COBI.time – User Manual for Terminal Users

Purpose and Scope

The following sections are intended to provide standard users with all necessary information for using this software within the time tracking management process. It supports users in working with COBI.time to record their working hours, which are then integrated into SAP Business One.

The documentation is divided into the following sections:

- **General Settings**:
  - Device configuration
  - Language settings
  - View
- **Employee Time Tracking:**
  - Digital time clock
  - Absence request
  - View time account

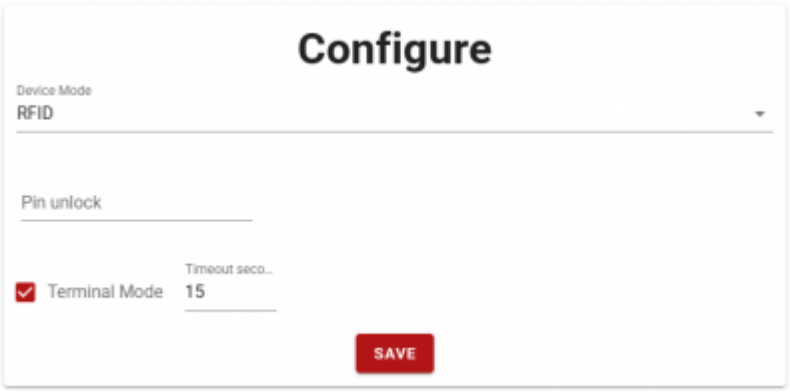
General Settings

Device Configuration

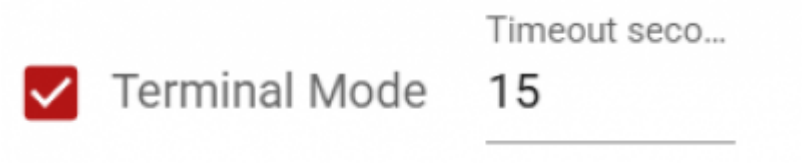
By entering the domain name with `/start`, the configuration screen of COBI.time is displayed.

Example: https://cobitime-url/start

Here, you can define how users log in. Select the desired configuration and click **Save**.



If **RFID** is selected as the login method in **Device Mode**, users can log in using an RFID chip. The RFID chip used must be assigned to the respective user in **COBI.time** under **User Management** beforehand.

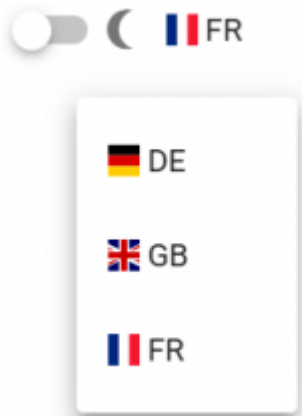


If the checkbox **“Terminal Mode”** is activated, the system automatically returns to the login screen after 15 seconds (default). This time can be adjusted accordingly. Terminal Mode is useful, for example, when multiple users (production, warehouse, etc.) need to log in on a shared device such as a tablet.

When COBI.time is used in terminal mode, the employee will only see the digital time clock after logging in, not the full dashboard.

Language Settings

There is also the option to select the preferred language in which you would like to work. This function can be found in the upper right corner. COBI.time is available in German, English, and French.



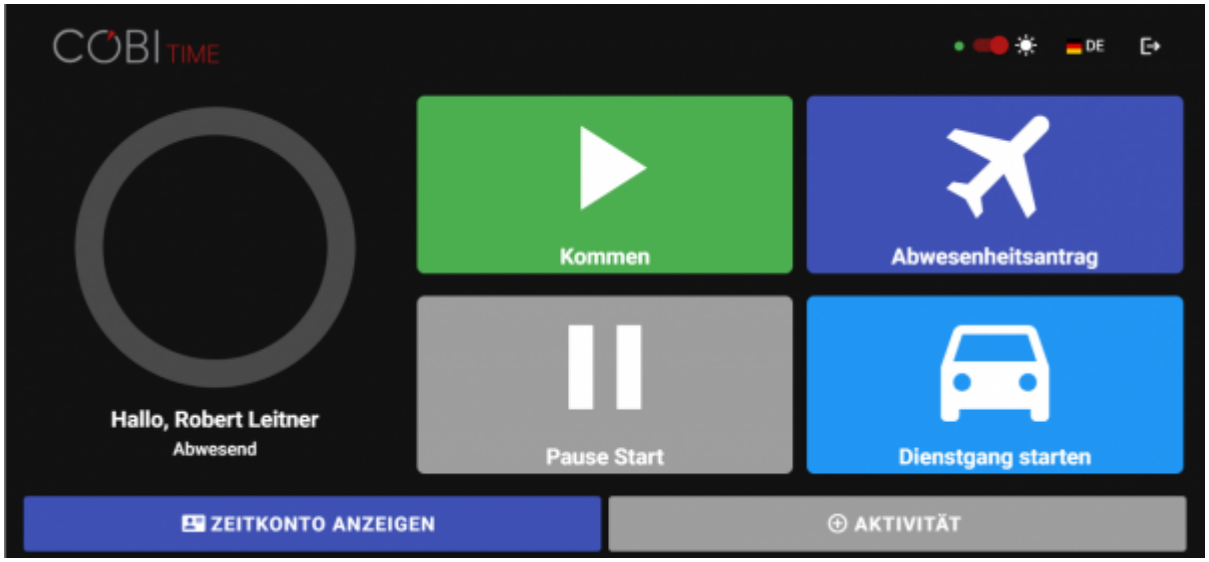
View

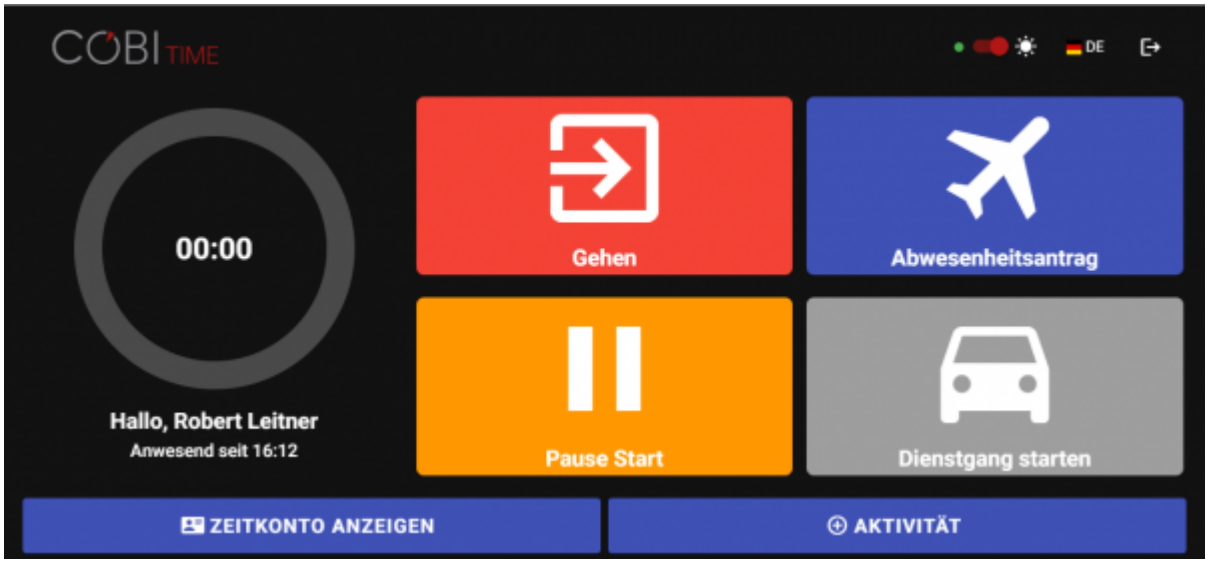
COBI.time can be operated in both dark mode and light mode. The toggle switch for changing the view can also be found in the upper right corner, to the left of the language selection.



Employee Time Tracking

Clocking In / Out





Using the **“Clock In”** and **“Clock Out”** buttons, employees can clock in and out.

The **“Absence Request”** button opens a separate screen in which an absence request can be entered.

A business trip can be started using **“Start Business Trip”**. The business trip must then be properly completed using **“End Business Trip”**.

The **“View Time Account”** button opens a view showing the current time account as well as the remaining vacation days.

Using the **“Activity”** button, activities can be booked, for example to service calls, projects, or financial projects.

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