OPSC7311

POE PART 1

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Part 1.1

The three chosen time tracking apps are:

Toggl Track (Nikki)

Clockify (Paige)

Harvest (Jashil)

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INTRODUCTION:

In the research document it will analyze three time tracking applications for android operating systems, these three applications are Toggl Track, Clockify, and Harvest. These applications are used by users or teams to manage time and track progress on tasks, this document will provide an overview of each application features, strengths, and weaknesses, and give insight into the application innovative features to assist users looking for time tracking management platforms.

This document includes:

1. An overview of Toggl Track – This section analyses Toggl Tracks features, provides its strengths and weaknesses, as well as it innovative features.
2. An overview of Clockify - This section analyses Clockify's features, describing its strengths and weaknesses, as well as its innovative features.
3. An overview of Harvest - This section analyses Harvests features, provides its strengths and weaknesses, as well as it innovative features.
4. A visual comparison of the applications – This section shows an infographic showing the differences and similarities of the three applications.
5. A list of the best features from the applications – This section includes a list of desirable features from the three applications that will be included in our application and the motivation for why they are desirable.

This research will give insight into each application's functionalities and features to give a broad understanding to the reader of each application allowing the reader to make an informed opinion about each application.

# RESEARCH ON EACH OF THE APPS:

App 1 – Toggl Track

Toggl Track is a tool used to keep track of your progress in your projects and activities. (Track, 2024)

Toggl Track can be used on a mobile device as shown below:

When the app is opened it shows you two buttons 'Login' and 'Sign up'. User can sign up using your Google account or you can create Toggl Track account. Projects can be manually added as well as add clients to these projects. User can then start tracking your progress for each of your projects and you can see all your projects that you are working on under the 'List View' tab. You can also set focus time on certain projects.
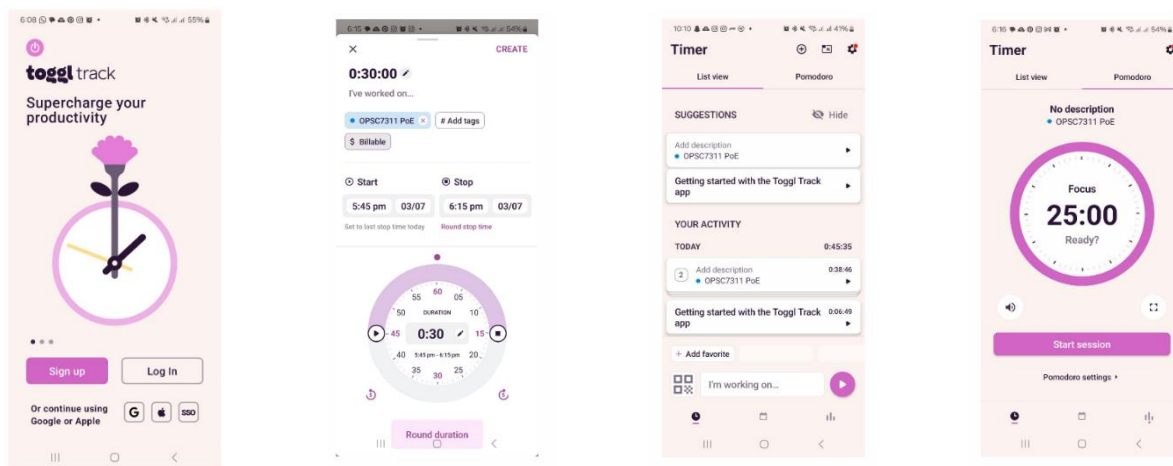
In the 'Calendar' tab you can track the dates you have worked on certain projects. User can also add people to the team so you can see each other's progress and lastly in the 'Reports' tab you can see your progress, how long you have spent on the project and the billing hours.
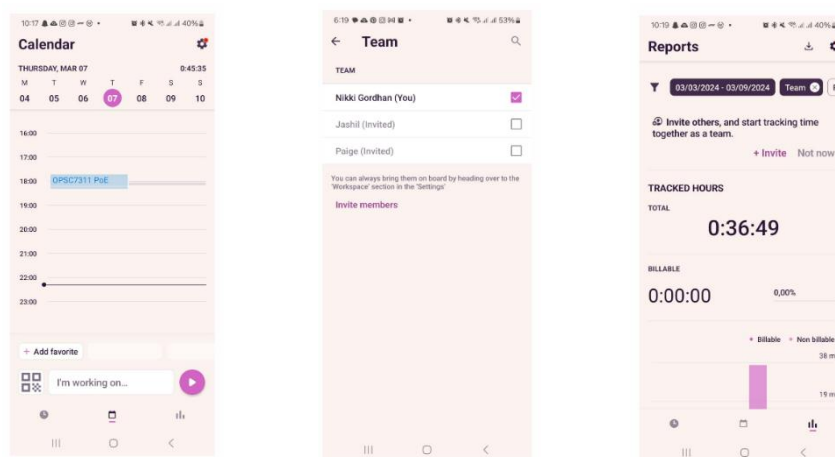
Strengths

Toggl Track allows users to break down their project tasks into smaller tasks and allows cross-team to use and report which allows easy collaborations and reporting between teams. (Kanai, 2023). Toggl Track can also be used offline, the software synchronizes the data when it has access to the Internet, this means no information is lost, (Kanai, 2023) it is compatible with many productivity apps which makes it a versatile solution. (Kanai, 2023)

Weaknesses

Toggl Track does not allow adjusting of time-tracking as you cannot adjust or fix any mistakes made (Kanai, 2023), they need to improve their project hierarchy as this could improve organization, navigation and overall project management (Kanai, 2023) To use Toggl Track, you need to pay a monthly subscription which can get expensive for individuals and companies. (Kanai, 2023). Toggl Track can better their data integrations between platforms as there are a few bugs. (Kanai, 2023)

Innovative Features:

Feature 1: Integration – connects with popular productivity tools and platforms with no issues (Kanai, 2023)

Feature 2: Focus Time – Toggle Track allows users to select projects and have focus time, this allows them to work on certain projects for a certain time. (Kanai, 2023)

Feature 3: Cross-platform availability– accessible on many different platforms such as mobile, web, desktop and browser plugins which allows users to use any device to track projects at any time and place (Kanai, 2023)

App 2 – Clockify

Clockify is a time tracking tool that allows teams or individuals to manage their time and track their projects, tasks or jobs. (Holznienkemper, 2023) (Ginn, 2024) Apon opening clockify through your browser, you will see the homepage, it is very practical as users can easily navigate. (Clockify, 2024)
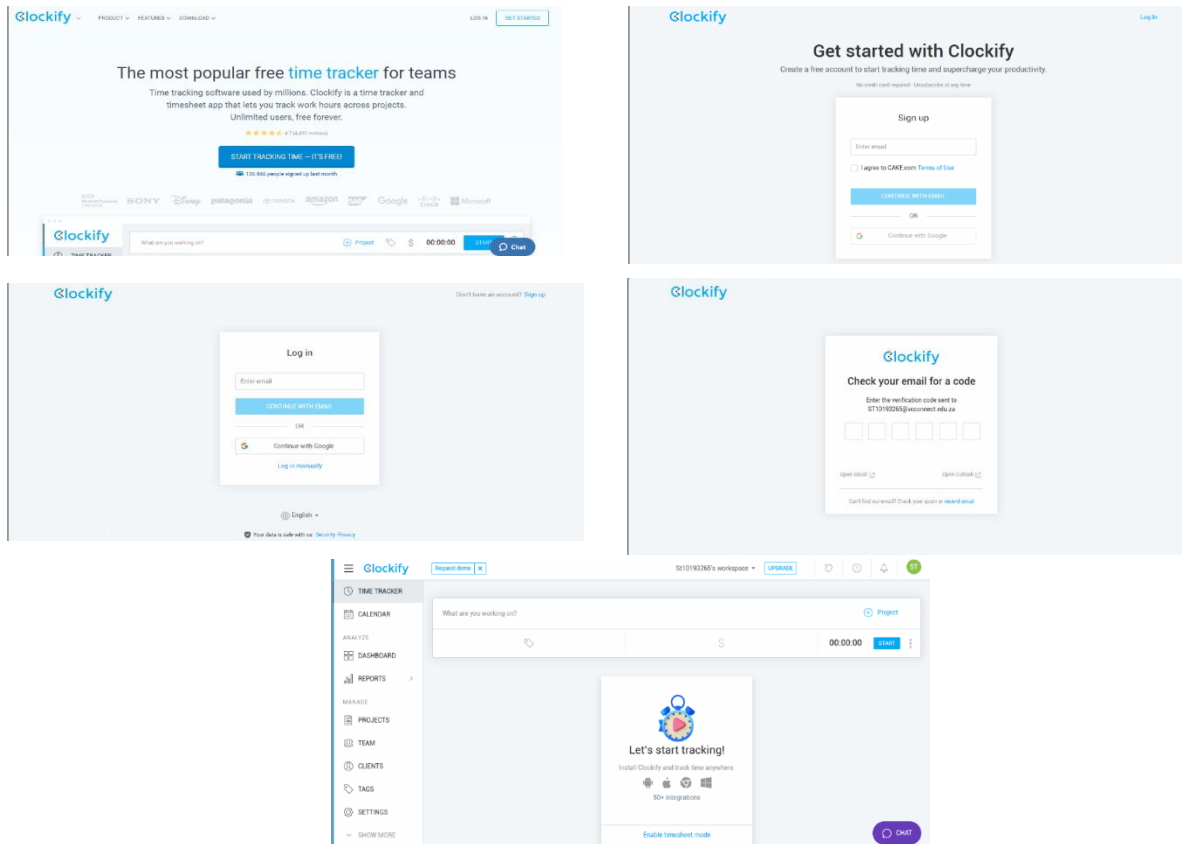

The next feature is the Registration and Login page which also includes a verification method. User will need to use your Google account or email address which will then be sent a verification code to successfully register or login. (Clockify, 2024)

When user has successfully logged in you are taken straight to the time tracker page.

User can now start tracking and managing your time by creating projects, people and tasks then pressing start and it records the time for the user, or user can enter it manually. With that data it can generate reports based on the time spent on certain projects and tasks.

In the below screenshot, a task is being created and we have logged that time was spent on that project. (Clockify, 2024)
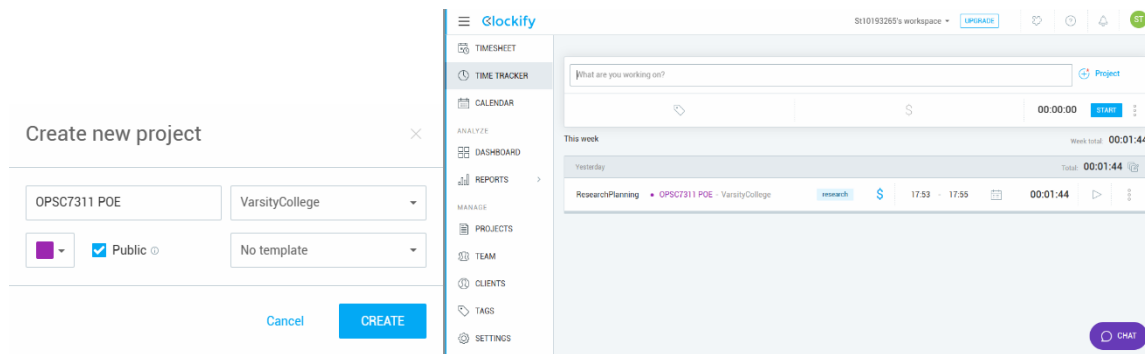
Strengths:

Clockify's time tracking feature is free and very accurate with the stop/start function as it gives precise times, and times can be manually entered ensuring that no logs can be missed. (Atto, 2022) Clockify also allows unlimited users and projects in all plans which is key for free lancers and small business owners who don't have the finances to pay for clockify. (Holznienkemper, 2023) (Ginn, 2024) Another strength of Clockify is the easy-to-use interface for users because of its flexibility, it's convenient and easy to use. (Tasal, 2024)

Weaknesses:

Clockify's higher packages are quite expensive for smaller companies, this could be a reason they go to another time tracking platform. (Atto, 2022) (Tasal, 2024) Another weakness is that the time tracking stop/start functions have no limit for the tracker for when a user forgets to stop the timer. (Holznienkemper, 2023) (Ginn, 2024)

Innovative Features:

Feature 1: Auto tracker – Clockify innovatively automatically tracks how much time you spend on other apps to give insights into productivity. (Holznienkemper, 2023)

Feature 2: Idle Detection – Clockify will register when you have been away from your computer as its in the browser extension and will send a notification asking if this time should be discarded from the total tracked time. (Holznienkemper, 2023)

Feature 3: Offline Time Tracker – If the network connection is lost, Clockify will keep tracking the time and will sync the system when the network has been restored. (Holznienkemper, 2023)
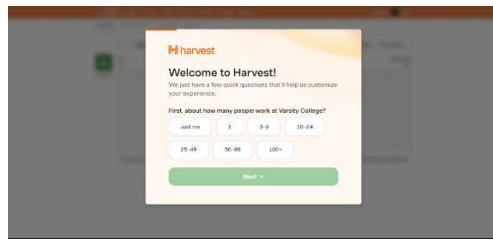
Introduction to the Harvest app, the app first gathers information about the company as shown in the below screenshots.
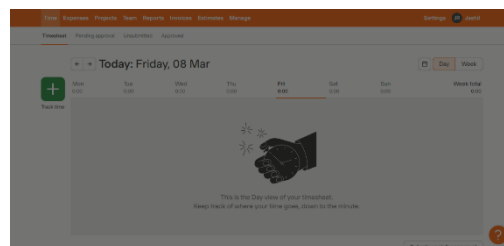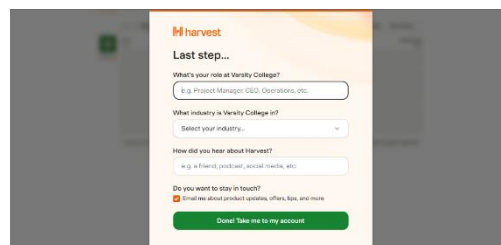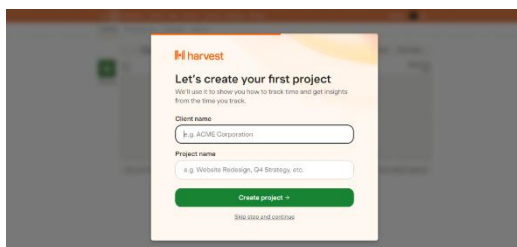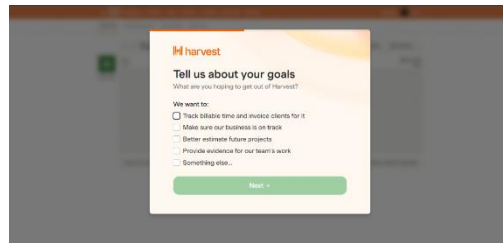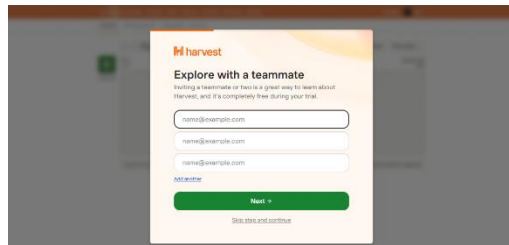

The home screen has a daily or weekly timetable.

- The first tab tracks the time the user spends on tasks.
- The second tab helps the user to track if the time spent by the staff is well spent and productive.
- The third tab records the timesheets that have not been checked/approved.
- The final tab records the checked/approved timesheets.
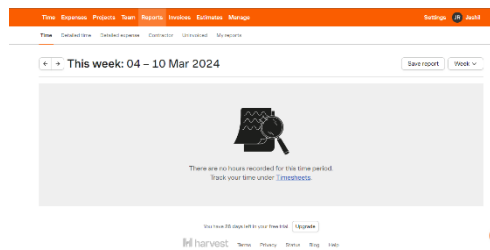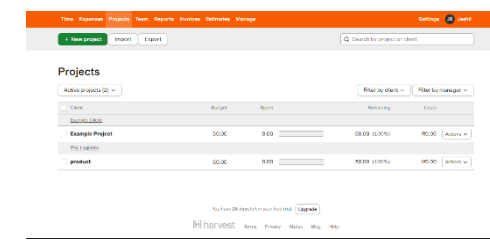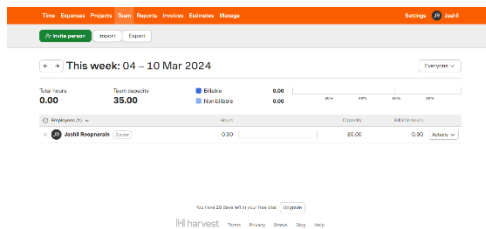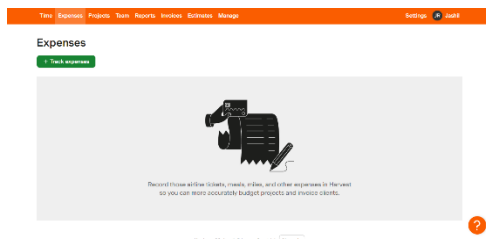
The expense tab helps the user track the companies' expenses. The projects tab makes it easy to track all projects the company has and has a separate tab for creating new projects, import projects to the app and an export tab to send projects to others. The team tab makes it easy to view who is part of which project and gives you details about each project. The report tab gives detailed breakdowns on the time spent in a general view or detailed view and a final breakdown of a personalized report for the user.
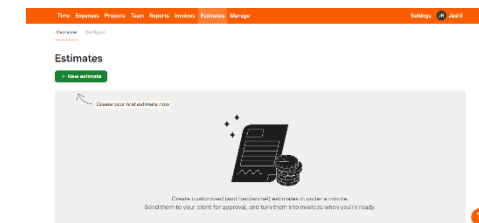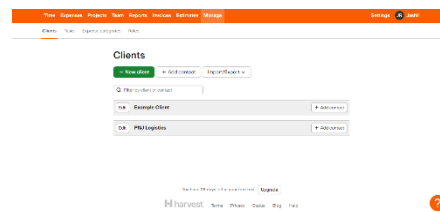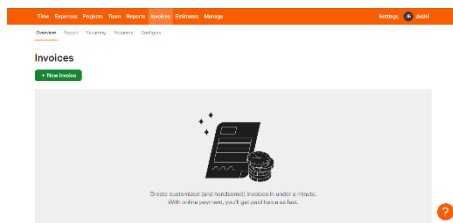
The invoice tab tracks the companies overview of invoices from or to the company, an invoice report tab that tracks the invoices created and the ones that have been paid, the recuring tab helps to create frequently used invoices and this is created automatically, the retainer tab helps to keep track of payments that are made in advance.

The estimates tab helps to create a ballpark of a price for the company to charge which can be converted into an invoice once the client approves the estimate. The manage tab makes it easy for the user to invite new clients, contacts that can be used to make it easily accessible for everyone in the company.

Strengths:

Harvest is good for its simplicity and intuitiveness, allowing for flexible and accurate time tracking solutions that increase user productivity (Greenwood, 2023). Harvest provides reliable features that ensure accurate tracking of work hours, increasing project management accuracy. (Greenwood, 2023).

Weaknesses:

Harvest has limited integration with other software platforms, which hiders seamless management (Greenwood, 2023). Another challenges user have is with item search function and the lack of personalization for the reports and invoicing (Greenwood, 2023).

Innovative Features:

Feature 1: Reporting – The reporting feature makes harvest time tracking project management simple and insightful. (Cruz, 2021)

Feature 2: Timesheet – Team members can log onto Harvest timesheets and record their time while working.

Harvest has a Google calendar integration that allows the user to refer to calendar events as the user fills in their timesheet. (Cruz, 2021)

Feature 3: Invoicing – The Harvest software allows you to generate invoices from your timesheet and expense tracking reports. You can generate an invoice or set a recurring one. Additionally, emailing invoices is very easy to use. (Cruz, 2021)
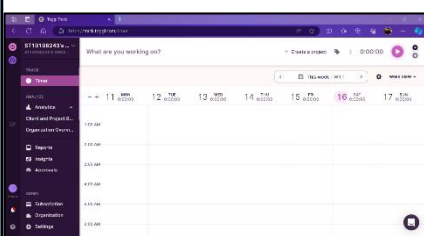
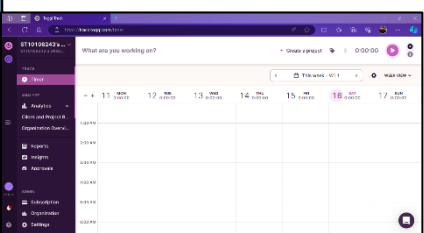# COMPARISON INFOGRAPHIC

Toggl Track
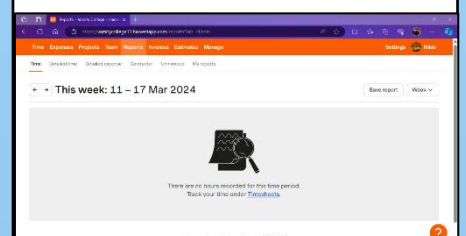

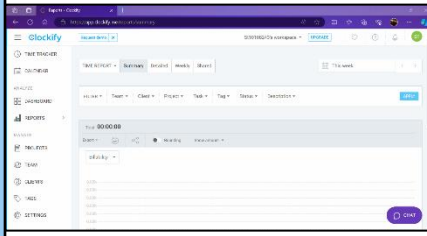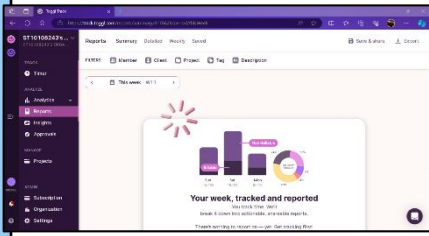**Clockify**

Harvest

HOME PAGE
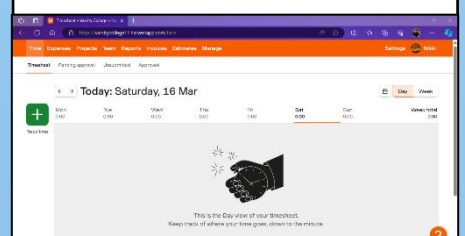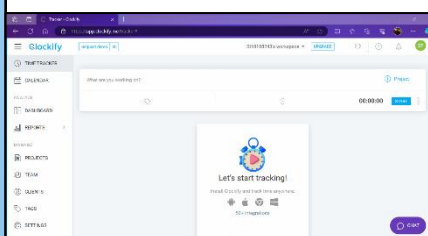
CLOCKIFY SHOWS THE ACTIVITIES, PROJECTS AND TASKS, TOGGL TRACK SHOWS TIMERS AND PROJECTS, HARVEST SHOWS ENTRIES AND PROJECT STATUS.
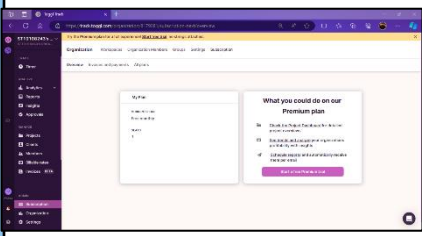
CALENDER
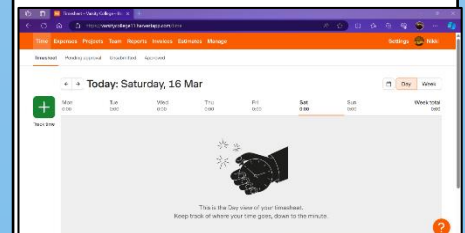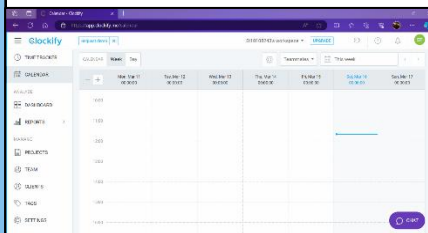
THEY ALL OFFER A CALENDER VIEW FOR SCHEDULING TASKS AND TRACKING TIME. HARVEST HAS ADDITIONAL FEATURES FOR THE MANAGING OF TIMELINES.
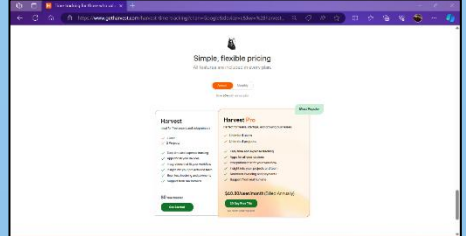
REPORTING

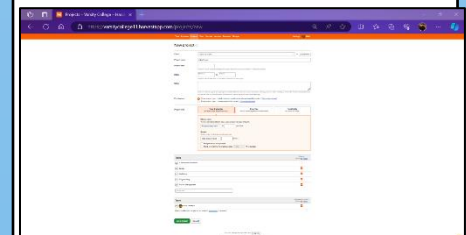THEY ALL OFFER CUSTOMISABLE REPORTING TO GENERATE DETAILED REPORTS.

FEES

CLOCKIFY AND TOGGL TRACK PROVIDE FREE PLANS, IF MORE ADNVACED FEATURES ARE NEEDED THEY WILL BE APART OF THE PAID PACKAGES. HARVEST HAS A FREE TRIAL. (Holznienkemper, 2023)

ADD PROJECT
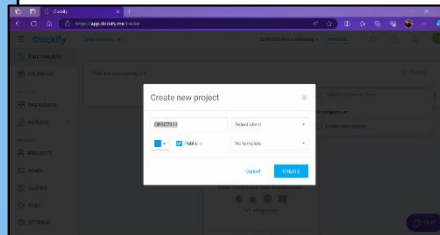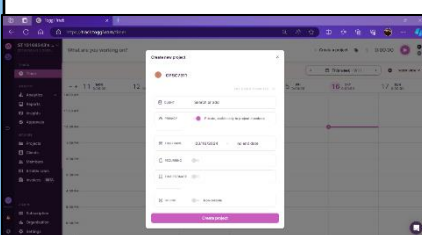
ALL ALLOW TO MANUALLY ADD PROJECTS OR IMPORT PROJECTS. THEY EACH HAVE SEPARATE SPECIFICATIONS SUCH AS SETTING PROJECT BUDGETS, ASSIGNING TEAMS, TAGS AND BILLABLE RATES.

COMPATABILE DEVICES

COMPATIBLE WITH DESKTOPS, LAPTOPS AND MOBILE DEVICES. ALONG WITH BROWSER EXTENTIONS AND INTEGRATED TOOLS.

UNIQUE FEATURES
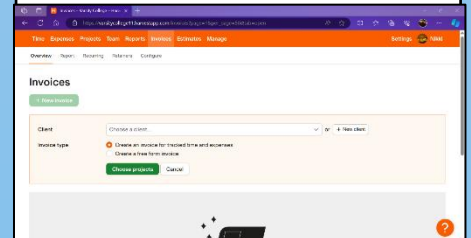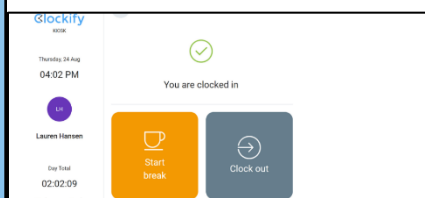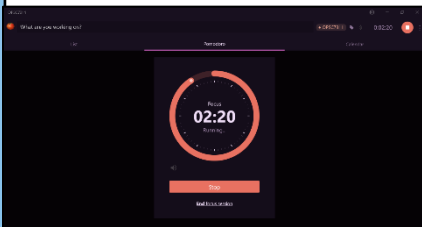
EACH APPLICATION HAS A UNIQUE FEATURE SUCH AS THE FOCUS TIME ALLOWING USERS TO SET TIME SPECIFICALLY FOR A PROJECT, THE KIOSK FUNCTION ALLOWING USER TO CLOCK IN AND OUT AND THE INVOICING FEATURE GENERATING INVOICES. (Holznienkemper, 2023)

LIST OF THE BEST FEATURES FROM THE 3 APPS THAT WE WANT TO INCLUDE:

- **Cross-platform availability**

Motivation

Having this feature will be good to incorporate in our app as it will make sure that no matter what platform the user could use (mobile, desktop or browser plugins) they can keep track of their work progress.

- **Idle Detection**

Motivation

Having this feature will be good to have in our app because if a user uses our app and forgets to log off the time is still tracked but the user will be asked in a notification if this time should be discarded or added to the total tracked time therefore ensuring accurate time logs.

- **Invoicing**

Motivation

Having this feature is practical and will save time for the users as it will allow users to generate an invoice manually or it will process the invoice automatically, so depending on your hours spent on a project it will automatically add to your invoice and can email this invoice to users or customers/clients easily and quickly.

CONCLUSION:

In conclusion, this research document analyzed the three-time track applications for android operating system namely, Toggl Track, Clockify, and Harvest by providing an overview of each application, strengths and weaknesses as well as identify each applications innovative features. Thus, helping users looking into time tracking management platforms.

The research provided a broad overview and insight into each of the applications, the infographic gave the differences and similarities between the applications for the reader to have a visual comparison. The list listed three desirable innovative features from the applications and further motivates why us as developers desire these features in our time tracking applications.

This research will aid in the planning and designing of our time tracking application, the identified innovative features along with the practicality and user-friendliness of each of the three applications. The innovative features such as Cross-platform availability, Idle Detection and invoicing will strengthen our app making its features appealing to the users and companies looking for time tracking applications.

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al_all-devices_tcpa_lp_x_all-
departments_x_pmax&utm_content=&utm_term=&utm_creative=_____&gad_source=1&gc
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