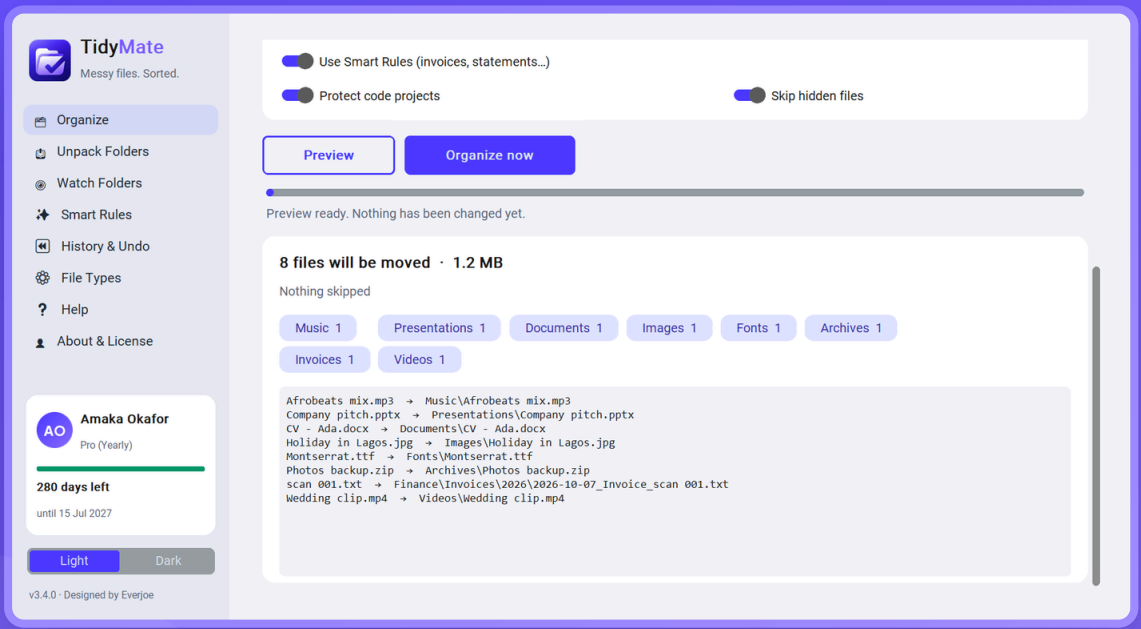
USER GUIDE · VERSION 3.4

TidyMate

Messy files. Sorted. Preview first, undo anytime.

Formerly Everjoe Folder Organizer



Everjoe

TidyMate is designed & developed by Everjoe

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INSIDE THIS GUIDE

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CHAPTER 1

Welcome

TidyMate tidies folders like **Downloads**, **Desktop** and **Documents** by moving each file into a neat folder: Images, Documents, Music, Videos and more. It reads inside invoices and bank statements, files new downloads by itself, and everything can be undone.

Organize

Sort files by type, by date (Year → Month) or by extension.

Smart Rules

File invoices, receipts and statements by what's written inside them.

Preview first

See exactly what will move before anything changes.

Undo anytime

Every job is saved in History and can be reversed, even days later.

✓ **Nothing is ever deleted, nothing leaves your PC**
TidyMate only *moves* files. It never deletes them and never overwrites a file. If two files have the same name, the second one becomes `photo (1).jpg`. Your files and their contents are never uploaded anywhere.

ℹ **Used Everjoe Folder Organizer before?**
TidyMate is the same app with a new name. Your settings, Smart Rules and undo history carry over automatically. License keys from the preview before the official launch on 22 December 2026 have ended; choose a plan to keep the paid features.

CHAPTER 2

Installing

The installer's welcome screen

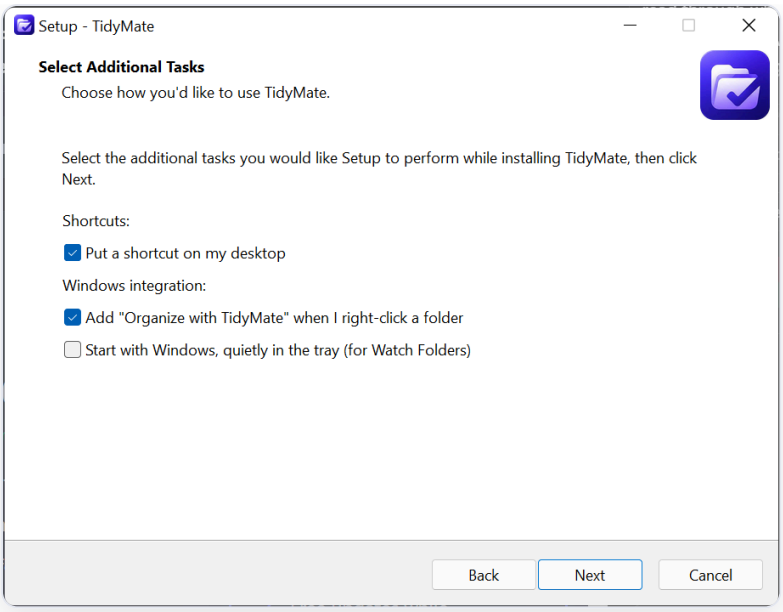
1. **Run the installer**
   Double-click `TidyMate-Setup.exe`. No administrator rights are needed.

2. **If Windows shows “Windows protected your PC”**
   Click **More info** → **Run anyway**. Windows shows this for new apps from small developers.

3. **Accept the license agreement**
   , keep the suggested folder, and click **Next**.

4. **Choose your options**
   A desktop shortcut and the right-click menu are ticked for you. Tick **Start with Windows** if you'll use Watch Folders.

5. **Install, then Finish**
   TidyMate opens. Its logo is on your desktop, in the Start menu (with the User Guide) and in the taskbar.



Choose shortcuts and Windows integration

✓ **Other ways to install**

Microsoft Store: search for TidyMate in the Store app (or open apps.microsoft.com/detail/9P83X4N9KN2K) and click **Get**. The Store keeps it up to date.

winget: right-click Start, open **Terminal**, type `winget install Everjoe.TidyMate` and press Enter. Update later with `winget upgrade Everjoe.TidyMate`.

Chocolatey: in **Terminal (Admin)**, type `choco install tidymate`. Update later with `choco upgrade tidymate`.

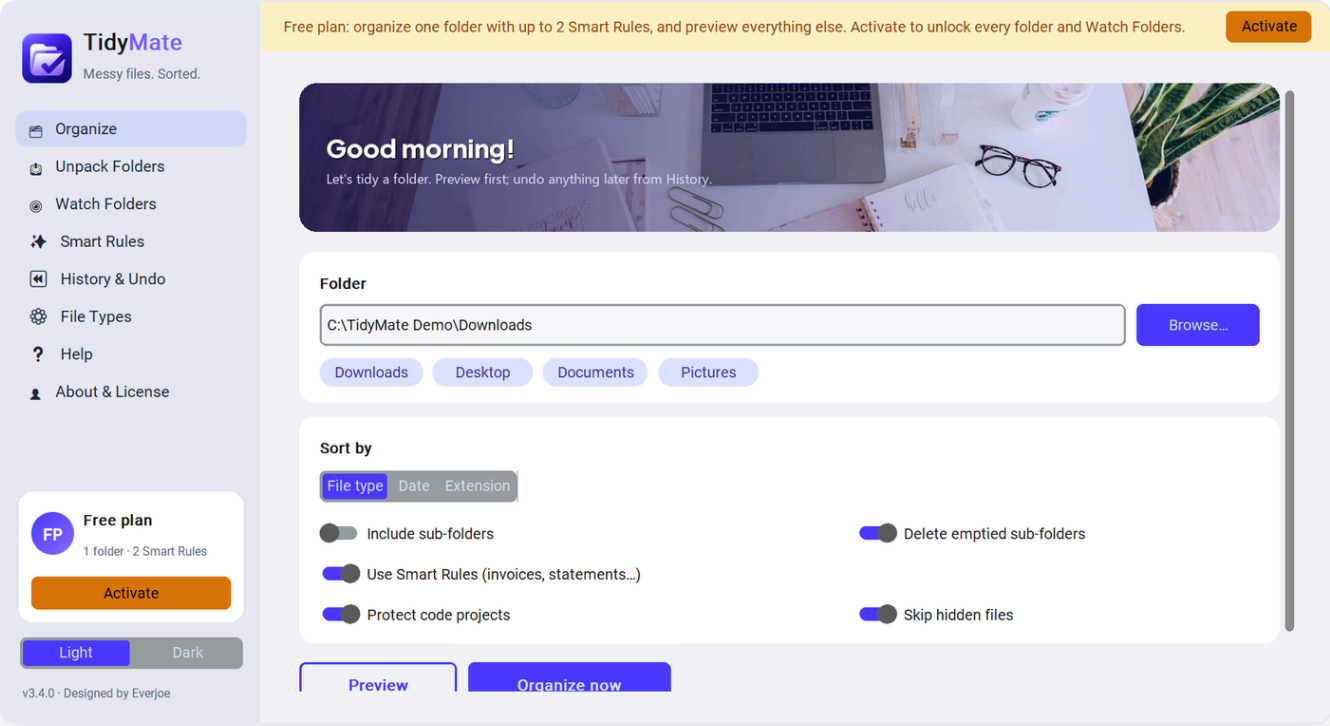
ℹ **Right-click shortcut**

Right-click any folder in File Explorer and choose **Organize with TidyMate**. On Windows 11, click **Show more options** first. To remove the app, use **Settings** → **Apps**; your history and settings are kept.

CHAPTER 3

Free plan & activating

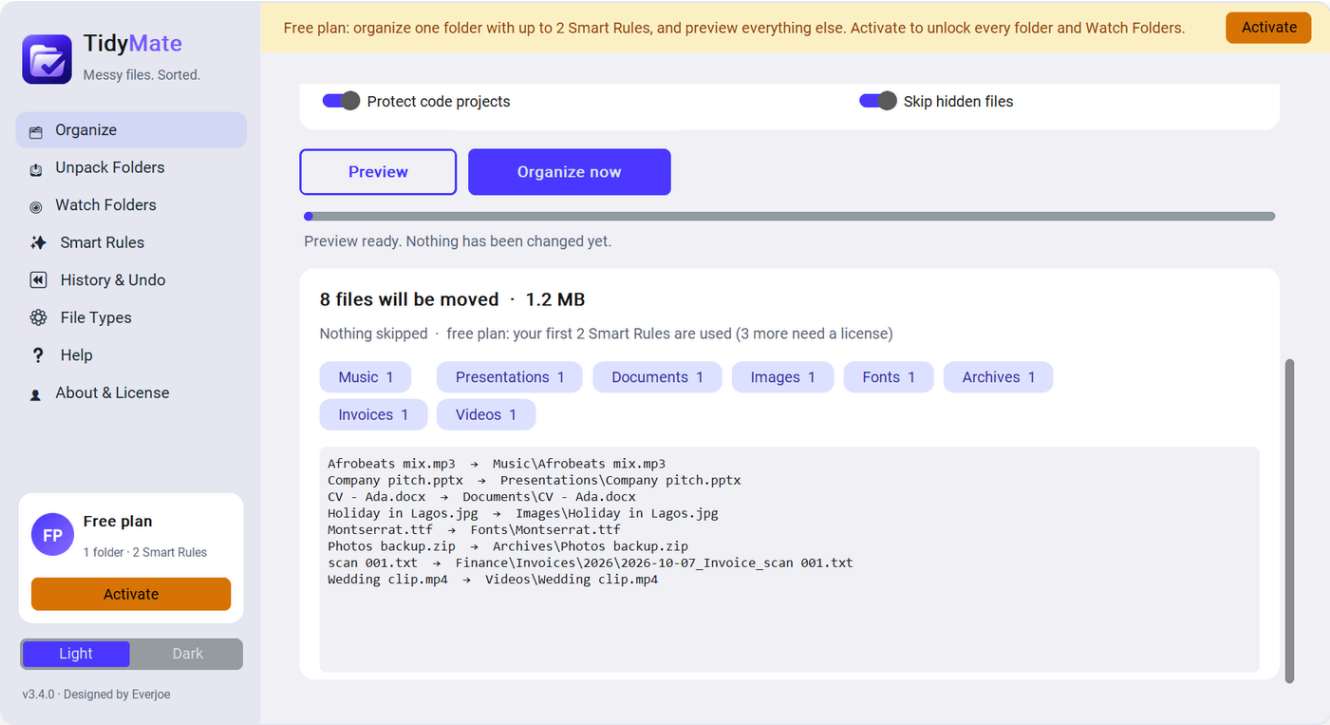
TidyMate works straight away on the **free plan**. A yellow bar at the top shows what's included and has an **Activate** button.



The free plan: the bar at the top and the card in the left menu show it

Free plan	Paid plans (Personal, Pro, Business)
1 active folder on 1 computer	Personal 5, Pro 20, Business 100 active folders
Your first **2 Smart Rules** are used	Personal 10, Pro 50, Business 200 Smart Rules
Preview any folder, History, Insights and Undo	The same
Basic organization (type, date, extension; name-based rules)	Plus **Unpack** and **content-aware** rules that read inside documents
—	**Watch Folders** (Personal 1, Pro 5, Business 10). Pro adds **advanced Smart Rules** (your own patterns, age and size)

An **active folder** is a folder TidyMate is configured to organize or monitor. There is no limit on the number of files. The first time you organize a folder it becomes an active folder. When all your active folders are used, you can swap one for a different folder once; after that you can swap once every 30 days. TidyMate tells you the date when you can swap again.



On the free plan the preview says which Smart Rules are used

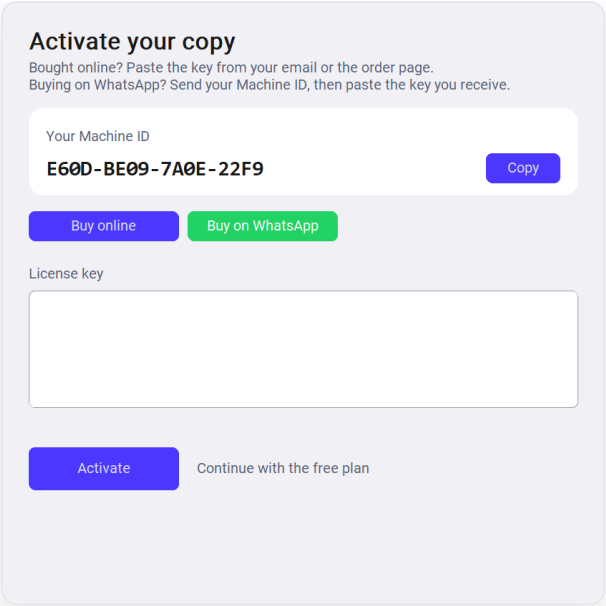
Activating a license

1. **Click “Activate”**
   Use the button in the yellow bar or go to **About & License** → **Enter license key**.

2. **Buy online, or send your Machine ID**
   Click **See plans & buy online** to pay on the website. Or click **Email us**: it opens an email to Everjoe that already includes your Machine ID (e.g. `E60D-BE09-7A0E-22F9`).

3. **Receive your license key**
   You'll get a long key that starts with `EVJ3.` on the order page or by email.

4. **Paste and activate**
   Paste the whole key into the **License key** box and click **Activate**. You'll see your name at the bottom left.

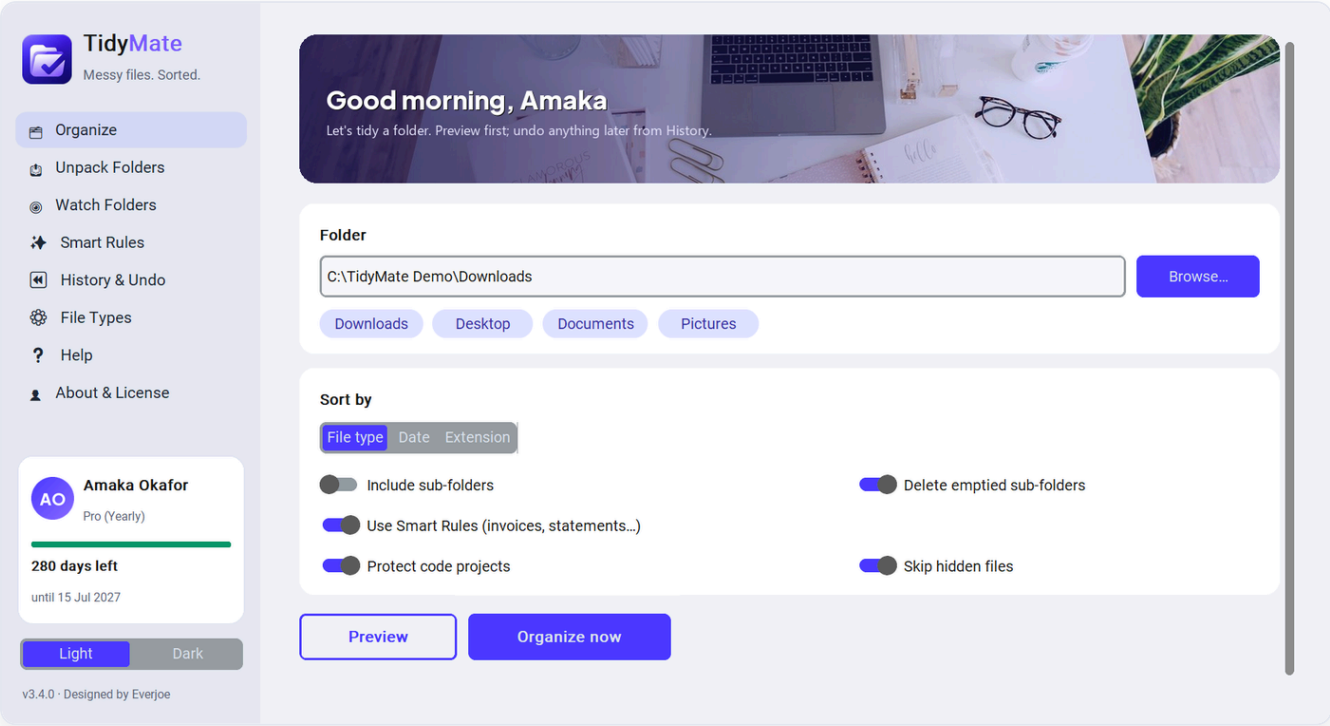


The activation window

> **!** **Keys are tied to computers**
> Each plan works on a set number of computers (Personal 1, Pro 3, Business 10). If you change computers or reinstall Windows, contact Everjoe to move your license.

CHAPTER 4

Organizing a folder



The Organize screen

1. **Choose the folder**
   Click **Browse...**, or click a shortcut chip: **Downloads**, **Desktop**, **Documents**, **Pictures**.

2. **Choose how to sort**
   Pick **File type**, **Date** or **Extension** (see the table below).

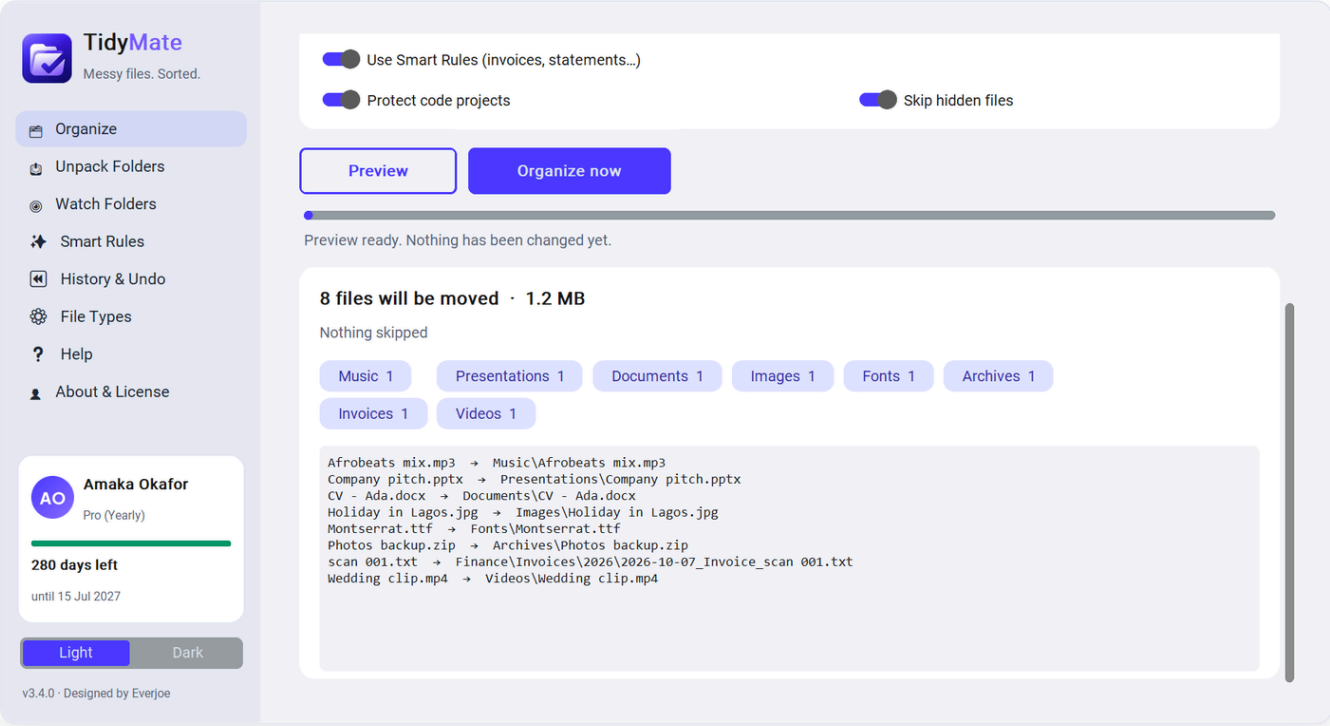
3. **Set the options**
   The defaults are safe for most people.

4. **Click "Preview"**
   TidyMate lists every file it will move and where it will go. Nothing changes yet.

5. **Click "Organize now"**
   Confirm, and the files are moved. A progress bar shows how far it has got, and **Cancel** stops it safely.

Sort by	Result
File type	Images, Videos, Music, Documents, Spreadsheets, Presentations, E-Books, Archives, Installers, Code, Fonts... Anything unknown goes to **Other**.
Date	Folders by year and month the file was last changed, e.g. `2026\03 - March`.
Extension	One folder per file ending: `PDF`, `JPG`, `MP3`...

Option	What it does
Include sub-folders	Off: only files directly in the chosen folder are sorted. On: files inside its sub-folders are gathered too.
Delete emptied sub-folders	When sub-folders are included, removes the folders that end up empty. Undo brings them back.
Use Smart Rules	Invoices, statements and other documents are filed by their Smart Rules first (Chapter 8).
Protect code projects	Never goes inside software projects or app folders (they would break if rearranged). Keep this on.
Skip hidden files	Leaves hidden and system files alone. Keep this on.



The preview: totals by category, and every planned move

CHAPTER 5

Unpacking folders

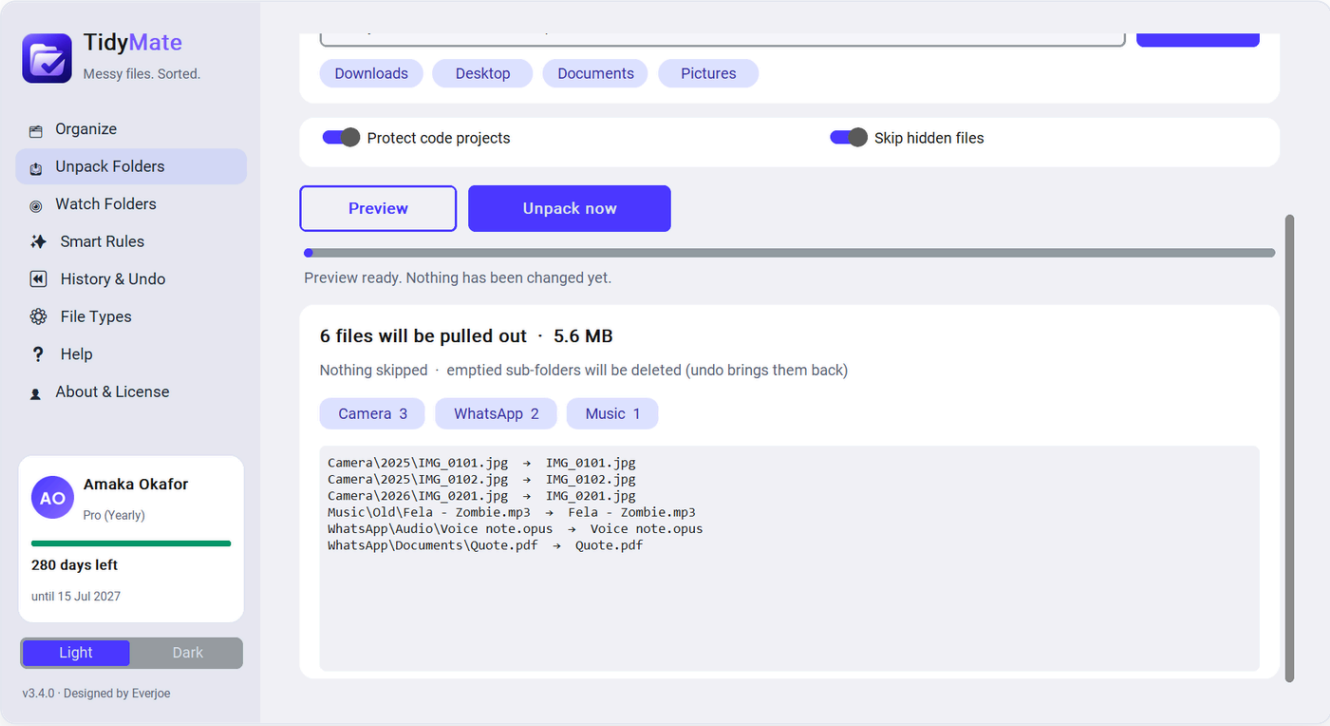
Got a folder full of sub-folders inside sub-folders? **Unpack Folders** pulls every file out into the main folder and then deletes the empty sub-folders, leaving one flat folder of files.

1. **Open “Unpack Folders”**
   Choose it in the left menu.

2. **Choose the folder**
   The folder whose sub-folders you want to empty.

3. **Preview**
   Check the list. Code projects and hidden folders are left untouched.

4. **Click “Unpack now”**
   Files come out, empty folders are removed.



Unpack preview: which sub-folders the files come from

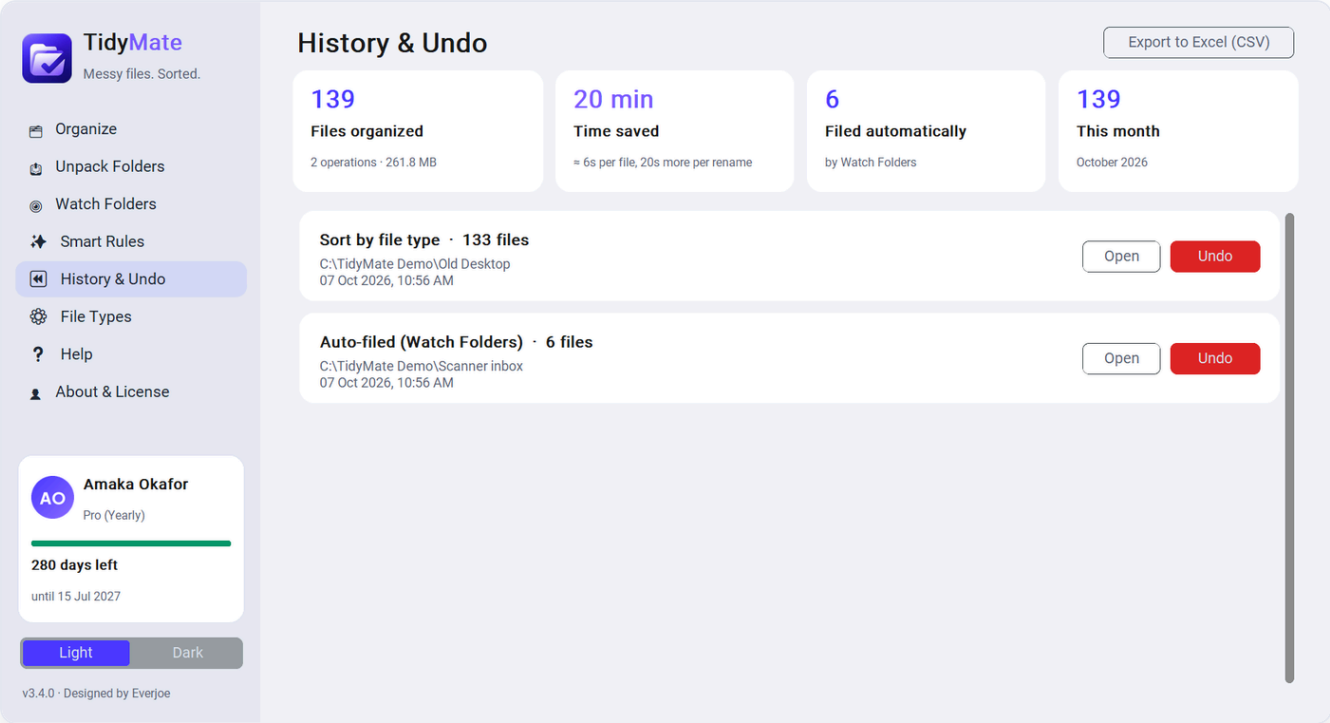
✓ **Changed your mind?**
Undo in History puts every file back in its original sub-folder, and recreates the deleted folders.

ℹ **Tip**
Unpack first, then Organize. This gathers scattered files and sorts them in two clicks.

CHAPTER 6

History, Insights & Undo

Every Organize, Unpack and Watch Folders job is recorded. The cards at the top show your **Insights**: files organized, the time TidyMate has saved you, files filed automatically, and this month's total.



History: Insights at the top, Undo on any job

1. **Open "History & Undo"**
   The newest job is at the top.

2. **Click "Undo"**
   Confirm. Files go back exactly where they were. The job then shows **Undone** ✓.

3. **Need a record?**
   Click **Export to Excel (CSV)** to save every move (date, folder, from and to) in a file Excel opens. Handy for audits and for showing clients what changed.

> ℹ **How time saved is worked out**
> About 6 seconds for each file you'd otherwise drag by hand, plus 20 seconds for each file TidyMate renamed for you.

Good to know

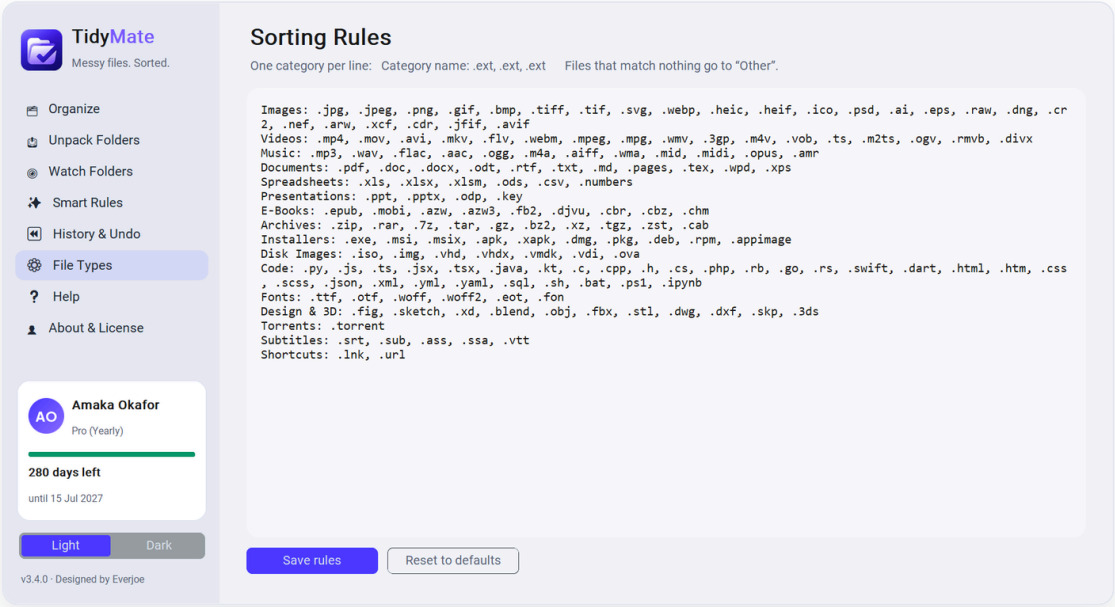
Undo works even after you close the app or restart the computer. If you moved or deleted a file yourself after organizing, that one file is listed as “no longer there” and everything else is still restored. If a file already exists in the original place, the restored copy is named `name (restored 1)` so nothing is overwritten.

CHAPTER 7

File types

Choose which file endings go into which folder. Each line is one category:

```
Photos: .jpg, .jpeg, .png, .heic
Receipts: .pdf
Voice Notes: .opus, .m4a, .amr
```



File types

1. **Edit the list**
   Rename categories, add endings, or add new lines.

2. **Click "Save rules"**
   New rules are used from the next Preview.

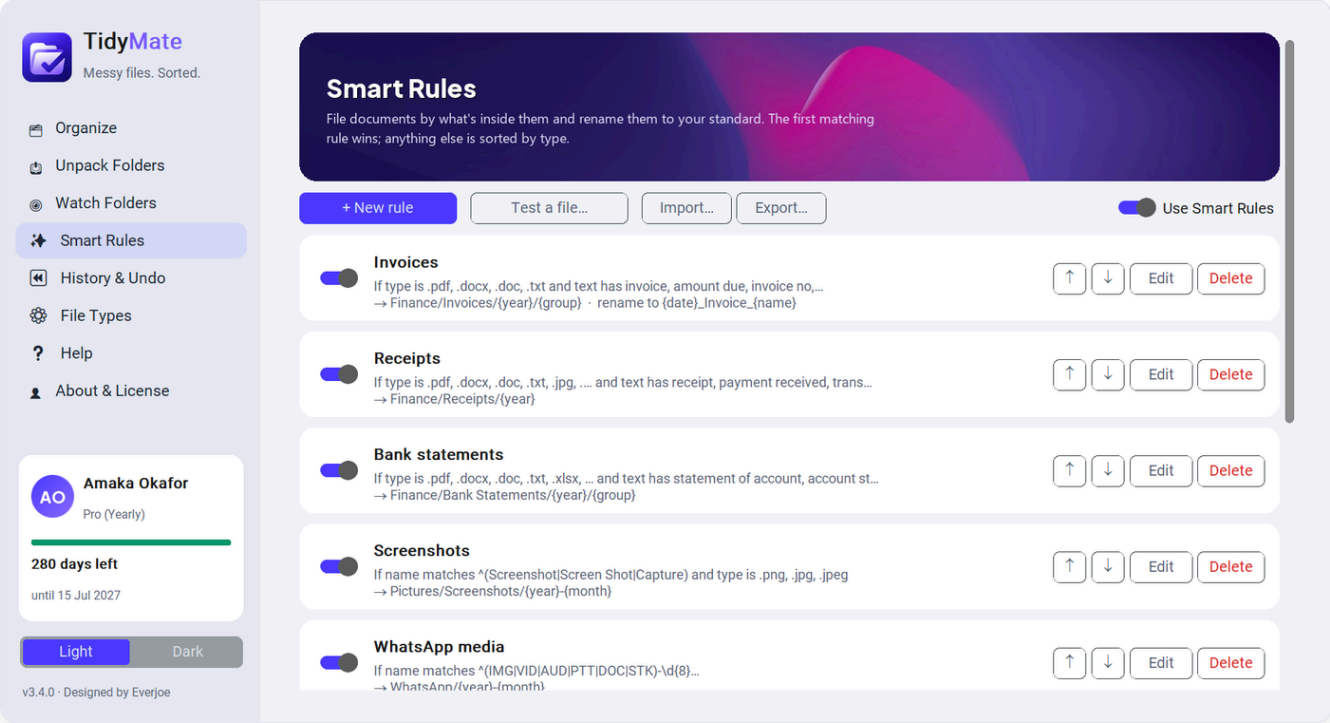
3. **Made a mess?**
   Click **Reset to defaults**.

> ℹ If an ending appears in two categories, the first one wins. Files with endings that aren't listed go to **Other**.

CHAPTER 8

Smart Rules

Smart Rules read **inside** your documents (PDF, Word, Excel, PowerPoint and text files) and file them where they belong. They can also rename files to a standard such as `2026-10-06_Invoice_118.pdf`.



Ready-made rules, switched on

Ready-made rule	What it does
Invoices	Documents mentioning “invoice”, “amount due”... → `Finance/Invoices/2026`, renamed with the date
Receipts	→ `Finance/Receipts/2026`
Bank statements	“Statement of account”... → `Finance/Bank Statements/2026/GTBank`. It recognises Nigerian banks: GTBank, Zenith, Access, UBA, First Bank, Opay, Kuda, Moniepoint and more.
Screenshots	→ `Pictures/Screenshots/2026-10`
WhatsApp media	IMG-...-WA... files → `WhatsApp/2026-10`
Also available	CVs & résumés, Contracts, Old installers (older than 30 days), Very large videos

Make your own rule

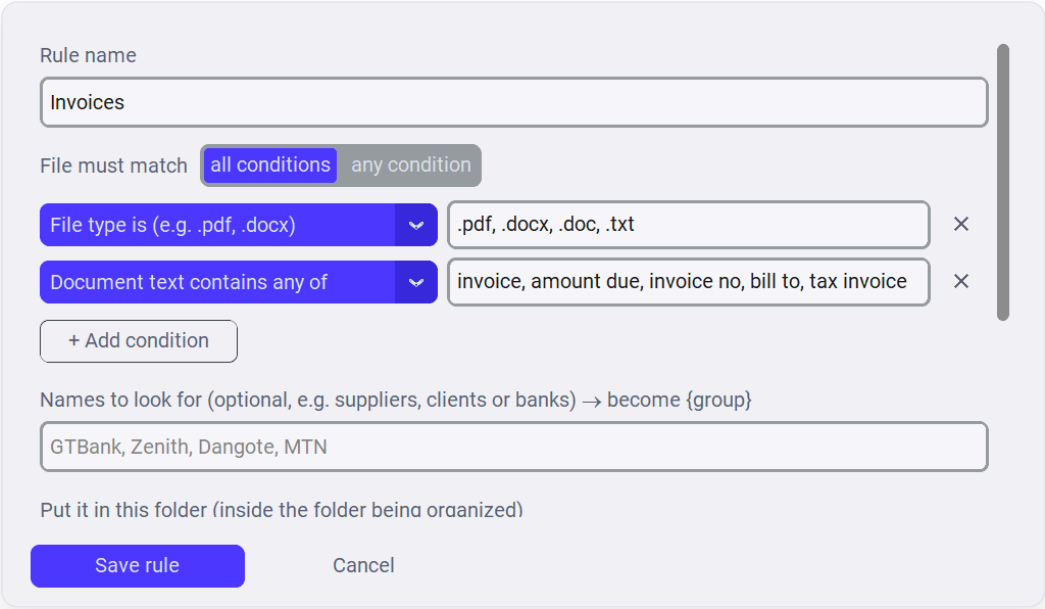
1. **Click "+ New rule"**
   Give it a name, for example *Client files*.

2. **Add conditions**
   File type, words in the file name, **words inside the document**, age or size. Choose whether all of them or any one must match.

3. **Names to look for**
   (optional)List your clients, suppliers or banks. The one found becomes `{group}`.

4. **Choose the folder and name**
   For example `Clients/{group}/{year}` and `{date}_{group}_{name}`. The example line under the boxes shows the result as you type.

5. **Check it**
   Use **Test a file...** to see which rule a file would match. Rules are checked top to bottom; use ↑ ↓ to change the order.



The rule editor

Share rules with your team

Click **Export...** to save your rules to a small `.json` file, and **Import...** on another PC to add them. A rule with the same name as one you already have is replaced; the others are added. TidyMate checks every imported rule, so a broken or unsafe file is refused with a clear message.

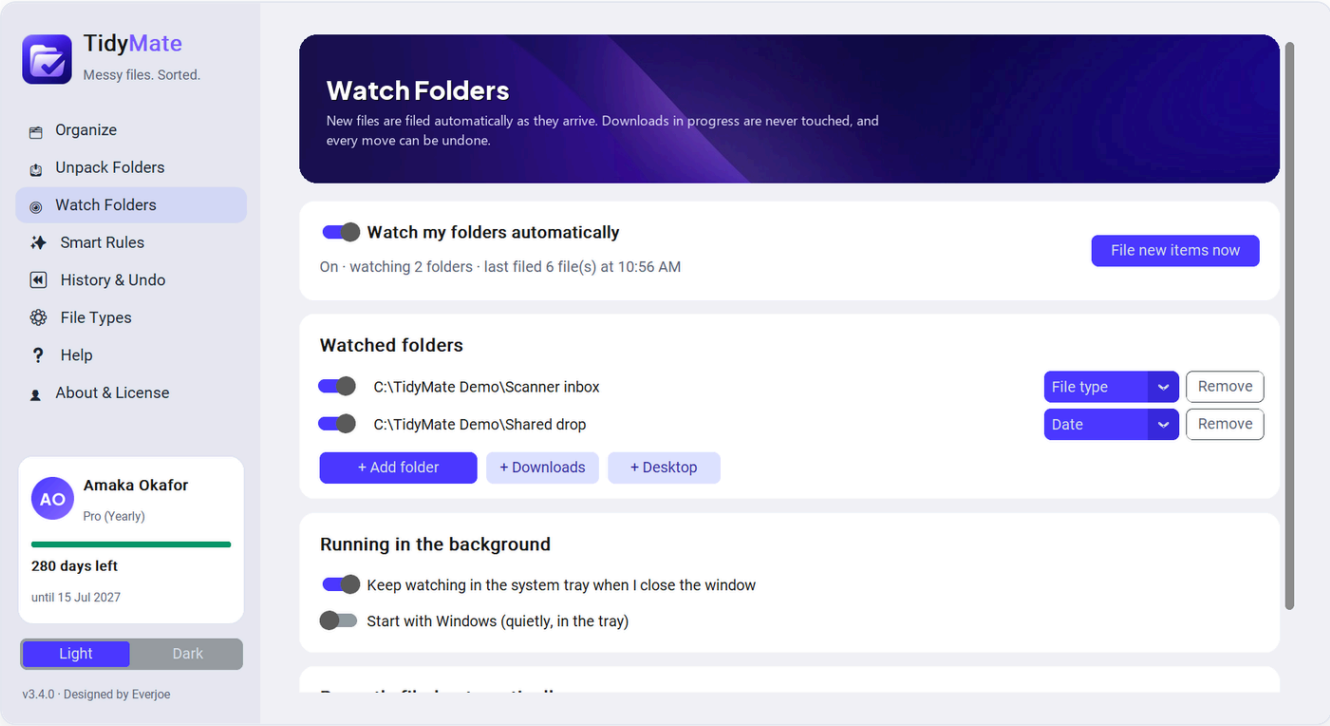
Good to know

Files no rule matches are sorted by type as usual. Scanned images without text can't be read yet, so use name-based rules for them. On the free plan your first 2 switched-on rules are used. Switch Smart Rules off on the Organize page, or with **Use Smart Rules** on this page.

CHAPTER 9

Watch Folders

Let TidyMate tidy up for you. New files in Downloads, your scanner folder or a shared drop folder are filed automatically as they arrive.



Watch Folders: on, with recent activity

1. **Add folders**
   Click **+ Downloads**, **+ Desktop** or **+ Add folder**, and choose File type, Date or Extension for each.

2. **Switch it on**
   Turn on **Watch my folders automatically**. Watch Folders is part of the paid plans.

3. **Keep it running**
   Leave **Keep watching in the system tray** on. When you close the window, TidyMate keeps working from the tray icon next to the clock. Turn on **Start with Windows** to have it start by itself.

- Files are only moved once they've finished downloading or copying. Unfinished downloads (`.crdownload`, `.part`) are never touched.
- Your Smart Rules are used first, then file types.
- A small notification tells you what was filed. Every batch is in **History & Undo** and on this page, with an **Undo** button.
- Right-click the tray icon to **Open** TidyMate, **File new items now**, **Pause watching**, or **Quit**.

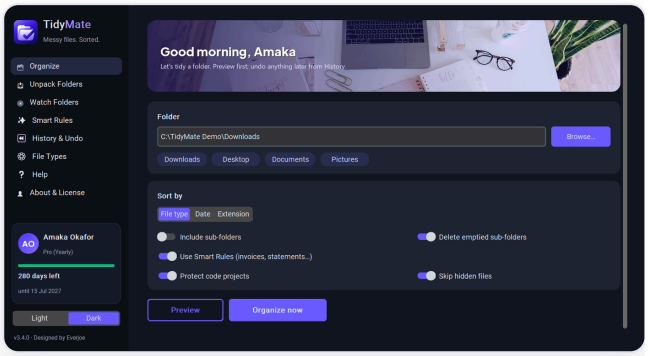
CHAPTER 10

About, license & themes

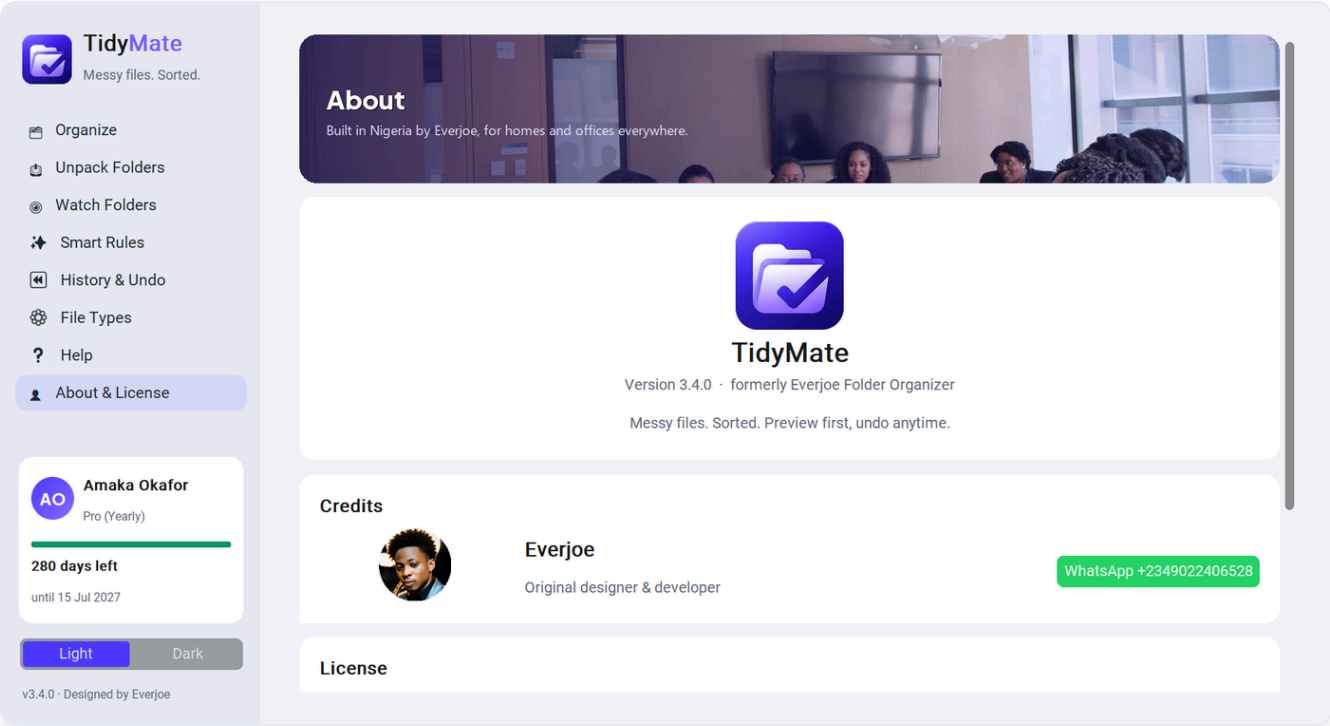
About & License shows who your copy is licensed to, your plan, how long it is valid, and your Machine ID. It also shows your plan's limits and your active folders, and has a **Verify now** button. Use **Change license** to enter a new key, e.g. after renewing.

Switch between **Light** and **Dark** at the bottom of the left menu. TidyMate remembers your choice.

If you have an internet connection, TidyMate also lets you know when a new version is available.



Dark mode



About & License

CHAPTER 11

What TidyMate never touches

Protected	Why
Windows and Program Files folders	Moving these would break Windows or your programs, so TidyMate refuses.
Code projects & app folders	Folders with `.git`, `package.json`, Visual Studio or Android project files stay intact.
Hidden & system files	`desktop.ini`, `thumbs.db` and hidden files are skipped.
Unfinished downloads	`.crdownload`, `.part` and similar are left for your browser to finish.
Files open in other programs	Skipped and listed, so you can close them and run again.
Existing files	Never overwritten. Name clashes get `(1)`, `(2)` …

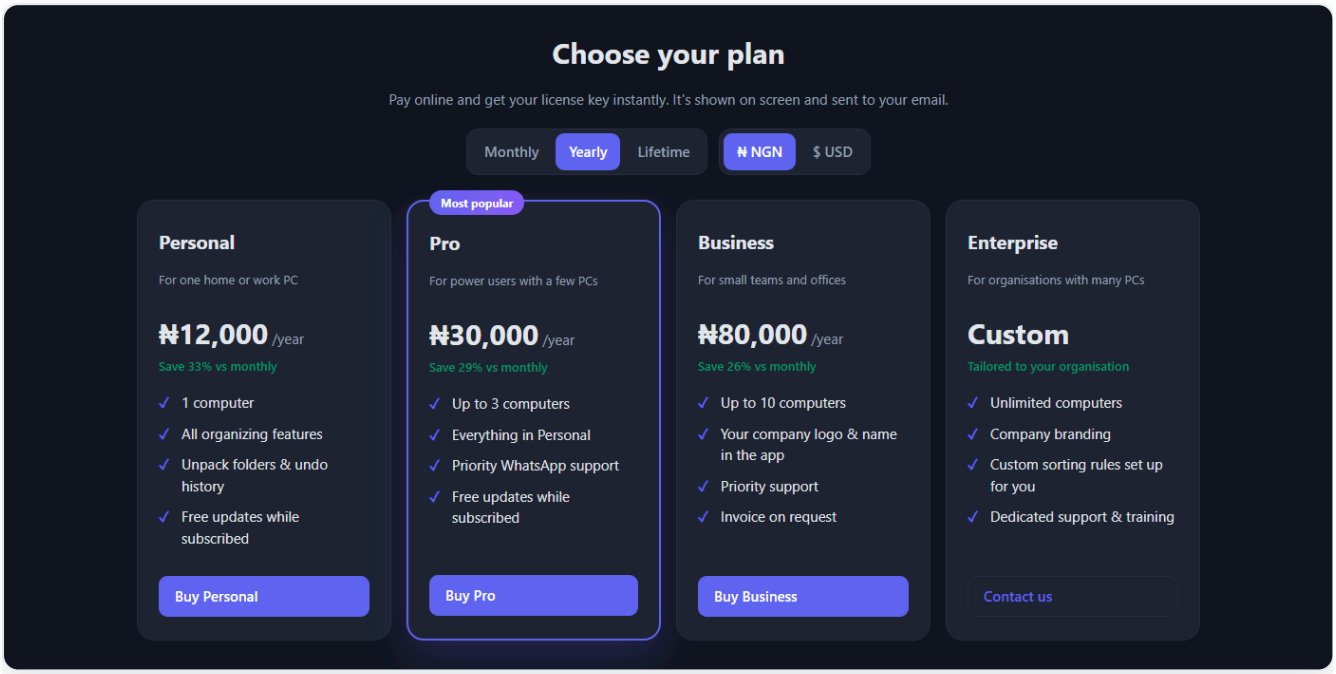
✓ **Your files stay private**
Smart Rules read documents on your PC only. TidyMate never uploads your files, file names or their contents. The only things sent over the internet are license checks (your key and Machine ID) and checks for updates and app branding.

! **Whole drives**
If you pick a whole drive (like `C:\`) or your entire user folder, TidyMate asks you to confirm. It's better to organize one folder at a time.

CHAPTER 12

Plans, buying & renewing

Buy online at **everjoe-organizer.vercel.app** (Pricing). Your license key appears straight away and is emailed to you.



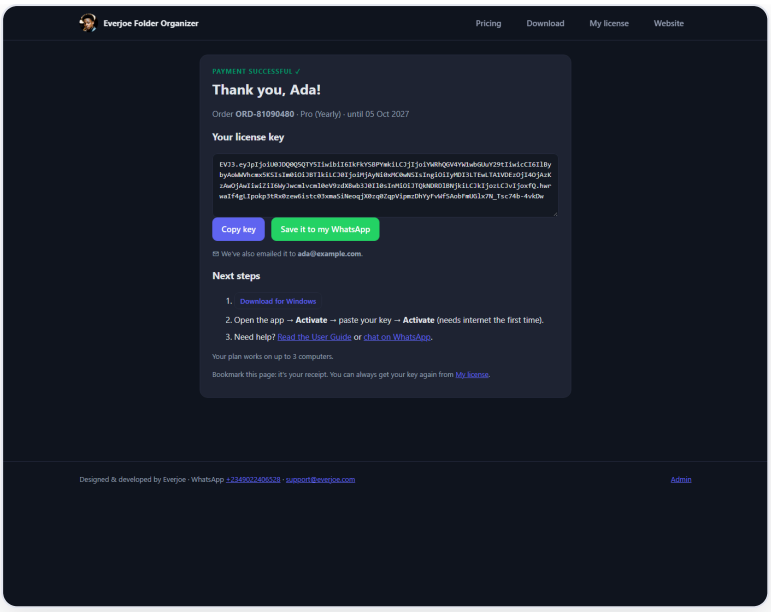
Choose Monthly or Yearly (save 2 months), and Naira or US dollars

1. **Choose a plan**
   Personal (₦1,500/month, 1 PC), **Pro** (₦3,500/month, 3 PCs), **Business** (₦9,000/month, 10 PCs + your company logo) or **Enterprise** (talk to us). Yearly costs 10 months' price for 12 months.

2. **Pay securely**
   Paystack for cards, bank transfer or USSD in Naira; Stripe for cards in US dollars.

3. **Copy your key**
   It's on the order page and in your email.

4. **Activate**
   In TidyMate click **Activate**, paste the key and click **Activate**. Internet is needed to activate, then at least once every 7 days.



Your order page

Renewals and expiry

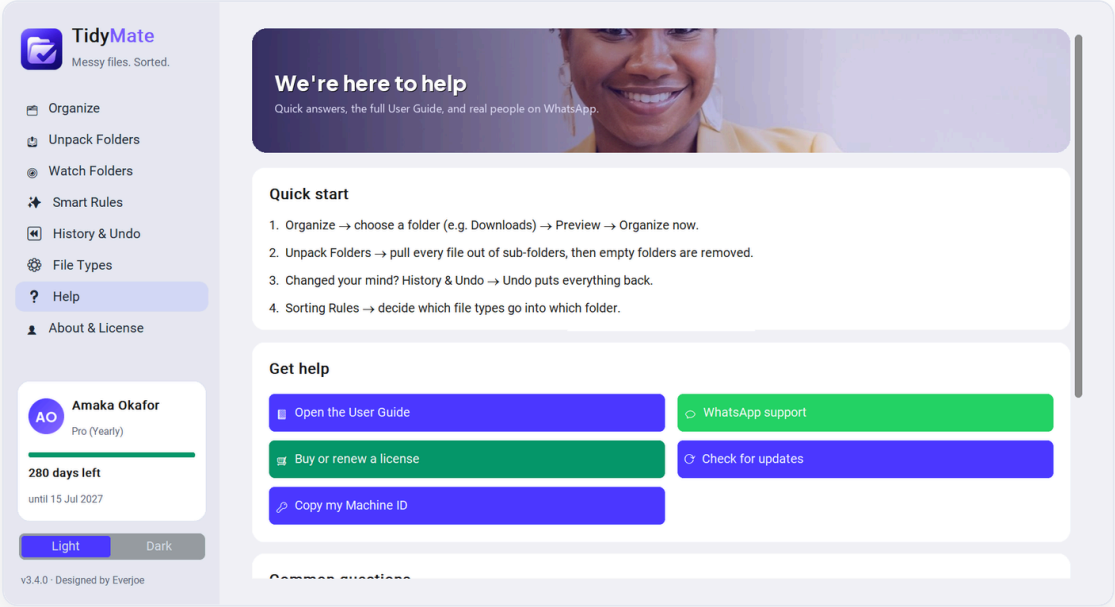
Monthly and yearly plans renew automatically and TidyMate updates itself. When a license ends, TidyMate goes back to the free plan (1 active folder, 2 Smart Rules, no Watch Folders) and shows a **Renew** button. After you renew, it unlocks on its own within a few minutes, or click **About & License** → **Refresh license**.

✓ **Lost your key?**
Go to **My license** on the website, enter your email, and we'll send all your keys again.

CHAPTER 13

Help, credits & your company logo

The **Help** page has a quick start, the User Guide, support by email, Slack or GitHub, buy or renew, check for updates, and a button to copy your Machine ID.



Help

About & License shows TidyMate, its developer Everjoe and the other contributors, and your license details.

Your company logo (Business, Enterprise or by permission)

1. **Open About & License**
   Scroll to **Your company branding**.

2. **Add your name and logo**
   Type your company name, click **Choose logo...**, then **Save**.

3. **Done**
   Your logo and name appear in the left menu, next to ours.

CHAPTER 14

Questions & troubleshooting

Problem	Solution
“This key was issued for a different computer”	The key was made for another Machine ID. Send Everjoe the Machine ID shown on *this* computer.
“The license key is damaged”	Part of the key is missing. Copy the whole key again, from `EVJ3.` to the end.
“This license expired”	Your plan ended and TidyMate is on the free plan. Renew, then click **About & License** → **Refresh license** or enter the new key.
Some files were “not moved”	They were open in another program (Word, a video player…). Close it and run Organize again.
TidyMate asks me to swap an active folder	All your plan's active folders are in use. Swap one (once, then once every 30 days) or choose a bigger plan.
Only some of my Smart Rules were used	Your plan uses your first switched-on rules up to its limit, and rules that read documents or use advanced conditions need Personal or Pro. Move the ones you need to the top, or choose a bigger plan.
“Connect to the internet … confirm your license”	Paid plans confirm the license online at least every 7 days. Connect, then click **About & License** → **Verify now**.
“Your PC's date or time looks wrong”	Turn on **Set time automatically** in Windows Settings → Time & language, then click **Verify now**.
“This key was for the TidyMate preview”	Preview keys ended at the official launch. Choose a plan on the website; the free plan keeps working.
I reinstalled Windows / got a new PC	Your Machine ID changes. Contact Everjoe with the new ID.
“This license is already active on N computers”	Your plan's computer limit is reached. Upgrade, or ask support to remove an old computer.
“Connect to the internet to activate this key”	Keys bought online are activated online once. After that TidyMate works offline for up to 7 days at a time.
Where are my settings and history?	`%APPDATA%\EverjoeOrganizer` (the folder keeps its old name so nothing is lost). Copy it to keep your undo history on a new PC.

Need help? Talk to Everjoe

Email everjoe514myown@gmail.com · GitHub

Support, renewals, business licenses and custom versions.