

Call Tracker App Installation Guide

This guide will help you install the Call Tracker App on your computer using a provided zip file. No technical knowledge is required—just follow the steps below.

1. Download and Extract the Zip File

1. Download the zip file containing the Call Tracker App to your computer.
2. Right-click the zip file and select **Extract All...**
3. Choose a location on your computer (such as your Desktop or Documents folder) and click **Extract**.
4. After extraction, you will see a new folder (for example, CallTracker or similar).

2. Run the Application

1. Open the extracted folder.
2. Find the file named **call-tracker.exe** (it may just show as "call-tracker" if file extensions are hidden).
3. Double-click **call-tracker.exe** to start the app.
 - The first time you run the app, it will create a folder named **data** inside the same folder as the app. This is where your information is stored.

3. Migrating Your Existing Tally Data

If you have an old tally data file (usually named tally_data.json):

1. Make sure the app is **closed** before proceeding.
2. Locate your old tally_data.json file on your computer.
3. Copy your old tally_data.json file.
4. Open the **data** folder inside the Call Tracker App folder (where you extracted the zip file).
5. Paste your old tally_data.json file into the **data** folder.
 - If asked to replace the existing file, choose **Replace** or **Yes**.
6. When you next open the app, your previous tally data will be available.

4. First-Time Setup: Adding a User and Setting the Default Email Recipient

After starting the Call Tracker App for the first time:

1. **Add a User**
 - Go to the **Users** menu (accessible from the menu bar).
 - Find the option labeled **Add User**.
 - Click **Add User**.

- Enter your name, then save.

2. **Set the Default Email Recipient for Reports**

- In the **Settings** menu, locate the tab for **Email**.
- Find the field labeled **Default Recipients**.
- Enter the email address where you want reports to be sent by default. You can add multiple by separating them with ';'
- Save your changes.

You can now use the app to track calls and send reports to your chosen email address.

You are now ready to use the Call Tracker App!