

# IACLS Time Tracker - Windows Installation Guide

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## System Requirements

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- **Windows:** 10 or later (64-bit recommended)
- **Python:** 3.8 or later (for manual installation)
- **Administrator privileges:** Required for initial setup

## Security Requirements

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### Windows Defender and SmartScreen

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Since IACLS Time Tracker is not signed with a Microsoft certificate, Windows may show security warnings:

1. **Windows Defender SmartScreen:**
2. Click "More info" when the warning appears
3. Click "Run anyway" to proceed
4. This creates a permanent exception for the app
5. **Windows Defender Antivirus:**
6. The executable may be quarantined initially

7. Add the installation folder to Windows Defender exclusions:

- Open Windows Security
- Go to Virus & threat protection
- Click "Manage settings" under Virus & threat protection settings
- Click "Add or remove exclusions"
- Add the IACLS Time Tracker folder

8. **User Account Control (UAC):**

9. Click "Yes" when prompted for administrator privileges

10. Required for initial file system access setup

## Firewall Configuration

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The app doesn't require network access, but if Windows Firewall prompts:

- **Block network access** - the app works entirely offline - No incoming or outgoing connections are needed

## Installation Methods

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### Method 1: Standalone Executable (Recommended)

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1. **Download** the latest Windows release from GitHub
2. **Extract** the ZIP file to your desired location (e.g., `C:\Program Files\IACLS Time Tracker\`)
3. **Run** `IACLS_Time_Tracker.exe`
4. **Handle security warnings** as described above
5. **Choose data folder** when prompted on first run

## Method 2: Python Installation

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1. **Install Python 3.8+** from python.org
2. **Download** the source code from GitHub
3. **Install dependencies:** `cmd pip install PyQt6 pandas`
4. **Run** the application: `cmd python floating_button_windows.py`

## Method 3: Build from Source

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1. **Install Python 3.8+** and pip
2. **Clone** the repository: `cmd git clone https://github.com/markwbennett/TimeTrackButton.git cd TimeTrackButton`
3. **Install build dependencies:** `cmd pip install -r requirements_windows.txt`
4. **Build executable:** `cmd python build_windows.py`
5. **Find executable** in `dist_windows/` folder

## First Run Setup

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1. **Launch** `IACLS_Time_Tracker.exe`
2. **Handle security warnings:**
3. Click "More info" → "Run anyway" for SmartScreen
4. Click "Yes" for UAC prompt
5. **Choose data folder:**
6. A folder selection dialog will appear
7. Choose where to store your time tracking data
8. Default: Documents\TimeTracker
9. The app will create necessary subfolders

# Usage

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## Starting Time Tracking

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1. **Click the floating button** (appears in top-right corner)
2. **Select a project** from the dropdown or create new
3. **Choose activity type:**
  4. Legal research
  5. Investigation
  6. Discovery Review
  7. File Review
  8. Client Communication
  9. Custom activities (via "Other")
10. **Tracking begins** with audio confirmation

## Managing the Floating Button

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- **Move the button:** Drag the outer border area
- **Click to track:** Click the inner colored circle
- **Position saving:** Button remembers its position between sessions

## Project Management

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- **Create new projects:** Type in the project selection field
- **Manage existing projects:** Select [Manage Projects] option
- **Hide or delete projects:** Use the management interface

# Tracking Options

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When tracking is active, clicking the button shows options: - **Change Activity**: Switch activity type without stopping - **Change Project**: Switch to different project - **Stop Tracking**: End current session

## Data Export

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- **Automatic CSV export**: Updates in real-time
- **File location**: [YourFolder]\TimeTracker\time\_entries.csv
- **Format**: ID, Project, Activity, Start Time, End Time, Duration
- **Excel compatible**: Can be opened directly in Excel

## File Locations

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### Application Files

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- **Executable**: Where you extracted the ZIP file
- **Sound file**: bells-2-31725.mp3 (in same folder as executable)

### User Data

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- **Configuration**: %USERPROFILE%\config\timetracker\config
- **Database**: [YourFolder]\TimeTracker\time\_entries.csv (hidden)
- **CSV Export**: [YourFolder]\TimeTracker\time\_entries.csv
- **Position**: %USERPROFILE%\config\timetracker\position
- **Custom Activities**: %USERPROFILE%\config\timetracker\custom\_activities

# Troubleshooting

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## App Won't Start

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1. **Check Windows version:** Requires Windows 10 or later
2. **Run as Administrator:**
3. Right-click `IACLS_Time_Tracker.exe`
4. Select "Run as administrator"
5. **Check antivirus exclusions:**
6. Add the app folder to Windows Defender exclusions
7. Temporarily disable third-party antivirus for testing
8. **Install Visual C++ Redistributables:**
9. Download from Microsoft's website
10. Install both x86 and x64 versions

## Security Warnings Keep Appearing

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1. **Create permanent exception:**
2. Right-click the executable
3. Select "Properties"
4. Check "Unblock" if present
5. Click "Apply"
6. **Add to Windows Defender exclusions:**
7. Windows Security → Virus & threat protection
8. Manage settings → Add or remove exclusions
9. Add the entire application folder

## Audio Issues

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1. **Check sound file:**
2. Ensure `bells-2-31725.mp3` is in the same folder as the executable
3. Test by double-clicking the sound file
4. **Check Windows audio:**
5. Verify system volume is not muted
6. Check default audio device settings
7. Test with other applications
8. **Audio codec issues:**
9. Install Windows Media Feature Pack if on Windows N/KN editions
10. Update audio drivers

## Button Not Visible

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1. **Check display scaling:**
2. Right-click desktop → Display settings
3. Adjust scaling if using high-DPI displays
4. Restart the application after changes
5. **Multiple monitors:**
6. Button may appear on secondary monitor
7. Check all connected displays
8. Delete position file to reset: `%USERPROFILE%\config\timetracker\position`

## Database Issues

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1. **Check data folder permissions:**

2. Ensure write access to chosen data folder
3. Try running as administrator
4. Choose a different data folder if needed
5. **Reset configuration:** `cmd del "%USERPROFILE%\config\timetracker\config"`
6. App will prompt for new folder on next launch
7. **Corrupted database:**
8. Backup your CSV file first
9. Delete `.timetrack.db` file
10. App will recreate database on next launch

## Performance Issues

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1. **Close unnecessary applications**
2. **Check available disk space** in data folder
3. **Disable Windows visual effects** if needed:
4. System Properties → Advanced → Performance Settings
5. Select "Adjust for best performance"

## Creating Desktop Shortcut

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1. **Right-click** on `IACLS_Time_Tracker.exe`
2. **Select** "Create shortcut"
3. **Move shortcut** to Desktop
4. **Rename** if desired
5. **Right-click shortcut** → Properties to customize icon



# Startup Configuration

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To start automatically with Windows:

1. **Press** Win + R
2. **Type** shell:startup and press Enter
3. **Copy** the executable or create a shortcut in this folder
4. **Restart** Windows to test

## Uninstallation

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### Standalone Installation

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1. **Close** the application
2. **Delete** the application folder
3. **Remove data** (optional): `cmd rmdir /s "%USERPROFILE%\config\timetracker" rmdir /s "[YourDataFolder]\TimeTracker"`
4. **Remove shortcuts** from Desktop/Start Menu

### Python Installation

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1. **Close** the application
2. **Uninstall Python packages** (optional): `cmd pip uninstall PyQt6 pandas`
3. **Delete** source code folder
4. **Remove data** (same as above)

# Support

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- **GitHub Issues:** <https://github.com/markwbennett/TimeTrackButton/issues>
- **Documentation:** <https://github.com/markwbennett/TimeTrackButton>
- **Developer:** [iacls.org](http://iacls.org)

# License

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MIT License - See LICENSE file for details.

# Windows-Specific Notes

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- **File paths:** Use backslashes ( \ ) in Windows paths
- **Case sensitivity:** Windows is case-insensitive for file names
- **Long path support:** Enable if using very long folder names
- **Antivirus compatibility:** Most antivirus software is compatible, but may require exclusions
- **Windows updates:** Keep Windows updated for best compatibility