**Time Study Folder and Spreadsheet Creator**

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**Description**

This script allows the user to create a new folder and input a time tracking spreadsheet (copied from J:\6.0 - Designer Folders\Will\Time Study Forms\Time Tracking Template v3) with the same name and a ‘Videos’ folder within it. The script provides a Graphical User Interface (GUI) for the user to input the file name and destination folder path or use the default values. It is designed to standardize time-tracking documentation and increase efficiency in making folders.

**Usage**

1. Open the application from the main **Time Study Automation** GUI
2. After opening, a GUI screen should appear:

A screenshot of a computer

Description automatically generated

1. Enter the file name (without a date) when prompted. The script will create the file given the input and the current date, formatted as: ‘file\_name YYYY-MM-DD’.
2. Enter the destination folder path when prompted or leave it blank to use the default (**J:/6.0 - Designer Folders/Will/Time Study Forms/New Time Studies**). Click the ‘browse’ button to select the destination folder interactively.
3. Click the ‘Create Folder and Spreadsheet’ button to create a folder with the inputted name as well as a time-tracking .xlsm spreadsheet and a ‘Videos’ folder within it. Alternatively, click the ‘Create and Open Spreadsheet’ button to also open the newly created spreadsheet.

**Note:** The default source file path and other constants used in this script are specific to the author's directory structure. Modification discussions are to be forwarded to WMcIntyre@metalumen.com.

**Dependencies**

This script doesn't require any additional dependencies to be installed as it is packaged as an executable file. If curious, the script relies on the following libraries:

* tkinter: Used to create the graphical user interface (GUI).
* openpyxl: Used for spreadsheet manipulation.
* shutil: Used for file operations.
* os: Used for file and directory operations.
* datetime: Used to append the current date to the file name.

**Support**

For any issues or inquiries, please contact Will McIntyre at WMcIntyre@metalumen.com.