**Actionable Agile Hours to Days Converter App Instructions**

**What is this app?**

The Actionable Agile Hours to Days Converter is designed to bridge a specific gap encountered when using the flow metric tool Actionable Agile. While Actionable Agile calculates metrics based on days, certain use cases necessitate calculations in hours. This application seamlessly transforms your hours data into pseudo days, enabling compatibility with Actionable Agile for up to 7 months of data.

Upon processing, the application assigns the first hour of your data to January 1, 2010, the second hour to January 2, 2010, and so forth. It's important to note that while the dates displayed in Actionable Agile may not directly correlate to actual dates, the metrics remain accurate—the "days" should be interpreted as hours for an accurate understanding of your data metrics.

**How to Use the App**

Follow these simple steps to convert your hours data into pseudo days:

* Step 1: Download the Template
  + Start by downloading the Excel template provided by the application. This template is specifically formatted to ensure compatibility with the conversion process.
* Step 2: Enter Your Data
  + Open the downloaded template in Excel.
  + Enter your timestamps in the 'start' and 'end' columns provided. ID numbers can be included in the first column, and the Name must be in the second column. Do not delete those columns.
  + Feel free to add columns with timestamps after the name column if your dataset requires it. The app can process multiple timestamp columns simultaneously.
* Step 3: Save and Quit Excel
  + Once you have entered all necessary data into the template, save the Excel file.
  + Close Excel to ensure that the file is ready for upload.
* Step 4: Upload Your File
  + Using the app's interface, upload the Excel file you just saved. The app will then automatically convert the hours data into pseudo days format.
* Step 5: Download the Converted File
  + After the conversion process is complete, the app will prompt you to download the newly created file. This file contains your original data, now converted into a format compatible with Actionable Agile.
* Step 6: Upload To Actionable Agile
  + Import the excel file into Actionable Agile