

Application Settings, Accounts, and Help Overview

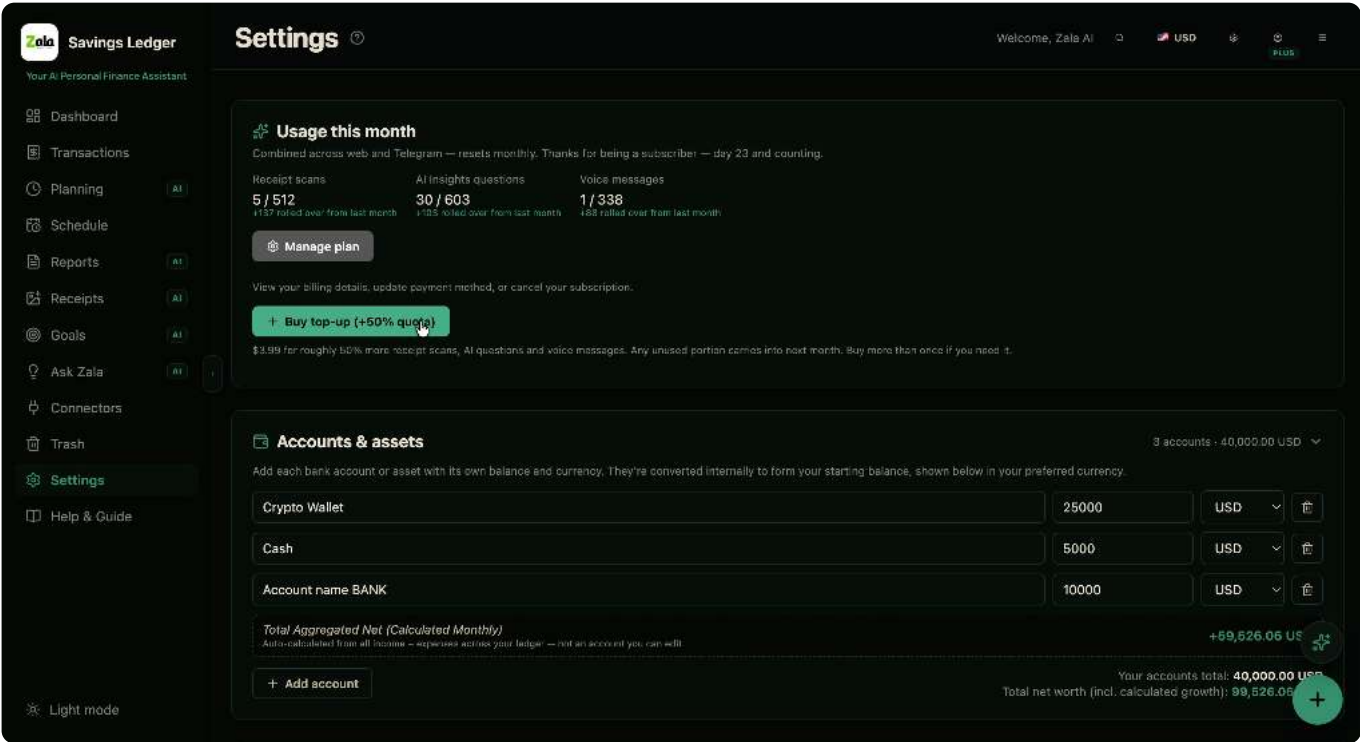
This document explains how to use the key configuration and account-related areas of the application: monitoring usage and top-ups, managing accounts and assets, setting currencies and exchange rates, configuring alerts, customizing categories, handling backups and account deletion, and accessing in-app help resources.

Step 1: Review Current Usage and Add Top-Ups

Open the **Settings** section to view your current usage. Here you can see limits and consumption for:

- Receipt processing
- AI insights for questions and recommendations
- Voice messages

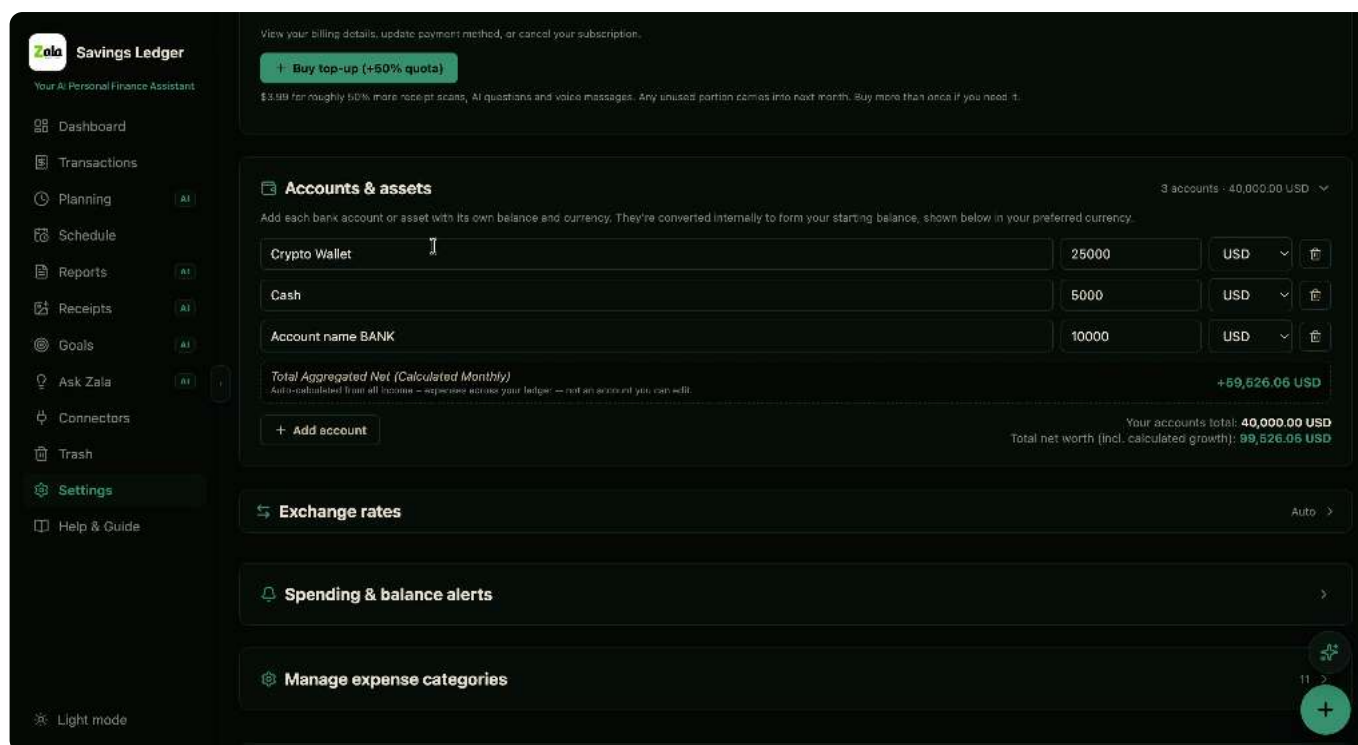
If you reach any usage limit, you can purchase an additional top-up to increase your quota.



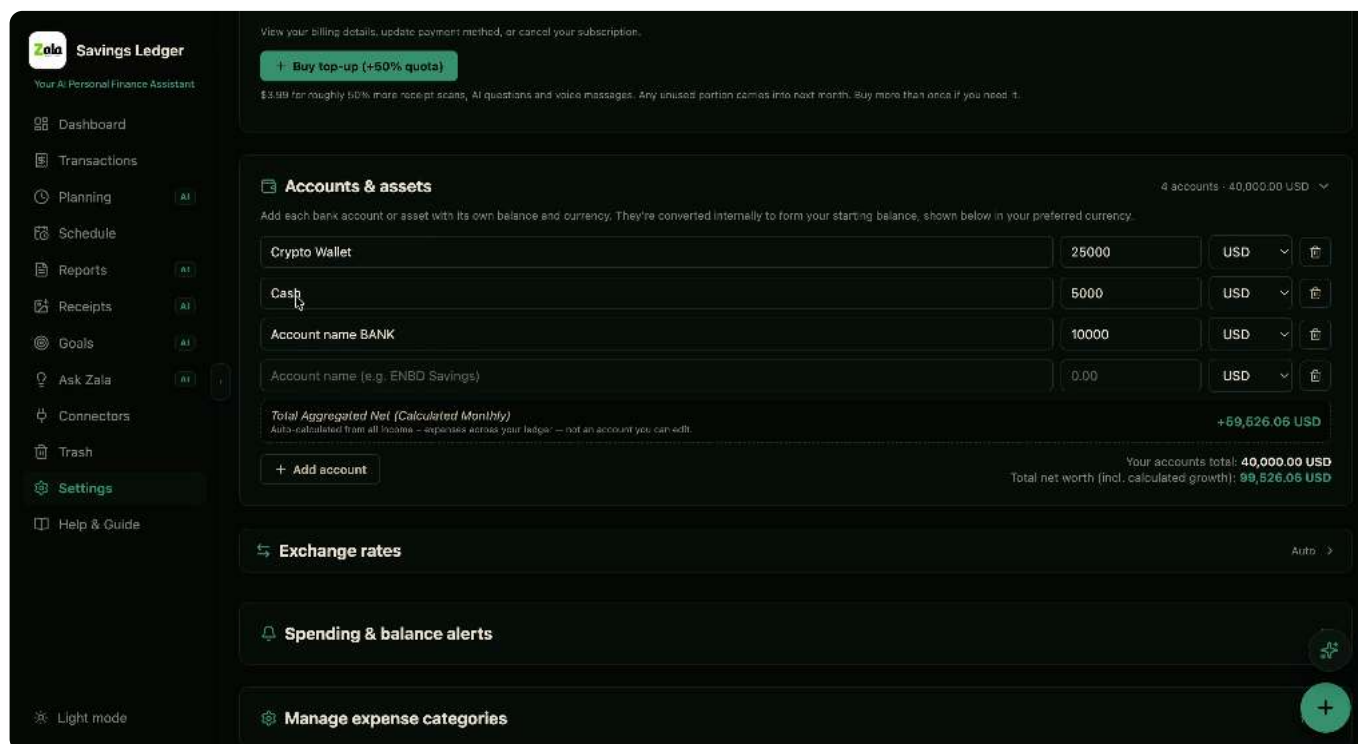
Step 2: Configure Accounts and Assets

Navigate to **Accounts and Assets** within Settings. Use this area to record what you own, not just your monthly income and expenses. For example, you can add:

- Cash on hand (e.g., "5,000 cash")
- Bank balances (e.g., "20,000 in my bank account")

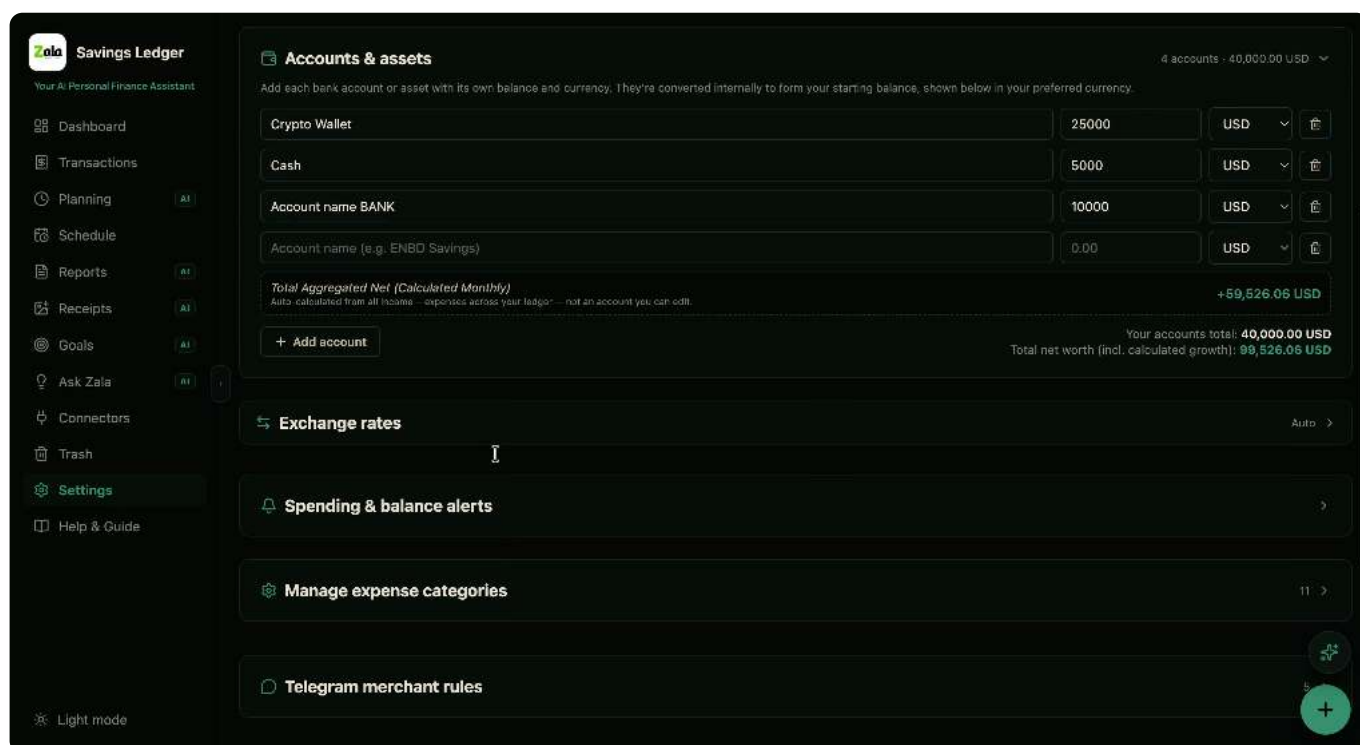
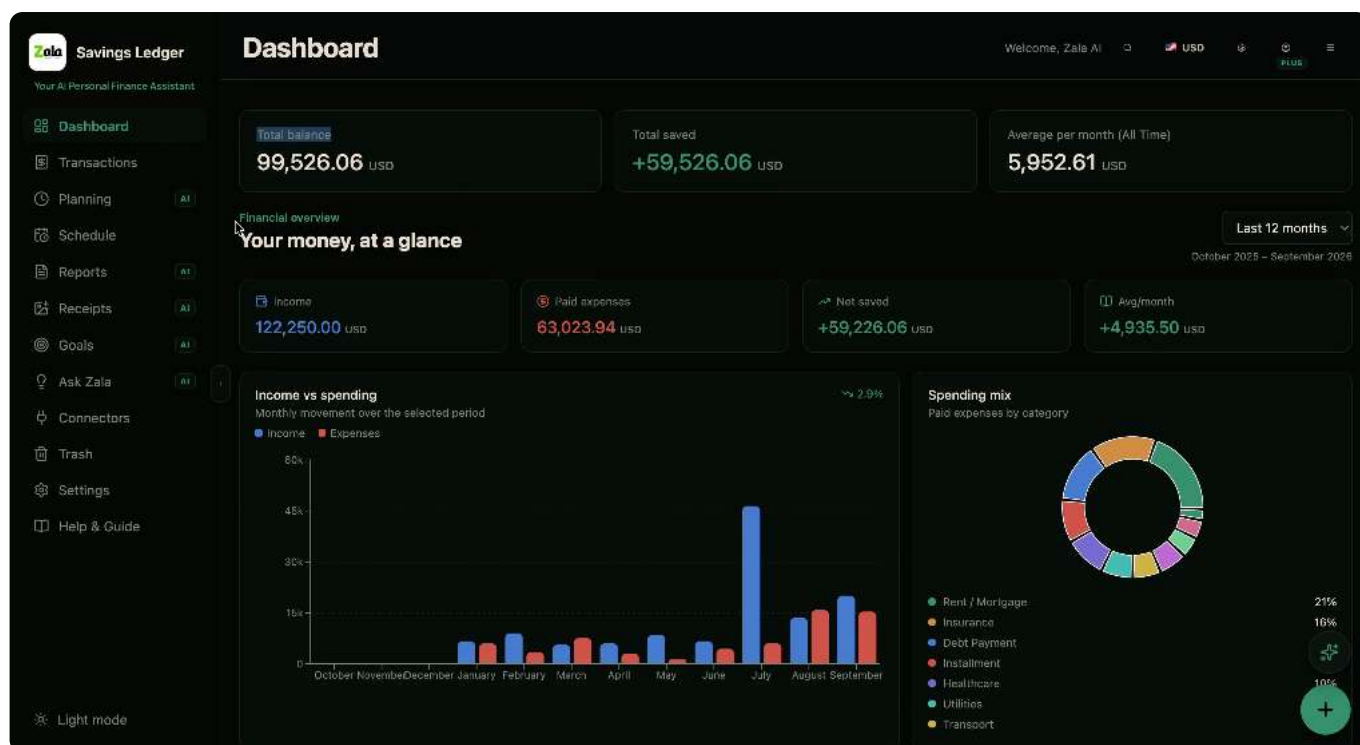


These entries are included as part of your total balance.



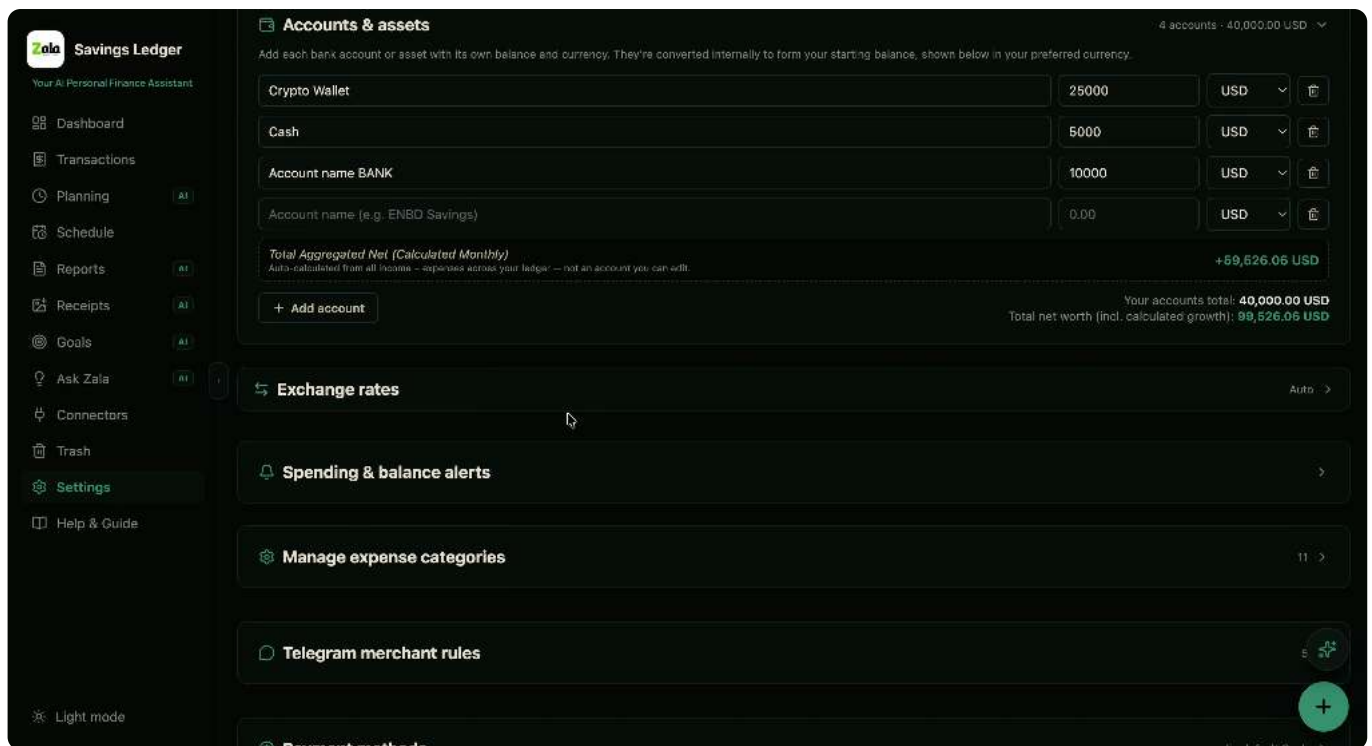
What you see on this screen is:

- Your total savings for each month
- Plus all accounts and assets that you have added

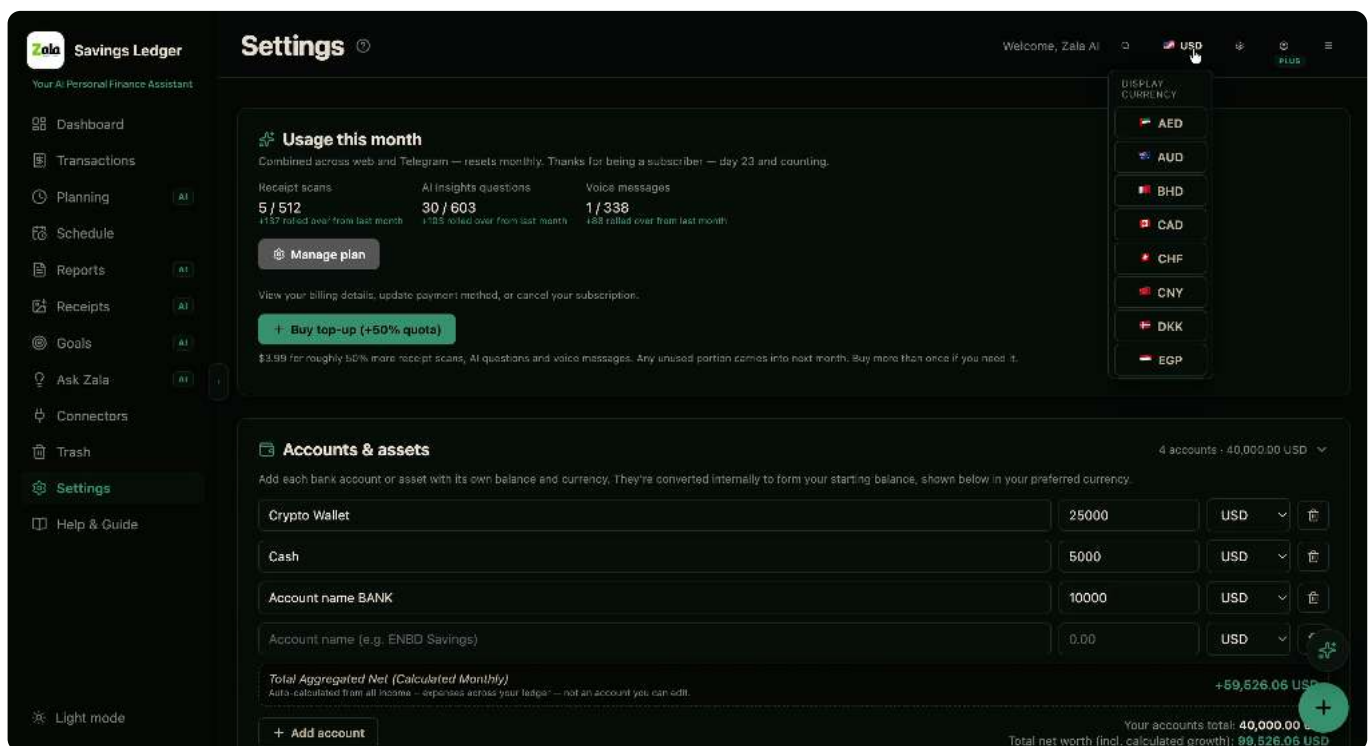


Step 3: Set Preferred Currency and Exchange Rate Mode

Go to the **Currency** section in Settings.

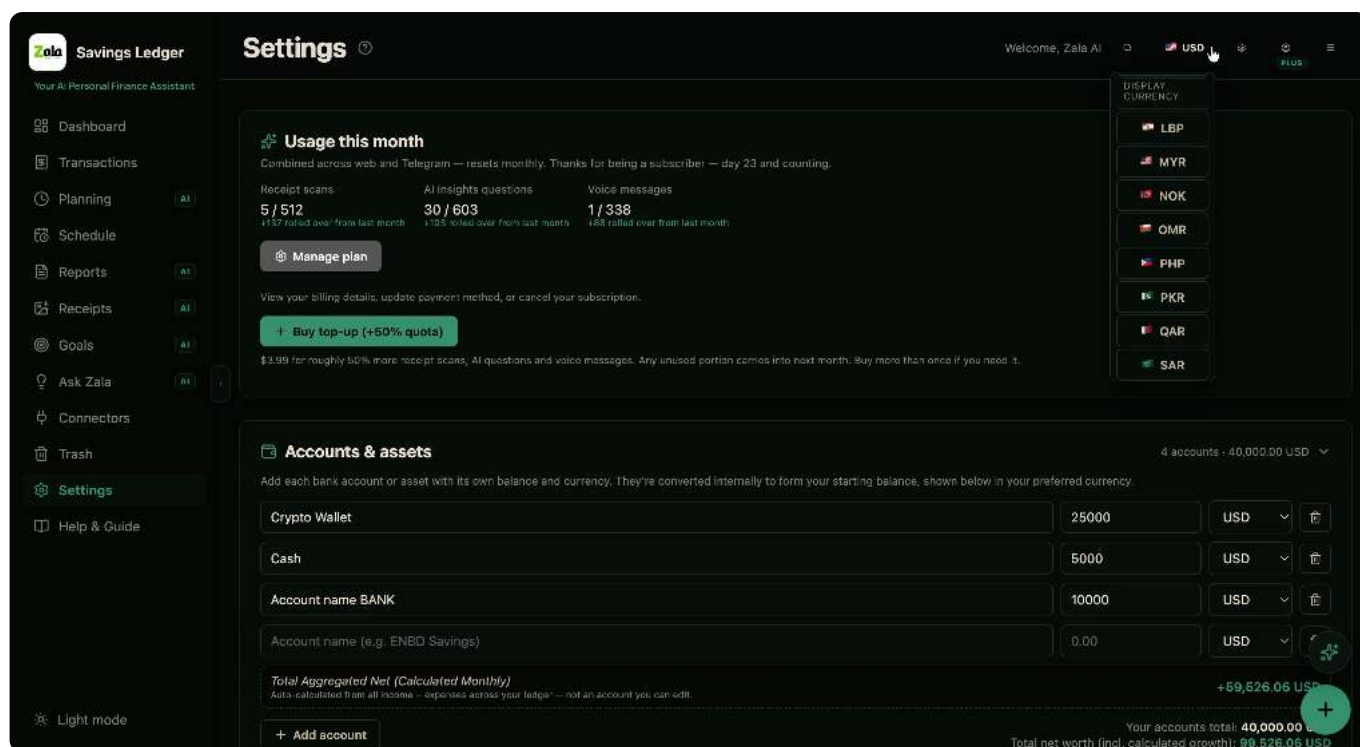


On your first use of the application, select your **preferred currency**.

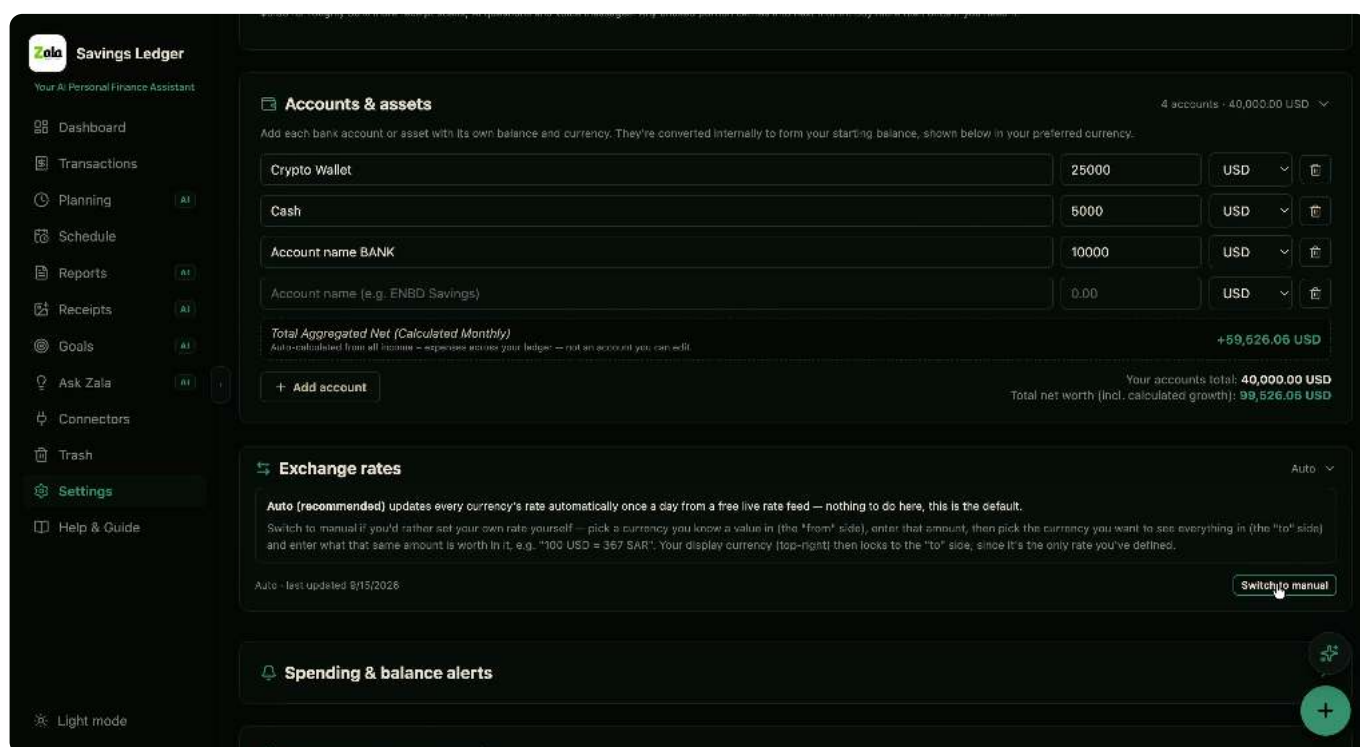


You can then manage how exchange rates are handled:

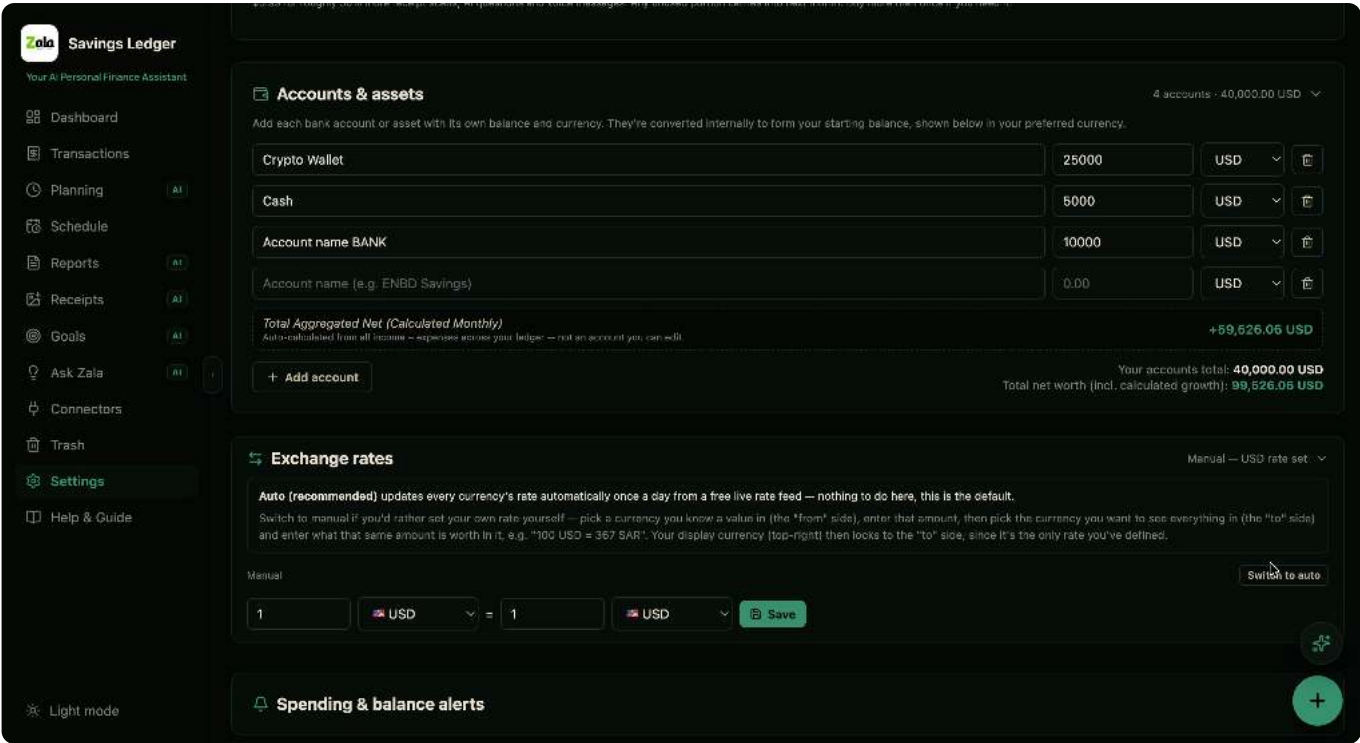
- **Automatic exchange rate** (recommended)
- **Manual exchange rate**, if you want to override the automatic conversion with your own rates



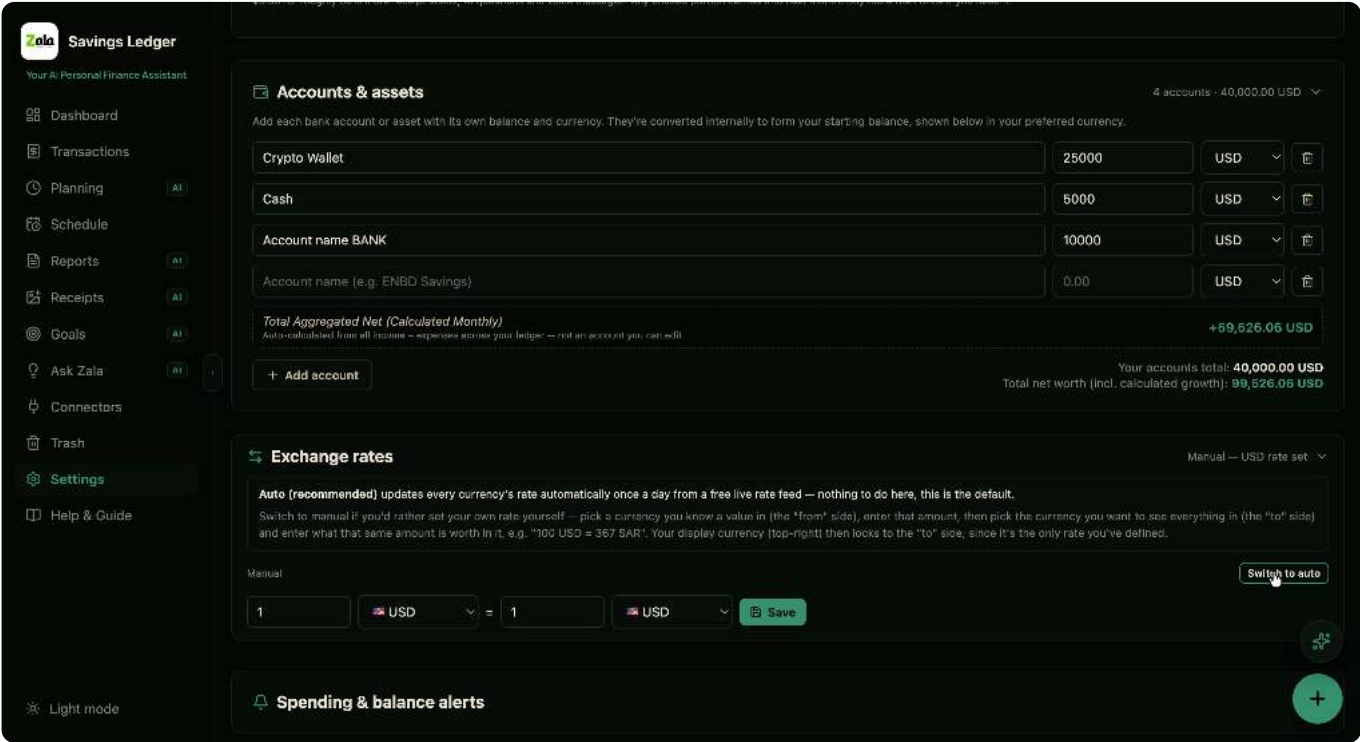
If you have specific rates in mind, you can switch to manual mode and enter them yourself.

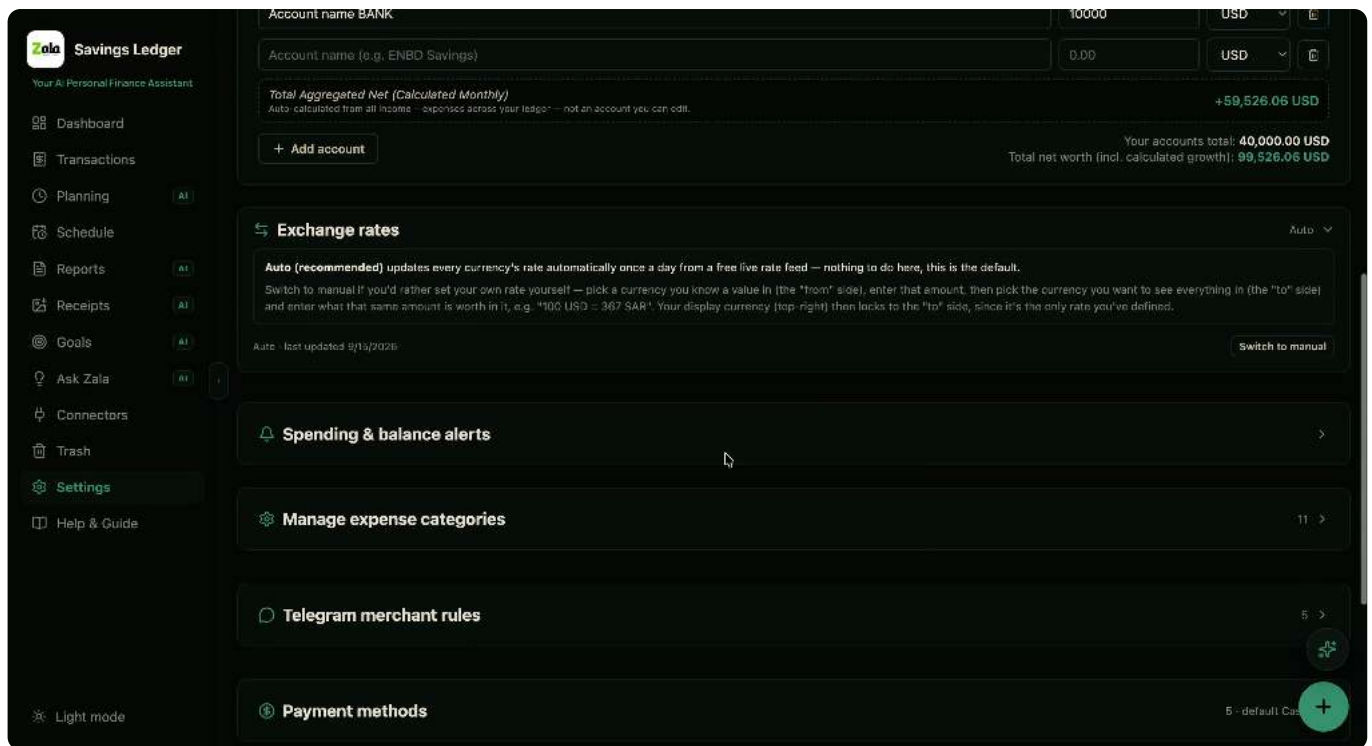


This is fully configurable.



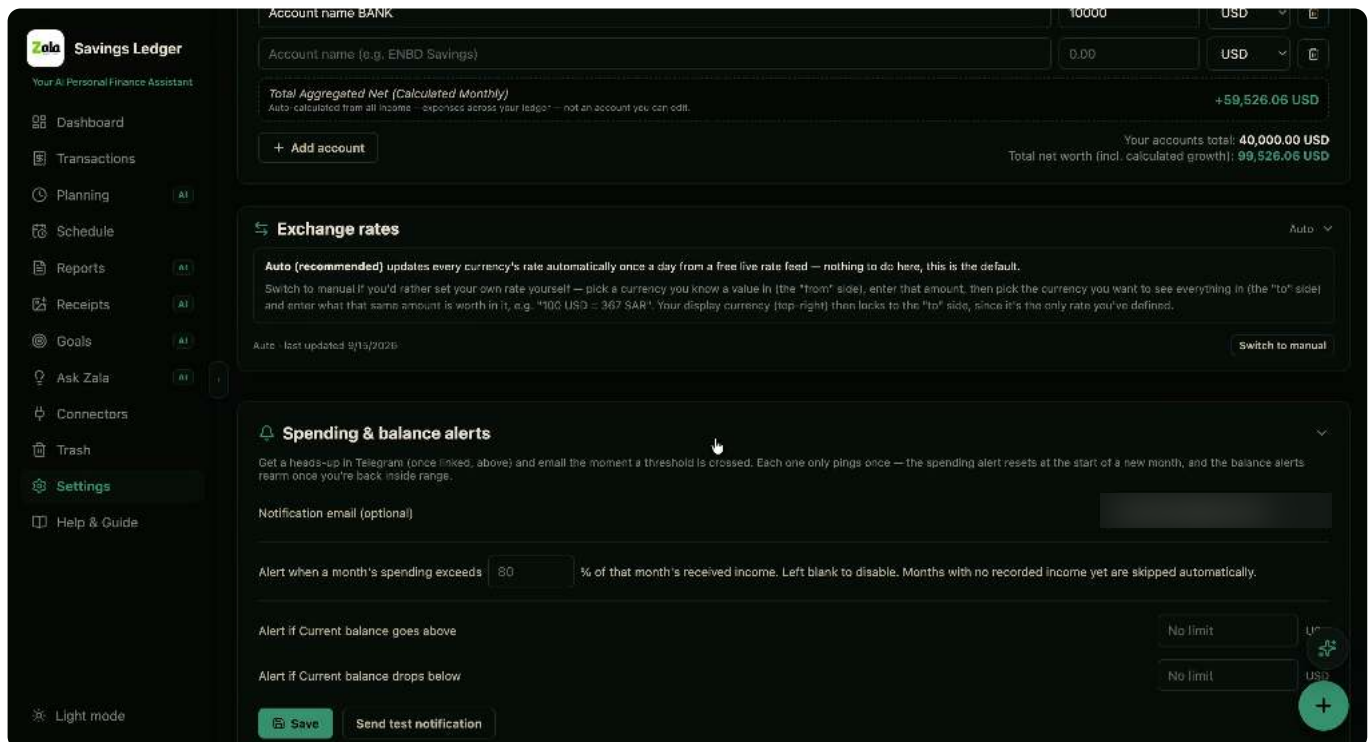
However, it is highly recommended to keep the setting on **Auto** for convenience and accuracy.





Step 4: Configure Spending Balance and Alerts

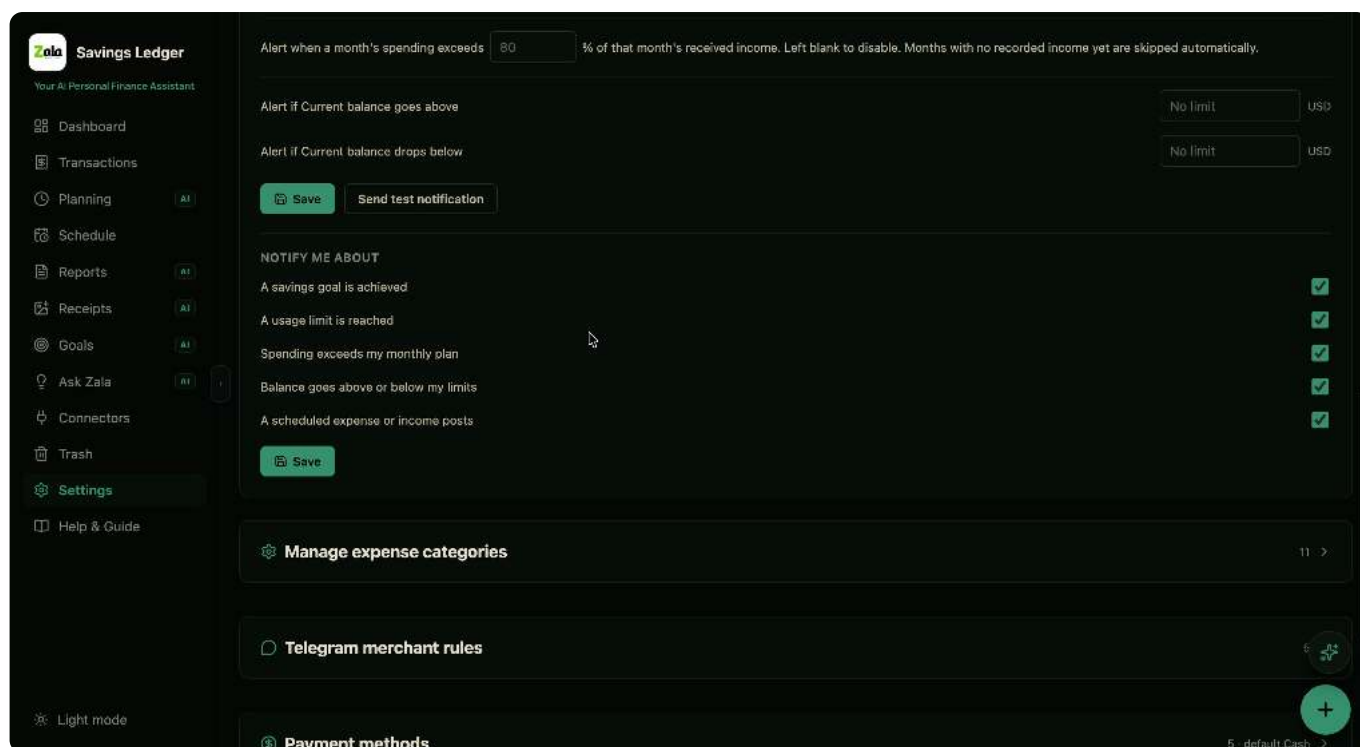
Open the **Spending Balance and Alerts** section.



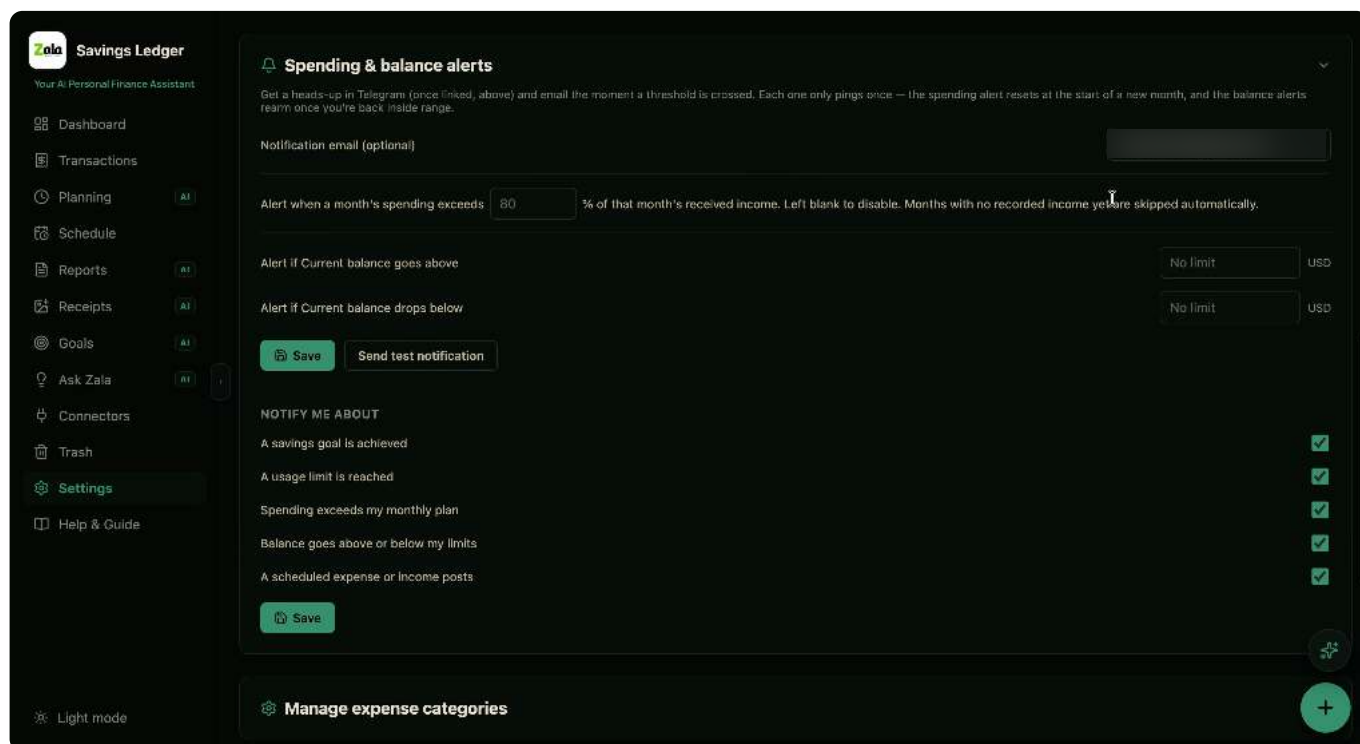
Here you can manage various alerts, which are enabled by default. These alerts can send reminders and notifications when:

- Your balance exceeds a certain threshold
- Your balance drops below a certain threshold

If you connect the app to **Telegram** or **WhatsApp**, you will receive alerts through those channels.



You can also add your **email address** to receive notifications by email.



Use the threshold settings to control when you are notified based on your account balances.

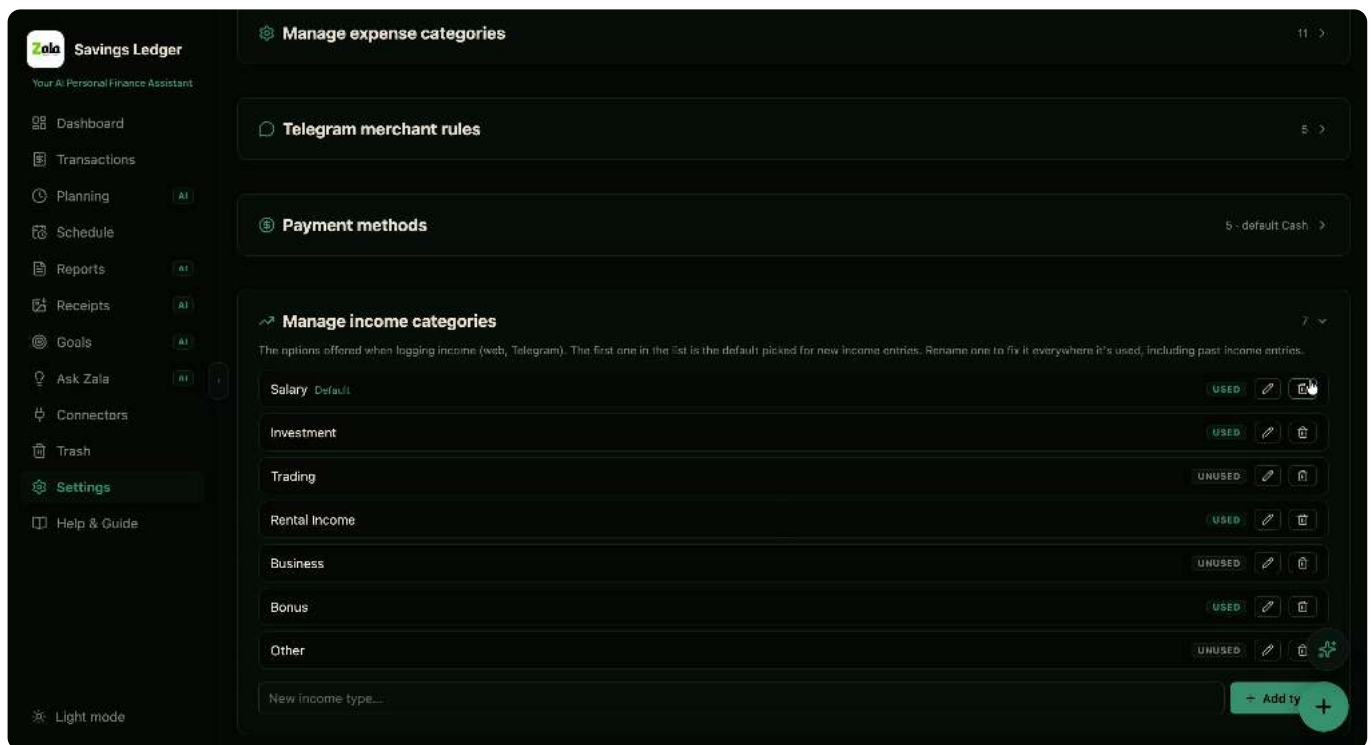
Step 5: Customize Categories, Payment Methods, and Languages

In the Settings area, open the section for **Categories and Payment Methods**.

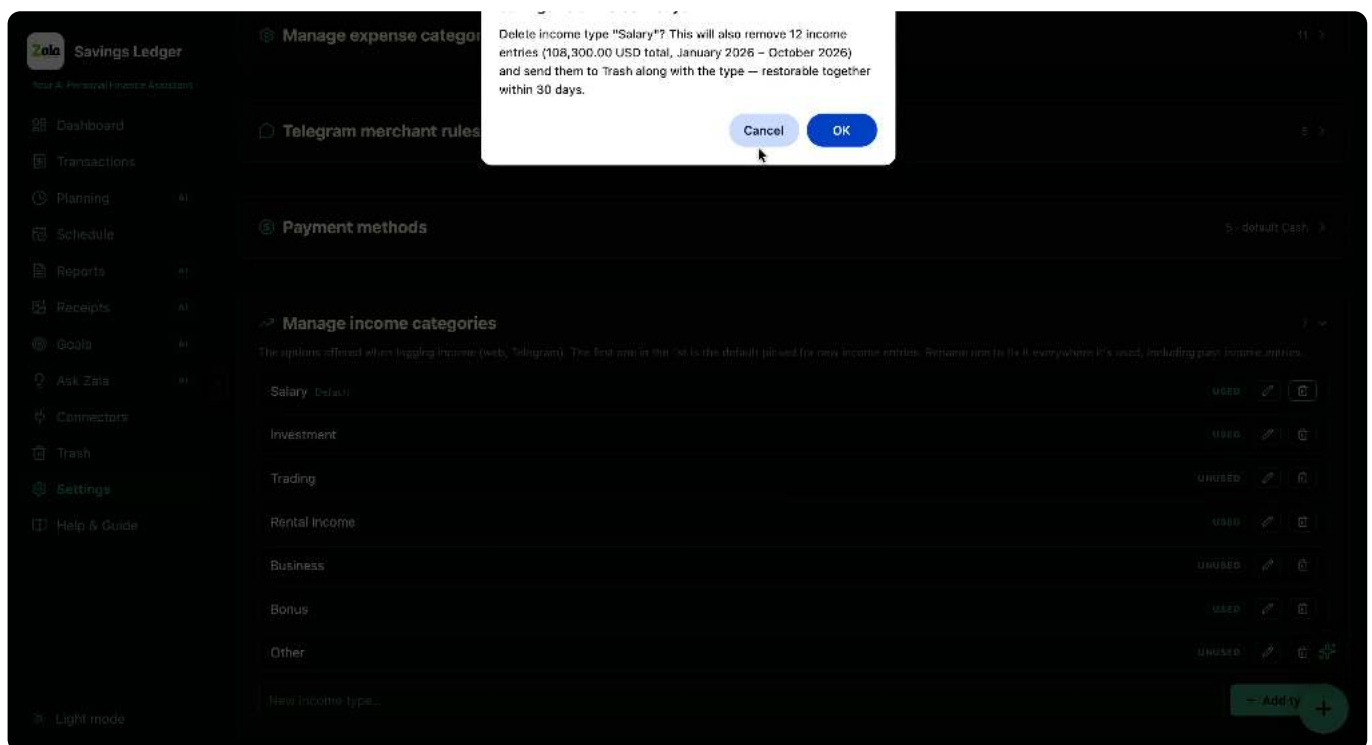
You can manage income categories and payment methods as follows:

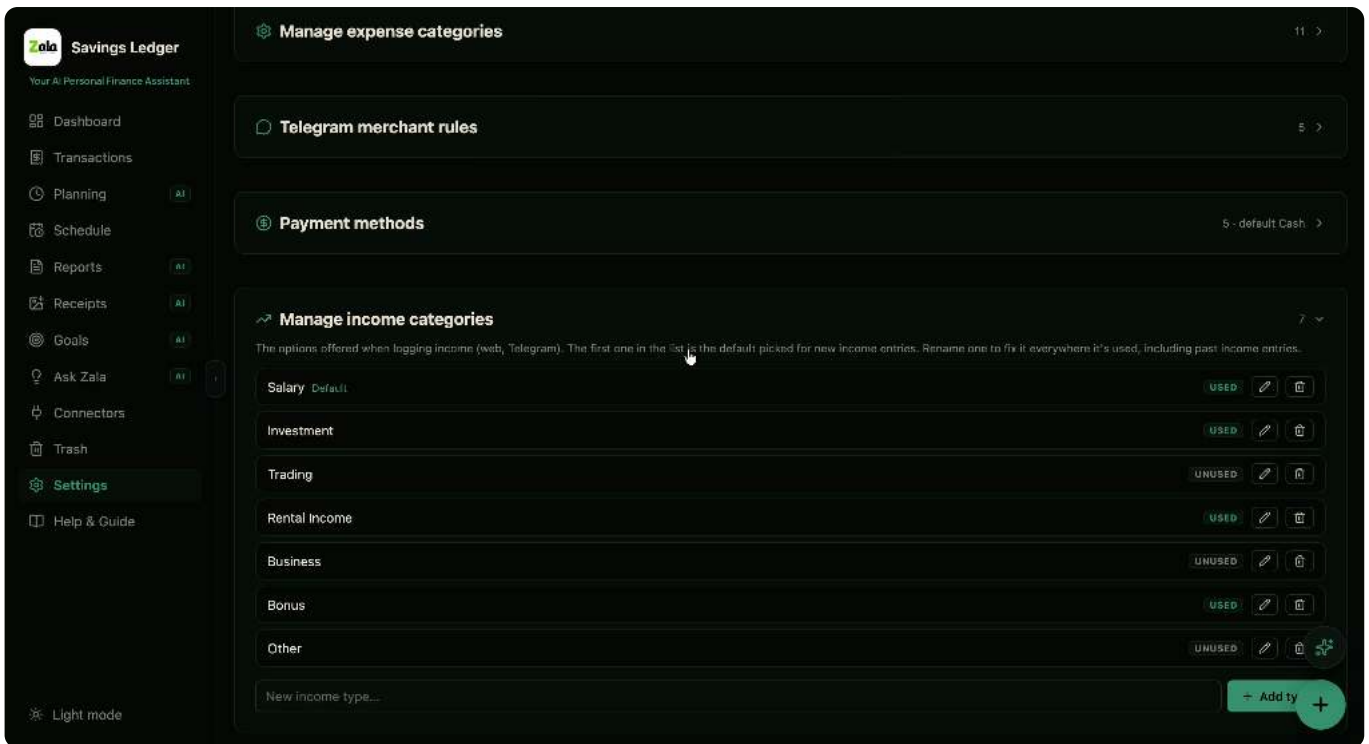
- Add new categories
- Edit existing categories

- Delete categories you no longer need



You are free to structure these categories to match your personal or business needs.





The application currently supports two languages:

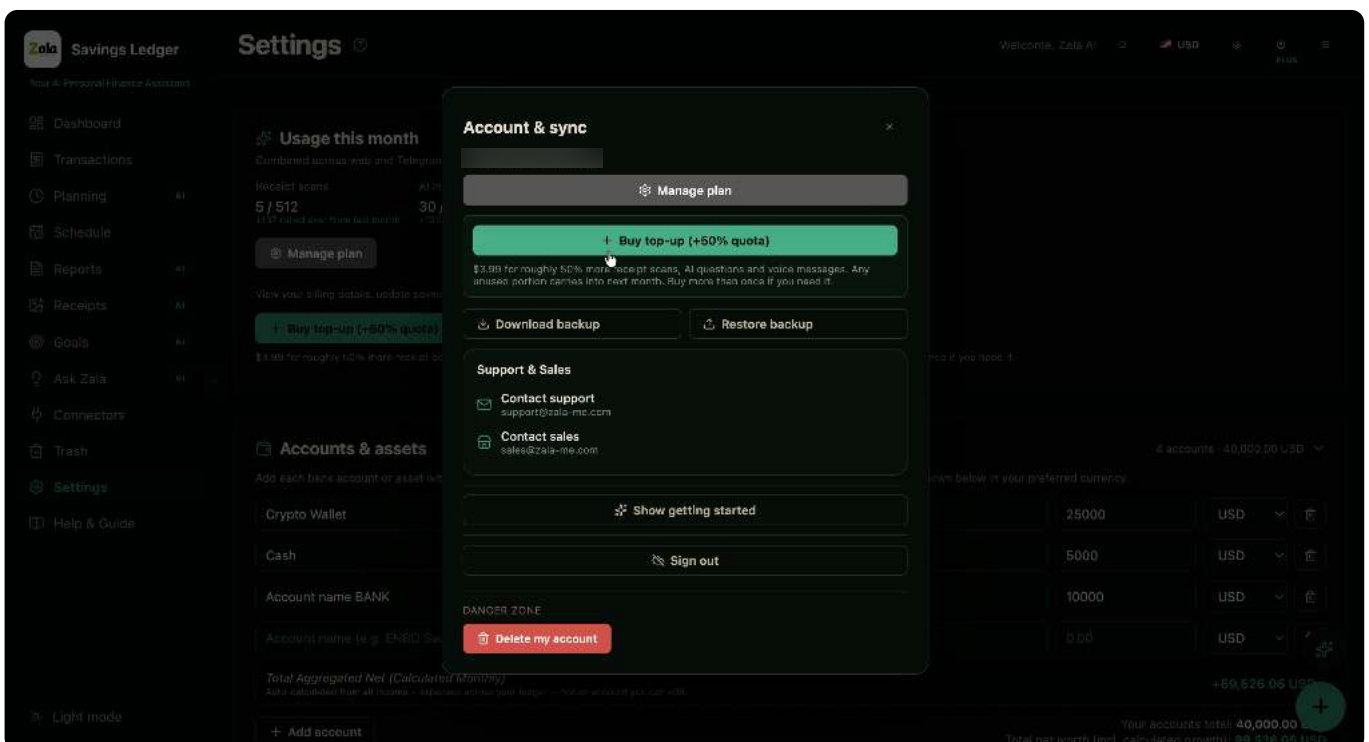
- English
- Arabic

More languages may be added in the future.

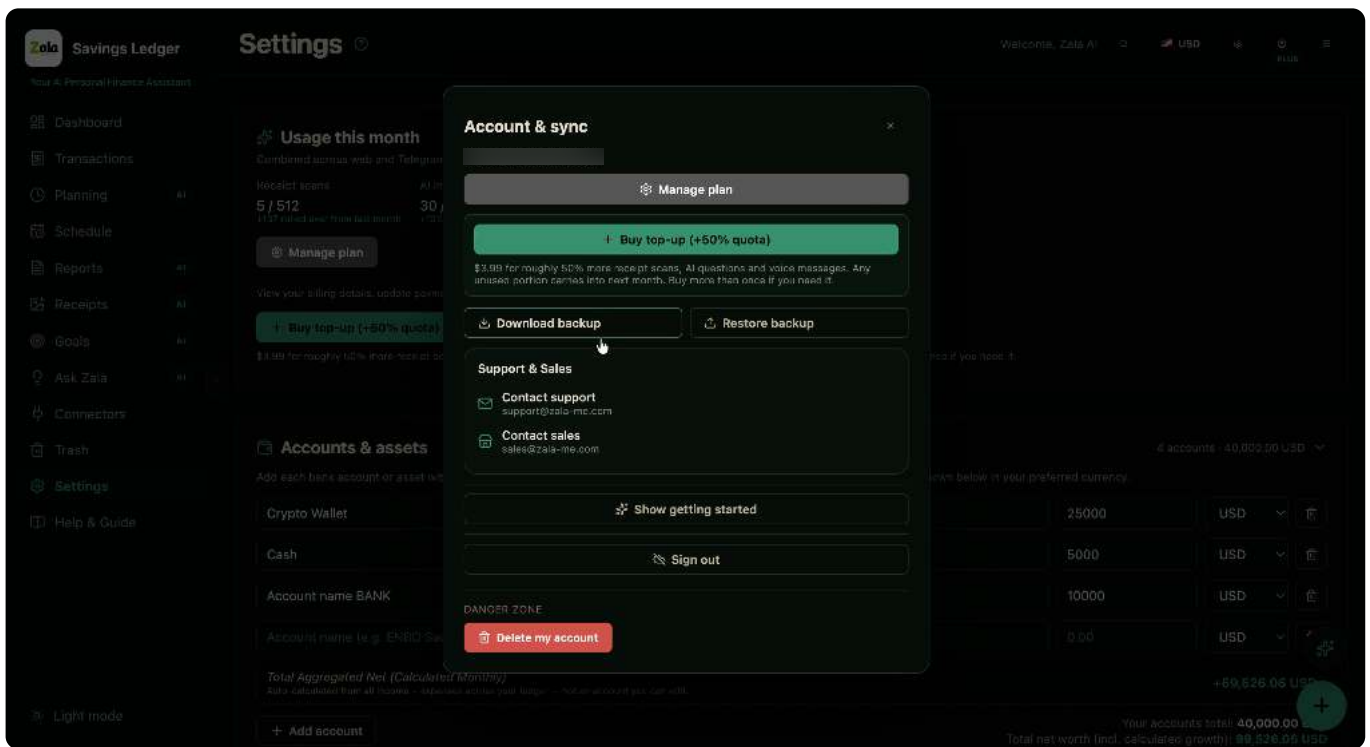
Step 6: Manage Your Account, Backups, and Deletion

Open the **Account** section by clicking the account icon.

This area provides capabilities similar to Settings, with additional account-related features:



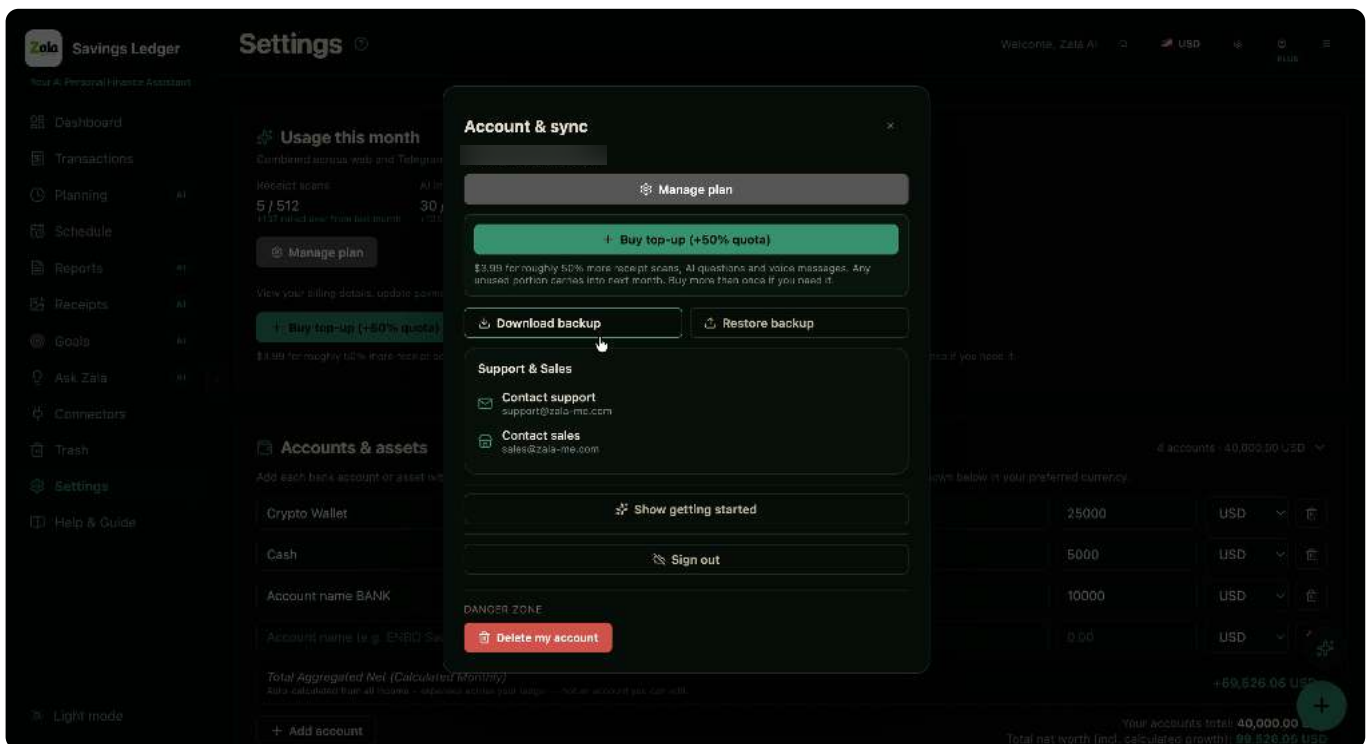
- **Download Backup:**
 - Download your data as a CSV file for local backup.
 - Later, you can upload this CSV back into the application to restore or migrate your data.



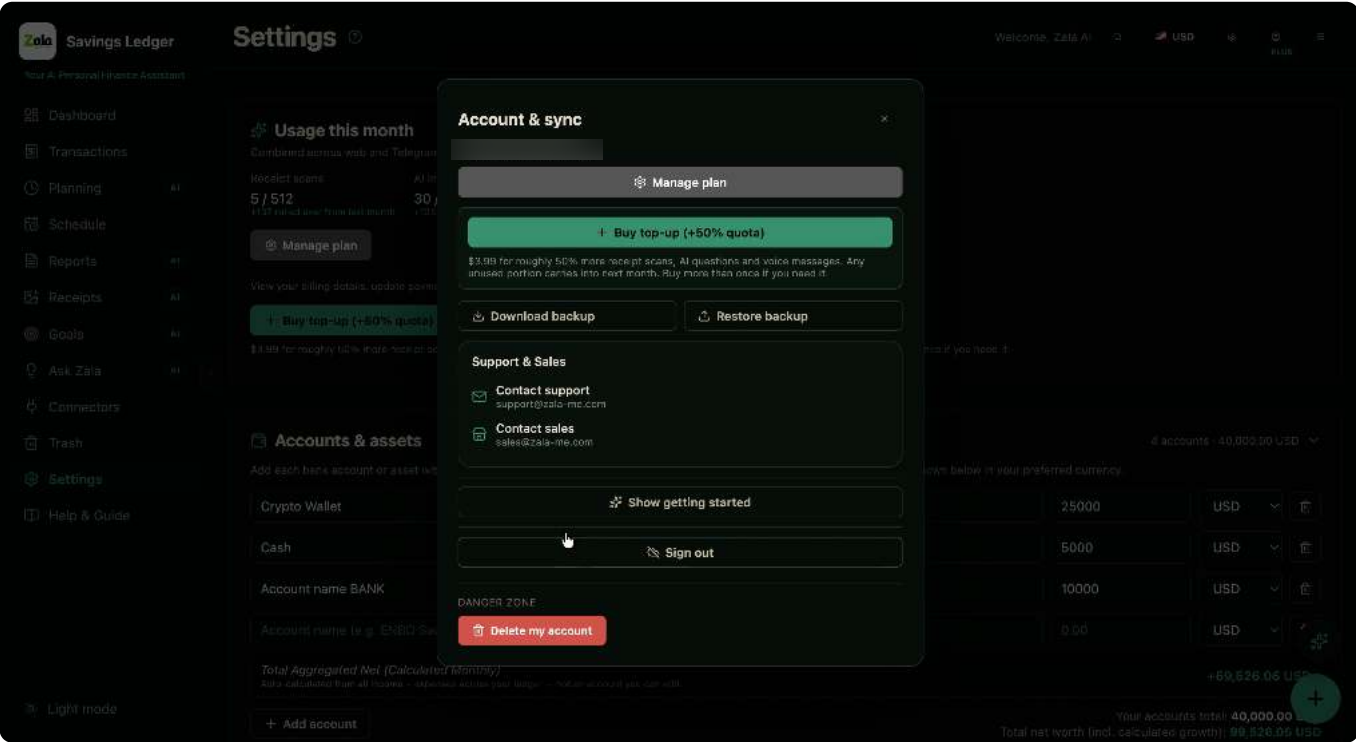
Although the service manages data security and high availability, maintaining a local backup is strongly recommended.

You can also:

- **Sign out** of the application
- **Delete your account** completely

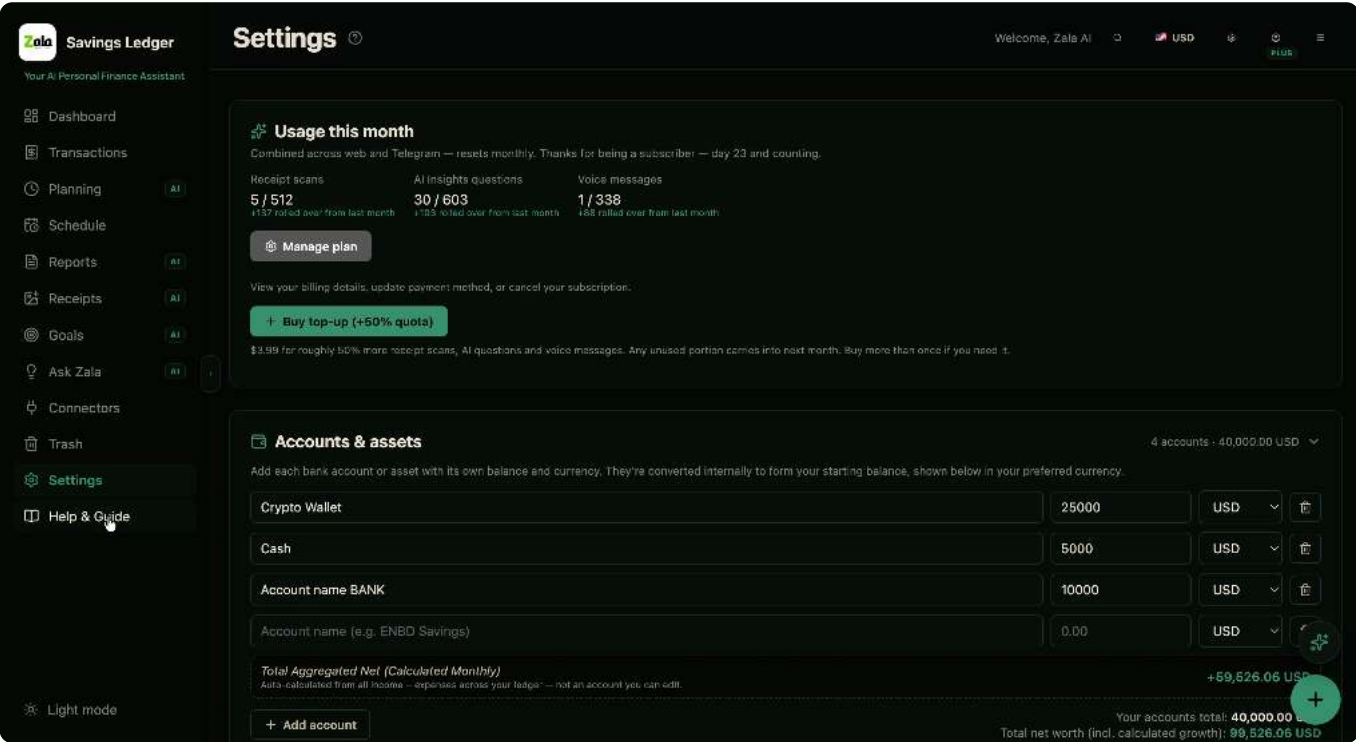


When you request account deletion, there is a **7-day grace period** during which you can restore your account if you change your mind.

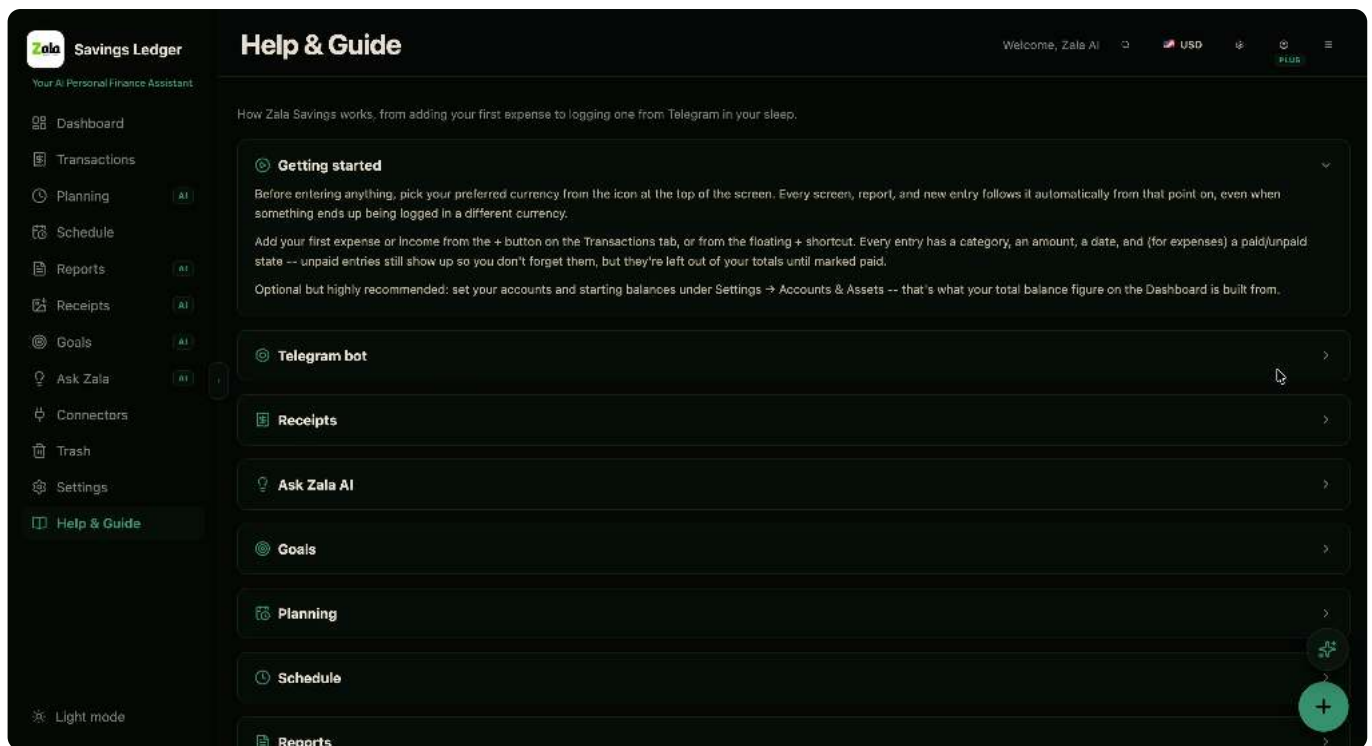


Step 7: Use the In-App Help and Detailed Guides

Open the **Help and Guide** section.

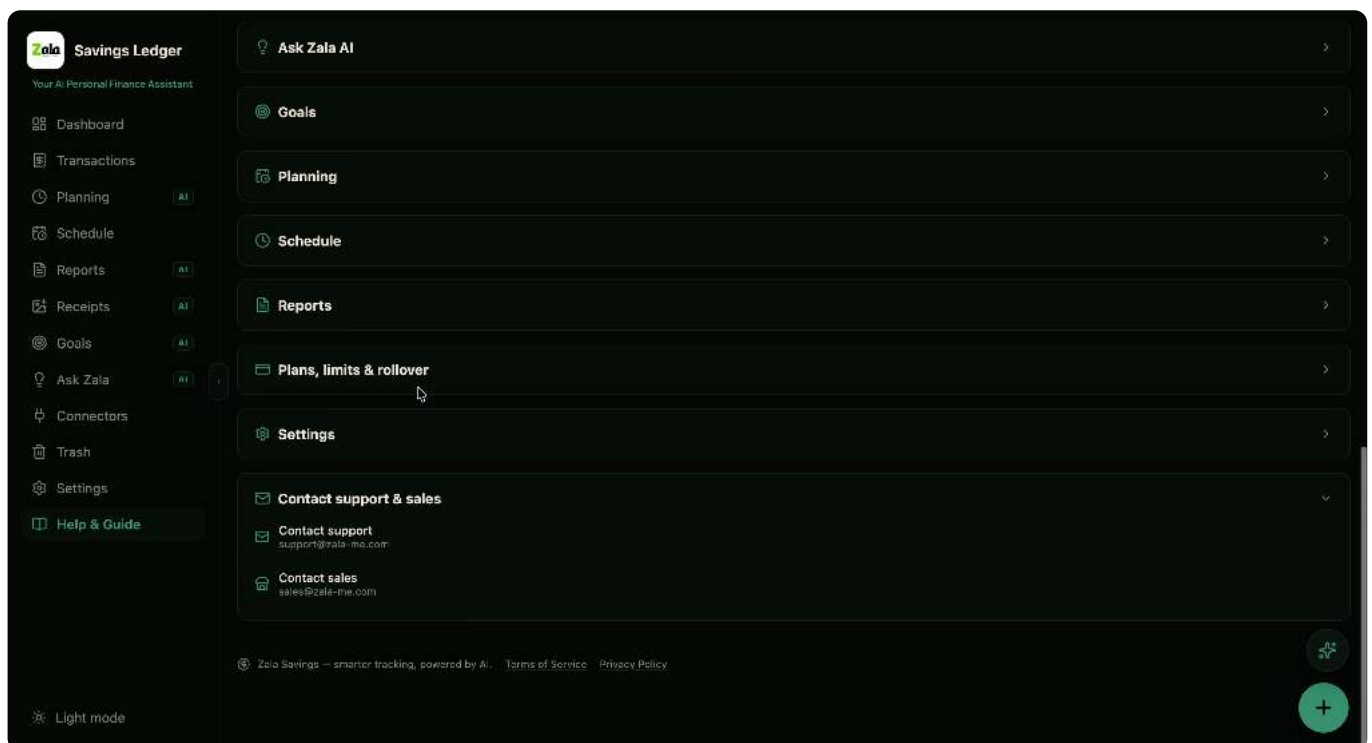


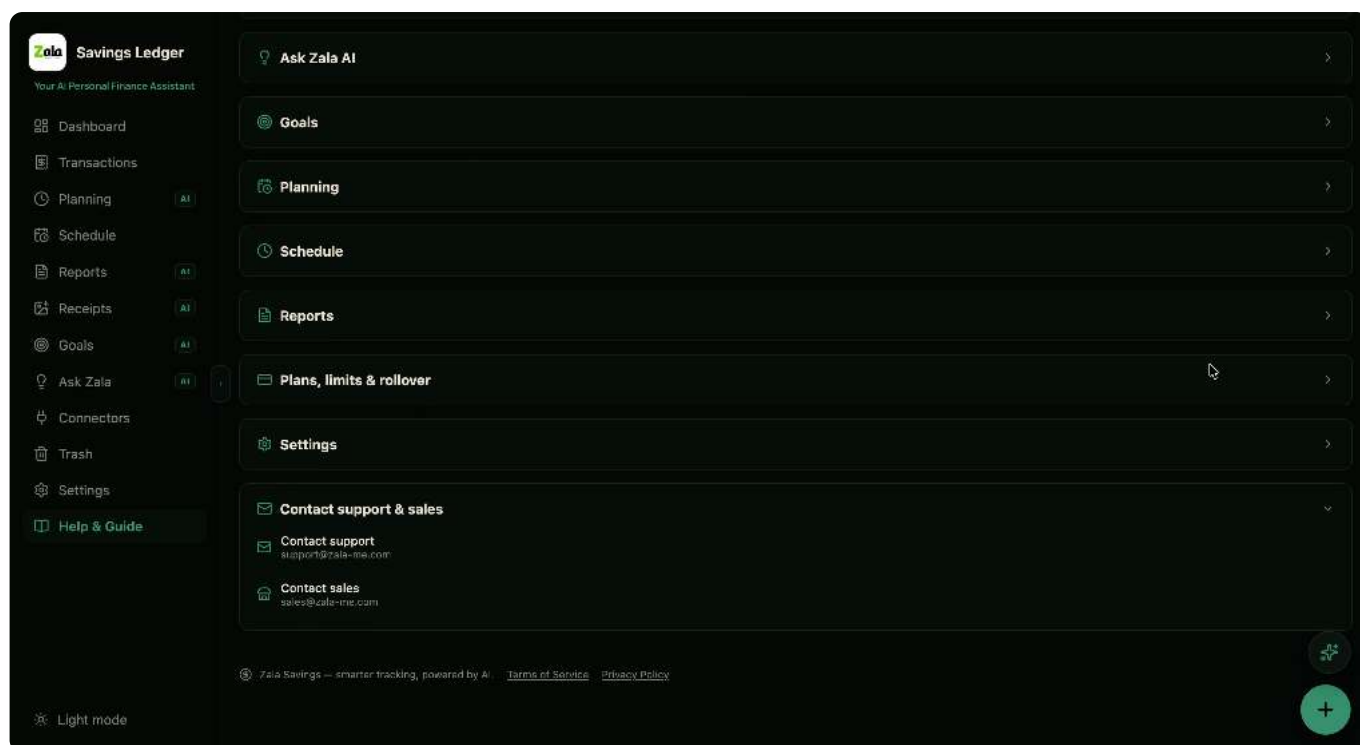
This area contains detailed documentation for all major features and capabilities of the application.



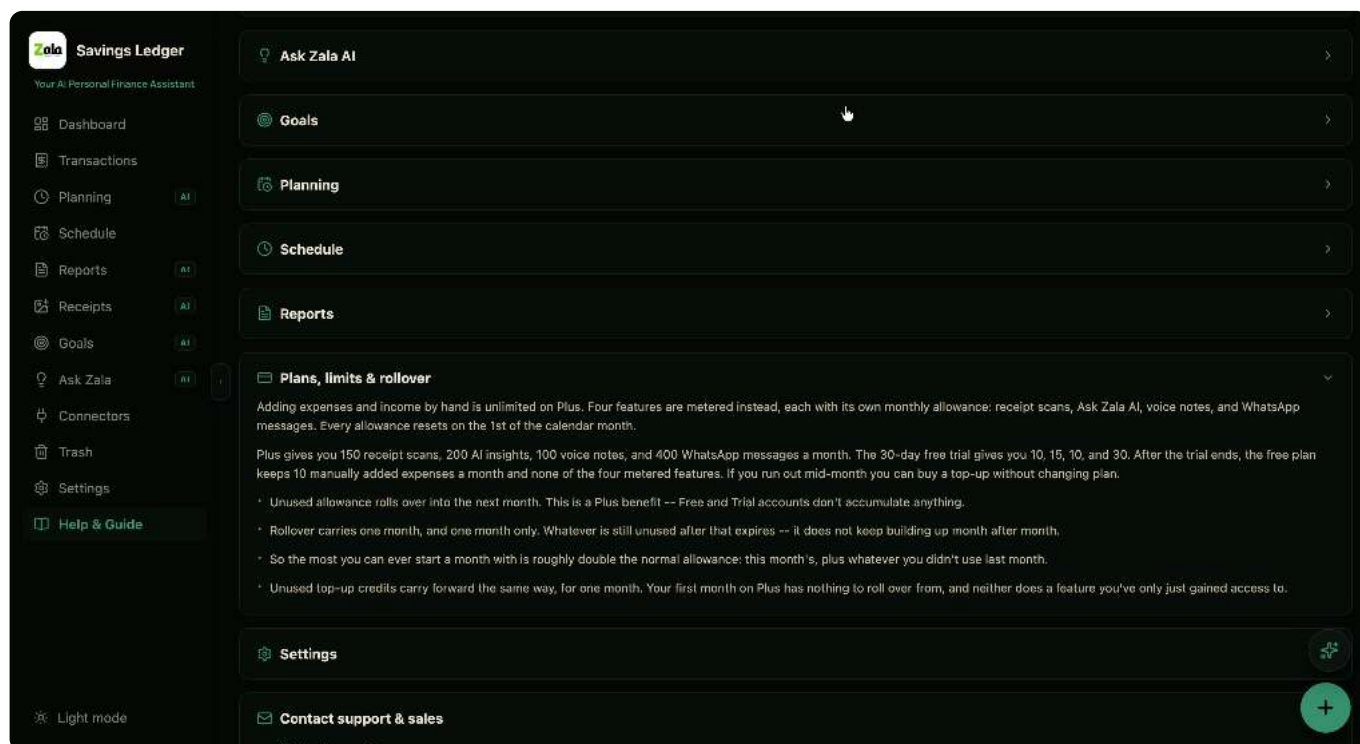
Examples of what you can find here:

- How to connect your application to **Telegram**, including what you can do once connected and how to interact with the bot
- Detailed information about your **plan**, **usage limits**, and whether there is any **rollover** of unused limits from one month to the next





If you want to learn how to add **goals**, you can also find clear instructions in this section.



In addition to the help content inside the app, you can access more tutorial videos and resources on the website: zala-me.com.