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**	**4 November 2026**

Commit dfcd1f2 · AGPL

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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. The closing chapters cover who may open the app at all, how colleagues and contract owners are managed, using ContractCheck on the go, accessibility, troubleshooting, a glossary and a catalogue that maps every surface to its chapter. Screenshots show the real interface; controls are “quoted like this”.

ContractCheck **1.0.2** (commit `dfcd1f2`), dated 5 November 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.

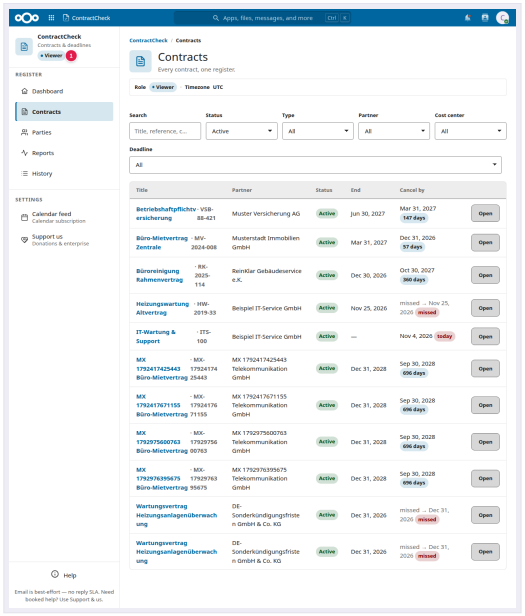
1.1 The three roles

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. The manager groups are appointed under **“Settings”** → **“Access & roles”** — the *admin* group is only the built-in default, applied while the list stays empty, so a saved list without it removes the manager role from Nextcloud admins too.

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.

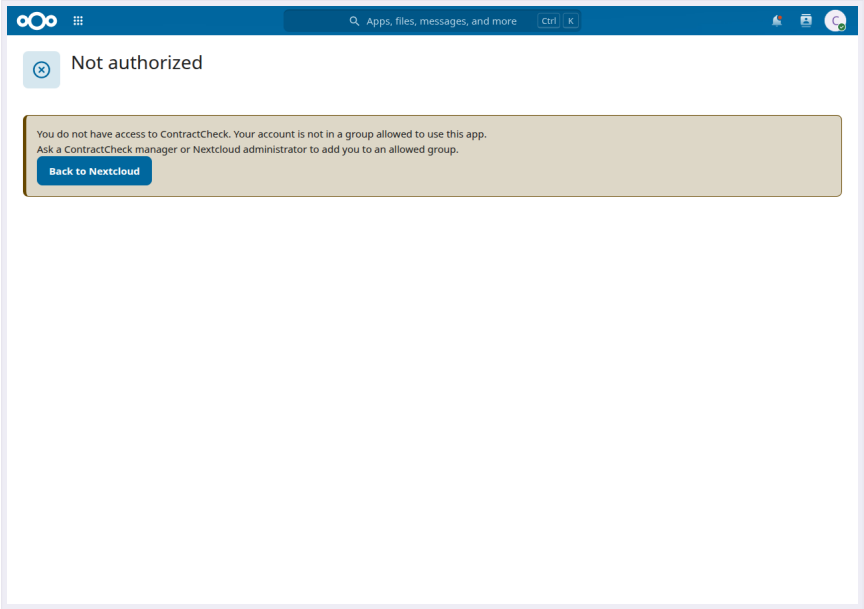
Viewer Reads titles, partners, deadlines and status — but never a cost figure, never an edit button, never the manager settings sections. Viewers can still link documents, subscribe to their personal calendar feed and read the audit history.



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.

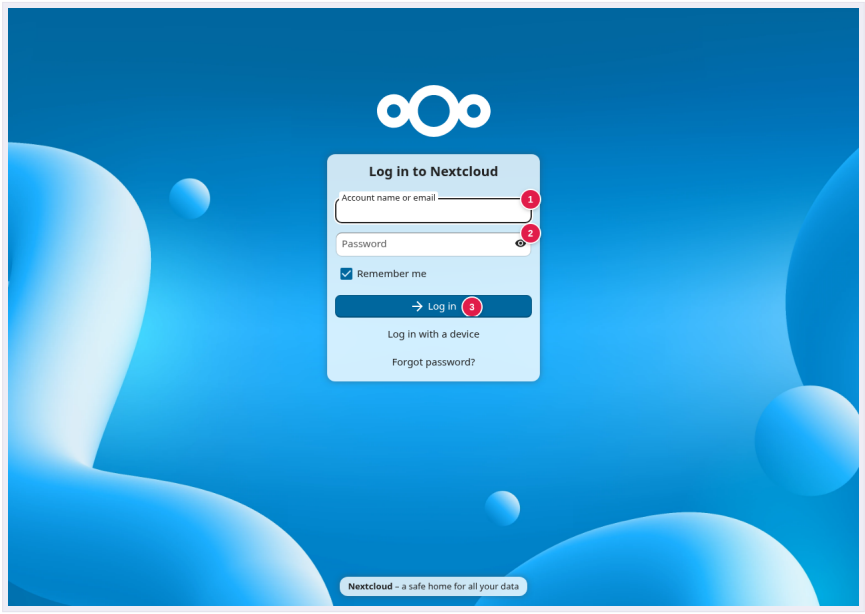
> *Documents are an exception to scopes: a linked file keeps its own Nextcloud sharing permissions. A viewer may see the document row without being able to open the file itself.*

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.

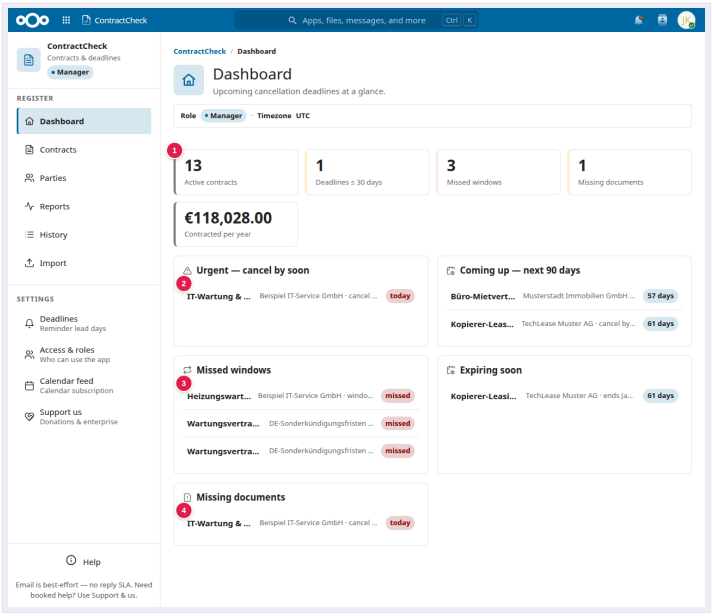
Takes effect The date your cancellation becomes effective — e.g. contract end, end of month, end of quarter or end of year.

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.

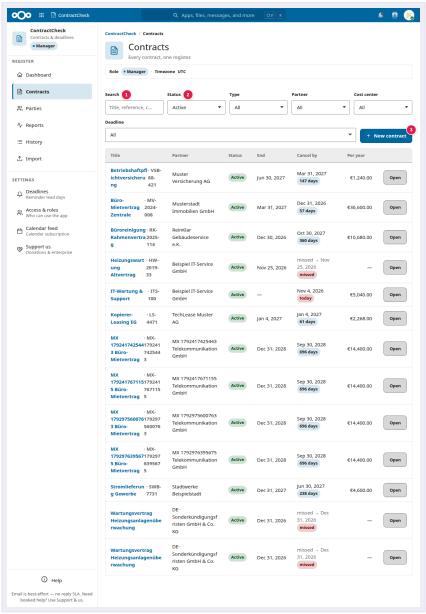
The fifth panel, **“Missing documents”**, lists records whose linked files vanished. Clicking a row opens the contract detail directly.

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

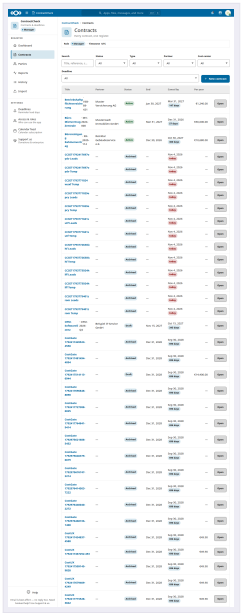
“Contracts” is the register: every record one row — title and reference, partner, status, end date, the next cancel-by date with its days-left badge, the annualized cost (cost viewers only) and an **“Open”** button.



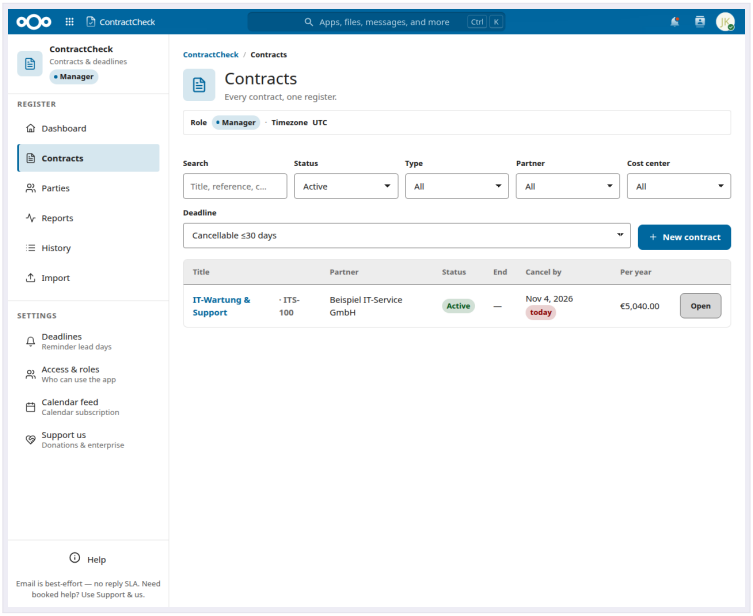
Marker 1: full-text search — Marker 2: status filter — Marker 3: **“New contract”** (managers only).

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”** shows every status, archived records included — pick a single status to narrow the list.
- **“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 lists every status side by side — drafts, active, terminated, expired and archived 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).

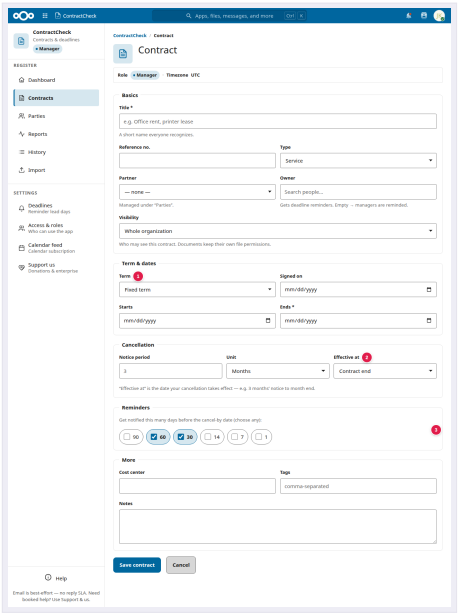
Archived Moved out of the register; restorable to active at any time.

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

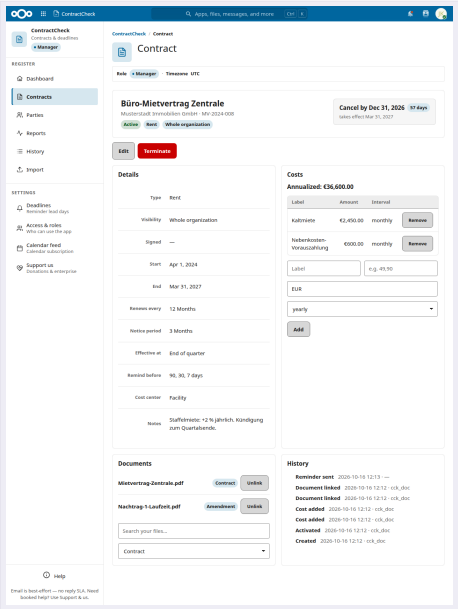
If someone else edited the record while your form was open, saving fails with “This record changed in the meantime. Reload and try again.” — ContractCheck never silently merges two edits. Reload the form, re-apply your change and save again.

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.

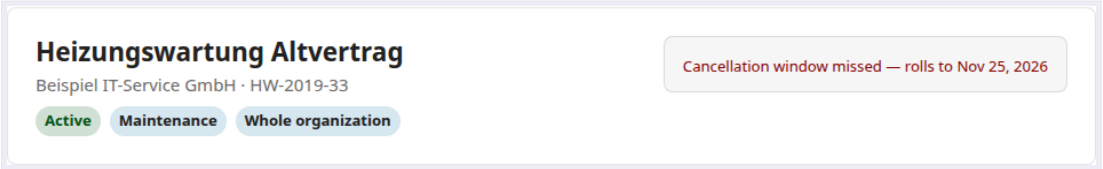


6.1 The deadline box

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.

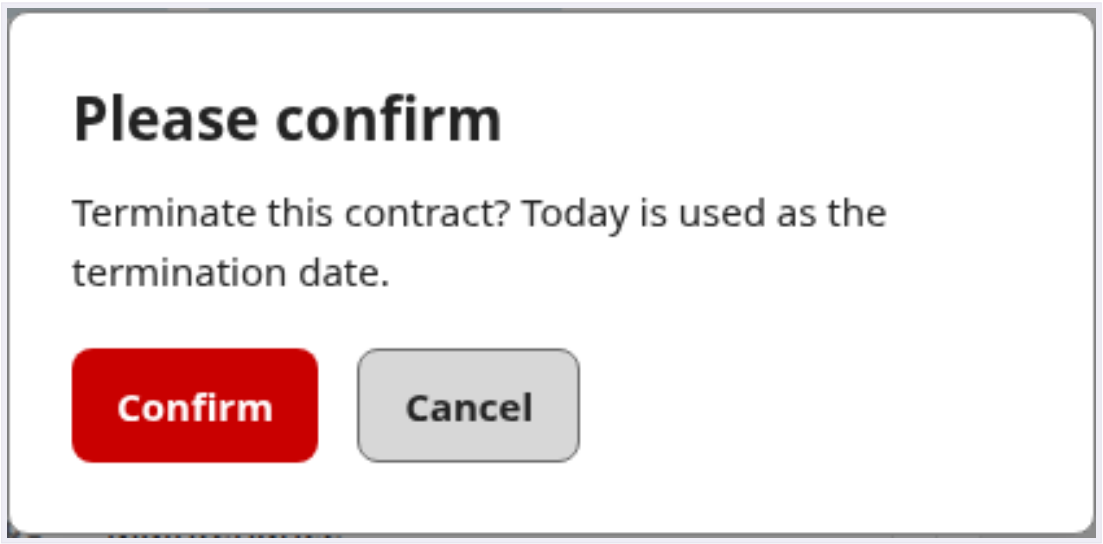
6.2 Actions

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:



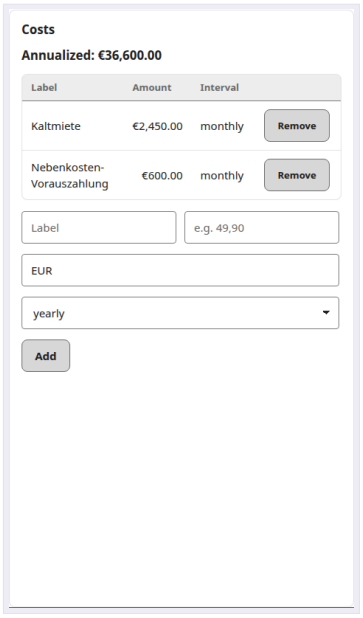
Archive Draft, terminated or expired → archived — the record leaves the register but can be restored.

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.

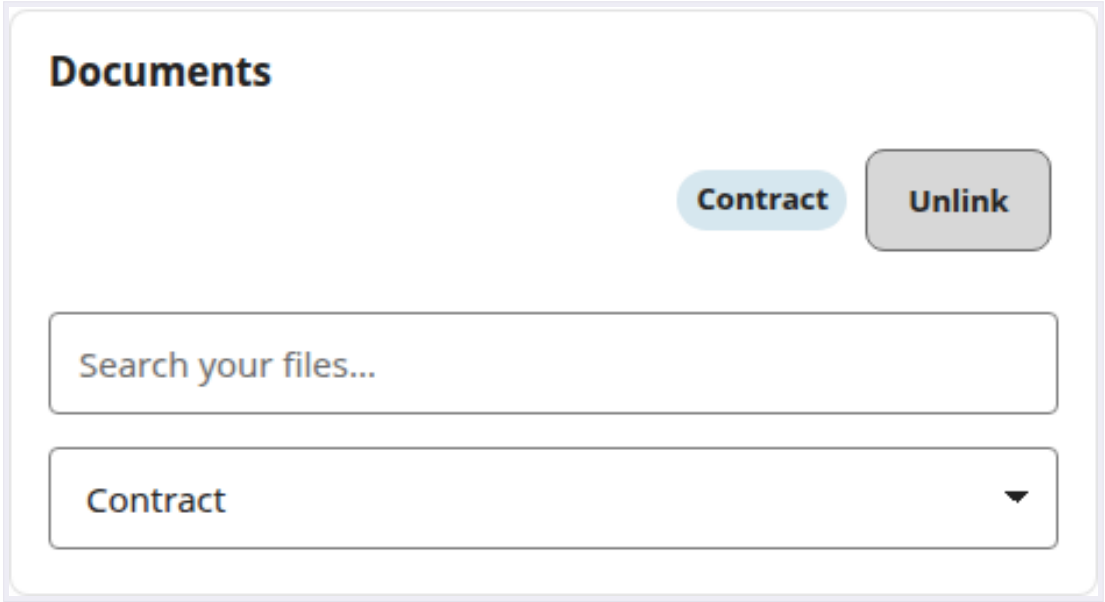
6.4 Documents

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*.



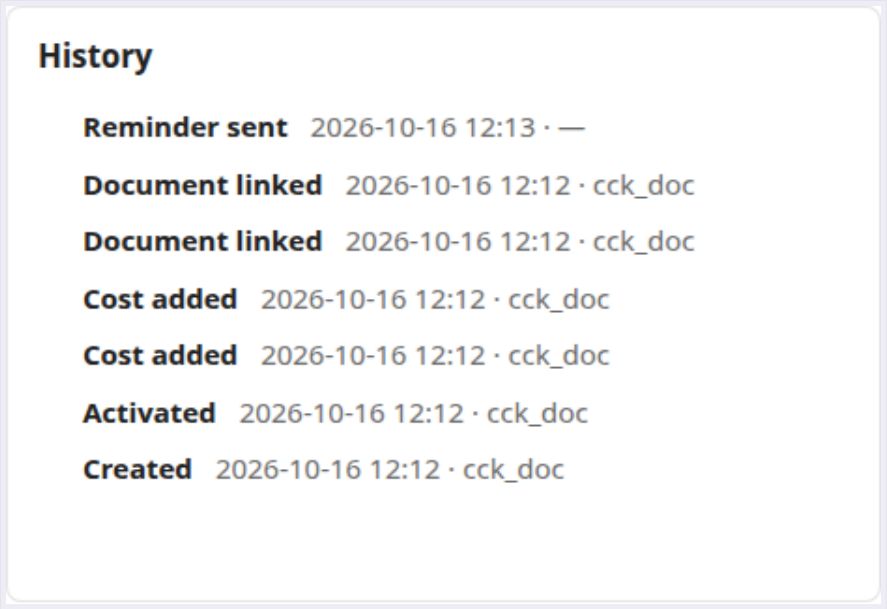
Linked rows show name, kind chip and an **“Unlink”** button. The link never copies the file: it points at it, so file permissions still apply and the document opens in Files as usual.

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

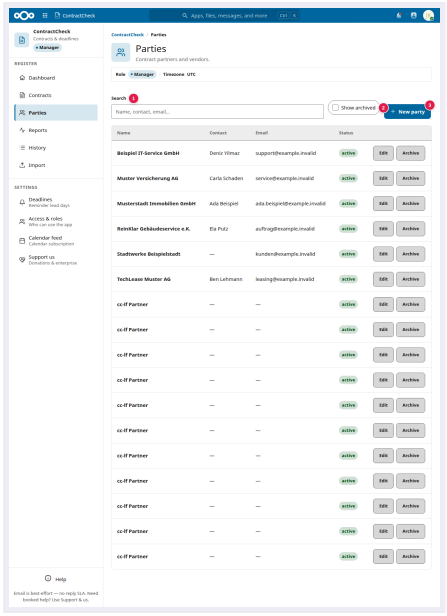
“History” is the contract’s own audit slice — every event that touched this record, newest first: created, activated, cost and document changes, reminders sent, transitions. The same rows appear in the global audit log (chapter 10).


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

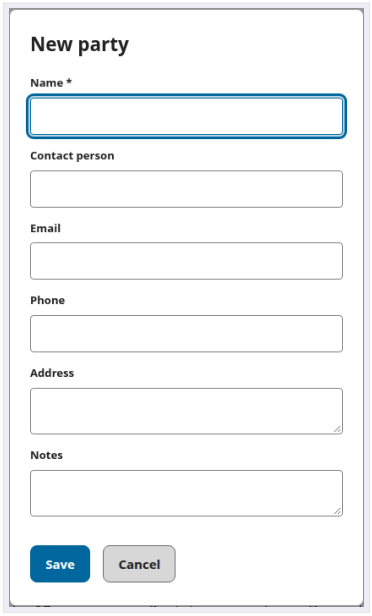
“Parties” is the counterparty directory: contract partners and vendors with their contact details, reusable across any number of contracts.



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.

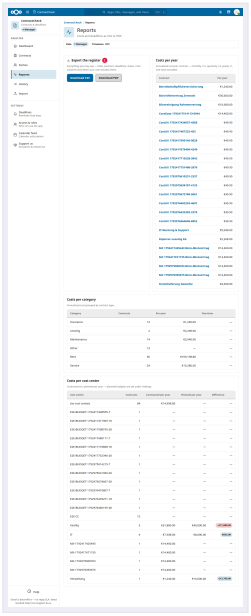
7.2 Archiving

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

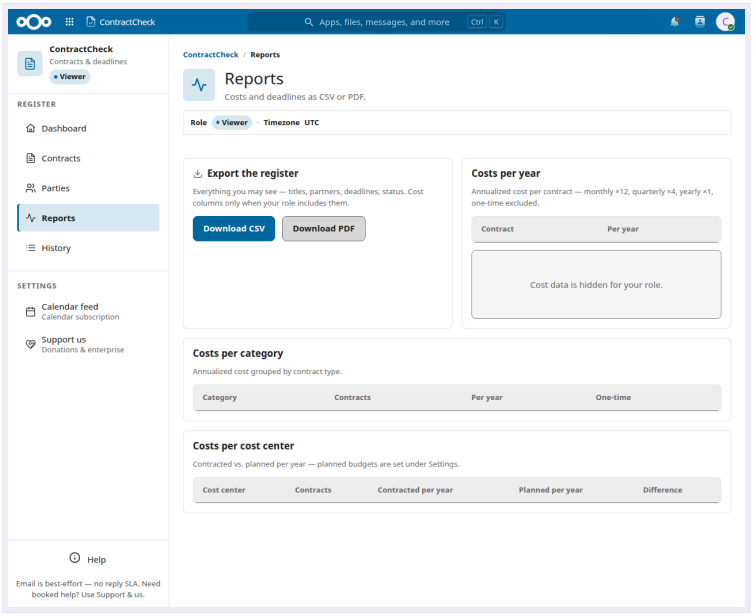
Costs per year Annualized cost per contract — monthly rows count twelve times, quarterly four, yearly once; one-time rows are excluded. The table shows the raw interval too, so the math stays checkable.

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

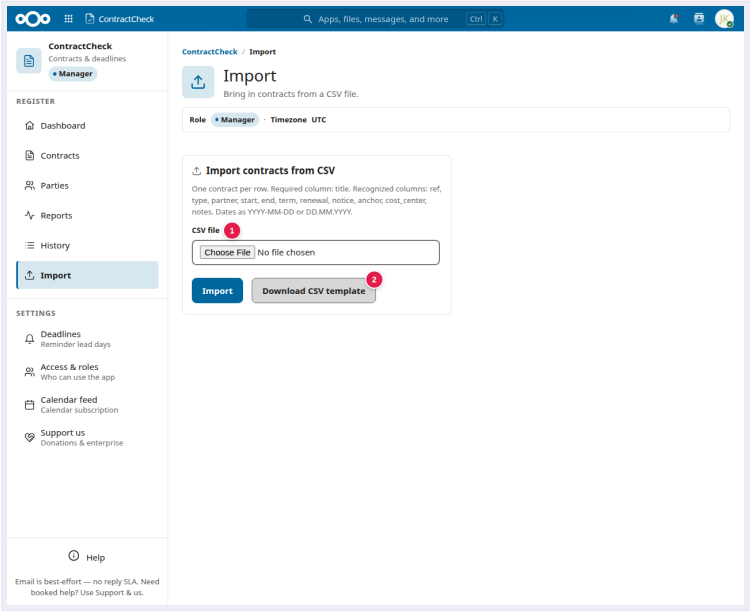
“Download CSV” writes the register you may see — titles, partners, dates, deadlines and status; cost columns are included only when your role may see costs. **“Download PDF”** produces a compact, printable register document.

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.

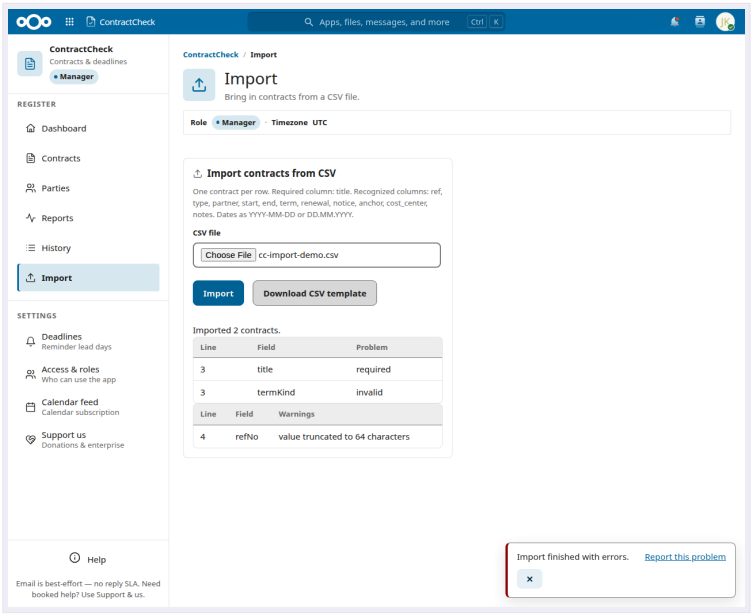
9.1 File format

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.



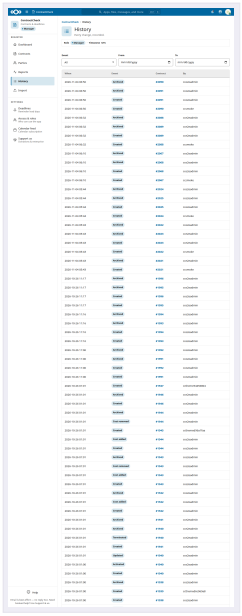
“Import finished.” / **“Import finished with errors.”** is also raised as a toast — including a **“Report this problem”** link when something failed.

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.

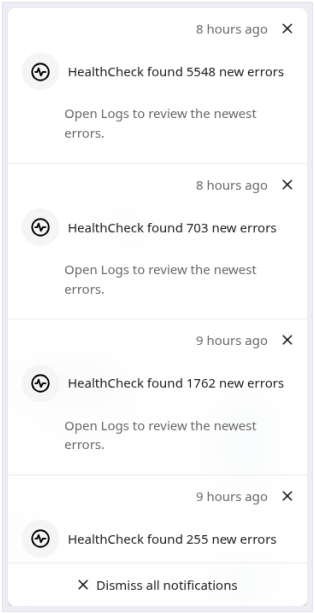
CHAPTER 11

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

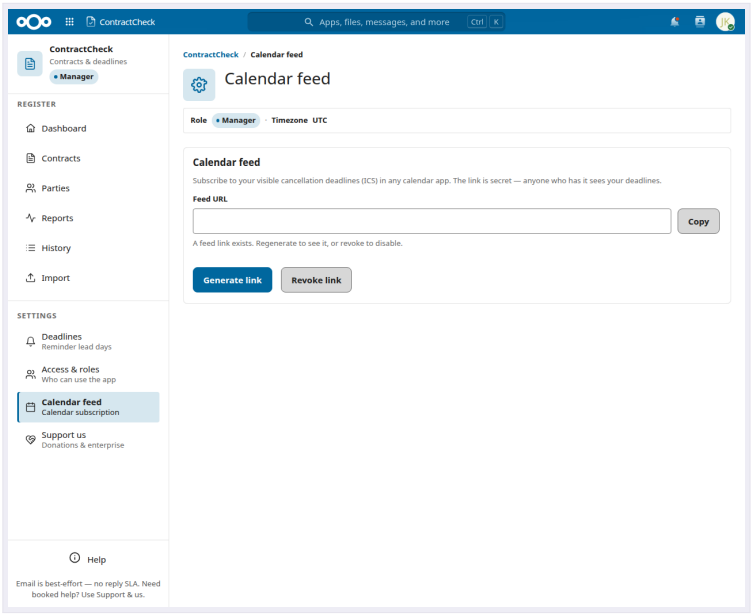
The daily scan dispatches a notification to the contract's owner — or to all managers when no owner is set — at each checked lead day (90/60/30/14/7/1 before the cancel-by date), subject "Cancellation deadline in *n* days: *title*". On the day itself the subject changes to "Cancellation deadline today: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



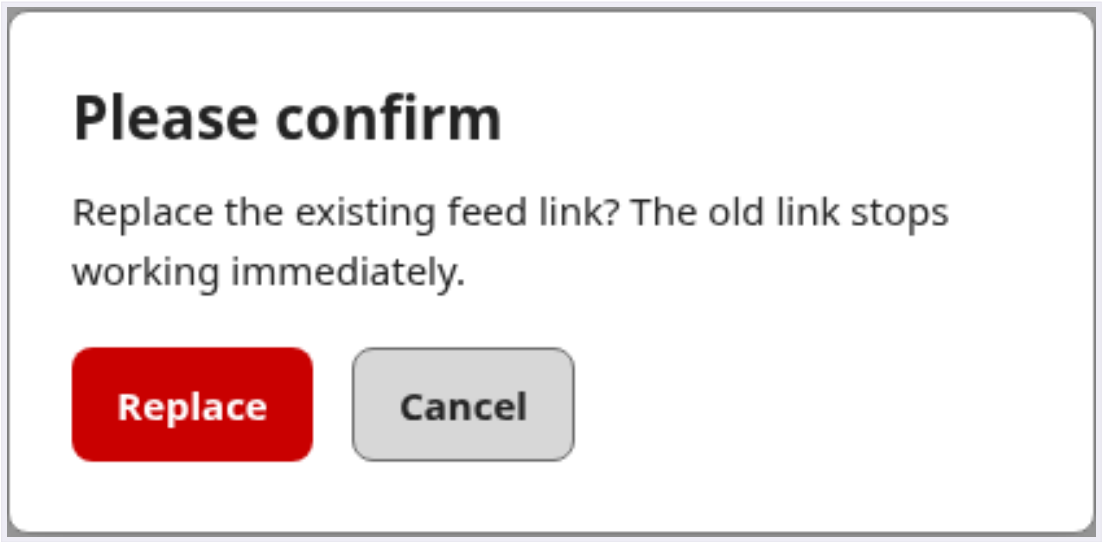
Notifications also fire when a contract expires ("Contract expired: *title*") and when a linked document goes missing ("A linked document is missing: *title*").

11.2 The calendar feed

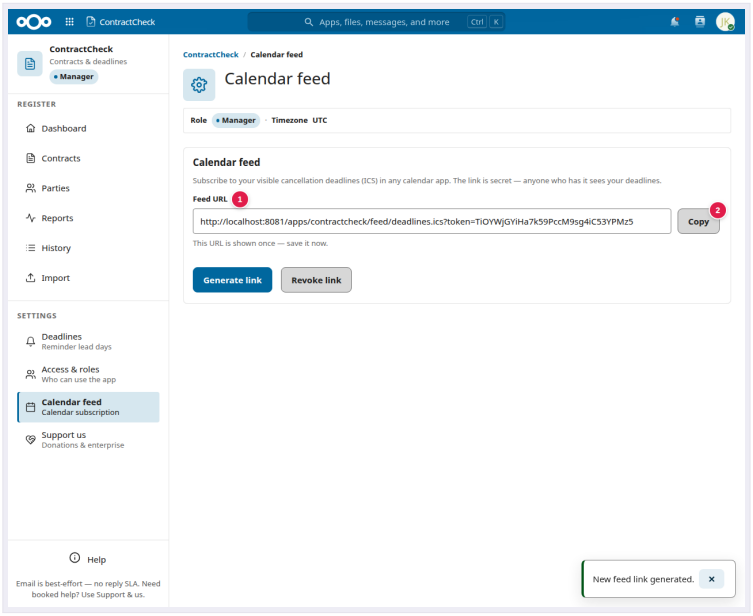
"Settings" → **"Calendar feed"** gives every user a personal ICS feed of the deadlines *they* may see — the link respects your role and scopes automatically.



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



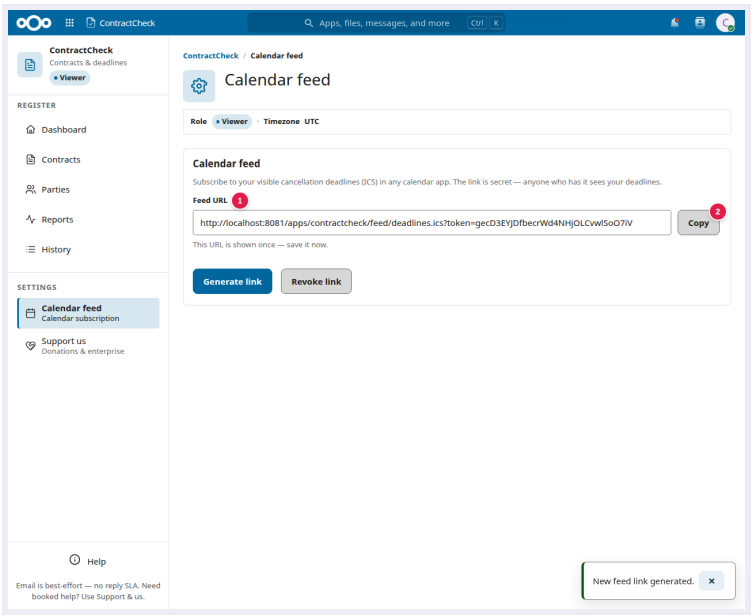
2. The URL is shown exactly once, in the read-only **“Feed URL”** field. Copy it now — after a reload only “A feed link exists” remains, and regenerating mints a new one.



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

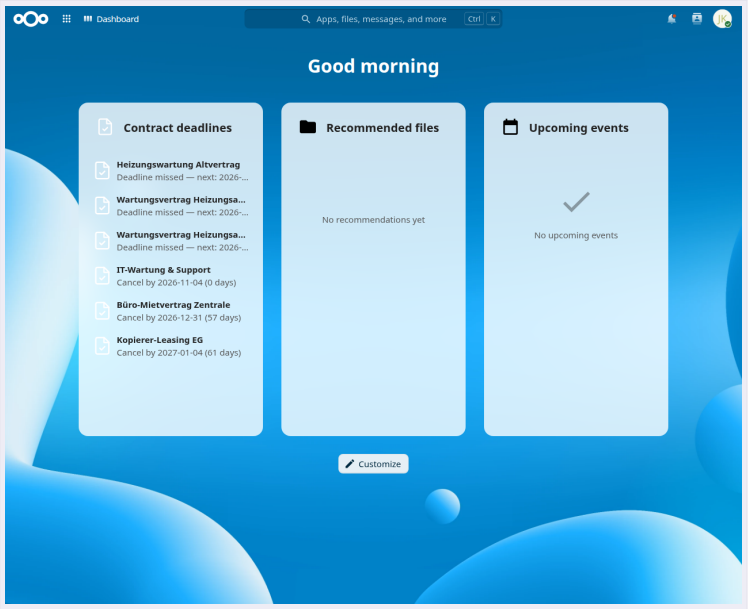
Subscribe to the URL in any calendar app (Nextcloud Calendar, Thunderbird, Outlook, phone calendars) — deadlines appear as all-day events named after the contract. **“Revoke link”** kills the link on the spot; anyone holding it loses access instantly.

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.

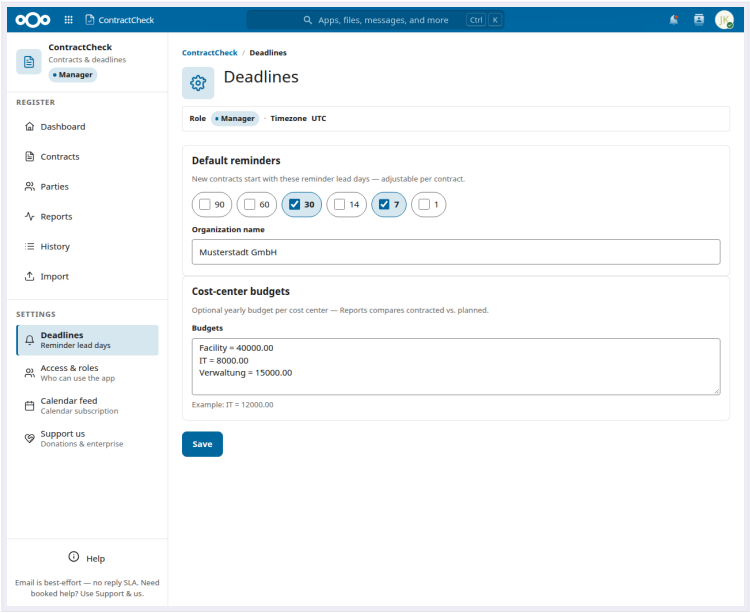

Dashboard
Apps, files, messages, and more
Ctrl K
Good morning
Contract deadlines
Heizungswartung Altvertrag
Deadline missed — next: 2026-...
Wartungsvertrag Heizungsa...
Deadline missed — next: 2026-...
Wartungsvertrag Heizungsa...
Deadline missed — next: 2026-...
IT-Wartung & Support
Cancel by 2026-11-04 (0 days)
Büro-Mietvertrag Zentrale
Cancel by 2026-12-31 (57 days)
Kopierer-Leasing EG
Cancel by 2027-01-04 (61 days)
Recommended files
No recommendations yet
Upcoming events
No upcoming events
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

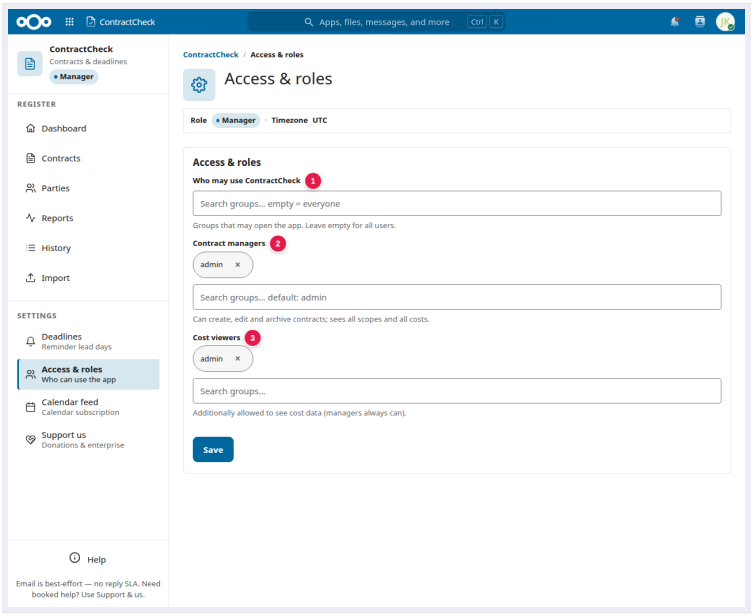


Default reminders The lead-day checkboxes new contracts start with (90/60/30/14/7/1). Per-contract lead days can always deviate.

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.

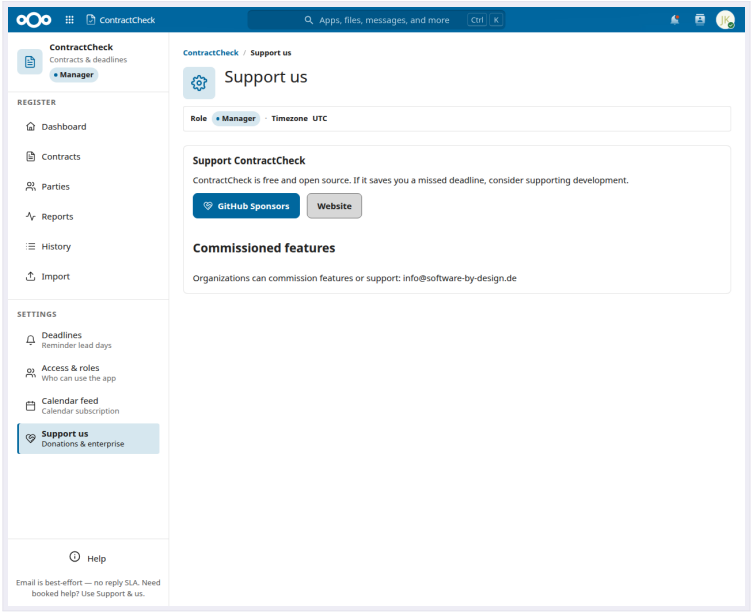
Cost viewers Groups that *additionally* see cost data — managers always can; add e.g. a finance group here.

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



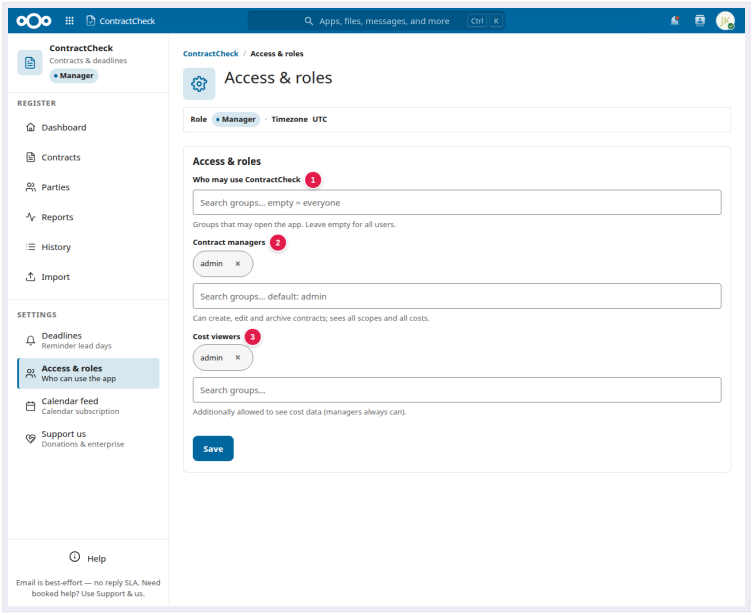
ContractCheck is free and open source. The panel links to GitHub Sponsors, the project website, and the contact for commissioned features (`info@software-by-design.de`). The *Help* entry at the bottom of the navigation leads to the same support options.

CHAPTER 13

Access: who gets in

Before roles, scopes or costs come into play, one question is answered first: may this account open ContractCheck at all? That is the *access door* — a single group list under **“Settings”** → **“Access & roles”**, enforced on every request, not just at login.

13.1 The door



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

“Who may use ContractCheck” holds *group* chips — membership is inherited from your Nextcloud groups, so there is no second user list to keep in sync:

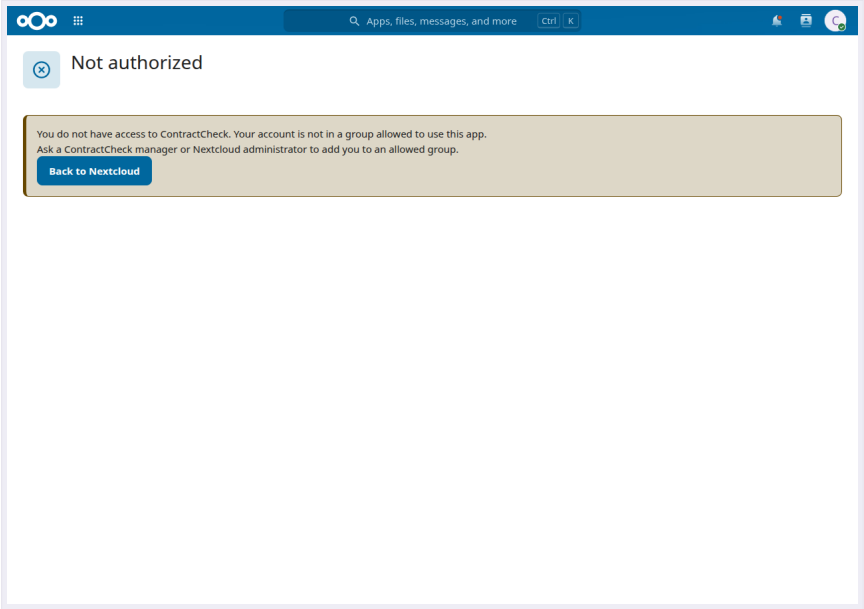
- **Empty list** (the default): every account on this Nextcloud may open the app.
- **One or more groups**: only members of those groups get in. Belonging to *any single* listed group is enough.

Because the check runs per request, removing a group ends access for its members at their very next click — no lingering session, no grace period.

13.2 What a denied user experiences

Three independent layers keep the door tight:

- The ContractCheck **menu entry is never rendered** for an excluded account — nothing to click, and nothing that hints the register exists.
- A bookmark or deep link still reaches the server, which answers with a calm “Not authorized” page (HTTP 403). The page states that your account is not in an allowed group, points you to the people who can change that — a ContractCheck manager or a Nextcloud administrator — and offers a **“Back to Nextcloud”** button that returns to the Nextcloud start page:



- API calls from a denied account get a uniform `FORBIDDEN` answer. The app reveals only that access is missing — never whether any contract or party exists.

13.3 Granting access

1. Open **“Settings”** → **“Access & roles”** as a manager.
2. Type a group name into the **“Who may use ContractCheck”** picker and confirm the matching suggestion — the picker searches the live group directory.
3. Click **“Save”**. The new door applies to the next request; nobody needs to sign out.

To open the app back up to everyone, remove all chips from the list and save — an empty list means *everyone*.

13.4 Edge cases

Do not wall the managers out The door has no built-in exemption, not even for Nextcloud admins: a list that excludes every manager group locks the management interface too. Always keep at least one manager group inside **“Who may use ContractCheck”**. If a lockout happens anyway, a Nextcloud administrator can still recover from outside the app — by joining one of the allowed groups in the server-wide user management, or by clearing the setting on the server.

Calendar feeds die with the door A personal feed URL (section 11.2) resolves to its owner’s account. The moment that account fails the door, the feed refuses access too — the subscribing calendar simply stops updating.

Redirects are not the door A viewer who deep-links to **“Import”** or a manager-only settings section lands on the dashboard or their feed settings instead. That polite redirect is a role boundary inside the app (chapter 1), not an access failure.

Renamed or deleted groups cannot be saved The pickers validate every chip against the live directory on save — a group that no longer exists is rejected, so the door cannot silently rot open or closed.

CHAPTER 14

People: colleagues and owners

ContractCheck does not manage user accounts of its own — people arrive through your Nextcloud groups, and per-contract responsibility rides on the **“Owner”** field. This chapter covers the everyday people tasks: giving a colleague the right level of access, assigning ownership, and what happens when someone leaves.

Chapter 1 explains what the three roles can do; chapter 13 explains the door itself. Here it is about the people on either side of both.

14.1 Giving a colleague the right access

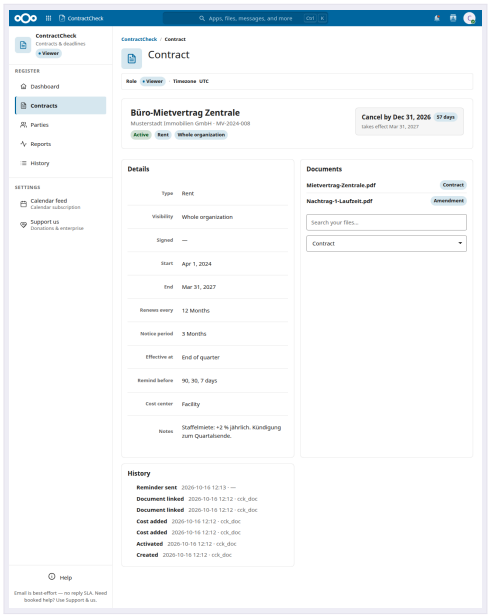
Every level is one group chip away — ask a manager to edit **“Settings”** → **“Access & roles”**:

Read deadlines, subscribe to a feed Add the colleague’s group to **“Who may use ContractCheck”**. They become a viewer.

Read costs as well Also add their group to **“Cost viewers”** — for finance staff who should see amounts but never edit.

Create and maintain contracts Add their group to **“Contract managers”**.

All changes are live at the next request. The person keeps their own Nextcloud account, password and two-factor settings — ContractCheck never sees credentials.



A quick way to verify the result: sign in as the colleague (or ask them to) and compare against a viewer’s detail page — no cost rows, no edit buttons, just the record.

14.2 The owner field

Every contract can carry one **“Owner”**, picked in the contract form from a directory picker (managers only — viewers have no form). Ownership drives three things:

- **Reminders**: the daily deadline notification goes to the owner. With no owner set, it goes to *all* contract managers — a deadline is never left unannounced.
- **Scope "Owner's group(s)"**: the contract is visible to everyone sharing at least one group with the owner — the natural way to keep a record inside a department.
- **Scope "Only owner & managers"**: the record shrinks to exactly those people.

Being named owner is not an edit right: editing always requires the manager role. A viewer who owns a contract sees it, gets its reminders — and still cannot change it.

14.3 When someone leaves

Access needs no cleanup inside the app: once the person is removed from the relevant Nextcloud groups, the door and any role end at their next request. Their entries in the audit history stay, attributed as they were written.

Owned contracts deserve one deliberate step *before* the account is deactivated:

1. Collect the contracts they own — the owner is shown on each contract's detail page, so a quick pass over their records (or a list from the colleague) is enough.
2. Open each one as a manager and assign a successor in the **"Owner"** field.

Skip this and nothing breaks outright — but the details decay: once the account is gone, its group memberships die with it. A contract scoped "Owner's group(s)" effectively shrinks to managers only, and reminders for it fall back to the manager groups. Reassigning ownership first keeps both the audience and the reminders pointed at a living person.

CHAPTER 15

ContractCheck on the go

There is no separate ContractCheck app to install — deliberately. Your deadlines reach a phone through three channels that already exist: the responsive web interface, the official Nextcloud apps, and any calendar that understands an ICS subscription. Nothing to deploy, nothing extra to keep updated, no second account.

15.1 The web interface on a small screen

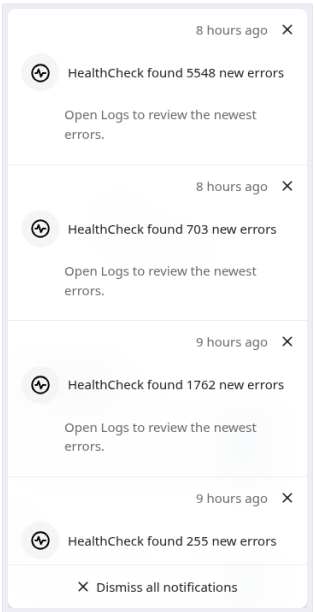
Open your Nextcloud in the phone browser and pick ContractCheck as usual — the whole register fits:

- The app navigation folds behind the menu button; the current section is always reachable in two taps.
- Tables like the register, parties and the audit log reflow into *stacked cards* below tablet width: every column keeps its label next to the value, so nothing is hidden and nothing scrolls sideways.
- Dialogs shrink to the viewport, and buttons keep a finger-sized touch target.

Reading, checking a deadline, even editing a contract all work on the phone. Long sessions of data entry stay more comfortable on a desktop — the layout is built for both, not shrunk for one.

15.2 Deadline alerts on your phone

The daily deadline notifications (chapter 11) are ordinary Nextcloud notifications — which means the official Nextcloud apps for Android and iOS deliver them as push alerts to your home screen. Install the Nextcloud app, sign in once, and "Cancellation deadline in 30 days: *title*" arrives like any chat message. There is nothing to configure inside ContractCheck itself.



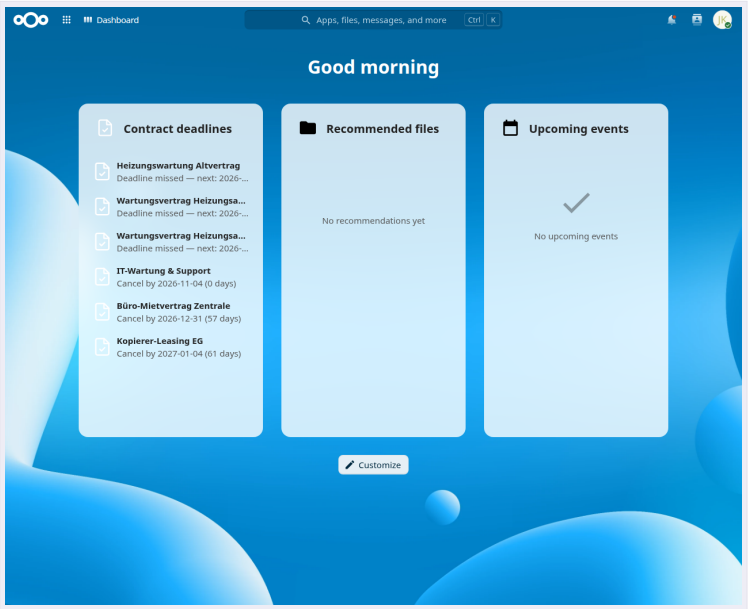
15.3 Deadlines in the phone calendar

The personal ICS feed (section 11.2) is the low-friction option: generate your feed URL once under **“Settings”** → **“Calendar feed”**, then subscribe to it in the phone’s calendar (Apple Calendar, Google Calendar, Thunderbird, Tuta — anything that takes a calendar URL). Your visible deadlines appear as all-day events alongside birthdays and meetings, updated automatically.

Two properties worth remembering from chapter 11: the feed only carries contracts *you* may see, and **“Revoke link”** ends every subscription that uses it instantly.

15.4 The dashboard widget

The **“Contract deadlines”** widget on the Nextcloud Dashboard (chapter 11) renders fine in a mobile browser too — pin it there for a one-glance answer to “what is due soon?” before you even open the app.



15.5 Limits on the go

No offline mode The app needs the server it runs on — connectivity is required to read or write.

The feed is read-only Calendar events inform; they cannot edit a contract. Changes always happen in the web interface.

Import stays a desktop task CSV import (chapter 9) works wherever a browser runs, but file picking and result review are designed for a larger screen.

CHAPTER 16

Known quirks and troubleshooting

16.1 “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 a Nextcloud administrator to add you to an allowed group — no account bypasses the door, not even an administrator’s.

16.2 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.

16.3 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.

16.4 “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.

16.5 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.

16.6 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.

16.7 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 17

Accessibility

ContractCheck is built to WCAG 2.1 level AA — the same bar as the whole Check app family. This chapter collects what that means in practice and where the keyboard paths are.

17.1 Working without a mouse

Every task in this handbook can be done with the keyboard alone:

Tab / Shift+Tab moves through links, fields and buttons in reading order — the focus ring is always visible.

Enter / Space activates the focused control.

Escape closes dialogs and open suggestion lists.

Arrow keys move through the suggestions of the people, group, partner and file pickers; Enter chooses the highlighted entry.

Two skip links sit at the top of every page — “Skip to main content” and “Skip to navigation” — so keyboard and screen-reader users can bypass repeated blocks instead of tabbing through them.

Dialogs are real `<dialog>` elements: they grab the focus, hold it while open (no accidental tab into the page behind), release it back to the control that opened them, and close on Escape. A delete or terminate confirmation is therefore reachable and answerable entirely by keyboard.

17.2 Screen readers

- **Live announcements**: a polite status region announces saves and background updates; an assertive alert region takes over for errors — feedback does not depend on spotting a toast.
- **Field errors**: an invalid input gets `aria-invalid`, an inline message under the field linked via `aria-describedby`, and focus moves to the first problem — errors are never announced only at the top of the page.
- **Pickers** are honest comboboxes (`aria-expanded`, `aria-autocomplete`, a `listbox` of results); chosen chips announce themselves through a live region.
- **Meaning is text**: status badges carry words (“missed → next date”), not colour alone; tables fold into labelled cards on narrow screens rather than losing their headers.

17.3 Visual accommodations

ContractCheck inherits Nextcloud’s theming — light, dark and high-contrast themes all work because every colour comes from the platform’s variables instead of hard-coded values. Two further adaptations are built in:

- **Reduced motion**: when the system asks for `prefers-reduced-motion`, animations and transitions drop to instant or near-instant.
- **Forced colours** (Windows High Contrast and friends): panels, chips and pickers keep explicit borders and selected states stay marked — the interface does not wash out.

17.4 Reading and reaching

The layout reflows without horizontal scrolling down to phone width, and pinch-zoom plus browser text-scaling work throughout — nothing is sized to break at 200 %. Interactive targets are at least 44×44 px, primary and destructive actions 48 px, so touch and imprecise pointers stay reliable.

If you still meet a barrier — an unreachable control, an unannounced change, a contrast that fails for you — please report it: the **“Help”** entry in the navigation carries a “Report a problem” link that bundles diagnostics for the developers (chapter 12).

CHAPTER 18

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.

CHAPTER 19

Catalogue: every surface, and how do I …?

Two lookups in one place: a map from everyday questions to the chapter that answers them, and a map from every part of the interface to where it is documented.

19.1 How do I …?

…see what needs a decision soon? The **“Dashboard”** cards and the **“Deadline”** filter in the register — chapters 3 and 4.

…add a new contract? **“New contract”** in the register — chapter 5.

…cancel a contract the right way? Record the transition on its detail page — chapter 6.

…attach a scan or PDF to a contract? The documents panel on the detail page — chapter 6.

…get deadlines into my calendar? A personal ICS feed under **“Settings”** → **“Calendar feed”** — section 11.2.

…be reminded earlier or later? Lead days per contract in the form, defaults for new contracts in **“Deadlines”** settings — chapters 5 and 12.

…give a colleague read access? Their group into **“Who may use ContractCheck”** — chapters 13 and 14.

…let finance see amounts without edit rights? The **“Cost viewers”** group — chapters 1 and 14.

…keep a contract inside my department? Scope “Owner’s group(s)” plus an owner — chapter 1 and section 14.2.

…bring in our old spreadsheet? CSV import — chapter 9.

…prove who changed a record? **“History”**, globally and per contract — chapter 10.

…get an overview of spending? **“Reports”** and the register export — chapter 8.

…reach deadlines on my phone? Push via the Nextcloud apps, the feed in the phone calendar, the dashboard widget — chapter 15.

…fix “Not authorized”? Chapter 13 (and the quick causes in chapter 16).

19.2 Every surface at a glance

Dashboard Stat cards for urgent deadlines, missed windows and open drafts — chapter 3.

Contracts The register: search, filters, lifecycle badges — chapter 4.

Contract form Create/edit: partner, term, renewal, notice period, effective-at anchor, owner, scope, costs, documents, reminders — chapter 5.

Contract detail Hero deadline card, costs, documents, per-record history, lifecycle actions (activate, terminate, archive, restore) — chapter 6.

Parties Counterparty directory feeding the partner fields — chapter 7.

Reports Cost reports: per partner, per cost center, contracted vs. planned, register export — chapter 8.

History Global append-only audit log with hash chain — chapter 10.

Import CSV import with template, per-row errors and warnings, draft-safe results — chapter 9.

Notifications, feed, widget The three channels that carry a deadline to you — chapter 11; on phones, chapter 15.

Settings: Deadlines Default lead days, organization name, cost-center budgets — chapter 12.

Settings: Access & roles The door, manager and cost-viewer groups — chapters 12, 13 and 14.

Settings: Calendar feed Personal ICS link: generate once, copy, revoke — section 11.2.

Settings: Support us Donations, project site, enterprise contact — chapter 12.

Roles and scopes Manager / cost viewer / viewer, and organization / owner's groups / owner-only visibility — chapter 1.

Access door Who may open the app at all; the denied page — chapter 13.

Accessibility WCAG 2.1 AA: keyboard paths, screen readers, themes, reduced motion — chapter 17.

Troubleshooting Symptoms, causes, fixes — chapter 16.

Glossary Domain terms — chapter 18.

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

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