

# Instruction Manual

# Web Activity Tracker

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Version: 1.0.0



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## Introduction

### 1. What is this?

This application is a Chrome Extension with a built-in website that generates Chrome usage reports for the current profile. The extension tracks and stores which pages are visible on the screen, as well as tracks which pages have been visited the most amount of times and which pages have been visited for the longest time.

### 2. Why should I use this?

This application will help you to identify which websites are using a large amount of your time, as well as websites that you visit often. This information can help you to identify which websites to use less of and cut out of your life, helping you to reclaim wasted time!

**Note:** This extension does not block websites, it only tracks the time spent on each website, while also tracking how long they are open in the background.

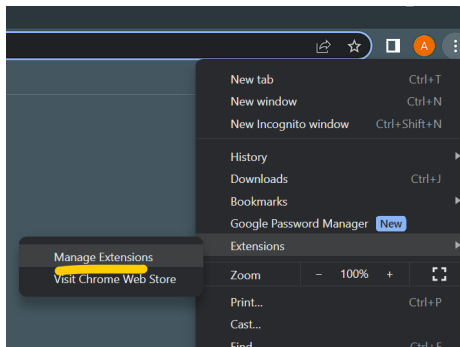
## Key Terms

What is the difference between a webpage and a website?

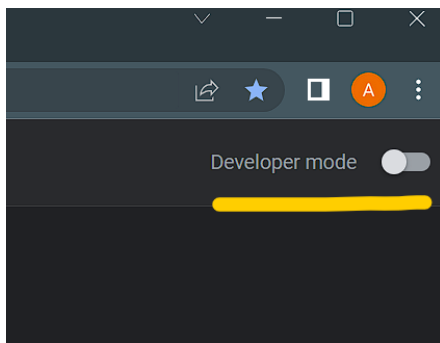
- a. A webpage is a specific page on a website, each website can contain multiple webpages.

## Installation

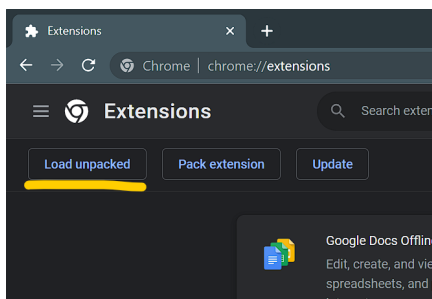
1. Download the [zip file of the extension](#).
2. Unzip the zip file.
3. Open the chrome extension management page.



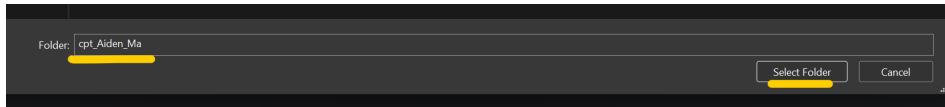
4. Turn on developer mode.



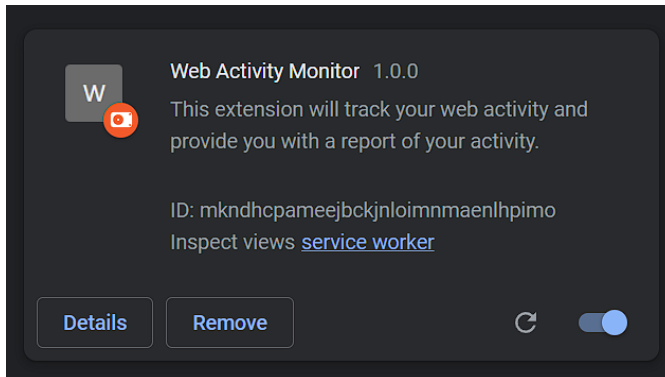
5. Click load unpacked.



6. Navigate to where the extracted files are and select the folder.



7. The extension is now installed.



**NOTE:** When the extension is installed, all currently open tabs will be unloaded.

**IMPORTANT:** Once installed, for the best user experience and to avoid any problems, Chrome should be restarted. In addition, once installed, DO NOT move the directory containing the files for the chrome extension.

**NOTE:** Chrome memory saver may interfere with the typical operation of the chrome extension. It is recommended but not required to turn off chrome memory saver.

**IMPORTANT:** To reload the extension, you must remove the extension, then load the unpacked extension again. THIS WILL DELETE ALL DATA STORED.

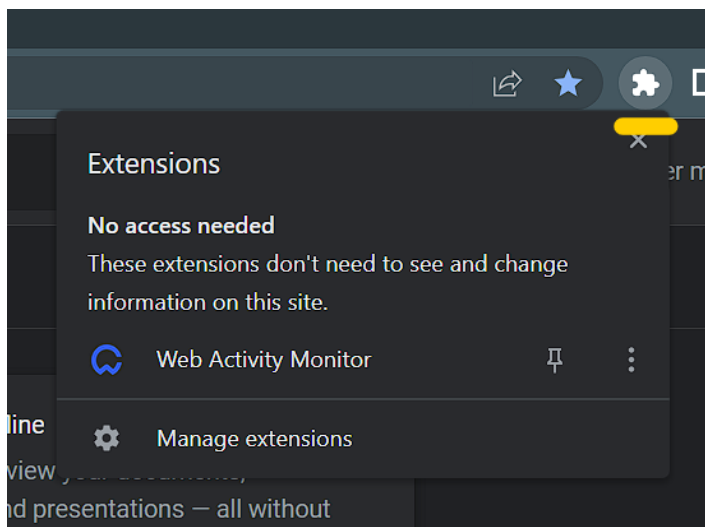
## Using the Chrome Extension

The extension starts working once installed and restarted. It is important that the browser is restarted for the extension to work properly.

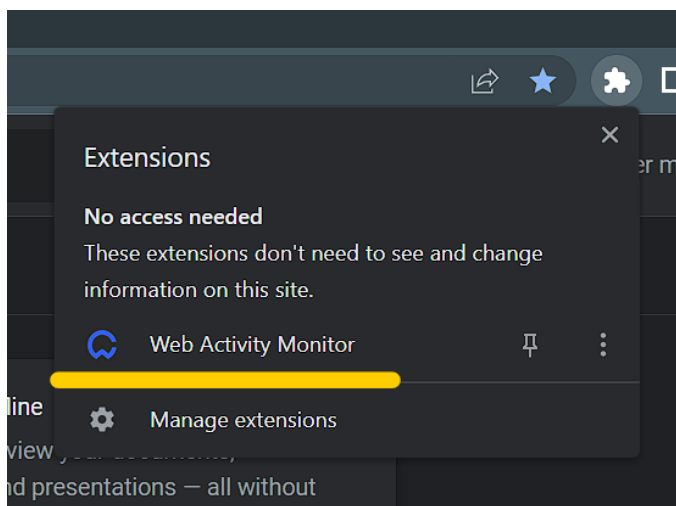
## Accessing the Reports

### Opening the Reports Page

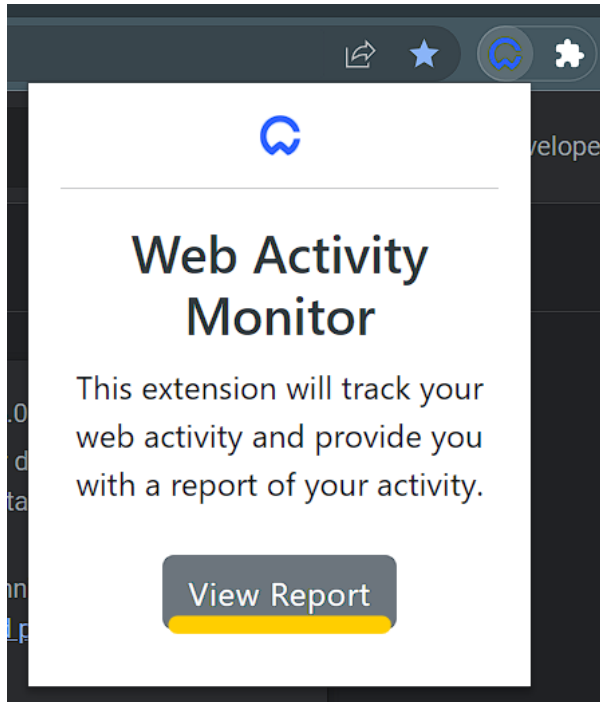
1. Open the browser extension list.



2. Click on the extension name.



3. In the popup, click "View Report".



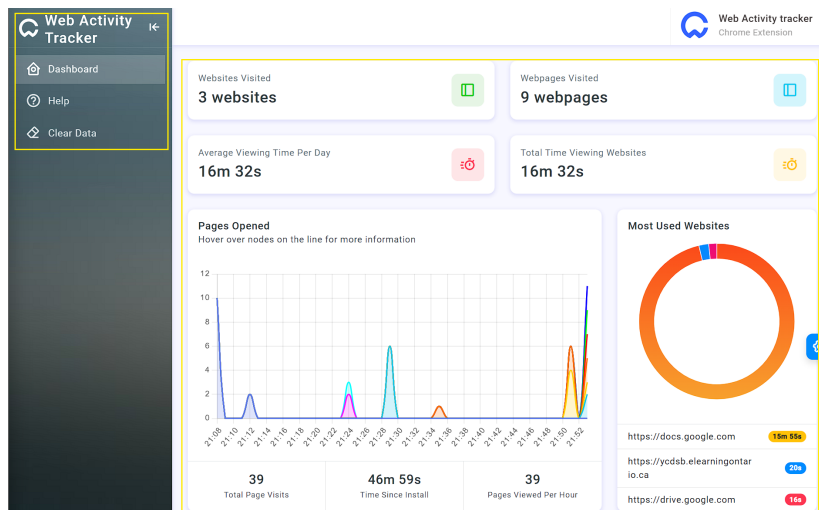
**IMPORTANT:** To access an updated report, the webpage (not the whole extension) needs to be reloaded.

## Reading the Reports

There is a lot of information present in the reports, ranging from key summary statistics to specific pages. Since the data is all processed asynchronously in the background, the statistics may be slightly off.

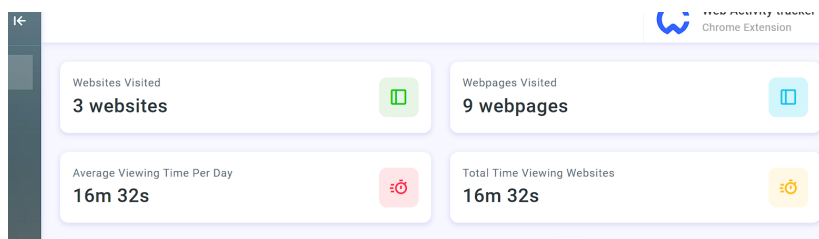
## Navigating the Page

The navigation bar is on the side, with links to the help page and the dashboard. On the left, there is a link to the main dashboard, the help page, and a button to clear data. The main widgets all appear to the right of the navbar.



## General History Statistics

There are 4 widgets that display general information. The first one displays the number of unique websites visited. The second one displays the total number of webpages visited. The third one is the average time that has been spent so far averaged per day. The last widget displays the total tracked time viewing websites.



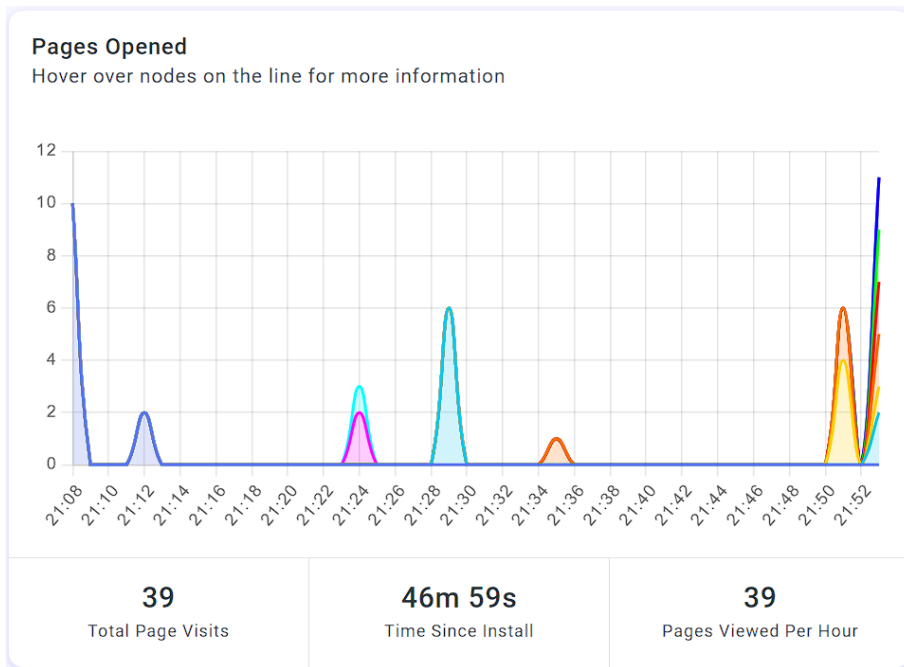
## Pages Opened

**IMPORTANT:** Charts and graphs may take up to around 2 minutes to show after installation or after the clearing of data. In addition, graphs may take up to 2 minutes to update with the latest data.

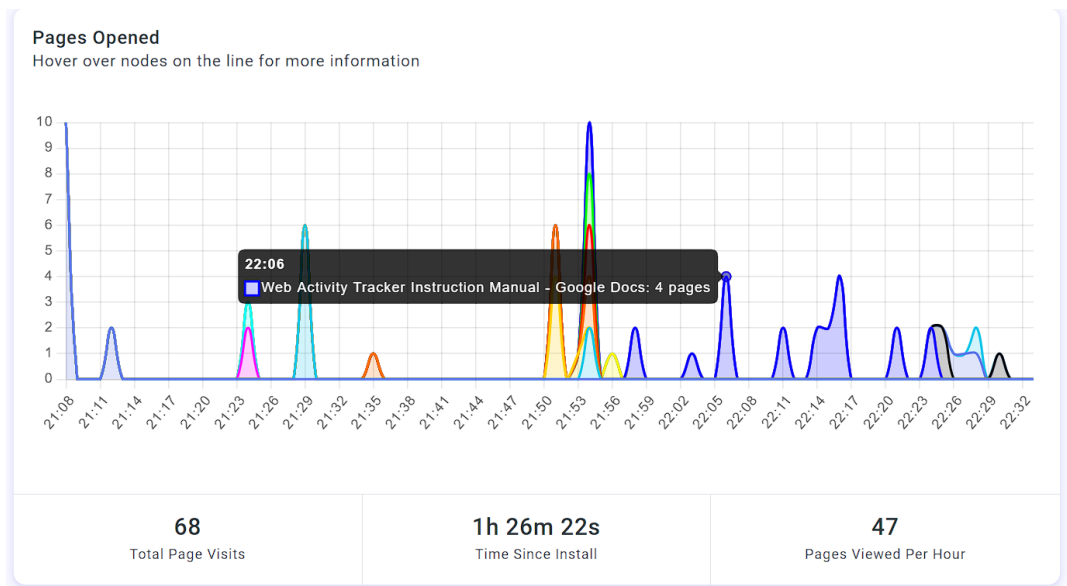
This widget displays a stacked line graph. Each line represents a different page, and this graph displays when the websites were visited. This is useful for determining which websites are repeatedly visited over and over again, which may be a sign that it is extremely distracting.

**NOTE:** This graph tracks when the website is first active, if the tab remains active afterwards, the graph will display zero for that period of time.





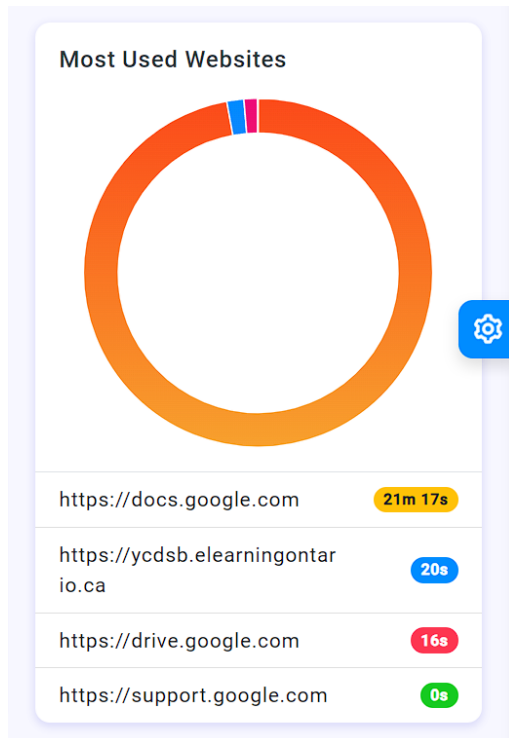
Hovering over each line will give the name of the webpage as well as how many times the webpage was viewed during that time.



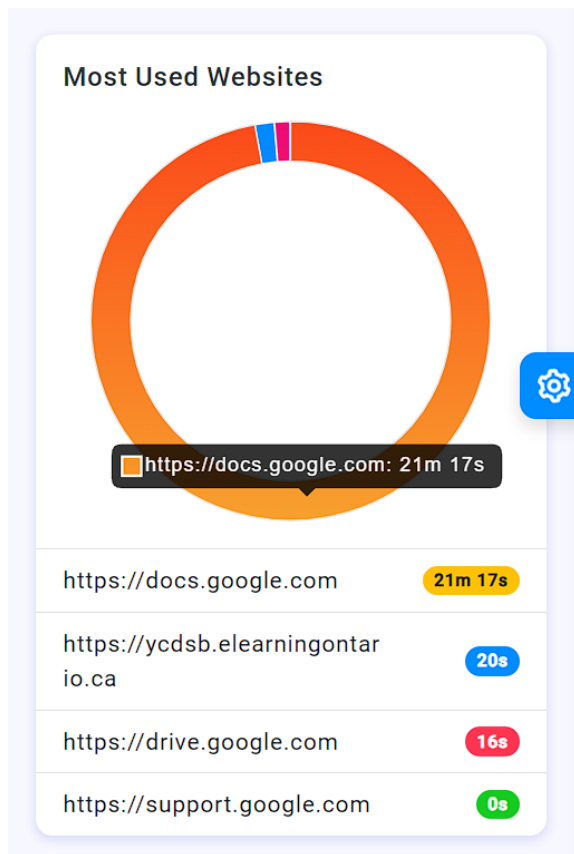
There are also 3 statistics at the bottom of the widget which display the total number of page visits, as well as how long the extension has been installed for, and the average page visits per hour. These statistics there supplement the data from the chart.

## Most Used Websites

The "Most Used Websites" widget takes the top 4 websites viewed (or all the websites if there are less than 4), combines the rest of the websites, and displays the proportion of time that is spent on each website when compared to each other on a pie chart.



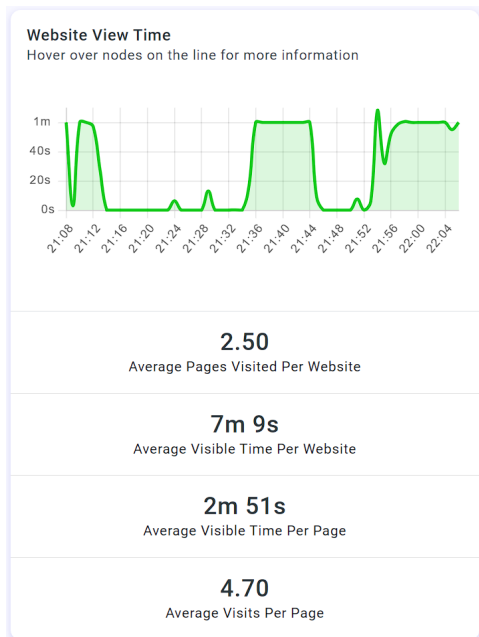
Hovering over the pie chart reveals the specific website and the time used on that website.



The bottom portion of this widget also includes the exact time breakdown for the top 4 websites and how long is also spent on other websites.

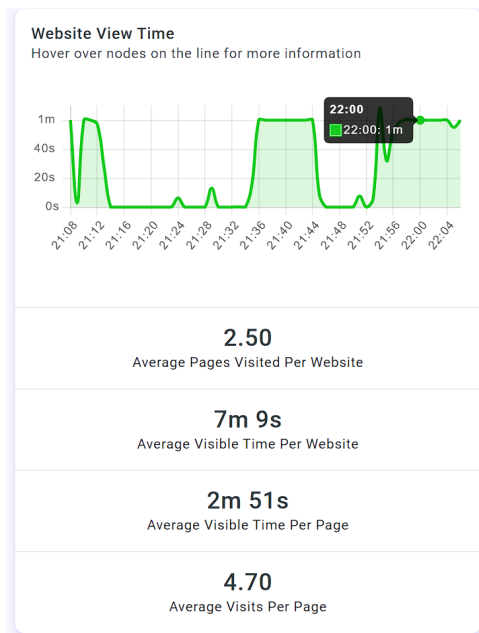
### Website View Time

This widget displays the total time viewed as a line graph. It shows whether or not the chrome browser is being used at any given time, and if there are dips, the user may have left the browser, or they have opened a protected tab (chrome://settings, or chrome://newtab). If two windows are open side by side, the view time can increase to 2 minutes / minute, as it is the sum of each individual page's view time.



The widget also includes 4 general statistics about each website to identify distractions. If average visible time per page is extremely low, it could be a sign of getting distracted.

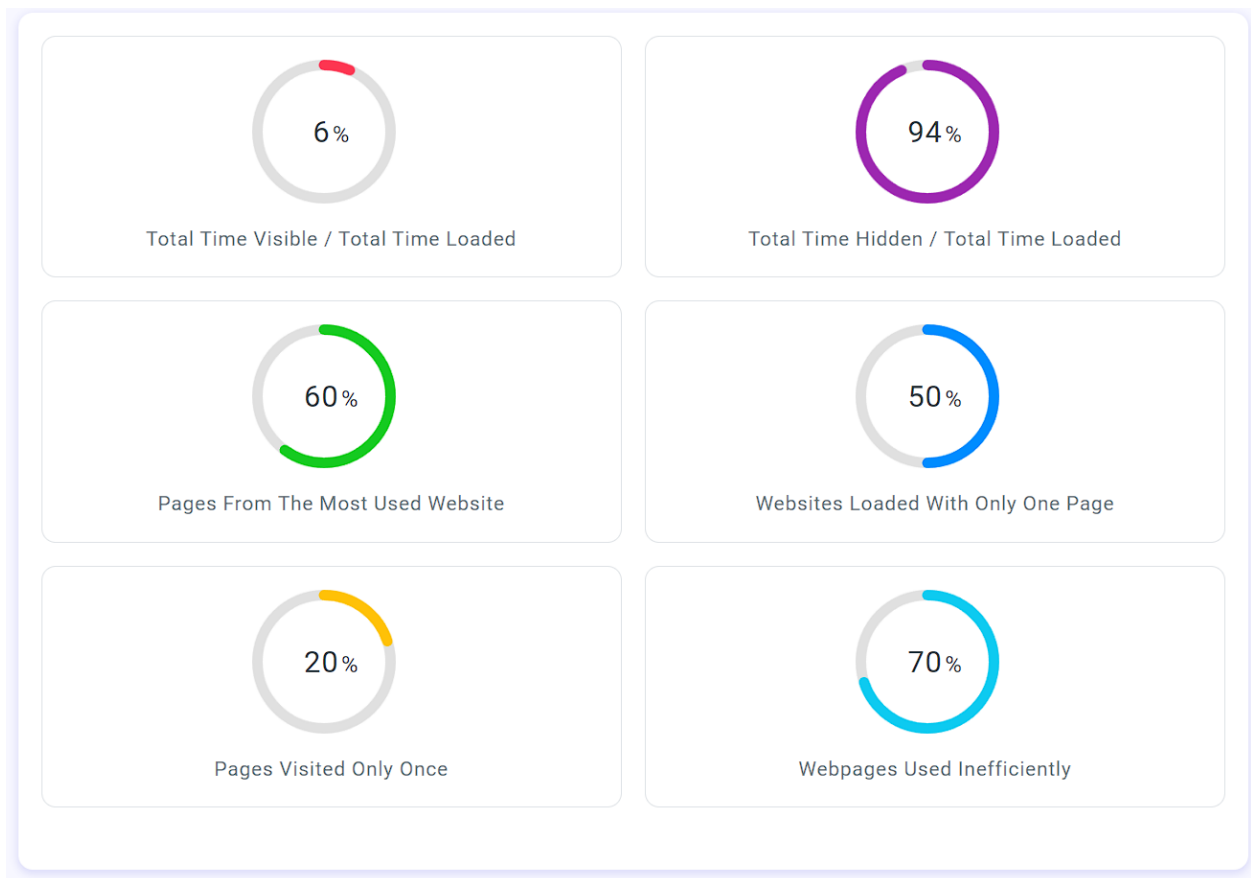
Hovering over nodes on the darker portions of the line will display more data about the statistics at that point in time.



**IMPORTANT:** Charts and graphs may take up to around 2 minutes to show after installation or after the clearing of data. In addition, graphs may take up to 2 minutes to update with the latest data.

## Summary Statistics

The summary statistics is a widget consisting of 6 summary percentages, displaying information about specific pieces of important data that can help to identify bad trends.



### Total Time Visible/Total Time Loaded

This is the ratio of the total time pages are visible to the total time pages are loaded for, if this ratio is extremely low, it may be a sign that pages are sitting in the background wasting storage.

### Total Time Hidden/Total Time Loaded

This is the ratio of the total time pages are hidden to the total time pages are loaded for. If this ratio is extremely low, it is a sign that pages are being used effectively, and are only opened when they are necessary, reducing distractions and increasing efficiency.

### Pages From The Most Used Website

This is the percentage of pages that are originating from the most used website. If a lot of google documents are loaded, this ratio will be higher.

### Websites Loaded With Only One Page

This is the percentage of websites that when visited, only one page was opened.

### Pages Visited Only Once





This is the percentage of pages that have been visited only once, a high number could potentially signify a lot of distractions, or that research is being done.

### Webpages Used Inefficiently

This percentage is the percentage of web pages that are only visible for 10% or less of their lifespan. Web Pages that are hidden for 90% of the time that they are open are wasting resources, and are often distractions that lower efficiency.











## Visited Websites

This widget lists compiled statistics for each website. It shows the link of the base website, its logo, the times the website was visited as a whole, the overall time it was visible for, the last date a page on the website was accessed, and a color coded bar representing the percentage of time at least one page on the website was visible (green means that it has been visible more than 67% of the time it has been open, yellow means that it has been visible more than 33% but less than 67% of the time it has been open, red means that it has been visible less than 33% of the time it has been open).

| Visited Websites  |   |               |              |                       |                        |
|---|---|---------------|--------------|-----------------------|------------------------|
| Website   | Logo  | Times Visited | Time Visible | Last Accessed         | Active Time            |
| <a href="https://docs.google.com">https://docs.google.com</a>                     |  | 28            | 28m          | 7/23/2023 10:07:37 PM | <div><div></div></div> |
| <a href="https://ycdsb.elearningontario.ca">https://ycdsb.elearningontario.ca</a> |  | 8             | 20s          | 7/23/2023 10:07:34 PM | <div><div></div></div> |
| <a href="https://drive.google.com">https://drive.google.com</a>                   |  | 10            | 16s          | 7/23/2023 10:07:37 PM | <div><div></div></div> |
| <a href="https://support.google.com">https://support.google.com</a>               |  | 1             | 0s           | 7/23/2023 9:56:07 PM  | <div><div></div></div> |

## Visited Webpages

This widget lists all the webpages that have been tracked by the extension, including their title, their logo, the status of the webpage (whether it is visible, hidden, or closed), the amount of times the website was visited, the date and time it was last visited, and a color coded bar representing the percentage of time the webpage was visible (green means that it has been visible more than 67% of the time it has been open, yellow means that it has been visible more than 33% but less than 67% of the time it has been open, red means that it has been visible less than 33% of the time it has been open).

| Visited Pages  |   |              |         |             |                       |             | Start Date<br>yyyy-mm-dd | End Date<br>yyyy-mm-dd | Filter |
|--|---|--------------|---------|-------------|-----------------------|-------------|--------------------------|------------------------|--------|
| Webpage  | Logo  | Time Visible | Status  | Visit Count | Last Accessed         | Active Time |                          |                        |        |
| Web Activity Tracker Instruction Manual - Google Docs                  |    | 14m 52s      | Hidden  | 12          | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| Web Activity Tracker Instruction Manual - Google Docs                  |    | 12m 29s      | Visible | 9           | 7/23/2023 10:06:57 PM | <div></div> |                          |                        |        |
| Unit 1 : Topics in Computer Science - ICS4U8G-c-Computer Science-Tauro |    | 20s          | Hidden  | 8           | 7/23/2023 10:07:34 PM | <div></div> |                          |                        |        |
| CPT Reflection - Google Docs   |    | 15s          | Hidden  | 2           | 7/23/2023 10:06:58 PM | <div></div> |                          |                        |        |
| Priority - Google Drive  |    | 12s          | Hidden  | 5           | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| CPT Testing Report - Google Docs                                       |    | 9s           | Hidden  | 2           | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| CPT Reflection - Google Docs   |   | 7s           | Hidden  | 2           | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| CPT Testing Report - Google Docs                                       |  | 6s           | Hidden  | 1           | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| CPT_Aiden_Ma - Google Drive  |  | 3s           | Hidden  | 5           | 7/23/2023 10:07:37 PM | <div></div> |                          |                        |        |
| Google Chrome Help   |  | 0s           | Closed  | 1           | 7/23/2023 9:56:07 PM  | <div></div> |                          |                        |        |

There is also a filter at the top right that allows for filtering for if the last access date is before an end date and/or after a start date. This allows for specific navigation and filtering of the data so it is easier to comprehend and trends are easier to make out. This makes it easier to find ways to improve efficiency while working.



## Scope

Extension is designed to work on Google Chrome.

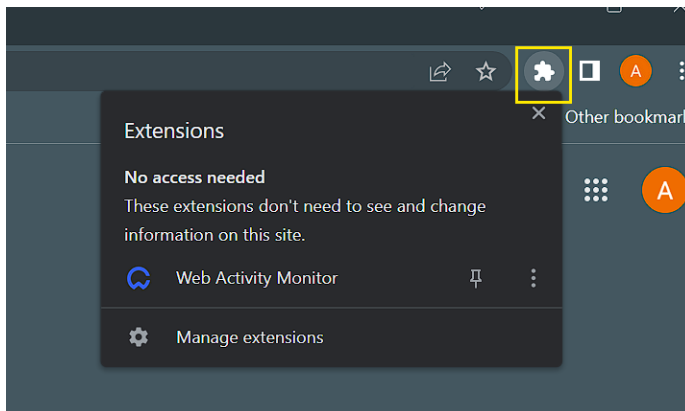
- Version 114.0.5735.248 (Official Build) (64-bit)
- Windows 11
- Single Profile
- Tracking the time used on tabs as well as how often they are viewed
- Local Data Storage



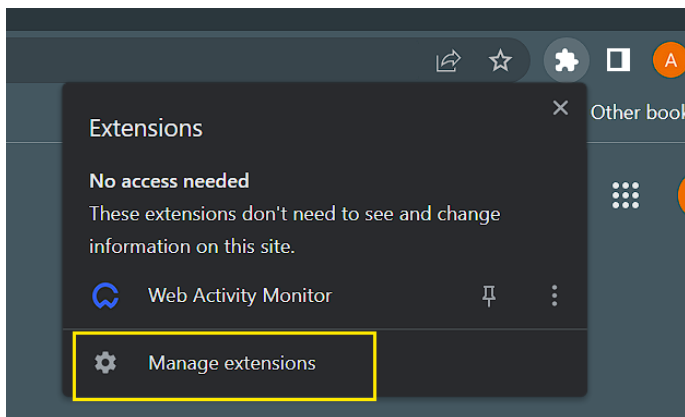
## Uninstalling The Extension

To uninstall the extension follow these steps:

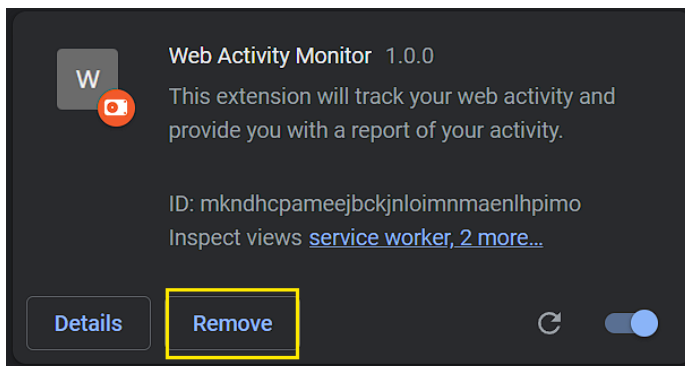
1. Navigate to your extension page.



2. Click manage extensions



3. Find the extension and click remove





## Privacy Concerns

### Where does my data go?

All data collected and processed by this extension remains on the user's computer, no data is ever sent to another device, no matter the situation.

### How do I remove my data?

You can remove your data by uninstalling the extension. When the extension is uninstalled, all data is removed, nothing is saved.