### Welcome!

PowerStart software by HighPower Data will give you a quick start on managing your business.

You'll need a copy of Filemaker to run it on your computer. ( <a href="https://www.claris.com/filemaker/">https://www.claris.com/filemaker/</a>)

If you need this software customized for your special business needs, please contact us for an estimate. ( <a href="https://highpowerdata.com/contact-us/">https://highpowerdata.com/contact-us/</a>)

If your company outgrows the use of this software on a single computer and you need to run the program on a network, please contact us. We can provide discounted Filemaker networking services.



## **User Manual**

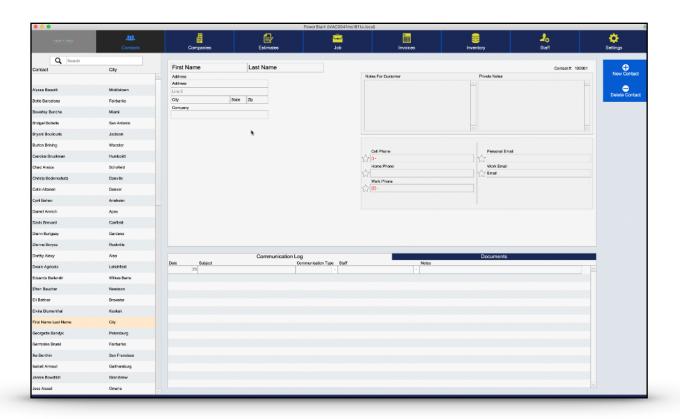
HighPower PowerStart is software for entrepreneurs and business owners who need a simple contact management and invoicing system for their business, but don't want to spend time and money creating it. With the ability to track Contacts, Companies, Estimates, Jobs, Invoices, and Inventory, the software provides everything needed to manage a business

The side by side structure of *PowerStart* menu is straight-forward with eight tabs:

- Contacts
- Companies
- Estimates
- Jobs
- Invoices
- Inventory
- Staff
- Settings



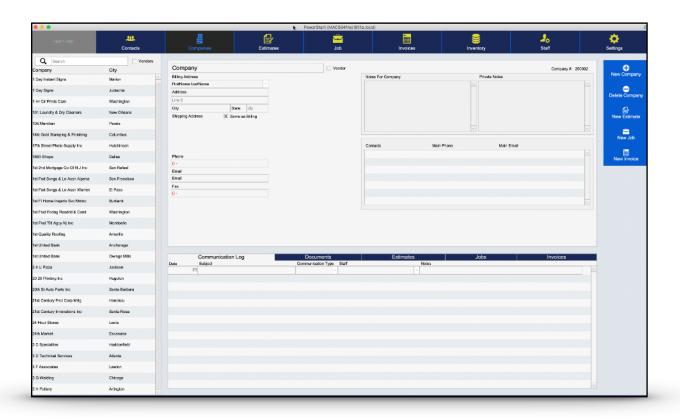
Summary: name, address, phone and email of all individuals or company contacts, including a communication log, notes, and document containers.





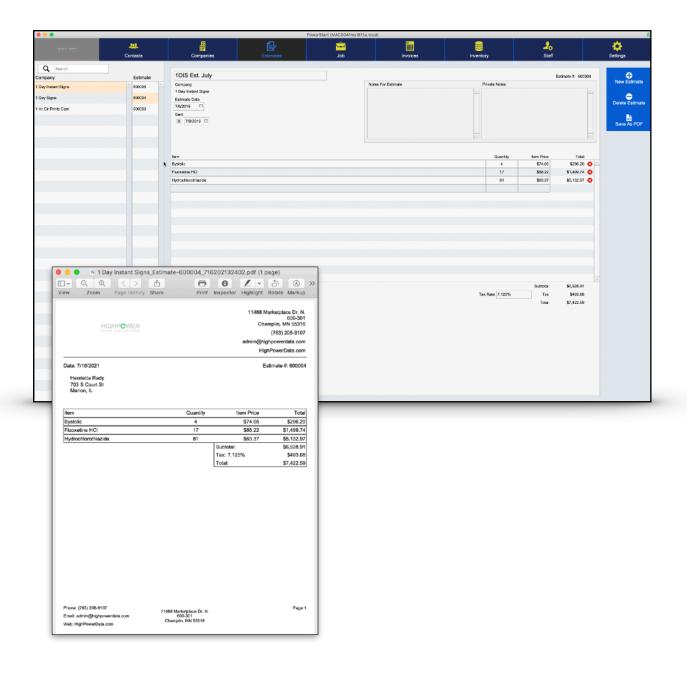
Summary: all necessary contact information and notes. Includes tracking in five categories:

Communication, Documents, Estimates, Jobs, and Invoices.





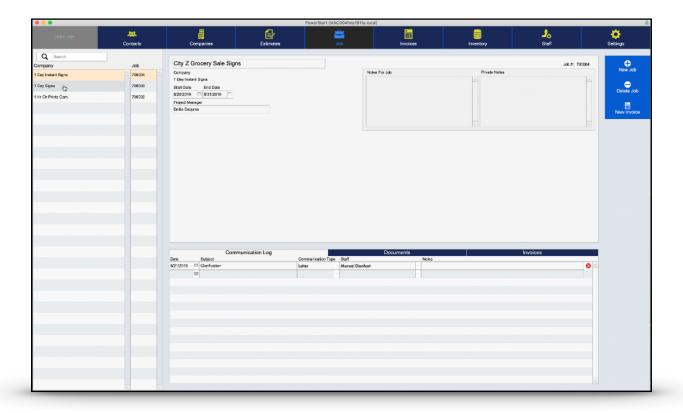
Summary: dated, itemized estimates for each company including item, quantity, item price, and Total. Each estimate can be saved as a PDF and printed as needed.



Page 5 of 11

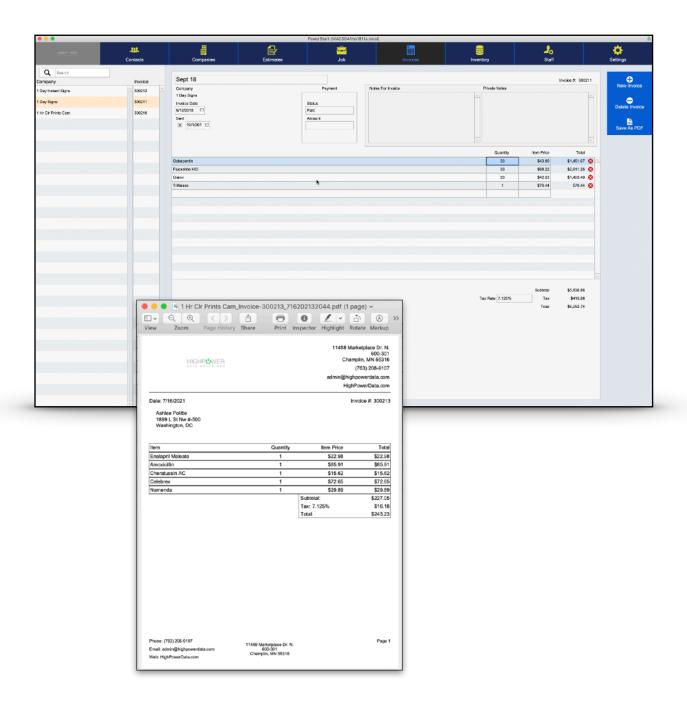


Summary: dated list of each job or work order performed for all customers, including communication, estimates and invoices.



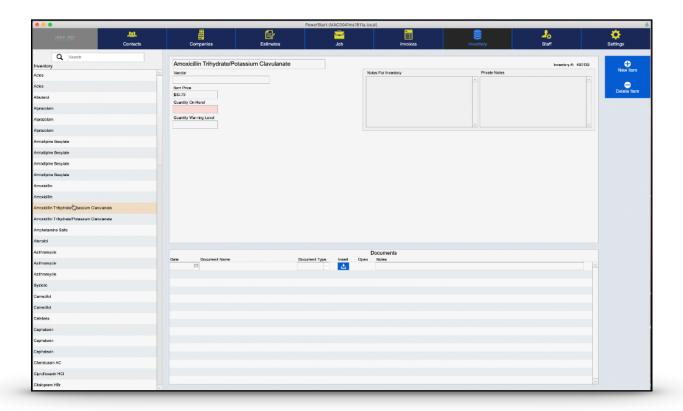
### **NVOICES**

Summary: includes dated list of invoices of all jobs for each customer including notes and option to save as PDF and print as needed.



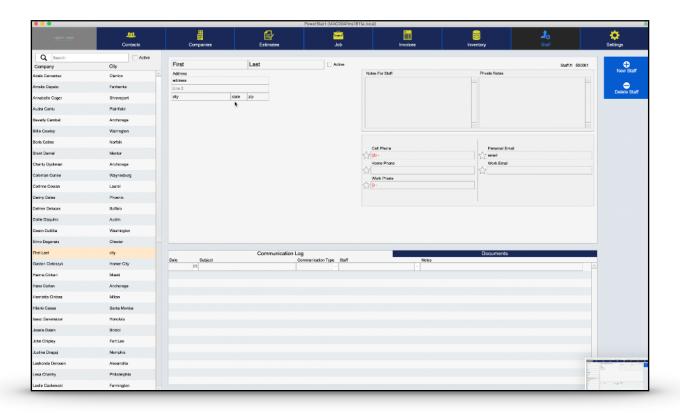
#### **NVENTORY**

Summary: track all inventory for your company or any others with option to mark some companies as 'Vendors'. Includes Vendor name, Item price, quantity on hand, and quantity warning level. Also includes documents list related to each inventory item for each company.



## STAFF

Summary: list all staff and associated contact information, including communication log and document storage.



# SETTINGS

Summary: save default company information including logo, contact info, and localized sales tax rate which is auto-merged into estimates and invoices.





How to get a Free PowerStart Software to start using today: <a href="https://powerstart.highpowerdata.com">https://powerstart.highpowerdata.com</a>

How to get PowerStart Software customized to your company's special needs:

https://highpowerdata.com/contact-us/