

# 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 Management
  - Import of employees from SAP Business One
  - Setting up individual employees
  - User Groups
  - User Rights

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## General Settings

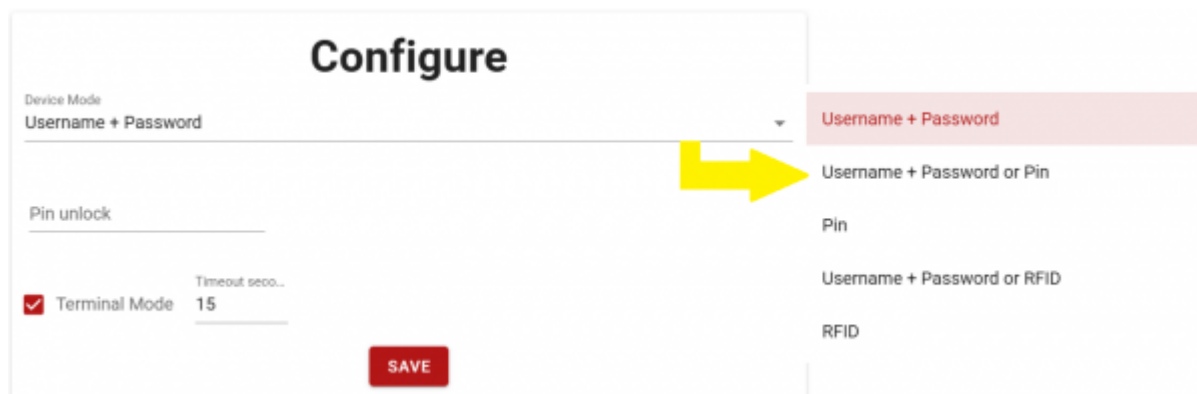
### Device Configuration

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.



**Configure**

Device Mode  
Username + Password

Pin unlock

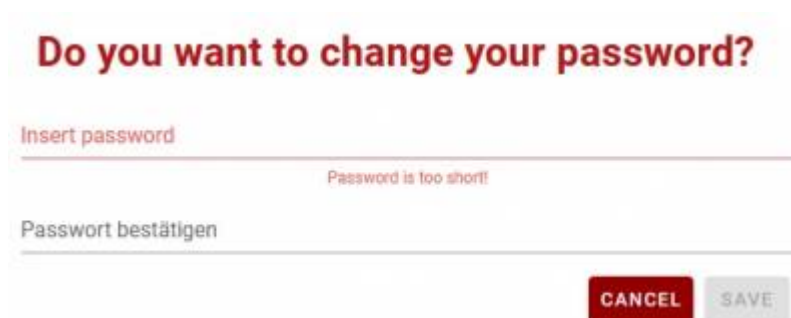
☒ Terminal Mode    Timeout seco... 15

**SAVE**

Username + Password  
Username + Password or Pin  
Pin  
Username + Password or RFID  
RFID

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.



**Do you want to change your password?**

Insert password

Password is too short!

Passwort bestätigen

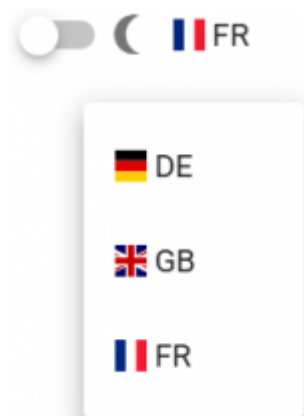
**CANCEL** **SAVE**

## 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

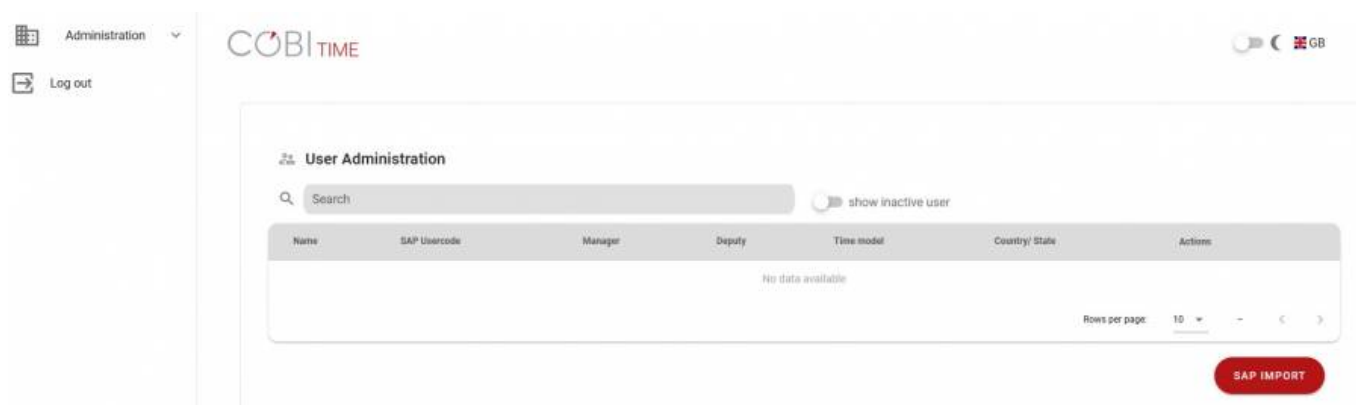
COBI.time can be operated in both dark and light mode. The slider for changing the view can also be found in the top right-hand corner, to the left of the language selection.



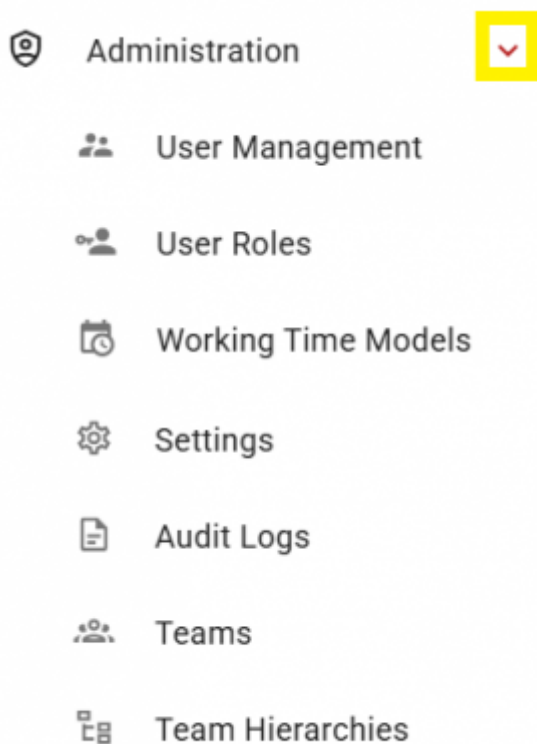
## Administrative Functions

### How to set up COBI.time for employees?

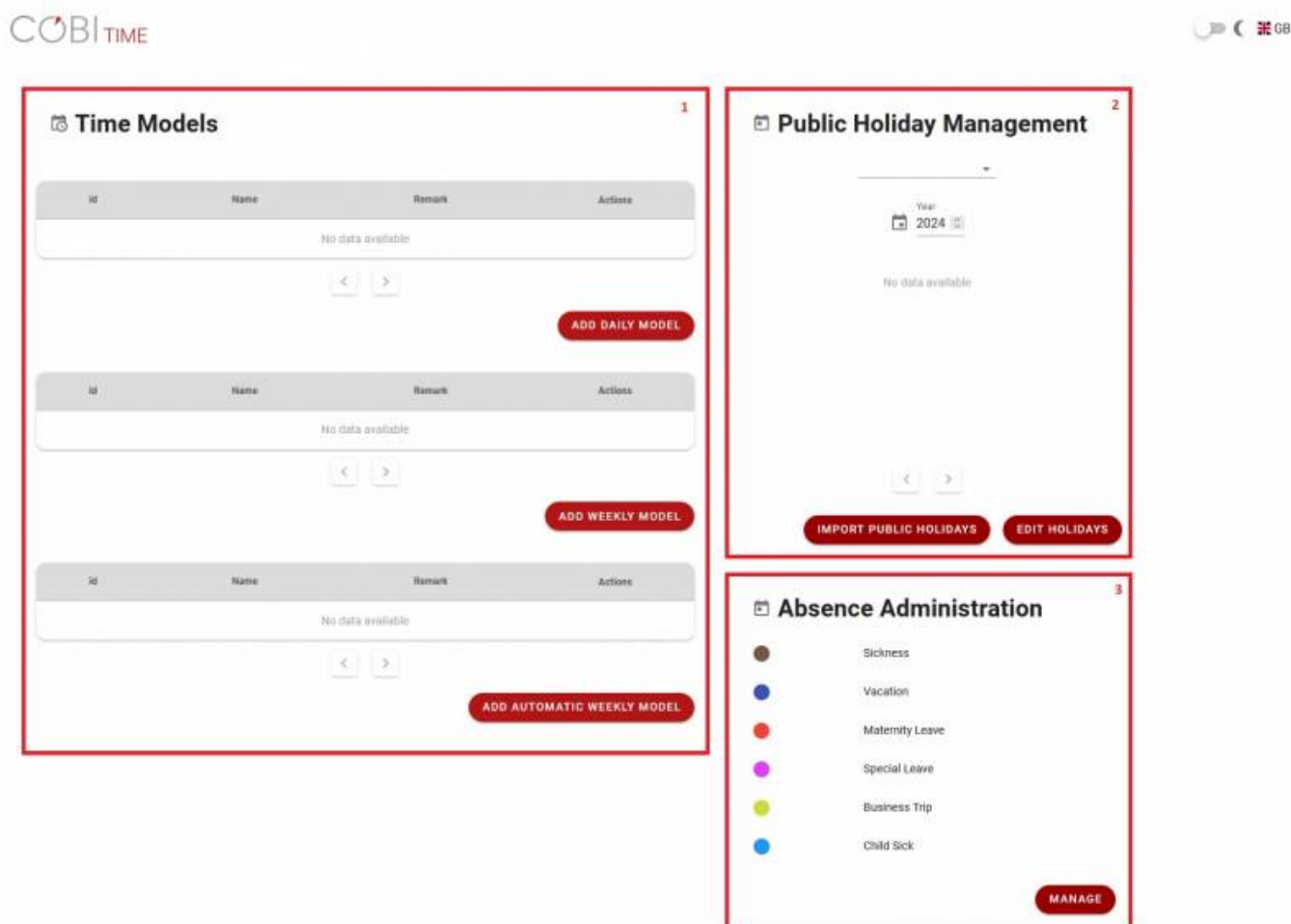
Once all general settings have been selected, you can now log in to COBI.time as an administrator and you will see the following dashboard.



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.



### Working Time Models

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

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## 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.

## New Daily Model

Daily Model name

Target Working Time

0 / 50

Flex Time

Worktime

Coming

Going

Pauses

☐ Fixed break times

Total break time (Information for User)

Remark

Pauses

☒ Fixed break times

Break 1 from

Break 1 until

Break 2 from

Break 2 until

Break 3 from

Break 3 until

Optional

ADD DAILY MODEL

0 / 254

The time model description should be clear so that it does not lead to confusion or ambiguity later on. By enabling the Flexitime option, you can define a separate Target Working Time that differs from the working time period determined by the start and end time.

For example, you may define a working time range from 05:00 AM to 10:00 PM, which would normally represent 17 hours.

With Flexitime enabled, you can instead define a target working time of only 8 hours.

Employees can then freely record their working hours within the defined time window, as long as they meet the required target working time.

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:

# New Daily Model

Daily Model name

8 hours office

Target Working Time

08:00

14 / 50

Flex Time

Worktime

Coming

08:00

Going

17:00

Pauses

Fixed break times

Total break time (Information for User)

01:00

Remark

0 / 254

ADD DAILY MODEL

Daily model example production:

## New Daily Model

Daily Model name

8 hours production

Target Working Time

08:00

18 / 50

☐ Flex Time

Worktime

Coming

08:00

X

Going

17:00

X

Pauses

☒ Fixed break times

Break 1 from

09:00

X

Break 1 until

09:15

X

Break 2 from

12:15

X

Break 2 until

13:00

X

Break 3 from

X

Break 3 until

X

Remark

0 / 254

ADD DAILY MODEL

### 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.



# New Weekly Model

Weekly Model Name

0 / 50

Target Weekly Work Time

00:00

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

☐ Clear negative hours at the beginning of the month

☐ Clear positive hours at the beginning of the month

☒ 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

0 / 254

ADD WEEKLY MODEL

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 five additional options in the bottom section of the weekly time model:

☐ Clear negative hours at the beginning of the month

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

☐ Clear positive hours at the beginning of the month

If this function is activated, an employee's positive 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 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 start time ☐ Capping end time

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.

☐ 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):

# New Weekly Model

Weekly Model Name

Headquarter Office

Target Weekly Work Time

 40:00

18 / 50

|           |               |   |
|-----------|---------------|---|
| Monday    | 8 hours daily | × |
| Tuesday   | 8 hours daily | × |
| Wednesday | 8 hours daily | × |
| Thursday  | 8 hours daily | × |
| Friday    | 8 hours daily | × |
| Saturday  | Off work      | × |
| Sunday    | Off work      | × |

- ☐ Clear negative hours at the beginning of the month
- ☐ Clear positive hours at the beginning of the month
- ☐ Automatically deduct break times
- ☐ Capping start time    ☐ Capping end time

Remark

0 / 254

ADD WEEKLY MODEL

## 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.



**ADD AUTOMATIC WEEKLY MODEL**

### 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

Valid from: 01.01.2024 Valid until: 31.08.2024 16 / 30

Exclude periods

from

until

+

01.01.2024

01.01.2024

|           |  |            |                                                                                                                                                                                                                                                                  |
|-----------|--|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday    |  | every week | <div> <div>Zeitraum</div> <div>Status</div> <div> <div>from: 08:00</div> <div>until: 14:00</div> <div>Worktime</div> <div>from: 14:00</div> <div>until: 15:00</div> <div>Work Time is: 06:00</div> <div>Break Time is: 00:00</div> <div>save</div> </div> </div> |
| Tuesday   |  | every week |                                                                                                                                                                                                                                                                  |
| Wednesday |  | every week |                                                                                                                                                                                                                                                                  |
| Thursday  |  | every week |                                                                                                                                                                                                                                                                  |
| Friday    |  | every week |                                                                                                                                                                                                                                                                  |
| Saturday  |  | every week |                                                                                                                                                                                                                                                                  |
| Sunday    |  | every week |                                                                                                                                                                                                                                                                  |

every week

every second week

every third week

Monthly

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 management. The old time account must be closed, see chapter User management.

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.

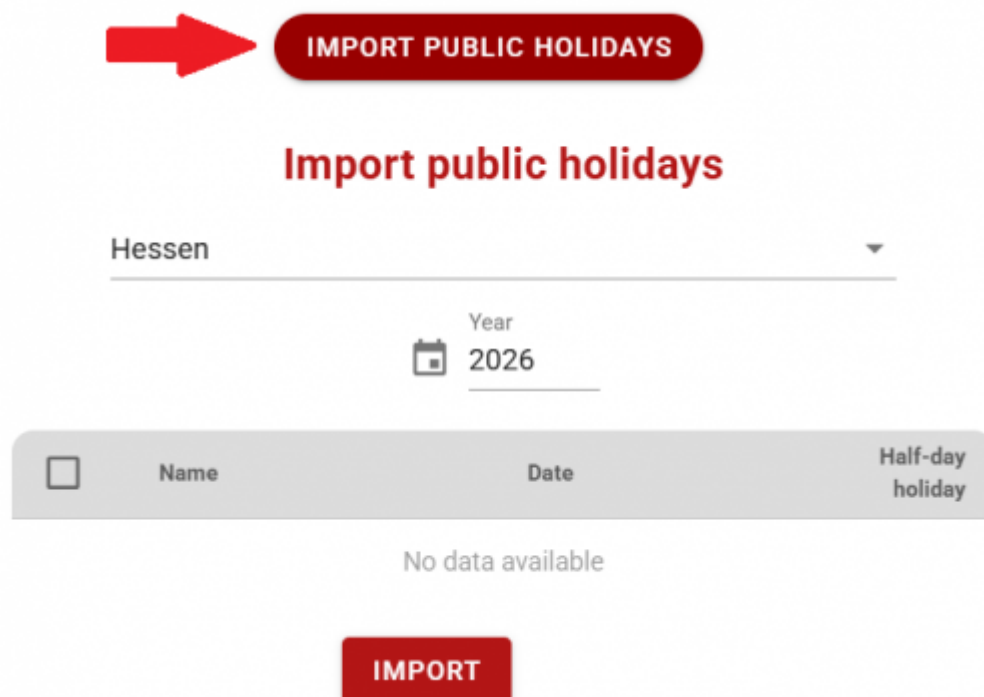
The automatic weekly time model is suitable for all employees who are away from the office on regular days, e.g. trainees, dual students, etc.

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## 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

Hessen

Year  
2026

| <input type="checkbox"/> | Name | Date | Half-day holiday |
|--------------------------|------|------|------------------|
| No data available        |      |      |                  |

**IMPORT**

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

Bayern

Year  
2026

|                                     | Name    | Date       | Half-day holiday         |
|-------------------------------------|---------|------------|--------------------------|
| <input checked="" type="checkbox"/> | EXAMPLE | 01.01.2026 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |         | 06.01.2026 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |         | 03.04.2026 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> |         | 06.04.2026 | <input type="checkbox"/> |

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 management (see chapter user management). 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.

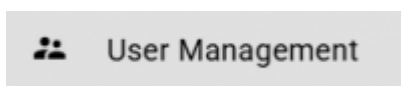
| Requestable                         | Id | Name                    | unpaid absence           | Icon | Color code |
|-------------------------------------|----|-------------------------|--------------------------|------|------------|
| <input checked="" type="checkbox"/> | 1  | Sickness<br>8 / 20      | <input type="checkbox"/> |      | Brown      |
| <input checked="" type="checkbox"/> | 2  | Vacation<br>8 / 20      | <input type="checkbox"/> |      | Indigo     |
| <input type="checkbox"/>            | 3  | Kurzarbeit<br>10 / 20   | <input type="checkbox"/> |      | Red        |
| <input checked="" type="checkbox"/> | 4  | Sonderurlaub<br>12 / 20 | <input type="checkbox"/> |      | Violet     |

**SAVE ABSENCE**

## User Management

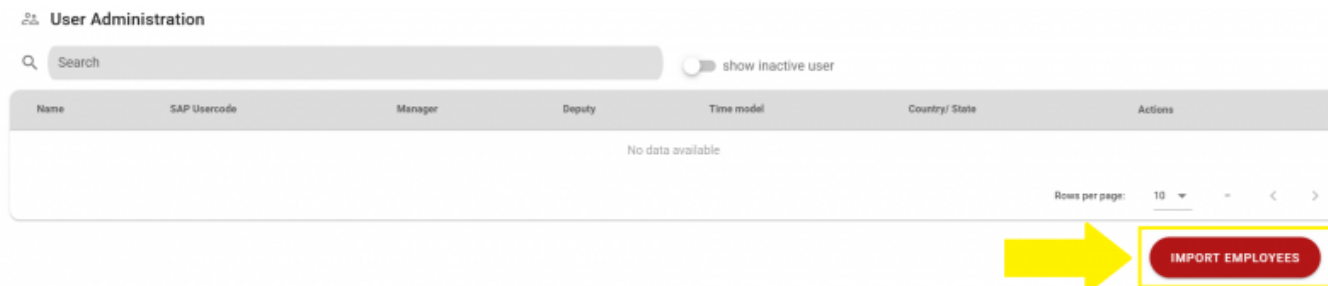
### Import of Users from SAP Business One

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 Management.

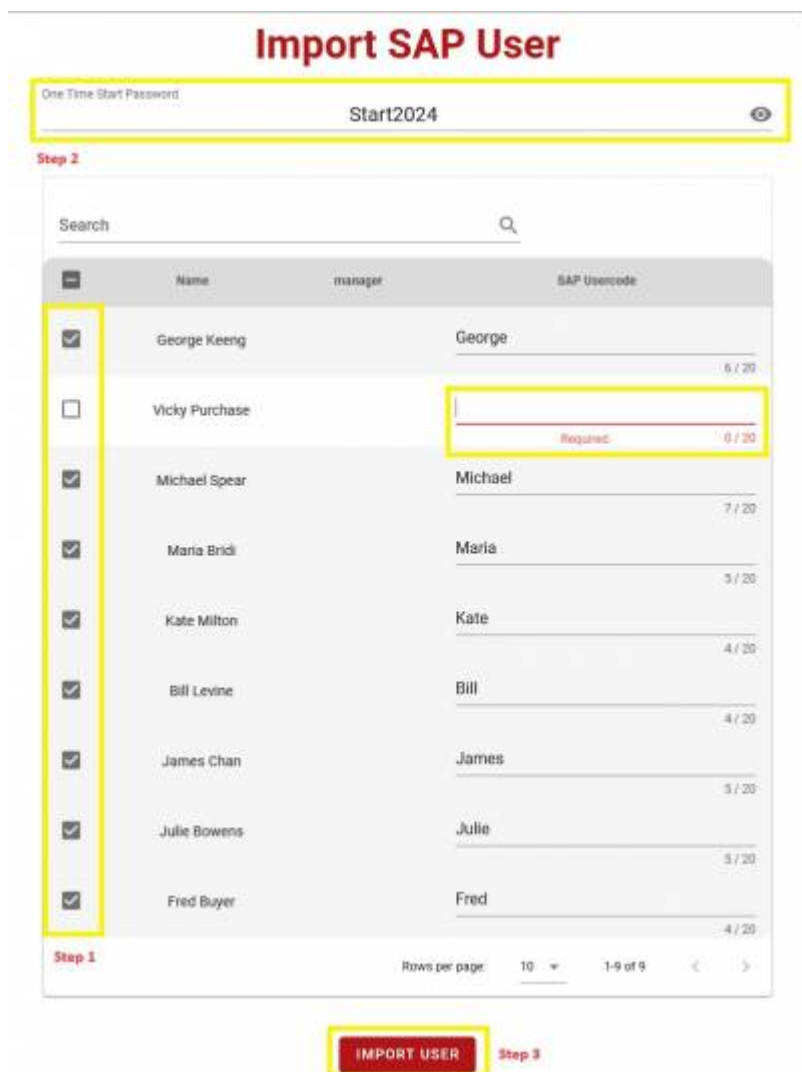


First of all, the employees must be imported from SAP Business One. Employees who are to use COBI.time must be marked as “active” in SAP Business One, see the following screenshot of employee master data in SAP. The employees do not have to be licensed SAP Business One users. It is not possible to create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

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



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 management module and can be edited or set up accordingly.

**User Administration**

Search  ☐ show inactive user

| Name              | SAP Usercode | Team | Manager | Deputy | Time model | Country/ State | Actions |
|-------------------|--------------|------|---------|--------|------------|----------------|---------|
| Kora Adelheid     | kora         |      |         |        |            |                |         |
| Bill Armstrong    | bill         |      |         |        |            |                |         |
| Julie Bowens      | julie        |      |         |        |            |                |         |
| Fred Buyer        | buyer        |      |         |        |            |                |         |
| James Chan        | james        |      |         |        |            |                |         |
| Cathrin Fröhlich  | cathrin      |      |         |        |            |                |         |
| Bernhard Heinrich | bernhard     |      |         |        |            |                |         |
| Tim H             | Tim          |      |         |        |            |                |         |
| George Keeng      | george       |      |         |        |            |                |         |
| Robert Leitner    | manager      |      |         |        |            |                |         |

## Setting up Individual Employees

The following view is displayed for each employee:

**User Administration**

Search  ☐ show inactive user

| Name          | SAP Usercode   | Team               | Manager                 | Deputy                   | Time model | Country/ State  | Actions   |
|---------------|----------------|--------------------|-------------------------|--------------------------|------------|-----------------|-----------|
| Kora Adelheid | kora <b>1.</b> | (Member) <b>2.</b> | Kora Adelheid <b>3.</b> | Bill Armstrong <b>3.</b> |            | Hesse <b>4.</b> | <b>5.</b> |

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.
- 2-3. 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.
4. 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.
5. Actions This is where the actual employee set-up begins. The following functions are available:



## RFID Chip Login

## Deactivation of Users

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



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:



## User Rights

### **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.

### **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.

### **Time Corrections (Team)**

The user can view and process team members' time corrections, but not their own.

### **Views Times**

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

### **View Times (Team)**

The user has the right to view the working time of team members.

### **Adjust Project and Break Times**

The user can correct own project and break times.

### **Can change Business Trip Time**

The user can post business trip

### **Management**

User can access management

### **Absence overview**

The user can access absence overview

### **Absence overview (Team)**

The user can access absence overview (team)

### **General reporting**

The user can access general reporting

### **General reporting (Team)**

The user can access general reporting (team)

### **Audit logs**

The user can access audit logs

### **See absence reasons in presence list**

The user can see absence reasons in the presence list

### **See absence reasons in presence list (team)**

The user can see absence reasons in the presence list (team)

### **The user can perform queries for anomalies**

The user can perform queries for anomalies

### **The user can set the criteria for anomalies**

The user can set the criteria for anomalies

## Tab Time Model

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

The screenshot shows the 'Time model' configuration page for Julie Bowens. At the top, the user's name 'Julie Bowens' is displayed, followed by a masked userpin '\*\*\*\*' and an eye icon. Below this is a navigation bar with three tabs: 'User Rights', 'Time model' (which is active), and 'Vacation account'. The main content area features a 'Time model' dropdown menu, a 'Start value hours' input field, and a 'Valid from' date picker. The dropdown menu is open, showing two options: 'Headquarter Office' and 'Production'. The date picker is set to March 2024, with the 31st selected. At the bottom, there are two red buttons: 'SAVE' and 'RESET PASSWORD'.

**Julie Bowens**

Userpin: \*\*\*\*

User Rights Time model Vacation account

Time model

Headquarter Office  
Production

Start value hours

Valid from:

2024

< 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

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 management, select “Edit” and click on the red cross to the right of the weekly time model designation, see image below.



**Conrad Lübke**

Userpin:

User Rights Time model Vacation account

Time model  
40

Automatic model

Start value hours  
100:00

**Remove Timeaccount**

Closing date (At 00:00 O'Clock)  
Closing date  
2026-07-11

☐ Create new Timeaccount

Time model

Start value hours  
00:00

Valid from:

2026

< July 2026 >

| 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**

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.

## Conrad Lübke

Userpin:

User Rights

Time model

Vacation account

Time model  
40 hours week

Automatic model

Start value hours  
100:00

Valid from:

2026

Wed, Apr 1

< April 2026 >

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 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 |    |    |    |

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

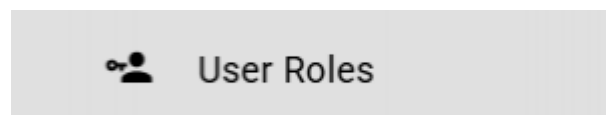
Remaining holiday (25 Starting holidays from 01.01.2024 + 0 Remaining vacation from last year - 0 Holidays taken): 25

☐ Remaining annual leave to expire next year

SAVE RESET PASSWORD

## User Roles

In the third sub-module, User Roles, 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.



User Rights

Search

Teams  
All

| Name              | Book Times | Book Project Times | Manual Time Recording | User Administration | Presence List (Team) | Presence List (All) | Time Correction | Time Corrections (Team) | Views Times | View Times (Team) | Adjust Project and Break Times | Can change Business Trip Time | Management | Absence overview | Absence overview (Team) | General reporting | General reporting (Team) | Audit logs | See absence reasons in presence list | See absence reasons in presence list (team) |
|-------------------|------------|--------------------|-----------------------|---------------------|----------------------|---------------------|-----------------|-------------------------|-------------|-------------------|--------------------------------|-------------------------------|------------|------------------|-------------------------|-------------------|--------------------------|------------|--------------------------------------|---------------------------------------------|
| Kora Adelheid     | ✓          | ✓                  | ✓                     | ✓                   | ✓                    | ✓                   | ✓               | ✓                       | ✓           | ✓                 | ✓                              | ✓                             | ✓          | ✓                | ✓                       | ✓                 | ✓                        | ✓          | ✓                                    | ✓                                           |
| Bill Armstrong    | ✓          | ✓                  | ✓                     | ✓                   | ✓                    | ✓                   | ✓               | □                       | ✓           | ✓                 | ✓                              | ✓                             | ✓          | ✓                | ✓                       | ✓                 | ✓                        | □          | ✓                                    | ✓                                           |
| Julie Bowens      | ✓          | □                  | □                     | □                   | ✓                    | ✓                   | □               | □                       | □           | □                 | □                              | ✓                             | □          | ✓                | ✓                       | □                 | □                        | □          | ✓                                    | ✓                                           |
| Fred Buyer        | □          | □                  | □                     | □                   | □                    | □                   | □               | □                       | □           | ✓                 | □                              | □                             | □          | □                | □                       | □                 | □                        | □          | □                                    | □                                           |
| James Chan        | □          | □                  | □                     | □                   | □                    | □                   | □               | □                       | □           | ✓                 | □                              | □                             | □          | □                | □                       | □                 | □                        | □          | □                                    | □                                           |
| Cathrin Fröhlich  | □          | □                  | □                     | □                   | □                    | □                   | □               | □                       | □           | ✓                 | □                              | □                             | □          | □                | □                       | □                 | □                        | □          | □                                    | □                                           |
| Bernhard Heinrich | □          | □                  | □                     | □                   | □                    | □                   | □               | □                       | □           | □                 | □                              | □                             | □          | □                | □                       | □                 | □                        | □          | □                                    | □                                           |
| Tim Huth          | ✓          | ✓                  | ✓                     | ✓                   | ✓                    | ✓                   | ✓               | ✓                       | ✓           | ✓                 | ✓                              | ✓                             | ✓          | ✓                | ✓                       | ✓                 | ✓                        | ✓          | ✓                                    | ✓                                           |
| George Keeng      | ✓          | ✓                  | ✓                     | ✓                   | ✓                    | ✓                   | ✓               | ✓                       | ✓           | ✓                 | ✓                              | ✓                             | ✓          | ✓                | ✓                       | ✓                 | ✓                        | ✓          | ✓                                    | ✓                                           |
| Robert Leitner    | ✓          | ✓                  | ✓                     | ✓                   | ✓                    | ✓                   | ✓               | ✓                       | ✓           | ✓                 | ✓                              | ✓                             | ✓          | ✓                | ✓                       | ✓                 | ✓                        | ✓          | ✓                                    | ✓                                           |
| Conrad Lübke      | ✓          | □                  | □                     | □                   | □                    | ✓                   | □               | □                       | □           | □                 | □                              | □                             | □          | □                | ✓                       | □                 | □                        | ✓          | □                                    | □                                           |
| Michael Majer     | ✓          | ✓                  | □                     | ✓                   | □                    | ✓                   | ✓               | □                       | ✓           | □                 | ✓                              | ✓                             | ✓          | ✓                | □                       | ✓                 | □                        | ✓          | □                                    | □                                           |

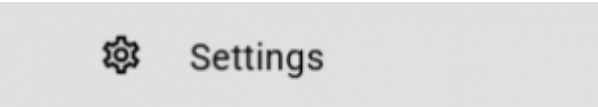
SAVE

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 management.



**Settings**

GENERAL SECURITY TIME MANAGEMENT PROJECTS SERVICE CALLS BUSINESS TRIPS CALCULATION

Logo Besten auswählen Keine ausgewählt X

Notification language de

Default setting for country/state Hessen

Team source mode COBI.time

Show cost center Yes

Require location selection No

Automatic location detection by RFID No

Absence type for sickness rate KPI Krankheit

COBI.time Version: 2.3.0.2

SAVE

## 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**

Permanent link:

<https://docs.cobisoft.de/wiki/en/cobi.time/manual/administrator?rev=1783671964>

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