

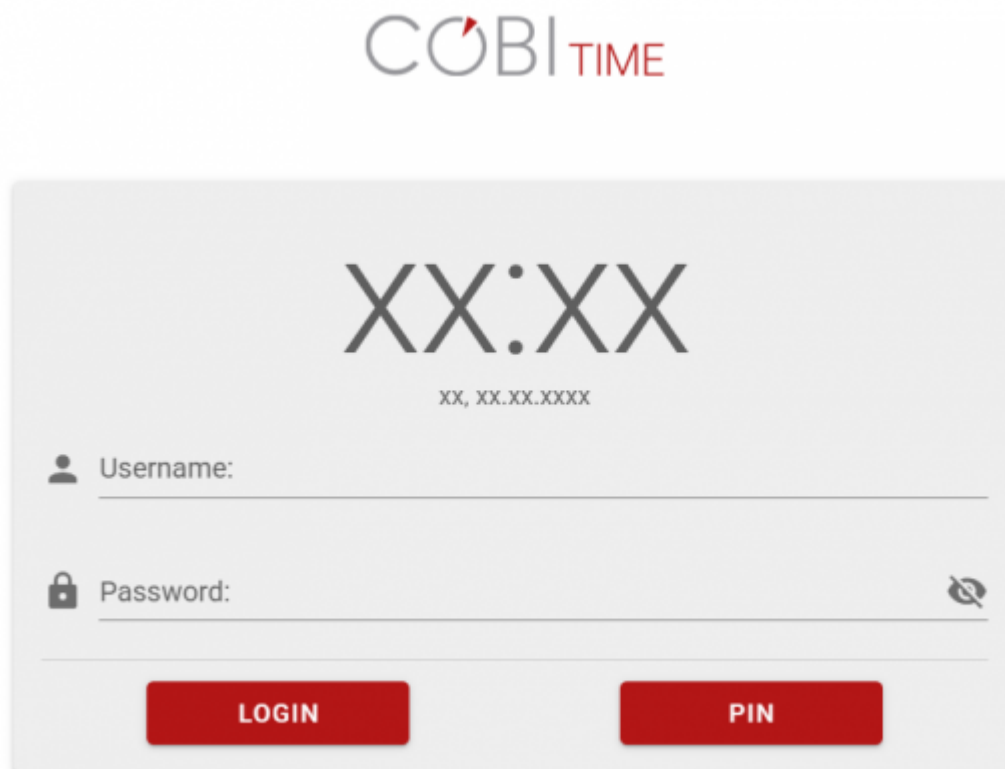
COBI.time (Web) - Quick Guide

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 image shows the COBI TIME login interface. At the top, the logo 'COBI TIME' is displayed, with 'COBI' in grey and 'TIME' in red. Below the logo is a large digital clock showing 'XX:XX' in a large, grey, monospace font. Underneath the clock, the text 'XX, XX.XX.XXXX' is visible in a smaller font. The login form consists of two input fields: 'Username:' with a person icon on the left, and 'Password:' with a lock icon on the left and a toggle icon on the right. Below these fields 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 displays the COBI TIME web application interface. The top navigation bar includes the COBI TIME logo, a search bar, and a language selector (GB). The main dashboard for Kora Adelheid shows a large circular clock face, a greeting, and buttons for 'COMING' and 'LOCATION'. Below this, there are sections for 'Presence List' (showing a grid of employee status cards), 'Notifications' (listing absence and time correction requests), and 'Monthly History' (showing average working hours, break time, and balance).

A detailed view for Bill Armstrong is shown below the dashboard. It includes a profile picture, the name 'Bill Armstrong', and a status of 'Absent'. The 'Today's working hours' section shows: 00:02 hours Worked, 00:00 hours Break, and 01:00 hours Pausetime left. The 'Balance' is -2.342:09 hours. At the bottom, there are three red buttons with icons: 'Time Report' (document icon), 'Time correction request' (clock icon), and 'Absence request' (airplane icon). A progress bar at the bottom indicates '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).

Time Correction Request

1.
27.02.2026

2. 

3. ↔ 4.

Working Time ▾ 00:00

5.

Comment missing!

6.

Optional 

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

Absence

Bill Armstrong

Sickness

full day

Datum

Comment

REQUEST ABSENCE

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

Present

Today's Work Time:
00:27 hr worked
00:00 hr break
01:00 hr open break time

Balance: -2,307:24 hr
Open Monthly History

Vacation taxlan: 54,00 Tage

taken 0 days 0 unconfirmed 54 days open

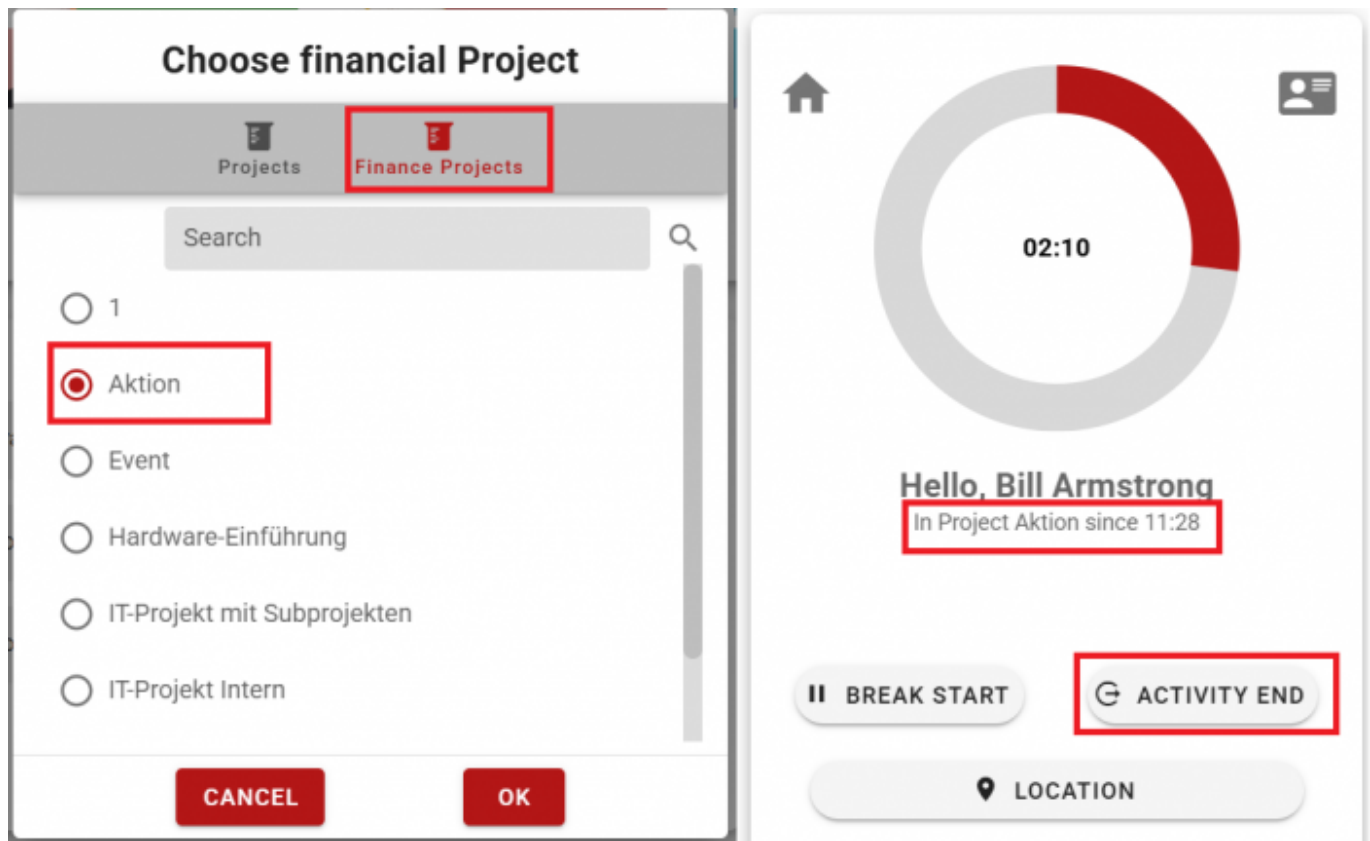
6. Book Activities (Projects/Service Calls/Financial Projects/Cost Centers)

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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