

# TaskBuddy

## Quick User Guide

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**Version 1.0.0**

**09/25/2022**

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**Features:**

1. Punchin and Punch out employees in one click.
2. User can login into application and visit their profile.
3. Provides the full checkin and checkout information to admin.
4. Provides admin the current pay period details of the employees.
5. Provides admin the previous pay period details of the employees.
6. Admin can download all user information and all checking information.
7. Admin can search any employee by his/her full name in report sections.
8. Employee working hours can be modified by the admin.
9. Admin can modify the employee’s information.
10. Admin can delete any missing punch out entries.
11. Admin can overwrite the checking and checkout time also if any employee miss punches out admin can edit the punch out time.
12. Admin can insert employee’s check in and checkout manually.
13. Admin can add alerts and events.
14. Employee registration.
15. Employee shall be able to see alerts and calendar events.
16. Missing punch out list will also be available to employee.
17. Free 90 days trial version and at any time user can activate the application.
18. After 90 days of trial user must activate the application for further usage.

