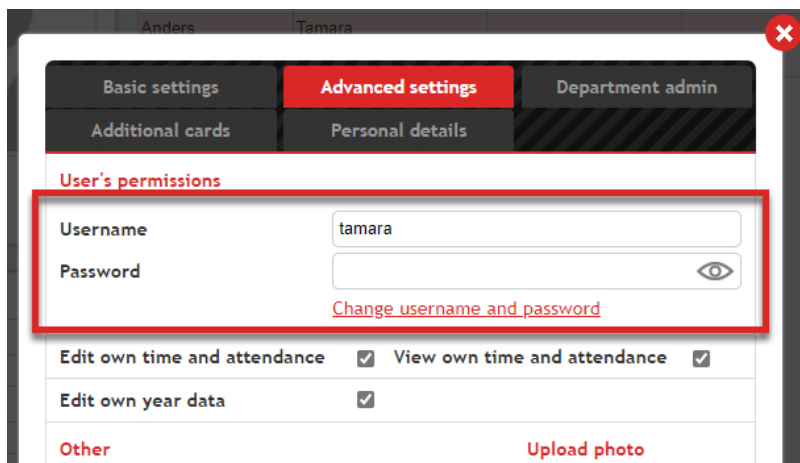


## 3 SETTINGS FOR TIME ATTENDANCE

Users who have an (additional) virtual card assigned in the Codeks system can register time registration events via a web browser using the T&A controller simulator and via the Codeks Mobility mobile application. This chapter describes the necessary settings to enable web T&A registration for users.

### USER SETTINGS

In addition to the assigned **virtual card**, each user will also require a **username and password** in order to login to Codeks via a web browser or to login to the Codeks Mobility app. You can assign these credentials to each user in the *Advanced settings* tab of their user settings in the *Users* editor.



## TIMETABLE AND GROUP SETTINGS

Employees are assigned time attendance rights through the time attendance groups to which they belong, and the recording of work hours is regulated by timetables assigned to T&A locations. **Each user must, therefore, be assigned to the appropriate time attendance group.**

You are changing group "Employees" permission

Select group ... ... select passage ... ... select timetable and action for passage.

Last name	Name	Department	List of groups	List of Passages	Timetable	Action	Show
<input checked="" type="checkbox"/>	Acker - David	Field	Employees	<input checked="" type="checkbox"/> company/1st floor/Entrance	Flexible 24 hours	Open	
<input checked="" type="checkbox"/>	Anders - Tamara	Administration	Employees mobile	<input checked="" type="checkbox"/> company/1st floor/Exit	Flexible 24 hours	Open	
<input checked="" type="checkbox"/>	Brown - Luis	Field	Maintenance				
<input checked="" type="checkbox"/>	Churchill - Maria	Sales	Reduced work obligation				
<input checked="" type="checkbox"/>	Cooper - Sebastian	Management					
<input checked="" type="checkbox"/>	Elder - Niko	Support					

Timetables for time attendance specify the work obligation of employees, the times of arrival and departure from work, and the permitted exits during working hours (e.g. private or business exit). **Events that employees can register through a browser and mobile app are determined by the default timetable for time attendance of the T&A group they belong to.**

To set the default group timetable, first, open the window for editing a groups settings and then, in the new pop-up window, select the appropriate timetable to be the default group timetable.

Group information:

Group name: Employees

Type: Time and attendance group

Default timetable: Flexible 24 hours

Choose

- Always
- Fixed
- Fixed with permits
- Flexible 24 hours
- Flexible 24 hours Standby
- Flexible no work obligation
- Keymanager
- Monday - Saturday

Cancel Save

### NOTE

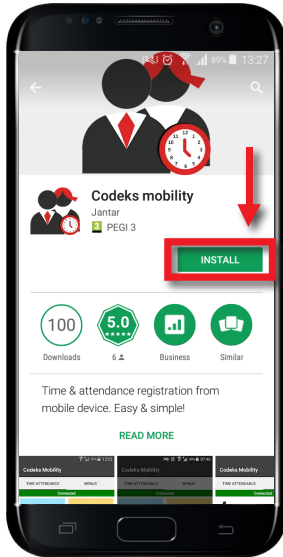
When using the T&A registration via a web browser, we recommend that you only one (the same) timetable, within a selected group, for all (physical) locations where employees are allowed to register time attendance.

### NOTE

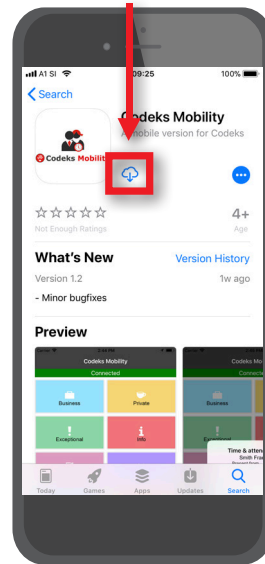
The default timetable, according to which users will register their T&A via a web browser or mobile application, must contain all time intervals assigned with buttons that are assigned to the timetables at (physical) locations.

## \* INSTALLING THE CODEKS MOBILITY MOBILE APPLICATION

You can download the free *Codeks Mobility* application to your Android device from **Google Play**.



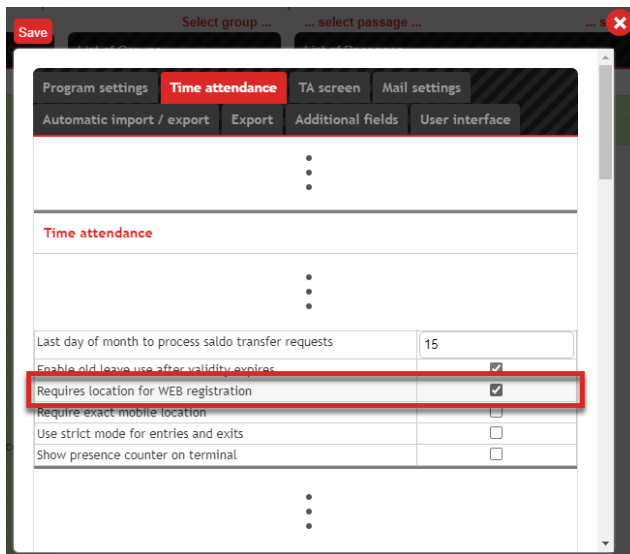
You can download the free *Codeks Mobility* application to your iOS device from **App Store**.



You can read more about the installation of the Codeks Mobility mobile application in the instruction manual for users of the Codeks Mobility ([Codeks Mobility-en.pdf](#)).

## \* ADDITIONAL SETTINGS FOR WEB TIME ATTENDANCE REGISTRATION

Additionally, you can enable the **Requires location for WEB registration** setting in the *Time attendance* tab in the *Settings -> Preferences* editor.



This setting specifies that **all users who will register their work hours through a web browser (the T&A controller simulator) will first have to select an appropriate physical location.** Depending on the selected location **a specific T&A timetable will be activated for the employee.**

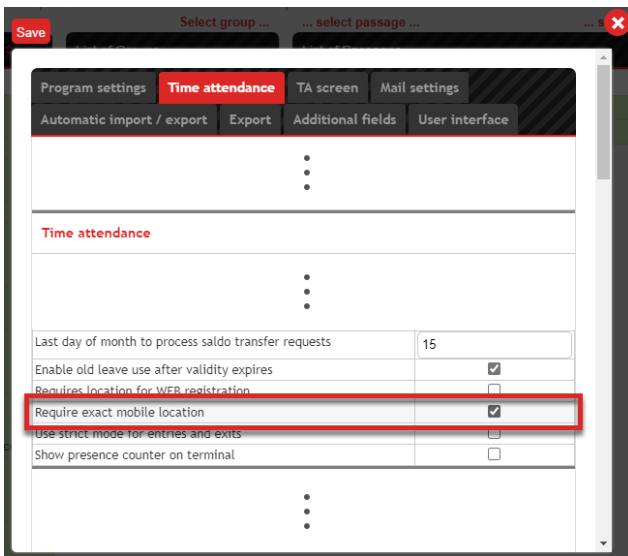
Such a configuration of the web T&A registration is especially useful in cases where employees regularly periodically move between locations that have different working hours (e.g. different branches).

#### NOTE

If you enable the *Requires location for WEB* setting, then the employee's timetable assigned to the selected location is activated when registering the users' work hours, and not the group's default timetable.

### \* ADDITIONAL SETTINGS FOR MOBILE TIME ATTENDANCE REGISTRATION

Additionally, you can enable the *Require exact mobile location* setting in the *Time attendance* tab in the *Settings -> Preferences* editor.



This setting specifies **that employees who register their work hours via the mobile app will also record their exact geographical location when registering their time attendance events.** Employees will thus have to enable location services on their mobile devices, as the registration of work hours is only possible if the location information is also available.

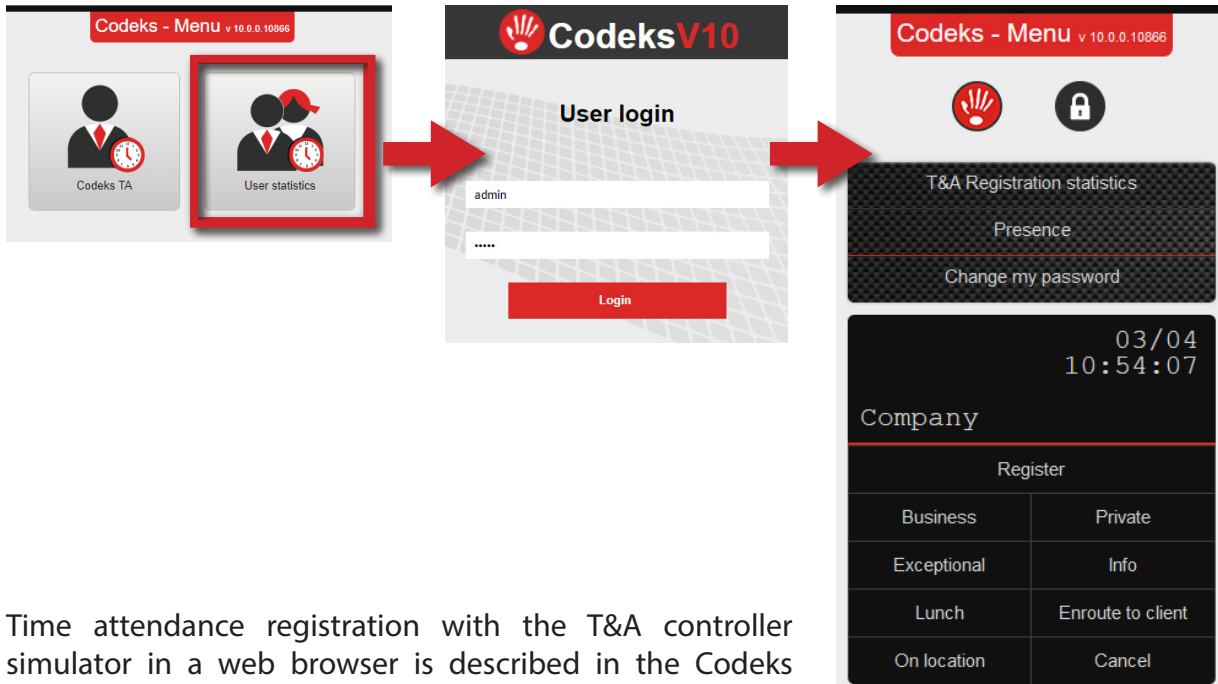
Such a configuration of mobile T&A registration is useful especially in cases when you need information about the location of the employee or you want to track the employees' travel.



## REGISTERING TIME ATTENDANCE VIA A WEB BROWSER AND THE MOBILE APPLICATION

### T&A registration via a web browser

Users who have an additional virtual card assigned to them in the Codeks system can register time attendance events via a web browser using the time registration controller simulator located at the bottom of the user access menu.



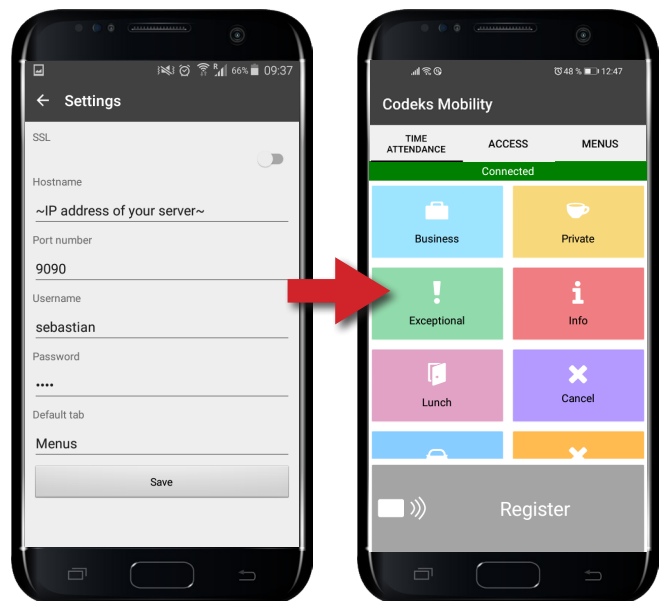
Time attendance registration with the T&A controller simulator in a web browser is described in the Codeks manual for users ([Manual for users-en.pdf](#)).

### T&A registration via the mobile application

When launching the Codeks Mobility application for the first time, users will be required to enter their user login information into the application. For all subsequent launches of the application, the login will be automatic.

The **time registration controller simulator**, which allows users to register via the app on their mobile device, is located under the *Time attendance* tab.

You can read more about the time attendance registration via the Codeks Mobility mobile application in the instruction manual for users of Codeks Mobility ([Codeks Mobility-en.pdf](#)).



## 4 ADDITIONAL AND ADVANCED SETTINGS FOR THE USE OF THE CODEKS VIRTUAL CARD ADDITIONAL LICENSE CODE

### SETTINGS FOR MULTIPLE EMPLOYEE REGISTRATION ON A SINGLE MOBILE DEVICE

Using the **NFC technology (Near Field Communication)** of mobile devices the Codeks Mobility application also **allows multiple users to register on the same mobile device with their contactless cards.**

#### NOTE

**Time registration for multiple employees on the same mobile device is currently only available for Android devices. To date, iOS mobile devices do not allow NFC card reading.**

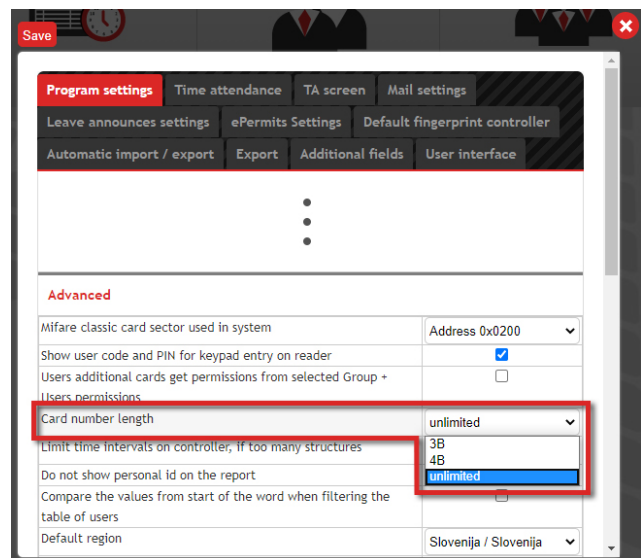
#### NOTE

**Multiple user registration on the same mobile device is only possible with MIFARE (13.56MHz) cards. All users must be assigned MIFARE cards, either as the main user card or an additional card.**

To enable this system to operate correctly, a specific combination of settings must be set. The necessary settings are listed below:

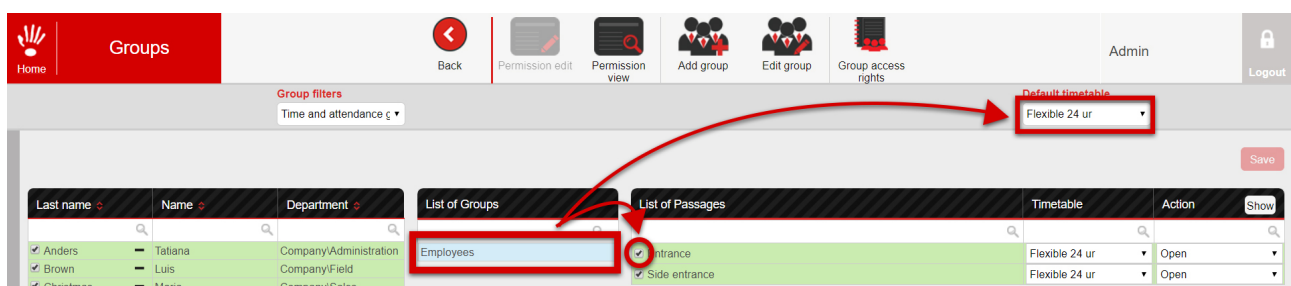
#### Card length settings

The NFC readers in mobile devices can only read the entire ID number of a MIFARE card. This means that you need to set the **Card number length** setting to **Unlimited** value in the **Program settings** tab of the *Preferences* editor.



#### Assigning groups and default timetables

All the involved users (employees and heads of departments) **must have at least one T&A passage enabled for their T&A groups as well as an assigned default timetable.**



## Settings for heads of departments

Employees register on the mobile device through their head of department's user login into the mobile application this is why the heads of department must be assigned the following settings:

- a An assigned username and password** in the *Advanced settings* tab of their user's settings in the *Users* editor.

- b The *View time and attendance* setting** in the *Department admin* tab of their user's settings must be enabled in the *Users* editor.

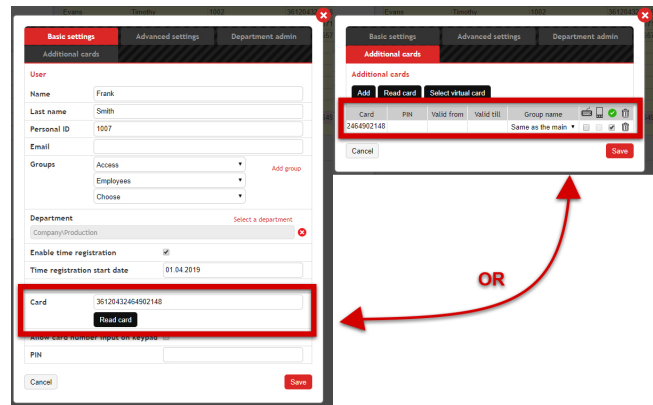
- c A virtual card must be assigned to the manager** in the *Additional cards* tab of their user's settings in the *Users* editor.

Card	PIN	Valid from	Valid till	Group name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
131247				Same as the main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Settings for employees

- a Employees**, who will register their T&A hours on the mobile device of a specific department manager, **must be assigned to appropriate departments**. Users can only register their hours through a particular department manager if the manager has admin rights enabled for the corresponding department.

- b Multiple user registration on the same mobile device is only possible with MIFARE (13.56MHz) cards.** All users must be assigned MIFARE cards, either as the main user card or an additional card.



### Multiple employee registration on a single mobile device

When Codeks Mobility is launched for the first time, the heads of departments will be required to enter their user login information into the application, however, login for all subsequent launches of the application will be automatic.

Heads of departments will need to **enable NFC functionality** on their mobile devices before users can register on their devices.

All employees register on the head of department's mobile device **using the time registration controller simulator** in the *Time attendance* tab.

You can read more about multiple employee registration on a single device with the Codeks Mobility app in the user manual for the Codeks Mobility mobile app users ([Codeks Mobility-en.pdf](#)).



## 5 SSL CERTIFICATES

**SSL certificates** are used to protect the transfer of data between clients, i.e. users who access the Codeks application through browsers on their computers, and the Codeks software server.

The main advantage of using the *HTTPS (HyperText Transfer Protocol Secure)* communication is the encryption of data transferred between the client and server. The use of SSL (Secure Sockets Layer) certificates guarantees that the user is truly communicating with your server and that all the data sent is protected against unauthorized viewing.

When establishing HTTPS communication, the data exchange between your server and the user's (client's) computer is encrypted with an encryption key stored in an SSL certificate. Such encrypted data is unreadable without the decryption key, which only the server knows.

Codeks software also allows HTTPS communication using SSL certificates. To use an SSL certificate in Codeks software, you must:

- 1. Obtain a domain name for Codeks software on your server;**  
You need to obtain a domain for your Codeks server, which will later be used to issue an SSL certificate for your Codeks server (we suggest you use a subdomain of your website). Obtain a domain for your Codeks server from your domain registrar (often also your web host provider), and then edit the DNS server settings so that the selected domain points to the entry point of your local network (router) where the Codeks software.
- 2. Obtain an SSL certificate for the domain on the server where the Codeks software is running;**  
Codeks software allows you to use any paid SSL certificate, as well as free SSL certificates created with Let's Encrypt (<https://letsencrypt.org/>).
- 3. Import the certificate to the Codeks software server;**  
The obtained SSL certificate must be imported (installed) on the Codeks server.
- 4. Configure the firewall settings at the entry point of your local network accordingly (router);**  
You must allow access through the firewall of the entry point (router) of your local system, which allows external queries to access the server where the Codeks software is running within the local network.
- 5. Configure the firewall settings on the Codeks software server accordingly;**  
You must allow access through the server's firewall, where the Codeks software is running, which allows external queries to access the Codeks application on the server.
- 6. Turn on HTTPS communication and edit HTTPS communication settings in the Codeks software;**  
You need to enable the use of the installed SSL certificate in the Codeks software and edit some additional settings in order for the Codeks software to work properly.

You can read more about SSL certificates for the Codeks software in the documentation of the main Codeks application ([CodeksManual-en\\_V10.pdf](#)).



---

**Jantar d. o. o., elektronski sistemi**

Kranjska cesta 24, 4202 Naklo, SLOVENIJA

**T:** +386 (0)4 277 18 12, +386 (0)4 277 18 09 | **E:** sales@jantar.si

**[www.jantar.si](http://www.jantar.si)**