

# WatchMyContracts 2.5

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## WatchMyContracts reliably reminds you of

- Contracts whose notice periods expire.
- Fixed-term deposits whose contract ends.
- Bonds that mature.

The **share management** module does not know any deadlines, but, like the other modules, it offers the possibility of central recording and displaying.

It is started with **WatchMyContracts.exe** (menu)  
or **alternatively**, if you are only interested in individual modules, with **Contracts\_Management.exe** (contracts), **TermMoney\_Management.exe** (time deposits), **Bond\_Management.exe** (bonds) or **Share\_Management.exe** (shares).

## Operation:

### Menu

- Via the menu **[Settings] / [Activate/deactivate contract monitoring]** you have the possibility to set up a task (Scheduled Task) or to remove it. Only with ST set up, you will be automatically informed about expiring notice periods every time you start the computer. Since administrator rights are required to set up the task, you must answer "Yes" to the question whether you want to allow the execution. Even though this menu item exists in all modules, the ST only needs to be set up once and then applies to all modules.
- Via the menu **[List] / [Print]** the list of contracts is printed.
- Via the menu **[Export / Import]** the contracts can be saved in a text file and also imported again.

This function is primarily used to transfer the contracts already entered in an older version to a new version of WatchMyContracts. This can become necessary if I have made changes to the database.

In addition, the generated text files can also be used for other evaluations, e.g. in Excel.

- Via the **[Check]** menu you can manually start the check whether notice periods for contracts in the opened module expire. If no contract is due for cancellation, no window will open.
- Via the **[Archive]** menu, you can show contracts that you had archived again. Contracts are archived by checking the "Archived" box in the contract details. By default, these are hidden.

- Via the menu **[Help]** you can
  1. read the instruction.
  2. view the license terms.
  3. check if there is a newer version of WatchMyContracts and update.
  4. open the WatchMyContracts website.

## Search







The system searches for an occurrence of the search term in the text. Lower or upper case is not taken into account.

The search is always performed within the visible rows. This enables a multi-level search.

### Search in:

- **all data:** All columns of the table are searched. This includes those that are only visible in the detail view.
- **one column:** Only the selected column will be searched. The correct **ISIN** must be entered for this purpose.

## Buttons

- Via the button  the selected contract will be printed.
- Via the button  a termination letter is generated in Microsoft Word in the contract management.
- Via the button  the selected contract will be duplicated.
- Via the button  or the key **{DEL}** the selected contract will be deleted.
- Via the button  a new contract is created.
- Via the button  the current XETRA bid prices are entered. The correct ISIN must be entered for this purpose.

## List View

- Double-click on a contract line or press **{ENTER}** to open a new window where you can edit or view the entries.  
With **{ESC}** you can close this window again.
- By clicking on a column name, the contracts are sorted by this column in ascending or descending order.
- If you move the mouse cursor over the edges of the column titles, the appearance of the cursor changes. At these positions, you can change the width of the columns by holding down the left mouse button. If you widen the columns, you will get a scrollbar at the bottom. When you close the application, the new column widths are saved. The next time you open the window, it widens accordingly to display all columns again without a bottom scrollbar.

- The first column contains the active indicator. The program only informs about expiring contracts whose active indicator is set.  
If you want to filter by the active indicator (search in column "v"), you must enter "1" for "set" or "0" for "not set" in the input field (after).
- Use the key combination **{CTRL + F}** to jump to the search.

## Detail View

- In the detail window, input field "Other", a line break can be realized by **{CTRL + ENTER}**.
- The program knows the contact details of some companies (only German). If you wish, you can transfer the suggested contact to the form of your contract.
- However, the correctness is not guaranteed. Therefore, you should check them in any case.
- Since it happens that you don't want to delete expired contracts right away because they still contain required information, such as with which electricity providers you had already concluded contracts in the past, but these interfere in particular with the totals view, there is the option to archive them by checking the "Archive" box. They will then disappear from the overview. If necessary, you can show them again via the menu "Archive / Show archived contracts". They can also be hidden again via the same menu.
- Use the key combination **{CTRL + Z}** to undo changes.
- With **{ESC}** you can close this window.

## Cancellation notice window for contracts

- The window that shows you a possible contract cancellation offers you the option to deactivate the messages for the current time.  
After the cancellation period has expired, this contract will be automatically reactivated. This ensures that you will be reminded of the next cancellation date again.  
Of course, you can also permanently deactivate individual contracts via the contract management tool.

## Contract renewal

- In most cases, contracts have a term of one or more years. After this period has expired, WatchMyContracts sends an annual reminder of the possibility of termination. If a contract has a term of two years, for example, WatchMyContracts will send the first termination notice after these two years and then a new one every year thereafter.
- If the contract is terminated, you should enter that under "Contract terminated on". This will stop the automatic renewal.
- All contracts that have terms during the year, e.g. 6 or 13 months, are not automatically renewed by WatchMyContracts.

## Updates

- I recommend that you always use the latest version of WatchMyContracts. Not only for my program, but for software in general, it is never completely error-free or perfect. There is practically always room for improvement and that means not only new features but also the optimization of existing program code. This often also leads to an increase in performance.
- You will find the option to update in the “Help” / “Check for updates” menu. If there is a new version, you are able to start the update there.

## Other

- The program remembers the last position of the windows in the user's profile. There they will be opened again the next time. Theoretically, it is therefore possible, for example, when switching from two to one screen, that the windows open outside the visible screen. In this case please delete the file "WatchMyContracts.ini" from the directory "%AppData%\WatchMyContracts".

Have fun with it!

This software contains 223,150 characters of programming language and a lot of work. If you like it, please recommend it to others.

Thank you!

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