

## Introduction

This guide provides detailed instructions for using **Hourby Time Tracker** to efficiently track time across Asana. It includes steps to integrate Hourby with your workflow, ensuring that you can easily log time for tasks, issues, or projects directly within each platform.



## How to Load the Hourby Chrome Extension

- **Step-by-Step Instructions:**
  - **Download plugin from [here](#).**
  - **Open Chrome:** Ensure you are using Google Chrome.
  - **Go to Extensions:** In the upper-right corner of the browser, click the three dots to open the menu. From the drop-down, select “More tools” and then “Extensions.”
  - **Enable Developer Mode:** Toggle the “Developer mode” switch at the top-right corner of the Extensions page.
  - **Load Unpacked:** Click the “Load unpacked” button that appears after enabling Developer mode.
  - **Select Extension Folder:** Navigate to the folder containing your Hourby extension files and select it. The extension will now be available in your Chrome browser.
  - **Activate the Extension:** Once installed, you’ll see the Hourby icon in your browser toolbar, ready to start tracking time.

Load unpacked Pack extension Update

- My extensions
- Keyboard shortcuts

All Extensions

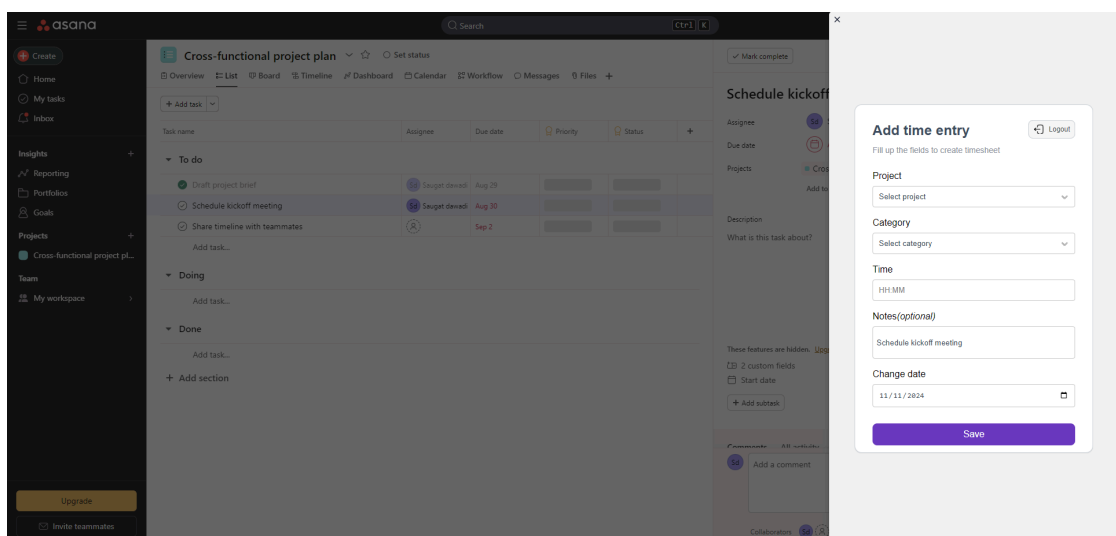
 <p>Hourly Workflow Extension 0.10 Enhance hourly project workflows with additional functionality. ID: jrnabcjmfppkqphbcclcgghpeofib Inspect views <a href="#">see source</a> <a href="#">inspect</a></p> <p>Details Remove <input type="checkbox"/></p>	 <p>Mobile simulator - responsive testing 4.2.2 Smartphone and tablet simulator on computer with several models to test mobile responsive websites. ID: ckeajmhbmkgokghgopkicclcccmk Inspect views <a href="#">see source</a> <a href="#">inspect</a></p> <p>Details Remove <input checked="" type="checkbox"/></p>
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Find extensions and themes in the [Web Store](#)

# Hourby Time Tracker for Asana

- **Tracking Time on Asana Tasks**

- **Log in to Asana:** Visit [asana.com](https://asana.com) and sign in to your account.
- **Create a Task:**
  - Navigate to a project and click the “+” button to create a new task.
  - Provide a task name, assign it to team members, and add details.
- **Track Time Using Hourby:**
  - After creating a task, click on it to open the task details.
  - Click on the **Hourby icon** in your browser toolbar to start tracking time for the task.
  - Hourby will begin tracking time as soon as the timer is started, allowing you to log hours spent on the task.
- **Review Time Logs:** You can stop the timer or pause it anytime, and review your logged time in Hourby’s interface or directly within Asana.



## Additional Hourby Features

- **Manual Time Entry:** Hourby also allows you to manually add time entries if you forgot to start the timer. Simply open the Hourby extension and enter the time manually.
- **Time Reports:** Hourby offers time reports, allowing you to export time logs for any specific project, issue, task, or card you've tracked. This is useful for reporting work hours to clients or internal stakeholders.
- **Project Integration:** Hourby automatically links time entries to the corresponding GitHub, GitLab, Asana, or Trello items, so you have clear visibility of time spent on each issue, task, or card.

## Conclusion

The **Hourby Time Tracker** provides a seamless solution for tracking time directly within platforms like Asana. By following the steps in this guide, you can easily manage your time across multiple platforms, ensure accurate time logging, and improve your productivity. The integration with these tools enhances your workflow by allowing you to focus on your tasks while Hourby keeps track of the time spent on each.