



A4 pps Me



User Guide

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WHAT IS «CONTRACT MANAGER» ?

With "Contract Manager," you can manage all your contracts (insurance, rental agreements, leases, etc.).

Features:

- Unlimited number of contracts
- Distinction between income and expenses
- Unlimited number of freely definable categories
- Management of contract partners, agents, and contact persons (phone, email, website, etc.)
- Sort by name, category, contract partner, and contract person
- Contract can be marked as inactive
- Contract can be filtered by contract person
- Contract person is visible in the list of contracts
- Send email to the contract partner
- Send contract changes to the contract partner via email
- Send contract termination to the contract partner via email
- Evaluation with list of all contracts and all contract fields (with export and print function)
- Automatic saving of all changes
- An unlimited number of documents can be added to each contract
- Management of terms and notice periods
- Evaluation of contracts (costs per month, quarter, year)
- Graphical overview of the evaluation with export function in pixel or vector format
- Print all contracts as a list
- Print visible contracts as a list (with filter active)
- Print all contracts with details
- Print visible contracts with details (with filter active)
- Print selected contract with details
- Copy all data to the clipboard (for further processing in Excel®, Pages®, or LibreOffice, etc.)
- Export all data as an Excel® XLSX file
- Export all data as CSV file (for further processing in Excel®, Pages®, LibreOffice, etc.)
- Data import via CSV file
- Price increases for individual contracts can be recorded
- Graphical overview of price increases with export function in pixel or vector format
- Data backup (including CSV file) to internal hard drive, network drive, or external medium (USB stick, etc.)

PRIVACY POLICY

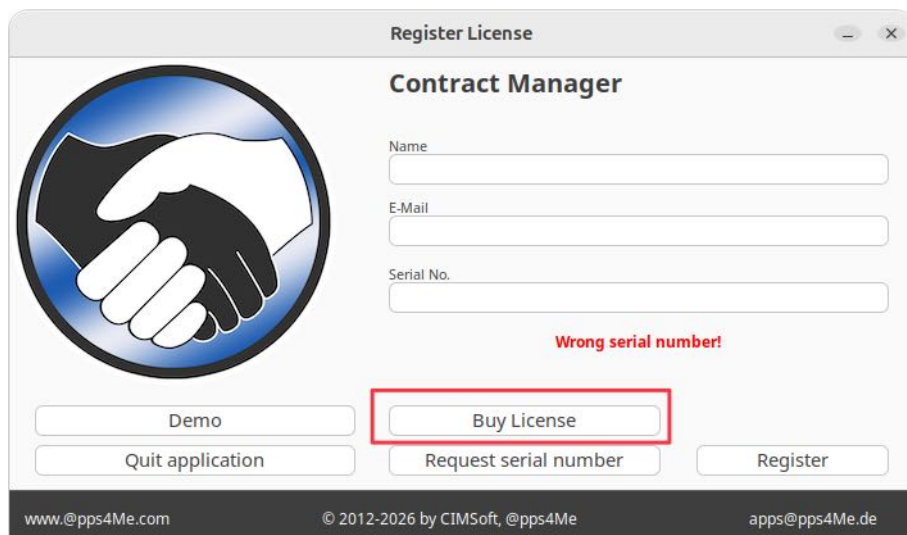
All data created using "Açana Contracts" remains entirely on the device used to create it (iPhone, iPad or Mac). The only exception is synchronization with iCloud, where the data is stored in your personal "People" folder. The app does not collect any data, nor does it access data in the background. No data is shared with us or third parties.

DEMO MODUS

In demo mode, all of the program's features are available. A maximum of 3 contracts are displayed.

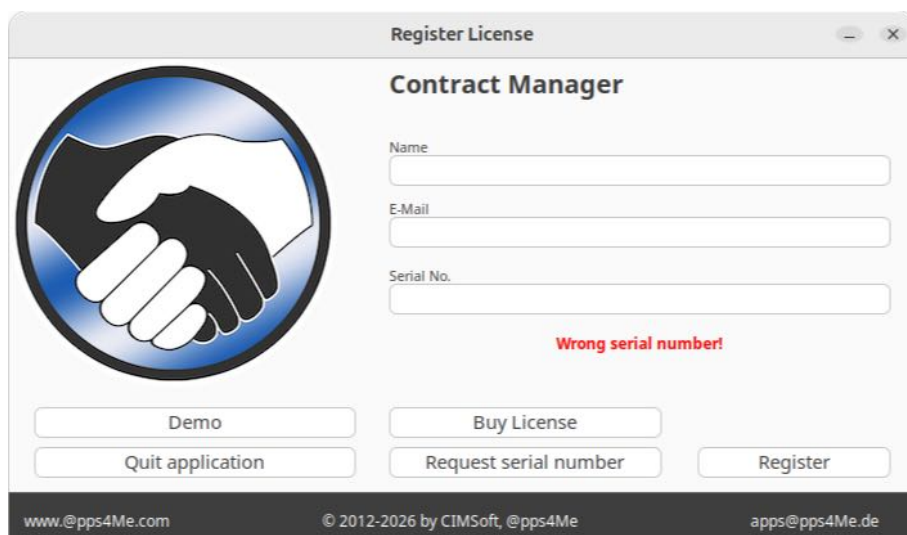
PURCHASE A LICENSE

You can purchase a license in the online store. To do so, click on "Buy License".



ACTIVATE LICENSE

Enter the license information in the "Name," "Email," and "Serial Number" fields.



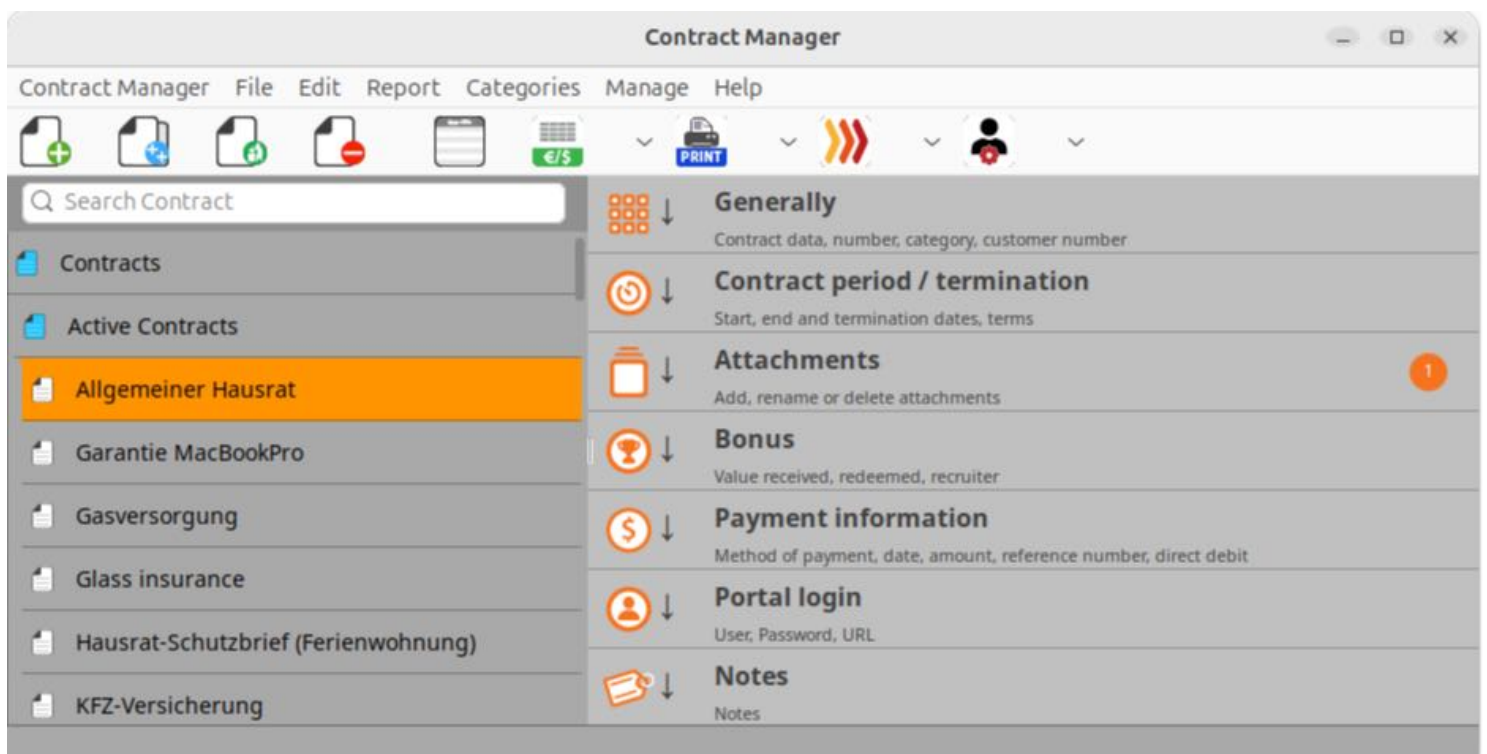
APPLICATION START

Once you launch "Contract Manager," you can immediately start entering your contracts. The database and all attachments for "Contract Manager" are stored in the "\$HOME/Contract Manager" directory. The program settings are stored in the "\$HOME/.ContractManager" file. The configuration settings are stored in the "\$HOME/.ContractManager" file.

The application is divided into the following areas:

- Top:
- Toolbar menu
- Left:
- Selection structure with number of entries
- Right:
- Details of the selected contract divided into the following sections:

- General
- Contract term / Termination
- Attachments
- Premium
- Payment information
- Portal login

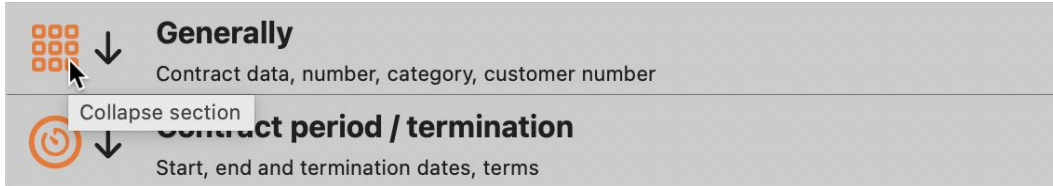


- Notes

EXPAND OR COLLAPSE SECTIONS IN DETAILS

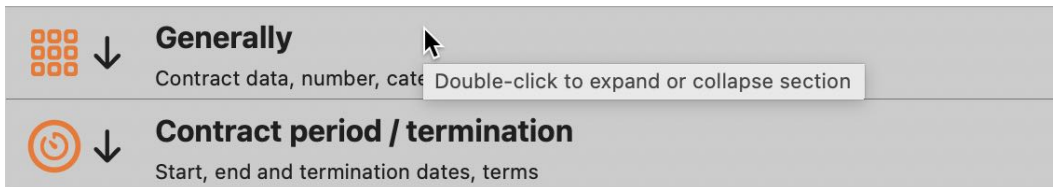
In the details, the sections can be expanded or reduced as follows:

By clicking on the icon in the header

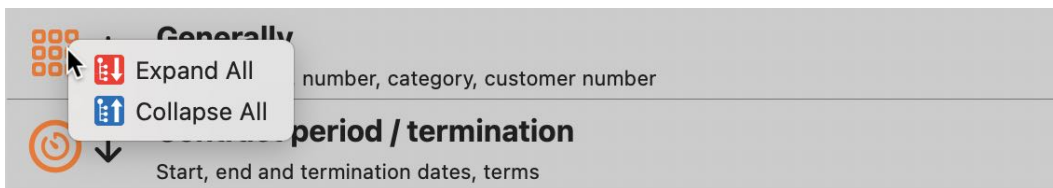


Double-click on the header

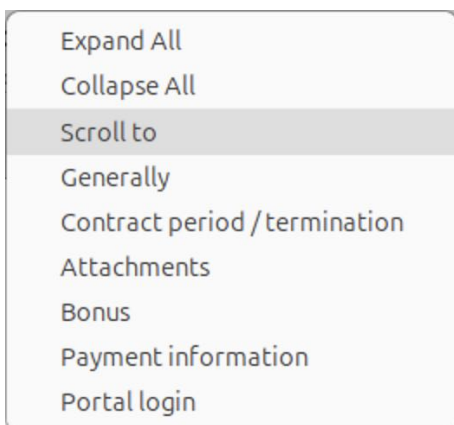
With the context menu



The status of the individual sections (expanded or reduced) is saved automatically. After restarting the

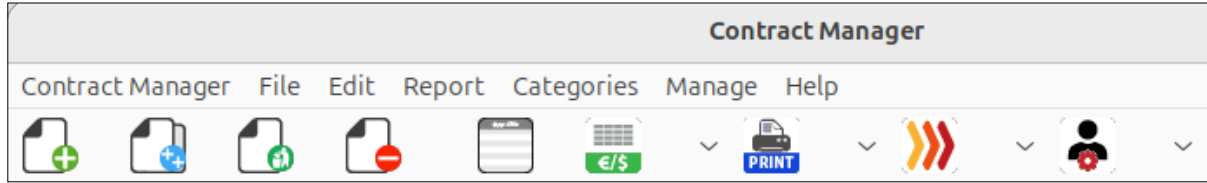


application, the sections are displayed exactly as they were when you left the application.



TOOLBAR MENU

The following functions are available in the toolbar menu.



- Add contract
- Duplicate contract
- Move contract to trash,
- Delete contract
- List of all contracts
- Evaluation
 - Evaluation
 - Price history
- Print
 - List
 - All contracts
 - Active contracts
 - Inactive contracts
 - Expired contracts
 - Revenues
 - Expenses
 - Details (one contract per page)
 - All contracts
 - Active contracts
 - Inactive contracts
 - Expired contracts
 - Revenues
 - Expenses
- Manage categories
 - Categories
 - Subcategories
- Manage
 - Email

- Contract partners

SELECTION MENU






























The following areas are available in the selection menu:

- Contracts
 - Active contracts
 - Inactive contracts
 - Expired contracts
 - Revenue
 - Expenses
- Categories
- Subcategories
- Contract partners
- Persons
- Date
 - Order date
 - Start date
 - End of contract
 - Termination date
 - Terminated on
- Automatic renewal
 - Without renewal
 - With renewal
- Sequence
 - Without sequence
 - Daily
 - Weekly
 - Every two weeks
 - Monthly
 - Yearly
 - Every two years
 - Every three years
 - Every view years
 - Every five years

- Own sequences

- Payment method
 - Year
 - Half-year
 - Quarter
 - Every 2 months
 - Month
 - Week
 - Day
 - None

- Trash

 Contracts
 Active Contracts
 Inactive contracts
 Expired contracts
 Revenues
 Expenses
 Categories
 Subcategories
 Contractor
 Persons
 Date
 Order date
 Start Date
 End of contract
 Termination Date
 Terminated on
 Automatic renewal
 Without renewal
 With renewal
 Sequence
 Payment
 None
 Day
 Month
 Every 2 month
 Quarter
 Half-year
 Year
 Trash

CUSTOMIZE LIST

- The list of contracts can be freely configured. All settings are saved and will be reassigned to the list after restarting the application.
- Set zoom factor
- Set column widths
- Arrange columns
- Show or hide columns
- Reset lists to default values

Arrange columns

Simply move the desired column to the new position.

Contract	Contract number	Contractor	Customer number	Contracted for	Category
Allianz Garantieverlängerung...	DE999061329...				Privat
Auslandsreise-Krankenversic...	699/4157962...				
Bayer Beistandskasse			90021926 / 90170999		Krankenkasse
Gas (aktuell)	836630203883		6357297971		
Glasversicherung	22365384		90195319		Haus
Haus- und Wohnungsschutzb...	22365405		90195319		Haus
Haus- und Wohnungsschutzb...	22365430		90195319		Haus
Hausrat	AGF20398-23...	ADAC Italien + I...	A4-2093-KK-2290		Haus
Hunde-Haftpflichtversicherung	HHV-70005271			Pia	Privat
KFZ-Versicherung (ab Jahr 2...	663/417094-U				Auto
KIESER Training	33619			Renate	Privat
KIESER Training Detlef	33623			Detlef	Privat
Lebensversicherung	L 50.3303-28				Lebensversicheru...
Private Haftpflicht	22365413		90195319		Privat

Show or hide columns

The current column can be hidden using the context menu.

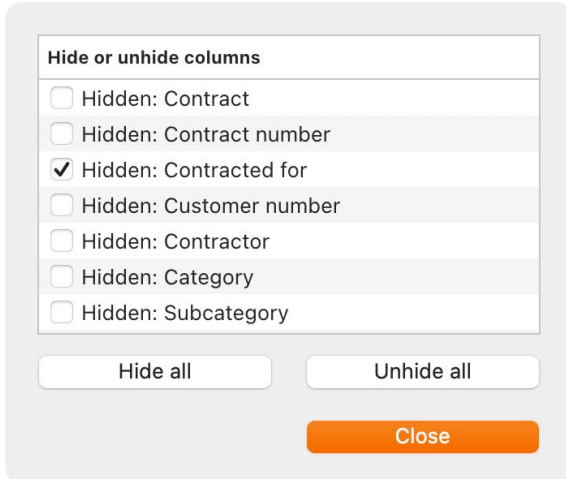
Mehrere Spalten können einfach über ein Options-Fenster ein- oder ausgeblendet werden. Verwende

- Hide column "Customer number"
- Hide or unhide columns
- Reset column widths
- Reset list

dazu "Spalten ein- oder ausblenden" aus dem Kontext-Menü.

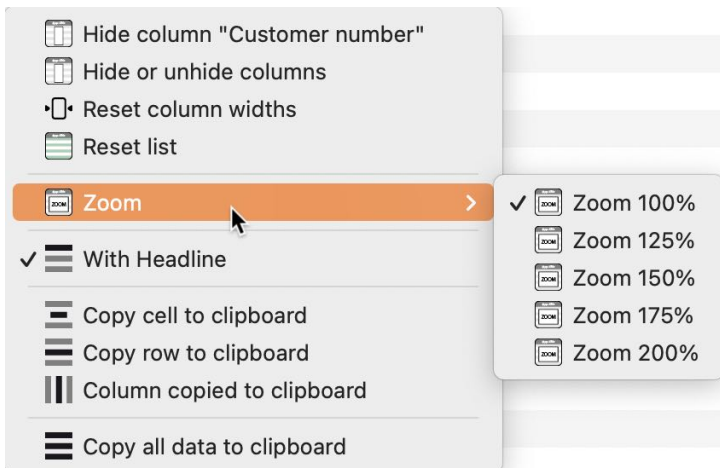
- Hide column "Customer number"
- Hide or unhide columns
- Reset column widths
- Reset list

The columns that are shown and hidden are listed in their original order in the Options window.



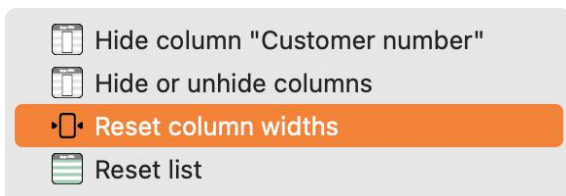
Adjust the size of the list

The lists can be quickly enlarged using the context menu. In the [settings](#), the zoom factor for the lists can be set from 50% to 400%.



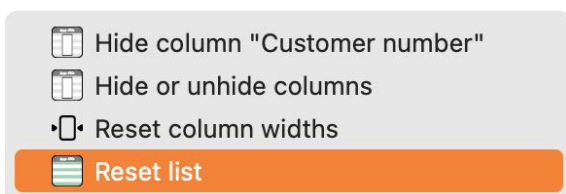
Spaltenbreiten zurücksetzen

The column width of all columns can be set to the default values. Use the context menu to do this.



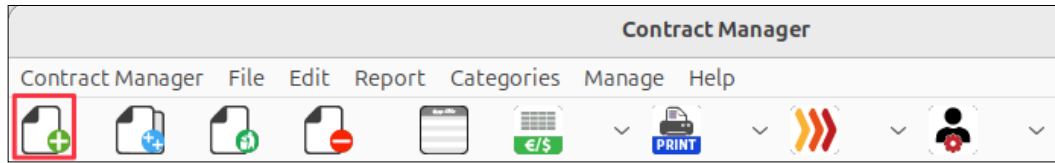
Reset list

The list can also be reset to the default values. Use the context menu to do this.



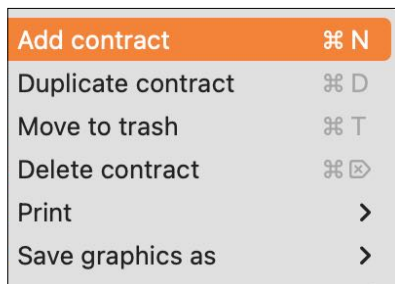
ADD NEW CONTRACT

To enter a new contract, click on the "Add" icon in the top left corner.

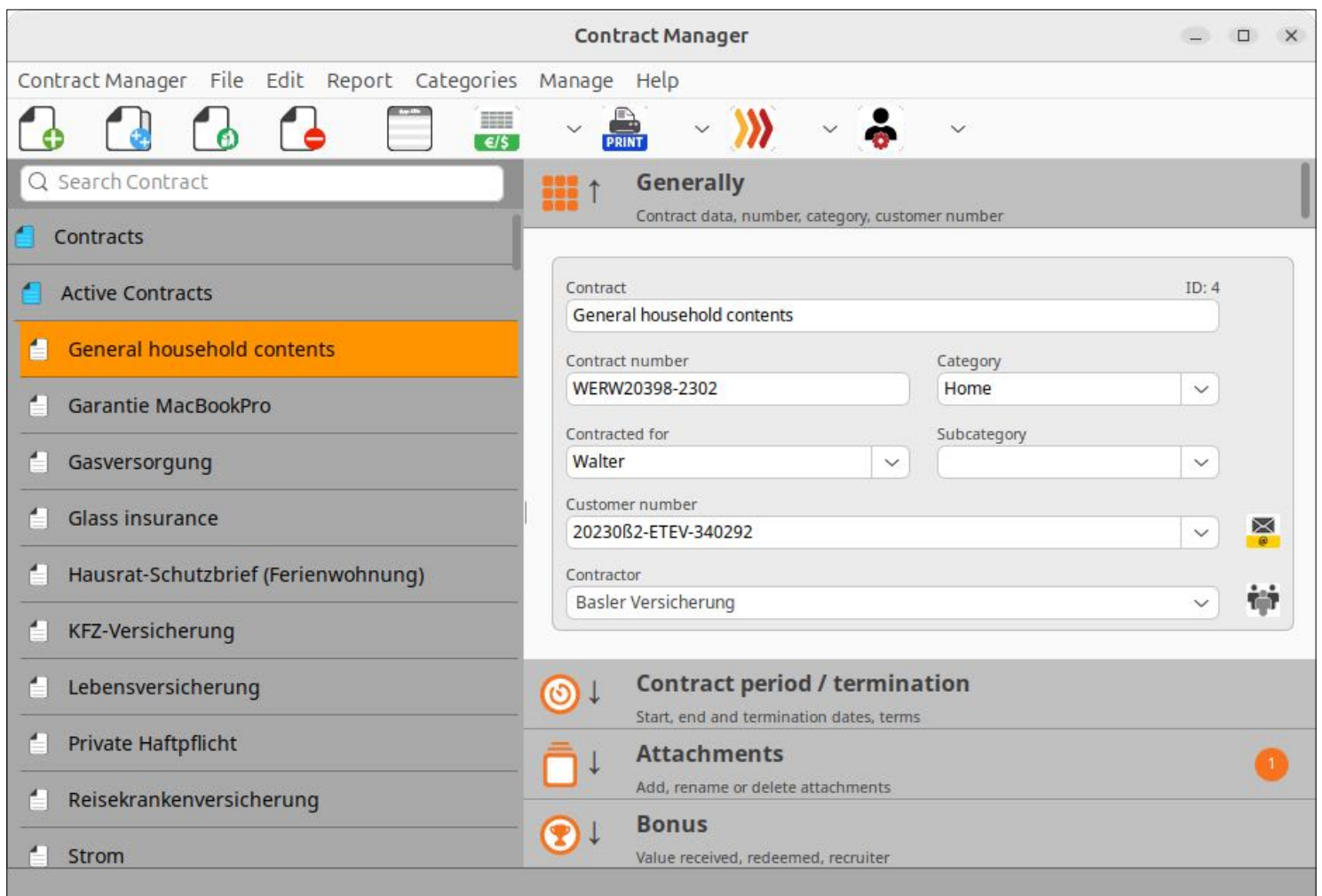


This can also be done via the "File" menu.

Then enter the necessary data in the corresponding fields of the individual sections.



All changes are automatically saved when you leave the individual fields. In the "Category" field, you



can select an existing category or enter a new one. In the "Contract partner" field, you can select an

existing contract partner from the address book and transfer it. For more information, see Manage contract partners.

For date fields, the date can also be selected using a calendar. To do this, click on the corresponding calendar icon to the right of the date field.

Automatically calculate contract end and termination date

Order date 05/01/2021

Period of validity 1 None

Start Date 05/17/2021

Period of notice 6 None

End of contract 06/17/2021

Automatic renewal

Termination Date 11/16/2021

jährlich Select sequence

Terminated on

Deactivate contract

Receive termination confirmation

If you want to delete a date, deactivate the date field on the left-hand side.

Terminated on

As soon as you leave a field, the changes are saved automatically. The information bar indicates that the contract has been saved.

Lebensversicherung

Private Haftpflicht

Attachments
Add, rename or delete attachments

Successful
Record number «21» was saved • Allianz Garantieverlängerung iMac

In the [settings](#), you can specify that successful messages should be displayed. For all date fields, the current date can be selected via the context menu.

Automatically calculate contract end and termination date

Order date

Period of validity 1

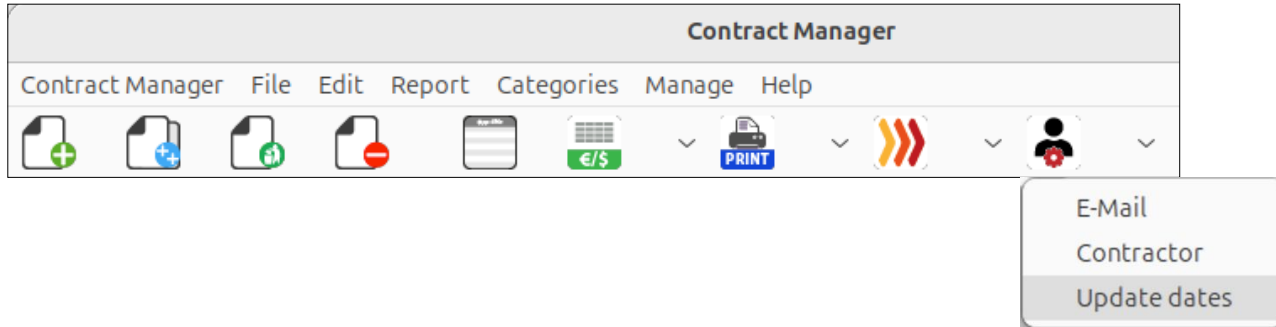
22 Event

Start Date 1/ 8/2023

Period of notice None

UPDATE DATES

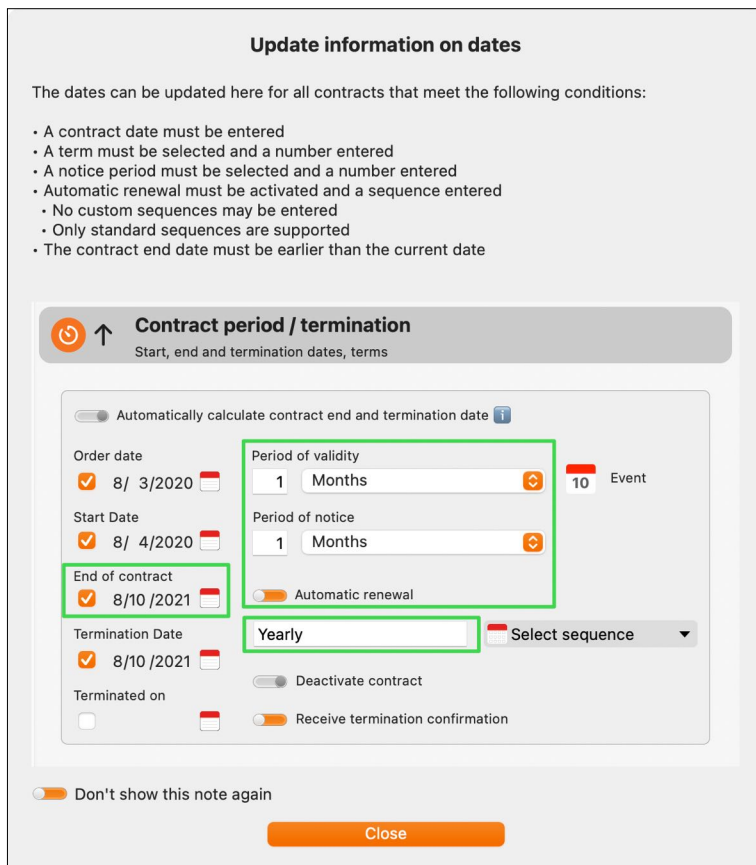
The "Update dates" function can be used to automatically update the contract end date and the "Cancel on" date. To do this, select "Manage => Update dates" from the toolbar menu. This function is also available via the "Manage" menu.



The following window lists the contracts that meet the following conditions:

- A date must be entered for the contract start date
- The contract end date must be either blank or later than the current date
- The "Automatic renewal" switch must be activated
 - No custom sequences may be entered
 - Only standard sequences are supported
- An interval must be selected and a value must be entered for "Notice period"

Example



The contracts that meet the above conditions are listed in the following window.

Update dates

Details Select Unselect Reload

ID	Contract	Start Date	End of contract	Termination Date
4	Allgemeiner Hausrat	May 17, 2021	Aug 16, 2022	May 16, 2025
6	Glass insurance	Aug 4, 2020	Aug 10, 2021	Aug 10, 2021

Close Continue

Select all or the desired entries and click on “Continue” to display the new dates. The new contract end date and the new cancellation date are displayed in red.

Update dates

ID	Contract	Start Date	End of contract	New end of contract	Termination Date	New termination date
6	Glass insurance	Aug 4, 2020	Aug 10, 2021	Aug 10, 2025	Aug 10, 2021	Jul 10, 2025
4	Allgemeiner Hausrat	May 17, 2021	Aug 16, 2022	Aug 16, 2025	May 16, 2025	May 16, 2025

Cancel Update dates

If a termination date has already been reached or passed, it will not be recalculated during the update. Only when the contract end date has been passed and recalculated will the termination date be recalculated.

Now click on “Update dates” to apply all changes.

Should the dates of the selected contracts be updated?

This action cannot be undone!







Cancel Update dates

ATTENTION!

This action cannot be undone.

EDIT CONTRACT

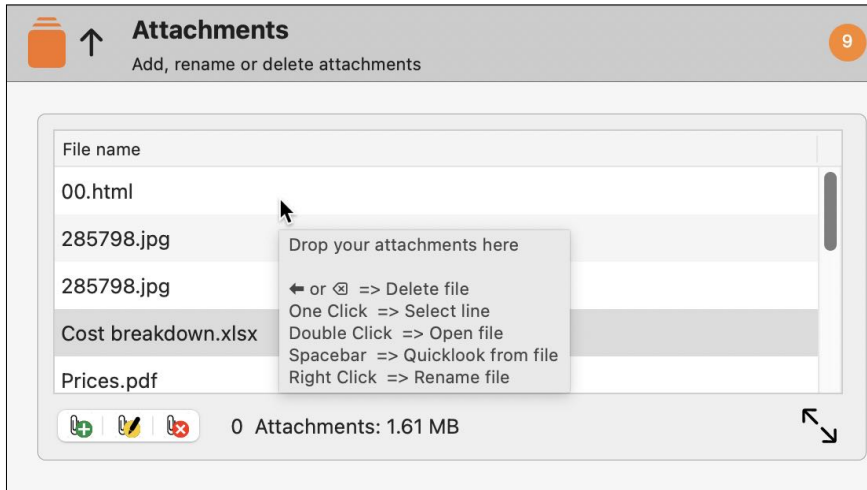
To modify an existing contract, select a contract from the list. Enter the desired changes in the respective sections.

	Generally Contract data, number, category, customer number
	Contract period / termination Start, end and termination dates, terms
	Attachments Add, rename or delete attachments
	Bonus Value received, redeemed, recruiter
	Payment information Method of payment, date, amount, reference number, direct debit
	Portal login User, Password, URL
	Notes Notes

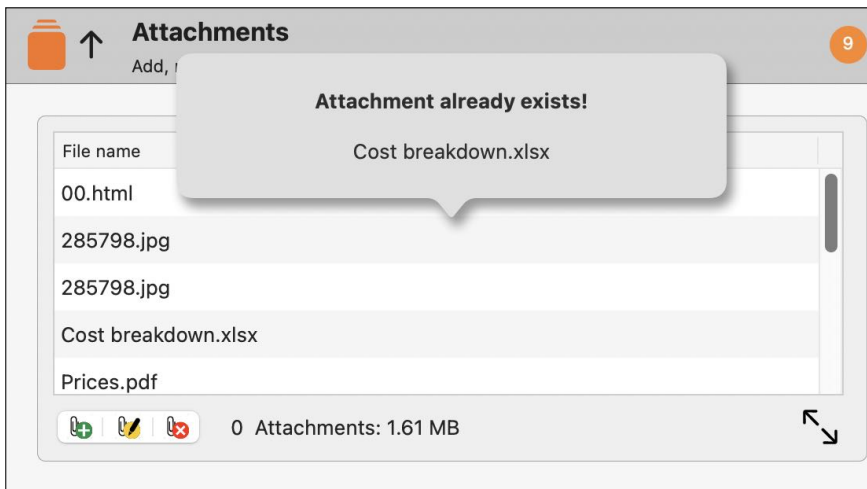
As soon as you leave a changed field, the changes are automatically saved.

ADD, RENAME OR DELETE ATTACHMENTS


To add attachments to a contract, select a contract. Under "Attachments," you can add, rename, and delete attachments. Here, you can add files of any type using drag and drop. All attachments are displayed in this list without a folder structure.



The number of attachments is displayed at the top right. The number and size of all attachments are displayed at the bottom. If you add a file as an attachment that already exists, a corresponding message is displayed.



One or more attachment can be selected from the list of attachments. The following functions are then available:

Function	Impact
← or ⌘	Delete attachment
Double click	Open attachment
Space bar	Preview selected attachments
Right click	Rename attachment
	Add, delete, and rename attachments

To rename a facility, select a facility from the list and click on the “Edit” icon.



You can also access the “Rename” function via the context menu.



The attachments can also be opened in a separate window.



This window offers the following options for managing attachments:

- Create new folder
- Add attachments
- Rename attachments/folders
- Delete attachments/folders
- Move attachments/folders

The window can be closed using the “ESC” key or the “Close” button at the bottom right.

To move an attachment or folder to another folder, select the corresponding object from the list and drag it to the new folder.

DEACTIVATE CONTRACT

To mark an existing contract as inactive, select a contract from the list. Activate the “Deactivate contract” field in the “Contract term / Termination” section.

Contract period / termination
Start, end and termination dates, terms

Automatically calculate contract end and termination date ⓘ

Order date: 05/01/2021

Period of validity: 1 None

Start Date: 05/17/2021

Period of notice: 6 None

End of contract: 06/17/2021

Automatic renewal

Termination Date: 11/16/2021

Termination type: Jährlich

Deactivate contract

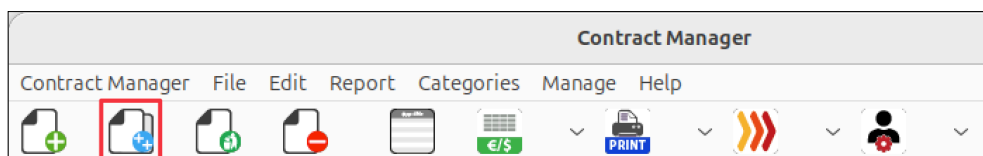
Terminated on:

Receive termination confirmation

Once this field is checked, the contract will be moved to the “Inactive Contracts” section. It will also not appear in any lists or when printing. If you want to reactivate an inactive contract, uncheck the “Mark contract as inactive” box..

DUPLICATE CONTRACT

To duplicate an existing contract, select a contract from the list. Click on “Duplicate” in the toolbar menu.



A copy of the selected contract is created. The name of the contract with the extension “Copy” is used as the contract name.

Generally
Contract data, number, category, customer number

Contract ID: 48

Contract name: General household contents COPY

Contract number: WERW20398-2302

Category: Home

Any attachments to the selected contract will not be duplicated. In the [settings](#), you can specify whether the contract partner should also be copied.

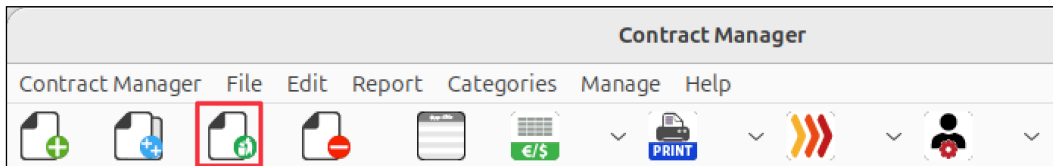
MOVE CONTRACT TO TRASH

This function allows you to move contracts to the trash before permanently deleting them. The contracts contained therein can then be deleted individually at a later date. The “Empty trash” function can also be used to delete all contracts in the trash at once.

Deleting individual contracts and emptying the trash cannot be undone!

Put the contract in the trash

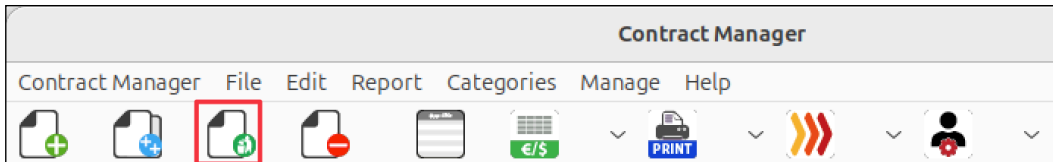
To move a contract to the trash, select a contract from the list and click on “Trash” in the toolbar menu.



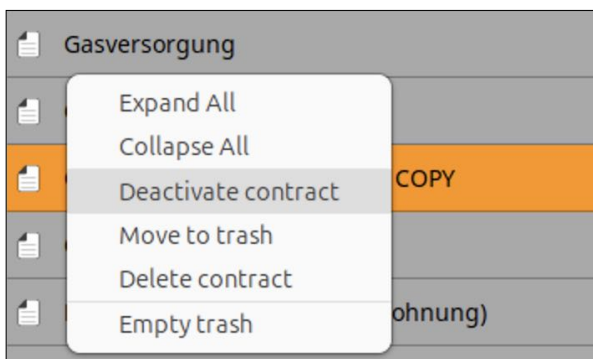
RESTORE CONTRACT FROM TRASH

To restore a contract from the Recycle Bin, select a contract from the list and click “Recycle Bin” in the toolbar menu.

Or select “Restore from Recycle Bin” from the context menu.



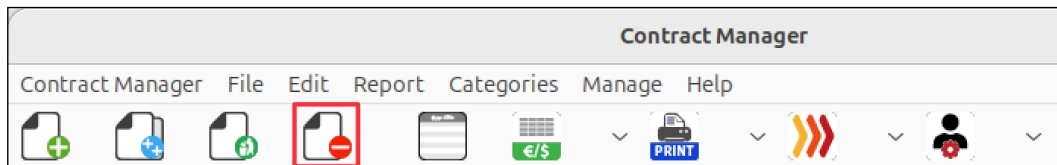
If the restored contract was marked as “inactive,” it will be moved to the “Inactive Contracts” section. If



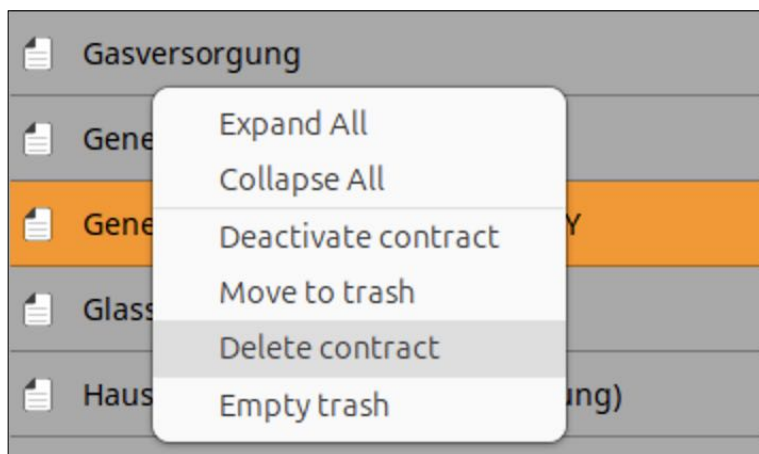
this is not the case, it will be moved to the “Active Contracts” section.

DELETE CONTRACT FROM TRASH

To delete a contract from the trash, select a contract and click "Delete" in the toolbar menu.

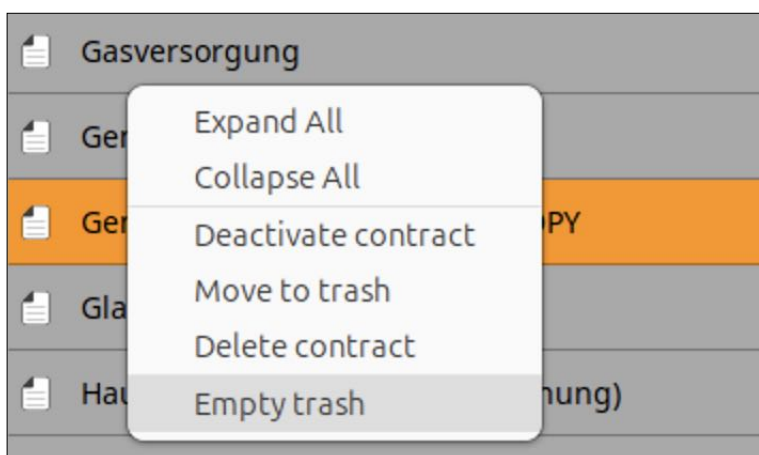


Or select "Delete contract" from the context menu.



EMPTY TRASH

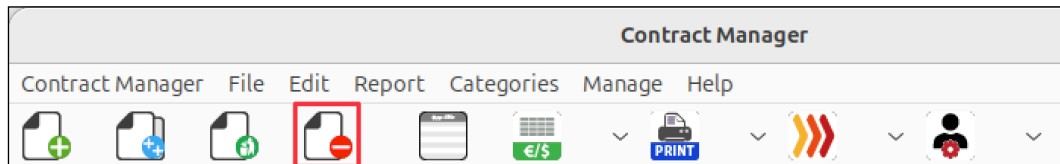
Select "Empty trash" from the context menu to completely empty the trash and delete all contracts it contains.



Deleting individual contracts and emptying the trash cannot be undone!

DELETE CONTRACT

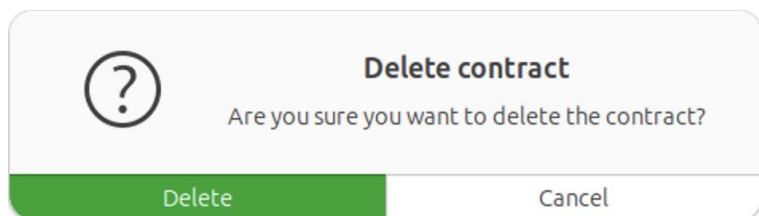
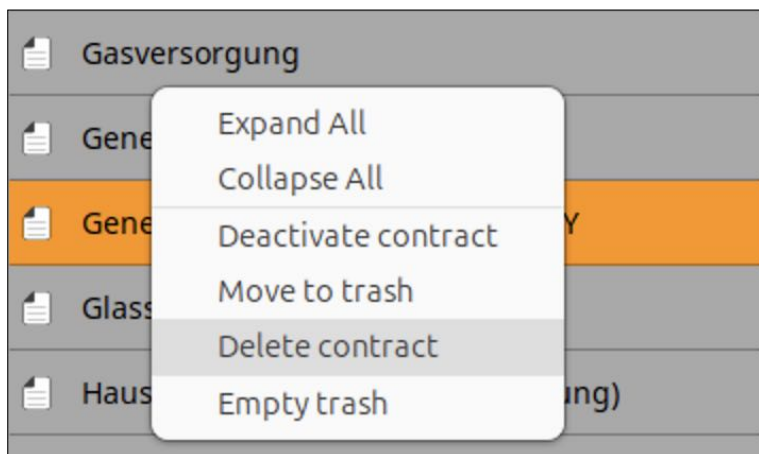
To delete a contract, select a contract from the list and click "Delete" in the toolbar menu.



Or use the menu "File => Delete contract".



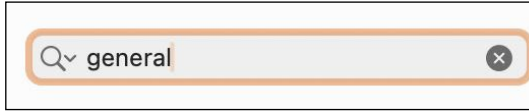
You can also use the context menu to delete a contract.




Deleting a contract cannot be undone!

SEARCH CONTRACT

To do this, enter the term you are looking for in the search field at the top right.

A screenshot of a search input field. The field is rectangular with a light gray background and a thin border. Inside the field, the word "general" is written in a dark gray font. To the left of the text is a magnifying glass icon, and to the right is a small "x" icon in a circle, used for clearing the search.

The default search is always "Begin with." If you want to search for contracts that contain a specific text, enter a % sign before the search term.

A screenshot of a search input field. The field is rectangular with a light gray background and a thin border. Inside the field, the text "%house" is written in a dark gray font. To the left of the text is a magnifying glass icon, and to the right is a small "x" icon in a circle, used for clearing the search.

The following fields are included in the search:

- Description
- Contract concluded for
- Contract number
- TAG

You can also [search](#) in the [list of all contracts](#). In the [settings](#), you can specify whether the additional fields "Contract concluded for," "Contract number," and "TAGs" are used for the search.

MANAGE CONTRACT PARTNERS

You can manage your contract partners and agents directly using the “Contract Manager.” Select an entry from the pop-up menu.

Generally
Contract data, number, category, customer number

Contract ID: 47
General household contents COPY

Contract number: WERW20398-2302
Category: Haus

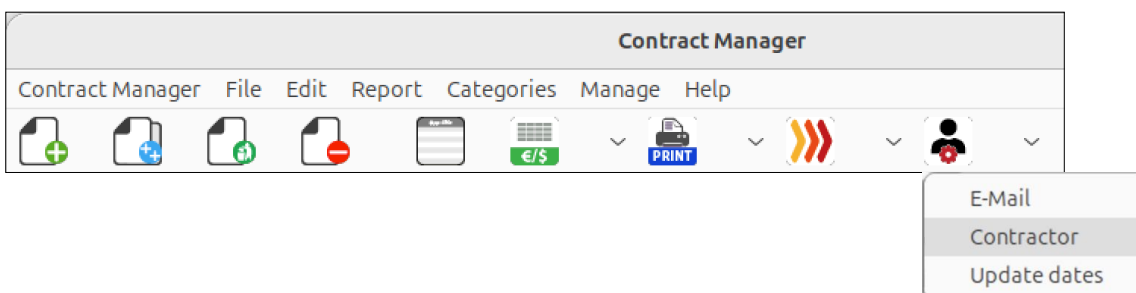
Contracted for: [dropdown]
Subcategory: [dropdown]

Customer number: ABV-20230B2-EDEV-340292

Contractor: Alianz AG

- None
- ✓ Allianz AG
- Basler Versicherung
- Ergo Direkt Versicherung AG
- Gothaer Versicherungs VVaG
- HUK24
- Hanse Merkur VVaG
- Legrand Versicherungsdienst GmbH
- Stadtwerke
- Telekom AG
- VFL
- Vattenfall
- Vodafone

To manage the contacts in the “Contract Manager,” click on the “Contract Partners” icon in the toolbar menu.



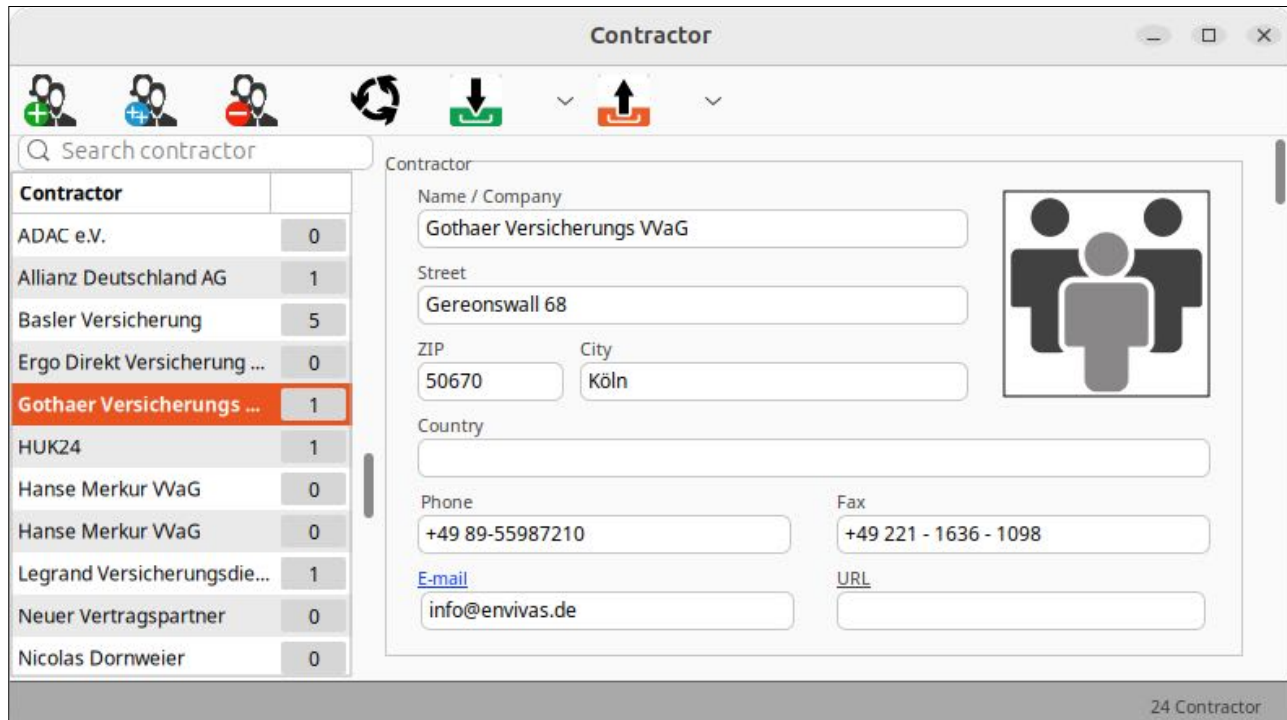
Or click on the Contact icon to the right of the “Contract partner” field.

Or use the menu "Manage => Manage contract partners".

Manage e-mail notification

Manage contractors

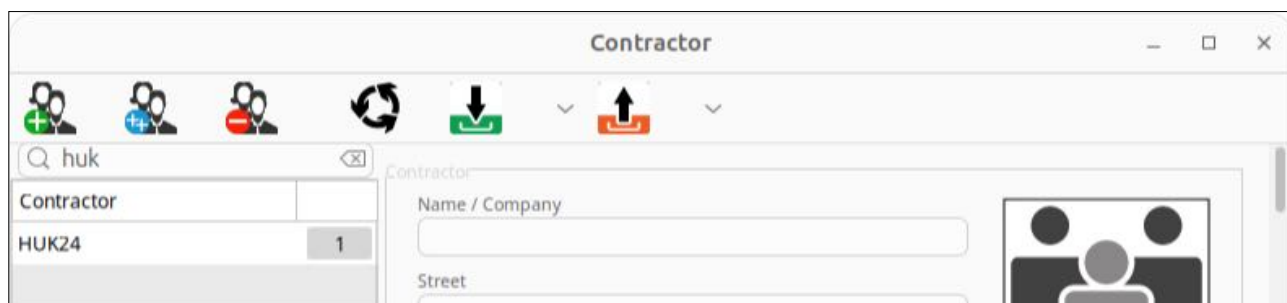
The "Contract partners" window then opens with all contacts in the "Contract Manager." The number after each contract partner indicates the number of contracts assigned (including "inactive contracts" and contracts in the trash).



Here, contractual partners can be added, modified, and deleted, as well as imported and exported.

Search for contract partners

To search for a contract partner, enter the name you are looking for or part of it in the search field. The default search is always "Starts with".



If you want to search for a contract partner that contains a specific text, enter a % sign before the search text.

Add contract partner

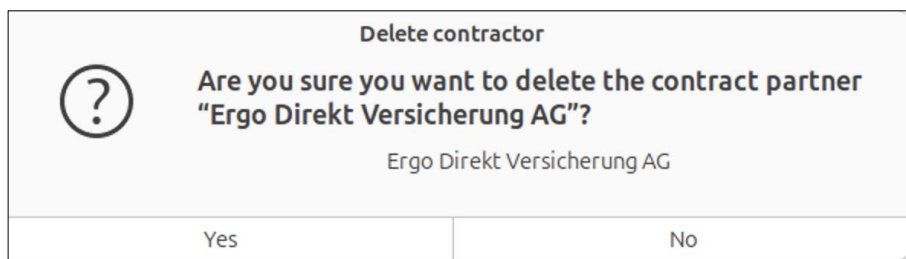
Click on the "Add contract partner" icon and enter the necessary values in the corresponding fields. All changes are saved automatically.

Duplicate contract partner

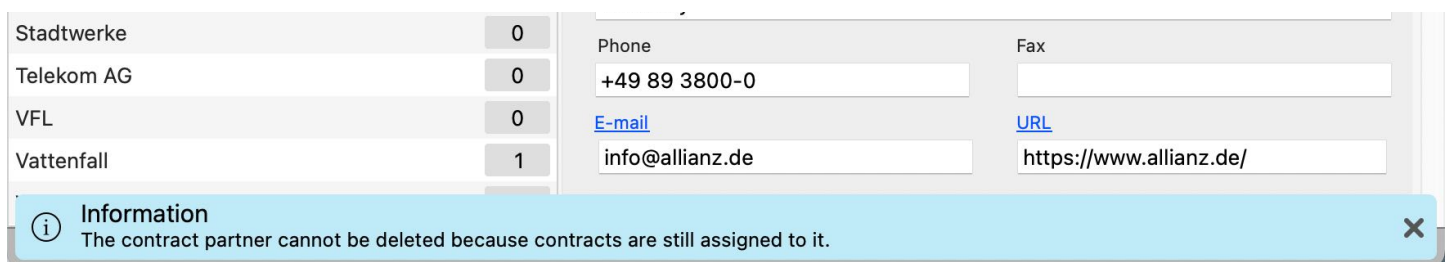
Select a contract partner from the list and click on the "Duplicate contract partner" icon. Change the necessary values in the corresponding fields. All changes are saved automatically.

Delete contract partner

Select a contract partner from the list and click on the "Delete contract partner" icon. You will be asked again whether you really want to delete the contract partner.



If a contract is still assigned to this contract partner, the contract partner cannot be deleted.



Reload all contract partners

To do this, click on the "Reload" icon in the toolbar menu.



Import contract partners via a vCard file

To do this, click on the "Import vCard" icon in the toolbar menu.



Select a vCard file (with the extension .vcf) and choose one of these three options:

- Automatically (recommended option)

- Interactive
- Individual

Option: Automatically

?

Import vCard file

Select vCard Import Type

Automatically

Interactive

Individual

Cancel

Select a vCard file (with the extension .vcf).

?

Should one contact be imported?

02 Allianz Deutschland AG.vcf

Yes

No

Now you can see the vCard preview. Click on "Import". The selected contact will be entered as a new contract partner.

●
●
●
vCard Preview

Contractor

Name / Company
@pps4Me, CIMSoft

Street
AppStraße 12

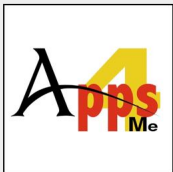
ZIP
2000

City
Hamburg

Country
Deutschland

Phone
+49 4030 2030

E-mail
peter@pps4me.de



Fax
+49 40 330034

URL
www.pps4me.de

Agent / Contact

First name
Peter

Title
Dr.

Phone
+49 4030 2030

E-mail
peter@gmail.com

Name
ForMe

Department
Geschäftsführung

Mobil phone
+49 157 92466825

URL
www.pps4me.de

Fax
+49 40 330033

Notes

Eine wichtige Notiz mit mehreren Zeilen

Cancel import

Import

Option interactive

You got the vCard preview with more values available in the pop-up menus.

Agent / Contact

First name: Peter
 Name: ForMe
 Title: Dr.
 Department: Geschäftsführung
 Phone: +49 4030 2030
 Mobil phone: +49 157 92466825
 Fax: +49 40 330033
 E-mail: peter@gmail.com
 URL: www.pps4me.de (checked), www.peter.com, http://www.peterApps.net

Option individual

You got the vCard preview with more values available in the pop-up menus to assign the values to the available fields. It is also possible to change the assigned fields before importing.

vCard Preview Individual

Assign Import Fields

Contractor

Name / Company: FN:@pps4Me[, CIMSoft
 Street: ADR,type=WORK,type=pref;;;AppStraße 12;Hamb...
 ZIP: 2000, City: Hamburg
 Country: ADR,type=WORK,type=pref;;;AppStraße 12;Hamburg;;2000;Deutschland
 Phone: TEL,type=CELL,type=VOICE;typ...
 Fax: TEL,type=HOME,type=FAX:+49...
 E-mail: EMAIL,type=INTERNET,type=H...
 URL: URL,type=HOME:www.peter.com

Agent / Contact

First name: N:ForMe;Peter;;Dr.;
 Name: N:ForMe;Peter;;Dr.;
 Title: N:ForMe;Peter;;Dr.;
 Department: ORG:@pps4Me[, CIMSoft;Gesc...
 Phone: TEL,type=WORK;t...
 Mobil phone: TEL,type=APPLE...
 Fax: TEL,type=WORK;t...
 E-mail: EMAIL,type=INTERNET,type=W...
 URL: URL,type=WORK,type=pref:ww...

Notes: NOTE:Eine wichtige Notiz\nmit\nmehreren\nZeilen

Buttons: Cancel import, Import

Preview

Contractor

Name / Company: @pps4Me, CIMSoft
 Street: AppStraße 12
 ZIP: 2000, City: Hamburg
 Country: Deutschland
 Phone: +49 157 92466825
 Fax: +49 40 330034
 E-mail: peter@gmail.com
 URL: URL,type=HOME:www.peter.com

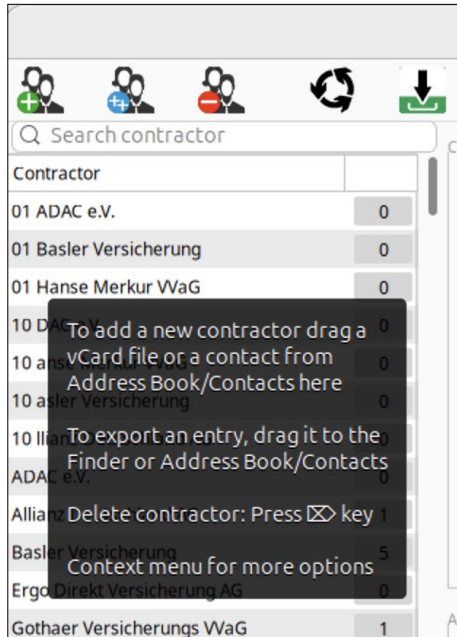
Agent / Contact

First name: Peter
 Name: ForMe
 Title: Dr.
 Department: Geschäftsführung
 Phone: +49 40 202020
 Mobil phone: +49 160 20304051
 Fax: +49 40 330033
 E-mail: peter@pps4me.de
 URL: www.pps4me.de

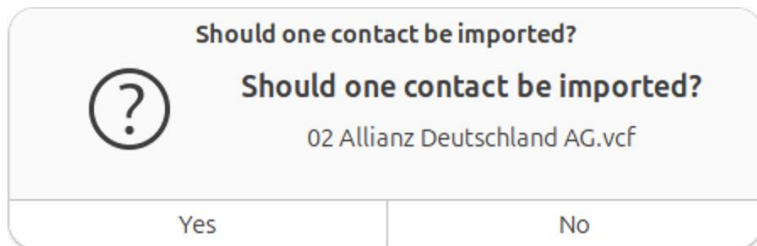
Notes: Eine wichtige Notiz mit mehreren Zeilen

Import contract partners via drag and drop

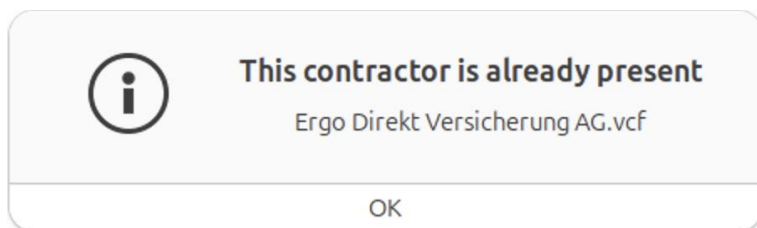
To do this, drag a vCard file or a vCard into the contract partner list.



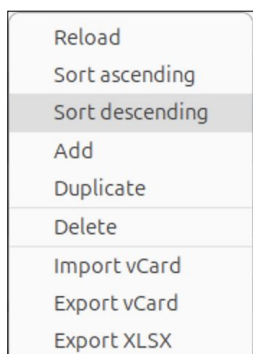
The selected contact will be added as a new contract partner. If the vCard file contains multiple contacts, all contacts in the file will be imported.



If the company name or the first name and last name of the contact person already exist as a contract partner, this entry will not be imported.



All functions are also available via the context menu.



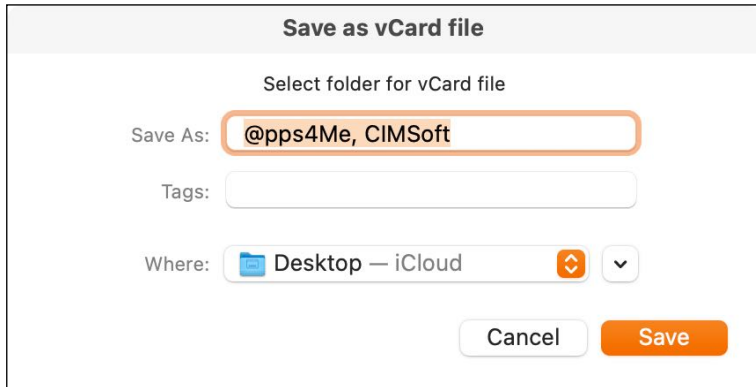
EXPORT CONTRACT PARTNERS AS VCARD FILES

Select a contract partner from the list and click on the “Export vCard” icon in the toolbar menu.



Select a location to save the vCard file.

You can also export as a vCard file using drag and drop. To do this, drag a contract partner from the list



of contract partners to the desktop or any folder in Finder.

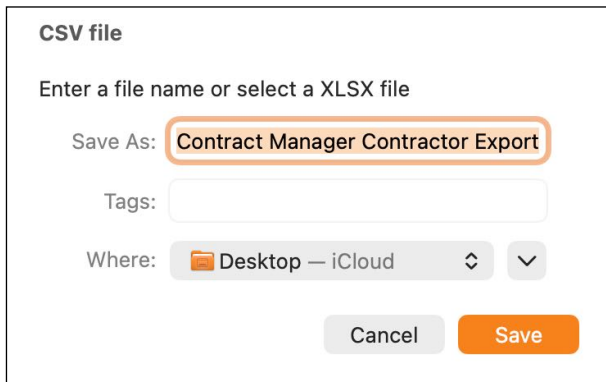
Contract Partner	Count
ADAC e.V.	0
Basler Versicherung	4
Ergo Direkt Versicherung AG	0
Gothaer Versich...	2
Hanse Merkur V...	0
Legrand Versicherungsdienst GmbH	1
VFL	0
Vattenfall	1
Vodafone	1

EXPORT ALL CONTRACT PARTNERS AS CSV FILE

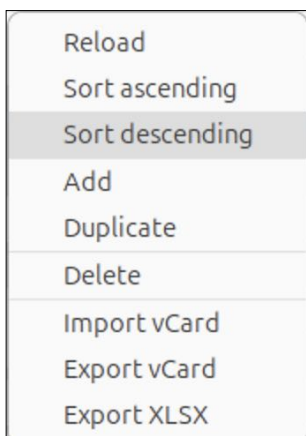
To do this, click on the “Export” icon in the toolbar menu and select “Export CSV”.



Select a location to save the CSV file. The parameters for the CSV format can be configured in the [settings](#).



All available fields for the contract partner are exported. All functions are also available via the context menu.



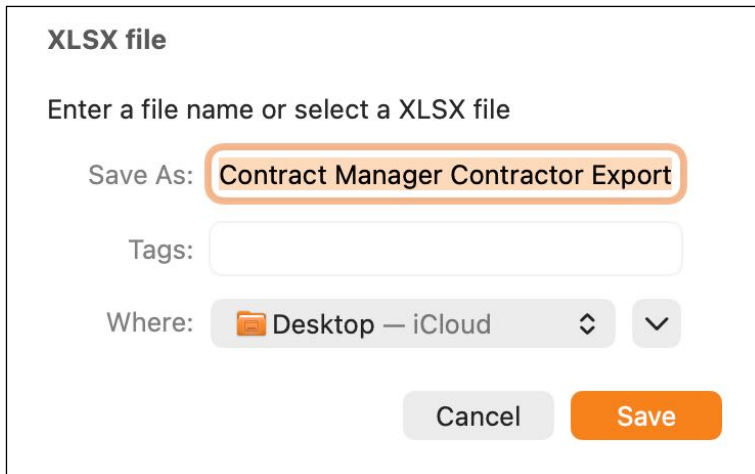
EXPORT ALL CONTRACT PARTNERS AS AN EXCEL® XLSX FILE

To do this, click on the “Export XLSX” icon in the toolbar menu.



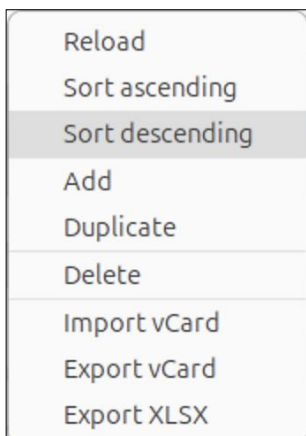
Select a location to save the Excel file.

All available fields for the contract partner are exported. If a contact has a photo, this is also exported.



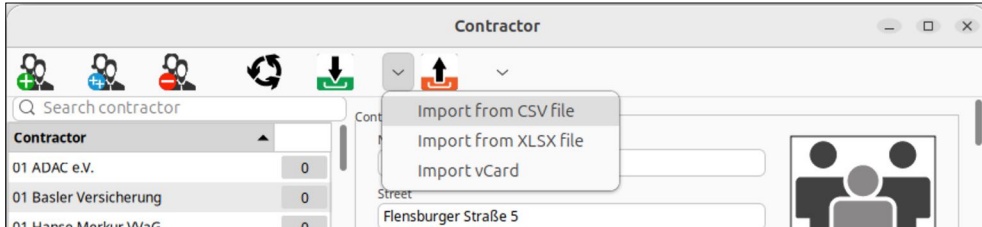
All fields for email and URL are exported with a hyperlink (mailto:, https://).

All features are also available via the context menu.

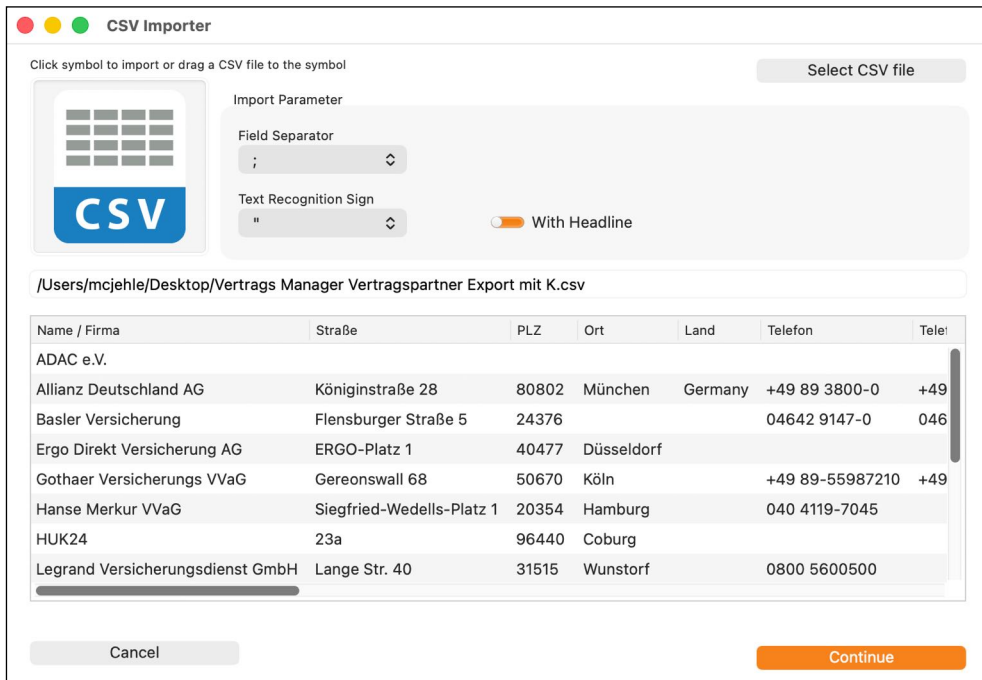
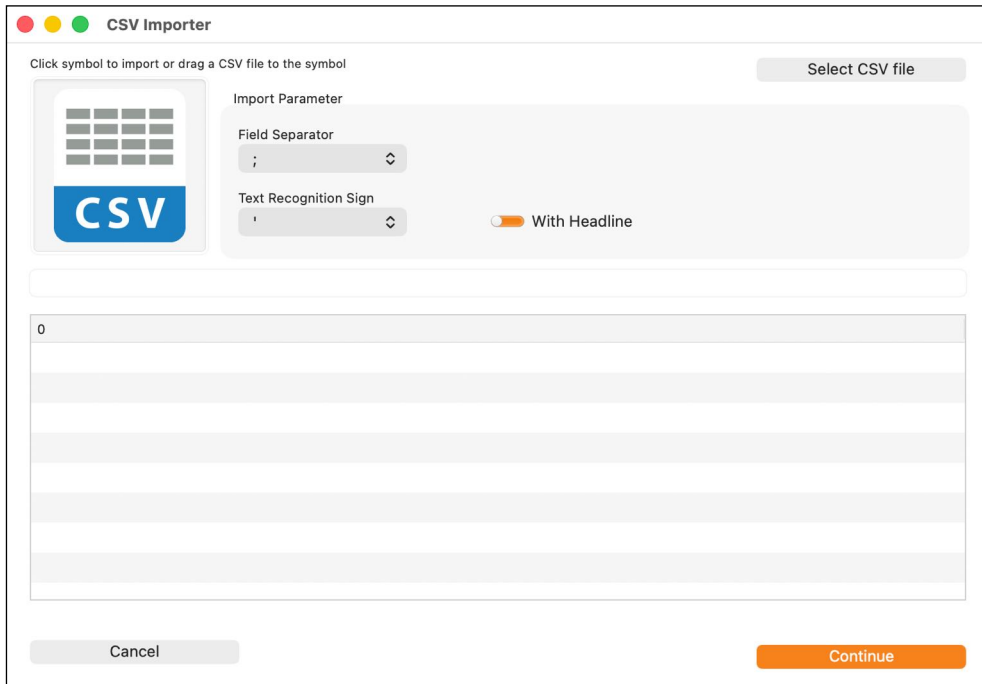


IMPORT CONTRACT PARTNER FROM CSV FILE

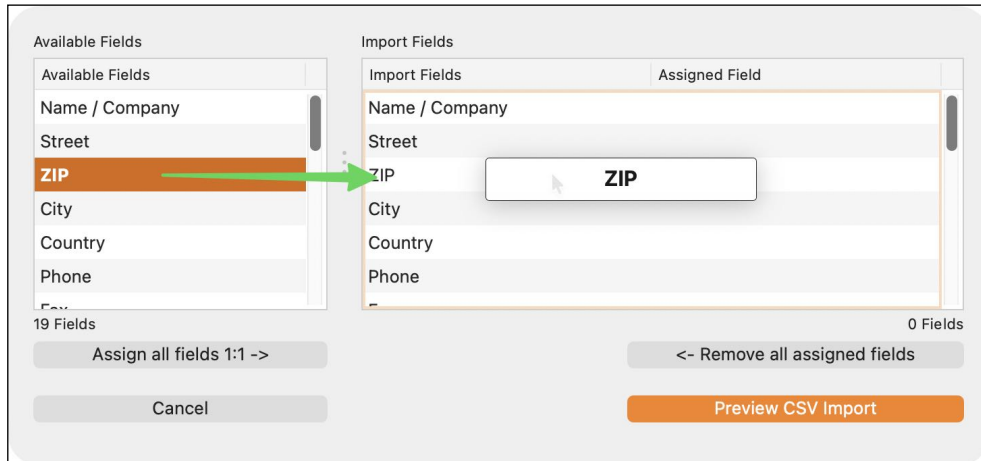
To do this, click the "Import" icon in the toolbar menu and select "Import from CSV file".



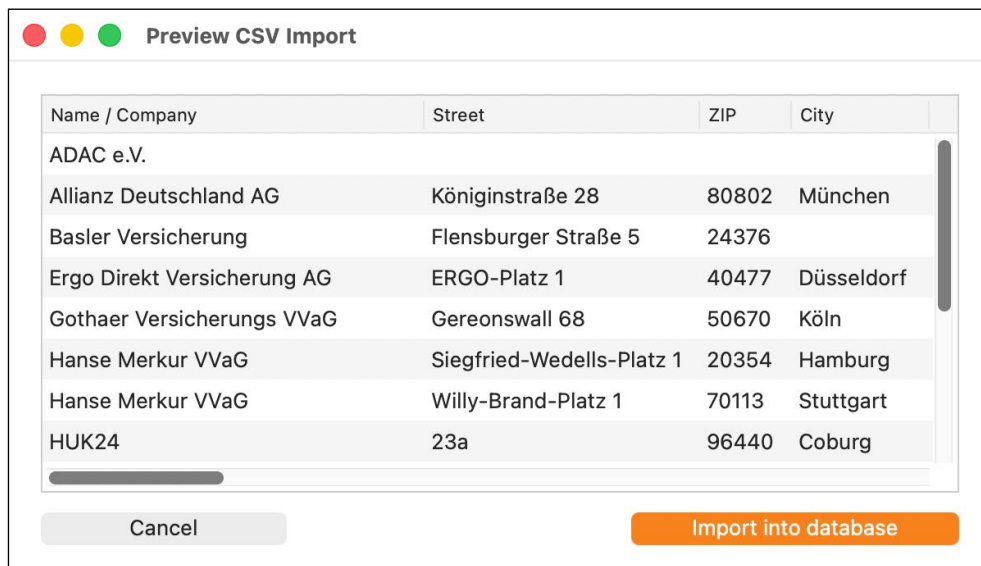
Select a CSV file or drag a file from the Finder onto the "CSV" icon. A preview of the CSV file will now be displayed. Click "Continue".



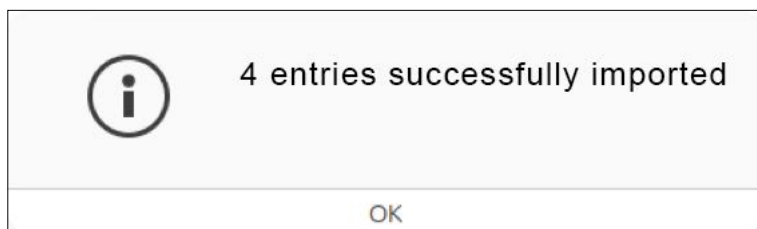
In this window, you can map the individual columns. You can either map them all at once (if the number and order match) or map each field using drag-and-drop.



Now click on "Preview CSV Import".

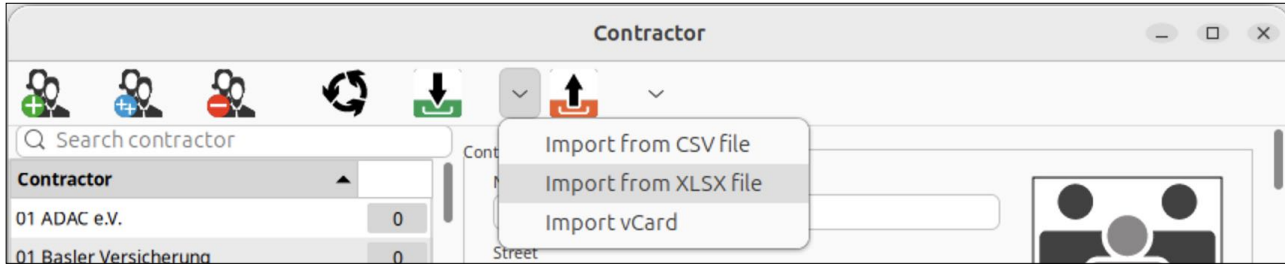


Click "Import into the database." Entries that already exist will not be imported. To do this, the "Name / Company" and "City" fields are compared.



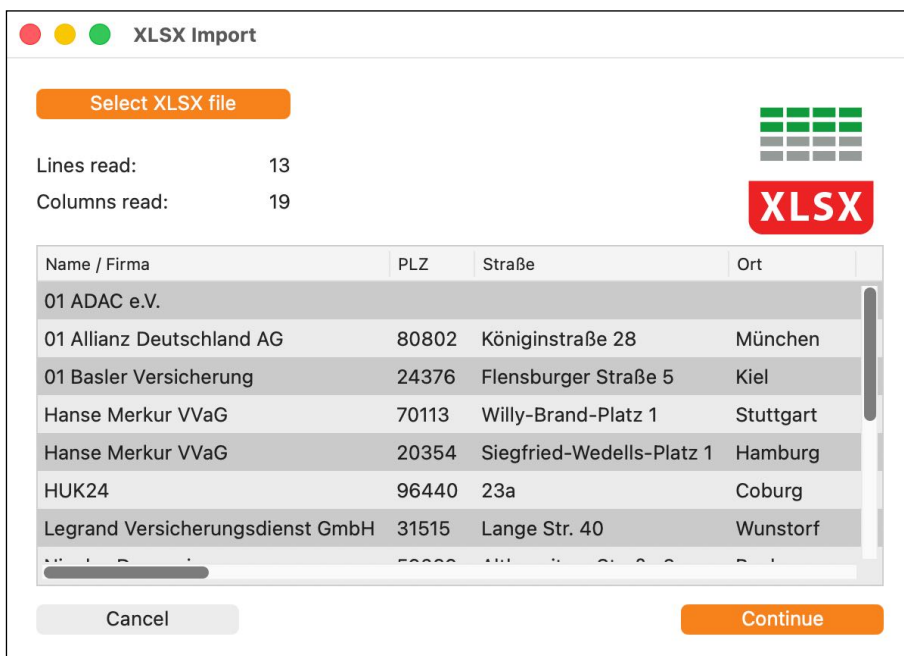
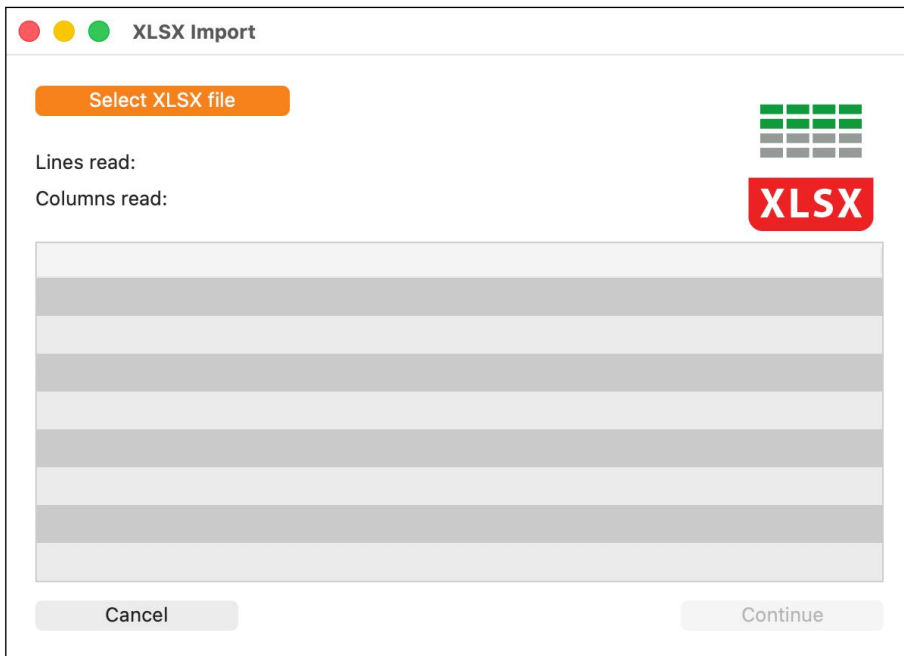
IMPORT CONTRACT PARTNER FROM EXCEL® XLSX FILE

To do this, click the "Import" icon in the toolbar menu and select "Import from XLSX file".

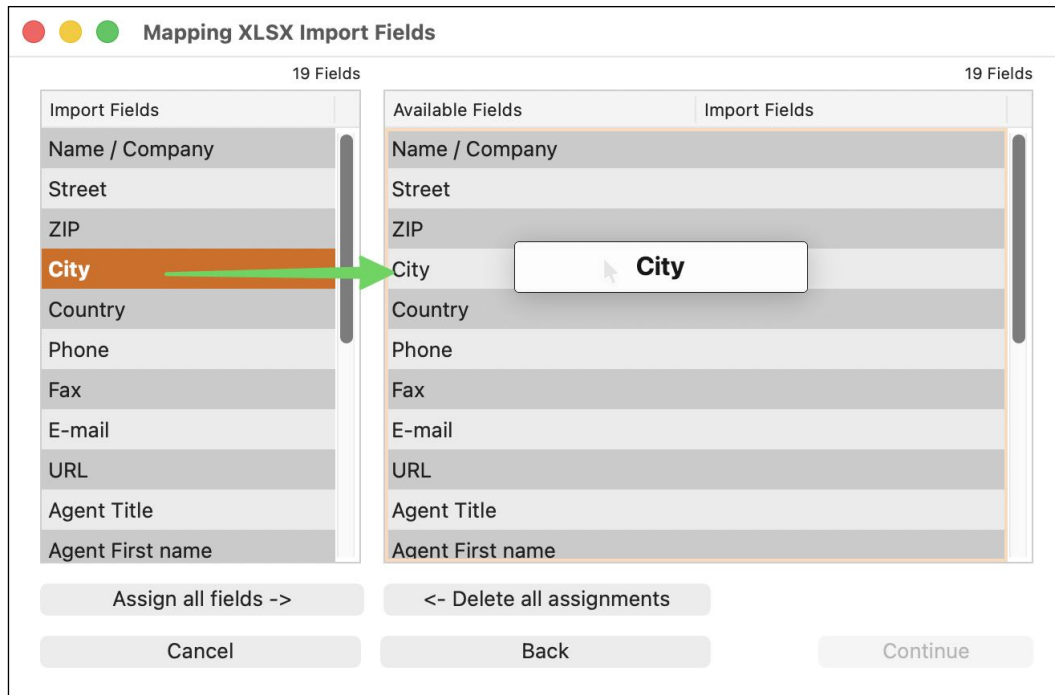


Select an Excel® XLSX file or drag a file from the Finder onto the "XLSX" icon.

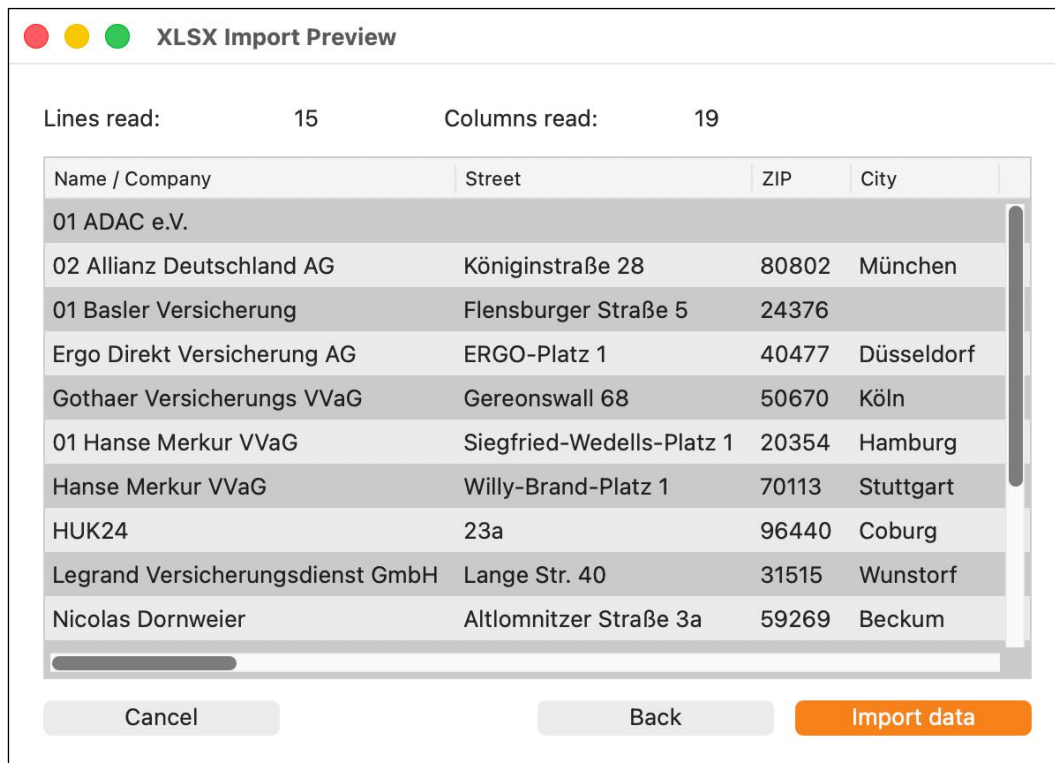
Now click "Continue".



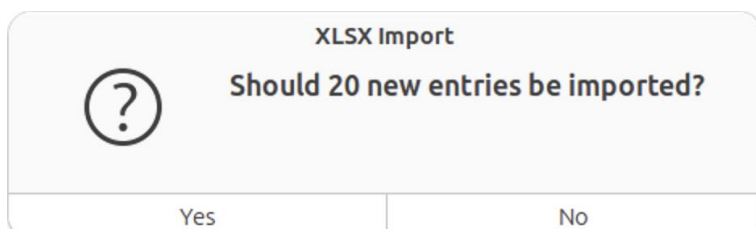
In this window, you can map the individual columns. You can either map them all at once (if the number and order match) or map each field using drag-and-drop.



Now click "Continue".



Finally, click "Import Data".



REMOVE CONTRACT PARTNER FROM CONTRACT

To remove a contractual partner from the contract, select "None" from the pop-up menu.

Generally
Contract data, number, category, customer number

Contract ID: 47
General household contents COPY

Contract number: WERW20398-2302
Category: Haus

Contracted for: [dropdown]
Subcategory: [dropdown]

Customer number: ABV-20230B2-EDEV-340292

Contractor: None

SEND E-MAIL NOTIFICATION TO CONTRACT PARTNER

In order to use this feature, Contract Manager requires access to your address book and reminders. For more information, please refer to the section ["Access to the calendar, reminders, and address book"](#).

To send an e-mail notification to the contract partner, click on the e-mail icon.

The following options are available:

Customer number: 20230B2-EDEV-340292

Contractor: Allianz Deutschland AG

Click to show menu

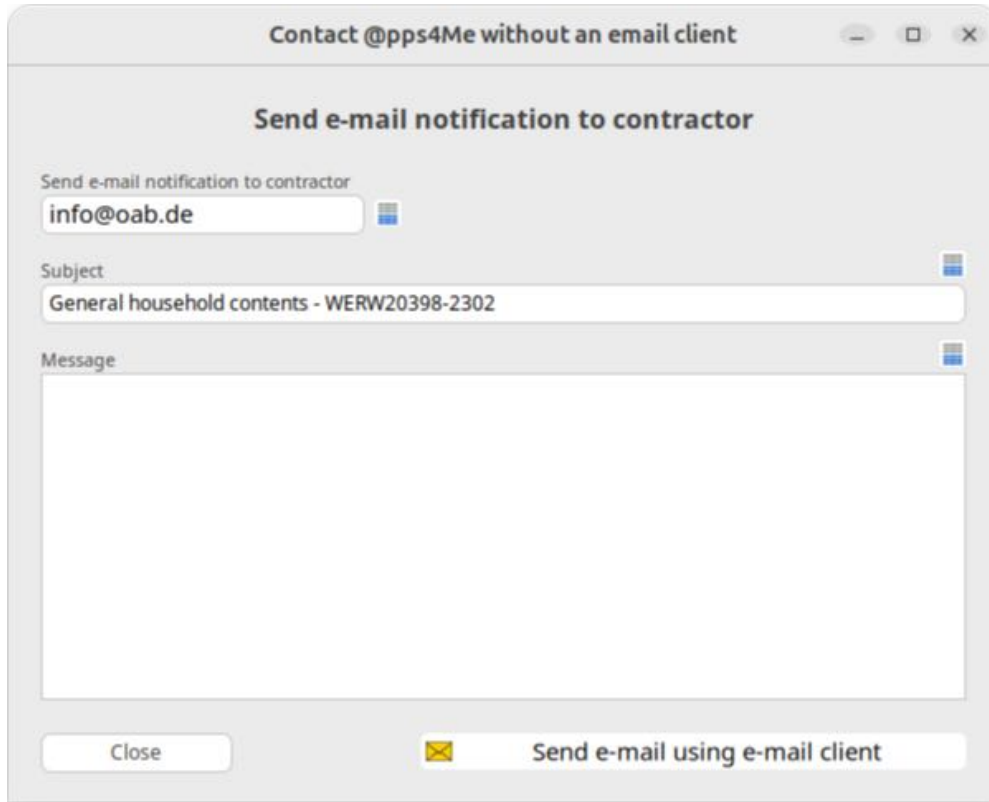
1. Normal e-mail with the contract name and contract number in the subject line

- Send e-mail notification to contractor
- Send contract change notification to contractor
- Send contract termination notification to contractor**

2. E-mail for a contract change (new address) with the contract name and contract number in the subject line

3. E-mail for contract termination with the contract name and contract number in the subject line

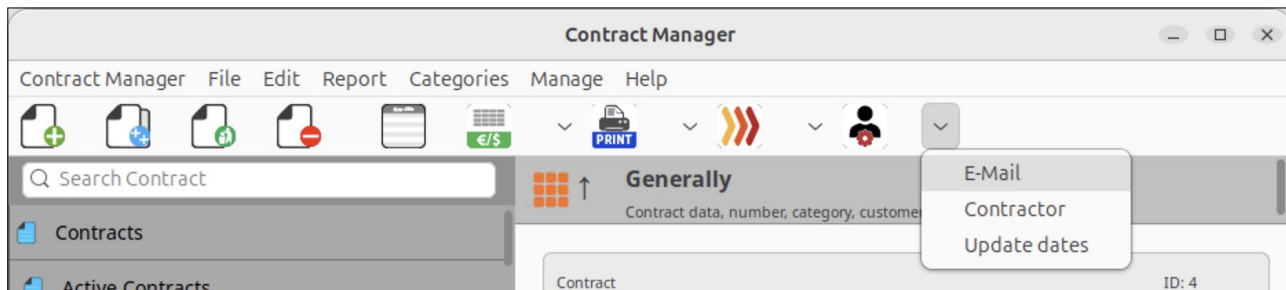
A new email is created with the message text you specified earlier.



If you want to change the predefined text, select "Manage => Manage e-mail notifications" from the menu.



Or click on the "Email" icon in the toolbar menu.



You can customize the text in the following window.

Contract change

The screenshot shows a window titled 'Contract Change' with a sub-tab 'Contract Termination'. The main text area contains the following placeholders: [CONTRACT CHANGE], Customer number: [KDNR], Contract number: [VNR], and Contract: [CONTRACT]. Below the text area is a section labeled 'Available fields to insert' containing three buttons: 'Contract', 'Contract number', and 'Customer number'. At the bottom of the window are two buttons: 'Reset to default' and 'Close'.

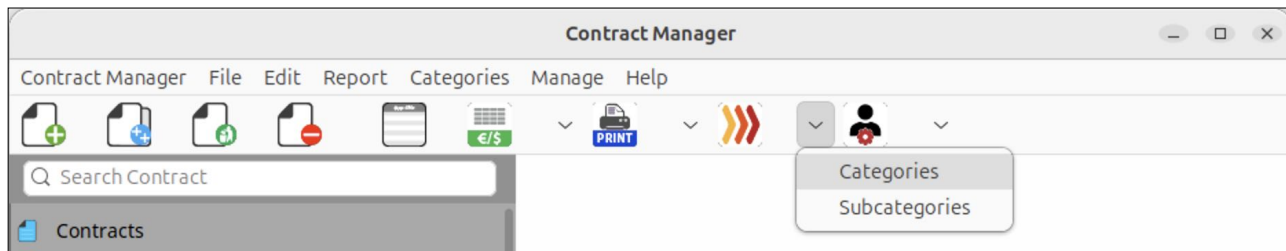
Contract termination

The screenshot shows a window titled 'Contract Termination' with a sub-tab 'Contract Change'. The main text area contains the following placeholders: [CONTRACT TERMINATION], Customer number: [KDNR], Contract number: [VNR], and Contract: [CONTRACT]. Below the text area is a section labeled 'Available fields to insert' containing three buttons: 'Contract', 'Contract number', and 'Customer number'. At the bottom of the window are two buttons: 'Reset to default' and 'Close'.

The values in square brackets (e.g., [VNR]) should not be changed, as these are variables that are replaced by the values of the selected contract when the email is generated. You can insert the variables at the current position in the text using the fields in the "Available fields to insert" area. All changes you make in this window are automatically saved and will be available again after restarting the application.

MANAGE CATEGORIES

To edit the categories, select the "Categories" icon in the toolbar menu.

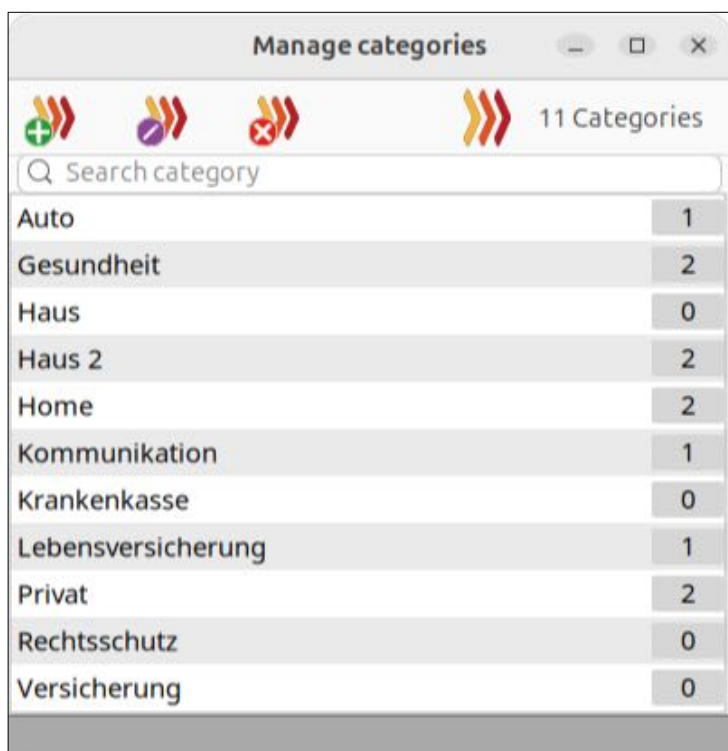


Or select "Categories => Manage categories" from the menu.

This opens the "Categories" window. Here you can add, edit, or delete categories. To add a category,

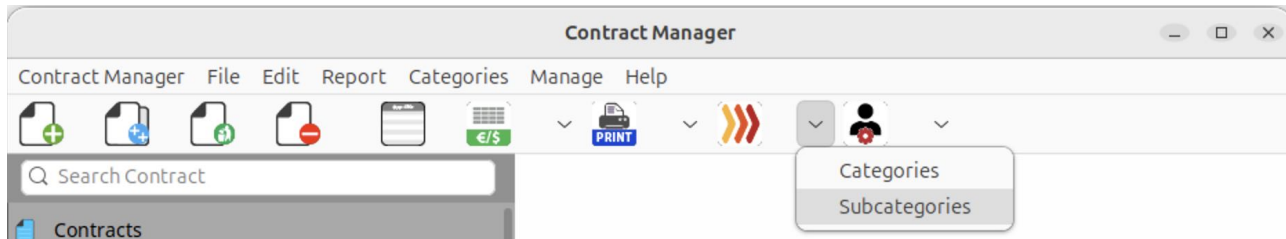
- Manage categories
- Manage subcategories

click on the "Add" icon in the toolbar menu. To delete, click on the "Delete" icon, and to rename, click on the "Edit" icon. A category can also be renamed by double-clicking on it. The number behind each category indicates the number of contracts assigned to it (including "inactive contracts" and contracts that are in the trash)..

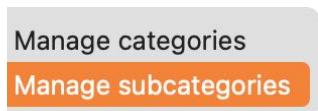


MANAGE SUBCATEGORIES

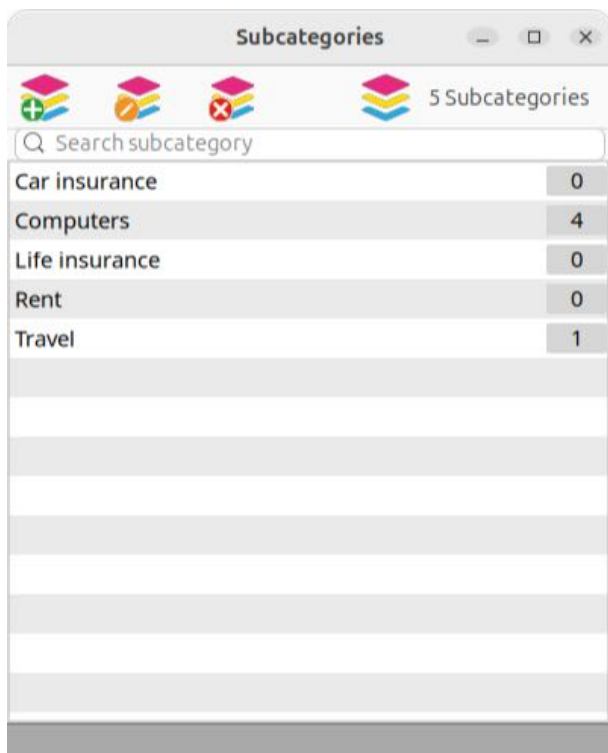
To edit the subcategories, select the "Subcategories" icon in the toolbar menu.



Or select "Categories => Manage subcategories" from the menu.

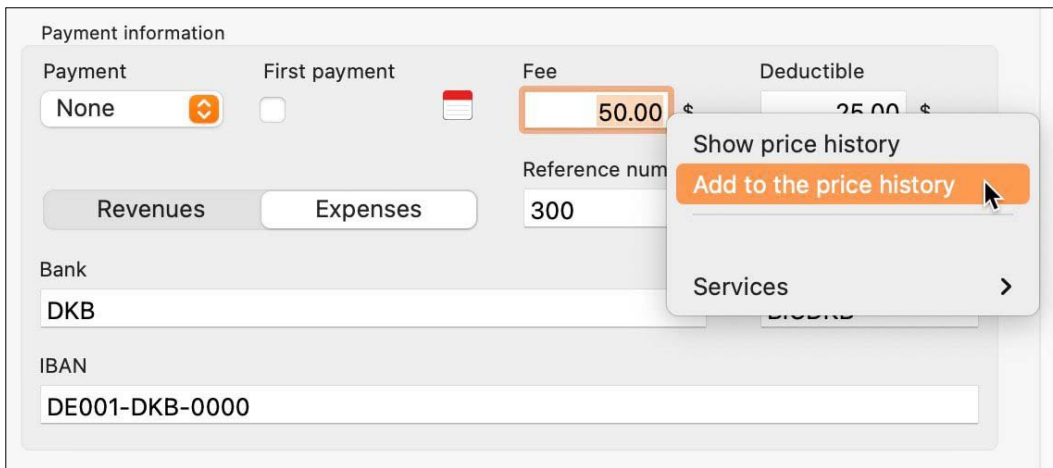


This opens the "Subcategories" window. Here you can add, edit, or delete subcategories. To add a subcategory, click on the "Add" icon in the toolbar menu. To delete, click on the "Delete" icon, and to rename, click on the "Edit" icon. A subcategory can also be renamed by double-clicking on it. The number after each subcategory indicates the number of contracts assigned to it (including "inactive contracts" and contracts that are in the trash).

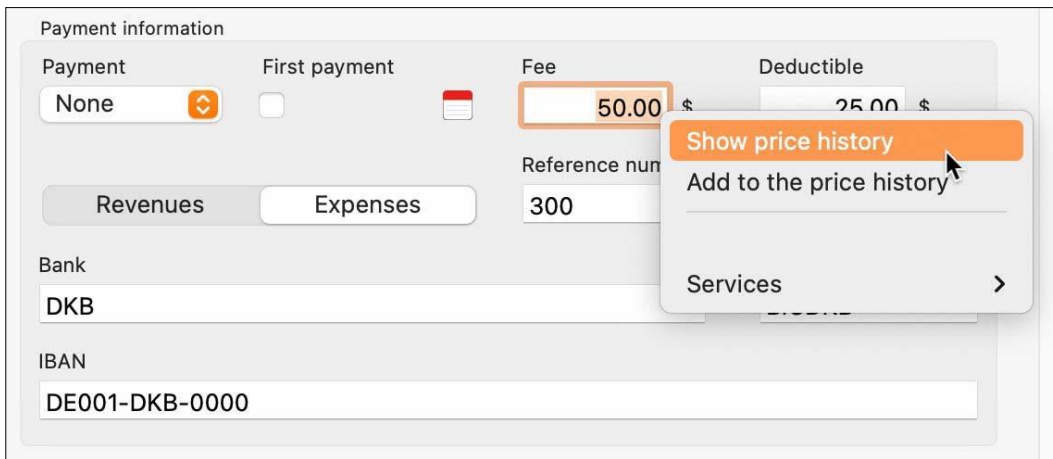


ADD PRICE INCREASES TO HISTORY

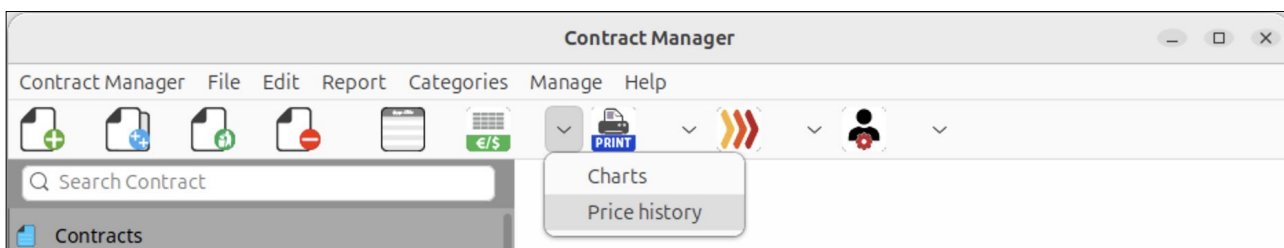
You can record price increases for your contracts in the history. First, select the relevant contract. Right-click on the "Contribution" field and select "Add to price history" from the context menu. The current price is entered in the history with the current date (not the date in the contract). This date can be changed later if necessary. Repeat this process for each price increase.



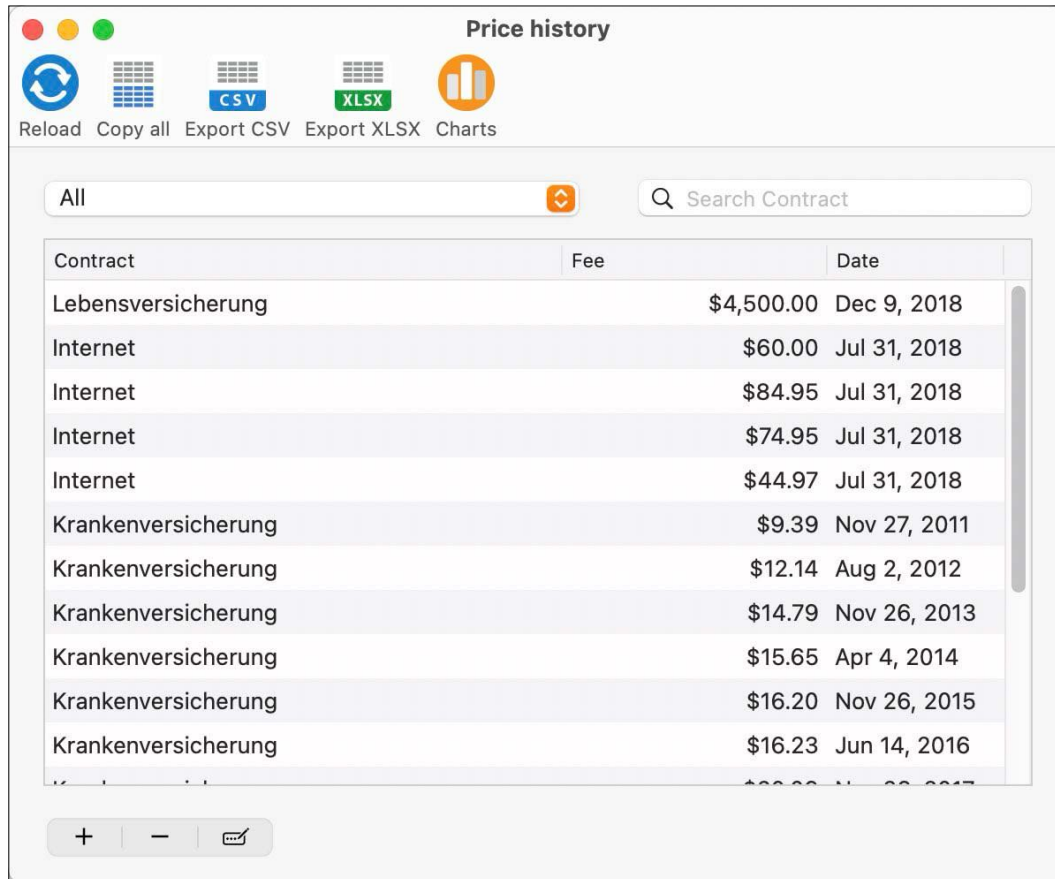
To view the price history, select the context menu "Show price history".



This opens the "Price history" window. This window can also be opened via the icon menu "Evaluation => Show price history" in the toolbar menu.



Here you can see all registered contracts with the date and price of the last or current price increase. You can filter the list as desired using the "Search contract" field.



You can also select the relevant contract directly from the selection menu.

GET GRAPHICAL OVERVIEW OF PRICE INCREASE

You can also view the price increases for your contracts in a graph. To do this, double-click on an entry in the "Price history" window.

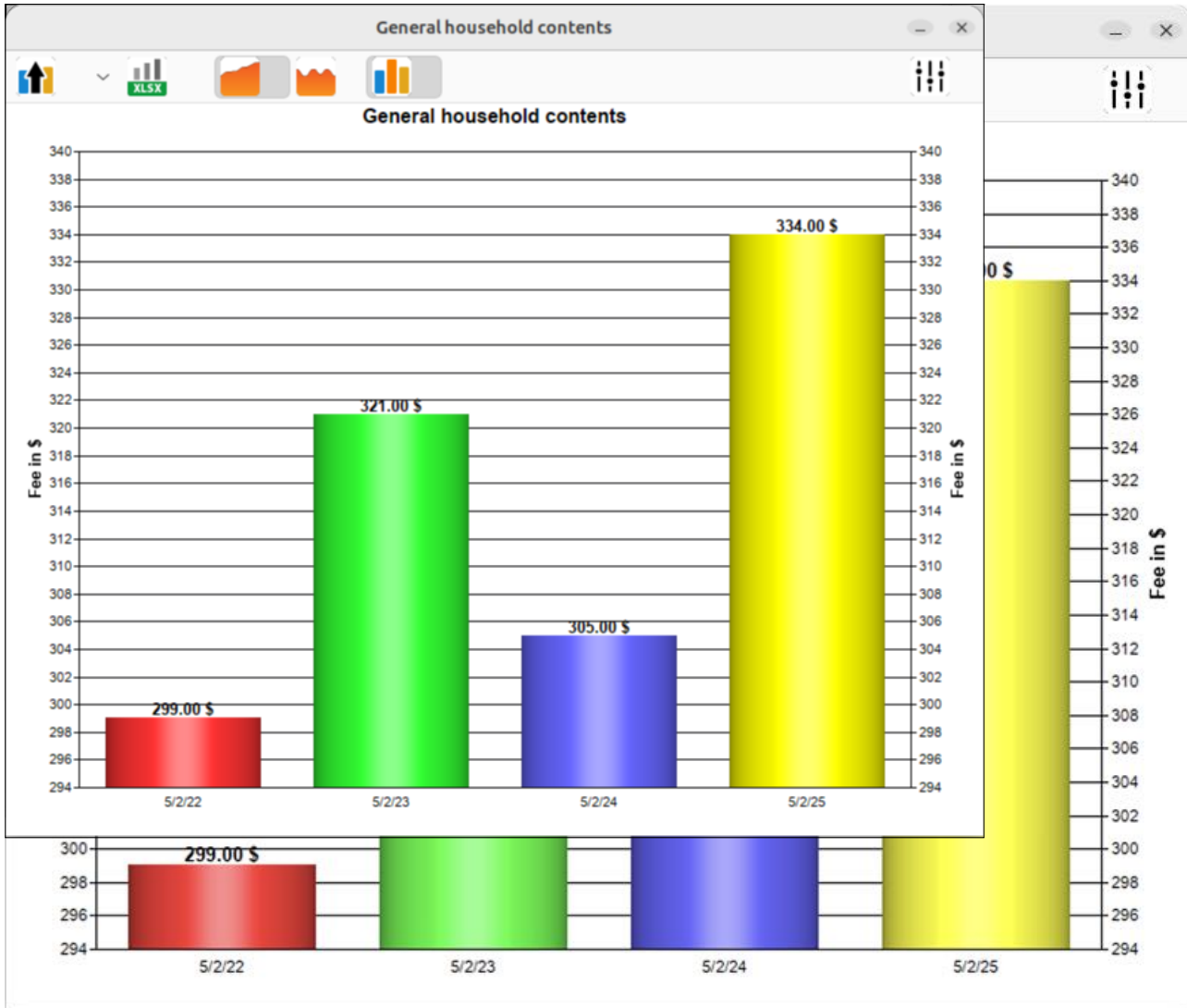
All data sets are displayed by default.

The number of entries per page can be set using the options.

The pages can then be accessed individually via context menu.

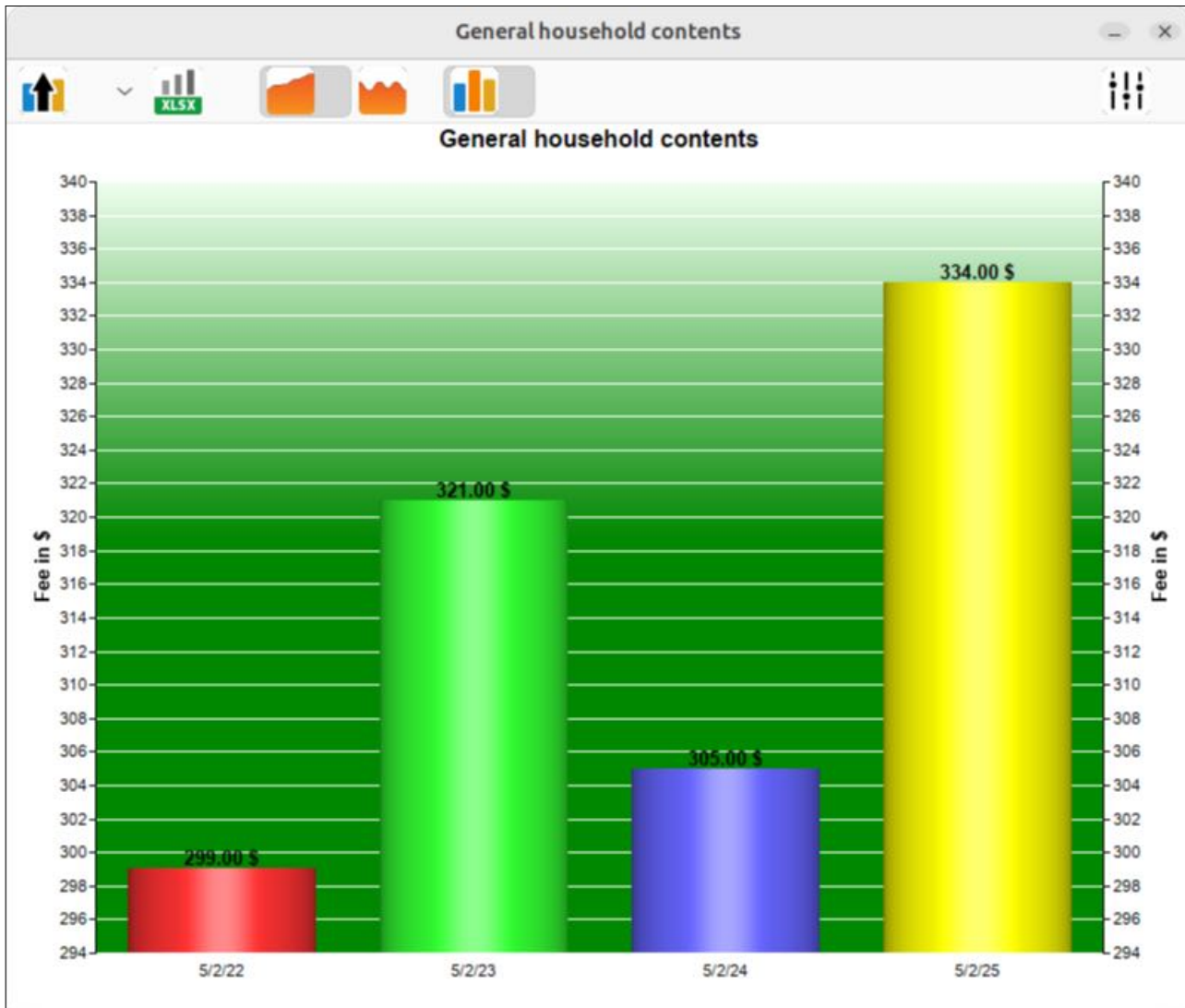
All data sets

A selected page



A different background color can be selected using the context menu.

Further options and the background color can be specified in the [settings](#).

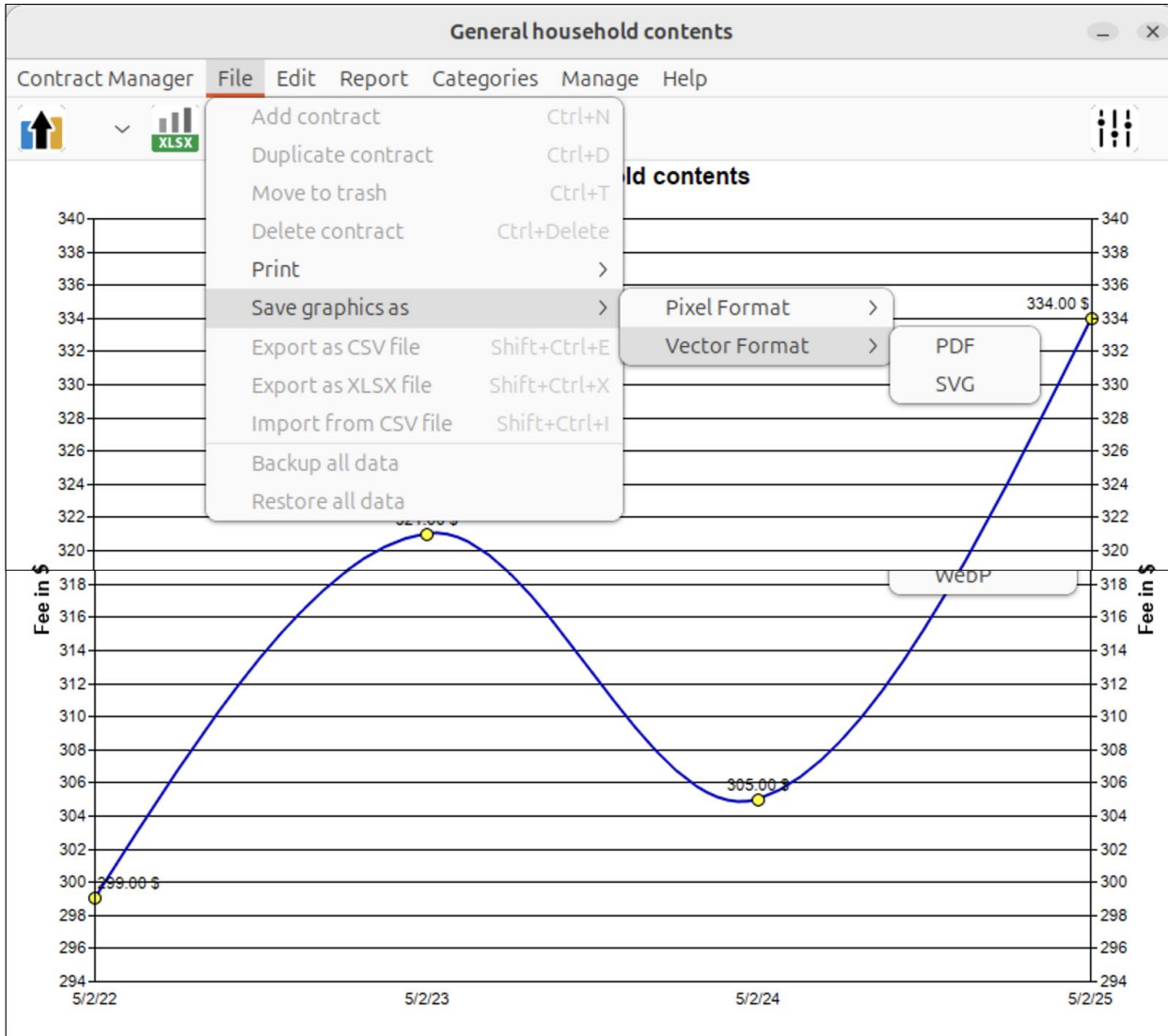


EXPORT GRAPHICAL OVERVIEW OF PRICE INCREASE

You can export a graphical overview of the price increases for your contracts. To do this, select "File => Save graphic as" from the menu and choose the appropriate format.

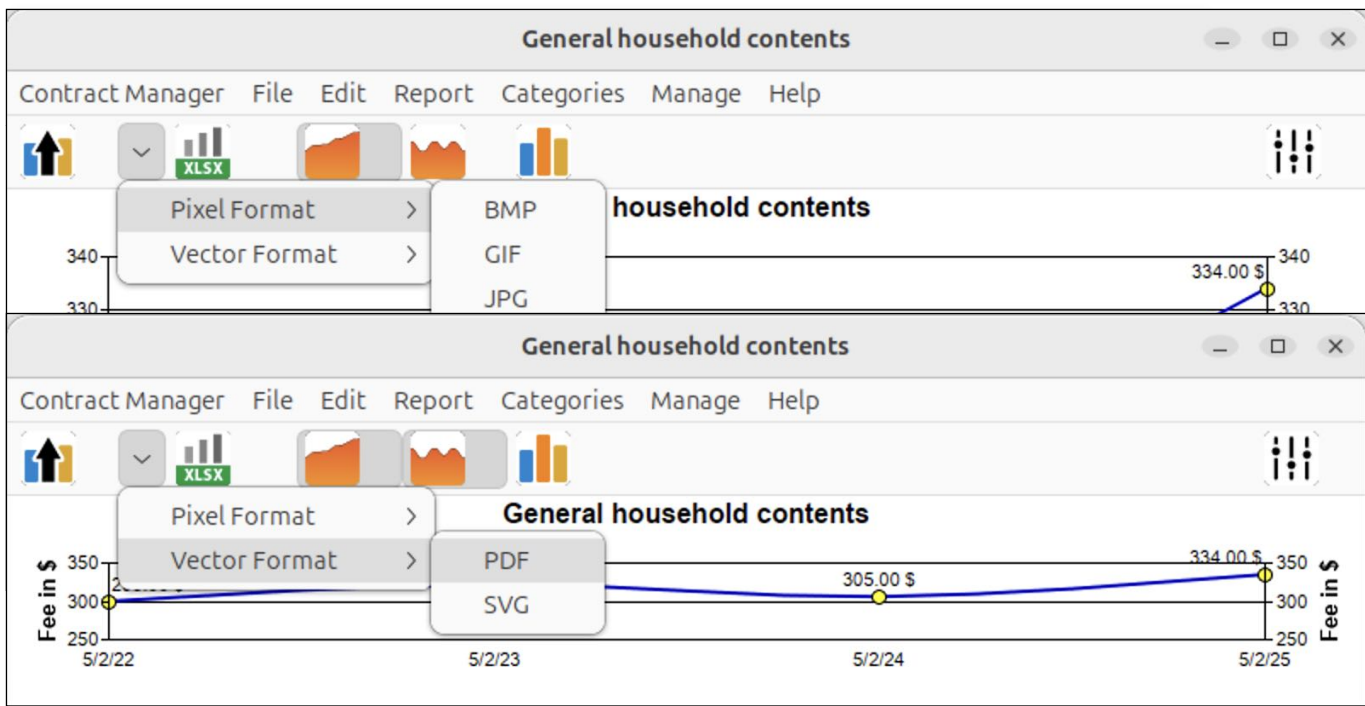
The export can be done in the following formats:

- Pixel format
 - BMP
 - GIF
 - JPG
 - JP2
 - PNG
 - TGA
 - TIF
 - WebP



- Vector format
 - PDF
 - SVG

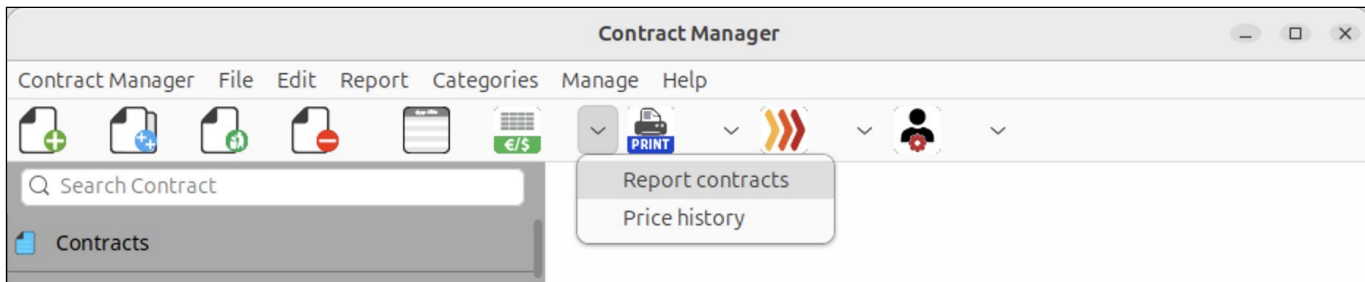
The export functions are also available via the toolbar menu.



In the [settings](#), you can specify whether export files should be opened immediately after saving.

REPORT CONTRACTS




To evaluate the contracts, select "Report contracts" from the menu or toolbar menu.



The "Report" window will then open with the active contracts. On the left-hand side, you can filter the evaluation according to different categories. The total amount of all contributions per month, quarter, half-year, or year is displayed at the bottom right.

Active Contracts	Contract	Number	Contract Partner	Fee/Year	Revenue/Y...
Revenues	Garantie MacBo...	DE999061329023	Allianz Deutschla...	\$0.00	
Expenses	Gasversorgung	836630203883	Vattenfall	-\$44.22	
	General househo...	WERW20398-2302	Basler Versicher...	\$0.00	
	General househo...	WERW20398-2302	Basler Versicher...	\$0.00	
Categories	Glass insurance	230982342	Basler Versicher...	-\$156.00	
Subcategories	Hausrat-Schutzb...	09290498023	Basler Versicher...	-\$50.00	
Contractor	KFZ-Versicherung	663/417094-U	HUK24	-\$365.51	
Persons	Lebensversicher...	L 50.3303-28		-\$2,808.00	
	Private Haftpflicht	22365413	Basler Versicher...	-\$58.64	
	Reisekrankenver...	175003009	Gothaer Versiche...	\$0.00	
	Strom	2983749082	Vattenfall	\$0.00	
	Tier-Krankenvers...	PG00028677	Legrand Versich...	-\$436.98	
				Total -\$4,399.23	Year <input type="text"/>

Functions Toolbar menu.

	Save report as CSV file
	Save report as Excel® XLSX file
	Copy report to clipboard
	Print report
	Graphical overview of contracts

Existing categories in the selection menu

	Active contracts
	Revenue
	Expenses
	Categories
	Contract partners
	Persons

Print report

The evaluation can also be printed out on a printer or saved as a PDF or HTML file. Various parameters can be set for printing. For more information, see the "[Printing](#)" chapter.



Print preview

Contract	Contract number	Contractor	Fee
ARAG Rechtsschutz		Allianz Deutschland AG	\$36.42
Auslandsreise-Krankenversicherung	029384-23434	Gothaer Versicherungs VVaG	\$11.90
Garantie MacBookPro	DE999061329023	Allianz Deutschland AG	\$41.00
General household contents	WERW20398-2302	Allianz Deutschland AG	\$173.42
General household contents COPY	WERW20398-2302		\$173.42
Glasversicherung	230982342	Basler Versicherung	\$30.44
Hausrat-Schutzbrief	290839230DFE	Basler Versicherung	\$50.00
Hausrat-Schutzbrief (Ferienwohnung)	09290498023	Basler Versicherung	\$50.00
KFZ-Versicherung	663/417094-U	HUK24	\$365.51
Lebensversicherung	L 50.3303-28		\$234.00
Private Haftpflicht	22365413	Basler Versicherung	\$58.64
Rechtsschutzversicherung	DA7284422	Ergo Direkt Versicherung AG	\$129.72
Reisekrankenversicherung	175003009	Gothaer Versicherungs VVaG	\$26.59
Strom	836630204503	Vattenfall	\$0.00
Tier-Haftpflichtversicherung	TV-32094823	Hanse Merkur VVaG	\$49.08
Tier-Krankenversicherung	PG00028677	Legrand Versicherungsdienst GmbH	\$436.98
Vodafone Internet	39823432	Vodafone	\$39.99
			Total: \$1,907.11

Copy report to clipboard

If you would like to process the evaluation in an external application (Excel®, Numbers®, LibreOffice or similar programs), you can quickly copy all the evaluation data to the clipboard and paste it into the application of your choice. The columns and rows will of course be transferred.



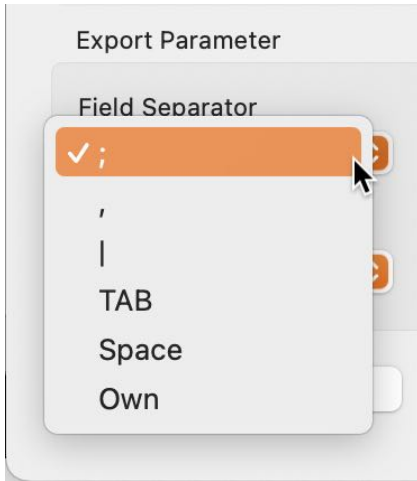
Save report as CSV file

If you want to save the report as a CSV file, you can specify various parameters for the CSV file:

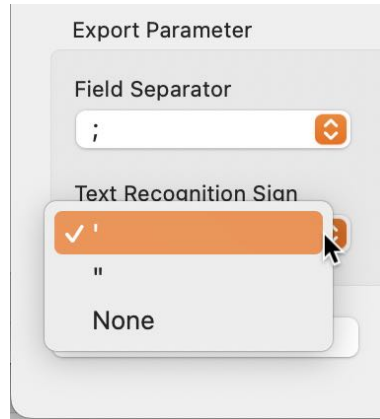


CSV

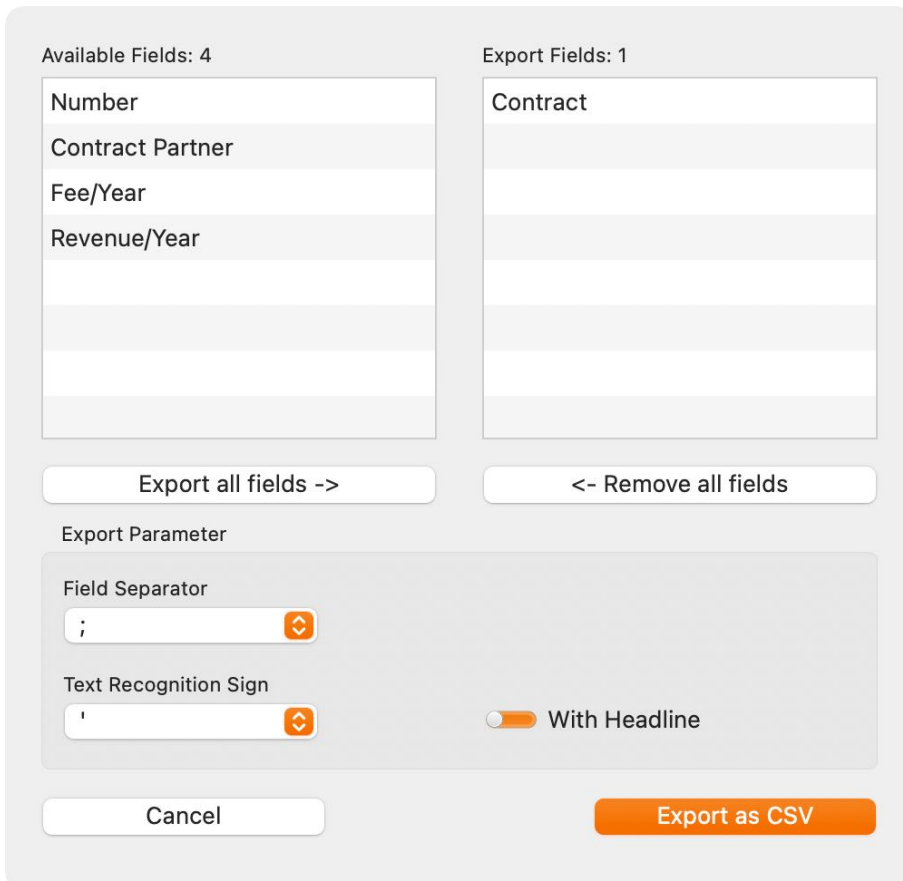
Field separator



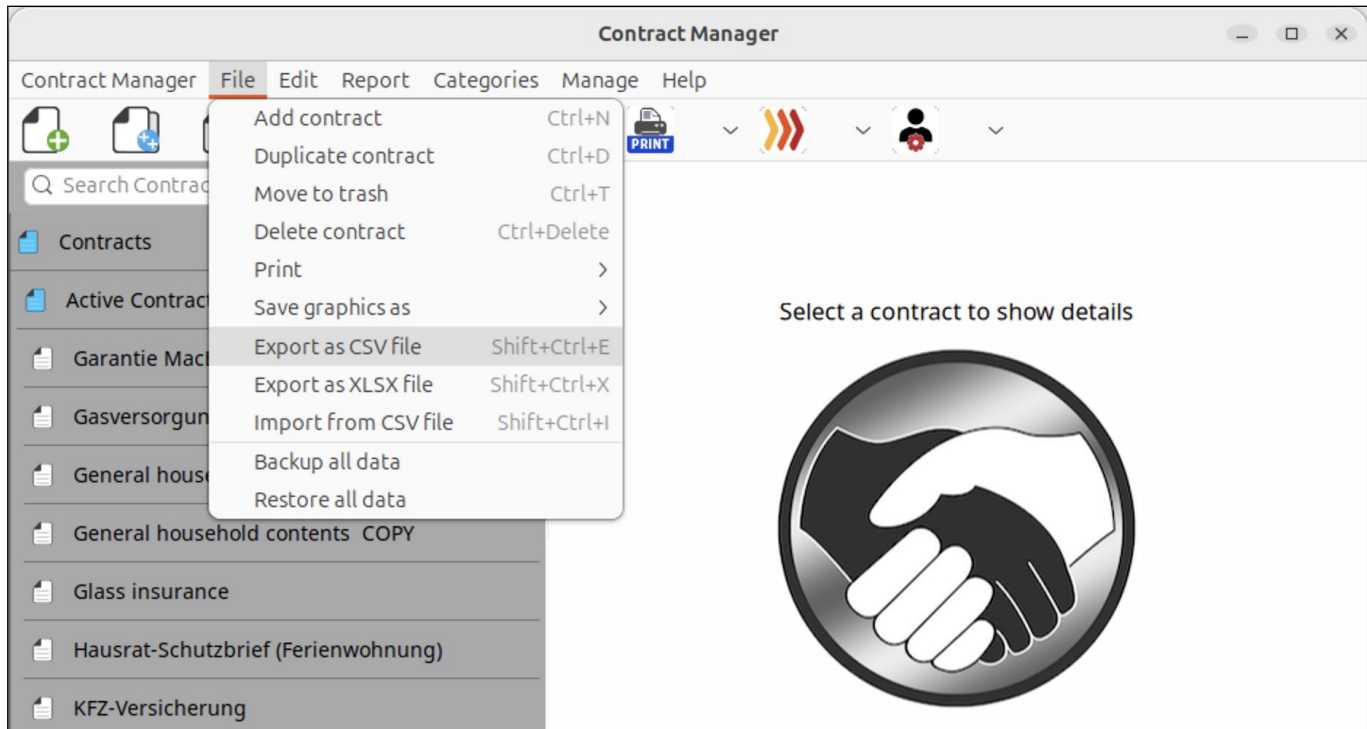
Text recognition sign



Furthermore, the fields to be exported can be selected. The existing fields can be moved from left to right using drag and drop. All fields can be exported at once by clicking "Export all fields." Similarly, all export fields can be deleted again by clicking "Delete all export fields."



To export the complete data, you can use the export function from the menu. For more details, see the chapter "[Export as CSV file](#)".



Save report as Excel® XLSX file

If you would like to save the report as an Excel® XLSX file, click on this icon.

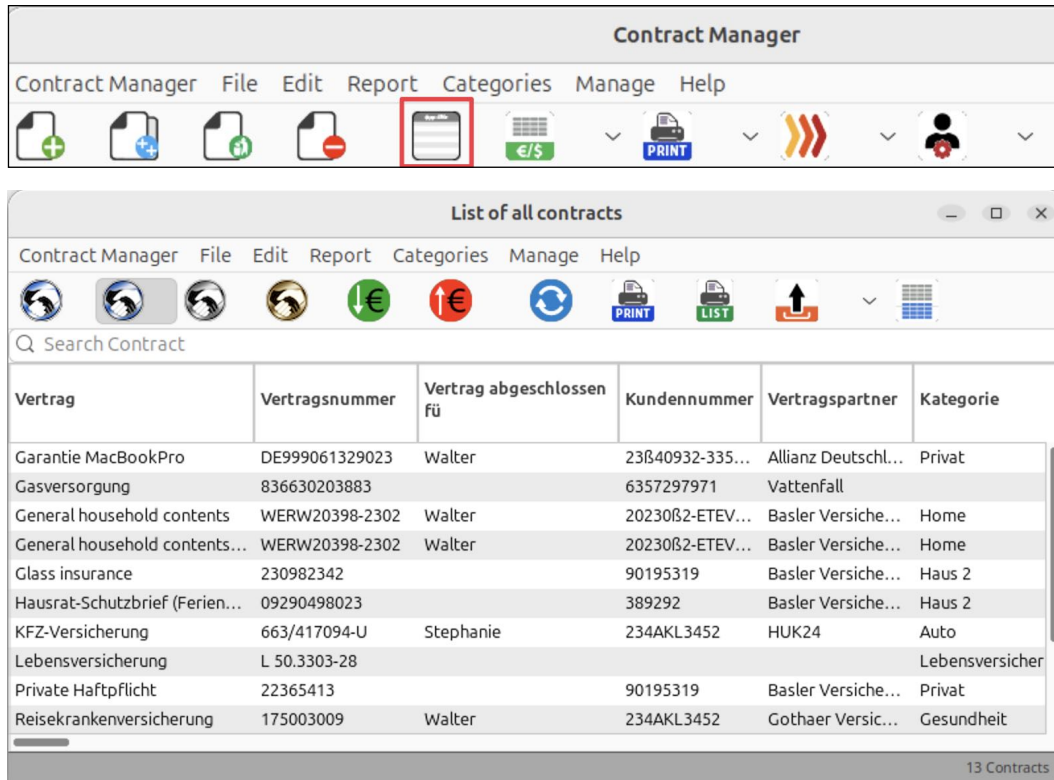


The screenshot shows the Microsoft Excel interface with a table of contract data. The table has columns for 'Vertrag', 'Vertragsnummer', 'Kategorie', and 'Vertragspartner'. The data rows are as follows:

Vertrag	Vertragsnummer	Kategorie	Vertragspartner
1&1 Internet	23FW	Internet	1&&1 AG
ADAC	23991		
Hausrat	90448	Hausrat	
Hausverwaltung Mietobjekt	23WE33	Hausverwaltung	Asstel Sachversicherungs AG

LIST OF ALL CONTRACTS

You can access an overview of all contracts by clicking on the "List" icon in the toolbar menu.



The following window opens with all contracts and all details (except for the Notes field). The following functions are available:



Save as Excel® XLSX file

Customize list

The list can be freely customized. See chapter [“Customize list”](#).

Print contracts



The contracts can be printed here. For more information, see the “Printing” section.

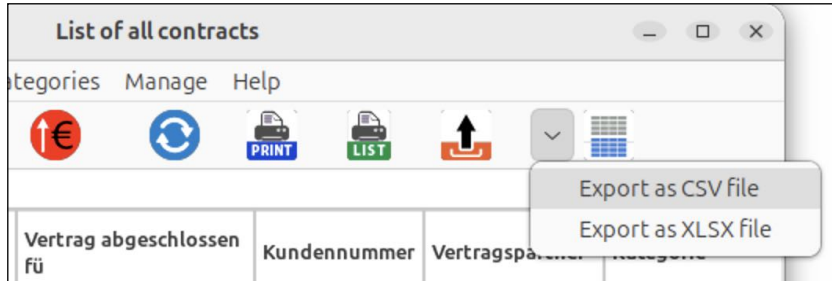
If you want to process the contracts further in an external application (Excel®, Numbers®, LibreOffice, or similar programs), you can quickly copy all contract data to the clipboard and paste it into the application of your choice. The columns and rows will of course be transferred.

Example: Microsoft Excel®

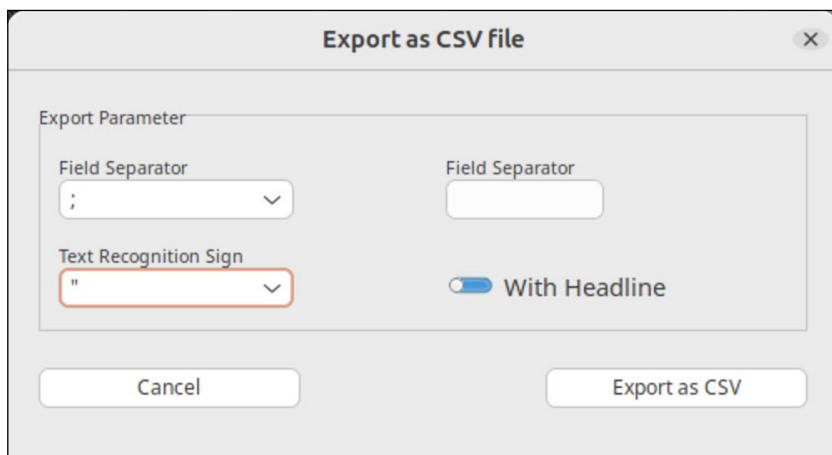
	A	B	C	D
1	Vertrag	Vertragsnummer	Kategorie	Vertragspartner
2	1&1 Internet	23.12.2017 FW	Internet	1&&1 AG
3	ADAC	23.12.2017 991		
4	Hausrat	90.12.2017 448	Hausrat	
5	Hausverwaltung Mietobjekt	23.12.2017 WE33	Hausverwaltung	Asstel Sachversicherungs AG
6	Internet	R.9.12.2017 927	Internet	Neuer Vertragspartner
7	KFZ Steuer	K09.12.2017 992	Steuer	
8	KFZ Versicherung	907.12.2017 09	KFZ Versicherung	Asstel Sachversicherungs AG
9	Krankenversicherung	K-34.12.2017 923	Krankenversicherung	Basler Lebensversicherung AG
10	Krankenversicherung	K-99.12.2017 02	Krankenversicherung	Deutscher Ring Versicherungs AG
11	Lebensversicherung	L 10.12.2017 12	Lebensversicherung	Basler Lebensversicherung AG
12	Macwelt	RF61.12.2017 0384	Zeitschriften	ZENIT Pressevertrieb GmbH
13	Miete Büro		Miete	Hausverwaltung Hamburg
14	Mobiltelefon	23.12.2017 77	Mobiltelefon	vodafone
15	Rundfunk ARD, ZDF, Radio	90.12.2017 238	Rundfunk	ARD && ZDF
16	Strom	V81.12.2017 033	Stromkosten	EnBW AG
17	Unfallversicherung	P-20.12.2017 33	Unfallversicherung	Asstel Sachversicherungs AG
18	Zahnzusatz	2.12.2017 18	Zahnzusatz	Axa
19				
20				
21				

Export all contracts as CSV file

To export the displayed entries, you can use the CSV export function in the toolbar menu. To do this, click the "Export" icon and then select "Export as CSV file."

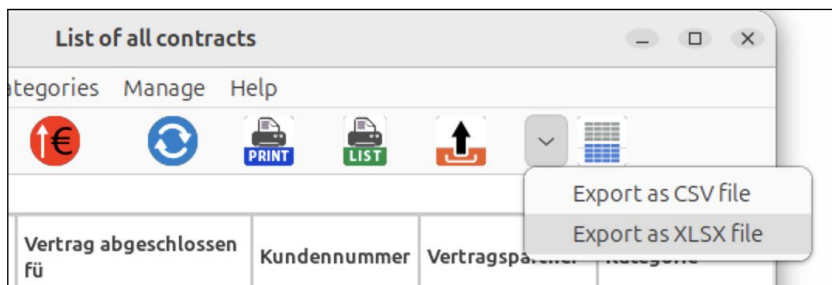


You can also specify various parameters for the export.



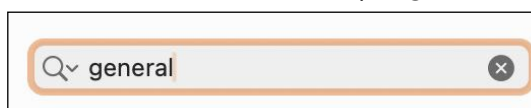
Export list as an XLSX file

To export the displayed entries, you can use the XLSX export function in the toolbar menu.



Search contracts in list

You can search for contracts in the list of all contracts. To do this, enter the term you are looking for in the search field at the top right.

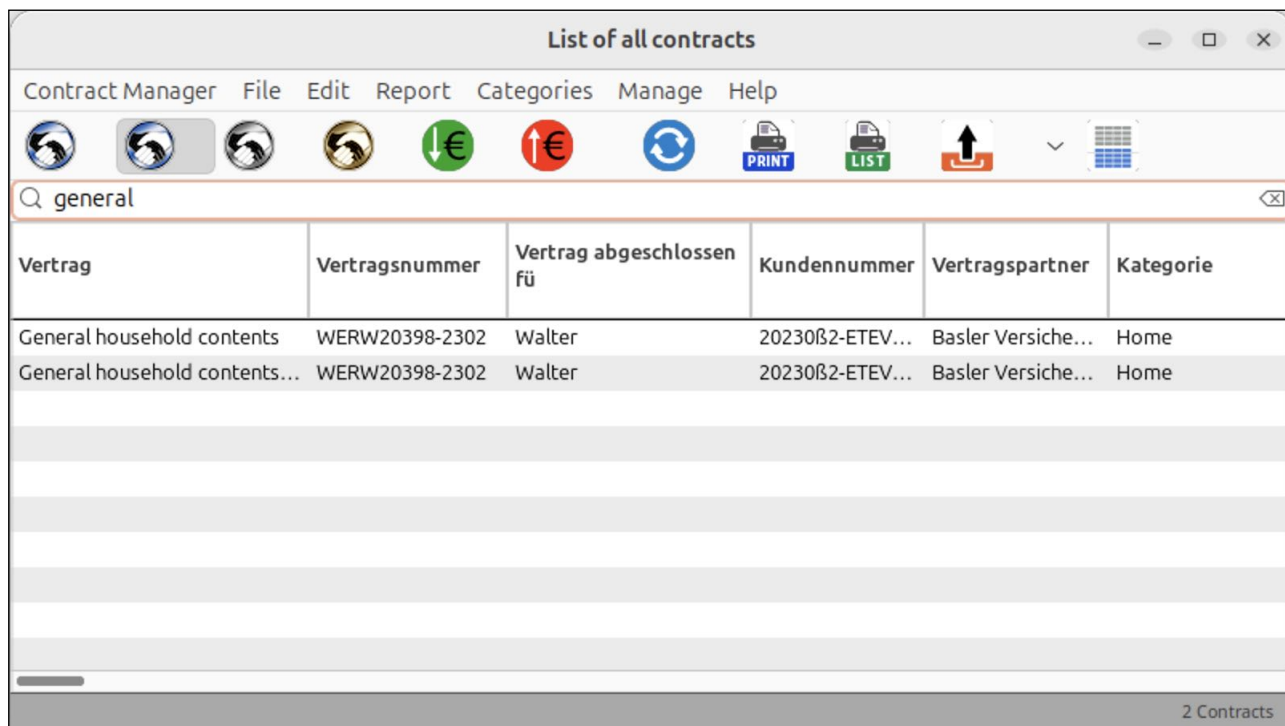


The default search is always "Begin with." If you want to search for contracts that contain a specific text, enter a % sign before the search term.



The following fields are taken into account during the search

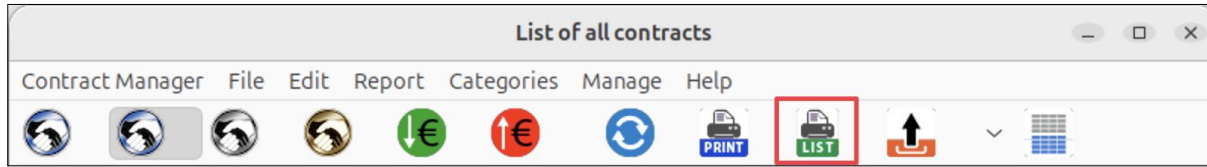
- Contract
- Contracted for
- Contract number



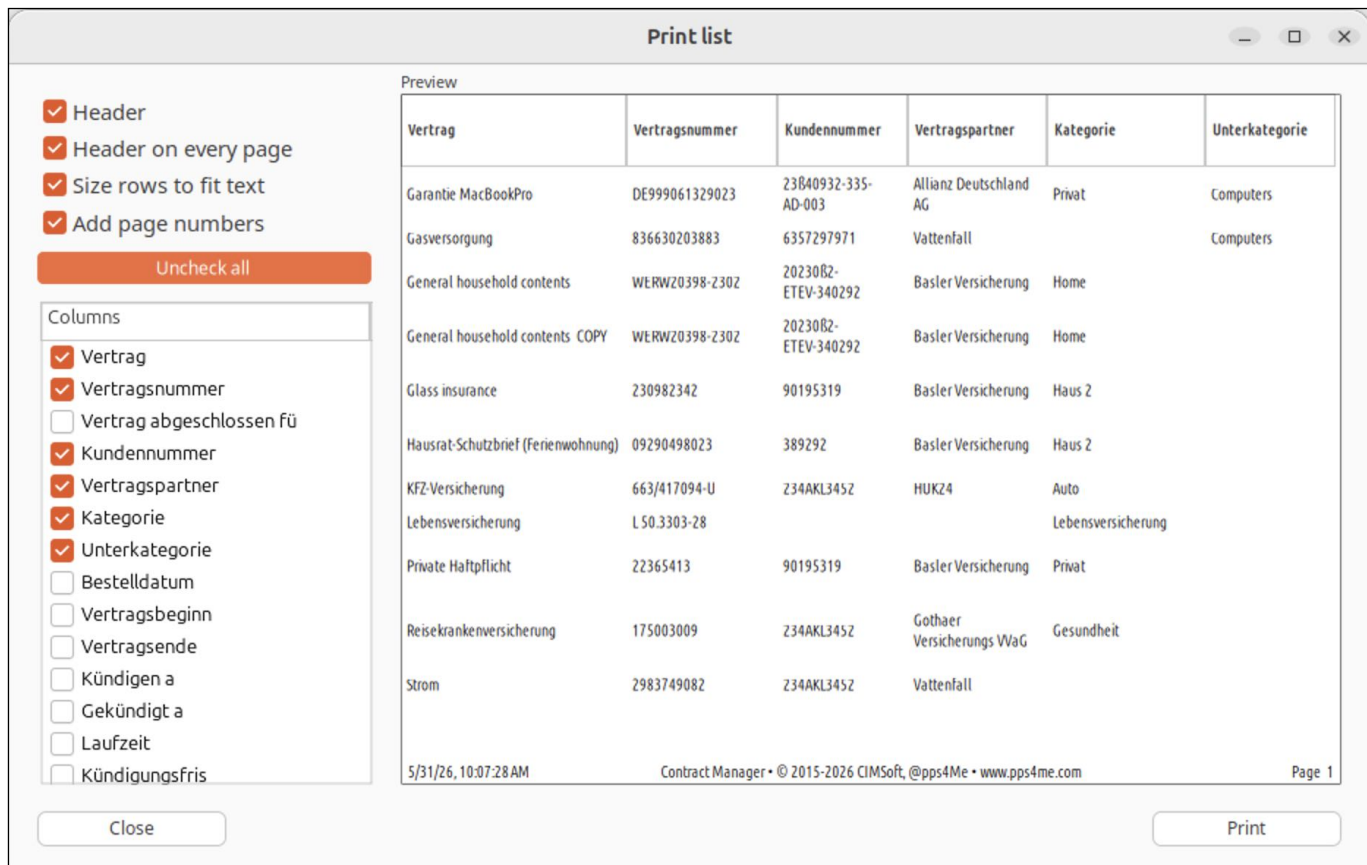
You can also [search for contracts](#) in the main window. In the [settings](#), you can specify whether the additional fields "Contracted for" and "Contract number" are used for the search.

PRINT FREELY CONFIGURABLE LIST

The list of contracts can be freely configured and printed. Click on the "Print" icon in the list of all contracts.

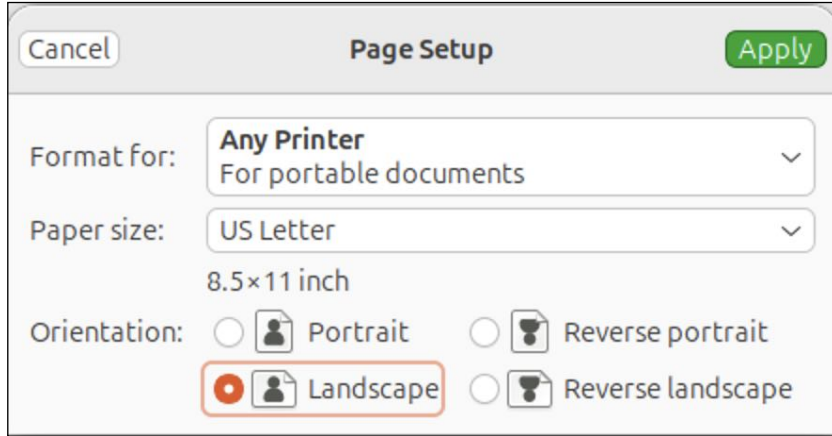


The following window will open.

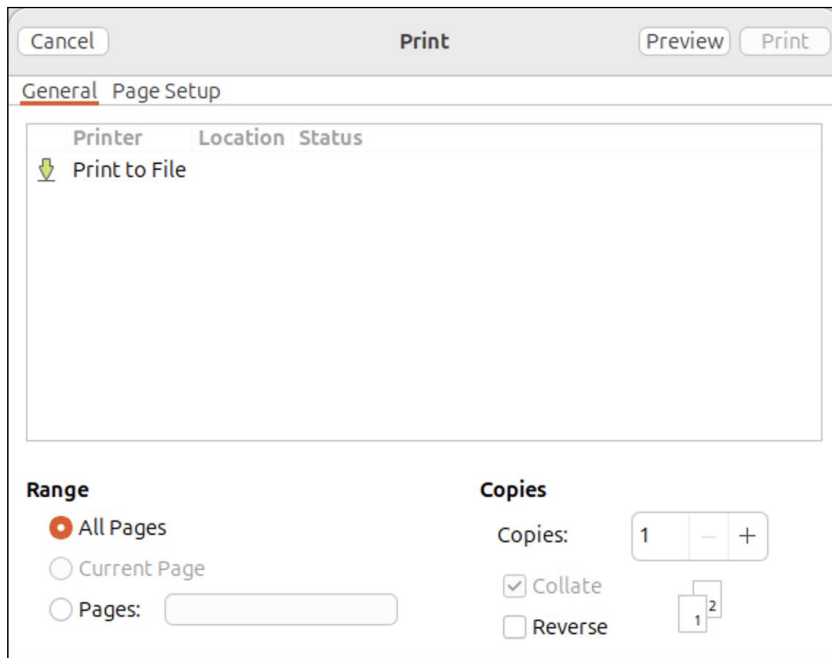


Each column can be shown or hidden. You can also set parameters for the header, row height, and page numbering. Click on "Print".

You can still set the page parameters here. Click "Apply."

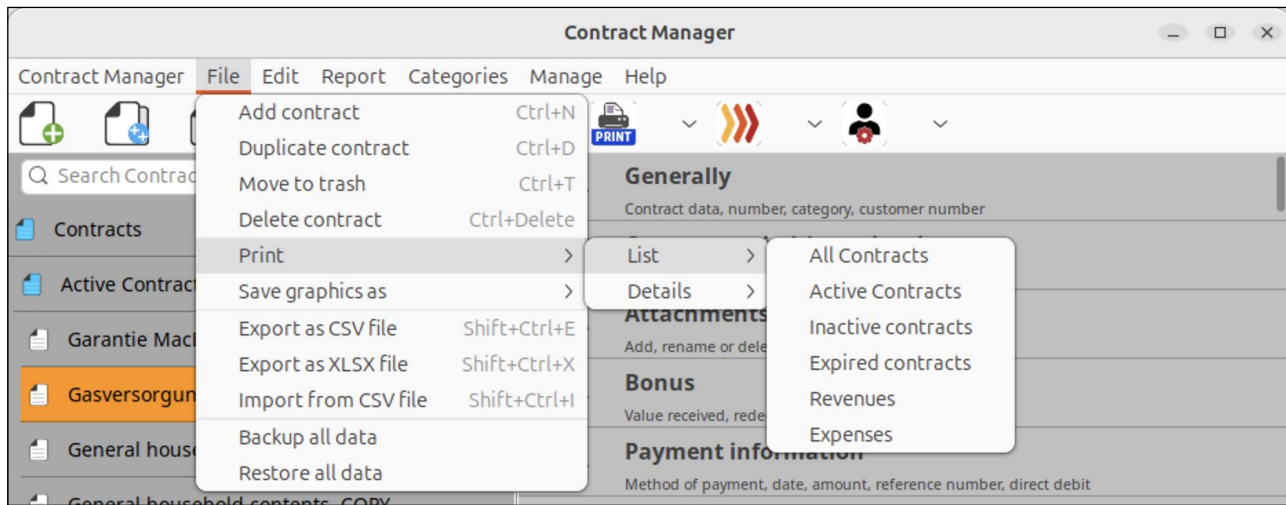


Now select "Print" or "PDF" => "Open in Preview" or "Save as PDF."



PRINT LIST

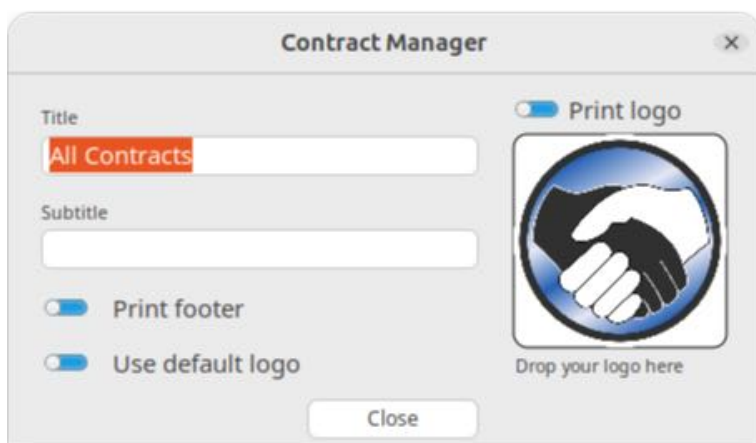
To print the contracts as a list, select "File => Print => List" from the menu and choose one of the following print functions.



The following options can be specified for all printout variants:

- Print with (only for list printing) or without borders
- Print with any title
- Print with any subtitle
- Print with or without footer
- Print with or without logo
- Print with your own logo
- Print as PDF file
- Print as HTML file

Options



The parameters for the page format can be set via "[Settings](#) => [Print](#)".

All, active, inactive, expired contracts, revenues and expenses

In this case, all contracts are always printed as a list or table in landscape format. The filter setting is not taken into account here.

Print list
Page 1/1
Scale: 180%

All Contracts

Contract	Contract number	Contractor	Person	Cust. no.	Start Date	Period	PN	Termination	AR	Fee	Deductib.	Payment
Auslandsreise-	029384-23434	Gothaer Versicherungs	Stephani			2 n	2 M		✓	\$0.85	\$0.00	Day
Garantie MacBookPro	DE99906132902	Allianz Deutschland AG	Walter	23640932-		1 n	1 N		✓	\$41.00	\$0.00	None
Gas OLD	836630203883	Stadtwerke		32023892-	Thu, Apr 01,	1 n	6 W			\$0.00	\$0.00	None
Gasversorgung	836630203883	Vattenfall		635729797	Fri, Apr 01,	1 n	6 W	Sun, Jan	✓	\$22.11	\$0.00	Half-
Gasversorgung KOPIE	836630203883	Vattenfall		635729797	Fri, Apr 01,	1 n	6 W	Sun, Jan	✓	\$22.11	\$0.00	Half-
General household	WERW20398-	Basler Versicherung	Walter	2023062-	Mon, May	1 N	6 N	Tue, Nov	✓	\$173.42	\$0.00	
General household	WERW20398-	Basler Versicherung	Walter	2023062-	Mon, May	1 N	6 N	Tue, Nov	✓	\$173.42	\$0.00	
Glass insurance	230982342	Basler Versicherung		90195319	Tue, Aug 04,	1 M	1 M	Sun, Jan	✓	\$3.00	\$0.00	Week
Hausrat-Schutzbrief	290839230DFE	Basler Versicherung	Stephani	290387400	Thu, Aug 01,	1 n	1 n		✓	\$50.00	\$0.00	
Hausrat-Schutzbrief	09290498023	Basler Versicherung		389292		1 n	1 n		✓	\$50.00	\$0.00	Year
KFZ-Versicherung	663/417094-U	HUK24			Thu, Aug 01,	1 n	1 n		✓	\$365.51	\$0.00	Year
KFZ-Versicherung	663/417094-U	HUK24	Stephani	234AKL345	Sun, Jan 01,	1 n	1 n	Mon, Nov	✓	\$365.51	\$0.00	Year
Lebensversicherung	L 50.3303-28				Tue, Feb 04,	3 M	1 Y	Thu, Sep	✓	\$234.00	\$150.00	Month
Private Haftpflicht	22365413	Basler Versicherung		90195319		1 n	1 n		✓	\$58.64	\$0.00	Year
Reisekrankenversicherun	175003009	Gothaer Versicherungs	Walter	234AKL345	Mon, Aug 19,	0 N	1 n			\$26.59	\$0.00	
Strom	836630204503	Vattenfall		635729797	Thu, Apr 01,	1 n	6 W			\$0.00	\$0.00	None
Strom	2983749082	Vattenfall		234AKL345	Fri, Apr 01,	1 n	6 W			\$0.00	\$0.00	None
Tier-Krankenversicherung	PG00028677	Legrand	Stephani			1 n	1 n			\$436.98	\$20.00	Year
Vodafone Internet	39823432	Vodafone		2392892		2 n	3 n		✓	\$39.99	\$0.00	Month

Total: \$2,063.13

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Save as HTML or PDF

In the print preview, the printout can also be saved directly as an HTML or PDF file.

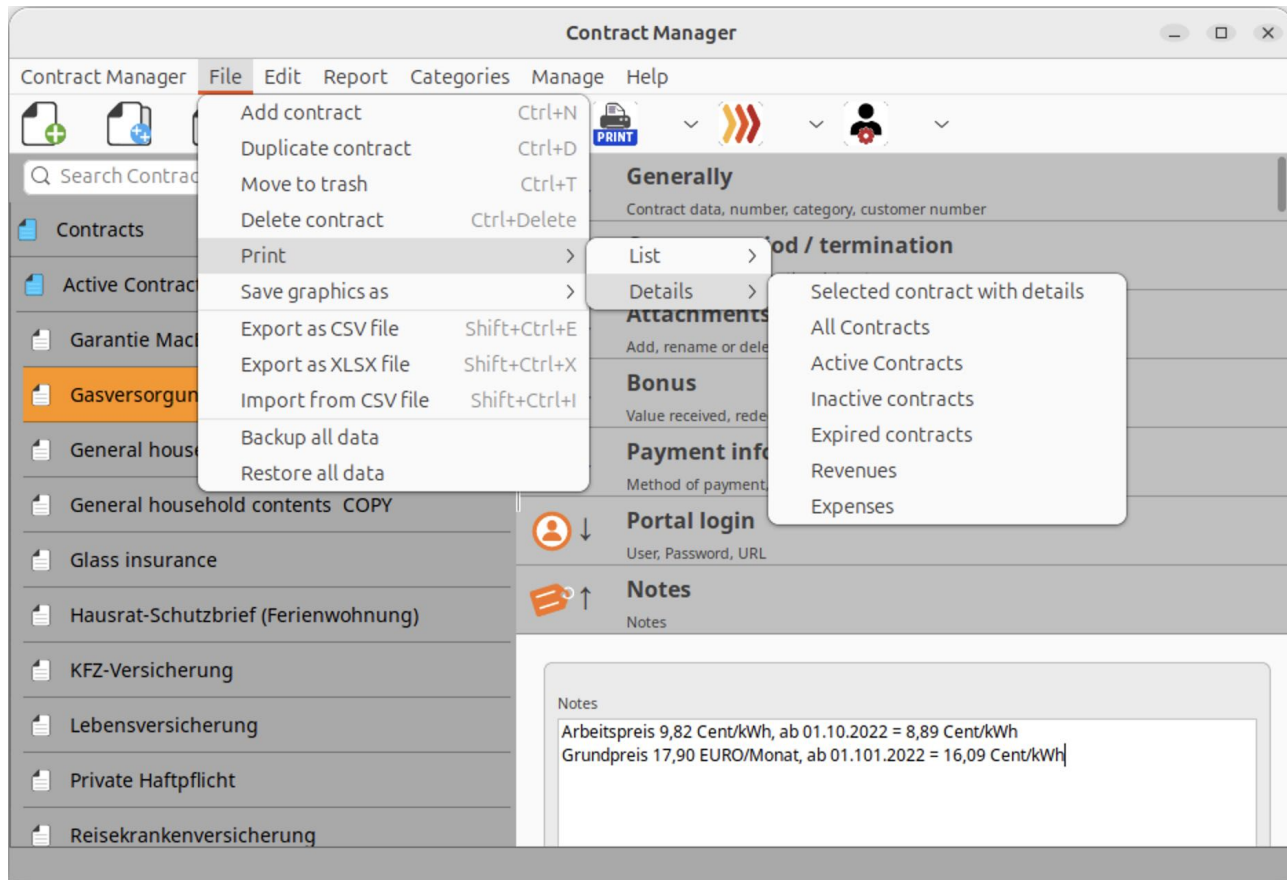
⏪
⏴
⏵
⏩
🔄

PDF
HTML

🖨️

PRINT DETAILS

To print the details of your contracts, select "File => Print => Details" from the menu and choose one of the following print functions.



Selected contract with details

This prints the currently selected contract with details in portrait format. The filter switch setting is taken into account. The "Comments" field is printed with a maximum of 19 lines of 90 characters per line.

Active contracts with details

All contracts are printed in portrait format with details. The filter switch setting is not taken into account. The "Comments" field is printed with a maximum of 19 lines of 90 characters per line.

Save as HTML or PDF

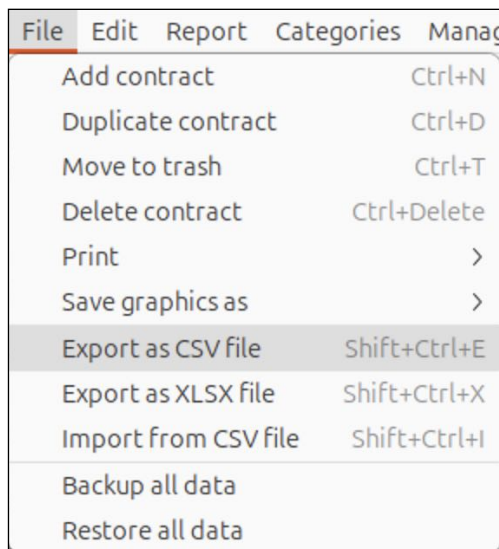
In the print preview, the printout can also be saved directly as an HTML or PDF file.



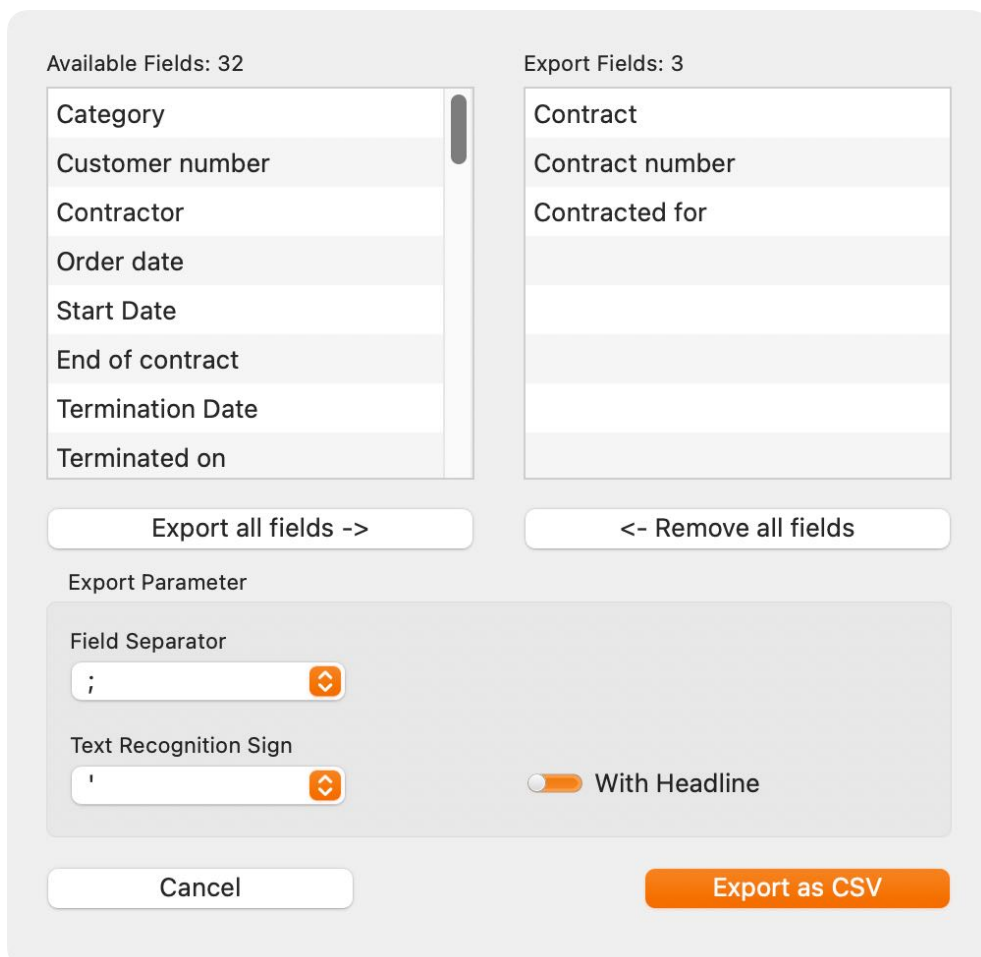
Example

EXPORT AS CSV FILE

The data for all contracts can be saved as a CSV file. To do this, select "File => Export as CSV file" from the menu.



You can select all available fields for export using the "Export all fields" button. Alternatively, drag and drop the required fields from the "Available fields" list to the "Export fields" list. You can change the order of the export fields by moving them with the mouse. If an export field is no longer needed, it can be dragged back to the "Available fields" list.



EXPORT AS XLSX FILE

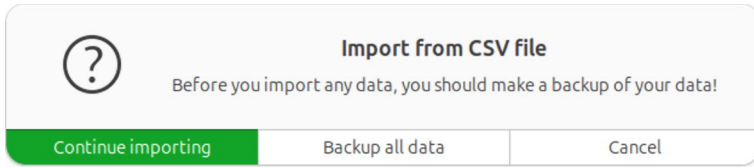
The data for all contracts can be saved as an Excel® XLSX file. To do this, select “File => Export as XLSX file” from the menu.

Add contract	Ctrl+N
Duplicate contract	Ctrl+D
Move to trash	Ctrl+T
Delete contract	Ctrl+Delete
Print	>
Save graphics as	>
Export as CSV file	Shift+Ctrl+E
Export as XLSX file	Shift+Ctrl+X
Import from CSV file	Shift+Ctrl+I
Backup all data	
Restore all data	

After saving the XLSX file, it will open directly if this has been specified in the [settings](#).

IMPORT FROM CSV FILE

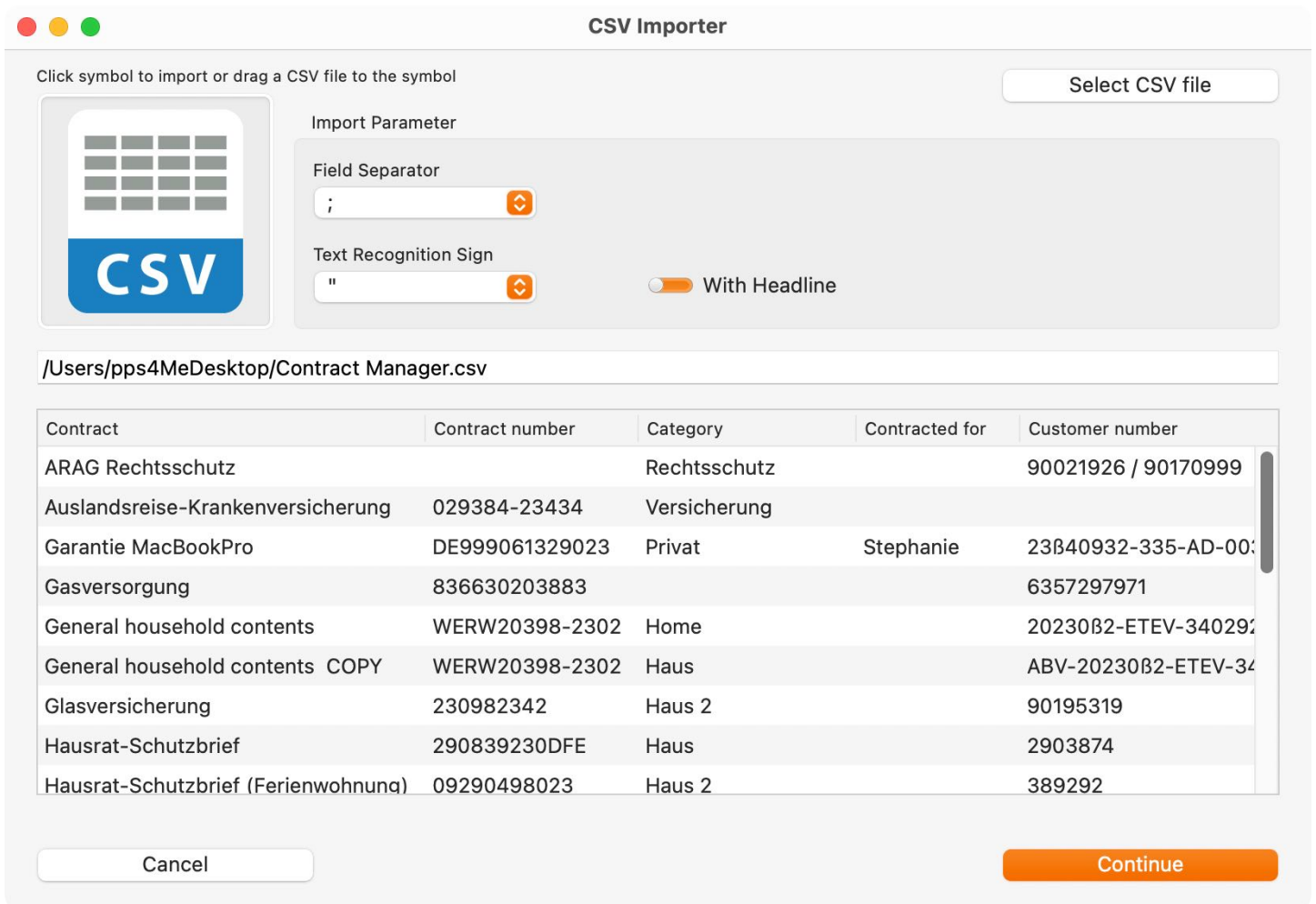
To import data via a CSV file, select "File => Import CSV file" from the menu.



Before importing data, you should back up all data. For more information, see the chapter "[Backup all data](#)".

In the following window, you can drag a CSV file from Finder onto the CSV icon. Or simply click on the CSV icon. A Finder dialog will then open, allowing you to select a CSV file. Now set the parameters for recognizing the CSV file. You will then see a preview of the data in the list below. Then click on "Import CSV".

Now you need to assign the fields of the data to be imported to the fields of the existing data. A field




must be assigned to the import field "Contract".

Available Fields Import Fields

Print details

Page 3/13 Scale: 131%

Active Contracts



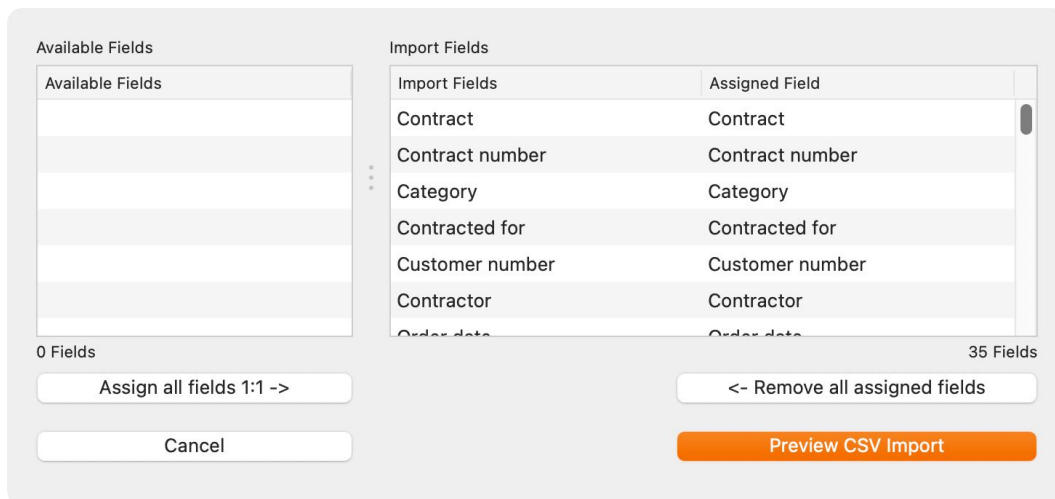
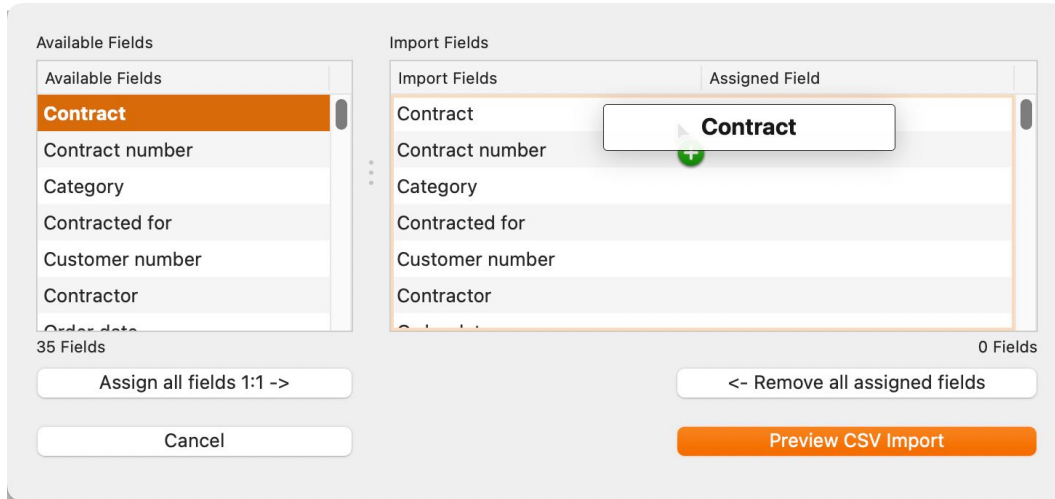
Description

General household contents

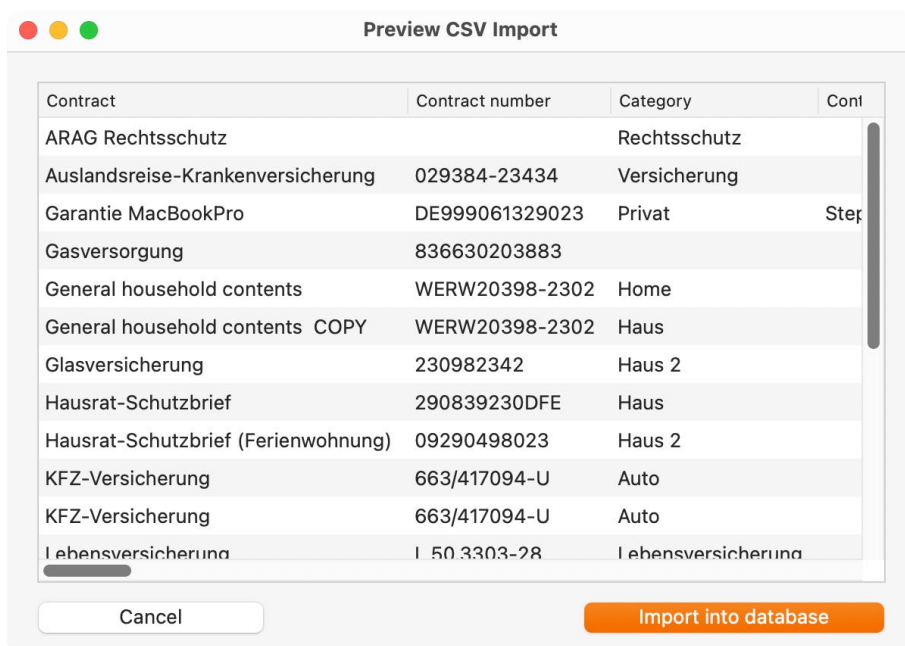
Contract number:	WERW20398-2302
Category:	Home
Contracted for:	Walter
Customer number:	2023082-EDEV-340292
Contractor:	Basler Versicherung
Order date:	5/1/21
Start Date:	5/17/21
End of contract:	6/17/21
Termination Date:	11/16/21
Terminated on:	
Period of validity:	1 None
Period of notice:	6 None
Automatic renewal:	Yes
Sequence:	Jährlich
Receive termination confirmation:	Yes
Bonus value:	
Bonus received:	No
Bonus redeemed:	No
Advertiser:	
Payment:	
First payment:	
Fee:	173.42
Deductible:	0.00
Kind:	Ausgaben
Reference number:	None
Direct debit:	No
Bank:	
Bank:	
Bank:	
Note:	

05/31/2026 01:35 PM Contract Manager • © 2014-2026 CIMSoft, @pps4Me • www.pps4Me.com Page 3/13

The available fields can be assigned to the import fields using drag and drop. If you have accidentally assigned a field incorrectly, simply drag it back to the "Available fields" area. All fields can be assigned at once using the "Assign all fields 1:1" button. However, this only makes sense if the order is the same in both areas. All assigned fields can be deleted again using "Delete all assigned fields".

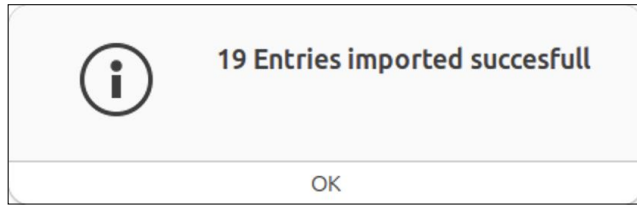


Now click on "Preview CSV Import."



Please check the fields or columns with special values such as date or currency fields. If all data is displayed correctly in this preview, click on "Import into database."

After a successful import, the following message appears.



Clicking "OK" closes all import windows.

The following values are accepted for these fields:

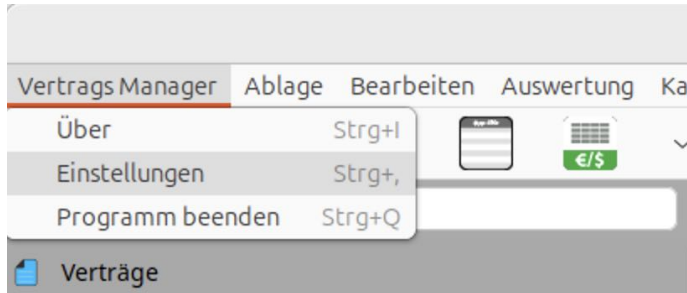
Contract	Text
Contract number	Text
Category	Text
Contract for person	Text
Customer number	Text
Contract partner*	Text
Order date	Date
Contract start	Date
Contract end	Date
Termination on	Date
Terminated on	Date
Term	Integer
Term units	None, weeks, weeks to quarter end, months, months to quarter end, months to year end, quarter, quarter to year end, years
Notice period	Integer
Notice period units	None, weeks, weeks to quarter end, months, months to quarter end, months to year end, quarter, quarter to year end, years
Automatic renewal	0, false, Onwaar, 1, true, waar
Termination received	0, false, Onwaar, 1, true, waar
Contract inactive	0, false, Onwaar, 1, true, waar
Premium value	Text
Premium received	0, false, Onwaar, 1, true, waar

Premium redeemed	0, false, Onwaar, 1, true, waar
Premium Referrer	Text
Payment method	None, day, week, month, quarter, half-year, year
First payment	Date
Contribution	Double
Excess	Double
Type	Expenses, Uitgaven, Revenues, Inkomsten, Revenues, Inkomsten
Reference number	Text
Bank	Text
BIC	Text
IBAN	Text
Portal user	Text
Portal password	Text
Portal URL	Text
Comment	Text

* The "Contract partner" field is only imported if contract partners are managed using the "Contract Manager." For more information, see chapter "[Settings](#)".

SETTINGS

The settings can be accessed via the menu "Contract Manager => Settings".



The following sections are available in the settings:



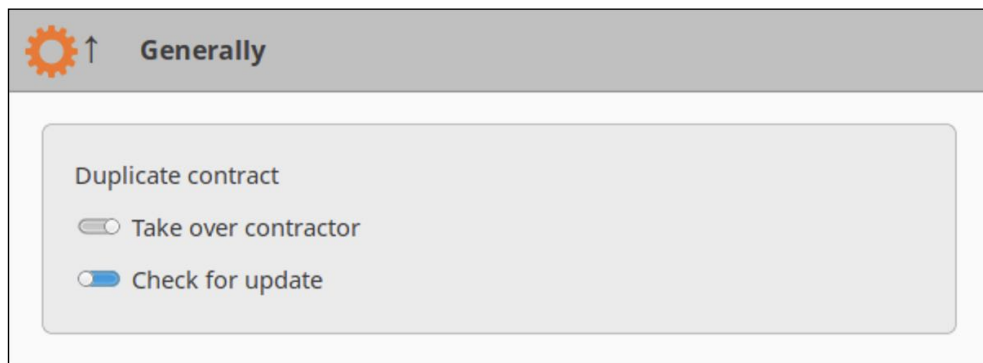
The individual sections can be accessed directly via the toolbar menu. The sections can be expanded or reduced by clicking on the corresponding icon or double-clicking on the header.

It is possible to extend or reduce all sections.



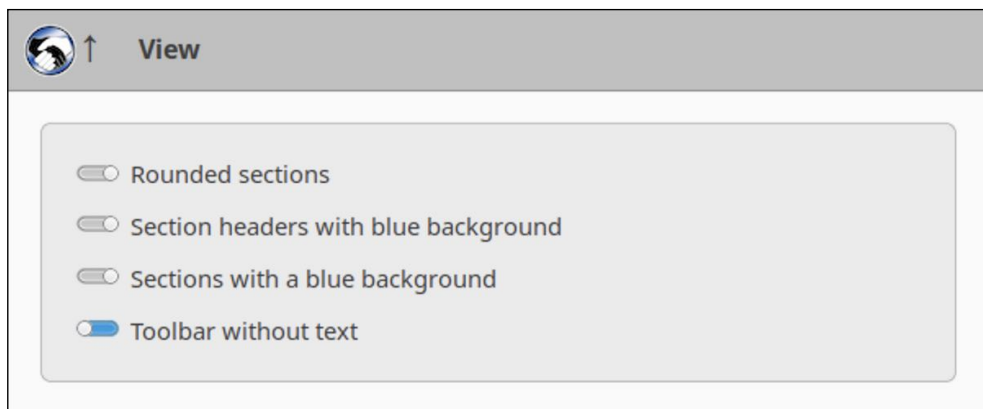
Generally

Here you can specify whether the contract partner should be transferred when copying a contract and check for update on start up

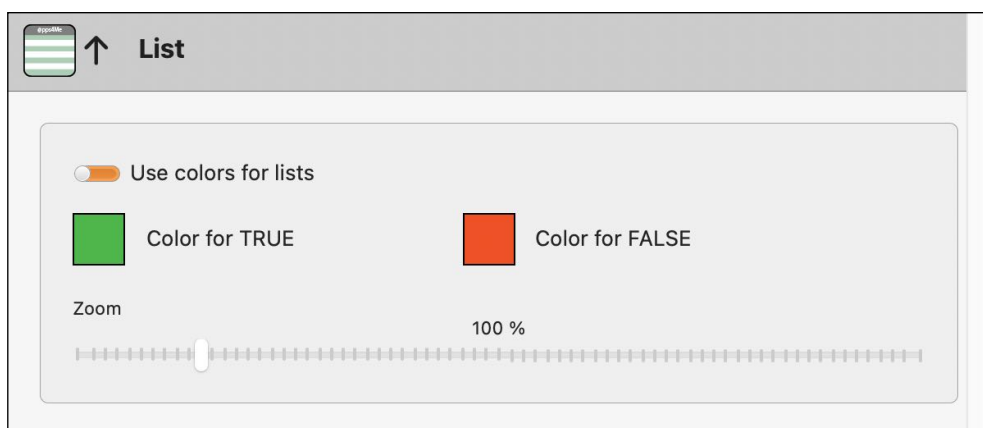


View

Here you can configure various settings for the list view, tree structure and sections, as well as the display of contracts in the dock.



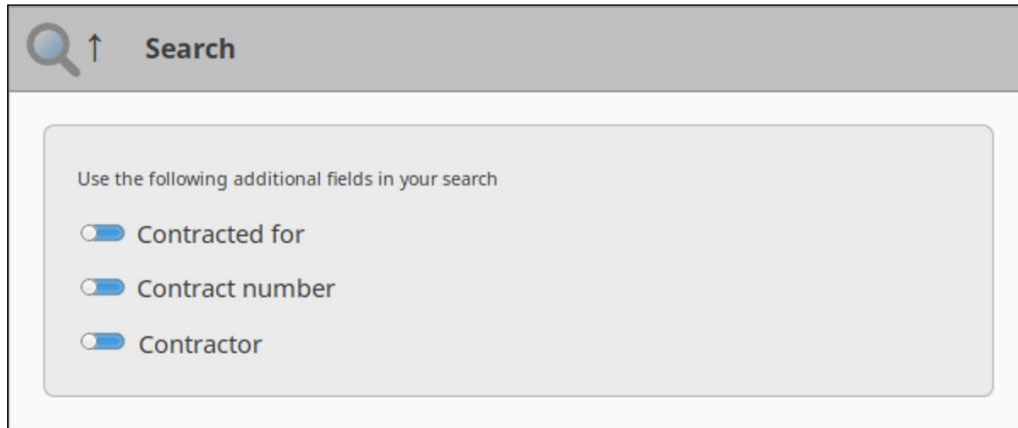
List



Here you can set the zoom factor and colors for the list.

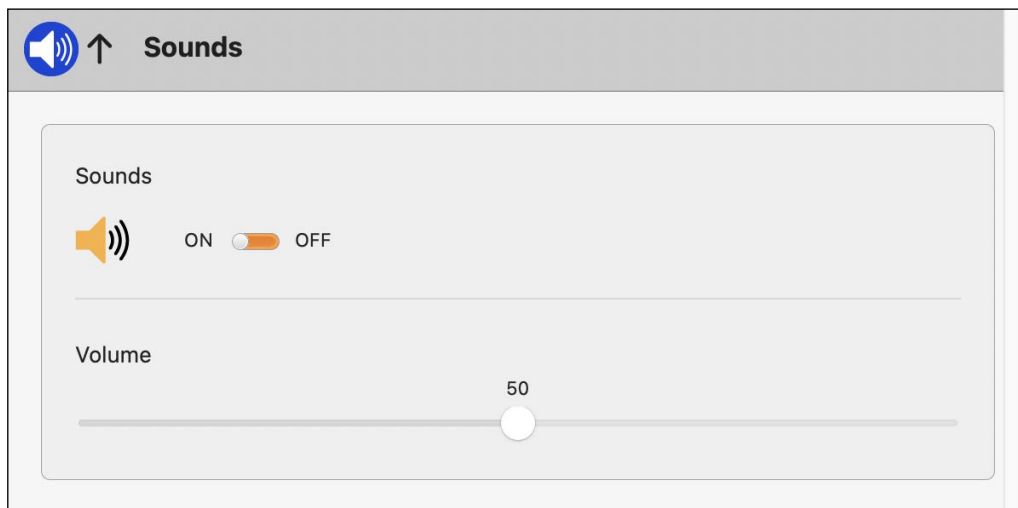
Search

Here you can set the parameters below for searching in the main window and the list.



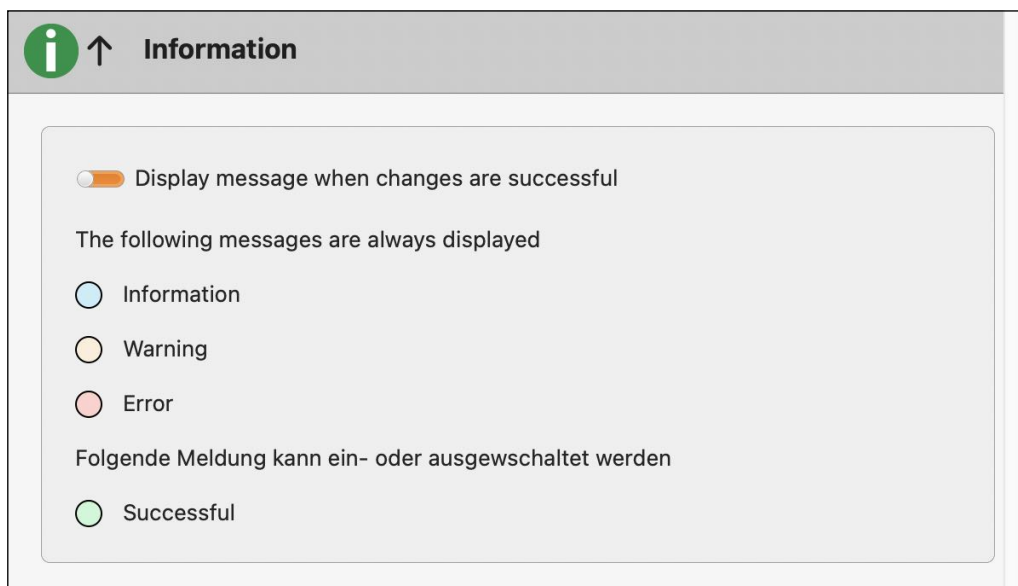
Sounds

Here you can set the parameters for the sounds below.



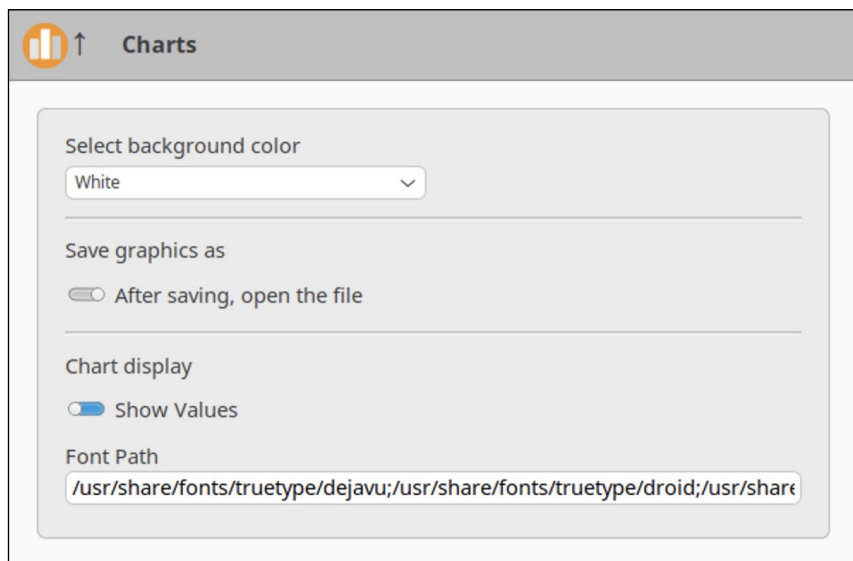
Information

Here you can set the parameters below for the information or notifications.

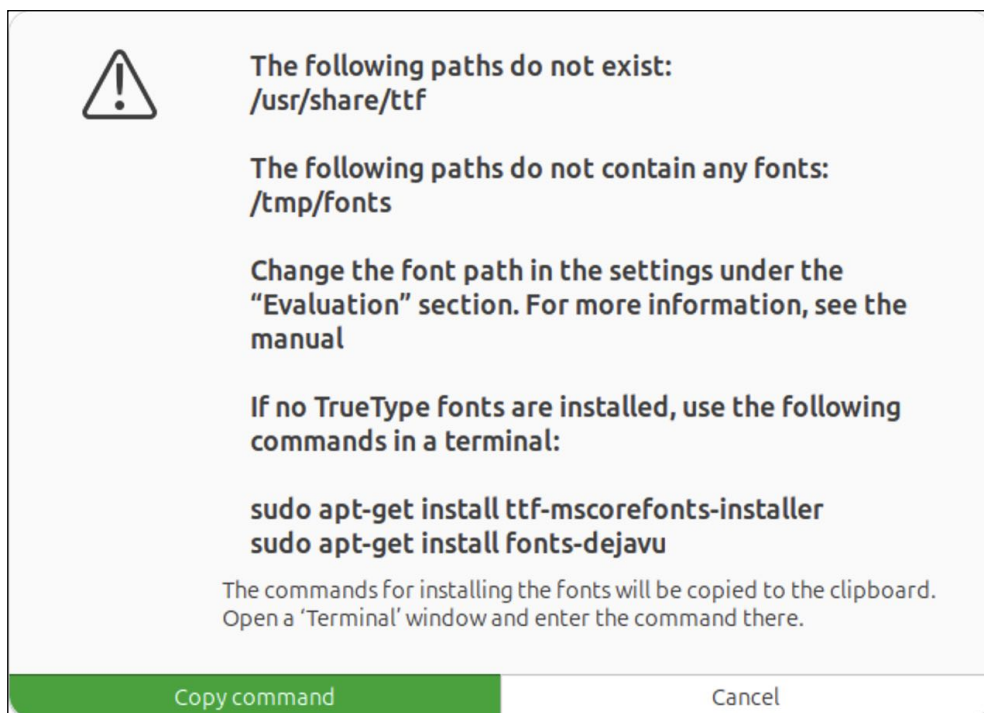


Charts

Here you can set the parameters for the evaluation.



When the program starts, the folders containing the TrueType fonts are automatically scanned. If multiple paths are specified, they must be separated by a “;”. If no fonts are found, they must be installed manually via the Linux system. If one of the folders does not exist or does not contain any fonts,



a corresponding message will be displayed.

If no TrueType fonts are installed, use the following commands in a terminal on Debian Linux:

```
sudo apt-get install ttf-mscorefonts-installer
```

```
sudo apt-get install fonts-dejavu
```

After that, the fonts are usually located in /usr/share/fonts/truetype.

JPG

Here you can specify the quality for the export format of the evaluations.

JPEG2000

Here you can specify the quality for the export format of the evaluations.

WebP

Here you can specify the quality for the export format of the evaluations.

Print

You can set the following parameters for printing.

Export

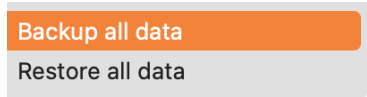
Here you can specify whether the password for the portal user should be exported unencrypted and set some export parameters.

Debug

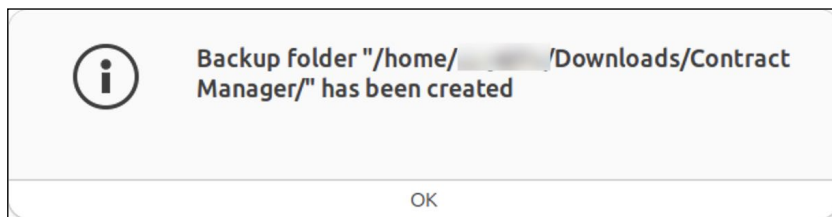
Here you can specify whether the password for the portal user should be exported unencrypted.

BACKUP ALL DATA

Use appropriate backup software to back up the data in the <~/ContractManager/> folder. The backup function allows you to back up the database, all attachments, and pictures from "Contract Manager." To do this, select "Menu -> File -> Back up all data."



Select any data carrier/folder. A folder named "Contract Manager" will be created in the selected folder. The database, attachments, and pictures will be saved in this folder. In addition, all data will be exported to this folder as Excel® XLSX and CVS files.

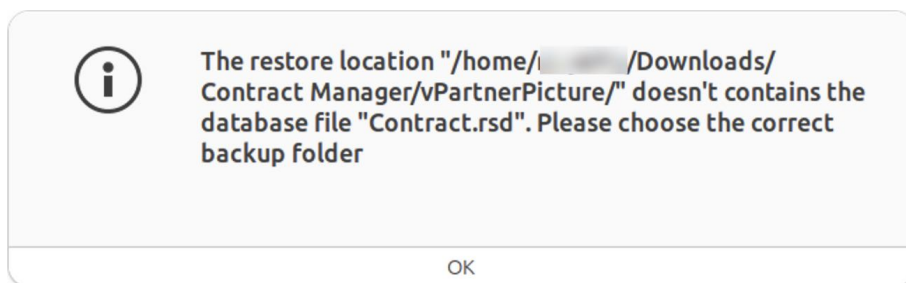


RESTORE ALL DATA

With the restore function, you can restore the database, all attachments, and pictures from "Contract Manager." To do this, select "Menu -> File -> Restore all data".

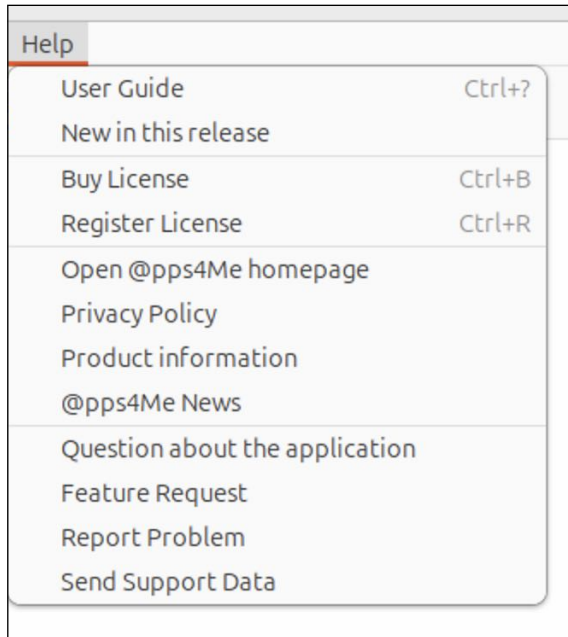


Select the folder containing the backup data from the "Contract Manager." The database and all attachments will now be restored and the database will be reloaded. If the selected folder does not contain any backup data from the "Contract Manager," this error message will be displayed.



HELP MENU

The “Help” menu provides access to the following features:



Contract Manager Help	Access this help
New in this version	View new features and changes
Show access information	Permissions for calendar, reminders, and address book
Go to @pps4Me homepage	Open @pps4Me URL
Privacy	Open privacy policy URL
Product information	Open product URL
@pps4Me News	View the latest news on the homepage
Rating in the AppStore	Submit a rating
More apps from the AppStore	View all apps from the App Store
Question about the application	Send a question about the application to @pps4Me
Request new feature	Send a request for a new feature to @pps4Me
Report problem	Send a problem report by e-mail to @pps4Me
Send support data	Send the support data by e-mail to @pps4Me

* Only send the support data after we have requested it.

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