



Setup Guide for Admins

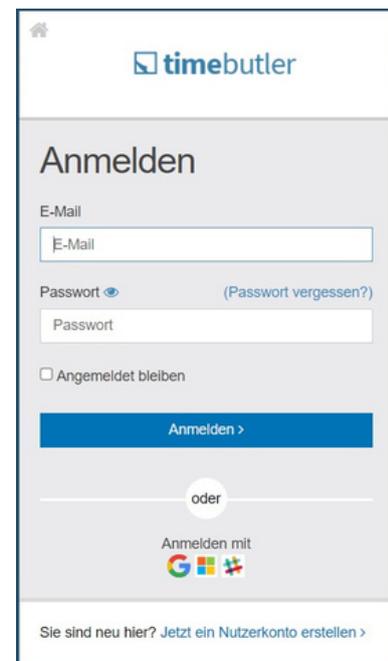
Registration and Login

You start by registering your first user account. To do so, open the following page: www.timebutler.com/start

Here you can create your first user account. You will then receive your login details via email, which you can use to log in to Timebutler.

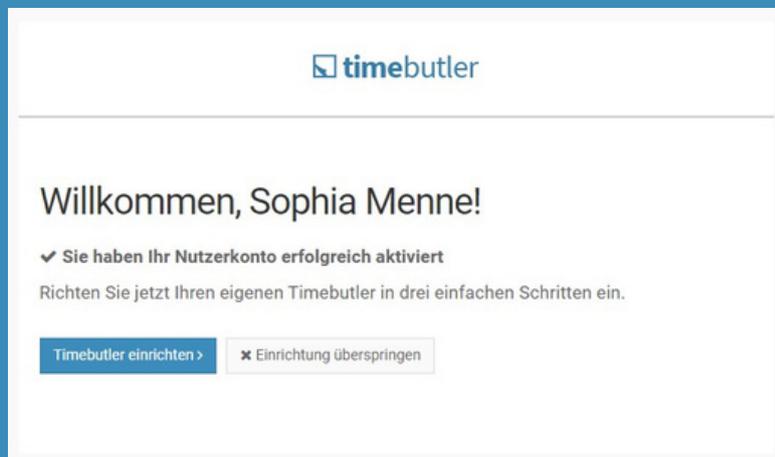
To register, go to www.timebutler.com and click **Sign In** in the top right corner. Enter the username (email address) and password from the Timebutler welcome email.

With the Option "Stay Logged In," You Will ...
You will be automatically logged in in the future without having to enter your username and password.



The screenshot shows the Timebutler login page. At the top, there is a home icon and the Timebutler logo. The main heading is "Anmelden". Below it, there are two input fields: "E-Mail" and "Passwort". The "Passwort" field has an eye icon and a link "(Passwort vergessen?)". There is a checkbox labeled "Angemeldet bleiben". A blue button labeled "Anmelden >" is positioned below the input fields. Below the button, there is a horizontal line with a circle containing the word "oder" in the center. Underneath, it says "Anmelden mit" followed by the Google logo. At the bottom of the page, there is a link: "Sie sind neu hier? Jetzt ein Nutzerkonto erstellen >".

Setup Wizard After Registration



The screenshot shows the Timebutler setup wizard. At the top, there is a home icon and the Timebutler logo. The main heading is "Willkommen, Sophia Menne!". Below it, there is a checkmark icon and the text "✓ Sie haben Ihr Nutzerkonto erfolgreich aktiviert". Underneath, it says "Richten Sie jetzt Ihren eigenen Timebutler in drei einfachen Schritten ein." There are two buttons: a blue button labeled "Timebutler einrichten >" and a grey button labeled "✕ Einrichtung überspringen".

After you log in to your user account for the first time, a setup wizard will start, allowing you to easily set the first options with just a few mouse clicks.

Note:
You can change the setup wizard at any time later.

Once you've completed the setup wizard, you'll be redirected to the Timebutler dashboard, the home page. An online tour will begin, introducing you to Timebutler's key areas and features.

Please take a few minutes to familiarize yourself with Timebutler.

Setting Up Timebutler

You can set up Timebutler in three easy steps:

- 1 Use general settings.
- 2 Optional: set up time recording and individualize personnel files.
- 3 Create user accounts for all employees.

1 Use General Settings

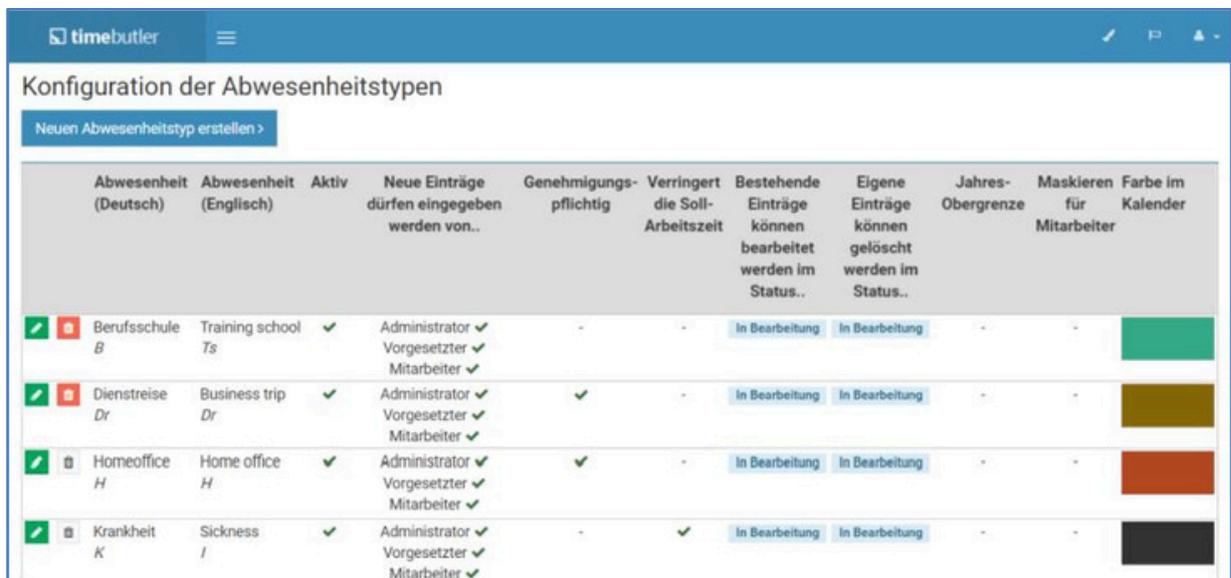
You can skip this point 1:
No change is necessary. You can check the settings at any time later.

Optional: Edit Global Settings

With the global settings, you can customize Timebutler to your individual needs. Click **Settings** in the bottom left navigation bar, then **More**. Then, by clicking on the heading **Global Settings** on the page, you can access the list of options.

Optional: Set Absence Types

You can specify which absence types your employees are allowed to enter and manage. Some absence types are already stored for you upon registration, such as vacation, sickness, working from home, business trip, and others. Thanks to the many different settings options for each absence type, you can customize the absence planner specifically. In the left navigation bar, click **Settings** at the bottom left, then **More** below. Then, click the **Absence Types** heading on the page.



Abwesenheit (Deutsch)	Abwesenheit (Englisch)	Aktiv	Neue Einträge dürfen eingegeben werden von..	Genehmigungs-pflichtig	Verringert die Soll-Arbeitszeit	Bestehende Einträge können bearbeitet werden im Status..	Eigene Einträge können gelöscht werden im Status..	Jahres-Obergrenze	Maskieren für Mitarbeiter	Farbe im Kalender
Berufsschule <i>B</i>	Training school <i>Ts</i>		Administrator ✓ Vorgesetzter ✓ Mitarbeiter ✓	-	-	In Bearbeitung	In Bearbeitung	-	-	
Dienstreise <i>Dr</i>	Business trip <i>Dr</i>		Administrator ✓ Vorgesetzter ✓ Mitarbeiter ✓	✓	-	In Bearbeitung	In Bearbeitung	-	-	
Homeoffice <i>H</i>	Home office <i>H</i>		Administrator ✓ Vorgesetzter ✓ Mitarbeiter ✓	✓	-	In Bearbeitung	In Bearbeitung	-	-	
Krankheit <i>K</i>	Sickness <i>I</i>		Administrator ✓ Vorgesetzter ✓ Mitarbeiter ✓	-	✓	In Bearbeitung	In Bearbeitung	-	-	

② Set Up Time Recording and Individualize Personnel Files

Set Up Time Tracking

If you also want to track working hours with Timebutler, configure the feature to suit your needs. Click on **Settings** in the bottom left navigation bar, then on **More**. Then, click on the **Time Tracking** heading on the page. Configure the options as desired.

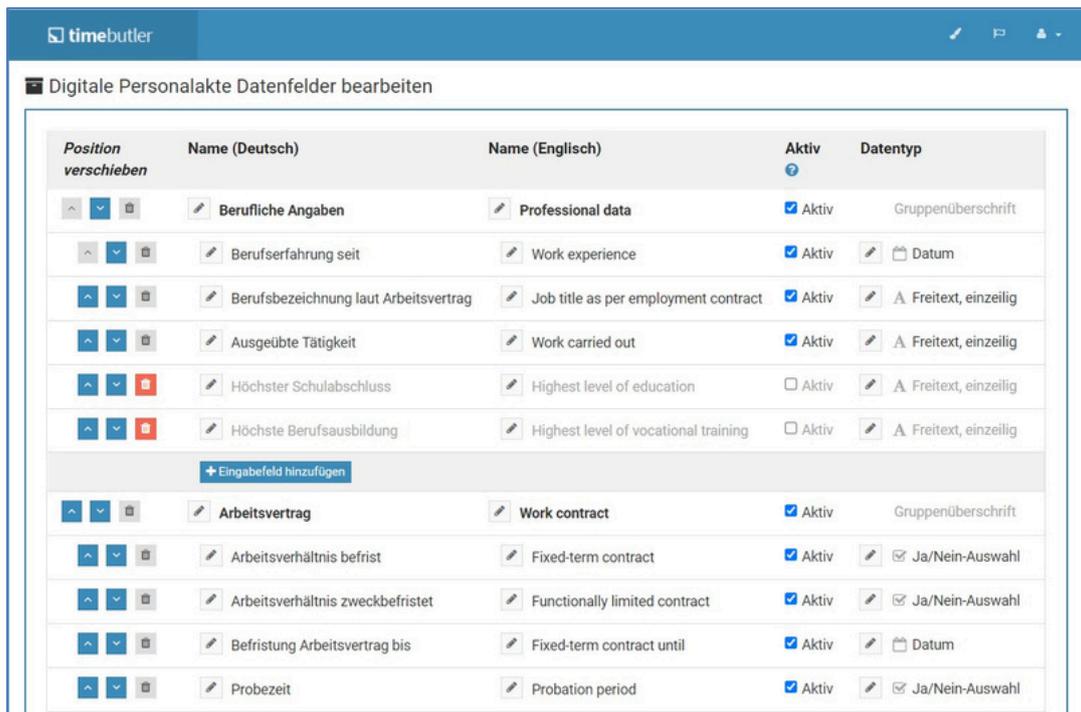
Optional: Individualize Personnel File

The digital personnel file in Timebutler offers the highest possible flexibility. You can individually determine which data is recorded and who can view and enter it.

After you register with Timebutler, a comprehensive set of default data fields has already been created for you. However, before using your personnel file for the first time, it's a good idea to review these fields and possibly add or change them.

In the left navigation bar, click **Settings** at the bottom left, then click **More**. You can then access the settings for viewing and editing rights by clicking on the heading **Digital Personnel File** on the page.

By clicking on the **Input Fields** tab on the page, you can edit the structure of the personnel file.



Position <i>verschieben</i>	Name (Deutsch)	Name (Englisch)	Aktiv	Datentyp
⌵ ⌶ ⌵	✎ Berufliche Angaben	✎ Professional data	<input checked="" type="checkbox"/> Aktiv	Gruppenüberschrift
⌵ ⌶ ⌵	✎ Berufserfahrung seit	✎ Work experience	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Datum
⌵ ⌶ ⌵	✎ Berufsbezeichnung laut Arbeitsvertrag	✎ Job title as per employment contract	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Freitext, einzeilig
⌵ ⌶ ⌵	✎ Ausgeübte Tätigkeit	✎ Work carried out	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Freitext, einzeilig
⌵ ⌶ ⌵	✎ Höchster Schulabschluss	✎ Highest level of education	<input type="checkbox"/> Aktiv	<input type="checkbox"/> Freitext, einzeilig
⌵ ⌶ ⌵	✎ Höchste Berufsausbildung	✎ Highest level of vocational training	<input type="checkbox"/> Aktiv	<input type="checkbox"/> Freitext, einzeilig
+ Eingabefeld hinzufügen				
⌵ ⌶ ⌵	✎ Arbeitsvertrag	✎ Work contract	<input checked="" type="checkbox"/> Aktiv	Gruppenüberschrift
⌵ ⌶ ⌵	✎ Arbeitsverhältnis befristet	✎ Fixed-term contract	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Ja/Nein-Auswahl
⌵ ⌶ ⌵	✎ Arbeitsverhältnis zweckbefristet	✎ Functionally limited contract	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Ja/Nein-Auswahl
⌵ ⌶ ⌵	✎ Befristung Arbeitsvertrag bis	✎ Fixed-term contract until	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Datum
⌵ ⌶ ⌵	✎ Probezeit	✎ Probation period	<input checked="" type="checkbox"/> Aktiv	<input type="checkbox"/> Ja/Nein-Auswahl

3 Create User Accounts for All Employees

Inform Employees:

In the next steps, you will create user accounts for your employees. Timebutler will notify your employees via email and invite them to join. Therefore, you should first inform your colleagues about Timebutler and let them know that Timebutler will send them their login details via email.

Create User Accounts:

In the left navigation bar, click on **Employees** in the top left corner, then click on the link **Create User Account** below the small heading, **Employees**.

You will then be offered two options:

Create a new user account: if you only create a few user accounts individually, then this option is useful.

Import user data: instead of entering each user account individually, you can easily create multiple user accounts in Timebutler via bulk import. The next page provides you with an Excel template in which you can enter the employees' user accounts. You then upload the completed Excel file and create dozens or hundreds of user accounts with just a few clicks. You may already have the user data in digital form, so you can copy and paste the data into the Excel file to avoid having to type it in.

If you do not want employees to have immediate access to their Timebutler user account, then deactivate the option "**Send a welcome email with login details**" when creating user accounts. You can then set everything up in peace and send the welcome email to all employees at a later date.

Assign Users to Supervisors:

Each user in Timebutler is always assigned at least one supervisor. After you have created the user accounts, you can assign supervisors. To do this, click on **Settings** in the bottom left navigation bar, then on **Supervisors** below. You can also specify multiple supervisors and create a multi-level approval.

Setup Completed

With the steps mentioned above, the setup of Timebutler is complete and you and all your employees can immediately use Timebutler with all its features and the settings you want. Timebutler takes care of inviting employees and sends reminders if necessary. Employees can log in to Timebutler and immediately manage their vacation and absence planning, time recording and digital personnel files can be conveniently carried out and managed online.

After Setup: Additional Features and Settings

This guide lists the most important settings that should be configured when setting up Timebutler. There are also many other options and features that you can configure later.

- **Weekly working days and working time models:** for each employee, you can set which weekly working days apply and also specify changes to the working time model on a specific date.
- **Editing vacation entitlement data:** you specify vacation entitlement when creating user accounts. However, this information can be edited at any time later.
- **Vacation locks and warnings:** define periods during which certain employees are not allowed to take vacation or receive a warning.
- **Limits:** to ensure a minimum number of employees is available in a department or user group, you can set a limit. For example, you can ensure that at least two employees are always present in the sales department.
- **Expanding and restricting view rights:** admins see all users, managers see their employees, and employee users see colleagues with the same manager. However, an admin can expand or restrict view rights.
- **Additional fields for absence types:** you can define additional fields individually for each absence. For example, you can specify that the destination and travel and accommodation costs are also entered when entering business trips.
- **Public holidays and holiday regulations:** holidays can be set individually for each employee. Even when changing locations, the holidays can be changed to a specific date.
- **Time tracking:** target working hours, overtime capping, rounding, setup times. For each employee, you can configure comprehensive settings for overtime capping, rounding of working time entries, setup times for automatically adding/subtracting working time, and other settings. This allows you to optimally reflect the agreements in your employment contracts in Timebutler.
- **Break regulations:** with break regulations, you can be sure that your employees are entering their working hours in accordance with the minimum break requirements. You select a break regulation, and Timebutler ensures that the minimum breaks are met and the maximum working time on a calendar day is not exceeded.
- **Time recording terminal:** Timebutler offers a fully integrated time recording terminal solution. You can activate the time recording terminal on a standard tablet. You place the tablet at the office or company entrance, and every employee can punch in their time there. You get a fully functional time recording terminal for the affordable price of a tablet.
- **Corporate design:** increase the recognition effect for your employees by displaying your company logo and corporate colors in Timebutler.

- **Automatic deletion of data:** the General Data Protection Regulation requires employers to delete their employees' data when the legitimate interest in processing it no longer exists. Timebutler helps you comply with these legal requirements. Set the age at which data should be automatically deleted, and Timebutler takes care of the rest.
- **Security settings:** thanks to the extensive security settings, admins can protect their data even more effectively. Set minimum password requirements, restrict access to Timebutler to specific areas, or use two-factor authentication.

You can always find more information online at
www.timebutler.com