DBSONIC LABS

PostPro Analytics

User Manual

Understand your work.
Plan with confidence.

Mac & Windows

Public Beta 1964-W108

English · November 2026 · Manual 2.3.0-w108

Welcome



Welcome to PostPro Analytics.

For almost thirty years, I have worked in film production and postproduction, running a small company in Germany. Like many of you, I move between creative work, client conversations, estimates and invoices. Keeping track of the time behind each project has always been part of that job.

As projects grew and involved more people and applications, that became harder to do reliably. I wanted a clearer picture of where our time went, without asking everyone to reconstruct their day afterwards. PPA grew out of that need in our own production work, with DaVinci Resolve at the centre of our postproduction workflow.

My aim is to help you understand a project's effort, prepare fairer invoices and make better estimates for the next job. PPA collects workflow information in the background so you can spend more of your attention on the work itself. You decide which applications to record and how to use the results.

This manual takes you from installation to your first recording, then through the tools for reviewing projects and working with a team. I hope PPA becomes a useful companion in your studio.

Daniel Boist

Founder, DBSONIC

Portrait and background: Daniel's interview with Larry Jordan, July 2026.

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For Public Beta 1964-W108. Pictures use current interface examples. Check the installed version in Settings > Support.

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GETTING STARTED

Installation

Supported systems

Platform	Available package	Practical scope
Mac	Apple Silicon, macOS 14 or later	Local recording, reporting and Studio Host/Client. No Intel package.
Windows	Windows 11 x64	Local recording/reporting and Studio Client. No Windows Studio Host.

Install the creative applications you want to record separately. Resolve's detailed integration uses the Studio scripting API. Adobe's optional integrations are installed from PPA after the main app is installed. Online licensing needs a connection to the DBSONIC customer account/service; a supplied offline license file is an alternative for eligible installations. A Studio connection needs a reachable licensed Mac Host.

Download the correct installer

Use the official Mac and Windows download page and choose your operating system. This edition covers **Public Beta 1964-W108**, released 9 November 2026: a **DMG for Apple Silicon Mac** or an **EXE setup for Windows 11 x64**. Check the version before replacing an installed copy.

For current editions and prices, use the PPA product page. Purchase, account sign-in and activation are separate steps.

Install on Mac

1. Open the downloaded DMG.
2. Copy **PPA.app** into your chosen Applications folder. For an update, use the same installed location.
3. Open the installed copy, then eject the DMG when finished. Keep one clear installed entry for daily use.
4. Respond to macOS permission or login-Keychain prompts in the operating system's own dialog. Read the app identity and purpose before allowing access.
5. Continue with **Settings > License**, then the first-recording steps.

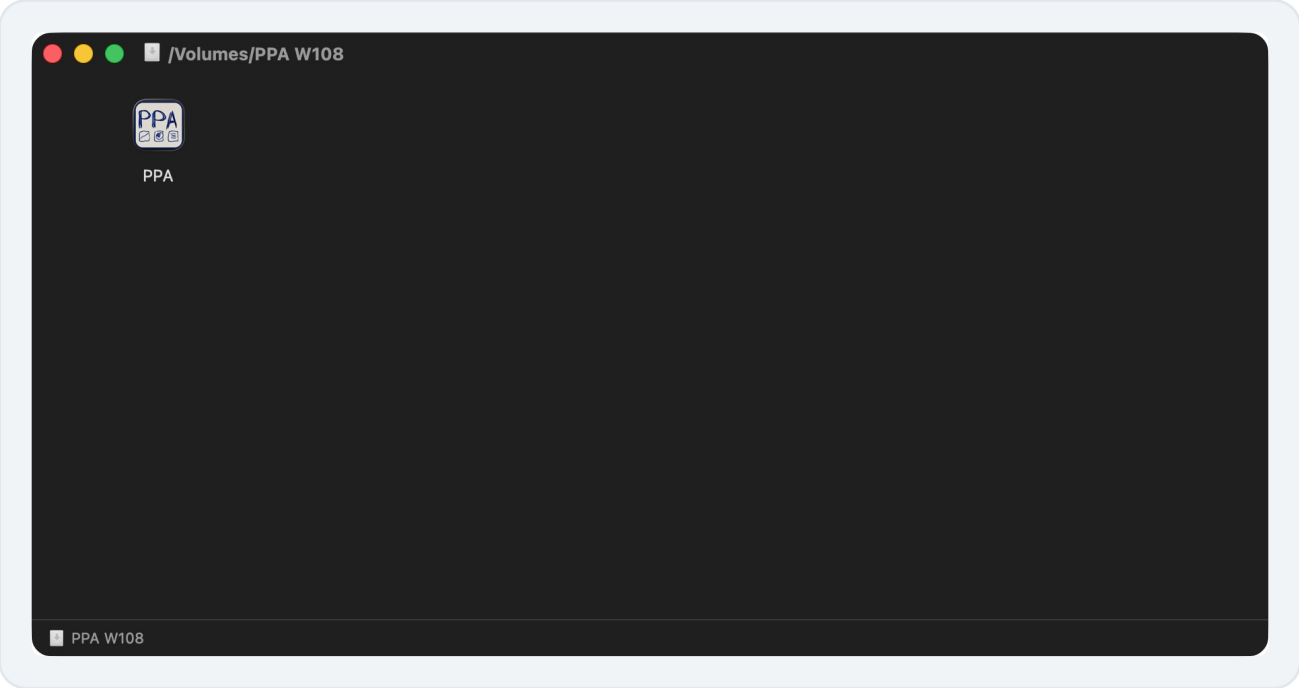


Figure 1. The current W108 Mac disk image contains PPA. Copy the app to your Applications folder before opening it.

An activity helper can need **System Settings > Privacy & Security > Accessibility** to read creative-app window metadata. Detailed Resolve/Adobe integrations have their own setup. A permission request is not proof that a license is active.

Install on Windows

1. Run the signed setup in your normal Windows user account.
2. Follow setup and open PPA from its Desktop or Start-menu entry. PPA uses a per-user installation; continue using the same account for licensing and updates.
3. Open **Settings > License**, then configure enabled applications and Logger.

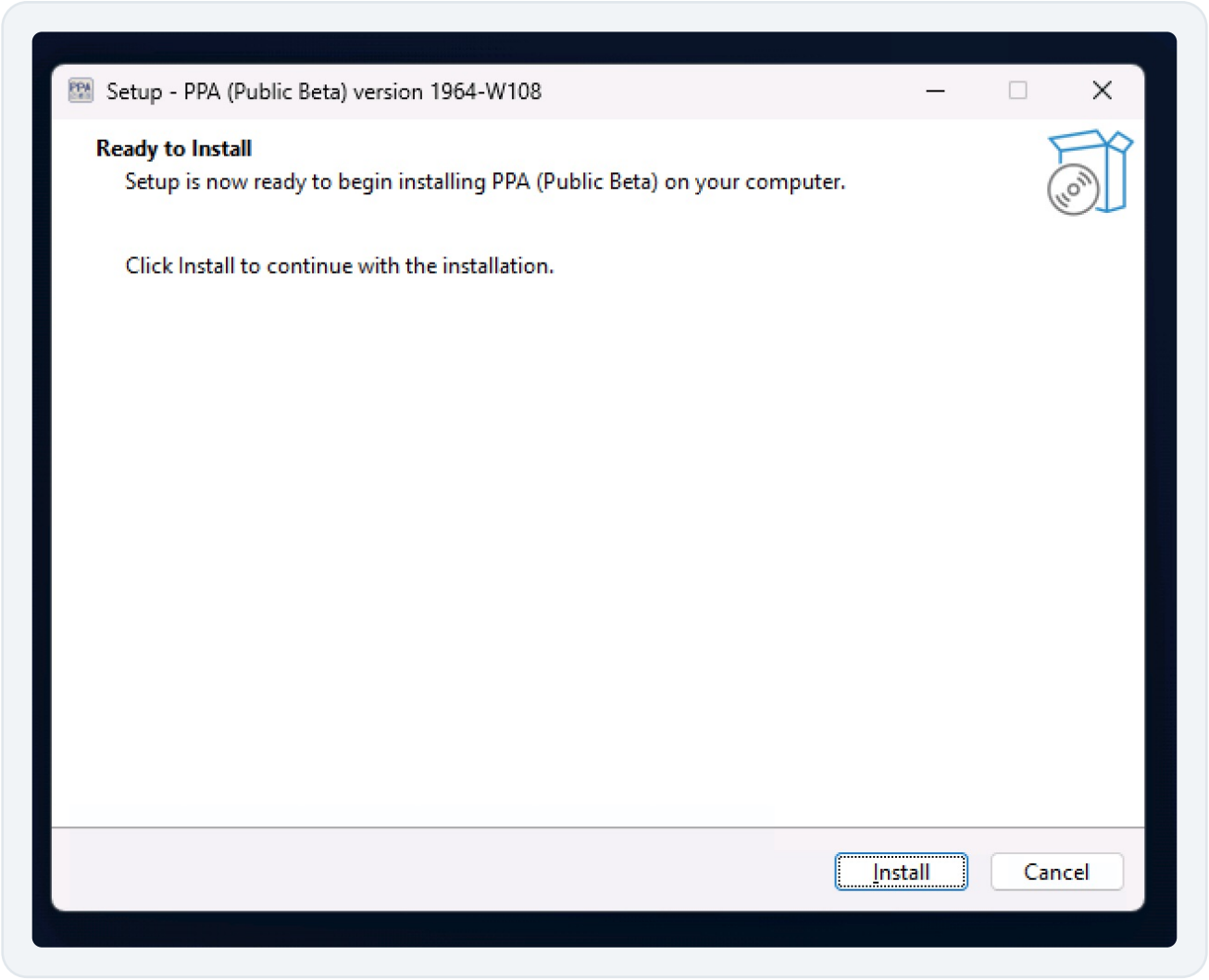


Figure 2. The current W108 Windows setup: choose Install when you are ready.

Edge can show a reputation warning for a new download even when the signature is valid. Confirm the official origin and publisher. If either is unclear, stop and contact support. Do not disable system protections as an installation step.

Updating PPA

Follow Updating PPA to back up, quit, replace the app and check your existing data and license.

Opening and quitting

The app menu offers **Open Dashboard**, **Start Logger**, **Stop Logger**, **Settings…**, **Help / Support**, **About PPA** and **Quit PPA** where supported. **Logger: …** shows the current service state. Closing Dashboard or choosing ordinary **Quit PPA** can leave services running. **Stop Logger** stops recording; startup preferences control the next login. Follow Updating PPA before replacing the app.

Set a **Global keyboard shortcut** in **Settings > General**, then **Save shortcut**. Defaults are Command + Option + Shift + P on Mac and Ctrl + Alt + Shift + P on Windows. PPA must be running for it to open the window.

GETTING STARTED

Licensing

Choose the correct role

Role	Use it for
Single user	A computer recording and reviewing its own work.
Studio Host	The Mac serving shared Studio data.
Studio Client	A Mac or Windows workstation joining a Studio.

Choose the role included in your purchase or supplied license file. Windows supports Single user and Studio Client. Set up the Studio connection separately after licensing.

Read the current license card

Open **Settings > License**, or select the sidebar's license badge. **Current license · this computer** shows the installed role, status and last check. **Check license** refreshes that information. Follow an offered **Check access** action if the license is active but reports are unavailable.

If an online check fails, read the error together with the installed status. A connection error can leave an existing local license active.

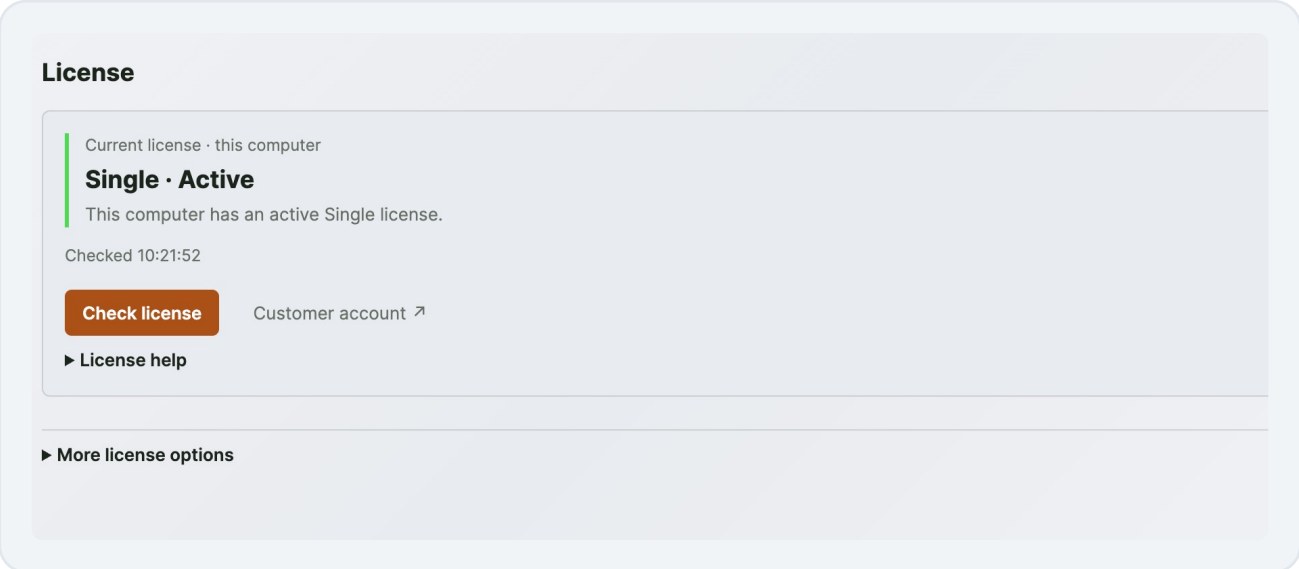


Figure 3. W108 license status: the card identifies the role and access for this computer. Example data; Mac layout.

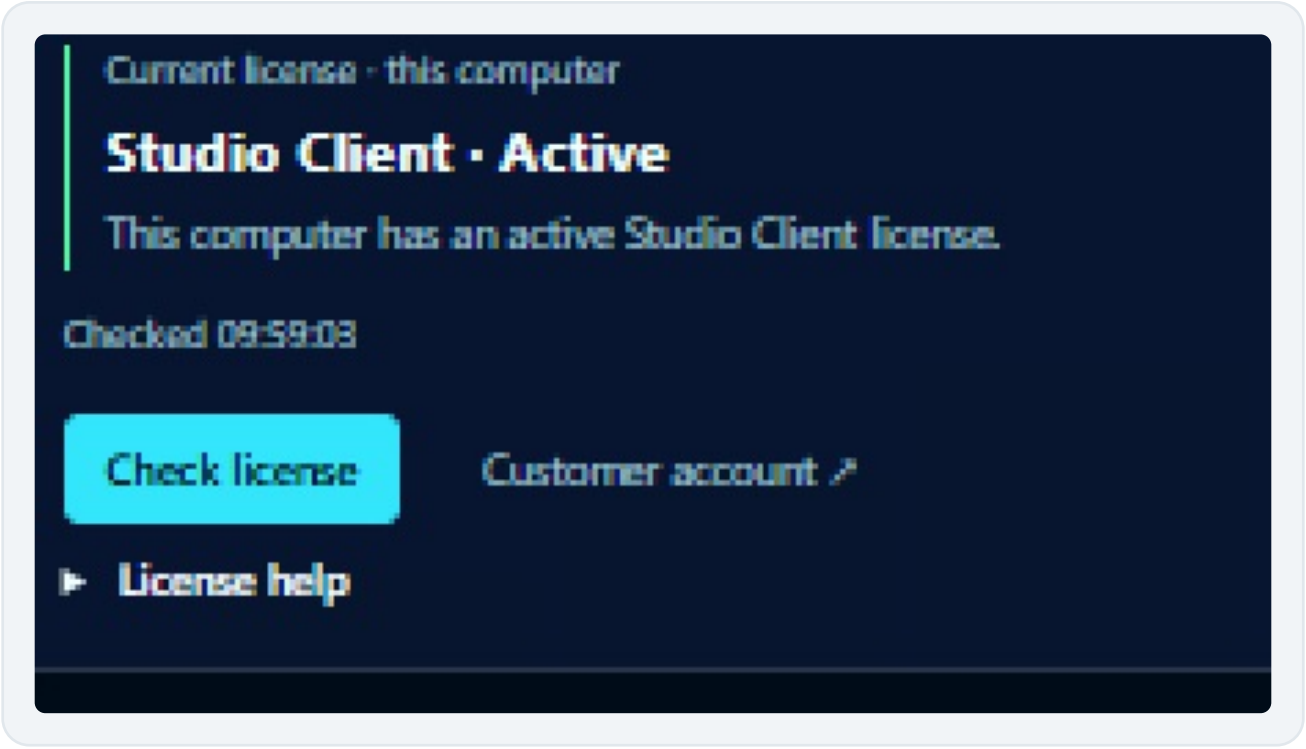


Figure 4. W108 on Windows: check the installed role and active status before recording.

Activate online

Start on the computer you want to license. Keep PPA open throughout the process.

1. **In PPA:** open **Settings > License**. Choose **Activate license**, or **More license options > Activate a license** if a license is already present.
2. **In PPA:** choose **Sign in and activate**. Your browser opens the DBSONIC customer account.
3. **In your browser:** sign in with your verified email address. The email sign-in code signs you into the account; it is not an activation code.
4. **In your browser:** select your PPA license and choose the activation action for this computer's role when available. The account calls a Studio Client a **Studio Workstation**. Single user and Studio Client are available on Windows; Studio Host runs on Mac.
5. **In your browser:** follow **Return to PPA** and allow the browser to open PPA when asked. The browser may return you automatically. You do not need to copy an activation code for this normal flow.
6. **Back in PPA:** keep the app open while it activates and restores recording. Confirm the intended role and active status on **Current license · this computer**. If PPA explicitly asks you to restart recording, do so after the license check succeeds.

Recording pauses briefly during activation. The browser's confirmation and PPA's installed license status are separate: the final check is the active card in PPA. If the browser confirms but PPA has not finished, follow Interrupted operation before starting again.

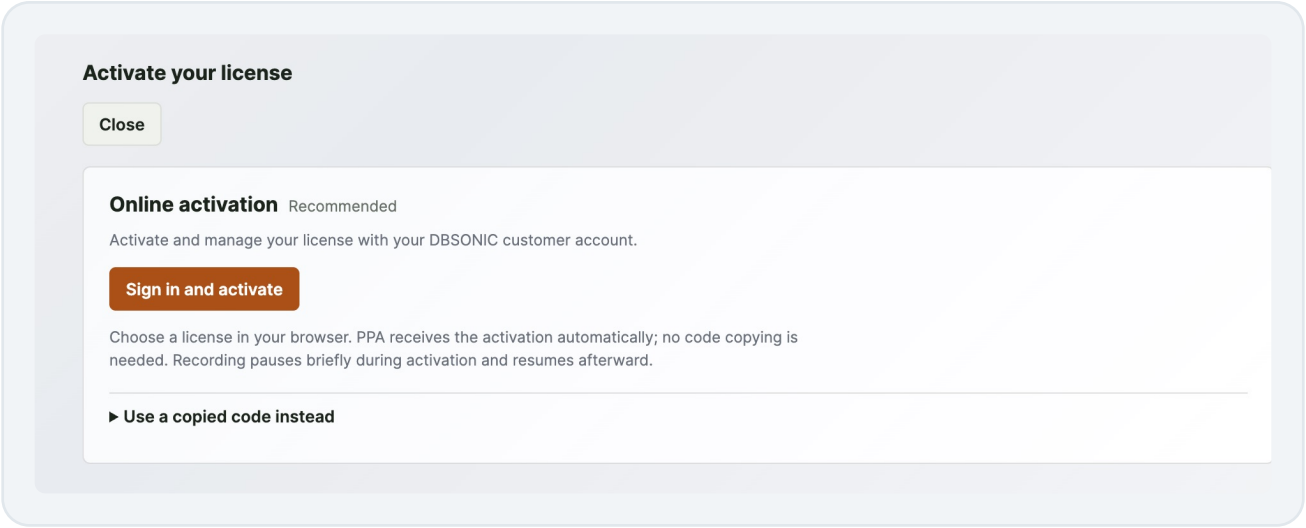


Figure 5. W108 online activation: find Sign in and activate here. Example data; use the active card above only to check the final result.

If the portal shows **All devices in use**, the available activation is already occupied. Follow Activations and changing computers or contact support before using another activation.

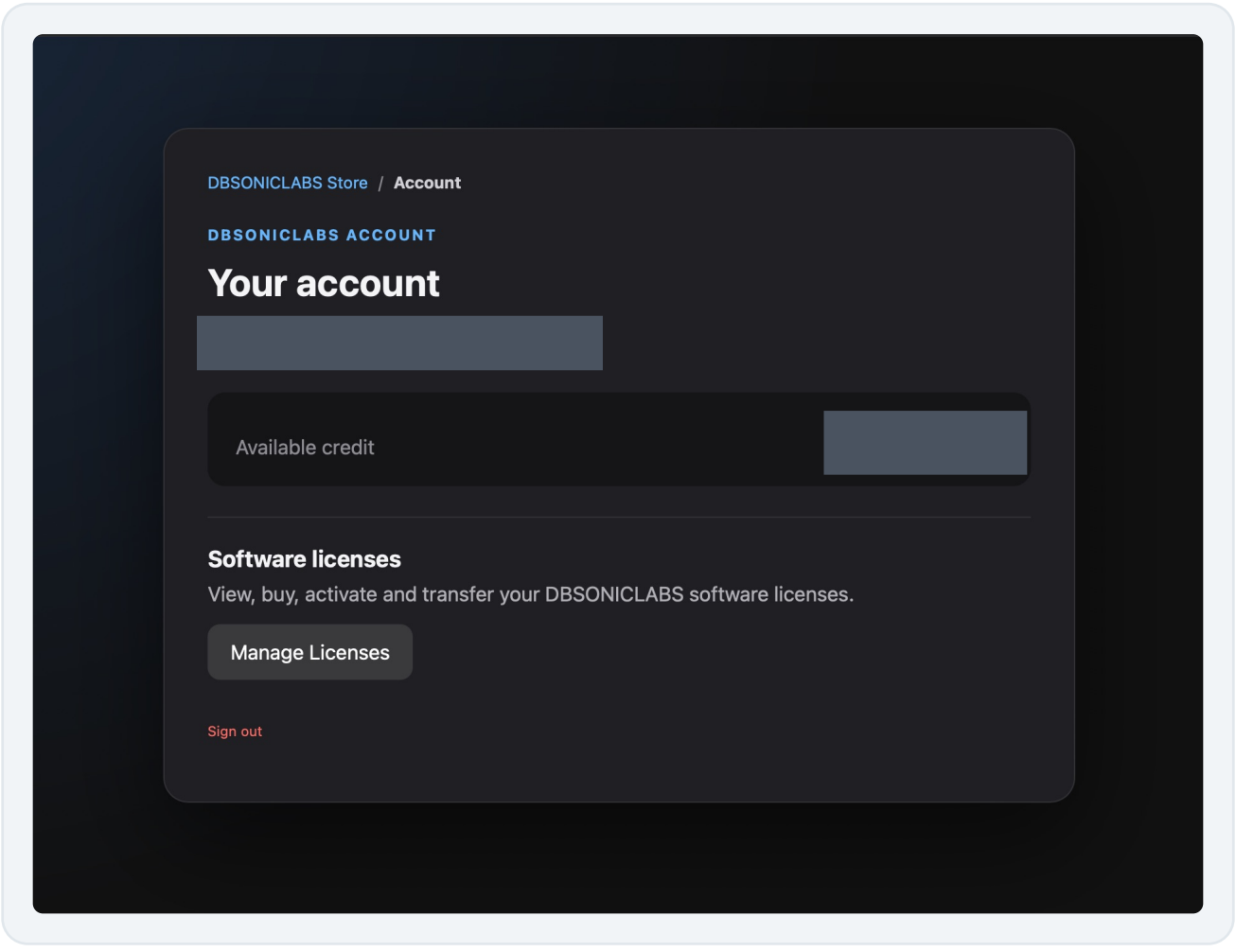


Figure 6. Your signed-in account: choose Manage Licenses. Personal details and balance are obscured.

Optional · Use a copied code instead

Use this alternative if the browser cannot return to PPA. In your signed-in account, choose **Manage Licenses**, the appropriate PPA license and role, then expand **Use a copied activation code instead** and choose **Copy Code to Clipboard** when offered. On the same computer in PPA's Online activation card, expand **Use a copied code instead**, choose **Role to activate** and **Activate with copied code**, then read the confirmation.

The activation code is single-use and valid for 15 minutes. It is different from the email sign-in code. Keep both private. A pending operation needs its existing recovery route rather than another code.

Refresh an installed online license

Open **More license options > Refresh online license**, then choose **Refresh online license** in that task. Wait for the result and check the card again. Use your normal system date/time and a working connection.

For Studio reports, also check the selected data source and Host connection. Local activation and access to the remote Host are separate.

Mac · Keep an existing Single license after an update

If PPA shows **Keychain access needed** for an installed offline Single license, choose the offered **Continue…** action in **Settings > License**. Read the explanation, then answer the expected macOS Keychain dialog. This authorizes PPA to use the existing license record; choose **Always Allow** only if you want macOS to remember access for this PPA component. Enter a password only in the macOS dialog.

Keep PPA open while it checks the result. Continue when the existing license is verified and reports are available. **Cancel** stops a request you do not want to finish. If PPA reports a timeout and a macOS dialog remains open, choose **Deny** to close that dialog, create a diagnosis log and contact support before trying again.

This action applies to an existing offline Single license. It keeps its device identity, data and trial history. Other license types use their normal activation or recovery route. Do not purchase again, start another trial or delete existing licensing data to clear the message.

Optional · Use an offline license file

Use this route when your license administrator supplies a compatible file for this computer.

1. Open **More license options > Use a license file > Manual activation** and choose the **Requested role**.
2. Choose **Export license request…** and save it. Windows also offers **Copy request** once ready. Send the request to your license administrator through the agreed private channel.
3. Obtain the matching signed file and stop recording. In the same computer and OS account, choose **Import license file…**, select the file and read the confirmation.
4. Check the resulting license card before resuming work.

PPA accepts **.dbslpkg**, **.dbsllic** and **.dbslseat**. A Single user license normally uses .dbsllic. For Studio, use the complete .dbslpkg supplied for that Host or Client. An older separate Master license also needs the matching machine-bound seat. Keep the originals and ask the issuer if a file is rejected.

Exporting a request does not activate PPA. An active or pending online operation can block file import; resolve that operation or ask support before changing the licensing route.

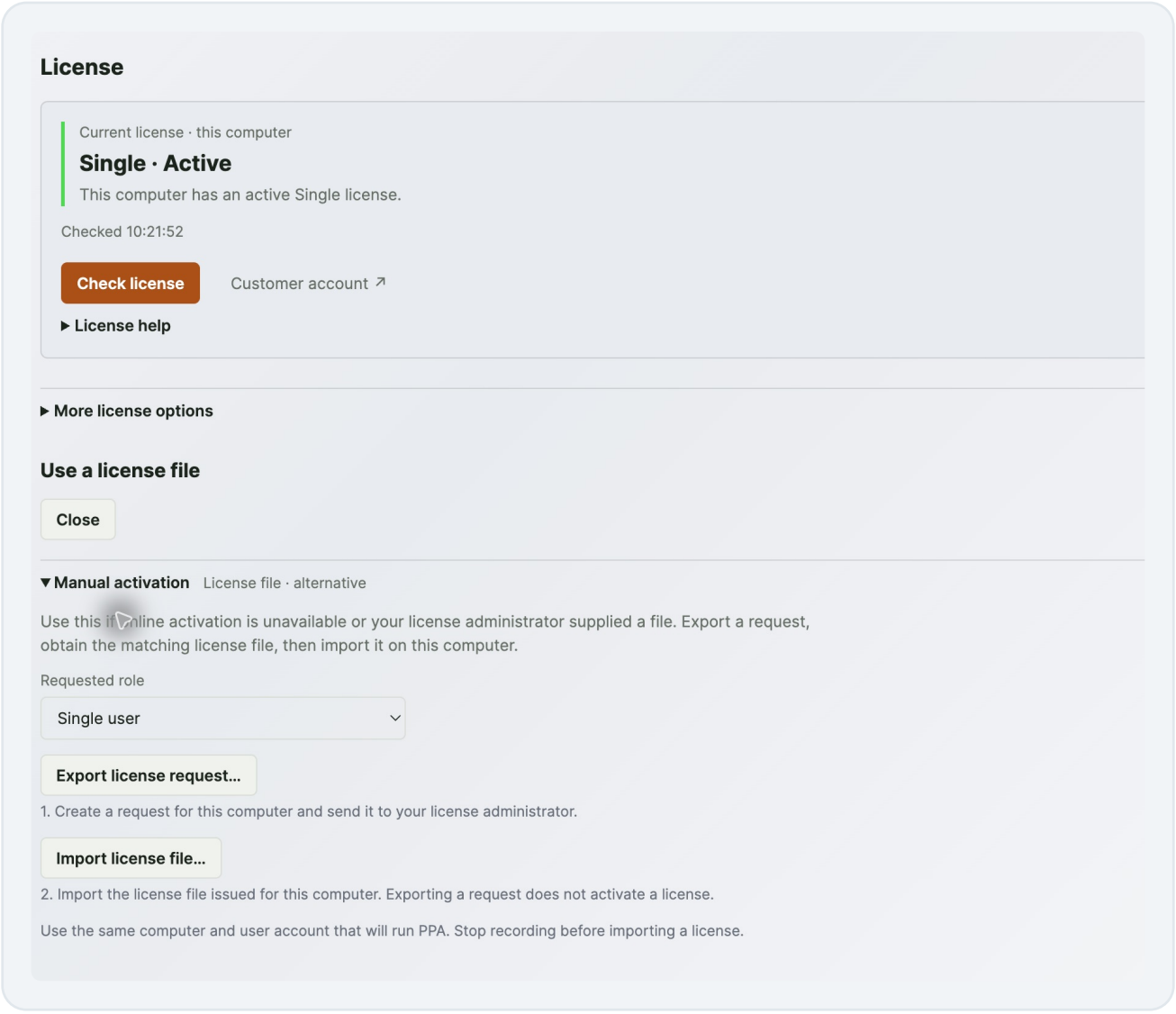


Figure 7. Mac: Manual activation offers request export and license-file import.

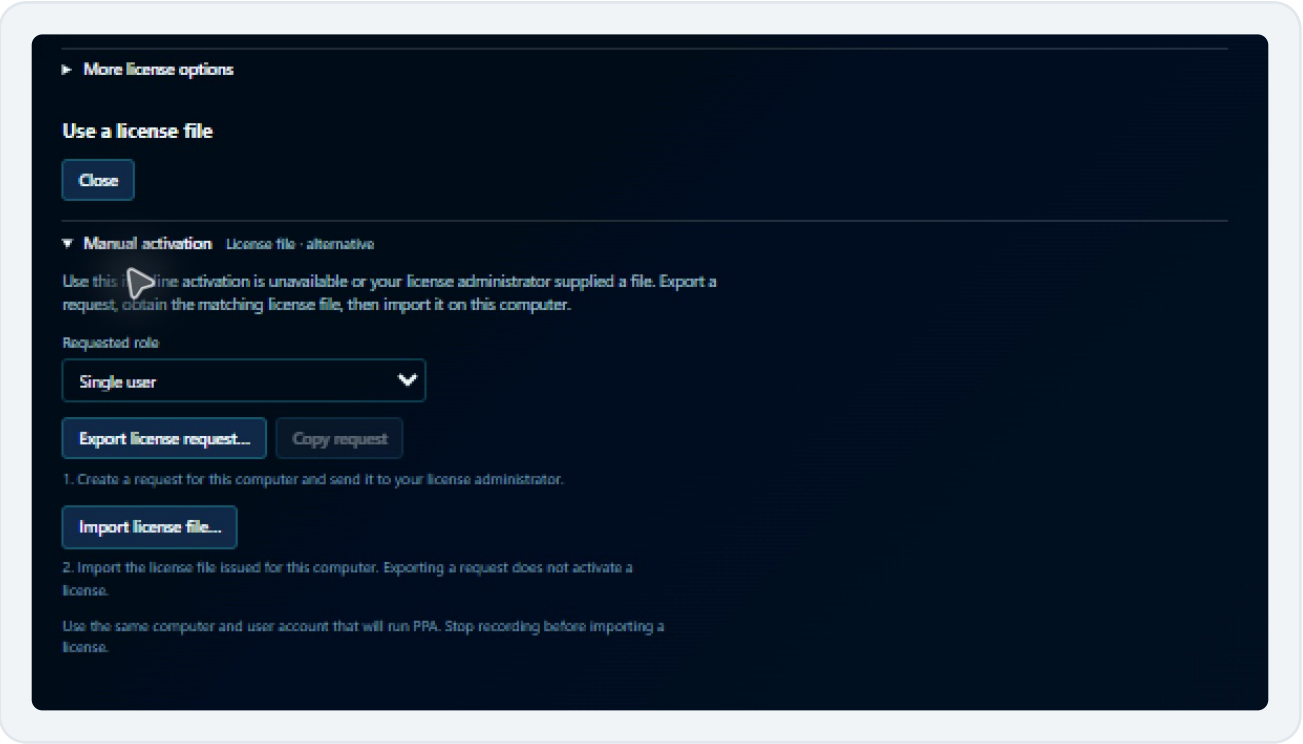


Figure 8. Windows: Manual activation also offers Copy request once the request is ready.

Trial and expiry

An eligible installation offers **More license options > Trial details > Start 14-Day Studio Trial**. The trial begins when you choose Start. An existing license can hide this option. **Check trial status** reads its state where available.

Updates and reinstallations keep the original trial period. After expiry, local recording and saved data remain; reporting, exports and Studio synchronization need appropriate access. The Windows trial joins an existing Host.

On Mac, an existing trial may need permission to read its saved record. Follow the offered Keychain-access action in Trial details and the expected macOS dialog. Granting access keeps the original expiry date. Do not start another trial to clear an access message.

Interrupted operation or uncertain result

Keep the original files and reopen PPA in the same OS account. Read the license card and any saved-operation notice. If **Continue activation** or another specific continue action is offered, use it to finish that saved operation. A new activation code is not needed to resume it.

You can also open **More license options > Continue a saved operation**. On Mac, use **Check status** and **Continue saved operation** when offered. On Windows, use **Check online status** and **Resume operation** for the retained operation; a known saved operation is selected for you. When no operation is pending, a status check is the appropriate next step.

If the browser has confirmed activation but PPA still has no active status, return to the existing PPA window and check the saved operation. Check normal internet connectivity and system date/time. Do not repeatedly activate, release the license, purchase again or start a trial to clear an uncertain result. If no clear next step appears, keep recovery material private, create a diagnosis log and contact support with the visible status.

GETTING STARTED

Setting up PPA

Set your user name

1. Open **Settings > General**.
2. Enter the name you want to appear in future recordings under **User alias**.
3. Save the alias and check it in your next session.

Use a consistent name across workstations if your Studio administrator asks you to. Changing the alias affects new recordings; it does not rename earlier sessions.

Choose your privacy mode

Before recording, review **Anonymize this Workstation** in General. When enabled, new sessions and live activity use an anonymous identity such as **Anonymous-User**. Earlier recordings and text you type into Notes remain as saved.

Choose **Supported Apps only** or **All Applications** in **Settings > HelperApps & Integrations**, enable the applications you need and save tracking preferences. Use exclusions for applications that should not be recorded. See Integrations and recording for the individual apps.

Add your report logo

In **General > Report logo**, choose a PNG or JPG, inspect the preview and replace it if needed. **Use default logo** restores DBSONIC LABS. Logo changes save immediately for your account on this computer.

In the PDF dialog, **Include Logo** controls whether it appears. Choose a suitable Bright/Dark background and inspect the PDF preview. You can keep the default logo and make your first recording immediately.

> Logo tip: use a square or landscape PNG/JPG, up to 5 MiB. A 1200 x 400 transparent PNG works well. Accepted sizes are 256-4096 pixels wide and 128-4096 high, with a 1:1 to 8:1 ratio. **Resize copy** can reduce an oversized image while preserving your original.

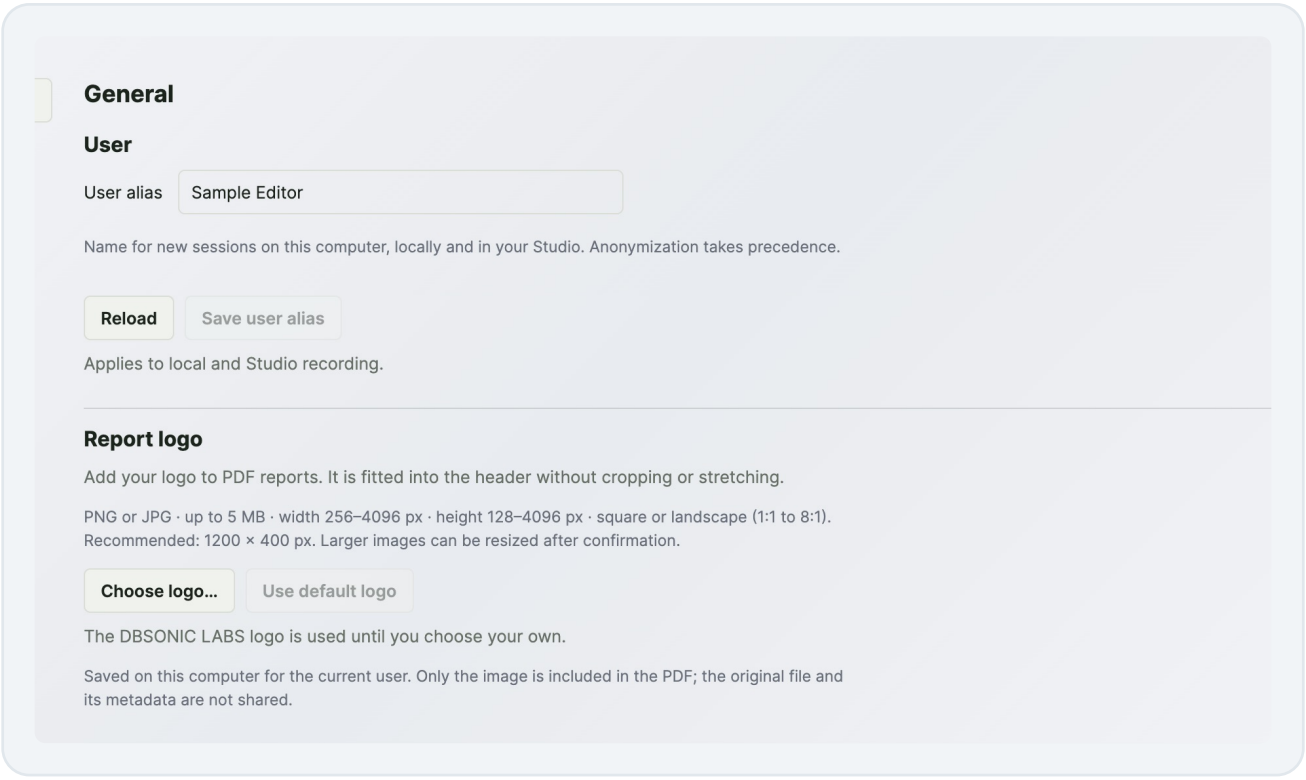


Figure 9. Mac: General settings shows your user name and report logo.

Set the opening shortcut

Choose a **Global keyboard shortcut** in General, then **Save shortcut**. The default is Command + Option + Shift + P on Mac or Ctrl + Alt + Shift + P on Windows. PPA must be running for the shortcut to open its window.

Set up Custom Tags

Open **Settings > Custom-Tags**. Enter up to ten tag names, choose their colours and select **Save Custom Tags**. In a connected Studio these tags are shared with the Host. Renaming a tag keeps its existing assignments.

Use the tags to organise notes and tasks; Sessions can display supplied tags and filter by them. See Notes, To-Do and Custom Tags.

Find Support

Open **Settings > Support** for the installed version, database backups and **Report a problem**. **Prepare support summary** creates an editable description that you can review and copy into a support request.

GETTING STARTED

Integrations, Logger and Collector

Recording controls

Open **Settings > HelperApps & Integrations**. **Tracking** chooses what this computer records, locally and for Studio. **Logger & startup** controls the recording service. A report window can remain open while Logger is stopped; a closed report window can leave it running.

Under **Applications to record**, choose **Supported Apps only** or **All Applications**. Turn each supported app on or off, then choose **Save tracking preferences**. **Reload** reads the saved values. Disabled buttons can indicate unchanged settings, unavailable integration controls or missing access; read the status text.

Pause general app tracking pauses the general application-tracking path. Detailed supported integrations retain their own behavior. To stop all new recording, use **Stop Logger**.

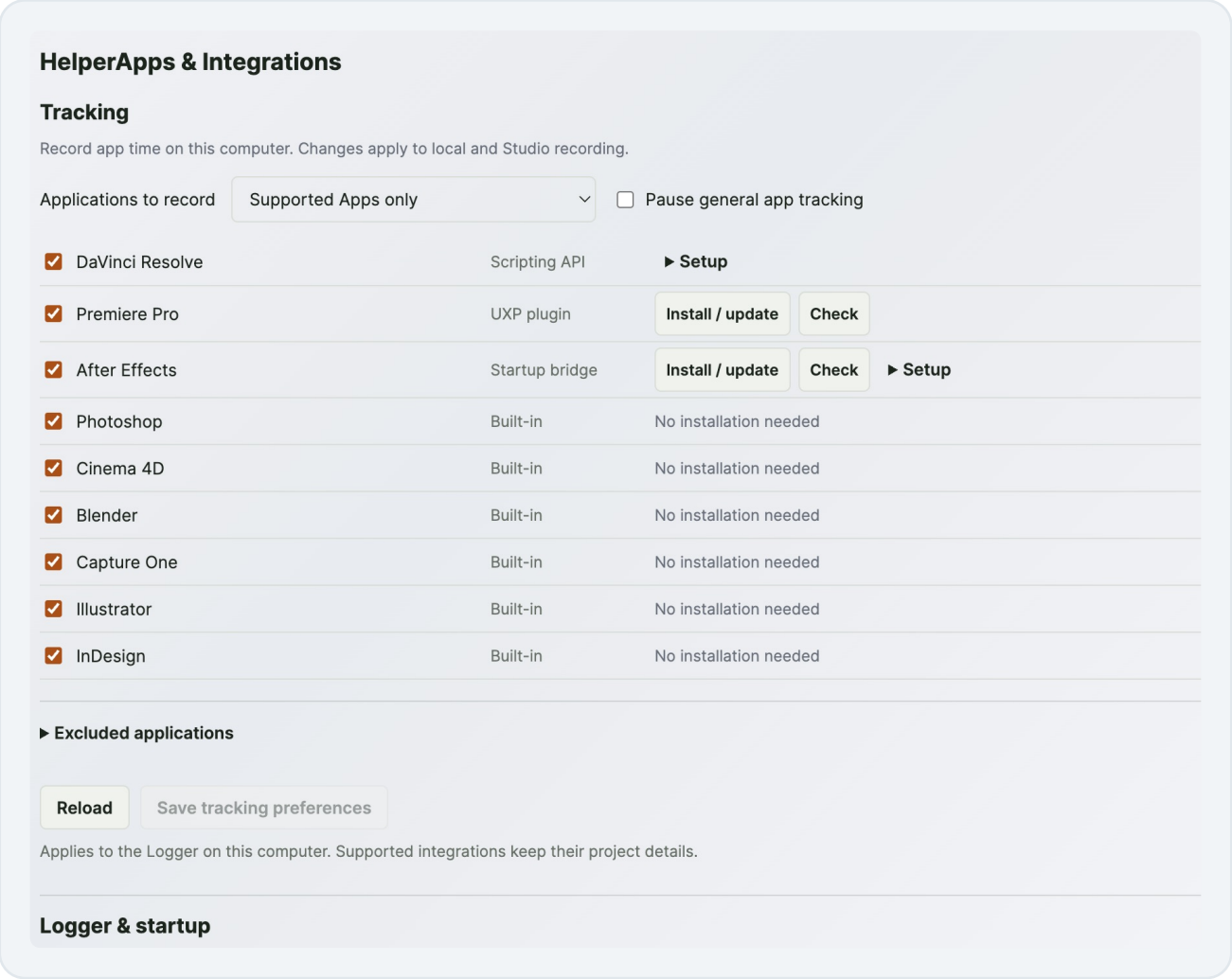


Figure 10. W108 Tracking: choose the applications to record. Example settings.

Exclude applications

Expand **Excluded applications**. Enter one app name, executable or bundle ID per line and save. Exclusions also affect supported creative apps and their background rendering. A supported app switch and an exclusion are related: disabling a supported app adds the matching exclusion. Review exclusions when an enabled app produces no sessions.

All Applications does not grant missing OS permissions or create project context in arbitrary software. Unavailable document titles can result in app-only activity. Choose the narrowest recording scope useful for your project.

DaVinci Resolve

1. Enable **DaVinci Resolve** in Tracking.
2. In **Resolve Studio > Preferences > System > General**, set **External scripting using** to **Local**. Save and follow Resolve's restart request if it presents one.
3. Open a project and timeline. Start Logger and check Dashboard LiveView, then Sessions.

PPA uses Resolve's installed scripting API for project, timeline and page context. Studio scripting availability is required for this detailed route; do not assume the free Resolve edition provides the same API. PPA does not require a network-wide external-scripting setting for local recording.

If Resolve is open but context is absent, recheck **Local**, the installed Resolve version and the open project. Refresh service status. Use the Resolve troubleshooting path if it remains unavailable.

Premiere Pro

The Premiere row identifies its integration as **UXP plugin**. Choose **Install / update** for that row and follow the integration installer's instructions for the installed Premiere version. This is optional if you are not recording Premiere.

Open Premiere's PPA integration if its installation instructions require enabling/opening it. Restart Premiere after installing or updating the plugin when requested. An app switch alone does not install the plugin. On Mac the row also offers **Check**; on Windows use the integration's visible status and the available installation action.

Verify the enabled switch, plugin installation, an open sequence and Logger. Close modal dialogs and let work finish before restarting the application. Automatic Premiere/Adobe Media Encoder render-time recording is not released in this beta. Do not interpret an app-only session as confirmation of a complete render log.

After Effects

Choose **Install / update** in the After Effects row to install the **Startup bridge**, then restart After Effects. The bridge supplies composition/project context; installing it does not change Logger's running state.

In After Effects **Scripting & Expressions** preferences, enable **Allow Scripts to Write Files and Access Network**. Expand **Setup** in PPA's After Effects row for the same instruction.

When available, **Check** reads bridge state and **Reconnect** requests reconnection. A stale bridge can be caused by an open AE dialog, busy script or a render. Let the render finish and close blocking dialogs before reconnecting. Recheck live context before changing installation or licensing. Follow Adobe troubleshooting if the bridge remains stale.

Built-in creative-app tracking

Photoshop, Cinema 4D, Blender, Capture One, Illustrator and InDesign appear as **Built-in · No installation needed**. Enable only the apps you need and save. The integration uses available application/window metadata; the amount of context depends on that app and its current state.

On Mac, allow the expected activity helper under **System Settings > Privacy & Security > Accessibility** when requested. Return to PPA and use **Restart activity helper** if needed. Do not grant unrelated permissions or reset existing approvals merely to change a report filter.

Some Capture One views expose little document metadata. A missing name is not evidence of zero application time. Check an open, named document/session and OS access, then inspect the app-only entry. Respect names and privacy preferences before exporting.

Start, stop and login behavior

Platform	Immediate control	Saved startup preference
Mac	Start Logger / Stop Logger; Refresh status	Start Logger at login; Save startup preferences
Mac Host	Start Collector / Stop Collector	Start Studio Collector at login; Save startup preferences
Windows	Start Logger / Stop Logger; Check logger	Start Logger when I sign in to Windows

Stopping a service does not necessarily disable its next-login startup preference. Collector serves the shared Studio; a solo local user does not need it. Read the resulting status after each action. Before licensing imports or a system update, allow pending recording actions to finish and use the documented stop/quit action.

Read Logger status

The desktop menu shows **Logger: …**. Mac Settings also shows an automatically updated **Logger** line and **Checked** time. **Last service check** and login-start preferences are separate from the live Logger status.

Allow **Starting**, **Stopping** or **Checking** to settle. Read any **Paused**, **Not responding**, **Different build detected** or **Status unavailable** message before another action. Unavailable does not confirm that recording stopped. **Running** is a service observation; verify LiveView and a finished session to confirm the intended app is recorded.

Compare Dashboard's **This computer** with the local menu/Settings; **All users** shows Studio presence. For a persistent mismatch, record current states, source and checked times in a support request.

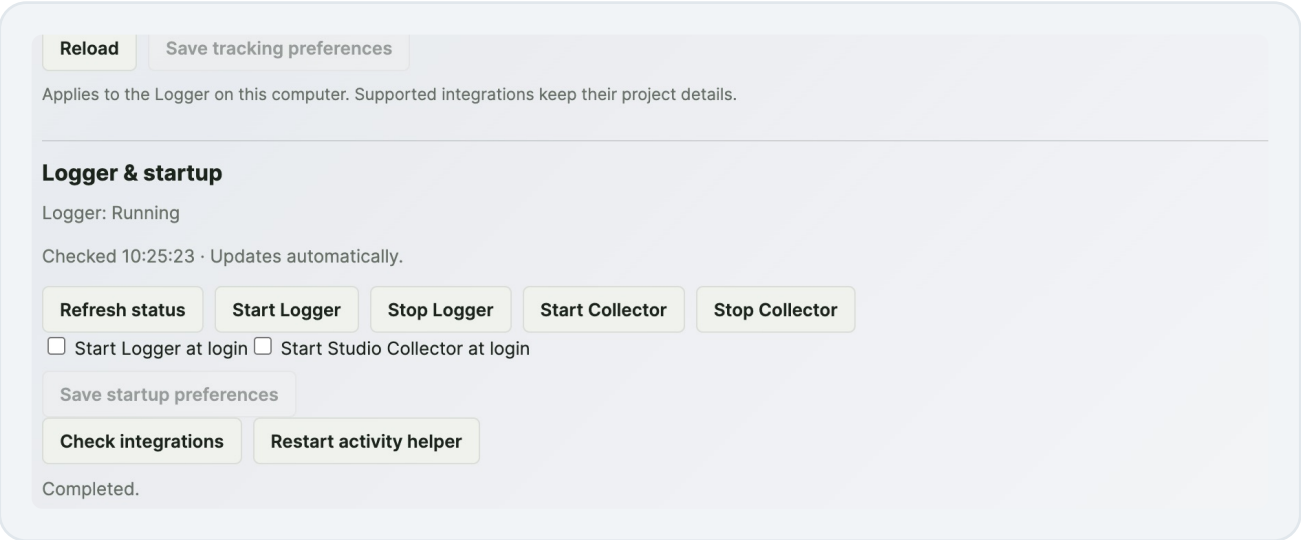


Figure 11. W108 Logger & startup: Running and Checked describe the same example computer.

GETTING STARTED

Studio and Host setup

Three separate choices

Choice	Controls
License role	What this installation may record, serve and report.
Recording setup	Local operation, a Mac Host, or connection to a Host.
Report source	Which stored data this window reads.

Changing the report source keeps recording setup and pairing. An active local license does not replace the Host's authorization. Available actions follow the permissions returned by the selected source; a Client can be read-only for an operation that an authorized Studio user can perform.

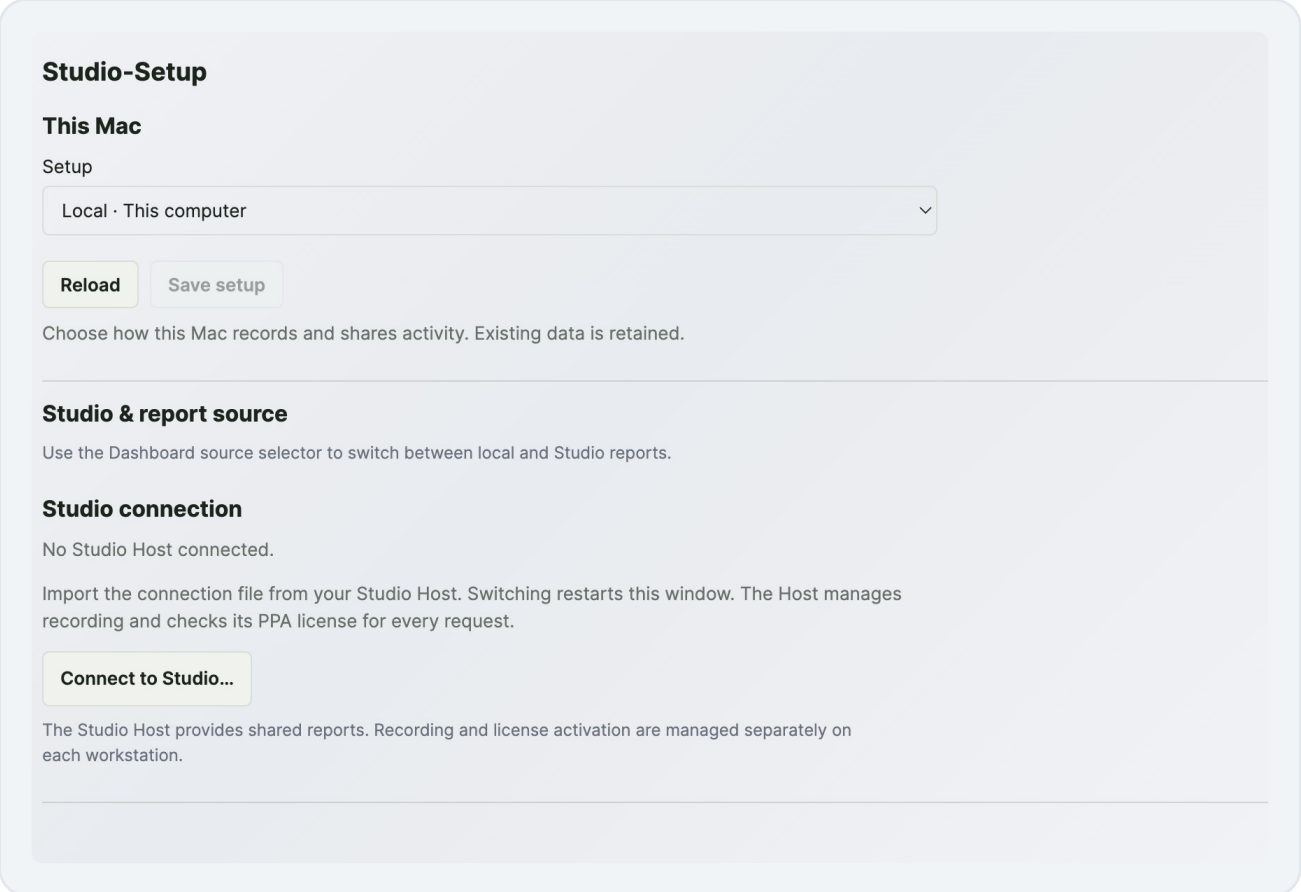


Figure 12. Studio-Setup separates this computer's setup from the Studio report connection.

Set up a Mac Host

1. Activate the appropriate Studio Host access or use an available Studio trial.
2. In **Settings > Studio-Setup > This Mac**, choose **Studio · Host** and **Save setup**.
3. Read the displayed **Collector address**. Use the reachable Host address for workstations on the intended network.
4. In **HelperApps & Integrations**, start Collector and choose its login-start preference if required. Start Logger separately if this Mac also records creative work.
5. Have the Studio administrator supply the approved connection file for paired report access. Keep that file and its credentials private.

Ask your Studio administrator for the Host's reachable address and approved connection file. Contact support if the file is unavailable.

Connect a recording workstation

On Mac or Windows, open **Settings > Studio-Setup**. Select **Studio · Connect to Host**, enter the provided **Collector URL** and **Save setup**. Use the Host's address, not 127.0.0.1 or localhost on a different computer. Those loopback names refer to the workstation itself.

Activate/use the correct Studio Client entitlement on the workstation. Configure its enabled applications and start its own Logger. A report connection does not start that Logger.

For shared reports choose **Connect to Studio…** and import the Host-provided connection file. Switching restarts the report window. On Windows, **Show data from** offers This workstation and Studio Host; use **Apply and restart window** when changing that setting. Choose the appropriate **Data source** in the report window after connection.

Windows **Studio · Host** is unavailable in this beta. Do not build a workflow around the disabled option.

Confirm synchronization

Work briefly in a known enabled application. On the local source, confirm Logger and the saved session. On the Studio source, compare the same date range and filters after synchronization. Check Dashboard LiveView's Sync field, Host reachability and the recorded workstation label.

A disconnected workstation may have locally saved work while shared reports are unavailable. Preserve that local state. Reconnect the existing setup and check whether the pending data reaches the Host; do not assume it arrived because local totals look correct. Trial expiry or missing Client/Host entitlement can prevent synchronization/reporting while local recording continues.

Disconnect or restore local reporting

Disconnect · Use this workstation changes the report connection. Verify the resulting source and keep credentials available for an intended reconnection. It is distinct from stopping the local Logger, changing the recording setup, releasing a license or deleting shared history.

Before a Host update or restore, arrange the interruption with the team, back up the Studio database and verify it. A workstation backup does not cover the Host. Use Studio troubleshooting for unreachable or inconsistent sources.

GETTING STARTED

Billing setup

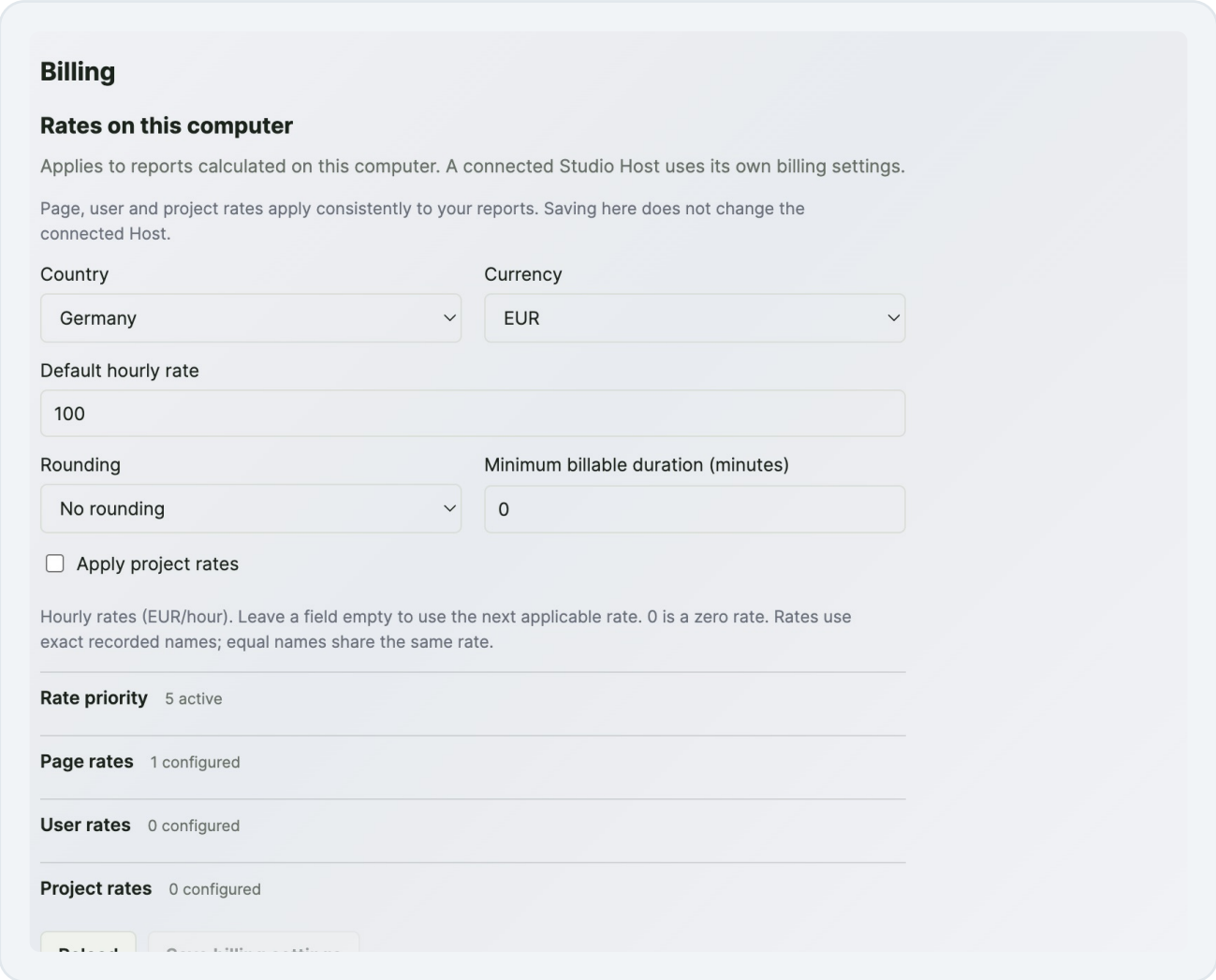


Figure 13. Billing: default rate, rounding, threshold and optional rate categories.

Where rates apply

Open **Settings > Billing**. **Rates on this computer** applies to reports calculated here. A connected Studio Host uses its own billing settings; saving on a Client does not change the Host. Configure the Host when you want shared Studio amounts to change.

PPA calculates report amounts from recorded time and configured rules. Review the result against your agreed billing method before invoicing; recording time alone does not establish a client charge.

Set the defaults

Choose **Country**, **Currency**, **Default hourly rate**, **Rounding** and **Minimum billable duration (minutes)**. Rounding options are No rounding, 15 minutes, 30 minutes and 60 minutes. Enable **Apply project rates** if the report should use configured project overrides.

Choose **Save billing settings** to apply the complete draft. **Reload** reloads saved values; if changes are pending, use **Keep editing** or **Discard and reload** deliberately. Editing a field without saving does not update the report.

Rate priority and overrides

Expand **Rate priority**, **Page rates**, **User rates** or **Project rates**. The normal priority is Project page, Project, User, Page, then Default; the displayed priority editor is authoritative if you change it. Configure the relevant exact name and rate. Project overrides can also specify page rates where enabled.

A blank rate uses the next applicable rate. **0** is an explicit zero rate. Turning an override off is different from setting it to zero. Rates use exact recorded user/project names; equal names share the same rate. Search for the intended entry before editing, especially after aliases or project assignments change.

When a copy-to-draft action is offered, review its target and resulting values before saving. It is still a draft operation. Save the whole billing form and check the confirmation, then refresh the report.

Check an amount that looks wrong

Confirm the report source and that rates were saved on the machine doing the calculation. Review priority, Apply project rates, exact project/user names, blank versus zero, rounding, threshold and rendering/inactivity filters. A report can show **Not configured** or **Unavailable** where billing settings or access are absent.

Use a small synthetic example first: set a default rate, leave overrides empty, record/review a known short interval and compare the resulting amount. Avoid changing production rates just to troubleshoot an unrelated export problem.

GETTING STARTED

Your first recording

Before you begin

Allow about 15 minutes for a first setup, plus any application integration installation. You need PPA, an enabled creative application and an appropriate license or available trial. The application itself must be installed separately.

For this example, use a fictional Resolve project named **Northern Light**, with a timeline **Main edit**. Substitute your own project only after checking the privacy settings.

Step 1 · Install and open PPA

Install the correct platform download using Install and update. Open PPA from the installed location. Closing its window keeps PPA accessible through its menu icon and keyboard shortcut. The shortcut requires PPA to be running.

Step 2 · Confirm license access

Open **Settings > License**. Use **Customer account** to activate an existing purchase, or **More license options > Trial details** to start an available 14-day trial. Read License and trial for roles, offline files and interrupted operations.

Expected result: the status card shows an active license or the remaining trial. If an active license cannot open reports, use **Check access** when offered. Do not start a new trial as a repair.

Step 3 · Set identity and recording scope

In **Settings > General**, set **User alias** and save it. Review **Anonymize this Workstation** before recording. Anonymization changes future sessions; earlier names remain in history.

In **Settings > Studio-Setup**, choose **Local · This computer** for your first solo recording. Choose **Save setup** when the value changes. A Studio Client follows the team setup instead.

Step 4 · Enable Resolve and start Logger

Open **Settings > HelperApps & Integrations**. Enable **DaVinci Resolve** and choose **Save tracking preferences** if changed. Under the Resolve row, expand **Setup** and configure Resolve Studio's external scripting to **Local**. Open the project and timeline.

Choose **Start Logger**. On Mac, **Refresh status** reads service state; on Windows, use **Check logger**. A checked application switch means tracking is enabled, not that the app is installed or currently connected.

Expected result: Logger is running. On **Dashboard**, LiveView shows the current application/project when available. Work in the enabled application, then change activity or application so PPA can close and save an interval.

Step 5 · Find your saved work

Open **Sessions** and confirm **Data source: Local · this computer**. Select **Today**. If needed, expand the date range and enable **Include rendering**. Use **Refresh** after a short wait. A running LiveView entry can appear before its finished interval appears in Sessions.

Expected result: recorded groups identify the app, project and duration. Expand a group to see its underlying sessions. If nothing appears, follow Logger or sessions missing.

Step 6 · Export the first report

Choose **Session Report**. Check the displayed source, filters, group count and **Maximum rows**. Choose **CSV table** for a spreadsheet or **PDF report** for a readable report. Select **Export Sessions view only** for a table-focused PDF, then export CSV directly or choose **Preview PDF**. Check the PDF and choose **Export** to save it.

Expected result: the export contains the applied filtered view within its row limit. Select marks do not reduce the export. Read Sessions before preparing a full client delivery.

INTRODUCTION TO PPA

Introduction to PPA

What PPA records

PPA is designed to analyze project workflows and production effort. Depending on the enabled application and integration, metadata can include application, document/project and timeline/sequence/composition names, workspace/page, activity state, session start/end, user and workstation labels, tags and project assignments.

PPA does not record media content, document contents, screenshots, screen video or keystrokes. Manually entered Notes / To-Do text is stored as entered. Document titles and project names can still contain sensitive information; review them before sharing a report.

Supported Apps only restricts general app recording to enabled supported apps. **All Applications** broadens the recording scope to other applications, subject to **Excluded applications**. Tell users what scope is configured before deployment.

Read time correctly

Term	Meaning in your workflow
Session	A recorded activity interval. A row can group several sessions.
Active	Work classified as active by the relevant application/integration.
Rendering	A detected render interval where that integration supports it.
Idle / inactive	Intervals classified as idle, away or an inactive application.
Total Time / Tracked time	Recorded time after the source, period and inclusion filters. It is not necessarily billable time.
Sessions / Grouped Rows	Session count and displayed group count are different quantities.
LiveView	Current presence/activity; it is not a finished historical session.
Amount	A calculated estimate from the report source's billing settings.

Application classifications differ. Multi-user totals can exceed elapsed clock time because people work concurrently. Rendering can overlap other work. Compare the same source, period, rendering/inactivity choices and rules before drawing conclusions. Workflow ratios describe captured states; they are not a measure of a person's productivity.

Choose the source before comparing totals

Data source selects local reports or **Studio · Collector** where access is available. Local data belongs to this computer; Studio data comes from the Host. A recording setup and a report source are separate choices. Sessions has its own rules and quick ranges; it does not automatically copy the Dashboard filters.

A widget's own period narrows the rows already loaded by the top-level filters. Set the top-level **Period** wide enough before choosing a different widget period. A widget cannot recover rows excluded from its source report.

Anonymize future recordings

1. Open **Settings > General > Privacy**.
2. Change **Anonymize this Workstation** and choose **Save privacy preferences**.
3. Read and confirm the app's change notice. Check the success message before continuing.

New sessions and live activity use the anonymous identity. The settings show the user label as **Anonymous-User**. Earlier sessions retain their existing identity. Turning anonymization off does not restore names to anonymized history.

Project/document names, timeline names, times, tags, billing information and manually written notes remain useful metadata and are not automatically scrubbed. Review free text and report recipients separately. If PPA cannot access the secure identity needed for anonymization, resolve the reported privacy error before recording; do not delete its identity or license storage.

Responsible team use

Explain the configured recording scope and report access to your team. Apply your organization's privacy and retention policies and any required notices or agreements. Use PPA for project/workflow analysis. Agree how ignored sessions, corrections and report exports will be reviewed.

USING THE PPA INTERFACE

Using the PPA Interface

Find your way around

The left sidebar opens the main working areas. **Settings** contains setup and maintenance. The license badge at the bottom opens **Settings > License**. The page title identifies the area you are reading.

Area	Use it to
Dashboard / Studio Admin Dashboard	Check totals, current activity and workflow charts.
Sessions / Studio Sessions	Inspect recorded intervals, apply rules, correct reporting assignments and prepare a session report.
Projects	Review a project's effort and contributors.
Timelines	Compare timeline, sequence or composition context.
Users	Review recorded user totals and available live activity.
Performance	Explore active, rendering and idle distributions.
Notes / To-Do	Keep tasks, comments and tags with your work.
Reports	Prepare a PDF, dashboard image or the appropriate CSV overview.

Choose the data source first

Local · this computer shows this workstation's data. **Studio · Collector** reads the connected Studio Host where your access allows it. Shared views add Studio to their names. Changing a report source does not change which applications the local Logger records.

Before comparing totals or exporting, confirm the source, period and filters. Sessions has its own rules and row limit. Dashboard widgets can narrow the loaded period further.

Work with a view

Refresh rereads the source. If an action is disabled, read the nearby status: there may be no rows, a busy task or limited access. Expand disclosure arrows for help and details. Choose **Style** and light/dark appearance at the top of the window.

Closing the window can leave recording running. Use the PPA menu's Start/Stop controls to manage Logger. See Appearance and keyboard navigation for display and keyboard options.

USING THE PPA INTERFACE

Dashboard and widgets

Start with source and period

Use **Data source** to choose **Local · this computer** or **Studio · Collector** where authorized. The Studio view is titled **Studio Admin Dashboard**. Select **Period**: All Data, Today, This Week, This Month, Last 7 Days, Last 30 Days or Date range.

Expand **Filters** for project search, From/To dates, application, **Include rendering** and **Include inactive / unassigned sessions**. Use **Reset** to clear those filters and **Refresh** to reread the source. Watch the source/status text when switching computers or comparing an export.

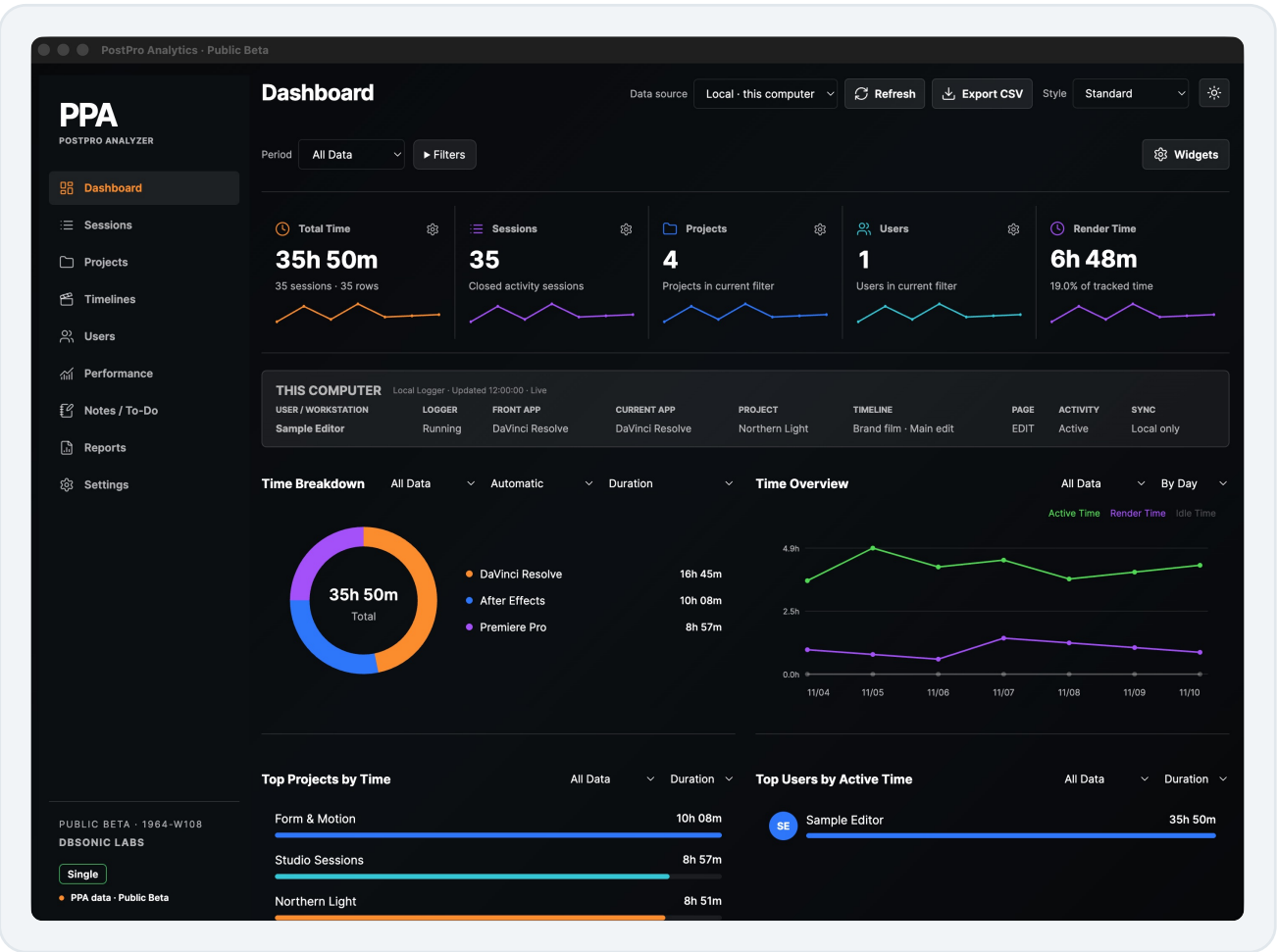


Figure 14. W108 Dashboard: example totals and workflow widgets in Standard / Dark.

Summary cards

Widgets opens the dashboard configuration. Available summary cards include **Total Time**, **Sessions**, **Projects**, **Users**, **Render Time**, **Workstations**, **Application**, **Top Project**, **Top User** and **Top Page**. Choose useful cards and their order; the configuration is stored per window profile.

Where a card offers a settings button, choose its display such as Duration/Decimal Hours or Session Count/Grouped Rows. These options change presentation, not the underlying recordings. A session count can exceed the row count because rows are grouped.

Analysis widgets

Widget	Useful choice
Time Breakdown	Automatic or grouping by Page, App, User, Project, Timeline, Workstation, Activity State or Database. Duration, Percentage or both.
Time Overview	A daily, weekly, monthly or yearly trend; the most recent ten date buckets.
Top Projects by Time	Project ranking by time or sessions.
Top Users by Active Time	User ranking; read it within the selected reporting scope.

Each widget can have its own period. This period applies within the rows loaded by the page's source and top-level filters. **Automatic** breakdown uses application grouping for mixed-app reports and page grouping where appropriate for Resolve. A Resolve page breakdown does not describe pages in unrelated apps.

An empty chart can mean that its own period or category has no data even when the page total is nonzero. Compare the top-level filters, widget period and rendering choices before treating it as missing recording.

LiveView

Local LiveView is headed **THIS COMPUTER**; Studio LiveView is **ALL USERS**. It shows user/workstation, Logger, Front app, Current app, Project, Timeline, Page, Activity and Sync where available. Studio offers **Show offline users**.

Front app and **Current app** can differ during background rendering. Presence is refreshed while the relevant window/view is active; a delay or unavailable status is not proof that saved sessions were deleted. Watch its update timestamp and status. A current interval is not necessarily closed and visible in Sessions yet.

Studio presence needs a reachable authorized Host. Local presence comes from the local Logger. See Troubleshooting if the live state stays unavailable.

Export from this context

Export CSV exports the relevant filtered report data for views that provide it. For a styled PDF or dashboard image, open **Reports**. Sessions has its own **Session Report** action and applied rules. Verify both contexts rather than assuming they are identical.

USING THE PPA INTERFACE

Sessions: filter, review and edit

Choose the data to review

Open **Sessions** or **Studio Sessions**. Check **Data source** first. Sessions uses its own **All Data**, **Today**, **This Week**, **This Month** and **Last Run** quick ranges. **Include rendering** and **Show Ignored** are separate switches.

The summary states session count, duration and loaded groups. **Maximum rows** offers 20, 50, 100 or Unlimited. A limit is a group limit; it is not the number of individual underlying sessions. Raise it before exporting if you need all matching groups.

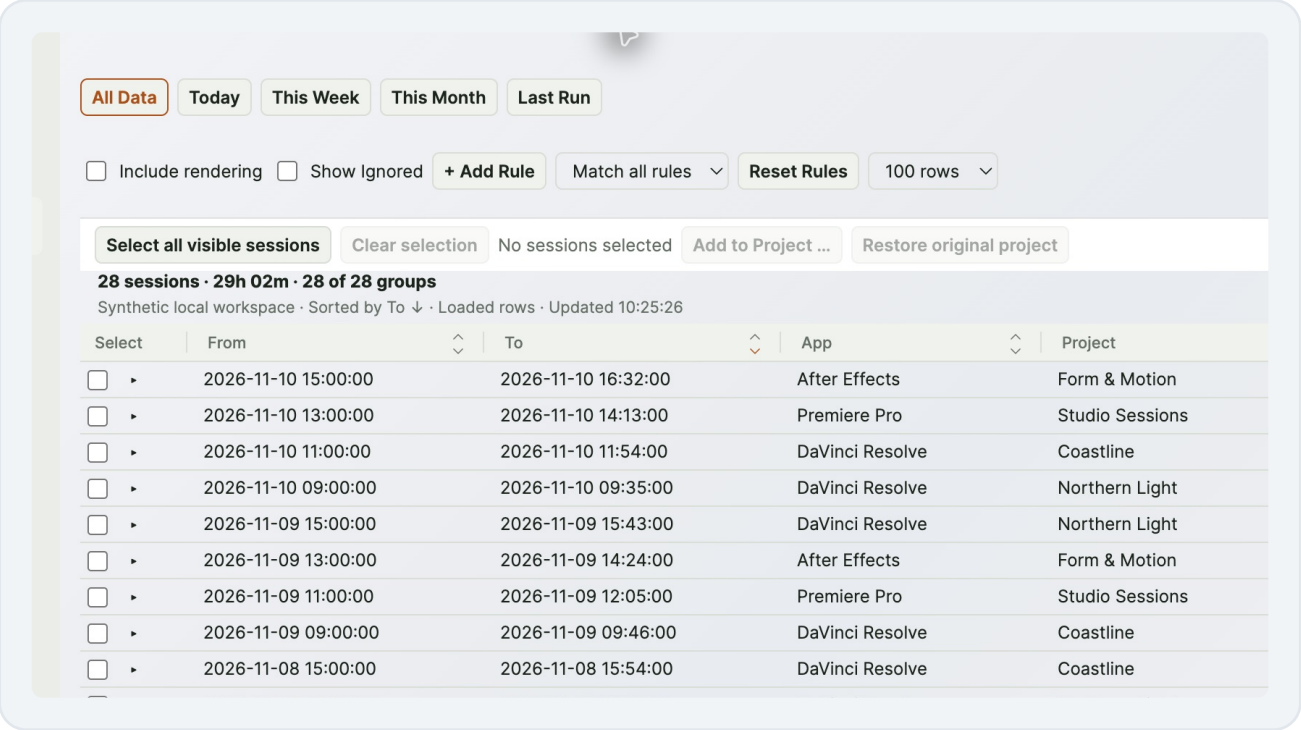


Figure 15. W108 Sessions: All Data with example recordings and a reduced set of visible columns.

Expand and understand grouped rows

Use the disclosure beside a group to inspect its underlying sessions. Groups combine matching report dimensions; they can represent several recorded intervals. Check the From/To range, application, project/timeline, state and session count before editing. A group selection can therefore affect more than one session.

The table can include **Ignored**, **From**, **To**, **App**, **Project**, **Timeline**, **Flags**, **Description**, **Comments**, **Custom Tags**, **Page**, **Status**, **Duration**, **Sessions**, **User**, **Workstation** and **Database**. Metadata is shown where supplied by that application's integration; a blank field does not imply that the app recorded no time.

Apply rules

1. Choose **+ Add Rule** and a field: Date, Time of day, User, Project, Timeline, Flags, Custom Tags, Comments, Description, App, Page, Status, Workstation or Database.
2. Choose the available operator and value. Date/time can use a range; text can use equals, contains, empty and the other displayed operators. App rules allow multiple applications.
3. Choose **Match all rules** or **Match any rule**.
4. Choose **Apply Rules**. Until then the table and export still use the previous applied rules.

Up to 12 rules are available. **Reset Rules** clears the rule list and matching mode. The quick range and inclusion switches update the table separately. Read the **Rules changed** notice if you have edited a rule without applying it.

Columns, order and sorting

Open **Columns** to hide/show columns. At least one stays visible. **Reset columns** restores the column configuration. Drag a header to reorder; keyboard users can focus a header and use Alt + arrow keys. Drag a resize handle or use its arrow-key adjustment. Scroll horizontally for additional columns.

Use the sort controls on a header or Enter on the focused header to sort. Read the caption for the current column/direction and whether it applies to loaded rows. A sort does not remove the **Maximum rows** limit or load omitted groups. PPA exports this applied loaded view in its visible sort order.

Ignore is reversible exclusion

Ignored checkboxes change reporting inclusion; **Select** checkboxes mark targets for editing. They are independent controls.

Ignore a group or underlying session only when you intend to exclude that recorded time from normal analytics. Read the save result. Enable **Show Ignored** to find it again, then clear its Ignored checkbox to restore inclusion. Stored recordings remain present. If a write result is uncertain, refresh to confirm it before retrying.

Select for project assignment or deletion

Use the **Select** column to choose rows. Click, Shift-select a range, or click and hold while dragging across the selection column. **Select all visible sessions** marks the loaded view; **Clear selection** removes marks. Expanded groups and their children refer to underlying sessions, so read the reported selection count.

Where your source and role allow it, **Add to Project …** assigns selected sessions to an existing or new reporting project. Search/select the intended project in the dialog, review the count and confirm. **Restore original project** removes that reporting reassignment. Recorded source context is retained; assignment changes how those sessions are grouped for reporting.

Authorized Studio users can also see **Delete**. Read the confirmation's underlying-session count and source. Cancel if the scope is wrong.

> Permanent: Confirmed Delete removes the targeted stored sessions and cannot be undone through PPA. Use Ignore for a reversible reporting exclusion. A local restore does not restore data deleted from a separate Studio Host.

Session Report uses the whole applied view

1. Finish pending edits. Apply rules and confirm source, range, inclusion switches and **Maximum rows**.
2. Configure visible columns and sorting. Choose **Unlimited** if the export must cover every matching group.
3. Choose **Session Report** and verify its scope summary.
4. Choose **CSV table** or **PDF report**. For PDF, choose **Export Sessions view only** if you want just the table and source/filter context.
5. Set the PDF options, choose **Preview PDF**, review it and choose **Export**. CSV exports directly.

Select marks never limit this export. For a report containing only one project, apply a Project rule; selecting that project's rows is insufficient. Pending unapplied rule changes do not affect the export. If data changes while the dialog is open, cancel, refresh/review the view and reopen Session Report.

Sessions-only PDFs include source/filter information and page numbers. Wide tables split into column groups; repeated identifying information helps you follow a row across them. For the full report's dashboard placement, logo and layout choices, see Reports and exports.

USING THE PPA INTERFACE

Projects, Timelines, Users and Performance

Shared reporting context

These views use the selected **Data source**, top-level **Period** and report filters. Studio access adds Studio to their names. Each view also has search and relevant Project/User/Application filters. Use **Reset view filters** to clear its local refinements.

Choose a sortable column heading to change direction. The overview tables paginate at 50 entries; sorting applies across all matching entries, not just the current page. **Previous** and **Next** move through them. Long cells can open a full-value detail where offered.

Projects

Projects lists grouped project totals, sessions, contributing users, applications, workstations, calculated amount where permitted and last recording time. Choose a project name to open its detail dialog. It summarizes tracked time, sessions, participants, applications and page/workspace distribution within the current report context.

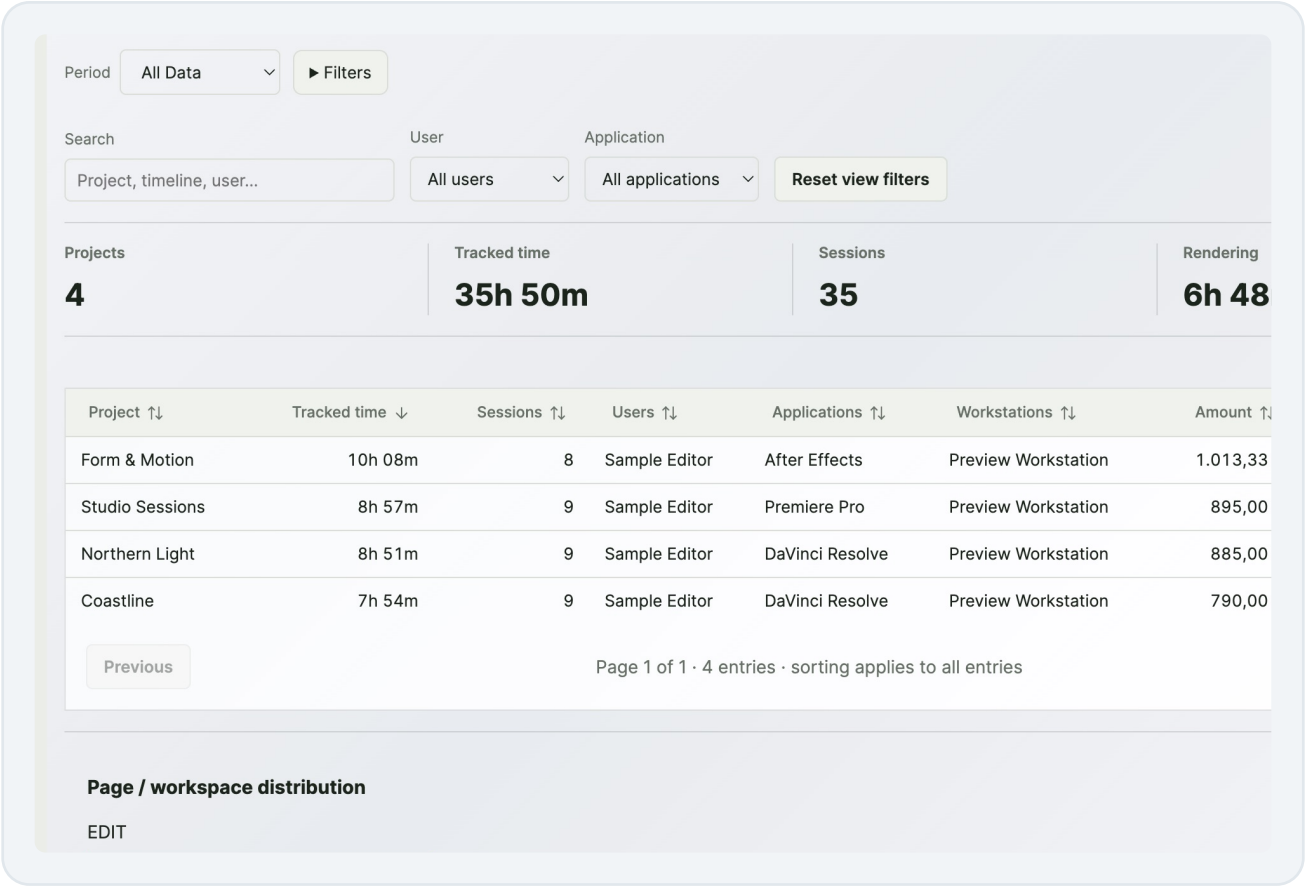


Figure 16. Projects: fictional project totals and details entry points.

A project's reporting name can come from a session assignment. To change the assignment, use Sessions and **Add to Project …**. Selecting a project detail does not change recordings or reassign sessions.

Users

Users shows recorded user labels and their report totals. Today/This week/This month figures are still limited by the loaded report context; choose a sufficiently broad top-level period. Open a user name for current activity where available and the last recorded session context.

Current activity and last recorded project are separate: the latter is historical. An offline/stopped workstation should not be interpreted as live. Anonymous records use their recorded anonymous labels; a user alias change applies to new sessions rather than rewriting history.

Timelines

Timelines groups sequence/composition/timeline context supplied by the integrations. It shows tracked time and active/render/idle breakdowns, contributors and **Live status**. Open a timeline name for page/workspace distribution and **Linked Notes / To-Do**. **Open Notes / To-Do** moves to the notes area.

Notes access can be unavailable separately from time data. Linked-note counts use the available notes set; if the app reports its 1,000-note limit, narrow the notes filters rather than treating counts as complete history. Timelines with similar names can belong to different projects; check project context.

Performance

Performance shows **Active ratio**, **Render ratio**, **Idle ratio** and **Average session**, plus **Workflow state mix**, **Daily workflow trend**, **Page / workspace distribution** and **Application distribution**. The trend displays the most recent ten recorded days. The app list can scroll within its panel.

These are distributions of captured intervals under the current filters. Missing integrations, exclusions and rendering/inactivity choices affect the denominators. Compare like-for-like contexts and avoid interpreting ratios as individual efficiency scores.

Export the relevant overview

Export CSV exports the filtered Projects, Users and Timelines overview where offered. Performance uses **Export workflow CSV** for its workflow data. These overviews have different columns and aggregation from the Sessions export. Use **Reports > Open Sessions** for a configurable session table, or **Export PDF** for a formatted project report.

USING THE PPA INTERFACE

Notes, To-Do and Custom Tags

Create a task in the correct source

1. Open **Notes / To-Do** or **Studio Notes / To-Do** and confirm **Data source**.
2. Choose **New note**. Enter **Title** and optional **Note** text.
3. Choose **Assignment**: general, project, timeline or user. Fill the corresponding Project, Timeline and/or Assigned user fields when shown.
4. Choose **Status**, **Priority**, optional **Reminder date** and **Custom tags**.
5. Choose **Save note** and check that the task appears.

A reminder date is stored task metadata; do not assume it schedules an operating-system notification. A linked project/timeline helps the Timelines detail show the relevant notes. Similar names can represent different project identities; select the intended one.

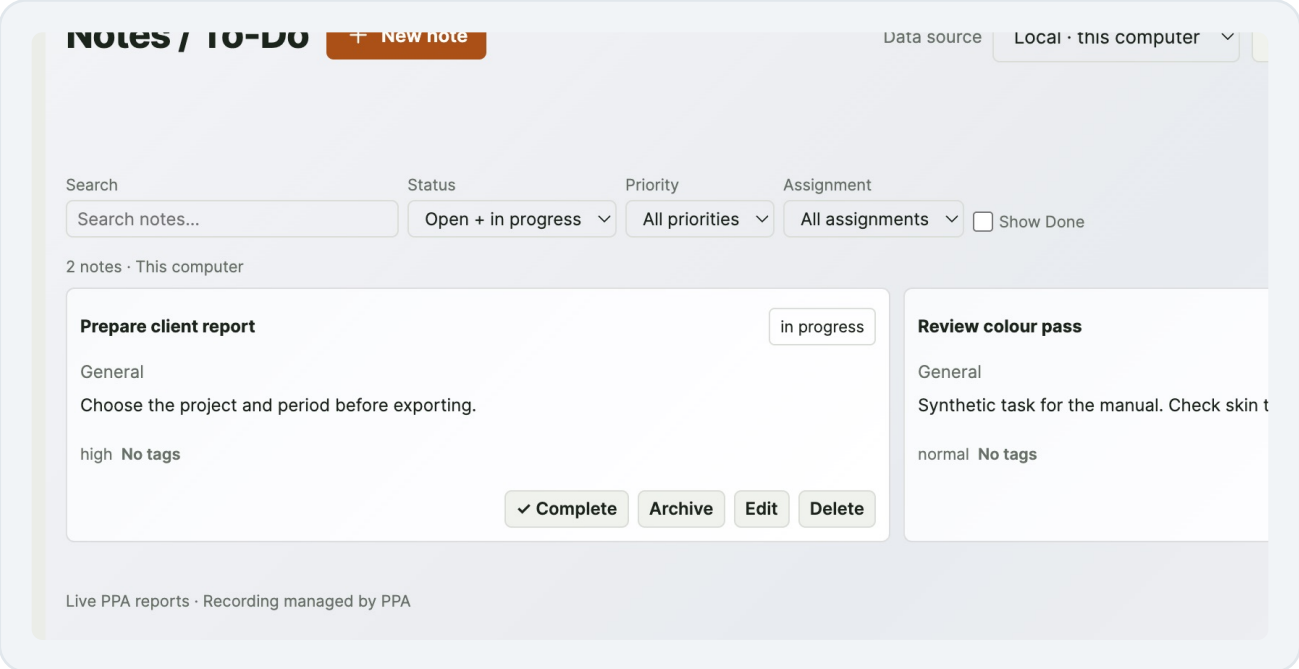


Figure 17. W108 Notes / To-Do: local example tasks in Standard / Light.

Find and display notes

Use search and the displayed Status, Priority and Assignment filters, plus **Show Done** where available. **List view** provides compact rows and inline controls; **Panel view** shows card detail. The **Size** Large/Medium/Small control is shared with Sessions display density.

The loaded result is limited to 1,000 matches. If the count reaches that limit, narrow the filters. No matching notes can mean a different source or a status filter, rather than deleted content.

Complete, archive and reopen

Use the Done control or **Complete** to finish a task. Open its title or **Edit** for the full form. Statuses include open, in progress, done and archived. To recover an archived item, select **Archived**, open the note, change **Status** to **open** and save.

Archive preserves the note. **Delete** shows a permanent-deletion confirmation; cancel it if the task should simply leave the active list. Wait for a save result before switching source. If a change cannot be confirmed, reload and inspect the current value before retrying.

Custom-Tags

Open **Settings > Custom-Tags** in the relevant source. Define up to ten reusable tag names and colours, then choose **Save Custom Tags**. **Reload tags** rereads the saved names. Renaming a tag keeps its existing assignments. Tags can be attached in the note form or the note's tag editor. Sessions displays supplied Custom Tags and can use them in rules.

A tag's colour is a visual aid; its name carries the meaning. Keep a short shared vocabulary such as **Client Feedback**, **Color Pass**, **Approved** and **Delivered**. Review tag edits carefully because they affect the meaning of records that use those tag slots.

Read-only access

A source can allow reading notes while denying writes. In that case, editing/creation controls are disabled or omitted and the view indicates read-only access. Changing a display filter does not change that permission. Ask the Studio administrator to check the intended role if a required task is unavailable.

USING THE PPA INTERFACE

Reports and exports

Choose the output for the task

Task	Entry point	Output
Review or exchange a session table	Sessions > Session Report	CSV table or PDF report
Deliver the applied table with its context	Session Report > Export Sessions view only	Table-focused PDF
Explain project effort visually	Reports > Export PDF	Dashboard and detail pages
Add a dashboard to a presentation	Reports > Export image	PNG or JPG
Exchange grouped project or user totals	Reports > Open Projects / Open Users	Filtered CSV overview

Select the source, period and filters before opening export. In Sessions, **Apply Rules**, choose the visible columns and sorting, and check **Maximum rows**. Choose **Unlimited** for every matching group. **Select marks do not limit export.**

Set up a PDF

Choose **Export PDF** in Reports or **PDF report** in Session Report. Review the displayed scope before continuing.

Control	What to choose
Dashboard in PDF	First page, At the end or Do not include.
Export Sessions view only	A table-focused PDF without the dashboard.
Include Logo	Include your report logo, or the default if you have not set one.
Background	Bright or Dark, independently of the app's appearance.
Orientation	Landscape or Portrait.
Text size	Small, Standard or Large.
Detail spacing	Standard or Compact.

Reports and Session Report remember their layout choices separately. Set your own logo in Settings > General > Report logo.

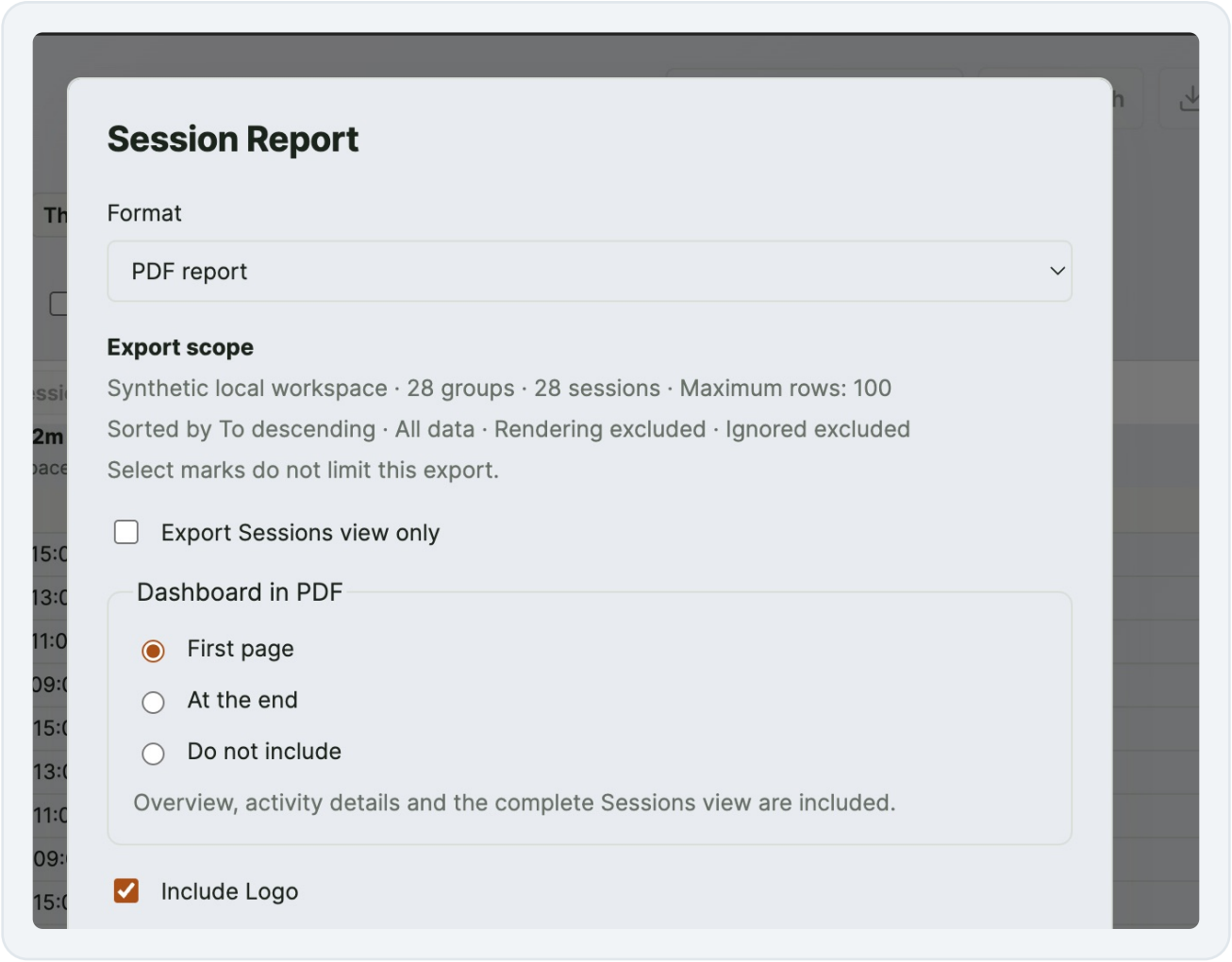


Figure 18. W108 Session Report: check the scope, dashboard position and logo before previewing. Example data.



Figure 19. W108 Layout: choose orientation, text size, detail spacing and the report background. Example data.

Choose PDF columns and widths

For a session table, **PDF columns** lists the currently visible columns in their current order. Clear a checkbox to omit a column from this PDF. The on-screen Sessions table stays as configured.

Adjust individual widths, use **Fit to contents**, or **Reset widths**. Widths are remembered; a freshly opened dialog selects the columns currently visible in Sessions. A wide selection can span several numbered column sections. Repeated row numbers help you follow a session across them.

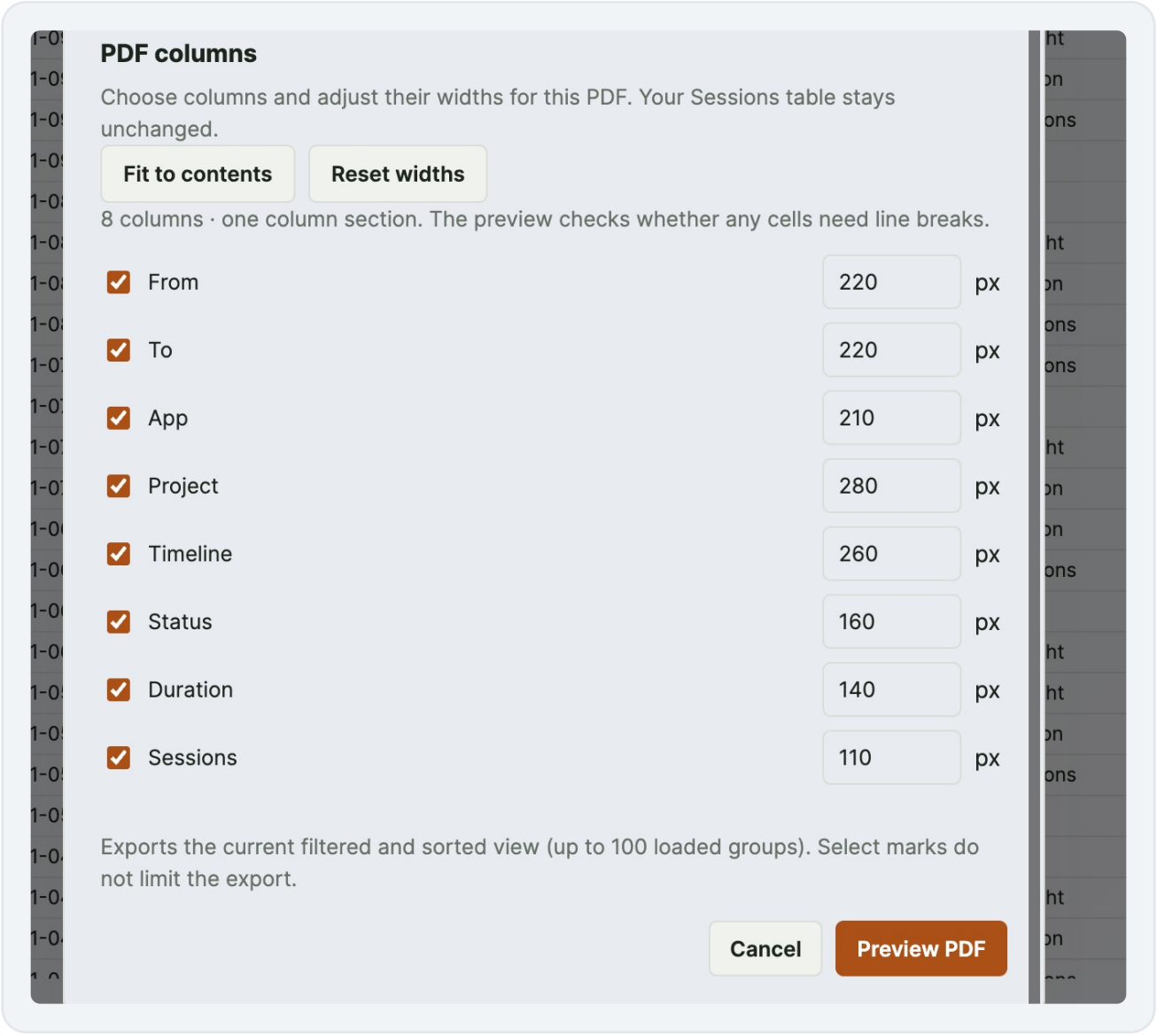


Figure 20. W108 PDF columns: choose the columns and their widths independently of your Sessions table. Example data.

Preview, check and save

1. Choose **Preview PDF**. PPA opens the actual PDF with your selected data, logo, colours and layout.
2. Read all pages. Check names, totals, page numbers, column sections and the logo against its background.
3. If PPA reports wrapped text, review the listed columns. Choose **Change Settings** to return to the options, then widen a column, reduce the text size, change orientation or fit widths to contents.
4. Preview again after changing settings. Long cells continue across pages so their text remains available; deliberate line breaks can still produce multiple lines.
5. Choose **Export**, select the filename and location, then confirm the saved file.

The preview is a snapshot. Export saves the PDF you reviewed. To include newer data, close the dialog, refresh the view and start a new preview. If a preview expires, generate it again.

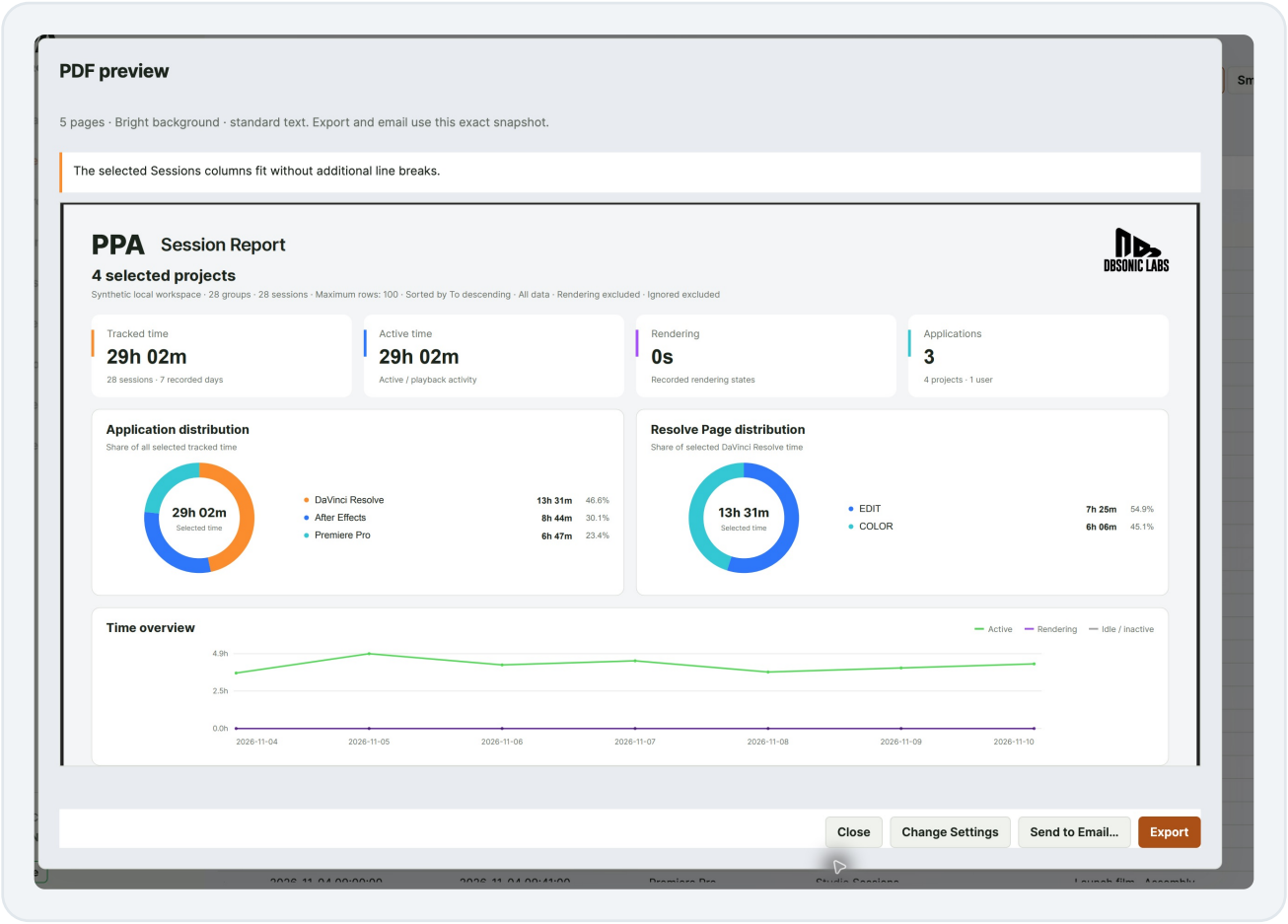


Figure 21. W108 PDF preview: inspect the actual report and logo before Export or Send to Email. Example data.

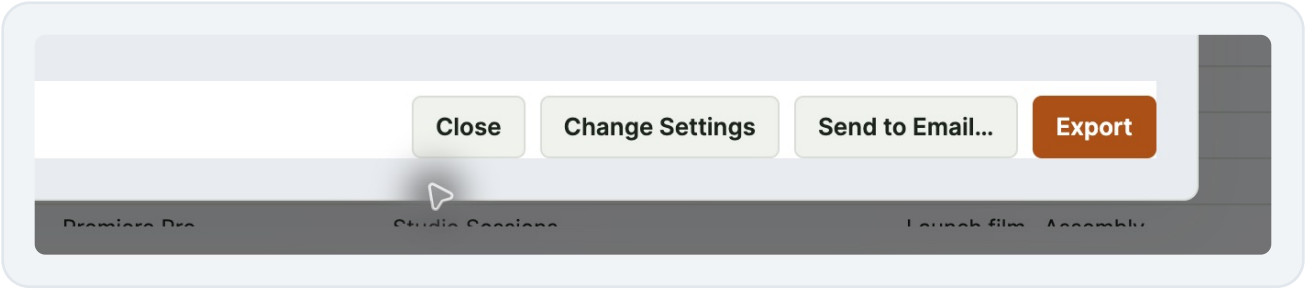


Figure 22. Detail of the same W108 preview: Change Settings, Send to Email and Export.

Attach the reviewed PDF to an email

From the preview choose **Send to Email…**. On Mac, use the system share menu and Mail. On Windows, PPA opens a draft in a compatible default email client. Add the recipient and message, check the attachment and send it yourself.

If no compatible email action is available, choose **Export** and attach the saved PDF manually. PPA uses the reviewed PDF for the attachment.

CSV and dashboard images

CSV and PNG/JPG keep their direct export path. Select the format, export and choose a local filename. CSV carries data columns rather than the PDF layout. Import date/text columns carefully in spreadsheet software so names and timestamps remain useful.

Check the same source, dates, filters and row limit when comparing outputs. Calculated amounts use the source's saved billing settings. Review private metadata before sharing a report.

USING THE PPA INTERFACE

Appearance and keyboard navigation

Theme and style

At the top of the app, **Style** selects **Standard**, **Modern** or **Low Distraction**. The appearance button switches light/dark appearance and names the destination in its accessible label. These are presentation choices; they do not change session data or license access.

Dashboard widget choices are stored per window profile. Notes and Sessions share their **Size** Large/Medium/Small preference. Column order/width/visibility belongs to the Sessions table. If a label is cramped, try a wider window, a different display size or horizontal table scrolling before hiding useful information.

Keyboard navigation

Use Tab to move through controls and Enter/Space to activate the focused control. Settings uses a section tab list. Session headers provide sorting, keyboard reordering and resize handles. Escape closes dismissible overlays where offered. Native file dialogs follow the platform's normal controls.

The global shortcut in **Settings > General** opens PPA while the application is running. It is separate from table and note editing shortcuts. Save its value explicitly.

Examples are separate from your history

This manual uses synthetic **Northern Light**, **Coastline**, **Studio Sessions** and **Form & Motion** projects. Their numbers illustrate controls and report scopes; they are not benchmark results or a promise about a real job.

For learning, use a clearly named test project in an enabled creative application. Record metadata you are willing to keep. **Ignore** excludes a test interval from normal analytics and can be reversed later.

USE CASES AND HOW TO

Practical workflows

Solo Resolve project

Compare edit and colour effort on the example project **Northern Light**.

1. Activate Single user, choose Local setup and enable Resolve. In Resolve Studio, set external scripting to Local.
2. Open the project and start Logger. Work in Edit, then Color; change activity so recording intervals close.
3. Refresh Sessions > Today. Check App, Project, Page and Duration; expand grouped rows for detail.
4. On Dashboard choose Local and Today, then Time Breakdown > By Page. Use the same rendering/inactivity choices as Sessions.

Check: saved Resolve sessions and the page breakdown cover the same work.

Mixed creative workflow

Review one film across Resolve, After Effects and Photoshop.

1. Enable the apps and complete their integration setup. Record the edit, titles and an example Photoshop document, **Poster_v03.psd**.
2. In Sessions set the date range and an App rule for those apps, then Apply Rules. Check each app's document/project context.
3. Select the relevant sessions and choose **Add to Project …** to assign a common reporting project, **Northern Light Campaign**. Review the session count and confirm.
4. Apply a Project rule for that name. On Dashboard use a matching period and Time Breakdown > By App.

Check: the common project brings the work together. **Restore original project** reverses the reporting assignment.

Project report for a client

Deliver **Coastline** work for an agreed week.

1. Choose the source in Sessions. Add Date and Project rules, choose Match all rules and Apply Rules. Set rendering/ignored choices to the agreed scope.
2. Set Maximum rows to Unlimited. Choose and sort useful columns, then open Session Report and check its scope.
3. Choose PDF report and, for a table delivery, Export Sessions view only. Set the logo and layout, then **Preview PDF**.
4. Review all pages, names, totals and column sections. Choose Export, or Send to Email… to prepare a draft.

Check: the report matches the Project rule. Select marks do not restrict export.

Mac Host and Windows workstation

Contribute Windows recordings to an existing Mac Studio.

1. The administrator licenses the Mac Host, starts Collector and supplies its address and approved connection file.
2. On Windows activate Studio Client. Choose Studio · Connect to Host, enter the supplied Collector URL and Save setup.
3. Configure local apps and start Logger. Use Connect to Studio… with the supplied file for shared reports.
4. Record a named test project. Check its local session, then Studio with the same dates and inclusion filters. Confirm workstation identity and Sync/Host status.

Check: the saved interval reaches the intended Studio. If it does not, keep local data and follow Studio troubleshooting.

Daily and weekly review

Review the week and finish open tasks.

1. Choose one source and This Week. Review Total Time and Time Overview > By Day; narrow an individual widget's period if needed.
2. Open Projects, Users or Performance for context, keeping the same reporting filters.
3. In Notes / To-Do, filter open work, complete finished tasks and archive reviewed items. Use Archived to retrieve them.
4. Export the weekly PDF or CSV and record its source, dates and filters.

Check: the saved overview can be reproduced with the same reporting choices.

USE CASES AND HOW TO

Updating PPA

Before the update

Save pending edits and finish any exports. In **Settings > Support**, choose the relevant database, **Create backup**, then **Verify latest backup**. Back up the Studio Host separately and arrange the interruption with its users.

Get the appropriate installer from the official download page. Check its version before replacing the app.

On Mac

1. In **Settings > Support > Updates & database backups**, choose **Quit PPA for update** and allow recording services to stop. Ordinary **Quit PPA** or closing the window is not a complete service shutdown.
2. Open the new DMG and replace **PPA.app** at the same installed location.
3. Open the installed copy and eject the image when finished.

On Windows

1. Stop Logger, confirm the result and quit PPA. Run the new setup in the same Windows user account.
2. Complete setup at the existing installation location and open PPA again.

After the update

Check **Settings > Support > Version**, the current license card, recording setup and report source. Confirm earlier sessions are present and start Logger if needed. Check Collector separately on a Mac Host.

Updates preserve the original trial period. Keep existing licensing, settings and data folders. If setup is interrupted, retain the installer and use the same approved package to finish. See Backups or Troubleshooting if the result is unclear.

Automatic online updating is not enabled in this edition.

Upgrading an older Mac installation

If you are moving from the older native Mac app, including Build 190, keep a complete backup of your current app and PPA data as well as the database backup. A database snapshot alone does not preserve all settings and licensing material. Ask support for the preparation instructions before replacing an installation that contains important history.

Use the same Mac, operating-system account and installation location. W108 can ask you to authorize access to an **existing offline Single license** through the offered **Continue…** action in Settings > License. Follow the existing-license instructions. Do not create a new trial or delete the original license as part of the upgrade.

Afterward, compare a known earlier date range and make a short new recording in your usual creative app. Confirm its saved interval before relying on the updated installation for a full workday. If license access, Resolve context or recording remains unavailable, preserve the old backup and send the exact result to support. An upgrade on another Mac or OS version does not establish compatibility with your own setup.

USE CASES AND HOW TO

Activations and changing computers

Check an existing activation

Open **Settings > License** and read **Current license · this computer**. Check that the displayed role matches this workstation. Use **Check license** or the offered access check to refresh the visible status. For an existing online license, use **More license options > Refresh online license**.

Your browser account and this computer's activation are separate. Signing in to the portal does not by itself activate PPA. Follow Licensing to activate through the browser, or use the optional copied-code or supplied-file route.

Review your account

Choose **Customer account** to open the DBSONIC portal. On **Your account**, choose **Manage Licenses**. **Your licenses** shows the PPA entitlement and current availability. Expand **License details** for its information.

All devices in use means the available activation is already occupied. The portal can display **Move to another Mac**, including for an entitlement that also supports Windows. Follow the beta transfer guidance below before using that action. A free activation offers a different next step. Keep account details, sign-in codes and optional activation codes private.

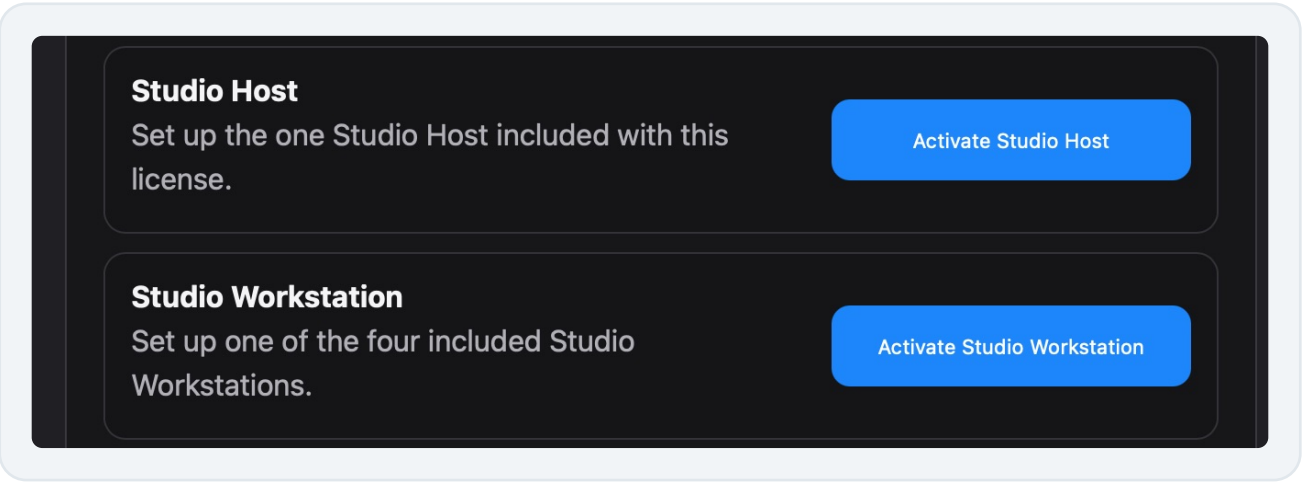


Figure 23. Your licenses: role actions for one example Studio license. Included workstation counts depend on your license. Studio Workstation is the portal name for a Studio Client; private details are obscured.

Plan a license transfer

General new self-service transfers are not released in this beta. Contact support before changing computers and keep the working installation available until the move has been arranged.

If a prior transfer was interrupted, keep its original receipt/request and use **Continue a saved operation** with the specific support instructions for that operation. A visible **Move or release this license** control is not a general invitation to start a new transfer in this beta.

Recover an interrupted activation

Keep PPA in the same operating-system account. Read the license card and saved-operation notice, then check or resume the retained operation. Avoid starting another activation while the earlier result remains uncertain. See Interrupted operation for the platform controls.

USE CASES AND HOW TO

Backups and data care

Keep an independent backup

PPA stores workflow metadata, notes and reporting assignments. Its database snapshots protect that data only within their stated scope. They do not include creative project files, media, the whole computer, all settings, Keychain/license state or Studio pairing credentials. Keep tested independent backups of the computer and important exports.

Hardware failure, interruption, incorrect restore and permanent deletion can make data unavailable. Choose retention and access practices appropriate for your organization. The product's supplied terms govern its use; this operational manual does not replace those terms.

Create and verify a snapshot

Open **Settings > Support**. On Mac, under **Updates & database backups**, choose **Database: Local · This computer** or **Studio · Collector**. Windows **Local backups** covers the current workstation; back up a separate Host on that Host.

Choose **Create backup**, wait for success, then **Verify latest backup**. Use **Refresh backup list** to inspect saved snapshots. Confirm the scope and timestamp before an update or planned maintenance.

Mac snapshots are stored under the user's **Application Support/PostProAnalytics/Backups**. Windows snapshots stay under **%LOCALAPPDATA%\PostProAnalytics\Backups**. An on-disk backup cannot protect against loss of the same drive; include it in your external backup plan.

Windows daily backups

Daily local backup while Logger runs controls the scheduled local snapshot. A missed daily backup is caught up when Logger next runs. Existing backups are retained. Review the displayed last-success/status message; merely enabling the setting does not prove that today's snapshot was created.

The Windows verification action restores a backup to a temporary copy and compares contents. It leaves live data unchanged. This verification does not include the Host database or workstation licensing/pairing.

Restore deliberately

1. Stop pending edits and exports. Choose the exact database scope.
2. Refresh the list, select the intended snapshot and read its date.
3. Expand **Restore a backup** on Mac or **Restore & verification details** on Windows. Choose **Restore selected backup…**.
4. Read the replacement warning and confirm only if this is the intended database. PPA makes a recovery copy and pauses relevant recording services during restoration.
5. Wait for the result, refresh the relevant source and verify the expected sessions/notes. Confirm service state afterwards.

A restore replaces that local database's sessions and edits with the saved snapshot. It does not rewind a separate Host, reset a trial or move a license. Do not use restore to repair online activation. If an interrupted restore is reported on Windows, use **Check interrupted restore** when offered and resolve its recorded state before starting another restore.

> Permanent: Deleting a Studio session is not reversed by restoring a workstation snapshot. Review data on the authoritative source and involve the administrator for Host recovery.

Before sharing an output

Review usernames, workstation labels, project/document names, free-text notes, billing amounts and date ranges. Anonymization is for future recording and does not scrub existing history or note text. Share only the reviewed report through your intended channel.

TROUBLESHOOTING

Troubleshooting

Start with five facts

Read **Settings > Support > Version**, operating system, report source, current license card and Logger status. Note the visible error, what you expected and the last action before it happened. Confirm the period/rules before treating a small total as lost data.

Logger stopped or no new sessions

Check: Logger may be stopped, the app excluded, general tracking paused, or the current activity interval still open. A report window alone does not record.

Steps: open HelperApps & Integrations; use Refresh status/Check logger. Start Logger if appropriate. Check the enabled app and exclusions, then save changes. Work in a named document/project and change activity. In Sessions choose the correct source, Today or a wider period, Include rendering if relevant and Refresh.

Expected: running service state and a saved interval after it closes. LiveView can appear first. **Escalate:** if the service stops again, report the app/build, state, error and repeatable steps; preserve data and settings.

Optional Adobe integration missing or stale

Check: the integration may not be installed for the app version; AE can be blocked by its scripting preference, a dialog or busy render.

Steps: use the relevant Install / update action, then restart that Adobe app when requested. AE requires Allow Scripts to Write Files and Access Network. Close modal dialogs and let rendering finish. Use Check/Reconnect where available, then read LiveView and Sessions. If you do not use this Adobe app, leave it disabled; its missing optional component does not require reinstalling PPA.

Expected: project/composition/sequence context returns for the supported integration. **Escalate:** include Adobe version, bridge/plugin status and exact message. Automatic Premiere/AME render time is not available in this beta.

Resolve open but project/timeline absent

Check: detailed Resolve tracking needs its Studio scripting API, external scripting set to Local and an open project.

Steps: verify Resolve Studio > Preferences > System > General > External scripting using > Local. Follow any restart request. Open a named project/timeline, check the PPA app switch/exclusions and Logger, then refresh.

Expected: live project/page context, followed by saved session groups. **Escalate:** include Resolve edition/version, current setting and visible integration error. Do not change to network-wide scripting as a general fix.

Mac Accessibility, Keychain or privacy error

Check: the expected activity helper may lack Accessibility access, or PPA may be waiting for a login-Keychain prompt. A privacy identity error can block safe recording.

Steps: read the OS prompt and app identity. Use System Settings > Privacy & Security > Accessibility for the expected helper. Return to PPA and Restart activity helper if needed. If an older offline Single license shows Keychain access needed, use **Settings > License > Continue…**. For an existing trial, use the offered **Allow trial Keychain access…** in Trial details. Complete an expected Keychain prompt only in the macOS dialog, then wait for PPA's result. After a timeout, close any remaining macOS dialog with **Deny** and contact support before another attempt.

Expected: permitted metadata/context and a clear status. **Escalate:** if permission/secure-identity errors remain, send the visible text. Do not delete Keychain entries, trial anchors, licenses or application data as a repair.

Empty report or mismatched totals

Check: Local/Studio source, period, app/project filter, widget period, inactivity/rendering/ignored choices and Sessions rules/limit can all differ.

Steps: read the source label. Use All Data or a known date range, clear the relevant filters and Reset Rules/Apply Rules where appropriate. Set Maximum rows to Unlimited if the table was limited. Compare the same context across views. Check that a live interval has closed before looking for it in history.

Expected: the known interval appears or the difference is explained by context. **Escalate:** report the exact source/filter settings and whether the data exists locally, on Studio, or neither. Do not restore a database solely because a filter excluded a row.

License active but reports unavailable

Check: license state, report access and Host reachability are separate. The selected source might not be authorized even while the local license is active.

Steps: read Settings > License, use Check access when offered, then check the selected source. For an installed online license, refresh through More license options > Refresh online license with a working connection. Follow any saved-operation notice before another request.

Expected: authorized data reloads, or a precise remaining access/network error. **Escalate:** send the visible status, intended role and source; do not send codes or license files in the basic summary. A new trial, new purchase, release or licensing reset is not a repair standard.

Online timeout or interrupted activation

Check: a browser confirmation is not the final installed status. PPA may still be completing activation or retaining an interrupted operation.

Steps: return to the existing PPA window in the same OS account. Keep it open, read the card and choose an offered **Continue activation** action. Otherwise open **More license options > Continue a saved operation** and check status. On Windows, resume the retained operation using **Resume operation**; on Mac, use **Continue saved operation** when offered. Keep normal internet access and system date/time. Do not begin another activation while the existing result is uncertain.

Expected: the intended role becomes active in PPA, or a specific next step appears. **Escalate:** if the result remains unclear, send the visible status and operation type to support. Keep recovery files and codes private. See Licensing.

PPA is still starting or has lost its connection

Keep the window open briefly. If PPA offers a recovery or reconnect action, use it and wait for the Dashboard or Settings controls to return. Check **Current license · this computer** and the selected report source before resuming work. If loading repeatedly stalls, save a diagnosis log and contact support with the visible message. Do not delete settings, databases or licensing records to force a fresh start.

Studio unavailable or work not synchronized

Check: Host/Collector may be stopped, an address or pairing file stale, the network unavailable, or Client/Host entitlement expired. Local data and shared data are separate.

Steps: confirm local recording first. On the Mac Host check Collector and license state. Verify the provided reachable Collector URL; localhost on a Client is not the remote Host. Use the approved connection file for report pairing. Reopen/refresh the existing connection and compare identical filters after Sync status updates.

Expected: the same recorded workstation interval appears on Studio, or PPA identifies the connection/access problem. **Escalate:** include which source fails and safe status text. Do not create a new Host, clear pairing credentials or expose a connection file publicly.

Export disabled, unexpectedly broad or changed

Check: no rows, unavailable access, a row limit, pending unapplied rules or changed data can explain it. Select marks do not restrict a Session Report.

Steps: finish edits, verify access and source, Apply Rules and check Maximum rows. Reopen the export dialog after Refresh if data changed. For a single project apply a Project rule. Confirm destination is writable and inspect the saved file.

Expected: output matches the applied sorted view and chosen options. **Escalate:** include format, scope/count, row limit, error and whether a file was produced. Keep customer metadata out of a public sample.

Update or backup problem

Check: installer origin, same OS account/location, pending services, selected backup scope and free storage.

Steps: preserve the existing data/license. Create/verify the correct database snapshot. Quit for update, install the approved download at the existing location and reopen. Rerun the same approved Windows setup if interrupted. Use Check interrupted restore when an unfinished restore is reported; do not launch competing restores.

Expected: correct build plus retained settings/data/license, or a specific remaining error. **Escalate:** include build before/after, installer filename and exact error. Automatic updating is not enabled in this beta.

Logger labels disagree

Compare fresh observations for **This computer**. The Mac Settings Logger line and menu update automatically; login preferences and the older **Last service check** are separate. Starting/stopping can briefly produce different display times. **Status unavailable** does not prove that the service is stopped.

If the current labels remain inconsistent, note their **Checked** times, selected source and exact states. Confirm whether a short new interval reaches Sessions, then create a diagnosis log. Do not launch a second installed copy or repeatedly start services to force a label to change.

Current beta limits

Use an Apple Silicon Mac with macOS 14 or later, or Windows 11 x64. Windows can work locally or join a Mac Studio Host; it cannot host the Studio in W108. Intel Mac, automatic application updates and Premiere/Media Encoder render-time tracking are unavailable. Arrange a change of licensed computer with support before starting a new transfer.

Prepare a useful support summary

1. Open **Settings > Support > Report a problem** and choose **Prepare support summary**.
2. PPA fills Build, Platform, Report source and preparation time, then provides **What happened**, **Expected result** and **Steps to repeat** fields in the editable summary.
3. Add the exact visible error and concise steps. Review your additions for private project names, paths or codes.
4. Choose **Copy summary**, then paste it into your intended support request through Help & feedback.

The basic summary does not include session contents, license files or connection credentials. It is a text template, not an automatic diagnostic archive or automatically sent message. Add only requested, reviewed attachments through a private support channel.

PDF text wraps or a logo is hard to see

In the preview, choose **Change Settings**. Use the listed affected columns to increase widths or **Fit to contents**. Try Landscape or a smaller text size, then preview again. Explicit line breaks can remain. For white artwork, choose a Dark background; check **Include Logo** and the logo in General.

Email draft does not open

Check the system's default email application. Mac uses the native share menu; Windows needs a compatible default email application. Choose **Export** and attach the saved PDF manually if the email action is unavailable.

Save a diagnosis log for support

Open the PPA application menu on Mac or the tray menu on Windows and choose **Create diagnosis log…**. Save the .log file in a writable folder, review it in a text editor and attach it manually to your support request.

The log contains technical status and version information. It excludes session contents, project/document names, license files and activation codes. Describe the issue and steps separately in the support summary. No file is uploaded automatically.

TROUBLESHOOTING

FAQ and glossary

Why does LiveView show work before Sessions?

LiveView shows current presence. Sessions shows persisted activity intervals after boundaries/closure. Check Logger, wait for the interval to close and Refresh in the same source.

Does closing the window stop recording?

It can leave Logger running. Use Stop Logger to stop recording and the saved startup preference to control the next login. The global shortcut opens PPA while the app is running.

Does an update start another trial?

No. Updates and reinstallations preserve the original trial dates and licensing state. After expiry, local recording/data remain; reports, exports and Studio sync require appropriate access.

Can I activate without the internet?

Use an administrator-issued file through More license options > Use a license file > Manual activation. Export a request for this computer, obtain the matching file and import it in the same account. Exporting a request alone does not activate PPA.

Can I transfer to another computer now?

General new transfers are not released in this beta. Preserve a working installation and contact support. Advanced controls for an existing saved transfer are not a general new-transfer promise.

Why does Session Report export unselected rows?

It exports the whole applied filtered/sorted view within Maximum rows. Select marks are editing targets. Apply a project/date/app rule to restrict export and use Unlimited for every matching group.

What is the difference between Ignore, Archive and Delete?

Ignore reversibly excludes recorded sessions from normal analytics. Archive keeps a note out of the active task list and can be reversed by changing its status. Confirmed Delete permanently removes targeted sessions or notes; it has no normal undo.

Why do Dashboard and Sessions totals differ?

They can use different source, dates, rules, rendering/inactive/ignored choices and row limits. Widgets can narrow the loaded period again. Compare those settings before assuming data is missing.

Can Windows host the Studio?

Not in this beta. Use a Mac Host and a Windows Studio Client or local Windows operation. A report connection is separate from that workstation's Logger and license.

Is PPA's amount an invoice?

It is a calculation from the report source's saved billing settings. Check exact-name overrides, priority, currency, rounding and threshold against your agreement before invoicing.

Glossary

Term	Meaning
Collector / Studio Host	Mac service providing the Studio's shared data.
Studio Client / workstation	A computer recording work for a Studio and/or reading paired reports.
Local	This computer's recording/report source.
Pairing / connection file	Administrator-provided authorization for the intended report connection; keep private.
Applied rules	Rules currently used by the Sessions table/export, after Apply Rules.
Draft	Unsaved settings or unapplied rule edits.
Group	A report row aggregating matching recorded sessions.
Select	Targets a session edit/assignment/delete; does not filter export.
Ignored	Stored sessions excluded from normal analytics until restored.
LiveView / presence	Current service/application context, separate from finished history.
Refresh online license	Checks/updates the existing online license.
Saved operation	Retained activation/refresh/recovery progress that must be checked/resumed as the same operation.
Snapshot	Scoped database backup; not a full computer/licensing backup.
W108	Public Beta build 1964-W108, covered by this edition.

APPENDIX

Changes and fixes

Changes / Fixes since W106

- Improved - Activate through the browser and return to PPA without copying a code.
- Fixed - More reliable continuation of interrupted Windows activation and renewal.
- Improved - Clearer access to existing Mac licenses after an update.
- Fixed - Recovery when PPA stalls during startup or reconnecting.
- Improved - More reliable automatic online-license renewal checks.

From Build 190 to W108

Since Build 190, PostPro Analytics has evolved into a shared desktop application for Mac and Windows. W108 combines the redesigned interface with more flexible reports, simpler online activation and more reliable everyday operation.

Mac and Windows

- PPA is now available for Windows. Mac and Windows users share the same interface and core analysis tools.
- Windows workstations can contribute recordings to a Mac Studio Host and take part in shared Studio reporting.
- Redesigned navigation provides direct access to Dashboard, Sessions, Projects, Timelines, Users, Notes and Reports, with a clear choice between local and Studio data.
- Light and dark appearance, interface styles and adjustable display sizes help you adapt PPA to your workspace.

Capture and organise more of your work

- Optional general application tracking extends recording beyond the supported creative applications. Exclude individual applications from recording when needed.
- Assign recorded sessions to an existing or new reporting project, including several sessions at once. Restore the original assignment when needed.
- General application time remains visible in reports even when it has no assigned project.
- Photoshop document-name detection has been corrected, including documents with unsaved changes.

Clearer analysis

- Large reports and longer periods are processed more efficiently. Loading indicators show when a refresh is in progress, while existing results remain visible.
- A shared display-size setting for Sessions and Notes makes it easier to choose a compact or more spacious view.
- Detail views stay open during background refreshes, and Studio Timelines keeps its horizontal scroll position.
- LiveView distinguishes your computer from the Studio and makes the difference between an untracked foreground application and inactivity clearer.

Reports you can customise

- Add your own company logo to PDFs. Transparent PNGs are supported, and oversized images can be resized proportionally after confirmation.
- Choose a bright or dark background, portrait or landscape orientation, three text sizes and different spacing options.
- Put the dashboard at the start or end of the PDF, or omit it. Create a table-only Session Report for a focused record of work.
- Select PDF columns, adjust their widths or fit them to their contents. Wrapping notices and clearly separated wide-table sections help you check the result.
- Preview the actual PDF before saving it or attaching it to an email draft. Return to settings and generate a new preview if changes are needed.
- Session Report follows the applied filters, visible columns and sorting of the loaded view, making it easier to produce focused client, project or activity reports as CSV or PDF.
- Export dashboard views as images for presentations and other documents.

Simpler activation

- Activate online through your DBSONIC LABS account in the browser and return to PPA. The normal online flow no longer requires copying activation codes.
- Resume interrupted activation and license renewal more reliably, particularly on Windows.
- Improved access to existing Mac licenses after updates, with clearer permission guidance and results.
- More reliable automatic online-license renewal checks. Assisted activation using a license file remains available as an alternative.

More reliable everyday operation

- Improved startup, reconnection and access to reports after licensing. A stalled startup provides a recovery path.

- Read Logger status directly in the PPA menu. Status updates after starting and stopping are clearer, and the duplicate Mac PPA menu entry has been removed.
- Recording recovers more reliably from temporary application-detection connection problems and restarts.
- Use **Create diagnosis log…** to save a local support file containing the necessary technical status information, without project contents or license secrets. You choose whether to send it.
- Left-aligned Settings actions and a consistently positioned navigation footer make everyday controls easier to follow.

W108 is available for Apple Silicon Macs running macOS 14 or later and Windows 11 x64. Studio hosting is available on Mac.