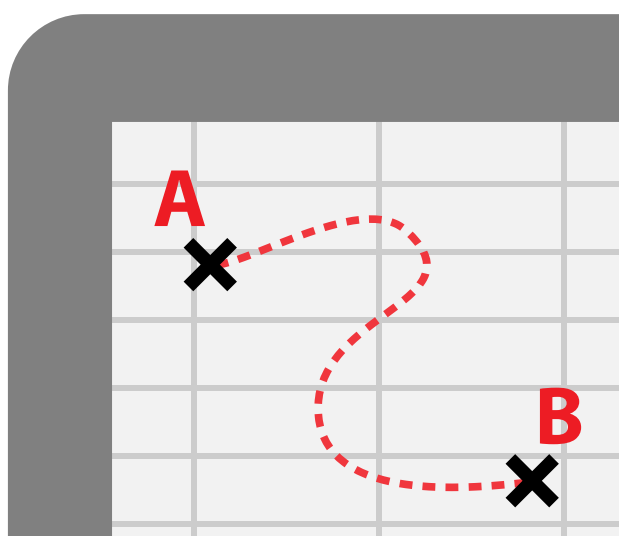


# Codeks Distance Table

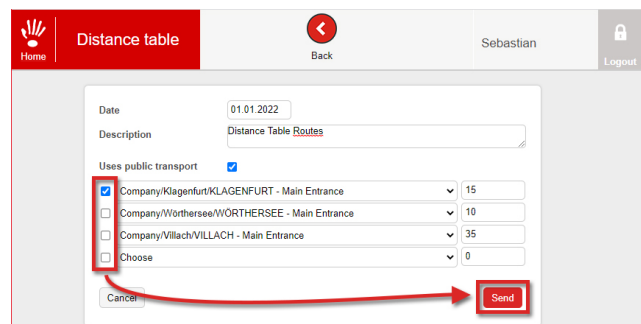
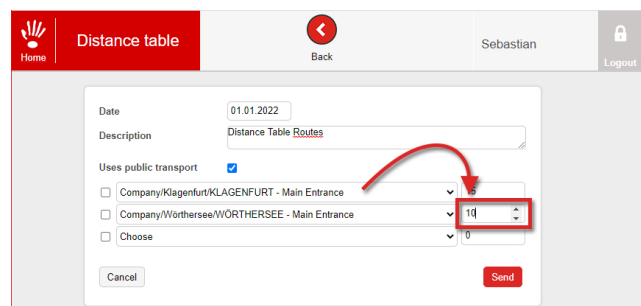
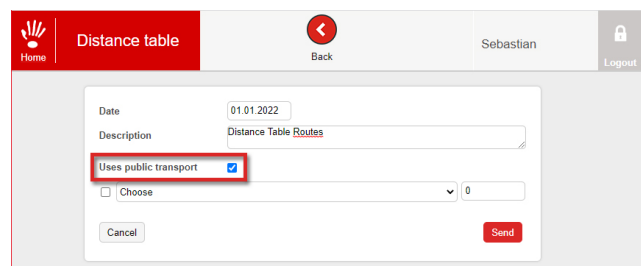
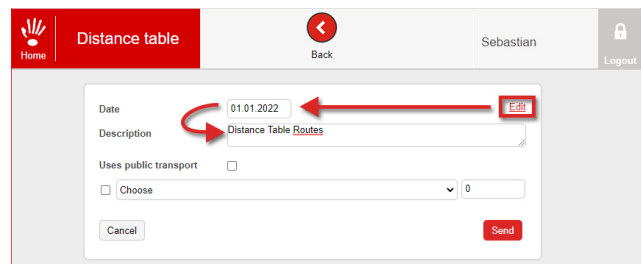
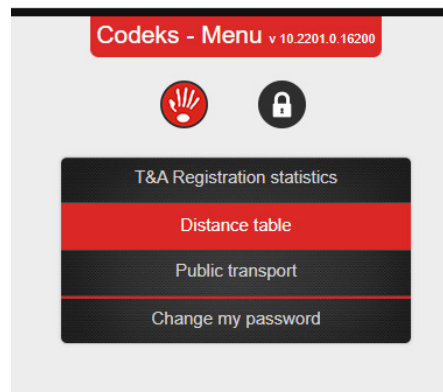
INSTRUCTIONS FOR USERS on the use of the **Codeks Distance Table** add-on



## 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.



## ENTERING PROOF OF PURCHASE OF PUBLIC TRANSPORT TICKETS

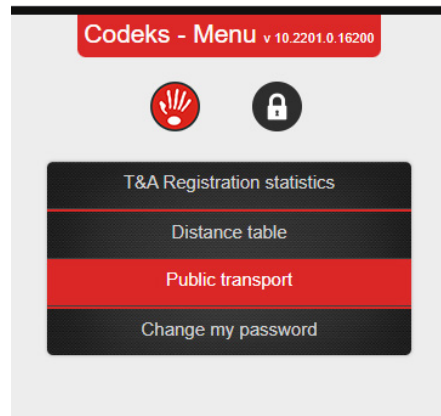
Evidence of the purchase of public transport tickets can be entered by the user through their user access via the form in the **Public Transport** editor.

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.

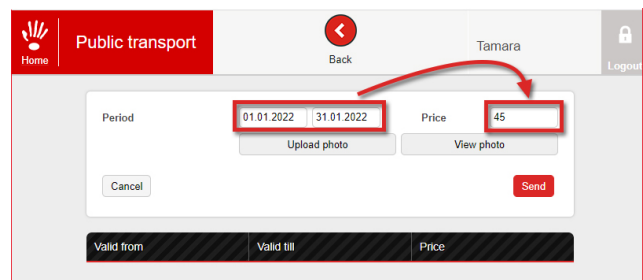
### NOTE

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

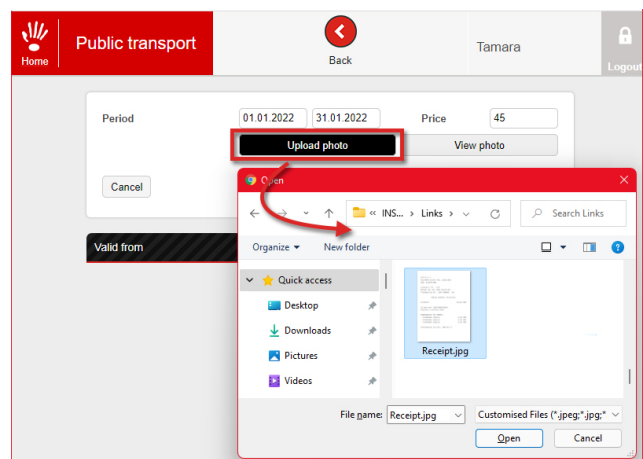
- 1 In the main menu of your user access in the Codeks application, select the **Public Transport** editor.



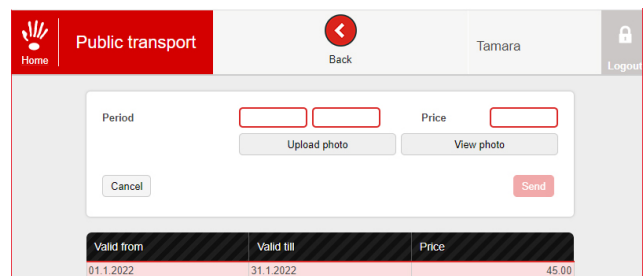
- 2 First, enter the period for which the ticket is valid and the price.



- 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.



## 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 is a list of employees with columns for Last name, Name, Personal ID, and Department. The main area shows a calendar view for 'Events 1.1. - 31.1. (6 weeks)'. On the right, the 'User' section is set to 'Anders Tamara (Employees)' for January 2022. The 'Distance table' section, highlighted with a red box, lists the following data:

Location	Repetitions	Mileage (km)
any / Wien / WIEN - Main Entrance	4	420.000
Villach / VILLACH - Main Entrance	2	174.000
/ WÖRTHERSEE - Main Entrance	2	150.000
t / 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).



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