

CONTMAN ARCHIVE • DOCUMENT ARCHIVE

An archive for leasing contracts.

Lease agreements, applications, legal annexes and settlements in one archive reached through the browser. Every document goes into its category with that category's description fields, so you find it by contract number, customer ID or tax number.

The screenshot displays the CONTMAN Archive web application. On the left, a sidebar contains the CONTMAN logo and navigation links: 'ORGANIZACJA' (Bank Jantar S.A.), '+ Nowy dokument', 'Pulpit', 'Wyszukiwanie', 'Oznaczone', 'Zadania' (with a '2' badge), and 'Procesy'. The main content area shows a document titled 'UMOWA ZASTAWU REJESTROWEGO' (Mortgage Agreement) from 'Bank Jantar S.A.'. The document header includes contact information for Bank Jantar S.A. and the specific agreement details: 'UMOWA ZASTAWU REJESTROWEGO nr ZR/2026/0031 - zabezpieczenie Umowy Pożyczki nr PO/2026/0118 z dnia 11.03.2026'. The document is dated 18 March 2026. A table lists the parties: 'Zastawnik' (Bank Jantar S.A.) and 'Zastawca' (Modrzewiowa Stolarska sp. z o.o.). The document content includes sections for 'CEL I PRZEDMIOT ZASTAWU REJESTROWEGO' and 'SZCZEGÓŁY'. The right sidebar, titled 'OPIS DOKUMENTU', shows document details: 'Numer umowy' (ZR/2026/0031), 'Kredytobiorca' (Modrzewiowa Stolarska sp. z o.o.), 'Kwota kredytu' (240 000), and 'Termin spłaty' (31 mar 2031). Below this, there are tabs for 'Notatki', 'Wersje', and 'Historia', and a section for 'Dodaj notatkę...' with a message 'Brak notatek' (No notes).

PRODUCT SCREEN • DESCRIBING AND FINDING A CONTRACT • SAMPLE DATA

CONTMAN ARCHIVE

One archive for all your leasing records

CONTMAN Archive is an electronic document archive that lets a company store and share documents securely in a digital environment. No more collecting paper folders, keeping files on drives or hunting for them in your mailbox.

01

Categories that fit your company

Documents are kept in business categories such as contracts or invoices, and you shape the category structure yourself, for example separate categories for lease agreements, annexes and settlements.

02

One consistent description

Each category has defined description fields, and the person adding a document assigns it to a category and describes it. No more files labelled "Other".

03

Customer identifier

A document can carry a unique identifier, such as a customer ID or tax number, so you find all documents of one customer whatever their category.

04

Search

Search the archive by keywords, dates and description fields. Search ignores letter case and Polish diacritics and shows only documents from the categories the person may read.

05

Preview in the browser

PDF, Word, Excel or image files open right in the web application, with no need to download them, on a phone too.

06

Versions and history

The archive never overwrites anything in stored files: every change creates a new version, and the history shows who accessed a document and when.

PAPER OR ARCHIVE

What changes when contracts are in the archive

AREA	PAPER, DRIVES, E-MAIL	CONTMAN ARCHIVE
Finding a contract	Binders, folders on drives and mailboxes.	Search by keywords, dates, description fields and customer identifier.
Access	Wherever the filing cabinet stands.	In the browser, from a computer, a tablet or a phone.
Who sees a document	Anyone with access to the cabinet or the folder.	Only authorised people, by roles and permissions; every change of permissions goes into a log that cannot be altered.
Changes to a document	Copies that are easy to mix up or overwrite.	Every change creates a new version, and nothing overwrites a file's versions.
Teamwork	Copies, scans and post.	Sharing, notes and new versions in one place, with every change kept in the history.
Security	A lock on the cabinet.	An encrypted connection, files of chosen categories stored encrypted, backups on your administrator's schedule.
Space and cost	A physical archive and its upkeep.	No physical archive and none of the cost of keeping one.

Authenticity and integrity

Some documents, contracts among them, must be kept in a way that ensures their authenticity and integrity. CONTMAN Archive never overwrites anything in stored files, and the signatures and seals in documents are checked.

EXISTING CONTRACTS

How to move your contracts into the archive

Moving your contracts takes a few steps, from setting up categories to the first search. The team works through them at its own pace, one category at a time.

01 Set up categories and description fields

For example contracts, annexes, payment schedules and customer documents, each with the fields your team searches by: contract number, customer ID, tax number, date.

02 Grant roles and permissions

Sales, customer service, finance and collections see only the categories they have access to.

03 Scan or photograph the paper

You add scans in the browser. With the CONTMAN Mobile app you photograph a document with your phone and it goes straight to the archive, to the right place.

04 Add documents with their description

Every file goes into the category chosen when it is added, and its description and content are indexed automatically. Larger collections can be moved through the API, because the archive offers every one of its functions through it.

05 Recognise the text of scans

CONTMAN DP reads scans and PDF files that have no text layer, in Polish and in English, so a scanned contract can be searched by its words.

06 Check on real examples

The team searches for a few known contracts by number and customer ID and checks that everyone sees what they should.

Checklist before you start

- Scale: how many contracts and customer documents, how many people will use the archive.
- The implementation team: IT, compliance and operations.
- The order and schedule for moving each category.
- Training for the people who add and describe documents.

NEW CONTRACTS

New documents, workflow and signature

01

CONTMAN ARCHIVE

Straight from your leasing system

Your business software connects to the archive through the API, with no changes on the archive's side. A new contract or annex can reach the archive straight from the system that creates it.

02

CONTMAN WORKFLOW

Approval workflow

A workflow takes a document through approvals, branches, automatic steps and signatures. It starts by itself when the document reaches the archive, and everyone has their tasks in one inbox.

03

CONTMAN SIGN

Signature and seal

Your people sign PDF documents with their electronic signatures, advanced or qualified, and with the company seal, as a step of the workflow. The archive also supports integration with electronic signature systems.

04

CONTMAN ARCHIVE · CONTMAN MOBILE

In the field

The archive in the browser works on phone and tablet screens too, and photos of documents from the phone app go straight to the archive. Coming next in the app: search, document viewing, a task inbox and signing.

EXAMPLE · FICTIONAL DATA

A copy of an annex in moments

A customer of Example Leasing asks for a copy of an annex to their contract. The consultant enters the customer's tax number, sees all of that customer's contracts and annexes, opens the annex in the preview without downloading it and shares it. The document's history records who accessed it and when.

WHY CONTMAN

Company documents under control.

We work with banks, insurers, leasing companies, telecom operators, retail chains, logistics companies and public institutions.

26 years

in banking, leasing and insurance

7

products: Archive, Workflow, Sign, HR, AI, DP and Mobile

 **Book a demo.** We will show you description, search and document history on examples of contracts.

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