

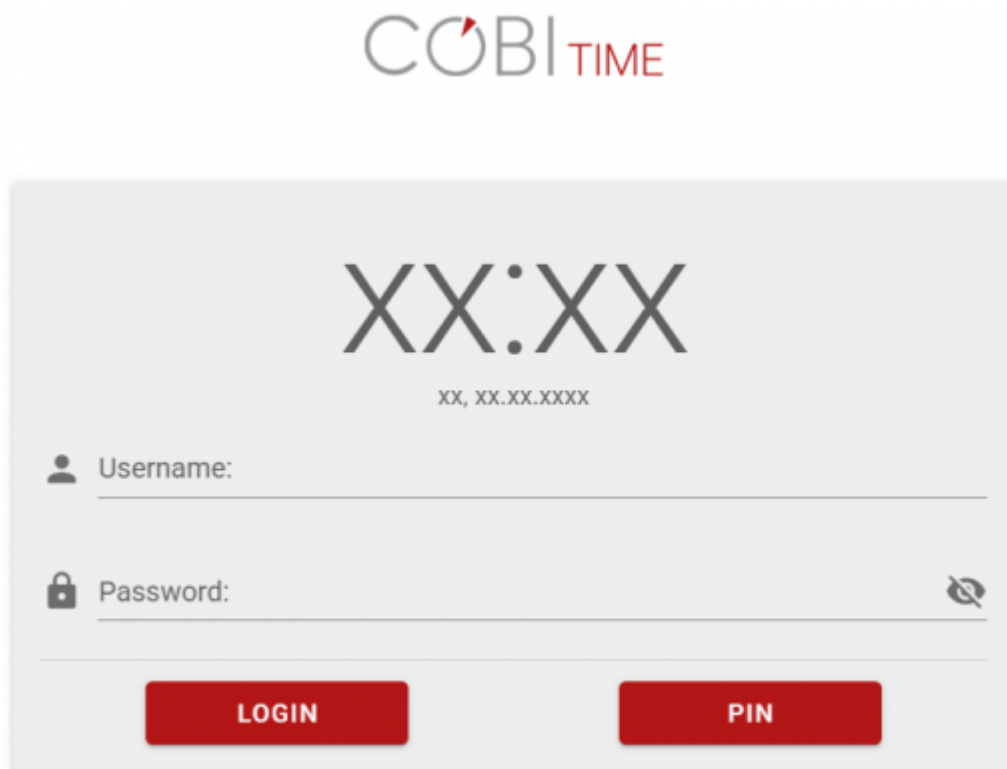
COBI.time (Web) - Quick Guide

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



The screenshot shows the COBI TIME login page. At the top center is the logo 'COBI TIME' with a red arrow pointing to the 'O' in 'COBI'. Below the logo is a large digital time display showing 'XX:XX' and 'XX, XX.XX.XXXX'. Underneath the time display are two input fields: 'Username:' with a person icon and 'Password:' with a lock icon and a toggle eye icon. At the bottom of the form are two red buttons: 'LOGIN' and 'PIN'.

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 and a main content area. The main content area includes a large circular graphic on the left with the text "Hello, Kora Adelheid Absent" and buttons for "COMING" and "LOCATION". To the right, there is a "Presence List" with a search bar and a "Present only" toggle. Below the presence list are "Notifications" and "Monthly History" sections, each with a "SHOW ALL" button.

Name	Status
Kora Adelheid	Absent
Bill Armstrong	Absent
Julie Bowers	Present
Fred Buyer	Present
James Chan	Present
Cathrin Fröhlich	Present
Bernhard Heinrich	Present
George Keeng	Present
Robert Leitner	Present
Conrad Lübke	Present
Michael Maier	Present
Vicky Schmidt	Present

Metric	Value
Avg. working hours	02:43
Avg. break time	00:00
Balance	-632:49

The user profile for Bill Armstrong shows an absence status. It includes a profile picture, a gear icon for settings, and a summary of today's working hours and balance. Below this, there are three red buttons for "Time Report", "Time correction request", and "Absence request". At the bottom, a progress bar shows "Taken" (0 Days), "Unconfirmed" (0), and "Available" (54 Days).

Bill Armstrong

Absent

Today's working hours:
00:02 hours Worked
00:00 hours Break
01:00 hours Pausetime left

Balance: -2.342:09 hours

Time Report | Time correction request | Absence request

Taken: 0 Days | Unconfirmed: 0 | Available: 54 Days

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).

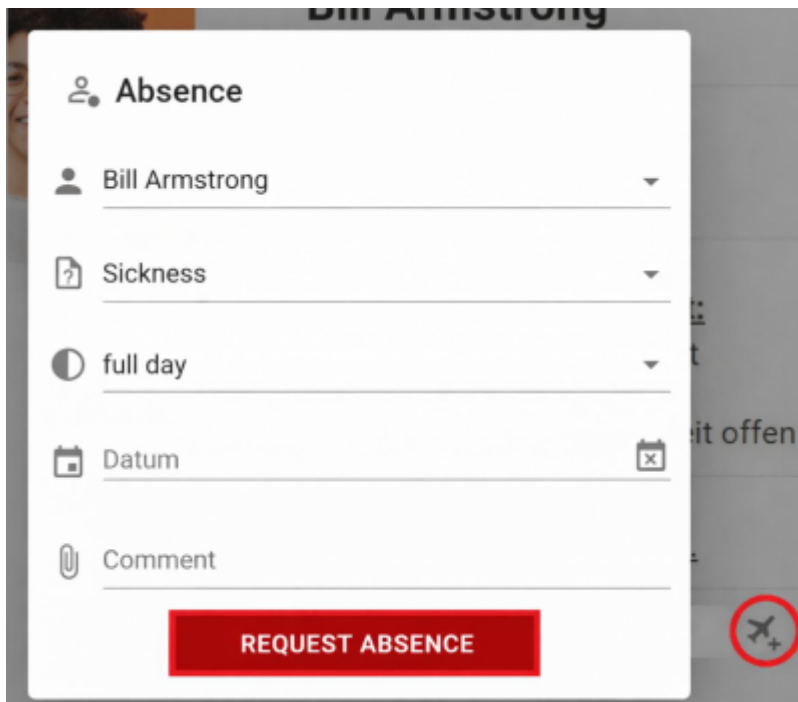
The screenshot shows the 'Time Correction Request' form. At the top, a calendar for February 2026 is displayed. A red circle with the number '2' is around the date '11', and a red arrow points from it to the 'Date' input field, which contains '27.02.2026' and is annotated with a red circle '1'. Below the calendar, the form has a table with columns 'from', 'to', 'Duration', and 'Activity'. The 'from' and 'to' fields both contain '11:20' and are annotated with red circles '3' and '4' respectively, with a red double-headed arrow between them. The 'Duration' field contains '00:00' and the 'Activity' field contains 'Working Time'. To the right of the table is a red circle with a plus sign and the word 'Optional'. Below the table is a 'Comment' field, which is empty and annotated with a red circle '5'. Below the comment field, the text 'Comment missing!' is displayed. At the bottom of the form is a red 'SUBMIT' button, annotated with a red circle '6'.

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

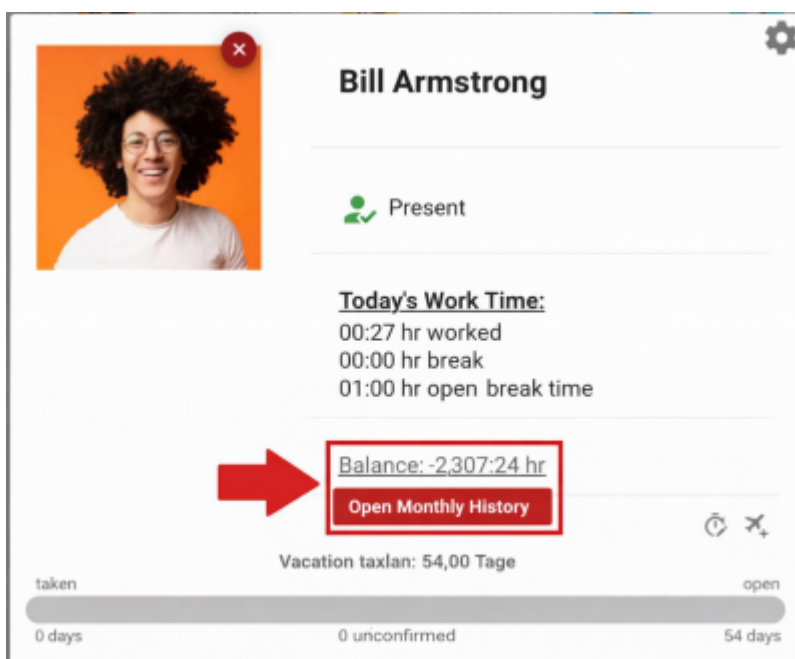


5. View History

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



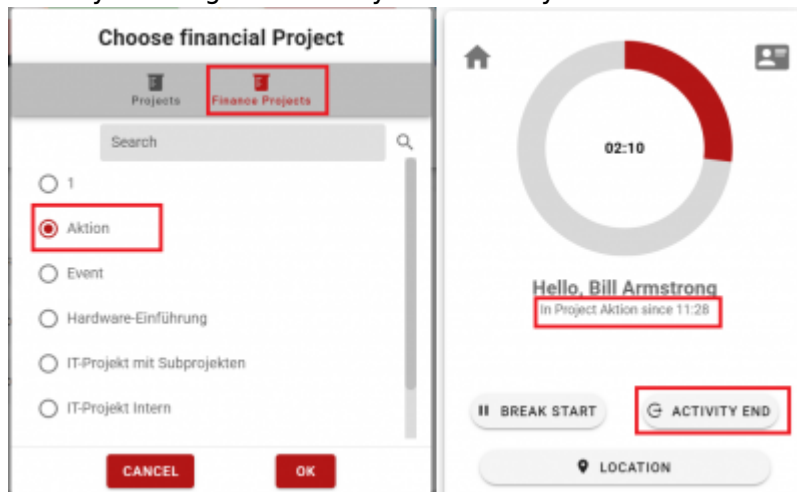
6. Book Activities (Projects/Service Calls/Financial Projects/Cost Centers)

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.



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