INSTRUCTIONS

CLIENTS AND TOTAL PROJECTS CARDS
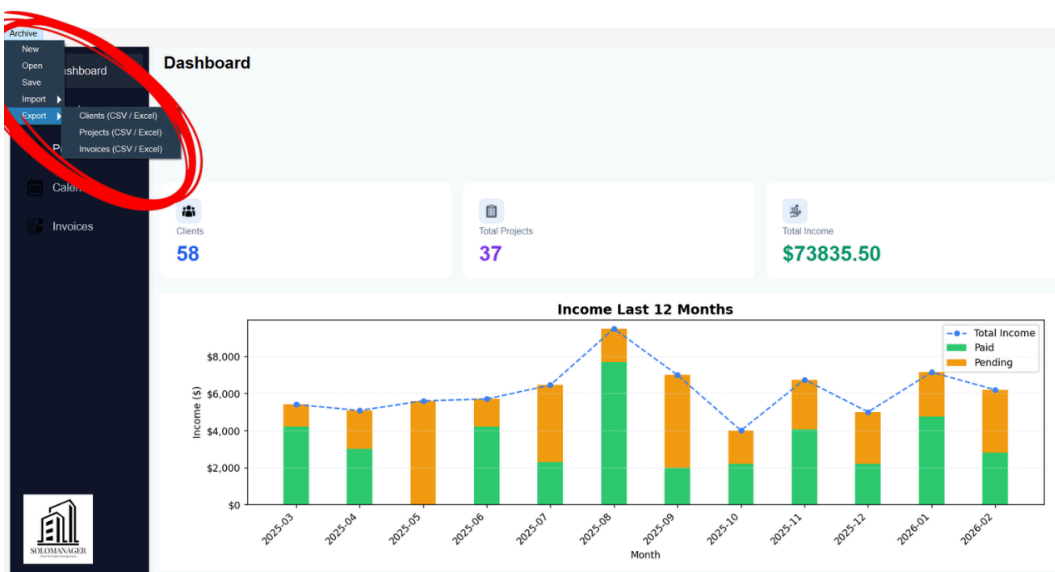

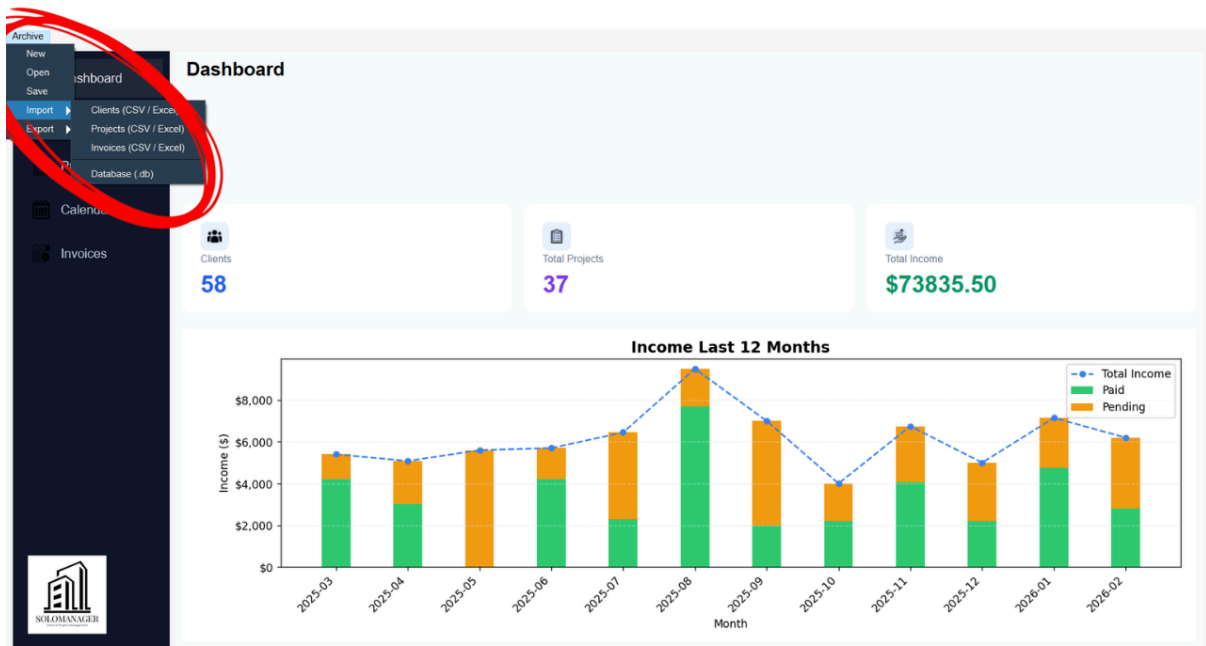You can go directly to the sidebar on Clients or Projects if you press the cards.

The graphic shows your income for the last 12 months, if the color is green, it shows that it is paid but if it is orange, the payment is pending yet.

ARCHIVE/EXPORT FUNCTION

You can export clients, projects, and invoices to excel.

ARCHIVE/IMPORT FUNCTION

You can import clients, projects, invoices to excel or your database from other software.

CLIENTS TABLE

	ID	Name	Email	Phone	Edit	Delete
1	1	Acme Corp	contact@ac...	555-1000	Edit	Delete
2	2	Beta Solutions	info@beta.com	555-1001	Edit	Delete
3	3	Gamma ...	hello@gam...	555-1002	Edit	Delete
4	4	Delta Co.	support@del...	555-1003	Edit	Delete
5	5	Epsilon LLC	contact@ep...	555-1004	Edit	Delete
6	6	Zeta Inc	hello@zeta....	555-1005	Edit	Delete
7	7	Eta ...	invalid_email	555-1006	Edit	Delete
8	8	Theta Group	info@theta.c...	555-1007	Edit	Delete
9	9	Iota Systems	contact@iot...	555-1008	Edit	Delete
10	10	Kappa Ltd	support@ka...	555-1009	Edit	Delete
11	11	Lambda Corp	lambda@cor...	555-1010	Edit	Delete
12	12	Mu Solutions	mu@solutio...	555-1011	Edit	Delete
13	13	Nu ...	nu@tech.com	555-1012	Edit	Delete
14	14	Xi Partners	xi@partners....	555-1013	Edit	Delete
15	15	Omicron Co	omicron@co...	555-1014	Edit	Delete
16	16	Pi Industries	pi@industrie...	555-1015	Edit	Delete
17	17	Rho LLC	rho@llc.com	555-1016	Edit	Delete
18	18	Sigma Inc	sigma@inc.c...	555-1017	Edit	Delete
19		Tau ...	tau@enterpr...	555-1018	Edit	Delete

You can add clients and fill out the information, you can edit or delete the client later. At the bottom of the table you can search by Name or Email.

PROJECTS TABLE

It's similar to the clients table but you can see the status of the project.

CALENDAR

Here, you will see your project's deadline and the color depends on the status of the project.

INVOICES

Here you fill in the details and it will be created with the information you provided and your company logo.

INVOICE VIEW

LOGO

INVOICE

SoloManager Solutions
123 Business Street
New York, NY 10001
info@solomanager.com

Invoice # INV-2026-00006
Date 02/13/2026
Due Date 04/15/2026

Bill To
Epsilon LLC

Description	Qty	Unit price	Amount
Mobile App	1	$4,500.00	$4,500.00

Subtotal		$4,500.00
Tax (0.0%)		$0.00
Total		**$4,500.00**

When you press "View PDF", the invoice will be downloaded to your computer and you will be able to print, send, etc…