ZENO ONE LLC

Zeno Home: Household Organizer

The basics

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Welcome to Zeno Home

Zeno Home: Household Organizer helps the people in one home share responsibilities, to-dos, a calendar and a Board. If you want, it also keeps points, rewards and allowance. This guide takes a new household from setup to the first week. Each chapter shows the screen, then the steps.

Who this guide is for

Zeno Home works for three kinds of household.

- **A family with kids.** Each person has chores and responsibilities. You can add points, rewards, allowance, a House Captain and screen-time windows. All of these are optional.
- **Adults sharing a home.** You share responsibilities, to-dos, the calendar and the Board. There are no points and no kid features.
- **One person.** You have your own responsibilities, to-dos, calendar and Board.

Sections for families are marked **Families** and say when they are optional. If your household has only adults, you will not see those screens.

The apps are in testing

Zeno Home opens on the web today. It is coming to Google Play first, then the App Store. Subscriptions will be sold through Apple and Google Play. There is no web checkout.

How the app is laid out

Five tabs sit at the bottom of the screen on a phone.

Tab	What it holds
Home	Today for the whole household, and for each person.
Calendar	Plans, rides and screen-time windows.
Kitchen	Grocery lists and the meal plan.
Board	Notes the household shares.
Jobs	Each person's responsibilities and to-dos.

The **Add** button adds a to-do, a grocery item, a Board note and more. The gear on Home opens **Settings**.

What you need

- One adult to create the household. That adult chooses a 4-digit Household PIN.
- A phone, tablet or computer for each person who will check things off. Kids and other adults can also share one device.

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- About ten minutes. You can start with only yourself and add the rest later.

Setting up your household

Step 1: Sign in

One Zeno account works for Zeno Home, Zeno Kitchen and Lampway.

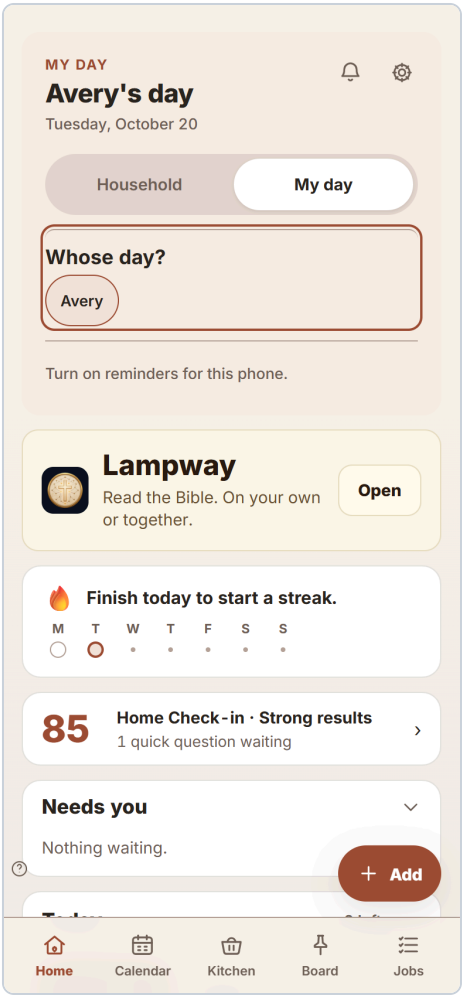
1. Open Zeno Home. The first screen is **Sign in to set up Zeno Home**.
2. Tap **Continue with Google** or **Continue with Apple**. Or type your address under **Email address** and tap **Email me a sign-in link**, then open the link on the same device.
3. The **Welcome to Zeno Home** screen opens.

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Step 2: Choose how much to set up

The welcome screen says "Start now, or set up the whole household first." You have two choices.

1. Type **Your name**.
2. Choose a 4-digit PIN under **Choose a 4-digit PIN** and type it again under **Type it again**.
3. Tap **Start now** to open Home with only you. Add the rest any time.
4. Or tap **Set it up my way** to enter people, school, activities and more, one step at a time.



Home after Start now: one adult, Avery, on the My day view.

The PIN protects approvals and adult-only changes. It must be four digits, and easy PINs are refused. Zeno Plus is optional. You can see it any time in Settings under Zeno Plus.

Step 3: The setup wizard (optional)

If you tapped **Set it up my way**, the wizard asks about your household's real week. Nothing is added for you. Tap **Continue** for the next step, **Skip for now** to leave a step empty, or **Use Start now instead** to leave.

1. **Who is part of this home?** Add everyone who lives here. For each person, type the name and choose a **Household role**: Adult / parent / guardian, Child, or Guest or helper. Under **Household shape** choose **Adults only** or **Family**.
2. **Fixed activities.** Add activities with a set day, time or place.

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3. **Household responsibilities.** Add the jobs each person is responsible for, and who owns each one.
4. **Families: School and daycare** and **Screen time** steps appear when you add a child. Both are optional.
5. **Review your week.** Read back what you entered. Tap **Apply this household setup**.
6. On **Protect household settings**, choose your 4-digit PIN twice and tap **Save and open Zeno Home**.

Nothing is saved until the last step succeeds, and your draft stays on this device. Longer setup steps for homes, rewards and personal day plans are described in the every-feature guide.

> **NOTE**
> Zeno Home does not block or control any device. Screen-time windows are a family agreement the app helps you keep.

The Get started card

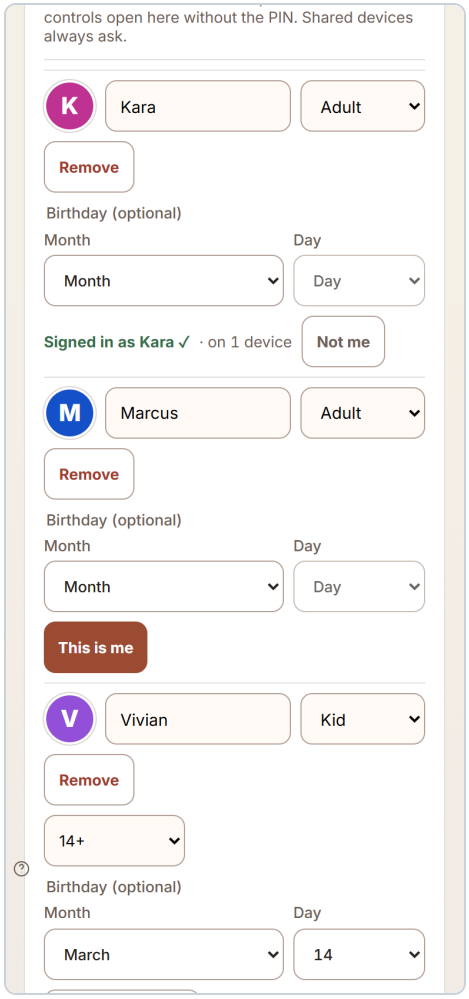
For the first 30 days, a **Get started** card at the top of Home lists the next setup steps: **Add your family**, **Add responsibilities**, **Send family devices their sign-in links**, **Plan this week's dinners**, and, for families, **Set up points, rewards, or allowance** and **Set screen-time windows**. Tap **Open** to go to the right screen and **Skip** for optional steps. Tap **Hide checklist** to remove the card. To bring it back, open Settings, Household, **Setup checklist** and tap **Show setup checklist**.

Add the people in your household

1. Open **Settings** with the gear on Home, then **People & devices**.
2. Under **Members**, tap **+ Add someone**.
3. Under **Who are you adding?** choose **Adult**, **Kid**, **Guardian** or **Guest**. Adults-only households offer **Adult** and **Guest**.
4. Type the **Name** and tap **Add adult**, **Add kid**, **Add guardian** or **Add guest**.

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Each person gets a role. Adults and guardians can approve and change settings. A kid can check off their own jobs and earn points. A guest can look but not change. For kids you can also set an **Age**, which changes how their checklist steps read.



Members in People & devices: each person's name and role, an age for kids, and an optional birthday.

Choose a color and icon

Each person has one color and one icon, so you can tell cards apart.

1. In Members, tap the round picture beside a name.
2. Tap a free color. A color someone already uses is dimmed.
3. Tap an icon.
4. Tap **Done**.

A kid can change their own on their own day under **Your color and icon**, then **Change**.

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Get each person onto a device

1. Open Settings, People & devices, **Invite members and devices**.
2. Tap **Copy link** and send it to each phone or tablet.
3. Open the link on that device.
4. A person who joins this way starts read-only. To let them edit, open Members and tap **Copy personal sign-in link** under their name. The link works once, expires in 24 hours and is only for that person.

If a link fails, ask the household owner for a fresh one. A tablet shared by the whole home needs no personal link.

Tell Zeno who uses this device

1. Open Settings, People & devices, **Members**.
2. Under **This device**, tap one person's name, or **Shared device**.

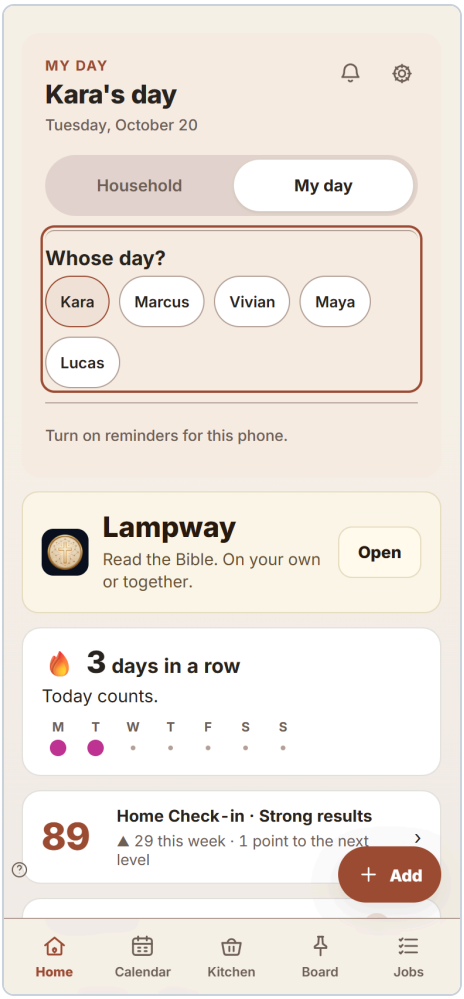
On a person's own phone, their day opens first. On a shared device, everyone sees the household day. A shared device always asks for the Household PIN before adult screens.

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Each person's day

The **Home** tab shows today. Under the header you may see a Lampway card, a streak row and the Home Check-in score. Then come cards in a fixed order: **Needs you**, **Today**, **Coming up**, **This week** and **Get started**. Scroll down to see them all. Tap a card's header to fold or unfold it.

1. Open the **Home** tab.
2. Read the header: the household name, the date and, if you set one, this week's focus.
3. Tap the bell for **Approvals**. Tap the gear for **Settings**.
4. Scroll down through the cards.



My day for Kara: the bell and gear, the Household and My day switch, and Whose day?

Household and My day

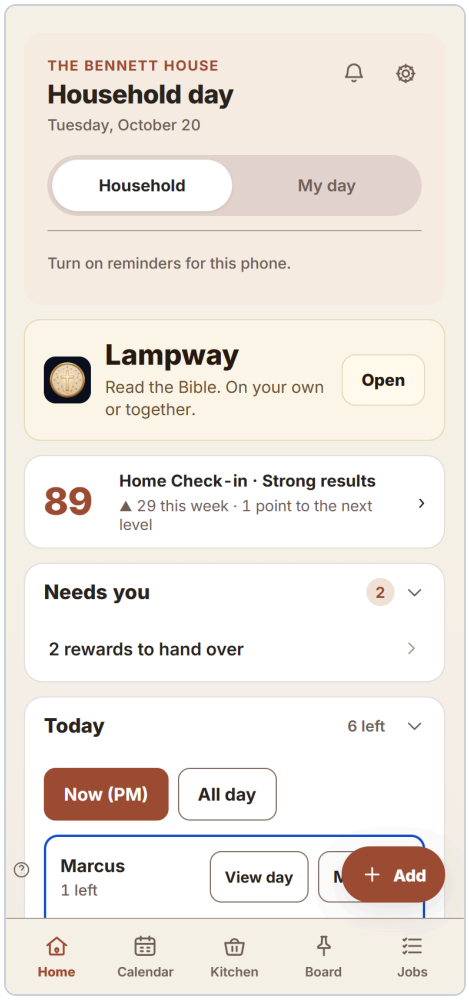
A switch near the top has two options.

- **Household** shows everyone's cards.
- **My day** shows one person's day: their list, streak, private To Do List and progress.

1. Tap **My day**.
2. On a shared device, tap your name under **Whose day?**.

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3. Tap **Household** to go back.



The household day: the household name, Needs you, then Today with a card for each person.

Needs you

Needs you lists what waits for an adult, such as approvals, rewards to hand over and a **Payday** row. It says **Nothing waiting.** when it is empty. Tap a row to open the screen that handles it.

Today: each person's card

Each person has a card with their name and a line such as **All done** or **N left**. The card shows two open jobs. Tap **See N more** for the rest.

- Tap the box on a job to check it off.
- A job you checked off a moment ago stays on the card for about a minute, then moves under **Checked off**.

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- In a family, tap **Tasks & timer** on a kid's card to open the child's own day.

Now and All day

Above the jobs, a switch shows **Now (AM)** or **Now (PM)**, and **All day**. **Now** shows jobs for this half of the day (AM is before noon) and jobs that can happen any time. **All day** shows everything due today. Tap **All day** to see everything, and **Now (PM)** to go back.

Coming up and This week

Coming up lists the next calendar item, tonight's dinner and how many groceries are on the list. Tap a row to open the Calendar or Kitchen tab.

This week has rows for **Payday**, **Your week**, **Home Check-in** and **Household meeting**. Payday is for families. **Your week** and **Home Check-in** are part of Zeno Plus.

The Add button

1. Tap **Add**. The sheet asks "What would you like to add?".
2. Choose a row: **A to-do for a kid**, **A to-do for an adult**, **Groceries**, **Board**, **My list** or **Recipe**.
3. Type under **What needs doing?** and add details if you want.
4. For a kid to-do, choose who under **Who's it for?** ("None picked = every kid."), then optionally points and a deadline.
5. Tap **Add a to-do**.

A line confirms, for example "On today's list ✓". **My list** is private: in the app only you see it. Adults-only households have no kid to-do row.

The More menu

A **More** button on a person's card opens a short list of extra actions. Adults can use **Encourage** to post a kind note to the Board.

> **ZENO PLUS**
> On Zeno Plus, each person's card also has **View day**, free-pass days and a note to the person.

A child's day

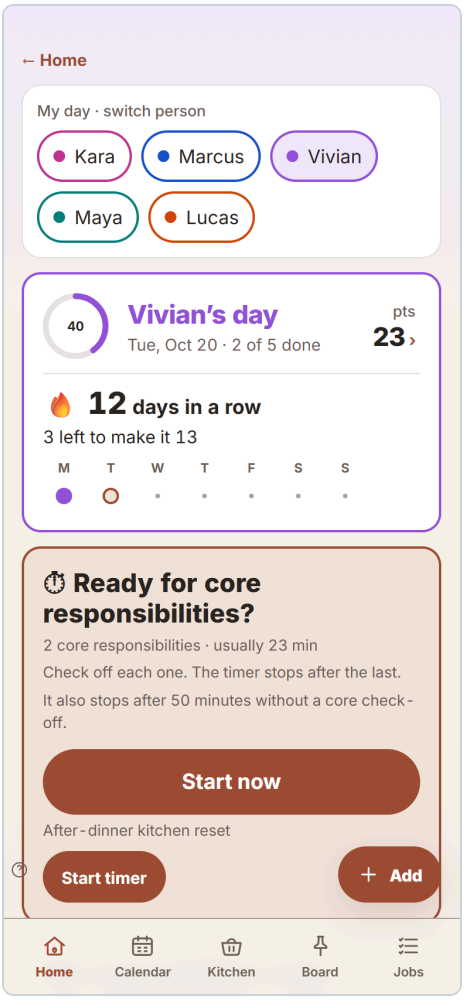
Families. Optional. Adults-sharing-a-home households do not see the child's day.

Each child has their own screen, called "{Name}'s day", for example "Maya's day". It shows today's date, how many jobs are done, a progress ring and a card called **My responsibilities today**.

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On a child's own phone, Home opens straight to this screen. On a parent's phone, open Home, then Today, then **Tasks & timer** on the child's card.

1. Open the app on the child's phone.
2. Tick the box next to each job.
3. Tap **Home** at the top to look at the family screen.



Vivian's own day: progress ring, streak, points and the core-responsibilities timer.

When every job is done, the screen says "You're caught up." If your household uses points, the tile **See what you can get** opens the Shop.

Screen time

The **Screen time** card shows whether screen time is open. A child first finishes the required jobs (marked 🎮 "Required for screen time"). Then the child opens **Choose a time**, or a grown-up books a slot in the Calendar. When a slot is booked, the child taps **Start screen time** and later **End screen time**.

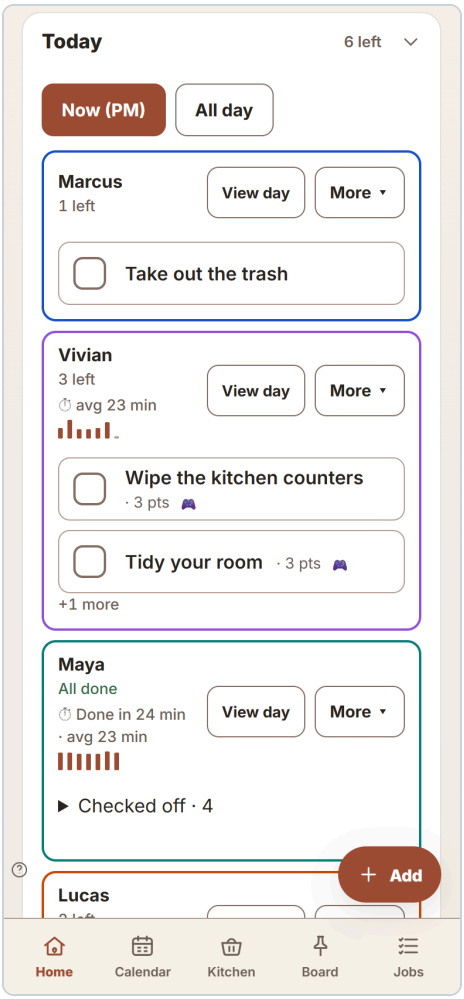
> **NOTE**
> Zeno Home does not block or control any device. Screen-time windows are a family agreement the app helps you keep.

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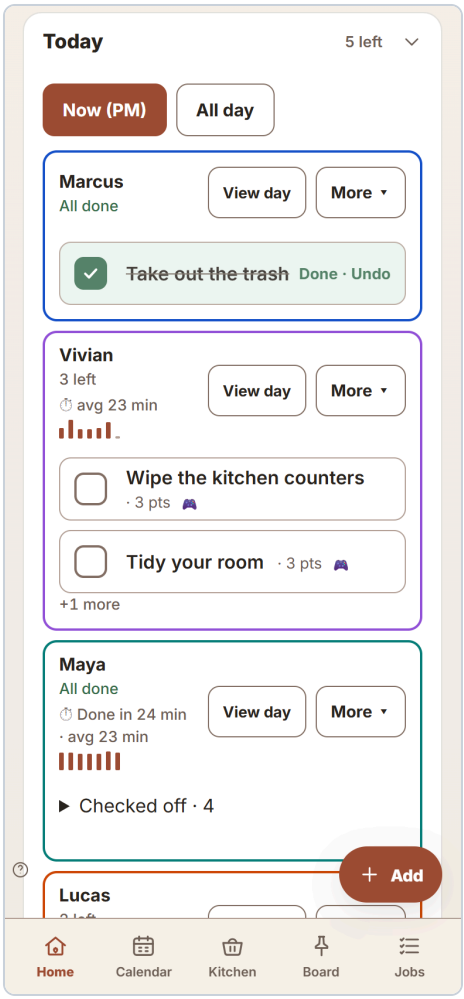
Checking off and undoing

Check off a job

Tap the box at the left of the job. You can do this on Home, on a person's card under Today, on a child's day, and on Jobs.



Before: the job is not done.



After: the job is crossed out and shows Done · Undo.

The row then shows one of two things:

- **Done · Undo**: the job is done and the points are counted.
- **Waiting · Take back**: the job is waiting for a grown-up to say OK.

Some jobs have steps. Tap "N steps" to read them first. The box at the left is the only thing that completes the job. A job marked 🎮 is required for screen time. If a grown-up sent a job back, the row says **Sent back, retry** and shows the reason. Fix the job and tick the box again.

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> **ZENO PLUS**
>
> Approvals are part of Zeno Plus. On Free, every check-off counts straight away and no job waits for a grown-up, except a check-off made after the job's due time. During the 30-day Zeno Plus trial, a grown-up can set jobs to wait for approval. A grown-up approves them on the Approvals screen, which you open from the bell icon on Home or the **Approvals** button on Jobs. A grown-up can also choose **Send back** with a reason. When Zeno Plus ends, jobs that were waiting are approved automatically.

Undo a check-off

If you ticked a job by mistake:

1. Tap **Done · Undo**, or **Waiting · Take back**.
2. The app asks "Undo {task} for {name}?" Tap **Undo it**. Tap **Keep it** to leave it as it was.
3. Enter the household PIN if the app asks.

The job reopens and the points it earned come back. Undoing your own check-off needs no PIN. If a grown-up already approved the job, a grown-up has to undo it and enter the household PIN, unless they are on their own phone. The first 60 seconds after a tick count as an accidental tap, so no PIN is needed then.

A grown-up's approval screen

On a household that has Zeno Plus, a grown-up opens **Approvals** and taps ✓ **Approve** on a row, or **Approve all (N)** for a child. If the grown-up taps the wrong thing, the notice that appears has **Undo** for about 8 seconds.

On a shared phone, the app asks for the household PIN first and then asks who is approving. On a grown-up's own phone, the grown-up approves as themselves with no PIN.

For sending a job back, approval modes and the other approval settings, see "Zeno Home: every feature".

Responsibilities and to-dos

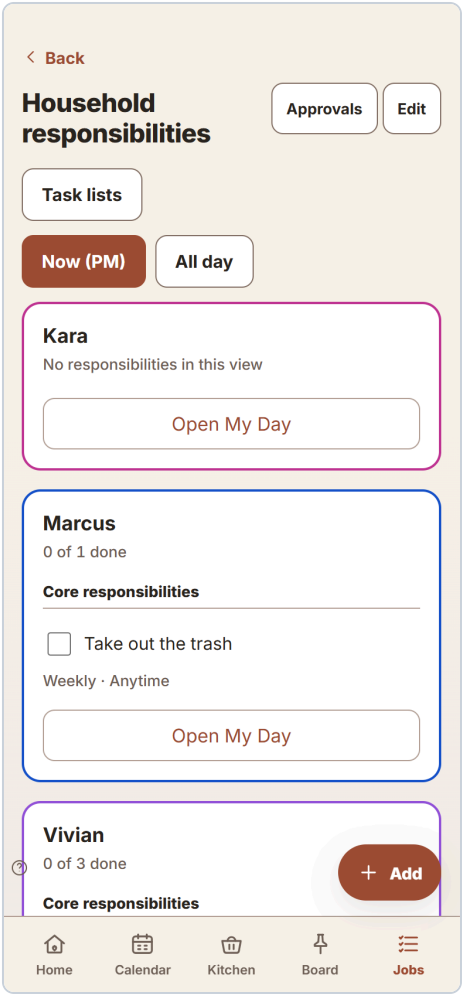
A responsibility is a job that happens on a schedule, such as "Get dressed" every day. A to-do is a one-time job. Adults set them up, and everyone checks them off. This is part of Free.

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The Jobs tab

The **Jobs** tab shows everyone's responsibilities side by side. Each person has a card with their name and a count like "0 of 3 done". The rows are in groups: **Core responsibilities**, **Recurring tasks** and **To-dos**.

1. Open the **Jobs** tab.
2. Find the person's card.
3. Tick the box on a row to check the job off for that person.
4. Tap **Open My Day** to go to that person's own day.



The Jobs tab: Approvals, Edit and Task lists at the top, then a card for each person with their core responsibilities.

Core responsibilities are the jobs that count toward core days. Extra tasks are extra credit and never block a day. At the top of the screen are **Approvals**, **Edit** and **Task lists**. **Edit** asks for the household PIN on a shared device.

If your household is adults only, the Jobs tab shows each adult's responsibilities in the same way.

Add a responsibility

Adults add responsibilities from **Settings**, then **Responsibilities**, in the first card, "Responsibilities & extra tasks". You can also tap **Edit** on the Jobs tab.

1. Tap **+ Add a responsibility**.

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2. Choose the **Kind**: **Core responsibility** (counts toward core days and screen time), **Extra task** (extra credit that never blocks a day), or **Open task** (anyone can take it).
3. Type a **Name**.
4. Under **Who it belongs to**, choose **One person**, **Everyone** or **Selected people**.
5. Under **When it happens**, choose the days. Under **Time of day**, choose **AM**, **PM** or **Anytime**.
6. Set **Points** with **Fewer points** and **More points**, if your household uses points.
7. Tap **Add task**.

Two faster ways to add jobs:

- **From the library**: pick a common job under "Choose a common task...", then tap **Customize**. Points and schedule come filled in.
- **A whole room**: choose a room under "Room to add tasks for", then tap **Add N task(s)**.

If you choose the category "Homework", the job earns no points and has no timer.

Change, pause or remove a responsibility

1. In Settings, Responsibilities, find the job in the list.
2. Tap **Edit**, change what you need, then tap **Save task**. Tap **Cancel** to leave without saving.
3. Tap **More** for **Pause** (and later **Resume**), **Duplicate**, **Copy for** a person, or **Remove**.

> **WARNING**
>
> **Remove** takes the job off every day. Tap **Remove** only when you are sure. Choose **Keep** if you change your mind. **Pause** stops a job for a while.

Steps inside a job

Open **Checklist steps** in the editor to add up to 12 steps. Pick a suggestion and tap **Add suggestion**, or type your own and tap **Add task**. A child sees the steps under the job.

Open jobs (Anyone can help)

An open job belongs to no one. Anyone who can take it may do it, and only the person who finishes it earns the points. Open jobs show under **Anyone can help** at the bottom of Jobs.

1. Scroll to **Anyone can help**.
2. In a family, tap **Kids** or **Adults**.
3. Under **Completed by**, choose who did it.
4. Tick the box.

To make one, choose the Kind **Open task** when you add a responsibility.

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Core days

Core days are the weekdays that count toward streaks, allowance and "Done for today".

1. Open **Settings**, then **Responsibilities**.
2. Open **Core days & school routine**.
3. Under **Weekly core days**, tick the days you want.
4. Tap **Save core days**.

For a vacation or a day off, tap **Add vacation or a day off**, fill in the first and last day, and tap **Save days off**. Core responsibilities pause on those days and start again by themselves.

Adult tasks

Adults can keep their own shared list of to-dos, repeating chores and projects. Adult tasks have no points.

1. Open **Jobs**, then **Task lists**.
2. Tap **Open adult requests & projects**.
3. Tap **Add a request**.
4. Choose **To-do**, **Ongoing** or **Project**, and type the **Request title**.
5. Choose **Who it's for** and, if you like, a deadline.
6. Tap **Add to the list**.

The other adult taps **I've got it** to take a task and **Done** when it is finished. In a family, tick **A kid can help** to show a task to the children. Without a deadline, a task cannot be overdue.

Streaks and Done for today

Each person sees a flame row that says "N days in a row". It counts days in a row with every core responsibility done. A day off or a day waiting for a grown-up's OK keeps the streak. Seven dots show the week. Tap an earlier dot on a child's day to open that day.

When the last core responsibility is handed in, the day says "All done for today."

> **ZENO PLUS**
> Zeno Plus adds a celebration, the streak and an earnings line when a day is finished.

The timer

Families. Optional.

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The responsibility timer is optional and off by default. It is only for families who want to time how long core responsibilities take. If you do not turn it on, nothing in this guide changes. Adults sharing a home can skip it.

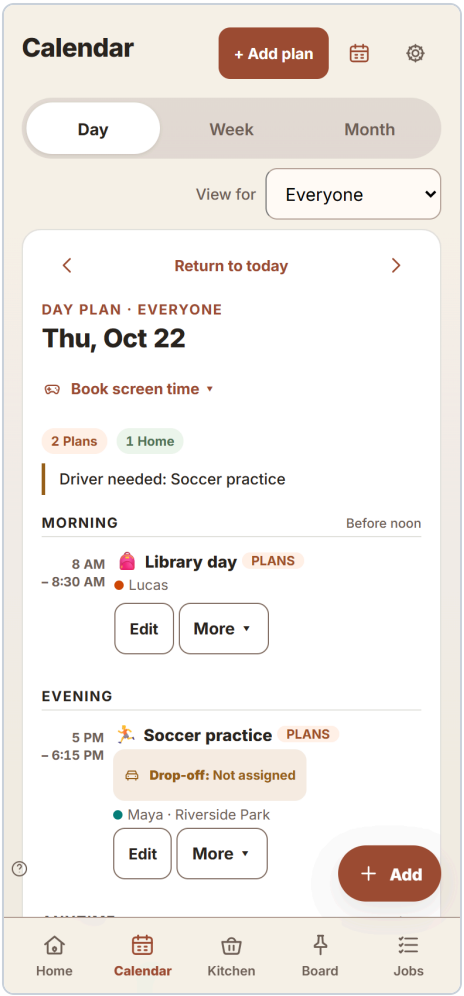
Timing does not change points. To turn it on, an adult opens **Settings**, then **Responsibilities**, and switches on **Use the timer**. All the timer options, including running a timer, pausing it and the weekly challenge, are in "Zeno Home: every feature".

The calendar

The **Calendar** tab shows your household's plans in one place. You find it on the bottom bar. The calendar is Free.

Look at the calendar

1. Tap **Calendar**.
2. Choose **Day**, **Week** or **Month**. **Day** opens first.
3. Use the arrows to move to another day, week or month. Tap **Return to today** to come back.
4. To see one person's plans, pick a name under **View for**. **Everyone** is the default.



The Day view for everyone on Thursday, Oct 22: two plans, each with Edit and More.

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- **Day** lists the plans for one day. If nothing is planned it says **Nothing planned yet**.
- **Week** shows seven days. Tap a day to open it.
- **Month** shows a grid. Tap a date to open it.

A household of adults sees the same calendar, without the screen-time row.

A kid can look at the calendar, but only an adult can change plans. A kid sees "A grown-up can change plans."

Add a plan

Only an adult can add a plan. No PIN is asked. A plan needs a title and a time. Everything else is optional.

1. Open **Calendar**.
2. Tap **+ Add plan**.
3. Under **What is it?** type a title, for example "Soccer practice".
4. Under **Repeats** choose **One time**, **Weekly** or **Monthly**. Then set the date, the weekdays, or the day of the month.
5. Set **Starts** and **Ends**.
6. If you want, pick people under **For (blank = everyone)**, a color under **Event color**, and an **Alert**.
7. Tap **Save to plan**.

> **NOTE**
> An alert needs a start time. Alerts only ring while the app is open on the device.

> **ZENO PLUS**
> Zeno Plus can send your plans to a Google calendar. Adding plans without Google is Free.

Change, skip, copy or delete a plan

An adult can do all of these.

Change a plan

1. Open the day.
2. Tap **Edit** on the plan.
3. If the plan repeats, tap **This event only** or **Whole series**.
4. Change what you need and tap **Save to plan**.

Skip, copy or delete

1. Open the day.

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2. Tap **More** on the plan.
3. Choose **Skip this day**, **Duplicate** or **Delete**.
4. If you are asked to confirm, confirm.

Skip this day cancels one date of a repeating plan and leaves the rest. The row says "(off this day)" and has an **Undo** button. **Duplicate** makes a copy with "(copy)" in the name. **Delete** asks you to confirm first.

Screen-time windows and bookings

Families. Optional. Adults-sharing-a-home households do not see screen time.

Zeno Home does not block or control any device. Screen-time windows are a family agreement the app helps you keep.

An adult sets the times when kids may book screen time. A kid then books a window for a day.

Set the windows (an adult)

1. Open **Settings** > **Calendar** > **Screen time**.
2. Under **Screens in your home** pick your screens.
3. Under **When screen time is available** tap **+ Add weekday range** or **+ Add weekend range**. Set **From** and **Until**.
4. Choose a **Booking length**.
5. If you want, set **No-screen days** and a **Daily maximum**.
6. Tap **Save screen time**.

Under **Booking screen time** you choose how bookings are paid: **Free after responsibilities**, **Free allowance, then points** or **Use points after responsibilities**. The default is **Free after responsibilities**. A kid needs to finish required responsibilities first.

Book a window

1. Open **Calendar** > **Day** and choose the day.
2. Tap **Book screen time**.
3. Under the window, tap "{name} · Book".
4. Choose **Solo** or **Together**.
5. Tap **Book Solo** or **Book Together**.

A kid books only for themselves. An adult can book for a kid, and is asked for the Household PIN when a PIN is set.

Free a booking before it starts

1. Open **Calendar** > **Day** > **Book screen time**.
2. Tap "{name} ✕" next to the booked window.

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A booking that has already started cannot be freed.

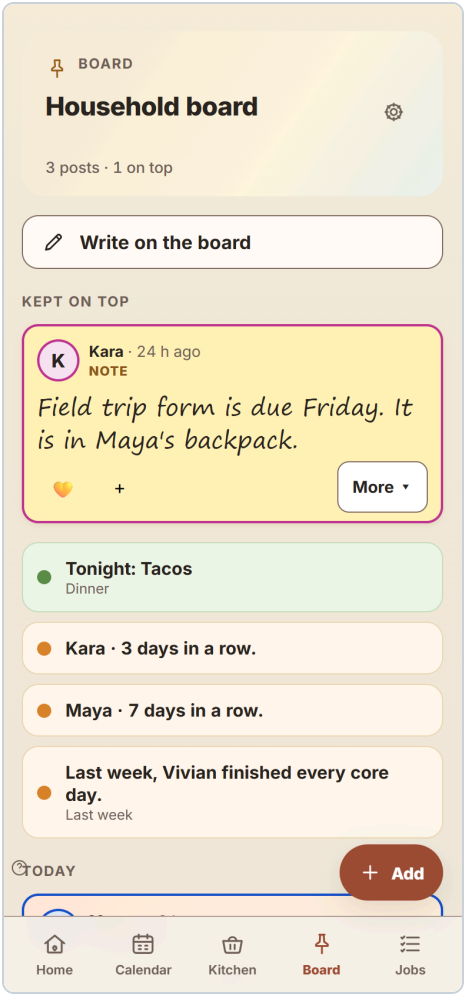
For every setting, see the every-feature guide.

The Board

The **Board** tab is a shared feed for your household. It is for everyone and it is Free. It is not a chat. There are no private messages.

Look at the Board

Open **Board** on the bottom bar. Posts are newest first, grouped by day. Notes that someone kept on top come first. Everyone in the household can read and write without a PIN.



The household Board: a note kept on top, tonight's dinner and streak lines.

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There are three kinds of post you can write: **Note**, **Location** and **Celebrate**. The Board also shows automatic cards, such as tonight's dinner.

Write on the board

1. Open **Board** and tap **Write on the board**.
2. Choose **Note**, **Location** or **Celebrate**.
3. Type your text. The limit is 400 characters.
4. If more than one person lives in the household, choose your name under **From**.
5. Tap **Post**.
6. Tap **Close**.

For a **Location** post you can tap **Leaving now**, **On my way** or **Home**. That posts straight away.

How long posts stay: a **Note** stays until someone removes it. A location update clears after 12 hours. A celebration clears after 7 days.

Families. When a kid writes a post, the screen says "A parent checks it first." The post shows "Waiting for a parent" until a parent taps **Approve**. A parent can turn this check off for a kid in Settings.

Keep a note on top

You can keep up to three notes at the top of the Board.

1. Find the note.
2. Tap **More**.
3. Tap **Keep on top**.
4. Enter the Household PIN if you are asked.

Tap **Stop keeping on top** to put it back in the feed. If you keep a fourth note, the oldest one moves down.

My To Do List

My To Do List is your own private list on your own My day. It shows only when you are signed in. Nobody else sees it.

1. Open your own day.
2. Type in **Add to my list** and tap **Add**.
3. Check items off when they are done. Tap the star to mark an important item.
4. Tap **Clear done** to remove the checked items.

The list holds up to 60 items.

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Kitchen: groceries and dinner

The **Kitchen** tab in Zeno Home holds dinner, your grocery lists, a meal plan and a recipe box. Zeno Kitchen is also available as its own app. This chapter covers the Kitchen tab inside Zeno Home, and the free parts first.

Open Kitchen

1. Tap **Kitchen** in the bottom tabs.
2. The tab opens on **Tonight**. Use the control at the top to switch between **Tonight**, **Lists**, **Meals** and **Recipes**.

Everyone in the household can open Kitchen. A child sees it too, and can add items to the grocery list.

Tonight

Tonight shows tonight's dinner, who is eating and who is helping.

1. Open **Tonight**.
2. Tap **Change** to say who is eating, then tap **Done**.
3. Tap **I'll help** if you will help cook. Tap **Can't help** if not.
4. If nothing is planned, tap **Plan** on one of the **Quick picks** to make it tonight's dinner. Or tap **Plan tonight** to go to **Meals**.

Coming up at the bottom lists the next dinners. Tap one to open **Meals**.

After dinner, a question shows to people who were eating: **How was the <meal>?** Tap **Definitely again**, **OK** or **Not again**. It takes one tap.

> **KITCHEN PLUS**
>
> The **Cook** button opens Cook mode, which shows a saved recipe one step at a time in large type. It needs Kitchen Plus. Recipes you saved are in the **Recipes** tab, which also needs Kitchen Plus.

Your grocery list

Lists is your grocery list, grouped by store. Items without a store sit under **To sort**.

1. Open **Lists**.
2. Under "Adding to", choose where the item goes.
3. Type the item and tap **Add**.
4. When you have the item, tap its checkbox.

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Add again is a row of usual buys. Tap a chip to add that item to the list again. To remove a chip, tap **Edit**, then **Done**. To pin a new one, tap **+ Add item**, type it and tap **Save**.

Tap **Undo** if you add something by mistake.

Plan meals

1. Open **Meals**.
2. Tap **+ Plan this day**, or tap a day.
3. Type the meal name, for example Tacos.
4. Pick a slot, such as dinner.
5. Tap **Add to <day>**.

Use **Previous week** and **Next week** to move between weeks.

Use a recipe once to fill the list

You can paste a recipe link or a few ingredients to fill your grocery list. This is free once for each recipe.

1. On **Meals**, tap **Paste a recipe**.
2. Paste a link or the ingredients.
3. Tap **Review ingredients ›** (or **Read the recipe ›** for a link).
4. Tick what you need to buy.
5. Pick a day and tap **Plan <day>**. The items go to your list.

> **KITCHEN PLUS**
>
> Saving the recipe in your recipe box needs Kitchen Plus. Photo scans, recipe cleanup, meal ideas and written steps start with a paid plan and are not part of the 30-day trial.

For more about stores, receipts, requests, dinner helpers and settings, see the every-feature guide.

Points, the Shop, allowance and Payday

Families. Optional. This chapter is for homes with kids. If adults share your home, or you are the only person in it, you will not see points, the Shop, allowance or Payday. Settings > Money & rewards offers **No rewards** only.

If you use cash rewards or allowance, remember this: Zeno does not move money. The parent pays, and Zeno keeps the record.

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Choose how rewards work

1. Open **Settings**, then **Money & rewards**.
2. In the **Points** card, under **Rewards run on**, tap one chip.

- **Points**: kids earn points and spend them in the Shop. This is the starting choice.
- **Points + allowance**: points, plus a weekly allowance.
- **Allowance only**: a weekly allowance and no Shop.
- **No rewards**: none of it.

Nothing you set earlier is deleted when you change the choice. Only an adult can change it.

Add rewards and fix balances

In the same place, Settings > Money & rewards, you set up what kids can buy.

1. Find **Add a reward**.
2. Type the **Reward name**.
3. Type the cost in **new reward cost**. Use whole points.
4. Leave **New reward type** on **Ordinary**.
5. Tap **Add**.

Start small, with one little treat and one bigger goal to save up for.

To add or take away points, use **Balances** in the **Rewards** card. Type an amount (use a minus sign to take points away), type a reason in the note box (the note is required), and tap **Apply**.

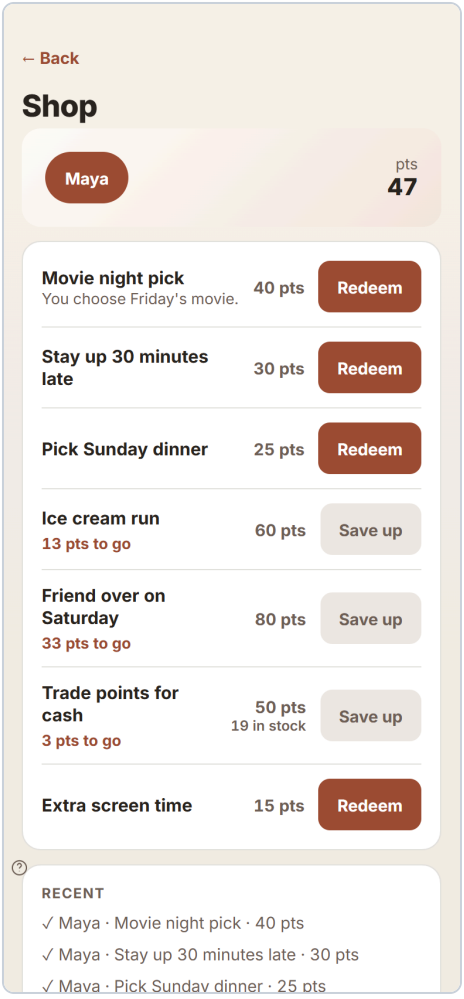
> **ZENO PLUS**
> Zeno Plus adds stock limits and who can get a reward. A reward can have a limited number in stock, or be open only to some kids. On Free, every reward is open to everyone, and what you type for these rules is kept for later.

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The Shop for kids

The Shop is where kids spend points. It has no tab of its own. A kid opens it by tapping the points counter at the top right of their own day. A grown-up can open it from **Needs you** on Home, on the row **N reward(s) to hand over**.

1. Open the Shop.
2. Tap your name at the top, if more than one kid is listed.
3. Find a reward you can afford.
4. Tap **Redeem**.
5. Wait for the line **Redeemed: (reward name). Ask a grown-up for it.**



Maya's Shop: her points and the rewards.

The points are taken at once. If a kid does not have enough points, the button says **Save up** and shows how many points are left to go, such as **N pts to go**.

Hand over a reward

When a kid redeems a reward, a grown-up hands it over. Then the grown-up records it.

1. On Home, tap **N reward(s) to hand over** in **Needs you**. The Shop opens.
2. If asked, enter the household PIN.
3. Under **Adult actions**, find the row, for example "Maya -> Movie night pick · 20 pts".
4. Hand over the reward, then tap **Given**.

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To cancel, tap **Refund** instead. The points go back to the kid. Finished requests appear in **Recent**, and Free shows the last 5.

Allowance and Payday

Allowance is a weekly amount of money that the parent pays. Zeno does not move money. The parent pays, and Zeno keeps the record. You set the amount, the payday and which kids get it in Settings > Money & rewards > **Allowance & Payday**. The card shows only when a kid is in the home and **Rewards run on** is **Points + allowance** or **Allowance only**. The every-feature guide covers every allowance setting.

> **ZENO PLUS**
> Zeno Plus adds the **Tiered** bonus style (**Tiered · Plus**). On Free, a tiered week pays the base allowance only.

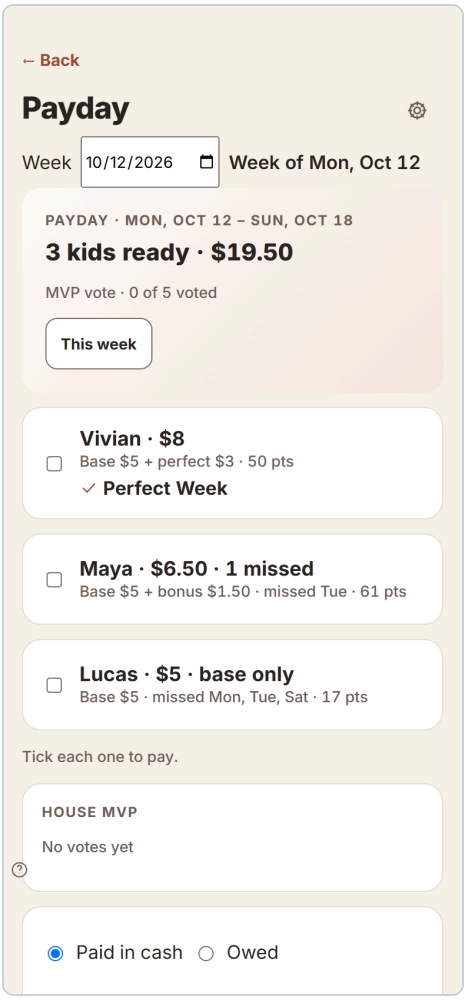
A kid can see this week's allowance in the **Points & allowance** section of their own day.

Do the weekly checkout. Payday is where you review each kid's week, confirm it, and record that you paid.

1. On Home, open **This week**, then **Payday**. (On Free this row says **Allowance and the weekly review**.)
2. If asked, enter the household PIN.
3. For each kid whose week has ended, check the card. A week can be confirmed only from its last day.
4. Tap **Confirm**. It changes to ✓ **Confirmed**.
5. Pay the kid yourself, in cash. Then tap **Mark paid**. It changes to ✓ **Cash paid**.

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The screen says **Zeno does not move money.** Zeno only records what you confirm and what you mark as paid.



Payday on Zeno Plus: each child's earnings, with a box to tick for each, and Paid in cash or Owed.

> **ZENO PLUS**
>
> Zeno Plus makes Payday one screen for everyone. Tick **Looks right for (name)** on each child's card, choose **Paid in cash** or **Owed**, and tap **Pay all · $X**. A **Start payday** button shows on Home on payday. The line above the button says **Zeno does not move money.**

House Captain and house check grades

Families. Optional. Adults-sharing-a-home households and one-person households do not see House Captain.

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House Captain gives the kids in your family a turn at checking the house. One kid is the Captain for the week (or the day). The Captain ticks a short list of duties and walks the house, giving each area a grade. A grown-up then approves the walk. House Captain is off until a grown-up turns it on.

Free includes House Captain walks and grades.

Turn on House Captain

A grown-up does this.

1. Open **Settings**.
2. Open **Money & rewards**.
3. In **House Captain & MVP**, switch on **House Captain**.
4. Choose **Weekly** or **Daily** in **Rotation**.
5. Under **Captain rotation**, switch on each kid who takes turns.
6. Add duties, one per line (up to 8). You can tap a suggestion that starts with "+" to add it.
7. Tap **Save award settings**.

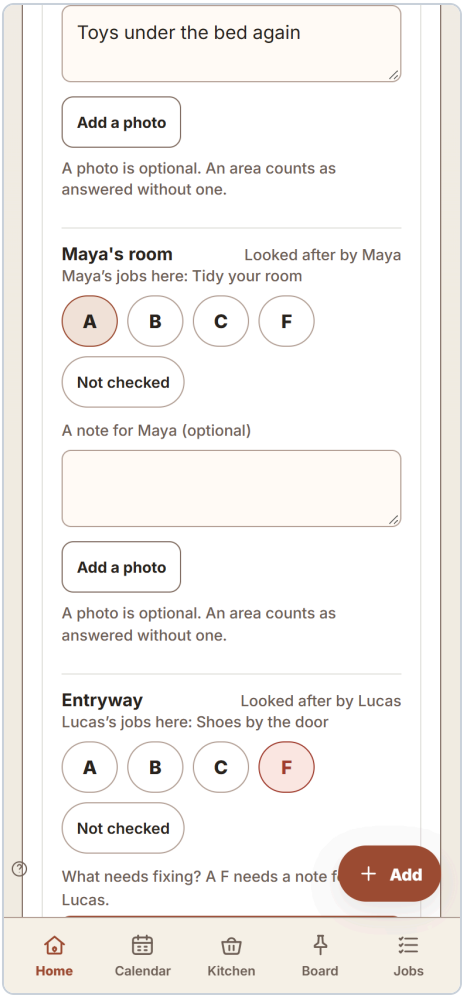
The turn passes through the kids you switched on, in the order of your household list. Only kids can be Captain.

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Walk the house

The Captain walks the house and grades each area.

1. On the House Captain card, tap **Walk the house · area check**.
2. For each area, tap **A**, **B**, **C**, **F** or **Not checked**.
3. For any C or F, type a note about what needs fixing.
4. Tap **Check who gets this**.
5. Read **Before you send**, then tap **Send**.



The walk: A, B, C, F or Not checked for each area, with a note box.

A or B is a pass. C is a pass, but it needs a fix. F means not done. Nothing is sent until you tap **Send**. Tap **Save and finish later** to keep a draft.

Grades count after a grown-up approves the walk. Until then, nobody gains or loses points.

Approve the walk

A grown-up approves the walk.

1. Open Approvals.
2. Read the **House inspection** card.
3. Tap **Approve the inspection**. Or tap **Ask for changes**. Or tap **Open the full report** to look at each area first.

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Approving makes the grades count. Jobs in a C or F area go back to their person with the note, and points already paid for them are taken back.

What a kid sees

A kid sees a **House check** card on their own day once there is something to show. It shows the grades and notes, which jobs came back, and the streak. Tap **Grade history** to see recent grades.

> **ZENO PLUS**
> Zeno Plus adds the monthly and yearly averages, and all of the grade history. Free shows the last 2 weeks.

What the grades mean

A counts 4, B 3, C 2, F 0. Not checked does not count. An average of 3.5 to 4.0 is an A, 2.5 to 3.4 is a B, 1.5 to 2.4 is a C, and below 1.5 is an F.

Grades, streaks, averages and rewards are for the kids. A grown-up's area can still be graded on a walk. The grade is shown and counts for nobody.

Seeing how the week went

Zeno Home can show you how each person is doing and, with Zeno Plus, how the household did over a week. This chapter is for adults. Kids see their own progress on their own day.

Your week and Home Check-in

> **ZENO PLUS**
> Zeno Plus adds Your week and Home Check-in. On Free you see a Zeno Plus screen instead. Every household gets Zeno Plus free for 30 days, with no card.

Your week is a screen for adults. It has **Preview** for the weeks ahead, **Review** for finished weeks, **Household progress**, and **Household meeting**. You open it from This week on Home.

Home Check-in shows your household's score, week by week. Home Check-in is not a medical or psychological assessment. It is for your household's own reflection.

1. On Home, open **This week** and tap **Home Check-in**. You can also tap the score card at the top of a parent's Home.
2. Read the score at the top.
3. Tap one of "The four parts" to see what the app saw and a plain explanation.

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The first score appears after your first full week. Until then you may see "Not enough to tell yet".

The Household PIN

The Household PIN is a 4-digit code that unlocks the adult screens: **Approvals**, **Settings**, **Payday**, **Adult tasks** and **Awards**. You chose it during setup.

When Zeno asks for the PIN

1. An adult opens a locked screen.
2. **Household controls** asks for the **Household PIN**.
3. Type four digits. The screen opens when you type the fourth. A wrong PIN clears the box and says "That's not it. Try again."
4. The screen stays unlocked for 30 minutes. It locks again after 30 minutes without activity, or when you switch to a child.

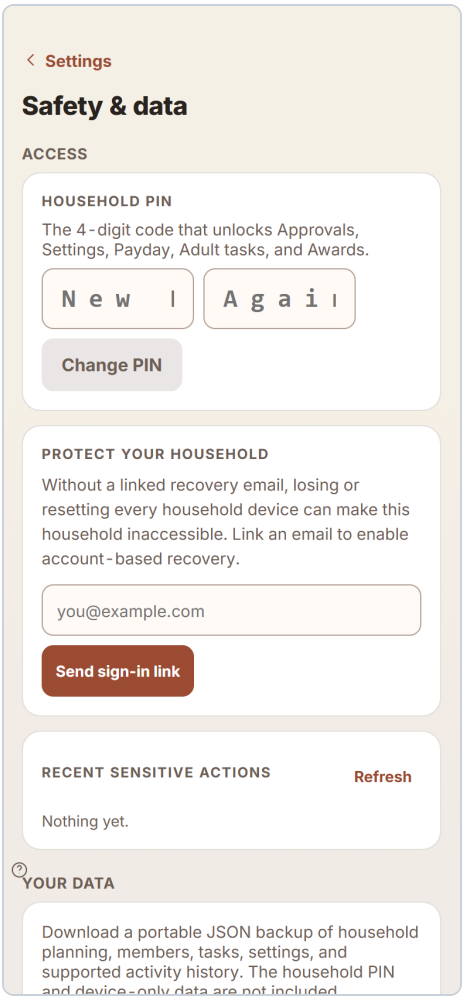
On your own phone, Zeno does not ask if your name is chosen under **This device** and you are securely signed in. On a shared device, or a kid's device, it always asks. Some actions ask on the spot, with a line such as "Enter the household PIN to change points."

If a child opens a locked screen, they see "is just for the grown-ups who run this household. You can still see Today and the calendar, and check things off."

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Change the PIN

1. Open **Settings**, then **Safety & data**.
2. Under **Access**, open **Household PIN**.
3. Type the **New PIN**, then type it again under **Again**.
4. Tap **Change PIN**.



Settings, Safety & data: the Household PIN fields and Change PIN under Access.

You see "Household PIN updated. Connected household devices will use it after syncing."

Plans and the 30-day trial

Zeno Home has two plans: Free and Zeno Plus.

Free includes responsibilities, to-dos, check-offs that count straight away, points, the Shop, rewards, allowance and Payday, House Captain walks and grades, the calendar, the Board, Kitchen lists and the meal plan, no limit on people, and this week and last week of history.

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> **ZENO PLUS**
>
> Zeno Plus adds approvals (and sending a job back), rotation, the weekly timer challenge, reward stock limits and who can get a reward, House Captain averages, streak bonuses and the monthly reward, the daily parent overview with free-pass days, Your week with Home Check-in, all history, calendar sync and Kitchen Plus.

The 30-day trial

Every household gets Zeno Plus free for 30 days, with no card. After that the household moves to Free unless you subscribe. Nothing is deleted.

Photo scans, recipe cleanup, meal ideas and written steps start with a paid plan. They are not part of the trial.

To see how many days are left, open **Settings**, then **Zeno Plus**. It shows **Plus trial: N days left**.

When Plus ends

An adult sees a card that says **Your Zeno Plus trial has ended**. Tap **OK** to close it. These things change:

- Check-offs count straight away. Check-offs that were waiting for approval are approved automatically.
- Jobs that rotate stay with the person who has them now.
- History shows this week and last week. Older history is kept and shows again with Zeno Plus.
- The timer challenge, reward rules and House Captain extras pause. Your settings are kept.

Subscribing

Zeno Home is in testing. Subscriptions will be sold through Apple and Google Play. There is no web checkout. Open **Settings**, then **Zeno Plus**, and tap **See Zeno Plus** to read what is included. Opening it does not start a purchase.

Your data

You can take a copy of your household's data at any time, and you can delete it.

Download a backup

1. Open **Settings**, then **Safety & data**.
2. Under **Your data**, tap **Download backup**.
3. Keep the file somewhere private.

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The file holds household planning, members, tasks, settings and supported activity history. It does not hold the Household PIN. It also holds each person's private To Do List, so keep it private.

Restore or delete

> **WARNING**
>
> **Import backup...** replaces everything in the household. **Delete household data...** permanently removes the household and its data from the cloud and this device, and every household device loses access. It cannot be undone. Download a backup first.

Protect your household

If you lose or reset every device, you may not be able to open the household. In Settings, Safety & data, the **Protect your household** card links a recovery email.

1. Type your address under **Recovery email**.
2. Tap **Send sign-in link**.
3. Open the email on this device and tap the link.

Alerts

Open **Settings**, then **Notifications**. Set the times for the **Morning brief** and **Evening wrap-up**, and switch on **Alerts while the app is open** or **Push to this device** to get reminders. Your phone asks for permission when you switch them on.

Getting help

- Tap the **?** tab at the left edge of any screen to **Report an issue**. You can attach a screenshot.
- Email msiljander@zenoone.com.
- Open zenoone.com/help/.

The every-feature guide, "Zeno Home: every feature", describes every setting.

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