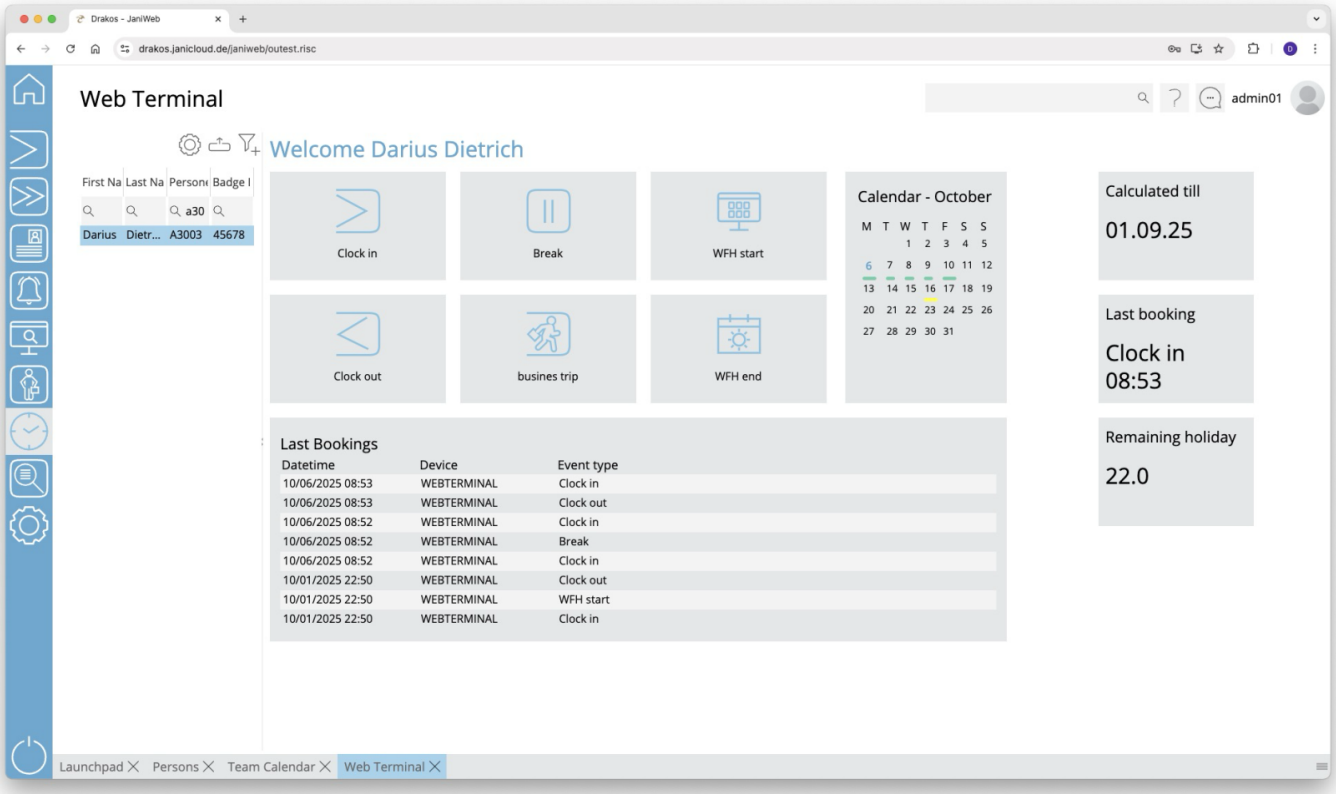
Web Terminal

The *Web Terminal* allows you to enter time bookings via a browser.



List of persons

Select the person you want to display the web terminal for.

The list offers the following options:

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Filter by client and status:** Press the filter icon. Select the clients and the status (*Active* , *Active in future*, *Inactive*) for which persons should be displayed. Changes are visible immediately.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.

Tip: Search for substrings. You can find “Spencer-Churchill” with “spe”, “chur” or “hill”. The search is not case sensitive.

- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings.For details on the available export formats, see the General > Export Formats chapter of this manual.

Buttons for bookings

Press the corresponding button to create a new booking. A colored message appears in the message area:

- **Green:** Booking successful
- **Red:** Booking failed

Status messages appear in the message area at the bottom of the screen.

> You can specify which buttons are available here in the menu item Settings, tab *Web Terminal*.

Revision #3
Created 2024-11-27 09:58:16 UTC by DRAKOS
Updated 2025-10-06 10:04:14 UTC by DRAKOS