

**3** Free users for life

**SPINSO**



Lite edition  
**SalesTracker**  
Manage leads & follow-ups





# Getting Started

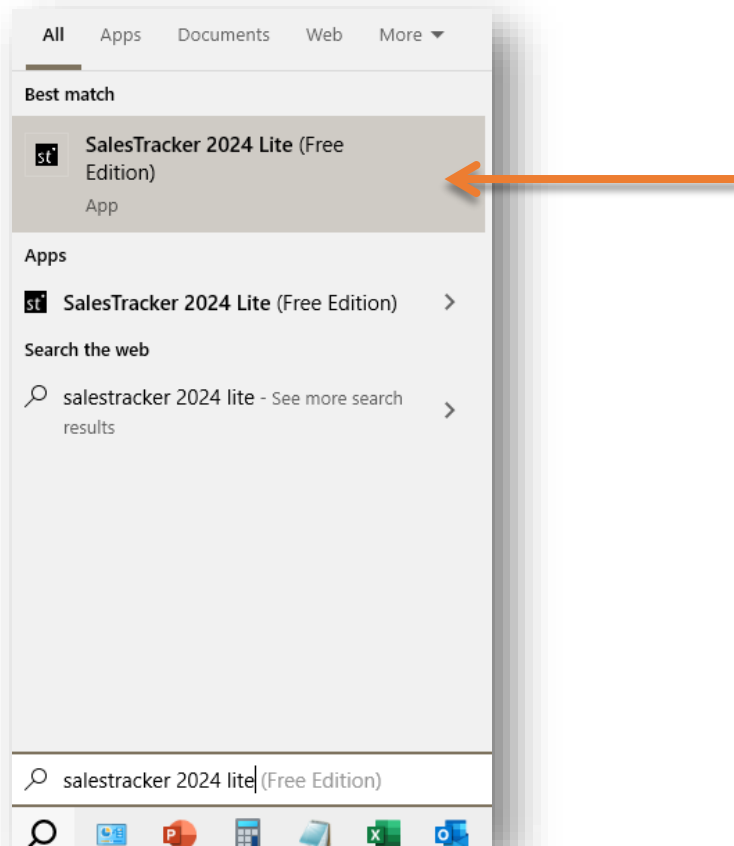
Quick start guide for SalesTracker Lite Edition

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Open **SalesTracker** by double clicking on the icon in your desktop to launch the application.

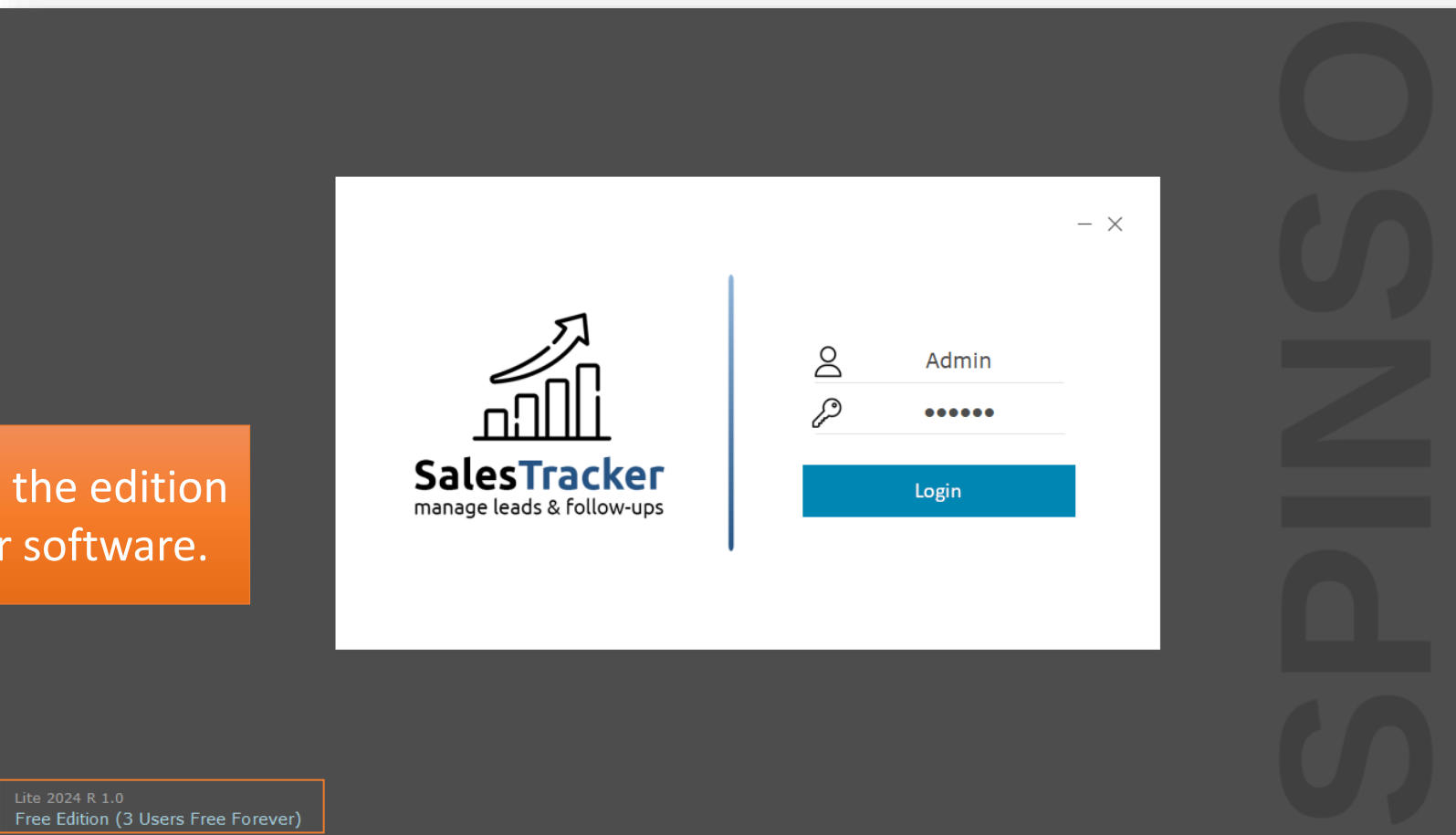
or



You can also launch the application from **Start - Program Files - Spinso - SalesTracker**

# Login Screen

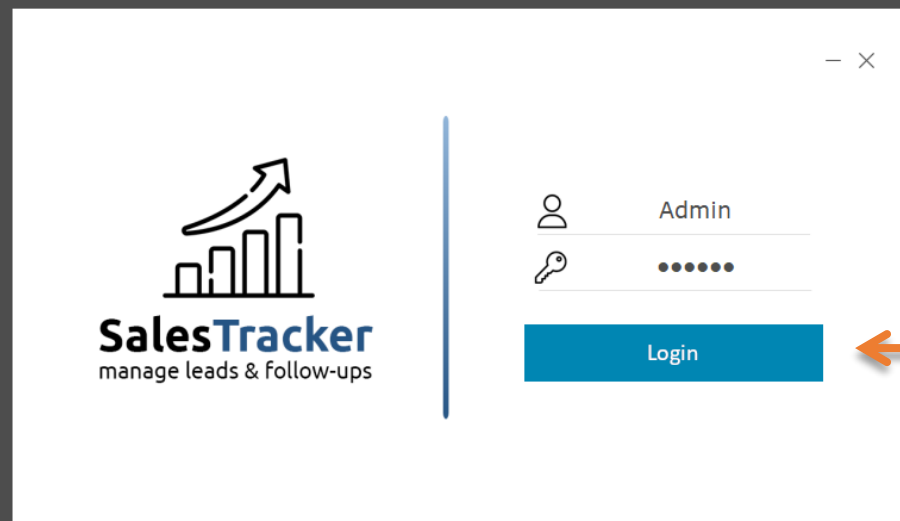
Check and confirm the edition and version of our software.



Lite 2024 R 1.0  
Free Edition (3 Users Free Forever)

Default login details:

- User Name : **admin**
- Password : **spinso**



Click on Login



free edition

Thank You for choosing SalesTracker Lite

SalesTracker Lite is free for Life, for 3 users  
Lite has no cap on entries  
For free support mail us at info@spinso.com  
Click 'I Agree' if you agree to above terms & conditions

I Don't I Agree

SalesTracker


Click on "I Agree"

# Introduction to Wizard

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- The wizard screen lets you quickly enter basic details required to create master's data like Employee and Product, etc. so that you can immediately start adding Leads.
- This screen will appear only once when you login to the system for first time.
- Data entered through wizard can be seen in Master screen. You can also further add or modify these details later in the respective master's screens.

SalesTracker



### Welcome to startup wizard


This wizard will help you create basic master data for your organization  
We strongly recommend you to follow each step carefully

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1

Click on “Next”

### Admin's login details

Notes... 

A default login and password for the user **admin** is already defined by the system. However you can change the credentials such as login name & password for the user **admin** here.

You can also later change these details or add more users from the following menu option  
**Master > Employee**  
To change the login details in Employee master go to **Login Tab**

Login Name

Password

ReEnter Password

[Skip](#) [Next ▶](#)

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Here, change Admin's Name & Password if required.

Then Click on **Next**




### Business Type

Please Select Business Type

IT & Networking

- Airconditioning
- Cable & Internet Services
- CCTV & Security System
- Electronics & home appliances
- Elevators
- IT & Networking**
- Machinery & Equipments
- Medical Equipment
- Mobiles
- Office Automation
- Pest Control
- Rental & Refills
- Software
- Solar & Renewable Energy
- Water Purifiers
- Weighing machines
- Others

Notes... 

**Sample Data**  
IT & Networking  
Electronic & Home appliance

Select your business type listed in the drop-down. Selecting the appropriate business type will further give you list of relevant sample products, brand & its complaint type, so that you can quickly get started.

Note : Select "Others" if your **Business Type is not present** in the drop-down list

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# 3


- Select your Business type from the list.
- Choose **others** if the Business types mentioned doesn't meet your business type.

### Business Type

Please Select Business Type

IT & Networking



Notes... 

**Sample Data**  
IT & Networking  
Electronic & Home appliance

Select your business type listed in the drop-down. Selecting the appropriate business type will further give you list of relevant sample products, brand & its complaint type, so that you can quickly get started.

Note : Select "Others" if your **Business Type is not present** in the drop-down list

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# 4

Click on "Next" to save the data

### Employee (users)

Please enter Employee Name

Riya DSouza  
Smith Anderson

\* Enter each employee in a new line

**Notes...**

**Please enter your employee details first name & last name as given below**  
John Smith  
Rita Singh

You need to enter each employee name in a new line

In the above example by default **login name** and **password** assigned to John Smith would be john & rita respectively. However you have the option to change the login and password later from menu option **Master > Employee**

Note : By default **first name** would be used for Login and Password

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# 5

- Enter each Employee names, in new line.
- In SalesTracker Lite you get 3 user free license, including Admin user, hence now you can add up to 2 more Users.
- Click on “**Next**”

### Product

Please Enter Product Name

All-in-one Printers  
CCTV  
Desktop  
Inkjet Printers  
Laptops  
Laser Printers  
Projector  
Server  
Software  
Tablets

\* Enter each product in a new line

**Notes...**

You can define the product here followed by the rate.

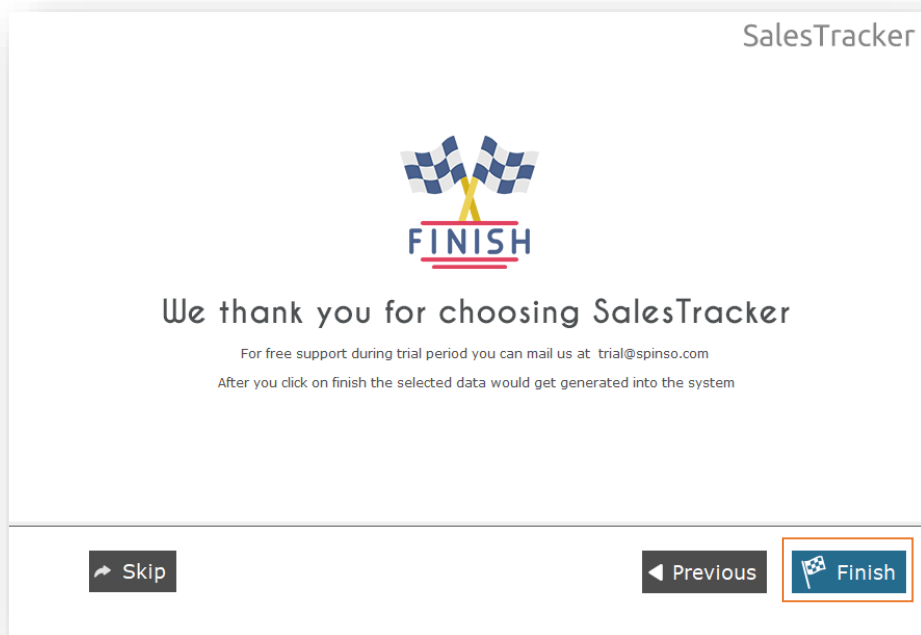
Each product should be added in a new line.

Later the product can be defined by the user having admin access through the following menu option **Master > Product**

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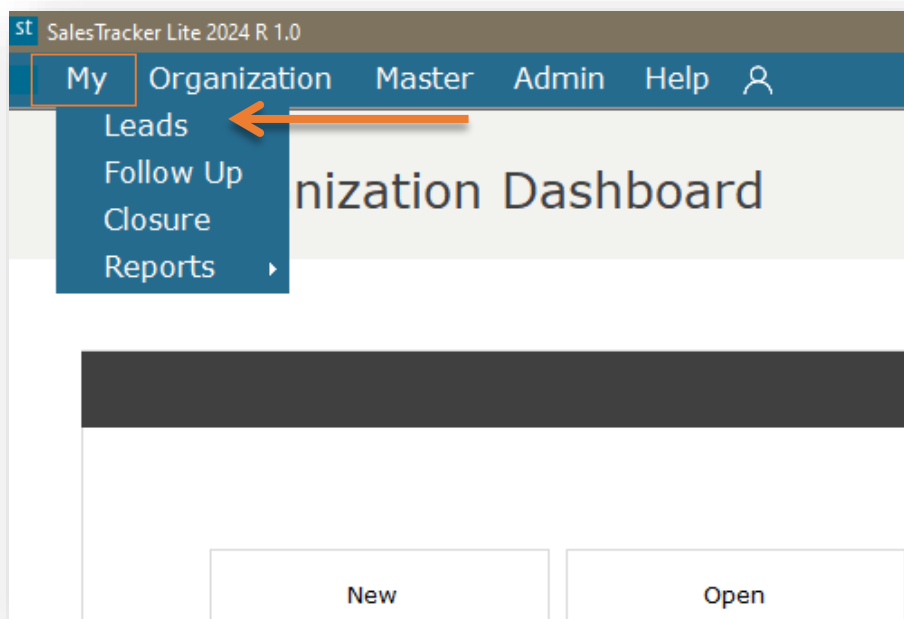
# 6

- Enter Product for which you are entering Lead.
- Each product should be added in a new line
- Click on “**Next**”

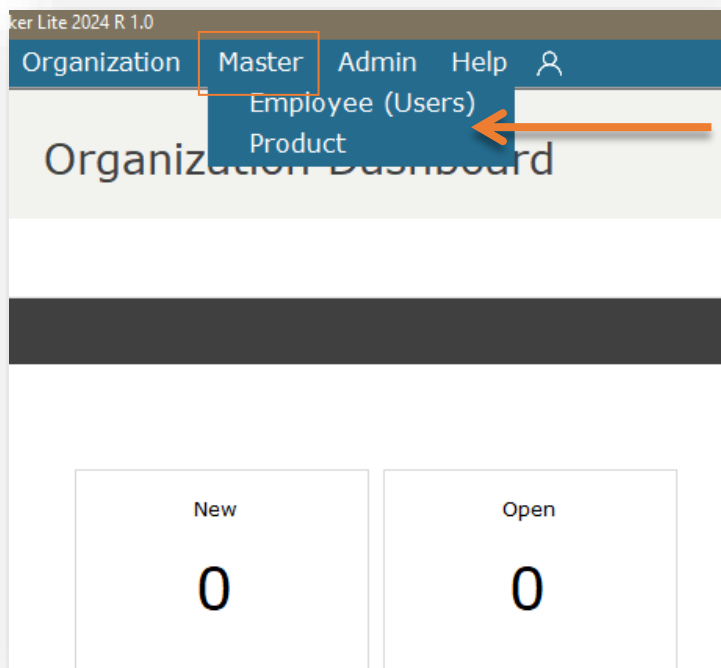


7

Click on “**Finish**”

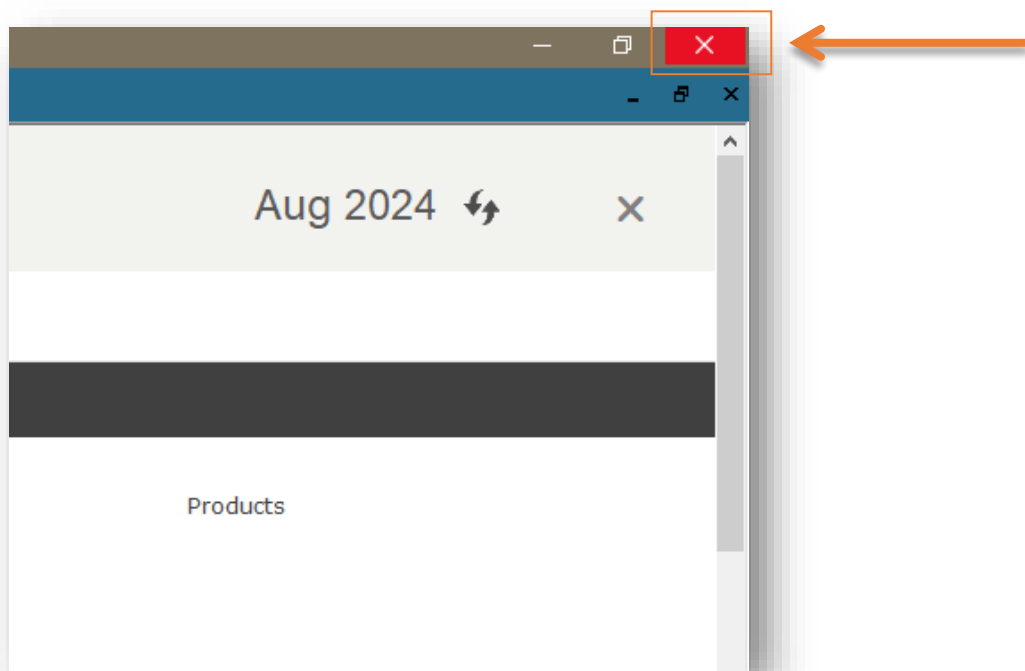


- Getting Started Process is Complete.
- You can immediately start adding Leads from **My → Leads**



### Note:

- If you wish to change or update wizard.
  - Click on **Master** → **Employee**; to open Employee Screen, where you can edit employee's name or password.
  - Click on **Master** → **Product**; to open Product Screen, where you can edit Product's name or price, etc.
- 
- Click on this exit button to close the application.



# Thank You

We hope this was helpful. Kindly contact SPINSO for any queries, we are happy to help.

We recommend you to see our **“Entering your first lead”** Help file for SalesTracker lite,  
before you start using our software.