@pps4Me

BACK 2ME

Help Book
Release 2.3.0
Last change: March 2023

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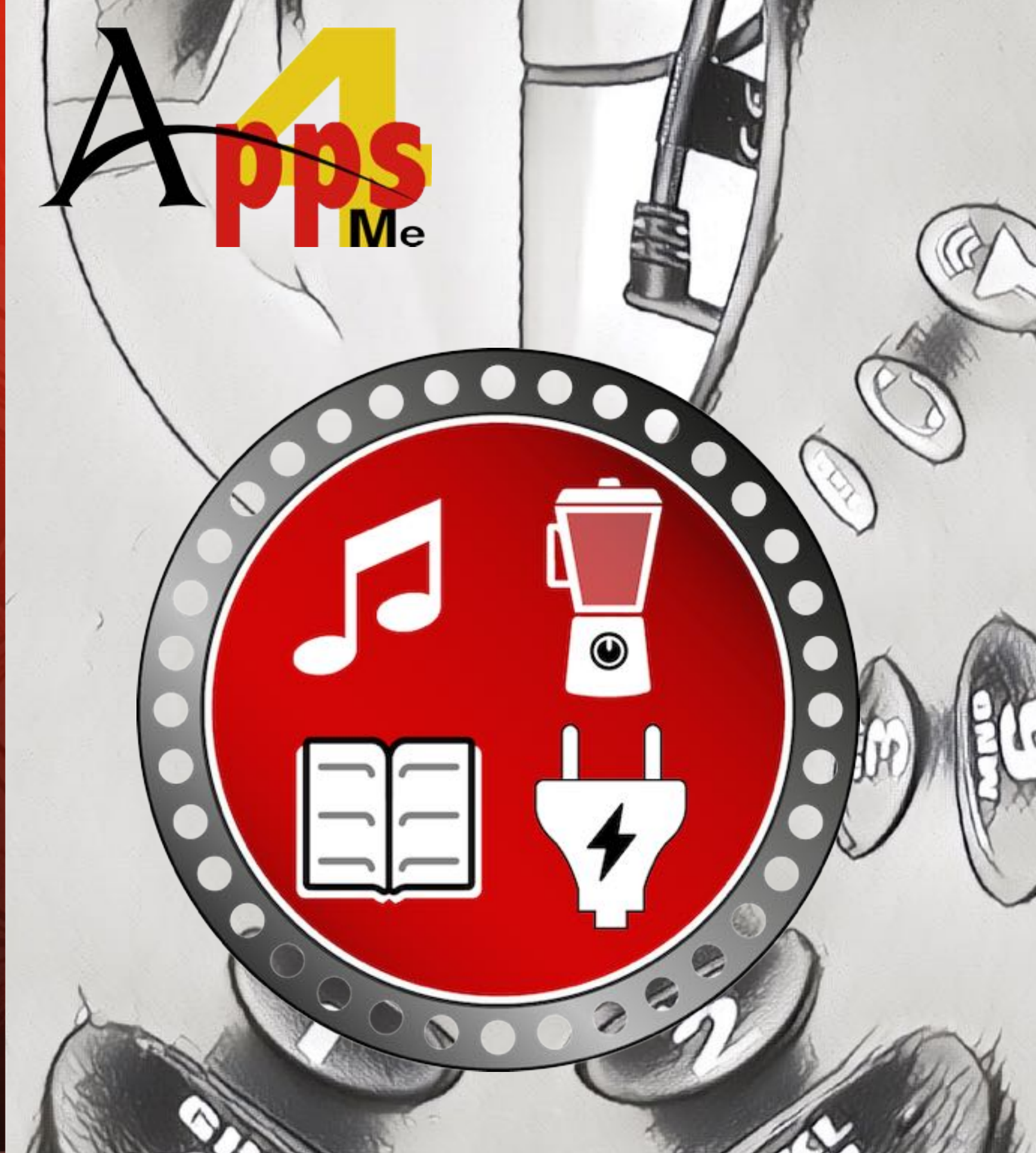

What Is «Back2Me» ? 4

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 ?

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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

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New In This Release

NEW IN THIS RELEASE

New features

- CSV import adjusted

Optimizations

- Various minor adjustments

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Application Start

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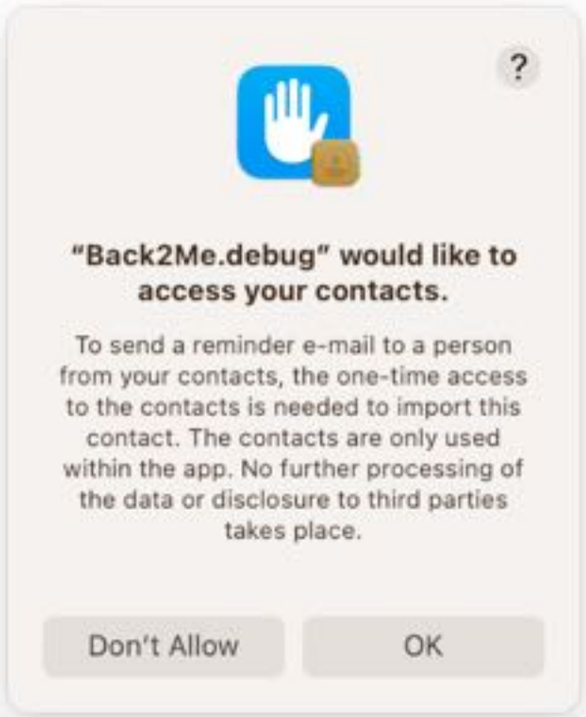
APPLICATION START

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



Application Main Window

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APPLICATION MAIN WINDOW

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

Top: Toolbar menu

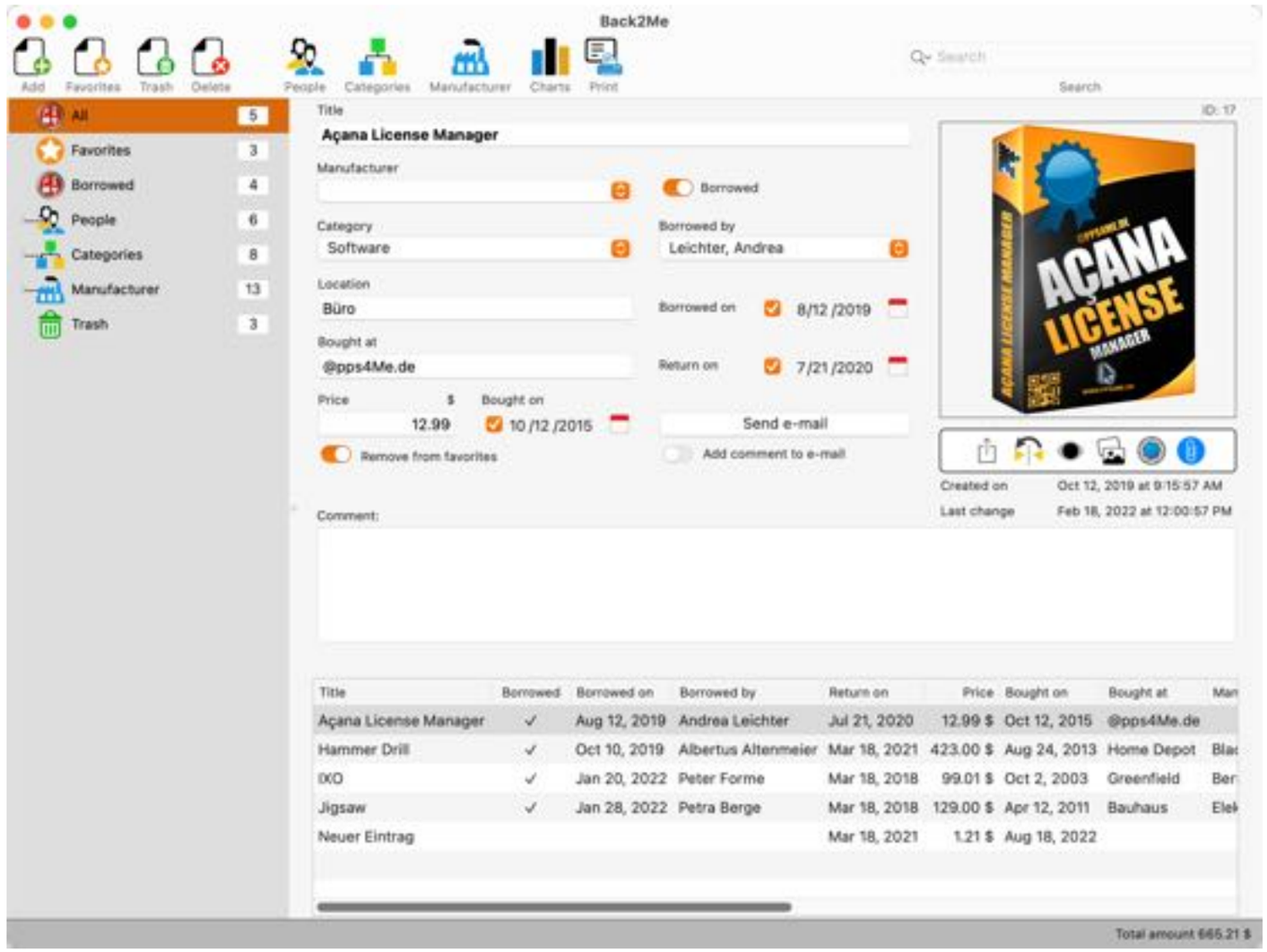
Top right: Search

Left: Tree structure

Top right: Details

Bottom right: List of existing things

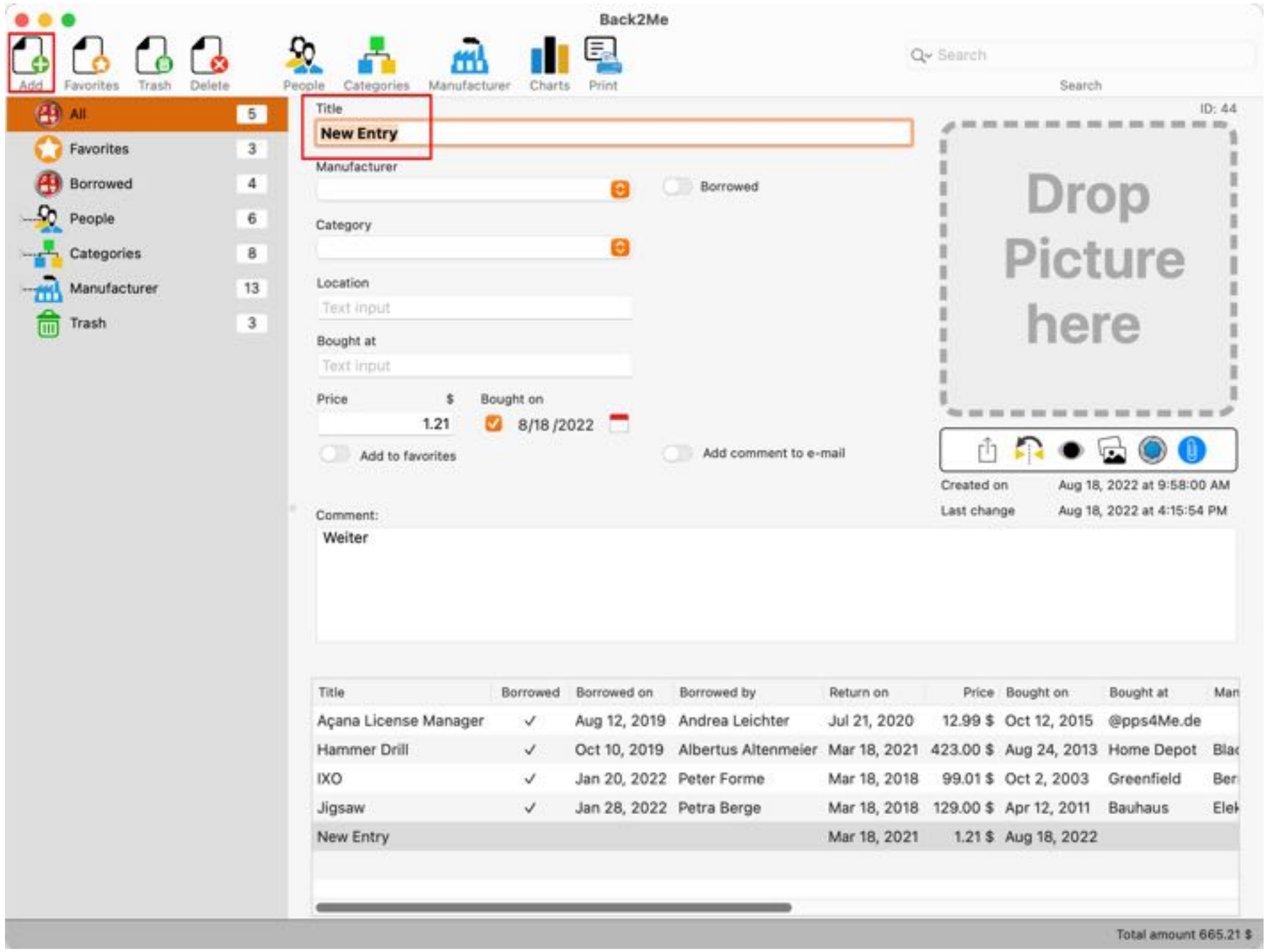
Bottom: Information area



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.



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Add Product Picture

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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.

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Add Product Picture Or Attachment Via iOS Device

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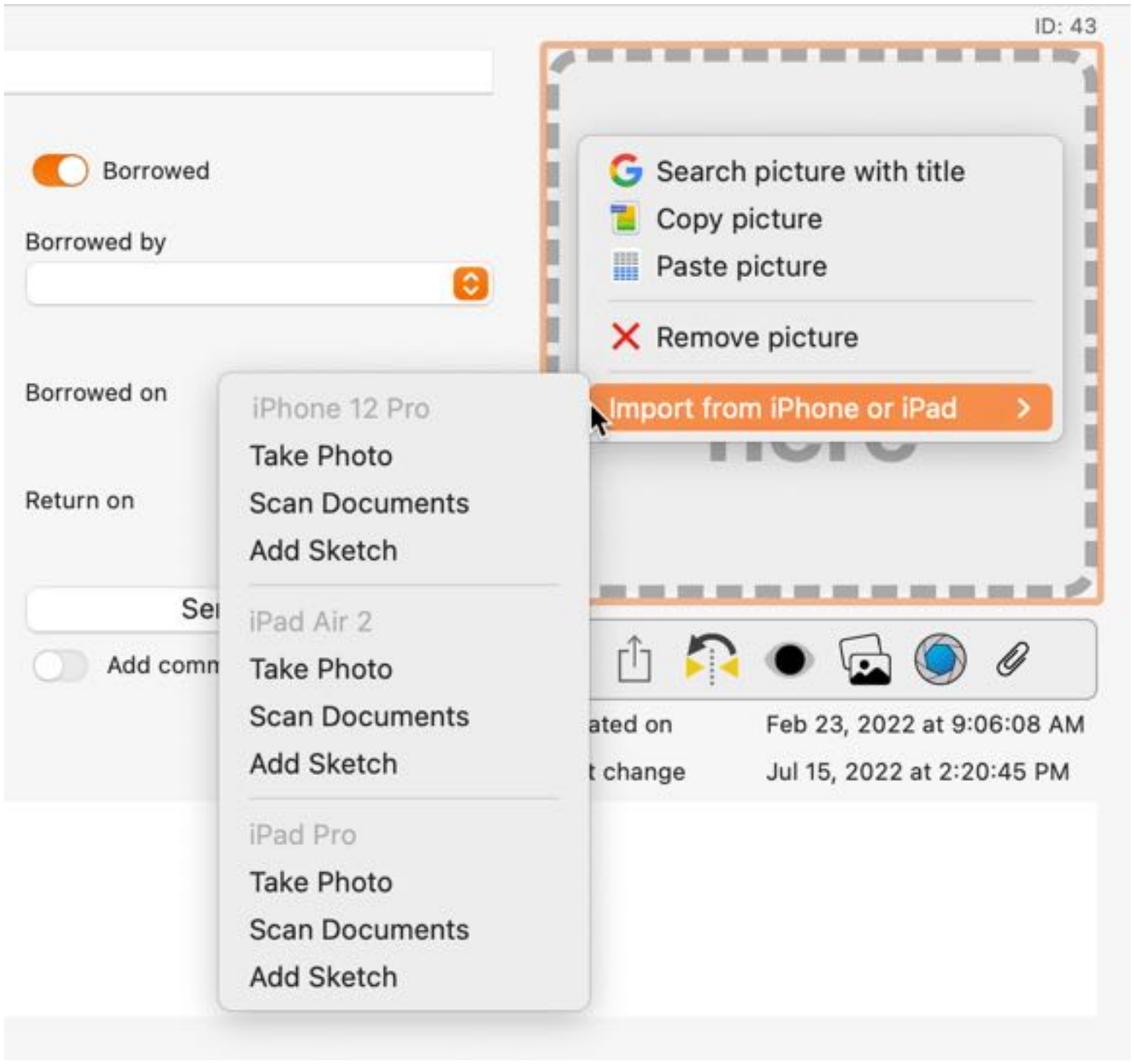
ADD PRODUCT PICTURE OR ATTACHMENT VIA IOS DEVICE

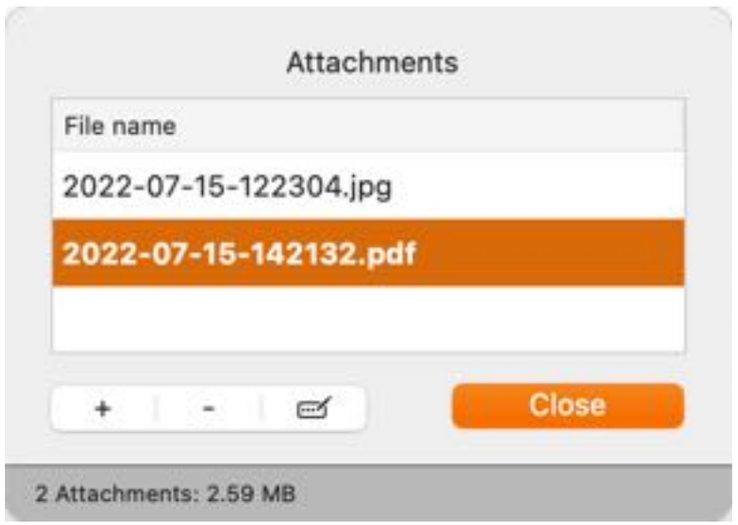
You can add a product photo or attachment from an iOS device. To do this, select "Import from iPhone or iPad" in the product photo area and "Take photo" from the context menu.



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.



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Edit Entry

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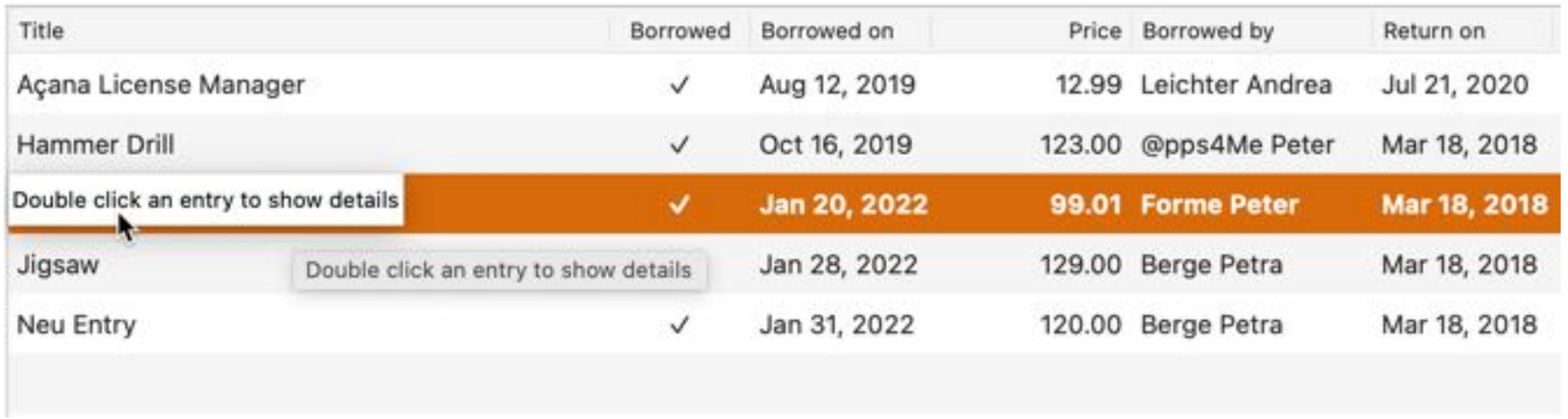
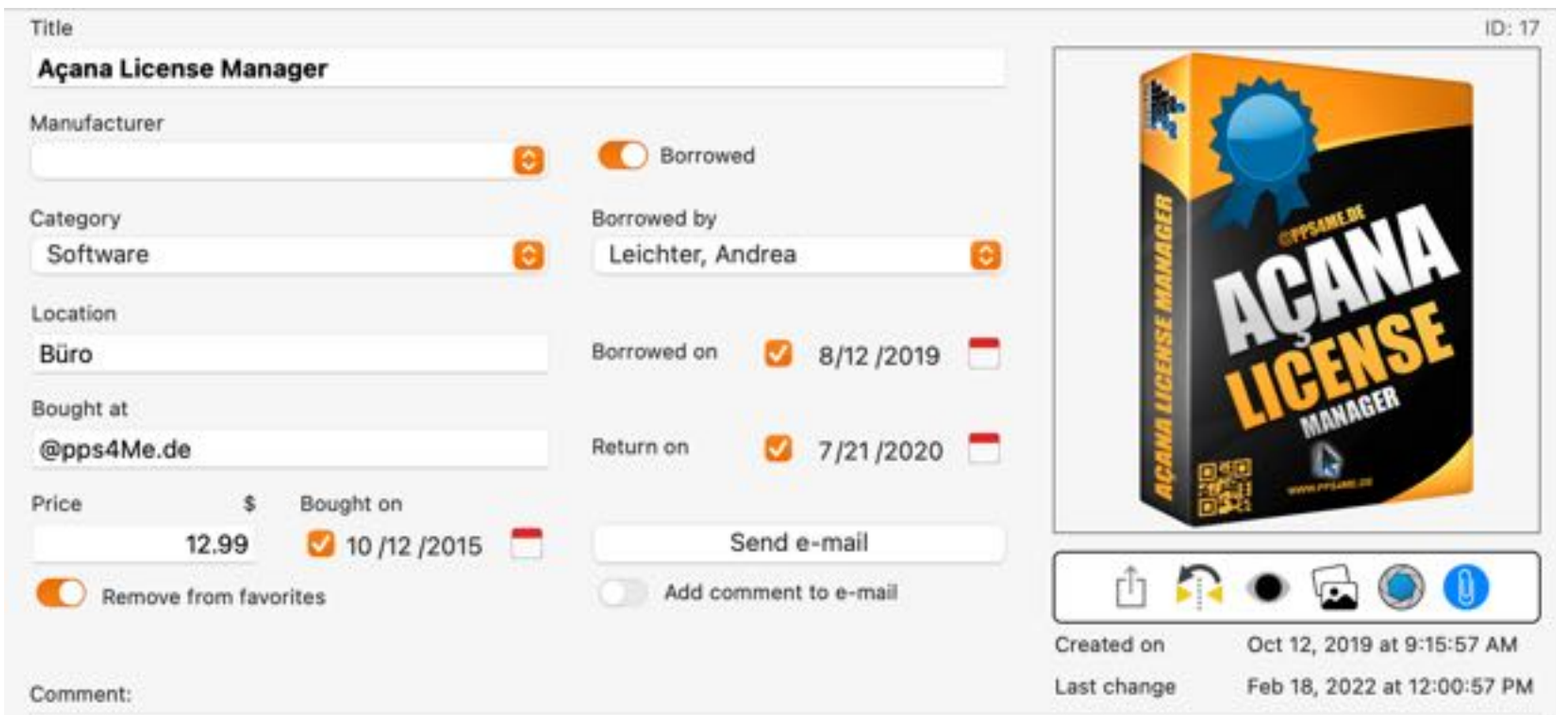
EDIT ENTRY

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.



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.

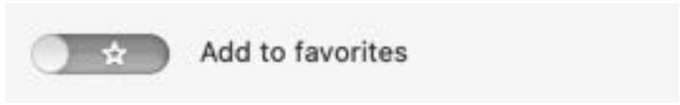


Add Or Remove Entry To Favorites

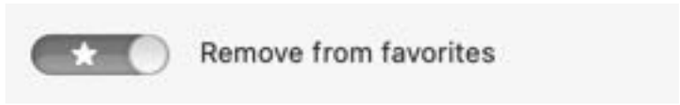
ADD OR REMOVE ENTRY TO FAVORITES

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".

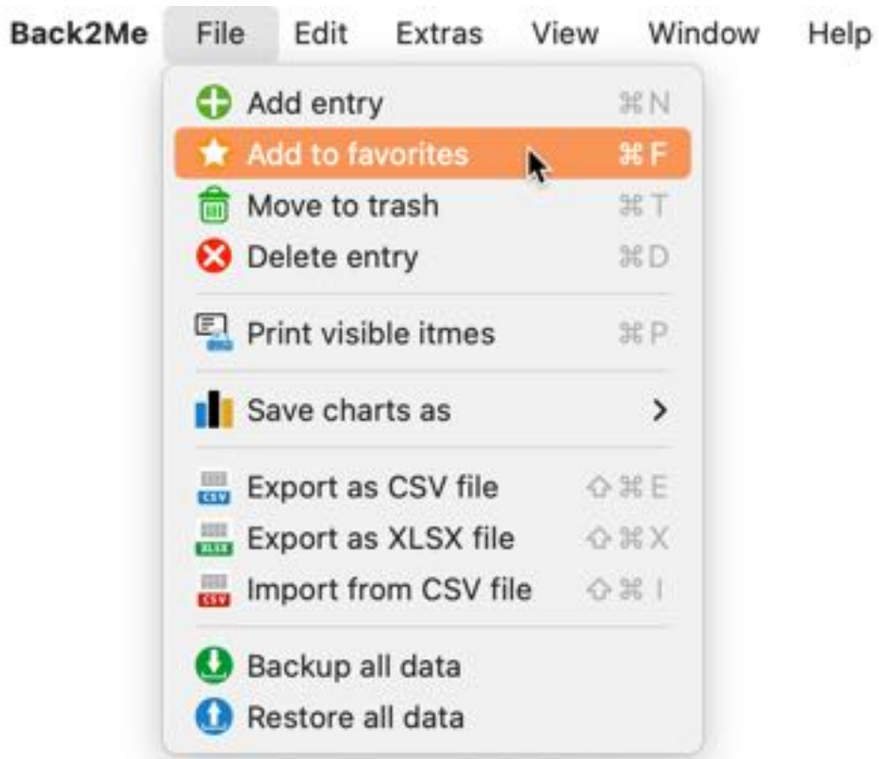
NOT included in favorites

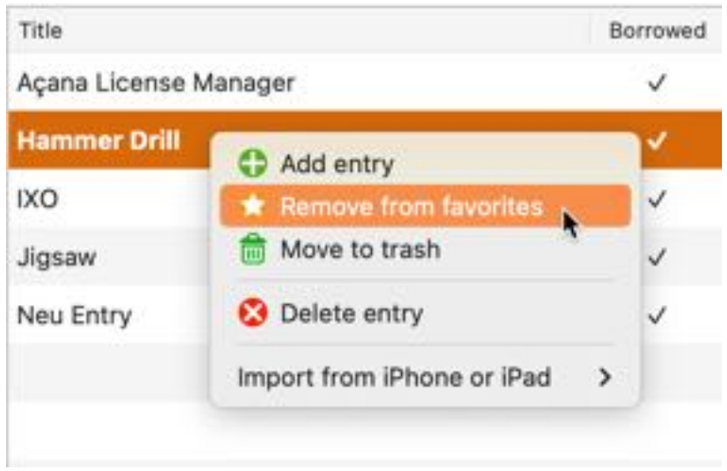


Included in favorites



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





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Move Entry In Trash Or Recycle From Trash

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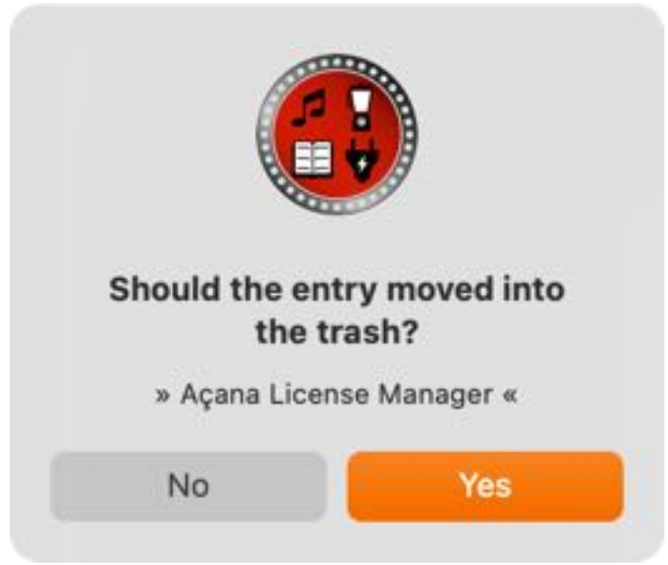
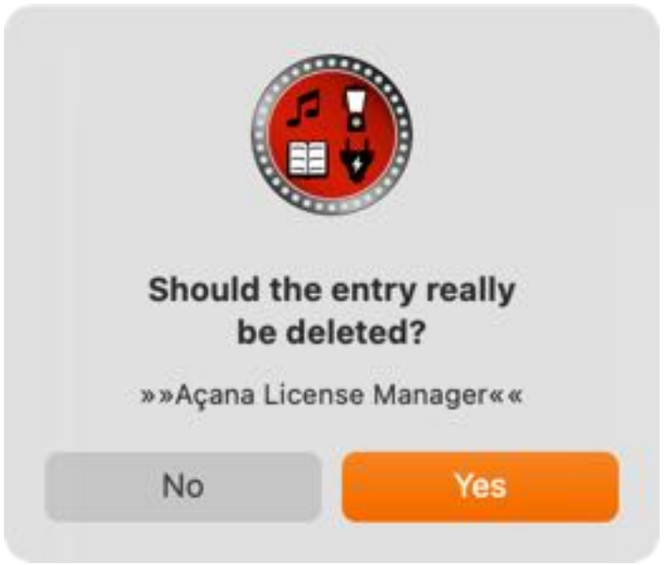
MOVE ENTRY IN TRASH OR RECYCLE FROM TRASH

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

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!

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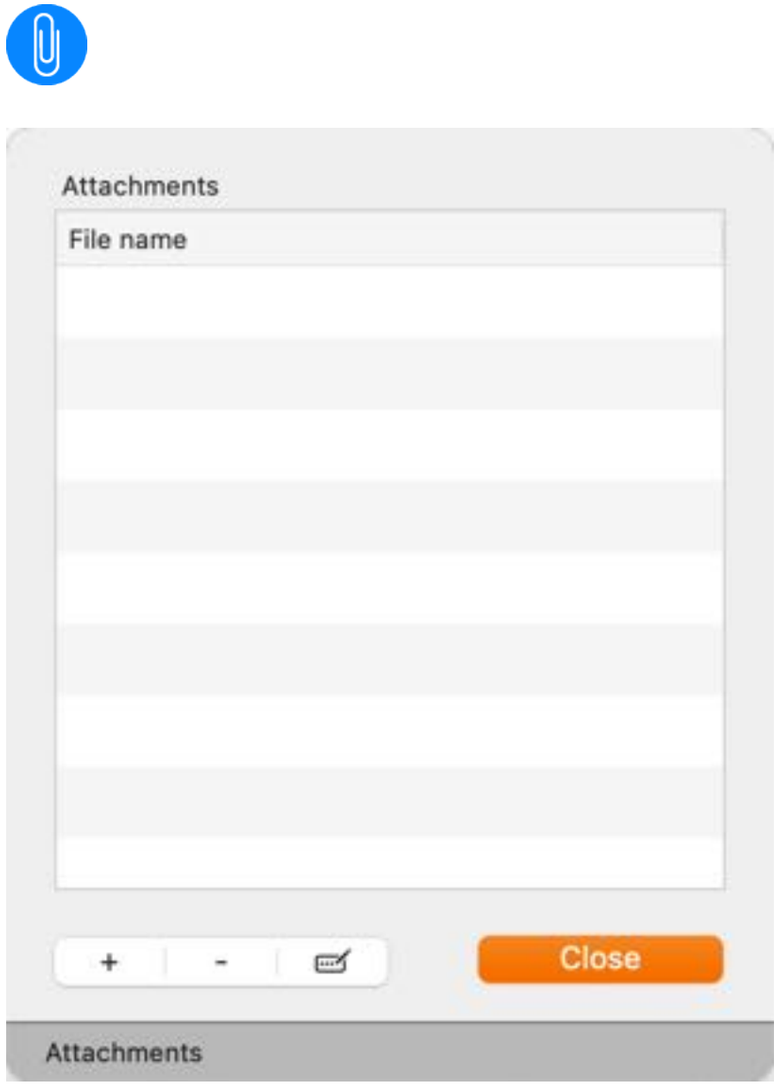
MANAGE ATTACHMENTS

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 Picure or Attachment via iOS Device”.

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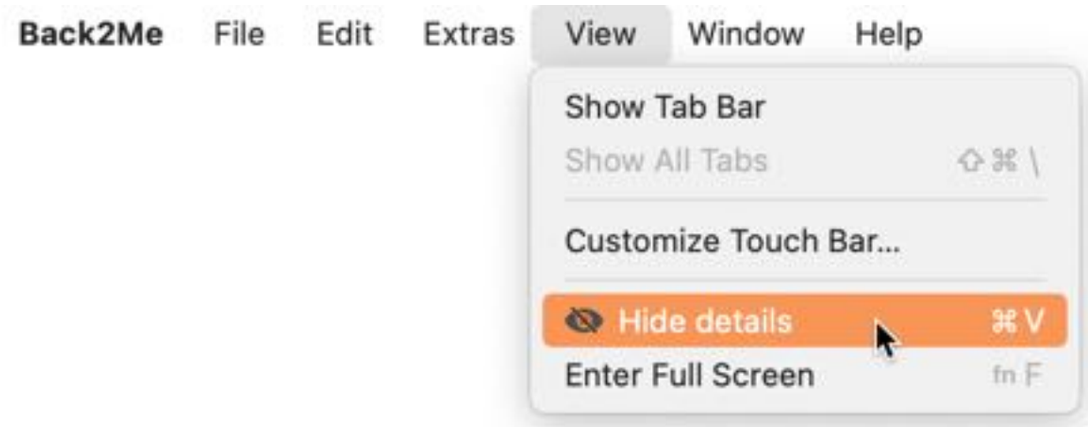
HIDE DETAILS

HIDE DETAILS

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



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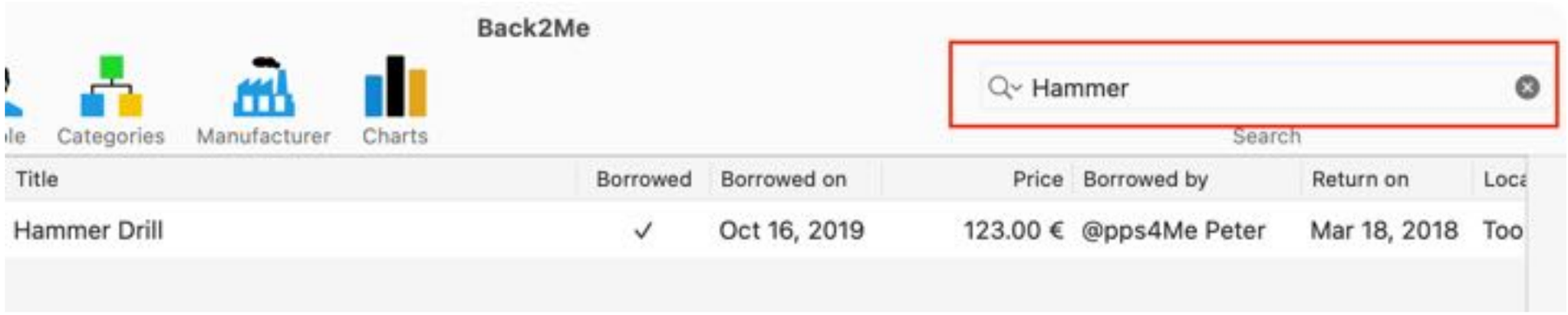
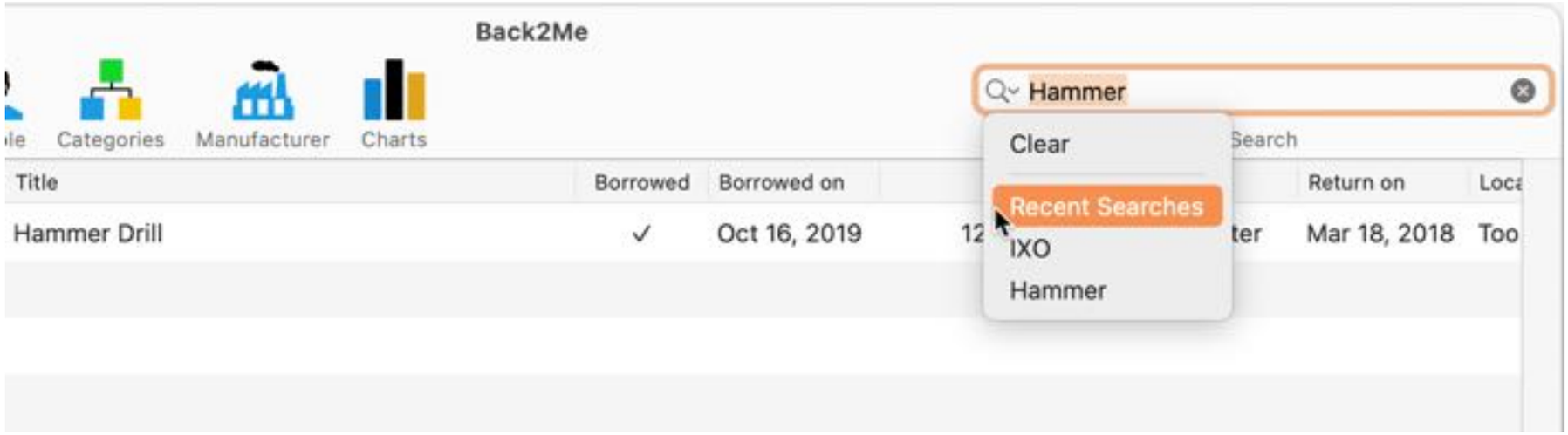
Search Entries

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



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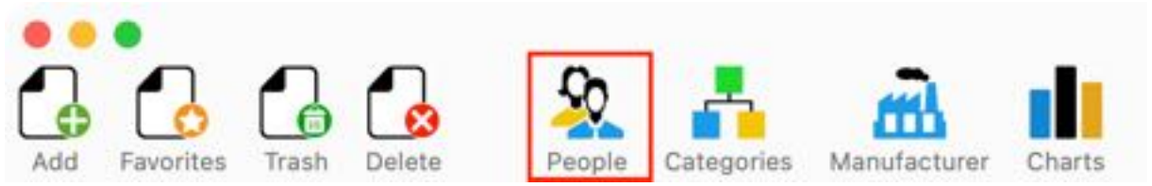
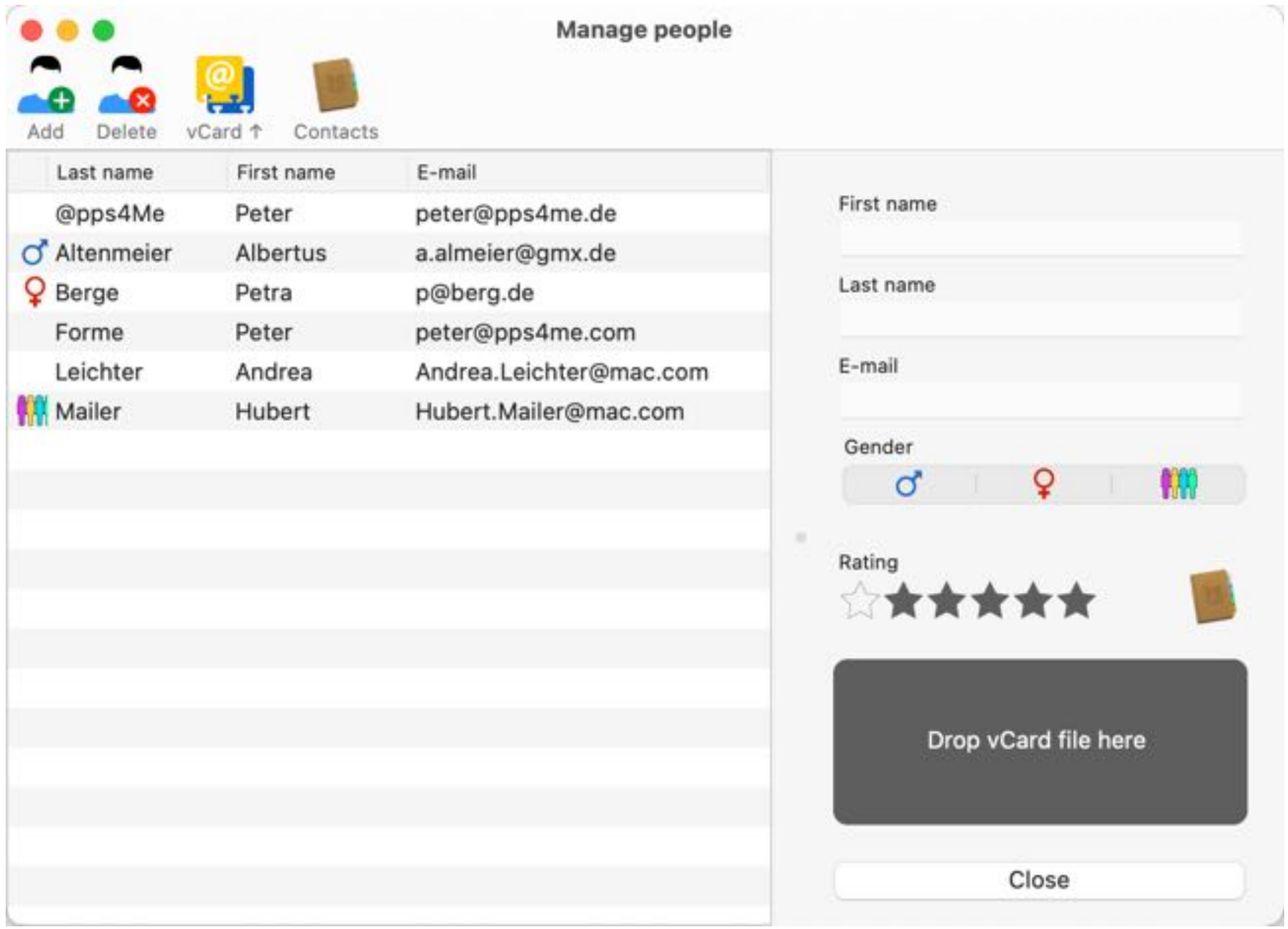
Manage People

MANAGE PEOPLE

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



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



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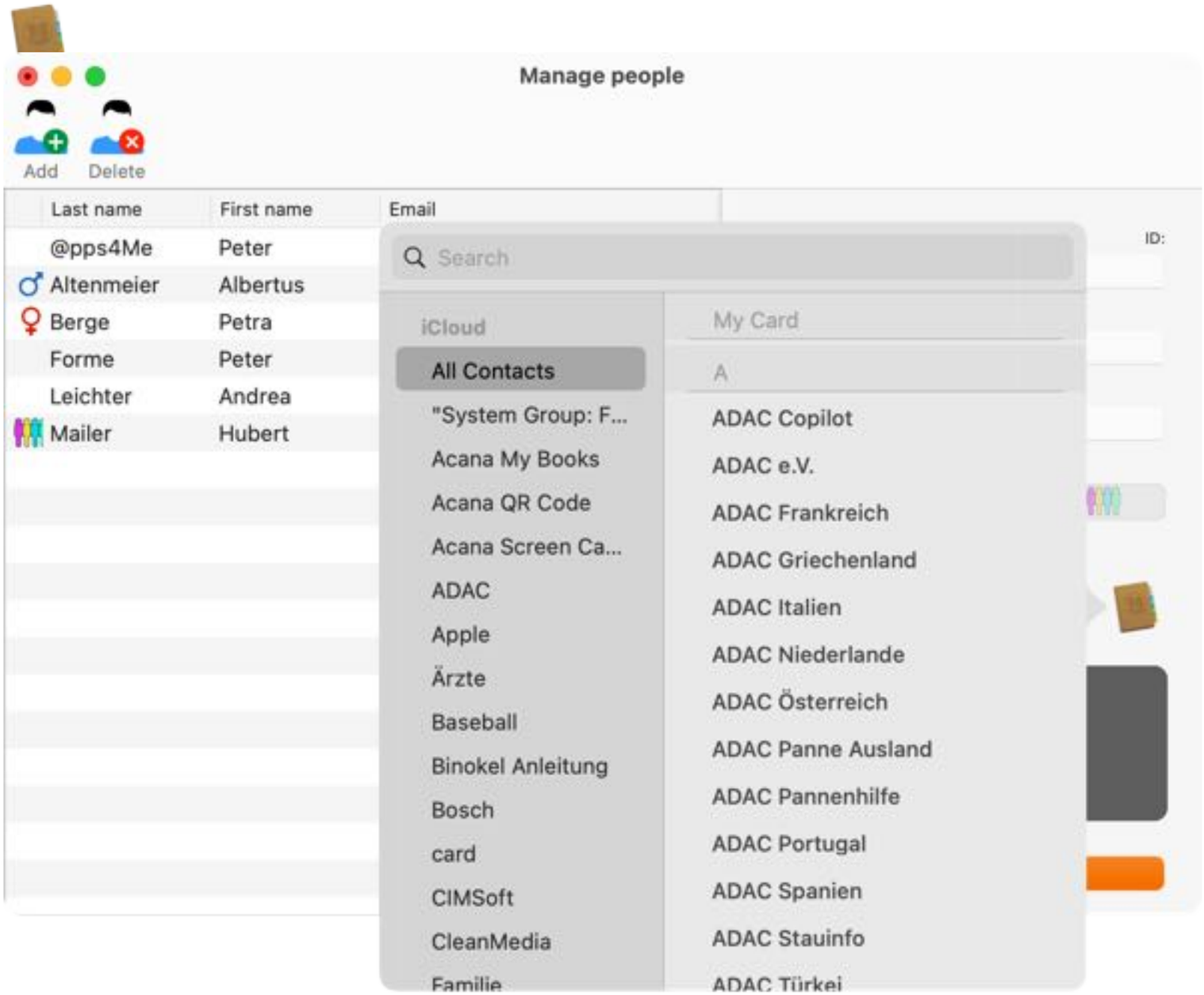
Manage People

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.

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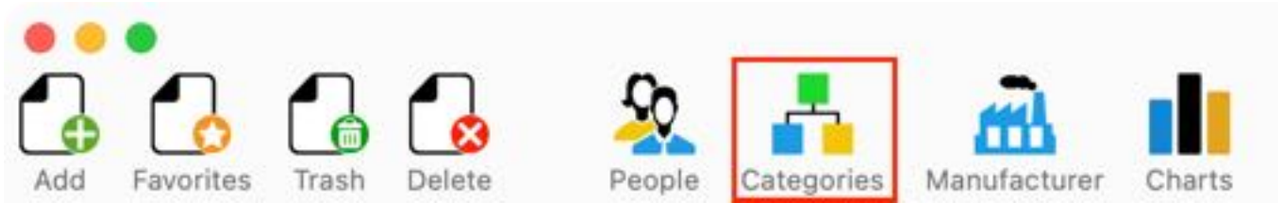
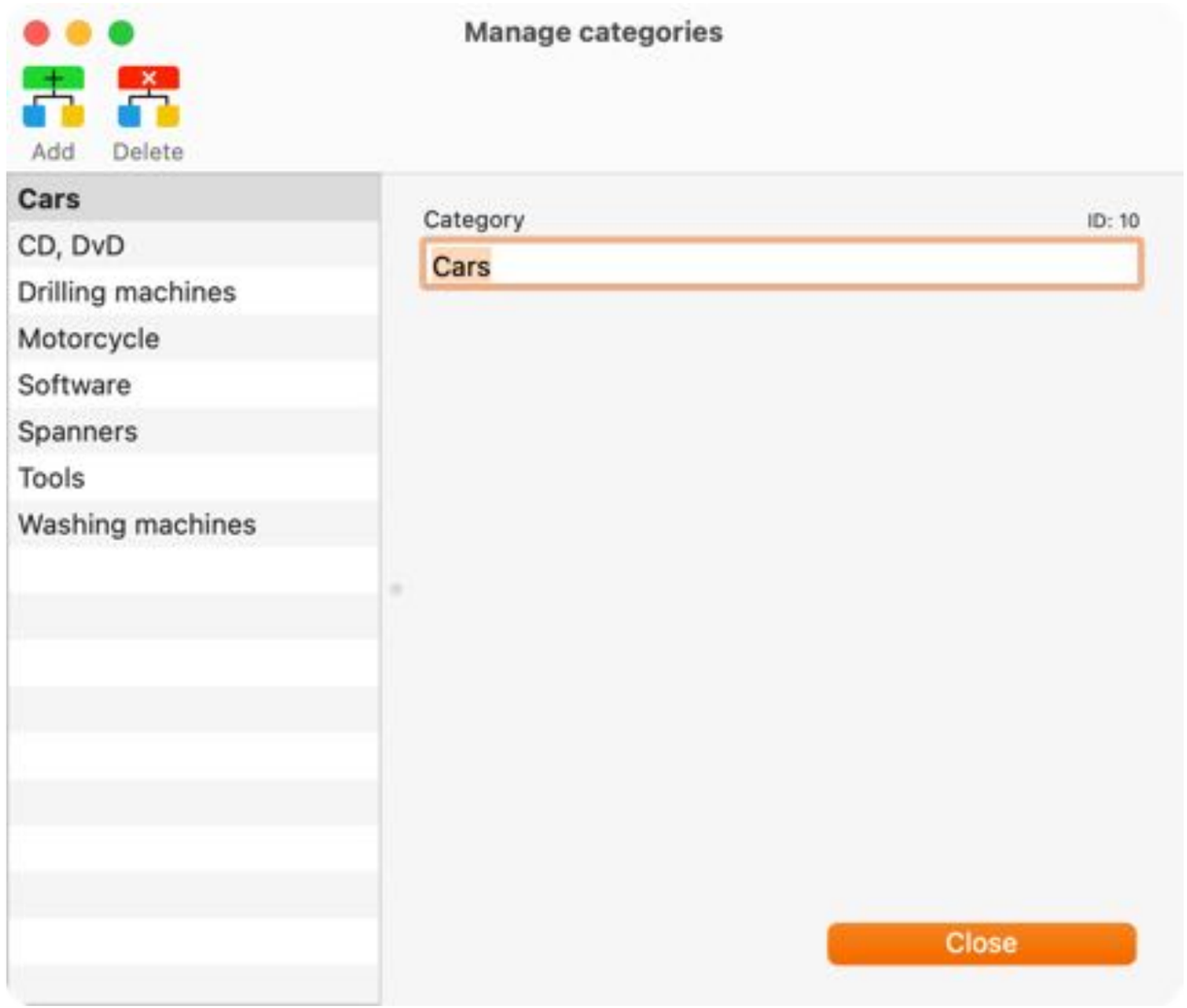
Manage Categories

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.

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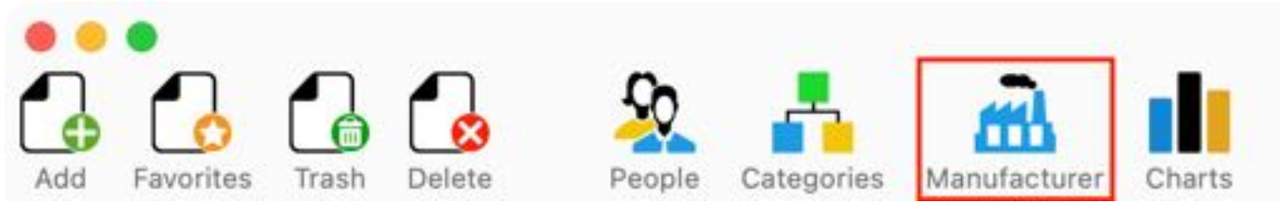
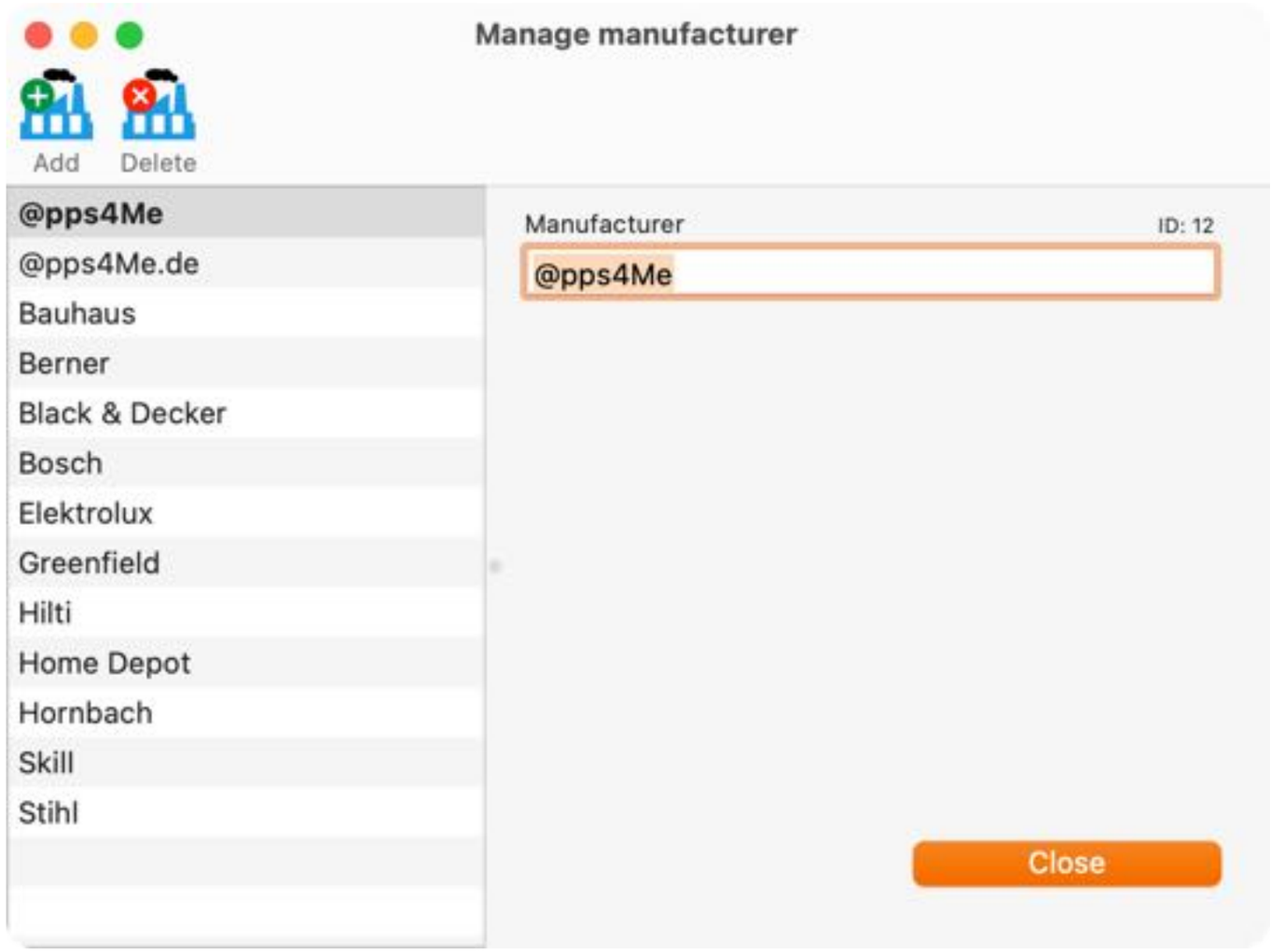
MANAGE MANU-FACTURER

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.

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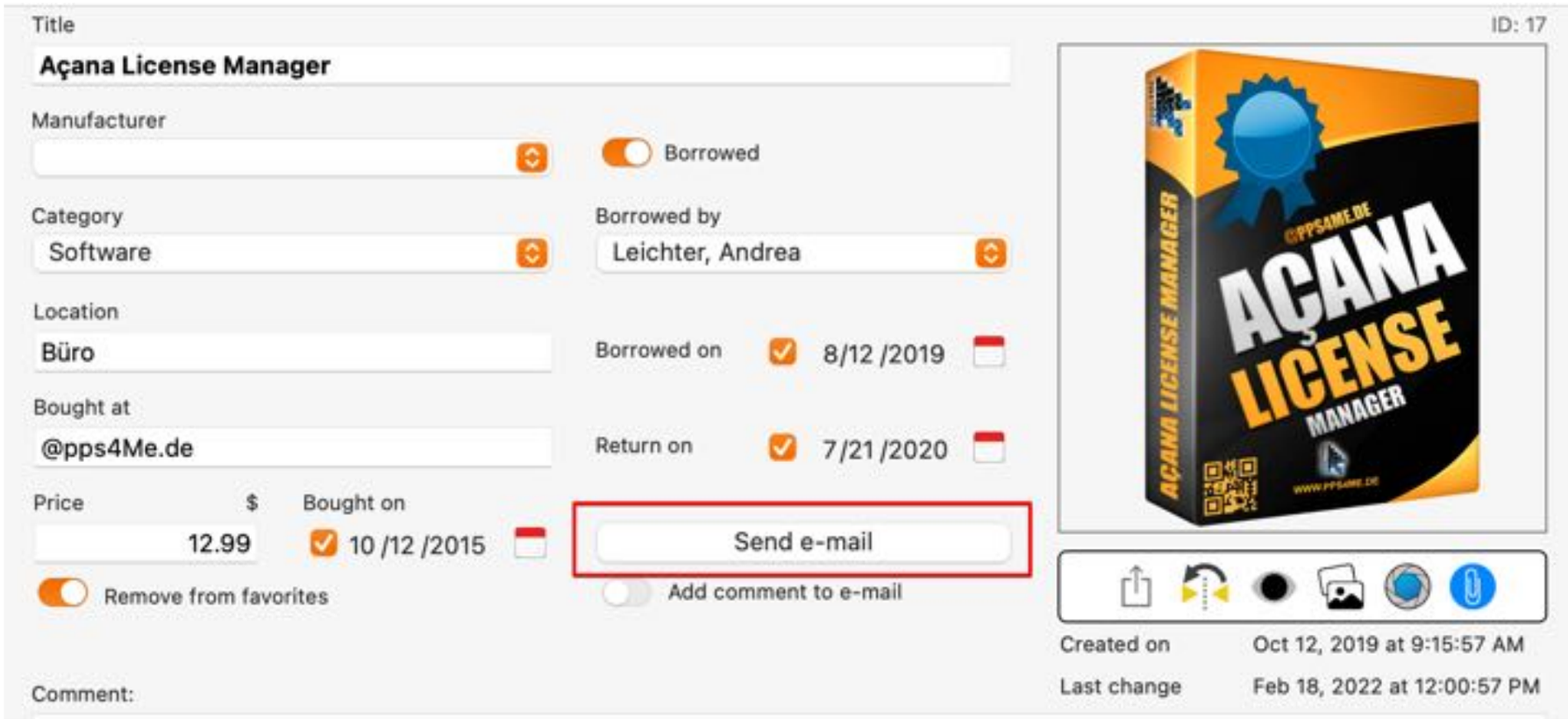
Send Notification

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".



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.

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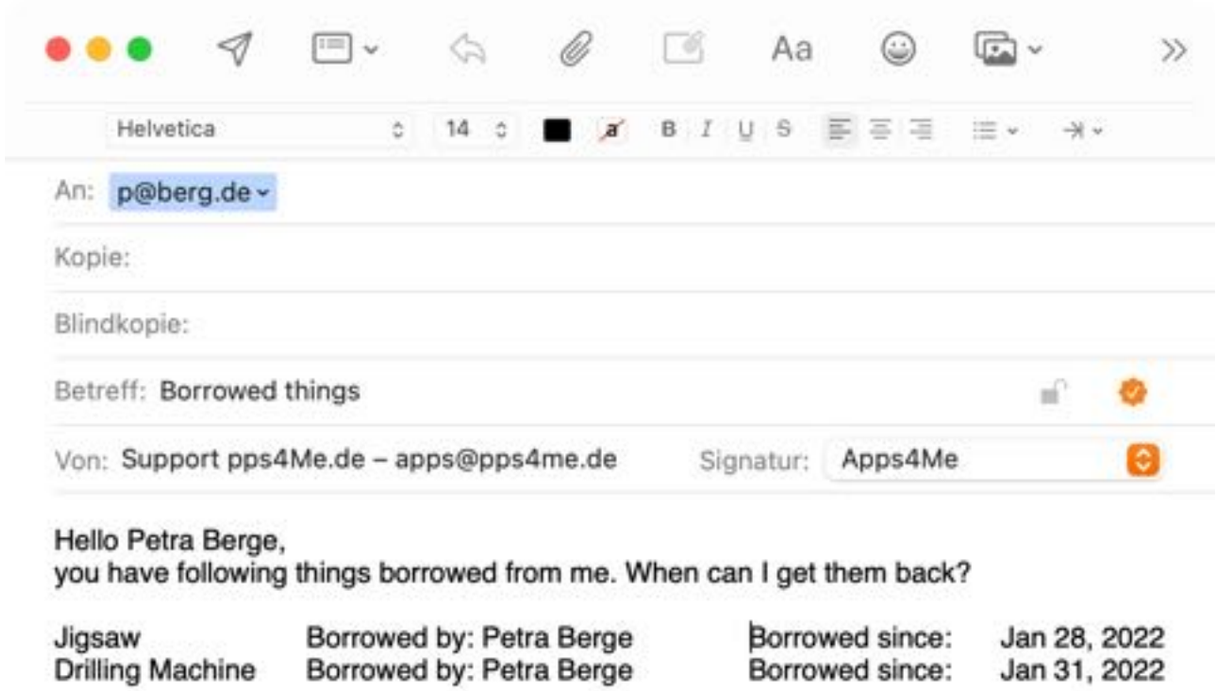
Send Notification

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.

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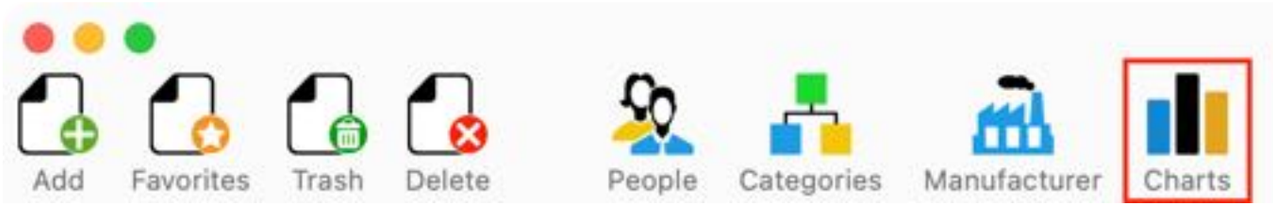
CHARTS

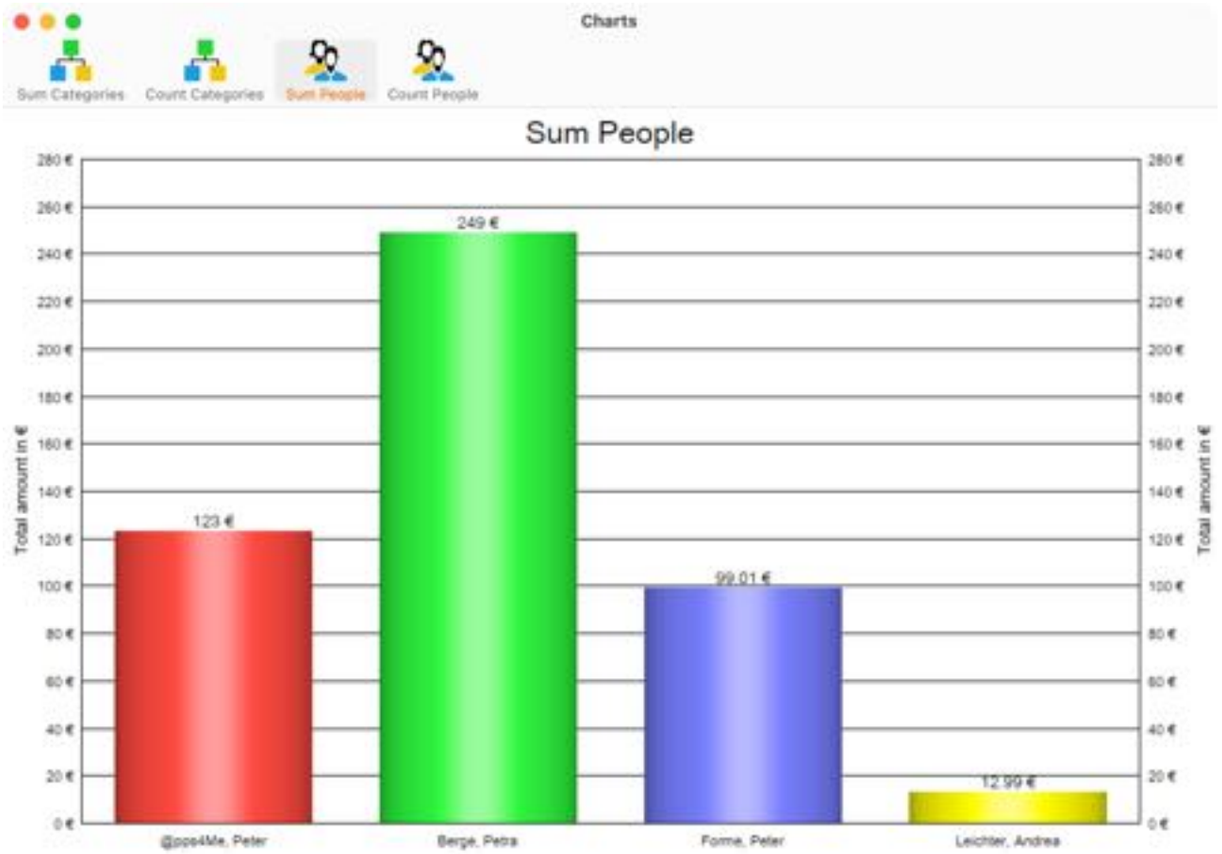
CHARTS

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



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SAVE CHARTS

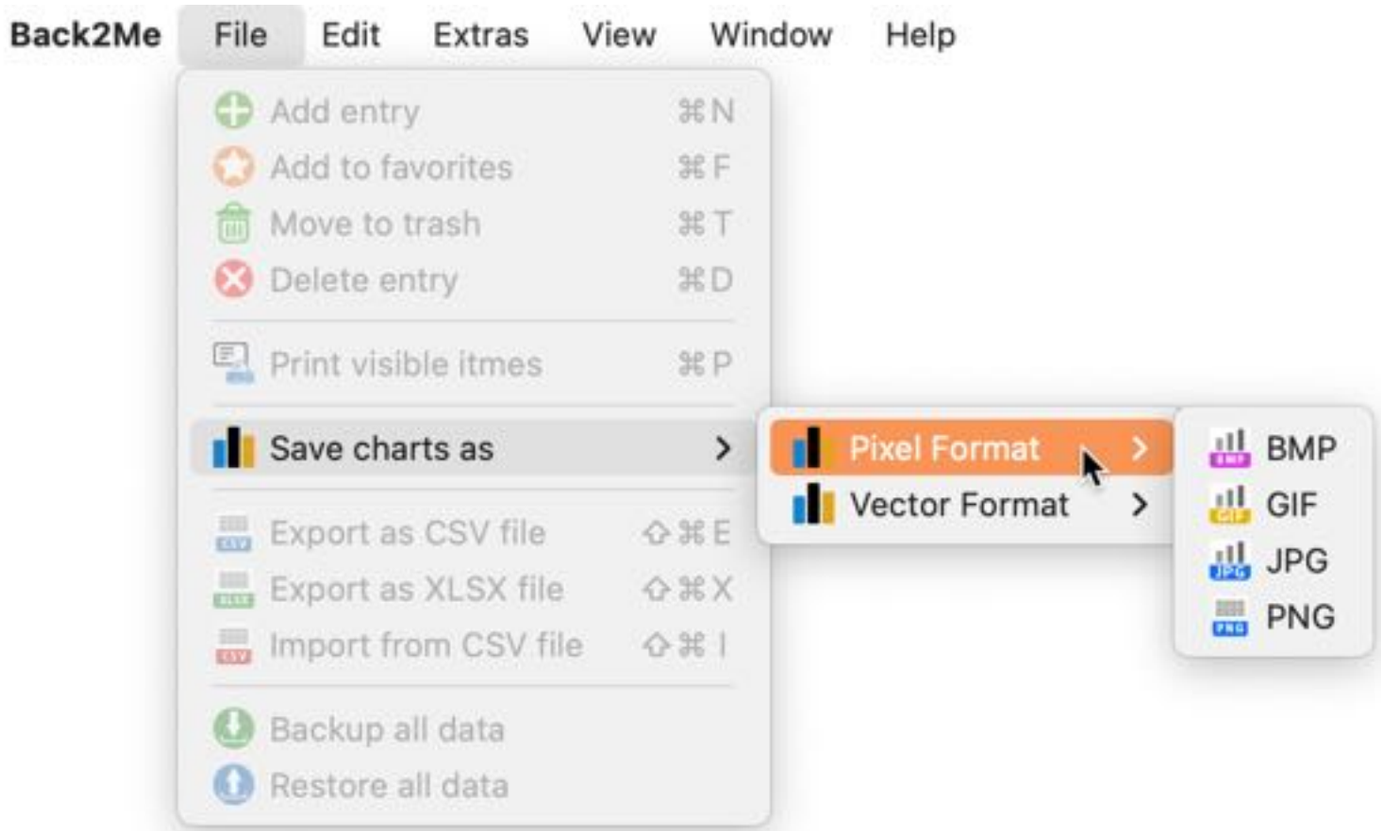
The reports can be saved in the following formats via the menu "File => Save report as":

Pixel format

- BMP
- GIF
- JPEG
- PNG

Vector format

- PDF
- SVG



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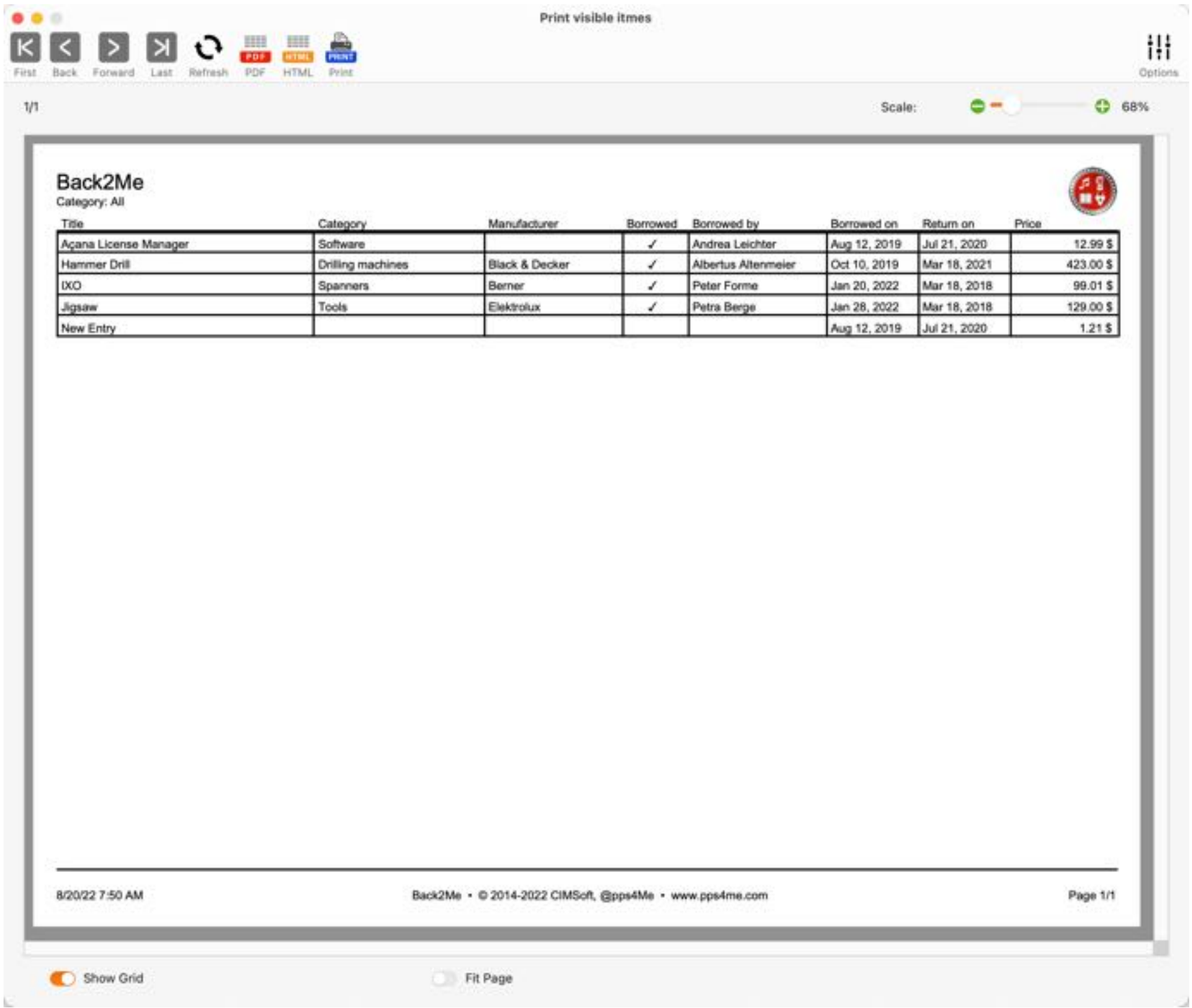
PRINT

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.



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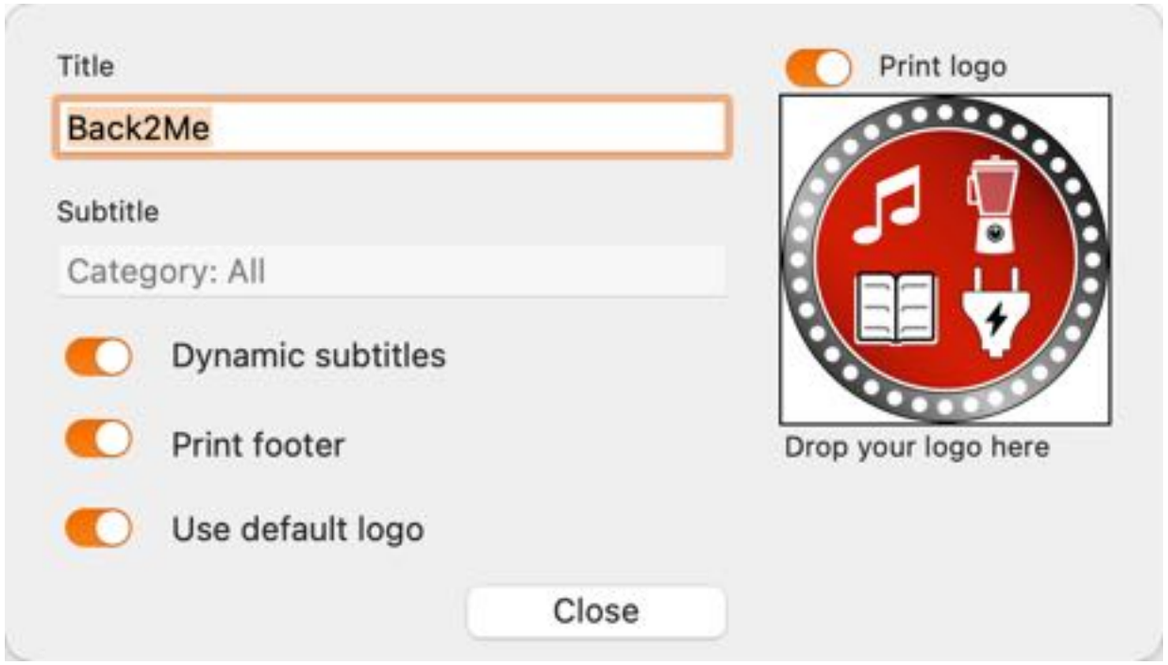
Print

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.

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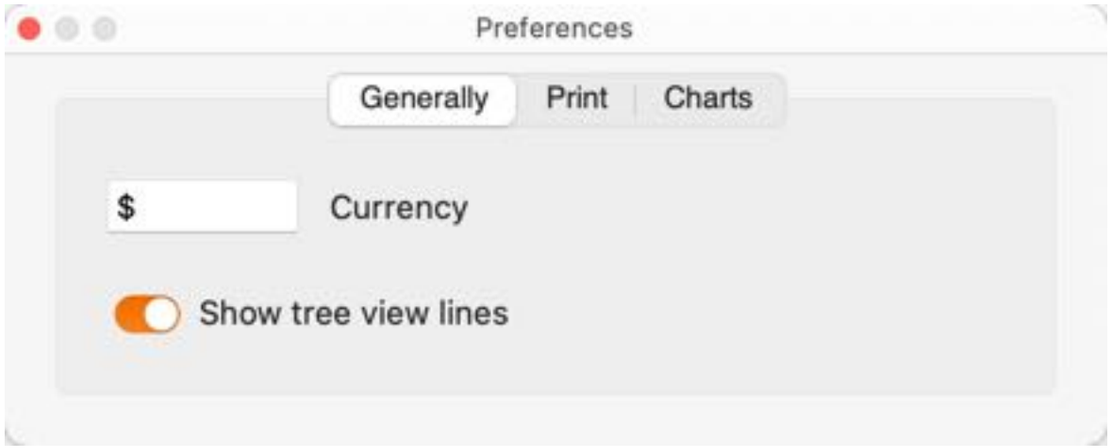
PREFERENCES

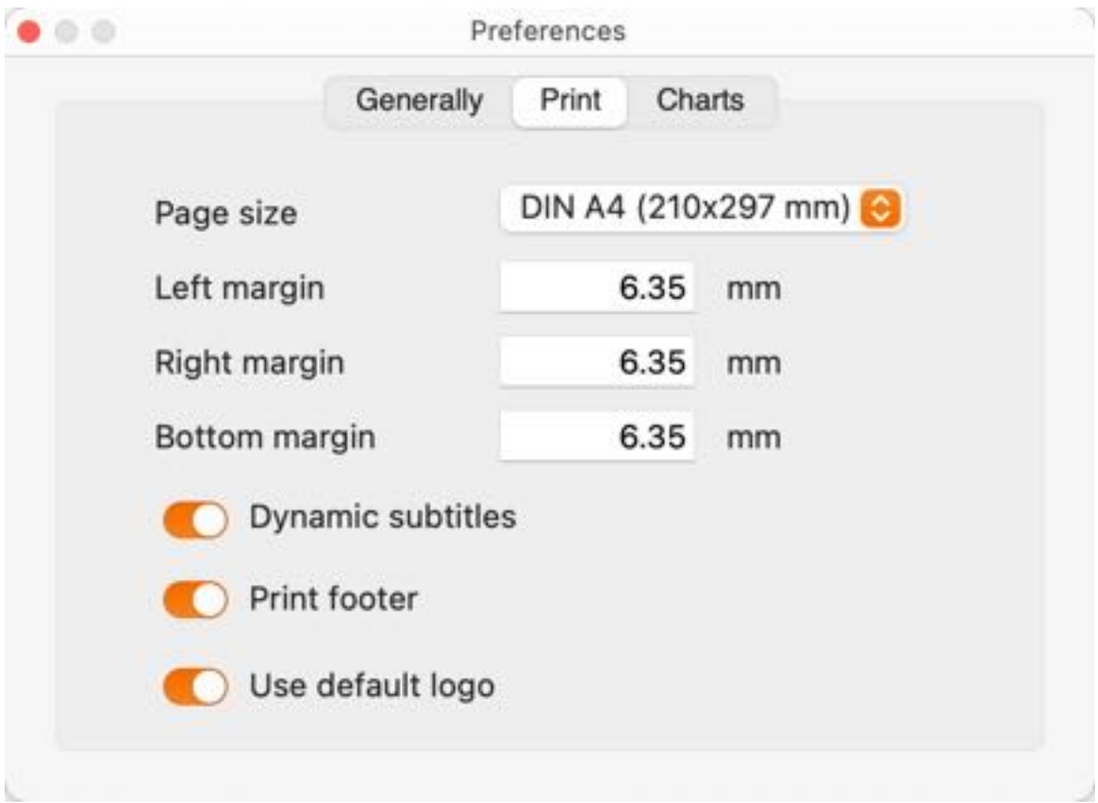
PREFERENCES

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

Generally



Print



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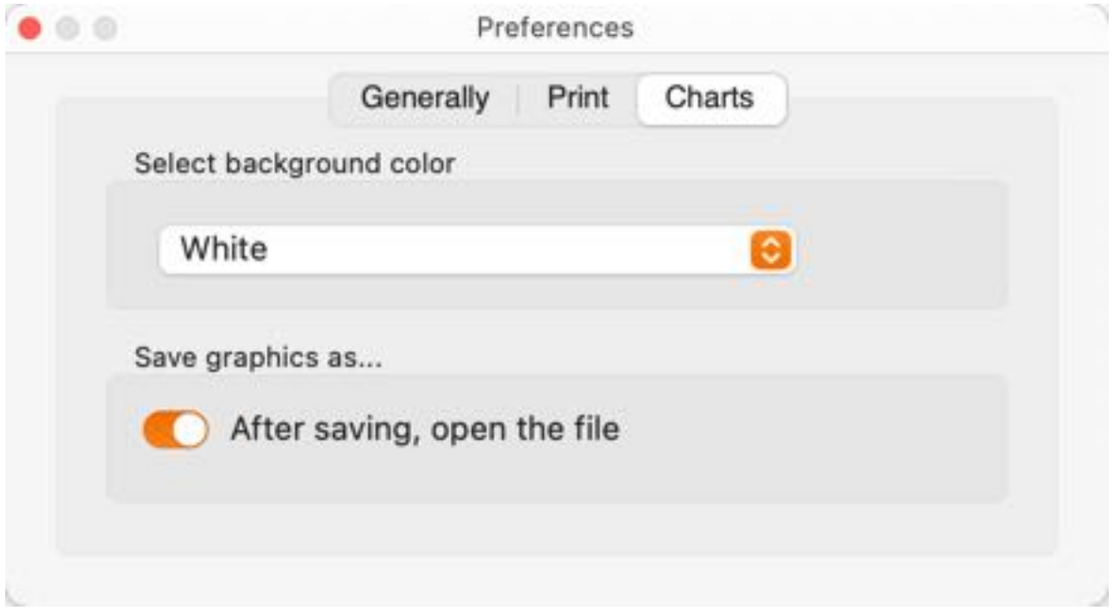
PREFERENCES

Charts



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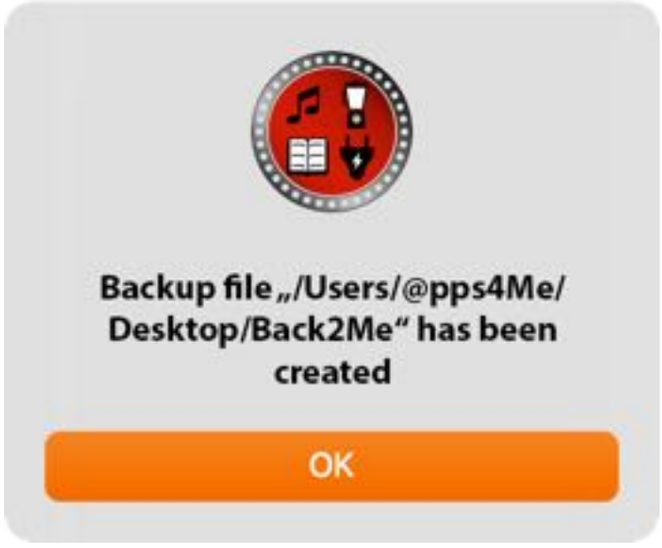
Backup All Data

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.



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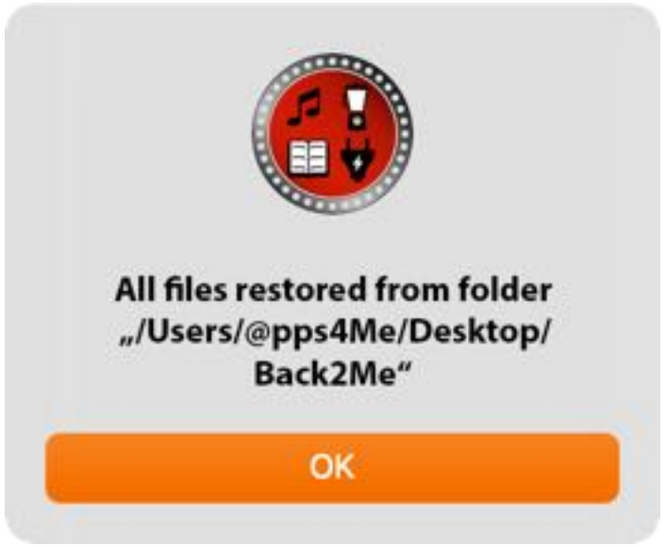
Restore All Data

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.

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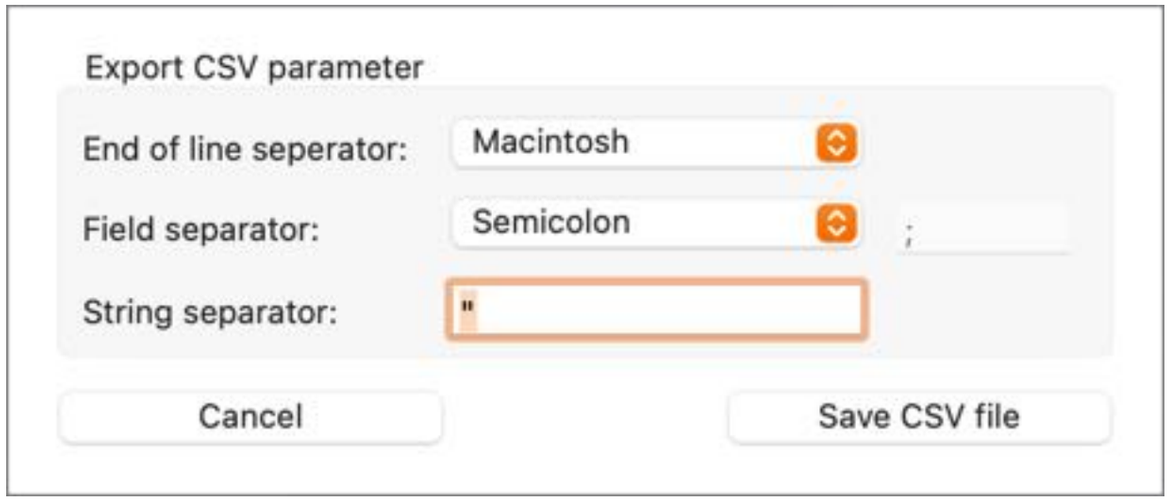
Export As Csv File

EXPORT AS CSV FILE

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



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®, LibreOffcie®, etc.).

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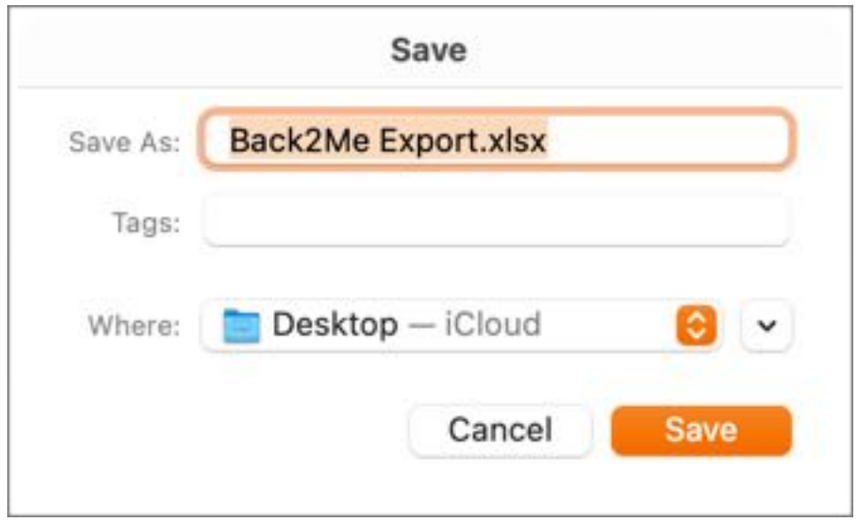
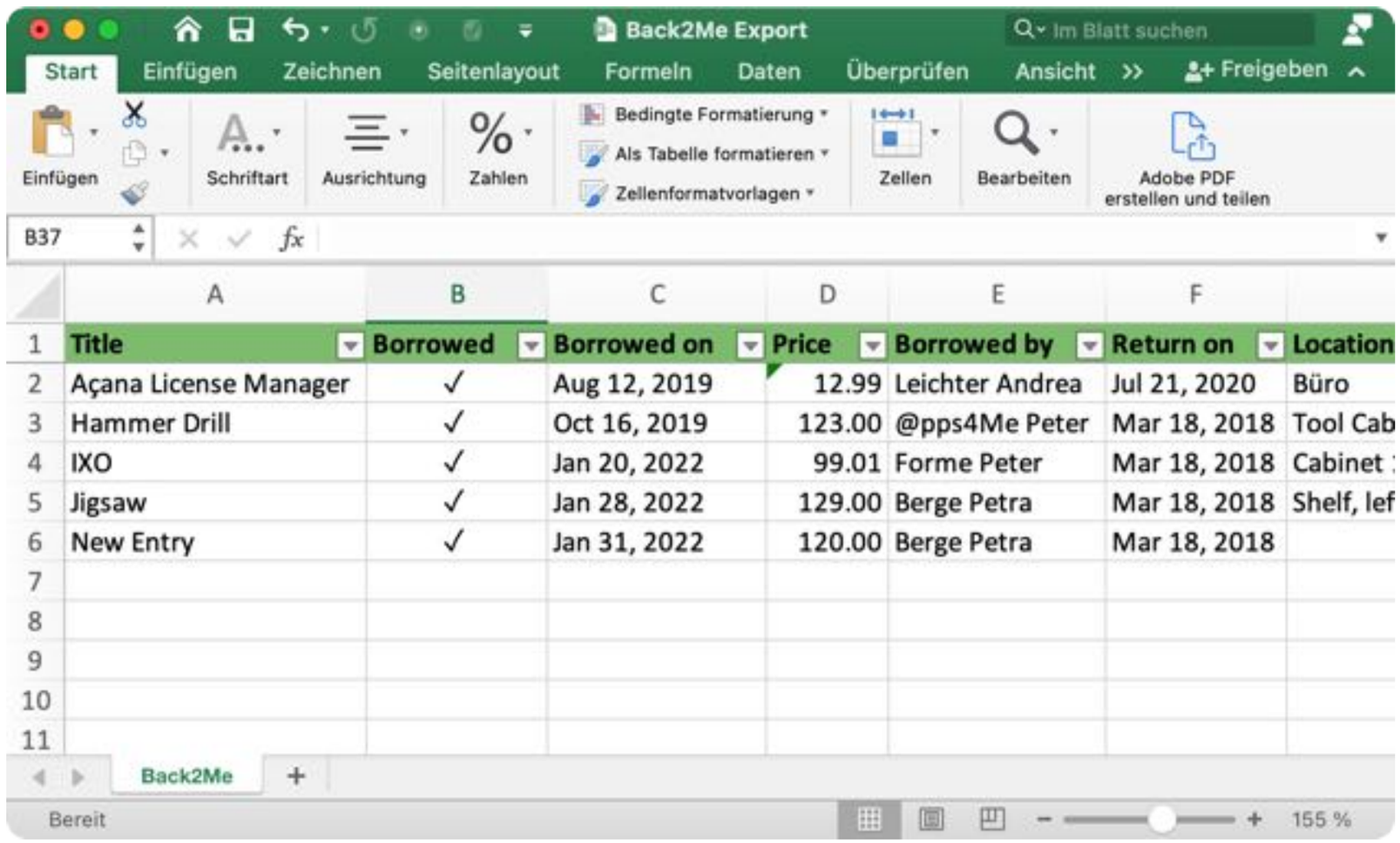
Export As Excel® Xlsx File

EXPORT AS EXCEL® XLSX FILE

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





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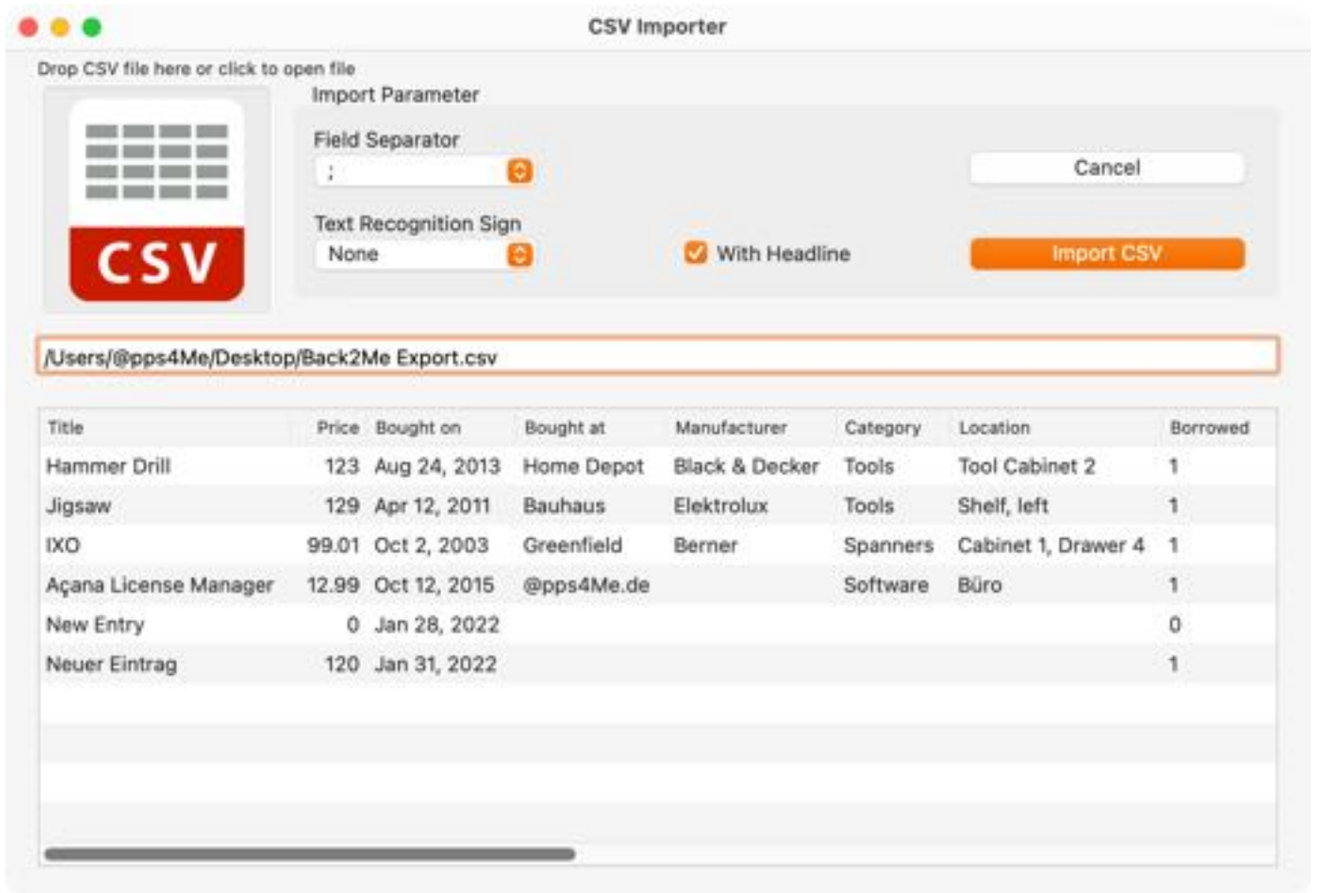
Import From Csv File

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".



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

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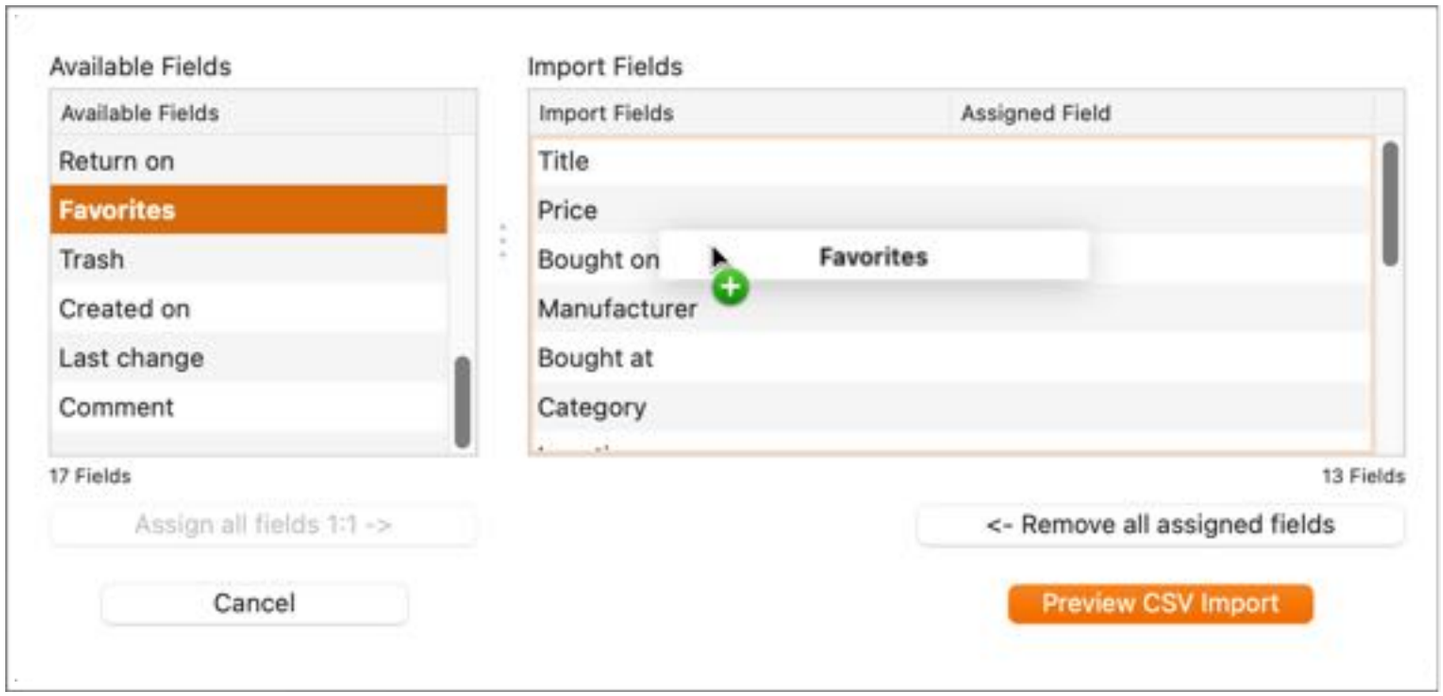
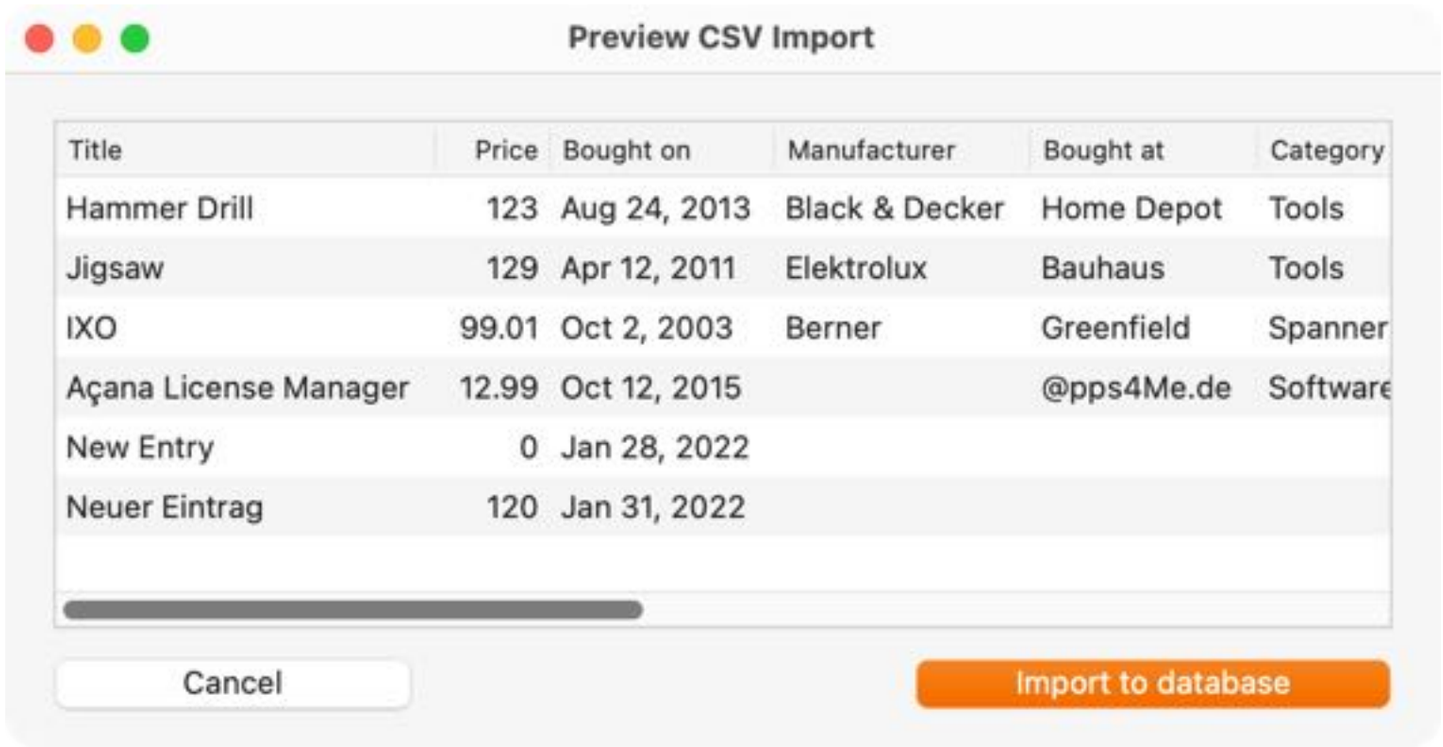
Import From Csv File

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".



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Import From Csv File

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

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Help Menu

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HELP MENU

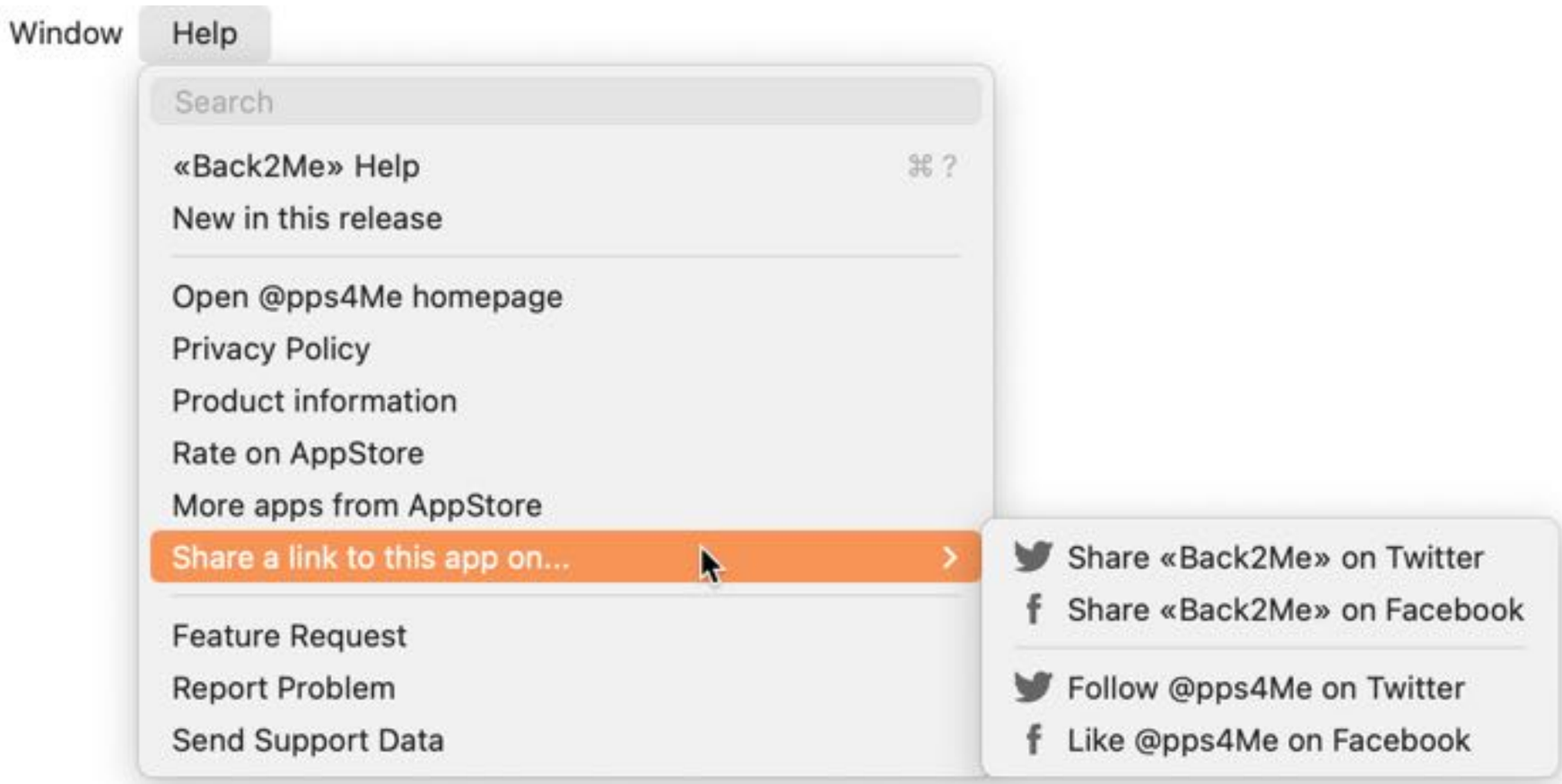
You can reach the following functions via the <Help> menu.

«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 of 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.



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