



DailySync.AI

RELEASE NOTES

What's new in DailySync.AI

RELEASE
v5.0

PUBLISHED
14 September 2026

PREVIOUS
v4.2

IN THIS RELEASE

1	Biometric devices	ADMINS
2	Linking device PINs to employees	ADMINS
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5	Missed check-in, missed check-out & Out Door Duty	EVERYONE
6	Filing a request for someone else	ADMINS & HR
7	Team leads review their team's requests	TEAM LEADS
8	Default reviewers for each employee	ADMINS
9	Improvements & fixes	EVERYONE

AT A GLANCE

	WHAT CHANGED	WHY IT MATTERS
1	Biometric devices	A fingerprint device at your office clocks people in and out of DailySync.
2	Device PINs	Tie each PIN on the device to a person, so their punches become their attendance.
3	Contracts	Every employee's contract in one list, with the ones that need attention first.
4	Leave balance	Give one person a different yearly allowance without changing it for everyone.
5	Attendance requests	Report a forgotten punch, or a day spent working away from the office.
6	On behalf	Admins and HR can raise any request for an employee who cannot.
7	Team lead reviews	Team leads approve their own team's requests.
8	Default reviewers	Choose who reviews each person's requests.
9	Improvements	Smaller touches across requests, attendance, leave and settings.

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

1 Biometric devices NEW

Connect a fingerprint device at your office so punches on it clock people in and out of DailySync. A small program on a PC at the site reads the device and sends each punch to DailySync. Once a punch's PIN belongs to an employee, it becomes their attendance.

WHERE **Settings** > **Biometrics** > **Middleware**

WHO Admins

HOW TO USE IT

- 1 **Add middleware** for the PC at the site. You get a key to paste into the installer.
- 2 **Check the status.** *Running* means the PC is checking in; *Reachable* means it can see the device.
- 3 **Set up the device** with its address. DailySync sends it to the PC, so nobody types it at the site.
- 4 **Manage it from the row** — view it, change the device, or unbind the PC.
- 5 **Open Data Source or Mapping** to see what the device holds and who each PIN belongs to.

Settings
Manage your organization settings, events type, and others.

Appearance Organization Profile Leave Types Team Roles Organization Positions Default Reviewers Opening Hours **Biometrics**

Biometric integrations
Connect a biometric device through a middleware installed on a PC at the site. Attendance arrives here automatically once its device PINs are mapped to employees.

Middleware
A middleware is the program installed on a PC at the site. It is what talks to the device; DailySync never dials the device itself.

Middleware

Middleware	Status	Device	Last checked in	Row actions
Reception PC Front desk, ground floor dsba.061500f9974adaaf9	RUNNING	REACHABLE Front desk K40	just now	
Warehouse PC Loading bay office dsba.28c0e07cfc30ffccf	RUNNING	REACHABLE Warehouse K40	just now	

Showing 1-2 of 2

Records per page 25 < 1 >

Invite User
 Invite now
Send an invitation to a new user, specifying their role (user or admin).

Laxman Basnet
laxman@gyopmail.com

Two sites connected: both PCs are running and both devices are reachable.

2 Linking device PINs to employees NEW

The device knows people by a PIN. Tell DailySync which employee each PIN belongs to and their punches become their attendance — including any punches already waiting. You can work through a whole device here, or bind a PIN from the employee's own profile.

WHERE **Settings** > **Biometrics** > **Mapping**

WHO Admins

HOW TO USE IT

- 1 **Pick the device**, or *All* to see every PIN.
- 2 **See what is waiting** — how many punches are held until their PINs are answered.
- 3 **Find an unanswered PIN**. The name the device holds is shown beside it.
- 4 **Map it to an employee**. Their waiting punches become attendance straight away.

Settings
Manage your organization settings, events type, and others.

Appearance Organization Profile Leave Types Team Roles Organization Positions Default Reviewers Opening Hours **Biometrics**

Biometric integrations
Connect a biometric device through a middleware installed on a PC at the site. Attendance arrives here automatically once its device PINs are mapped to employees.

Middleware
Data Source
Mapping

Mapping
Which employee each device PIN belongs to. Select a row to set or change it.

1 Reception K40 Front desk K40 Warehouse K40 **All**

Who each PIN belongs to
A punch becomes attendance only once its PIN is answered. Until then it is kept, not discarded — answering releases every punch waiting behind it.

Find a PIN or a name ☐ Unanswered only

2 punches cannot become attendance until the 16 unanswered PINs are mapped

PIN	Who	Punches
22 Device calls it "Drepa Sapkota" On Reception K40 DEVICE LIST	NOBODY YET Until this is answered, punches from it go nowhere	16 punches waiting - last seen 2026-08-17 4 Map to employee
31 Device calls it "Mina Magar" On Reception K40 DEVICE LIST	NOBODY YET Until this is answered, punches from it go nowhere	16 punches waiting - last seen 2026-08-17 ✓ Map to employee
38 Device calls it "Bikash Sapkota" On Reception K40 DEVICE LIST	NOBODY YET Until this is answered, punches from it go nowhere	16 punches waiting - last seen 2026-08-17 ✓ Map to employee
44		

Invite User
[Invite now](#)
Send an invitation to a new user, specifying their role (user or admin).

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PINs nobody has claimed yet, each with the punches waiting behind it.

3 Contracts NEW

One list of every employee and their current contract. Anyone without a contract comes first, then people on probation, then fixed-term contracts by how soon they end, then permanent ones. Record a first contract, correct one, or renew it when it runs out.

WHERE **Sidebar** > **General** > **Contracts**

WHO Admins

HOW TO USE IT

- 1 **Start at the top.** Employees marked *Contract not set* have nothing recorded yet.
- 2 **Check probation,** shown with its own start and end dates.
- 3 **Watch the expiry column** — fixed-term contracts sort by the date they end.
- 4 **Use the row's actions:** + records a first contract, the pencil edits or renews one, and the list icon opens its history.

EMPLOYEE	CONTRACT PERIOD	PROBATION	EXPIRES	ACTIONS
LB Laxman Basnet Normal	Contract not set	—	—	+
SK Sanjay Khanal Normal	Contract not set	—	—	+
SS Sujata Shrestha sujata@yopmail.com	Contract not set	—	—	+
SS Sushma Shrestha Sushma@yopmail.com	Contract not set	—	—	+
RK Raj Kumar Shrestha raj@yopmail.com	Jul 01, 2026 — Jun 30, 2027	Jul 01, 2026 — Dec 31, 2026	In 108 days	✎ ⋮
MT Manoj Thapa manoj@yopmail.com	Oct 01, 2025 — Sep 30, 2026	—	In 16 days	✎ ⋮
PD Prakash Dhahal prakash@yopmail.com	Nov 15, 2025 — Nov 14, 2026	—	In 61 days	✎ ⋮
NK Nitesh Kunwar nitesh@yopmail.com	Jan 01, 2026 — Dec 31, 2026	—	In 108 days	✎ ⋮
RK Rabin Karki rabin@yopmail.com	Apr 01, 2023 — Permanent	—	Permanent	✎ ⋮
SI Sajjan Ilab sajjanilab@gmail.com	Jun 10, 2024 — Permanent	—	Permanent	✎ ⋮
SY Sajjan Yop	Mar 02, 2024 — Permanent	—	Permanent	✎ ⋮

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Four employees without a contract lead the list; Manoj's contract ends in 16 days.

4 Leave balance per employee NEW

Give one employee a different yearly allowance for a leave type — half days included — without changing the organization default for everyone else. The employee sees their own allowance on their Leave page.

WHERE Sidebar > General > Employees > Edit > Leave Balance

WHO Admins & HR

HOW TO USE IT

- 1 Open the **Leave Balance** tab on the employee.
- 2 Type the **days per year** for a leave type. Half days such as 14.5 are fine.
- 3 Check the row. A changed type is marked *Personalised*, with the organization default beside it.
- 4 Reset it to go back to the organization default, then **Save**.

Edit Employee

Profile

Contact

Documents

Bank Details

Administrative

1 Leave Balance

Biometrics

Leave balance

The total days this employee gets each year for each leave type. Changing a number here affects only this employee — the organization default is left alone. Half days are allowed.

Leave type	Taken this year	Remaining	Days per year
3 Annual Leave PERSONALISED Organization default: 12 days	0 days	14.5 days	4 2 14.5
Casual Leave PERSONALISED Organization default: 12 days	1 day	5.5 days	6.5
Emergency Leave Organization default: 4 days	0 days	4 days	4
Maternity Leave Organization default: 10 days	0 days	10 days	10
Mourning Leave Organization default: 2 days	0 days	2 days	2
Service Leave Organization default: 3 days	0 days	3 days	3
Sick Leave Organization default: 6 days	0 days	6 days	6
Test Leave Organization default: 5 days	0 days	5 days	5

Manoj gets 14.5 days of Annual Leave and 6.5 of Casual Leave; every other type follows the organization.

5 Missed check-in, missed check-out & Out Door Duty NEW

Three new attendance requests. Report a clock-in or clock-out you forgot, or a day spent working away from the office. Once approved, a missed check-in appears as a clock-in at the time you asked for, and an Out Door Duty day is tagged in the Daily Attendance Report.

WHERE Sidebar > Requests > Attendance > Request Attendance

WHO Everyone

HOW TO USE IT

- 1 Open Request Type.
- 2 Pick the one that fits: *Missed Check In*, *Missed Check Out* or *Out Door Duty*. Out Door Duty asks for the date only.
- 3 Say why in the reason, then Submit request.

The screenshot shows the 'Request Attendance' form. At the top, there's a title bar with a green plus icon and the text 'Request Attendance', and a close button (X). Below the title bar, there's a section 'FILE ON BEHALF OF' with the instruction 'Leave empty to file for yourself.' and a dropdown menu currently showing 'Filing for yourself'. Below this, there's a section 'REQUEST TYPE *' with a dropdown menu showing 'Select Request Type'. This dropdown is highlighted with a red box and a red circle with the number 1. Below the dropdown, there's a list of request types: 'Early In', 'Late Out', 'Early Out', 'Missed Check In', 'Missed Check Out', and 'Out Door Duty'. The last three options are highlighted with a red box and a red circle with the number 2. Below the list, there's a section 'REASON *' with a text area containing the placeholder text 'Direct & specific — your reviewer reads this in five seconds.' This section is highlighted with a red box and a red circle with the number 3.

The three new request types sit at the end of the list.

6 Filing a request for someone else NEW

Admins and HR can raise any request for an employee — leave, WFH, attendance, overtime, substitute leave, equipment or a document. The request goes to that employee's own reviewers, and everyone who sees it can tell who filed it.

WHERE Any request form > File on behalf of

WHO Admins & HR

HOW TO USE IT

- 1 **Choose the employee** in *File on behalf of*. Leave it empty to file for yourself.
- 2 **Pick the dates**. A request filed for someone else can be backdated to the start of the year.
- 3 **Check the reviewers**. They are the employee's own; a team lead is added automatically.
- 4 **Give the reason** and submit. The request shows who filed it.

The screenshot shows a 'Request Leave' form with the following sections and annotations:

- 1 FILE ON BEHALF OF**: A text input field containing 'RK Raj Kumar Shrestha' with a clear button (X) and a dropdown arrow.
- LEAVE TYPE ***: A dropdown menu currently showing 'Select Leave Type'.
- 2 DATE (FROM - TO) ***: A date picker field with a note: 'Inclusive — both days count. Backdating is allowed for requests filed on behalf of someone else, back to 1 Jan 2026.' Below the note is a 'Pick a date' button.
- 3 VIEWER(S) ***: A field showing a reviewer 'R SI' with a lock icon and a dropdown arrow. Below it is a note: 'Your team lead was added as a reviewer automatically and cannot be removed.'
- 4 REASON ***: A large text area with the placeholder text: 'Direct & specific — your reviewer reads this in five seconds.'

A leave request filed for Raj: his team lead is already a reviewer and cannot be removed.

7 Team leads review their team's requests NEW

A team lead can now approve their own team's leave, WFH, attendance, overtime and substitute leave requests without being made an admin. Requests raised by the team reach the lead automatically, and the lead sees only their own team's queue.

WHERE **Sidebar** > **Review Requests**

WHO **Team leads**

HOW TO USE IT

- 1 **Open Review Requests** in the sidebar and pick the request type.
- 2 **Start with Pending** — it holds what is waiting on you.
- 3 **Read the request.** It shows the type, the reason, and who filed it.
- 4 **Approve or reject** it straight from the card.

The screenshot shows the 'Review attendance' page in the DailySync.AI application. The sidebar on the left has 'Review Requests' highlighted with a red box and a red circle with the number 1. The main content area has a header 'Review attendance' and a sub-header 'Team attendance corrections — approve fast, reject with reason, audit later.' Below this are three cards: 'APPROVED' with 0 items, 'REJECTED' with 0 items, and 'PENDING' with 1 item (2). The 'PENDING' card shows '1 awaiting your action'. Below these is the 'Attendance approval queue' with a table of pending requests. The first request is for 'Raj Shrestha' (3), with details: 'September 12, 2026' and 'Out Door Duty'. The request was 'Filed By Laxman Bhasnet'. The request card has a 'Reject' button and an 'Approve' button (4). The bottom of the page shows the user 'Rabin Karki' is logged in.

Rabin leads Main Team, so Raj's Out Door Duty day waits in his queue.

8 Default reviewers for each employee NEW

Choose who reviews each employee's requests. Their reviewers are filled in on every request they raise and cannot be removed. Anyone without their own reviewers uses the organization's fallback list, so nothing changes until you assign someone.

WHERE **Settings** > **Default Reviewers**

WHO Admins

HOW TO USE IT

- 1 **Filter to Unassigned** to see who still needs reviewers.
- 2 **Spot the gaps.** *Unassigned* means the fallback list reviews their requests.
- 3 **Check each person's reviewers** in the Reviewers column.
- 4 **Edit a row** to set their reviewers, or tick several rows and use *Add reviewers to selected*.
- 5 **Switch to the fallback list** to change who covers everyone else.

Settings
Manage your organization settings, events type, and others.

Appearance Organization Profile Leave Types Team Roles Organization Positions **Default Reviewers** Opening Hours Biometrics

Employee reviewers • 11 employees
Every employee in your organization, and who reviews their requests.

Refresh

Search by name or email

EMPLOYEE	TEAMS	REVIEWERS	ROW ACTIONS
☐ Unassigned			
☐ Laxman Basnet laxman@yopmail.com	—	Unassigned	
☐ Manoj Thapa manoj@yopmail.com	Main Team	SK	
☐ Nitesh Kunwar nitesh@yopmail.com	—	SK	
☐ Prakash Dhahal prakash@yopmail.com	—	Unassigned	
☐ Rabin Karki rabin@yopmail.com	Test Team Main Team	SS	
☐ Raj Kumar Shrestha raj@yopmail.com	Main Team	Unassigned	
☐ Sajjan Ilab sajjanilab@gmail.com	Main Team	Unassigned	
☐ Sajjan Yop sajjan@yopmail.com	Test Team	Unassigned	
☐ Sanjay Khanal sanjay.khanal@systems.ai	—	Unassigned	

Invite User
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Laxman Basnet
laxman@yopmail.com

Manoj's requests go to two named reviewers; Laxman has none yet, so the fallback list covers him.

9 Improvements & fixes

Requests & approvals

- A request filed for you names who filed it; one you filed for someone else names who it is for.
- The reviewers set for you appear as locked chips in every request form.
- *Clear all* in the reviewer picker leaves locked reviewers in place.

Attendance

- Punches from a fingerprint device are marked as such in the clock in / out records.
- An approved **Missed Check In** shows as a clock-in at the time requested.
- An **Out Door Duty** day carries a tag in the Daily Attendance Report and has its own column in the export.
- Out Door Duty asks for the date only.

Leave

- Your Leave page shows your yearly allowance for each leave type.
- The leave form shows how many days you have left as you pick a leave type.

Your team

- HR can open and manage the Employees pages.
- The employee's **Administrative** tab shows the contract on file.
- Search the Contracts page by first and last name.

Settings

- Default Reviewers warns you when some employees have no reviewers and no fallback list is set.

On the website

- A **Release notes** page lists every release, newest first.
- The privacy policy explains how Google Calendar data is used.