

Contract manager – short guidance (Limited user)

1. to start the contract manager with ConWin

2. contract manager reminder

3. contract manager – start with reduced mode

4. general operation contract manager

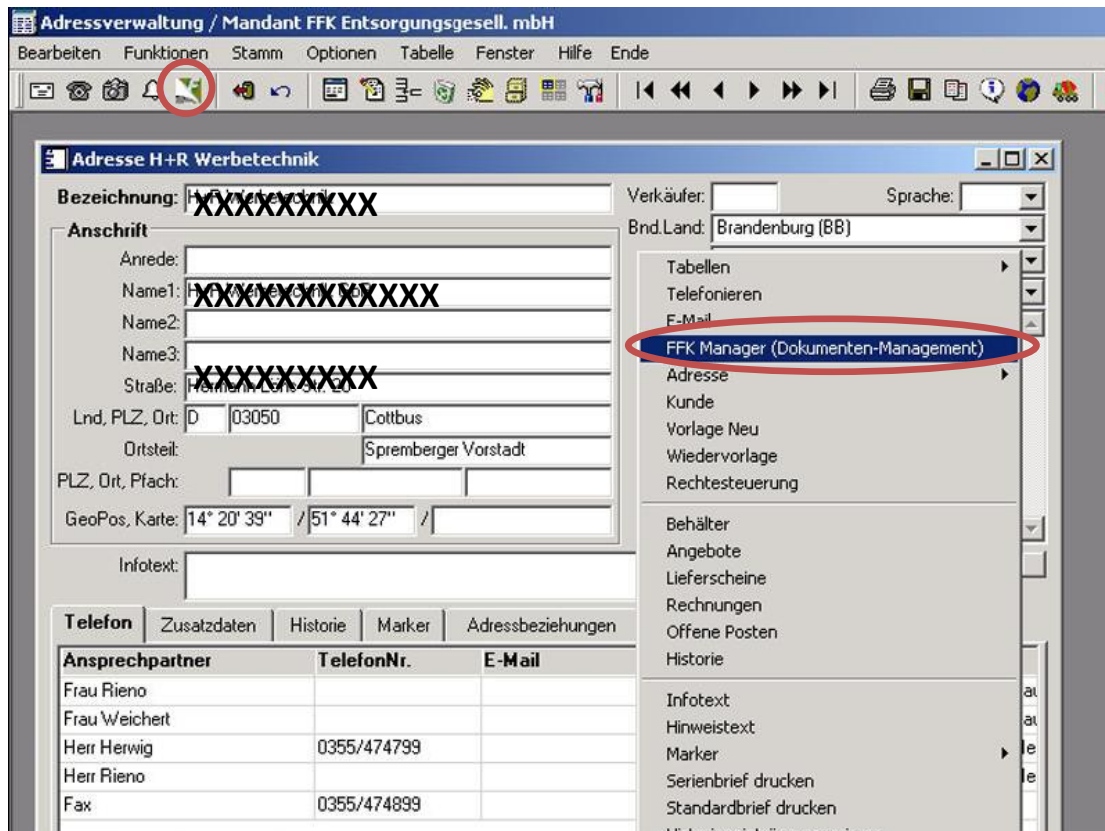
5. print documents

reference: ConWin is a brand of the Softarray GmbH

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1. to start the contract manager with ConWin

Therefore you choose your favoured customer and click on the v-manager symbol (left above) or you choose "v-manager (document management)" by pushing the right mouse button.

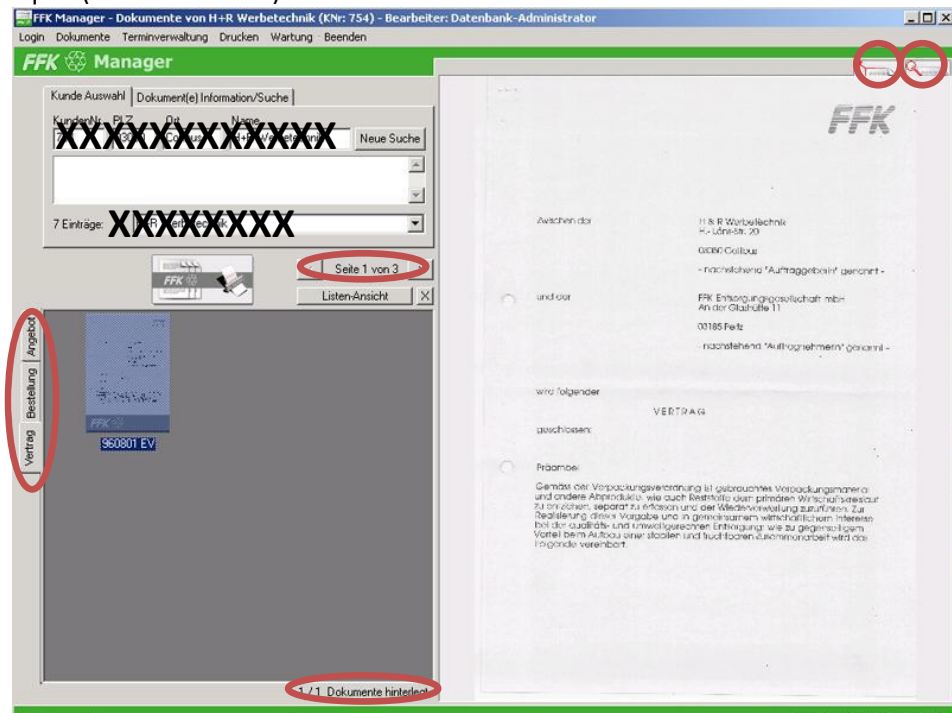


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Thereupon the surface of the v-manager will be opened and the customer is automatically selected in the program.

Now you see 3 tabs on the edge of the screen ("offer", "order" and "contract") where documents can be deposited.

At the announcement "documents deposited" you see immediately if there are any enclosures about your customers deposited. In order to indicate a document you have to click on the symbol which is equal (beside the tabs).



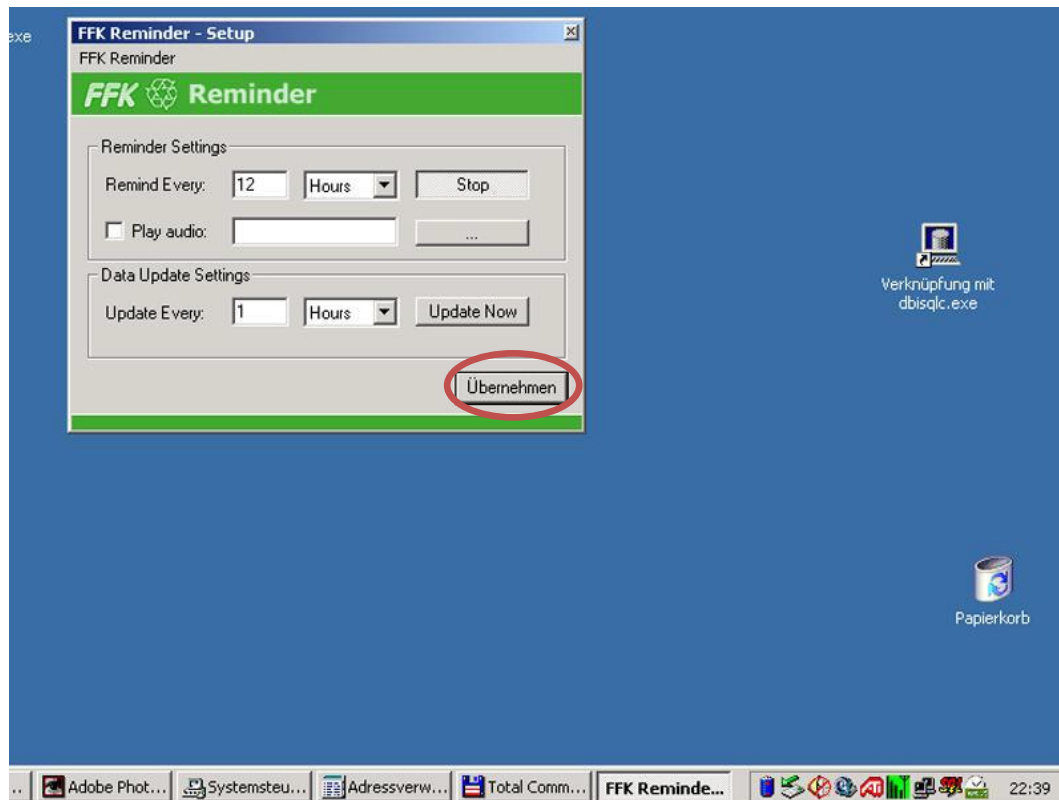
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If the document has more than one page, you can turn them over by the navigator-function (right over the selection of the documents). Sometimes the full screen of the documents is not enough. For that case you can activate the original size of the document or a magnifier function within the right upper range.

Sign off the program for returning to ConWin.

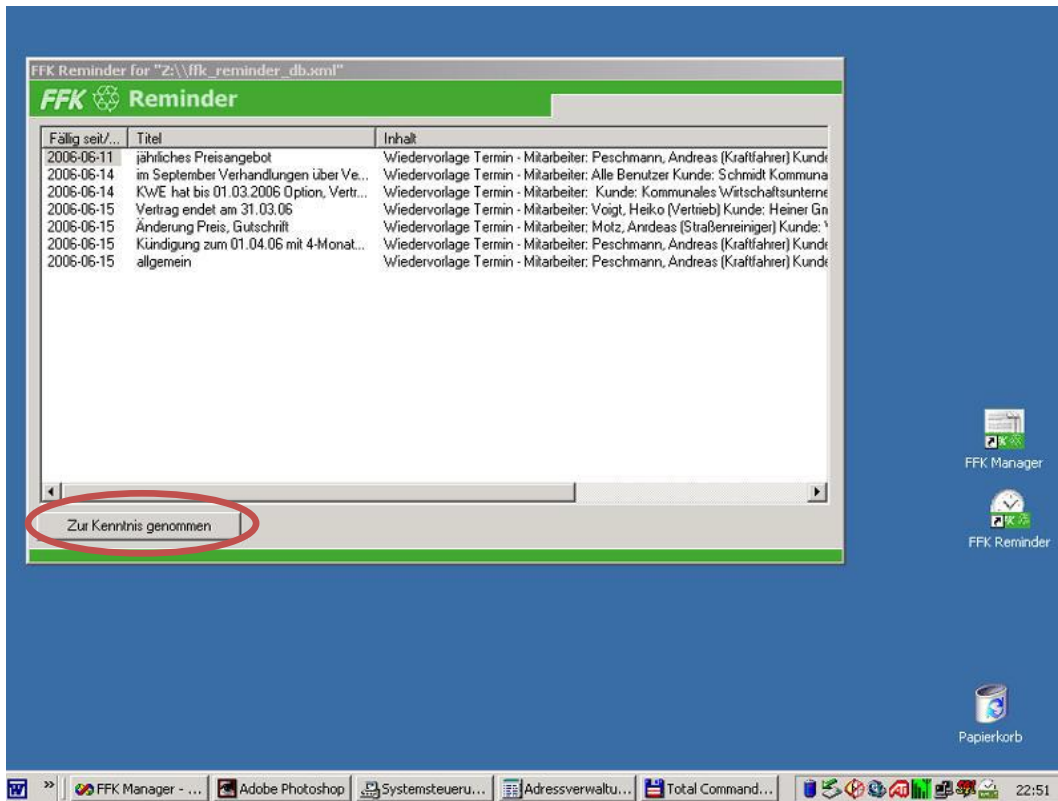
2. V-Manager Reminder

In order to remind you of forthcoming dates the v-manager opens itself with every computer start. You can adjust the frequency with which the v-manager reminder should verify the dates. Therefore the following surface opens itself with every start.



The verification is adjusted once a day standard. It is advisable to take over the value. Therefore you have to push the “take over” button.

If dates for you are existing, they are indicated in an overview list. At first this overview is only for information. Please confirm the access into the list by pushing the „took note of” button. Thereby the system registered that you were pointed to the date.



In order to be able to react accordingly to a lining up date, you should start now the v-manager directly.

Therefore you have to click on "v-managers start" or double-click on the vmanagers symbol on your Desktop.

Please continue to read in section 3 (start – v-manager in the reduced mode).

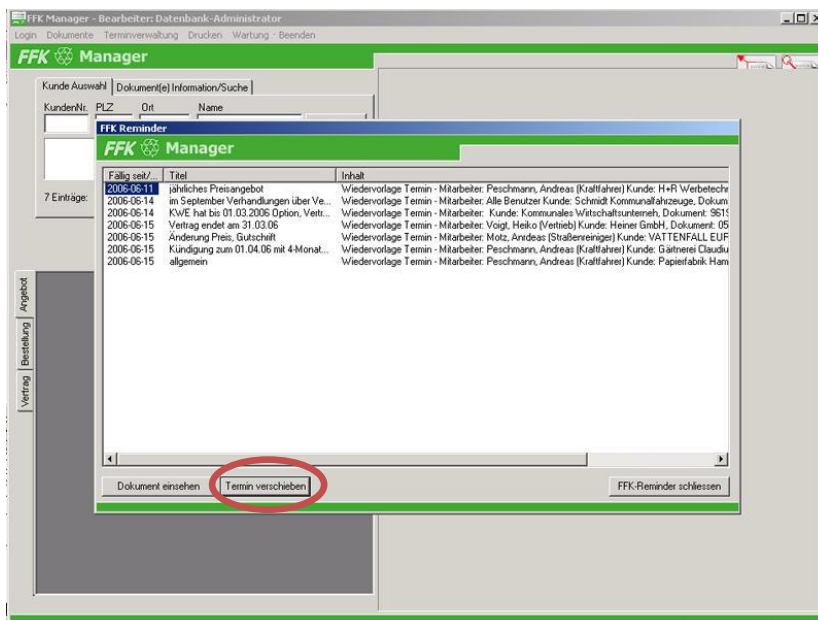
3. V-Manager – start in the reduced mode

For starting your v-manager please double-click on the v-manager symbol on your desktop. Now you are requested to put in your log in data. Please enter your access data for your ConWin-access.



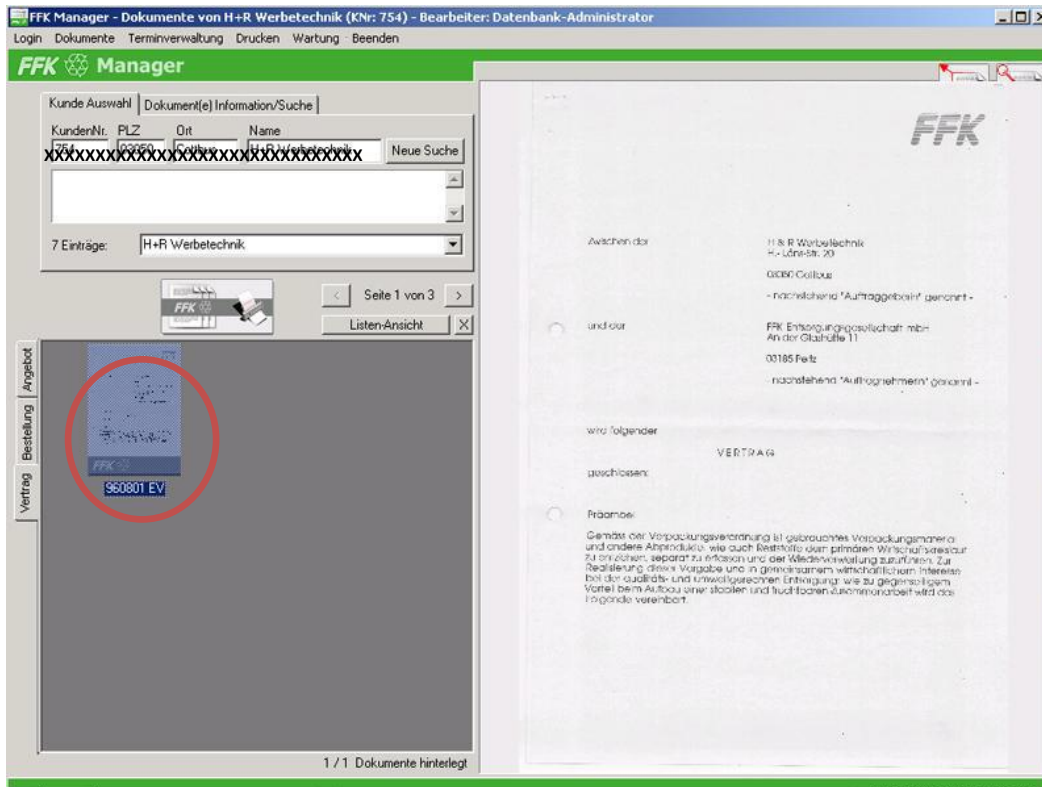
At first you become a reference that the v-manager was started at the reduced mode. Please click „OK“. Now you see a list (like the v-manager reminder) with your open dates.

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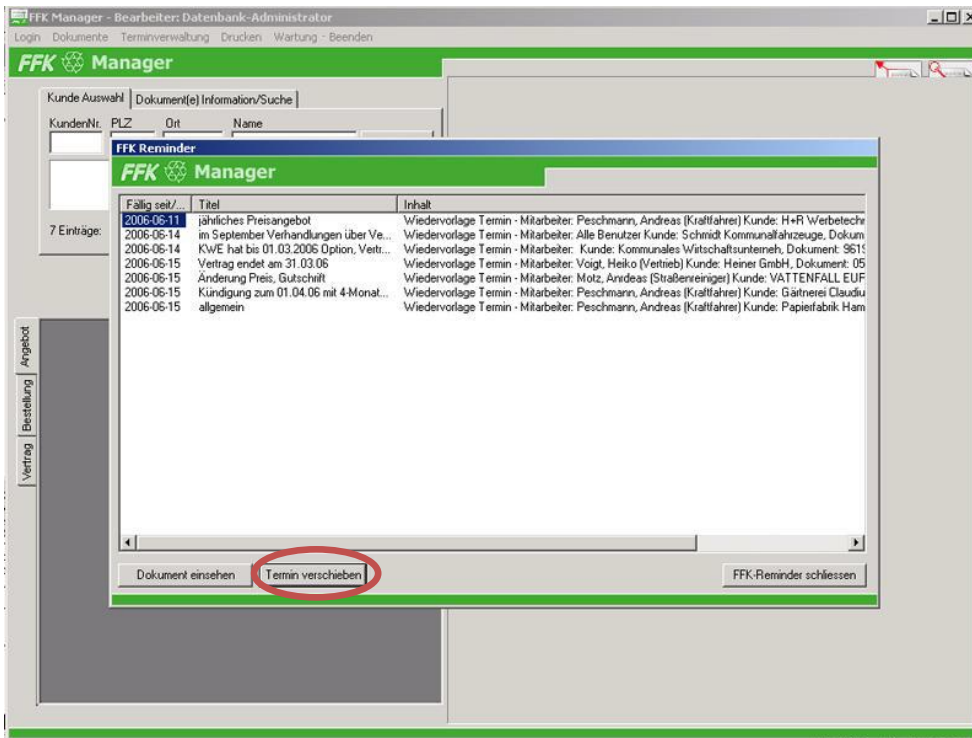
Select the desired term in the list by click on the date of the term.
Now you have two opinions to administrate a term:

1. „receive document“ here the concerning document will be shown so that you have the possibility to look at it.



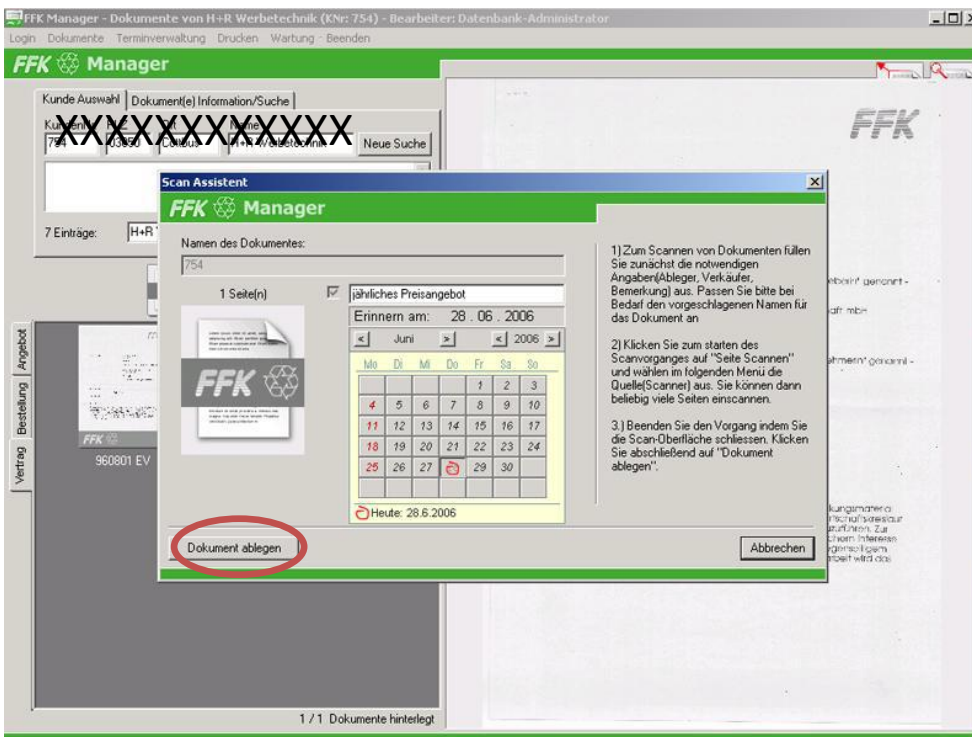
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2. „delay the term“ here the term overview will be opened where you can change reference and date of the term.



After input of the changed values please click "file away" in order to take over the change
Now you will be informed at the new date again.

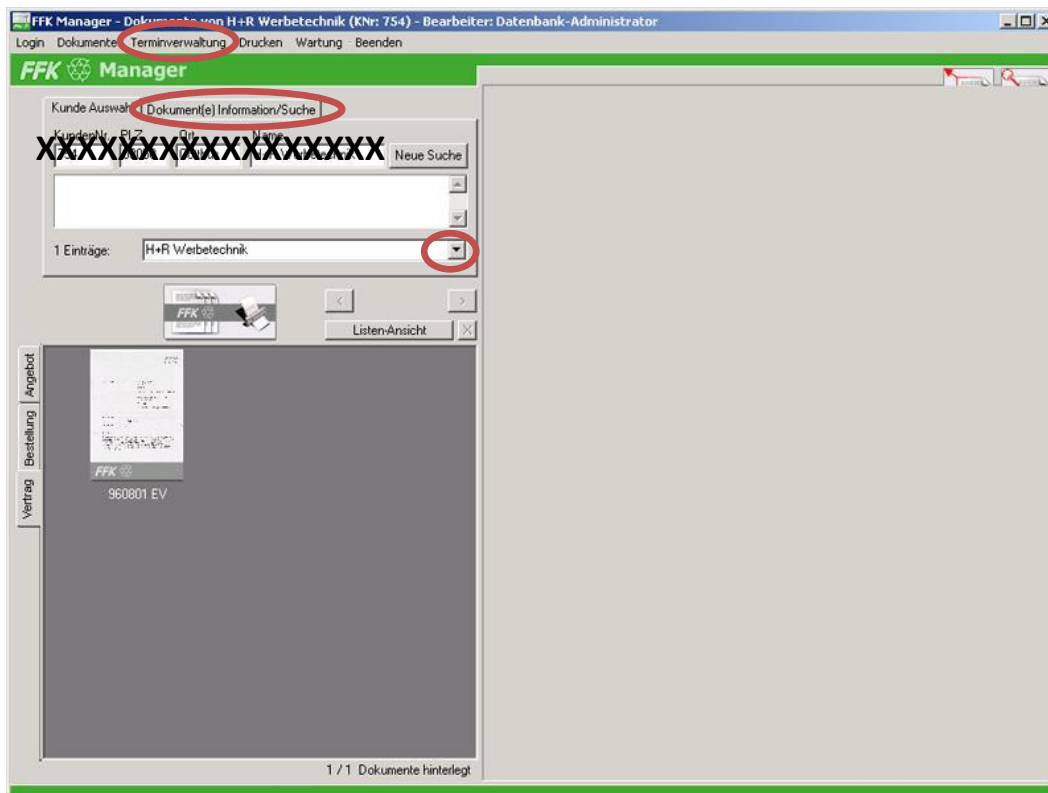
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4. general operation v-manager

To activate the term overview again you have to click „term administration“.

Here you can take a look at all terms which are deposited beside the current vacant terms.



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The further procedure after call of the respective date overview is the same as in the chapter before.

Over the customer selection all customers for whom you have a term can be selected.

In the upper field (customer selection) you got further information about the customer.

Through click on "Dokument(e) information" you receive further information to the current selected document.

5. print documents

Every document can be printed with an integrated printmanager. Therefore you have to click the printer symbol (above the document list).

The print manager opened and you can make further settings.

Inherent are the tabs („offer“, “order” and/or “contract”) and the setting of the header resp. the footer.

All documents which are located into the marked tabs will be printed.

For printing only the selected documents please choose the option “print only selected document”.

Then press the „print“-button.

Further settings of the printer selection, preview and information to the printable range you find also into the print manager.

Usually the presetting should suffice to get an optimal print result.

