



Your collections workspace.

Access, daily operation and Telegram setup. Keep this guide with your business records.

Workspace: <https://anotaya.srv878154.hstgr.cloud>

Activate your account

Open the workspace and sign in using the separate access card. Your temporary password is valid for 48 hours from issue, with the exact deadline printed on the card. It only opens the activation screen.

Choose and confirm a permanent password of at least 12 characters. Once saved, the temporary password stops working. Keep the permanent password in a password manager. If the temporary access expires, ask Solfilms to issue a new card.

Record your first loan

- 1. Add a client.** Open **Clientes**, then **+ Nuevo**. Enter the name and contact details.
- 2. Create a loan.** Select **+** and choose the client. Enter the principal, installment amount, number of payments, frequency and start date. Review the calendar before confirming.
- 3. Record a payment.** Open the client profile and tap the circle beside an installment. Check the updated balance. Tap a paid installment to undo an incorrect payment entry.
- 4. Review collections.** Use **Inicio** for totals and **Calendario** for payment dates. The application retains its original Spanish navigation.

Keep a backup

Choose **Ajustes > Backup > Exportar** and store the downloaded JSON file somewhere private. Export regularly. Import adds records; consult Solfilms before restoring into a workspace that already contains data.

SMS and WhatsApp buttons prepare messages for you to review and send manually. They do not send automatically.



Your own Telegram bot.

Create the bot under your Telegram account so you retain ownership. AnotaYa connects to it after its token is configured.

Create and configure

1. Open the official [@BotFather](#) in Telegram and send **/newbot**. Follow the prompts to choose a name and an available username.
2. Store the token securely. Arrange a private setup session with Solfilms to configure it. Treat the token as a password; do not put it in a public message, screenshot or document.

The current app does not accept bot tokens. Solfilms configures the token on the server. The account-link button does not create a bot.

Link your Telegram account

3. After setup, open **Ajustes > Connect my Telegram account**. Follow the generated link and press **Start** in Telegram within 15 minutes. Each link works once.
4. Send **/summary** to check the collections summary. Use **/app** to open AnotaYa. Confirm a real summary arrives before relying on Telegram delivery.
5. Review notification switches and schedules in **Ajustes**. Times use **America/New_York**, including daylight saving time. The default schedule is 08:00, Monday to Friday.

While the app shows "Test capture - no messages sent", messages are saved for testing and are not delivered to Telegram.

Handover checklist

Confirm that your permanent password works, the client/loan/calendar sections open, and you can export a backup. If using Telegram, confirm your own bot responds to **/summary**. Client-specific branding and Telegram delivery remain pending until configured.

For access recovery or setup help, contact your Solfilms representative through your existing private conversation.

Telegram reference: core.telegram.org/bots/tutorial