

Korrekturhinweise

Great apps for small businesses

0 D	1 C	2 D	3 B
4 F	5 E	6 A	7 B

Begründungen

0

Paragraph D contains the answer: “You can also sort through dozens of application responses in just minutes; categorize applicants into yes, no and maybe buckets; and note when you follow up with a candidate.” This app therefore helps you choose potential employees for job interviews.

1

Paragraph C contains the answer: “Not only can you create and manage separate lists, schedules and reminders to organize daily tasks, but you also can sync them among your Mac desktop, iPhone, iPad, Apple Watch and iPod Touch.” This app therefore helps you coordinate everyday activities.

2

Paragraph D contains the answer: “Proven helps you organize your hiring, allowing you to post all your job listings to multiple job boards with one click on your smartphone.” This app therefore advertises vacancies on various employment sites.

3

Paragraph B contains the answer: “This app, formerly known as ZenPayroll, streamlines your company’s entire payroll, tax and benefits process. Besides online employee onboarding, Gusto automatically reports new hires to the government; handles all local, state and federal tax filings; automates deductions for benefits and workers’ comp payments.” This app therefore manages money to be paid to the authorities.

4

Paragraph F contains the answer: “Each card you create on a Trello board represents an assignment or task. You can add members, comments, attachments — from Google Drive, Dropbox or your computer — checklists, due dates and labels and stickers to make the cards as descriptive as possible. And whenever you change a card, Trello notifies each member via email and on mobile devices.” This app therefore informs employees when group-related issues are altered.

5

Paragraph E contains the answer: “Expensify makes keeping track of your expenses while on a business trip a lot less painful. You can link your credit or debit card to your Expensify account so that the app will place charges directly on an expense report.” This app therefore assists you when travelling for work.

6

Paragraph A contains the answer: “You can [...] pay your employees and vendors; track unpaid invoices; and much more. It connects to thousands of accounts — including your business bank account, credit cards, PayPal and Square — and uploads data from these sources seamlessly.” This app therefore helps you settle bills that you owe.

7

Paragraph B contains the answer: “Besides online employee onboarding, Gusto automatically reports new hires to the government; handles all local, state and federal tax filings; automates deductions for benefits and workers’ comp payments; and emails digital pay stubs to employees.” This app therefore sends out salary information.