OnSite

MODULE DATASHEET · B ONSITE

Access control and attendance

Movements become working time: the system calculates from entries and exits, the employee submits the attendance sheet, the approver accepts or rejects it, and you take the data to Excel.

Movements | Working hours | Attendance sheet | Excel

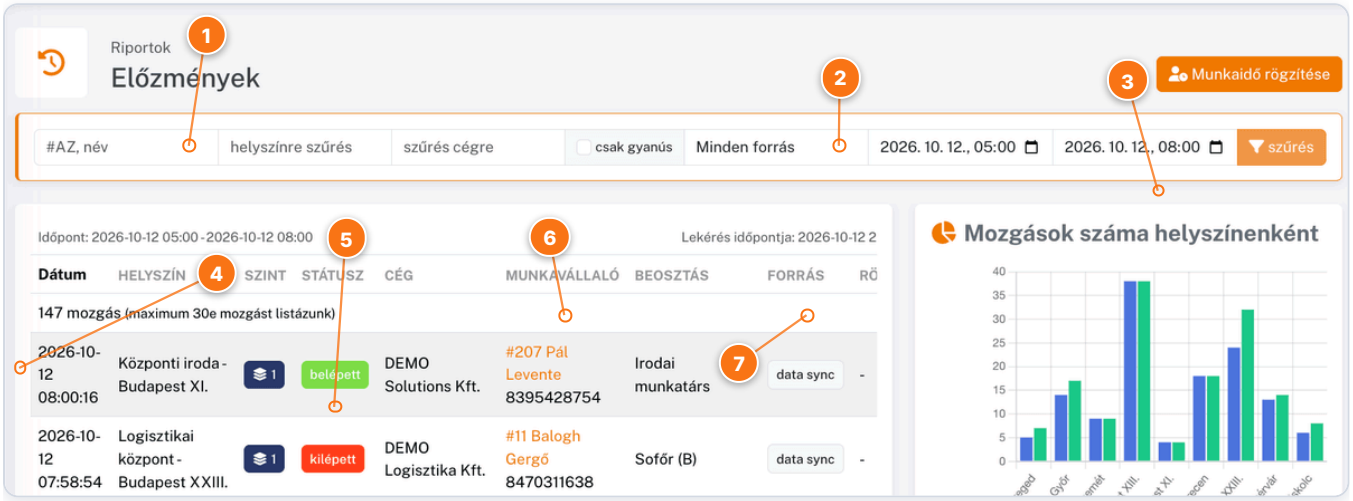
Who it is for: HR, administration, approving manager, site manager
What it shows: the movements list, the flow of a working day, roles and the export
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Version: 1.0 · 13 October 2026 · screenshots use demo data

The Előzmények (History) page

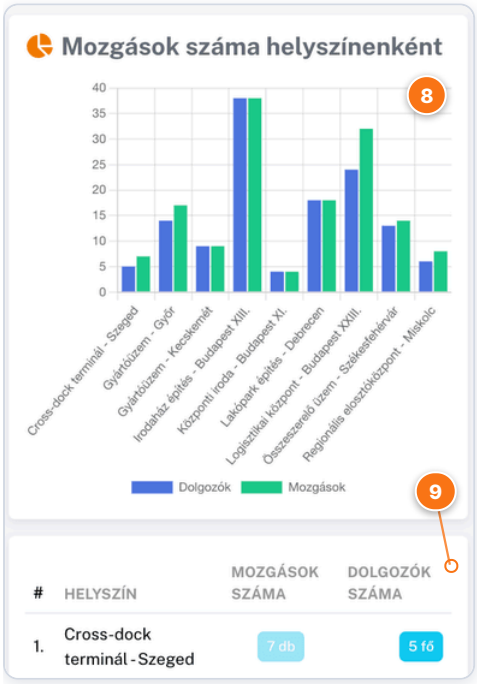
Every movement is one row
Date, site, status (entered or left), company, employee, position and source in one list.

See where it came from
The Forrás (Source) column shows where the movement was recorded from. In the sample it is data sync.

Filter and summarise
Filter by name, site, company, source and period; for one person's movements, filter by the name. The chart and table on the right summarise per site.



1. **Filters**: name or ID, site, company
2. **Source**: which source the movement came from
3. **Period**: start and end time, then the szűrés (filter) button
4. **Movement**: date and time, site on every row
5. **Status**: belépett (green, entered) or kilépett (red, left)
6. **Employee**: ID, name and position
7. **Source**: the origin of the movement in the column



8. **Movements per site**: column chart: employees (blue) and movements (green) per site
9. **Site summary**: movements and employees per site

From movement to Excel

1
Gate movement is recorded
Entry and exit go into the log with a timestamp. A movement can also arrive through the Sync API.

2
Working hours from movements
The Munkaóra (Working hours) report calculates from entries and exits. An unpaired movement is marked.

3
Attendance sheet submission and approval
The employee submits their attendance on the portal; the approver accepts or rejects it.

4
Excel export
You can export the working-hours data to an Excel (XLSX) file.

A working day in the system

A working day in the system

Movement
during the day

TO DO
1. Entry and exit are recorded with a timestamp
2. The **Előzmények** (History) list also shows the source
3. An unpaired movement is marked

Attendance sheet
employee and approver

TO DO
1. The employee submits their attendance on the portal
2. The approver opens the submission
3. **Accepts** or **rejects** it

Working hours and export
HR, administration

TO DO
1. Open the **Riportok > Munkaóra** (Reports > Working hours) page
2. Review the working hours calculated from the movements
3. Export to Excel (XLSX)

Movement log
Every entry and exit is kept, with date, site and employee.

Working-hours report
Time calculated from the entry and exit pair, with the missing pair marked.

Approved attendance
The approver's decision on the submitted attendance sheet: accept or reject.

Working hours and export

What do you get?

Working hours from movements
The Munkaóra report in the Riportok (Reports) menu calculates work hours from movements, so you do not add them up by hand.

Marked incomplete movement
The report marks an unpaired movement, so you see where to follow up.

Excel (XLSX) export
The working-hours data can be downloaded as a spreadsheet to work with further.

Employee
on the portal

- Submits their attendance on the portal
- Sees the decision: accepted or rejected

Approving manager
team lead, manager

- Reviews the submitted attendance sheet
- Accepts or rejects it

HR, administration
preparing the settlement

- Reviews movements in the Előzmények list
- Opens the Munkaóra report
- Exports to Excel

Roles and connections

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

How does it connect to other modules?

HR & document management
The employees' master data and documents live there: from it you open the record of the person whose movements you are viewing.

Visitor management
Visitor movements are logged too, in time order with the site, with a visitor report filtered by date.

Reports
The Összes helyszín (All sites) report shows the number of entries and exits per site.

See it in action

Request an online demo of the Time Tracking & Access Control module, run with your own site processes.

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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