

Bugchella Audit Tool - User Guide

What is the Bugchella Audit Tool?

The Bugchella Audit Tool is a simple program that helps you examine and visualize your BuildOps data. It can show you information about customers, properties, assets, and vendors in an easy-to-understand format.

Before You Begin

You'll need:

- A computer with the Bugchella Audit Tool files already downloaded
- Basic familiarity with opening programs on your computer
- Internet connection (for displaying maps)
- Your BuildOps API credentials (provided by your administrator)

Setting Up Your Credentials

Before using the tool for the first time, you need to set up your access credentials:

1. Find the folder where the Bugchella Audit Tool is located
2. Look for a file named `.env.example`
3. Make a copy of this file and rename it to `.env` (just remove the ".example" part)
4. Open the `.env` file with a text editor (like Notepad or TextEdit)
5. Replace the placeholder text with your actual credentials:

```
CLIENT_ID="your_client_id"  
CLIENT_SECRET="your_client_secret"  
TENANT_ID="your_tenant_id"
```

6. Save the file and close the text editor

Note: You only need to do this setup once. Your IT administrator should provide you with the correct credential values to use.

Getting Started

On Windows:

1. Open the "Command Prompt" by searching for it in the Start menu
2. Type `cd` followed by the location of the tool (your IT support can help with this)
3. Press Enter

On Mac:

1. Open "Terminal" (press Cmd+Space and type "Terminal")
2. Type `cd ~/Documents/bugchella audit tool`
3. Press Enter

Running the Tool

Once you've opened the command window and navigated to the right folder, you can run different commands:

Find Customers Without Properties

What it does: Shows you which customers in your database don't have any properties assigned to them.

How to use it:

```
python cli.py customers-no-properties
```

Find Properties With Multiple Addresses

What it does: Shows properties that have more than 2 addresses, which might indicate data issues.

How to use it:

```
python cli.py properties-many-addresses
```

Count Assets by Make

What it does: Shows a list of asset makes and the number of assets you have from each make.

How to use it:

```
python cli.py asset-make-counts
```

Find Duplicate Vendors

What it does: Identifies vendors that might be duplicates because they have the same name.

How to use it:

```
python cli.py vendor-duplicate
```

View Properties on a Map

What it does: Creates a map showing all your properties in a specific state.

How to use it:

```
python cli.py show-map --state CA
```

(Replace "CA" with the two-letter code for the state you want to view)

To view the map:

1. After running the command, look for a message telling you the map is ready
2. Find the file named `properties_CA.html` in the same folder (where "CA" is the state you chose)
3. Double-click this file to open it in your web browser
4. The map will show all your properties in that state with markers you can click for more information

Troubleshooting

If nothing happens when you run a command:

- Make sure you typed the command exactly as shown
- Check that you're in the right folder
- Ask your IT support for help

If you get an error message:

- Take a screenshot of the error
- Send it to your IT support team

If the map doesn't show any properties:

- Check that you used the correct state code
- Verify that you have properties in that state
- Make sure you have an internet connection

Need More Help?

Contact your system administrator or IT support team for assistance.