

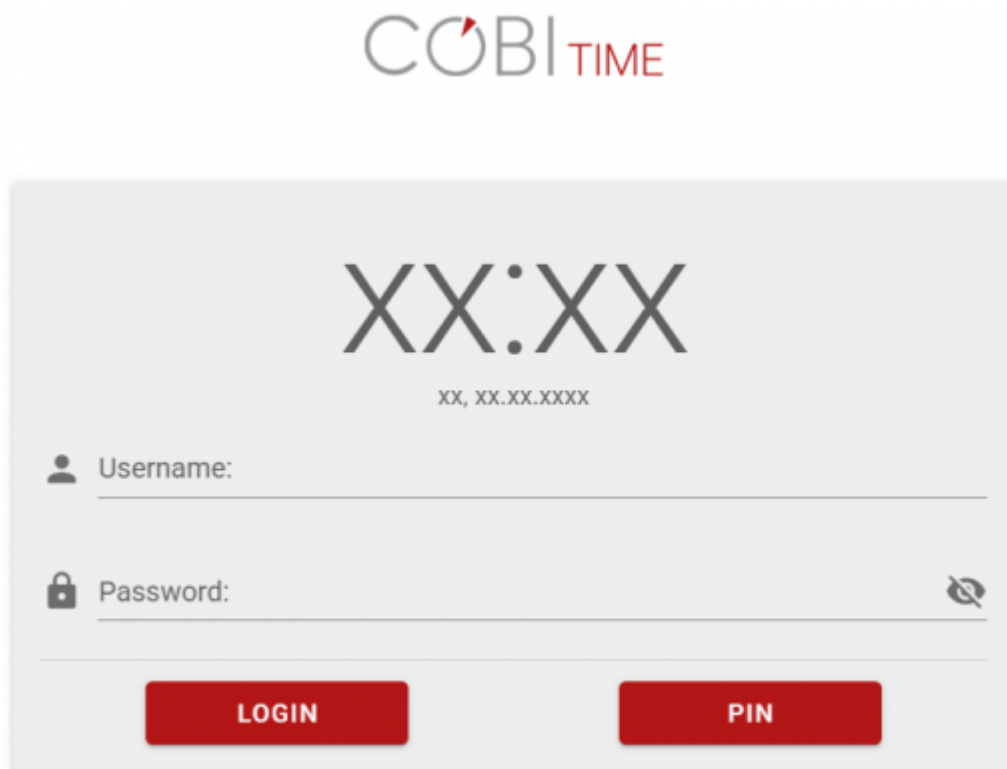
COBI.time (Web) - Quick Guide

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' in a grey sans-serif font, with 'COBI' in grey and 'TIME' in red. Below the logo is a large digital time display showing 'XX:XX' in a large, grey, monospace-style font. Underneath the time is the text 'XX, XX.XX.XXXX' in a smaller, grey, monospace-style font. Below this is a login form with two input fields. The first field is labeled 'Username:' with a small person icon to its left. The second field is labeled 'Password:' with a small lock icon to its left and a small eye icon to its right. At the bottom of the form are two red buttons with white text: 'LOGIN' on the left and 'PIN' on the right.

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 for user Kora Adelheid. On the left is a navigation sidebar. The main content area includes: a large circular progress indicator with 'Hello, Kora Adelheid Absent' and buttons for 'COMING' and 'LOCATION'; a 'Presence List' with a search bar and a grid of employee cards (Kora Adelheid, Bill Armstrong, Julie Bowers, Fred Buyer, James Chan, Cathrin Fröhlich, Bernhard Heinrich, George Keeng, Robert Leitner, Conrad Lübke, Michael Maier, Vicky Schmidt) and a 'SHOW ALL' button; a 'Notifications' section with three items related to Robert Leitner and a 'SHOW ALL' button; and a 'Monthly History' table with a 'SHOW HISTORY' button.

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

The screenshot shows the profile for Bill Armstrong, who is 'Absent'. It displays 'Today's working hours' and a 'Balance' of -2.342:09 hours. Below this are three red buttons: '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).

Time Correction Request

Date: 27.02.2026

from: 11:20 to: 11:20 Duration: 00:00 Activity: Working Time

Comment:

Comment missing! 0 / 400

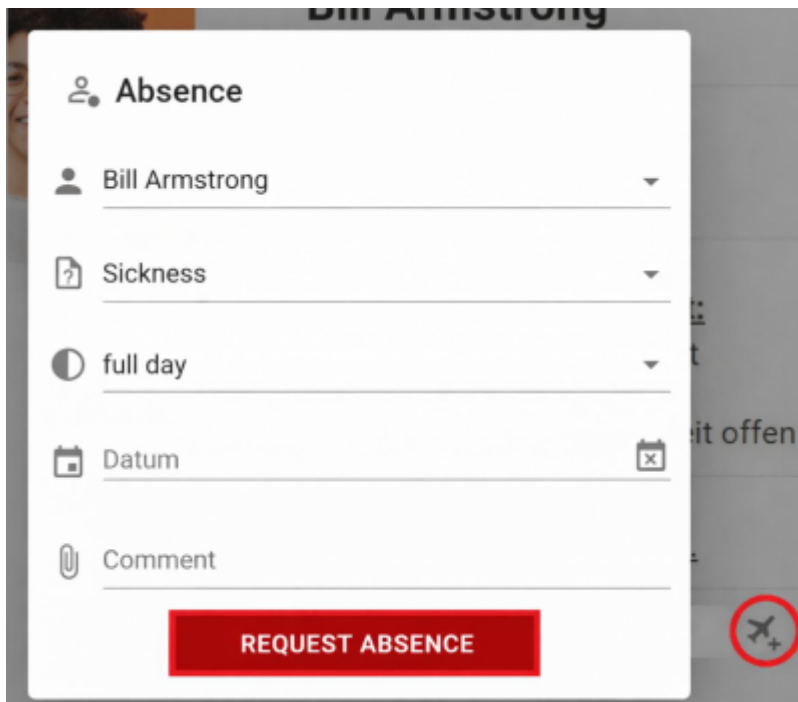
SUBMIT

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

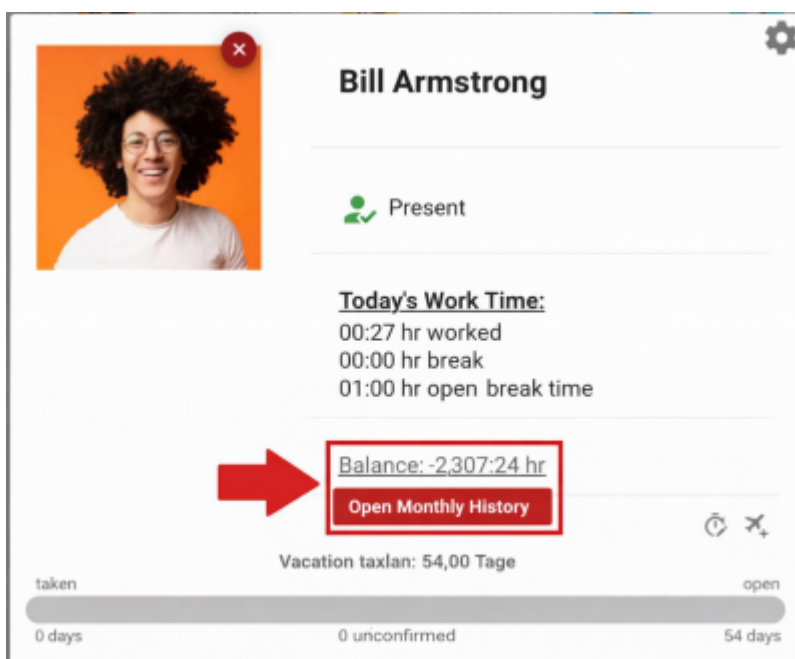


5. View History

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



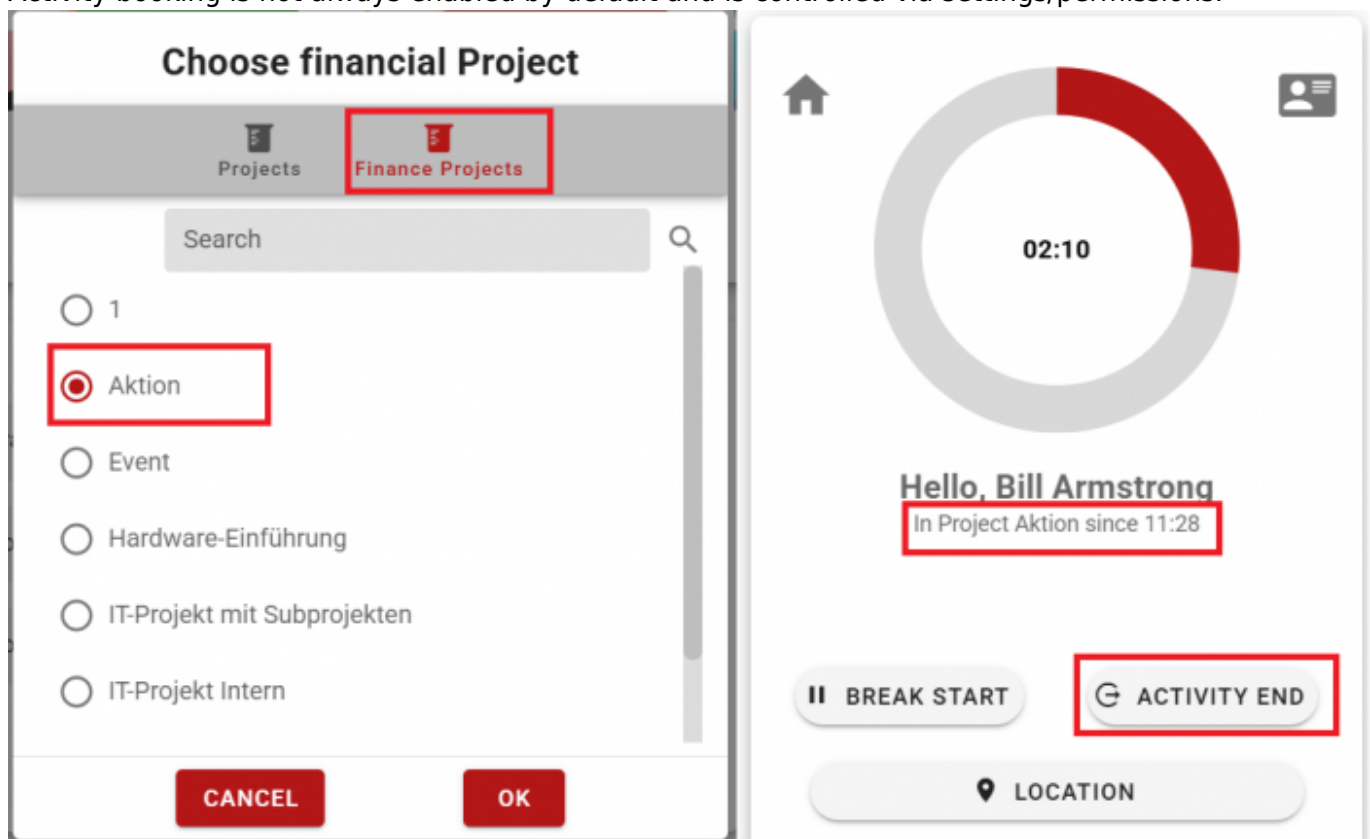
6. Book Activities (Projects/Service Calls/Financial Projects/Cost Centers)

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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