

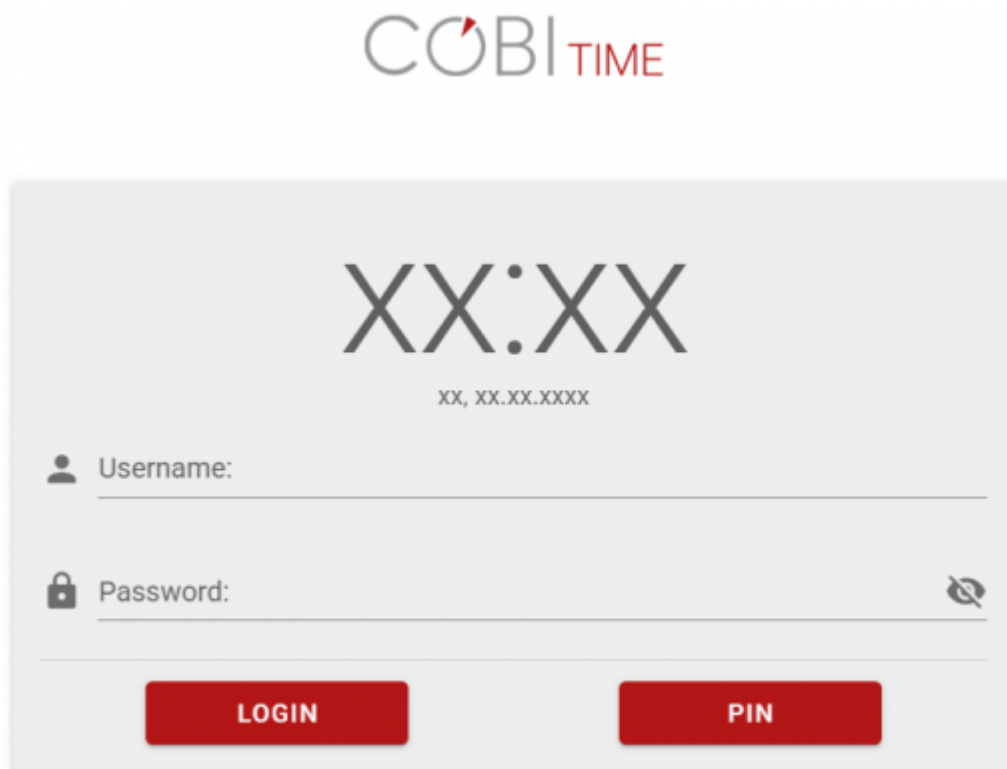
COBI.time (Web) - Quick Guide

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' below it. 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 screenshot shows the COBI TIME dashboard. On the left is a navigation menu with icons for home, clock, calendar, and other functions. The main content area is divided into three sections: 1. A large circular graphic with the text 'Hello, Kora Adelheid Absent' and buttons for 'COMING' and 'LOCATION'. 2. A 'Presence List' section with a search bar, a dropdown for 'Select department' (set to 'All'), and a 'Present only' toggle. It displays a grid of employee cards for Kora Adelheid, Bill Armstrong, Julie Bowers, Fred Buyer, James Chan, Cathrin Fröhlich, Bernhard Heinrich, George Keeng, Robert Leitner, Conrad Lübke, Michael Maier, and Vicky Schmidt. A 'SHOW ALL' button is at the bottom right. 3. A 'Notifications' section with a bell icon and a list of three notifications: 'Abwesenheitsantrag von Robert Leitner', 'Zeitkorrekturantrag von Robert Leitner steht aus', and 'Abwesenheitsantrag von Robert Leitner'. A 'SHOW ALL' button is at the bottom. 4. A 'Monthly History' section with a list icon and a table showing: 'Avg. working hours: 02:43', 'Avg. break time: 00:00', and 'Balance: -632:49'. A 'SHOW HISTORY' button is at the bottom.

The screenshot shows a user profile for Bill Armstrong. On the left is a profile picture of a woman with glasses and a white shirt. To the right of the picture is a red 'X' icon. The name 'Bill Armstrong' is displayed in large bold text. Below the name is a green person icon with a checkmark and the text 'Absent'. Underneath is a section titled 'Today's working hours:' with the following data: '00:02 hours Worked', '00:00 hours Break', and '01:00 hours Pausetime left'. Below this is a section titled 'Balance: -2.342:09 hours'. At the bottom, there are three red buttons with white icons and text: 'Time Report' (with a bar chart icon), 'Time correction request' (with a clock icon), and 'Absence request' (with an airplane icon). Below the buttons is a horizontal bar chart showing 'Taken' (0 Days), 'Unconfirmed' (0 Unconfirmed), and '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 a date input field containing '27.02.2026', which is also circled with a red '1'. Below the calendar, a table shows the time correction details:

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

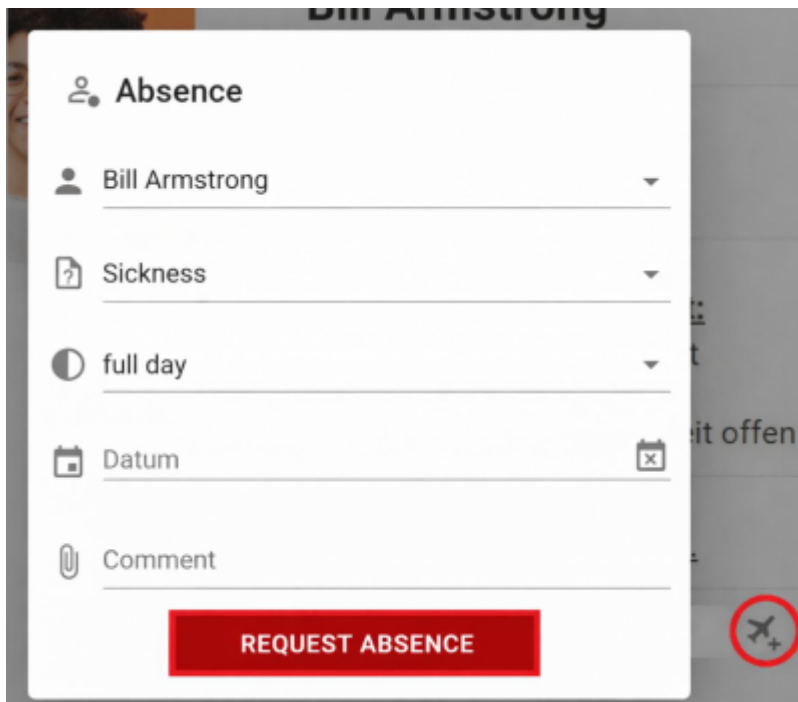
Red circles with numbers '3' and '4' are around the 'from' and 'to' time fields, with a double-headed red arrow between them. Below the table is a 'Comment' field with a red circle '5' inside. A red message 'Comment missing!' is shown below the field. At the bottom, a red 'SUBMIT' button is circled with a red '6'. An 'Optional +' button is visible on the right side of the form.

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

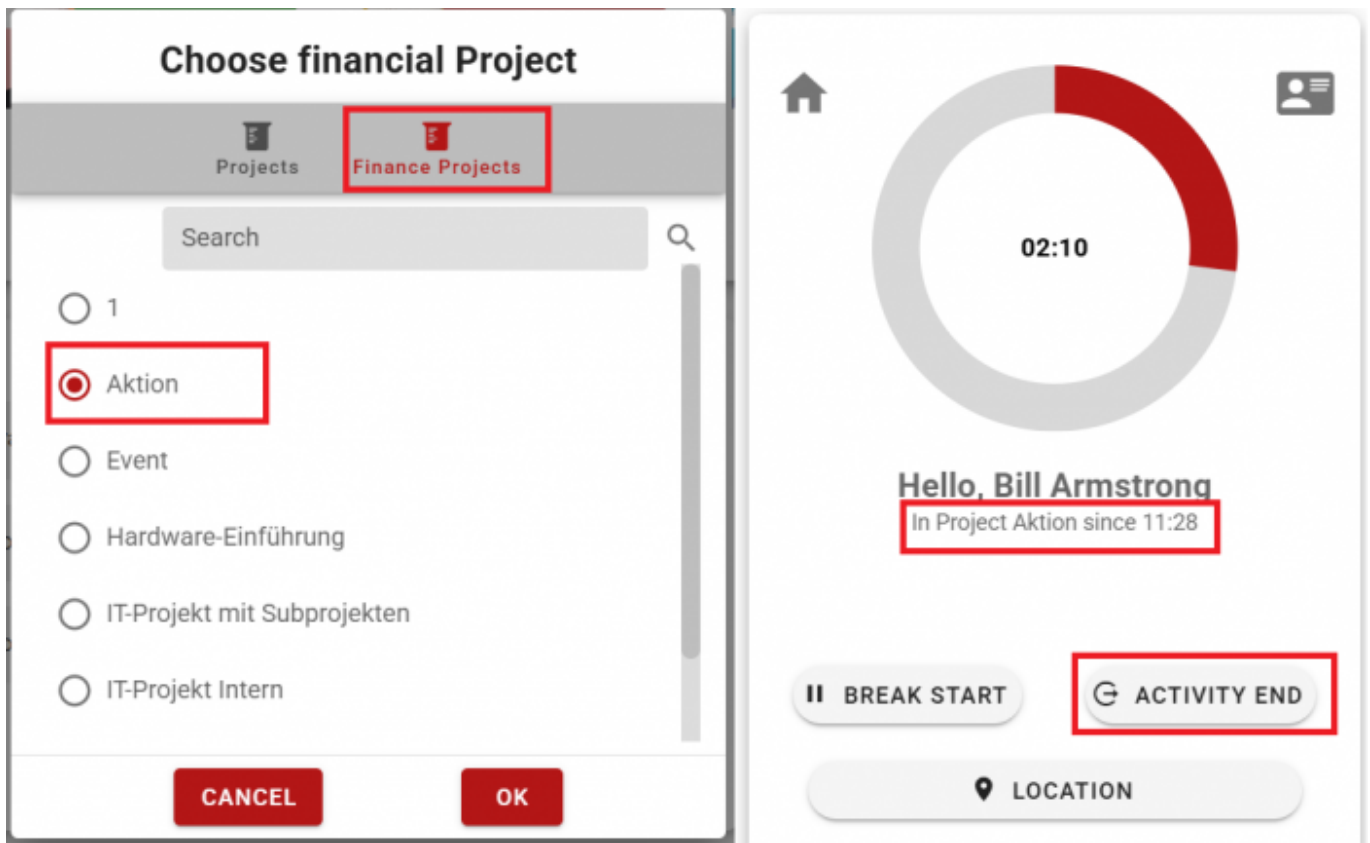


5. View History

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



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Last update: 2026/03/09 16:49

