

🤖 Freelancer Assistant Bot — User Guide

Welcome to your personal assistant for freelance project management!

✨ What this bot can do

- Organize your freelance **orders** and **clients**
- Break orders into **stages** and **tasks**
- Set and receive **reminders** for deadlines
- View, edit, or complete tasks directly in Telegram
- Keep all your work in one place — even on the go!

📦 Features Overview

📁 Orders

Each order includes:

- Project name
- Client (linked from your contacts)
- Start and deadline dates
- Current status: active / completed / cancelled

🔧 Command: `/new_order`

👥 Clients

Manage clients with:

- Name
- Telegram username or email
- Notes and context for working with them

🔧 Command: `/clients`

🧩 Stages & Tasks (Checklist)

Each order can be split into stages:

- Each stage has its own deadline
- Inside stages, you can create task checklists
- Tasks can be marked as done ✅

🔧 Command: `/checklist <order_id>`

🔔 Reminders

- You'll be notified before the deadline (email and/or Telegram)
- Notifications also include overdue tasks
- Reminders are configurable in your settings

🧩 Interface & Commands

Key Commands:

/start — Restart the menu

/new_order — Create new order

/my_orders — Show your current orders

/order <id> — View order details

/checklist <id> — View tasks for a stage

/clients — List and manage clients

⚙️ Settings

Go to Settings to:

- Change notification preferences
- Update language
- Set contact email

💡 Tips

- Use inline buttons to manage tasks quickly
- Use "-" to skip a field when editing
- Orders auto-complete when all stages are completed
- Stages auto-complete when all tasks are done

🔒 Privacy

All your data is stored securely and only accessible by you.

Thanks for using the bot!

Any feedback? Contact the developer 🧑💻