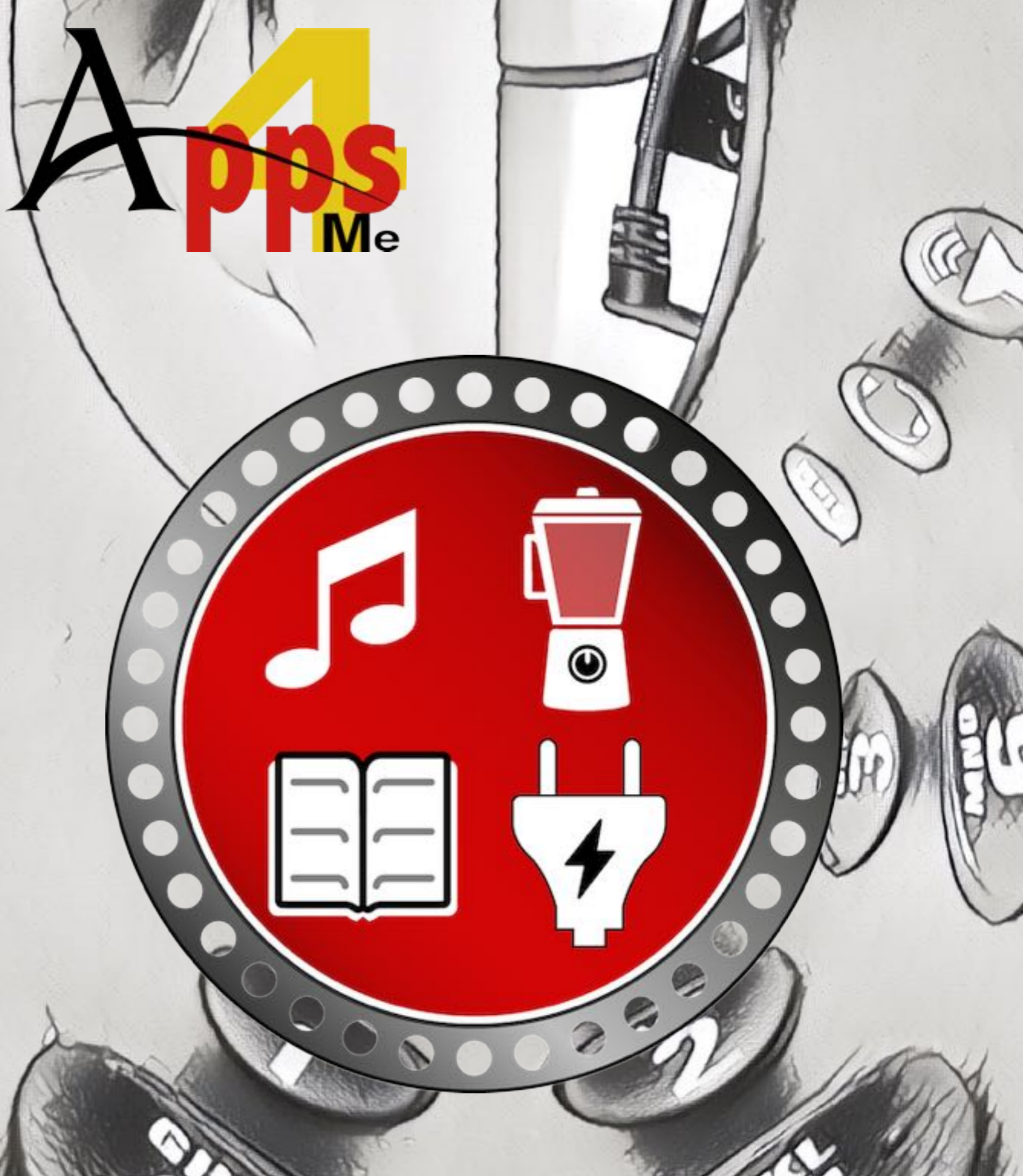


@pps4Me

BACK 2ME

Help Book
Release 2.3.0
Last change: March 2023

© 2014-2023 CIMSoft, @pps4Me



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

Charts	27
Save Charts	28
Print	29
Preferences	31
Backup All Data	33
Restore All Data	34
Export As CSV File	35
Export As Excel® XLSX File.....	36
Import From CSV File	37
Help Menu	40
Share A Link To This Application	41
More Apps From @pps4Me	42
Contact Us.....	43
Copyright & General Terms And Conditions.....	44

WHAT IS BACK2ME ?

WHAT IS «BACK2ME» ?

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

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

Features:

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



WHAT IS BACK2ME ?

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



NEW IN THIS RELEASE

NEW IN THIS RELEASE

New features

- CSV import adjusted

Optimizations

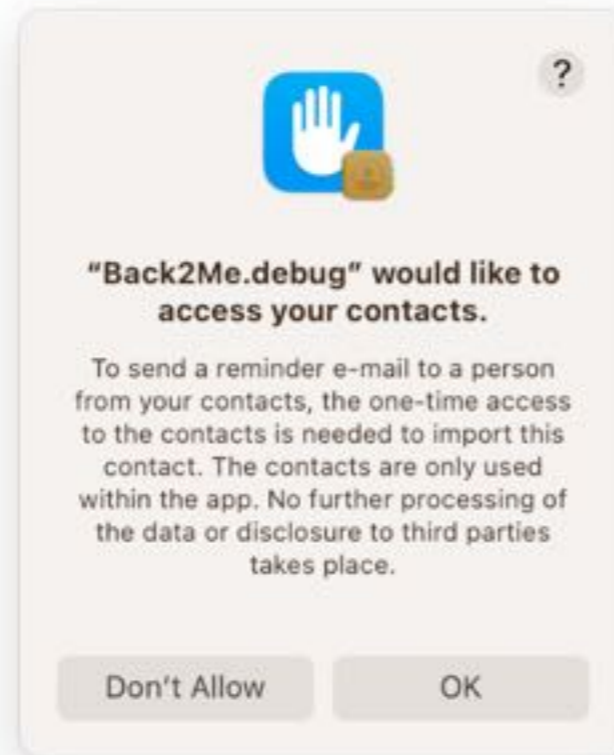
- Various minor adjustments



APPLICATION START

APPLICATION START

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



APPLICATION

MAIN

WINDOW

APPLICATION MAIN WINDOW

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

Top: Toolbar menu

Top right: Search

Left: Tree structure

Top right: Details

Bottom right: List of existing things

Bottom: Information area

The screenshot displays the Back2Me application interface. On the left is a tree structure with categories: All (5), Favorites (3), Borrowed (4), People (6), Categories (8), Manufacturer (13), and Trash (3). The main area shows details for 'Açana License Manager'. The title is 'Açana License Manager'. The manufacturer is empty. The category is 'Software'. The location is 'Büro'. It was bought at '@pps4Me.de' for \$12.99 on 10/12/2015. It is borrowed by 'Leichter, Andrea' and was borrowed on 8/12/2019, with a return date of 7/21/2020. There are options to 'Remove from favorites' and 'Add comment to e-mail'. A thumbnail of the software box is shown on the right. Below the details is a comment field and a table of existing items.

Title	Borrowed	Borrowed on	Borrowed by	Return on	Price	Bought on	Bought at	Man
Açana License Manager	✓	Aug 12, 2019	Andrea Leichter	Jul 21, 2020	12.99 \$	Oct 12, 2015	@pps4Me.de	
Hammer Drill	✓	Oct 10, 2019	Albertus Altenmeier	Mar 18, 2021	423.00 \$	Aug 24, 2013	Home Depot	Blar
OXO	✓	Jan 20, 2022	Peter Forme	Mar 18, 2018	99.01 \$	Oct 2, 2003	Greenfield	Ber
Jigsaw	✓	Jan 28, 2022	Petra Berge	Mar 18, 2018	129.00 \$	Apr 12, 2011	Bauhaus	Elek
Neuer Eintrag				Mar 18, 2021	1.21 \$	Aug 18, 2022		

Total amount 665.21 \$



ADD ENTRY

ADD ENTRY

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

The screenshot shows the 'Back2Me' application interface. The toolbar at the top includes icons for 'Add', 'Favorites', 'Trash', 'Delete', 'People', 'Categories', 'Manufacturer', 'Charts', and 'Print'. The 'Add' icon is highlighted with a red box. The main content area displays a form for adding a new entry. The form fields are: Title (New Entry), Manufacturer (dropdown), Category (dropdown), Location (Text input), Bought at (Text input), Price (1.21), Bought on (8/18/2022), and a Comment field containing 'Weiter'. A 'Drop Picture here' area is also visible. The bottom of the screen shows a table of existing entries.

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



ADD PRODUCT PICTURE

ADD PRODUCT PICTURE

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



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



ADD PRODUCT PICTURE

You can also use the macOS image selector to set an image for the selected entry. Click on the image selector icon and choose an appropriate image. Via "Camera" you can create a photo via the camera and set it as image. Create a photo, adjust the size and position and click "Done".



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



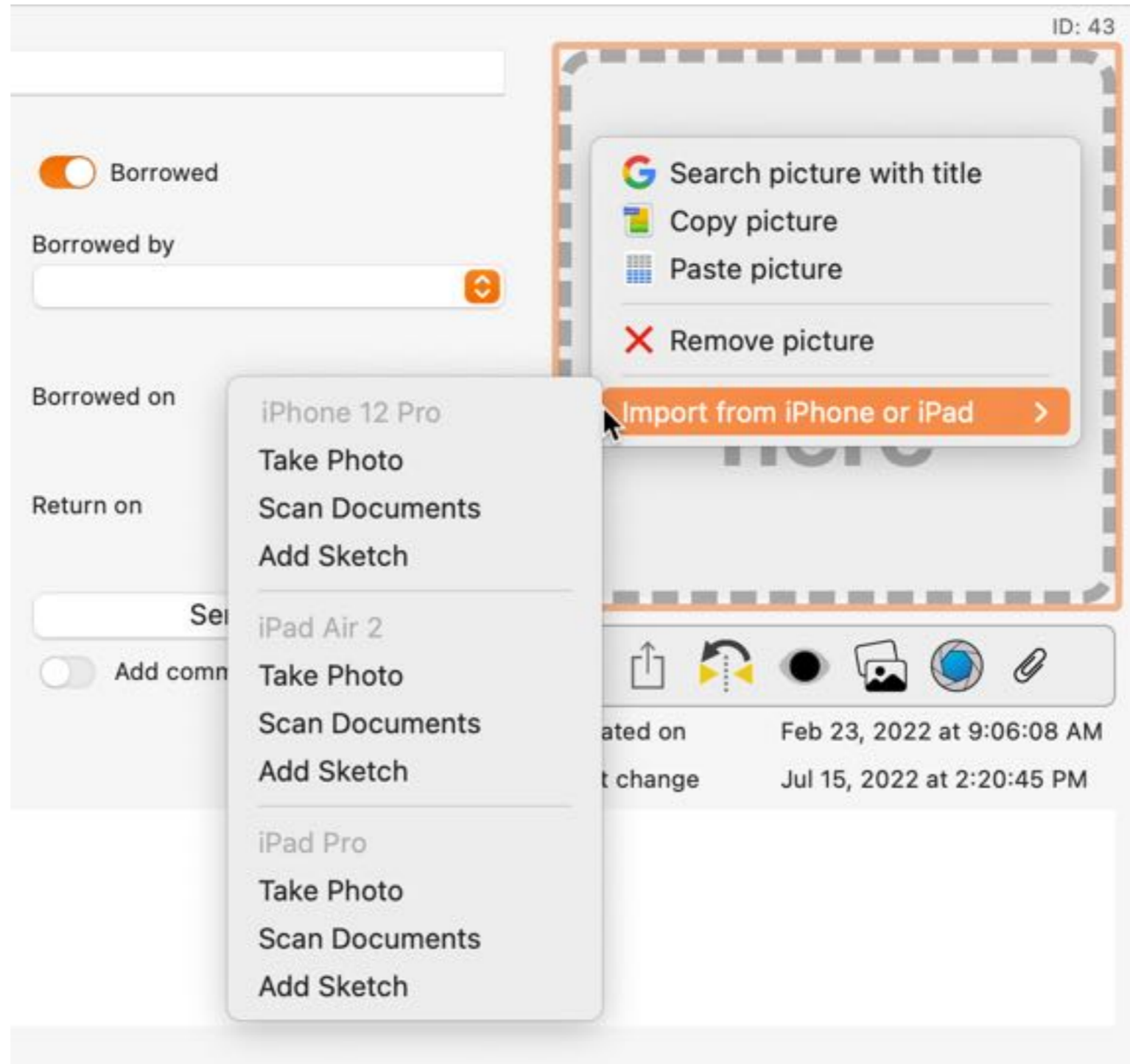
After you have inserted an image, you can use the "Preview" function to view the image in its original size. Click once on the existing photo of the selected entry. An active border appears around the photo. Now you can see the preview of this picture by pressing the space bar. However, it is faster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



ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

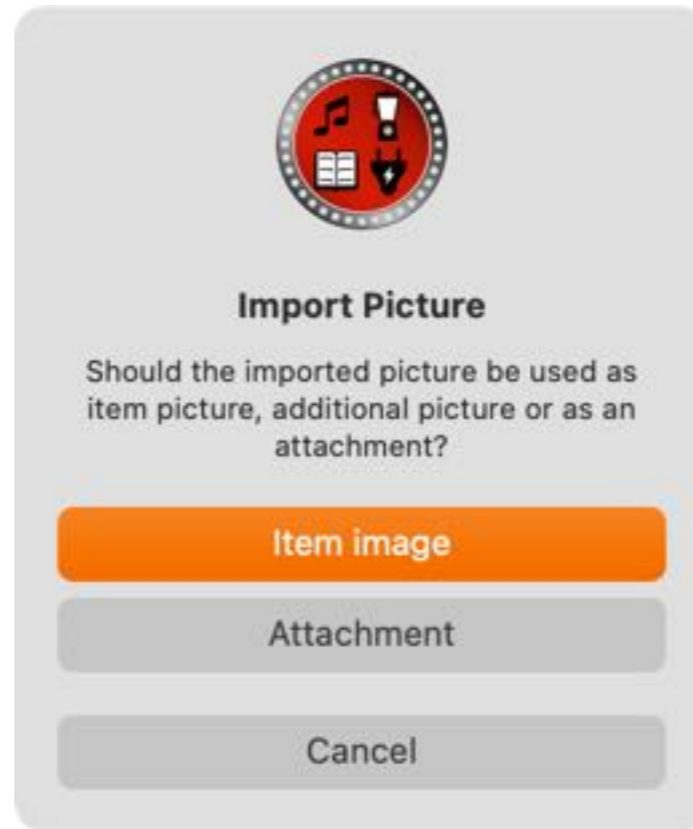
ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

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

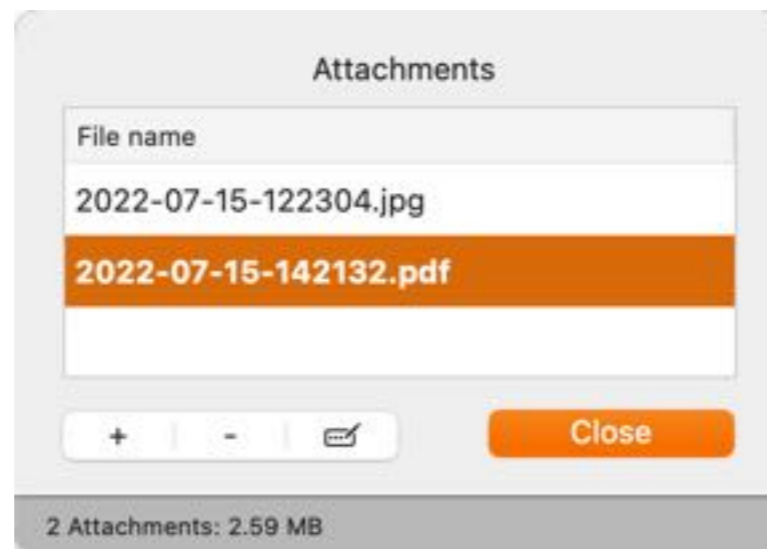


ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

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



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



EDIT ENTRY

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

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

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

Title
ID: 17

Açana License Manager

Manufacturer:

Category:

Location:

Bought at:

Price: \$ Bought on:

Remove from favorites

Comment:

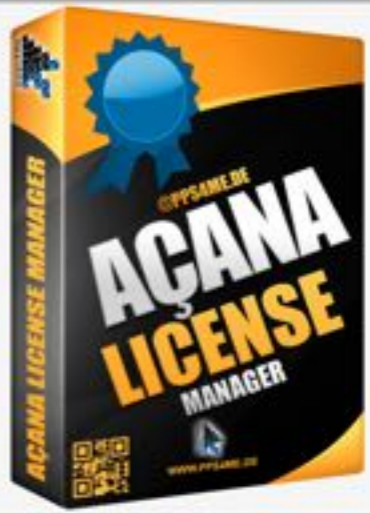
Borrowed

Borrowed by:

Borrowed on: 8/12/2019

Return on: 7/21/2020

Add comment to e-mail



Created on: Oct 12, 2019 at 9:15:57 AM

Last change: Feb 18, 2022 at 12:00:57 PM

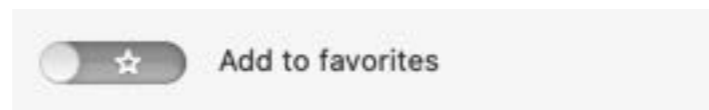


ADD OR REMOVE ENTRY TO FAVORITES

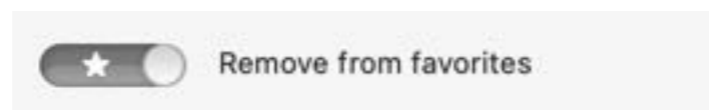
ADD OR REMOVE ENTRY TO FAVORITES

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

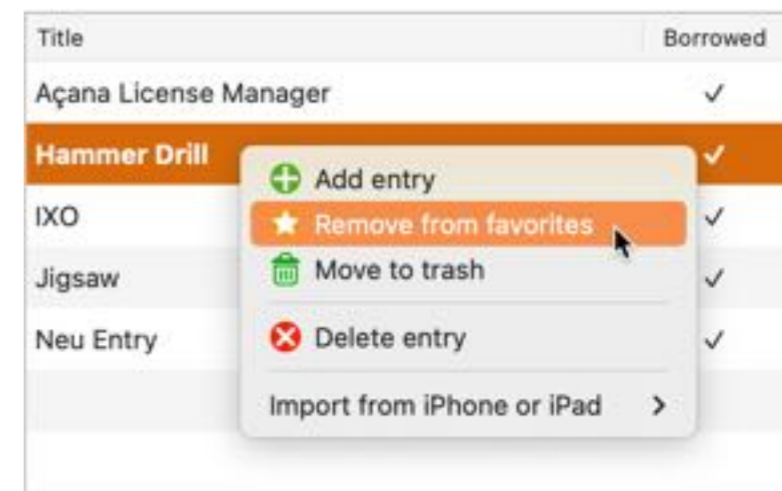
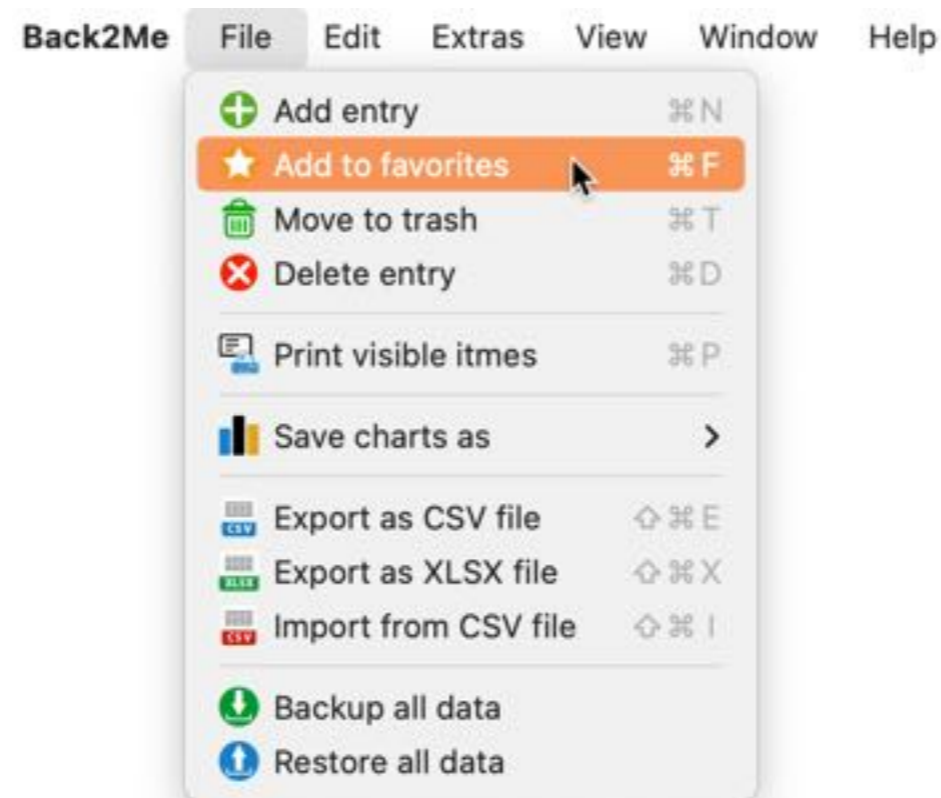
NOT included in favorites



Included in favorites



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



MOVE ENTRY IN TRASH OR RECYCLE FROM TRASH

MOVE ENTRY IN TRASH OR RECYCLE FROM TRASH

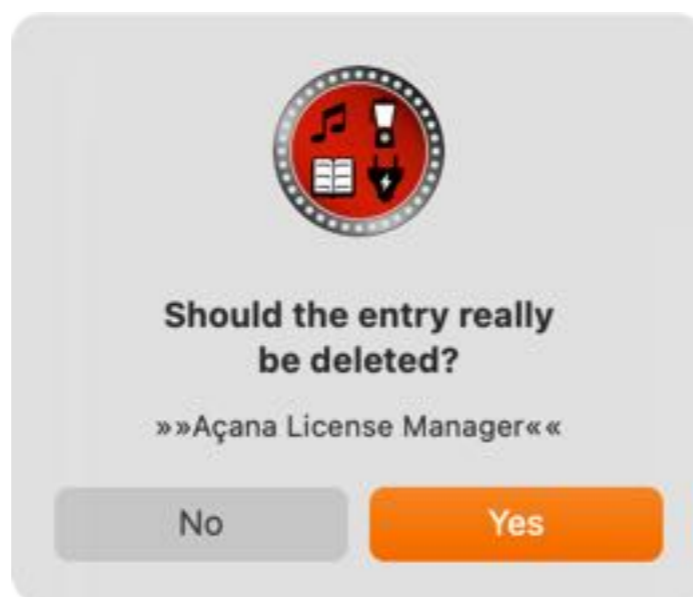
If you don't need an entry anymore, you can simply put it into the trash via the toolbar menu, the menu or the context menu. If it is needed again later, you can recycle the entry from the trash.



DELETE ENTRY

DELETE ENTRY

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



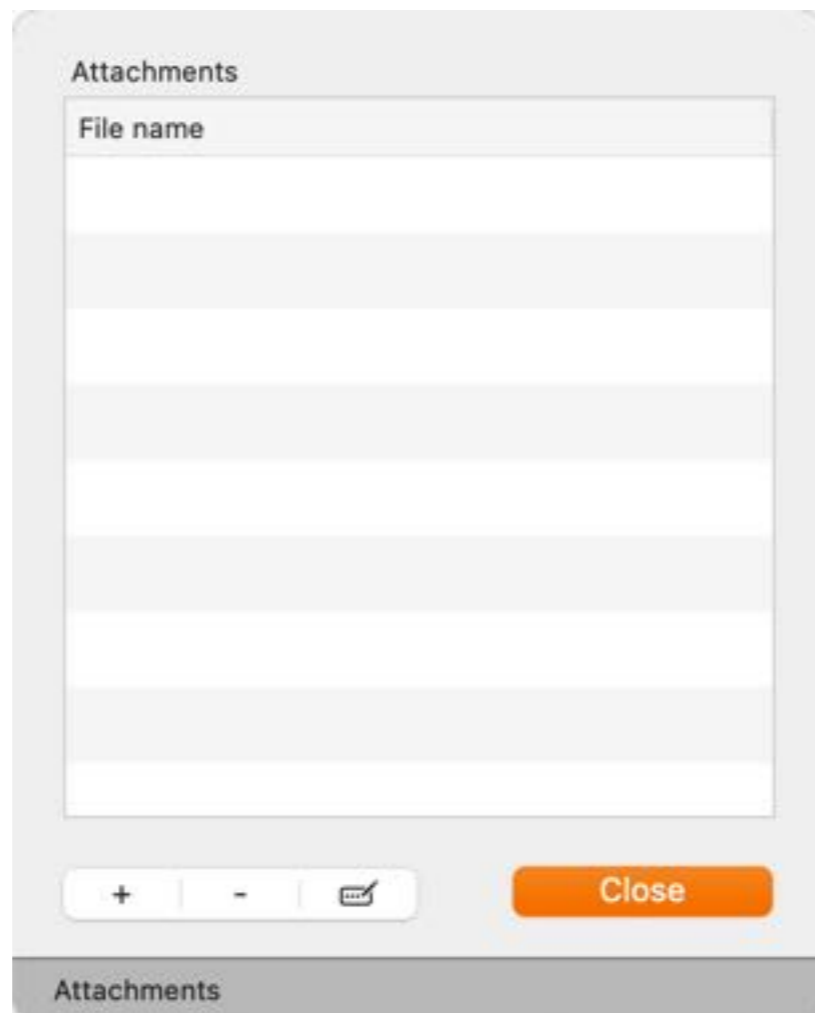
This action deletes the selected entry including all attachments. A recovery is not possible!



MANAGE ATTACHMENTS

MANAGE ATTACHMENTS

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



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

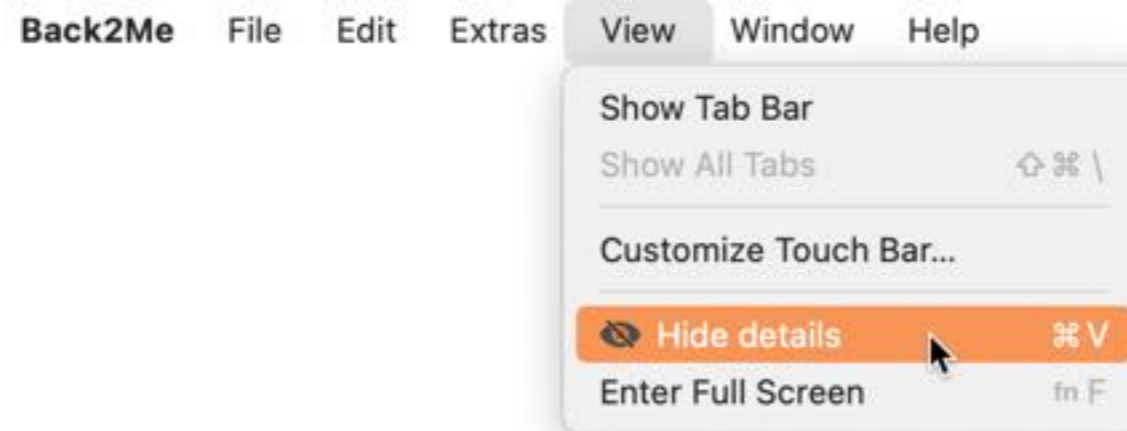
You can also add attachments from an iOS device. You can find more information in the chapter ["Add Product Picture or Attachment via iOS Device"](#).



HIDE DETAILS

HIDE DETAILS

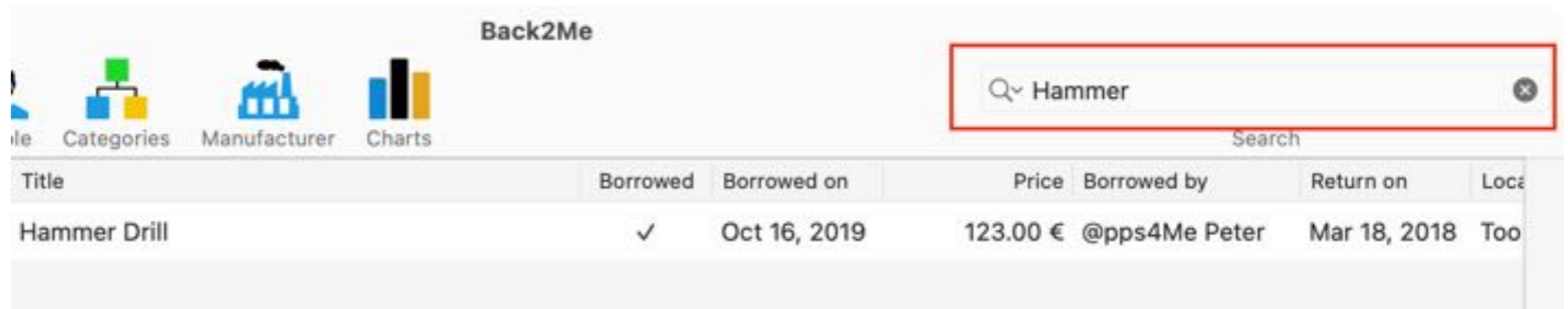
The details can be hidden via the menu "View => Hide details".



SEARCH ENTRIES

SEARCH ENTRIES

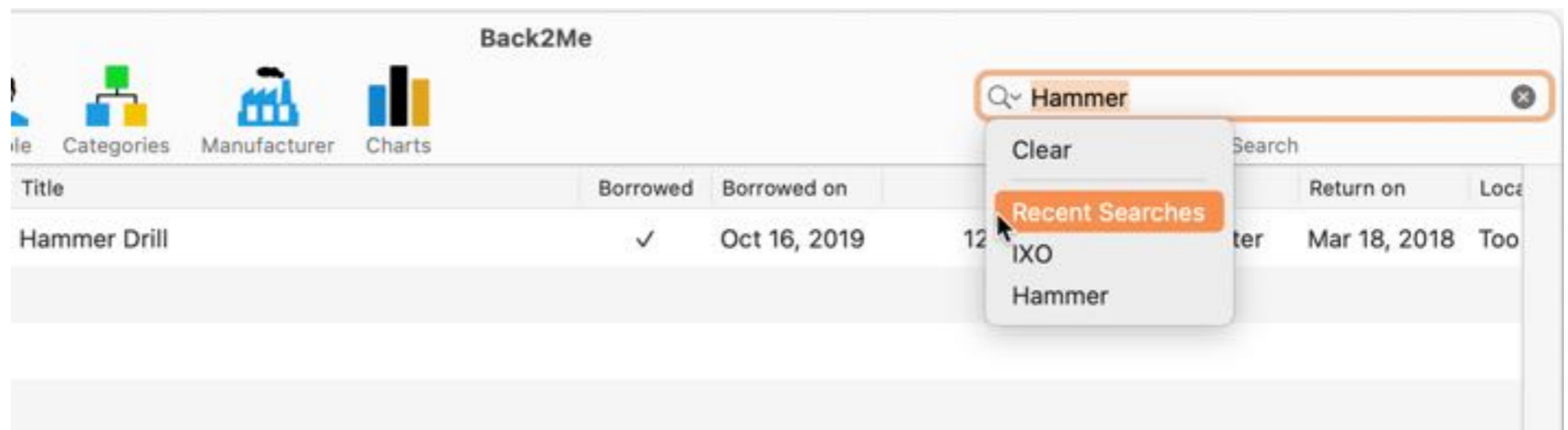
Use the search field to search for entries or to filter the displayed entries. Enter the search term or a part of it into the search field and press the Enter/Return key.



The screenshot shows the Back2Me application interface. At the top, there are navigation icons for 'File', 'Categories', 'Manufacturer', and 'Charts'. A search bar on the right contains the text 'Hammer' and is highlighted with a red box. Below the search bar, a table displays search results. The table has columns for 'Title', 'Borrowed', 'Borrowed on', 'Price', 'Borrowed by', 'Return on', and 'Location'. One entry is visible: 'Hammer Drill' with a checkmark in the 'Borrowed' column, a date of 'Oct 16, 2019', a price of '123.00 €', and a borrower of '@pps4Me Peter'.

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

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



This screenshot is similar to the previous one, but it shows the search menu that appears when the search bar is active. The search bar contains 'Hammer' and has a dropdown menu open. The menu options are 'Clear', 'Recent Searches', 'IXO', and 'Hammer'. The 'Recent Searches' option is highlighted in orange. The table below the search bar shows the same search results as in the previous screenshot.

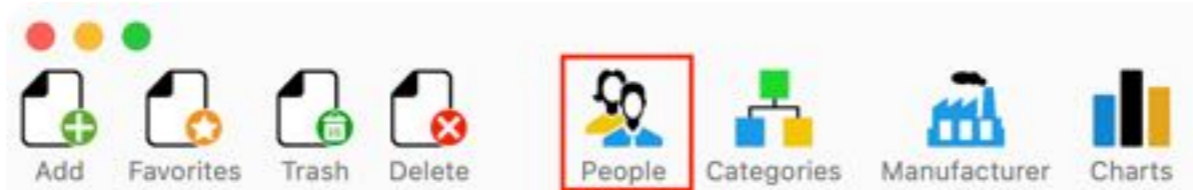
Title	Borrowed	Borrowed on	Price	Borrowed by	Return on	Location
Hammer Drill	✓	Oct 16, 2019	123.00 €	@pps4Me Peter	Mar 18, 2018	Too



MANAGE PEOPLE

MANAGE PEOPLE

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



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

The 'Manage people' dialog window has a toolbar with 'Add', 'Delete', 'vCard ↑', and 'Contacts' icons. Below the toolbar is a table of contacts:

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

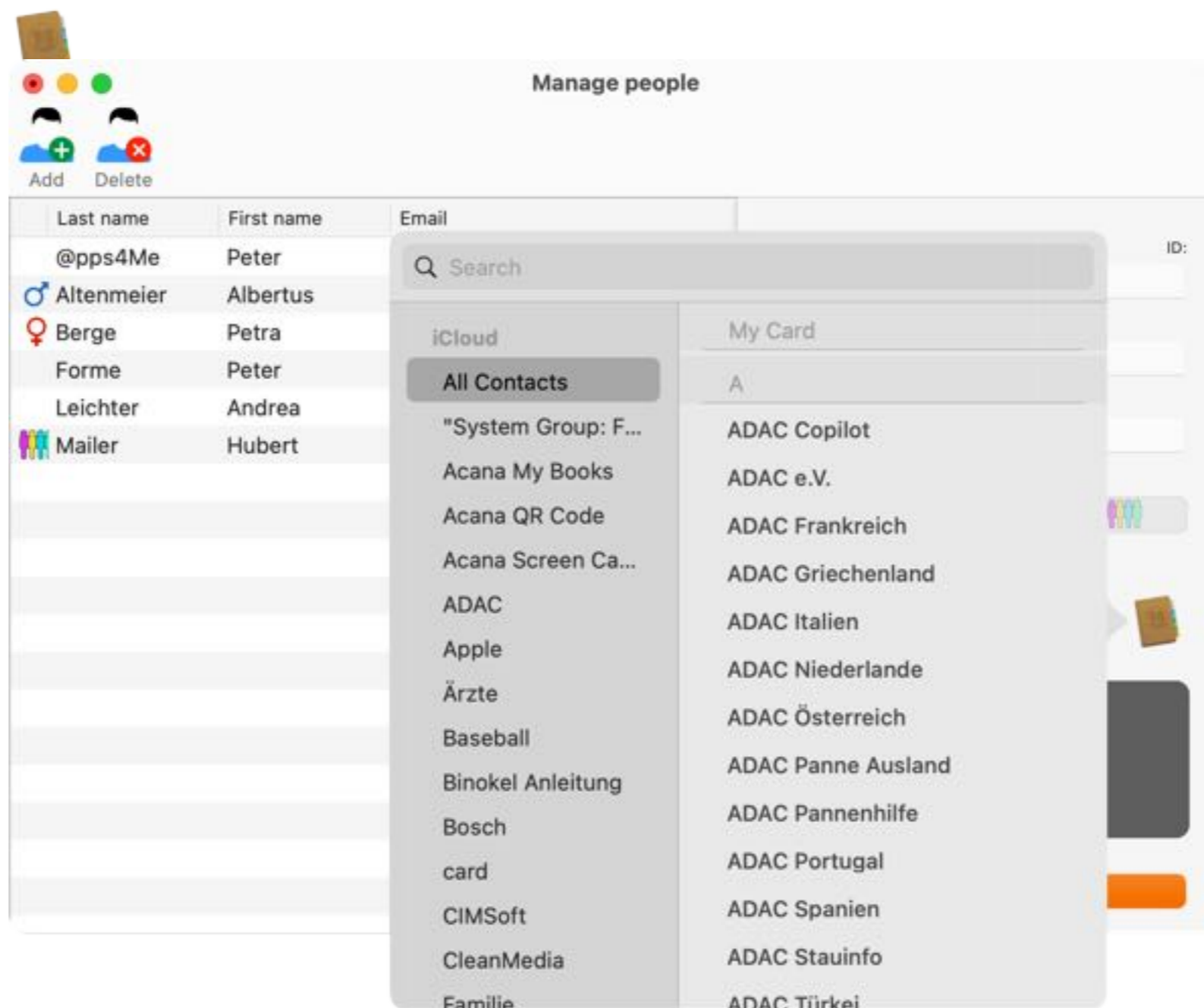
To the right of the table is a form for editing a contact with the following fields:

- First name
- Last name
- E-mail
- Gender: ♂ | ♀ | 👤
- Rating: ☆ | ★ | ★ | ★ | ★ | ★
- Drop vCard file here (with vCard icon)
- Close button



MANAGE PEOPLE

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



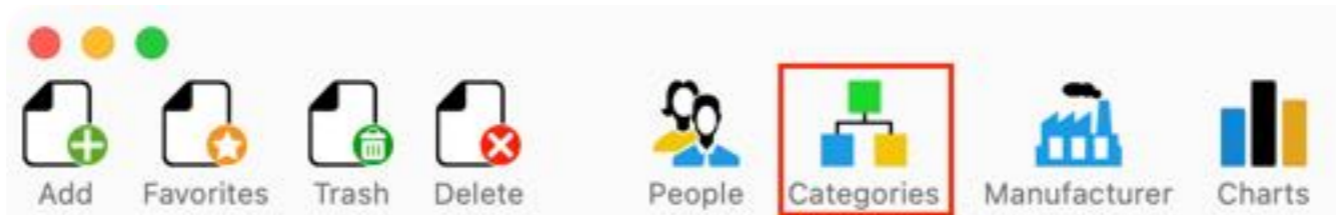
It is also possible to add a contact via a vCard file. To do this, drag a vCard file to the "Drag vCard here" area.



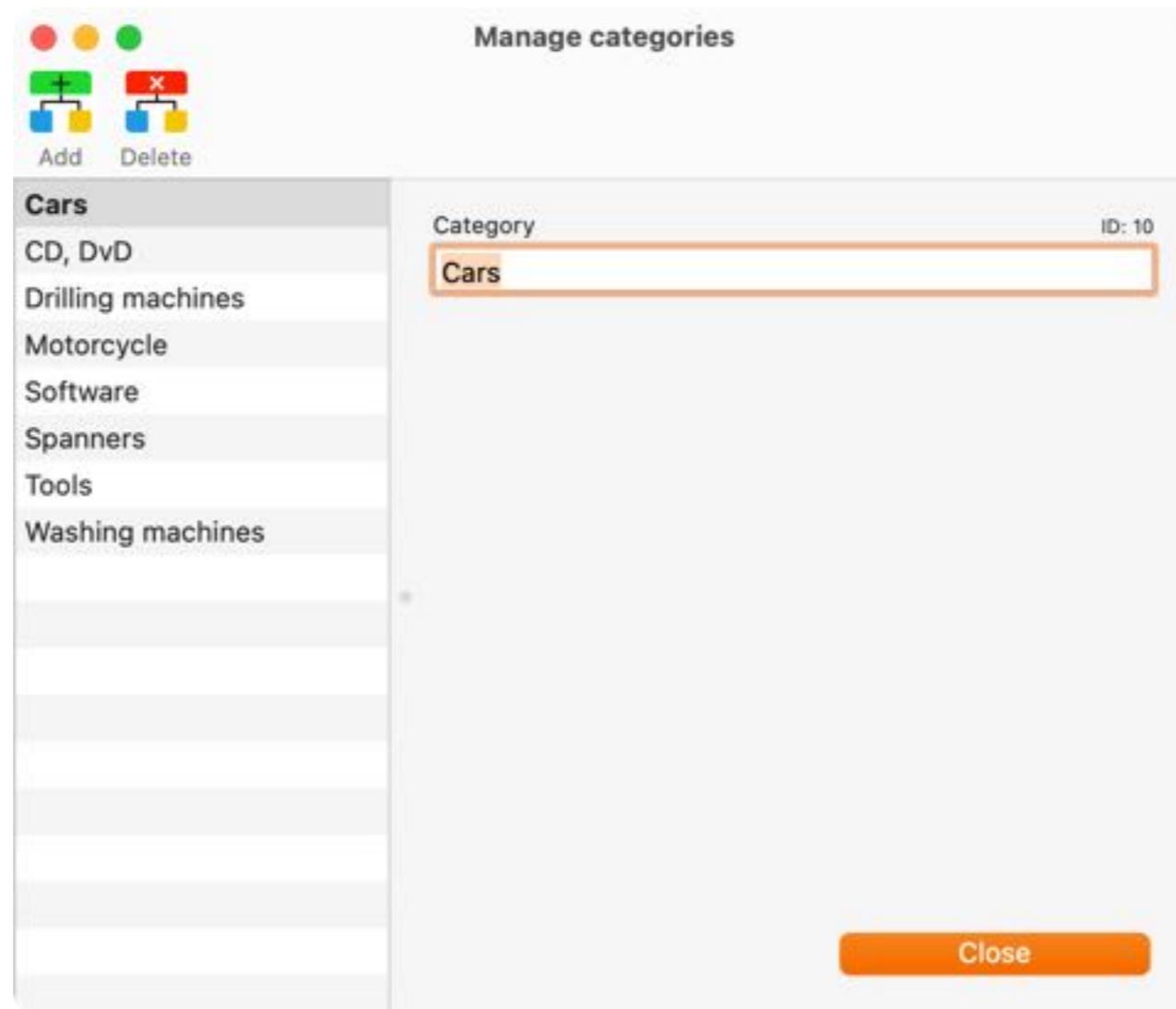
MANAGE CATEGORIES

MANAGE CATEGORIES

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



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



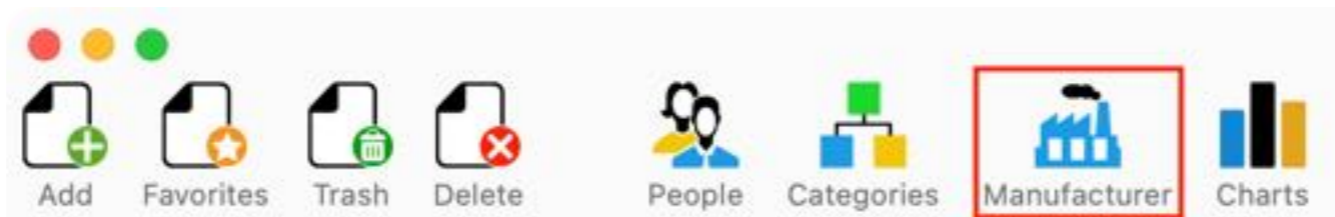
A category that is still in use cannot be deleted.



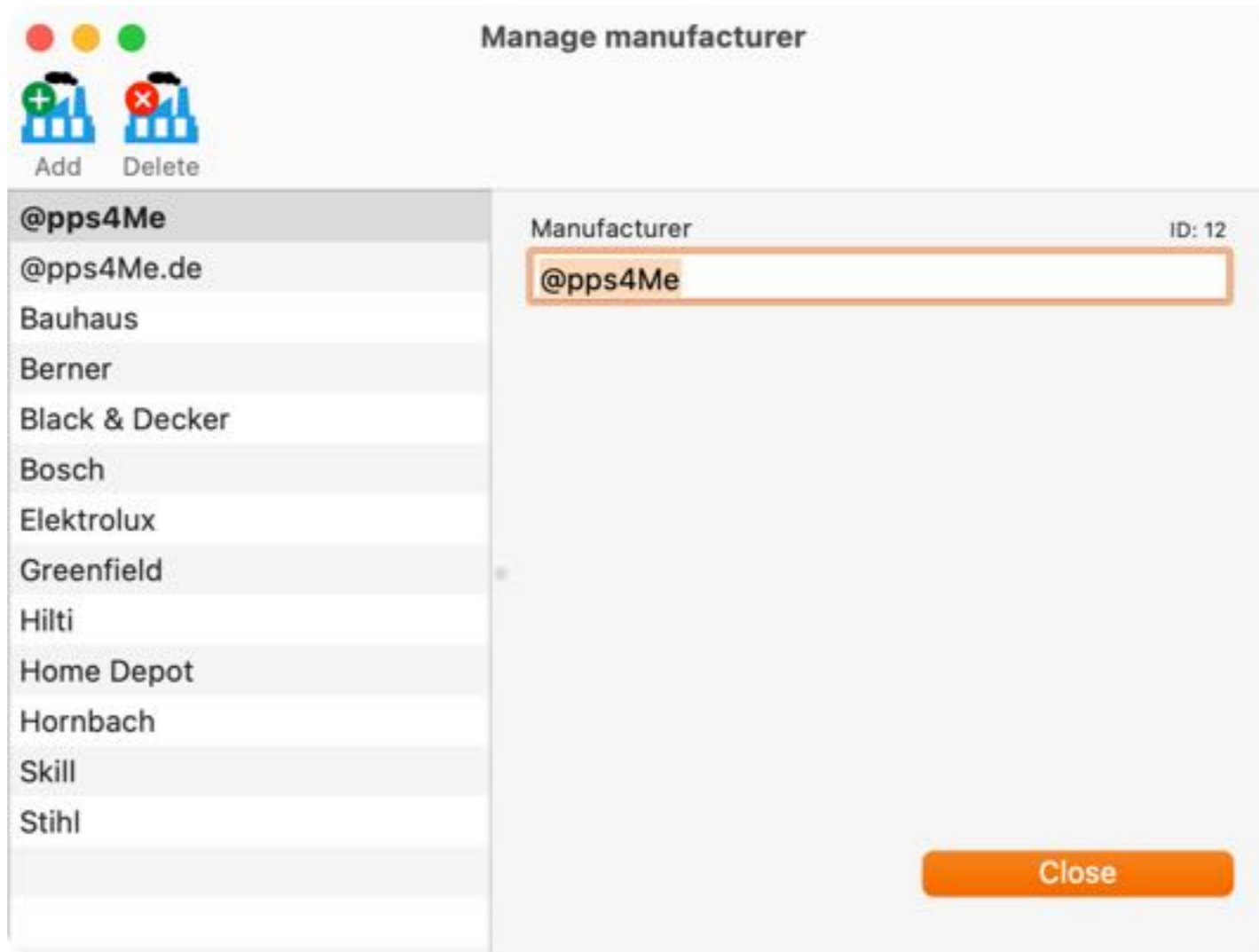
MANAGE MANU- FACTURER

MANAGE MANUFACTURER

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



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



A manufacturer that is still in use cannot be deleted.



SEND NOTIFICATION

SEND NOTIFICATION

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

The screenshot shows the details for an item titled "Açana License Manager". The interface includes fields for Manufacturer, Category (Software), Location (Büro), Bought at (@pps4Me.de), Price (\$ 12.99), and Bought on (10/12/2015). It also shows the item is Borrowed by "Leichter, Andrea" and was borrowed on 8/12/2019, with a return date of 7/21/2020. A "Send e-mail" button is highlighted with a red box. Other options include "Remove from favorites" and "Add comment to e-mail". A QR code and the item's image are shown on the right. The bottom right corner displays the creation date (Oct 12, 2019) and the last change date (Feb 18, 2022).

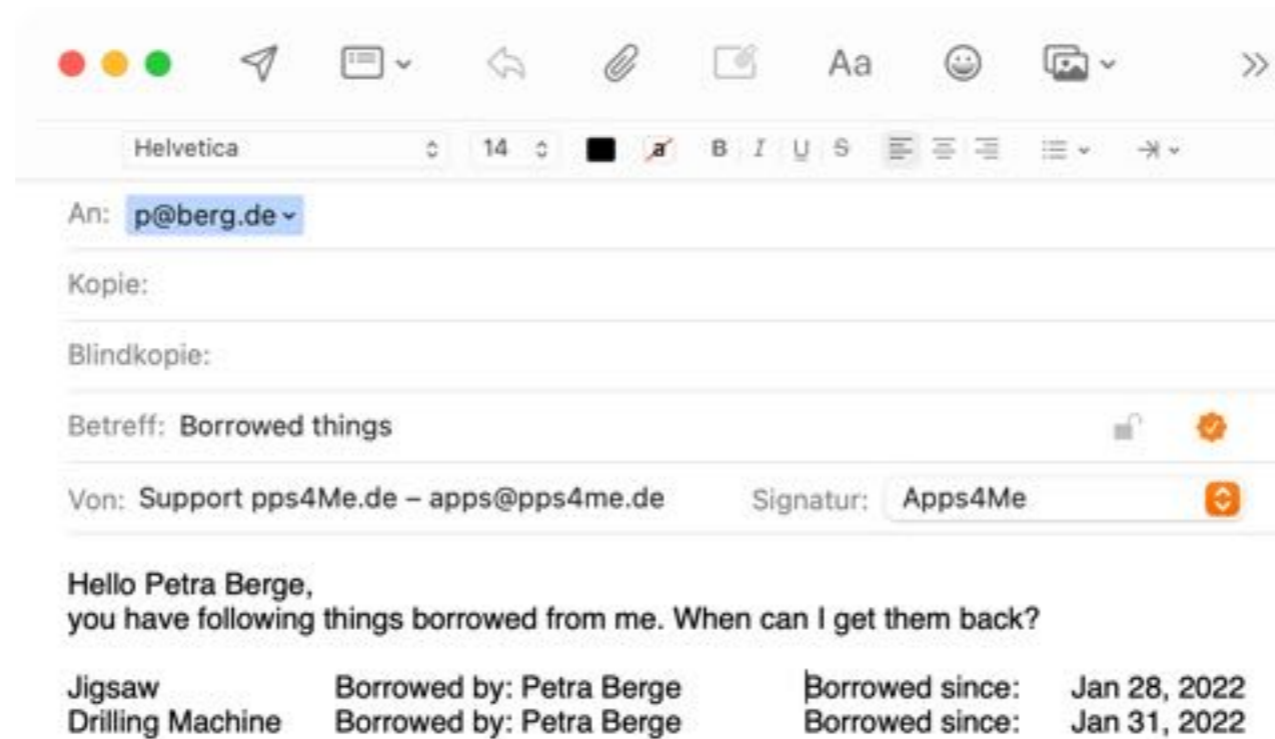
Optionally you can choose if the comment should be included in the e-mail. An e-mail will be created for the selected item. If you want to create a notification about all borrowed items, go to the "People" section and select the person and then a borrowed item.

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



SEND NOTIFICATION

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



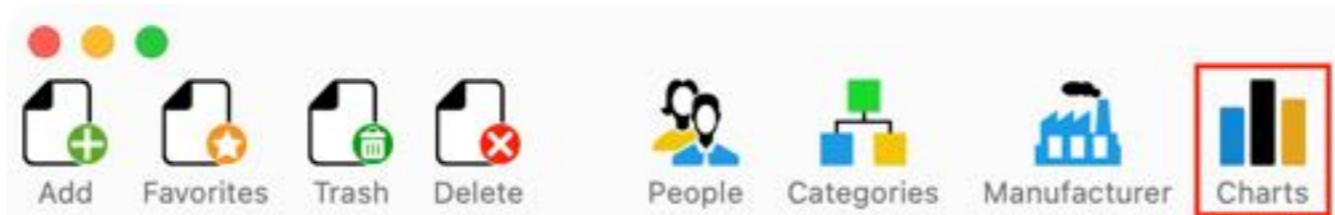
You can also use the sharing services for notification. To do that, click the Share icon in the details and select the appropriate service.



CHARTS

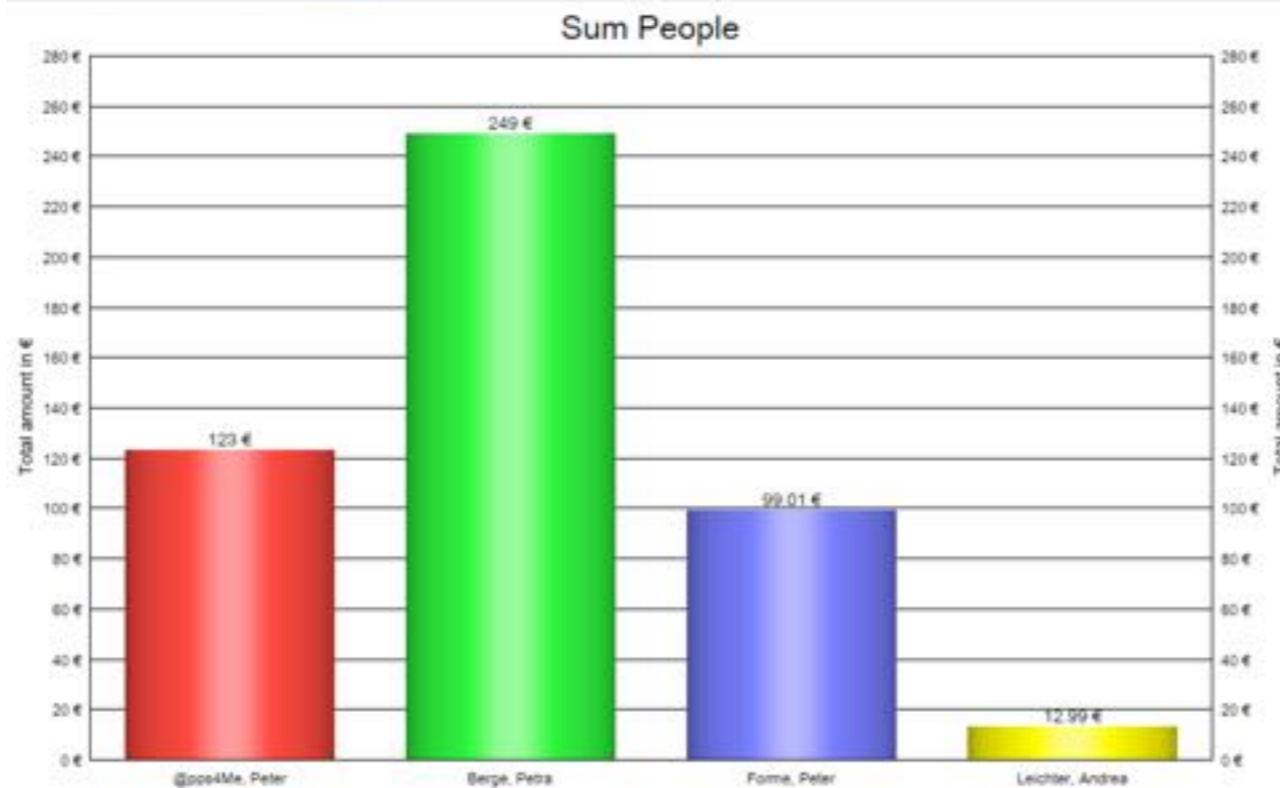
CHARTS

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



The following evaluations are available:

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



SAVE CHARTS

SAVE CHARTS

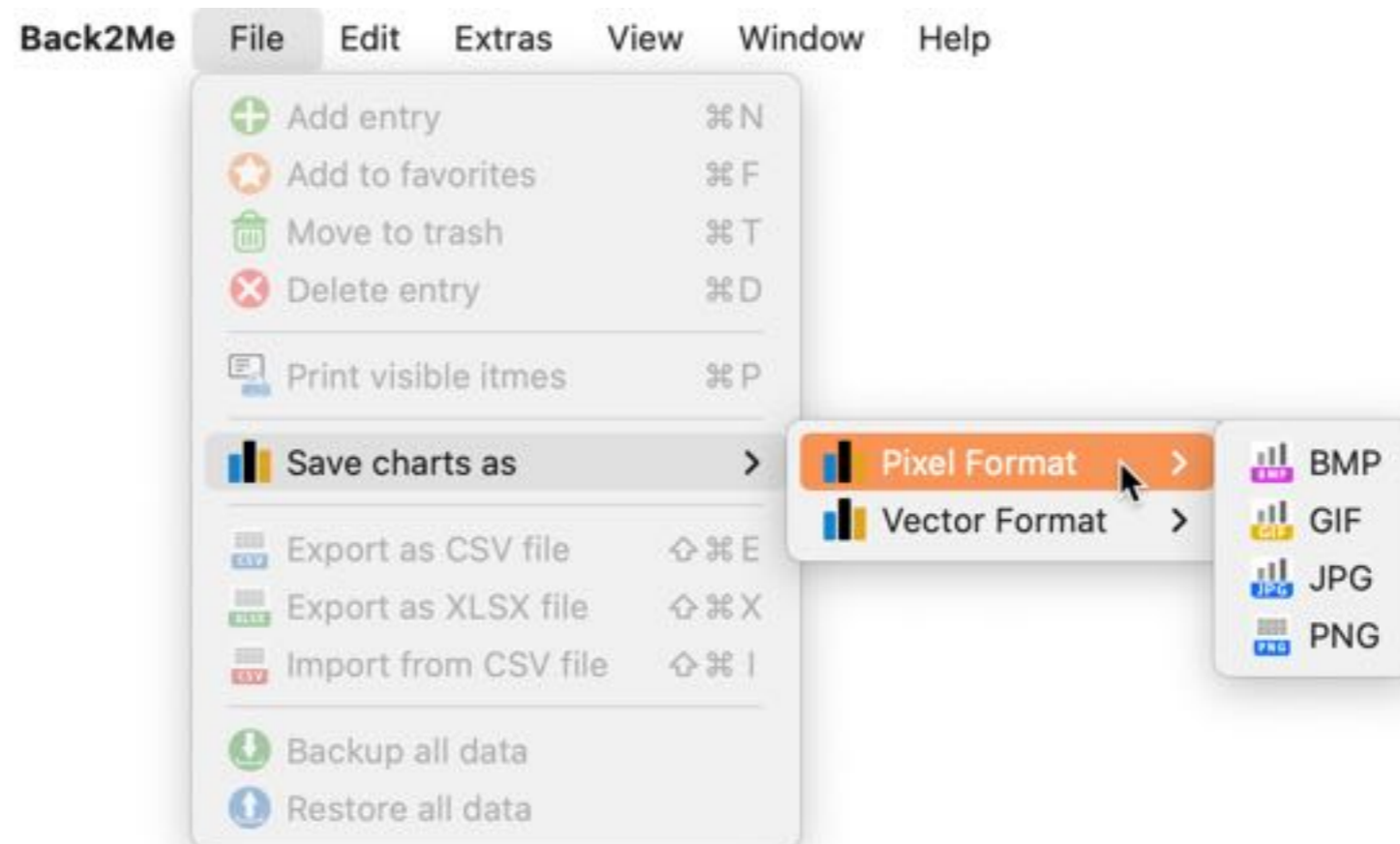
The reports can be saved in the following formats via the menu "File => Save report as":

Pixel format

- BMP
- GIF
- JPEG
- PNG

Vector format

- PDF
- SVG



PRINT

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

Print visible items

1/1 Scale: 68%

Back2Me

Category: All

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

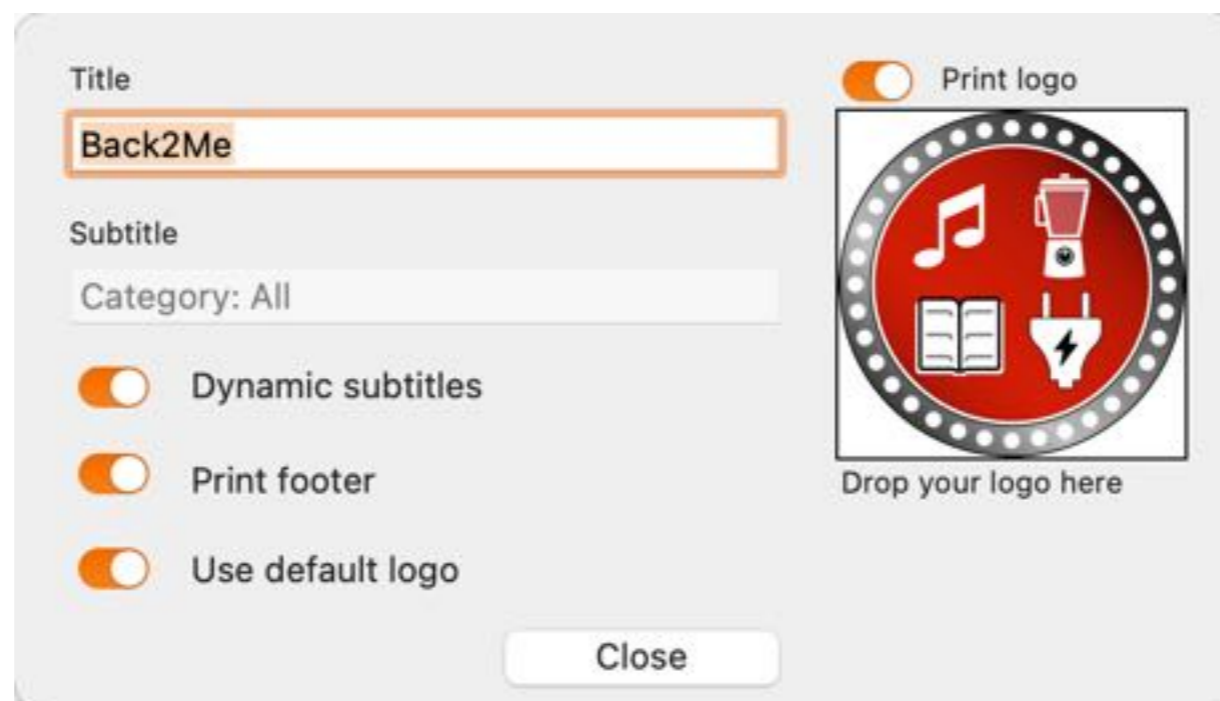
8/20/22 7:50 AM Back2Me • © 2014-2022 CIMSoft, @pps4Me • www.pps4me.com Page 1/1

Show Grid Fit Page



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

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



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

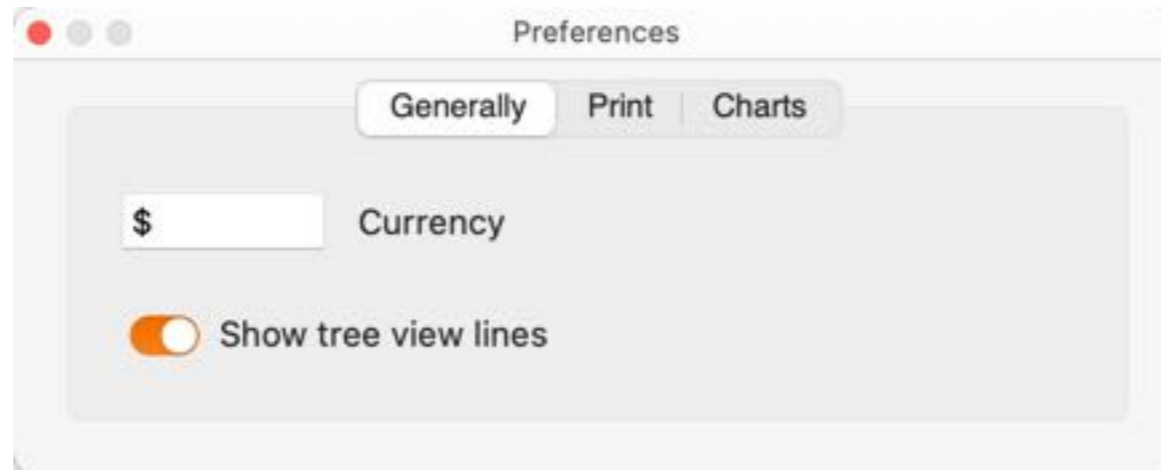


PREFERENCES

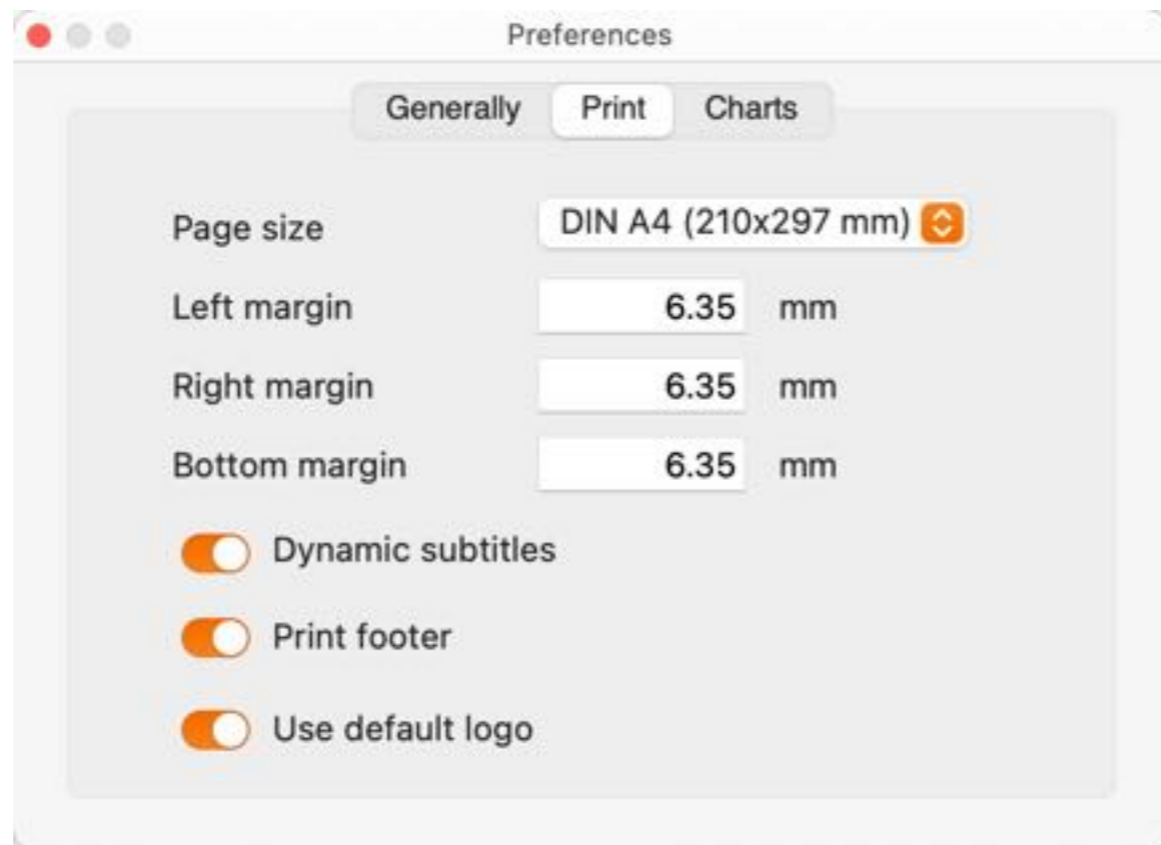
PREFERENCES

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

Generally

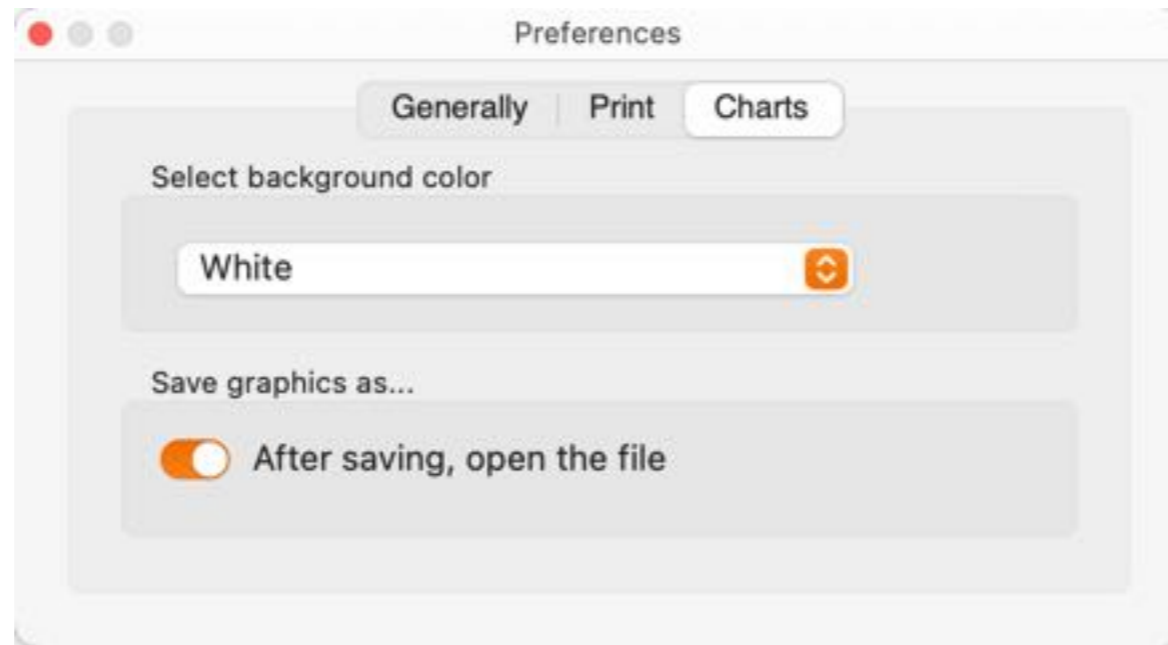


Print



PREFERENCES

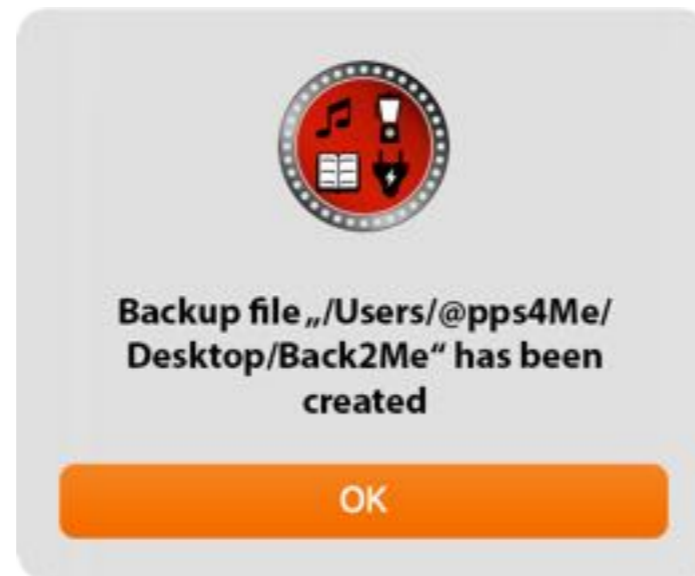
Charts



BACKUP ALL DATA

BACKUP ALL DATA

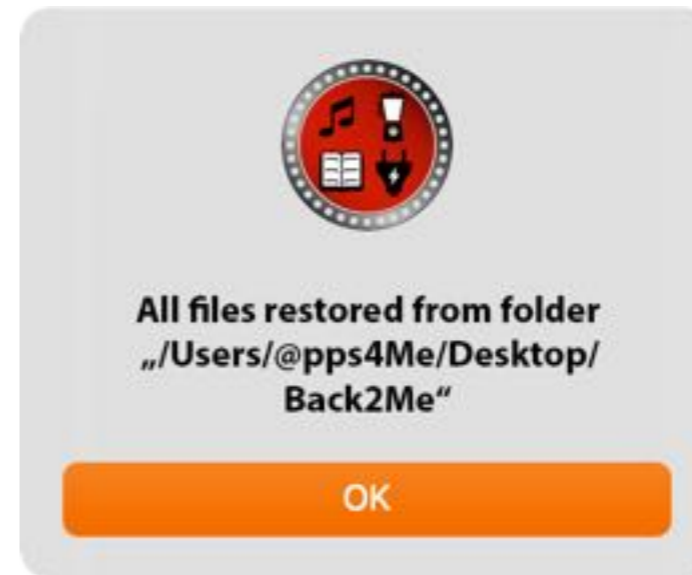
With the menu "File => Backup all data" you can create a backup of all data. As a target for the backup you can choose any directory, any data carrier (external hard disk, USB stick etc.) or a network drive. The database, all images and the corresponding attachments will be backed up.



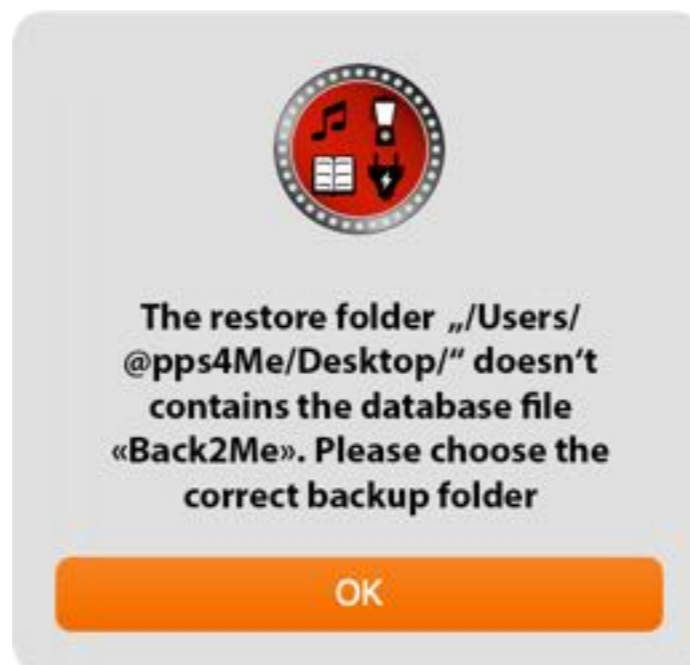
RESTORE ALL DATA

RESTORE ALL DATA

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



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



EXPORT AS CSV FILE

EXPORT AS CSV FILE

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

Export CSV parameter

End of line separator:

Field separator: ;

String separator:

Example CSV file:

Back2Me Export.csv Öffnen mit Numbers

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

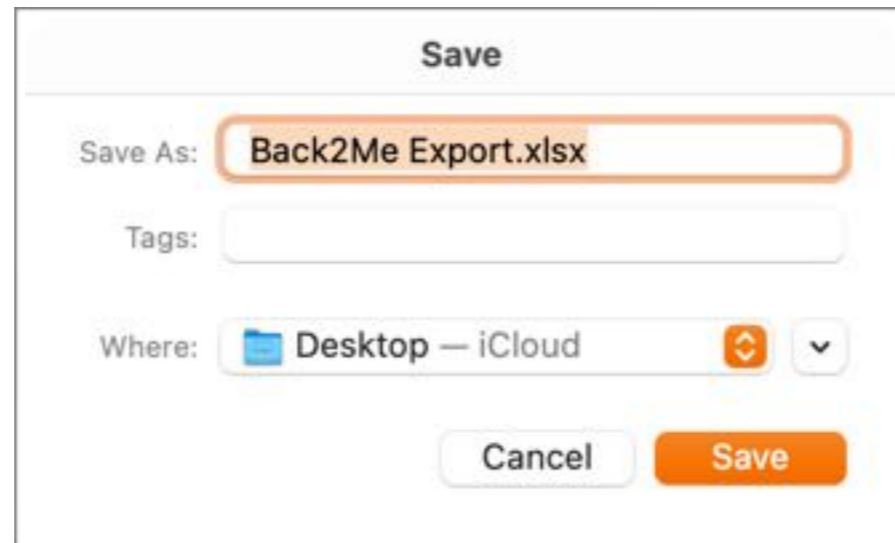
The CSV file can of course be edited with any spreadsheet program (Excel®, Numbers®, LibreOffice®, etc.).



EXPORT AS EXCEL® XLSX FILE

EXPORT AS EXCEL® XLSX FILE

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



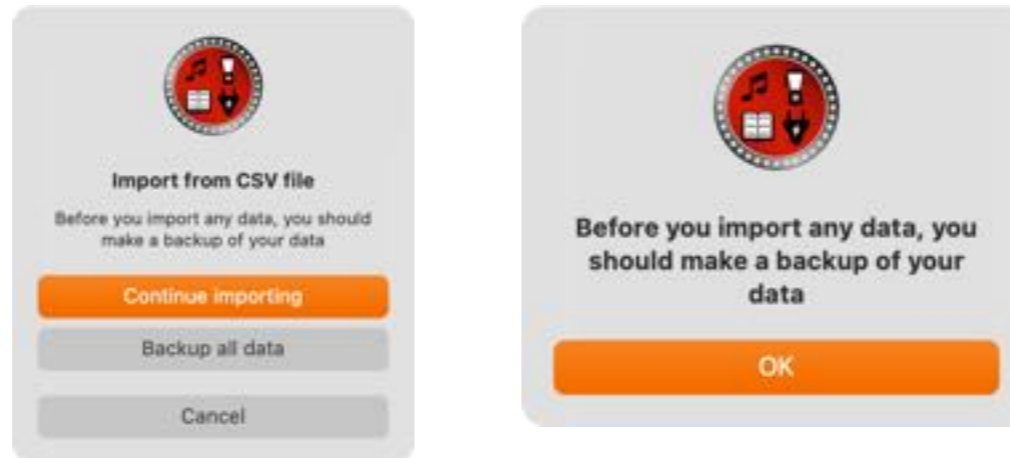
	A	B	C	D	E	F	
1	Title	Borrowed	Borrowed on	Price	Borrowed by	Return on	Location
2	Açana License Manager	✓	Aug 12, 2019	12.99	Leichter Andrea	Jul 21, 2020	Büro
3	Hammer Drill	✓	Oct 16, 2019	123.00	@pps4Me Peter	Mar 18, 2018	Tool Cab
4	IXO	✓	Jan 20, 2022	99.01	Forme Peter	Mar 18, 2018	Cabinet
5	Jigsaw	✓	Jan 28, 2022	129.00	Berge Petra	Mar 18, 2018	Shelf, lef
6	New Entry	✓	Jan 31, 2022	120.00	Berge Petra	Mar 18, 2018	
7							
8							
9							
10							
11							



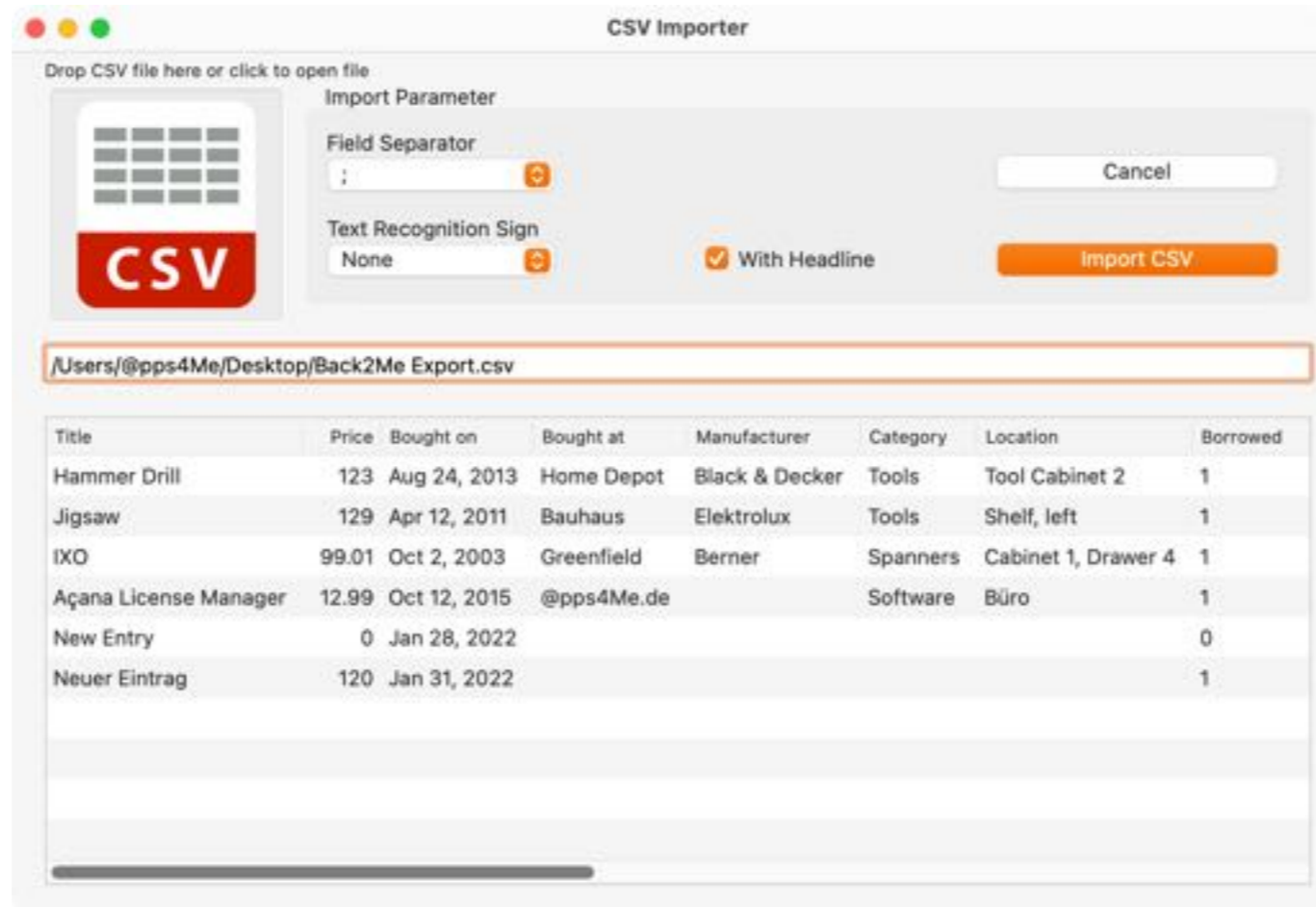
IMPORT FROM CSV FILE

IMPORT FROM CSV FILE

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

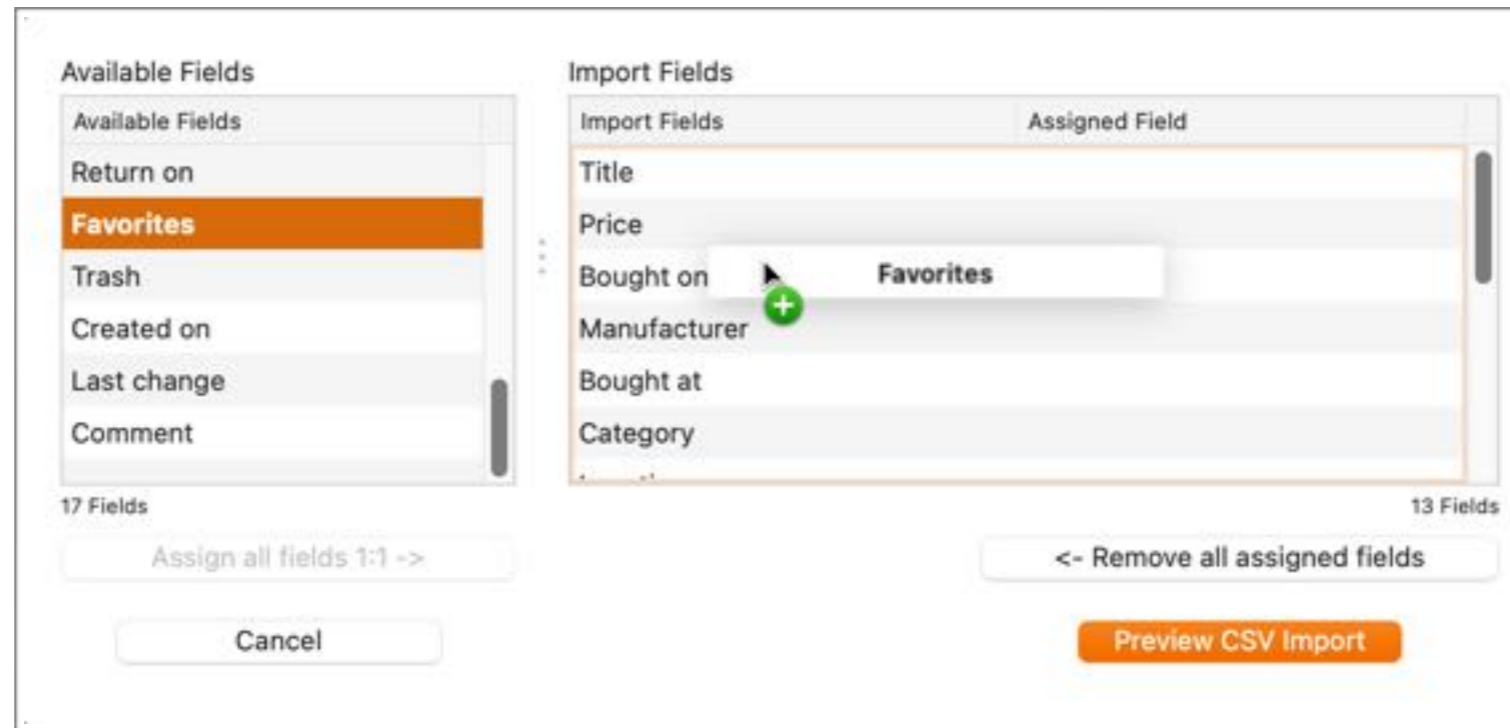


Click on the CSV icon and select a CSV file. You can also drag a CSV file onto the icon. Now select the appropriate parameters. In the table below you will see a preview of the data as you change the parameters. Now click on "Import".

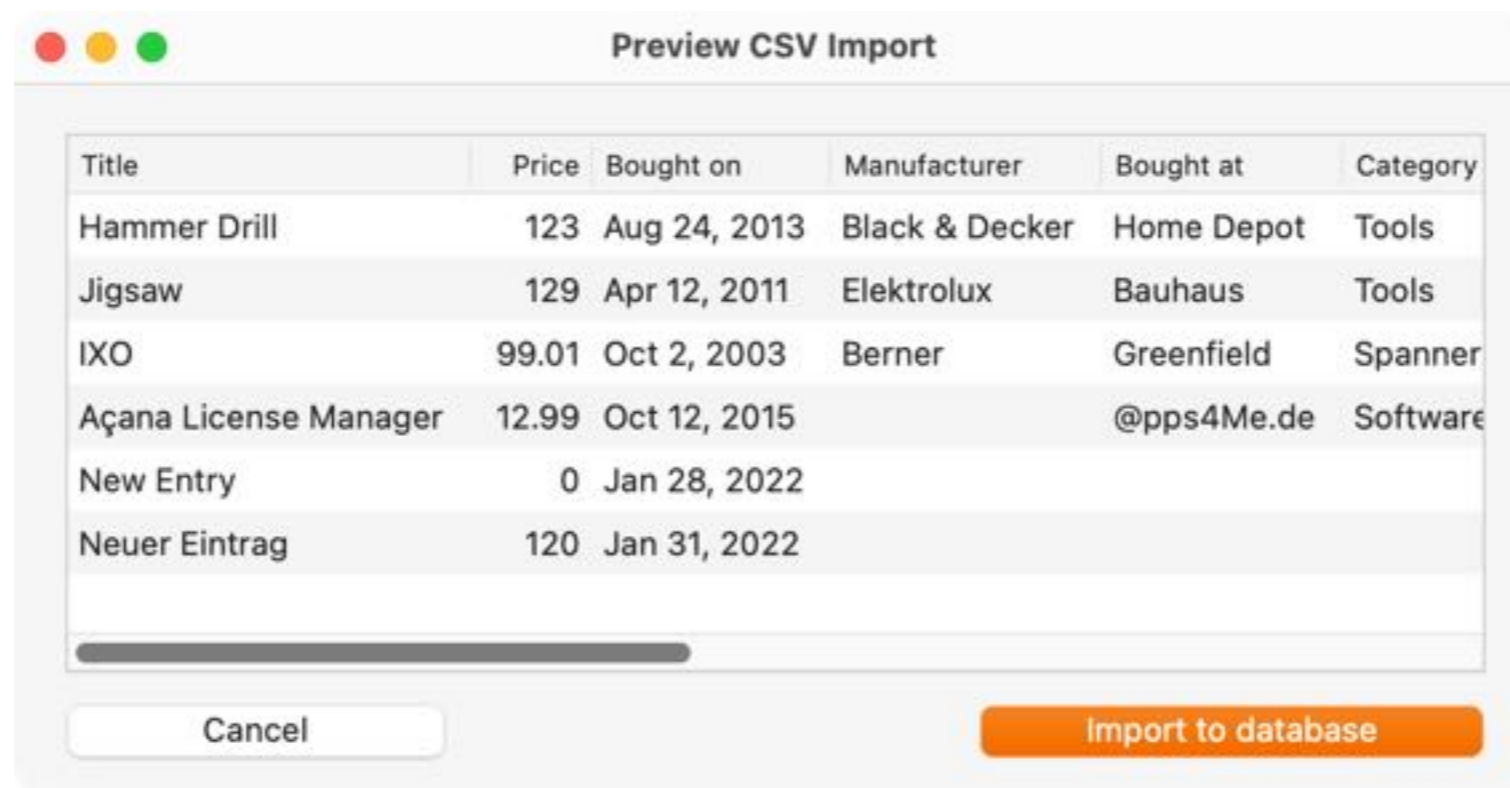


IMPORT FROM CSV FILE

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



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



IMPORT FROM CSV FILE

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



HELP MENU

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

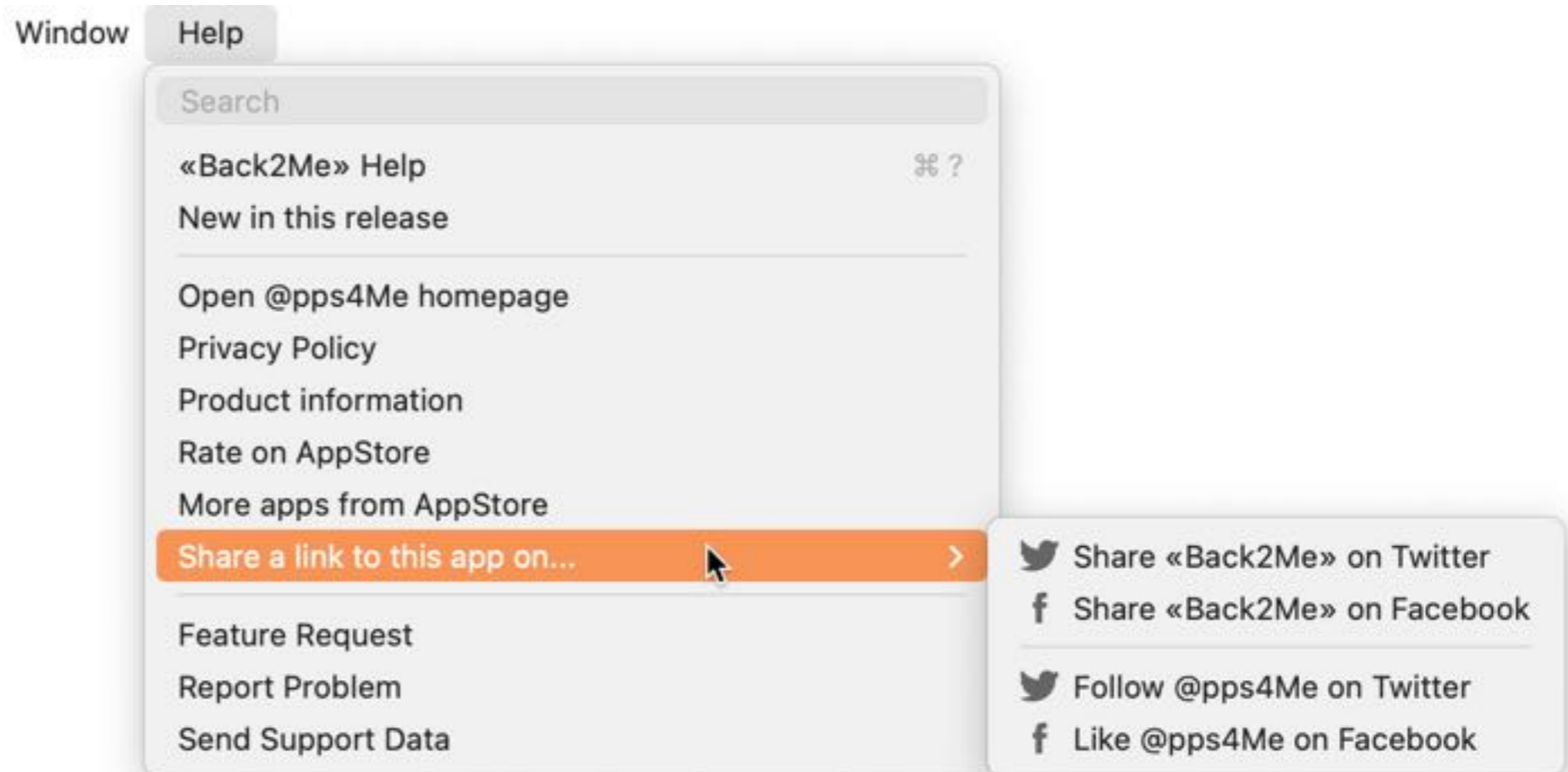
«Back2Me» Help	Show this help
New in the release	Overview of new features
Open @pps4Me Homepage	Open homepage
Privacy Policy	Show Privacy Policy
Product information	Show information about Back2Me
Rate on AppStore	Rating in the AppStore
More app from AppStore	All apps from @pps4Me
Share a link to this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



SHARE A LINK TO THIS APPLICATION

SHARE A LINK TO THIS APPLICATION

To share a link to this app with your friends via e-mail, messages, Twitter®, Facebook® or AirDrop, choose "Help => Share link to this app in..." in the menu. You can like us on Facebook or follow us on Twitter.



MORE APPS
FROM
@PPS4ME

MORE APPS FROM @PPS4ME

Click [here](#) for more apps from @pps4Me.



CONTACT US

CONTACT US

If you still have unanswered questions, please send us an e-mail to Contact@Support. Or visit our [Homepage](#).



COPYRIGHT & GENERAL TERMS AND CONDITIONS

COPYRIGHT & GENERAL TERMS AND CONDITIONS

General Terms and conditions for the use of this help book.

I. Right-holders, copying, Copyright

1. The copyright of this help book is by CIMSoft, @pps4Me, Horst Jehle, Bahnhofstraße 21, 71063 Sindelfingen (hereinafter referred to as "author"). The Copyright refers to the graphics, the text as well as the electronic source text to graphics and all texts as a whole.

2. In the source text of the template (template) is the copyright of the author. This Copyright notice © in the source text of the manual must not be removed. Already the removal of copyright constitutes copyright infringement and may be punishable by law.

Add your own copyright notice is not permitted.

3. The provision of this manual with download option on their own or third party websites, the reproduction and copying to CD's/DVD's or other data carriers for the purpose of disclosure to third parties both paid and free of charge (except for personal use) as well as a direct link to the download files is prohibited.

4. With the download of this manual, the user acknowledges the terms and conditions of use.

II. Free private use

1. This help book is free to personal, private, non-commercial purposes.

2. With the download of this manual, the user receives the right to use the manual for the purposes of this Terms of use. The property rights in the content fully remain with the author.

III. Commercial pay use

1. Commercial and thus pay use for the purposes of this Terms of use is when to book a private or third acquisition business regardless of the size advertised in any way, pay services under a single URL provided.



COPYRIGHT & GENERAL TERMS AND CONDITIONS

IV. Scope of the commercial use

- 1.** The use of this help book is only permitted for a company. The right of use expires with the use at another company or a subsidiary or parent company. The right of use is each registered Company to acquire new or pending business.
- 2.** With every purchase of the manual is the internet address (URL) under the manual goes online
- 3.** For any use in accordance with Section IV of the terms of use is a one-time fee for usage numbers. The amount of the remuneration of utilisation can be requested via [E-Mail](#).
- 4.** Mit Zahlung des einmaligen Nutzungsentgeltes erwirbt der Anwender lediglich das Nutzungsrecht im Sinne dieser Nutzungsbedingungen. Das Eigentum am Handbuch verbleibt uneingeschränkt beim Autor.
- 5.** With one-time payment of the remuneration of utilisation of the user acquires only the right of use for the purposes of this Terms of use. The ownership of the manual fully remains with the author.
- 6.** Any commercial user will receive a VAT invoice.

V. Copyright Infringement

- 1.** Any copyright infringement will be prosecuted. The author, a lawyer will always help. Be asserted in the context of provisional legal protection - if necessary - injunctive-, information- and claims for damages.
- 2.** A copyright infringement is if the manual with criminal content by the users or by third parties. The author is displayed next to the assertion of civil claims immediately after having regard to criminal report.
- 3.** Responsible in the sense of the UrhG and these terms and conditions, in addition to the owner of the company or the industry for non-existing persons identity of the creator of the website using this book is offered for download or in any other manner.
- 4.** Information about the legality of a planned use of the book given by the author. The contact data the author can be seen in the [imprint](#) on the web page.



COPYRIGHT & GENERAL TERMS AND CONDITIONS

VI. Liability

The author assumes no liability whatsoever, regardless of the legal grounds, arising out of the use and/or the use of the book or in any other way in connection with the acquisition, exploitation and use of the book could be deducible, except in cases of intent or gross negligence.

The brand names used in this manual are registered trademarks of their respective owners.

