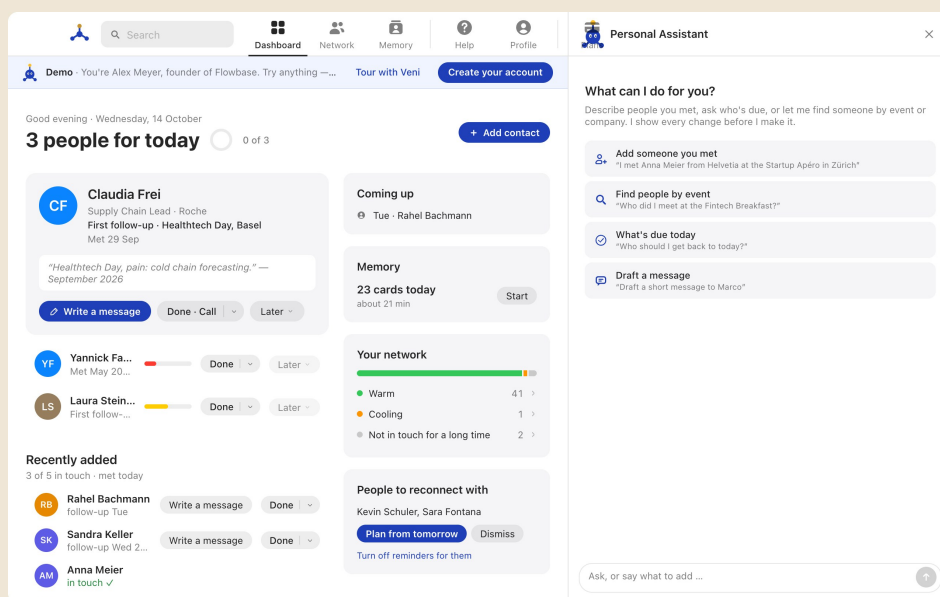


RMS GUIDE

Ventranet RMS

The complete guide

Everything the RMS does, step by step: your Dashboard, adding and logging people, warmth and when someone is due, Memory, the Personal Assistant, your account and your data.





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Before you start

This guide walks through the Ventranet RMS from the first sign-in to deleting your account. Read it front to back once, or jump to a chapter from the contents.

The pictures show the demo at rms.ventranet.ch/try: Alex Meyer, founder of Flowbase, and forty-odd invented people. Try anything there; it is deleted after 24 hours. Your own RMS looks the same, with your people in it.

The text is the RMS Help, the same words the app shows under Help. Where the app changes, the Help changes first; the newest version of this guide is always at ventranet.ch/downloads.

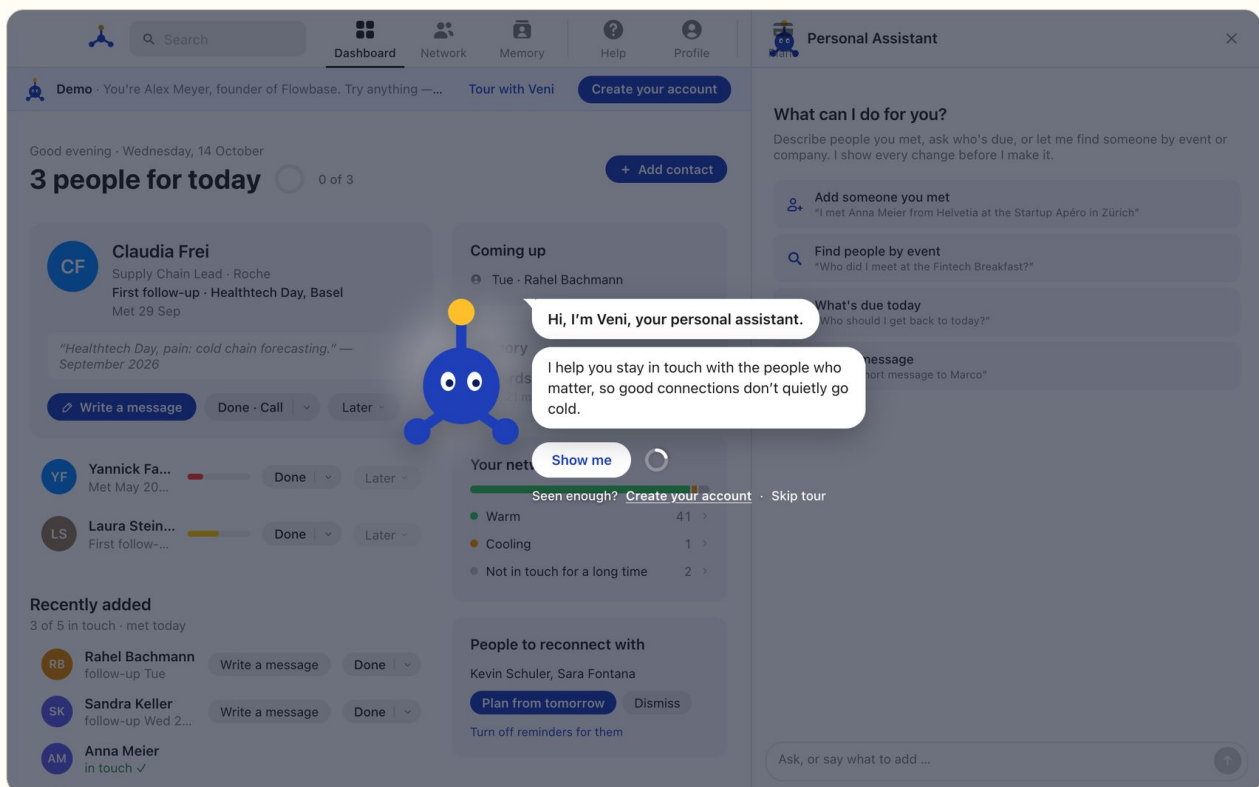
1. Trying it and signing in

The demo, creating your account, and signing in.

Try the RMS without an account

Your own copy of a sample network for 24 hours, with Veni as your guide.

At rms.ventranet.ch/try you go straight into the RMS. No account, password or email needed.



The demo starts with a short tour by Veni. "Skip tour" closes it; "Tour with Veni" in the bar brings it back.

You get **your own copy of a sample network**: the people, events and notes of Alex Meyer, a sample person. Change anything you like. Nobody else sees your copy.

Veni, the assistant, gives you a tour when you arrive. The assistant answers for real, with a small allowance.

How long it lasts

24 hours. After that the copy is deleted, and the next visit starts a fresh one.

From the demo to your own account

Choose **Create your account** at any time. The demo is deleted and your account starts empty, without the sample people.



Create an account

With Google, LinkedIn, or your email and a password. Free to start, no card needed.

Go to rms.ventranet.ch/signup and choose one way:

- **Google or LinkedIn:** one click, and your account exists.
- **Your email:** your name, your email and a password of at least 10 characters. We send a **4-digit code** to the address. Enter it within 15 minutes and your account is ready. **Send a new code** gives you a fresh one.

Every account starts on **Free**, with no card needed.

Use the same email for every way you sign in. Google and LinkedIn with different addresses make two separate accounts. See [Two accounts](#).

What comes next: [Your first ten minutes](#).

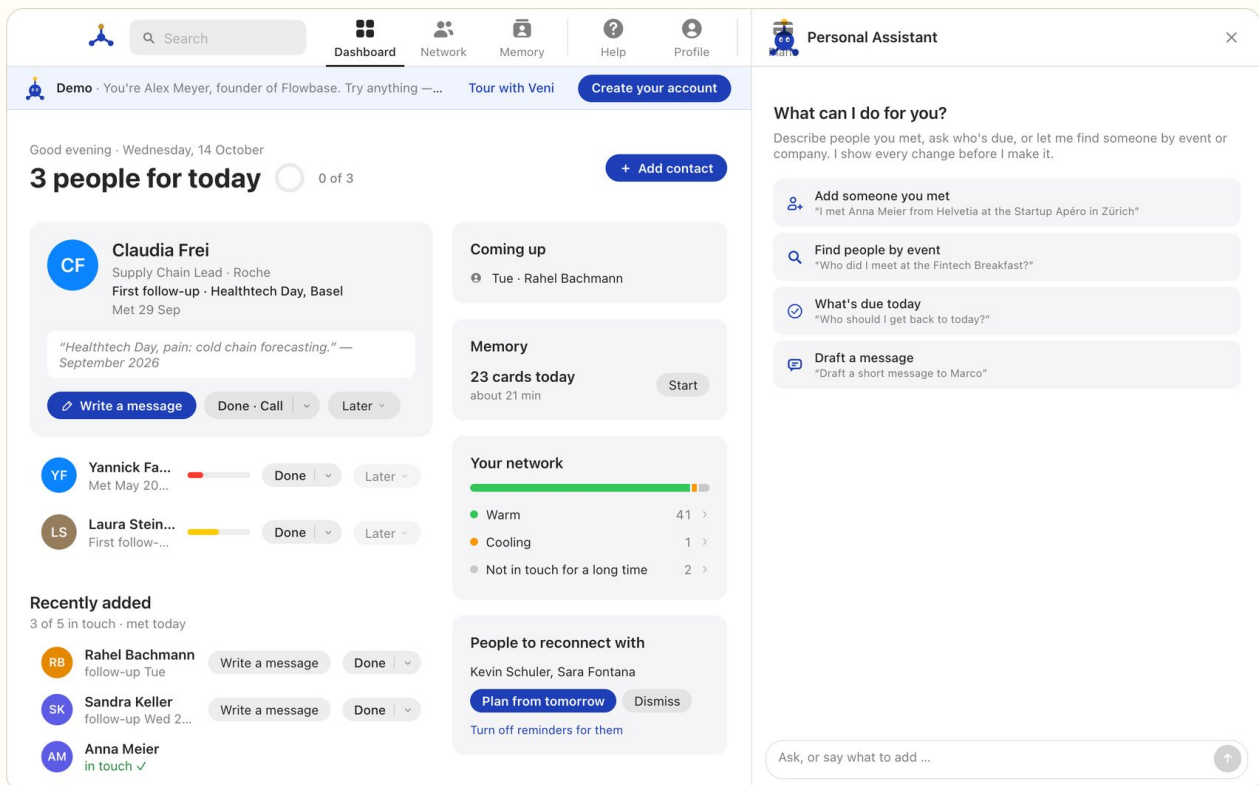
2. Get started

What the RMS is for, and your first ten minutes.

What the RMS is for

Keeping your network warm instead of collecting contacts.

Most contacts are lost the same way: you meet someone good at an event, you mean to write, and three months later it feels too late. The RMS is there so that does not happen.



The Dashboard: the people for today on the left, what is coming up and your network in the middle, the Personal Assistant on the right.

It does three things for you:

- **It remembers who you met.** Where, when, what you talked about, and every touch since.
- **It tells you whom to get back to** before a relationship cools down. Every person has a **warmth bar** that runs down like a timer.
- **It helps you remember them.** Names and faces become flashcards, so you can greet people by name at the next event.

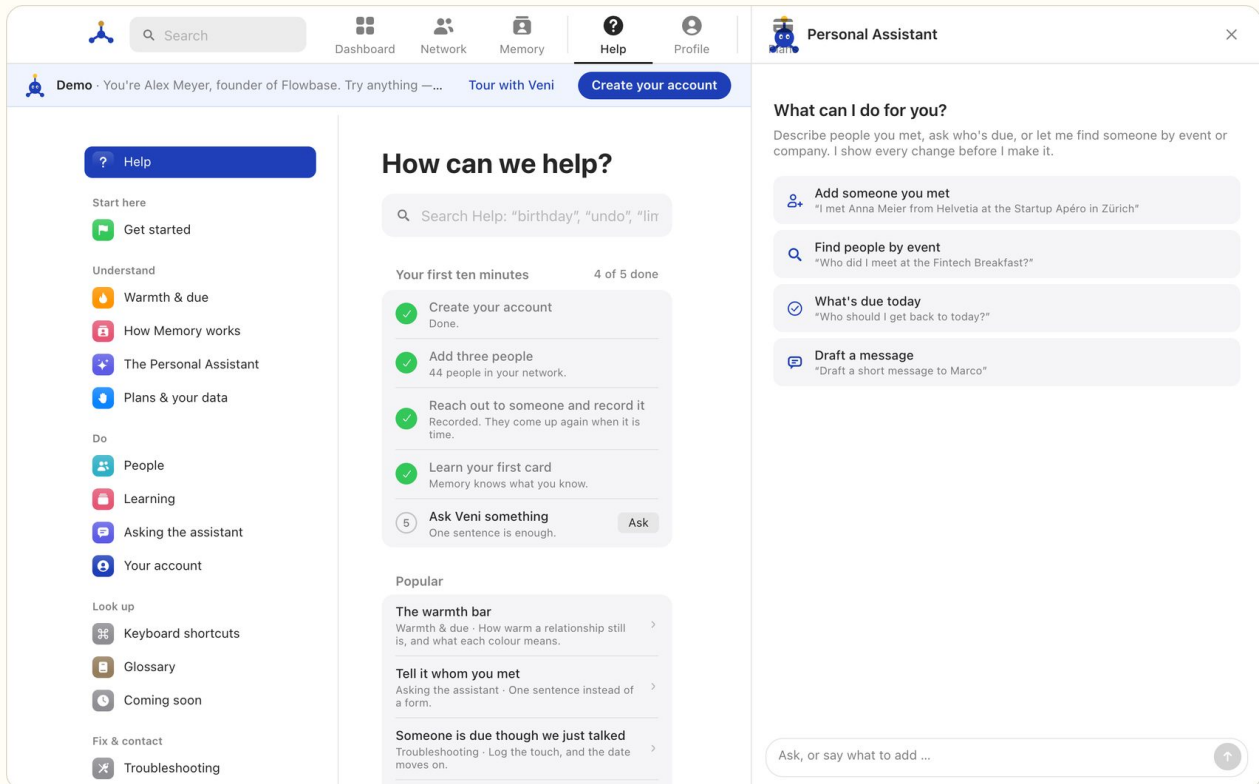
The **Personal Assistant** on the right does the typing. Tell it whom you met and it fills in the rest.

The RMS never contacts anyone on your behalf. It reminds you, drafts if you ask, and leaves the sending to you.

Your first ten minutes

Five small steps that show you everything that matters.

Do these once, in this order. Each takes a minute or two, and the list ticks itself off as you go. You can skip any step: it then counts as done.



Help → Get started: the checklist for your first ten minutes ticks itself off as you go.

1. Create your account

Done when you are here.

2. Add three people

Think of three people you met in the last few weeks. Add each with how you met, and under *Extended* the event, the city and the day. Under *Last in touch* you say when you were last in touch, so the RMS knows when they come up. Nobody comes up all at once.

3. Reach out to someone and record it

Write to one of them, or call. Then press **Done** on the Dashboard. The meeting you wrote down when you added them does not count: this step is about the next contact.

4. Learn your first card

Memory turns your people into flashcards. A round takes a few minutes.

5. Ask Veni something

Type a sentence like "I met Anna Meier from Helvetia at the Startup Apéro". Veni shows you what it would save. Nothing is saved until you say Yes.



Then: your Dashboard

Every day starts there, with a few people for today: as many as you set under Profile → Reminders → *People a day*. Press **Done** when you reached out, or **Later** to move someone to another day. People you met recently are grouped by event, so you can see whom you have not followed up with yet.

A tour of the window

The header, the pages, the Personal Assistant and the bar at the bottom.

The header

The screenshot shows the Ventranet RMS Dashboard. At the top is a header bar with a search icon and a search input field. Below the search bar is a navigation bar with icons for Dashboard, Network, Memory, Help, and Profile. The main content area is divided into several sections. On the left, there's a section for '3 people for today' with a progress indicator '0 of 3'. Below this, there are three cards for Claudia Frei, Yannick Fa..., and Laura Stein..., each with a 'Write a message' button and 'Done'/'Later' options. On the right, there's a 'Coming up' section for 'Tue · Rahel Bachmann', a 'Memory' section for '23 cards today' with a 'Start' button, and a 'Your network' section with a progress bar and three categories: Warm (41), Cooling (1), and Not in touch for a long time (2). At the bottom, there's a 'Recently added' section for '3 of 5 in touch · met today' with three cards for Rahel Bachmann, Sandra Keller, and Anna Meier, each with a 'Write a message' button and 'Done'/'Later' options. A 'People to reconnect with' section is also visible at the bottom right, listing Kevin Schuler and Sara Fontana with a 'Plan from tomorrow' button and a 'Dismiss' button.

Good evening · Wednesday, 14 October

3 people for today 0 of 3 [+ Add contact](#)

Claudia Frei
Supply Chain Lead · Roche
First follow-up · Healthtech Day, Basel
Met 29 Sep

"Healthtech Day, pain: cold chain forecasting." — September 2026

[Write a message](#) [Done · Call](#) [Later](#)

Yannick Fa...
Met May 20... [Done](#) [Later](#)

Laura Stein...
First follow-... [Done](#) [Later](#)

Coming up
Tue · Rahel Bachmann

Memory
23 cards today
about 21 min [Start](#)

Your network

- Warm 41 >
- Cooling 1 >
- Not in touch for a long time 2 >

Recently added
3 of 5 in touch · met today

Rahel Bachmann
follow-up Tue [Write a message](#) [Done](#)

Sandra Keller
follow-up Wed 2... [Write a message](#) [Done](#)

Anna Meier
in touch ✓

People to reconnect with
Kevin Schuler, Sara Fontana
[Plan from tomorrow](#) [Dismiss](#)
[Turn off reminders for them](#)

Dashboard, Network, Memory, Help and Profile in the bar at the top; the search on the left; the assistant on the right.



On the left are the Ventranet mark and the **search**. On the right are the pages: **Dashboard**, **Network**, **Memory**, **Help** and **Profile**. When the Personal Assistant is closed, an **Assistant** button opens it again.

The search works on the page you are on: on Network it filters people, on Memory decks, on Profile the settings, on Help the articles. On the Dashboard, typing takes you to Network.

The pages

- **Dashboard:** what to do today.
- **Network:** everyone, with filters and sorting. Click a person to open them.
- **Memory:** today's cards, your decks and how well you know people.
- **Profile:** your account and every setting.

The Personal Assistant

The column on the right. Drag the line between it and the page to make it wider or narrower. A double-click on the line puts it back to its standard width. Close it with × or Esc.

The bar at the bottom

Forms open over the page. Minimise one with the **minus** button and it waits as a small capsule at the bottom until you come back to it. [More about that.](#)

Signing in

Google, LinkedIn or email and password, and a code if you forget it.

You can sign in three ways: with **Google**, with **LinkedIn**, or with your **email and a password**.

New here? On the sign-in page, choose **Create an account**. With Google or LinkedIn it takes one click. With your email you pick a password, and we send you a **4-digit code** to confirm the address. The code works for 15 minutes.

Forgot your password? Choose **Forgot password?** next to the password field. We email you a 4-digit code, and you choose a new password with it. This also works if you have only used Google or LinkedIn so far.

All three ways open the **same account as long as they use the same email address**. If your LinkedIn uses a different email than your Google account, signing in with it creates a second, empty account. See [Two accounts](#).

Which ways are connected is under Profile → Account.



3. People

Add, log, edit, find and delete the people in your network.

Add someone

From Network or the Dashboard, or just tell the assistant.

1. Choose **Add contact** on the Dashboard or in Network (N).



Add contact, minimal: name, who they are, how you met, how important they are and whether you want reminders.

2. Fill in the name. It is the only required field.
3. Add role, company and LinkedIn if you know them.
4. Say **how you met** (in person, call or video, or online only) and how deep the first meeting was.
5. Set the **importance** (1–10).
6. Save with ().

Minimal shows the essentials. Switch to **Extended** for the occasion, the city, the day you met, **About** (what they like, family), what the person is to you, and named dates.



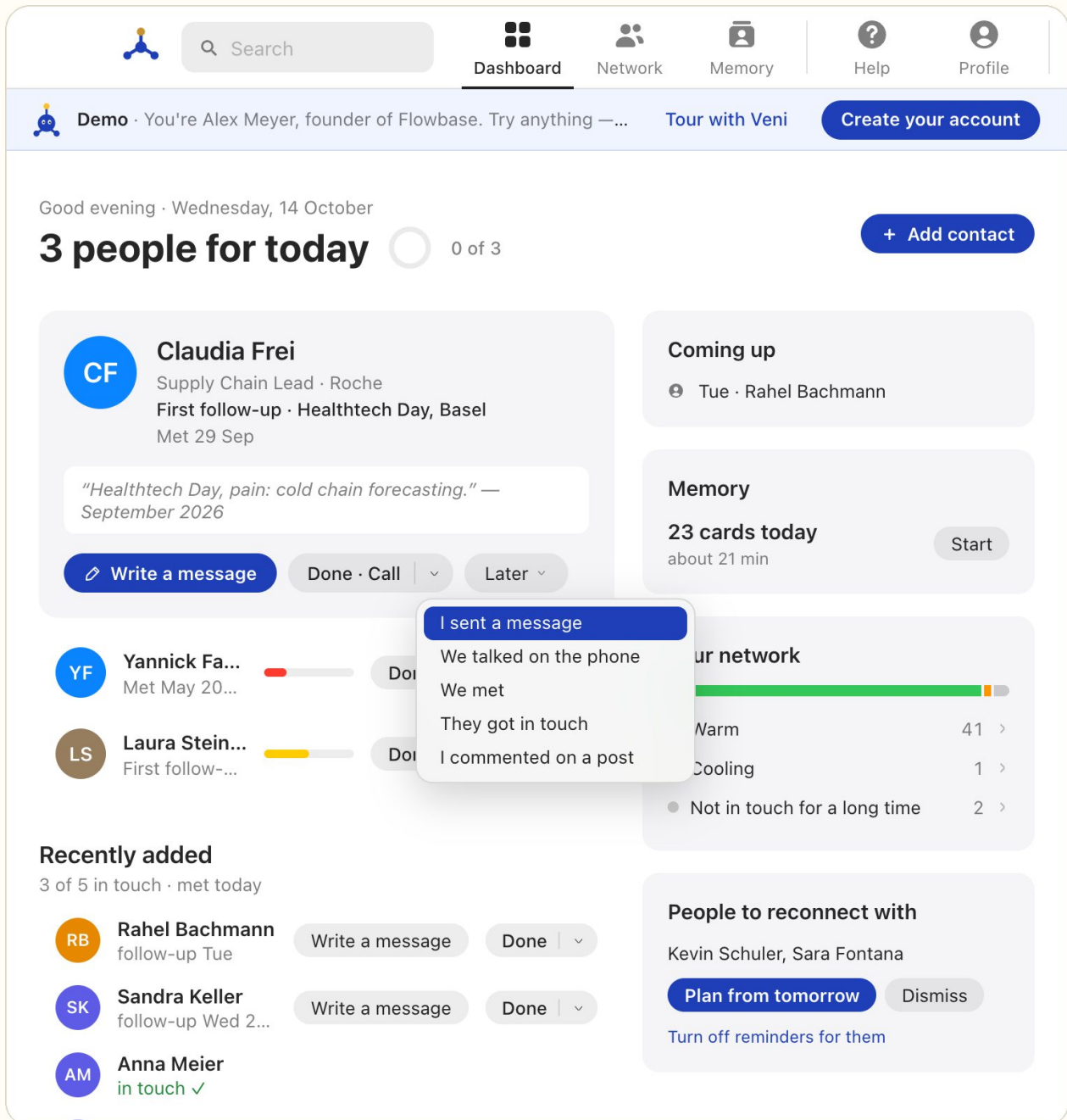
Quicker: tell the assistant “I met Anna Meier from Helvetia at the Startup Apéro in Zürich”.

Extended adds when you were last in touch, dates such as a birthday, and notes.

Log a touch

Note a message, call or meeting, and the bar fills up again.

1. Open the person. On the Dashboard, **Done** next to someone logs a touch in one click.



The screenshot shows the Ventranet dashboard interface. At the top, there's a navigation bar with icons for Dashboard, Network, Memory, Help, and Profile. Below this, a header section displays the user's name 'Demo' and a welcome message. The main content area is titled 'Good evening · Wednesday, 14 October' and shows '3 people for today' with a progress bar indicating '0 of 3' touches logged. A list of contacts is displayed, including Claudia Frei, Yannick Fa..., and Laura Stein... Each contact has a 'Done' button next to it. A dropdown menu is open over the 'Done' button for Laura Stein..., showing options: 'I sent a message', 'We talked on the phone', 'We met', 'They got in touch', and 'I commented on a post'. Other sections on the dashboard include 'Coming up' with a reminder for Tuesday, 'Memory' showing 23 cards today, 'Your network' with a progress bar, and 'People to reconnect with' listing Kevin Schuler and Sara Fontana.

The arrow next to Done says what you did: a message, a call, a meeting, they got in touch, or you commented on a post.

2. Choose **Log interaction (L)**.
3. Pick the kind (comment, message, call or meeting) and the day.
4. Say how deep it was and who reached out.
5. Add a note on what you talked about.
6. Save with **()**.



Or tell the assistant: "Had a call with Marco today about the pilot."

Edit a person

Change name, role, importance, About or dates.

1. Open the person in Network.

The screenshot shows the Ventraneet interface. At the top is a navigation bar with icons for Dashboard, Network (selected), Memory, Help, and Profile. Below this is a header bar with a demo user profile, a search bar, and buttons for 'Tour with Veni' and 'Create your account'. The main content area displays the profile of 'Claudia Frei', a 'Supply Chain Lead' at 'Roche'. The profile includes a circular avatar with 'CF', a 'Due' status indicator, and an 'Importance 7/10' rating. Action buttons for 'Edit', 'Add note', and 'Log interaction' are visible. The 'History' section on the left shows a recent interaction: 'Met in person' on '29 Sep 2026' with the note 'Healthtech Day, pain: cold chain forecasting.' On the right, three summary cards are displayed: 'Relationship' showing a 'Tie strength' of 29/100, 'Last contact' 2 weeks ago, and 'Next reach-out' due yesterday; 'How you met' listing 'Healthtech Day' in 'Basel' on '29 Sep 2026'; and 'About' noting 'Prefers email over LinkedIn.'

A person's page: history on the left; relationship, how you met and notes about them on the right. Edit, Add note and Log interaction at the top.

2. Choose **Edit** (E). Editing always shows every field.
3. Change what you need and save with ().



Telling the assistant works too: "Lea moved to Zalando." It shows *old* → *new* before it saves.

Edit or delete a touch

A wrong date or note in the history? Fix it.

Open the person and **click the touch in the History**. Its form opens with everything you logged: the kind, the date, how deep it was, their response and the note. Change what is wrong and save ().

To remove it, choose **Delete call** (or *Delete message* and so on) at the bottom of the form. Last contact and the next reach-out are then worked out again from the rest of the History.

Or ask the assistant:

- "Tobias replied to my message from yesterday."
- "Delete the call with Marco on 5 October."

It finds the touch in the history and shows the card with *old* → *new* first.

Add a birthday

Or any other named date. It shows on the Dashboard 30 days ahead.

1. Open the person and choose **Edit** (E).
2. Under **Dates**, choose *Add date*.
3. Give it a name: *Birthday*, *Anniversary*, anything you like.
4. Pick the day. Type it straight into the field above the calendar, for example "2 Nov 1987", instead of paging back through the years. Don't know the year? Type just "2 Nov".
5. Save with ().

Or tell the assistant: "Marco's birthday is 2 November 1987."

Find people

Search, filters and sorting in Network.

Search



Dashboard
 Network
 Memory
 Help
 Profile


Demo · You're Alex Meyer, founder of Flowbase. Try anything —...
 [Tour with Veni](#)
[Create your account](#)

Network

44 contacts

All 44
Due 4
Warm 41
Cooling 1
Dormant 2

Sort Next due

Name	How you met	Last contact	Status
 Kevin Schuler Sales Engineer · S...	SAP Partner Day · Zürich	9 months ago	
 Yannick Favre Logistics Manager...	Geneva Finance Summit · Genève	4 months ago	
 Claudia Frei Supply Chain Lea...	Healthtech Day · Basel	2 weeks ago	
 Laura Steiner Innovation Manag...	Healthtech Day · Basel	2 weeks ago	
 Rahel Bachmann Head of People · F...	HR Tech Meetup · Zürich	last week	
 Elena Rossi Founder · PayFlow	Fintech Forum · Zürich	today	
 Tim Weber Avaloq	Fintech Forum · Zürich	yesterday	
 Sandra Keller Head of Innovatio...	Swiss Digital Day · Bern	today	

Network: everyone you keep, with how you met, when you were last in touch and the warmth bar.

Type in the search at the top. It finds names, companies, roles, and the occasion or city where you met. To search About and your notes, ask the assistant.

Filters

All, Due, Warm, Cooling and Dormant sit above the list.

Sorting

By Next due, Importance, Last contact or Name.

Remember only the event? Ask the assistant: "Who did I meet at the Fintech Breakfast?"



Delete and restore

Deleted people wait 30 days in the bin.

Delete

Ask the assistant ("Delete Sara Fontana"). It shows a card with a red bin and waits for your Yes. The person goes to the bin with their whole history.

Restore

Profile → Privacy & data → **Bin** → **Restore**. Within 30 days nothing is lost.

Gone for good

In the bin, the bin symbol next to a person deletes them for good. It asks once more before it does.

Keep a form for later

Minimise a form, look something up, come back.

Forms open over the page. In the top left of a form:

- × closes it. If you changed something, it asks first.
- – minimises it. The form shrinks into a capsule in the bar at the bottom.

A click on the capsule opens the form again, exactly as you left it. You can keep several. Esc cancels, saves.

About and notes

Who someone is goes into About. What they said on a day goes into a note.

A person has two places for what you know.

About

Who they are: what they like, their family, what matters to them. It stays true for a while, so it sits in its own card next to the History. Change it with **Edit** (E).

Notes with a date

What someone said or what happened on a day: "The pilot budget is approved for January", "Moving to Berlin in spring". Choose **Add note** on the person (N). The note shows in the **History** next to your touches, with a yellow note symbol. Click it to change or delete it.

A note is not a touch. The warmth bar and the next reach-out stay as they are. A call or a meeting you had is a touch: [log it](#) instead.

Or tell the assistant: "Marco mentioned the budget is approved for January."



4. Warmth & due

The bar next to every person, and when someone is due.

The warmth bar

How warm a relationship still is, and what each colour means.

Next to every person is a bar. It is full right after you were in touch and runs down day by day, like a timer. On the way it changes colour.

The screenshot shows the 'Network' section of the Ventranet interface. At the top, there's a navigation bar with icons for Dashboard, Network (active), Memory, Help, and Profile. Below this is a header bar with a demo message, a search bar, and a 'Create your account' button. The main section is titled 'Network' and shows '44 contacts'. There are filters for 'All 44', 'Due 4', 'Warm 41', 'Cooling 1', and 'Dormant 2'. A 'Sort' dropdown is set to 'Next due'. The contacts are listed in a table with columns: Name, How you met, Last contact, and Status. Each contact has a circular profile picture with initials and a horizontal warmth bar to the right of their name. The bars are color-coded: green for warm, yellow for cooling, and red for dormant. The contacts listed are Kevin Schuler, Yannick Favre, Claudia Frei, Laura Steiner, Rahel Bachmann, Elena Rossi, Tim Weber, and Sandra Keller.

Name	How you met	Last contact	Status
KS Kevin Schuler Sales Engineer · S...	SAP Partner Day · Zürich	9 months ago	Grey
YF Yannick Favre Logistics Manager...	Geneva Finance Summit · Genève	4 months ago	Red
CF Claudia Frei Supply Chain Lea...	Healthtech Day · Basel	2 weeks ago	Yellow
LS Laura Steiner Innovation Manag...	Healthtech Day · Basel	2 weeks ago	Yellow
RB Rahel Bachmann Head of People · F...	HR Tech Meetup · Zürich	last week	Blue
ER Elena Rossi Founder · PayFlow	Fintech Forum · Zürich	today	Green
TW Tim Weber Avaloq	Fintech Forum · Zürich	yesterday	Green
SK Sandra Keller Head of Innovatio...	Swiss Digital Day · Bern	today	Green

The bar on the right of each person is their warmth: green is warm, yellow and red are cooling, grey is dormant.



- **Green, Hot.** The first third of the time until the next reach-out.
- **Blue, Warm.** All is well. The next reach-out is coming.
- **Yellow, Reach out now.** The next reach-out is due. The Dashboard and the Due filter show these people.
- **Red, Almost lost.** It has been due for a while. A short message still works.
- **Grey, Inactive.** The tie has gone dormant. One touch wakes it up again.

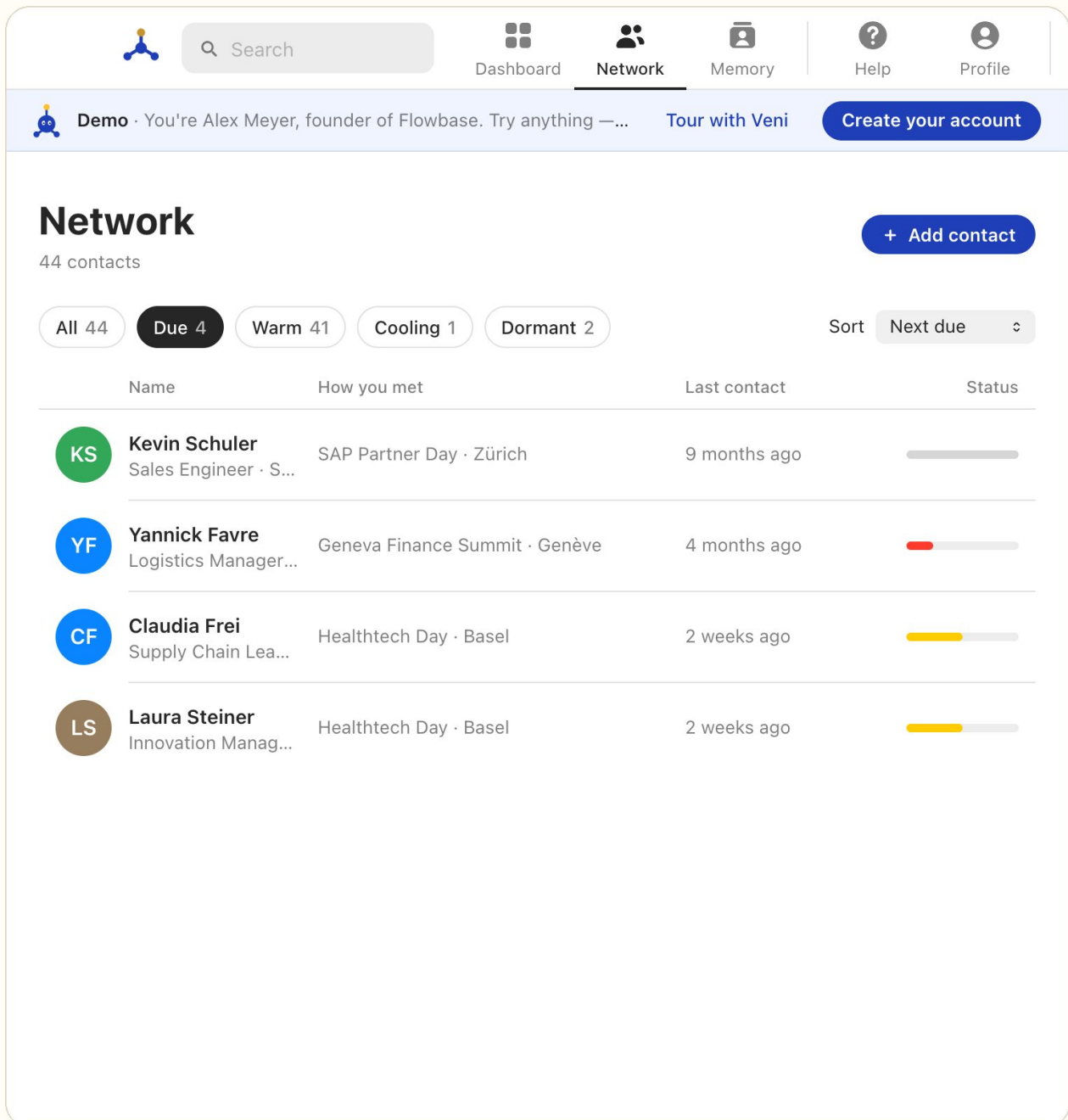
Point at a bar to read why: “Warm · next reach-out in 5 days · last contact 2 weeks ago”.

A touch fills the bar again: a message, a call, a meeting, even a comment on a post.

Due and the next reach-out

When someone comes up to get back to, and how often.

Every person has a **next reach-out**, the day the RMS thinks you should be in touch again. From that day on the person is **due**. The bar turns yellow and they come up on the Dashboard under *Today*, a few a day, as many as you set under Profile → Reminders → *People a day*. Nobody comes up all at once: when more are due, the rest wait for the next days.



The screenshot shows the 'Network' tab in the Ventranet interface. At the top, there's a navigation bar with 'Dashboard', 'Network' (selected), 'Memory', 'Help', and 'Profile'. Below this, a demo message states: 'Demo · You're Alex Meyer, founder of Flowbase. Try anything —...'. A 'Tour with Veni' link and a 'Create your account' button are also present.

The main section is titled 'Network' with a sub-header '44 contacts'. There's a '+ Add contact' button. Below this, there are filter tabs: 'All 44', 'Due 4' (selected), 'Warm 41', 'Cooling 1', and 'Dormant 2'. A 'Sort' dropdown is set to 'Next due'. The list of contacts has four columns: 'Name', 'How you met', 'Last contact', and 'Status'.

Name	How you met	Last contact	Status
KS Kevin Schuler Sales Engineer · S...	SAP Partner Day · Zürich	9 months ago	
YF Yannick Favre Logistics Manager...	Geneva Finance Summit · Genève	4 months ago	
CF Claudia Frei Supply Chain Lea...	Healthtech Day · Basel	2 weeks ago	
LS Laura Steiner Innovation Manag...	Healthtech Day · Basel	2 weeks ago	

The filters above the list: All, Due, Warm, Cooling, Dormant.

Someone new

After you add someone, *Last in touch* decides when they come up. *Just met*: the first follow-up is two weeks after you met, while they still remember you (change it under Profile → Network → *First follow-up*). *In the last few weeks*: the usual gap below. *Longer ago or not sure*: a reconnect a few days after you add them. Below importance 4, *Just met* and *Longer ago* simply wait the usual gap.

After that

How long the RMS waits depends on the person's **importance**:

Importance	About every
9–10	45 days



Importance	About every
7-8	90 days
5-6	150 days
3-4	270 days
1-2	420 days

Every touch you log moves the next reach-out on: from the newest touch, by the gap above. For someone you just met, a comment or an unanswered message in the first week leaves the first follow-up on its day.

Importance

One number from 1 to 10 that sets how often someone comes up.

Importance says how much a relationship matters to you right now, from **1, a loose acquaintance**, to **10, a key relationship**.

It does two things:

- **How often someone comes up.** At 9-10 about every 45 days, at 1-2 a little over once a year. [The full table.](#)
- **How long silence may last** before the tie counts as [dormant](#).

Be honest rather than generous. If everyone is a 9, the Dashboard fills up and nothing stands out. New people start at 5. You can change that under Profile → Network.

When a tie goes dormant

How long silence may last, and how to wake someone up.

A tie goes **dormant** when you have not been in touch for a long time. The bar is then grey.

How long that is depends on [importance](#): the more someone matters, the sooner silence counts.

Importance	Dormant after
9-10	180 days
7-8	270 days
5-6	365 days
3-4	540 days
1-2	730 days



Dormant does not mean deleted. Log a touch and the person is warm again. Whether dormant people show in the list is up to you (Profile → Network → *Show dormant people*).

Touches

Comments, messages, calls and meetings, and how deep they were.

A **touch** is anything that keeps a relationship alive. The RMS knows four kinds:

- **Commented** · **Message** · **Call** · **Met in person**

Likes are not logged: they are too small to keep a relationship warm.

Each touch has:

- **A date.** Today, unless you pick another day.
- **How deep** it was, from 1 (*brief, in a group*) to 10 (*deep, one-to-one*).
- **Who reached out:** a normal exchange, *they replied*, *they reached out*, or *no reply yet*.
- **A note** on what it was about, to read before the next meeting.

All touches together are the person's **History**, newest first. A deep conversation strengthens the tie more than a comment. The person page shows this as *Tie strength*.

Birthdays and other dates

Named dates show on your Dashboard 30 days ahead.

Every person can have **named dates**: a birthday, an anniversary, the day their company was founded, or any other name you like.

They show on your Dashboard under **Coming up** from 30 days before. A birthday with a year also says how old the person turns. Don't know the year? Leave it out.

Reminders for dates can come a little earlier: on the day, 1 day, 3 days or a week before (Profile → Reminders).

The bin

Deleted people wait 30 days before they are gone for good.

When you delete someone, they go to the **bin** first, with their whole history. For **30 days** you can restore them with one click. Within about a day after that they are gone for good.

You can also delete someone for good right away from the bin.



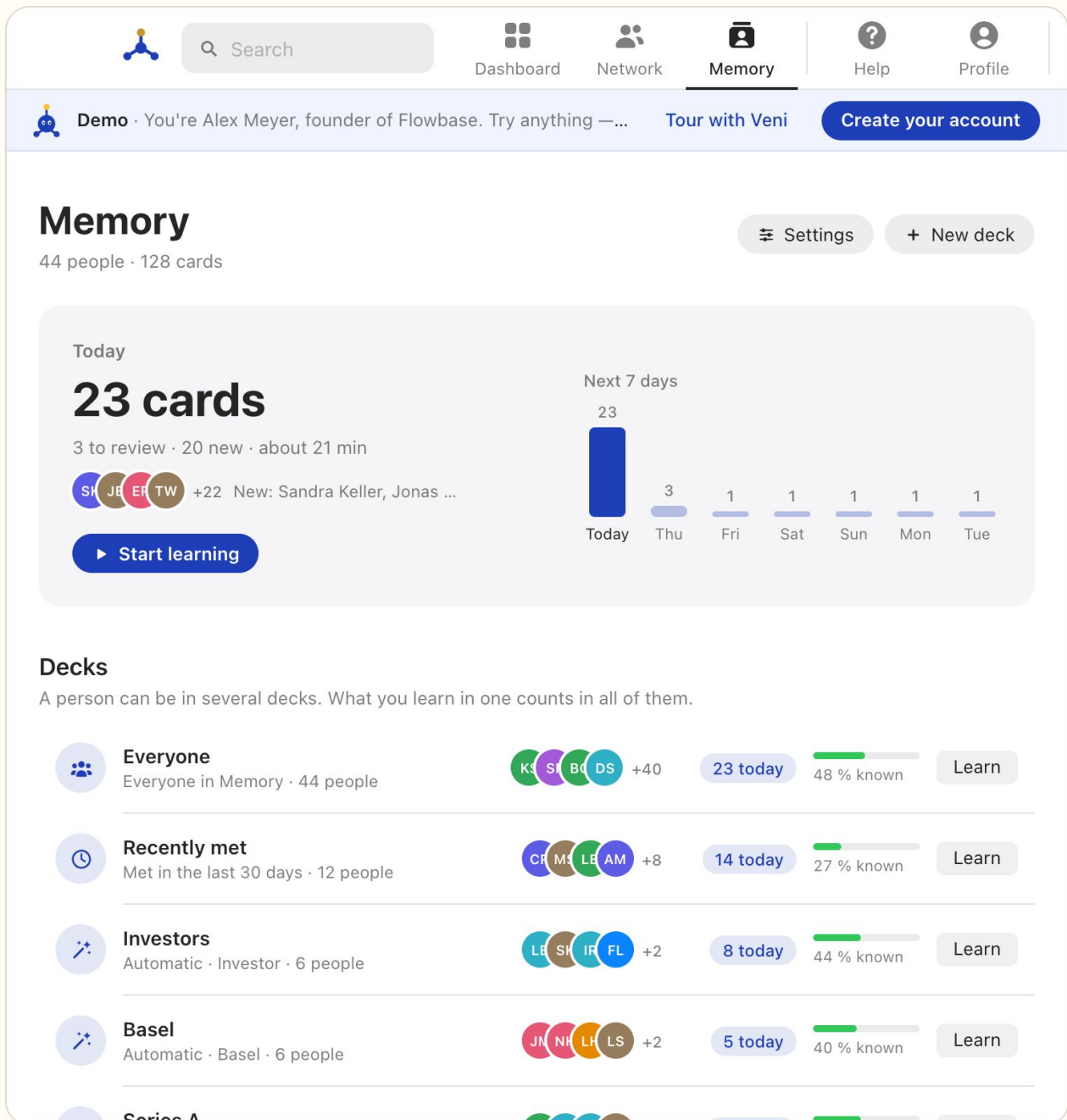
5. How Memory works

Flashcards for names and faces, and how the schedule decides.

How learning works

Spaced repetition: each card comes back just before you would forget it.

Memory turns the people in your network into **flashcards** and shows each card again **just before you would forget it**. A card you know well comes back after weeks or months. One you keep missing comes back soon.



The screenshot shows the 'Memory' section of the Ventranet application. At the top, there's a navigation bar with icons for Dashboard, Network, Memory (selected), Help, and Profile. Below this is a header bar with a demo user 'Alex Meyer', a 'Tour with Veni' button, and a 'Create your account' button. The main section is titled 'Memory' and shows '44 people · 128 cards'. It includes a 'Settings' button and a '+ New deck' button. The 'Today' section displays '23 cards' with a breakdown of '3 to review · 20 new · about 21 min'. A bar chart shows the distribution of cards over the next 7 days: Today (23), Thu (3), Fri (1), Sat (1), Sun (1), Mon (1), and Tue (1). A 'Start learning' button is present. Below this is the 'Decks' section, which lists four decks: 'Everyone' (44 people, 23 today, 48% known), 'Recently met' (12 people, 14 today, 27% known), 'Investors' (6 people, 8 today, 44% known), and 'Basel' (6 people, 5 today, 40% known). Each deck has a 'Learn' button.

Memory: the cards due today, the next seven days, and your decks.

The schedule is the same kind Anki uses (FSRS). It aims for you to **remember 9 in 10**. More would mean endless practice, less would mean forgetting faces.

Every day

- Up to **20 new cards** and up to **200 reviews**, so a day never becomes a mountain.
- The learning day starts at **4 a.m.**, so a late round still counts for the evening before.

After each card

You say how it went:

Above each button you see when the card comes back, for example “in 3 cards” or “4 days”.



Card kinds

Face → Name, Name → Role, How you met and more.

For every person there can be up to six cards, one for each kind you switch on:

Card	You see → you recall
Face → Name	their photo → the name
Name → Face	the name → the face
Name → Role & company	the name → what they do and where
Role & company → Name	the job and company → who it is
Name → How you met	the name → the occasion and the city
Name → Notes	the name → what you wrote under About

A card needs what it asks for. Without a photo there are no face cards, and with an empty About no notes card. At the start three kinds are on: Face → Name, Name → Role & company and Name → How you met.

Decks

Groups of people to learn together, by a rule or chosen by you.

A **deck** is a group of people you learn together. Two are always there:

- **Everyone:** everyone Memory includes.
- **Recently met:** everyone you met in the last 30 days.

Your own decks are either:

- **Automatic**, by a rule: everyone met at an occasion or in a city, everyone of a kind (investors, customers ...), or everyone met within 30, 90 or 365 days. These decks keep themselves up to date.
- **Choose people:** exactly the people you tick.

Before an event, a deck of the people you expect there is the quickest way to arrive knowing every name.

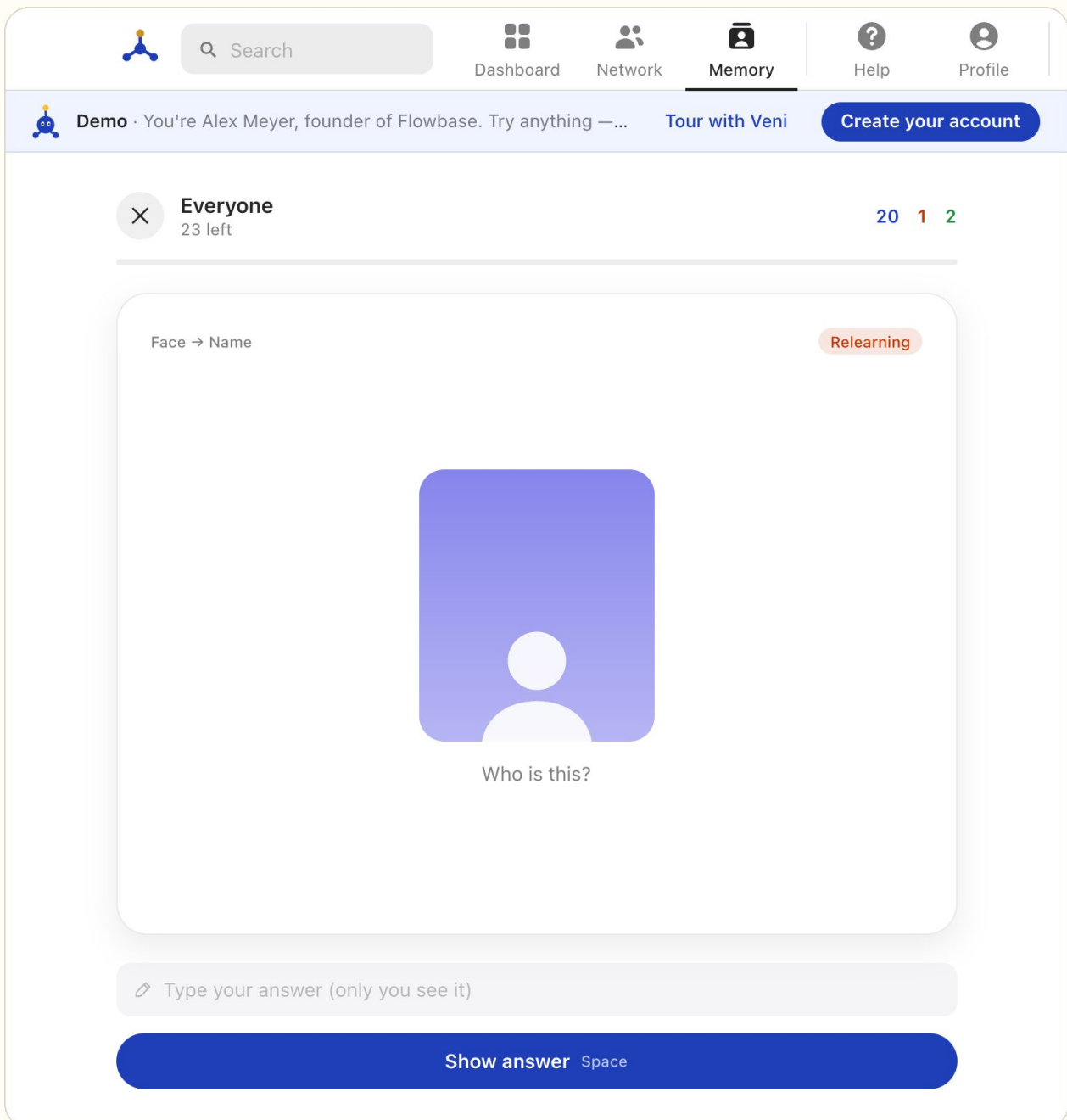
6. Learning

Rounds, decks and what you learn.

Start a round

A few minutes of cards, on the Dashboard or in Memory.

1. Choose **Start learning** in Memory (L) or on the Dashboard, or **Learn** on a deck.



A card: the face, and you try to remember who it is.



2. Look at the card and think of the answer. If you like, type it into the line under the card. Only you see it.
3. **Show answer** (Space, or click the card).
4. Say how it went: **Again** · **Hard** · **Good** · **Easy** (keys 1–4; Space or Return mean Good).

End the round any time with or Esc. Every answer you gave already counts.

Everyone 23 left 20 1 2

Face → Name Relearning

Who is this?

AM **Anna Meier**
Head of Startup Programs · Helvetia
[Open Anna in Network](#)

Type your answer (only you see it)

in 3 cards **Again** in 5 cards **Hard** in 10 cards **Good** 5 days **Easy**

Show answer, then say how well you knew it: Again, Hard, Good or Easy.



Make a deck

By a rule that stays up to date, or with the people you choose.

1. In Memory choose **New deck** (N).
2. Give it a name.
3. Choose **Automatic** and a rule: an occasion, a city, a kind of person, or *met within 30, 90 or 365* days. Or choose **Choose people** and tick them.
4. Save with .

Edit or delete a deck from its ... menu. Deleting a deck never deletes the people or what you learned.

Or tell the assistant: "Create a deck for the Lugano Tech Forum."

Choose what you learn

Which card kinds, and whom: everyone, importance 5+, or your decks.

In Memory choose **Settings** (.). Profile → Memory opens the same settings.

- **Who you learn:** *Everyone, Importance 5+, or Only my decks.*
- **What you learn:** switch card kinds on and off. Switching one off pauses its cards, and nothing you learned is lost. At least one kind stays on.



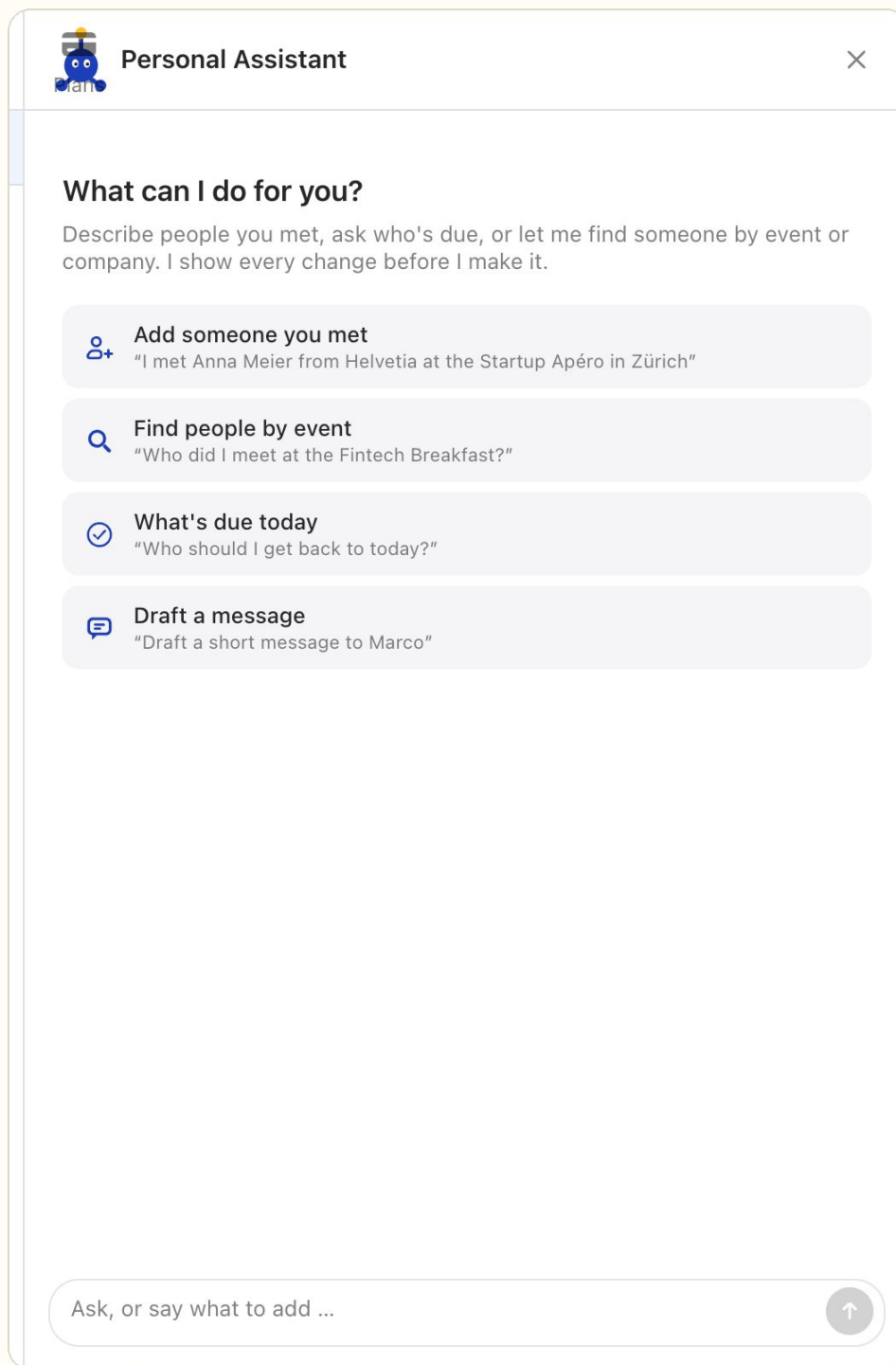
7. The Personal Assistant

What it can do, what it may change, and what it never does.

What the assistant can do

It reads your network, changes it after your Yes, and never sends anything.

The Personal Assistant knows your network and works with it in plain sentences, in English or German.



The Personal Assistant: type a sentence, or start from one of the four examples.

It reads

Who is due, who you met where, what you noted about someone, how Memory is going, your settings.

It changes things after your Yes

Add people, log touches, edit a person, set dates, make decks, change Memory and your [settings](#). Every change first shows as a card. [More about cards](#).

It drafts



Messages in your style for LinkedIn, email or a messenger. You copy and send them yourself.

It never

Sends a message, changes anything without your Yes, or makes up facts about your people. If it cannot tell who you mean, it asks.

Cards, Yes and Undo

Every change shows as a card first and can be taken back.

Before the assistant changes anything, it shows a **card** above the text field. The card lists what will be added or changed, line by line. For an edit it shows *old* → *new*.

- **Change it first.** Most cards have fields, so you can correct a name or a date right in the card.
- is your Yes (or). Point at it and it says what it does: *Add contact*, *Log it*, *Save*. For a delete it is a red bin.
- × leaves everything as it was, and the assistant does not propose the same again.

Once done, the card stays in the chat with two buttons:

- **View** opens what changed: the person, Memory, or the part of your settings.
- **Undo** takes the whole change back.

While a card waits, the text field waits too. Answer the card first.

What it may change, and what not

Your settings by chat: reminders, being away, writing style. Never your plan or account.

The assistant may change your network and most of your settings. It always shows a card first and waits for your Yes.

Settings it may change

- Reminders: the daily summary, its time and days, date reminders, and *pause until ...*
- How it writes: language, tone, length, how you sign
- Your profile lines: headline, role, company, city, *About you*
- Defaults for new contacts, the list's order, dormant people
- *Remind me to learn*

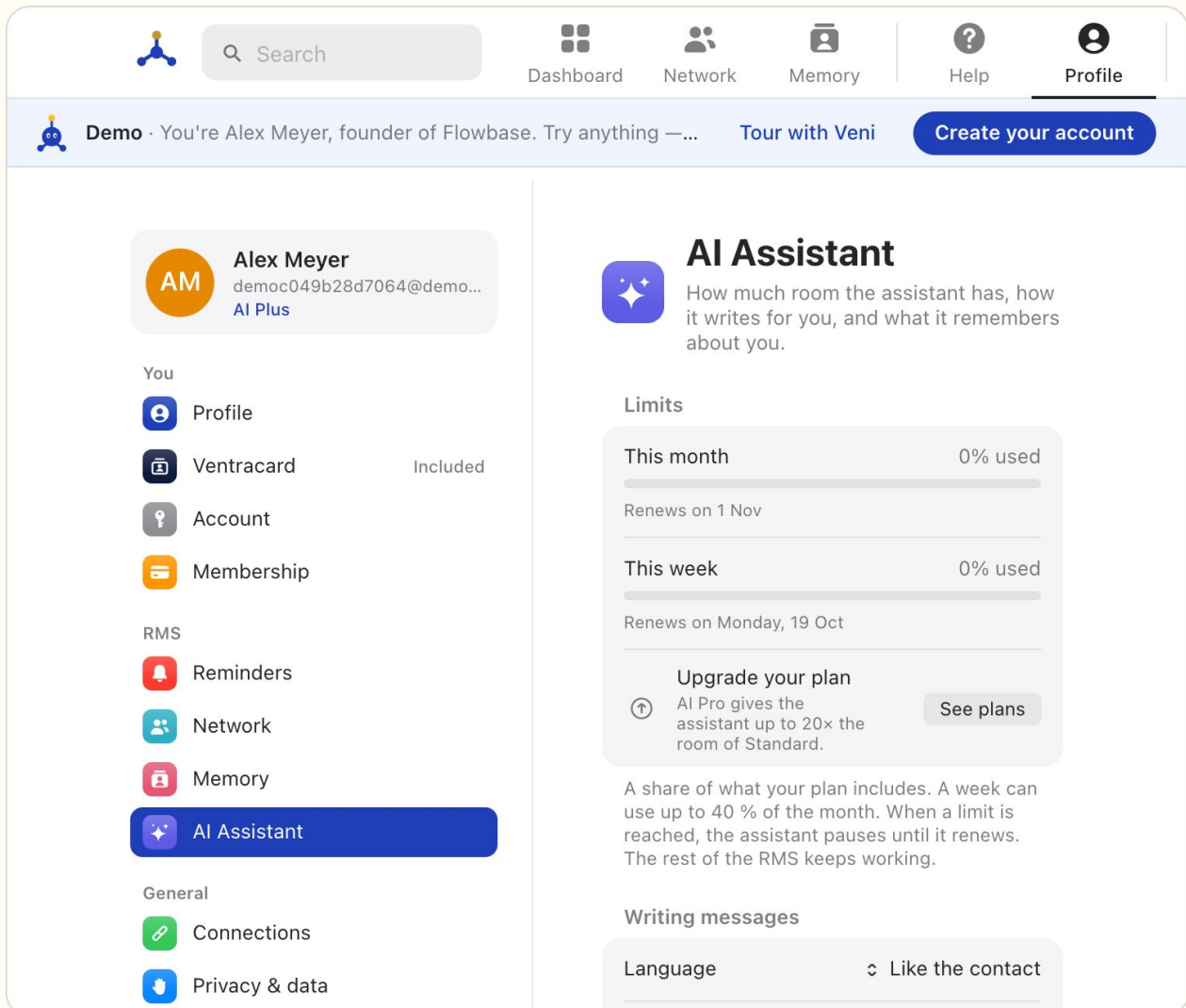
What it never touches

Your plan and payments, how you sign in, your account, your name and photo, *Your voice*. Ask for those and it points you to Profile.

Limits

How much room the assistant has, shown in percent.

Each plan includes a monthly allowance for the assistant. A single week can use up to **40 %** of it, so one busy week never uses up the whole month. Profile → AI Assistant shows in percent how much you used **this month** and **this week**.



The screenshot shows the Ventranet user interface. At the top, there's a navigation bar with icons for Dashboard, Network, Memory, Help, and Profile. Below this is a banner for a demo user, Alex Meyer, with a 'Create your account' button. The main content area is split into two columns. The left column shows the user's profile (Alex Meyer, AI Plus) and a list of features: You (Profile, Ventracard, Account, Membership), RMS (Reminders, Network, Memory, AI Assistant), and General (Connections, Privacy & data). The right column is titled 'AI Assistant' and explains its function. It features a 'Limits' section with two progress bars: 'This month' (0% used, renews on 1 Nov) and 'This week' (0% used, renews on Monday, 19 Oct). Below this is an 'Upgrade your plan' section, followed by a note about the 40% usage limit and a 'Writing messages' section with a language selector.

Profile → AI Assistant: how much of this month's and this week's allowance is used, and how drafted messages should sound.

- The bar turns orange from 80 % and red at 100 %.
- The monthly limit renews on the **1st of the month**, the weekly one on **Monday** at midnight (Zurich time).
- When a limit is reached, the assistant answers with a short note instead and pauses until it renews. **Everything else in the RMS keeps working.**

On a **weekly** plan there is only a weekly allowance: the same room over the year, spread evenly over the weeks. It renews every Monday.

A short question uses little. A long conversation or a drafted message uses more.



8. Asking the assistant

Add people, ask who is due, draft messages, all by typing a sentence.

Tell it whom you met

One sentence instead of a form.

Write it as you would tell a friend:

- “I met Anna Meier from Helvetia at the Startup Apéro in Zürich.”
- “Met Laura Steiner from Roche at the Healthtech Day yesterday.”

The assistant fills in name, company, occasion, city and day, and shows the card. Check it, change a field if needed, then add them with ().

If someone with that name is already in your network, it logs a meeting instead of adding them twice. If it is not sure, it asks which person you mean.

Ask who is due

Overviews, searches and questions about one person.

Some questions that work well:

- “Who should I get back to today?”
- “Who did I meet at the Fintech Breakfast?”
- “Tell me everything about Sophie.”
- “Who keeps slipping in Memory?”
- “When does my daily summary come?”

People it names show as small profiles under the answer. A click opens them. Below that are short follow-up questions you can tap.

Draft a message

In your style and ready to copy. The RMS never sends it.

Ask for it: “Draft a short message to Marco about the pilot.”

The draft appears as its own card with **Copy**. For an email, subject and text are two fields, each with its own Copy.

- Want it different? Say “Make it more formal”, “Shorter” or “Mention the seed round”, and it writes a new version.
- Name the channel if it matters: LinkedIn, email or messenger. Otherwise the draft fits anywhere.
- After you sent it, **Log as sent** logs the message as a touch.



Profile → AI Assistant sets how it writes by default: language, tone, length and how you sign. Paste a few of your own messages under *Your voice* and the drafts sound like you.

Answer its questions

When it is not sure, it asks with buttons.

When a name fits two people, as in “Meier is now at UBS”, the assistant asks: *Which Meier?* The choices appear as buttons, people with their picture.

Tap one, or just type your answer. × lets the question go.

Undo what it did

Every change it made can be taken back.

Under every change the assistant made there is **Undo**. It takes the whole change back: the new person, the logged touch, the changed setting.

View next to it opens what changed, so you can check first.

“Remember that ...”

Things about you the assistant keeps for later conversations.

Tell it something about you, starting with “Remember that ...”, for example “Remember that I prefer short messages.” After your Yes it keeps this for every conversation.

What it keeps is listed under Profile → AI Assistant → *What it remembers about you*. Remove anything with the red minus.

Change settings by chat

Pause reminders, change your summary time or how it writes, just by asking.

- “I’m away until 20 October.” This pauses your reminders.
- “Send my summary at 7:30, Monday to Thursday.”
- “Write my drafts formally from now on.”

The card shows each setting *old* → *new*. After your Yes, **View** opens the setting in Profile. [What it may and may not change](#).



Stop, new chat, clear

Stop an answer, start fresh, or clear the conversation.

- **Stop:** the square button while it is answering.
- **New chat:** the pencil symbol at the top of the assistant.
- **Clear the current chat:** Profile → AI Assistant → Chat. The chat is deleted, here and on our servers.

What the assistant changed in your network stays when the chat goes.

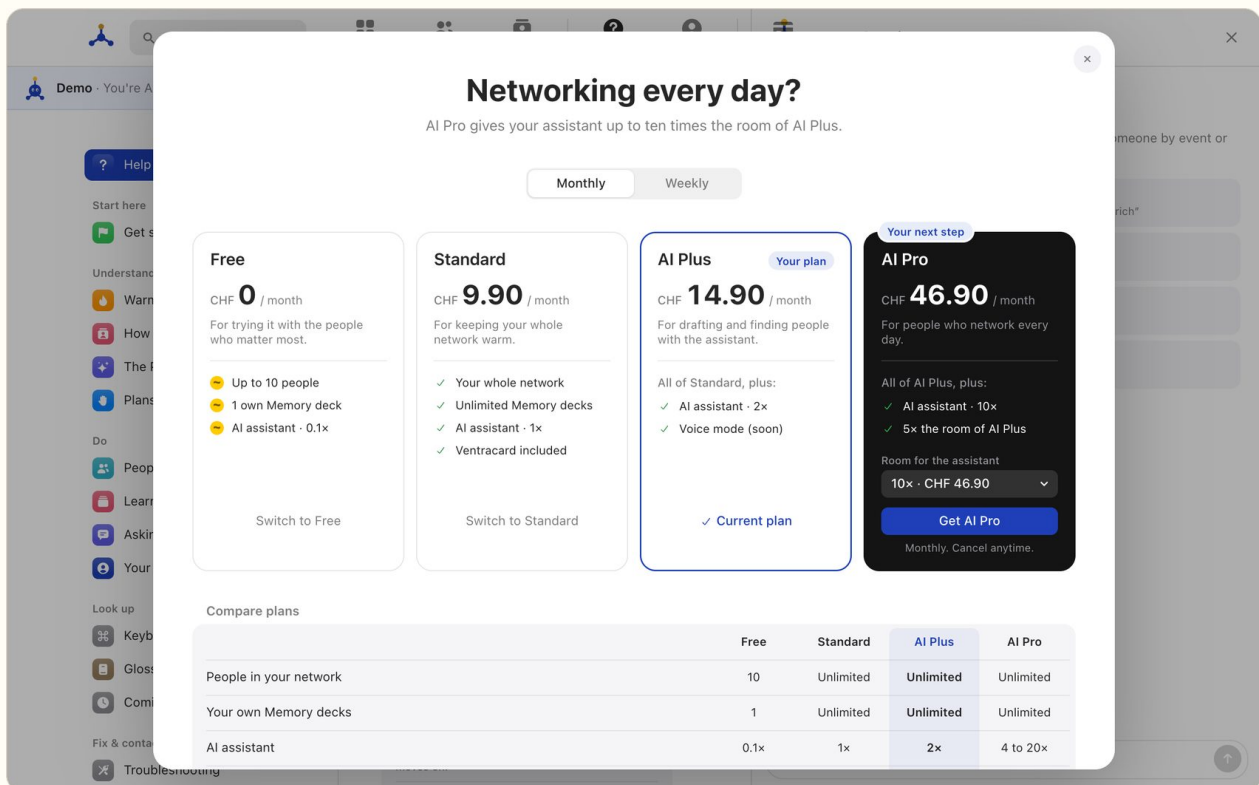
9. Plans & your data

What each plan includes, the AI limits, and where your data goes.

Plans

Free, Standard, AI Plus and AI Pro, and what each includes.

- **Free:** to try it with the people who matter most, with up to 10 people and one own deck.



Networking every day?
AI Pro gives your assistant up to ten times the room of AI Plus.

Monthly Weekly

Free	Standard	AI Plus	AI Pro
CHF 0 / month	CHF 9.90 / month	CHF 14.90 / month	CHF 46.90 / month
For trying it with the people who matter most.	For keeping your whole network warm.	For drafting and finding people with the assistant.	For people who network every day.
- Up to 10 people 1 own Memory deck - AI assistant - 0.1x	- Your whole network - Unlimited Memory decks - AI assistant - 1x - Ventracard included	All of Standard, plus: - AI assistant - 2x - Voice mode (soon)	All of AI Plus, plus: - AI assistant - 10x 5x the room of AI Plus
Switch to Free	Switch to Standard	Current plan	Get AI Pro

Compare plans

	Free	Standard	AI Plus	AI Pro
People in your network	10	Unlimited	Unlimited	Unlimited
Your own Memory decks	1	Unlimited	Unlimited	Unlimited
AI assistant	0.1x	1x	2x	4 to 20x

The plans side by side. Paid plans are shown, but cannot be bought yet; every account is on Free until they can.

- **Standard:** your whole network, kept warm.
- **AI Plus:** twice the room for the assistant.
- **AI Pro:** you choose 4, 6, 10 or 20 times the room, for people who network every day.

Every paid plan includes your **Ventracard**. Export, history and notes are never limited.

When Free is full, adding pauses: a new person, someone back from the bin or a second own deck waits until there is room. Everything you have stays and keeps working, and nobody is removed, even after moving down from a paid plan with more than 10 people. To add more, choose a plan or remove someone.

You pay by card through Stripe, on rms.ventranet.ch under Profile → **Membership**. Prices include 8.1 % Swiss VAT.

You will be able to pay **monthly** or **weekly**. Weekly costs a little more over a year: Standard CHF 2.50, AI Plus CHF 3.70 and AI Pro from CHF 5.50 a week.



Your data

What is stored, where the assistant's requests go, and how to take it all with you.

What is stored

Your people, their history and dates, your decks and learning progress, your settings and the assistant's conversations. All of it sits in your account, and only you see it.

The assistant

To answer, the assistant sends your question and the part of your network it needs to **Google Gemini**. Under Google's terms for its paid service, this is not used to train their models.

Yours to take

Export everything at any time: contacts as vCard, everything as a spreadsheet, or a complete copy (Profile → Privacy & data).



10. Your account

Reminders, plan, export, signing out.

Pause reminders while away

Nothing is sent until you are back.

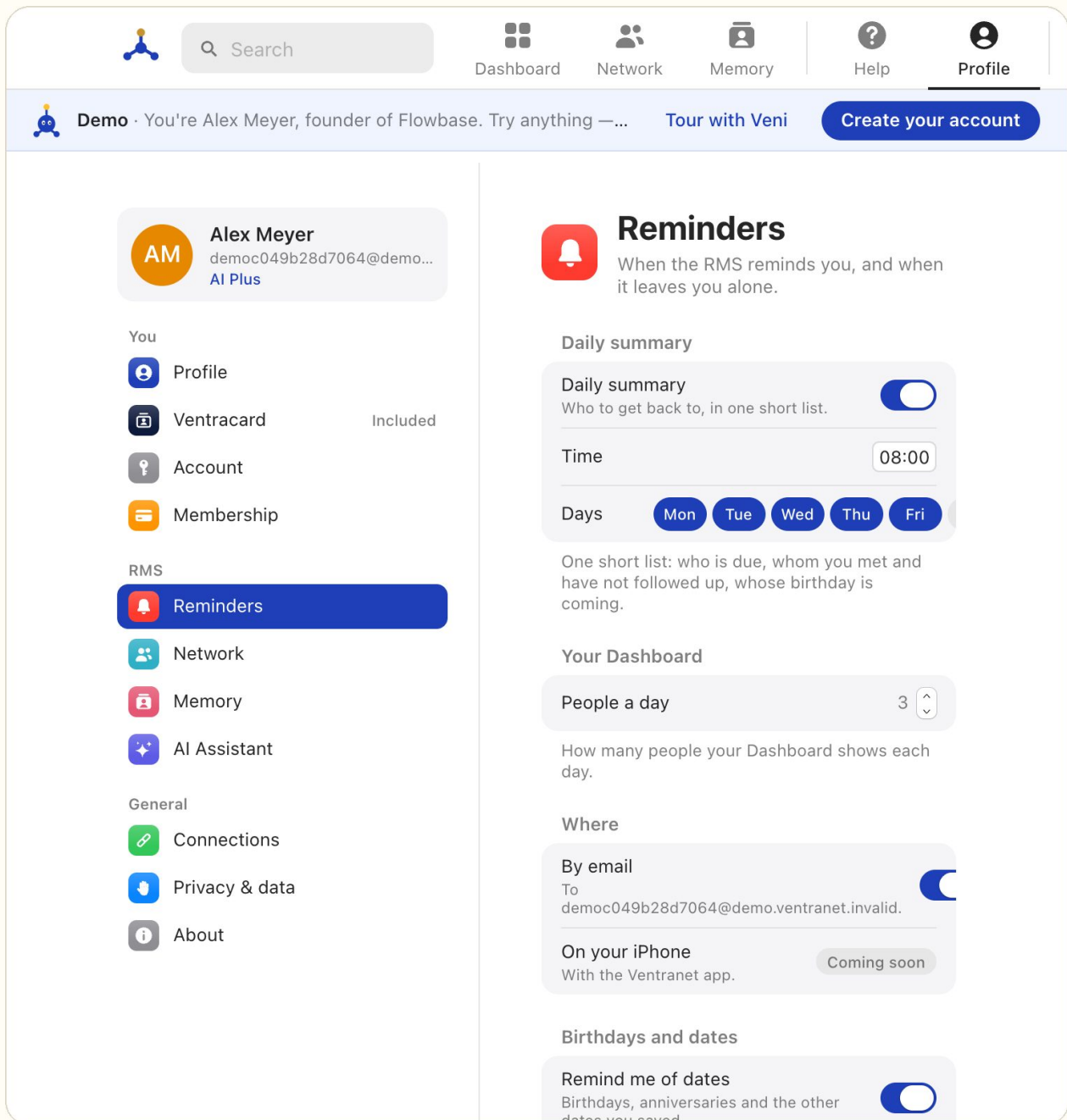
1. Profile → **Reminders** → *Away*.
2. Switch on **Pause reminders** and set **Until** to the day you are back.

Everything waits for you. Or tell the assistant: "I'm away until 20 October."

The daily summary

One short list: who is due, whom to follow up, whose birthday is coming.

The daily summary is one short list of whom to get back to. Under Profile → Reminders you choose:



The screenshot shows the Ventranet RMS interface. At the top, there's a navigation bar with icons for Dashboard, Network, Memory, Help, and Profile. Below this is a header bar with a search bar, a demo user profile (Alex Meyer), and a 'Create your account' button. The main content area is split into two columns. The left column contains a sidebar with various settings categories: 'You' (Profile, Ventracard, Account, Membership), 'RMS' (Reminders, Network, Memory, AI Assistant), and 'General' (Connections, Privacy & data, About). The right column displays the 'Reminders' settings page. It includes a 'Daily summary' section with a toggle switch, a 'Time' field set to 08:00, and a 'Days' section with buttons for Mon, Tue, Wed, Thu, and Fri. Below this is a 'Your Dashboard' section with a 'People a day' dropdown set to 3. The 'Where' section has a 'By email' toggle switch and an 'On your iPhone' section with a 'Coming soon' button. At the bottom, there's a 'Birthdays and dates' section with a 'Remind me of dates' toggle switch.

Profile → Reminders: how many people a day, the daily summary and reminders for dates.

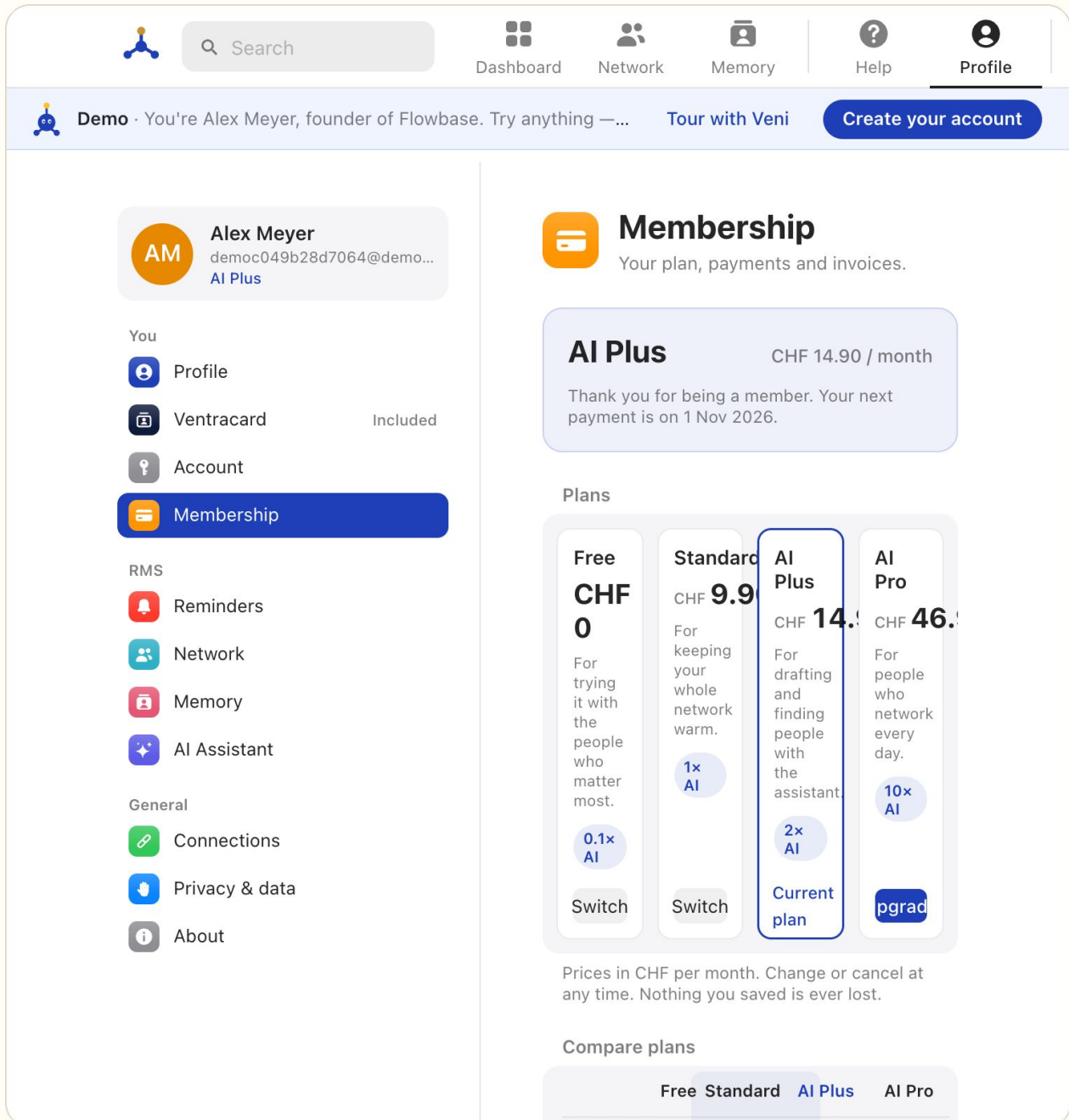
- the **time** and the **days** it comes,
- how many **people a day** your Dashboard shows,
- whether it comes **by email**.

Sending the summary is being built. Your choices are kept and will apply from the first one.

Change your plan

See the plans and choose one, or change and cancel your plan.

See plans opens all four plans side by side in a window: what each includes, and which one is yours. Profile → **Membership** and the assistant open it too.



Membership
Your plan, payments and invoices.

AI Plus CHF 14.90 / month

Thank you for being a member. Your next payment is on 1 Nov 2026.

Plans

Free	Standard	AI Plus	AI Pro
CHF 0	CHF 9.90	CHF 14.90	CHF 46.90
For trying it with the people who matter most.	For keeping your whole network warm.	For drafting and finding people with the assistant.	For people who network every day.
0.1x AI	1x AI	2x AI	10x AI
Switch	Switch	Current plan	Upgrade

Prices in CHF per month. Change or cancel at any time. Nothing you saved is ever lost.

Compare plans

Free Standard **AI Plus** AI Pro

Profile → Membership: your plan and what it includes.

Choose a plan there. On Free it opens the payment by card through Stripe, monthly or weekly. Prices include 8.1 % Swiss VAT.

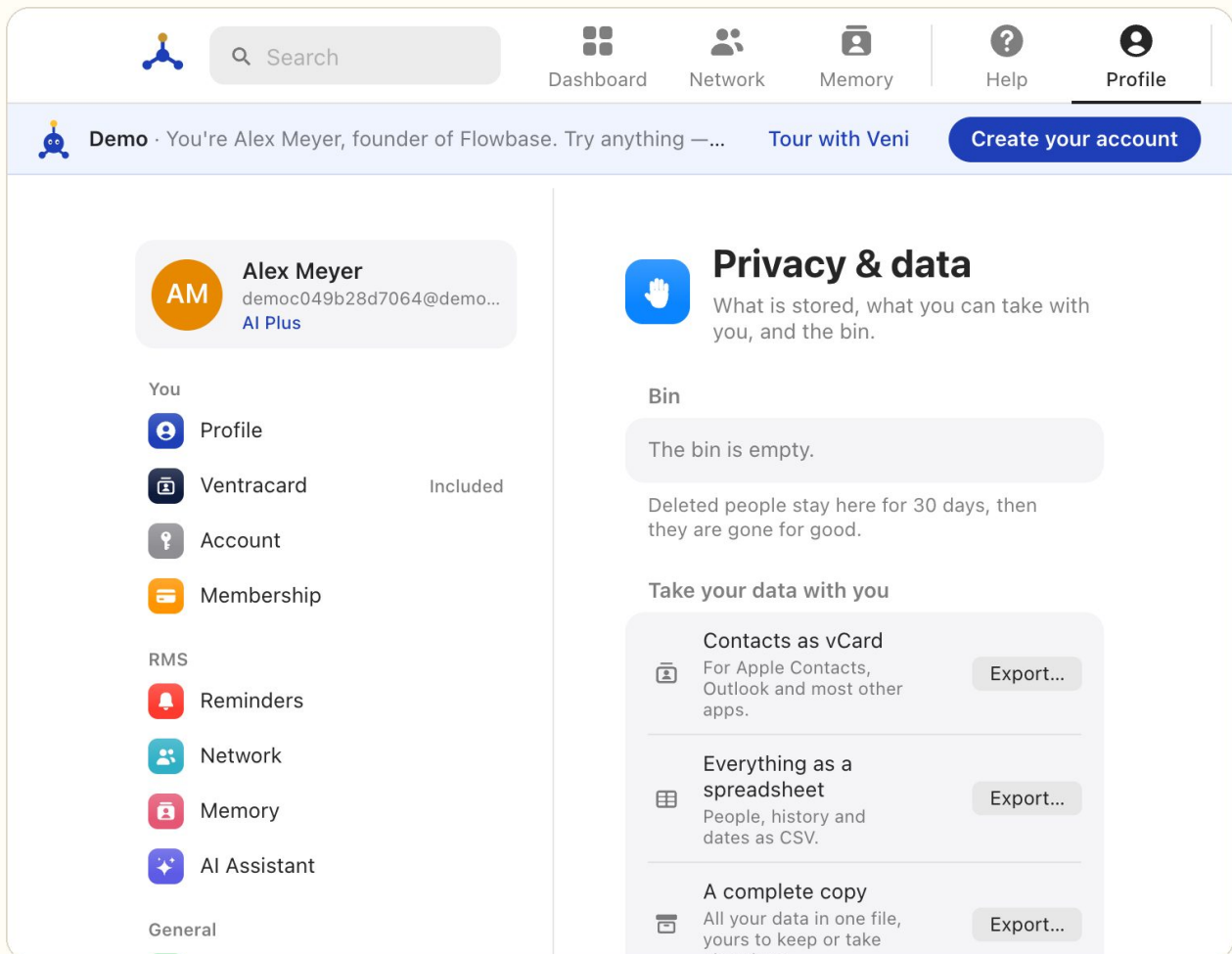
With a plan, choosing another one shows what changes before anything is charged. A larger plan applies at once: you pay the difference for the rest of the current period, then the new price. A smaller plan, or Free, takes effect when the period you paid for ends.

Card, invoices and cancelling are under Profile → **Membership** → **Manage payments**.

Export your data

vCard, a spreadsheet, or a complete copy.

Profile → **Privacy & data** → *Take your data with you*:



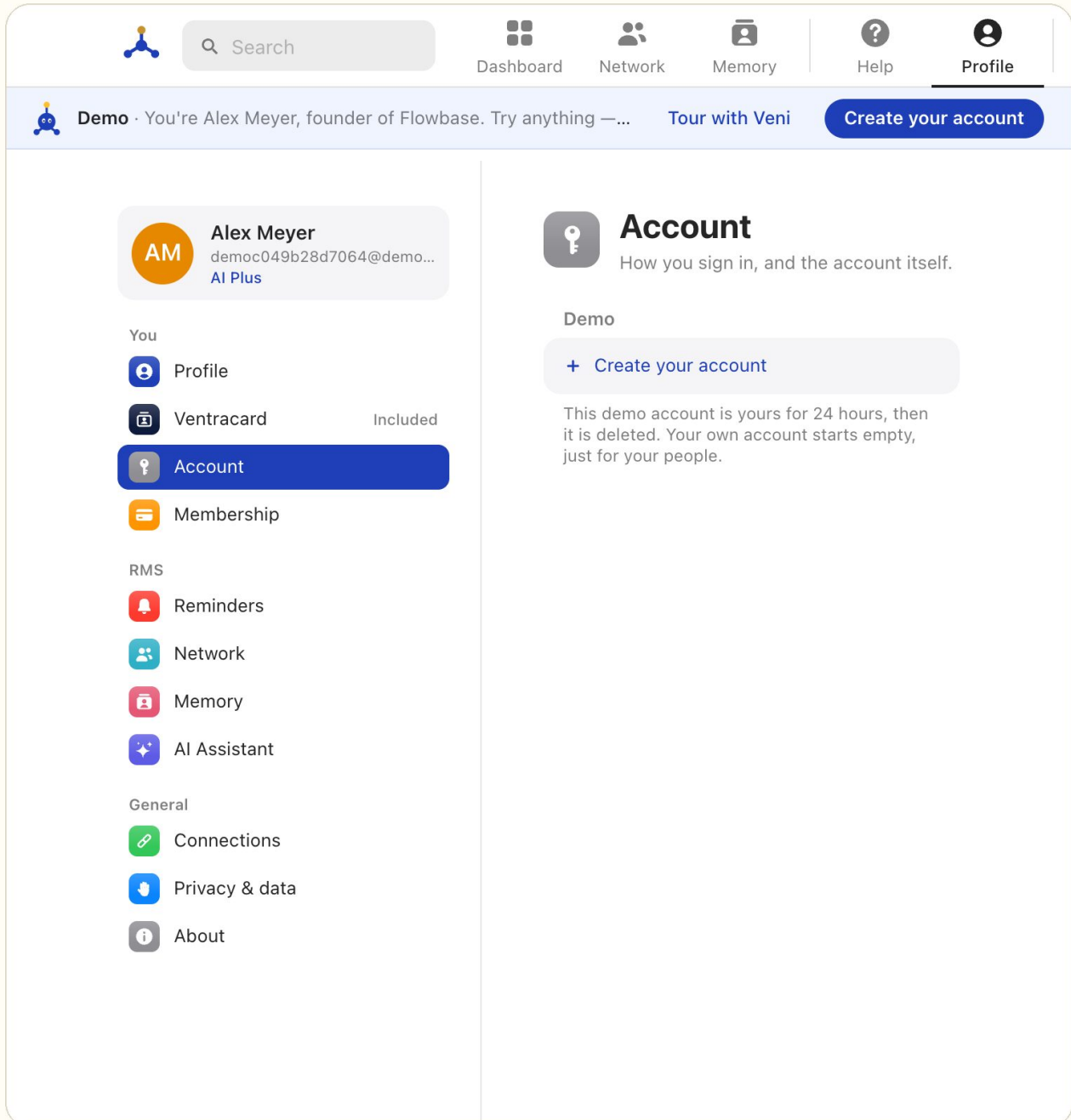
Profile → Privacy & data: the bin, and the three exports.

- **Contacts as vCard** for Apple Contacts, Outlook and most other apps.
- **Everything as a spreadsheet**: people, history and dates as CSV.
- **A complete copy** of all your data in one file.

Sign out or delete your account

Where to find both, and how long you can change your mind.

Sign out: Profile → Account → *Sign out*.



Profile → Account: how you sign in, signing out and deleting your account.

Delete your account: Profile → Account → *Delete account*.... To confirm, type the email of your account. You are signed out on every device and get an email with the date.

What goes: every contact with the history and notes, your decks, AI chats, settings and your Ventracard. Want a copy? Export your data first (Privacy & data).



Changed your mind? For 14 days, just sign in again and choose *Keep my account*. Everything is as it was. Within about a day after those 14 days the account is deleted for good. If you don't want to wait, sign in and choose *Delete it now*.



11. Keyboard shortcuts

Every key the RMS knows.

Keyboard shortcuts

Every key the RMS knows.

Everywhere

Keys	What it does
N	Add contact (Dashboard, Network) · New deck (Memory)
	Save a form · Yes on the assistant's card
Esc	Cancel a form · close the assistant

A person

Keys	What it does
E	Edit
L	Log interaction
N	Add note
[	Back to the list

Memory

Keys	What it does
L	Start learning
,	Settings

A round

Keys	What it does
Space or Return	Show answer, then Good
1	Again
2	Hard
3	Good
4	Easy



Keys	What it does
Esc	End the round



12. Troubleshooting

When something does not do what you expect.

Someone is due though we just talked

Log the touch, and the date moves on.

The RMS only knows what you log. Log the touch on the person (L) or tell the assistant, and the warmth bar fills up again.

The screenshot shows the Ventranet RMS interface. At the top, there's a search bar and navigation tabs for 'Dashboard' and 'Network'. Below this, a banner indicates a demo session for Alex Meyer. The main section displays a list of contacts with their names, roles, and last contact dates. A 'Later' dropdown menu is open, showing options to move the reminder to 'Tomorrow', 'Next week', or 'Ask me again on 29 Dec'. The 'Recently added' section shows a list of new contacts with their names and last contact dates.

Good evening · Wednesday, 14 October

3 people for today 0 of 3

Claudia Frei
Supply Chain Lead · Roche
First follow-up · Healthtech Day, Basel
Met 29 Sep

"Healthtech Day, pain: cold chain forecasting." — September 2026

[Write a message](#) [Done · Call](#) [Later](#)

Yannick Favre
Met May 2026 · Geneva F

Laura Steiner
First follow-up · Healthtec

Recently added
3 of 5 in touch · met today

Rahel Bachmann
follow-up Tue

Sandra Keller
follow-up Wed 28 Oct

Anna Meier
in touch ✓

Chiara Rossi

Later moves someone to another day, or stops their reminders.



The next reach-out then moves on from that touch, and the person leaves *Due*. It counts from the newest touch. Check the date you logged.

“Your last change couldn’t be saved”

The connection dropped while saving.

This shows at the top when a change did not reach the server. Usually the connection dropped.

Reload the page. It then shows what is really stored. Make the change again. If it keeps happening, [contact us](#).

The assistant says “limit reached”

Its room for the month or the week is used up.

The assistant pauses until the limit renews. The monthly one renews on the 1st, the weekly one on Monday. Until then it answers with a short note that says which limit is used up, when it renews and how to get more room. Everything else keeps working.

How much is used is under Profile → AI Assistant → *Limits*. A larger plan gives the assistant more room.

When a larger plan is available, the assistant also gives you a **personal discount code**: 20% off your first month, for 7 days. It works once, for your account only, and is applied by itself when you choose the plan.

The assistant means the wrong person

Say No, and name them fully.

- **Before Yes:** choose × on the card, or correct the name in the card.
- **After Yes: Undo** under the change.
- **Next time:** use the full name, “Jonas Meier” rather than “Meier”. When it is unsure, it asks with buttons.

No face cards

Face cards need a photo.

Face → *Name* and *Name* → *Face* need a photo of the person. People without one get the other card kinds. Profile → Memory → *Photos* shows how many people have a photo.



Two accounts after signing in

Google and LinkedIn with different email addresses.

Google and LinkedIn open the same account only if both use the **same email address**. Otherwise the second way opens a new, empty account.

Sign out and sign in with the way you used first. To merge two accounts, [contact us](#).



13. Questions

Short answers to what people ask most.

Questions people ask

Short answers, each with a link to more.

Does the RMS send messages for me?

No. It drafts if you ask, and you send. [Draft a message](#)

Does the assistant read my LinkedIn?

No. It only knows what is in your RMS.

What does the yellow bar mean?

The person is due. Time to get back to them. [The warmth bar](#)

How often will someone come up?

That depends on importance. At 9–10 it is about every 45 days. [Due and the next reach-out](#)

I deleted someone by mistake.

They are in the bin for 30 days. [Delete and restore](#)

Can I use the RMS in German?

The assistant understands and answers German. The pages are in English for now.

Can I take my data with me?

Any time. [Export your data](#)

What happens when the AI limit is reached?

The assistant pauses until the limit renews. Everything else keeps working. [Limits](#)

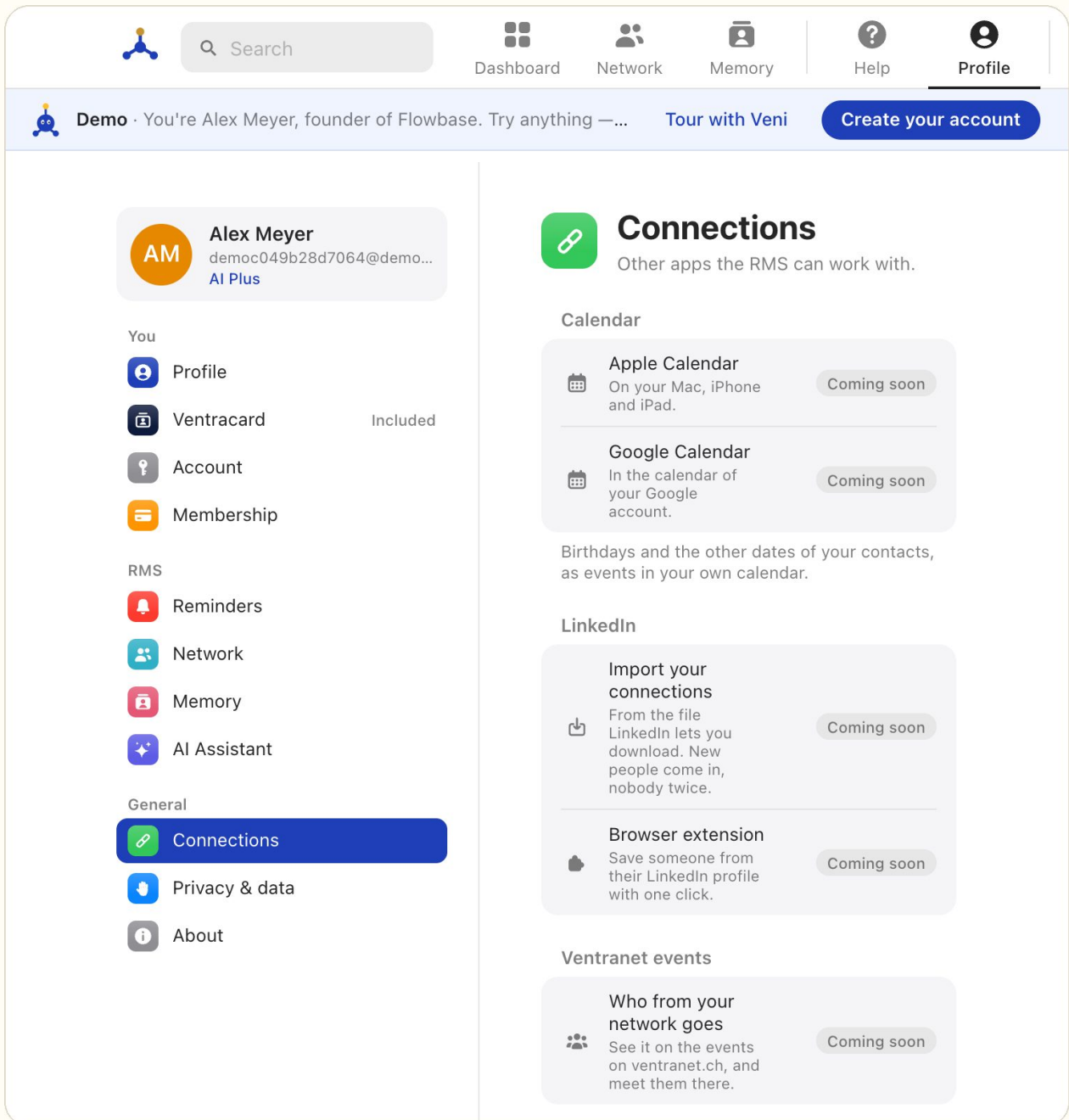
14. Coming soon

What is planned and not there yet.

Coming soon

What is planned and not there yet.

- **The daily summary by email.** Your settings for it are already kept.



Alex Meyer
democ049b28d7064@demo...
AI Plus

Connections
Other apps the RMS can work with.

Calendar

- Apple Calendar**
On your Mac, iPhone and iPad. Coming soon
- Google Calendar**
In the calendar of your Google account. Coming soon

Birthdays and the other dates of your contacts, as events in your own calendar.

LinkedIn

- Import your connections**
From the file LinkedIn lets you download. New people come in, nobody twice. Coming soon
- Browser extension**
Save someone from their LinkedIn profile with one click. Coming soon

Ventranet events

- Who from your network goes**
See it on the events on ventranet.ch, and meet them there. Coming soon

Profile → Connections: calendars, the LinkedIn import and the browser extension are on their way.

- **LinkedIn import:** your connections from LinkedIn's download, without duplicates.



- **A browser extension** that saves someone from their LinkedIn profile with one click.
- **Calendars:** birthdays and dates in Apple or Google Calendar.
- **Who from your network goes** to the events on ventranet.ch.
- **The iPhone app**, with the same account.
- **Voice mode** for talking to the assistant (AI Plus and AI Pro).

Missing something? [Tell us](#).



15. Glossary

The RMS's words in one place.

Glossary

The RMS's words in one place.

Word	Meaning
Touch	Anything that keeps a relationship alive: a comment on their post, a message, a call or a meeting.
History	All touches and notes with a person, newest first.
About	Who someone is: what they like, family, what matters to them.
Note	What someone said or what happened on a day. Shows in the History, is not a touch.
Depth	How deep a touch was, 1 (brief, in a group) to 10 (deep, one-to-one).
Importance	How much someone matters, 1–10. Sets how often they come up.
Warmth	How warm a relationship still is, shown by the bar next to every person.
Next reach-out	The day the RMS thinks you should be in touch again.
Due	The next reach-out has come.
Hot · Warm	Recently in touch. All is well.
Reach out now	Due. The bar is yellow.
Almost lost	Long past due. The bar is red.
Dormant	Silent for a long time. The bar is grey and says <i>Inactive</i> . One touch wakes it up.
Tie strength	How strong the tie is, from how often and how deeply you were in touch.
Named date	A birthday, anniversary or any date you name.
Card	One question about one person in Memory.
Card kind	What a card asks: Face → Name, Name → Role & company ...
Deck	A group of people you learn together.
Round	One learning session.
Card in the chat	A change the assistant proposes, waiting for your Yes.
Limit	The assistant's room this month and this week, shown in percent.





16. Privacy and your data

What we measure and keep, and how to reach us.

Cookies and what we measure

Anonymous only, or detailed analytics as well. You choose, and you can change it any time.

On your first visit a small window asks what we may measure. There are two answers.

Anonymous only

We count without cookies: which pages are seen, for how long, how far down people scroll, the type of device and browser, and which site someone came from. Our host, Vercel, also counts page views for us, without cookies. Nothing is stored on your device, and none of it says who you are.

Accept all

Then we also set a cookie that recognises your browser for a year, see which events you open and which registration or website links you follow, and record heatmaps and a replay of how you moved through the page. The replay never captures what you type.

Changing your mind

Cookie settings at the bottom of every page opens the same choice again. Your answer is kept for a year. Analytics data is deleted after 365 days.

We set no cookies from other companies.

The full details are in the [Privacy Policy](#).

Your data on Ventranet

What we keep, for how long, and how to get it changed or deleted.

On the event pages

You need no account to read, filter or save events. **Saved events** stay in your browser. We never receive the list.

Questions you send

A question about an event or a message to us is deleted **24 months** after you sent it.

The Ventracard

Your card stays online until you ask us to take it down. A card made in the RMS ends when you delete your account. The record of the sale (email, price, date) is kept for ten years, because Swiss bookkeeping law requires it.

The RMS



Your people, notes and settings sit in your account. Nobody at Ventranet reads them unless you ask us to for support or the law requires it, and they are used for nothing but your RMS. How the assistant uses them, and how to export everything, is in [Your data](#).

Your rights

You can ask what we hold about you, have it corrected or deleted, take it with you, or withdraw consent. Write to admin@ventranet.ch. It costs nothing, and we answer within 30 days. You can also turn to the Swiss Federal Data Protection and Information Commissioner (FDPIC).

The controller is Feuz Institute in Zürich. Full details are in the [Privacy Policy](#).

How to reach us

The right place for every kind of question, and a person behind each.

You want to	Go to
Ask something about an event	Support . We ask the organiser and answer by email.
Get help with the RMS or your Ventracard	admin@ventranet.ch . For a card, add your reference.
Report a mistake in a listing	admin@ventranet.ch or Support
Correct or remove your speaker or host page	admin@ventranet.ch
Press and partnerships	Press & Brand , or admin@ventranet.ch

Address: Ventranet, c/o Regus, Hagenholzstrasse 56, 8050 Zürich, Switzerland

When something does not work, say what you did, what you expected and what happened instead. A screenshot helps.



Still stuck?

Write to admin@ventranet.ch. A person reads every email. The Help Center at ventranet.ch/help has the newest version of everything in this guide.