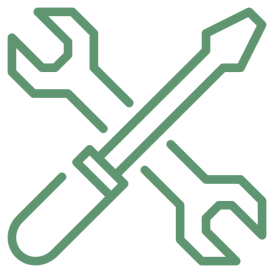




SPINSO[®]



Basic edition

ServiceDesk

manage warranties & AMC



Contract Screen Interface (Trial edition)

A guide on Contract Screen Interface in ServiceDesk Basic.

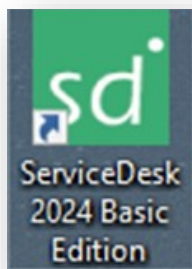
1

INDEX

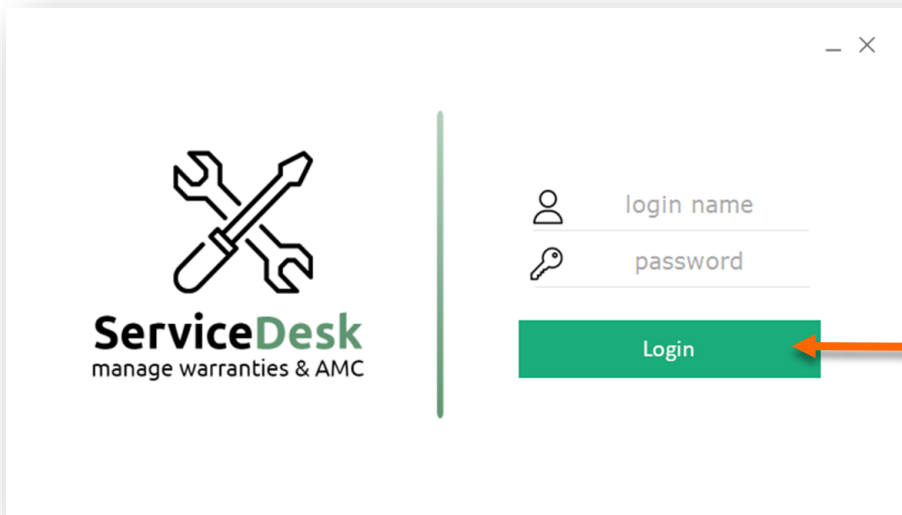
1. Index	_____	Pg 2
2. Login	_____	Pg 3
3. Contract Screen Interface	_____	Pg 4

2

LOGIN



Start **ServiceDesk basic**.

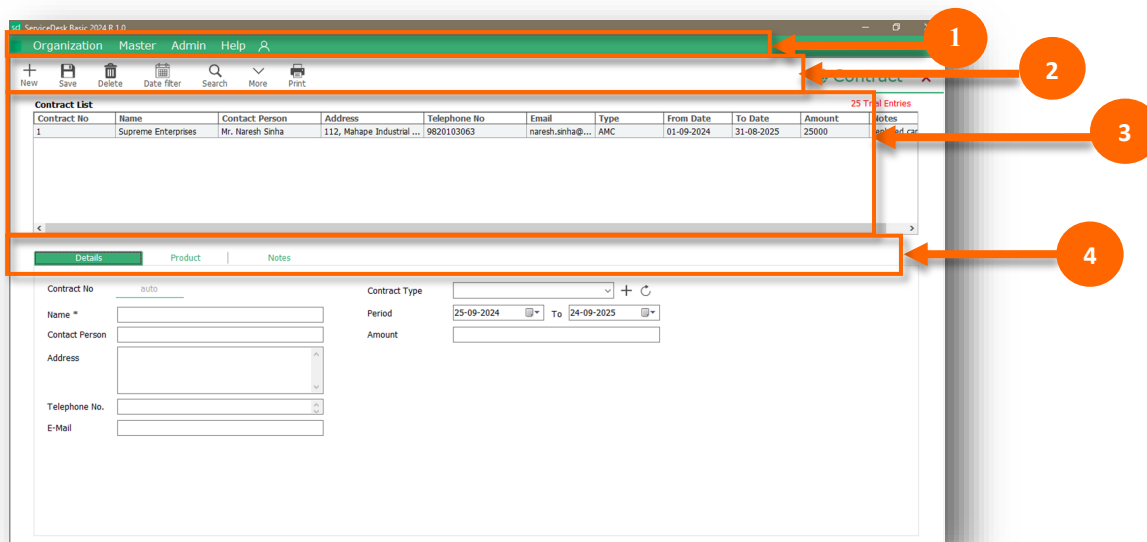


Enter Login name and password

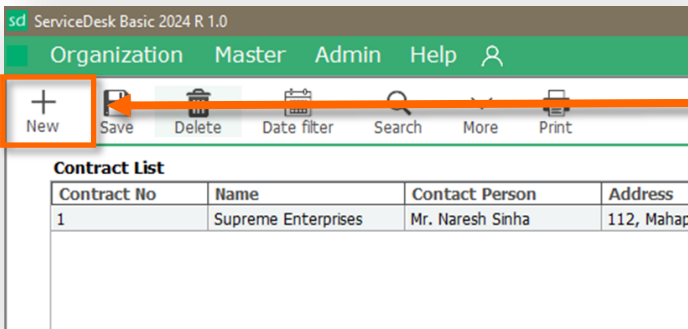
Click on **Login**

3

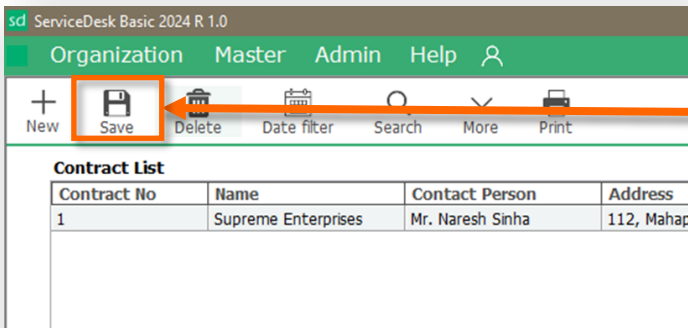
Contract Screen Interface



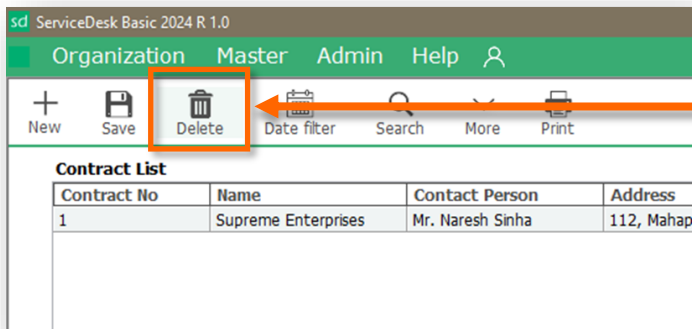
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage lead easier and faster.
- 3 Lead list: View all your leads in this list.
- 4 Tabs: Use the fields of these tab to enter details then save or edit lead. Once saved, these details can be retrieved by selecting the lead from the list or by entering the lead no. in Details tab.



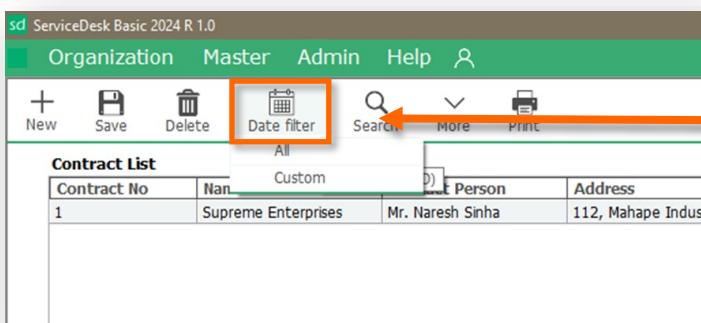
New: This button is used to clear all the fields and set them as blank.



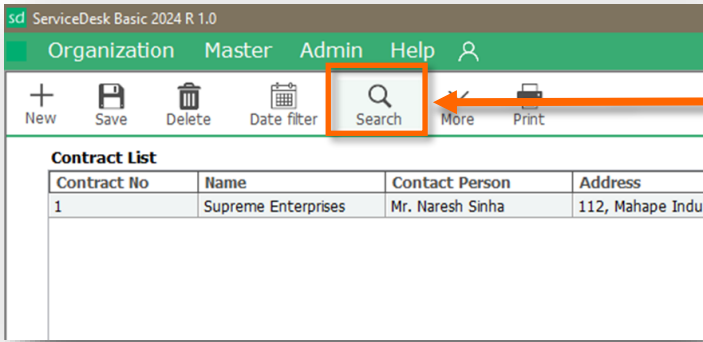
Save: This button is used to save or update the changes.



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

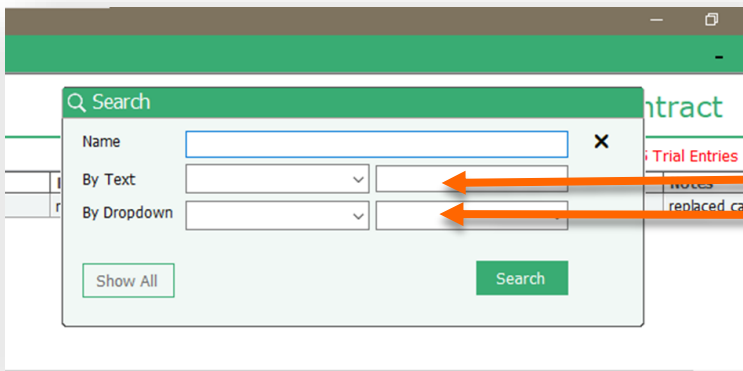


Date Filter:
Filter and find the Contracts by date.

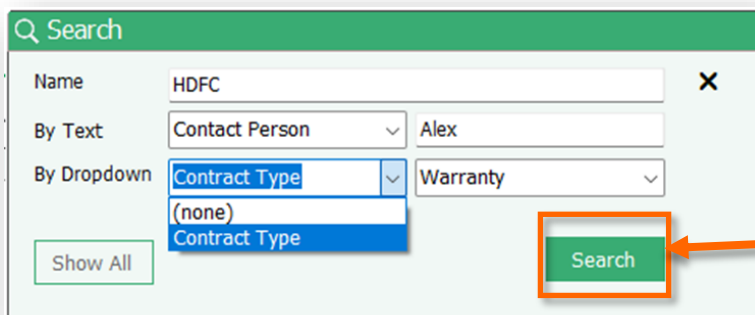
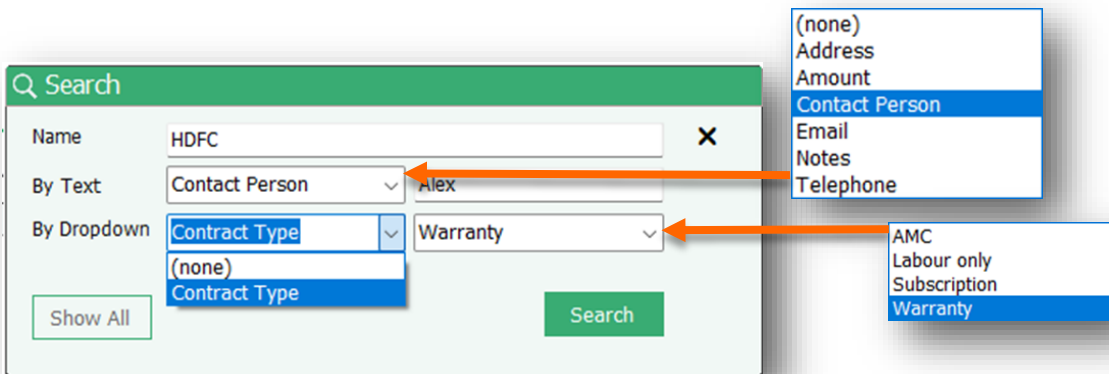


Search:

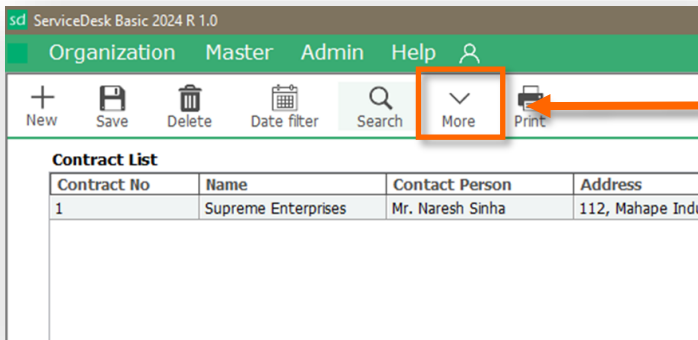
To quickly find/search contracts by name.



Enter text such as Contact person to search
Filter by Selecting Contract type.

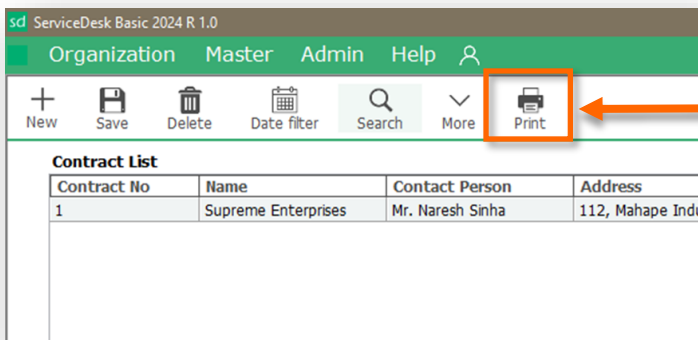


Enter the name, contact person or select contract type, etc. of the contract to find then click on **search**.



More: To renew contract.

1. Select a contract from the list.
2. Click on More > Renew.



Print:

1. Select a contract from the list.
2. Click on Print. This will print the contract, we can also save it as a pdf file.

Thank you

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

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