

COBI.time - User Manual for the Administrator

Purpose and area of application

The following information is intended to assist the administrator in setting up COBI.time for the employees. It is intended to provide all the necessary information for using this software in the time recording management process.

The manual is divided into the following sections:

- **General Settings**
 - Device configuration
 - Language settings
 - View
- **Administrative Functions**
 - Working time models, public holiday and absence management
 - User Administration
 - Import of employees from SAP Business One
 - Setting up individual employees
 - User Groups
 - User Rights

General Settings

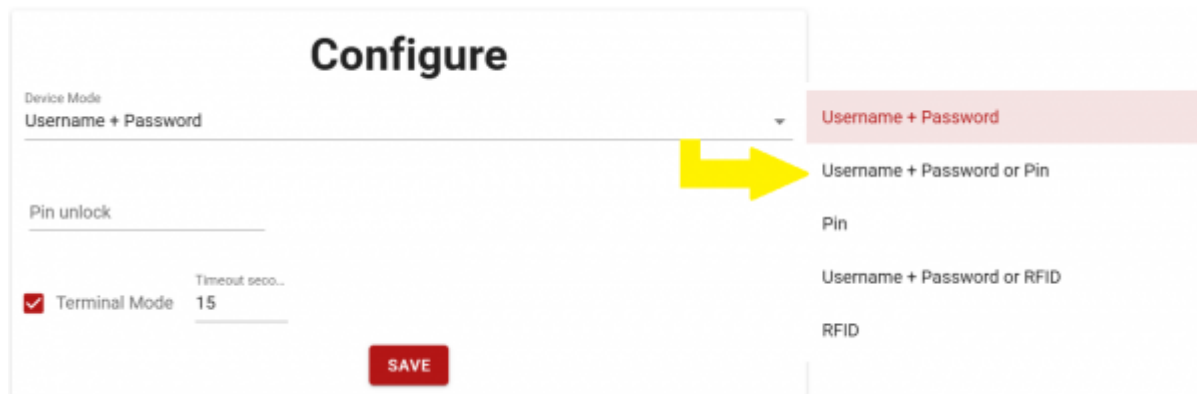
Device Configuration

If you enter the domain name with /start you get the configuration mask of COBI.time.

Example: <https://cobitime-url/start>

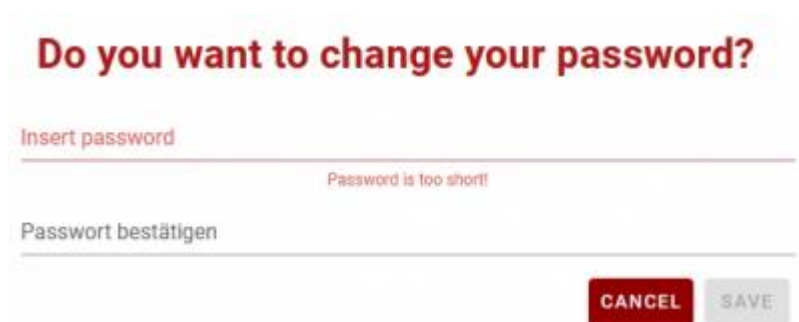
Here you have the option of setting how you want to log in. Select the preferred configuration and click on Save.

The administrator usually logs in with the username and password.



The screenshot shows the 'Configure' interface. At the top, there's a 'Device Mode' dropdown menu. The dropdown is open, showing several options: 'Username + Password' (highlighted in red), 'Username + Password or Pin', 'Pin', 'Username + Password or RFID', and 'RFID'. A yellow arrow points to the 'Username + Password' option. Below the dropdown, there's a 'Pin unlock' field. Further down, there's a 'Terminal Mode' checkbox which is checked, and a 'Timeout seco...' field with the value '15'. A red 'SAVE' button is at the bottom right of the configuration area.

In the Terminal Mode, you can also define the duration for which the mode should remain active. During installation, the default administrator credentials are automatically set to username: "admin" and password: "admin". When logging in for the first time, you will be prompted to change the password accordingly.



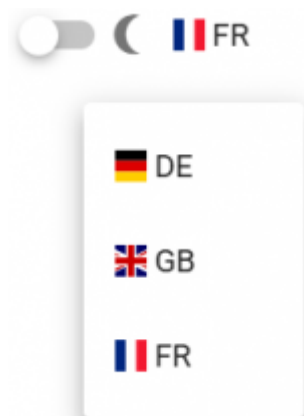
The screenshot shows a dialog box titled 'Do you want to change your password?'. It has two input fields: 'Insert password' and 'Passwort bestätigen'. The 'Insert password' field has a red error message 'Password is too short!'. At the bottom, there are two buttons: 'CANCEL' (red) and 'SAVE' (grey).

PIN Activation (optional)

To enable PIN entry in **COBI.time**, an activation password is required. This feature adds an extra layer of security for the login process. The password is entered once to ensure secure authentication. See: [PIN Activation](#)

Language Settings

You also have the option of selecting your preferred language to work with. You will find this function in the top right-hand corner. COBI.time is currently available in German, English and France.



View

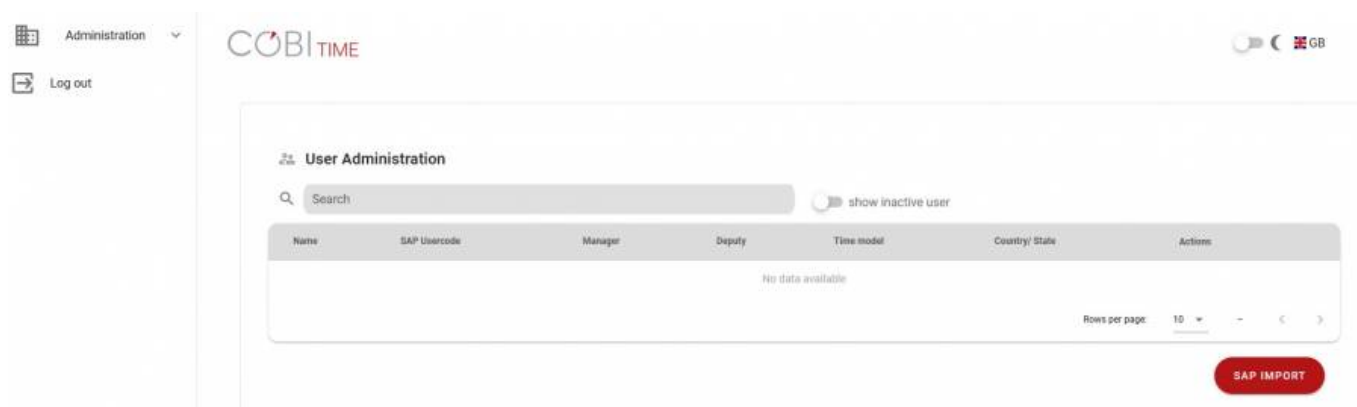
COBI.time can be operated in both dark and light mode. The slider for changing the view can also be found in the top right-hand corner, to the left of the language selection.



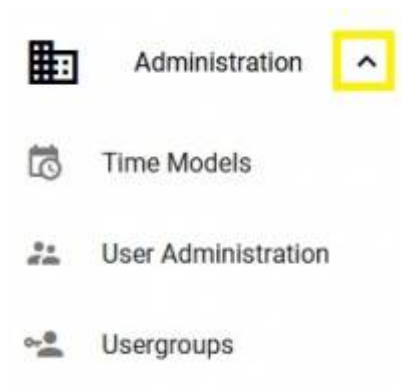
Administrative Functions

How to set up COBI.time for employees?

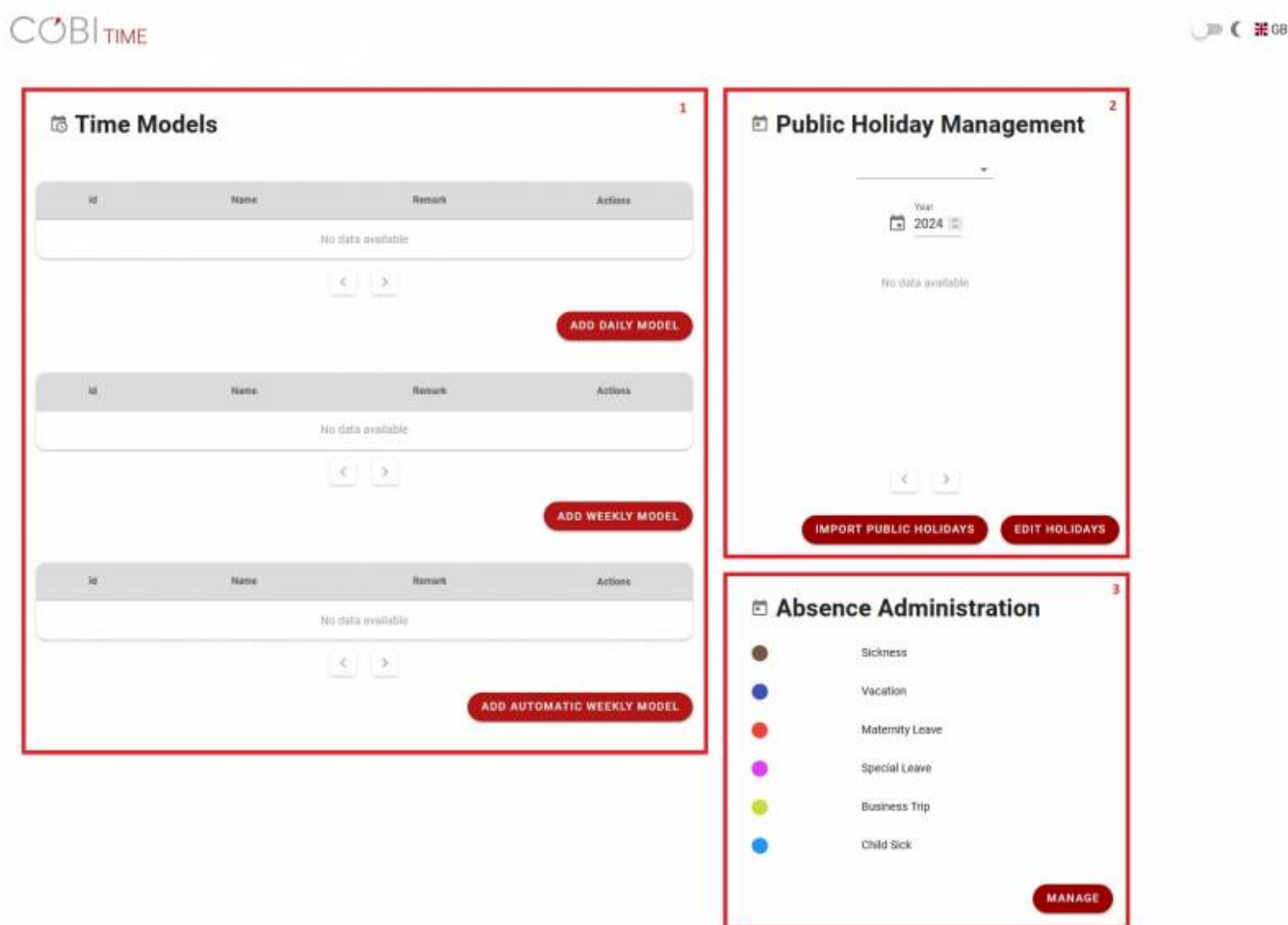
Once all general settings have been selected, you can now log in to COBI.time as an administrator and you will see the following dashboard.



The administration module is located on the left-hand side, which you can expand by clicking the arrow on the right.



The dashboard is divided into 3 areas:



You start with the sub-module "Working time models" in which basic information must be created respectively entered.



The following view opens, which is divided into 3 areas:

1. Working Time Models

- Daily Time Model
- Weekly Time Model
- Automatically Weekly Time Model

2. Public Holiday Management

- Import of public holidays

3. Absence Management

- Creation of various reasons for absence

Daily Time Model

The basis for a weekly working time model is a daily model, where an employee's target working time is defined for one day. The day of the week does not matter if, for example, the employee works 8 hours from Monday to Thursday and only 6 hours on Friday.

To do this, click on the “Add daily time model” button and the following screen appears.

ADD DAILY MODEL

New Daily Model

Daily Model name 0 / 50

Target Working Time

Worktime

Coming ×

Going ×

Pauses

☐ Fixed break times **optional**

☐ Break 1 in hours

Remark

☒ Fixed break times

Break 1 from	×	Break 1 until	×
Break 2 from	×	Break 2 until	×
Break 3 from	×	Break 3 until	×

ADD DAILY MODEL

0 / 254

The time model description should be clear so that it does not lead to confusion or ambiguity later on. Then enter the start (coming) and end (going) of the working time. There are two options for the break regulation: you can define the length of the break, for example 1 hour, or you can enter fixed

break times. This variant is often used for warehouse or production employees, i.e. these break times can be booked automatically in COBI.time, regardless of whether the break was taken or not. The prerequisite for this is that the “Automatically post break times” function is activated later in the weekly time model.

Once all the required and relevant information has been entered in the daily model, the planned working time is automatically calculated and automatically displayed in the top right-hand corner. This daily structure is saved using the “Add daily time model” button (bottom centre).

For non-working days, a day model is usually created with a start and end time of 00:00, resulting in a target working time of zero hours, i.e. COBI.time does not expect any time bookings on these days.

Below are two examples for an 8-hour day of office work and 8 hours in production.

Daily model example office:

The screenshot shows the 'Daily Model' configuration interface. At the top, the 'Daily Model name' is '8 hours office' and the 'Target Working Time' is '08:00'. Below this, the 'Worktime' section shows 'Coming' at '08:00' and 'Going' at '17:00'. The 'Pauses' section has a checkbox for 'Fixed break times' which is unchecked, and 'Break 1 in hours' is set to '01:00'. A 'Remark' field is at the bottom. The interface includes a progress indicator '14 / 50' and a save icon at the bottom right.

Field	Value
Daily Model name	8 hours office
Target Working Time	08:00
Worktime Coming	08:00
Worktime Going	17:00
Fixed break times	<input type="checkbox"/>
Break 1 in hours	01:00
Remark	

Daily model example production:


Daily Model name 8 hours production		Target Working Time 🕒 08:00	
		18 / 50	
Worktime Coming 🕒 08:00		✕	
Going 🕒 17:00		✕	
Pauses			
<input checked="" type="checkbox"/> Fixed break times			
Break 1 from 09:00	✕	Break 1 until 09:15	✕
Break 2 from 12:15	✕	Break 2 until 13:00	✕
Break 3 from	✕	Break 3 until	✕
Remark			
0 / 254			

Important Information:

The fixed break times defined in the daily model are truly fixed. This means: If an employee starts work outside the defined time frame, the break will no longer be booked automatically. In contrast, within the weekly model, the exact time does not matter. Breaks are always based on the employee's actual attendance time.

Weekly Time Model

Once all the daily time models have been defined, you can now create the corresponding weekly time models. Again, click on the "Add weekly time model" button and you will see the following screen.




ADD WEEKLY MODEL

New Weekly Model

Weekly Model Name

0 / 50

Target Weekly Work Time

 00:00

Monday

8 hours office

8 hours production

Off work

8 hours workday

model was not selected!

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

☐ Empty time account at the beginning of the month (e.g. for temporary staff)

☒ Automatically deduct break times

deduct time from

06:00

×

Break

00:30

×

deduct time from

09:00

×

Break

00:15

×

deduct time from

×

Break

×

deduct time from

×

Break

×

deduct time from

×

Break

×

☐ Capping start time

☐ Capping end time

Remark

ADD WEEKLY MODEL

0 / 254

<https://docs.cobisoft.de/wiki/>

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Again, you should make sure that the model name is clear and cannot lead to confusion. Once the model name has been assigned, click in the weekday column, e.g. Monday, to display the selection list of daytime models that you have created in the previous step. Now select the corresponding day model for each day of the week. Once this has been completed, the weekly working time is calculated automatically and displayed in the top right-hand corner.

You can also activate three additional options in the bottom section of the weekly time model:

☐ Empty time account at the beginning of the month (e.g. for temporary staff)

If this function is activated, an employee's time account is automatically reset to zero hours at the beginning of the month. In practice, this is used for temporary employees, for example.

☐ Automatically deduct break times

The system is currently configured to automatically deduct 15 minutes after 6 hours and 30 minutes of work, and another 15 minutes after 9 hours. These values can be customized for individual users. (It is planned that administrators will be able to adjust these settings themselves in the future.)

☐ Capping working hours

If this function is activated, the employee's time account is automatically reduced if the employee either logs in before or logs out after the agreed end of working hours. For example, if the employee has an agreed start time at 8.00 am and logs in at 7.30 am, half an hour is automatically deducted before the start of work.

☐ deductBreakTimes

The system is currently set that 30 minutes are deducted after 6 working hours and another 15 minutes after 9 hours of working time. These times can be customised for specific users. (It is planned that the administrator will be able to set this himself in the future).

☐ Show deactivated weekly time models

Weekly time models can be deactivated if required.

- Deactivated models can be reactivated at any time.
- They must no longer be actively assigned to an employee when they are deactivated.
- In the overview, deactivated models are displayed with a grey background.

Using the toggle "Show deactivated weekly time models", these models can be shown or hidden.

Below is an example of a weekly working time model for a classic 8-hour office day (40-hour week):

Weekly Model Name	Target Weekly Work Time
Headquarter Office	40:00
18 / 50	
Monday	
8 hours office	X
Tuesday	
8 hours office	X
Wednesday	
8 hours office	X
Thursday	
8 hours office	X
Friday	
8 hours office	X
Saturday	
Off work	X
Sunday	
Off work	X
<input type="checkbox"/> Empty time account at the beginning of the month (e.g. for temporary staff)	
<input type="checkbox"/> Capping working hours	
<input type="checkbox"/> deductBreakTimes	
Remark	
0 / 254	

Automatic Weekly Time Model

You also have the option of adding an automatic weekly time model which could be relevant for trainees/students, for example.

After clicking the “Add automatic weekly model” button, you will see the following screen.



New Automatic Weekly Model

Weekly Model Name 0 / 50

Valid from: Valid until:

Firstly, you assign a clear description and secondly, the period for which the model should be valid. The following screen then opens:

New Automatic Weekly Model

Weekly Model Name
Trainee COBISOFT 16 / 30

Valid from: 01.01.2024 Valid until: 31.08.2024

Exclude periods

	from	until
+	01.01.2024	01.01.2024

Monday	✎	every week	▼	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Zeitraum</th> <th style="width: 30%;"></th> <th style="width: 40%;">Status</th> </tr> </thead> <tbody> <tr> <td>from: 08:00</td> <td>until: 14:00</td> <td>Worktime ■</td> </tr> <tr> <td>from: 14:00</td> <td>until: 15:00</td> <td>■</td> </tr> </tbody> </table> <p>Work Time is: 06:00 Break Time is: 00:00</p> <p style="text-align: center; color: red; font-weight: bold;">SAVE</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f8d7da; padding: 2px; margin-bottom: 2px;">every week</div> <div style="padding: 2px; margin-bottom: 2px;">every second week</div> <div style="padding: 2px; margin-bottom: 2px;">every third week</div> <div style="padding: 2px;">Monthly</div> </div>	Zeitraum		Status	from: 08:00	until: 14:00	Worktime ■	from: 14:00	until: 15:00	■
Zeitraum		Status											
from: 08:00	until: 14:00	Worktime ■											
from: 14:00	until: 15:00	■											
Tuesday	✎	every week	▼										
Wednesday	✎	every week	▼										
Thursday	✎	every week	▼										
Friday	✎	every week	▼										
Saturday	✎	every week	▼										
Sunday	✎	every week	▼										

Remark

In the first window, you have the option of excluding periods in which the trainee is required to come to the company, such as during school holidays.

You can now start to edit the individual weekdays according to the school days, the school time entered is declared as working time. In the second column, you can use the drop-down menu to set the frequency in which the trainee is in school on these days. If school lessons only take place on one day every second week, the first booking date must be entered.

The following is an example of a trainee who has school on Tuesdays every week and on Wednesdays


every other week from 8:00 to 14:00. This means that 6 hours are credited to the trainee's time account at 14:00 on the respective school day.


Weekly Model Name
Trainee COBISOFT


Valid from: 01.01.2024 Valid until: 31.08.2024 16 / 50


Exclude periods


	from	until	
Vacation	01.01.2024	12.01.2024	🗑
	25.03.2024	12.04.2024	🗑
	15.07.2024	23.08.2024	🗑
	+ 01.01.2024	01.01.2024	


Monday
00:00  every week ▼


Tuesday
06:00  every week ▼

Wednesday
06:00  every second week ▼ First booking date: 17.01.2024

Thursday
00:00  every week ▼

Friday
00:00  every week ▼

Saturday
00:00  every week ▼

Sunday
00:00  every week ▼

It is important to know that an automatic weekly time model can only be activated together with a weekly time model from the previous module. This means, for example, that the trainee has a 40-hour week and is required to attend school on two days. According to the previous example, however, only 6 hours (instead of 8) are credited to the time account for the school days.

It is now at the decision of the company on how this compensation is to be made. For example, the trainees could come into the company after school hours or make up for the missing hours by collecting overtime.

General remarks on the working time models

As soon as a daily time model is assigned to a weekly time model and this is already in use for time bookings, it is no longer possible to change these models.

If an employee changes their planned working time, a new time model must be created and reassigned to the employee in the user administration. The old time account must be closed, see chapter User administration.

An automatic weekly model only works in conjunction with a “normal” weekly model. As soon as there is no booking for a certain day according to the planned working time, COBI.time uses the automatic weekly time model as a basis and the time (e.g. school time) is booked automatically.

The automatic weekly time model is suitable for all employees who are away from the office on regular days, e.g. trainees, dual students, etc.

Public Holiday Management

The management of public holidays is another option in COBI.time. Public holidays should be imported at the beginning of the year. Furthermore, you should make sure that no user is online when you want to carry out the process, as all time accounts are updated during the import.

To do this, click on the “Import public holidays” button and the following window will open:

IMPORT PUBLIC HOLIDAYS

Import public holidays

Country/ State

Year
2024

<input type="checkbox"/>	Name	Date
No data available		


IMPORT

We are pleased to provide you the public holidays according to your country

Once the federal state has been selected, the list with the corresponding public holidays appears. These must then be confirmed again by ticking the box at the top left of the “Name” field. If you do not want to import all of them, you must tick the boxes individually.


Public holidays for other countries can of course be added on request.

Import public holidays

Hessen 

Country/ State

Year

 2025

<input checked="" type="checkbox"/>	Name	Date
<input checked="" type="checkbox"/>	Independence Day	04.07.2025
<input checked="" type="checkbox"/>	"	" 03.10.2025
<input checked="" type="checkbox"/>	"	" 25.12.2025
<input checked="" type="checkbox"/>	"	" 26.12.2025

IMPORT

Then click on the “Import” button, COBI.time asks whether you really want to save this change.

Do you wish to save your changes?

CANCEL **OK**

After confirmation, the imported public holidays appear in the dashboard in the Public Holiday Management module. If a company has locations in different federal states, you have the option of importing public holidays from several federal states. To do this, select another federal state and click on the “Import public holidays” button once again. These can then be assigned to individual employees based on location in the user administration (see chapter User administration). The same applies to every other country with different federal states.

Absence Management

The Absence Management module already includes five predefined absence reasons, which can be deactivated at any time.

See the yellow box in the “Requestable” column. Additionally, you can define any number of new

absence reasons. To do this, click the ***Plus Button*** in the upper-right corner, define an absence reason (no longer than 20 characters), assign a color code, and click ***Save Absence***.

- Custom Icons:

By clicking on the icon in the respective row, a dropdown menu opens. Here, you can select an appropriate icon to visually represent the absence reason.

- Unpaid Absence:

Using the checkbox Unpaid Absence, you can define whether the absence is considered unpaid. If this option is activated, the corresponding time is automatically deducted from the employee's working hours.

Absence Administration

Requestable	id	Name	icon	Color code
<input checked="" type="checkbox"/>	1	Sickness		Brown
<input type="checkbox"/>	2	Vacation		Indigo
<input type="checkbox"/>	3	Maternity Leave		Red
<input type="checkbox"/>	4	Special Leave		Violet
<input type="checkbox"/>	5	Business Trip		Lime
<input type="checkbox"/>	6	Child Sick		Blue

SAVE ABSENCE

Icon Selection Dropdown:

- Search
- account-hard-hat-outline
- airplane
- baby
- book-open-page-variant
- briefcase-remove
- briefcase-variant-outline
- cake-variant-outline
- calendar-clock

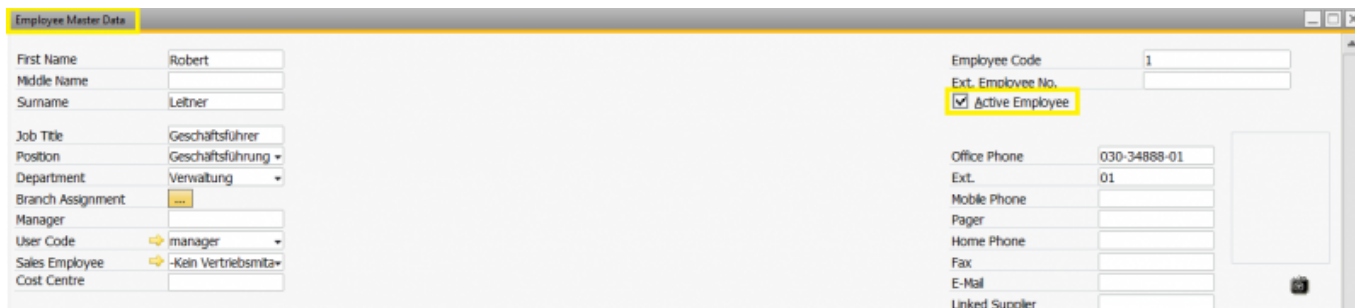
User Administration

Import of Users from SAP Business One

Once you have made these basic settings or created all working time models, you can start setting up the employees. To do this, please go to the next module, User administration.

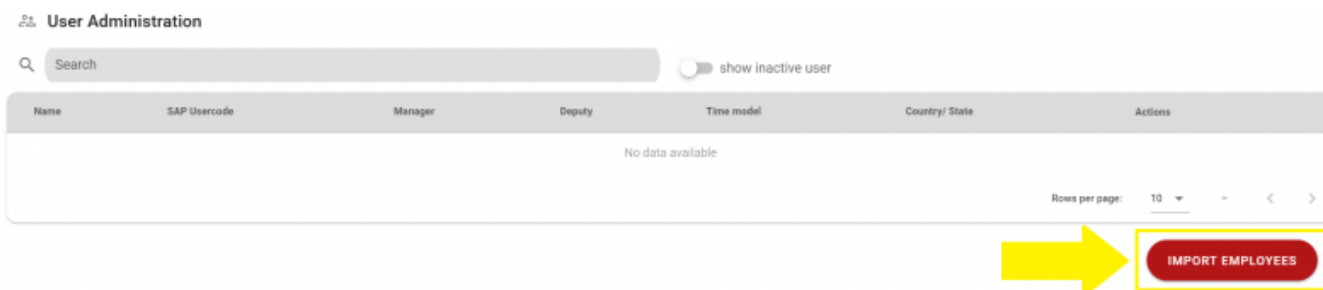
User Administration

First of all, the employees must be imported from SAP Business One. Employees who are to use COBI.time must be marked as “active” in SAP Business One, see the following screenshot of employee master data in SAP. The employees do not have to be licensed SAP Business One users. It is not possible to create employees directly in COBI.time.



The screenshot shows the 'Employee Master Data' form in SAP. The 'Active Employee' checkbox is checked and highlighted with a yellow box. Other fields include First Name (Robert), Middle Name, Surname (Leitner), Job Title (Geschäftsführer), Position (Geschäftsführung), Department (Verwaltung), Branch Assignment, Manager, User Code (manager), Sales Employee (-Kein Vertriebsmita), Cost Centre, Employee Code (1), Ext. Employee No., Office Phone (030-34888-01), Ext. (01), Mobile Phone, Pager, Home Phone, Fax, E-Mail, and Linked Supplier.

To import the employees from SAP, click on the “SAP Import” button in the bottom right-hand corner.



The screenshot shows the 'User Administration' interface. It includes a search bar, a 'show inactive user' toggle, and a table with columns: Name, SAP Usercode, Manager, Deputy, Time model, Country/ State, and Actions. The table is currently empty, displaying 'No data available'. A yellow arrow points to the 'IMPORT EMPLOYEES' button in the bottom right corner.

A list of employees is displayed from which you can select which employees are to be imported from SAP Business One. To do this, tick the box to the left of the name. Then assign a one-time start password and click on the “Import user” button located in the centre at the bottom.

Import SAP User

One Time Start Password: Start2024

Step 2

	Name	manager	SAP Usercode
<input checked="" type="checkbox"/>	George Keeng	George	6 / 20
<input type="checkbox"/>	Vicky Purchase		<div style="border: 1px solid #ccc; padding: 2px;">Required: 0 / 20</div>
<input checked="" type="checkbox"/>	Michael Spear	Michael	7 / 20
<input checked="" type="checkbox"/>	Maria Bridi	Maria	3 / 20
<input checked="" type="checkbox"/>	Kate Milton	Kate	4 / 20
<input checked="" type="checkbox"/>	Bill Levine	Bill	4 / 20
<input checked="" type="checkbox"/>	James Chan	James	3 / 20
<input checked="" type="checkbox"/>	Julie Bowens	Julie	3 / 20
<input checked="" type="checkbox"/>	Fred Buyer	Fred	4 / 20

Step 1

Rows per page: 10 ▾
 1-9 of 9

IMPORT USER

Step 3

Important: If an employee does not have an SAP user code, you should add one manually in the “SAP user code” column, otherwise employees cannot be imported.

Once the employees have been successfully imported, they appear listed in the user administration module and can be edited or set up accordingly.

User Administration

Search show inactive user

Name	SAP Usercode	Manager	Deputy	Time model	Country/ State	Actions
Julie Bowens !	Julie					
Maria Bridi !	Maria					
Fred Buyer !	Fred					
James Chan	James					
George Keeng !	George					
Bill Levine	Bill					
Kate Milton !	Kate					
Vicky Purchase	Vicky					
Michael Speir !	Michael					

Rows per page: 10 1/9 of 9

SAP IMPORT

Setting up Individual Employees

The following view is displayed for each employee:

User Administration

Search show inactive user

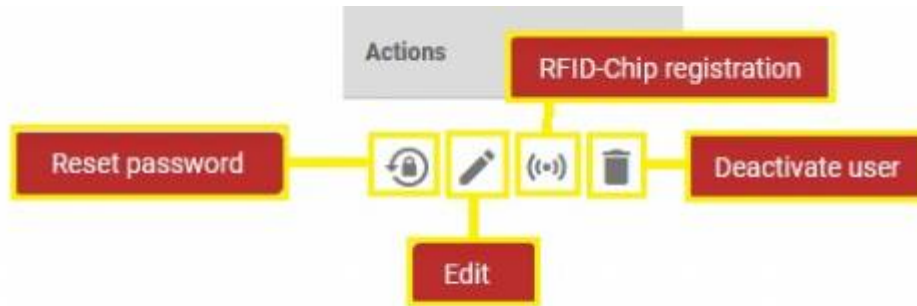
Name	SAP Usercode	Manager	Deputy	Time model	Country/ State	Actions
Julie Bowens !	Julie 1	Fred Buyer 2				4

The following explanations according to the subdivisions 1 to 4 in the view above.

1. The SAP user code is used as the username when logging in. 2. The assigned teams and managers are initially imported from SAP Business One and displayed accordingly in the overview. However, you have the option of changing the manager via the selection list. **ATTENTION:** If the manager is changed in COBI.time, this is not imported back into SAP Business One. This function has been designed to be flexible as the manager in SAP is not necessarily the person who authorises absence requests. You also have the option of assigning a deputy here.

3. Federal state - Here you have the option of assigning the employee the federal state for the respective work location if a company operates across several locations.

4. Actions This is where the actual employee set-up begins. The following functions are available:



Reset Password

Here you can reset the employee's password if it has been forgotten. Click on the symbol to open the employee list, select the relevant employee and the following screen appears.

The screenshot shows a dialog box titled 'Do you want to change your password?'. It has two input fields: 'insert password' and 'Passwort bestätigen'. The 'insert password' field has a red error message 'Password is too short!'. At the bottom, there are two buttons: 'CANCEL' (red) and 'SAVE' (grey).

You assign a new password for the employee and they are requested to change the password again when they log in, provided that you have ticked the box "Reset password on login".

RFID Chip Login

This function can be used to activate RFID chips with a corresponding RFID chip reader. This is used, for example, in production or warehouses where employees log in and out on a tablet with COBI.time in terminal mode.

Deactivation of Users

This function can be used to deactivate employees, for example when they leave the company. When the icon is clicked, a window pops up asking whether the user should really be deactivated.

The screenshot shows a dialog box titled 'Do you really want to delete the following user:'. It displays the name 'James Chan'. At the bottom, there are two buttons: 'CANCEL' (red) and 'OK' (red).

Deactivated users can be displayed at any time using the slider at the top right of the search field.

The screenshot shows a toggle switch labeled 'show inactive user'. The switch is currently turned off (grey).

Editing

Clicking on the "Edit" icon opens a view for the employee, which is divided into 3 tabs.

- User right
- Time model
- Vacation account

In general, the user PIN is displayed under the employee name, which can be passed on to the employee accordingly. Note: The PIN cannot be changed by the employee when logging in.

You also have the option to jump to the “Reset password” function in this view.

Tab User Rights

Julie Bowens

Userpin: 4543

User Rights Time model Vacation account

User Rights

<input checked="" type="checkbox"/>	Book Times	?
<input type="checkbox"/>	Book Project Times	?
<input type="checkbox"/>	Manual Time Recording	?
<input type="checkbox"/>	User Administration	?
<input type="checkbox"/>	Presence List (Team)	?
<input type="checkbox"/>	Presence List (All)	?
<input type="checkbox"/>	Time Correction	?
<input type="checkbox"/>	Views Times	?
<input type="checkbox"/>	Adjust Project and Break Times	?
<input type="checkbox"/>	Post Business Trips	?

SAVE RESET PASSWORD

Authorisation and viewing rights are assigned to the employee in the User rights section. A detailed explanation appears when you click on the question mark behind the description.

The following authorisations can be assigned:

Book Times

The user can access time recording and book working time.

Book Project Times

The user is able to book times on projects.

Manual Time Recording

The user can access the manual time recording and post times in the past.

User Administration

User can access the user administration and the project administration / servicecalls administration.

Presence List (Team)

The user only sees members from the team/ department in the presence list.

Presence List (All)

The user can see all employees in the presence list.

Time Correction

The user can correct working time.

Views Times

The user has the right to view the working time of other employees.

Adjust Project and Break Times

The user can correct own project and break times.

Post Business Trips

The user can post business trip

Tab Time Model

By clicking on the “Time model” tab, you get the following view:

Julie Bowens

Userpin: ****  User Rights Time model Vacation accountTime model 

Headquarter Office

Production

Start value hours

Valid from:

2024



SAVE

RESET PASSWORD

You can assign the corresponding time model to the employee here by clicking in the “Time model” field; a list opens with all the time models that have been created. Once the appropriate model has been selected, enter the start value in hours. This start value usually comes from a previous time recording system. Otherwise it is also possible to enter the start value as zero. Note: Here you must pay attention to the format, for example 3:00 hours.

Finally, select the date from which the employee should start to use COBI.time and save the “Time model” tab using the “Save” button.

Please note: Time accounts must be closed when an employee leaves or changes of the weekly time model takes place. To do this, call up the relevant employee in the user administration, select “Edit” and click on the red cross to the right of the weekly time model designation, see image below.

Julie Bowens

Userpin: ****

User Rights Time model Vacation account

Time model
Headquarter Office

Automatic model

Start value hours
00:00

Remove Timeaccount

Closing date (00:00:00 O'Clock)

Closing date
2024-04-01

Create new Timeaccount

Time model

Start value hours
0

Valid from:

2024

March 2024

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

SAVE


You can now select and save the closing date when the employee leaves. If you want to change the weekly model, click on "Create new time account" and select the new time model from the drop-down list, assign an hourly start value and the start date and save.

Note: When changes are made to the time account, the stored date will be adjusted retroactively.

Automatic Time Model

Once you have assigned a time model to an employee, you can now add an automatic weekly time model in the same way, e.g. for trainees. After assigning the regular weekly working time model, a second option for the automatic time model appears. The selection list of previously created models is displayed when you click in the "Automatic time model" field. The rest of the procedure is the same as above.

Julie Bowens

Userpin: **** 



User Rights

Time model

Vacation account



Time model

Headquarter Office



Automatic model

Trainee COBISOFT



Start value hours

00:00

Valid from:

2024

Sun, Mar 31

<

March 2024

>

M	T	W	T	F	S	S
				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

SAVE

RESET PASSWORD

Tab Vacation Account

The employee's holiday account is created in this tab. The annual leave days are entered in the start screen. The start value is calculated pro rata for the respective month, depending on when COBI.time becomes operational or when the employee joins the company during the current year.

Julie Bowens

Userpin: ****

User Rights

Time model

Vacation account

The employee has no annual leave account!

Yearly vacation days

0

Start value

0

☐ Remaining annual leave to expire next year

SAVE

RESET PASSWORD

After the annual leave days have been saved, you can now also enter the remaining leave from the previous year and thus receive the employee's total leave entitlement shown in the last field as remaining leave. The new starting holiday is calculated automatically at the end of the year.

If you then move the mouse pointer in this column, a window is displayed with information on how this remaining leave is made up, see example below.

Julie Bowens

Userpin: ****

User Rights

Time model

Vacation account

Yearly vacation days

30

Start value

25

Remaining vacation from last year

0

 Remaining holiday (25 Starting holidays from 01.01.2024 + ...)
 25

Remaining holiday (25 Starting holidays from 01.01.2024 + 0 Remaining vacation from last year - 0 Holidays taken): 25

☐ Remaining annual leave to expire next year

SAVE

RESET PASSWORD

User Groups

In the third sub-module, User groups, you will find an overview of all employees and the user rights that have been assigned so that you can check again whether these have been assigned correctly.

Rights can be activated or deactivated by simply clicking in the boxes. If changes are made in this view, they must be finally saved by clicking on “Save” at the bottom right below the table view.

Usergroups

User Rights

LEGEND

Name	Book Times	Book Project Times	Manual Time Recording	User Administration	Presence List (Team)	Presence List (All)	Time Correction	View Times	Adjust Project and Break Times	Post Business Trips
Jill Bowens	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marie Bridi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Buyer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George Keeng	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Levine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kate Milton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicky Purchase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Spear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE

You will also find the legend for the user rights in the top right-hand corner, where you can take another look at the associated functions.

System Settings

In the bottom right-hand corner, you can access the general settings of COBI.time. The following window opens after clicking on “Settings”.

IMPORTANT: All settings made here apply to all employees. The exception is the authorisation to book projects, which is activated for the entire company in this setting and then assigned to individual employees with the “Project times” user right in the user administration.

Settings

The screenshot displays the COBI.time administrator configuration interface, organized into five sections labeled A through E. Section A (top) contains settings for the system logo, admin password reset, notification language (currently 'en'), default country/state, and a 'START RECALCULATION' button. Section B contains three toggle switches for user permissions: 'Users can close open booking' (yes), 'Show cost center' (no), and 'Hide comment field by time correction' (no). Section C (Projects) includes five toggles: 'Activate booking on projects from the project management?' (yes), 'Activate authorization system for projects from the project management?' (no), 'Display financial projects name by project management?' (yes), 'Activate posting to financial projects?' (yes), and 'Allow Project Comments' (yes). Section D (Servicecalls) has two toggles: 'Activate booking on service calls?' (yes) and 'Activate the authorization system for service calls?' (no). Section E (Business trip) has three toggles: 'Show 'business trip' button by time recording' (yes), 'Require location selection' (yes), and 'Show 'business trip' button for time recording only if a business trip is approved for that day' (yes). A 'SAVE' button is located at the bottom center of the configuration area. A version label 'COBI.time Version: 1.9.6.1g' is visible in the bottom left corner of the interface.

Section A

- The COBI.time logo can be replaced with the company logo. To do this, click *Select File* and upload the desired image.
- Option to reset the admin password.
- Selection of the notification language (e.g., German or English).
- Definition of a default federal state, which is automatically assigned to new users.
- Time accounts can be recalculated for all employees in case of discrepancies.

Section B

- Configuration of user options for correction bookings:

- Yes: Corrections are saved immediately.
- No: A correction request is created, which must be approved.
- Option to display cost centers.

Section C

- Activation of the option to post to projects from the project management module.
- Activation of the permission system for projects (assignment is then managed via user rights).
- Setting to display financial project names for project management projects.
- Option to post to financial projects.
- Allow project comments.

Section D

- Activation of the option to post to service calls.
- Activation of the permission system for service calls.

Section E

- Setting whether the *Business Trip* button should be displayed in the time tracking screen (e.g., next to the Clock In button in the digital time clock).
- Option to enforce mandatory location selection.
- The business trip button can be configured to appear only if an approved business trip exists for the selected day. \

The currently installed COBI.time version is displayed in the lower-left corner.

From:

<https://docs.cobisoft.de/wiki/> - **COBISOFT Documentation**

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