

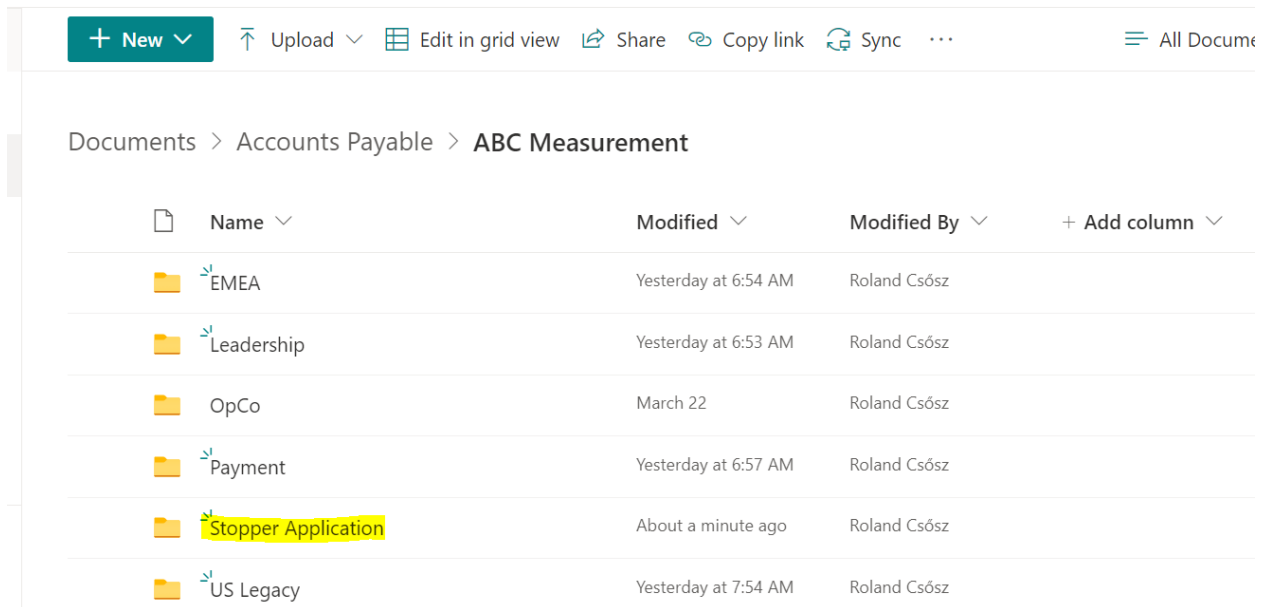
Measurement Stopper Work Instruction

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Where can I reach the stopper file?

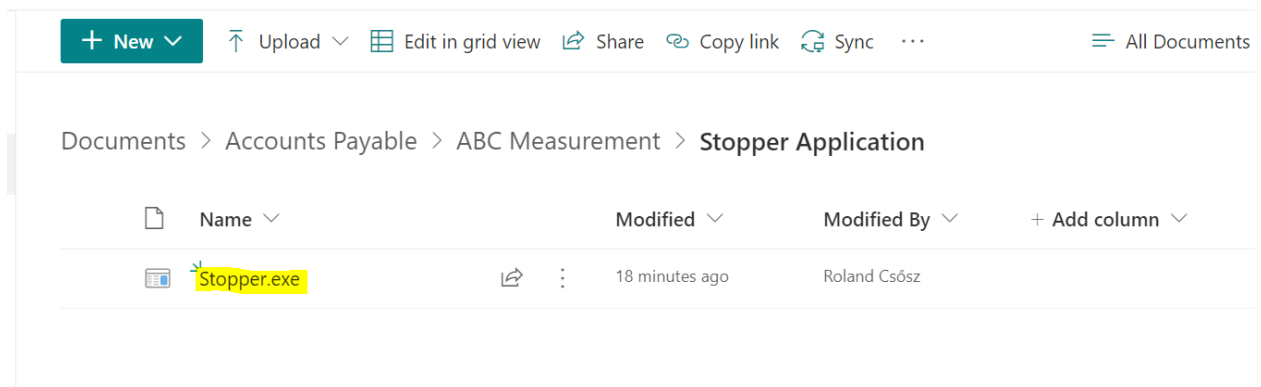
1. On this [SharePoint link](#) you can reach this site.



The screenshot shows a SharePoint document library interface. At the top, there is a navigation bar with buttons for '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and a menu icon. Below the navigation bar, the breadcrumb path is 'Documents > Accounts Payable > ABC Measurement'. The main content area displays a table of documents:

Name	Modified	Modified By	+ Add column
EMEA	Yesterday at 6:54 AM	Roland Csósz	
Leadership	Yesterday at 6:53 AM	Roland Csósz	
OpCo	March 22	Roland Csósz	
Payment	Yesterday at 6:57 AM	Roland Csósz	
Stopper Application	About a minute ago	Roland Csósz	
US Legacy	Yesterday at 7:54 AM	Roland Csósz	

2. After opening the Stopper Application you can find the file.

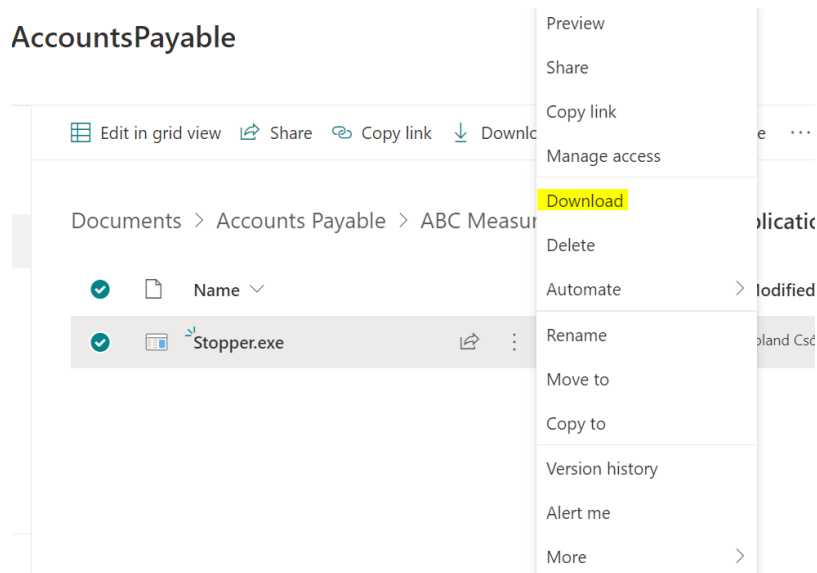


The screenshot shows a SharePoint document library interface. At the top, there is a navigation bar with buttons for '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and a menu icon. Below the navigation bar, the breadcrumb path is 'Documents > Accounts Payable > ABC Measurement > Stopper Application'. The main content area displays a table of documents:

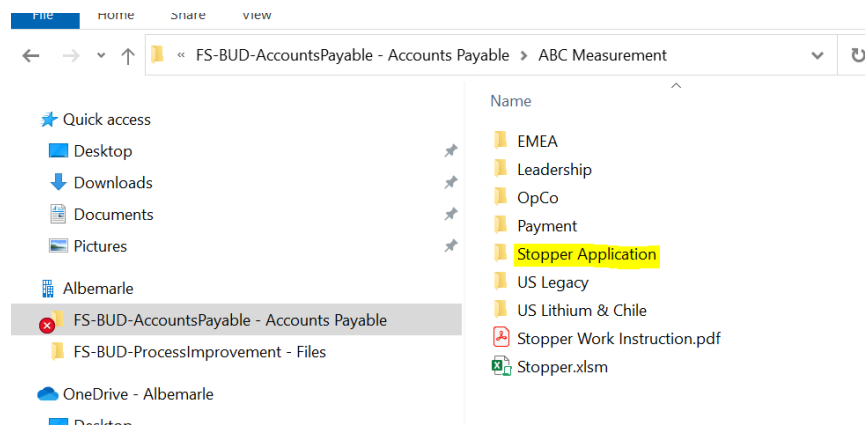
Name	Modified	Modified By	+ Add column
Stopper.exe	18 minutes ago	Roland Csósz	

3. After opening the folder download the file to your local computer.

AccountsPayable



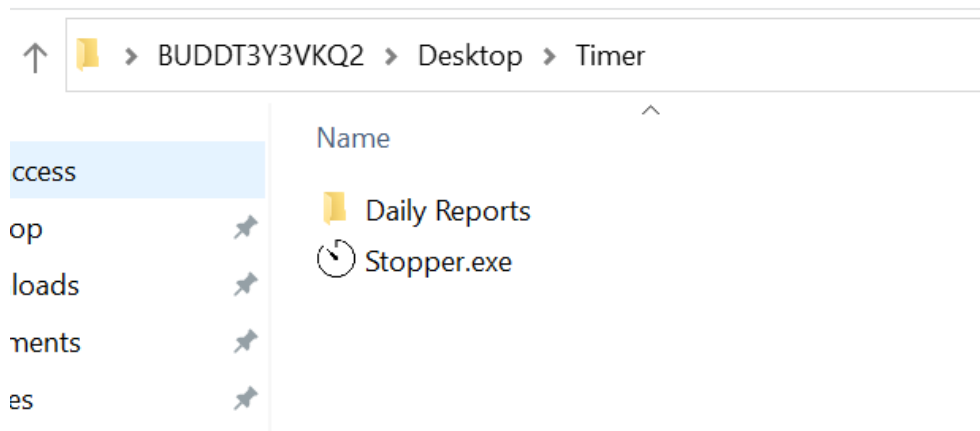
4. Or if you have synced Accounts Payable with your computer you can reach it in the file explorer:
Albemarle/FS-BUD-AccountsPayable – Accounts Payable/ABC Measurement.



5. After opening the folder you can find the file.
6. Then make a copy to your computer by copy and paste it.
7. **PLEASE DO NOT USE THE ORIGINAL FILE IN THE FOLDER! Make a copy.**

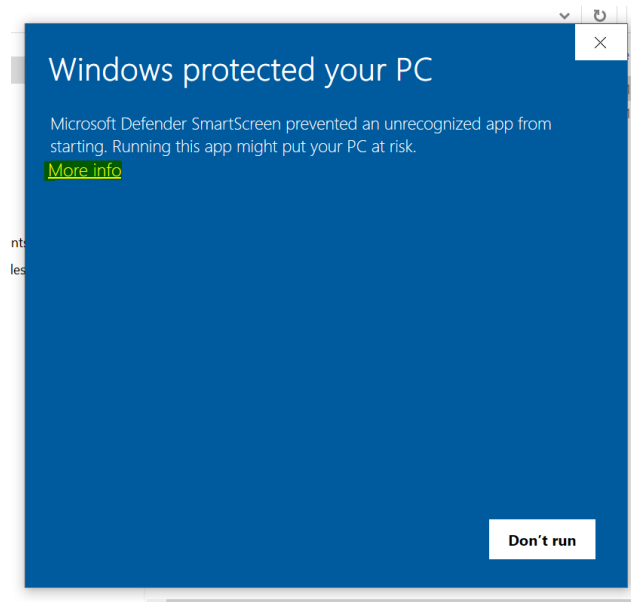
Where and how to place the stopper?

1. After downloading the stopper place it **from the Downloads** to the **Desktop** or to the **Documents** where you want to open it daily.
2. Make a folder with the name **Timer**
3. Place the Stopper.exe into this created folder
4. Then in the Timer folder create another folder with the name **Daily Reports**
5. After that you should see this.

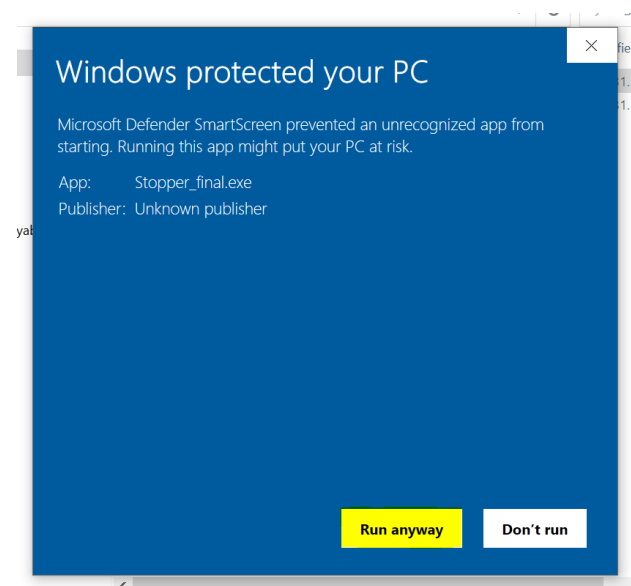


How to open the file?

1. After you downloaded the file and located it on your computer open it.
2. You will see this windows first



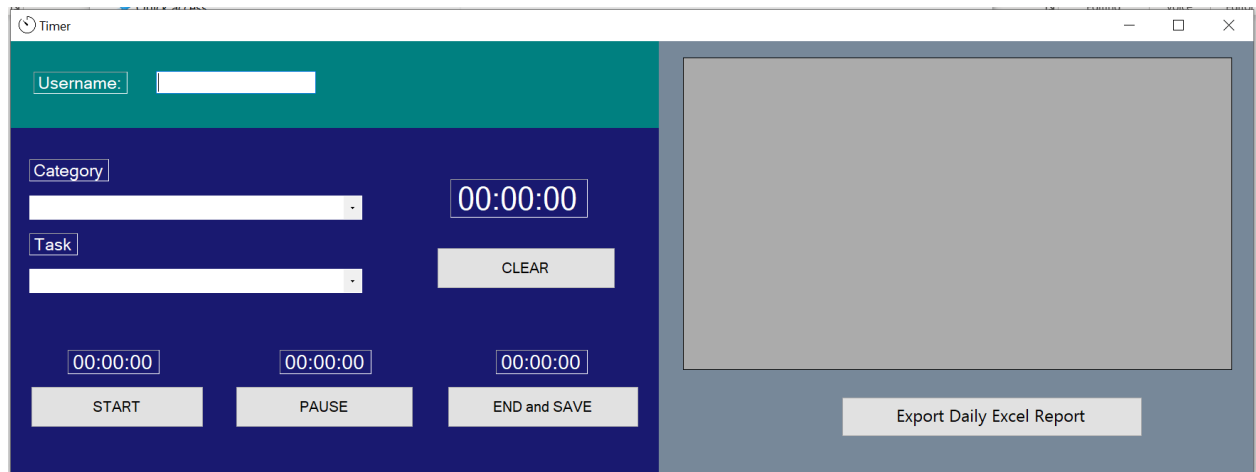
3. Click on the **More info**.



4. Click on Run Anyway.
5. After that you should be able to open the stopper
6. This windows will appear **in the first time**. After this the program **will be opened without asking**.

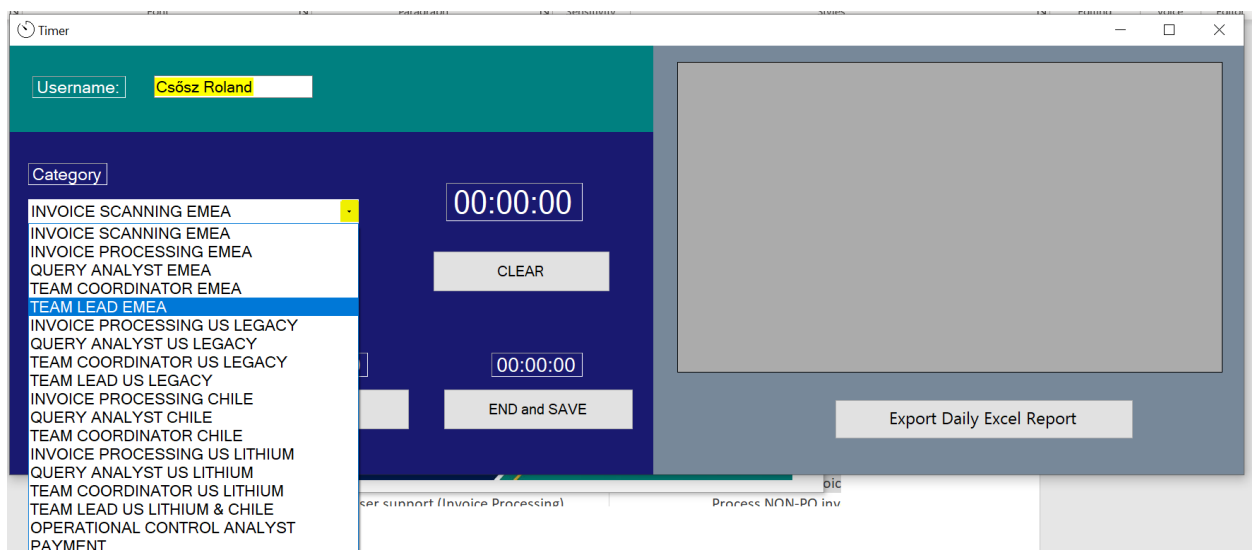
How to use the timer?

1. After opening it you will see this.



The screenshot shows the 'Timer' application window. It has a teal header bar with a clock icon and the title 'Timer'. Below the header, there is a 'Username:' label followed by an empty text box. Underneath, there is a 'Category' label followed by a dropdown menu. Below the dropdown, there is a 'Task' label followed by another empty text box. To the right of the 'Category' dropdown, there is a digital timer display showing '00:00:00'. Below the 'Task' text box, there is a 'CLEAR' button. At the bottom of the left panel, there are three digital timer displays, each showing '00:00:00', with buttons labeled 'START', 'PAUSE', and 'END and SAVE' below them. On the right side of the window, there is a large grey rectangular area. At the bottom right, there is a button labeled 'Export Daily Excel Report'.

2. **First write your name in the Username box.** This needed to be set in the first time. The next time the program will fill this box automatically.
3. After that select the category you want to measure and the task.



The screenshot shows the 'Timer' application window after some user input. The 'Username:' field now contains the text 'Csósz Roland'. The 'Category' dropdown menu is open, displaying a list of categories. The first three categories are 'INVOICE SCANNING EMEA', 'INVOICE SCANNING EMEA', and 'INVOICE PROCESSING EMEA'. The fourth category, 'TEAM LEAD EMEA', is highlighted in blue. Below this, there are several more categories including 'INVOICE PROCESSING US LEGACY', 'QUERY ANALYST US LEGACY', 'TEAM COORDINATOR US LEGACY', 'TEAM LEAD US LEGACY', 'INVOICE PROCESSING CHILE', 'QUERY ANALYST CHILE', 'TEAM COORDINATOR CHILE', 'INVOICE PROCESSING US LITHIUM', 'QUERY ANALYST US LITHIUM', 'TEAM COORDINATOR US LITHIUM', 'TEAM LEAD US LITHIUM & CHILE', 'OPERATIONAL CONTROL ANALYST', and 'PAYMENT'. The digital timer displays still show '00:00:00'. The 'CLEAR' button is still visible. The 'Export Daily Excel Report' button is also present at the bottom right.

4. After you selected the **Category**, the **Task** and you want to start to measure the task click on the **START** button.

Timer

Username: Csósz Roland

Category: INVOICE PROCESSING EMEA

Task: Process invoice

00:00:00

CLEAR

00:00:00 00:00:00 00:00:00

START PAUSE END and SAVE

Export Daily Excel Report

5. To pause the procedure you can click on the **PAUSE** button several time.
6. If you **do not want to save the measured task** the click on the **CLEAR** button.
7. To **finish the measuring and to save the data** click on the **END and SAVE** button.

Timer

Username: Csósz Roland

Category: INVOICE PROCESSING EMEA

Task: Process invoice

00:00:10

CLEAR

07:59:35 00:00:00 00:00:00

START PAUSE END and SAVE

Export Daily Excel Report

8. After pressing **END and SAVE** you should see in the datagrid the saved task.

Timer

Username: Csósz Roland

Category: INVOICE PROCESSING EMEA

Task: Process invoice

00:00:04

CLEAR





08:01:23 00:00:00 08:01:28

START PAUSE END and SAVE

Export Daily Excel Report

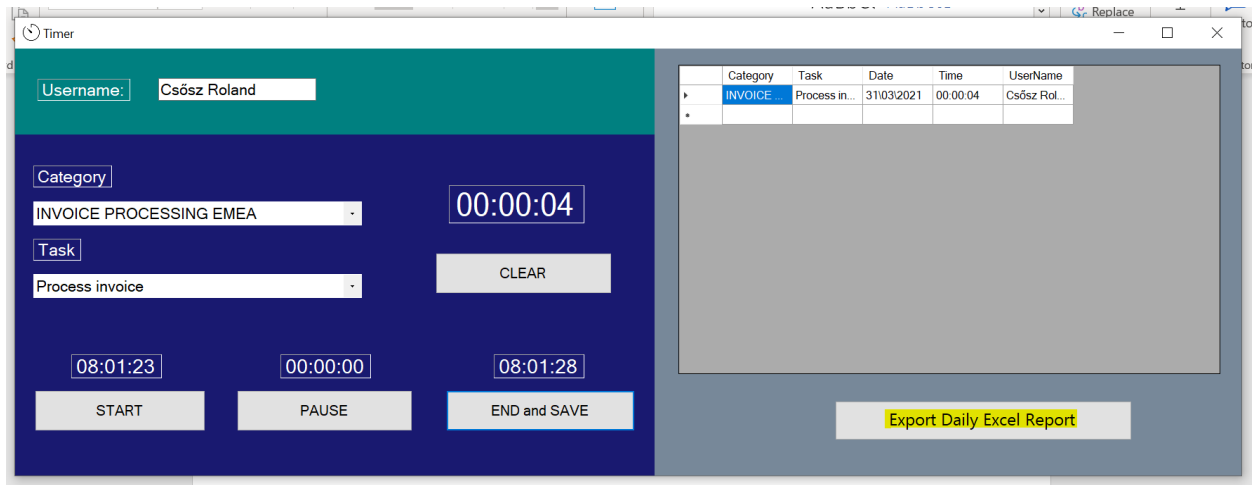
Category	Task	Date	Time	Username
INVOICE	Process in...	31/03/2021	00:00:04	Csósz Rol...

9. After The first use the program will generate two files in the folder. **PLEASE DO NOT DELETE OR MODIFY THESE FILES.**

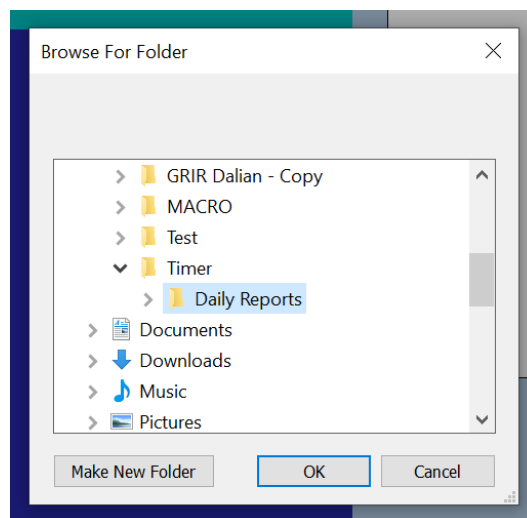
Name ^		Status	Date
 Daily Reports		✓	20%
 ABC_Measurement_Timer.abc		✓	20%
 ABC_Measurement_UserName.abc		✓	20%
 Stopper.exe		✓	20%

How can I make daily Excel report?

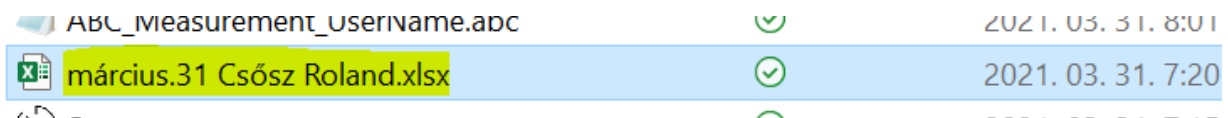
1. First click on the Export Daily Excel Report button. This will export the data you measured on that day into an Excel file .



2. Then select the Daily Reports in the folder of your stopper



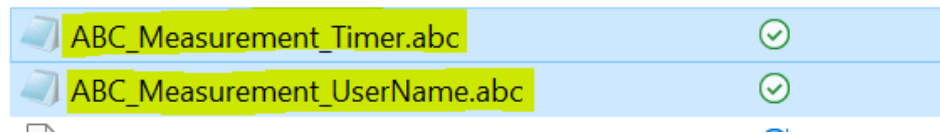
3. Then click OK
4. After a while the report will appear in the selected folder with the date and the username in the name of the report.



5. After exporting the report you can try to open it but the file is locked by a password.
6. Upload the file to Daily Excel Reports SharePoint folder every day after you finished the measuring.

Important Informations

1. If you do not select the category and the task the START button will not start the measuring.
2. The program generate/uses two file in the same foldar as the program. **DO NOT DELETE THEM!**
They store the Username and the Measured Tasks.



How can I log issues with the program?

1. On this [SharePoint link](#) You can reach the excel file where we collect the issues.
2. If you have any problem use the file and share any details/print screen.