Software by Design
Nextcloud apps

Contracts · Deadlines · Reminders

ContractCheck

User Handbook

End-user documentation for the Nextcloud app

Contract register, cancellation deadlines and renewal reminders — self-hosted and audit-proof.

App version	Language	Date
1.0.2	English	16 October 2026

Commit 0b35def · AGPL

Contents

Introduction iii

1 Roles, access and visibility 1
- 1.1 The three roles . . . 1
- 1.2 Who may open the app . . . 1
- 1.3 Visibility scopes per contract . . . 2

2 Signing in and the interface 3
- 2.1 Signing in . . . 3
- 2.2 Navigation . . . 3
- 2.3 Reading the deadline language . . . 3

3 The dashboard 5
- 3.1 Summary counters . . . 5
- 3.2 The four panels . . . 5

4 The contract register 7
- 4.1 Searching and filtering . . . 7
- 4.2 Status lifecycle . . . 8

5 Creating and editing contracts 9
- 5.1 Basics . . . 9
- 5.2 Term & dates . . . 9
- 5.3 Cancellation . . . 10
- 5.4 Reminders . . . 10
- 5.5 More . . . 10
- 5.6 Saving safely . . . 10

6 Contract details and lifecycle 11
- 6.1 The deadline box . . . 11
- 6.2 Actions . . . 11
- 6.3 Costs . . . 12
- 6.4 Documents . . . 12
- 6.5 History . . . 13

7 Parties 15
- 7.1 Creating and editing . . . 15
- 7.2 Archiving . . . 16

8 Reports and export 17
- 8.1 Cost rollups . . . 17
- 8.2 Exporting the register . . . 18

9 CSV import 19
- 9.1 File format . . . 19
- 9.2 Results . . . 19

10 Audit history 21
- 10.1 What an event row tells you . . . 21
- 10.2 Why the log is trustworthy . . . 21

11 Reminders, calendar feed and the dashboard widget 22
- 11.1 Deadline notifications . . . 22
- 11.2 The calendar feed . . . 22

11.3 The dashboard widget 24

12 Settings **26**
12.1 Deadlines 26
12.2 Access & roles 27
12.3 Calendar feed 27
12.4 Support us 27

13 Known quirks and troubleshooting **29**
13.1 “Not authorized” when opening the app 29
13.2 A contract shows “Cancellation window missed” 29
13.3 A document row says “file missing” 29
13.4 “This record changed in the meantime” 29
13.5 My feed link stopped working 29
13.6 A viewer cannot open a linked document 29
13.7 Costs are missing from a user’s view 29

14 Glossary **30**

About Software by Design **31**

Support & how to contribute **32**

Index **33**

Introduction

ContractCheck is your contract register inside Nextcloud: every contract one record, every cancellation deadline computed, every change recorded. The app answers one question reliably — “when do I have to cancel by?” — and reminds you before the window closes.

The app is free and open source (AGPL) and runs entirely on your own Nextcloud instance. No contract data ever leaves your server.

What ContractCheck is for — and what it is not

ContractCheck tracks contracts and their **cancellation deadlines**: rent, leasing, service and maintenance agreements, insurance, licences. It computes the *cancel-by* date from the notice period and the effective-at rule (contract end, end of month/quarter/year, or any time), rolls auto-renewals forward, and reminds the right people via Nextcloud notifications and an ICS calendar feed.

ContractCheck is **not** a contract-lifecycle suite with e-signing, approval workflows or full-text document search — and it deliberately does no fine-grained per-user rights inside a scope. It is the register that makes sure a deadline is never silently missed.

Who this handbook is for

- **Viewers**: read the register, check deadlines, subscribe to the calendar feed — no editing, no cost data.
- **Cost viewers**: like viewers, plus they see contract costs and budget reports.
- **Managers**: create and maintain contracts, parties, costs and documents; configure deadlines, budgets and access.
- **Administrators**: install the app, gate it to groups, run the upgrade backup, and own the audit trail.

How this handbook is organised

The chapters follow the workflow: access and roles first, then the dashboard, the register, contract creation and details, parties, reports, import, audit, reminders and the calendar feed, then settings, help and a glossary. Screenshots show the real interface; controls are “quoted like this”.

ContractCheck **1.0.2** (commit `0b35def`), dated 16 October 2026, language English.

CHAPTER 1

Roles, access and visibility

ContractCheck separates *who may open the app*, *what a user may do inside it* and *which contracts a record is visible to*. Three small switches cover all three questions.

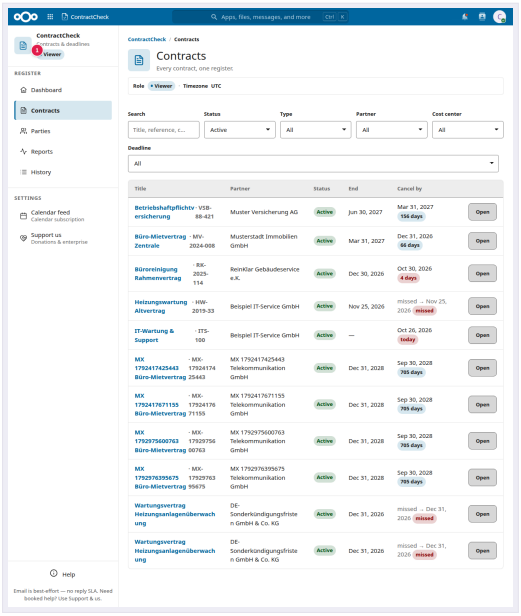
1.1 The three roles

Your role is shown as a badge under the app logo in the left navigation.

Manager Creates, edits and archives contracts, parties and cost rows; sees every visibility scope and all costs; changes the **“Deadlines”** and **“Access & roles”** settings. Nextcloud admins are always managers; additional groups can be appointed under **“Settings”** → **“Access & roles”**.

Cost viewer Reads the register like a viewer *and* sees cost columns, cost rows and the budget report. Useful for finance staff who should not edit contracts.

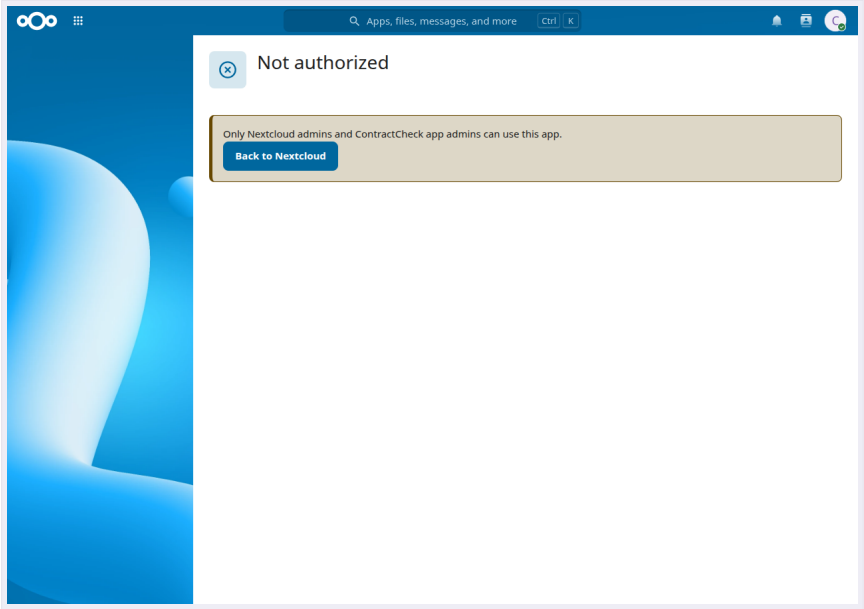
Viewer Reads titles, partners, deadlines and status — but never a cost figure, never an edit button, never the manager settings sections. Viewers can still link documents, subscribe to their personal calendar feed and read the audit history.



A viewer’s register looks like the manager’s — minus the **“Per year”** column and the **“New contract”** button (marker 1 shows the **“Viewer”** badge). The contract detail likewise hides the costs panel and all edit actions.

1.2 Who may open the app

By default everyone with a Nextcloud account may open ContractCheck. A manager can restrict this to specific groups under **“Settings”** → **“Access & roles”** (**“Who may use ContractCheck”**). Users outside those groups see a plain “Not authorized” page:



1.3 Visibility scopes per contract

Every contract carries one of three scopes, chosen in the **“Visibility”** field of the contract form:

Whole organization Everyone who may open the app sees the record.

Owner’s group(s) Only the owner, users who share a group with the owner, and managers see it.

Only owner & managers The most private scope — intended for sensitive records such as employment-related contracts.

Visibility decides who *sees* the contract. Editing rights come from the role alone: only managers (and the owner, if a manager) can edit — a viewer never edits, even inside their own scope.

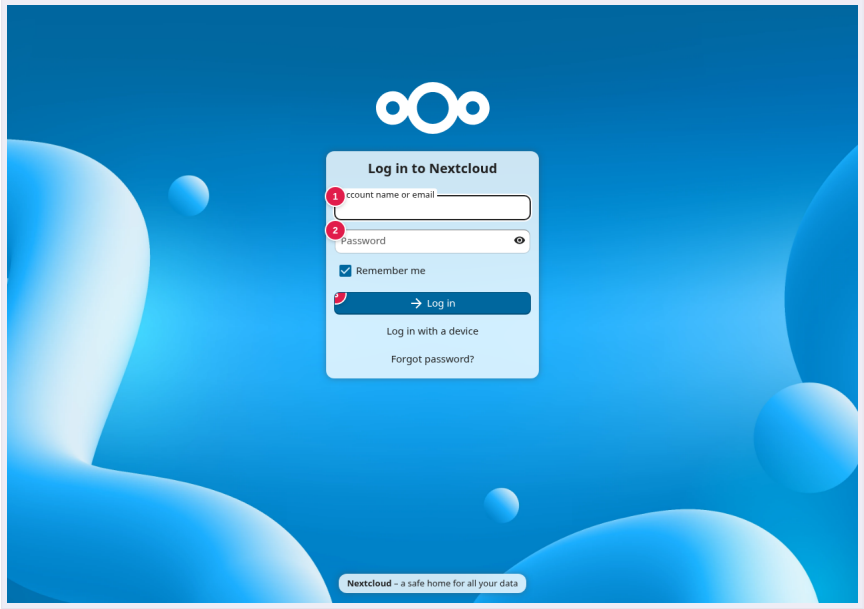
> *Documents are an exception to scopes: a linked file keeps its own Nextcloud sharing permissions. A viewer may see the document row without being able to open the file itself.*

CHAPTER 2

Signing in and the interface

2.1 Signing in

Open your Nextcloud in a browser and sign in with your user account: marker 1 the user name, marker 2 the password, marker 3 the “Log in” button. ContractCheck then appears in the app bar.



Marker 1: user name — Marker 2: password — Marker 3: “Log in”.

The interface follows the language of your Nextcloud profile (*Settings* → *Personal info*); ContractCheck ships translations for German, English, French, Spanish, Danish, Dutch, Italian, Polish, Swedish, Norwegian Bokmål and Portuguese.

If your account is not allowed to use the app, a plain “Not authorized” page appears instead (chapter 1).

2.2 Navigation

The left-hand navigation is grouped in two blocks:

Register **“Dashboard”**, **“Contracts”**, **“Parties”**, **“Reports”**, **“History”**, **“Import”**.

Settings **“Deadlines”**, **“Access & roles”**, **“Calendar feed”**, **“Support us”** — plus **“Help”** at the bottom.

Viewers see a shorter menu: the manager-only sections **“Deadlines”** and **“Access & roles”** are hidden, and **“Import”** is absent.

2.3 Reading the deadline language

ContractCheck speaks in two dates everywhere:

Cancel by The last day on which notice still reaches the effective-at date in time. This is the date the app warns you about.

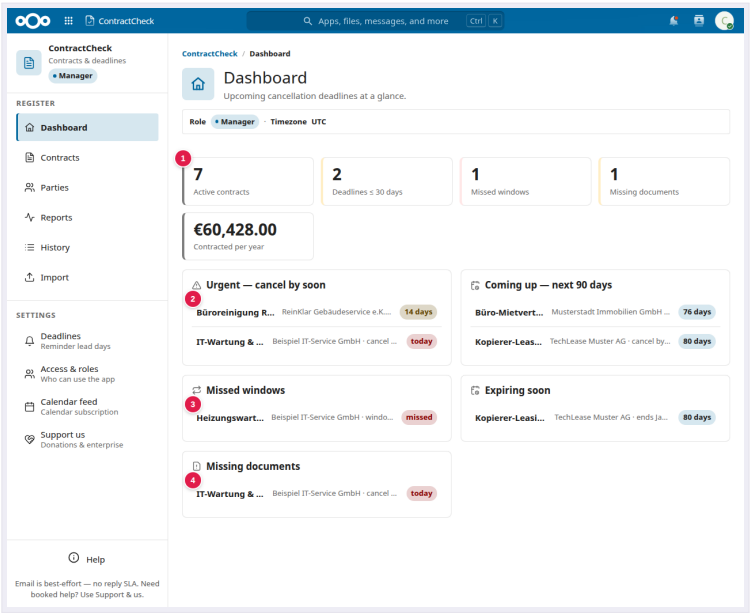
Takes effect The date your cancellation becomes effective — e.g. contract end, end of month, end of quarter or end of year.

A badge shows how many days remain: a neutral chip for 31–90 days, a warn colour below 31, “today” on the day itself, and “missed” once the window has passed.

CHAPTER 3

The dashboard

Opening the app lands on the **“Dashboard”** — the deadline overview. It answers at a glance: how much is under contract, what is urgent, what slipped, and which records lack documents.



Marker 1: summary counters — Marker 2: **“Urgent — cancel by soon”** — Marker 3: **“Missed windows”** — Marker 4: **“Missing documents”**.

3.1 Summary counters

Active contracts Live records in your visible scope. Clicking the card opens the contract list.

Deadlines $\leq$ 30 days Contracts whose cancel-by date is within a month — jumps to the filtered register.

Missed windows Contracts whose cancellation window has already passed (fixed-term) or whose current window slipped (see chapter 6).

Missing documents Contracts with a linked file that no longer exists — the file was deleted after linking (section 6.4).

Contracted per year Annualized spend across visible contracts. Only cost viewers and managers see this card.

3.2 The four panels

Urgent — cancel by soon Contracts with a cancel-by date inside 30 days. Open-ended contracts appear here permanently with a “today” badge — you can cancel them at any time, effective after their notice period.

Coming up — next 90 days The watch list between one and three months out.

Missed windows Windows that already closed. For auto-renewing contracts the next possible date is shown instead (“missed → next *date*”); for fixed-term contracts the window is gone.

Expiring soon Contracts whose end date lies within 90 days — regardless of the cancellation mechanics.

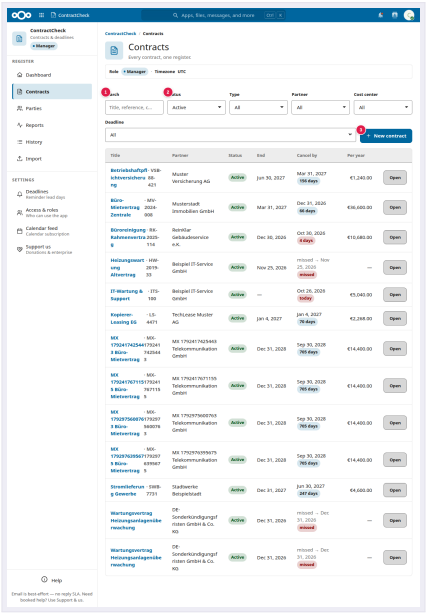
The fifth panel, **“Missing documents”**, lists records whose linked files vanished. Clicking a row opens the contract detail directly.

On a fresh install the dashboard shows a first-run card — **“Add your first contract”** — until the register has its first record.

CHAPTER 4

The contract register

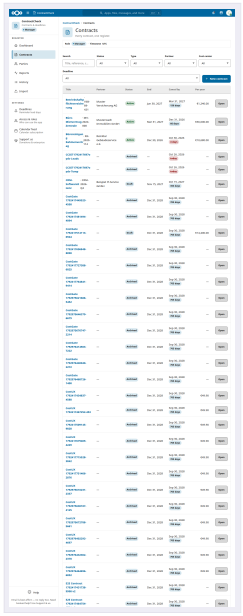
“Contracts” is the register: every record one row — title and reference, partner, status, end date, the next cancel-by date with its days-left badge, the annualized cost (cost viewers only) and an **“Open”** button.



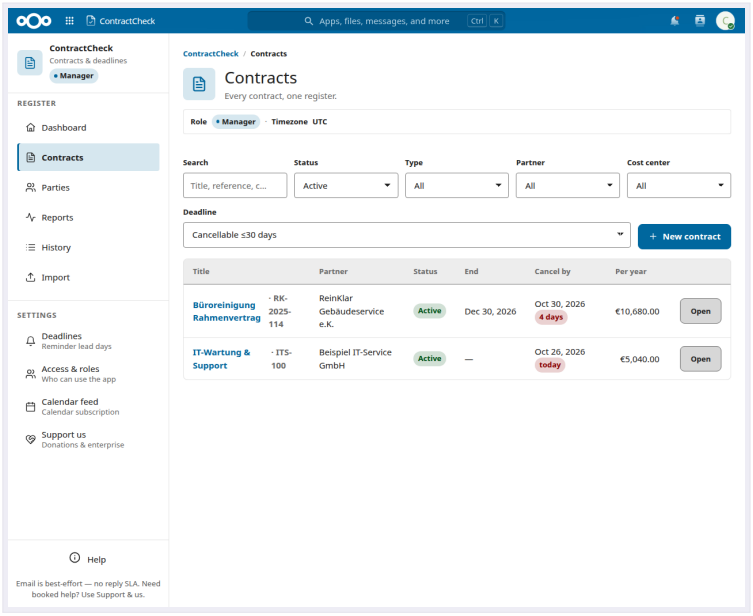
Marker 1: full-text search — Marker 2: status filter — Marker 3: **“New contract”** (managers only).

4.1 Searching and filtering

- **Search** matches title, reference number and cost center as you type.
- **“Status”**: *Active* (default), *Draft*, *Terminated*, *Expired*, *Archived* or *All*. *All* hides archived records — pick *Archived* explicitly to see them.
- **“Type”**, **“Partner”** and **“Cost center”** narrow the list further; partner and cost-center options are data-derived — only values actually in use appear.
- **“Deadline”**: *Cancellable ≤30 days*, *Cancellable ≤90 days*, *Deadline missed*, *Ends within 90 days* or *No deadline* (open-ended contracts without a computable cancel-by).



The unfiltered *All* view mixes drafts, active and terminated records — the status badges keep them readable at a glance.



The deadline filter *Cancellable ≤30 days* answers the daily question “what must be decided this month?”. This is the same view the dashboard card **“Deadlines ≤ 30 days”** jumps to.

4.2 Status lifecycle

Draft Freshly created; not yet in force. Activate it when the contract is signed.

Active Running contract — deadlines and reminders apply.

Terminated Cancelled; kept for the record. Can be archived.

Expired Fixed-term contract whose end date has passed (set automatically by the daily scan).

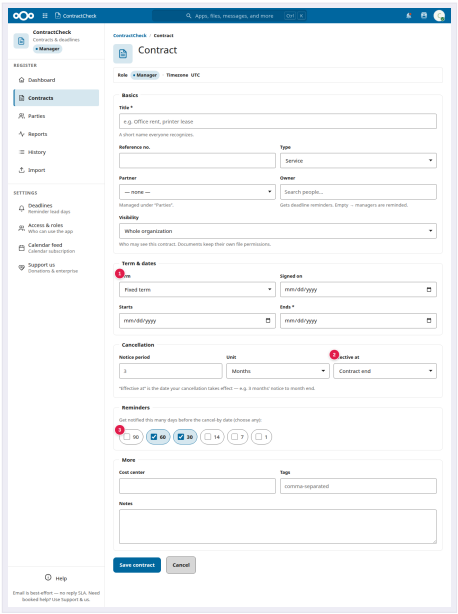
Archived Moved out of the register; restorable to active at any time.

On small screens the table collapses into stacked cards — every column keeps its label, nothing is lost.

CHAPTER 5

Creating and editing contracts

Managers create records via **“New contract”** and edit them via **“Edit”** on the detail page. Both open the same form in four blocks: *Basics*, *Term & dates*, *Cancellation*, *Reminders* and *More*.



Marker 1: **“Term”** — Marker 2: **“Effective at”** — Marker 3: reminder lead days.

5.1 Basics

Title* The short name everyone recognizes — the only required field.

Reference no. Your file/reference number; shown next to the title and searched by the register search.

Type *Rent*, *Leasing*, *Service*, *Insurance*, *Maintenance*, *Grant*, *Employment-related* or *Other*. Drives the *Costs per category* report.

Partner Pick from the party directory (chapter 7); the hint reminds you that partners are managed there.

Owner A user picker over the Nextcloud directory. The owner receives deadline reminders; left empty, all managers are reminded. Owners also matter for the *Owner’s group(s)* scope.

Visibility *Whole organization*, *Owner’s group(s)* or *Only owner & managers* (chapter 1).

5.2 Term & dates

Term *Fixed term*, *Auto-renewing* or *Open-ended*. The choice reshapes the form: renewal fields only appear for auto-renewing contracts, and *Ends* is hidden (and not required) for open-ended ones.

Signed on Optional signature date.

Starts / Ends The contract window. For auto-renewing contracts the end date is the current period’s end — the daily job rolls it forward automatically when it passes.

Renews every Renewal interval in months or years (auto-renewing only).

5.3 Cancellation

This block drives the deadline math:

Notice period Value plus unit (*Days* or *Months*) — e.g. “3 Months”.

Effective at The anchor your notice period counts back from: *Contract end*, *End of month*, *End of quarter*, *End of year* or *Any time*. The hint explains it plainly: “*Effective at* is the date your cancellation takes effect — e.g. 3 months’ notice to month end.”

Choosing *Any time* hides the reminder checkboxes: without an anchor there is no deadline to remind about.

5.4 Reminders

“Get notified this many days before the cancel-by date (choose any):” — check any of 90, 60, 30, 14, 7 or 1 days. New contracts start with the defaults from **“Settings”** → **“Deadlines”**; each contract can deviate freely.

5.5 More

“Cost center” (feeds the budget comparison under **“Reports”**), **“Tags”** (comma-separated, for your own grouping) and **“Notes”**.

5.6 Saving safely

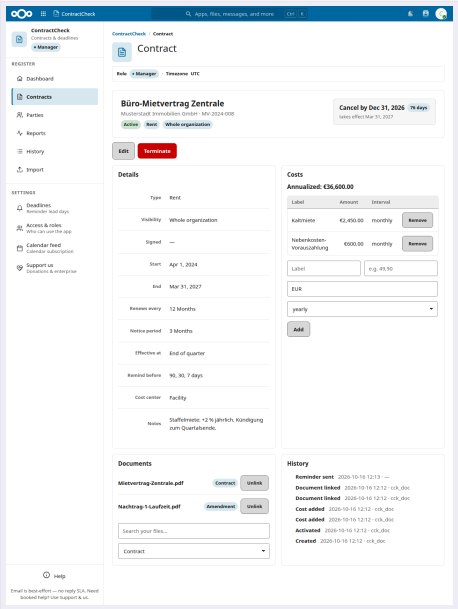
If someone else edited the record while your form was open, saving fails with “This record changed in the meantime. Reload and try again.” — ContractCheck never silently merges two edits. Reload the form, re-apply your change and save again.

Field errors appear directly at the control — a red inline message under the offending field, not a banner you have to decode.

CHAPTER 6

Contract details and lifecycle

The detail page is the contract's file card: title, partner and reference, status and scope badges, the deadline box, details, costs, documents and the tamper-evident history.

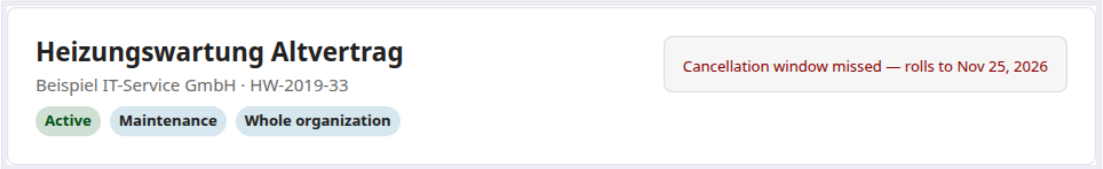


6.1 The deadline box

The hero carries the contract's next deadline: "Cancel by *date*" with the days-left badge and "takes effect *date*" underneath.



A fixed-term contract whose window already closed shows "Cancellation window missed" — the record rolls to the contract end date as the effective date.



Auto-renewing contracts behave differently: a missed window rolls to the *next* anchor and stays visible as "missed → next *date*" in lists until then.

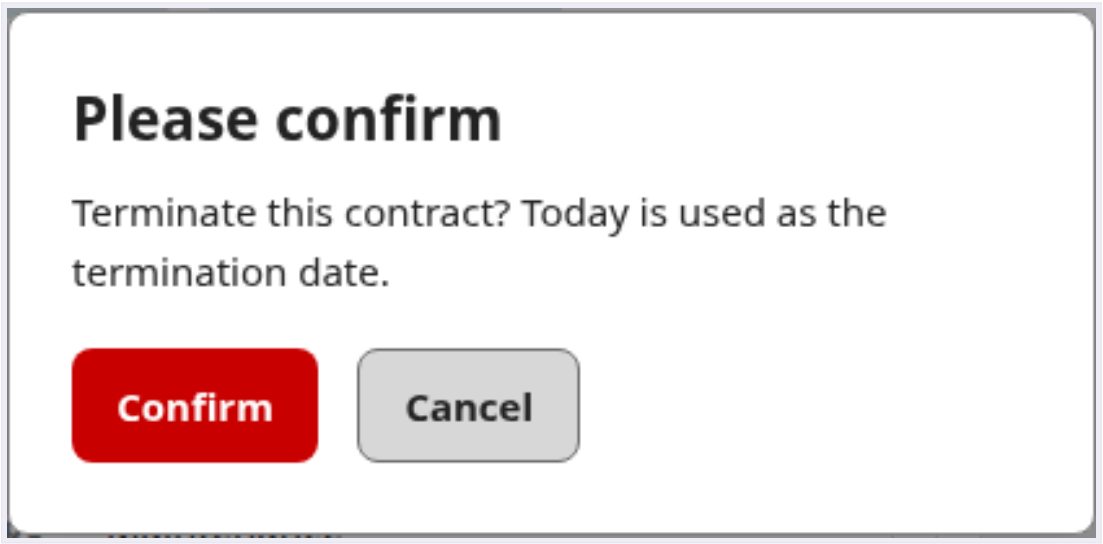
6.2 Actions

The action row below the hero offers exactly the transitions the current status allows:

Edit Opens the form (chapter 5); managers only.

Activate Draft → active.

Terminate Active → terminated — today is used as the termination date, after a confirmation:



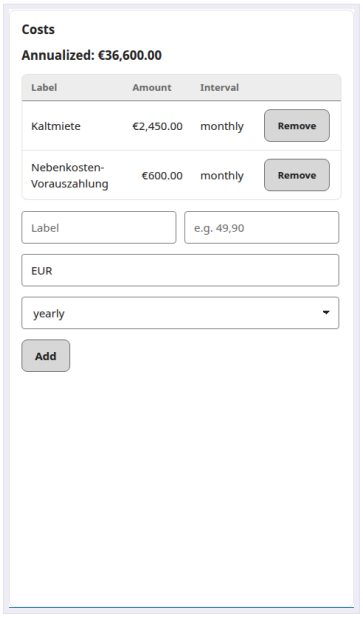
Archive Draft, terminated or expired → archived — the record leaves the register but can be restored.

Restore Archived → active.

Every transition writes an audit event (chapter 10).

6.3 Costs

The **“Costs”** panel lists cost rows — label, amount, currency, interval — plus an *Annualized* total (monthly ×12, quarterly ×4, yearly ×1; one-time rows are excluded). Managers add rows with the inline form (**“Label”**, **“Amount”**, **“Currency (ISO 4217)”**, **“Interval”**) and remove them via **“Remove”**.



The whole panel is invisible to viewers; for them cost data simply does not exist.

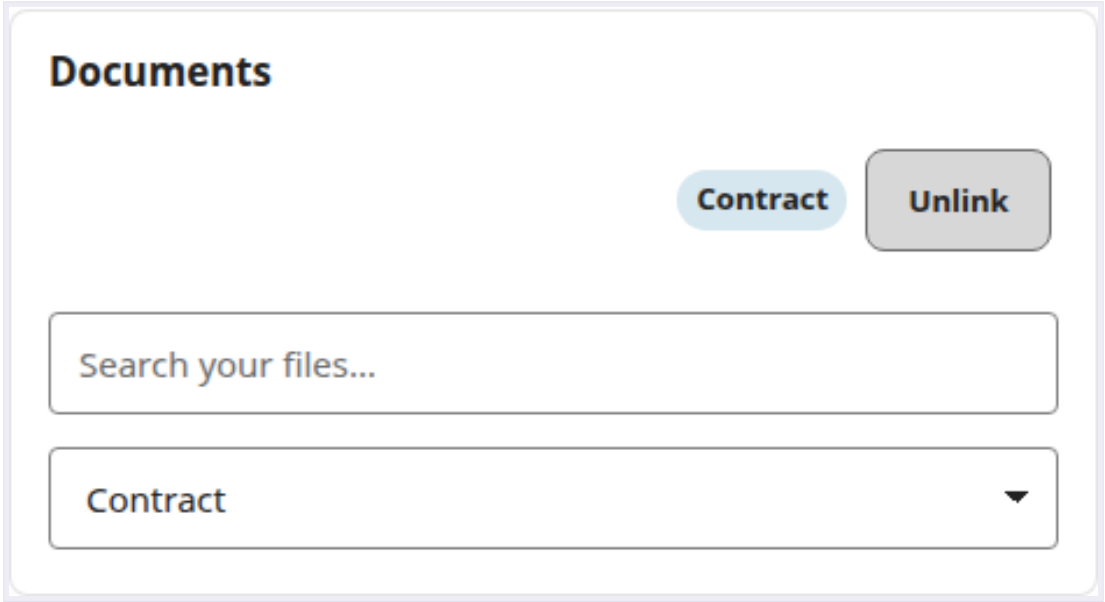
6.4 Documents

Link files from your own Nextcloud storage — the search field finds your files, the **“Document kind”** select classifies them as *Contract*, *Amendment*, *Termination*, *Invoice* or *Other*.



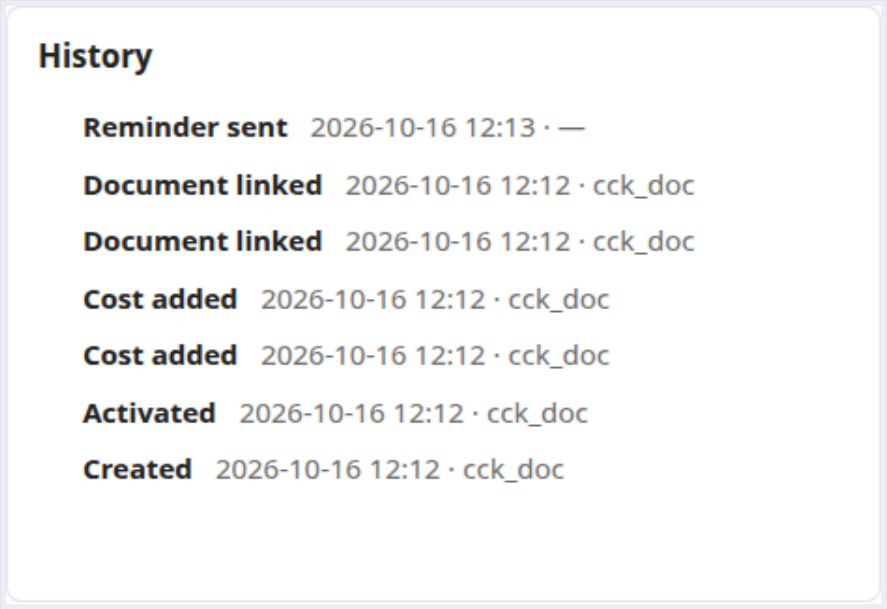
Linked rows show name, kind chip and an **“Unlink”** button. The link never copies the file: it points at it, so file permissions still apply and the document opens in Files as usual.

If a linked file is later deleted — including from the trash — the row turns into a “file missing” marker, the dashboard counts the contract under **“Missing documents”** and the history records a **“Document missing”** event.



6.5 History

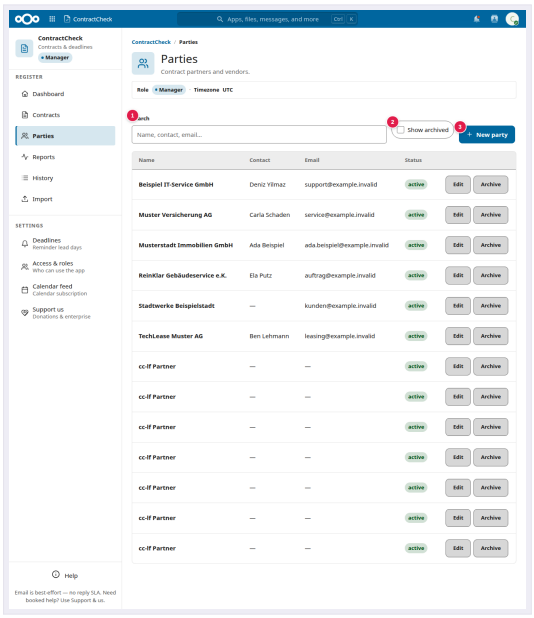
“History” is the contract’s own audit slice — every event that touched this record, newest first: created, activated, cost and document changes, reminders sent, transitions. The same rows appear in the global audit log (chapter 10).


History
Reminder sent 2026-10-16 12:13 · —
Document linked 2026-10-16 12:12 · cck_doc
Document linked 2026-10-16 12:12 · cck_doc
Cost added 2026-10-16 12:12 · cck_doc
Cost added 2026-10-16 12:12 · cck_doc
Activated 2026-10-16 12:12 · cck_doc
Created 2026-10-16 12:12 · cck_doc

CHAPTER 7

Parties

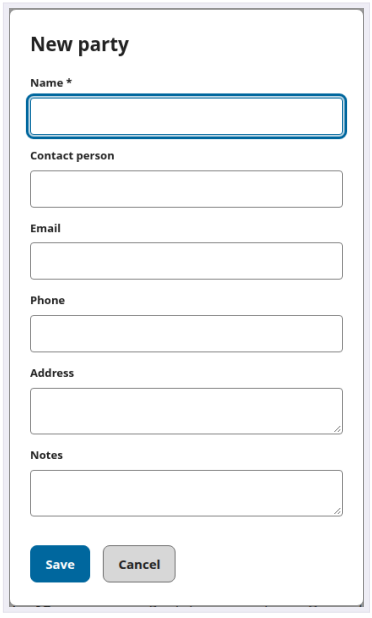
“Parties” is the counterparty directory: contract partners and vendors with their contact details, reusable across any number of contracts.



Marker 1: search over name, contact and email — Marker 2: include archived — Marker 3: **“New party”**.

7.1 Creating and editing

“New party” (or **“Edit”** on a row) opens a small dialog: **“Name”** (required), **“Contact person”**, **“Email”**, **“Phone”** and **“Address”**.



The directory feeds the **“Partner”** select in the contract form and the **“Partner”** filter in the register — keep names short and unambiguous.

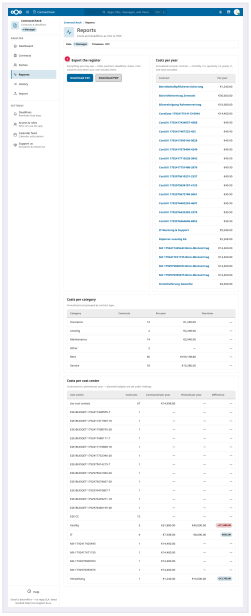
7.2 Archiving

Parties cannot be deleted while contracts still reference them — **“Archive”** removes a party from the active list and the pickers without touching history. Tick **“Show archived”** to see archived rows and unarchive a party from its row.

CHAPTER 8

Reports and export

“Reports” turns the register into answers: what does the contract landscape cost, grouped how, and how does it compare to plan?



Marker 1: the export panel — **“Download CSV”** and **“Download PDF”** take the register with them.

8.1 Cost rollups

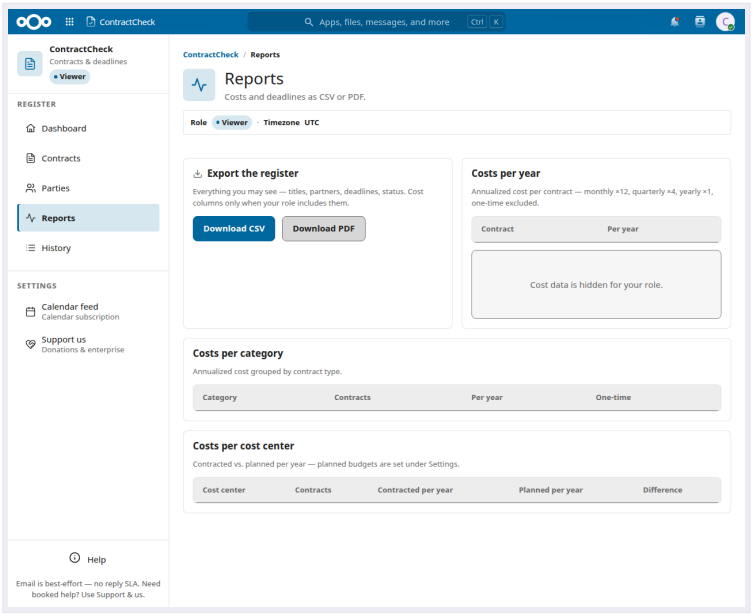
Costs per year Annualized cost per contract — monthly rows count twelve times, quarterly four, yearly once; one-time rows are excluded. The table shows the raw interval too, so the math stays checkable.

Costs per category The same rollup grouped by contract type — useful for “what do we spend on leasing?”

Costs per cost center Annualized cost per cost center.

Contracted vs. planned Compares the contracted yearly sum with the budgets configured under **“Settings”** → **“Deadlines”** — per cost center with the absolute difference.

All cost tables exist only for cost viewers and managers. A viewer sees the export panel and an honest “No cost data visible for your role.” where the rollups would be:



8.2 Exporting the register

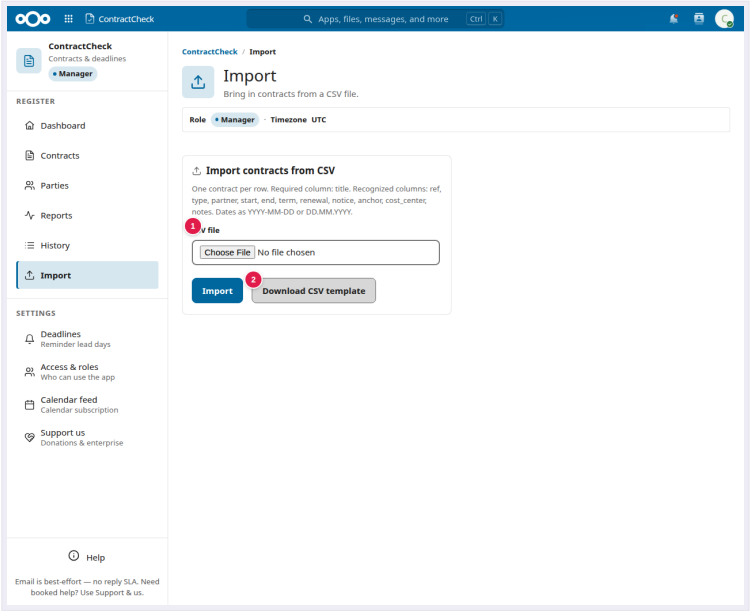
“Download CSV” writes the register you may see — titles, partners, dates, deadlines and status; cost columns are included only when your role may see costs. **“Download PDF”** produces a compact, printable register document.

Both exports respect visibility scopes and the cost-viewer gate — exporting never widens what you may see. CSV cells that look like formulas (=, +, −, @ at the start) are escaped for spreadsheet safety.

CHAPTER 9

CSV import

“Import” brings an existing contract list into the register — one contract per row. Managers only; viewers do not see the entry.



Marker 1: **“CSV file”** picker — Marker 2: **“Download CSV template”** for a ready-made header.

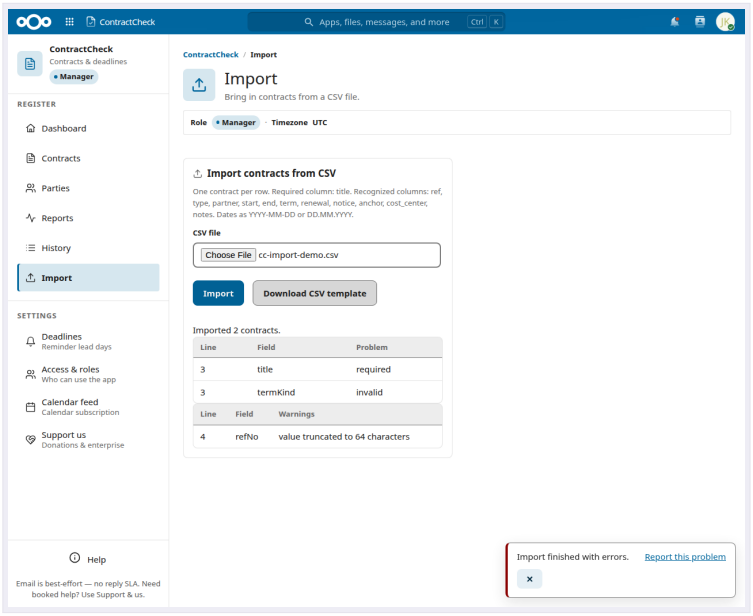
9.1 File format

The only required column is `title`. Recognized columns: `ref`, `type`, `partner`, `start`, `end`, `term`, `renewal`, `notice`, `anchor`, `cost_center`, `notes` — common German and English aliases are accepted. Dates as `YYYY-MM-DD` or `DD.MM.YYYY`; the template gives you a working example row to delete before the real import.

Partner names are matched against the party directory — unknown names stay unassigned rather than silently creating parties.

9.2 Results

After the upload, a summary reports how many contracts were imported. Bad rows do not abort the run: each failure lands in the *Line–Field–Problem* error table, and tolerated quirks (like a value that had to be truncated to the field limit) appear in the warnings table.



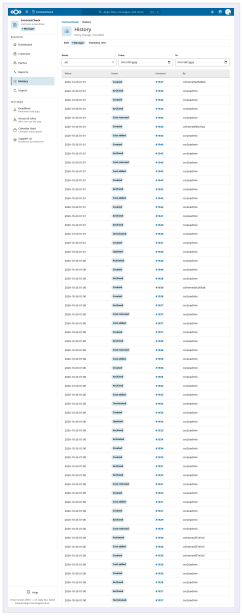
“Import finished.” / **“Import finished with errors.”** is also raised as a toast — including a **“Report this problem”** link when something failed.

Re-check the imported records afterwards: imported contracts start as drafts, so nothing reaches the deadline engine before you activate them.

CHAPTER 10

Audit history

“History” is the global, append-only audit log: *every change, recorded* — creations, edits, lifecycle transitions, cost and document changes, reminders sent.



10.1 What an event row tells you

Each row shows *when*, *what* (event type), *which contract* and *by whom* — reminder events carry no actor because the daily scan raised them, not a person.

Filters narrow the log by **“Event”** type and a **“From”**/**“To”** date range.

10.2 Why the log is trustworthy

The log is append-only: events are written in the same transaction as the change they describe and chained by hash per contract — a deleted or reordered row is detectable. Per-contract slices of the same chain appear as **“History”** on each detail page (section 6.4 onwards).

Nothing in the UI edits or deletes events. The log answers “who changed this contract when?” without a database query.

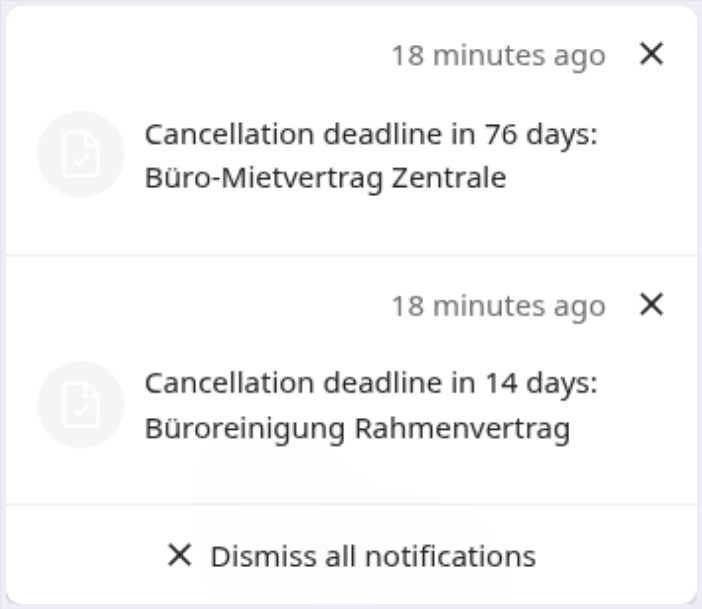
CHAPTER 11

Reminders, calendar feed and the dashboard widget

Deadlines only help if they reach you. ContractCheck pushes them through three channels: Nextcloud notifications, a personal ICS calendar feed, and a widget on the Nextcloud dashboard.

11.1 Deadline notifications

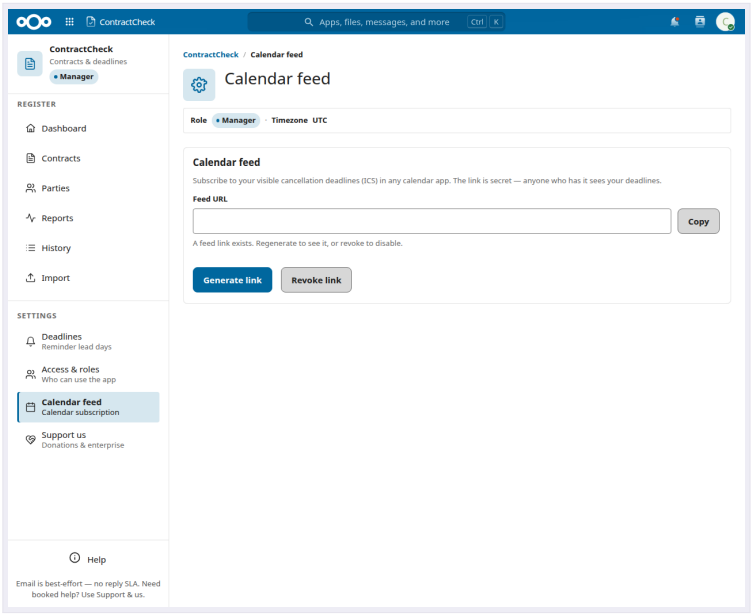
The daily scan dispatches a notification to the contract's owner — or to all managers when no owner is set — at each checked lead day (90/60/30/14/7/1 before the cancel-by date), subject "Cancellation deadline in *n* days: *title*". On the day itself the subject changes to "Cancellation deadline today: *title*".



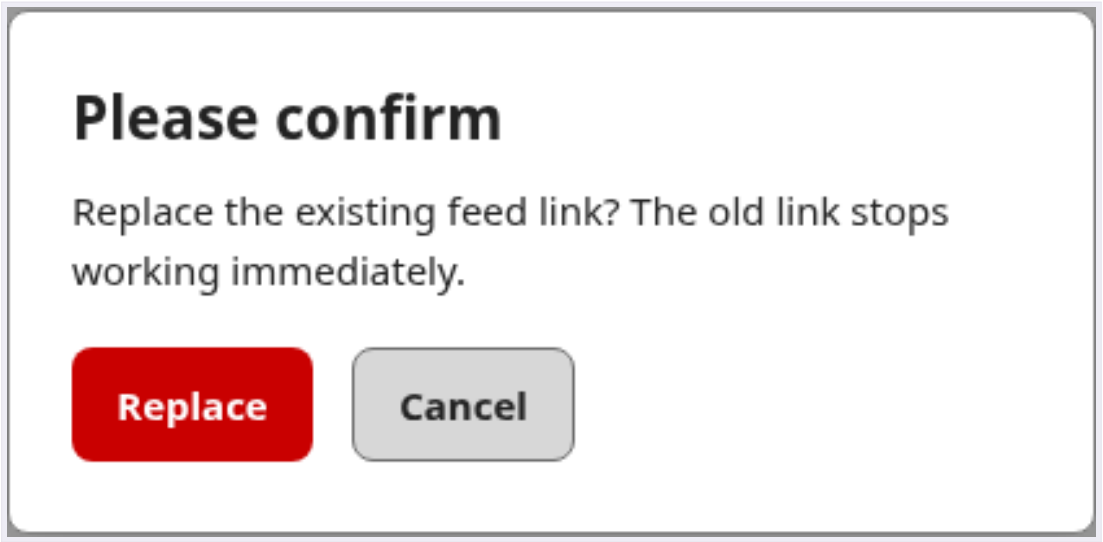
Notifications also fire when a contract expires ("Contract expired: *title*") and when a linked document goes missing ("A linked document is missing: *title*").

11.2 The calendar feed

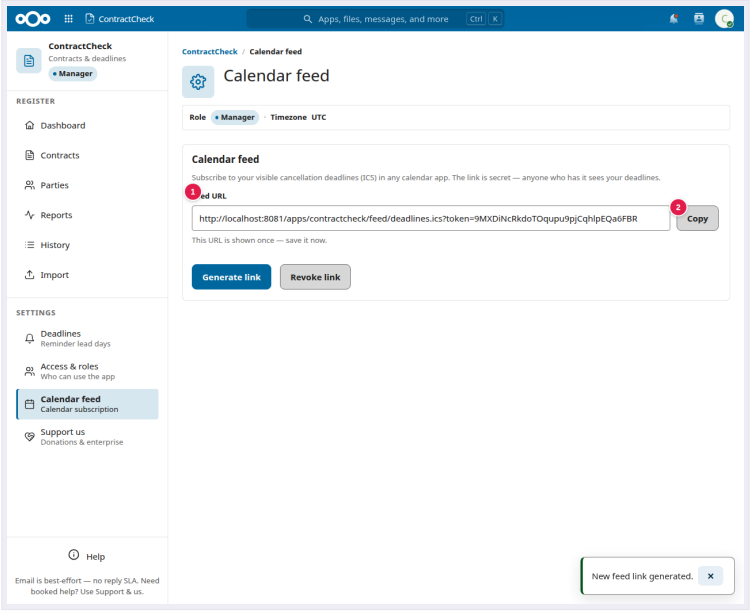
"Settings" → **"Calendar feed"** gives every user a personal ICS feed of the deadlines *they* may see — the link respects your role and scopes automatically.



1. Click **“Generate link”**. If a link already exists, the app asks to confirm the replacement first — the old link stops working immediately:



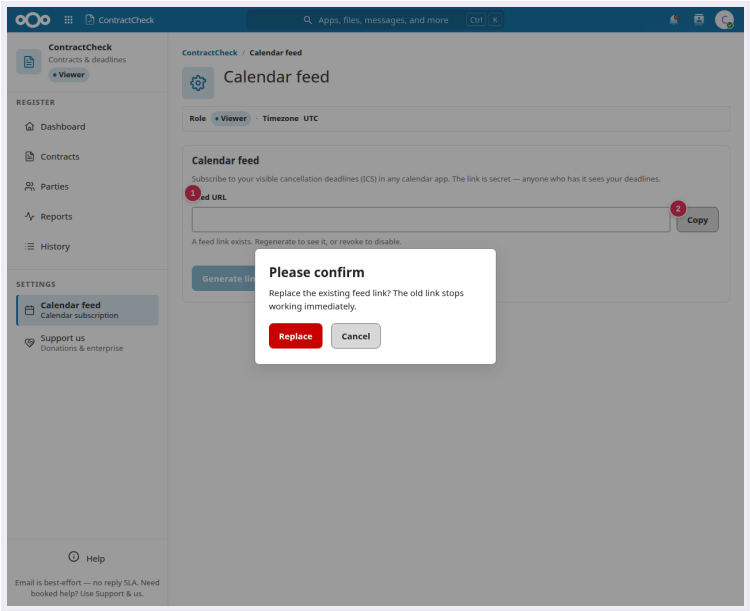
2. The URL is shown exactly once, in the read-only **“Feed URL”** field. Copy it now — after a reload only “A feed link exists” remains, and regenerating mints a new one.



Marker 1: the one-time feed URL — Marker 2: **“Copy”**.

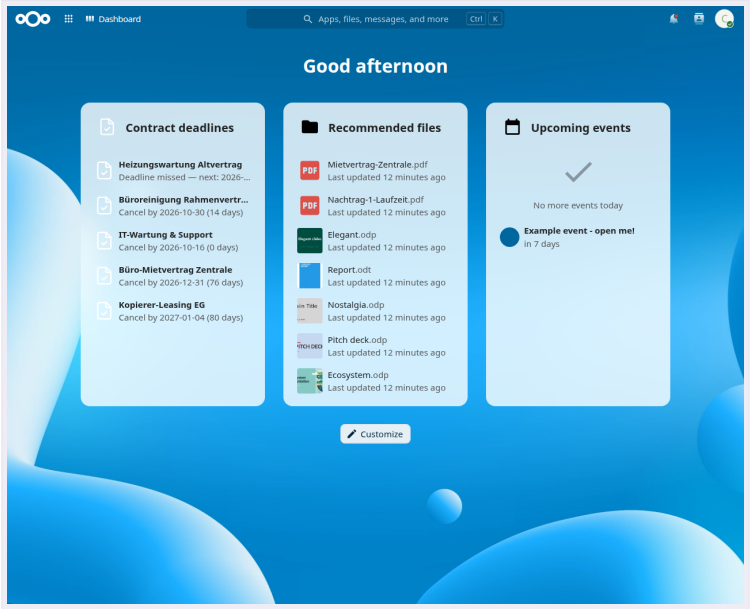
Subscribe to the URL in any calendar app (Nextcloud Calendar, Thunderbird, Outlook, phone calendars) — deadlines appear as all-day events named after the contract. **“Revoke link”** kills the link on the spot; anyone holding it loses access instantly.

The feed is **secret**: anyone who has the URL sees your visible deadlines — treat it like a password. Viewers get the same mechanism for their narrower view:



11.3 The dashboard widget

On the Nextcloud *Dashboard*, “Customize” adds the **“Contract deadlines”** widget: your next cancel-by dates and missed windows alongside files and events.

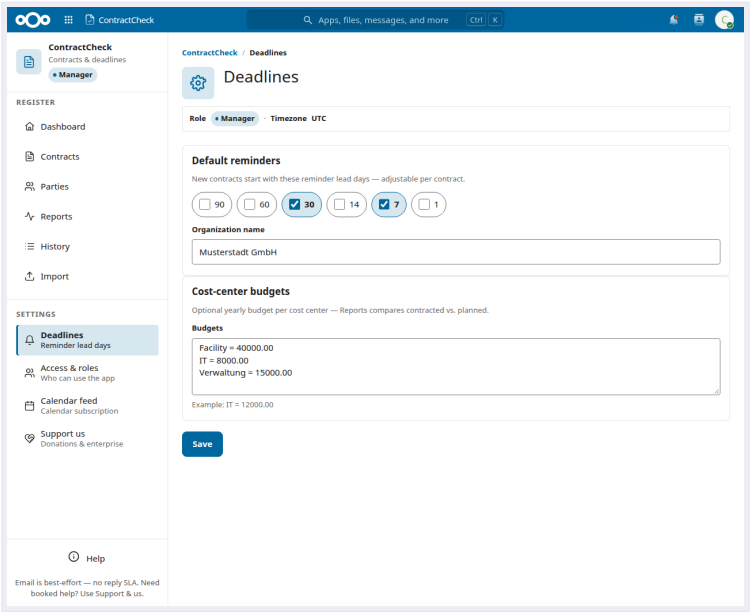

Dashboard
Apps, files, messages, and more
Ctrl K
Good afternoon
Contract deadlines
Heizungswartung Altvertrag
Deadline missed — next: 2026-...
Büroreinigung Rahmenvertr...
Cancel by 2026-10-30 (14 days)
IT-Wartung & Support
Cancel by 2026-10-16 (0 days)
Büro-Mietvertrag Zentrale
Cancel by 2026-12-31 (76 days)
Kopierer-Leasing EG
Cancel by 2027-01-04 (80 days)
Recommended files
Mietvertrag-Zentrale.pdf
Last updated 12 minutes ago
Nachtrag-1-Laufzeit.pdf
Last updated 12 minutes ago
Elegant.odp
Last updated 12 minutes ago
Report.odt
Last updated 12 minutes ago
Nostalgia.odp
Last updated 12 minutes ago
Pitch deck.odp
Last updated 12 minutes ago
Ecosystem.odp
Last updated 12 minutes ago
Upcoming events
No more events today
Example event - open me!
in 7 days
Customize

CHAPTER 12

Settings

Four sections live under *Settings* in the navigation. The first two are manager-only; feed and support are open to every role.

12.1 Deadlines

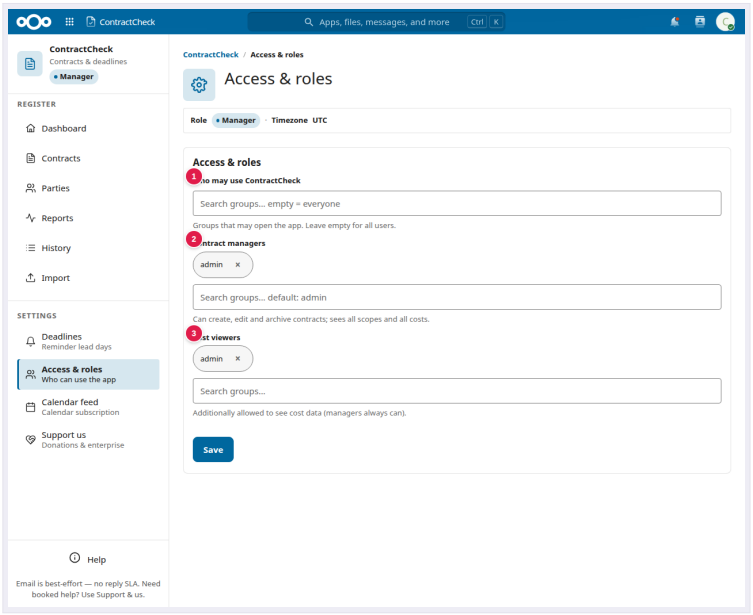


Default reminders The lead-day checkboxes new contracts start with (90/60/30/14/7/1). Per-contract lead days can always deviate.

Organization name Shown in the calendar feed title — e.g. “Musterstadt GmbH — contract deadlines”.

Cost-center budgets One line per cost center: `Cost center = amount per year`. The *Contracted vs. planned* report (chapter 8) compares against these.

12.2 Access & roles



Marker 1: **“Who may use ContractCheck”** — Marker 2: **“Contract managers”** — Marker 3: **“Cost viewers”**.

Who may use ContractCheck Group picker — empty means *everyone* on this instance. Add groups to gate the app; everyone else meets the “Not authorized” page.

Contract managers Groups that may create, edit and archive — they also see every scope and every cost. Default: Nextcloud admins.

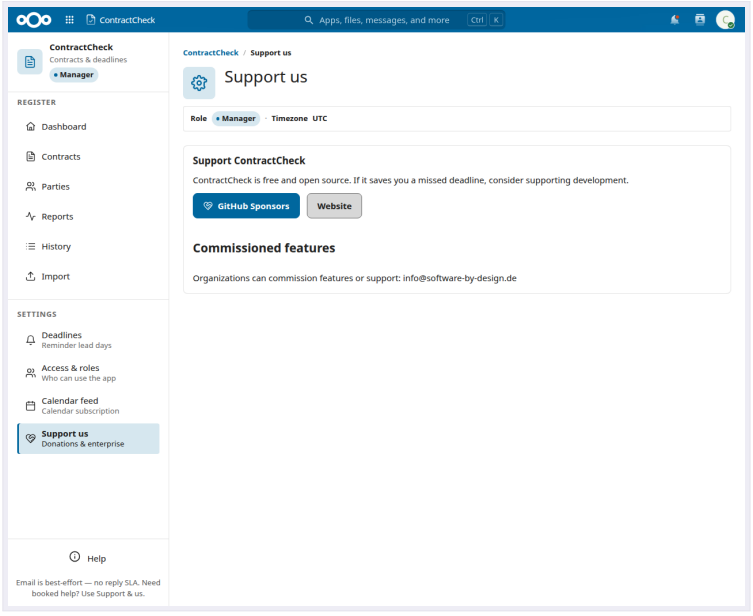
Cost viewers Groups that *additionally* see cost data — managers always can; add e.g. a finance group here.

Group pickers search the live directory; unknown or stale groups are rejected on save.

12.3 Calendar feed

Personal ICS feed management — covered in section 11.2.

12.4 Support us



ContractCheck is free and open source. The panel links to GitHub Sponsors, the project website, and the contact for commissioned features (`info@software-by-design.de`). The *Help* entry at the bottom of the navigation leads to the same support options.

CHAPTER 13

Known quirks and troubleshooting

13.1 “Not authorized” when opening the app

Your account is not in the **“Who may use ContractCheck”** groups (section 12.2). Ask a contract manager to add your group — or an admin, who always has access.

13.2 A contract shows “Cancellation window missed”

The cancel-by date passed without a transition. Fixed-term contracts can no longer be cancelled — the contract runs to its end date. Auto-renewing contracts roll to the next anchor; the record keeps showing “missed → next *date*” so the slip stays visible until the next window opens.

13.3 A document row says “file missing”

The linked file was deleted from Nextcloud (including the trash). The link itself is intact — re-upload the file at the same path, or remove the row and link a new file. The deletion also fired a **“Document missing”** event in the history.

13.4 “This record changed in the meantime”

Someone else saved first (optimistic locking). Reload the detail page, re-apply your change and save again — your edit is not lost, it just was not applied.

13.5 My feed link stopped working

Either it was revoked, or a new link was generated — each **“Generate link”** invalidates the previous URL. Generate a fresh one and update the subscription in your calendar app.

13.6 A viewer cannot open a linked document

Links point at the owner’s files — file permissions still apply. Ask the owner to share the file (or its folder) with the viewer in Files.

13.7 Costs are missing from a user’s view

That user is a plain *Viewer*. Cost data needs the **“Cost viewers”** group (or manager rights) under **“Access & roles”**.

CHAPTER 14

Glossary

Annualized cost Cost normalized to one year: monthly $\times 12$, quarterly $\times 4$, yearly $\times 1$. One-time rows do not count towards it.

Cancel by The last day notice reaches the effective-at anchor in time — anchor minus notice period. The date the app warns about.

Effective at The date cancellation becomes effective: contract end, month end, quarter end, year end or simply *any time*.

Missed window A cancel-by date that passed without action. Fixed-term: the window is gone. Auto-renewing: the deadline rolls to the next anchor and stays flagged until then.

Notice period The lead time a cancellation needs, counted back from the effective-at anchor — e.g. 3 months to quarter end.

Party A contract partner (vendor, landlord, insurer) managed in the directory and referenced by contracts.

Scope / visibility Who may see a record: whole organization, owner's group(s), or only owner and managers.

Draft / Active / Terminated / Expired / Archived The lifecycle statuses of a contract — see chapter 4.

ICS feed A calendar subscription URL carrying your visible deadlines as all-day events (section 11.2).

Cost viewer A role that reads cost data without edit rights — for finance and controlling.

Hash chain The per-contract sequence of audit events where each event references its predecessor — deleted or reordered events are detectable.

Missing document A linked file that no longer exists in Nextcloud storage — flagged in the register detail, the dashboard and the history.

About Software by Design

Software by Design builds Nextcloud apps for organisations that want to host their own data — from time tracking and projects to inventory, fleet management and customer relations. Every app runs entirely on your Nextcloud instance; the web interfaces are free (AGPL).

Company

- **Website:** https://nextcloud.software-by-design.de/
- **Partner & quotes:** mailto:info@software-by-design.de
- **Report a bug / suggest an improvement:** mailto:dev@software-by-design.de

Support & how to contribute

ContractCheck remains free on your Nextcloud (AGPL). Bug reports and sensible ideas via GitHub or email are part of open-source maintenance — without a guaranteed response time.

In the app

Under **“Settings”** → **“Help & support”** (navigation chip may still read **“Support us”**) you find the same options as on our website: partner quote, onboarding, commissioned feature and voluntary support.

Check Partner (invoiceable)

If your organisation needs predictable help with an invoice — setup, hour packages, prioritised email — choose **“Check Partner”**. That is a professional service with quote and invoice, not a donation.

- Packages and terms on the support page: https://nextcloud.software-by-design.de/en/support/
- Request a partner quote: mailto:info@software-by-design.de?subject=Partner%20inquiry

Other invoiceable options

- **Onboarding & training** — remote setup or workshop for your team.
- **Commissioned feature** — scoped change with acceptance criteria and delivery date.
- **Official mobile & terminal licences** — where offered for ContractCheck; named seats with invoice.

GitHub Sponsors (voluntary)

Voluntary support without an invoice SLA — appreciated, but optional:

https://github.com/sponsors/aSoftwareByDesignRepository

Legal note

This manual does not replace legal, tax or compliance advice. Third-party product names and trademarks belong to their respective owners.

Index

access, 1, 27
activate, 11
allowed groups, 1
annualized, 12
archive, 11
    party, 16
audit, 21
auto-renew, 9

budgets, 17, 26

calendar feed, 22
calendar subscription, 22
cancel by, 10, 11
contract detail, 11
contract form, 9
contract list, 7
cost viewer, 1
costs, 12
CSV, 19
CSV export, 18

dashboard, 5
dashboard widget, 22
deadline, 11
deadline overview, 5
default lead days, 26
documents, 12
donations, 27

edit, 9
effective at, 10
events, 21
export, 17

feed URL, 22
file picker, 12
filters, 7

glossary, 30
groups, 27

hash chain, 21
history, 13, 21

ICS, 22
import, 19
import errors, 19
import warnings, 19
interface, 3

lead days, 10
lifecycle, 8, 11

Manager, 1
missed window, 11

new contract, 9
notice period, 10
notifications, 22

open-ended, 9
optimistic locking, 10
organization name, 26
owner, 2

parties, 15
partners, 15
PDF export, 18

register, 7
reminders, 10, 22
reports, 17
restore, 11
restricted, 2
revision, 10
roles, 1, 27

scope, 2
settings, 26
sign-in, 3
status, 8
support, 27

term, 9
terminate, 11
troubleshooting, 29

Viewer, 1
visibility, 1

widget, 24