Açana My Whiskey

User Guide

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WHAT IS «AÇANA MY WHISKEY» ?

Digitize your whiskey collection with «Açana My Whiskey».

Features:

- Details per entry
  - Name
  - Subtitle
  - Contents in liters
  - Alcohol in % vol.
  - Number of bottles
  - Vintage
  - Age of whiskey (storage)
  - Barrel type / storage
  - Date of purchase
  - Price in local currency
  - Current value in local currency
  - Contains coloring
  - Number of colorings
  - Additives
  - Special treatment
  - Bottler
  - Category (any number of categories, e.g. blended, bourbon, corn, grain, malt, rye)
  - Country with automatic display of the country flag
  - Region
  - Distillery
  - Distributor
  - Shop/store
  - Raw materials
  - Nose
  - Palate
  - Finish
  - Rating (0-5 stars, including half stars)
  - Favorites
  - URL

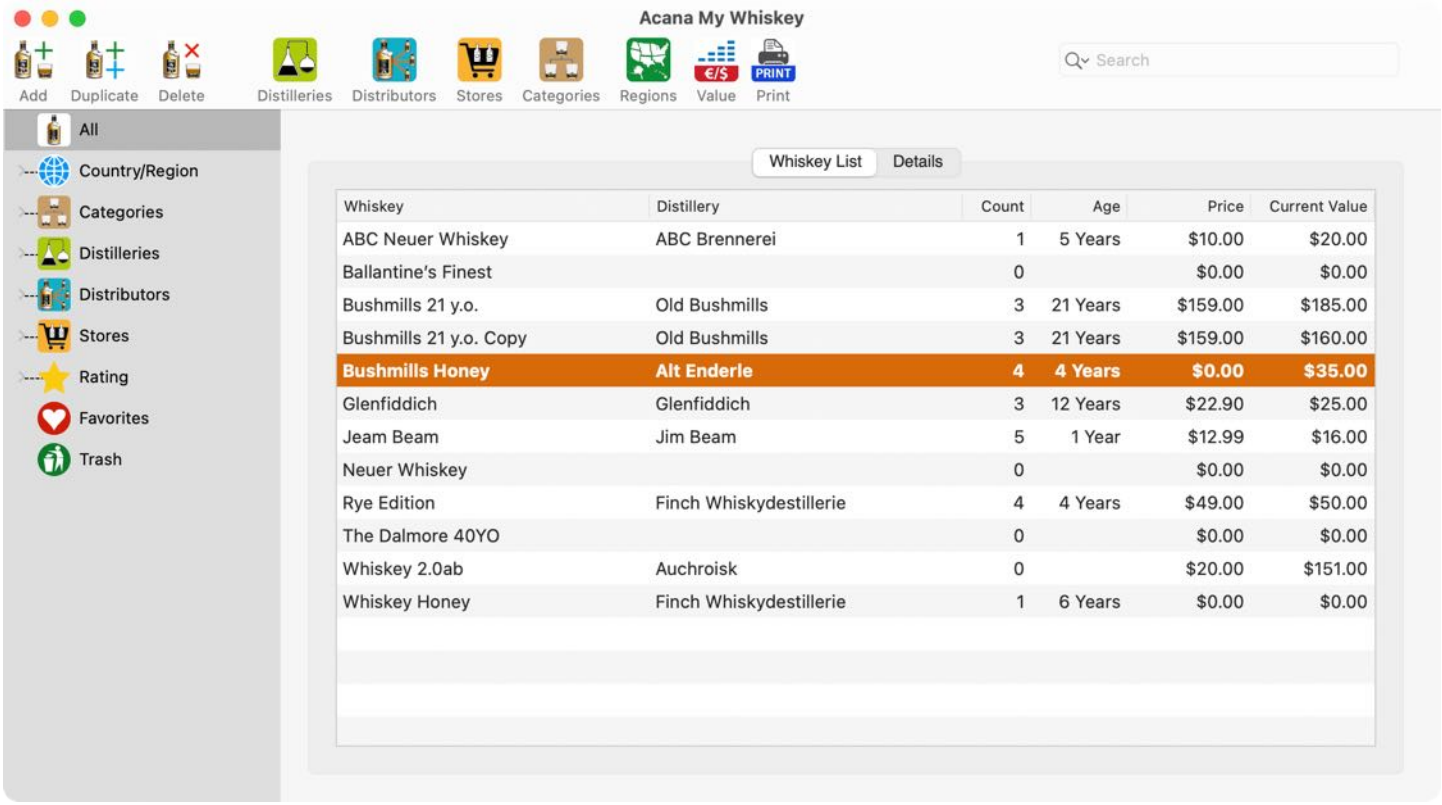
  - Awards
  - Remarks
- Any number of product photos
- Insert product photos via
  - Copy and Paste
  - Drag and Drop
  - File selection in Finder
  - iPhone or iPad
- Import CSV file
- Import Excel® XLSX file
- Use trash function
- Select collection via
  - Country/Region
  - Categories
  - Distilleries
  - Distributors
  - Shops
  - Rating
  - Favorites
- Management of distilleries
  - Name
  - City
  - Country
  - Region
  - Founded
  - Owner
  - URL
  - Comments
  - Import via CSV file
  - Add entries
  - Delete entries
- Distributor management
  - Name
  - City
  - Country

  - Region
  - Founded
  - Owner
  - URL
  - Comments
  - Import via CSV file
  - Add entries
  - Delete entries
- Shop management
  - Name
  - City
  - Country
  - Region
  - Founded
  - Owner
  - URL
  - Comments
  - Import via CSV file
  - Add entries
  - Delete entries
- Any number of price/value increases per entry
- Graphical evaluation of value increases
- Print whiskey list in portrait format
- Print whiskey list in landscape format
- Print whiskey details in portrait format with the following details
  - 2 photos
  - Name
  - Caption
  - Contents in liters
  - Alcohol by volume
  - Price in local currency
  - Current value in local currency
  - Date of purchase
  - Storage/age in years
  - Contains coloring

  - Number of colorings
  - Additional
  - Special treatment
  - Bottler
  - Category
  - Country
  - Region
  - Distillery
  - Distributor
  - Shop
- All printouts can be saved as PDF or HTML files
- Drag and drop entries between:
  - Distillery => Distributor
  - Distillery => Shop
  - Distributor => Shop
  - Shop => Distributor
- Contains the following entries:
  - 251 Countries
  - 50 Regions
  - 235 Distilleries (from Germany, Ireland, Canada, USA, UK)
- Export as CSV file
- Export as Excel® XLSX file
- Data backup and recovery
- Supports macOS Dark Mode
- Supports Touch Bar
- Supports Retina Display

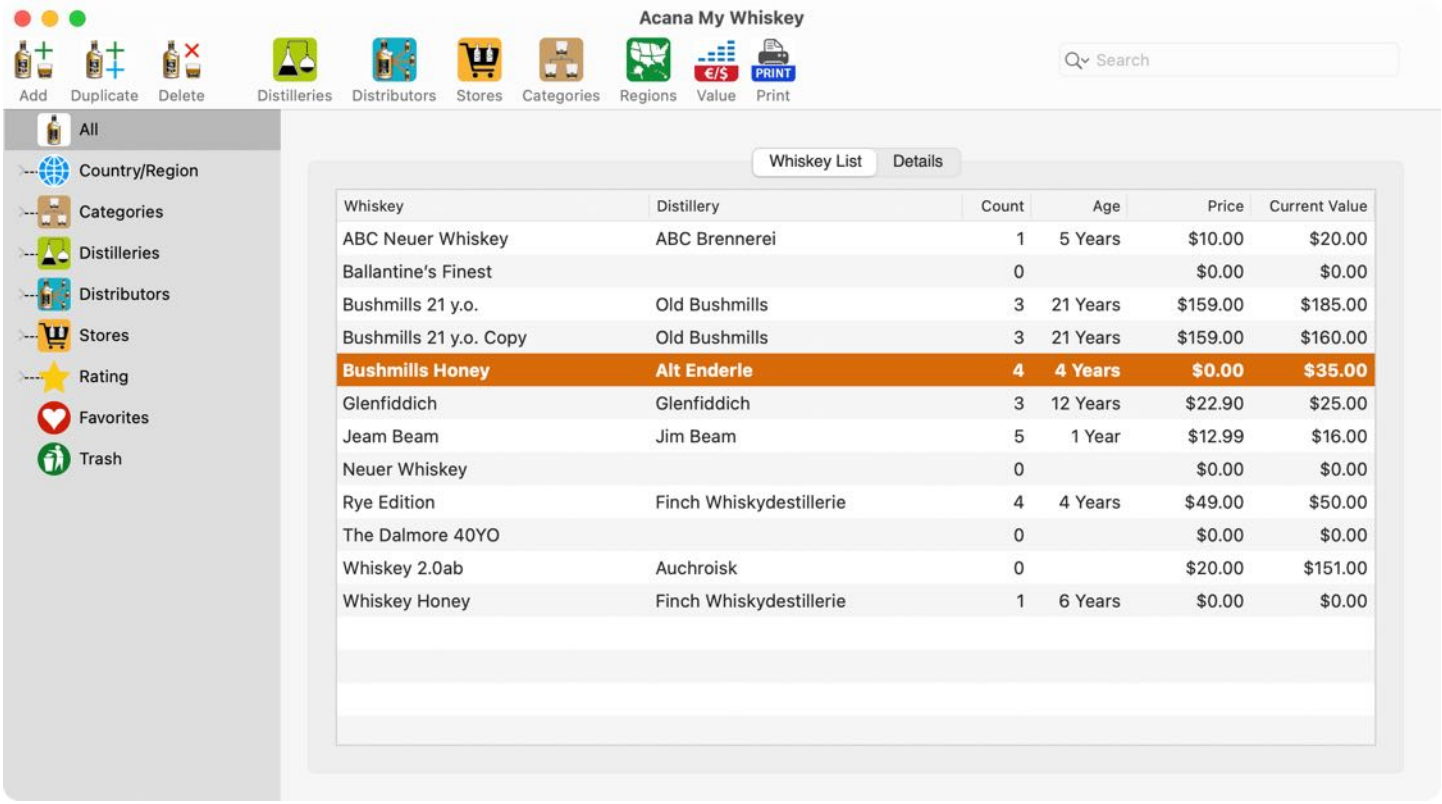
APPLICATION START

After starting “Açana My Whiskey,” you can immediately begin archiving your whiskey collection. The database and all pictures are stored in the directory "$HOME/Library/Containers/de.pps4me.AcanaMyWhiskey/Data/Library/Application Support/Acana My Whiskey" or $HOME/Library/Containers/Acana My Whiskey/Data/Library/Application Support/Acana My Whiskey”.



HOW IT WORKS

In the main window of "Açana My Whiskey," the selections for displaying entries are shown on the left side. Entries for the selected selection are displayed on the right side. The details of a selected entry are displayed by double-clicking on the entry. Messages from the application are displayed in the information bar at the bottom.



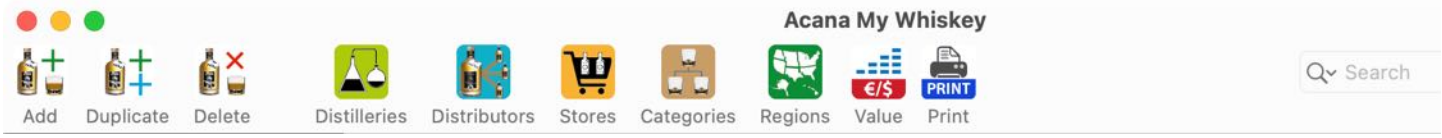
Whiskey	Distillery	Count	Age	Price	Current Value
ABC Neuer Whiskey	ABC Brennerei	1	5 Years	$10.00	$20.00
Ballantine's Finest		0		$0.00	$0.00
Bushmills 21 y.o.	Old Bushmills	3	21 Years	$159.00	$185.00
Bushmills 21 y.o. Copy	Old Bushmills	3	21 Years	$159.00	$160.00
Bushmills Honey	**Alt Enderle**	**4**	**4 Years**	**$0.00**	**$35.00**
Glenfiddich	Glenfiddich	3	12 Years	$22.90	$25.00
Jeam Beam	Jim Beam	5	1 Year	$12.99	$16.00
Neuer Whiskey		0		$0.00	$0.00
Rye Edition	Finch Whiskydestillerie	4	4 Years	$49.00	$50.00
The Dalmore 40YO		0		$0.00	$0.00
Whiskey 2.0ab	Auchroisk	0		$20.00	$151.00
Whiskey Honey	Finch Whiskydestillerie	1	6 Years	$0.00	$0.00

The Dock menu displays the number of entries currently displayed.

Any changes to data are saved automatically. Manual saving is not necessary and is not available.

TOOLBAR MENU

The following functions are available in the toolbar menu.



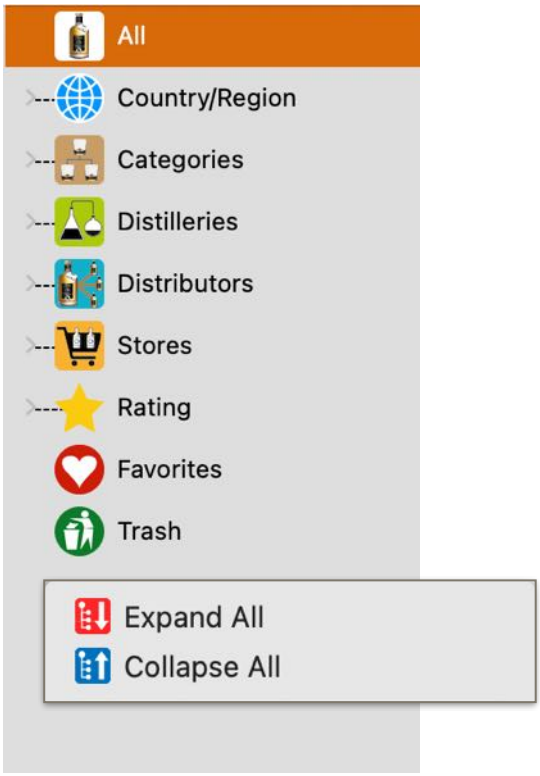
	Add whiskey
	Duplicate whiskey
	Delete whiskey
	Manage distilleries
	Manage distributors
	Manage shops
	Manage categories
	Manage increases in value
	Print
	List in portrait format
	List in landscape format
	Details

Depending on the selection in the whiskey list, the context menu has the following functions:

- Add
- Duplicate
- Add to favorites
- Remove from favorites
- Move to trash
- Restore from trash
- Delete

SELECTION MENU

The following functions are available in the selection menu.



All entries in the selection menu can be expanded or collapsed at once.

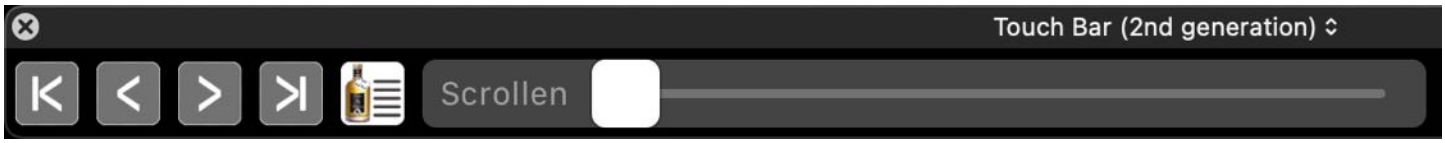
TOUCH BAR

If you have a Mac with a Touch Bar, you can use it to access the following functions:

Main window: List

- Add whiskey
- Duplicate whiskey
- Delete whiskey
- Distilleries
- Distributors
- Shops
- Categories
- Regions

Main window: Details



- Go to first entry
- Go to previous entry
- Go to next entry
- Go to last entry
- Scroll to start details
- Scroll to end details
- Show list
- Scroll details with a slider

Distilleries

- Add distillery
- Delete distillery

- Import CSV

Distributors

- Add distributor
- Delete distributor
- Import from CSV

Shops

- Add shop
- Delete shop
- Import from CSV

Categories

- Add category
- Delete category
- Import from CSV

Regions

- Add region
- Delete region
- Import from CSV

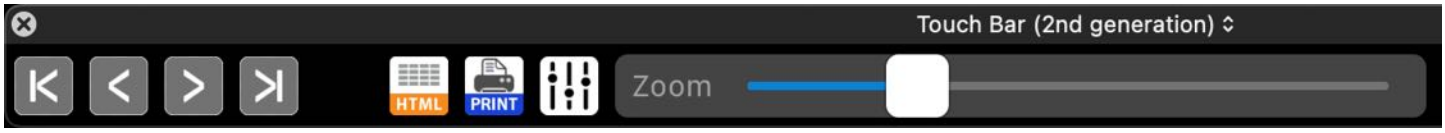
Increase in value

- Graphical evaluation

Graphical evaluation of value increase

- Line graph
- Line graph with whiskey glass symbol
- Curve graph
- Bar graph
- Reload data
- Options

Print



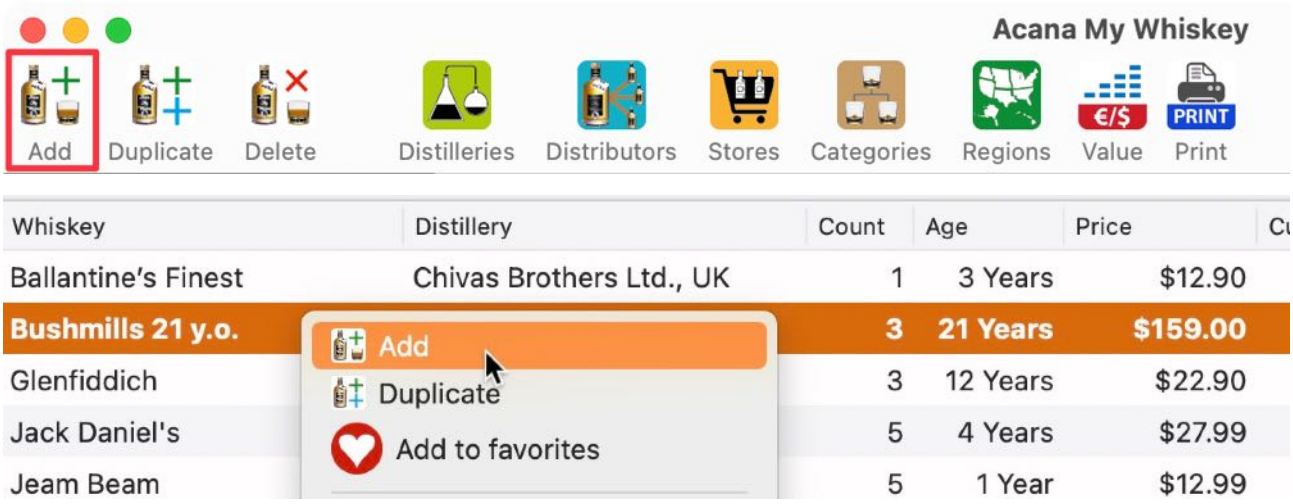
- Go to first page
- Go to previous page
- Go to next page
- Go to last page
- Show options
- Reload all data
- Save as HTML
- Print
- Zoom (reduce or enlarge print preview)

Graphical evaluation of the database

- Save as PDF
- Save as SVG
- Save as JPG
- Save as PNG
- Save as GIF
- Reload data
- Options

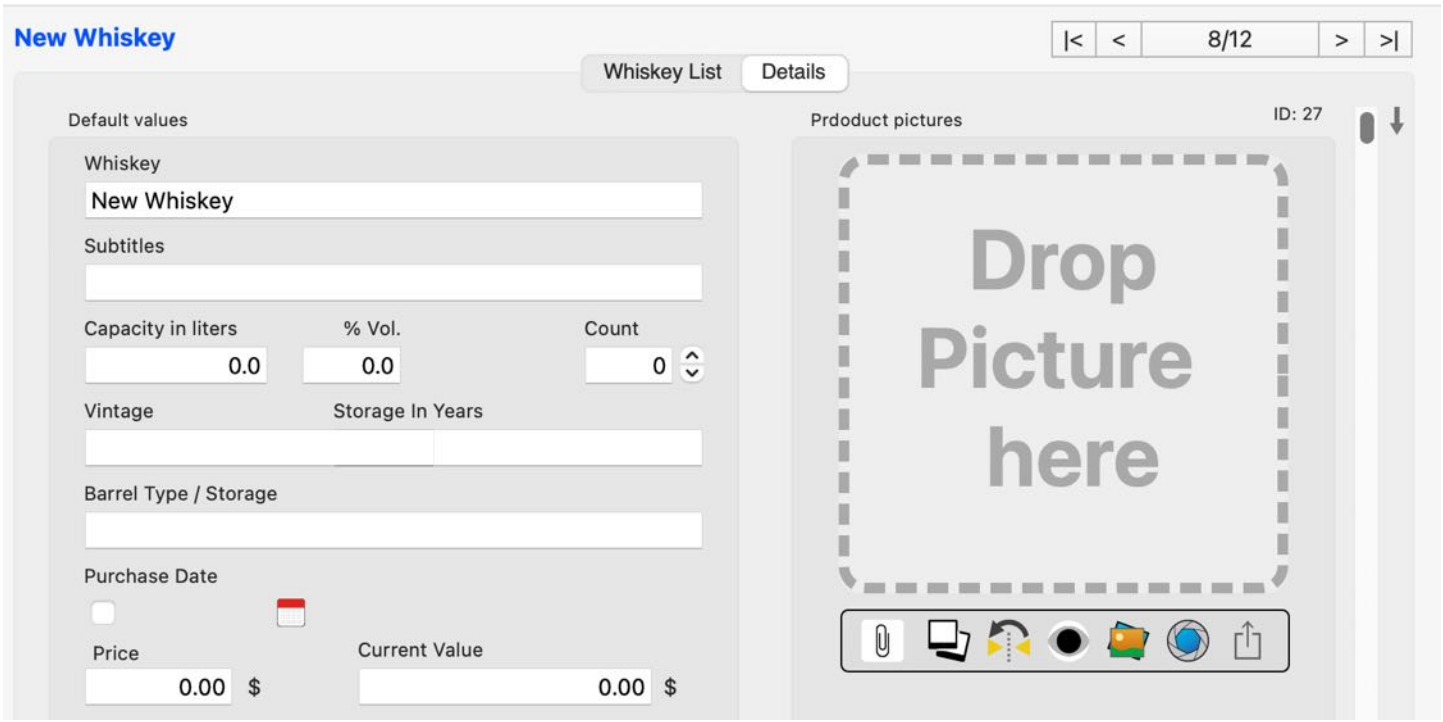
ADD WHISKEY

Click on “Add” in the toolbar menu to add a new whiskey or select “File => Add whiskey” from the menu. A context menu is also available for this purpose in the whiskey list.

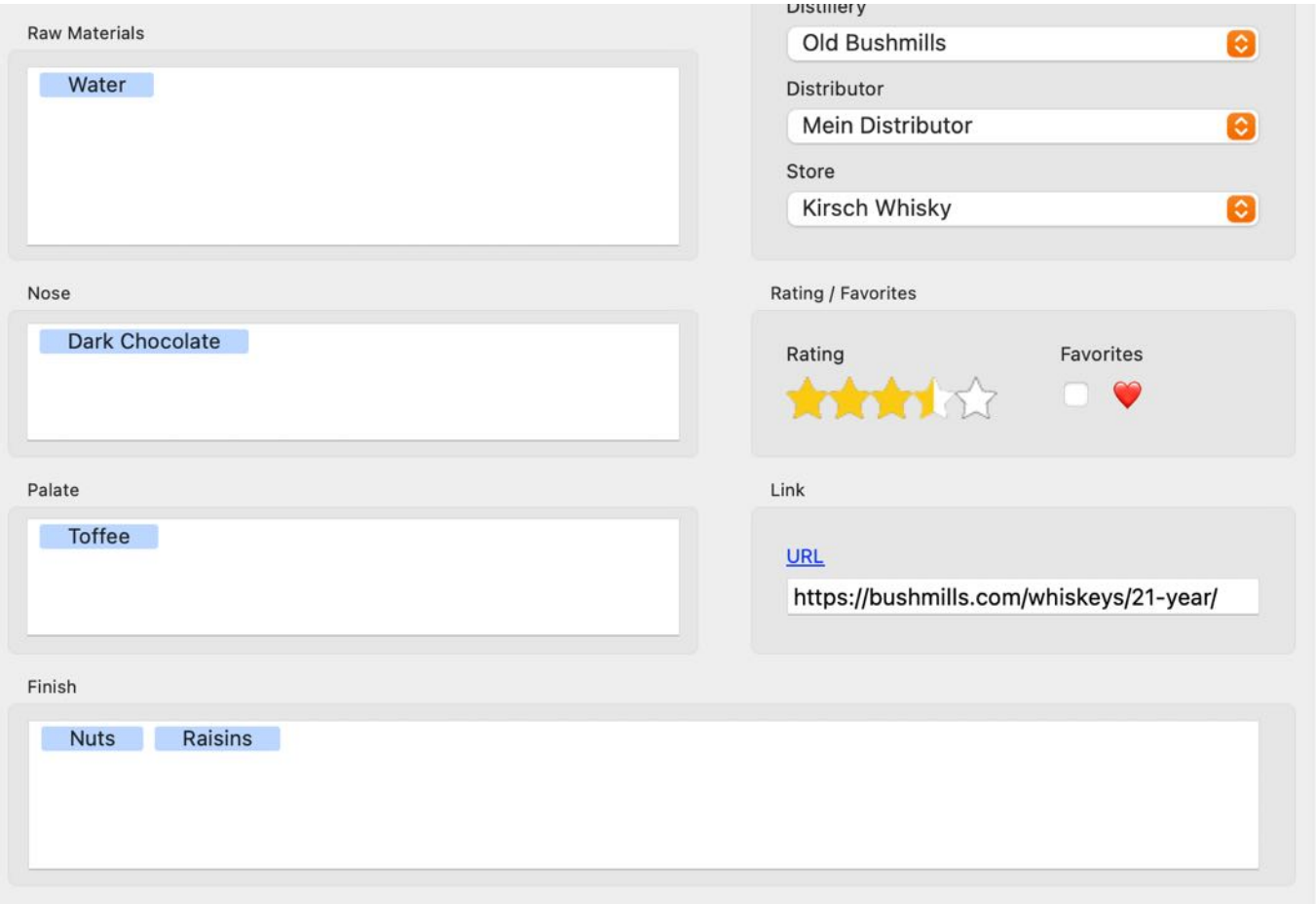


A new entry “New Whiskey” is added.

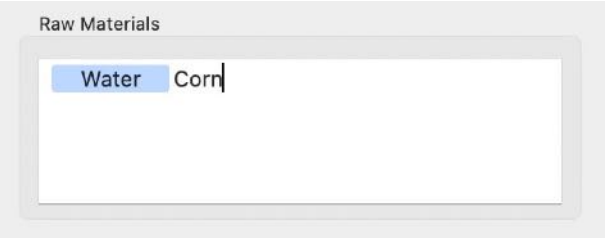
Double-click on the new entry to display the details. The details can be completed as desired.



The fields “Raw materials, nose, palate, and finish” are created using so-called TAGs.



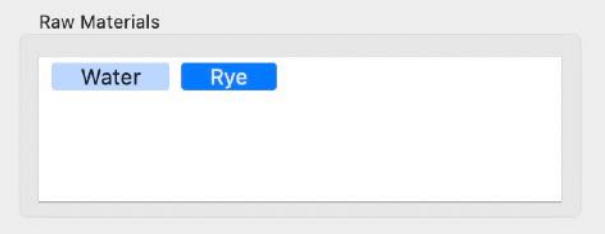
Simply enter a term or text in a field and then press the TAB key to create the TAG. A TAG can consist of one or more words, or a whole sentence.



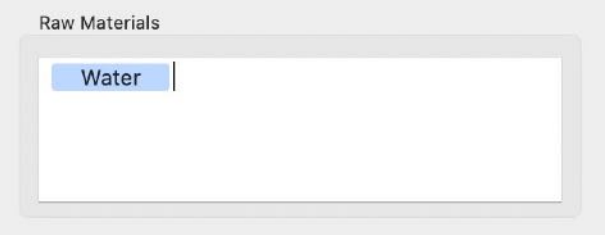
Each TAG can also be edited or deleted. By double clicking on a TAG, it is activated for editing and the text is selected completely.

Now simply change the text or extend it as desired and then press the TAB key.

To delete a TAG select it with a mouse click. The TAG will be highlighted.

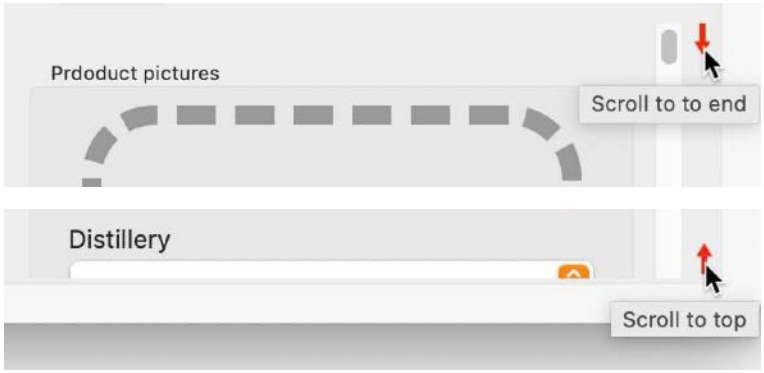


With the key "Del" ⌦ or "Backspace" ⟵ the TAG can be deleted.



SCROLL DETAILS

There is an arrow at the top right and bottom right, by clicking on one of these arrows you can quickly jump to the beginning and end of the details.



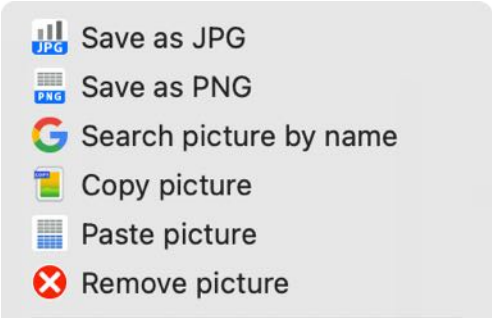
You can scroll the contents of the details window with your keyboard.

- Home ↖ => scroll to top
- End ↘ => scroll to end
- Page down ⇟ => scroll one page down
- Page up ⇞ => scroll one page up
- Scroll the details window contents is also available in the touch bar

ADD PICTURE TO A WHISKEY

A standard picture can be added to each whiskey, which is always shown in details. Additionally, unlimited number of pictures can be added. One of the added pictures can be marked as a second picture for the printout of the details. The standard picture can be added as follows:

- Copy and paste
- Drag and Drop from any application or Finder
- Import from iPhone or iPad
- With the macOS media browser
- With the macOS picture taker (FaceTime camera)



Meaning of the icons:

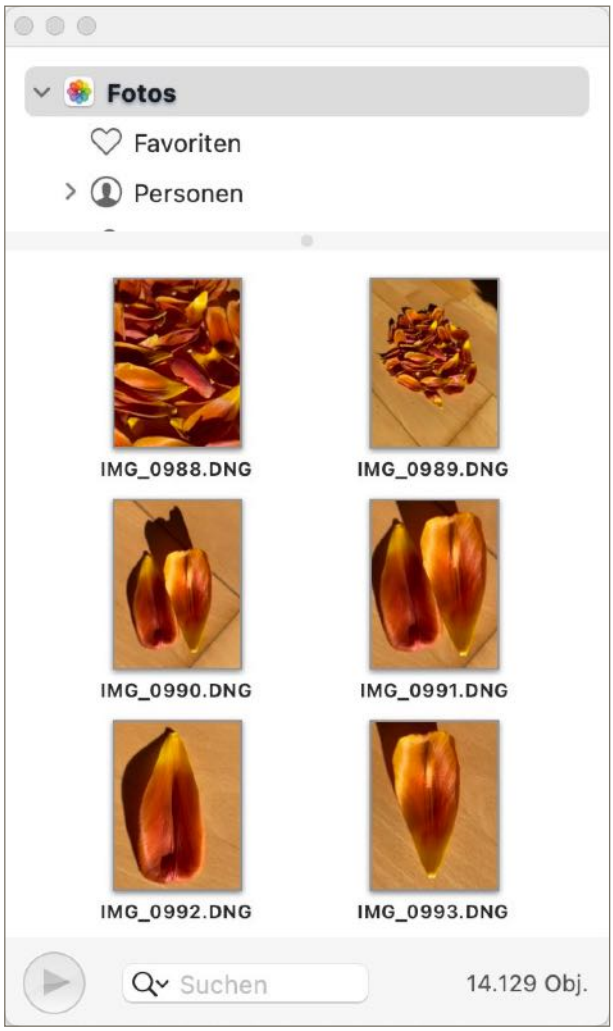
	Manage multi pictures
	Mirror picture
	Preview pictures
	Share picture/whiskey
	Add picture from macOS media browser
	Add picture from macOS picture taker(FaceTime camera)

If several pictures are available for one entry, you can scroll through the pictures using these buttons.

Double-click on the picture to open it with the default application (e.g. Preview).

ADD PICTURE VIA MACOS MEDIA BROWSER

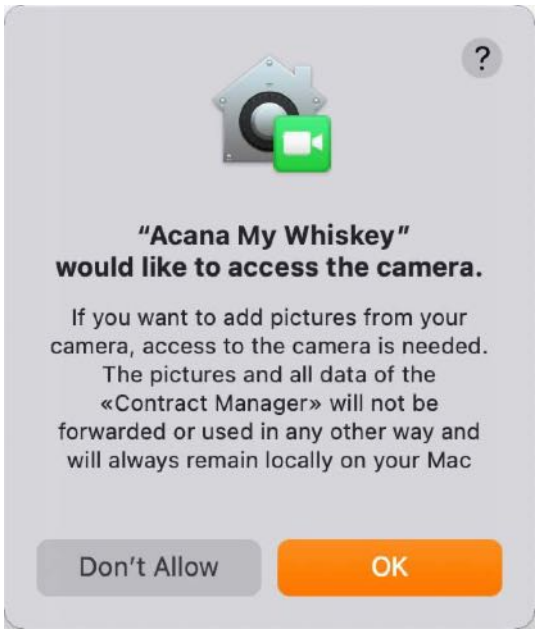
To add a photo via the macOS Media Browser you need the permission to use the photos. If this access is not granted, no image can be used. Select an image in the Media Browser and drag it to the "Place picture here" area in the details of "Açana My Whiskey".

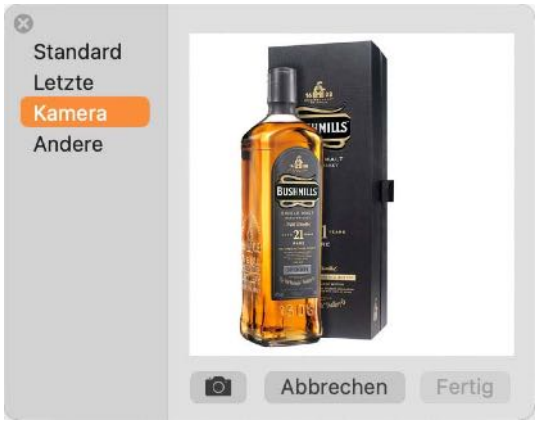


To add a photo via the macOS image selection (FaceTime camera) the permission to use the camera is required. If this access is not granted, no image can be imported.

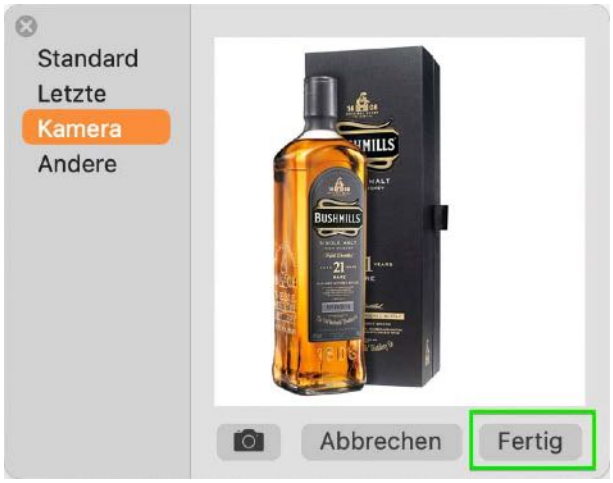
ADD PICTURE VIA MACOS PICTURE TAKER

To add a photo via the macOS picture taker (FaceTime camera) the permission to use the camera is required. If this access is not granted, no image can be imported.





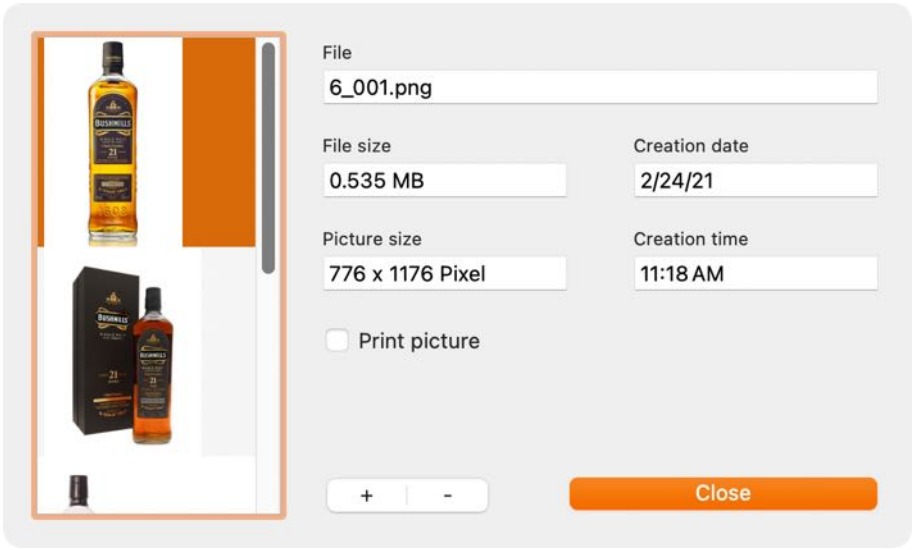
Take a picture and click on "Done", the picture will now be inserted in the details.



ADD ADDITIONAL PICTURES

If you want to add more than one picture to an entry, click on the multi-picture icon.

A new window opens for the management of the pictures. Here you can add more pictures via "Drag and Drop", "Copy and Paste" or via a "Finder Dialog".



Drag and Drop

Simply drag a picture from the Finder, Safari or other application to the picture area on the left side..

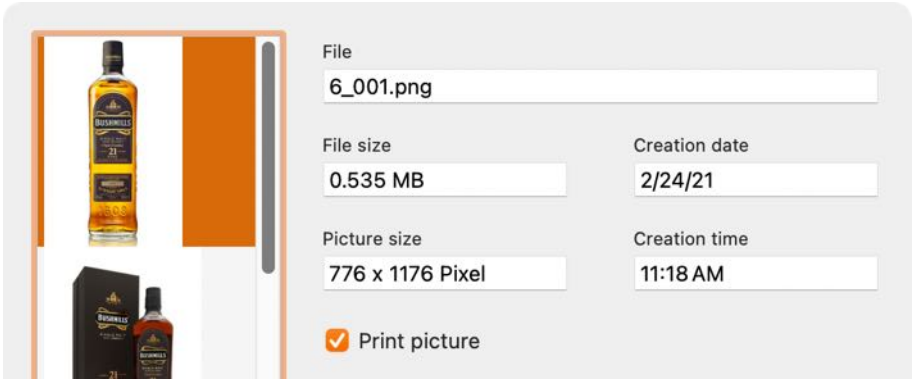
Copy and paste

Select a picture from any application and choose "Copy" from the context menu. Now switch to the pictures area on the left side.

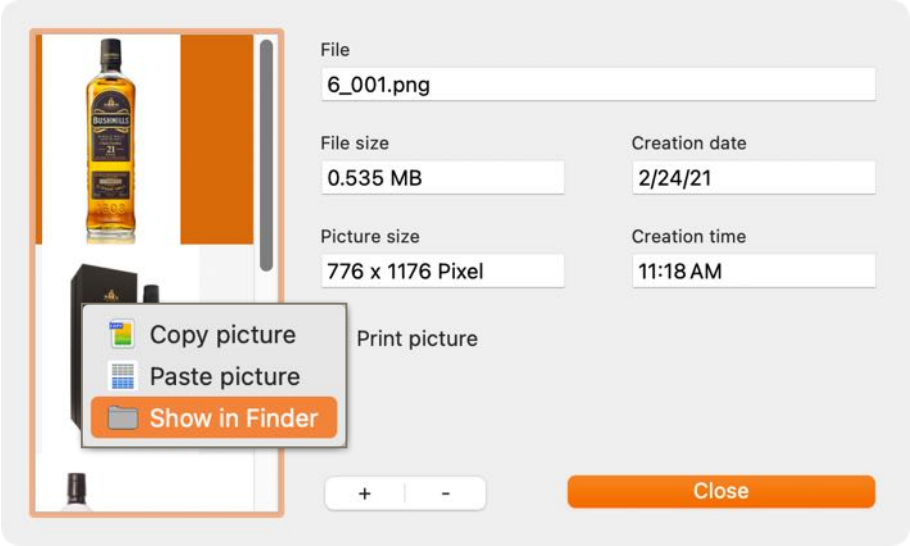
Insert picture using the Finder dialog

Click on the + sign and select a file.

One of the additional picture can be marked as a second picture for printing. Select a picture from the list and activate the "Print image" check box.



Über das Kontext-Menü können die Bilder im Finder angezeigt werden.



MIRROR PICTURE

The default picture can be mirrored vertically.

PREVIEW PICTURES

The pictures can be viewed with the macOS default preview feature. Click on this symbol to activate the preview.

By default, the preview shows the default picture from the entry. If there are several pictures for this entry, the first picture is displayed. The individual pictures can be viewed one after the other with a wipe gesture on the track pad or Magic Mouse. Or use the buttons backwards "<" and forwards ">" at the top left. You can also use the keyboard (← →) to scroll forward and backward.

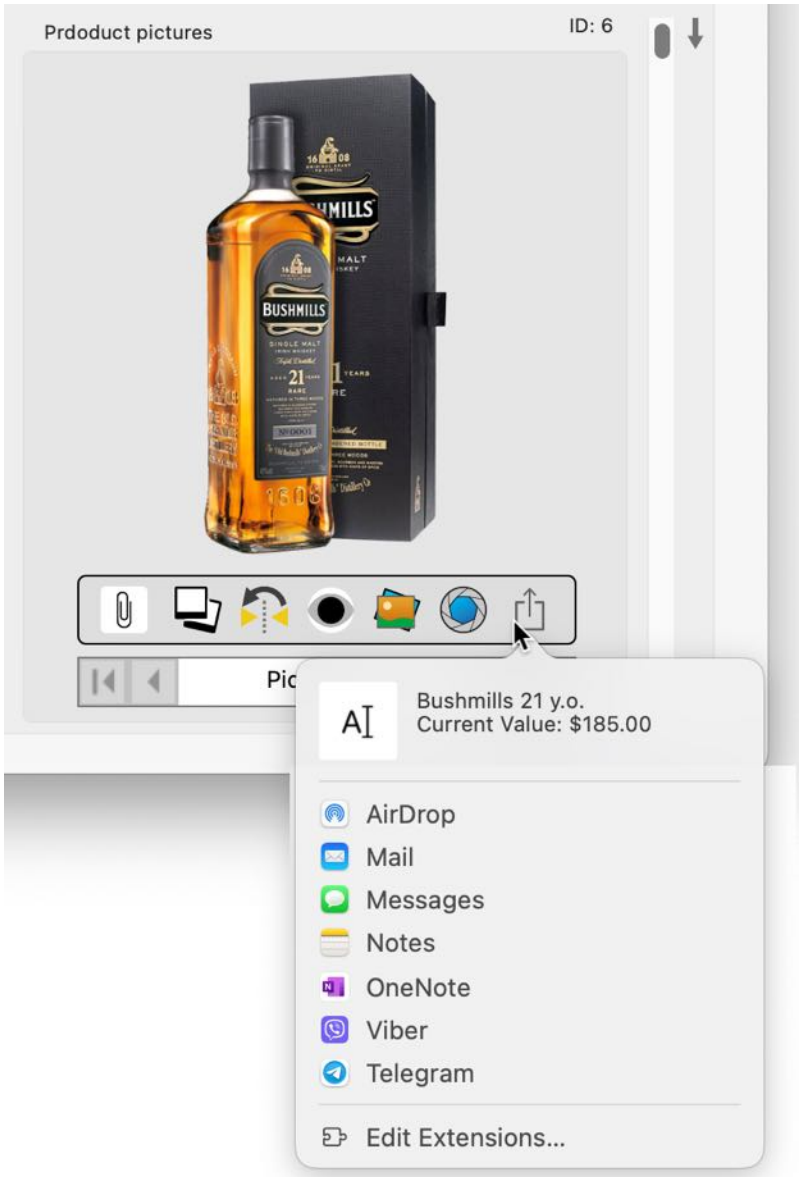
With a click on the third symbol in the upper left corner all pictures are displayed.

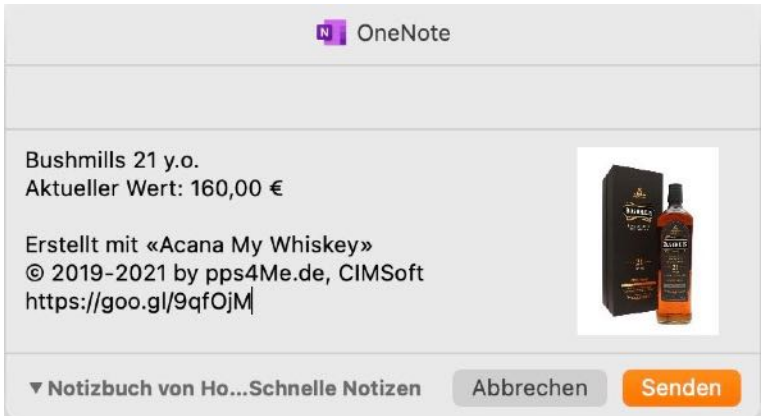
If you only want a preview of the default pictures, click on the picture and press the space bar on the keyboard. The preview can be stopped by pressing the space bar again or by pressing ESC.

Single preview

SHARE PICTURE / WHISKEY

If you want to share a picture and/or the whiskey with your friends, click on the share icon.



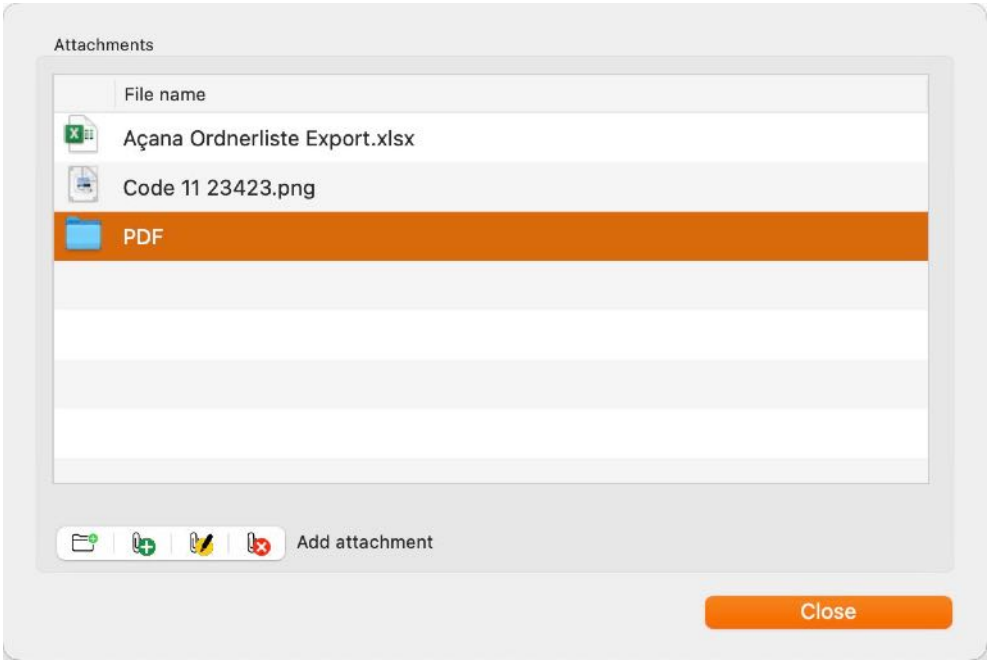


MANAGE ATTACHMENTS

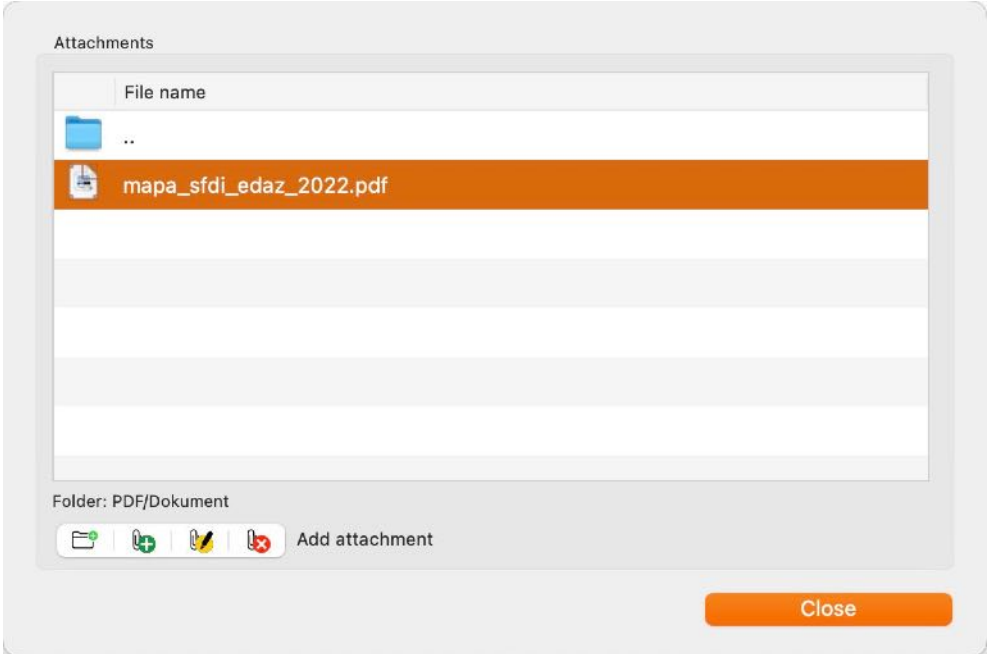
The management of the attachments is called up in the details via the "Attachments" icon..

Attachments can be added, renamed or deleted here. Attachments can be added via the button at the bottom left or via "drag and drop".

Furthermore, any number of folders and subfolders can be created. Attachments can be dragged and



dropped into the folders and subfolders..

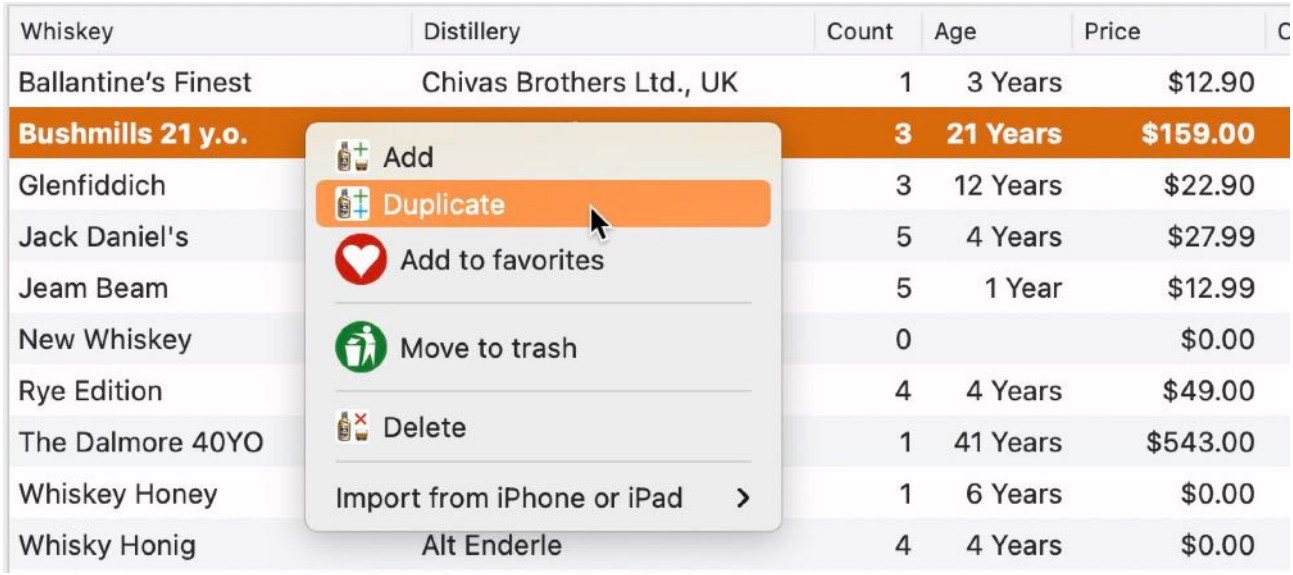


Attachments can be renamed using the button at the bottom left. Select an attachment from the list and click the "Rename" button.

Attachments can be deleted using the button at the bottom left. Select an attachment from the list and click the "Delete" button.

DUPLICATE WHISKEY

Click on "Duplicate" in the toolbar menu or select "File => Duplicate Whiskey" in the menu to duplicate a whiskey. Or use the context menu.

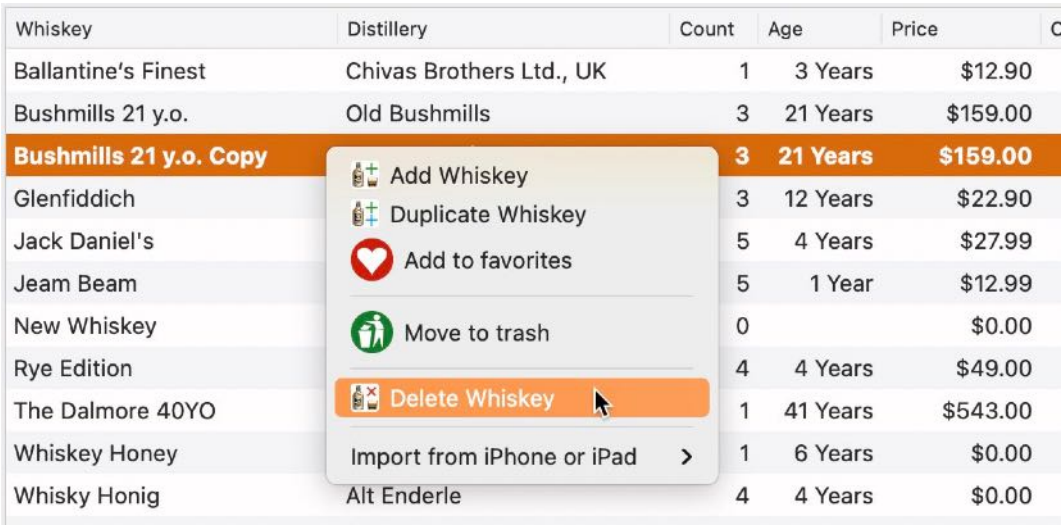


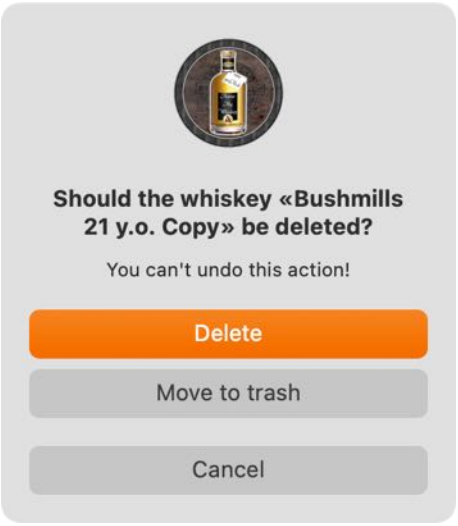
The selected whiskey is duplicated (without pictures) and added to the list.

Whiskey	Distillery	Count	Age	Price	Current Value
ABC Neuer Whiskey	ABC Brennerei	1	5 Years	$10.00	$20.00
Ballantine's Finest		0		$0.00	$0.00
Bushmills 21 y.o.	Old Bushmills	3	21 Years	$159.00	$185.00
Bushmills 21 y.o. Copy	**Old Bushmills**	**3**	**21 Years**	**$159.00**	**$160.00**
Bushmills Honey	Alt Enderle	4	4 Years	$0.00	$35.00
Glenfiddich	Glenfiddich	3	12 Years	$22.90	$25.00

DELETE WHISKEY

Click on "Delete" in the toolbar menu or select "File => Delete Whiskey" in the menu to delete a whiskey. An entry can also be deleted via the context menu.

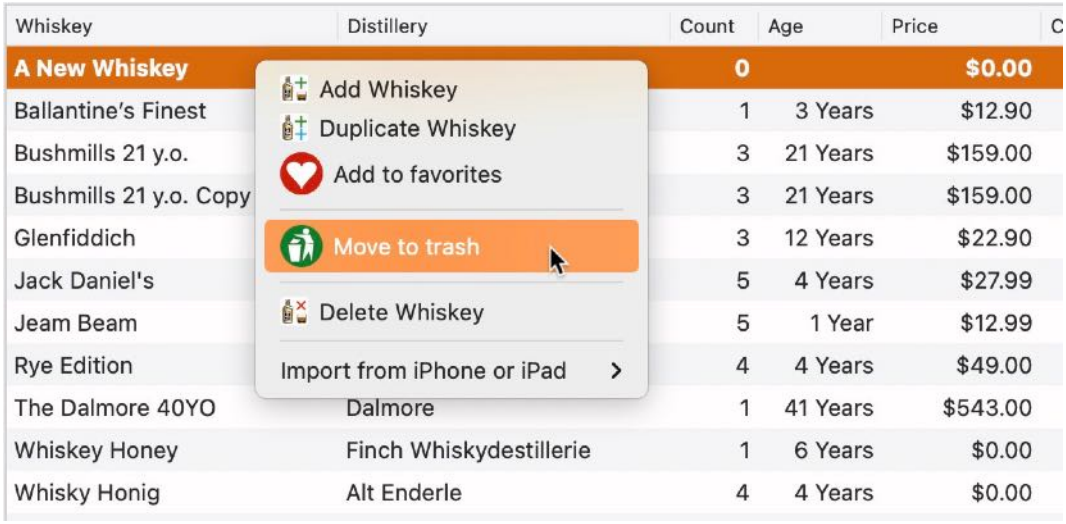




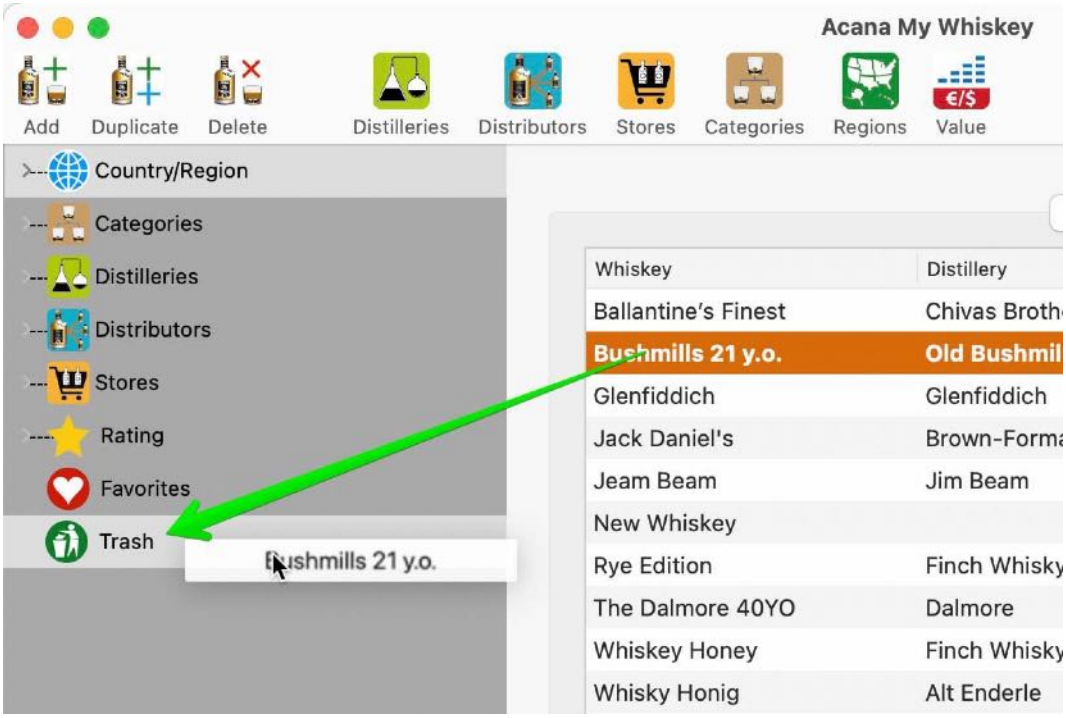
Here it is still possible to put the entry into the trash. Otherwise the selected whiskey will be deleted and removed from the list.

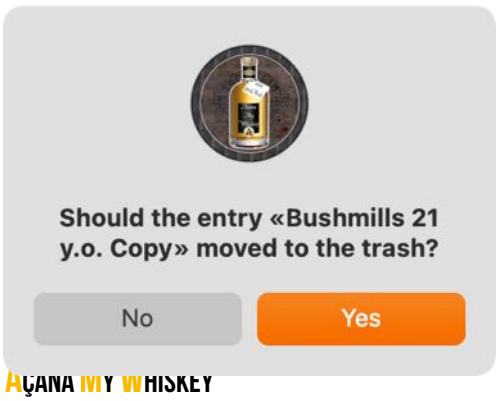
USE TRASH

Select an entry from the list. You can move the selected entry to the trash with the context menu.

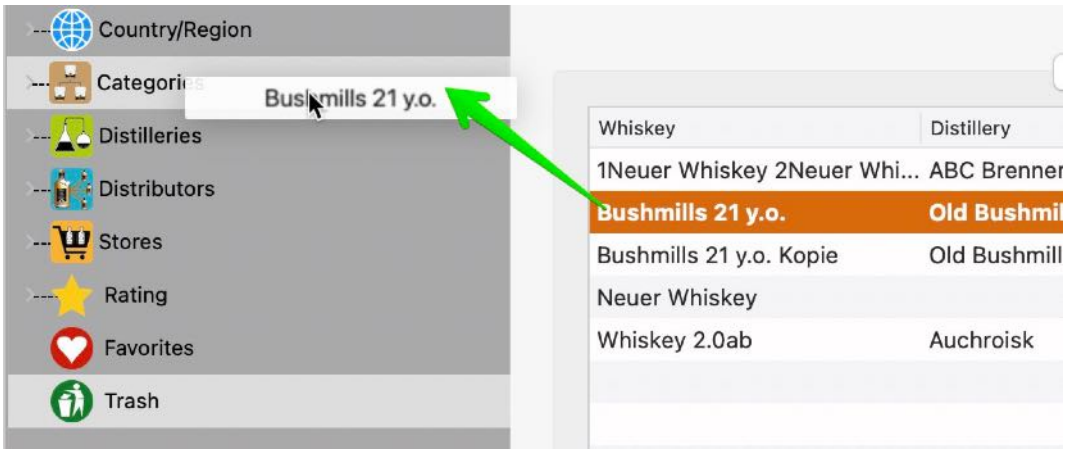


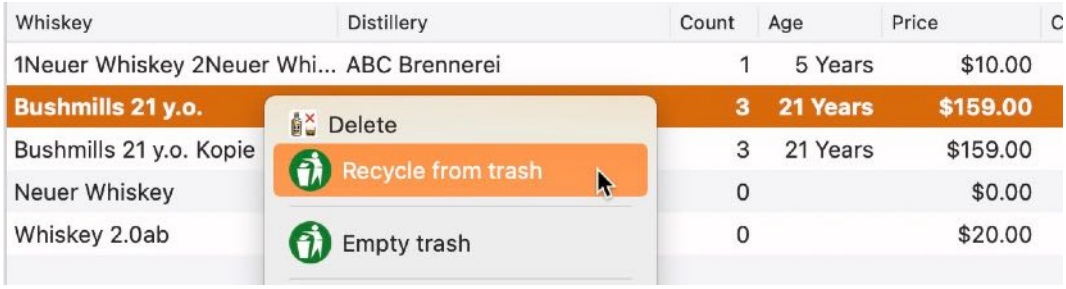
If you "Drag and drop" an entry from the list into the trash on the left side, the entry will moved to the trash.



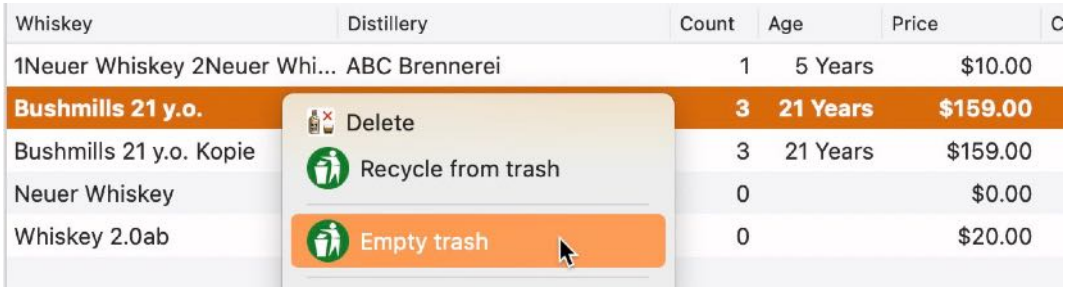


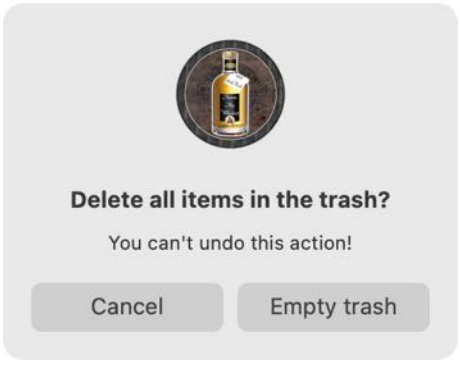
To recycle an entry from the trash, first click on "Trash" in the selection list and then drag an entry from the list to any category (except Favorites). Or select "Remove from trash" from the context menu.





Der Papierkorb kann auch vollständig geleert werden.



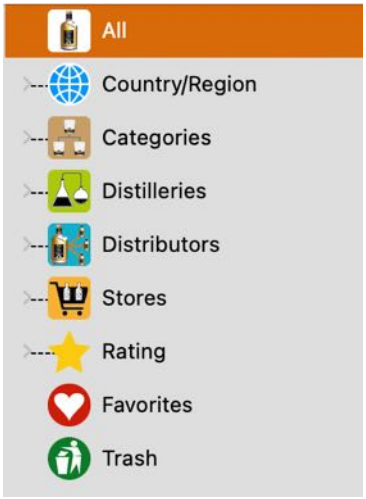


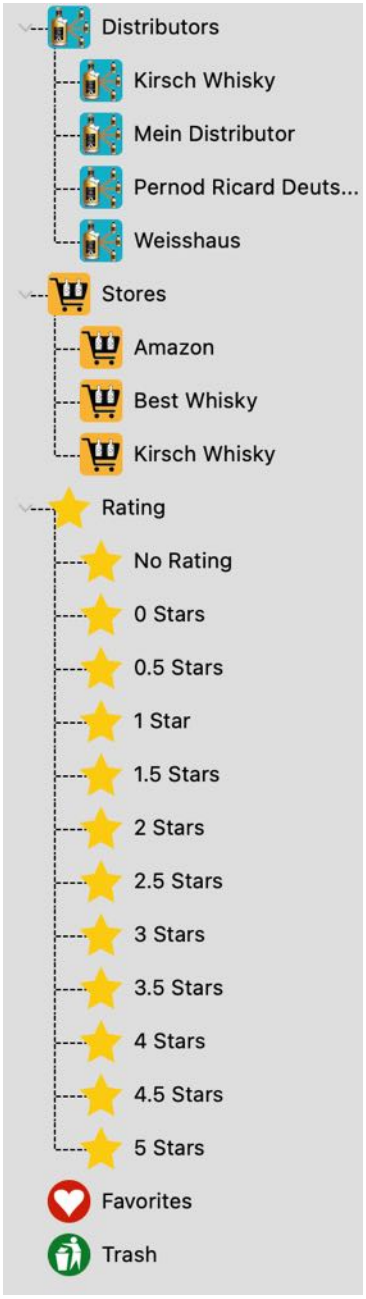
Attention!

If the trash is emptied, all entries in it are permanently deleted. This action cannot be undone.

DISPLAY SELECTED WHISKEY VARIETIES

The whiskeys shown can be filtered by selecting different options.





The individual entries can be selected with the mouse. With the keyboard you can move through the whole structure tree.

↑ back to top

↓ down

← Collapse subgroup

→ Expand subgroup

The display can be changed in the settings.

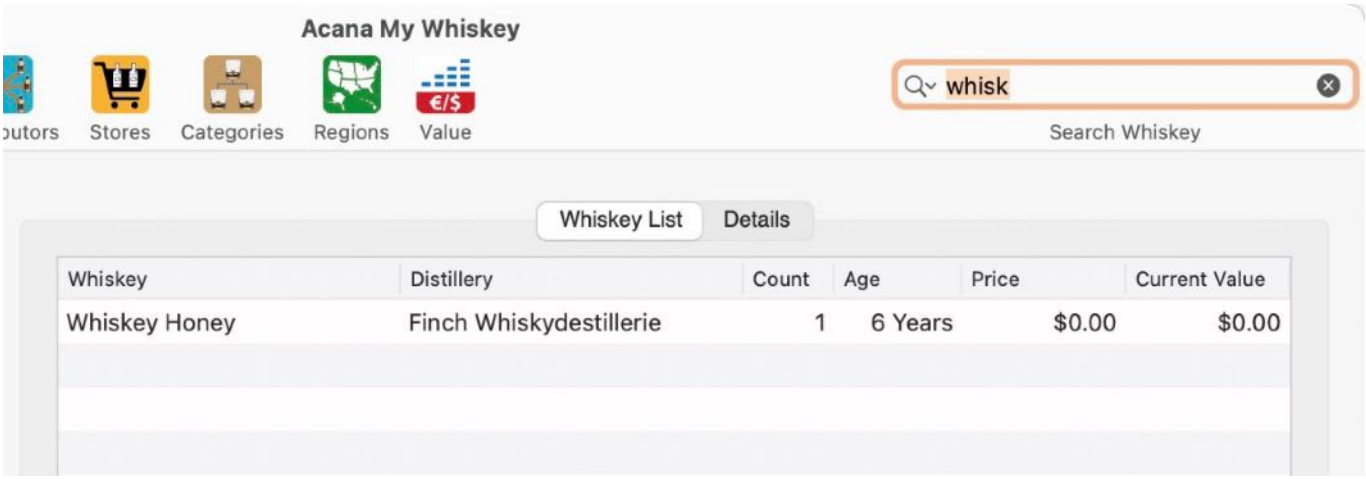
- With or without lines
- Countries with or without national flag

SEARCH WHISKEY

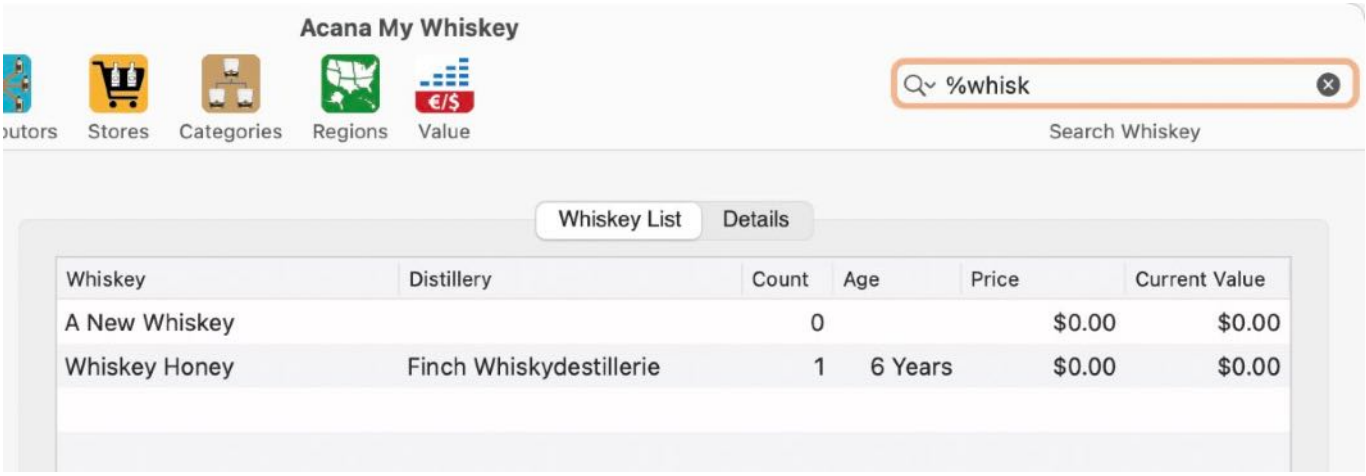
At the top right in the field "Search Whiskey" you can search for a Whiskey. Only the field Whiskey is used for the search. The default search is "starts with". If you want to search for a whiskey that contains a specific word, put a % sign at the beginning of the word you are looking for.

Example:

Search for "whisk" with default search "starts with":

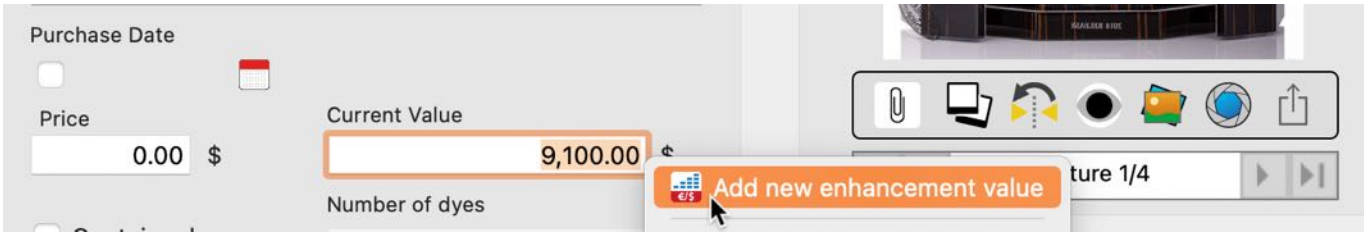


Search for "%whisk" with search "contains":

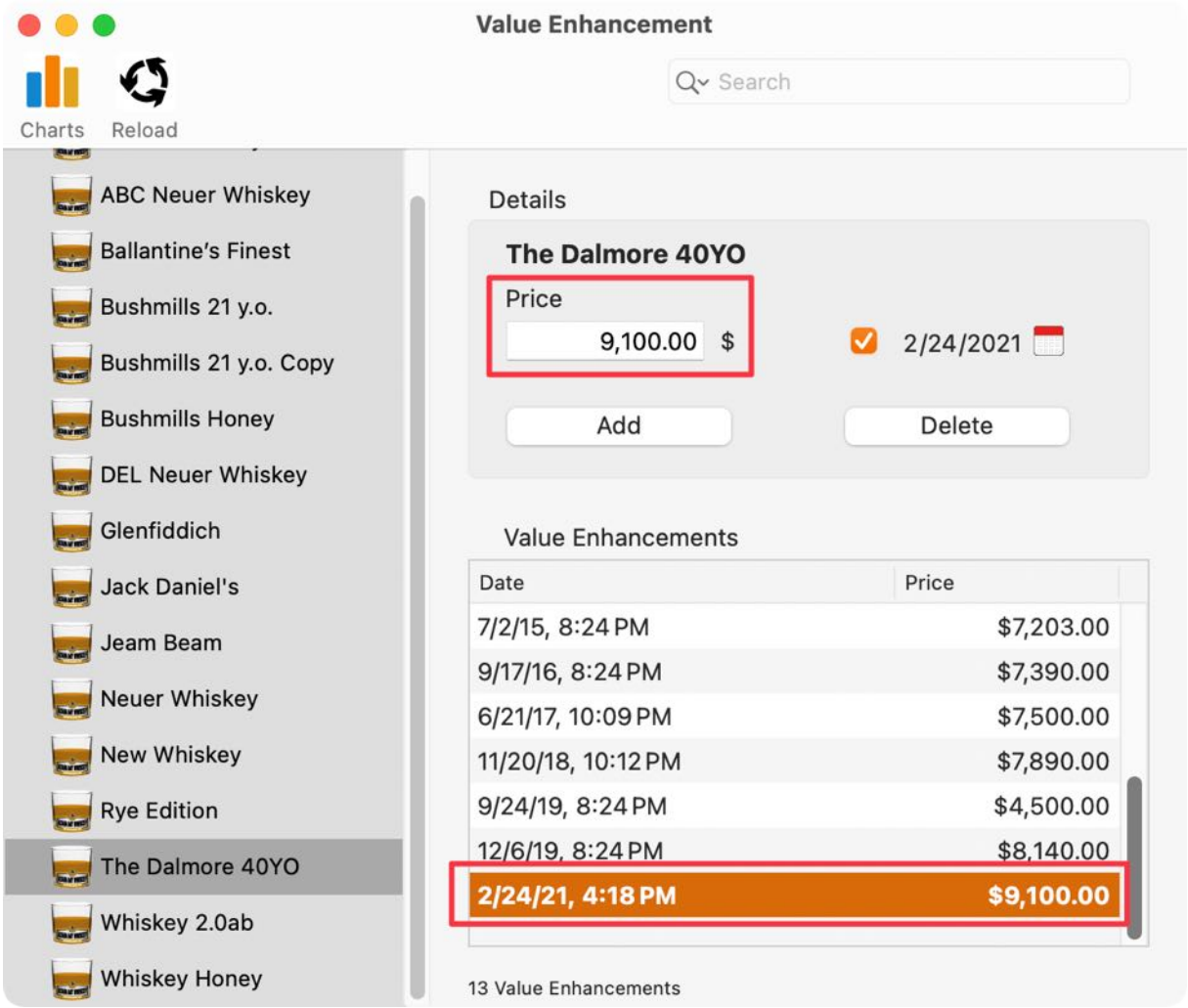


VALUE ENHANCEMENT

For each whiskey any number of value increases can be added. A new increase in value can be added directly in the details in the "Current value" field via the context menu "Add new increase in value".



The Value Increase window opens and the newly entered value increase is displayed.

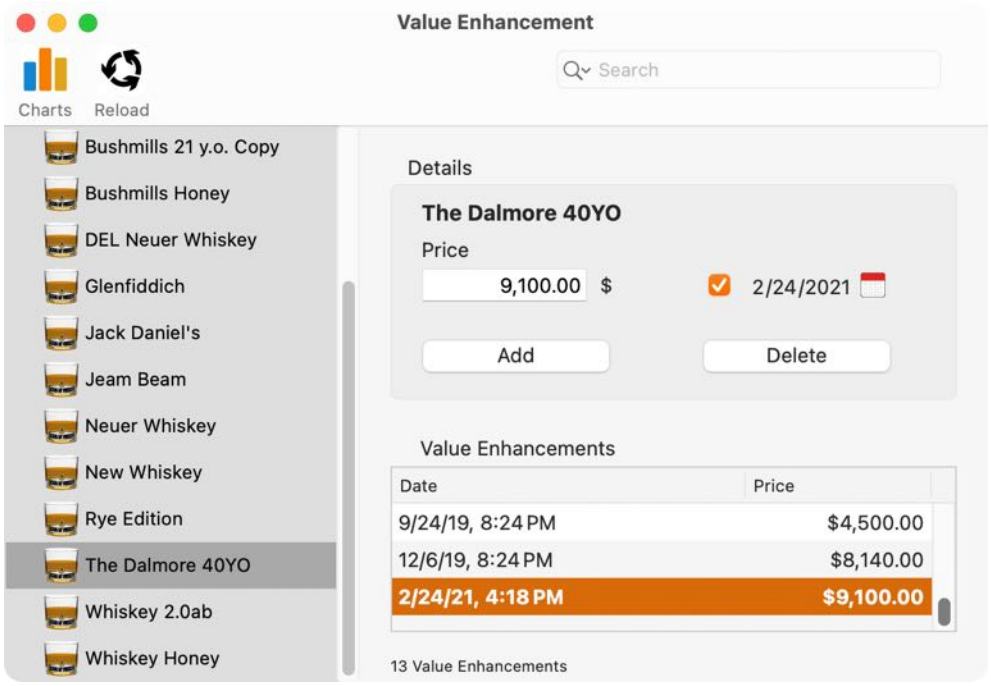


The value increases can be edited, deleted or new ones added in this window. Click on the "Charts" icon to open the window with the graphical evaluation of the value increase..

Click on the "Reload" icon to reload all whiskeys and their increases in value.

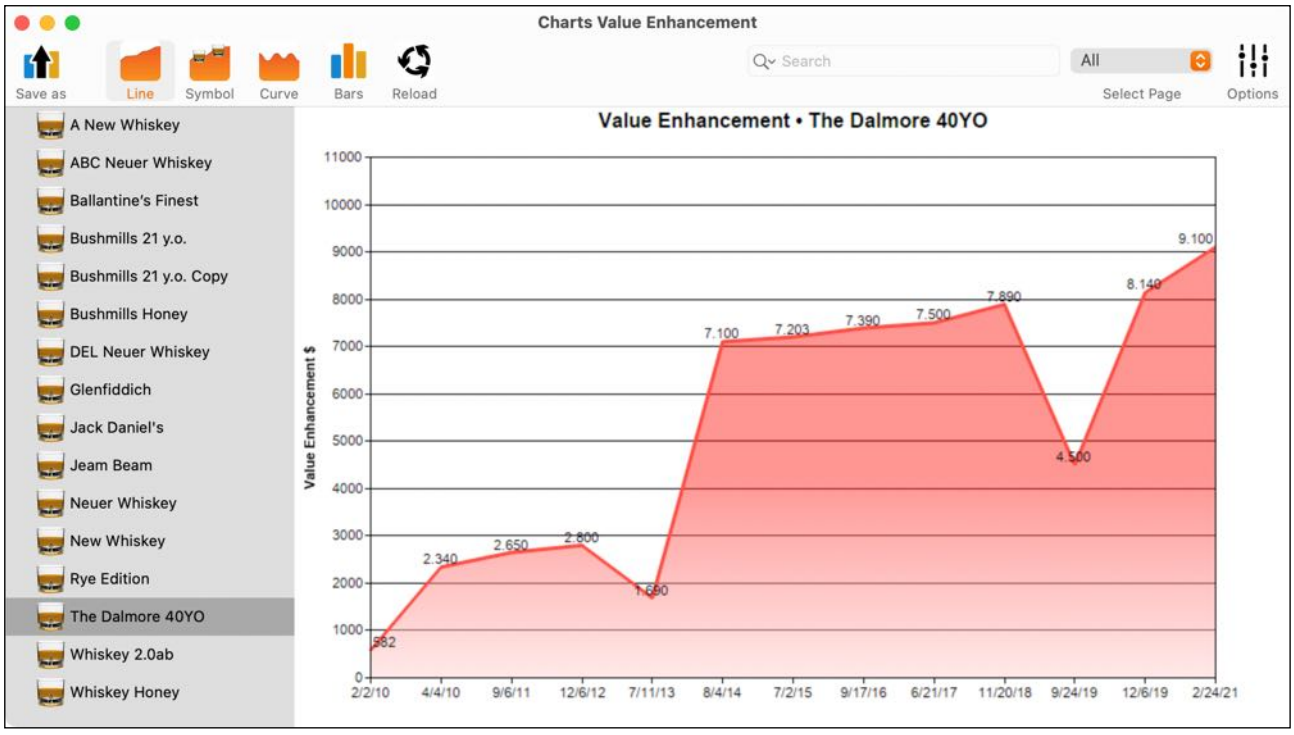
CHARTS VALUE ENHANCEMENT

The evaluation of the increase in value can be considered separately for each whiskey. By clicking on the "Value" icon in the main window, the "Value Increase" window is opened.

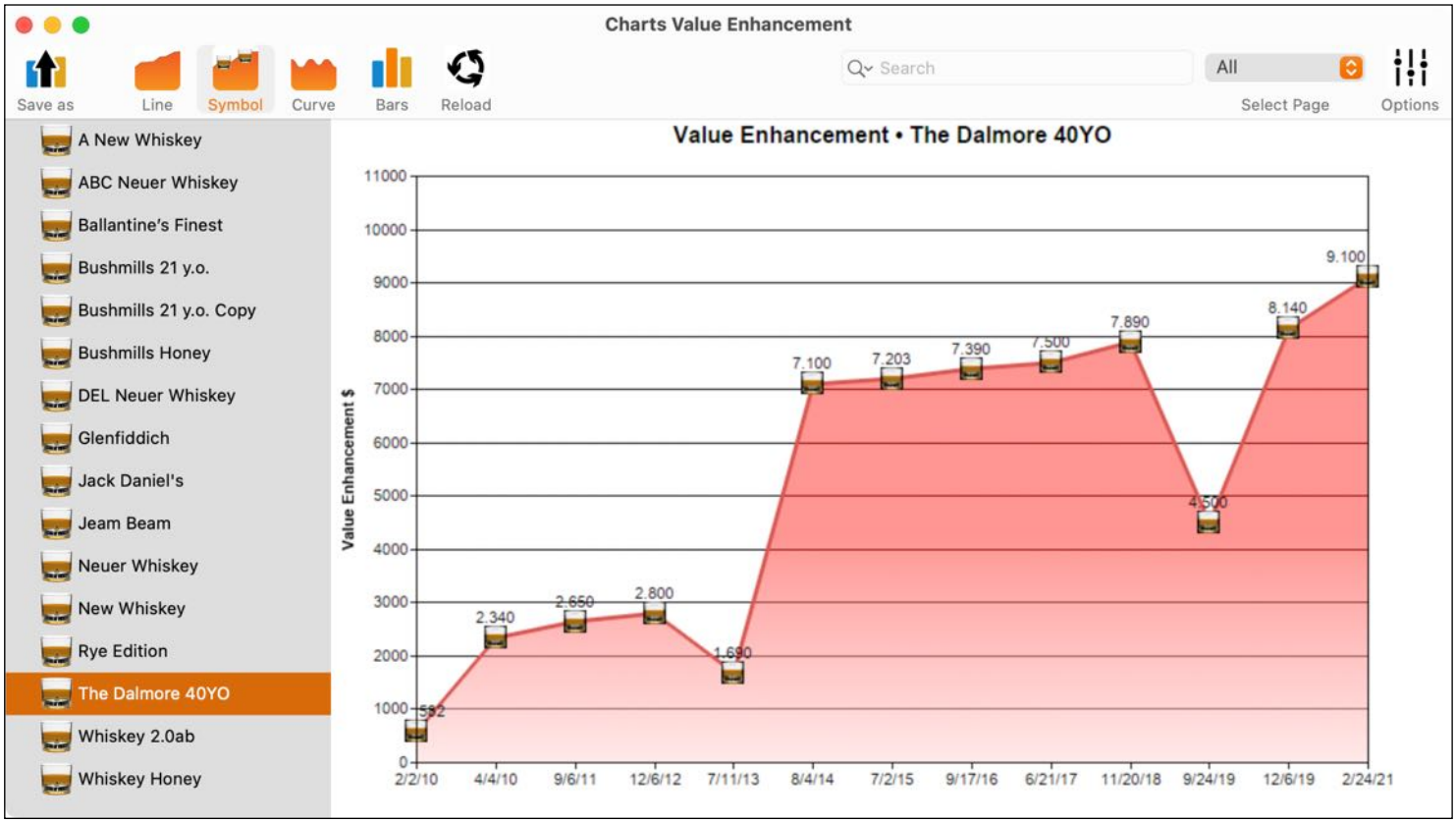


Select a whiskey here and click on the "Charts" icon to open the window with the graphical evaluation of the value increase.

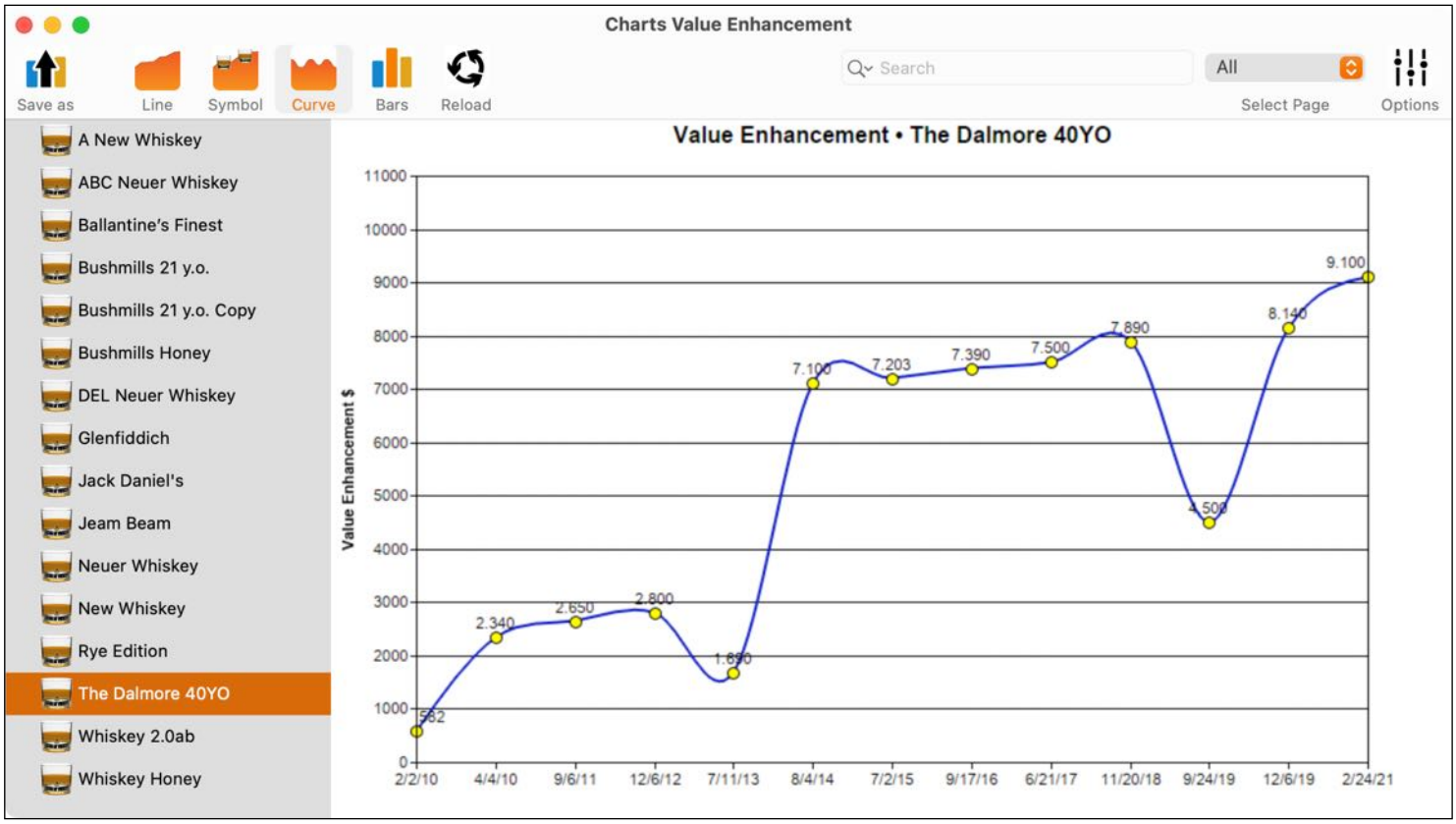
Evaluation with line graphics



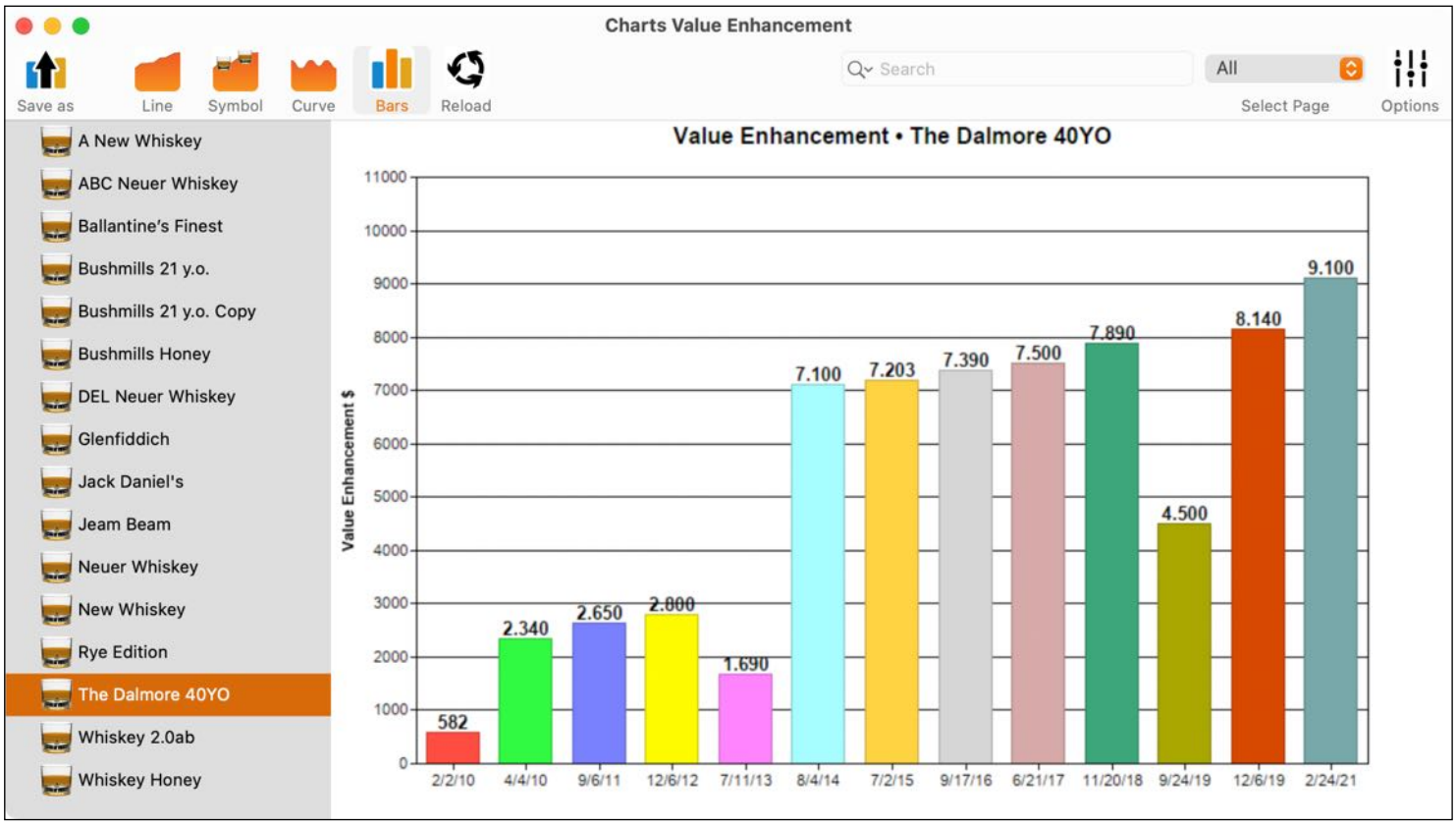
Evaluation with line graphic and whiskey glass icon



Evaluation with curve graphic

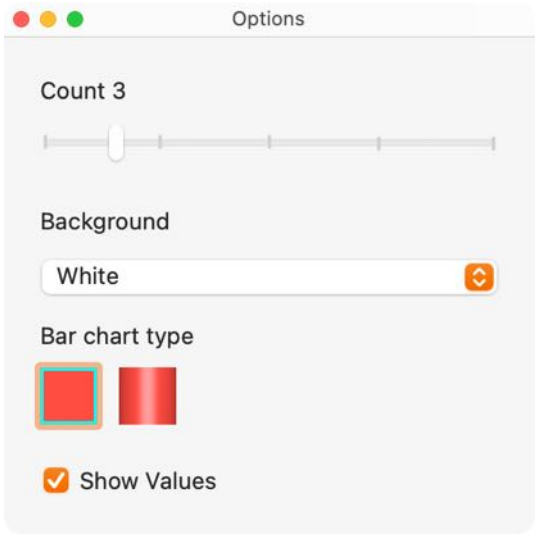


Evaluation with bar charts

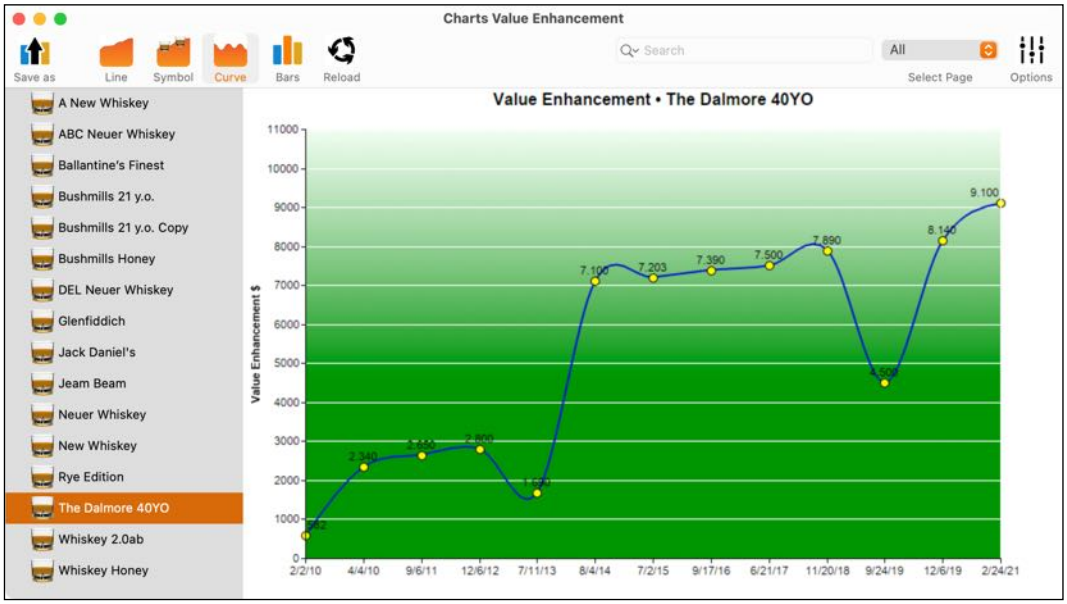


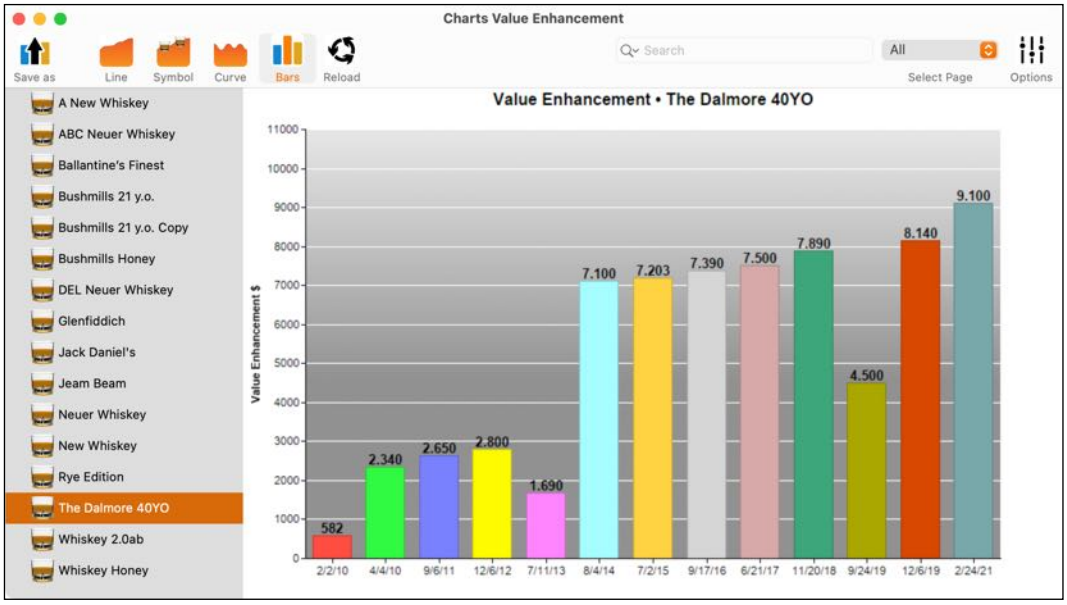
Click on the "Reload" icon to reload all whiskeys and their increases in value.

By clicking on the "Options" icon, various settings for the graphic can be changed.



Background color changed





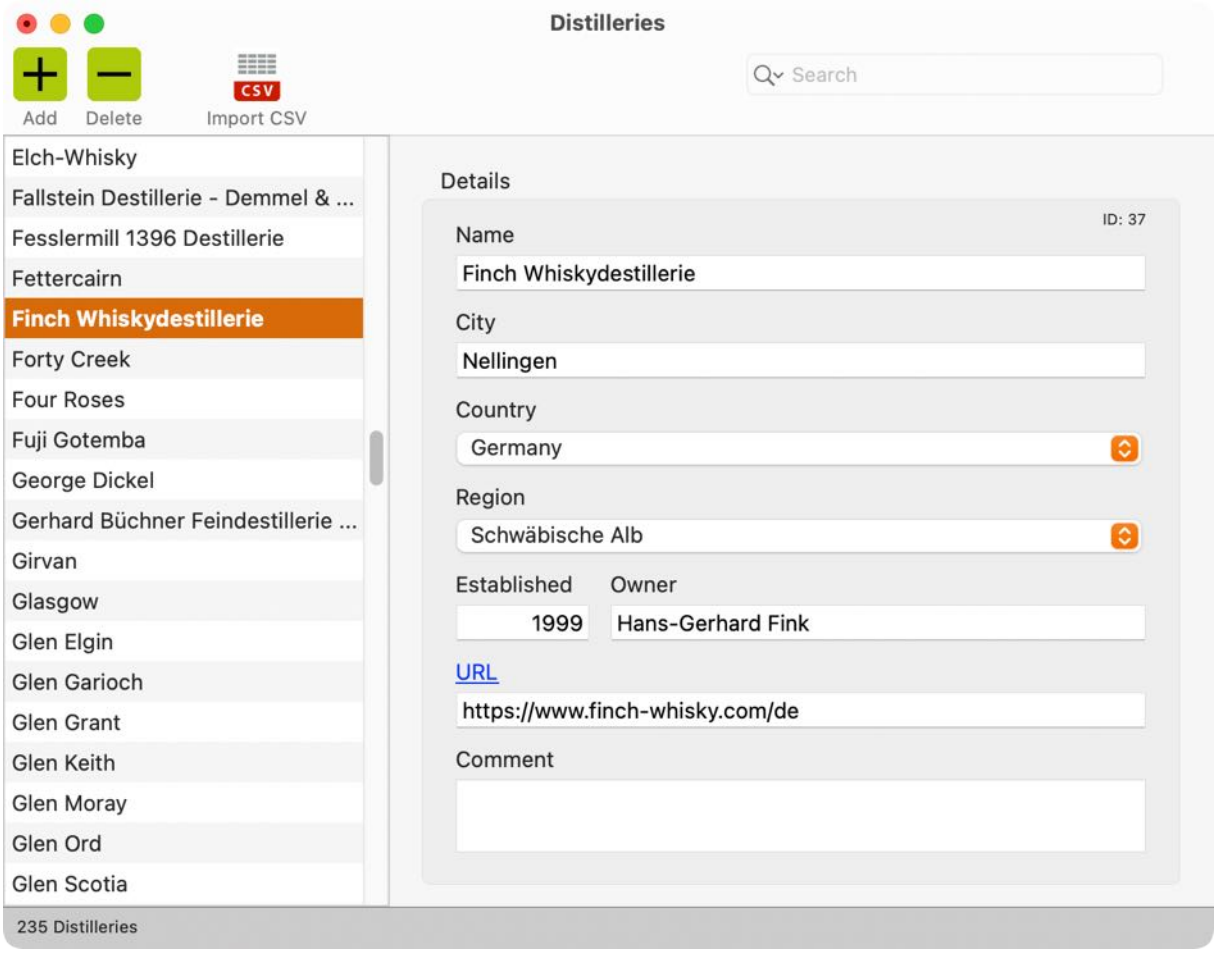
The graphical evaluation can be saved in the following formats:

- Vector graphics
  - PDF
  - SVG
- Pixel graphics
  - PNG
  - JPG
  - JPEG200
  - GIF
  - TGA
  - TIFF
  - WebP

To save the graphic, click on the “Save as” icon and select the appropriate formats from the menu.

MANAGE DISTILLERIES

Click on the "Distilleries" icon to open the distillery management.



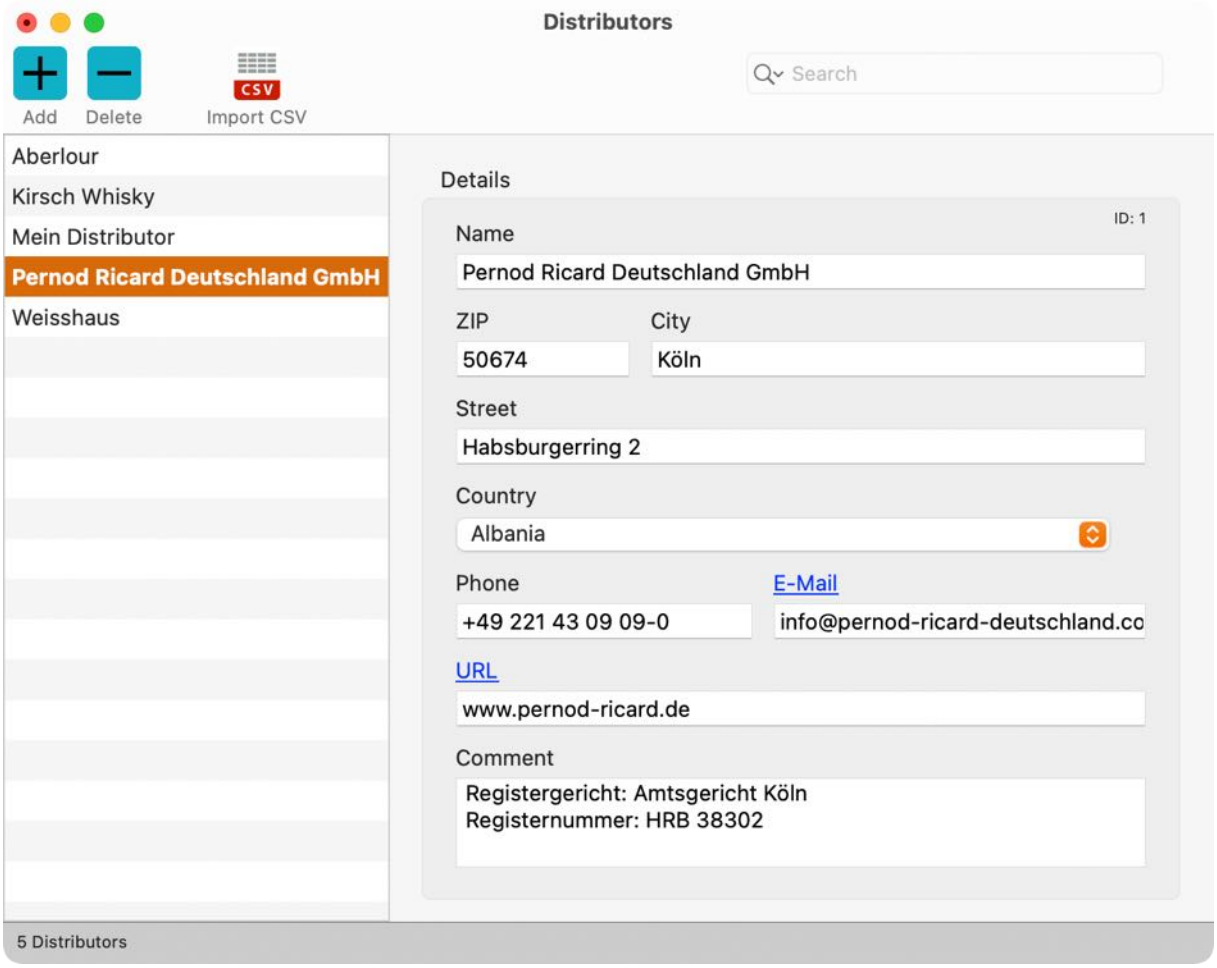
Here distillers can be added, deleted or edited. A distillery can also copied with drag and drop to the store window as a new store, or to the distributor window as a new distributor. For more information read chapter "Drag and Drop entries between distillery, distributor and store"

With the icon "Import CSV" distilleries can be imported via a CSV file.

More information about importing via a CSV file can be found in the chapter "Import from CSV file".

MANAGE DISTRIBUTORS

Click on the "Distributor" icon to open the distributor management.



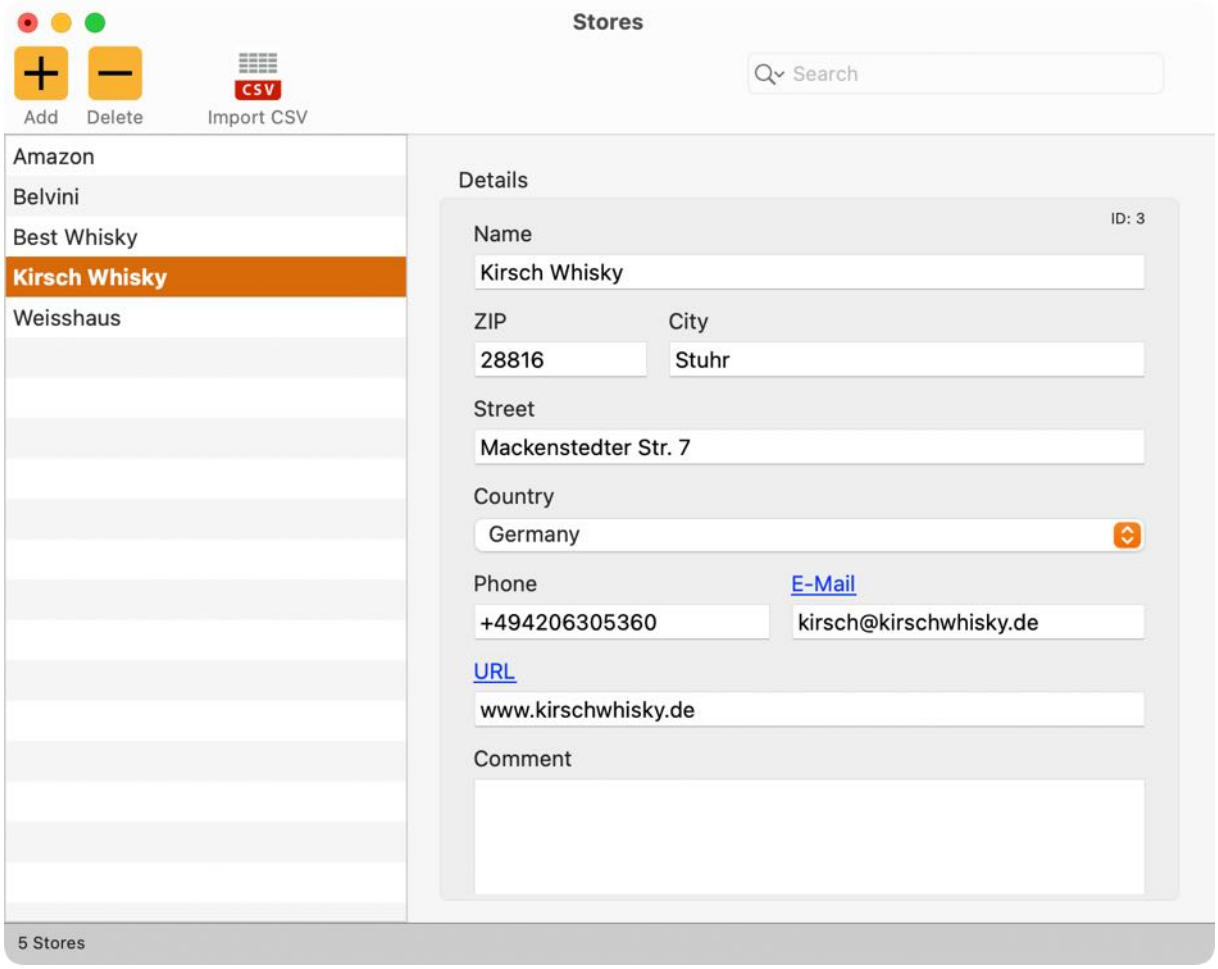
Here distributors can be added, deleted or edited. You can also drag and drop an entry from the distillery window, or store window as a new distributor. A distributor can also copied with drag and drop to the store window as a new store. For more information read chapter "Drag and Drop entries between distillery, distributor and store"

With the icon "Import CSV" distributors can be imported via a CSV file.

More information about importing via a CSV file can be found in the chapter "Import from CSV file".

MANAGE STORES

Click on the "Stores" icon to open the store management.



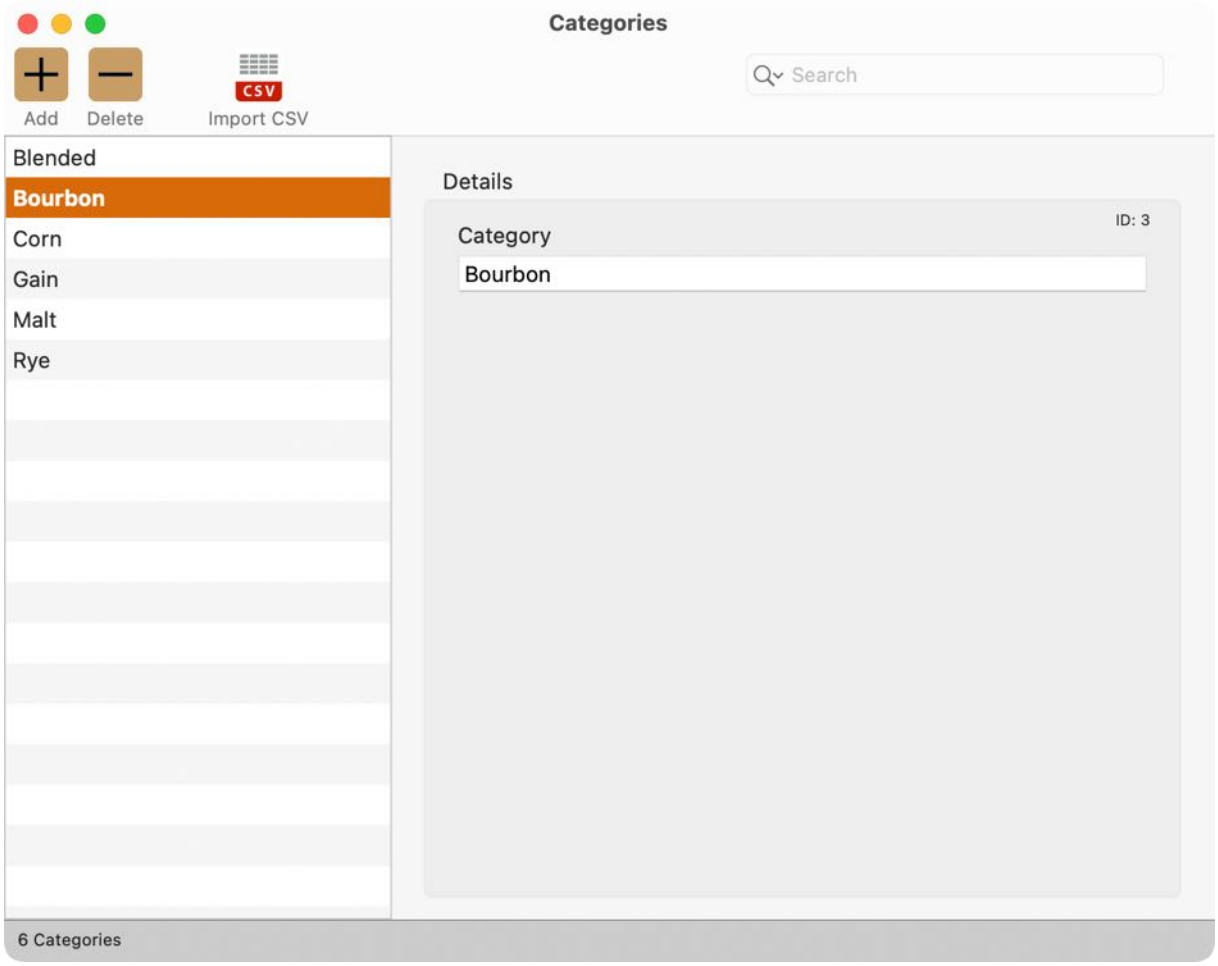
Here stores can be added, deleted or edited. You can also drag and drop an entry from the distillery window, or distributor window as a new store. A store can also copied with drag and drop to the distributor window as a new distributor. For more information read chapter "Drag and Drop entries between distillery, distributor and store"

With the icon "Import CSV" stores can be imported via a CSV file.

More information about importing via a CSV file can be found in the chapter "Import from CSV file".

MANAGE CATEGORIES

Click on the "Categories" icon to open the category management.

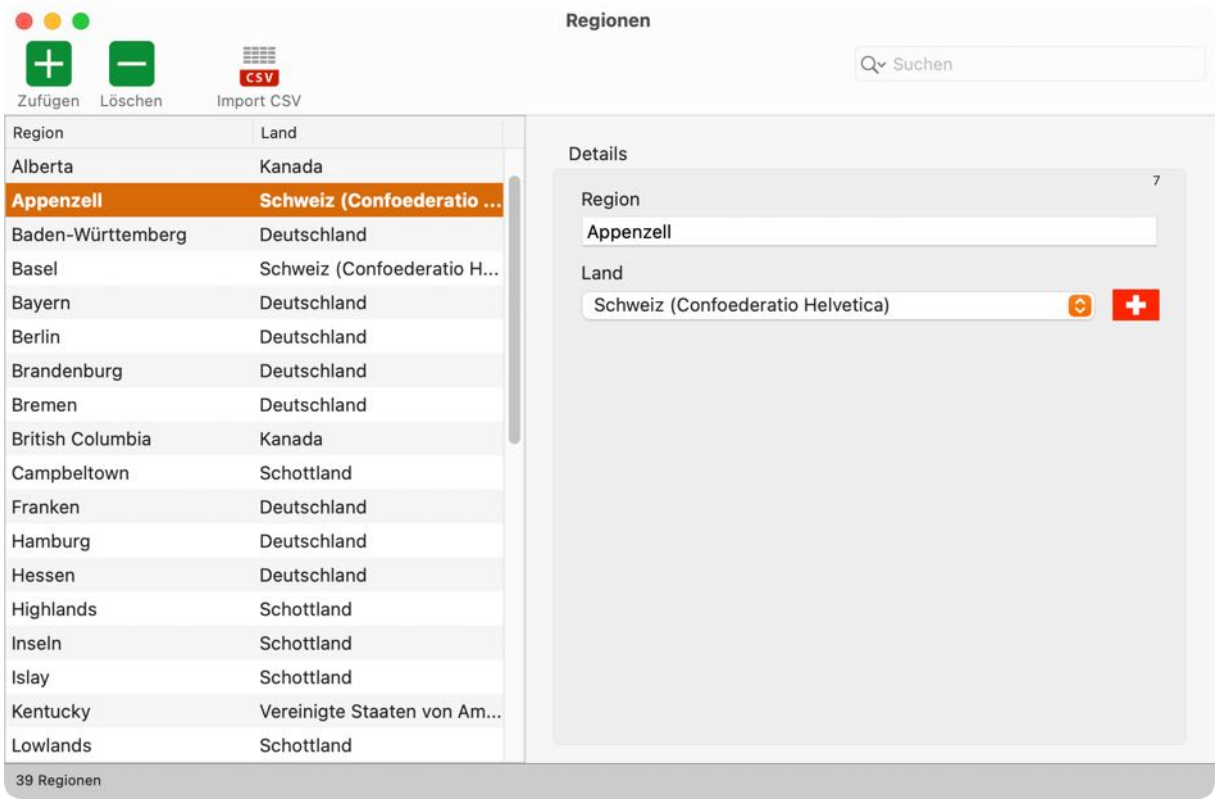


Here categories can be added, deleted or edited. With the icon "Import CSV" categories can be imported via a CSV file.

More information about importing via a CSV file can be found in the chapter "Import from CSV file".

MANAGE REGIONS

Click on the "Regions" icon to open the region management.



Here regions can be added, deleted or edited. With the icon "Import CSV" regions can be imported via a CSV file.

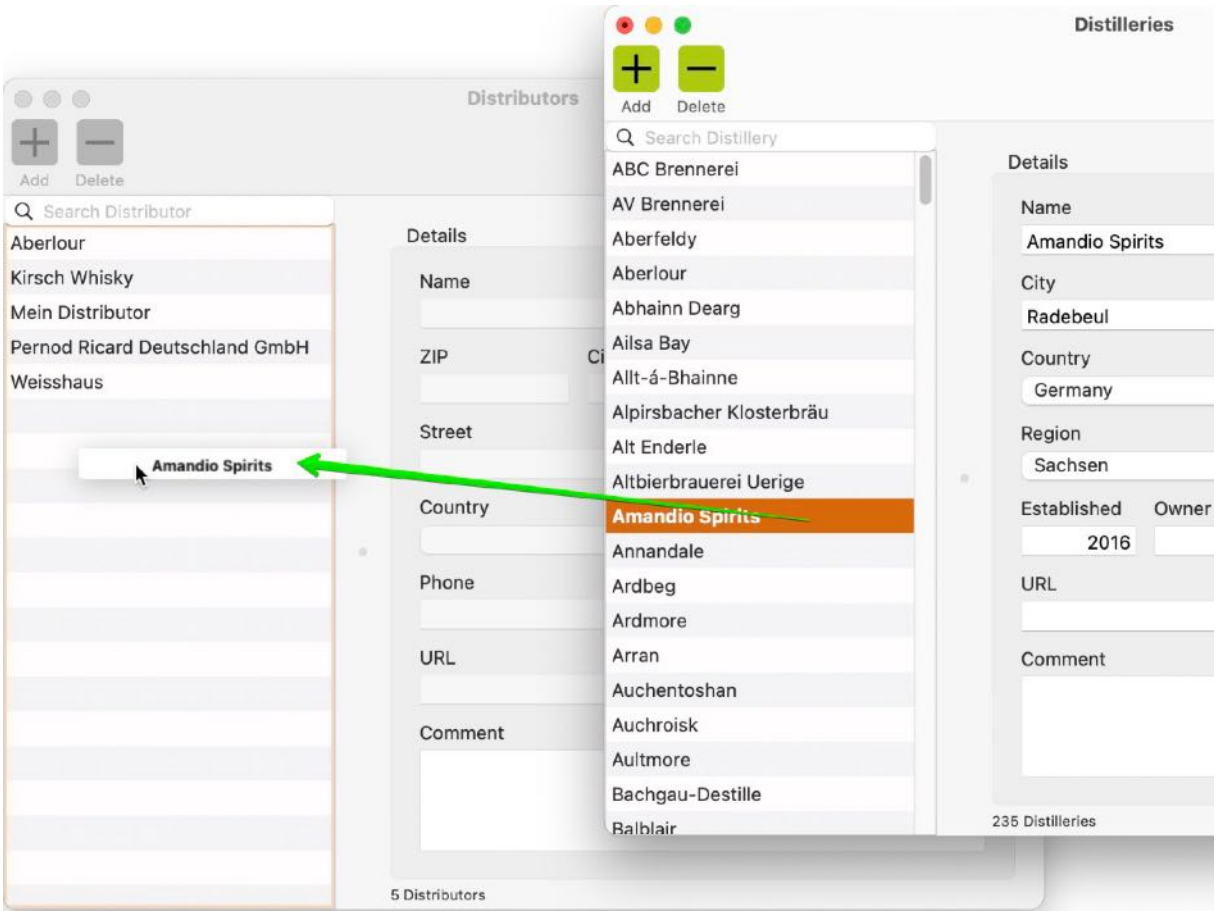
More information about importing via a CSV file can be found in the chapter "Import from CSV file".

DRAG AND DROP BETWEEN DISTILLERY, DISTRIBUTOR AND SHOP

To avoid having to enter the data twice, you can use "Drag and Drop" to copy the entries as follows:

- Distillery => Distributor
- Distillery => Store
- Distributor => Store
- Store => Distributor

Open two windows (e.g. distilleries and distributors): Drag an entry from the list of distilleries to the list of distributors.



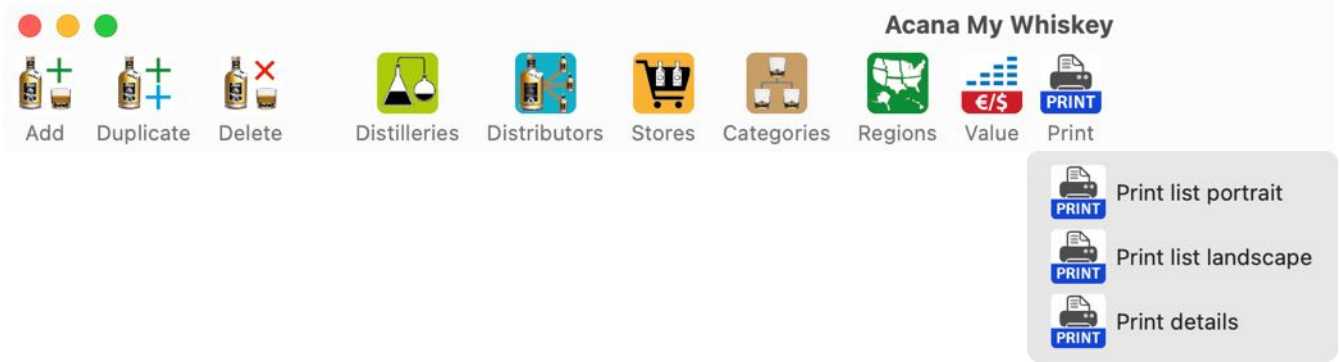
PRINTING

Your whiskey collection can be printed out in three different ways:

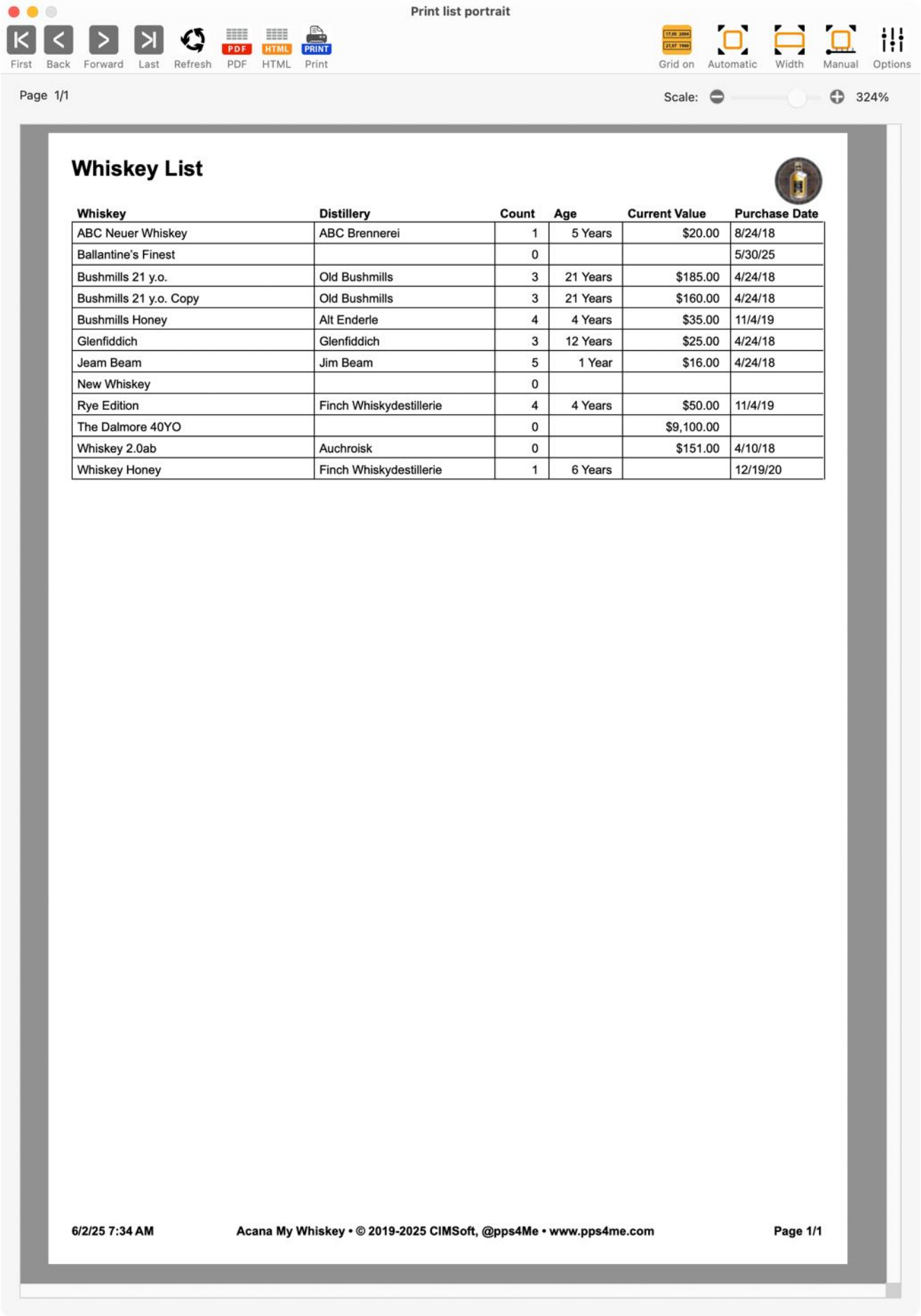
- List in portrait format
- List in landscape format
- One page per whiskey with the most important details

All printouts can be saved directly as PDF or HTML files. To print your whiskey collection, select “File => Print...” from the menu.

Or click on the “Print” icon in the toolbar menu and select the appropriate option from the menu.



Print list in portrait format



Whiskey List

Whiskey	Distillery	Count	Age	Current Value	Purchase Date
ABC Neuer Whiskey	ABC Brennerei	1	5 Years	$20.00	8/24/18
Ballantine's Finest		0			5/30/25
Bushmills 21 y.o.	Old Bushmills	3	21 Years	$185.00	4/24/18
Bushmills 21 y.o. Copy	Old Bushmills	3	21 Years	$160.00	4/24/18
Bushmills Honey	Alt Enderle	4	4 Years	$35.00	11/4/19
Glenfiddich	Glenfiddich	3	12 Years	$25.00	4/24/18
Jeam Beam	Jim Beam	5	1 Year	$16.00	4/24/18
New Whiskey		0			
Rye Edition	Finch Whiskydestillerie	4	4 Years	$50.00	11/4/19
The Dalmore 40YO		0		$9,100.00	
Whiskey 2.0ab	Auchroisk	0		$151.00	4/10/18
Whiskey Honey	Finch Whiskydestillerie	1	6 Years		12/19/20

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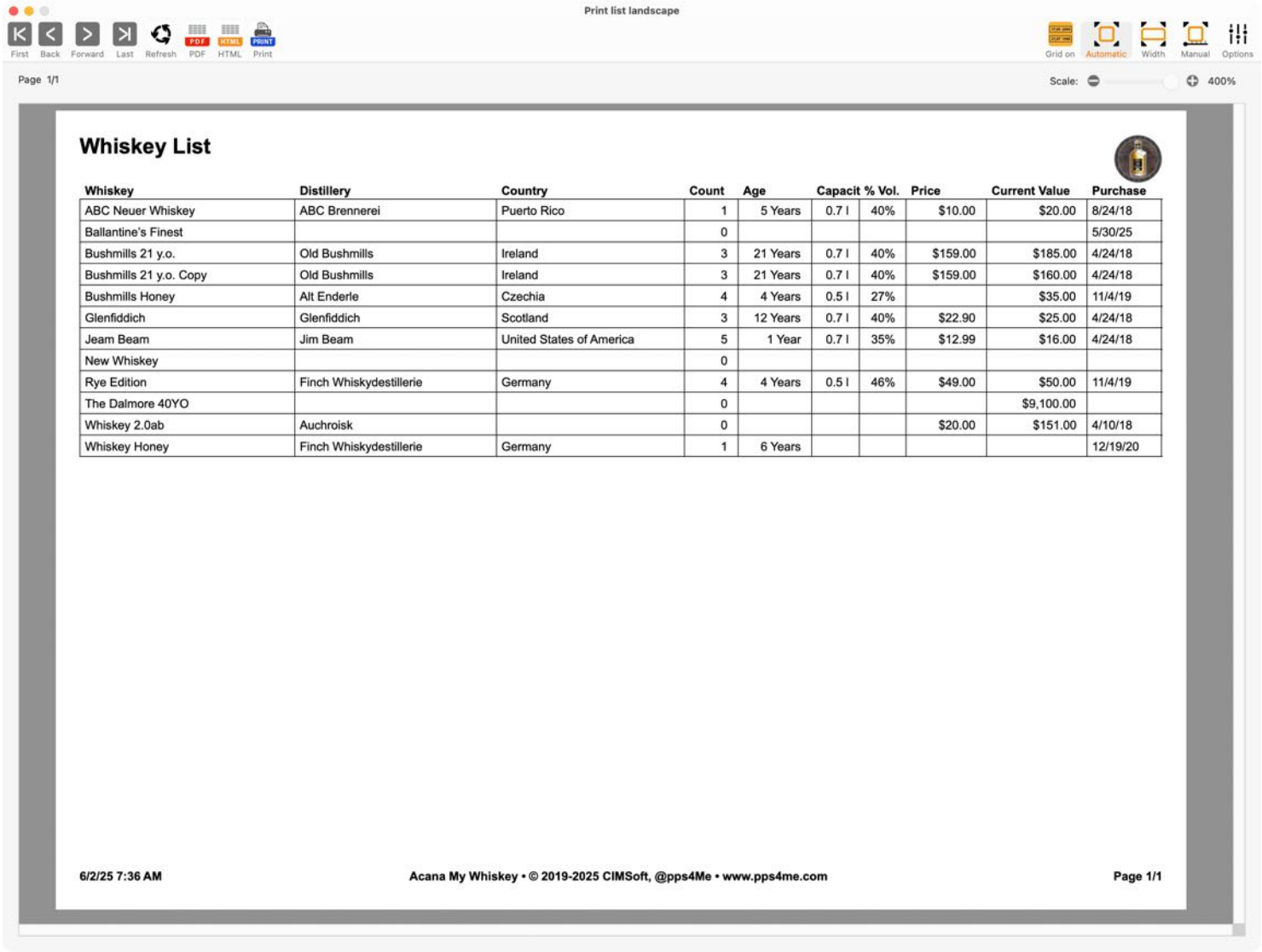
Print list in landscape format



Whiskey List

Whiskey	Distillery	Country	Count	Age	Capacit	% Vol.	Price	Current Value	Purchase
ABC Neuer Whiskey	ABC Brennerei	Puerto Rico	1	5 Years	0.7 l	40%	$10.00	$20.00	8/24/18
Ballantine's Finest			0						5/30/25
Bushmills 21 y.o.	Old Bushmills	Ireland	3	21 Years	0.7 l	40%	$159.00	$185.00	4/24/18
Bushmills 21 y.o. Copy	Old Bushmills	Ireland	3	21 Years	0.7 l	40%	$159.00	$160.00	4/24/18
Bushmills Honey	Alt Enderle	Czechia	4	4 Years	0.5 l	27%		$35.00	11/4/19
Glenfiddich	Glenfiddich	Scotland	3	12 Years	0.7 l	40%	$22.90	$25.00	4/24/18
Jeam Beam	Jim Beam	United States of America	5	1 Year	0.7 l	35%	$12.99	$16.00	4/24/18
New Whiskey			0						
Rye Edition	Finch Whiskydestillerie	Germany	4	4 Years	0.5 l	46%	$49.00	$50.00	11/4/19
The Dalmore 40YO			0					$9,100.00	
Whiskey 2.0ab	Auchroisk		0				$20.00	$151.00	4/10/18
Whiskey Honey	Finch Whiskydestillerie	Germany	1	6 Years					12/19/20

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Print Details

Print details

First Back Forward Last Refresh HTML Print Grid off Automatic Width Manual Options

Page 3/12 Scale: 200%

Whiskey details

Whiskey

Bushmills 21 y.o.

Subtitle:	
Capacity in liters	0.7
Alcohol % Vol.	40.0 %
Count of bottles	3
Price	$159.00
Current Value	$185.00
Purchase Date:	4/24/18
Storage/Age In Years	21
Contains dye	Yes
Number of dyes	1
Add-on	
Special Treatment	Cool-filtered
Bottler	Original bottling
Category	Blended
Country	Ireland
Region	Nordirland
Distillery	Old Bushmills
Distributor	Mein Distributor
Store	Kirsch Whisky

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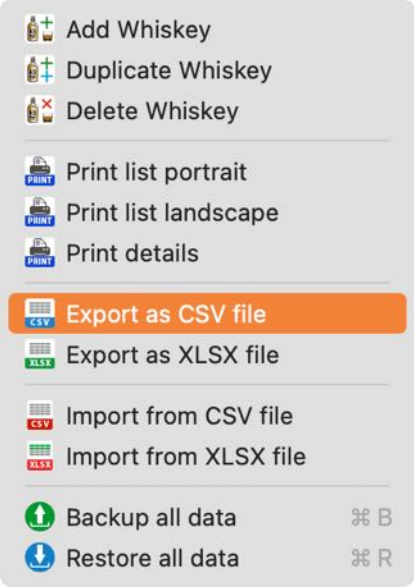
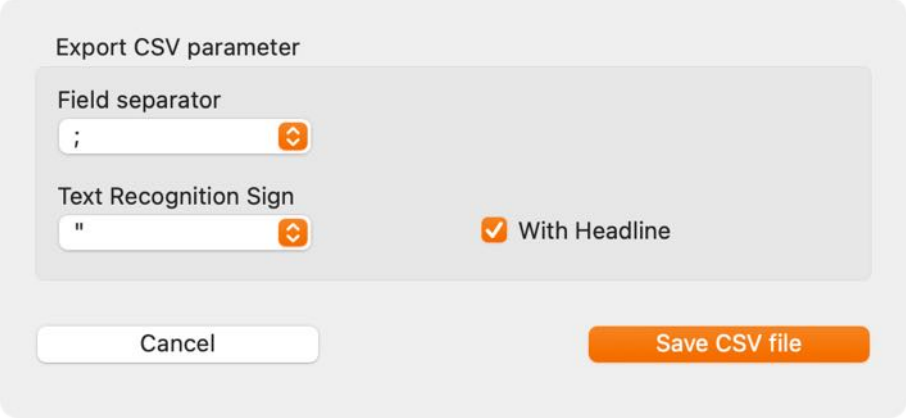
EXPORT AS CVS FILE

Deine Whiskey Sammlung kann als CSV Datei exportiert werden. Wähle dazu im Menü "Ablage => Export als CSV Datei" aus.



Parameters for the export in CSV format:



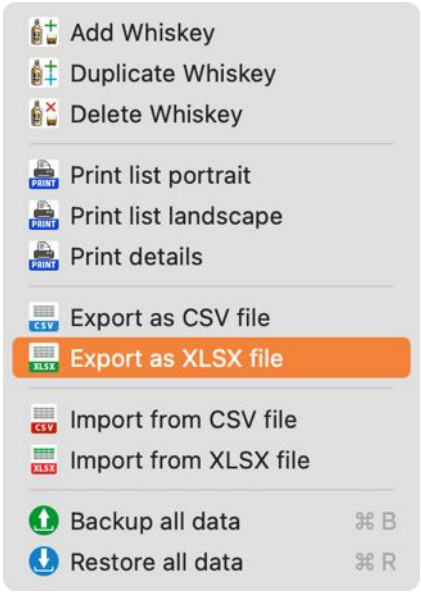
Preview of exported CSV file:

Acana Mein Whiskey Export.csv — Öffnen mit Numbers

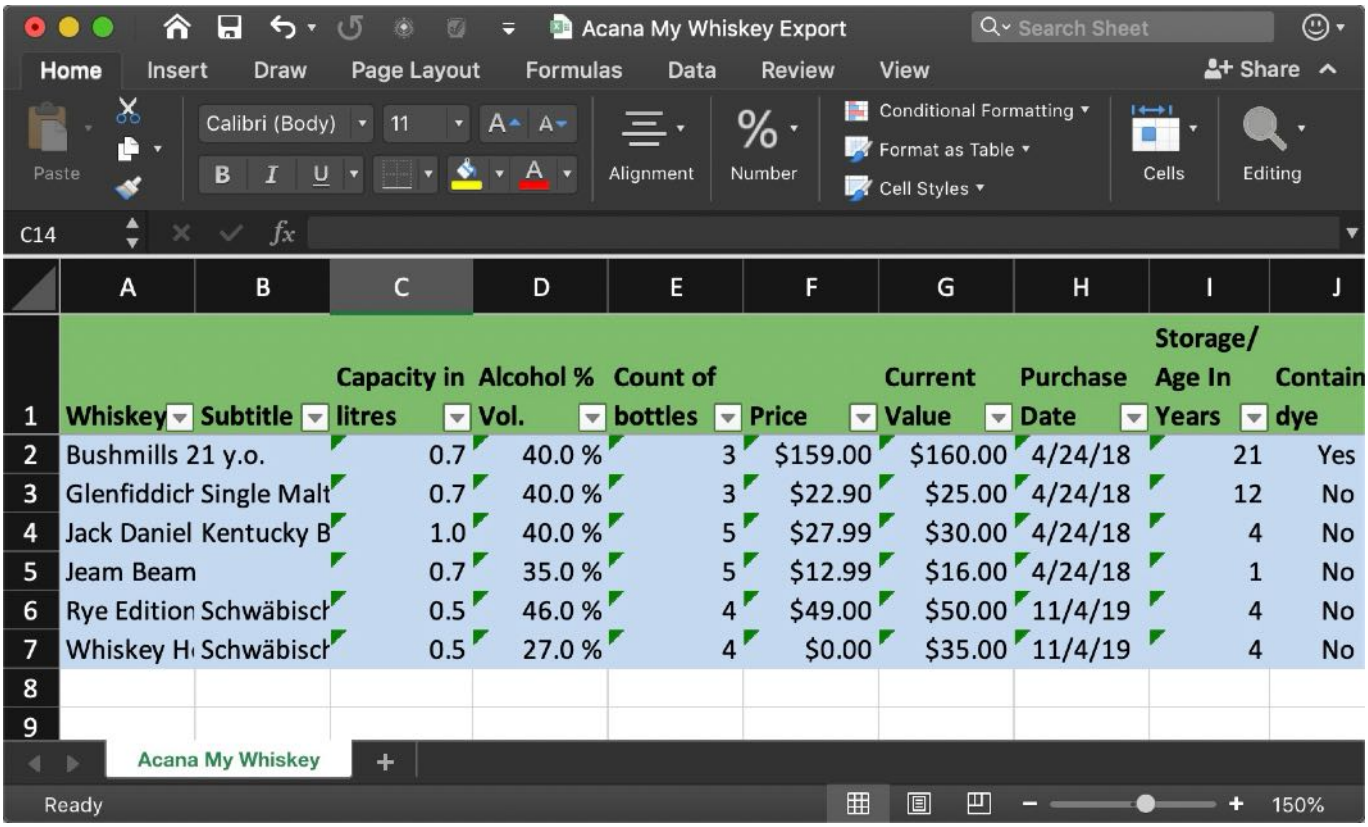
Whiskey	Untertitel	Inhalt in Liter	Alkohol % Vol.	Anzahl der Flaschen	Preis	aktueller Wert	Kaufdatum	Lagerung/Alter in Jahre
Bushmills 21 y.o.		0	7	40	0 %	3	159	00 €
Glenfiddich	Single Malt Scotch Whisky	0	7	40	0 %	3	22	90 €
Jack Daniel's	Kentucky Bourbon	1	0	40	0 %	5	27	99 €
Jeam Beam		0	7	35	0 %	5	12	99 €
Neuer Whiskey		0	0	0	0 %		0	00 €
Rye Edition	Schwäbischer Hochland Whisky	0	5	46	0 %	4	49	00 €
Whiskey Honig	Schwäbischer Hochland Whisky-Honig Likör	0	5	27	0 %	4	0	00 €

EXPORT AS EXCEL® XLSX FILE

Deine Whiskey Sammlung kann als Excel® XLSX Datei exportiert werden. Wähle dazu im Menü "Ablage => Export als XLSX Datei" aus.



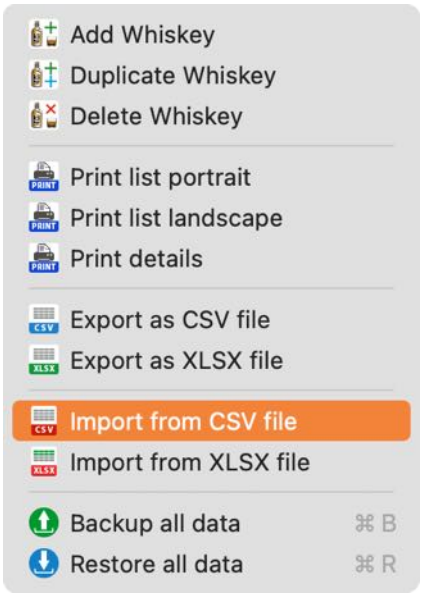
Your whiskey collection in Microsoft Excel®

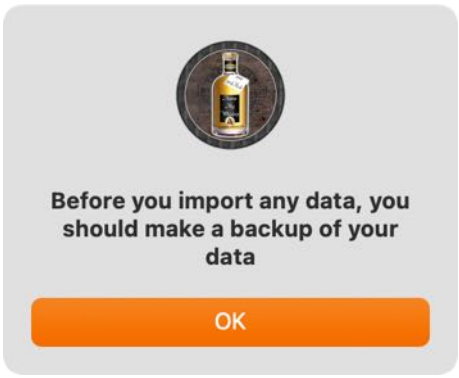


	A	B	C	D	E	F	G	H	I	J
1	Whiskey	Subtitle	Capacity in litres	Alcohol % Vol.	Count of bottles	Price	Current Value	Purchase Date	Storage/ Age In Years	Contain dye
2	Bushmills 21 y.o.		0.7	40.0 %	3	$159.00	$160.00	4/24/18	21	Yes
3	Glenfiddich	Single Malt	0.7	40.0 %	3	$22.90	$25.00	4/24/18	12	No
4	Jack Daniel	Kentucky B	1.0	40.0 %	5	$27.99	$30.00	4/24/18	4	No
5	Jeam Beam		0.7	35.0 %	5	$12.99	$16.00	4/24/18	1	No
6	Rye Edition	Schwäbisch	0.5	46.0 %	4	$49.00	$50.00	11/4/19	4	No
7	Whiskey H	Schwäbisch	0.5	27.0 %	4	$0.00	$35.00	11/4/19	4	No
8										
9										

IMPORT FROM CSV FILE

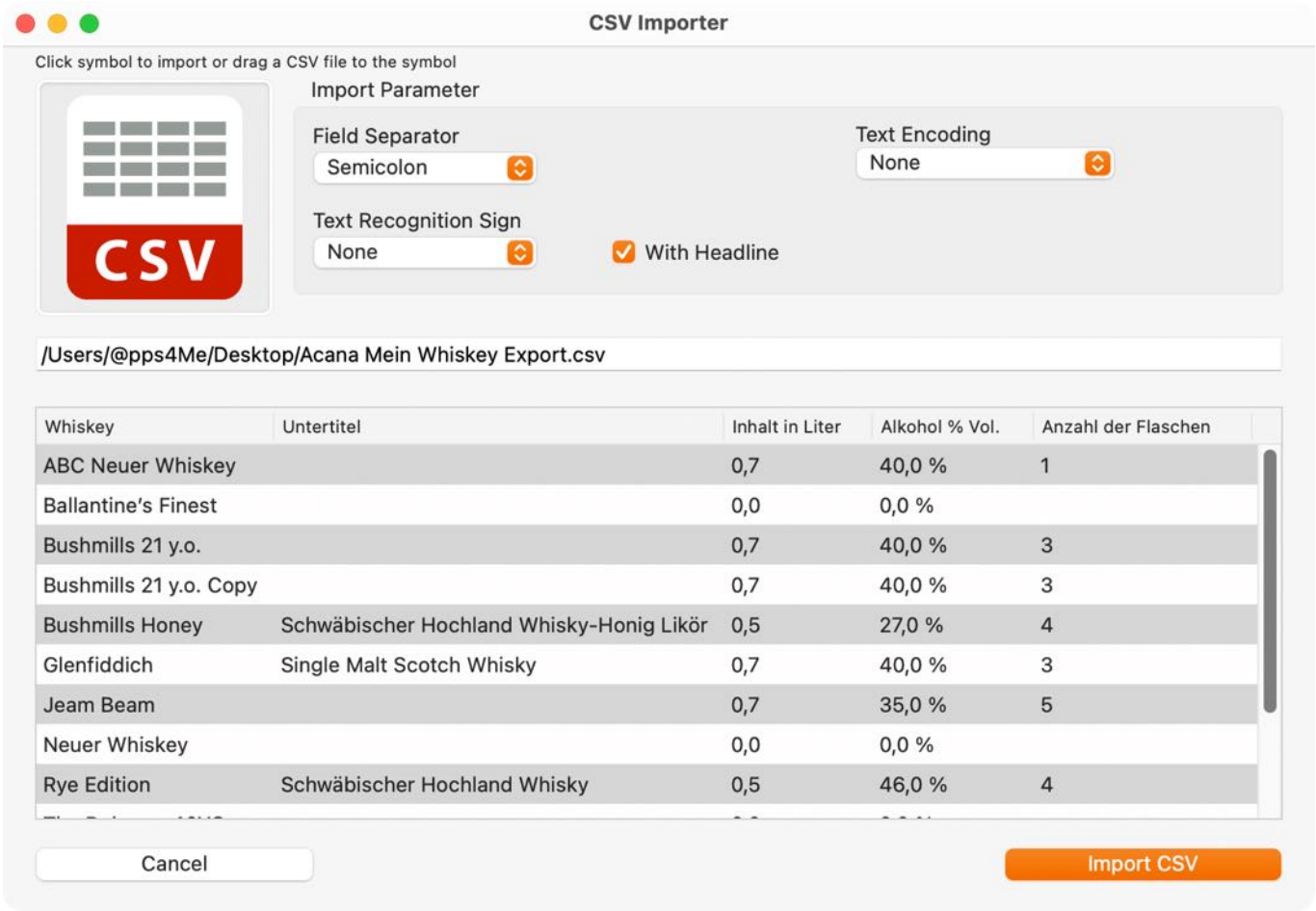
You can be import entries to your whiskey collection from a CSV file. Select "File => Import from CSV file" from the menu.



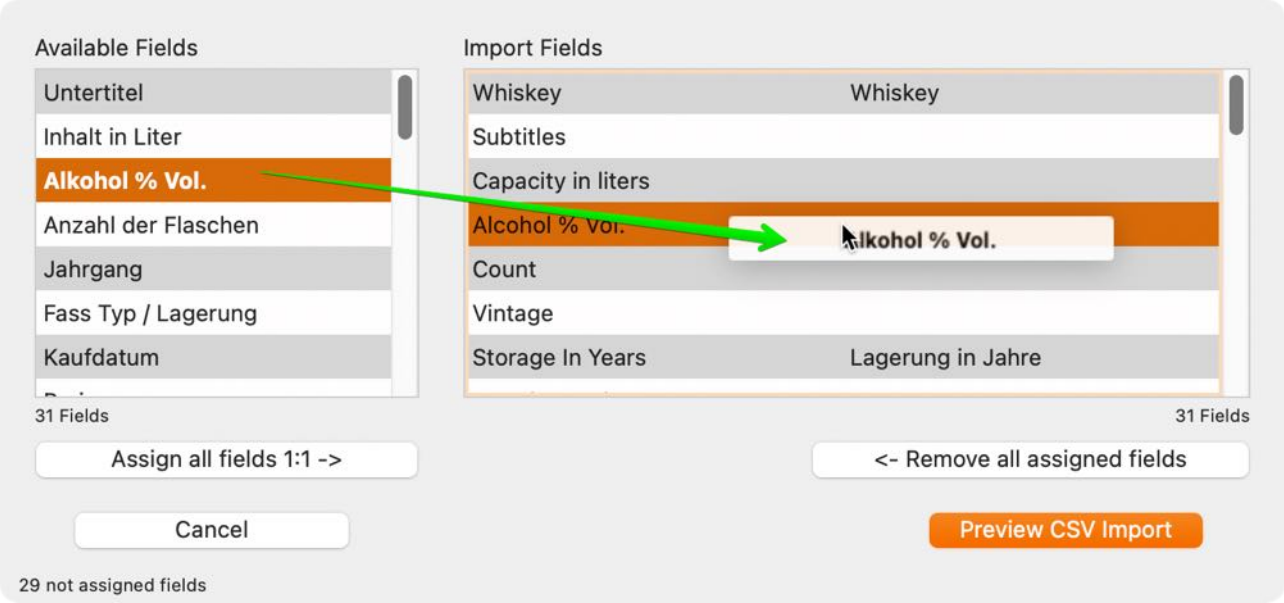


CSV Import window:

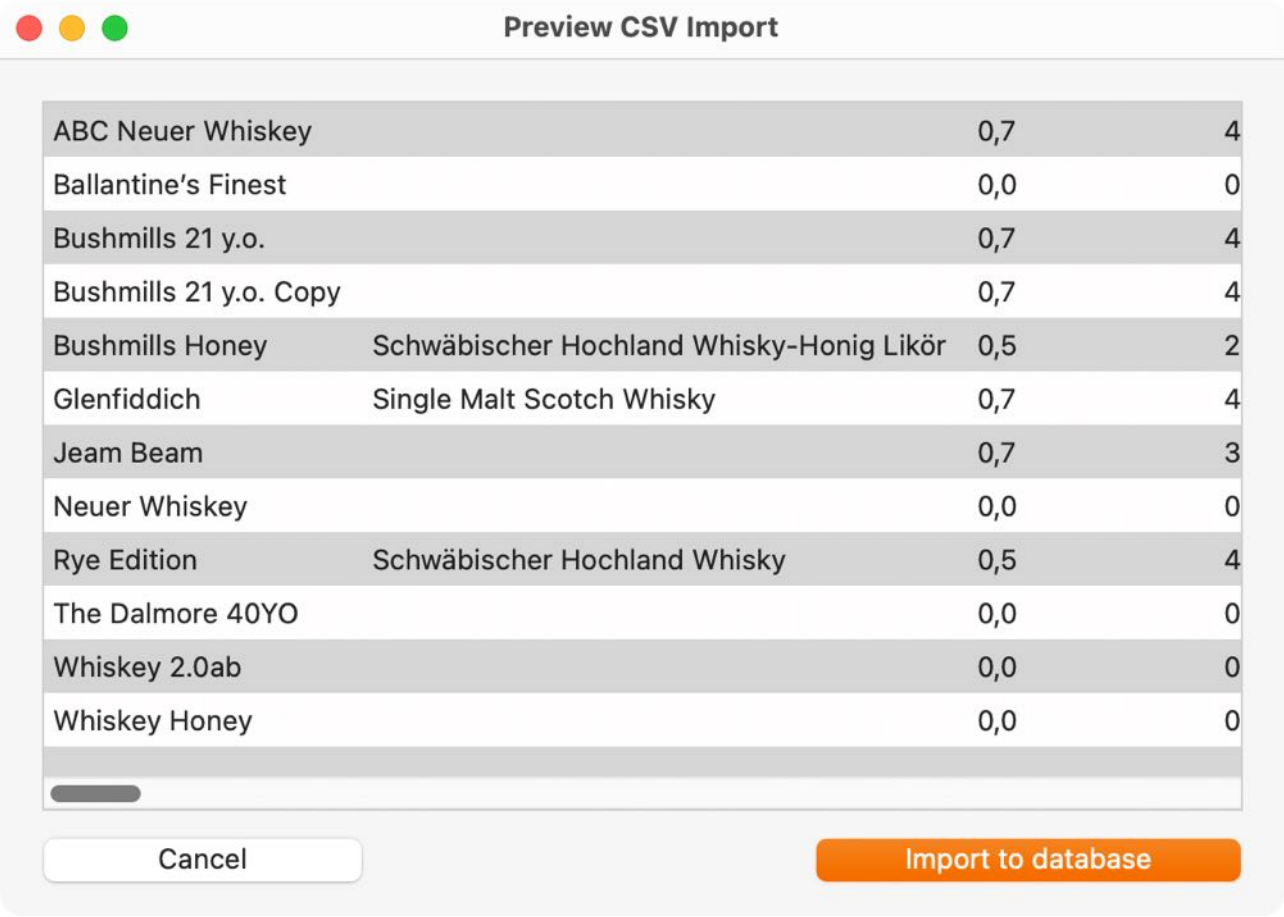
For import drag a CSV file onto the CSV icon, or click on the icon and select a CSV file. Set the import parameters so that the preview of the data in the table gives the best result and click on "Import CSV".



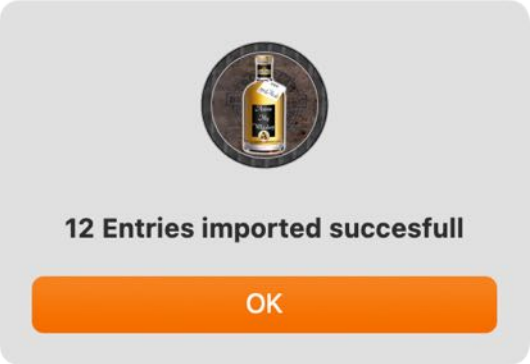
Now the "Available fields" from the CSV file must be assigned to the "Import fields". If all fields and the order are the same, click on "Assign all fields 1:1". If this is not the case, then drag the individual fields from "Available fields" to a corresponding field in the list "Import fields". If a field has been incorrectly assigned, simply drag it back into the list of "Available Fields".



Once all fields have been assigned, click on "Preview CSV Import".



If the preview of the file is OK, click on "Import into database".



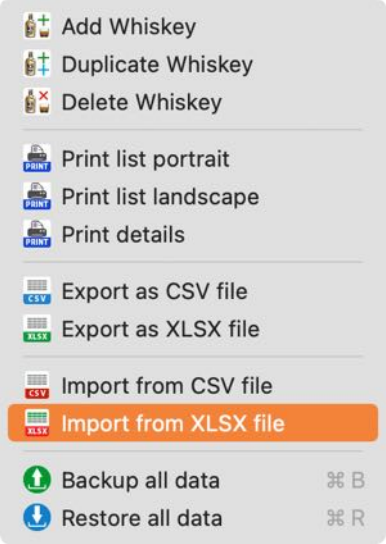
his import feature is also available for the following data:

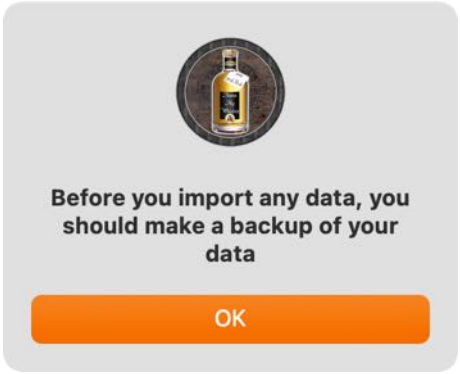
- Distilleries
- Distributors
- Stores
- Categories
- Regions

The handling and the procedure for importing this data is the same as described above.

IMPORT FROM XLSX FILE

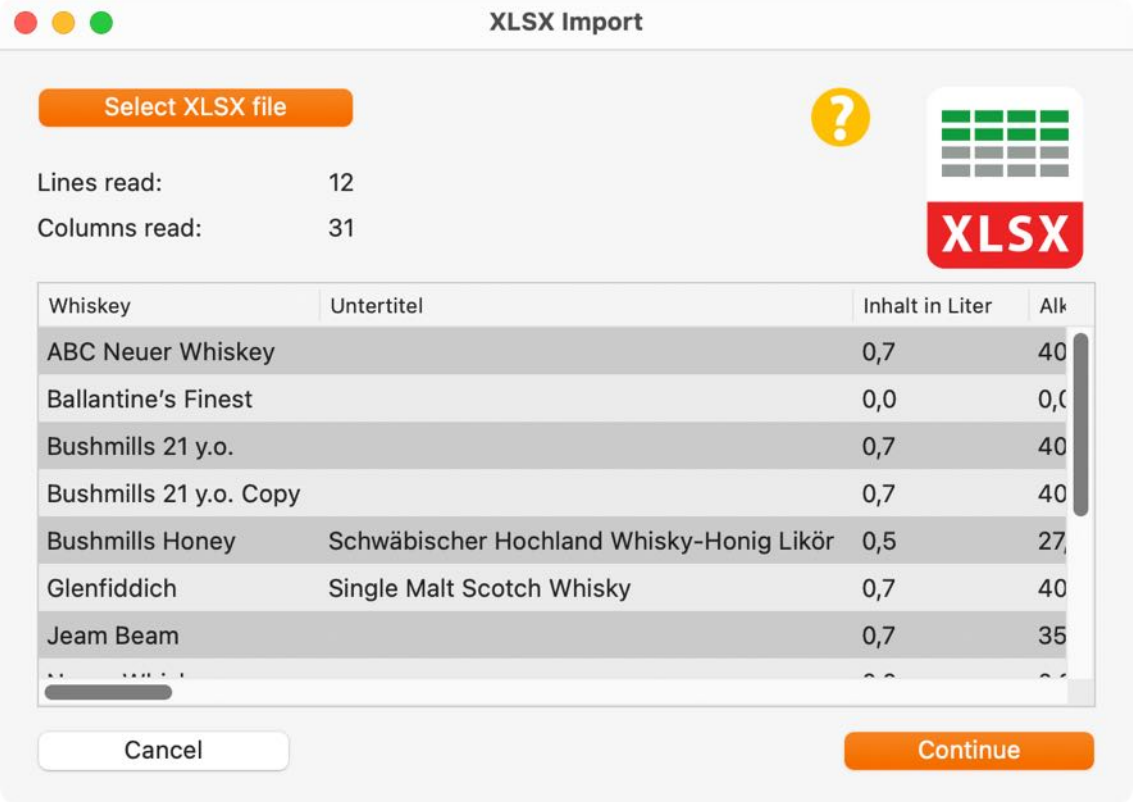
You can be import entries to your whiskey collection from a Excel® XLSX file. Select "File => Import from XLSX file" from the menu.





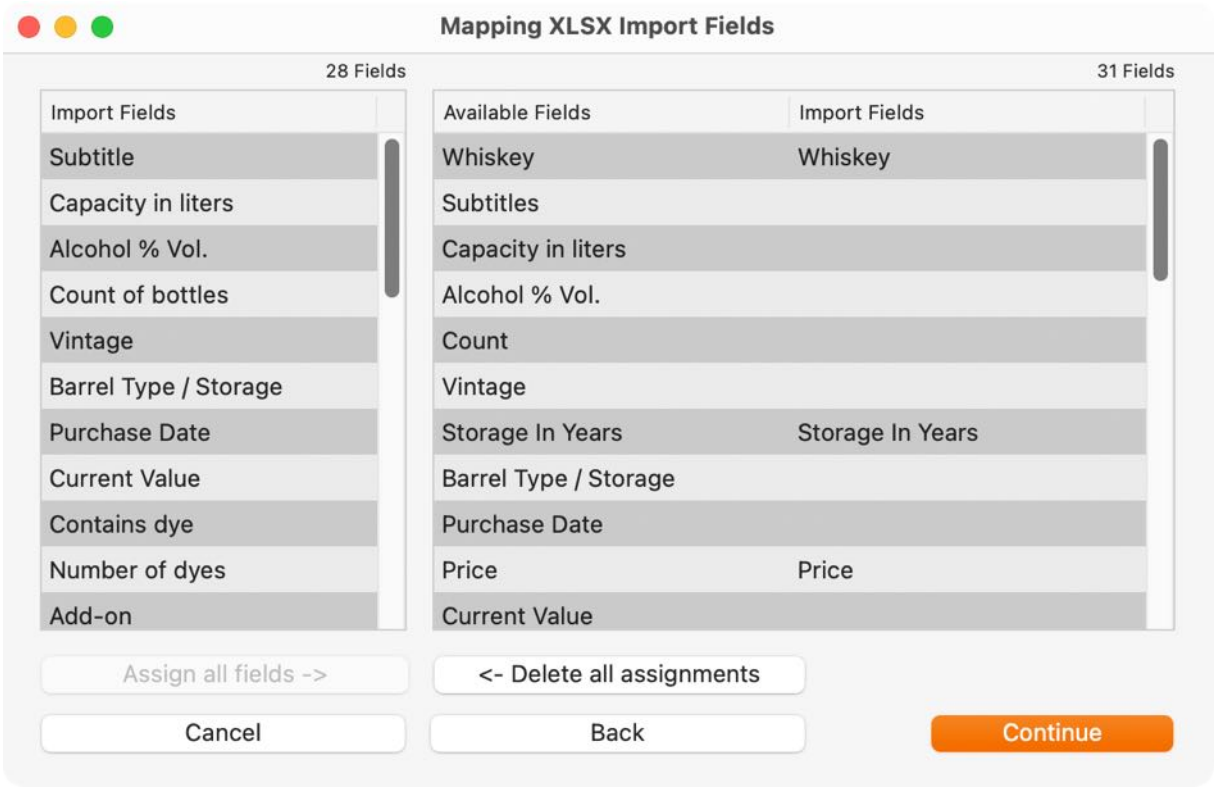
XLSX import window:

For import click "Select XLSX file" and select an XLSX file. The preview of the data will be displayed in the table. Now click on “Continue".



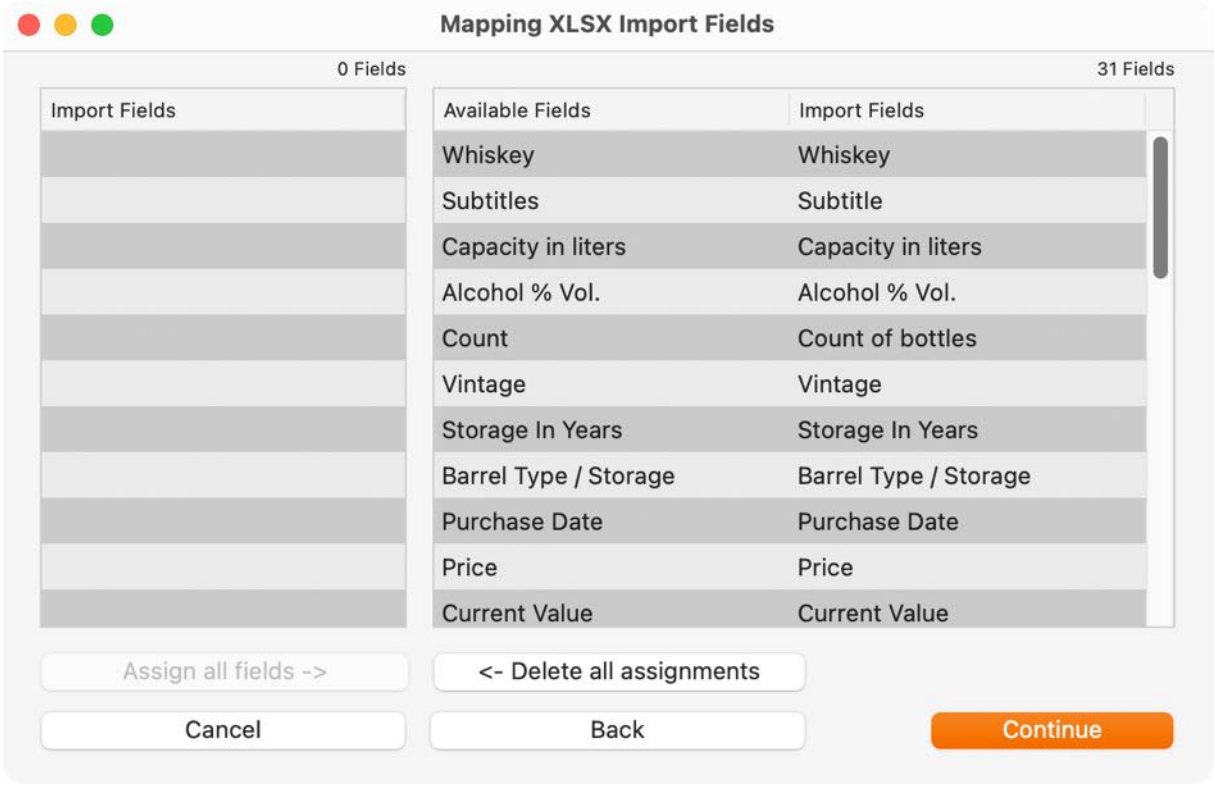
Now the "Available fields" from the XLSX file must be assigned to the "Import fields". If all fields and the order are the same, click on "Assign all fields 1:1". If this is not the case, then drag the individual fields

from "Available fields" to a corresponding field in the list "Import fields". If a field has been incorrectly

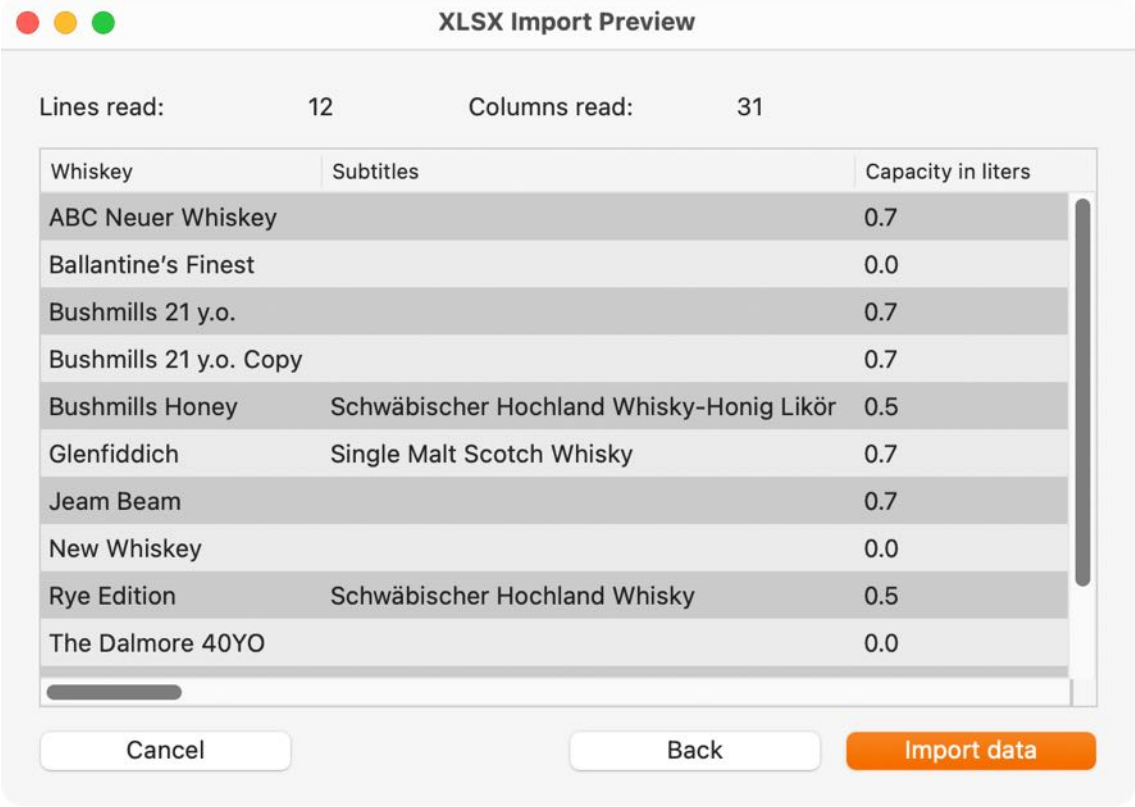


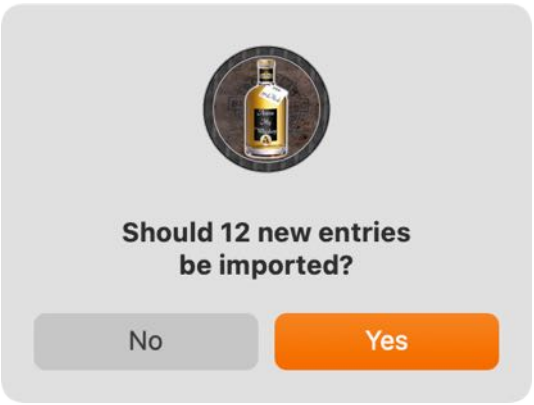
assigned, simply drag it back into the list of "Available Fields".

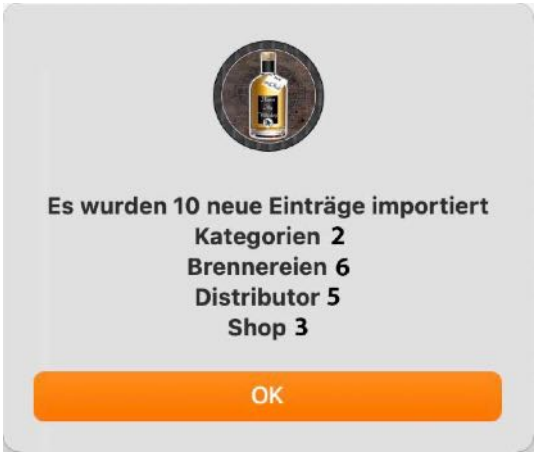
Once all fields have been assigned, click on "Continue".



If the preview of the file is OK, click on "Import into database".







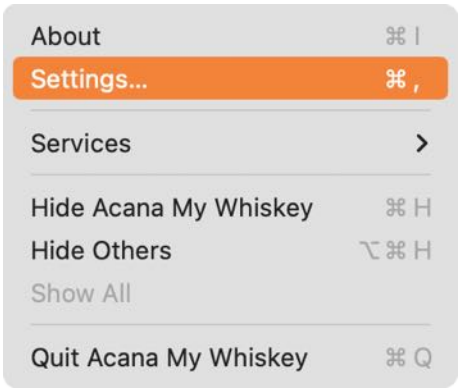
This import feature is also available for the following data:

- Distilleries
- Distributors
- Stores
- Categories
- Regions

The handling and the procedure for importing this data is the same as described above.

SETTINGS

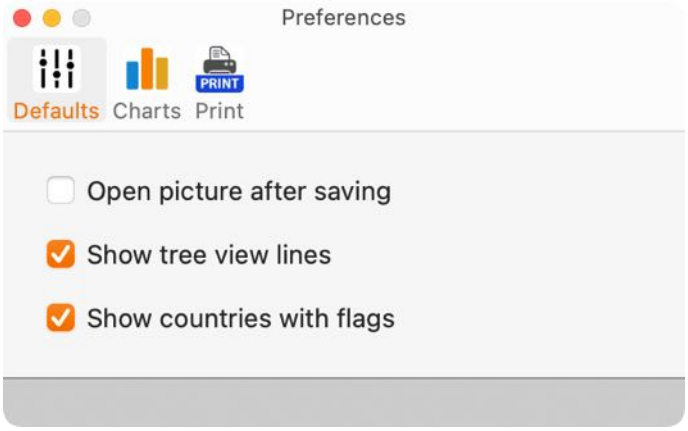
The settings can be accessed via the menu “Açana My Whiskey => Settings”.



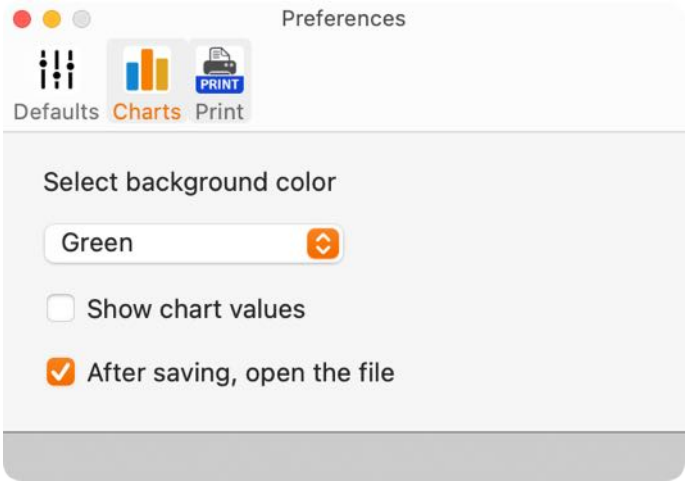
The following sections are available in the settings:

- Defaults
- Charts
- Print

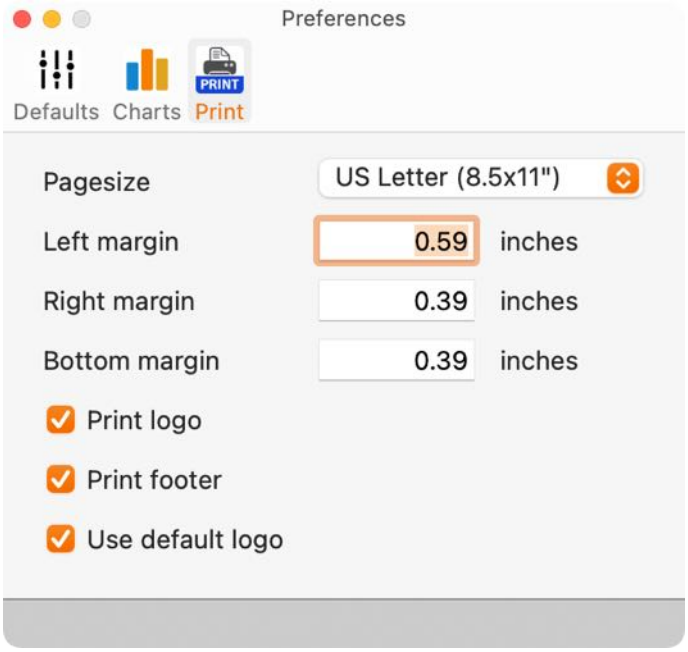
Defaults



Charts



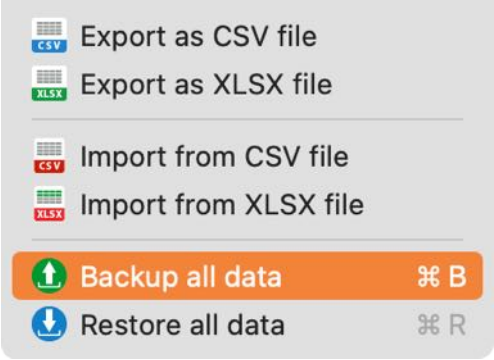
Print


Preferences
Defaults
Charts
Print
Pagesize
US Letter (8.5x11")
Left margin
0.59
inches
Right margin
0.39
inches
Bottom margin
0.39
inches
Print logo
Print footer
Use default logo

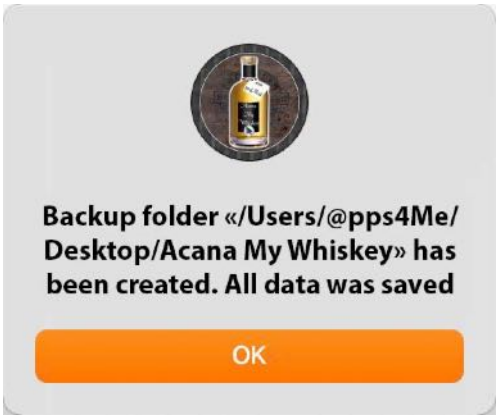
BACKUP ALL DATA

If you have TimeMachine® enabled, you do not need to perform any further data backup. If not, back up the data from the following folder: <$HOME/Library/Containers/de.pps4me.ContractManager/Data/Library/Application Support/Contract Manager>. Starting with macOS 14.x, the following path will be used: <$HOME/Library/Containers/Vertrags Manager/Data/Library/Application Support/Contract Manager>.

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".

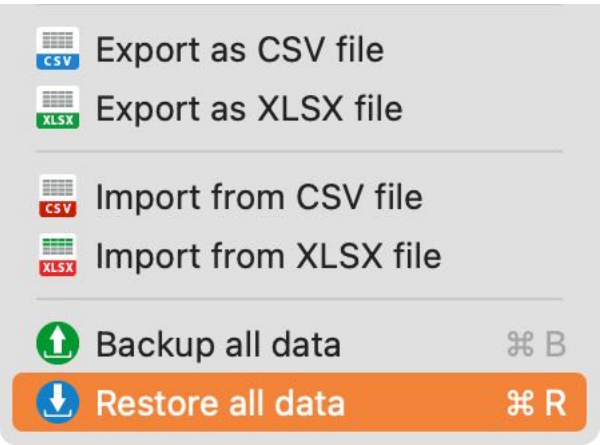


Select any data carrier/folder. A folder named "Contract Manager" will be created in the selected folder. The database, attachments, and pictures will be saved in this folder. In addition, all data will be exported to this folder as Excel® XLSX and CVS files.

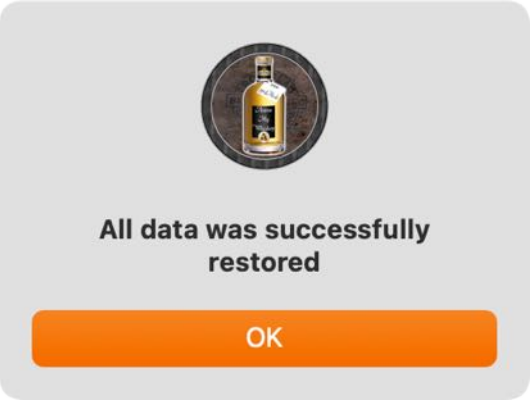


RESTORE ALL DATA

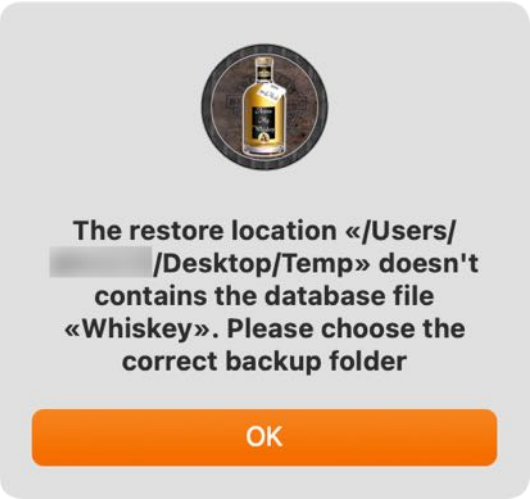
With the restore function, you can restore the database, all attachments, and pictures from "Contract Manager." To do this, select "Menu -> File -> Restore all data".



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.

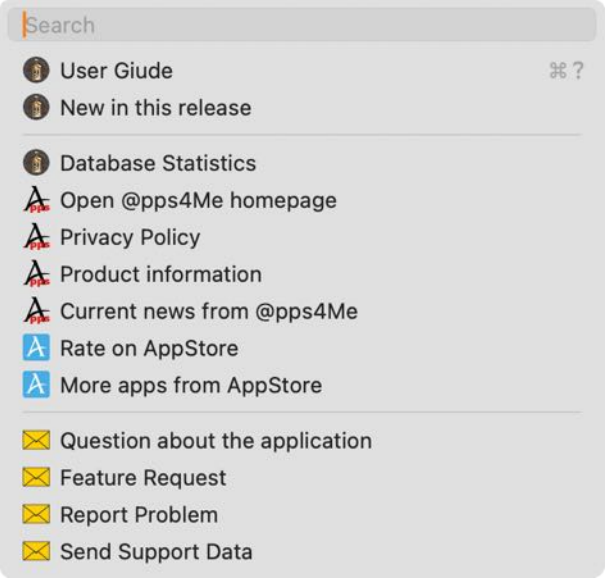


If the selected folder does not contain any backup data from the "Contract Manager," this error message will be displayed.



HELP MENU

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



User Guide	Show this manual
New in this release	View new features and changes
Datenbase Statistics	Display database statistics
Open @pps4Me Homepage	Open @pps4Me URL
Privacy Policy	Open privacy policy URL
Product Information	Open product URL
@pps4Me News	See the latest news on the homepage
Rate on AppStore	Submit rating
More apps from AppStore	Show all apps from the App Store
Question about the application	Send a question about the application to @pps4Me
Feature request	Send a request for a new feature to @pps4Me
Report problem	Send a problem report by email to @pps4Me
Sende Support Data*	Send the support data by email to @pps4Me

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

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