

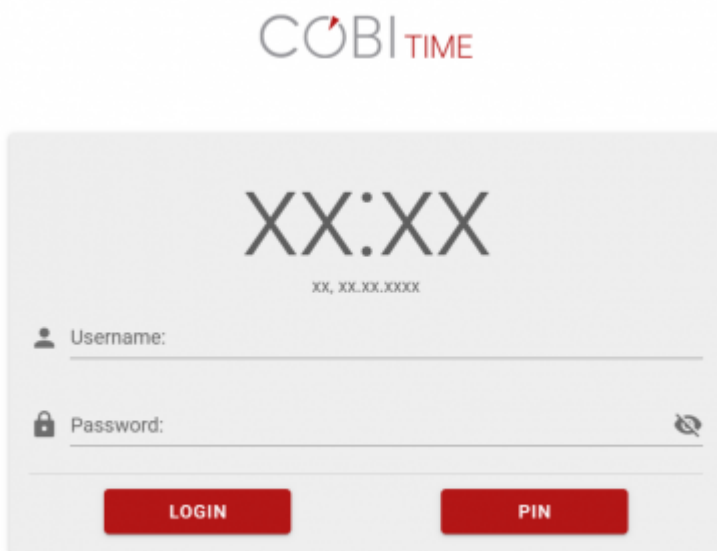
# COBI.time (Web) - Quick Guide

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 screenshot shows the COBI TIME dashboard. On the left is a user profile for Kora Adelheid, who is currently absent. The main area is divided into three sections: 'Anwesenheitsliste' (Attendance List) showing a grid of employee status cards; 'Benachrichtigungen' (Notifications) listing recent absence requests; and 'Monatsübersicht' (Monthly Overview) showing average working and pause times for the current month.

The screenshot shows the profile for Bill Armstrong. His status is 'Anwesend' (Present). Below this, it displays 'Heutige Arbeitszeit:' (Today's working time) with a breakdown: 00:03 Std. gearbeitet (worked), 00:00 Std. Pause (pause), and 01:00 Std. Pausenzeit offen (open pause time). His current balance is 'Saldo: -2.307:48 Std.'. At the bottom, there are three red buttons: 'Zeitbericht' (Time Report), 'Zeitkorrekturantrag' (Time Correction Request), and 'Abwesenheitsantrag' (Absence Request). Below these buttons is a progress bar showing '0 Tage' (0 days) taken, '0 unbestätigt' (0 unconfirmed), and '54 Tage' (54 days) open.

### 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).

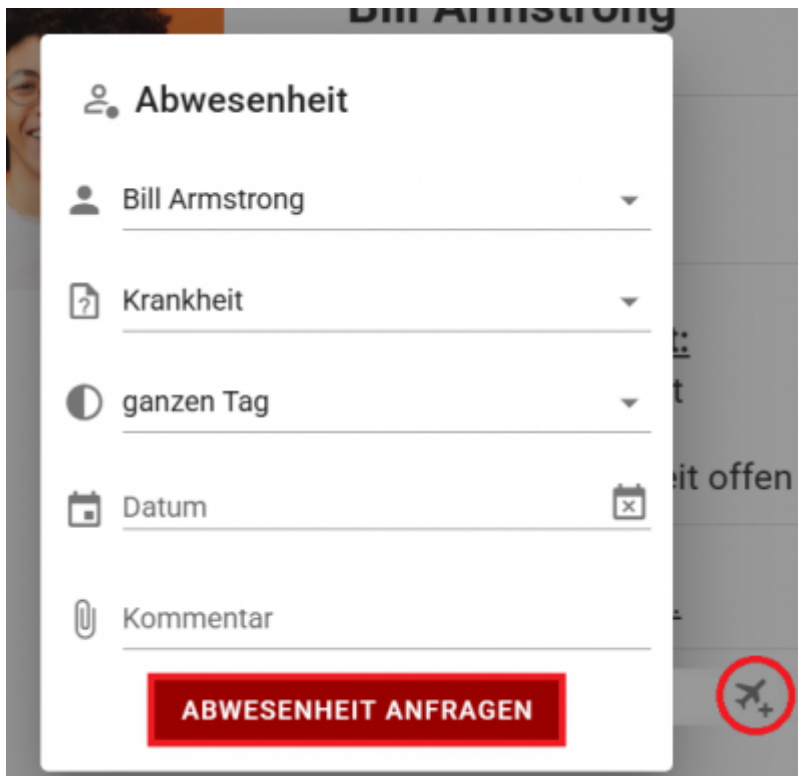
The screenshot shows the 'Zeitkorrekturantrag' form. At the top, there is a calendar for February 2026. A date field is set to 27.02.2026. Below the calendar, there is a table with columns 'von', 'bis', 'Dauer', and 'Aktivität'. The 'von' and 'bis' fields are both set to 11:20. The 'Dauer' field is set to 00:00. The 'Aktivität' dropdown is set to 'Arbeitszeit'. Below the table is a 'Kommentar' field, which is currently empty. At the bottom, there is a 'SENDEN' button. Red annotations and arrows indicate the following steps: 1. Click the date field, 2. Click the date 11 on the calendar, 3. Click the start time 11:20, 4. Click the end time 11:20, 5. Click the comment field, 6. Click the SENDEN button. An 'Optional' plus sign is also visible in the top right corner.

## 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 titled "Geschäftspartner auswählen" (Select Business Partner) is displayed. It has three tabs: "Projekte", "Serviceabrufe" (highlighted in red), and "Finanzprojekte". Below the tabs is a search bar with a "Search" label and a magnifying glass icon. A list of business partners is shown, each with a radio button: "Computerhandel Müller", "Büroausstatter Mayer", "PC Welt GmbH & Co.KG", "INTINT, Inc", "Broup Inc.", and "CIT Beratungshaus". The list is enclosed in a red box. 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 time of "00:33" with a red segment. Below this, the user's name "Hallo, Bill Armstrong" is displayed, followed by a red box containing the text "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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