USER MANUAL

Hourvale, step by step

21 guides for owners, managers and team members, with a screenshot for every step.

Contents

PART 1

Set up your organization

The first hour as an owner: team, projects and what gets recorded.

Your first hour as an owner

Invite your team

Set up projects, clients and to-dos

Choose what is recorded (screenshots, apps, activity)

PART 2

Track time

The web timer, the desktop app, manual time and idle time.

Track time in the browser

Install the desktop app and sign in

Track time with the desktop app

Add time you forgot, or fix an entry

PART 3

Run your team

Limits, timesheets, approvals, time off, schedules and monitoring.

Hire a freelancer: set their rate and a weekly limit

Owners and managers can track time too

See what your team worked on

Submit and approve timesheets

Time off and holidays

Schedule shifts and check attendance

PART 4

Bill clients and pay your team

Invoices, amounts owed, payments, exports and reports.

Invoice a client for tracked time

Pay your team from tracked time

Run, save and share reports

PART 5

For team members

What a member sees and does every day.

Your day as a team member

PART 6

Plans, apps and integrations

Billing, desktop updates, integrations and imports.

Choose a plan, pay and cancel

Keep the desktop app up to date

Connect your tools and import history

PART 1 · SET UP YOUR ORGANIZATION

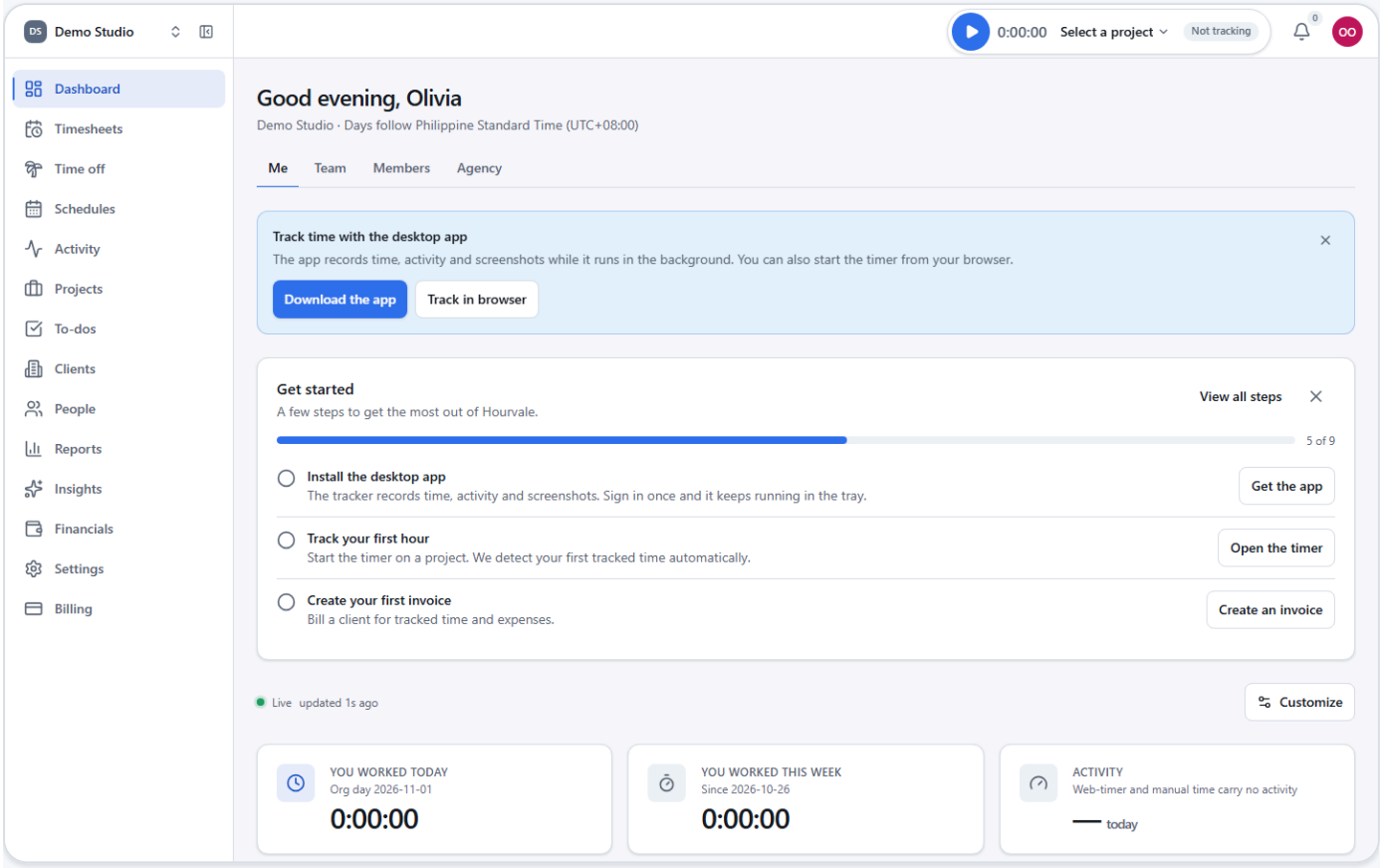
Your first hour as an owner

Find your way around and follow the built-in checklist so the team can start tracking today.

Owners

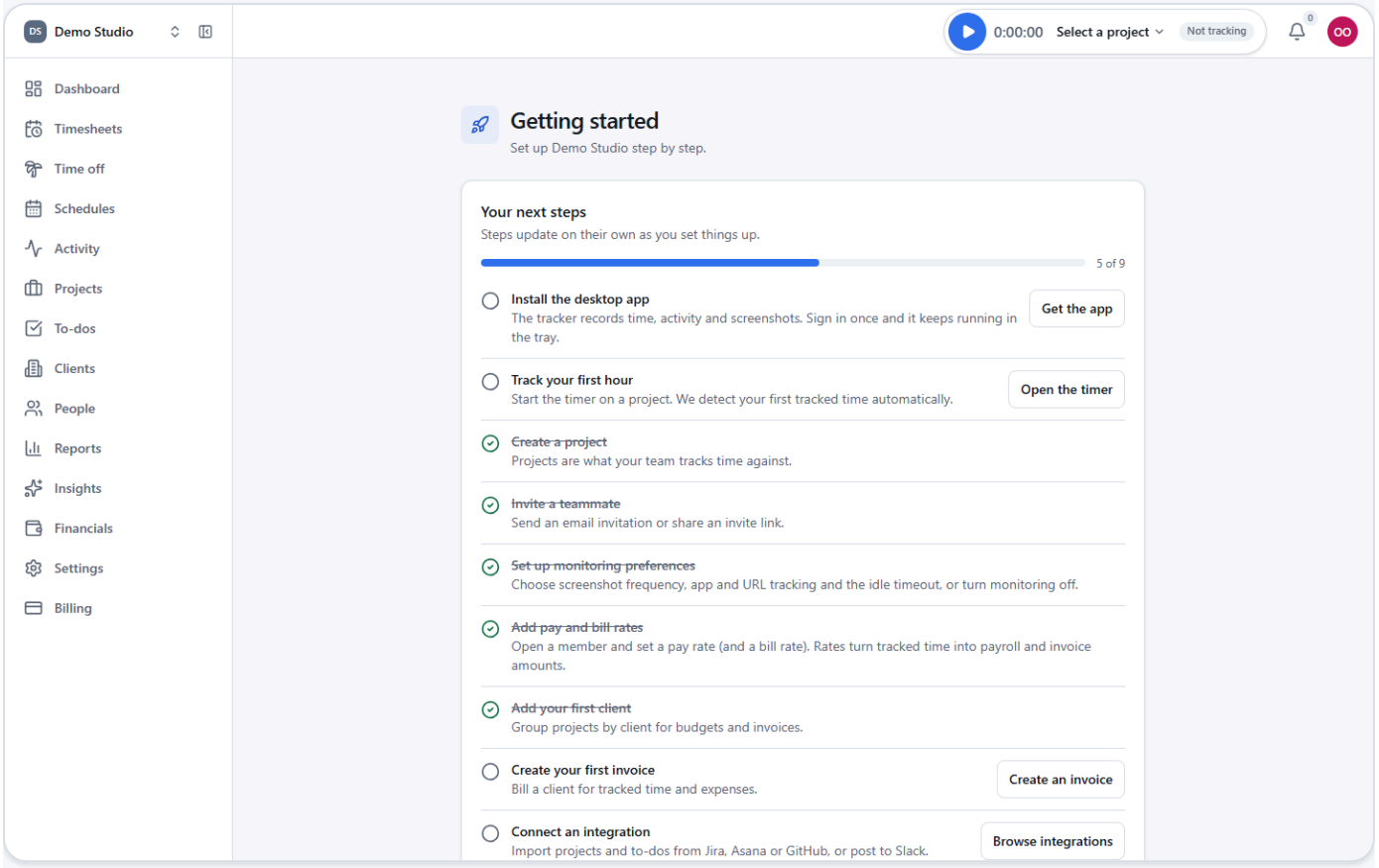
After you create an organization you land on the dashboard. The left menu holds everything; the timer is always at the top. A 14-day trial with every feature starts automatically, no card needed.

1. Open Dashboard. The Me tab shows your own day; Team, Members and Agency show everyone's time once people track.



The owner dashboard with the Get started checklist

2 Click View all steps (or open Getting started) for the full checklist: install the desktop app, track a first hour, create a project, invite a teammate, set monitoring, add pay and bill rates, add a client. Each item ticks itself when done.



Getting started: the setup checklist

Good to know

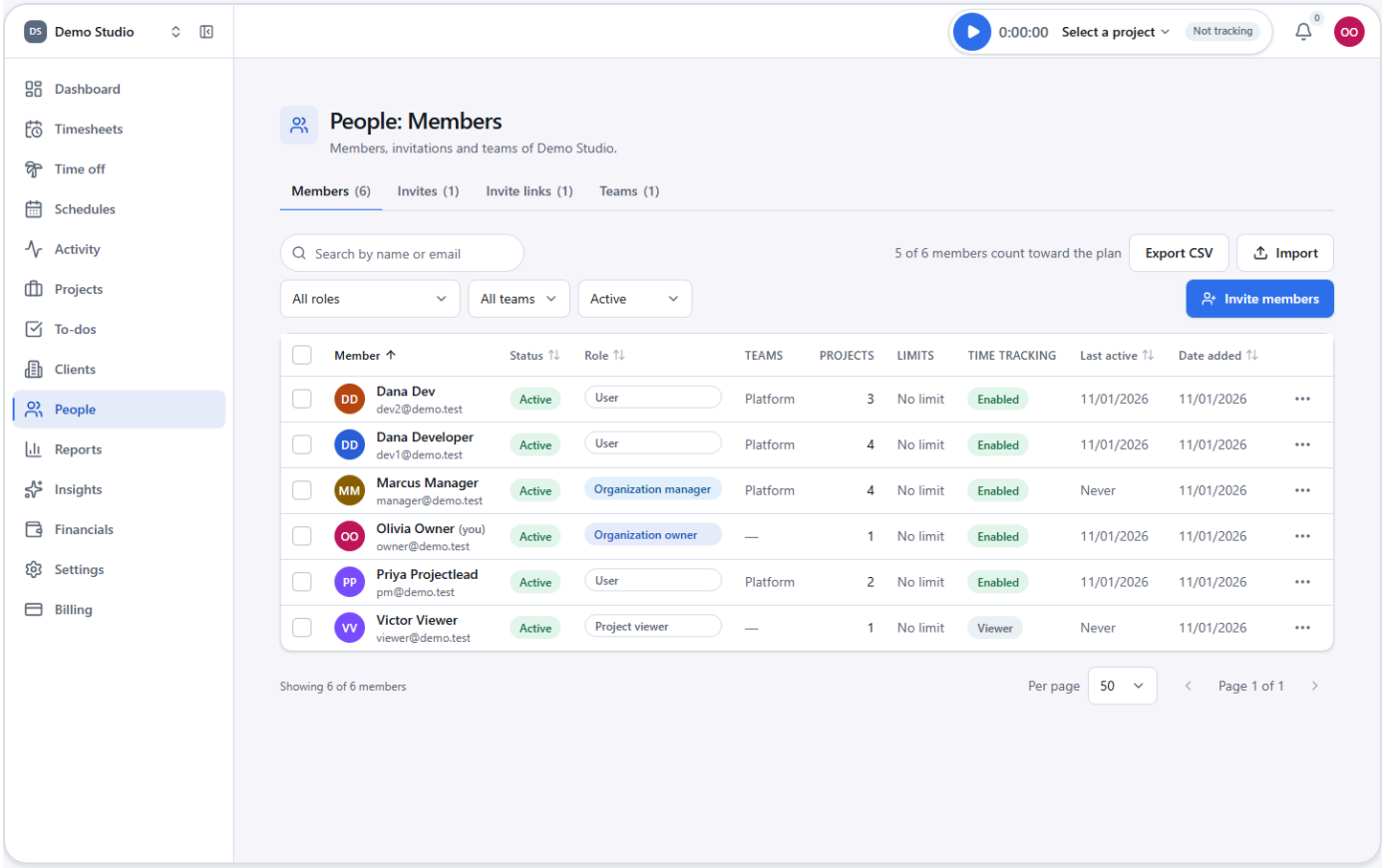
- Every page has the same menu. Settings holds organization-wide rules; People, Projects and Clients hold your data.
- Times follow the organization's time zone, shown under each page title. Change it in Settings > Organization.

Invite your team

Add employees, freelancers or clients by email, with their role, pay rate and limit set from the start.

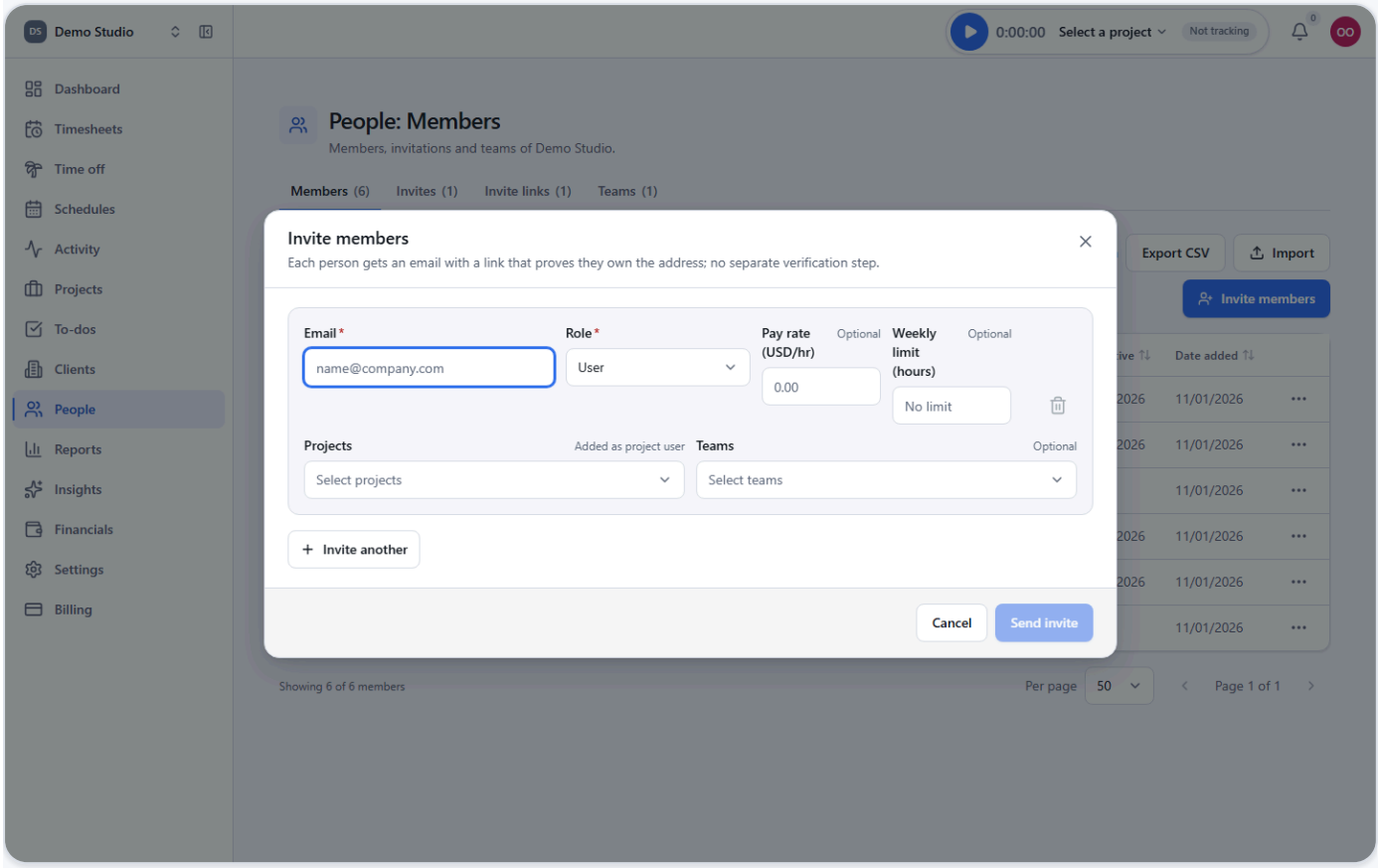
Owners and managers

1. Open People > Members. You see everyone in the organization, their role, limits and whether they can track time.



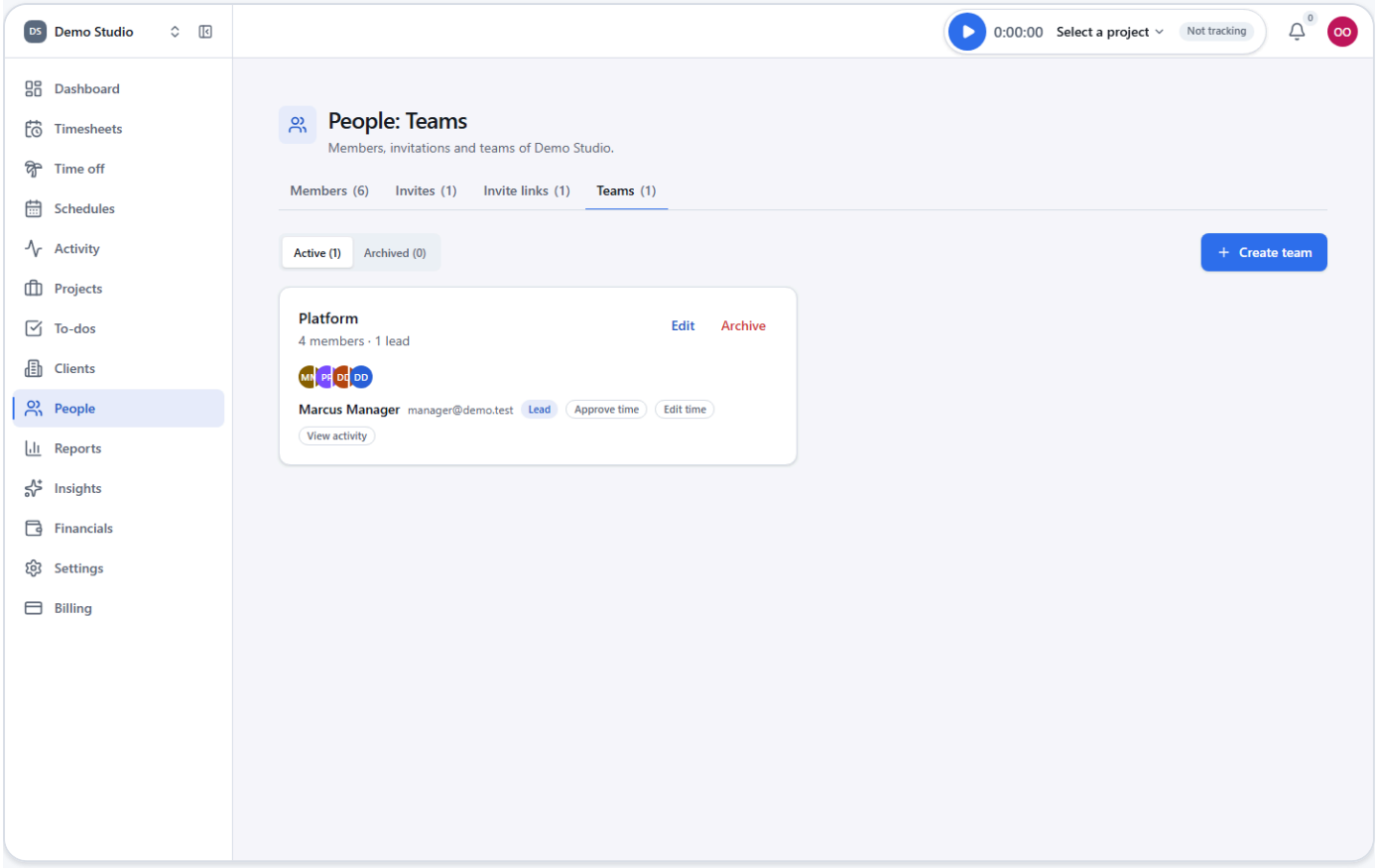
People > Members

2 Click Invite members. Enter the email and pick a role: User tracks time, Manager runs projects and people, Viewer only watches (free, never counts as a seat). Optionally set a pay rate, a weekly hour limit, projects and teams. Invite another adds more rows; Send invite emails everyone.



The invite dialog: role, pay rate, weekly limit, projects

3 Group people in People > Teams to give a team lead their own view and approvals.



People > Teams

Good to know

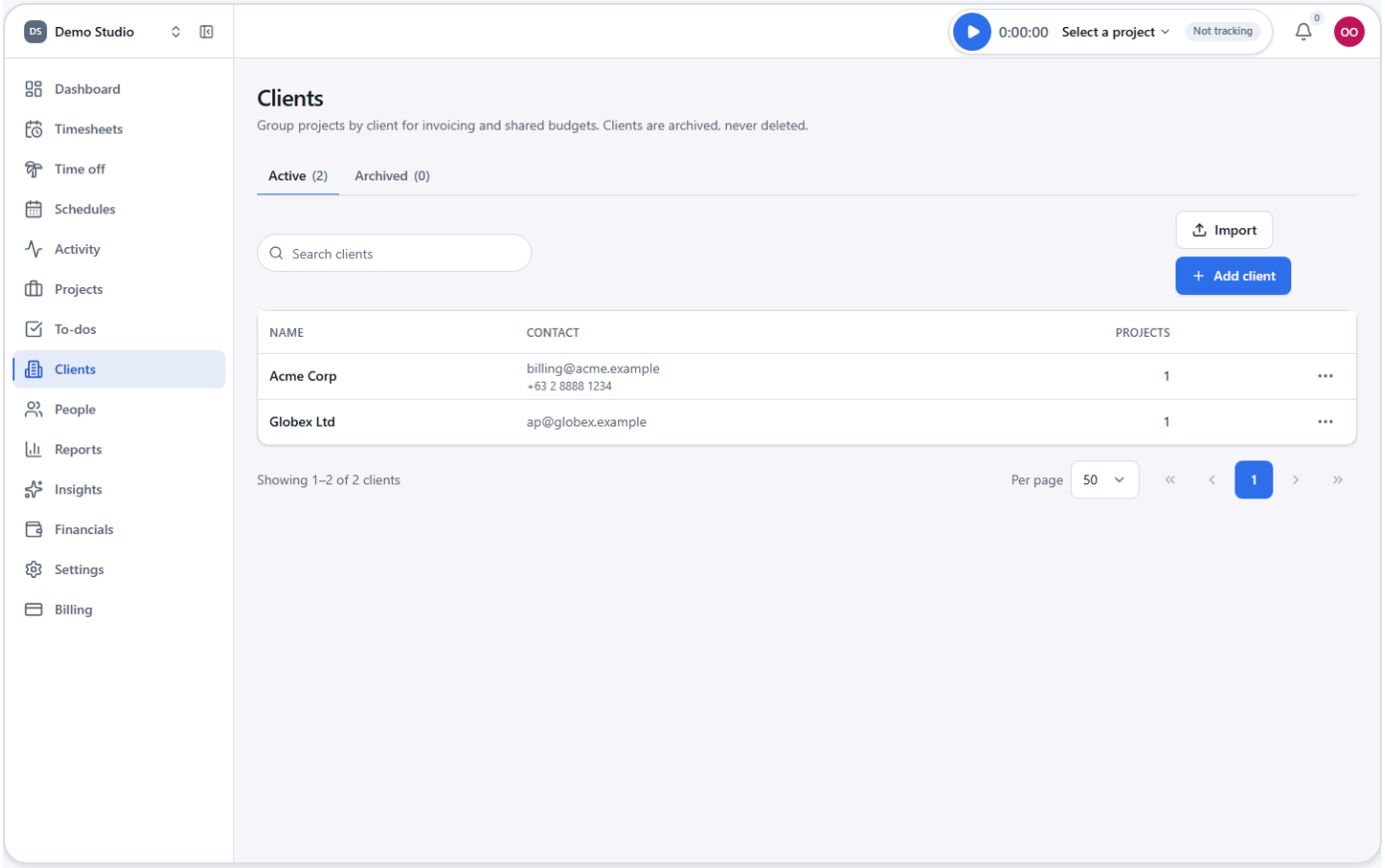
- Invite links (People > Invite links) let people join without an email invite, for example in a group chat.
- Clients who only need to see reports should be Viewers: they never count as a paid seat.

Set up projects, clients and to-dos

Projects are what people track time against; clients group projects for invoicing and budgets.

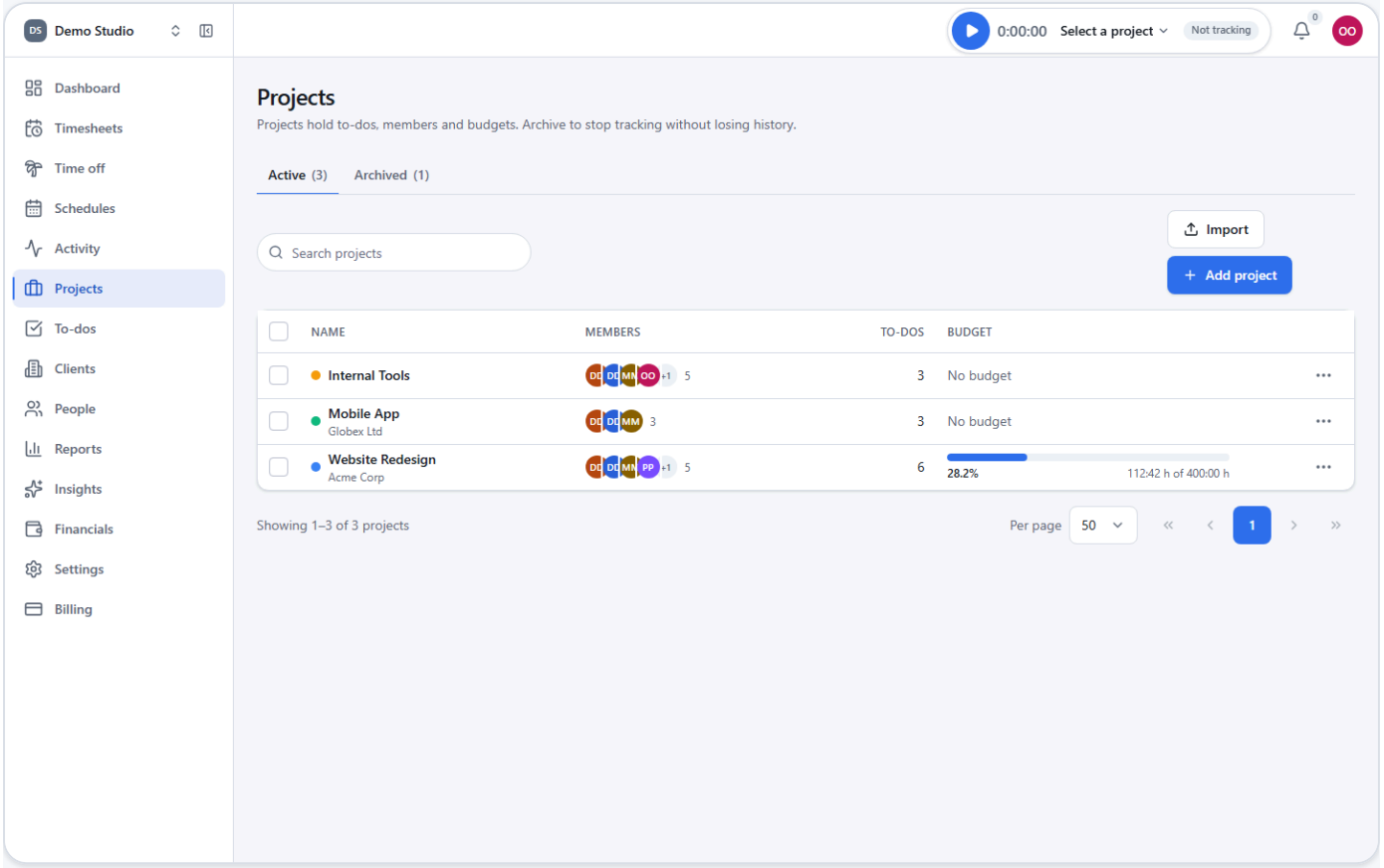
Owners and managers

1. Open Clients and click Add client. A client holds the contact, currency and invoice details (including an optional tax rate).



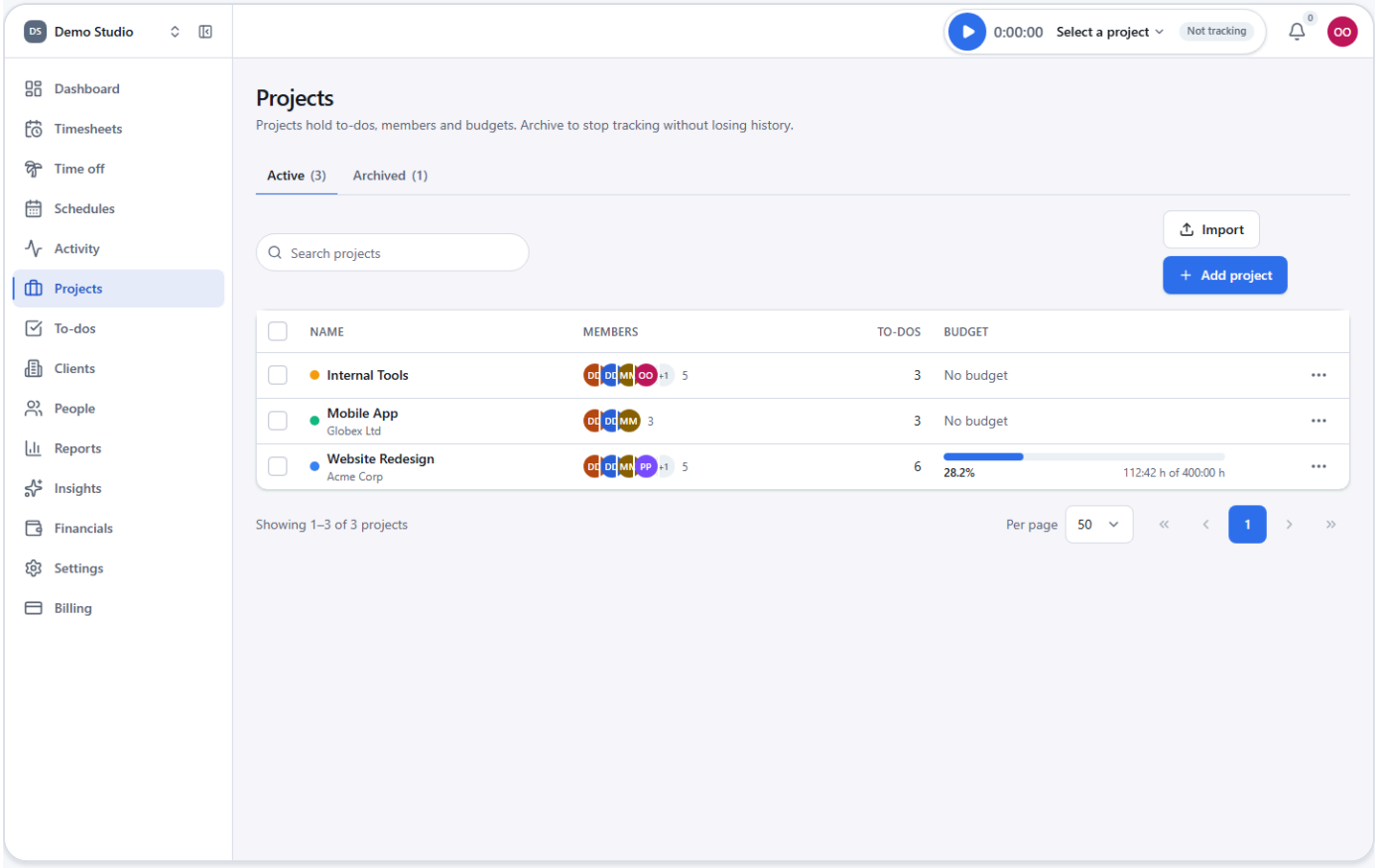
Clients

2 Open Projects and click Add project. Pick the client, who works on it and whether time is billable. The budget column shows how much of each budget is used.



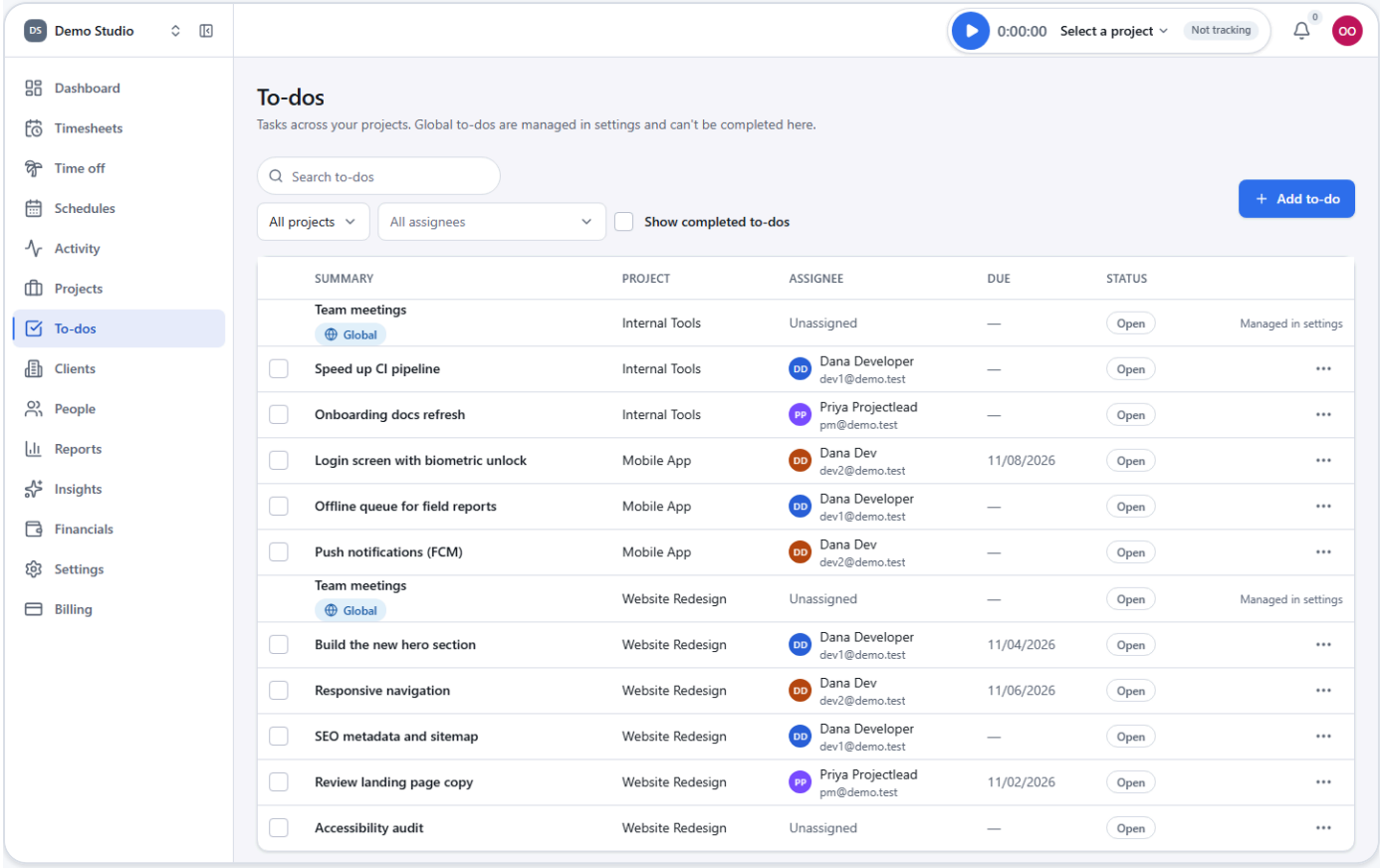
Projects with members and budget use

3 Open a project to manage its members, to-dos, budget and rates in one place.



A project: members, to-dos, budget and rates

4 To-dos break projects into tasks. Assign them to people and set due dates; members pick a to-do when they start the timer.



To-dos across projects

Good to know

- Archive a project instead of deleting it: tracking stops and the history stays in reports and invoices.

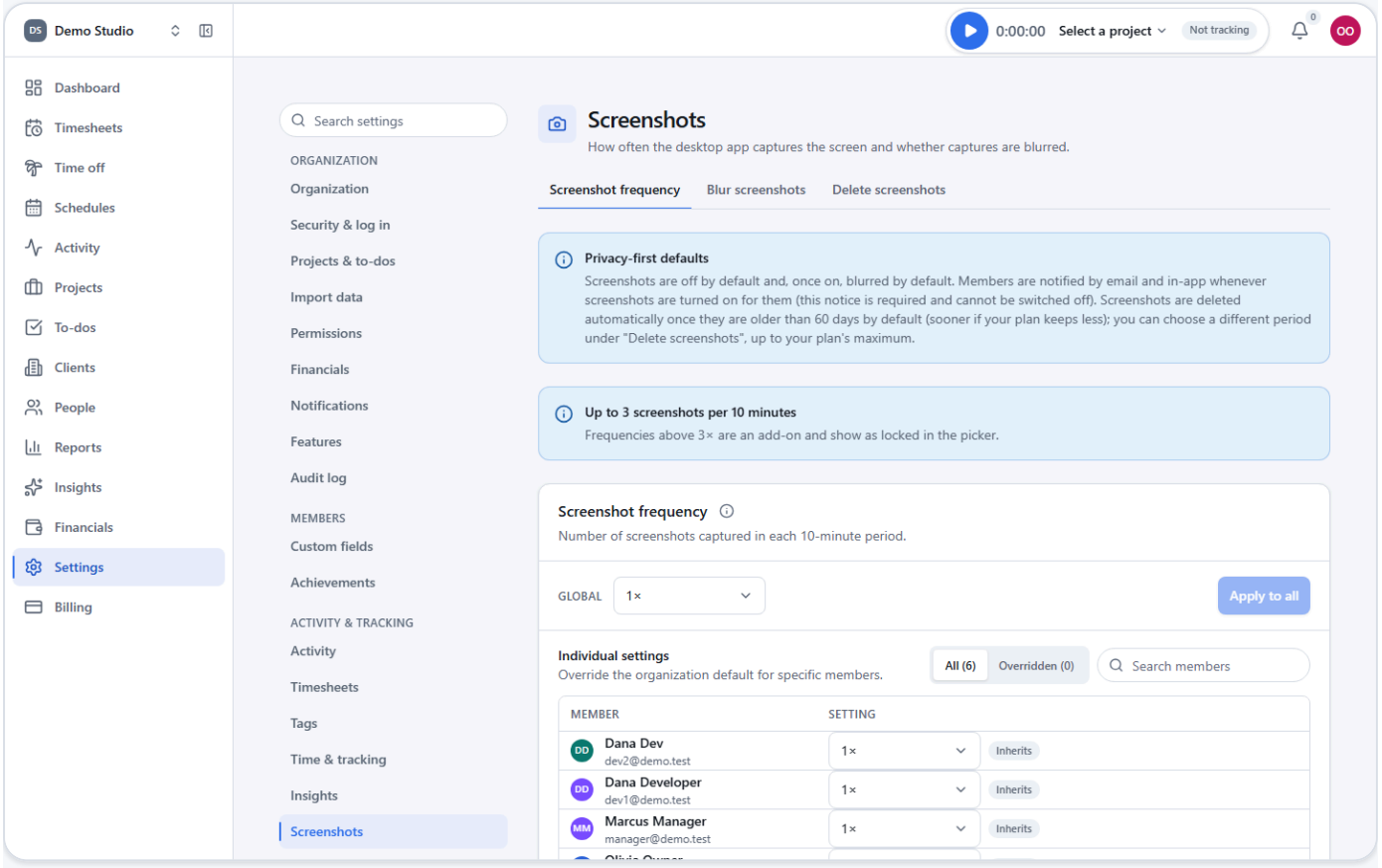
Choose what is recorded (screenshots, apps, activity)

Decide how much monitoring your team needs. Everything is off or blurred until you turn it on.

Owners

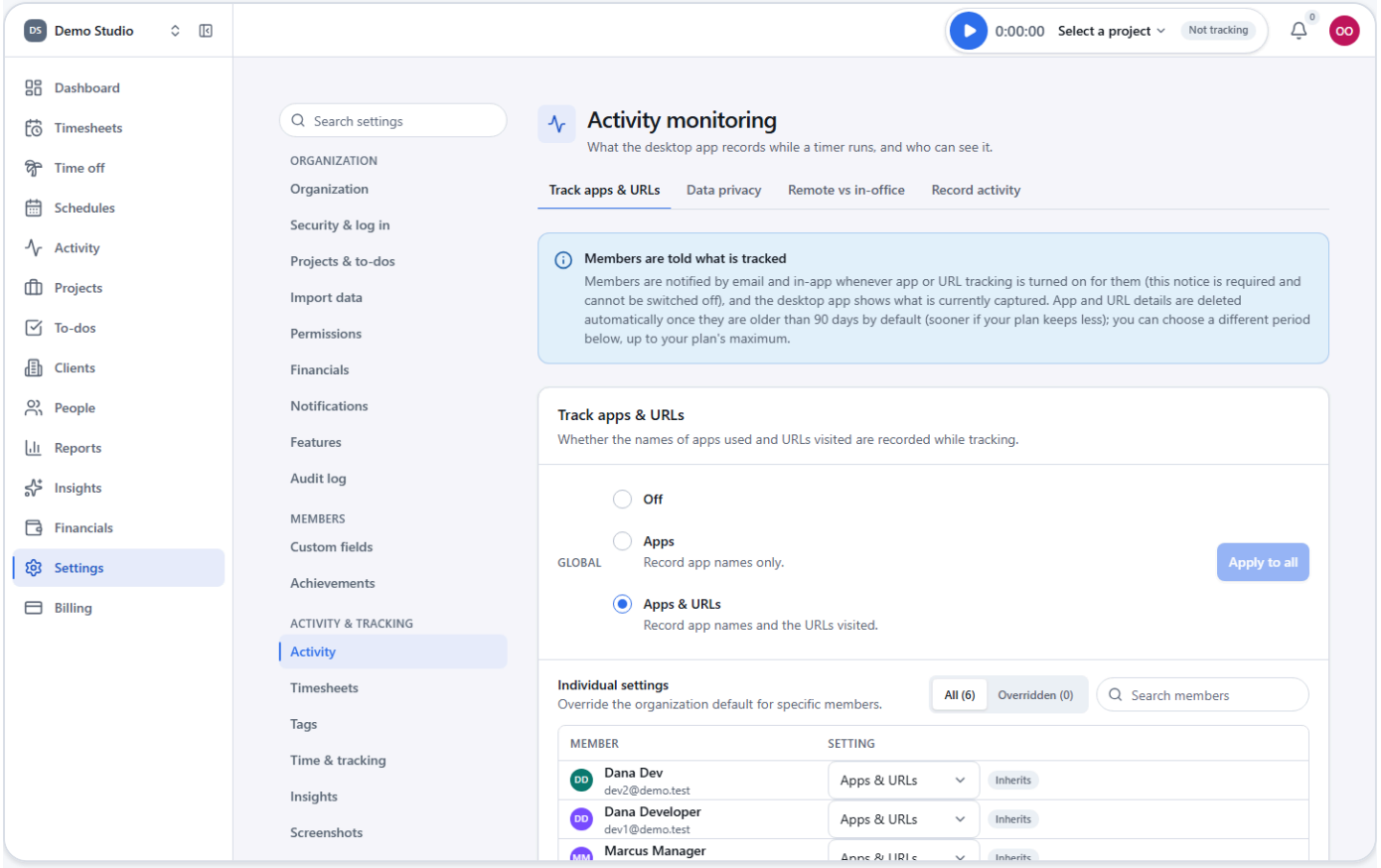
Hourvale is privacy-first: screenshots start off and blurred, and members are always told what is being recorded, both by email and in the desktop app. You can set rules for everyone and override them per member.

1. Open Settings > Screenshots. Choose how many screenshots per 10 minutes (or none), whether they are blurred, and who may delete them. Individual settings override the default for one person.



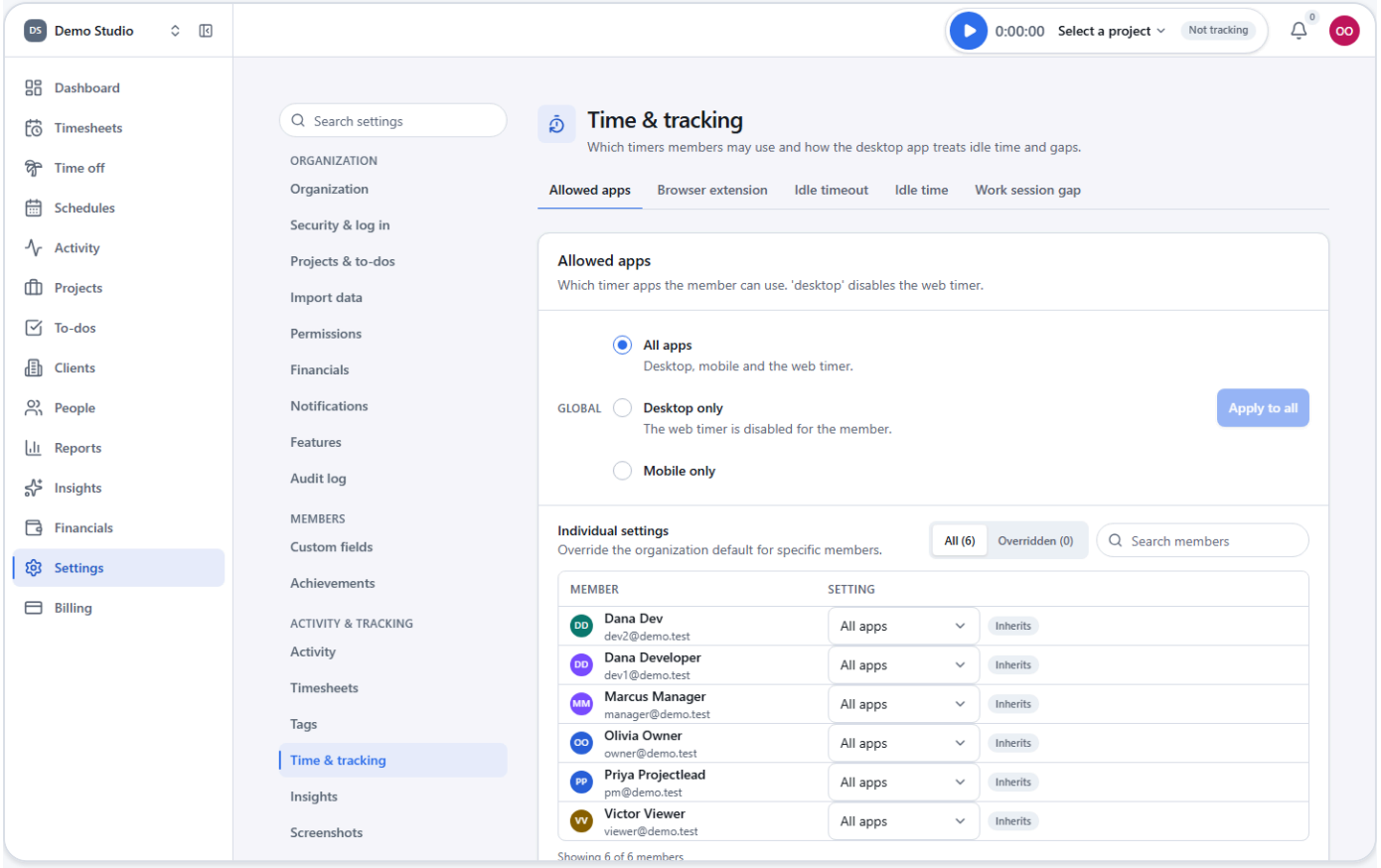
Settings > Screenshots

2 Open Settings > Activity. Choose whether the desktop app records nothing, app names, or apps and website addresses, and whether keyboard and mouse activity levels are recorded.



Settings > Activity: apps and URLs

3 Open Settings > Time & tracking to choose which timers members may use (desktop, web, mobile), the idle timeout and what happens to idle time.



Settings > Time & tracking

Good to know

- Hourvale never records which keys are pressed, only how active the keyboard and mouse were.
- The web timer records time only: no screenshots and no activity.

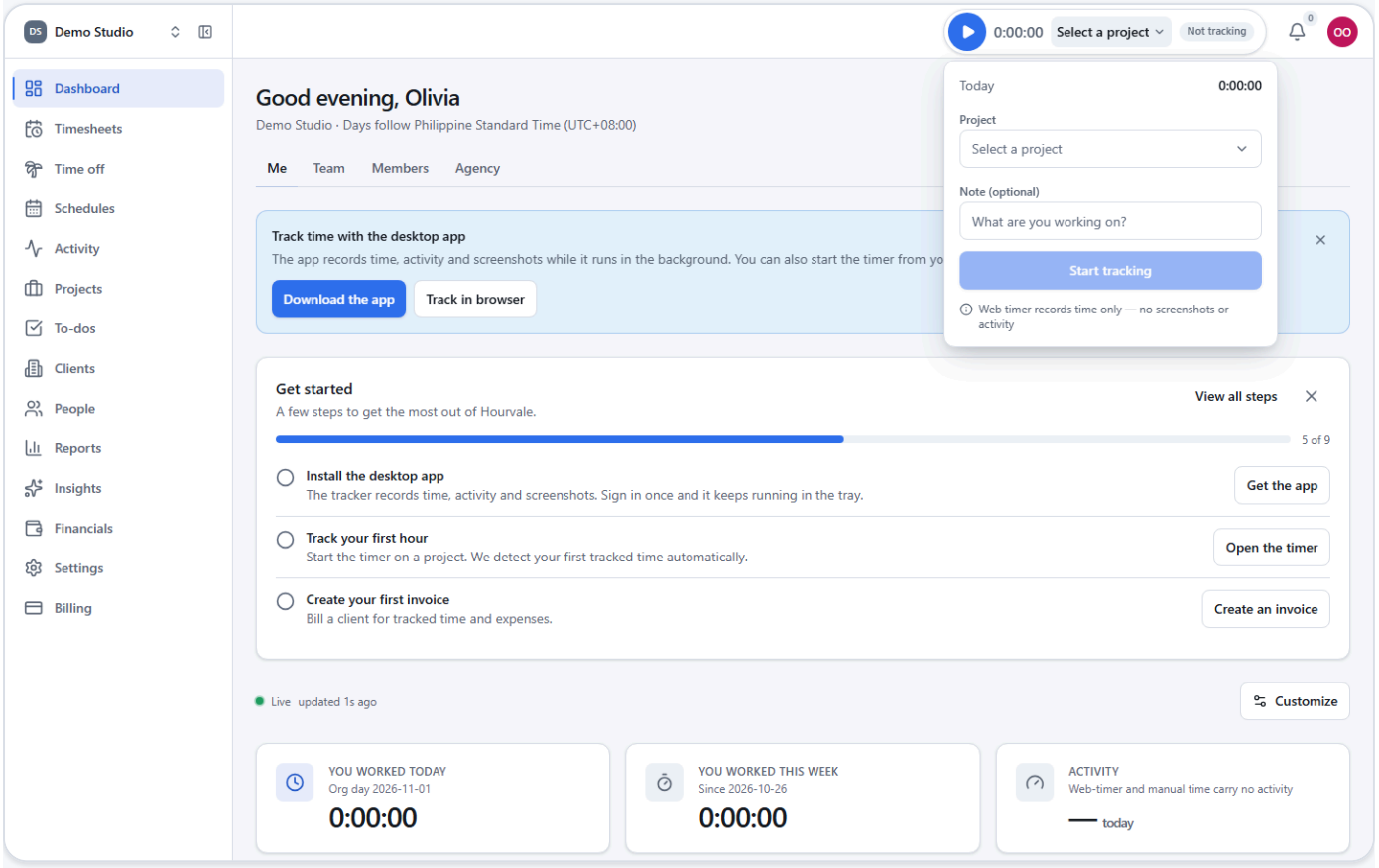
PART 2 · TRACK TIME

Track time in the browser

Start and stop the timer from any computer, without installing anything.

Everyone who tracks time

1. Click Select a project in the timer at the top of any page. Pick the project (and a to-do if you like), add an optional note and click Start tracking. Click the stop button when you finish.



The timer at the top of every page

Good to know

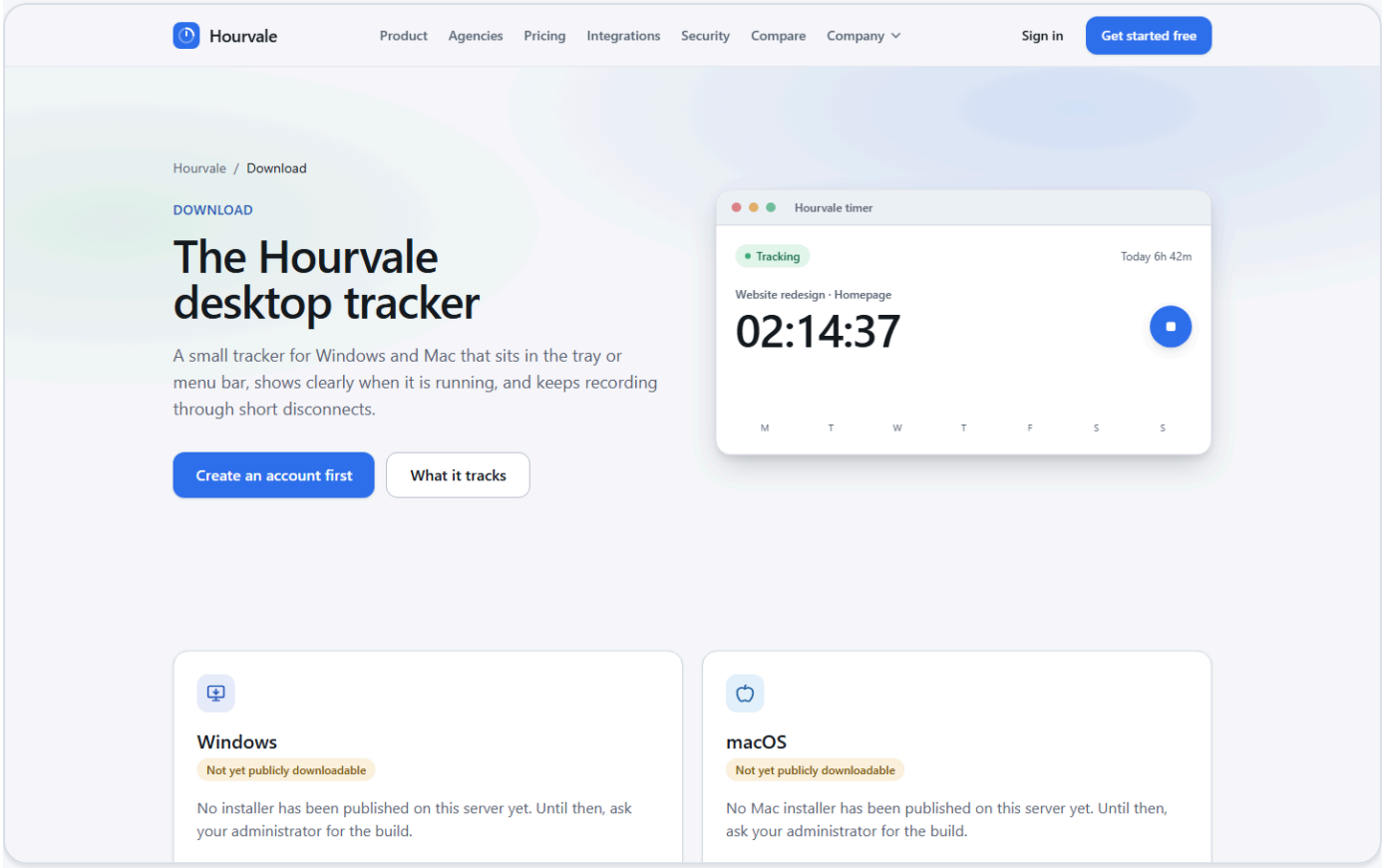
- The web timer records time only. Organizations that need screenshots or activity ask members to use the desktop app.
- An owner can allow only the desktop timer in Settings > Time & tracking > Allowed apps.

Install the desktop app and sign in

The desktop app for Windows and Mac tracks time, activity and (if your organization uses them) screenshots, and keeps working offline.

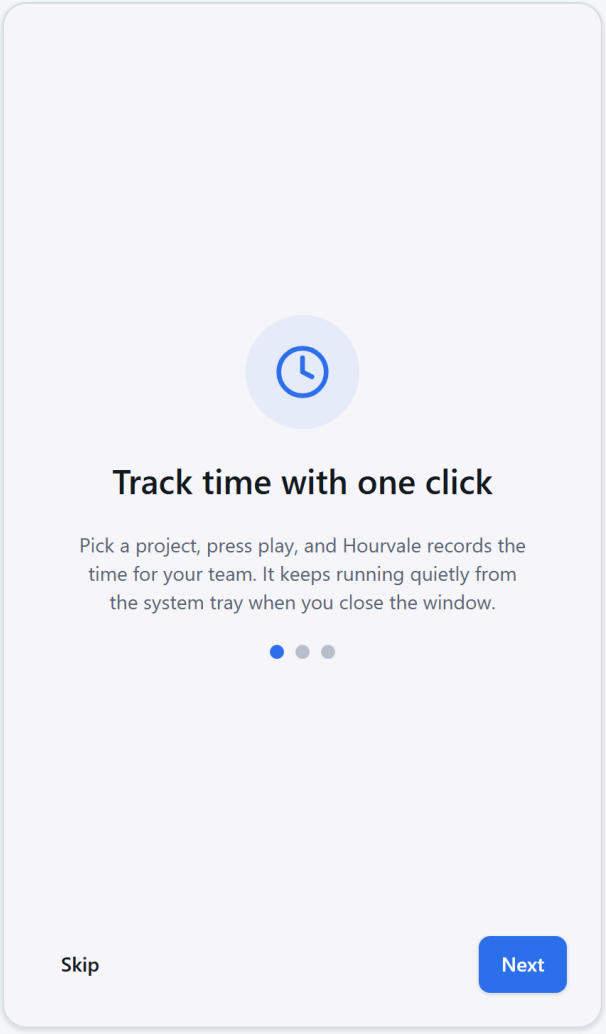
Everyone who tracks time

1. Download the app from the Download page (or Dashboard > Download the app) and install it.



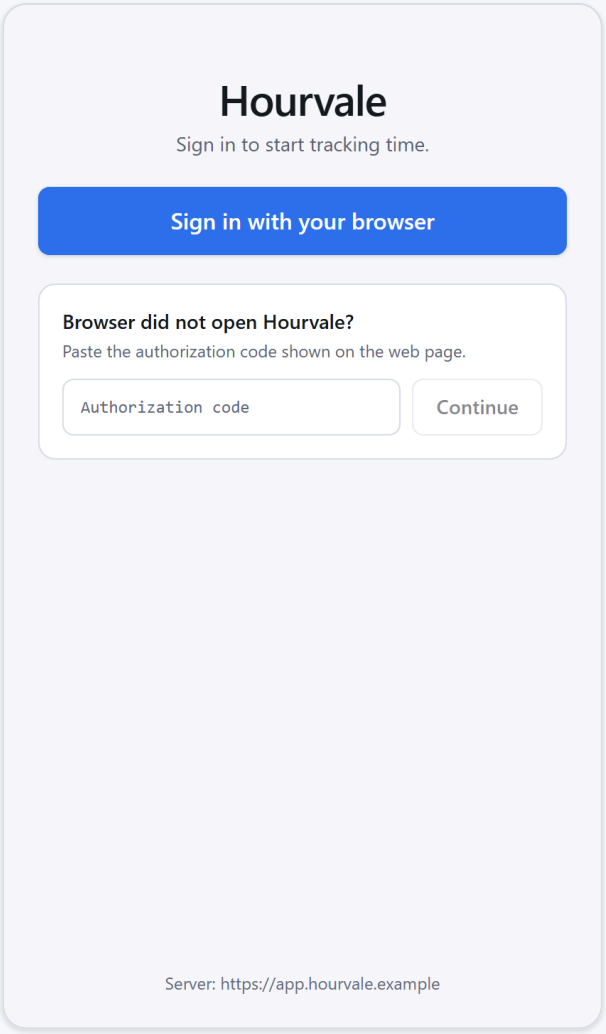
The Download page

2 The first time it opens, a short introduction explains what the app does and what your organization records.



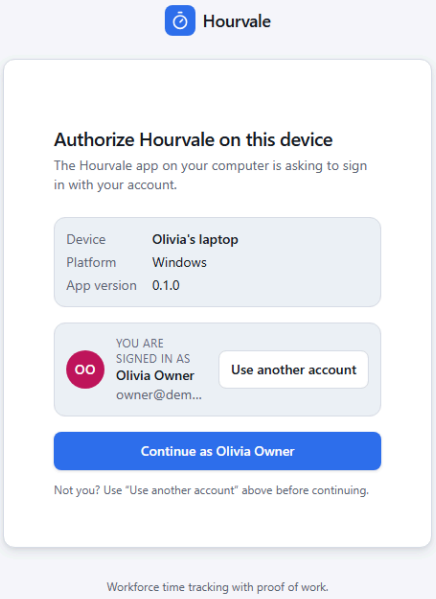
Desktop app: first-run introduction

3 Click Sign in with your browser. Your browser opens the Hourvale sign-in page.



Desktop app: sign in with your browser

4 Check the name under You are signed in as. The app is linked to whichever account the browser is signed in to. If it is not you (a shared computer, or you are the owner testing a member's account), click Use another account first. Then click Continue.



Authorize Hourvale on this device: check the account before continuing

5 If the browser does not switch back to the app, copy the code the page shows and paste it under Browser did not open Hourvale? in the app. The code works once and expires after 10 minutes.

Good to know

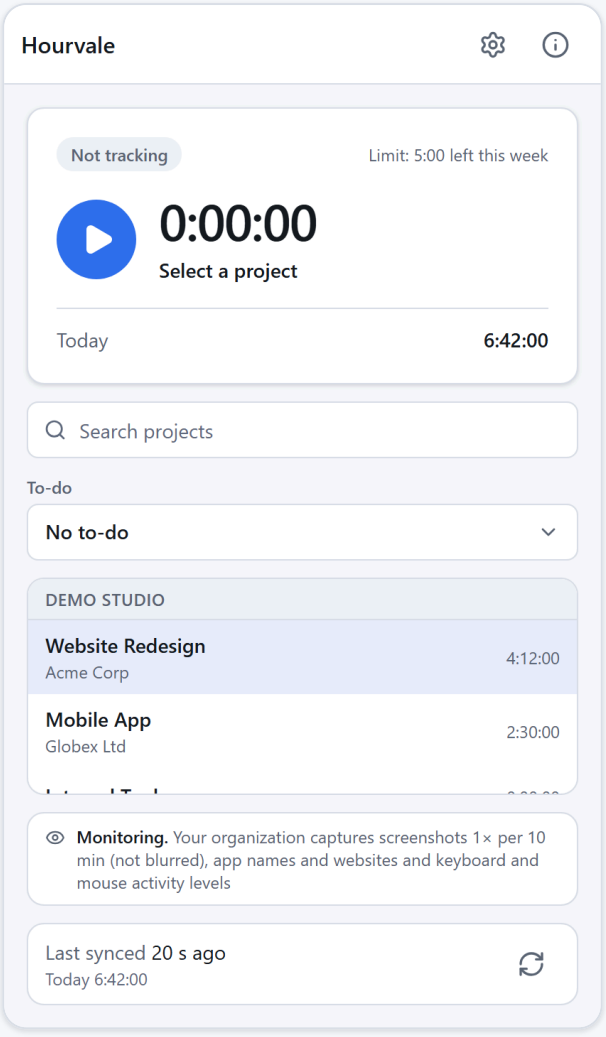
- Account > Devices lists every computer signed in to your account; remove one there if a laptop is lost.
- Closing the window keeps Hourvale running in the system tray (menu bar on a Mac). Quit it from the tray icon.

Track time with the desktop app

Pick a project, press play, and let the app run in the background.

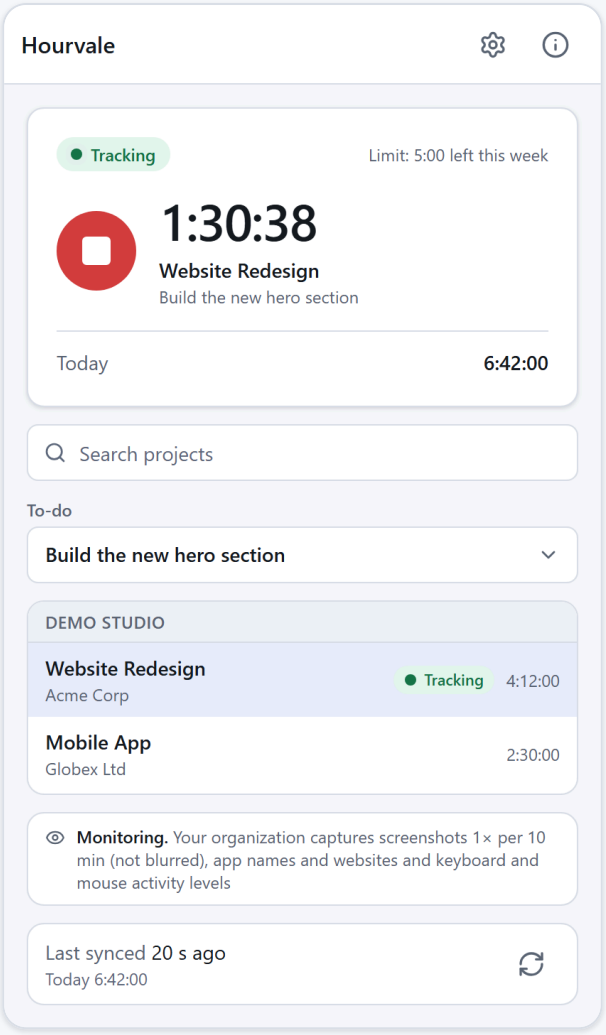
Everyone who tracks time

1. Pick a project (search, or choose from the list) and, if needed, a to-do. Press the play button. Today's total and any limit your organization set are shown at the top.



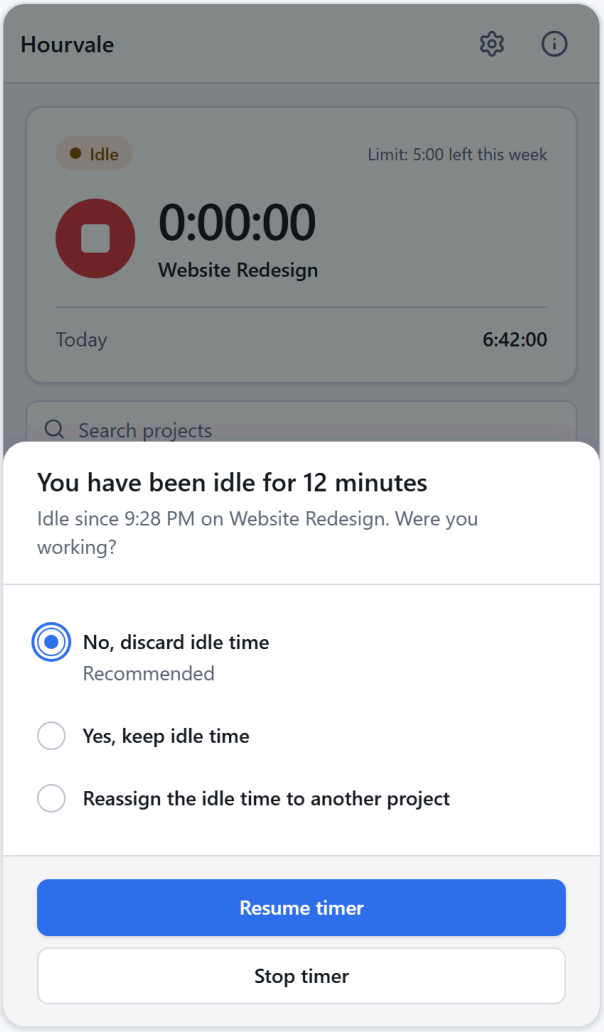
Desktop app: pick a project and press play

2 While tracking, the timer and project are shown in the window and the tray. Clicking another project switches without stopping. The Monitoring line always says exactly what your organization records.



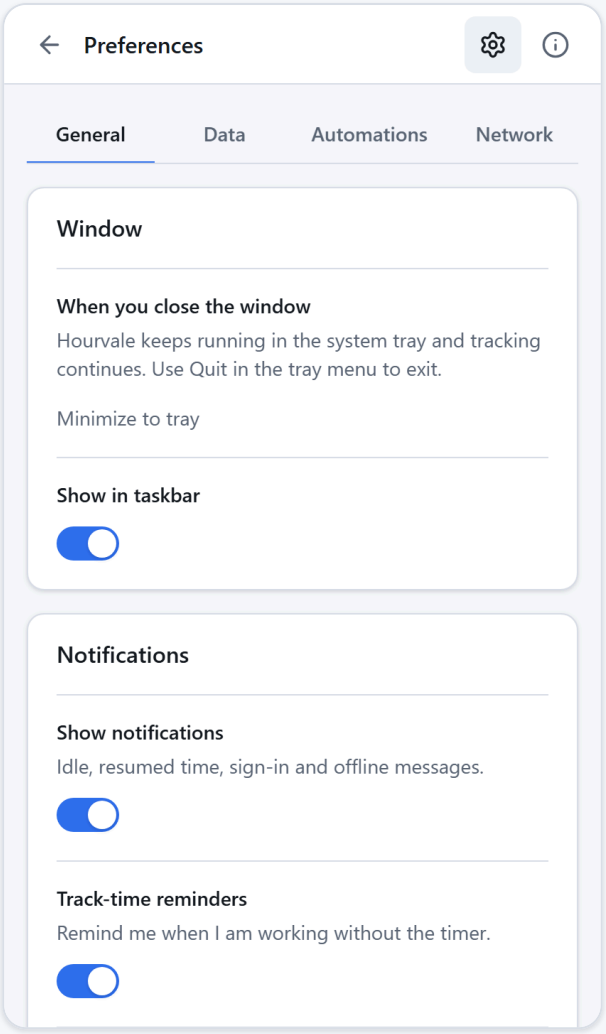
Desktop app while tracking

3 If you leave the computer, the app asks what to do with the idle time when you come back: discard it, keep it, or move it to another project.



The idle prompt

4 Preferences (gear icon) holds window, notification, start-up and network options.



Desktop app preferences

Good to know

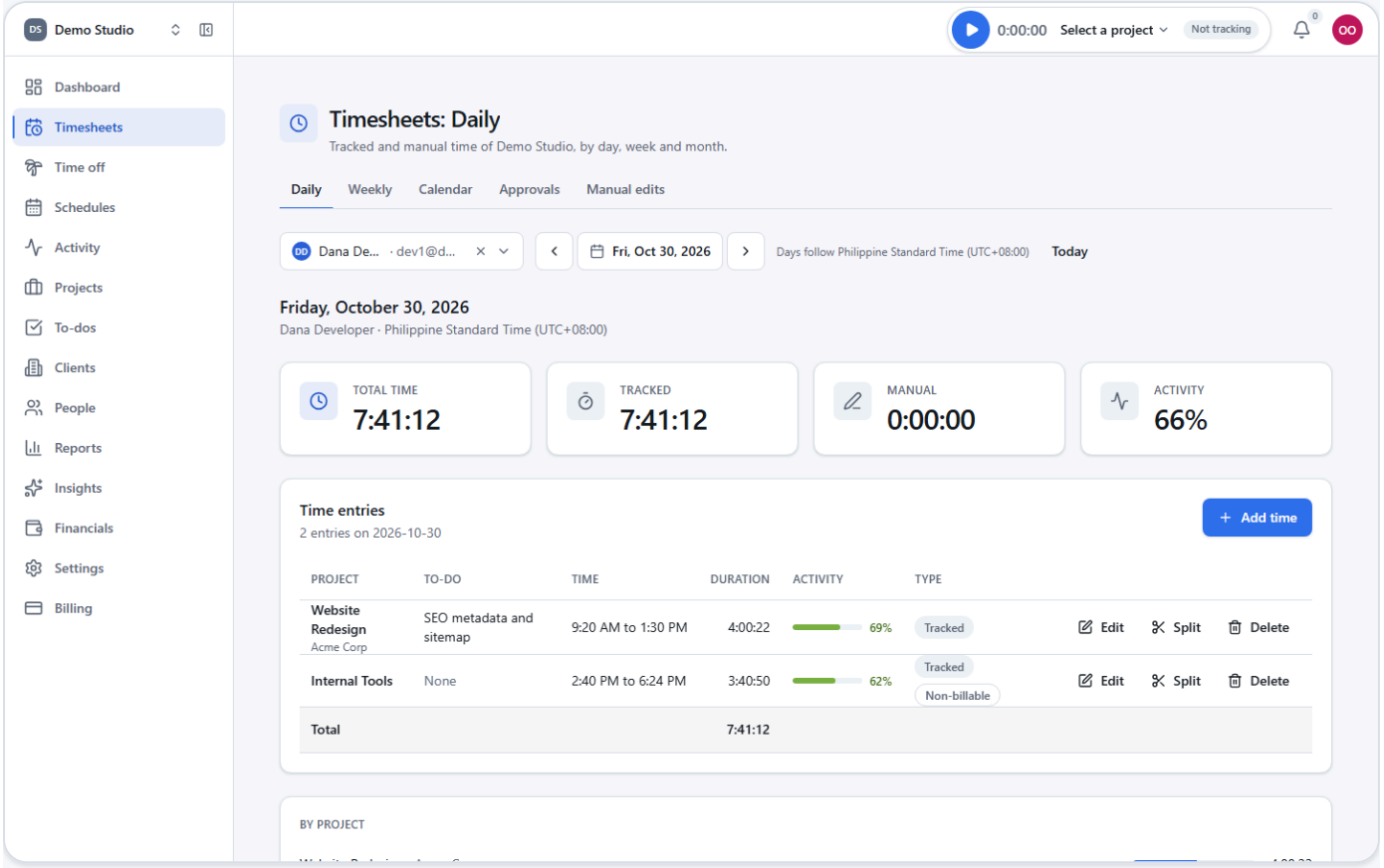
- Offline? Keep working: time is saved on the computer and uploaded when the connection returns.
- Lock the screen or close the lid and the app stops counting that time automatically.

Add time you forgot, or fix an entry

Add a meeting you did not track, or split and correct entries, with a reason that is kept.

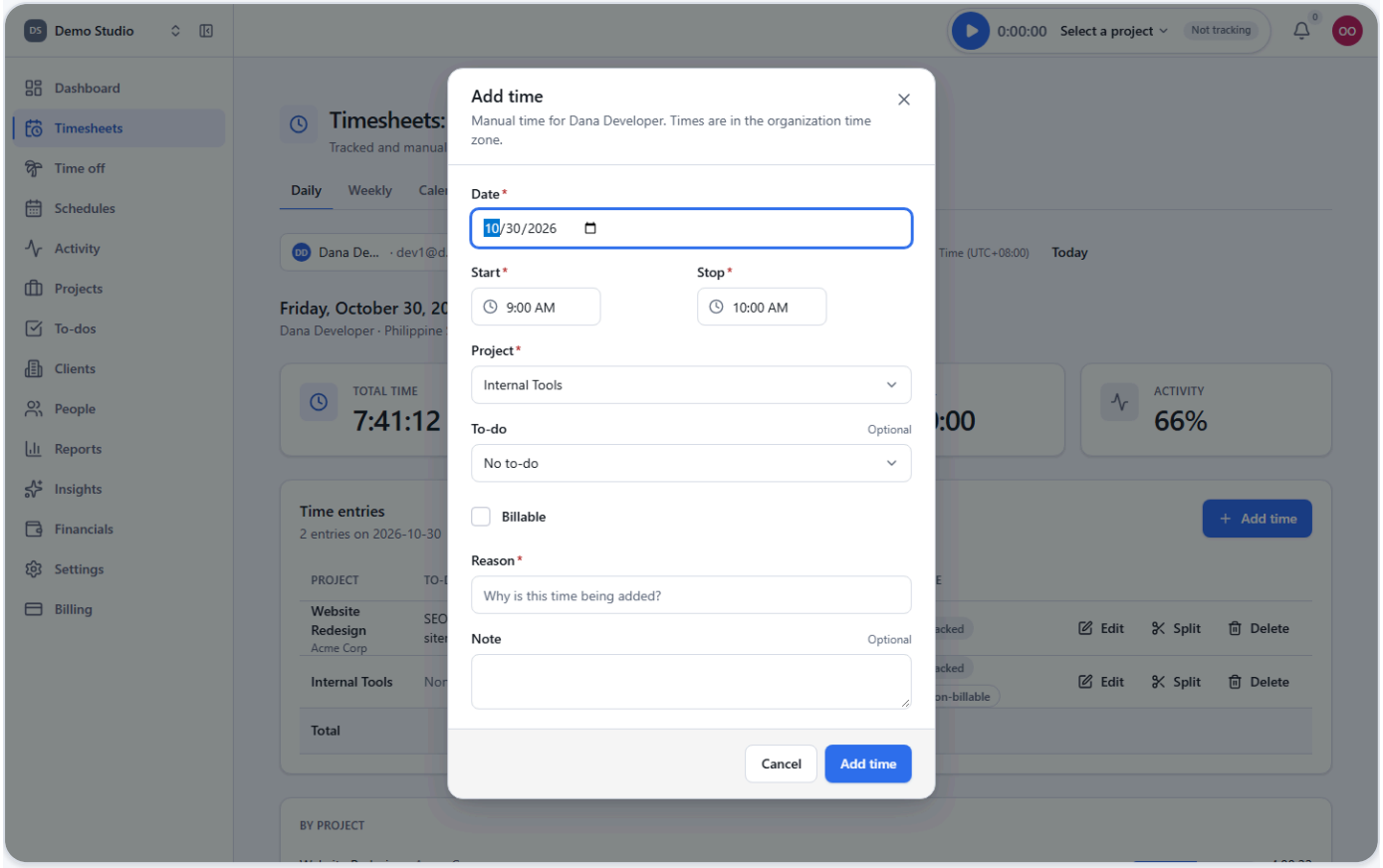
Everyone who tracks time; managers for others

1. Open Timesheets > Daily and pick the day (managers can also pick a member). Every entry shows the project, to-do, time, activity and whether it was tracked or added by hand. Use Edit, Split or Delete on a row.



Timesheets > Daily

2 Click Add time, fill in the date, start and stop, project and optional to-do, and give a reason. Your organization may require approval for manual time.



Add time: a reason is required

Good to know

- Every change is kept in Timesheets > Manual edits and in the Manual time edits report: who changed what, when and why.

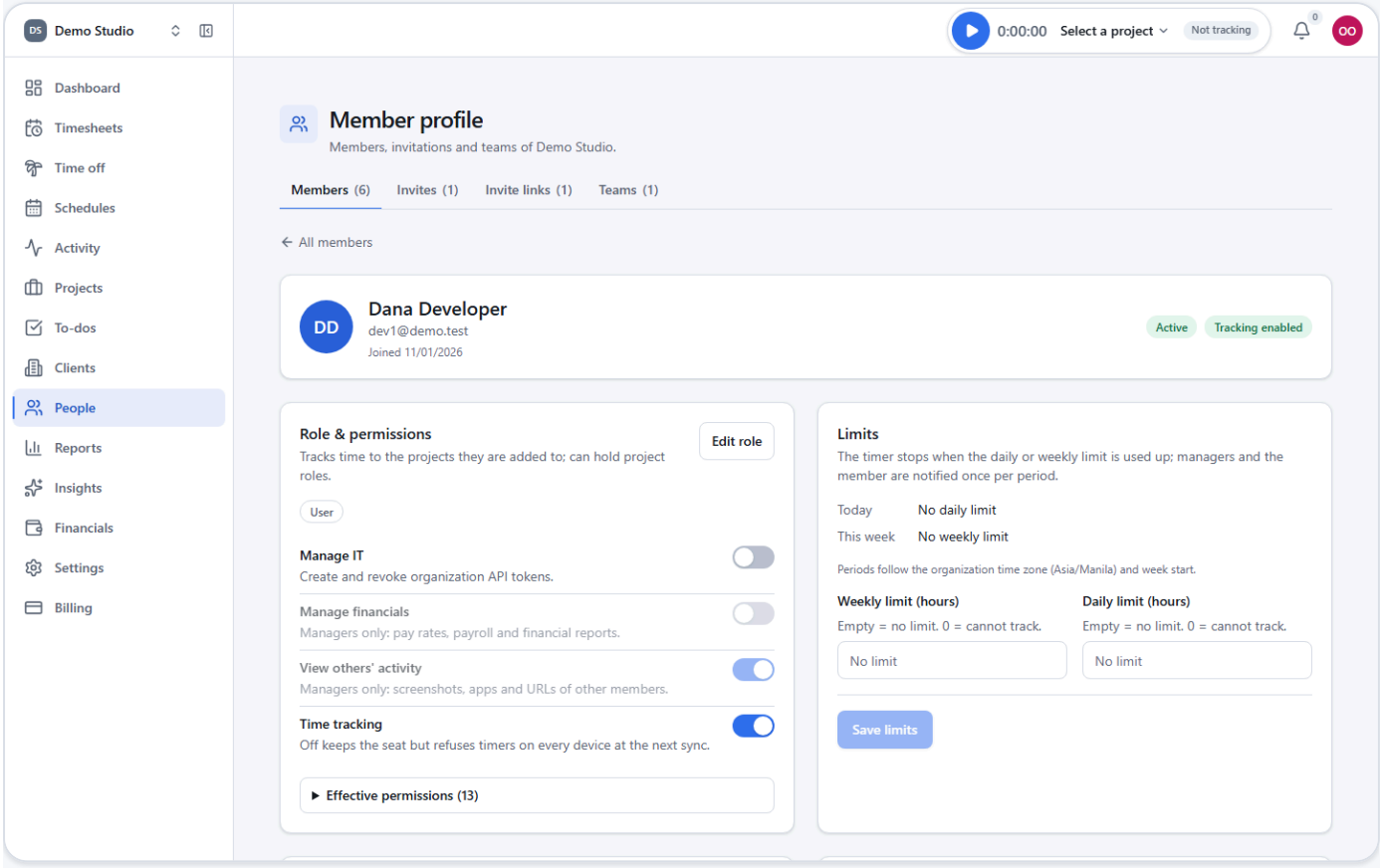
PART 3 · RUN YOUR TEAM

Hire a freelancer: set their rate and a weekly limit

Cap paid hours so a contractor never bills more than agreed, and pay them from tracked time.

Owners and managers

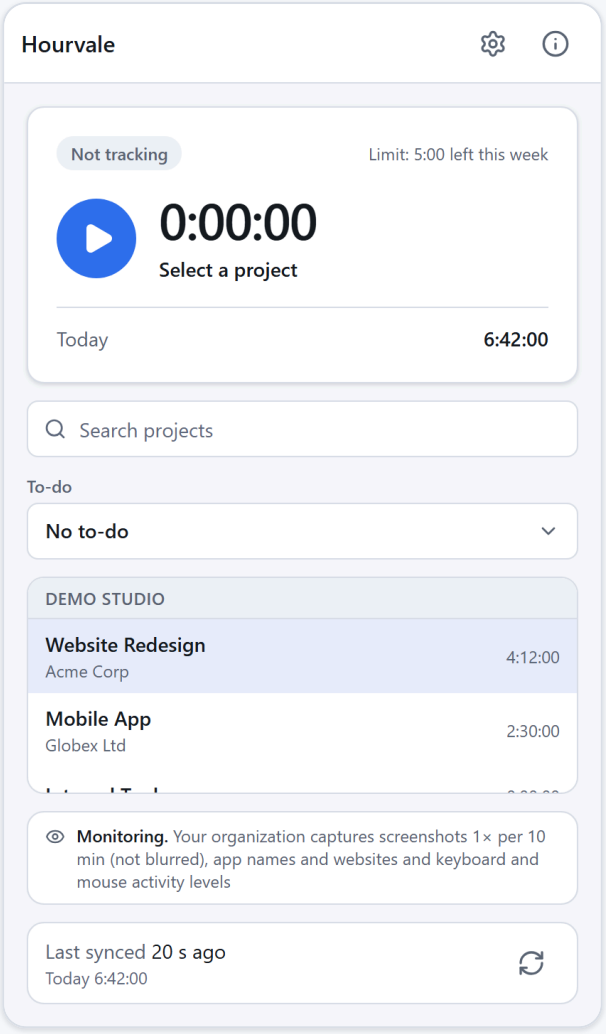
1. Open People > Members and click the person. Under Limits, enter a weekly limit (and/or a daily limit) in hours and click Save limits. When the limit is used up the timer stops on every device; they and their managers are told once per period.



A member's profile: role, permissions and limits

2. Further down the same page, set the pay rate (what you pay them per hour) and, if you bill their time, the bill rate. Rates turn tracked time into amounts owed and invoice lines.

3 The member sees the remaining hours in the desktop app (Limit: 5:00 left this week) before the timer stops.



The limit shown in the desktop app

Good to know

- You can also set a weekly limit when you invite the person (Invite members > Weekly limit).

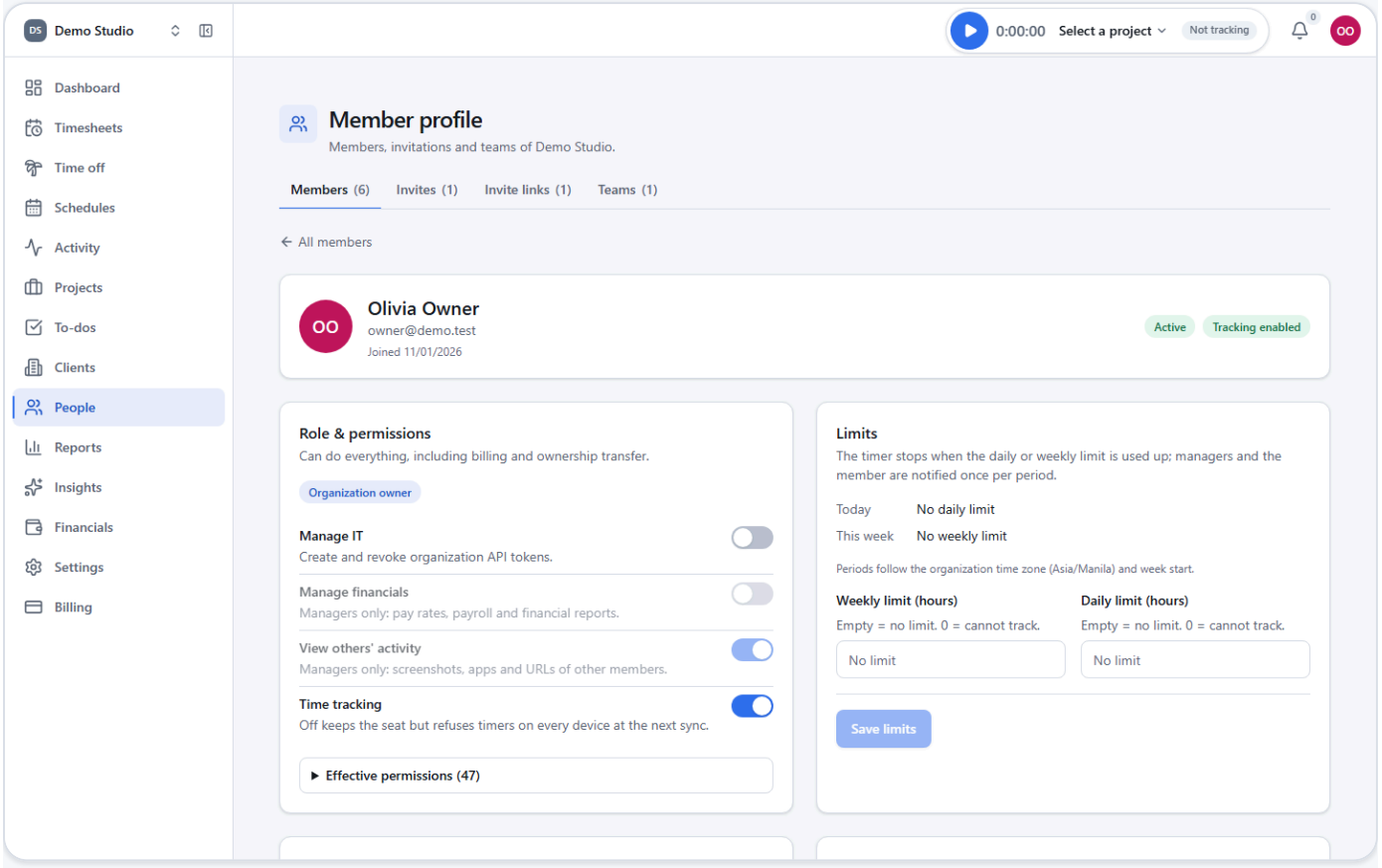
Owners and managers can track time too

Why your own account can run a timer, and how to turn tracking off for people who only manage.

Owners

Every member who is not a Viewer can track time, owners included. Working owners, agency leads and solo freelancers bill their own hours, so this is on by default.

1. To stop someone from tracking (for example an owner who only manages), open People > Members, click the person and turn off Time tracking. The seat is kept; timers are refused on every device at the next sync.



Time tracking switch on a member's profile

2. For people who should only watch, such as clients or accountants, invite them as a Viewer instead: viewers never track and never count as a paid seat.

Good to know

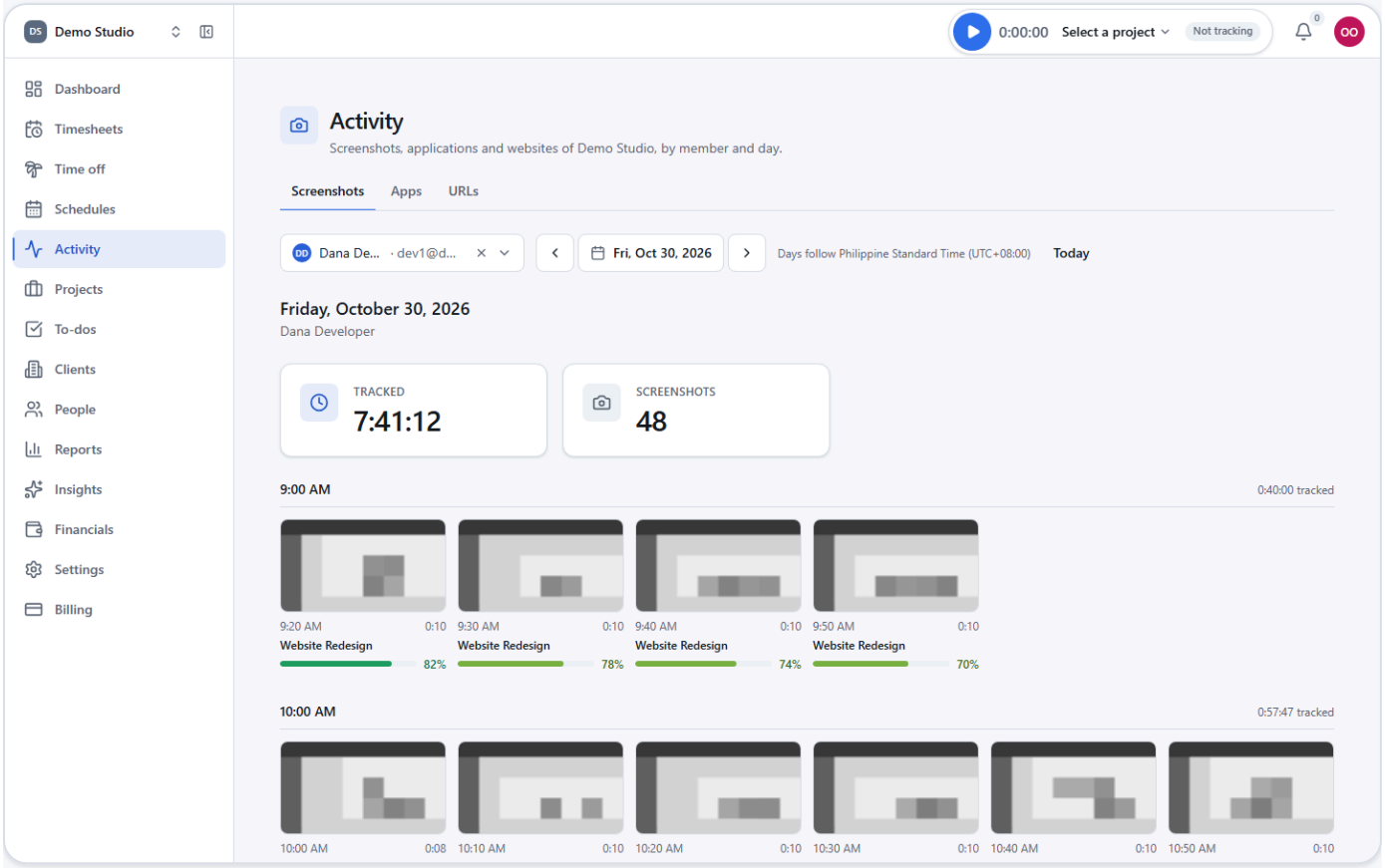
- Testing both roles on one computer? Sign the desktop app in as the worker, and use the browser (or a private window) as the owner. Check the account name on the Authorize page every time.

See what your team worked on

Screenshots, apps and websites per person and day, with the activity level of every 10 minutes.

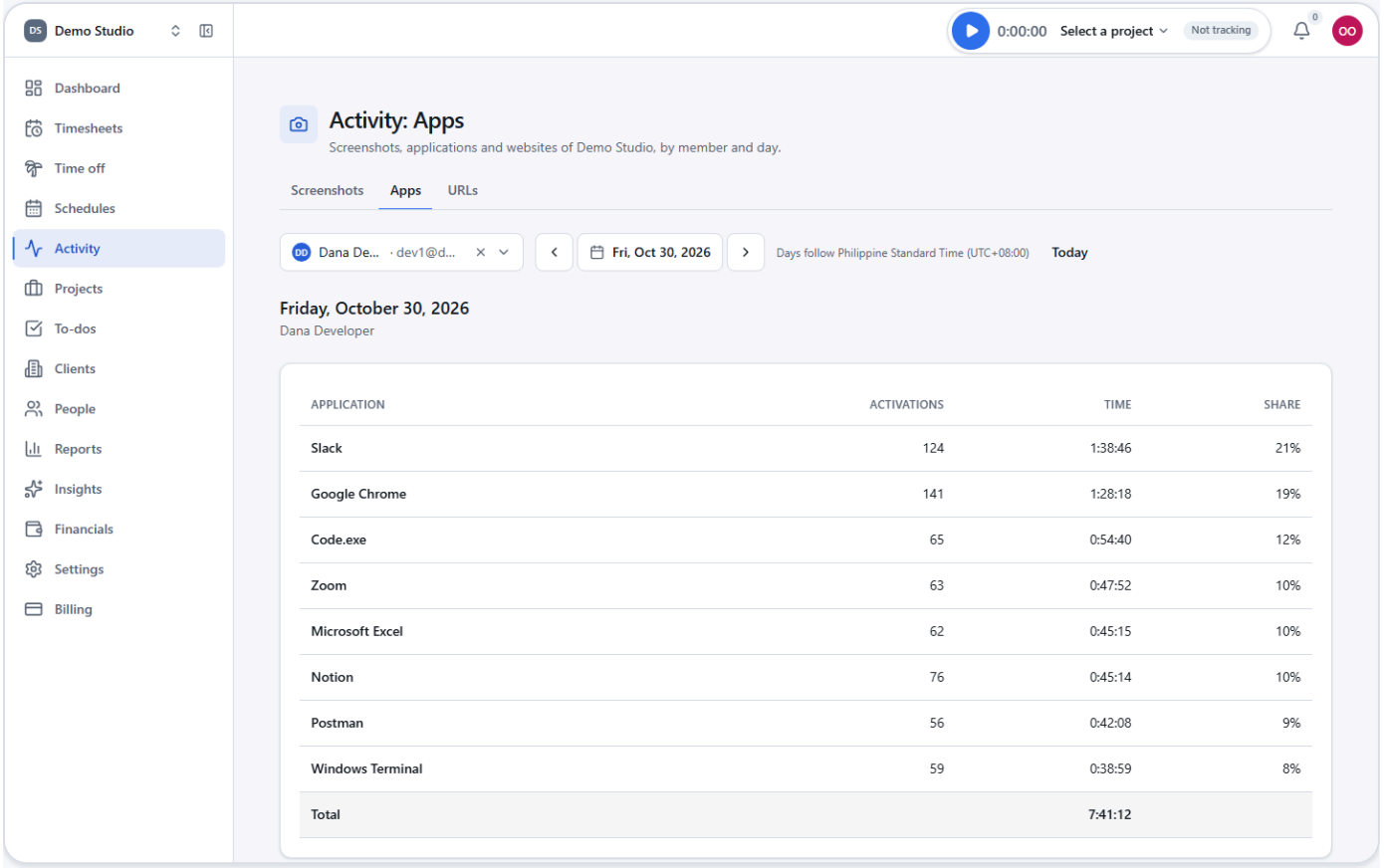
Owners and managers

1. Open Activity, pick a member and a day. Screenshots are grouped by hour; each shows the time, project and activity level. Click one to enlarge it.



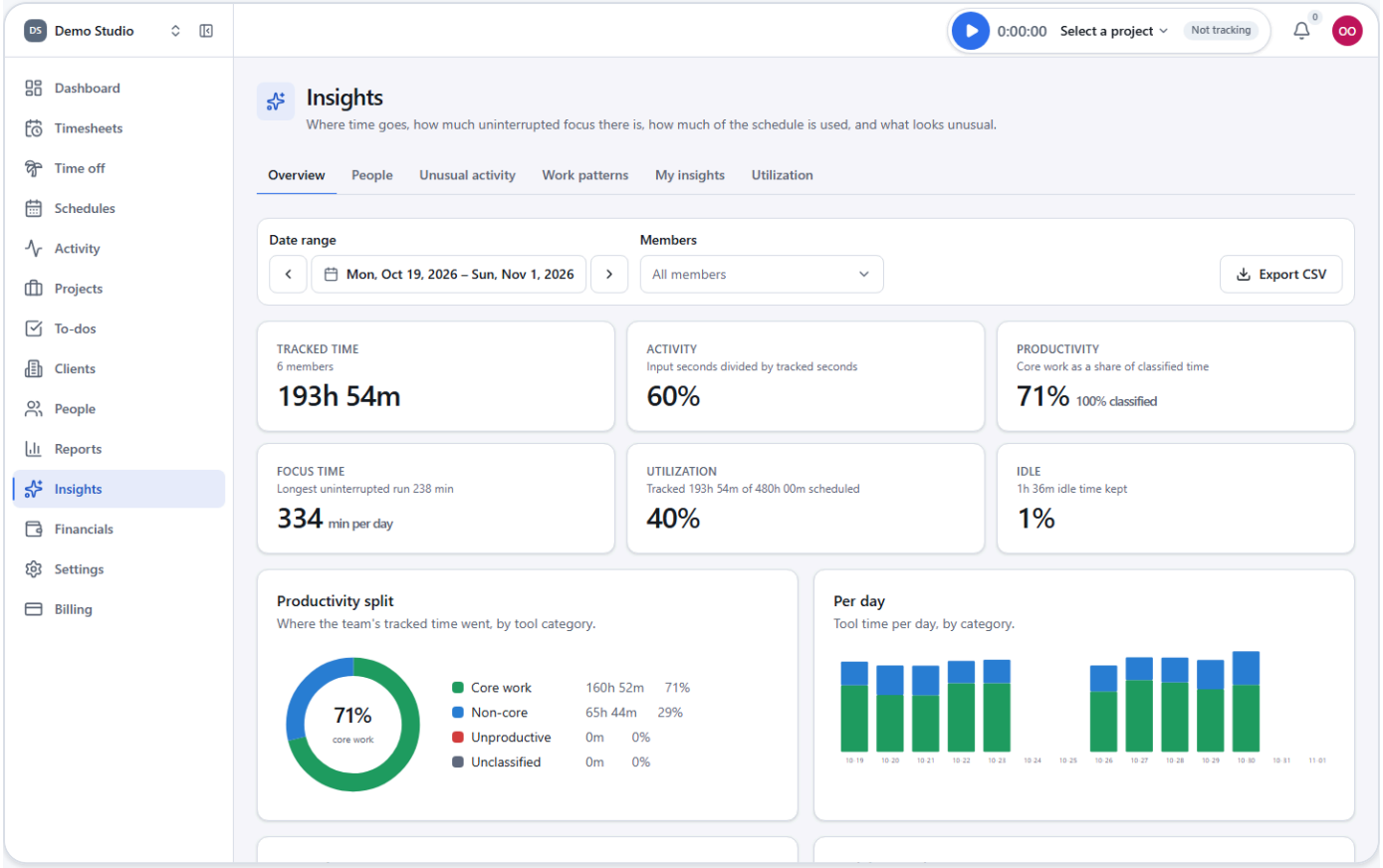
Activity > Screenshots

2 The Apps and URLs tabs show which applications and websites were used, how often and for how long.



Activity > Apps

3 Insights sums it up for the whole team: focus time, utilization against schedules, productivity by app category and unusual activity.



Insights overview

Good to know

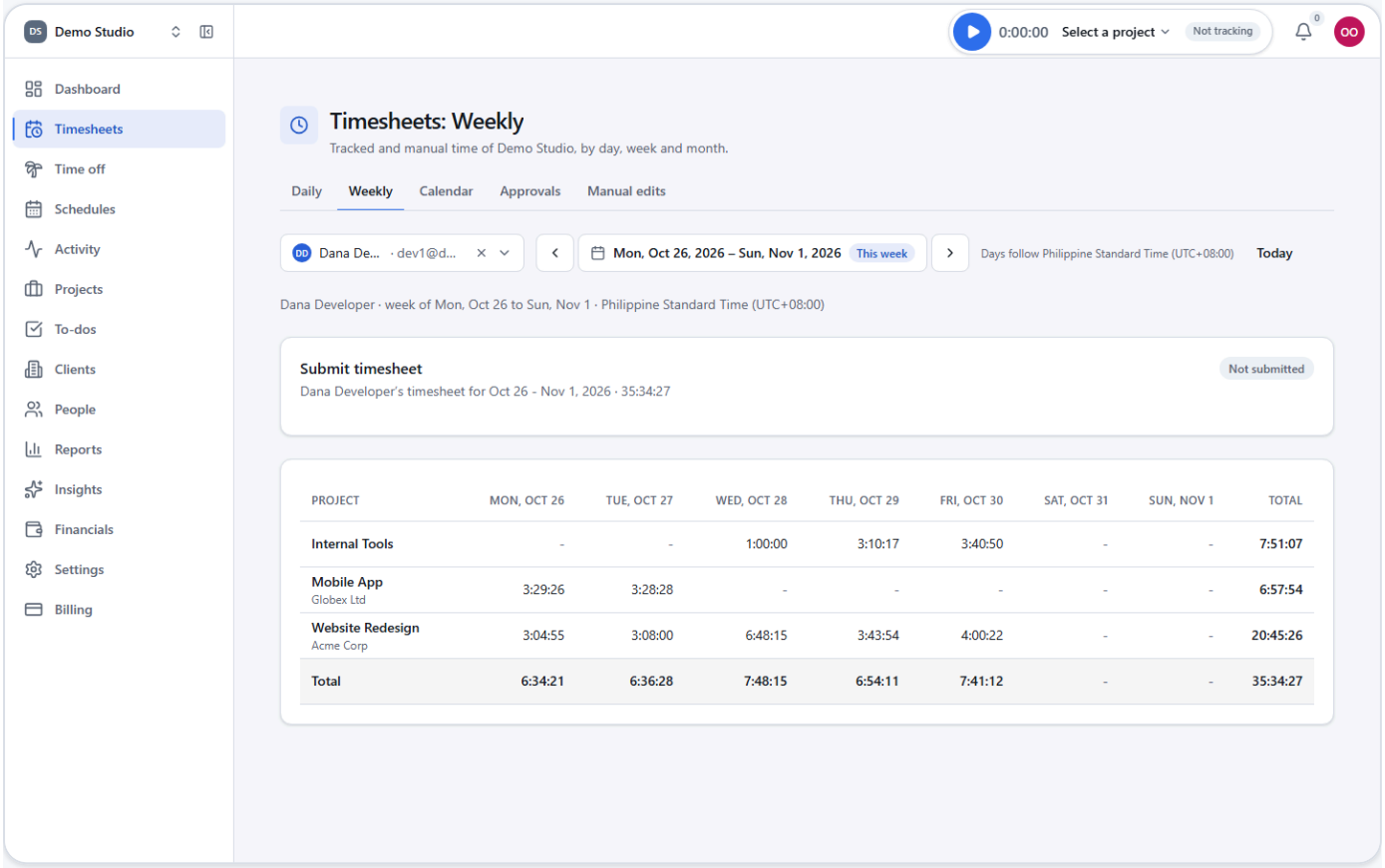
- Members see the same pages for their own time only, so they always know what was recorded.

Submit and approve timesheets

Lock each week's hours before payroll and invoicing so nobody changes them afterwards.

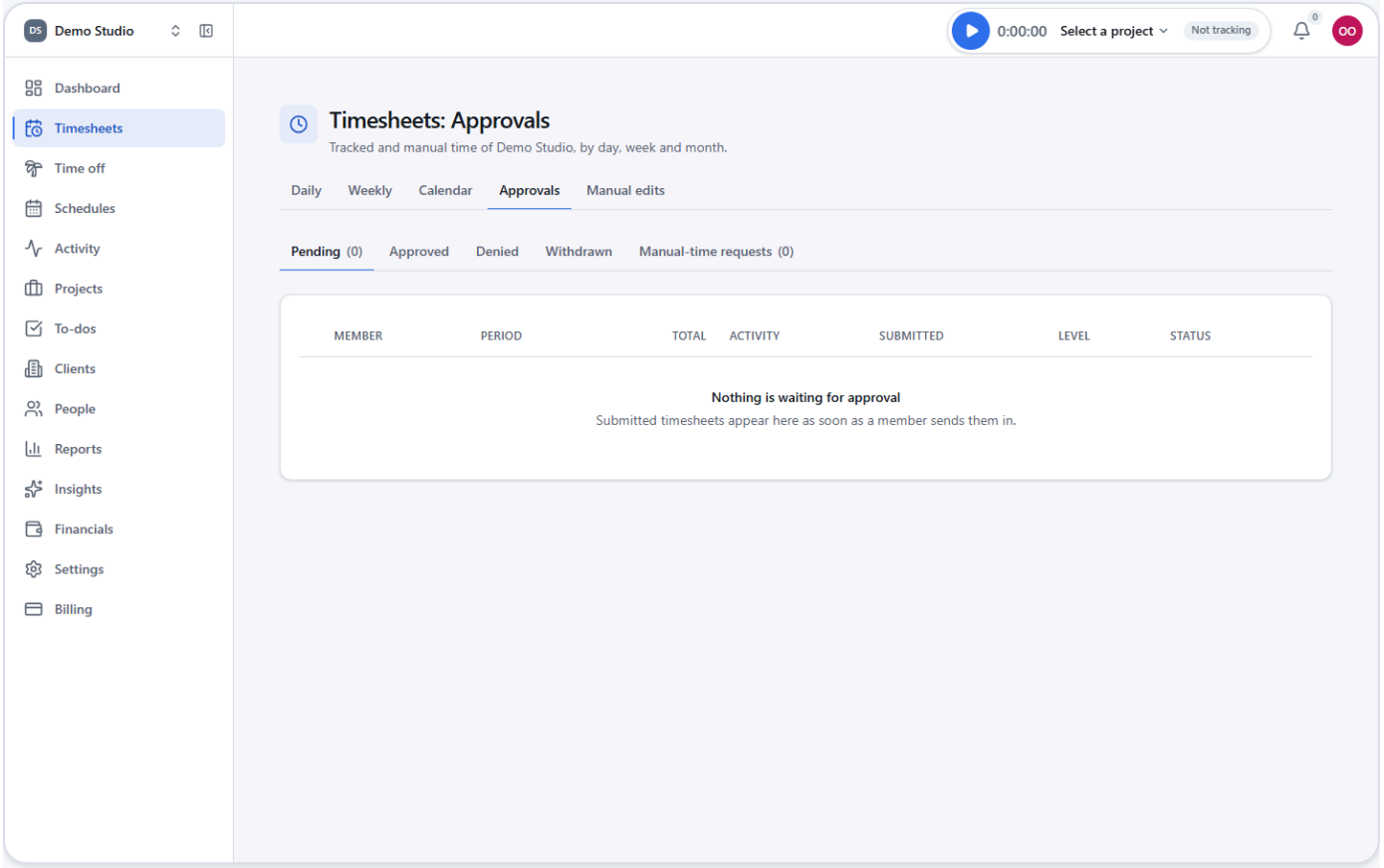
Members submit; managers approve

1. Members open Timesheets > Weekly, check the week and click Submit. The grid shows hours per project and day.



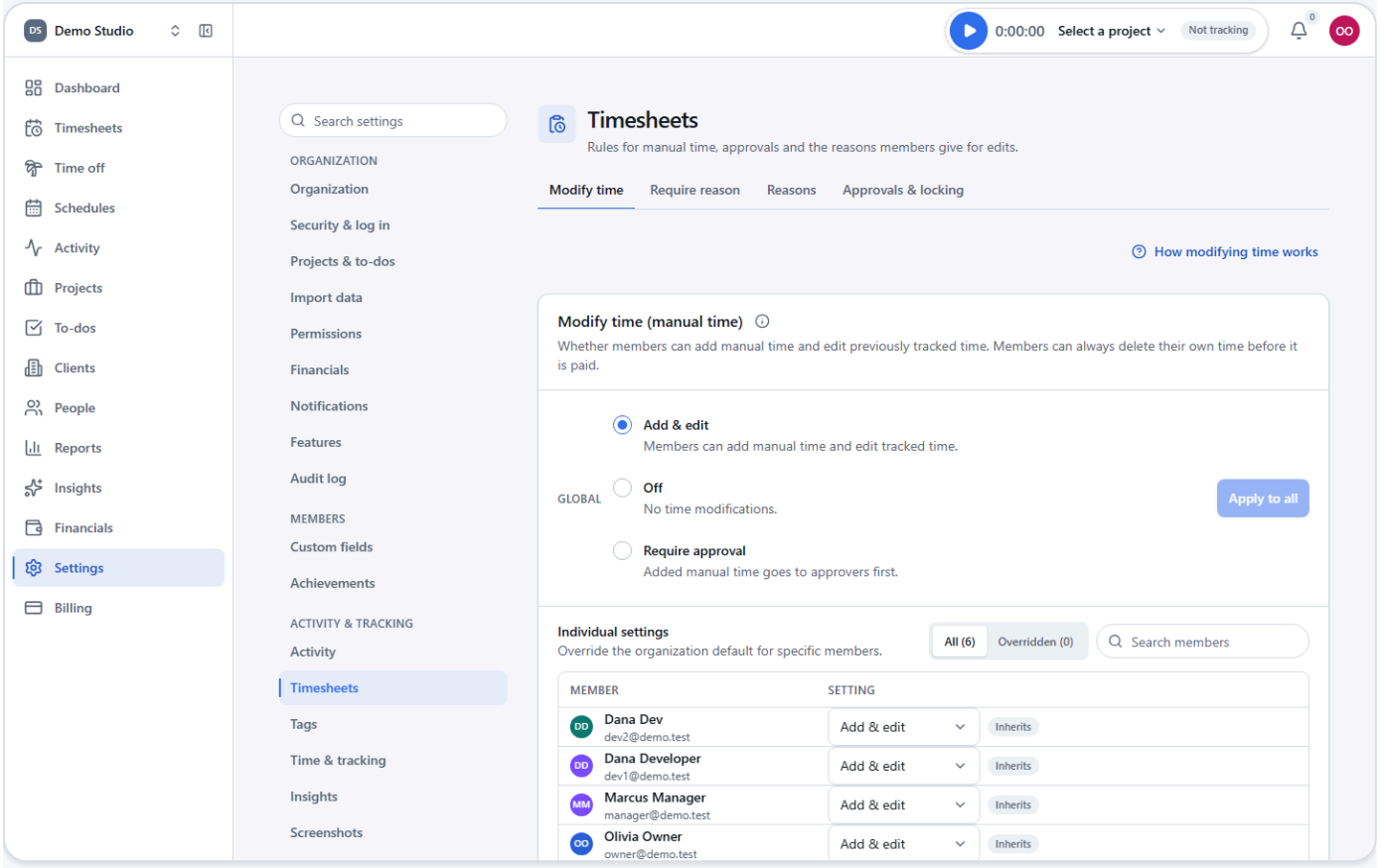
Timesheets > Weekly with Submit timesheet

2 Managers open Timesheets > Approvals. Pending timesheets and manual-time requests wait here; approve or deny with a comment.



Timesheets > Approvals

3 Owners set the rules in Settings > Timesheets: the period, whether approval is needed, and when approved time locks.



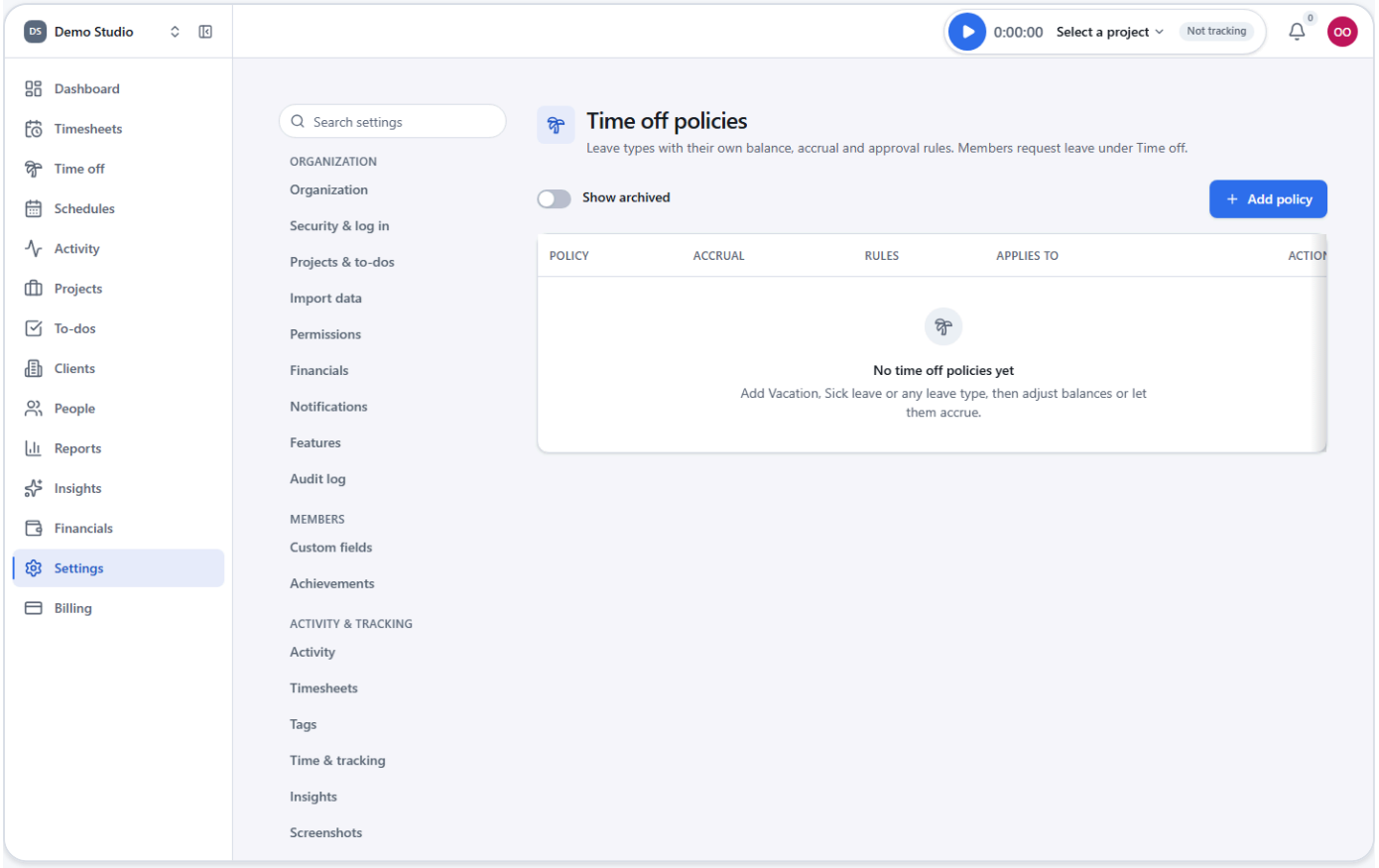
Settings > Timesheets

Time off and holidays

Leave types with balances and approvals, and a team calendar of who is away.

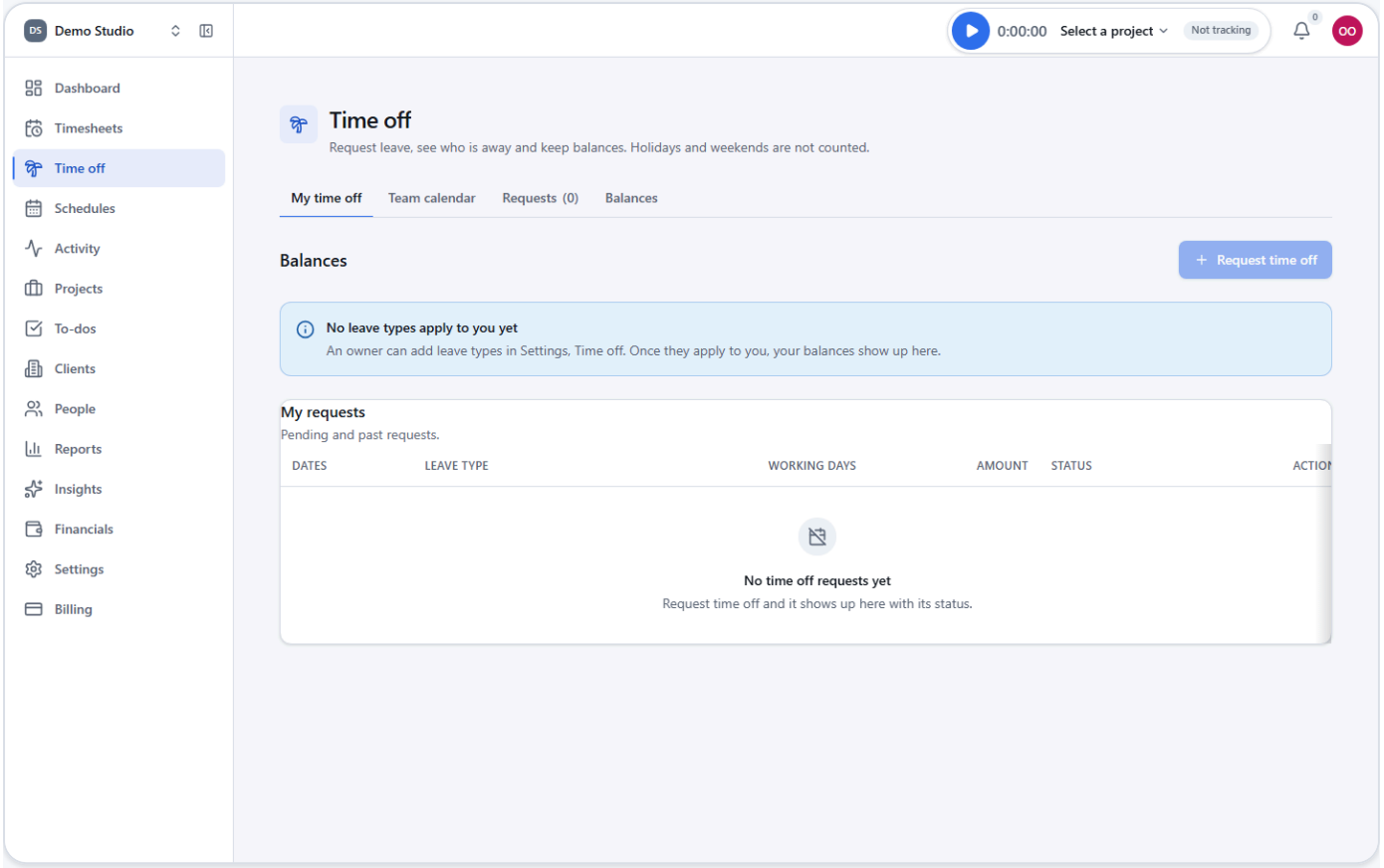
Owners set policies; members request

1. Owners open Settings > Time off and click Add policy for each leave type (vacation, sick leave...), with its accrual, rules and who it applies to. Holidays are set in Settings > Holidays.



Settings > Time off policies

2 Members open Time off and click Request time off. The Team calendar tab shows who is away; managers approve under Requests.



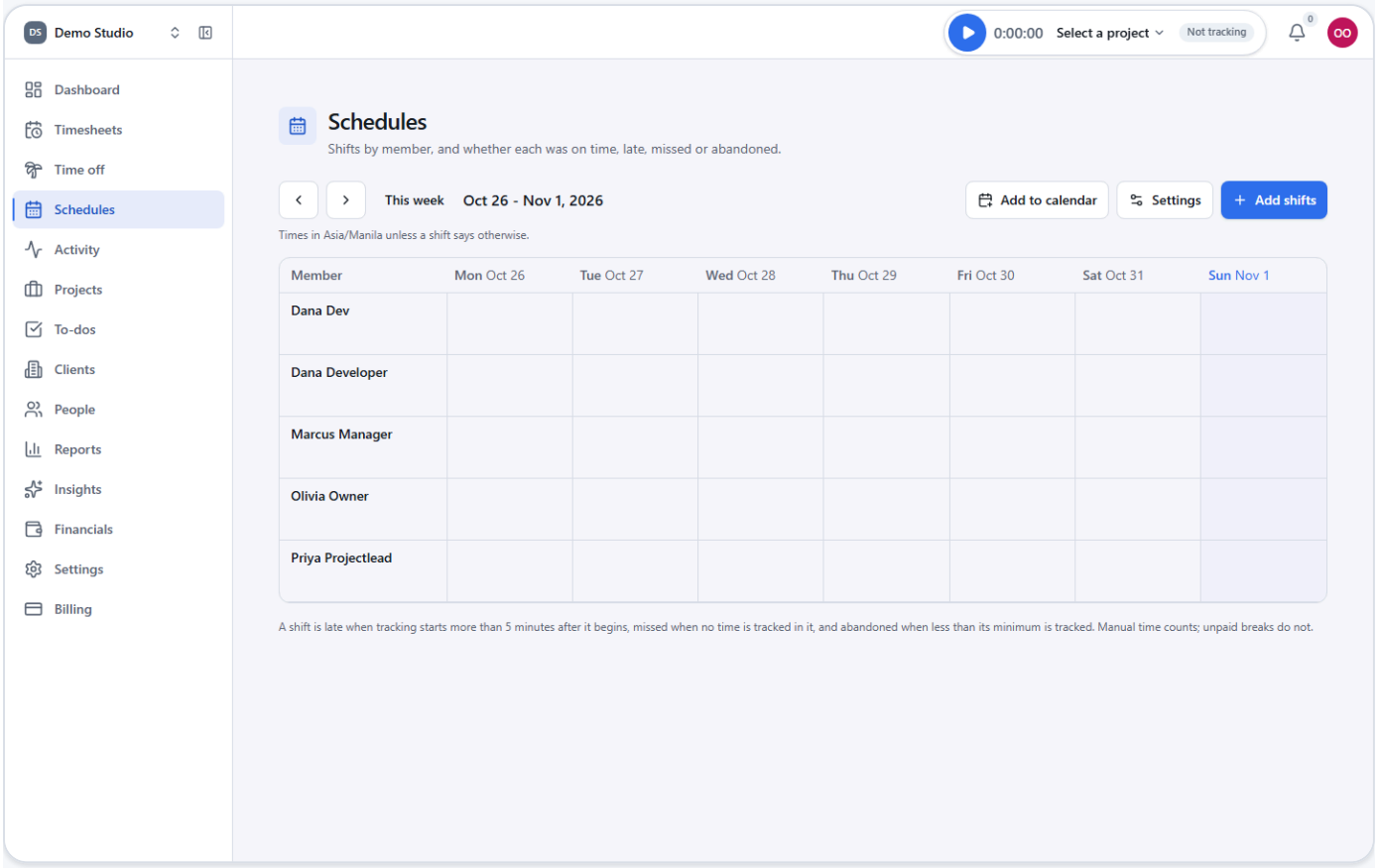
Time off

Schedule shifts and check attendance

Plan who works when, and see who was on time, late, missed or left early.

Owners and managers

1. Open Schedules and click Add shifts. Each shift has a member, times and an optional project and minimum. Afterwards each shift is marked on time, late, missed or abandoned, and the Attendance report lists it.



Schedules: one row per member, one column per day

Good to know

- Add to calendar gives each member a calendar feed of their shifts for Google Calendar or Outlook.

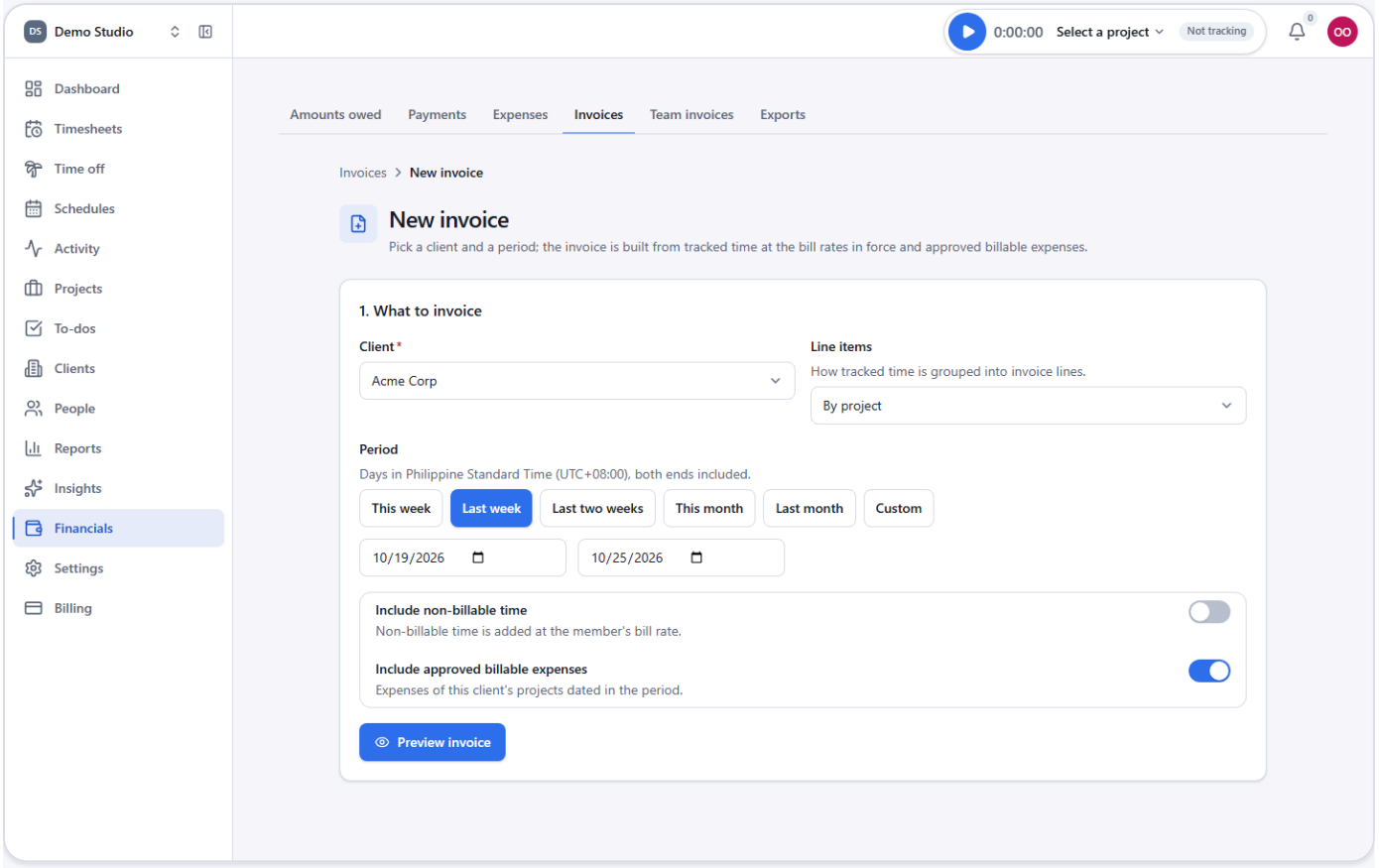
PART 4 · BILL CLIENTS AND PAY YOUR TEAM

Invoice a client for tracked time

Turn tracked hours (and approved expenses) into an invoice, with or without tax.

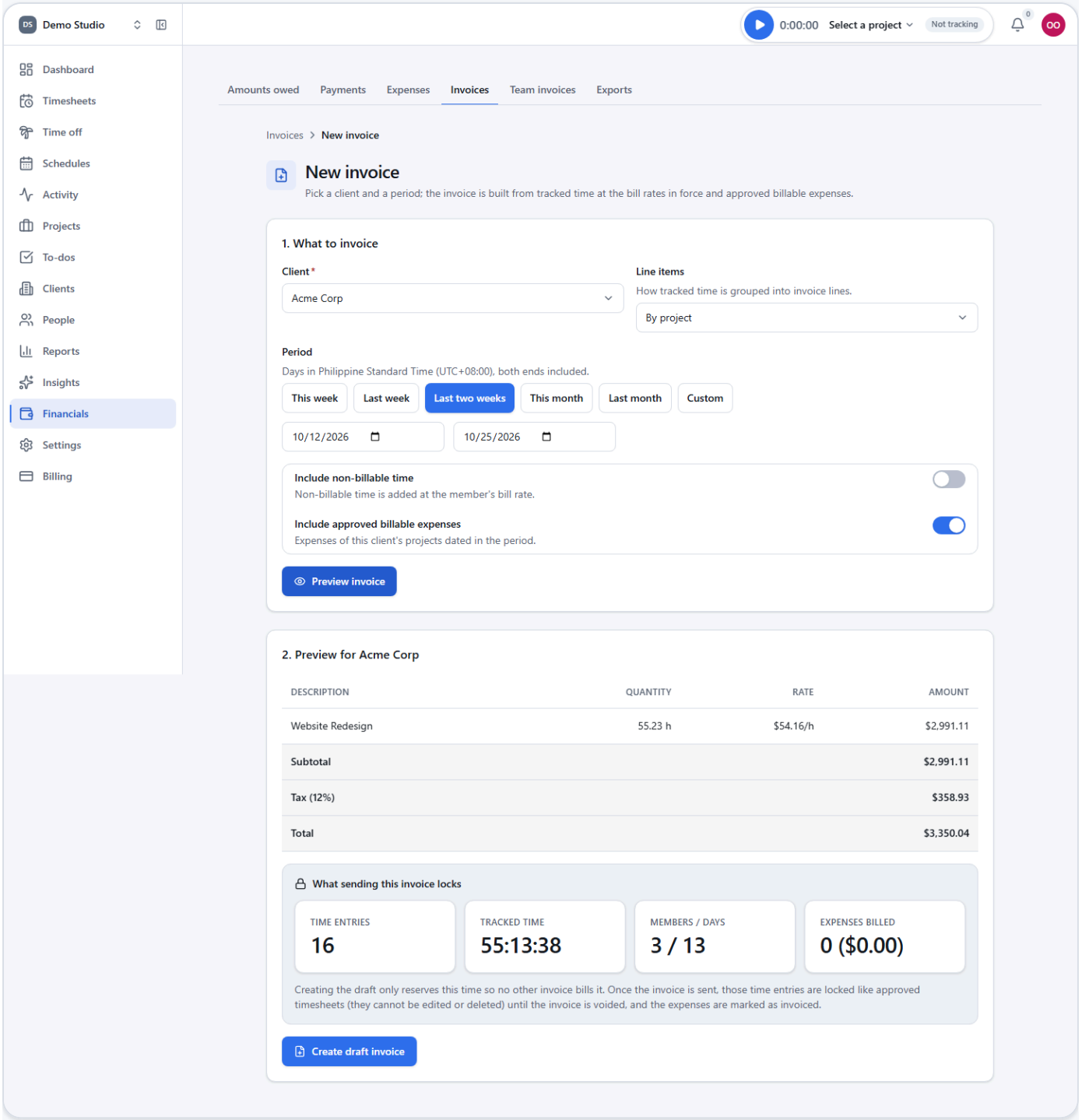
Owners and managers with financial access

1. Open Financials > Invoices and click New invoice. Pick the client, how lines are grouped (by project, member or to-do) and the period. Choose whether non-billable time and approved expenses are included.



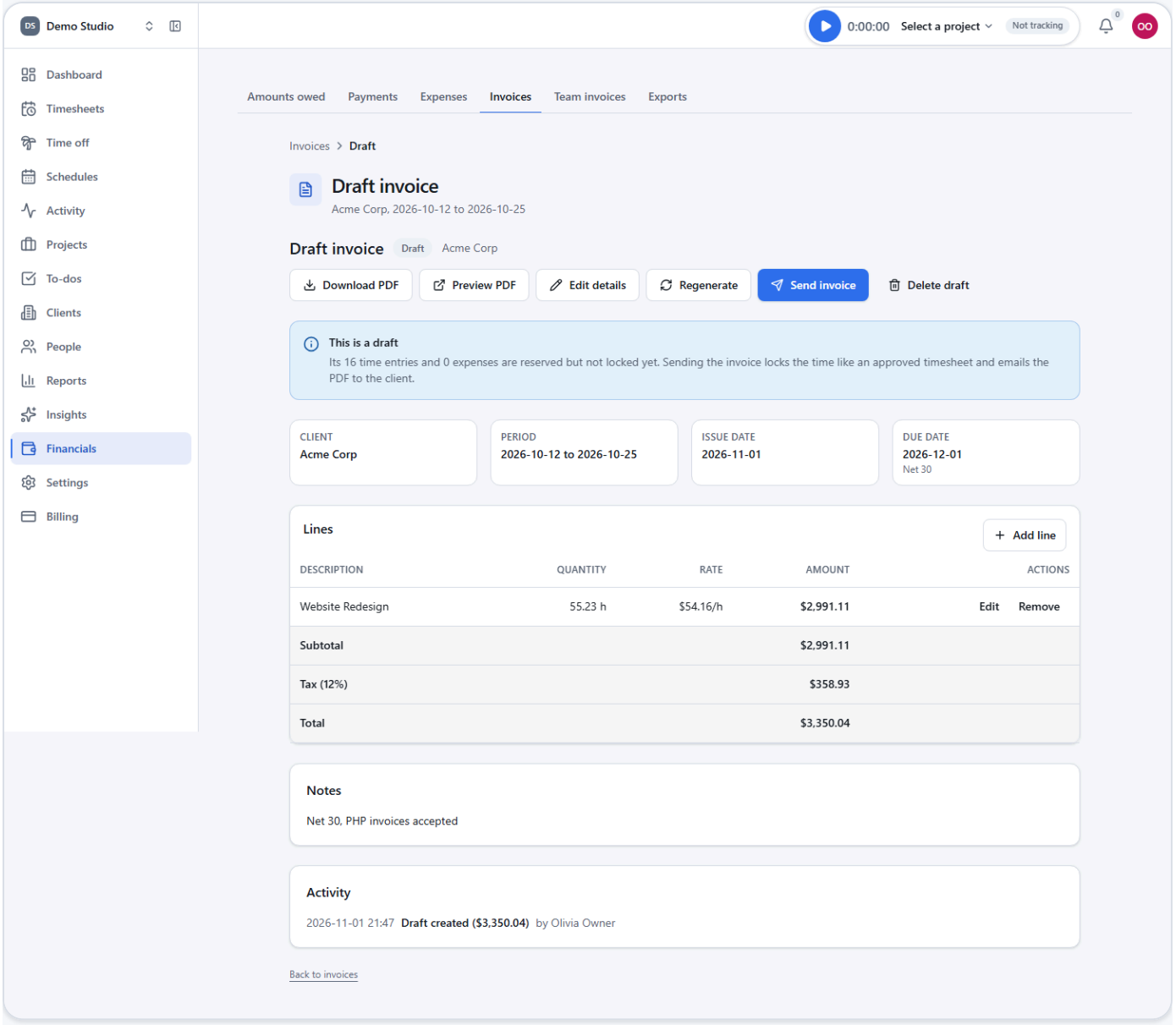
New invoice: client, grouping and period

2. Click Preview invoice to see every line, the hours and the rates before anything is saved. Tax is optional: it is added only when the client has a tax rate, so you can invoice with or without tax.



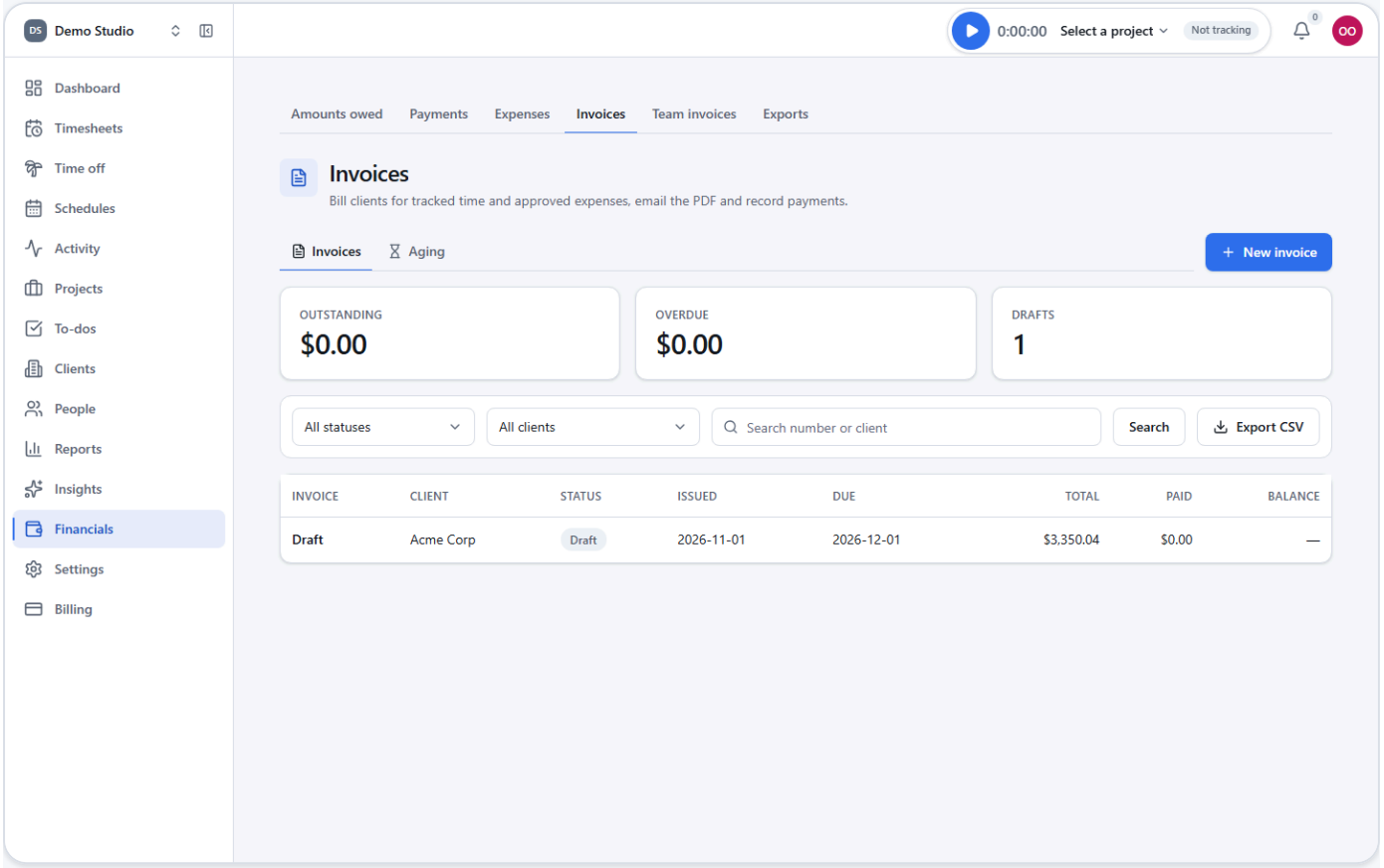
The invoice preview

3 Click Create draft invoice. From the draft you can edit lines, download the PDF, send it by email and record payments.



A draft invoice

4 The Invoices list shows what is outstanding and overdue; the Aging tab shows how late unpaid invoices are.



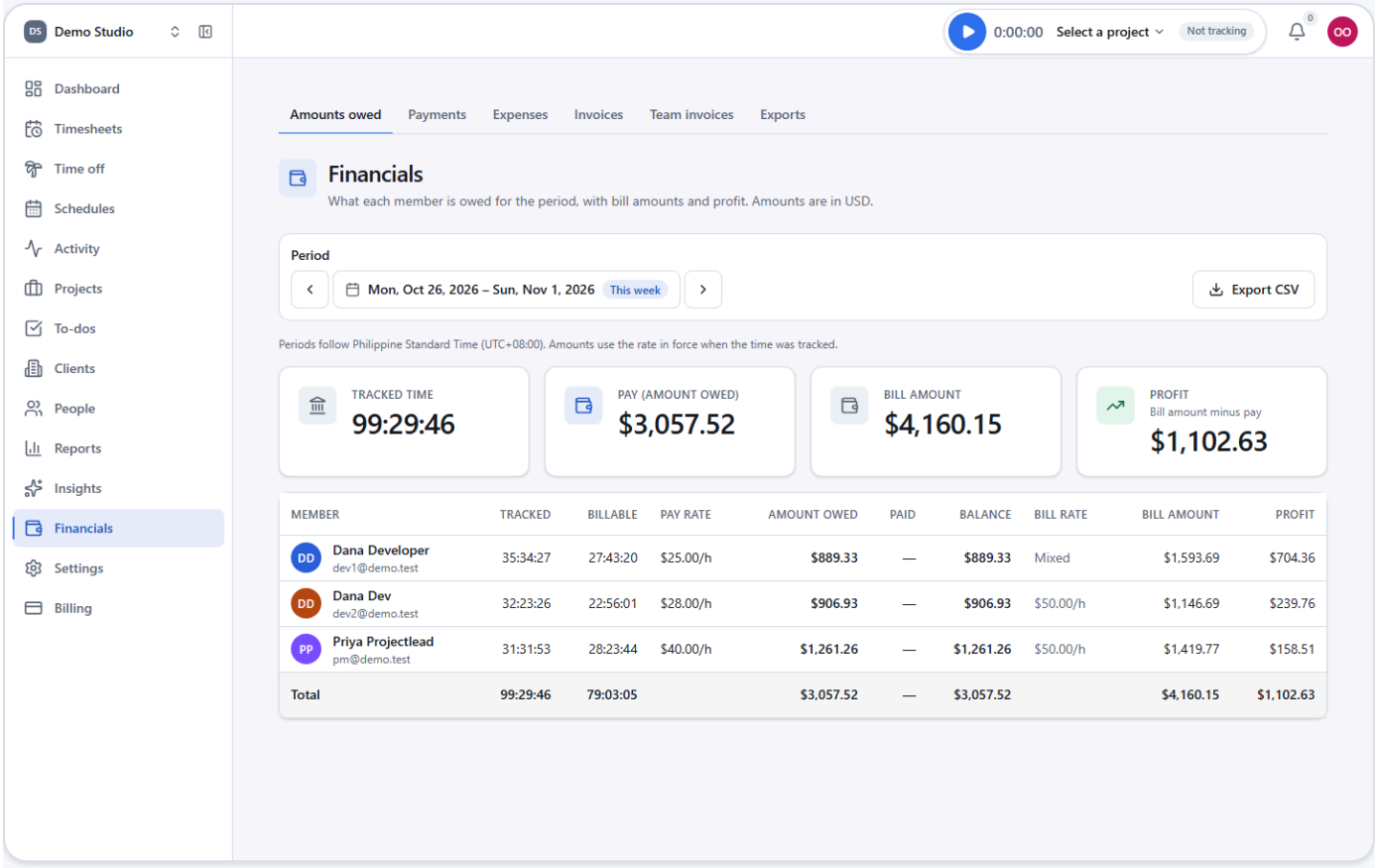
Financials > Invoices

Pay your team from tracked time

See what each person is owed, record payments and export payroll files.

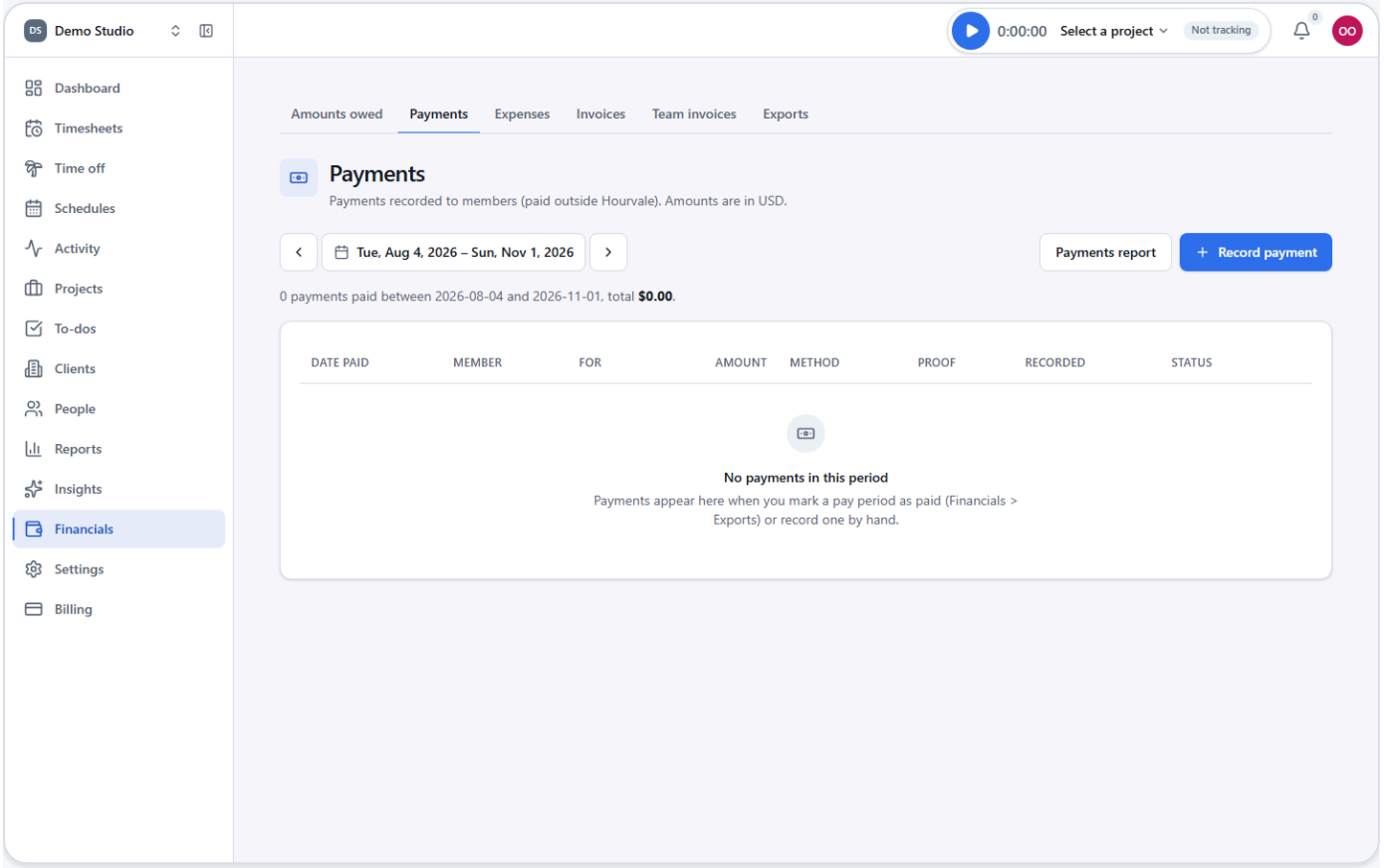
Owners and managers with financial access

1. Open Financials. Amounts owed shows, for the period, each member's tracked and billable time, the rate in force and the amount owed.



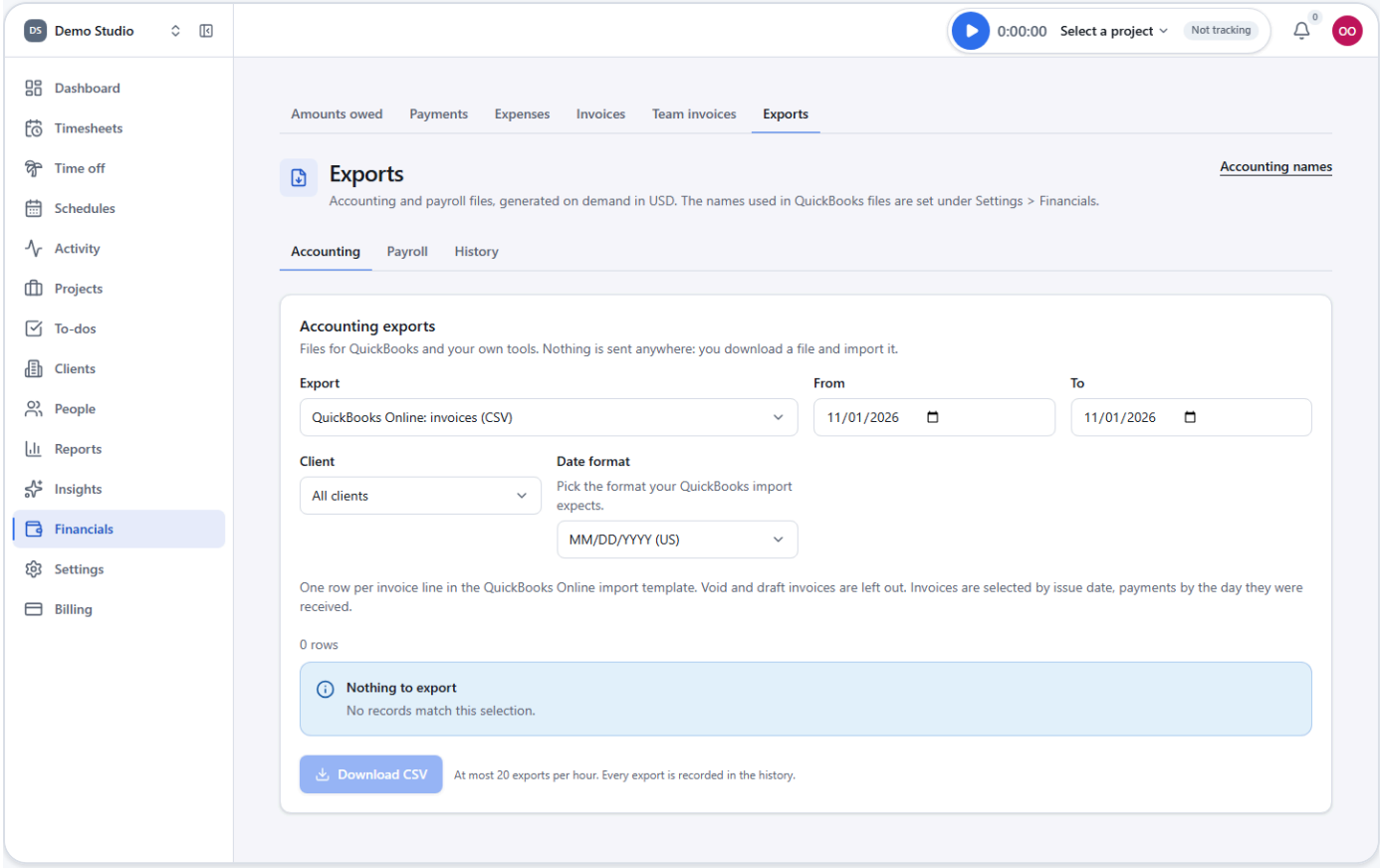
Financials > Amounts owed

2 Record each payment (date, amount, method and an optional proof) under Payments. Hourvale records payments you made elsewhere; it does not move money.



Financials > Payments

3 Exports creates accounting and payroll files (for example QuickBooks Online) for any period. Nothing is sent anywhere: you download the file.



Financials > Exports

Good to know

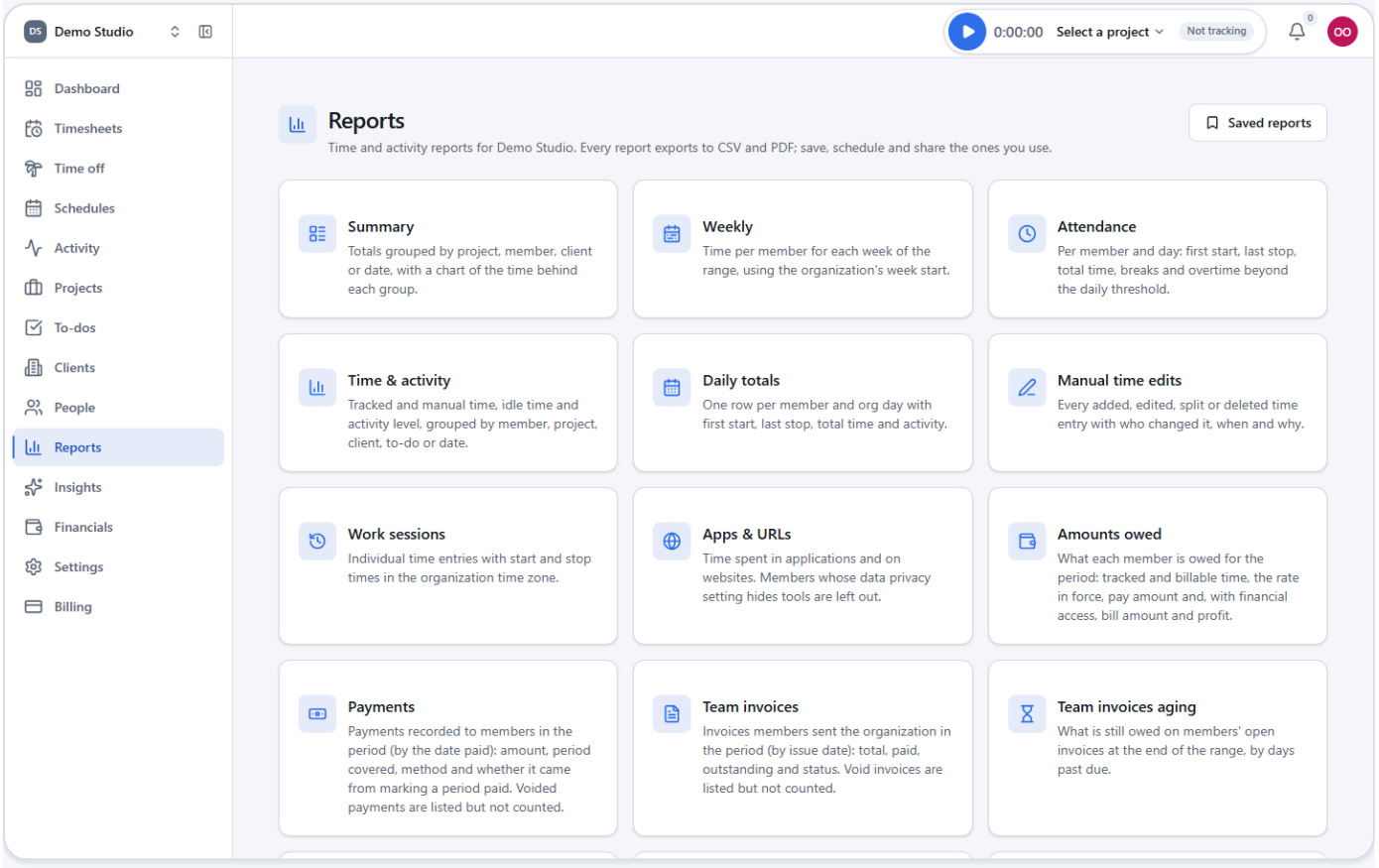
- Members who invoice you (freelancers) can send team invoices from Financials > Team invoices; you see them in the same list.
- Expense categories, invoice numbering and accounting names are set in Settings > Financials.

Run, save and share reports

Every number in Hourvale is in a report you can filter, export, schedule and share with a client.

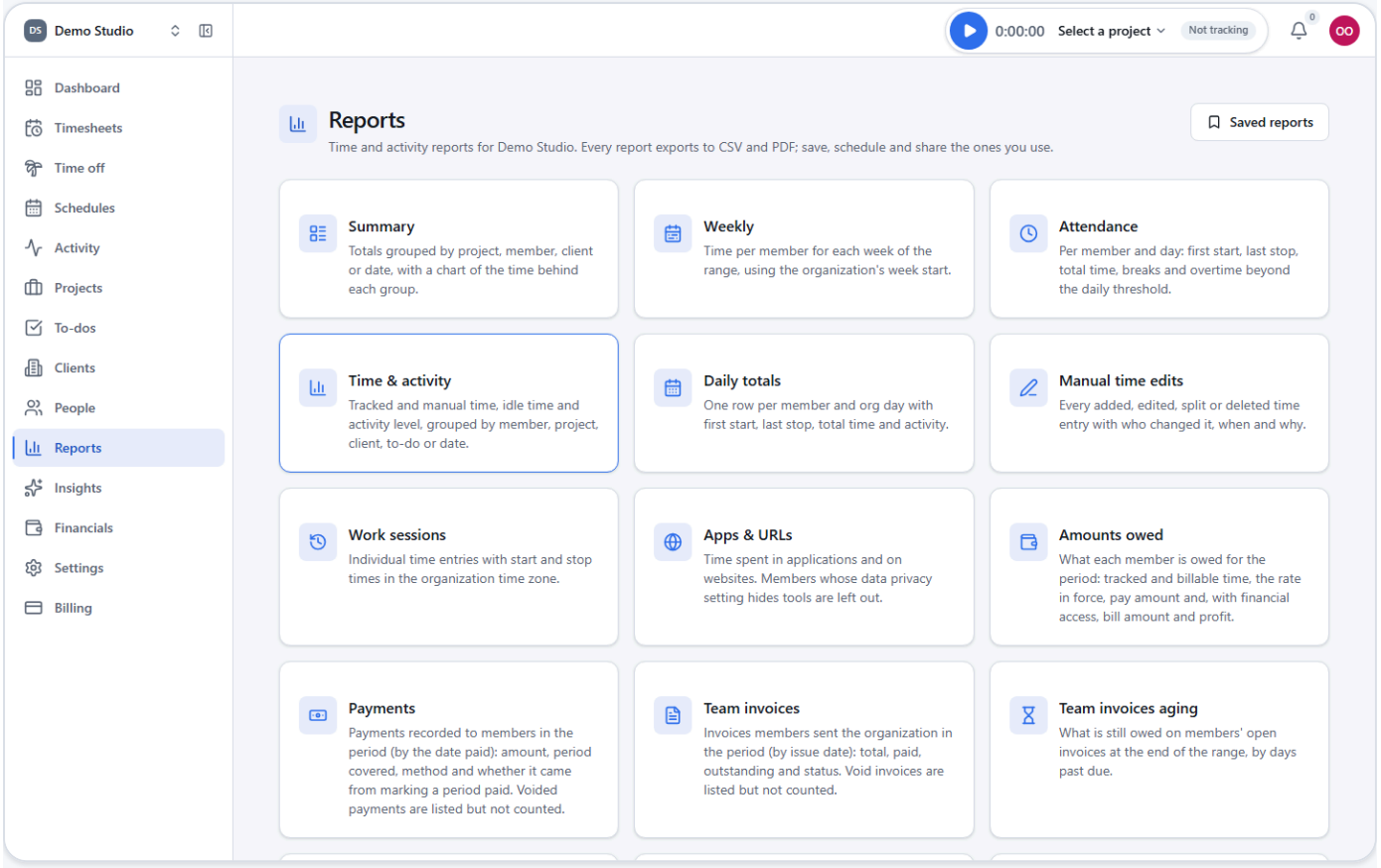
Owners, managers and team leads

1. Open Reports and pick one: Summary, Weekly, Attendance, Time & activity, Daily totals, Manual time edits, Work sessions, Apps & URLs, Amounts owed, Payments and the team invoice reports.



Reports

2 Filter by date, member, project or client, then export to CSV or PDF. Save a report to reuse its filters, schedule it by email, or share a read-only link with a client.



A report

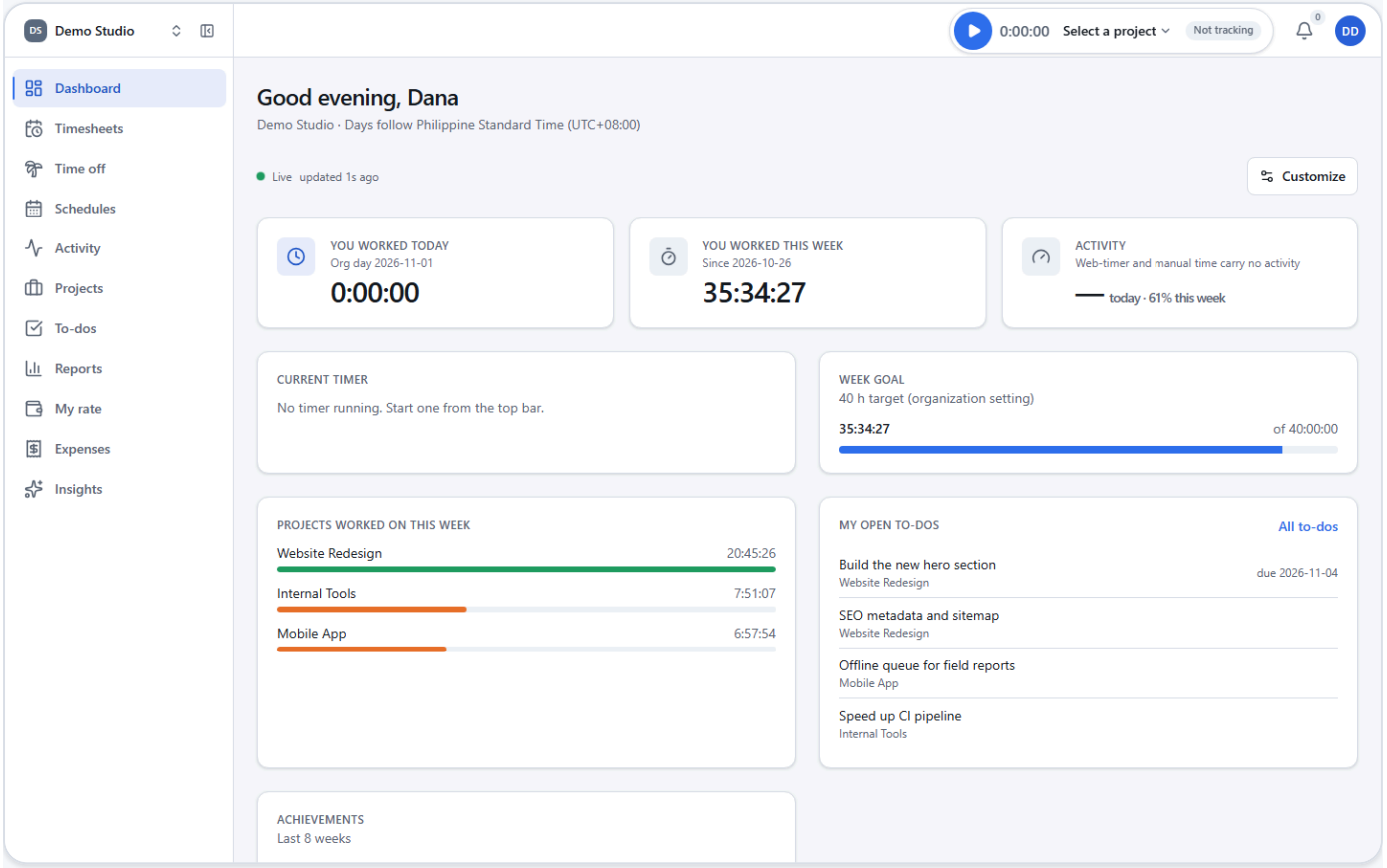
PART 5 · FOR TEAM MEMBERS

Your day as a team member

Everything you need: your time, your to-dos, your goal and exactly what was recorded about you.

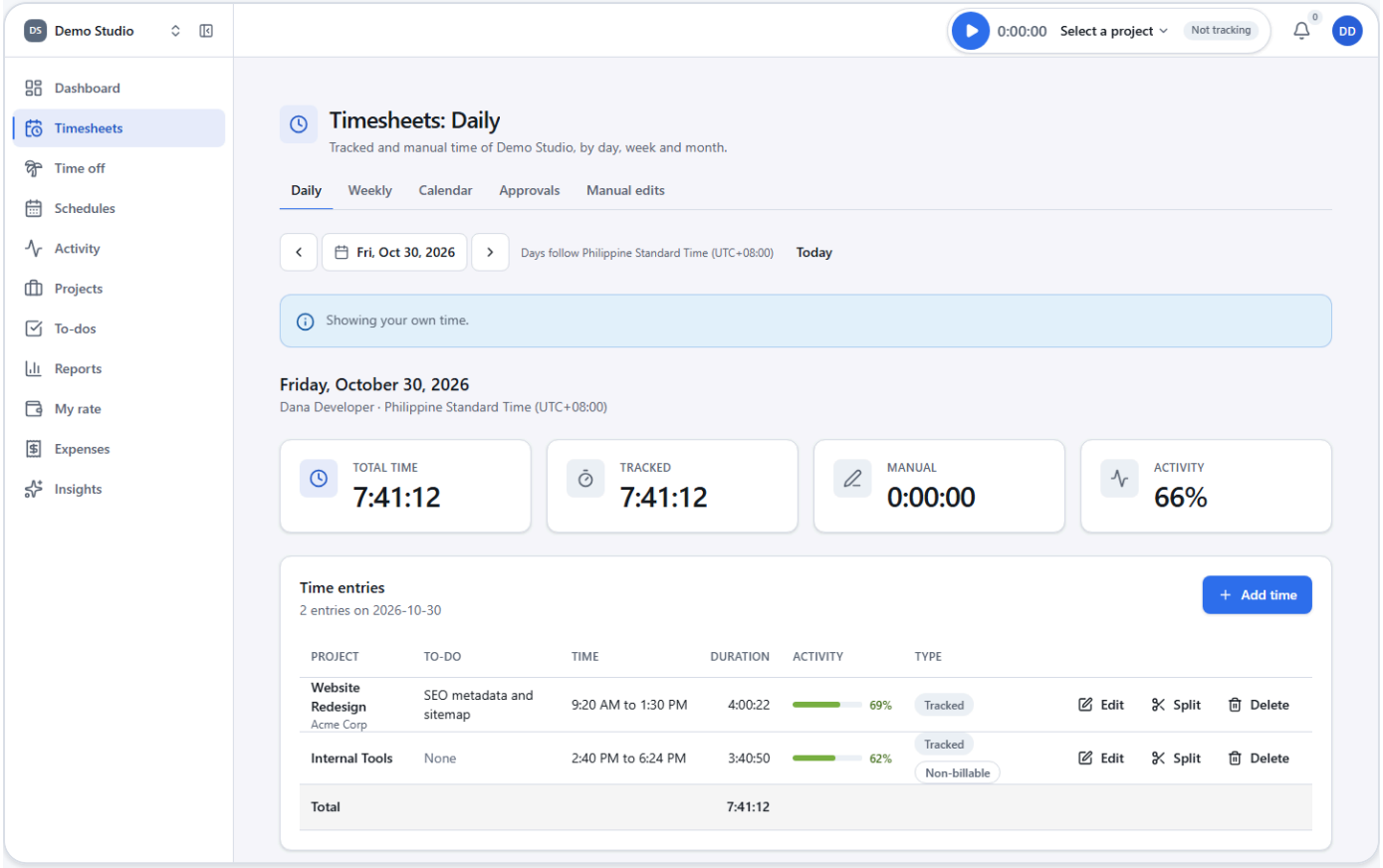
Members

1. Your Dashboard shows today's and this week's time, your activity, the week goal, the projects you worked on and your open to-dos.



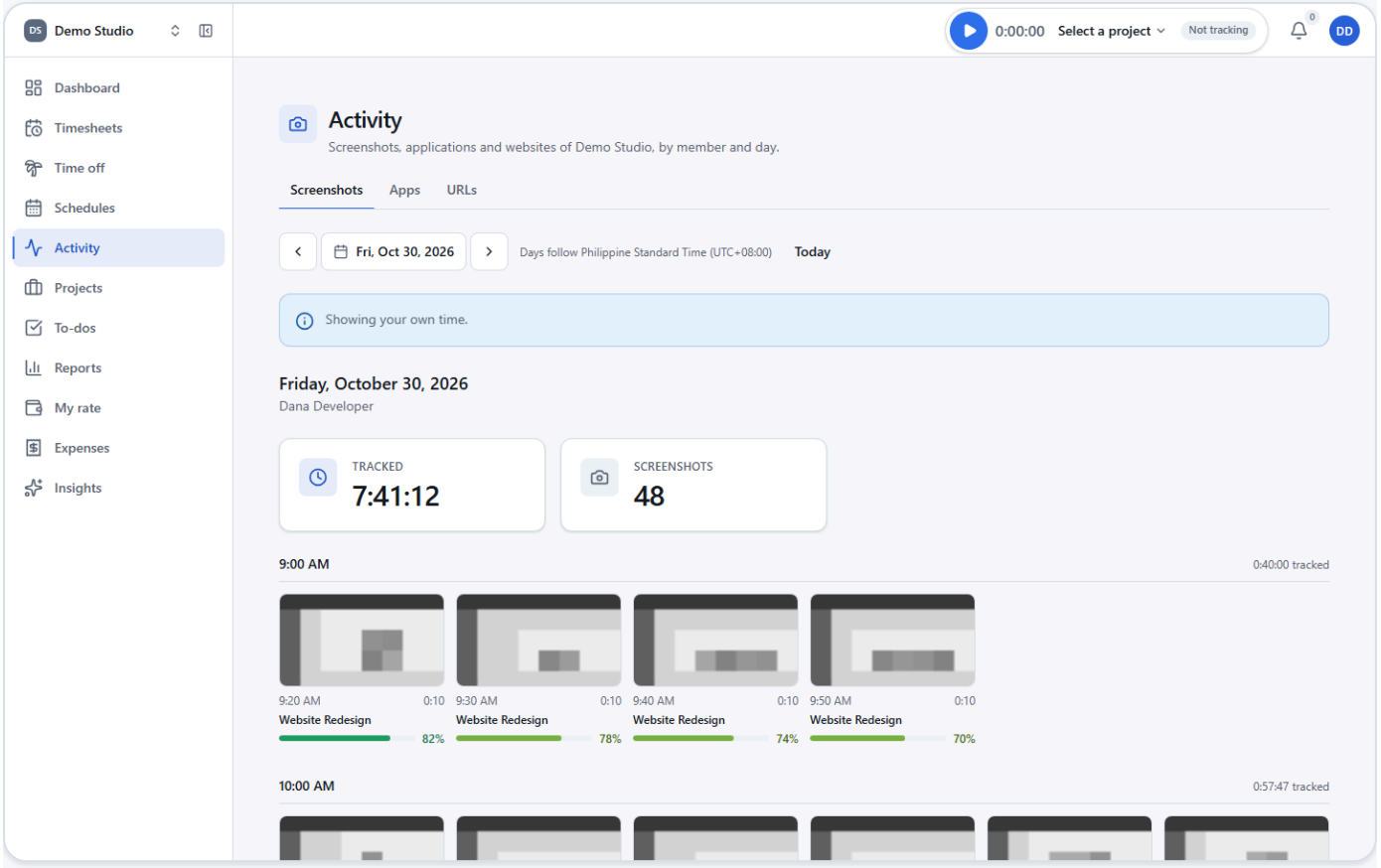
A member's dashboard

2 Timesheets shows your own entries by day, week and calendar. Add time you forgot (with a reason) and submit your week.



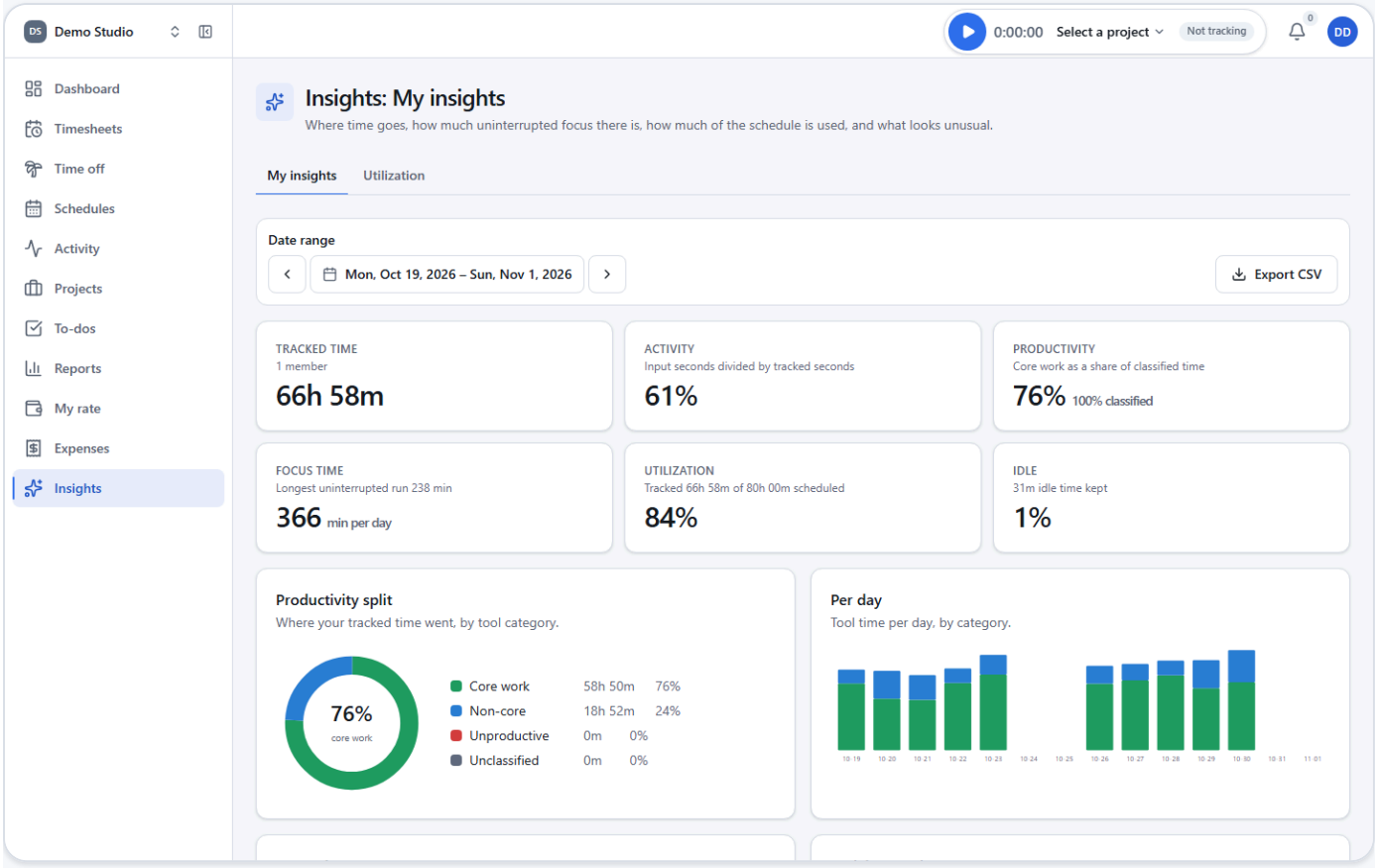
Your timesheet

3 Activity shows your own screenshots and apps, the same view your manager has, so nothing is hidden from you.



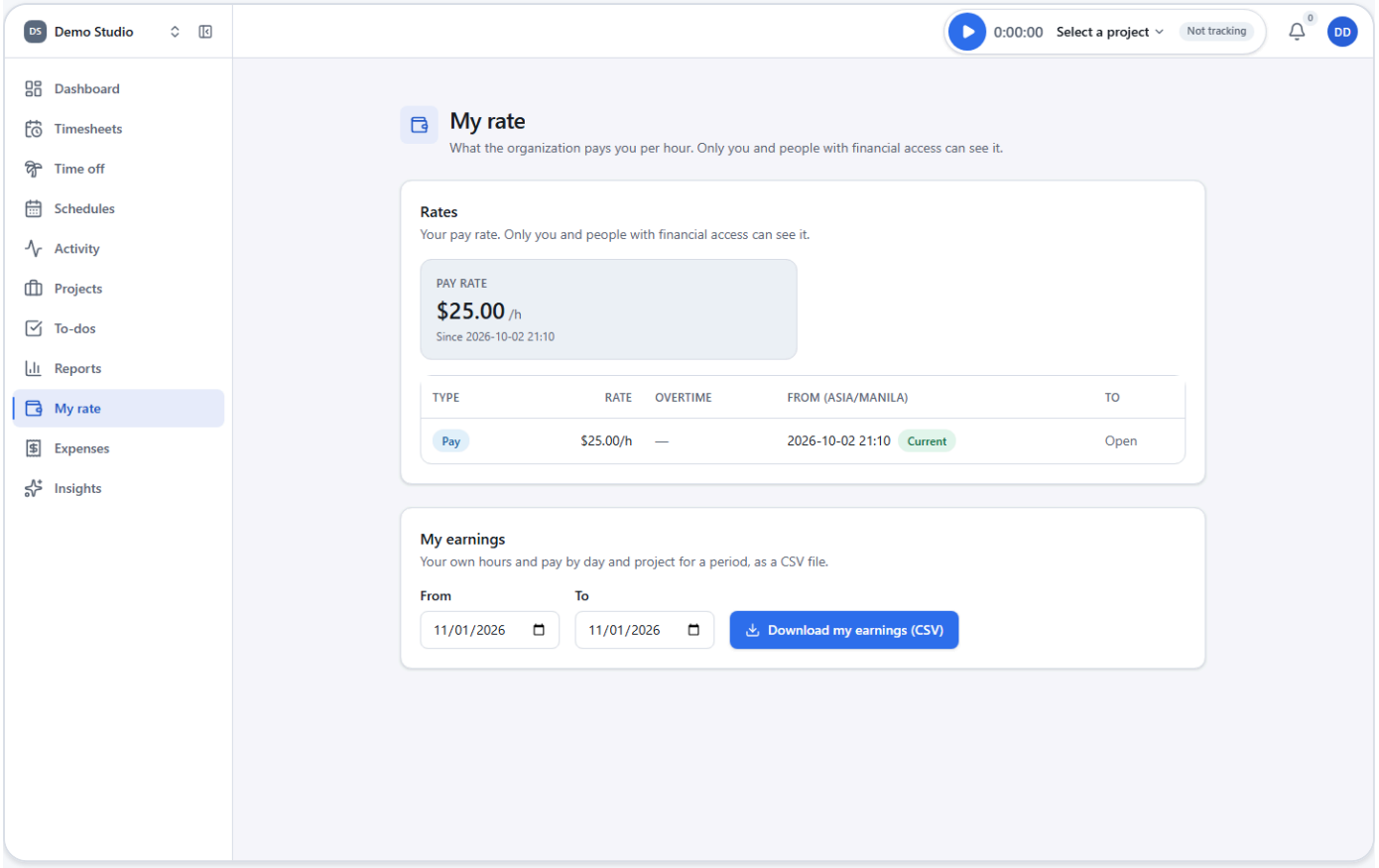
Your own activity

4 My insights shows your focus time, activity and how your time splits across tools.



My insights

5 My rate shows your pay rate history, and Time off holds your balances and requests.



My rate

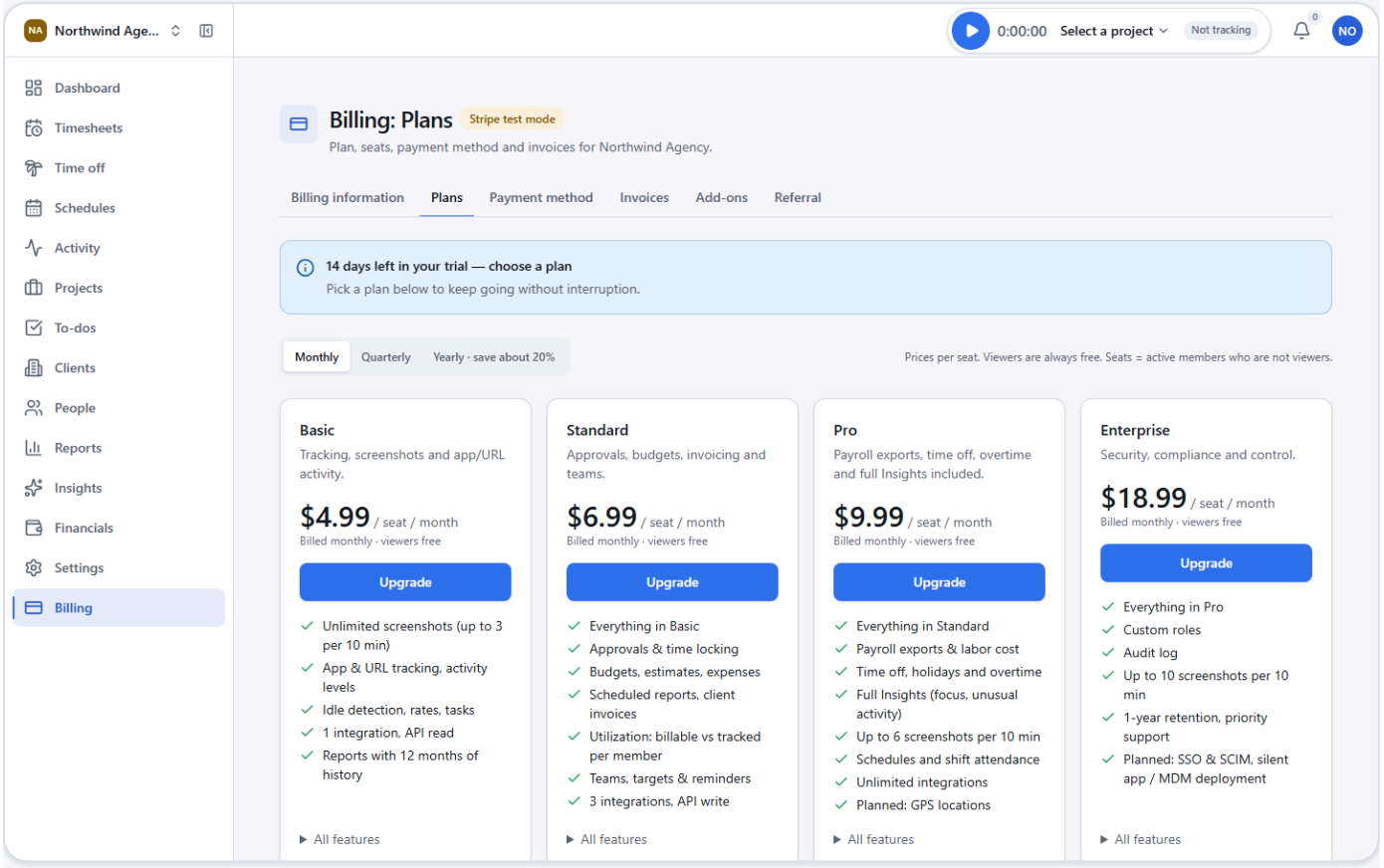
PART 6 · PLANS, APPS AND INTEGRATIONS

Choose a plan, pay and cancel

The 14-day trial includes everything; pick a plan before it ends, per seat, monthly or yearly.

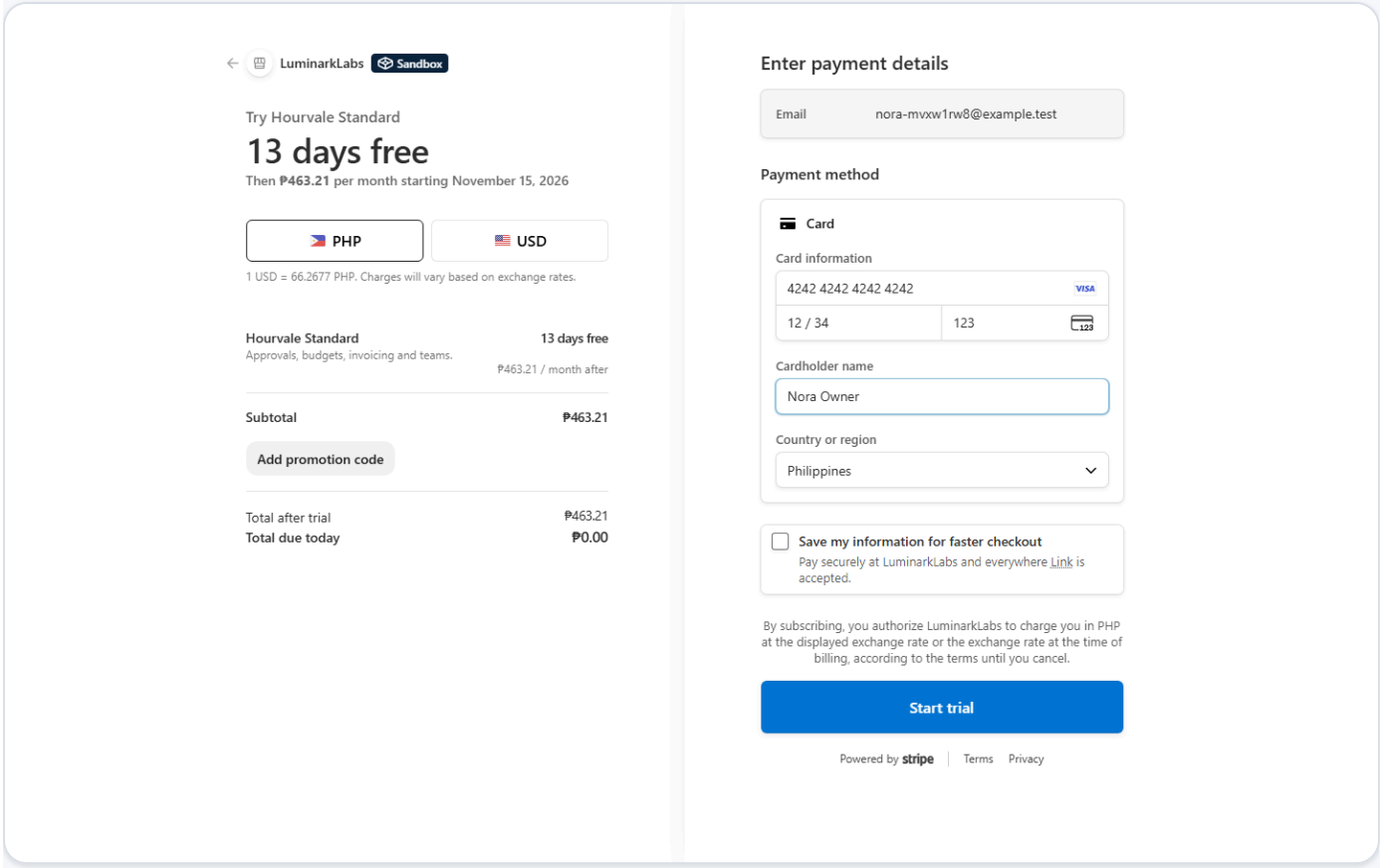
Owners

1. Open Billing > Plans. Compare Basic, Standard, Pro and Enterprise, switch between monthly and yearly, and click the plan you want. Viewers are always free; seats are active members who are not viewers.



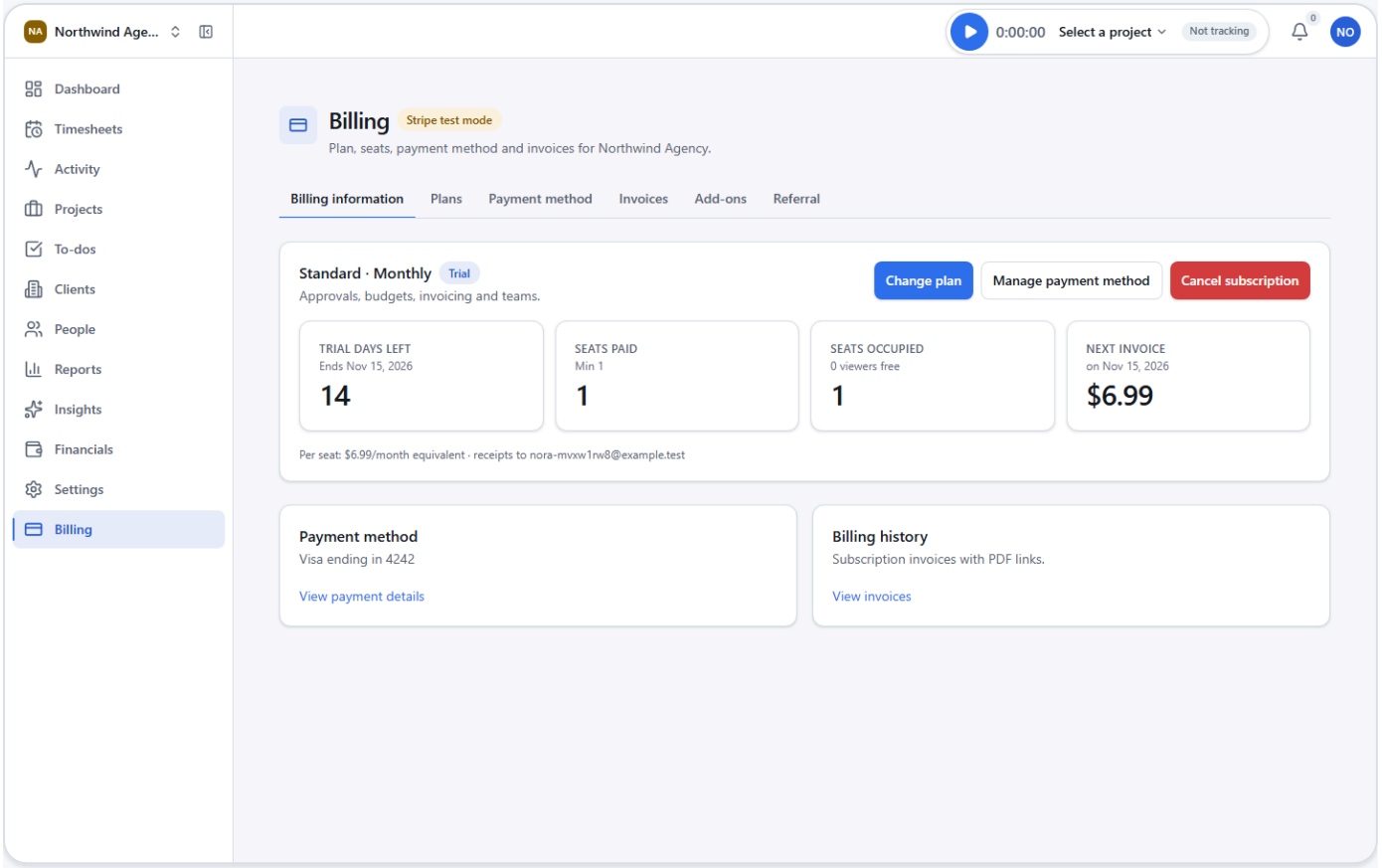
Billing > Plans

2 Review the price, then continue to the secure Stripe checkout and pay by card. Unused trial days carry over: you are only charged when the trial ends.



Stripe checkout

3 Billing shows your plan, seats, next invoice and payment method. Change plan shows the exact price difference before anything changes; Manage payment method opens the Stripe billing portal; invoices are under Billing > Invoices.



Billing information

4 Cancel subscription keeps the plan until the end of the paid period; you can resume any time before then. Nothing is deleted: after the period the organization becomes read-only until a plan is chosen.

Good to know

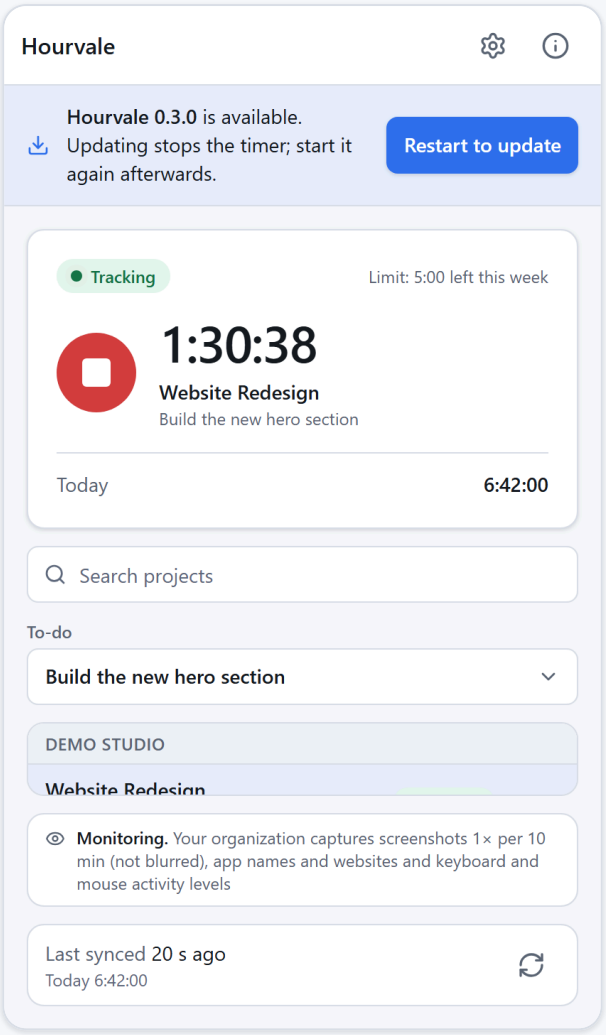
- A one-person organization can continue free on Solo (2 projects, 60 days of history, no screenshots).

Keep the desktop app up to date

The app checks for new versions on its own and installs them when you choose.

Everyone who uses the desktop app

1. When a new version is out, a notification appears and the app shows Restart to update. Click it when it suits you: the app stops the timer, uploads your time, installs the update and opens again. Start the timer again afterwards.



Restart to update

Good to know

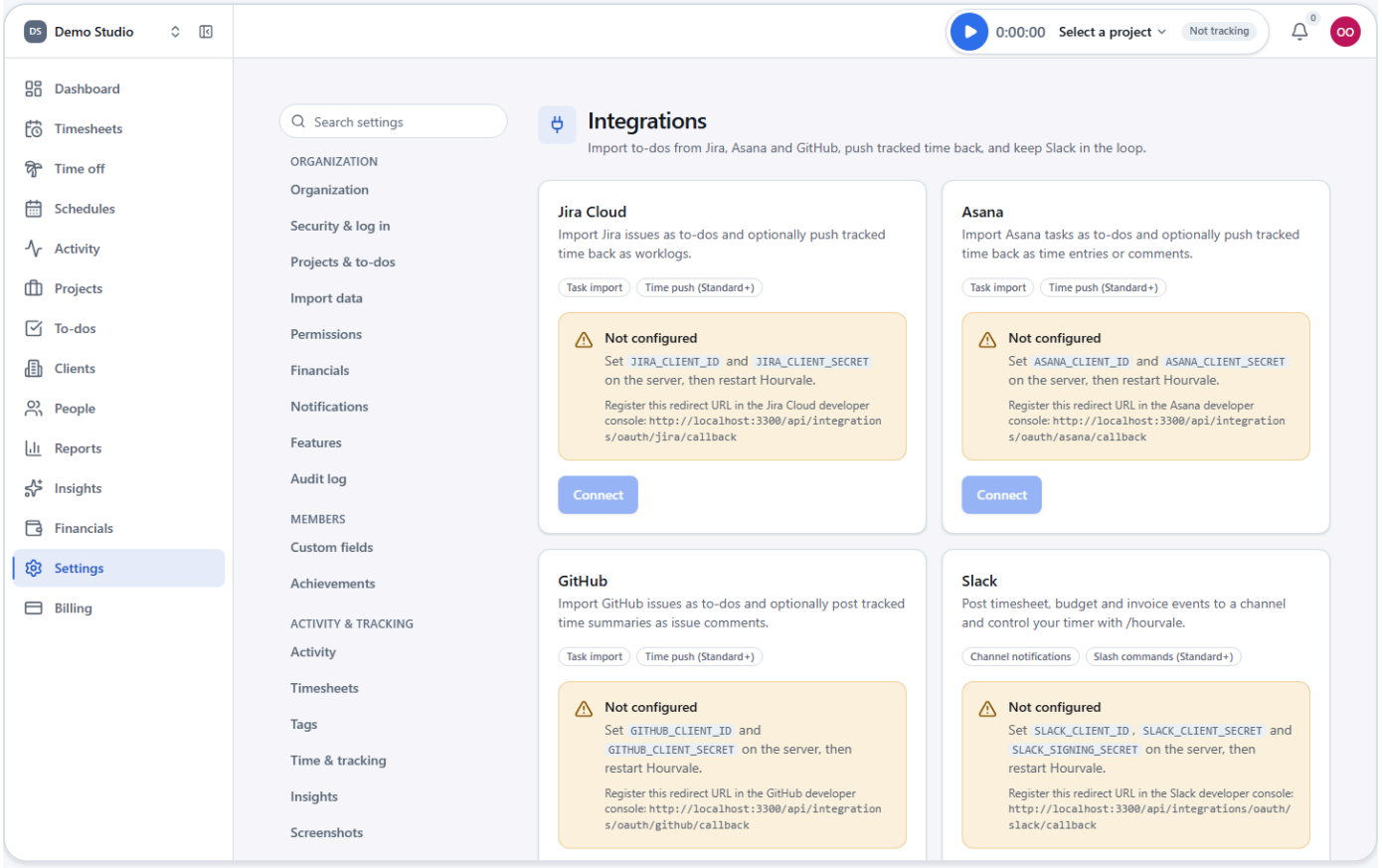
- About (the i icon) shows your version and has Check for updates.

Connect your tools and import history

Pull to-dos from Jira, Asana or GitHub, post to Slack, and bring time history from another tracker.

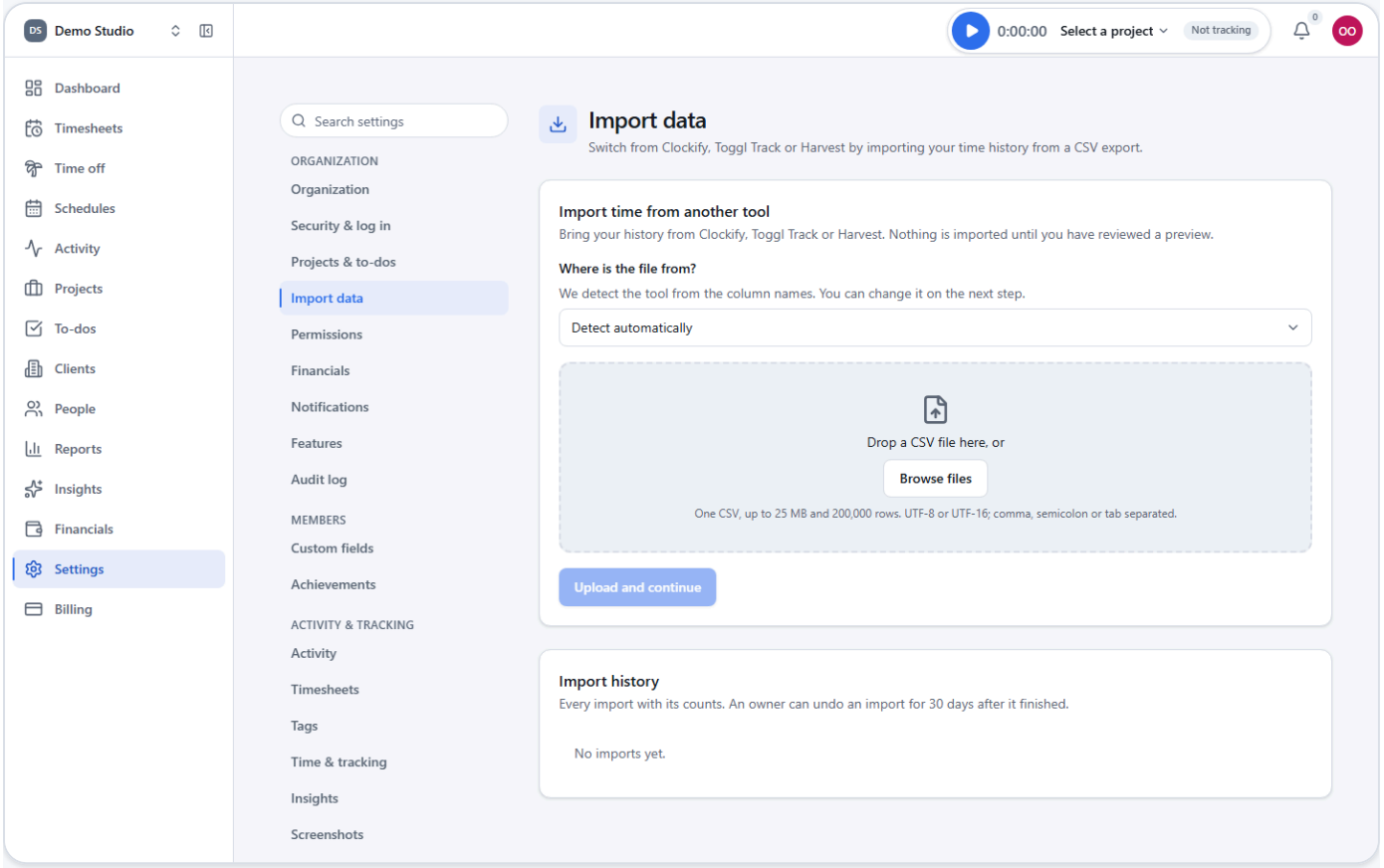
Owners

1. Open Settings > Integrations and click Connect on a tool. Issues become to-dos, and tracked time can be sent back as worklogs or comments.



Settings > Integrations

2 Settings > Import data reads CSV exports from other time trackers (and member or project lists). You review the mapping before anything is imported.



Settings > Import data