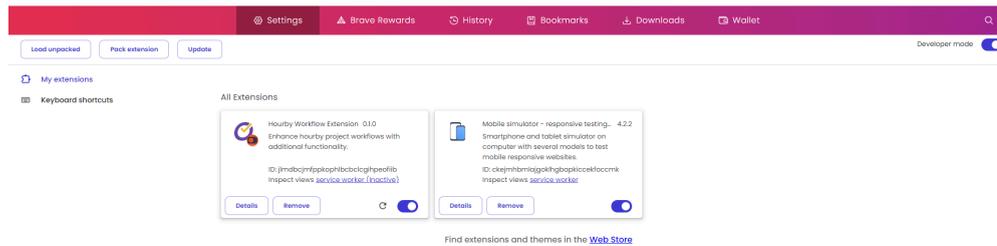


## Introduction

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



## Tracking Time on Trello Cards

- **Log in to Trello:** Open [trello.com](https://trello.com) and log in to your account.
- **Create a Card:**
  - Go to a board and click “Add a card” in any list.
  - Fill in the task name and description, then click “Save.”
- **Track Time Using Hourby:**
  - Once the card is created, click on it to open the card details.
  - Click on the **Hourby icon** in your Chrome browser toolbar to begin tracking time on that specific Trello card.
  - The time tracker will start as soon as you click on the timer button, logging hours worked.
- **Pause or Stop Timer:** You can pause or stop the timer at any point, and review the total time logged for the Trello card in the Hourby extension.

## 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 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.