

# DocuSign



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personal Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English and 43 other languages
<b>Previous knowledge/Degree of complexity</b>	Medium
<b>Link:</b>	<a href="https://www.docusign.com/">https://www.docusign.com/</a>
<b>Provider:</b>	DocuSign, Inc.
<b>Brief Description:</b>	DocuSign mobile app is available free of charge, and runs on Apple iOS, Google Android and Windows Phone operating systems. DocuSign Ink allows users to sign and annotate documents by attaching a stored signature, which may be created in graphic design software, captured from an image of a paper document or selected from a variety of prefabricated signatures based on the user's legal name.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	Free 30-day trial. Multiple plans (for 10 / 25 / 40 USD per month + special offers). DocuSign has a full suite of mobile apps available on iPad, iPhone and Android devices as well as on MacOS and Windows.
<b>Instructions/ Tutorials:</b>	<a href="https://www.wikihow.com/Use-DocuSign-on-PC-or-Mac">https://www.wikihow.com/Use-DocuSign-on-PC-or-Mac</a> <a href="https://www.wikihow.tech/Use-Docusign-on-iPhone-or-iPad">https://www.wikihow.tech/Use-Docusign-on-iPhone-or-iPad</a> <a href="https://www.wikihow.com/Add-a-Digital-Signature-in-an-MS-Word-Document">https://www.wikihow.com/Add-a-Digital-Signature-in-an-MS-Word-Document</a>



# Freelo



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personell Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English, Czech, Slovakian
<b>Previous knowledge/Degree of complexity</b>	medium
<b>Link:</b>	<a href="https://www.freelo.io/en">https://www.freelo.io/en</a>
<b>Provider:</b>	Freelo Bay s.r.o.
<b>Brief Description:</b>	Freelo is an online application with the aim of facilitating project management and increasing the efficiency of entrepreneurs and companies. Freelo's main features include Projects, To-Do Lists, Discussions, Calendar and Finance. The goal is to facilitate the financial management of the project. The system records work hours and calculates payroll.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...):</b>	Available on iPhone, iPad, iOS, Android, Desktop app.
<b>Instructions/Tutorials:</b>	<a href="https://www.freelo.io/en/webinars">https://www.freelo.io/en/webinars</a>



## Google Sheets

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input checked="" type="checkbox"/> App  <input type="checkbox"/> Others         </span>
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input checked="" type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
<b>Language:</b>	English (and other 82 languages)
<b>Previous knowledge/Degree of complexity</b>	Easy to use
<b>Link:</b>	<a href="https://docs.google.com/spreadsheets/u/0/">https://docs.google.com/spreadsheets/u/0/</a>
<b>Provider:</b>	Google
<b>Brief Description:</b>	Google Sheets is a spreadsheet program part of Google Workspace.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	<p>It can be used for free within the Google account.</p> <p>It can be used as a mobile app, but also as a cloud-based and desktop app or on a web browser.</p>
<b>Instructions/ Tutorials</b>	<a href="https://support.google.com/a/users/answer/9282959?hl=en">https://support.google.com/a/users/answer/9282959?hl=en</a>

Lexware



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Organisation/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Platform <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input checked="" type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
<b>Language:</b>	German
<b>previous knowledge/Degree of complexity</b>	Knowledge about accounting and finances necessary. Introduction into the software necessary..
<b>Link:</b>	<a href="https://www.lexware.de/">https://www.lexware.de/</a>
<b>Provider:</b>	Lexware
<b>Brief Description:</b>	Lexware helps individuals and businesses with their financial, accounting and payroll needs.
<b>Access and usage Information (Charge, requirements cloud based, mobile usability, ...)</b>	Prices vary depending on the desired service and are between 5 and 55 euros per month. Lexware is available in the browser and as downloadable software.
<b>Instructions/ Tutorials</b>	No English tutorial available.



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# Pohoda



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Orga/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personell Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	Czech and English (available with an add-on)
<b>Previous knowledge/Degree of complexity</b>	medium
<b>Link:</b>	<a href="https://www.stormware.cz/pohoda/">https://www.stormware.cz/pohoda/</a>
<b>Provider:</b>	Stormware, s.r.o.
<b>Brief Description:</b>	The POHODA economic system is intended for the processing of financial accounting of small, medium and large companies. It supports both the processing of accounting for business entities or non-profit and contributory organizations, as well as simple accounting and tax records. Relevant accounting principles and procedures are followed in the programme. POHODA enables monitoring of costs and revenues.
<b>Access and usage Information (Costs requirements cloud based, mobile usability, ...)</b>	The POHODA economic system is intended for the processing of financial accounting of small, medium and large companies. It supports both the processing of accounting for business entities or non-profit and contributory organizations, as well as simple accounting and tax records. Relevant accounting principles and procedures are followed in the programme. POHODA enables monitoring of costs and revenues.
<b>Instructions/Tutorials:</b>	Windows 10, Windows 8/8.1 CZ a Windows 7 SP1 CZ (English version with add-ons)







## Quickbooks

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English (and 9 other languages)
<b>Previous knowledge/Degree of complexity</b>	<p>Previous knowledge about accounting and finances are helpful.</p> <p>A short introduction might be necessary.</p>
<b>Link:</b>	<a href="https://quickbooks.intuit.com/global/">https://quickbooks.intuit.com/global/</a>
<b>Provider:</b>	intuit
<b>Brief Description:</b>	Quickbooks is financial and accounting software created especially for small businesses. You can adjust bills, track expenses, run reports, keep books and much more. Synchronizations with the bank account or other apps are also possible.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	<p>Quickbooks is used via the Internet browser and resides on the cloud, so it can be used from different devices.</p> <p>There are three different versions at different prices, starting at 8 euros and going up to 16 euros per month. With each version there is a free 30-day trial.</p>
<b>Instructions/Tutorials</b>	<a href="https://www.youtube.com/watch?v=jOtsT91SZ2A">https://www.youtube.com/watch?v=jOtsT91SZ2A</a>



## Splitwise

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
<b>Language:</b>	Dutch, English, French, German, Indonesian, Italian, Japanese, Portuguese, Spanish, Swedish, Thai
<b>Previous knowledge/Degree of complexity:</b>	Splitwise is very easy to use.
<b>Link:</b>	<a href="https://www.splitwise.com/">https://www.splitwise.com/</a>
<b>Provider:</b>	Splitwise, Inc
<b>Brief description:</b>	The app Splitwise is a clever expense calculator for a group. First, each group member downloads the app and then simply enters their payments and at the end the app calculates all the entries against each other and spits out who owes how much to whom.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...):</b>	<p>The app is available free of charge for Android and iOS. Additional features are available with the paid pro version.</p> <p>Registration is required. After installing the app and logging in using your Google account, mobile phone number or email address, you can start right away.</p>
<b>Instructions/Tutorials:</b>	<a href="https://www.wikihow.com/Use-Splitwise">https://www.wikihow.com/Use-Splitwise</a>

## Better Place



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
<b>Language:</b>	English and German
<b>Previous knowledge/Degree of complexity</b>	Easy to use. No previous knowledge required.
<b>Link:</b>	<a href="https://www.betterplace.org/en">https://www.betterplace.org/en</a>
<b>Provider:</b>	<b>Betterplace.org</b>
<b>Brief Description:</b>	Betterplace.org is the largest donation platform in Germany. Non-profit organizations and associations with various concerns can register and, after verification, people can give donations to specific projects via the website. Additional marketing campaigns also support the projects.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	Betterplace.org is a website used in the browser. It is freely accessible and free of charge.
<b>Instructions/Tutorials</b>	not available in English