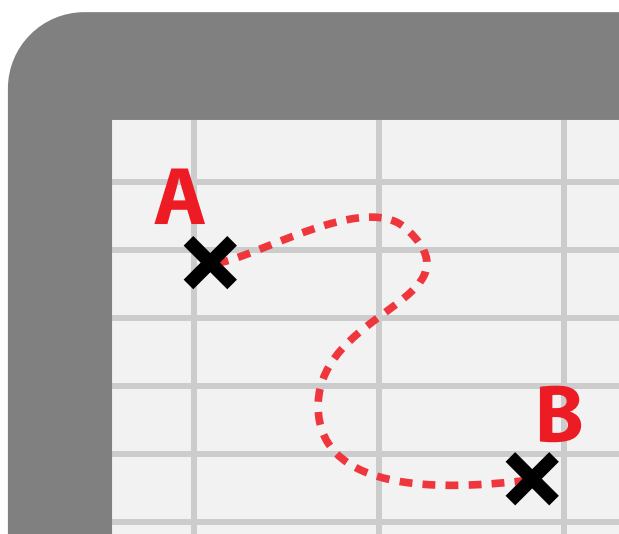


Codeks Distance Table

INSTRUCTIONS FOR ADMINISTRATORS on the use of the **Codes Distance Table** add-on as well as the system configuration for generating exports for the **Perftech.Largo payroll program**



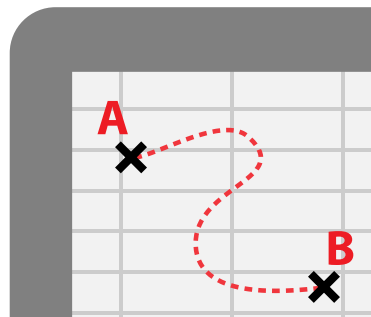
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0 INTRODUCTION

This document provides instructions for administrators and describes how to use the additional license code *Codeks Distance Table*.

The *Codeks Distance Table* add-on records the number and mileage of transports to different workplaces (e.g. to different branch offices). The add-on was designed as a tool for easier tracking of transports from one workplace to another, which is the basis for the reimbursement of transport costs under the new regulations for the public service in Slovenia (**Source: UL RS, št. 88/2021**).



NOTE

The functionality of the Codeks Distance Table add-on is only possible when using at least the main Codeks application software version Codeks 10.2110.6.16107 or newer.

In addition to the description of the *Codeks Distance Table* add-on, the instructions also briefly describe the settings for displaying data on transport to work in the **Largo Export**, which is used to import data into the *Perftech.Largo* payroll program.

You can read more about the Codeks software and its program add-ons on our web page jantar.si.

1 ADDING THE LICENSE CODE TO THE SOFTWARE

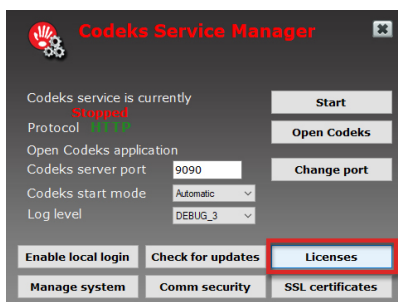
After obtaining the **Codeks Distance Tabler** license code you must add it to your Codeks system and activate it.

Add the *Codeks Distance Table* license to your system using the **Codeks Service Manager** program. The *Codeks Service Manager* program is installed on the Codeks server so to proceed you will need access to your Codeks server. You can open the program by double-clicking the **CodeksServiceManager.exe** file (C:\Program Files\Codeks or C:\Program Files (x86)\Codeks).

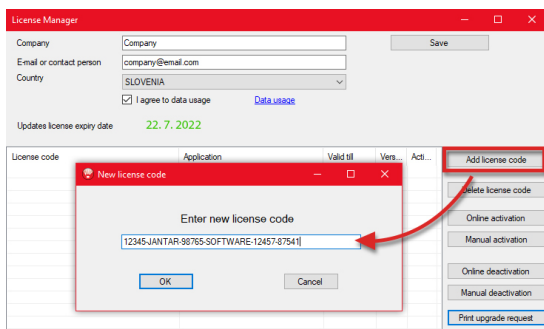
- Before entering the license code, stop the Codeks service by clicking the **Stop** button. Before continuing make sure the service status is set to *Stopped*.



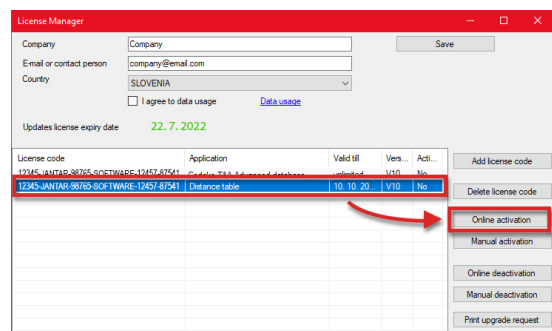
- Then, click the **Licenses** button. A new pop-up window will open.



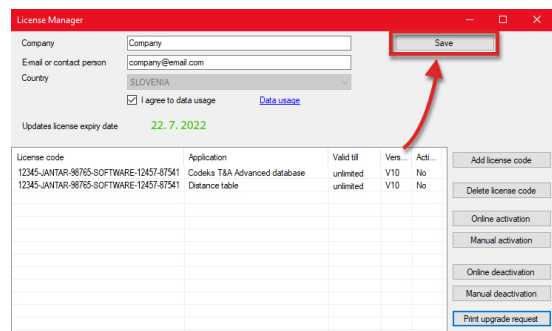
- Click the **Add license code** button and the **License Manager** window will open where you can enter the license code and confirm your entry by clicking **OK**.



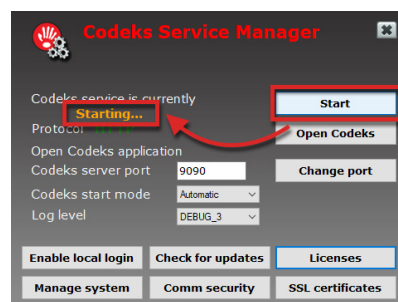
- The *Codeks Distance Table* license will now be displayed on the list. You still need to activate the newly entered license by clicking the **Internet activation** button.



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



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



You can read more about adding, activating, and removing license codes in the documentation of the main Codeks application (**CodeksManual-en_V10.pdf**).

2 SETTINGS IN THE HARDWARE EDITOR

To properly calculate mileage to different workplaces, all workplaces must have assigned locations in the **Hardware editor**. Employees will have the appropriate number of kilometers entered in the distance table for each workplace location, which is determined according to the distance from their permanent (or temporary) residence.

* To export data by individual locations (workplaces) in the **Largo Export**, it is necessary to enter the **Location Code** for each location you want to export. Different locations may have the same *Location Code*, for example, if the same branch has two entrances where employees can register, and data from these locations will be recorded together in **Largo Export** under the same item.

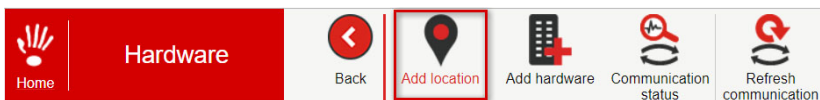
CREATING LOCATIONS FOR DIFFERENT WORKPLACES

You can read more about the locations and hardware connection in the documentation of the main Codeks application, which is available on our website (https://jantar.si/pdf/CodeksManual-en_V10.pdf).

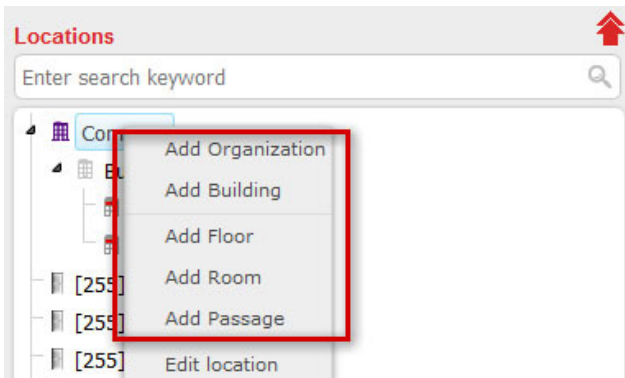
Creating the hierarchy of places (locations)

The left side of the *Hardware* editor shows the location structure of your Codeks system. Locations in the Codeks application represent the physical structure of your company's premises and are needed to determine the **passages** - access points to the premises - where your employees register.

Therefore, depending on the specific structure of your company's premises, you design the **Locations tree structure**. To add a location you can click the **Add Location** icon in the *Hardware* editor toolbar



or select the appropriate location type from the right-click menu on the parent location.



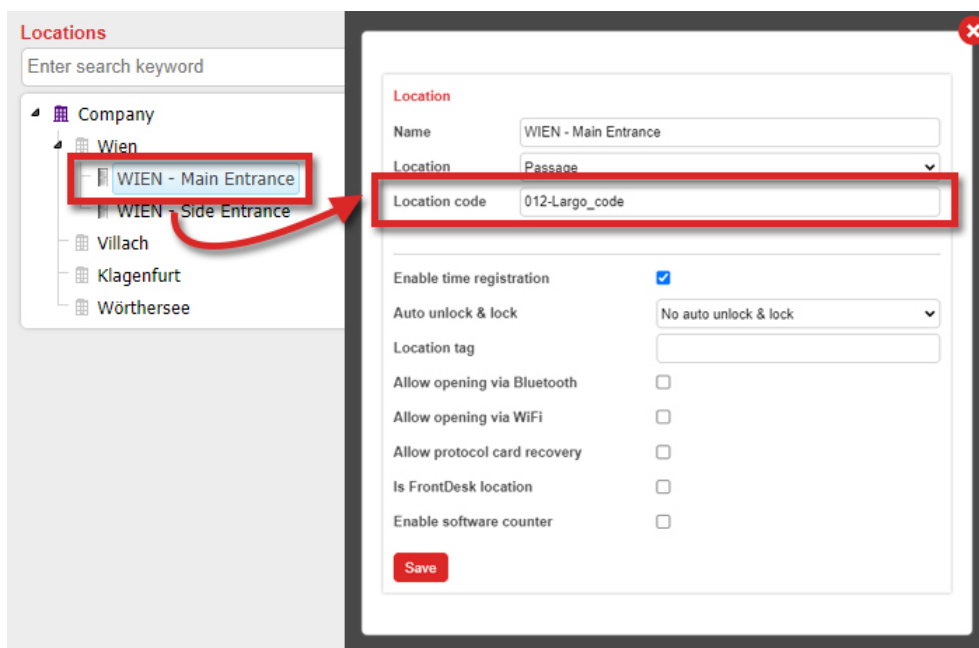
Connecting locations with hardware devices

You can connect the company's premises (locations) with the hardware devices:

- optionally, you can connect **controllers** and **communication lines** to *Organization*, *Building*, *Floor*, and *Room* type locations,
- connect all **Passage** type locations with readers in the system. All readers in the system must be linked to a (*Passage* type) in order for the access control and time attendance to operate correctly.
- For **mobile time attendance registration**, you must also allocate at least one *Passage* location to which you will later assign a **Codeks Virtual Controller** license. You can read more about the additional *Codeks Virtual Controller* license in the documentation of the software add-on ([https://jantar.si/pdf/Codeks Virtual Controller EN Instructions for ADMINISTRATORS.pdf](https://jantar.si/pdf/Codeks_Virtual_Controller_EN_Instructions_for_ADMINISTRATORS.pdf)).

* INSERTING THE LOCATION CODE ON THE LOCATION

In order to correctly display the mileage data (according to workplaces) in the **Largo Export**, it is necessary to assign the appropriate **Location Code** to the *Passage* type locations, which corresponds to the codes in the Perftech.Largo payroll program.



3 SETTINGS FOR DRIVE ROUTES

According to the new regulations employees are only reimbursed for the mileage traveled if their place of residence is at least 2 kilometers away from their place of work. The setting **Minimum drive route distance**, which determines the minimum distance to the workplace to be reimbursed, can be found in the *Preferences* menu under the *Time attendance* tab.

The screenshot shows a software window titled 'Time attendance' with a 'Save' button and a close icon. It contains several tabs: 'Program settings', 'Time attendance' (selected), 'TA screen', 'Mail settings', 'Automatic import / export', 'Export', 'Additional fields', and 'User interface'. Under the 'Time attendance' tab, there are sections for 'Import overtime', 'Import leave', and 'Drive routes'. The 'Drive routes' section is highlighted with a red box and contains a single setting: 'Minimum drive route distance' with a value of '2'.

Settings	Description
Minimum drive route distance	The setting determines at least how many kilometers the workplace must be away from the employees' permanent or temporary residence for the employee to be entitled to the payment of mileage. According to the current regulations, the minimum distance to the workplace must be at least 2 kilometers.

4 USER SETTINGS

To correctly calculate the mileage to different workplaces, each user **must have the number of miles from their home to each of the locations where they can work entered into the distance table**. Distances to workplaces **can be entered by the administrator in the Users editor for each user individually**, alternatively, **employees can enter mileage in the Distance table editor via their user access** and send a confirmation request, which must then be confirmed by the Codes system administrator.

ENTERING DISTANCES AS AN ADMINISTRATOR

The administrator enters the number of kilometers from the user's home to each of the workplace locations in the *Users* editor in the **Distance Table** tab in the settings of each individual user.

- 1 First, open the pop-up window for editing the user's settings and then move to the **Distance Table** tab.

- 2 Then click **Add** and select the start date in the **Date** field.
- 3 In the *Description* field, enter any descriptive notes or write the name of the distance collection.
- 4 In the lower part, **select a workplace location and then enter the number of kilometers from the user's home to the workplace.**
Using the same principle enter distances for all the other locations where the user can work.
- 5 When you finish click **Save**.

ENTERING PROOF OF PUBLIC TRANSPORT USE

In the *Distance Table* tab, an administrator can also enter the details and documents as proof of public transport ticket purchase on behalf of an employee who uses public transport to transport to the workplace. This kind of employee will be reimbursed for the cost of a public transport ticket upon presentation of a document as proof of purchase. **Employees can use a combination of public transport and their own transportation which is reimbursed according to the mileage traveled. When such cases, it is necessary to enable checkboxes in front of all locations where the employee travels by public transport.** For all locations whose checkboxes are not marked, the employee is reimbursed for the mileage.

- 1 First, enable the **Uses public transport** setting, and then select **Add** from the drop-down list on the right.
- 2 Then enter the **period for which the ticket is valid** and the **price**.

The screenshot shows the 'Distance table' form with the 'Public transport' section. The 'Uses public transport' checkbox is checked. The 'Add' dropdown is open, showing 'Add' selected. The 'Period' field shows '01.01.2022' to '31.01.2022' and the 'Price' field shows '45'. The 'Save' button is highlighted.

- 3 To upload the document proving the purchase of the ticket, click on the **Upload photo** button and find the ticket image on your computer.
- 4 When you're done uploading, click **Save** in the *Public Transport* section

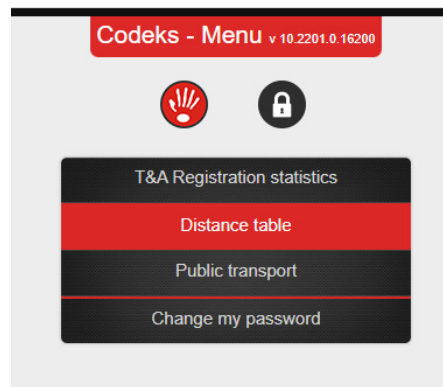
The screenshot shows the 'Distance table' form with the 'Upload photo' button highlighted. A file selection dialog is open, showing the 'Receipt.jpg' file selected. The 'Open' button in the dialog is highlighted.

- 5 In the *Drive routes* section below, **set all locations** where the employee can work and **enter the number of kilometers from their permanent residence**.
- 6 For all locations where an **employee travels by public transportation**, enable **check marks in front of the location name**.
For locations **where employees travel by their own transport**, however, leave the **check marks unchecked**.
- 7 Finally, click **Save** to save all the entered data.

ENTERING DISTANCES AS A USER AND SENDING CONFIRMATION REQUESTS

The distance from different workplaces can also be entered by the users themselves through their user access. **In the *Distance Table* editor, the user can enter the mileage to each workplace and send a confirmation request**, which will later be **confirmed by the Codeks system administrator**, who will **approve the entered values by saving them in the user settings**.

- 1 In the main menu of your user access, select the ***Distance Table*** editor.



- 2 In the new editor, first, click ***Edit***, then **select the start date for recording distances and enter a description**.

- 3 * If you enable the **Uses public transport** setting because you travel to certain locations by public transport, you will also be reimbursed for the cost of purchasing a public transport ticket upon presentation of the ticket purchase document. Submit proof of purchase of public transport tickets in the **Public transport** editor.
- 4 In the lower part, **select a workplace location and then enter the number of kilometers from your home to the workplace.**
Using the same principle enter distances for all the other locations where you work.
- 5 For all locations **where you travel by public transportation, select the checkboxes in front of the location name.**
For locations **where you travel by your own transport, however, leave the checkboxes unchecked.**
- 6 When you are finished, click **Send**.
By clicking on this button, your request for confirmation of the entered values will be saved, however, it still needs to be reviewed and confirmed by an administrator.

The screenshot shows the 'Distance table' form with the date set to 01.01.2022. The 'Uses public transport' checkbox is checked and highlighted with a red box. Below it, there is a 'Choose' dropdown menu and a 'Send' button.

The screenshot shows the 'Distance table' form with the date set to 01.01.2022. The 'Uses public transport' checkbox is checked. Below it, there are three location entries: 'Company/Klagenfurt/KLAGENFURT - Main Entrance' with a distance of 15, 'Company/Wörthersee/WÖRTHERSEE - Main Entrance' with a distance of 10, and 'Choose' with a distance of 0. The '10' for the second location is highlighted with a red box.

The screenshot shows the 'Distance table' form with the date set to 01.01.2022. The 'Uses public transport' checkbox is checked. Below it, there are three location entries: 'Company/Klagenfurt/KLAGENFURT - Main Entrance' with a distance of 15, 'Company/Wörthersee/WÖRTHERSEE - Main Entrance' with a distance of 10, and 'Company/Villach/VILLACH - Main Entrance' with a distance of 35. The 'Send' button is highlighted with a red box.

REQUEST CONFIRMATION BY THE CODEKS ADMINISTRATOR

- 1 The administrator opens up the window for editing the settings of each user in the *Users* editor.
- 2 **For users who have entered their own mileage values and have submitted a confirmation request the word *Requested* is displayed next to the start date of the distance recording in the *Distance table* tab.**
- 3 Click **Edit**. The fields will be unlocked for editing. Make any further corrections.
- 4 Finally, click **Save**.

The screenshot shows the 'Distance table' tab in the 'Users' editor. The date is set to 01.1.2022 Requested. The 'Edit' button is highlighted with a red box. Below it, there are three location entries: 'Company/Klagenfurt/KLAGENFURT - Main Entrance' with a distance of 25, 'Company/Villach/VILLACH - Main Entrance' with a distance of 35, and 'Company/Wörthersee/WÖRTHERSEE - Main Entrance' with a distance of 20. The 'Save' button is highlighted with a red box.

ENTERING PROOF OF PURCHASE OF PUBLIC TRANSPORT TICKETS

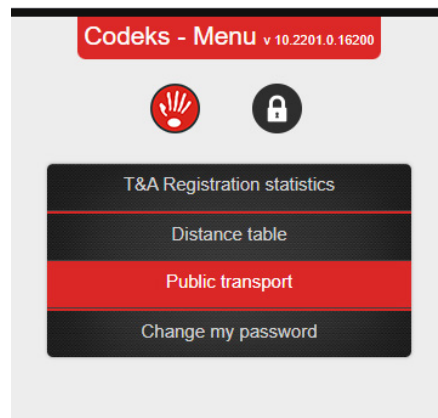
Evidence of the purchase of public transport tickets can be entered by the user through their user access via the form in the **Public Transport** editor.

You can enter new documents every month. These documents do not need to be confirmed by a Codeks system administrators and the reimbursement costs are taken into account immediately.

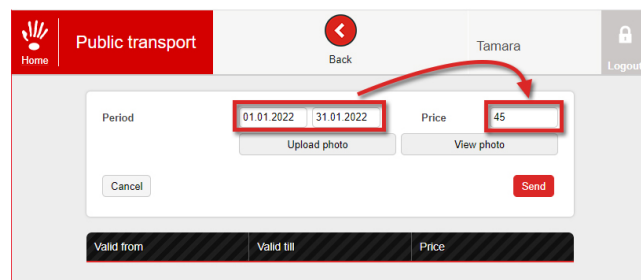
NOTE

Public transport costs will only be reimbursed if you have the **Uses public transport** setting enabled in the **Distance Table** editor.

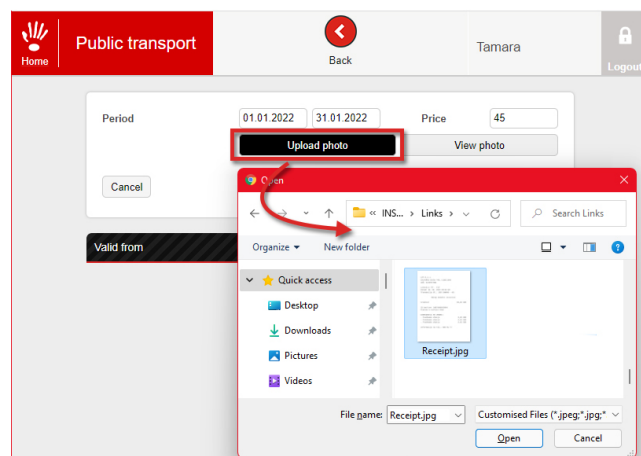
- 1 In the main menu of your user access in the Codeks application, select the **Public Transport** editor.



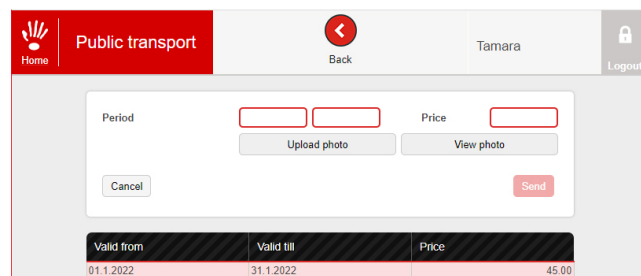
- 2 First, enter the period for which the ticket is valid and the price.



- 3 To upload a document proving the purchase of public transport tickets, click on the **Upload photo** button, then, find the ticket image on your computer.



- 4 When you're done uploading, click **Send**. The newly added document will appear below the form.



5 PREVIEWING IN THE TIME ATTENDANCE EDITOR

To display the new data the new **Distance table** section has been added on the right side of the *Time attendance* editor. This section contains the number of repetitions and the mileage traveled by the currently selected employee according to each workplace.

The screenshot displays the 'Time attendance' editor interface. On the left, there is a table of employees with columns for Last name, Name, Personal ID, and Department. The main area shows a calendar view for the week of 1.1. to 31.1. (6 weeks). The right sidebar contains the 'User' section for 'Anders Tamara (Employees)' and a 'Distance table' section. The 'Distance table' section lists the following data:

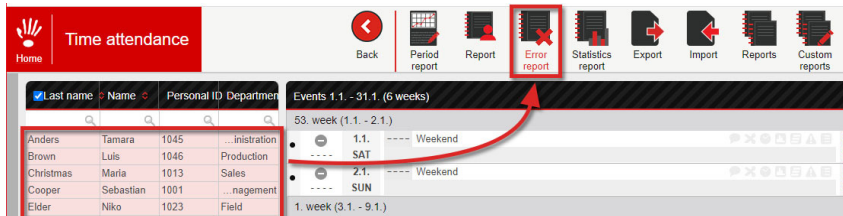
Location	Repetitions	Mileage (km)
any / Wien / WIEN - Main Entrance	4	420.000
Villach / VILLACH - Main Entrance	2	174.000
/ WÖRTHERRSEE - Main Entrance	2	150.000
1 / KLAGENFURT - Main Entrance	2	130.000

Below the 'Distance table' is the 'Year data 2022' section, which includes fields for Leave, Old leave, Total first year leave, Set leave (days), and Set old leave (days).

6 REPORTS IN THE TIME ATTENDANCE EDITOR

You can print a report on expired proofs for public transport in the editor.

- 1 First, in the user list, **select all the users for whom you want to print a report.**
- 2 Then in the editor toolbar, click the **Error report** icon.



- 3 A new window will open, where in the **Errors** tab enable the **Expired certificate for public transport** option.

- 4 A report will be displayed for all users who do not have a valid certificate for the purchase of public transport tickets.

Report						
Date	Start	End	Total	Day saldo	Saldo on day	Error
User: 1. 01. 2022	Brown Luis	Production	Card: 987654321			Missing receipt for public transport
User: 1. 01. 2022	Christmas Maria	Sales	Card: 35965874			Missing receipt for public transport
User: 1. 01. 2022	Cooper Sebastian	Management	Card: 46579211			Missing receipt for public transport

7 * LARGO EXPORT

SETTINGS FOR LARGO EXPORT

The **Largo Export** is especially adapted for further import and processing in the Perftech.Largo system.

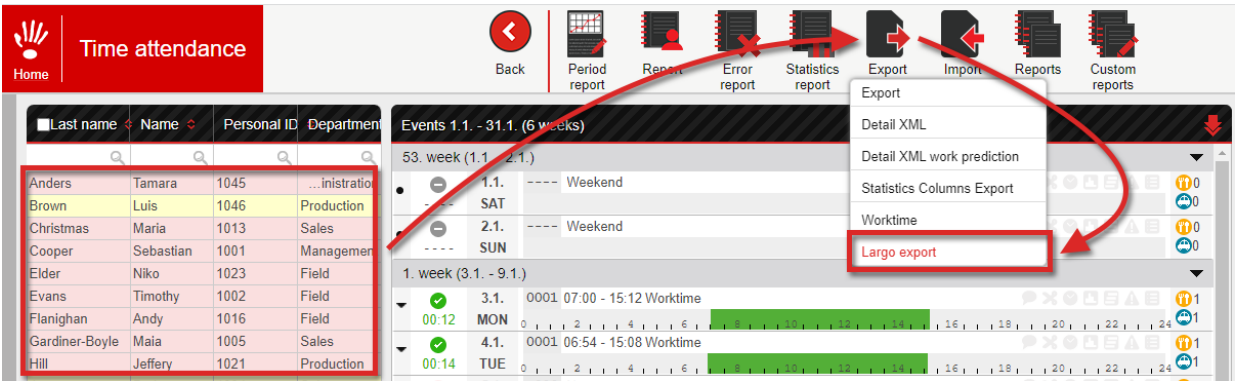
You can adjust the values of the displayed statistics using the formulas in the Largo Export section of the *Time Registration* tab in the *Preferences* menu.

Settings	Description
Statistic formula 1	<p>Using these settings you can customize the printout of the values that appear in the Largo Export report.</p> <p>In each of the lines, you can enter a formula with which you can adjust the calculation and the resulting value for a particular statistic or additional value.</p> <p>You can use any of the <i>Formulas</i> used in <i>Custom reports</i> to adjust the value.</p> <p>Example: Adjust the value of the statistic with the statistic code 1234, by entering <code>Formula_1234={MINLIMIT[0,0]{SUM()+COUNTOF[VP];*CONST[480];}}</code> in the first line of this section (under Statistic formula 1).</p> <p>You can read more about creating formulas for adjusting the values of statistics and additional values as well as about custom reports in general in the documentation of our main Codeks application, which is available on our website (https://jantar.si/pdf/CodeksManual-en_V10.pdf).</p>
Statistic formula 2	
Statistic formula 3	
Statistic formula 4	
Statistic formula 5	

GENERATING THE LARGO EXPORT

You can generate the *Largo Export* in the *Time Attendance* editor.

- 1 To generate the **Largo Export**, first, select the users for which you wish to generate the report in the *List of all users*.
You can select a single user by simply clicking on them or select multiple users by holding down the SHIFT or CTRL keys on your keyboard.
- 2 Then **click the Export icon** in the toolbar **and select Largo Export from the dropdown menu**.



- 3 The report will be generated in the .csv file format.

In the **Largo Export**, new mileage data according to different workplaces are presented in the last columns of the report table. For each location (workplace or several workplaces marked with the same *Location Code*), the repetition counter and the total number of kilometers are displayed.

	A	B	C	D	E		GV	GW	GX
1	Code	User	Personal ID	Departme	Department Co	e]_CNT	STRM_[Largo_code]_CNT	STRM_[Largo_code]_CNT	P_COST
2	5	Jack Doe	1005	Managem			23	575	0
3									



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