KeneDue

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The Complete User Manual

For account owners, team leads and team members

Version 1.0 ·

Applies to KeneDue 1.0 · www.kenedue.com

A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

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Part 0 — What KeneDue is ⭯

0.1 In one sentence

KeneDue keeps every deadline your household or your company has — bills, renewals, inspections, licences, meetings, tasks and money coming in — in one place, and reminds the right person before each one arrives.

0.2 What makes it different

- **Two calendars, one truth.** Enter a date in the Ethiopian calendar (E.C.) or the Gregorian calendar (G.C.). KeneDue stores one date underneath and shows it in whichever calendar you prefer. Pagume is handled properly.
- **Built for teams.** One subscription covers your whole company. Employees join with a code, work in shared groups, and every due date has a clear owner and a clear assignee.
- **It works without a signal.** Open it on the bus, mark something done, and it syncs when you are back online.
- **It is a website and an app.** Install it on a phone or a computer and it behaves like any other app, with its own icon and its own notifications.
- **It speaks English and Amharic** — including voice commands, at no extra cost.
- **You pay the way you already pay.** Bank transfer, Telebirr or M-Pesa, with a receipt you upload. No card needed.

0.3 Who this manual is for

There are three roles in KeneDue, and the manual tells you which parts belong to which:

- **Account owner** — the person or company that pays. Owners get everything in this manual, including **Part 5, the Team console**.
- **Team lead** — an employee the owner has promoted. Leads can run groups, assign work, and are never restricted by staff permissions. Parts 1–4 and 6–9.

- **Team member (regular employee)** — everyone else on the roster. Parts 1–4 and 6–9. Some abilities depend on what the owner has allowed.

Sections marked **(Owner only)** or **(Owner and team lead)** do not appear for regular members.

0.4 Where KeneDue runs

- Any modern browser, at **www.kenedue.com**
- Installed as an app on **Android**, **iPhone/iPad**, **Windows**, **Mac** and **Linux** (see 1.9)
- Offline, with everything you have already opened (see 8.4)

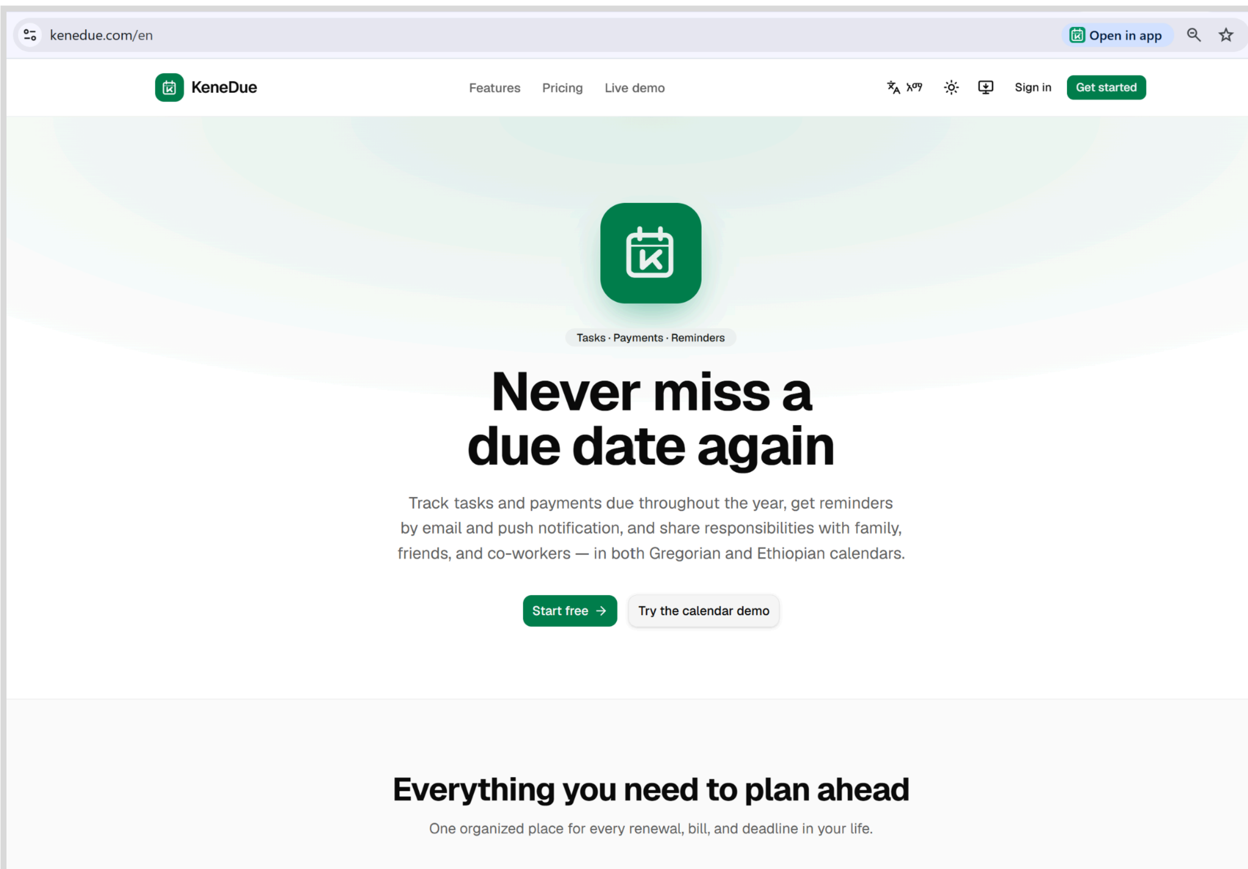

Fig. 1.1: KeneDue at www.kenedue.com.

Part 1 — Getting started

1.1 Which kind of account do you need?

Decide before you register — it saves undoing things later.

- **Personal account** — just for you and your family. Start on the free plan; go premium when you outgrow it.
- **Organization owner account** — you are buying KeneDue for a company or a team. You pay once for a number of seats, and your staff join free.
- **Employee account** — your employer already has an organization. You either register with their **organization code**, accept an **email invitation**, or are handed an account they created for you.

Important — one account cannot be two of these at once. An account that already has its own premium subscription, or that owns an organization, cannot take a seat on somebody else's team. If you are going to be an employee, register with the code from the start.

1.2 Registering a personal account

1. Open **www.kenedue.com** and click **Get started** (or **Sign in**, then *Don't have an account?*).
2. Choose the **Email** tab or the **Phone** tab.
    - **Email:** enter your full name, email address and a password of at least 8 characters.
    - **Phone:** pick your country code, then type your number **without the leading 0** — for example `911 234 567`. Next you choose a password and add a **backup recovery email**.
3. Click **Create account**.

4. If you registered by email, open the confirmation email and click the link.

Tip — the eye icon at the end of the password box shows what you have typed.

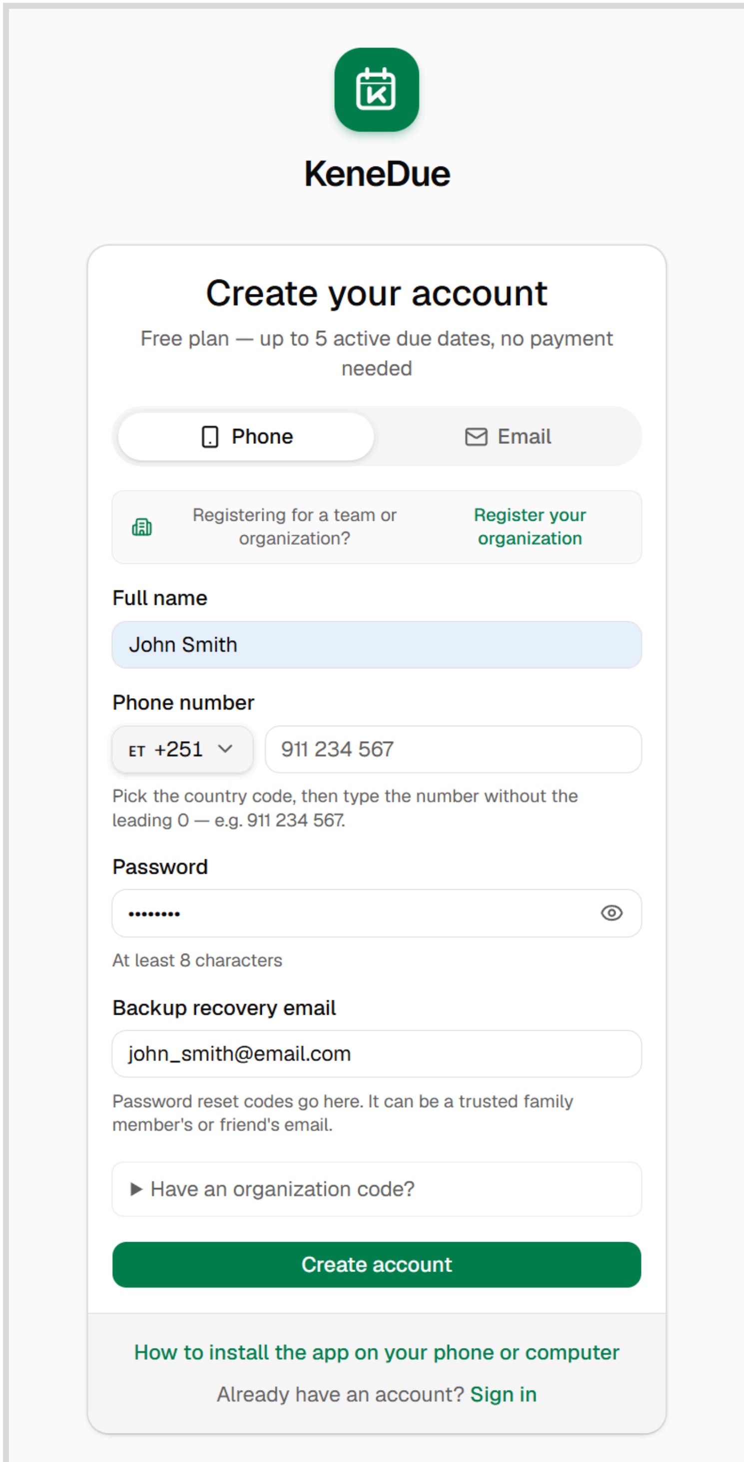

Fig. 1.2: Registering with an email address or a phone number.

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1.3 Registering as an organization owner *(Owner only)*

1. Go to the registration page and click **Register your organization** (under *Setting up a new organization?*).
2. Fill in:
   - **Organization name** — what your staff will see when they join, e.g. *Kene Technologies*.
   - **Your full name (account owner)**.
   - Your email or phone number, and a password.
3. Click **Create account**.
4. You land on **Billing**, where you choose an enterprise plan and the number of seats, pay, and upload your receipt (Part 6).
5. Once the payment is approved, your **organization code** appears on the **Team** page. Share it with your staff.

The billing page states the same three steps:

- Choose the enterprise plan that matches your team size, and enter how many seats you need.
- Pay once for all seats and upload the receipt.
- Once approved, your organization code appears — share it with your staff so they join free.

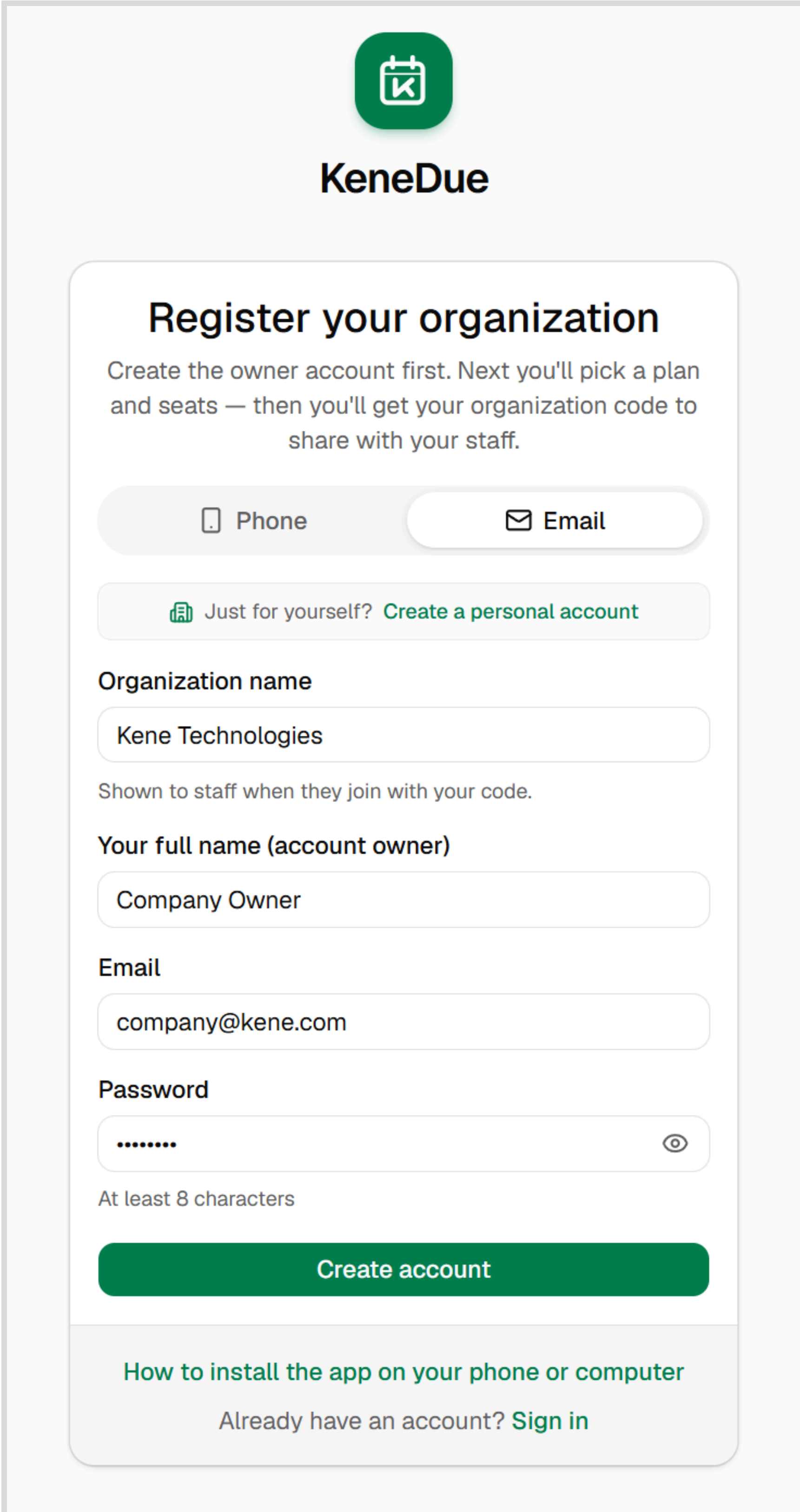


Fig. 1.3: Creating the owner account for a company.

1.4 Joining a company as an employee

There are three ways in. Your employer will have chosen one.

A — With an organization code

1. Go to the registration page.
2. Fill in your name and your email or phone number, and choose a password.
3. Click **Have an organization code?** and type the code, e.g. `ABCD2345`.
4. Click **Create account**.

You join at the organization rate — **no payment and no receipt from you**. Premium is covered by your employer for as long as their subscription runs.

If the code is refused, the message tells you why: the code is wrong; the organization has no seats left; its subscription is not active right now; or your account cannot join because it already belongs to another team, owns an organization, or has its own premium subscription.

B — From an email invitation

Your employer sends an invitation that carries the code inside it, so there is nothing to type. Open the email, click the link, and the code is filled in for you. Register or sign in with **the address the invitation was sent to**.

C — Accepting an invitation from your dashboard

If you already have a KeneDue account, the invitation appears at the top of your **Dashboard** under *Organizations inviting you*:

{Name} invited you to join the team of "{Organization}". Accepting seats you on their plan (premium included). Nothing changes until you decide.

Click **Accept** or **Decline**. Nothing happens until you choose.

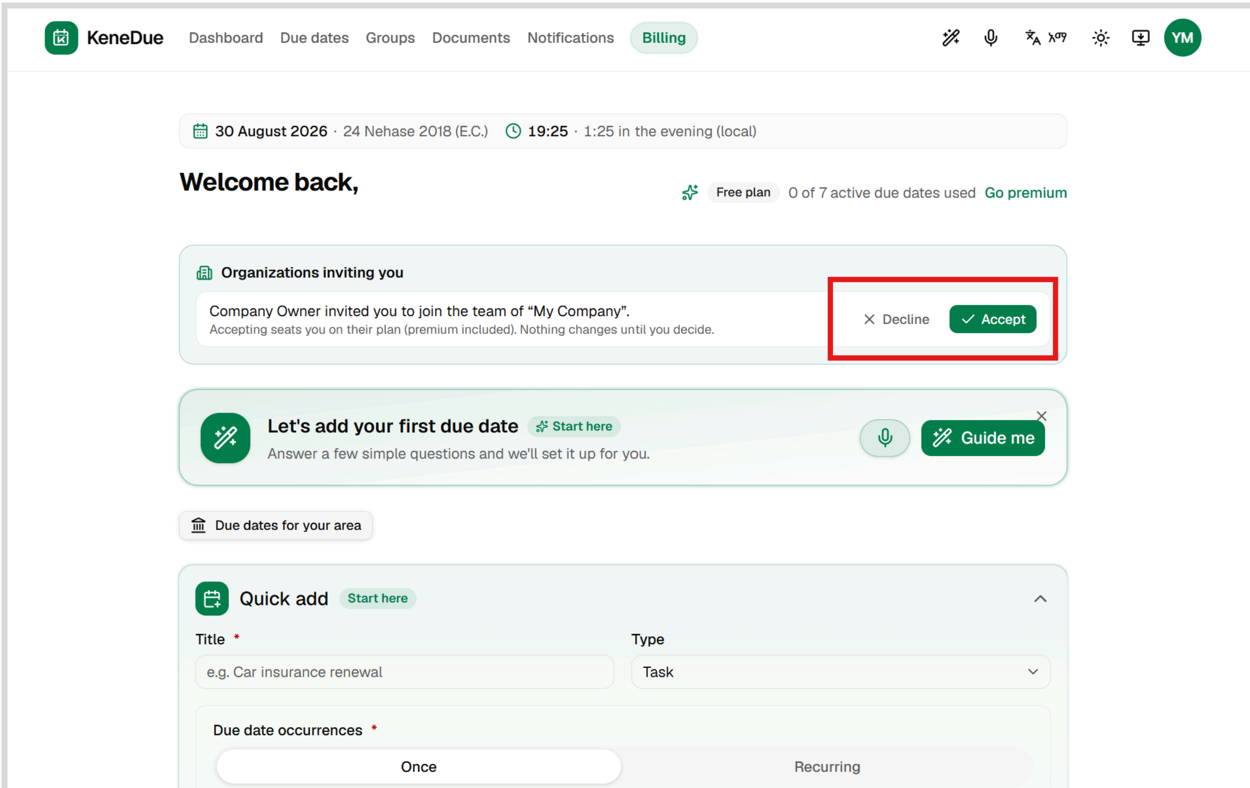


Fig. 1.4: An organization invitation waiting on the dashboard.

1.5 First sign-in when your account was created for you

If your employer created your account (see 5.4), your first sign-in takes you to a **Welcome** screen before anything else:

Welcome, {your name} — your account was created for you. Choose a password only you know.

- Enter a **new password** (at least 8 characters) and repeat it.
- If your account has **no email address** (phone-only), you must also add a **backup email**. It is the only way to reset a forgotten password, and it may belong to a trusted family member or friend.
- Click **Save and continue**.

You cannot use the app until this is done — deliberately. The temporary password your employer handed you is not yours until you have replaced it.

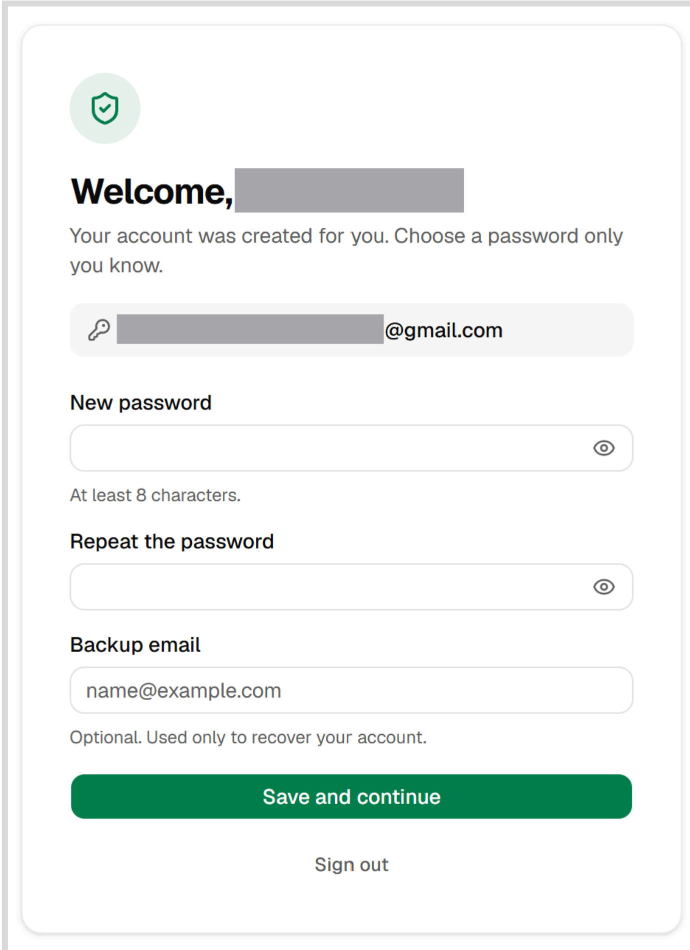


Fig. 1.5: First sign-in: choose a password only you know.

1.6 Confirming your email address

A card on your dashboard asks you to confirm your email:

We sent a code to {email}. Confirming it is what lets you reset your password later.

1. Click **Confirm**.
2. Enter the **6-digit code** from the email.
3. Click **Confirm**.

The code is good for **24 hours**. If it has not arrived, check your spam folder, or click **Send a new code** (there is a one-minute wait between sends).

If you sign in with a phone number this matters more than usual: the email address is the *only* way back into your account if you forget your password.

1.7 Signing in

1. Open **www.kenedue.com** and click **Sign in**.
2. Choose the **Email** or **Phone** tab and enter your details.
3. Choose how long to stay signed in: **24 hours**, **7 days**, **30 days**, or **Until I sign out**.
4. Click **Sign in**.

Tip — on a personal device, *Until I sign out* saves you signing in every week. On a shared computer, choose 24 hours.

1.8 Forgotten password

1. On the sign-in page, click **Forgot password?**
2. Enter your email address. If you sign in with a phone number, the code goes to the **backup recovery email** on your account.
3. Click **Send reset code**.
4. Enter the **6-digit code** and your new password, then click **Reset password**.

If the account has no backup recovery email, the reset cannot be sent — contact support.

1.9 Installing KeneDue on your device

KeneDue is a website and an app in one. Installing it gives it its own icon, its own window, notifications and offline access. Everything is shared with the website — one account, one set of data.

The full guide lives in the app at **www.kenedue.com/install**.

Android (Chrome)

1. Open **kenedue.com** in Chrome.

2. Tap **Install** on the floating KeneDue card at the bottom of the screen — or open the ⋮ menu and tap **Install app** (older versions: *Add to Home screen*).
3. Confirm. The icon lands on your home screen, and reminders arrive as normal notifications.

Dismissed the card? The ⋮ menu route always works, and the card comes back after a few days.

iPhone and iPad (Safari only)

1. Open **kenedue.com** in **Safari** — other browsers cannot install apps on iPhone.
2. Tap the **Share** button (the square with an arrow pointing up).
3. Scroll down, tap **Add to Home Screen**, then tap **Add**.
4. Open KeneDue from your home screen and **allow notifications** when asked.

Important — on iPhone, reminders only arrive from the installed app, not from a Safari tab. This step is not optional if you want reminders.

Windows, Mac and Linux (Chrome or Edge)

1. Open **kenedue.com** in Chrome or Edge.
2. Click the **install icon** at the right end of the address bar (a small monitor with a down arrow), or open the ⋮ menu and choose **Install KeneDue**.
3. Confirm. KeneDue opens in its own window and pins to your taskbar or dock.

No install icon? It appears a moment after the page finishes loading. The ⋮ menu route always works.

ANDROID	**iPHONE**	**DESKTOP**

Fig. 1.6: Installing KeneDue on Android, iPhone and desktop.

1.10 Turning on notifications

Reminders reach you by **email** and by **push notification**. Push has to be switched on once per device.

1. Open **Notifications** from the menu (the bell).
2. In the **Push notifications on this device** card, click **Enable**.
3. Allow notifications when your browser asks.

You will see *"Enabled — reminders will pop up on this device."*

If it says *"Notifications are blocked in your browser settings for this site"*, unblock KeneDue in your browser's site settings and try again.

A nudge also sits on the dashboard until you do this: *"Turn on notifications so your reminders reach this device."*

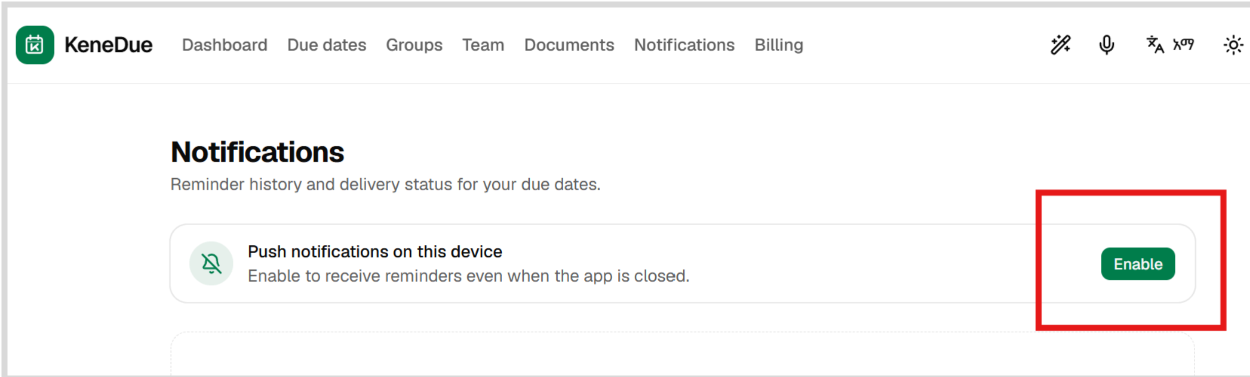


Fig. 1.7: Push notifications, enabled on this device.

1.11 A tour of the screen

The top bar (every page)

From left to right:

- **KeneDue logo** — returns you to the Dashboard.
- **Navigation** (on wide screens): Dashboard · Due dates · Groups · **Team** *(owners only)* · Documents · Notifications · **Billing**.
- **Wand icon** — opens **Guide me**, the step-by-step helper (2.3).
- **Microphone icon** — opens **Voice mode** (2.4).
- **Language switch** — English / አማርኛ.
- **Theme toggle** — light or dark.
- **Install icon** — installs the app if it is not installed yet.
- **Profile menu** — your initials, far right.

Note — the **Billing** link glows gently while you are on the free plan or your premium has expired. That is a nudge, not an error.

The bottom bar (phones)

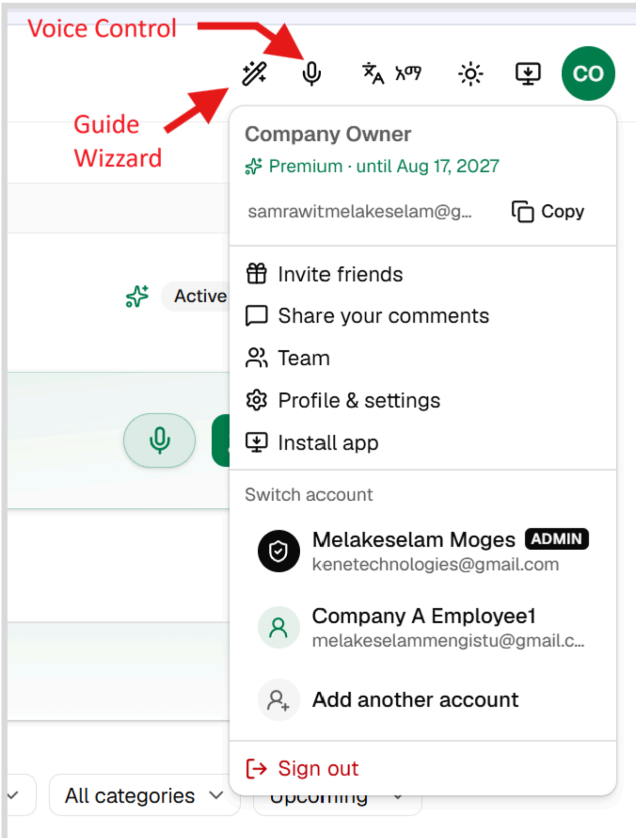
On a phone the navigation moves to a bar at the bottom of the screen: **Dashboard · Due dates · Groups · Team** *(owners only)* **· Documents · Notifications · Billing**.

The profile menu

Tap your initials at the top right:

- Your name, and your email or phone number
- Your plan — *Free plan*, *Premium · until {date}*, or *Premium via {organization} · until {date}*
- **Invite friends** — your referral link (8.8)
- **Share your comments** — rate KeneDue (8.9)
- **Profile & settings**
- **Switch account** / **Add another account** (8.6)
- **Sign out**

DESKTOP **PHONE**



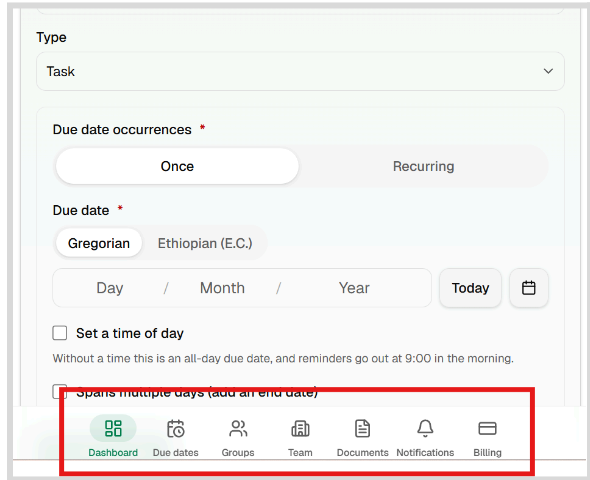


Fig. 1.8 : Getting around: the top bar, the profile menu, and the bottom tabs on a phone.

Part 2 — Due dates: the heart of KeneDue ⟳

Everything in KeneDue is a **due date**: something with a date attached, and someone responsible for it.

2.1 The three kinds

Every due date is one of three types. The type decides how it is counted and coloured.

- **Task** — something to do. *Renew the trade licence. Service the generator. Submit the report.*
- **Payment** — money going out. Carries an **amount**, and is added into the "payments due" totals.
- **Income** — money coming in. Carries an amount too, and is totalled separately so the two never mix.

Tip — if it has a number attached, make it a Payment or an Income. Your dashboard then tells you *how much* is due this month, not just *how many* things.

2.2 Quick add — the 10-second route

The fastest way in is the **Quick add** card at the top of the Dashboard.

1. Open the **Dashboard**.
2. In **Quick add**, type a title — e.g. *Electricity bill*.
3. Pick **Once** or **Recurring**, and set the date.
4. Click **Add due date**.

That is all. As the card says: *"Reminds you 1 day before. Open it later to add recurrence, groups, or documents."*

Notes

- The card retracts on its own after a few seconds if you do not touch it. The chevron re-opens it.
- On the free plan, once you reach the active-due-date limit the card says so and offers **Go premium**.

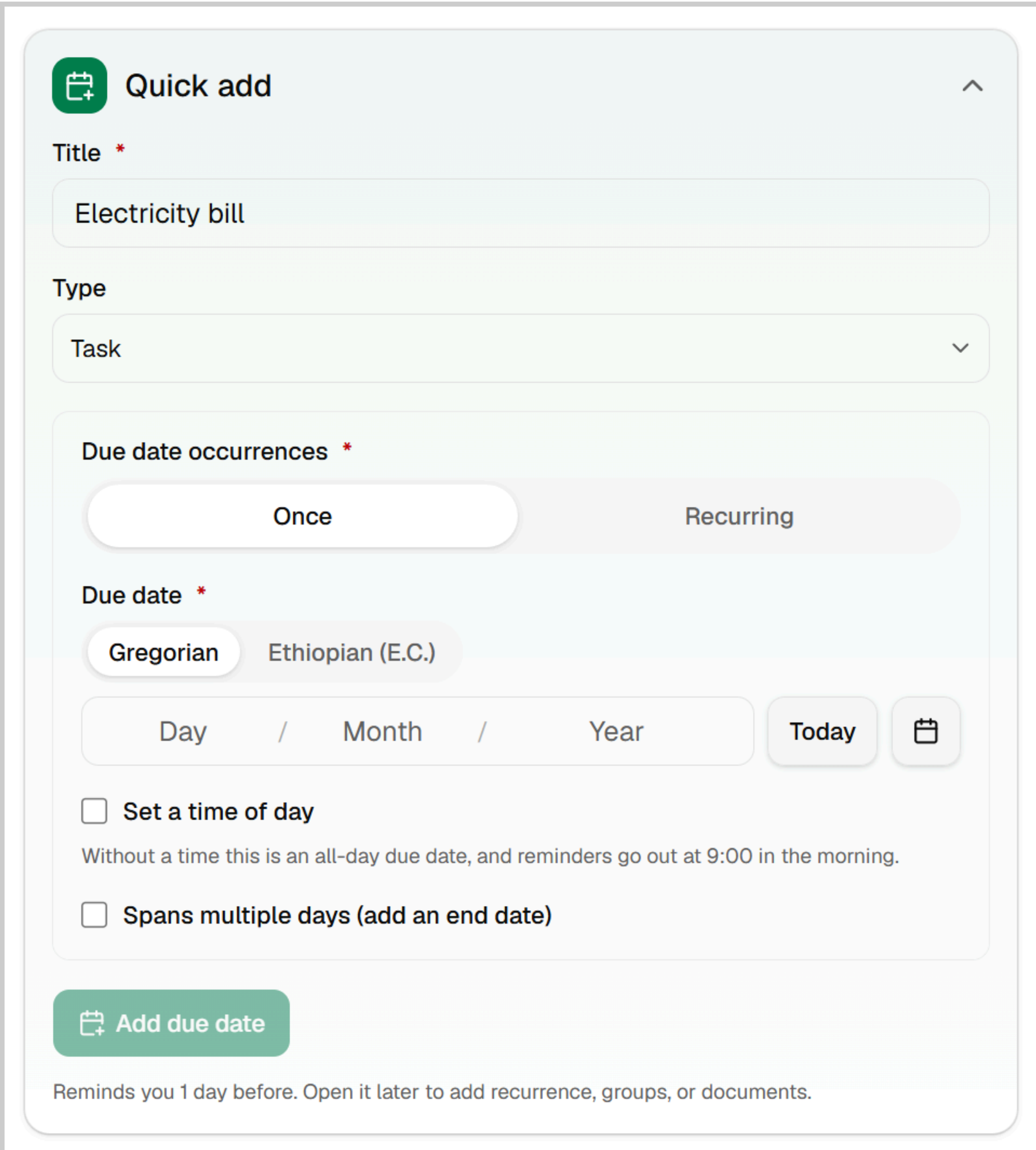


Fig. 2.1 : Quick add — a name and a date is all it takes.

2.3 Guide me — the step-by-step helper

If you would rather be asked questions than fill in a form, use the guide. It is on the dashboard as a card (**"Let's add your first due date — Guide me"**) and always available from the **wand** icon in the top bar.

The guide first asks **what you would like to do**:

- **Add a due date** — a bill, a renewal, a task, anything with a deadline
- **Keep a document** — a licence, a contract, a receipt you may need later
- **Manage due dates together** — share due dates with family or colleagues
- **Share with people** — invite someone with your link
- **Go premium or extend** — pick a plan in a few steps
- **Restore a backup** — bring back due dates from a backup file

Choosing *Add a due date* walks you through, one question per screen:

1. **What is it?** — a short name, and optionally an amount. You can pick a category and let it name the due date for you.
2. **When is it due?** — Today · Tomorrow · In a week · In a month · Pick a date.
3. **Where does it happen?** — a saved place, a new one, or skip.
4. **Does it repeat?** — Just this once · Every week · Every month · Every year.
5. **When should we remind you?** — On the day · The day before · Three days before · A week before · Don't remind me.
6. **Ready to save** — review, then **Create it**.

At any point you can press **Create it now** to save what you have so far, or **Take me there instead** to jump to the full form.

Tip — every guide track begins with a one-line note telling you where the same thing lives in the app, so the guide teaches you the app rather than replacing it.

To hide the dashboard card: **Hide this**. You can bring it back under **Profile & settings → Preferences → Show the guide card on the dashboard**, and the wand in the top bar always works.

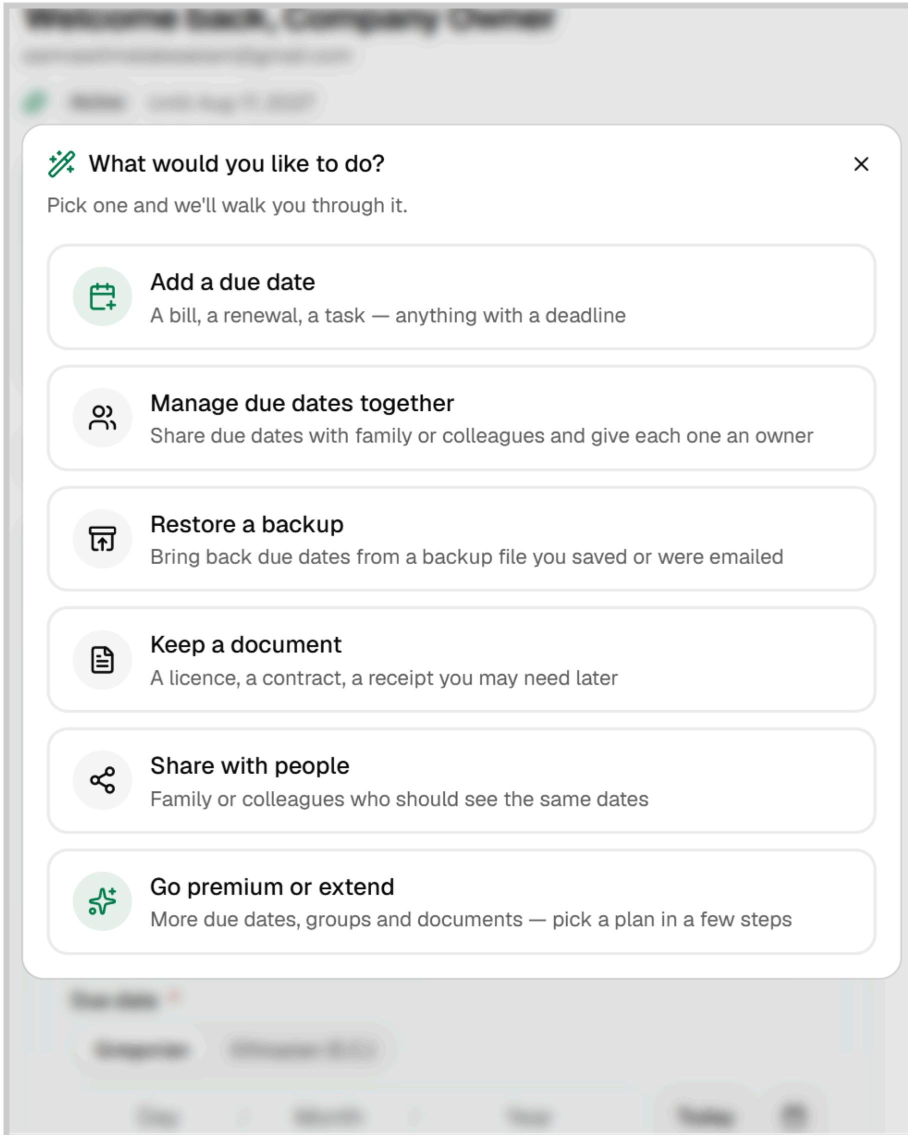


Fig. 2.2: "Guide me" asks one question at a time.

2.4 Voice mode

Tap the **microphone** in the top bar to talk to KeneDue in English or Amharic. If your browser has no speech recognition, or you would rather not speak, **type the same commands** into the box — everything works the same way.

Things you can say:

- **Create** — *"create a due date"*, or in one go: *"add a payment called Rent due Friday at 3 pm"*
- **Ask** — *"what is due today"* · *"…tomorrow"* · *"…this week"* · *"what is overdue"* · *"how much is due this week"*
- **Act** — *"mark rent as done"* · *"skip this one"* · *"postpone rent by 3 days"* · *"open rent"* · *"delete rent"*
- **Navigate** — *"manage due dates together"* · *"keep a document"* · *"share with people"* · *"go premium"*
- Say **help** to hear the list, and **cancel** to stop.

When it creates something, it confirms first: *"Create 'Rent', due 3 September at 3 pm? Say yes or no."*

Times and calendars. Voice mode asks which calendar to use (Gregorian or Ethiopian) and how you will say the time — **standard** (3 pm), **military** (14:30), or the **Ethiopian clock** (say the hour with its part of day, e.g. *"3 in the morning"*).

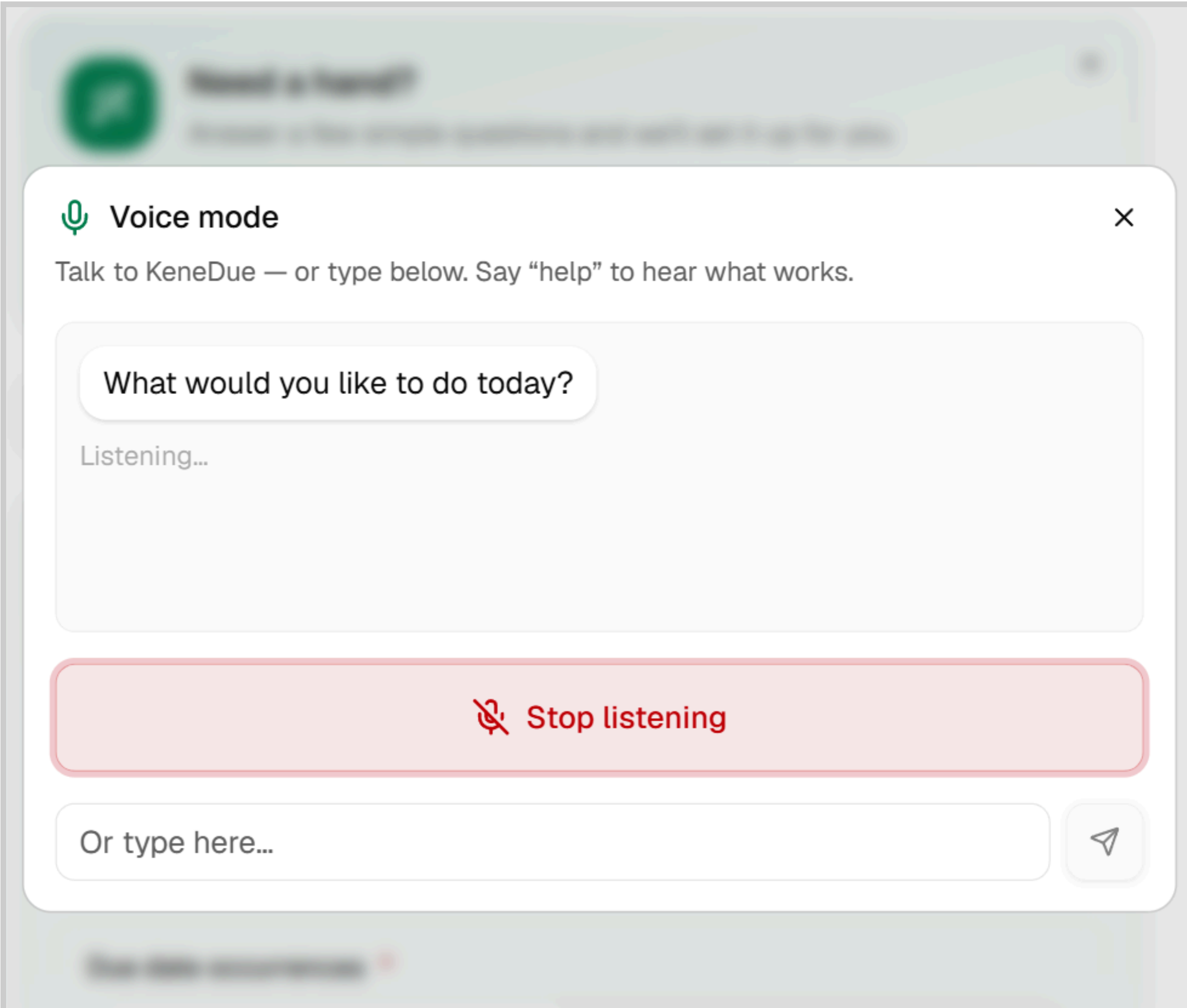


Fig. 2.3: Voice mode understands English and Amharic — or type the same commands.

2.5 The full form, field by field

Open **Due dates** → **New due date** (or the **+** on the due-dates page). The full form is where everything lives. Only **Title** and **Due date** are required; the rest are there when you need them.

Category

Pick a category to file the due date under. Categories are a tree: choose a top-level one, then drill down.

Some categories are **dynamic** — they ask *which one* the due date is for: *Which vehicle? Which property? Which business? For whom?* Pick a saved name or type a new one and click **Add**. The category chain then names the due date for you, e.g. *Vehicle · Toyota Corolla · Insurance renewal*.

You can add your own categories with the **Add** tile — see 8.2.

Title

- Type a name you will recognise later, e.g. *Car insurance renewal*.
- If a category named it for you, you can still edit it.
- KeneDue warns you if the name is already taken in the same place: *"'Rent' already exists in Personal. Pick a different name."* Names must be unique within a scope so documents and reminders stay unambiguous. A link is offered to open the existing one in a new tab.

Draft rescue — if you leave the form half-finished, your draft is restored next time: *"Your unsaved draft was restored. Cancel or clear the form to discard it."* Use **Clear form** to start fresh.

Description

Optional free text — anything you want to remember about it.

Type and amount

Choose **Task**, **Payment** or **Income**. Payments and income get an **Amount** field.

Location *(optional)*

Where this is done — *Bole branch*, *Kality site*. Pick a saved location or type a new name to add it. Spellings that match reuse the saved one, so you do not end up with four versions of the same place. Locations become a filter on the due-dates list.

Once or Recurring

This is the most important choice on the form.

Once — a single deadline. Set the **Due date**. Tick **Spans multiple days (add an end date)** if it runs over a period.

Recurring — it comes back on its own:

- **Repeats:** Daily · Weekly · Every weekday (Mon–Fri) · Monthly · Yearly · Custom…
- **Custom:** *Every N day(s) / week(s) / month(s) / year(s)*.
- **First occurrence** — the anchor date. Every future occurrence is counted from here, so a monthly bill anchored on the 31st correctly falls on 28 February and returns to the 31st in March.
- **On weekday** *(weekly)* — or keep the same day as the start date.
- **Set an end date** — *Repeat until…*
- **Each occurrence spans multiple days** — *Lasts N more day(s) after it starts*. For example, every Tuesday lasting 2 more days runs Tuesday–Thursday, every week.
- **Skip specific periods** — see below.
- **Next 5 occurrences** — a live preview so you can check you got it right before saving.

Skip specific periods *(recurring only)*

Cross out periods where the due date should not appear:

- **Days of the week** — e.g. a daily habit that skips Saturday and Sunday.
- **Months** — in the entry's own calendar, including **Pagume**. For example, school fees that pause over Hamle and Nehase.
- **Years** — up to five, for a sabbatical or a closed season.

Tap a crossed-out item again to restore it. If your choices would leave no occurrences at all, KeneDue tells you rather than saving a dead series.

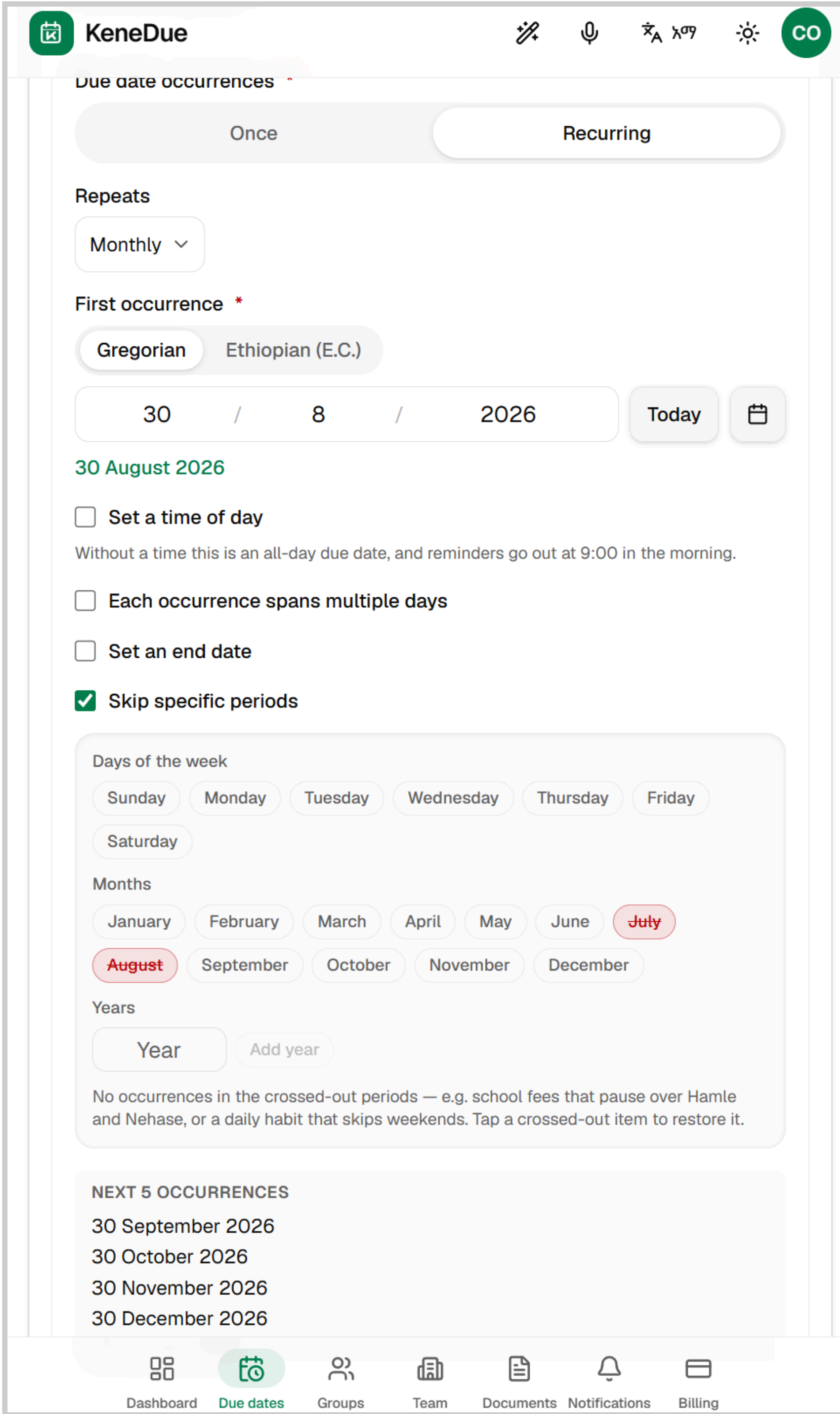


Fig. 2.4: Recurring due dates, with the months you want skipped crossed out.

Time of day

By default a due date is **all day**, and its reminders go out at **9:00 in the morning**.

Tick **Set a time of day** to give it a clock time. Reminders then count back from that exact time, so "2 hours before" means what it says.

Must be finished by (optional) closes the window: once that time passes, the due date counts as overdue that same day. Leave it empty if any time of day is fine.

Group and assignee

- **Group** — *Personal (no group)* or one of your groups. Putting it in a group shares it with everyone in that group.
- **Assigned to** — *Unassigned*, or one person in the group.

How this changes reminders: *"Reminders go to the assignee; if unassigned, every group member is reminded."*

How this changes permissions: once a group due date is assigned, **only the assignee and the owner can act on it**. Everybody else in the group can see it and duplicate it for themselves, but cannot mark it done or edit it. See 4.7.

Reminders

Add as many as you like. Each reminder is a **channel**, an **amount** and a **unit**:

- **Channel:** Email · Push · SMS
- **Amount and unit:** minutes · hours · days · months **before**

For example: *Email, 7 days before* plus *Push, 1 hour before*.

Note — SMS reminders are reserved for a future release. They can be selected, but nothing is sent yet. Use **Email** and **Push** for now. If you registered with a phone number and have no email address, email reminders are delivered to you as push notifications instead, so you are never less notified than your colleagues.

Supporting documents

Type a document name to find one you already have, or upload a new one on the spot. Each link carries its own **note for this due date**, so the same licence can mean different things on different due dates. See Part 3.

Contact phone *(optional)*

"Someone to call about this — the landlord, the garage, the office."

Enter the number and choose how to reach them: **Phone call**, **WhatsApp** or **Telegram**. A **Call** button then appears on the due date's card — one tap and the phone dials.

Virtual meeting *(optional)*

Tick **Set up a virtual meeting** to turn the due date into a meeting:

- **Meeting link** — a Zoom, Teams, WhatsApp or Telegram link. It becomes a **Join meeting** button. Shortcuts are offered to create a meeting on the common platforms in a new tab.
- **Invite participants** — type an email address and press Enter, up to 20 people. Each address gets an email with a **calendar invitation attached** when the due date is created. They need no KeneDue account.

If you change the details later, use **Send update** on the due date and everyone gets a corrected calendar invitation.

Mark as incomplete — remind me to finish this later

Tick **Mark as incomplete** when you want to save now but you know something is missing — documents still to attach, an amount to confirm. Add a short note under **What is still missing?**, e.g. *waiting for the receipt from the office*.

The due date is saved and works normally, but wears an **"!" badge** until you clear the mark, and you can filter for these under **Needs finishing**.

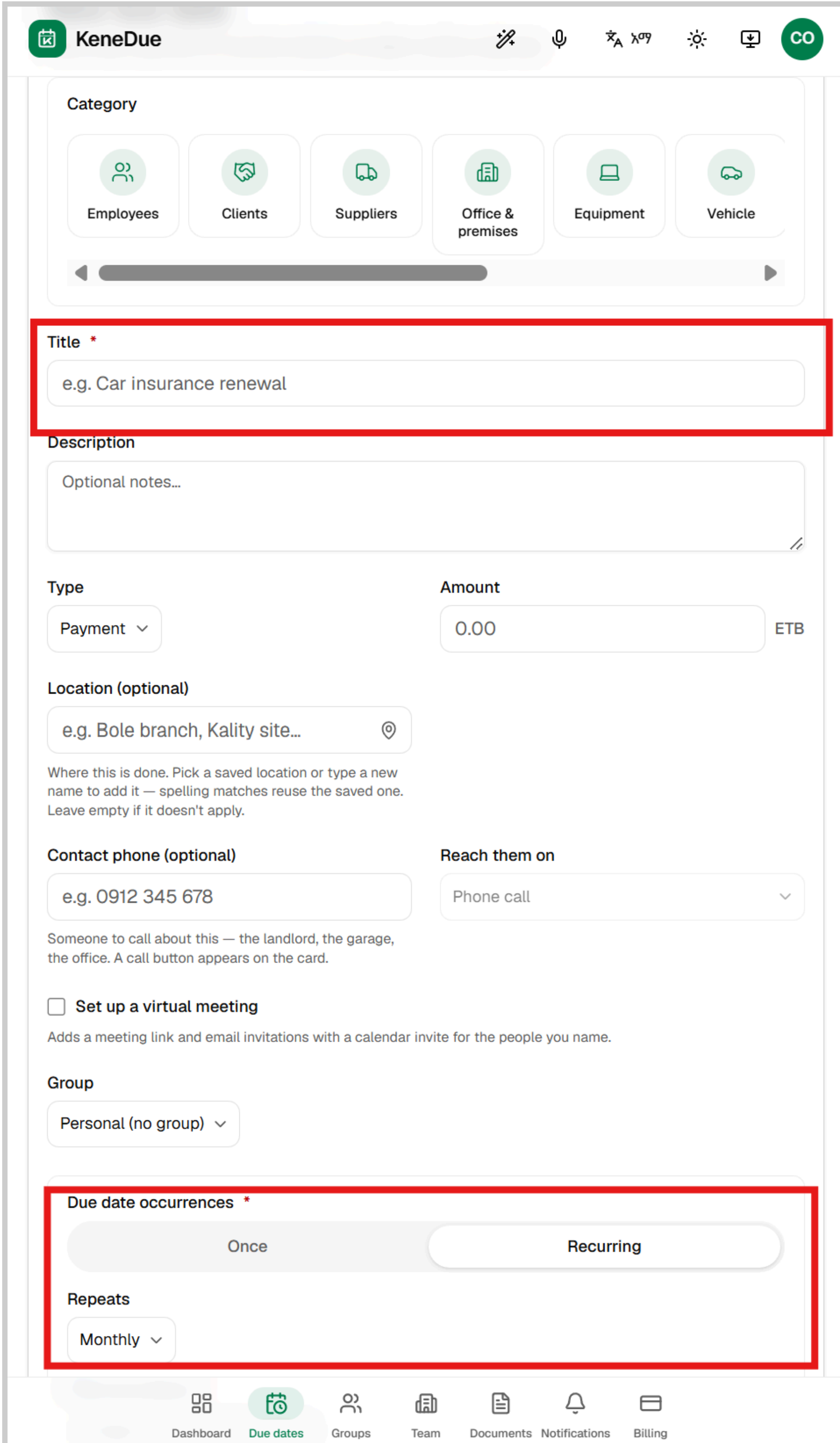


Fig. 2.5: The full form — only a title and a date are required.

A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

2.6 The Due dates page

Due dates is the complete list: *all your tasks, payments and income, sorted by date.*

Search

Search by title, description, or date.

Filters

Click **Filters** to open them:

- **Type** — All types · Tasks · Payments · Income
- **Group** — All groups · Personal · a specific group
- **Category** — All categories, or one of yours
- **Location** — All locations, or one of your saved places
- **Status** — Upcoming · Completed · Overdue · **Needs finishing**
- **Assigned to me** — only what is on your plate

Group by

Show the list flat, or grouped **By day**, **By week**, **By month** or **By year**. Group headings appear in your chosen display calendar (Gregorian or Ethiopian).

What each row tells you

- The **icon and colour** say whether it is a task, a payment or income, and whether it repeats.
- A **countdown** — *3 days left*, *Due today*, *Due tomorrow*, *2 days late*.
- The **amount**, for payments and income.
- Badges — **Public** (added from the catalogue), **Incomplete setup**, **Read-only**, **Assigned to another member**.
- A **Call** button, if a contact phone was set.

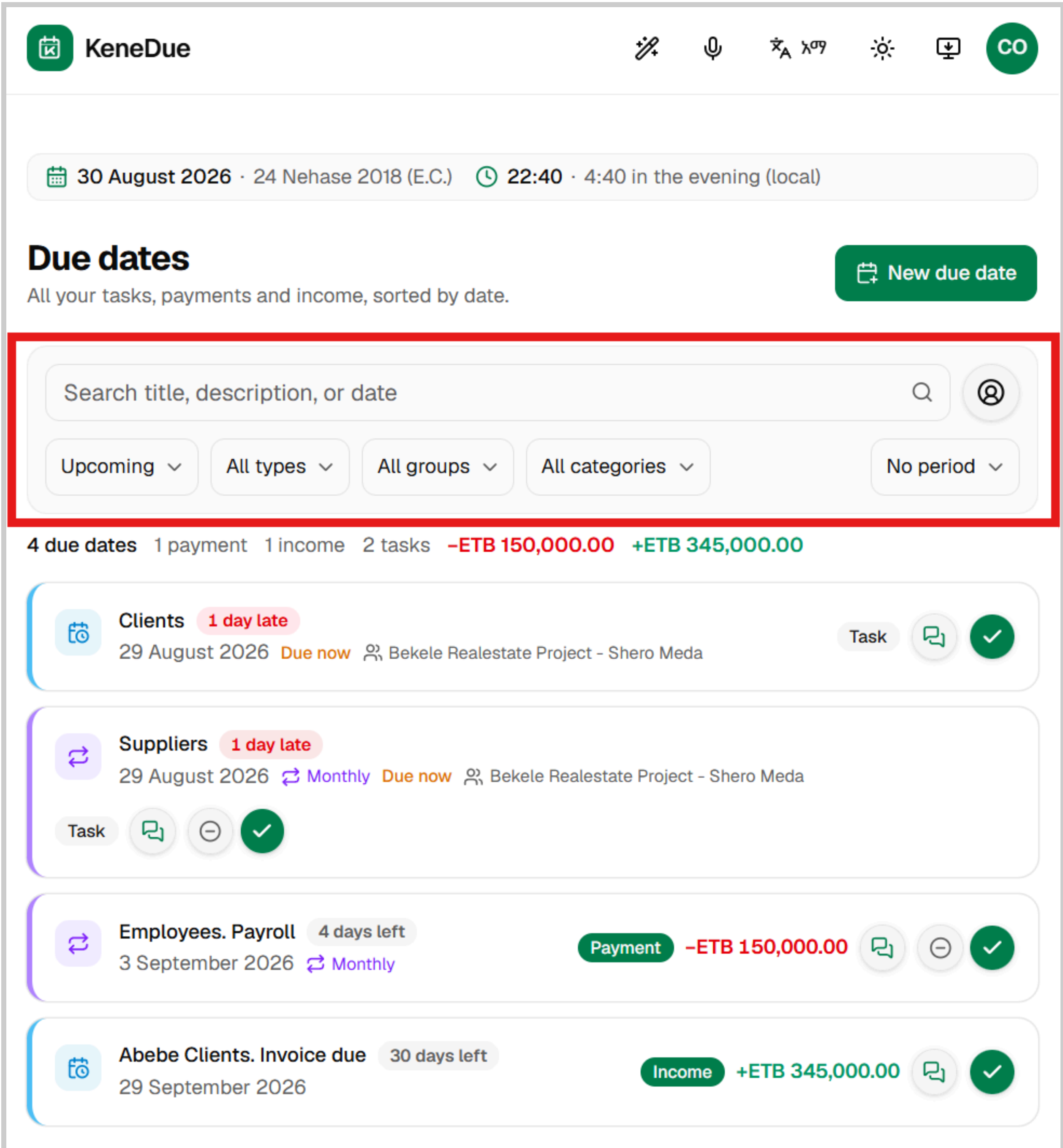


Fig. 2.6: Every due date, searchable and filterable.

2.7 The Dashboard

The Dashboard is the planning view — what is coming, and what it costs.

Reading down the page:

1. **Welcome back, {name}** and your plan status.
2. **Invitations** waiting for you — organizations and groups.
3. **Confirm your email address**, if you have not yet.
4. **Choose a backup home for your data**, once, if you have never set one (8.5).
5. **Turn on notifications**, if push is off on this device.
6. The **Guide me** card.
7. **New due dates for your area** — the public catalogue banner (8.1).
8. **Quick add**.
9. **Filters**, then the feed itself.

The feed

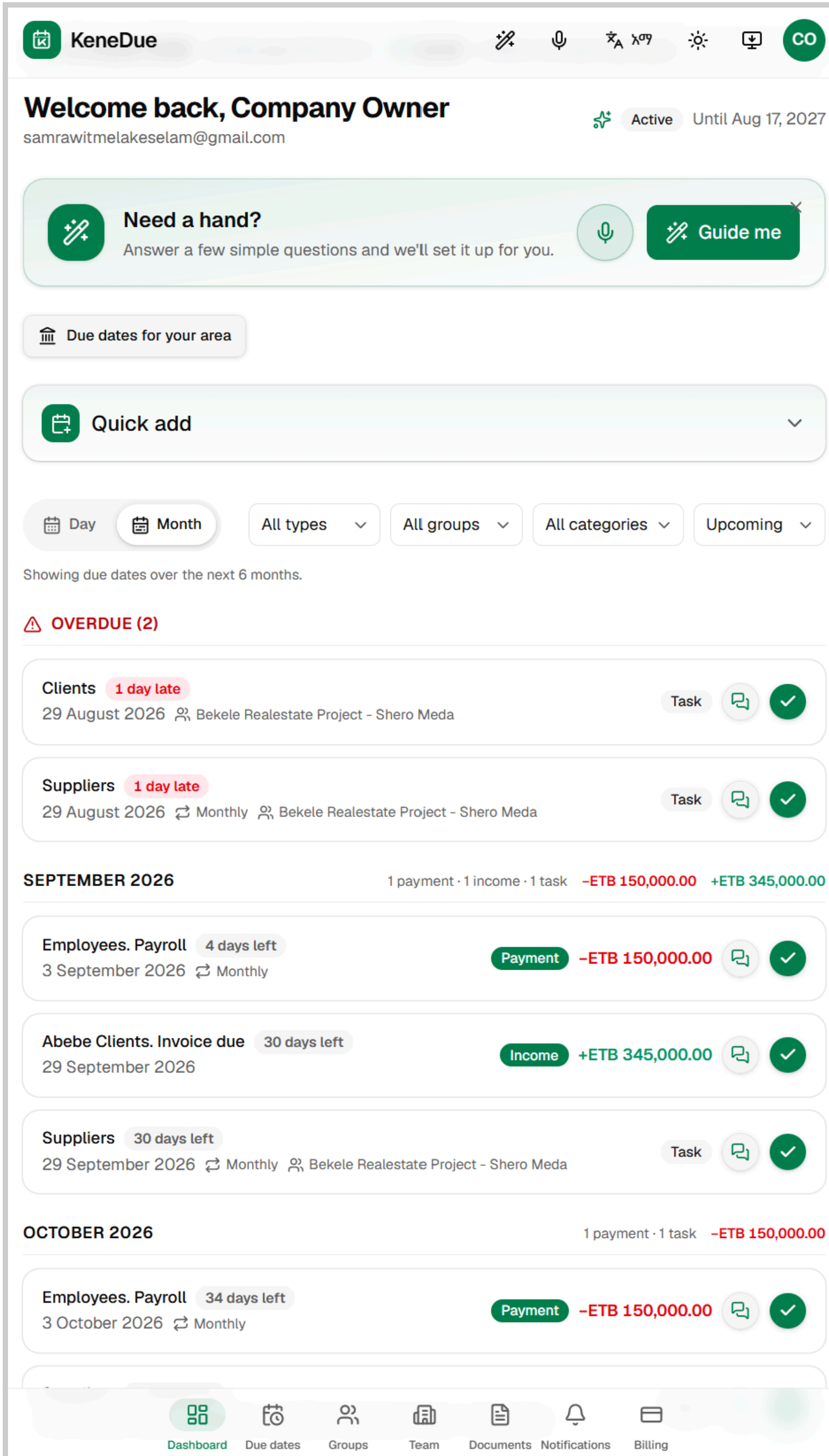
- **Day** or **Month** view. Day view looks 30 days ahead; Month view looks 6 months ahead.
- Group headings — **Today**, **Tomorrow**, then each day or month, written in your display calendar.
- Each heading carries its own **totals**: how many tasks, how many payments and how much, how much income — per currency.
- An **Overdue** section at the top when anything has slipped.
- Recurring due dates are expanded into their individual occurrences, so a monthly rent appears in every month.

Filters on the dashboard

Day/Month · Type · Group · Category · Status (Upcoming · Completed · Overdue · Needs finishing).

Acting from the dashboard

You can mark things done straight from the feed, without opening them.



A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

Fig. 2.7: The dashboard: what is coming, grouped by month, with totals.

2.8 The due-date page, button by button

Click any due date to open it. What you see depends on your role on that due date.

The header

Title, type badge, **Public** badge if it came from the catalogue, the **Incomplete setup** badge and its note, and the **Call** button if a contact phone was set.

The details panel

- **Due date** — or **Next occurrence** for a recurring one. It shows *Due now* when an occurrence is outstanding, and *All occurrences done* when the series is finished.
- **Start date / End date** for a due date that spans days.
- **Time**, and the closing time if one was set. Times are also written in the Ethiopian clock where that is your setting — e.g. *3 in the morning*.
- **Amount**.
- **Owner** and **Assigned to**, with *Assigned by {name}* when someone handed it over.
- **Reminders** — each channel and offset.
- **Also notified** — the watchers (see “Watchers” below).
- **Supporting documents**.
- **Meeting** — the link, the participants, and when each was invited.
- **Category** and **Location**.

The buttons

- **Mark done** — completes it. For a recurring due date this records **this occurrence** and moves the series on to the next one; the series itself is not retired.
- **Skip this one** *(recurring only)* — records that this occurrence was deliberately skipped and moves to the next.
- **More** — when several occurrences are outstanding: **Mark all N done** or **Skip all N**.
- **Reopen** — undoes a completion.

- **Extend** — pushes the due date forward. Choose an amount and a unit (days · weeks · months · years); the new date is previewed before you apply it. The change is recorded permanently on the status updates.
- **Duplicate** — opens the New due date form pre-filled from this one. Useful for "the same thing, for the other vehicle".
- **Add to calendar** — downloads a calendar file (.ics) with alarms that mirror your reminders, so it lands in Google Calendar, Outlook or your phone's calendar.
- **Assign to me** / **Unassign me** — claim or drop an unassigned group due date.
- **Release me** — ask to be let go of one that was assigned to you (4.8).
- **Change owner** — hand the due date itself to someone else (4.9).
- **Join meeting** — opens the meeting link.
- **Edit** — the pencil, or the floating edit button.
- **Delete** — permanent, with a confirmation.

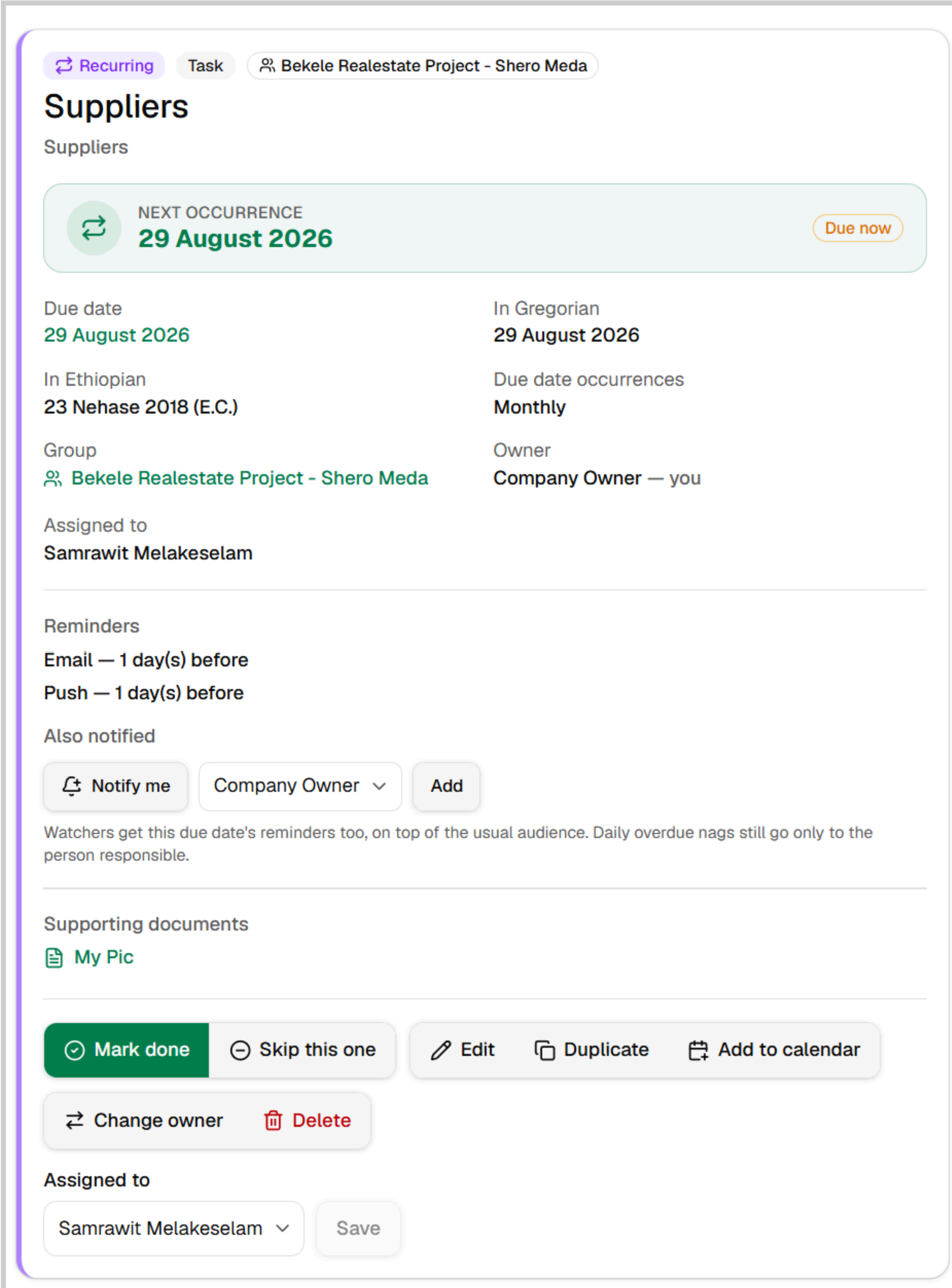


Fig. 2.8: One due date, everything about it in one place.

Watchers — "Also notified"

Watchers receive the due date's reminders **on top of** whoever normally gets them.

- **Notify me** adds you as a watcher.
- **Add** lets you add another member of the group.
- **Stop notifying me** / **Remove** takes someone off.

Note — watchers get the *reminders*, not the daily overdue nags. Those stay with the person responsible.

2.9 Recurring occurrences and their history

A recurring due date is one record with many occurrences. Marking one done never deletes the series.

- Under the due date, a chevron opens **N past occurrences** — each one marked **Done** or **Skipped**, with the date.
- **Undo** on any of them puts that occurrence back.
- The **anchor date** — the first occurrence — never changes. That is what makes a "last day of the month" bill behave correctly across February.

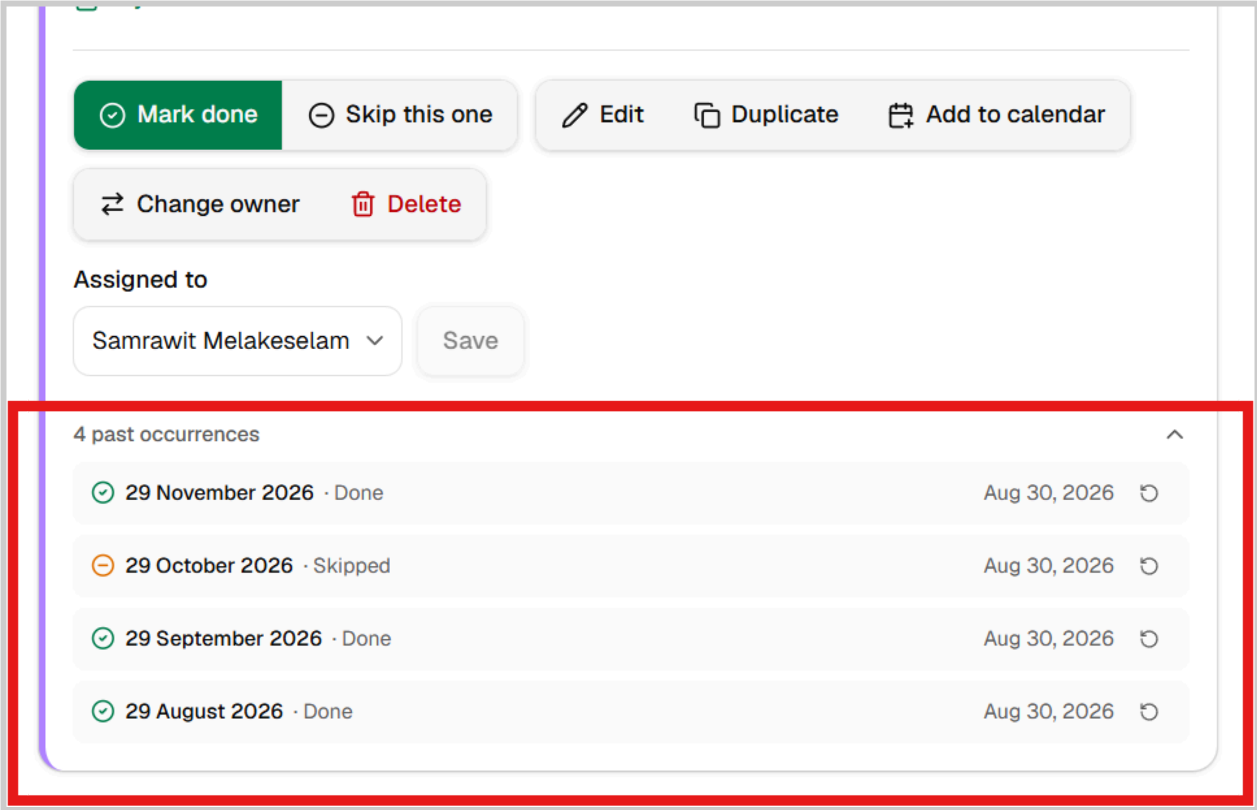


Fig. 2.9: Every occurrence of a repeating due date is recorded separately.

2.10 Status updates — the running trail

Every due date can carry a trail of short updates: *what is paid, what is stuck, what to remember.* On a group due date it is *short updates everyone in the group can read, so the situation is clear at a glance.*

Open it with **Status updates** on the due date.

Writing an update

1. Type into **Write a short status update…**
2. Optionally attach files (below).
3. Click **Post**.

Only you can edit or delete your own texts — and only if your organization allows editing at all (see 4.10 and 5.10). Everyone with access to the due date sees the trail.

Attachments

- **Attach a photo or PDF** — from your device.
- **Take a photo** — straight from the camera.
- **Attach a document → From your documents** — pin something already in your document library. *"Nothing is uploaded twice, and it does not count against your storage again."* If that document is deleted later, its line stays on the trail marked *no longer in your documents* — the history is never rewritten.

Entries KeneDue writes for you

Some entries are written by the system and can never be edited or removed by anyone:

- *marked this as done · reopened this*
- *marked the {date} occurrence as done · skipped the {date} occurrence · undid the record for {date}*
- *edited this: due date 3 Sep → 10 Sep, amount 1,500 → 1,800*
- *extended this by 2 weeks: 3 Sep → 17 Sep*
- *assigned this to {name} · picked this up · unassigned {name}*
- *asked {name} to be released. Reason: … · approved {name}'s release · declined {name}'s release request*

This is what makes the trail a record rather than a chat.

The PDF report

Download report (PDF) produces a printable status-update report: the due date's type, date, group, owner and description, then every entry in order with its author, its timestamp, and whether it was edited. Attached PDFs follow on the next pages. It is the document you hand to a manager, a client or an auditor.

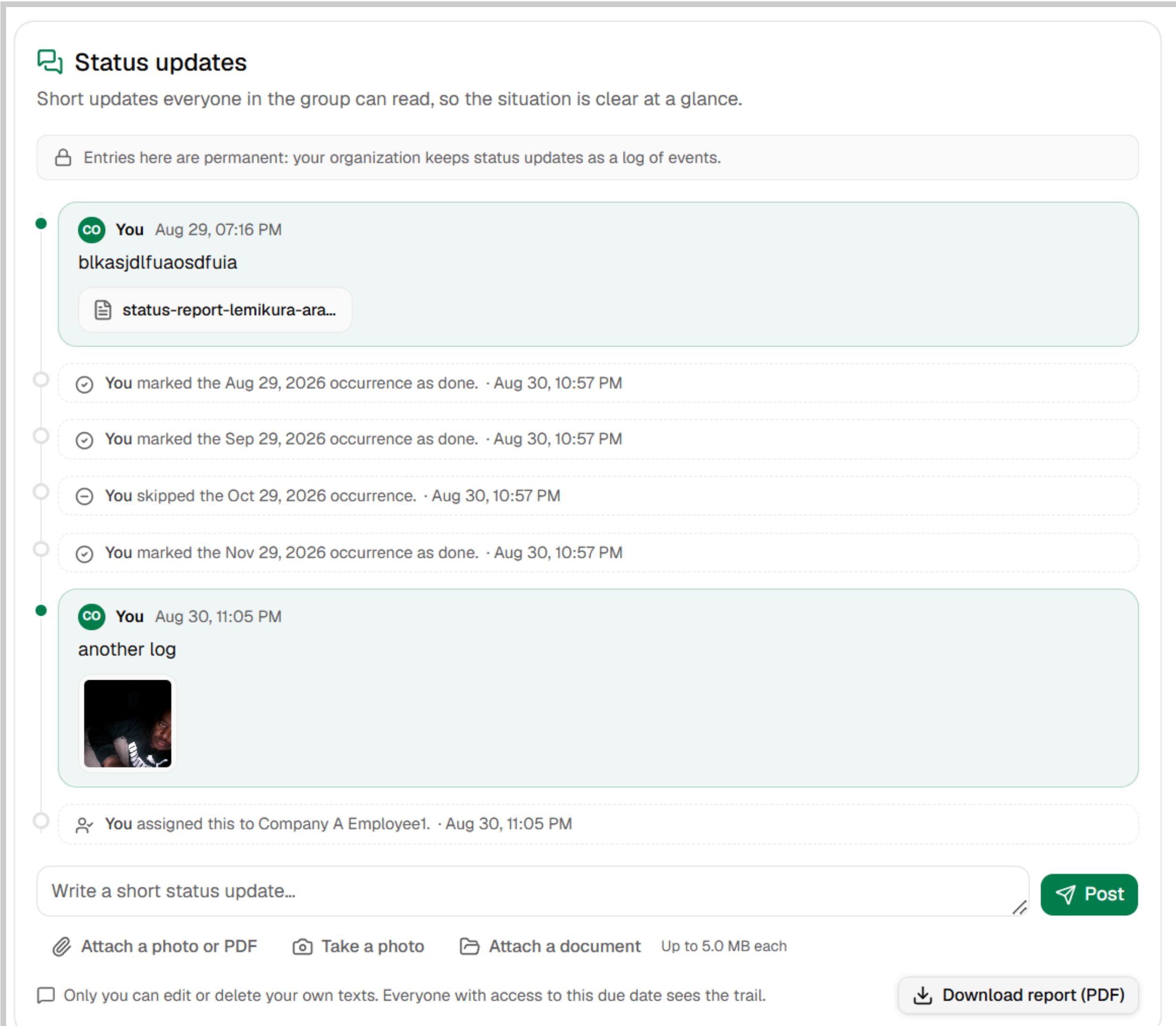


Fig. 2.10: The status-update trail — and the PDF report you can hand over.

2.11 Overdue, and the daily nudge

A one-off due date is overdue once its date has passed — or, if you set a closing time, once that time passes on the day itself. A recurring due date is overdue when an occurrence is outstanding.

- Overdue items appear in their own section at the top of the dashboard and under the **Overdue** filter.
- The countdown turns into *"3 days late"*.
- **Daily overdue reminders** keep arriving every day until the due date is completed, re-dated (extended), or deleted. They go to the person responsible —

the assignee, or the owner and the group when nobody is assigned. Watchers are not nagged.

To switch the daily nudge off for yourself: **Profile & settings** → **Preferences** → **Daily overdue reminders**.

Part 3 — Documents ↺

Licences, contracts and receipts — attach once, link to any due date.

The **Documents** page is your library. A document is uploaded **once** and then linked to as many due dates as you like. Replace the file later and every due date sees the new version.

3.1 Uploading a document

1. Open **Documents**.
2. Click **Upload document**.
3. Choose the file — **PDF, Word, PNG, JPEG or WebP**, up to **10 MB** (or the lower ceiling your organization has set).
4. Give it a **Name**. Names must be unique so documents are easy to find and reuse. KeneDue suggests a format for you.
5. Add an optional **Description**.
6. Click **Upload**.

Several at once — you can select several files in one go; each becomes its own document. The button then reads *Upload 4 documents* and shows progress as it works.

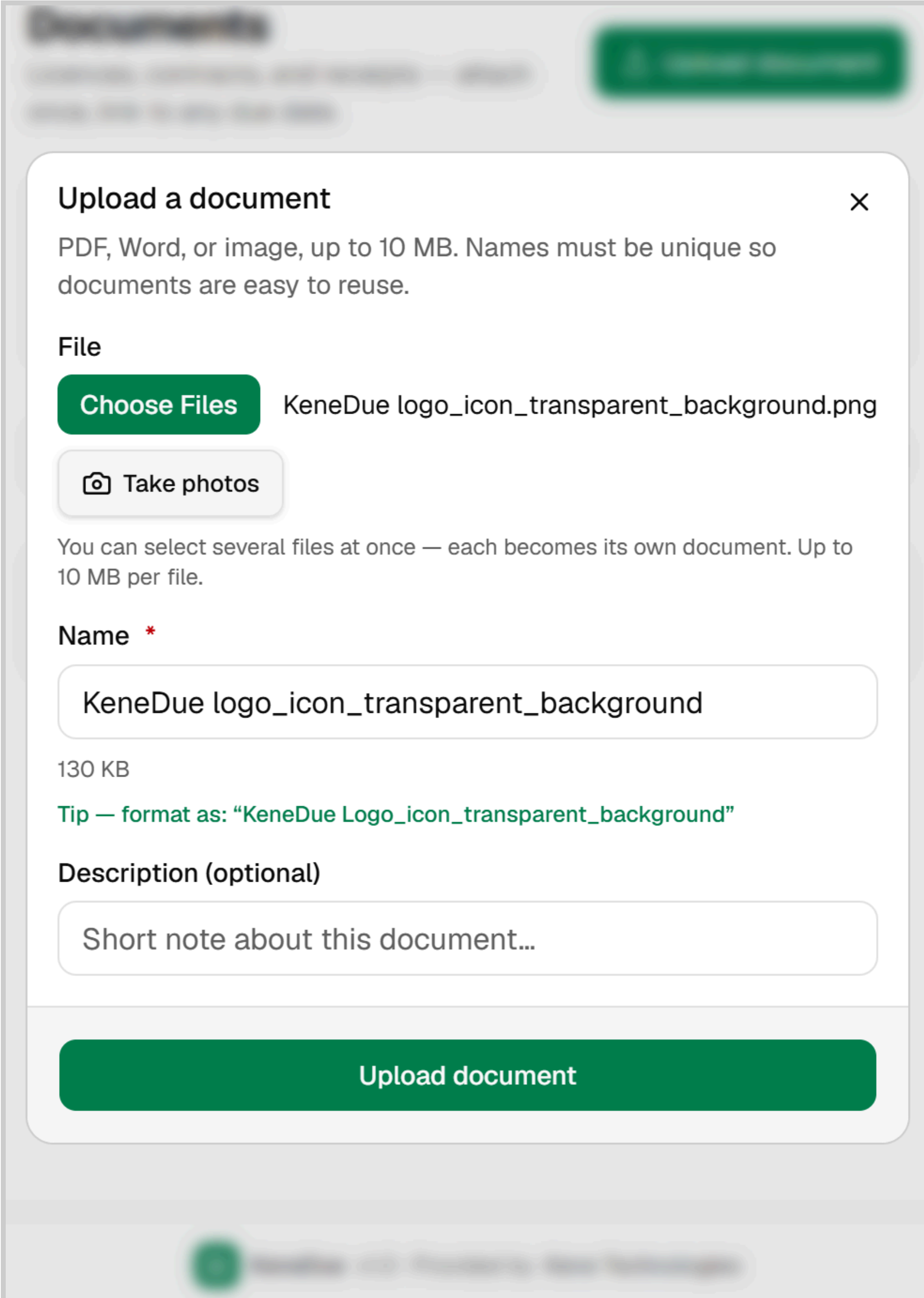


Fig. 3.1: Upload once, link everywhere.

A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

3.2 Scanning with the camera

For a paper licence or a receipt, use the camera instead of a scanner.

1. On the upload dialog, click **Take photos**.
2. **Capture** each page. The counter shows how many you have taken.
3. Click **Done — N photos** to move to **Tidy the pictures**.
4. For each page you can **Rotate left/right**, **Flip**, **Crop** (drag the frame, pull a corner, or drag outside it to draw a new one), and **Zoom**. **Start over** restores the original; **Remove** drops a page.
5. Finish with either:
    - **Add as N images** — each page becomes its own document, or
    - **Combine into one PDF** — all pages in a single file.

Tip from the app — *"For small documents like an ID, keep the phone 20–30 cm away and zoom in instead of leaning close — or use your phone's own camera for the sharpest shot."*

If the browser cannot open the camera, use **Open device camera** and pick the photo from your gallery.

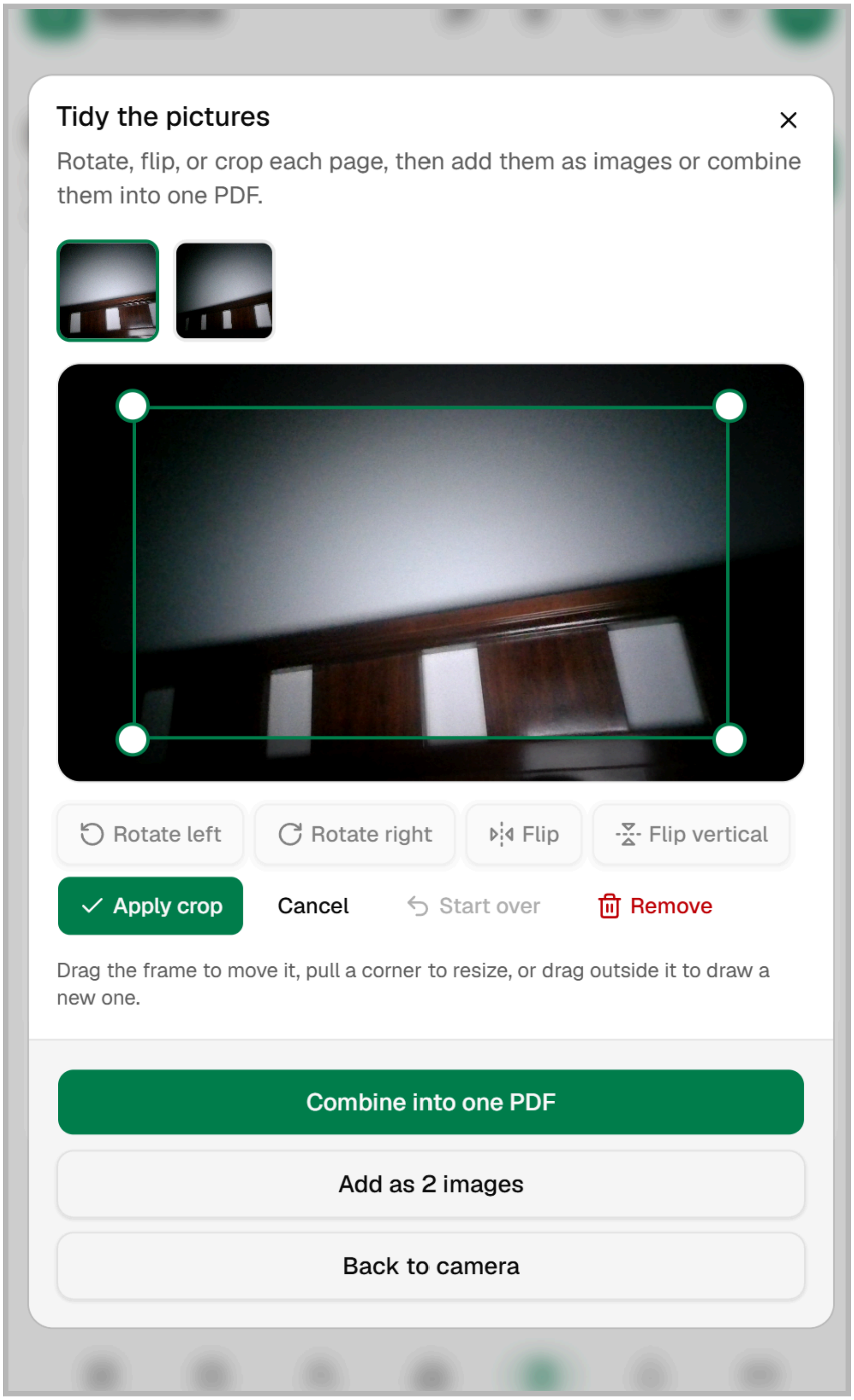


Fig. 3.1: Scan a set of subjects with the camera and combine the pages into one PDF.

A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

3.3 Linking a document to a due date

From a due date's form, under **Supporting documents**:

1. Start typing the document's name, e.g. *Martha's driver licence*.
2. Pick it from the list, or choose **Upload new document "…"** if it is not there yet.
3. A confirmation panel appears: *"Check that this is the right document, then tailor the note for this due date."*
4. Add a **Note for this due date** — how this document is used *here*. The note is stored on this link only; other due dates using the same document keep their own notes.
5. Click **Link document**.

Remove link unlinks it from the due date without deleting the document.

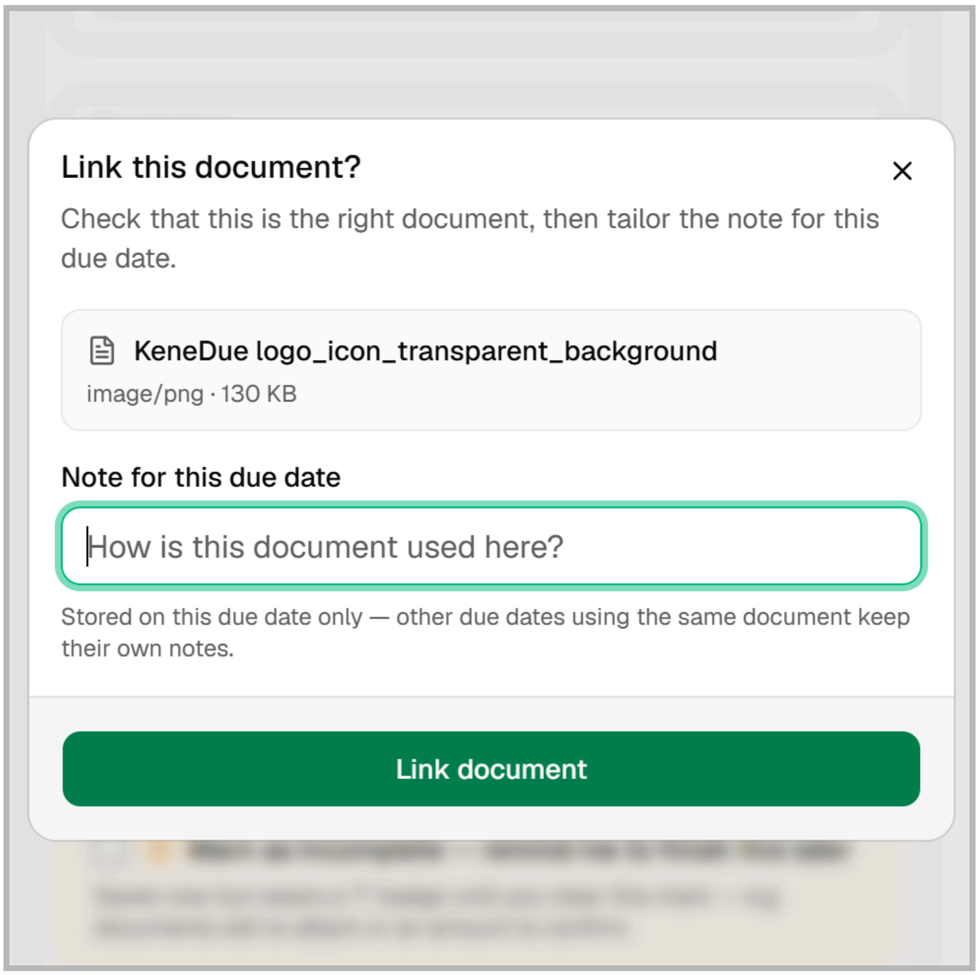


Fig. 3.2: One document, many due dates — each with its own note.

3.4 Replacing a document (versioning)

When a licence is renewed, do not upload a second document — **replace** the old one.

1. Open **Documents** and find it.
2. Click **Re-upload** and choose the new file.

You will see: *"'Trade licence' replaced — all linked due dates now see the new file."* Every link keeps working, and every note stays where it was.

3.5 Finding things

- **Search documents…** filters as you type.
- **All** / **Unlinked** — *Unlinked* shows documents not attached to any due date, which is the quickest way to find clutter.
- Each card shows how many due dates use it — *3 due dates*, or **Unlinked**.
- **View** opens the file.

3.6 Storage, size limits, and oversized files

At the top of the page: *"{used} of {quota} storage used."*

- **Free plan:** 10 MB, and up to 10 documents (2 per due date).
- **Premium:** 250 MB, unlimited documents.
- **Enterprise:** 100 MB per seat, **pooled across the whole team** — the card is marked *shared with your organization*. Add-on packs top it up.

Owners can also set a **lower ceiling per file** for the whole company (5.8) — for example 3 MB per document — so a single big scan does not eat the pool.

If a file is too big, KeneDue does not just refuse it:

"'Contract.jpg' is 7.4 MB — larger than the 3 MB allowed. Your organization set this ceiling."

For a picture you get **Shrink it for me**; KeneDue compresses it on the spot. For other file types you are asked to pick a smaller one. If storage itself is full: *"Your storage allowance is used up. Delete files you no longer need, or buy more storage."*

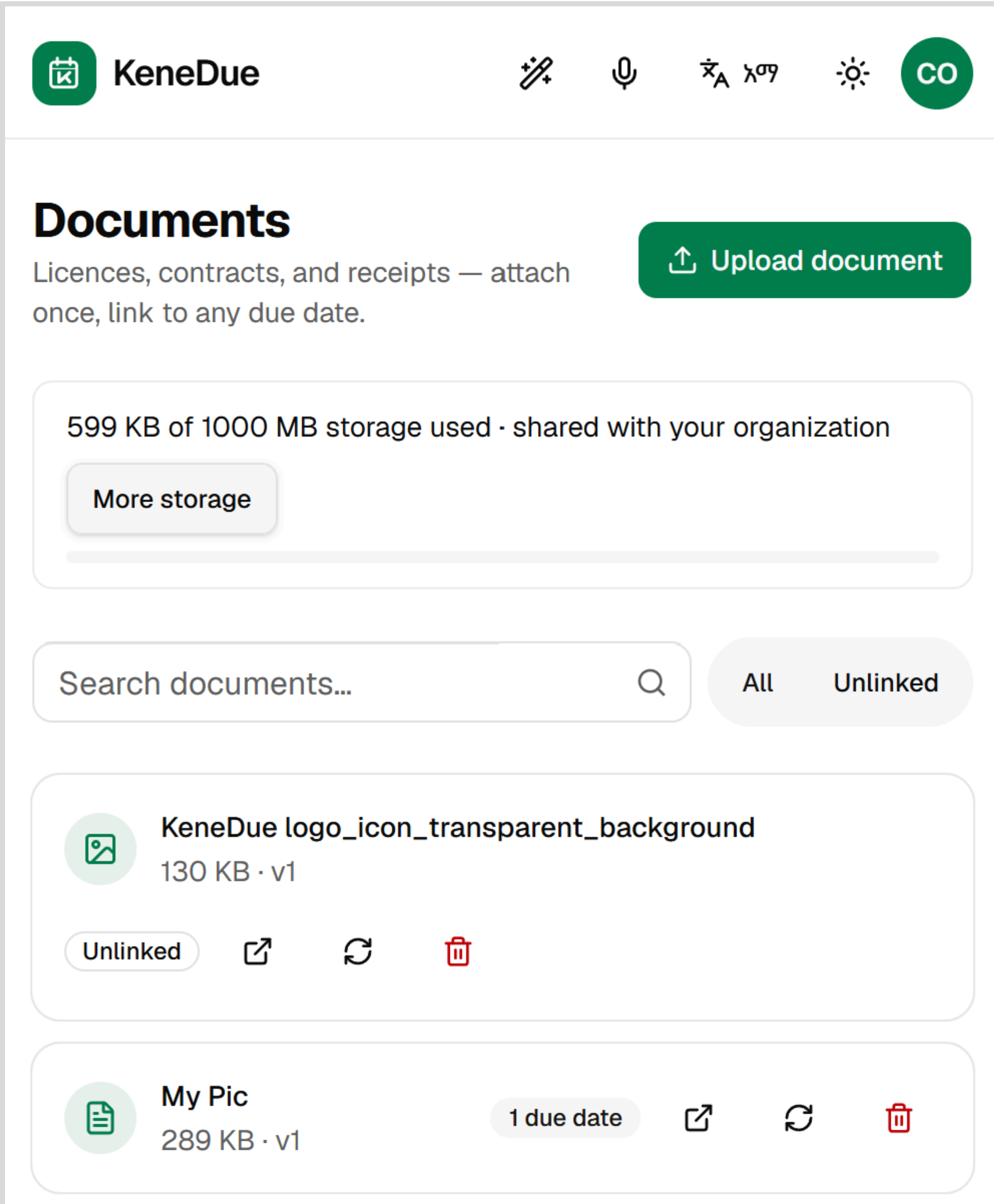


Fig. 3.3: Storage at a glance — pooled across the team on an enterprise plan.

3.7 Deleting a document

Click the bin ( ) on the card. If it is linked, the confirmation says so:

"'Trade licence' is linked to 3 due dates. Deleting removes the file and unlinks it everywhere."

Deletion is permanent. Where the document had been attached to a **status update**, that line stays on the trail marked *no longer in your documents* — the record of what happened is never rewritten.

Part 4 - Working as a team ↺

4.1 Groups and the organization: how they fit together

Two things are easy to confuse.

- **Your organization** is the company that pays. Everyone on it is on the **roster**, holds a **seat**, and gets premium. The roster itself is a group — you will see *"Your staff roster is the group 'Kene Technologies'."*
- **A group** is a set of people who see the same due dates. *Family*, *Finance team*, *Project A*, *Bole branch*. Someone can be in several groups.

Being on the roster does **not** put someone into a working group — you add them to groups yourself.

The guide sums groups up in four steps:

1. Create a group and give it a name — *Family*, *Shop*, *Project A*.
2. Invite the people who should see it, by email or phone number.
3. When you add a due date, choose that group instead of *Personal*. Everyone in it sees the date, the amount and the reminders.
4. Assign it to one person so it is clear whose job it is. Only they and you can mark it done — everyone else can see it.

Nothing you keep personal is shared: only the due dates you put in a group.

4.2 Creating a group

1. Open **Groups**.
2. Click **New group**.
3. Enter a **Name** (e.g. *Finance team*) and an optional **Description**.
4. Click **Create group**.

Who can create groups

- **Owners** and **team leads** — always.
- **Regular employees** — only if the owner has allowed it, and only up to the number allowed. Otherwise you see: *"Groups are created by {organization}. Ask your account owner if you need one."*
- **Free personal plan** — 2 groups. *"The free plan includes 2 groups. Go premium for unlimited groups & sharing."*

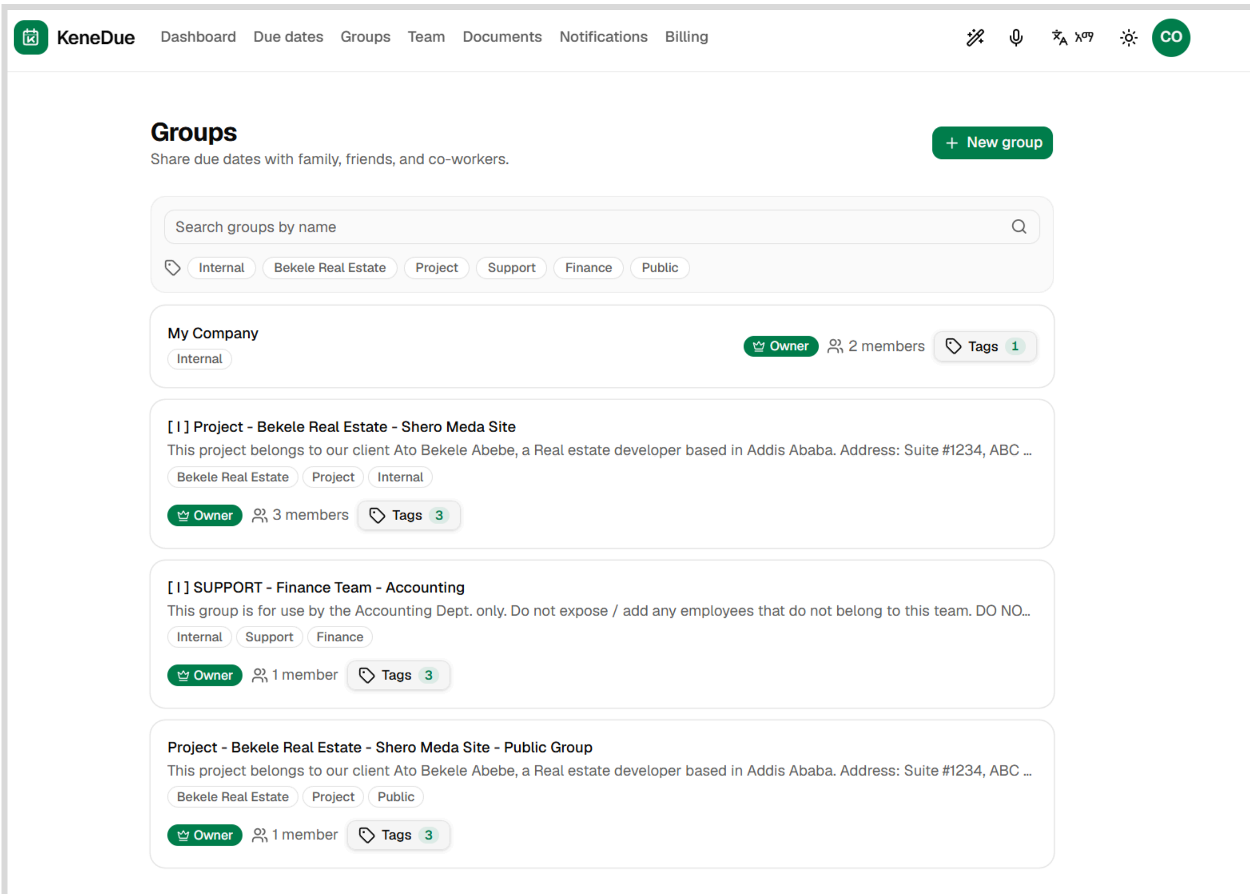


Fig. 4.1: Groups: one per team, project or household.

4.3 Putting people into a group

Open the group, then choose the route that fits.

Add employees *(owners — from your roster)*

Click **Add employees**. *"Pick from the people already on your account. Someone can be in more than one group."*

- **Search by name, email or phone**, or **jump to a letter**.
- Tick people, or **Select all N people shown**.
- People already in the group are marked **Already here**.
- The counter reads *4 selected*; **Clear** resets it.
- Click **Add 4 people**.

This is the fast route for a company that has already provisioned its staff.

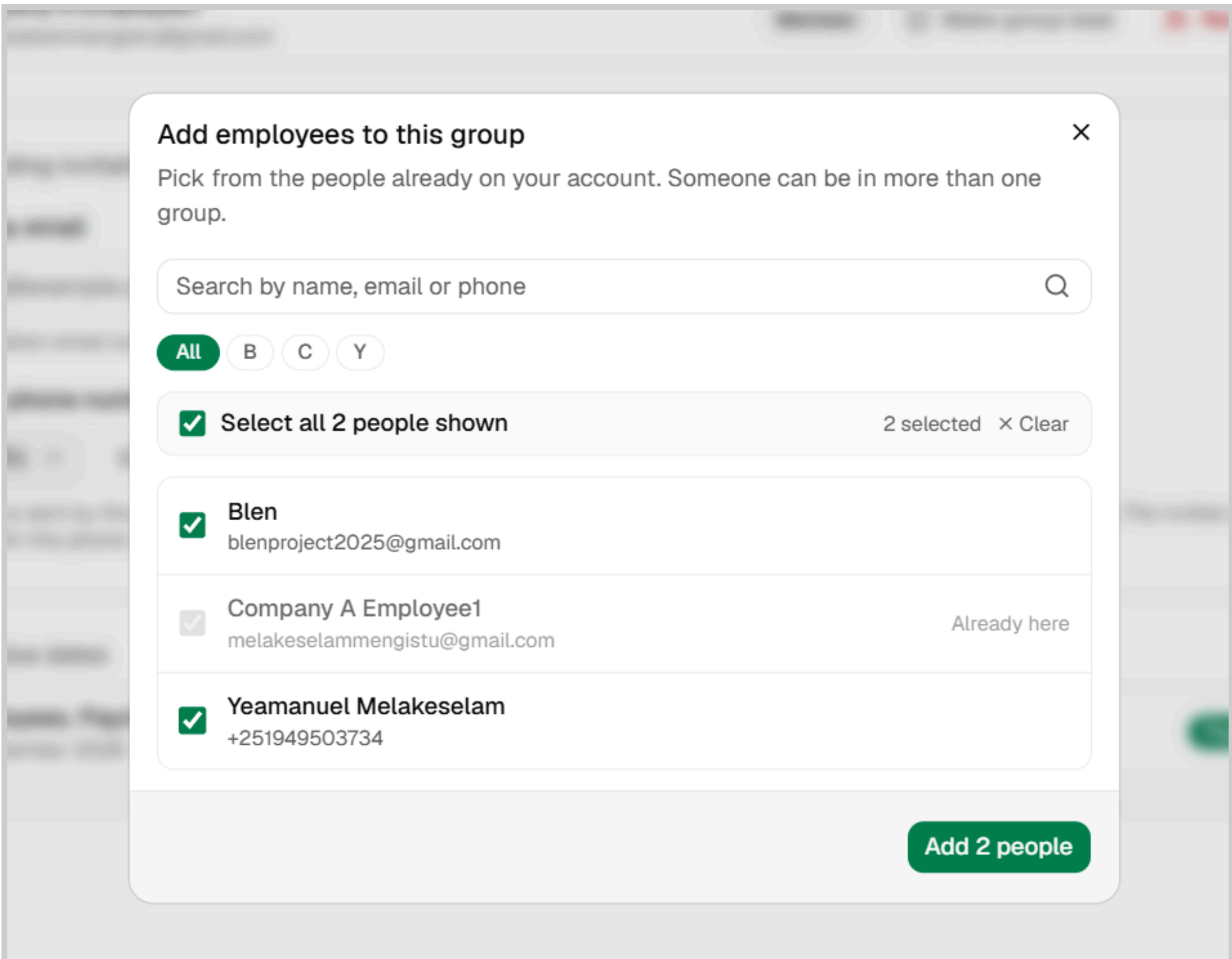


Fig. 4.2: Adding staff to a group, straight from your roster.

Invite by email

1. Type the address under **Invite by email** and click **Invite**.
2. They receive a link, valid for **14 days**. They must sign in — or register — with **the invited address**.

Add by phone number

No SMS is sent by the app. Add the number, then:

1. Click **Copy link**.
2. Send it yourself by Telegram, WhatsApp or SMS.
3. They sign up (or in) with that phone number and accept. Valid for 14 days.

Pending invitations are listed with their expiry date, and can be cancelled at any time.

4.4 Group leads *(Owner)*

Inside a group, one person can be made **group lead**: *"They now run this group as its team lead."*

- Click **Make group lead** beside their name. **Remove as lead** undoes it.
- Only someone who is already a **team lead** on your roster can run a group. If they are not, you are told: *"Only a team lead can run a group. Make them a team lead on the Team page first."* (5.6)

A group lead runs the group day to day: adding members, assigning work, and answering release requests.

4.5 Sharing a due date with a group

On the due date's form, set **Group** to the group instead of *Personal (no group)*.

Everyone in the group then sees the due date, its amount and its documents, and receives its reminders — unless it is assigned, in which case reminders go to the assignee.

To take it back out, set **Group** to *Personal (no group)* again.

When a group is deleted, its shared due dates are not deleted: each one becomes a personal due date of its owner.

4.6 Assigning work

Set **Assigned to** on the due date, or use **Assign to me** on the due-date page to claim an unassigned one.

- **Unassigned** — everyone in the group is reminded, and anyone in the group can act.
- **Assigned** — the assignee is reminded, and only the assignee and the owner can act.

The trail records it: *"Meron assigned this to Abebe"* or *"Abebe picked this up."*

4.7 The assignee lock — who can do what

Once a group due date is assigned, other members see:

Assigned to another member — *"This due date is assigned to another group member. Only they and the owner can act on it — you can view it and duplicate it for yourself."*

They can still read everything, read the status updates and **Duplicate** it. They cannot mark it done, edit it, reassign it or delete it. This is what stops two people quietly working the same task, or one person closing another's work.

Who can act on an assigned group due date

- The **assignee** — yes
- The **owner** of the due date — yes
- The **group lead** or the **organization owner** — yes, in their capacity as the people who run the group
- Any other member — view and duplicate only

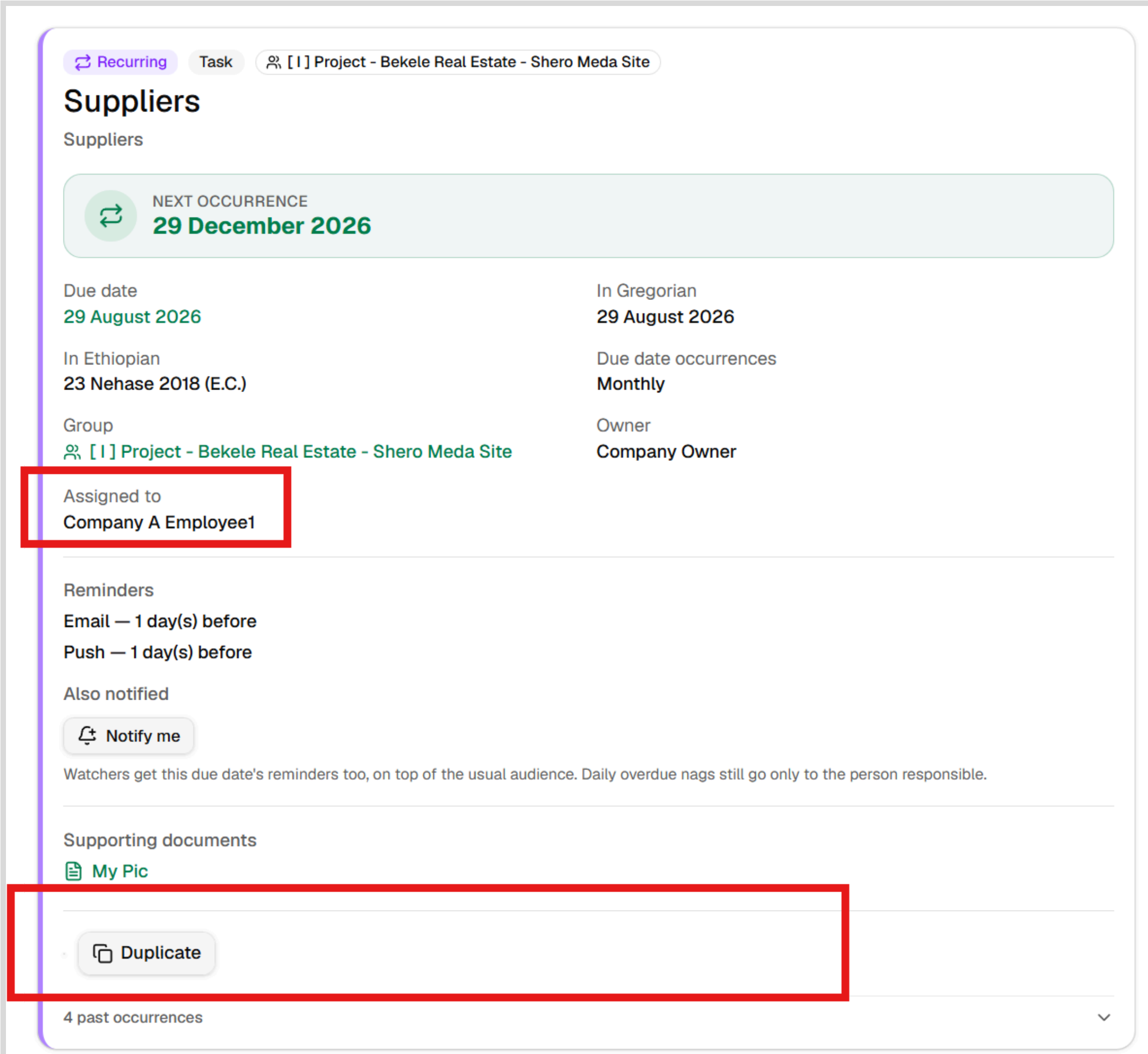


Fig. 4.3: Assigned work is locked to the person responsible.

4.8 Asking to be released from an assignment

Nobody walks away from an assignment silently.

On a due date assigned to you, click **Release me**.

If you picked it up yourself, it is released at once. Your reason is recorded on the status updates.

If somebody assigned it to you, they — or whoever runs the group — is asked to approve:

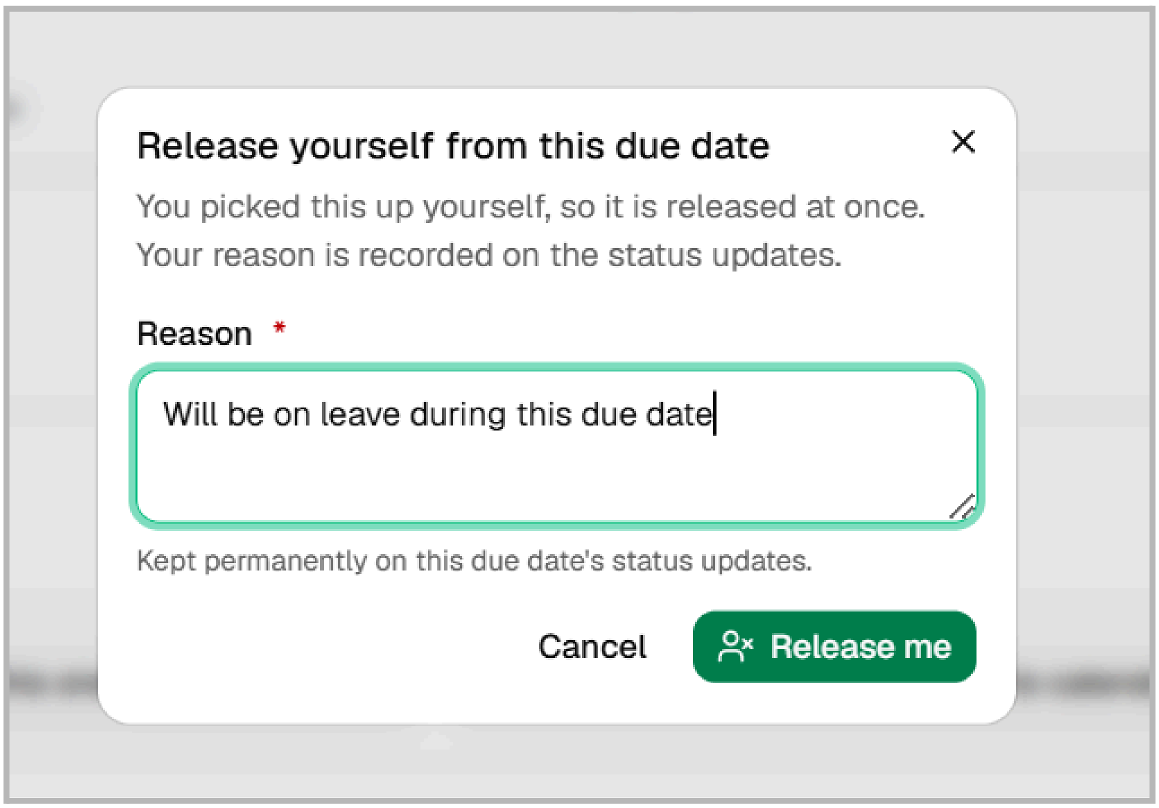
1. Enter a **Reason**, e.g. *On leave next week; handing this over*.
2. Click **Ask to be released**.
3. The due date **stays yours** until it is answered. You see: *"You asked to be released — waiting for Meron."*

The assigner sees the request on the due date:

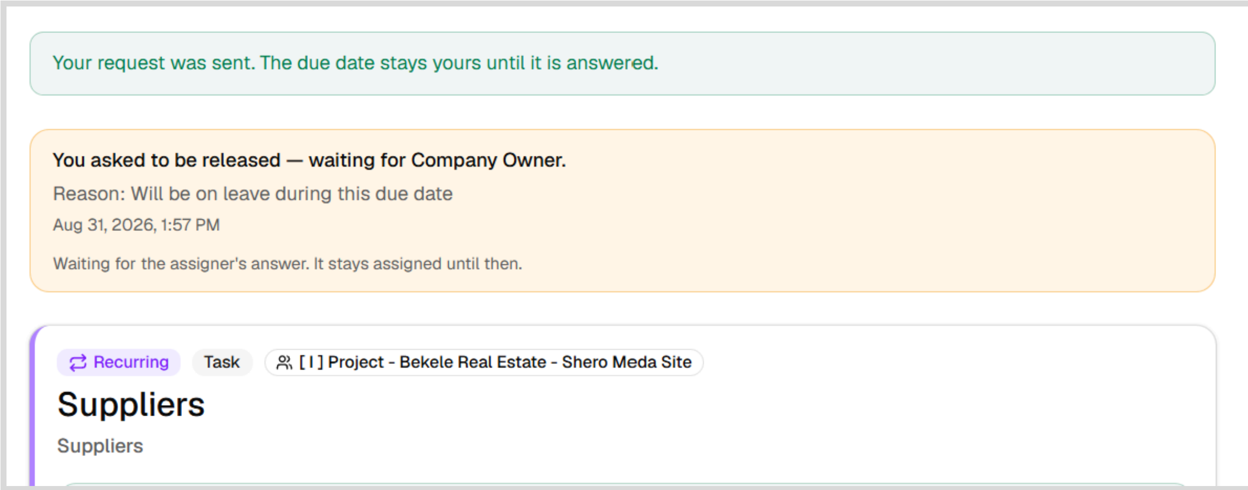
"Abebe asks to be released from this due date. Reason: On leave next week."

They add an optional **Note** and choose **Approve — release them** or **Decline — it stays with them**.

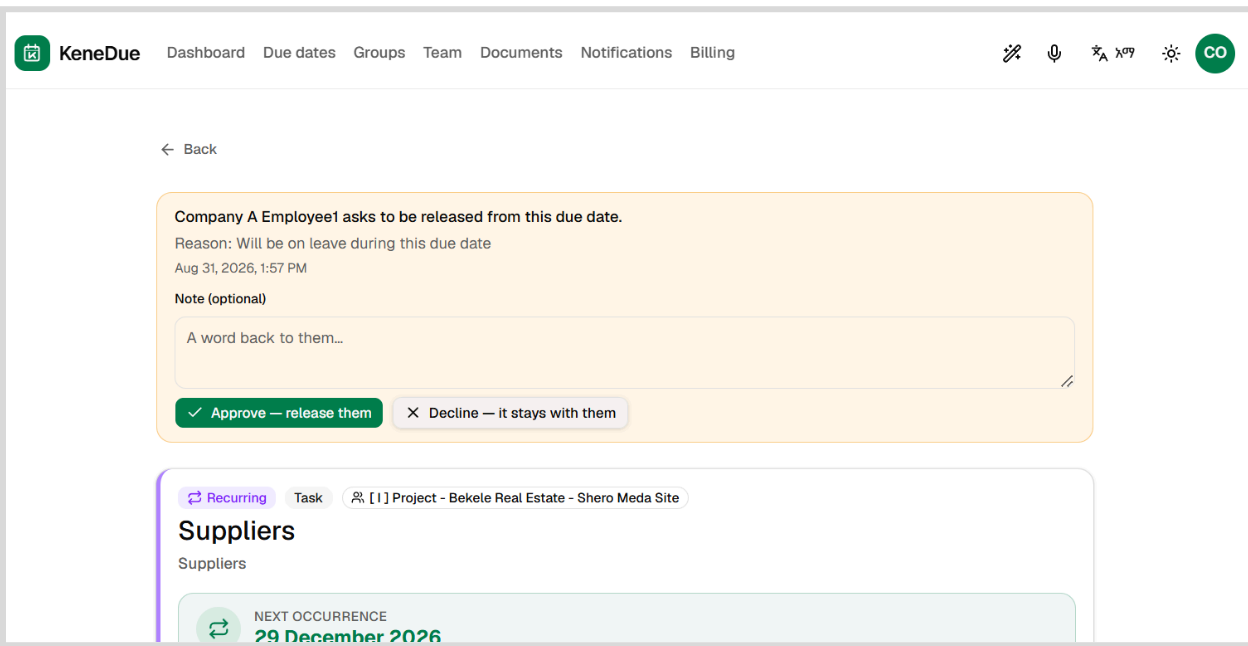
Both the request and the answer are written permanently onto the status updates.



1. **Assignee requests release from owner**



2. **Assignee receives status notification**



3. **Due date owner receives request to release Assignee, showing reason.**

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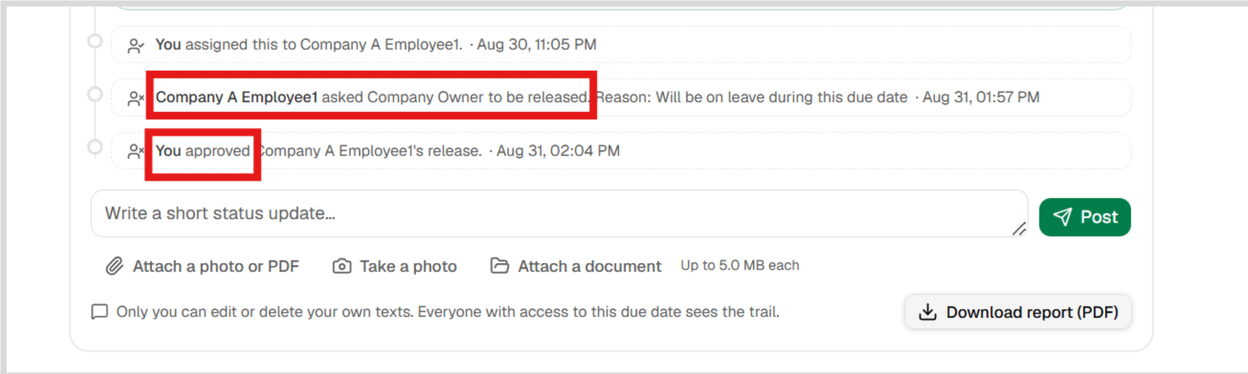


4. **Request and Approval logged on the Status Update logs at the bottom**

Fig. 4.4 - 4.7: Handing work back is a request with a reason, and it is recorded.

4.9 Changing the owner of a due date

Change owner gives the due date itself away. The app is blunt about it:

"This gives the due date itself away: the new owner gains full control — editing, assigning, deleting — and YOU stop being the owner, losing these owner controls. To hand out the task while keeping ownership, use 'Assigned to' instead."

1. Click **Change owner**.
2. Choose a **New owner** from the group.
3. Click **Transfer**.

Use it when someone leaves a role for good. For "please do this for me", use **Assigned to**.

4.10 Status updates in a group *(Owner and group lead)*

Two switches sit on each group's page:

- **Updates on** / **Updates off** — whether members may post status updates on this group's due dates at all.
- **Entries are permanent** / **Entries can be edited** —

    - *Permanent:* nobody can edit or delete an entry, not even its author. The trail is a log of events.
    - *Editable:* authors may edit or delete their own entries.

Organization owners can also set this for **every group they own** at once, from the Team console (5.10).

4.11 Importing categories from group members

Colleagues often have useful category trees. **Import categories** on a group page copies the ones you choose into your own:

- Tick the categories you want (they are labelled *from {name}* and *under {parent}*).
- **Select all** / **Select none**.
- Click **Import N categories**.

"Copies are yours — later changes on either side stay separate." Running it again only offers what you do not already have.

4.12 The workload summary *(Owner and group lead)*

Groups → **Workload**, or **Team** → **Workload summary** → **Open the summary**.

Per member of each group: what they finished, what is on their plate, what has slipped — by day, week, month or year.

Choose:

- **Group** — one group, or *All my groups*
- **Group by** — Day · Week · Month · Year
- **Show** — *Everything*, or the *Latest N periods*

For each period you get a row per member: **done · active · late**, plus an **Overall** block totalling every period together.

How the numbers are counted *(shown at the foot of the page)*

- **Done** = marked done in that period, by whoever recorded it.
- **Active** = assigned to them and not yet due.
- **Late** = assigned to them and past its date; a missed repetition counts once each.
- **Unassigned due dates count for nobody.**

That last rule matters: if you want the summary to mean anything, assign the work.

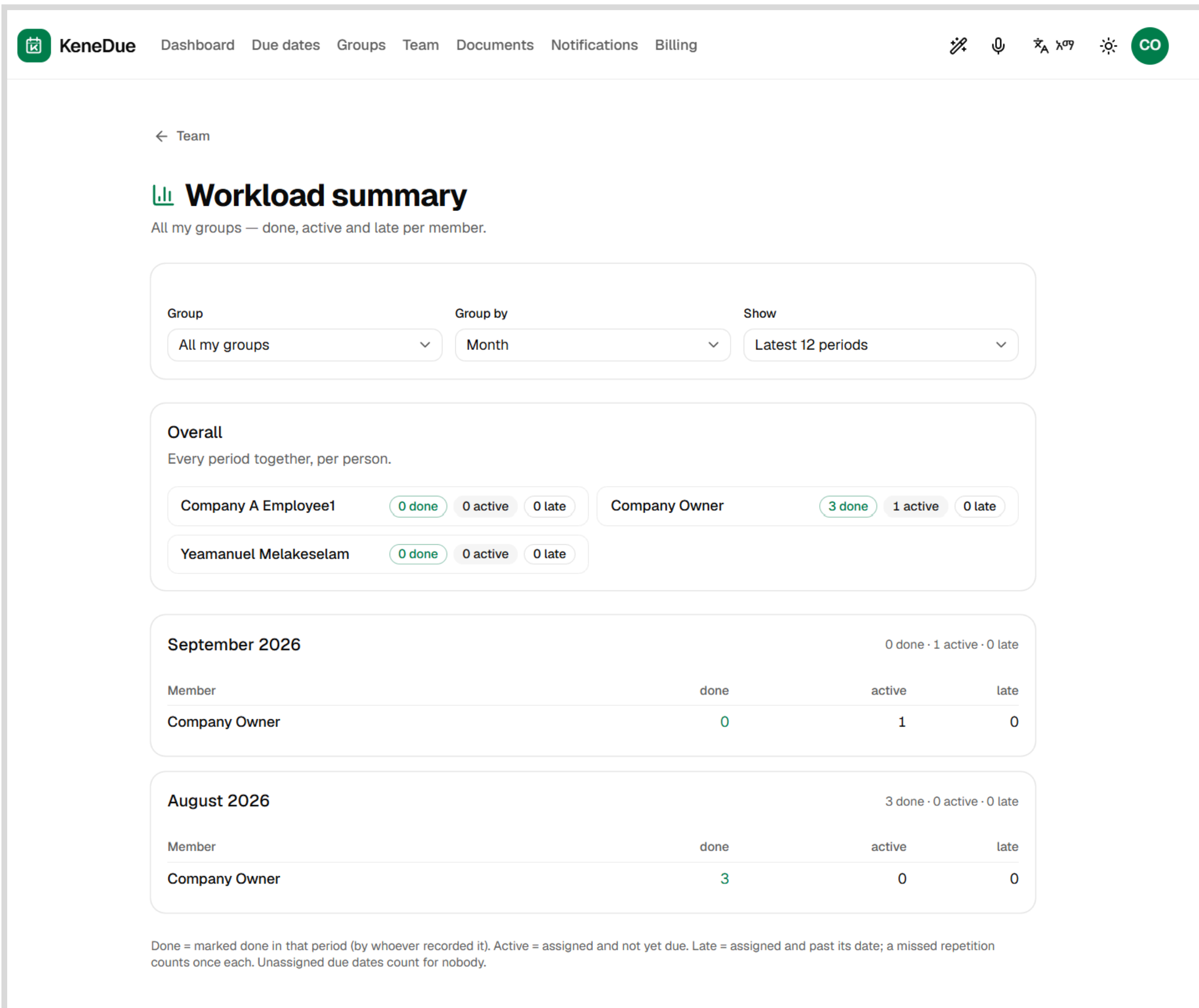


Fig. 4.8: Who finished what, who is carrying what, and what has slipped.

4.13 Leaving a group, and what happens to the work

- **Leave group** removes you. Reminders for that group stop.
- The owner can **Remove** a member.
- **Deleting a group** does not delete its due dates: each becomes a personal due date of its owner.
- When an **employee is removed from the organization** (5.6), their work stays with the company: due dates they created in your groups become yours, and their documents are copied across. You will see: *"Removed from your team. Their seat is free again, and 12 due dates they created in your groups now belong to you."*

Part 5 — The Team console *(Owner only)* ⭯

Team appears in your navigation only if you own an organization. It is the control room: *seats, invitations and accounts for {your organization}.*

The page is a set of Tabs. This part walks through each one of them in order.

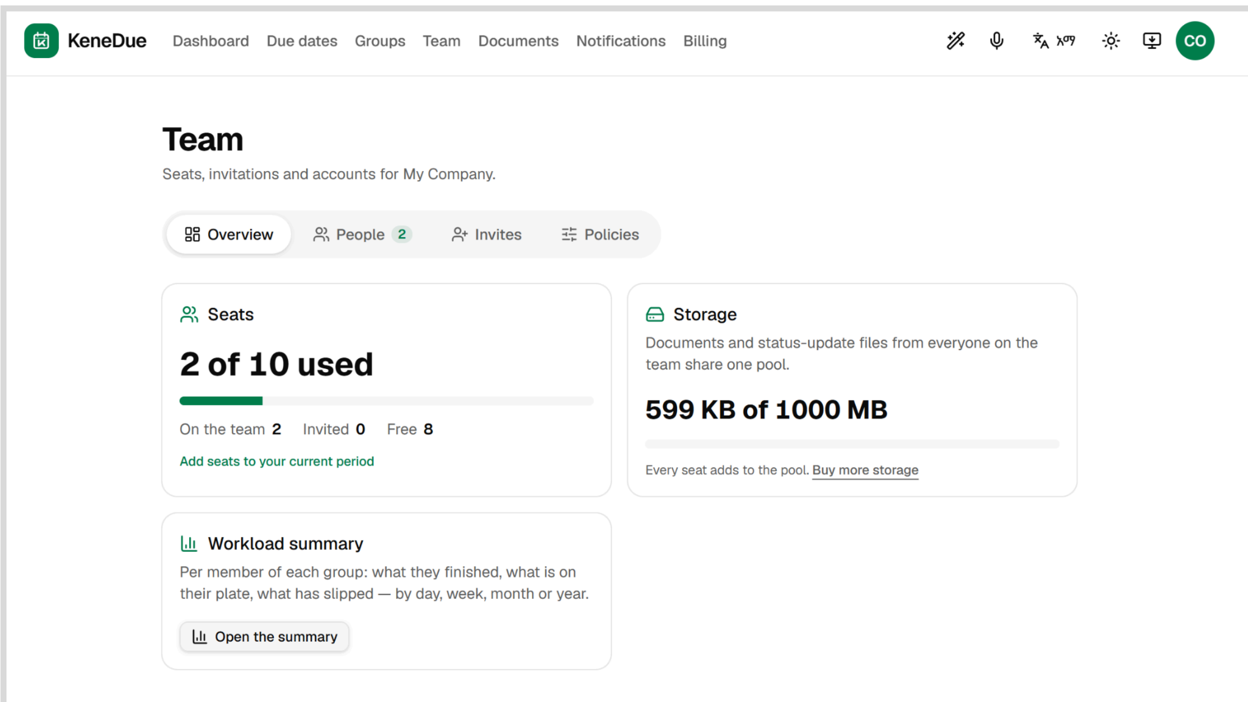


Fig. 5.1: The Team console — seats, code, storage and policy in one place.

5.1 Seats

Seats — 14 of 20 used On the team · Invited · Free

- **On the team** — employees who have joined.
- **Invited** — invitations sent but not yet accepted. **An invitation holds a seat** until it is accepted or revoked.
- **Free** — what is left.

When every seat is taken: *"Every seat is taken. Revoke an invitation to free one, or buy more seats."*

Add seats to your current period takes you to the pro-rated top-up (6.5).

5.2 Your organization code

Anyone who registers with this code joins your account and takes a seat.

- **Copy code** — puts it on your clipboard.
- **Share** — opens your phone's share sheet with a ready message: *"Join {org} on KeneDue. Use the organization code {code} when you register, or open this link: {link}"*
- **New code** — generates a fresh one. *"Everyone on the team can see this code. Generate a new one if it has been shared outside the company — the old code stops working immediately."*

Important — rotating the code does not remove anybody. It only stops new people joining with the old one.

5.3 Inviting employees

An email invitation carries the code inside it, so there is nothing for them to type. For a phone number, share the code yourself.

By email

1. Enter the email address, and optionally their **full name**.
2. Click **Send invitation**.

They get a link that fills the code in for them. You will see: *"Invitation sent — the code is inside the email."*

If the email could not be sent, you are told, and you can share the code yourself instead.

By phone number

1. Enter the phone number and optionally a name.
2. Click **Add to the list**.
3. Use **Share** on the code card to send it by WhatsApp, Telegram or SMS.

(SMS is not sent by the app yet.)

Waiting to join

Every pending invitation is listed, showing **Awaiting their acceptance** or **Declined**.

- **Revoke** cancels an invitation and frees its seat.
- **Dismiss** clears a declined one from the list.

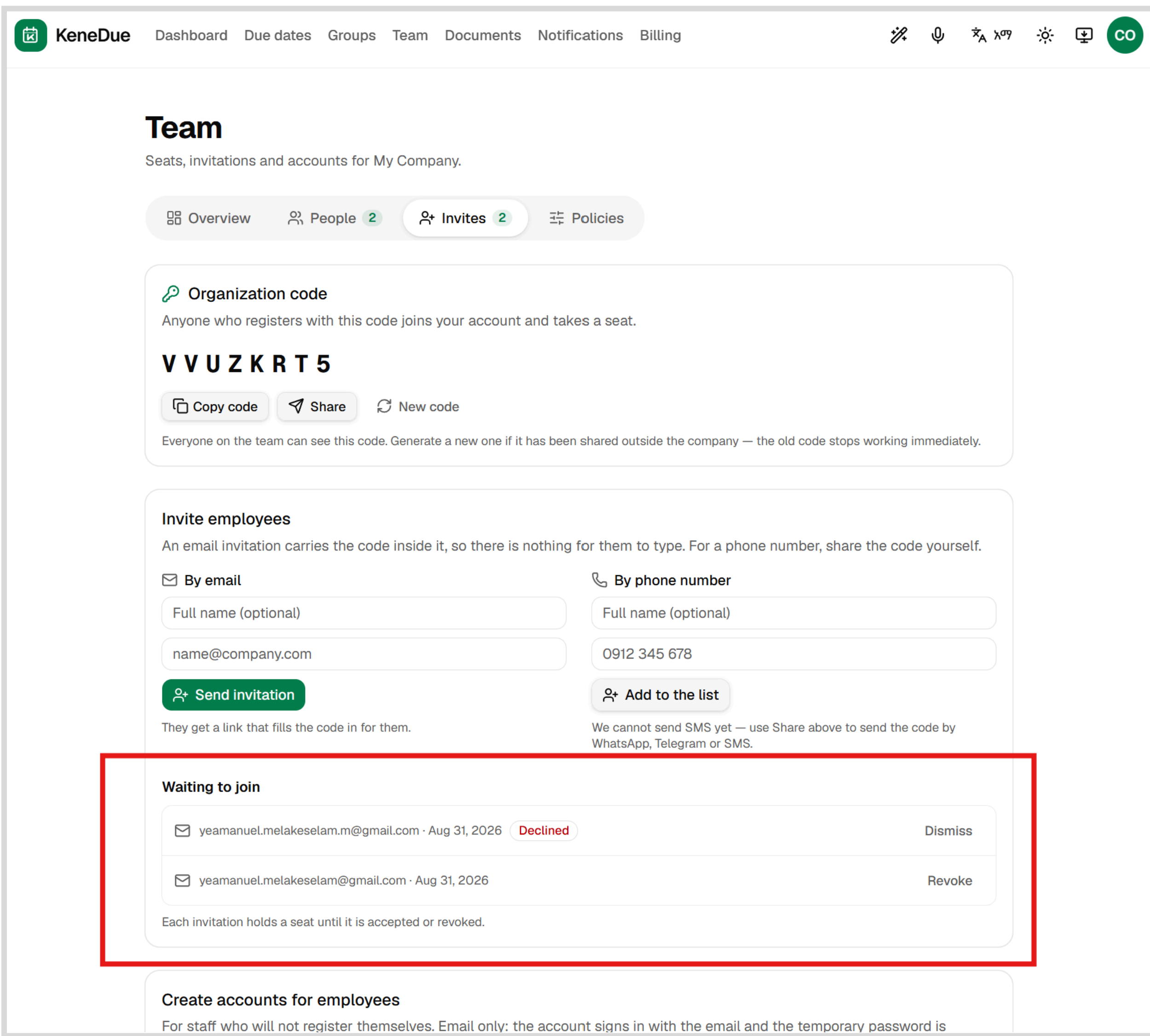


Fig. 5.2: Invitations by email carry the code; each one holds a seat.

5.4 Creating accounts for employees

For staff who will not register themselves — the most common case in a company. You create the accounts; they just sign in.

The three rules

The app states them plainly:

- **Email only** — the account signs in with the email, and the temporary password is emailed to them.
- **Phone only** — the phone number is the username, and **you** hand over the password yourself, from the credentials file.
- **Both** — the phone number is the username, the email is kept as a backup address, and the password is emailed.

A mixed file follows these rules **row by row**.

One at a time

1. Fill in **Full name**, and **Email** and/or **Phone**.
2. **Add another** for the next person.
3. Click **Create N accounts**.

The button also shows how many seats are left: *"3 seats left"*. If you enter more people than seats: *"12 people entered but only 9 seats are free — the last 3 will not be created."*

From a spreadsheet

Filling in many people? Download the template, complete it in Excel, save it as CSV and upload it here.

1. Click **Download template**.
2. Fill in the three columns — **Full name**, **Email**, **Phone** — in Excel.
3. Save as **CSV** (File → Save As → CSV).
4. Click **Upload filled file** and choose it.
5. *"Loaded 27 rows from staff.csv. Review them below before creating."* Correct anything that is flagged.
6. Click **Create 27 accounts**.

Row-level problems are shown inline: *A full name is required · Add an email address or a phone number · That email address is not valid · That phone number is not valid · This person is already in the list above.*

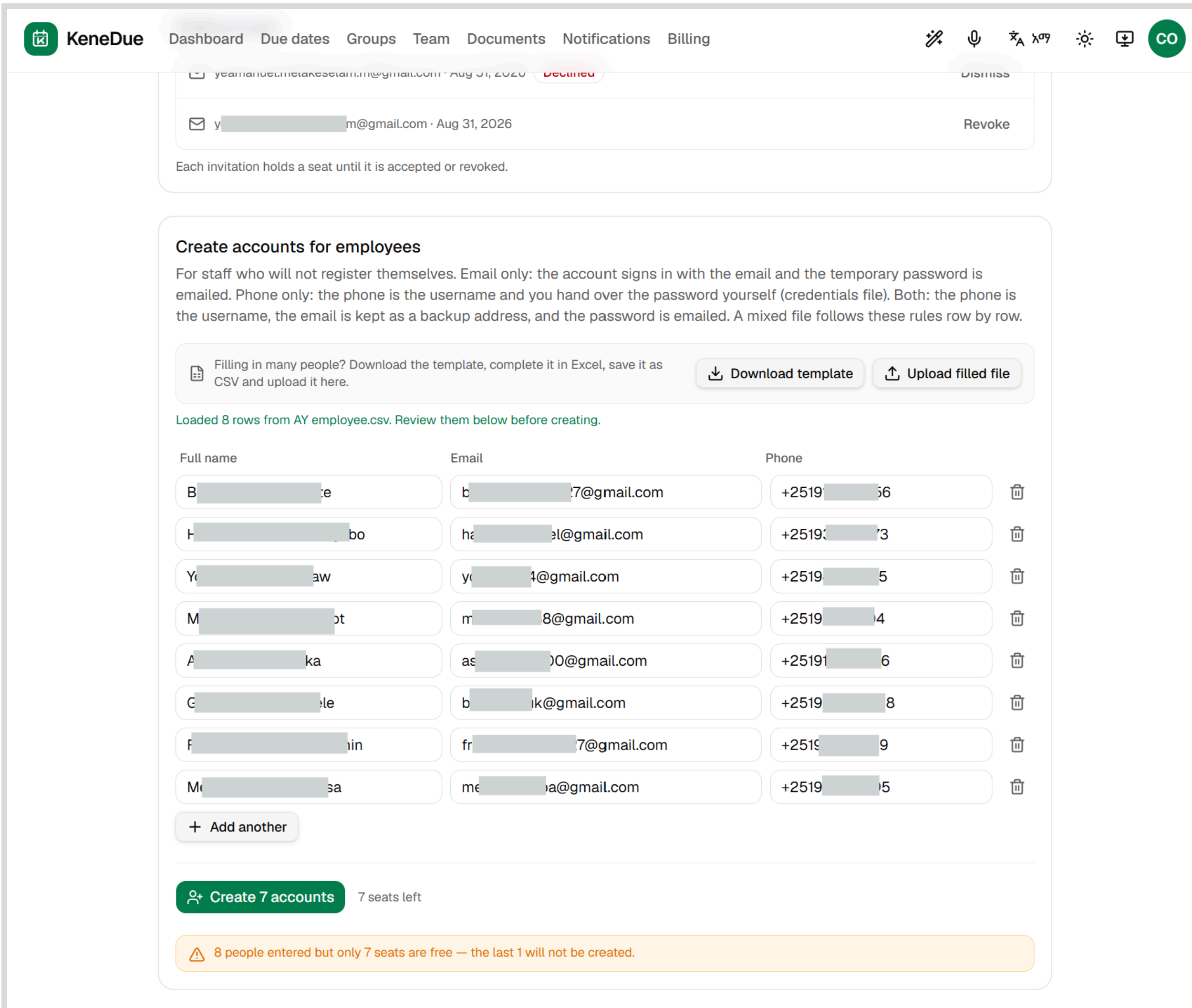


Fig. 5.3: Import your roster from a spreadsheet and create every account at once.

When someone already has a KeneDue account

Nothing is created until you decide. You get:

3 people already have KeneDue accounts — *Nothing has been created yet. For each person, choose what to do.*

For each one, KeneDue says which detail matched (*The email belongs to the account of Hanan T.*) and offers:

- **Add {name}'s existing account to the team** — no temporary password needed.
- **Keep them** — if they are already on the team.
- **Create a new account using {the other contact} instead.**
- Or change the details in the row above and try again.

Then click **Continue with these choices**.

Some accounts **cannot** take a seat, and are refused with the reason:

- *Already on another organization's team* — they must leave that team first.
- *This account owns an organization* — an owner cannot be seated as staff.
- *This account has its own premium subscription* — a seat would pay twice for the same cover.

In each case, use an unused email address or phone number for a new account.

The result, and handing out passwords

After creating, a **Result** list shows what happened to each person:

- *Created · emailed · joins when they accept*
- *Created · give them the password · joins when they accept*
- *Created · email failed · joins when they accept*
- *Invited · joins when they accept*
- *Already on your team*
- *Not added · that account cannot take a seat*
- *Not created*

If anybody has no email address you are reminded: *"4 people have no email — give them their passwords yourself."*

Click **Download credentials (Excel)** to get the file with their usernames and temporary passwords.

Handle that file carefully. It contains working passwords. Distribute it person by person and delete it once everyone has signed in — each of them replaces the password on first sign-in anyway (1.5).

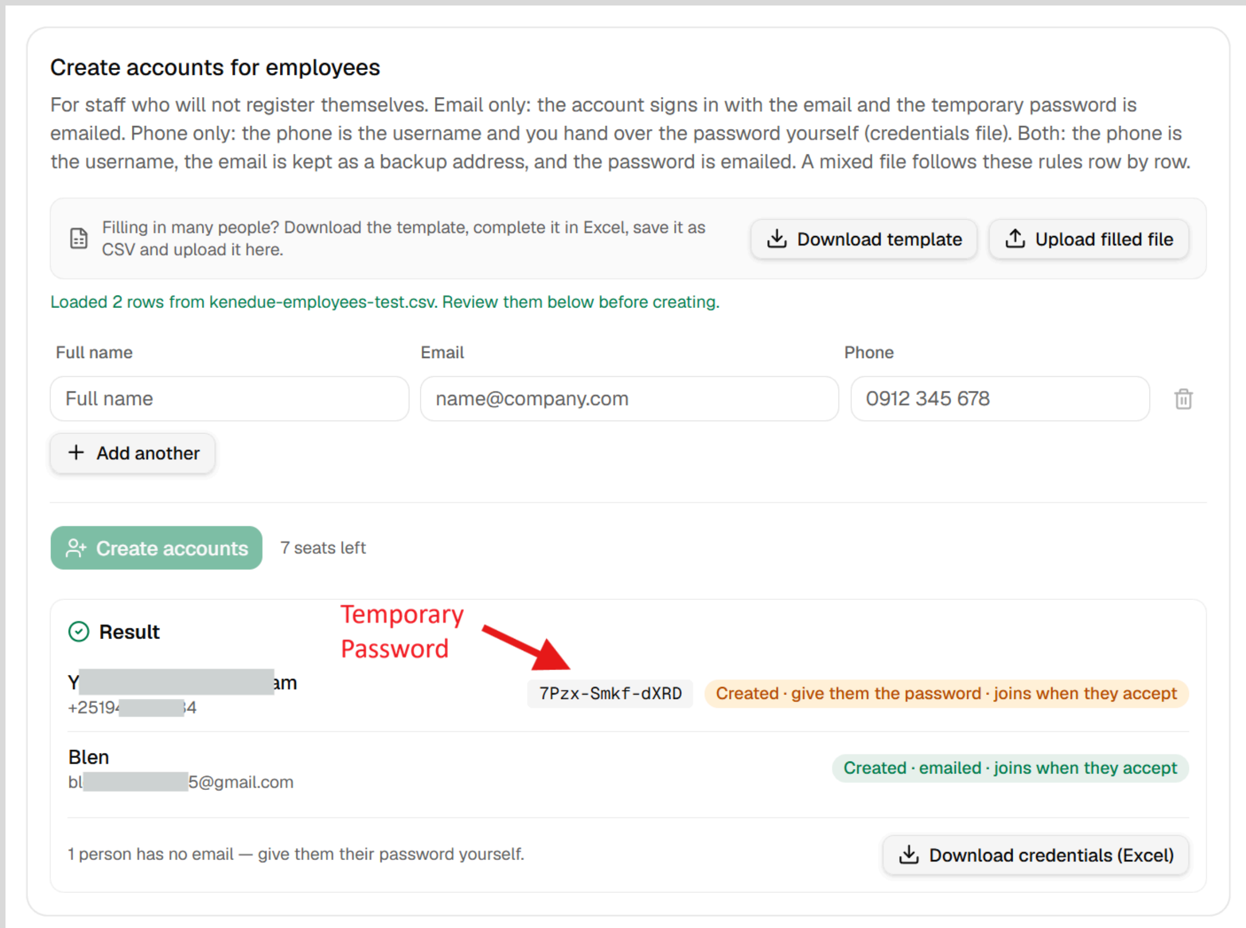


Fig. 5.4: Every outcome is spelled out — and passwords for phone-only staff come as a file.

5.5 Adding someone who already uses KeneDue

At the foot of the roster card:

Already has a KeneDue account? — *Enter the email or phone number they signed up with. They take a seat and get premium through your plan.*

Enter it and click **Add to the team**. They receive an invitation and appear on the roster once they accept — the seat is held meanwhile.

5.6 Your employees — the roster

Everyone employed here, whether or not they are in a group yet.

Each row shows the person's name, their contact, whether they have signed in yet, and which groups they are in (*In Finance, Bole branch*, or *Not in any group yet*).

Badges: **Team lead** · **Regular** · **Custom permissions**.

The buttons on each row:

- **Make team lead** / **Make regular** — changes their role (5.7).
- **Permissions** — a per-person override (5.7).
- **View their work** — see 5.9.
- **Remove from team** — frees the seat. Their work stays with the company (4.13).

At the foot: *"Your staff roster is the group '{name}'."* with **Rename it**, and a reminder that groups are managed from the **Groups** page.

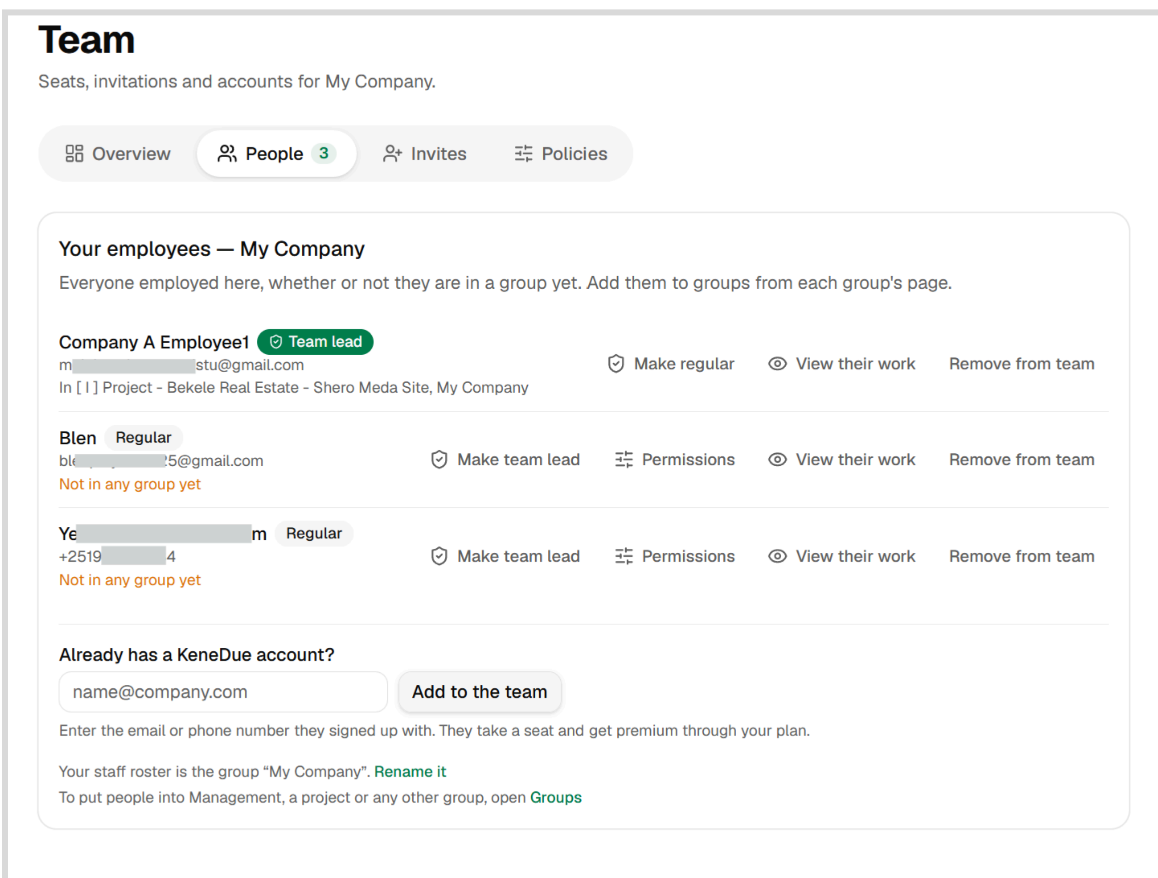


Fig. 5.5: The roster: roles, group membership, and per-person controls.

5.7 Staff permissions

What regular employees may do on their own account, beyond the groups you put them in.

Team leads are never restricted by these settings. Owners never are either.

Company defaults

Set once, applied to every regular employee:

- **May create their own groups** — on or off.
- **At most (groups)** — a number, or blank for no limit.
- **May keep personal due dates** — on or off.
- **Active personal due dates** — a number, blank for no limit, `0` for none.
- **Status updates per personal due date** — a number, blank for no limit.
- **Documents per personal due date** — a number, blank for no limit.

Click **Save permissions**.

"Blank = no limit; 0 = none. You can read their personal due dates from 'View their work'."

When an employee bumps into one of these limits they are told exactly which: *"Your organization does not allow personal due dates. Pick one of your groups instead."*, *"You have reached the number of groups your organization allows."*, and so on.

One person, different rules

Click **Permissions** on their row:

By default everyone follows the company settings. Switch on custom permissions to give this person their own.

Turn on **Custom permissions for this person** and set their values. Their roster row then shows a **Custom permissions** badge. Turn it off and they follow the company defaults again.

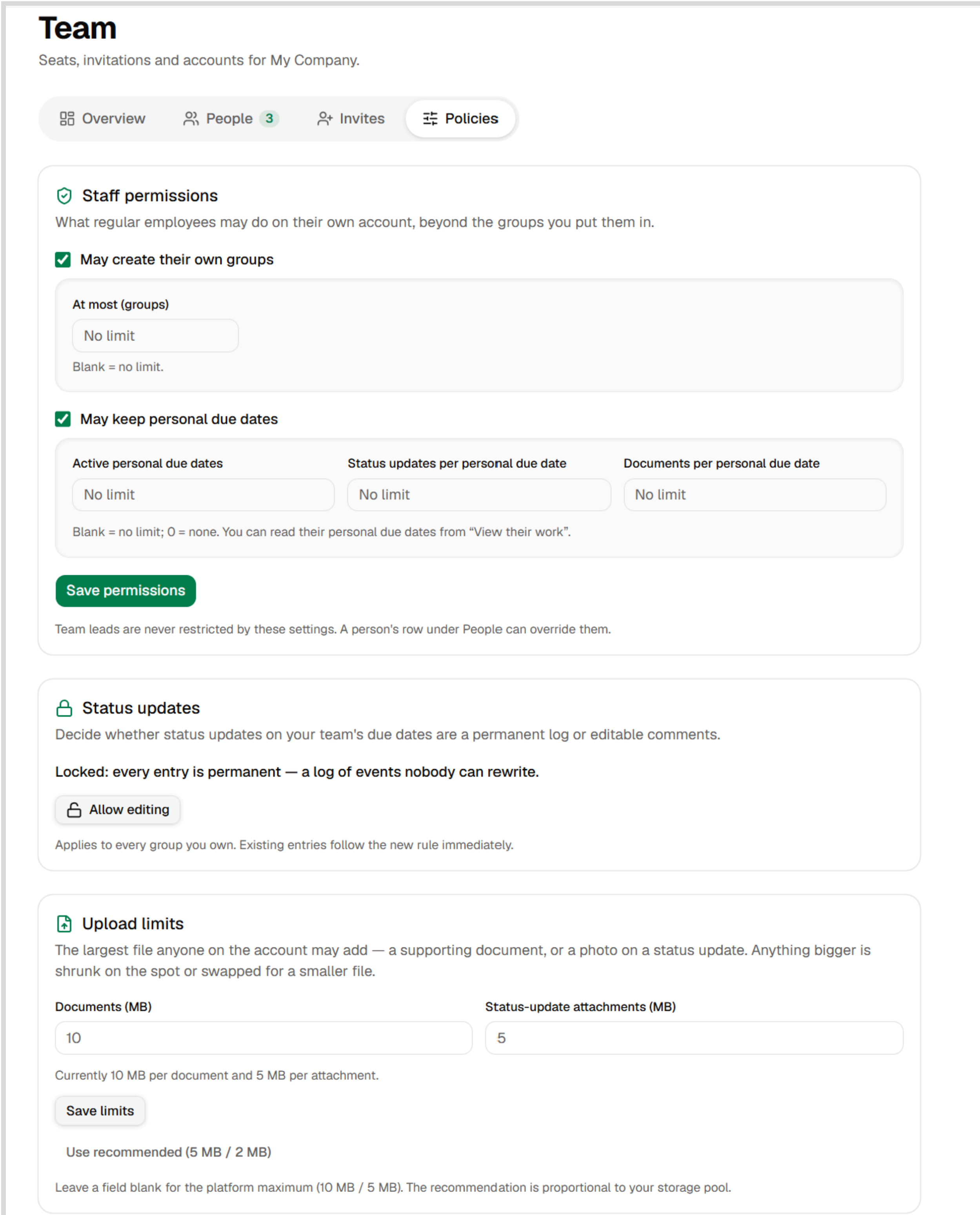


Fig. 5.6: Company-wide staff permissions, with a per-person override where you need one.

5.8 Upload limits

The largest file anyone on the account may add — a supporting document, or a photo on a status update. Anything bigger is shrunk on the spot or swapped for a smaller file.

- **Documents (MB)** — up to 10.
- **Status-update attachments (MB)** — up to 5.
- Leave a field blank for the platform maximum.
- **Use recommended** fills in a figure proportional to your storage pool — a 100 MB seat gets roughly 5 MB documents and 2 MB attachments.

Click **Save limits**. The current setting is always shown: *"Currently 3 MB per document and 1.5 MB per attachment."*

Why bother — a company with 20 seats has a shared pool. One person scanning contracts at 10 MB a page can consume it. A ceiling keeps everyone's share usable.

5.9 Reading an employee's own work

View their work on any roster row opens *{Name}'s own work — personal due dates and groups they created — read-only for you.*

- Their role and the permissions they are under, in plain words: *Personal due dates: up to 5 · Own groups: not allowed*.
- **Personal due dates (N)** — you can open the status updates of any of them. *"You can read the trail, not write in it."*
- **Groups they created (N)** — with member counts.

This is a management view, and it is deliberately read-only. Your employees can see that it exists: their own status-update thread tells them *"Entries here belong to the person who keeps this due date."*

5.10 Status-update policy for the whole company

Decide whether status updates on your team's due dates are a permanent log or editable comments.

- **Locked** — every entry is permanent, a log of events nobody can rewrite.
- **Editable** — authors may edit or delete their own entries.

Make entries permanent / **Allow editing** switches it. *"Applies to every group you own. Existing entries follow the new rule immediately."*

Which to choose — lock it if the trail may ever be evidence: compliance deadlines, client work, anything an auditor might read. Leave it editable if it is a working scratchpad.

5.11 Storage

Documents and status-update files from everyone on the team share one pool.

- **{used} of {quota}** — every seat adds to the pool (100 MB per seat by default).
- *Includes {N} MB from add-on packs* when you have bought extra.
- **Buy more storage** takes you to the storage add-on plans.

5.12 Workload summary

Open the summary — covered in 4.12.

Part 6 — Plans, payment and billing ↺

6.1 Free and Premium

Free — everything you need to get started, at no cost:

- Up to **5 active due dates**
- Email and push reminders
- Groups (2), documents (10, and 2 per due date), recurring due dates
- Gregorian and Ethiopian calendars
- 10 MB of storage

Premium — everything in Free, unlimited:

- Unlimited active due dates, with reminders on every one
- Unlimited groups and sharing
- Unlimited supporting documents
- 250 MB of storage
- Sold **monthly**, **yearly**, or **lifetime (10 years)**

What happens when the free limit is reached. Nothing is deleted. Due dates beyond the allowance become **read-only** and their reminders pause:

"This due date is over your free plan's active limit, so it is view-only and its reminders are paused. Complete or delete another due date to reactivate it, or go premium for unlimited."

6.2 Enterprise plans

For teams and organizations. Members of your groups automatically get premium while your enterprise subscription is active — pick the band that fits your team size.

- Plans come in **seat bands** — e.g. 5–20 people, 21–50 people.

- You enter the number of **seats** you need; the total is worked out for you: *"Total for 25 seats: ETB …"*.
- Employees join with your **organization code** and pay nothing.
- Storage is pooled at 100 MB per seat.

6.3 Paying, step by step

Premium is paid by **bank transfer or mobile money** (Telebirr, M-Pesa). There is no card. You transfer the money yourself and upload the receipt; KeneDue verifies it by hand, *usually within a day*.

Open **Billing**. The page is a four-step wizard.

Step 1 — Plan

Pick the plan. For enterprise, also enter the **number of seats**. Storage **add-on packs** can be added here too.

Step 2 — Payment method

Choose the account you will transfer to. You get the full details on the next step.

Accounts are grouped by kind — **Bank**, **Telebirr**, **M-Pesa**, **Other** — and by country. If KeneDue cannot tell which country you are in, it asks once: *"Where are you paying from?"* and remembers your answer.

Step 3 — Confirm

You see the plan, the exact **amount to transfer**, and the account details. Then:

1. Transfer the amount to the account shown, with your bank or mobile-money app.
2. Keep the receipt or the confirmation SMS.
3. Click **I've paid — upload the receipt**.

Step 4 — Receipt

1. **Which account did you pay?**

2. **Transaction reference** or **Transaction ID** — optional, but it helps match your transfer faster.
3. **Paid on** — the date.
4. **Receipt** — a PDF or a photo of the slip, up to 10 MB.
5. Click **Upload receipt**.

You will see: *"Receipt uploaded. We will review it shortly."*

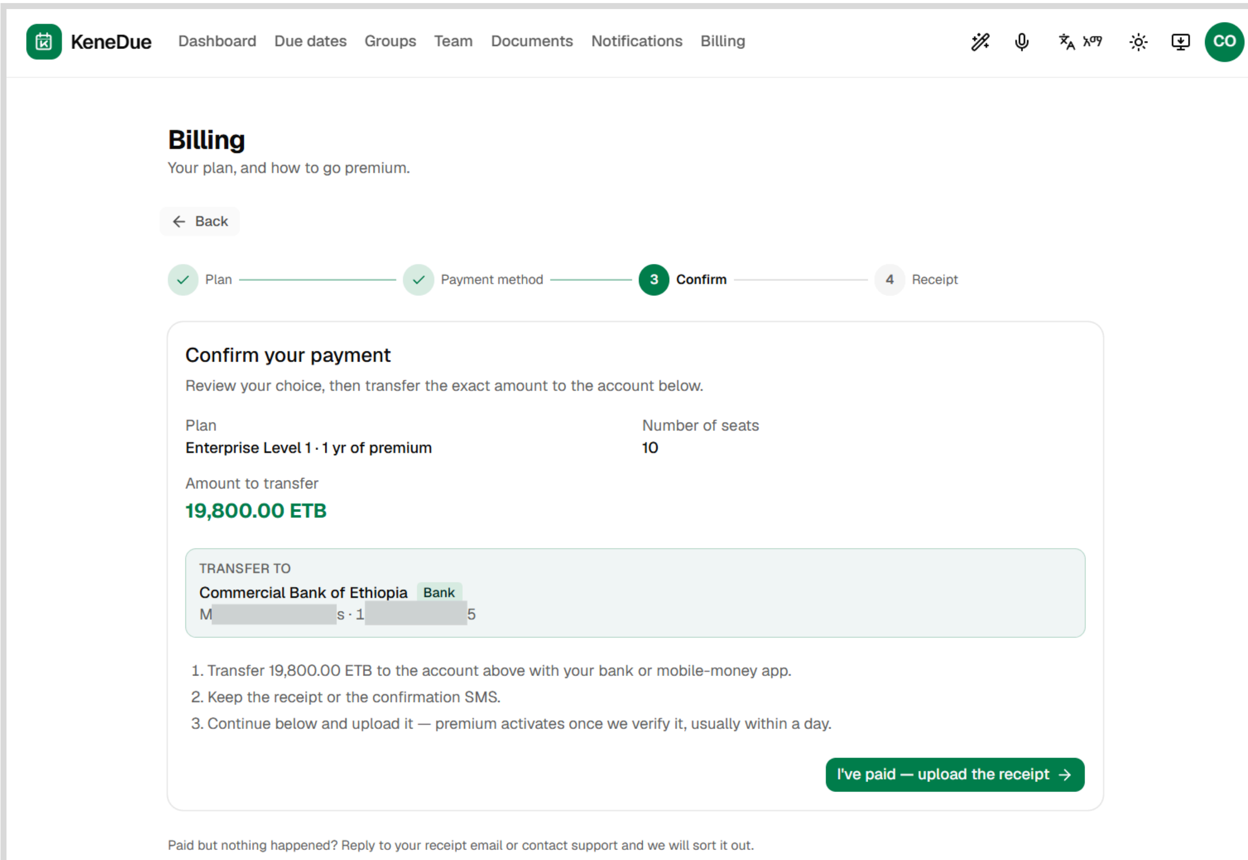


Fig. 6.1: Transfer the exact amount, then upload the receipt.

6.4 While it is being reviewed, and what happens next

Under review — a card appears: *"We are checking your ETB 1,200 payment for the Yearly plan. Your subscription starts as soon as it is approved."* If something needs correcting, a note is left there and emailed to you.

Approved — *"Payment accepted. Your premium is active until {date}."*

Rejected — *"Your receipt needs a correction."* The reason is shown. Click **Fix and resubmit** and file it again. (You can only have one payment under review at a time, which is why a rejection reopens the door rather than closing it.)

Cancel this payment — stops the reminder. The receipt stays in your history and you can start a new payment whenever you like.

Your receipts lists every payment with its status — *Under review · Approved · Rejected* — and its cover period, searchable by plan or reference and filterable by state. **View receipt** opens the file you uploaded.

Nothing happened after you paid? *"Reply to your receipt email or contact support and we will sort it out."*

6.5 Renewing, and adding seats mid-period

Renewing early costs you nothing: the days you have left are added on top of the plan you buy. Use **Extend or renew** on the billing page.

Adding seats mid-period *(Owner)* — from **Team → Add seats to your current period**, or **Billing**:

Your organization has 20 seats on Enterprise, paid until 12 March 2027. **Extra seats: 5** *— for the 128 days left in your period. Pro-rated: you pay only for the rest of the current period. The seats open the moment the payment is approved; your renewal date does not change.*

A renewal keeps your current seat count and adds a whole new period. If you need more people, add seats first, then renew.

Note — seat counts never go down mid-period. Removing an employee frees their seat for someone else; it does not reduce what you bought.

6.6 Employees: you have nothing to pay

If your premium comes through your employer, the billing page tells you so:

Premium — through your organization *{Organization} covers your account until {date}. You have every premium feature. There is nothing to pay — your organization holds the subscription.*

And if you try to buy a personal plan: *"You already have premium through {org} until {date} — a personal plan would not add anything while that cover lasts."*

6.7 Extra storage

Storage add-on packs are bought on the same billing page, stacked on top of your plan's allowance for the period shown: *"+500 MB"*. On an enterprise account they top up the shared pool.

Part 7 — Reminders and notifications ⭯

7.1 How a reminder is built

A reminder is three choices: **channel**, **how long before**, and **which unit**.

- **Channels:** Email · Push · *SMS (reserved for a future release — nothing is sent yet)*
- **Units:** minutes · hours · days · months

Add as many as you like to one due date. A licence renewal might carry *Email, 1 month before*, *Email, 7 days before* and *Push, 1 day before*.

When they go out

- An **all-day** due date sends its reminders anchored to **9:00 in the morning**. "1 day before" arrives at 9:00 the previous day.
- A due date **with a time set** counts back from that exact time. "2 hours before" means two hours before the meeting.

7.2 Who receives a reminder

This is the rule, in order:

1. **Assigned?** The **assignee** gets it, and nobody else on the roster does.
2. **In a group but unassigned? Every member of the group** gets it.
3. **Personal?** The **owner** gets it.

Plus, in every case, **anyone watching it** (2.8). Watchers are added on top; they never replace the people above.

Note — if a recipient has no email address (they registered with a phone number), an email reminder is delivered to them as a **push notification** instead, so nobody is less notified than their colleagues.

7.3 Turning push on, per device

Push notifications are granted **per device and per browser**. Enabling them on your laptop does not enable them on your phone. See 1.10.

On iPhone, push works only from the **installed** app, not from a Safari tab (1.9).

7.4 Notification history

Notifications shows *reminder history and delivery status for your due dates.* Each entry shows:

- The due date it belongs to
- The channel — **Email**, **Push**, **SMS**
- The status — **Scheduled** · **Sending** · **Sent** · **Failed** · **Cancelled**
- **Sent {date}** or **Scheduled for {date}**

Use it to answer "did that reminder actually go out?" without guessing.

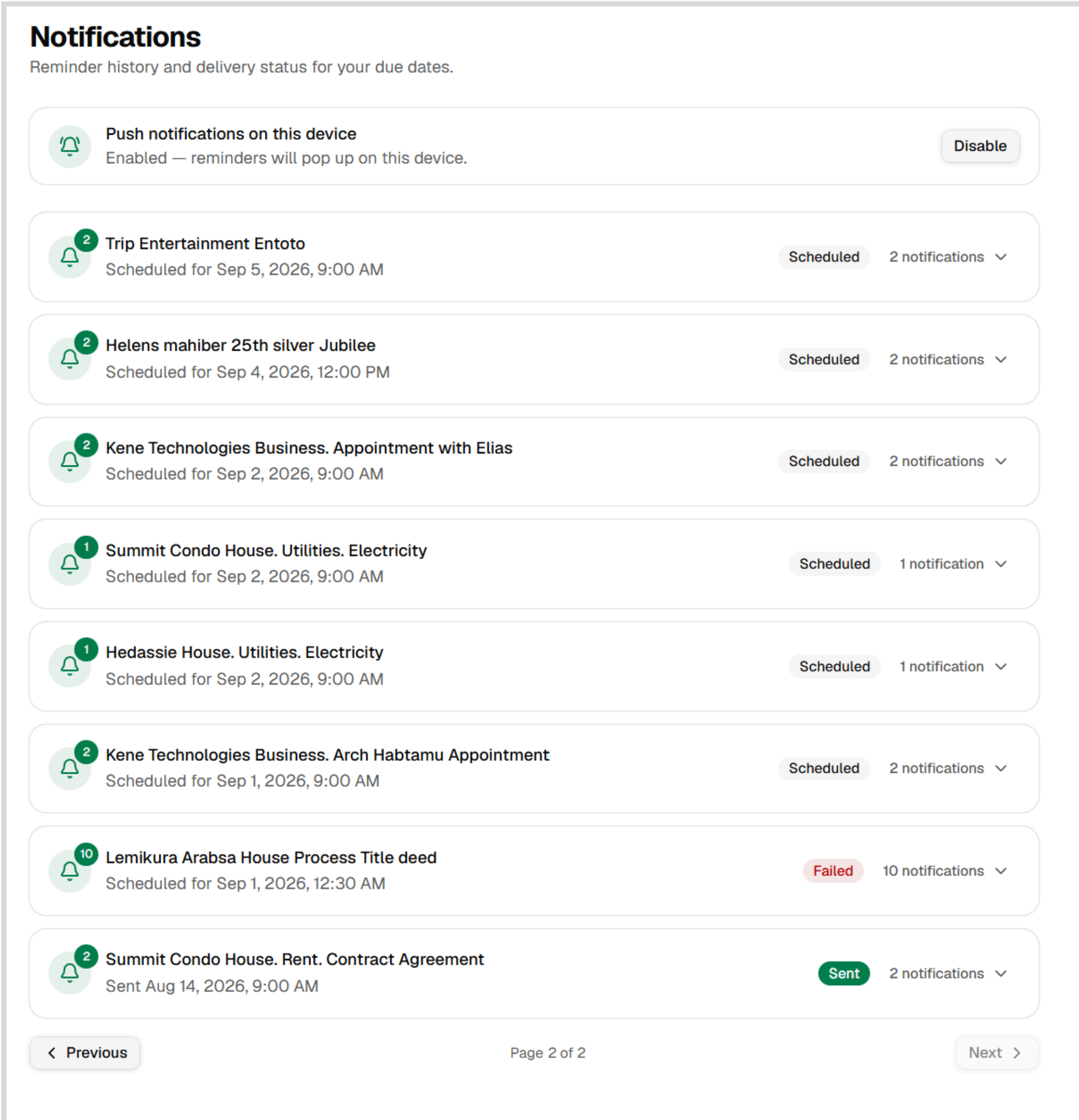


Fig. 7.1: Every reminder, and whether it was delivered.

7.5 Daily overdue reminders

Once something is late, KeneDue keeps reminding **the person responsible** every day until it is completed, re-dated, or deleted.

- Assigned → the assignee. Unassigned in a group → the owner and the group. Personal → you.
- **Watchers are not nagged.**
- Switch it off for yourself under **Profile & settings** → **Preferences** → **Daily overdue reminders**.

7.6 Adding a due date to your own calendar

Add to calendar on any due date downloads an **.ics** file with alarms that mirror your reminders. Open it and the due date lands in Google Calendar, Outlook, Apple Calendar or whatever you use — with the same warnings.

7.7 Meeting invitations

For a due date with **Set up a virtual meeting** ticked (2.5), each participant is emailed a real **calendar invitation** when it is created. They do not need a KeneDue account.

On the due date you will see each participant marked *invited {date}* or *not invited yet*, with:

- **Send invitations** — *"Emails every participant the current details, with a calendar invitation attached."*
- **Send update** — after you change the time or the link, this sends a corrected invitation that replaces the old one in their calendar.

If some fail: *"Some invitations could not be sent. Check the participant list and try again."*

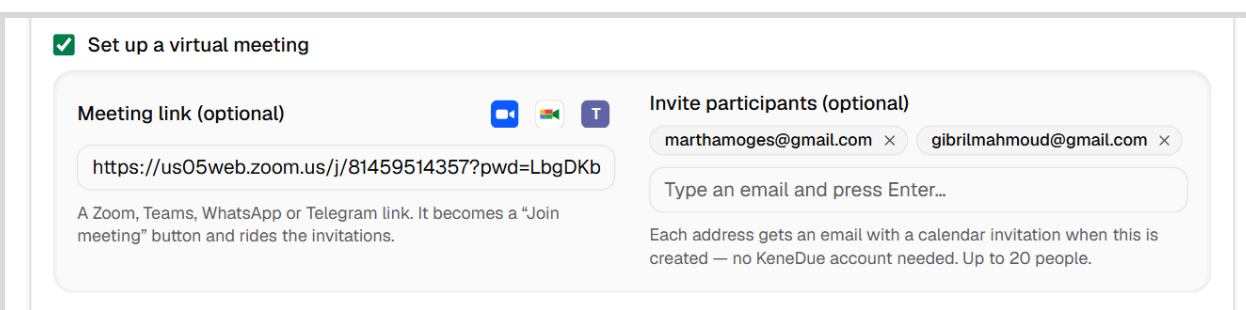


Fig. 7.2: Meeting invitations land in participants' calendars, KeneDue account or not.

Part 8 - Beyond the basics ↺

8.1 The public due-date catalogue

KeneDue curates the deadlines that apply to almost everyone in your area — tax filings, inspections, renewals — and offers them to you.

On the dashboard, a banner announces *"3 new due dates for your area"*. For each one:

- **Add to my due dates** — it becomes a normal due date of yours, reminders included.
- **Not for me** — dismissed, and not offered again.

Some ask a question first:

- **Which city are you in?** — so you get your city's deadlines as well as the national ones.
- **Which amount applies to you?** — where a fee has bands.
- **Which vehicle / property / business / person?** — so the copy is named for the thing it concerns.

That last question is why an already-added entry can be **added again**: one copy per vehicle, per property, per branch.

Browse the whole list with **See all**, or open **Catalogue** directly. Entries are marked **National** or by city, and show **Added** or **Dismissed** where you have already decided.

When an official deadline changes, your copy is offered the update: **Update available** → **Apply update** (*"Your copy now carries the newest official details."*) or **Keep mine** if you have tailored it.

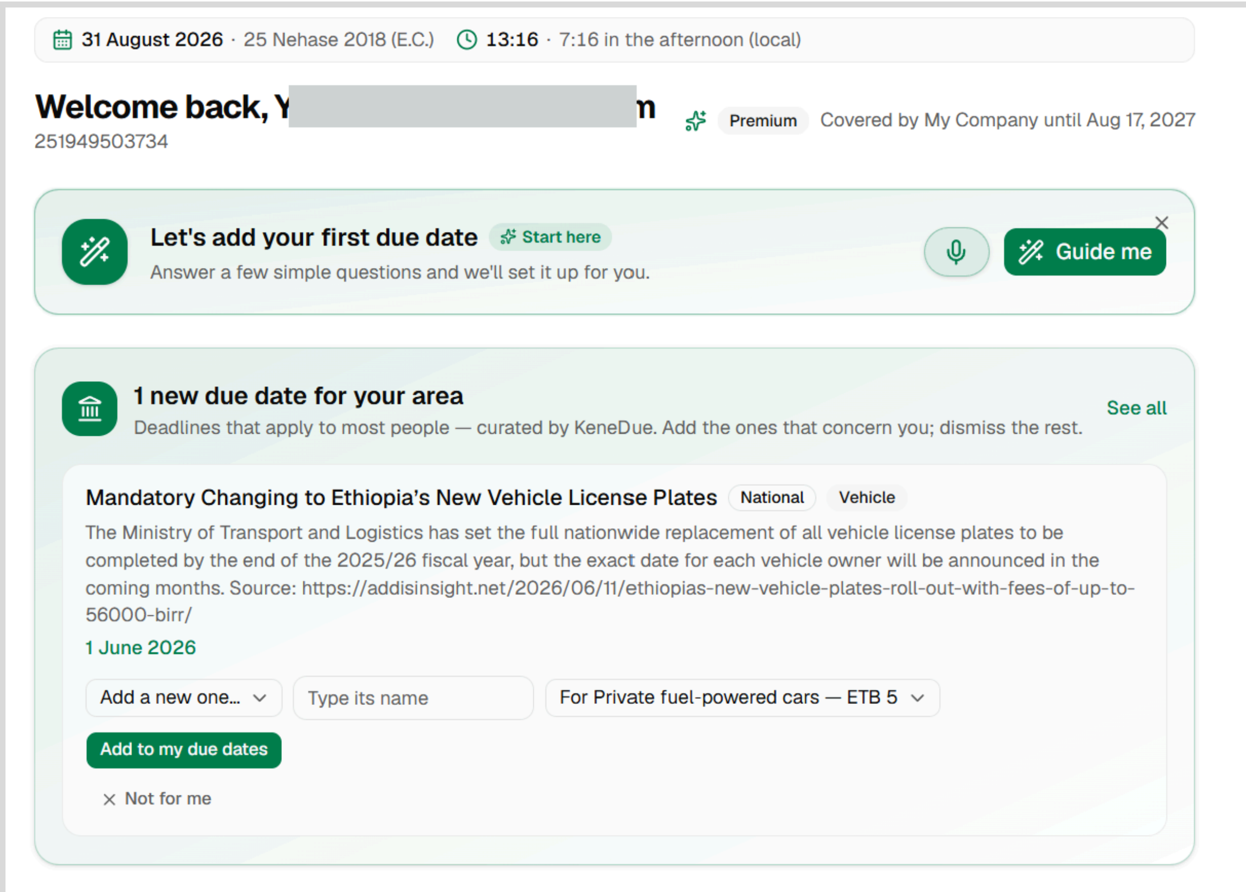


Fig. 8.1: Deadlines that apply to everyone in your area, offered rather than imposed.

8.2 Building your own categories

Categories are a tree, and you can extend it anywhere. On the category picker, click the **Add** tile.

- **Name** — e.g. *Insurance*.
- **Type:**
  - **Static** — a fixed label, like *Vehicle*.
  - **Dynamic** — asks for one of your named items when used. Choose what kind: **property**, **vehicle**, **business**, **person** or **item**.
- **Logo** — pick from the **Icon** library (searchable), or upload an **Image** (PNG, JPG or WebP, up to 512 KB).

Then **Save category**.

Rules worth knowing

- Two categories at the same level cannot share a name.
- A category cannot be moved to a different parent — build the tree the way you want it.
- **Deleting** a category removes it and all its sub-categories. *"Existing due dates keep their titles — only the category link is dropped."* Nothing you have recorded is lost.
- The same applies to a saved name under a dynamic category: deleting *Toyota Corolla* drops the link, not the due dates.

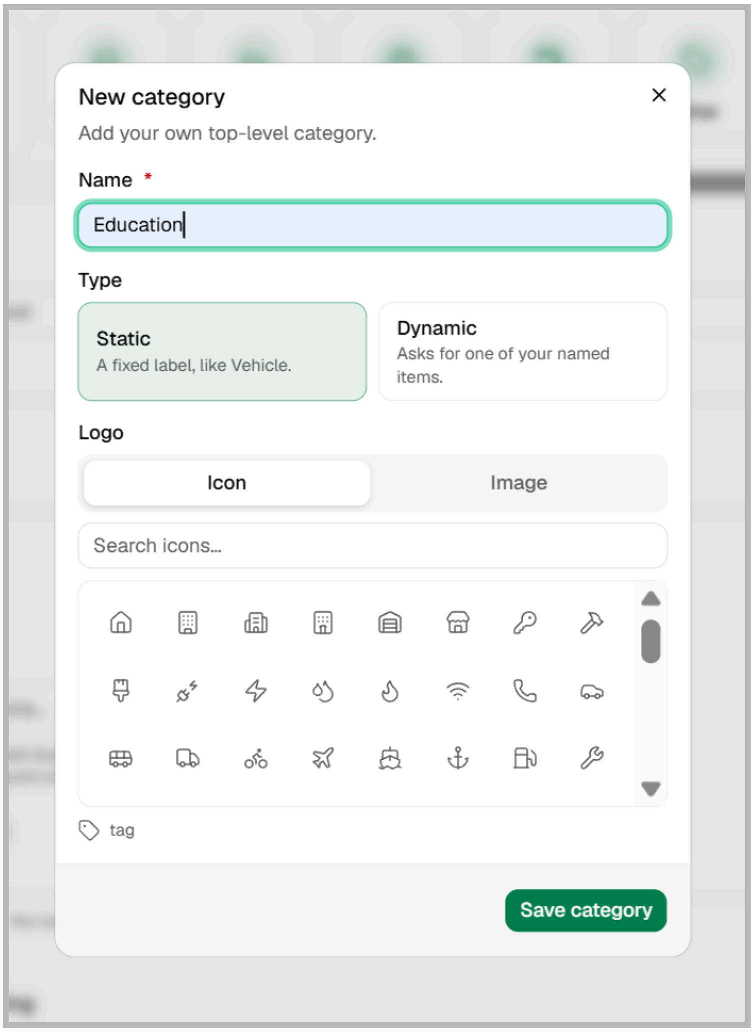


Fig. 8.2: Your own categories, with icons or your own logo.

8.3 Locations

Type a place into a due date's **Location** field and it is saved for reuse. Type it again with different capitalisation and KeneDue reuses the saved one rather than making a duplicate. Locations then appear as a filter on the due-dates list — useful for a company with several branches or sites.

8.4 Working offline

KeneDue keeps working without a signal.

- A banner appears: *"You're offline — showing saved data"*, with *"Data as of 10:42"*.
- You can browse everything you have already opened, and **create, edit and complete** due dates. Each one is marked *"Saved on this device — will sync when you're back online"*.
- When the connection returns: *"Back online"*, then *"Syncing your offline changes…"*, then *"Offline changes synced"*.

If something changed on the server while you were away, you are asked to resolve it, one item at a time:

- *This item changed on the server while you were offline* → **Keep mine** or **Keep server**, with both versions shown side by side.
- *This item was deleted on the server* → **Restore item** or **Discard**.
- *Another item already uses this title* → **Save with new title**.
- *Your plan's limit was reached* → **View plans**.

Warning — *"You have unsynced offline changes. Signing out will discard them."* Get back online and let it sync before you sign out.

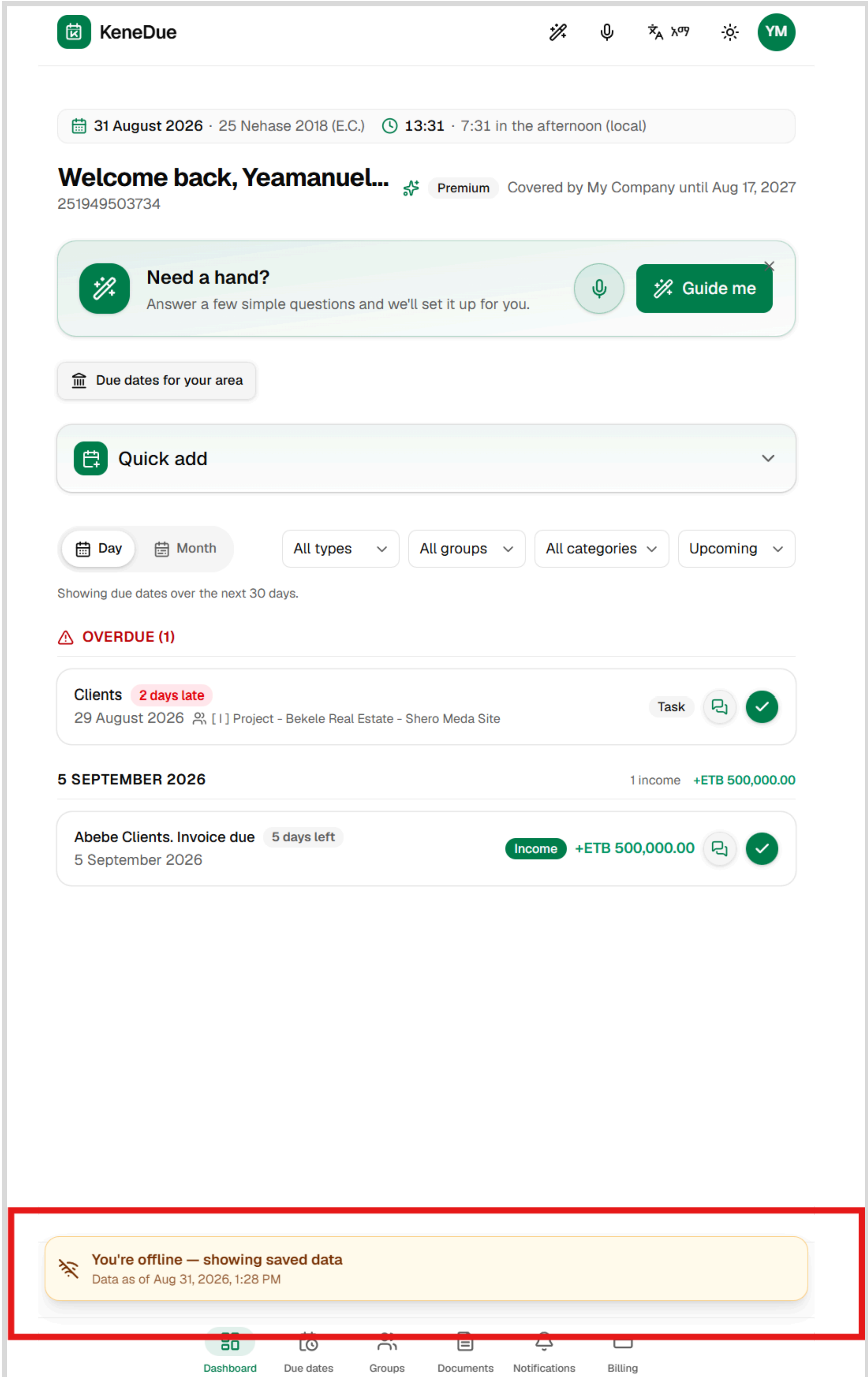


Fig. 8.3: Offline, everything still works — and syncs when you are back.

A product of [Kene Technologies (www.kene-tech.com)](http://www.kene-tech.com)

8.5 Backups

Keep a copy of your data somewhere that is yours. **Profile & settings → Backups.**

Where backups go

- **This device** — written automatically into a folder you choose. Old copies are pruned.
- **My email** — backups arrive as an attachment in your inbox.
- **Google Drive** — uploaded to a folder only KeneDue can see. **Connect Google Drive** first.

Setting it up

1. Choose **Where should your backups go?**
2. For *This device*, click **Choose folder** and pick one. *(Needs Chrome or Edge on a computer. In other browsers, backups are downloads you start yourself.)*
3. Switch on **Automatic backups**.
4. **How often** — Daily · Weekly · Monthly.
5. **Copies to keep** — older copies are pruned in your device folder and on Drive. Email copies stay in your mailbox.
6. **Save backup plan**.

Back up now runs one immediately. When a scheduled copy is due and the app is open, you are asked once: *"A backup is due — allow KeneDue to write to your backup folder."* → **Back up now** or **Later**.

Restoring

Restore from a backup file — pick any KeneDue backup (downloaded, emailed, or from Drive). The file dialog opens in your backup folder, and you can browse anywhere from there.

"Restoring fills in whatever is missing — it never overwrites what you have now, so it is safe to run twice."

When it finishes you get a report: *Due dates: 84 restored, 12 already present · Completion history · Reminders · Status updates · Custom categories · Meeting* *participants*. References that pointed at things which no longer exist are cleared and counted.

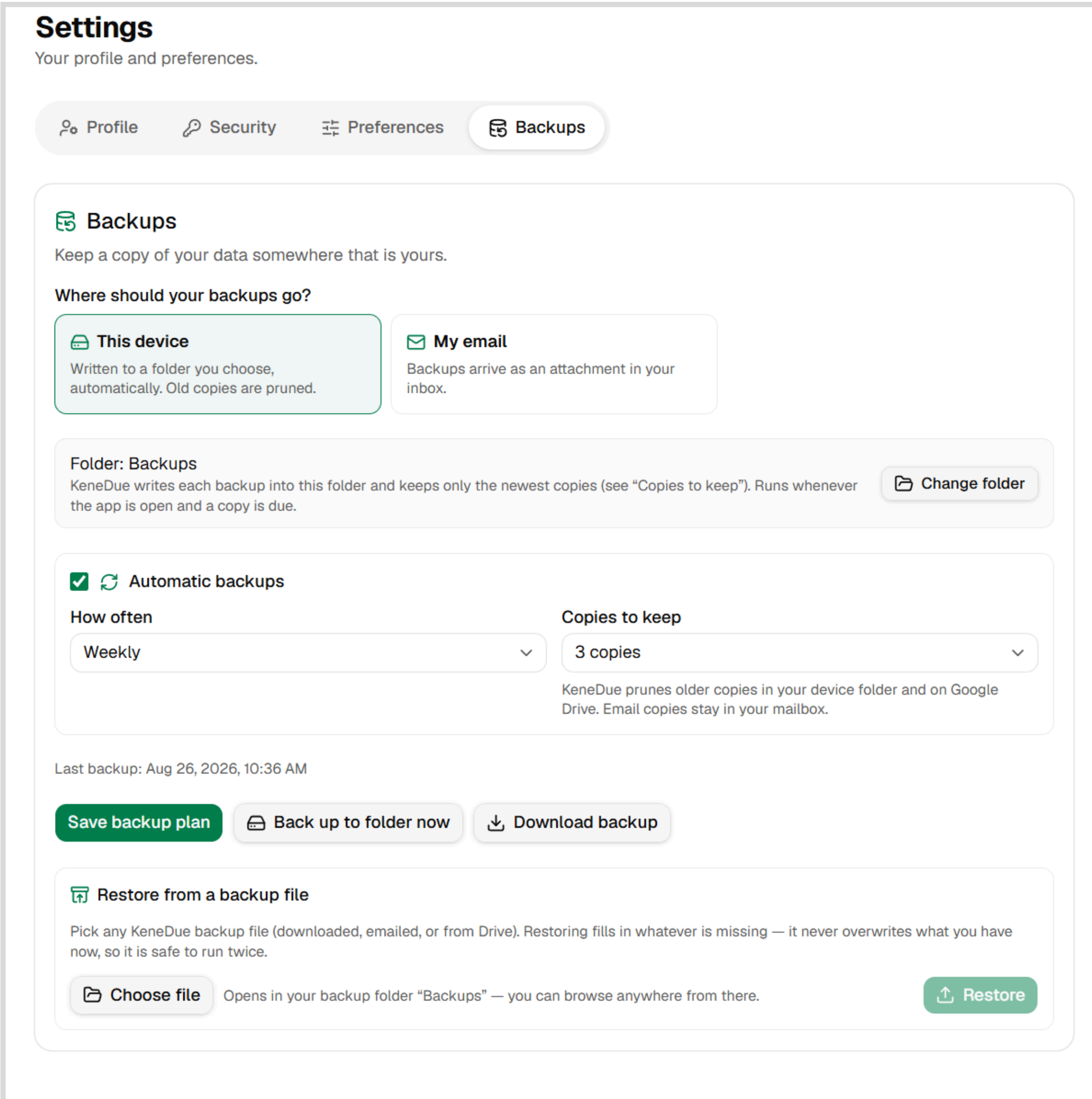


Fig. 8.4 : Automatic backups to your own folder, your inbox, or Google Drive.

8.6 Several accounts on one device

Useful when you have a personal account and a work account, or when a manager also holds an owner account.

- **Profile menu** → **Add another account** — signs you into a second account while keeping the first parked on this device.
- **Profile menu** → **Switch account** — hop between them without typing a password each time. Up to **four** accounts stay parked; the oldest drops off.
- **Continue as {name}** appears on the sign-in page for a parked account.

Security note — switching *into* an administrator account always asks for its password, even on a device where it is parked.

8.7 Settings and preferences

Profile menu → **Profile & settings.**

Profile

- **Full name**
- **Display calendar** — **Gregorian** or **Ethiopian (E.C.)**. *"Dashboard groupings and month headers use this calendar."* This is a display choice; the dates themselves are unaffected, and you can always enter a date in either calendar.
- **Backup recovery email** — where password reset codes go. It may belong to a trusted family member or friend.
- **Save changes**

Password

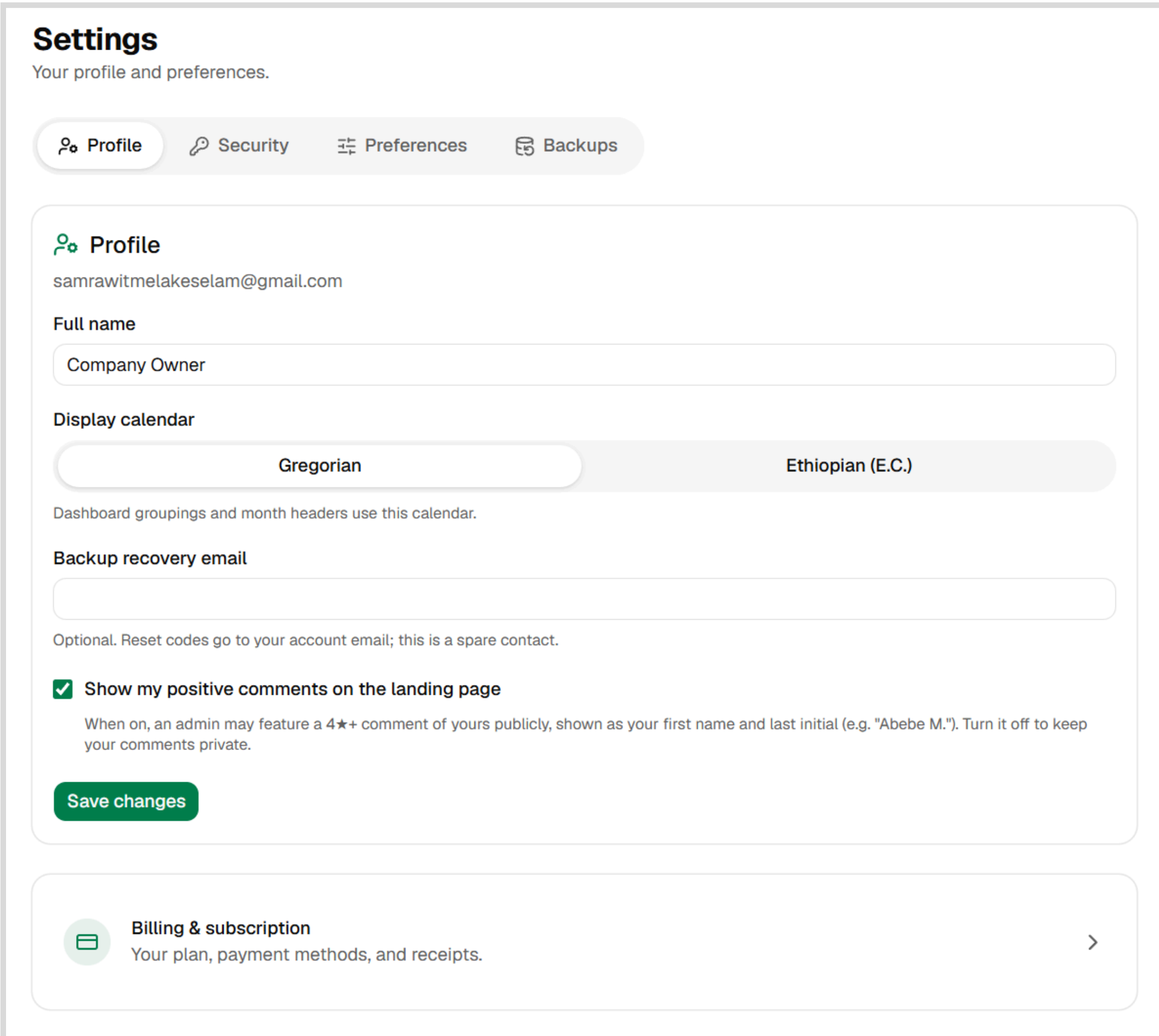
Change password — enter your current password, then the new one twice.

Preferences

- **Status updates on due dates** — the comment trail on your *personal* due dates. Group due dates follow each group's own switch.
- **Daily overdue reminders** — keep nudging you every day about overdue items until you complete, re-date or delete them.
- **Show the guide card on the dashboard** — the "Guide me" card.
- **Show my positive comments on the landing page** — when on, a 4★+ comment of yours may be featured publicly, shown as your first name and last initial (e.g. *Abebe M.*). Off keeps your comments private.

Backups

See 8.5.



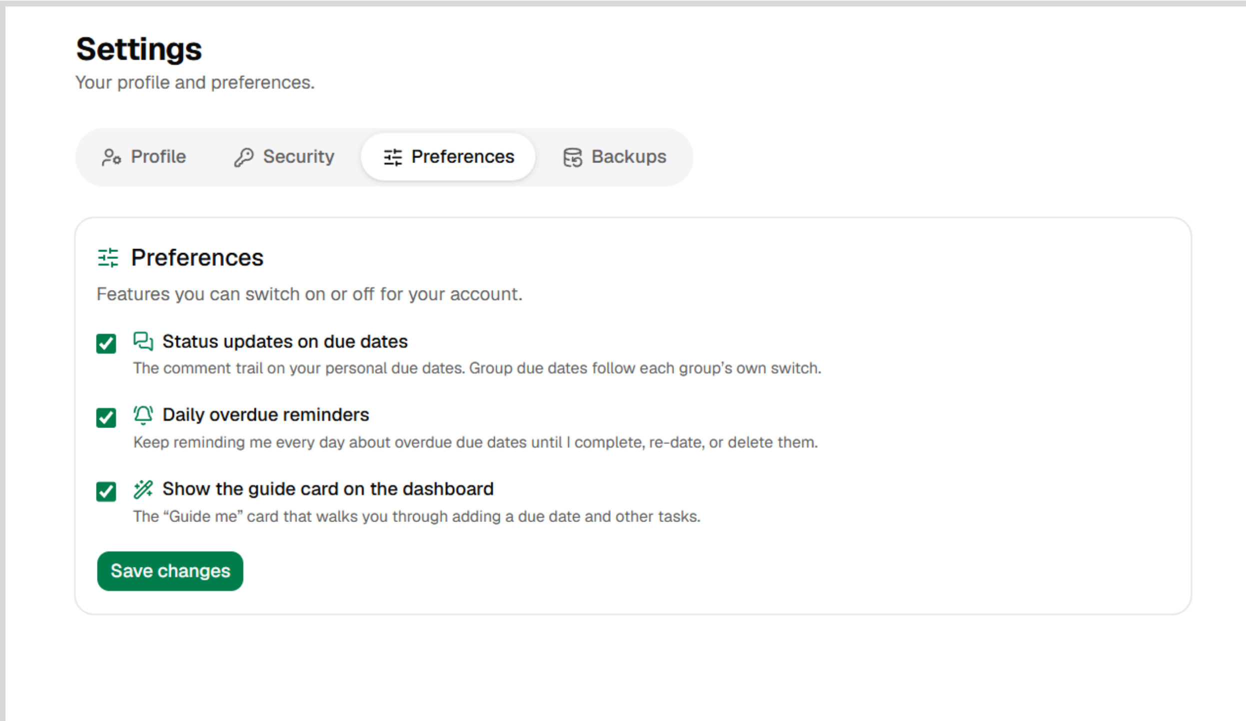


Fig. 8.5 - 8.6: Settings: your calendar, your recovery email, and what the app does for you.

8.8 Inviting friends, and earning free premium

Profile menu → Invite friends.

Share your link. Every person who opens it adds a day of Premium, and every friend who upgrades adds six — reach 30 and a free month lands on your account.

- **1 credit** for every new person who opens your link.
- **6 credits** for every friend who upgrades to premium — counted once per person.
- **30 credits → 30 free days of Premium**, added to your account. Repeatable.

Share by **WhatsApp · Telegram · SMS · Email · Facebook · X · LinkedIn**, or **Copy** the link.

Personal invite links — *"Each person gets their own link, so you can see who opened it and who joined."* Add a name, click **Create link**, and track each one through **Not opened yet → Opened → Joined → Went premium**.

Founding Promoters

For the strongest promoters, there is a ladder based on **conversions** — people you invited who bought a **yearly (or lifetime) personal** premium plan, counting approved payments only, each person once. Monthly plans and enterprise seats do not count.

- **10 conversions** → 1 year of Premium, free
- **25 conversions** → lifetime Premium, free
- **The qualification threshold** → a reserved spot in the KeneDue revenue-share pool, limited to a fixed number of places

A reserved spot shows as *"Spot #4 reserved — under review. We will contact you to complete the Founding Promoter Agreement."* Pool membership becomes final only with that signed agreement, and reversed payments are deducted.

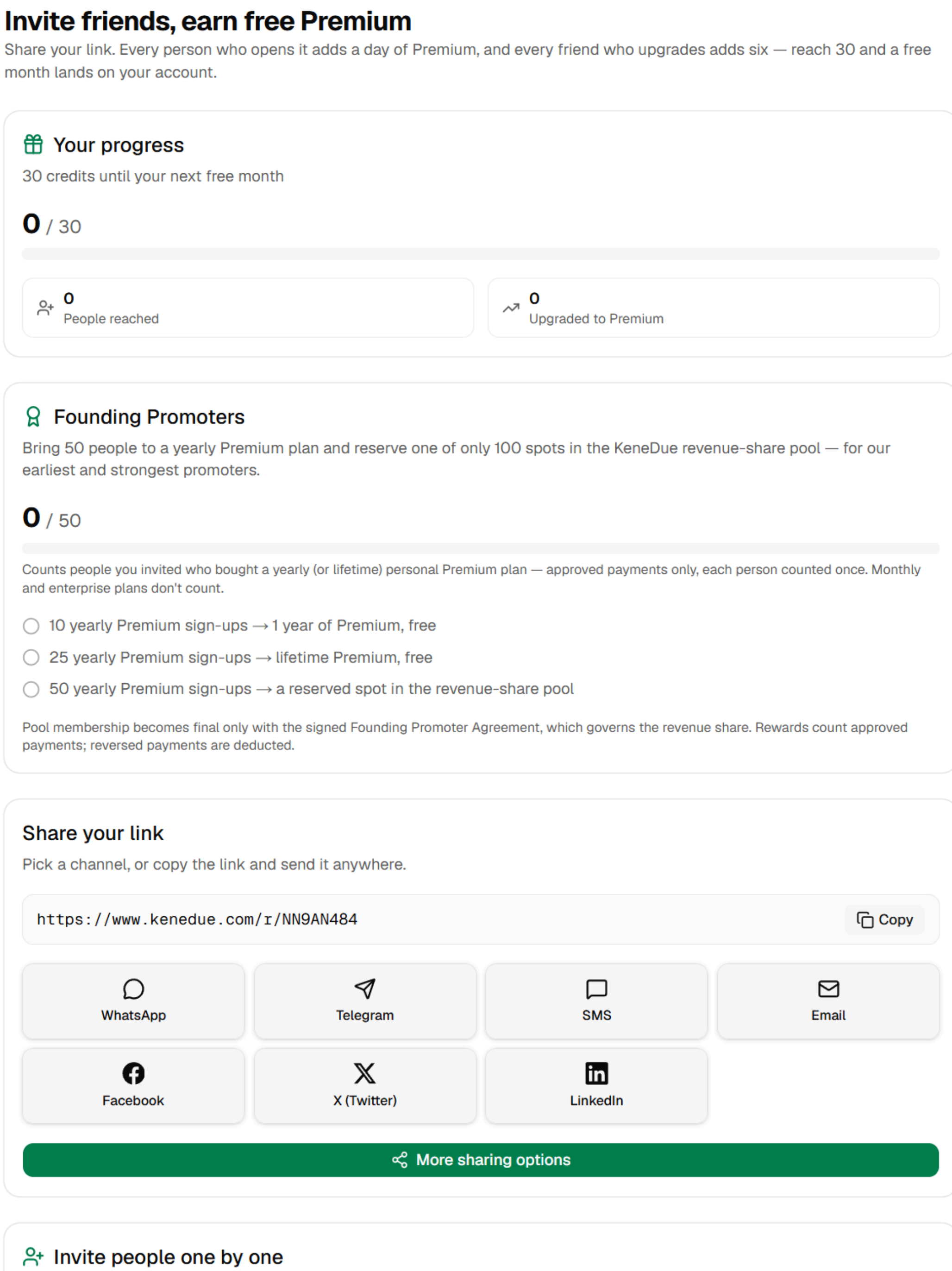


Fig. 8.1: Invite friends, track each link, earn free premium.

8.9 Rating KeneDue and sending comments

Profile menu → Share your comments.

Give a star rating and, optionally, a short comment. *"Your rating helps us improve — positive or negative, as often as you like."* A comment of about 100 words may be featured on the landing page **if you opt in** under Settings (8.7); it would appear as your first name and last initial.

Your previous comments are listed underneath, with a **Featured** badge on any that have been used.

After you have been using KeneDue for a while, a gentle prompt appears: *"Enjoying KeneDue? … would you take a moment to rate the app and share a comment?"* — **Rate KeneDue** or **Maybe later**.

8.10 If your account is suspended

An administrator can suspend an account. You will see:

Account suspended — *Your due dates, documents and groups are kept safe, but you cannot use the app while the suspension lasts.*

Nothing is deleted. If you believe it is a mistake, write to the support address shown on that page.

Part 9 — "How do I…?" quick answers ↺

A one-line answer and where to read more. This part is written to be searched.

Account and access

1. **create an account for my company?**
    a. Registration page → *Register your organization*. → 1.3
2. **let my staff in?**
    a. Give them the organization code from **Team**, or send email invitations. → 5.2, 5.3
3. **create accounts for staff who will not register themselves?**
    a. **Team** → **Create accounts for employees**. → 5.4
4. **add someone who already uses KeneDue?**
    a. **Team** → **Already has a KeneDue account?** → **Add to the team**. → 5.5
5. **stop new people using our code?**
    a. **Team** → **Organization code** → **New code**. → 5.2
6. **free up a seat?**
    a. Revoke a pending invitation, or remove an employee. → 5.1, 5.6
7. **reset my password?**
    a. Sign-in page → *Forgot password?* → 1.8
8. **change my password?**
    a. **Profile & settings** → **Password**. → 8.7
9. **use two accounts on one phone?**
    a. Profile menu → *Add another account* / *Switch account*. → 8.6
10. **install the app?** → 1.9

Due dates

1. **add something quickly?**
    a. **Quick add** on the dashboard. → 2.2
2. **be walked through it?**

a. The **wand** in the top bar, or the **Guide me** card. → 2.3
3. **add one by speaking?**
   a. The **microphone** in the top bar. → 2.4
4. **make something repeat?**
   a. In the form, choose **Recurring**. → 2.5
5. **make it repeat but skip Hamle and Nehase?**
   a. Recurring → **Skip specific periods** → **Months**. → 2.5
6. **set a time, not just a day?**
   a. Tick **Set a time of day**. → 2.5
7. **give it a deadline within the day?**
   a. **Must be finished by**. → 2.5
8. **mark one occurrence done without ending the series?**
   a. **Mark done** — that is exactly what it does. → 2.8
9. **skip one occurrence?**
   a. **Skip this one**. → 2.8
10. **push a due date back?**
    a. **Extend**, then choose days/weeks/months/years. → 2.8
11. **undo a completion?**
    a. **Reopen**, or **Undo** on that occurrence in the history panel. → 2.9
12. **copy an existing due date for another vehicle?**
    a. **Duplicate**. → 2.8
13. **get it into my Google Calendar?**
    a. **Add to calendar**. → 7.6
14. **add a phone number to call about it?**
    a. **Contact phone** on the form; a **Call** button appears. → 2.5
15. **turn it into an online meeting?**
    a. Tick **Set up a virtual meeting**. → 2.5, 7.7
16. **find things that are half set up?**
    a. Filter by **Needs finishing**. → 2.6
17. **see what money is due next month?**
    a. Dashboard in **Month** view; every heading carries totals. → 2.7

Teamwork

1. **share due dates with my team?**
   a. Create a group and set the due date's **Group**. → 4.2, 4.5
2. **put my whole roster into a group?**
   a. Group page → **Add employees**. → 4.3
3. **make it clear whose job it is?**

    a. Set **Assigned to**. → 4.6
4. **stop other people closing someone's task?**
    a. Assign it — assignment locks it. → 4.7
5. **hand a task back?**
    a. **Release me**, with a reason. → 4.8
6. **give a due date away entirely?**
    a. **Change owner**. → 4.9
7. **get reminders about something that is not mine?**
    a. **Notify me** under *Also notified*. → 2.8
8. **let someone run a group for me?**
    a. Make them a team lead, then **Make group lead**. → 4.4, 5.6
9. **see who is doing what?**
    a. **Workload summary**. → 4.12
10. **read an employee's own due dates?**
    a. **Team → View their work**. → 5.9
11. **keep a permanent record of what happened?**
    a. Status updates, with entries locked. → 2.10, 5.10
12. **hand a client or auditor a record?**
    a. **Download report (PDF)** on the status updates. → 2.10

Documents

1. **keep a licence with the due date it belongs to?**
    a. Upload it once, link it. → 3.1, 3.3
2. **scan a paper document with my phone?**
    a. **Take photos** in the upload dialog. → 3.2
3. **update a renewed licence everywhere at once?**
    a. **Re-upload** the existing document. → 3.4
4. **find documents I am not using?**
    a. Documents → the **Unlinked** filter. → 3.5
5. **stop one person filling our storage?**
    a. **Team → Upload limits**. → 5.8
6. **get more storage?**
    a. **Team → Buy more storage**, or the add-on packs on Billing. → 5.11, 6.7

Money and plans

1. **go premium?**
    a. **Billing**, then follow the four steps. → 6.3
2. **add more seats in the middle of a period?**
    a. **Team** → **Add seats to your current period**. → 6.5
3. **renew early without losing days?**
    a. Renew — the days you have left are added on top. → 6.5
4. **find out why my receipt was rejected?**
    a. **Billing** → **Your receipts** shows the reason. → 6.4
5. **get free premium?**
    a. **Invite friends**. → 8.8

Reminders

1. **stop missing reminders on my phone?**
    a. Install the app and enable push on that device. → 1.9, 1.10
2. **know whether a reminder actually went out?**
    a. **Notifications**. → 7.4
3. **stop the daily overdue nagging?**
    a. **Profile & settings** → **Preferences** → **Daily overdue reminders**. → 7.5
4. **make sure the right person is reminded?**
    a. Assign the due date. → 7.2

Safety

1. **keep a copy of everything?**
    a. **Profile & settings** → **Backups**. → 8.5
2. **get my data back?**
    a. **Restore from a backup file**. → 8.5
3. **keep working without internet?**
    a. Just keep working — it syncs later. → 8.4

Appendix A — Troubleshooting ↺

"Incorrect username or password." Check whether you registered by email or by phone. Phone accounts sign in with the phone number, not the email. If you still cannot get in, use *Forgot password?*

The confirmation email never arrived. Check your spam folder. On the verification page, click **Send a new code** — there is a one-minute wait between sends, and each code lasts 24 hours.

"That organization code is not valid." Confirm the code with your manager. The same message appears if the code has been rotated (5.2). Other variants tell you the organization has no seats left, or its subscription is not active.

"This account cannot join an organization." The account already belongs to another team, owns an organization, or has its own premium subscription. Ask your employer to seat a different email address or phone number.

Reminders are not arriving on my phone.

1. Is the app installed? On iPhone this is required. 2. Is push enabled *on that device* (**Notifications → Enable**)? 3. Are notifications blocked for the site in your browser settings? 4. Check **Notifications** for the delivery status of the reminder in question.

I chose SMS as a reminder channel and nothing came. SMS is reserved for a future release. Use **Email** or **Push**.

"This due date is read-only." You are over the free plan's active due-date limit. Complete or delete another due date, or go premium. → 6.1

"Only the owner or the assigned member can change this due date." The due date is assigned to someone else. You can read it and duplicate it. If it should be yours, ask the owner or the group lead to reassign it. → 4.7

"A due date with this name already exists here." Titles must be unique within a scope. Give it a different name — a link is offered to open the existing one so you can check.

A file will not upload. Check the type (PDF, Word, PNG, JPEG, WebP) and the size. If your organization has set a lower ceiling, the message says so; for pictures, use **Shrink it for me**. If storage is full, delete files or buy more. → 3.6

My storage is full and I am on a team. Storage is pooled across the whole organization. Ask your owner to buy an add-on pack, or clear unlinked documents. → 3.6, 5.11

The app says I am offline but I have internet. Reload the page. Anything you did offline is kept and will sync; do not sign out before it does. → 8.4

A sync conflict dialog appeared. Something changed on the server while you were offline. Compare the two versions and choose **Keep mine** or **Keep server** for each item. → 8.4

My premium expired but I paid. Check **Billing** → **Your receipts**. If it is still *Under review*, it has not been approved yet. If it was rejected, the reason is shown and you can resubmit. Otherwise: *"Reply to your receipt email or contact support and we will sort it out."*

An employee left and I want their work. Removing them from the team keeps their work: due dates they created in your groups become yours, and their documents are copied over. → 4.13

The guide card disappeared from my dashboard. Turn it back on under **Profile & settings** → **Preferences**, or use the wand in the top bar, which always works.

Appendix B — Glossary ↺

- **Account owner** — the person or company holding the subscription. Owners have the **Team** console.
- **Assignee** — the one person responsible for a due date. Gets its reminders; is the only one besides the owner who can act on it.
- **Anchor / first occurrence** — the date a repeating series is counted from. It never changes.
- **Catalogue (public due dates)** — deadlines curated by KeneDue for your country and city, which you can add to your own list.
- **Credits** — referral points: 1 per person who opens your link, 6 per friend who goes premium, 30 for a free month.
- **Display calendar** — whether headings and groupings are shown in Gregorian or Ethiopian dates. A display choice only.
- **Due date** — any dated item in KeneDue: a task, a payment, or an income.
- **E.C. / G.C.** — Ethiopian Calendar / Gregorian Calendar.
- **Group** — a set of people who share due dates.
- **Group lead** — the team lead who runs one particular group.
- **Occurrence** — one instance of a repeating due date. Completed and skipped occurrences are recorded individually.
- **Organization code** — the code employees type when registering, to join your account.
- **Owner (of a due date)** — the person who controls it: editing, assigning, deleting. Not necessarily the assignee.
- **Read-only** — a due date beyond the free plan's active limit: visible, but frozen, with its reminders paused.
- **Roster** — everyone on your organization's team.
- **Seat** — one place on an enterprise plan. Employees and pending invitations each hold one.
- **Skip periods (exemptions)** — weekdays, months or years a repeating due date deliberately skips.
- **Staff permissions** — what regular employees may do on their own account, set by the owner.

- **Status updates** — the trail of notes and recorded events on a due date.
- **Team lead** — an employee promoted by the owner; never restricted by staff permissions.
- **Watcher** — someone who receives a due date's reminders in addition to the usual recipients.
