

USER GUIDE FOR: PRAGMATIC

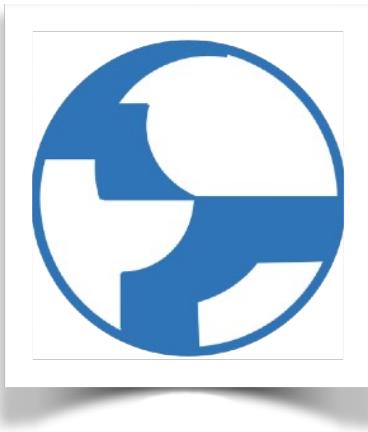


BY PRAGMATHEMA



USER GUIDE FOR: PRAGMATIC APP

BY PRAGMATHEMA



*"Simplicity Without Limits" or "The App That Listens
to Your Business Needs."*



To get started, use this guide to:

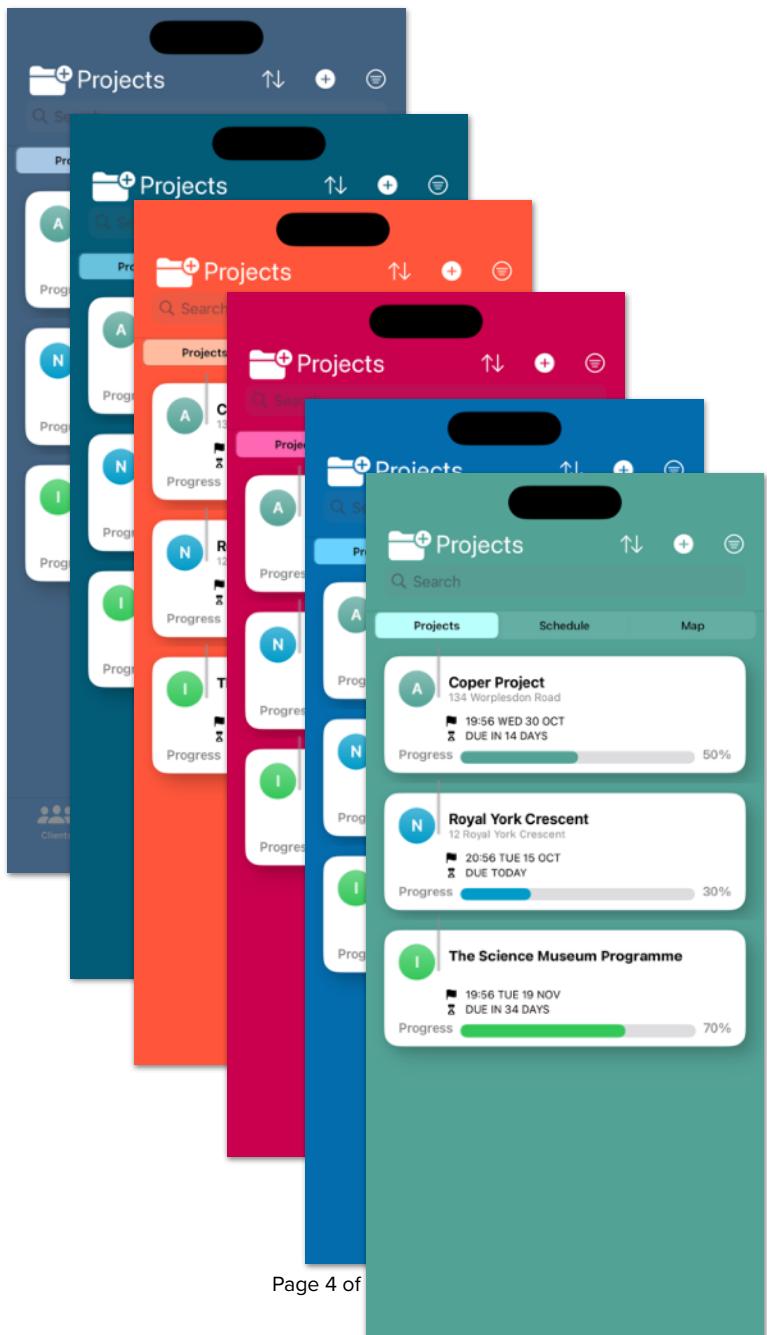
- **Explore Features:** Discover how to effectively use the app's various features for job management, invoicing, and client interactions.
- **Set Up Your Profile:** Follow the instructions to create your profile and customise your settings for a personalised experience.
- **Manage Your Workflows:** Learn how to streamline your projects, schedule appointments, and handle invoicing seamlessly.
- **Troubleshoot Issues:** Find solutions to common problems and FAQs to enhance your experience.
 -
- **Contact Support:** Get in touch with our support team for any questions or assistance you may need.

Thank you for choosing Pragmatic. We're excited to help you simplify your workflow!

Pragmatic App

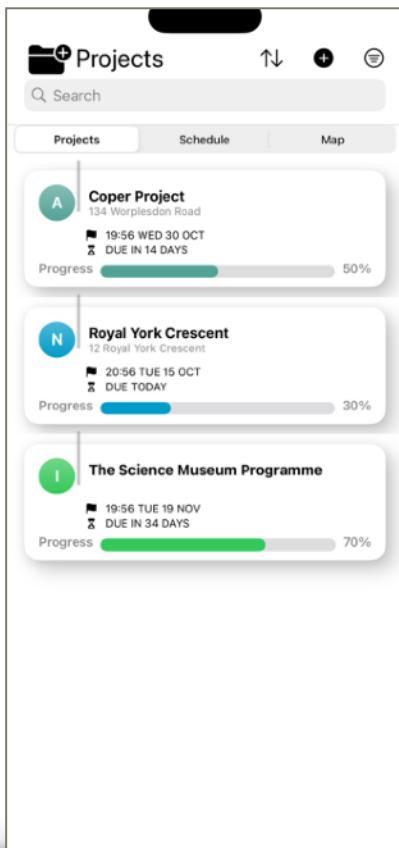
www.pragmathema.co.uk

Simplify your workflow with A Pragmatic—your ultimate tool for job management and invoicing. No limits, no hassle!



INTRODUCTION

Pragmatic is an all-in-one job management app designed for small businesses, freelancers, and professionals. It helps you streamline your workflow by managing projects, scheduling appointments, and handling invoicing—all in one place, without limits on number of jobs, projects, quotations or invoices you make.



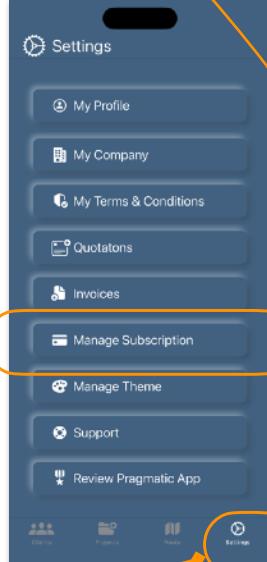
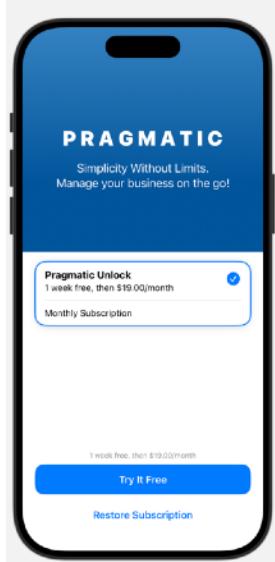
1.

GETTING STARTED

INSTALLATION

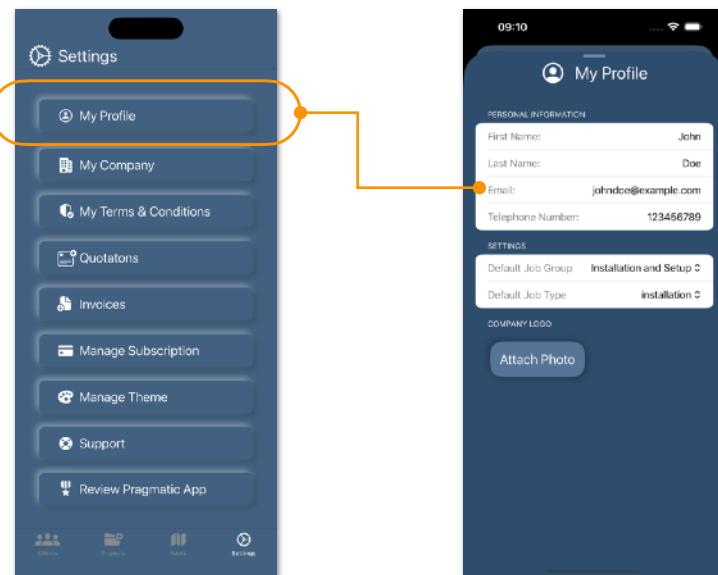
Download A Pragmatic from the App Store.

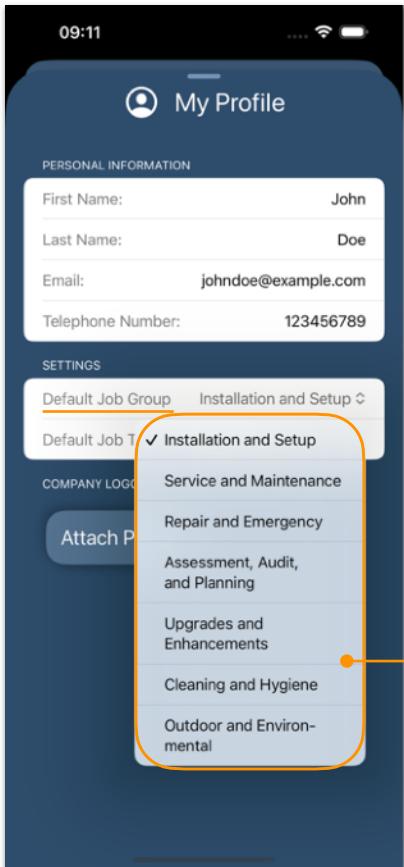
D. Open the app and follow the on-screen instructions to set up. The first screen is offering seven days free trial which you can manage any time in settings:

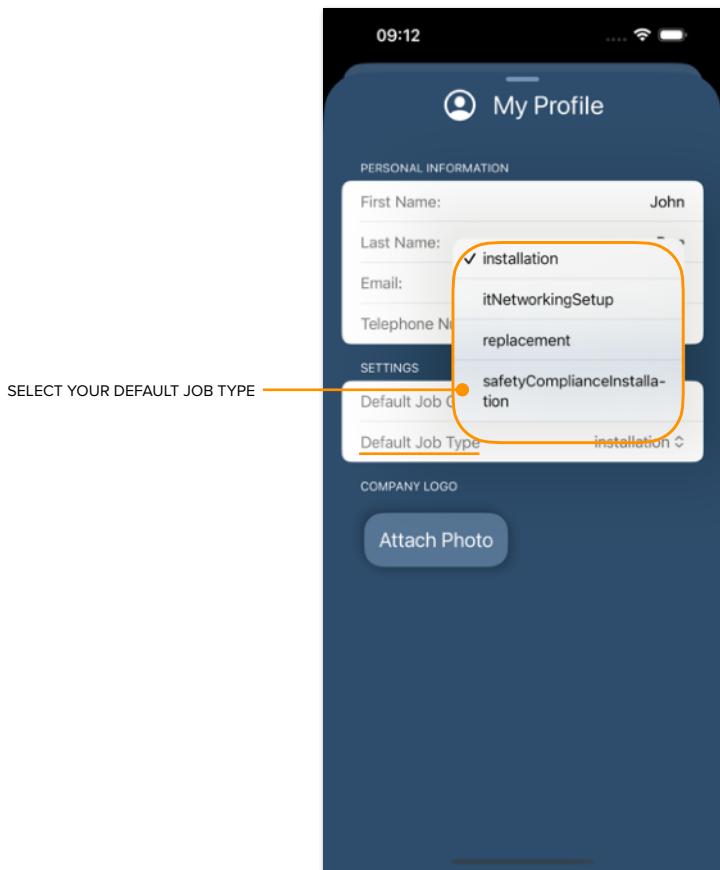


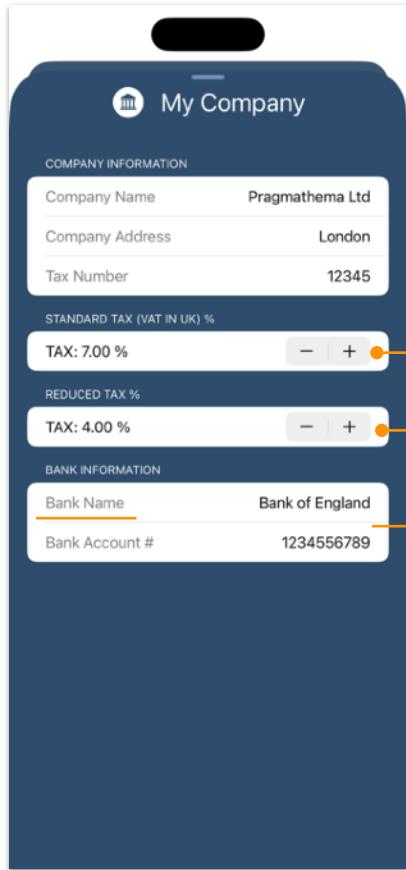
CREATING YOUR PROFILE

- Upon launching the app, enter your and your business details.
- Fill in your profile information, including your name, business name, and contact details.









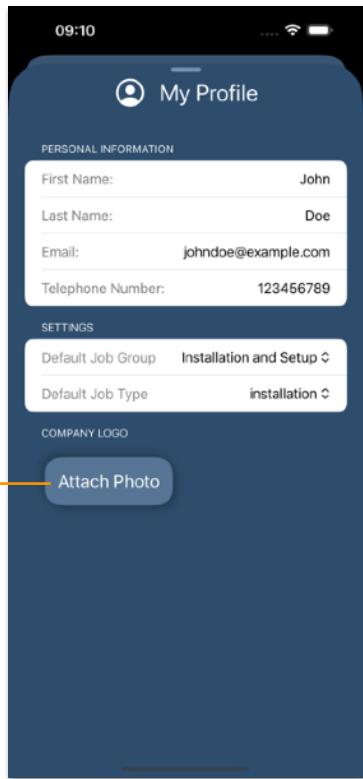
SELECT YOUR DEFAULT TAX RATE

SELECT YOUR DEFAULT REDUCED TAX RATE
SUCH AS FOR ENERGY SAVING MATERIALS
AND SERVICES

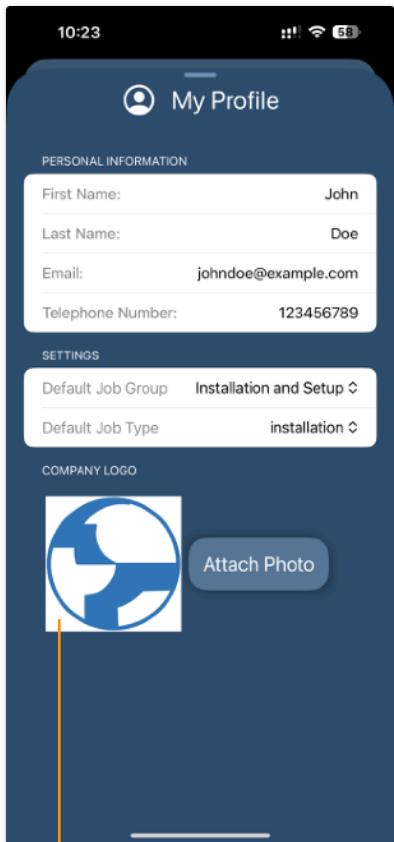
PROFILE'S BANK DETAILS WILL APPEAR ON
ALL INVOICES GENERATED IN PRAGMATIC
APP.

How to Pay:

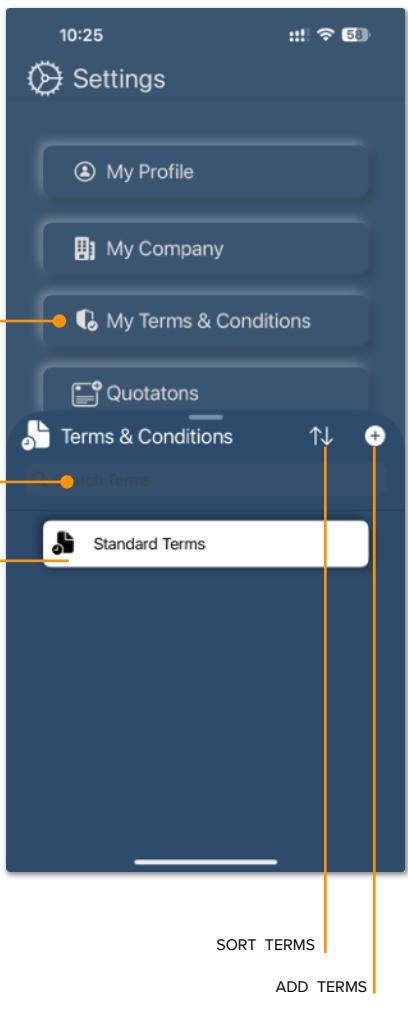
Bank: Bank of England, Account No: 123456789

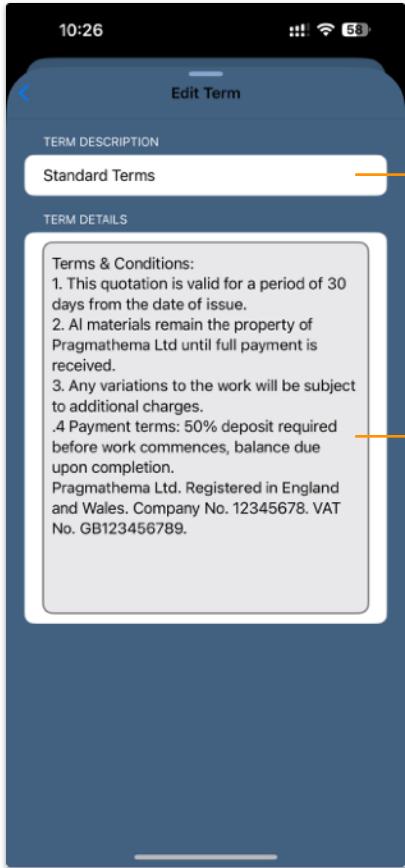


CLICK "ATTACH PHOTO" BUTTON TO
ADD YOUR COMPANY LOGO



VERIFY AND PREVIEW YOUR COMPANY LOGO.
THIS LOGO WILL BE SHOWN ON ALL PDF
INVOICES AND PROPOSALS YOU GENERATE
USING PRAGMATIC APP.







Pragmathema Ltd
London
TAX / VAT #: 12345
johndoe@example.com
123456789
134 London Road

Invoice Date: 16 Oct 2024

Invoice: Invoice #3446

Bill To:

Material Costs

Material Name	Type	Qty	Price	Total exc TAX	Tax %	Total Inc. Tax
HVAC Consumables		1.0	250.00	250.00 GBP	7.00 %	267.50 GBP

Total Material Cost: 250.00 GBP

Logo appears on the PDF generated Invoice.

Terms & Conditions:

1. This quotation is valid for a period of 30 days from the date of issue.
 2. All materials remain the property of Pragmathema Ltd until full payment is received.
 3. Any variations to the work will be subject to additional charges.
 4. Payment terms: 50% deposit required before work commences, balance due upon completion.
- Pragmathema Ltd. Registered in England and Wales, Company No. 12345678, VAT No. GB123456789.

PAID: £0.00

BLANCE DUE: £492.20

Terms and Conditions are at the bottom of the generated Invoice or quote you can share with your Client.

2. USING THE APP

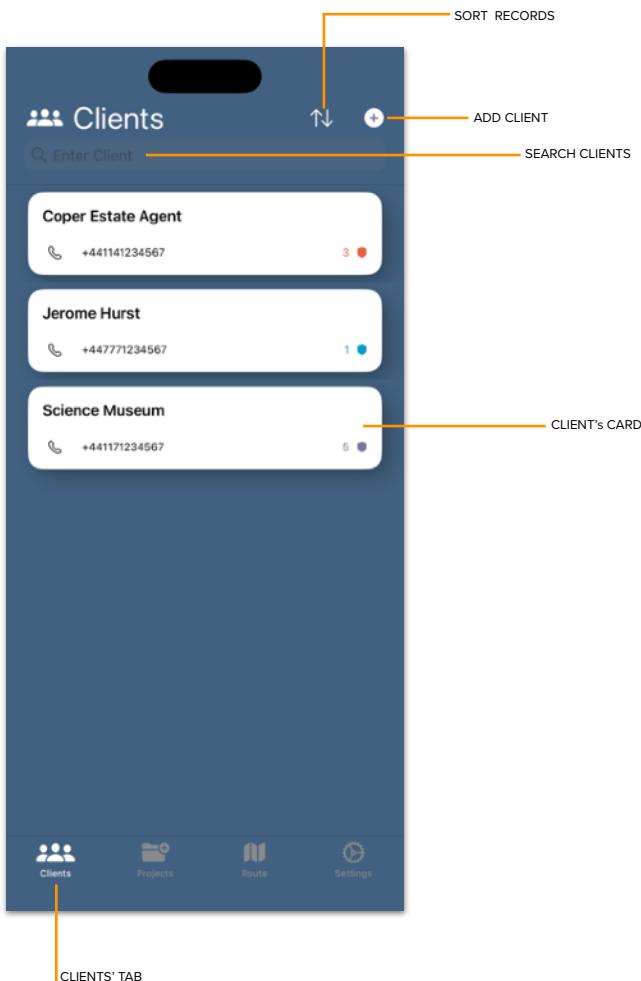


This section provides a comprehensive overview of the app's key features, designed to streamline job and project management for small businesses, freelancers, and consultants alike. Our goal is to empower users with an intuitive platform that enhances productivity and simplifies administrative tasks.

- **From seamless appointment scheduling to robust invoicing capabilities,** A Pragmatic offers a suite of tools tailored to meet the diverse needs of professionals across various industries.
- **Whether** you're managing **client relationships**, tracking **project progress**, or generating **quotations** on the go, our app is built to support your workflow efficiently and effectively.
- **Let's explore** the standout features that make **Pragmatic** an essential companion for your business operations.

CLIENT MANAGEMENT

- Store and manage client information with a ranking system.



Coper Estate Agent



+441141234567

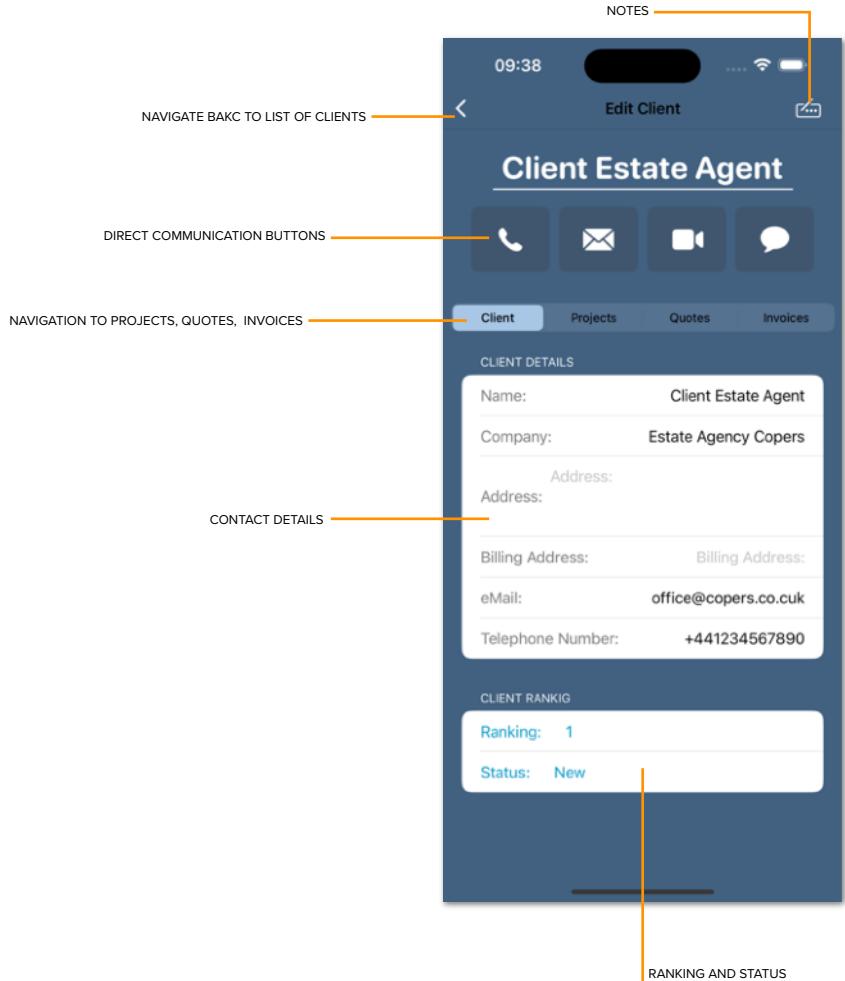
3



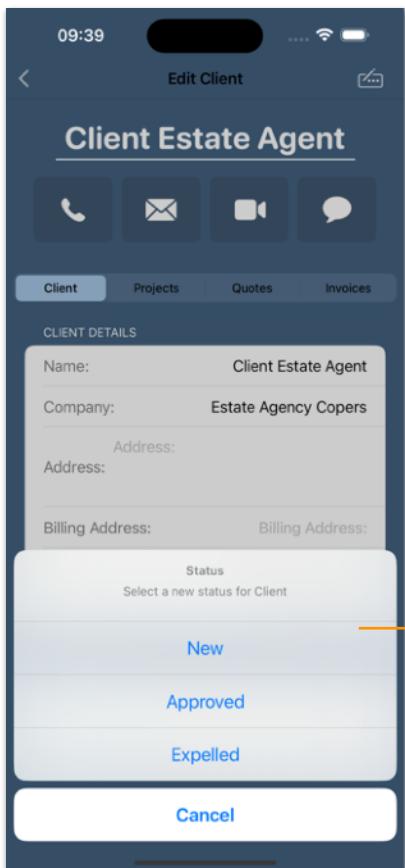
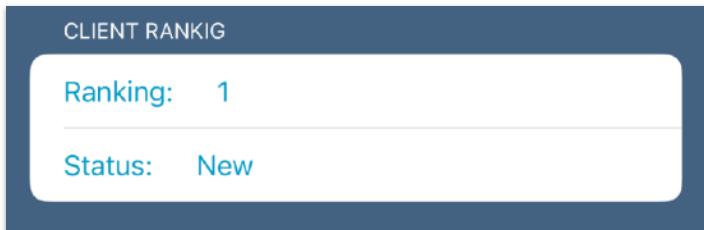
CLIENT'S NAME

CLIENT'S RANK

CLIENT'S CONTACT NUMBER

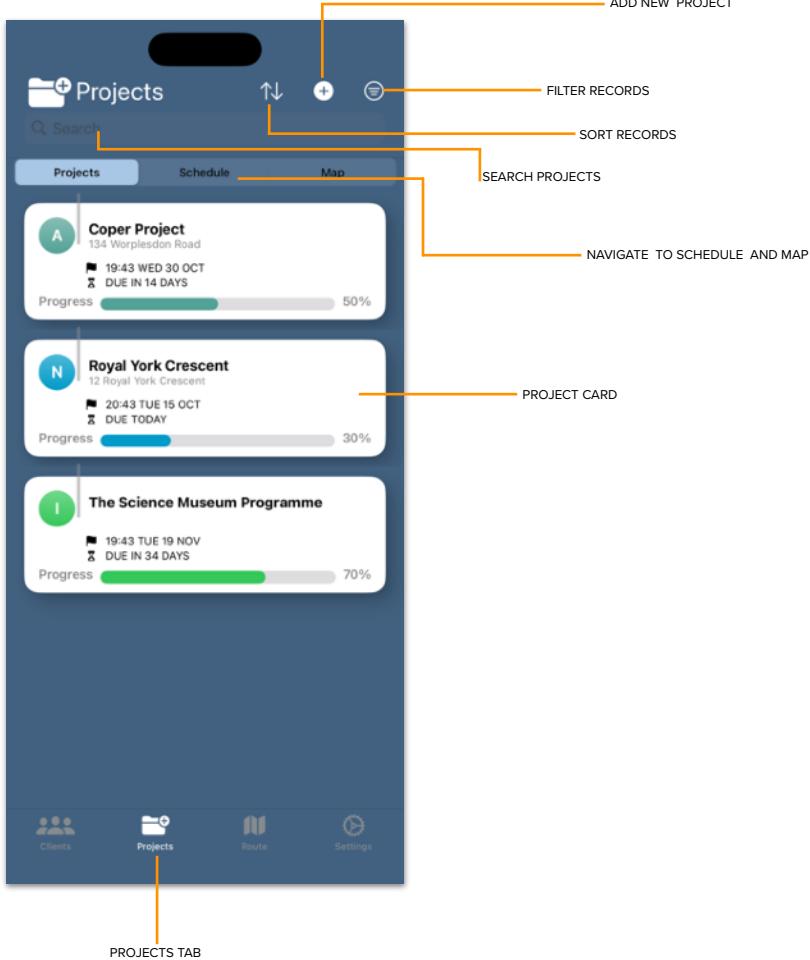


- Keep track of client statuses and interactions.

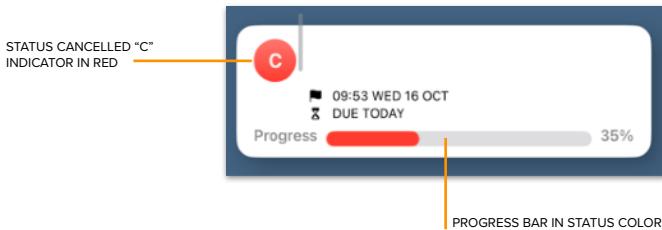
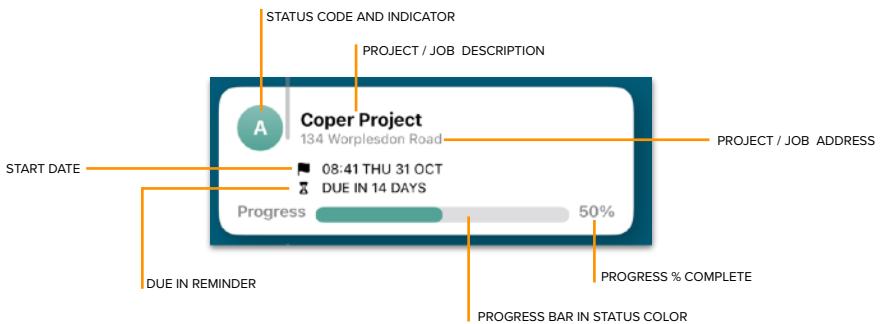


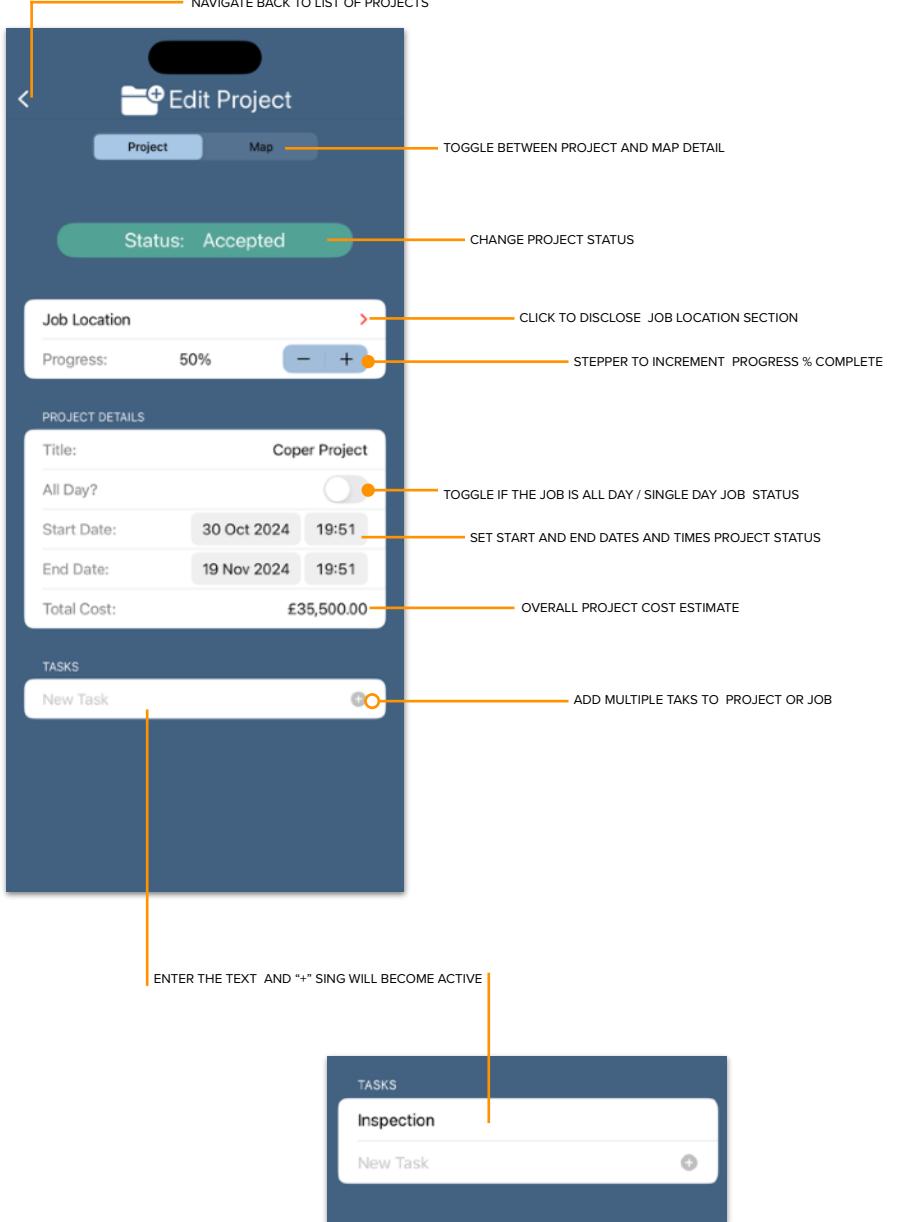
JOB AND PROJECT MANAGEMENT

- Create and manage multiple jobs and projects.



- Track the status and progress of each project with a visual progress bar. Status colour is reflected in the indicator





DISCLOSED JOB LOCATION SECTION

Job Location



JOB LOCATION DETAILS

Street: 134 Worplesdon Road

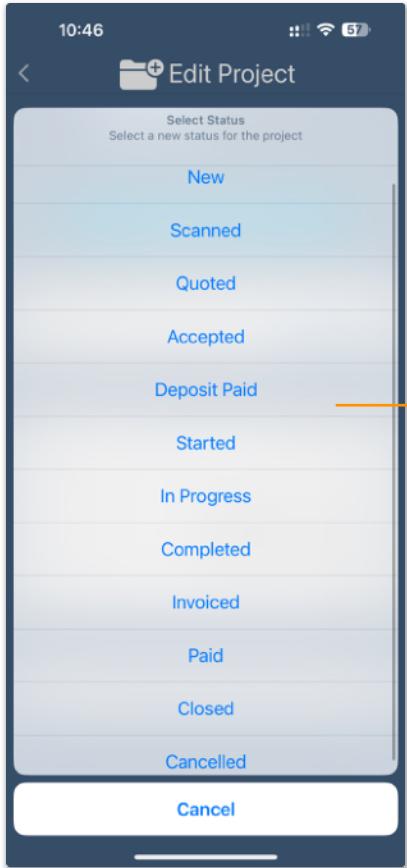
Post Code: GU2 9RX

City: Guildford

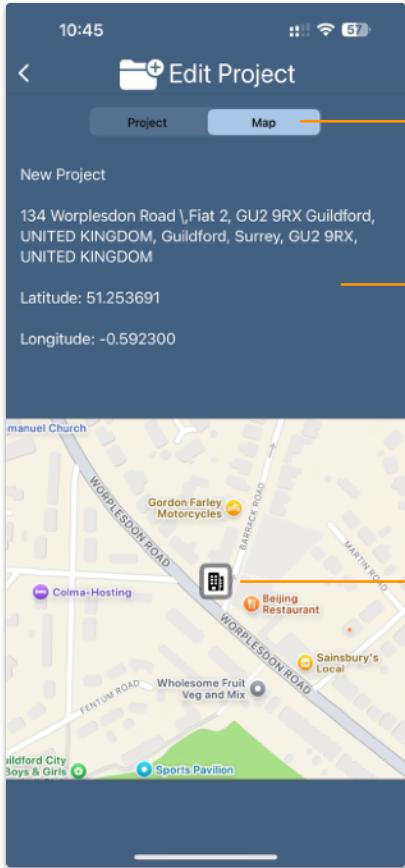
County: Surrey

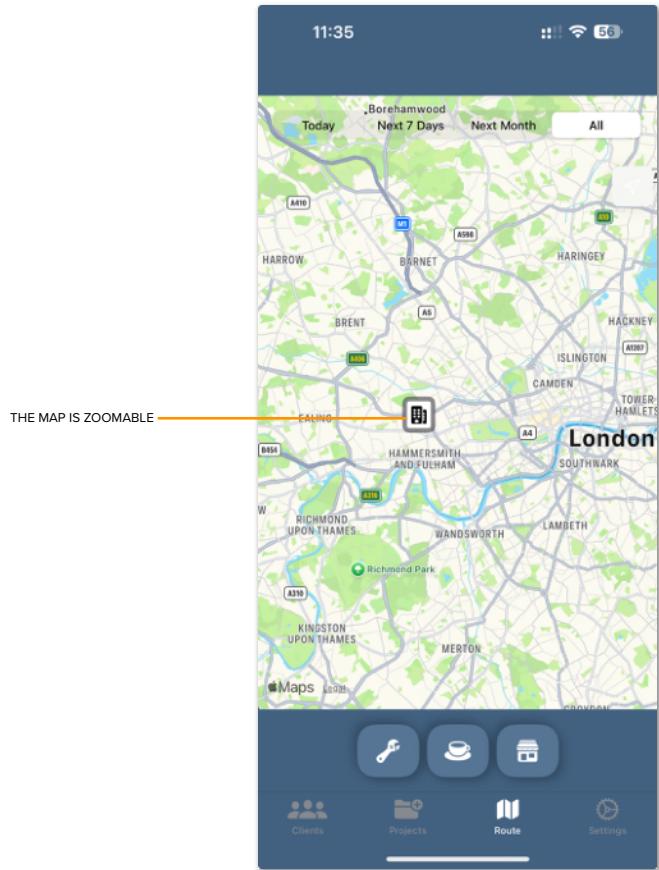
Country: United Kingdom

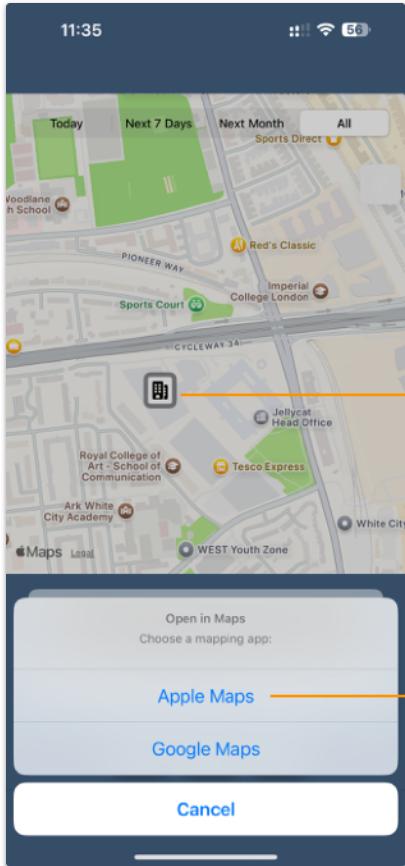
ENTER JOB LOCATION DETAILS

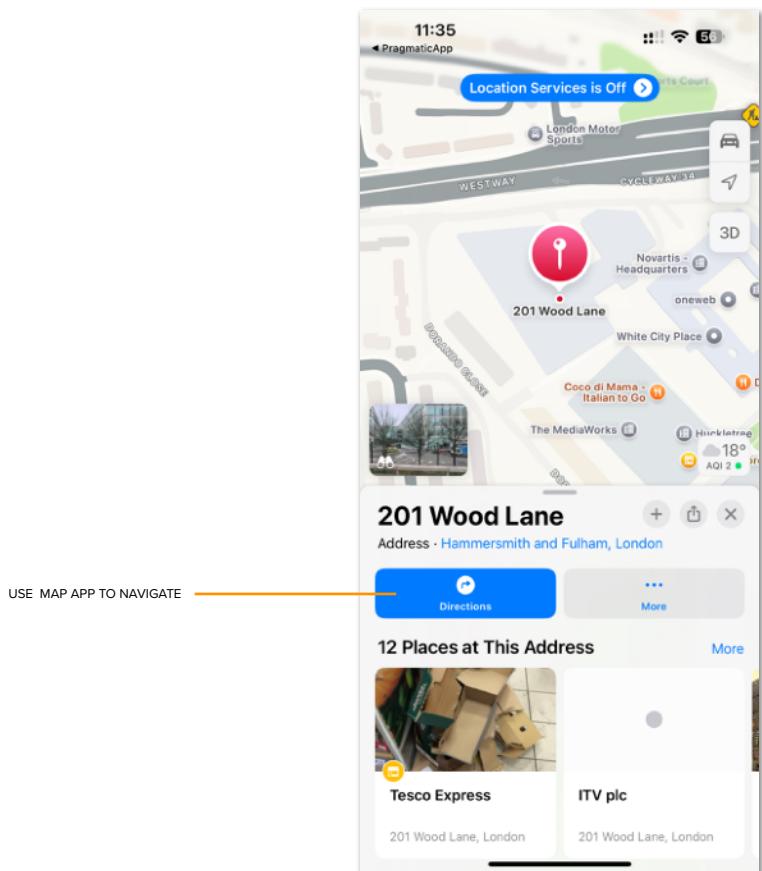


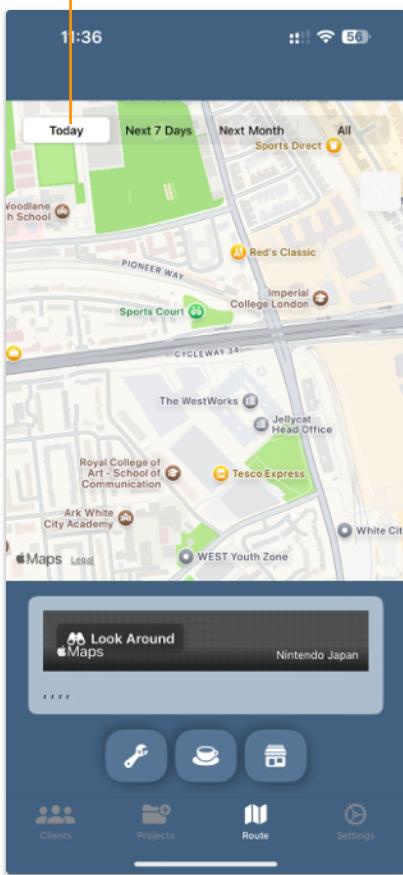




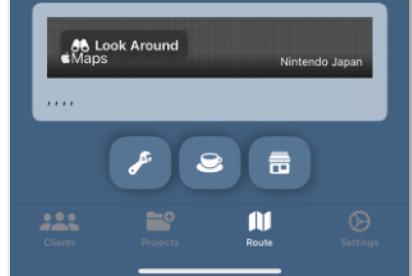
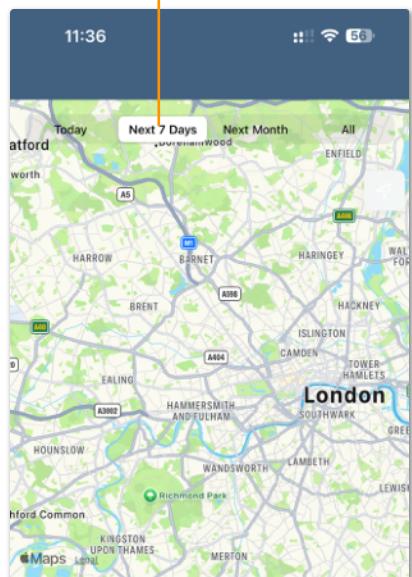


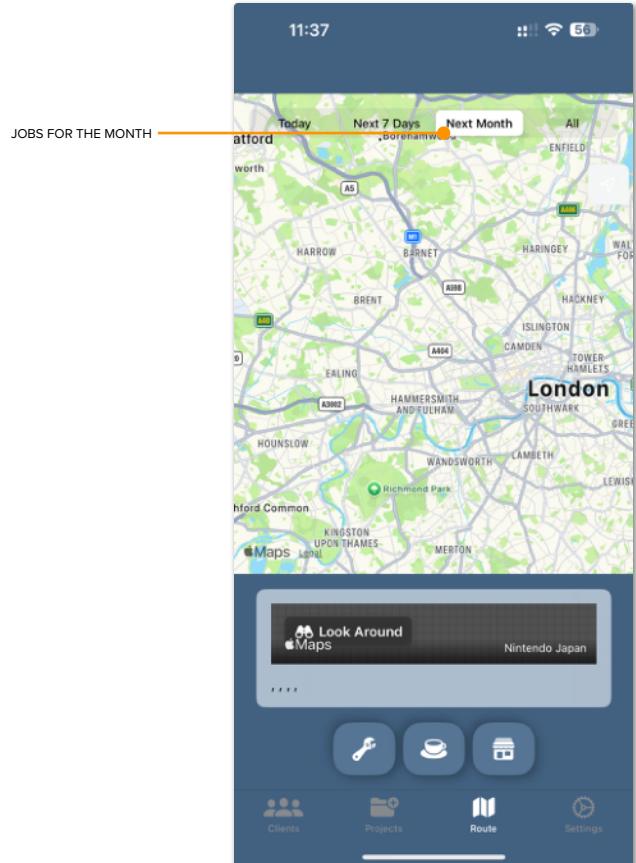




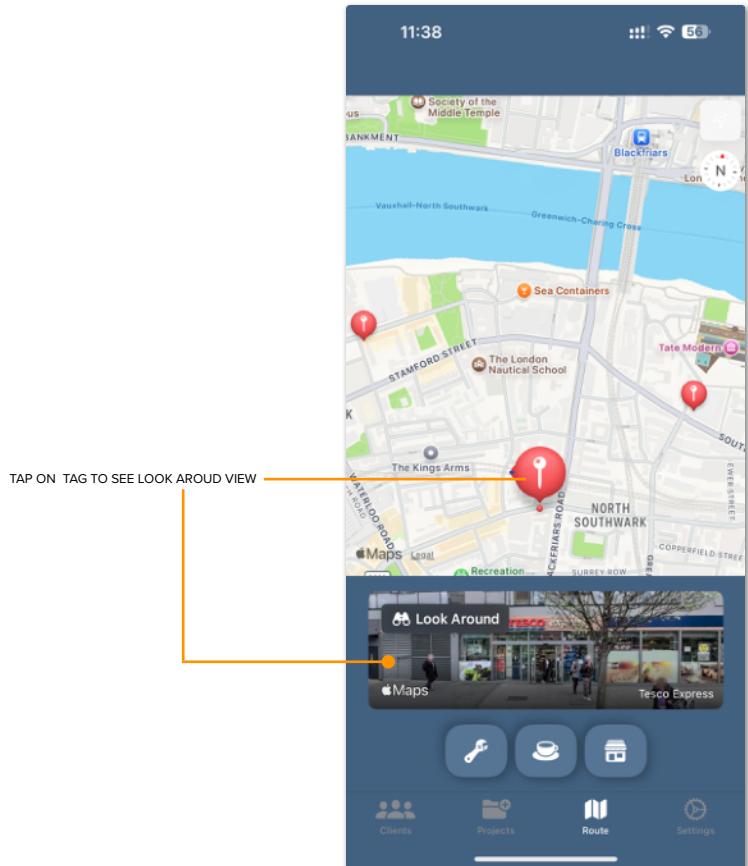


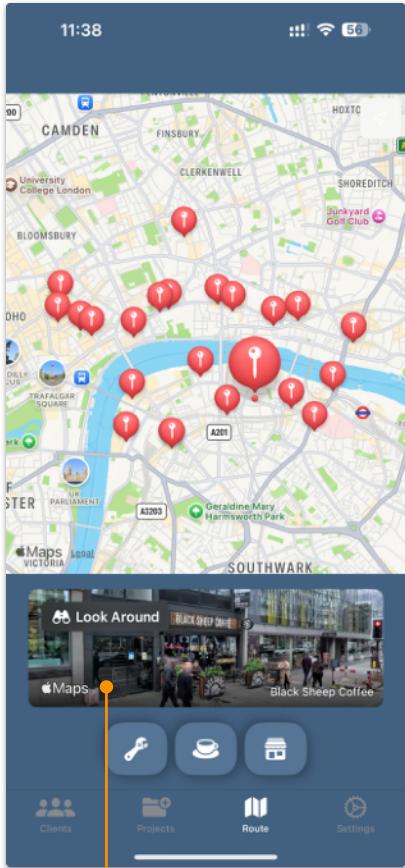
TAP NEXT 7 DAYS TAB TO SEE JOBS FOR WEEK



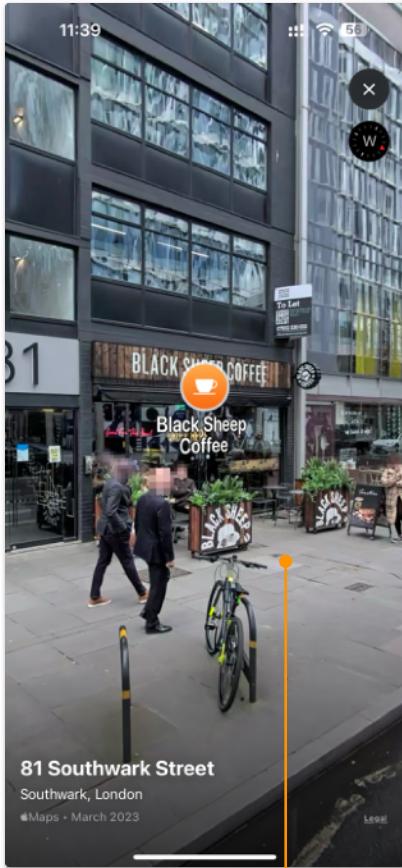






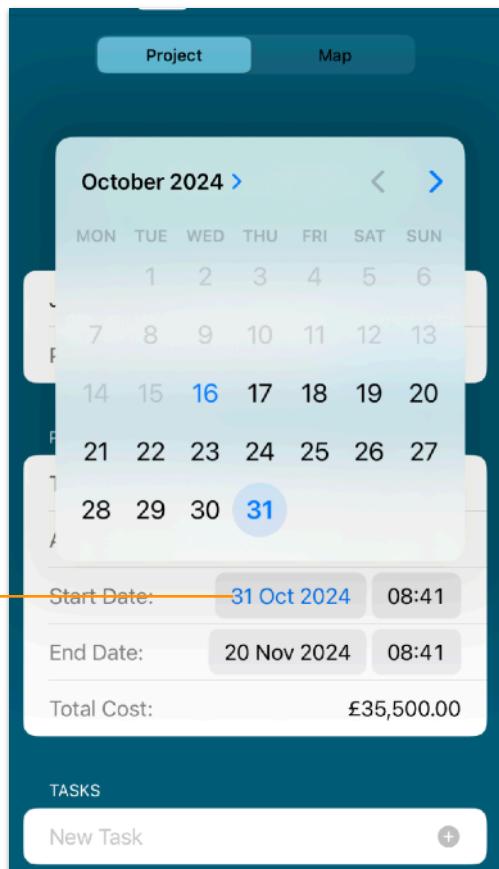


TAP ON LOOK AROUND VIEW WINDOW TO OPEN MAP DETAIL



APPOINTMENTS SCHEDULING

- Schedule appointments directly within the app.



Status: Accepted

Job Location

Progress:

06 39

07 40

08 41

09 42

10 43

PROJECT DATA

Title:

All Day?

Start Date:

31 Oct 2024

08:41

SELECT START TIME

End Date:

20 Nov 2024

08:41

Total Cost:

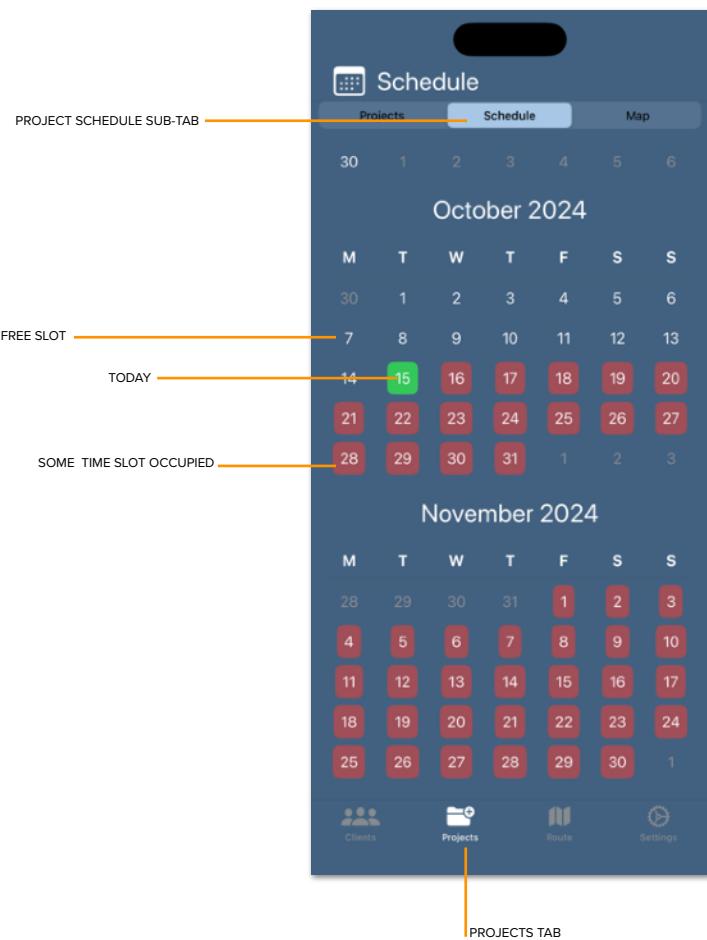
£35,500.00

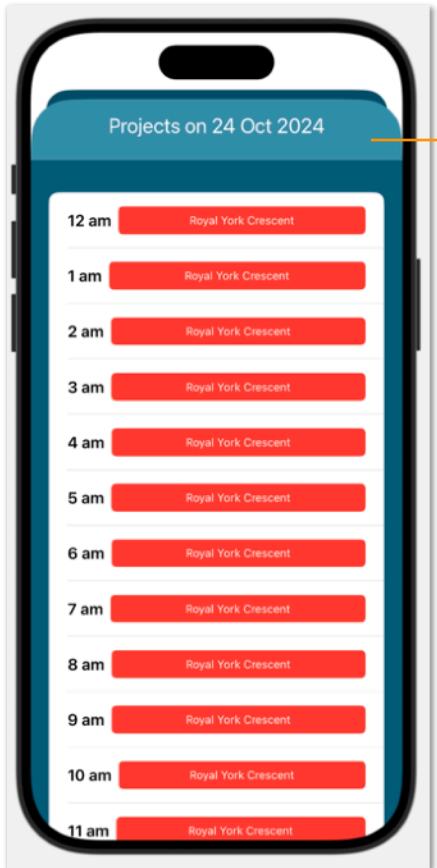
TASKS

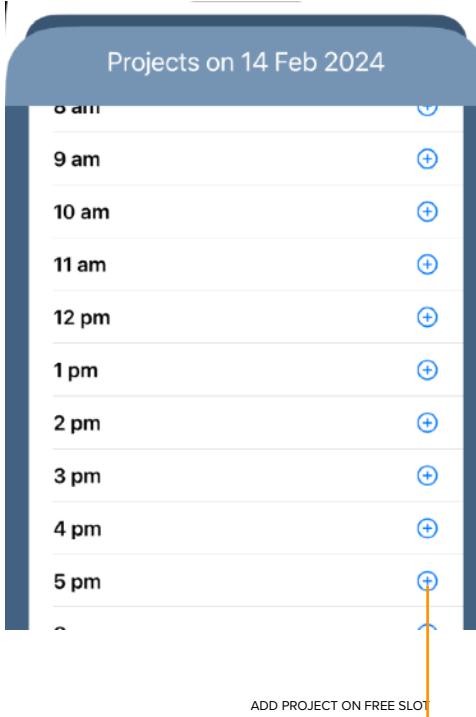
New Task



- View all upcoming jobs on a calendar.





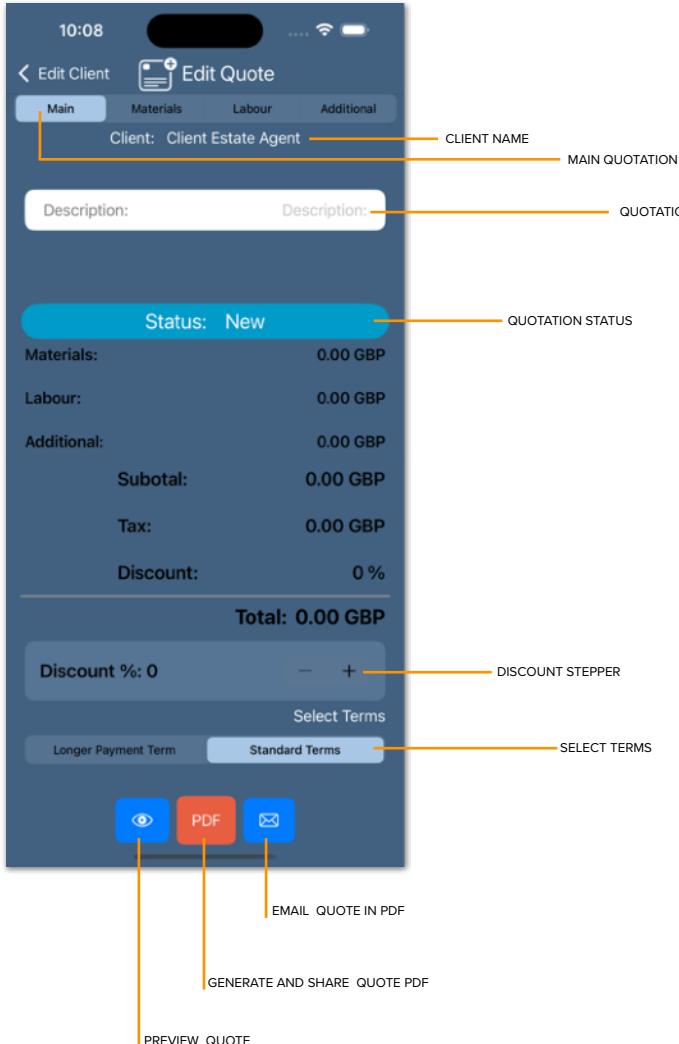


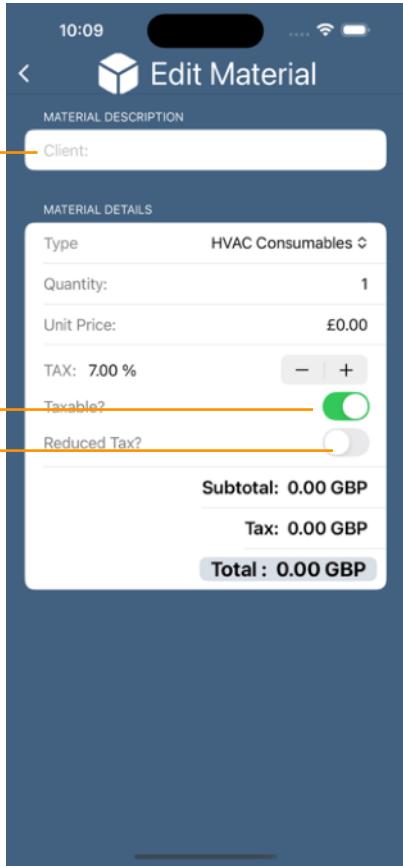
INVOICING AND QUOTATIONS

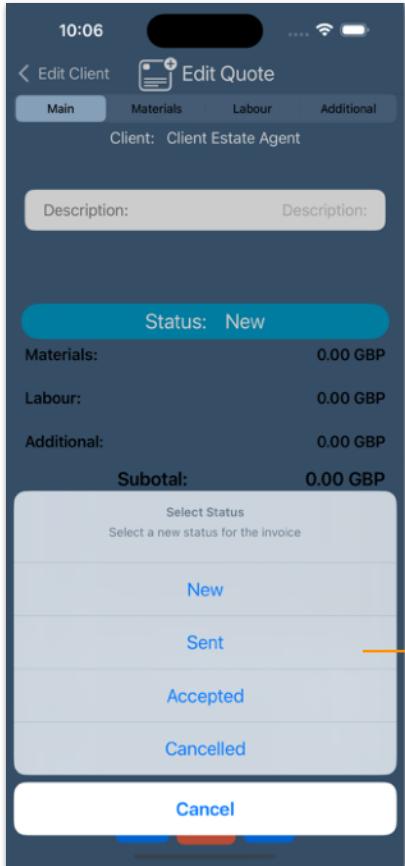
QUOTATIONS

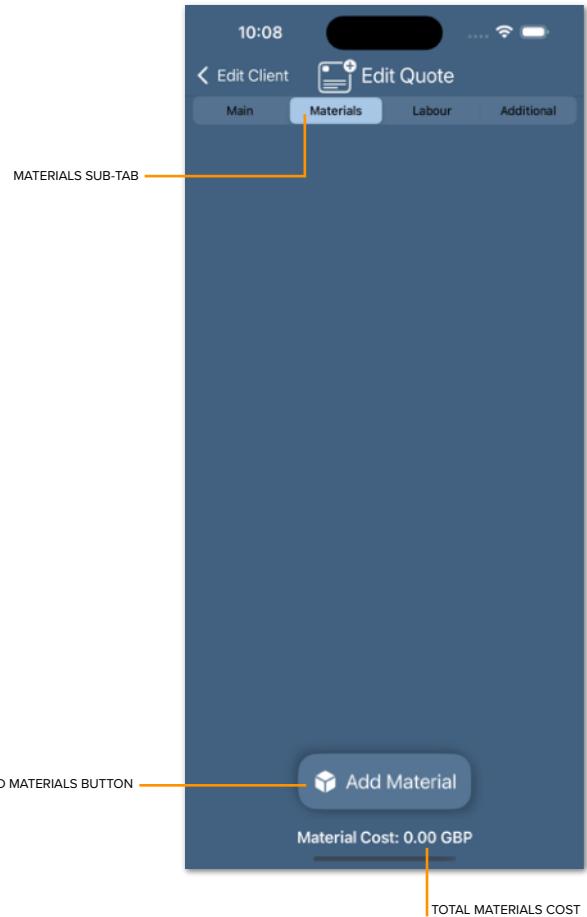
- Generate proposals and quotations on-the-go.

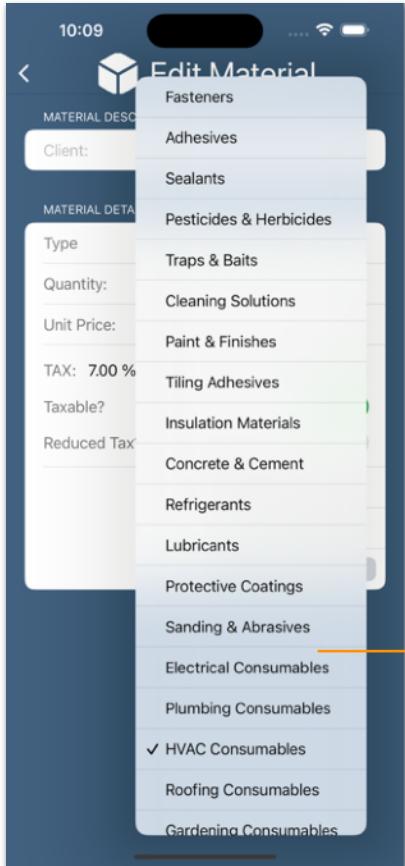


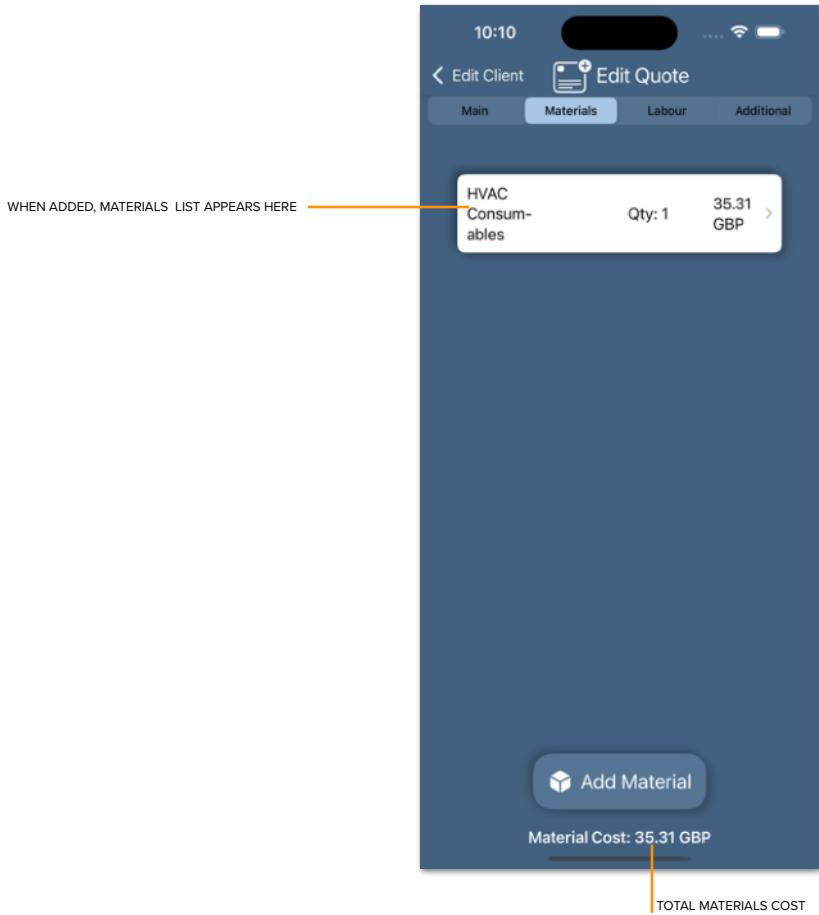


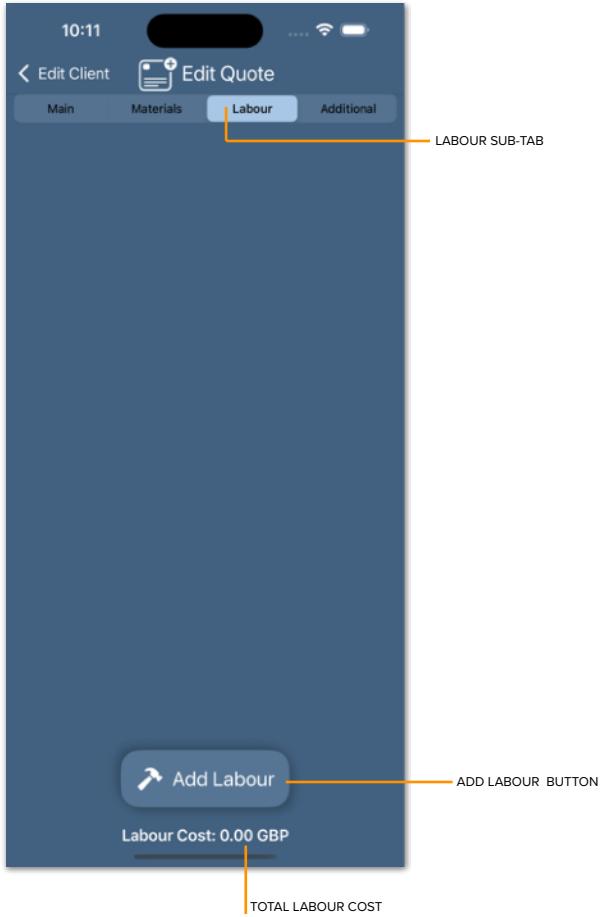


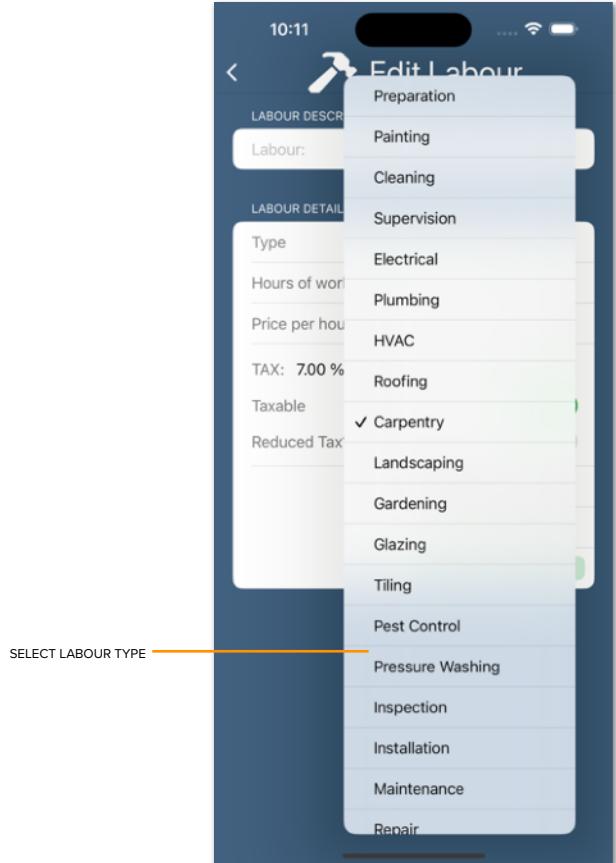


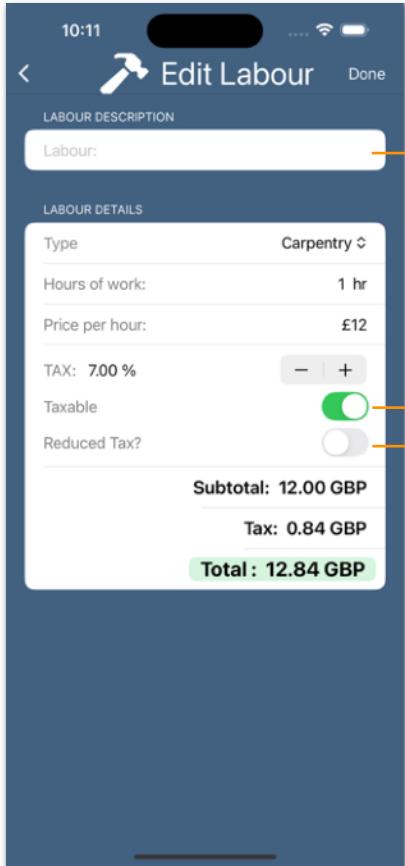


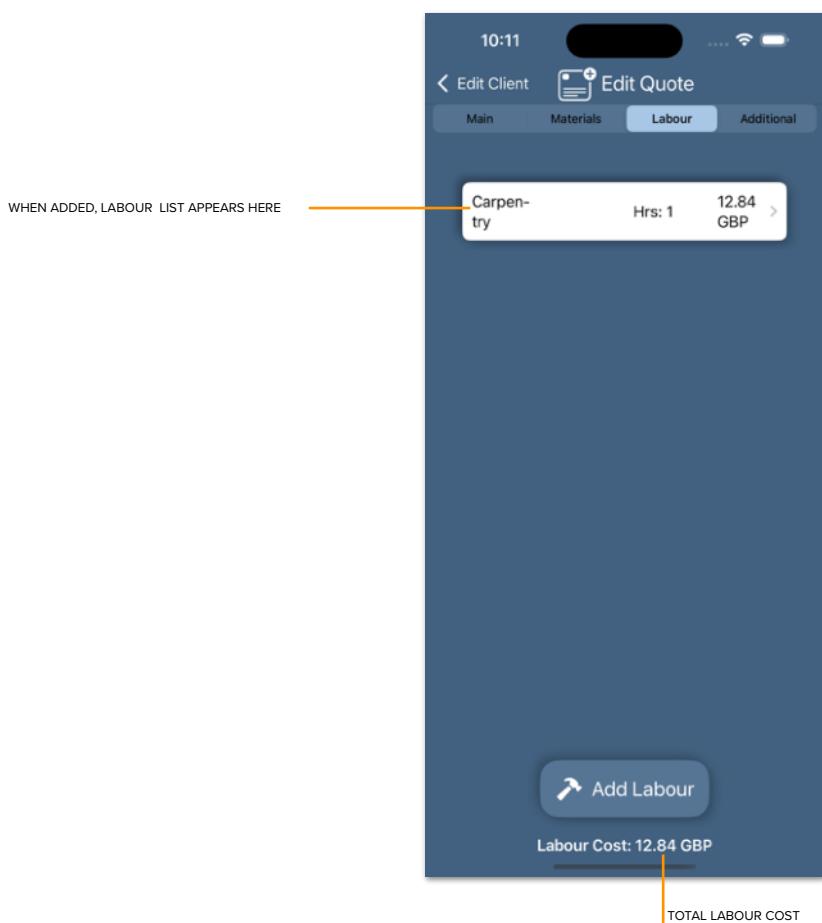


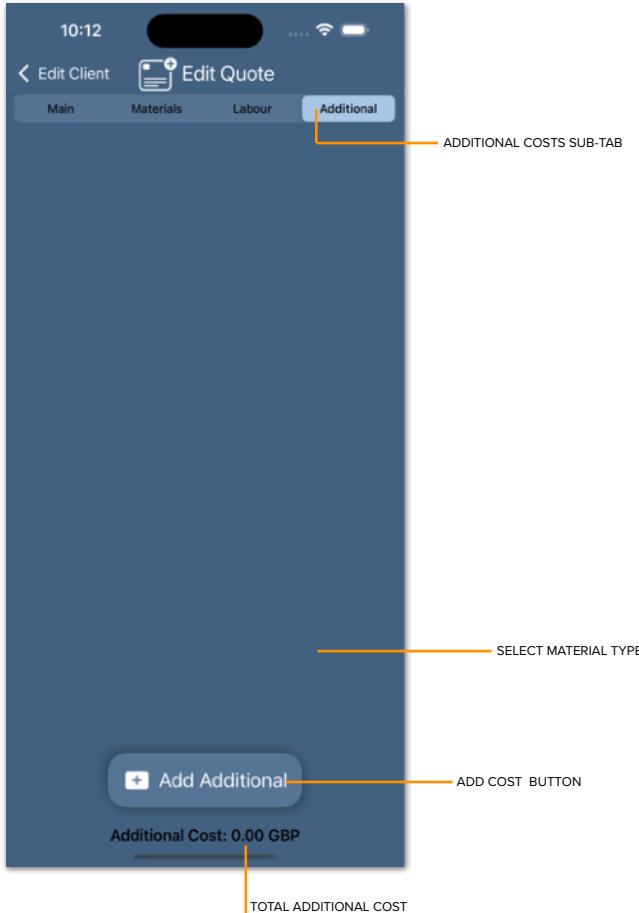












10:12

>Edit Additionals

ADDITIONAL DESCRIPTION
Additional:

LABOUR DETAILS

Type	Equipment Rental
Price:	Travel
TAX: 7.00 %	✓ Equipment Rental
Taxable	Contingency
Reduced Tax? <input type="checkbox"/>	

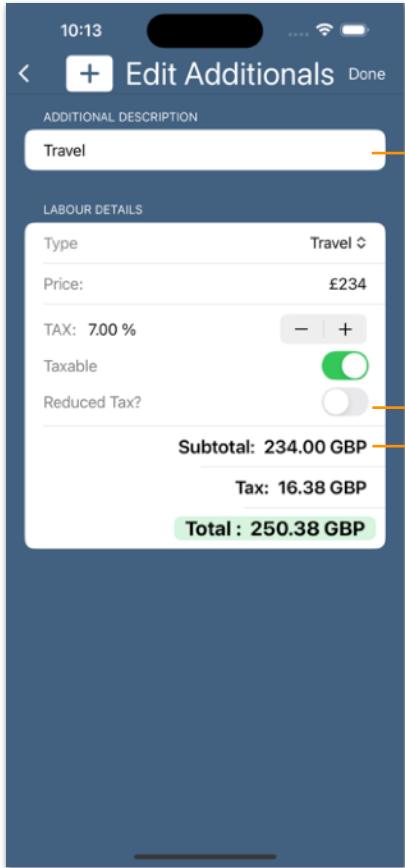
Subtotal: 0.00 GBP

Tax: 0.00 GBP

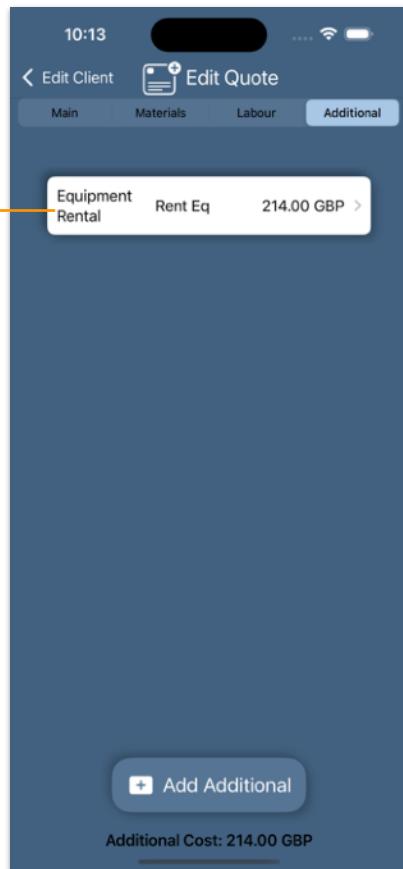
Total: 0.00 GBP

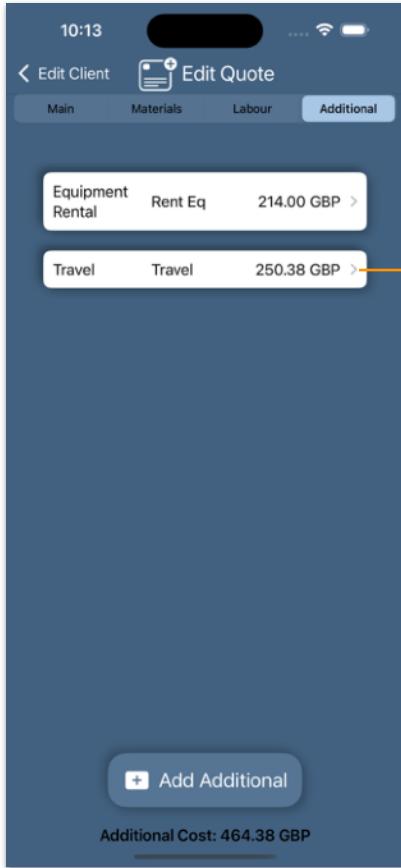
SELECT COST TYPE

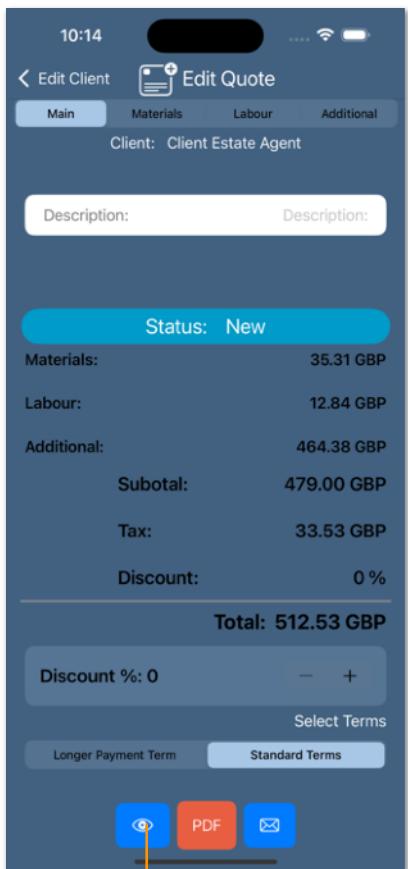




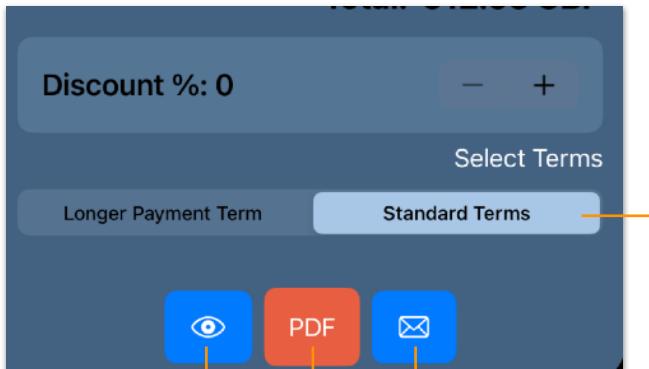
WHEN ADDED, COSTS LIST APPEARS HERE







SEND INVOICES AS PDF FILES VIA EMAIL OR
DIRECTLY SHARE THEM WITH CLIENTS.



PREVIEW QUOTE

GENERATE AND SHARE QUOTE PDF

EMAIL QUOTE IN PDF

Select Terms

Longer Payment Term

Standard Terms

TOGGLE TERMS

- +

Discount %: 0

INVOICING

LOGO FROM PROFILE APPEARS HERE. IF NO LOGO IS ATTACHED TO YOUR PROFILE, YOU WILL SEE A PLACEHOLDER

YOUR COMPANY DETAILS FROM YOUR PROFILE

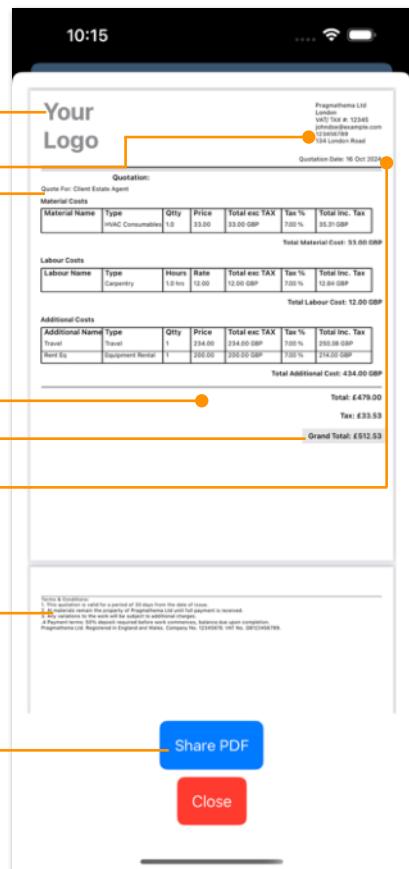
CLIENT DETAILS

QUOTATION IN PDF

AMOUNT DUE IN YOUR LOCAL CURRENCY

QUOTATION DATE

TERMS AS DEFINED IN TERMS AND CONDITIONS
APPEAR HERE. IF NO TERMS ARE RECORDED,
THERE WILL BE AN EMPTY SPACE



10:15

>Edit Client  Edit Quote

Main Materials Labour Additional

Client: Client Estate Agent

Description: Description:

Status: New

Materials: 35.31 GBP

Labour: 12.84 GBP

 Quotation_AE6076A5-1D16-4366... 
PDF Document · 34 KB

More

Copy 

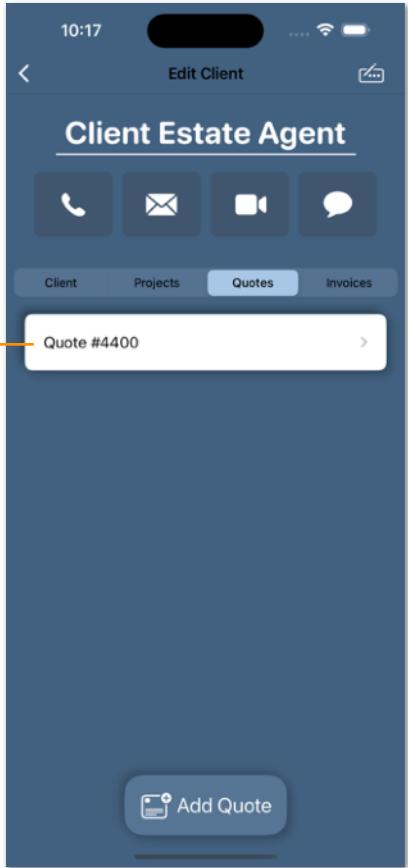
Markup 

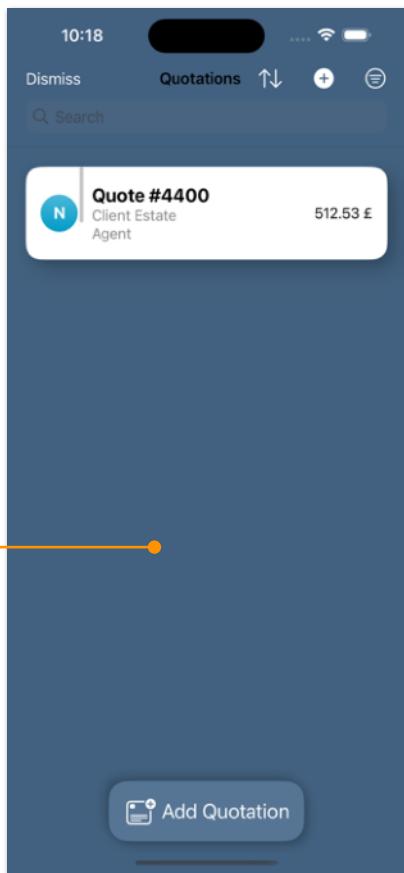
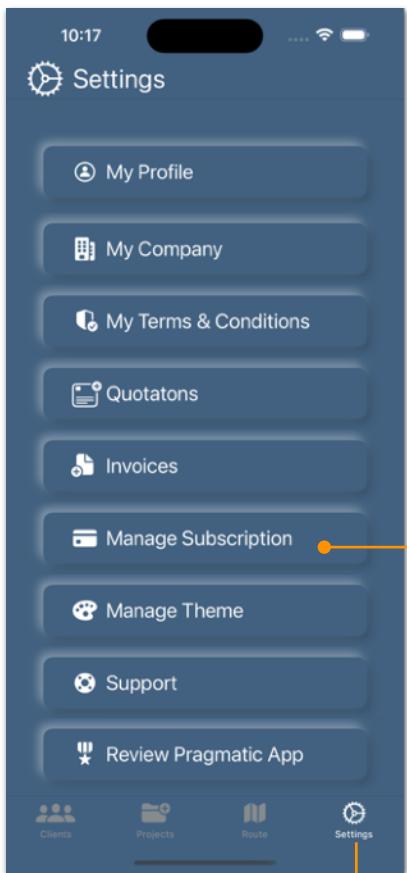
Print 

Save to Files 

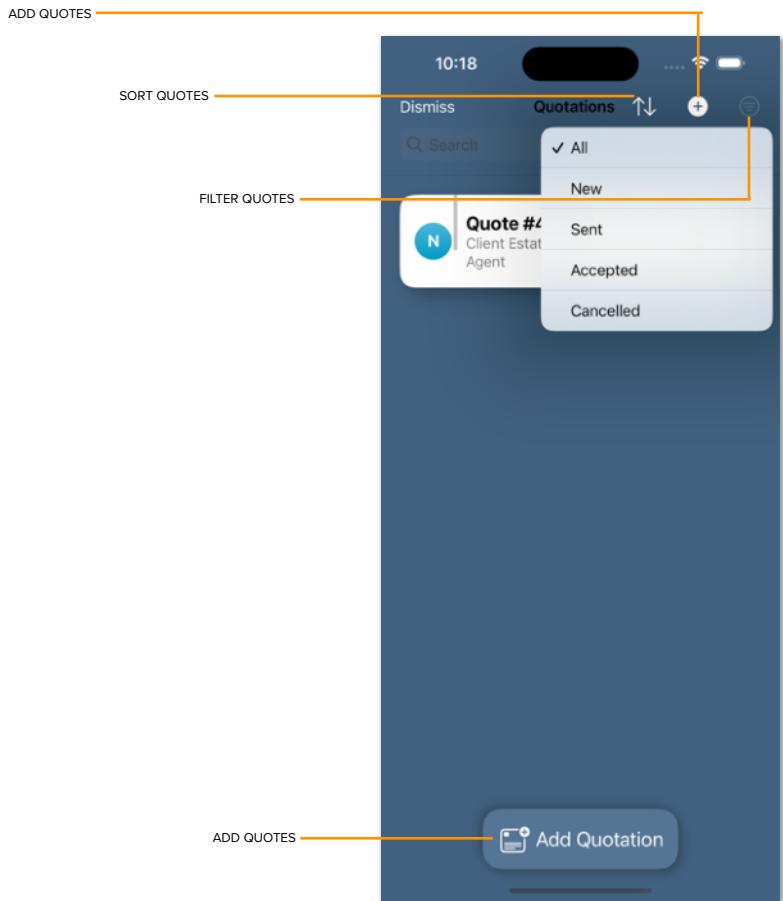
Edit Actions...

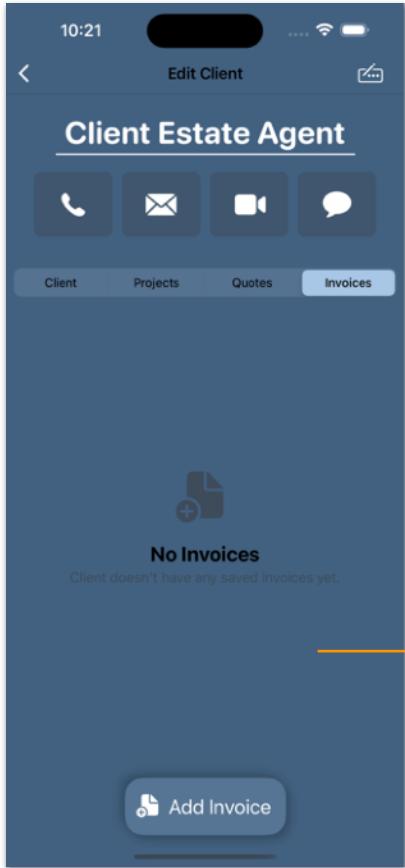
WAYS OF SHARING QUOTE PDF





ALL QUOTATIONS (FOR ALL CLIENTS) ARE AVAILABLE IN THE SETTINGS TAB





CAPTURE CLIENT SIGNATURE

The image shows a mobile device screen with two overlapping windows. The top window is a white invoice document titled 'Your Logo'. It includes sections for 'Material Costs', 'Labour Costs', and 'Additional Costs', each with a table of items and their details. Below these is a 'How to Pay:' section with payment terms and a signature 'JL' over the text. At the bottom are 'Share PDF' and 'Close' buttons. The bottom window is a dark blue 'Edit Invoice' interface for 'Client Estate Agent'. It shows a summary table with columns for 'Description', '£.00', and 'Status: New'. Below this are sections for 'Total:', 'Paid:', and 'Balance due:', all showing '0.00 GBP'. At the bottom are buttons for 'Longer Payment Term', 'Standard Terms', and icons for 'Eye', 'PDF', and 'Email'.

INVOICES HAVE SIGNATURES →

10:24

Pragmatema Ltd
London
TAX / VAT #: 123456
pragmatema.com
123456789
123 London Road

Invoice Date: 16 Oct 2024

Bill To: Client Estate Agent

Material Costs

Material Name	Type	Qty	Price	Total exc TAX	Tax %	Total Inc. Tax
Wood Consumables	1.0	0.00	0.00 GBP	0.00	7.00%	0.00 GBP

Total Material Cost: 0.00 GBP

Labour Costs

Laborer Name	Type	Hours	Rate	Total exc TAX	Tax %	Total Inc. Tax
Carpenter	1.0 hrs	0.00	0.00 GBP	0.00	7.00%	0.00 GBP

Total Labour Cost: 0.00 GBP

Additional Costs

Additional Name	Type	Qty	Price	Total exc TAX	Tax %	Total Inc. Tax
Equipment Rental	1	0.00	0.00 GBP	0.00	7.00%	0.00 GBP

Total Additional Cost: 0.00 GBP

Total: 0.00
Tax: 0.00
Grand Total: 0.00
PAID: 0.00
BALANCE DUE: 0.00

How to Pay:
Bank of England, Account No: 123456789

Terms & Conditions:
1. An account is held for a period of 30 days from the date of issue.
2. It is a debit account and will be debited on the day the payment is received.
3. If payment is not received within 30 days, a late payment fee of 1% will be applied.
4. Payment terms: 50% deposit before work commences, balance due upon completion.
Pragmatema Ltd. Registered in England as a trader. Company No. 123456789. VAT: 0123456789

Share PDF

Close

Description: £.00

Status: New

Total: 0.00 GBP

Paid: 0.00 GBP

Balance due: 0.00 GBP

Count: 0 %

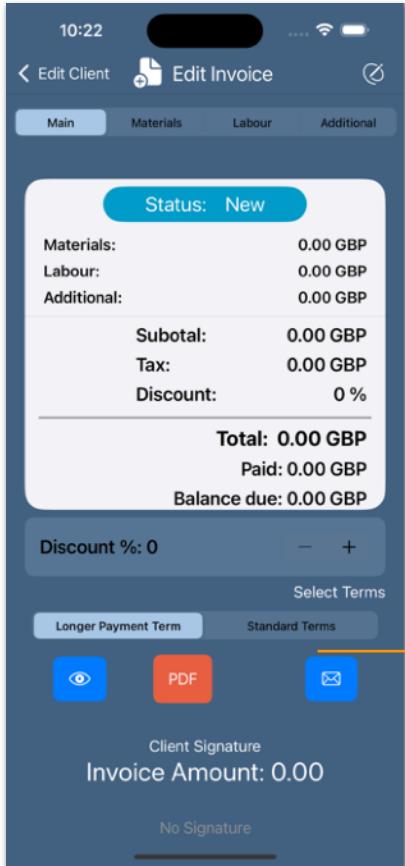
Total: 0.00 GBP

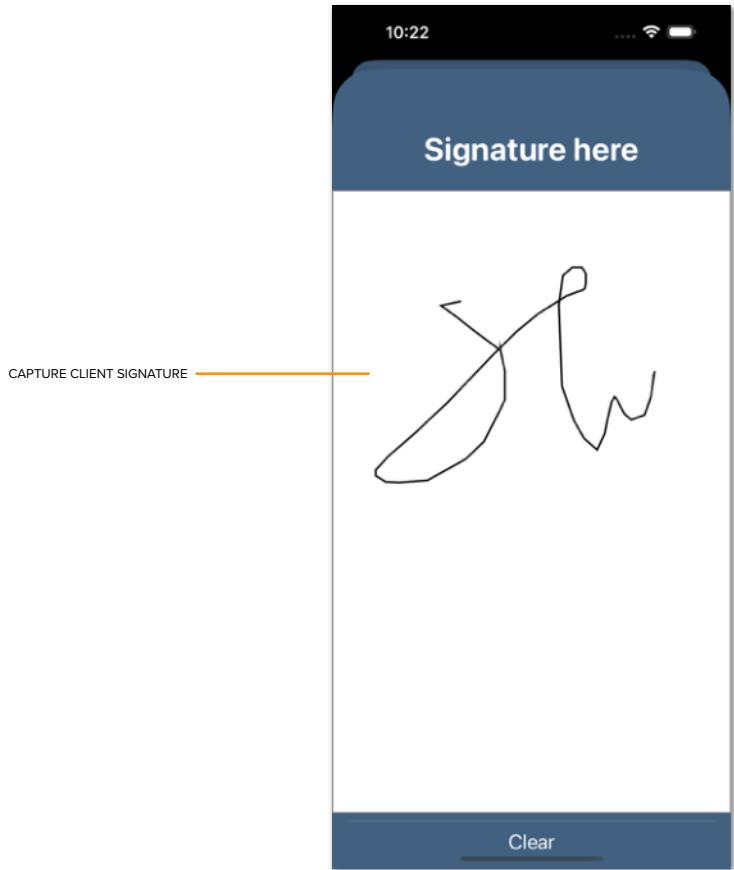
Paid: 0.00 GBP

Balance due: 0.00 GBP

Longer Payment Term Standard Terms

Eye PDF Email





10:22

< Edit Client  Edit Invoice



Main

Materials

Labour

Additional

Subtotal: 0.00 GBP

Tax: 0.00 GBP

Discount: 0 %

Total: 0.00 GBP

Paid: 0.00 GBP

Balance due: 0.00 GBP

Discount %: 0

- +

Select Terms

Longer Payment Term

Standard Terms



Client Signature

Invoice Amount: 0.00



CLIENT SIGNATURE WILL BE SHOWN HERE

10:23 Edit Client Edit Invoice

Main Materials

HVAC Consum-
ables

10:23 Edit Labour

LABOUR DESCRIPTION

Labour:

10:23 + Edit Additionals

ADDITIONAL DESCRIPTION

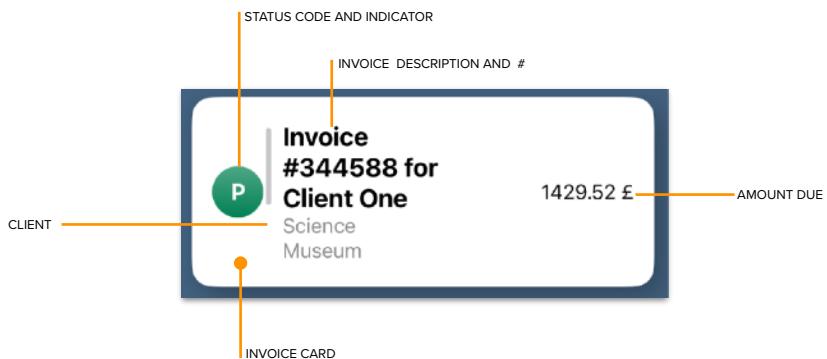
Additional:

10:23

INVOICE LABOUR TAB

ALL ITEM TABS ARE SIMILAR TO QUOTATIONS

INVOICE ADDITIONAL COSTS TAB



Your Logo

Pragmatherma Ltd
London
TAX / VAT #: 12345
johndoe@example.com
123456789
134 London Road

Invoice Date: 16 Oct 2024

Invoice:

Bill To: Client Estate Agent

Material Costs

Material Name	Type	Qty	Price	Total exc TAX	Tax %	Total Inc. Tax
HVAC Consumables		1.0	0.00	0.00 GBP	7.00 %	0.00 GBP

Total Material Cost: 0.00 GBP

Labour Costs

Labour Name	Type	Hours	Rate	Total exc TAX	Tax %	Total Inc. Tax
Carpentry		1.0 hrs	0.00	0.00 GBP	7.00 %	0.00 GBP

Total Labour Cost: 0.00 GBP

Additional Costs

Additional Name	Type	Qty	Price	Total exc TAX	Tax %	Total Inc. Tax
Equipment Rental		1	0.00	0.00 GBP	7.00 %	0.00 GBP

Total Additional Cost: 0.00 GBP

Total: £0.00

Tax: £0.00

Grand Total: £0.00

PAID: £0.00

BLANCE DUE: £0.00

How to Pay:

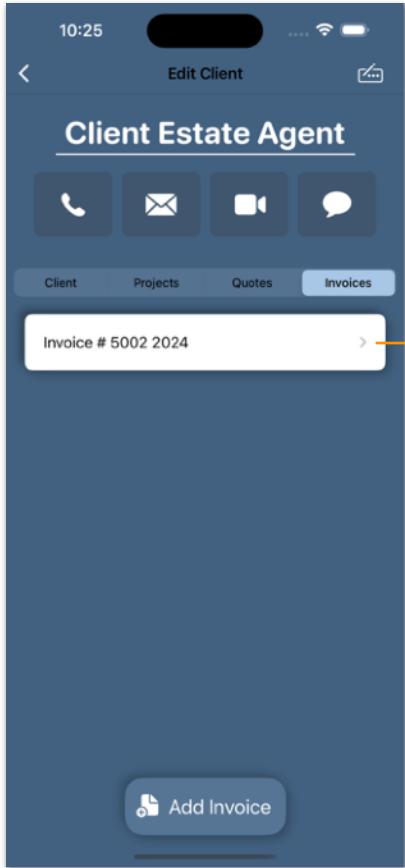
Bank: Bank of England, Account No: 123456789

Terms & Conditions:

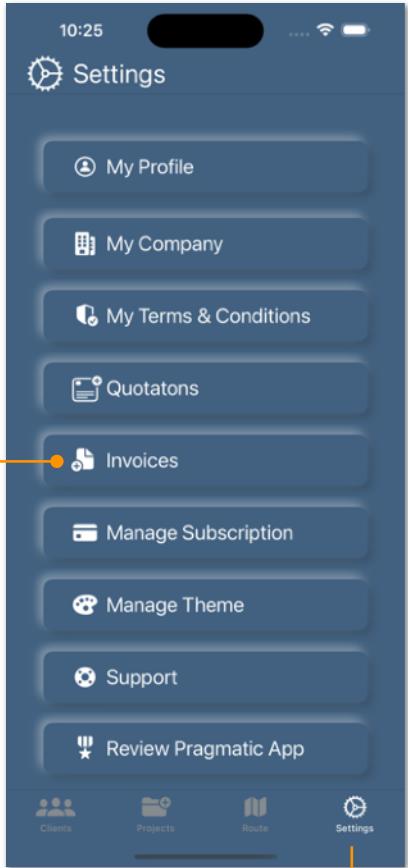
- This quotation is valid for a period of 90 days from the date of issue.
- All materials remain the property of Pragmatherma Ltd until full payment is received.
- Any variations to the work will be subject to additional charges.
- Payment terms: 50% deposit required before work commences, balance due upon completion.

Pragmatherma Ltd. Registered in England and Wales. Company No. 12345678. VAT No. GB123456789.

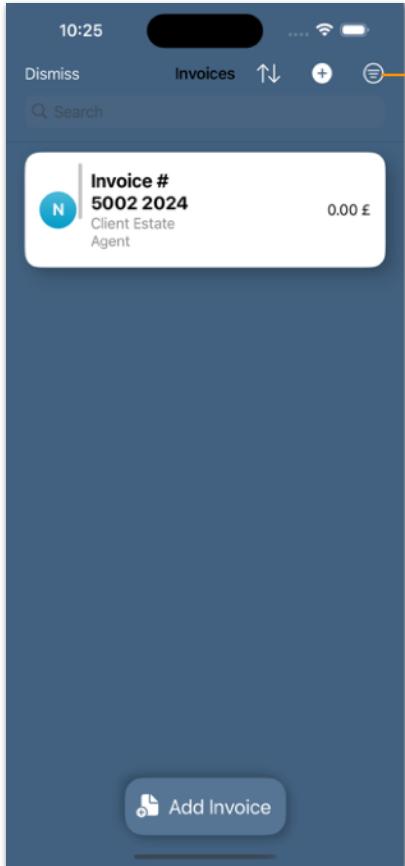
INVOICE IN PDF



WHEN ADDED, LIST OF INVOICES
FOR THIS CLIENT WILL APPEAR HERE



ALL INVOICES (FOR ALL CLIENTS) ARE AVAILABLE IN THE SETTINGS TAB



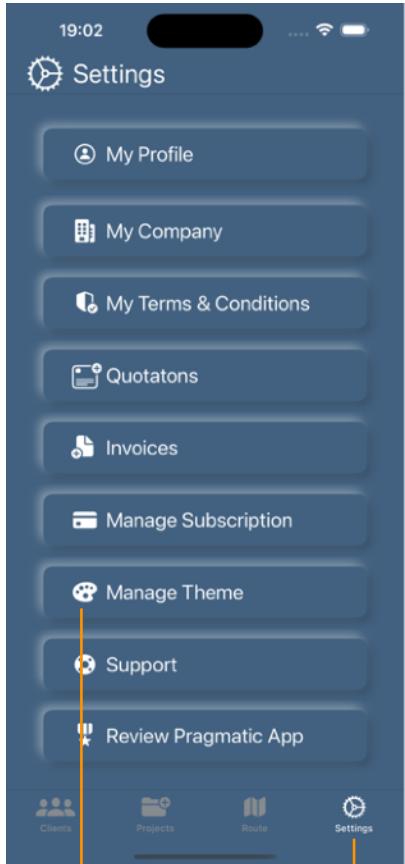


INTRODUCTION TO THEMES AND DARK MODE IN A PRAGMATIC



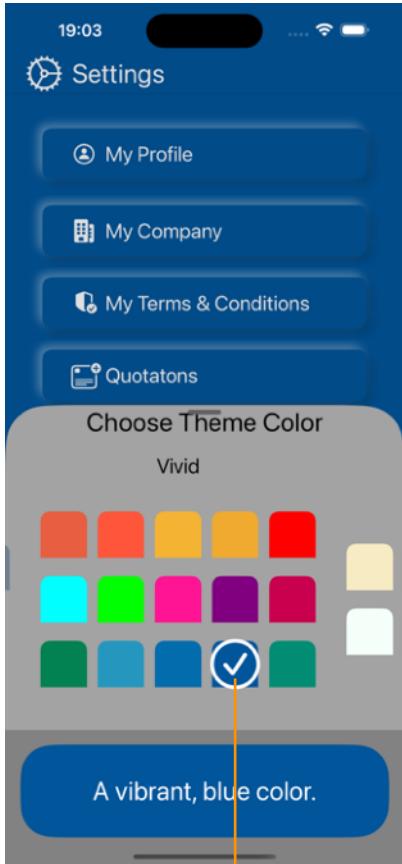
In today's digital landscape, personalisation is key to enhancing user experience. At Pragmatic, we understand that every user has unique preferences and needs, which is why we offer a carefully curated selection of themes and backgrounds. Our app empowers you to tailor the visual experience to suit your individual style and the specific context in which you work.

- **Whether you're in a bright office, a cozy café, or working late at night,** our themes provide flexibility and comfort. The inclusion of dark mode ensures that you can reduce eye strain and enhance focus during those late-night sessions, while vibrant themes bring your workspace to life during the day.
- **With Pragmatic,** you can easily switch between themes to match your mood or environment, making every interaction with the app feel just right. Explore our variety of options and find the perfect backdrop that complements your workflow, allowing you to stay organised and inspired, no matter where you are.

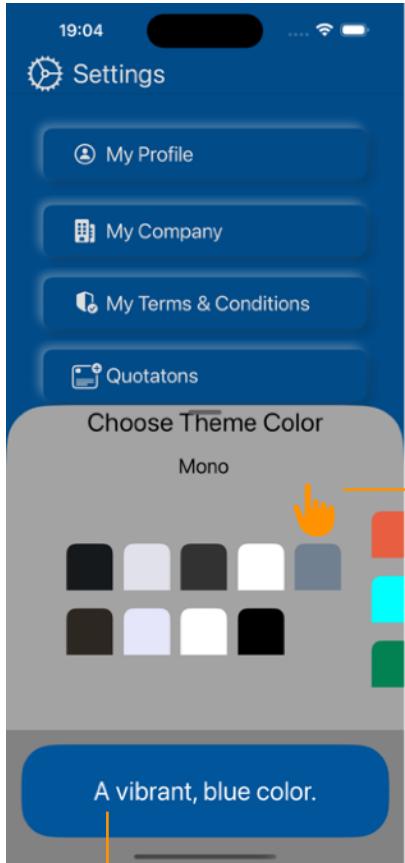


MANAGE THEME

SETTINGS TAB

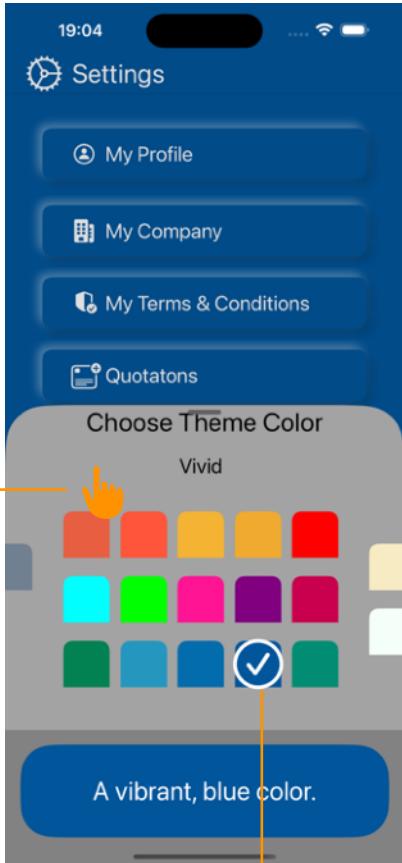


SELECT THEME

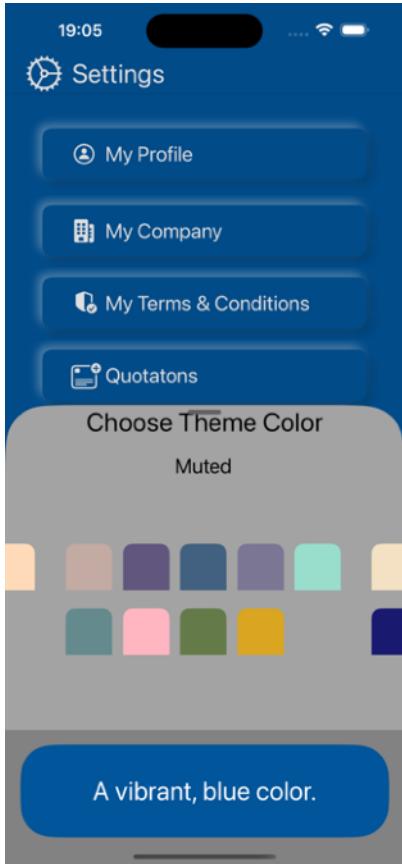
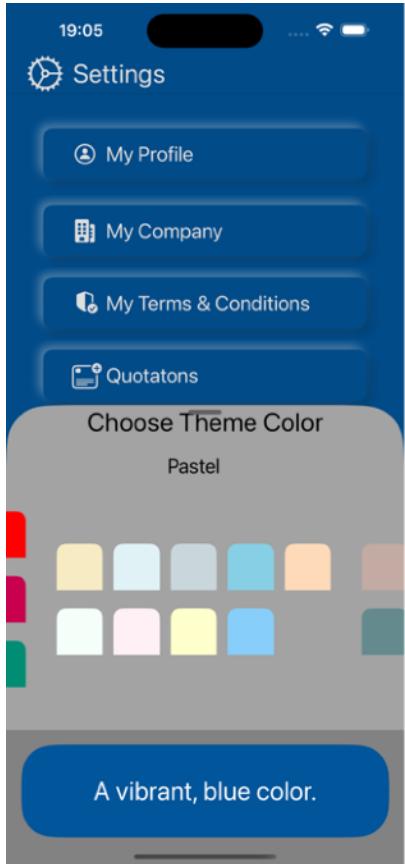


SWIPE TO CHOOSE THE THEME COLOUR SET

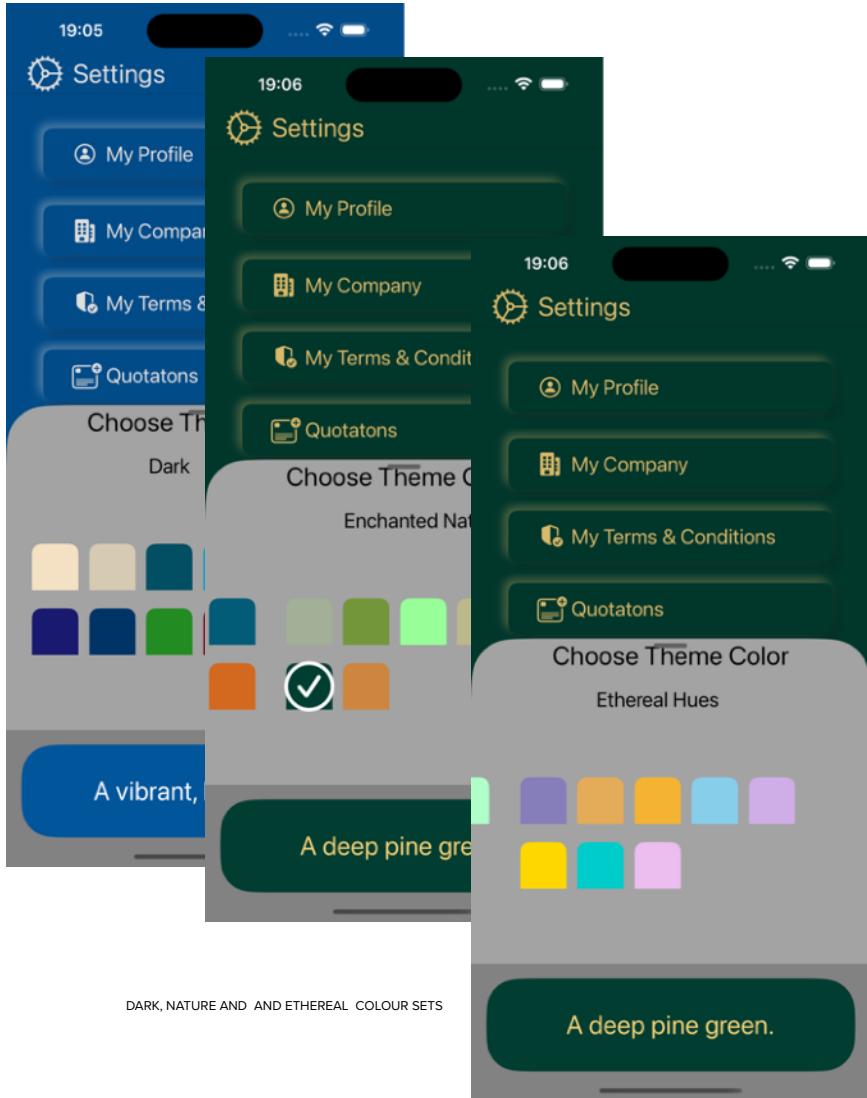
THEME COLOUR SET DESCRIPTION

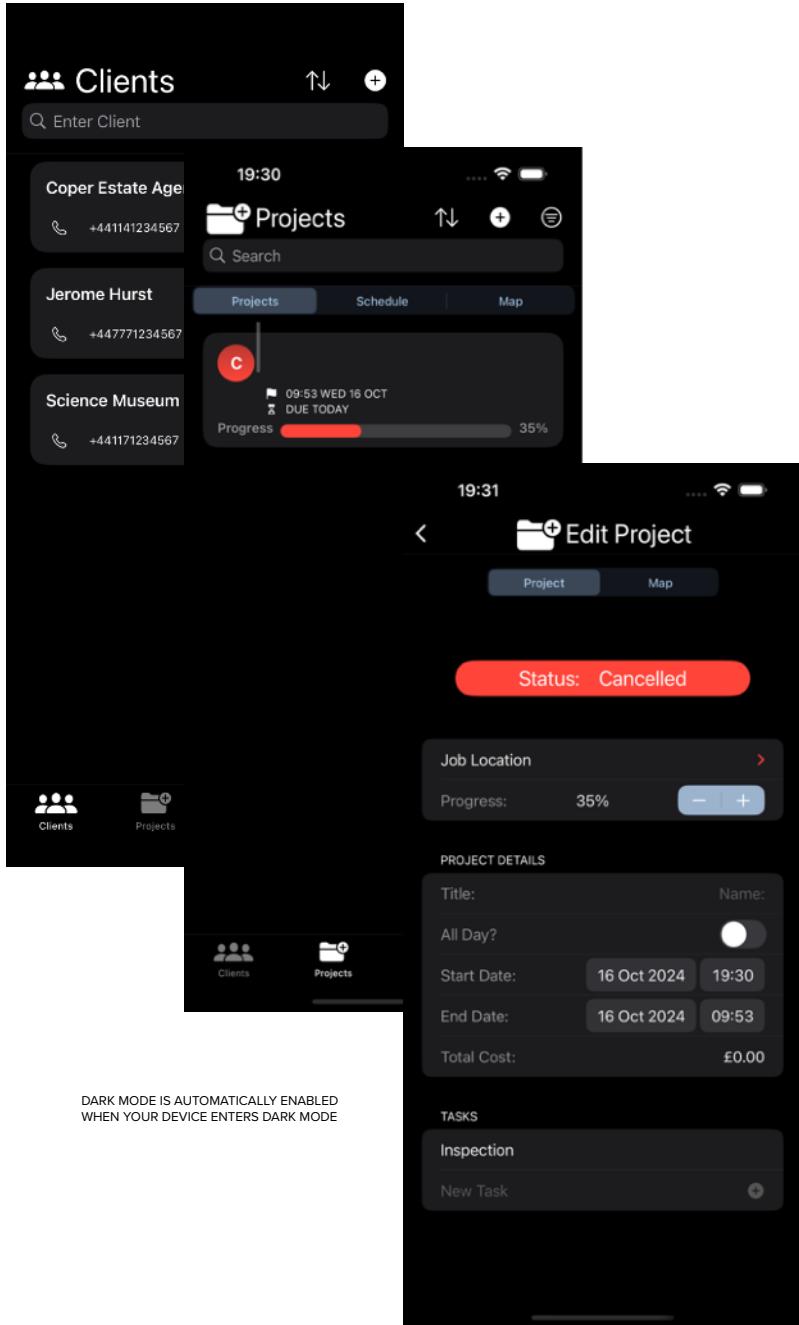


TAP ON COLOUR YOU LIKE



PASTEL AND MUTED COLOUR SETS



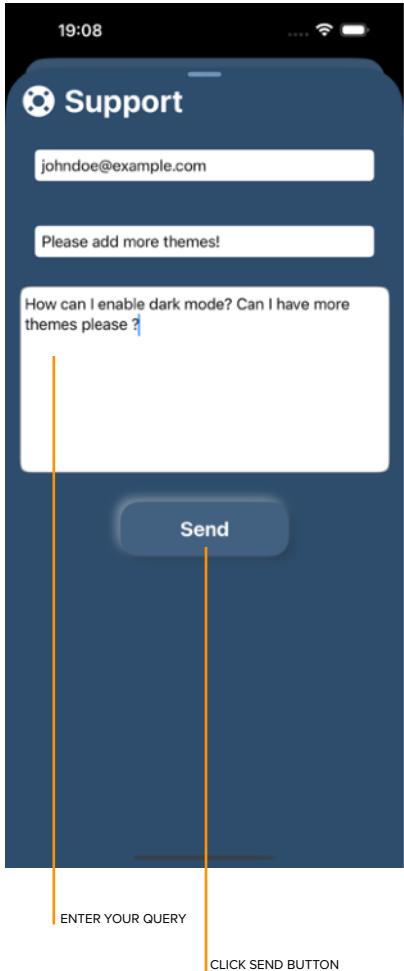
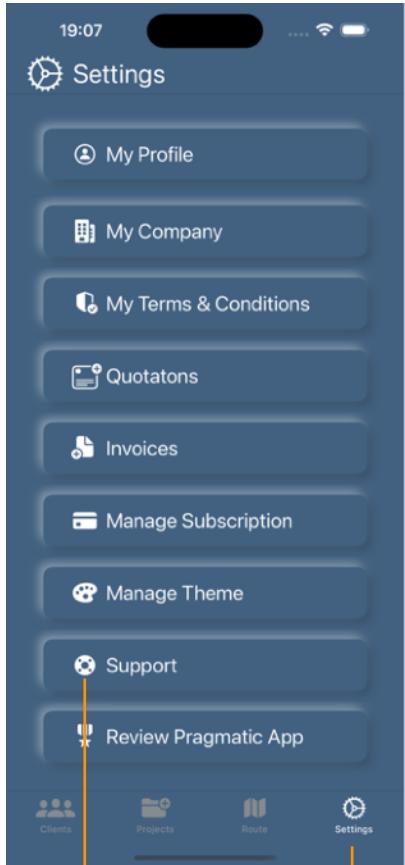


4.

TROUBLESHOOTING

Developing a narrative is important for both novelists and non-fiction writers, but it can be daunting. It can be useful to ask yourself a few questions:

- **App Crashes:** Ensure that your device is running the latest iOS version. Restart the app.
- **Invoicing Issues:** Check that all required fields are filled in before attempting to send an invoice. Make sure you have defined At least one Term in Terms and Conditions. Verify that you have set the tax rates.
- **Routes tab not responding.** In order to see your location please enable location services.
- **Subscription.** You can always manage your free trial or subscription status in Settings > Manage Subscription.



5. FAQS



Welcome to the Frequently Asked Questions (FAQs) section of Pragmatic! Here, you'll find answers to common queries about our app, its features, and how to make the most of your experience.

Whether you're curious about setup, functionality, or troubleshooting, we've compiled this resource to help you navigate our app with ease.

We understand that every user's journey is unique, and our goal is to provide clarity and support. If you have questions about subscription details, theme customisation, or project management capabilities, you're in the right place. We encourage you to explore the FAQs to enhance your understanding and maximise the benefits of Pragmatic. If you don't find the answer you're looking for, our support team is just a click away within the app!

- **Is there a limit to the number of jobs I can create?**

No, A Pragmatic allows unlimited jobs and projects.

Do I need to sign up?

No sign-up is required. The app operates offline, and no data is transferred to servers.

- **Why is A Pragmatic only available on iOS?**

Answer:

At A Pragmatic, we prioritise delivering the best possible user experience, and our decision to focus exclusively on iOS is a testament to that commitment.

1. **Quality and Consistency:** Apple's ecosystem provides a consistently high standard of hardware and software integration. By developing exclusively for iOS, we ensure that our app leverages the best features of Apple devices, including superior camera capabilities and display quality.
2. **Advanced Technologies:** We utilise advanced technologies such as LiDAR and machine learning, which are optimally supported on Apple devices. These features enhance functionality and overall performance, enabling us to create an app that truly meets the needs of our users.
3. **User Experience:** We want every user to enjoy a seamless and high-quality experience. The variability in Android devices—from differing screen sizes to varying hardware capabilities—can compromise the app's performance and user interface. By focusing on iOS, we can maintain a uniform experience that aligns with our standards of excellence.

Our aim is to provide you with a top-tier application that reflects our dedication to quality and innovation. We appreciate your understanding and support as we continue to enhance A Pragmatic for iOS users.

6.

CONTACT SUPPORT

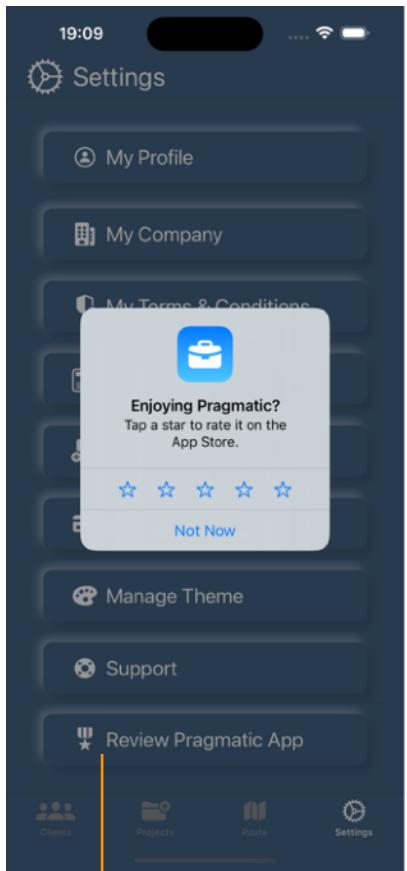


For further assistance, contact our support team via the app's support button or email us at :
office@pragmathema.co.uk



ABOUT THE TEAM

Pragmatic Team brings more than 20 years of experience in Programme and Projects Delivery, Coaching Large Scale Teams, implementing ERP and Digital Transformation Strategies for Mobile Workforce Management, across industry verticals as Strategy Implementation Professionals. Bringing this know-how to small businesses without usual enterprise limitations is core to economy growth and prosperity.



THANK YOU FOR USING OUR APP. IF YOU LIKE IT, PLEASE GIVE US A REVIEW !