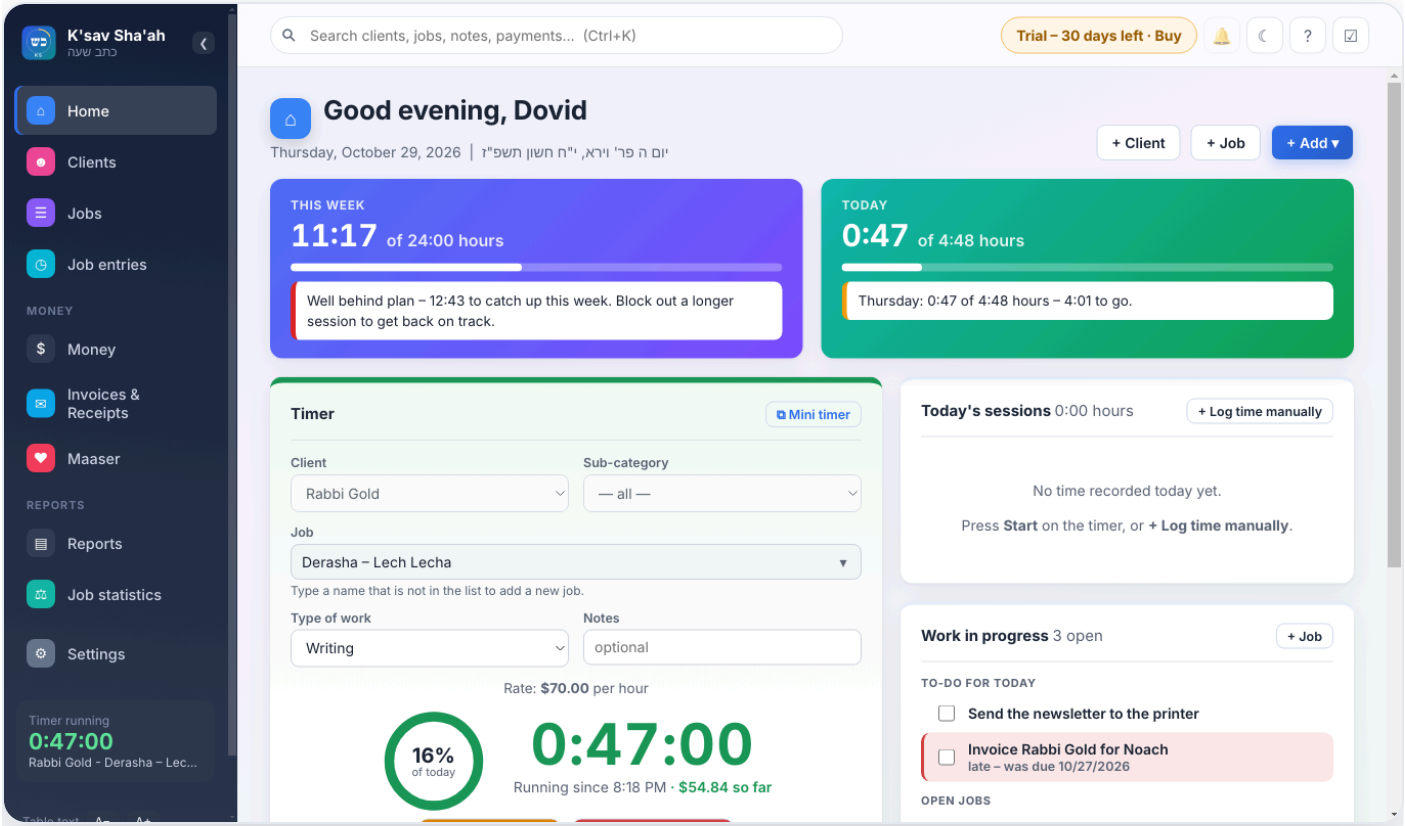
K'sav Sha'ah

כתב שעה

The user's guide

Work, time and billing – made for writers, editors and typesetters.
Hebrew dates, Yom Tov and Maaser built in.



Version 1.0

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1

Getting started

K'sav Sha'ah keeps track of your clients, your jobs, the hours you work and the money – and makes your invoices. Everything is saved by itself on your own computer.

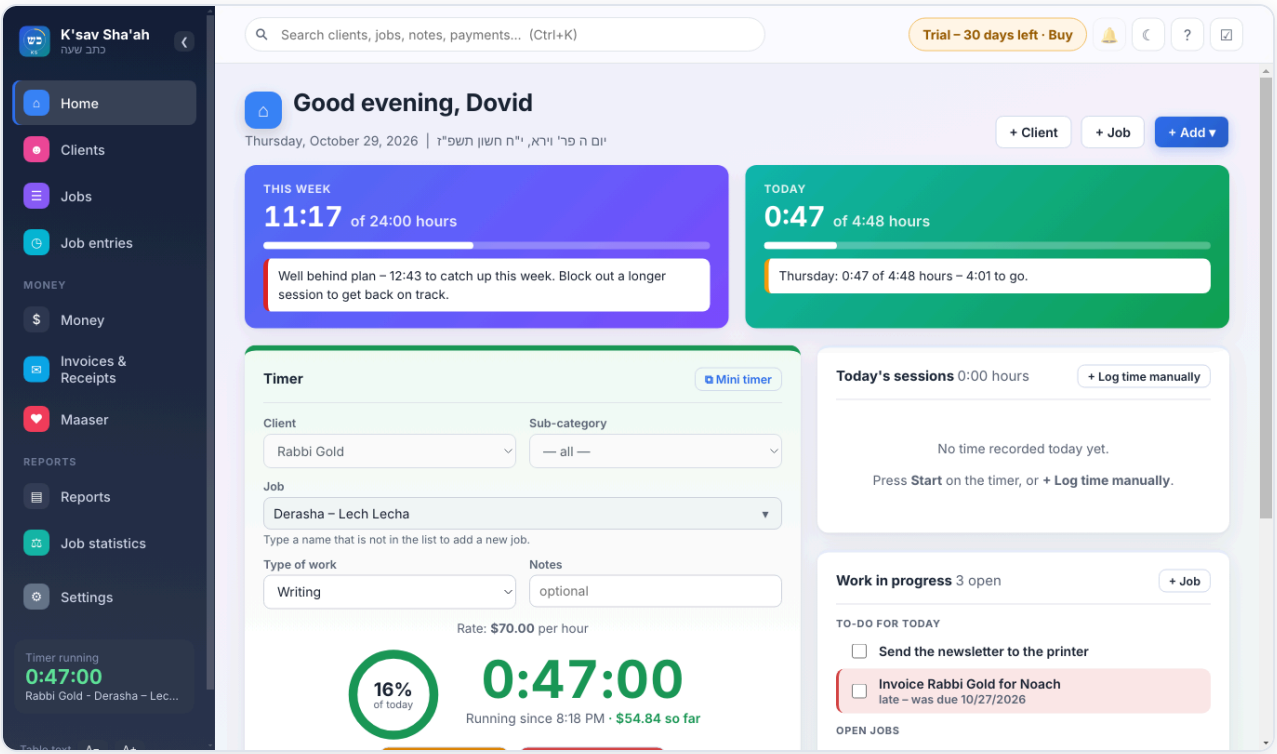
1. Run the **K'sav Sha'ah Setup** file, tick **I agree** to the license, and press **Next** until it is done. It is added to the Start menu (and to the desktop if you want).
2. The first time it opens it asks one question: do you follow **outside Israel** or **Israel**? This decides the Yom Tov dates and the weekly parsha.
3. Already have your work in an Excel sheet? Choose **Bring in an Excel sheet**. Or start fresh by adding your first client.
4. You have **30 days free** with everything working. The line at the top shows how many days are left.

> **Tip** Want to look around first? Settings → Your data → **Try with sample data** . It fills the program with made-up clients and jobs. Remove it with one button when you are done.

2

The screen at a glance

On the left is the menu. On top is a bar that is the same on every page.



The Home page

Side menu: Home, Clients, Jobs, Job entries · Money, Invoices & Receipts, Maaser · Reports, Job statistics · Settings. Press ❮ next to the logo to fold it into small icons.

Top bar: 🔍 search everything (or press Ctrl+K) · 🔔 reminders · ☾ light or dark look · ? help · ☑ your to-do list (a red number shows what is due).

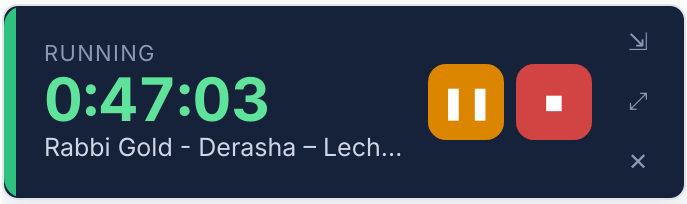
3

Home – the timer

The timer is the heart of the program. Pick a job, press Start, and the hours are saved for you.

1. Pick the **client** (or leave “all clients”).
2. Click in the **Job** box and pick a job – or type a new name to open a new job.
3. Pick the **type of work** (writing, editing…) if you like.
4. Press ▶ **Start**. Press ❚❚ **Pause** for a break, and ■ **Stop & save** when you finish.

The ring shows how much of today's target is done. The two colored boxes on top show this week and today, with a short message on how you are doing.



The mini timer

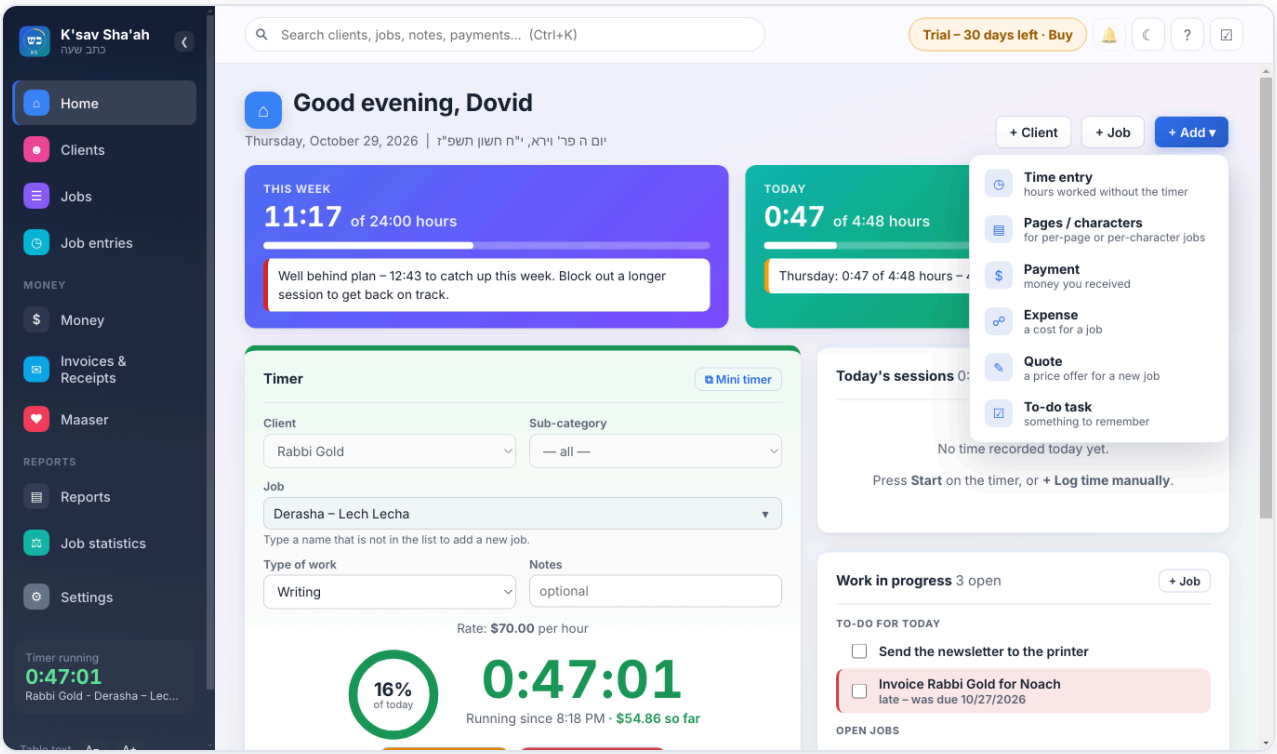
The mini timer floats on top of every other program, so you can start, pause and stop without opening K'sav Sha'ah. Press ⧉ **Mini timer** on Home to bring it back. Its ⇲ button makes it small, normal or large.

> **Tip** Forgot the timer? Press **+ Log time manually** on Home, and type the start and end time (or the total hours).

4

Home – work in progress and + Add

Under today's sessions you see what is still open, so nothing is forgotten.



The + Add menu

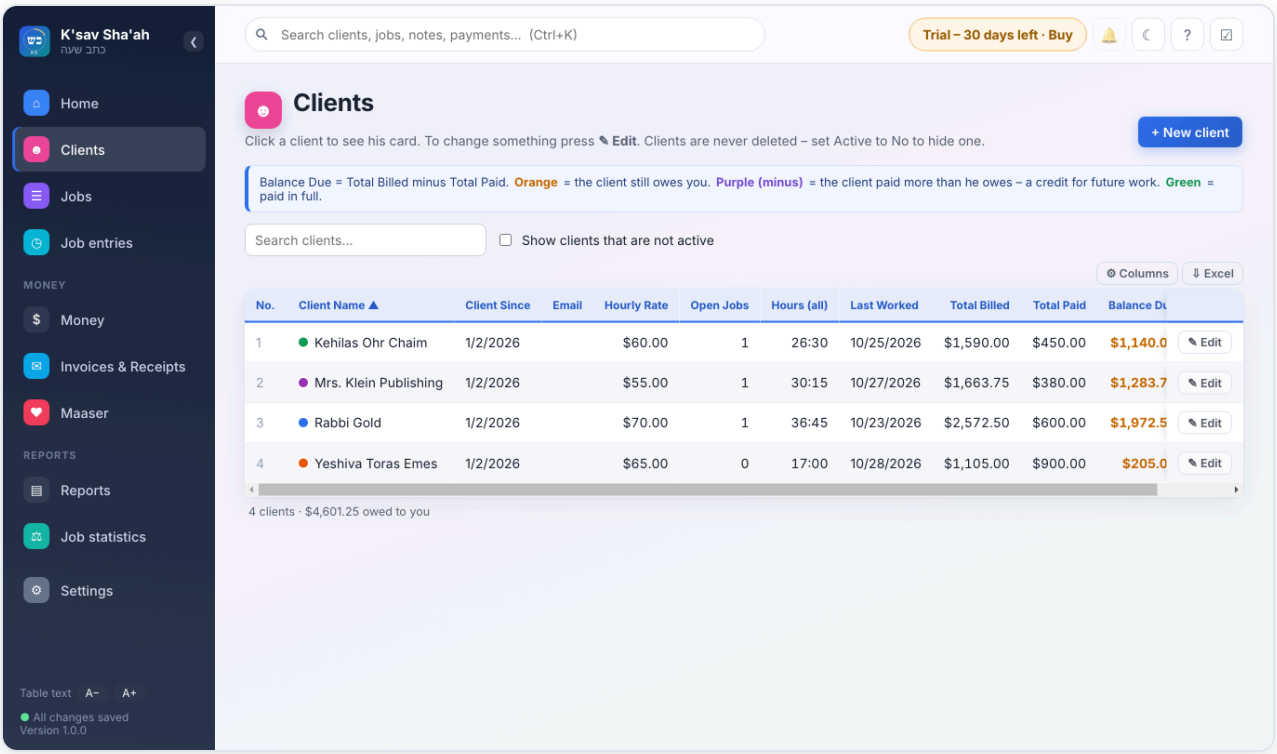
Work in progress shows today's tasks, your open jobs (late ones in red, at the top), jobs that are done but not paid for over 30 days, and invoices that are late. Press ▶ next to a job to start the timer on it.

+ Add ▾ is one menu for everything else: a time entry, pages, a payment, an expense, a quote or a to-do task.

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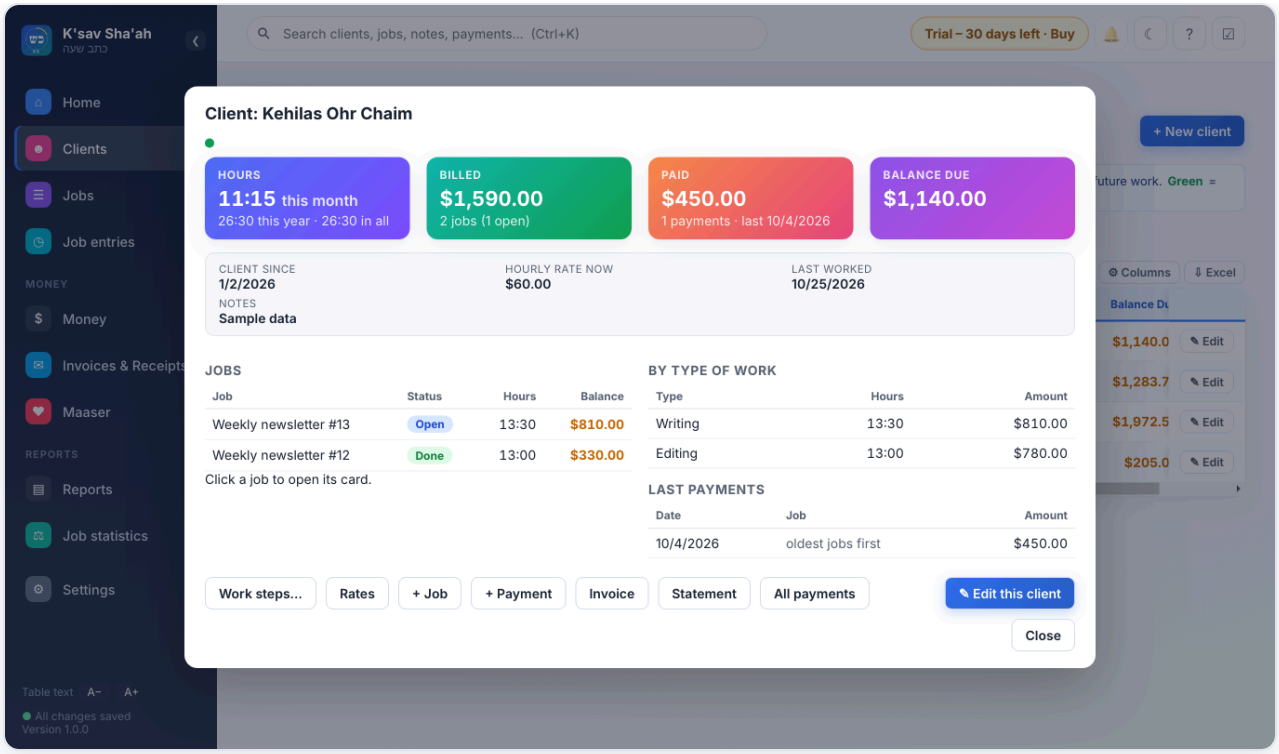
Clients

One line for each client, with what he was billed, what he paid and what he still owes.



The Clients page

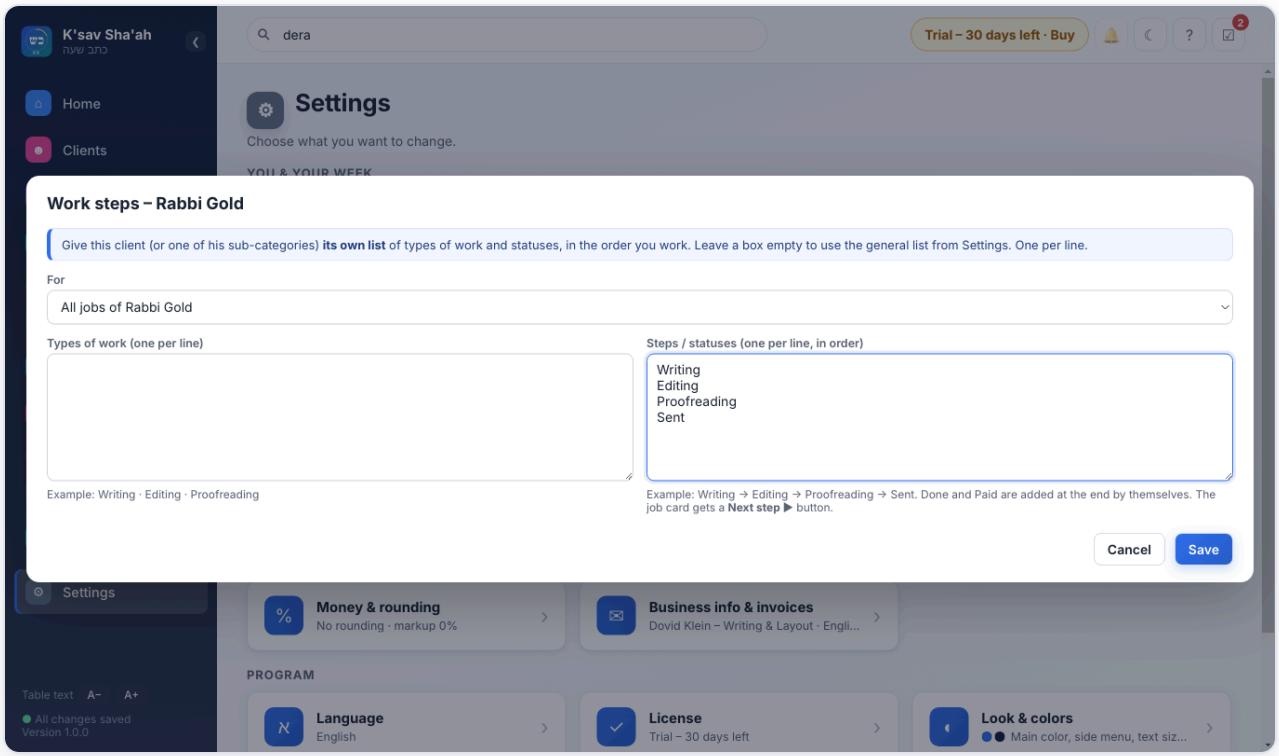
Click a client to open his **card**: hours this month and year, money, his jobs, his payments. To change something press ✎ **Edit** – so nothing is changed by mistake.



A client card

Each client gets a **color** (pick one in Edit), shown as a dot next to him everywhere.

Work steps… on the client card gives this client (or one of his sub-categories) its own list of types of work and steps, in the order you work – for example Writing → Editing → Proofreading → Sent. The job card then has a **Next step ▶** button.

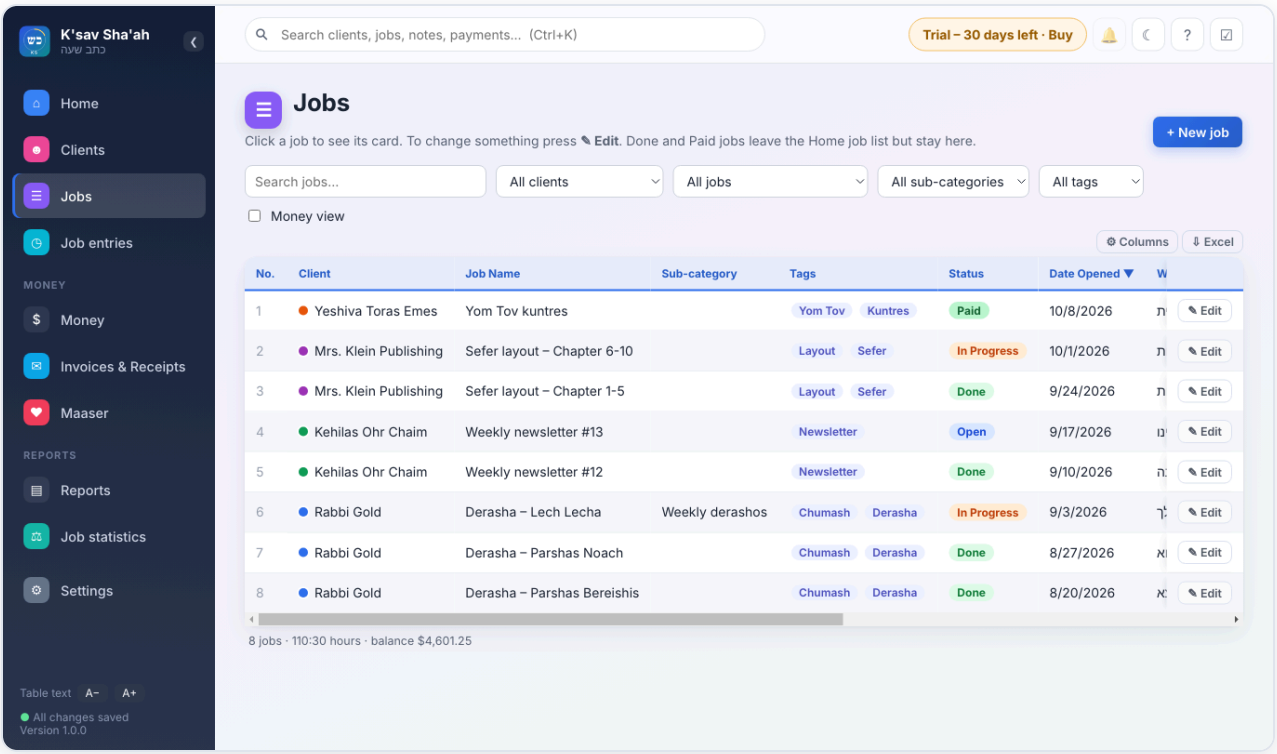


Work steps for one client

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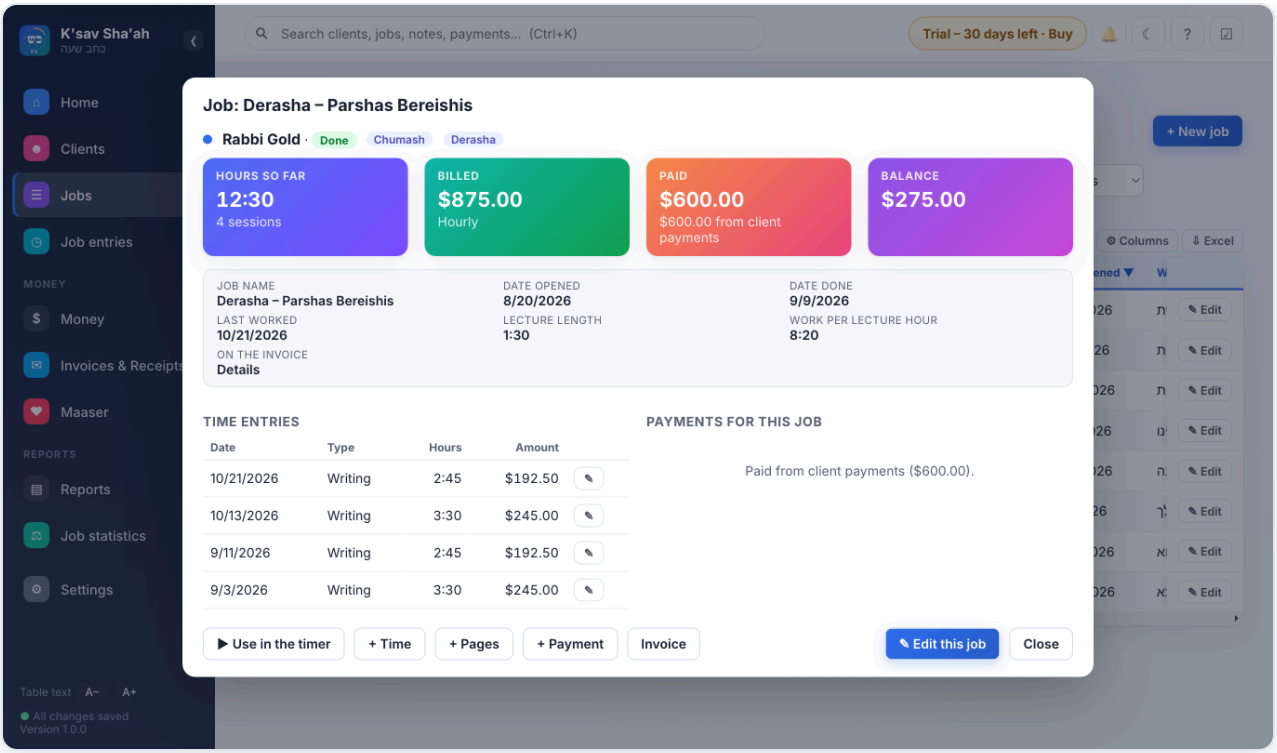
Jobs

A job is one piece of work for a client – a derasha, a sefer, a newsletter.



The Jobs page

1. Press **+ New job** (or type a new job name on Home).
2. Pick the client and type the job name. A **sub-category** groups jobs inside one client (like “Weekly derashos”).
3. Choose how it is billed: **by the hour**, **per page**, **per 10,000 characters** or a **fixed price**.
4. Add **tags** if you like (Chumash, Yom Tov, rush…) – to find and compare jobs later.



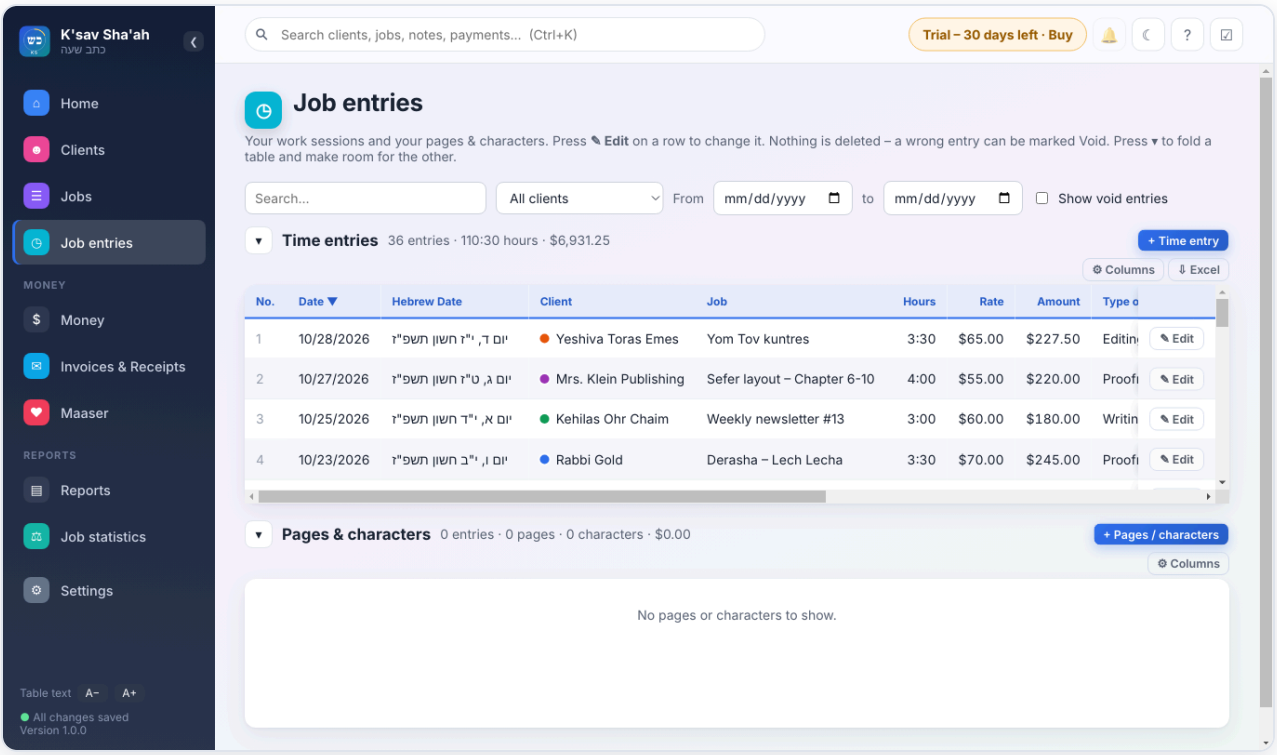
A job card

Tip **Fixed price jobs:** the job card shows what the job would have cost by the hours you worked, and how much you earned per hour.

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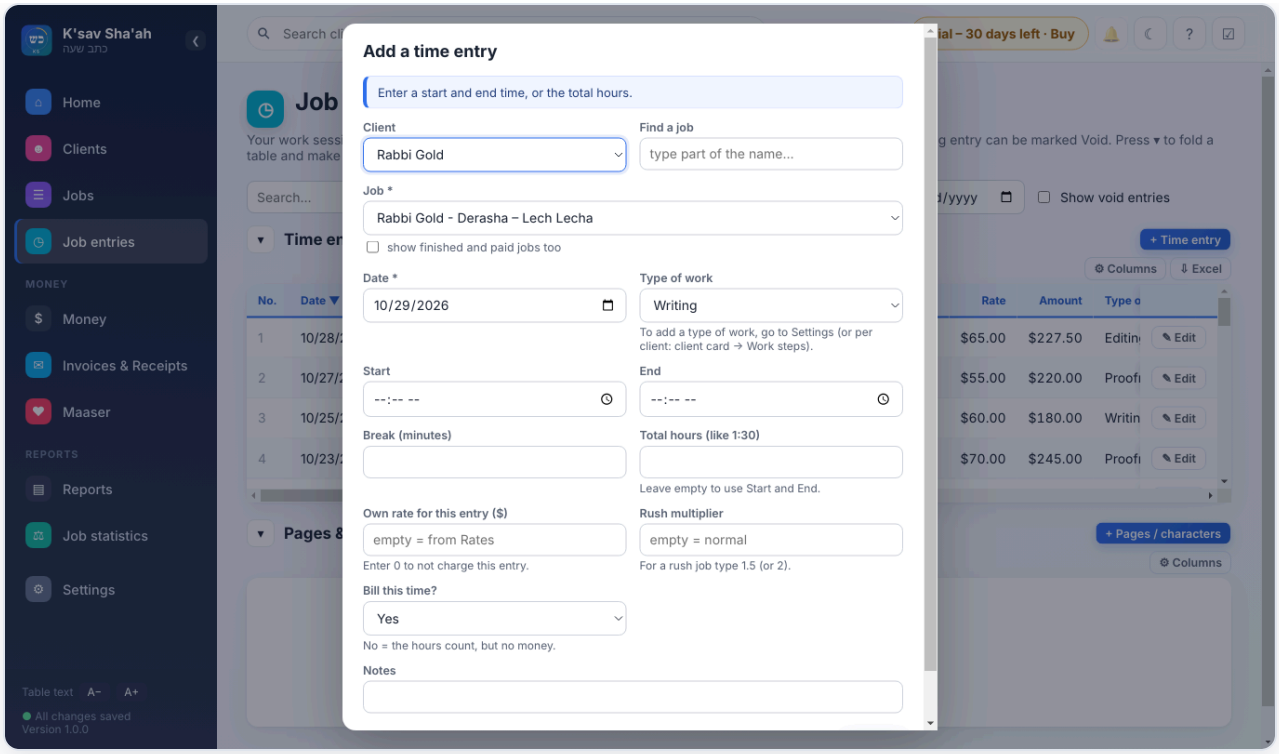
Job entries – hours, pages and characters

Every work session, and every count of pages or characters, is one line here. Nothing is ever deleted: a wrong line is marked Void and can be brought back.



Job entries

Press ✎ **Edit** on a line to fix it. The two tables fold with ▾ to make room for the other.



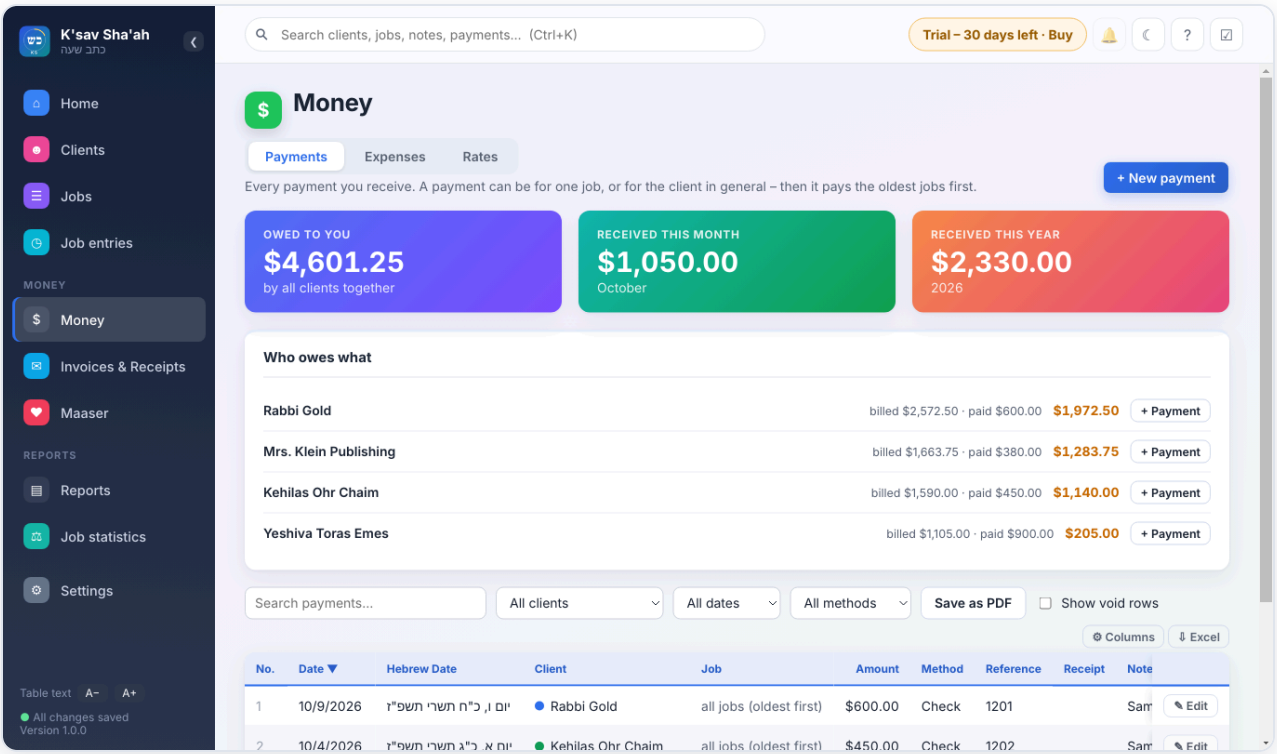
Adding a time entry

For per-page work, press **+ Pages / characters**. Several page levels (simple, medium, complex) go into one entry – press **+ Another level**.

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Money – payments, expenses and rates

The Money page has three tabs on top.



Payments

Payments: every payment you receive. A payment can be for one job – or for the client in general, and then it pays his oldest jobs first. When a job is paid in full it becomes **Paid** by itself.

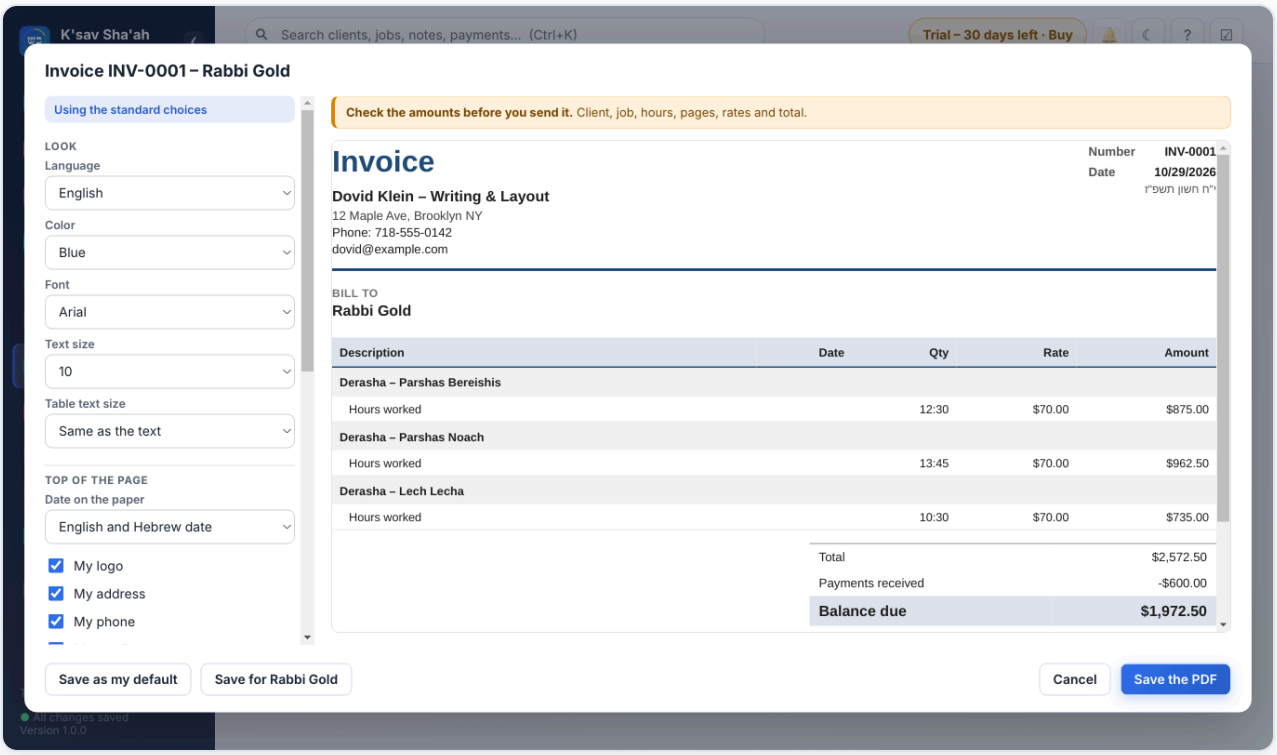
Expenses: what you paid for a job (printing, a translator…), with what you charge the client for it.

Rates: rates go by date. A new rate starts on its date, and older work keeps the old rate. The most exact rate wins: for the job, then for the client and type of work, then for the client.

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Invoices, receipts, statements and quotes

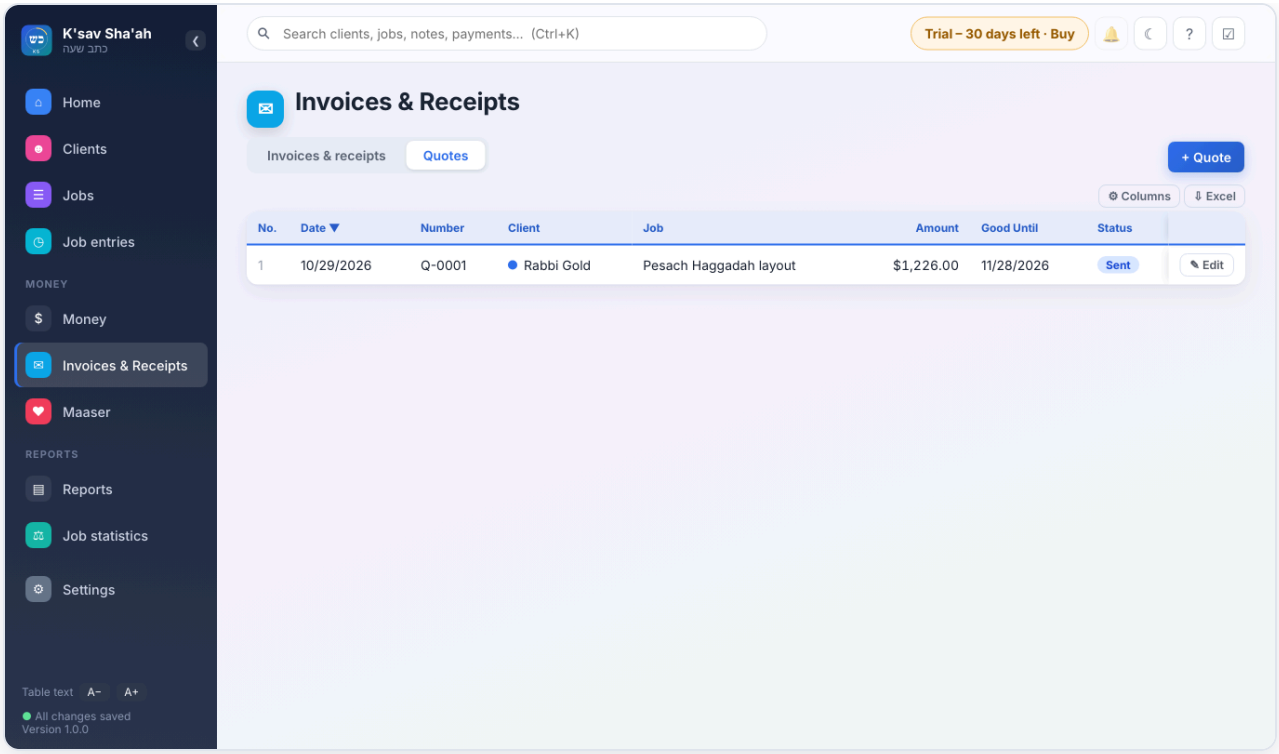
Fill in your **Business info** once. Then every paper is made with a preview, exactly as the PDF will look.



Making an invoice

1. Press **+ Invoice** (or Invoice on a client or job card).
2. Pick the client and a job – or leave Job empty for all his unpaid jobs.
3. On the left, choose what to show: English or Hebrew, color, the date (English, Hebrew, both or none), hours, payments…
4. Press **Save as my default** or **Save for this client** to keep these choices, then **Save the PDF**. It can open an email to the client for you.

Each invoice shows its **status**: Paid, Not sent, Waiting, or **Late** after 30 days. **+ Receipt** makes a receipt for a payment; **+ Client statement** lists what was billed and paid.



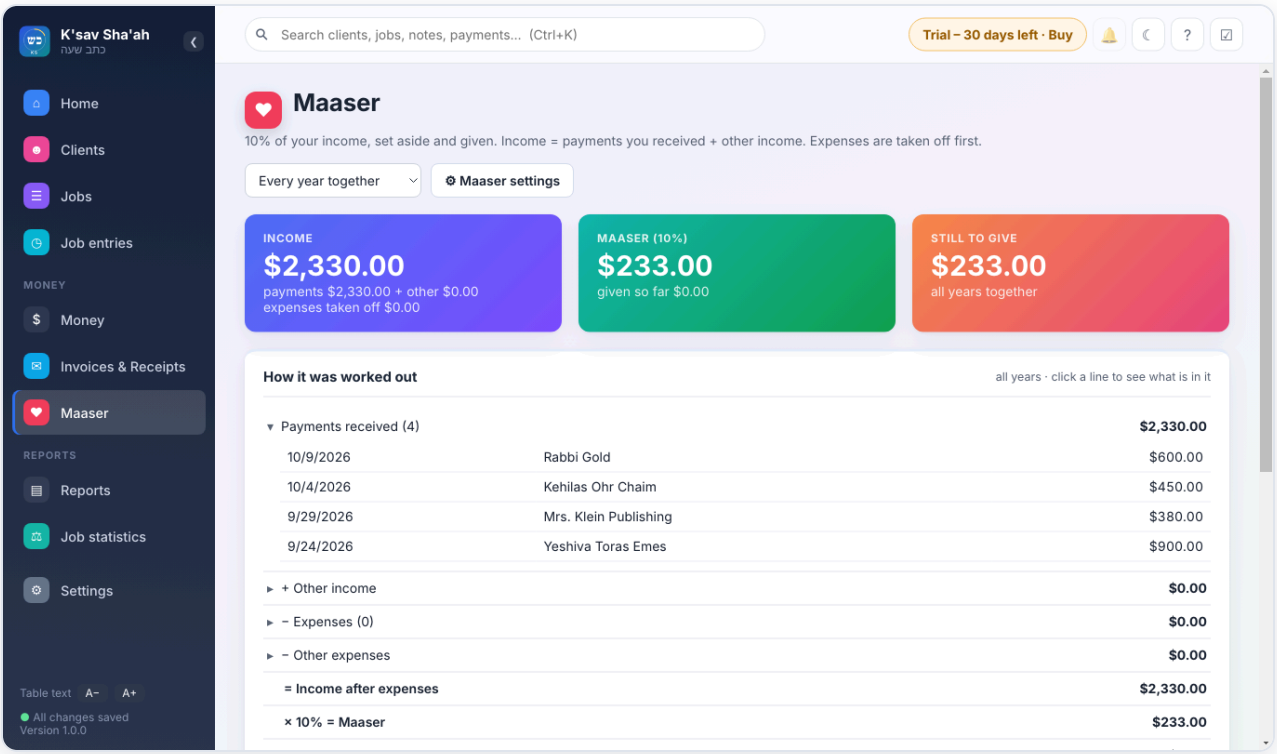
Quotes

Quotes (second tab): a price offer for a new job. When the client says yes, press **Accepted → make the job**.

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Maaser

The Maaser page works out what to set aside from your income, and what is still left to give.



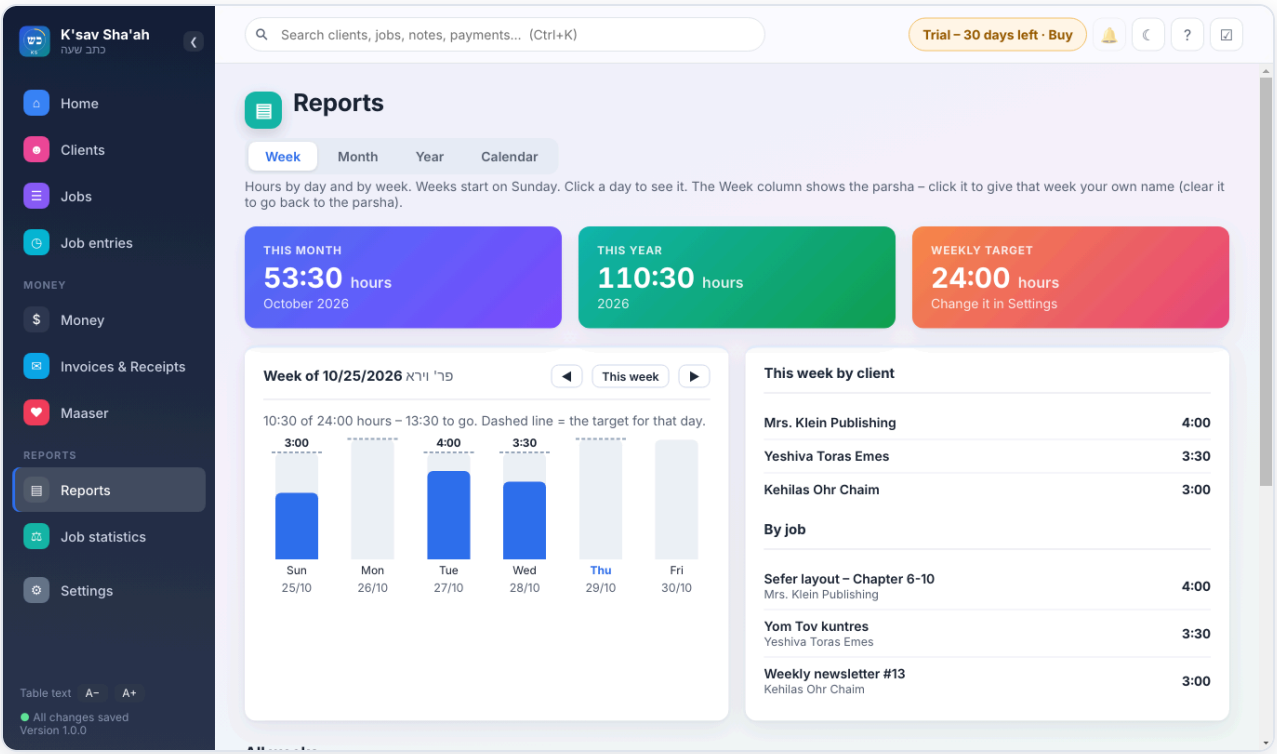
Maaser

“How it was worked out” shows every step. Click a line to see the payments or expenses inside it. The percent and which payments and expenses count are set once under ⚙ **Maaser settings**. Add other income and charity given in the boxes at the bottom.

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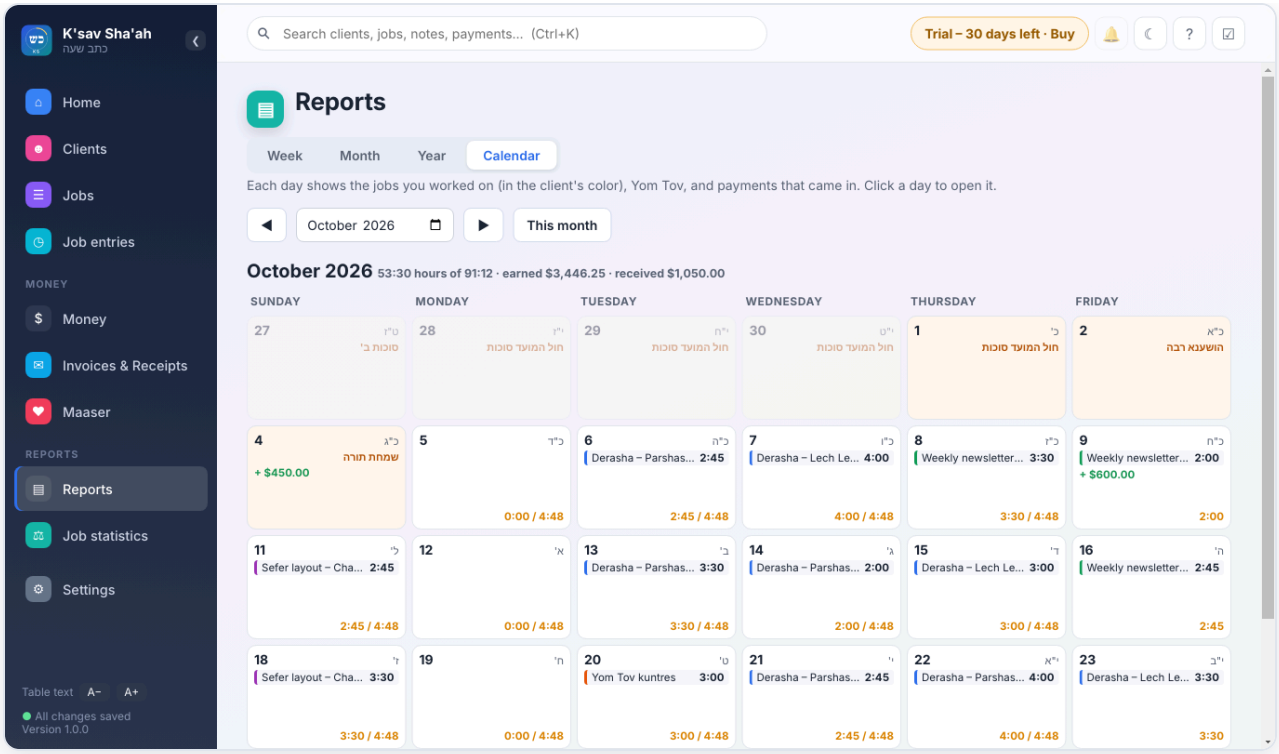
Reports

Reports has four tabs: Week, Month, Year and Calendar. ◀ ▶ move back and forward.



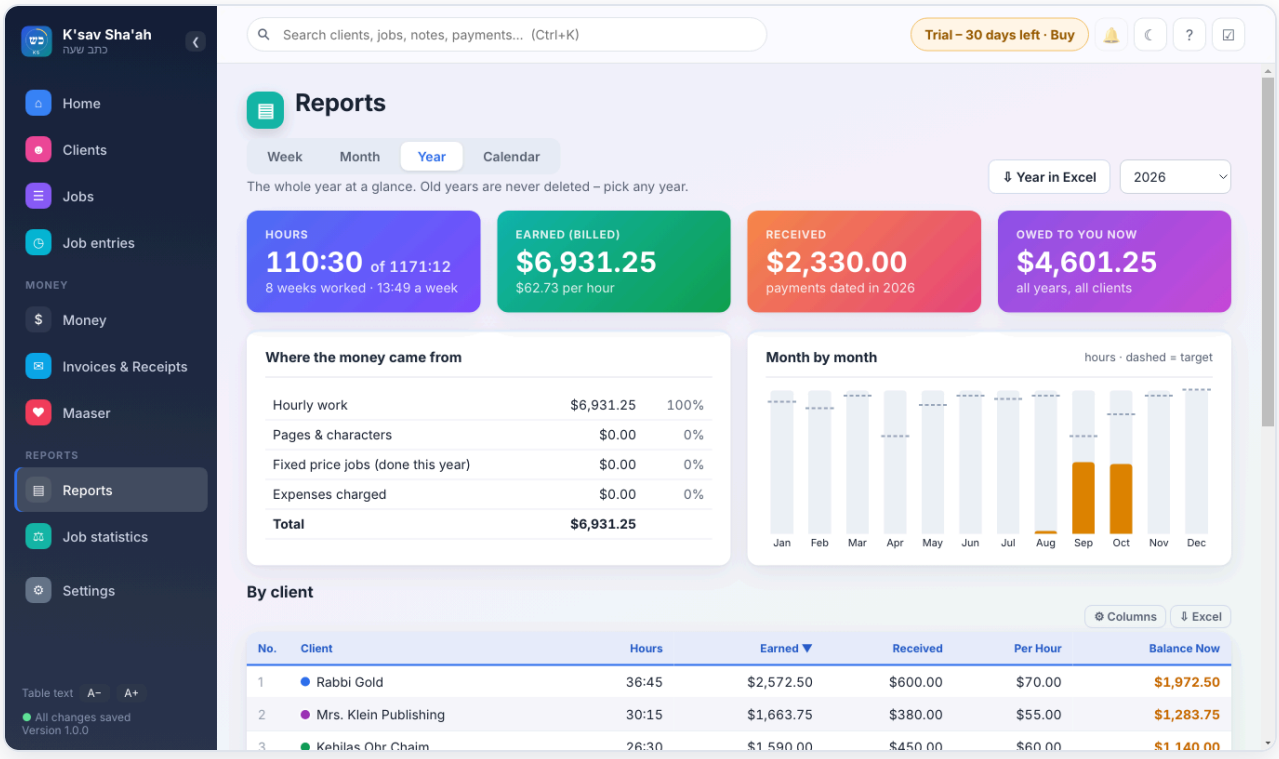
The week

Week: hours day by day against your targets, with Yom Tov marked. Click a day to see everything of that day.



The calendar

Calendar: the month like a wall calendar – the jobs of each day in the client's color, Yom Tov, and payments that came in.



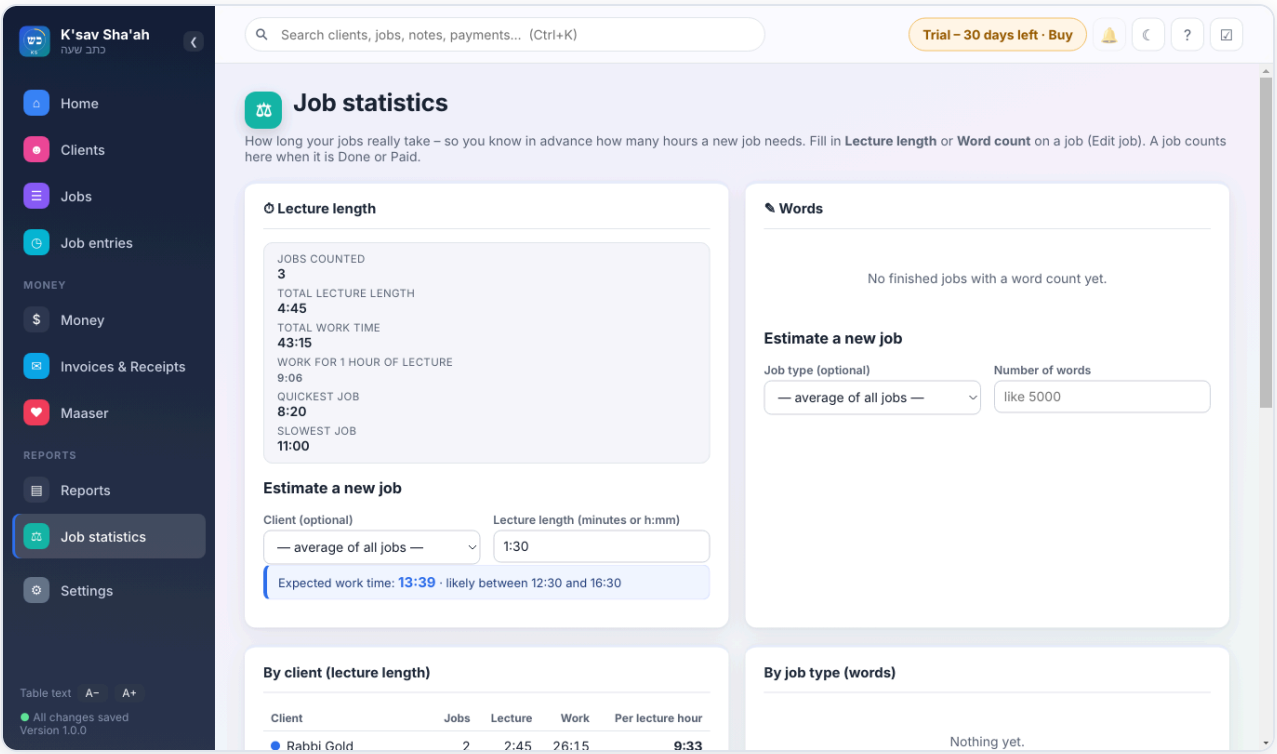
The year

Year: hours, money earned and received, by client and month by month. ⇩ **Year in Excel** makes one file for your accountant.

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Job statistics

How long your jobs really take – so you know in advance how long a new job will need.

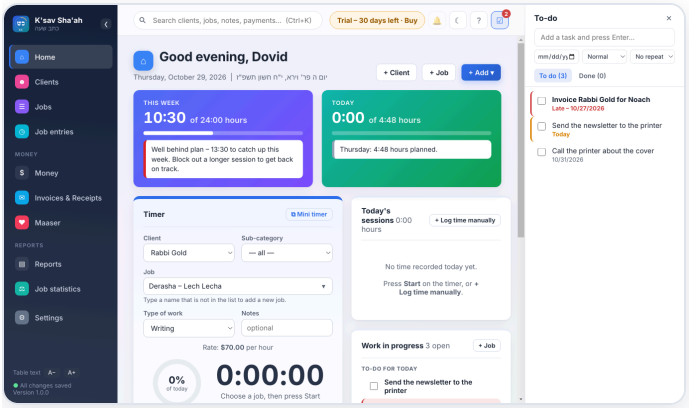


Job statistics

Fill in the **lecture length** or the **word count** on your jobs. When they are done, this page shows the work time per hour of lecture and words per hour – by client, by job type and **by tag** – and estimates a new job.

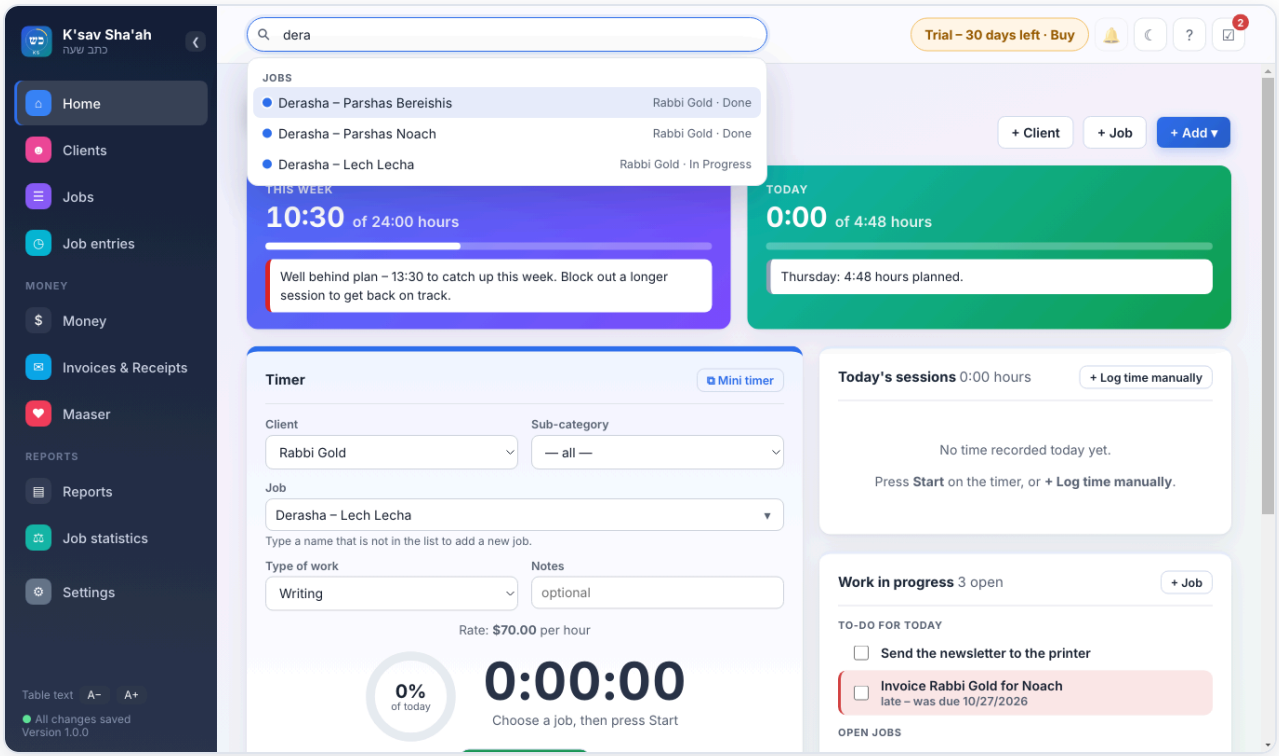
13

To-do list and search



The to-do list

Press ☑ at the top. Add a task with a due date, a priority and a repeat (every week or month). Late tasks show red, today's orange. When you tick a repeating task, the next one is added by itself.



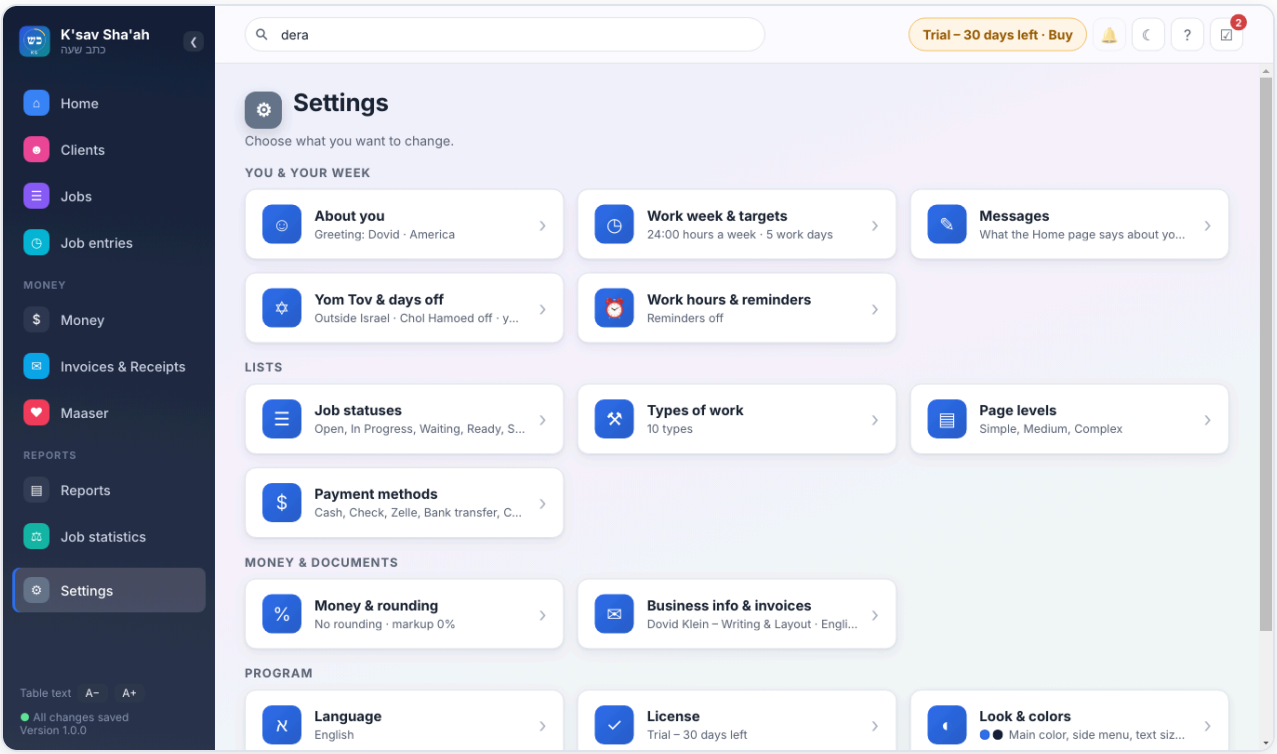
Search

Type in the 🔍 box at the top: clients, jobs, notes, payments and tasks show as you type. Use the arrows and Enter to open one.

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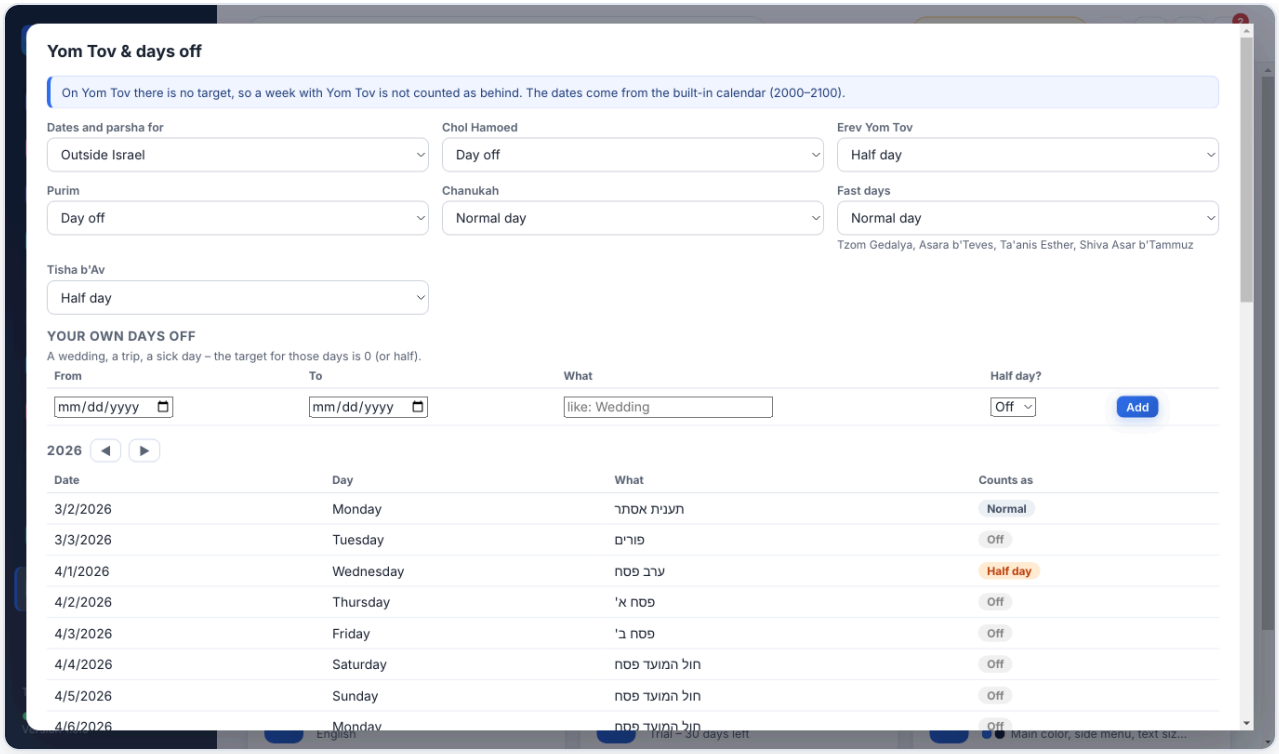
Settings

Settings are tiles – press one to open it. Changes are saved as you go.



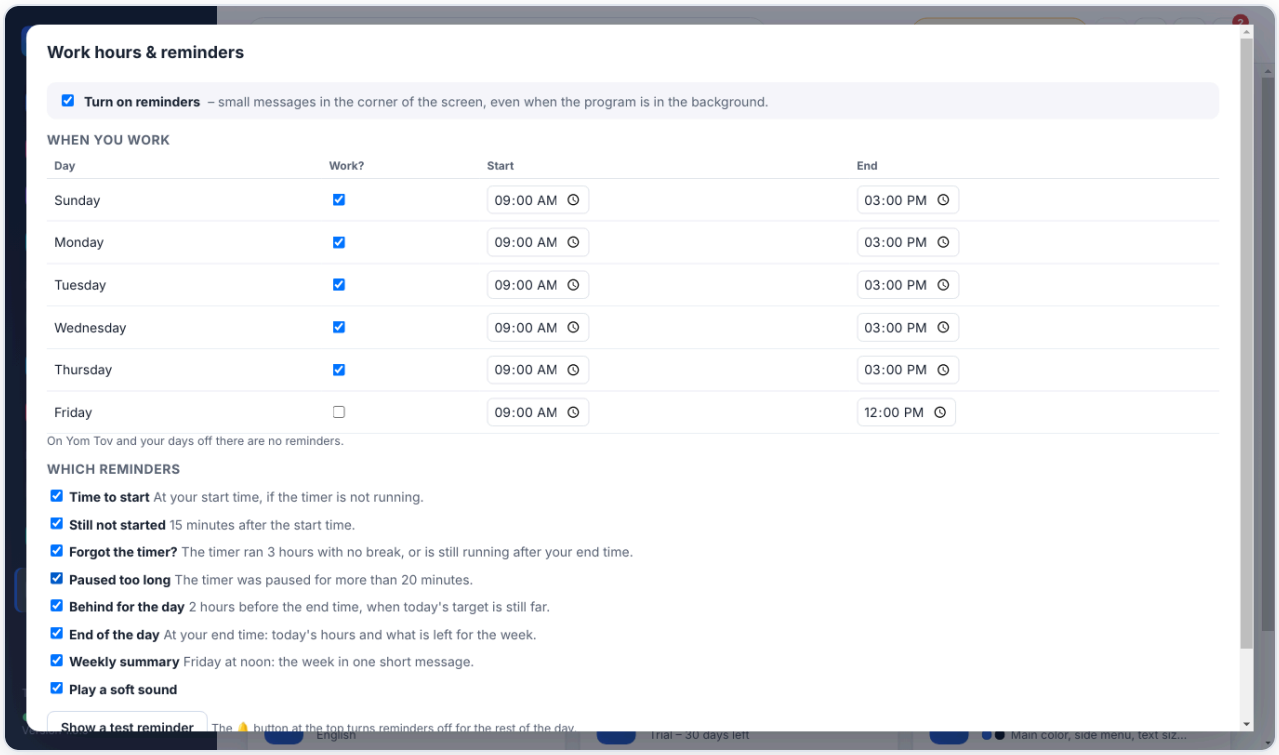
Settings

Work week & targets: your weekly target, or a target for each day. **Work on Saturday night** is for work after nightfall (Motzei Shabbos).



Yom Tov & days off

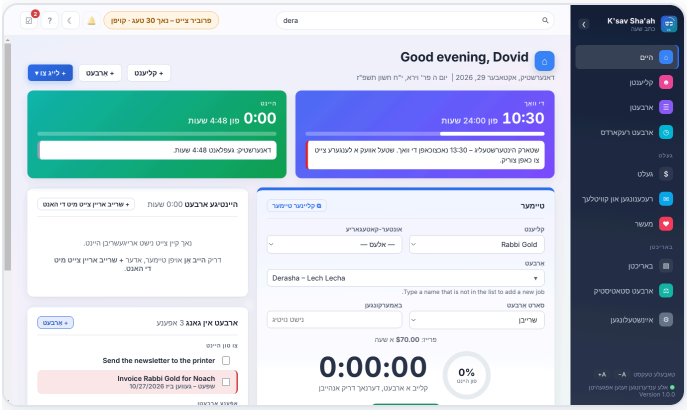
Yom Tov & days off: Yom Tov has no target, so a Yom Tov week is not “behind”. Choose how Chol Hamoed, Erev Yom Tov, Purim, Chanukah, fast days and Tisha b'Av count, and add your own days off. The dates are built in from 2000 to 2100.



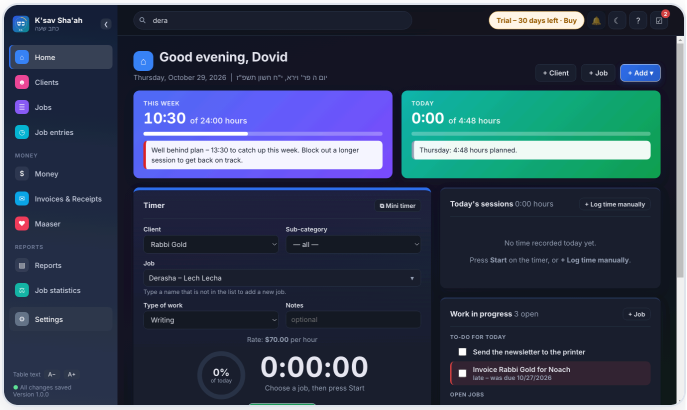
Work hours & reminders

Work hours & reminders: set when you start and end, and choose reminders – time to start, forgot the timer, paused too long, end of the day. The 🔔 button on top turns them off for the day.

Language: English, Yiddish or Hebrew – the whole program changes. **Look & colors:** the main color, the side menu color and the text size. Every table has ⚙ **Columns** to choose its columns and ⇩ **Excel** to save it.



In Yiddish

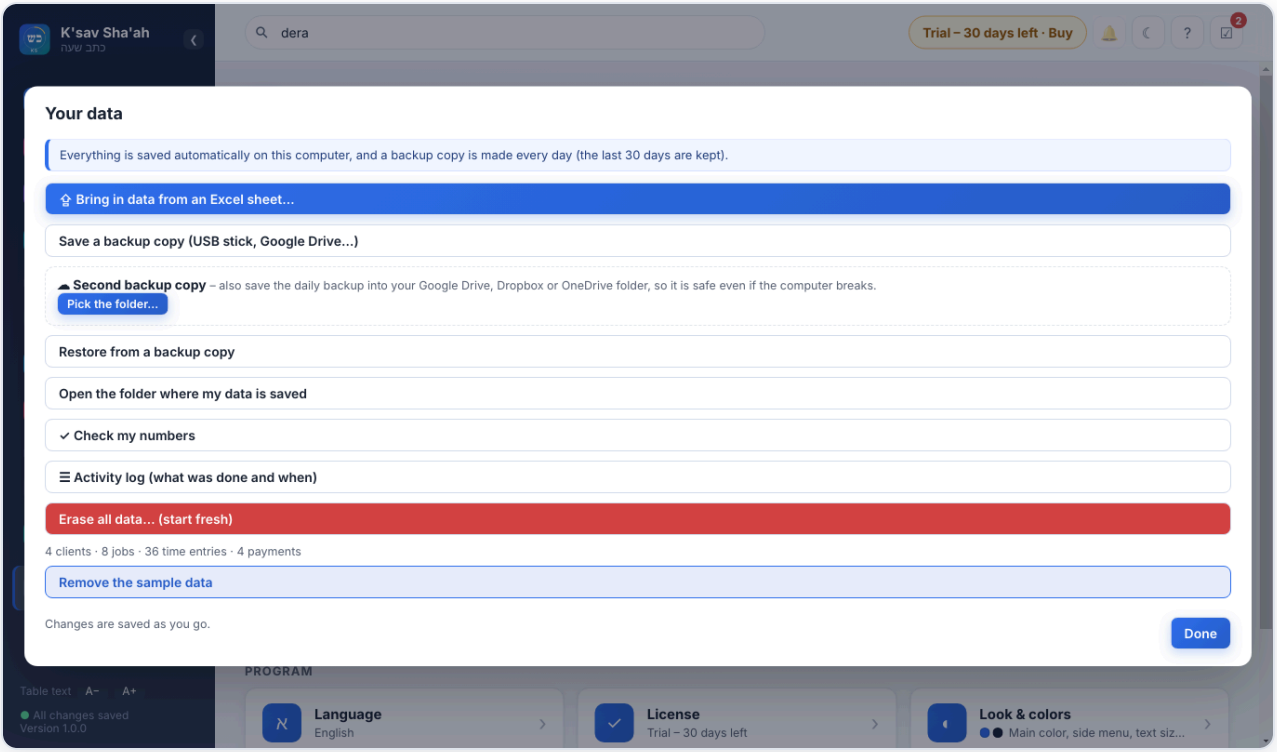


The dark look

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Your data is safe

Everything is saved by itself, and a backup copy is made every day (the last 30 days are kept).



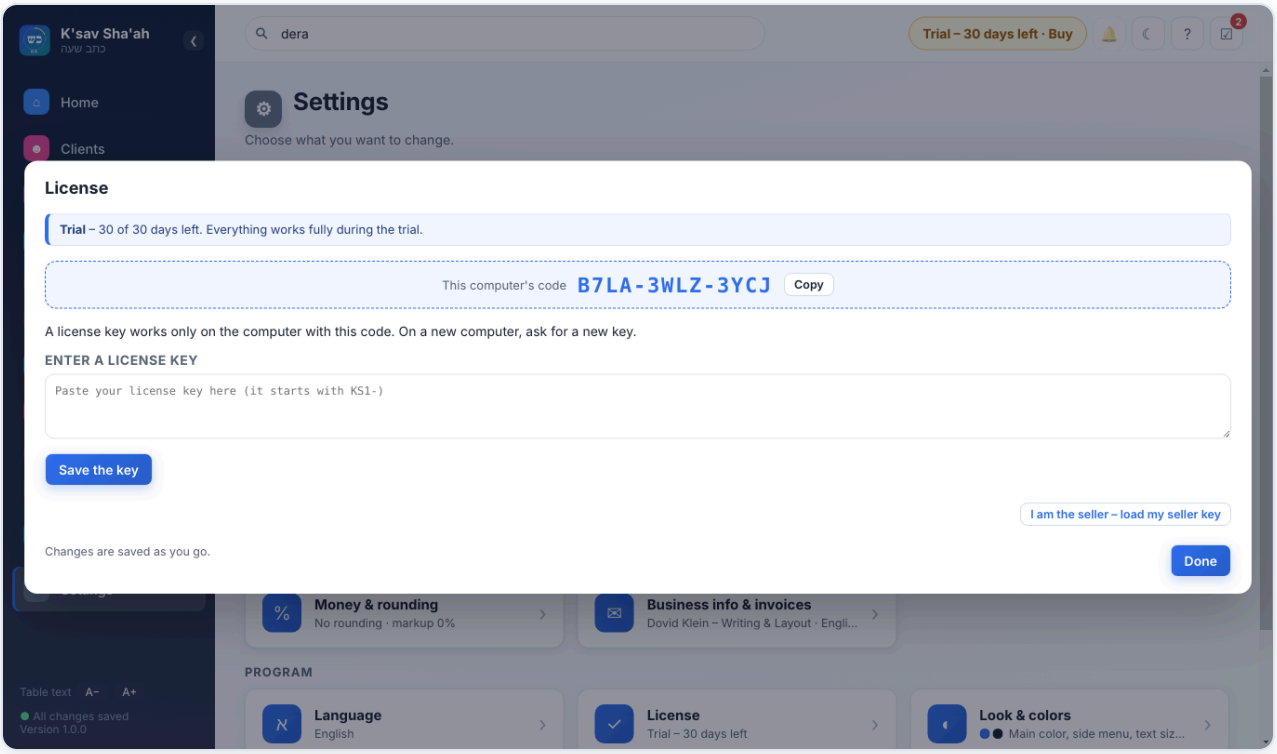
Your data

Settings → **Your data**: save a backup to a USB stick, restore one, bring in data from any Excel sheet, see the activity log, or check your numbers. **Second backup copy** also saves the daily backup in your Google Drive, Dropbox or OneDrive folder – safe even if the computer breaks.

> **Tip** Nothing is ever deleted. A wrong entry is marked Void, a client you don't work with is set to not active – and both can be brought back.

16

License and help



The license

1. Open Settings → **License** and copy **this computer's code**.
2. Send the code to the seller and pay.
3. You get a **license key** by email. Paste it in and press **Save the key**.

A key works on that one computer. For a new computer, ask for a new key. Updates keep your data and your license.

Help (the ? on top) has ⚑ **Report a problem**: write what happened, and the program makes a report with a picture of the screen and opens an email to the seller.