

@pps4Me

BACK 2ME

User Guide
Release 25.0.0
Last change: June 2025

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A
pps
Me



TABLE OF CONTENTS

Table Of Contents.....	2
What Is «Back2Me» ?	4
New In This Release	6
Application Start	7
Application Main Window	8
Add Entry	9
Add Product Picture	10
Add Product Picture Or Attachment Via iOS Device.....	12
Edit Entry	14
Add Or Remove Entry To Favorites	15
Move Entry In Trash Or Recycle From Trash	16
Delete Entry	17
Manage Attachments.....	18
Hide Details.....	19
Search Entries	20
Manage People.....	21
Manage Categories.....	23
Manage Manufacturer	24
Send Notification	25
Charts.....	27

Save Charts	28
Print	29
Settings	31
Backup All Data	33
Restore All Data	34
Export As CSV File	35
Export As Excel® XLSX File	36
Import From CSV File	37
Help Menu	40
More Apps From @pps4Me	41
Contact Us	42
Copyright & General Terms And Conditions	43

WHAT IS BACK2ME ?

WHAT IS «BACK2ME» ?

Don't you feel the same way? You want to put a shelf on the wall screws, go to the basement, open the tool cabinet and find that the drill is not there. Who did I lend it to? Or you want to watch your favorite movie on DVD or Blu-ray on a rainy day, but the DVD is not on the shelf. Who did I lend it to? That's over now, thanks to "Borrowed Things".

«Back2Me» manages all your things (Tools, car, scooter, CDs, DVDs, books, etc.). In addition you can send an e-mail as a reminder, to the person you have borrowed your things.

Features:

- unlimited number of entries
- Date of purchase
- Price
- Seller / store
- Location
- Manufacturer
- Comments
- Add a picture to each entry (from FaceTime camera, picture taker, photos and from iPhone/iPad)
- Search for picture on Google®
- Add unlimited attachments (Invoices, manuals etc.) to each entry
- List of favorites
- Unlimited number of user-defined categories
- Unlimited number of user-defined manufacturer
- Manage all tools



WHAT IS BACK2ME ?

- Manage people
- Add people form contacts
- Add people form card file
- Assessment of persons
- View by categories or persons
- Sending reminder e-mails with the borrowed things
- Automatically calculation of the values of your things or individual categories
- Automatically save all changes
- Backup all data
- Restore all data
- Graphical overview
- Export graphical overview as PDF, SVG, BPM, GIF, JPG, PNG file
- Printing
- Import from a CSV file
- Export all data as a CSV file
- Export all data as a Excel® XLSX file



NEW IN THIS RELEASE

NEW IN THIS RELEASE

New features

- Adaptation to current OS
- Facebook and Twitter removed from the menu
- The following has been added to the print preview
 - Zoom to page width
 - Manual zoom factor input
- Search function added for management.
 - People
 - Categories
 - Manufacturers

Optimizations

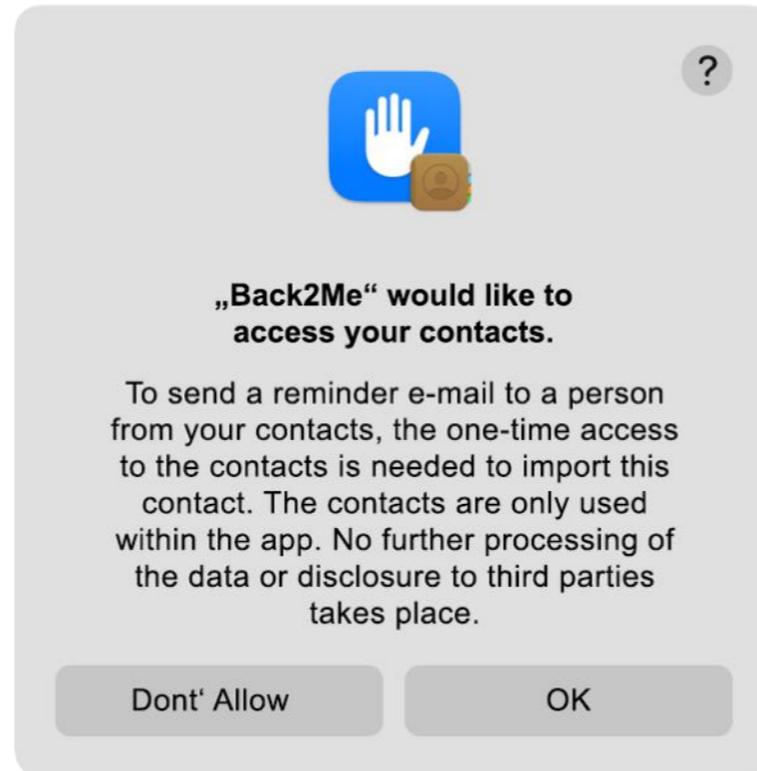
- Various minor adjustments



APPLICATION START

APPLICATION START

After starting «Back2Me», you will first be asked for the permission to access the your private contacts.



APPLICATION

MAIN

WINDOW

APPLICATION MAIN WINDOW

The main window of «Back2Me» is divided into the following sections:

Top: Toolbar menu

Top right: Search

Left: Tree structure

Top right: Details

Bottom right: List of existing things

Bottom: Information area

The screenshot displays the Back2Me application interface. At the top, there is a toolbar with icons for Add, Favorites, Trash, Delete, List, People, Categories, Manufacturer, Charts, and Print. A search bar is located in the top right corner. On the left, a tree structure shows categories: All (5), Favorites (3), Borrowed (4), People (6), Categories (8), Manufacturer (13), and Trash (3). The main area shows details for 'Açana License Manager' (ID: 17). The details include: Title (Açana License Manager), Manufacturer (empty), Category (Software), Location (Büro), Bought at (@pps4Me.de), Price (\$ 12.99), Bought on (10/12/2015), Borrowed (checked), Borrowed by (Leichter, Andrea), Borrowed on (8/12/2019), and Return on (7/21/2020). There are also options to 'Remove from favorites' and 'Add comment to e-mail'. A QR code and a 'Send e-mail' button are also visible. Below the details, there is a comment field. At the bottom, a table lists existing items:

Title	Borrowed	Borrowed on	Borrowed by	Return on	Price	Bought on	Bought at	Manufacturer
Açana License Manager	✓	Aug 12, 2019	Andrea Leichter	Jul 21, 2020	12.99 \$	Oct 12, 2015	@pps4Me.de	
Hammer Drill	✓	Oct 10, 2019	Albertus Altenmeier	Mar 18, 2021	423.00 \$	Aug 24, 2013	Home Depot	Black & Deck
IXO	✓	Jan 20, 2022	Peter Forme	Mar 18, 2018	99.01 \$	Oct 2, 2003	Greenfield	Berner
Jigsaw	✓	Jan 28, 2022	Petra Berge	Mar 18, 2018	129.00 \$	Apr 12, 2011	Bauhaus	Elektrolux
New Entry				Mar 18, 2018	1.21 \$	Aug 18, 2022		

Total amount 665.21 \$



ADD ENTRY

ADD ENTRY

Click on "Add" in the toolbar menu to add a new entry. Now you can enter the appropriate values, select the category and the manufacturer. If you need a new category or a new manufacturer, you can do this in the category or manufacturer management. All changes are automatically saved when you exit the respective field or popup menu.

The screenshot displays the 'Back2Me' application interface. The top toolbar contains several icons, with the 'Add' icon (a document with a plus sign) highlighted by a red box. Below the toolbar is a sidebar menu with categories like 'All', 'Favorites', 'Borrowed', 'People', 'Categories', 'Manufacturer', and 'Trash'. The main content area shows the 'New Entry' form with the following fields:

- Title:** A text input field containing 'New Entry'.
- Manufacturer:** A dropdown menu.
- Category:** A dropdown menu.
- Location:** A text input field.
- Bought at:** A text input field.
- Price:** A text input field with the value '1.21'.
- Bought on:** A date picker showing '8/18/2022'.

There are also toggle switches for 'Borrowed', 'Add to favorites', and 'Add comment to e-mail'. A large dashed box on the right side of the form contains the text 'Drop Picture here'. At the bottom right, there are icons for sharing, a refresh button, and a search icon. Below these icons, the creation and last change timestamps are displayed: 'Created on Aug 18, 2022 at 9:58:00 AM' and 'Last change Mar 15, 2023 at 7:32:59 PM'. At the bottom of the page, a table lists existing entries:

Title	Borrowed	Borrowed on	Borrowed by	Return on	Price	Bought on	Bought at	Manufacturer
Açana License Manager	✓	Aug 12, 2019	Andrea Leichter	Jul 21, 2020	12.99 \$	Oct 12, 2015	@pps4Me.de	
Hammer Drill	✓	Oct 10, 2019	Albertus Altenmeier	Mar 18, 2021	423.00 \$	Aug 24, 2013	Home Depot	Black & Deck
IXO	✓	Jan 20, 2022	Peter Forme	Mar 18, 2018	99.01 \$	Oct 2, 2003	Greenfield	Berner
Jigsaw	✓	Jan 28, 2022	Petra Berge	Mar 18, 2018	129.00 \$	Apr 12, 2011	Bauhaus	Electrolux
New Entry				Mar 18, 2018	1.21 \$	Aug 18, 2022		

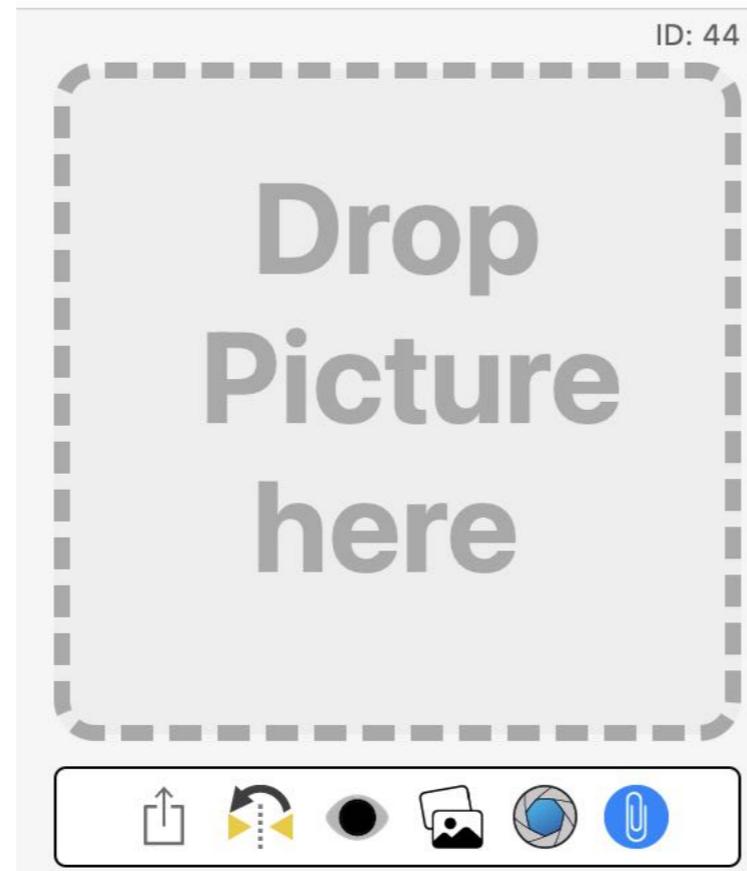
Total amount 665.21 \$



ADD PRODUCT PICTURE

ADD PRODUCT PICTURE

With using "Drag and Drop" you can drag a product photo into the displayed frame "Drop image here". As soon as an image is inserted, it is automatically saved to the selected entry. You can also add an image via "Copy" and "Paste". Select an image in any program and copy it to the clipboard. Then you can add it via "Paste image".



If you do not have an image at hand, you can search for it with a mouse click. To do this, in the "Drop image here" area, select "Search image by title" in the context menu. You can also use the media browser of macOS to specify an image for the selected entry. Click on the media browser icon and select an appropriate image.



You can also use the macOS image selector to set an image for the selected entry. Click on the



ADD PRODUCT PICTURE

image selector icon and choose an appropriate image. Via "Camera" you can create a photo via the camera and set it as image. Create a photo, adjust the size and position and click "Done".

Photos that are created via this macOS function are always mirrored. This can be corrected by clicking on the "Mirror image" icon.



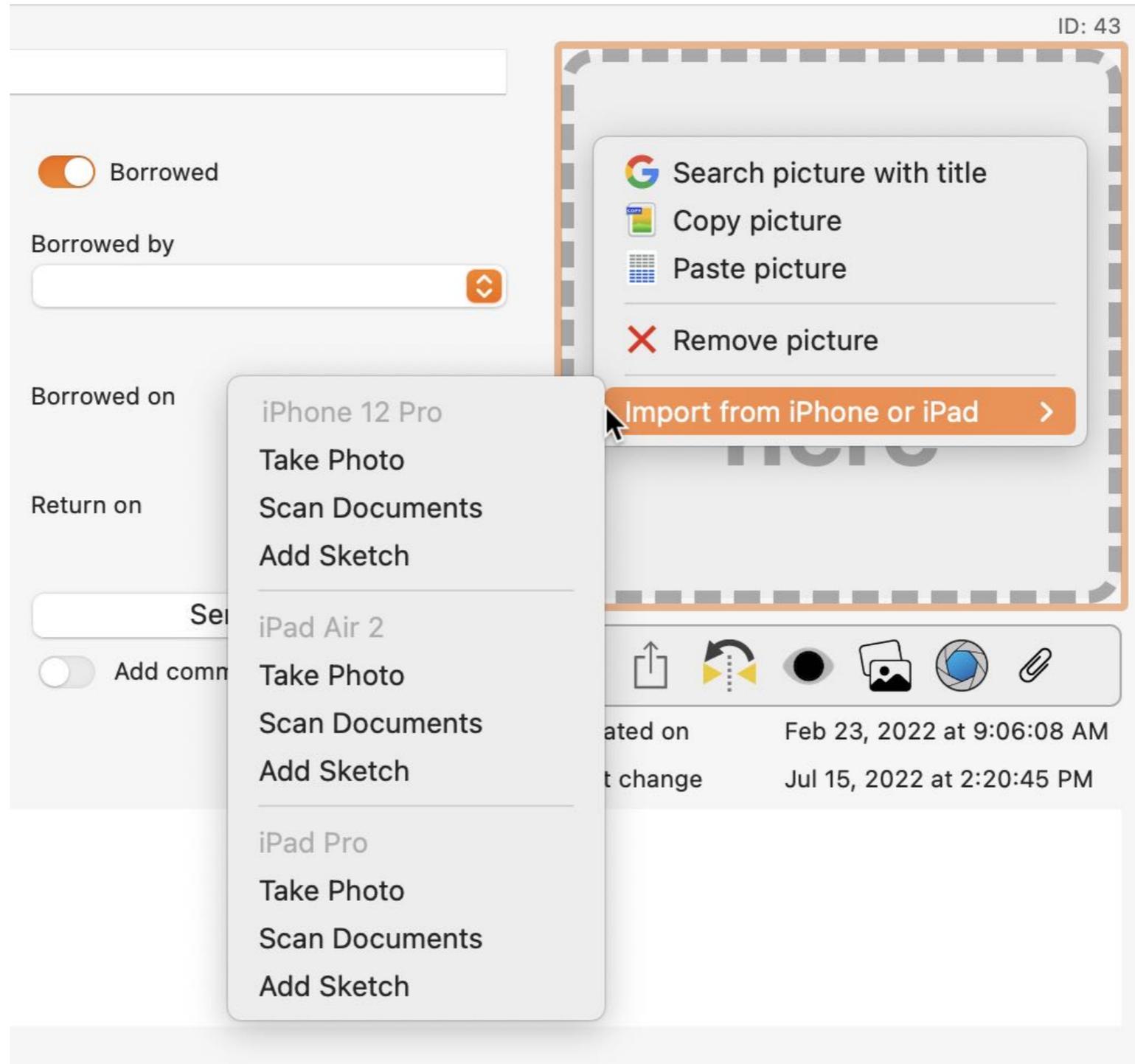
After you have inserted an image, you can use the "Preview" function to view the image in its original size. Click once on the existing photo of the selected entry. An active border appears around the photo. Now you can see the preview of this picture by pressing the space bar. However, it is faster to use the "Preview" icon, because the image does not have to be selected beforehand.



ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

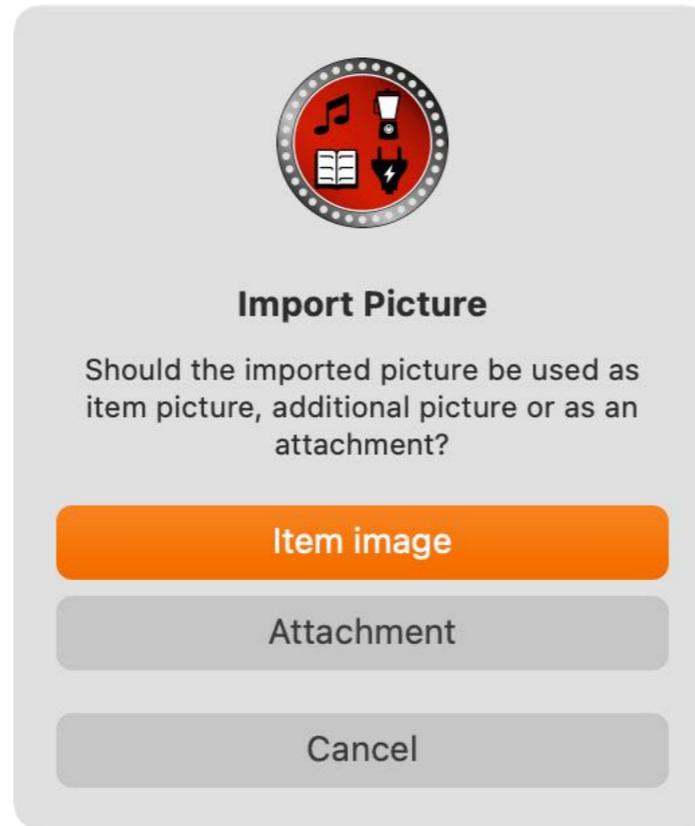
You can add a product photo or attachment from an iOS device. To do this, select "Import from iPhone or iPad" in the product photo area and "Take photo" from the context menu.



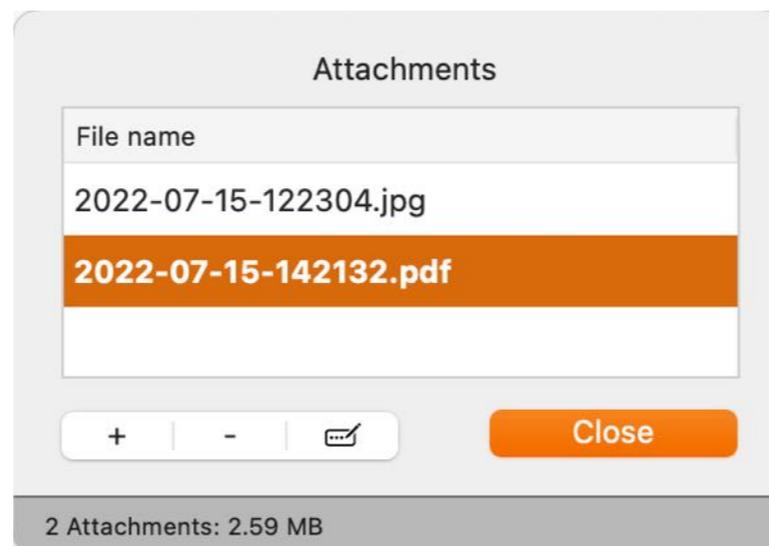
ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE



Create a photo with the iOS device and click on "Use photo" in the bottom right corner of the device. Now you can choose whether the photo should be used as a product photo or as an attachment.



If you select "Scan documents" when importing, a PDF file is created. You can use this either as a product photo or as an attachment. When scanning from an iOS device, multi-page PDF files can also be created. Multi-page PDF files should be used as attachments, as only the first page will be used when used as a product photo.



EDIT ENTRY

EDIT ENTRY

To edit an entry, select an entry from the list with a double click. If the details are already visible, it is enough to select an entry.

Title	Borrowed	Borrowed on	Price	Borrowed by	Return on
Açana License Manager	✓	Aug 12, 2019	12.99	Leichter Andrea	Jul 21, 2020
Hammer Drill	✓	Oct 16, 2019	123.00	@pps4Me Peter	Mar 18, 2018
Double click an entry to show details	✓	Jan 20, 2022	99.01	Forme Peter	Mar 18, 2018
Jigsaw		Jan 28, 2022	129.00	Berge Petra	Mar 18, 2018
Neu Entry	✓	Jan 31, 2022	120.00	Berge Petra	Mar 18, 2018

Set the "Lent" switch to "Yes", a date field with the current date, the return date and a selection list with persons will be displayed. Select a category and a manufacturer from the drop-down menu. Set the button "Add to favorites" to "on" or "off". In the field Name you can change the title of the entry and possibly enter a comment. All changes will be saved automatically when you leave the respective field or pop-up menu.

Title: **Açana License Manager** ID: 17

Manufacturer:

Category: **Software**

Location: **Büro**

Bought at: **@pps4Me.de**

Price: **12.99** Bought on: **10/12/2015**

Borrowed

Borrowed by: **Leichter, Andrea**

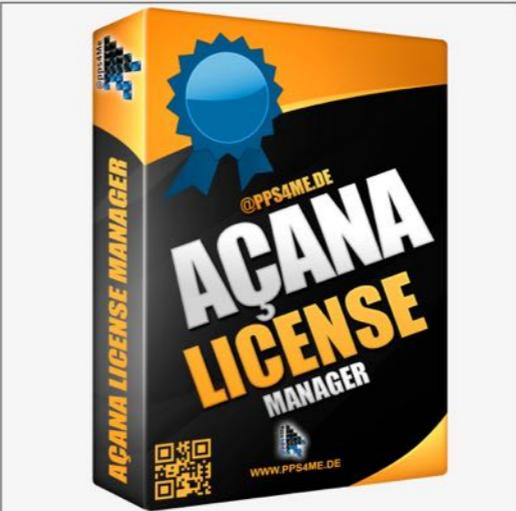
Borrowed on: **8/12/2019**

Return on: **7/21/2020**

Remove from favorites

Add comment to e-mail

Comment:



Created on: Oct 12, 2019 at 9:15:57 AM
Last change: Feb 18, 2022 at 12:00:57 PM



ADD OR REMOVE ENTRY TO FAVORITES

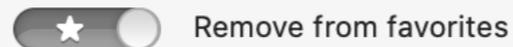
ADD OR REMOVE ENTRY TO FAVORITES

To add an entry to the favorites, select an entry from the list. In the details you can add or remove an entry to the favorites via the button "Favorites".

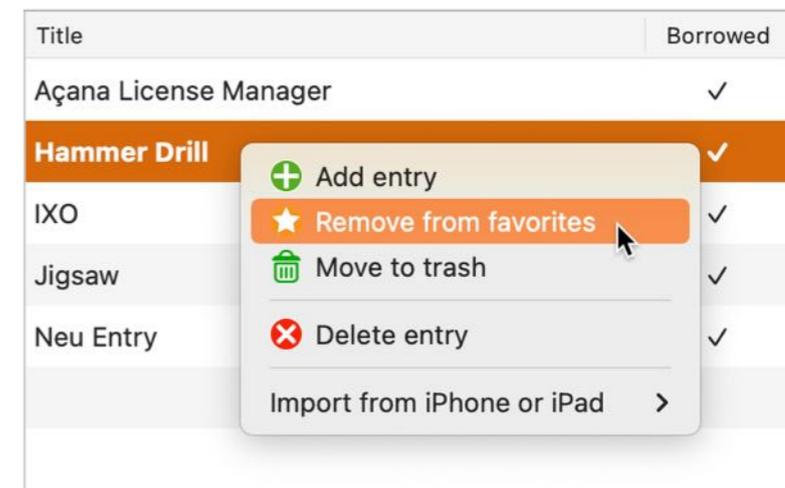
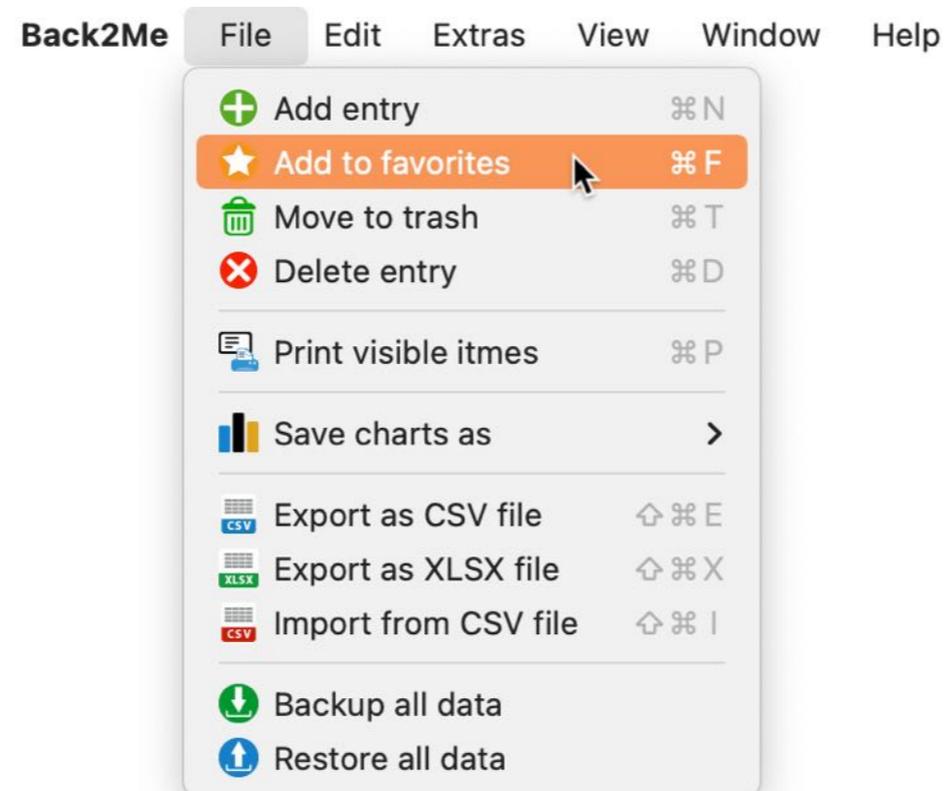
NOT included in favorites



Included in favorites



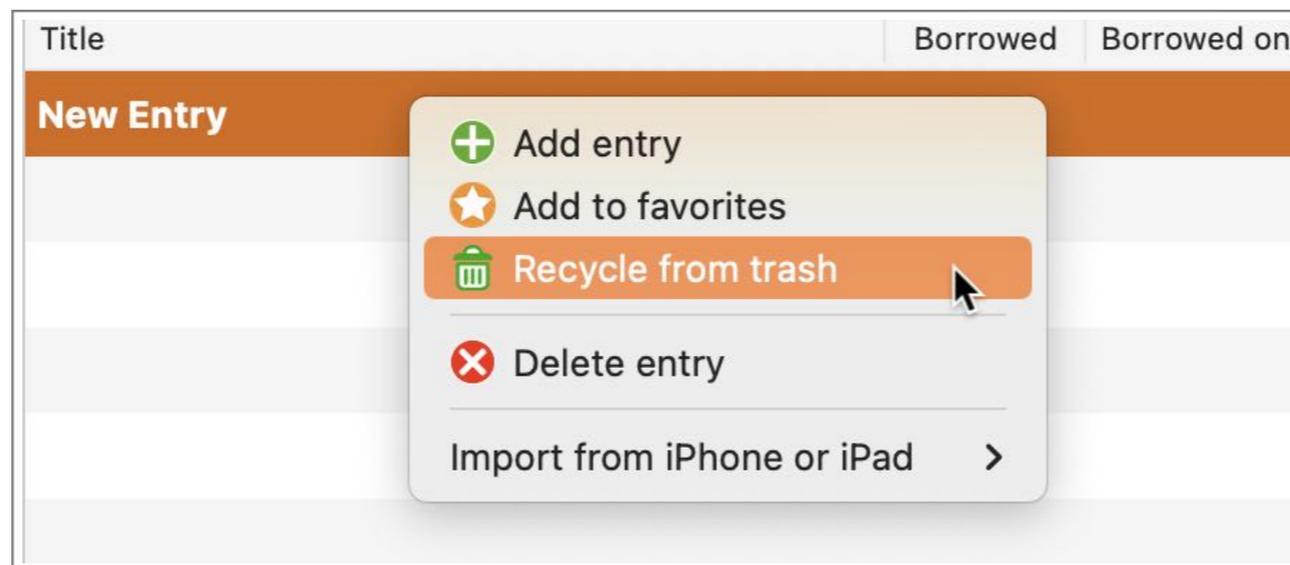
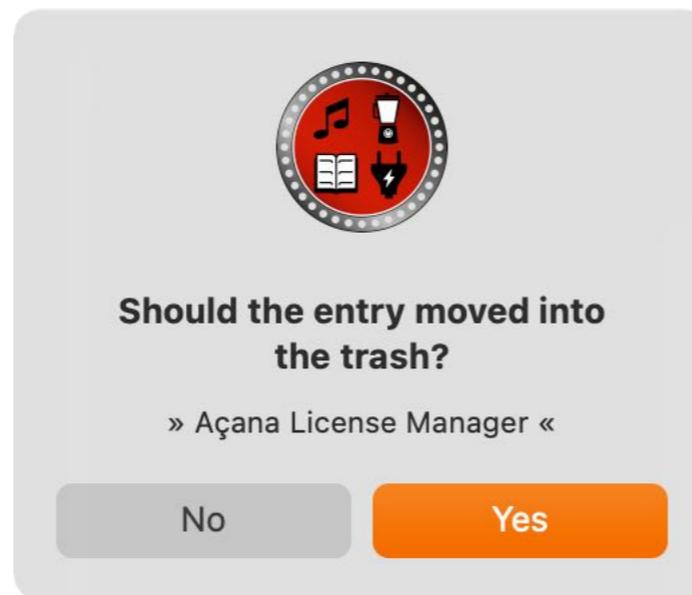
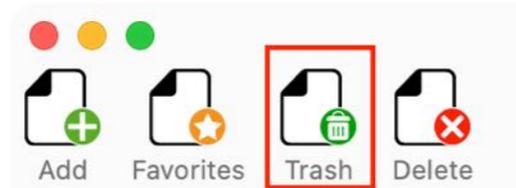
Alternatively, this can also be done via the menu or the context menu in the list of entries.



MOVE ENTRY IN TRASH OR RECYCLE FROM TRASH

MOVE ENTRY IN TRASH OR RECYCLE FROM TRASH

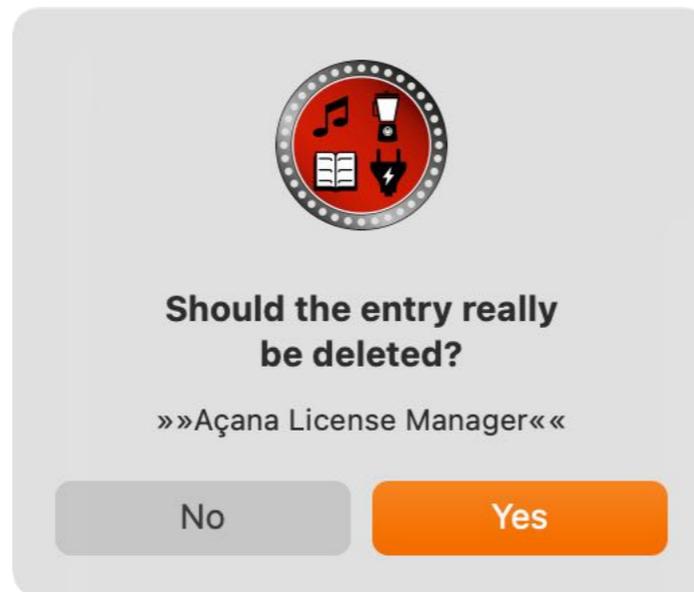
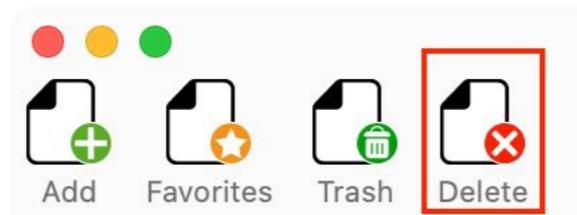
If you don't need an entry anymore, you can simply put it into the trash via the toolbar menu, the menu or the context menu. If it is needed again later, you can recycle the entry from the trash.



DELETE ENTRY

DELETE ENTRY

To delete an entry, select an entry from the list and click "Delete" in the toolbar menu.



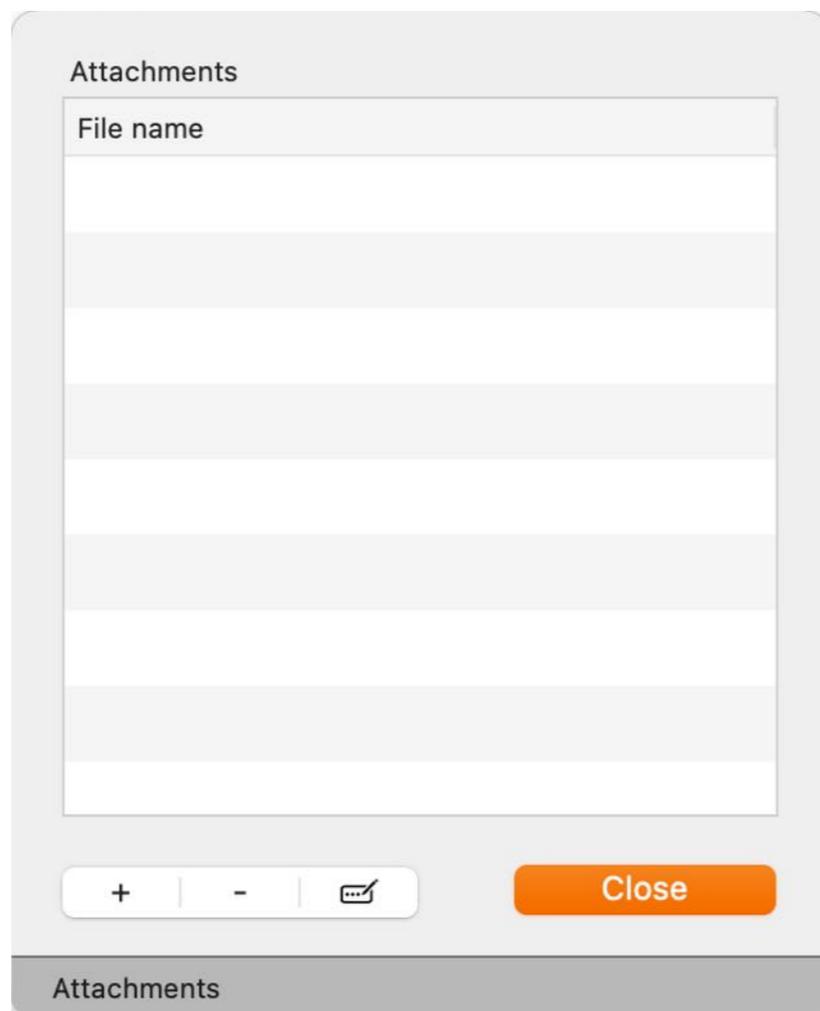
This action deletes the selected entry including all attachments. A recovery is not possible!



MANAGE ATTACHMENTS

MANAGE ATTACHMENTS

To add, rename or delete an attachment, click on the attachment icon on the right below the product image in the details.



To add an attachment simply drag a file from the Finder into the Attachments window, or click on the plus sign at the bottom left. To delete an attachment, click on the minus sign. The attachment can be renamed via the "Edit" icon.

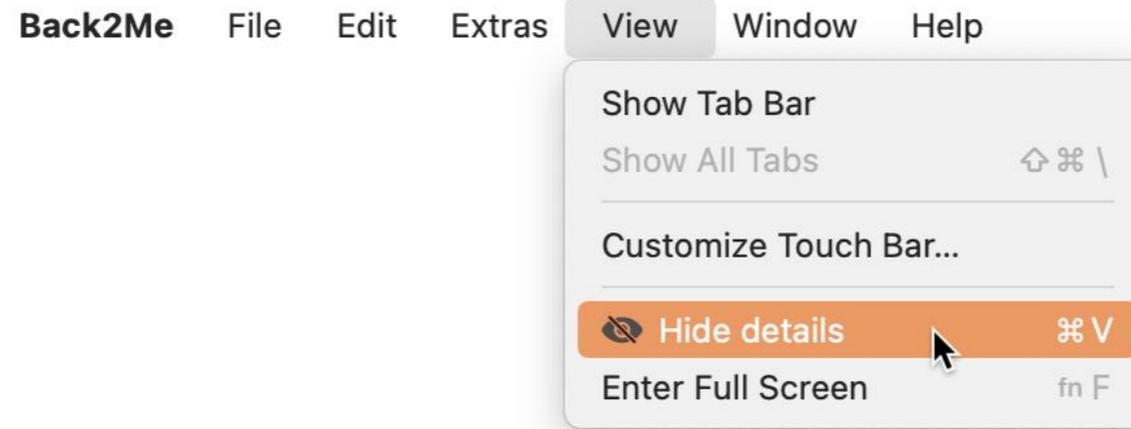
You can also add attachments from an iOS device. You can find more information in the chapter ["Add Product Picture or Attachment via iOS Device"](#).



HIDE DETAILS

HIDE DETAILS

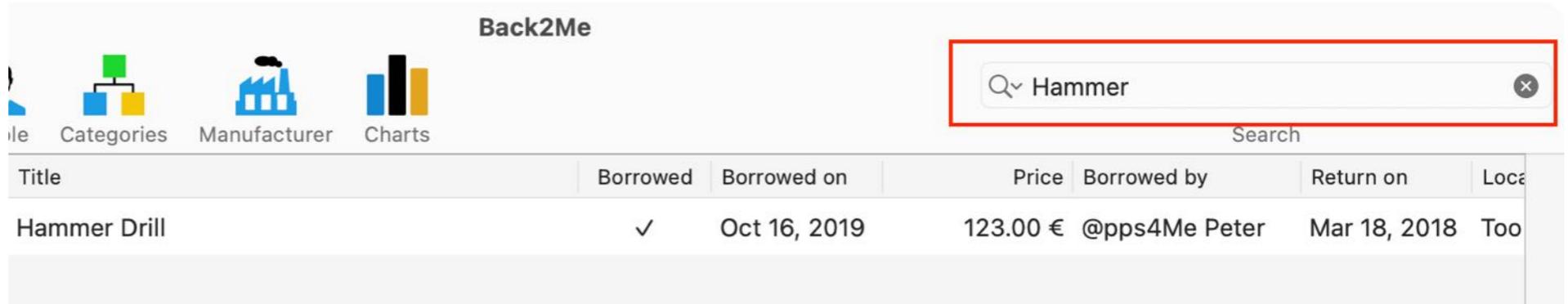
The details can be hidden via the menu "View => Hide details".



SEARCH ENTRIES

SEARCH ENTRIES

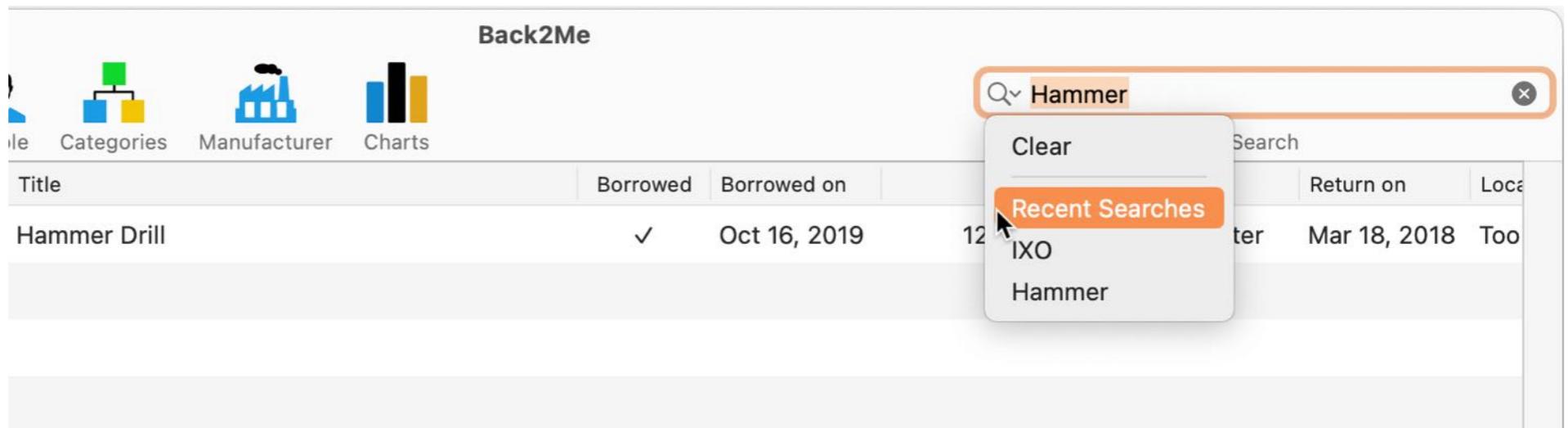
Use the search field to search for entries or to filter the displayed entries. Enter the search term or a part of it into the search field and press the Enter/Return key.



The screenshot shows the Back2Me application interface. At the top, there are navigation icons for 'File', 'Categories', 'Manufacturer', and 'Charts'. A search bar on the right contains the text 'Hammer' and is highlighted with a red box. Below the search bar is a table with the following data:

Title	Borrowed	Borrowed on	Price	Borrowed by	Return on	Location
Hammer Drill	✓	Oct 16, 2019	123.00 €	@pps4Me Peter	Mar 18, 2018	Tool

The last 20 searched terms are saved and are available via the search menu.



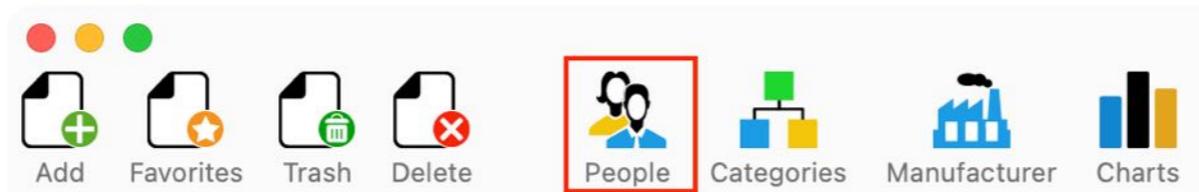
The screenshot shows the Back2Me application interface with the search bar containing 'Hammer'. A dropdown menu is open, showing the following options: 'Clear', 'Recent Searches', 'IXO', and 'Hammer'. The 'Recent Searches' option is highlighted in orange. The table below the search bar is the same as in the previous screenshot.



MANAGE PEOPLE

MANAGE PEOPLE

Click on "People" in the toolbar menu to access the people management.



Here the persons can be added, edited or deleted directly.

Manage people

Search

Last name	First name	E-mail
@pps4Me	Peter	peter@pps4me.de
♂ Altenmeier	Albertus	a.almeier@gmx.de
♀ Berge	Petra	p@berg.de
Forme	Peter	peter@pps4me.com
Leichter	Andrea	Andrea.Leichter@mac.com
👤 Mailer	Hubert	Hubert.Mailer@mac.com

First name ID: 10

Last name

E-mail

Gender
 ♂ ♀ 👤

Rating
★ ★ ★ ★ ★ ★

Drop vCard file here

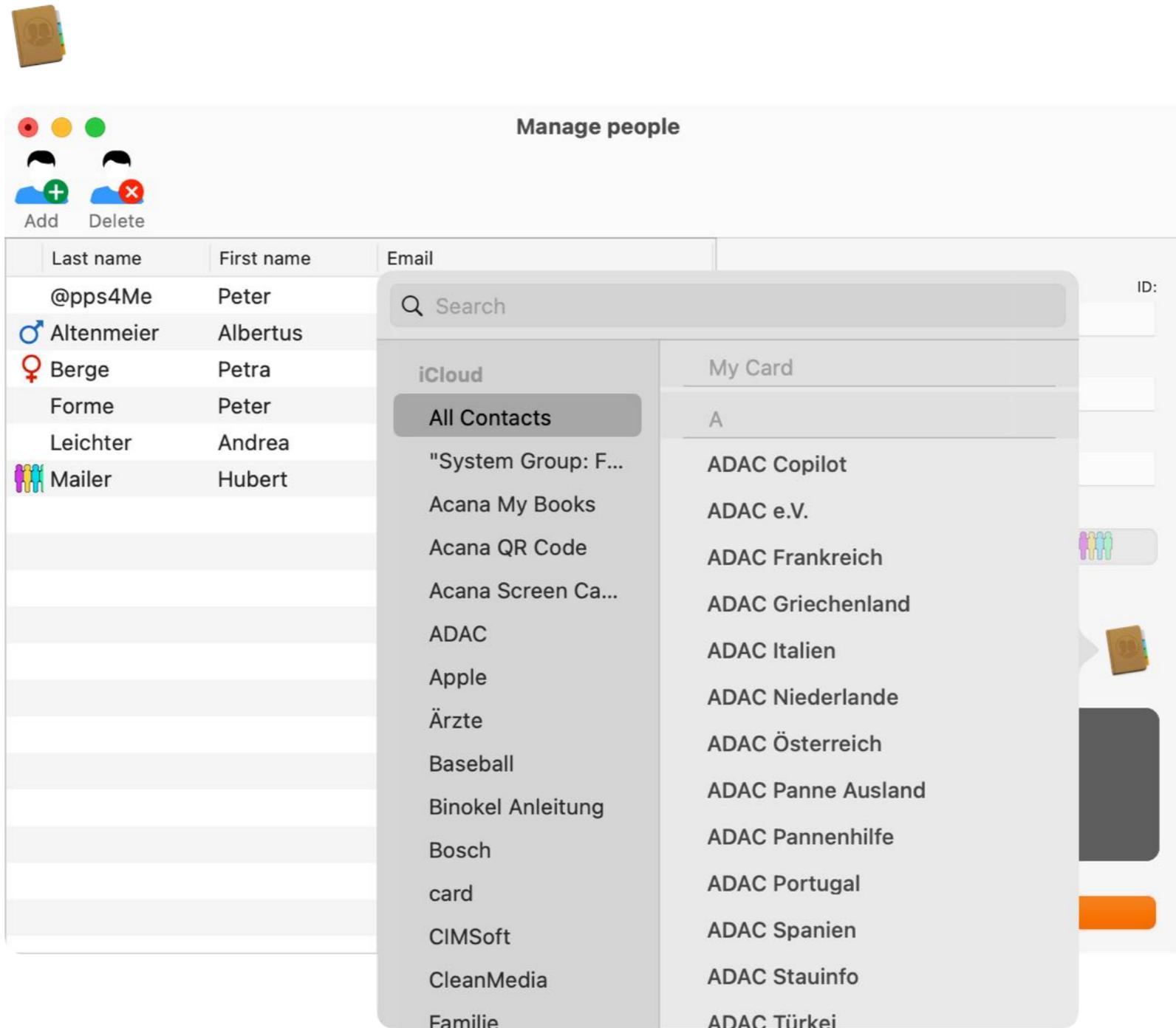
Close

6 People



MANAGE PEOPLE

It is also possible to copy a contact from the macOS address book. Click on the "Contacts" icon in the toolbar menu or on the "Contacts" icon on the right side and select an entry from the list. The selected entry will immediately be saved as a new person from «Back2Me».



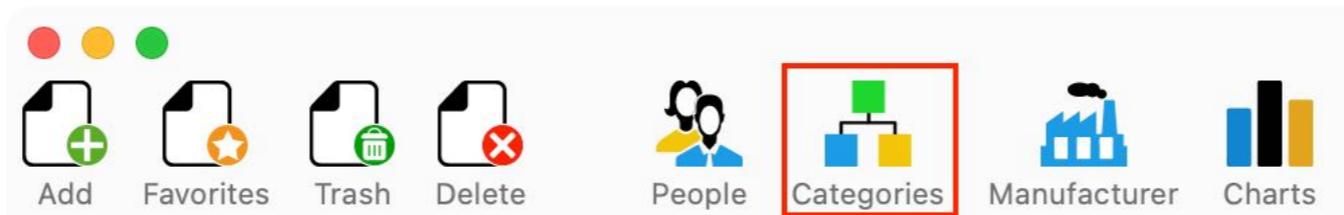
It is also possible to add a contact via a vCard file. To do this, drag a vCard file to the "Drag vCard here" area.



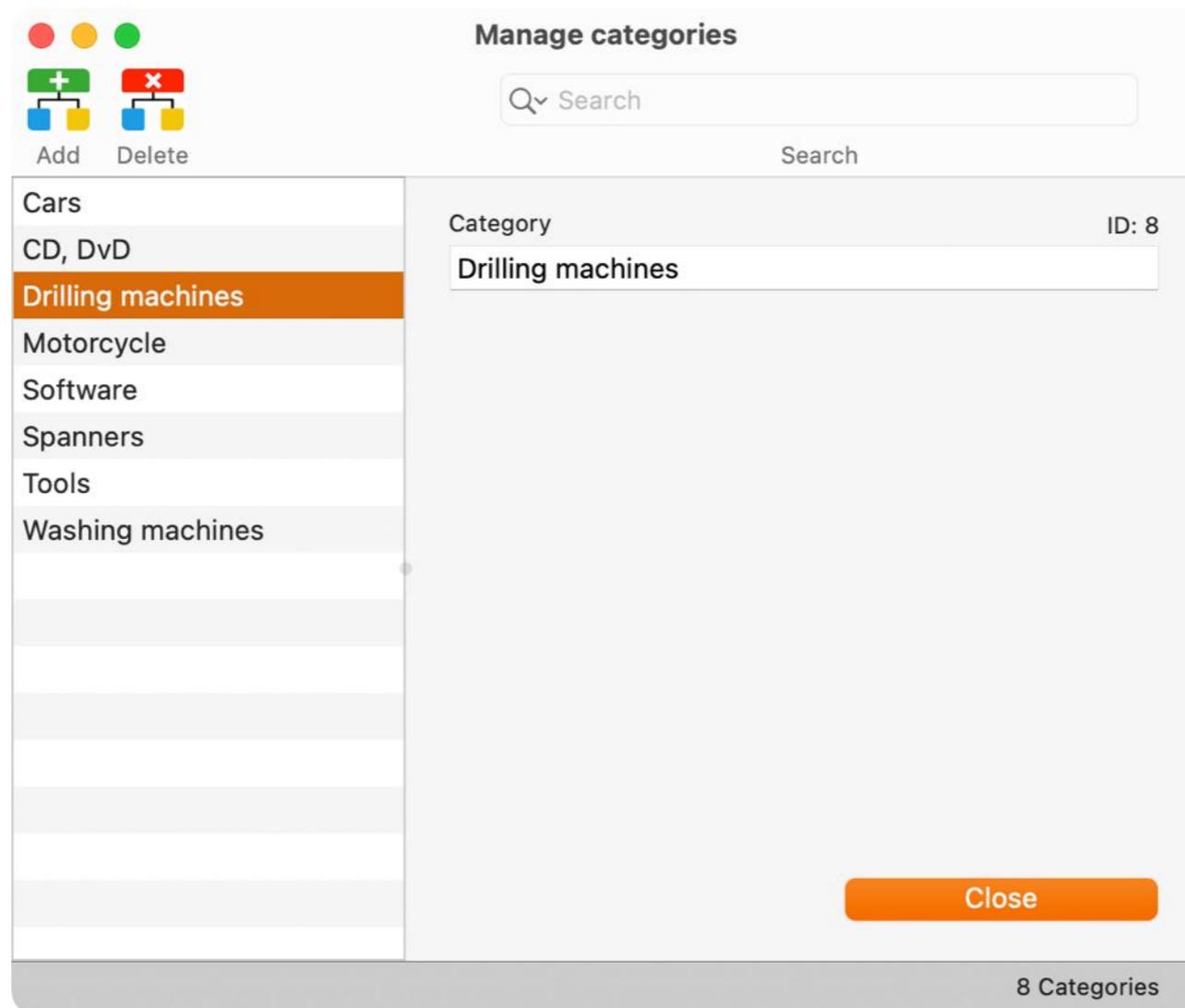
MANAGE CATEGORIES

MANAGE CATEGORIES

Click on "Categories" in the toolbar menu to access the category management.



Here the categories can be added, edited or deleted directly.



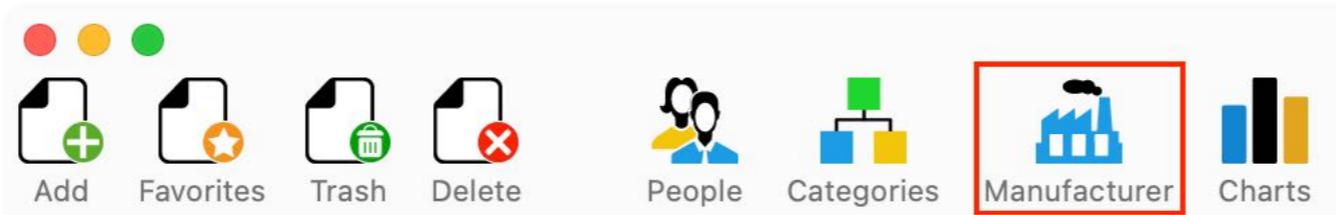
A category that is still in use cannot be deleted.



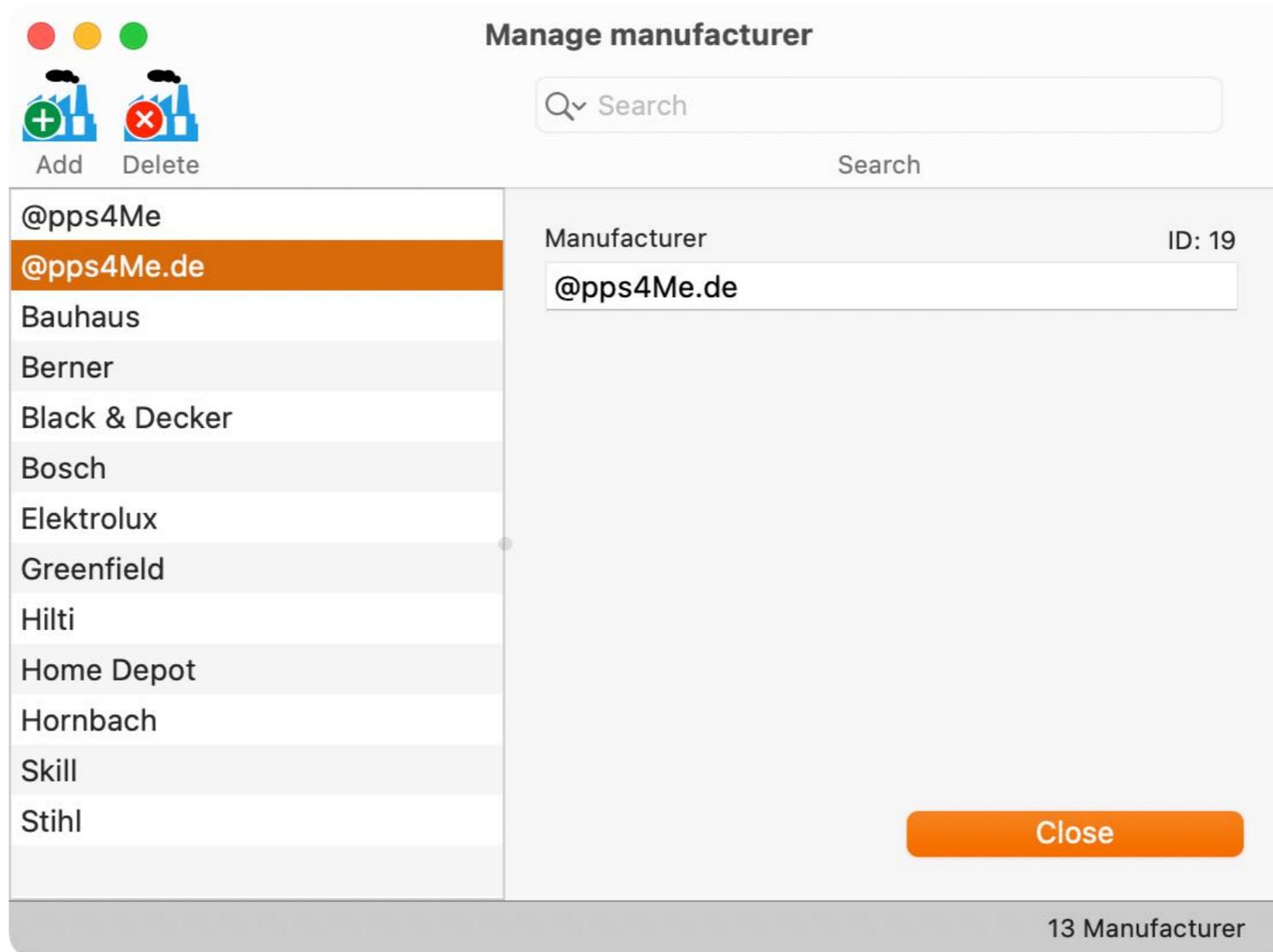
MANAGE MANU- FACTURER

MANAGE MANUFACTURER

Click on "Manufacturers" in the toolbar menu to access the manufacturer management.



Here the manufacturers can be added, edited or deleted directly.



A manufacturer that is still in use cannot be deleted.



SEND NOTIFICATION

SEND NOTIFICATION

You can send a notification for the lent things by e-mail. To do this, select an entry and click on "Send e-mail".

Title: **Açana License Manager** ID: 17

Manufacturer: Borrowed

Category: **Software** Borrowed by: **Leichter, Andrea**

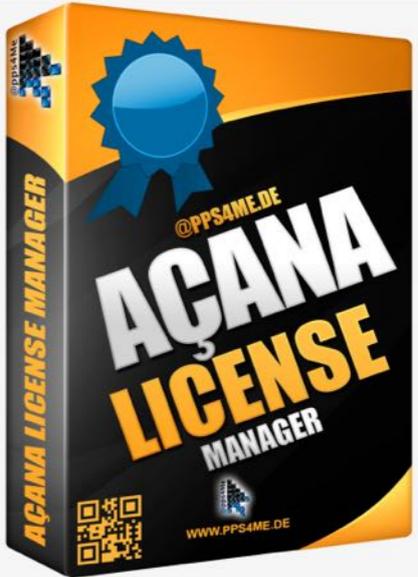
Location: **Büro** Borrowed on: 8/12 /2019

Bought at: **@pps4Me.de** Return on: 7/21 /2020

Price: \$ **12.99** Bought on: 10 /12 /2015

Remove from favorites Add comment to e-mail

Comment:



Created on: Oct 12, 2019 at 9:15:57 AM
Last change: Feb 18, 2022 at 12:00:57 PM

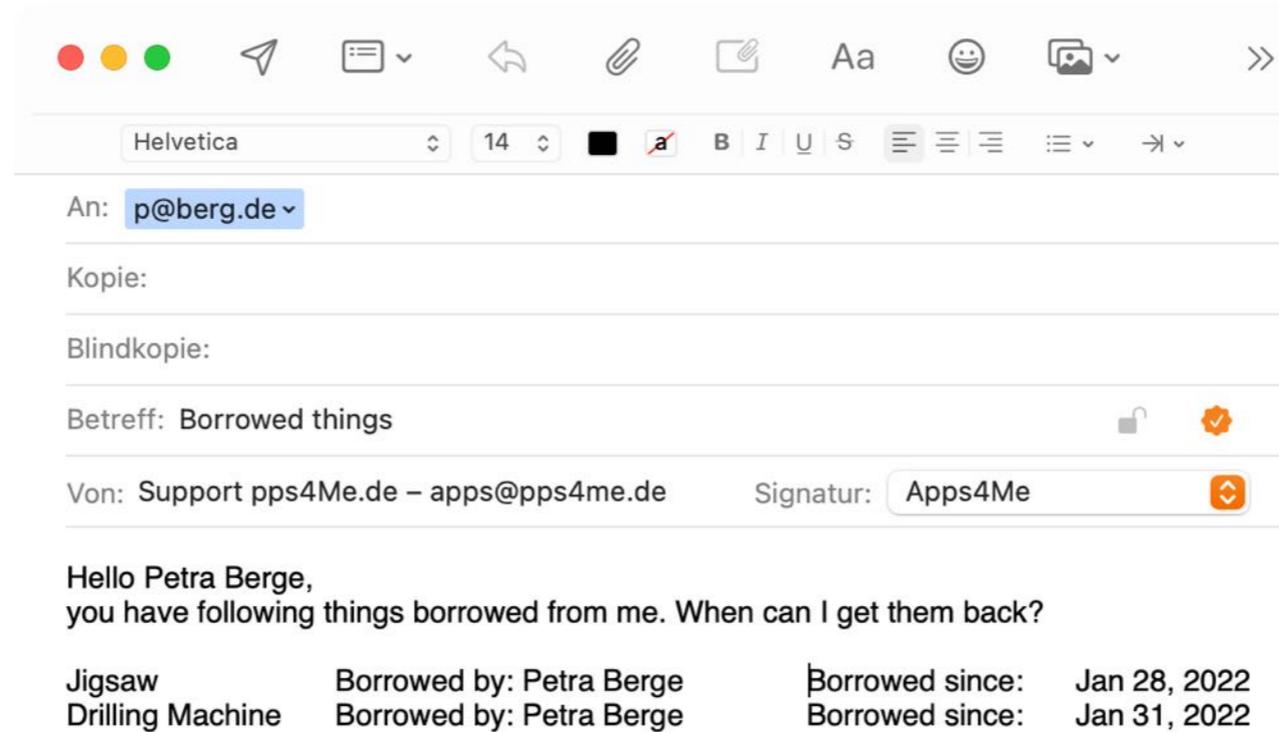
Optionally you can choose if the comment should be included in the e-mail. An e-mail will be created for the selected item. If you want to create a notification about all borrowed items, go to the "People" section and select the person and then a borrowed item.

People	6
Peter @pps4Me	1
Albertus Altenmeier	0
Petra Berge	2
Peter Forme	1

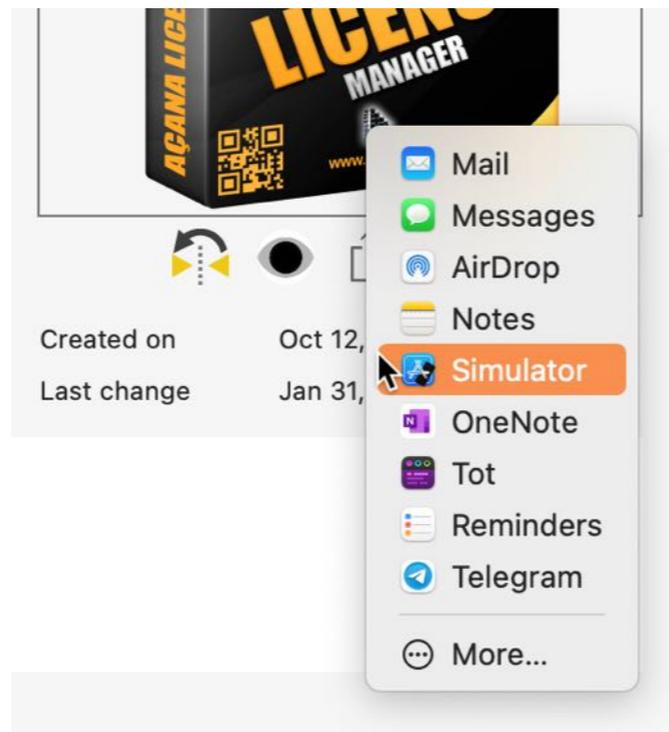


SEND NOTIFICATION

Now an e-mail is created containing all the items you have lent to this person.



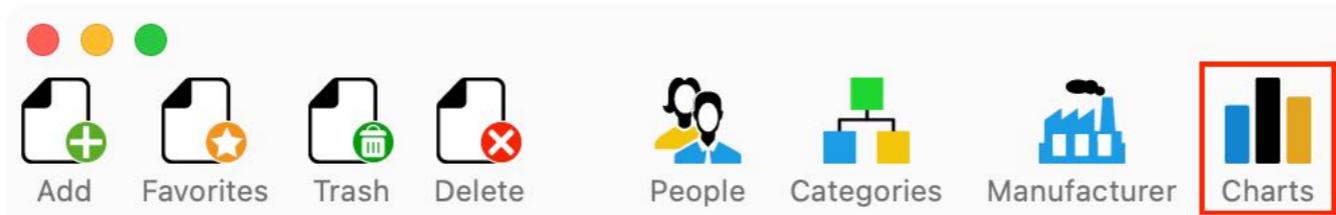
You can also use the sharing services for notification. To do that, click the Share icon in the details and select the appropriate service.



CHARTS

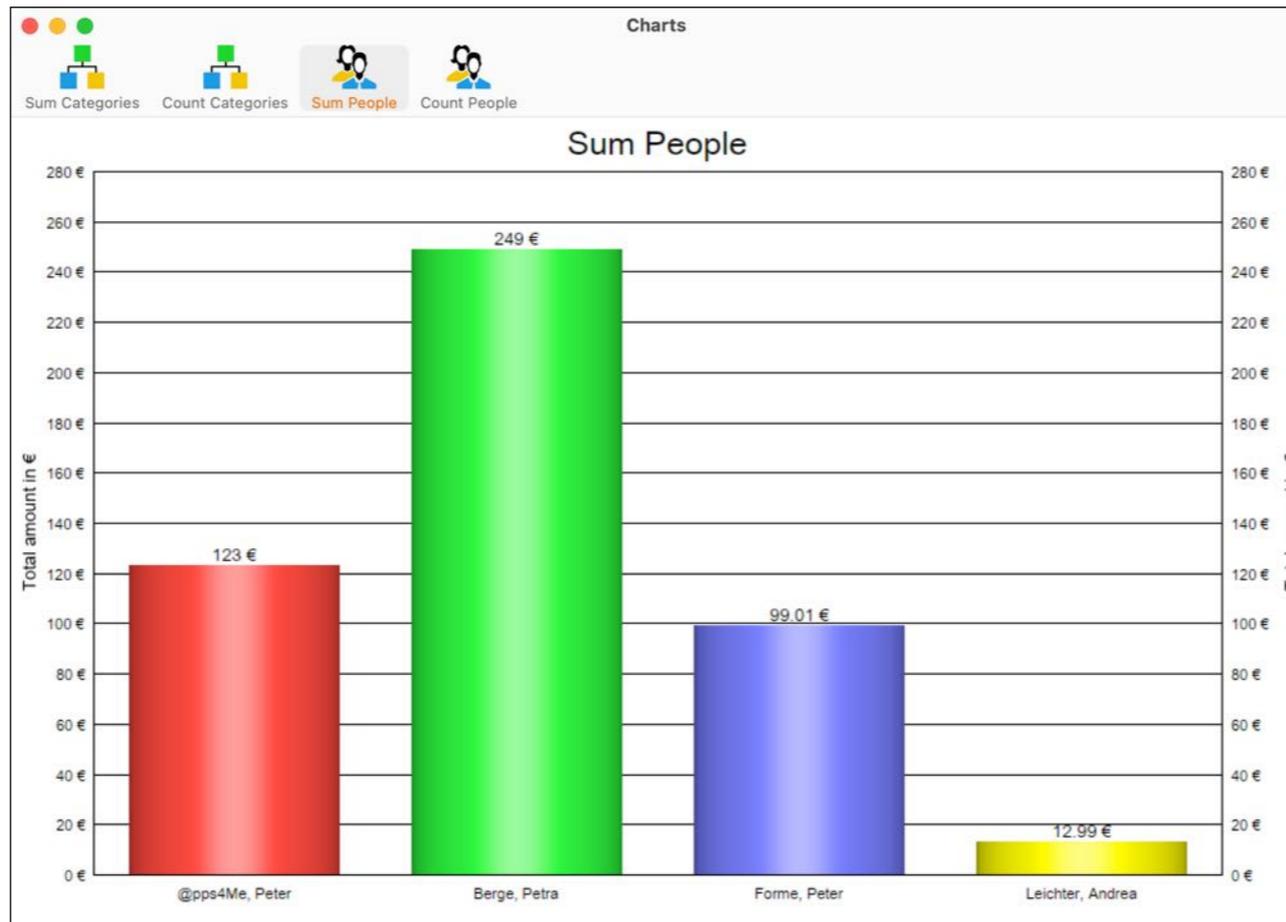
CHARTS

Click on "Charts" in the toolbar menu to call up the charts.



The following evaluations are available:

- Sum of categories
- Number of categories
- Summer of persons
- Number of persons



SAVE CHARTS

SAVE CHARTS

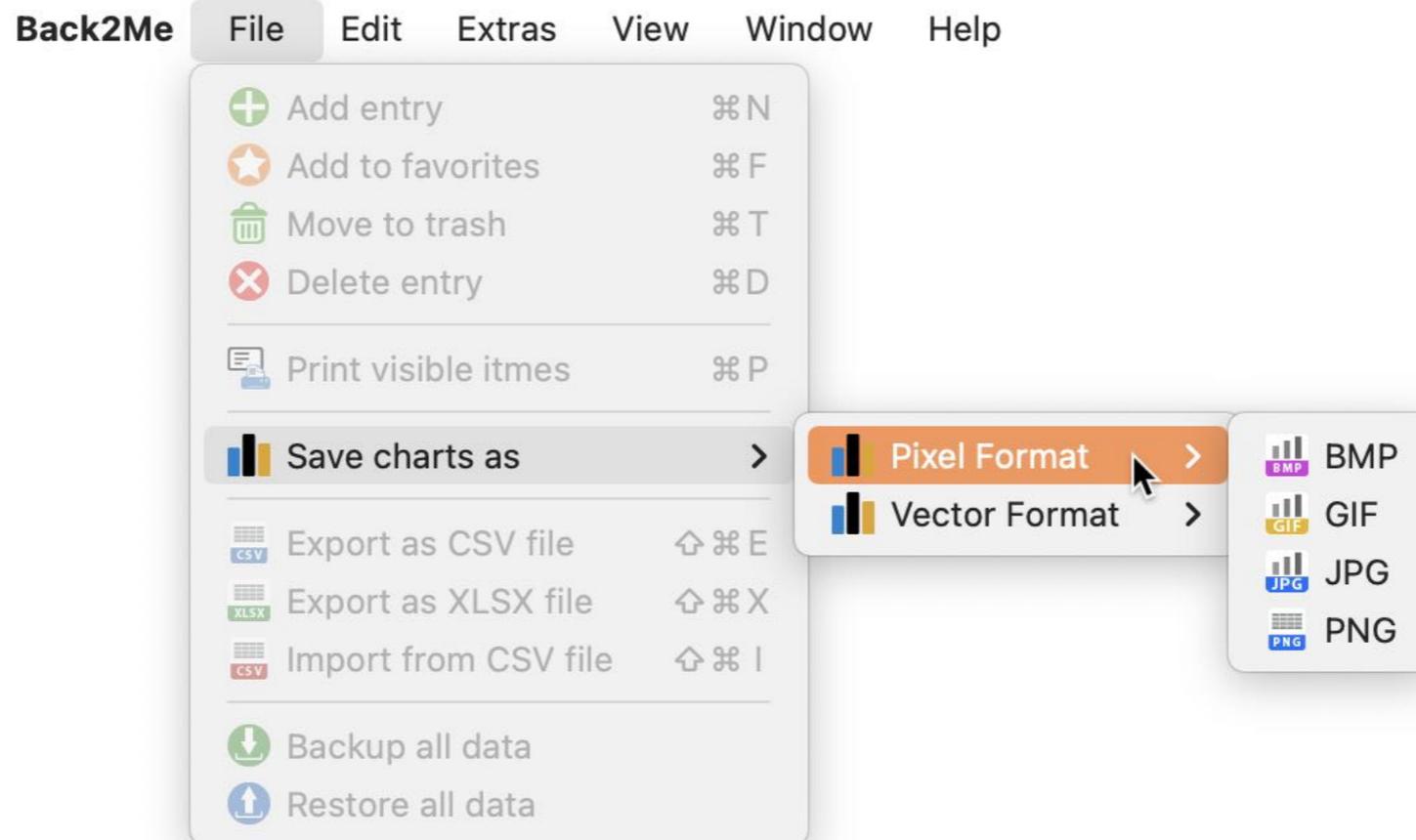
The reports can be saved in the following formats via the menu "File => Save report as":

Pixel format

- BMP
- GIF
- JPEG
- PNG

Vector format

- PDF
- SVG



PRINT

To print a list select "File => Print visible entries" from the menu. The print preview always lists the entries that are currently displayed in the main window of "Lent items". So always the entries of the current category and, and/or additionally set filters, which were entered over the search field.

Print visible itmes

1/1 Scale: 116%

Back2Me

Category: All

Title	Category	Manufacturer	Borrowed	Borrowed by	Borrowed on	Return on	Price
Açana License Manager	Software		✓	Andrea Leichter	Aug 12, 2019	Jul 21, 2020	12.99 \$
Hammer Drill	Drilling machines	Black & Decker	✓	Albertus Altenmeier	Oct 10, 2019	Mar 18, 2021	423.00 \$
IXO	Spanners	Berner	✓	Peter Forme	Jan 20, 2022	Mar 18, 2018	99.01 \$
Jigsaw	Tools	Elektrolux	✓	Petra Berge	Jan 28, 2022	Mar 18, 2018	129.00 \$
New Entry					Jan 20, 2022	Mar 18, 2018	1.21 \$

6/5/25 3:12 PM Back2Me • © 2014-2025 CIMSoft, @pps4Me • www.pps4me.com Page 1/1



The print preview data can be saved as a PDF and HTML file or printed directly. Use the corresponding icons in the toolbar menu for this purpose. The following can be set via the "Options" function at the top right of the "Print Preview" window:

- Title
- Subtitle
- Dynamic subtitle
- Print footer
- Use default logo
- Print Logo

Title
Back2Me

Subtitle
Category: All

Dynamic subtitles

Print footer

Use default logo

Print logo

Drop your logo here

Close

If you want to use your own logo, drag and drop a graphic file from the Finder or an image from Safari onto the logo area. This logo will be saved and will be available again after starting "Lent Things". If you set the "Dynamic subtitle" switch to "ON", the name of the current category (selected in the main window) will always be used as soon as you press the "Refresh" button or reopen the preview window. More settings for page size and margins can be found in the [settings](#).

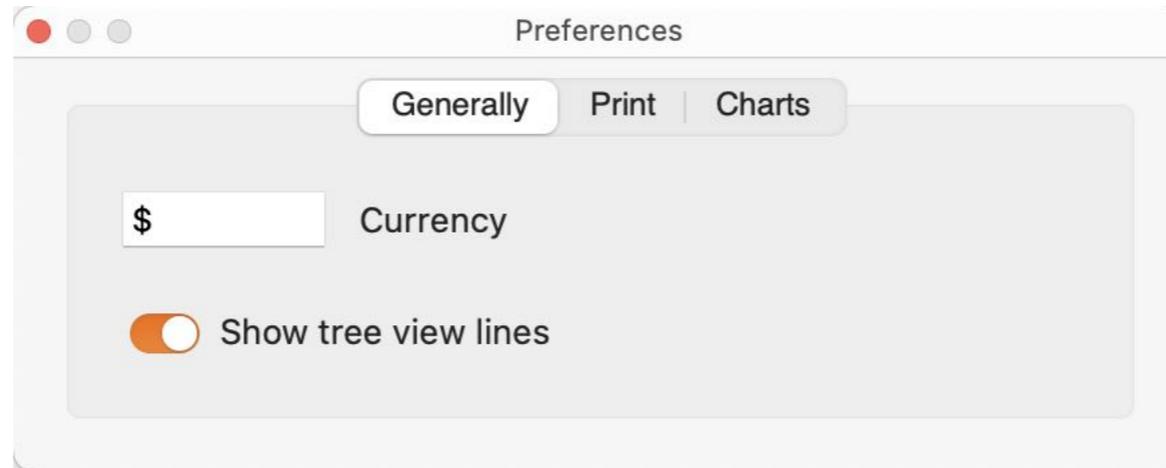


SETTINGS

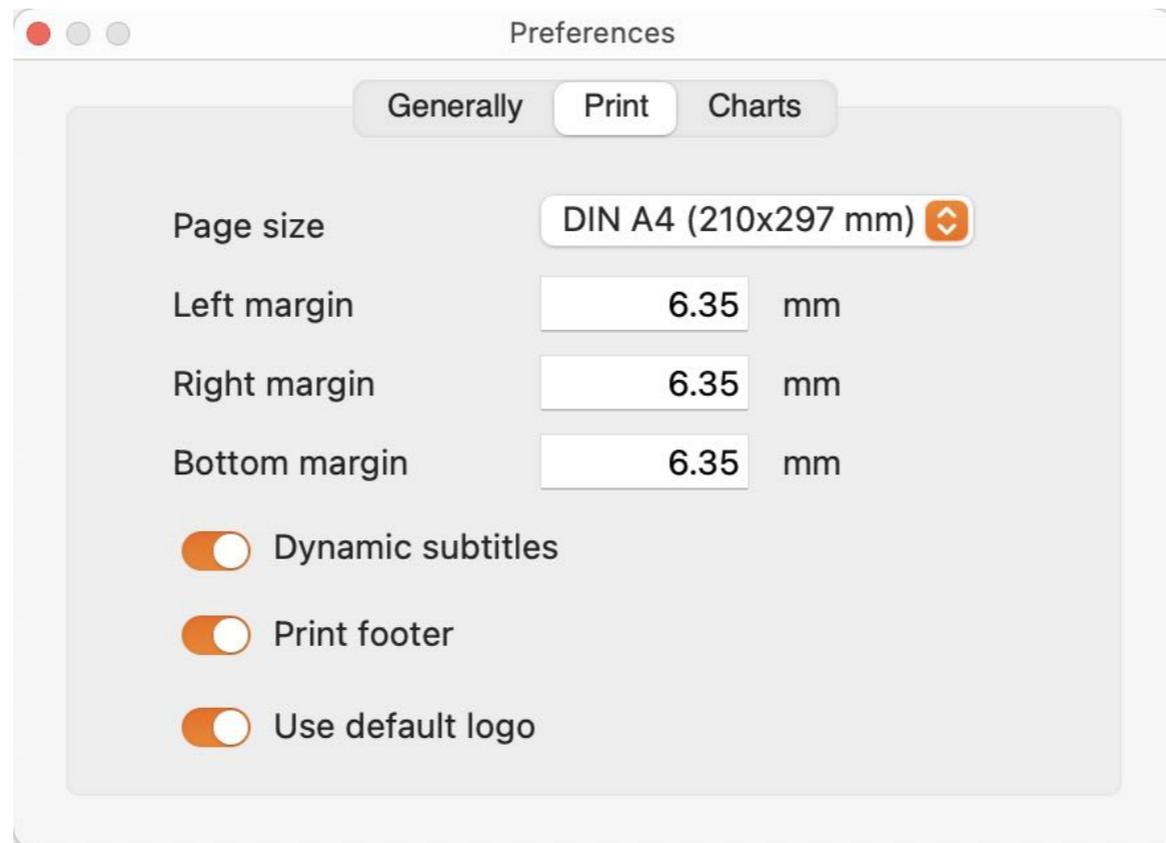
SETTINGS

Values for the following areas can be set via the menu "Back2Me => Settings":

Generally



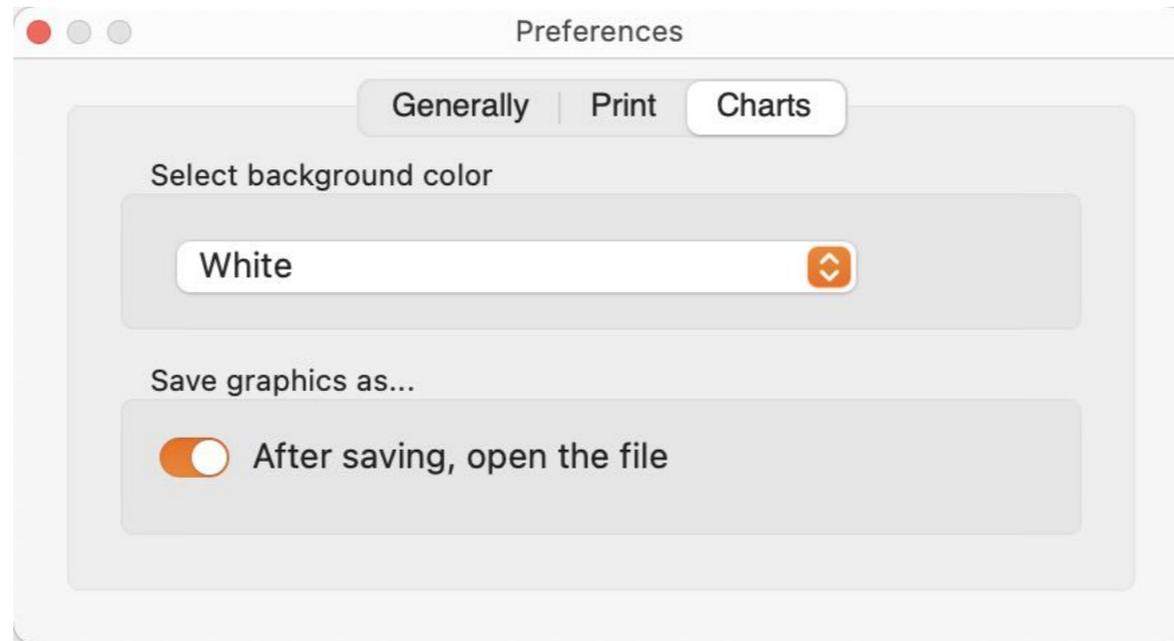
Print



Charts



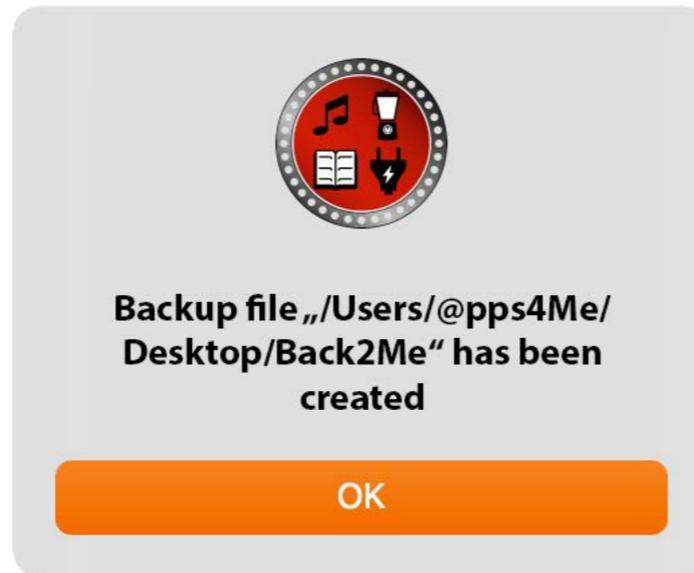
SETTINGS



BACKUP ALL DATA

BACKUP ALL DATA

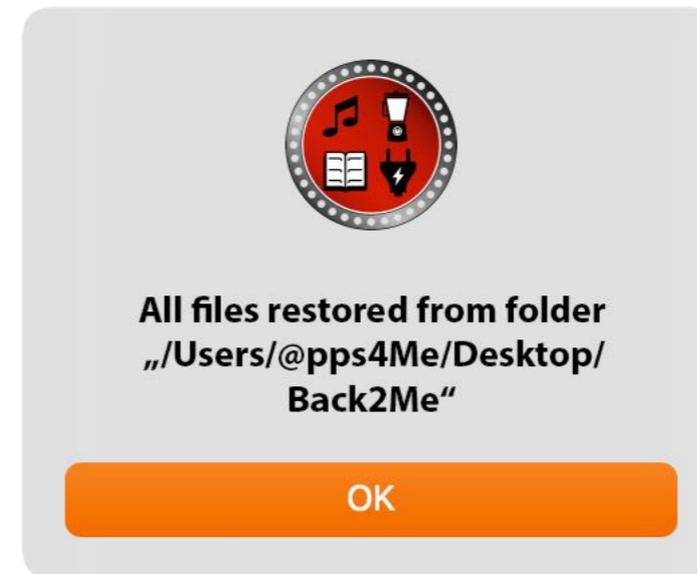
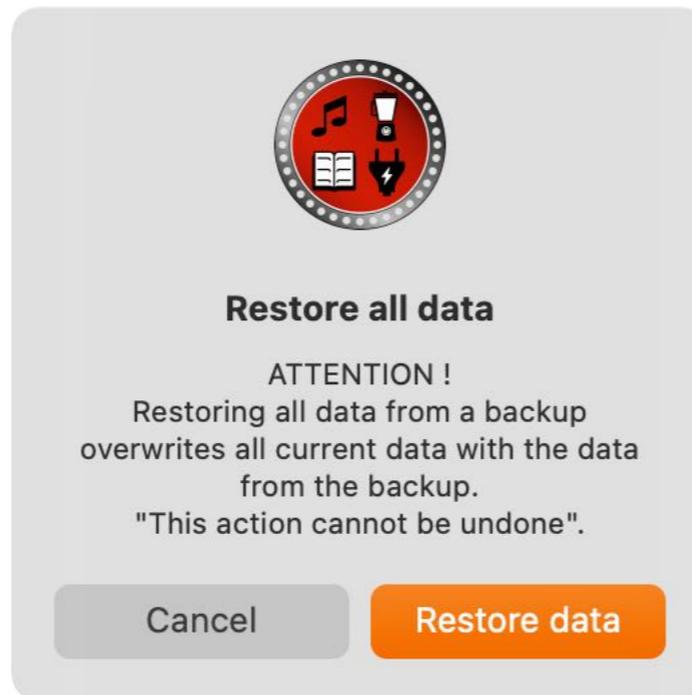
With the menu "File => Backup all data" you can create a backup of all data. As a target for the backup you can choose any directory, any data carrier (external hard disk, USB stick etc.) or a network drive. The database, all images and the corresponding attachments will be backed up.



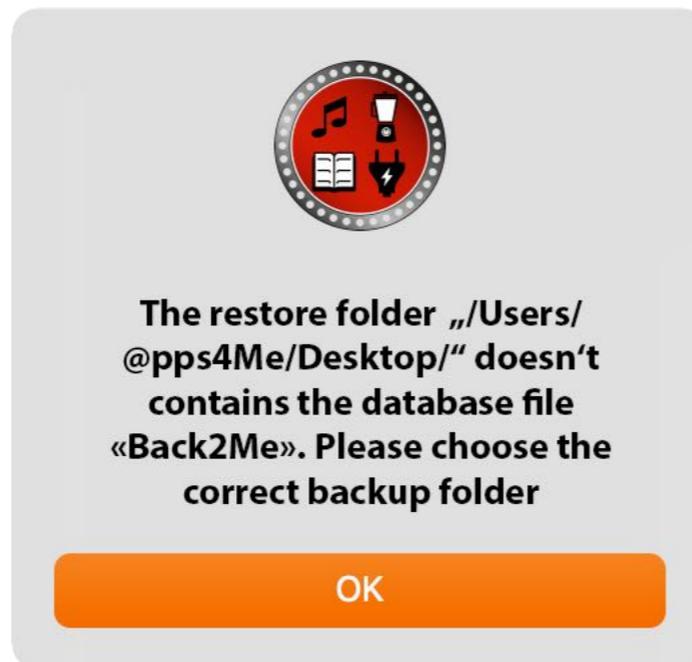
RESTORE ALL DATA

RESTORE ALL DATA

With the menu "File => Restore all data" you can restore all data from a backup.



If a folder is selected that does not contain backup data, a corresponding message is displayed.



EXPORT AS CSV FILE

EXPORT AS CSV FILE

With the menu "File => Export as CSV file" all data can be exported as CSV file.

Export CSV parameter

End of line separator:

Field separator: ;

String separator:

Example CSV file:

Back2Me Export.csv Öffnen mit Numbers

Title	Price	Bought on	Bought at	Manufacturer	Category	Location	Borrowed	Borrowed on
Hammer Drill	123	Aug 24, 2013	Home Depot	Black & Decker	Tools	Tool Cabinet 2	1	Oct 16, 2019
Jigsaw	129	Apr 12, 2011	Bauhaus	Elektrolux	Tools	Shelf, left	1	Jan 28, 2022
IXO	99.01	Oct 2, 2003	Greenfield	Berner	Spanners	Cabinet 1, Drawer 4	1	Jan 20, 2022
Açana License Manager	12.99	Oct 12, 2015	@pps4Me.de		Software	Büro	1	Aug 12, 2019
New Entry	0	Jan 28, 2022					0	Oct 16, 2019
Neuer Eintrag	120	Jan 31, 2022					1	Jan 31, 2022

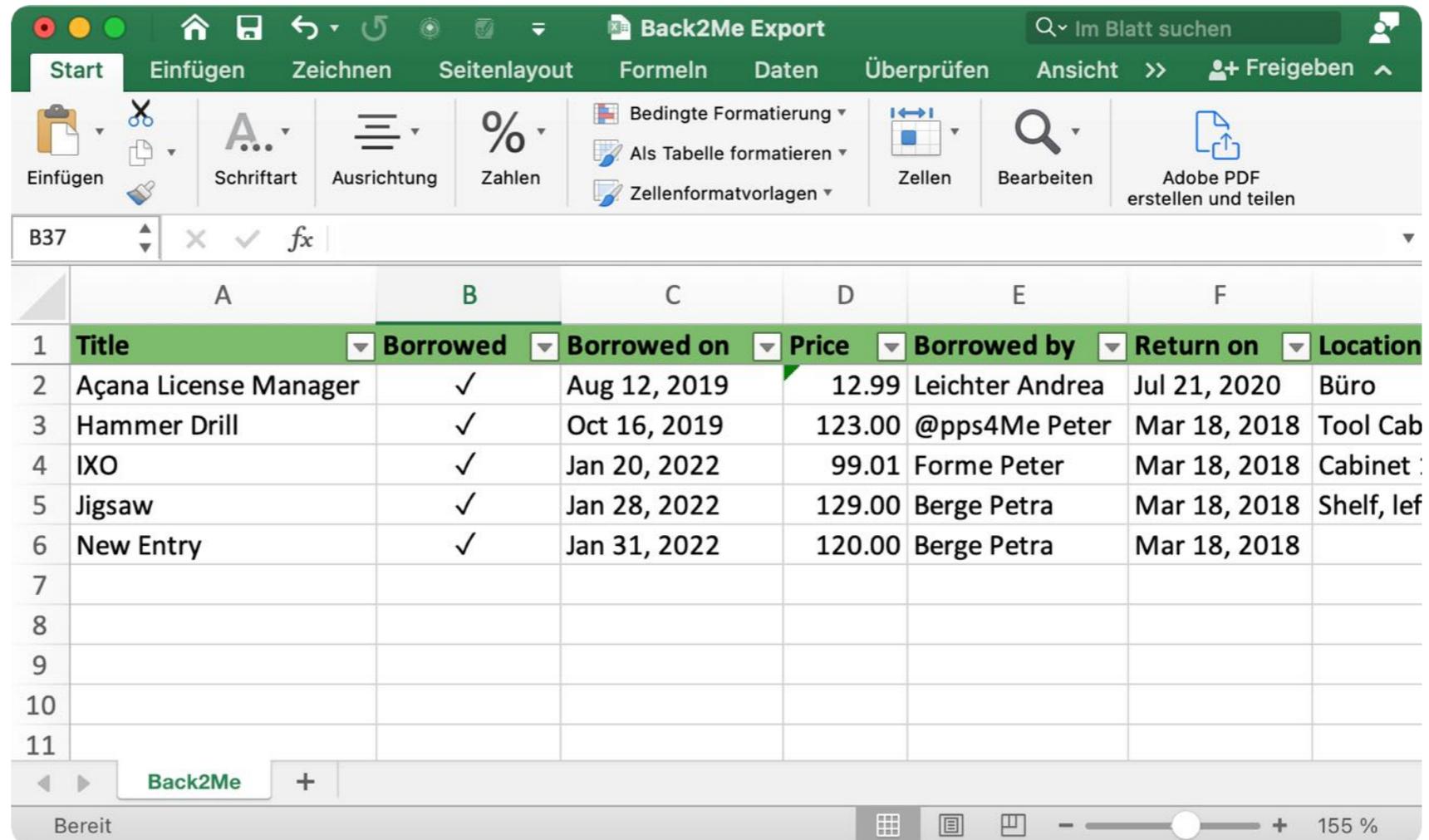
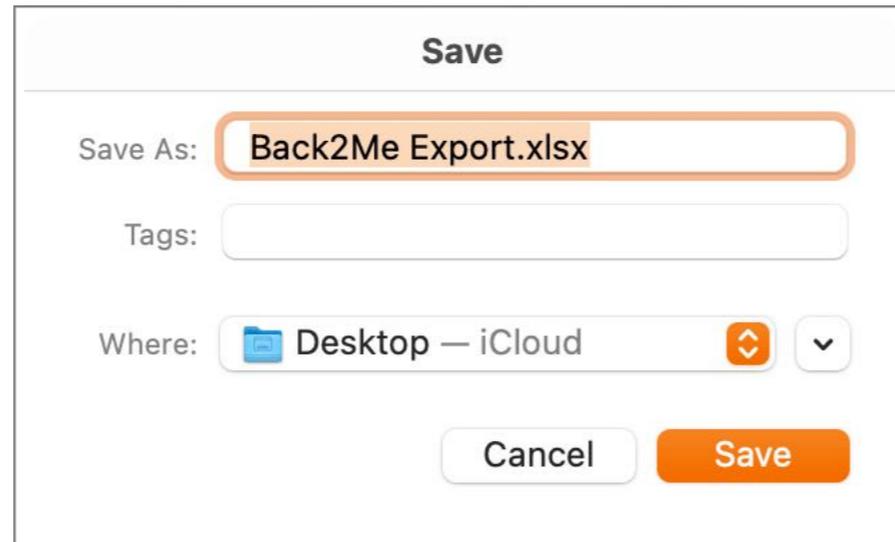
The CSV file can of course be edited with any spreadsheet program (Excel®, Numbers®, LibreOffice®, etc.).



EXPORT AS EXCEL® XLSX FILE

EXPORT AS EXCEL® XLSX FILE

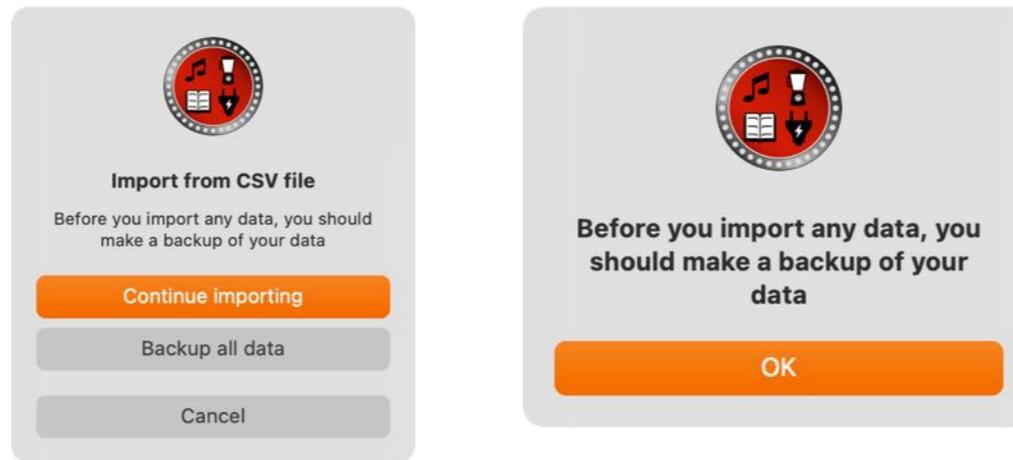
With the menu "File => Export as Excel® XLSX file" all data can be exported as Excel® file.



IMPORT FROM CSV FILE

IMPORT FROM CSV FILE

Using the menu "File => Import from CSV file" you can import data in CSV format.



Click on the CSV icon and select a CSV file. You can also drag a CSV file onto the icon. Now select the appropriate parameters. In the table below you will see a preview of the data as you change the parameters. Now click on "Import".

The screenshot shows the 'CSV Importer' dialog box. It includes a file selection area with a 'Drop CSV file here or click to open file' instruction and a 'CSV' icon. The 'Import Parameter' section contains a 'Field Separator' dropdown set to ';', a 'Text Recognition Sign' dropdown set to 'None', and a checked 'With Headline' checkbox. There are 'Cancel' and 'Import CSV' buttons. Below the parameters is a text field containing the file path: '/Users/@pps4Me/Desktop/Back2Me Export.csv'. At the bottom is a table preview with the following data:

Title	Price	Bought on	Bought at	Manufacturer	Category	Location	Borrowed
Hammer Drill	123	Aug 24, 2013	Home Depot	Black & Decker	Tools	Tool Cabinet 2	1
Jigsaw	129	Apr 12, 2011	Bauhaus	Elektrolux	Tools	Shelf, left	1
IXO	99.01	Oct 2, 2003	Greenfield	Berner	Spanners	Cabinet 1, Drawer 4	1
Açana License Manager	12.99	Oct 12, 2015	@pps4Me.de		Software	Büro	1
New Entry	0	Jan 28, 2022					0
Neuer Eintrag	120	Jan 31, 2022					1



IMPORT FROM CSV FILE

Now assign the "available fields" to the "import fields" by "drag and drop". The assignment can also be undone by moving the corresponding field back into the "available fields" area.

Available Fields

- Available Fields
- Return on
- Favorites**
- Trash
- Created on
- Last change
- Comment

17 Fields

Import Fields

Import Fields	Assigned Field
Title	
Price	
Bought on	Favorites
Manufacturer	
Bought at	
Category	

13 Fields

Assign all fields 1:1 ->

Cancel

<- Remove all assigned fields

Preview CSV Import

After all fields are assigned, you can click on "Preview CSV Import". Check again the values in the individual fields or columns and click on "Import to database".

Preview CSV Import

Title	Price	Bought on	Manufacturer	Bought at	Category
Hammer Drill	123	Aug 24, 2013	Black & Decker	Home Depot	Tools
Jigsaw	129	Apr 12, 2011	Elektrolux	Bauhaus	Tools
IXO	99.01	Oct 2, 2003	Berner	Greenfield	Spanner
Açana License Manager	12.99	Oct 12, 2015		@pps4Me.de	Software
New Entry	0	Jan 28, 2022			
Neuer Eintrag	120	Jan 31, 2022			

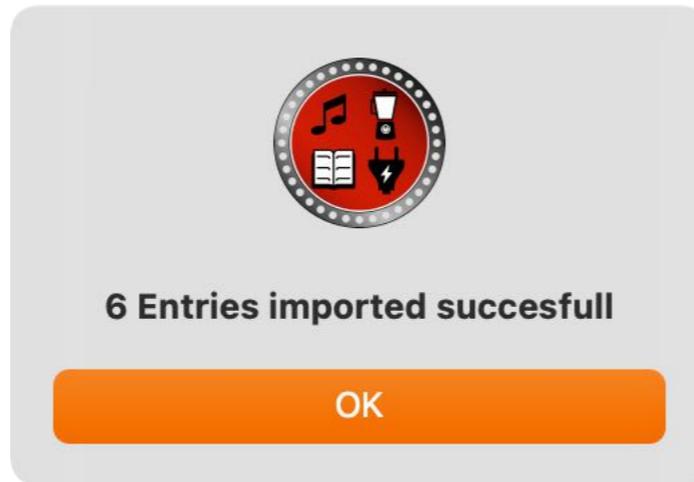
Cancel

Import to database



IMPORT FROM CSV FILE

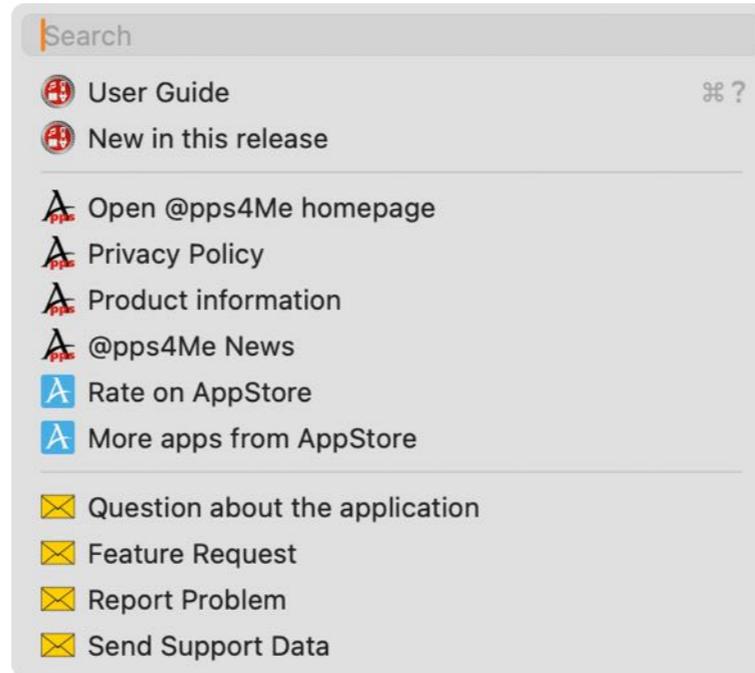
If the import was successful, you will receive the following message.



HELP MENU

HELP MENU

You can reach the following functions via the <Help> menu.



User Guide	Show this help
New in the release	Overview of new features
Open @pps4Me Homepage	Open homepage
Privacy Policy	Show Privacy Policy
Product information	Show information about Back2Me
@pps4Me News	Show current news
Rate on AppStore	Rating in the AppStore
More app from AppStore	All apps from @pps4Me
Share a link to this app on...	Share on Twitter or Facebook
Feature Request	Request new feature via e-mail
Report Problem	Report error via e-mail
Send Support Data	Send support data via e-mail



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