## Introduction

This guide provides detailed instructions for using **Hourby Time Tracker** to efficiently track time across GitHub. 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.

## Loading the Hourby Chrome Extension

- **Download the plugin from [here](#).**
- **Step-by-Step Instructions:**
    - ❖ **Extract:** Extract the downloaded plugin's zip file.
    - ❖ **Open Chrome**: Ensure you are using Google Chrome.
    - ❖ **Go to Extensions**: In the browser's upper-right corner, 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, and you'll be ready to start tracking time.
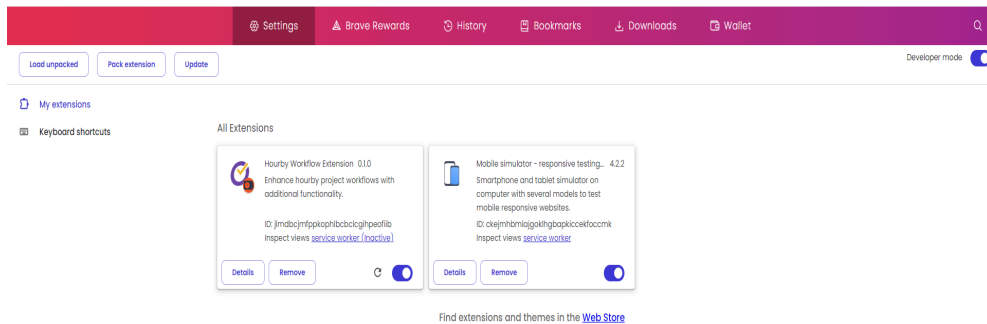
Hourby Time Tracker for GitHub

- **Tracking Time on GitHub Issues**
  - **Log in to GitHub**: Open github.com and log in with your credentials.
  - **Create an Issue**:
    - Navigate to your repository and click on the "Issues" tab.
    - Click the "New issue" button to create an issue, fill in the details, and click "Submit new issue."
  - **Track Time Using Hourby**:
    - After creating the issue, click on it to open the issue details.
    - Click on the **Hourby extension icon** in your browser toolbar. If prompted, log in to Hourby.
    - Start the timer to begin tracking time for the selected GitHub issue. You can pause or stop the timer as needed. Hourby will record the total time spent on the issue.

- ○ **View Time Logs**: You can access your time logs directly through Hourby or through the GitHub issue page for future reference.
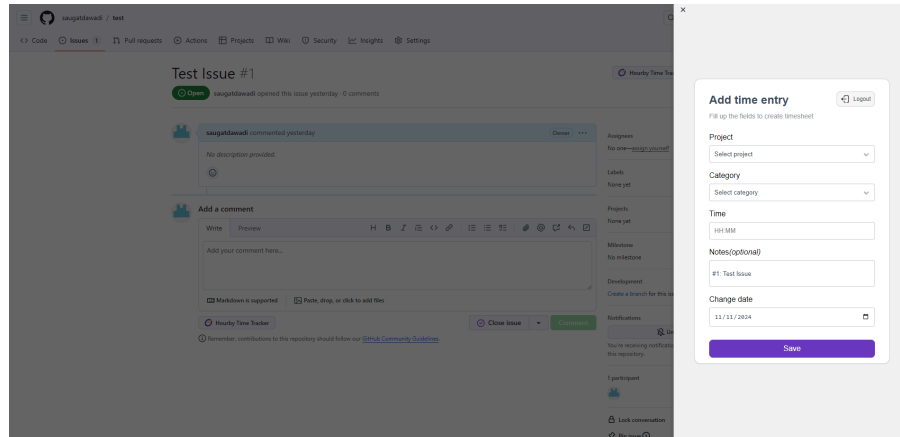
Additional Hourby Features

- **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 GitHub, GitLab, Asana, and Trello. 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.