OPSC7311 POE

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Research

Introduction

Time tracking apps have become vital resources for both individuals and businesses, enabling effective monitoring and control of activities, projects, and overall efficiency. The research conducted examines three popular time monitoring applications that are available on the Android operating system. The applications that we have investigated are Clockify, Toggl Track, and Tick. Through this study, we will examine the overview, strengths, weaknesses, and innovative features of each app.

App 1 - Clockify

Overview

The first app in review is the Clockify, Clockify is a very effective time monitoring software solution that offers excellent assistance in managing the time allocated by people or teams for projects, activities, or work. It provides a variety of functions for tracking time, generating reports, and overseeing colleagues.
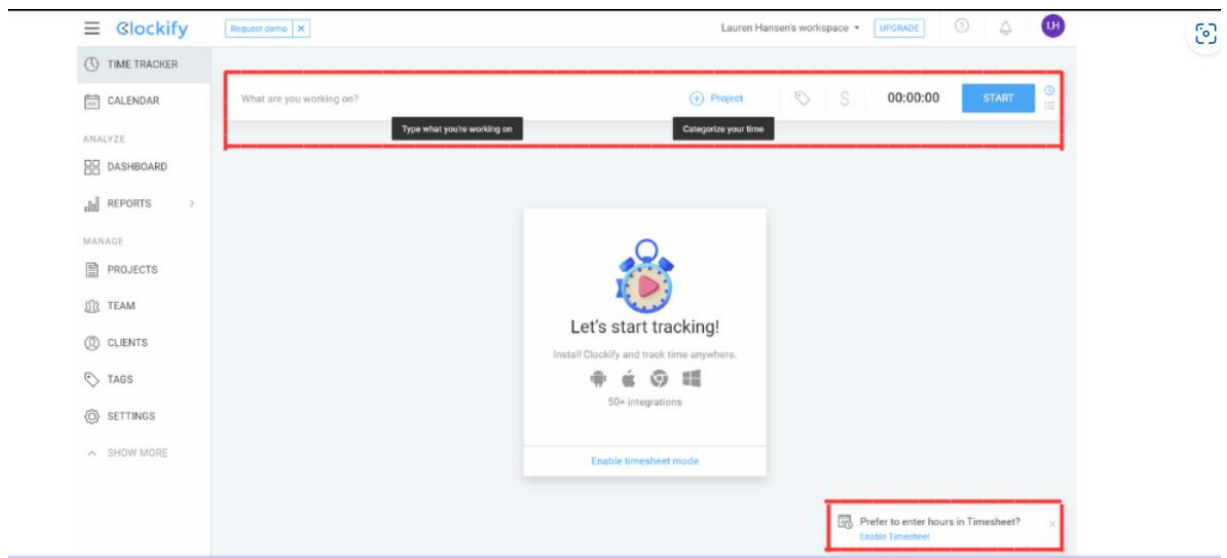
Clockify provides a free edition, which is cost-effective for startups and small businesses with restricted resources. This software operates on mobile devices and desktop computers by use of the browser or app. (Holznienkemper, 2023)

The core features of this software are:

Timekeeping features:

- Time tracking (Timer) – the timer feature allows users to accurately track the amount of time dedicated to certain projects or tasks, whether done manually or automatically.
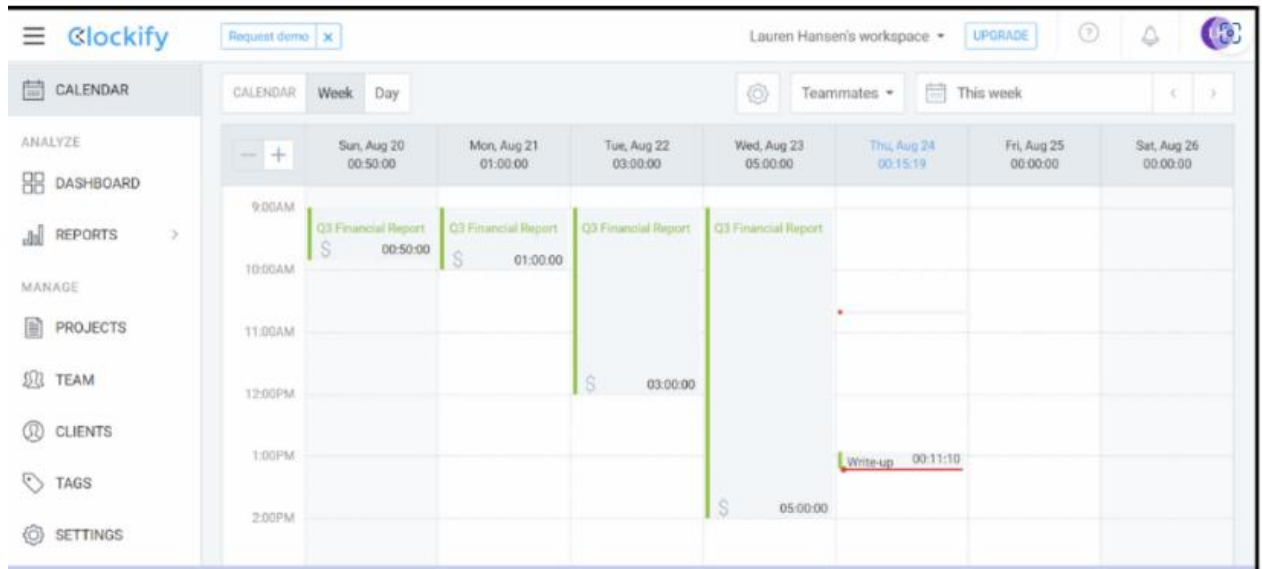
  "After logging into our Clockify account in the Chrome browser on a PC laptop, the timer function is the first thing you see. This was the same when logging on through the mobile app." (Holznienkemper, 2023)

- Timesheets - The timer function immediately populates the timesheet with the collected time. Alternatively, you have the option to manually input your hours into a timesheet without relying on the timer. It also allows for users to setup weekly tasks they need to complete to increase efficiency. (Holznienkemper, 2023)
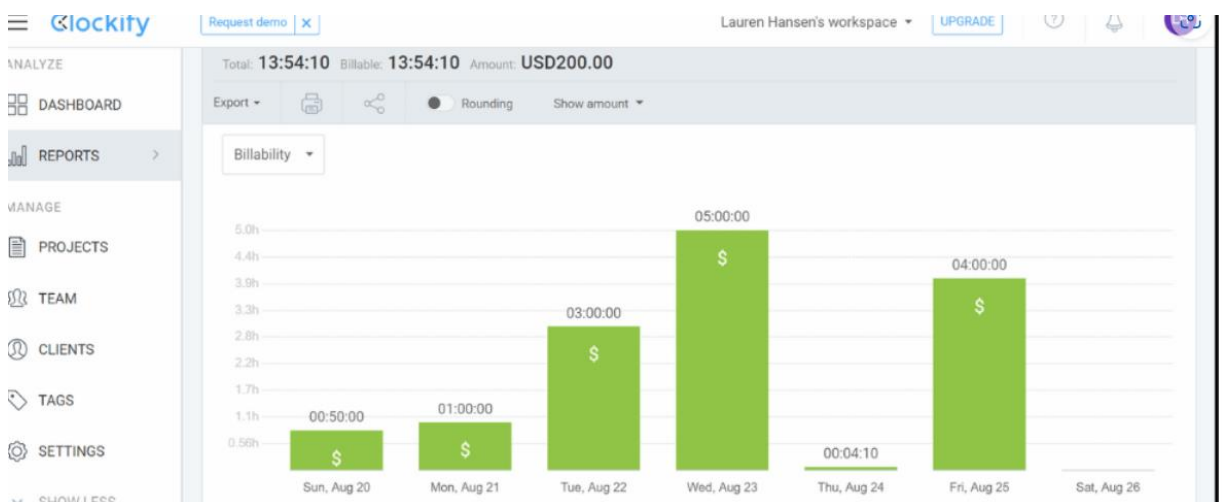

- Clock in/out feature – this feature is used for more business use. It allows the user to record when they have clocked in to work and when they clock out, this feature allows to track the time each employee spent working. (Holznienkemper, 2023)

- Calendar - Clockify enables individuals to effectively manage and enhance their work schedules by allocating dedicated time slots for work. (Holznienkemper, 2023)

Reporting features:

- Dashboards

- Project progress and forecasting - Clockify allows users to generate an infinite number of projects. (Holznienkemper, 2023)

- Reports – using this feature you can get a variety of reports, categorised by the following summary, detailed and weekly. (Holznienkemper, 2023)
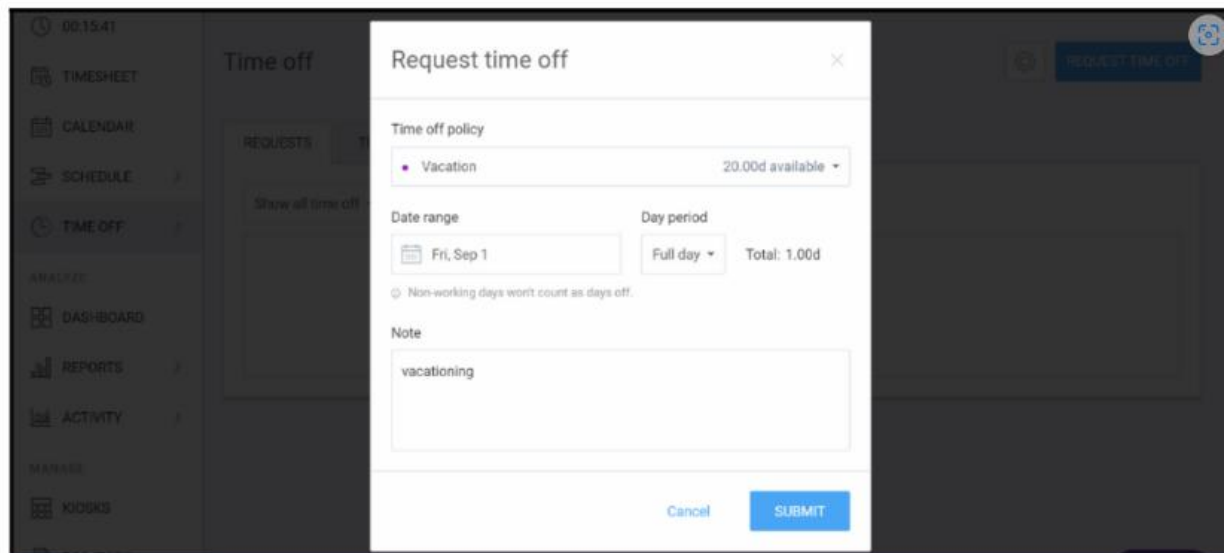

- Activity tracking – this feature allows the user to collect the clock-in locations, visited websites and screenshots of the user. (Holznienkemper, 2023)
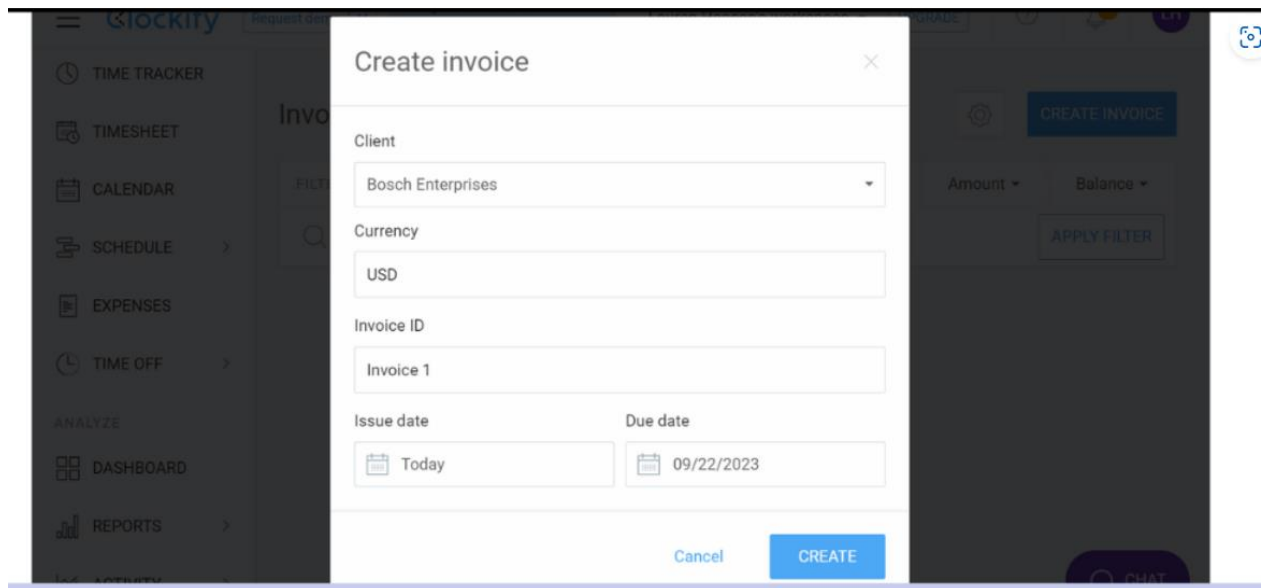
Management features:

- Time-off management - The time-off feature offers an in-depth analysis of leave requests, an organised representation of employees' scheduled absences, and a summary of their remaining leave balance. Administrators have the ability to set-

up holidays, paid leave, and time-off rules, as well as specify which individuals or groups these policies are applicable to.
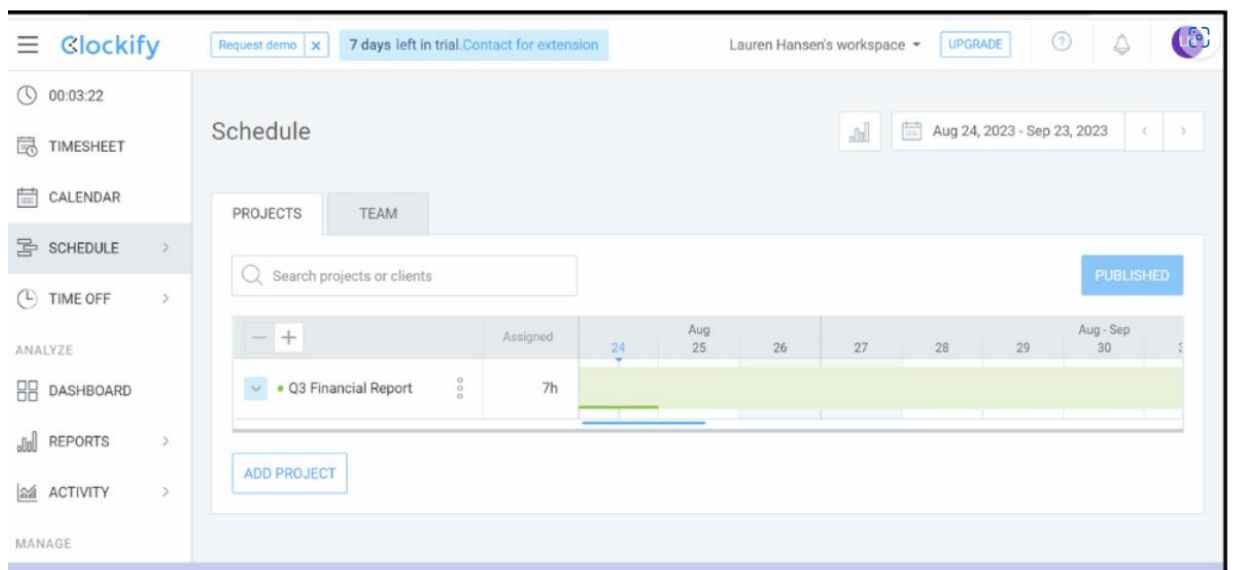
Requesting time off was a straightforward process in both the web and mobile applications. Approving a time off request on the admin side of the browser app is straightforward, however it is only possible on the browser and desktop applications, not the mobile app. (Holznienkemper, 2023)

- Expense management - this feature allows administrators to set up expenses divisions and determine the criteria for qualifying expenses. Users have the ability to capture and submit costs using the mobile application by taking a photograph of the receipt inside the application or by adding an image or PDF file from their device. (Holznienkemper, 2023)

- Invoicing - by using this feature you have the ability to create detailed and personalised invoices that can be sent to customers. To enhance the level of information, you have the option to provide 'notes' for each individual line item (additional information such as company's logo, name, and address). (Holznienkemper, 2023)

- Scheduling - using this feature allows the user to get an in-depth understanding of their team's capabilities, including which team members are assigned to certain projects and the comparison between the planned and actual time spent on these tasks. (Holznienkemper, 2023)

Strengths and weaknesses

Strengths	Weaknesses
Easy to use on multiple platforms – Clockify allows for the use of the software over multiple platforms including Android, iOS, web browsers and desktop applications. This means that users can record how they allocate their time from any device and access this data from anywhere.	Highly dependent on an internet connection – due to the fact that Clockify makes use of real-time sync with data across devices this means that in areas or situations with poor internet connection the user experience can be negatively affected.

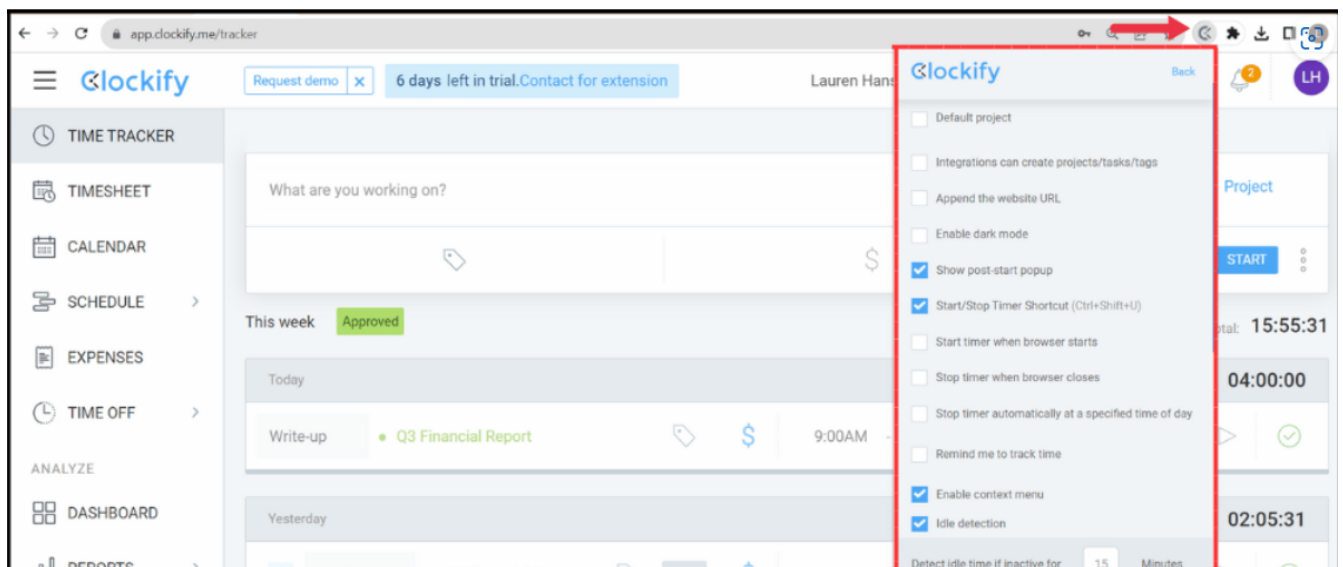| Affordable solution – Clockify offers a free plan that includes a large amount of features and their paid for plans are priced much lower compared to other time tracking software.	Unattractive user interface – the UI of the application may look outdated to some users therefore this could negatively affect the user experience.

(Blechynden, 2023)

Innovative features

A feature that sets Clockify aside from other software options is its browser extension that is incredible useful to users. Additionally, it incorporates the monitoring of app and website use to enhance productivity and provide valuable insights into how you allocate your time. (Holznienkemper, 2023)
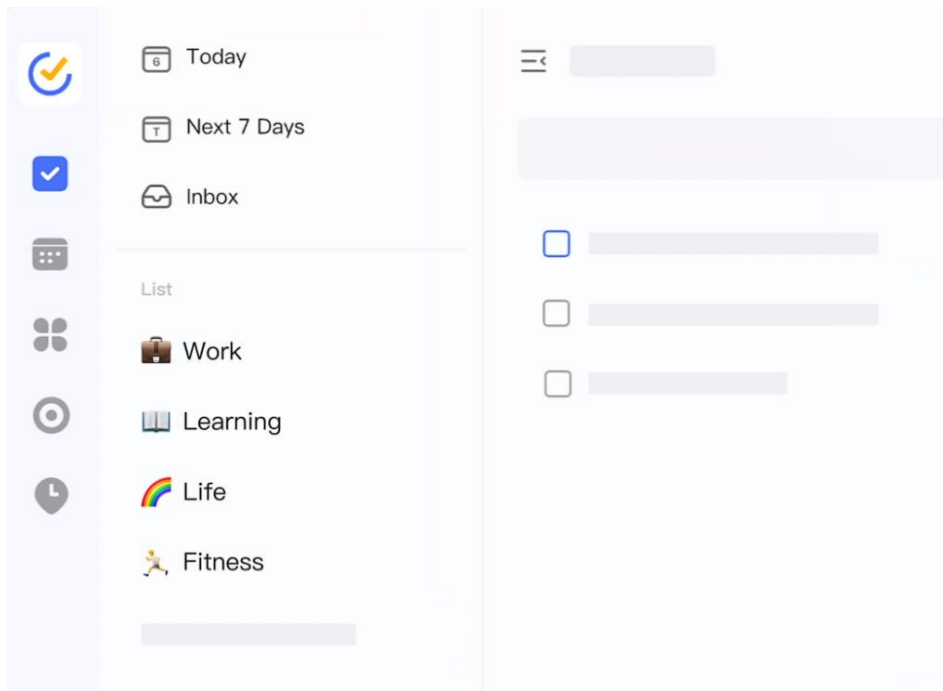

App 2 - TickTick

Overview

TickTick is a cross-platform task management tool designed to enhance productivity and streamline daily workflows. Its user-friendly interface and feature-rich functionality make it a popular choice for individuals and teams alike.

(TickTick Web app)

Strengths and weaknesses
Pros

- Multi-Platform Support: Tick's availability on multiple platforms ensures accessibility for users across devices.
- Comprehensive Features: Unlike basic to-do apps, Tick offers a suite of productivity tools. (Hanif, 2023)
- Intuitive Interface: The clean layout simplifies task organisation.

Cons

- Limited Customization in Free Version: The free version restricts list creation, subtasks, and customization options.
- Premium Plan Dependency: To unlock advanced features, users must subscribe to the Premium plan. (CRM.org, 2023)

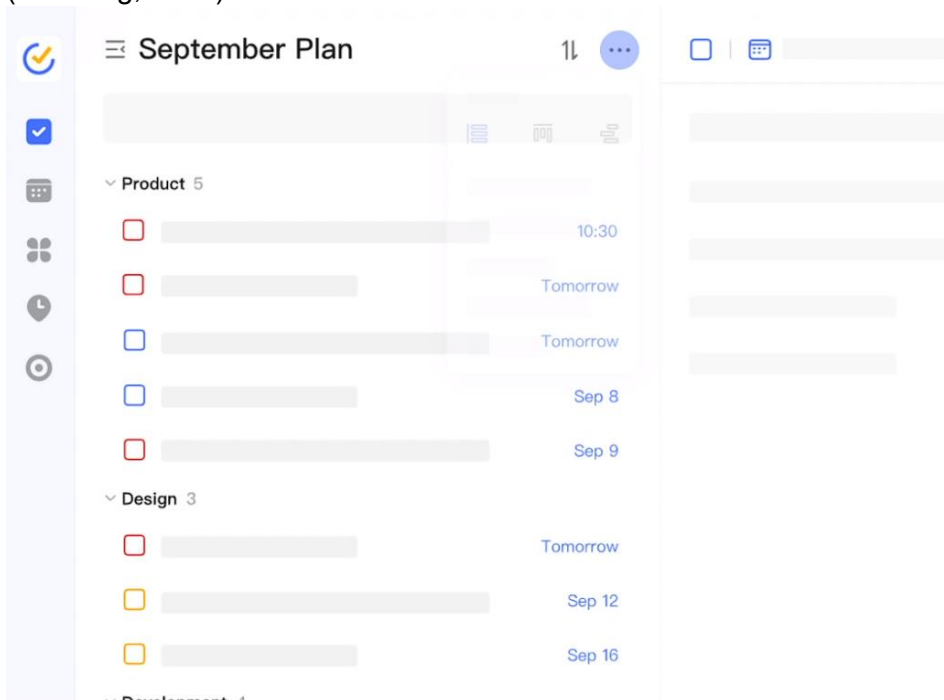| TickTick plans	Monthly price	Annual price	Check current TickTick price
Free plan	$0/month	$0/year	Visit
Premium plan	$2.80/month	$27.99/year	Visit

Innovative features
Intelligent Reminders

- Tick's intelligent reminder system ensures that users stay on top of their tasks. Whether it is a deadline, a meeting, or a personal goal, the app sends timely notifications to keep users informed. (Hanif, 2023)
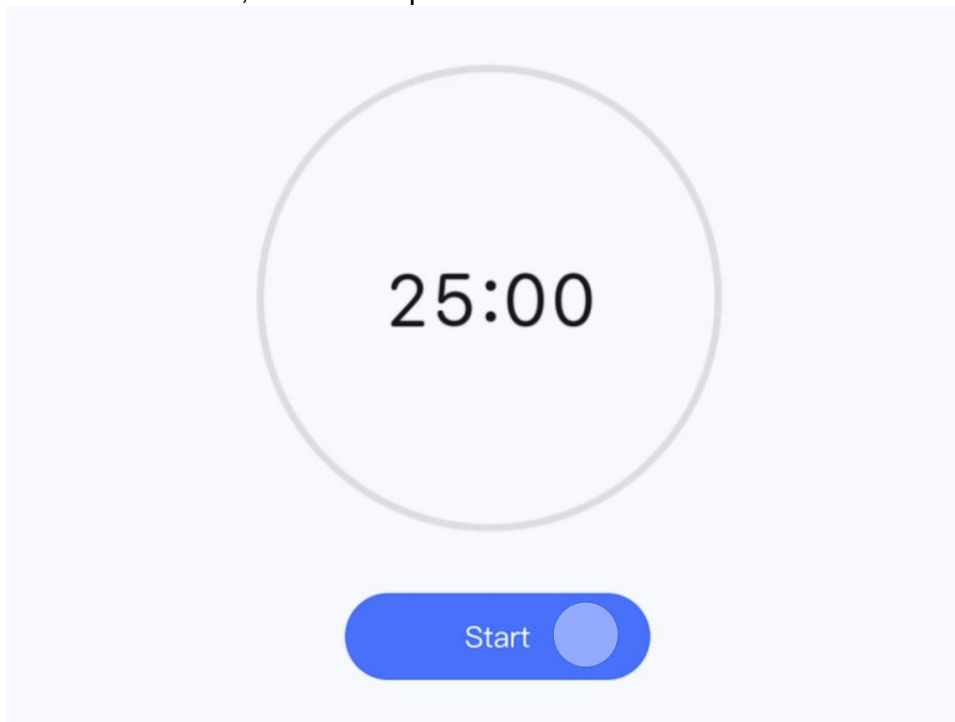
Task Prioritization

- Users can easily prioritise tasks based on urgency, importance, or project deadlines. The intuitive drag-and-drop interface allows seamless rearrangement of tasks. (CRM.org, 2023)

- (TickTick Web app)

Pomodoro Timer

- The built-in Pomodoro timer helps users maintain focus and productivity. By breaking work into intervals, users can optimise their work sessions and reduce burnout.

- (TickTick Web app)
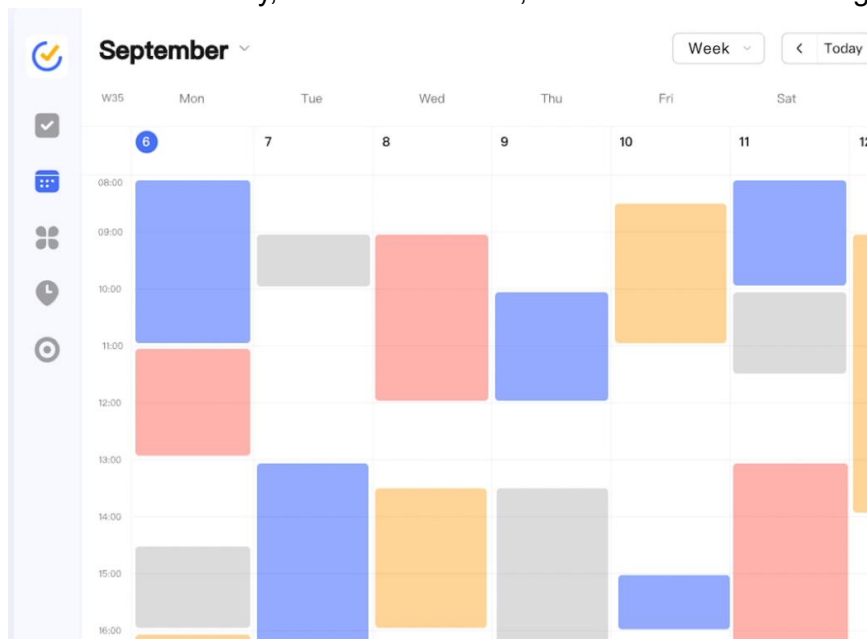
Cross-Platform Compatibility

- Tick synchronises seamlessly across various platforms, including iOS, Android, macOS, and Windows. Users can access their tasks from any device, ensuring flexibility and continuity.

Focus Mode

- The Focus Mode feature minimises distractions by allowing users to concentrate on specific tasks. During focused work sessions, notifications are temporarily silenced.
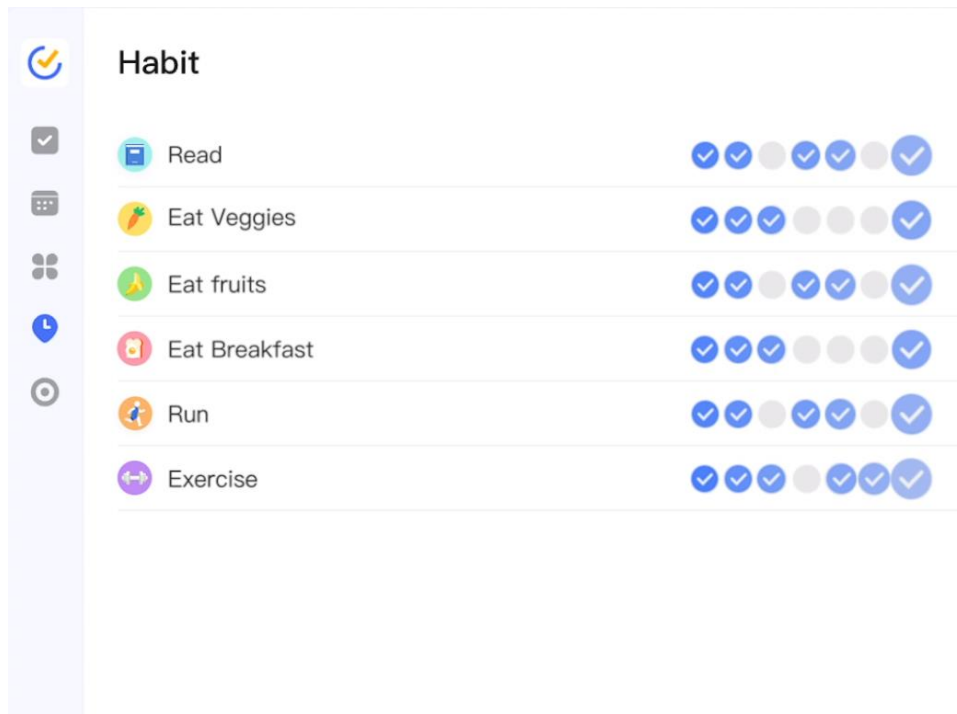
Calendar View

- Tick's calendar view provides a visual overview of tasks and events. Users can plan their week efficiently, allocate time slots, and avoid overcommitting. (CRM.org, 2023)

- (TickTick Web app)

Habit Tracking

- Beyond task management, Tick encourages users to build positive habits. Habit tracking helps users maintain consistency in their daily routines.
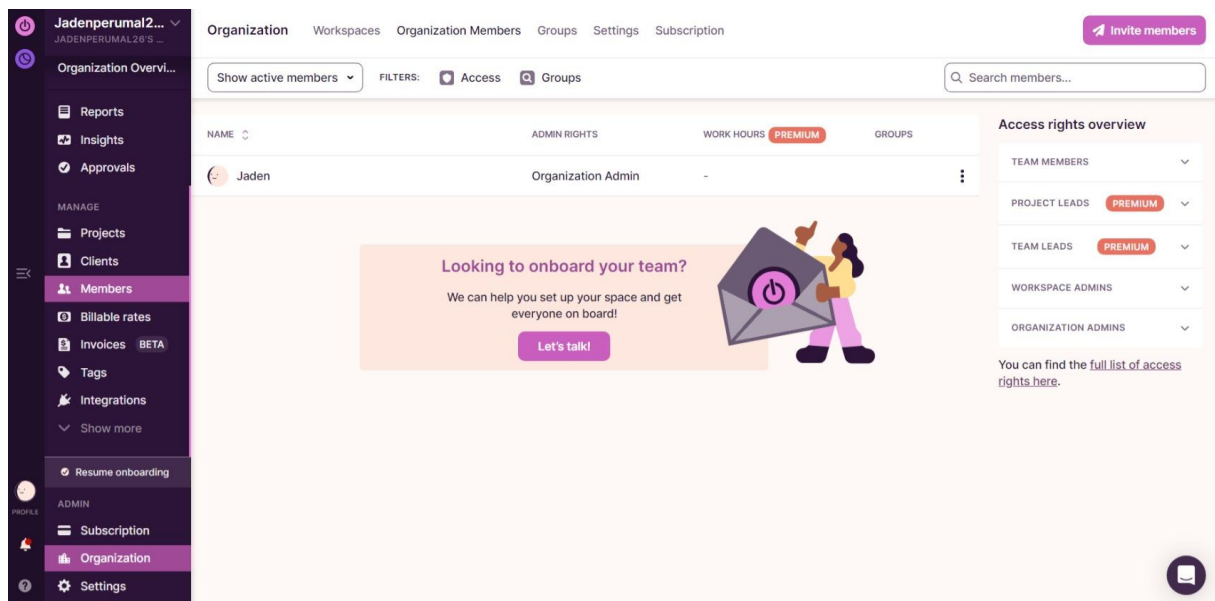
-
- (TickTick Web app)
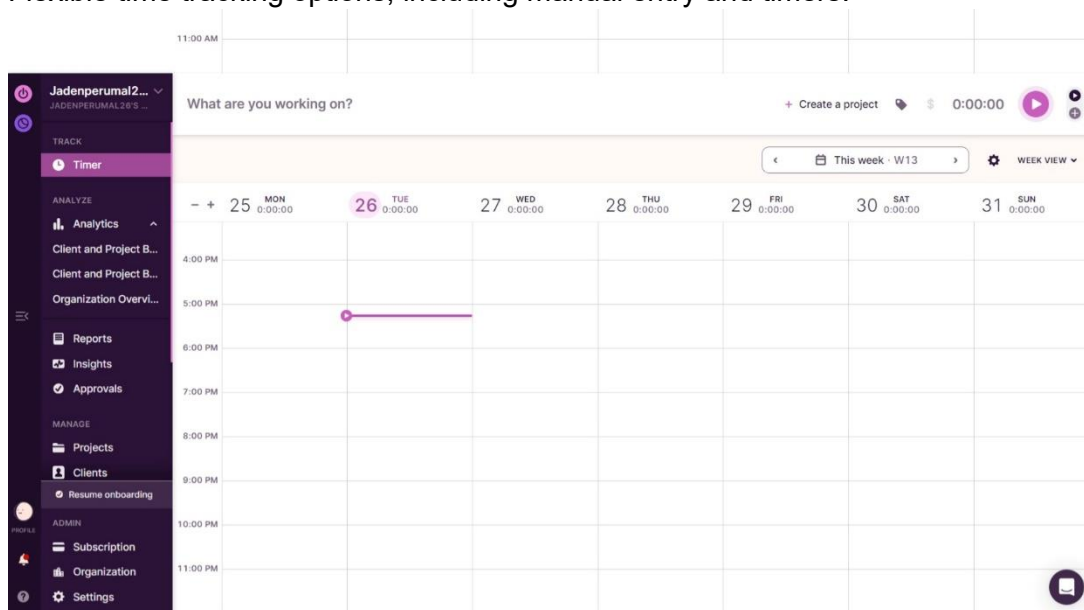
App 3 - Toggl Track

Overview

Toggl Track is a user-friendly time tracking app offering intuitive features for individuals and teams. With its simple interface, users can effortlessly monitor work hours manually or with timers. Detailed reports provide insights into productivity and billable hours, while project management tools streamline workflow organization. Although the free plan has limitations, Toggl Track's cross-platform compatibility and seamless integration with popular tools make it a top choice for optimizing time management. Unprofitable projects, unequal task distribution, and laborious manual administration are all eliminated with Toggl Track. Toggl Track is your one-stop time expert, offering everything from automated tracking and shortcuts to insights and stunning reports. (Naiomi, 2023)
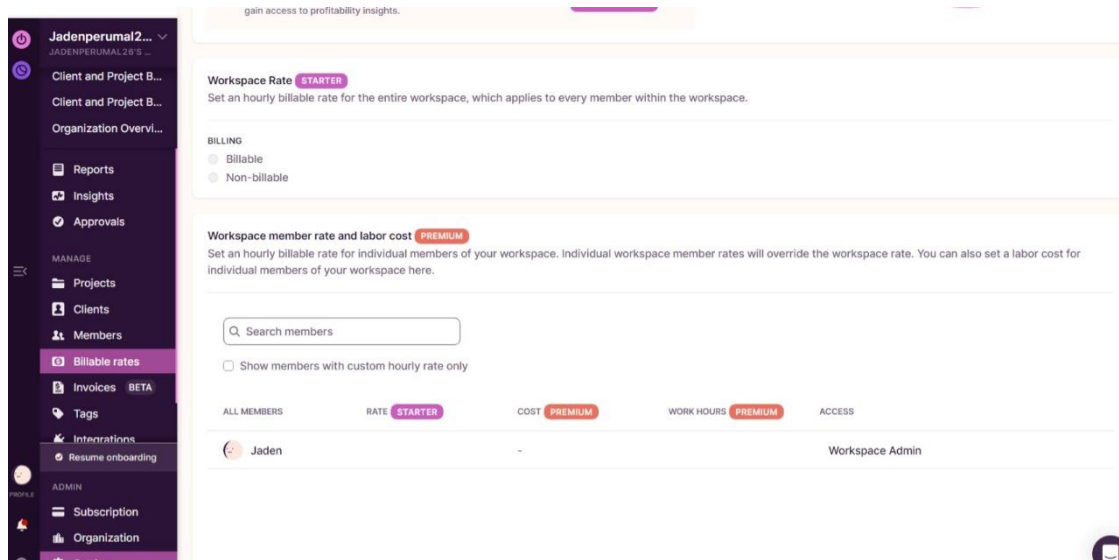
Strengths and weaknesses

Strengths:

- Simple and intuitive interface, suitable for users of all levels.
- Cross-platform compatibility across Android, iOS, desktop, and web.
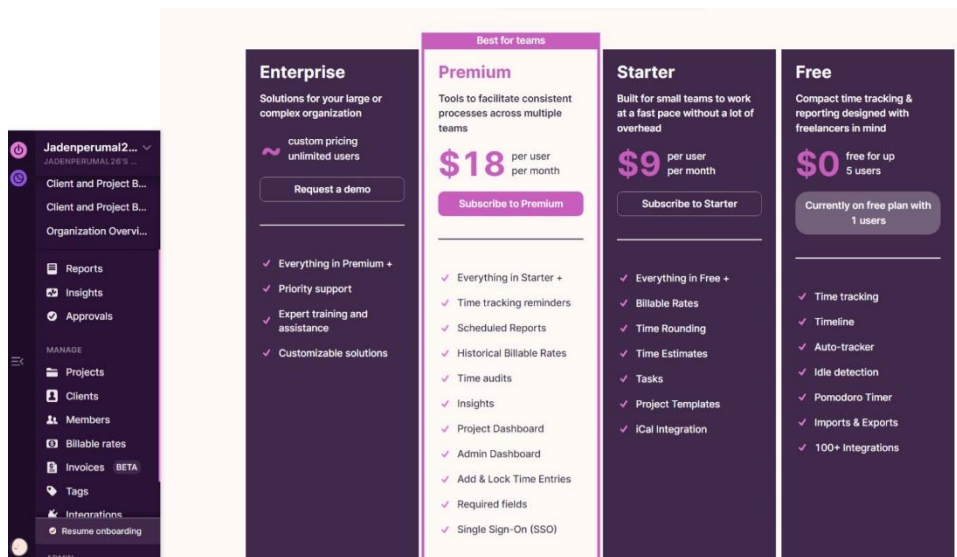- Flexible time tracking options, including manual entry and timers.

- Detailed reporting capabilities for analysing productivity and billable hours.

- Seamless integration with popular project management and collaboration tools. (Dias, 2024)
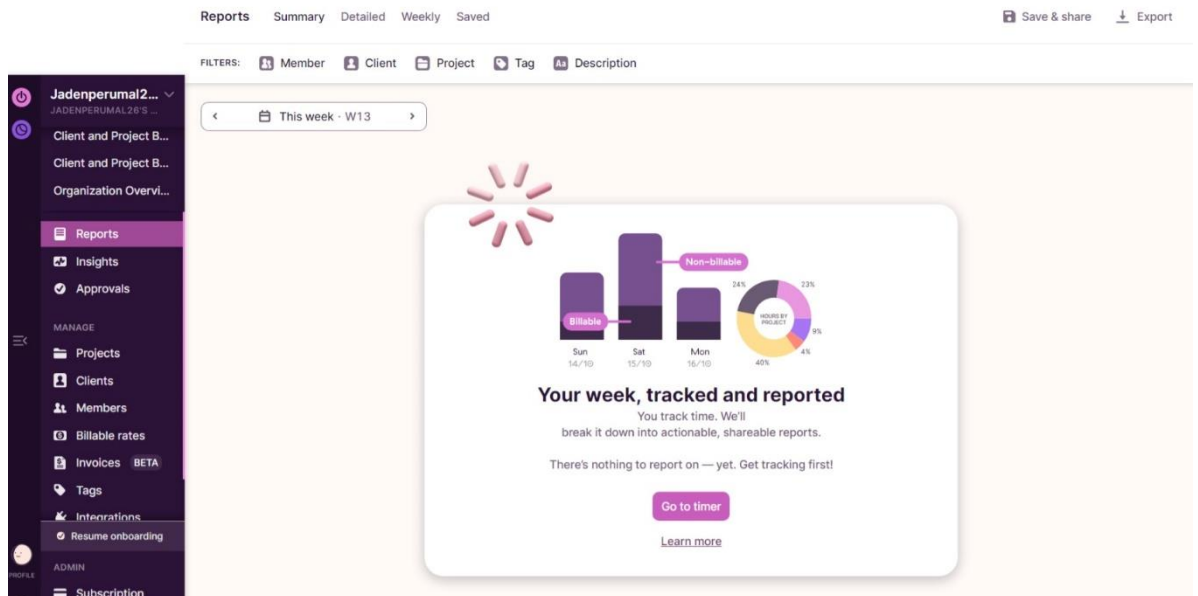
Weaknesses:
- Limited features in the free plan, with restrictions on the number of projects and team members.

- Some users may experience a learning curve for mastering advanced functionalities.
- Occasional performance issues reported on the Android app, such as lag or crashes that happen on a rare occurrence. (Dias, 2024)

Innovative features
- Time Tracking: Easily track time spent on tasks and projects in real-time, either manually or using timers.
- Reporting: Generate detailed reports to analyse productivity, billable hours, and overall performance of the team.

- Project Management: Organize tasks and projects efficiently to prioritize assignments and streamline workflow.
- Collaboration: Share projects with team members, assign tasks, and collaborate easily within the app with it is easy to use features.
- Integration: Seamlessly integrate Toggl Track with various third-party tools, for enhanced productivity and workflow automation. (Dias, 2024)

Infographic

Time-Tracking Application Comparison
Clockify vs ToggITrack vs Tick

An analysis into how the three researched Android Applications compare, and what features differentiate the competition across Time-Tracking applications.

	CLOCKIFY	**TOGGLTRACK**	**TICK**
Price	Free, Paid Plan Optional (Starting at $7.99 pm)	Free, Paid Plan Optional (Starting at $9 pm)	Free, Paid Plan Optional (Starting at $19 pm)
Target Market	Small-Medium businesses, including Freelancers	Small-Medium businesses, including Freelancers	Larger Scale Teams and companies
Unique Selling Point	Easy to Understand, Good Free Featureset	Detailed Analytics and external Tools	Advanced Management Features
Collaboration	Real Time Collaboration across teams	Real Time Collaboration across teams	Allows for Team Member Roles and Permissions, Commenting
Compatibility	• Web App • Windows, Mac • Android, iOS	• Web App • Windows, Mac • Android, iOS	• Web App • Windows, Mac, Linux • Android, iOS

List of appealing features

- Gamification - Gamification encourages users of the app to remain active and to continue coming back to interact with the functions of the application whilst still giving an incentive.
- More customisation - Provide advanced options for filtering and sorting data so that users can arrange and view their time tracking information as they see fit. For example, they might group entries according to a project or time range.
- Remove payment plans - With our complete free solution, users can focus entirely on improving their workflow and achieving their objectives rather than navigating complex pricing structures or comparing feature value against subscription costs.
- Third party login - Google Login integration will promote ease of use and encourage users to use the application without the requirement of creating a separate set of credentials which can be seen as tedious.

Conclusion

In conclusion, after conducting thorough research on Clockify, Toggl Track, and Tick, it's evident that each time tracking app offers unique features and advantages designed to diverse user needs. Clockify stands out for having the best free plan, unlimited user support, and easy-to-use interface, making it an excellent choice for individuals and small teams on a budget. Toggl Track impresses with its intuitive design, reporting capabilities, and seamless integration with popular productivity tools, catering to both freelancers and larger enterprises seeking advanced time tracking solutions. Meanwhile, Tick distinguishes itself with its simplicity, focus on project budgets, and customizable time entry options, appealing to project-based businesses. Based on the research gathered from our 3 chosen apps, we have gathered what we have needed to design our time tracking app (Time Flare) with the basic requirements or a time tracking app as well as our innovative features all whilst being simple and easy to use.

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