

# NEXON\_PORT+ MOBILE APP

## GENERAL INFORMATION

### INSTALLATION

The app required to use this service can be downloaded free of charge from the following links:

#### ANDROID PLATFORM

Address: <http://bit.ly/NEXON-Port-GooglePlay>



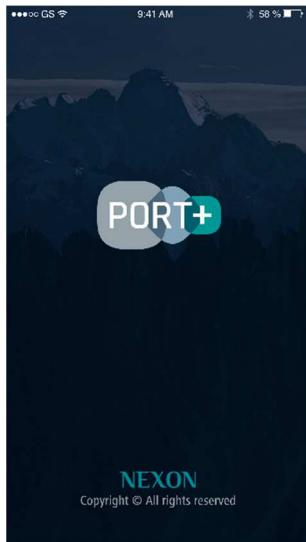
#### IOS PLATFORM

Address: <http://bit.ly/NEXON-Port-AppStore>



## FIRST-TIME USE

When the app is launched for the first time, the login screen appears:



1Figure Start screen

The app cannot be used at this stage, as the connection to the Nexon4 server used by the employer has not been specified. Login is therefore not possible.

Available actions:

- You can enter your employer's server and login details via a login process.
- The "Try it" button allows you to view the demo version.

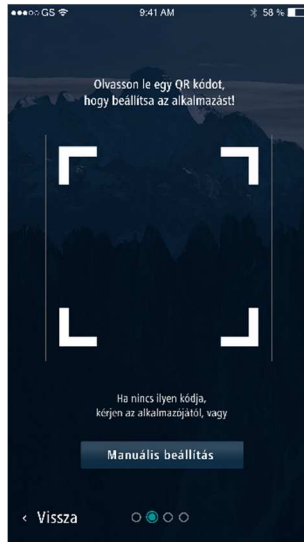
## ENTERING EMPLOYER DETAILS AND LOGGING IN TO THE APP

The login process consists of several steps/screens

1. The first screen provides information about the process and features the "Try it out" menu item. This allows you to try out the application without connecting to a server, displaying the pre-loaded data.
2. On the second screen, the server address can be entered by scanning a QR code or manually.
3. On the third screen, the user can enter their login details.
4. In the fourth and final step, a you can set a security PIN. It is recommended to use biometric authentication on devices that support this (fingerprint reader or Face ID).



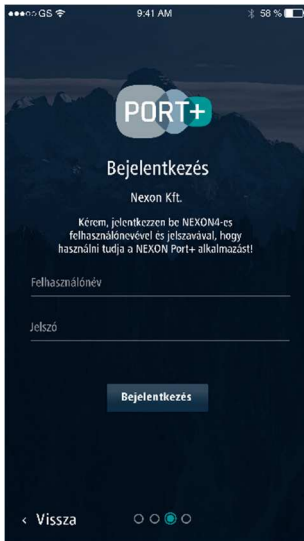
2Figure 1: Screen 1 of the setup process



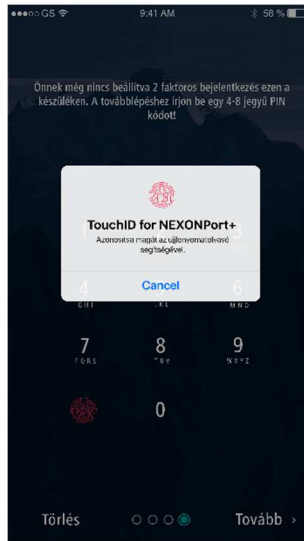
3Figure: Scanning the QR code



4Figure: Entering server details manually



5. Figure: Logging in



6. Figure Biometric authentication



7. Figure: Entering the security PIN

After the login process, the app connects to the server and remains logged in. If the application is minimised or closed on the mobile device, upon restarting it, only the security code (PIN) or successful biometric authentication is required to use the application.

If the logged-in user is logged out on the server side, a re-login is required, which continues the process from the third screen (entering username and password).

The above setup steps can be repeated at any time by selecting the "Clear app data" option in the app settings.

Upon successful login, you will be taken to the home screen of the app. The app's features can be accessed from here.

## GENERAL OPERATION

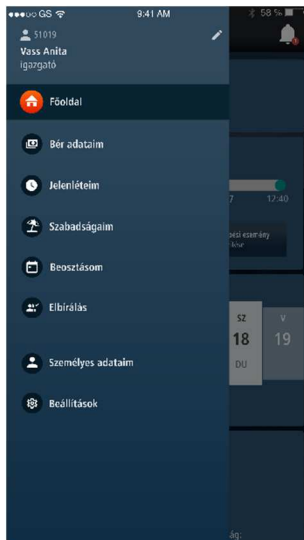
The functions available in the app depend on your permissions.

You can switch to English or German in the settings under the "App language" menu.

## MENU

The menu can be opened from the left by tapping the small menu icon or by swiping from the left.

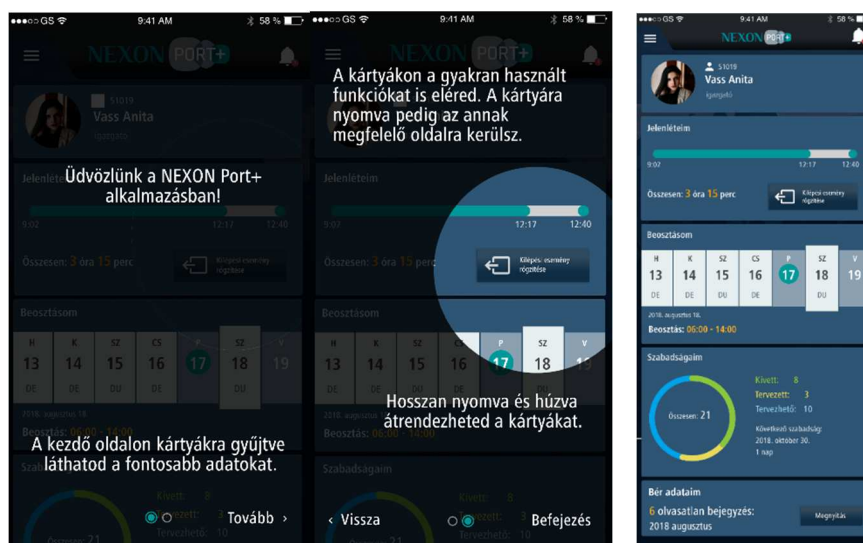
Only menu items available to the user are displayed.



8Figure . Application menu

The home screen displays the currently active functions as cards. The order of the cards can be changed using the drag-and-drop method (by holding down on a card). The page data is refreshed from the server when the data is refreshed when the screen is reopened or pulled down.

When the app is first opened, a short tutorial appears, demonstrating the page's features.



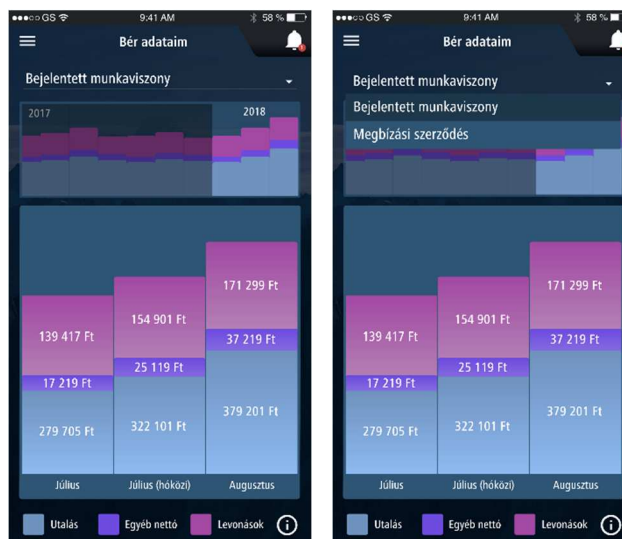
The individual tabs, in their original order:

1. Personal details
  1. HR relationship (employment details)
2. My Attendance
  1. Movement events for the current day.
  2. Total time spent on site.
  3. Button to record the next movement event.
3. Signing the attendance sheet
  1. Overview.
  2. Monthly view.
4. My pay details
  1. Number of unread payslips
  2. Button to open the unread payslip.
5. Approval of attendance sheets (For managers only.)
  1. Number of attendance sheets awaiting approval

## MY PAYSLEIPS

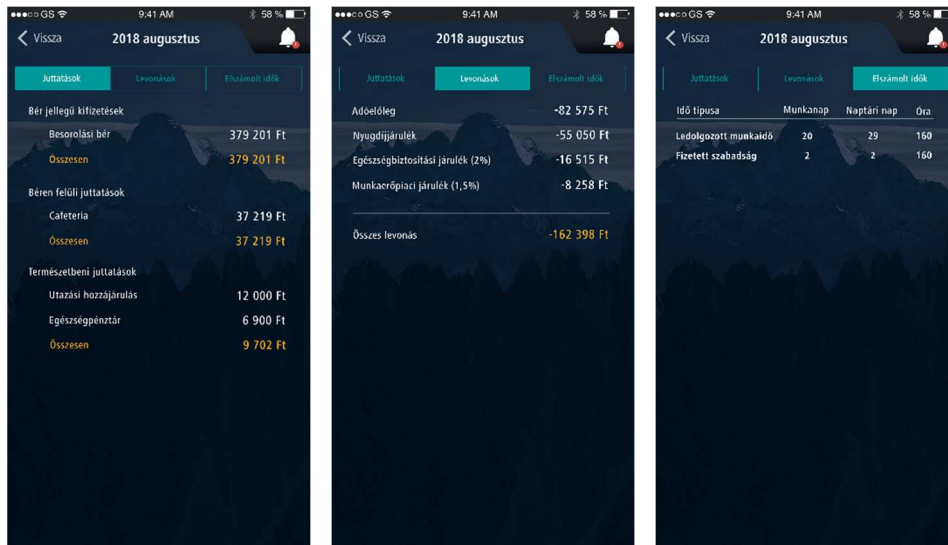
The user's employment records are displayed at the top of the page; if there are several, they appear in a drop-down menu. You can view the payslips for a specific employment record. The payslips appear on this screen as coloured columns. A caption below them indicates which year and month they belong to. Above the columns, past payslips are also visible in a thumbnail view, and a lighter-coloured box indicates which payslips are currently visible on the screen. This window can be moved manually, allowing previous columns to be viewed in a larger size. Payslips are displayed in chronological order, with older payslips appearing further to the left.

Tapping on a column displays the detailed data for that payslip. The legend can be opened using the icon in the bottom right-hand corner of the screen.



**The data displayed in the payslips within the mobile app is for information purposes only and does not replace the official payslip. The standard-format payslip can be downloaded from the downloadable documents section. The detailed data for a given payslip consists of the following pages:**

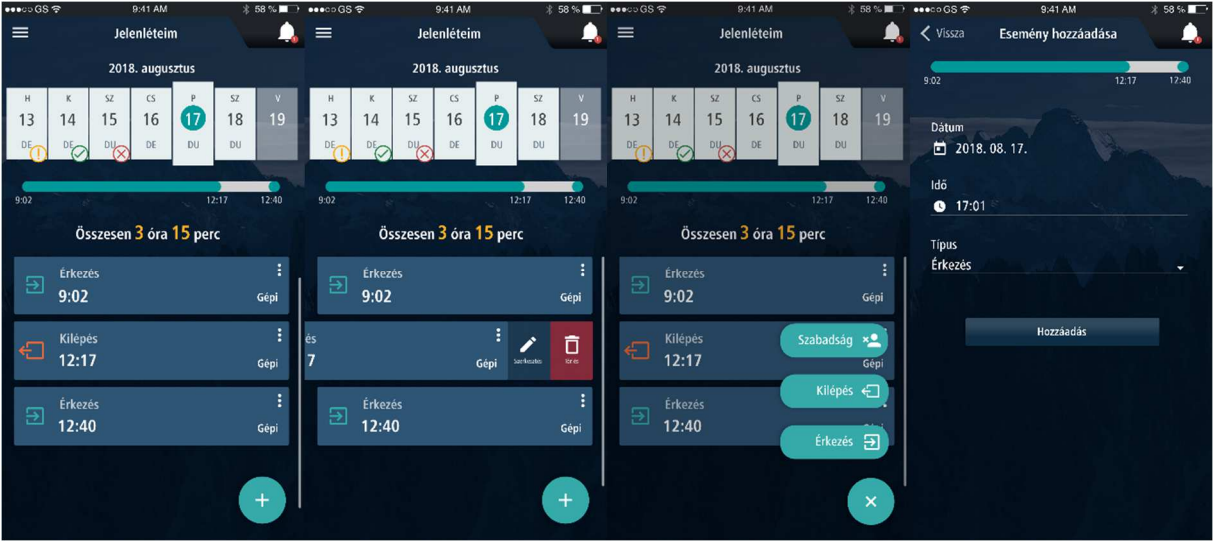
1. **Allowances:** All payments and their totals, broken down by cash and in-kind benefits.
2. **Deductions:** Details of deductions and the amount transferred.
3. **Time recorded:** Working hours broken down by day and hour.



## MY ATTENDANCE

By default, the screen displays the current week, with the current day highlighted. The selected day can be changed, and the week can be scrolled forwards or backwards. Days containing errors or inconsistencies are highlighted on the calendar.

During the week, the individual movement events are displayed and can be edited. Below this, the movement events themselves are visible and can be edited (modified, deleted) with the appropriate permissions. The floating + button is used to add a new event; tapping it allows you to select the type of movement event to be recorded.

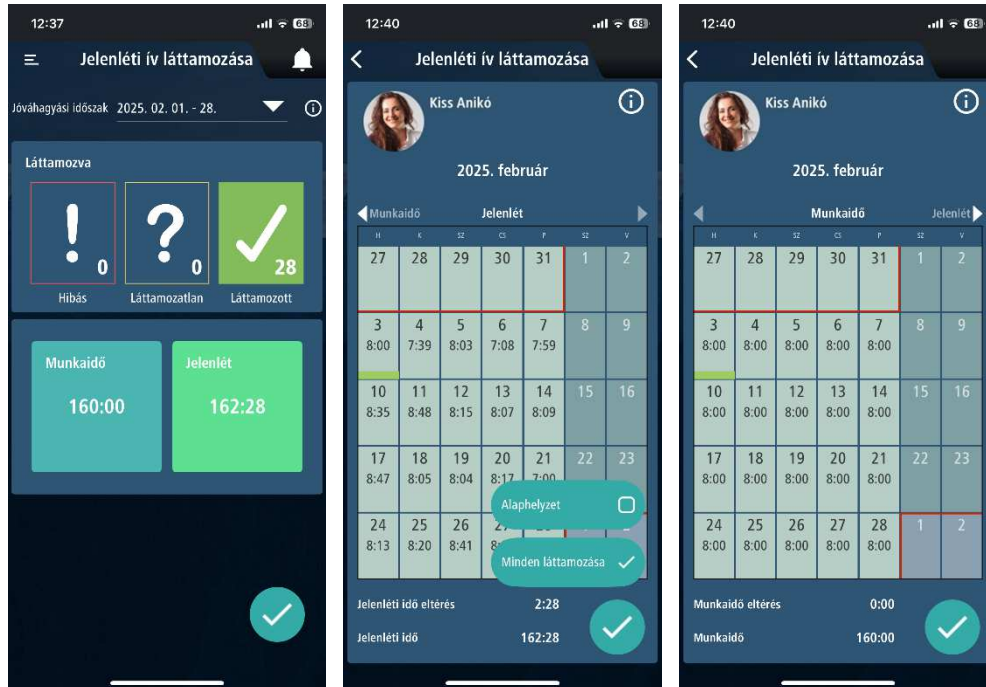


## SIGNING THE ATTENDANCE SHEET

Here, you can review your own attendance sheet and sign off on employee attendance.

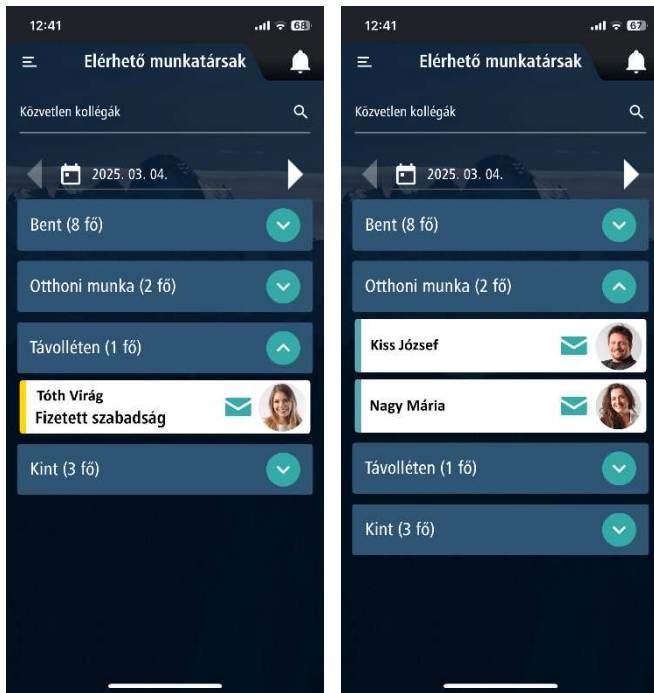
The overview screen shows the number of incorrect, unconfirmed and confirmed days, as well as the total time for the main time data. Tapping the screen takes you to the daily view, where you can view the daily time data.

By clicking the tick button at the bottom of the screen, you can approve the period.



## CHECKING ATTENDANCE

Using the attendance check, you can see where your colleagues are currently located (in, out, working from home, absent).

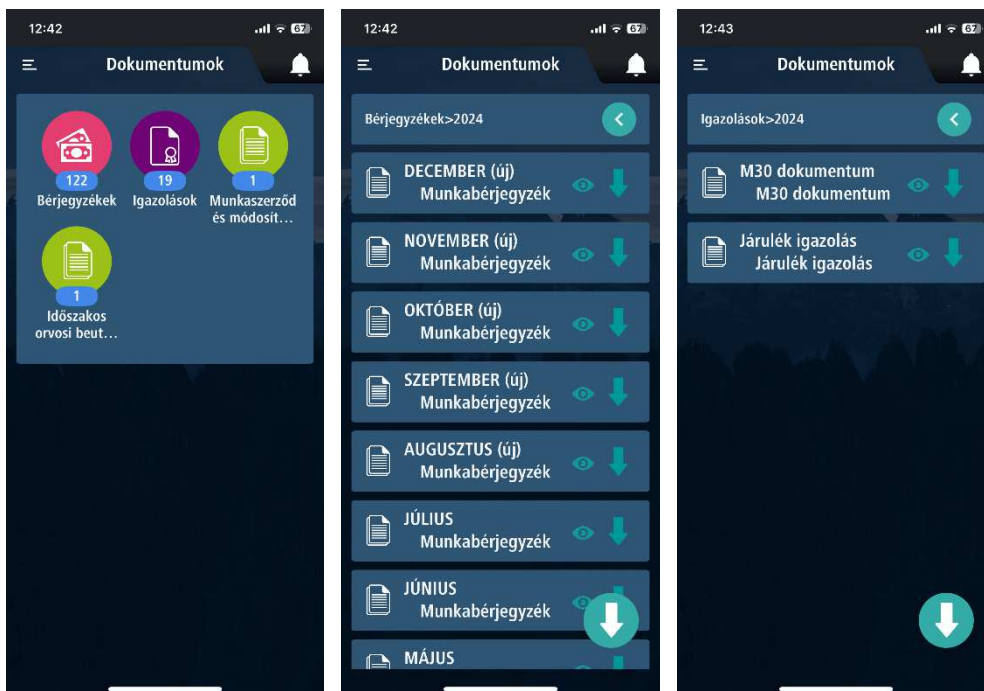


Anyone who is in the office (not working from home or absent) will appear in the menu, as there is no record (e.g. based on card swipes) of who has arrived at work and who has not.

## DOWNLOADABLE DOCUMENTS

Under 'Downloadable documents', you will find documents prepared by your employer (pay slips, certificates).

You can download the documents individually or all at once to your phone.



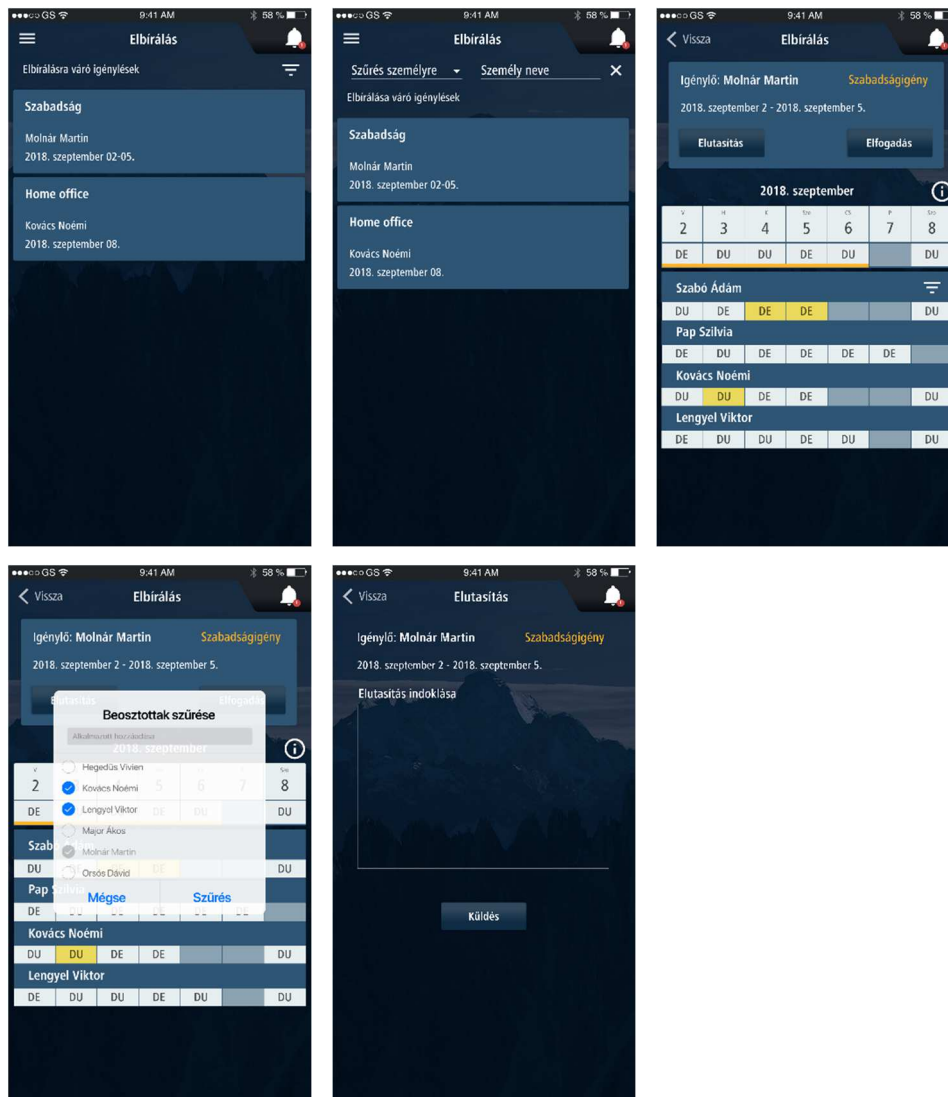
## APPROVAL

This screen is only available to managers. Here, they can view requests for leave and changes to work schedules submitted by their direct reports. The list can be filtered by individual, date of request or type of request.

By tapping on a specific request, you can view the details of the request and, if you have the appropriate permissions, the calendars of your direct reports. This makes it easier to decide whether to approve or reject the request.

In the event of a rejection, the system allows you to provide a reason, just as on the web interface.

By tapping the small filter icon above the subordinates' calendars, any individual can be added, and, provided you have the appropriate permissions, the new person's calendar will also appear in the list.



## APPROVAL OF ATTENDANCE SHEETS

This feature allows managers to approve the attendance sheets of their direct reports via a mobile-optimised interface. We have implemented a clear and efficient data display tailored to the smaller screens of mobile phones. The approval process is primarily supported by summary views and the ability to filter timesheets containing accounting risks that are important to the manager.

Based on an analysis of the aggregated values of various time-related data, the manager selects which entries are risky from an accounting perspective and can check these separately.



The first summary always displays the approval status visible on the main screen. The other summaries show the main time data for employees who have not yet been approved. The data for approved employees is no longer displayed there.

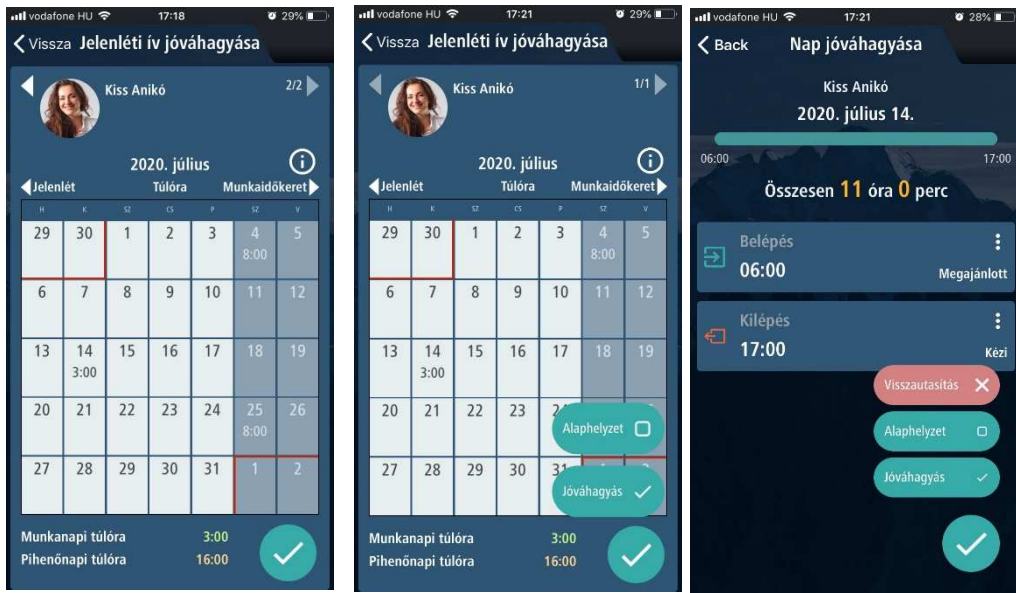
The following tiles appear, depending on whether such data is present for the relevant employees:

- Incorrect, problematic days
- Employee sign-in
- Working time discrepancy, Attendance discrepancy
- Balance (flexible working hours)
- Overtime
- Working time balance
- Working from home
- On-call

Based on the employees' aggregated time data, and taking into account the thresholds set by the administrator, bar charts are displayed. If the aggregated time data falls within the normal range, it is shown in the green bars; if it falls outside the normal threshold, it is shown in the yellow bars.

By tapping on the individual pie charts and bar charts, you can view the attendance records of employees with the corresponding values.

If a specific day's attendance for an employee needs to be checked, the manager can do so by tapping on that day. In the daily view, movement events and absences can be viewed and modified. On this interface, it is also possible to approve, reject or reset the given day.



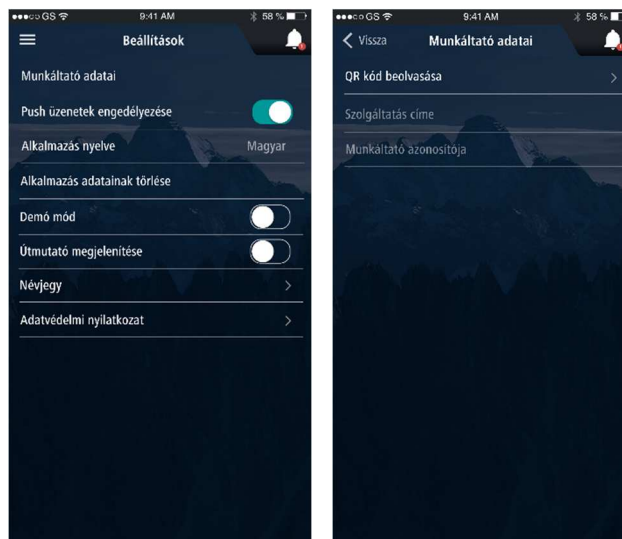
The manager also has the option to approve the attendance records of multiple employees simultaneously. In the case of batch approval, a filter can be selected so that only those attendance records are approved where the time data falls within the normal range in all summaries. Even when all employees are approved, days with errors or requiring individual assessment are not approved, but all other days are approved, regardless of which range the aggregated values fall into.



## SETTINGS

The screen displays the settings for the application's operation.

1. **Employer details:** the server path and name provided during the login process. This cannot be changed as it would interfere with the system's operation.
2. **Enable push notifications:** if the feature is enabled on the server, you can also switch it on here in the application. When disabled, the server will not send notifications.
3. **App language:** if you have purchased the multilingual feature, you can choose between Hungarian, English and German.
4. **Clear app data:** This completely logs the user out and deletes all their data from the application.
5. **Demo mode:** if enabled, the application will display screens with pre-loaded data. It does not delete server settings or the login, but ignores them. The application will function in the same way as the "Try it out" feature.
6. **Show guide:** the guide appears on the Overview and My Leave screens after the app is first installed. If you wish to switch it back on, you can do so using this function.
7. **About:** The app's name and version number are displayed here.
8. **Privacy Policy**



## NOTIFICATIONS

If you have enabled push notifications in your settings, a small bell icon will appear in the header. Tapping this will display all messages sent by the system so far (including the content of past emails).

When a new message arrives, a small red number will appear on the bell icon, indicating the number of unread messages. The messages do not contain any personal data; the app downloads them from the server when the message is opened.

In the list of messages, unread messages are marked with a blue stripe. If the user taps on a message, the system downloads its content from the server and displays it.

Messages may contain links both within and outside the app. These are indicated by buttons in the message footer. The Delete button is also located here.

