

## **SPINSO**











### Steps

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2. First Contract	Pg 3







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Details         Product         Notes           Contract No         auto         auto           Name *	Contract Type Period Amount	27-08-2024	To 26-08-2025	~ 				
Telephone No.								

Here you can view the Contract list



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Item Sive Delete Date fifter Search More         Contract List         Contract list         Petalls         Product         Notes         Contract No         Entails         Product         Notes         Contract No         Entails         Product         Notes         Contract No         Address         Contract No         E-Mail	Lest 100 Contracts Notes Here, we can see three tabs Details: Contract Details Product: Product list Notes: Notes or Remarks of the contract.

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Telephone No.			_	_	_			<ul> <li>E-mail</li> <li>Select Contract Ty</li> <li>Set Time Period</li> <li>Enter Amount</li> </ul>



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New Save Del	∎ 🛱 Q ∨ ete Date filter Search More		Contract ×	
Contract List Contract No	Name Address	Telephone No Email Type From Date To Date	Last 100 Contracts Amount Notes	
Details Contract No Name *	Product   auto Supreme Enterprises	Contract Type Warranty v Period 01-08-2024 v To 31-07-2025 v		Click on <b>Products</b> Tab to add Product List in your contract.
Address	112, Mahape Industrial Estate, Veer Savarkar Marg, MIDC, Rabale	Amount 1200		
Telephone No. E-Mail	8775263524			

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	Product List	Model	Serial No.	Notes								U		
														Click on the plus icon
													_	to add products.
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C	Contract List Contract No	Name	Address	Telephone No	Email	Туре	From Date	To Date	Amount	Notes	Last 100 Contracts	I		
	Details	Produc	t Notes											
	Product List Product	Model	Serial No.	Notes							Add Product Edit Product Delete Produc	ct	-	Select Add Products Products window will open
L												л		

Product		×
<b>√</b> ок		×
Product *	Laser Printers	~ <b>+</b> Ċ
Model	SIA4452W	
Serial No.	EKKE2124872ER	
Notes	Boss Cabin	^
		~
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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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Save Delete Date filter	Q V Search More								Contract	×	
ntract List ntract No Name	Address	Telephone No	Email	Туре	From Date	To Date	Amount	Notes	Last 100 Contracts		
Details Prod Product List Product Model	uct Notes Serial No.	Notes							¢		Product is added to the list.
Laser Printers SIA4452	V EKKE2124872ER	Boss Cabin									Click on the plus icon and repeat the process to add multiple products to the list.

외 ServiceDeak Lite 2024 R 1.0 Organization Master Admin Help 옷	- 0 X - 0 X
+ P a a a Q → New Save Delete Date fiter Search More	Contract x
Contract List Contract Ho Hame Address Telephone Ho Email Type From Date To Date Amount Hotes	Last 100 Contracts
Details Product Notes	Notes Tab:
replaced cartridge every 6 months	Here, enter any notes or remarks for the contract.
	33/100



sd S	ServiceDesk Lite 202 Organizatio	<sup>24 R 1.0</sup> n Master Ad	dmin Help ද		
N	ew Save	Delete Date filter	Q V Search More	-	Click on Save to save the contract.
l,	Contract No	Name	Address	Telephone No	

viceDesk Lite 2024 R 1.0 Organization Master Admin Help へ		- 0 × _ 8 ×
- 💾 🛅 🗐 Q 🗸 v Save Delete Date filter Search More		(iii) Contract ×
Contract List Contract No Hame Address	Telephone No Email Type from Date To Date	Last 100 Contracts a Amount Notes
Details Product Notes Notes replaced cartridge every 6 months	New Contract X	
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Contract No.1 is generated. Contract was saved successfully. Click on **OK**.

save De	iete Date filter Se	arch More								Last 100 Contract	arts
Contract No	Name Supreme Enterprises	Address 112, Mahape Industrial	Telephone No 8775263524	Email supremeent@	Type Warranty	From Date 01-08-2024	To Date 31-07-2025	Amount 1200	Notes replaced cartri		We can see the contra this list.
Details	Product	Notes									
Contract No	auto		Contract Type				~				
Name * Address		,	Period Amount	27-08-20	)24	To 26-08-2025					
Telephone No. E-Mail											





### You have successfully entered your first contract in ServiceDesk

## **SPINSO**

# 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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Celebrating

# SPINSO



### Other software products



SalesTracker manage leads & follow-ups



TimeTracker

manage timesheet & approvals



**ComplaintTracker** manage customer complaints



### QuotationTracker

create professional quotation

## SPINSO

601, Odyssey IT Park, Road No 9, Wagle Estate, Near Old Passport Office, Thane 400 604. Maharashtra, INDIA

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