OnSite

MODULE DATASHEET · B ONSITE

HR & Document Management

Employee records and documents in one place: validity per document type, contracts from your own template, digital approval and signing instead of paper and scattered spreadsheets.

Employees | Documents | Contract | Signing

Who it is for: HR, administration, site manager
What it shows: the Employees page, approval and signing, and the roles
Prepared by: B Consulting Kft. · bonsite.hu
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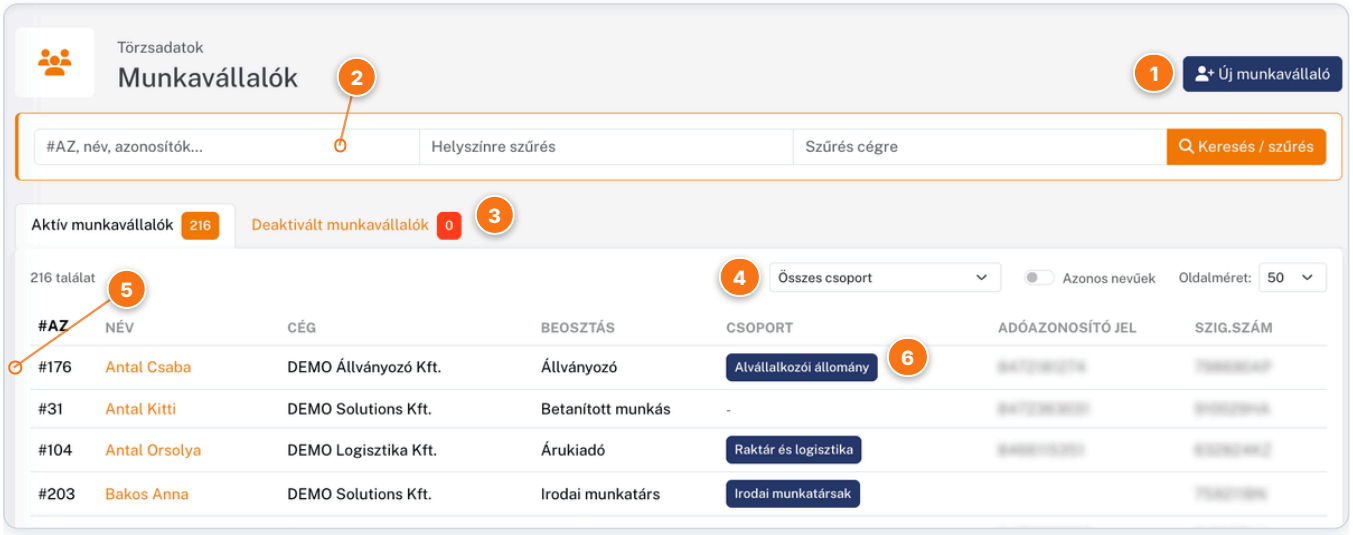
The Employees page

OnSite

Every employee is one row
ID, name, company, position and group in one list, with search and filters.

Active and deactivated apart
Two tabs separate active from deactivated employees, each with a counter showing the headcount.

New employee in one click
The Új munkavállaló (New employee) button adds someone. The Törzsadatok (Master data) menu also holds Companies, Sites, Positions and Groups.



1. **Új munkavállaló (New employee)**: button to add a new employee
2. **Search**: by ID and name, with separate filters for site and company
3. **Aktív, Deaktivált (Active, Deactivated)**: two tabs with a counter
4. **Group filter**: all groups, or one selected group
5. **Employee**: ID and name, click the name to open the record
6. **Position, group**: job position and group label next to the company

Group view: use the **Összes csoport** (All groups) dropdown to see the members of one group, for example the warehouse or the subcontractor staff.

What is this view for?

The module manages the **master data** of employees and their **documents**. Everything starts from the register (Munkavállalók, Employees): you open the employee record from it, the documents attach to it, and from there you reach the lists waiting for approval or signature.

Screenshots come from the demo licence interface; the companies, plates and names in them are fictitious.

A document's path

1

Record, document with validity

You keep documents on the employee record. For each document type you can set whether it has an expiry.

2

Contract from your own template

The contract is generated from your own .docx template.

3

Awaiting-approval list

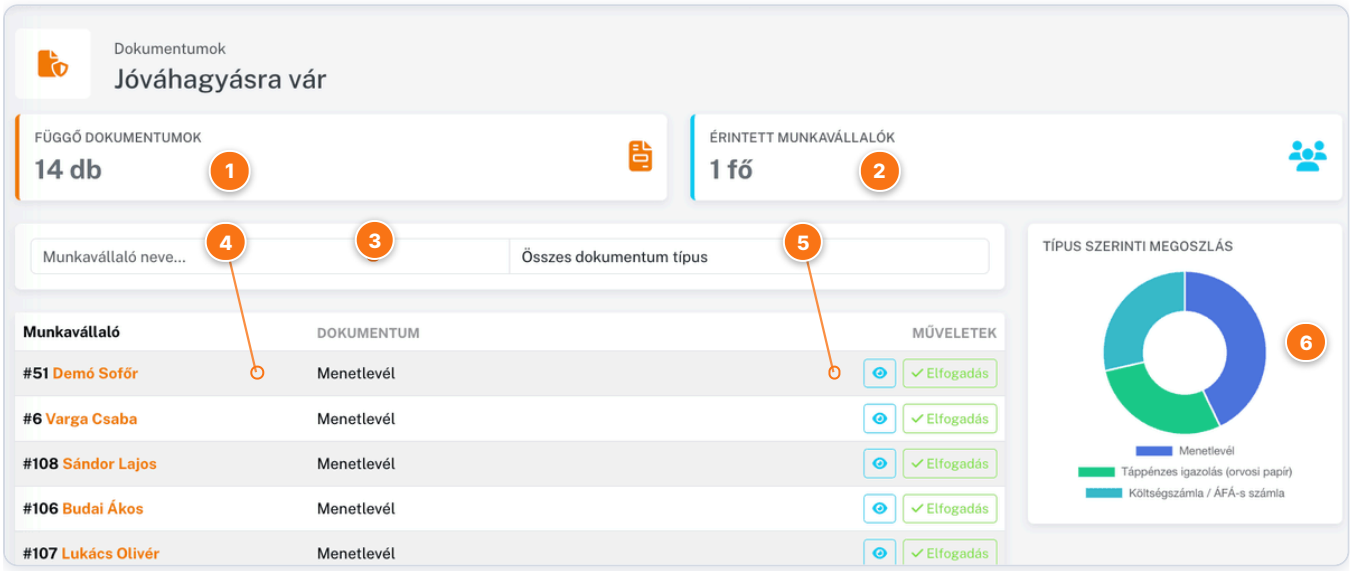
You review submitted documents in one list: open each one and accept it.

4

Signing on the portal

The employee signs the document on the portal. The time, IP address and browser of the signing are stored on the document.

The Jóváhagyásra vár (Awaiting approval) list



1. **Pending documents**: counter of all documents awaiting approval
2. **Employees affected**: how many employees it concerns
3. **Filters**: by employee name and by document type
4. **Document**: employee and document type on each row
5. **Actions**: eye: open, Elfogadás (Accept): approve
6. **Distribution by type**: donut chart of the pending document types

A document arrives from the employee

Awaiting approval
the employee submitted it

TO DO

1. Open the **Dokumentumok > Jóváhagyásra vár** (Documents > Awaiting approval) list
2. View the document with the **eye** button
3. Click **Elfogadás** (Accept)

Awaiting signature
contract on the list

TO DO

1. Open the **Dokumentumok > Aláírásra vár** (Documents > Awaiting signature) list
2. Per employee you see which document awaits signature
3. You can open the document on its row

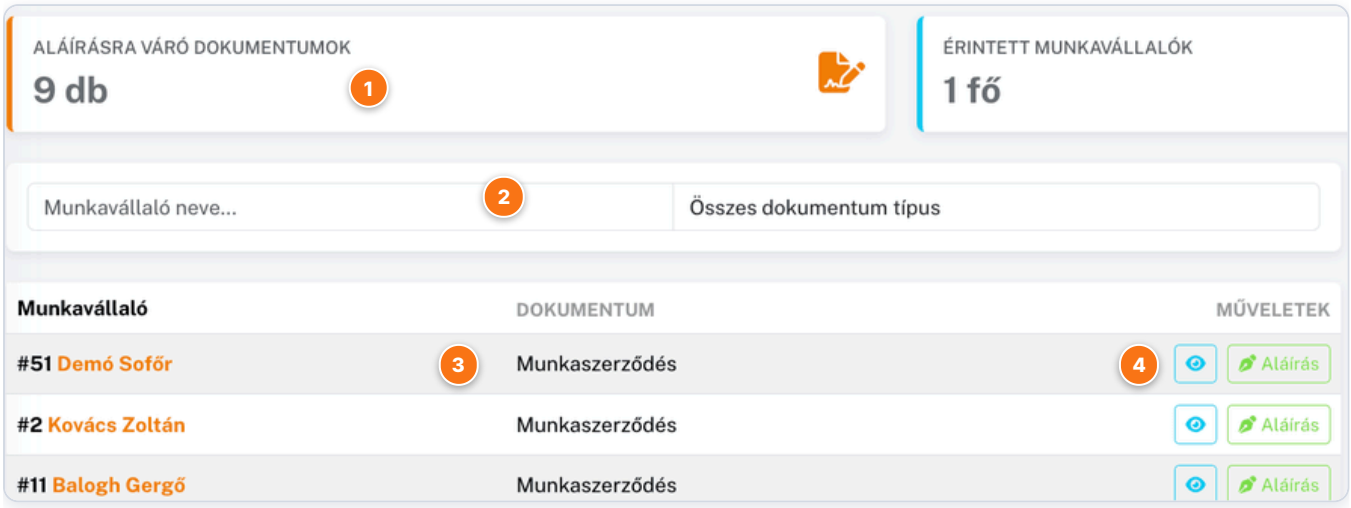
On the portal
the employee's side

TO DO

1. The employee uploads the requested document
2. The portal shows: missing, submitted, accepted
3. The contract is signed on the portal

Signing and its trace

Awaiting signature: one list, per employee



1. **Documents awaiting signature**: counter, with the number of employees concerned
2. **Filters**: employee and document type
3. **Document**: for example Munkaszerződés (Employment contract), per row
4. **Aláírás (Sign)**: button on the row, with the open button next to it

What does a signature store?

Time

The time of signing is stored on the document row.

IP address

The IP address of the device that signed on the portal is stored on the document.

Browser

The browser identifier is stored too, so the circumstances of the signing can be reviewed later.

Tracking expiry: document expiry shows in the **Munkavédelem > Lejáró dokumentumok** (Safety > Expiring documents) list and in the counters of **Összesített statisztika** (Summary statistics). Check them regularly.

Roles and connections

HR officer
administration

- Adds and maintains employees and their documents
- Sets the validity of document types
- Prepares contracts from your own template
- Reviews and accepts the submitted documents

Employee
on the portal

- Sees which documents are missing, submitted or accepted
- Uploads the requested documents
- Signs the contract on the portal

Admin
system administrator

- Sets up roles and permissions
- Maintains master data: companies, sites, positions, groups

The above is the typical split. Roles are set per function inside the module.

How does it connect to other modules?

Digital training
The certificate shows on the employee record. EduBase provides the exam, B OnSite receives the result.

Employee portal
The employee uploads the requested documents and signs the contract here; you approve the submission on the Awaiting approval list.

Occupational safety
The expiring-documents list is in the Safety menu, together with the employees' training dates.

See it in action

Request an online demo of the HR & Document Management module, run with your own site processes.

bonsite.hu/kapcsolat
info@bonsite.hu
+36 70 627 7193

Cloud-based
no own server, nothing to install

Web + mobile
on computer, tablet, phone

GDPR, NIS2
compatible data handling and processes

1-2 weeks
average onboarding