Online Help Contract Manager DiTu Network

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1. Installation, Uninstall

1.1 Installation of the "Contract Manager DiTu"

1.1.1 General Notes
After downloading the Setup-Package, you can install the software by following the procedure:

1. Choose the Language for the Installation:

2. At the following screen please click on the "Next" - button:

3. License-Agreement screen must be confirmed with "Yes", otherwise the installation process stops:

4. Selection of the folder where the application to be installed:

4. Selection of the application folder within the application icons will be stored:

5. Then appears a brief summary of the installation settings. By clicking on "Next" begins copying of the files:

6. At the end of the installation process a screen appears about the completed installation:

7. Following icons should be stored in the previously selected application folder:

The **"Cancellation Reminder-Tool"** will be installed only in the Professional-Version.

1.2 Uninstall of the application "Contract Manager DiTu"

1.2.1 General Notes

1. The application can be removed using the icon **"uninstall"**, which can be found in the application folder:

2. The following message must be confirmed with "Yes", otherwise the uninstall process stops:

3. At the end of the uninstall process a screen appears about the completed uninstall. An info-message shows that the database file has not been deleted, in order to avoid data loss:

In that case you can save the VRTGVERW.DB file, or otherwise, manually delete it.

4. A uninstall-completion message appears that the application has been successfully removed:

2. Licensing

dummy text

2.1 Entering the License-Key

2.1.1 General Notes

After purchasing of an Application-License, you have to register the software in the following way:

1. By starting the application, if no key has been entered, then the following reminder-screen will be displayed:

2. If you already purchased a license using the online-order, then please click the **"Enter Key"** button:

3. And then please send us a short mail, with the "**Hardware fingerprint**", along with the name under which you would like the application to register. Following, you will receive a mail from us, with the key, which you are supposed to enter in the upper screen. After doing that, the following completion-message appears:

5. Now, your application copy is licensed. you will be able to display the license-Information in the application under "Help" -> "About":

2.2 Expiration of the Test-Period

2.2.1 General Notes
After the expiration of the test-period, counted at the day you installed the application, the program-start will be disabled, and the following info-message appears:

and afterwards:

Enter Key:

Buy Now:
http://www.tumbov-software.de/10.php

3. Main Screen

[3.1 Description of the Main Screen and the Toolbar](#)

3.1 Description of the Main Screen and the Toolbar

2.2.1 General Notes

After the starting the application through the icon "Contract Management" the main program - screen appears:

Toolbar

Program Exit

Form "Contracts display/enter"

Form "Contracts due"

4. General Program Information

4.1 Program Operations

4.1.1 General Notes
In this paragraph the general program operations will be illustrated. They are uniform across the whole application. For example, the Search Area, Data Entry - Area, Table View - Area and the Reporting Area are present in all application forms.

4.1.2 Functional Keys
In order to achieve better efficiency, there are some essential functions like saving, inserting, which could be invoked using the shortcut keys. The following hotkeys are in the whole application available:

Hotkey	Action
CTRL + N	Insert new record
CTRL + D	Delete a record
CTRL + S	Save record
CTRL + A	Data Entry Cancellation
CTRL + Page Up	First record
CTRL + Page Down	Last record
Page Up	Previous record
Page Down	Next record
F1	Context-sensitive Help
F2	Modify record
F4	Data refresh
F5	Lookup-lists refresh
CTRL + F9	Record copying
F9	Record paste
CTRL + F	Search Area
CTRL + M	Data Entry Area
CTRL + P	Reporting Area
CTRL + T	Table View - Area

4.1.3 Search Area - CTRL + F

This is the place, where you can do the searching by certain criteria. Using the "Empty Form" - button, the search criteria, that have already been entered, will be removed.

You can also search by using the Wildcards. In that case you can search by parts of the text and then put the wildcards * (star) or ? (question mark) on any specific place.

The wildcards have the following meaning:
- * - replaces any text
- ? - replaces a single character

Normally, by searching without wildcards, the spelling will be considered. If using the wildcards, then no spelling will be considered:

Tip: If you don't have any search-criteria at hand, then you can simply do the searching without any search criteria. In that way you can simply press the "Search" - button, As a result you will get all the records in the form. Afterwards, you can switch to Table View - Area, to locate your entry.

4.1.4 Data Entry - CTRL + M
In this area, you can enter new records and modify the existing one:

Lookup-lists

- Along the lookup-lists in the Data Entry - Area there are two additional buttons:

- By opening a lookup-list, you can do a "Context-Sensitive Search" inside it, so that you tip the first letters of the desired entry (Windows-Notation)

- The first button along the lookup-list, with the hint "Select/Edit", will be used when the desired entry in the lookup-list is not available, and it must be created/entered. Here is an example from the Countries-Lookup-list:

After entering the desired entry, you go back to the original screen using the "OK" button, and during that the new entry will be transferred to the corresponding field.

4.1.5 Table View - CTRL + T

In this area you can easily navigate to the desired entry:

If you double click on an entry, you will switch automatically to Data Entry - Area.

4.2 Program Functionalities

4.2.1 Export to Excel
In each form there is an "Export to Excel" - functionality available. This can be done using the button "Export to Excel" in the "Reporting" tab:

The data to be exported are the same one which have been queried in the "Search Area" - tab.

In the future is also Export to OpenOffice.org Calc in plan.

4.2.2 "Copy - Paste" - Functionality
Using the "Copy - Paste" you can speed up the data entry operation of the similar records (contracts for example).
This is how the "Copy - Paste" is functioning:
1. First of all, you are positioning on the record you want to copy - source record:

2. Copy Operation: Press CTRL+F9. With it, the record is copied to the clipboard and the info-message appears:

3. Now, you create a new record by clicking the plus symbol or CTRL+N
4. Press F9 or select the menu Edit -> Paste Record. The contents of the fields will be populated with the one from the source record

You can continue with the entry of the new record

4.3 General Information

4.3.1 Logging the data modifications
Each program-form is equipped with the logging Information. Here is the Information about the creation, modification of the data along with the corresponding user names:

The "User" - data will be displayed only when a logged user did data modification (see Creation of User-Account) (available only in the Professional Version).

5. Master Data

5.1 Contractors

5.1.1 General Notes
Please note [Program Operations]() in order to be able fast and effective to add new contractors or modify the existing one.

The contractors that are to be managed here, will be entered in the Contracts, in a form of lookup-list, in the field "Contractors" (see [Add a new contract]()).

5.1.2 Data entry
The following fields are available in this screen:

First Name

Last Name

Birthday

E-Mail

Street

Country - Lookup-list available for choosing a country. The countries are represented in a form of a two-place country-shortcut (DE-Germany, GB-Great Brittany, US-United States of America etc.)

Postal Code - There are local directories available for Germany, Austria and Switzerland. After entering the post code for a given country the program shows the corresponding location.

City - It will be automatically determined. In case the post code does not exist in the database yet, then you can enter it manually.

Bank Account - Bank account of the contractor

Bank Code - Lookup-list available. There are bank directories available for Germany, Austria and Switzerland. After entering a valid bank code, the program will display the corresponding bank. If you don't have the bank code, then you can make the selection for the bank using the lookup-list.

Phone No - Telephone number of the contractor

Fax No. - Fax number of the contractor

Cell No. - Cell (mobile) number of the contractor

5.2 Companies

5.2.1 General Notes
Please note Program Operations in order to be able fast and effective to add new companies or modify the existing one.

The companies that are to be managed here, will be entered in the Contracts, in a form of lookup-list, in the field "Company" (see Add a new contract).

In the internal application-database there are more than 400 German and Austrian companies.

5.2.2 Data entry
The following fields are available in this screen:

Name - Company name. Will be used in Correspondence for sending E-Mails and letters

Description - Description of the company

Street - Company Address. Will be used in Correspondence for sending E-Mails and letters

Country - Lookup-list available for choosing a country. The countries are represented in a form of a two-place country-shortcut (DE-Germany, GB-Great Brittany, US-United States of America etc.)

Postal Code - Company Address. Will be used in Correspondence for sending E-Mails and letters. There are local directories available for Germany, Austria and Switzerland. After entering the post code for a given country the program shows the corresponding location.

City - Company Address. Will be used in Correspondence for sending E-Mails and letters. It will be automatically determined. In case the post code does not exist in the database yet, then you can enter it manually.

Bank Account - Bank account of the company

Bank Code - Lookup-list available. There are bank directories available for Germany, Austria and Switzerland. After entering a valid bank code, the program will display the corresponding bank. If you don have the bank code yet, then you can choose the bank using the lookup-list.

WWW - Internet Address (Web-Page) of the company

Phone No - Telephone number of the company

Fax No. - Fax number of the company

Cell No. - Cell (mobile) number of the company

E-Mail - E-Mail address of the company

5.3 Contract Types

5.3.1 General Notes
Please note <u>Program Operations</u> <u>in order to be able fast and effective to add new contract types or modify the existing one.</u>

The contract types that are to be managed here, will be entered in the Contracts, in a form of a lookup-list, in the field "Contract Types" (see <u>Add a new contract</u>).

In the internal application-database there are more than 30 contract types.

5.3.2 Data entry
The following fields are available in this screen:

ID - Unique automatically generated ID

Contract Type - Description

5.4 Forms of payment

5.4.1 General Notes
Please note Program Operations in order to be able fast and effective to add new forms of payment or modify the existing one.

The form of payments that are to be managed here, will be entered in the Contracts, in a form of a lookup-list, in the field "Forms of Payment" (see Add a new contract).

In the internal application-database there are already the common forms of payment available.

5.4.2 Data entry
The following fields are available in this screen:

ID - Unique automatically generated ID

Forms of payment - Description

5.5 Methods of Payment

5.5.1 General Notes
Please note the Program Operations in order to be able fast and effective to add new methods of payment or modify the existing one.

The methods of payment that are to be managed here, will be entered in the Contracts, in a form of a lookup-list, in the field "Method of Payment" (see Add a new contract).

In the internal application-database there are already the common methods of payment available.

5.5.2 Data entry
The following fields are available in this screen:

ID - Unique automatically generated ID

Method of Payment - Description

5.6 Contract Statuses

5.6.1 General Notes
Please note Program Operations in order to be able fast and effective to add new contract statuses or modify the existing one.

The contract statuses that are to be managed here, will be entered in the Contracts, in a form of lookup-list, in the field "Status" (see Add a new contract).

In the application there are already the statuses available, which are to be handled in the application by the Contracts Reminder-Tool - module. Adding new entries for the contract statuses would not have any impact of this functionality.

5.6.2 Data entry
The following fields are available in this screen:

No. - Unique automatically generated ID

Shortcut - two- or three-digit code of the contract status

Description - Description of the contract status

5.7 Banks

5.7.1 General Notes
Please note Program Operations in order to be able fast and effective to add new banks or modify the existing one.

The banks that are to be managed here, will be displayed in Contractors and Companies, in a form of a lookup-list, in the field "Bank Code".

In the internal application-database there are bank directories for more than 8000 banks in Germany, Austria and Switzerland.

5.7.2 Data entry
The following fields are available in this screen:

Bank Code - Unique bank code.

Bank - Name of the bank.

Description - Description of the bank.

BIC - Shortcut for Bank Identifier Code. It will be used in foreign bank transfer.

Street - Address of the bank.

Country - Lookup-list available for choosing a country. The countries are represented in a form of a two-place country-shortcut (DE-Germany, GB-Great Brittany, US-United States of America etc.).

Postal Code - Bank address. There are local directories available for Germany, Austria and Switzerland. After entering the post code for a given country the program shows the corresponding location.

City - It will be automatically determined. In case the post code does not exist in the database yet, then you can enter it manually.

5.8 Currencies

5.8.1 General Notes
Please note Program Operations in order to be able fast and effective to add new currencies or modify the existing one.

The currencies that are to be managed here, will be entered in the Contracts, in a form of a lookup-list, in the field "Fee" (see Add a new contract).

In the internal application-database there are already several currencies for different countries available.

5.8.2 Menu "Currencies"
The Screen "Currencies" can be reached over Master Data -> Currencies.

5.8.3 Data entry
The following fields are available in this screen:

Currency - Three-digit code, for example "EUR"

Currency-Name - Long description for the currency, for example "Euro"

EURO-Factor (EUR/Currency) - The value of the foreign currency in relation to EUR

5.9 Countries

5.9.1 General Notes
Please note <u>Program Operations in order to be able fast and effective to add new currencies or modify the existing one.</u>

The countries that are to be managed here, will be used later in program, in a form of a lookup-list, in the following screens:
- Contractors
- Companies and
- Banks

In the internal application-database there are already a total of 101 countries.

5.9.2 Menu "Countries"
The screen "Countries" can be reached over Master Data -> Countries.

5.9.3 Data entry
The following fields are available in this screen:

Country Code - one- or two-digit shortcut for choosing a country, for example "DE", "FR" etc.

Country - the actual name of country, for example "Germany", "France" etc.

Currency - Currency for the corresponding country, for example "EUR"

6. User Management

6.1 Creating a new user account

The usage of this application module requires a Professional-Version of the "Contract Manager DiTu" - application

6.1.1 User Management
The screen "Users Management" can be reached under Tools -> Users Management.

To create a new user account, switch to the tab "Data Entry". As soon as one click on the button with the plus icon, all the fields will be activated, in order to make data entry possible.

After finishing the data entry, it must be saved by clicking on the button with the hook-icon or by using the keyboard shortcut CTRL+S.

At the next program-start, it will be checked whether a user accounts have been created. If yes, then a Login Screen appears, where the user can enter his/her username and password.

6.2 Login Screen

The usage of this application module requires the Professional-Version of the "Contract Manager DiTu" - application.

6.2.1 Application Login
Each time the program starts, it checks whether a user accounts have been created. If so, then a login screen appears, where the user can enter his/her username and password:

7. Contracts display/enter

7.1 General Notes

In the screen "Contracts display/enter" you can enter the contracts with the associated attributes. Moreover, you can create and send E-Mails and export the Letter-Templates to MS Word.

The screen "Contracts display/enter" can be reached over Master Data -> Contract Management or by clicking the card file - icon on the toolbar:

7.2 Data Entry and Modification of the Contract Data

7.2.1 Search Area
When you open the screen "Contracts display/enter", the search-function will be automatically executed.

You can do the search by using the following search-criteria:
- Company Name (Full-Text-Search)
- Contract Type (Full-Text-Search)
- Customer No
- Contract No.
- Description
- From Date (It will be searched over - "From Date" of the contract (see Creation of a Contract)
- To Date (It will be searched over - "To Date" of the contract (see Creation of a Contract)
- Information
- Contact Person

After executing the search-function, the results are in the yellow table on the bottom. Now, you can switch to "Data Entry" in order to begin with the data entry:

Tip: If you don't have any search-criteria, you can leave all those fields empty, and just click the "Search" button. As a result you get all the contracts from the database. Then, you can switch to "Table Area" to localize the contract you are looking for.

7.2.2 Data-Entry
In this area, we have three different blocks:
1. Header-data with the general contract data, like "Customer No", "Contract No.", Company etc.
2. Detail-data, in the bottom area, which can also be sub-divided into three areas:
   - Documents/Files
   - Fees
   - Logging
3. Bottom-area, with the buttons for sending a E-Mail and Mail-Correspondence

Here is an example of a "Data Entry"-Area of a single contract:

Contracts display/enter

Search Area | Data Entry | Table View | Reporting

Customer No.	22 260 396/0 00
Description	Lebensversicherung
Company	13　DEVK Versicherungen
From Date	01.02.2008
To Date	31.01.2028
Contract Type	19　Risiko-Lebensversicherung
Status	1　OF
Notice Period	01.01.2017
Duration	20　Years
Contract No.	L 22 260 396/0 00
Information	Risikoversicherung mit fallender Versicherungsumme für N
Fee	6,49　EUR
Net fee	5,45
Forms of Payment	1　Lastschrift
Contractor	1　Dimce
Contact Person	Karl-Hans Peter
Method of Payment	2　monatlich
Reminder before Notice Period (in Days)	30

Documents/Files | Fees | Logging

Contract-ID	Pos. Nr.	Date	Choose a file	File Name	Note
11	57	16.11.2009	(BLOB)	Versicherungsschein..JPG	

Insert
Delete
Save
Display

⏮ ◀ ▶ ⏭ + − ▲ ✓ ✕ | 🖺 Cancellation | ✍ Letter | 📧 E-Mail | ✓ OK | 🖥 Close | 📚 Help

🔍 Browsing　　1　Selection

7.3 Contract Creation

7.3.1 General Notes
Please note <u>Program Operations</u> <u>in order to be able fast and effective to add new contracts or modify the existing one.</u>

After switching to insert-mode, all the fields are empty. Now, you can begin with the data entry. You can also use the comfortable lookup-lists to make a choice from them, and to make your entry-operation faster. If you realize, that a particular lookup-list does not contain the required entry, you can add it, using the "Select-Edit" - button. Please make sure, that no double- or multiple-entries exists, which are differentiate only between themselves only through the different (miss-)spelling.

7.3.2 Data entry

Customer No

Description

Company - Lookup-list available

From Date - Life of the contract, (Conclusion-Date)

To Date - Life of the contract, (End-Date)

Contract Type - Lookup-list available, for example mobile phone, life insurance etc.

Status - Lookup-list available, for example open, canceled etc. **Important:** Only the predefined contract-statuses "KNB"-"Confirmed Cancellation" or "BE"-"Ended Cancellation" will be

considered in the [Contracts Reminder-Tool](#).

Period of Notice - The deadline for sending the cancellation. In the [Contracts Reminder-Tool](#) will be considered only those contracts, which notice falls within the **"Reminder before Notice Period (in Days)"**.
Example: If the period of notice is 31.07.2009, and **"Reminder before Notice Period (in Days)"** is 30, then the [Contracts Reminder-Tool](#) will show the contract 30 days before the 31.07.2009, that means starting at the 01.07.2009.

Duration - Lifetime of the contract in years

Contract No. - The number of the contract

Information - Free multiple lines text field

Fee - The gross fee, that would be periodically debited. See also [Contract Details](#), Section "Fees". Along the fee, the currency has to be entered, as well. The reason for that is, that the application is multi-language, so it can functions with any currency. But, there is a default currency, which is stored under Tools -> Options -> International -> Default Currency. So, this value will be automatically displayed by entering the fee.

Net fee - It will be automatically calculated, by saving the contract. It will be calculated by using the following formula: Fee / VAT-Rate. The VAT-Rate is stored under Tools -> Parameters -> VAT_RATE.

Forms of payment - Lookup-list available, for example debit entry, transfer, cash...

Contractor - Lookup-list available. The person-customer, by which the contract conclusion has been done.

Contact Person - Contact person for the contract by the company (see "Company"). Free text field. There can be entered name, Phone No, E-Mail etc.

Method of Payment - Lookup-list available, for example monthly, quarterly, yearly ...

Reminder before Notice Period (in Days) - see also above **"Period of Notice"**. In the free text field beside, can be entered any remark, which afterwards appears in the [Contracts Reminder-Tool](#).

7.3.3 Data entry of the detail-data
The data entry in the "Documents/Files"- and "Fees"-tabs will be done, after creation of the contract and saving it.

7.4 Contract Details

7.4.1 Documents/Files
In this tab you have the possibilities to upload documents or any other file types in the application database. So any file type is supported, like Word-Documents, Excel-Spreadsheets, Images (JPG, BMP...), PDF-Documents etc.

Uploading a new File
For uploading a file into the application database, please go through the following steps:
- Click on the "Insert" - button, located right from the table with the files
- The "Date" - column will be automatically filled with the current date. If necessary, you can change the date
- By double-click on the field "Choose a file", you have the possibility to choose a file through the "Select File" dialog
- After selecting the file, the column "File Name" will be filled with the name of the selected file
- Under "Note" you can enter any comment to the file
- The upload-process will end by saving, with the button "Save". If you change your mind, then you can press the <ESC>-key and all the field will be empty, and the new line disappears

Information: After the uploaded-process, you don't even need the file stored on your file system (hard-disk). By uploading, the file will be saved in the application database. You can any time open the file, or download back to any folder.

Opening stored file
You can open a previously stored file, by clicking the button "Display", or by double-click the file name in the table. The selected file will be opened using the default-application for the particular file extension.

Corrections of the Information of a stored file
If you want later to modify the attributes of the stored file, then you can do that by click on the button "Edit Document/File" (the one with the handwriting-icon). If there is more than one stored file in the table, then you have to click on the line, where the required file is. You can modify all four file-attributes:
- Date
- File
- File Name and
- Note

The made corrections will be effective, after you save them, by clicking the button "Save" in the right area of the "Documents/Files" - tab.

Removing a stored file
You can remove a stored file, by clicking on the button "Delete" in the right area of the "Documents/Files" - tab. If there is more than one stored file in the table, then you have to click on the line, where the required file is. After clicking the "Delete" - button, a message appears, asking about the confirmation of the delete-process. The message must be confirmed either with "OK" or "Cancel".

7.4.2 Fees
You can enter here the fees relative to specific period of time.

Insert new fee

You can insert a new fee by going through the following steps:

- Click on the button "Insert Fee", located right from the table with the fees
- In the column "Fee" enter the amount of the fee
- The current date will be automatically filled in the columns "From Date" and "To Date". Of course, afterwards, you can change these dates
- Inserting a new fee will end by saving, with the button "Save". If you change your mind, then you can press the <ESC>-key and all the field will be empty, and the new line disappears

Modifying an existing fee

If you want later to modify the attributes of the fee, then you can do that by click on the button "Edit Fee" (the one with the handwriting-icon). If there are more than one fee in the table, then you have to click on the line, where the fee to be changed is. You can modify all four file-attributes:

- Fee
- From Date and
- To Date

Removing of a stored fee

You can remove a stored fee, by clicking on the button "Delete" in the right area of the "Fees" - tab. If there are more than one fee in the table, then you have to click on the line, where the fee to be changed is. After clicking the "Delete" - button, a message appears, asking about the confirmation of the delete-process. The message must be confirmed either with "OK" or "Cancel".

7.5 Mail- and Letter- Correspondence

7.5.1 General
You have the possibility, to send a letter or an E-Mail to the company, with which the contract has been concluded. The Letter-files can be edited either with the text-processor-application "MS Word" or "Open Office.org" and the E-Mails with the default Windows-Mail-Program.

7.5.2 Contract-Cancellation
Using the button "Cancellation" you can open the corresponding Template by MS Word or OpenOffice.org (previously set by Default Word-Processing Application under Tools -> Options). In the generated Template following Information will be exported:

- **First Name, Last Name and Address** of the contractor (Field "Contractor" by the Contract). The only requirement is, that these Information must exist under Master Data -> Contractors
- **Name and Address of the Company** with which the Contract has been concluded (Field "Company" by the Contract). The only requirement is, that these Information must exist under Master Data -> Companies
- **Current Date** and **Place of Living** of the contractor
- **Contract No.** and **Customer No** if they exist in the Contract, in the Fields "Contract No." and "Customer No", respectively.

It will be also exported, the actual text of the Cancellation. Sure, you will have to customize it. At the end, you are suppose to print it, sign it and send it as a letter. Of course, if it is not necessary to send it by post, you can send it as an E-Mail out of the MS Word/OpenOffice.org application.

Tip: You can customize the MS Word / OpenOffice.org - Template for the "Cancellation" by yourself. You can do that in Parameters (Tools -> Parameters).

7.5.3. Letter
Using the button "Letter", you can easily generate a Letter, out of the application. The address- and contract-data will be automatically exported, as soon as the button will be clicked. The only difference between the "Cancellation" and "Letter"-functionalities is, that by the "Letter" no default text will be generated, but merely the formulations like **"Dear Sirs"** and **"Kind Regards"**.

At the end, you are suppose to print it, sign it and send it as a letter. Of course, if it is not necessary to send it by post, you can send it as an E-Mail out of the MS Word/OpenOffice.org application.

Tip: You can customize the MS Word / OpenOffice.org - Template for the "Letter" by yourself. You can do that in Parameters (Tools -> Parameters).

7.5.4 E-Mail
Using the button "E-Mail", you can send an E-Mail to the company with which the Contract has been concluded. The E-Mail will be send using the default Windows-Mail-Application. Following Information will be exported into the Mail:

- **E-Mail Address** of the recipient (in this case, it would be the company, with which the Contract has been concluded). The Mail-Address must exist in the master data of the company under Companies)
- **Contract No.** and **Customer No,** if they already exist in the Contract, in the Fields "Contract No." and "Customer No", respectively. These two Information will be exported

in the subject of the E-Mail.
- Formulations **"Dear Sirs"** and **"Kind Regards"**

- **First Name, Last Name and Address** of the contractor (Field "Contractor" by the Contract). The only requirement is, that these Information exists under [Master Data -> Contractors](#)

At the end, you are only suppose to send the E-Mail i.e. click on the "Send" button in your Mail-Program.

7.6 Contracts Reminder-Tool

7.6.1 Mail-Reminder

The Mail-Reminder functionality can be set under Tools -> Options. If this option is activated, then by starting the application it will be checked, if there are contracts that are inside the reminder period (see Contract Creation, **Period of Notice**) i.e. if the notice is inside the **"Reminder before Notice Period (in Days)"**. If there are contracts that fulfills these criteria, then an automatically Mail-Send will be executed. During this, the following information will be put in the Mail:
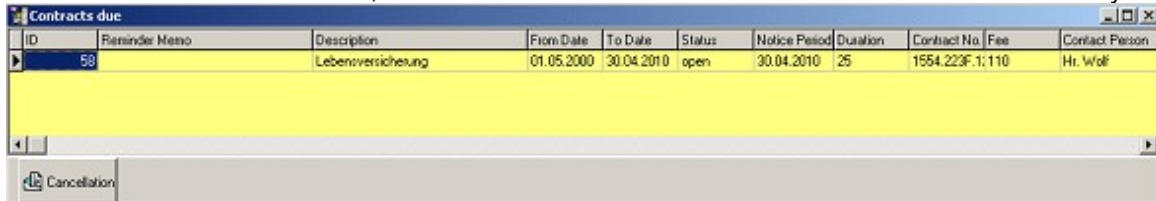
- **"Description"** of the contract (Field "Description" under "Contracts display/enter")
- **"From Date"** of the contract (Field "From Date" under "Contracts display/enter")
- **"To Date"** of the contract (Field "To Date" under "Contracts display/enter")
- **"Period of Notice"** of the contract (Field "Period of Notice" under "Contracts display/enter")
- **"Status"** of the contract (Field "Status" under "Contracts display/enter")

The subject line of the Mail contains the text "Contracts due from **01.12.2010 17:24**", where "01.12.2010 17:24" corresponds to current date and hour.

7.6.2 Contracts due

The screen "Contracts due" can be reached over "Contracts" -> "Contracts due".
In this screen are the contracts, which fulfill the conditions of the "Mail-Reminder" - functionality:

Out of the screen, a cancellation letter for a contract can also be generated. For this purpose, there is a button "Cancellation" in the bottom area of this screen (see also Correspondence, **7.5.2 Contract-Cancellation**).

By starting the PC (Windows), there is a check for the contracts due. A separate tool is responsible for this task - "Cancellation Reminder-Tool" - CMGMT.EXE. The corresponding icon will be stored under the "Startup-Folder" of the Windows. If the contracts are fulfilling the conditions of the "Mail-Reminder" - functionality, then the same screen appears as above.

8. Tools

Under the Tools-menu there are screens for managing the application-, system-options and application-specific-parameters.
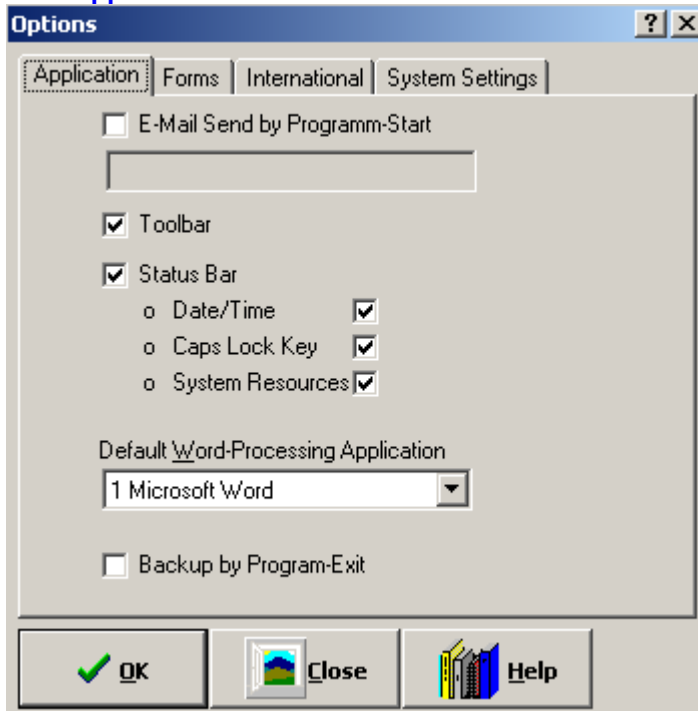
The following screens are available:

8.1 Options
8.2 Parameters
8.3 Backup
**8.4 Database**

8.1 Options

8.1.1 Application

E-Mail Send by Program-Start - Here will be stored the E-Mail-Address, to which the "contracts due" - E-Mail will be sent at the Program-Start. The E-Mail-Address can be also managed using the parameter "EMAILADR_PROGRAMM_START". By default is this option deactivated.

Toolbar - If activated, then the toolbar in the header area of main screen will be displayed, containing the functional buttons (see Main Screen).

Status Bar - If activated, then the footer-bar will be displayed, in the footer area of main screen:
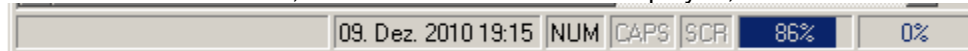
Default Word-Processing Application - The selection list contains the "MS Word" and "OpenOffice.org" entries. Here, you will have to make a choice which word-processing application should be used to manage the sending of the (cancellation) letters and mails.

Backup by Program-Exit - If activated, then by closing the application a screen appears, offering a backup of the database. By default is this option activated.
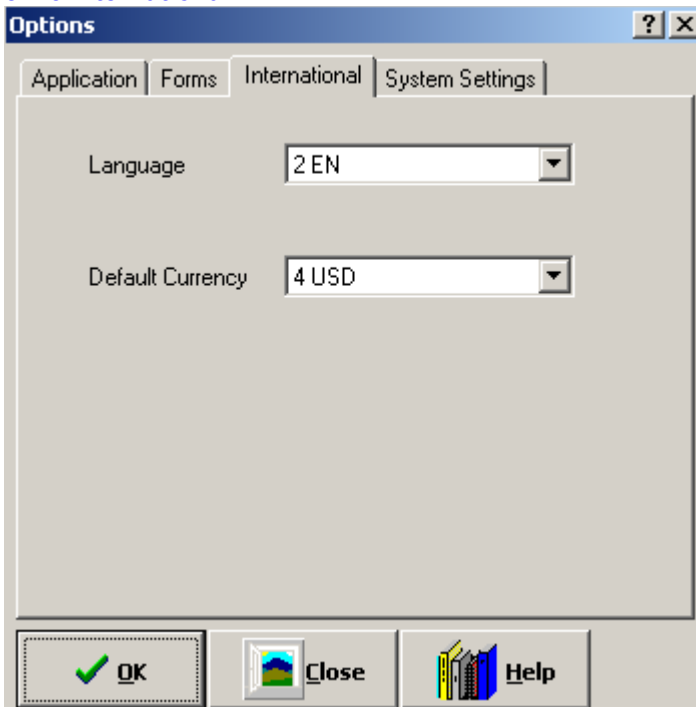
8.1.2 Forms

Determining Number of Records - If activated, then, when using the search-functionalities in the forms, in the status bar will be displayed the number of found records, like this:

In order to make this functionality effective, the already opened forms must be closed and opened again. By default is this option activated.

8.1.3 International

Language - Because of the international nature of the "Contract Manager DiTu" - application, through this lookup-list one can set the default language in the application. The default value is the one choosed by the installation of the application.

Default Currency - Using the lookup-list one can set the default currency in the application. It will be used in the screen "Contracts display/enter", when a <u>new contract will be created</u>, then the field Currency will be set to this value. The default value for this option is "EUR".

8.1.4 System Settings
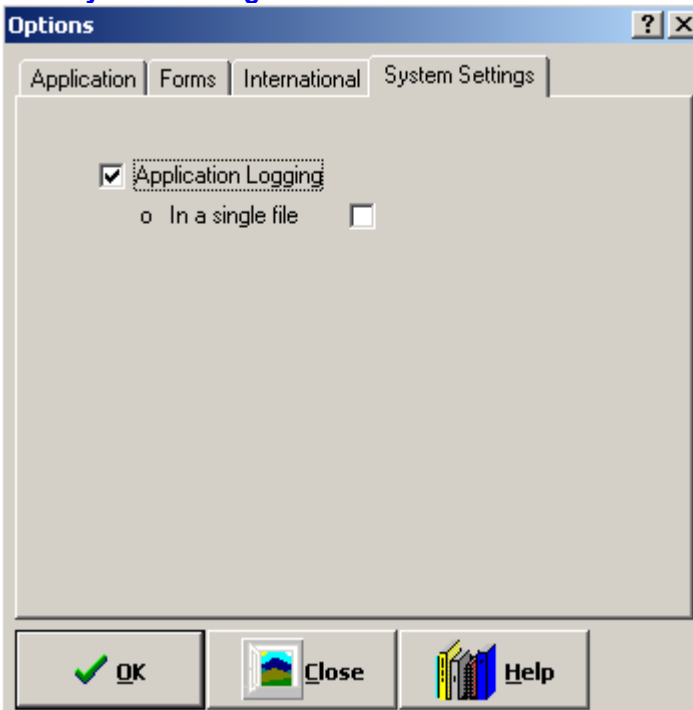
Application Logging - If activated, then in some areas the program-flow will be logged in a TXT-file(s). The TXT-file(s) will be stored in the Temp-Folder of the logged Windows user. The name of the TXT-file is in the following form:
LOGFile05.07.2009 23_18_12.txt,
where the prefix "LOGFile" is static, then the current date and time and the file-extension is "TXT".

In a single file - If activated, then the logging will be executed in a single TXT-file. Otherwise, the different program-areas will be logged in different TXT-files. The logging is needed for the support-purposes, for example for reproducing some malfunctions in the application. By default is this setting deactivated.

8.2 Parameters

8.2.1 General Notes
Please note Program Operations in order to be able fast and effective to modify the existing parameters. Adding of new parameters is not acceptable, as they would not be processed in the application.

The parameters that are to be managed here, will be used on different places across the whole application.

8.2.2 Data entry

Name - The name of the parameter

The parameter value could be either date, number or text. Accordingly, only one of the following three fields should be populated:

- **Date** - Date value of a parameter
- **Number** - Number value of a parameter
- **Text** - Text value of a parameter

Comment - Description of the parameter

By the installation of the application following parameters will be created:
- **EMAILADR_PROGRAMM_START** - The E-Mail-Address that will be used by the functionality - E-Mail Send by Programm-Start. The E-Mail-Address can be changed here and under Options as well.

- **BACKUP_DESTIN_DIR** - If the setting Backup by Program-Exit is active, then the backup of the database will be executed in the specified folder

- **DATEI_KUENDIGUNG** - The template for the cancellation letter will be stored in this parameter. Through this parameter a MS Word / OpenOffice.org - Template for the cancellation letter can be uploaded (see Correspondence). You can change or customize the content of the initially stored cancellation letter template. If you have a self-made template, then you can upload it, using the button "Choose a file" (see **8.2.2.1 Uploading a self-made MS Word / OpenOffice.org - Template** below). You can also customize the initial template, that is being installed by the application-installation (see **8.2.2.2 Customization of the initial MS Word / OpenOffice.org - Template** below). In that case, you should use the "File Edit" - button, in order to be able to customize the template.

- **DATEI_BRIEF** - The letter template will be stored in this parameter. Through this parameter a MS Word / OpenOffice.org - Template for the letter can be uploaded (see Correspondence). You can change or customize the content of the initial letter template. If you have a self-made template, then you can upload it, using the button "Choose a file" (see **8.2.2.1 Uploading a self-made MS Word / OpenOffice.org - Template** below). You can also customize the initial template, that is being installed by the application-installation (see **8.2.2.2 Customization of the initial MS Word / OpenOffice.org - Template** below). In that case, you should use the "File Edit" - button, in order to be able to customize the template.

- **DATENBANK_VERSION** - This is an internal database version. It will be automatically set in case of a program-update. You should never change this parameter value.

- **DEFAULT_LANGUAGE** - The default language for the application "Contract Manager DiTu". It can also be set through a lookup-list under Tools -> Options. The value of 1 means German language, and the value of 2-English.

- **VAT_RATE** - VAT-Rate for the specific country. It will be used under "Contract Creation", for automatic calculation of the "Net fee" out of the "Fee" (Gross Fee). Please change this parameter to match your local VAT-Rate.

8.2.2.1 Uploading a self-made MS Word / OpenOffice.org - Template

If you would like to upload a self-made MS Word / OpenOffice.org - Template for the cancellation letter please go through the following steps:
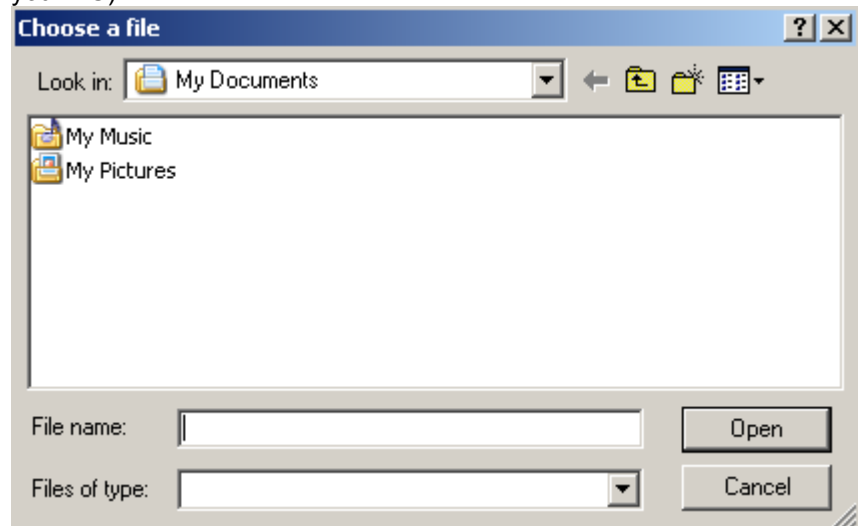
1. Switch to the "Data Entry"-view of the form "Parameters display/enter" and scroll to the parameter DATEI_KUENDIGUNG
2. Switch to modify - mode (F2 - key or Menu "Edit -> Parameter modify"). you will have the following screen:
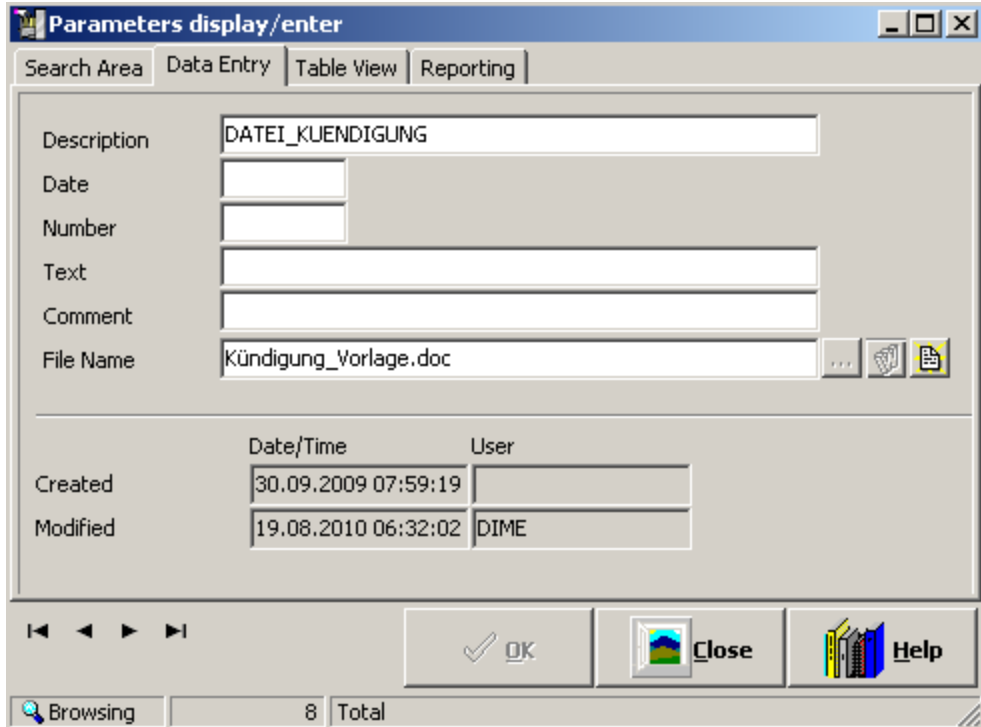
3 Click the button "Choose a file":

4 you will have the following screen (the content must not be identical with the one on your PC):

5 Navigate to the folder, where your prepared MS Word / OpenOffice.org - Template has been stored, and click on "Open"

6 **Important:** Do the save in the "Parameters display/enter" (CTRL+S or Menu "Edit -> Parameter save")

7 Using the button "Show Document/File" you can display the MS Word / OpenOffice.org - Template, you have just uploaded:

8 The MS Word / OpenOffice.org - Template will be opened in Read Only - mode

8.2.2.2 Customization of the initial MS Word / OpenOffice.org - Template

If you would like to customize the initial MS Word / OpenOffice.org - Template for the cancellation letter please go through the following steps:

1 Switch to the "Data Entry"-view of the form "Parameters display/enter" and scroll to the parameter DATEI_KUENDIGUNG
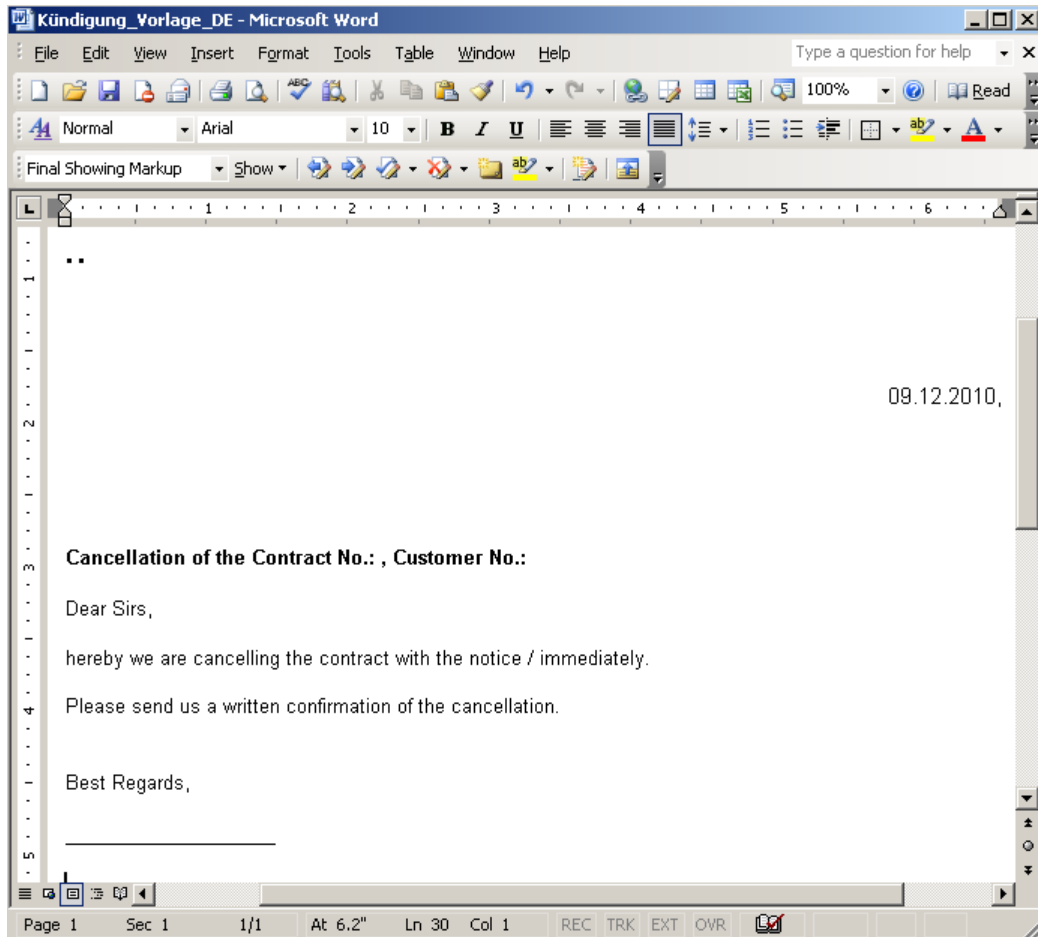
2 Switch to modify - mode (F2 or Menu "Edit -> Parameter modify"). you will have the following screen:

3 Click on the button "File Edit":

4 The MS Word / OpenOffice.org will be opened with the content of the initial template:

Kündigung_Vorlage_DE - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Final Showing Markup

09.12.2010,

Cancellation of the Contract No.: , Customer No.:

Dear Sirs,

hereby we are cancelling the contract with the notice / immediately.

Please send us a written confirmation of the cancellation.

Best Regards,

_____

Page 1   Sec 1   1/1   At 6.2"   Ln 30   Col 1   REC TRK EXT OVR

5 Now, you can do your customizations i.e. modifications

6 After finishing, save the template and close MS Word / OpenOffice.org.

7 You are back to the application "Contract Manager DiTu"

9 **Important:** Do the save in the "Parameters display/enter" (CTRL+S or Menu "Edit -> Parameter save")

10 Using the button "Show Document/File" you can display the MS Word / OpenOffice.org - Template, you have just modified:
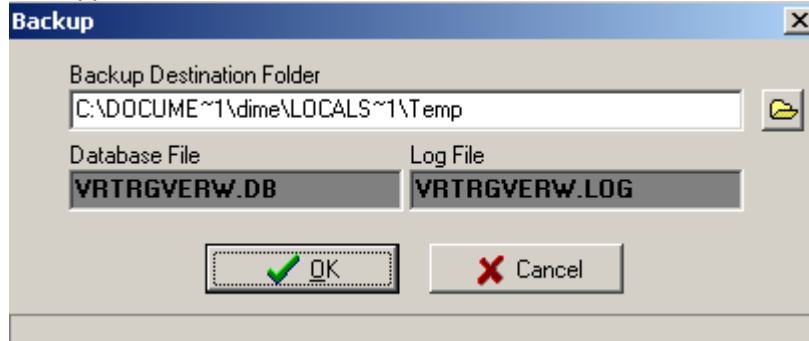
The MS Word / OpenOffice.org - Template will be opened in Read Only - mode

8.3 Backup

8.3.1 General Notes
You have the possibility to save all your data from the "Contract Manager DiTu" - application (database) on an external place (USB-Stick, external hard-disk, network disk).

The application data will be stored in the database-file **VRTRGVERW.DB**.

Backup Destination Folder - The default backup-folder by installation will be set to the temporary folder of the logged Windows user. You can change this one, using the "Open" - button (Select a Backup Destination Folder), to any folder on an USB-Stick, external hard-disk or network disk.
The copying of the database file **VRTRGVERW.DB** in the displayed folder begins as soon as the button "OK" has been clicked.

8.4 Database

8.4.1 General Notes
The purpose of the menu Tools -> Database is the show the folder location of the database:
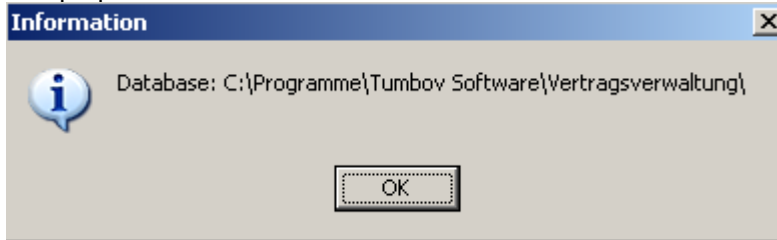
It is useful, for example, by switching from local to network database.

9. Network Capability

9.1 Setting the Database in Network

9. Setting the Database in Network

9.1 Technical Information
The Contract Manager DiTu - Application is based on an SQLite - Database. The advantages of the SQLite - Database are:
- very fast
- all data in a single file
- no need for a complicated Server-Installation

The application (EXE-File Vtgverw_Professional.exe) makes a connection to the database - VRTGVERW.DB through the following Registry-Entry -
[HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\App Paths\vertragsverwaltung.exe]
Here is the path to VRTGVERW.DB, in the form X:\\DATEN, where "X" is a Network-Drive.

9.2. Switching the Database in Network-Mode
If you would like to access the database from more than one PC, you will have to install the application on the network drive (see Installation, Point 3).
But, if you have already installed the application locally, you can switch the database afterwards to be used from the network-drive. For that purpose the Registry-Entry -
[HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\App Paths\vertragsverwaltung.exe] must be modified.
The next time the application starts, you can do the check if the database is really on the network drive using the menu Tools -> Database.
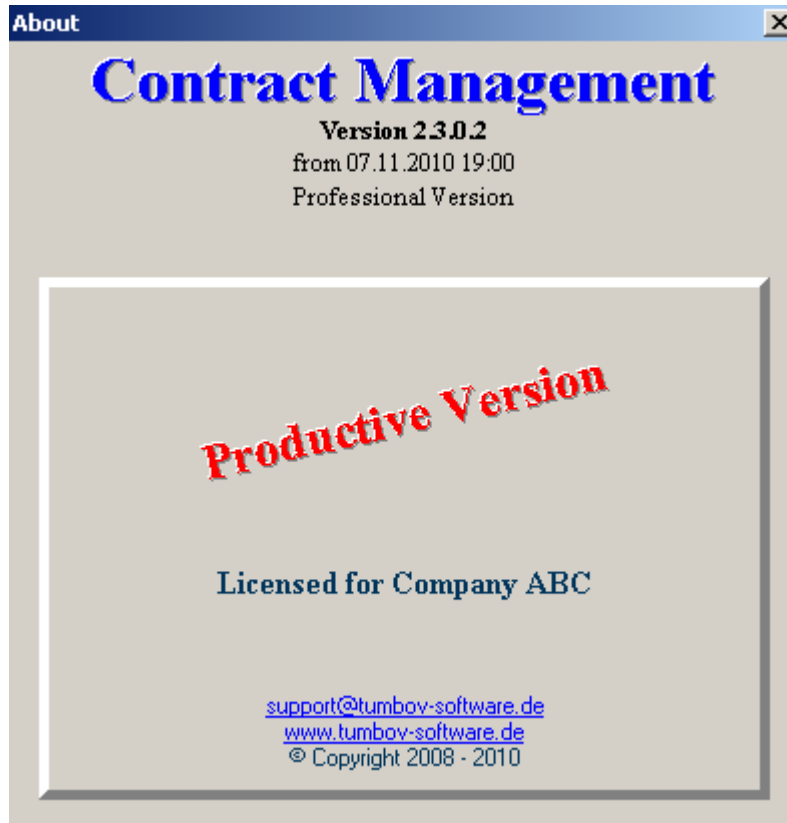
10. Help

10.1 Online Help

Online Help

10.2 About - Screen

This is the About-Screen, where the following information are available:
- Information about the producer of the application (Mail-Address, Web-Address)
- Version- and Release-Level of the application
- Date and time of the version
- License Information (the name of the buyer of the application by entering the registration key, otherwise only "Demo Version" will be displayed)

Copyright Information

11. Contact

Online
You can reach us through our Web-Site www.tumbov-software.de. You have the possibility to send us a message using the online form. Otherwise you can send us a mail at support@tumbov-software.de. We are assuring, a reply inside the 24 hours.

Via Post
Dimce Tumbov
Friedrich-Naumann-Str. 54
76187 Karlsruhe

Phone
+49 721 9688 2015

Fax
+49 3212 136 91 61

12. Functionalities, Prices and Order

12.1 Ablauf des Bestellungsvorgangs
After completing the payment process you will receive a tax-deductible invoice (incl. pre-tax) from our partner company share*it in PDF form. Then you should send us a short e-mail, so we can send you back the license key for the application. Please consider the notes in the confirmation email of the payment transaction.

Would you like to place an order on invoice? No problem. Please contact us by mail at .