



DailySync.AI

RELEASE NOTES

What's new in DailySync.AI

RELEASE
v4.2

PUBLISHED
12 August 2026

PREVIOUS
v4.1

IN THIS RELEASE

1	Substitute Leave	EVERYONE
2	Substitute Leave — the reviewer's queue	REVIEWERS
3	Substitute Leave — the review detail	REVIEWERS
4	Substitute leave across your reports	ADMINS
5	Grievances	EVERYONE
6	Reviewing a grievance	REVIEWERS
7	Advanced notice on a leave type	ADMINS
8	Requests show who decided, and when	EVERYONE
9	Improvements & fixes	EVERYONE

AT A GLANCE

	WHAT CHANGED	WHY IT MATTERS
1	Substitute Leave	Claim a day off for a day you worked, as a full or half day.
2	The reviewer's queue	Every claim in one place, split across the two review stages.
3	The review detail	Both dates marked on a month calendar before you decide.
4	Substitute leave in reports	Approved substitutes count on the reports, the dashboard and the calendar.
5	Grievances	Raise a workplace concern with the reviewers you pick — anonymously if you want.
6	Reviewing a grievance	A forward-only ladder from Submitted to Resolved, with a note at each step.
7	Advanced notice	A leave type can require a number of days' notice before it can be booked.
8	Decision trail	Every request drawer says who decided it, when, and what they wrote.
9	Improvements & fixes	Smaller changes across requests, leave, reports and the rest of the app.

One change per page. The orange markers on each screenshot match the numbered steps beside it.

1 Substitute Leave NEW

Worked on a day you were meant to be off? Claim the time back. Name the day you worked, the day you want off in return, and who should review it. The day off can fall either side of the day worked, and it can be a full day or half a day.

WHERE **Requests** > **Substitute Leave** > **Request Substitute Leave**

WHO Everyone

HOW TO USE IT

- 1 Pick the day you worked.
- 2 Pick the day you want off. Either side of the day worked is fine.
- 3 Choose a full day, or the first or second half.
- 4 Pick your reviewers and say why you are claiming it.

+ Request Substitute Leave

×

DAY WORKED *

1 August 8, 2026

DAY OFF WANTED *

2 August 17, 2026

DURATION

Full day still claimable against this worked day.

3 Full day

REVIEWERS *

4 SS

REMARK *

Worked the Saturday release window — claiming the Monday back.

A claim for the Saturday worked, taken back as the following Monday.

2 Substitute Leave — the reviewer's queue

Claims are reviewed in two stages: **approve** the claim, then **verify** the work was really done. Four tiles count where everything stands, four tabs split the queue by stage, and each card offers only the actions its claim is up to.

WHERE **Review Requests** > **Substitute Leave**

WHO **Reviewers & Admins**

HOW TO USE IT

- 1 **Read the tiles** — to approve, to verify, verified, rejected.
- 2 **Switch tabs** to narrow to one stage.
- 3 **Check the claim** — both dates and whether it is a half day.
- 4 **Approve or reject** straight from the card.

Review substitute leave

Two stages — approve the claim, then verify the work was actually done.

1 TO APPROVE 4 awaiting first-stage action

2 TO VERIFY 1 approved, awaiting verification

3 VERIFIED 2 closed and confirmed

4 REJECTED 1 declined at either stage

Substitute leave approval queue

2 Approve 4 To Verify 1 Verified 2 Rejected 1

3 Raj Kumar Shrestha Pending

4 Full Day

On call for the Sunday migration.

4 Reject Approve

Showing 1-4 of 4

Records per page 10 1

The approval queue. Prakash's claim is a **first half day**; Sita's is a **second half**.

3 Substitute Leave — the review detail

Open a claim and both days are drawn on a month calendar — the day worked and the day claimed off, each marked and keyed to the legend below it. When the two fall in different months the calendar reaches both.

WHERE **Review Requests** > **Substitute Leave** > **open a claim**

WHO Reviewers & Admins

HOW TO USE IT

- 1 **Read the claim** — the two dates, the duration and the remark.
- 2 **Check the calendar** for the day worked and the day off.
- 3 **Write a review note** — optional to approve, required to reject.
- 4 **Approve or reject.**

Review substitute leave

**Raj Kumar Shrestha**
raj@yopmail.com

Pending

1

DAY WORKED

Aug 02, 2026

DAY OFF

Aug 10, 2026

DURATION

Full Day

REMARK

On call for the Sunday migration.

2

August 2026

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DAY WORKED

DAY OFF

WEEKEND

REVIEW NOTE

Optional to approve - required to reject

3

Add a note for the requester...

4

Close

Reject

Approve

Both claimed days marked on one month, with the legend underneath.

4 Substitute leave across your reports NEW

Approved substitute leave counts everywhere absence already counts. The attendance report gains a fifth tile and a status of its own; the dashboard's who's-out widget gains a fourth roll-call tile; and the Calendar shows substitutes beside leave, with their own filter and legend entry.

WHERE **Attendance Report** > **Dashboard** > **Calendar**

WHO Admins

HOW TO USE IT

- 1 Pick the **day** you want to report on.
- 2 Read the **fifth tile** — substitute leave, counted separately.
- 3 Find the **row** — it reads Substitute Leave, with no clock times.
- 4 Export to PDF, Excel or CSV.

Attendance report
One row per employee for the selected day — presence, leave, WFH, and hours at a glance.

Summary Tiles: PRESENT 6, ABSENT 2, WFH 0, LEAVE 2, SUBSTITUTE LEAVE 1

EMPLOYEE NAME	DATE	DAY	CHECK IN	CHECK OUT	CHECK IN STATUS	STATUS	TOTAL WORKING HOURS
Aarati Devkota Backend Engineer	2026-08-10	Mon	08:50 AM	06:10 PM	—	Present	9h 20m
Laxman Basnet ML Engineer	2026-08-10	Mon	08:57 AM	06:05 PM	—	Present	9h 8m
Manoj Thapa DevOps Engineer	2026-08-10	Mon	—	—	—	Substitute Leave	—
Nitesh Kunwar Frontend Developer	2026-08-10	Mon	09:03 AM	06:07 PM	—	Present	9h 4m
Prakash Dhahal QA Engineer	2026-08-10	Mon	09:25 AM	06:16 PM	Late Arrival	Present	8h 51m
Rabin Karki AI Engineer	2026-08-10	Mon	09:37 AM	06:25 PM	Late Arrival	Present	8h 48m
Raj Kumar Shrestha Content Strategist	2026-08-10	Mon	—	—	—	Leave	—
Sanjay Khanal —	2026-08-10	Mon	08:54 AM	05:59 PM	—	Present	9h 5m
Sita Pandey AI Engineer	2026-08-10	Mon	—	—	—	Leave	—

Monday 10 August: six present, two on leave, one on substitute leave — and *Late Arrival* against the two who came in after nine.

5 Grievances NEW

Raise a workplace concern with the people you choose to review it. Give it a subject and a description, attach a file if you have one, and pick your reviewers. Tick **Submit anonymously** and they see “Anonymous” instead of your name.

WHERE **Sidebar** > **Grievances** > **Raise Grievance**

WHO **Everyone**

HOW TO USE IT

- 1 **Write a subject** and describe the concern.
- 2 **Attach a file** — image, PDF, DOC or TXT, up to 5 MB.
- 3 **Submit anonymously** if you would rather not be named.
- 4 **Pick your reviewers** — colleagues still with the organization.

+ Raise Grievance

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SUBJECT *

1

Concern about meeting conduct

DESCRIPTION

Interruptions in the Monday planning meeting are making it hard for quieter members of the team to contribute. I would like us to agree how we chair it.

2

ATTACHMENT

Click to upload or drag and drop

Images · PDF · DOC · DOCX · TXT · up to 5MB

Optional. One file only.

3

☒ Submit anonymously

Your reviewers will see "Anonymous" instead of your name.

4

VIEWER(S) *

SS

Raising a grievance anonymously. Your reviewers see “Anonymous” in place of your name.

6 Reviewing a grievance

A grievance is not approved or rejected — it moves forward one step at a time: **Submitted**, **Acknowledged**, **In Review**, **Resolved**. Each move takes a note, and the timeline keeps them, so whoever raised it can see it is being handled.

WHERE Sidebar > Review Grievances > open one

WHO Reviewers & Admins

HOW TO USE IT

- 1 **Read it in full** — subject, description and who raised it.
- 2 **Advance the status** and write the note that goes with the move.
- 3 **Follow the timeline** of everything that has happened so far.
- 4 **Add the note and update** in one action.

View Grievance

In Review

Grievance details

REQ-019FEA10

1

SUBJECT

Handover load after the team split

DESCRIPTION

Since the team split in July the handover notes have not kept up, and work is being picked up twice. I would like us to agree a single owner per stream.

ATTACHMENT

—

SUBMITTED BY

Sita Pandey

REVIEWERS

Aarati Devkota

SUBMITTED

Aug 12, 2026

2

Advance status

NEW STATUS *

Pick the next status

NOTE *

What changed, and why?

3

STATUS TIMELINE

✓ Submitted

Sita Pandey

Aug 12, 2026

✓ Acknowledged

Aarati Devkota

Aug 12, 2026

4

Close

Add note & update status

7 Advanced notice on a leave type NEW

A leave type can now require a number of days' notice. Set it once on the type and the request form enforces it — the earliest date anyone can pick moves out by that many days, and the rule is written out under the date field. Leave it empty and the type carries no policy.

WHERE **Settings** > **Leave Types**

WHO Admins set it, everyone sees it

HOW TO USE IT

- 1 Create or open a leave type.
- 2 Set Advanced notice in days.
- 3 No policy shows a dash.
- 4 A policy shows the notice it needs.

The screenshot shows the 'Settings' page for 'Demo organization'. The 'Leave Types' tab is selected. The table lists the following leave types:

LEAVE TYPE	DAYS PER YEAR	ADVANCED NOTI...	DESCRIPTION	ROW ACTIONS
BEREAVEMENT LEAVE	5		this is test of leave scheduling	
STUDY LEAVE	5	4 days	Planned study time, needs a week of notice	
CASUAL LEAVE	5	—	Zero-day policy: today onwards only	
SABBATICAL	10	30 days	Long planned break, needs notice	
ANNUAL LEAVE	10	7 days	paid leave	
SICK LEAVE	1	—	sick leave	

The 'Advanced Notice' column is highlighted with a red box and numbered 2, 3, and 4. The 'Create' button is highlighted with a red box and numbered 1.

Sabbatical needs a month's notice, Study Leave a fortnight; Casual and Bereavement Leave carry none.

8 Requests show who decided, and when IMPROVED

All six request drawers — leave, WFH, attendance, overtime, equipment and document — carry the whole decision trail. A request now shows when you submitted it and who reviewed it, and the timeline keeps the decision, its date and the reviewer's note together instead of scattering them.

WHERE **Any request** > open it

WHO Everyone

HOW TO USE IT

- 1 **Reviewed by** — whoever acted on it.
- 2 **Submitted** — the day you raised it.
- 3 **The timeline** — the decision, its date and the note, together.

View Leave

Approved

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Leave details

REQ-EE7968A1

FROMAug 20, 2026

TOAug 21, 2026

LEAVE TYPEAnnual Leave

REASONLong weekend with family

1 REVIEWED BYSujata Shrestha

2 SUBMITTEDAug 10, 2026

STATUS TIMELINE

✓ Submitted by you
August 10, 2026 08:45 AM

✓ 3 Approved
Sujata Shrestha
August 11, 2026 11:05 AM
Approved — enjoy the break.

✓ Applied to your ledger
Synced - auto-reflected in your timesheet

Approved on the 11th, with the note kept beside the decision.

9 Improvements & fixes

Requests & approvals

- The decision date and the reviewer's note sit together in the timeline, where they read as one decision.
- A pending request names the reviewer it is waiting on; a decided one names whoever acted.
- Status filters on the request lists apply as soon as you set them.

Leave

- A leave type keeps the colour you pick, from the moment you save it.
- Today is marked in every date picker, so the current day is easy to find.
- Substitute leave can be claimed as a first or second half day, counted as **0.5**.

Your team

- Employees who have left sort to the bottom of the attendance overview, and their rows are faded.
- Resource review cards line their actions up along the right-hand edge.

Reports & email

- The daily attendance report arrives at your organization's own closing time, in its own time zone.
- New joiners receive a welcome email when their account is created.
- The monthly product update carries a one-click unsubscribe.

Around the app

- The notifications popover matches the sticky-notes panel it sits beside.
- Selected people in the employee picker are tinted to match your theme, in light and dark.
- Files you attach appear in the list with the kind of document they are.