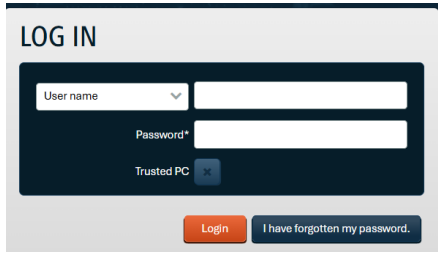
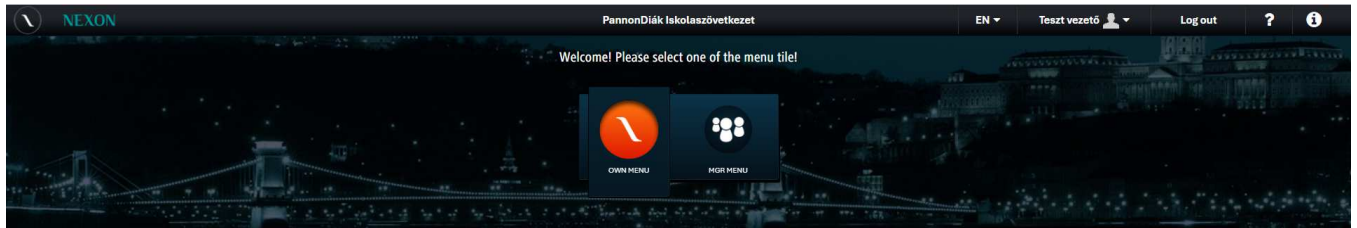


You can access the Nexon4 interface via the link below:

[PannonDiák Nexon](#)



Once you have logged in to the Nexon4 interface, the following screen will appear:



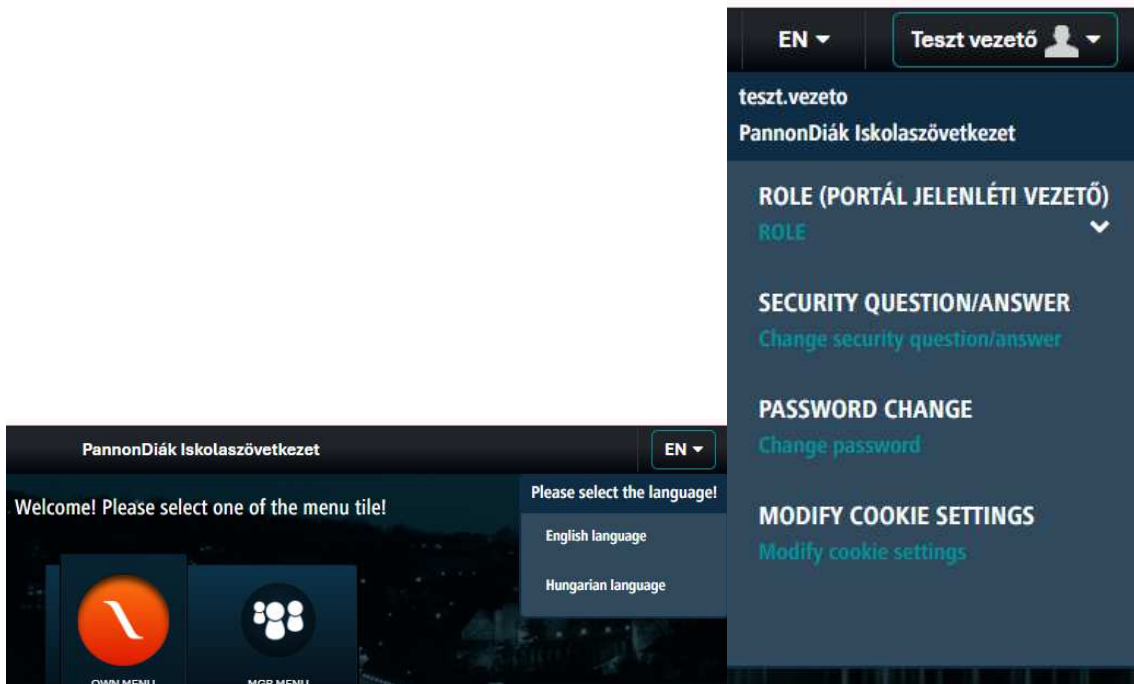
The icons in the top row mean the following:

Top left corner: Clicking the 'Go to menu' icon opens a new browser window with the home screen.

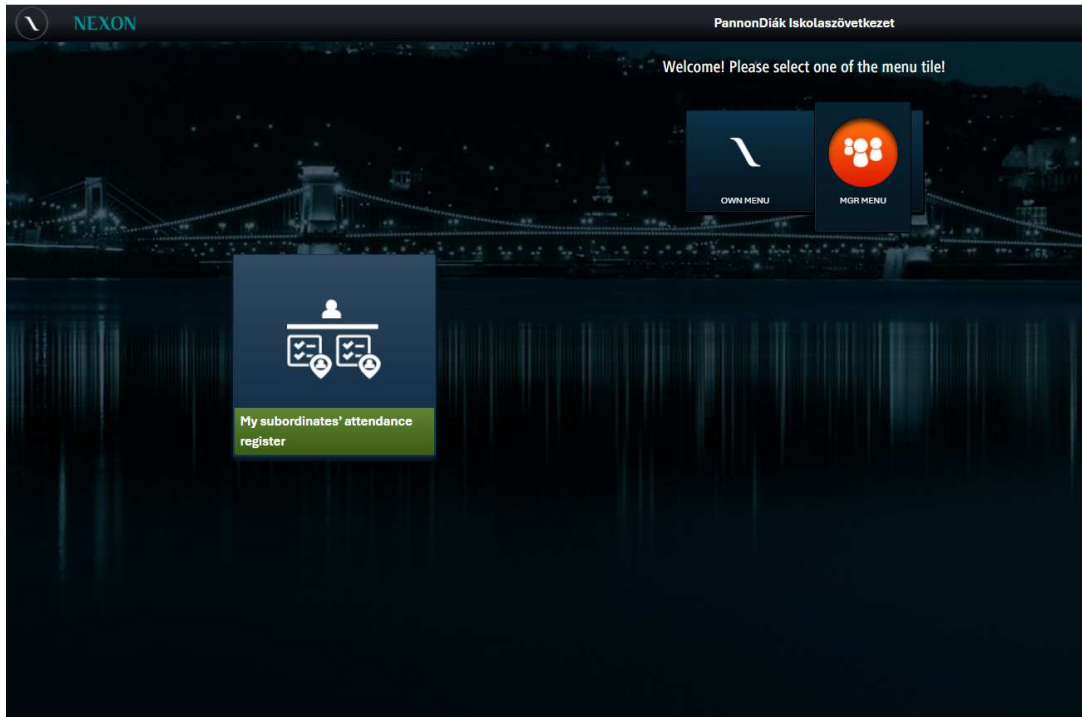
Select the interface language: Hungarian or English.

Clicking on your username displays your role and allows you to change your password.

The top right corner ? icon opens the active help section, which displays up-to-date information on using the interface. In each menu, the help for that specific menu is always displayed.

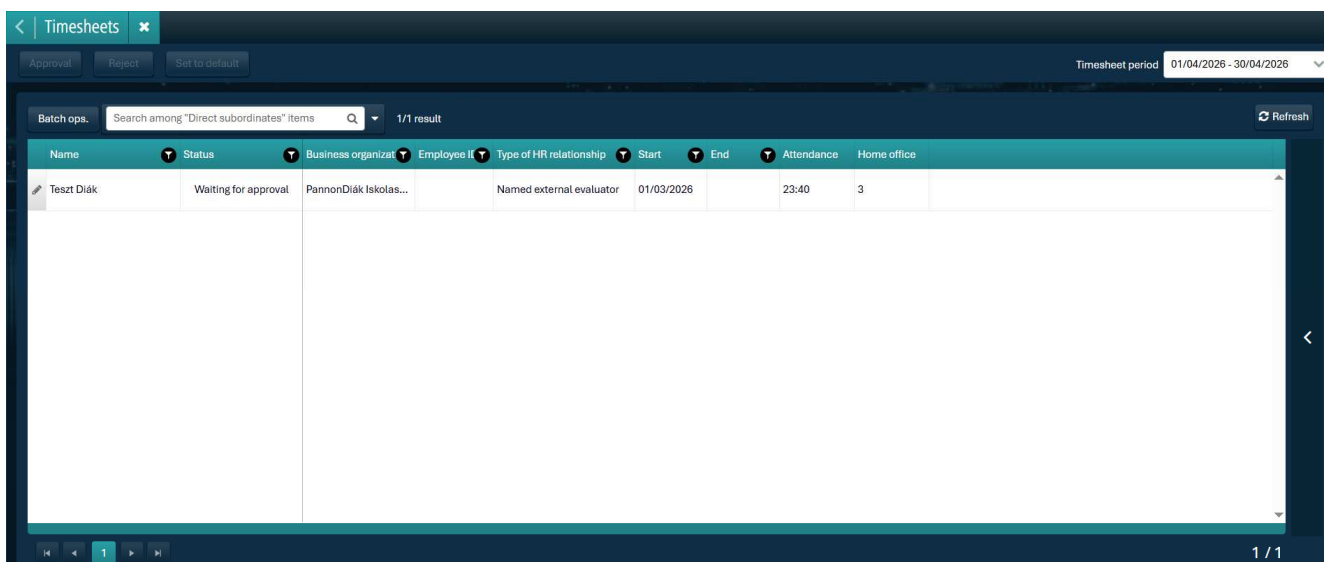


Clicking on the 'Manager' menu opens the following interface:



### 1. My staff's attendance sheet:

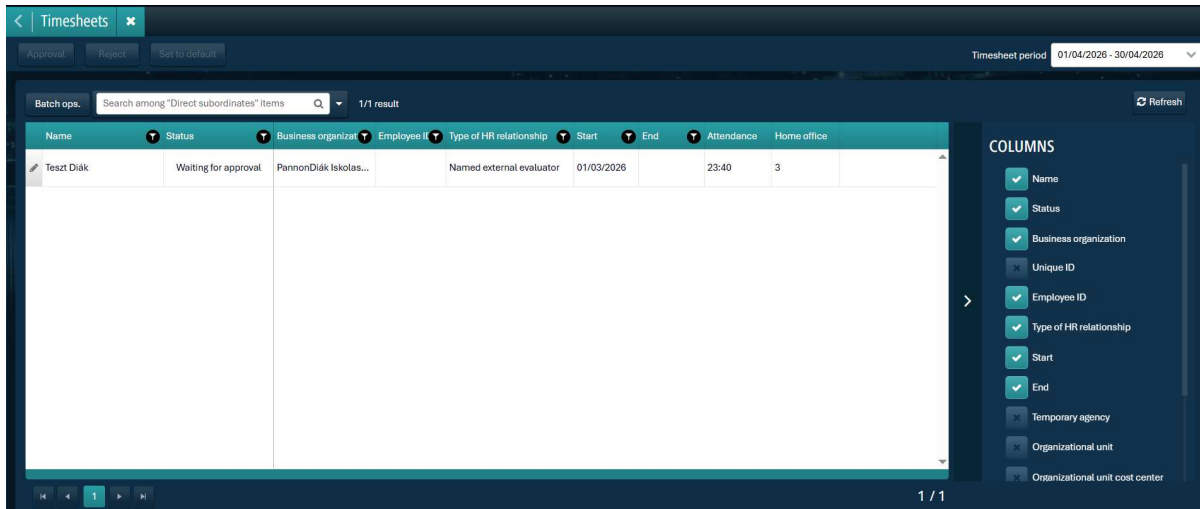
This screen is used to view, edit and approve the attendance sheet.



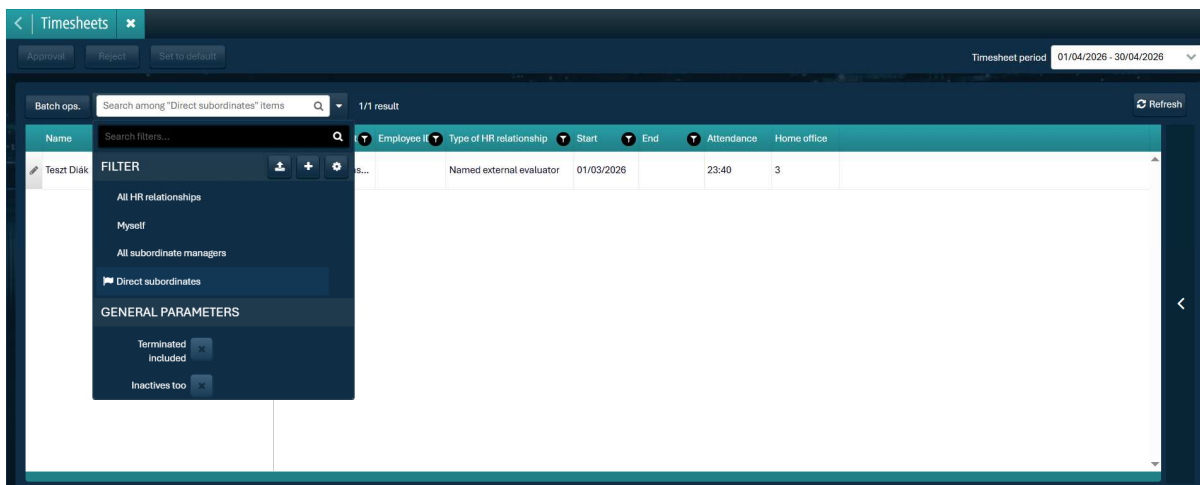
The screenshot shows the Timesheets interface. The header includes "Timesheets" and "Approval" buttons. The "Timesheet period" is set to "01/04/2026 - 30/04/2026". A search bar shows "Search among 'Direct subordinates' items" with "1/1 result". The table below has the following data:

| Name       | Status               | Business organizat    | Employee I | Type of HR relationship  | Start      | End | Attendance | Home office |
|------------|----------------------|-----------------------|------------|--------------------------|------------|-----|------------|-------------|
| Teszt Diák | Waiting for approval | PannonDiák Iskolas... |            | Named external evaluator | 01/03/2026 |     | 23:40      | 3           |

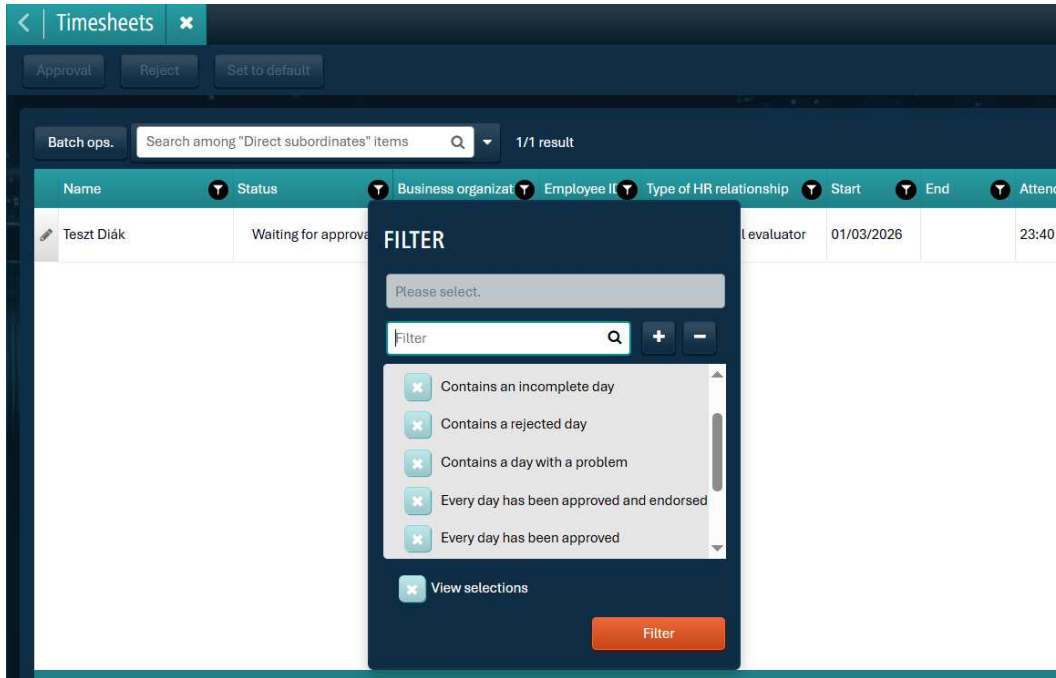
After opening the navigator on the right-hand side of the screen, you can customise which columns are displayed.



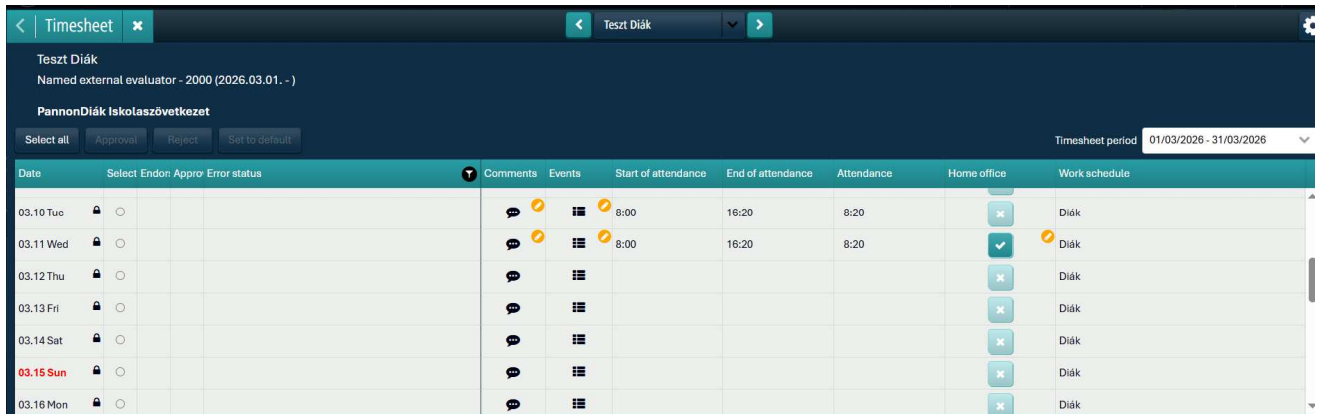
By default, the list of active employees is displayed. Next to the search bar, by clicking the downward-pointing arrow, you can create your own filter criteria and display employees who have already left the company.



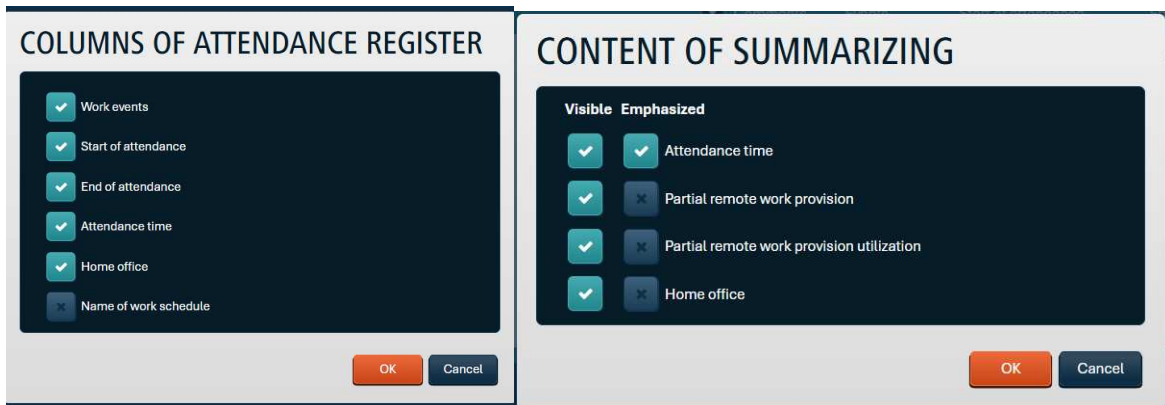
In the filter used for the status column, 'Approved and signed off every day' indicates those who have both employee and manager sign-offs – they are in order for the month. Selecting the other items shows those who are still missing some data or a sign-off from their current attendance sheet.



By clicking on the pencil icon next to the name, you can access the attendance sheet for that employee:



Settings menu – accessed by clicking on the cogwheel. Here you will find the columns of the attendance sheet and the summary. Here you can configure what is displayed on the screen:



The table containing the attendance record data is located in the centre of the screen. The rows represent individual days, and the columns contain the various attendance record data. The summary data for the period is displayed at the bottom of the screen. The summary can be collapsed by clicking on the header.

Attendance sheet period

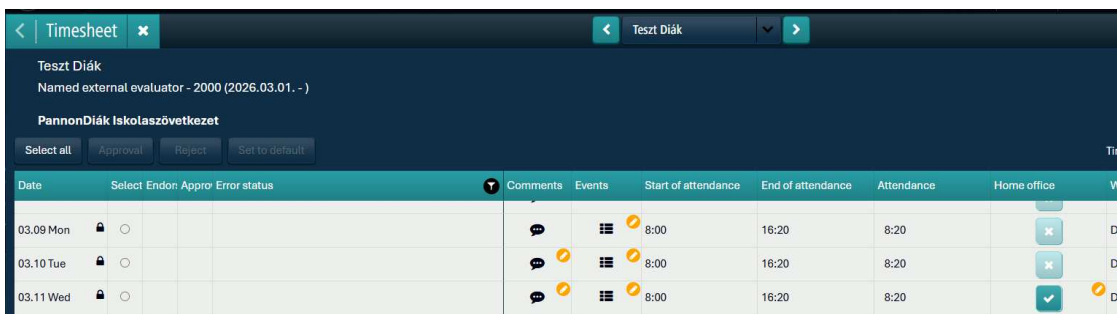
The attendance sheet period can be selected in the top right-hand corner of the screen. By default, the period according to the calendar is displayed; it is not possible to switch to a future month.

Manager approval of attendance sheets

Managers are authorised to check attendance sheets and approve days.

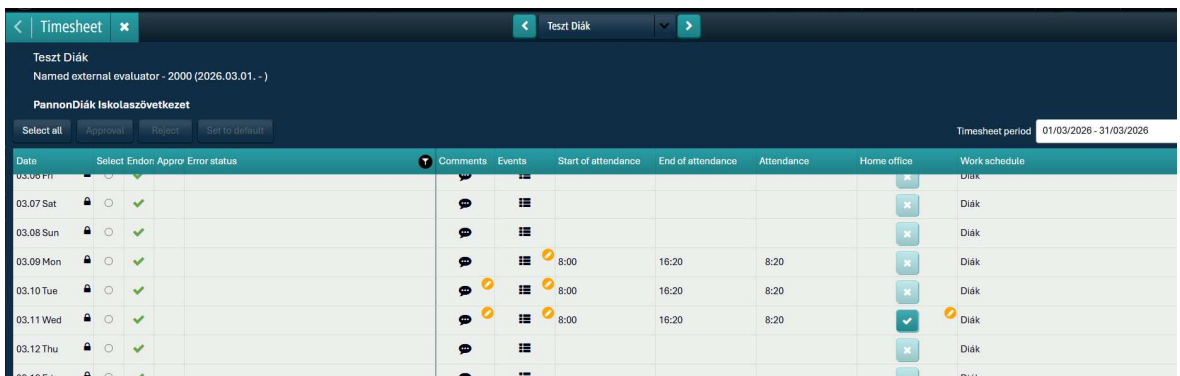
Steps for checking:

1. Checking start and end times – this can only be done for days on which work was actually carried out.
2. Was work carried out from home (Home Office)? Is this recorded? A tick in the ‘Work from home’ column indicates this



| Date      | Select                   | Endon                    | Appro | Error status | Comments | Events | Start of attendance | End of attendance | Attendance | Home office                         | Work schedule |
|-----------|--------------------------|--------------------------|-------|--------------|----------|--------|---------------------|-------------------|------------|-------------------------------------|---------------|
| 03.09 Mon | <input type="checkbox"/> | <input type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input type="checkbox"/>            | D             |
| 03.10 Tue | <input type="checkbox"/> | <input type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input type="checkbox"/>            | D             |
| 03.11 Wed | <input type="checkbox"/> | <input type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input checked="" type="checkbox"/> | D             |

3. Absence or absence for the month: Entered in the ‘Comments’ column, and the start and end of attendance are left blank



| Date      | Select                   | Endon                               | Appro | Error status | Comments | Events | Start of attendance | End of attendance | Attendance | Home office                         | Work schedule |
|-----------|--------------------------|-------------------------------------|-------|--------------|----------|--------|---------------------|-------------------|------------|-------------------------------------|---------------|
| 03.06 Fri | <input type="checkbox"/> | <input type="checkbox"/>            |       |              |          |        |                     |                   |            | <input type="checkbox"/>            | Diák          |
| 03.07 Sat | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        |                     |                   |            | <input type="checkbox"/>            | Diák          |
| 03.08 Sun | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        |                     |                   |            | <input type="checkbox"/>            | Diák          |
| 03.09 Mon | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input type="checkbox"/>            | Diák          |
| 03.10 Tue | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input type="checkbox"/>            | Diák          |
| 03.11 Wed | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        | 8:00                | 16:20             | 8:20       | <input checked="" type="checkbox"/> | Diák          |
| 03.12 Thu | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        |                     |                   |            | <input type="checkbox"/>            | Diák          |
| 03.13 Fri | <input type="checkbox"/> | <input checked="" type="checkbox"/> |       |              |          |        |                     |                   |            | <input type="checkbox"/>            | Diák          |

### COMMENTS

Comment:

Add

Earlier comments:

Teszt Diák - 4/23/26, 7:10 PM  
Betegség

Close

A yellow pencil appears next to every recorded entry, indicating that the data was entered manually or that there is a comment for that day.

Error status:

Different validation rules are defined in the work schedules. If the status of a data entry in the Attendance Sheet is incorrect, the system highlights the relevant field in yellow for a warning and in red for an error

4. The employee has signed off on the entire month. It is important that all days in the month must be signed off, including those on which no work was performed or when the employee was absent. Green ticks in the 'Signed' column indicate this. The manager receives a notification email regarding the signing off of the entire month.

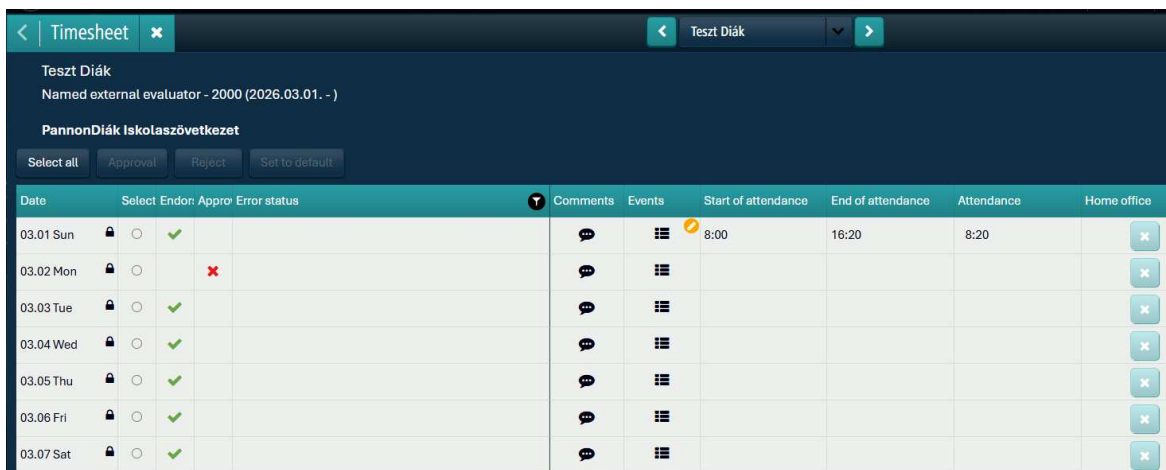
Managers must approve the days listed on the attendance sheets that have been signed off for the month. To finalise, select the days to be approved (click in the selection column) – either for a specific day or for the entire month by clicking on all selections – then press the 'Approve' button.

After this, the data for the day(s) can no longer be modified manually. If the employee's approval is missing, it can still be added after the manager's approval; the manager does not need to remove their approval. However, in the event of a correction, both the employee's and the manager's approvals must be removed.

If it is necessary to remove the approval for a day: Reset to default

| Timesheet  |  | Timesheet  |  |
|--|--|--|--|
| Teszt Diák<br>Named external evaluator - 2000 (2026.03.01. - ) |  | Teszt Diák<br>Named external evaluator - 2000 (2026.03.01. - ) |  |
| PannonDiák Iskolaszövetkezet                                   |  | PannonDiák Iskolaszövetkezet                                   |  |
| Select all Approval Reject Set to default                      |  | Deselect Approval Reject Set to default                        |  |
| Date   | Select Endor: Appro Error status   | Date   | Select Endor: Appro Error status   |
| 03.01 Sun  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.01 Sun  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.02 Mon  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 03.02 Mon  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.03 Tue  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.03 Tue  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.04 Wed  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.04 Wed  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.05 Thu  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.05 Thu  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.06 Fri  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.06 Fri  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 03.07 Sat  | 🔒 <input type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>            | 03.07 Sat  | 🔒 <input checked="" type="radio"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |

A manager may also reject a day; this cannot be approved afterwards.



| Date      | Select                   | Endor                    | Appro                               | Error status                        | Comments | Events | Start of attendance | End of attendance | Attendance | Home office                      |
|-----------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|----------|--------|---------------------|-------------------|------------|----------------------------------|
| 03.01 Sun | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        | 8:00                | 16:20             | 8:20       | <input type="button" value="x"/> |
| 03.02 Mon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          |        |                     |                   |            | <input type="button" value="x"/> |
| 03.03 Tue | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        |                     |                   |            | <input type="button" value="x"/> |
| 03.04 Wed | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        |                     |                   |            | <input type="button" value="x"/> |
| 03.05 Thu | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        |                     |                   |            | <input type="button" value="x"/> |
| 03.06 Fri | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        |                     |                   |            | <input type="button" value="x"/> |
| 03.07 Sat | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |          |        |                     |                   |            | <input type="button" value="x"/> |

### [View the next attendance sheet](#)

If you are authorised to view the attendance records of multiple employees, you can simply scroll forwards or backwards between the attendance records in the top row.

If you wish to jump to a specific employee's attendance sheet, you can quickly select it from the list that appears by clicking on the current employee's name.