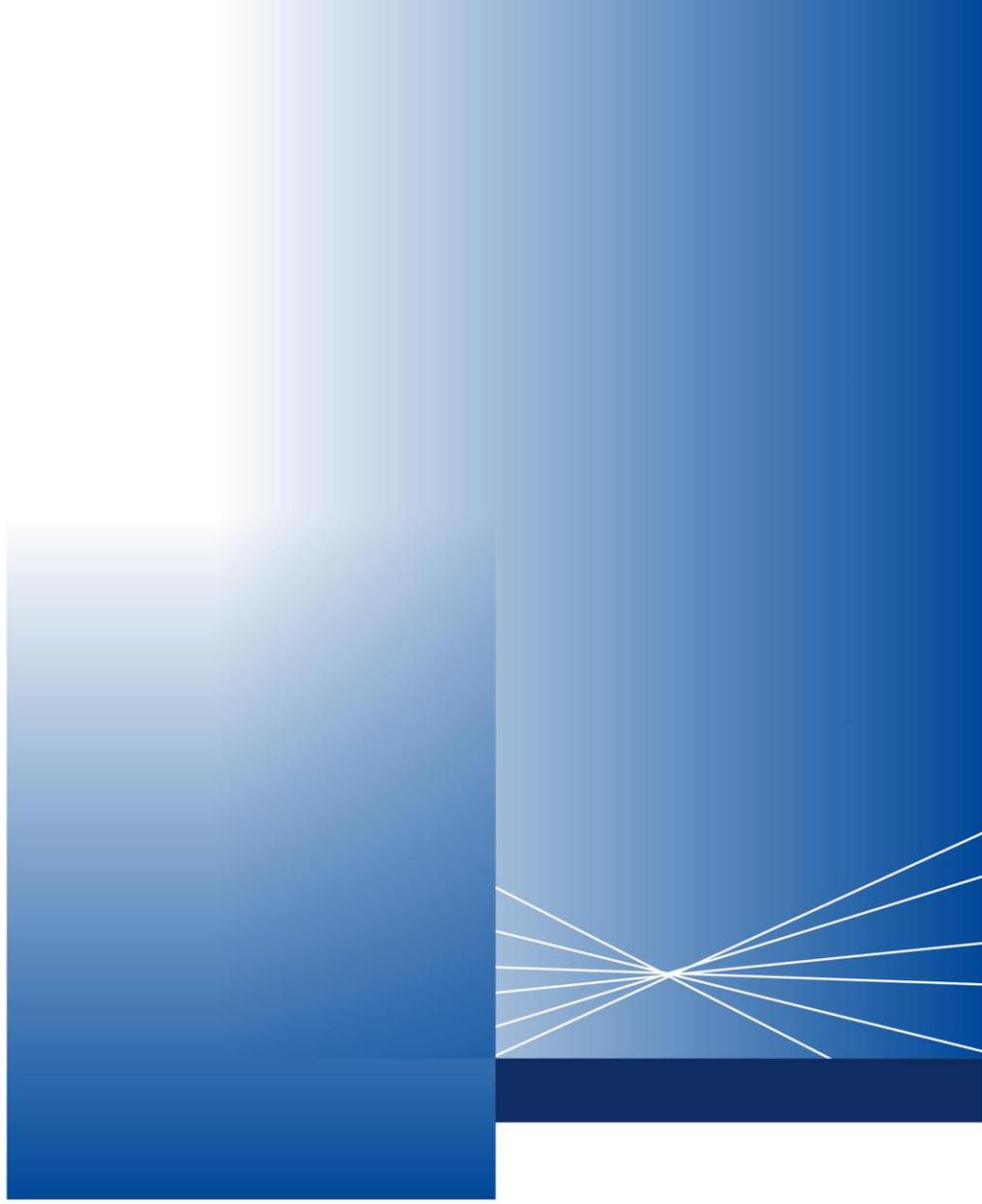




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myDATAapp Quick Guide

ATHENS, 24 FEBRUARY 2025

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1 Download the myDATAapp application

The myDATAapp application is available for Android and iOS devices. You can download it by following the steps below:

For Android devices, visit Google Play Store and search for the "myDATAapp" application. Press the "Install" button to download and install it on your device.

For iOS devices (iPhone, iPad), visit the App Store and search for the "myDATAapp" application. Press the "Download" button to install it on your device.

Make sure your device meets the minimum operating system requirements for the app to run smoothly.

When you start the myDATAapp application, the welcome screen appears. On this screen, you have the following options:

- **Language:** In the upper right corner, there is the option to change language.
- **Login:** Press the "Login" button in the center of the screen to go to the main part of the application and log in to your account.



Figure 1. 1

2 Login Screen

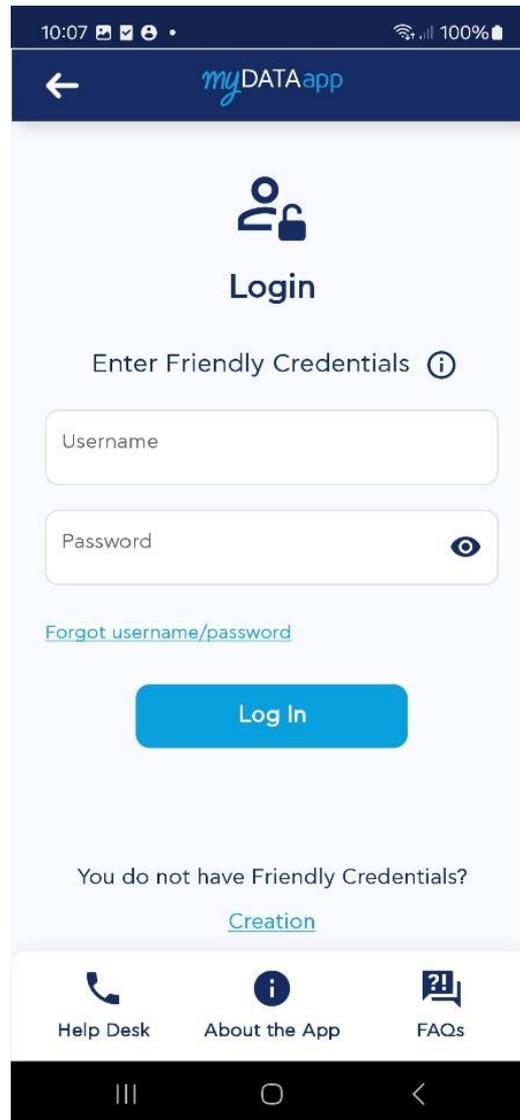


Figure 2 Login Screen

On the first screen (Figure 2), the user is asked to enter their username and password to log in to the application.

3 Home Screen

After successful login, the options appear (Figure 3):

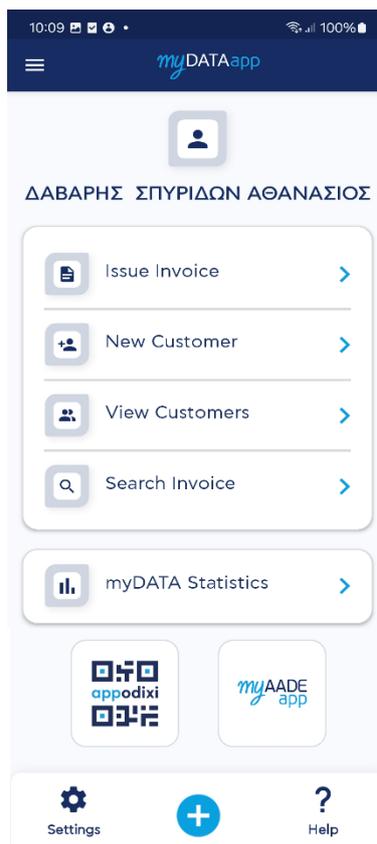


Figure 3 Home Screen

3.1 Document Issue

3.1.1 General Document Details (Figure 4):

- **Document Type:** Here you can select the type of document you want to issue, e.g. Invoice, Receipt.
- **Series:** Select the series of the document from the corresponding list.

- **Issue Date:** The date is automatically filled in by the system. You can modify it if necessary.
- **Branch:** Enter the branch to which the document relates. The default is "0".
- **Payment Method:** Select the payment method.

3.1.2 Supplementary Document Details:

- **Other Related TINs:** Here you enter the TINs of other parties involved that are related to the document.
- **Goods / Services:** In this section, you enter the goods or services included in the document.
- **Miscellaneous Taxes:** Enter tax information, such as VAT and other charges.
- **Comments / Observations:** Here you can add additional comments or observations regarding the document.
- **Totals:** Here you can see the total value of the document, including taxes and discounts.

3.1.3 Document Options

- **Transit Note:** Select whether the document is accompanied by a transit note.
- **Self-invoicing:** Activate the option if it concerns a self-invoicing document.
- **VAT Payment Suspension:** Activate if a suspension applies for the payment of VAT.

3.1.4 Buttons at the bottom:

- **Issue:** By pressing this button, the document is issued and saved.
- **Clear:** With this button you can clear the data and start the entry from the beginning.

10:25 100%

myDATAapp

Invoice Issue

General Invoice Details ⓘ ^

Invoice details Customer Shipping

Invoice Type ▾

Series ▾

Issue Date
4/3/2025 ⓘ 📅

Branch
0

Payment Method ▾

Correlated Invoice

Is Delivery Note

Selfpricing

VAT Payment Suspension

Other Associated TIN ⓘ ▾

Products / Services ⓘ ▾

Various Taxes ⓘ ▾

Comments / Remarks ⓘ ▾

Totals ⓘ ▾

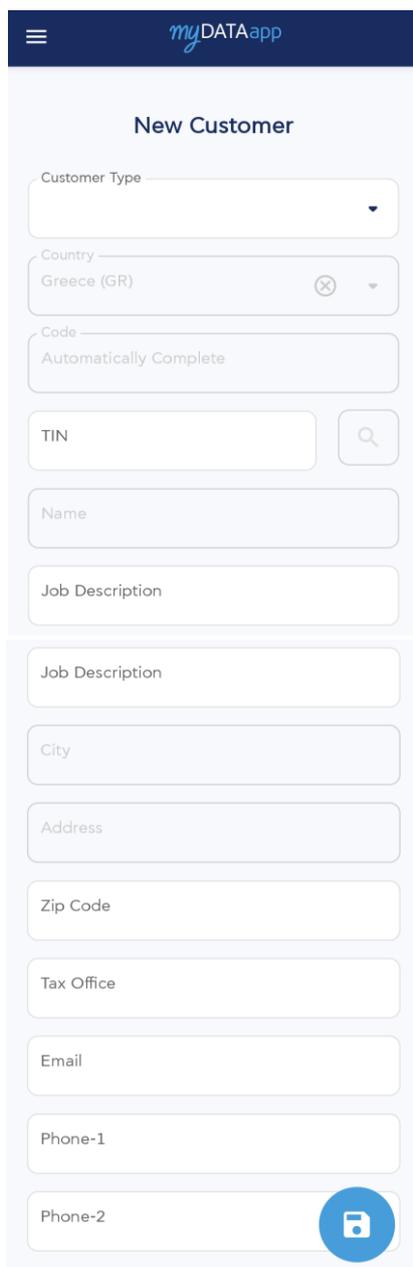
Issue Clear

Figure 4 Document Issue

3.2 New Customer

Creation of clients with mandatory cross-checking of domestic business data through the Business Register Key Data Search service.

Creating clients is optional. However, to issue a document where the counterparty is of the business type (not a retail document), the entry of customers is mandatory (Figure 5).



The screenshot shows the 'myDATAapp' interface for creating a new customer. The form is titled 'New Customer' and contains the following fields:

- Customer Type (dropdown menu)
- Country (Greece (GR) with a clear icon and dropdown arrow)
- Code (Automatically Complete)
- TIN (text input with a search icon)
- Name (text input)
- Job Description (text input)
- Job Description (text input)
- City (text input)
- Address (text input)
- Zip Code (text input)
- Tax Office (text input)
- Email (text input)
- Phone-1 (text input)
- Phone-2 (text input with a save icon)

Figure 5 New Customer

3.3 View Customers

In the Customers tab of the application, you can see a list of all the customers you have registered (Figure 6):



Figure 6View Customers

At the top of the screen there are search and sorting filters to make it easier to search and organize customers.

At the bottom of the screen, you will find the Add New Customer button (icon ) to register a new customer. Below the list, the total number of customers you have registered is also displayed.

In addition, the **Delete** option is provided (Figure 7):

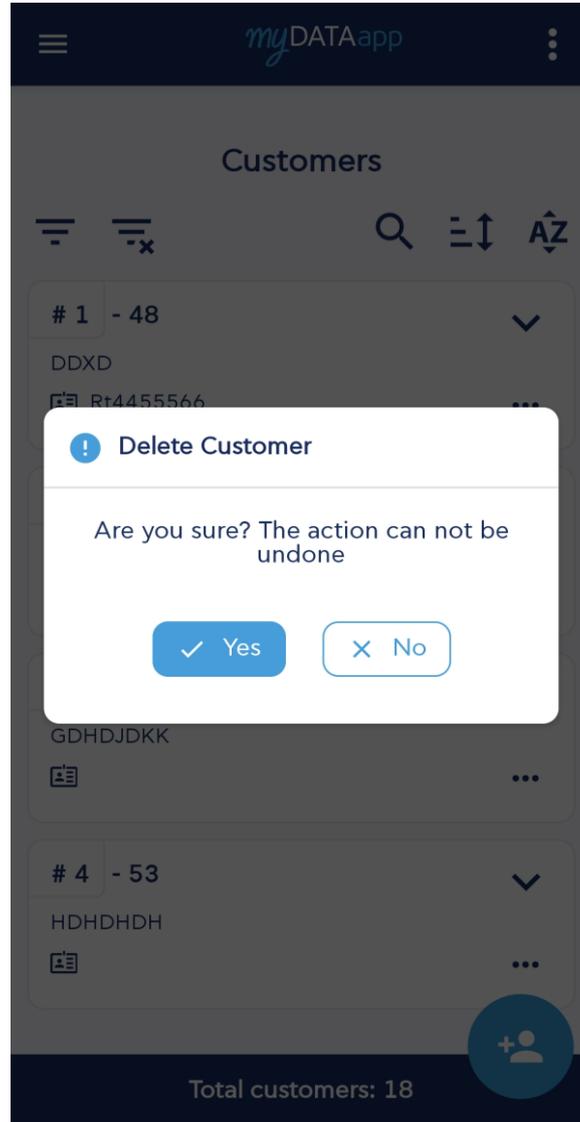


Figure 7 Delete Customer

You can issue a new document with the selected customer's details **pre-filled** (Figure 8).

The screenshot displays the 'myDATAapp' interface for issuing an invoice. The title is 'Invoice Issue'. Below the title is a section for 'General Invoice Details' with an information icon and an expand/collapse arrow. There are three tabs: 'Invoice details', 'Customer' (which is selected and highlighted in blue), and 'Shipping'. The 'Customer' tab contains several pre-filled fields: 'Name' (ΚΑΝΕΛΛΑΚΗΣ ΝΙΚΟΛΑΟΣ ΣΩΤΙ), 'Customer Name' (ΚΑΝΕΛΛΑΚΗΣ ΝΙΚΟΛΑΟΣ ΣΩΤΗΡΙΟΣ), 'TIN' (001327866), 'Address' (ΘΕΣΗ ΜΟΥΡΙΤΣΑ ΚΥΠΑΡΙΣΣΙΑΣ 0), and 'City' (ΚΥΠΑΡΙΣΣΙΑ). Below these are fields for 'Branch' (0) and 'Country' (Greece (GR)). At the bottom of the form are several expandable sections: 'Other Associated TIN', 'Products / Services', 'Various Taxes', 'Comments / Remarks', and 'Totals', each with an information icon and a downward arrow. At the very bottom, there are two buttons: 'Issue' (with a document icon) and 'Clear' (with an 'X' icon).

Figure 8. 8

3.4 Document Search

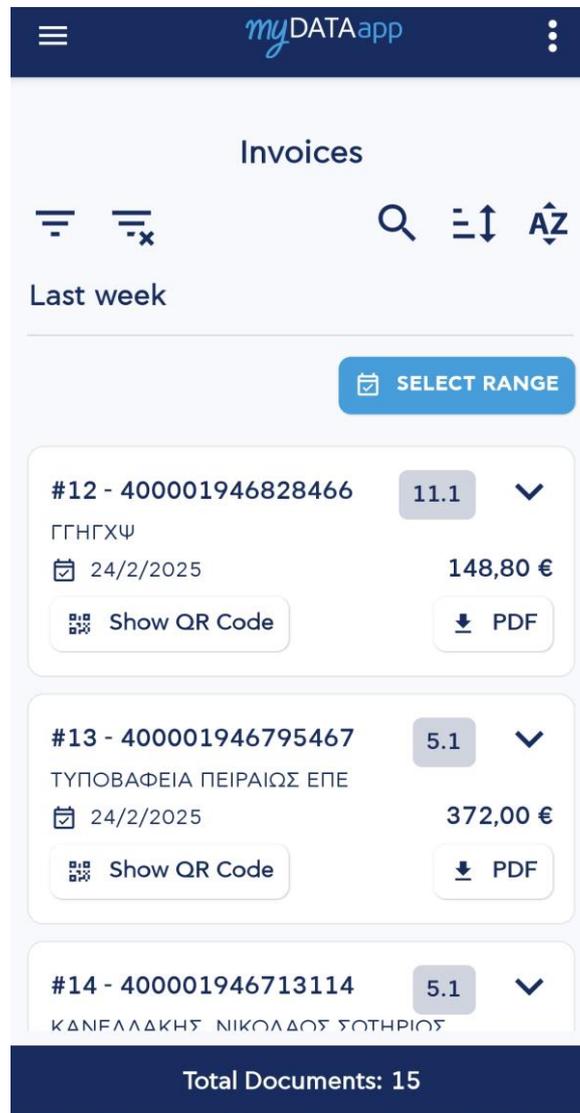
This screen displays a list of registered invoices and documents, by Date.

Filters: On the left side there are filter buttons that allow the user to adjust the document display criteria.

List of Documents: A list of documents appears in the central area of the screen, each with a unique invoice number and details such as:

- MARK
- Issuer Name
- Issue Date
- Amount
- QR Code Button: Next to each invoice there is the option "Show QR Code."
- PDF: Downloads the invoice in user's device.

Total Documents: At the bottom of the screen there is an indicator that informs the user about the total number of registered documents (Figure 9).



The screenshot shows the 'myDATAapp' interface for 'Invoices'. It features a search bar, filters, and a list of invoices. The first invoice is #12 - 400001946828466 for 148,80 € dated 24/2/2025. The second is #13 - 400001946795467 for 372,00 € dated 24/2/2025. The third is #14 - 400001946713114 for 5.1 € dated 24/2/2025. A 'SELECT RANGE' button is visible above the list, and a 'Total Documents: 15' summary is at the bottom.

Invoice ID	Amount	Date
#12 - 400001946828466	148,80 €	24/2/2025
#13 - 400001946795467	372,00 €	24/2/2025
#14 - 400001946713114	5.1 €	24/2/2025

Figure 9 Document Search

By selecting the button  you can select the search time period (figure 10).

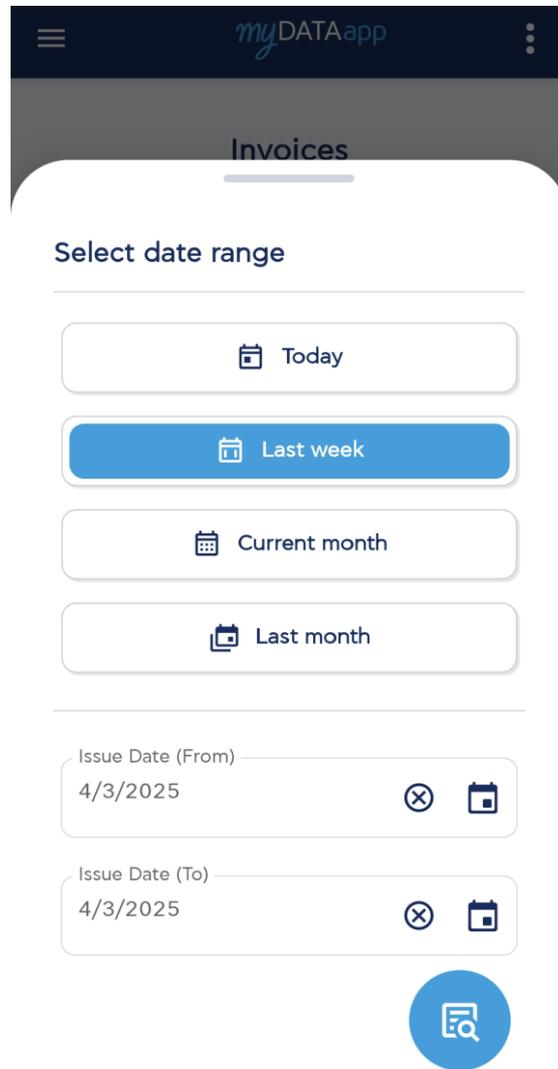
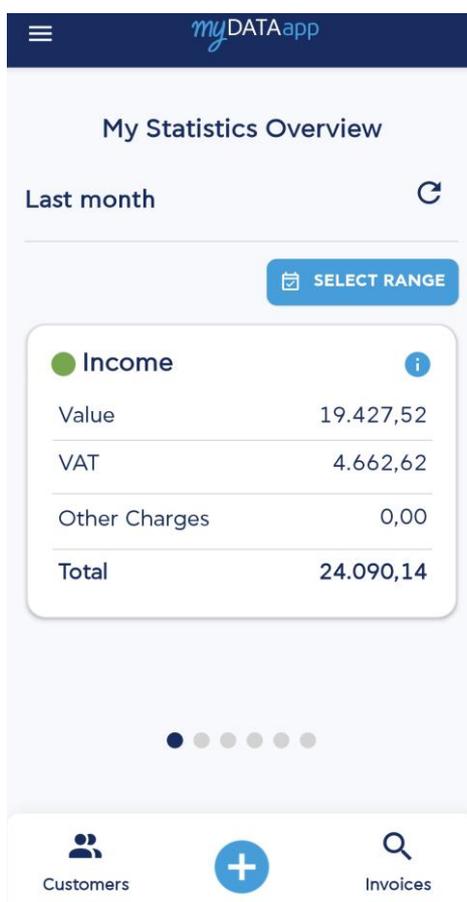


Figure 10. 10

3.5 myDATA Image

By selecting the **myDATA Image**, the Income, Expenses and Financial Result are displayed, which displays the total value of income/expenses/financial result, VAT and other charges for the selected period with the total amount.



The next box displays the number of Customers and Suppliers of the company as well as the corresponding number of Documents for the selected time period.

In the Important Customers / Important Suppliers boxes, the 5 most important customers/suppliers are displayed as well as their turnover for the selected time period.

You can set the time period by selecting the button  (Figure 11):

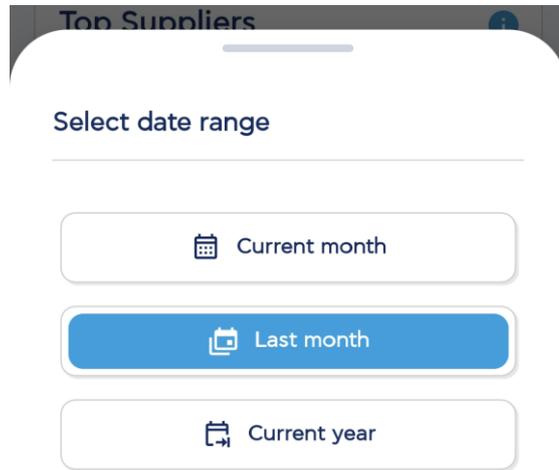
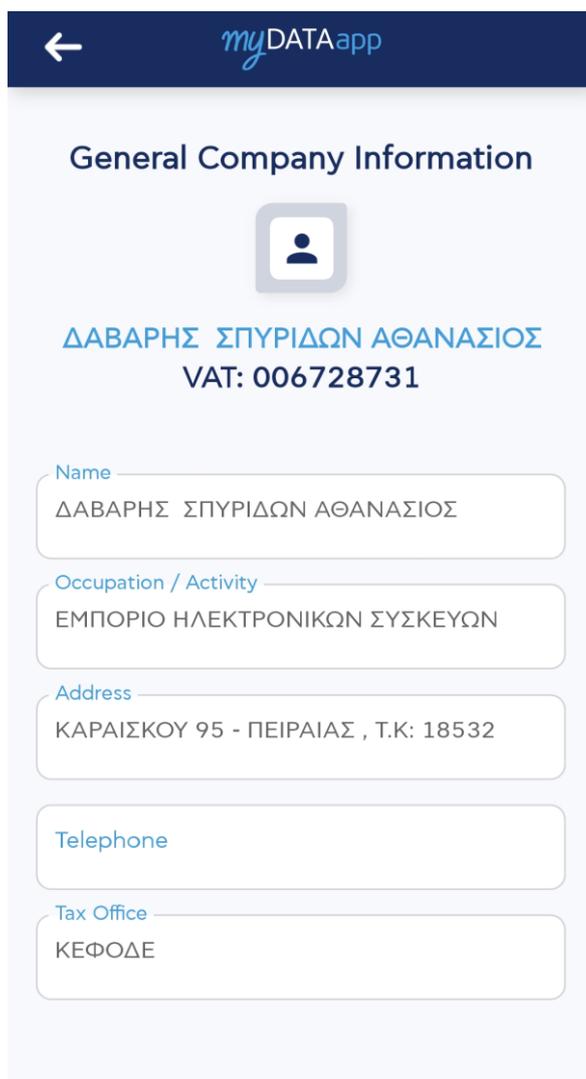


Figure 11. 11

4 General Business Information

By clicking on the icon , the general information of the business is displayed (Figure 12).



The screenshot shows the 'myDATAapp' interface. At the top, there is a dark blue header with a back arrow and the text 'myDATAapp'. Below the header, the title 'General Company Information' is displayed. Underneath the title is a square icon containing a person silhouette. The company name 'ΔΑΒΑΡΗΣ ΣΠΥΡΙΔΩΝ ΑΘΑΝΑΣΙΟΣ' and VAT number 'VAT: 006728731' are shown in blue text. Below this, there are several input fields with labels and values:

Field Label	Value
Name	ΔΑΒΑΡΗΣ ΣΠΥΡΙΔΩΝ ΑΘΑΝΑΣΙΟΣ
Occupation / Activity	ΕΜΠΟΡΙΟ ΗΛΕΚΤΡΟΝΙΚΩΝ ΣΥΣΚΕΥΩΝ
Address	ΚΑΡΑΙΣΚΟΥ 95 - ΠΕΙΡΑΙΑΣ , Τ.Κ: 18532
Telephone	
Tax Office	ΚΕΦΟΔΕ

Figure 12. 12Business Information

5 Navigation Menu

Clicking on the icon  displays the navigation menu (Figure 13).

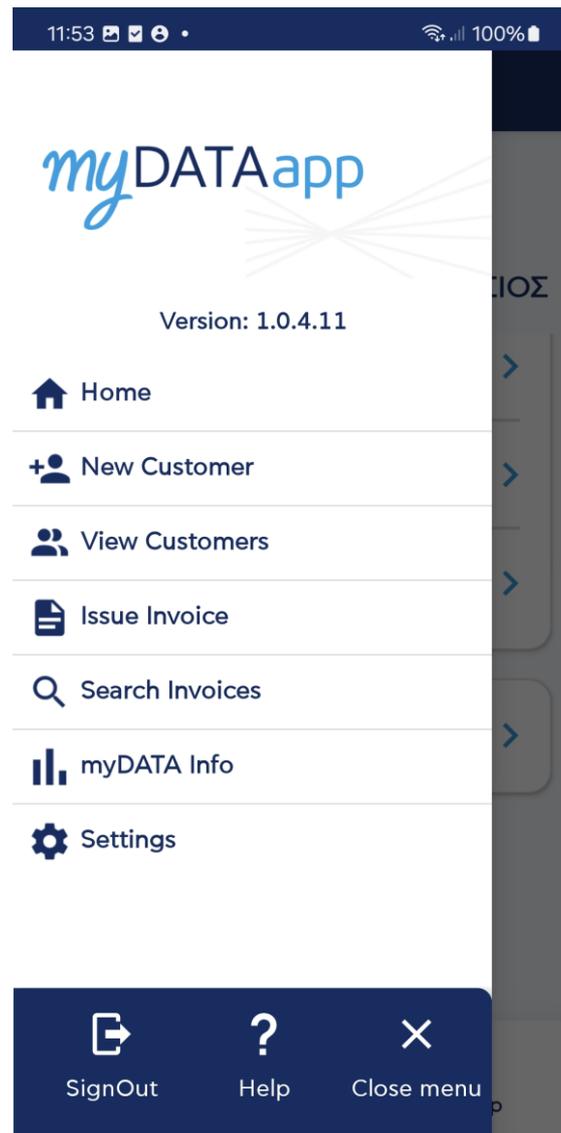


Figure 13 Navigation Menu

6 Settings

The myDATAapp offers various settings to customize the user experience. Below you will find instructions for the basic features (Figure 14):

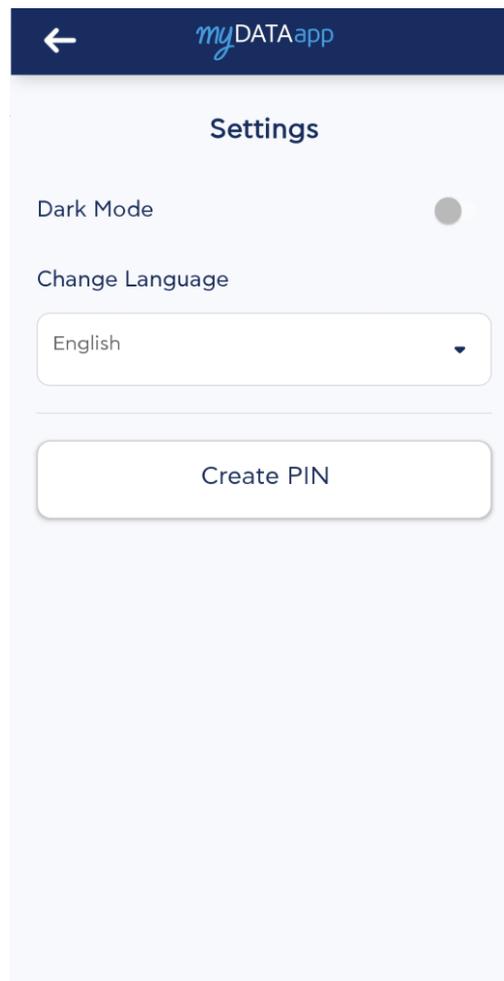


Figure 14Settings

6.1 Dark Mode

On the home screen of the settings, you can enable or disable dark mode. (Figure 15):

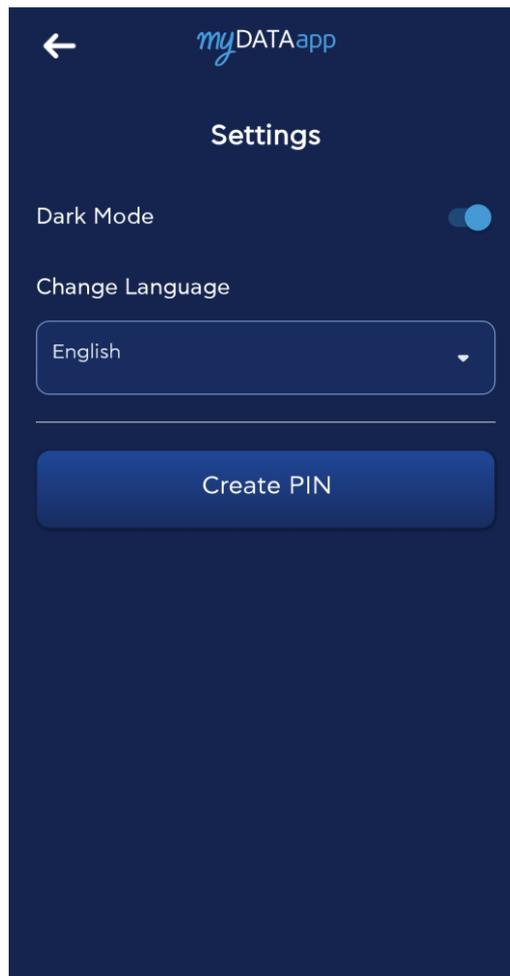


Figure 15Dark Mode

6.2 Change Language

The application supports language switching between Greek and English (Figure 16):

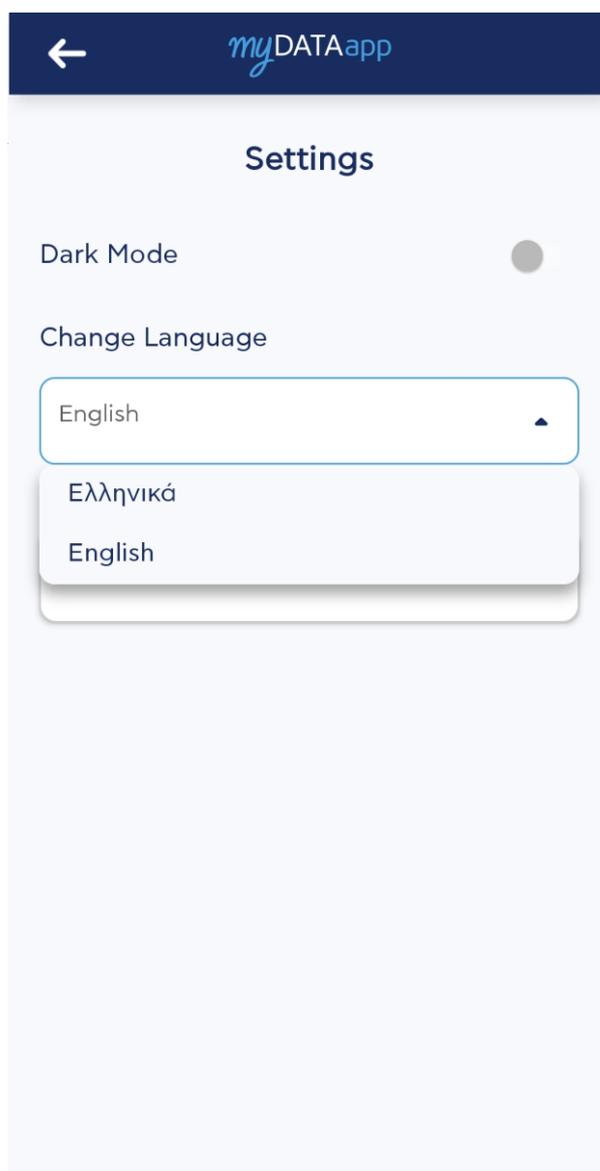
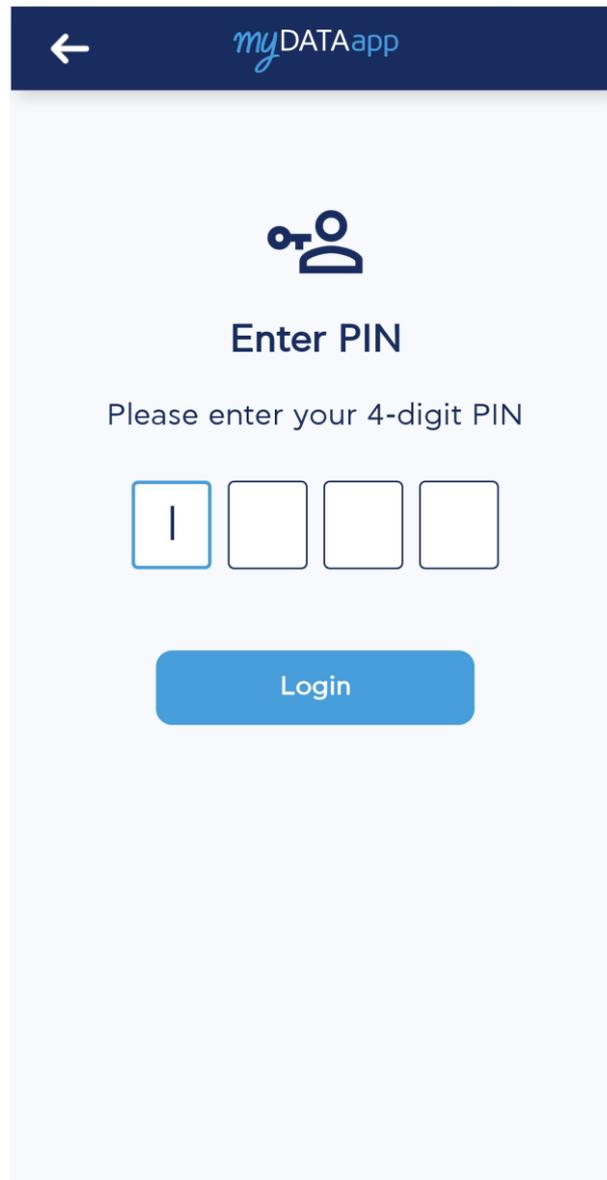


Figure 16 Change Language

6.3 Create PIN

The "Create PIN" feature allows you to set a 4-digit PIN that you can use to log in to your application. (Figure 17):



The screenshot displays the 'myDATAapp' interface for entering a PIN. At the top, there is a dark blue header with a white back arrow on the left and the text 'myDATAapp' in white. Below the header, a dark blue icon of a person with a key is centered. Underneath the icon, the text 'Enter PIN' is displayed in a bold, dark blue font. Below this, the instruction 'Please enter your 4-digit PIN' is shown in a smaller, dark blue font. The input area consists of four square boxes arranged horizontally. The first box contains a vertical bar, while the other three are empty. Below the input boxes is a prominent blue button with rounded corners and the text 'Login' in white.

Figure 17 Create PIN

After you set the 4-digit code, a confirmation screen appears. On the PIN confirmation screen, enter your four-digit PIN code in the available fields. After entering the PIN, press the "Confirm" button to proceed (Figure 18):

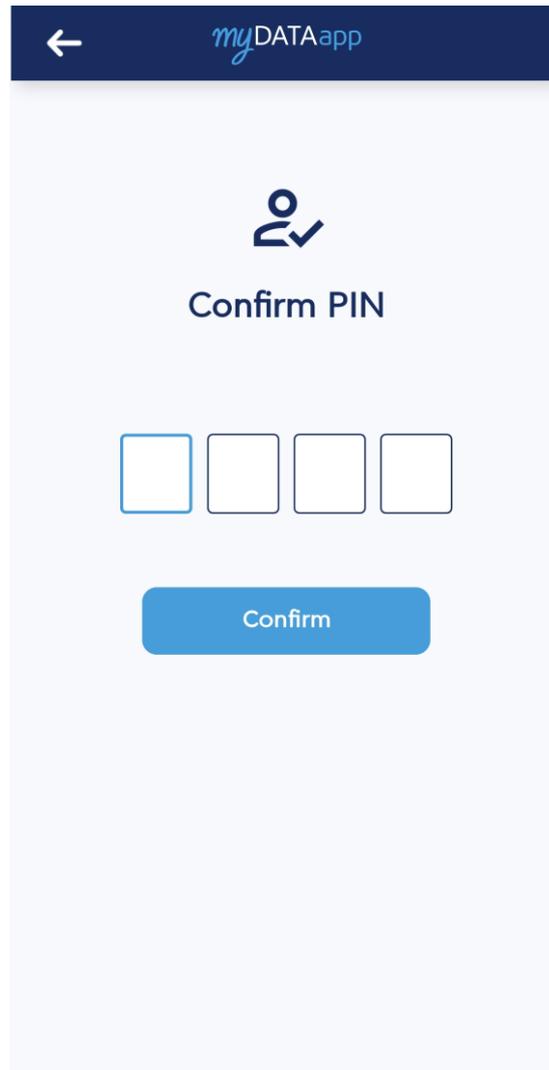


Figure 18 Confirm PIN

Once you set and confirm the PIN, the following screen appears, giving you the following options (Figure 19):

- **Change PIN:** Tap to change your app PIN code

- **Enable Biometrics:** Enable biometric recognition (such as fingerprint or facial recognition) for faster and more secure access to your application. Enabling biometrics is only possible if the user has created a PIN.

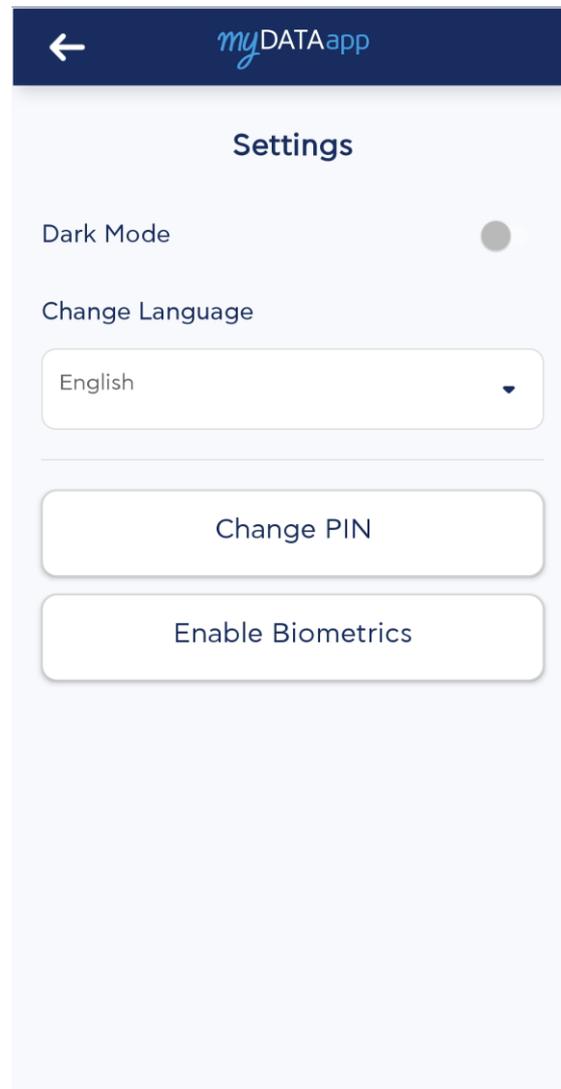


Figure 19 Enable Biometrics