

IACLS Time Tracker - Windows Installation Guide

System Requirements

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

Note: This distribution includes only the GUI floating button app. SketchyBar integration is macOS-only.

Security Requirements

Windows Defender and SmartScreen

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

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

Method 1: Standalone Executable (Recommended)

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

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

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

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

Starting Time Tracking

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

- **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

- **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

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

- **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

Application Files

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

User Data

- **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

App Won't Start

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

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

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

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

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

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

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

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

Standalone Installation

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

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

- **GitHub Issues:** <https://github.com/markwbennett/TimeTrackButton/issues>
- **Documentation:** <https://github.com/markwbennett/TimeTrackButton>
- **Developer:** iacls.org

License

MIT License - See LICENSE file for details.

Windows-Specific Notes

- **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