

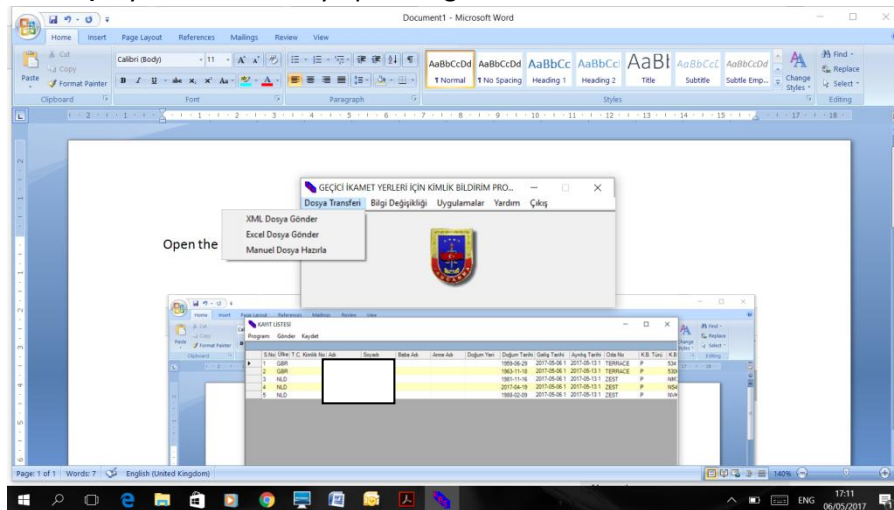
[Produced by “Black Lion Property” (2blacklions.com) For Property Sales Kalkan  
and “Kalkan Holidays” (kalkanholidays.com) For Property Rentals Kalkan]

### Logging Guests On KBS: English Instructions

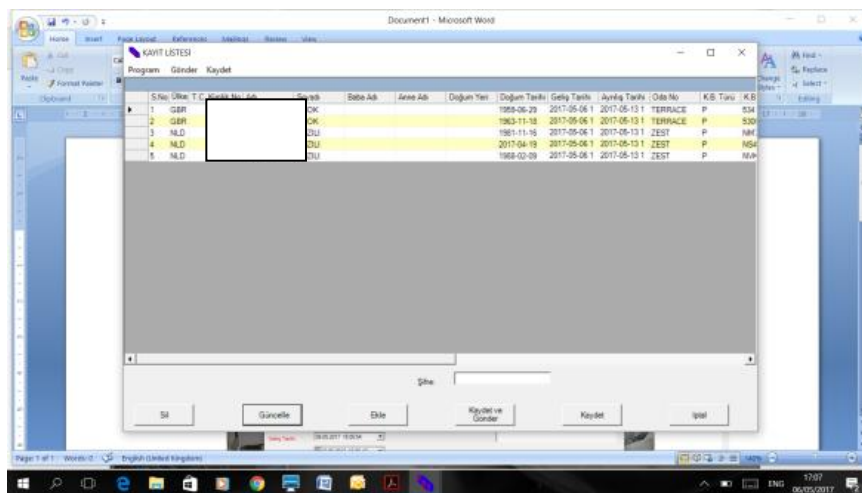
This assumes you have downloaded and installed the KBS system at and successfully opened it and logged in for the first time.

(For the personal privacy of guests details shown on the print screen, their names, passport details and addresses have been blocked out)

1. Open the KBS system from your device. Once you have completed the first login the login is automatic unless you are going to log in and out for multiple users.
2. Select “Dosya Transferi” (File transfer) and the “Manuel Dosya Hazirla” (manually prepare the file) if you are manually uploading.



### ADDING GUESTS FOR THE FIRST TIME



**Button Translations:** (Sil=delete, Güncelle=refine/amend, Ekle=add, Kaydet ve Gönder=Save and Send, Kaydet=Save, İptal=cancel)

3. Select **“Ekle”** (add) and fill in the guest details for all fields highlighted in red plus the fields **“Oda Numerasi”** and **“Ayrılış Tarihi”**.

**By completing the departure date “Ayrılış Tarih” field, you can quickly reconfirm a guest each day of their stay without the need to repeat typing in all their details.**

**Form Field Translations:**

Ulke = Country

Adı= First Names

Soyadı = Surname/Family name

Cinsiyeti = Sex (Erkek =Male and Kadın = Female)

Doğum Tarihi =Date of Birth

Oda Numerası = Type here the name of the accommodation i.e. villa or apartment.

Geliş Tarihi = Arrival date

Ayrılış Tarih = Departure date

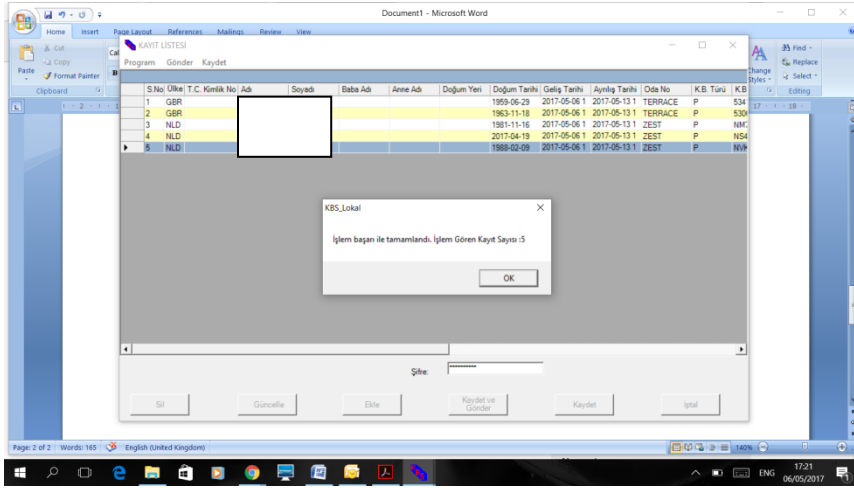
Kimlik Belgesi Türü = Type of identity = Select Pasaport

Seri No = Passport No

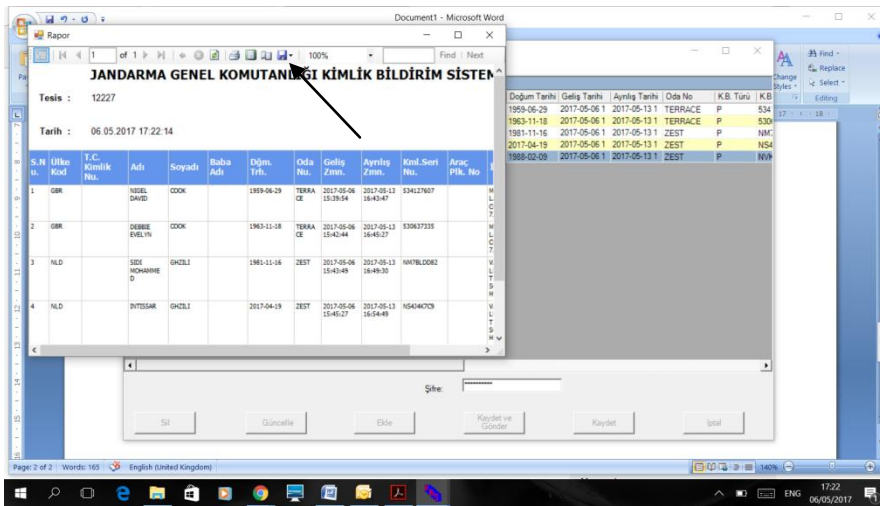
Ikamet Adresi = Address in their home country.

4. When you have completed the form for each guest click **“Kaydet”** to save and continue with adding more guests by selecting **“Ekle”** until you are done.
5. When you are done adding all the guests for the day, put your password in the **“Sifre “** box and click **“Kaydet and Gonder”** (save and send)

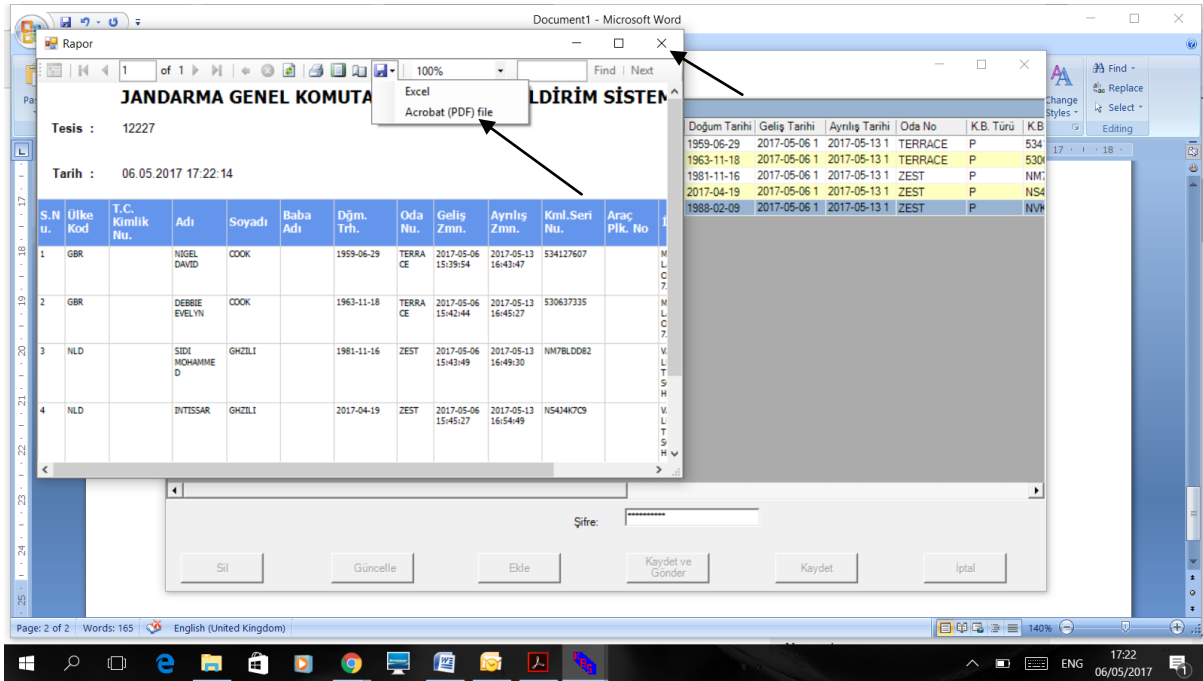
THEN You will see this message below confirming that x (5) number of records have been updated/submitted. E.g. 5.



After this you will another screen below asking if you want to save the daily update to your device for your own records.

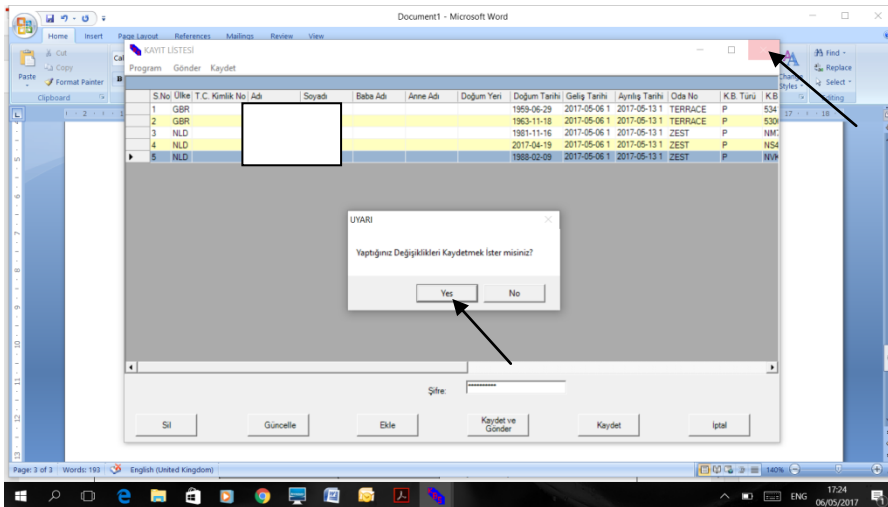


6. Click on the Save Icon and choose to save your record as either Excel or PDF file format to your device.



7. Then close that pop up window (rapor) at the top right corner (x)

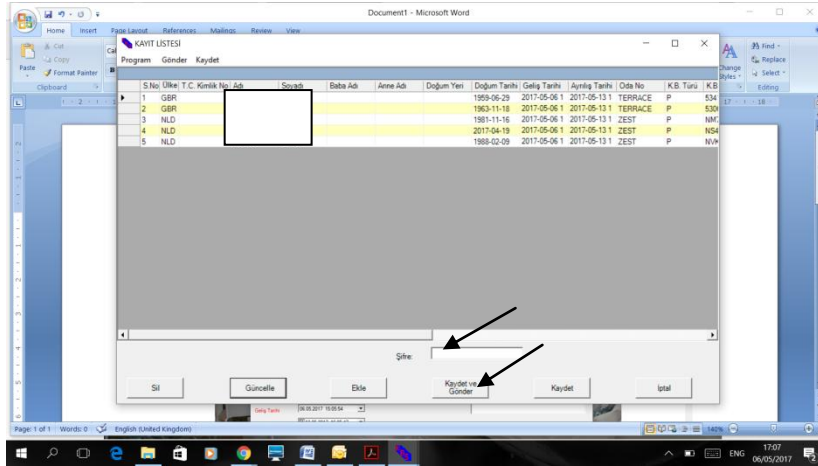
You then see this:



8. And click "Yes" to save the changes you have made and close the window down from the top right (X) corner which automatically logs you out of the system

## TO REPEAT A GUEST LIST ON OTHER DAYS

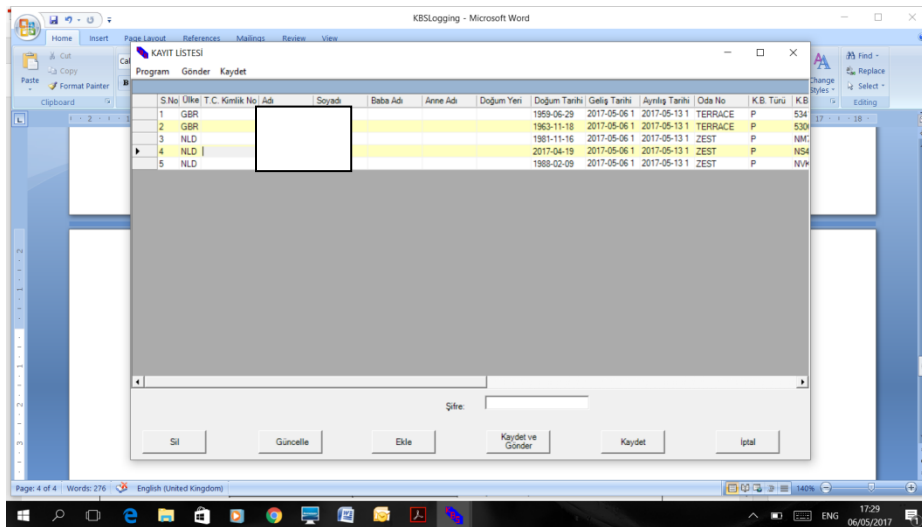
If you are repeating a guest list already saved/created simply login in as 1 and 2 above. When you see the previously saved guest list, put your password in the “Sifre” box and click “Kaydet ve Gönder” (Save and send).\* The follow steps 6,7,8 above to save your own report to your device and log out.



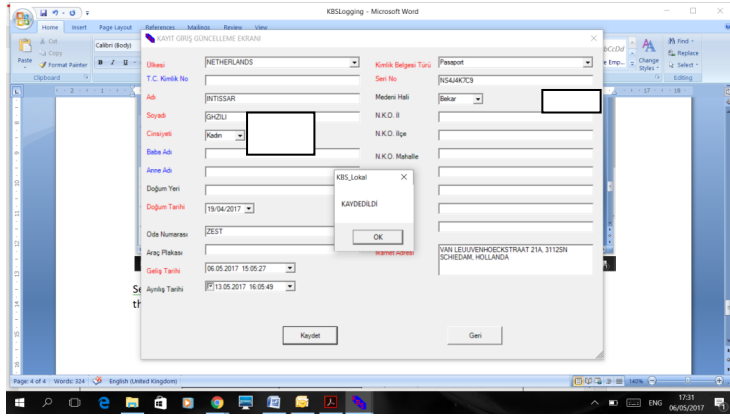
## TO MAKE A CHANGE OR CORRECT ONCE YOU HAVE FILED THE REPORT

Log in as before items 1 and 2 above.

The select the name you wish to make an update to by clicking on it such that a small black arrow appears in the left had column.



The select “Güncelle”. The original input form reappears. Make the amendments and then click “Kaydet” to save. You will see this below:



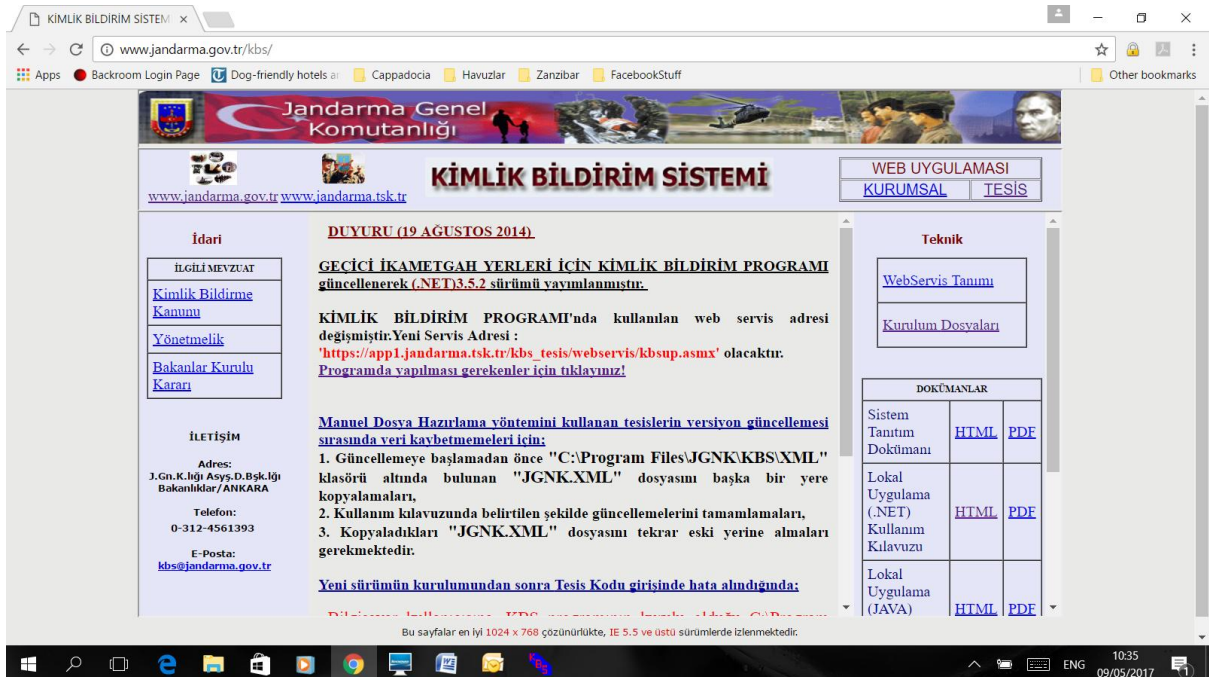
Select "OK" to save to reconfirm the save.

Then you have made the changes you need to refile the report again by following steps 5,6,7,8 above.

### Downloading The KBS System

These basic instructions are only for Microsoft users as we believe the program does not work on MACs. Ours OS was Windows 10. We suggest you turn off any VPN programs you may have running before downloading the program file.

Go to this webpage and click on **(.NET)3.5.2** to download the program.



Before clicking the application file to run it turn off any antivirus and firewall software and exit all programs.

Once installed check the program is located correctly in folder /Programfiles/JGNK/KBS/XML/



Open the program and select “Bilgi Değişikliği” then “Tesis Kodu”. Essentially to input and confirm a new user. “Under Tesis Kodu Taminlama” enter your 5 number user code and select “Kaydet” to save.

KİMLİK BİLDİRİM SİSTEMİ

WEB UYGULAMASI  
KURUMSAL TESIS

İdari

İLGİLİ MEVZUAT

[Kimlik Bildirme Kanunu](#)

[Yönetmelik](#)

[Bakanlar Kurulu Kararı](#)

İLETİŞİM

Adres:  
J. Gn. K. İdgi. Asyş. D. Bşk. lğı  
Bakanlıklar/ANKARA

Telefon:  
0-312-4561393

E-Posta:  
kbs@jandarma.gov.tr

DUYURU (19.08.2014) Yeni

GEÇİCİ İKAMET YERLERİ İÇİN KİMLİK BİLDİRİM PRO...

Dosya Transferi Bilgi Değişikliği Uygulamalar Yardım Çıkış

KİMLİK BİLDİRİM SİSTEMİ

<https://app1.jandarma.gov.tr/>

Müvellet Dosya Hazırlama yöntemini kullanan tesislerin versiyon güncellemesi sırasında veri kaybetmemeleri için:

1. Güncellemeye başlamadan önce "C:\Program Files\JGNK\KBS\XML" klasörü altında bulunan "JGNK.XML" dosyasını başka bir yere kopyalamaları,
2. Kullanım kılavuzunda belirtilen şekilde güncellemelerini tamamlamaları,
3. Kopyaladıkları "JGNK.XML" dosyasını tekrar eski yerine almaları gerekmektedir.

Yeni sürümün kurulumundan sonra Tesis Kodu girişinde hata alındığında:

DOKÜMANLAR

	HTML	PDF
Sistem Tanıtım Dokümanı	<a href="#">HTML</a>	<a href="#">PDF</a>
Lokal Uygulama (.NET) Kullanım Kılavuzu	<a href="#">HTML</a>	<a href="#">PDF</a>
Lokal Uygulama (JAVA)	<a href="#">HTML</a>	<a href="#">PDF</a>

Bu sayfalar en iyi 1024 x 768 çözünürlükte, IE 5.5 ve üstü sürümlerde izlenmektedir.

If you experience any problems you will need to seek help with this when in Kalkan. This is not something we can get into here.