

SPINSO











Steps

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2. First Contract	Pg 3







	Date filter Search More					Contract
Contract List Contract No Nar	ne Address	Telephone No	Email Type	From Date To Date	Amount Note	Last 100 Contracts
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Details	Product Notes					
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Here you can view the Contract list



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Details Contract No Name * Address	Product routes auto Supreme Enterprises 112, Mahape Industrial Estate,	Contract Type Warranty ~ Period 01-08-2024 To 31-07-2025 * Amount 1200		 Click on Products Tab to add Product List in your contract.
Telephone No. E-Mail	Veer Svarkar Marg, MIDC, Rabele			

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	Product List Product	Model	Serial No.	Notes							Add Product Edit Product Delete Produc	ct	-	Select Add Products Products window will open
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Product * Laser Printers	~ + C
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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Laser Printers SIA4452	V EKKE2124672ER	Boss Cabin									Click on the plus icon and repeat the process to add multiple products to the list.

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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.
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ntract List Intract No	Name	Address	Telephone No	Email	Туре	From Date	To Date	Amount	Notes	Last 100 Contract	7
Details Notes replaced car	Produc	t Notes	Nes	v Contract	ct No: 1 is generated.	×				^	
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Contract No.1 is generated. Contract was saved successfully. Click on **OK**.

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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

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