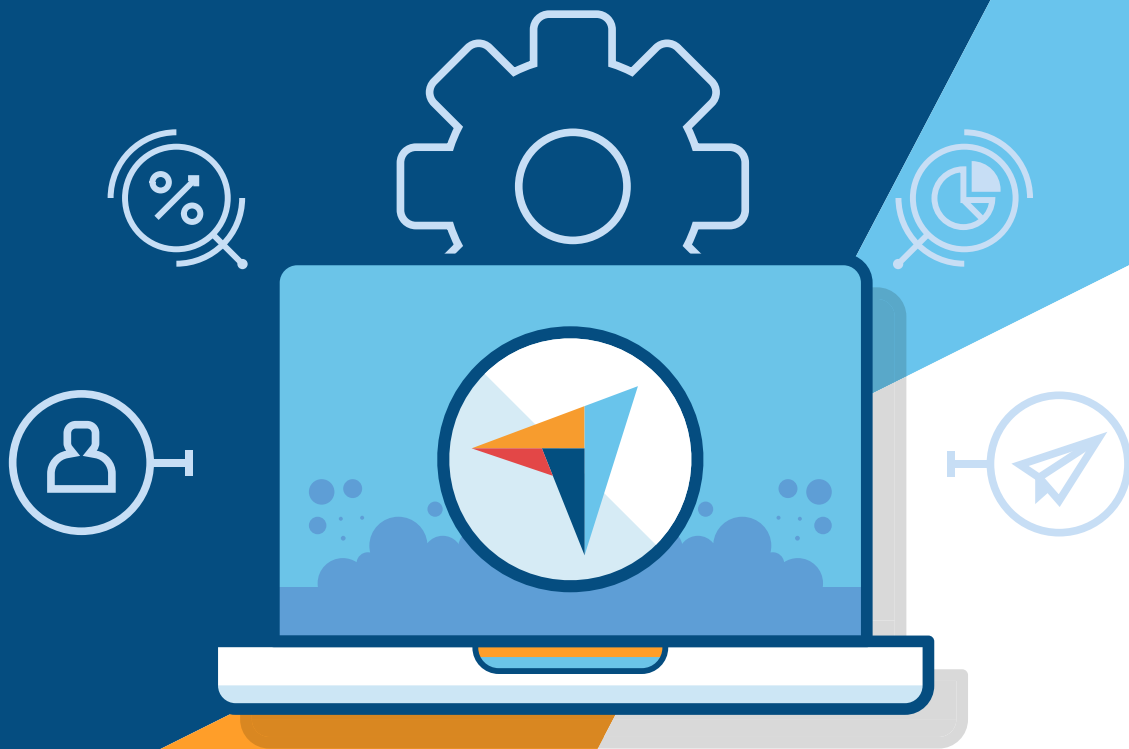# The Big Book
of Free Software

From HR to Project Management to Marketing Software, Find Free Tools to Grow Your Business

Capterra

A comprehensive list of all the tools we've found to make work easier… and more affordable.

Finding the right software to make your business run smoothly is hard enough. Finding software you can afford is even more difficult.

There are lots of great tools out there to help you accomplish all of your important tasks on any given workday. Capterra has done its best to list as many of them as possible in our **over 600 software directories**.

But sometimes you need a software solution to everyday work challenges before you have the budget to pay for one. Capterra, as a free tool to help businesses find the right software, has a deep appreciation for low- and no-cost tools.

If you're looking for a free solution to help solve your work problems, look no further than this comprehensive list of all our blog posts that can point you in the right direction. We've sorted our posts by the industry those tools serve.

Some of these software options are completely free, and some offer "freemium" versions that are limited in the number of features or capabilities they offer or number of users they support. Other software options are open source, meaning the source code is available to download for free, but you will need your own server to host the software and IT assistance to implement, maintain, and update it.

Happy hunting! And may one of these tools help you save endless amounts of both money and time.

Collaboration

No business can function without effective communication and **collaboration**. Whether you're sharing files, leading meetings in person or over video, or presenting your latest idea to your colleagues, the right software can help.

With a free collaboration tool, you can start organizing your ideas and effectively collaborating with your teammates.

Further reading on free collaboration tools:

- **The 8 Top Free and Open Source Dropbox Alternatives**
- **4 Open Source Video Conferencing Tools for Small Business**
- **5 Easy-to-Use Free File Sharing Tools**
- **7 Free PowerPoint Alternatives to Level Up Your Presentations**
- **10 Affordable and Free Meeting Software for Office Efficiency**
- **The Best Free Presentation Software for Startups**

Collaboration

Free collaboration tools:

1. **Box**: Box is online file storage and synchronization software that helps you manage all your content online. It lets you share files instantly and access documents from anywhere. The free version of the software is targeted at individual use; it offers 10 GB of storage and caps file uploads at 250 MB.

2. **Calendly**: Calendly is a meeting scheduling tool that helps you coordinate schedules. The software detects the time zone of different participants and allows you to set up events based on their preferences and availability. The free version of Calendly supports scheduling unlimited events of one type, automated event notifications, and calendar integrations with Google Calendar, Office 365, Outlook, and iCloud.

3. **Cloudup**: Cloudup is a collaboration tool that lets you share videos, files, and documents using drag-and-drop options. The software is completely free, offers 200 GB of storage, and allows you to share up to 1,000 files.

4. **Dropbox**: Dropbox is a central workspace for teams to store files and stay organized. It offers features such as file synchronization, version control, document management, and extensive administrative and security options. The free, individual version of Dropbox offers 2 GB of storage.

5. **Elos**: Elos, formerly Mconf-Live, is a videoconferencing solution that also offers document sharing, presentations, chat, and shared notes. The free version supports one video conference room, up to four users per conference, one video conference recording, and the invitations and scheduling feature.

6. **Evernote**: Evernote is a collaborative note-taking app that allows users to comment on and discuss notes in real time. Evernote also includes to-do lists, image embedding, and

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webpage clipping tools. The free version of Evernote offers 60 MB of storage. It allows file synchronization across two devices, as well as webpage clipping, search, and shared notes.

7. **Google Docs**: Google Docs is a tool designed to create, store, share, and edit documents online. The tool offers pre-defined templates and commenting features. Google Docs is completely free to use.

8. **Google Drive**: Google Drive is a cloud-based file storage and synchronization tool. Features include version history, digital signature, annotations, task management, restricted access rights, and file sharing. The free version of Google Drive offers 15 GB of storage.

9. **Google Slides**: Google Slides is a presentation tool that helps create, edit, customize, and collaborate on presentations. It supports text, videos, images, and animations. Google Slides is completely free to use.

10. **GoToMeeting**: GoToMeeting is web conferencing software that offers scheduling, videoconferencing, note taking, meeting recording, and presentation features. The free version of GoToMeeting supports up to three users and offers web audio and screen sharing.

11. **hubiC**: hubiC is a cloud-based file storage platform that allows you to securely upload and store files. Features offered include automatic synchronization of files across different devices and shared files and folders. The free version of hubiC offers 25 GB of free storage and includes all available features.

12. **Jitsi**: Jitsi is open source videoconferencing software that provides a wide range of audio and videoconferencing features such as noise suppression and echo cancellation. The free version of Jitsi comes with all available features.

13. **LibreOffice**: LibreOffice is a free and open source office suite tool that helps design and organize documents, presentations, and spreadsheets. It offers drawing tools for vector

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graphics and flowcharts. The free version of the software includes all available features.

14. **Nextcloud**: Nextcloud is a free and open source file sharing and collaboration tool with features such as video calls, project management, task management, and contact management. You can either download the software yourself or choose from over 50 different providers that offer NextCloud services that range from a fully managed Nextcloud account to one where you manage the software yourself.

15. **OneDrive**: OneDrive is a file sharing system with collaboration and online editing features. The software includes file synchronization, annotations, document management, remote device wiping, device access rules, and device reports. The free version of OneDrive offers 5 GB of storage, file synchronization, annotation, and search features.

16. **pCloud**: pCloud allows users to store, sync, and collaborate on files with colleagues using features such as drag-and-drop options for file upload, search functionality, file expiry setting, and workflow optimization. The free version offers 10 GB of storage.

17. **Prezi**: Prezi is online presentation software that offers features such as templates, animations, videos, images, and search functionality. You can add users to view and modify the presentation, as well as share it with your team for their comments and suggestions. The free version of Prezi is limited to one presentation, and the presentation will be available to the public.

18. **Seafile**: Seafile is a free and open source file syncing and sharing system that helps to organize files from anywhere. Features include version history, file locking, simultaneous editing, audit logs, and document management. The free version of Seafile's PRO edition supports up to three users and offers email support. There is also a completely free community edition available for download.

19. **Slack**: Slack is a chat tool. You can create separate channels to discuss and collaborate on specific tasks. Features include audio/videoconferencing, document management,

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and project management. The free version of Slack archives up to 10,000 messages and integrates with up to ten apps, but is limited to one-to-one video calls.

20. **SlideDog**: SlideDog is a multimedia presentation solution providing real time presentation broadcasts, feedback questionnaires, and live chat functionality. It also supports real time file sharing. The free version of the software is limited to single screen mode, and each presentation has a SlideDog background image. It does provide use of higher version features for 15 minutes at a time and community support.

21. **Slides**: Slides is an online tool that helps create, present, and share slides. Features include templates, search functionality, version history, bulk editing, videos, and animation. The free version includes all the available features, but the content you create with the free version will be publicly available and searchable.

22. **Skype**: Skype is a web conferencing tool that helps you collaborate with your coworkers and clients through group video calls, screen sharing, and messaging. Other features include notifications, instant messaging, and file sharing. The free version of Skype supports only Skype-to-Skype calling. The number of people you can invite to meetings is also limited in your free account.

23. **TeamViewer**: TeamViewer is a collaboration tool that offers chat and messaging, scheduling, file transfers, and video streaming. The free version of the software is intended for personal use only.

24. **Todoist**: Todoist is a task management application that helps you organize meetings and itemize actionable information. The software helps you schedule and prioritize tasks, set reminders, and track completion. The free version of Todoist provides access on over ten platforms, allows you to set task priorities on four levels, and create sub-tasks and sub-projects. It is limited to 80 active projects, and five people per project.

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25. **Wimi**: Wimi is a project management and online collaboration tool that offers features such as version management, online and offline editing, videoconferencing, calendars, workspaces, and cloud synchronization. The free version of Wimi offers 10 GB of storage and supports three users and eight projects. It also integrates with over 20 apps including Outlook, Google Apps, and Office 365.

26. **WPS Office**: WPS Office is business management software that provides you three powerful applications—Writer, Spreadsheets, and Presentation. You get customizable templates, file sharing, and document management features as well. The free version of the software, WPS Office 2016, offers all three applications in addition to the capability to convert up to five PDF docs to Word. It is limited to 1 GB of cloud storage, and can sync across up to three devices.

27. **Zoho Docs**: Zoho Docs is an online file storage, document management, and collaboration tool that allows you to store and manage files and share them with your team. Features include document audit trails, notifications, permission settings, version history, and access reports. The free version of the software supports up to 25 users and offers 5 GB of storage per user, admin controls, in-app chat, and email notifications.

28. **Zoho Notebook**: Zoho Notebook is a note-taking app that helps to plan meetings as well as share and store notes with images, text, audio, and video elements. The software provides pre-formatted cards to create to-do lists and checklists. It also has an audio notes feature. Zoho Notebook is completely free.

Customer service

The customer experience can make or break your business. From finding out what your customers want, to supporting them when they have issues with your product or company, **customer experience software** can help you connect with your clients. Best of all, you can use the tools listed below to deliver stellar service for free.

Further reading on free customer service tools:

- **The Best Open Source and Free Live Chat Software**
- **5 Free and Open Source Call Center Software Products to Try Today**
- **8 Free and Open Source Customer Loyalty Software Options**
- **Free and Open Source Customer Experience Software: 6 Awesome Options**
- **5 Free Knowledge Management Software Solutions**
- **3 Great Free Customer Service Software Options Compared**
- **3 Free Remote Support Software Reviewed**

Customer service

Free customer service tools:

1. **Apptivo CRM**: Apptivo CRM offers lead management, marketing automation, opportunity management, customer segmentation, chat, and calendar features. The free version of the software supports up to three users and offers contact sharing and reporting features.

2. **C-Desk**: C-Desk is help desk software that offers a self-service portal, feedback management, issue tracking, routing features, ticketing, query management, IT help desk, and service management features. This software is completely free, but you do have to pay for technical support from the vendor.

3. **ConnectWise**: ConnectWise is help desk software that gives you the ability to remotely view and control devices from anywhere. It also offers a self-service portal, email integration, network monitoring, and real time chat. The free plan offers all the premium account features for the first 14 days. After that, you are limited to three access agents and remote connection to one end user per session.

4. **Crisp**: Crisp is live chat software that offers canned responses, geotargeting, screen sharing, website visitor tracking, and offline forms. The free version of the software supports two agents, offers live chat, and stores chat history for 30 days.

5. **Drift**: Drift is appointment scheduling software with features such as email marketing, canned responses, lead capture, live chat, mobile marketing, marketing automation, and channel management. The free version of the software supports live chat and customer profile features.

6. **Freshdesk**: Freshdesk is help desk software that offers ticketing, analytics, reporting, scenario automation, dashboards, custom ticket forms, and SLA management. The free version of the software supports unlimited agents, knowledge base, and support through email, phone, chat, and social media channels.

Customer service

7. **HubSpot CRM**: HubSpot CRM offers email marketing, calendar management, lead scoring, task management, customer segmentation, and marketing automation features. It also integrates with HubSpot's marketing and sales products. HubSpot CRM is completely free, supports an unlimited amount of users, and stores up to one million contacts and companies.

8. **LiveZilla**: LiveZilla is help desk and live chat software with multi-website support, visitor monitoring, and email integration features. It also supports issue tracking, IT asset management, and knowledge base management. The free version of the software, LiveZilla ONE, offers geotracking, reports, and support for one operator or bot.

9. **myBase**: MyBase is knowledge management and database software that offers content management, data management, document management, and cataloging features. The software is completely free, with no limitations on users or features.

10. **Netrox SC**: Netrox SC is live chat software with geotargeting, offline forms, canned responses, proactive chat, and call routing features. The free version of the software is limited to one seat, but offers chat reports, unlimited chats, 14-day chat history storage, and customization capabilities.

11. **OpenKM**: OpenKM is an electronic document and records management system for collaboration and document management. The free and open source version of the software, OpenKM Community, includes all the available features.

12. **OSDial**: OSDial is predictive dialer software that helps to handle inbound, outbound, and blended calls, including IVR. It also offers call monitoring, call recording, and call transfer features. OSDial is an open source tool and can be used for free without restrictions in functionality.

13. **Pamela**: Pamela is call center software that helps record audio and video calls on Skype. Features offered include Skype chat recording, automatic call recording, Skype conference

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call manager, auto chat reply, blogging, and podcasting. Pamela Basic and Call Recorder are free versions and support 15-minute-per-call recording.

14. **Remote Utilities**: Remote Utilities is remote support software that helps secure access to workstations, servers, and laptops over a local area network (LAN) and via the internet. The free version includes all the available features.

15. **SuiteCRM**: SuiteCRM helps to score leads, manage tasks, organize calendars, and store documents. It also assists in email marketing, quote management, and territory management. SuiteCRM is open source and completely free.

16. **tawk.to**: Tawk.to is live chat software that allows you to connect with customers through a mobile app or on your website. It supports chat history and performance analytics. The tool is completely free to download and there are no restrictions on functionality.

17. **Vtiger CRM**: Vtiger CRM offers calendar management, internal chat, lead scoring, task management, customer segmentation, and territory management. The open source version of Vtiger CRM is completely free.

18. **Walmoo**: Walmoo is customer loyalty management software that supports customer activity tracking, discount management, loyalty card systems, rewards management, gift card systems, and customer relationship management. The free version of the software supports up to 50 unique customers per month.

19. **Yotpo**: Yotpo is eCommerce software that offers rewards management, campaign management, review monitoring, sentiment analysis, response management, feedback collection, and analytics. The free version of the software supports up to 50 monthly orders and offers on-site widgets, basic customization, content management, and moderation features.

Data analytics and reporting

Business data is often siloed in different programs or spread across multiple documents. **Data analysis** and **business intelligence** (BI) software can help you pull all of your relevant data together to create helpful dashboards and visualizations. While you could pay a lot for one of these systems, there are lots of free options available that can help you better understand and analyze your business data.

Further reading on free data analytics and reporting tools:

- **The Top 15 Free and Open Source Business Intelligence Software**
- **22 Free and Open Source Data Visualization Tools to Grow Your Business**
- **15 Free Dashboard Software Programs to Make BI Easy**
- **5 Free and Open Source Reporting Software Packages**

Data analytics and reporting

Free data analytics and reporting tools:

1. **Arcadia Data**: Arcadia Data is a visual analytics and BI platform that provides data blending, data cleaning, data visualization, pre-defined templates, and data warehousing. Arcadia Instant, the free version of the software, supports data connectors, data discovery, data modeling, and data visualization features.

2. **BIRT**: BIRT (Business Intelligence and Research Tool) supports data analysis, data visualization, and reporting. The free and open source version includes all available features.

3. **ChartBlocks**: ChartBlocks is a data visualization tool that allows you to build charts by importing data from your spreadsheets. You can also embed charts into any website or share them on social media using the built-in sharing tools. The "Personal" plan of the software is free and supports up to 50 active charts and allows you to export charts as vector graphics or PNG images.

4. **Charted**: Charted is an automatic chart creation and data visualization solution that converts Google Sheets into charts and graphs. You can access this free tool directly on the Charted website.

5. **ColorBrewer**: ColorBrewer is a data visualization and diagnostic tool that helps to identify and distinguish color schemes in map designs. You can access this free tool directly on the ColorBrewer website.

6. **Cyfe**: Cyfe is a self-service big data tool that helps you build dashboards to manage your company's data through reports and pre-built widgets. It also supports features such as data mashups, customizations, and data exporting. The free version includes all the available features but has some limits on number of user accounts and data history storage.

7. **Dashzen**: Dashzen is a data visualization tool that offers instant customization options and allows you to share dashboards. Dashzen offers unrestricted functionality once you sign up.

Data analytics and reporting

8. **Databox**: Databox is business intelligence software that supports ad hoc analysis, forecasting, data analysis, and data visualization. It also offers dashboards, trend indicators, performance metrics, and strategic planning features. The free version of the software supports three users, three data connectors, and three data boards in addition to giving you access to their library, pre-defined templates, and alert options.

9. **Dataiku DSS**: Dataiku Data Science Studio (DSS) is a business intelligence tool that supports data mining, data visualization, data flow mapping, data wrangling, and machine learning. The Dataiku DSS free edition does not have any limitations on the size or volume of data processed, but it is limited to one user.

10. **Datawrapper**: Datawrapper is a data visualization tool that transforms numerical data from PDFs, CSVs, and web sources into charts and graphs. The free version of the software supports only one user and 10,000 monthly chart views.

11. **D3.js**: D3.js is a data visualization tool that helps create charts, graphs, animations, and other visual discovery features. The source code for the software is free to download.

12. **Freeboard**: Freeboard is a free and open source dashboard creation tool that supports data source integrations, widgets, and public and private dashboards. The tool is free as long as you keep your freeboards public.

13. **Google Charts**: Google Charts is a data visualization tool that offers visual discovery, content management, and dashboard features. The software is completely free to use.

14. **Jaspersoft**: Jaspersoft offers embedded analytics and reporting features, as well as a reports library and ETL features. The open source, community edition of the software allows you to export reports to ten different formats.

15. **Knime**: Knime is a data analytics program that offers math and statistical functions, workflow control, and advanced predictive and machine learning algorithms. There are different free

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and open source editions available for developers, data scientists, and decision-makers.

16. **Knowage**: Knowage is a suite for business analytics. It provides self-service capabilities for data exploration, analysis, and reporting. The open source, community edition of Knowage offers unrestricted use of all available features.

17. **Metabase**: Metabase is a business intelligence and data visualization tool with SQL capabilities. The tool also offers data exploration capabilities and dashboards. The free and open source version includes all available features.

18. **Microsoft Power BI**: Microsoft Power BI is a business intelligence tool that offers reporting, data preparation, and data visualization capabilities. The software also has dashboards and collaborative analytics features. The free version of the software allows you to connect with multiple data sources, prepare and clean data using visual tools, and create custom reports.

19. **Myheatmap**: Myheatmap converts geographic data into color-coded interactive heat maps via a CSV upload. The free version of the software allows you to create an unlimited number of public maps with a cap of 20 data points per map.

20. **OpenHeatMap**: OpenHeatMap is an instant data visualization tool that generates interactive heatmaps from spreadsheets and Google docs. You can access this cloud-based free tool on their website.

21. **Pentaho**: Pentaho Business Intelligence is a data reporting tool that helps you prepare, blend, and analyze data. It also supports Internet of things analytics, big data integration, and business analytics. You can find a free version of Pentaho on SourceForge.net.

22. **Plotly**: Plotly is a web-based data visualization platform that helps create and share graphs, charts, dashboards, and data sets. The free version of the software offers public charts and

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dashboards, 500 KB of data sets, 25 charts, and options to export charts and graphs to PNG or JPEG formats.

23. **Qlik Sense**: Qlik Sense is a cloud-based business intelligence tool that helps create interactive reports and dashboards with charts and graphs. It offers embedded analytics and self-service capabilities. Qlik Sense Cloud Basic, the free version, supports up to five users.

24. **QlikView**: QlikView is a guided analytics tool that offers features for data visualization, data analysis, ad hoc reports, and dashboards. The tool also imports data from different sources and connects with multiple data sources. The free, personal version of the software offers data visualization, data analysis, and reporting features.

25. **RapidMiner**: RapidMiner offers free versions of two of its products: RapidMiner Studio and RapidMiner Radoop. RapidMiner solutions help to mash up data and create predictive models. The free version of RapidMiner Studio offers all of the features of Studio Large for the first 30 days. After the first 30 days, you'll be limited to 10,000 rows of data and will lose access to Auto Model tool. The free version of RapidMiner Radoop is limited to a single user.

26. **RAWGraphs**: RAWGraphs is a data visualization tool with adoptable mapping options for converting data sets into graphs. You can access this free tool directly on their website.

27. **ReportServer**: ReportServer is a BI platform that offers ad hoc analysis tools as well as support for OLAP and pixel-perfect reporting. The free version of the software, ReportServer Community Edition, offers a host of features including permission management, teamspace, dynamic lists, templates, pivot mode, and reporting.

28. **Style Scope AE**: Style Scope AE (Agile edition) is a business intelligence tool that offers data preparation and data visualization features such as dashboards, reporting, and data analysis. The free software includes all available features.

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29. **Syncfusion**: Syncfusion is reporting software for the .NET framework. It also offers a dashboard and data integration. There is a community license available for companies and individuals with less than $1 million in annual gross revenue and five or fewer developers—this free license gives you access to the full software platform.

30. **Tableau**: Tableau is a business intelligence tool that helps to connect data, perform ad hoc analysis, and create dashboards and reports. The software also offers data visualization and collaboration features. The free version of the software, Tableau Public, allows you to create interactive charts, maps, and live dashboards, and includes 10 GB of storage.

31. **TimelineJS**: TimelineJS is a timeline creation tool that pulls media from a variety of sources, including social media sites, into a shareable, interactive content piece. You can access this free application directly on the website.

32. **Zoho Reports**: Zoho Reports is an online reporting and business intelligence tool that helps create and share ad hoc reports. The free version of the software supports two users, 10,000 rows of data, and unlimited reports and dashboards.

Event management

You can quickly become overwhelmed by the millions of details that go into planning an event. Luckily, there are hundreds of tools that can help you **manage your event**, ensuring that everything goes smoothly.

From designing graphics, to marketing your event, to recording registration, to surveying your attendees for feedback after the event is over, there's a free tool for every stage of your event.

Further reading on free event management tools:

- **8 Free and Open Source Event Management Software**
- **8 Free and Open Source Event Registration Software**
- **7 Free and Open Source Digital Signage Software Options for Your Next Event**
- **Top 5 Free Tools to Live Stream Your Event Online**
- **7 Free Survey Tools to Gather Attendee Feedback**
- **5 Free Wedding Planner Software Options to Manage Your Big Day**
- **The Top 5 Free Tools for Designing Event Graphics**
- **4 Open Source Video Conferencing Tools for Your Events**
- **4 Free Video Editing Software Options for Event Planners on a Budget**
- **7 Event Budget Templates to Plan Your Finances**

Event management

Free event management tools:

1. **AllSeated**: AllSeated enables venues, clients, and vendors to collaborate to organize events. It offers floor plan design tools, guest list and seating arrangement management, and mobile check-in. The tool is free and you can sign up on their website to get access.

2. **Attendize**: Attendize is an event management and ticket selling solution that offers attendee management, POS, and social media promotion features. The software is free to download. If you want to remove references to Attendize on your event and ticket materials, you can purchase a white-label license, which also includes technical support.

3. **Canva**: Canva helps create presentations and graphics, including social media graphics, using design tools with drag-and-drop functionality and professional layouts. The free version of the software offers 1 GB of storage, two folders, and access to over 8,000 presentation templates.

4. **ConfTool**: ConfTool is conference management software geared toward academic conferences. It allows you to register participants, accept submissions, and schedule programs or seminars online. A free version of the software is available by request; it is designed for smaller events with fewer than 150 participants, and does not include technical support.

5. **Eventbrite**: Eventbrite is registration and event management software that helps you create and sell tickets and manage RSVPs. The software charges you based on your set ticket rate and the number of tickets sold, but the "essentials" package is free to use if you aren't charging for tickets.

6. **Event Espresso**: Event Espresso is an event management, registration, and ticketing plugin for WordPress. The free version, Event Espresso 4 Decaf, supports multi-tier pricing, customizations, email notifications, and mobile guest check-in.

Event management

7. **Evite**: Evite is an invitation management solution that offers customizable invitation templates. You can access this free tool with all its features directly on the website.

8. **Facebook Live**: Facebook Live lets you share videos of events in real time. The application is free with all personal and business Facebook accounts.

9. **Google Forms**: Google Forms can be used to manage surveys; it offers pre-defined templates to build questionnaires, share them with your audience, and collect answers. The tool is completely free.

10. **mediaCloud**: mediaCloud is a digital signage solution that offers web-based authoring and CMS tools for managing digital signage on an unlimited number of screens. The software is free for an unlimited number of users, but the free version does have limited features.

11. **OBS Studio**: OBS Studio is a video recording and livestreaming system that offers online video/audio capture, filters for video sources, and an audio mixer. The open source software is free to download.

12. **Open Conference Systems**: Open Conference Systems is a web publishing tool geared toward academic conferences. It helps create conference websites, compose and send calls for papers, and accept submissions. The open source software is free to download.

13. **OpenConferenceWare**: OpenConferenceWare is a conference management tool that streamlines scheduling and collecting proposals, speaker management, abstract management, and room setup. The open source software is free to download.

14. **OpenMeetings**: The Apache OpenMeetings project offers audio and videoconferencing, instant messaging, a whiteboard, calendar, polling, and user and room management. The open source software is free to download.

15. **OpenShot Video Editor**: OpenShot Video Editor allows you to trim and animate video on Linux, Mac, and Windows platforms. The open source software is free to download.

Event management

16. **Open Source Event Manager**: Open Source Event Manager (OSEM) is a conference management solution that helps with paper submissions, marketing, analytics, and scheduling for conference organizers. The open source software is free to download.

17. **Piktochart**: Piktochart is a design tool that offers a content library, templates, offline presenting, search, and zoom capabilities. The free version offers unlimited designs, access to over 4,000 free icons and images, and sharing capabilities.

18. **RSVPify**: RSVPify is an event RSVP system that helps manage guest attendance and offers built-in options for guests to choose preferred seats and meal options. The software is free for events with up to 100 RSVPs.

19. **Seating Arrangement**: Seating Arrangement is an event planning tool to help you manage guest lists, design and print floor plans and place cards, and generate reports. It is geared toward wedding planning. Seating Arrangement is a completely free tool that you can access from the website.

20. **ScreenHub**: ScreenHub is a web-based digital signage solution that helps you create and modify digital signs on all types of screens. The free version of software offers 1 GB of storage, limits file upload to 25 MB, and is limited to one screen.

21. **Screenly**: Screenly is digital signage software that includes content scheduling, automatic player updates, multi-screen support, and remote deployment capabilities. The open source version of the software is free to download.

22. **Shotcut**: Shotcut is a multi-format video editing solution for Windows, Mac, and Linux. It also supports webcam, screen, and audio capture. The open source tool is free to download.

23. **SurveyGizmo**: SurveyGizmo allows you to design, collect, and analyze survey data. It offers benchmarking, reports, sample management, statistical analysis, email marketing, and offline response collection features. The free version of the software is capped at three surveys and 100 responses and has limited survey options.

Event management

24. **SurveyMonkey**: SurveyMonkey offers data management and analysis, feedback collection, email distribution, custom survey URLs, and online polling features. The basic version of the software is free for an unlimited number of surveys, but surveys are limited to ten questions.

25. **Survey Planet**: Survey Planet provides customizable templates to create surveys and also includes data analysis tools and email marketing tools. The free version allows for unlimited surveys, questions, and responses.

26. **Ticketbud**: Ticketbud is registration and event management software that helps you to create and sell tickets to your target audience. Ticketbud's platform is free if you do not charge for your tickets. Ticketbud charges a service charge per ticket for paid events, which you can decide to pass on to your customers to make your use of Ticketbud free.

27. **Typeform**: Typeform is an online form and survey tool that offers data management, question branding, data analysis, remote document access, and archiving capabilities. Typeform's free plan lets you to create an unlimited number of forms but is capped at ten fields per form and a total of 100 responses per month.

28. **Xibo**: Xibo is digital signage software that offers content creation, screen scheduling, and network management features. The open source version is free to download.

29. **XSplit Broadcaster**: XSplit Broadcaster allows you to record, edit, and livestream video. The free version of the software supports only watermarked content.

30. **YouNow**: YouNow is a web conferencing and video chat solution that allows anyone to broadcast to a live audience. This free tool is available directly on the website.

31. **Zoho Survey**: Zoho Survey is a survey management and questionnaire building tool that offers custom survey URLs, email marketing, data analysis, question branching, and offline response collection features. The free version offers unlimited surveys, but is capped at ten questions and 100 responses per survey.

Event management

32. **123FormBuilder**: 123FormBuilder helps you create surveys, online registration forms, contact forms, and order forms. The free version is limited to five forms and ten questions per form and does not provide any storage for uploads.

Finance and accounting

For any business, it's imperative to keep track of your profit margins. For small businesses, especially, keeping your spending in check is a major strategy for keeping your doors open.

Why should you spend money to keep track of your spending? There are many free **accounting** and **billing and invoicing software** options to help you stay within budget.

Further reading on free finance and accounting tools:

- **Top Free Accounting Software Options**
- **Awesome Free and Low-Cost Billing Software for Small Businesses**
- **5 Free and Open Source Reporting Software Packages**

Finance and accounting

Free finance and accounting tools:

1. **Billbooks**: Billbooks is billing and invoicing software that helps create and send invoices. The software also offers a contact database, contingency billing, payment processing, subscription billing, and multi-currency features. The free version of the software supports unlimited staff and clients, but is capped at three invoices.

2. **GnuCash**: GnuCash is accounting software for personal and small business use. It helps track bank accounts, income, and expenses. The open source software is free to download.

3. **ReliaBills**: ReliaBills is billing software that offers recurring invoice templates, failed payment reminders, a flexible re-authorization cycle, and account updater tools. The free version of the software supports unlimited customers and invoices and offers invoicing, estimating, customer management, and reporting features, but does not include recurring billing.

4. **SlickPie**: SlickPie offers online invoicing and billing, quotes and estimates, bank reconciliation, financial reporting, expense tracking, and sales tax management features. It also provides automatic payment reminders, recurring invoices, and an automated receipt data entry tool. The free, starter version of the tool includes all the available features.

5. **TurboCASH**: TurboCASH is accounting software for small businesses and offers tax management, billing, and invoicing features. The open source software is free to download.

6. **Wave Accounting**: Wave is accounting, invoicing, and receipt scanning software for small businesses and solo entrepreneurs. It includes tax management, accounts receivable and payable management, expense tracking, fund accounting, billing and invoicing, and project accounting. The basic software is free to use; you can purchase additional features such as payroll and payment processing.

Finance and accounting

7. **xTuple PostBooks**: xTuple PostBooks is a business solution for sales, accounting, purchasing, and CRM. Accounting features include a general ledger, accounts receivable and payable, bank reconciliation, and financial reporting. The open source version of xTuple PostBooks is free to download and supports up to four users.

8. **ZipBooks**: ZipBooks is accounting, invoicing, and time-tracking software for small businesses and contractors. ZipBooks supports billing and invoicing, expense tracking, project accounting, and bank reconciliation. The free version supports unlimited invoicing and connects to one bank account.

9. **Zoho Invoice**: Zoho Invoice helps you create customized invoices, manage timesheets, track expenses, create a customer portal, and get paid online. The free version of the software supports one user, invoices for up to five customers, and five automated workflows.

Human resources (HR)

The most important asset for any business is its people. You need to have the right tools on hand to **hire** the right candidates, **train** new and old employees, and keep track of essential **employment documents**.

There are multiple free tools to help you take care of everything related to your employees.

Further reading on free HR tools:

- **19 Free and Open Source LMSs for Corporate Training**
- **The Top 7 Free and Open Source Time Clock Software Systems**
- **The Top 12 Free and Open Source HR Software Systems**
- **The Top 8 Free/Open Source Applicant Tracking Software Solutions**
- **8 of the Best Free Time Tracking Software**
- **The 5 Most Popular Free Social Learning LMSs**

Human resources (HR)

Free HR tools:

1. **AccountSight**: AccountSight is time-tracking software that offers automatic time capture, billing and invoicing, overtime calculation, vacation tracking, and employee database management. The free version of the software supports one user, five clients, and five projects and offers unlimited invoicing and time and expense tracking.

2. **Blackboard**: Blackboard is a learning management platform that offers a learner portal, blended learning, videoconferencing, course authoring, and certification management features. CourseSites is the free version of Blackboard for individual instructors.

3. **Chamilo**: Chamilo is a learning management and collaboration system that supports synchronous and asynchronous learning, blended learning, course authoring, videoconferencing, and is SCORM compliant. The open source software is free to download.

4. **CKZ Time Clock**: CKZ Time Clock helps manage people without time cards. Features include hourly employee tracking, an online punch card, and sick leave and vacation tracking. The desktop version is free and offers all the available features.

5. **Claroline Connect**: Claroline Connect is an eLearning tool that helps create, share, and organize courses. Claroline Connect is free to download.

6. **ClockIt**: ClockIt is time and attendance tracking software that includes calendar management, PTO management, overtime tracking, employee time clock, and timesheet management. The free plan of ClockIt supports up to three active users and includes all the available features.

7. **Dokeos**: Dokeos is a learning management system that includes an authoring system, reporting, blended learning, videoconferencing, and gamification features. The open source version of the software, Dokeos Community Edition, is free to download.

Human resources (HR)

8. **ELMSIn**: ELMSIn is a learning management platform that supports course creation, student interaction, and media management. The open source software is free to download.

9. **Forma LMS**: Forma LMS is an eLearning platform that offers classroom management, talent management, an integrated certificate system, user management, and reporting features. The open source tool is free to download.

10. **HR.my**: HR.my is human resource management software that helps manage payroll, leave, attendance, and document workflow and includes an employee portal. The software is free to use through the website.

11. **Hubstaff**: Hubstaff is time clock and attendance tracking software that includes employee monitoring features. The free version of the software supports only one user.

12. **IceHRM**: IceHRM includes leave and PTO management, employee information management, recruitment and applicant tracking, payroll, timesheets, and staff training. The free version of iceHRM supports up to five employees.

13. **iKrut**: iKrut is an ATS system for small and midsize businesses and helps track candidates, search and parse resumes, schedule interviews, and onboard new hires. The free version of the software supports an unlimited number of users but with limited features.

14. **ILIAS**: ILIAS is an LMS platform for schools, colleges, and corporations that supports blended learning, course authoring, asynchronous learning, and videoconferencing and is SCORM compliant. The open source tool is free to download.

15. **JobScore**: JobScore is an applicant tracking system that includes candidate tracking, background assessment, interview scheduling, job board posting, resume parsing, and workflow management. The free version of the software is limited to one open job notice.

16. **Jobsoid**: Jobsoid is an ATS and recruiting system with resume search, interview scheduling,

Human resources (HR)

onboarding, interview management, job posting management, and recruiting management. The free version of Jobsoid supports one user, one job posting, and unlimited candidates.

17. **Jorani**: Jorani is an attendance tracking system that helps manage employee leave and overtime. The open source tool is free to download.

18. **LatitudeLearning**: LatitudeLearning is a learning management system for training large groups of employees. It supports synchronous and asynchronous learning, blended learning, mobile learning, and is SCORM compliant. The free version of the software supports up to 100 users and offers 70+ eLearning courses.

19. **Moodle**: Moodle is a learning management platform that supports blended learning, corporate training, gamification, videoconferencing, and course authoring. The tool offers a learner portal and is SCORM compliant. Moodle's self-hosted, open source version is completely free. There is also a free hosted version for single classes that is capped at 50 users.

20. **MyiCourse**: MyiCourse is a learning management system that offers course creation and distribution including course authoring features, certificates, course timers, customized branding, and copyright ownership features. Myicourse is free if you make your courses available to the public. Free private classes are capped at 100 users and 100 assignments.

21. **Odoo HR**: Odoo HR is a human resource management tool that helps with recruitment, performance management, compensation management, and time tracking. The open source version, Odoo Community, is free to download.

22. **OpenSWAD**: OpenSWAD is a learning management tool that helps teachers host blended learning or in-person courses, manage curriculum, and enable student communication. This open source software is free to download.

23. **Open Time Clock**: Open Time Clock is a web-based time clock system that offers web

camera support, clock ID and IP restrictions, built-in reports, and mobile device support. The free version supports unlimited users and is available directly on the website.

24. **OpenCATS**: OpenCATS is an applicant tracking system that offers job posting, candidate tracking, selection management, resume parsing, and resume search. The open source software is free to download.

25. **Open edX**: Open edX is a massive open online course (MOOC) platform that provides students with training tutorials, videos, assignment submission options, course notes, and discussion forums. It also supports course creation and authoring. The tool is completely free to use and is available directly on the website.

26. **Opigno LMS**: Opigno LMS is an eLearning platform that supports blended learning, synchronous and asynchronous learning, a learner's portal, and gamification. Opigno LMS is an open source, Drupal-based platform and is free to download.

27. **OrangeHRM**: OrangeHRM is an HR management tool that helps track candidates, onboard new hires, manage employee performance, and track leave. It also offers employee self-service options. The open source version of the software is free to download.

28. **Qandidate**: Qandidate is applicant tracking and recruitment software that helps search resumes, track candidates, and schedule interviews. The software is completely free to use on their website.

29. **Ronin**: Ronin is time-tracking software that also offers billing and invoicing features. Ronin's free version supports two clients, one contact per client, and one staff user.

30. **Sakai**: Sakai is an LMS tool that helps create and manage assignments, calendars, gradebooks, tests, and quizzes. The open source tool is free to download.

31. **Sentrifugo**: Sentrifugo is HRM software that offers time management, leave management,

performance management, self-service requests, applicant tracking, exit management, and expense and asset management. The open source source software is free to download.

32. **SmartRecruiters**: SmartRecruiters helps search and parse resumes, screen candidates, and schedule interviews and assessments. It also offers collaborative hiring and recruitment analytics features. The free version of the tool, SmartStart, supports unlimited users and applicants but is limited to ten active job postings.

33. **SwiftTime**: SwiftTime is a cloud-based time clock tool that offers timesheets, online punch cards, and leave and PTO tracking and can be accessed via mobile devices. The tool is completely free and can be accessed directly from the website.

34. **Teamdeck**: Teamdeck is resource management software that supports time tracking, leave tracking, and resource scheduling. It also offers capacity management, skills tracking, and utilization management features. The free version of Teamdeck supports up to six users.

35. **Tick**: Tick is time-tracking software that offers hourly employee tracking, online punch cards, and payroll management. The free version of Tick is limited to one project and offers Basecamp integration.

36. **Time Clock MTS**: Time Clock MTS helps you to track employee working hours. The tool offers biometric recognition, leave tracking, and payroll management, as well as reporting and analytics. The free version of the software supports up to four users and one workstation.

37. **Time Clock Wizard**: Time Clock Wizard is employee scheduling software that offers an employee database, time and schedule tracking, and leave management. The free version of the software supports up to three users and offers only the employee time-tracking feature.

38. **TimeTrex**: TimeTrex is time clock software that supports time and attendance management, payroll management, job costing and expense management, leave tracking, and employee scheduling. The open source version is free to download.

Human resources (HR)

39. **Todu.vu**: Todu.vu is a productivity tool offering a blend of CRM, task management, time tracking, and billing functionality. The free version is best suited for freelancers. It supports one user and offers 100 MB of storage, CRM, task management, and time-tracking features.

40. **Trigger**: Trigger is time-tracking and project management software that offers an employee database, billable hours and leave tracking, and multiple billing rates. Trigger's free version supports up to three users, five projects, and five client users.

41. **Zoho People**: Zoho People is HR management software that offers attendance tracking, time clock, performance management, workforce management, and employee database features. The free plan of Zoho People supports up to five employees.

42. **Zoho Recruit**: Zoho Recruit is a recruitment management tool that helps to find resumes, screen candidates, schedule interviews, and manage workflows. The free version of the software offers candidate management, email management, contact management, and interview scheduling features, but is limited to one active job posting and one user profile.

IT

When you think of your IT department, you probably think of a **complex network** of hardware and software. You think of **lines of code**, crazy **website blueprints**, and **databases** full of sensitive information.

You also probably start imagining all the dollar signs attached to the software you'll need to **wrangle** all those tech elements. Fortunately, although technology might seem complicated, it doesn't have to be expensive. There are free and open source tools to help manage your IT team's processes.

Further reading on free IT tools:

- **Top 5 Free and Open Source Network Monitoring Software**
- **The 8 Best Free and Open Source Help Desk Software Tools**
- **10 Free and Open Source Bug Tracking Software Solutions for Cutting IT Costs**
- **The Top 7 Free and Open Source Database Software Solutions**
- **The Top 4 Free and Open Source ITAM Software Solutions**
- **7 Great Free and Open Source Issue Tracking Software Options**
- **7 Free and Open Source Wireframe Tools to Optimize User Experience**
- **14 Best Free HTML Editors**
- **The Top 3 Free Website Builder Software for Beginners**
- **Put A Patch On IT! 4 Free Patch Management Software Options**

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Free IT tools:

1. **Aptana Studio**: Aptana Studio is application development software that uses web application IDE. Features include code assistance, debugging, a deployment wizard, and git integration. Aptana Studio is open source and free to download.

2. **Arachnophilia**: Arachnophilia is a webpage development and general programming tool that comes with a built-in FTP client, Unicode support, text search and replace, and drag-and-drop functionality. The open source software is free to download.

3. **Bluefish**: Bluefish is website builder software with an editor for writing and editing scripts, webpages, and programming code. Bluefish is an open source tool and free to download.

4. **BlueGriffon**: BlueGriffon is a content editor and web authoring tool designed to create and edit webpages and EPUB documents. It provides WYSIWYG authoring, one-click template management, stylesheets management, and thumbnail management features. The free version of the software has a limited set of features.

5. **Bugzilla**: Bugzilla is a bug tracking tool that helps manage workflows, list bugs in multiple formats, schedule reports, and search for specific data. Bugzilla is free to download.

6. **CoffeCup**: CoffeeCup offers an HTML editor for creating or editing HTML and CSS files. It also includes customizable, responsive themes for creating sites, slide shows, and HTML emails. The free HTML editor also gives you access to the premium features of the paid version for 21 days.

7. **Comodo ONE**: Comodo ONE is patch management software that helps you deploy updates, find vulnerabilities, and create custom patch procedures. The tool is completely free.

8. **CUBRID**: CUBRID is a database management system optimized for web applications. CUBRID is open source and free to download.

9. **Firebird**: Firebird is a relational database engine for Windows, Linux, MacOS, and Android, with drivers for JDBC, .NET, Node.JS, Delphi, PHP, and Python. Features include database and wire encryption, trace and audit, autonomous transactions, and monitoring. Firebird is an open source tool and is free to download.

10. **Fluid UI**: Fluid UI is wireframe software that allows you to design prototypes, wireframes, and mockups and collaborate in real time. The free version supports one project and up to ten pages and includes the wireframe library.

11. **Fossil**: Fossil is a software configuration management system with integrated bug tracking, version control, and auto-sync features. Fossil is an open source tool and is free to download.

12. **Futuramo**: Futuramo is an issue tracking system with features to create, edit, and share tickets, with a visual ticket editor, email notifications, and search and sorting tools. The free version supports up to three users and includes all available features.

13. **GLPI**: GLPI is IT service management (ITSM) and service desk software that offers a web-based interface, knowledge base, inventory management, software deployment, incident management, and asset management features. GLPI is an open source tool and is free to download.

14. **InVision**: InVision is app design software that helps create high-fidelity web and mobile prototypes, collaborate in real time, and manage multiple projects. The free version of the software supports only one prototype.

15. **Komodo IDE**: Komodo IDE is application development software that supports a multi-language IDE with advanced editor, debugging, version control, code intelligence, and workflow management capabilities. The free version of the software, Komodo Edit, has a limited set of features.

16. **Lucidchart**: Lucidchart is an online diagramming tool that helps you create interactive

mockups and diagrams, and supports collaboration. The free version supports real time collaboration and includes a shape library.

17. **ManageEngine Desktop Central**: ManageEngine Desktop Central is a web-based Windows desktop management tool that includes automatic scans, multi-patch deployments, remote protection, and custom patches. The free version supports up to 25 computers and five mobile devices.

18. **ManageEngine Patch Manager Plus**: ManageEngine Patch Manager Plus is automated patch management software that provides businesses with a single interface for all patch management tasks. The free version of the software supports up to 25 computers and one technician.

19. **Mantis Bug Tracker**: Mantis Bug Tracker (MantisBT) is bug tracking software that includes issue tracking, workflow management, dashboard, analytics, and time-tracking features. The software is open source and free to download.

20. **MariaDB**: MariaDB is a scalable SQL database with features such as backup and recovery, data replication, data security, queries, and performance analysis. The open source version is free to download.

21. **Microsoft Visual Studio**: Microsoft Visual Studio is an integrated development platform for Windows, Android, and iOS that offers coding tools, debugging tools, and device apps. Microsoft Visual Studio Community is the free version of the software; it has limitations on use based on the size of your business and the type of project.

22. **MockFlow WireframePro**: MockFlow WireframePro offers wireframe drag-and-drop editing, a template library, real time collaboration, wireframe export, and sharing tools.The free version of the software supports one project and up to two reviewers.

23. **MongoDB**: MongoDB is a database management system with data warehousing, data visualization, and high-volume processing capabilities. There is a free version of both the server edition and the cloud edition. Download the free server version with all the offered capabilities from the website. The free cloud version, MongoDB Atlas, supports 512 MB of storage.

24. **Moqups**: Moqups is a wireframe (HTML5) application for building UI prototypes. The free version of Moqups supports one project containing up to 300 objects and offers 5 MB of storage.

25. **MySQL**: MySQL is database management software with backup and recovery, data migration, data security, data replication, and relational database management capabilities.The free version, MySQL Community, can be downloaded from the website.

26. **Nagios Core**: Nagios Core is a monitoring engine that supports event-based notifications, FTP monitoring, and mail server monitoring. The free version supports a single license.

27. **NetBeans**: NetBeans is an application development solution that helps build mobile and web applications via Java, JavaScript, HTML5, and PHP. NetBeans IDE is free to download.

28. **NetObjects Fusion**: NetObjects Fusion is a website design solution that includes HTML and CSS editors, an HTML generator, and drag-and-drop tools. The free version of the software, NetObjects Fusion Essentials, allows for unlimited website designs.

29. **ngDesk**: ngDesk is help desk software with features ranging from instant alerts, to ticket management, live chat, and real time data. The free version allows for an unlimited number of agents.

30. **NoteTab**: NoteTab is an HTML editor and text editor. NoteTab Light is the free version of the software with a limited set of features.

31. **Observium**: Observium is an auto-discovering network monitoring platform that supports a wide range of device types, platforms, and operating systems. It helps in bandwidth monitoring, server and uptime monitoring, and resource management. The free version, Observium Community, is good for an unlimited number of monitored devices, but it does have a limited set of features.

32. **osTicket**: osTicket is a customer support and help desk system that organizes, manages, and archives incoming support requests via a ticketing system. The tool is open source and free to download.

33. **OTRS**: OTRS is a fully-managed service management suite that includes ticketing, workflow and process automation, and notifications. The open source version of OTRS, OTRS Community, is free to download.

34. **PDQ Deploy**: PDQ Deploy is a patch management tool that helps developers deploy software patches and updates simultaneously to multiple PCs. The free version of the software has limited features and is limited to a single install step.

35. **Pencil**: Pencil is a GUI prototyping tool based on the Mozilla platform that can be used to create wireframes and mockups. The software is open source and free to download.

36. **PostgreSQL**: PostgreSQL is a database management tool that runs on all major operating systems and offers data security, data conversion, relational database management, and data replication features. The software is open source and free to download.

37. **SeaMonkey**: SeaMonkey is a website builder application that offers browser, chat, email management, and web development tools in a single solution. The tool is open source and free to download.

38. **Spiceworks Network Monitor**: Spiceworks Network Monitor is geared toward companies with fewer than 25 devices to monitor; it offers features such as root-cause diagnosis,

server performance monitoring, resource management, performance control, and baseline manager. The software is completely free.

39. **SQLite**: SQLite is a database management system that offers queries, backup, and recovery features. SQLite is open source and free to download.

40. **SysAid**: SysAid is help desk software that includes dashboards, ad hoc analysis, performance metrics, data visualization, benchmarking, and OLAP capabilities. The are free versions of both the on-premise and cloud editions of SysAid. They support up to two administrators, 100 assets, and 100 end users.

41. **Tuleap**: Tuleap is a tool for software development and Agile project management. It offers features such as defect tracking, iteration planning, version control, and task management. The open source version, Tuleap Community, is free to download.

42. **Weebly**: Weebly is a website builder geared toward eCommerce sites. The free version of the software is limited to 500 MB of storage and displays Weebly ads.

43. **Wireframe.cc**: Wireframe.cc is a basic wireframing software that provides unique URLs for sharing and bookmarking, version control, annotations, and click-and-drag drawing. The free version of the tool is available directly on the website, but all wireframes must be kept public and are limited to single-page wireframes.

44. **Wix**: Wix is a website building tool for landing pages, web forms, surveys, templates, newsletter management, online store builders, and online booking. The free version of the software is limited to 500 MB of storage, will display Wix ads on webpages, and does not include custom domains.

45. **WordPress**: WordPress is website design and content management software that helps create and manage blogs and websites. Features include WYSIWYG text editing, post management, search, comment moderation, collaborative writing, and analytics. The software is open source and free to download.

IT

46. **Zabbix**: Zabbix is network monitoring software that monitors bandwidth use, internet use, server performance, and uptime. It also offers analytics tools, web traffic reporting, and resource management features. Zabbix is open source and free to download.

47. **Zenoss**: Zenoss is a hybrid IT monitoring platform. Zenoss Core is the free version and supports up to 500 devices and offers basic and unified reporting features.

48. **Zoho BugTracker**: Zoho BugTracker includes ticket management, filtering, issue tracking, and workflow management features. The free version supports one project and five users, and offers 100 MB of storage.

Supply chain

Effectively managing your supply chain involves lots of moving parts. You need to keep track of your **inventory**, as well as track **cost, sales, and ongoing projects**.

You may think you need expensive software to get a handle on everything, but you can use any of the tools below to manage everything for no cost.

Further reading on free supply chain tools:

- **The Top 8 Free, Open Source ERP Software**
- **The Top 6 Free and Open Source Inventory Management Software Systems**
- **The Top Free Barcoding Software Options**

Supply chain

Free supply chain software:

1. **ABC Inventory**: ABC Inventory is inventory control and enterprise resource planning software that offers item management, order management, and procurement features. The software is completely free and supports an unlimited number of database records, but you can't link workstations.

2. **Delivrd**: Delivrd is inventory management software with features such as barcoding, integrations, order management, supplier management, reporting, and analytics. The free version of the software supports a single user, a single inventory location, a product catalog with up to ten products, low stock notifications, and inventory count and transactions history.

3. **Dolibarr ERP**: Dolibarr ERP is enterprise resource planning (ERP) software that supports functions such as sales, invoicing, agenda management, stock tracking, purchase orders, emailing, accounting, expense report, and leave request management. The open source tool is free to download.

4. **ERPNext**: ERPNext is enterprise resource planning software that offers HR management, collaboration tools, stock management, project management, and CRM capabilities. The self-hosted, open source version of ERPNext is free to download.

5. **iDempiere**: iDempiere is an ERP system with CRM and supply chain management capabilities.The open source tool is free to download.

6. **inFlow**: inFlow is inventory management software that includes barcode scanning, serial number tracking, labeling, cost tracking, forecasting, and order management. The free, on-premise version supports up to 100 products and customers and 15 built-in reports.

7. **MixERP**: MixERP is a modular ERP for small businesses offering inventory management, purchase orders, sales management, and accounting features. The open source version, MixERP Community, is free to download.

Supply chain

8. **Odoo**: Odoo is a management tool that offers ERP, CRM, HR, and eCommerce capabilities. The ERP and supply chain management features offered include inventory management, quality control, maintenance management, and product lifecycle management. The open source version, Odoo Community, is free to download.

9. **Openbravo**: Openbravo is enterprise resource planning software that helps with managing orders, catalog management, billing and invoicing, and purchasing. The open source version, Openbravo Community Edition, is free to download.

10. **RightControl**: RightControl is inventory control software that offers barcoding, inventory tracking, contact management, invoicing, order management, and reporting features. The free version of the software, RightControl Lite, is limited to one license, one terminal, and one product line.

11. **Stockpile**: Stockpile is an online inventory management system for managing inventory, sales, and returns. The software is completely free.

12. **VIENNA Advantage**: VIENNA Advantage is an enterprise resource planning tool that offers accounting, CRM, purchasing, supply chain management, warehouse management, dashboard, and sales management features. The open source version, VIENNA Advantage Community Edition, is free to download.

Project management and productivity

Business projects, especially larger or more complicated ones, can cost lots of money on their own. So when it comes to committing extra funding to a **project management** system, you might be hesitant to sign off on that expenditure. But there are lots of systems that can get your team organized, help you track **tasks**, and manage all of your grand plans for exactly zero dollars.

Further reading on free project management and productivity tools:

- **The Top 29 Free and Open Source Project Management Software for Your Small Business**
- **The Top 9 Free Task Management Software**
- **20 Underground Free Project Management Tools**
- **The 3 Ultimate Free Business Plan Software**
- **The Top 6 Free Getting Things Done Software**

Project management and productivity

Free project management and productivity tools:

1. **Agantty**: Agantty is project management software that offers Gantt charts, milestone tracking, and resource management. This free tool lets you organize an unlimited number of projects, teams, and tasks on a Gantt chart.

2. **Airtable**: Airtable is a database management tool with a spreadsheet-like interface. It includes real time collaboration, file attachments, and reporting. The free version of the software supports up to 1,200 records per database and offers 2 GB of storage.

3. **Asana**: Asana is Agile project management software that includes idea management, Kanban boards, milestone tracking, resource management, budgeting, client portals, and cost-to-completion tracking. The free version of the software offers a basic dashboard, basic search functionality, and supports unlimited tasks, projects, and conversations. It is available for teams of up to 15 people.

4. **Backlog**: Backlog is a project management and collaboration tool with core features such as projects, Gantt charts, burndown charts, issues, subtasking, watchlist, comment threads, version control, file sharing, wikis, and bug tracking. The free version of the software supports up to ten users and one project and offers 100 MB of storage.

5. **Bitrix24**: Bitrix24 is a project management and collaboration tool that supports task management, version control, content management, email marketing, CRM, auto-dialer, lead distribution, and chat and messaging. The free version of the software supports 12 users, one administrator, and up to 5 GB of storage.

6. **Centrallo**: Centrallo is task management software that helps centralize team coordination during incidents and harmonize procedures and processes across any organization. The free version offers 1 GB of storage, 100 notes, and unlimited lists and limits file attachments to 25 MB.

Project management and productivity

7. **Checkvist**: Checkvist is task management software that creates online outlines and hierarchical task lists. It also helps collect and structure different types of information. The free version of the software supports unlimited hierarchical lists, keyboard shortcuts, and collaboration features.

8. **Easynote**: Easynote is task management software that includes file attachments, deadline management, team collaboration, notifications, file manager, calendar, and activity tracking. The free version of Easynote offers 1 GB of storage and limits file uploads to 10 MB.

9. **Efficient To-Do List**: Efficient-To-Do-List is task management software that includes a document editor, auto sync, and task-tracking features. The free edition includes an unlimited number of tasks but has limited features.

10. **Enloop**: Enloop is business plan software that offers auto-write and text-sync features to create investor-ready business plans. The software also offers pre-defined financial templates. Enloop's free version is limited to one, text-only business plan.

11. **Fleep**: Fleep is a collaboration tool that supports audio/videoconferencing, chat and messaging, contact management, document management, project management, and task tracking. The free version of Fleep supports up to 10 GB of file storage and unlimited conversations and message history.

12. **Freedcamp**: Freedcamp is project management software that supports Agile methodologies. Other features include a client portal, Kanban boards, Gantt charts, milestone tracking, and time and expense tracking. The free version of the software offers task management, calendar, file management, and collaboration features.

13. **GanttProject**: GanttProject is a project scheduling and management app that offers task management, Gantt charts, PERT charts, and file exporting features. The software is completely free.

Project management and productivity

14. **Hibox**: Hibox is a task management tool that integrates internal chat, videoconferencing, and task management with AI assistance. The free version supports up to ten users and offers 2 GB of storage, basic task management, and online support.

15. **Hitask**: Hitask is task management software that focuses on team collaboration and recurring task management. Hitask's free version supports up to five users and offers unlimited tasks and projects.

16. **Hygger**: Hygger is project management software that helps manage backlogs, create and share roadmaps, develop software using Kanban boards and Scrum, and manage tasks. Hygger's free version supports up to five users and five boards. It also offers Kanban support, Scrum support, time tracking, and 2 GB of storage.

17. **iceScrum**: iceScrum is Agile project management software with a virtual task board and sticky notes, bug tracking, task management, and product roadmapping. The free, cloud-based version supports one team of up to three users and is limited to one project. The on-premise, self-hosted version supports unlimited users and projects.

18. **KanbanFlow**: KanbanFlow is lean project management software that provides work visualization, real time team collaboration, time tracking, and analytics features. The free version of the software offers unlimited boards, filters, and recurring tasks and supports unlimited users, but has limited features.

19. **MeisterTask**: MeisterTask is a task management tool that offers collaboration features, time tracking, analysis, and recurring task management. The free version allows for unlimited projects and tasks but is limited to 20 MB uploads and has limited features.

20. **Nirvana**: Nirvana is task management software that helps manage recurring tasks, create subtasks, and generate reports. You can access Nirvana's free version directly on the website.

Project management and productivity

21. **OpenProject**: Open Project is project management software that supports task management, bug tracking, requirements management, Scrum, product planning, Gantt charts, wikis, time tracking, cost reporting, and budgeting features. The open source version, OpenProject Community, is free to download.

22. **OrangeScrum**: OrangeScrum is a project management and collaboration tool that offers Kanban view, Gantt charts, in-app chat, time log, resource management, and invoicing. The open source version of OrangeScrum is free to download.

23. **Pintask**: Pintask is a task tracker application with Kanban boards and nested lists and cards. The basic tool is free; there are free and paid extensions, and you can make your own custom extensions.

24. **Pipefy**: Pipefy is workflow management software that supports process mapping, process modeling, lifecycle management, business rules management, and collaboration. Pipefy's free version supports up to ten users and five pipes and has limited storage and features.

25. **Pivotal Tracker**: Pivotal Tracker is project management software that helps with Agile software development. It also offers Kanban boards and milestone tracking features. The free version of the software supports up to three collaborators and two projects and is limited to 2 GB of storage.

26. **Podio**: Podio is project management software that includes Agile methodologies, a client portal, idea management, Kanban boards, milestone tracking, and time and expense tracking. The free version supports up to five employees.

27. **Process Street**: Process Street is a document management tool that helps manage team workflows and recurring processes by creating workflows, checklists, and standard operating procedures. The free version supports five active checklists, five active templates, process documentation, and reporting features.

Project management and productivity

28. **PROJECT in a box**: Project in a box is a project management software that includes Agile methodologies, budget management, Gantt charts, milestone tracking, idea management, resource management, and time and expense tracking. The open source version, Community, is free to download.

29. **ProjectLibre**: ProjectLibre is project management software that offers Gantt charts and collaboration capabilities. The open source tool is free to download.

30. **ProjeQtOr**: ProjeQtOr is project management software that includes budget management, Agile methodologies, Gantt charts, milestone tracking, client portal, and resource management features. The open source tool is free to download.

31. **Quire**: Quire is project management software that allows users to plan and organize tasks in a tree-like structure. Chat and messaging, discussion boards, and task management are also included. Quire is completely free to use.

32. **Redbooth**: Redbooth is a task and project management platform that supports team collaboration, tasks, discussions, and file sharing. The free version of the software includes two workspaces, two users, Gantt charts, and 2 GB of storage.

33. **Redmine**: Redmine is a project management application that runs on a Ruby framework and allows you to customize the application to your needs. The open source software is free to download.

34. **Remember the Milk**: Remember the Milk is task management software that helps you create tasks and subtasks, share lists, and assign tasks to others. The free version of the software supports reminders, data sync between multiple devices, and task sharing.

35. **RescueTime**: RescueTime is time tracking and analytics software that offers goal setting, reports, and productivity scores. The free version, RescueTime Lite, helps to track time on websites and applications, set goals, and generate reports.

Project management and productivity

36. **Scrumpy**: Scrumpy is IT project management software that helps manage backlog, expectations, iterations, and releases. It also supports Scrum, task management, and portfolio management. Scrumpy is a free tool and can be used without any restrictions on functionality.

37. **SlimTimer**: SlimTimer is time-tracking software that helps to create tasks, time your work, and run reports. SlimTimer is a free application and can be accessed directly on the website.

38. **StratPad**: StratPad is business plan software that offers pre-defined business plan templates, financial projections, charts, and investor management features. The free version is limited to one business plan.

39. **Streamtime**: Streamtime is project management software for creative teams and includes proposal management, invoicing, budgeting, Gantt charts, capacity management, time and expense tracking, and workflow management features. The free version supports up to five active jobs, 50 archived jobs, time sheets, job planning, quoting, invoicing, and analytics features.

40. **Taiga**: Taiga is an Agile project management platform for startups and developers. It offers status tracking, product roadmapping, Kanban boards, and milestone tracking. The free version supports one private project, unlimited public projects, three users, and 300 MB of storage space.

41. **Targetprocess**: Targetprocess is project management software that includes Kanban boards, project planning, budget management, status tracking, dashboards, and product roadmapping. The free version works for unlimited users but is limited to 1,000 entities.

42. **Teamweek**: Teamweek is project management software that helps in task planning and offers Gantt charts. The free version of Teamweek supports up to five users.

Project management and productivity

43. **Todo Cloud**: Todo Cloud is task management software that offers a collaborative to-do list and task manager. The free version is designed for personal use.

44. **Todoist**: Todoist is a task management application that helps you schedule and prioritize tasks and set reminders. The free version of Todoist provides access on over ten platforms and allows you to set task priorities on four levels, as well as create sub-tasks and sub-projects.

45. **Tom's Planner**: Tom's Planner is project management software that offers resource management and Gantt chart features along with drag-and-drop options to create and share workflows. The free version supports only one project with up to 200 activities.

46. **TrackingTime**: TrackingTime helps you track, analyze, and report work time. It supports multiple billing rates and mobile time tracking. The free plan supports up to three users, three active projects, and 100 tasks.

47. **Trello**: Trello is a project management collaboration tool that offers chat, messaging, task management, Kanban boards, timeline management, and flowchart features. The free version of Trello supports unlimited members, boards, cards, and templates.

48. **Twproject**: Twproject is project management software that offers Kanban boards, client portals, Gantt charts, resource management, Agile methodologies, and budgeting features. The free version supports unlimited projects, basic dashboards, chat, activity tracking, and task management features.

49. **Wrike**: Wrike is project management software that offers Gantt charts, workload view for resource management, custom dashboards, structuring via folders, task management, and auto-assignment of jobs based on task statuses. Wrike's free version supports up to five users.

Project management and productivity

50. **YouTrack**: YouTrack is Agile project management software that helps manage projects, sprints, and iterations. You can also plan work for future releases and track your daily tasks, bugs, and customer requests. YouTrack's free cloud version supports ten users and 5 GB of storage. The free on-premises version supports ten users and offers free updates for one year.

Point of sale (POS) and eCommerce

Retail is all about exchanging money for goods. Luckily, you don't have to shell out to get the good stuff when it comes to **POS** or **eCommerce** solutions. Keep more of your profits by using one of the free systems below.

Further reading on free POS and eCommerce tools:

- **The Top 10 Free and Open Source POS Solutions**
- **18 Free Tools for Building an eCommerce Site**
- **6 of the Best Free Open Source eCommerce Software Solutions**

Point of sale (POS) and eCommerce

Free POS and eCommerce tools:

1. **Cash Register**: Cash Register by Keyhut is point of sale software with inventory management, barcode scanning, discount management, sales tracking, and order automation features. The software is completely free.

2. **Chromis POS**: Chromis POS is point of sale software for restaurants and offers a kitchen display screen for order management. It also supports CSV product list imports. Chromis POS is open source and free to download.

3. **Drupal Commerce**: Drupal Commerce is business management software that offers a wide range of capabilities such as content management, eCommerce, accounting, and payment gateways. Drupal Commerce is open source and free to download.

4. **eHopper**: eHopper is a point of sale solution for restaurants, cafes, bakeries, food trucks and retail shops. It offers order tracking, customer management, payment split, payment receipts, inventory management, and employee management features. The free version supports one register.

5. **Floreant POS**: Floreant POS is point of sale software that takes care of orders, kitchen functions, and reports. Floreant POS is open source and free to download.

6. **Loyverse POS**: Loyverse is POS software that provides pricing management, loyalty program support, discount management, sales tracking, corporate memberships, tips management, and split checks. The free version of the software helps manage multiple stores and supports features such as sales analytics, inventory management and loyalty programs. Loyverse also offers free dashboards and customer display tools.

7. **Magento**: Magento is eCommerce software that offers catalog management, a shopping cart, SEO management, returns management, loyalty program, and customer account management features. The open source version, Magento Community Edition, is free to download.

Point of sale (POS) and eCommerce

8. **OpenCart**: OpenCart is an eCommerce tool that offers catalog management, customer accounts, email marketing, shopping cart, inventory management, and returns management. The open source tool is free to download.

9. **PrestaShop**: PrestaShop is eCommerce software with catalog management, email marketing, returns management, inventory management, product configurator, loyalty program, and shopping cart features. PrestaShop is completely free.

10. **ProffittCenter**: ProffittCenter is point of sale software for small retailers and offers reporting, inventory management, sales tracking, and eCommerce features. The tool is open source and free to download.

11. **Spree**: Spree is eCommerce software with channel management, loyalty program, multi-store management, order management, and customer accounts. Spree is open source and free to download.

12. **SUMO**: SUMO is eCommerce software that offers email marketing, shopping cart, and promotions management features. The free version of SUMO supports 200 subscribers and offers basic email integration and design tools.

13. **uniCenta**: uniCenta is a point of sale solution for hospitality, retail, and mixed-use environments. It offers cash drawer management, discount management, split checks, and receipt printing. The tool is open source and free to download.

14. **UsabilityHub**: UsabilityHub is a user experience testing solution that helps businesses test and improve their website using features such as unmoderated testing, heat maps, design surveys, and preference tests. The free version of the software limits the test length duration to two minutes. It also brands your page using the Usability logo and colors.

15. **Zen Cart**: Zen Cart is a shopping cart management tool with credit card processing, shipping management, discount management, and product configurator. Zen Cart is open source and free to download.

Sales and marketing

Sales and marketing are the backbones of your business. It's where you connect with your customers via **sales conversations**, successful **marketing campaigns**, conversational **blog posts**, direct **emails**, **social media** channels, and more.

While investing in your hard-working sales and marketing team is always a good idea, you can invest more of your money in compensation and rewards for employees and less on expensive software solutions. There are lots of free options out there for sales and marketing, as well as for marketing-adjacent efforts such as **graphic design**, **market research**, and **SEO** strategy. Check out the possibilities below.

Further reading on free sales and marketing tools:

- **Free and Open Source Marketing Automation Software**
- **The 6 Best Free and Open Source Survey Tools to Power Your Research**
- **10 Free Email Marketing Software Solutions for Small Business Marketers**
- **3 Free Customer Relationship Management Software Options for SMBs**
- **The 8 Best Free and Open Source CRM Software Solutions**
- **20+ Best Free Content Marketing Tools and Apps (and How to Use Them)**
- **5 Outstanding Free SEO Tools**
- **Top 7 Free Photoshop Alternatives for Better Social Media**
- **The Top 7 Free Social Media Management Software**
- **5 Free Marketing Applications I'm Thankful For**

Sales and marketing

Free sales and marketing tools:

1. **Agile CRM**: Agile CRM is a customer relationship management solution that offers sales, marketing, and service automation features such as contact management, 360 degree contact view, lead scoring, gamification, lead prospector, and document signing. Agile CRM's free version supports up to ten users and 50,000 contacts and includes basic CRM features.

2. **Buffer**: Buffer is a social media marketing solution that offers content management, automated publishing, multi-account management, post scheduling, reporting, and analytics. Buffer's free version supports three social accounts, ten scheduled posts per social account, and a limited set of features.

3. **Campayn**: Campayn is an email marketing solution that includes mailing list management, template management, drip campaigns, an image library, a WYSIWYG email editor, reporting, and analytics features. Campayn's free version allows you to send 12,500 emails to 500 contacts. It includes all the core features, email support, and one auto-responder.

4. **Capsule**: Capsule is a customer relationship management solution that offers contact management, lead management, campaign management, sales pipeline management, and sales trend analysis. Capsule's free version supports up to two users and 250 contacts and has 10 MB of storage.

5. **GIMP**: GIMP is an image manipulation solution that offers photo retouching, image composition, image authoring, filtering, and pre-built templates. GIMP is open source and free to download.

6. **Hootsuite**: Hootsuite is a social media management tool that offers features such as content management, cooperative writing, automated publishing, post scheduling, and conversion tracking. Hootsuite's free plan for individuals supports three social profiles and two RSS feed integrations.

Sales and marketing

7. **Jumplead**: Jumplead is a marketing automation solution that offers campaign management, lead generation and scoring, internal chat integration, website visitor tracking, data extraction and verification, and custom dashboards. Jumplead's free version supports 200 visitors, one landing page, one conversion form, 200 contracts, and 100 emails per month.

8. **KwikSurveys**: KwikSurveys is an online tool for creating surveys, forms, quizzes, and polls. Features include data analysis, embeddable surveys, and multiple delivery options. KwikSurveys' free version supports unlimited forms and 100 responses per survey.

9. **Leadsius**: Leadsius is a marketing automation solution that offers SEO management, website visitor tracking, custom form creation, and customer segmentation. The free version of Leadsius supports one user account with all the features.

10. **LimeSurvey**: LimeSurvey is a multi-lingual online survey tool that offers features such as data analysis, email marketing, question branching, offline response collection, and skip logic. LimeSurvey's free version supports 25 responses per month, unlimited surveys, and 10 MB upload storage.

11. **MailChimp**: MailChimp is email marketing software that includes campaign management, reporting, analytics, template management, image library, auto-responders, and mailing list management features. The free version of the software supports up to 2,000 subscribers and is limited to 12,000 emails per month.

12. **MailerLite**: MailerLite is an email marketing solution with mailing list management, WYSIWYG email editor, event-triggered emails, A/B testing, auto-responders, reporting, and analytics. MailerLite's free version is good for up to 1,000 subscribers and unlimited emails without any restriction on the functionality.

13. **Mailjet**: Mailjet is an email marketing solution that offers mailing list management, drip campaigns, image library, reporting, and analytics. Mailjet's free version supports 6,000 emails per month.

Sales and marketing

14. **Mautic**: Mautic is a marketing automation solution with lead capture, lead distribution and nurturing, campaign management, pipeline management, prospecting, and source tracking. Mautic is open source and free to download.

15. **MavSocial**: MavSocial is a social media management solution with features such as automated publishing, content management, customer engagement, post scheduling, reporting, and analytics. MavSocial's free plan supports one user, two social profiles, and ten published posts per day.

16. **OpenEMM**: OpenEMM (E-Marketing Manager) by AGNITAS is an email marketing solution that offers mailing list management, template management, drip campaigns, auto-responders, and image library. OpenEMM is open source and free to download.

17. **Pimcore**: Pimcore is a content management system that supports features such as email marketing, A/B testing, social media integration, and analytics. Pimcore's open source edition is free to download.

18. **Polldaddy**: Polldaddy is a survey creation solution that offers email distribution, feedback collection, live results tracking, skip logic, and tools to support audio, images, and videos. Polldaddy's free version supports one user account and has a basic set of features.

19. **RAYNET CRM**: RAYNET is a customer relationship management solution that supports contact management, inside sales, and lead management. Features offered include appointment management, activity management, performance management, lead scoring, and marketing automation. RAYNET CRM's free version supports up to two users and 150 accounts and offers 50 MB of storage.

20. **Really Simple Systems CRM**: Really Simple Systems CRM is a sales and marketing solution that includes contact management, lead management, opportunity management, accounting integrations, drip marketing, and contact segmentation. The solution's free version supports up to two users, 100 company accounts, unlimited contacts, and 100 MB of document storage.

Sales and marketing

21. **Responster**: Responster is a survey creation solution that offers data analysis, email marketing, offline response collection, skip logic, and question branching. Responster's free version includes the survey builder and over ten question types.

22. **SendinBlue**: SendinBlue is a marketing automation solution that has an email designer, contact management, campaign reports, marketing automation, and transactional messaging. SendinBlue's free version supports unlimited contacts and 300 emails per day.

23. **SendPulse**: SendPulse is a multi-channel marketing platform. Features offered include drip campaigns, customer surveys, event-triggered emails, mailing list management, template management, WYSIWYG email editor, reporting, and analytics. SendPulse's free version supports up to 2,500 subscribers and 15,000 emails.

24. **SocialOomph**: SocialOomph is a social media marketing solution that offers features such as content management, conversion tracking, keyword filtering, and post scheduling. SocialOomph's free version supports up to five Twitter accounts and has a limited set of features.

25. **SurveyLegend**: SurveyLegend is a survey creation solution with data management, panel management, data analysis, email marketing, skip logic, question branching, and offline response collection capabilities. SurveyLegend's free version supports three surveys, six pictures, and one conditional logic.

26. **Survs**: Survs is a survey creation solution that offers custom survey URLs, data analysis tools, skip logic, and support for audio, images, and videos. Survs' free version supports one user, 200 responses per survey, ten questions per survey and has a limited feature set.

27. **TweetDeck**: TweetDeck is a social media management tool that helps you organize your Tweets, messages, and notifications. It also offers post scheduling, automated publishing, collaboration, and multi-account management features. The software is free and automatically links with your Twitter account.

Sales and marketing

28. **VerticalResponse**: VerticalResponse is an email marketing solution that includes email series, auto-responders, A/B testing, data recovery, email archiving, queue manager, and WYSIWYG email editor. VerticalResponse's free version supports 300 contacts and 4,000 emails per month.

29. **Wunderlist**: Wunderlist is a collaboration solution that offers contact management, content management, document management, synchronous editing, version control, and discussion boards. Wunderlist's free version allows users to assign up to 25 to-dos per list, create 25 subtasks per to-do, and upload file attachments up to 5 MB in size.

30. **Zapier**: Zapier is an integration solution that supports multiple data sources, web services, and dashboards to connect multiple applications and automate workflows. Zapier's free version enables users to automate their personal tasks and make two-step Zaps.

31. **Zoho Campaigns**: Zoho Campaigns is an email marketing solution with subscriber management, A/B testing, newsletter templates, consent campaigns, drip marketing, and real time analytics features. Zoho Campaign's free version supports 12,000 emails per month and up to 2,000 subscribers with no restriction on the functionality.

32. **Zoho CRM**: Zoho CRM includes task management, lead scoring, internal chat integration, segmentation, and email marketing. Zoho CRM's free version supports up to three users and offers 1 GB of document storage.

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