

Calendly



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<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
Work area:	<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 checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" 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
Language:	8 languages including English
Previous knowledge/Degree of complexity	basic
Link:	https://calendly.com/
Provider:	Calendly
Brief Description:	Calendly is a virtual availability and booking app used to schedule meetings, appointments, and events for individuals and organisations. Rather than email chains, instructional teams can use Calendly to share their calendars
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	free Basic plan, other plans beginning at 8 USD per month. Desktop app for Mac and PC, iOS and Android.
Instructions/Tutorials:	https://help.calendly.com/hc/en-us https://help.calendly.com/hc/en-us/p/video-tutorials

Google Workspace

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Language:	Google Workspace is available in 62 languages
Previous knowledge/Degree of complexity	basic
Link:	https://workspace.google.com/intl/en/
Provider:	Google
Brief Description:	Google Workspace is a collection of cloud computing, productivity and collaboration tools, software and products such as Gmail, Contacts, Calendar, Meet and Chat for communication; Currents for employee engagement; Drive for storage; and the Google Docs suite for content creation. An Admin Panel is provided for managing users and services. Depending on edition Google Workspace may also include the digital interactive whiteboard Jamboard. The education edition adds a learning platform Google Classroom and today has the name Workspace for Education.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Online / cloud access, pricing starting at 6 USD per user per month. Supported browser—Chrome Browser. At least 4 Windows server machines: Platform server—One Windows Server with at least 4 cores, 16 GB of RAM, and 200 GB SSD. Database servers—2 Windows Servers, each with at least 16 cores, 64 GB of RAM, and a separate SSD for the database data.
Instructions/ Tutorials:	https://support.google.com/a/topic/10029062?hl=en&ref_topic=4388346 https://youtu.be/jZjJ54ehgrM



iFlow

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
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Work area:	<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 checked="" 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
Language:	Romanian and English
Previous knowledge/Degree of complexity	Easy to use
Link:	https://iflow.ro
Provider:	S.C. Electronista S.R.L.
Brief Description:	iFlow is the most flexible work timekeeping and attendance, and HR application.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	iFlow can be used on the web browser or as a mobile app by employees. A paid subscription is available for employers.
Instructions/Tutorials	https://iflow.ro/?td_source=ads&td_medium=iflow_pontaj&td_campaign=roiflow&gclid=CjwKCAjwmJeYBhAwEiwAXlg0Abzj74HcDjYkn9-lalaJiC1tEjFAQm65nBOqf_vaTdwEo0CIWzvs7hoCtR8QAvD_BwE

nTask



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
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Work area:	<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 checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" 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
Language:	English + 6 other languages
Previous knowledge/Degree of complexity	medium
Link:	https://www.ntaskmanager.com/
Provider:	nTask
Brief Description:	nTask is a cloud-based task management solution that caters to small businesses and individuals. It provides users with tools that enable collaboration with team members, task management, meeting scheduling and more.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free 14-day trial, monthly plans begin at 3 USD per month. Available for Android and iOS, online for Mac and PC.
Instructions/ Tutorials:	https://support.ntaskmanager.com/portal/en/home https://www.youtube.com/watch?v=2Fv60ay9CIU



Telegram Messenger

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
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Work area:	<input type="checkbox"/> Project Management <input checked="" 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 checked="" 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
Language:	English (and other various languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	https://telegram.org
Provider:	Telegram FZ LLC, Telegram Messenger Inc.
Brief Description:	Telegram is a messaging app that can be used to send messages, photos, videos and files, and creating groups or channels for communication.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It can be used for free by signing up with an phone number or a username. It can be used as a mobile app, but also as a cloud-based and desktop messaging app or on a web browser.
Instructions/Tutorials	https://telegram.org/faq

WhatsApp



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
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Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" 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
Language:	WhatsApp is available in over 40 languages on iPhone and up to 60 on Android.
Previous knowledge/Degree of complexity	basic
Link:	https://www.whatsapp.com/
Provider:	Meta Platform
Brief Description:	WhatsApp, is an internationally available freeware, cross-platform centralised instant messaging (IM) and voice-over-IP (VoIP) service. WhatsApp's client application runs on mobile devices, and can be accessed from computers. The service requires a cellular mobile telephone number to sign up.
Access and usage Information (Charge, requirements cloud based, mobile usability, ...)	free of charge, phone number required, system requirements for desktop app: Windows 8.1 or newer, macOS 10.11 or newer
Instructions/Tutorials:	https://youtu.be/y3EdliJeTXk https://faq.whatsapp.com/