**CATS Time Tracker User Guide**

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About Tool

The CATS Time Tracker is a desktop application developed with Python and Tkinter, designed track activities and time spent efficiently. This tool offers a user-friendly interface to log activities, monitor time investment, and manage tasks with ease.

Initialization and Adding Chargelines

Upon first launch, the application will create a folder structure in your documents directory (\Documents\SAP Time Tracker). This includes:

- **Time Records Folder:** Stores daily time tracking records in the format time_charge_MM_DD_YY.
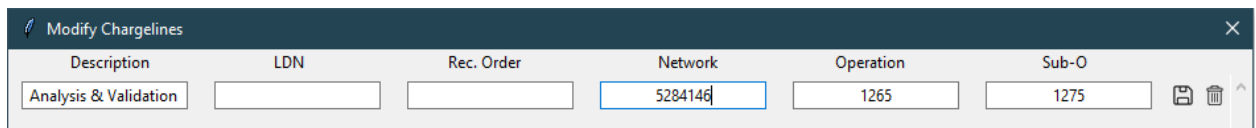- **Chargeline File:** Contains all chargelines for timekeeping.
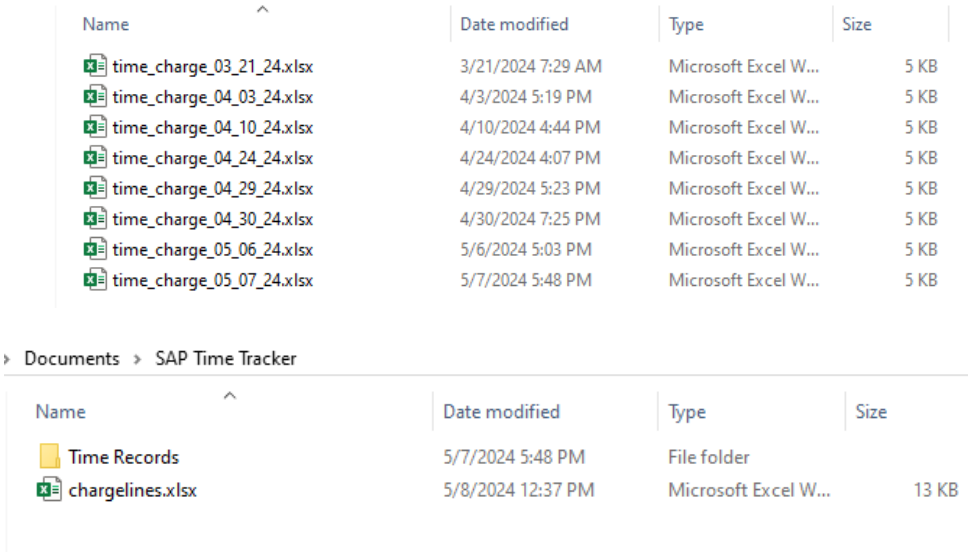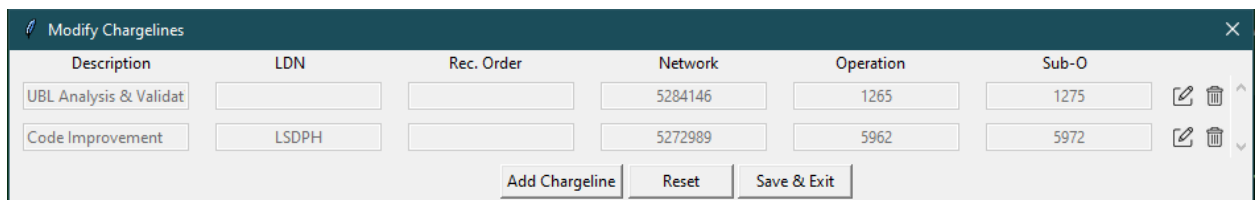

Adding Chargelines

1. Navigate to File and select "View/Modify Chargelines".
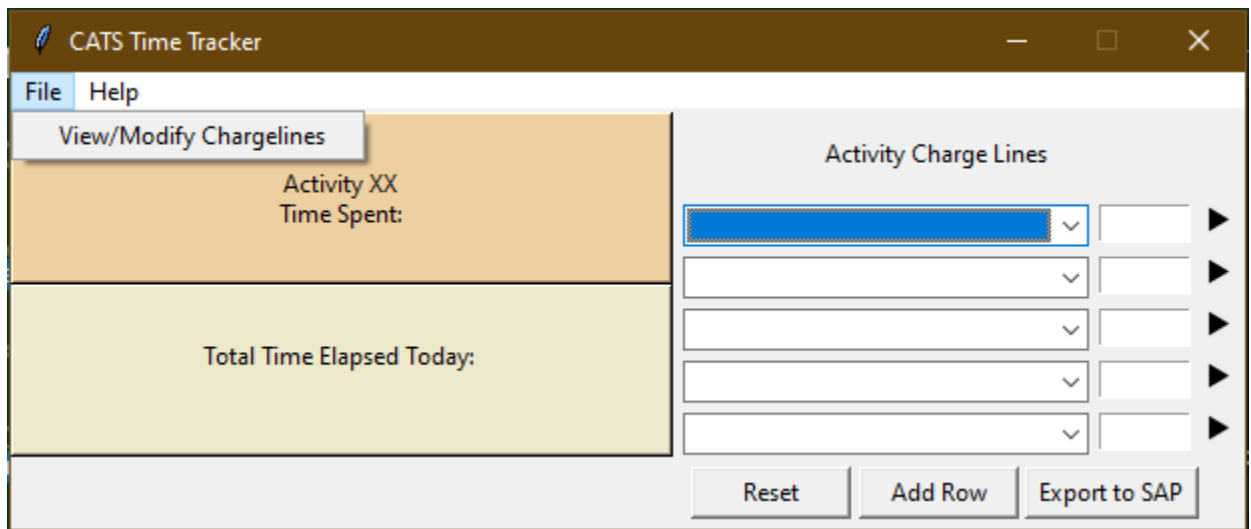
2. If no chargelines are saved, select "Add Chargeline".

3. Enter a description/title and fill in the necessary fields (Network, Operation, Sub-O values).

4. Click the Save icon to store changes.

5. After adding all chargelines, click "Save & Exit" to close the dialog box. Hit "Reset" on the main window to register the changes.


Recording Time

After setup and adding chargelines, follow these steps to record time:
- **Select an Activity:** Use the dropdown menu to choose an activity based on the added chargelines.
- **Start the Timer:** Click the play icon to start recording time on the selected activity.
- **Monitor Time:** The left display shows total time on the current activity and cumulative time for all activities.

Switching Activities:

- **Stop Current Activity:** Ensure you stop the timer before changing activities for accurate recording.
- **Record a New Activity:** After stopping the timer, select a new activity from the dropdown and start the timer.
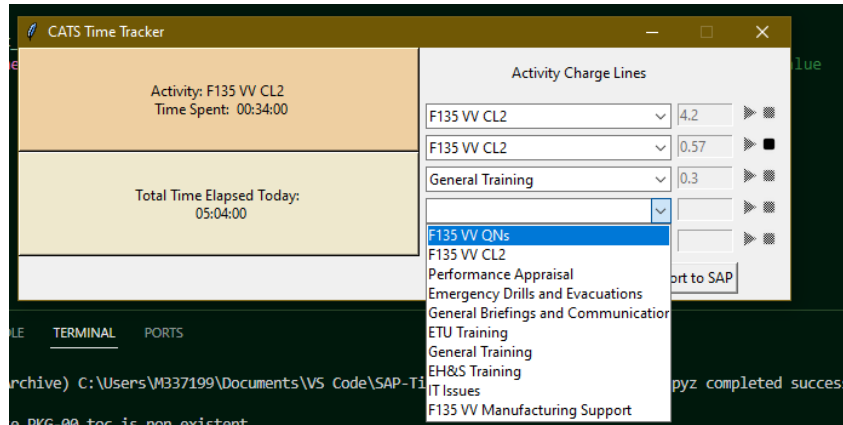
Exporting Time to SAP

Follow these steps to ensure accurate data transfer to SAP:
- **Stop Active Time Tracking:** Ensure all timers are stopped before exporting to finalize all time data.
- **Verify Activity Data:** Check the Excel file for correct activity and chargeline associations.
- **Export to SAP:** Click "Export to SAP" to transfer time tracking data to SAP.
- **Store the Record:** Save a record of the transferred data in the Time Records folder for reference.

Checking for SAP Scripting Access

If you encounter issues while attempting to export your time tracking data to SAP, the problem may be due to a lack of scripting access. Follow these steps to confirm and request the necessary access:
- Confirm Scripting Access:
  - o Navigate to the help menu within the CATS Time Tracker application.
  - o Open the embedded document titled "Scripting Access Guide."
  - o Review the slides to understand how to check if you have the appropriate scripting access in SAP.
- Requesting Scripting Access:
  - o If you determine that you do not have scripting access, the PowerPoint will provide detailed instructions on how to request this access.
  - o Follow the guidelines to submit a request to your IT support team.