

INSTRUCTIONS

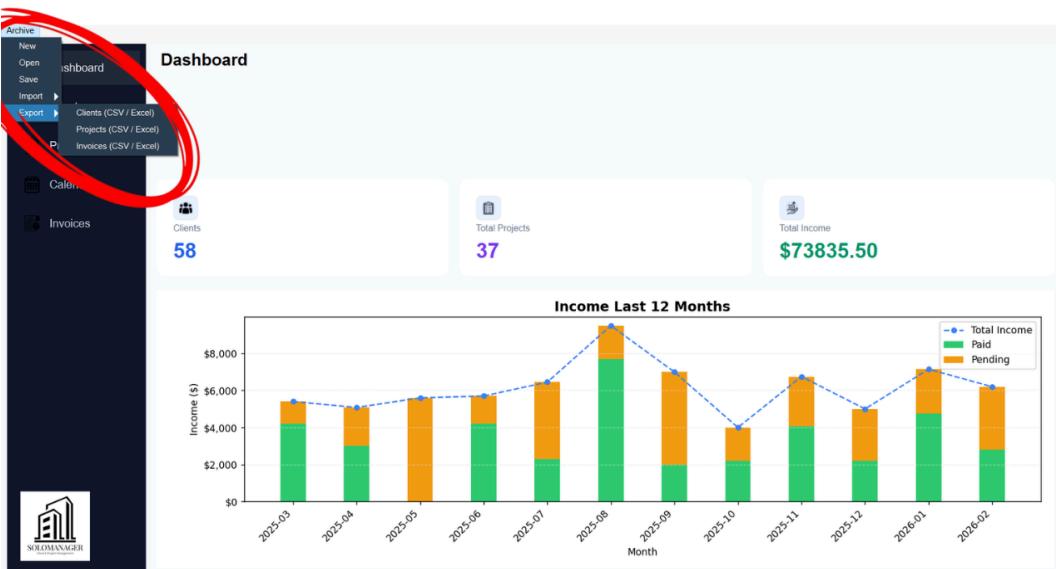
CLIENTS AND TOTAL PROJECTS CARDS



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

The screenshot shows the SoloManager software interface. On the left, there's a dark sidebar with icons for Dashboard, Clients (which is selected), Projects, Calendar, and Invoices. The main area is titled 'Clients' and contains a table with 19 rows of client data. Each row includes columns for ID, Name, Email, Phone, Edit, and Delete. At the bottom of the table is a search bar with the placeholder 'Search client by Name or Email'. A red arrow points from the 'Clients' icon in the sidebar to the table area. A red circle highlights the search bar.

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

Search client by Name or Email

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

Projects

Add Project

ID	Name	Client ID	Status	Income	Deadline	Edit	Delete
1	Website ...	1	Pending	1500.0	2026-03-15	Edit	Delete
2	App ...	1	In Progress	5000.0	2026-04-01	Edit	Delete
3	SEO ...	2	Completed	800.0	2026-02-28	Edit	Delete
4	Marketing ...	3	On Hold	2000.0	2026-03-20	Edit	Delete
5	E-commerce...	4	Pending	3500.0	2026-03-25	Edit	Delete
6	Mobile App	5	In Progress	4500.0	2026-04-10	Edit	Delete
7	Database ...	6	Completed	1200.0	2026-02-15	Edit	Delete
8	Cloud ...	7	In Progress	3400.0	2026-03-30	Edit	Delete
9	Security Audit	8	Pending	800.0	2026-04-05	Edit	Delete
10	Network Setup	9	On Hold	1000.0	2026-03-18	Edit	Delete
11	CRM ...	10	Completed	2300.0	2026-02-28	Edit	Delete
12	Inventory ...	11	Pending	2700.0	2026-03-22	Edit	Delete
13	Data Analysis	12	In Progress	1800.0	2026-04-12	Edit	Delete
14	Website ...	13	Completed	500.0	2026-02-25	Edit	Delete
15	Email ...	14	Pending	600.0	2026-03-05	Edit	Delete
16	Cloud Backup	15	In Progress	1500.0	2026-03-28	Edit	Delete
17	ERP ...	16	Completed	4000.0	2026-02-20	Edit	Delete
18	Support ...	17	On Hold	700.0	2026-03-15	Edit	Delete
19	Starter ...	19	Pending	1200.0	2026-03-30	Edit	Delete

Search project by Name...

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

CALENDAR

Calendar

septiembre 2025

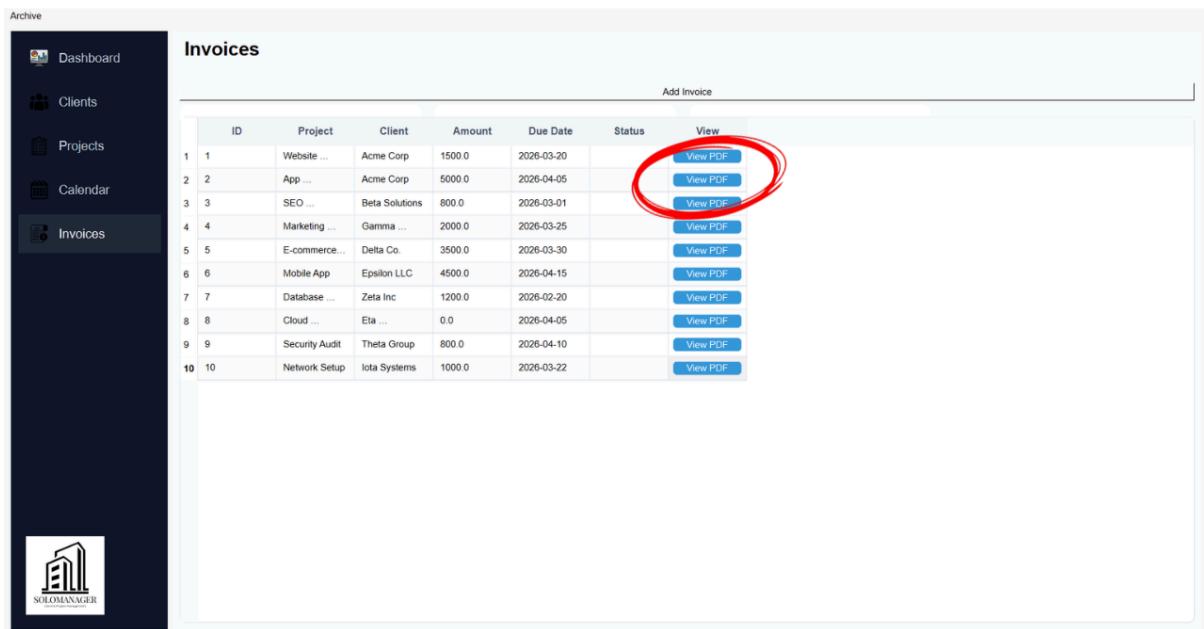
lu.	ma.	mi.	ju.	vi.	sá	do
35	25	26	27	28	29	30
36	1	2	3	4	5	6
37	8	9	10	11	12	13
38	15	16	17	18	19	20
39	22	23	24	25	26	27
40	29	30	1	2	3	4

Projects for 2025-09-24

Project	Client	Status	Income
1 Project 07	Client 07	In Progress	3100.0
2 Project 31	Client 31	In Progress	1900.0

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

INVOICES



The screenshot shows the SOLOMANAGER software interface. On the left is a dark sidebar with white icons and text for Dashboard, Clients, Projects, Calendar, and Invoices. The Invoices icon is highlighted with a blue background. The main area has a light gray header with the word "Invoices" and a "Add Invoice" button. Below is a table with 10 rows of invoice data. The last row, number 10, has a red circle drawn around its "View PDF" button.

ID	Project	Client	Amount	Due Date	Status	View
1	Website ...	Acme Corp	1500 0	2026-03-20	Open	View PDF
2	App ...	Acme Corp	5000 0	2026-04-05	Pending	View PDF
3	SEO ...	Beta Solutions	800 0	2026-03-01	Open	View PDF
4	Marketing ...	Gamma ...	2000 0	2026-03-25	Pending	View PDF
5	E-commerce...	Delta Co.	3500 0	2026-03-30	Open	View PDF
6	Mobile App	Epsilon LLC	4500 0	2026-04-15	Pending	View PDF
7	Database ...	Zeta Inc	1200 0	2026-02-20	Open	View PDF
8	Cloud ...	Eta ...	0 0	2026-04-05	Pending	View PDF
9	Security Audit	Theta Group	800 0	2026-04-10	Open	View PDF
10	Network Setup	Iota Systems	1000 0	2026-03-22	Pending	View PDF

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...