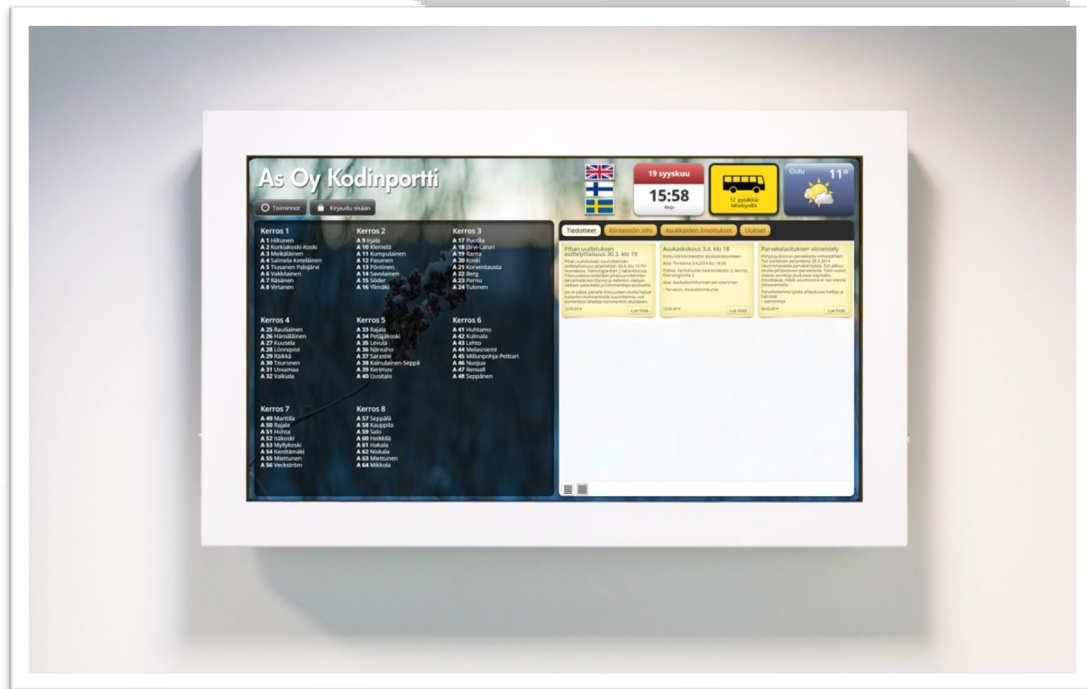


KODINPORTTI

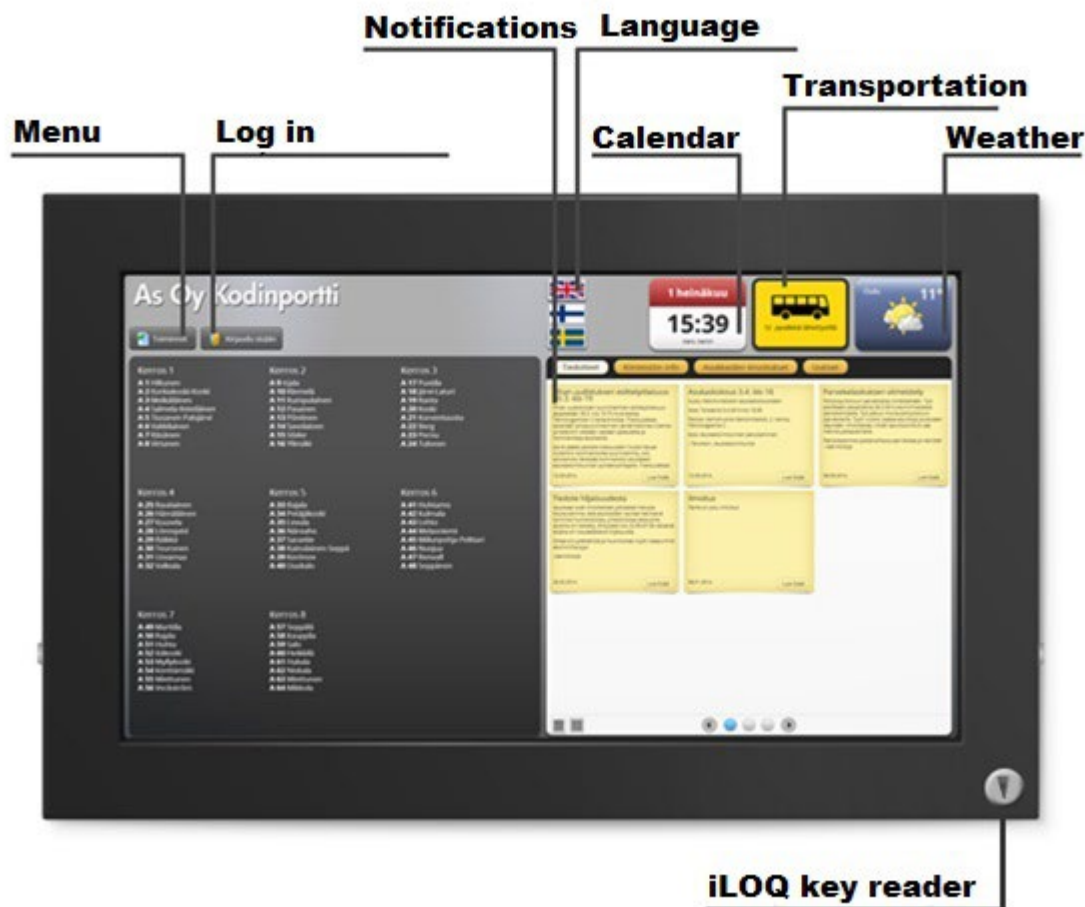


Instructions for residents

2023

iLOQ Kodinportti

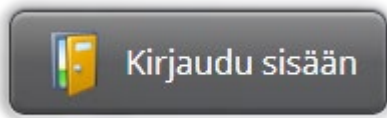
Kodinportti is a touch screen solution designed to be used in residential building lobbies/staircases, and it includes a residents list, a bulletin board and a booking calendar for common spaces. Kodinportti users have three different ways to use the system: with the touch screen in the lobby/staircase, with the Kodinportti Mobile app, and with the remote web interface that can be accessed with a web browser. The features of Kodinportti are housing complex-specific, and all of the features may not be in use in your housing complex.



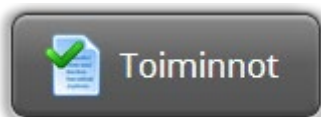
The user interface of the Kodinportti touch screen

From the Kodinportti touch screen located in the lobby/staircase of your building, you can view your building's residents list, any notifications added by the housing company, general information as well as urgent information. To access features that require user identification (like laundry room reservations etc.), you need a personal PIN code from your housing company. You can access these features by touching the **Log in** button, and selecting your apartment and entering your PIN code. If your housing complex has an iLOQ key reader, the features can be accessed the same way but instead of entering your PIN code, press **Log in with iLOQ key** after you have placed the key into the reader.

Kodinportti touch screen buttons



Some features, like personal reservations, require user identification. These features become available when you touch the **Log in** button and enter your personal PIN code. You can log out by touching the button again. **Always remember to log out after use!** If you happen to forget to log out, the system automatically logs you out after a short period of time.



By touching the **Menu** button you will see a list of common spaces in your building to which you can make reservations. When touching a space you wish to reserve a calendar will open, which will show all the reservations for that space. To make a reservation, touch the time on the date you wish to reserve.



By touching the **Event calendar** button, a calendar will open which you can scroll month by month. If there are any events, they are shown on the calendar. To sign up for an event, tap the event on the screen.



By touching the **Public transportation** button, a view showing, for example, the nearest public transport stops, and the inbound and outbound times for the next busses are displayed.



By touching the **Local weather** button, a view showing the current weather and a 5-day forecast is displayed.



Depending on the building, multiple languages can be available. Touch a flag to change the language.

The Kodinportti bulletin board



In the basic view, the Kodinportti screen shows the residents list and bulletin board. The title of the notifications or a snapshot showing the notification partially can be shown on the screen. By touching the title or the snapshot, the notification will fully open in the center of the screen. The bulletin board can also have different notification areas, that can be named and used differently in different buildings. Typically, one notification can have permanent general information such as rules and regulations. Another notification area can be used to compile temporary and current information and news.

Reserving common spaces and using the booking calendar

	Kihvasuunnit	Kihvasuunnit 1	Kihvasuunnit 2	Kihvasuunnit 3	Pesukone 1	Pesukone 2	Pesukone 3
08:00							
09:00							
10:00							
11:00	Varaa	Varaa	Varaa	Varaa	Vakiovuoro	Varaa	Varaa
12:00	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa
13:00	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa
14:00	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa
15:00	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa	Varaa
16:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
17:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
18:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
19:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
20:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
21:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
22:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa
23:00	Varaa	Varaa	Varaa	Varaa		Varaa	Varaa

To reserve a common space via the Kodinportti touch screen, first choose the space by touching it on the screen, and then choose the time and date from the calendar. The length of the reservation is predetermined. You can cancel your reservation by touching it on the screen. New reoccurring reservations cannot be created with the touch screen interface, even though creating them would be possible for the space in question. If the reoccurring reservations must always be approved before they become active, they can be created with the touch screen.

What to do if you need help

If you encounter any technical problems using the touch screen, you can reach us via email at helpdesk@kodinportti.fi or via the feedback function in the Kodinportti remote web interface.

Kodinportti's remote web interface

Kodinportti's remote interface is located at <http://www.kodinportaali.fi>. To access the system you need a personal username and password which you can get from your housing company.

From the Kodinportaali.fi remote interface you can:

1. Read notifications and news from your housing company's/building's bulletin board.
2. View documents added to your apartment folder.
3. Make reservations and view reservation calendars for your building's common spaces such as the sauna and laundry room.
4. Edit your personal settings, contact information, and log out.
 - You can also change your password or PIN code and add your email address. We recommend that your password consists of various characters that includes letters and numbers.
5. Change the language of the remote web interface.
6. View the event calendar and sign up for events.
7. View and participate in surveys and polls.
8. View available parking spaces.

The basic view of Kodinportaali after logging in

The screenshot shows the main dashboard of the Kodinportaali web interface. At the top, there is a navigation bar with the following items: Ilmoitusalueet (1), Tapahtumat (6), Asuntokansio (2), Kyselyt (7), Varaukset (3), Pysäköinti (8), and a user profile dropdown for Timo (4). The main content area is divided into several sections:

- Käyttäjän tiedot** (User information): Timo Testaaja. Includes buttons for Asetukset (4), Salasana, and Vaihda PIN-koodi.
- Asunnon tiedot** (Apartment information): As Oy Kärkikiinteistö A A 1, Koivutie 6, Raahе.
- Uusimmat ilmoitukset** (Latest notifications):
 - 21.11.2018 klo 10.42: Tämä on Kodinportti-kosketustaulu
 - 12.3.2017 klo 15.13: Taloyhtiön järjestyssäännöt. Järjestyssäännöt sisältävät asukkaiden viihtyisyyttä, terveyttä, kotirauhaa ja turvallisuutta koskevia järjestysmääräyksiä. Ne ovat taloyhtiön yhteiset "pelisäännöt", joita asukkaiden tulee noudattaa. Sen lisäksi mitä lait, asetukset, yhtiöj...
- Uusimmat dokumentit** (Latest documents): Tänään 15.00, Asukasohje 14.9.2018, Ohjeita uusille asukkaille.
- Omat varaukset** (My reservations): Sauna 1, 29.11.2018 12.00 - 12.59, Peruuta.
- Omat vakiovuorot** (My regular shifts): Ei vakiovuoroja.
- Tulevat tapahtumat** (Upcoming events): Tapahtuma, 28.11.2018 koko päivän, Ilmoittaudu.

At the bottom of the page, there is a footer with the text: » Anna palautetta järjestelmästä tai ota yhteyttä Helpdeskiin tällä lomakkeella » Tietosuojaseloste. On the right side of the footer, it says: Kodinportti, Powered by Dreamit 2018. Below this, there is a language selection menu with a plus sign and flags for English, Finnish, and Danish, with the number 5 next to it.

Reserving common spaces and using the reservation calendar in Kodinportaali

Varaukset - Saunatilat / Sauna 1

[← Takaisin](#)

[Varaukset](#)

[Varaushistoria](#)

[Vakiovuorot](#)

[Vakiovuorohistoria](#)

[Rajoitukset](#)

[Merkkien selitykset ja säännöt](#)

[Lisätiedot](#)

[Omat varaukset valitulla varausjaksolla \(0\)](#)

Merkkien selitykset

- Varaa Varattavissa oleva aika
- Varaus
- Vakiovuoro
- Vapautunut vakiovuoro

Säännöt

- Voit tehdä varauksia 14 päivää etukäteen.
- Vakiovuorovaraukset täytyy hyväksyä 24 tuntia ennen vakiovuoroajan alkamista.

Sauna 1

[← Edellinen viikko](#)

26.11.2018 - 2.12.2018

[Seuraava viikko >](#)

Aika	Ma 26.11.2018	Ti 27.11.2018	Ke 28.11.2018	To 29.11.2018	Pe 30.11.2018	La 1.12.2018	Su 2.12.2018
00.00						Varaa	
01.00						Varaa	
02.00						Varaa	
03.00						Varaa	
04.00						Varaa	
05.00						Varaa	
06.00						Varaa	
07.00						Varaa	
08.00						Varaa	
09.00						Varaa	
10.00			Varaa			Varaa	
11.00			Varaa			Vakiovuoro	
12.00			Varaa	Varaa		Varaa	Varaa
13.00			Varaa	Varaa		Varaa	Varaa
14.00			Varaa			Varaa	Varaa
15.00			Varaa			Vakiovuoro	Varaa
16.00		Varaa	Varaa			Varaa	
17.00						Varaa	
18.00	Varaa					Varaa	
19.00	Varaa				Varaa	Varaa	
20.00	Varaa				Varaa	Varaa	
21.00					Varaa	Varaa	

To reserve a common space, first choose **Reservations** from the header, and the desired space/device, and then a free time slot from the calendar. The length of the reservation is predetermined. To remove your reservation, click it.

If your building is using iLOQ's pin code access management to the space you wish to reserve (for example the sauna), to access the space you need a PIN code which is entered to the reader on the door leading to the space. After you have made a reservation the web interface will show the PIN code for your reservation. You can also check your PIN code later by clicking the reservation.

If your building is using the Kodinportti Maksu (Kodinportti Pay) function, the payment needs to be made as shown in the picture below. The payment must be made in time.

< Edellinen viikko 28. elokuuta – 3. syyskuuta 2023 Seuraava viikko >

Vk 35	Ma 28.8.	Ti 29.8.	Ke 30.8.	To 31.8.	Pe 1.9.	La 2.9.	Su 3.9.
0.00			31.8.2023 klo 12.00 - 14.00 Olet tekemässä varausta ajalle 31.8.2023 klo 12.00 - 14.00. Tämä varaus maksaa 3,00 €. Jatka maksuun Sulje			0.00 - 2.00 3,00 €	0.00 - 2.00 3,00 €
2.00						2.00 - 4.00 3,00 €	2.00 - 4.00 3,00 €
4.00						4.00 - 6.00 3,00 €	4.00 - 6.00 3,00 €
6.00			3.00 €	3,00 €	3,00 €	6.00 - 8.00 3,00 €	6.00 - 8.00 3,00 €
8.00			8.00 - 10.00 3,00 €	8.00 - 10.00 3,00 €	8.00 - 10.00 3,00 €	8.00 - 10.00 3,00 €	8.00 - 10.00 3,00 €
10.00			10.00 - 12.00 3,00 €	10.00 - 12.00 3,00 €	10.00 - 12.00 3,00 €	10.00 - 12.00 3,00 €	10.00 - 12.00 3,00 €
12.00			12.00 - 14.00 3,00 €	12.00 - 14.00 3,00 €	12.00 - 14.00 3,00 €	12.00 - 14.00 3,00 €	12.00 - 14.00 3,00 €
14.00		14.00 - 16.00 3,00 €	14.00 - 16.00 3,00 €	14.00 - 16.00 3,00 €	14.00 - 16.00 3,00 €	14.00 - 16.00 3,00 €	14.00 - 16.00 3,00 €
16.00		16.00 - 18.00 3,00 €	16.00 - 18.00 3,00 €	16.00 - 18.00 3,00 €	16.00 - 18.00 3,00 €	16.00 - 18.00 3,00 €	16.00 - 18.00 3,00 €
18.00		18.00 - 20.00 3,00 €	18.00 - 20.00 3,00 €	18.00 - 20.00 3,00 €	18.00 - 20.00 3,00 €	18.00 - 20.00 3,00 €	18.00 - 20.00 3,00 €
20.00		20.00 - 22.00 3,00 €	20.00 - 22.00 3,00 €	20.00 - 22.00 3,00 €	20.00 - 22.00 3,00 €	20.00 - 22.00 3,00 €	20.00 - 22.00 3,00 €
22.00		22.00 - 0.00	22.00 - 0.00	22.00 - 0.00	22.00 - 0.00	22.00 - 0.00	22.00 - 0.00

Varaukset - Varauksen maksaminen



Ole hyvä ja maksa varaus ennen 12.56. Sen jälkeen aika vapautetaan ja joku muu voi varata sen.
24:52 jäljellä.

Varauksen tiedot

Kohde Pesukone 1
Viikonpäivä Torstai
Varaus alkaa 31.8.2023 12.00
Varaus päättyy 31.8.2023 14.00
Kesto 120 minuuttia

€ Maksuerittely

Summa 3,00 €
Arvonlisävero 0,72 € (24 %)

Maksettava yhteensä: 3,00 €

Vuokrausehdot

Vuokrausehtojen hyväksyminen

Olen lukenut ja hyväksyn vuokrausehdot.

Valitse maksutapa

Maksa varaus klikkaamalla maksutapaa.

Varauksen hinta on 3,00 € sisältäen ALV 24 %.

Muista valita "palaa myyjän palveluun" maksun suorittamisen jälkeen varmistaaksesi, että maksu rekisteröityy oikein.

Maksuvälittäjänä toimii Paytrail Oyj. Valitsemalla maksutavan hyväksyt maksupalveluehdot.



VISA

VISA
ELECTRON



Nordea

Danske Bank



POP



Aktia

Reoccurring reservations are reservations that reoccur every week to a certain space. All spaces do not necessarily have reoccurring reservations. Depending on the space reserved, reoccurring reservations can work in two different ways (ask your building manager what rules apply to spaces in your building):

1. Reoccurring reservations that must be confirmed each week by the resident 24 hours before the reservation starts, for example. If the resident does not confirm their reservation in time (make a reservation for their time slot), the reservation is then available to be booked by other residents as a single reservation.
2. Reoccurring reservations that do not need to be confirmed. In this case, the reoccurring reservations work as usual. Residents cannot book time slots originally reserved for other residents because they do not become available.

Events – calendar and signing up

Tapahtumat

Tapahtumakalenteri

Marraskuu 2018 < < >

Koko tapahtuman aikajana Vain alkamis- ja päättymisaika

Lista Kalenteri

Vk	ma	ti	ke	to	pe	la	su
44	29	30	31	1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30	1	2
49	3	4	5	6	7	8	9

Tapahtuma

Merkkien selitykset

- Mennyt tapahtuma
- Meneillään oleva tapahtuma
- Tuleva tapahtuma
- Ilmoittautuminen mahdollista
- Ilmoittautuminen ei ole tällä hetkellä avoinna
- Tapahtuma on täynnä
- Olet ilmoittautunut mukaan tapahtumaan

With the events feature you can browse the monthly calendar and view the upcoming events of the building. If it is possible to sign up for an event, it can be done while viewing the event's details.

Polls and surveys

Kyselyt

Mielipidekysely

🕒 Tänään 11:10 Alkaa: 27.11.2018 Päättyy: 29.11.2018

Mielipidekyselyssä valitaan omaa tyytyväisyyttä/mielipidettä kuvaava hahmo.

Kyselyn tulokset esitetään kyselyn päättyessä.

 Vastaus

Äänestys

🕒 Tänään 11:09 Alkaa: 27.11.2018 Päättyy: 28.11.2018

Äänestyksessä valitaan "Kyllä" tai "Ei" -vaihtoehto.

Kyselyn tulokset esitetään kyselyn päättyessä.

 Vastaus

Vastaa kyselyyn

Mielipidekysely

🕒 Tänään 11:10 Alkaa: 27.11.2018 Päättyy: 29.11.2018

Kuvaus: Mielipidekyselyssä valitaan omaa tyytyväisyyttä/mielipidettä kuvaava hahmo.

Vastaus



Tallenna

Peruuta

With the polls feature you can view polls and surveys created by the admin users of the building. The survey can be a yes or no type of survey, or a smiley face icon survey.

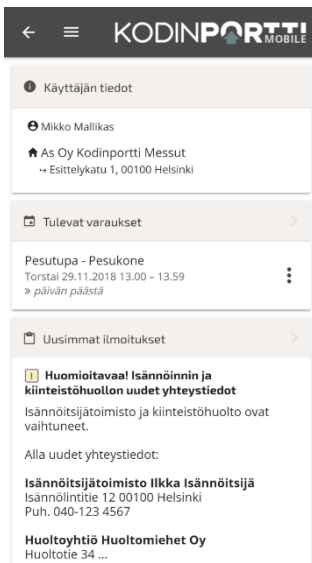
If you need help

If you forget your password, you can request a new one from the link on the login page. Note that you must have a valid email address saved to the system.

If you have any questions related to daily use, contact your housing company's or building's admin user that can typically be the building manager, maintenance company, the housing association's board, or the customer service of the company that you have rented the apartment from.

By pressing the **give feedback** link at the bottom of the web portal you can contact us with technical issues related to the Kodinportti system. If you encounter any technical problems, please contact us at (helpdesk@kodinportti.fi).

Kodinportti Mobile phone app



The Kodinportti Mobile phone app is the resident's personal app for using Kodinportti.

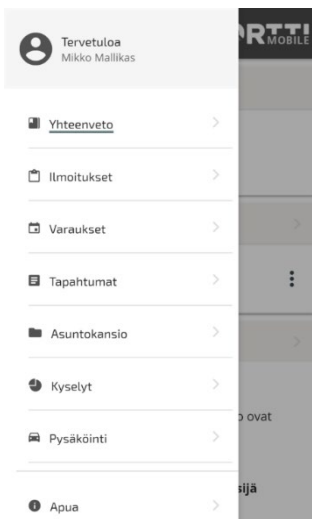
You can download the Kodinportti Mobile app from the App Store (iOS), Google Play (Android) or Microsoft Store (Windows 10 devices). Kodinportti Mobile can be used in Finnish, Swedish or English.

You can login to Kodinportti Mobile with the same credentials you login to the Kodinportaali remote web portal. You can save your credentials to the app so you do not have to enter them again each time you log in.

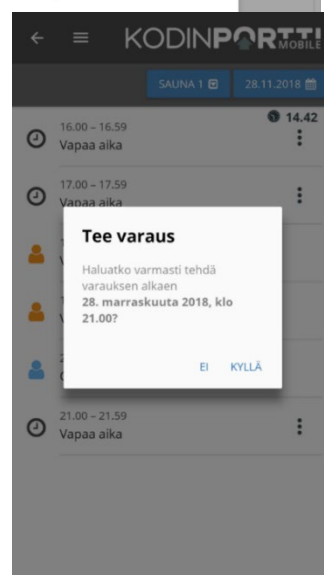
From the Kodinportti Mobile menu you'll find the same features as from the Kodinportaali.fi remote web portal.

With Kodinportti Mobile you can, for example:

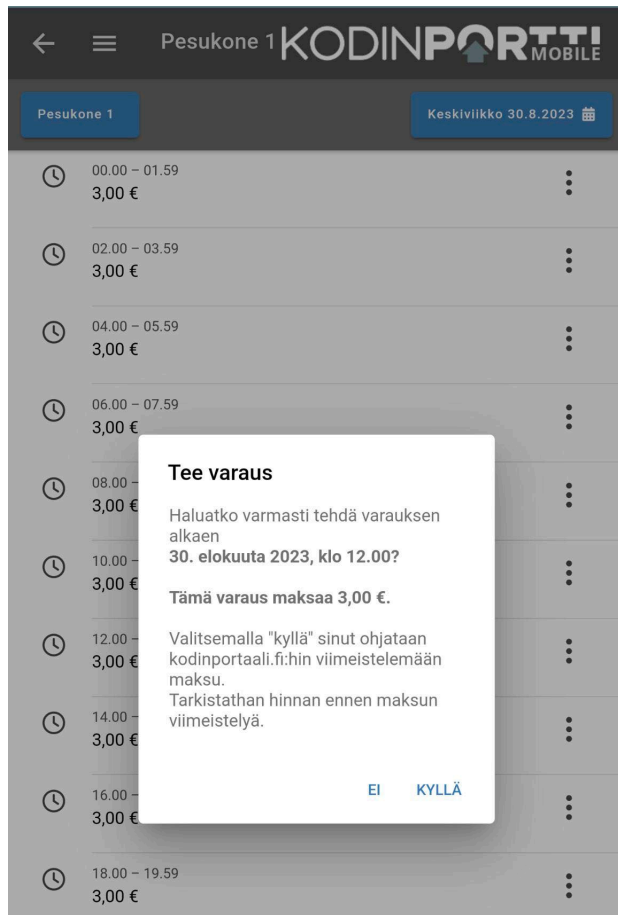
- Read notifications and bulletins, and other important information including attachments.
- Reserve common spaces.
- View events.
- Read documents from the apartment folder.
- View polls.
- View available parking spaces.
- Edit app settings and preferences such as push notifications.



If they wish, residents can receive notifications about news and important messages as push notifications on their phone. The message will be shown on the display even if the app is not open, just like notifications from other apps.

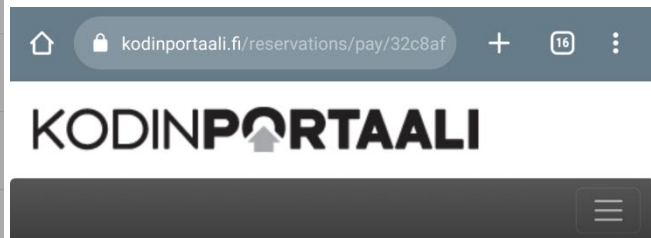


With the **Reservation calendar** feature you can reserve common spaces, such as the sauna or laundry room. You can also view your existing reservations and any reoccurring reservations that you may have.



If the building is using the Kodinportti Maksu (Kodinportti Pay) function with a reservation calendar, the reservation can also be made with the Kodinportti Mobile app.

The payment must be made within the time limit set. Note that the Kodinportti Mobile app will forward you to finalize the payment at the Kodinportaali.fi web site as shown in the pictures below.



Varaukset - Varauksen maksaminen

Ole hyvä ja maksa varaus ennen 13.07. Sen jälkeen aika vapautetaan ja joku muu voi varata sen.
24:40 jäljellä.

Vuokrausehtojen hyväksyminen

Olen lukenut ja hyväksyn vuokrausehdot.

Valitse maksutapa

Maksa varaus klikkaamalla maksutapaa.

Varauksen hinta on **3,00 €** sisältäen ALV 24 %.

Muista valita "palaa myyjän palveluun" maksun suorittamisen jälkeen varmistaaksesi, että maksu rekisteröityy oikein.

Maksuvälittäjänä toimii Paytrail Oyj. Valitsemalla maksutavan hyväksyt maksupalveluehdot.

walley **VISA**

Varauksen tiedot	
Kohde	Pesukone 1
Viikonpäivä	Keskiviikko
Varaus alkaa	30.8.2023 12.00
Varaus päättyy	30.8.2023 14.00
Kesto	120 minuuttia

€ Maksuerittely	
Summa	3,00 €
Arvonlisävero	0,72 € (24 %)

Maksettava yhteensä: 3,00 €