

GA · Manual 1

DAILY OPERATIONS

Daily use of the app: register, organize and keep track of your workflow.

Purpose of this guide

This guide explains the practical workflow of GA in a simple and clear way. It helps users understand what each module does, what information should be registered and how to get value from the app from day one.

Review date

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0. HOW TO UNDERSTAND GA IN ONE MINUTE

GA is not designed as separate tools disconnected from each other. Everything revolves around the contact, so every piece of information keeps meaning and context.

If information is properly linked, it becomes useful later for remembering, working and analyzing. If information is added without structure, the app still stores it, but the overall intelligence becomes weaker.

You can also use GA for your personal life. Create contacts such as “Personal”, “Home”, “Family”, “Myself” or your own name for appointments, reminders and personal organization.

For expenses that do not belong to a specific client, use a generic contact such as “My Expenses”.

1. HOME SCREEN

The Home screen is your entry point.

Its job is not to manage everything directly from there. Its purpose is to help you quickly enter the correct module:

- Calendar
- Contacts

- Notes
- Finance
- Settings

The clearer the Home logic becomes for you, the easier the rest of the app feels.

2. CONTACTS: THE CORE OF EVERYTHING

Contacts are the practical center of GA.

Recommended information:

- Clear name
- Phone and email
- Billing data if needed
- Quick contextual notes

A contact can be:

- Client
- Supplier
- Or both at the same time

Recommended base contacts:

- Personal
- My Expenses
- Main clients and suppliers

3. CALENDAR: REAL TIME MANAGEMENT

Calendar is not only for organizing appointments.

It also:

- Measures real working time
- Helps future analysis
- Feeds Insight metrics

Views available:

- Day
- Week
- Month

Recommendation:

Use real durations instead of estimated ones whenever possible.

4. NOTES: YOUR EXTERNAL MEMORY

Notes allow you to:

- Save agreements and decisions
- Register ideas and pending tasks
- Import long texts
- Listen to content using text-to-speech
- Generate AI summaries
- Record meetings

Meeting workflow:

1. Record
2. Process
3. Assign speakers
4. Generate AI summary
5. Group by speaker (optional)

AI helps speed up work, but important names, dates and amounts should always be reviewed manually.

5. FINANCE: MOVEMENTS, ESTIMATES AND INVOICES

Finance transforms feelings into real numbers.

Recommended registrations:

- Income
- Expenses
- Estimates
- Invoices
- Supplier delivery notes
- Tickets and receipts

GA allows:

- Convert estimates into invoices
- Merge accepted estimates
- Attach expense receipts

- Register pending supplier invoices

6. SETTINGS: ACTIVATING ADVANCED FEATURES

Settings are designed to activate advanced features only when you need them.

Most commonly used sections:

- AI
- Text-to-speech
- Finance reports
- Invoice settings
- Insight analysis

Do not try to configure everything on day one.

7. BACKUPS AND VERSION CHANGES

If you use GA professionally, regular backups are strongly recommended.

Recommended workflow:

1. Open Settings > Backups
2. Create backup
3. Add password
4. Save the backup outside your phone if possible

Important:

If the password is lost, the backup cannot be restored.

8. FINAL RECOMMENDED WORKFLOW

GA becomes much more powerful when used consistently.

Recommended routine:

- Create contacts correctly
- Register appointments immediately
- Save useful context
- Register financial movements quickly
- Activate new features only when needed

Final idea:

GA is not designed to give you more work.
It is designed to help your work leave useful traces.

AI DISCLAIMER

GA AI features are designed to help summarize, organize and simplify information, but they do not replace professional advice or user judgment.

Always review important information such as dates, names and financial amounts before making decisions.

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