

# MAKING SOCIAL CARE TECHNOLOGIES ACCESSIBLE TO ALL

## Topic 2.4. Easy-to-adopt tools

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# Introduction to the catalog

1. Catalog overview
2. Target group

# Course Introduction



## 1. Catalog overview

### What is the catalog about?

The objective of the catalog is to provide care workers with **opportunities** and **advice** on **digital tools** they might find useful in their daily work. To do so, the catalog focuses on various tools covering diverse functions ; what they have in common is their ability to be adopted by care workers **easily** and **autonomously**, without the need for their organization as a whole to adopt these tools, thereby granting care workers more flexibility and agency.

### Why does it matter?

Many care workers **wish to integrate** more digital tools in their work but have received **insufficient training** on the matter, do not have enough **time to research** new ways of working themselves, and sometimes are unable to adopt new tools if their **entire organization** does not take such a decision. This catalog is meant to help them easily take digital matters into their own hands and **invent** ways of using technology that suit them.

# Course Introduction



## 2. Target group

### Who is the course for?

Virtually **any professional working in the care sector** can use this catalog, or at least part of it, get **inspired** and **test** some of the solutions presented in a professional context. While each solution entails a small learning curve, those presented in this catalog have been selected partly for their ease-of-use and their absence of technical prerequisites. Nonetheless, some of these solutions are best-adapted for **patient-facing staff**.

### Can I follow it?

This curriculum is adapted to **any worker** and provides a variety of digital solutions to common situations and issues within the care sector. They do not require technical skills, paid subscription or interfacing with other software, and are available on smartphone for most of them. As such, any person accustomed to using digital tool in their professional life is able to explore, understand and apply from this catalog.

# 1. Digital tools for care workers

1. Structure of the catalog
2. Selection methodology
3. Privacy concerns

# 1. Digital tools for care workers



## 1.1. Structure of the catalog

The catalog presents a variety of tools that can be adopted easily and autonomously by care workers. For each selected tool, information (when it could be gathered) is provided on following aspects:

1. Overview of the tool
2. Features and functionalities
  1. Key features
  2. Additional features
  3. Integrations
  4. Interface
3. Pricing options, details and schemes
4. General evaluation
  1. User reviews
  2. Main advantages
  3. Main shortcomings
5. Demonstration

# 1. Digital tools for care workers



## 1.2. Selection methodology

Findings from the transnational report, showed that undergoing training in **mobile care** applications, like health tracking, telemedicine, and patient communication tools, can improve patient care and accessibility. Hence, this catalog reflects recommendations and advice found on **health and social care forums, articles, communities and discussions** and is based on **care professionals' experiences** with the selected tools.

In instances where a suggested tool was tailored exclusively to a national context, **international equivalents** were sought after. *For instance, while numerous Norwegian doctors and nurses endorse the mobile version of the pharmaceutical catalog, an international equivalent to this app is the drugs.com app, as featured in this curriculum.*

The assortment of tools provides a glimpse into a **vast and diverse market**, and these options may **not** necessarily be **suitable for everyone**. Yet this overview can serve as **inspiration** for care workers to **explore** and **seek** out new **technologies** that could prove useful in their daily work life.



# 1. Digital tools for care workers

## 1.2. Selection methodology

To adapt this catalog to the context of care workers, tools that were selected as part of this catalog were chosen because they integrated **six important needs** of care workers that were identified for the preparation of this catalog.

To be deemed “**easy-to-adopt**”, tools must fulfill the following **six imperatives**:



Can be adopted **autonomously** by a worker



Is **innovative** and tailored to the **care** sector



Is **free** of charge or very **affordable**



Does not require extensive **tech knowledge**



Is **mobile** and **usable** in daily tasks



Can operate **independently** from other information systems (no need for interface)

# 1. Digital tools for care workers



## 1.3. Privacy concerns

The selection of tools presented in this curricula entirely complies with the **EU General Data Protection Regulation (GDPR)**.

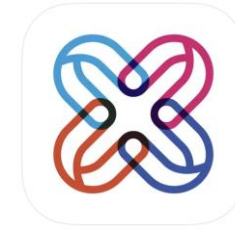
Nonetheless, users have to consider these tools as if they were for private use. If you recommend these tools to clients, patients, or users, ensure that they understand the **potential risks to their privacy**. Clearly explain that utilizing such applications is at their own risk in terms of privacy concerns.

Additionally, emphasize that these apps cannot serve as a substitute for professional medical consultations, treatment or follow-up.

## 2. Medical and health care tools

1. Drugs.com Medication Guide
2. MDCalc Medical Calculator
3. Step Tracker - Pedometer
4. Google Fit

# 2. Medical and health care tools



## 2.1. Drugs.com Medication Guide - Overview

### Overview of the tool

- A **mobile application** providing comprehensive **information** about **medications** (more than 24 000 references), including prescription drugs, over-the-counter medicines, and supplements.
- Designed to be a **reliable** and **accessible** drug encyclopedia for individuals seeking information about various drugs, their uses, dosages, interactions, and potential side effects.
- The **largest**, most visited (50 M/year), **independent** medicine information website **available** on the Internet.
- Various **national** and **local** authorities in different countries have developed **similar applications**.



Editor: **Drugsite Trust (private trust)**



Availability: **Web-app and mobile app**



Date of creation: **2001**



Typical users: **General public, care givers, health care professionals, students, travelers**



Project languages available: **ENG**



Privacy policy: **GDPR compliant** ([link](#))

# 2. Medical and health care tools



## 2.1. Drugs.com Medication Guide – Features and functionalities



### Key features

- ✓ **Drug Database:** A vast, detailed, searchable database of medications and related information.
- ✓ **Drug Interactions Checker:** A tool to check for interactions between different medications.
- ✓ **Pill Identifier:** A feature allowing to identify pills based on appearance, color, shape, and imprint.



### Additional features

- ✓ **Personal Medication Records:** the user's medical journal and history, prescribed drugs, dosage and schedules
- ✓ **News and alerts** on drug-related news
- ✓ **Medical dictionary** to help understand medical jargon
- ✓ **Offline access** to certain features



### Integrations

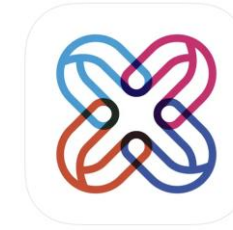
The mobile and web application are designed to be **independent** and **self-contained**.



### Interface

- ✓ **Homepage** with navigation options
- ✓ **Searchbar** to look up medications
- ✓ **Buttons and menus** designed for easy navigation between sections of the app.
- ✓ **Drug pages** describing, for each drug, uses, dosage, side effects, precautions, interactions and other relevant info.

# 2. Medical and health care tools



## 2.1. Drugs.com Medication Guide – Pricing and evaluation



### Pricing

- ✓ Drugs.com is **entirely free**. It is also **independent** from pharmaceutical industries and companies.
- ✓ Drugs.com is exclusively funded by the **advertisements** viewed by the user.



### User ratings

Apple: **4,8/5** (8k reviews) // Google: **4,4/5** (30 k)



### Main shortcomings

- ✓ **App performance:** Users have reported occasional issues such as slow loading times, glitches or crashes.
- ✓ **Advertising:** The financing model of Drugs.com, adds can be a source of frustration for the user.
- ✓ **Geographic coverage:** Mostly designed for the North-American market, Drugs.com is not available everywhere in Europe.

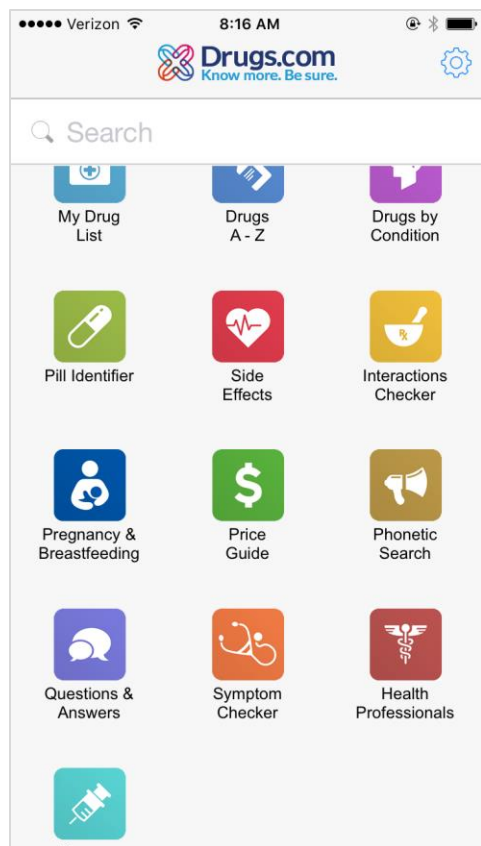
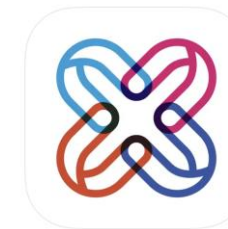


### Main advantages

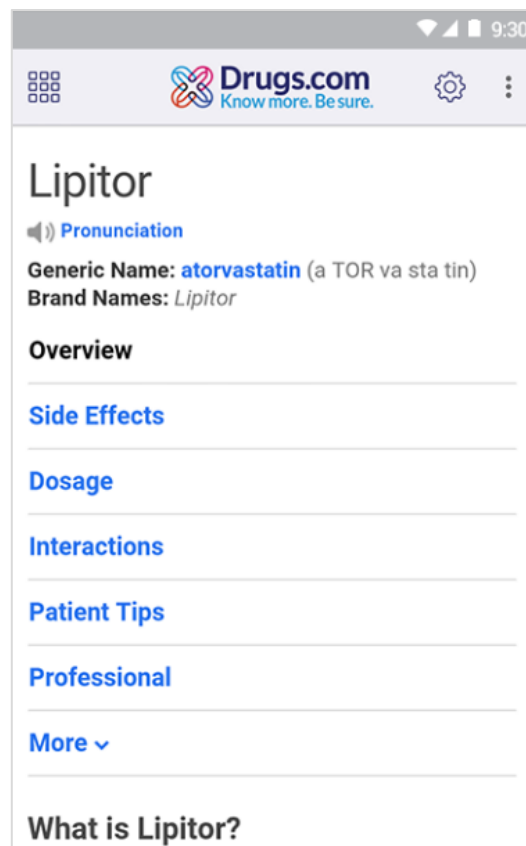
- ✓ **Comprehensive information:** users value the app for its extensive and detailed database of drug information.
- ✓ **Reliable data:** The Drug information database is powered by trusted medical information suppliers, including Cerner Multum, Micromedex, the FDA, etc.
- ✓ **The Drug Interactions checker** is praised by users for allowing to check for interactions between medications.
- ✓ **The Pill Identifier** is praised by users for helping them easily identify the pills they have and prevent risks linked to self- and mistaken medication.

# 2. Medical and health care tools

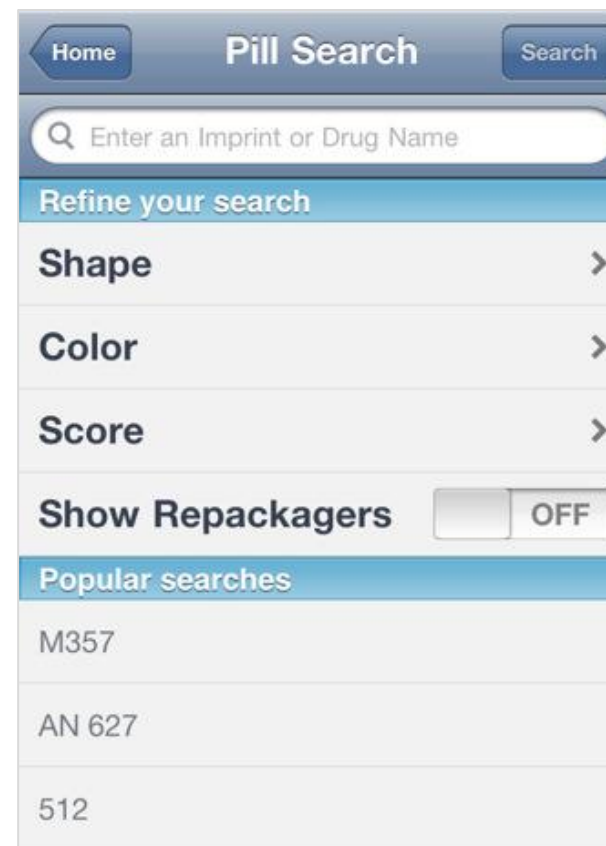
## 2.1. Drugs.com Medication Guide - Demonstration



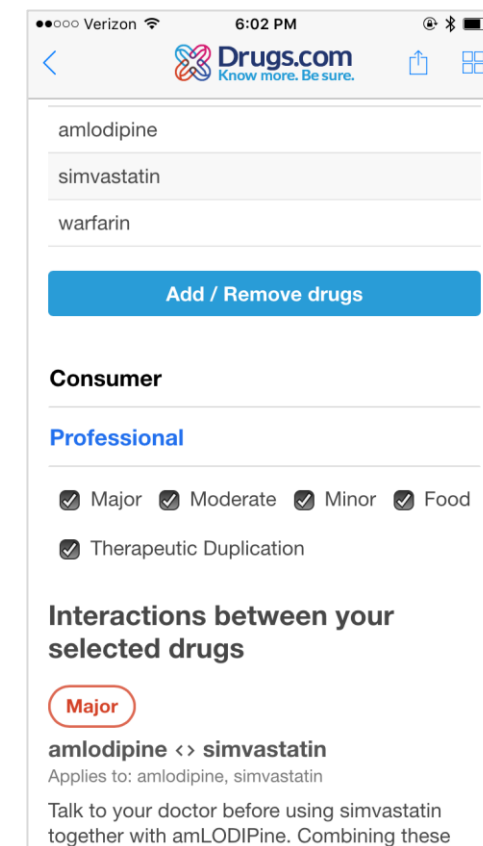
The Drugs.com menu



A drug page (Lipitor)



Pill identifier module



Interactions checker

# 2. Medical and health care tools



## 2.2. MDCalc Medical Calculator - Overview

### Overview of the tool

- **A mobile application** providing a wide range of **clinical decision support** tools and **medical calculators**.
- Based on evidence from **medical literature** and established clinical guideline.
- Contains a wide range of medical calculators covering **diverse clinical areas** and **specialties**.
- Designed to assist healthcare personnel in making **evidence-based decisions** related to patient care.
- Accessed by **millions** of monthly users in more than **200 countries**.



Editor: **MD Aware, LLC**



Availability: **Web-app and mobile app**



Date of creation: **2013**



Typical users: **Health care professionals, health care providers**



Project languages available: **ENG**



Privacy policy: **GDPR compliant** ([link](#))



# 2. Medical and health care tools



## 2.2. MDCalc Medical Calculator– Features and functionalities



### Key features

- ✓ **Medical calculators:** A wide range of medical calculators.
- ✓ **Speciality-Specific Tools:** Covering more than 50 specialties, the app caters to unique needs.
- ✓ **Continuing Education:** Access to medical literature and expert content.



### Additional features

- ✓ **Bookmarking and favourites:** The user's can bookmark preferred calculators , enabling quick assess to frequently used tools.
- ✓ **Off-line access** to certain tools.



### Integrations

The mobile and web application can be **synchronized** with each-other, allowing users to access their saved preferences across different devices.



### Interface

- ✓ **Homepage** with navigation options and a searchbar to look up calculators.
- ✓ **Calculators** organized into speciality categories, presented on a dedicated page.
- ✓ **Input fields** for parameters.
- ✓ **User authentication** to create accounts.

# 2. Medical and health care tools



## 2.2. MDCalc Medical Calculator – Pricing and evaluation



### Pricing

- ✓ MDCalc Medical Calculator is **free**. There is no outside money or influence in MDCalc.
- ✓ MDCalc is exclusively funded by the **advertisements** viewed by the user.



### User ratings

Apple: **4,7/5** (14,6k reviews) /Google: **4,9/5** (15 k)



### Main shortcomings

- ✓ **Performance Issues:** Some users have reported issues such as slow loading times and crashes.
- ✓ **Update Frequency:** Some users express dissatisfaction with delays in bug resolution and the introduction of new features.
- ✓ **Calculator availability:** Some users have addressed the desire for additional speciality-specific calculators.



### Main advantages

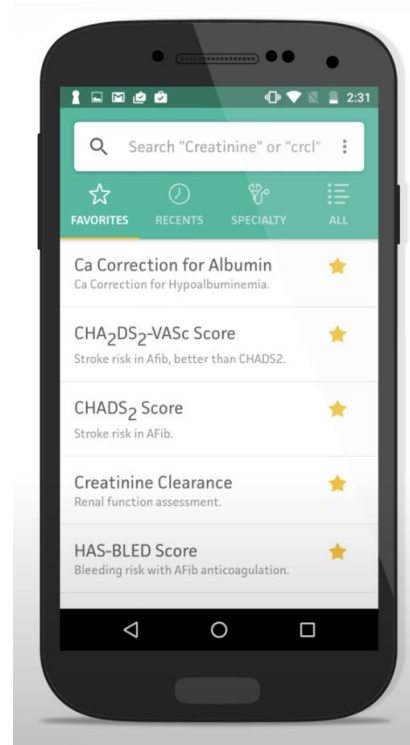
- ✓ **Reliable data:** The calculators are created by researchers and clinical scores are based on evidence from medical literature.
- ✓ **Comprehensive:** Users highlight the extensive collection of medical calculators allowing them to perform diverse calculations, aiding in clinical decision-making.

# 2. Medical and health care tools

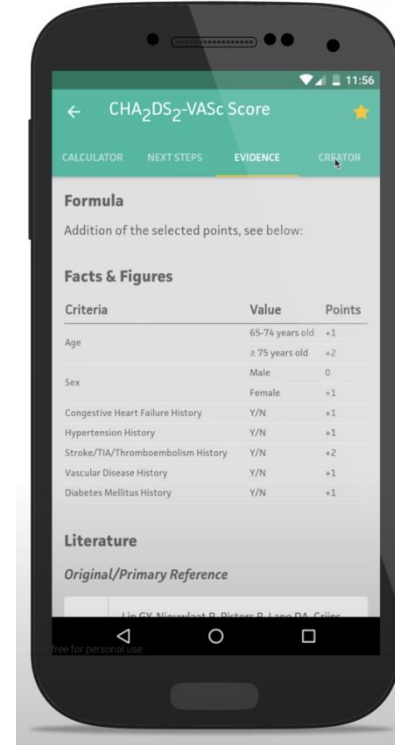
## 2.2. MDCalc Medical Calculator - Demonstration



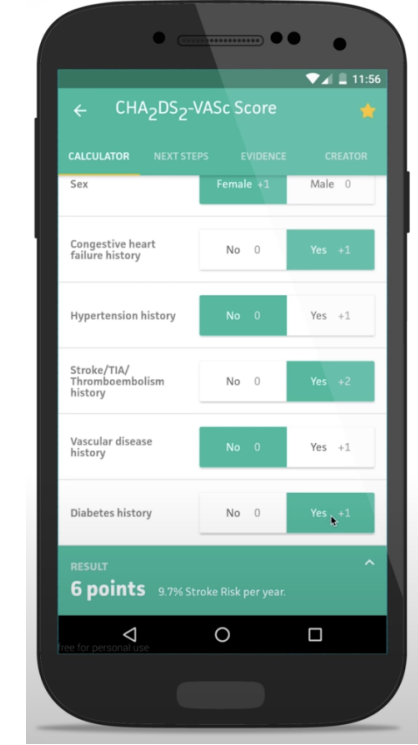
Sign up and log in



Menu bar and tool access



Evidence and Expert content



Calculator and Results

## 2. Medical and health care tools

### 2.3. Step Tracker - Pedometer - Overview



#### Overview of the tool

- **A mobile application** that automatically **tracks** your daily steps, burned calories, walking distance, duration, and pace when your mobile phone is carried with you.
- The recorded data is displayed in **intuitive graphs** for **self monitoring**.



Editor: **Leap Fitness Group**



Availability: **Mobile app**



Date of creation: **2019**



Typical users: **Individuals with health conditions, health conscious individuals**



Project languages available: **ENG, NO, CZ, GER**



Privacy policy: **GDPR compliant** ([link](#))

# 2. Medical and health care tools



## 2.3. Step Tracker - Pedometer – Features and functionalities



### Key features

- ✓ **Step Counter:** The app automatically records your steps. You can pause, resume steps counting, or reset steps to count from.
- ✓ **Real-time Map Tracker:** In GPS tracking mode, the app counter monitors walking distance, pace, time and calories.



### Additional features

- ✓ **Report Graph:** Your data will be displayed in graphs, allowing you to easily check your daily, weekly, and monthly statistic.
- ✓ **Targets and Achievements:** You can also set targets for your activities to keep you motivated.



### Integrations

- ✓ Fitness data can be synced with Google Fit.
- ✓ More integration features are expected.



### Interface

- ✓ **Simple design** with large display for easy navigation.
- ✓ **Input fields** for personal data, such as gender, age, height, weight.
- ✓ **Input fields** for personal goals.
- ✓ **Start and stop** button to activate/deactivate tracking

# 2. Medical and health care tools



## 2.3. Step Tracker - Pedometer – Pricing and evaluation



### Pricing

- ✓ Basic subscriprion: **free**
- ✓ Premium subscription: **Free trial**, Weekly **\$2**, Yearly **\$32**.



### User ratings

Apple: **4,9/5** (1,1k reviews) /Google: **4,8/5** (663 k)



### Main shortcomings

- ✓ **Adds**: :Some users express dissatisfaction with the frequency of advertisements, which interrupts the overall user experience.
- ✓ **Uncertainty**: Data collected through this type of app will inevitably carry a degree of uncertainty, and one cannot entirely depend on the results.

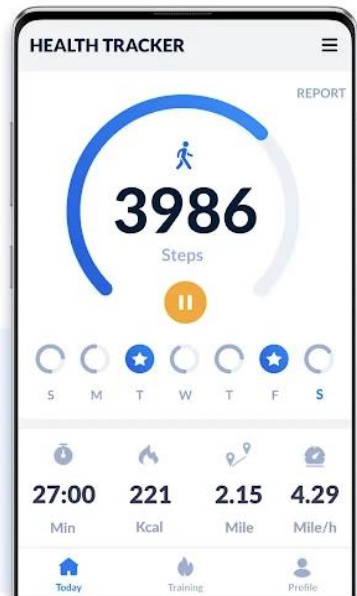


### Main advantages

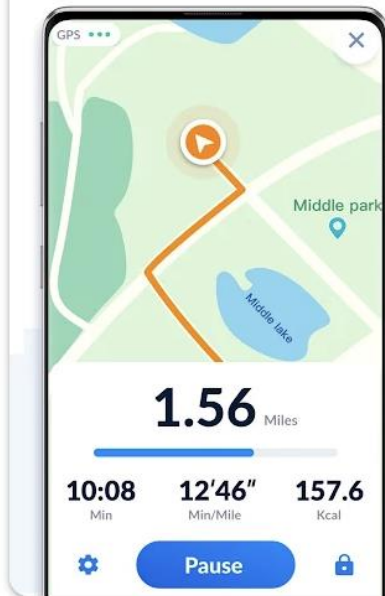
- ✓ **High level of precision**: In contrast to many comparable apps, this one is renowned for its high level of precision
- ✓ **Power-saving**: The step counter counts steps with the built-in sensor, greatly conserving battery.
- ✓ **Motivative**: The step tracker can encourage physical activity for improved mobility, balance, and overall health

# 2. Medical and health care tools

## 2.3. Step Tracker - Pedometer - Demonstration



Real-time Updates



Map Tracking



Set goals



View history



Daily reminders



## 2. Medical and health care tools



### 2.4. Google Fit - Overview

#### Overview of the tool

- A comprehensive **mobile application** designed to help users **monitor** and **manage** their physical activity, nutrition, and overall well-being.
- **Automatically tracking** of activities such as walking, running, cycling, and sleep.
- In collaboration with the **World Health Organization** (WHO) and the **American Heart Association** (AHA) Google Fit has introduced the Heart Point system, **encouraging** users to engage in physical activity for **better health** and reducing the risks for heart diseases.



Editor: **Google LLC**



Availability: **Web-app and mobile app**



Date of creation: **2014**



Typical users: **Individuals with health conditions, health conscious individuals**



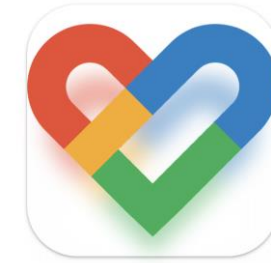
Project languages available: **ENG, NO, CZ, GER, SLO**



Privacy policy: **GDPR compliant** ([link](#))



# 2. Medical and health care tools



## 2.4. Google Fit – Features and functionalities



### Key features

- ✓ **Activity Tracking:** Automatic tracking of various physical activities including sleep.
- ✓ **Heart Rate monitoring:** For users with compatible devices, the app can monitor heart rate, offering insights and recommendations to improve the health.
- ✓ **Health Data Summary:** Regular summaries of activities to provide insight and maintain motivation



### Additional features

- ✓ **Earn Heart Points:** Users may take part in the heart point system to improve their health. The metrics used are based on expert knowledge
- ✓ **Fitness Challenges:** To add an element of competition and motivation to their fitness routine, users may take part in challenges organized by Google Fit or others.



### Integrations

Google Fit integrates with a variety of third-party health and fitness apps.

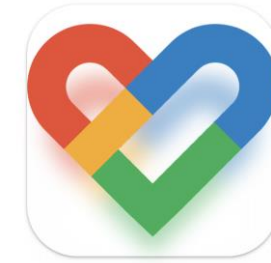
Google Fit is compatible with various wearable devices, such as smart watches and fitness trackers.



### Interface

- ✓ **A main page** providing an overview of key health and fitness metrics.
- ✓ **Buttons and menus** designed for navigation between sections and features.
- ✓ **Access to a private profile** to allow personal settings and customized preferences

# 2. Medical and health care tools



## 2.4. Google Fit – Pricing and evaluation



✓ Google Fit is **entirely free**

### Pricing



#### User ratings

Apple: **4,4/5** (2k reviews) /Google: **4,7/5** (614 k)



#### Main shortcomings

- ✓ **Battery usage:** Some users report concerns about the impact on battery life, especially when using features like constant heart rate monitoring.
- ✓ **Accuracy concerns:** The accuracy of activity measurements can be influenced by factors such as type of smartphone or wearable used, sensor calibration and individual walking patterns.

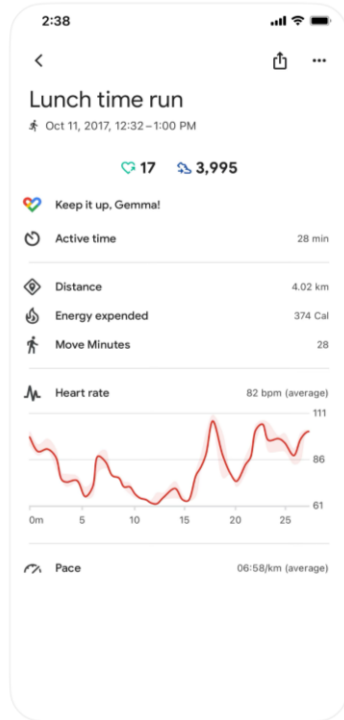


#### Main advantages

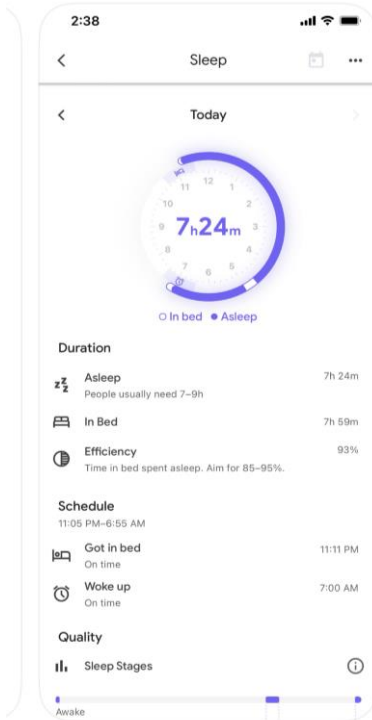
- ✓ **Integration and Compatibility:** Users appreciate the app's seamless integration with devices and third-part apps, allowing them to consolidate health data in one place.
- ✓ **Comprehensive tracking:** Compared to similar apps, Google Fit allow users to monitor a wider range of their health and well-being.

# 2. Medical and health care tools

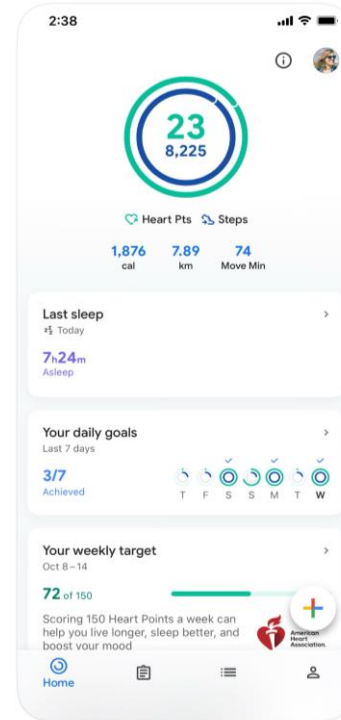
## 2.4. Google Fit - Demonstration



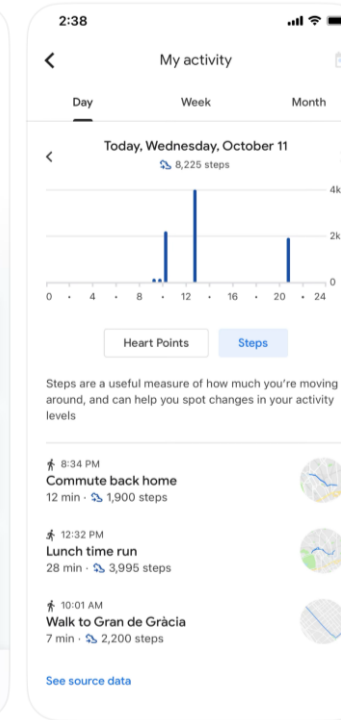
Activity summaries



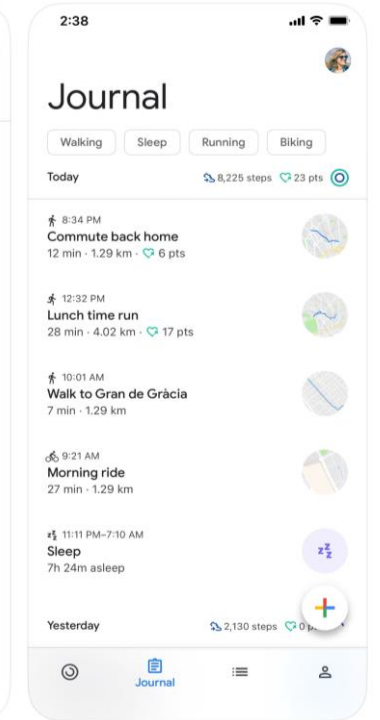
Sleep monitoring



Set goals



Daily activity plan



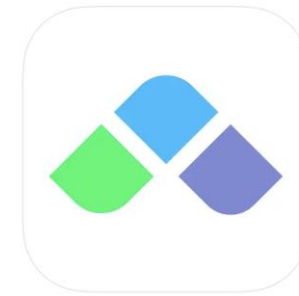
Activity journal

## 3. Social care tools

1. I am sober
2. Happify

# 3. Social care tools

## 3.1. I am sober - Overview



### Overview of the tool

- **A mobile application** designed to **support** individuals in their journey toward **sobriety** and recovery from a wide range of **addictions**.
- The app offers a range features to help users maintain sobriety, track their **progress** and access supportive resources.
- Compliant privacy policies are in place to ensure **confidentiality**



Editor: **I Am Sober LLC**



Availability: **Mobile app**



Date of creation: **2016**



Typical users: **Individuals in Addiction Recovery**

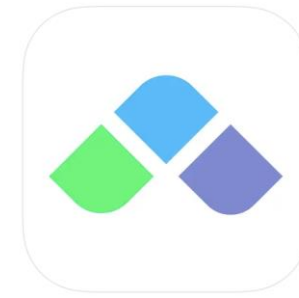


Project languages available: **ENG, NO, CZ, GER,**



Privacy policy: **GDPR compliant** ([link](#))

# 3. Social care tools



## 3.1. I am sober – Features and functionalities



### Key features

- ✓ **Daily tracking and sober counter:** Each day of sobriety is visually presented for users to see their achievements.
- ✓ **Celebration of Milestones:** The app celebrates achievements to keep users motivated.
- ✓ **Community Support:** The app includes a community feature where users can connect with each other.



### Additional features

- ✓ **Daily Reflections and journaling:** The app offer a feature for daily reflections. Users can record their thoughts, challenges, and success.
- ✓ **Resources and Education:** The app provide educational resources to empowe users with insights into the recovery process.



### Integrations

The mobile and web application are designed to be **independent** and **self-contained**.

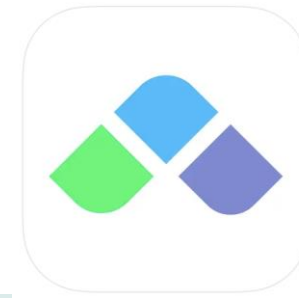


### Interface

- ✓ **Simple design** to provide users with easy access to key features without unnecessary complexity.
- ✓ **Menu an tabs** allows users to access different sections, such as tracking, goals, and community features.

# 3. Social care tools

## 3.1. I am sober – Pricing and evaluation



✓ I Am Sober is **free**, but offers optional In-App purchases

### Pricing



#### User ratings

Apple: **4,9/5**(129,8k reviews)/Google: **4,6/5** (96,4k)



#### Main shortcomings

- ✓ **Community Engagement:** Some users mention that the community feature varies; interaction levels and support may not consistently meet specific user needs.
- ✓ **Feature Set:** Some users desire additional features or tools, such as expanded tracking options, more extensive educational resources, or enhanced goal-setting functionalities.

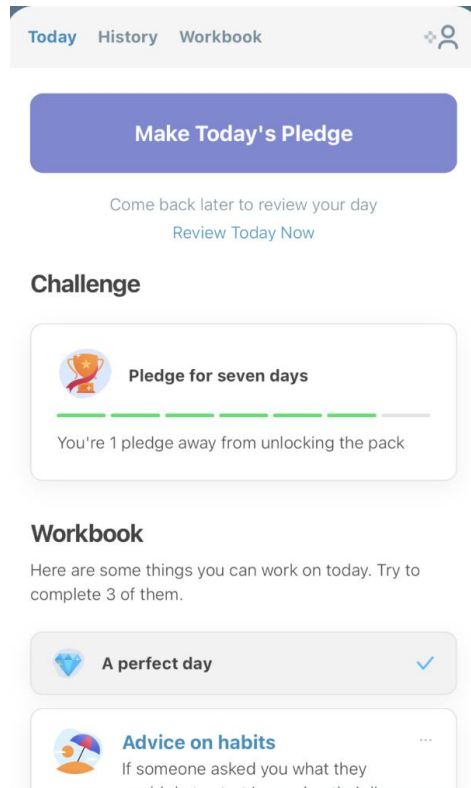
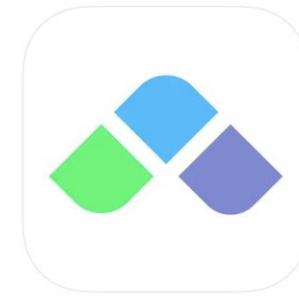


#### Main advantages

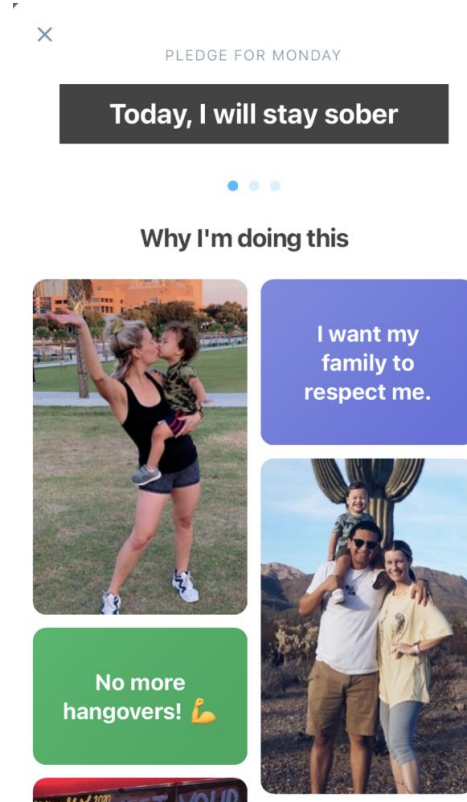
- ✓ **Motivational Community:** Users value the app's sense of community, the ability to share experiences and support can contribute significantly to motivation and solidarity.
- ✓ **Tracking and Celebrations:** Users appreciate easy progress tracking and milestone celebrations, including recognition for reaching specific time goals.
- ✓ **User-Friendly Design:** The app receives praise for its simple design, allowing them to focus on progress.

# 3. Social care tools

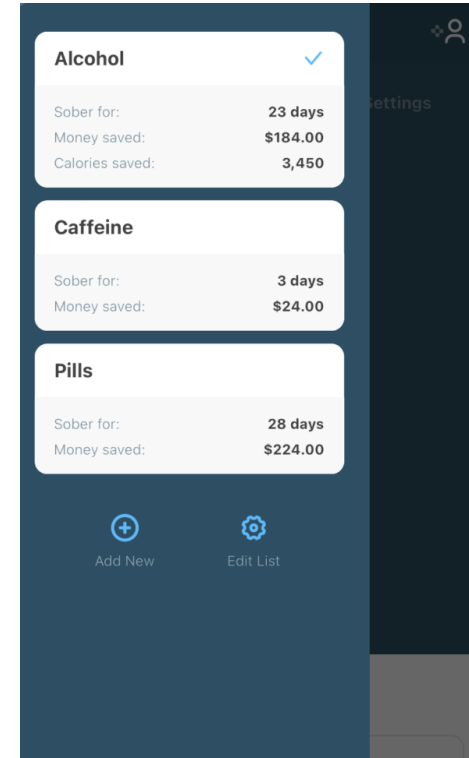
## 3.1. I am sober - Demonstration



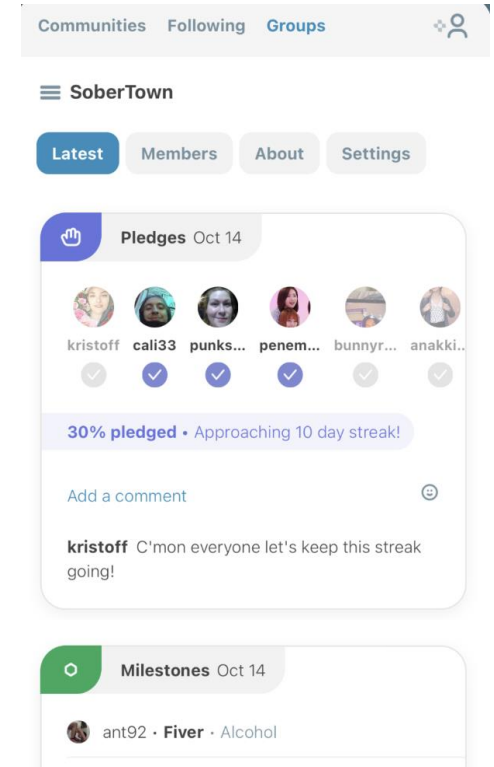
Build Better Habits



Motivation Support



Progress Tracking



Community Support



# 3. Social care tools

## 3.2. Happify - Overview



### Overview of the tool

- **A mobile and web application** designed to promote **mental well-being** and emotional resilience through **science-based activities** and interventions.
- Happify incorporates elements of **positive psychology**, mindfulness and **cognitive-behavioral therapy** into a variety of **engaging** exercises, games, and guided activities to **improve** their mental and emotional health.



Editor: **Happify Inc.**



Availability: **Web-app and mobile app**



Date of creation: **2012**



Typical users: **Individuals seeking stress reduction and mental wellnes**



Project languages available: **ENG, GER**



Privacy policy: **GDPR compliant** ([link](#))

# 4. Communication tools



## 3.2. Happify – Features and functionalities



### Key features

- ✓ **Researched-backed activities:** Happify features entertaining games and exercises based on positive psychology and neuroscience, focusing on well-being and therapeutic techniques.
- ✓ **Community Connection:** Users can connect and share experiences.
- ✓ **Personalized Programs:** The app allows customization to meet the users specific needs.



### Additional features

- ✓ **Accessibility:** Visually impaired users have access to the app when accessibility mode is turned on.
- ✓ **Daily Challenges:** Users receive daily challenges and activities to incorporate positive habits.



### Integrations

The mobile and web application are designed to be **independent** and **self-contained**.



### Interface

- ✓ **An individual account** is required for app usage.
- ✓ **A dashboard** for navigating through different features.
- ✓ **Tabs** for selecting activities, tracking progress, and accessing personalized content.

# 3. Social care tools

## 3.2. Happify – Pricing and evaluation



### Pricing

- ✓ Basic subscription: **free**
- ✓ Premium subscription: **Free trial**, Monthly **\$14**, Yearly **\$133**



### User ratings

Apple: **4,5/5** (4,5k reviews) /Google: **3,8/5** (3,27 k)



### Main shortcomings

- ✓ **Limited Free Content:** Some users noted that the content in the free version is too limited
- ✓ **Effectiveness:** The app is not suitable for mental health issues requiring professional support.
- ✓ **Community Engagement Variation:** Some users may find that the level of interaction or support within the community may not always meet their specific needs.

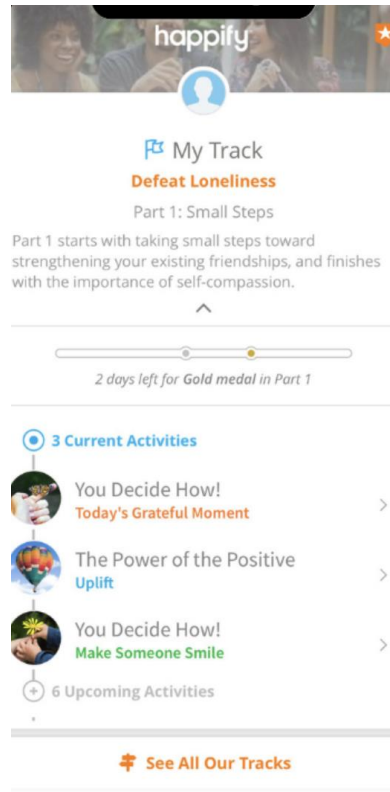


### Main advantages

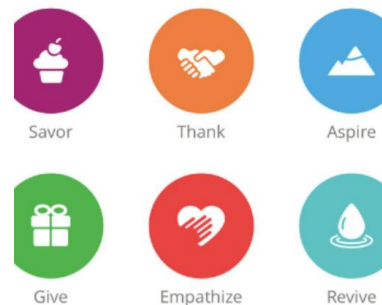
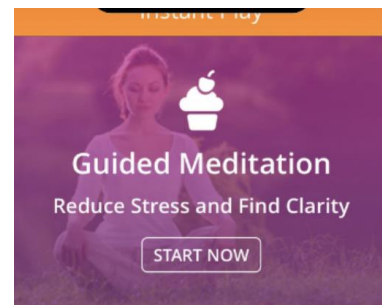
- ✓ **Science-based approach:** The integration of principles from positive psychology, and cognitive-behavioral therapy, instills confidence in users about the efficacy of interventions
- ✓ **Engaging and interactive content:** Enjoyable games and activities, contributes to sustained user engagement.

# 3. Social care tools

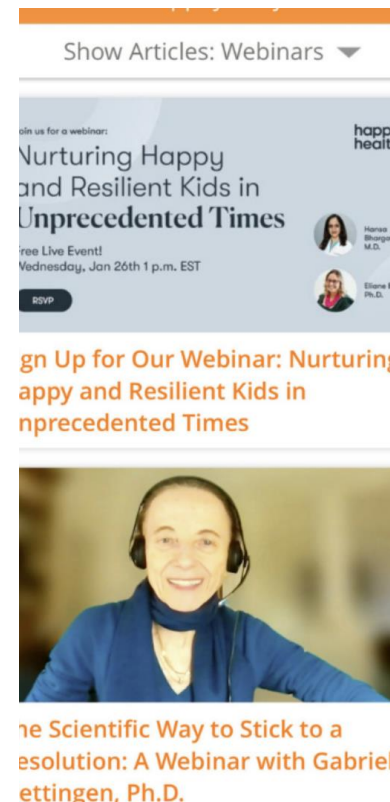
## 3.2. Happify - Demonstration



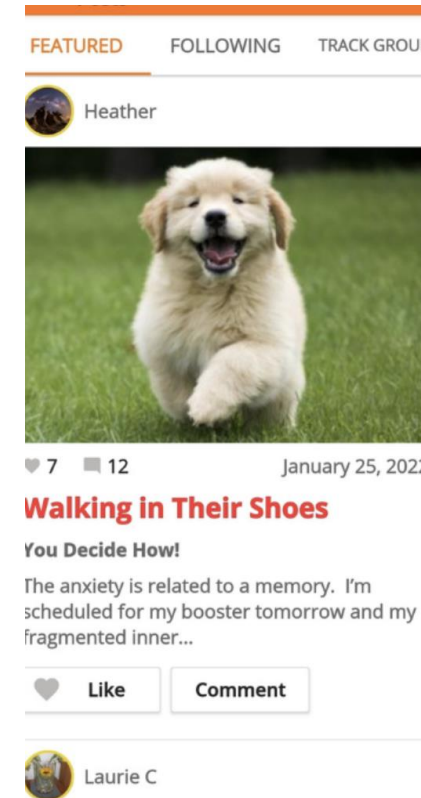
*Progress Tracking*



*Games and Activities*



*Expert content*



*Additional resources*

## 4. Communication tools

1. Spread the sign
2. Google Translate

# 4. Communication tools



## 4.1. Spread the sign - Overview

### Overview of the tool

- **A mobile and web application** providing a visual **dictionary** for **sign languages** around the world.
- The site **facilitates** communication and sign language **learning**.
- The site is an ongoing project administered by the European Sign Language Center, which has collected and documented over **500,000 signs**, making it the world's **largest** sign language dictionary.



Editor: **Europeiskt Teckenspråkcenter**



Availability: **Web-app and mobile app**



Date of creation: **2009**



Typical users: **Students, teachers, care professionals**



Project languages available: **ENG, NO, CZ, GER, SLO**



Privacy policy: **GDPR compliant** ([link](#))

# 4. Communication tools



## 4.1. Spread the sign – Features and functionalities



### Key features

- ✓ **Video Demonstrations:** The platform features video demonstrations for signs, expressions, and phrases in various sign languages, offering visual guidance to learner
- ✓ **Categorized Content:** The signs are sorted into topics themes or situations, allowing users to navigate the visual dictionary mor efficiently.



### Additional features

- ✓ **Educational Resource:** Spread The Sign serves as an educational resource for individuals learning sign languages, educators, and anyone interested in sign language communication.



### Integrations

The mobile and web application are designed to be **independent** and **self-contained**.



### Interface

- ✓ **A homepage** providing an overview of the platforms mission and features.
- ✓ **A search bar** to look up categories such as topics, themes and situations.
- ✓ **The video demonstrations** serves as the heart of the interface. They can be played in slow motion to make it easier to learn the language.

# 4. Communication tools



## 4.1. Spread the sign – Pricing and evaluation



✓ Spread the sign is **entirely free**

### Pricing



#### User ratings

There have been limited formal evaluations of Spread The Sign available in the public domain.



#### Main shortcomings

- ✓ **Perspective:** Spread The Sign as dictionary is an ongoing digital process producing by teams who are more representing users than linguistic experts.
- ✓ **Incompleteness:** Due to continuous development, you may not find all the signs you are looking for on the platform



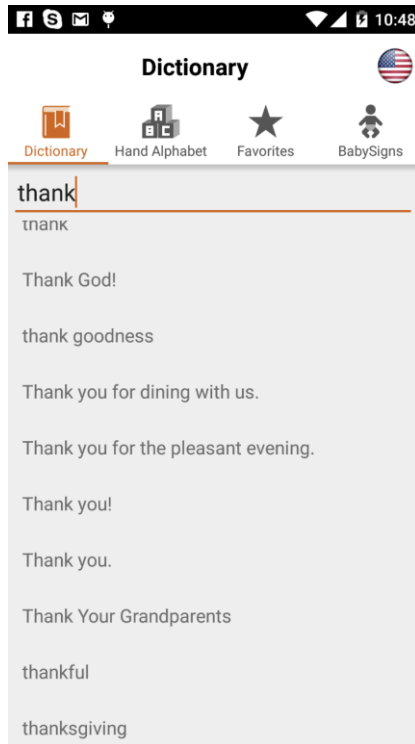
#### Main advantages

- ✓ **Accessibility:** The platform contributes to making sign language learning more accessible
- ✓ **International Coverage:** The platform aims to include signs from different countries and regions, contributing to cultural and linguistic diversity within the global deaf and hard of hearing community.
- ✓ **Scope:** It is the worlds largest sign language dictionary.

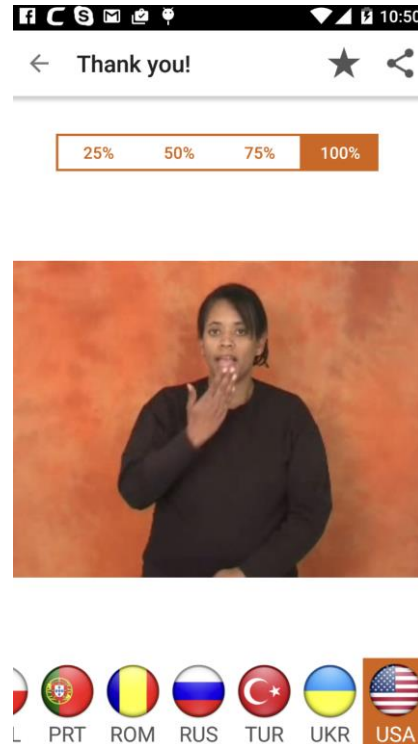


# 4. Communication tools

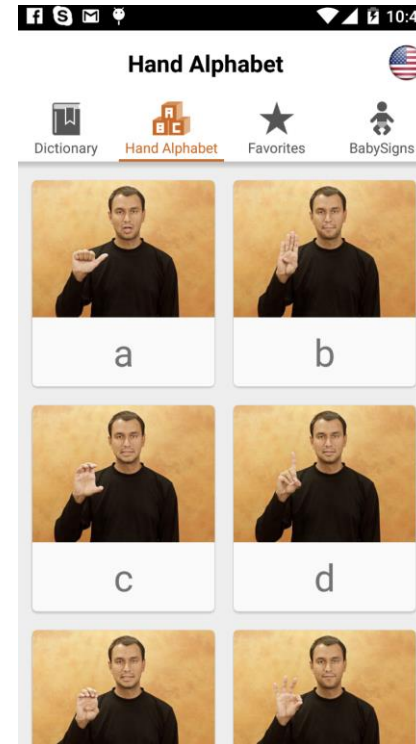
## 4.1. Spread the sign - Demonstration



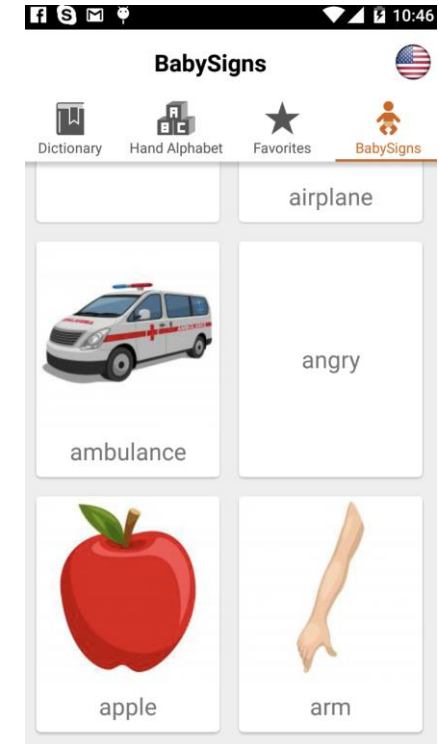
*Dictionary*



*Video demonstrations*



*Basic education*



*Sign language for children*

# 4. Communication tools

## 4.2. Google Translate - Overview



### Overview of the tool

- Google Translate is a **cloud and mobile-based translation management platform** that helps streamline multi-language text translations via spell check, machine translation, transcription, and more.
- It supports **133 languages**, covering a **significant** portion of the world's spoken languages



Editor: **Google LLC**



Availability: **Web-app and mobile app**



Date of creation: **2006**



Typical users: **Private users, public administrations, businesses and organizations.**



Project languages available: **ENG, NO, CZ, GER, SLO**



Privacy policy: **GDPR compliant** ([link](#))

# 4. Communication tools

## 4.2. Google Translate – Features and functionalities



### Key features

- ✓ **Text:** Translate between languages by typing
- ✓ **Conversations:** Translate bilingual conversations on the fly
- ✓ **Documents:** Upload and translate entire documents



### Additional features

- ✓ Instant camera translation: Translate text by pointing your camera
- ✓ Handwriting: Draw text characters instead of typing
- ✓ Phrasebook: Save translations for future reference
- ✓ Offline: Translate with no internet connection



### Integrations

Google Translate is integrated with other Google services, making it accessible from various platforms.



### Interface

- ✓ **Text input box** to enter or paste the text you want to translate.
- ✓ **Buttons** to navigate between the different translation features.
- ✓ **Drop-down menu** to select input and output language

# 4. Communication tools

## 4.2. Google Translate – Pricing and evaluation



✓ Google Translate is **entirely free**

### Pricing



#### User ratings

Apple: **4,3/5** (75,1k reviews) /Google: **4,3/5** (8,8M)



#### Main shortcomings

- ✓ **Accuracy and Nuances:** The context of certain phrases can be challenging for machine translation to capture accurately.
- ✓ **Formal or Professional Use:** Google Translate may not be suitable for highly formal translation needs.
- ✓ **Quality Disparities:** The quality of translations can vary between different language pairs.

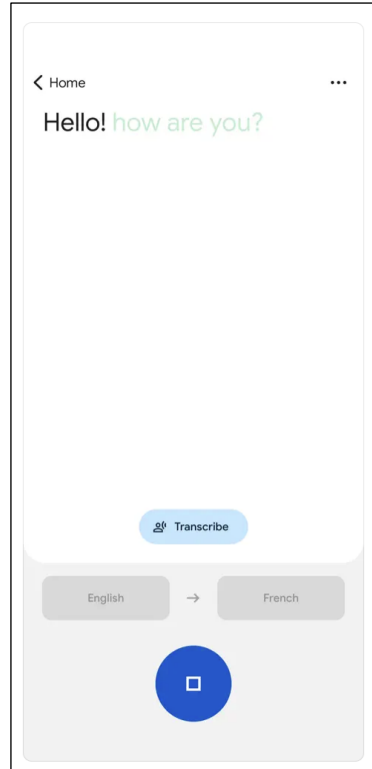


#### Main advantages

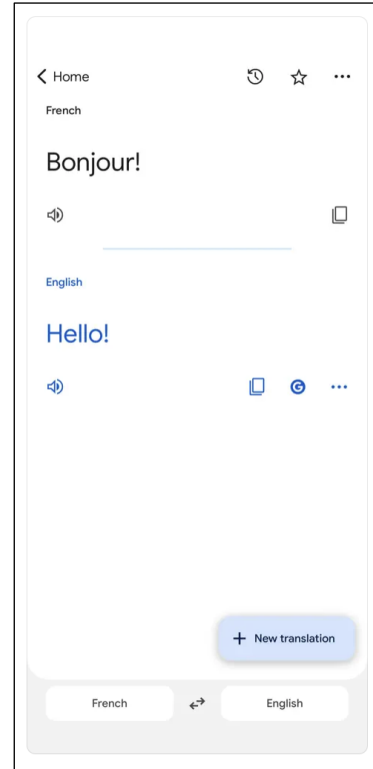
- ✓ **Extensive language support:** The wide range of supported languages contributes to the tool's accessibility and usefulness on a global scale
- ✓ **User-friendly interface:** The simplicity of the design allows users to easily input text, select languages, and access additional features without a steep learning curve
- ✓ **Additional Features and Modes:** The versatile translation options offered are frequently praised for enhancing the convenience of the translation process.

# 4. Communication tools

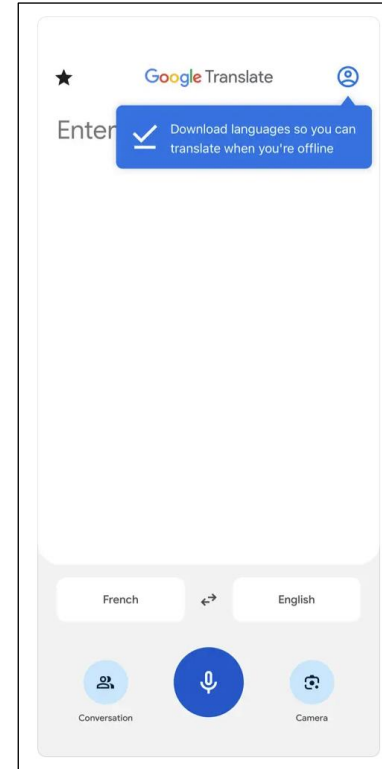
## 4.2. Google Translate - Demonstration



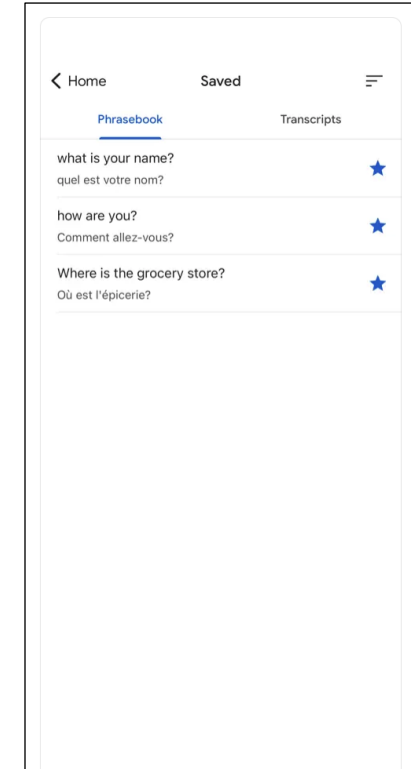
Voice input



Text input



Offline mode



Phrase book

## 5. Organizational and management tools

1. Trello
2. Asana

# 5. Organizational and management tools



## 5.1. Trello - Overview

### Overview of the tool

- **A web and mobile application** designed to help individuals and teams **organize** their work.
- It is inspired by the Kanban system and offers a **visual approach** to **project management**.
- Teams can use **board, lists, and cards** to create visual representations of their tasks
- It is **widely used** across various industries and sectors for its simplicity and adaptability to different **workflows**.



Editor: **Trello LLC**



Availability: **Web-app and mobile app**



Date of creation: **2010**



Typical users: **Individuals, freelancers, small- and mid size businesses**



Project languages available: **ENG, NO, CZ, GER**



Privacy policy: **GDPR compliant** ([link](#))

# 5. Organizational and management tools



## 5.1. Trello – Features and functionalities



### Key features

- ✓ **Boards:** Boards represent projects, teams or any other category relevant to the workflow
- ✓ **Lists:** Each board consist of lists presenting different stages of a project.
- ✓ **Cards:** Cards are individual tasks or items within a list, and might contain attachments, due dates checklists and comments. Cards can be moved between lists to reflect progress.



### Additional features

- ✓ **Labels:** Labels are used for categorization and color-coding, providing additional visual cues for organizing cards.
- ✓ **Collaboration:** Trello allows users to comment on cards, mention team members, and receive notifications about updates.



### Integrations

Trello supports a variety of integrations with other tools and services. Some integrations include: GoogleDrive, Gmail, Teams, Slack, Dropbox and more



### Interface

- ✓ **The card-based system,** constituting the key features, forms the foundation of Trello's interface.
- ✓ **Drag and drop functions** allow users to move cards between lists and boards.
- ✓ **Customizable features** enable users to add personal preferences to the structure.



# 5. Organizational and management tools



## 5.1. Trello – Pricing and evaluation



### Pricing

- ✓ Basic subscription: **free**
- ✓ Standard subscription: Monthly **\$5**
- ✓ Premium subscription: Monthly **\$10**
- ✓ Enterprise: **\$17.5** per user per month



### User ratings

Apple: **4,4/5** (5,7k reviews) /Google: **4,3/5** (119 k)



### Main shortcomings

- ✓ **Limited Task Management Complexity:** Trello may lack advanced features found in more comprehensive project management tools.
- ✓ **Dependency on Integrations:** Depending on third-party integrations for certain functionalities can be seen as a drawback, especially if users prefer an all-in-one solution.



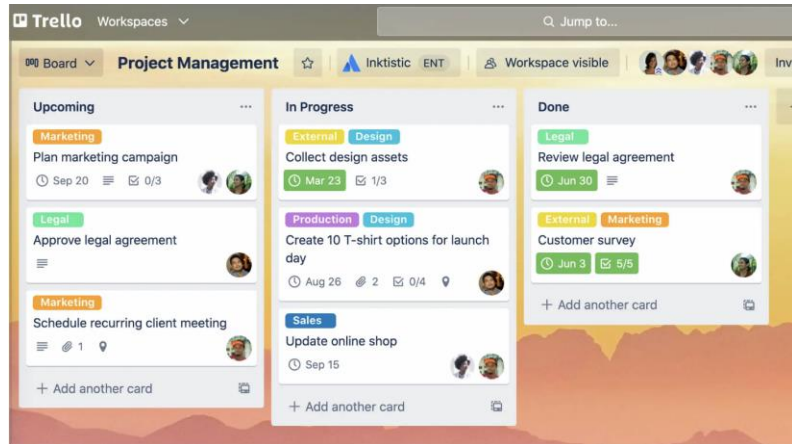
### Main advantages

- ✓ **Collaboration Features:** Trello's collaboration features receive consistent praise for fostering communication and ensuring that everyone involved in a task remains informed about progress and updates.
- ✓ **Flexibility and Customization:** Users often highlight Trello's flexibility in adapting to different workflows.
- ✓ **Mobile Accessibility:** Users value the ability to access and manage their Trello boards and tasks on the go, ensuring productivity even when away from their computers.

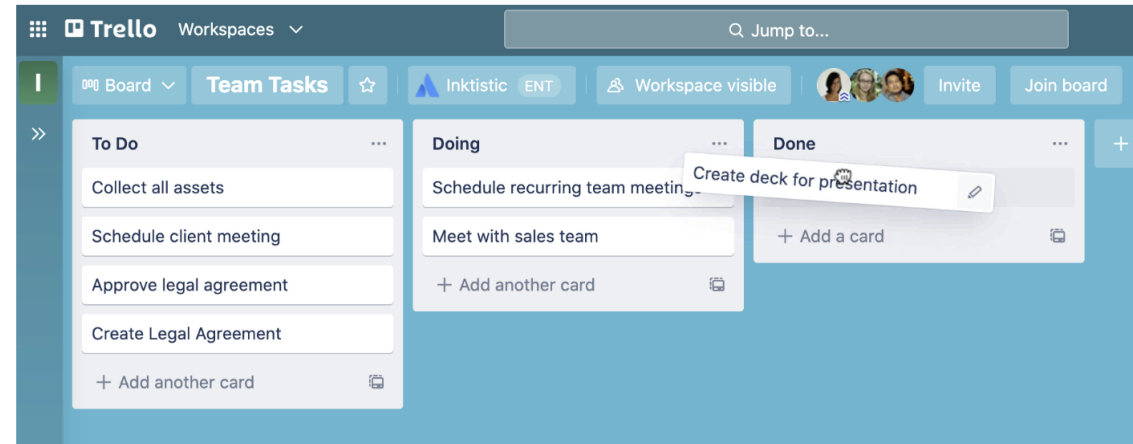
# 5. Organizational and management tools



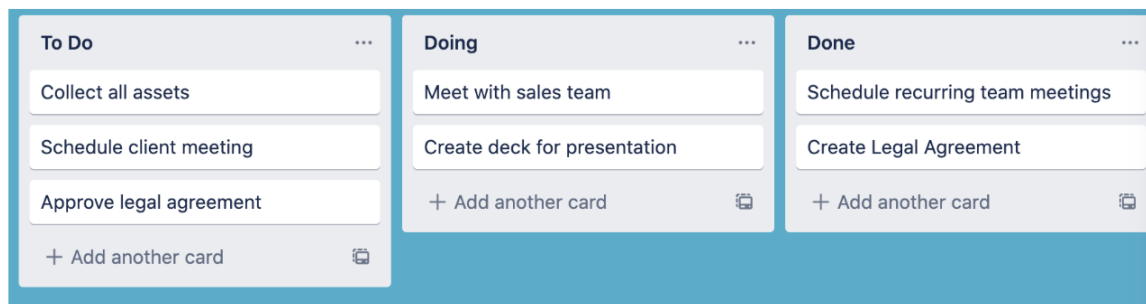
## 5.1. Trello - Demonstration



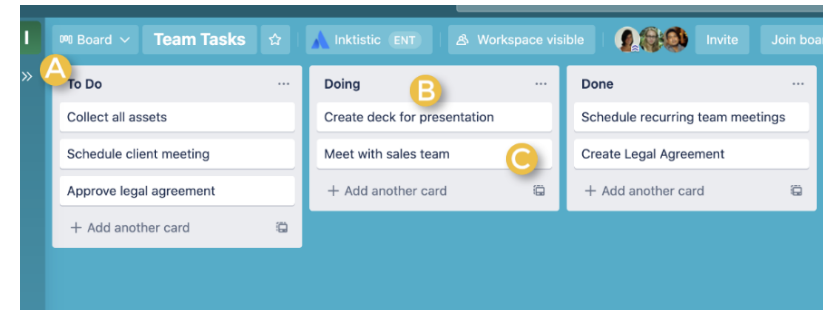
*Workspaces*



*Cards*

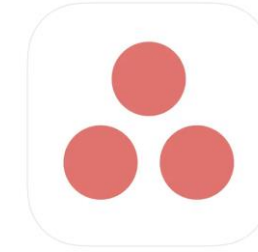


*Lists*



*Boards*

# 5. Organizational and management tools



## 5.2. Asana - Overview

### Overview of the tool

- **A mobile and web based project management and collaboration tool**, designed to help teams organize and track their work.
- It provides a platform for teams to manage projects, tasks, and communication in a **centralized** and **efficient** manner.
- The solution is currently used by more than **100,000** organizations and millions of users **worldwide**



Editor: **Asana Inc**



Availability: **Web-app and mobile app**



Date of creation: **2008**



Typical users: **Freelancers, small- and mid size businesses.**

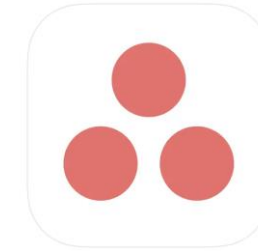


Project languages available: **ENG, GER**



Privacy policy: **GDPR compliant** ([link](#))

# 5. Organizational and management tools



## 5.2. Asana – Features and functionalities



### Key features

- ✓ **Project and task management:** create projects and tasks for individual action items, assign tasks to team members, set due dates, and add details such as descriptions and attachments.
- ✓ **Collaboration:** Asana facilitates team collaboration by allowing users to comment on tasks, mention teammates, and have discussions



### Additional features

- ✓ **Timeline and Calendar Views:** Features allowing users to visualize project timelines, dependencies, and deadlines.
- ✓ **Sections and Columns:** Within projects, users can create sections or columns to further organize tasks.
- ✓ **Forms:** Create custom forms to collect information in a structured way.



### Integrations

Asana integrates with various third-party applications, including Google Drive, Dropbox, Slack, and others.



### Interface

- ✓ **The card-based system,** constituting the key features, forms the foundation of Asana's interface.
- ✓ **A clean and minimalist design** allows users to focus on their tasks and projects.
- ✓ **Customizable views** can be chosen by selecting various layouts,

# 5. Organizational and management tools



## 5.2. Asana – Pricing and evaluation



### Pricing

- ✓ Asana personal: **free**
- ✓ Asana starter: **\$10.99, per month**
- ✓ Asana Advanced: **24,99, per month**
- ✓ Asana Enterprise: **Price upon request**



### User ratings

Apple: **4,7/5** (14,2k reviews)/Google: **4,5/5** (41,9 k)



### Main shortcomings

- ✓ **Limitations:** Users seeking advanced reporting and analytics features may find that Asana falls short in providing in-depth insights into project progress.
- ✓ **Pricing Structure:** Access to certain advanced features is tied to premium plans, and the pricing structure may not be ideal for smaller teams or individual users.



### Main advantages

- ✓ **Flexibility:** Users appreciate the ability to customize workflows allowing them to adapt Asana to their specific needs and workflows.
- ✓ **User-friendly interface:** The platform's design is valued for its functionality, making it easy for both individuals and teams to adopt and navigate.
- ✓ **Collaboration-friendly:** Users value the app's collaboration features for facilitating real-time communication within the context of tasks, reducing the need for extensive email correspondence.

# 5. Organizational and management tools



## 5.2. Asana - Demonstration

Board Conversations Calendar Progress Files

**New Requests**

- Order laptop power adapters (Oct 3)
- Install four additional phones for the sales team (Sep 20)
- Configure new workstation for Anita (Oct 1)
- Diagnose wifi issue on 3rd floor (Oct 15)
- Setup new hire email accounts (Sep 30)

**Actioning**

- Install new conference room TV (Aug 28)
- Replace ethernet cables (Sep 1)
- Setup A/V for all-hands meeting (Aug 24)
- Update printer drivers (Aug 28)
- Order headphones for Julia (Sep 3)

**Complete**

- Configure new workstation for Sam (Jul 30)
- Setup A/V for Board of Directors monthly meeting (Jul 15)
- Replace TV remote in 3rd floor conference room (Aug 10)
- Order new laptop for Ahmed (Aug 12)

Card-based project management

Mobile App Launch

Timeline view showing tasks: Consolidate product spec feedback, Marketing plan for app launch, Usability testing, QA testing, App store promos, PR plan for app launch, Prep media outreach, UI workflow A/B test, Sales training on.

**Time lines**

Task	Scope	Status	Press	Assignee
<b>Jan – March:</b>				
✓ New user workflow	Large	On time	No	[User]
✓ Mobile dashboards	Medium	On time	Yes	[User]
<b>April – June:</b>				
✓ Offline mode	Medium	Delayed	Yes	[User]
✓ New integrations	Small	On hold	No	[User]

Task allocation

# Thank you for your participation and ideas!

