



DOOR TECHNOLOGY



BKS | hotel

EN

Management and system software for the BKS | hotel locking system
User Guide

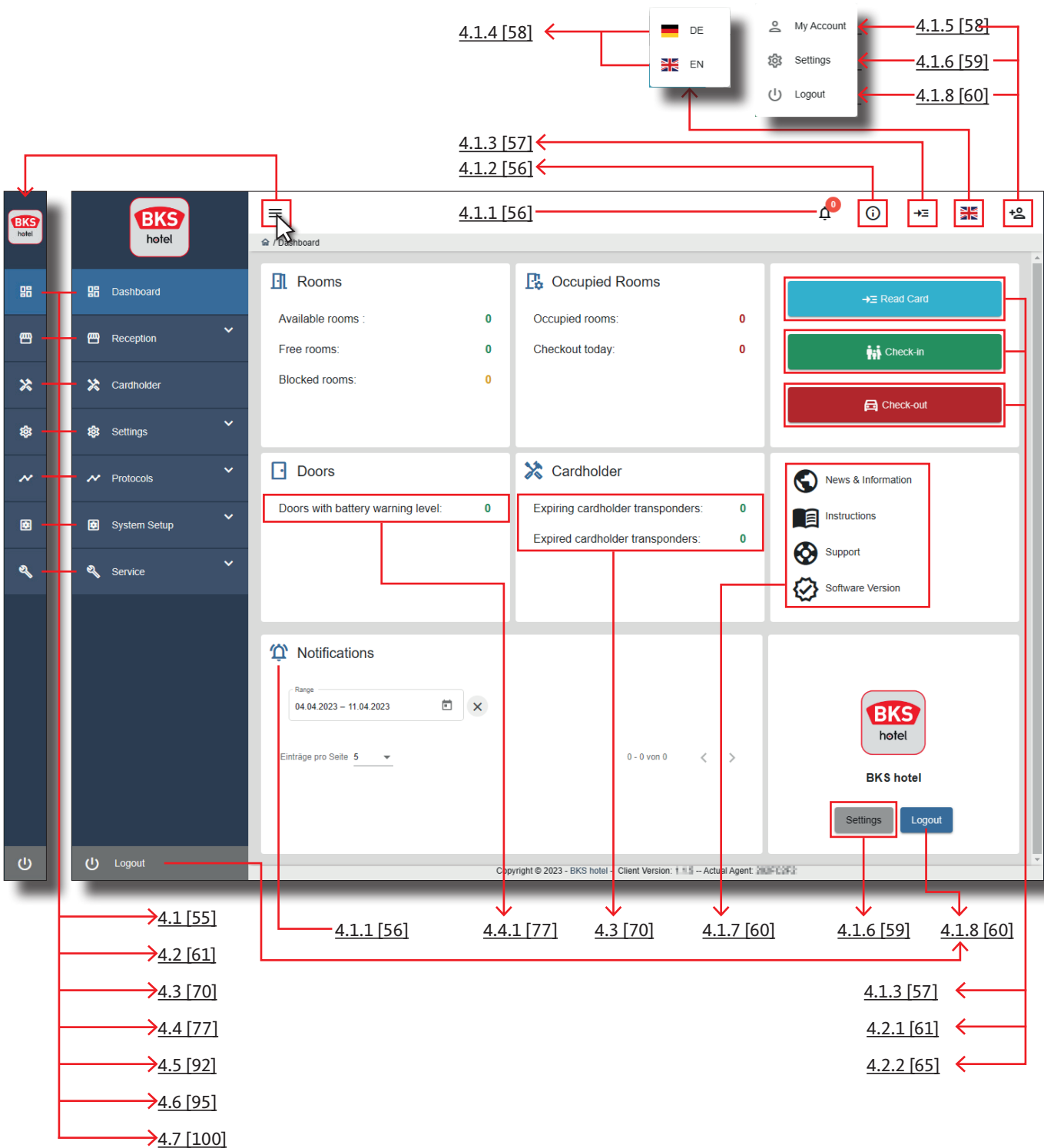


Quick Reference Card

NOTE

Overview of menus in BKS | hotel with cross-references referring to the corresponding Sections and [page].

■ Press on the [link](#) to see the explanation for the selected function.



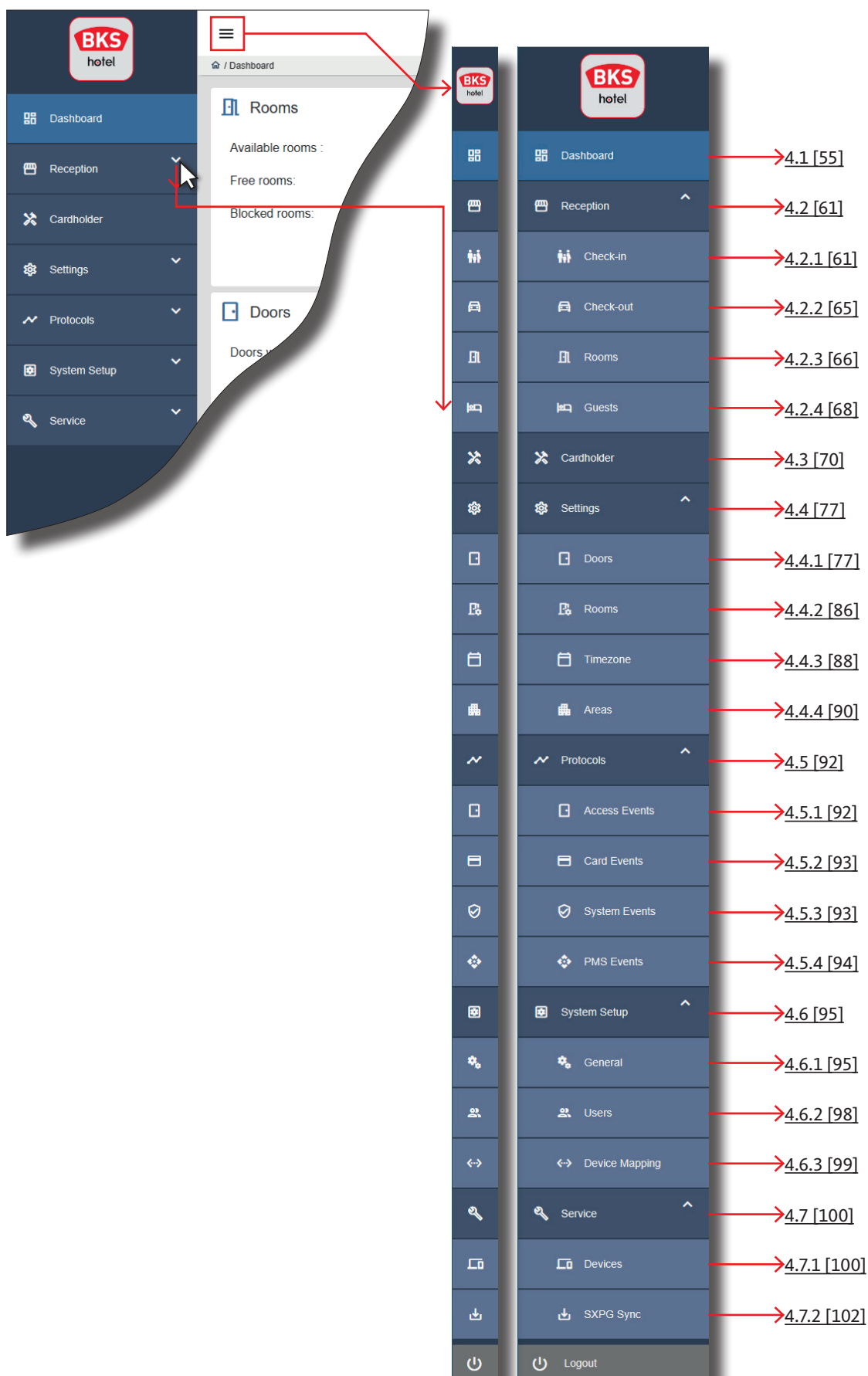




Table of contents

1. General information	Page	7
1.1 Warning symbols.....	Page	7
1.2 System requirements	Page	8
1.3 General Data Protection Regulation (GDPR) – recommendations	Page	8
2. Installation	Page	9
2.1 Installing the single-user version with LocalDB database	Page	11
2.2 Installing the client version (without database)	Page	14
2.2.1 Installing the Internet Information Server (ISS)	Page	16
2.3 Software update	Page	18
3. Design BKS hotel	Page	19
3.1 Starting the program.....	Page	19
3.1.1 Login Page		19
3.1.2 Connecting the programming device	Page	20
3.1.3 Activating BKS hotel	Page	21
3.1.4 Configuration of programming device	Page	22
3.1.5 Home screen Dashboard	Page	24
3.2 Creating an electromechanical BKS hotel locking system.....	Page	25
3.2.1 Initialising a new door	Page	27
3.2.2 Creating doors.....	Page	28
3.2.3 Creating rooms.....	Page	34
3.2.4 Creating time frame	Page	36
3.2.5 Creating areas.....	Page	38
3.3 Creating transponders for employees.....	Page	40
3.4 Creating users	Page	43
3.5 Guest and visitor management	Page	44
3.5.1 Guest check-in.....	Page	44
3.5.2 Visitor check-in.....	Page	47
3.5.3 Checking out guests with rooms.....	Page	50
3.5.4 Overview of guest rooms	Page	51
3.5.5 Overview on guest and visitor transponders.....	Page	52
4. Basic functions.....	Page	55
4.1 Dashboard.....	Page	55
4.1.1 Notifications [Dashboard].....	Page	56
4.1.2 Licence and support information	Page	56
4.1.2.1 Extending licence.....	Page	56
4.1.3 Read Card [Dashboard].....	Page	57
4.1.4 Changing the language of the program [Dashboard]	Page	58
4.1.5 My Account [Dashboard].....	Page	58
4.1.5.1 Changing the language [My Account]	Page	58
4.1.5.2 Changing the password [My Account].....	Page	59
4.1.6 Settings [Dashboard]	Page	59
4.1.6.1 Page settings	Page	59
4.1.6.2 Plug-in settings	Page	60
4.1.7 Support [Dashboard].....	Page	60
4.1.8 Logout [Dashboard].....	Page	60



4.2	Reception	Page	61
4.2.1	Check-in [Reception]	Page	61
4.2.1.1	Guest check-in.....	Page	61
4.2.1.2	Visitor check-in.....	Page	63
4.2.2	Check-out [Reception]	Page	65
4.2.2.1	Check-out without reading the transponder	Page	65
4.2.2.2	Check-out without reading the transponder	Page	65
4.2.3	Rooms [Reception]	Page	66
4.2.3.1	Checking-in the room from the list.....	Page	66
4.2.3.2	Creating additional card for a room from the list.....	Page	66
4.2.3.3	Checking-out the room from the list.....	Page	66
4.2.3.4	Changing the status of the room.....	Page	67
4.2.4	Guests [Reception].....	Page	68
4.2.4.1	Guest and visitor transponders lost	Page	68
4.2.4.2	Creating additional guest and visitor transponders.....	Page	69
4.2.4.3	Reading guest and visitor transponders	Page	69
4.3	Cardholder	Page	70
4.3.1	Creating a new cardholder	Page	70
4.3.2	Editing an existing cardholder	Page	72
4.3.3	Cardholder transponder lost	Page	73
4.3.4	Replacing a cardholder transponder	Page	74
4.3.5	Reading a cardholder transponder	Page	74
4.3.6	Deactivating and activating a cardholder transponder.....	Page	75
4.3.7	Creating new cardholders from a CSV file.....	Page	76
4.4	Settings.....	Page	77
4.4.1	Doors [Settings]	Page	77
4.4.1.1	Initialising new access points[doors	Page	77
4.4.1.2	Creating a new door	Page	78
4.4.1.3	Editing an existing door	Page	81
4.4.1.4	Programming door.....	Page	84
4.4.1.5	Deleting door.....	Page	84
4.4.1.6	Creating new doors from a CSV file.....	Page	85
4.4.2	Rooms [Settings].....	Page	86
4.4.2.1	Creating a new room	Page	86
4.4.2.2	Editing an existing room	Page	86
4.4.2.3	Deleting room	Page	86
4.4.2.4	Creating new rooms from a CSV file.....	Page	87
4.4.3	Timezone [Settings].....	Page	88
4.4.3.1	Creating a new time zone	Page	88
4.4.3.2	Editing an existing time zone.....	Page	89
4.4.3.3	Deleting time zone	Page	89
4.4.4	Areas [Settings].....	Page	90
4.4.4.1	Creating a new area.....	Page	90
4.4.4.2	Editing an existing area.....	Page	91
4.4.4.3	Deleting area	Page	92
4.5	Protocols	Page	92
4.5.1	Access Events [Protocols].....	Page	92
4.5.2	Card Events [Protocols].....	Page	93
4.5.3	System Events [Protocols]	Page	93
4.5.4	PMS Events [Protocols].....	Page	94





4.6	System Setup	Page	95
4.6.1	General [System Setup]	Page	95
4.6.1.1	Logo [General].....	Page	95
4.6.1.2	Check-in [General].....	Page	96
4.6.1.3	PMS [General]	Page	97
4.6.1.4	System user [General].....	Page	97
4.6.2	Users [System Setup]	Page	98
4.6.2.1	Creating a new user	Page	98
4.6.2.2	Editing an existing user	Page	98
4.6.2.3	Deleting user	Page	99
4.6.3	Device Mapping [System Setup]	Page	99
4.7	Service	Page	100
4.7.1	Devices [Service].....	Page	100
4.7.1.1	Configuring programming device	Page	100
4.7.1.2	Deleting programming device from list	Page	100
4.7.1.3	Update of programming device.....	Page	101
4.7.2	SXPG Sync [Service]	Page	102
4.7.2.1	Transferring data with the programming device to the doors	Page	102
4.7.2.2	Reading data from programming device after programming the doors.....	Page	103
5.	Doors (access points).....	Page	104
5.1	Signalling of doors (access points)	Page	104
6.	Transponders	Page	107
7.	Programming devices	Page	108
7.1	ixalo programming device	Page	108
7.2	ixalo desktop reader.....	Page	108
8.	PMS integration.....	Page	109
8.1	Set-up and addressing of PMS	Page	109
8.2	Assigning PMS ID to areas.....	Page	109
8.3	Assigning PMS ID to programming devices	Page	110
8.4	Monitoring via PMS Events protocols	Page	110
9.	Troubleshooting.....	Page	111

1. General information

With the management and system software, you can manage and program the transponders and doors (access points), such as electronic locking cylinders, wall readers or electronic door hardware of the BKS | hotel locking system, via a common interface.

The management and system software for the BKS | hotel locking system include the following functions:

- Simple check-in, check-out and management processes with pre-configured doors, rooms and areas that can be assigned to guests or visitors* (*areas only).
- Individual user administration with a high degree of flexibility for the user and effective employee administration.
- The interface is operated with keyboard, mouse or touchscreen, depending on the used device.
- Transponders and doors are read and programmed by means of the ixalo programming device. The ixalo desktop reader can only read and program transponders.
- The calendar function allows convenient creation of time zones. Configurable are "days" and "hours" from and until which time the ID is valid.
- Booking of special areas, such as a wellness area for example, that can be booked in addition alongside the room. Visitors can only book individual areas.
- The permanent release of doors is possible manually, semi-automatically or automatically.
- New replacement transponders automatically delete the previously valid authorisation of the replaced transponder and teach themselves at the door.
- Electronic door hardware with the "DoNotDisturb" function restricts access to authorised guests and employees who have been granted special permission following activation on the hardware located on the inside.
- Convenient event storage in protocols.
- The master key system data can be imported from a CSV file for the following three function areas in the software:
 - Employee | Cardholder
 - Doors
 - Rooms
- Management of check-in and check-out through a Property Management System (PMS).

The BKS | hotel locking system is characterised by its simple operation and user interface. A fast check-in and check-out function gives employees the option of reserving a room for the guest, or an area to a visitor, quickly by issuing a transponder and granting access.

- User data are **not** acquired!

1.1 Warning symbols

NOTE

NOTE denotes a statement which is provided for information only.



1.2 System requirements

Please note the following minimum system requirements. If these criteria are not met, it is possible that the management and system software for the BKS | hotel locking system cannot be installed or operated on your computer.

Operating system	Agent <ul style="list-style-type: none"> ■ Windows 10 and 11 (64-bit) Server <ul style="list-style-type: none"> ■ Windows server 2016 (64-bit) ■ Windows 10 and 11 (64-bit)
Memory	<ul style="list-style-type: none"> ■ At least 2 GB memory.
Hard drive space	<ul style="list-style-type: none"> ■ Sufficient memory must be available for the database (at least 500 MB).
Processor	<ul style="list-style-type: none"> ■ An up-to-date workstation processor, e.g. latest generation Intel i5, is recommended for a single-user installation. ■ For multi-user installations, a current server processor, e.g. Intel Xeon of the latest generation, is recommended. <p>By utilising multiple processors or cores, the computer features increased performance.</p>
Display/monitor	<ul style="list-style-type: none"> ■ At least 1920 x 1080 pixels resolution.
Input device	<ul style="list-style-type: none"> ■ USB keyboard, mouse and programming device.
Database	<ul style="list-style-type: none"> ■ LocalDB (recommended) ■ MSSQL ■ MySQL
Activation	The activation of the software with your master transponder via the programming device is the basic prerequisite for using BKS hotel.
Virtual computer	<ul style="list-style-type: none"> ■ Virtual machines (VMware) can be used if they fulfil at least the system requirements listed above.

1.3 General Data Protection Regulation (GDPR) – recommendations

When using the BKS | hotel, it is important to observe compliance with the GDPR. This is why we provide recommendations on using the BKS | hotel in the context of the GDPR (please note that these are not exhaustive).

The General Data Protection Regulation require that the minimum possible personal data be collected and used, thus following the principle of data economy. For this reason, personal data are in principle only stored where the use thereof can be justified by the purpose.

When installing BKS | hotel, make sure that access to the database is only permitted for the BKS | hotel program user.

After installing the BKS | hotel and starting the program for the first time, you are requested to change the default password of the "BKS" user. We recommend to assign a new password.

2. Installation

The BKS | hotel software can be installed as a single-user or client version. The single-user version contains the user interface for administration and programming, and a local database. The client version also features a user interface for administration and programming. The data are administered in a separate database. The number of data sets is not limited in either version. The licences in the network installation can be transferred flexibly.

When setting up the software of your BKS | hotel locking system, you can choose between two installation types.

■ Single-user version with local database

- The single-user and server version are the standard version for small and medium systems, which may also contain online products.
- Recommended for users who look after the various databases of the respective customers.
- When installing, an internal Local DB (database) is set up.
- Management of offline systems.
- Use of Data on Transponder is necessary.
- Expansion to incorporate client workstations is possible with web interface.
- Not recommended for large systems.

■ Client version

- The client version is suitable for accessing an existing database from additional workstations and administering the data.
- The clients are accessed via the web. However, to use a local coding device another BKS agent which communicates with the server is required for installation.

NOTE

We recommend the *single-user version with local database* as the standard installation for use as a single-user and server installation with user interface for management and programming, including a local database.

An optional server version is available for interfacing with a Microsoft SQL database or integration of an existing IIS (Internet Information Server).

NOTE

The runtime environment (Microsoft.NET) must be installed prior to a single-user or server installation. A database must be available in the network for the client installation.

Two services are required for the operation of BKS | hotel, which are automatically set up during installation.

- BKS Hotel Agent
- BKS Hotel Server

The *BKS Hotel Agent* service controls the connection of the programming device to BKS | hotel. The *BKS Hotel Server* service provides the web interface and has a direct connection to the database. Both services must be running during operation of BKS | hotel. The services are launched automatically while system starting.



If the installation wizard of the BKS | hotel software does not start automatically after inserting the storage medium, or if a different installation medium such as a download file is used, the installation must be started manually.

NOTE

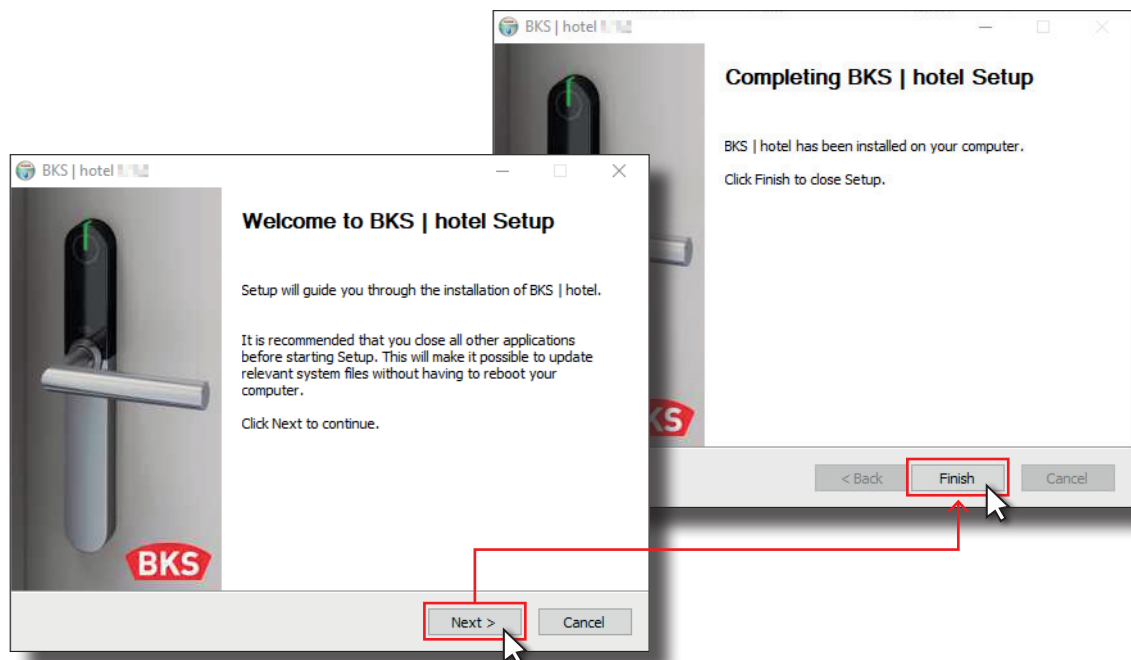
Please observe the **Section 1.2 System requirements [8]**.
You must have administrator rights to install the software.

- Open Windows Explorer and navigate to the location where the installation data is stored, e.g. USB or root directory.
- Open the installation folder.
- If the installation data is stored in a ZIP archive, the content of the ZIP archive must be extracted to the root directory of the computer e.g. "C:\\" or "OS (C:)" via the context menu "Extract all ...".

To avoid errors when unpacking, we recommend using a third-party program, e.g. 7-Zip (instead of using the unzip function offered by Windows).


- Open the **Context menu** (right mouse button) of the **BKS.Hotel.Installer.exe** file.
- Select the menu item **Run as administrator**.

The installation process starts. Observe the description in the corresponding subchapter for the required installation type.



2.1 Installing the single-user version with LocalDB database

The single-user version contains the user interface for administration and programming with the web browser, and a separate database which runs on a Microsoft SQL Server LocalDB. The data are managed in the separate database.

- Open the  **Context menu** (right mouse button) of the **BKS.Hotel.Installer.exe** file and select the menu item **Run as administrator**.
- In the *User Control* window, press the **Yes** button and confirm the prompt.

(1) Window *Welcome to BKS | hotel x.x.x Setup*.

- Press the **Next >** button to continue.

(2) Window *License Agreement*.

- Press the **I Agree** button.

(3) Window *Choose Install Location*.

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Next >** button.

(4) Select the *Choose Components* window for the installation of the single-user version with LocalDB database.

- The checkbox **BKS Server Source Install** is activated.
- The checkbox **BKS IIS Install** is deactivated.
The activation enables the use of network protocols for communication between client and database as well as the transmission via the Internet.
- The checkbox **BKS Agent Install** is activated.
- The checkbox **Desktop Shortcut** is activated.
- Press the **Next >** button.

(5) Window *DB type selection*. Recommended is the default setting.

- The radio button **LocalDB** is activated.
- The input field *HTTP/HTTPS Port* is preset to **443** in the subitem *Installation options*.
- The checkbox **Activate SSL** is activated.
- Press the **Next >** button.

Alternative with HTTP | Server URL *localhost* und Port 5000.

- In the *HTTP/HTTPS Port* field, enter the value **5000**.
- Deactivate the checkbox **Activate SSL**.

(6) Window *Agent Configuration* | Application web address.

- **https://Device name:443** is set be default in the *Server URL* field.

NOTE

Write down the *Server URL* displayed in the input field for later program start or client installation.



The device name is displayed by opening the **Start menu** (Windows logo key) > **Settings** > **Info** and by scrolling to Device name in the *Info* window.

Alternative with HTTP | Server URL *localhost* und Port 5000.

- In the *Server URL field*, enter **http://localhost:5000.**

(7) Window *BKS | hotel ... | Installation LocalDB.*

- Press the **OK** button.

(8) Window *Welcome to the Installation Wizard SQL for Server 2019 LocalDB.*

- Press the **Next >** button.

(9) Window *License Agreement.*

- Activate the radio button **I accept the terms in the license agreement.**
- Press the **Next >** button.

(10) Window *Ready to Install the Program.*

- Press the **Install** button.

(11) Window *Completing the Server 2019 LocalDB installation.*

- Press the **Finish** button.

(12) Window *BKS | hotel ... | Installation Erlang/OTP.*

- Press the **OK** button.

(13) Window *Choose Components.*

Recommended is the default setting.

- The checkbox **Microsoft DLL's** is deactivated.
- The checkbox **Erlang** with subitems is activated.
- The checkbox **Erlang Documentation** is activated.
- Press the **Next >** button.

(14) Window *Choose Install Location.*

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Next >** button.

(15) Window *Choose Start Menu Folder*.

Alternatively, another directory for the start menu can be selected or created in the input field. By activating the checkbox **Do not create shortcuts**, no shortcut is created in the startup folder. Recommended is the default setting.

- Press the **Install** button.

(16) Window *Installation Complete*.

- Press the **Close** button.

(17) Window *BKS | hotel ... | Installation Rabbit MQ Server*.

- Press the **OK** button.

(18) Window *Choose Components*.

Recommended is the default setting.

- The checkbox **Rabbit MQ Server** is activated.
- The checkbox **Rabbit MQ Service** is activated.
- The checkbox **Start Menu** is activated.
- Press the **Next >** button.

(19) Window *Choose Install Location*.

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Install** button.

(20) Windows *Defender Firewall*

- Press the **Allow access** button for the Erlang program.

(21) Windows *Defender Firewall*

- Press the **Allow access** button for the Emp program

(22) Window *Installation Completed*.

- Press the **Next >** button.

(23) Window *Completing RabbitMQ*.

- Press the **Finish** button.


(24) Window *Completing BKS | hotel Setup | The BKS | hotel installation is completed*.

- Press the **Finish** button.



2.2 Installing the client version (without database)

The client version contains the user interface for administration and programming with the web browser. Using the client version, a separate database on which the data is managed is required.

- Open the  **Context menu** (right mouse button) of the **BKS.Hotel.Installer.exe** file and select the menu item **Run as administrator**.
- In the *User Control* window, press the **Yes** button and confirm the prompt.

(1) Window *Welcome to BKS | hotel x.x.x Setup*.

- Press the **Next >** button to continue.

(2) Window *License Agreement*.

- Press the **I Agree** button.

(3) Window *Choose Install Location*.

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Next >** button.

(4) Select the *Choose Components* window for the installation of the single-user version with LocalDB database.

- Deactivate the checkbox **BKS Server Source Install**.
- The checkbox **BKS IIS Install** is deactivated.
The activation enables the use of network protocols for communication between client and database as well as the transmission via the Internet.
- The checkbox **BKS Agent Install** is activated.
- The checkbox **Desktop Shortcut** is activated.
- Press the **Next >** button.

(5) Window *DB type selection*.

- Select the radio button with the type that corresponds to your database on the server you wish to connect the client to. Activate one of the following options:
 - LocalDB** – located on an external computer.
 - LocalDB (already installed ...)** – an internal LocalDB is installed on your computer.
 - MSSQL** – when connected to a database on Microsoft SQL Server.
 - MySql** – when connected to a MySQL database.
- In the subitem *Installations options* enter the number of the server port under which the database can be accessed in the input field *HTTP/HTTPS Port* as a value **in the field**.
- Activate or deactivate the connection to the database, depending on the characteristics
Checkbox / **Activate SSL**.
- Press the **Next >** button.

(6) Window Agent Configuration.

- Enter the server URL **https://Device name:Port** with which the web application can reach the database.

Write down the Server URL for later program start.

On selection of the radio button **LocalDB** in window **(5)**

(7) Window BKS | hotel ... | Installation LocalDB.

- Press the **OK** button.

(8) Window Welcome to the Installation Wizard SQL for Server 2019 LocalDB.

- Press the **Next >** button.

(9) Window License Agreement.

- Activate the radio button **I accept the terms in the license agreement.**
- Press the **Next >** button.

(10) Window Ready to Install the Program.

- Press the **Install** button.

(11) Window Completing the Server 2019 LocalDB installation.

- Press the **Finish** button.

NOTE! Follow the description in Section 2.2.1 [16] if the checkbox BKS IIS Install has been activated in window (4).

(12) Window Completing BKS | hotel Setup | The BKS | hotel installation is completed.

- Press the **Finish** button.
-

On selection of the radio button **LocalDB (already installed ...)** in window **(5)**

NOTE! Follow the description in Section 2.2.1 [16] if the checkbox BKS IIS Install has been activated in window (4).

(7) Window Completing BKS | hotel Setup | The BKS | hotel installation is completed.

- Press the **Finish** button.
-

On selection of the radio button **MSSQL** in window **(5)**

(7) Window MSSQL Configuration | Completing the login screen

- Fill in the **Server** input field.
- Fill in the **Database** input field.
- Fill in the **User** input field.
- Fill in the **Password** input field.
- Press the **Install** button.

NOTE! Follow the description in Section 2.2.1 [16] if the checkbox BKS IIS Install has been activated in window (4).



(8) Window *Completing BKS | hotel Setup*.

- Press the **Finish** button.

On selection of the radio button **MySql** in window (5)

(7) Window *MYSQL Configuration* | Completing the login screen.

- Fill in the **Server** input field.
- Fill in the **Database** input field.
- Fill in the **User** input field.
- Fill in the **Password** input field.
- Press the **Install** button.

(8) Window *Completing BKS | hotel Setup* | The BKS | hotel installation is completed.

- Press the **Finish** button.

2.2.1 Installing the Internet Information Server (ISS)

The following steps must be performed if the checkbox **BKS IIS Install** has been activated in the window (4).

(A) Window *BKS | hotel ...* | Installation Erlang/OTP

- Press the **OK** button.

(B) Window *Choose Components*.

Recommended is the default setting.

- The checkbox **Microsoft DLL's** is deactivated
→ with previous selection of the radio button **LocalDB** in window (5)
- The checkbox **Microsoft DLL's** is activated
→ with previous selection of the radio buttons **LocalDB (already installed ...)** or **MSSQL** or **MySql** in window (5)
- The checkbox **Erlang** with subitems is activated.
- The checkbox **Erlang Documentation** is activated.
- Press the **Next >** button.

NOTE! The windows B1 ... B2 are skipped when selecting the radio button **LocalDB** in window (5) and with deactivated checkbox **Microsoft DLL's**.

(B1) Window *Microsoft Visual C+ Redistributable* | Installation.

- Activate the checkbox **I accept the terms in the license agreement**.
- Press the **Install** button.

(B2) Window *Microsoft Visual C+ Redistributable* | Finish.

- Press the **Close** button.

(C) Window *Choose Install Location*.

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Next >** button.

(D) Window *Choose Start Menu Folder*.

Alternatively, another directory for the start menu can be selected or created in the input field. By activating the checkbox **Do not create shortcuts**, no shortcut is created in the startup folder. Recommended is the default setting.

- Press the **Install** button.

(E) Window *Installation Complete*.

- Press the **Close** button.

(F) Window *BKS | hotel ... | Installation Rabbit MQ Server*.

- Press the **OK** button.

(G) Window *Choose Components*.

Recommended is the default setting.

- The checkbox **Rabbit MQ Server** is activated.
- The checkbox **Rabbit MQ Service** is activated.
- The checkbox **Start Menu** is activated.
- Press the **Next >** button.

(H) Window *Choose Install Location*.

Alternatively, another target directory can be selected via the **Browse ...** button. Navigate to the destination folder in the file browser and select it. Recommended is the default setting.

- Press the **Install** button.

(I) Window *Windows Defender Firewall*.

- Press the **Allow access** button for the Erlang program.

(J) Window *Windows Defender Firewall*.

- Press the **Allow access** button for the Emp program.

(K) Window *Installation Completed*.

- Press the **Next >** button.

(L) Window *Completing BKS | hotel Setup*.

- Press the **Finish** button.



2.3 Software update

To update the BKS | hotel software, it is necessary to uninstall the old installed version on your computer first. During the process of uninstallation, the database is not deleted.

The new version can only be installed after the previous version has been successfully uninstalled. The database of the old version is automatically integrated into the new version.

(1) Uninstalling the program using the Windows dialogue Settings.

- Press the **Start** button to open the Windows Start menu.
 - Here press the **Settings** icon.
 - In the *Settings* window, press the **Apps** button.
 - Go to the *Apps and Features* menu item and select the **BKS | hotel** program from the list.
 - Press the **Uninstall** button.
 - Confirm the program start and press the **Uninstall** button again.
 - In the User Account Control window, press the **Yes** button to confirm.
 - Press the **Uninstall** button to open the additional deinstallation dialogue.
 - Confirm that the database will not be deleted and press the **OK** button.
 - To finish press the **Close** button.
-

(2) Installation of the new program version.

Installing the single-user version with LocalDB database.

- Follow the description in Section 2.1 [11].

Installing the client version (without database).

- Follow the description in Section 2.2 [14].

3. Design BKS | hotel

This chapter provides a brief introduction and first overview of the management and system software BKS | hotel.

3.1 Starting the program

- Double-click the  icon to start BKS | hotel.

Alternatively, you can also launch BKS | hotel by entering the address noted during the installation in your Internet browser.

- Open the web browser of your choice.
- Enter the server URL **https://Device name:Port** in the address line of your browser with which the web application can reach the database. The port number is 443 if you did not change the number during installation.
- With HTTP installation enter the server URL: **http://localhost:5000** in the address line of the browser.

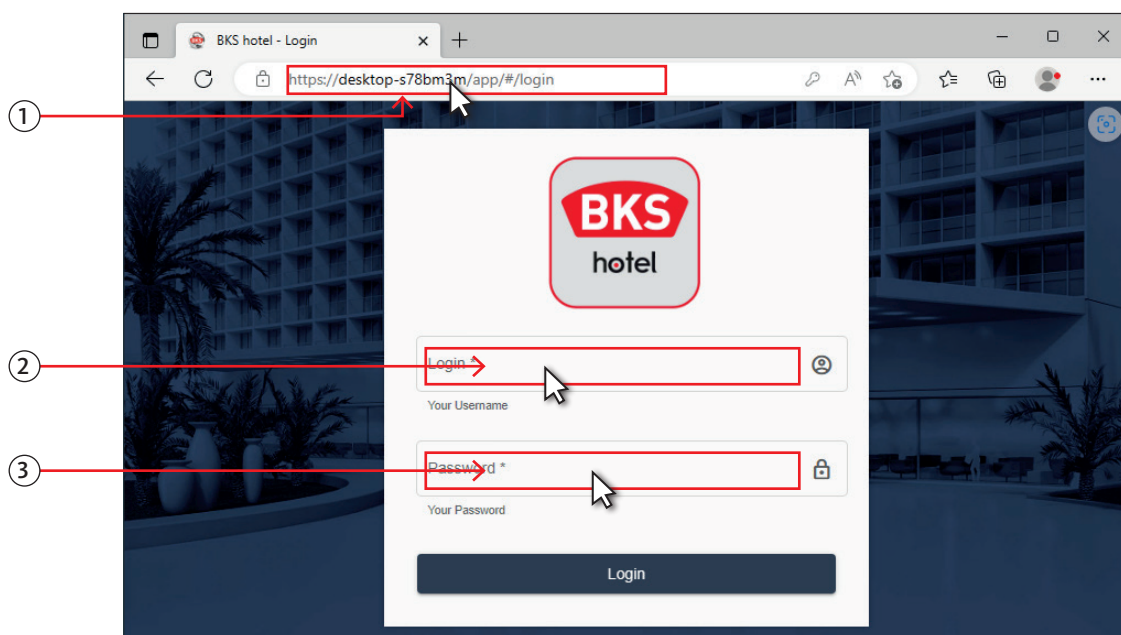
3.1.1 Login

- Enter your username in the *Login* input field.
Use the default user name when logging in for the first time.

- Login* **BKS**

- Enter your password in the *Password* input field.
Use the default password when logging in for the first time.

- Password* **Admin@01**



Follow the description in Section 4.6.2 [98] to change the user name and password in the user administration at a later time.

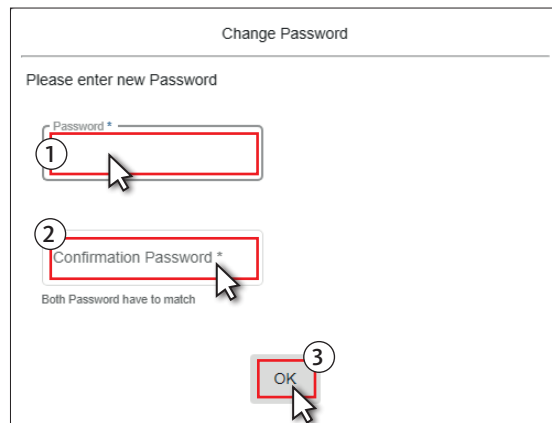


After successful login into BKS | hotel for the first time, you will be prompted to enter a new password in the Change password window. This dialogue also opens when you have created a new user and provides security.

- Enter the password in the *Password* input field to log in.
- Repeat the password in the *Confirmation Password* input field.

The password must be at least 8 characters in length and must contain a minimum of 1 numeric character (0–9), a minimum of 1 upper case letter (A–Z), a minimum of 1 lower case letter (a–z) and at least one special character.

- Press the **OK** button to complete the login.



3.1.2 Connecting the programming device

The programming device (ixalo programming device or ixalo desktop reader) is used to program transponders and doors and to read master transponders. Connect the programming device to the computer for reading and programming transponders. The programming of doors does not need any connection and is done locally on site. For this reason, the ixalo desktop reader is not designed for programming doors.

A list of programming devices is given in Section 7 [108].

- ixalo programming device B 5971 0001
→ for programming transponders and doors
- ixalo desktop reader B 5971 0020
→ for programming transponder, e.g. at the reception

- Start BKS | hotel and log in.
- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

The operational readiness of the programming device is indicated via an image in the display of the device, or by the green LED of the ixalo desktop reader lighting up.

3.1.3 Activating BKS | hotel

After the (first) login, you will be asked to activate the BKS | hotel locking system. The activation is only possible after logging on and providing the management and system software has not been activated. The activation is only possible with a master transponder.

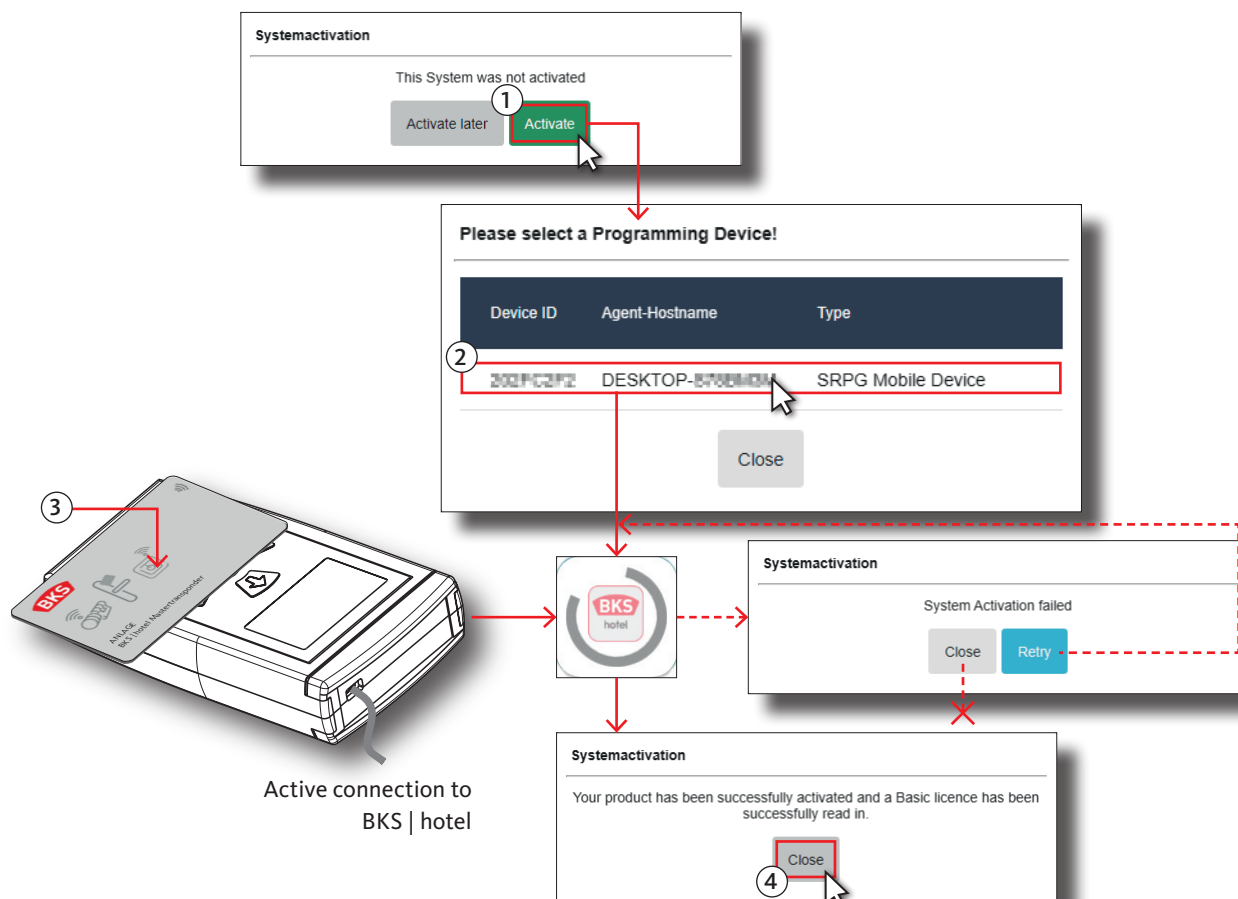
Without activation, a locking plan with door lists, rooms, areas and cardholders can also be created. All functions in the software are only available after activation. The activation enables the system data and the system keys to be transferred to BKS | hotel. Among other things, the transponders can only be programmed when they are activated.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Activate** button in the *Systemactivation* window. Alternatively, select the **Activate later** button for use with limited functions.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the master transponder.

Readiness for reading is indicated by the circled BKS | hotel logo.



Active connection to BKS | hotel



- Place the master transponder on the programming device (ixalo programming device or ixalo desktop reader) as shown in the below illustration.

If the reading of the master transponder is unsuccessful, repeat the procedure.

To do this, change the position of the card on the programming device, e.g. by rotating the card by 90°.

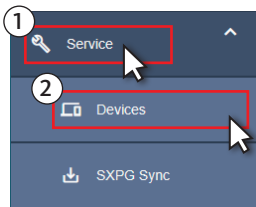
- After successful activation, the *Systemactivation* window opens and shows which licence has been imported.
- Press the **Close** button.
- If the master transponder was not recognised, the *Systemactivation* window opens showing an error message. Change the position of the card and press the **Retry** button.
- Press the **Close** button to cancel.

3.1.4 Configuration of programming device

Before starting to set-up the BKS | hotel locking system, the programming devices used (ixalo programming device or ixalo desktop reader) must be configured. The master key system data are stored on the programming device and the system time is synchronised.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.


A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.



- Press the **Service** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

- Press the **Devices** button in the **Service** drop-down menu in the left-hand column.

The connected programming devices and the devices that have been connected in the past are displayed in a list. However, only the connected devices can be configured.

- Press the  button in the line of the programming device to be configured.

Name	Type	Agent-Hostname	Firmware-Version	Hardware-Version	Serialnumber	Last Logon
<input type="checkbox"/> 300F02F3	GU-BKS SRPG	DESKTOP-S078943M	3.00	0000	540001810	11-04-2023 11:05:27

Enter Name of Programming Device...

Entries per Page 25 1 - 1 of 1

- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device to be configured.

The transfer of data to the programming device is indicated by the circled BKS | hotel logo in the *Write Configuration* window.

- The message *Successful* is displayed to confirm that the transfer is complete.

The diagram illustrates the process of configuring a programming device through a web interface. It consists of three main stages:

- Selection:** A window titled "Please select a Programming Device!" displays a table with columns "Device ID", "Agent-Hostname", and "Type". A red box highlights the first row, and a circled "4" indicates the selection of the device name "SRPG Mobile Device".
- Configuration:** A window titled "Write Configuration" shows a loading spinner with the BKS | hotel logo. A circled "5" points to the physical device, and a label "Active connection to BKS | hotel" indicates the data transfer phase.
- Confirmation:** A table view shows the device details. A green notification box at the bottom displays a circled "6" and the message "Successful Data successfully saved".

Device ID	Agent-Hostname	Type
202FC2F2	DESKTOP-8786M3M	SRPG Mobile Device


Name	Type	Agent-Hostname	Firmware-Version	Hardware-Version	Serialnumber	Last Logon
202FC2F2	GU-BKS SRPG	DESKTOP-8786M3M	3.07	0000	540001010	11-04-2023 11:05:27



3.1.5 Home screen | Dashboard

After starting BKS | hotel and logging in, the dashboard is displayed. The dashboard is both a "control centre" and a visual display that presents important information at a glance.

The main window provides information and dashlets with the most common front desk functions for direct access. The menu bar on the left side shows all available functions.


- Press the  button to expand and collapse the left menu bar.
- Press the **Read Card**, **Check-in** or **Check-out** button to start the function directly from the Dashboard.

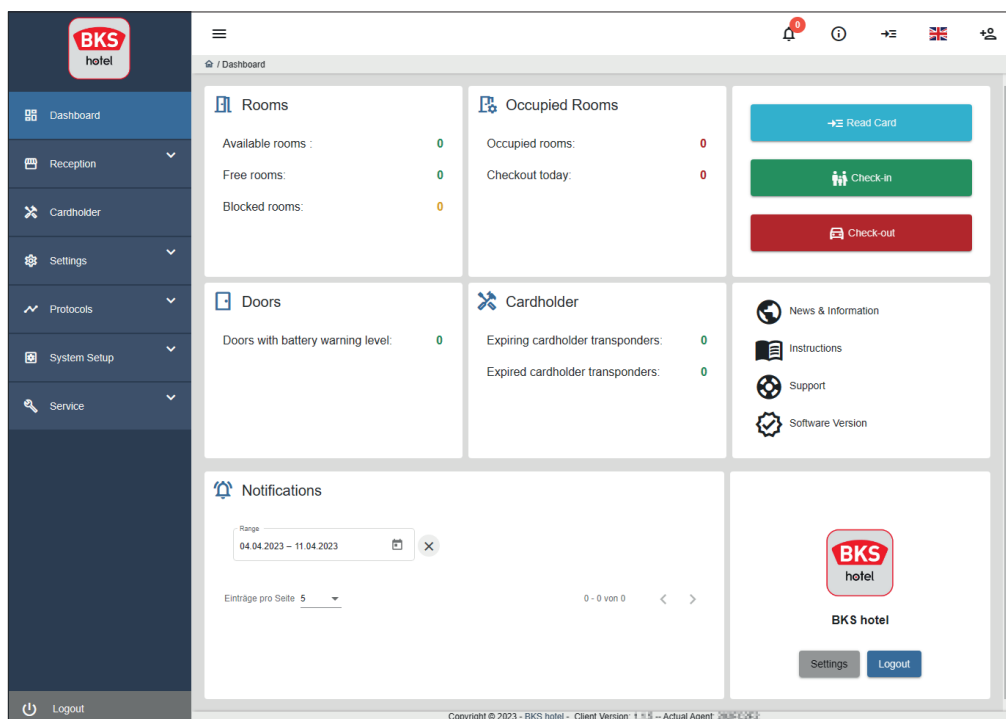
The Rooms, Doors and Cardholder areas provide an overview of the actual status of the area concerned and also include executable functions.

The view can be adjusted via the plug-in settings, see Section 4.1.6.2 [60].

NOTE

The functions available in the left menu column can be restricted by assigning the user role, see Section 4.6.2 [98].

- The operating functions are available in the menu bar on the left.
- Press the respective button of the menu item to execute the function.
- Open the drop-down menu  of menu items to view the functions and to select a submenu.



3.2 Creating an electromechanical BKS | hotel locking system

The BKS | hotel locking system is the infrastructure you administer at the reception with BKS | hotel. At check-in, the rooms and areas can be reserved by guests and visitors and the access rights to these are written on the transponder.

To ensure a smooth and efficient guest management process, the infrastructure must be planned and designed in a clearly structured manner when setting up the locking system. In principle, the locking system is composed of doors, rooms and areas.

The **doors** are the access points to the rooms in your hotel and, as the smallest module, can create a structure by delimiting physical space. You can compile rooms and areas based on the doors.

In order to set up the locking system, bear in mind when creating the doors that the Communitydoor slider provides two use options for the door, which have a bearing on the reservation at the check-in. In order to differentiate, the normal doors are intended for a one-time use and can only be booked by one guest. The community doors on the other hand can be used multiple times and booked by several guests.

The **rooms** are compiled and created according to the modular principle by adding doors. Only one room can be reserved by a guest at check-in. However, several transponders can be programmed for this.

By using doors and community doors, and by assigning the same doors multiple times to different rooms, you can create additional structures. This combination option means you can join individual rooms to form a suite.

In this case, observe that the doors of the individual rooms are not created as community doors and the vestibule doors, such as intermediate or corridor doors, are created as community doors. This prevents individual rooms, and the suite to which the individual room also belongs, from being double-booked by different guests. Once the individual room is booked the suite is no longer available, or once the suite is booked the individual rooms are no longer available.

Similar to the rooms, the **areas** are compiled and created according to the modular principle by adding doors. At check-in, guests/visitors have the option of also booking the area with their room, and/or booking it without a room. Areas can be booked more than once. In this case, doors that have been added to the area are used multiple times, similar to the community doors.

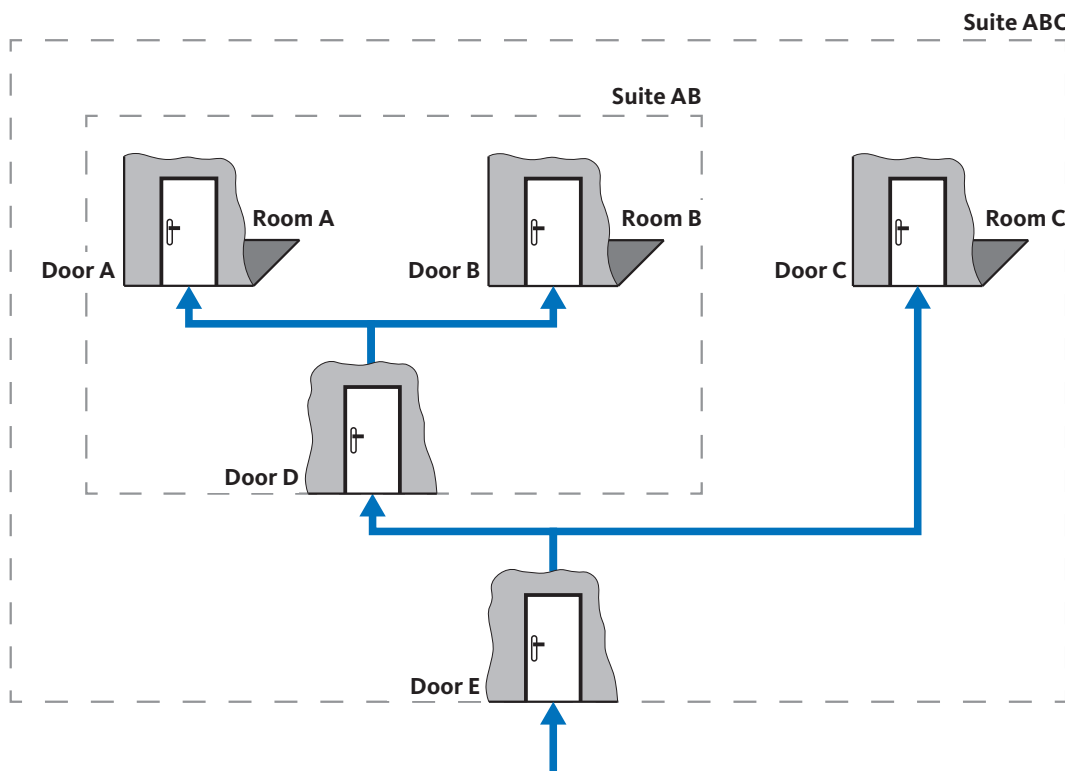
A special aspect compared to rooms is that the duration of the access authorisation can also be limited by a time zone. These individual opening hours can be defined using the calendar function of the time zones.



In this application example, three (individual) rooms and two suites have been created from five doors by using the community doors setting.

Room number	Assigned doors	Door setting → Slider
Room A	Door A + Door D + Door E	<ul style="list-style-type: none"> ■ For Door A, Door B and Door C: ○ Communitydoor
Room B	Door B + Door D + Door E	
Room C	Door C + Door D + Door E	
Suite AB	Door A + Door B + Door D + Door E	<ul style="list-style-type: none"> ■ For Door D and Door E: ● Communitydoor <i>Slider activated</i>
Suite ABC	Door A + Door B + Door C + Door D + Door E	

With the slider in the *Communitydoor* position, doors D and E and the rooms connected with these doors, can be booked by several guests in at the same time. On the other hand, the rooms connected with doors A, B and C can only be booked by one guest at a time at check-in. The rooms with a door already booked are not available at check-in.



During day-to-day operations at the reception, it is advantageous if employees do not compile the door combinations at check-in, and instead that rooms and suites can be selected using an unambiguous selection option.

Example of booking for arrangement shown above:

- Check-in of Room A leads to blocking of Suite AB and Suite ABC.
Room B and Room C are still available.
- Check-in of Suite AB leads to blocking of Room A, Room B and Suite ABC.
Room C is still available.

If BKS | hotel did not block the rooms and suites, rooms that have already been booked could be booked by other guests.

3.2.1 Initialising a new door

Before using new ixalo access points, they must be initialised for the BKS | hotel locking system. The doors are not assigned to any master key system at the factory. Before operating the new access points in the doors of your locking system, the devices which are not tied to a master key system must be assigned once by initialisation. The master key system data and the system key from the master transponder are transferred from the access point (not tied to a master key system).

NOTE

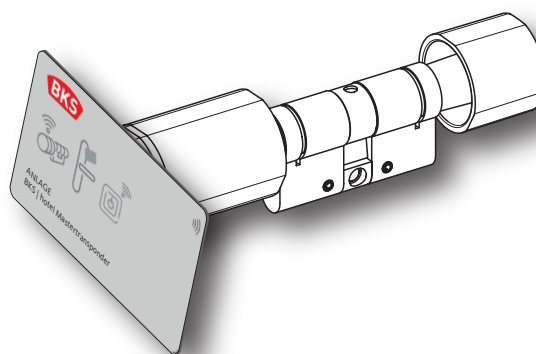
On no account whatsoever should you interrupt the initialisation process or end the operation prematurely!

- Establish the power supply to the access point, e.g. by inserting batteries.
 - Hold the master transponder in front of the access point.
- During initialisation, the green LED lights up five times with a continuous beep.
- Do not remove the master transponder until the process has been successfully completed.

The access point signals this with five green flashes and continuous beeps. During the beeping, the memory in the access point is initialised.

- Successful initialisation is signalled by the access point.
 - Success: the green LED lights up once with a short beep.
 - Error: the red LED lights up five times.
- Keep your master transponder in a safe place.

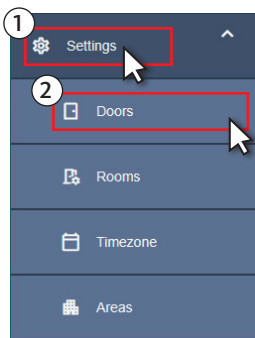
After successful commissioning, the ixalo access points can be installed in the doors of your locking system and managed and programmed using BKS | hotel.





3.2.2 Creating doors

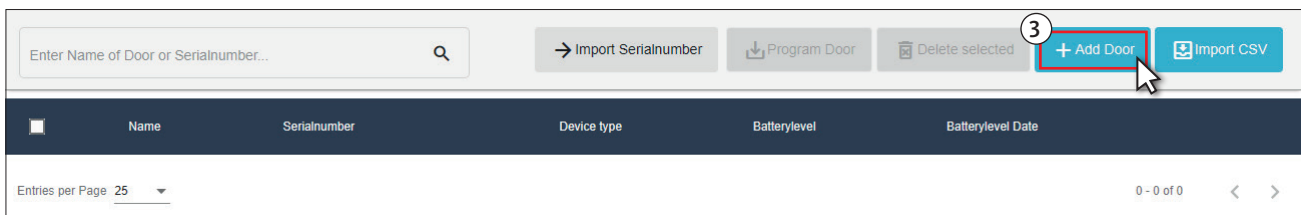
The doors are the access points that form the basis of your locking system. Furthermore, the doors are also the foundation for organisation of the access authorisations. Secure locking is one of the core competency of BKS.



- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Doors** button in the **Settings** drop-down menu in the left-hand column.


When creating a door in the BKS | hotel locking system, every door has a unique serial number and can be configured individually according to your requirements. One example of a modifiable attribute is the time the access point remains unlocked after being activated by the transponder until it locks again.

- Press the **+ Add Door** button in the menu bar of the main window.




- Press the **+ Add Door** button in the menu bar of the main window.
- Enter a name for the door in the input field *Name*.
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the  button to read the serial number of the door.
- Select the line of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the door.

Readiness for reading is indicated by the circled BKS | hotel logo.

- Place the ixalo door hardware or the ixalo cylinder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

Alternatively, the serial number of the door can also be entered directly in the input field. With an installed or a powerless device e.g. ixalo wall reader, the input must be selected.

- Enter the device number in the input field *Serialnumber*.

Use the slider in the *Duration* input field to edit the opening times of the door. We recommend not to change the default time.

- If required, press and move the slider to set a new time period in seconds in which the door can be opened. The door is not locked during the release time.

If required, this function can be activated in one of three variants for the door selected in the dialogue via the input field *AlwaysOpen Mode*.

- Press the *AlwaysOpen Mode* input field and select a mode from the drop-down list.
- **Normal:** the *AlwaysOpen* function is deactivated and is not available for this door.
- **Manually** allows free access without having a transponder over a longer period of time.
- **Half Automatically** extends the manual permanent release to include restriction by a time zone. The *AlwaysOpen* function can be started and ended manually within the time zone.
- **Automatically** means that the door is permanently open automatically subject to time control within the selected time zone and is blocked once this time period has elapsed. During the release period, users can pass through the access point without an authorisation request.
- After selecting the *Half Automatically* or *Automatically* mode, press the input field *AlwaysOpen-Timezone* and select a time zone from the dropdown list.

When creating the door, you can define via the **slider** *Communitydoor* whether the door is a community door and, because it belongs to several rooms, can be booked in parallel by different guests. If, on the other hand, a door is not created as a community door, it can only be booked once at room check-in. The other rooms to which this door has also been assigned can no longer be booked for the booking period defined at check-in.

- **Slider** *Communitydoor*: with the slider in this position, following the room check-in with the door selected for the room, the other rooms for which this door has also been selected are no longer available for booking.
- **Slider** *Communitydoor*: when the slider is in this position, all rooms connected to this door can also be booked in parallel.

When reading the serial number by means of the programming device, the *Device type* of the door is automatically set. If you have entered the serial number in the input field, you should add the exact *Device type* in order to be able to use the full scope of functionalities.

- Press the *Device type* input field and select the suitable device type from the drop-down list.

Your entries for the door are transferred in the next step for later programming.

- Connect the programming device (ixalo programming device) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the **Save** button for transfer to the programming device.

BKS | hotel

Management and system software for the BKS | hotel locking system



Doors
Add Door

← Back Save

Name * 4

Please enter a Name for this Door

Serialnumber 5a

Please enter the Serialnumber

Duration 8

3 240

Please select release time

AlwaysOpen Mode 9

Normal

Communitydoor 10

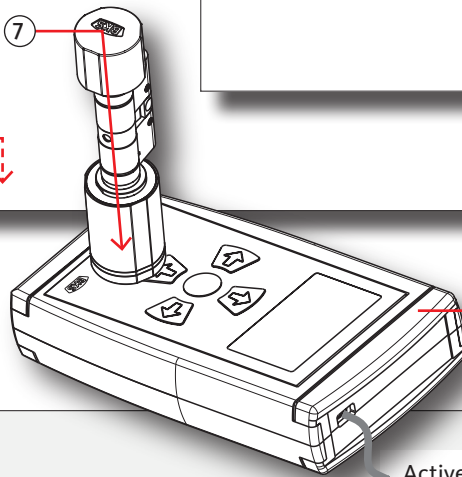
Device type 11

Please select device type

Please select a Programming Device!

Device ID	Agent-Hostname	Type
2022PC3F2	DESKTOP-570080M	SRPG Mobile Device

Close



Doors
Add Door

← Back **Save** 12

Name *
Room door A

Please enter a Name for this Door

Serialnumber
300013284

Please enter the Serialnumber

Duration 5
3 240

Please select release time

AlwaysOpen Mode
Normal

Communitydoor

5915

Please select device type

Active connection to BKS | hotel

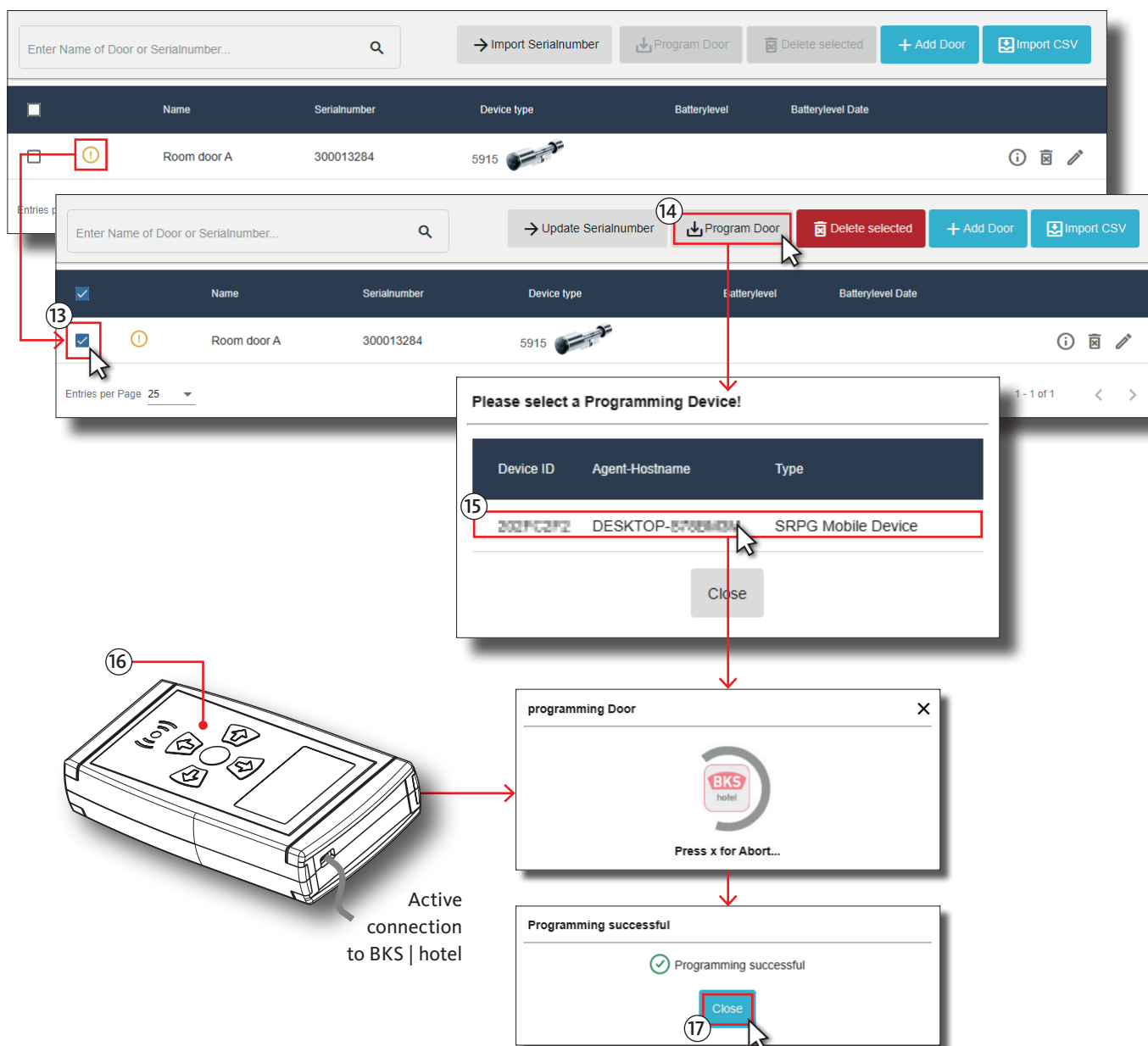


Alternatively, if no programming device is connected to BKS | hotel, the door is saved and you can start programming later via the list view.

- In the *Doors* dialogue box activate the checkbox in the line in front of the door to be programmed.
- Press the **Program Door** button in the menu bar of the main window.
- Select the line of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data to the door.

The data transfer to the programming device starts and the *Programming Door* window is displayed during the process.

- Press the **Close** button.





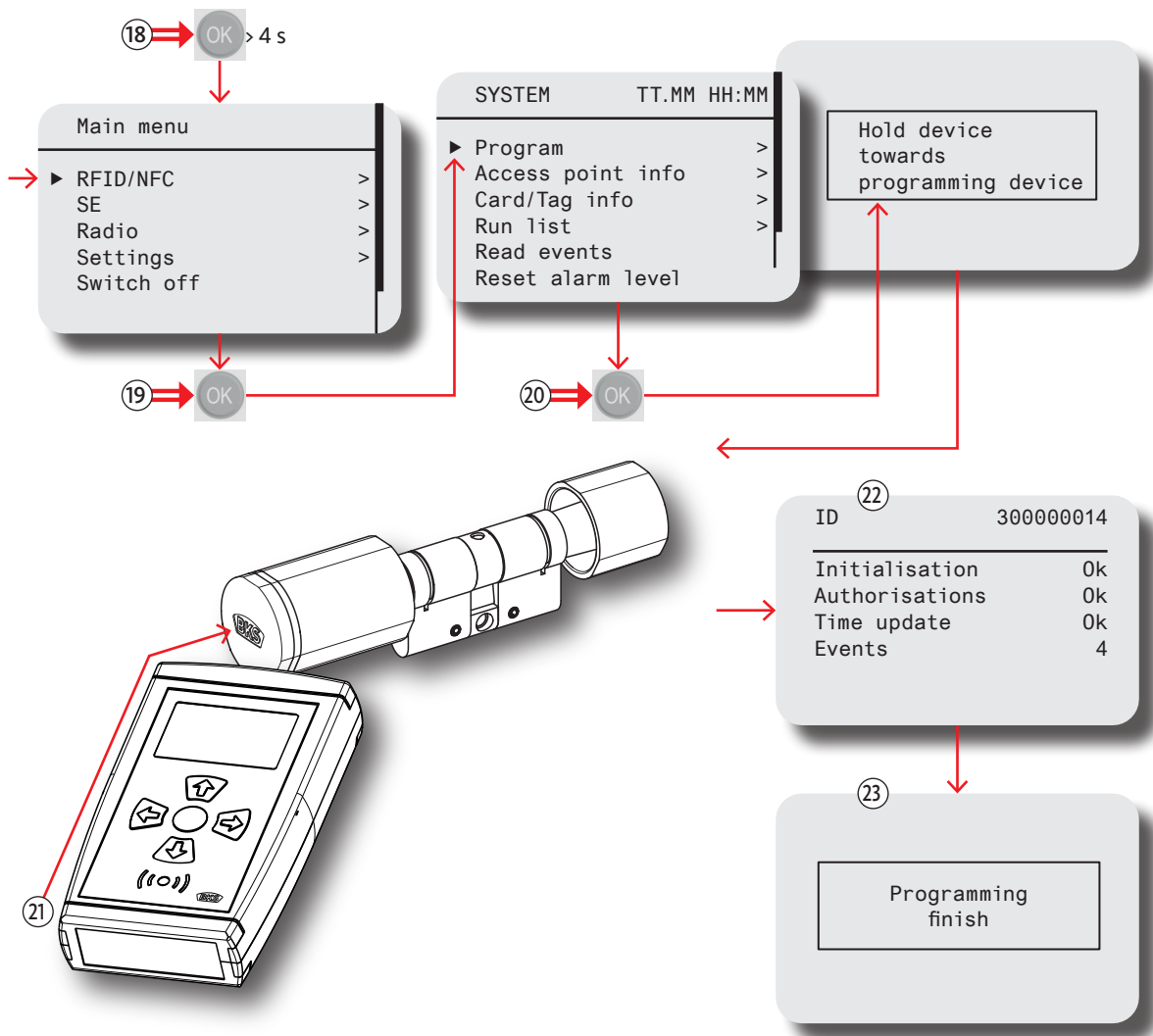
You can now program the access point using the programming device. If access points are already installed, transfer the data by carrying the programming device on site and bring it from door to door.

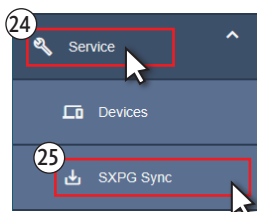
- To switch on the programming device, press the button **OK** for at least 4 s if it is not switched on.
- **▶RFID/NFC** is selected in the display.
→Navigate to this line und press the **↑** or **↓** button.
- Press the **OK** button.
- **▶Program** is selected in the display.
→Navigate to this line und press the **↑** or **↓** button.
- Press the **OK** button.

The next step is displayed in the programming device:
Hold device towards programming device.

- During data transfer, hold the programming device constantly in front of the access point.

The display of the programming device shows the progress of the data transfer.
The message *Programming finish* indicates successful transfer.





- Press the **Service** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **SXPG Sync** button in the **Service** drop-down menu in the left-hand column.
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the **Acknowledge** button in the header of the main window.
- Then press the **Event Upload from Programming Device** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data from the door.
- Press the **OK** button in the *Confirm Event Upload* window.

The transfer of the data from the programming device is then started. The *Successful* message displays that the upload is completed.

Active connection to BKS | hotel

Device ID	Agent-Hostname	Type
202FC2F2	DESKTOP-870680M	SRPG Mobile Device

Messages Here you can import the event logs that were saved on the access points during the transmission of the programming data .

Importing events from 11E1D6E4.EVT
 ProgrammingExecuted, 11.04.2023 09:25:40, Programmer S/N: 2FC2F205, TransactionId: B46DFC20
 AccessDeniedValidity, 11.04.2023 13:10:47, Transponder: 20240
 DeviceInfo, 11.04.2023 13:22:09, DeviceClass: 019, H/W: 000E, F/W: 2.76
 ServiceInformation, AccessPointServiceInfo, Device time: 11.04.2023 13:22:00, Temp low: 18°C, high: 22°C, Voltage low: 2,61V, high: 2,9V, current: 2,61V, Closures total: 0-100, since reset: 0, during battery warning: 0, Motor blockages: 56, Errors: 0, Actuator: H/W: 0B00, F/W: 11.02
 6 events found, 6 events imported
 Deleting file 11E1D6E4.EVT
 Deleting file 11E1D6E4.CAC
 Fertig gestellt

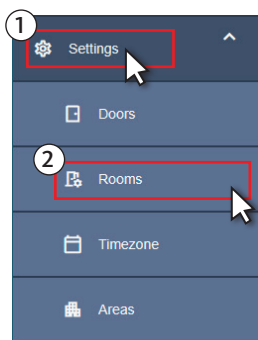
Successful
 Data successfully saved



3.2.3 Creating rooms

The rooms in the BKS | hotel locking system are a "sellable" combination which can be booked when guests check in. In this case you can combine any number of doors that are booked on a regular basis together as a group.

When creating the combination, define the room by the total number of doors with a direct relationship to the room and the community doors which belong indirectly to the surrounding area or are on the route to the room.



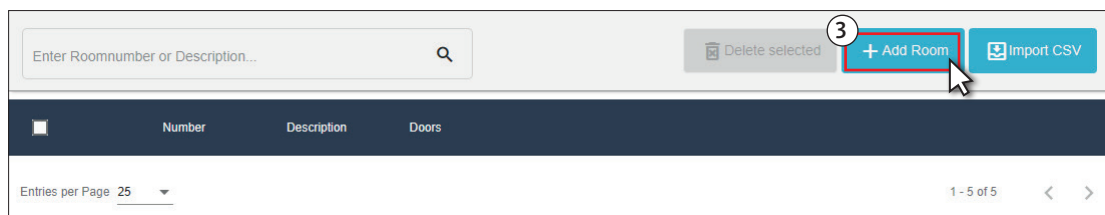
- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

- Press the **Rooms** button in the **Settings** drop-down menu in the left-hand column.

A door can be used in several rooms in the locking system. When booking a room, the rooms that include a door of the booked room are automatically blocked at the check-in to prevent double-booking or overlapping of room areas.

Community doors are excluded from this. When a room is booked, other rooms that include the community doors of the booked room are not blocked.

- Press the **+ Add Room** button in the menu bar of the main window.



- Enter a room number in the input field *Number*.
- Enter a name for the room in the input field *Description*.
- Press the *Doors* input field and select one or more doors from the drop-down list. By selecting the doors the authorisations to access the selected doors are included with the room.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.

Rooms
Add Room

← Back Save

Number *
Room Number is required

Description
Please enter Room Description

Doors *
Select Doors for this Room

Rooms
Add Room

← Back Save

Number * ④
Room A

Please enter Room Number

Description ⑤
Double room

Please enter Room Description

Doors * ⑥
Please select Doors for this Room

Room door A ⑦
Room door B
Room door C

Rooms
Add Room

← Back Save ⑧

Number *
Room A

Please enter Room Number

Description
Double room

Please enter Room Description

Doors *
Room door A Please select Doors for this Room

Select Doors for this Room

Enter Roomnumber or Description... 🔍

Delete selected + Add Room Import CSV

	Number	Description	Doors	
<input type="checkbox"/>	Room A	Double room	Room door A	<input type="checkbox"/>

Entries per Page 25

1 - 6 of 6

✔ **Successful**
Data successfully saved



3.2.4 Creating time frame

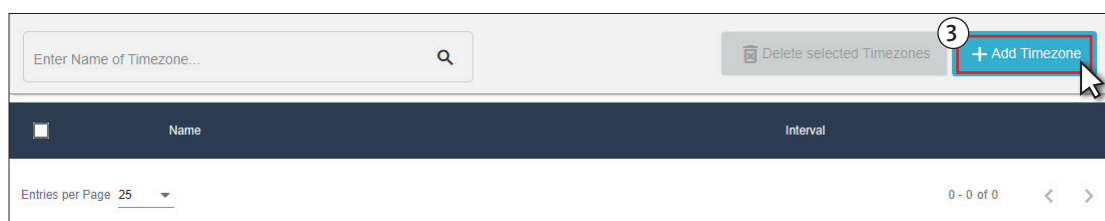
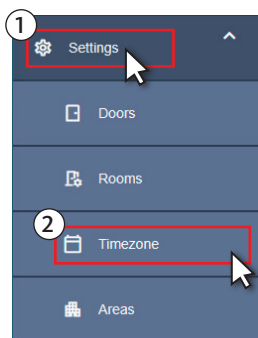
The time zone is a period that can also have several intervals. The time zone serves as opening time within the time period for the area for which this time zone has been selected during subsequent use.






- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

- Press the **Timezone** button in the **Settings** drop-down menu in the left-hand column.

The time zone *Lunchtime* is being created in this example. The time zone should be from 12:00 to 15:00 on working days.

- Press the **+ Add Timezone** button in the menu bar of the main window.



- Enter the designation for the time zone in the input field *Name*.
- To set up an interval, press on an input field in the week view matrix to define the start of the interval, e.g. the field at the intersection of *Monday* and *00:00*.
- Use *Edit Interval* to define the interval for the time zone in the next step.
 - In the *Start time* input field specify the time at which the interval is to start.
 - Use the keyboard to enter the time. Further input options are the + (plus) and – (minus) buttons for incrementing or decrementing the value, or the  button which when pressed opens an input dialogue for devices with touch screen.
 - In the *End time* input field specify the time at which the interval is to end.
 - The series of buttons are used to define for which days the period applies.
 - Move the slider  in front of the week days to the right **slider**  to activate the interval for these selected days.
 - To deactivate the period move the **slider**  to the left .
 - Press the **Refresh** button to apply the setting in the matrix.
- If necessary, specify more intervals as described above.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.

Step 1: Add Timezone

Name *

Please enter a Name

Step 2: Calendar View

Monday

00:00
00:30
01:00
01:30
02:00
02:30
03:00
03:30
04:00

00:00 - 00:30

Step 3: Edit Interval

Start time 12 : 00

End time 15 : 00

Select start time

Select end time

Mo Tu We Th Fr Sa Su

Delete Cancel Refresh

Step 4: Save

Back Save

09:00
09:30
10:00
10:30
11:00
11:30
12:00
12:30
13:00
13:30
14:00
14:30
15:00
15:30

12:00 - 15:00

Enter Name of Timezone...

Delete selected Timezones + Add Timezone

Name	Interval
Lunchtime	7

Entries per Page 25

1 - 2 of 2

Successful
Data successfully saved



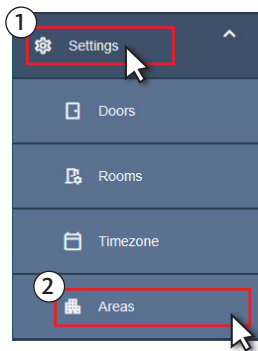
3.2.5 Creating areas

In the BKS | hotel locking system, you can also manage access to certain areas of the hotel in addition to the access rights for the rooms and doors on the way to these areas.

By activating a time zone, you can specify different opening hours for the individual areas. Examples of these special areas are seminar rooms, wellness, swimming or spa areas and also separate access points in case the reception is closed.

Access to the area can be flexibly booked as an option in the *Reception* menu item for guests and visitors during check-in. An access authorisation can also be assigned for areas in the Cardholder menu item when creating the cardholder transponders.

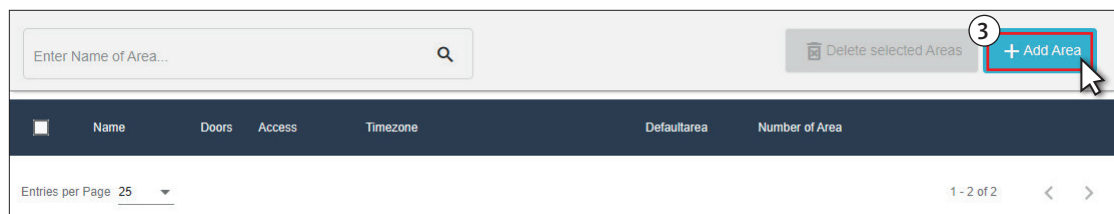
A new area can be created as described subsequently.



- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Areas** button in the **Settings** drop-down menu in the left-hand column.

The time zone *Parking garage* is being created in this example. Two doors belong to the car park area. Guests and visitors should have access to these access points.

- Press the **+ Add Area** button in the menu bar of the main window.



- Enter a name for the area in the input field *Name*.
- Use the slider to determine whether the area is to be displayed directly as booked.
 - Slider** *Defaultarea*: this area is recorded as not booked at check-in.
 - Slider** *Defaultarea*: this area is recorded as booked at the check-in.
- The specification of *Number of area* is necessary for the integration into a Property Management System (PMS). Without PMS, any number can be entered, e.g. for sorting.
- Use the slider to determine whether the area can be booked by guests.
 - Slider** *Guest*: this area is not available to be booked by guests.
 - Slider** *Guest*: this area can be added to the booking for guests at the check-in.
- Use the slider to determine whether the area can be booked by visitors.
 - Slider** *Visitor*: this area is not available to be booked by visitors.
 - Slider** *Visitor*: this area can be added to the booking for visitors at check-in.
- Press the *Timezone* input field and select a time zone from the drop-down list that restricts access by time. If no time zone is selected, access to the area is possible without time restriction.

- Press the *Doors* input field and select one or more doors from the drop-down list. The area is authorised to access the selected doors, if necessary with time restriction.
- Press the *Rooms* input field and select one or more rooms from the drop-down list. The area is authorised to access the selected rooms, if necessary with time restriction.
- Press the **Save** and **Back** buttons to quit the dialogue.
- Only press the **Back** button to cancel the dialogue.

The image shows a multi-step process for adding a new area in a system. It consists of three main parts: a form, a table, and a confirmation message.

Form Screenshot (Add Area):

- Name ***: Input field containing "Parking garage" (labeled 4).
- Defaultarea**: Toggle switch (labeled 5).
- Number of Area**: Input field containing "0" (labeled 6).
- Timezone**: Radio buttons for "Guest" (labeled 7) and "Visitor" (labeled 8).
- Doors**: Input field with a dropdown menu (labeled 9).
- Doors**: Input field with selected items "Parking barrier" and "Car park door" (labeled 10).
- Rooms**: Input field with a dropdown menu (labeled 11).
- Buttons**: "Back" and "Save" buttons (labeled 12).

Table Screenshot:

Name	Doors	Access	Timezone	Defaultarea	Number of Area
Parking garage	2	Everyone			0

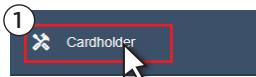
Confirmation Message:

Successful
Data successfully saved

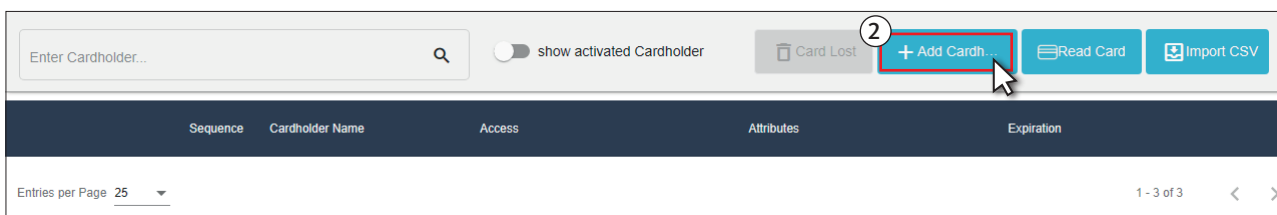


3.3 Creating transponders for employees

With BKS | hotel, in addition to issuing transponders to guests and visitors, you can also grant employees access to the hotel facilities, depending on their area of responsibility or role. The access authorisations are defined for the transponders as described below.



- Press the **Cardholder** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **+Add Cardh...** [+Add Cardholder] button in the menu bar of the main window.



- Enter the name of the employee in the *Firstname* and *Surname* input field.
- Press the *Doors* input field and select one or more doors from the drop-down list. Doing this, the transponder is authorised to access the selected doors.
- Press the *Rooms* input field and select one or more rooms from the drop-down list. Doing this, the transponder is authorised to access the selected rooms.
- Press the *Areas* input field and select one or more areas from the drop-down list. The transponder is authorised to access the selected areas, if necessary with time restriction.

Employees can be granted access to doors with the ixalo hotel hardware | RFID via the **slider** *Ignore "DoNotDisturb"* even if this function has been activated via the hardware switch on the inside of the door. Activate or deactivate the slider according to the following functions:

- **Slider** *Ignore DoNotDisturb*: when the slider is in this position, employees are denied access if the function has been activated via the door hardware switch on the inside of the door.
- **Slider** *Ignore DoNotDisturb*: when the slider is in this position, the employees can still access the room when the "DoNotDisturb" switch has been activated.

The function that grants access for a longer period of time can be enabled for the transponder via the **slider** *AlwaysOpen*. Additionally, the *AlwaysOpen Mode* function can be activated in one of the three modes for the door selected in the dialogue via the **Doors** menu item. Activate or deactivate the slider according to the following functions:

- **Slider** *AlwaysOpen*: the function *AlwaysOpen* is not activated for the transponder in this position.
- **Slider** *AlwaysOpen*: when the slider is in this position, the *AlwaysOpen* function of this transponder can be activated, providing the function is also activated in the door.

Define the validity period of the transponder in the **Expires** section. Define a time after which the authorisation to access the doors, rooms and areas selected above expires and the transponder becomes invalid. Activate or deactivate the slider according to the following functions:

- **Slider** *Never expires*: when the slider is in this position, the transponder is valid for an unlimited period.
 - **Slider** *Never expires*: when the slider is in this position, you can define a period in the following step during which the rights assigned to the transponder are valid.
- Enter a date in the *Expiration Date* input field from which the transponder validity ends.
 - Enter a time in the *Expiration time* input field at which the transponder validity ends.

The screenshot shows the 'Cardholder' management interface. The top bar includes 'Add Cardholder' and 'Edit Cardholder' options. The 'Expires' section is highlighted with a red box and numbered 10. It contains a 'Never expires' toggle (10), an 'Ignore "DoNotDisturb"' toggle (8), and an 'AlwaysOpen' toggle (9). Below these are the 'Expiration Date' field (10a) and the 'Expiration Time' field (10b). The 'Access' section includes 'Doors', 'Rooms', and 'Areas' sections, each with a 'Select' button and a list of items. The 'Expiration Date' field is numbered 10a and the 'Expiration Time' field is numbered 10b. The 'AlwaysOpen' toggle is numbered 9. The 'Ignore "DoNotDisturb"' toggle is numbered 8. The 'Areas' section is numbered 7, 'Rooms' is numbered 6, and 'Doors' is numbered 5. The 'Surname' field is numbered 4 and the 'Firstname' field is numbered 3. The 'Programming' button is numbered 11.



- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Programming** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Close** button following successful programming.

The new created employee is displayed in the list of cardholders.

Please select a Programming Device!

Device ID	Agent-Hostname	Type
202FC2F2	DESKTOP-STATION	SRPG Mobile Device

Close

Active connection to BKS | hotel

Program Card...

Press x for Abort...

Result

✓ Card Programming successful

Close

Enter Cardholder...

Sequence	Cardholder Name	Access	Attributes	Expiration
123	Jane Doe	Room door A, Room A, Area A	AlwaysOpen Ignore "DoNotDisturb"	25.04.2023 (10:00)

Entries per Page 25 1 - 3 of 3

3.4 Creating users

To operate the BKS | hotel software, each user should log in with his/her own user name and password. A basic distinction is made between two user roles. The *admin* role authorises the user to access all functions of BKS | hotel. With the *frontdesk* role the user can access the dashboard and the functional area Reception.



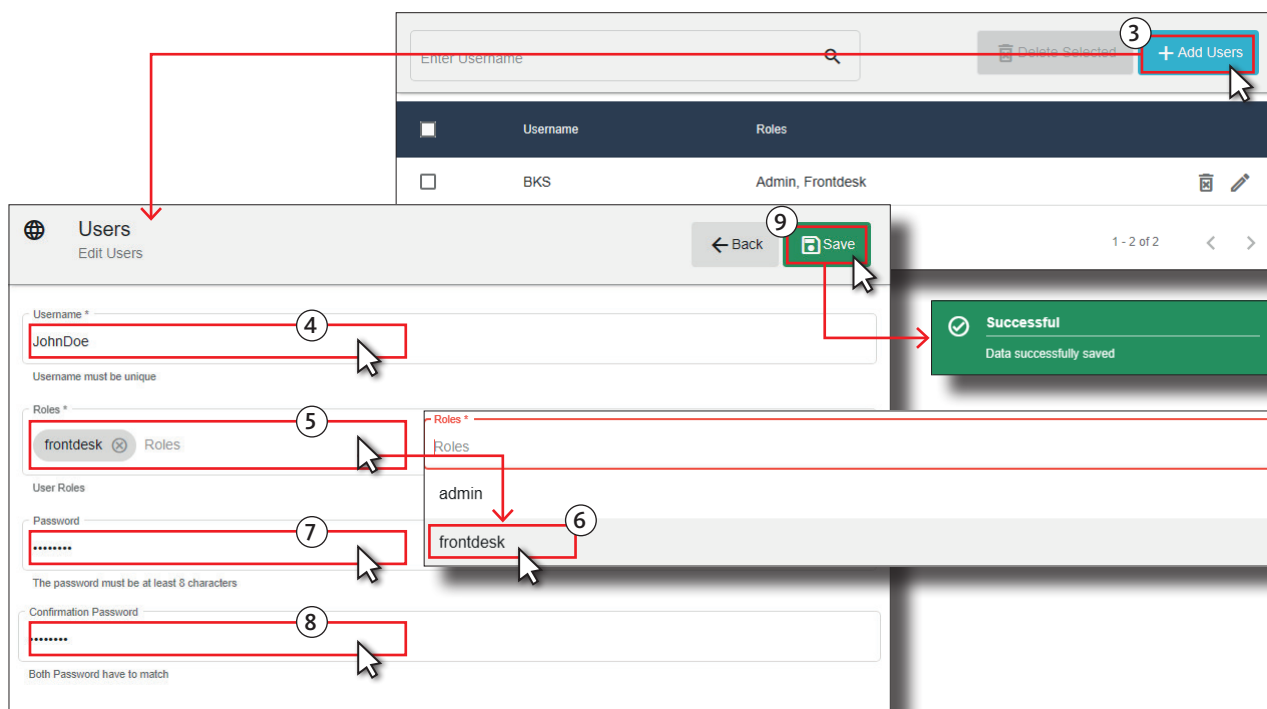
- Press the **System Setup** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Users** button in the **System Setup** drop-down menu in the left-hand column.
- Press the **+ Add Users** button in the menu bar of the main window.

The example user John Doe works at the hotel reception, mainly in the role of receptionist. He checks in guests and visitors with the BKS | hotel software and issues them with transponders, etc. at the reception desk.

- In the *Username* field, enter the name **JohnDoe**, for example (without any spaces). The user must log in using this name.
- Press the *Roles* input field and select the **frontdesk** role for the user JohnDoe from the drop-down list.
- Enter your login password in the *Password* input field. Repeat your entry in the *Confirmation Password* input field.

The user must change the password before logging in the first time. The password must be at least 8 characters in length and must contain a minimum of 1 numeric character (0–9), a minimum of 1 upper case letter (A–Z), a minimum of 1 lower case letter (a–z) and at least one special character.

- Press the **Save** button to quit the dialogue or **Back** to cancel the input.



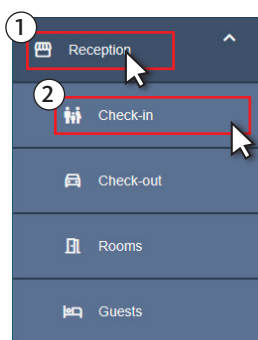


3.5 Guest and visitor management

With BKS | hotel you can manage guests and visitors quickly and efficiently and program the access rights for the relevant booking on the transponder before it is issued to guests and visitors.

3.5.1 Guest check-in

You can go through the check-in formalities of guests checking into rooms at the hotel, from the arrangements of the stay through to issue of transponders, under the **Check-in** menu item.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Check-in** button in the **Reception** drop-down menu in the left-hand column.

(A) Input range **Date**

To start checking in the guest, enter the booking period in the fields provided.

- Enter the start of the booking period in the *Check-in-Date* input field.
- Enter the end of the booking period in the *Check-out-Date* input field.

(B) Input range **Rooms**

Enter the room the guest will be staying in the *Rooms* dialogue.

The available rooms are displayed in the list. You can display rooms only, or enter a keyword to search for a specific room using the search field.

- The **slider** *Hide rooms* is in the right-hand position when checking in with rooms. If necessary, move the slider to this position.
- Activate the checkbox in the line in front of the room the guest wants to book. In this case, always only one room is available.

After programming the transponder(s), the booked room is no longer available for a subsequent check-in. Rooms that include doors selected with the booked room (does not apply for community doors) can also no longer be booked.

(C) Input range **Areas**

You can add one or more areas, e.g. parking garage or wellness, to the booking for the guest in *Areas* alongside the room.

However, the optional access areas are not made available exclusively to one guest.

- Activate the checkbox in the line above one or several areas the guest wants to book.

Check-in
Check-in Settings

Date

Check-in-Date: 24.04.2023 (Monday (Today))

Check-out-Date: 25.04.2023 (Tuesday (1 Night))

Rooms

Hide rooms

Areas

Available rooms :
Free rooms:
Blocked rooms:
Occupied rooms:
Checkout today:

Parking garage
Wellness

Number	Description
<input checked="" type="checkbox"/>	Room A Double room
<input type="checkbox"/>	Room B Double room
<input type="checkbox"/>	Room C Double room
<input type="checkbox"/>	Juniorsuite BC Apartment
<input type="checkbox"/>	Suite ABC Superior Suite

Entries per Page: 25 | 1 - 5 of 5

Please select a Programming Device!

Device ID	Agent-Hosname	Type
2024PC3F2	DESKTOP-87804M1	SRPG Mobile Device

Close

Active connection to BKS | hotel

Program Card...

Press x for Abort...

Result

Card Programming successful

Close | Program Next Card

**(D) Transponder programming**

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Check-in** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **(●●)** of the programming device and wait until the reading process is finished.

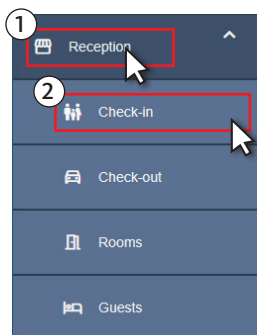
The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this guest.
- Place a different transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Close** button after successful programming and to complete the check-in.

You can now hand over the newly created transponders to the guest.

3.5.2 Visitor check-in

The check-in formalities for visitors to the hotel without a room from the individual arrangements of the stay through to issuing of the transponder can be carried out easily via the **Check-in** menu item.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Check-in** button in the **Reception** drop-down menu in the left-hand column.

(A) Input range **Date**

Start the check-in for the visitor by entering the booking period in the fields provided.

- Enter the start of the booking period in the *Check-in-Date* input field.
- Enter the end of the booking period in the *Check-out-Date* input field.

(B) Input range **Rooms**

To check-in a visitor without a room, the rooms must be switched off in the display and deactivated via the slider in the *Rooms* dialogue.

- Move the slider *Hide rooms* to the left so that the **slider** is in position *Show Rooms*. The rooms are faded out.

(C) Input range **Areas**

In BKS | hotel, guests who are not staying in the hotel and have therefore not reserved a room can be issued a visitor pass and authorisation to access selected and public areas. These include visitors to the wellness, guests of celebrations and conferences attendees or parking garage users, for example. In the *Areas* input area, you can book areas for the visitor.

- Activate the checkbox in the line above one or several areas to which the visitor is to be granted access.

(D) Input range **Details/Visitor**

The name of the visitor must be given for the management and identification of the transponder.

- Enter the name of the visitor in the *Firstname* and *Surname* input field.
-

BKS | hotel

Management and system software for the BKS | hotel locking system



Check-in
Check-in Settings

Refresh Check-in

Date

Check-in-Date 24.04.2023 Monday (Today) + -

Check-out-Date 25.04.2023 Tuesday (1 Night) + -

Rooms Hide rooms

Areas

Check-in
Check-in Settings

Refresh Check-in

Date

Check-in-Date 24.04.2023 Monday (Today) + -

Check-out-Date 25.04.2023 Tuesday (1 Night) + -

Rooms Show Rooms Rooms are deactivated.

Areas

- Parking garage
- Wellness

Details/Visitor

Firstname * John

Please enter a firstname

Surname * Smith

Please enter a surname.

Please select a Programming Device!

Device ID	Agent-Hostname	Type
202FC3F2	DESKTOP-8708M04	SRPG Mobile Device

Close

Active connection to BKS | hotel

Program Card...

Press x for Abort...

Result

Card Programming successful

Close Program Next Card



(E) Transponder programming

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Check-in** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

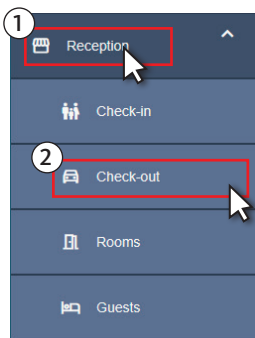
- Press the **Program Next Card** button to program more transponders for this visitor.
- Place a different transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Close** button after successful programming and to complete the check-in.

You can now hand over the newly created transponders to the visitor.



3.5.3 Checking out guests with rooms

At the end of the stay and prior to departure, the guest must be checked out in BKS | hotel. Once the transponder has been returned, the handover is confirmed, the system is updated and the booked room is released for check-in.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

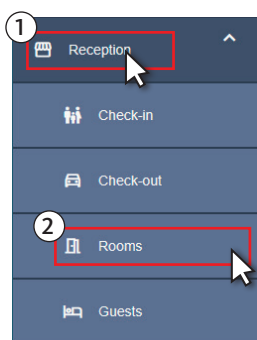
- Press the **Check-out** button in the **Reception** drop-down menu in the left-hand column.

Occupied rooms are displayed in the list and the guests can be checked out from this list. You can display specific rooms only or enter a keyword to search for a specific room with the search field *Enter Roomnumber...*

- Press twice (double-click) on the room that is to be checked out or press the corresponding line instead, to start the check-out procedure.
- Press the **OK** button in the *confirm Checkout* window.
- A confirmation dialogue with the message *Successful* is displayed and the room is deleted from the list.

3.5.4 Overview of guest rooms

To improve the overview of administration of the guests, the list of available rooms at the BKS | hotel shows all rooms at a glance. The reception functions such as check-in and check-out can be used, and the options for creating additional transponders for the rooms and assigning attributes are available.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Rooms** button in the **Reception** drop-down menu in the left-hand column.

The existing rooms in BKS | hotel are displayed in the list. Use the list to select and edit the rooms. You can use the *Roomnumber or Description...* search field to display certain rooms only, or enter a keyword to search for a specific room.

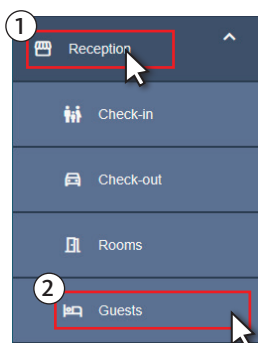
- Activate the checkbox in the line in front of the room you wish to process.
- Press the **Check-in** button to start checking in the selected room, see description in Section 4.2.1 [61].
- Press the **+ create Extra Card** button to program additional transponders for the room selected, see description in Section 4.2.3.2 [66].
- Press the **Check-out** button to start checking-out the selected room, see description in Section 4.2.2 [65].
- Press the **Change Status** button to enter a status for the selected room, see description in Section 4.2.3.4 [67].
- Alternatively, press the button in the line after the room to change the status of the room.

	Number	Description	Status	Sequence	Number of Cards	Status	
<input type="checkbox"/>		Room A	Double room	Room is occupied 25.04.2023 (12:00)	128	1	Active
<input checked="" type="checkbox"/>		Room B	Double room	Free			Active
<input type="checkbox"/>		Room C	Double room	Free			Active
<input type="checkbox"/>		Juniorsuite BC	Apartment	Free			Cleaning
<input type="checkbox"/>		Suite ABC	Superior Suite	Free			



3.5.5 Overview on guest and visitor transponders

The list of guest cards helps to get a better overview in guest and visitor management. The transponders created for the guests and visitors including the additionally created transponders are displayed. In addition, if a transponder is lost it can be replaced by a new one or additional transponders can be created using the processing functions. Use the read function to display the transponder information.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **Guests** button in the **Reception** drop-down menu in the left-hand column.

The existing transponders in BKS | hotel are displayed in the list. Use the list to select and edit the transponders. You can display certain rooms only or enter a keyword to search for a specific room via the search field *Enter Sequence or Room Number*.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

The list view displays the transponders currently checked in. Change the slider position to display the checked out transponders.

- **Slider** *Show Checked Out Guests*: only the currently checked-in transponders are displayed in the list.
- **Slider** *Hide Checked Out Guests*: only the currently checked-out transponders are displayed in the list.

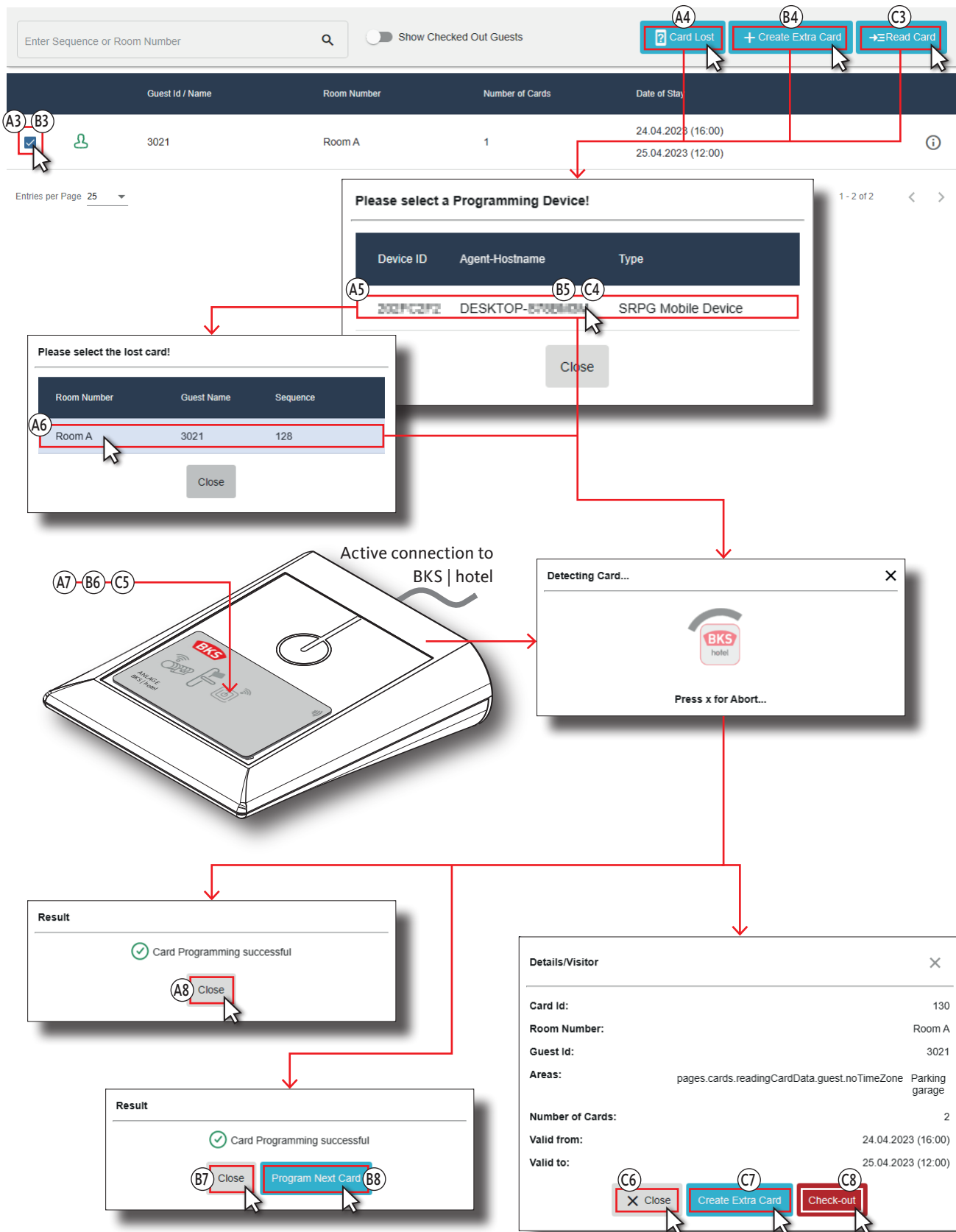
(A) Card lost

- Activate the checkbox in the line in front of the transponder which has been lost.
- Press the **Card lost** button to create a replacement.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- In the *Please select the lost card!* window, select the **line** of the lost transponder and click on the designation.
- Place the replacement transponder on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- After successful programming, press the **Close** button to finish.

When a booking is made with the new transponder, the doors where access was previously authorised with the lost transponder are blocked. The lost transponder is no longer able to open these doors once the booking is made.





(B) Create extra card

- Activate the checkbox in the line in front of the transponder for which an additional identity medium is to be created.
- Press the **+ create Extra Card** button to program one or more transponder(s) for the selected transponder.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the additional transponder on the indicated area **((●))** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this guest.
- Place another transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- After successful programming, press the **Close** button to finish.

(C) Read Card

- Press the **Read Card** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **((●))** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.


- Press the **+ create Extra Card** button to program more transponders for this guest or visitor. Place the additional transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Check-out** button to check-out the guest or visitor.
- To finish press the **Close** button.

4. Basic functions

The BKS | hotel system combines user-friendly software, an appealing design and state-of-the-art technology. The intuitive straightforward user interface makes it easy to get started and reduces time consumption in new staff training.

The program is browser based. A separate software is not necessary on the workstation. With the software BKS | hotel, all electronic locking cylinders including wall readers and electronic door hardware are managed and programmed on the same user interface.

The locking system can be configured and operated in the BKS | hotel management and system software via the basic functions described below. For clarity of overview and ease of use, the menu items are selectable as buttons in the left menu column.

- Press the buttons in the left menu bar to start the corresponding function.
- Press the  button to expand or collapse the functions of the left menu bar.

4.1 Dashboard

The **Dashboard** serves as the start page in the BKS | hotel software. After opening BKS | hotel, the dashboard is displayed.




- Press the **Dashboard** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the menu.

The number of functions in the left menu column are determined by the user role of the logged-in user. More information on the following two user roles can be found in Section 4.6.2 [98].


- Once the *Frontdesk* role has been assigned to a user, this person only has the options of using the **Dashboard** and the functions of the **Reception** menu item.
- To configure the locking system, the user who is to perform the task must have the rights of the *Admin* user role.

The view of the dashboard areas depends on the display settings in Section 4.1.6.2 [60]. The dashboard view can be customised as described below and these areas can be shown and/or hidden.

- Occupied Rooms, Doors, Cardholder transponders, Check-in and Check-out, Read Card buttons and Support.
- Notification and Settings (with company logo).
- Press the **Read Card**, **Check-in** or **Check-out** button to start the function directly from the Dashboard.
- The operating functions are available in the menu bar on the left.
- Press the respective button of the menu item to execute the function.
- Open the drop-down menu  of a menu item to view and select the submenus.




4.1.1 Notifications [Dashboard]

The number displayed in the messages icon in the **Menu bar** of the dashboard  indicates whether new information is available in the framed area **Notifications** at the bottom. The following information is displayed:

- A new firmware is available for a programming device or has been updated.
- The period of validity of a cardholder transponder expires.
- Click on an unread notification to mark it as read. Once the information has been read, it is no longer included in the count or displayed in the icon.

4.1.2 Licence and support information

You can retrieve a list of general data about your locking system via the button in the menu bar which contains the **Licence and support information** icon. A download link for the TeamViewer is provided in the list in order to get in touch with the Support.

- Press the  button in the **Menu bar** of the main window.

4.1.2.1 Extending licence

To have unrestricted use of BKS | hotel, the software must have been activated with a licence. The following licence types are available:

- BKS | hotel software licence **Basic** for a locking system up to 100 doors and 100 users
- BKS | hotel software licence **Premium** for a locking system with more than 100 doors and 100 users


If the size of the locking system does not correspond to the licence type, you can extend the licence.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Add licence** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the licence transponder.

Readiness for reading is indicated by the circled BKS | hotel logo.

- Place the licence transponder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

If the reading of the licence transponder is unsuccessful, repeat the procedure.

- After successful activation, the *Systemactivation* window opens and shows which licence has been imported.
- Press the **Close** button.
- If the licence transponder was not recognised, the *Systemactivation* window opens showing an error message. Change the position of the card and press the **Retry** button.
- Press the **Close** button to cancel.




4.1.3 Read Card [Dashboard]

The **Read Card** button servers to read data from transponders. When placing on the programming device, the transponders of the guests, visitors and employees | cardholders are read and displayed.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.


A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Read Card** button on the dashboard.

As an alternative, you can also press the  button in the top menu bar. This button is also available to you outside the dashboard in other functions.

- Select the **line** of the desired programming device in the window *Please select a Programming Device!.* Then click on the name of the programming device with which you want to read the transponder.

The reading starts and the *Detecting Card...* window is displayed.

- Place the transponder on the indicated area  of the programming device and wait until the reading process is finished.
- If the reading fails, the *Reading Guest Card failed* window is displayed. Press the **Retry** button to read-in again or **Close** to cancel.

The following information are displayed in the **Cardholder transponder** window.

Cardholder Name: [Name of transponder owner.]
 Expiration: [Time from which the transponder becomes invalid.]
 Rooms: [Authorisation for the following rooms.]
 Doors: [Authorisation for the following doors.]
 Areas: [Authorisation for the following areas.]
 Ignore "DoNotDisturb": [Yes: function activated / No: function deactivated.]


- To finish press the **Close** button.
- Press the **Deactivate** button to deactivate the transponder card.
- Press the **Deactivate** button to confirm or place a new transponder on the programming device and click **Replace**.

The following information is displayed in the **Details/Visitor window**.

Card Id: [Sequence number of the transponder.]
 Room Number: [Number of the room with access authorisation.]
 Guest Id: [Sequence number used to create this guest.]
 Areas: [Time limit and name of area.]
 Number of Cards: [Existing transponder with this data set.]
 Valid from: [Start of period of validity.]
 Valid to: [End of period of validity.]


- To finish press the **Close** button.
- Press the **Check-out** button to check-out the transponder card.
- Press the **+ create Extra Card** button and place a new transponder on the programming device. Then press **Close** to finish.




- Place a new card on the indicated area  of the programming device to create a copy of the transponder card.
- Press the **+ create Extra Card** button.
- To deactivate the transponder card, press the **Deactivate** button and then confirm by pressing again in the next window.

4.1.4 Changing the language of the program [Dashboard]

Use the **Language** icon button to switch the language used in BKS | hotel during operation.


- Press the  button in the top menu bar.
- Select the language country flag in the drop-down list.

Alternatively, use the Settings menu (icon) to change the language of the program.

- Press the  button (*Settings*) in the top menu bar.
The *Settings* drop-down menu opens.
- Press the **Settings** button in the drop-down list.
- Open the *Language* drop-down menu and select a language of your choice.

4.1.5 My Account [Dashboard]

Go to **My Account** to edit the account settings of the logged-in user. The language and login password can be changed.

- Press the  button (*Settings*) in the top menu bar.
The *Settings* drop-down menu opens.
- Press the **My Account** button in the drop-down list.

4.1.5.1 Changing the language [My Account]

- Press the *Language* input field to switch the language. The *Language* drop-down menu opens.
- Select and confirm the desired language country **flag** in the drop-down list.

Alternatively, you can set the program language for the logged-in user as described in Section 4.1.4 [58].

4.1.5.2 Changing the password [My Account]


- Press the *Old-Password* input field and enter your current log-in password.
- Press the *Password* input field and enter your new password.

The password must be at least 8 characters in length and must contain a minimum of 1 numeric character (0–9), a minimum of 1 upper case letter (A–Z), a minimum of 1 lower case letter (a–z) and at least one special character.

- Press the *Confirmation Password* input field and enter your password again.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.

4.1.6 Settings [Dashboard]

The **Settings** menu item allows to customise the dashboard displays and information.

- Press the  button (*Settings*) in the top menu bar. The *Settings* drop-down menu opens.
- Press the **Settings** button in the drop-down list.

Alternatively, use the circled **BKS | hotel** logo to open the dashboard function.

- Press the **Settings** button.

4.1.6.1 Page settings

Animation on page

Animated page transitions can be achieved while changing the display. Activate or deactivate the slider according to the following functions:

- **Slider** *Animate Pagechange*: animation deactivated.
- **Slider** *Animate Pagechange*: animation activated.

The standard display of the menu column on the left can be configured so that the function buttons are only displayed as icons, or also with a description in the main window.

Activate or deactivate the slider according to the following functions:

- **Slider** *Sidebar opened/closed*: left-side menu bar hidden.
- **Slider** *Sidebar opened/closed*: left-side menu bar shown.

Theme setting for the colour of the design

- Open the *Theme* drop-down menu and select the desired colour from the list.

The Night mode is also available. Activate or deactivate the slider according to the following functions:

- **Slider** *Nightmode*: mode deactivated.
- **Slider** *Nightmode*: mode activated.

Changing the language of the program

- Open the *Language* drop-down menu and select a language of your choice.



Maximum number of notifications that are displayed and saved

- Press on the corresponding direction of the **SpinButton** arrow to increase or decrease the maximum number of messages.

Lead time for notification of expiry of cardholder transponders in days

- Press the corresponding arrow direction of the **SpinButton** to increase or decrease the number of days before expiry.

4.1.6.2 Plug-in settings

Adjust the view of the areas displayed in the dashboard. The following options are available:

To adjust the display of the dashboard you can show/hide the area and corresponding fields in the dashboard: notifications and the settings area with company logo.

Activate or deactivate the slider according to the following functions:

- **Slider** *Plugin Statistics*: area is hidden in the dashboard.
- **Slider** *Plugin Statistics*: area is displayed in the dashboard.

To adjust the display of the dashboard, you can show/hide the area and corresponding fields in the dashboard: Occupied Rooms, Doors, Cardholder transponders, buttons for Check-in/Check-out, Read Card and Support.

Activate or deactivate the slider according to the following functions:

- **Slider** *Plugin About*: area is hidden in the dashboard.
- **Slider** *Plugin About*: area is displayed in the dashboard.

4.1.7 Support [Dashboard]


Need help with BKS | hotel? Additional links in relation to your questions are provided in the help area on the dashboard. You can retrieve information on various themes via the following four buttons.

- **News & Information** for general information and interesting facts about BKS | hotel.
- **Instructions** for BKS | hotel.
- **Support** to request specific assistance.
- **Software Version** for an overview and download option.

- Press the corresponding button to access the required page.

4.1.8 Logout [Dashboard]

When changing the user or before closing your Internet browser, log off from BKS | hotel.

- Press the  button (*Settings*) in the top menu bar.
The *Settings* drop-down menu opens.
- Press the button **Logout** in the drop-down list.

Alternatively, use the circled **BKS | hotel** logo to open the dashboard function.

- Press the **Logout** button.

4.2 Reception

When you select the **Reception** menu item, the dropdown list of menu items that enable you to perform reception tasks using the BKS | hotel software opens.



- Press the **Reception** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

4.2.1 Check-in [Reception]

Use the **Check-in** menu item to check-in guests and visitors.



- Press the **Check-in** button in the **Reception** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

4.2.1.1 Guest check-in

(1) Input range **Date**

To start checking in the guest, enter the booking period in the fields provided.

- Enter the start of the booking period in the *Check-in-Date* input field.
- Enter the end of the booking period in the *Check-out-Date* input field.

(2) Input range **Time** (optional)

The *Time* dialogue is displayed if the **slider** *Show Check-in/Check-out-Times* in the System Setup, see Section 4.6.1.2 [96], is on the right.

- Enter the start time in the *Check-in-Time* input field. Specify the time from which the authorisations of the transponder are valid.
- Enter the end of the booking period in the *Check-out-Time* input field. Specify the time from which the authorisations of the transponder are invalid and the time when check-out is due.

(3) **Guest Check-in** – input range **Rooms**

Enter the room the guest will be staying in the *Rooms* dialogue.

The available rooms are displayed in the list. You can display rooms only, or enter a keyword to search for a specific room using the search field.

- The **slider** *Hide rooms* is in the right-hand position when checking in with rooms. If necessary, move the slider to this position.
- Activate the checkbox in the line in front of the room the guest wants to book. In this case, always only one room is available.

After programming the transponder(s), the booked room is no longer available for a subsequent check-in. Rooms that include doors selected with the booked room (does not apply for community doors) can also no longer be booked.

(4) Input range **Areas**

You can add one or more areas, e.g. parking garage or wellness, to the booking for the guest in *Areas* alongside the room.

However, the optional access areas are not made available exclusively to one guest.



- Activate the checkbox in the line for selecting the areas the guest wishes to book.



(5) Dropdown menu for **customer dates** and **customer time** of access zones

You can open the dropdown menu on the right in the line of the area above the button, if the **slider** *Show Areas Customerdates* in the System Setup, see Section 4.6.1.2 [96], is in the right-hand position.


The opening times of the access zone can be defined directly at check-in via the dropdown menu. You can restrict access to the selected days with Customer dates, and also define a time during which the area can be used with Customer time.

- Press the  button in the line of the area to open the drop-down menu.
- Move the slider in front of the days to the right **slider** to activate the access authorisation for these selected days.
- To deactivate, move the slider to the left **slider** .
- Enter the time when the opening period starts in the *Times/From* input field.
- Use the keyboard to enter the time. Further input options are the + (plus) and – (minus) buttons for incrementing or decrementing the value, or the  button which when pressed opens an input dialogue for devices with touch screen.
- Define the time at which the opening period ends in the *Times/To* input field.

(6) Transponder programming

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Check-in** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this guest.
- Place a different transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Close** button after successful programming and to complete the check-in.

You can now hand over the newly created transponders to the guest.

- Press the **Refresh** button if required in the menu bar of the main window if the room that has just been booked is still displayed as 'available' at the check-in.

4.2.1.2 Visitor check-in

(1) Input range **Date**

Start the check-in for the visitor by entering the booking period in the fields provided.

- Enter the start of the booking period in the *Check-in-Date* input field.
- Enter the end of the booking period in the *Check-out-Date* input field.

(2) Input range **Time** (optional)

The *Time* dialogue is displayed if the **slider** *Show Check-in/Check-out-Times* in the System Setup, see Section 4.6.1.2 [96], is on the right.

- Enter the start time in the *Check-in-Time* input field. Specify the time from which the authorisations of the transponder are valid.
- Enter the end of the booking period in the *Check-out-Time* input field. Specify the time from which the authorisations of the transponder become invalid and the visitor is no longer granted access.

(3) **Visitor Check-in** – input range **Rooms**

The dialogue for checking in the visitors must be changed over via the slider in the *Rooms* input area.

- Move the slider *Hide rooms* to the left
slider *Show Rooms* to hide the rooms when checking in the visitor.

The Details/Visitor dialogue is now displayed instead of rooms.

(4) Input range **Areas**

In the *Areas* input area, you determine the areas to which the visitor will have access authorisation. Several areas can also be selected.

- Activate the checkbox in the line for selecting the areas the visitor wishes to book.


(5) Dropdown menu for **customer dates** and **customer time** of access zones

You can open the dropdown menu on the right in the line of the area above the button, if the **slider** *Show Areas Customerdates* in the System Setup, see Section 4.6.1.2 [96], is in the right-hand position.

The opening times of the access zone can be defined directly at check-in via the dropdown menu. You can restrict access to the selected days with Customer dates, and also define a time during which the area can be used with Customer time.

- Press the button in the line of the area to open the drop-down menu.
- Move the slider in front of the days to the right **slider** to activate the access authorisation for these selected days.
- To deactivate, move the slider to the left **slider** .



- Specify the time the opening period begins in the *Times/From* input field.
- Use the keyboard to enter the time. Further input options are the + (plus) and – (minus) buttons for incrementing or decrementing the value, or the  button which when pressed opens an input dialogue for devices with touch screen.
- Define the time at which the opening period ends in the *Times/To* input field.

(6) Input range **Details/Visitor**


Enter the name of the visitor in the *Details/Visitor* input field at check-in in order to identify the transponder. The names of the visitor transponders are stated in the logs of the card events.

- Enter the name of the visitor in the *Firstname* and *Surname* input fields.

(7) **Transponder** programming

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Check-in** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this visitor.
- Place a different transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Close** button after successful programming and to complete the check-in.

You can now hand over the newly created transponders to the visitor.

- Press the **Refresh** button if required in the menu bar of the main window if the room that has just been booked is still displayed as 'available' at the check-in.

4.2.2 Check-out [Reception]

You can end the stay and check out the guest in BKS | hotel prior to departure using the **Check-out** menu item. Once the transponder has been returned, the handover is confirmed, the system is updated and the booked room is released for check-in.



- Press the **Check-out** button in the **Reception** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

Occupied rooms are displayed in the list and the guests can be checked out from this list. You can display specific rooms only or enter a keyword to search for a specific room with the search field *Enter Roomnumber...*

4.2.2.1 Check-out without reading the transponder

- Press twice (double-click) on the room that is to be checked out or press the corresponding line instead, to start the check-out procedure.
- Press the **OK** button in the *confirm Check-out* window.
- A confirmation dialogue with the message *Successful* is displayed and the room is deleted from the list.

4.2.2.2 Check-out without reading the transponder

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

- Press the **Check-out by Card** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder on the indicated area **(●●)** of the programming device and wait until the reading process is finished.

The reading starts and the *Detecting Card...* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the button **Check-out** in the *Details/Visitor* window.
- To confirm, press the **Check-out** button in the next *Check-out* window.
- A confirmation dialogue with the message *Successful* is displayed and the room is deleted from the list.

Alternatively, you can also cancel the check-out procedure in the *Details/Visitor* window.

- To finish press the **Close** button.
- Press the **+ create Extra Card** button to create a new transponders, see description in Section 4.2.3.2 [66].



4.2.3 Rooms [Reception]

The **Room** menu item provides an overview of the available rooms in the BKS | hotel and also the option to process via the check-in and check-out functions, and also create additional transponders and assign attributes for the room.



- Press the **Rooms** button in the **Reception** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing rooms are displayed in the list. Use the list to select and edit the rooms. You can use the *Roomnumber or Description...* search field to display certain rooms only, or enter a keyword to search for a specific room.

4.2.3.1 Checking-in the room from the list

- Activate the checkbox in the line in front of the room you wish to process.
- Press the **Check-in** button to start checking-in the selected room.
- Follow the description in Section 4.2.1 [61].

4.2.3.2 Creating additional card for a room from the list

- Activate the checkbox in the line in front of the room you wish to process.
- Press the **+ create Extra Card** button to program additional transponders for the room selected.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **((●))** of the programming device and wait until the reading process is finished.


The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this visitor.
- Place a different transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Close** button after successful programming and to complete the check-in.

4.2.3.3 Checking-out the room from the list

- Activate the checkbox in the line in front of the room you wish to process.
- Press the **Check-out** button to start checking-out the selected room.
- Follow the description in Section 4.2.2 [65].

4.2.3.4 Changing the status of the room

- Activate the checkbox in the line in front of the room you wish to process.
- Press the **Change Status** button to enter a status for the selected room.
- Alternatively, press the  button in the line after the room to change the status of the room.

NOTE

When the *Active* status is changed to the *Cleaning* status, a warning is displayed with the room at check-in, or it can no longer be booked if one of the other statuses is activated.

In the *Change Status* dialogue, you can select one of the following statuses:
Active | Cleaning | Maintenance | Late Checkout | Blocked manually.

- Press the **Select** button in the line that follows the required state.



4.2.4 Guests [Reception]

The **Guests** menu item displays a list of guest and visitor transponders and related information such as date of stay and number of cards. The additional editing features help to manage the transponders.



- Press the **Guests** button in the **Reception** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The list view displays the transponders currently checked in. Move the slider position to the right to display the checked out transponders.

- If the *Show Checked Out Guests slider* is deactivated, the **checked-in transponders** are displayed in the list.
- If the *Show Checked Out Guests slider* is activated, the **checked-out transponders** are displayed in the list.

The existing guest transponders are displayed in the list. Use the list to select and edit the transponders. The display can be restricted to guest transponders or a keyword entered to search for a specific guest card using the search field *Enter Sequence or Room Number*.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using a USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

4.2.4.1 Guest and visitor transponders lost

- Activate the checkbox in the line in front of the transponder which has been lost.
- Press the **Card lost** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- In the *Please select the lost card!* window, select the **line** of the lost transponder and click on the designation.
- Place the replacement transponder on the indicated area **(●●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card...* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- After successful programming, press the **Close** button in the *Result* window to finish.

When a booking is made with the new transponder, the doors where access was previously authorised with the lost transponder are blocked. The lost transponder is no longer able to open these doors once the booking is made.

4.2.4.2 Creating additional guest and visitor transponders

- Activate the checkbox in the line in front of the transponder for which an additional identity medium is to be created.
- Press the **+ create Extra Card** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the additional transponder on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Program Next Card** button to program more transponders for this guest.
- Place another transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- After successful programming, press the **Close** button to finish.

4.2.4.3 Reading guest and visitor transponders

- Press the **Read Card** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.

The reading starts and the *Detecting Card...* window is displayed.

- Place the transponder on the indicated area **(●)** of the programming device and wait until the reading process is finished.
- If the reading fails, the *Reading Guest Card failed* window is displayed. Press the **Retry** button to read-in again or **Close** to cancel.

The following information is displayed in the **Details/Visitor window**.

Card Id: [Sequence number of the transponder.]

Room Number: [Number of the room with access authorisation.]

Guest Id: [Sequence number used to create this guest.]

Areas: [Time limit and name of area.]

Number of Cards: [Existing transponder with this data set.]

Valid from: [Start of period of validity.]

Valid to: [End of period of validity.]

- Press the **+ create Extra Card** button to program more transponders for this guest or visitor. Place the additional transponder on the programming device. Remove the transponder from the programming device immediately after programming.
- Press the **Check-out** button to check-out the guest or visitor.
- To finish press the **Close** button.



4.3 Cardholder

Use the **Cardholder** menu item to create, edit and delete employees.



- Press the **Cardholder** button in the left menu bar or the corresponding icon in the collapsed menu bar.

The existing employees | cardholders are displayed in the list. Use the list to select and edit the employees. The display can be modified so that only employees are displayed, or a keyword entered to search for a specific employee, using the *Enter Cardholder...* search field.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

4.3.1 Creating a new cardholder

- Press the **+Add Cardh...** [+Add Cardholder] button in the menu bar of the main window.

Enter the name of the employee in the **Cardholder** section.

- Enter the name of the employee in the *Firstname* and *Surname* input field.

Go to the **Access** section to define which authorisations are available to the employee.

- Press the *Doors* input field and select one or more doors from the drop-down list. Doing this, the transponder is authorised to access the selected doors.
- Press the *Rooms* input field and select one or more rooms from the drop-down list. Doing this, the transponder is authorised to access the selected rooms.
- Press the *Areas* input field and select one or more areas from the drop-down list. The transponder is authorised to access the selected areas, if necessary with time restriction.

Employees can be granted access to doors with the ixalo hotel hardware | RFID via the **slider** *Ignore "DoNotDisturb"* even if this function has been activated via the hardware switch on the inside of the door.

If the "DoNotDisturb" function was activated, the door can only be opened by authorised guests or employees | cardholders who have been granted special access via the **slider** . Activate or deactivate the slider according to the following functions:

- **Slider** *Ignore DoNotDisturb*: when the slider is in this position, employees are denied access if the function has been activated via the door hardware switch on the inside of the door.
- **Slider** *Ignore DoNotDisturb*: when the slider is in this position, the employees can still access the room when the "DoNotDisturb" switch has been activated.

The function that grants access for a longer period of time can be enabled for the transponder via the **slider** *AlwaysOpen*. Additionally, the *AlwaysOpen* mode function can be activated in one of the three modes for the door selected in the dialogue via the **Doors** menu item. It is only possible to activate the *AlwaysOpen* mode at the door, and therefore open the door for a longer period using the cardholder transponder until the mode is cancelled, when both functions are activated. Activate or deactivate the slider according to the following functions:

- **Slider** *AlwaysOpen*: the function *AlwaysOpen* is deactivated for the transponder in this position.
- **Slider** *AlwaysOpen*: when the slider is in this position, the *AlwaysOpen* function of this transponder can be activated, providing the function is also activated in the door.

Define the validity period of the transponder in the **Expires** section. Define a time after which the authorisation to access the doors, rooms and areas selected above expires and the transponder becomes invalid. Activate or deactivate the slider according to the following functions:

- **Slider** *Never expires*: when the slider is in this position, the transponder is valid for an unlimited period.
- **Slider** *Never expires*: when the slider is in this position, you can define a period in the following step during which the rights assigned to the transponder are valid.

- Enter a date in the *Expiration Date* input field from which the transponder validity ends.
- Enter a time in the *Expiration Time* input field at which the transponder validity ends.
- Press the **Programming** button.

You can also perform the programming at a later date instead, e.g. if there is no programming device connected to BKS | hotel. Save your entries and start programming later via the list view.

- Press the **Save** button.
- Activate the checkbox in the line in front of the cardholder transponder to be programmed.
- Press the **Programming** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **(●)** of the programming device and wait until the reading process is finished.


The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- Press the **Close** button following successful programming.

The new created employee is displayed in the list of cardholders.






4.3.2 Editing an existing cardholder

- Press the  button in the line of the employee to be edited.



Go to the **Cardholder** section to change the name of the employee.

- Edit the name of the employee in the *Firstname* and *Surname* input field.



Rework the authorisations that are to apply for the employee and his transponder in the **Access** section.

- Press the *Doors* input field and select one or more doors from the drop-down list to add a door. Doing this, the transponder is authorised to access the selected doors. To remove a door, go to the *Doors* input screen and press the  button which appears after the listed door to remove the door from the selection.
- Press the *Rooms* input field and select one or more rooms from the drop-down list to add a room. Doing this, the transponder is authorised to access the selected rooms. To remove a room, go to the *Rooms* input screen and press the  button that appears behind the listed room to remove the room from the selection.
- Press the *Areas* input field and select one or more areas from the drop-down list to add an area. The transponder is authorised to access the selected areas, if necessary with time restriction. To remove an area, go to the *Areas* input screen and press the  button that appears behind the listed area to remove the area from the selection.



Employees can be granted access to doors with the ixalo hotel hardware | RFID via the **slider** *Ignore "DoNotDisturb"* even if this function has been activated via the hardware switch on the inside of the door. Activate or deactivate the slider according to the following functions:

- **Slider**  *Ignore DoNotDisturb*: when the slider is in this position, employees are denied access if the function has been activated via the hardware switch on the inside of the door.
- **Slider**  *Ignore DoNotDisturb*: when the slider is in this position, the employees can still open the door when the "DoNotDisturb" switch has been activated.

The function that grants access for a longer period of time can be enabled for the transponder via the **slider** *AlwaysOpen*. Activate or deactivate the slider according to the following functions:

- **Slider**  *AlwaysOpen*: the function *AlwaysOpen* is deactivated for the transponder in this position.
- **Slider**  *AlwaysOpen*: when the slider is in this position, the *AlwaysOpen* function of this transponder can be activated, providing the function is also activated in the door.

Define the validity period of the transponder in the **Expires** section. Specify a time after which the access authorisation expires and the transponder becomes invalid. Activate or deactivate the slider according to the following functions:

- **Slider**  *Never expires*: when the slider is in this position, the transponder is valid for an unlimited period.
- **Slider**  *Never expires*: when the slider is in this position, you can define a period in the following step during which the rights assigned to the transponder are valid.

- Enter a date in the *Expiration Date* input field from which the transponder validity ends.
- Enter a time in the *Expiration Time* input field at which the transponder validity ends.
- Press the **Programming** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- If the transponder is already in use and has been programmed with latest data, press the **Override Explicitly** button to reprogram the transponder and overwrite the old data.
- Press the **Close** button following successful programming.

4.3.3 Cardholder transponder lost

The **slider** must be in the *show activated Cardholder* position, or moved to this position, to select the lost transponder from the list.

- Activate the checkbox in the line in front of the transponder which has been lost.
- Press the **Card lost** button in the menu bar of the main window.
- Press the **Replace** button in the *Replace or disable card?* window.
- Place the replacement transponder on the indicated area **(●)** of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- After successful programming, press the **Close** button in the *Result* window to finish.


When a booking is made with the new transponder, the doors where access was previously authorised with the lost transponder are blocked. The lost transponder is no longer able to open these doors once the booking is made.



Alternatively, the lost transponder can also be deactivated. In doing so, please note that you will need to reprogram the doors in order to block these transponder authorisations.

- Press the **Deactivate** button in the *Replace or disable card?* window.
- In order to block the access authorisations of the lost transponder, all doors for which the transponder was authorised must be programmed using the programming device.
- A description of how to program the doors is provided in Section 4.7.2.1 [102] and how to read out the data at the doors is provided in Section 4.7.2.2 [103].



4.3.4 Replacing a cardholder transponder

To select the transponder you wish to replace, the **slider** must be in the  *show activated Cardholder* position, or moved to this position, in the list.

- Press the  button in the line of the employee whose transponder is to be replaced.
- Press the **Replace** button in the *Replace or disable card?* window.
- Place the replacement transponder on the indicated area  of the programming device and wait until the reading process is finished.

The programming starts and the *Detecting Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.


- After successful programming, press the **Close** button in the *Result* window to finish.

When a booking is made with the new transponder, the doors where access was previously authorised with the replaced transponder are blocked. The lost transponder is no longer able to open these doors once the booking is made.

4.3.5 Reading a cardholder transponder

- Press the **Read Card** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the transponder.

The reading starts and the *Detecting Card...* window is displayed.

- Place the transponder on the indicated area  of the programming device and wait until the reading process is finished.
- If the reading fails, the *Reading Guest Card failed* window is displayed. Press the **Retry** button to read-in again or **Close** to cancel.


The following information are displayed in the **Cardholder transponder** window.

Cardholder Name: [Name of transponder owner.]
 Expiration: [Time from which the transponder becomes invalid.]
 Rooms: [Authorisation for the following rooms.]
 Doors: [Authorisation for the following doors.]
 Areas: [Authorisation for the following areas.]
 Ignore "DoNotDisturb": [Yes: function activated / No: function deactivated.]

- To deactivate the transponder, press the **Deactivate** button and in the next window the **Deactivate** button to confirm.
- To replace the transponder, press the **Deactivate** button and in the next window the **Replace**. Place the replacement transponder on the programming device.
- To finish press the **Close** button.

4.3.6 Deactivating and activating a cardholder transponder


To **deactivate** a transponder, the **slider** must be in the *show activated Cardholder* position, or moved to this position.

- Press the  button in the line of the employee to be deactivated.
- Press the **Deactivate** button in the Replace or disable card? window.

The corresponding entry for the cardholder is removed from the list and moved into the list of deactivated cardholder transponders.



- In order to block the access authorisations of the deactivated transponder, all doors for which the transponder was authorised must be programmed using the programming device.
- A description of how to program the doors is provided in Section 4.7.2.1 [102] and how to read out the data at the doors is provided in Section 4.7.2.2 [103].

The **slider** position must be set to *show deactivated Cardholder* to **activate** a transponder.

- Move the **slider** *show activated Cardholder* to the right position .
- Press the  button in the line of the employee to be activated.

The corresponding entry for the cardholder is removed from the list and moved into the list of active cardholder transponders.

The transponder must be reprogrammed after activation.

- Press the  button in the line of the activated cardholder transponder.
- Press the **Programming** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!.* Then click on the name of the programming device with which you want to read the transponder.
- Place the transponder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

The programming starts and the *Program Card* window is displayed during the process. Remove the transponder from the programming device immediately after programming.

- If the transponder is already in use and has been programmed with latest data, press the **Override Explicitly** button to reprogram the transponder and overwrite the old data.
- Press the **Close** button following successful programming.




4.3.7 Creating new cardholders from a CSV file

To speed things up if you already have a record of all employees in tabular form, you can also import this data into BKS | hotel directly. Save the recorded data to a CSV file. More detailed information on the structure of the CSV file is available from us on request.

- Press the **Import CSV** button in the menu bar of the main window.
- Navigate to the target directory using the file browser in the *Open* window and select the required *.CSV file.
- Press the **Open** button to import the CSV file.
- In the Import CSV window, confirm the data import and press the **OK** button.

Once the employees have been successfully imported in CSV format, they are displayed in the list of cardholders. You can continue editing the cardholder there.

- Press the  button in the line of the employee to be edited.

Add and/or change the data of the employees as described in **Section 4.3.2 Editing an existing cardholder [72]**.

4.4 Settings

When you select the **Settings** menu item, the dropdown list of menu items that enable you to configure the infrastructure in your BKS | hotel software locking system opens.



- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

4.4.1 Doors [Settings]

The **Doors** menu item provides you with the function for creating and managing the doors (access points) which form the basis of the rooms and areas in your locking system.



- Press the **Doors** button in the **Settings** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing doors are displayed in the list. Use the list to select and edit the doors. You can display doors only or find a specific door by entering a keyword using the search field *Enter Name of Door or Serialnumber...*

NOTE

Note that an ixalo programming device B 5971 0001 connected to BKS | hotel is required to manage the doors.

→ A successful connection is indicated on the display.

4.4.1.1 Initialising new access points|doors

The new ixalo access points supplied for your BKS | hotel locking system are not tied to any master key system at the factory. Before operating the new access points in the doors of your locking system, the devices which are not tied to a master key system must be assigned once by initialisation. The master key system data and the system key from the master transponder are transferred from the access point (not tied to a master key system).

NOTE

On no account whatsoever should you interrupt the initialisation process or end the operation prematurely!

- Establish the power supply to the access point, e.g. by inserting batteries.
- Hold the master transponder in front of the access point.
→ During progress: the green LED lights up five times with a continuous beep.
- Do not remove the master transponder until the process has been successfully completed.

The access point signals this with five green flashes and continuous beeps. During the beeping, the memory in the access point is initialised.

- Successful initialisation is signalled by the access point.
→ Success: the green LED lights up once with a short beep.
→ Error: the red LED lights up five times.
- Keep your master transponder in a safe place.


After successful commissioning, the ixalo access points can be installed in the doors of your locking system and managed and programmed using BKS | hotel.




4.4.1.2 Creating a new door

- Press the **+ Add Door** button in the menu bar of the main window.
- Enter a name for the door in the input field *Name*. The door can subsequently be selected in other functions under this name.
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the  button to read the serial number of the door.
- Select the line of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the door.

Readiness for reading is indicated by the circled BKS | hotel logo.

- Place the ixalo door hardware or the ixalo cylinder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

Alternatively, the serial number of the door can also be entered directly in the input field. With an installed or a powerless device e.g. ixalo wall reader, the input must be selected.

- Enter the device number in the input field *Serialnumber*.

Use the slider in the *Duration* input field to edit the opening times of the door. We recommend not to change the default time.

- If required, press and move the slider to set a new time period during which the door can be opened.

If required, this function can be activated in one of three variants for the door selected in the dialogue via the input field *AlwaysOpen Mode*. In addition, the *AlwaysOpen* function must be activated for the transponder via the menu item **Check-in** or **Cardholder**. Only then is it possible to open doors with a transponder for a longer period of time and with *AlwaysOpen Mode* activated until the mode is cancelled.

- Press the *AlwaysOpen Mode* input field and select a mode from the drop-down list.
- **Normal:** the *AlwaysOpen* function is deactivated and is not available for this door.
- **Manually** allows free access without having a transponder over a longer period of time. If a long entry (> 2 s) is made with an authorised transponder in which the *AlwaysOpen* function is active, the door remains permanently unlocked until the *AlwaysOpen* function is stopped by another long entry with an authorised transponder
- **Half Automatically** extends the manual permanent release to include restriction by a time zone. The *AlwaysOpen* function can be started and ended manually within the time zone. Once the time zone has expired, the function ends automatically. Activation outside the time zone is not possible.
- **Automatically** means that the door is permanently open automatically subject to time control within the selected time zone and is blocked once this time period has elapsed. During the release period, users can pass through the access point without an authorisation request.

When selecting the mode *Half Automatically* or *Automatically* a time period must also be defined.

- After selecting the *Half Automatically* or *Automatically* mode, press the input field *AlwaysOpen-Timezone* and select a time zone from the dropdown list.

When creating the door, you can define via the **slider** *Communitydoor* whether the door is a community door and, because it belongs to several rooms, can be booked in parallel by different guests. A door in the corridor leading to the room is an example of a community door. Due to the allocation, only the guests occupying the room next to the corridor are granted access to the corridor through this door. Otherwise public traffic would be blocked.

If, on the other hand, a door is not created as a community door, it can only be booked once at room check-in. The other rooms to which this door has also been assigned can no longer be booked for the booking period defined at check-in. The aim of this is to prevent double bookings when areas overlap, which means, for example, that a door between two separately booked rooms would become accessible.

- **Slider** *Communitydoor*: with the slider in this position, following the room check-in with the door selected for the room, the other rooms for which this door has also been selected are no longer available for booking.
- **Slider** *Communitydoor*: when the slider is in this position, all rooms connected to this door can also be booked in parallel.

When reading the serial number by means of the programming device, the *Device type* of the door is automatically set. If you have entered the serial number in the input field, you should add the exact *Device type*, a special type of the product, in order to be able to use the full scope of functionalities.

- Press the *Device type* input field and select the suitable device type from the drop-down list.

Your entries for the door are transferred in the next step for later programming.

- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the **Save** button for transfer to the programming device.

Alternatively, if no programming device is connected to BKS | hotel, the door is saved and you can start programming later via the list view.

- Activate the checkbox in the line in front of the door to be programmed in the *Doors* window.
- Press the **Program Door** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data to the door.

The data transfer to the programming device starts and the *Programming Door* window is displayed during the process.








- Press the **Close** button.



You can now program the access point using the programming device. If access points are already installed, transfer the data by carrying the programming device on site and bring it from door to door.

NOTE

For further notes and setting options of the programming device, please refer to the instructions C59501188 of the ixalo programming device.

- To switch on the programming device, press the button  for at least 4 s if it is not switched on.
- ► **RFID/NFC** is selected in the display.
→ Navigate to this line and press the  or  button.
- Press the  button.
- ► **Program** is selected in the display.
→ Navigate to this line and press the  or  button.
- Press the  button.

The next step is displayed in the programming device:

Hold device towards programming device.

- During data transfer, hold the programming device constantly in front of the access point.

The display of the programming device shows the progress of the data transfer.

The message *Programming finish* indicates successful transfer.

Once the programming of the doors is complete, the events read out during the process and in the programming unit are saved and must be transferred to the BKS | hotel system.



- Press the **Service** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **SXPG Sync** button in the **Service** drop-down menu in the left-hand column.
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.


A successful connection is indicated on the display.

- Then press the **Event Upload from Programming Device** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*.
Then click on the name of the programming device with which you want to transfer data from the door.
- Press the **OK** button in the *Confirm Event Upload* window.

The transfer of the data from the programming device is then started. The *Successful* message displays that the upload is completed.

- Press the **Back** button.


4.4.1.3 Editing an existing door

- Press the  button in the line for the time zone to be edited.
- Edit the door designation in the input field *Name*. The door can subsequently be selected in other functions under this name.


To edit the serial number, read again or enter a new number.

- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the  button to read the serial number of the door.
- Select the line of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to read the door.

Readiness for reading is indicated by the circled BKS | hotel logo.

- Place the ixalo door hardware or the ixalo cylinder to be programmed on the indicated area  of the programming device and wait until the reading process is finished.

Alternatively, the serial number of the door can also be entered directly in the input field. With an installed or a powerless device e.g. ixalo wall reader, the input must be selected.

- To edit, go to the *Serialnumber* input field and enter the device number.

Use the slider in the *Duration* input field to edit the opening times of the door. We recommend not to change the default time.

- If required, press and move the slider to set a new time period during which the door can be opened.

If required, this function can be activated in one of three variants for the door selected in the dialogue via the input field *AlwaysOpen Mode*. In addition, the *AlwaysOpen* function must be activated for the transponder via the menu item **Check-in** or **Cardholder**. Only then is it possible to open doors with a transponder for a longer period of time and with *AlwaysOpen Mode* activated until the mode is cancelled.

- Press the *AlwaysOpen Mode* input field and select a mode from the drop-down list.
- **Normal:** the *AlwaysOpen* function is deactivated and is not available for this door.
- **Manually** allows free access without having a transponder over a longer period of time. If a long entry (> 2 s) is made with an authorised transponder in which the *AlwaysOpen* function is active, the door remains permanently unlocked until the *AlwaysOpen* function is stopped by another long entry with an authorised transponder.



- **Half Automatically** extends the manual permanent release to include restriction by a time zone. The *AlwaysOpen* function can be started and ended manually within the time zone. Once the time zone has expired, the function ends automatically. Activation outside the time zone is not possible.
- **Automatically** means that the door is permanently open automatically subject to time control within the selected time zone and is blocked once this time period has elapsed. During the release period, users can pass through the access point without an authorisation request.

When selecting the mode *Half Automatically* or *Automatically* a time period must also be defined.

- After selecting the *Half Automatically* or *Automatically* mode, press the input field *AlwaysOpen-Timezone* and select a time zone from the dropdown list.

When creating the door, you can define via the **slider** *Communitydoor* whether the door is a community door and, because it belongs to several rooms, can be booked in parallel by different guests. A door in the corridor leading to the room is an example of a community door. Due to the allocation, only the guests occupying the room next to the corridor are granted access to the corridor through this door. Otherwise public traffic would be blocked.

If, on the other hand, a door is not created as a community door, it can only be booked once at room check-in. The other rooms to which this door has also been assigned can no longer be booked for the booking period defined at check-in. The aim of this is to prevent double bookings when areas overlap, which means, for example, that a door between two separately booked rooms would become accessible.

- **Slider** *Communitydoor*: with the slider in this position, following the room check-in with the door selected for the room, the other rooms for which this door has also been selected are no longer available for booking.
- **Slider** *Communitydoor*: when the slider is in this position, all rooms connected to this door can also be booked in parallel.

When reading the serial number by means of the programming device, the *Device type* of the door is automatically set. If you have entered the serial number in the input field, you should add the exact *Device type*, a special type of the product, in order to be able to use the full scope of functionalities.

- Press the *Device type* input field and select the suitable device type from the drop-down list.

Your entries for the door are transferred in the next step for later programming.

- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Press the **Save** button for transfer to the programming device.

Alternatively, if no programming device is connected to BKS | hotel, the door is saved and you can start programming later via the list view.

- In the *Doors* dialogue box activate the checkbox in the line in front of the door to be programmed.
- Press the **Program Door** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data to the door.

The data transfer to the programming device starts and the *Programming Door* window is displayed during the process.

- Press the **Close** button.

You can now program the access point using the programming device. If access points are already installed, transfer the data by carrying the programming device on site and bring it from door to door.

NOTE

For further notes and setting options of the programming device, please refer to the instructions C59501188 of the ixalo programming device.

- To switch on the programming device, press the button for at least 4 s if it is not switched on.
- **►RFID/NFC** is selected in the display.
→Navigate to this line und press the or button.
- Press the button.
- **►Program** is selected in the display.
→Navigate to this line und press the or button.
- Press the button.

The next step is displayed in the programming device:
Hold device towards programming device.

- During data transfer, hold the programming device constantly in front of the access point.

The display of the programming device shows the progress of the data transfer.
The message *Programming finish* indicates successful transfer.

Once the programming of the doors is complete, the events read out during the process and in the programming unit are saved and must be transferred to the BKS | hotel system.



- Press the **Service** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.
- Press the **SXPG Sync** button in the **Service** drop-down menu in the left-hand column.
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- Then press the **Event Upload from Programming Device** button.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*.
Then click on the name of the programming device with which you want to transfer data from the door.
- Press the **OK** button in the *Confirm Event Upload* window.

The transfer of the data from the programming device is then started. The *Successful* message displays that the upload is completed.

- Press the **Back** button.



4.4.1.4 Programming door

Follow the further steps to program the door.

- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

- In the *Doors* dialogue box, activate the checkbox in the line in front of the door to be programmed.
- Press the **Program Door** button in the menu bar of the main window.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data to the door.

The data transfer to the programming device starts and the *Programming Door* window is displayed during the process.

- Press the **Close** button.

You can now program the access point using the programming device. If access points are already installed, transfer the data by carrying the programming device on site and bring it from door to door.

- To switch on the programming device, press the button for at least 4 s if it is not switched on.
- ► **RFID/NFC** is selected in the display.
→Navigate to this line und press the or button.
- Press the button.
- ► **Program** is selected in the display.
→Navigate to this line und press the or button.
- Press the button.

The next step is displayed in the programming device:

Hold device towards programming device.

- During data transfer, hold the programming device constantly in front of the access point.

The display of the programming device shows the progress of the data transfer. The message *Programming finish* indicates successful transfer.

Once the programming of the doors is complete, the events read out during the process and in the programming unit are saved and must be transferred to the BKS | hotel system.

4.4.1.5 Deleting door

- Activate the checkbox in the line in front of the door you wish to delete.
- Press the **Delete selected** button in the menu bar of the main window to delete the door from the list.

The door can also be deleted via the button in the line of the door instead.


- Press the button.
- In the next window, press the **Delete** button to confirm.

4.4.1.6 Creating new doors from a CSV file

To speed things up if you already have a record of all doors in tabular form, you can also import this data into BKS | hotel directly. Save the recorded data to a CSV file. More detailed information on the structure of the CSV file is available from us on request.

- Press the **Import CSV** button in the menu bar of the main window.
- Navigate to the target directory using the file browser in the *Open* window and select the required *.CSV file.
- Press the **Open** button to import the CSV file.
- In the Import CSV window, confirm the data import and press the **OK** button.

Once the doors have been successfully imported in CSV format, they are displayed in the list of doors. You can continue editing the door there.

- Press the  button in the line of the door to be edited.

Add and/or change the data of the door as described in **Section 4.4.1.3 Editing an existing door [81]**.



4.4.2 Rooms [Settings]

The **Rooms** menu item offers the function to create or manage bookable facilities at your hotel.





- Press the **Rooms** button in the **Settings** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing rooms are displayed in the list. Use the list to select and edit the rooms. You can display rooms only or enter a keyword to search for a specific room with the search field *Enter Roomnumber or Description...*

4.4.2.1 Creating a new room

- Press the **+ Add Room** button in the menu bar of the main window.
- Enter a room number in the input field *Number*.
- Enter a name for the room in the input field *Description*.
- Press the *Doors* input field and select one or more doors from the drop-down list. By selecting the doors the authorisations to access the selected doors are included with the room.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.


4.4.2.2 Editing an existing room

- Press the  button in the line of the room to be edited.
- Edit the room number in the input field *Number*.
- Edit the name for the room in the input field *Description*.
- Press the *Doors* input field and select one or more doors from the drop-down list to add a door. By selecting the doors the authorisations to access the selected doors are included with the room. To remove a door, go to the *Doors* input screen and press the  button which appears after the listed door to remove the door from the selection.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.

4.4.2.3 Deleting room

- Activate the checkbox in the line in front of the room you wish to delete.
- Press the button **Delete selected** in the menu bar of the main window to remove the room from the list and delete it.

The room can also be deleted via the button in the line of the room instead.


- Press the  button.
- In the next window, press the **Delete** button to confirm.

4.4.2.4 Creating new rooms from a CSV file

To speed things up if you already have a record of all rooms in tabular form, you can also import this data into BKS | hotel directly. Save the recorded data to a CSV file. More detailed information on the structure of the CSV file is available from us on request.

- Press the **Import CSV** button in the menu bar of the main window.
- Navigate to the target directory using the file browser in the *Open* window and select the required *.CSV file.
- Press the **Open** button to import the CSV file.
- In the Import CSV window, confirm the data import and press the **OK** button.

Once the rooms have been successfully imported in CSV format, they are displayed in the list of rooms. You can continue editing the rooms there.

- Press the  button in the line of the room to be edited.

Add and/or change the data of the room as described in **Section 4.4.2.2 Editing an existing room [86]**.



4.4.3 Timezone [Settings]

The **Timezone** menu item provides the function for defining a time period, consisting of several intervals if necessary, during which access to a certain area can be restricted. This is defined via the calendar function.



- Press the **Timezone** button in the **Settings** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

Rooms and doors can be freely accessed throughout the entire period of validity as standard. Access through an area with a time zone, on the other hand, is only possible during the defined intervals and is blocked outside them.

By adding the time zone to an area, the time zone becomes an access authorisation for the transponder card for this area.

NOTE

If a transponder card is authorised to access a door and/or a room, this has priority and is not restricted by an area with time zone.







→ Access is also freely available using this transponder card outside the time zone.

The existing time zones are displayed in the list. Use the list to select and edit the time zones. You can display time zones only or find a specific time zone by entering a keyword using the search field *Enter Name of Timezone...*

4.4.3.1 Creating a new time zone

- Press the **+ Add Timezone** button in the menu bar of the main window.
- Enter the designation for the time zone in the input field *Name*. The time zone can subsequently be selected in other functions under this name.
- To set up an interval, press on an input field in the week view matrix to define the start of the interval, e.g. the field at the intersection of *Monday* and *00:00*.
- Use *Edit Interval* to define an interval for the time zone in the next step.
 - In the *Start time* input field specify the time at which the interval is to start.
 - Use the keyboard to enter the time. Further input options are the + (plus) and – (minus) buttons for incrementing or decrementing the value, or the button which when pressed opens an input dialogue for devices with touch screen.
 - In the *End time* input field specify the time at which the interval is to end.
 - The series of buttons are used to define for which days the period applies.
 - Move the slider in front of the week days to the right **slider** to activate the interval for these selected days.
 - To deactivate the period move the **slider** to the left .
 - Press the **Refresh** button to apply the setting in the matrix.
- To delete an interval, select the interval you wish to delete in the matrix then press the **Delete** button in the *Edit Interval* dialogue box.
- If necessary, specify more intervals as described above.
- Press the **Save** button to quit the dialogue or **Back** to cancel the input.


4.4.3.2 Editing an existing time zone

- Press the  button in the line for the time zone to be edited.
- Edit the designation for the time zone in the input field *Name*. The time zone can subsequently be selected in other functions under this name.
- To edit an existing interval press the corresponding field in the matrix which is displayed with a blue border and light blue background.
- To add a new interval, press on the input field that corresponds to the start of the interval in the week view, e.g. the intersection between *Monday* and *00:00*.
- Use *Edit Interval* to define an interval for the time zone in the next step.
 - In the *Start time* input field enter the time at which the interval is to start.
 - Use the keyboard to enter the time. Further input options are the + (plus) and – (minus) buttons for incrementing or decrementing the value, or the  icon which when pressed opens an input dialogue for devices with touch screen.
 - In the *End* input field specify the time at which the interval ends.
 - The series of buttons are used to define for which days the period applies.
 - Move the slider  in front of the week days to the right **slider**  to activate the interval for these selected days.
 - To deactivate the period move the **slider**  to the left .
 - Press the **Refresh** button to apply the setting in the matrix.
- To delete an interval, select it in the matrix and press the **Delete** button in the *Edit Interval* dialogue box.
- If necessary, create more intervals as described above.
- Press the **Save** and **Back** buttons to quit the dialogue.
- Only press the **Back** button to cancel the dialogue.

4.4.3.3 Deleting time zone

- Activate the checkbox in the line in front of the time zone you wish to delete.
- Press the **Delete selected** button in the menu bar of the main window to remove the time zone from the list and delete it.

The time zone can also be deleted via the button in the line of the time zone instead.

- Press the  button.
- In the next window, press the **Delete** button to confirm.



4.4.4 Areas [Settings]

The menu item **Areas** offers the function to create or manage the areas. Access to the selected doors and rooms can also be restricted to the opening times for the area during the period of validity of the transponder card.

Access authorisation for these special areas can be added to the booking as an option at check-in for guests and visitors or when issuing the cardholder transponder by granting access to the area. Examples are the fitness, swimming or wellness area and seminar rooms, etc.



- Press the **Areas** button in the **Settings** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing areas are displayed in the list. Use the list to select and edit the areas. You can display areas only or find a specific area by entering a keyword using the search field *Enter Name of Area...*

4.4.4.1 Creating a new area

- Press the **+ Add Area** button in the menu bar of the main window.
- Enter a name for the area in the input field *Name*. The area can subsequently be selected in other functions under this name.

A *Defaultarea* is automatically booked as an option at check-in. To cancel this, deselect the area at check-in by unchecking the option. Activate or deactivate the slider according to the following functions:

- **Slider** *Defaultarea*: this area is recorded as not booked at check-in.
- **Slider** *Defaultarea*: this area is recorded as booked at the check-in.

The *Number of Area* is relevant when checking in via a Property Management System (PMS). Up to twenty areas can be booked via the corresponding *Number of Area* (PMS ID) when checking in directly in the PMS. When PMS is not used, the *Number of Area* option can be used to differentiate between areas.


- Assign a PMS ID for the area by entering a number between 1 and 20 in the *Number of area* field. Without PMS, any number can be entered instead, e.g. for sorting. Take care not to assign the PMS ID twice for areas and assignments.

Activation of the booking of this area at check-in for guests and/or visitors. The area cannot be booked by guests and/or visitors if the booking is not activated. Activate or deactivate the slider according to the following functions:

- **Slider** *Guest*: this area is not available to be booked by guests.
- **Slider** *Guest*: this area can be added to the booking for guests at the check-in.
- **Slider** *Visitor*: this area is not available to be booked by visitors.
- **Slider** *Visitor*: this area can be added to the booking for visitors at check-in.
- Press the *Timezone* input field and select a time zone from the drop-down list that restricts access by time. If no time zone is selected, access to the area is possible without time restriction.
- Press the *Doors* input field and select one or more doors from the drop-down list. The area is authorised to access the selected doors, if necessary with time restriction.

- Press the *Rooms* input field and select one or more rooms from the drop-down list. The area is authorised to access the selected rooms, if necessary with time restriction.
- Press the **Save** and **Back** buttons to quit the dialogue.
- Only press the **Back** button to cancel the dialogue.

4.4.4.2 Editing an existing area

- Press the  button in the line of the area to be edited.
- Edit the designation for the time zone in the input field *Name*. The area can subsequently be selected in other functions under this name.



A *Defaultarea* is automatically booked as an option at check-in. To cancel this, deselect the area at check-in by unchecking the option. Activate or deactivate the slider according to the following functions:

- **Slider** *Defaultarea*: this area is recorded as not booked at check-in.
- **Slider** *Defaultarea*: this area is recorded as booked at the check-in.

The *Number of area* is relevant when checking in via a Property Management System (PMS). Up to twenty areas can be booked via the corresponding *Number of Area* (PMS ID) when checking in directly in the PMS. When PMS is not used, the *Number of Area* option can be used to differentiate between areas.

- Edit the *PMS ID* (integer 1–20) in the input field.
Without PMS, any number can be entered instead, e.g. for sorting.
Take care not to assign the PMS ID twice for areas and assignments.

Activation of the booking of this area at check-in for guests and/or visitors. The area cannot be booked by guests and/or visitors if the booking is not activated. Activate or deactivate the slider according to the following functions:

- **Slider** *Guest*: this area is not available to be booked by guests.
- **Slider** *Guest*: this area can be added to the booking for guests at the check-in.
- **Slider** *Visitor*: this area is not available to be booked by visitors.
- **Slider** *Visitor*: this area can be added to the booking for visitors at check-in.
- To add, press the *Timezone* input field and select a time zone from the drop-down list that restricts access by time. If no time zone is selected, access to the area is possible without time restriction. To remove the time zone press the input field *Timezone* and select **Select** from the list. No time zone is active now.
- Press the *Doors* input field and select one or more doors from the drop-down list to add a door. The area is authorised to access the selected doors, if necessary with time restriction. To remove a door, go to the *Doors* input screen and press the  button which appears after the listed door to remove the door from the selection.
- Press the *Rooms* input field and select one or more rooms from the drop-down list to add a room. The area is authorised to access the selected rooms, if necessary with time restriction. To remove a room, go to the *Rooms* input screen and press the  button that appears behind the listed room to remove the room from the selection.




- Press the **Save** and **Back** buttons to quit the dialogue.
- Only press the **Back** button to cancel the dialogue.

4.4.4.3 Deleting area

- Activate the checkbox in the line in front of the area you wish to delete.
- Press the **Delete selected** button in the menu bar of the main window to remove and delete the area from the list.

The area can also be deleted via the button in the line of the area instead.

- Press the  button.
- In the next window, press the **Delete** button to confirm.

4.5 Protocols

Under the **Protocols** menu item, you can open the dropdown list of menu items for using the Protocols function to display reports about events that have been logged in lists when BKS | hotel is in operation.



- Press the **Protocols** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.


4.5.1 Access Events [Protocols]

The **Access Events** menu item displays the events logged in connection with the access points.




- Press the **Access Events** button in the **Protocols** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.


The existing events for the relevant access points are displayed in the list.

- Press the **Refresh** button in the menu bar of the main window to update the list entries.
- Important events are marked with the  symbol at the beginning of the list.


By activating a filter, you can get a clearer overview by only displaying events which occurred in a specific time period.

- In the *Range* input field select the starting and end point of the period and enter a date.
- Alternatively, press the  button and select the time period from the calendar in the dialogue that appears next, also with a touchscreen.

Other filters, e.g. by doors and/or events, can be selected via the following button.

- Press the **Filter**  button to open the drop-down menu.
- Click on the *Select Doors* input field and select one or more doors from the drop-down list.
- Click on the *Select Events* input field and select an event from the drop-down list, e.g. *Access granted*.

Use the following button to reset the filters.

- Press the  button to reset all filters.


4.5.2 Card Events [Protocols]

The **Card Events** menu item displays the events logged in connection with card events.




- Press the **Card Events** button in the **Protocols** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing events for the relevant ident media are displayed in the list.

- Press the **Refresh** button in the menu bar of the main window to update the list entries.
- Important events are marked with the  symbol at the beginning of the list.

By activating a filter, you can get a clearer overview by only displaying events which occurred in a specific time period.

- In the *Range* input field select the starting and end point of the period and enter a date.
- Alternatively, press the  button and select the time period from the calendar in the dialogue that appears next, also with a touchscreen.

Use the following button to reset the filters.

- Press the  button to reset all filters.

4.5.3 System Events [Protocols]

The events logged in connection with actions performed in the system are displayed under the **System Events** menu item.




- Press the **System Events** button in the **Protocols** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.


The existing events for the relevant system events are displayed in the list.

- Press the **Refresh** button in the menu bar of the main window to update the list entries.

By activating a filter, you can get a clearer overview by only displaying events which occurred in a specific time period.

- In the *Range* input field select the starting and end point of the period and enter a date.
- Alternatively, press the  button and select the time period from the calendar in the dialogue that appears next, also with a touchscreen.

Filtering is also possible according to persons and/or event type via the following button.

- Press the **Filter**  button to open the drop-down menu.
- Click on the *Select User* input field and select a user from the drop-down list of displayed user accounts.
- Click on the *Select Eventtype* input field and select an event type from the drop-down list, e.g. *PmsSettings updated*.

Use the following button to reset the filters.

- Press the  button to reset all filters.



4.5.4 PMS Events [Protocols]

The **PMS Events** menu item displays the events logged in connection with the Property Management System (PMS).




- Press the **PMS Events** button in the **Protocols** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing events for the relevant PMS are displayed in the list.

- Press the **Refresh** button in the menu bar of the main window to update the list entries.

By activating a filter, you can get a clearer overview by only displaying events which occurred in a specific time period.

- In the *Range* input field select the starting and end point of the period and enter a date.
- Alternatively, press the  button and select the time period from the calendar in the dialogue that appears next, also with a touchscreen.

Use the following button to reset the filters.

- Press the  button to reset all filters.

4.6 System Setup

When you select the **System Setup** menu item, the dropdown list of menu items that enable you to perform settings in the System Setup opens.



- Press the **System Setup** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

4.6.1 General [System Setup]

The **General** menu item provides the function for configuring the general settings in the System Setup.



- Press the **General** button in the **System Setup** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

Select a **register tab** in the header of the main window to make further settings.

4.6.1.1 Logo [General]

Under the **Logo** register tab, you can adapt the BKS | hotel client visually to the corporate design of your hotel. This is possible by replacing the logo in the main window.

- Press the **Logo** button in the header of the main window to open the Logo tab.

Follow the steps below to replace the default BKS logo in the BKS | hotel client with your preferred logo.

- Press the **Select your Logo** button in the menu bar of the main window.
- In the *Open* window navigate to the desired logo file and select this.
- After selecting the logo file, press the **Open** button.
- Press the **OK** button in the **Confirm Logo Upload** window to confirm the upload.

You can reset the BKS | hotel logo by making the following setting.

- Press the **Reset Logo to default** button in the menu bar of the main window.



4.6.1.2 Check-in [General]

You can add views and functions to the Check-In menu item in the **Check-In** register tab. The default settings exist for the time frame for checking guests and visitors in and out, for the minimum time interval between checking in and checking out and for options for adjusting the display.

- Press the **Check-In** button in the header of the main window to open the *Check-In* tab.

The **Default Check-In-Time** specifies the time from when the room can be booked by the guest or visitor.

- Enter the start time in the input field.

The **Default Check-In-Time** specifies the time by which the guest or visitor must have checked out of the room.

- Enter the end time in the input field.

The **Check-In Intervals** define when the guest or visitor can check out again at the earliest after checking in.

- Select an interval of 1 to 10 hours in the dropdown list in hourly increments after which the guest or visitor can check out again.

Extend the display of the *Check-in* function to include additional fields containing details of the information or settings stated below. Activate or deactivate the slider according to the following functions:

- **Slider** *Show Check-in/Check-out-Times*: when the slider is in this position, the outlined area **Times** is not displayed.
Slider *Show Check-in/Check-out-Times*: when the slider is in this position, the outlined area **Times** is displayed at check-in.
- **Slider** *Show Areas Customerdates*: when the slider is in this position, the **customer dates** are not displayed as dropdown list for the area.
Slider *Show Areas Customerdates*: when the slider is in this position, the **customer dates** are displayed as dropdown list for the area at check-in.

The **slider** *AlwaysOpen* can be used to enable this function for guest and visitor transponders. In addition, the *AlwaysOpen Mode* function must be activated via the **doors** menu item in one of the three variants for the door selected in the dialogue. Only then is it possible to open doors with a guest and visitor transponder for a longer period of time and with *AlwaysOpen Mode* activated until the mode is cancelled. Activate or deactivate the slider according to the following functions:

- **Slider** *Show AlwaysOpen*: the function *AlwaysOpen* is deactivated for the transponder in this position.
Slider *Show AlwaysOpen*: when the slider is in this position the *AlwaysOpen* function can also be activated by guest and visitor transponders, providing the function is also activated in the door.

Before moving to another menu, close the dialogue by saving the entries.

- Press the **Save** button in the menu bar of the main window.

4.6.1.3 PMS [General]

The management and system software for the das BKS | hotel locking system can also operate in tandem with a Property Management System (PMS) and has an interface for this purpose. In the **PMS** register tab, you can use this interface to couple the hotel software with the FIAS protocol via TCP/IP. For addressing, BKS | hotel needs the destination address of the respective server and the corresponding port.

- Press the **PMS** button in the header of the main window to open the PMS tab.

This slider is used to switch the interface on or off. Activate or deactivate the slider according to the following functions:

- **Slider** *Integration activated:* in this position of the slider, the interface to the PMS is switched off.
- **Slider** *Integration activated:* in this position of the slider, the interface to the PMS is activated.

The integrity check and detection of corruption in the transmitted data can be ensured via the *Checksum* function, depending on the configuration or support of your PMS. Activate or deactivate the slider according to the following functions:

- **Slider** *Checksum:* in this position of the slider, the function is disabled.
- **Slider** *Checksum:* in this position of the slider, the function is enabled.

The **IP address**, via which the PMS is reached via the network connection, is required for addressing.

- Enter the address in the *IP address* input field with which the connection to the PMS can be established.

The **port number** used to reach the PMS via the network connection is required for addressing.

- Enter the port via which the connection to the PMS can be established in the *Port number* field.

Before moving to another menu, close the dialogue by saving the entries.

- Press the **Save** button in the menu bar of the main window.

4.6.1.4 System user [General]

The **System user** register tab provides an overview of the users in BKS | hotel who are currently using the communication channel of the client/server connection.

- Press the **System user** button in the header of the main window to open the system user tab.

The available system users are displayed in the list. You can display users only, or enter a keyword to search for a specific, user using the search field *Enter user name or role ...* .

The system user "SIGNALR" must not be deleted as this user is required by BKS | hotel for internal processes!



4.6.2 Users [System Setup]

Use the **Users** menu item to manage the users of the BKS | hotel software.



- Press the **Users** button in the **System Setup** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing user accounts are displayed in the list. Use the list to select and edit the user accounts. You can display users only, or enter a keyword to search for a specific user, using the search field *Enter user name*.

NOTE

When operating the BKS | hotel software, a differentiation is made between two user profiles.

→ **Admin** is authorised to use all functions of the program.

→ **Frontdesk** is only authorised to use the **Dashboard** and **Reception** functions.



4.6.2.1 Creating a new user

- Press the **+ Add Users** button in the menu bar of the main window.
- Enter a name in the input field *Username*. The user must log in using this name. The user must change the password before logging in the first time.
- Press the *Roles* input field and select an user role from the drop-down list. You can assign both roles to the user.
- Enter your login password in the *Password* input field. Repeat your entry in the *Confirmation Password* input field.

The password must be at least 8 characters in length and must contain a minimum of 1 numeric character (0–9), a minimum of 1 upper case letter (A–Z), a minimum of 1 lower case letter (a–z) and at least one special character.

- Press the **Save** button to quit the dialogue or **Back** to cancel the input.

4.6.2.2 Editing an existing user

- Press the  button in the line of the user to be edited.
- Edit the name in the input field *Username*.
- In the *Roles* input field, this right can be withdrawn from the user by pressing the  button that appears after the role, or a right can be added by selecting a role from the dropdown list.
- Enter a new login password in the *Password* input field. Repeat your entry in the *Confirmation Password* input field.

The password must be at least 8 characters in length and must contain a minimum of 1 numeric character (0–9), a minimum of 1 upper case letter (A–Z), a minimum of 1 lower case letter (a–z) and at least one special character.

- Press the **Save** button to quit or **Back** to cancel the input.

Use the *My Account* function in the Section 4.1.5 [58] to change the password of the logged-in user.

4.6.2.3 Deleting user

- Activate the checkbox in the line in front of the user you wish to delete.
- Press the **Delete selected** button in the menu bar of the main window to remove and delete the user from the list.

The area can also be deleted via the button in the line of the user instead.

- Press the button.
- In the next window, press the **Delete** button to confirm.

4.6.3 Device Mapping [System Setup]

The **Device Mapping** menu item gives you the option to map programming devices connected to BKS | hotel (ixalo programming unit or ixalo desktop reader) so they can be used by a Property Management System (PMS). You can do this by creating a PMS ID for each programming device. The programming device can be accessed from the PMS via the PMS ID. This means, for example, that the instruction to program a transponder card at the programming device can be issued directly when checking in from the PMS workstation. When replacing a programming device, the new device is simply assigned the existing PMS ID in BKS | hotel only and the PMS does not have to be reconfigured.



- Press the **Device Mapping** button in the **System Setup** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing and assigned devices are displayed in the list. Use the list to select and edit the devices. You can display only assigned devices or find a specific device by entering a keyword in the search field *Enter of Reader or Workstation...*

- Press the **+ Add Mapping** button in the menu bar of the main window.
- Press the *Programming Device* input field, enter a name and select a programming device from the dropdown list. To identify the name refer to Section 4.7.1 [100].
- Enter a designation as identifying feature for the workstation where the programming device is to be used in the *Workstation* input field.
- Press the **Save** button, to save the assignment in the list.
- Press the button to assign the PMS ID.
- Enter the **PMS ID** (integer 1–20) in the input field. Take care not to assign the PMS ID twice for areas and assignments.
- Click anywhere on the window to save.

Once saved, the assignment of the programming device and the workstation cannot be changed. In the event of a change, delete the old assignment and create a new assignment. The PMS ID assigned to this can on the other hand be processed.

- Activate the checkbox in front of the assignment you wish to delete.
- Press the **Delete selected** button in the menu bar of the main window.
- Press the **Delete** button.

It can also be deleted via the button in the line of the assignment instead.

- Press the button.
- In the next window, press the **Delete** button to confirm.



4.7 Service

When you select the **Service** menu item, the dropdown list of menu items that enable you to perform maintenance tasks on the interconnected devices connected to the BKS | hotel opens.



- Press the **Service** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.

A programming device connected with BKS | hotel is required for the additional functions of the **Devices** and **SXPG Sync** menu items.

- Connect the programming device (ixalo programming device or ixalo desktop reader) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display or the green LED on the ixalo desktop reader lights up to confirm this.

4.7.1 Devices [Service]

Use the **Devices** menu item to manage the programming devices.




- Press the **Devices** button in the **Service** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing programming devices are displayed in the list. Use the list to select and edit the devices. You can display devices only or find a specific device by entering a keyword using the search field *Enter Name of Programming Device...*

4.7.1.1 Configuring programming device

While configuring, the master key system data are stored on the programming device and the system time is synchronised. Only a configured programming device allows to program transponders and doors.

The connected programming devices and the devices that have been connected in the past are displayed in a list.


- Press the  button in the line of the programming device to be configured.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device to be configured.

The transfer of data to the programming device is indicated by the circled BKS | hotel logo in the *Write Configuration* window.

- The message *Successful* is displayed to confirm that the transfer is complete.

4.7.1.2 Deleting programming device from list

The connected programming devices and the devices that have been connected in the past are displayed in a list.

- Activate the checkbox  in the line in front of the programming device you wish to delete from the list.
- Press the **Delete selected** button in the menu bar of the main window.

The selected device will be removed from the list.

4.7.1.3 Update of programming device

The connected programming devices and the devices that have been connected in the past are displayed in a list.

- Activate the checkbox in the line in front of the programming device you wish to update.
- Press the **Programming device update** button in the menu bar of the main window.
- In the "Update programming device" window press the **Yes** button to confirm.

If the newest version is installed on the programming device, you can change the language of the programming device with the update function. Press the **Yes** button to continue and the **No** button to cancel.

- Activate the radio button in front of the required language in the *Update programming device* window.

The language used by the programming device can only be changed by carrying out another update.

- Press the **Start** button to start updating.

A repetitive beep signals that the device is being updated and data is being transferred.

NOTE

When the update is in progress, the programming device must not be disconnected from BKS | hotel. Wait until the update has been completed successfully.

- The message *Successful* is displayed to confirm that the update is complete.



4.7.2 SXPG Sync [Service]

You can control the function for transferring and synchronising data between BKS | hotel and the doors via the programming device with the **SXPG Sync** menu item.



- Press the **SXPG Sync** button in the **Service** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

4.7.2.1 Transferring data with the programming device to the doors

The attributes and authorisations of the doors that have been modified in BKS | hotel must be saved on the programming device so that the data can be programmed on-site at the door. Start the data transfer as described in the following steps. After transferring and saving, you can disconnect the programming device from BKS | hotel. The programming device works autonomously.

The available doors in BKS | hotel are displayed in the list the scope of which is or can be restricted via the slider and event filter. You can display doors only or find a specific door by entering a keyword using the search field *Enter Name of Door or Serialnumber...*

- The **slider** *Programming needed* is in its default position on the right after calling up the menu item, so that only the doors that require programming are displayed in the list.
- When the **slider** *Programming needed* is in this position, the doors that do not require programming are also displayed in the list. Move the slider to the left position so that these doors are also displayed.
- Using the **filter**, you can select the setting None or All events and also Events within a specific period from the dropdown list to display doors according to these criteria.

-
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

-
- The **Programming** tab is displayed after calling the *Devices* menu item. If necessary, press the **Programming** button to switch the view to this tab.

In the list of doors, select the doors from which data is to be transferred to the programming device and subsequently programmed.

- Activate the checkbox in the line of the doors to be programmed.
- You can also activate the checkbox in the header instead to select all displayed doors for programming.
- Press the **Program doors** button to start the data transfer.
- Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data to the door.

A progress bar shows the progress of the transfer. The *Successful* message displays that the process is completed.

You can now program the access point using the programming device. If access points are already installed, transfer the data by carrying the programming device on site and bring it from door to door.

- To switch on the programming device, press the button for at least 4 s if it is not switched on.
- ► **RFID/NFC** is selected in the display.
→ Navigate to this line und press the or button.
- Press the button.
- ► **Program** is selected in the display.
→ Navigate to this line und press the or button.
- Press the button.

The next step is displayed in the programming device:

Hold device towards programming device.

- During data transfer, hold the programming device constantly in front of the access point.

The display of the programming device shows the progress of the data transfer. The message *Programming finish* indicates successful transfer.

After programming the doors, synchronise the programming device with BKS | hotel.

4.7.2.2 Reading data from programming device after programming the doors

When acknowledged, the data in BKS | hotel is synchronised with the data in the doors via the programming device. BKS | hotel also receives a checkback signal to acknowledge the status of the programming. When acknowledged, the events and reports read out at the doors are imported. To complete the acknowledgement, the programming status icons are updated in the menu items.

-
- Connect the programming device (ixalo programming device) to the computer using an USB cable and wait until it is connected to BKS | hotel.

A successful connection is indicated on the display.

-
- Press the **Acknowledge** button in the header of the main window to open the *Acknowledge* tab.
 - Then press the **Event Upload from Programming Device** button.
 - Select the **line** of the desired programming device in the window *Please select a Programming Device!*. Then click on the name of the programming device with which you want to transfer data from the door.
 - Press the button in the *Confirm Event Upload* window.

The transfer of the data from the programming device is then started. The *Successful* message displays that the upload is completed.






















5. Doors (access points)









































BKS | hotel currently supports and manages the following BKS products in the doors and access points of the locking system.

Part no.	Description	Installation instructions
■ 5915	ixalo double knob cylinder RFID	C59501191
5916	ixalo-double knob cylinder RFID [for panic locks]	C59501191
5917	ixalo knob half cylinder RFID	C59501191
5918	ixalo double knob cylinder RFID [readable from both sides]	C59501191
■ 5987	ixalo door hardware RFID [double lever set]	C59700013
5986	ixalo door hardware RFID [half lever set]	C59700013
5988	ixalo door hardware RFID [readable from both sides]	C59700013
■ 5989	ixalo hotel door hardware RFID ["DoNotDisturb" function]	C59700023
■ 5994	ixalo security hardware ES3 RFID	C59700015
■ 5978	ixalo wall reader 2 RFID	C59501203
B 5360 0001	ixalo relay module [in-wall]	C59501271












For instructions on installing and using the corresponding product, please refer to the operating instructions as specified by the above 'C' number.

5.1 Signalling of doors (access points)

Event	Cylinder	Door hardware	Wall reader
"Stand by" • Alternative daytime release active. (*optionally LED switched off)	 → LED off	 → LED off	 → White LED*
Booking at access point with transponder			
Access successful. • Transponder with access authorisation.	1x  +  → 1x green LED → 1x long beep	1x  +  → 1x green LED → 1x long beep	1x  +  → 1x green LED → 1x long beep
Access denied. • Transponder has no access authorisation. • Reading error.	2x  +  → 2x red LED → 2x short beep	2x  +  → 2x red LED → 2x short beep	2x  +  → 1x red LED → 2x short beep
Low-battery alarm 1: • Transponder with access authorisation. • Access only possible after a delay of 10 s.	 10 s  → Slow beeps for 10 s	 10 s  → Slow beeps for 10 s	—

Event	Cylinder	Door hardware	Wall reader
Booking at access point with transponder			
Low-battery alarm 2 • Transponder with access authorisation → Access denied. The access point can be activated once with the ixalo programming device.	 20 s → 20 s fast beep	 20 s → 20 s fast beep	—
Activation of "AlwaysOpen mode". • Transponder with access authorisation. → Min. booking duration 4 s. → The "AlwaysOpen Mode" must be activated at the access point and transponder.	 +  → 1x green LED → 1x long beep  +  → 8x green LED + beep	 +  → 1x green LED → 1x long beep  +  → 8x green LED + beep	 +  → 1x green LED → 1x long beep  +  → 8x green LED + beep
Deactivation of "AlwaysOpen mode". • Transponder with access authorisation. → Min. booking duration 4 s. → The "AlwaysOpen Mode" must be activated at the access point and transponder.	 +  → 1x green LED → 1x long beep  +  → 8x red LED + beep	 +  → 1x green LED → 1x long beep  +  → 8x red LED + beep	 +  → 1x green LED → 1x long beep  +  → 8x red LED + beep
Access point is in the inactive state, not initialised and not assigned to a locking system.	 3x Once after reset or when booking the transponder → 3x yellow LED	 3x Once after reset or when booking the transponder → 3x yellow LED	 3x Repetition every 10 s or when booking the transponder → 3x yellow LED
Booking at the access point with master transponder (access point not assigned to a locking system)			
Access point was successfully assigned to a locking system.	 5x +  → 5x green LED → Repetitive short beep during initialising	 5x +  → 5x green LED → Repetitive short beep during initialising	 5x +  → 5x green LED → Repetitive short beep during initialising
Access point could not be assigned to a locking system.	 5x → 5x red LED	 5x → 5x red LED	 5x → 5x red LED
Alarm signal for door contact or door-forced-open.	—	—	 +  → Permanent yellow LED → Repetitive short beep



Event	Cylinder	Door hardware	Wall reader
Activation of "DoNotDisturb" function. → Slide the hardware switch on the inside of the door to the upper position.	—	1x  → 1x yellow LED	—
Deactivation of the "DoNotDisturb" function. → Slide the hardware switch on the inside of the door to the lower position.	—	1x  → 1x green LED	—
Double booking at the access point with device transponder			
Access successful. <ul style="list-style-type: none"> • Transponder with authorisation • "DoNotDisturb" function on the door hardware activated from the inside 	—	<u>First booking</u> 1x  → 5x  → LED flashes yellow briefly → 5x green LED <u>Second booking, during</u> <u>LED flashes green five times</u> 1x  +  → 1x green LED + beep	—
Double booking at the access point with cardholder transponder			
Access successful. <ul style="list-style-type: none"> • Transponder with access authorisation. • Transponder with "Ignore DoNotDisturb" function activated. • "DoNotDisturb" function on the door hardware activated from the inside. 	—	<u>First booking</u> 1x  → 5x  → LED flashes yellow briefly → 5x green LED <u>Second booking, during</u> <u>LED flashes green five times</u> 1x  +  → 1x green LED + beep	—
Booking at the access point with cardholder transponder			
Access denied. <ul style="list-style-type: none"> • Transponder with access authorisation. • Transponder with "Ignore DoNotDisturb" function deactivated. • "DoNotDisturb" function on the door hardware activated from the inside. 	—	1x  → LED flashes yellow briefly	—



6. Transponders

The durable rugged BKS | hotel transponder can be programmed for guests, visitors and employees and is therefore the central access medium in the BKS | hotel locking system.

The most important features are contactless exchange of data, unique identification and individually programmable authorisation to pass through the access points or doors.

Original MIFARE ident media are used in the BKS | hotel system. An enhanced encryption standard is used to read and write the transponders.

Part no.	Description	Original NXP MIFARE technology
■ 5958	BKS hotel guest card (BKS design)	<ul style="list-style-type: none"> • Mifare Classic 1K • Mifare DESFire 8K
■ 5958	BKS hotel Premium key ring fob Steel version	<ul style="list-style-type: none"> • Mifare DESFire 4K • Mifare DESFire 8K
■ 5958	BKS hotel key ring fob Plastic version	<ul style="list-style-type: none"> • Mifare DESFire 4K • Mifare DESFire 8K





7. Programming devices

Two secure devices are available as interface between the BKS | hotel management software, the transponders and doors of the locking system.

With the ixalo programming device you can transfer the data to the transponders and doors of the locking system or use the ixalo desktop reader to program the transponders.

For instructions on using and operating the corresponding product, please refer to the operating instructions as specified by the 'C' number below.

7.1 ixalo programming device



The ixalo programming device is a rugged and mobile unit for programming, maintenance and diagnosis of transponders or doors.

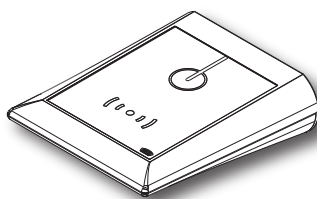
Part no.	Description	Installation instructions
■ B5971 0001	ixalo programming device	C59501257

In the stationary application, the programming device connected to the BKS | hotel system can be used to read transponders or doors via the standard USB connection. Programming of transponders or saving of programming data for subsequent mobile transfer are other possible applications.

For the mobile application, the programming device has a wireless communication interface with a high level of encryption, a large memory for the storage of data read from many doors, the ability to operate for several hours with rechargeable battery and also a standard USB connection for charging the battery.

Another feature is an integrated background service provided for visualisation of battery statuses and system events in the doors.

7.2 ixalo desktop reader



The ixalo desktop reader was specially designed for programming or reading in data from the transponders with the BKS | hotel system at the reception desk.

Part no.	Description	Installation instructions
■ B5971 0020	ixalo desktop reader	C59501213

A rugged housing with timeless understated look ensures the stability of the stationary desktop reader while reading or programming the transponder.

The connection to BKS | hotel and also the power supply is established via a standard USB port.

8. PMS integration

Before you can operate the BKS | hotel locking system with your Property Management System (PMS), the interface between the programs must be configured.

The steps required to integrate the BKS | hotel locking system are described in the subchapters. For information on how to configure the PMS system, please refer to the PMS manufacturer's operating instructions.

8.1 Set-up and addressing of PMS



- Press the **System Setup** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.



- Press the **General** button in the **System Setup** drop-down menu in the left-hand column.

- Press the **PMS** button in the header of the main window to open the **PMS tab**.
- Activate the **slider** *Integration activated* to switch on the interface with the PMS.

Activate the slider if your PMS system supports the *Checksum Funktion*.

- If necessary, activate the **slider** *Checksum* to switch on this function.
- Enter the address in the *IP address* input field with which the connection to the PMS can be established.
- Enter the port via which the connection to the PMS can be established in the *Port number* field.
- Press the **Save** button in the menu bar of the main window.

8.2 Assigning PMS ID to areas



- Press the **Settings** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.



- Press the **Areas** button in the **Settings** drop-down menu in the left-hand column.

- Press the button in the line of the area to be edited.
- Edit the *PMS ID* (integer 1–20) in the input field.
Take care not to assign the PMS ID twice for areas and assignments.
- Press the **Save** and **Back** buttons to quit the dialogue.



8.3 Assigning PMS ID to programming devices



- Press the **System Setup** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.



- Press the **Device Mapping** button in the **System Setup** drop-down menu in the left-hand column.

- Press the **+ Add Mapping** button in the menu bar of the main window.

- Press the *Programming Device* input field, enter a name and select a programming device from the dropdown list. To identify the name refer to Section 4.7.1 [100].

- Enter a designation as identifying feature for the workstation where the programming device is to be used in the *Workstation* input field.

- Press the **Save** button, to save the assignment in the list.

- Press the  button to assign the PMS ID.

- Enter the **PMS ID** (integer 1–20) in the input field. Take care not to assign the PMS ID twice for areas and assignments.

- Click anywhere on the window to save.

8.4 Monitoring via PMS Events protocols



Under the **Protocols** menu item, you can open the dropdown list of menu items for using the Protocols function to display reports about events that have been logged in lists when BKS | hotel is in operation.

- Press the **Protocols** button in the left menu bar or the corresponding icon in the collapsed menu bar to open the drop-down menu list.



By selecting the **PMS Events** menu item you can display the log of the events logged in connection with the PMS.


- Press the **PMS Events** button in the **Protocols** drop-down menu in the left side menu bar or the corresponding icon in the collapsed menu column.

The existing events for the relevant PMS are displayed in the list.

- Press the **Refresh** button in the menu bar of the main window to update the list entries.

You can use the following function to get a clearer overview by only displaying events which occurred in a specific time period.


- In the *Range* input field select the starting and end point of the period and enter a date.

- Alternatively, press the  button and select the time period from the calendar in the dialogue that appears next, also with a touchscreen.

Use the following button to reset the filters.

- Press the  button to reset all filters.

9. Troubleshooting

Error description	Cause	Remedy
Once the program has started no log-in mask is displayed.	No connection to database.	<ul style="list-style-type: none"> Start the <i>BKS Hotel Server</i> service via the Services app.
Password is not recognised or accepted.	Password is entered incorrectly. You have written the new password incorrectly.	<ul style="list-style-type: none"> Enter a correct password. Observe the conventions for the new password.
Programming device is not recognised.	USB connection was not detected by the system.	<ul style="list-style-type: none"> Disconnect the programming device and connect new.
	Services are not available.	<ul style="list-style-type: none"> Start the <i>BKS Hotel Agent</i> service via the Services app or, if necessary, restart both BKS services.
New door access point is not recognised.	Access point is not tied to a master key system.	<ul style="list-style-type: none"> Initialisation with master transponder.
Error during transponder programming.	Transponder is not detected.	<ul style="list-style-type: none"> Change position on programming device and restart the programming. Replace defective transponders.
	Programming device is not configured.	<ul style="list-style-type: none"> By configuring, store the master key system data of the locking system in the programming device and synchronise the system time.
Programming device cannot be switched on (press push-button  for 4 s).	Battery of programming device is empty.	<ul style="list-style-type: none"> Connect the programming device to the USB port and charge the battery.
Access to the door delayed following presentation of transponder.	Battery is empty and <i>low-battery alarm 1</i> has been activated.	<ul style="list-style-type: none"> Change batteries in the access point and replace with new ones.
Access to the door is not granted when presenting a valid transponder.	Battery is empty and <i>low-battery alarm 2</i> has been activated.	<ul style="list-style-type: none"> Change batteries in the access point and replace with new ones.
	Mechanical obstruction, e. g. door leaf and/or door frame are twisted or warped. Latch is jamming.	<ul style="list-style-type: none"> Check door and correct installation position.
Unusual response or behaviour by transponder.	Error during data transfer to transponder.	<ul style="list-style-type: none"> Check the table for corresponding signalling. Reprogram transponder.
Unusual response or behaviour by door access point.	Error code is displayed or error during data transfer.	<ul style="list-style-type: none"> Check the table for corresponding signalling. Reprogram access point.



Editor:
BKS GmbH
Heidestr. 71
42549 Velbert
Germany
Tel. +49 20 51 201-0
Fax +49 20 51 201-97 33

www.g-u.com

Errors and omissions reserved. Subject to technical modifications.

Vorsprung mit System
Securing technology for you

