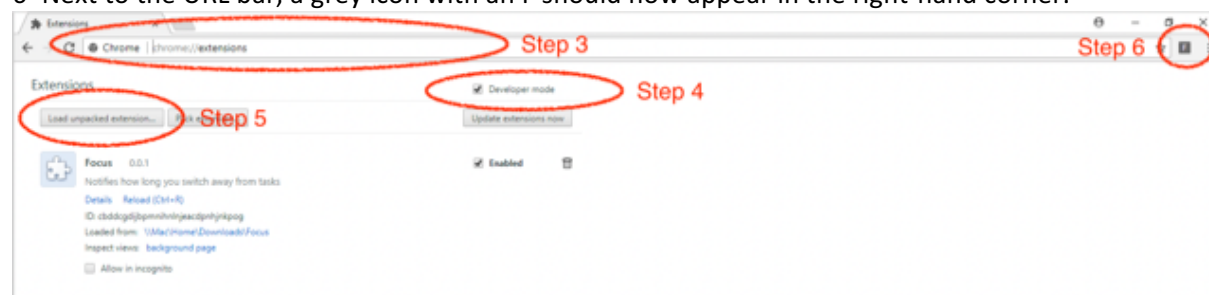


Instructions to install Focus browser extension

How to install the browser extension

- 1 Download the Focus.zip here: <https://www.dropbox.com/s/q3iyno8f7fyfbfc/Focus.zip?dl=0> Unzip it and save the Focus folder somewhere on your computer.
- 2 Open Google Chrome. If you do not have Google Chrome, download it here: <https://www.google.co.uk/chrome/>
- 3 In Google Chrome, enter <chrome://extensions/> in the URL bar, as in the picture below (or click on the 3 grey dots in the right-hand corner and go to More Tools > Extensions).
- 4 Check the box for **Developer mode** at the top of the page.
- 5 Click the **Load unpacked extension** button and select the unzipped Focus folder to install it.
- 6 Next to the URL bar, a grey icon with an F should now appear in the right-hand corner.



How to use

- The browser extension gives you additional time information on a particular task you are working on at the moment.
- To select a task that you want to focus on, go to the relevant webpage and click on the extension F icon. A pop-up should appear saying 'This is now the main task page'.
- Every time you switch away from this page, a notification will appear showing you how long an average you go away for, before you return to this window.
- You are free to choose if, when and how often to use it for any task. If you do choose to use it, ideally you use it at least once for a task involving entering expenses.
- If you want to stop the extension, simply close or refresh the page.

To be able to use the extension on a webpage:

- The URL of the webpage has to start with https://
- You have to allow notifications on the webpage. When you click on the F icon of the browser extension, a popup should appear asking you to enable this.
- The extension can be used for any other task which is conducted in the Google Chrome browser, such as composing an email in Outlook, etc. Even though we have tried to test it on as many websites as possible, it may not work (yet) on some webpages (e.g. Google Docs and Office Online).

Data collection

- The browser extension does not store any data.
- The ManicTime application stores how much time you spend on each computer window. At the end of the study, you will be asked to share your ManicTime database.
- If the data contains any sensitive data, I 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.