

## **Intern Productivity Report Formatting Tool**

**Software Manual**

**Prepared For:  
Payreto Interns**

**Prepared By:  
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## Software Description

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### Description

The Intern Productivity Report Formatting Tool (IPR Formatting Tool) is an application that allows interns to automate the formatting of their respective productivity reports sourced from Clockify's "Reports" module. The application is intended as a formatting aid to help interns better prepare their productivity reports while the IISP (Intern Information System and Payroll) application is still being developed, and as an alternative in case the payroll application is down. The application was developed in Python and compiled into an executable file, which should allow it to run on operating systems such as Windows and Linux without having to install or learn how to run scripts written in Python. This formatting tool has also been assessed by Payreto's IT Infrastructure team and was cleared for rollout to other interns for use on March 29, 2023.

### Benefits and Value

The IPR formatting tool provides the following benefits:

- It allows its intended users (interns) to streamline the productivity report creation and submission process significantly, shortening the allowance computation process on the intern's part.
- By automating the formatting process for interns' productivity reports, the tool can help diminish or eliminate human error in the formatting process, potentially avoiding delays due to erroneous inputs in the productivity report.

### Platform Requirements

The requirements for running the application are as follows:

- 90 MB of free space on your hard disk
  - Each executable is 25 to 40 MB in size.
- Operating System: Windows 10, Linux (via running through the terminal; requires execution permissions), Mac OS (by running the Python script)

## Limitations

The limitations are as follows:

- The file is only limited to processing XLSX file as a security measure, especially since all interns are advised to download Clockify reports as XLSX files.

## Accessing the Tools

Due to issues with Google Drive's Terms of Service and lack of correspondence on their part regarding the review of the tool, the formatting tool **will no longer be available via Google Drive and can be accessed via the "Payreto Interns | Announcements GC" on Skype.**

If the file is not available in the Announcements GC channel, **please contact the People Attraction team members in charge of interns** via Skype for access to the file.

## Formatting Tool Workflow and Instructions for Use

The IPR formatting tool is intended for use along with the Clockify application and the Intern Productivity Report Google Sheets. The tool aims to automate formatting after the intern downloads their timesheets from Clockify.

The instructions for the use of the tool are as follows:

### 1. Download your timesheets from the Clockify web application.

Access the 'Reports' module in Clockify, filter out all other employees' timesheet information, and view the 'Detailed' timesheets.

FILTER ▾

Team ▾

Client ▾

Project ▾

Task ▾

Tag ▾

Status ▾

Description ▾

APPLY FILTER

Time audit ▾

Clear filters

Total: 78:04:44



Export ▾

Rounding

<div><div>TIME ENTRY ▾</div></div>	AMOUNT	USER ▾	TIME ▾	DURATION ▾	
<div><div><div>Logout</div><div>Attendance: Logout</div></div><div>LOGOUT</div></div>	-	<div><div>\$</div>Johann Benjamin VI...</div>	<div><div>19:48 19:48</div><div>24/03/2023</div></div>	00:00:01	<div><div></div><div></div><div></div></div>
<div><div><div>30 Minutes Break</div><div>Attendance: Break</div></div><div>BREAK</div></div>	-	<div><div>\$</div>Johann Benjamin VI...</div>	<div><div>19:14 19:47</div><div>24/03/2023</div></div>	00:33:55	<div><div></div><div></div><div></div></div>
<div><div><div>Figma Mockups for IISP (and Intern Productivity Re...</div><div>Web Development: Web Development ...</div></div><div>TASK</div></div>	-	<div><div>\$</div>Johann Benjamin VI...</div>	<div><div>17:08 19:13</div><div>24/03/2023</div></div>	02:05:24	<div><div></div><div></div><div></div></div>
<div><div><div>Technology Department Weekly Huddle</div><div>Web Development: Meeting - Web Development</div></div><div>MEETING</div></div>	-	<div><div>\$</div>Johann Benjamin VI...</div>	<div><div>16:44 17:08</div><div>24/03/2023</div></div>	00:23:32	<div><div></div><div></div><div></div></div>

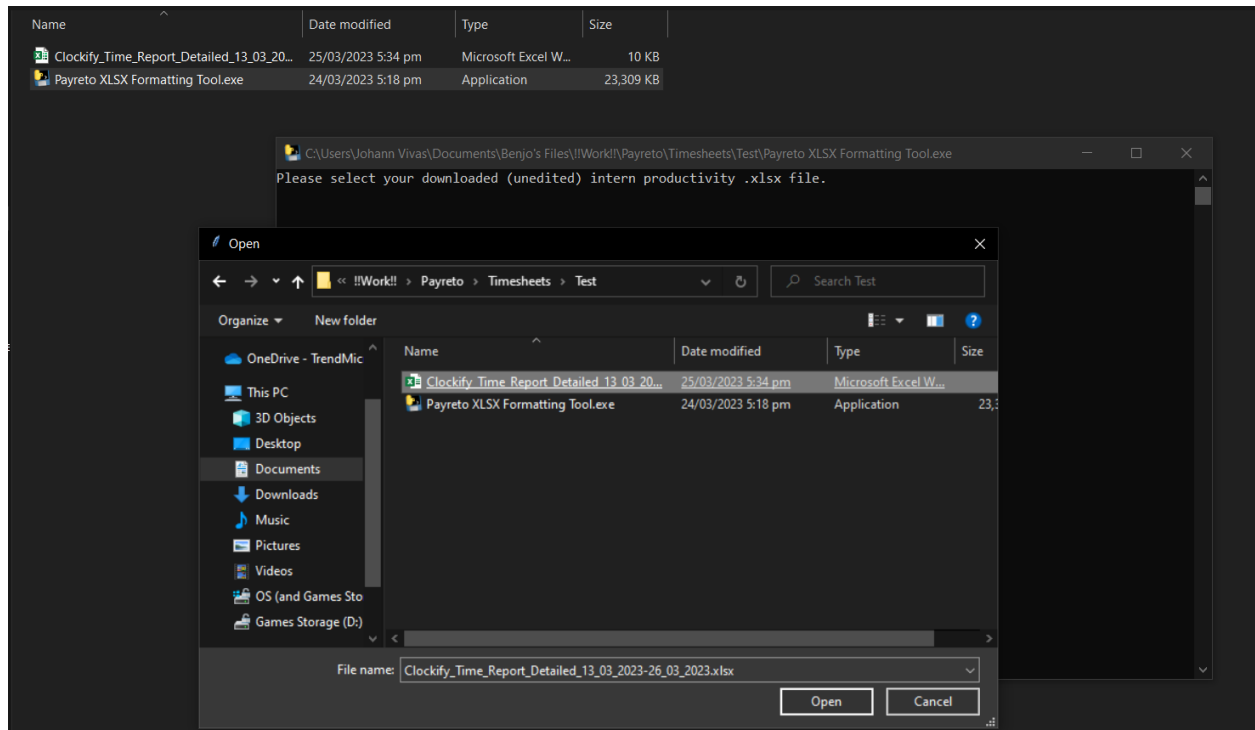
Figure 1. The Clockify interface.

### 2. Select 'Export as XLSX', and download the file onto your computer.

Name	Date modified	Type	Size
 Clockify_Time_Report_Detailed_13_03_20...	25/03/2023 5:34 pm	Microsoft Excel W...	10 KB
 Payreto XLSX Formatting Tool.exe	24/03/2023 5:18 pm	Application	23,309 KB

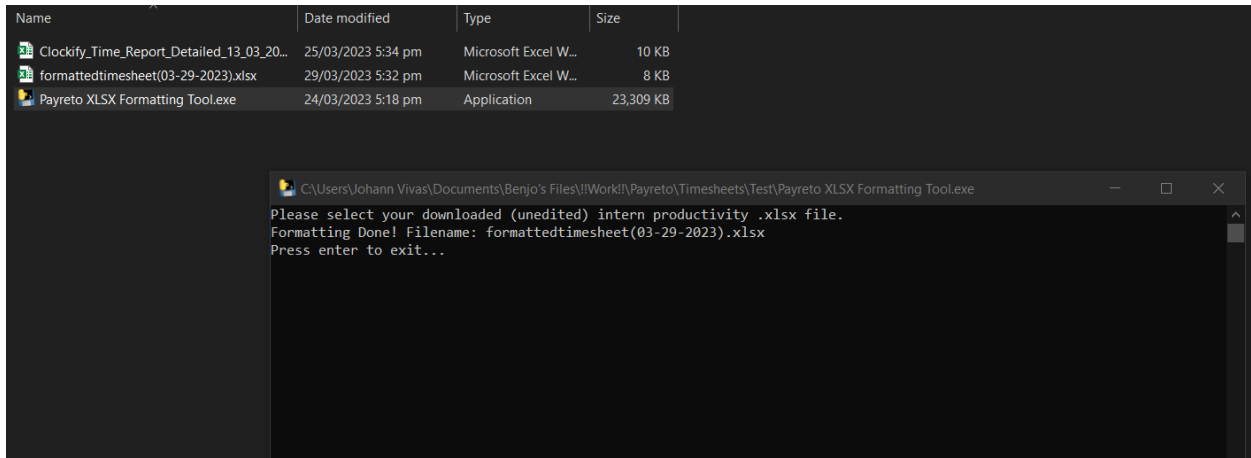
**Figure 2.** The downloaded Clockify report and the formatting tool, located in the same directory for demonstration purposes.

- 3. After downloading the .xlsx file, open the formatting tool and select the file for formatting.**



**Figure 3.** Opening the downloaded file in the formatting tool.

- 4. Open the file in the application, and wait for the formatting to finish.**



**Figure 4.** The newly created formatted sheet, is found in the same directory as the .exe file.

## 5. Open the newly formatted file and paste the values into your Intern Productivity Report sheet.

	A	B	C	D	E	F	G
1	Date	Project	Tag	Start Time	End Time	Duration	Description
2	3/13/2023	Attendance	LOGIN	10:00:00	13:00:00	03:00:00	New Intern Orientation and Onboarding
3	3/13/2023	Attendance	LUNCH	13:00:00	14:00:00		Lunch
4	3/13/2023	Attendance	LOGIN	14:00:00	17:21:00	03:21:00	New Intern Orientation and Onboarding
5	3/13/2023	Attendance	MEETING	17:21:27	17:30:55	00:09:28	Post-NIO Meeting/Introduction to Immediate Supervisor
6	3/13/2023	Attendance	TASK	17:31:06	19:02:30	01:31:24	OSH
7	3/13/2023	Attendance	LOGOUT	19:02:00	19:02:30	00:00:30	Logout
8	3/14/2023	Attendance	LOGIN	10:00:00	10:00:00	00:00:00	Login
9	3/14/2023	Attendance	MEETING	10:00:00	11:26:00	01:26:00	BYOD Scanning, Uninstalling Applications and Updating Systems
10	3/14/2023	Attendance	TASK	11:26:03	12:00:52	00:34:49	BYOD Form Completion and Submission with Supervisor, OSH
11	3/14/2023	Attendance	LUNCH	12:00:56	12:31:06		Lunch
12	3/14/2023	Attendance	TASK	12:31:08	19:33:55	07:02:47	Intro Call with Data and Tech Web Dev Team, then OSH
13	3/14/2023	Attendance	LOGOUT	19:33:00	19:33:55	00:00:55	Logout
14	3/15/2023	Web Development	MEETING	10:00:00	10:43:06	00:43:06	Clockify Intro Call and Further Orientation
15	3/15/2023	Attendance	LOGIN	10:00:00	10:00:00	00:00:00	Login
16	3/15/2023	Attendance	TASK	10:43:34	10:52:15	00:08:41	OSH Finalization and Submission
17	3/15/2023	Attendance	TASK	10:52:43	10:57:34	00:04:51	OSH Finalization and Submission
18	3/15/2023	Web Development	TRAINING/WEBINAR	10:58:11	13:03:00	02:04:49	PHP Language Refamiliarization and Learning
19	3/15/2023	Web Development	MEETING	13:03:00	13:39:21	00:36:21	Weekly Tailgate Meeting
20	3/15/2023	Web Development	TRAINING/WEBINAR	13:39:36	13:58:55	00:19:19	PHP Language Refamiliarization and Learning
21	3/15/2023	Web Development	MEETING	13:58:00	14:35:41	00:37:41	Meeting with Jae and Migs
22	3/15/2023	Web Development	TRAINING/WEBINAR	14:35:47	15:45:15	01:09:28	PHP Language Refamiliarization and Learning
23	3/15/2023	Attendance	LUNCH	15:45:30	16:28:22		Lunch
24	3/15/2023	Web Development	TRAINING/WEBINAR	16:28:30	20:14:17	03:45:47	PHP Language Refamiliarization and Learning
25	3/15/2023	Attendance	BREAK	20:00:00	20:35:39	00:35:39	30 Minutes Break
26	3/15/2023	Attendance	LOGOUT	20:35:42	20:35:42	00:00:00	Logout

**Figure 5a.** The formatted productivity sheet was opened in Microsoft Excel for inspection and copying to the clipboard.

# Payreto

A2:G67    3/13/2023

	A	B	C	D	E	F	G
1	Date	Project	Tag	Start Time	End Time	Duration	Description
2	3/13/2023	Attendance	LOGIN	10:00 AM	1:00 PM	3:00:00	New Intern Orientation and Onboarding
3	3/13/2023	Attendance	LUNCH	1:00 PM	2:00 PM		Lunch
4	3/13/2023	Attendance	LOGIN	2:00 PM	5:21 PM	3:21:00	New Intern Orientation and Onboarding
5	3/13/2023	Attendance	MEETING	5:21 PM	5:30 PM	0:09:28	Post-NIO Meeting/Introduction to Immediate Supervisor
6	3/13/2023	Attendance	TASK	5:31 PM	7:02 PM	1:31:24	OSH
7	3/13/2023	Attendance	LOGOUT	7:02 PM	7:02 PM	0:00:30	Logout
8	3/14/2023	Attendance	LOGIN	10:00 AM	10:00 AM	0:00:00	Login
9	3/14/2023	Attendance	MEETING	10:00 AM	11:26 AM	1:26:00	BYOD Scanning, Uninstalling Applications and Updating Systems
10	3/14/2023	Attendance	TASK	11:26 AM	12:00 PM	0:34:49	BYOD Form Completion and Submission with Supervisor, OSH
11	3/14/2023	Attendance	LUNCH	12:00 PM	12:31 PM		Lunch
12	3/14/2023	Attendance	TASK	12:31 PM	7:33 PM	7:02:47	Intro Call with Data and Tech Web Dev Team, then OSH
13	3/14/2023	Attendance	LOGOUT	7:33 PM	7:33 PM	0:00:55	Logout
14	3/15/2023	Web Development	MEETING	10:00 AM	10:43 AM	0:43:06	Clockify Intro Call and Further Orientation
15	3/15/2023	Attendance	LOGIN	10:00 AM	10:00 AM	0:00:00	Login
16	3/15/2023	Attendance	TASK	10:43 AM	10:52 AM	0:08:41	OSH Finalization and Submission
17	3/15/2023	Attendance	TASK	10:52 AM	10:57 AM	0:04:51	OSH Finalization and Submission
18	3/15/2023	Web Development	TRAINING/WEBINAR	10:58 AM	1:03 PM	2:04:49	PHP Language Refamiliarization and Learning
19	3/15/2023	Web Development	MEETING	1:03 PM	1:39 PM	0:36:21	Weekly Tailgate Meeting
20	3/15/2023	Web Development	TRAINING/WEBINAR	1:39 PM	1:58 PM	0:19:19	PHP Language Refamiliarization and Learning
21	3/15/2023	Web Development	MEETING	1:58 PM	2:35 PM	0:37:41	Meeting with Jae and Migs
22	3/15/2023	Web Development	TRAINING/WEBINAR	2:35 PM	3:45 PM	1:09:28	PHP Language Refamiliarization and Learning
23	3/15/2023	Attendance	LUNCH	3:45 PM	4:28 PM		Lunch
24	3/15/2023	Web Development	TRAINING/WEBINAR	4:28 PM	8:14 PM	3:45:47	PHP Language Refamiliarization and Learning
25	3/15/2023	Attendance	BREAK	8:00 PM	8:35 PM	0:35:39	30 Minutes Break
26	3/15/2023	Attendance	LOGOUT	8:35 PM	8:35 PM	0:00:00	Logout


**Figure 5b.** The updated intern productivity sheets for this intern after pasting the formatted values.

## Instructions for Use on Linux

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The workflow for using the tool on Linux is largely the same as on Windows, with the only difference being how the program is executed. As Linux executables require execution permissions and must be run from the terminal, Linux users must do the following to run the tool works as intended:

- 1. Download the .zip file and extract the Linux executable into the directory.**

Name	Size	Type	Modified
 Payreto XLSX Formatting Tool Linux	37.6 MB	Program	17 Apr

**Figure 6.** The extracted formatting tool program

- 2. Right-click on the directory the executable is located in and click 'Open in terminal'**

Name	Size	Type
 Payreto XLSX Formatting Tool Linux	37.6 MB	Program

New FolderShift+Ctrl+N

Paste

Select AllCtrl+A

Properties

Restore Missing Files...

Open in Terminal

**Figure 7.** The 'Open in Terminal' selected

- 3. Grant the Linux executable execution permissions**



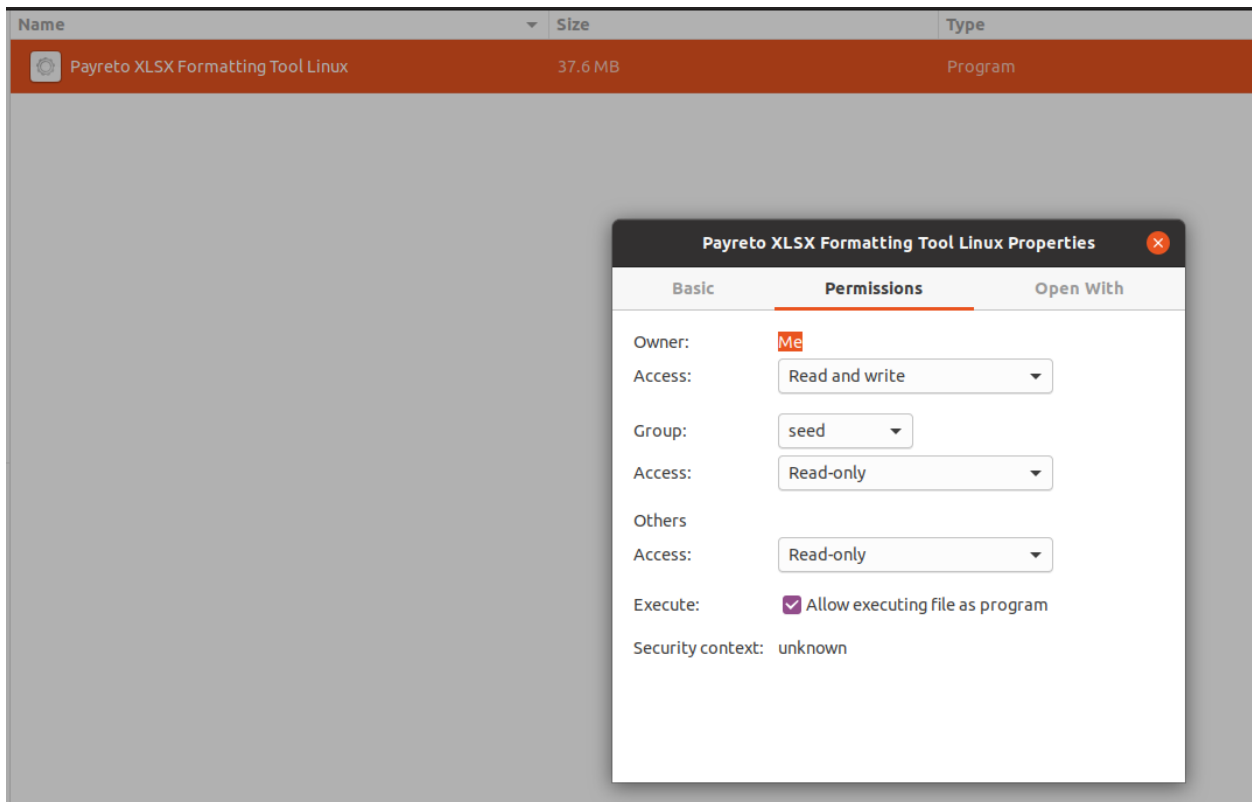
# Payreto

- a. Run `chmod +x ./Payreto\ XLSX\ Formatting\ Tool\ Linux` on the terminal



**Figure 8a.** Running the chmod command to grant the formatting tool execution permissions

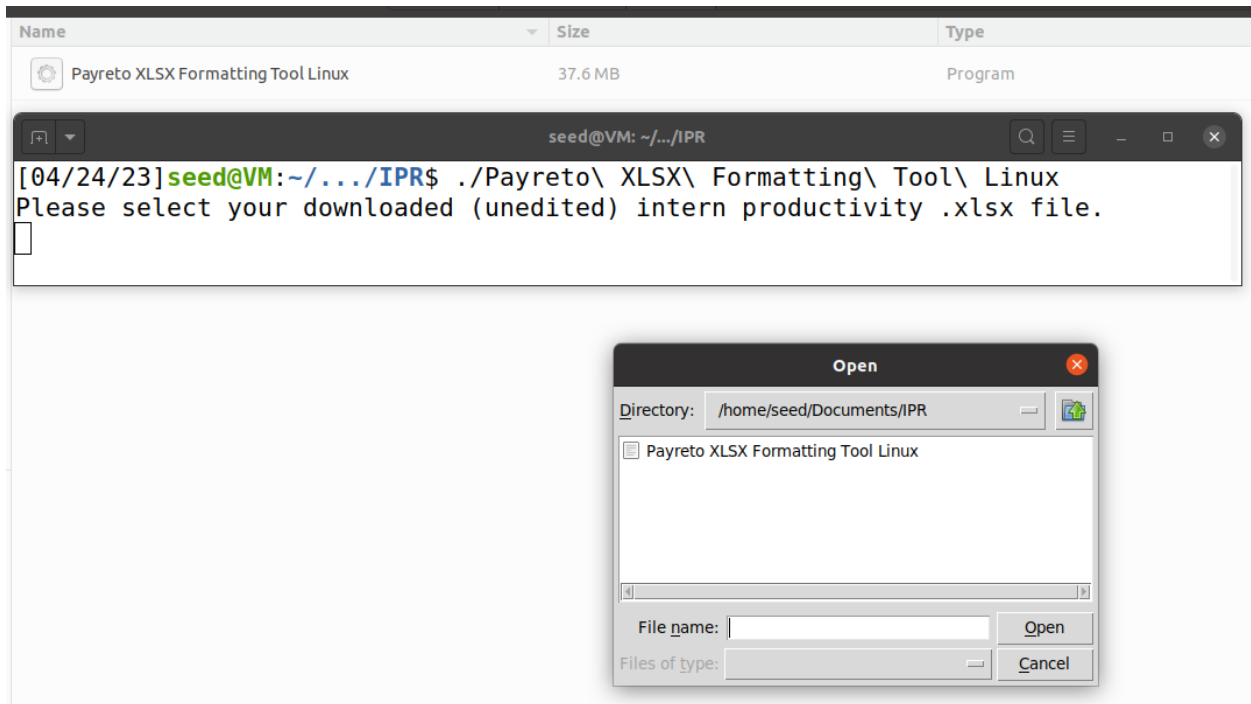
- b. Or right-click on the tool and choose Properties -> Permissions -> “Allow executing file as program” to achieve the same effect.



**Figure 8b.** Granting execution permissions using the Properties menu

# Payreto

4. On the same terminal (or a new terminal that has opened the same directory), run `./Payreto\ XLSX\ Formatting\ Tool\ Linux` in the terminal to execute the application. Double-clicking on the application also runs it without the terminal.



**Figure 9.** The formatting tool being run on Linux

## Using the tool on Mac OS

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To use the tool on Mac OS machines, download and extract the executable file “Payreto Formatting Tool Mac OS” and place it in your folder. Similar to using the application on Linux, we have to grant the file execution permissions for it to run on your machine.

- 1. Open the directory (folder) holding your executable file in a terminal window**
  - a. Follow the “Open new Terminal windows or tabs from the Finder” section of [this guide](#) on how to open a specific directory in your MacOS terminal.
  - b. To confirm that you’re in the right directory, type `ls` (lowercase L and S) into your directory to show all files in that directory and make sure that the Mac OS executable file is listed.
- 2. Grant execution permissions to your executable file**
  - a. In your terminal, type `chmod 755 Payreto\ XLSX\ Formatting\ Tool\ Mac\ OS` into your terminal to grant the tool permission to run on your machine.
  - b. You can refer to [this guide](#) for more info on giving tools execution privileges.
- 3. Run the tool by double-clicking it or by running the following command in the terminal with the directory containing it selected:**
  - a. `./Payreto\ XLSX\ Formatting\ Tool\ Mac\ OS`