



Setup Guide for Admins

Version 1.1

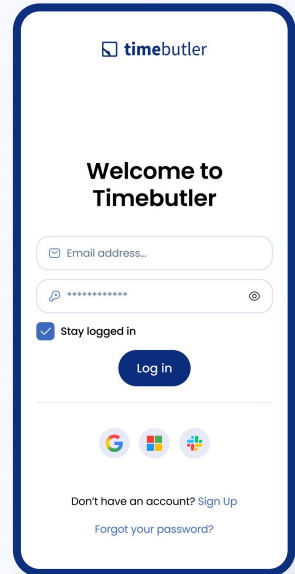
www.timebutler.com



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.

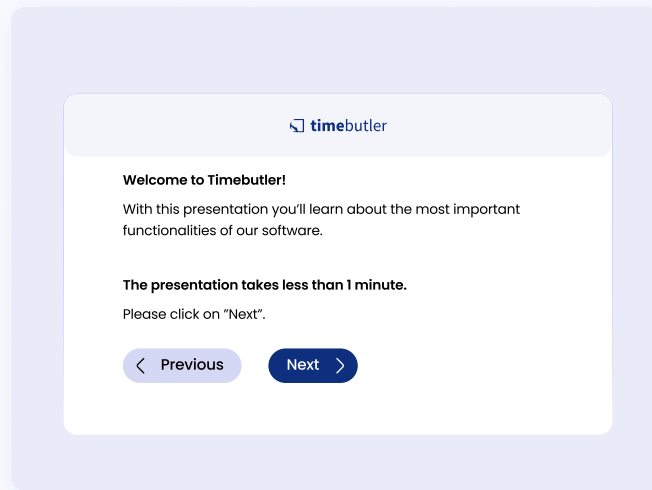
To log in, go to www.timebutler.com and click Login in the top right corner. Enter the username (email address) and password from the Timebutler welcome email.



Note: With the Option “**Stay Logged in**”, you will be automatically logged in in the future without having to enter your username and password.

Setup Wizard After Registration

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.



Once you've completed the setup wizard, you'll be redirected to the Timebutler dashboard, the homepage. An online tour will begin, introducing you to Timebutler's key areas and features. Please take a few minutes to familiarize yourself with Timebutler.

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

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

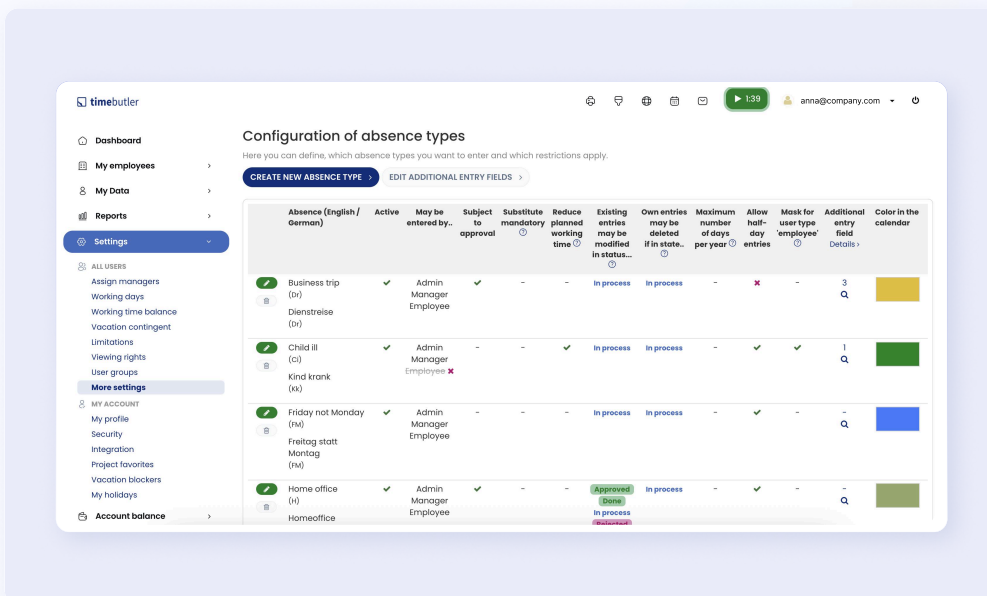
You can skip this point 1: No change is necessary. You can check the settings at any time later.

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.



2 Set Up Time Recording and Individualize Personnel Files

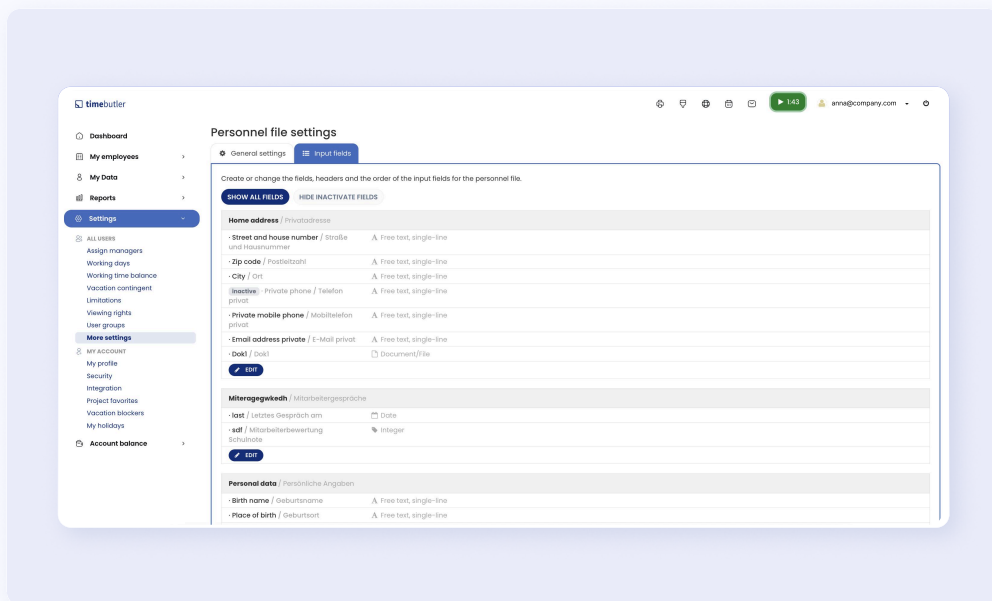
Set Up Time Tracking

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.



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.

Note: 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.