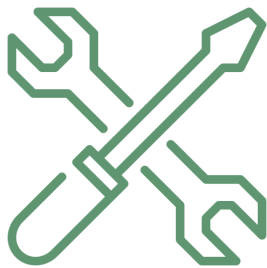


SPINSO[®]



Basic edition

ServiceDesk

Manage warranties & AMC



Entering a Contract (Trial edition)

Step by step guide to enter a Contract in ServiceDesk Basic.

1

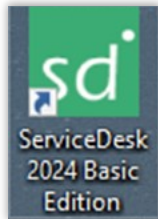
INDEX

Steps

1. Index _____ Pg 2
2. Login _____ Pg 3
3. Go to Contract Screen _____ Pg 4
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5. Additional Information _____ Pg 12

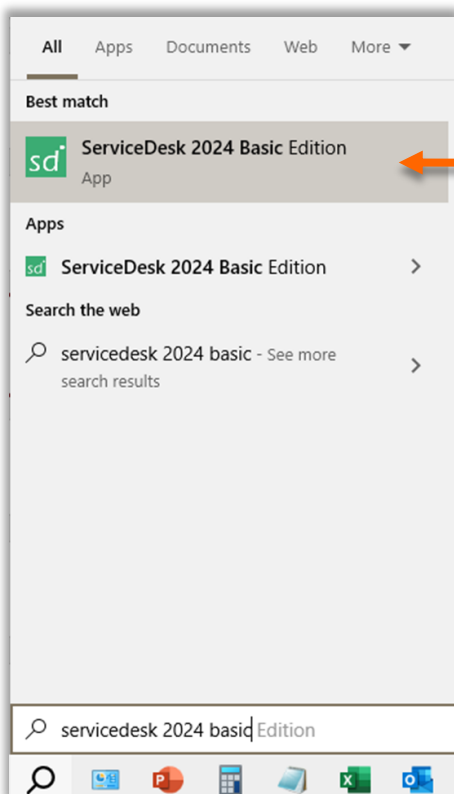
2

LOGIN

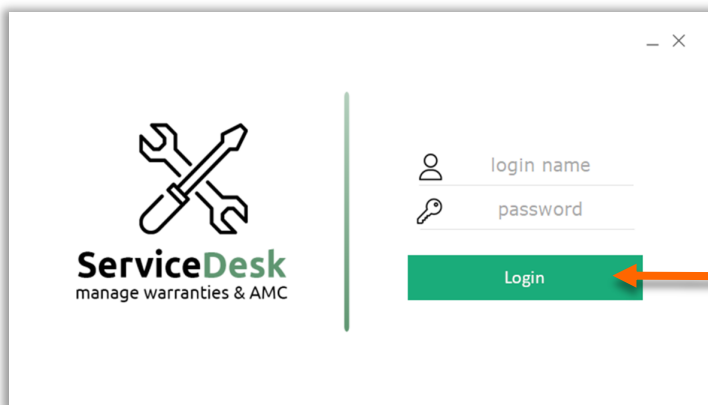


Double Click on **ServiceDesk** icon, on your desktop.

or



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

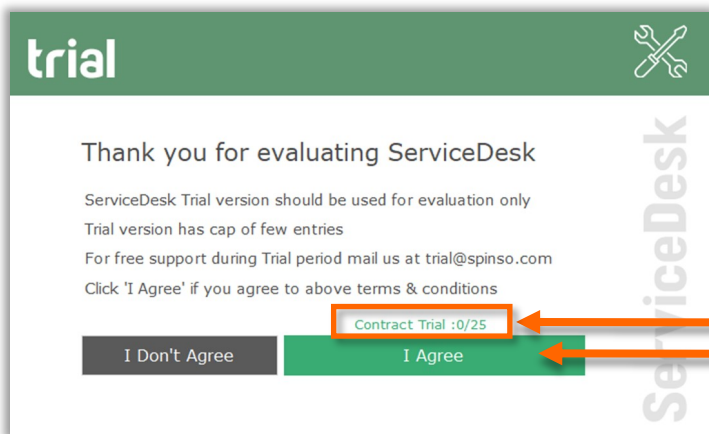


Enter Login name and password

Click on **Login**

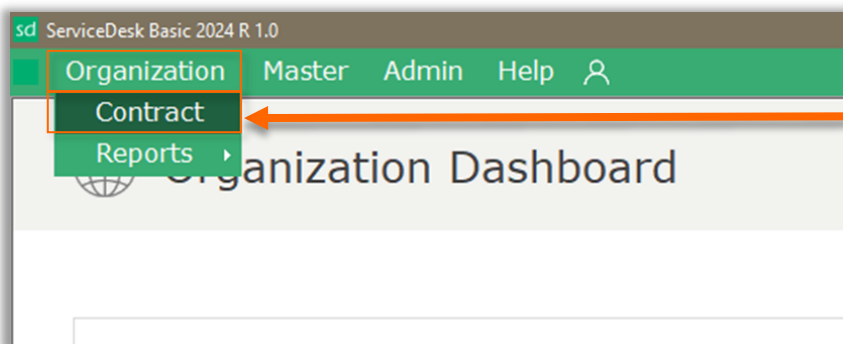
3

Go to Contract Screen



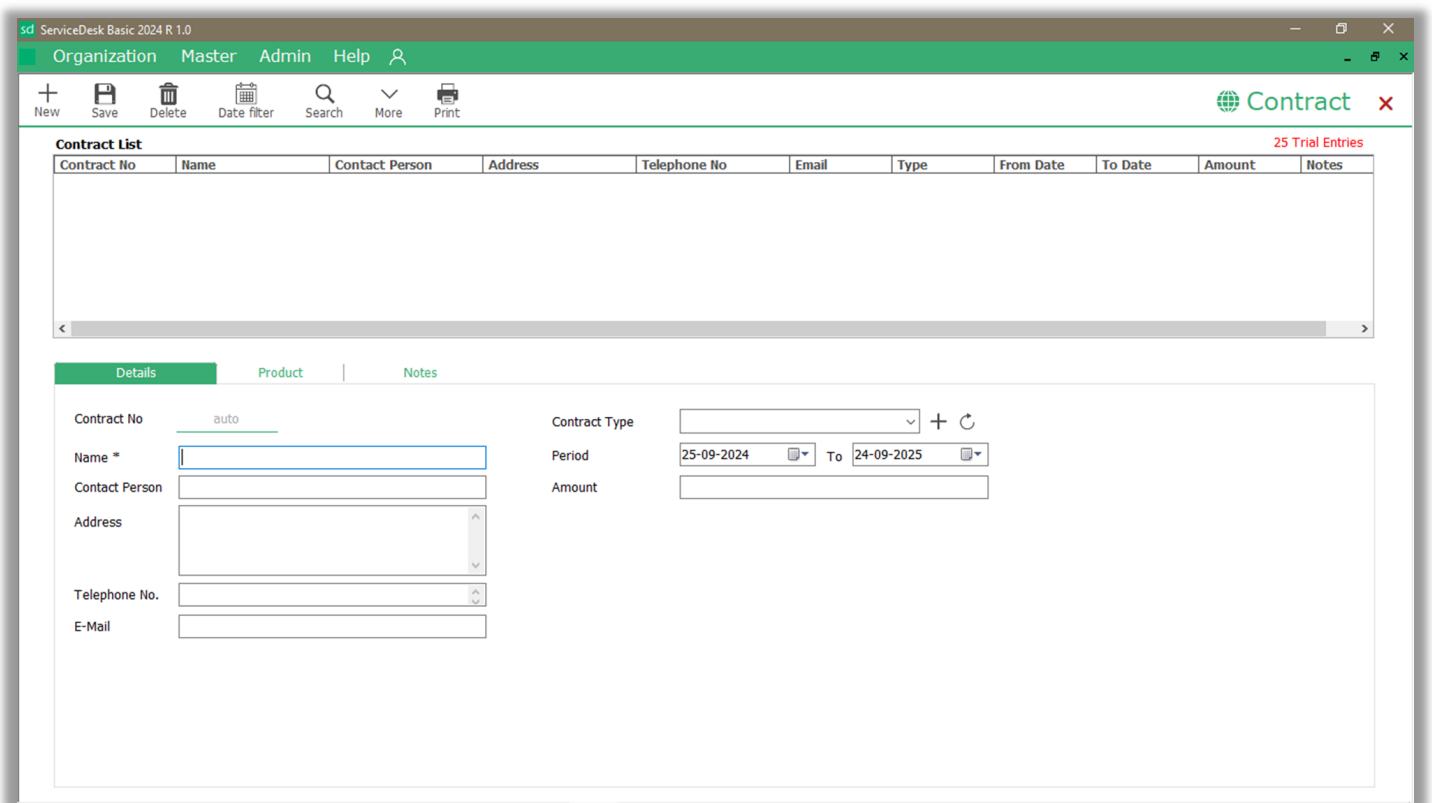
Please note: this is a trial edition, has a cap of 25 trial entries.

No. of trial entries used.
Click on **I Agree**



Go to
Organization > Contract

Contract Screen



sd ServiceDesk Basic 2024 R 1.0

Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes
25 Trial Entries										

Details Product Notes

Contract No auto

Name *

Contact Person

Address

Telephone No.

E-Mail

Contract Type

Period 25-09-2024 To 24-09-2025

Amount

Please note: this is a trial edition, has a cap of 25 trial entries.

4

Entering Contract

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Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract List 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

Details | Product | Notes

Contract No: auto

Name *

Contact Person

Address

Telephone No.

E-Mail

Contract Type

Period: 25-09-2024 To 24-09-2025

Amount

Here, we can see three tabs:

- **Details:** Contract Details
- **Product:** Product list
- **Notes:** Notes or Remarks on the contract.

sd ServiceDesk Basic 2024 R 1.0

Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract List 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

Details | Product | Notes

Contract No: auto

Name *

Contact Person

Address

Telephone No.

E-Mail

Contract Type

Period: 25-09-2024 To 24-09-2025

Amount

Details Tab:

Fill details such as

- Name
- Contact Person
- Address
- Telephone No.
- E-mail
- Select Contract Type
- Set Time Period
- Enter Amount

sd ServiceDesk Basic 2024 R 1.0

Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

Details Product

Contract No: auto

Name: Supreme Enterprises

Contact Person: Mr. Naresh Sinha

Address: 112, Mahape Industrial Estate, Veer Savarkar Marg, Mahape, Vashi

Telephone No.: 9820103063

E-Mail: naresh.sinha@supremeent.com

Contract Type: AMC

Period: 01-09-2024 To 31-08-2025

Amount: 25000

Click on **Products** Tab to add Product List in your contract.

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Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 25 Trial Entries

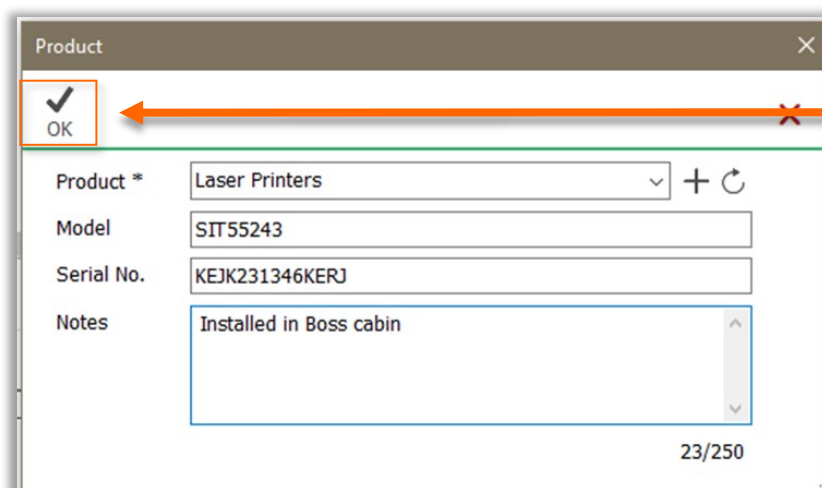
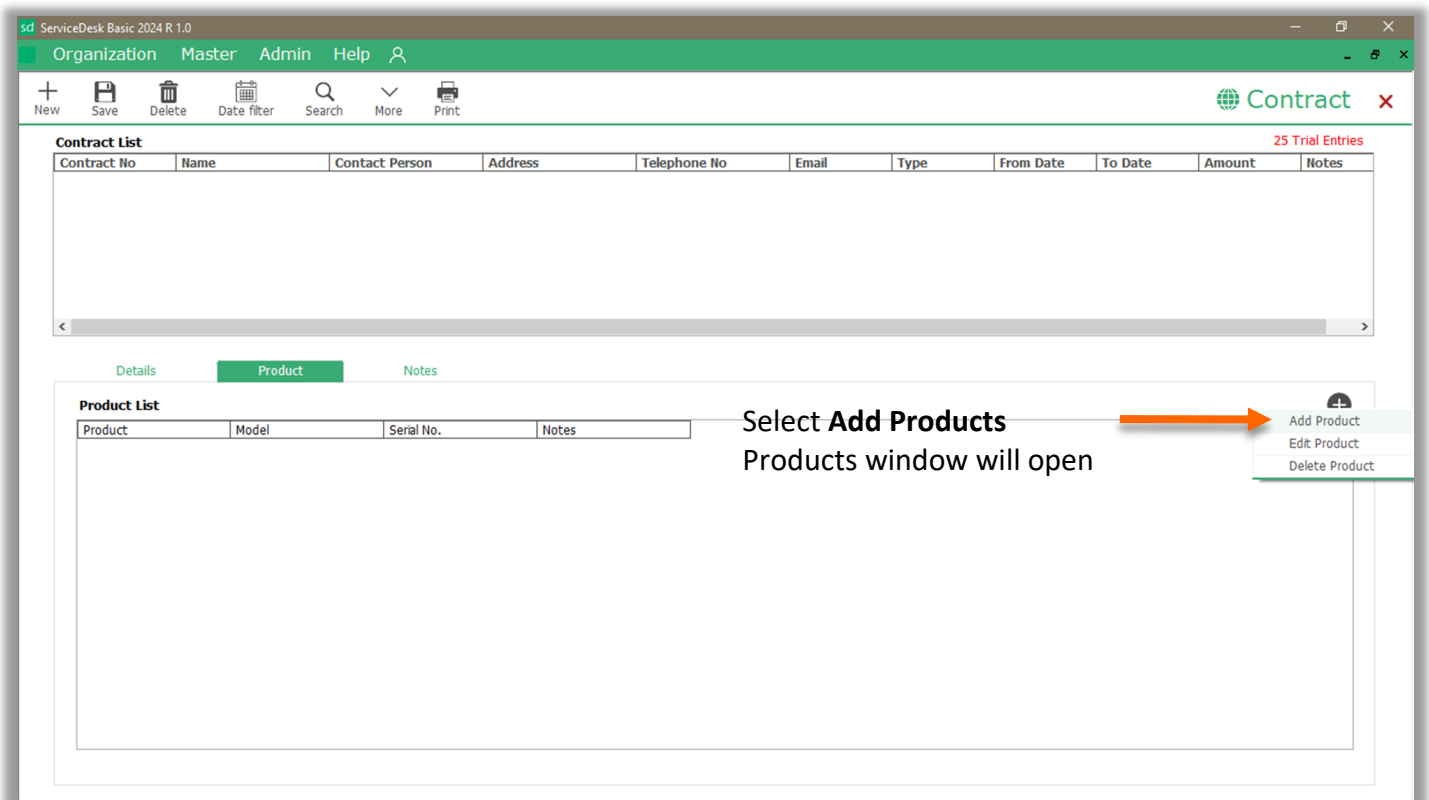
Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

Details Product Notes

Product List

Product	Model	Serial No.	Notes

Products Tab: Click on the plus icon to add products.



Fill products details such as:

- Select Product
 - Model
 - Serial No.
 - Enter Notes or Remarks, if any
- Click on **OK** to save the product.

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Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

Details Product Notes

Product	Model	Serial No.	Notes
Laser Printers	SIT55243	KEJK231346KERJ	Installed in Boss cabin

Product is added to the list.

Click on the plus icon and repeat the process to add multiple products to the list.

sd ServiceDesk Basic 2024 R 1.0

Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 25 Trial Entries

Contract No	Name	Contact Person	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes

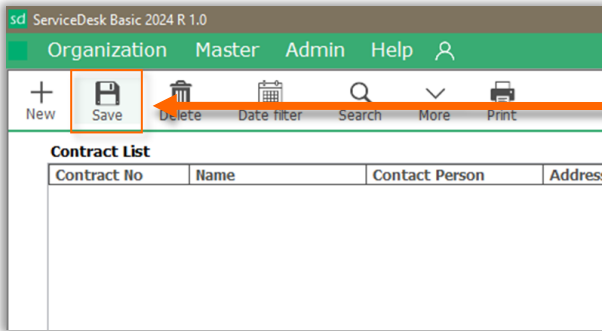
Details Product Notes

Notes

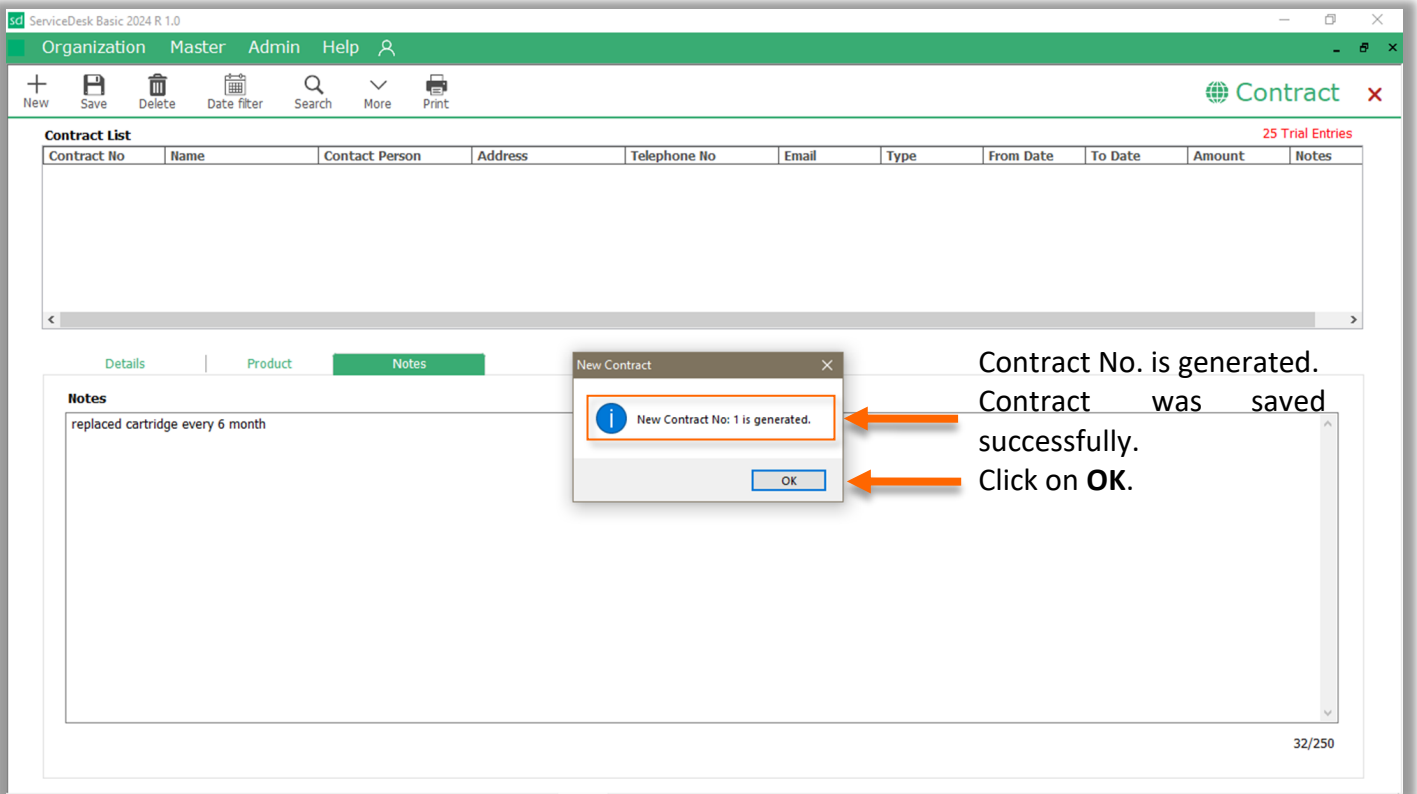
replaced cartridge every 6 month

Notes Tab:

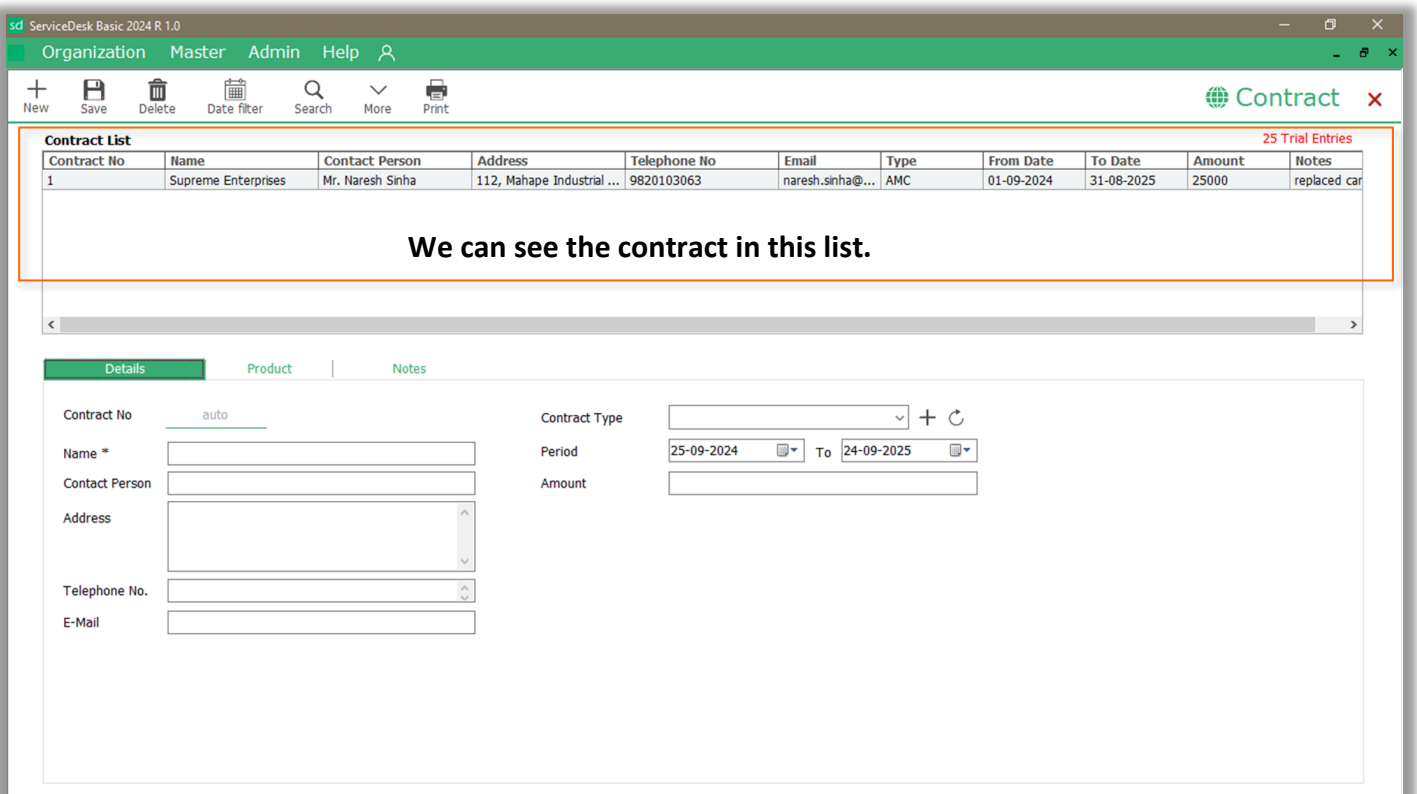
Here, enter any notes or remarks for the contract.



Click on **Save** to save the contract.



Contract No. is generated.
Contract was saved successfully.
Click on **OK**.



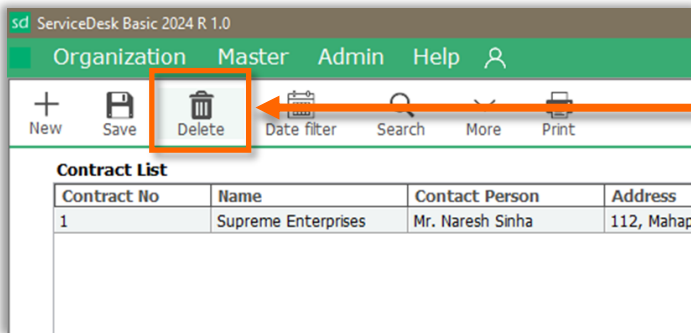
We can see the contract in this list.

Congratulations

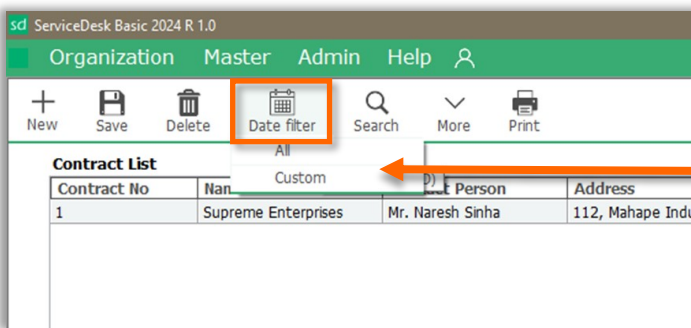
You have successfully entered your first contract in
ServiceDesk

5

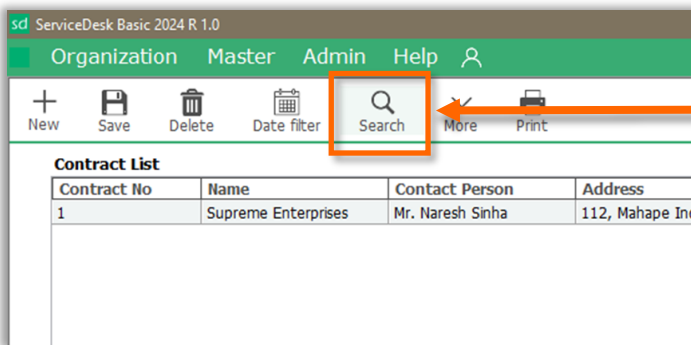
Additional Information



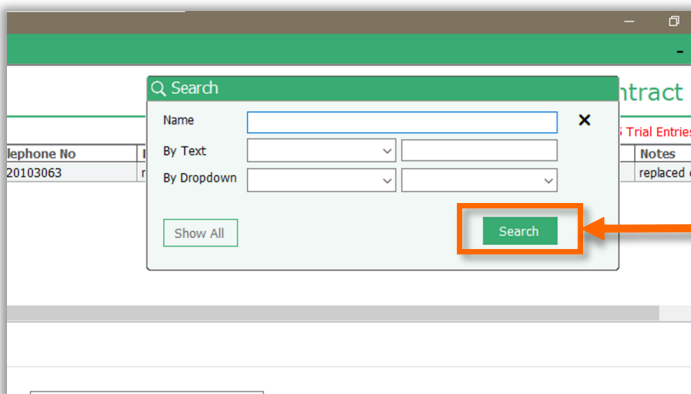
Delete: to delete a contract
Select a record from the list then click on delete.



Date Filter:
Filter and find the Contracts by date.



Search:
To quickly find/search contracts by name.



Enter the name, contact person or select contract type, etc. of the contract to find then click on **search**.

Thank you

We hope this was helpful. Kindly Call us or WhatsApp +91.99 201 401 00 for any queries.

We recommend you to see our **Renew Contract** Help file Next.

For more info visit: <https://www.spinso.com>