



Quick Start for Admins

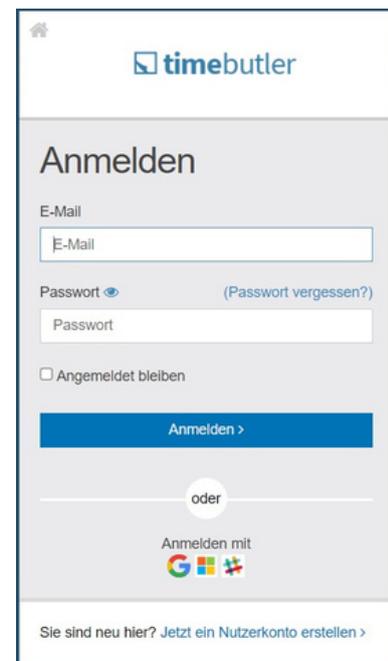
Access to Your Timebutler User Account

When you create your first user account or your company creates a user account for you, you will automatically receive a welcome email with your login details.

Open www.timebutler.com and click on **“Login”** in the top right corner to log in to your user account.

On the registration page, log in using your username (email address) and password. You'll find these details in the welcome email you received from Timebutler.

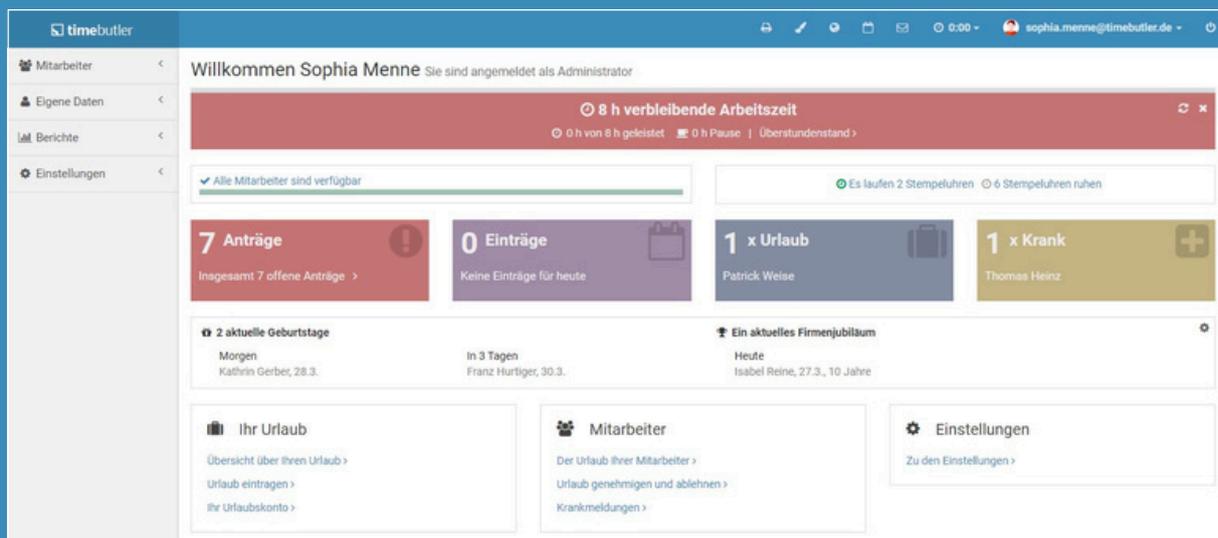
With the Option **“Stay Logged in,”** You Will ...
Be automatically logged in in the future without having to enter your username and password.



The screenshot shows the Timebutler login interface. At the top, there is a home icon and the Timebutler logo. Below that, the heading "Anmelden" is displayed. The form includes an "E-Mail" field with a placeholder "E-Mail", a "Passwort" field with a placeholder "Passwort", and a link "(Passwort vergessen?)". There is a checkbox for "Angemeldet bleiben" and a blue "Anmelden >" button. Below the button, there is a section for "oder Anmelden mit" featuring the Google logo. At the bottom, there is a link "Sie sind neu hier? Jetzt ein Nutzerkonto erstellen >".

The Dashboard – Timebutler at a Glance

After logging in, you will be taken to the dashboard, the central home page.



The screenshot shows the Timebutler dashboard for user Sophia Menne. The top navigation bar includes the Timebutler logo, a user profile icon, and the email address "sophia.menne@timebutler.de". The main content area is titled "Willkommen Sophia Menne" and indicates the user is logged in as an Administrator. A prominent red bar shows "8 h verbleibende Arbeitszeit" (8 hours remaining working time), with sub-panels for "0 h von 8 h geleistet" and "0 h Pause". Below this, a status bar indicates "Alle Mitarbeiter sind verfügbar" and "Es laufen 2 Stempeluhren". The dashboard features four main information panels: "7 Anträge" (7 pending requests), "0 Einträge" (0 entries for today), "1 x Urlaub" (1 vacation request by Patrick Weise), and "1 x Krank" (1 sick leave by Thomas Heinz). There are also sections for "2 aktuelle Geburtstage" (2 birthdays: Kathrin Gerber, Franz Hürtiger) and "Ein aktuelles Firmenjubiläum" (1 company anniversary: Isabel Reine). The bottom section contains three main areas: "Ihr Urlaub" (your vacation), "Mitarbeiter" (employees), and "Einstellungen" (settings).

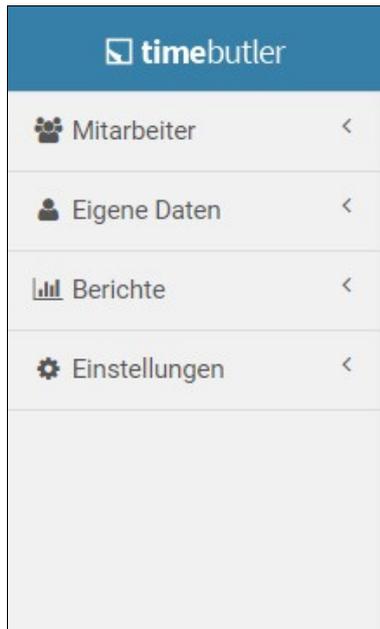
The four information panels in the middle of the page provide a summary of employee absences. You can also see how many employees are available and whether any birthdays or company anniversaries are coming up. As an admin, you have access to all users and their absences, timesheets, settings, and all other data.

The left panel is particularly important: it indicates whether there are any pending requests and is colored red when this is the case. This allows you to approve your employees' vacation requests, for example. Clicking on this panel expands the display of pending requests and provides you with further links to process the requests.

Click on the logo in the top left corner to return to the dashboard.

Note: Your company logo may be displayed instead, or no logo at all. The area is clickable in any case.

The Navigation Bar



In your user account, you'll find the navigation bar on the left. This bar provides access to all areas of Timebutler.

Under **Employees**, you'll find links to all functions related to your employees. Here, for example, you can enter a business trip for an employee or view vacation accounts and open requests.

Under **My Data** you will find the links for your own entries: your own vacation account, your own absences, etc.

Under **Reports**, you can create and download reports. Note: If an admin has disabled reports for supervisors, this navigation item will not be displayed.

Under **Settings**, you can configure Timebutler according to your needs and make settings for your employees' user accounts.

Calendar View of Absences

Click on **Employees** in the left navigation bar, then click on **Calendar View** below **Absences** to access your employees' calendar view.

Kalenderansicht Filter anzeigen

< Februar | 1. März | April > | Heute

Schulferien:	März							KW 10							KW 11							KW 12							KW 13																								
D - Baden-Württemberg	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr															
Brandt, David	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Gerber, Kathrin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Hurtiger, Franz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Lange, Friedhelm	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Neu, Sebastian	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Reine, Isabel	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Steger, Kai	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Weise, Patrick	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						

Legende

Wochenende (Sa/So)	Feiertag	Feiertag, halber Tag	31	Arbeitstag	07	Freier Tag	Schulferien (ohne Gewähr)
Ub Urlaub, In Bearbeitung	U ⁷ Urlaub, Beantragt	U Urlaub, Genehmigt	*	Sonderurlaub	o	Vertretung	Geburtstag / Firmenjubiläum
B Berufsschule	Dr Dienstreise	E Elternzeit	H	Homeoffice	Kk	Kind krank (Kk* = Attest eingereicht)	K Krankheit (K* = Attest eingereicht)
Kr Kur	M Messe	Überstunden	Genehmigter Überstundenabbau	Beantragter Überstundenabbau	Uu	Unbezahlter Urlaub	

The color-coded markers show which employees are absent and which absences have been entered. Hovering over an absence entry displays additional information about the entry, such as the calendar days, the absence status, substitutes, or details about birthdays and company anniversaries.

The gray shades also indicate which days employees have off.

The legend below the calendar explains the employees can enter absence entries independently.

As an admin, you can enter absences for your employees, for yourself, and for all other users.

There are several ways to enter absences:

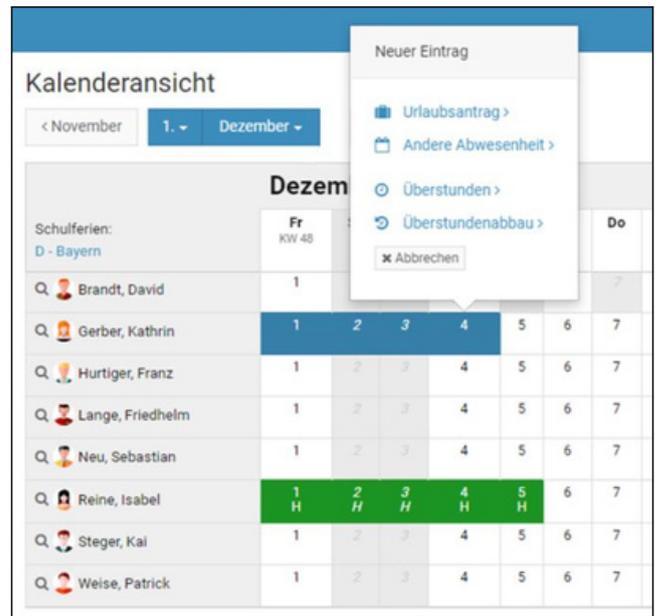
1 Entry Via the Calendar

Open a **Calendar View** and click on the desired start and end dates.

A window will open where you can choose whether you want to enter a vacation request, another absence (e.g. home office, illness or business trip), overtime or overtime reduction.

A notice:

The overtime and overtime reduction options only appear if your company has activated time tracking or the overtime feature.



2 Enter Absence Using the Input Form

In the top left corner, click **Employees > Absences > Enter Absence**.

3 Enter Vacation Using the Input Form

Click on **Employees > Requests > Enter vacation** in the top left corner.

Approve or Reject Applications

When your employees submit new absences that require approval, you will receive an email with all the information about the request. It also includes two buttons for conveniently approving or rejecting the request.

In your Timebutler user account, you can always access and edit all open applications:

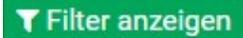
<p>In the dashboard, (see above) you will see the number of open applications in the left panel and with a mouse click you can access the overview to approve applications.</p>	<p>Via the navigation bar, click on Employees in the left navigation bar, then below Applications on:</p> <ul style="list-style-type: none"> 📄 Open Applications 📄 Open Cancellation Requests 📄 Open Representations
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Vacation Accounts

Timebutler maintains and calculates a vacation account for each employee based on all specifications such as weekly working days, public holidays, vacation entitlement, special leave, and more. You can access an overview of the vacation accounts of your employees and all other users by clicking on **Employees** in the top left navigation bar, then on **Vacation Accounts** below **Absences**.

Useful Information

Filtering views: you can filter most views, for example, by department, by time period, or by approval status. You can do this by using the green "**Show filter**" button in the top right corner of various pages.



Detailed View of Absences and Working Time Entries: you can find a wealth of additional information about each absence and working time entry in the detailed view. To do so, click the blue magnifying glass button in a list view – or click on the desired absence in the calendar.

Viewing Rights and Editing Rights: your HR department or your supervisor determines which viewing rights you have for which employees and which editing and approval rights are enabled. If you need additional viewing rights, contact your supervisor. A user with an admin account can extend your rights.

Download data: if an admin has granted you the right to do so, you will find a **Download** button above the list in all list views. This allows you to download the data as an Excel file.



You can always find more information online at

www.timebutler.com