

TERMS & CONDITIONS 4YOU FOR VTIGER CRM

Introduction

The Terms & Conditions 4You is vTiger extension which allows you to create well formatted terms and conditions for records. The new terms and conditions can be stored separately, it means you can have additional terms and conditions to original one or you can simply replace original terms and conditions by new Terms & Conditions 4You. The Terms & Conditions 4You allows you to create terms and conditions templates for particular module as well as global terms and conditions templates, so you can create one global template and use it inside all supported vtiger CRM modules and save time with additional terms and conditions formatting. The new terms and conditions templates are created in CK Editor so you can use adding tables and images to make your terms and conditions more attractive.

Terms & Conditions 4You benefits:

- additional terms and conditions to original terms and conditions
- saving time using templates
- supports images, tables and other text formatting
- easy use using Terms and Conditions 4You block



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License agreement

- The Terms & Conditions 4You is covered by license which will be referred to as "The license" in the remainder of this text.
- This irrevocable, perpetual license covers all versions 1.xx of Terms & Conditions 4You.
- This license gives the holder right to install Terms & Conditions 4You on ONE productive vtiger CRM installation and ONE develop vtiger CRM installation for unlimited users.
- The license holder is allowed to make modifications to the Terms & Conditions 4You sources but in no event will the original copyright holders of this library be held responsible for action or actions resulting from any modifications of the source.
- The license holder is not required to publicize or otherwise make available any software used in conjunction with Terms & Conditions 4You.
- The license holder may not re-distribute the library or versions thereof to third party without prior written permission of the copyright holder.
- Terms & Conditions 4You license does not allow the library to be redistributed as part of another product.
- The license may be transferred to another vtiger CRM installation only with prior written permission.
- The wording of this license may change without notice for future versions of Terms & Conditions 4You.

Terms and conditions

We accept all major credit cards, PayPal and Bank transfer. Our deliveries:

- Credit Card: delivered immediately
- PayPal: delivered immediately
- Bank transfer: delivered in 2 5 days

After payment you will obtain email with link for download Terms & Conditions 4You and your license key as well.

Private policy

During installation it is necessary to exchange following information:

- vtigerCRM version (e.g. 5.4.0)
- Terms & Conditions 4You version (e.g. 540.01.01)
- Date and time
- Domain in md5 coding format (e.g. 916b25c201a77a6721003c0030977f3b)
- Action provided by you (INSTALL, REACTIVATE, DEACTIVATE)

1 How to install

The module Terms & Conditions 4You is installed within one installation which consists of installation steps and validation steps. Please provide following steps in order to install Terms & Conditions 4You:

It is highly recommended to finish the installation without any interruption. For successful installation we need to exchange following information (see previous chapter for details):

- vtigerCRM version (e.g. 5.4.0)
- Terms & Conditions 4You version (e.g. 540.01.01)
- Date and time
- Domain in md5 coding format (e.g. 916b25c201a77a6721003c0030977f3b)
- Action provided by you (INSTALL, REACTIVATE, DEACTIVATE)
- 1. Install the .zip package of the Terms & Conditions 4You module via Settings -> Module Manager. Select the *Custom Modules tab* and click on the Import New button.

	Manage moune cenarior made ruger onw	
	Standard Modules	Custom Modules
		Import Ne
3	ConfigEditor	e 🗹 🖬
8	CronTasks	8 R I
8	Import	ê 🗹 🖬
8	Integration	a 🖉 🖬
7	MailManager	0 🗹 🖬
5	Mobile	e 🗹 🖬
3	PDFMaker	ê 🗹 🖬
5	WSAPP	0 V 1
abi	British English	0 Ø
ab	DE Deutsch	0.00

Picture 1.1 Installation of Terms & Conditions 4You – step 1

2. Select the module zip (package) file that was previously exported or created. Click on the Import button.

Manage modul	e behavior inside vtiger CRM	
Soloci the Dackane F		
* File location:	D:\Desc4You\Tec4you 540 1 6 zin	Browes
	vliger module is packaged as a zip file.	DIOWSC
	vuger module is packaged as a zip file.	

Picture 1.2 Installation of Terms & Conditions 4You – step 2

3. Verify the import details parsed from the zip file. Please check that you accepted the license agreement and click Yes to proceed or No to cancel.

Verify Import Details	
Module Name	Tac4you
Module Directory	modules/Tac4you
Req. vtiger version	5.4.0
License	* Module : Terms and Conditions 4You * Version : 1.6 * Vtiger : 5.4.0 * Author : IT-Solutions4You s.r.o - www.its4you.sk * Supported browsers : Internet Explorer 8 or higher, Mozilla Firefox 5.0 or higher ULICENSE The Terms and Conditions 4You License will be referred to as "The license" in the remainder of this text.

Picture 1.3 Installation of Terms & Conditions 4You – step 3

4. Click on **Finish** to complete the module import.

martina	Madula	
mporung	Module	
Creating Mo	dule Tac4you STARTED	
nitializing m	odule permissions DONE	
Updating ta	odata file DONE	
Setting up :	having access options - DONE	
Creating Mo	dule Tac4you DONE	
Added to m	enu Tools DONE	
Updating pa	rent_tabdata file STARTED	
Updating pa	rent_tablata tile DONE TETERE Suffare forskure ChantumisCist(11) deferti NULL Needurumene unverser(255) deferti NULL Needurumen i	uerober(100)
SOL, ONLY Sofout NUL	. Eindele Yugerjaariyoo (tarriyoon hii(ii) aeraan nobe, tarriyooname yarrian(200) aeraan yoo joo y Litarriyoo modula yaarbayatiin oo Nilli (tarriyoo tayt) tartiyoo Nilli (Einopene Denee) Done	varchar(100)
ac recit rice	, active_nodate variation(120) not note, active_cative_not note) enclander note come	
·	· · · · · · · · · · · · · · · · · · ·	
Adding Lini	: (DETAILVIEVWIDGET - DetailViewBlockTac4youWidget) DONE	
Adding Linl	: (HEADERSCRIPT - Tac4you_HeaderScript) DONE	
Adding Lini	: (DETAILVIEWMDGET - DetailViewBlockTac4you/Midget) DONE	
Adding Lini	. (HEADERSCRIPT - Tac4you_HeaderScript) DONE	
Invoking vtl	b handler for module.postinstallDONE	
Initializina v	rebservices supportDONE	

Picture 1.4 Installation of Terms & Conditions 4You – step 4

Please go to the More tab and from Tools column click on Terms & Conditions 4You link. You will be redirected to Validation steps of the installation process. So, in order to finish installation, please provide following validation steps.

1. Please insert a license key and make sure that your server has internet access. Click on Validate

Terms & Conditions 4 You installation >> Validation >> 1/2
Welcome to the "Terms & Conditions 4 You" Installation Wizard
This will install "Terms & Conditions 4 You" into your vtiger CRM.
It is highly recommended to finish the installation without any interruption.
Please insert a license key you received in purchase confirmation email. Please make sure that your server has an internet access in order to run validation. keykeykeykeykey
Validate Order now

Picture 1.5 Validation step 1

2. If Terms & Conditions 4You is installed successfully you will see following screen. Click on **Finish** button.

Terms & Conditions 4 You installation >> Finish >> 2/2					
Final instructions It is necessary to recalculate rights in order to apply changes. Click on the Finish button to be redirected to Sharing access settings.					
Finish					

Picture 1.6 Validation step 2 – Finish installation

After successful validation and start of the Terms and Conditions 4You you will see ListView of the Terms and Conditions 4You as can be seen below.

B C D E F G H I J K L M N O P Q R S T U V W X Y Filters : AI Create Filter Edit Delete @ () () [1] f1 of 1 of 1 of 1 Mass Edit Reactivate license Deactivate lic
Filters : Al Create Filter Edit Delete Image: Create Filter Edit Delete Mass Edit Reactivate license Desclivate license
Mass Edit Reactivate license Deactivate li
Template Ilo Template Ilame Module Assigned To Action
Template IIo Template IIame Module Assigned To Action

Picture 1.7 Terms & Conditions 4You ListView after installation and validation steps

2 Quick start

In the following section you can find how to create Terms & Conditions 4You (T&C 4You) record for vtiger CRM. The full description of the T&C 4You menus, tabs and icons can be found in the later chapters.

In order to create the T&C 4You record you have to start the T&C 4You which can be located under the More Tab and Tools column as seen below in the picture.

Tools
Terms and
Conditions 4You
Our Sites
Integration
PBX Manager
Mail Manager
Recycle Bin
Comments
Descriptions 4You
RSS
Email
Documents

Picture 2.1 Start Terms and Conditions 4You

The screenshot below (Picture 2.2) shows Terms & Conditions 4You ListView. You can click 💼 to add new template and new window "Creating New Terms & Conditions Template" will appear on the screen.

Search Folto Advan	ced Search	Search fo	r [<u> </u>	_ In	Template	No	•	Search No	w			[
A B	CD	E	FG	H I	J	K L	MIN	1 0	P Q	RS	TUV	WXV	' Z
nowing Rec	ords 1 - 1 of 1					Filters :	All 🗾 Create	Filter Edit	Delete			(l) (l) [1	ot 1 🕑 (
Delete	Mass Edit										Reactivate licens	e Deactivat	e licens
Delete	Mass Edit ate No		Template Na	nme				Modul	e	Assigned To	Reactivate licens	e Deactivat Action	e licens

Picture 2.2 Add template in the ListView

The picture below shows window for creation of the new Terms & Conditions 4You template and necessary steps:

- 1. Define Template Name
- 2. Select Module
- 3. Using CK Editor insert text, pictures etc. and provide formatting
- 4. Save the template using button Save.

	Basic Information			
	basic mornadon			
	4.	Save Cancel		
ferms & Condit	ions Template Information			
Template Name	Common for vtiger products	Template No	AUTO GEN ON SAVE	
*Assigned To	O User O Group	* Module	Global V	
	Rastislav itstouryou		·····	
	B I <u>U</u> ↔ X ₂ X ² ≟ ⊟ ∉ ∉	🖼 🗄 🗏 📕 🦀 🦓 🍽	🗟 Source 🔲 💁 🗐	
	🖌 🖻 🛍 🍓 📾 🚔 🥗 🔺 👭	a. 📃 🥔 🔝 📰 🗏 🔬	岩 🗛 · 🗛 ·	2
	Styles Normal Font	Size 🔻		з.
	Unless otherwise agreed in writing by the sum	aliar all impices are navable within	n thirth (30) dave of the date	of impice in the
Text	currency of the invoice, drawn on a bank based	in India or by such other method a	as is agreed in advance by t	he Supplier.
	- All prices are not inclusive of VAT which shall b	e payable in addition by the Custo	omer at the applicable rate.	

Picture 2.3 Creation of the new T&C template

Just created template you can immediately use in the particular module for particular record as shown in the Picture 2.4:

- 1. Select the T&C 4You template.
- 2. Click on button Add to add this template to edit area.
- 3. Update the T&C according to your needs and related to particular record.
- 4. Save the T&C using button Save.

Terms & Conditions Templates 2.	Terms & Conditions Templates 4.
Gickel terms and conditions C Add Load Replace Save	Olobial terms and conditions Add Load Replace
B I U → x ₂ x ² H = (+ + = = = a) A A P ¹ E Source □ A E	B Z U → x ₂ x ² 등 등 🐗 🔳 Ξ Ξ Ξ 🗮 🏨 🎧 🍽 🗄 Source 🗌 🖳 🗎
《 均 均 均 월 举 ► > 第 法 回 Ø 团 田 Ω 石 A: A:	★ 指 約 後 後 ▲ 歩 ★ → 粉 後 図 Ø 圖 目 目 Ω 倍 A+ A*
Blue Title 💌 Heading 3 🔍 🖌 Font 🔍 Size 💌	Blue Title 🔻 Heading 3 👻 Font 🔍 Size 💌
Pefinition 4	Definition
Seller refers to the party to whom the order for purchase has been given Client refers to the person or organization placing the order	Seller refers to the party to whom the order for purchase has been given. Client refers to the person or organization playing the order.
Goods or services refers to the product for which the seller has placed an order with the client.	Goods or services refers to the product for which the seller has placed an order with the client.
Pricing	
 The pricing, quantity of goods, and time of delivery mentioned in the arbicles are not binding on the Seller, but the Seller will make all efforts to fulfill the stated estimates 	The pricing, quantity of goods, and time of delivery mentioned in the articles are not binding on the Seller, but the Seller will make all efforts Lo fulfill the stated estimates.
Payment	Payment
All invoices of the Seller shall be paid by the Client within fifteen (15) days of the date of invoice unless otherwise agreed in writing by the Seller in the event of late asymptot the Seller may charge interest on the amount dustanding before and after	 All invoices of the Sellershall be paid by the Client within fifteen (16) days of the date of invoice unless otherwise agreed in writing by the Seller. In the event of late parment, the Seller may charge interest on the amount outstanding before and after judgment. Alternatively, for
hody h3	budy h3 span u //



3 Work area

The Work Area of the Terms & Conditions 4You consists of:

- ListView used for common tasks like add new T&C 4You templates, import and export T&C /data and access to others tools
- DetailView shows already created T&C 4You templates in details
- EditView allows the preparation of the new T&C 4You templates or editing existing T&C 4You templates
- Terms and Conditions 4You block used to add, replace and save T&C 4You in particular modules

3.1 ListView

The common tasks like add/delete template, import/export actions or start editing have to be initiated via Terms & Conditions 4You ListView. Go to TOOLS \rightarrow Terms & Conditions 4You and Terms & Conditions 4You ListView will appear on your screen.

seal	rch Advanced S	earch	Search	for 🗌				In [Templat	ie No	<u> </u>	•	Sea	rch Nov	J							
A	B C	D	E	F G	H		J	К	L	м	N	0) (G	R	S	T	U	V	W	X	Y	Z
iowir Dele	ng Records te Mas	1 - 2 of s Edit	2				F	ilters	: All	- Cri	ate Filte	er Ediit	Delete			leactiv	rate lic	्। ense		1)eacti	of 1 vate li) (
owir Dele	ng Records ete Mas	1 - 2 of is Edit 0	2	Templa	ite Nam	e	F	ilters	: AI	Cri	ate Filte	er Edit Module	Delete	Ass	igned	leactiv To	rate lic	ense	0 🕢	1 Jeacti	of 1 vate lii stion) (E
nowir Dele] 1] T	ng Records te Mas Template N	1 - 2 of is Edit 0	2	Templa	i te Nam 1 for Vtige	e er prod	F	ilters	: AII		ate Filta	er Edit Module Global	Delete	Ass	igned slav tts	Reactiv To fouryo	rate lic u	ense		1)eactii Ai ed	of 1 vate li tion it del) (

Picture 3.1 ListView

There is group of buttons in the above part. The most important buttons are "add template" *****, "import/export" buttons **and** button "settings" .

Note: The import and export within module T&C 4You is supported as standard vtiger functionality. Records present under the module T&C 4You can be saved in CSV format by clicking on Export button (, edited offline and can be re-imported using the Import functionality (). Please refer to web manual for more details (<u>https://wiki.vtiger.com/index.php/Export_Import_Enhancements</u>).

The main part of the Terms & Conditions 4You ListView consists of list of the T&C templates, which gives you information about the template number, the template name and primary module. In the list you can also select one or more templates and consequently delete (Delete) or edit (Mass Edit) selected group of templates. As shown in the picture, it is also possible to use links in the "Action" column in order to edit or delete already created T&C templates directly from the ListView.

There are two additional buttons above the list of T&C templates and Deactivate license and which are dealing with licensing described in the chapter 6.3.

3.2 DetailView

From ListView you can directly open any T&C template in the DetailView (Picture 3.2). The main purpose of the DetailView is to preview the T&C template, shows basic information about the T&C template and allows some additional actions. The DetailView consists of the following parts:

- Basic info gives basic information of the T&C template
- Preview preview of the T&C template
- Group of buttons:
 - o Edit switch to EditView and start editing currently viewed template
 - o Duplicate create duplicate of the template and start editing
 - o Delete allows you to delete template

Terms & Conditions Templat	e Information			Edit Duplicate Delete
🤝 Terms & Conditions Templa	ate Information		Basic in	Buttons
Template Name	Common for vtiger products	Template No	TaC002	
Assigned To	Rastislav Itsfouryou	Module	Global	
Created Time	2013-04-15 22:20:10	Modified Time	2010-04-15 22:00:09	
Text	 Unless other wise agreed in writin days of the date of invoice, in the or by such other method as is agreed All prices are not inclusive of VAT applicable rate. 	ng by the supplier all invoice urrency of the invoice, draw in advance by the Supplier. which shall be payable in ad	s are payable within thirty n on a bank based in India Idition by the Customer a Previe	y (39) a or at the ƏW

Picture 3.2 DetailView

3.3 EditView

The EditView is initiated in three ways:

- button 💼 opens the new template in the EditView
- Action link "edit" opens already created T&C template from the ListView
- button Edit opens already created T&C template from the DetailView

The EditView consists of:

- Basic info part related to T&C template name, template number, module and assignment
- CK Editor tools
- Editing area

Terms & Condition	ns Template Information						
		5	Cancel				
Terme & Condition	e Template Information						
*Template Name	Common for vtiger products			Template No	TaC002		
*Assigned To	🖲 User 🔿 Group Rastislav tsfourycu 💌			* Module	Global	🗉 🛛 Ba	asic ir
		1= 1= 4= 4=			E Source		
		ARS AA	* * *		⇒ A A		
						Editor	tool
	Styles 🔄 Normal	Fort	Size -			LUILOI	
Text	- Unless otherwise agreed currency of the invoice, dr	l in writing by the sup awn on a bank base	plier all invoices ar 1 in India or by such	e payable withi other method a	n <mark>thirty (30) day:</mark> as is agreed in a	of the date of dvance by the	invoice, in the Supplier.

Picture 3.3 EditView

3.4 Terms & Conditions 4You block

The Terms & Conditions 4You block is used to add/load/replace T&C within particular records. This block is visible for all available modules. The most important is group of buttons. The Terms & Conditions 4You block buttons are described in details in the following chapter.

Terms & Conditions Templates	Button	S
Global terms and conditions 💌	Add Load Repla	ce Save
B / U === X ₂ X ² ⅓	E E 🗟 🖷 🔳 🗮 🗏 🗏	🛯 🙈 🉈 🍽 🗏 Source 🗌 💁 🗉
* 🖻 🛍 🛍 🔺 🌾	← → 冊 盘 Ⅲ ┛	🖪 🗐 Ω 🖶 Α;* 🗛*
Blue Title 🔻 Heading 3 🔻	Font 🔻 Size 🔻	CK Editor tools
Seller refers to the party Client refers to the party Goods or services refers Pricing The pricing, quantify of g make all efforts to fulful t Payment	to whom the order for purchase ha on or organization placing the orde s to the product for which the seller yonds, and time of delivery mention the stated estimates.	is been given. t has placed an order with the client. erl in the articles are not binding on the Seller, but the Seller will Preview / Editing area
All invoices of the Seller writing by the Seller. In the body h3	shall be paid by the Client within fin he event of late payment, the Seller	fleen (15) days of the date of invoice unless otherwise agreed in may charge interest on the amount outstanding before and after

Picture 3.4 Terms & Conditions 4You block

4 Editing and usage

The editing of the T&C templates in the T&C 4You EditView is easy and is provided inside editing area. In order to have useful T&C template you can combine your own text with images and tables. Try to utilize CK Editor tools to change formatting of your text, images and tables according to your needs. Just select the text and click on any icon of the tool like font, color, bold, italic, alignment etc. For other details about using Editor СК Editor please find description of the СК on the following weblink: http://docs.cksource.com/CKEditor 3.x/Users Guide.

4.1 Create new T&C template

As was already described in the chapter 2, you can initiate creation of the new T&C template via button **T** . The button will initiate the new EditView window "Creating New Terms & Conditions Template".

Search to Advanced Search	Search for	In Template No	Search I	low		þ
A B C D	E F G H	IJKLM	N O P Q	RS	T U V W	X Y Z
nowing Records 1 - 1 of 1		Filters : All 💌 Crea	te Filter Edit Delete		() (0 1 of 1 () ()
Template No	Template Name		Module	Assigned To	Reactivate incense	Action
TaC002	Common for viger pr	oducts	Global	Rastislav Itsfourvo	u	edit I del

Picture 4.1 Add new T&C template

In order to create the new T&C template please provide following steps:

- 1. Define T&C template name
- 2. Select the module. The list of available modules contains also value "Global". If you select the value "Global" then T&C template will be available for all supported modules.
- 3. Using CK editor insert your text, pictures, tables etc. and provide formatting according to your needs.



Picture 4.2 Creating new terms & conditions 4You template

4.2 How to use T&C templates

The T&C templates can be used in modules Quotes, Purchase Order, Sales Order and Invoice. The "Global" templates are visible for all four supported modules. In order to use T&C template for particular record the Terms & Conditions 4You block has to be used. The most important fact is that within Terms & Conditions 4You module the new field for T&C is included inside modules. It means that you can use in parallel original T&C and T&C 4You. Please refer to following section to see how you can use them.

Terma & Conditiona	original T	-&(
Torms & Conditions	Unlose otherwise agreed in writing by the suppler all involces are payable writin's far (33) days of the twoke, is the correctly of the involve, drawn or a bark based in luders by such other method as is agree advance by the capator. All process are not inclusive of VAI which shall be payable in addition by the Customer at the applicable in	edin edin
Description Information		
rms & Conditions Templates		
label terms and conditions 💌	Add Load Replace Save	
B / U =tr X ₂ X ²	E 12 (* * 😑 = = 🔿 🙈 🏱 🗉 Source 🗌 🗔 E	
* 18 18 18 18 18 18 19	6 🔗 🕅 🚓 🔟 🥔 🛅 🗐 🗐 🗇 🖏 🗛 🗛	
Styles 💌 Normal	Font T Size T	- -
1		
body n		

Let's assume that for some record the original T&C is already defined as well as "Global terms and conditions" T&C 4You template was created.

🤝 Terms & Conditions	
Terms & Conditions	Unless otherwise agreed in writing by the supplier all invoices are payable within thirty (30) days of the date of invoice, in the currency of the motice, drawn on a bank based in india or by such other method as is agreed in advance by the Supplier. All prices are not inclusive of VAT which shall be payable in addition by the Customer at the applicable rate.
Description Information	
Terms & Conditions Templates	
Global terms and conditions 💌 📃	Add Load Replace Save
B I U obe X ₂ X ²	E 🗄 🍜 🛢 🛢 🗏 🗮 🙈 🙈 🏴 🗄 Source 🗌 🗔 🗒
* 18 18 18 18 4 19	6 / H 🚓 🗐 🖉 🔄 🗄 Ο 🖶 Ατ΄ 🗛 '
Styles 💌 Normal	Font 💌 Size 💌 🔟
Definition	, Add template
 Seller refers to the party Client refers to the persit Goods or services refers 	to whom the order for purchase has been given. on or organization placing the order.
Pricing	
 The pricing, quantity of g make all efforts to fulfill 	loods, and time of delivery mentioned in the articles are not binding on the Seller, but the Seller will the stated estimates.
Payment	
All invoices of the Seller	shall be paid by the Client within fifteen (15) days of the date of invoice unless otherwise agreed in 📃
body p	li.

The button Add can be used to add selected T&C template into editing area. After addition of the template you can continue with editing the T&C according to your needs.



The button Load loads the original T&C into T&C 4You block editing area. In case that some content is already in the editing area, this content is not overwritten.

The better utilization of the button Load is in case that original T&C were written in html code. In this case using button Load you can easily load the original T&C into editing area with all original formatting.

🔝 Terris & Cardilinus	
Terre & Candillon	Hd Spelerkebeland? Hgwaret Abb Val All Invoices the Beller hall be paid by the Olicet within fifteen (16) dage of the date of invoice unlear otherwise speech in water by the Caller. In the event of late payment, the Caller may charge bitset to the an event outbacking speech in water by the Caller. In the event of late payment, the Caller may charge a Caller and Integrate the State of the Late of the Caller and the event of late payment of the Caller of the speech of the speech of the speech in water by the Caller and the speech of the Caller and the State of the speech of the speech of the speech of the Caller and the speech of the Caller and the State of the speech of the speech of the speech of the speech of the Caller and the speech of the Caller and the Caller and the speech of the speech of the speech of the speech of the Caller and the speech of the Caller and the Caller and the speech of the speech of the speech of the speech of the Caller and the speech of the Caller and the speech of the speech of the speech of the speech of the Caller and the speech of the Caller and the speech of the speech of the speech of the speech of the Speech of the Speech of the Caller and the speech of the speech of the speech of
Description Information	Replace original T&C
lerms & Conditions lemplates	with T&C 4You
Common for vtiger products 💽 📃	add Load Repizoe Save
B/U∞ X₂x² ⊟ # ∦®≌≋≋≊ ≧≪ ≪	
lidykes 📼 Lormat 📼	
Payment • All invoices of the Seller shall Seller in the event of tale pay invoices uspaid 31 days offe- t sary enount of the invoice in the avery will the guarks in sith • Where the Seller requires per • All from one machine of volu- • The Seller reverves the right.	Les pail by two Clerk web'n Ritem (12) days of the date of mosie unless otherwise agreed in webby by the ment, the Salar may charge attracts on the anound cottaining before and after judgment. Attrantative, for the due date, the Salar may tensore a surcharge expand to 2 Site of the nut database. The Salar date database by the Clerk Charl chail form the Saler of the source to result dispose with even dave of a provide to the Salar base. The Salar data the Salar of the source to result dispose the theorem pays of a provide to the Salar base of the Salar database to the source to the source to the source to the source to the outperformance to the source of the source to the source to the source to the source to the source of a source to source the source of the source of the source to the source to the source of the source of source of the source of the database to the source agreed to a source of the source of source of the source of the database to the source agreed to a source of the source of source of the source of the of the source of the source of the source of source of the source of the source of the source of the source of source of the source of the source of the source of the source of source of the source of the source of the source of the source of source of the source of the source of the source of the source of source of the source

In order to replace the original T&C with T&C 4You just click on button Replace. Please notice that original T&C will be overwritten i.e. lost. But you will be asked to confirm that step via dialog window:

Are you sure you want to replace Terms & Conditions?
OK

Just confirm replacement by button

🤝 Terms & Conditions	
Terms & Conditions	 Unless otherwise agreed in writing by the supplier all invoices are payable within thrity (30) days of the date of frivoice, in the currency of the invoice, drawn on a bark based in linds or by such other method as is agreed in advance by the Supplier.
	- All prices are not inclusive of VAT which shall be payable in addition by the Customer at the applicable rate.
Description Information	\ no cnange
Terms & Conditions Templates	
Global terms and conditions	Add Load Replace Save
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	5 < > # # II @ II I 0 < A. A.
Styles 🔽 Format	🝷 Font 🔄 Size 🗨 🔒
Definition	Save T&C 4You
 Seller refers to the part 	rty to whom the order for purchase has been given.
 Client refers to the per Goods or services refe 	rson or organization placing the order. ers to the product for which the seller has placed an order with the client.
Delaine	
riting	
 The pricing, quantity of will make all efforts to 	f goods, and time of delivery mentioned in the articles are not binding on the Seller, but the Seller fulfill the stated estimates.
Payment	
 All invoices of the Selle in writing by the Seller, after judgment. Alterna 2.5% of the outstandin If any amount of the im- 	er shall be paid by the Client within fifteen (15) days of the date of invoice unless otherwise agreed In the even of false payment, the Seller may charge interest on the amount outstanding before and strekty, for invoices unpaid 30 days after the due date, the Seller may impose a surcharge equal to the garacent date was client the Client shall inform the Seller of the grounds for such clientia.
within seven days of d	lelivery of the goods and shall pay to the Seller the value of the invoice less the disputed amount in

//,

The Save button saves created T&C 4You without any change to original T&C. So in case you would like to create new T&C 4You in addition to original T&C please provide following steps:

- 1. Select the T&C 4You template and click on button Add
- 2. Edit the T&C 4You according to your needs.
- 3. Save the T&C 4You using button Save

5 Additional features

5.1 Support of the PDF Maker

The Terms & Conditions 4You and Descriptions 4You which is also vTiger extension used to create well formatted descriptions were already integrated into PDF Maker. Please refer to our web page or manual for details about Descriptions 4You.

From PDF Maker point of view it is necessary to mention that separate fields for descriptions and terms and conditions created within Descriptions 4You and T&C 4You were introduced. They are *"Terms & Conditions 4You"* (\$*****_TAC4YOU\$ for example \$INVOICE_TAC4YOU\$ in Invoice module) and *"Terms & Conditions 4You"* (\$*****_DESC4YOU\$).

Module:	Invoice	 Billing Address
Related modules:	Select module	Address Information Billing Address
Related blocks:	Please select	Shipping Address
ListView block:	Please select 💌	Shipping City Billing State
		Shipping State Billing Postal Code Shipping Postal Code
Body	Header	Billing Country Shipping Country
		Billing PO Box
		Terms & Conditions
INVOICE_TAC4YOU\$		Terms & Conditions 4You
		Description Information
INVOICE_DESC4YOU\$	•	Descriptions 4You

Picture 5.1 T&C4You and Desc4You fields

Please notice following: In case that you have in your record different values stored for "Description" and "Terms & Conditions 4You" it will be correctly introduced in PDF Document as can be seen in the example below. The same behavior is for "Terms & Conditions" and "Terms & Conditions 4You".

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Name Format	Bytes Format Port Stre Description Description Description Description Description Mary Smith Contracting Contact image Mary Smith Description Our best seller! Description Our best seller! Description The best seller! Description Contact image Contact image Contact image	a / U	abe	X ₂ X ²	扫	E	-15	**	1005	1E 1	Mailing PO Box Other PO Box	
CONTACTS_FIRSTNAMES CONTACTS_LIVENTALS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS CONTACTS_DESCRIPTIONS Mary Smith Our best seller! The best seller! The best seller! Contact mage Contact mage	CONTACTS_FIRSTNAMES & CONTACTS_LIVENAMES CONTACTS_DESCRIPTIONS CONTACTS_	tyles		format		Font	(F		Size	-	Description Information Description Description	
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Picture 5.2 Description vs. Descriptions 4You in PDF Maker

6 Settings

The Terms & Conditions 4You settings can be initiated from ListView using button say you can see in the picture below (Picture 6.1). In the Settings you can find:

- Standard vtiger settings:
 - Layout Editor configures the layout of a module
 - Tooltip Management utility to view detailed information of the record in the ListView when you hover on it
 - Workflow List a simple interface to add actions upon save of an entity. These actions will be triggered when the given conditions are met
- Terms & Conditions 4You settings:
 - T&C 4You Input Editor manage your input editor
 - T&C 4You modules manage for which modules is T&C 4You allowed

Please refer to following subchapters for details.



Picture 6.1 Terms & Conditions 4You settings

6.1 Terms & Conditions 4You Input Editor

There exists possibility to select T&C 4You input editor, i.e. you can select from CK Editor and Textarea in the settings. In spite of that possibility we recommend to use CK editor, especially if you are using our PDF Maker extension tool to avoid incorrect display in the PDF exported files. Here you can also find short description of the T&C 4You buttons described in the chapter 4.2.

	Save: Cancel
&C Input type	CK editor CK editor is recommended for PDF maker. Textarea does not display HTML code correctly in the PDF exports.
lerms & Condit	ons 4You buttons description:
Add	Add button loads content of the selected T&C template into the T&C 4you editor (Textarea or CKeditor).
and the second se	Load button loads terms and contition field content of record into the T&C 4you editor.
Load	

Picture 6.2 Settings Terms & Conditions 4You Input Editor

6.2 Terms & Conditions 4You modules

The Terms & Conditions 4You is available for four modules shown below. Within setting "Terms & Conditions 4You modules" you can customize the visibility of the Terms & Conditions 4You block (chapter 3.4) for particular module. Please use checkboxes \bowtie in the column "Allowed" to make Terms & Conditions 4You block in/visible in the DetailView for particular module according to your needs.

Set modules where T&C 4 You is allowed	I	
Module	Allowed	
Quotes		
Purchase Order	R.	
Sales Order	2	
Invoice		

Picture 6.3 Setting T&C 4You for particular modules

6.3 Deactivate/Reactivate license key

In case that some problem occurs with license key or in case you need to reinstall Terms & Conditions 4You you have to deactivate and reactivate license key. To deactivate license key please provide following steps:

- 1. In the ListView click on Deactivate license
- 2. Confirm deactivation using Deactivate license button in next window.

The license is deactivated and you will be redirected immediately to validation steps known from installation of the T&C 4You. It means after deactivation module as well as its records are not accessible. In order to continue you have to reactivate license:

- 1. Please insert a license key and make sure that your server has internet access. Click on Validate.
- 2. Click on **Finish** button.

Mass Edit			Reactivate	license Deactivate licen
nplate No	Template Name	Module	Assigned To	Action
002	Common for vtiger products	Global	Rastislav Itsfouryou	edit del
003	Global terms and conditions	Global	Rastislav Itsfouryou	edit del
Records 1 - 2 of 2	e des des a			(1) of 1 (k)
Vate license "Keyk	Do You realy wan	nt to deactivate Your	· license key?	
	Alter deactivation four	mill not be allowed to use Tacky	oa many module.	
		Deactivate license	Dogotivoti	on licono
			Deactivati	on licens
Terms & Conditio	ons 4 You installation >> Val	idation >> 1/2	Activati	on licens
Welcome t This will install ' It is highly reco	o the "Terms & Conditions 4 Terms & Conditions 4 You" into your vtig Immended to finish the installation withou	I You" Installation Wi ger CRM. It any interruption.	zard	
Please insert Please make su keykeykeyk	a license key you received in purcl re that your server has an internet acce seykeykey	hase confirmation email. ess in order to run validation.		
		Validate Order now		
& Conditions 4 Ye	ou installation >> Finish >>	> 2/2		
inal instructions s necessary to recalcu	late rights in order to apply changes	S		
ick on the Finish button t	o be redirected to Sharing access	settings.		
	Terms & Conditions 4 Yes		Implate IIo Template IIame Module 002 Common for vitiger products Global 003 Global terms and conditions Global 003 Global terms and conditions Global Mass Edit Mass Edit Records 1 - 2 of 2 vate license "keykeykeykeykey" Do You realy want to deactivate Your After deactivation You will not be allowed to use TaC4y Pressivate license Vates Edit After deactivation You will not be allowed to use TaC4y Pressivate license Pressivate license Value Out realy want to deactivate Your After deactivation You will not be allowed to use TaC4y Pressivate license Value Pressivate license You Value Conditions 4 You installation >> Validation >> 1/2 Validation >> 1/2 Welcome to the "Terms & Conditions 4 You" into your vitiger CRM. It is highly recommended to finish the installation without any interruption. Please insert a license key you received in purchase confirmation email. Please nake sure that your server has an internet access in order to run validation. keykeykeykeykeykey Order new S Conditions 4 You installation >> Finish >> 2/2 Inal Instructions Main Instructions S Conditi	pine lo Template lame Nodule Assigned To OC Common for viger products Global Restisiew terfouryou Octoal Restisiew terfouryou News Edit Records 1 - 2 of 2 Wate license "keykeykeykeykeyw" Do You realy want to deactivate Your license key? After deactivation You will not be allowed to use TaC4you in any module. Terms & Conditions 4 You installation >> Validation >> 1/2 Melcome to the "Terms & Conditions 4 You" installation Wizard Tis will instal "Terms & Conditions 4 You" into your viger CRM. It is highly recommended to finish the installation without any interruption. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license key you received in purchase confirmation email. Peace insert a license the you server has an internet access in order to run validation. Peace insert a license hey you received in purchase confirmation email. Peace insert a license hey you received in purchase confi

Picture 6.4 License de/activation

6.4 Upgrade of the Terms & Conditions 4You

The upgrade of Terms & Conditions 4You can be started using upgrade link button $\stackrel{>}{<}$ in the module manager and tab "Custom Modules".

	Standard Modules	Custom Modules
		Import New
1	Businesscase	a 🗹 🗗 🔨
	ConfigEditor	I 🗹 🖬
	CronTasks	I 🗹 🖬
	CustomNumbering4you	I 🗹 🖬
	Descriptions4you	a 🗹 🖬 🔦
	EMAILMaker	🥹 🗹 🖬 🔨
	Import	I 🗹 🖬
	Improvements4You	e 🍣 🗹 🗈 🔦
	Integration	🦰 🖌 🖉 🗗
	ListViewColors	a 🖉 🚽 🕹 🗹 🗗
	MailManager	🌕 🖉 🗹 🖬
	Mobile	à 🗹 🗗
98	MultiCompany4you	se 🗹 🕄 🕹

Picture 6.5 Initialization the upgrade of the T&C 4You

Please browse the package using button Browse... and click on button Upgrade.

Settir	gs > Module Ma	nager > Upgrade		
Manage	module behavior inside vt	iger CRM		
Select the Pack	age File			
* File location:			Browse	J
	vtiger module is p	oackaged as a zip file.	\ \	\mathbf{N}
				Upgrade Cancel

Picture 6.6 Upgrade of Terms & Conditions 4You

In case that installed version of Terms & Conditions 4You matches package version, upgrade will be not provided and following information will appear on the screen.

-	Settings > Module Manager > Upgrade
K	Manage module behavior inside vtiger CRM
Upgra	ade Failure
Canno	ot upgrade! Installed Version 540.3.0 matches Package Version



Next steps are similar with installation of the Terms & Conditions 4You, therefore please refer to chapter 1 for additional information.