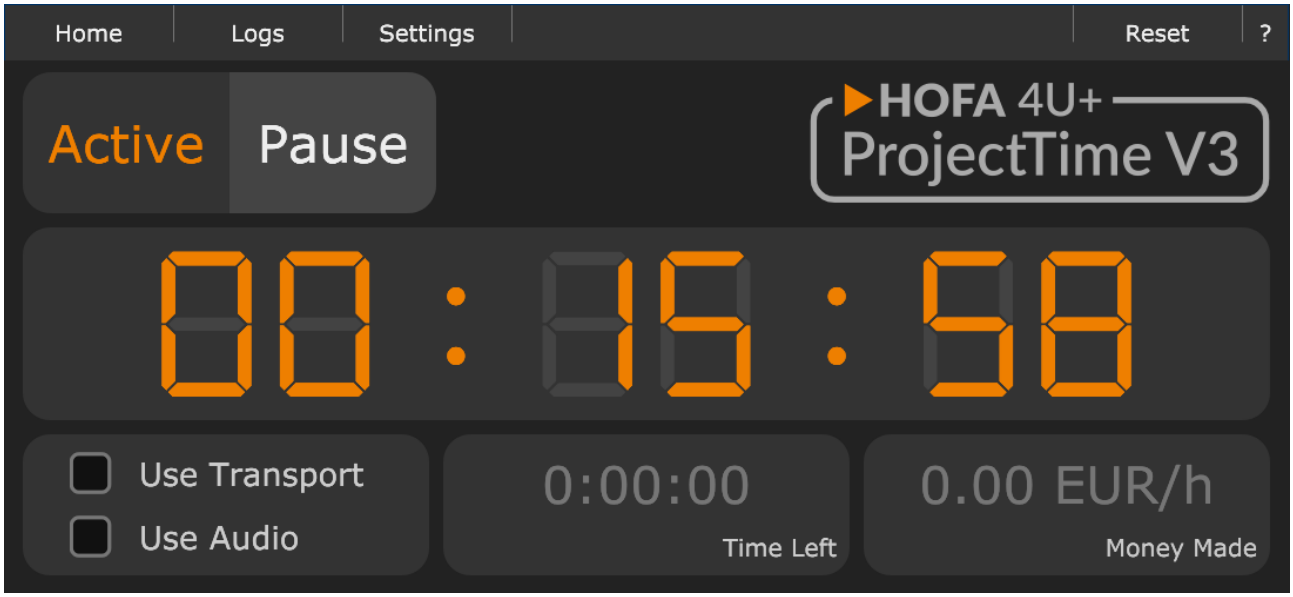
HOFA 4U+ ProjectTime V3



Manual

HOFA 4U+ ProjectTime V3

Version 3.0.0

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Thank you for choosing HOFA 4U+ ProjectTime!

Introduction

HOFA 4U+ ProjectTime is a time tracking tool for your DAW that detects your working time automatically. It gives you the possibility to view every detail of your working time and comment on them. It is even possible to work on multiple systems simultaneously. Exporting your logs to a document rounds of the feature set of HOFA 4U+ ProjectTime.

Installation

To install HOFA 4U+ ProjectTime you will need the HOFA-Plugins Manager which you can download here:

https://hofa-plugins.de/en/downloads/

The HOFA-Plugins Manager also allows installing all further products by HOFA-Plugins which you can test for 14 days if you are interested.

Select "Install" in the field " HOFA 4U+ ProjectTime ". Furthermore, you need to select the plugin format that you need at the bottom of the window. The plugin is available in VST, VST3, AU (Mac only) and AAX format.

By clicking "INSTALL" or "APPLY CHANGES", the latest version of the software will be downloaded and installed to your computer.

HOFA 4U+ ProjectTime can be used without licensing in the reduced free version. If you want to have access to all features, you can either click on "Start Demo" to start a 14-day trial or you can purchase the full version in out shop.

Activation

The activation of the plugin is done with the HOFA-Plugins Manager which is also used for the installation.

A detailed description of the activation and deactivation process is available here.

Overview

In the following, you'll learn about the different sections of HOFA 4U+ ProjectTime.

Toolbar

Clicking on one of the buttons shown below will lead you to the corresponding section of the plugin which are also described further down below.

Home

A click on Home takes you to the main window of the plugin. Here you can see all relevant information for time tracking at a glance. If you want to learn more about the Home View click on this link.

Logs

If you click on Logs you can see a detailed list of your working times. If you need them to change, you can do so in this view. You can find more information about the logs if you head over to the Logs View

Settings

Via click on Settings you'll reach the in-depth settings of the plugin.
Here you can set the behavior for the automatic time tracking, the export features and many more.
If you need more information about the Settings View follow the link.

Reset

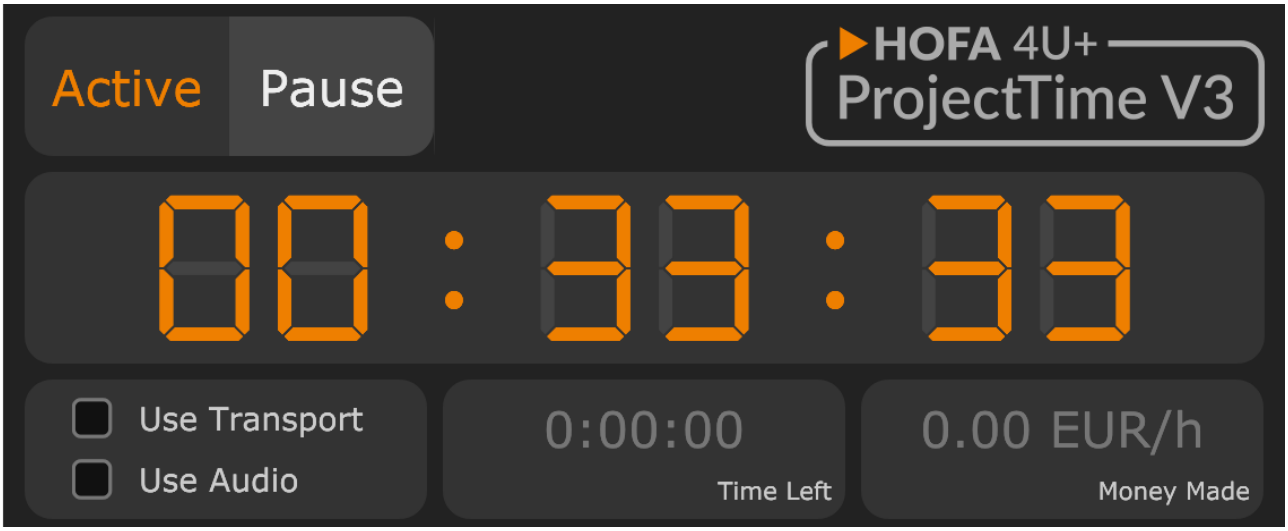
Attention! If you hit this button -> Reset. All of your logs will be deleted after accepting the warning dialog message. This is not undoable, so be sure you do the right thing before you hit the button.

Help

Die Taste ? öffnet das Hilfe-Menü:

Enable Tooltips	Activates the Tooltips (Hilfestellungen)
Open Manual	Opens the manual
Check for Updates	Checks if there are updates online

HOME-View



In the Home-View you see for how long you are working on your project.
You can start or stop the time tracking whenever you want by clicking either the Active or the Pause button. If the time tracking is being stopped, the display starts to blink and the "Active/Pause"-Toggle is set to Pause.
But you can also leave the switching between the "Active" and "Pause" state to the automatic time detection. Just click on the smaller checkboxes in the bottom left corner of the plugin. You can choose to either Use Transport and or Use Audio to track the time.

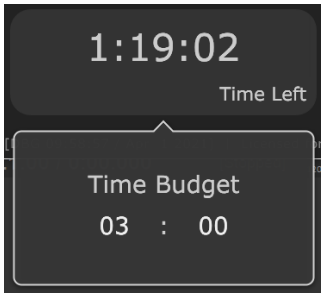
Detection Settings

Once Use Transport is being activated HOFA 4U+ ProjectTime detects if you hit play or pause in your DAW. After a short cooldown the time will be stopped if this setting is active. If you want to change the duration of the cooldown, you can head over to the "Settings" and change it there

If Use Audio is active, HOFA 4U+ ProjectTime listens to the incoming audio signal of the channel on which the plugin lies. If there is no audio signal coming in HOFA 4U+ ProjectTime will switch to the "Pause" -mode. You can load HOFA 4U+ ProjectTime on the master bus so that all Audio reaches the plugin. You do not need to worry about loss in audio quality or latency. The plugin will not do any changes to your audio signal and has no latency at all.

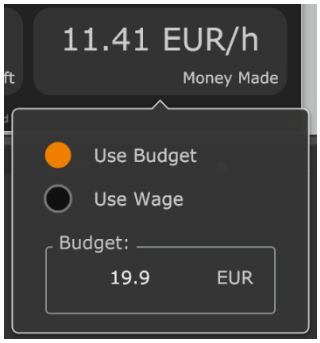
If both audio- and transport-detection are active, both of them need to detect a pause for HOFA 4U+ ProjectTime to switch to the "Pause"-mode.

"Time Left"-Component



In the "Time Left"-Window you can open a pop-up window via clicking on it. Here you can choose a time that is being used as a countdown. You can use this for example to set yourself as a time limit and immediately see how much time is left. Once the time is up, the font will be shown in red. You can increase or decrease the time limit any time you want.

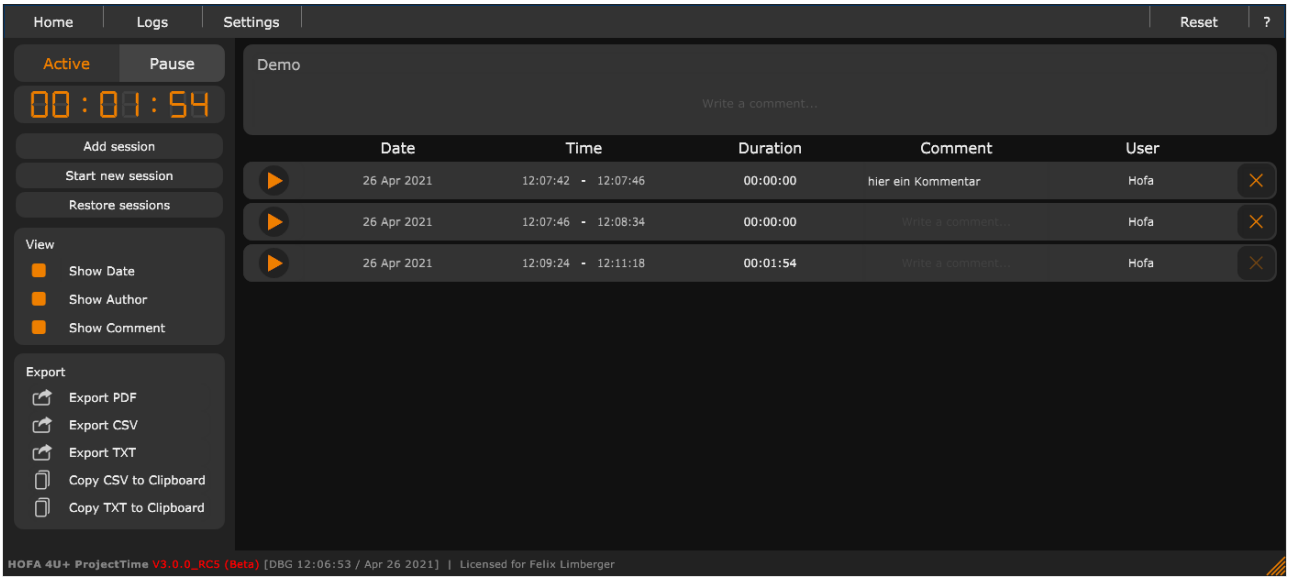
"Money Made"-Component



If you click inside the "Money Made"-area, you reach a pop-up where you can choose between a budget or a wage. If you choose Use Budget and type in a value, HOFA 4U+ ProjectTime will calculate your wage per hour up to the current point in time. If you choose Use Wage, HOFA 4U+ ProjectTime will calculate the amount of money you made while working on your project. If you want to choose a different currency, you can do so in the settings.

Pro tip: For self-motivation it is worthwhile to take a glimpse at the money you've made from time to time 😊

LOGS View

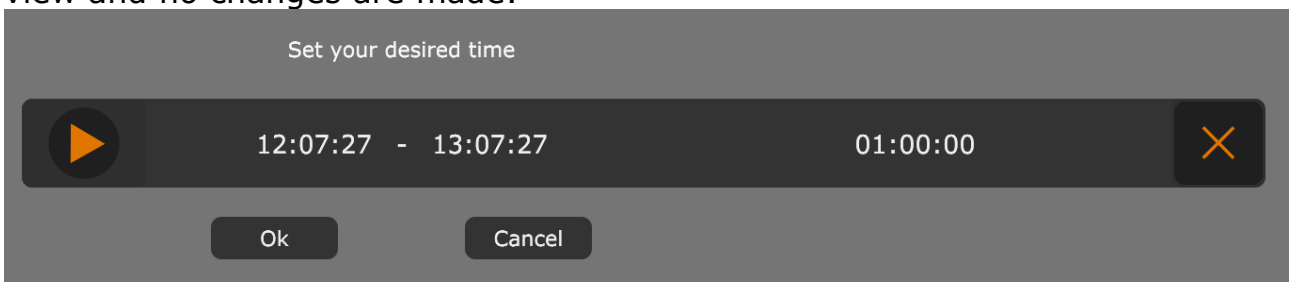


The "Logs"-view is separated into two areas:
The Sidebar to the left and the Logs on the right-hand side.
In the Logs on the right you can see your working time. Under Duration you can see for how long you've been working and under Time you can see the time period in which you've been working.
On the left you can see the global time you've spent on your project and several features that will be described further down below.

Sidebar

Session Buttons

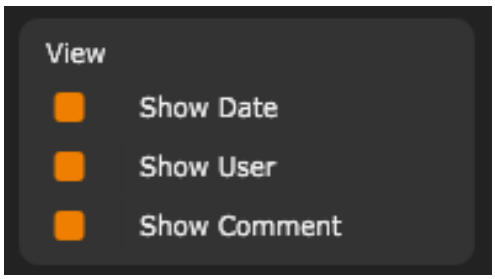
Add session adds a new group of time entries to the logs. If you press this button, you'll land in a new view that lets you set a start and an end time for your new session. On the right you can see the duration immediately. A click on Ok confirms your selection. With a click on Cancel you leave this view and no changes are made.



Start new session automatically starts a new session beginning from the current point of time. The time will now be increased in this session.

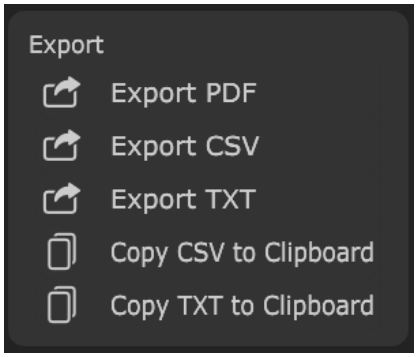
Restore sessions lets you restore deleted sessions. Just click on the button and your previously deleted sessions should show up. Deleted sessions are slightly darker than active sessions. With another click on the restore symbol (which you can see on the right) you can finally restore the selected session. Now the restored session should look just like the other active sessions.

Log Checkboxes



The Log Checkboxes enable you to view more or less information about your working times, depending on what you want to see. Just click on the category of entries that you want to see, and the corresponding column should be shown in the logs. Another click on the category should make the corresponding content hide. If you want to see the Date f.e. just click on the category "Date" and the date should pop up.

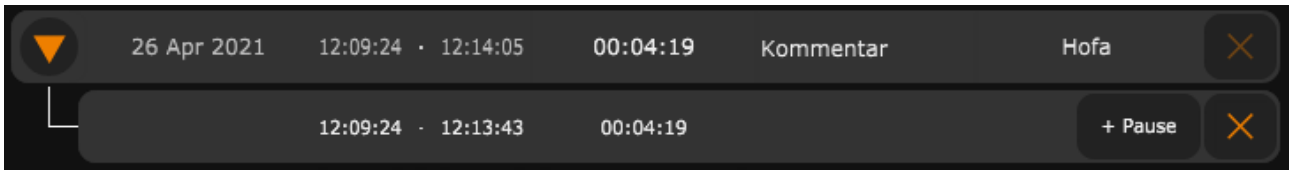
Export Boxes



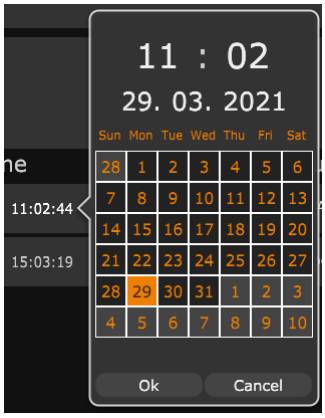
If you click on one of the buttons in the export menu you can create a file for your current log file. You can create a PDF for your customers a txt file for text documents and a CSV-file for table calculation programs. Note that the upper three buttons generate files, while the two buttons at the bottom of the area just copy your log to your clipboard. If you hit Ctrl+ V in a fitting document, you can easily paste your log there. You can make more in-depth setting in the Settings.

Please make sure that you set the correct delimiter if you export your log as CSV-file. Your table calculation application should ask you in the beginning which delimiter to take. By default, HOFA 4U+ ProjectTime will choose a semicolon (;).

Logs



The Logs are categorized in "sessions" and "entries". A session contains one or more entries. You can take a look at the entries if you hit the ▼ symbol. In the same way you can hide them again.



To alter your recorded times, you need to click on an entry and choose your desired time in the pop-up that will follow. In the upper area of the pop-up you'll find a time display and a date display. Here you can choose a date either by clicking on a number and typing in another value, dragging one of the numbers up or downwards or scrolling with your mouse wheel while hovering over a number. You can alternatively set the date by clicking on a date in the calendar.
When editing time watch out for overlapping times in the entries. Moving a time past another one will increase the other one as well. If this happens an alert window should pop up and ask you for your approval.

Tip: You can always change a time by clicking on it except if it's a session time.

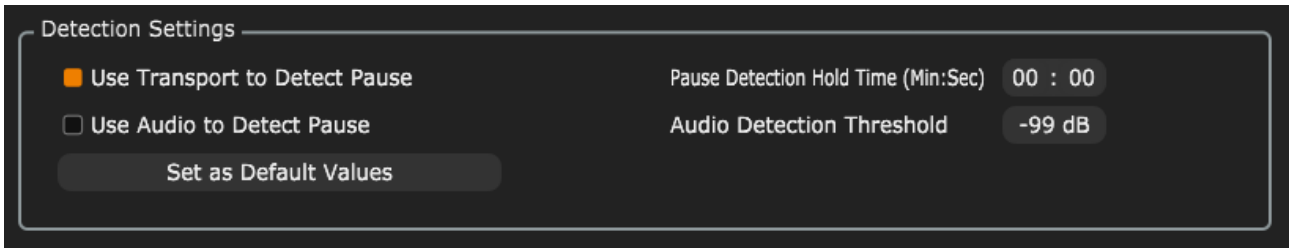
When looking at the log entries you can see that some of the entries have a grey background and some of them have a black background. The Entries with a black background are times in which you were working. The entries with a black background are pauses. You can add additional pauses, if you hit the + pause button. HOFA 4U+ ProjectTime will then split the chosen working time entry into two working time entries separated by a pause. You can then select the times as described above to set a time period.

If you want to add a new working time entry you can do so by clicking + activity. HOFA 4U+ ProjectTime will automatically add a new working time entry surrounded by two pauses.

SETTINGS View

In the Settings view you can customize the Application to your liking.

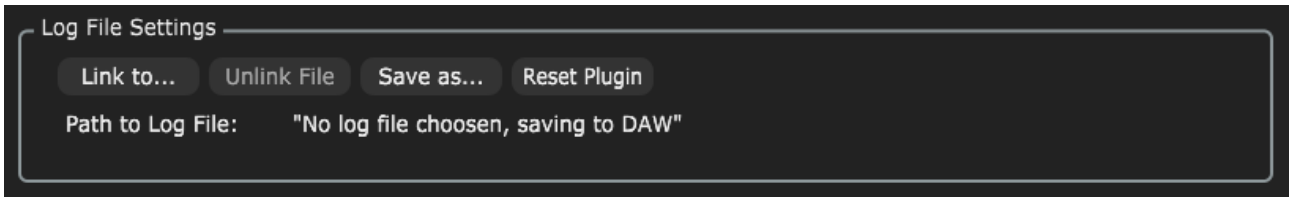
Detection Settings



In the upper area of the settings window you find the options for the pause detection. Not only can you set if HOFA 4U+ ProjectTime should react to external signals, but also set how long it takes the plugin to switch to the pause state if a potential pause is happening.

Let's look at an example:
If you choose "Use transport to detect pause" HOFA 4U+ ProjectTime will automatically switch to pause if you hit the pause button in your DAW.
This happens after the cooldown time which you can specify in the upper right corner of the detection settings area. If the Hold time is set to 10 seconds, it will take 10 seconds until HOFA 4U+ ProjectTime switches to pause state.
But there is an exception to this. If you press play in your DAW while the cooldown is running, the cooldown counter stops, and no pause will be detected.

Project Link Settings

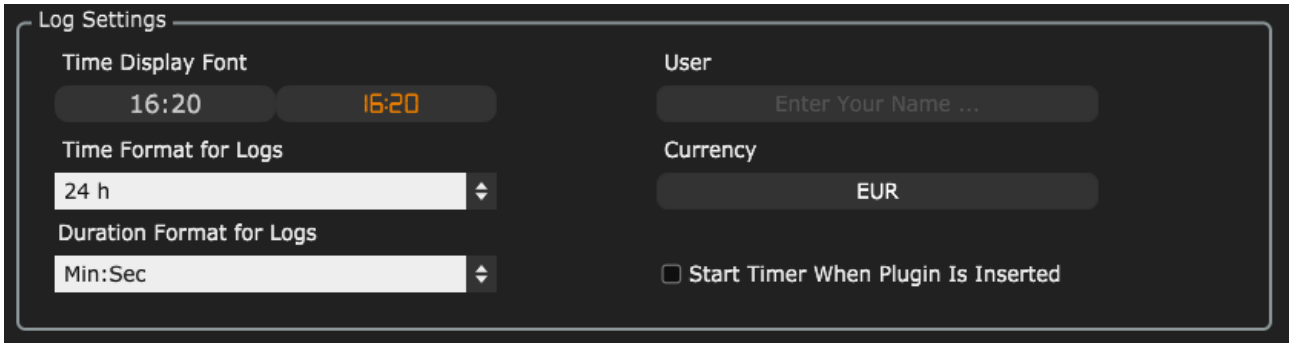


If you want to work in a team, or with multiple DAWs simultaneously, you might like the link feature of HOFA 4U+ ProjectTime. With this feature you can connect across multiple instances of the plugin. Before you connect it is good practice to change the username in every instance of HOFA 4U+ ProjectTime to something else, so that you can identify who is who later on.
You can establish a connection between two instances of HOFA 4U+ ProjectTime like this:
In instance A click on "Save As" to export a project file, that others can connect to.
In instance B click on "Link To" and search for the exported file. If you found it you just need to load it and you are done!
If you want to update your local changes to others, you just need to hit

update, and all other instances should get your changes as well.

If you want to close a connection, you just need to click on "Unlink". The current state of the logs will stay the same, so that you don’t loose any data if you disconnect.
You can tell if you're currently connected by the "Path to log file" display. If it shows you the path of a connected file, you will write to this file.

Log Settings



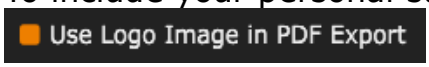
In the log settings you can change the look of the plugin. If you click on a time under "Time Display Font" you can switch the font for the time display. To change the time format from a 24 h style display to a 12 h style display you can select the 12 h option in the corresponding drop-down menu. This will have no influence on the global time display.
If you want to see the duration in a decimal style format you can do so in the drop down below.
In the user text input field, you can type in your name. If you do so HOFA 4U+ ProjectTime will automatically type in your name in every session you will create from now on. Of course, you can change the name at any time.
Below the user text input, you can see another text input field. Here you can type in your preferred currency abbreviation.
The checkbox with the title "start timer when plugin is loaded" lets you decide if HOFA 4U+ ProjectTime should automatically start the time tracking if the plugin is loaded. This setting also applies if you decide to do a total reset of the plugin.
If you choose to turn this option off HOFA 4U+ ProjectTime will not start the time tracking until you either clicked on "Active" or the detection of the plugin detects an activity in your DAW.

Export Settings

Inside the export settings you can set what content the exported files should contain.

The first dropdown with the title "Export Settings" lets you decide if you want to export all the times including the current session and log entries.
If you choose "Sessions only" the times of the log entries will not be included in the exported file. In the dropdown below that one you can decide if you want to include the running session in your exported file.
The csv delimiter sets the symbol which is used to divide your log into different table cells. Bear in mind that you can't use this symbol in your comments – otherwise the cell division will be faulty.
For a quick way of exporting you can hit one of the three buttons at the bottom of this area. These will do exactly the same thing as the ones on the log page.

Load Image for PDF-export:
To include your personal studio logo inside the PDF you can turn on this option:



HOFA 4U+ ProjectTime lets you choose "JPG" or "PNG"-images.

Tips

It´s best to put HOFA 4U+ ProjectTime on the master channel since all the audio data that HOFA 4U+ ProjectTime needs for the detection will merge here. You do not need to worry about any loss of quality or latency issues since HOFA 4U+ ProjectTime does NOT alter the incoming signal at all – it just listens.

Kontakt

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