# 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
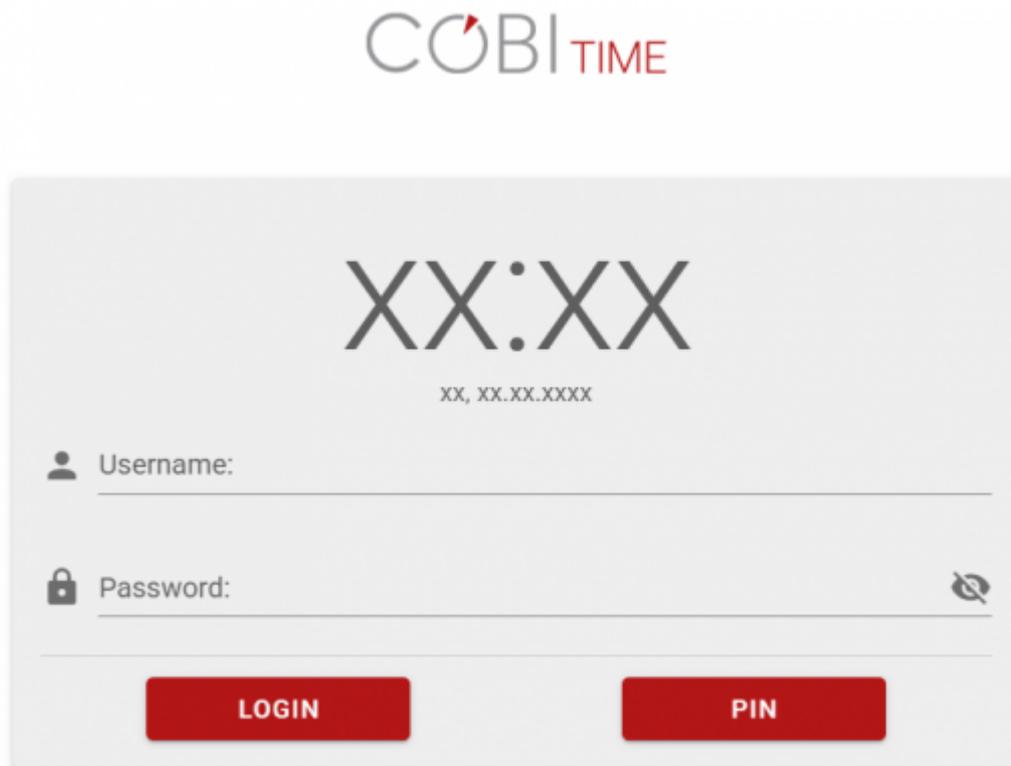
After logging in, the dashboard will load.

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).

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).

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
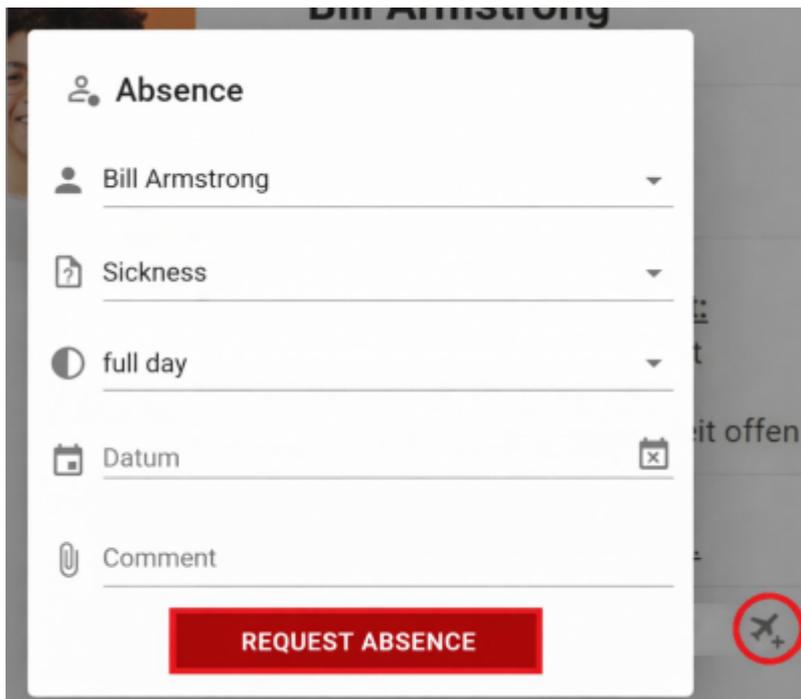
5. View History

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
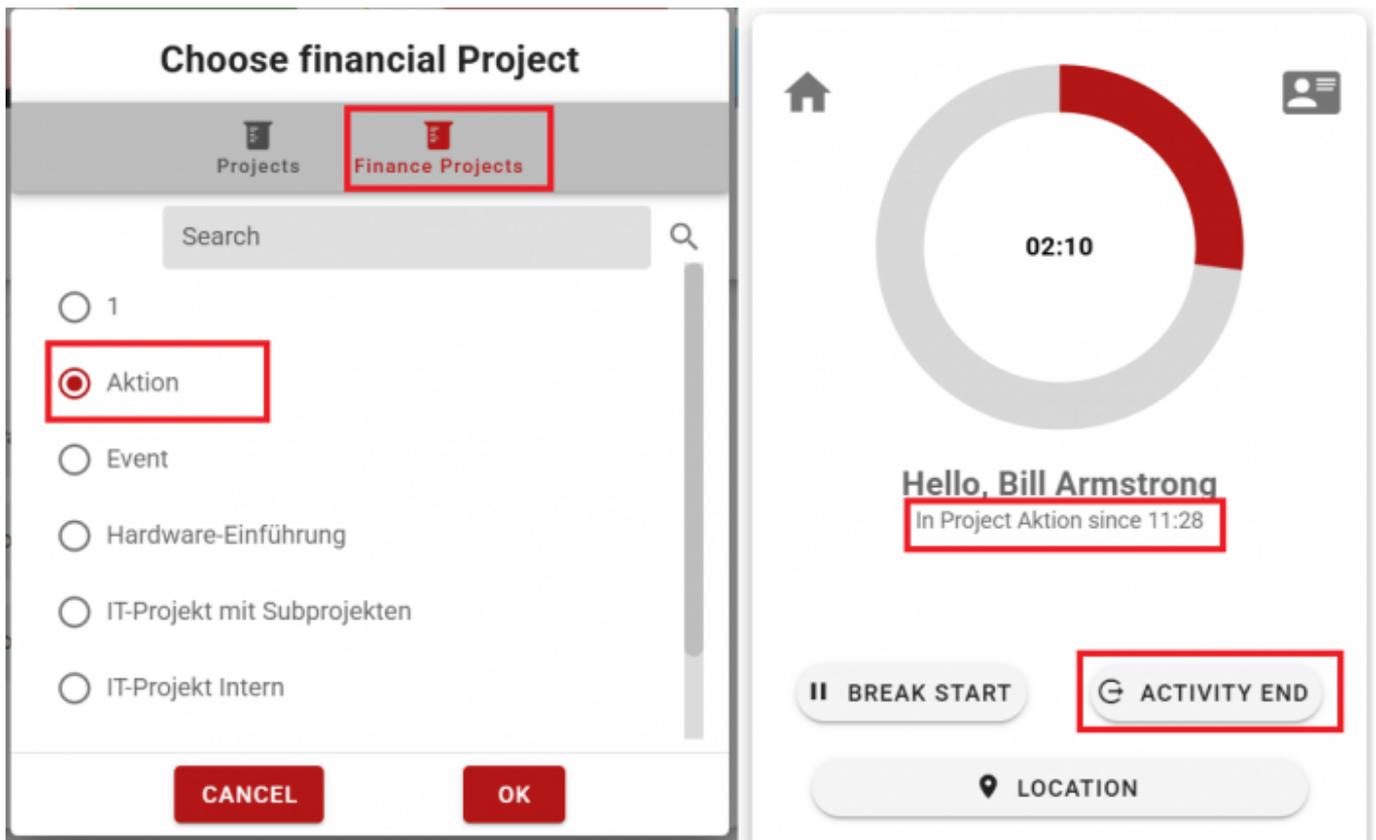4. Select a day → daily overview with individual bookings

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.