



Admin Handbook

kenjo.io



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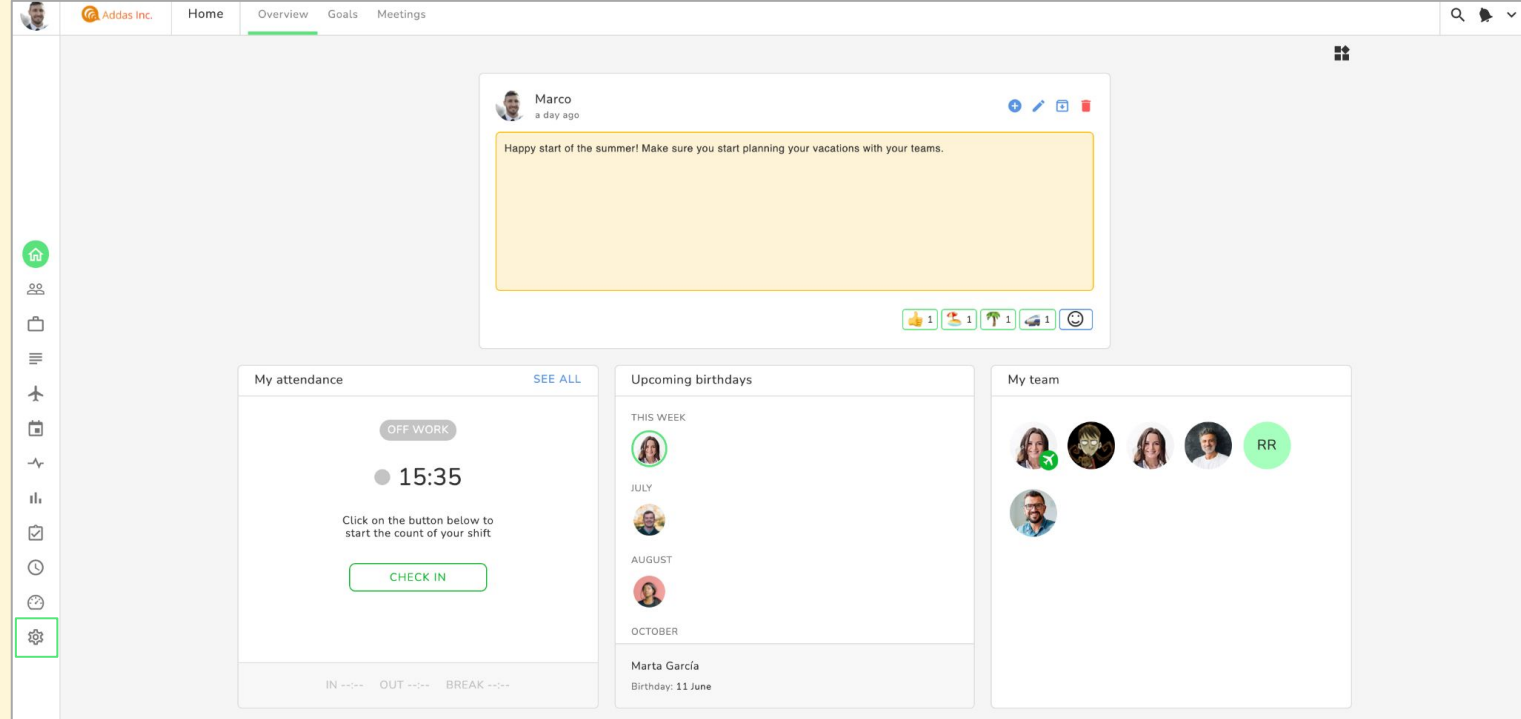
Introduction

As an HR Manager, it is important to understand all the things you can configure with the Settings on Kenjo. With this Handbook, we will walk you through all the tabs where you can set up to customize different functionalities of the software. Then, you will learn how to integrate these functionalities when creating an employee. Consider this as introductory information of our Settings.

Bear in mind that this Handbook is only meant for Admins. Therefore, to really get the most value from it, you need to have the permissions to configure and customize all the features Kenjo offers.

To learn more about each feature, visit our [Helpcenter](#).

Kenjo Settings



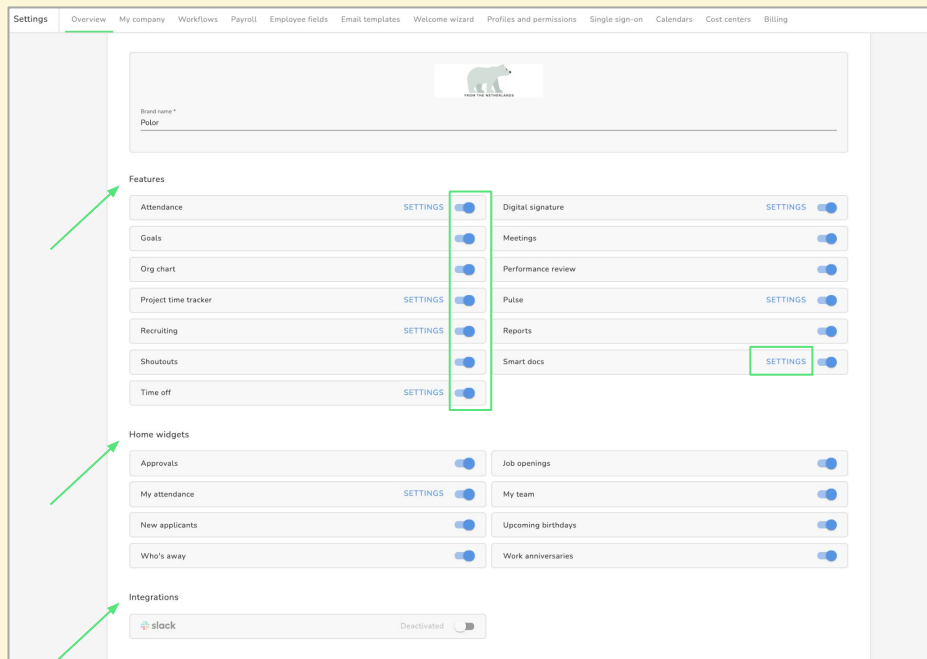
First, login into Kenjo with your credentials and go to **Settings** on the lower left side of the screen.

Overview

Under **Settings** > **Overview**, you will find three dashboards: **Features**, **Home Widgets**, and **Integrations**. This is the main place where you add your logo and company name. Here, you can also **enable or disable all things** Kenjo has to offer (depending on your plan), by turning the toggle on or off. Think about this section as the canvas where you paint how your employees will be able to interact with Kenjo.

If you disable a feature, employees will not be able to see it or use it, but the information will be kept. On the other hand, when you enable a feature, you will sometimes see a second option to further customize its settings.

01



My company

Go to **Settings** > **My company** to build the structure of your company in Kenjo. You can add or edit the basic information related to your company, offices, divisions, departments, and teams. Add a **Work schedule** for each company. Take into account that this work schedule is the frame for the full-time equivalent (FTE) of each company. You can also add a **Calendar** and **Email signature**.

Companies / Polor

Company name *
Polor

Incorporation date

Street
Manzanarés Este

Street number

City

Country

ZIP code

Billing email

VAT number

Contact person first name

Contact person last name

Currency *
Euro

Default language *
English

Weekly hours
40

Work schedule

lu ma mi ju vi sa do

Berlin calendar

Spain calendar

Standard calendar

UK calendar

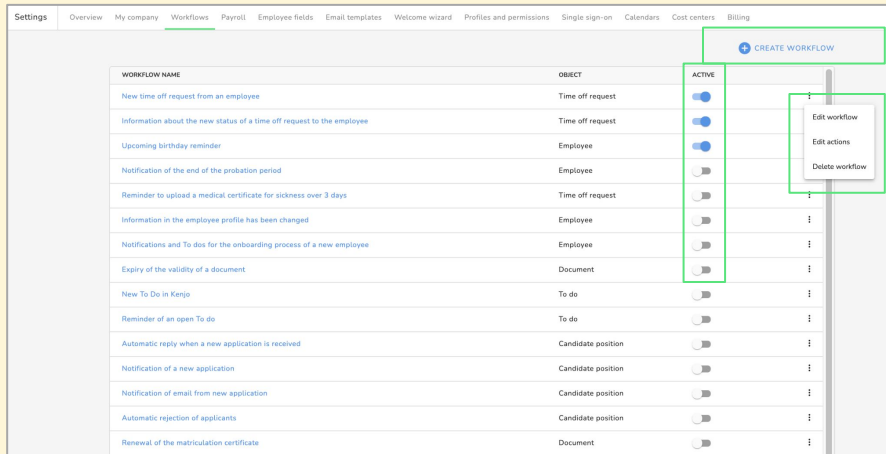
Email signature

When you have multiple companies/offices, you can assign a related calendar to each of them. For example, you can assign the Berlin calendar to your Company/Office located in Berlin (see page 10 to learn how to create calendars).

Workflows

Under **Settings > Workflows**, you are able to automate standard processes in your company, such as sending email notifications and assigning tasks. For example, you can create a workflow to send email notifications for birthdays.

In this dashboard, you can **create**, **edit** or **delete** current workflows. You can also **activate** or **deactivate** them by turning the toggle on or off. If the workflow is not active, then no action will trigger any reaction in the system. Therefore, only activate your workflows when you are sure everything is correctly configured, especially your email templates (see page 5).



The screenshot shows the 'Workflows' section of a settings dashboard. A green box highlights the 'CREATE WORKFLOW' button at the top right. Another green box highlights the 'ACTIVE' column, which contains toggle switches for each workflow. A third green box highlights a dropdown menu that appears when clicking the three-dot menu icon next to a workflow, showing options: 'Edit workflow', 'Edit actions', and 'Delete workflow'.

WORKFLOW NAME	OBJECT	ACTIVE	
New time off request from an employee	Time off request	<input checked="" type="checkbox"/>	
Information about the new status of a time off request to the employee	Time off request	<input checked="" type="checkbox"/>	
Upcoming birthday reminder	Employee	<input checked="" type="checkbox"/>	
Notification of the end of the probation period	Employee	<input type="checkbox"/>	
Reminder to upload a medical certificate for sickness over 3 days	Time off request	<input type="checkbox"/>	
Information in the employee profile has been changed	Employee	<input type="checkbox"/>	
Notifications and To dos for the onboarding process of a new employee	Employee	<input type="checkbox"/>	
Expiry of the validity of a document	Document	<input type="checkbox"/>	
New To Do in Kenjo	To do	<input type="checkbox"/>	
Reminder of an open To do	To do	<input type="checkbox"/>	
Automatic reply when a new application is received	Candidate position	<input type="checkbox"/>	
Notification of a new application	Candidate position	<input type="checkbox"/>	
Notification of email from new application	Candidate position	<input type="checkbox"/>	
Automatic rejection of applicants	Candidate position	<input type="checkbox"/>	
Renewal of the matriculation certificate	Document	<input type="checkbox"/>	

When you create a new employee, you can trigger a workflow manually by going to **People > Employee profile > Personal** and clicking on **TRIGGER WORKFLOW** (see page 14). This is also a useful trick to test a workflow with your own profile before activating it to the rest of the company.

Payroll

Under **Settings** > **Payroll**, you can add different payroll groups and set up the configurations for each of them. The payroll groups are useful to separate between different types of employment (e.g. those with fixed salaries, variable salaries, etc.). For each group, assign a filter and then select what you want your exported file to look like.

Important: If you make any changes, always click **SAVE**.

Payroll groups / Fixed salaries

GO TO PAYROLL

Payroll group title*
Fixed salaries

SAVE

Payroll group description

Assign employees to this payroll group

The payroll table will only show the employees who match the filters. If no filters are set, all employees will be added to this group.

Filter
Pay period

Condition
not equals

Value
Hourly

ADD FILTER

Payroll Details

Payroll period

☒ Monthly, calendar month

☐ Monthly, starting on

☐ Variable, depending on confirmation date

Hourly pay salary calculation

☐ Use only tracked hours

☒ Use tracked and expected hours for payroll period

Employee fields

ADD FIELD

Add 'comments' field to payroll tables

First name

Last name

Company

= Expected hours

= Tracked hours

You can export
this file later
under **People** >
Payroll (see page
17).

Employee fields

Under **Settings** > **Employee fields**, you have access to the fields you and/or your employees will fill out with their information for their Personal profile (see page 13). Kenjo offers standard fields that cannot be modified, but you can always create custom fields to meet your company's needs.

Take into consideration that you can personalize the visibility of Employee fields to certain profiles on Kenjo (such as the Variable pay types or Confidential fields).

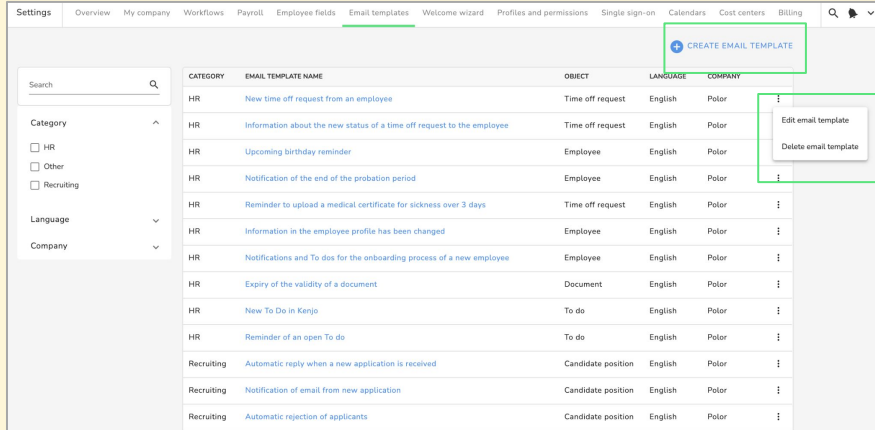
Always check these permissions under **Settings** > **Profile and permissions** (see page 8).

05

The screenshot displays the Kenjo settings interface. At the top, a navigation bar includes 'Settings', 'Overview', 'My company', 'Workflows', 'Payroll', 'Employee fields' (highlighted), 'Email templates', 'Welcome wizard', 'Profiles and permissions', 'Single sign-on', 'Calendars', 'Cost centers', and 'Billing'. On the left, a sidebar lists 'EMPLOYEE FIELDS' with sub-items: 'Personal' (selected), 'Work', 'Address', 'Home', 'Financial', 'Emergency', and 'Confidential'. Below these are 'COMPENSATION' and 'Variable pay types'. The main content area is titled 'Employee fields / Personal' and contains a message: 'The standard fields are the default fields that you see in the system and cannot be modified.' Below this message are several input fields: 'First name', 'Last name', 'Middle name', 'Display name', 'Birthdate', 'Gender', 'Nationality', 'LinkedIn', 'Skype', 'Slack', 'Twitter', and 'Facebook'. A green box highlights the 'ADD CUSTOM FIELD' button in the top right corner of the main content area. A green arrow points from this button to the 'Add variable pay type' dialog box. This dialog box is open in the foreground, showing a text input field labeled 'Variable pay type *' and a 'SAVE' button. In the background, the 'COMPENSATION / Variable pay types' section is visible, showing a 'Bonus' entry with edit and delete icons.

Email templates

Under **Settings** > **Email templates**, you can create new and edit existing Email templates. These constitute the automatic notifications that will be sent to your employees' email addresses when an action triggers a workflow. Therefore, this section is highly connected to the **Workflows** feature (see page 3).



Settings					
Overview My company Workflows Payroll Employee fields Email templates Welcome wizard Profiles and permissions Single sign-on Calendars Cost centers Billing					
Search					
Category					
<input type="checkbox"/> HR					
<input type="checkbox"/> Other					
<input type="checkbox"/> Recruiting					
Language					
Company					
CATEGORY	EMAIL TEMPLATE NAME	OBJECT	LANGUAGE	COMPANY	
HR	New time off request from an employee	Time off request	English	Polor	
HR	Information about the new status of a time off request to the employee	Time off request	English	Polor	
HR	Upcoming birthday reminder	Employee	English	Polor	
HR	Notification of the end of the probation period	Employee	English	Polor	
HR	Reminder to upload a medical certificate for sickness over 3 days	Time off request	English	Polor	
HR	Information in the employee profile has been changed	Employee	English	Polor	
HR	Notifications and To dos for the onboarding process of a new employee	Employee	English	Polor	
HR	Expiry of the validity of a document	Document	English	Polor	
HR	New To Do in Kenjo	To do	English	Polor	
HR	Reminder of an open To do	To do	English	Polor	
Recruiting	Automatic reply when a new application is received	Candidate position	English	Polor	
Recruiting	Notification of email from new application	Candidate position	English	Polor	
Recruiting	Automatic rejection of applicants	Candidate position	English	Polor	

If you want to notify an employee about something, always create an Email template for this notification. It's necessary that the Email templates are created **before** the Workflow, as you first define what you want to notify (email) and then under which conditions (workflow).

Welcome wizard

On **Settings** > **Welcome Wizard**, you can set up what your employees will see when they incorporate to Kenjo. It's possible to leave the default message or create your own. For example, you can include instructions to new joiners on what they need to do when they start using Kenjo. The user will get the message on the language you have selected for his or her profile (see page 13). Unfortunately, you cannot add attachments to your welcome wizard.

Settings Overview My company Workflows Payroll Employee fields Email templates **Welcome wizard** Profiles and permissions Single sign-on Calendars Cost centers Billing

English German Spanish

Invitation email message

This will be in the invitation email to the new employee joining your organisation.

Invitation email message *

Kenjo makes the administration of all people related stuff very simple, which means that Polar can focus a lot more on you and your colleagues and less on tedious tasks. Kenjo is the place to go for your personal records and documents. Click below to get started.

About the company

This will be included as a welcome message in the onboarding screens that the new employee will go through.

About the company *

We enjoy our work and always look forward to coming to work. We aspire to do the best that we can do to get closer to our vision. We strive to do great work with our team of amazing people, such as yourself. Welcome!

People to know

Add the people that your new employee should know in their first week of joining. E.g., IT support, HR manager, etc.

Search for employees

You can add yourself under **"People to know"** as you are the first point of contact for the user of the platform.

Profiles and permissions

Under **Settings** > **Profiles and Permissions**, you can check who is permitted to do or see what in the platform. Kenjo offers different default **Profiles** with assigned **Permissions**, that cannot be changed. For example, as the Admin, you have all the permissions assigned. Define which employees belong to these Profiles in the section **Members**. Use the Search bar to write their names. These employees will have the permissions that were defined for the profile.

Under **Settings** > **Employee fields**, we talked about **Confidential fields** (see page 5). Note that, for example, the Profile "Employee" does not have the permission to see this information. However, you can always create another custom **Profile** and assign different permissions than those set up as default.

Settings Overview My company Workflows Payroll Employee fields Email templates Welcome wizard Profiles and permissions Single sign-on Calendars Cost centers Billing

PROFILES

- Admin (1)
- HR Admin (1)
- Recruiter (1)
- Finance Admin (1)
- Manager (2)
- Employee (3)
- Restricted access (0)
- Admin ad on (0)

Profiles / Admin ad on

Profile name *
Special Employees

Permissions

Employee

- ☐ Create new employees
- ☒ View my own Personal Tab
- ☒ View the Personal Tab of selected employees
- ☐ View the Personal Tab of all employees

Employee's personal section

- ☒ Edit my own personal section
- ☒ Edit the Employee's personal section of selected employees
- ☐ Edit the Employee's personal section of all employees

Employee's work section

- ☐ Edit my own work section
- ☒ Edit the Employee's work section of selected employees
- ☒ Edit the Employee's work section of all employees

Employee's address section

- ☒ View my own address section
- ☒ View the Employee's address section of selected employees
- ☐ View the Employee's address section of all employees
- ☒ Edit my own address section
- ☒ Edit the Employee's address section of selected employees
- ☐ Edit the Employee's address section of all employees

Employee's work schedule section

- ☐ Edit my own work schedule section
- ☒ Edit the Employee's work schedule section of selected employees
- ☐ Edit the Employee's work schedule section of all employees

Employee's home section

- ☒ View my own home section
- ☒ View the Employee's home section of selected employees
- ☐ View the Employee's home section of all employees
- ☒ Edit my own home section
- ☒ Edit the Employee's home section of selected employees
- ☐ Edit the Employee's home section of all employees

Profiles / Admin ad on

People assigned to Admin ad on profile.

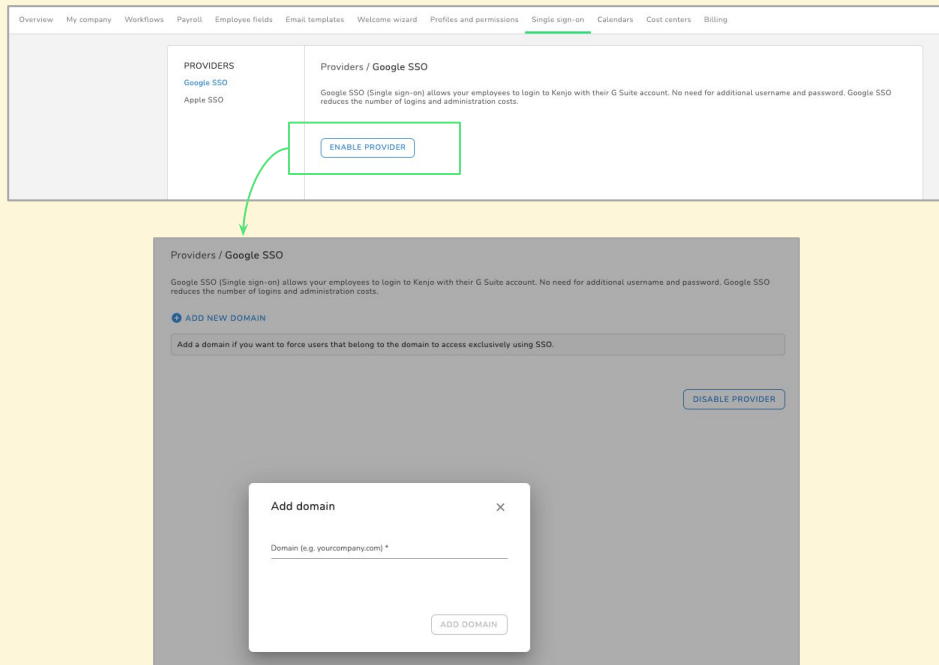
Below you will find a list of users that are assigned to Admin ad on profile, there you can update the people that belong to this profile.

Search: andrei

AB Andreina Bautista

Single sign-on

Single sign-on allows you to add your company's domain for Google SSO, Apple SSO, and Microsoft SSO, so your employees can sign up with just one click. Click on **ENABLE PROVIDER**, followed by **(+) ADD NEW DOMAIN** to set this up.



Have in mind that the way users log in for the first time will stay for all the consecutive times. For example, if users choose to log in with Google SSO, then every time they open Kenjo, they will have to log in with these same credentials.

Overview My company Workflows Payroll Employee fields Email templates Welcome wizard Profiles and permissions Single sign-on **Calendars** Cost centers Billing

CALENDARS

- Standard calendar
- UK calendar
- Berlin calendar**
- Spain calendar

Calendars / Berlin calendar

Calendar name* Berlin calendar Calendar template Germany (Berlin)

ADD A CUSTOM HOLIDAY Show past years

HOLIDAY NAME	DATE	TYPE
New Year's Day	1/1/21 (full day)	Predefined
Women's Day	8/3/21 (full day)	Predefined
Good Friday	2/4/21 (full day)	Predefined
Easter Monday	5/4/21 (full day)	Predefined
Labour Day	1/5/21 (full day)	Predefined
Ascension Day	13/5/21 (full day)	Predefined
Whit Monday	24/5/21 (full day)	Predefined
Unity Day	3/10/21 (full day)	Predefined
Christmas eve	24/12/21 (morning)	Custom
Christmas Day	25/12/21 (full day)	Predefined
Christmas Day	26/12/21 (full day)	Predefined

New Year's Day 1/1/21 (full day) Predefined

Add custom holiday

Holiday name* Christmas eve

Duration*

☐ Full day

☒ Morning

☐ Afternoon

Date*

DIC. 2021

lu ma mi ju vi sa do

DIC.

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

DAY

Calendars

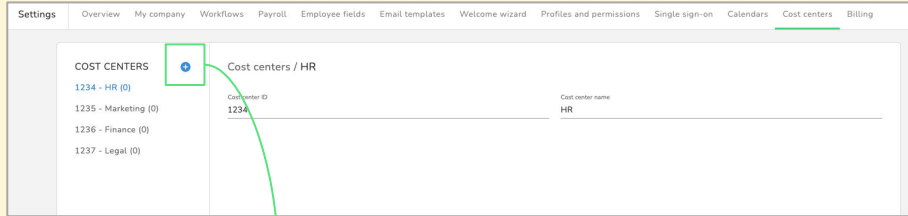
Under **Settings** > **Calendars**, you can keep our standard calendar or add your local calendar by clicking on the **(+)** button next to **CALENDARS**. Add the name and choose the country. If you would like to create personalized holidays for each calendar, click on **(+) ADD A CUSTOM HOLIDAY**.

After creating your new calendars, you will be able to link them to your Company and/or Office by going to **Settings** > **My company** (see page 2).

You can create customized vacation days for the different calendars that you have (and according to your Offices). For example, you can add **24/12 half day** for your calendar in Berlin and **24/12 full day** for your calendar in Spain. This will affect the time off and attendance (expected hours) from employees for both offices.

Cost centers

Define the different Cost centers of your company by going to **Settings** > **Cost centers**. Later, when you create an employee profile, you will be able to assign them a Cost center.



Add a cost center ×

Cost center ID Cost center name

ADD COST CENTER

When you do the export of the payroll, the name of the cost center will be included (see page 4).

Billing

Finally, you can check the information corresponding to your billing by going to **Settings > Billing**. You can see an overview of your Current plans, as well as the Billing info, address, and payment method. Your invoices will also be added to this section every year or month.

Billing info	
Company name *	Email
Polar	
First name *	Last name *
Andreina	Bautista
Invoice language *	
German (Germany)	
Billing address	
Address line 1 *	Address line 2
Musterstraße 1	
Postal code *	City / Town / Village *
12345	Berlin
State / Province / Region	Country *
	Germany
Billing taxes	
VAT Number	

The email address displayed here is the one to which invoices will be sent. Consider using a generic email address like `invoices@company_name.com` instead of a personal one.

Create an employee

People

Directory

Org chart

Payroll

Attendance summary

SHOW FILTERS

ACTIONS

+ ADD EMPLOYEE

<input type="checkbox"/>	NAME	↑	JOB TITLE	MANAGER	COMPANY	OFFICE	DEPARTMENT	STATUS
<input type="checkbox"/>	AD Alexander Dek		Finance Manager	Andreina Bautista	Polor		Finance	Not
<input type="checkbox"/>	AR Andrea Rivs		Graphic Designer	Sara Arancibia	Polor		Communicati...	Acti
<input type="checkbox"/>	AB Andreina Bautista				Polor			Acti
<input type="checkbox"/>	AP Anna Purt		HR Manager	Andreina Bautista	Polor		Human Reso...	Acti
<input type="checkbox"/>	DS David Sorondo		Legal Manager	Andreina Bautista	Polor		Legal	Acti
<input type="checkbox"/>	GT Gin Ton		HR Partner	Anna Purt	Polor		Human Reso...	Acti
<input type="checkbox"/>	MM Mariana May		Marketing Specialist	Sara Arancibia	Polor		Communicati...	Acti
<input type="checkbox"/>	SA Sara Arancibia		Communications Manager	Andreina Bautista	Polor		Communicati...	Acti

Having defined all the settings, you can now learn how to create employees on Kenjo.

Public profile

- 1 Go to **People** > **Directory** > **(+) ADD EMPLOYEE**.
 - 2 Insert in the fields all the information related to this employee. You have four sections (Personal, Work, Time off and Activation). Fill in at least the required information. Click **CREATE EMPLOYEE**.
- Important:** you can create employees and activate them immediately after, or wait until you have set up all their information. When you activate them, they will receive the welcome wizard (see page 7).
- 3 Once the employee has been created, you will be able to see the main information under the tab **Public Profile**.

The image shows two overlapping screenshots from a software interface. The top screenshot is a 'New employee' form with a sidebar on the left containing four sections: 'Personal' (selected with a green checkmark), 'Work', 'Time off', and 'Activation'. The 'Personal' section contains fields for 'First name *', 'Last name *', 'Date of birth', 'Gender' (a dropdown menu), and 'Nationality' (a dropdown menu). A green arrow points from the 'Personal' section of the form to the 'Public Profile' card below. The 'Public Profile' card features a green header bar with a circular profile picture placeholder containing the letters 'MC' and a 'GIVE A SHOUTOUT' button. Below the header, the employee's name 'Marta Colomina' is displayed, followed by her title 'Marketing Intern' and a link 'Reports to Andrea Rivs'. The card also includes several icons and labels: a mail icon for 'martacolomina...', a phone icon for 'Work phone', a mobile phone icon for 'Work mobile', a location pin icon for 'Polar', a calendar icon for 'Berlin', a document icon for 'Divisions', a group of people icon for 'Communications', and a smiley face icon for 'Teams'.

Personal

- 1 Go to **Employee > Employee Profile > Personal**.
- 2 Let your employee complete all the information corresponding to the sections Personal, Address, Home, Financial, and Emergency. You could create a workflow with a task for this that will be triggered on his or her start date (see page 3).
- 3 On the right side of the screen, you take several actions related to this employee. These actions are only visible for Admins and they are the following:
 - Trigger workflow
 - Disable attendance tracking
 - Change work email
 - Activate employee
 - Delete employee

The screenshot shows the 'Employee' profile page for 'Marta Colomina', a Marketing Intern. The 'Personal' tab is selected. The form contains fields for First name (Marta), Last name (Colomina), Middle name, Display name (Marta Colomina), Birthdate, Gender (Female), Nationality (LinkedIn), Skype, Slack, Twitter, Facebook, and Bio. On the right side, there are two panels: 'Actions' and 'History'. The 'Actions' panel lists five actions: TRIGGER WORKFLOW, DISABLE ATTENDANCE TRACKING, CHANGE WORK EMAIL, ACTIVATE EMPLOYEE, and DELETE EMPLOYEE. The 'History' panel shows a 'SHOW HISTORY' link.

Employee Public profile **Personal** Attendance Compensation Payroll Performance

MC Marta Colomina
Marketing Intern

Personal

First name * Marta Last name * Colomina

Middle name Display name * Marta Colomina

Birthdate Gender Female X

Nationality LinkedIn

Skype Slack

Twitter Facebook

Bio

Actions
Only Admins can see these primary actions.
[TRIGGER WORKFLOW](#)
[DISABLE ATTENDANCE TRACKING](#)
[CHANGE WORK EMAIL](#)
[ACTIVATE EMPLOYEE](#)
[DELETE EMPLOYEE](#)

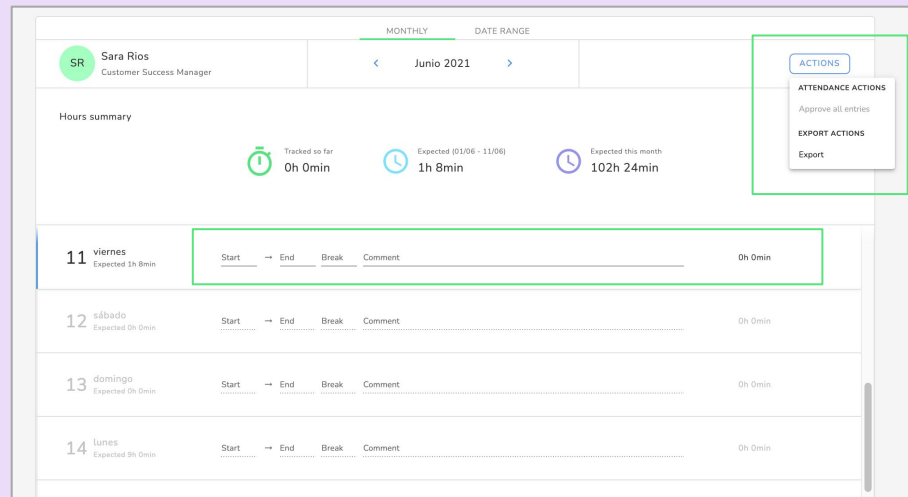
Email signature
Add an email signature to emails you send from Kenjo.
[EDIT EMAIL SIGNATURE](#)

History
This is where you can see the history of all changes to the individual fields on this employee.
[SHOW HISTORY](#)

By clicking on **SHOW HISTORY**, you can see the history of all changes to the individual fields on this employee, including the person who changed the information and in which date. This is very helpful to spot some malfunctions.

Attendance

- 1 Go to **Employee > Employee profile > Attendance**.
- 2 This is where the attendance will be reflected once the employee starts working in the company. As an Admin, this is the place where you will be able to modify the attendance manually in case of a mistake.
- 3 Click on **ACTIONS** if you want to approve all entries or export the attendance.



Compensation

- 1 Go to **Employee > Employee Profile > Compensation**.
- 2 Click on **(+) ADD EMPLOYMENT** to add the employment type, the contract, the start date.
- 3 Click on **(+) ADD SALARY** to add the start date and pay period. This section contains a history of fixed salaries or hourly wages.
- 4 If the employee has variable payment, click on **(+) ADD VARIABLE PAY**. To select the payment frequency choose between the options **ONCE** or **RECURRENT**. You can edit or delete all this information when needed.

The screenshot shows the 'Compensation' tab for an employee named Marta Colomina (Marketing Intern). The interface includes several sections with tables and action buttons:

- CURRENT SALARY**: A table with columns COMPANY, START DATE, PAY PERIOD, and SALARY. It shows one entry for Polor starting 8/6/21 with a monthly salary of 22 EUR (100.00%) FTE 22 EUR.
- Employment**: A table with columns COMPANY, START DATE, CONTRACT, EMPLOYMENT TYPE, and COMMENTS. It shows one entry for Polor starting 8/6/21 as a Full time Intern. An **ADD EMPLOYMENT** button is visible.
- Salary**: A table with columns COMPANY, START DATE, END DATE, SALARY, CURRENCY, PAY PERIOD, and COMMENTS. It shows one entry for Polor starting 8/6/21 with a salary of 22 (100%) FTE 22 in EUR, paid monthly. An **ADD SALARY** button is visible.
- Variable pay**: A section with an **ADD VARIABLE PAY** button and a message: 'No variable pay has been added yet.'

Green boxes highlight the **ADD EMPLOYMENT**, **ADD SALARY**, and **ADD VARIABLE PAY** buttons. A dropdown menu is also shown for the 'Salary' table, with options for 'Edit' and 'Delete'.

This information will be reflected at the end of the payroll cycle under **Employee > Payroll** (see page 17).

Payroll

- 1 Go to **Employee > Payroll**.
- 2 Under **Employee > Payroll** you can check the monthly amounts for the payroll of an employee.
- 3 Take into consideration that payroll is based on the cut-off date defined in **Settings > Payroll** (see page 4) and the salary stipulated in the **Compensation tab** (see page 16).

Employee Public profile Personal Attendance Compensation Payroll Performance

MC Marta Colomina
Marketing Intern

Company Polar < 2021 >

Please note: the monthly amounts reflected in this page are an estimation based on the cut-off date in the payroll settings and the salary stipulated in the Compensation tab. They may not take all variable payments or unpaid leave into account.

MONTH	SALARY	VARIABLE PAY ⓘ
15 dic. 2020 - 14 ene. 2021	0 (EUR)	0 (EUR)
15 ene. 2021 - 14 feb. 2021	0 (EUR)	0 (EUR)
15 feb. 2021 - 14 mar. 2021	0 (EUR)	0 (EUR)
15 mar. 2021 - 14 abr. 2021	0 (EUR)	0 (EUR)
15 abr. 2021 - 14 may. 2021	0 (EUR)	0 (EUR)
15 may. 2021 - 14 jun. 2021	4.97 (EUR)	0 (EUR)
15 jun. 2021 - 14 jul. 2021	22 (EUR)	0 (EUR)
15 jul. 2021 - 14 ago. 2021	22 (EUR)	0 (EUR)
15 ago. 2021 - 14 sept. 2021	22 (EUR)	0 (EUR)
15 sept. 2021 - 14 oct. 2021	22 (EUR)	0 (EUR)
15 oct. 2021 - 14 nov. 2021	22 (EUR)	0 (EUR)
15 nov. 2021 - 14 dic. 2021	22 (EUR)	0 (EUR)

This information may not take all variable payments or unpaid leave into account.



K E N J O

If you need more help, visit our [Help Center](#)
or send us an email at support@kenjo.io