Varsity College Durban North

Research

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Timesheet – Time Tracker

(Timesheet – Time Tracker, 2023)

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Application Overview

Timesheet – Time Tracker is a timesheet application, which provides users with efficient and user-friendly ways to record projects and keep track of said projects. Users can track various projects/workflows that are in development and monitor said projects.

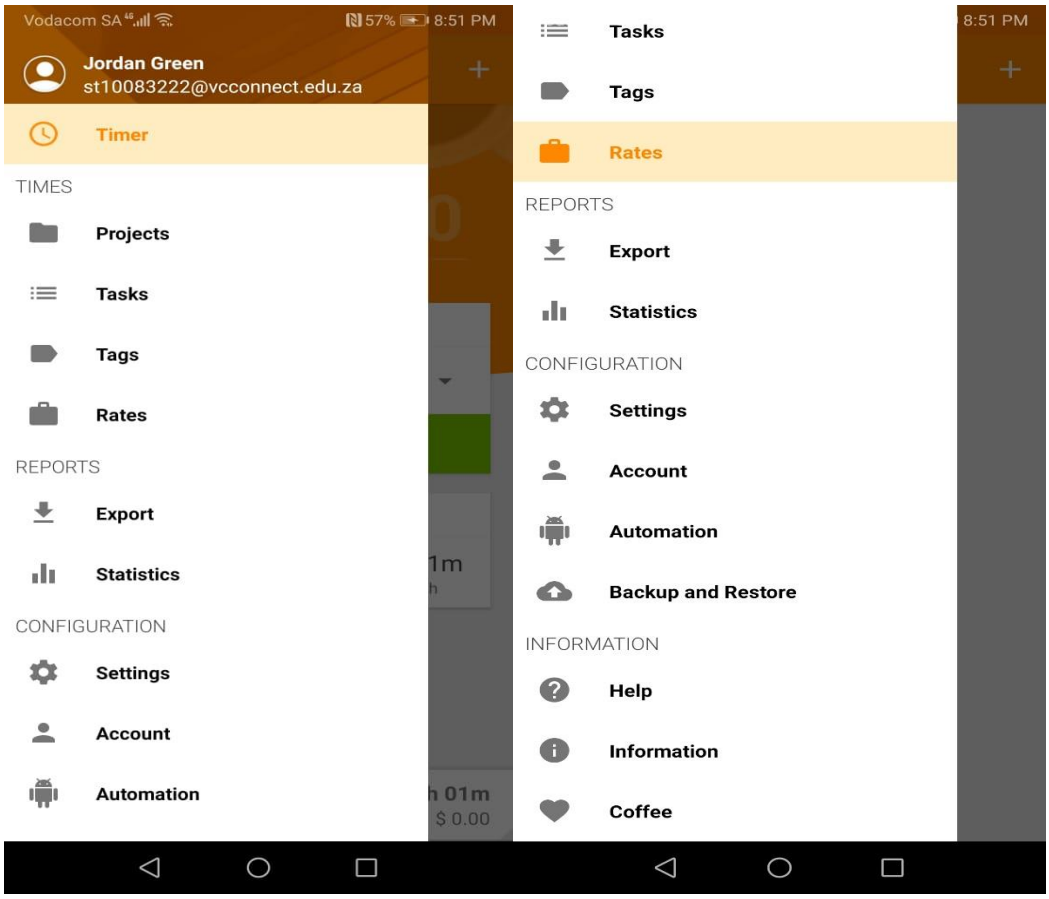
Timesheet – Time Tracker was created with the goal of making life easier for their faithful users, and they hope with their application and specialized tools will allow for boosted productivity in vital areas (Timesheet – Time Tracker, Why, 2022). Timesheet – Time Tracker is very customizable, which was made by design to make the application familiar to the user (Timesheet – Time Tracker, Why, 2022).

Timesheet – Time Tracker has been built to be accessible on Android smartphones, iPhones, and computers, it's also compatible with all browsers (Timesheet – Time Tracker, Features, 2022).

Innovative Features

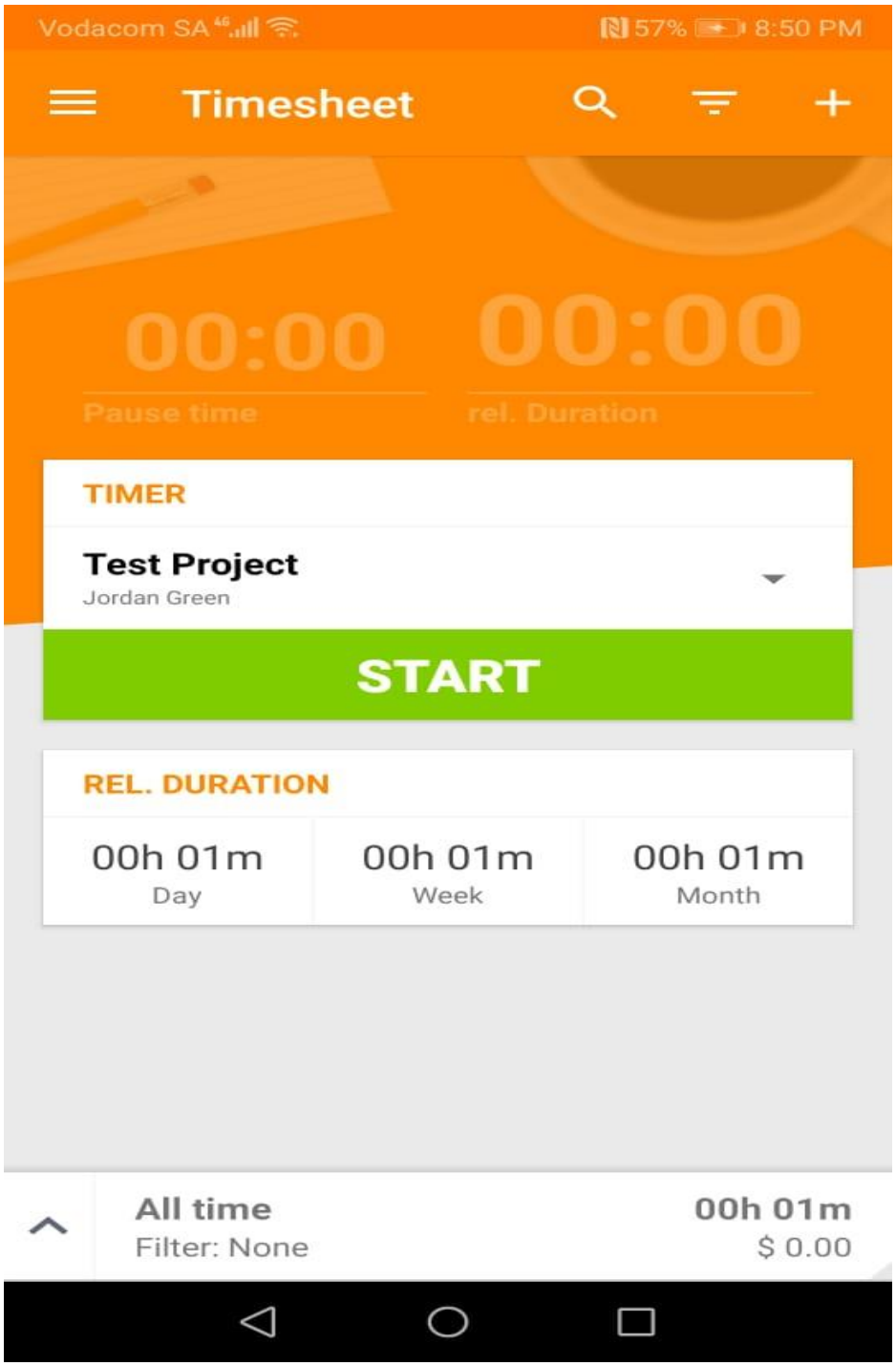
~ Nav-bar

Timesheet – Time Tracker has a comprehensive nav bar that has all the application options stored neatly under precise headings which will assist the user in choosing.



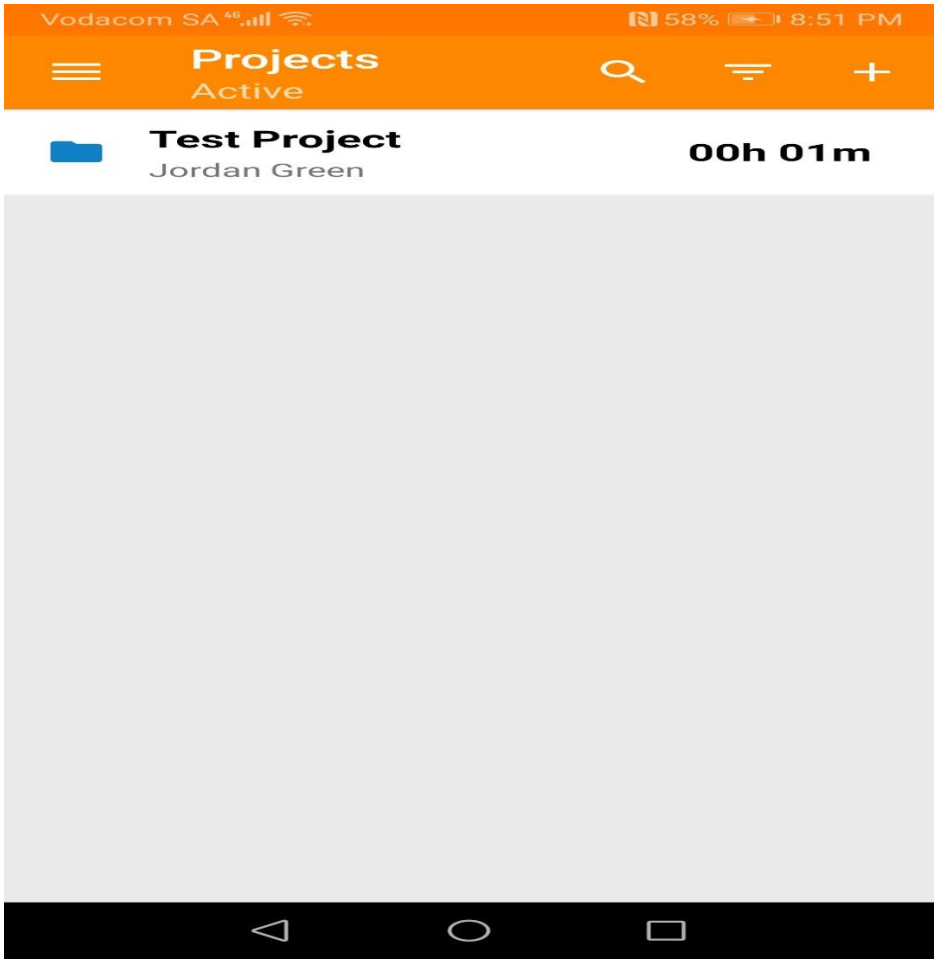
~ Timer

Timesheet – Time Tracker has a simple but elegant timer that allows one to record working hours, add breaks, tags, and much more (Timesheet – Time Tracker, Timer, 2022). Pressing start will record the time and users will be able to display the duration and break time (Timesheet – Time Tracker, Timer, 2022).



~ Projects

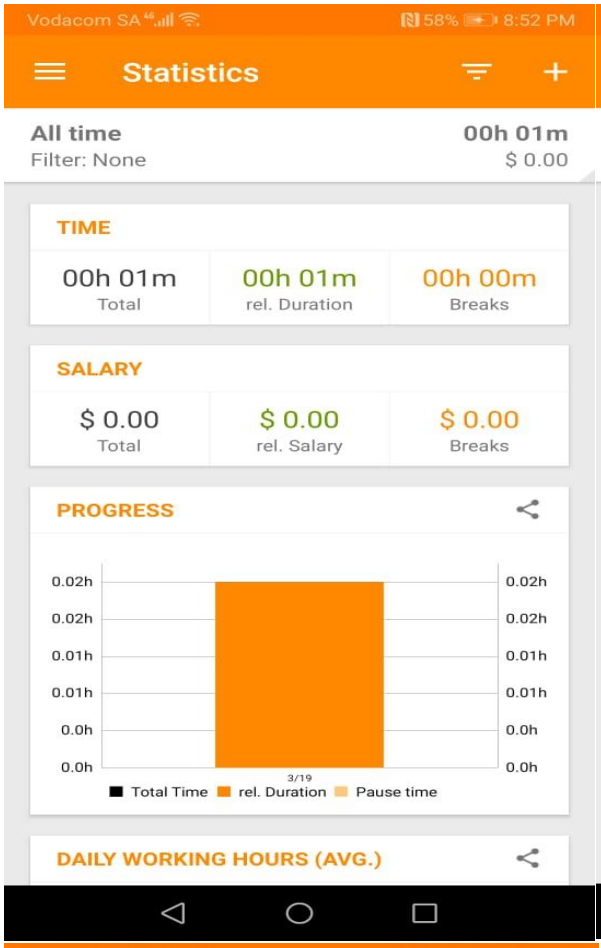
To view or create Projects, simply navigate to the nav bar and click the button ‘Projects’. Timesheet – Time Tracker has made it accessible to view one’s projects, and there are sub-pages like Details, Tasks, QE-Code, and ToDos (Timesheet – Time Tracker, Projects, 2022). It also has a powerful search bar, allowing users to narrow down projects, users can search projects by title, client, and description and one can check if a project is archived or active (Timesheet – Time Tracker, Projects, 2022).

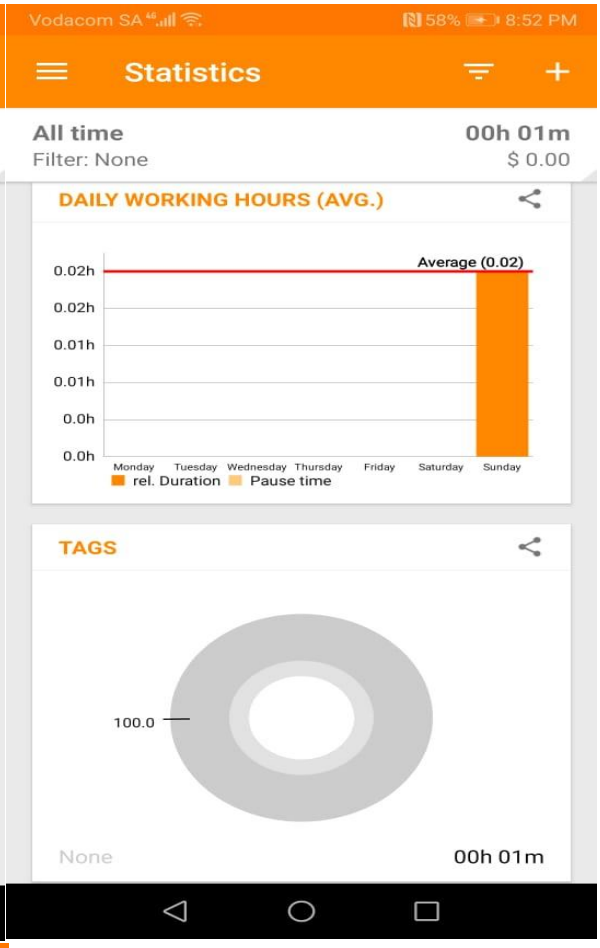


~ Statistics

This innovative section provides an array of charts to view your projects in chart form, and Timesheet – Time Tracker has even provided a filter option ‘top right icon with three horizontal lines’, which allows users to filter the statistics by:

- Time length (Timesheet – Time Tracker, Statistics, 2022).
- Task status (Timesheet – Time Tracker, Statistics, 2022).
- Project rate (Timesheet – Time Tracker, Statistics, 2022).
- Group members (Timesheet – Time Tracker, Statistics, 2022).


Vodacom SA
58% 8:52 PM
Statistics
All time
Filter: None
00h 01m
$ 0.00
TIME
00h 01m
Total
00h 01m
rel. Duration
00h 00m
Breaks
SALARY
$ 0.00
Total
$ 0.00
rel. Salary
$ 0.00
Breaks
PROGRESS
0.02h
0.02h
0.01h
0.01h
0.0h
0.0h
3/19
Total Time
rel. Duration
Pause time
DAILY WORKING HOURS (AVG.)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Statistics
All time
Filter: None
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DAILY WORKING HOURS (AVG.)
Average (0.02)
0.02h
0.02h
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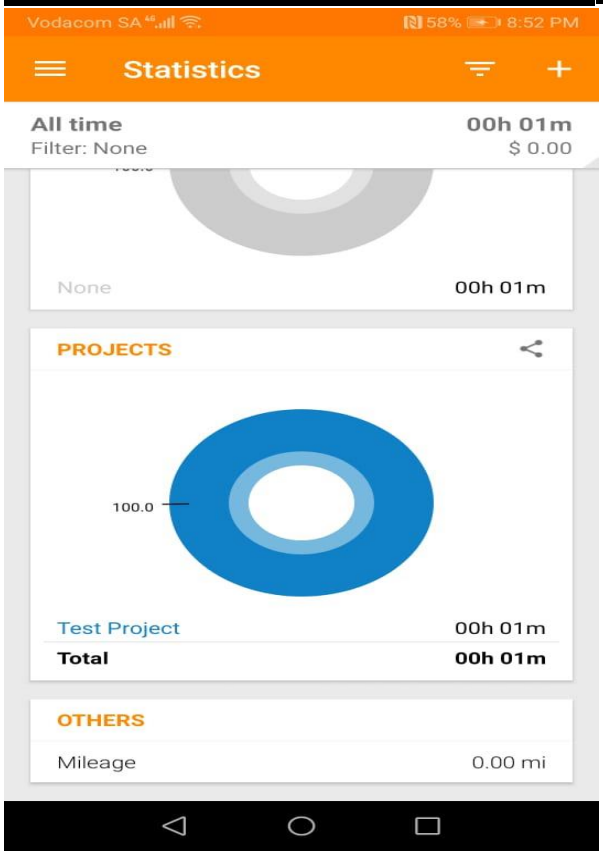
rel. Duration
Pause time
TAGS
100.0
None
00h 01m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All time
Filter: None
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Test Project
00h 01m
Total
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OTHERS
Mileage
0.00 mi

Strengths

- User-friendly
  - Once the account is created, it is easy to navigate and user-friendly.
- Projects
  - Allows for multiple projects which is great if one is juggling an array of projects.
- Export
  - Allows exporting a user's work which is a fantastic feature.

Weaknesses

- Setup
  - Has a tricky setup, had to research initially to get support on setup.
- Functionality
  - When using the mobile application, I found that it needed more enhancement in terms of customization. It does allow for customization, but I found it needed more.

Conclusion

In conclusion, Timesheet – Time Tracker application offers a free-to-use solution for freelancers, small businesses, and teams who want to keep track of their projects. With all the strengths and weaknesses of this application, it's a valuable tool for anyone looking for an efficient time-management solution.

Harvest

(About Harvest, 2023)

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Introduction

TIME is a concept that people should manage and prioritize efficiently when performing everyday tasks. The reason for this is that if people plan their time accordingly, they will achieve a greater target in terms of doing more work, by doing more work they will have time to do other tasks as well as rest in between. Time-management defines how businesses record and document the working hours of their workforce. It also ensures that they are correctly reimbursed for the work they have performed and **Harvest** is an application that allows users to do that. (bambooHR, 2023) (Collins, 2022)

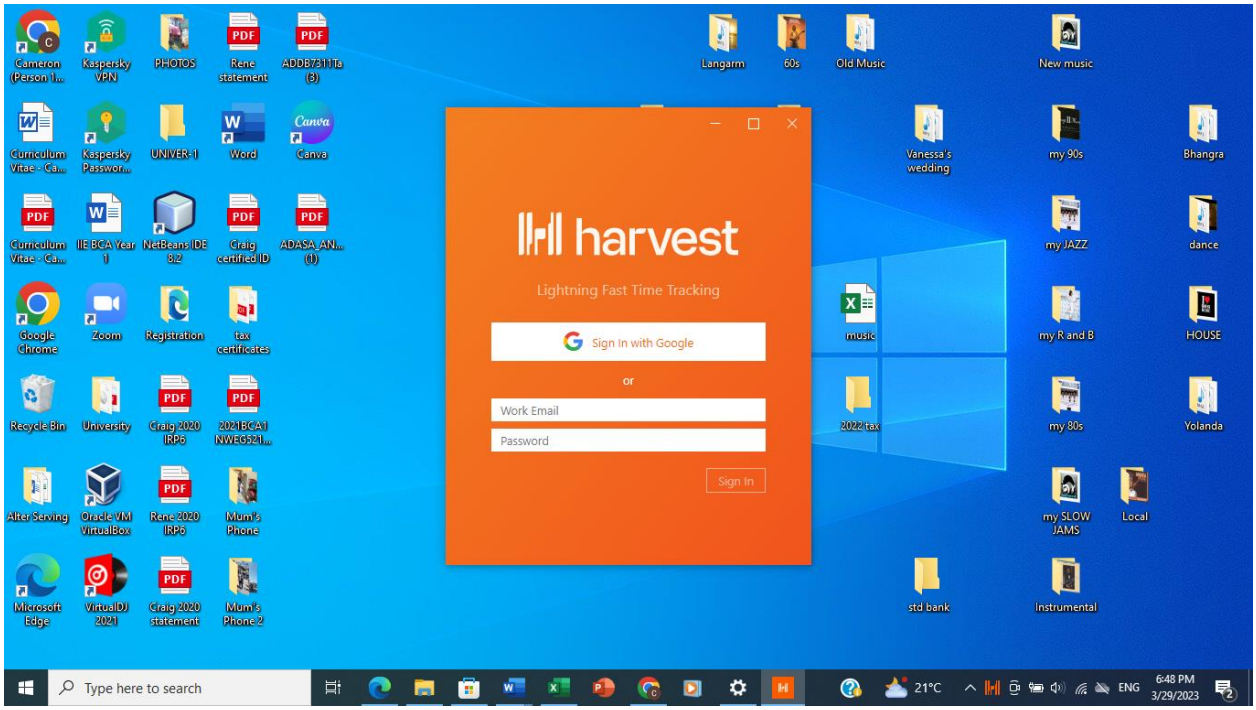
Application Overview

Harvest refers to a cloud-based time-tracking system formulated and designed for organizations of all proportions. The application explanation includes timesheet templates as well as invoice features for small, and upcoming companies and entrepreneurs. Key aspects of the Harvest application include time and expense control, team management, project management, and scheduling and drawing up invoices. Harvest provides one-click time entries for timesheets. Harvest authorizes its users to monitor their time spent on client projects using a variety of different devices; this includes, a desktop widget, mobile device, Mac as well as a Personal Computer. The Harvest application validates its users to approve their timesheets and their systems will request for autogenerated notifications to their workers to send their individual timesheets. The Harvest product extends integration with a variety of different solutions, such as Asana, Jira, Basecamp, GitHub, and Quickbooks (which are examples of different time tracking and work management software that collaborate with Harvest).

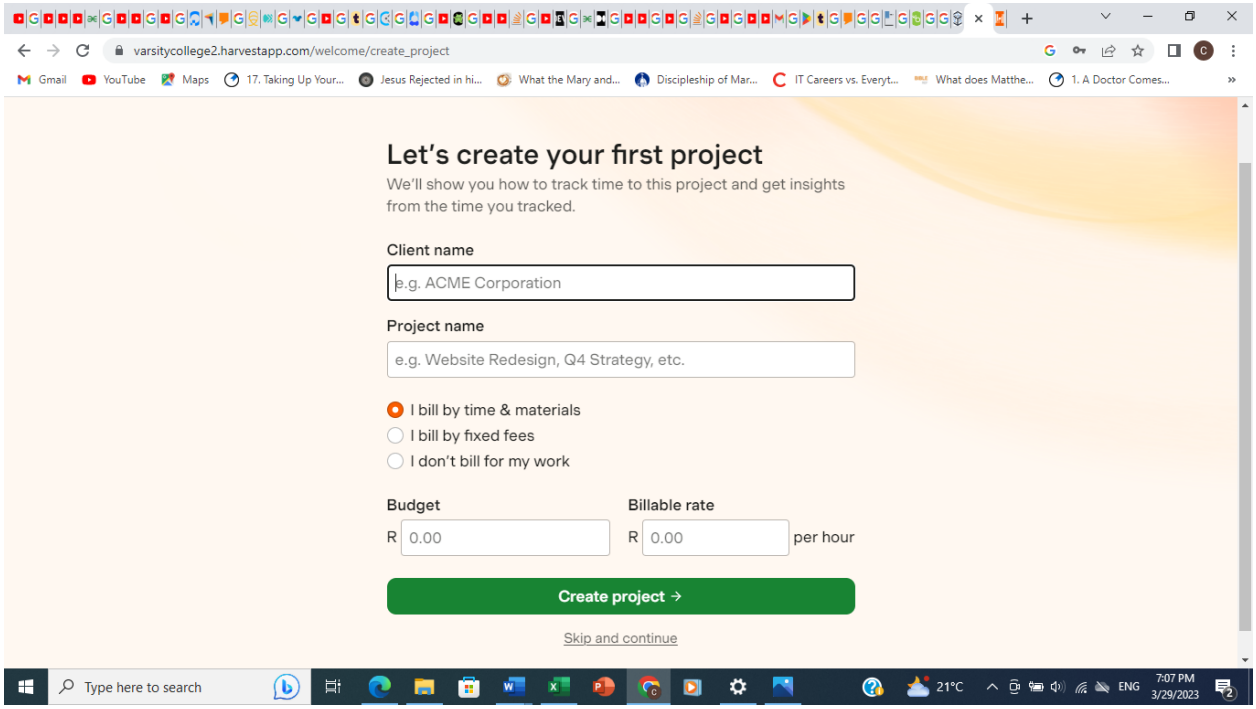
The cost for a monthly subscription to Harvest is $12 per user per month (which is equivalent to R217,36 per month) or $10.80 per user per month (which is equivalent to R195,63 and is billed yearly) for unlimited access to all of Harvest's features and extensions. Discounts are made available for non-profit businesses as well as educational institutions a free plan is made available for single users with limited needs. (About Harvest, 2023)

Innovative Features

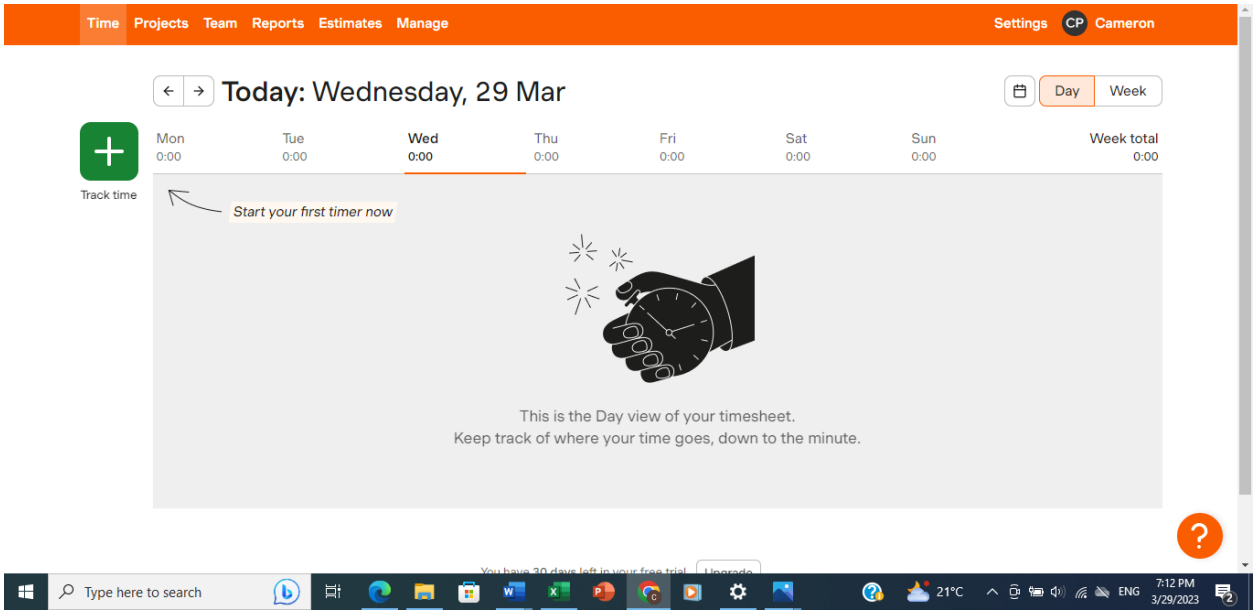
Once the harvest application is successfully installed on a user's device, it will prompt the user to sign in with an appropriate account.

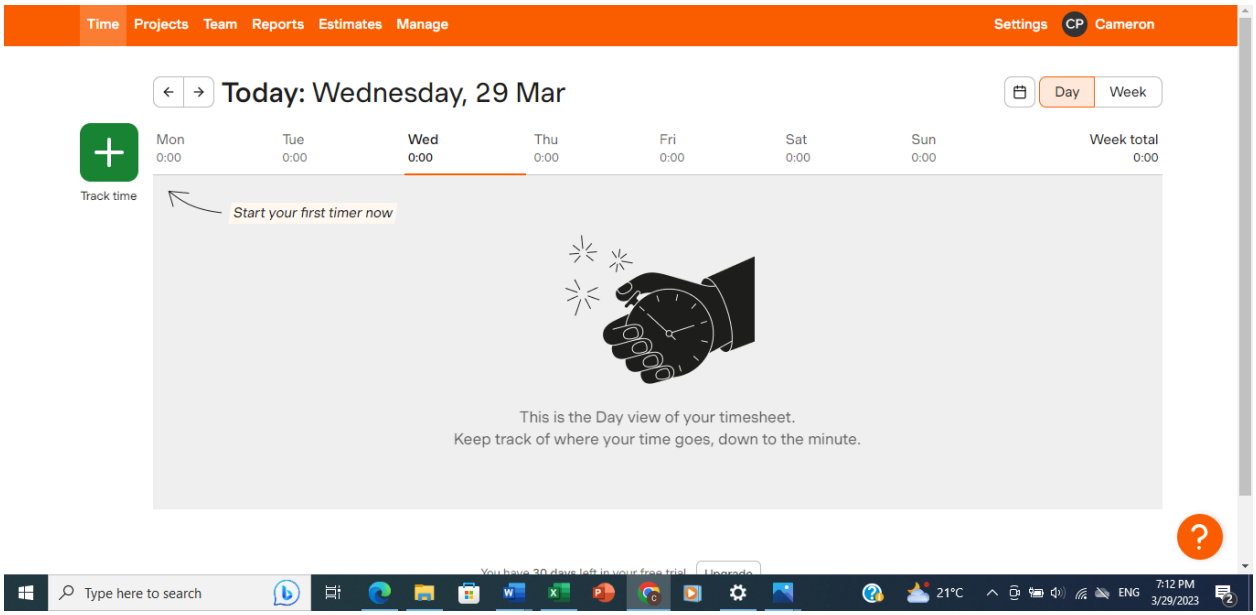


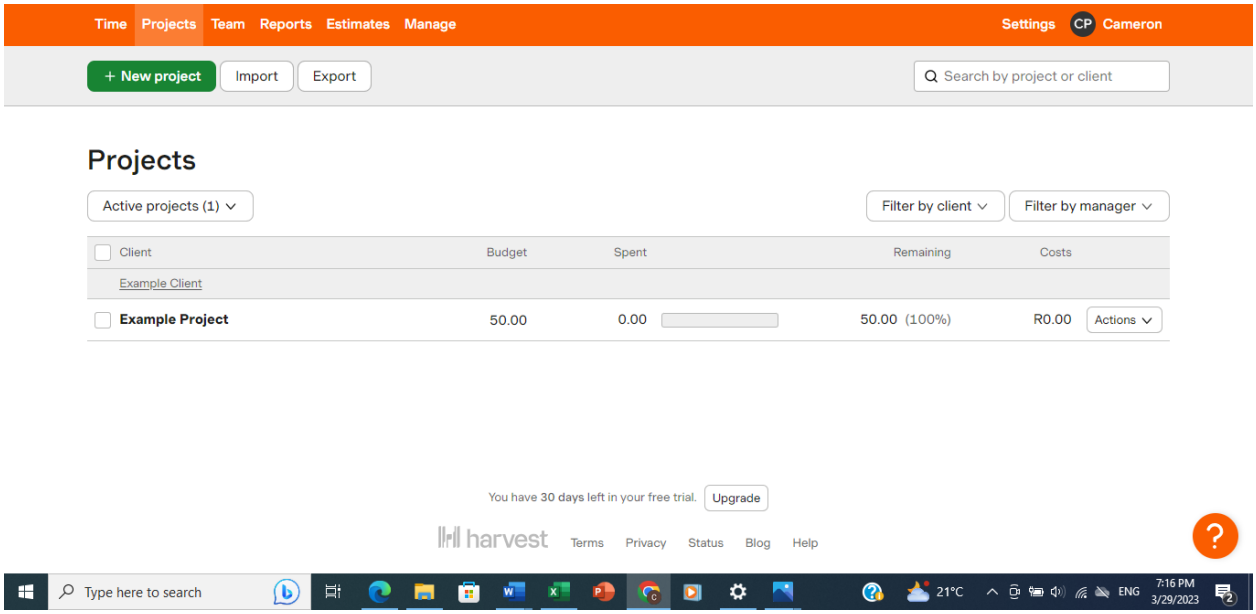
Once a user has successfully signed in, they will be cleverly prompted to identify the project and client specification; such as the name of the project, the name of the project, when would you like to be notified with regards to working on the project as well as how long you spend working on this project.

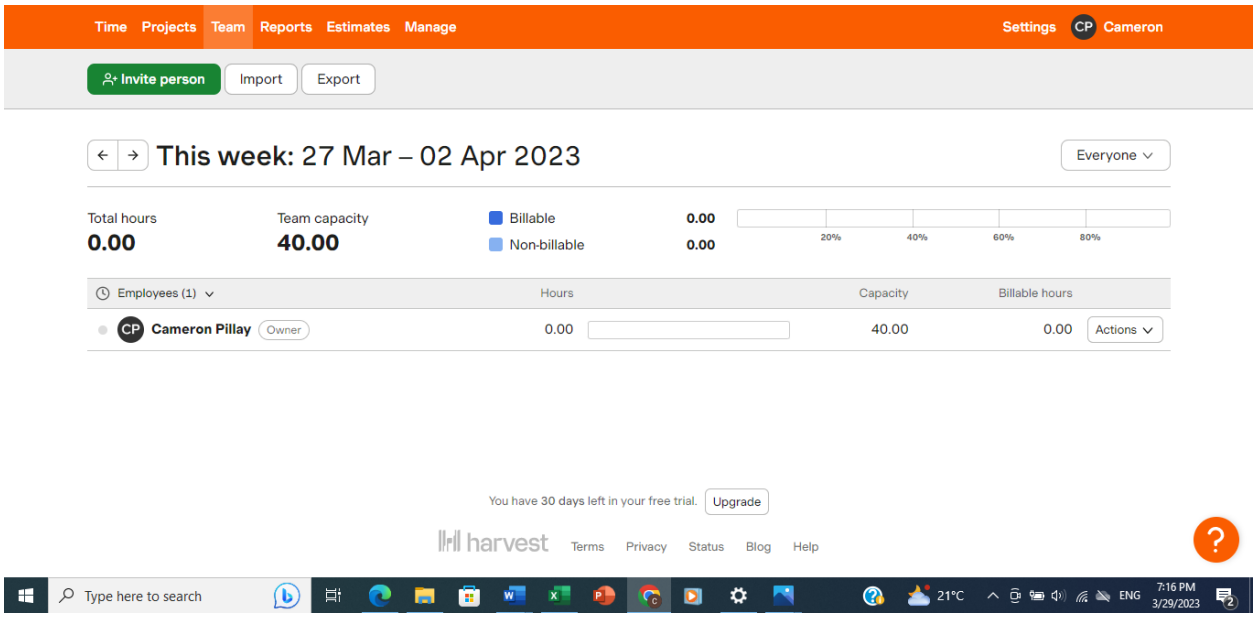


The Harvest application has a innovative dashboard where a user can initiate a new timeslot to start the tracking timer, view all projects as well create a new project, view the existing team members, and add new members, view project reports, review estimates and manage all your clients and provide them with tasks and roles.






Time Projects Team Reports Estimates Manage
Settings CP Cameron
+ New project
Import
Export
Search by project or client
Projects
Active projects (1)
Filter by client
Filter by manager
Client
Budget
Spent
Remaining
Costs
Example Client
Example Project
50.00
0.00
50.00 (100%)
R0.00
Actions
You have 30 days left in your free trial.
Upgrade
harvest
Terms
Privacy
Status
Blog
Help
Type here to search
21°C
ENG
7:16 PM
3/29/2023


Time Projects Team Reports Estimates Manage
Settings CP Cameron
Invite person
Import
Export
This week: 27 Mar – 02 Apr 2023
Everyone
Total hours
0.00
Team capacity
40.00
Billable
Non-billable
0.00
0.00
20%
40%
60%
80%
Employees (1)
Hours
Capacity
Billable hours
Cameron Pillay
Owner
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Actions
You have 30 days left in your free trial.
Upgrade
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Terms
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Help
Type here to search
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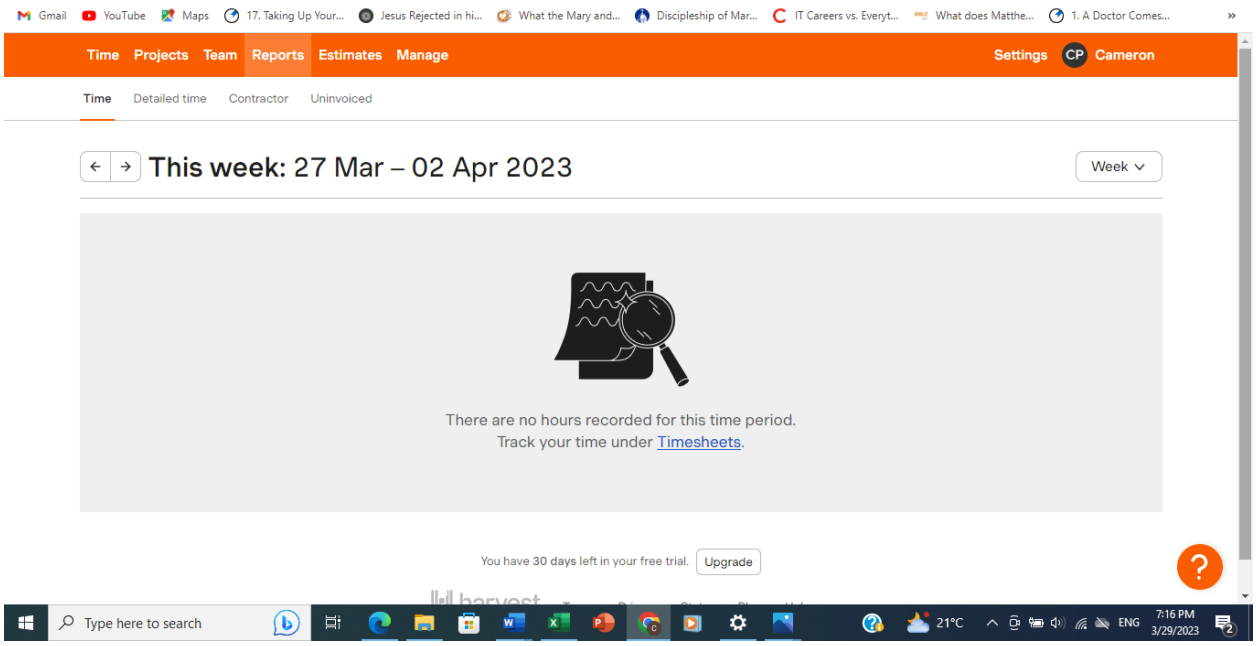
3/29/2023


Gmail
YouTube
Maps
17. Taking Up Your...
Jesus Rejected in hi...
What the Mary and...
Discipleship of Mar...
IT Careers vs. Everyt...
What does Matthe...
1. A Doctor Comes...
Time
Projects
Team
Reports
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Manage
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CP
Cameron
Time
Detailed time
Contractor
Uninvoiced
This week: 27 Mar – 02 Apr 2023
Week
There are no hours recorded for this time period.
Track your time under Timesheets.
You have 30 days left in your free trial.
Upgrade
Type here to search
21°C
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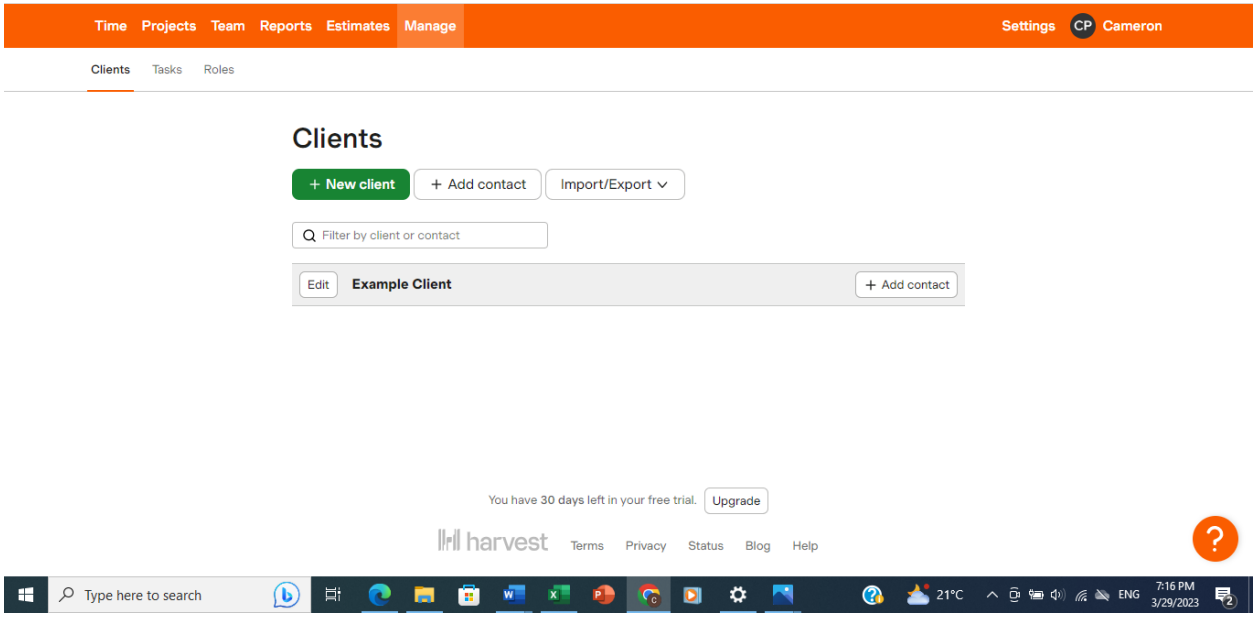
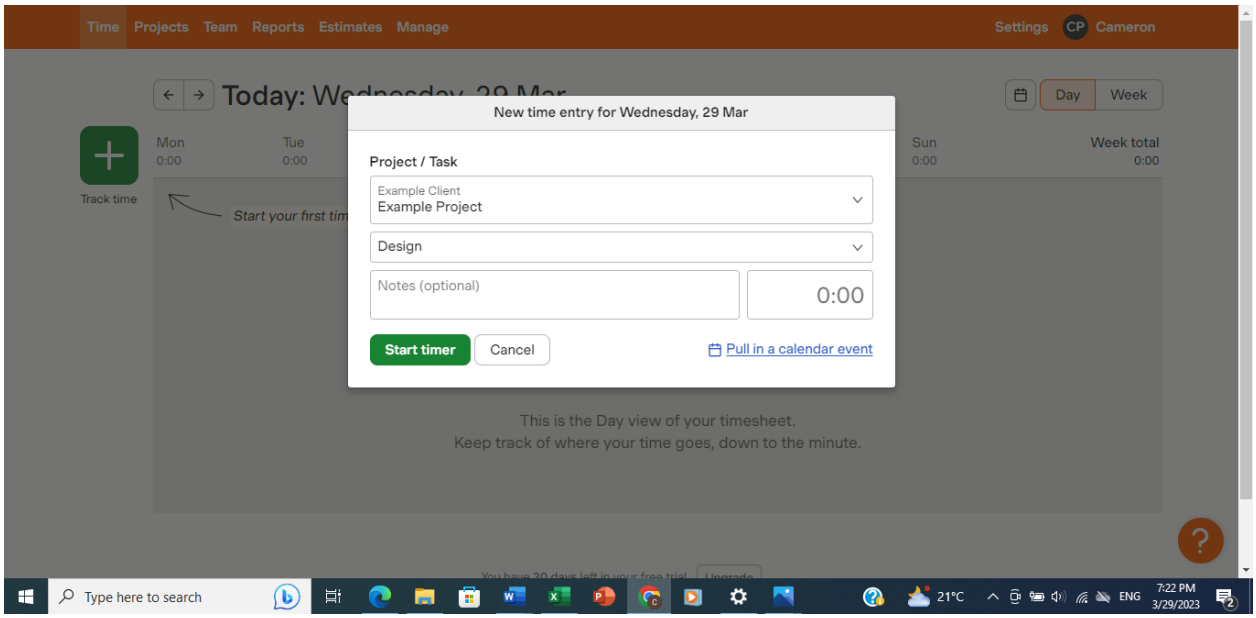
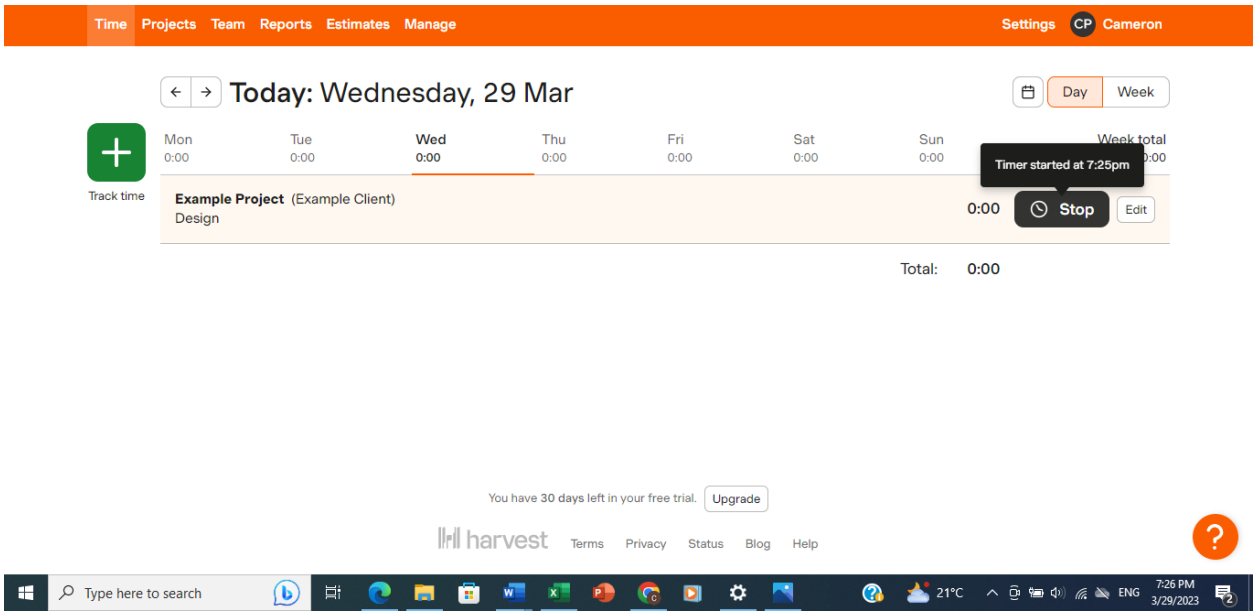
3/29/2023

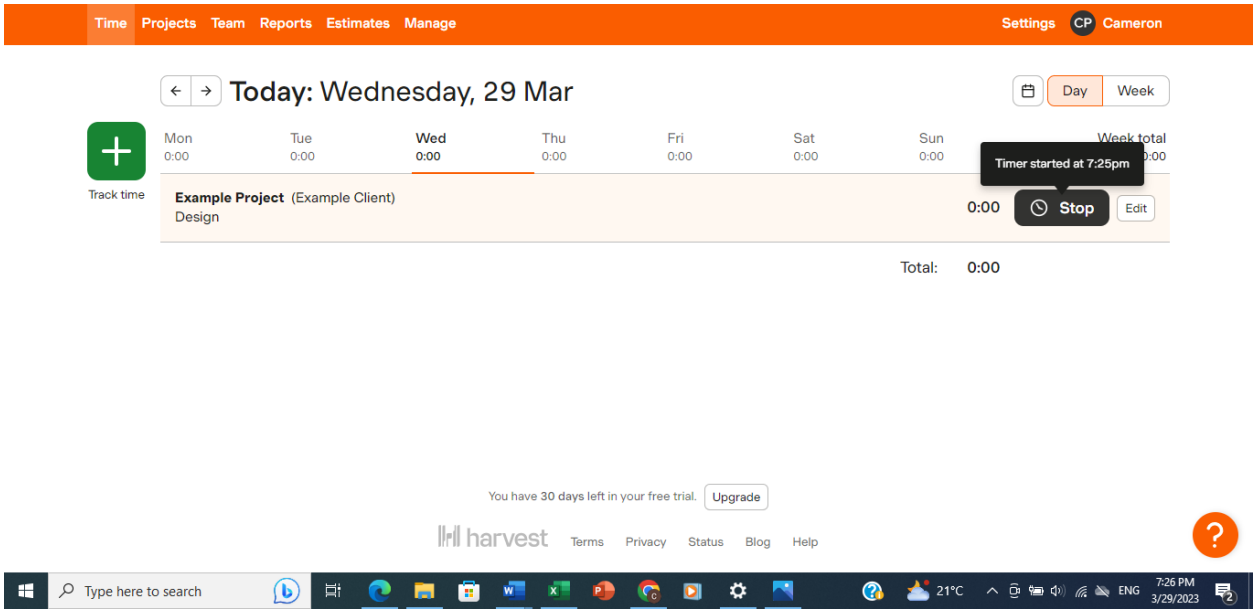

Time
Projects
Team
Reports
Estimates
Manage
Settings
CP
Cameron
Clients
Tasks
Roles
Clients
+ New client
+ Add contact
Import/Export
Filter by client or contact
Edit
Example Client
+ Add contact
You have 30 days left in your free trial.
Upgrade
harvest
Terms
Privacy
Status
Blog
Help
Type here to search
21°C
ENG
7:16 PM
3/29/2023

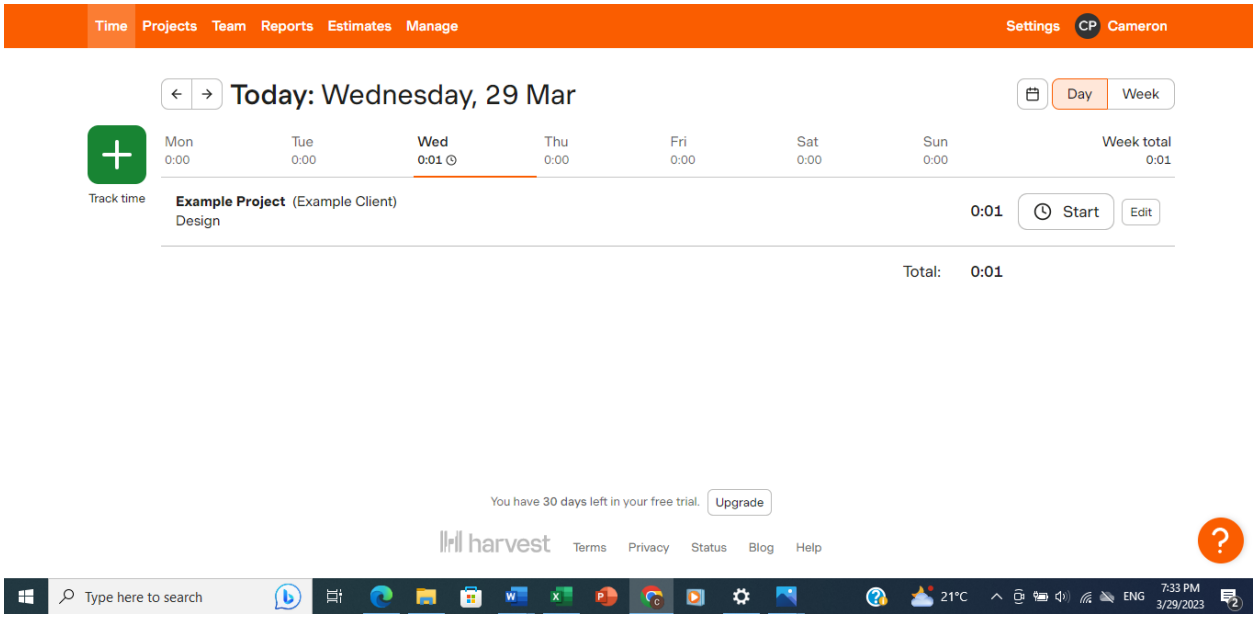
The image below refers to the timer entry window that displays when a user clicks on the plus button at the top left of the application with a green button that says "Track time."

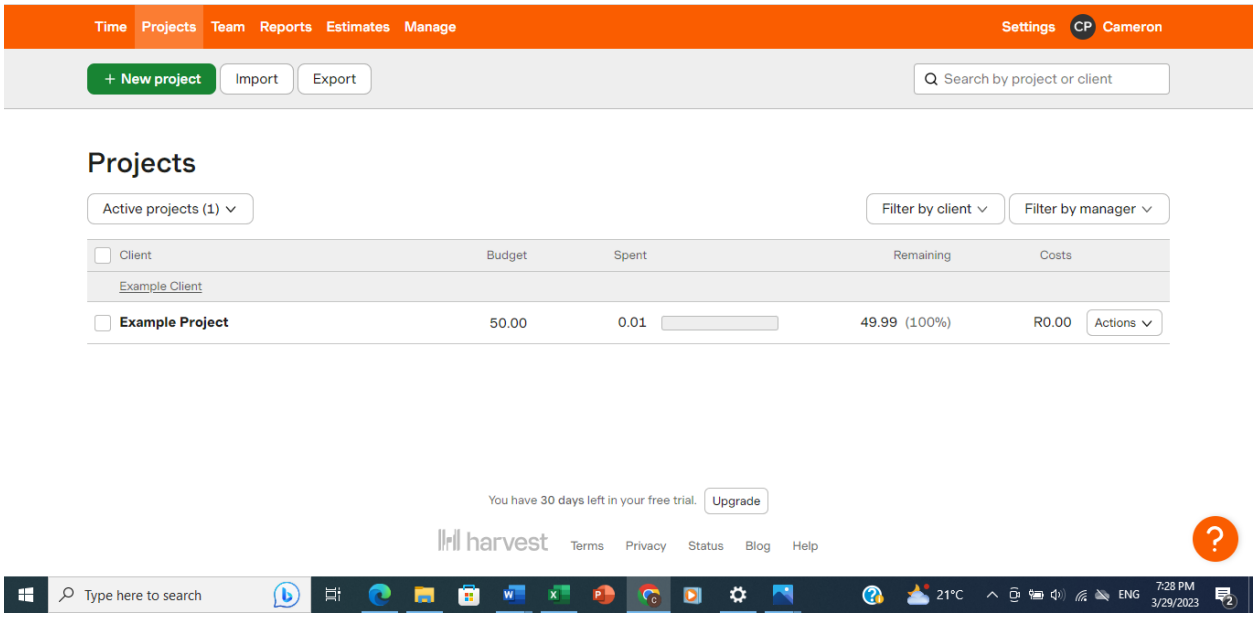


Once the user has stopped the timer for their first timesheet entry, the user can view all the statistics regarding the entry, such as; to view the actual entry they just created, to view the project that the entry was situated to, the team member who initialized the entry as well as to view the other team member's timesheet statistics and to generate a report for each project made.




Time Projects Team Reports Estimates Manage
Settings CP Cameron
Today: Wednesday, 29 Mar
Day Week
Mon 0:00
Tue 0:00
Wed 0:00
Thu 0:00
Fri 0:00
Sat 0:00
Sun 0:00
Week total 0:00
Track time
Timer started at 7:25pm
Example Project (Example Client)
Design
0:00 Stop Edit
Total: 0:00
You have 30 days left in your free trial. Upgrade
harvest Terms Privacy Status Blog Help
Type here to search
21°C
ENG
7:26 PM
3/29/2023


Time Projects Team Reports Estimates Manage
Settings CP Cameron
Today: Wednesday, 29 Mar
Day Week
Mon 0:00
Tue 0:00
Wed 0:01
Thu 0:00
Fri 0:00
Sat 0:00
Sun 0:00
Week total 0:01
Track time
Example Project (Example Client)
Design
0:01 Start Edit
Total: 0:01
You have 30 days left in your free trial. Upgrade
harvest Terms Privacy Status Blog Help
Type here to search
21°C
ENG
7:33 PM
3/29/2023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Import
Export
Search by project or client
Projects
Active projects (1)
Filter by client
Filter by manager
Client
Budget
Spent
Remaining
Costs
Example Client
Example Project
50.00
0.01
49.99 (100%)
R0.00
Actions
You have 30 days left in your free trial.
Upgrade
harvest
Terms
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Type here to search
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ENG
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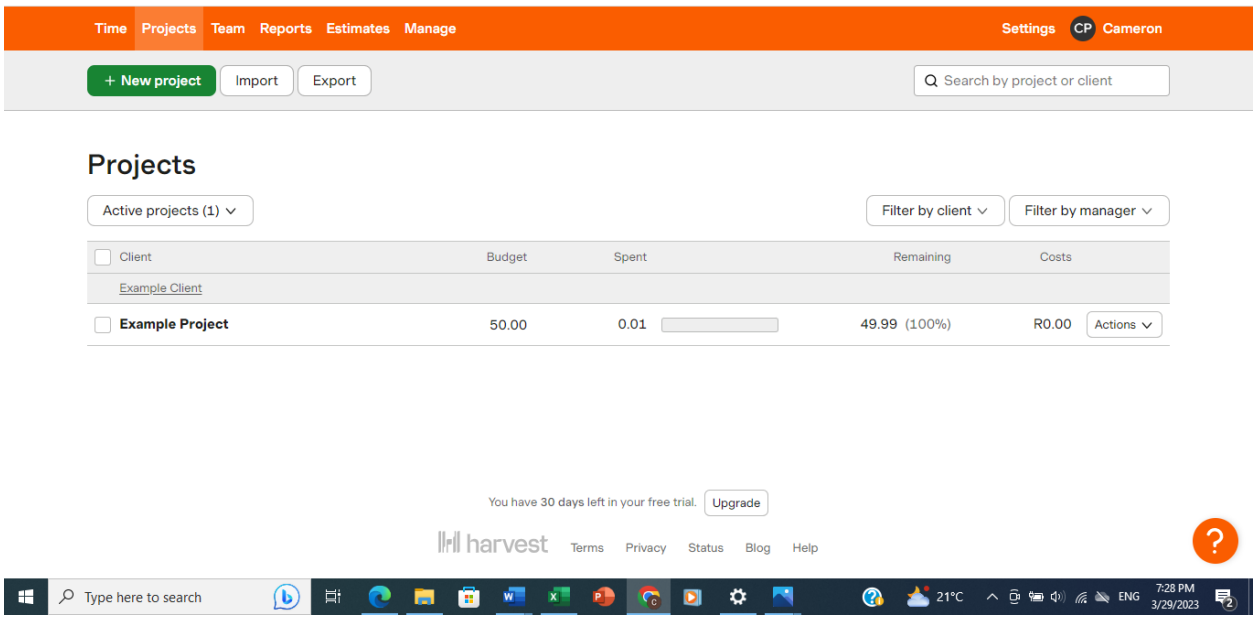
3/29/2023


Time Projects Team Reports Estimates Manage
Settings CP Cameron
+ New project
Import
Export
Search by project or client
Projects
Active projects (1)
Filter by client
Filter by manager
Client
Budget
Spent
Remaining
Costs
Example Client
Example Project
50.00
0.01
49.99 (100%)
R0.00
Actions
You have 30 days left in your free trial.
Upgrade
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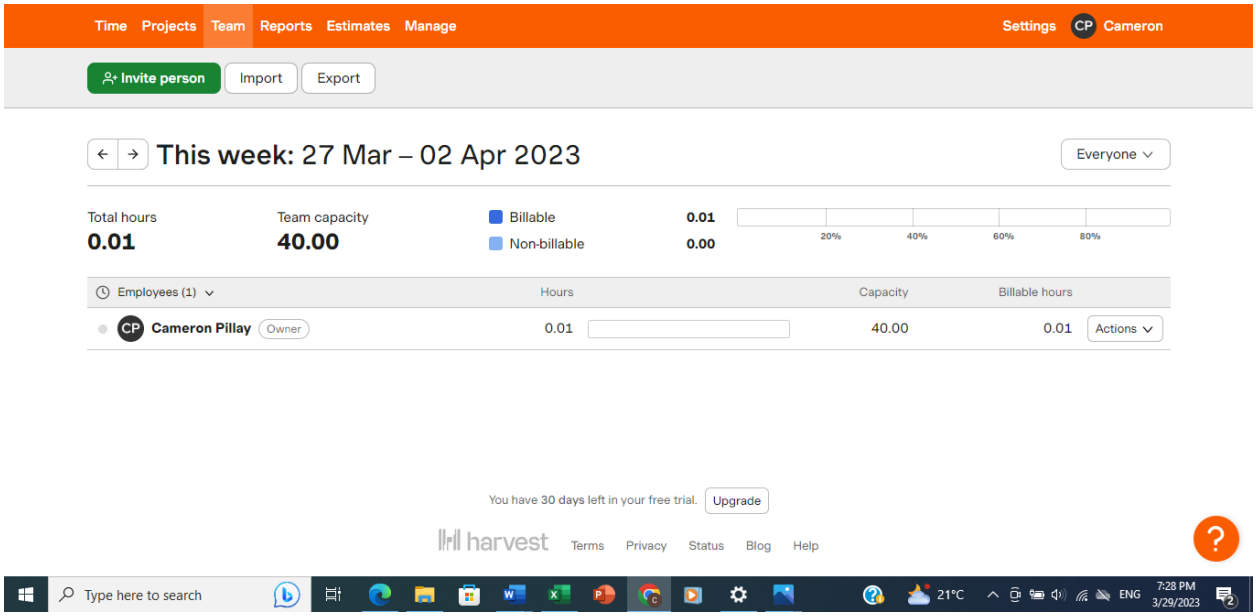
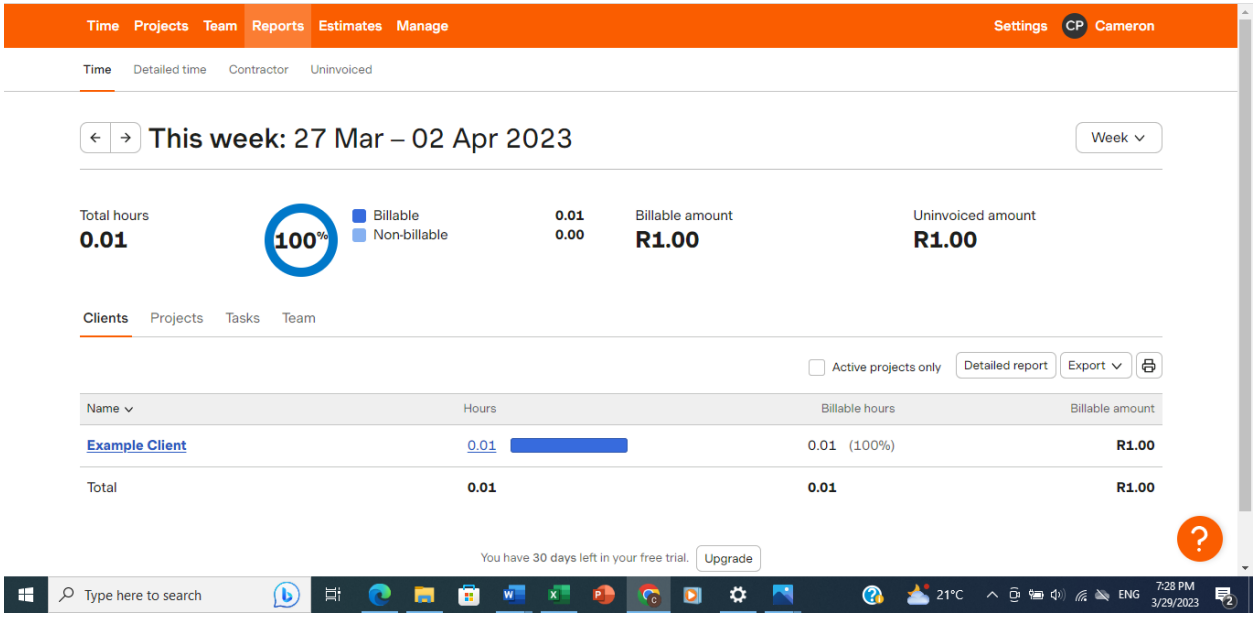




Strengths

- Harvest is user-friendly with a simple UI, and users can easily access their statistics as well as create a new timesheet entry.
- Harvest is highly organizable in terms of arranging group projects and timesheet entries for all types.
- Harvest allows users to track a specific project one at a time.

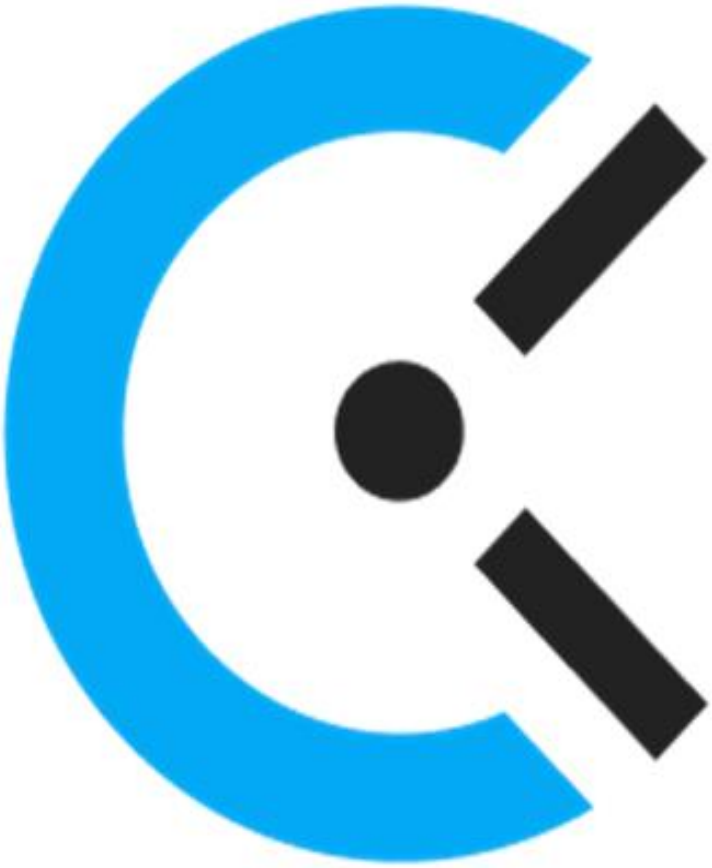
Weaknesses

- Within the search projects functionality, Harvest should include a functionality that the user can view the entire project created, rather than just being able to view the created timers for each project.

Conclusion

In summary, the Harvest timesheet application is an easy-to-operate online tracking, expense tracking, as well as invoice tracking application that can be used by individuals and teams. Harvest can also be accessed across multiple devices to effectively reproduce capture time and project monitoring. (Santos, 2022)

Clockify



(Clockify, 2023)

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App Overview

The most popular free time tracker and timesheet app for teams of all sizes are Clockify. Clockify, unlike other timesheet apps, allows one to have an unlimited number of users for free. Clockify is a browser-based app that can also be installed on your computer or phone.

Clockify is part of the CAKE.com productivity suite and is used by everyone from freelancers, small businesses, and agencies to government institutions, non-governmental organizations (NGOs), universities, and Fortune 500 companies. (Clockify. 2023).

Clockify History:

Clockify was first introduced in 2017 and they were charging clients by the hour at the time, so they needed to know how much time users were spending on projects. Clockify needed a record of how much time each project took so they could bill each client appropriately.

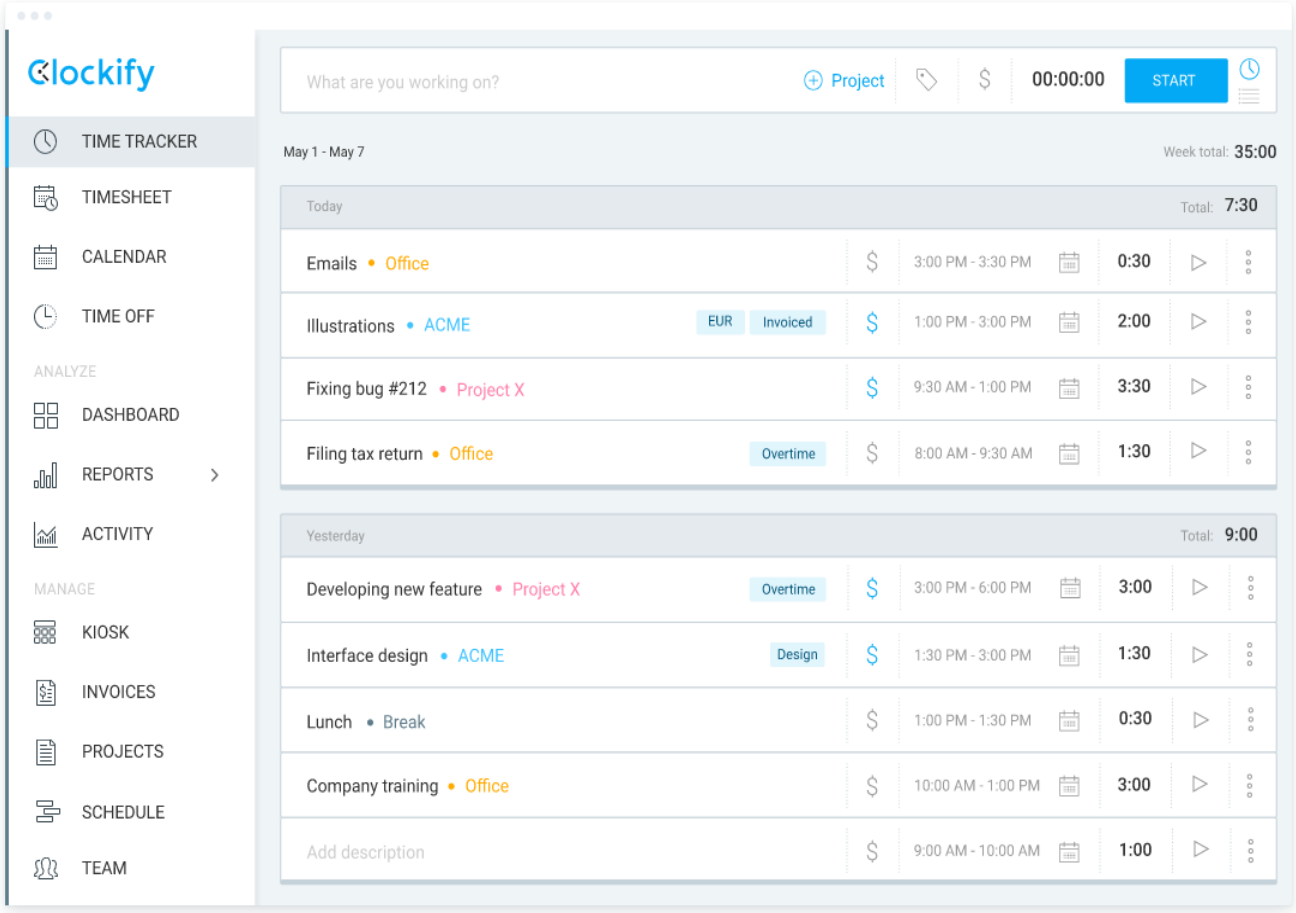
All existing timesheet apps on the market were either overly complicated or prohibitively expensive, so Clockify created its own timesheet app and made it available to everyone for free. They chose to do this because as a startup company, every dollar counts, and they believed that every team deserves a simple and affordable system for tracking work and billable hours. (Clockify. 2023).

Meanwhile, many people began using Clockify and they started receiving many feature requests. As a result, Clockify decided to invest more in its own development and refocus entirely on product development. Clockify has added many new features and has begun charging for them. These are for teams that require feaures more than just time tracking. (Clockify. 2023).

Innovative Features

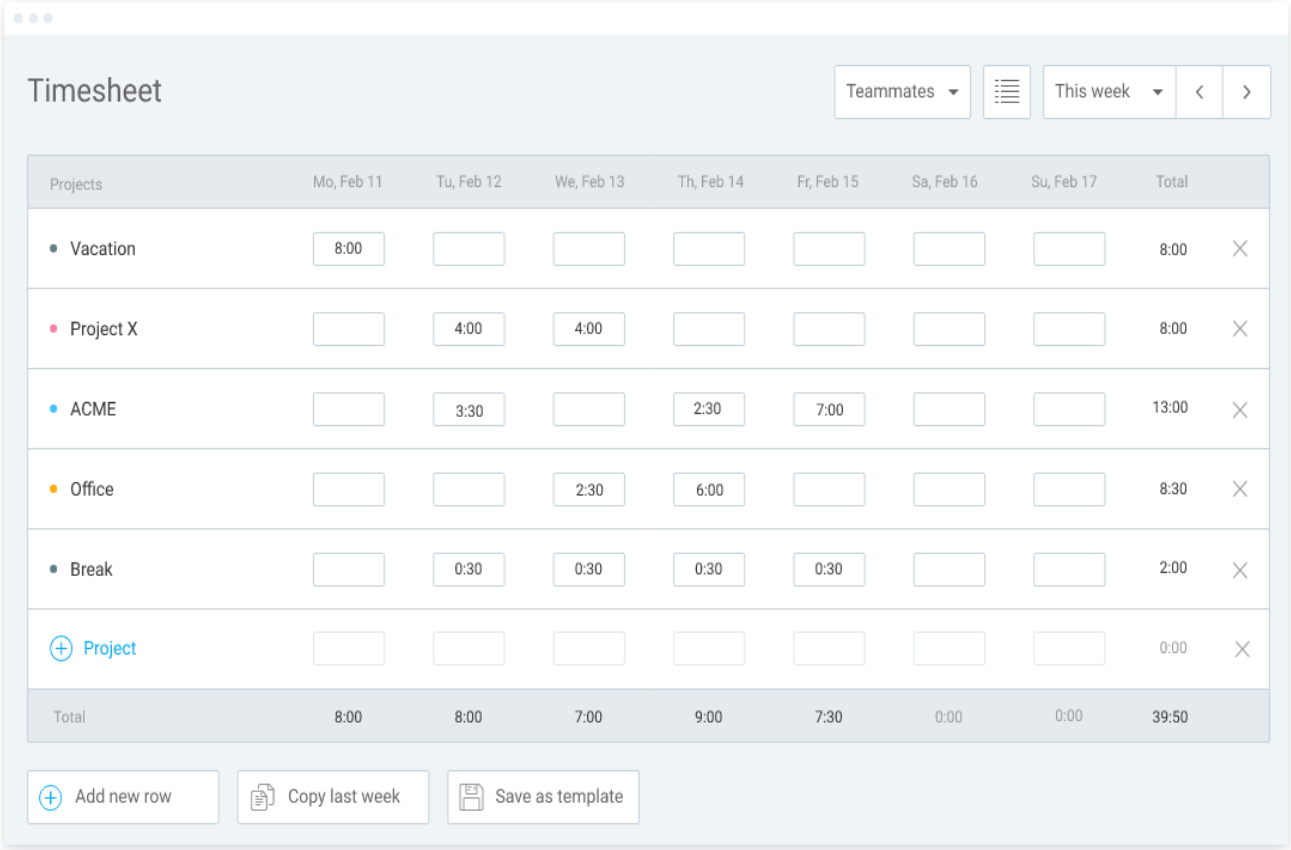
Time tracker:

The user can start and stop the timer as they work, and an innovative feature is they allow users to manually enter the hours if they choose.



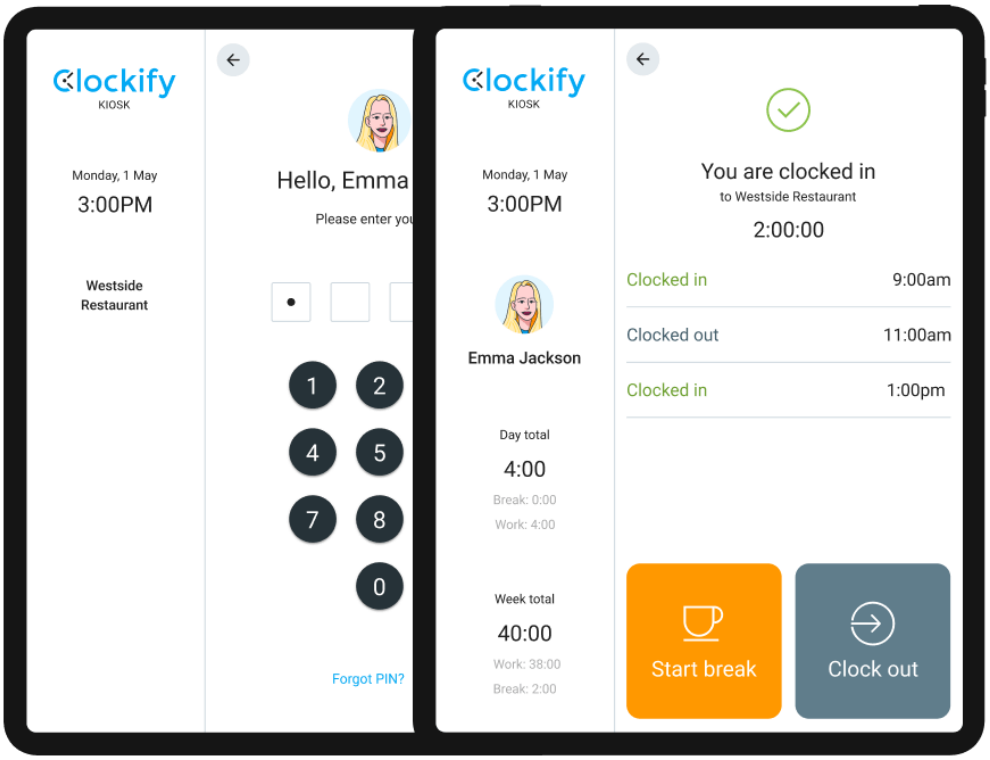
Timesheet:

In less than a minute, you can record your weekly activities.



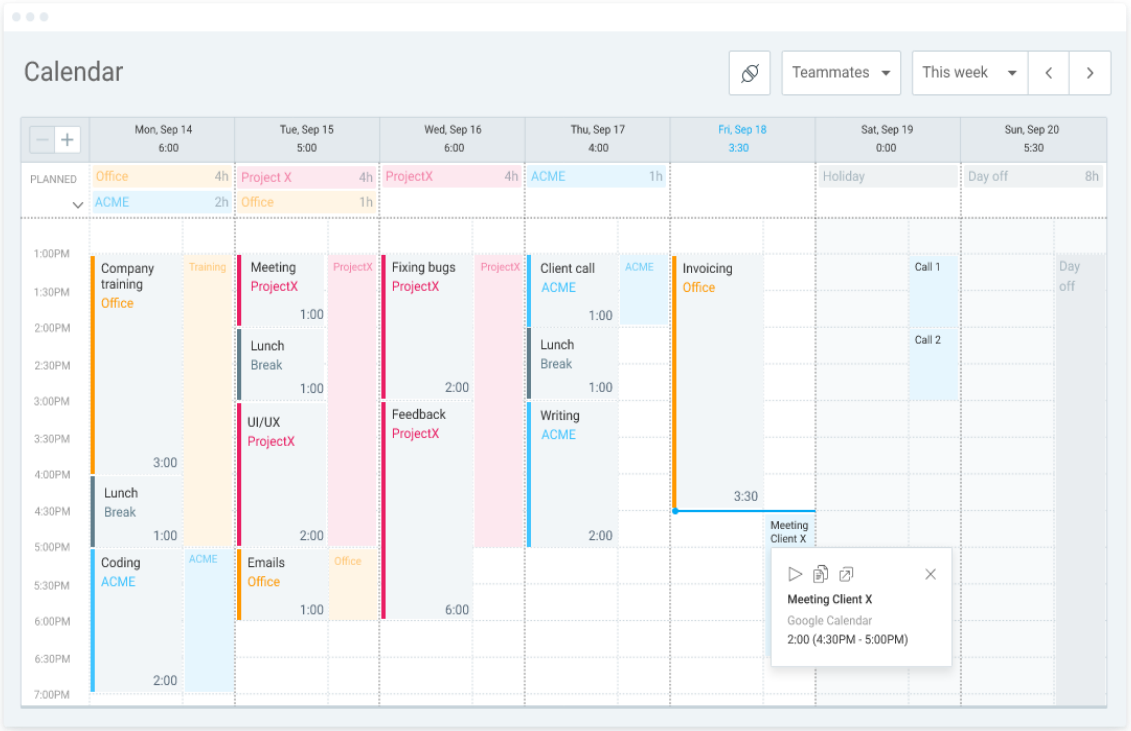
Kiosk:

Clockify has allowed multi-platform entry using a shared device and your PIN code.



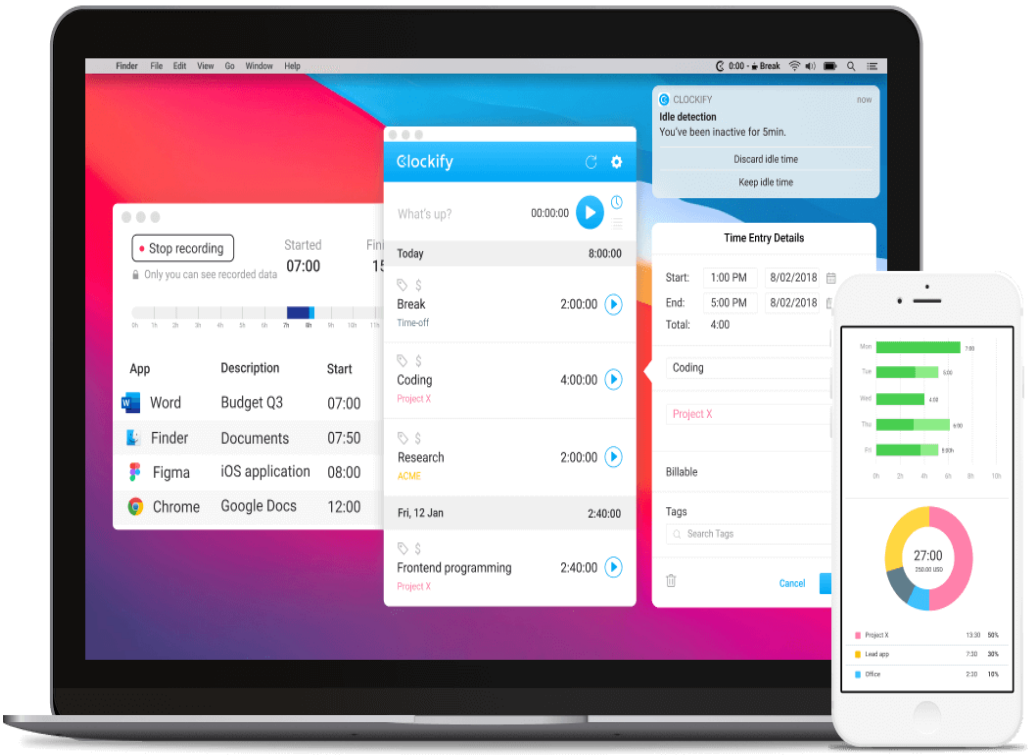
Calendar:

Users can view their time, and schedule their activities in a colourful and easy to understand graph.



Apps:

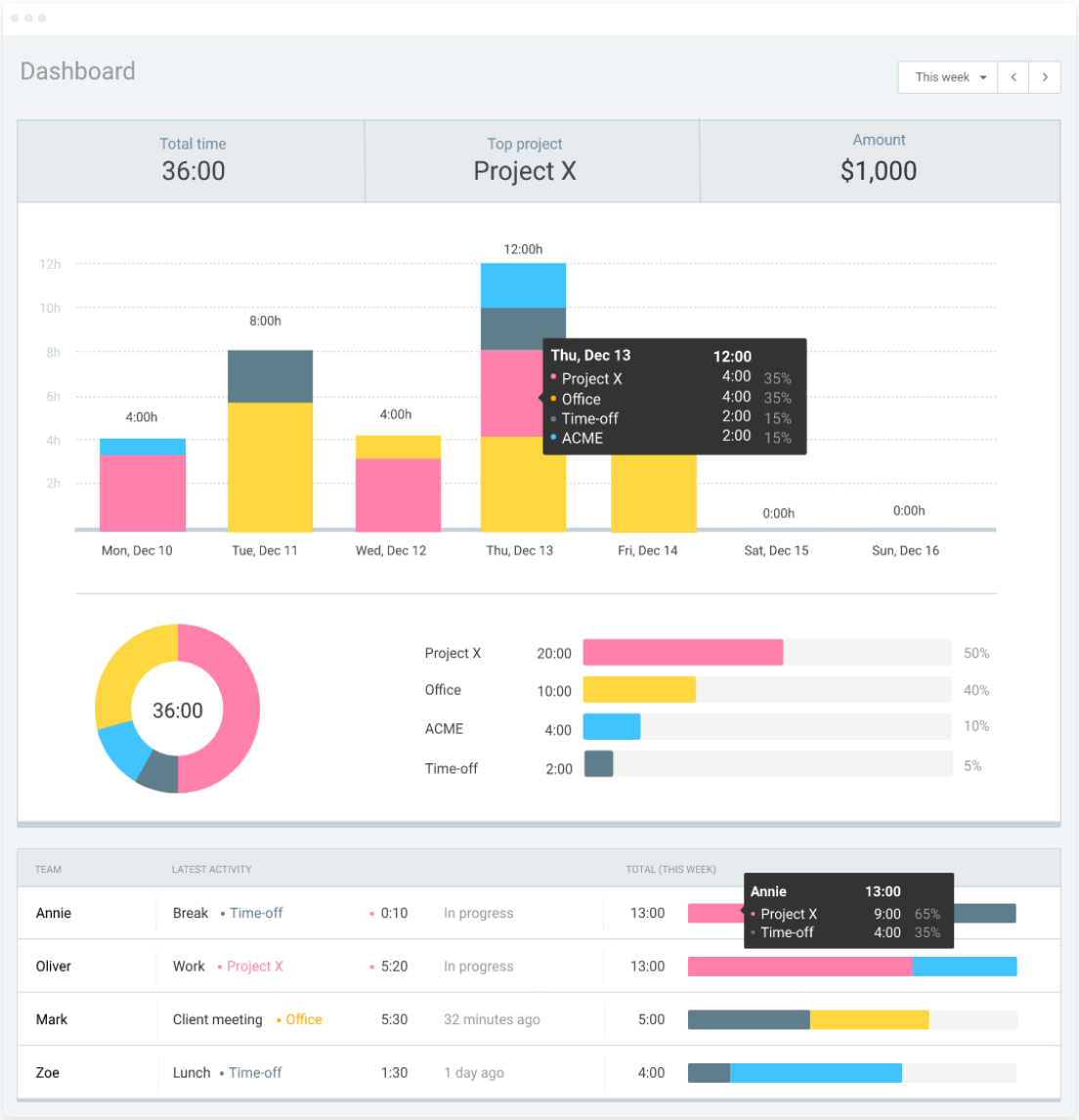
Users can access Clockify on 'desktop' and 'mobile apps' to track their time.



Dashboard:

Look at the multiple ways to view what your team is working on:

- Graph Chart.
- Bar Chart.
- Pie chart.



Strengths

- The usability is excellent, as is the ability to export weekly and monthly time sheets. Invoicing and tracking billable hours are also beneficial. (GetAPP. 2023)
- Simple but extremely useful, for teamwork, monitoring the time of each task and each employee is excellent. (GetAPP. 2023)

Weaknesses

- It takes some time to generate a specific report. Integration with other applications is occasionally limited. (GetAPP. 2023)
- It can be buggy when your internet connection is poor, requiring you to log in again. (GetAPP. 2023)

Conclusion

In conclusion, Clockify is a great Timesheet app for small, medium, and large businesses. Clockify works efficiently with all the activities provided and keeps them organized. Thankfully Clockify is user-friendly, which makes it a premium timesheet app for everyone.

Infographic comparison the three apps

Features and Accessories to Add

~ Timesheet – Time Tracker

- Navigation Bar: Allows ease of access to other pages.
- Statistics/Charts: An important timesheet tool to view tasks in a different format.

~ Harvest

- Date and Day: A nifty tool that makes one's life easier.
- Team members tab: Allows users to know the developers.

~ Clockify

- Scheduling: Allows one to schedule events and give notices.
- Expenses: Users can choose their payment plan in a user-friendly way.

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