

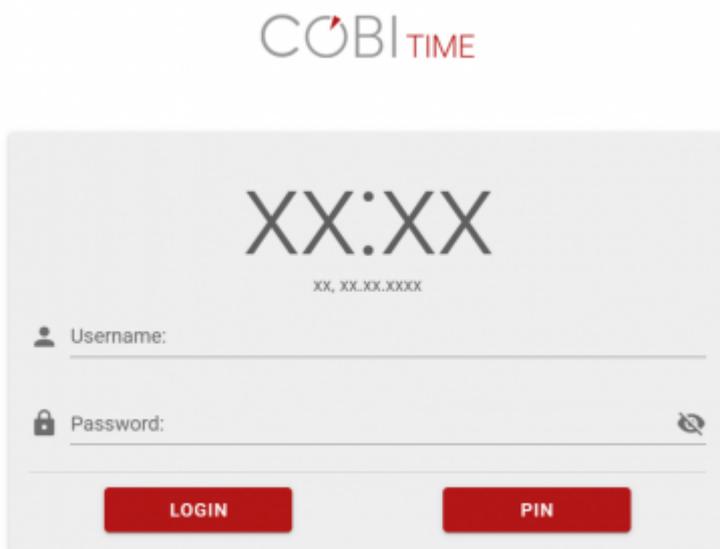
COBI.time (Web) - Quick Guide

This quick guide describes how to use COBI.time in a web browser (not on a terminal). Available features include time corrections, vacation requests, history/monthly overview, and activity/project time booking.

1. Login & Orientation (Web Version)

Login

- Open COBI.time in your browser: <https://cobitime-xxx.xxx.net/Login>
- Depending on your configuration, log in using:
 - Username + password
 - PIN via the PIN button



After logging in, the dashboard will load.

2. Dashboard & Key Areas

On the dashboard you will find:

- Menu bar
- Digital time clock
- Notifications
- Monthly overview

Via the info icon in the digital time clock you can access personal information, history, and requests. Note: Some features depend on user permissions (e.g., booking activities).

The dashboard features a sidebar with navigation icons, a main header with the COBI TIME logo and language settings (DE), and a user profile card for Kora Adelheid (status: Abwesend) with buttons for 'KOMMEN' and 'STANDORT'. The 'Anwesenheitsliste' (Attendance List) shows a grid of employee cards with names and photos. Below it, the 'Benachrichtigungen' (Notifications) section lists three items related to Robert Leitner. The 'Monatsübersicht' (Monthly Overview) table shows: Durchschnitt. Arbeitszeit: 02:43, Durchschnitt. Pausenzeit: 00:00, and Saldo: -632:49.

The user profile for Bill Armstrong shows a status of 'Anwesend' (Present). The 'Heutige Arbeitszeit:' (Today's Working Time) is detailed as: 00:03 Std. gearbeitet, 00:00 Std. Pause, and 01:00 Std. Pausenzeit offen. The 'Saldo: -2.307:48 Std.' (Balance) is shown below. A navigation bar at the bottom contains three buttons: 'Zeitbericht' (Time Report), 'Zeitkorrekturantrag' (Time Correction Request), and 'Abwesenheitsantrag' (Absence Request). A progress bar at the bottom indicates: 'genommen' (taken) 0 Tage, '0 unbestätigt' (0 unconfirmed), and 'offen' (open) 54 Tage.

3. Create a Time Correction Request

Procedure

1. Open the info icon in the digital time clock
2. Select Time correction request
3. In the calendar, choose the affected day

- green dot = bookings exist → can be corrected
 - no marking = a complete entry can be added afterwards
4. Click the time and change it to the correct time
 5. Optional: use + to add whole days or activities afterwards
 6. Enter a reason in the comment field (mandatory)
 7. Submit the request → it will be forwarded to your manager/team lead

Practical tip: Useful if you forgot to book activities/projects (see section 6).

Zeitkorrekturantrag

1. Datum: 27.02.2026

2. Calendar: Februar 2026

3. von: 11:20

4. bis: 11:20

5. Kommentar: (Empty field)

6. **SENDEN**

Optional: +

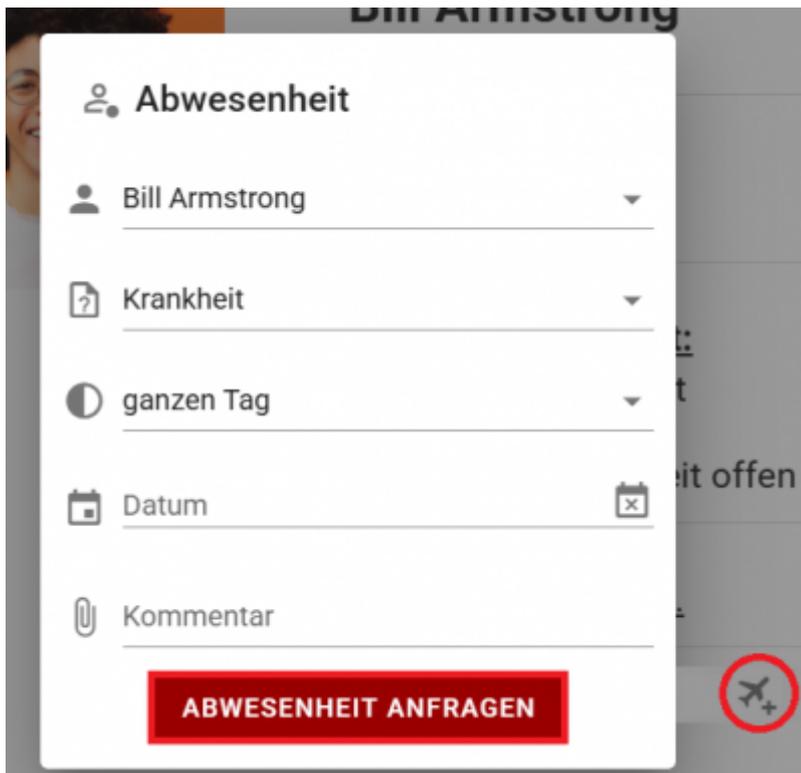
Kommentar fehlt! 0 / 400

4. Submit a Vacation Request

Vacation is submitted as an absence request (absence reason = Vacation).

Procedure

1. Open the menu item Absence request
2. Select the absence reason Vacation
3. Choose half-day/full-day and set the date
4. Optional: add a comment and/or attachment
5. For multiple days: select a start and end date
6. Click Request absence → the request will be sent to your manager for approval



5. View History

There is a monthly overview as well as daily details (click on a day).

Via Balance:

1. Open the info icon
2. Select Balance → the monthly overview appears
3. Use the arrows to switch between months
4. Select a day → daily overview with individual bookings

Bill Armstrong

Anwesend

Heutige Arbeitszeit:
 00:27 Std. gearbeitet
 00:00 Std. Pause
 01:00 Std. Pausenzeit offen

Saldo: -2.307:24 Std.
 Monatliche Historie öffnen

Gesamturlaub: 54,00 Tage

genommen 0 Tage 0 unbestätigt offen 54 Tage

6. Book Activities (Projects/Service Calls/Financial Projects/Cost Centers)

Activities can be booked during ongoing working time.

Procedure

1. Start working time (Kommen or Dienstreise; e.g., Clock in / Business trip)
2. Select + Activity
3. Choose an activity (e.g., project, service call, financial project, cost center)
4. The active booking appears in the digital time clock
5. End the activity via Project end
6. Breaks can still be booked as usual
7. Activities are transferred from SAP Business One (they are not created in COBI.time)
8. Use the search to find the right activity more quickly

Note: If no activities are displayed, permissions are usually missing or no objects are assigned. Activity booking is not always enabled by default and is controlled via settings/permissions.

The screenshot shows a mobile application interface. On the left, a modal window titled "Geschäftspartner auswählen" (Select Business Partner) is open. It has three tabs: "Projekte", "Serviceabrufe" (selected), and "Finanzprojekte". Below the tabs is a search bar with a "Search" label and a magnifying glass icon. A list of business partners is displayed, each with a radio button: "Computerhandel Müller", "Büroausstatter Mayer", "PC Welt GmbH & Co.KG", "INTINT, Inc", "Broup Inc.", and "CIT Beratungshaus". At the bottom of the modal are two red buttons: "ABBRECHEN" and "OK".

On the right, the main application screen is visible. It features a home icon at the top left and a user profile icon at the top right. A large circular progress indicator shows a timer at "00:33". Below the timer, the user is greeted with "Hallo, Bill Armstrong" and a notification: "Im Serviceabruf Computerhandel Müller (Call 00001) seit 11:20". At the bottom, there are three buttons: "II PAUSE START", "AKTIVITÄT ENDE", and "STANDORT".

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