**Collaboration Tools for *The Link***

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| **Tool** | **Cost** | **Ease of use** | **Team collaboration (#s)** | **Sustainable** | **Sharing** | **Modes** | **Platform** | **Mobility** | **Audience/User demographic** | **Notifications** | **Analytics** |
| [Asana](https://asana.com/) | Free and $8.33/month for more features.  [Student/group accounts and pricing available](https://asana.com/students). | Yes for basic account. | Free version - up to 15 team members. | Since 2008 | Yes.  Asana is mostly an organiza-tional tool. | Text  Some image | Web-based.  Integration with:  -Dropbox  -Hipchat  -Sunrise  -Google Drive  -Box  -Okta  -Evernote  -Wufoo  & [others](https://asana.com/apps). | iPhone, iPad and Android. | Business  Education | 3 types of email notification:  -reminders  -activity updates  -dashboard updates. | Yes  Built-in and customized reports for completed work.  Integration with apps for reports:  -Weekdone  -Hubstaff & [others](https://asana.com/apps/category/reporting) . |

Comments:

* Not great for graphics.
* Chat, messaging, scheduling, check-ins and document sharing.
* Good videos to help get started.

From [Wikipedia](https://en.wikipedia.org/wiki/Asana_%28software%29):

“Asana is web based software-as-a-service designed to improve team collaboration. It focuses on allowing users to manage projects and tasks online without the use of email.

Each team can create a workspace. Workspaces contain projects, and projects contain tasks. In each task, users can add notes, comments, attachments, and tags. Users can follow projects and tasks and, when the state of a project or task changes, followers get updates about the changes in their inboxes.”

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| [Basecamp](https://basecamp.com/)    Information here is for the newest version – Basecamp 3.  [Basecamp 2](https://basecamp.com/2) is also available. | Free trial; $29/month to start.  1st Basecamp is free. | Yes | Yes  No limit. | Since 1999 | Yes | Image (PNG, JPG, GIF)  Text  Video | Web-based.  Can link with Google Docs.  Can embedd outside content (Twitter, Flickr, Hulu, Instagram, SoundCloud, Vimeo, Vine and YouTube).  Basecamp 3 does not have any 3rd party app integrations as of yet. App integrations are available for [Basecamp 2](https://basecamp.com/2/extras). | iPhone, iPad & Android. | Business | Email and push notifications for mobile device.  Can schedule notifications for when available (snooze and do not disturb options). | User and activity reports. |

Comments:

* Chat (campfire), messaging, scheduling, check-ins, document sharing (synchronous features).
* Guides and tutorials (a bit hard to find). [Basecamp training](https://basecamp.com/classes) is offered.
* Drag and drop tools and file versioning.
* Option to turn on and off tools (e.g. message board).
* There is a phasing in of older versions to Basecamp 3 (not encouraging Basecamp 2).
* Help and support available via Twitter:

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| [Bitrix24](https://www.bitrix24.com/) | Free account (12 people);  $39/month & up for a paid account. | Fairly easy to use.  Learning curve to use more sophisticated options (CRM). | 5 GB storage | Since 2012 | Real time tools:  -instant messaging -group chat -phone calls -mobile messaging -video calls and videoconferencing. | Text  Image  Video | Web based.  Desktop apps for Windows, Linux and Mac.  Google Docs, Google Drive, Dropbox, OneDrive  and MS Word integrations.  [Other app integrations](https://www.bitrix24.com/apps/?category=all)  not very impressive. | iOS and Android. | Business | Not very much information about how notifications work. The help forum shows some user concern re: email and push notifications. | Task management reports (weekly, monthly, yearly or custom).  Workload planning tool.  Report builder wizard.  Tasks and subtasks can be viewed in a Gantt chart. |

Comments:

* Bitrix24 is a combination social media interface with task management, document sharing, and time tracking.
* Group and private messaging.
* CRM (customer relationship management) feature.
* Announcement and photo gallery features.
* Help features aren’t great, although there are many [YouTube videos](https://www.youtube.com/user/Bitrix24).
* Bitrix24 desktop app shows messaging, notifications and tasks. It also allows video conferencing for up to 4 people in a group. There is a tool that manages and syncs files between the desktop and the cloud.

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| [Samepage](https://www.samepage.io/collaboration-software) | Free account (25 pages; 5 GB storage).  Pro account: $10 /user/month or $100/user/year (includes unlimited pages and storage, permissions manager and priority support).  [Educational pricing](https://www.samepage.io/contact-us). | Yes | Yes, even the free account.  Team and private messaging.  Newsfeed option to track messaging.  Tasks list. | Since 2013 | Yes  Live file syncing. | Text  Image  Video | Web-based  Integration:  -Dropbox  -Box  -OneDrive  -YouTube  -GoogleDrive. | iOS, Android, Windows and Mac apps (desktop and mobile). | Mostly business  Education | Email and mobile notifications. | With Pro account user and activity information available. |

Comments:

* Samepage uses pages to create collaboration workspaces.
* Samepage is a good basic synchronous collaboration tool. All members of a team can see and edit the page (live).
* Good [support](https://community.samepage.io/support/home) and [video tutorials](https://www.samepage.io/collaboration-software/create-page).
* Depending on the collaboration project a page could become very busy (in appearance).

This is a user demo and review of a free account on YouTube: <https://www.youtube.com/watch?v=kWhyMds5_uA> . It shows how files (text, image and video) can quickly be uploaded to a page.