Do you process expenses as part of your work?
And do you want to gain insight in how you switch between documents, applications and websites?

If you do, then I would like to invite you to take part in a study on window and time management.

What is the study about?
My research is interested in how participants manage multiple applications, websites, and computer windows as part of their work. For this study, I am particularly interested in administrative finance work, such as processing expense claims.

What will I have to do?
You will be asked to install ManicTime (https://www.manictime.com) on your work computer for two weeks. This is a time tracking application which shows information on your application and web usage. The data is intended to help users keep track of time spent on various projects and tasks. You can continue your work as you would normally, and are free to choose when and how often you look at the information in the application. It is important that you complete at least one task that involves processing expenses at any point in both the first and the second week.

In the second week, you will be sent a Google Chrome browser extension to add to your browser, which will give you additional information about time spent during the specific task you're working on at that moment. If you do not use Google Chrome, you will be asked to install it for the purpose of the study; you do not have to use it for all your work, but it is important that you complete at least one expenses task in Google Chrome using the extension.

After the two weeks, you will be interviewed and asked to reflect on your experience of using the application and browser extension. You will also be asked to share your ManicTime database which reflects how you switch between computer windows. If the data contains any sensitive data, we will assist you to make necessary amendments, such as removing any (or all) names of applications and websites visited. The main focus of this study is how many windows are involved in office work, rather than what these particular windows are. All your data will be kept confidential and used for research purposes only, and will not be shared with anyone outside the research project.

The interview will take about one hour, and all participants who complete the full study (two weeks + interview) will receive a **£20 Amazon voucher** for taking part.

Who can take part and when?
I am interested in talking with people who process expenses as part of their work. Participants will be asked to install ManicTime and Google Chrome on their work computer for two weeks. Sessions will be conducted from January until the end of February 2018.

If you would like to participate or find out more, please email Judith Borghouts: judith.borghouts.14@ucl.ac.uk

Ethical considerations
This study has been approved by the Ethics Chair project ID No: UCLIC/1415/001/Staff Brumby/Borghouts, and all data will be collected and stored in accordance with the Data Protection Act 1998.