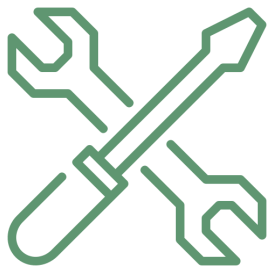




SPINSO[®]



Lite edition

ServiceDesk

manage warranties & AMC



Entering a Contract

Step by step guide to enter your first Contract in ServiceDesk Lite.

1

INDEX

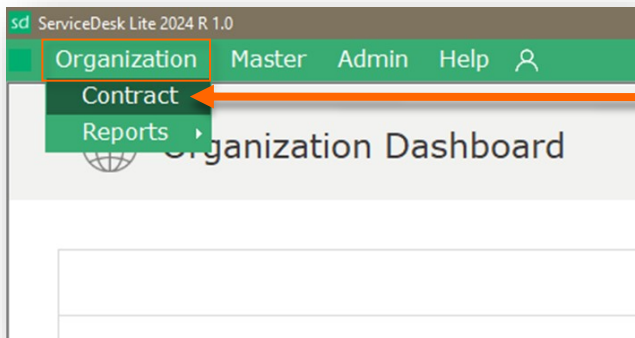
Steps

1. Index _____ Pg 2

2. First Contract _____ Pg 3

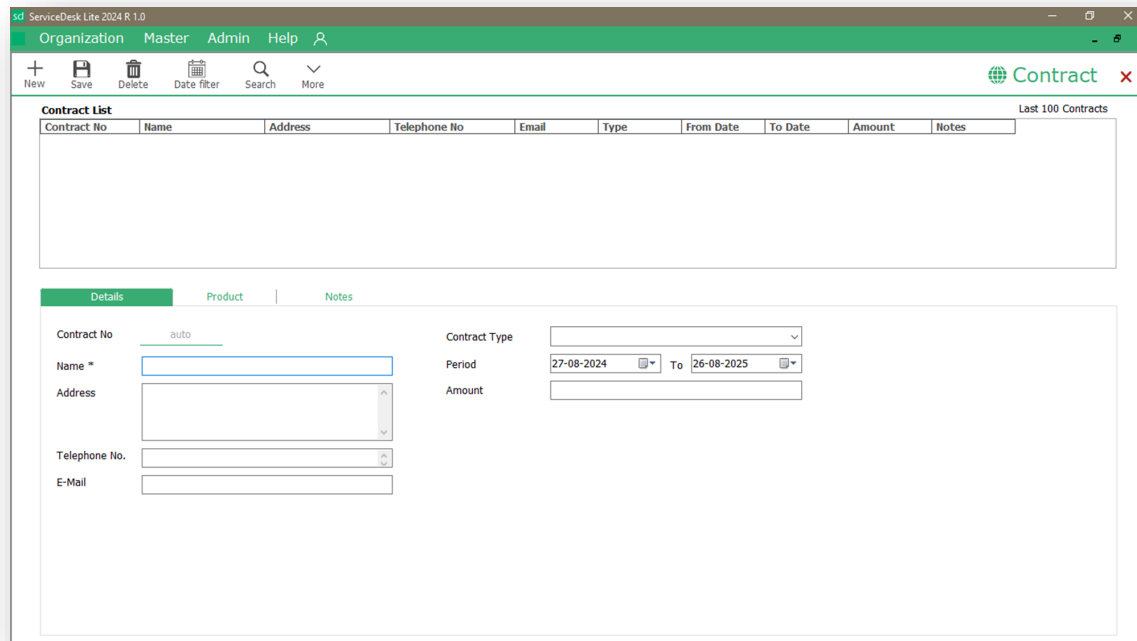
4

First Contract



Go to

Organization > Contract



The screenshot shows the 'Contract List' and 'Contract Details' form in the ServiceDesk Lite 2024 R 1.0 application. The 'Contract List' table is empty, and the 'Contract Details' form is visible below it. The form includes fields for Contract No, Name, Address, Telephone No, E-Mail, Contract Type, Period, and Amount.

Contract No	Name	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes
Last 100 Contracts									

Contract Details

Contract No: auto

Name: *

Address:

Telephone No:

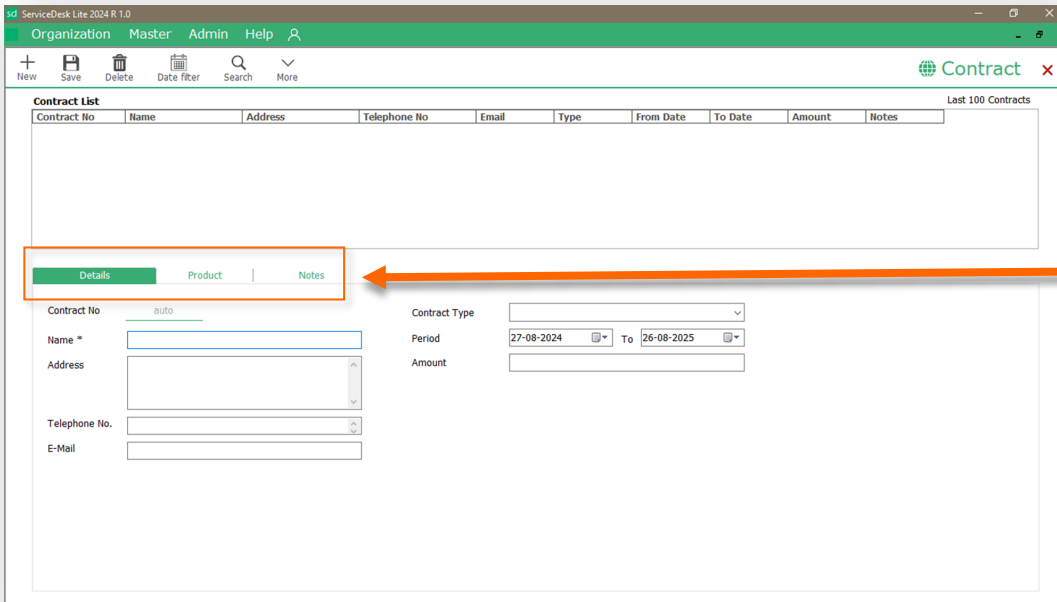
E-Mail:

Contract Type:

Period: 27-08-2024 To 26-08-2025

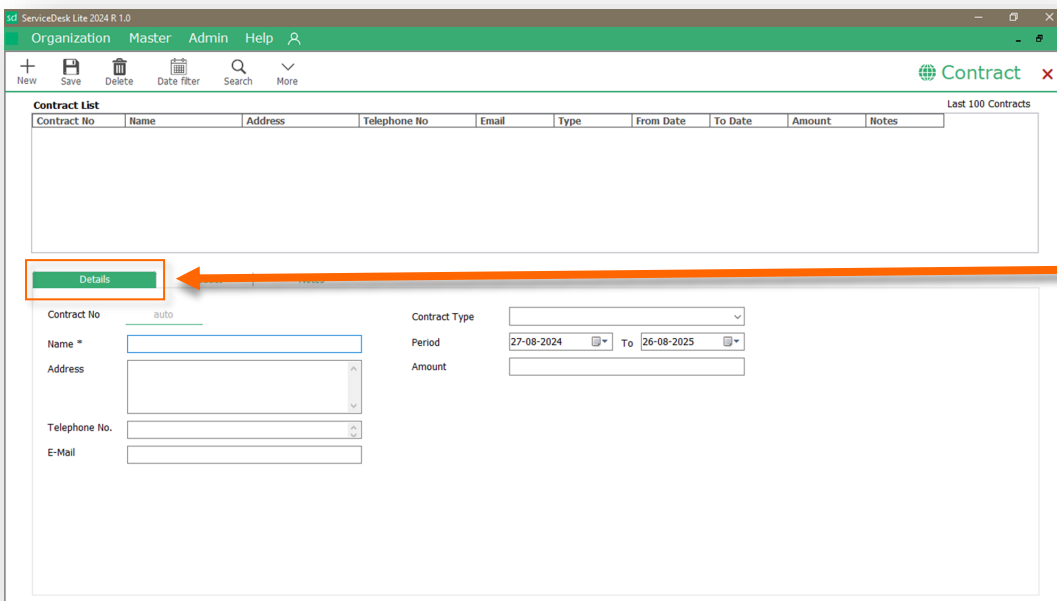
Amount:

Here you can view the Contract list



Here, we can see three tabs:

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



Details Tab:

Fill details such as

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

sd ServiceDesk Lite 2024 R.1.0

Organization Master Admin Help

New Save Delete Date filter Search More

Contract List Last 100 Contracts

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

Details Product Notes

Contract No auto

Name * Supreme Enterprises

Address 112, Mahape Industrial Estate, Veer Savarkar Marg, MIDC, Rabale

Telephone No. 8775263524

E-Mail supremeent@gmail.com

Contract Type Warranty

Period 01-08-2024 To 31-07-2025

Amount 1200

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

Contract List Last 100 Contracts

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

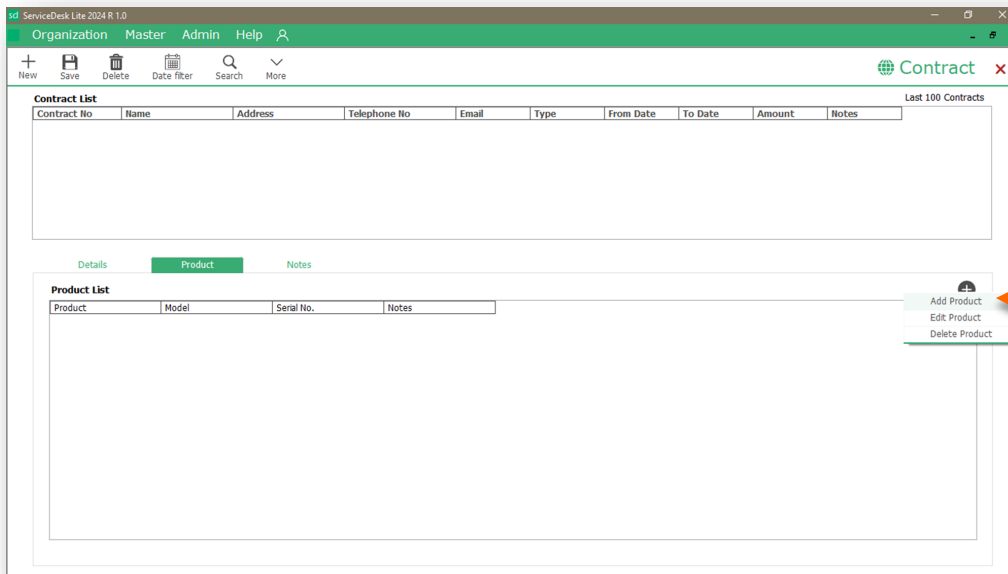
Details Product Notes

Product List

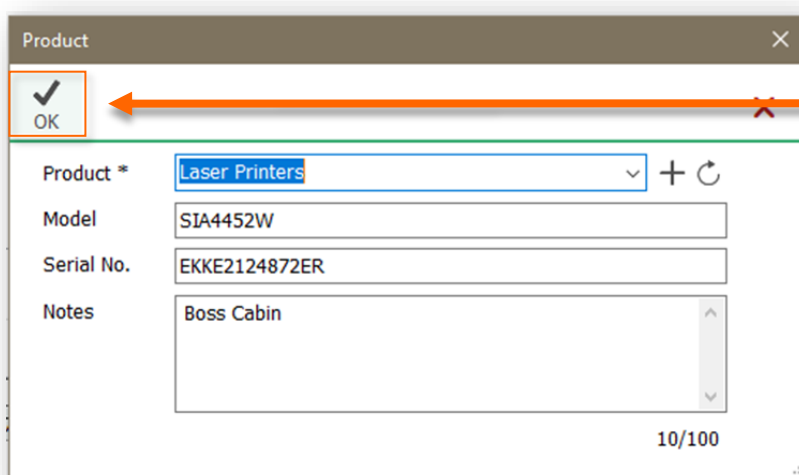
Product	Model	Serial No.	Notes

+

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

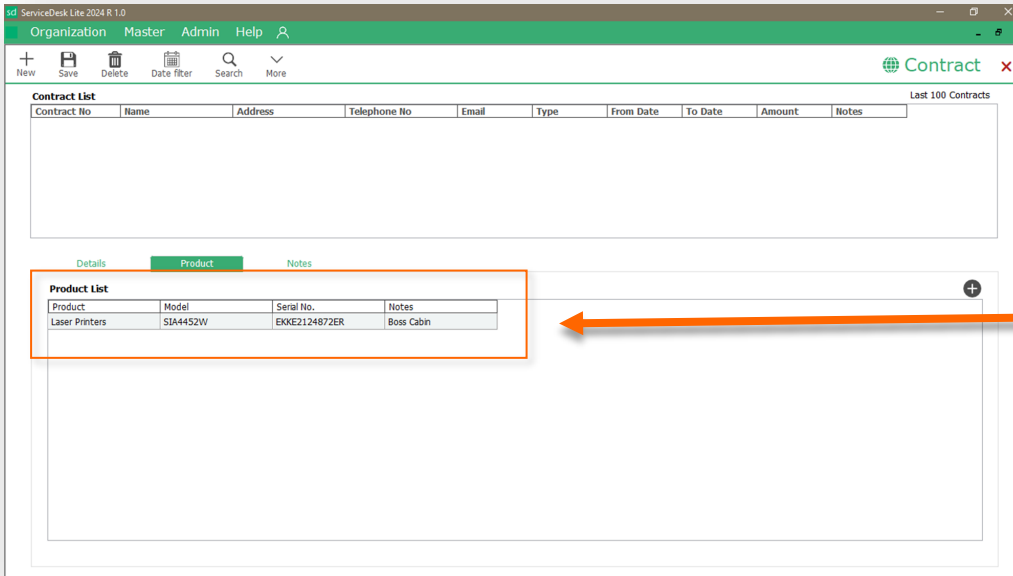


Select Add Products
Products window will open



Fill products details such as:

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



ServiceDesk Lite 2024 R 1.0

Organization Master Admin Help

+ New Save Delete Date filter Search More

Contract List Last 100 Contracts

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

Details Product Notes

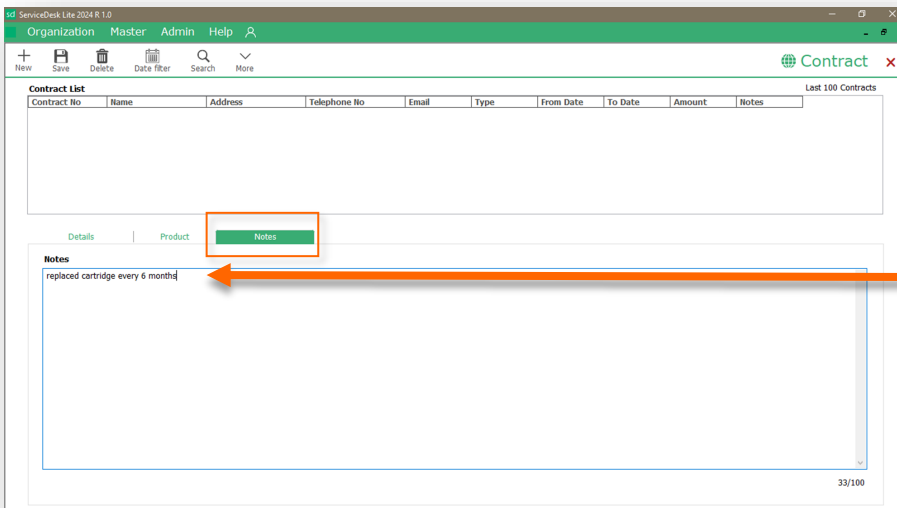
Product List

Product	Model	Serial No.	Notes
Laser Printers	SJA4452W	EKKE2124872ER	Boss Cabin

+

Product is added to the list.

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



ServiceDesk Lite 2024 R 1.0

Organization Master Admin Help

+ New Save Delete Date filter Search More

Contract List Last 100 Contracts

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

Details Product Notes

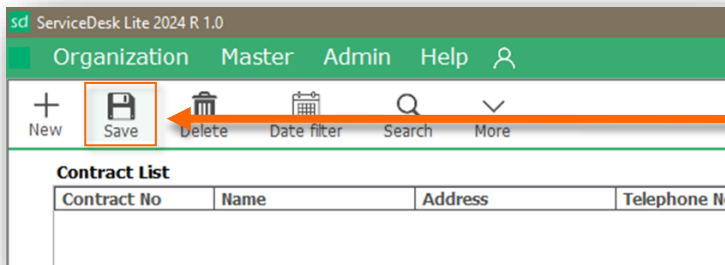
Notes

replaced cartridge every 6 months

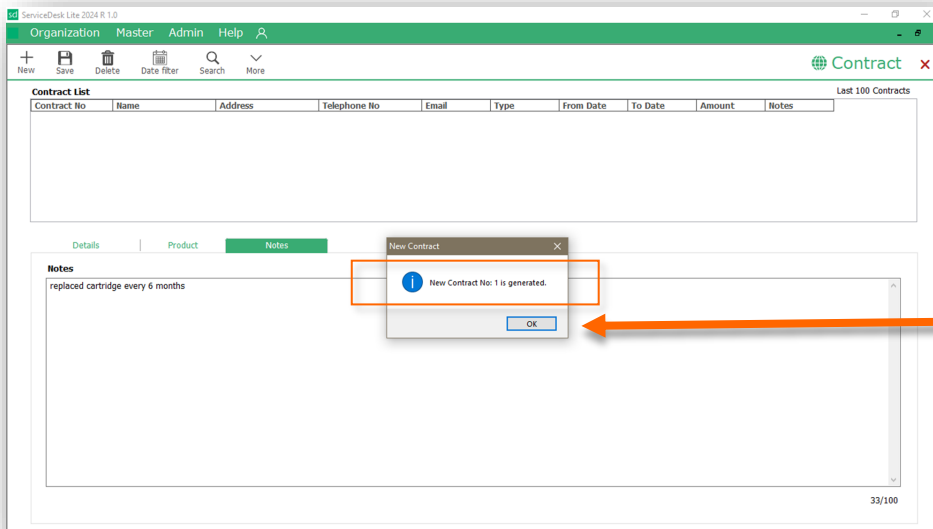
33/100

Notes Tab:

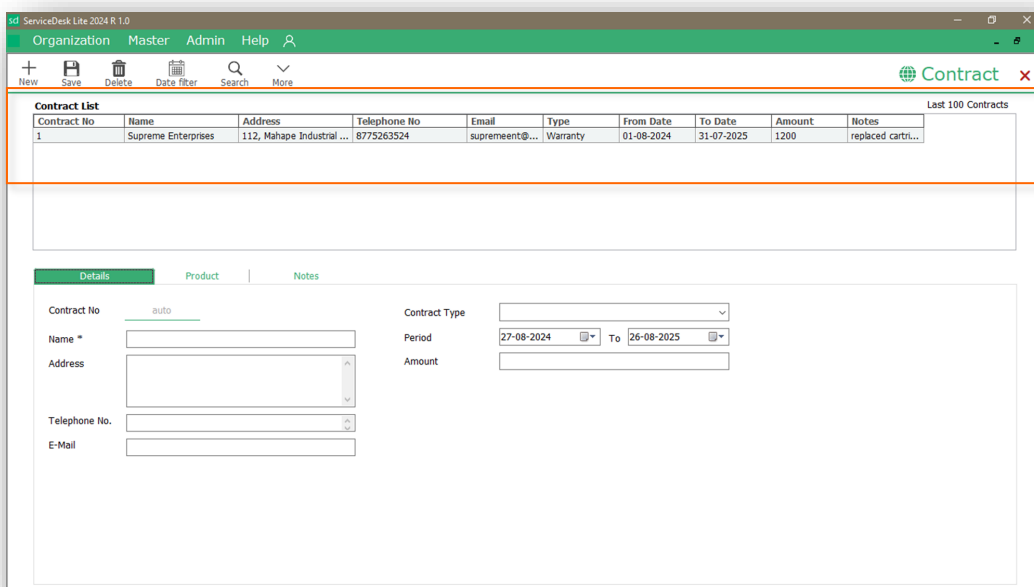
Here, enter any notes or remarks for the contract.



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



Contract No.1 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

Thank you

For more information

Kindly Call us or WhatsApp **+91.99 201 401 00** for any queries.

For more info visit: spinso.com

Next step



Renew Contract

how to renew a contract with just a few clicks in ServiceDesk Lite

[SD Lite Renew-Contract.pdf](#)

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