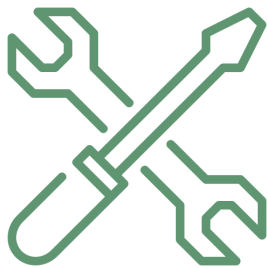




SPINSO<sup>®</sup>



Lite edition

# ServiceDesk

manage warranties & AMC

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## Renew a Contract

Renew a contract with just a few clicks in ServiceDesk Lite.



# 1

# INDEX

## Steps

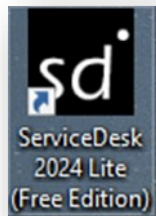
---

1. Index \_\_\_\_\_ Pg 2
2. Login \_\_\_\_\_ Pg 3
3. Renew Contract \_\_\_\_\_ Pg 4

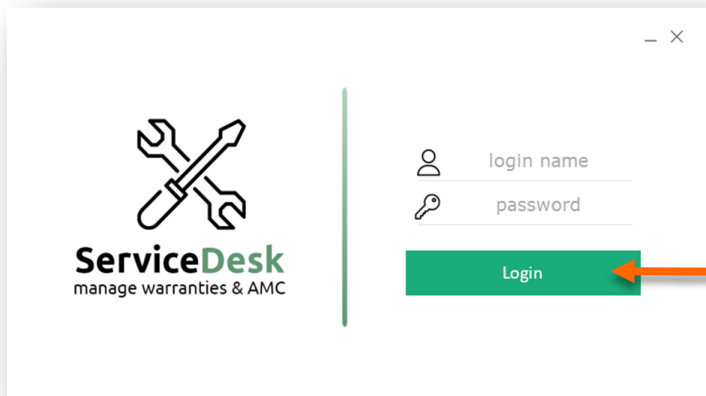


# 2

# LOGIN



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



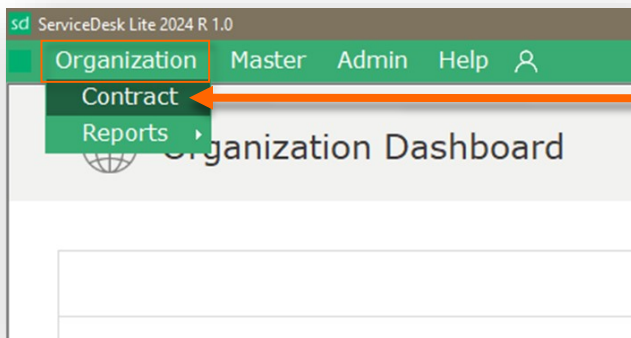
Enter Login name and password

Click on **Login**



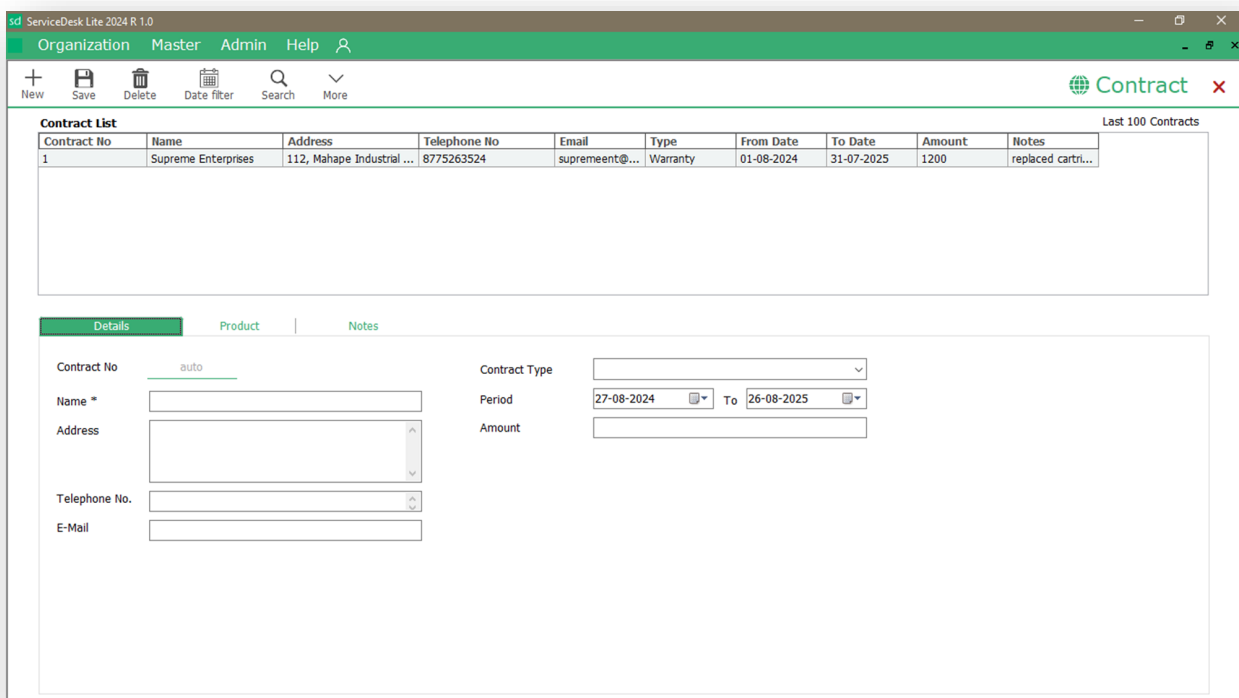
# 3

## Renew Contract



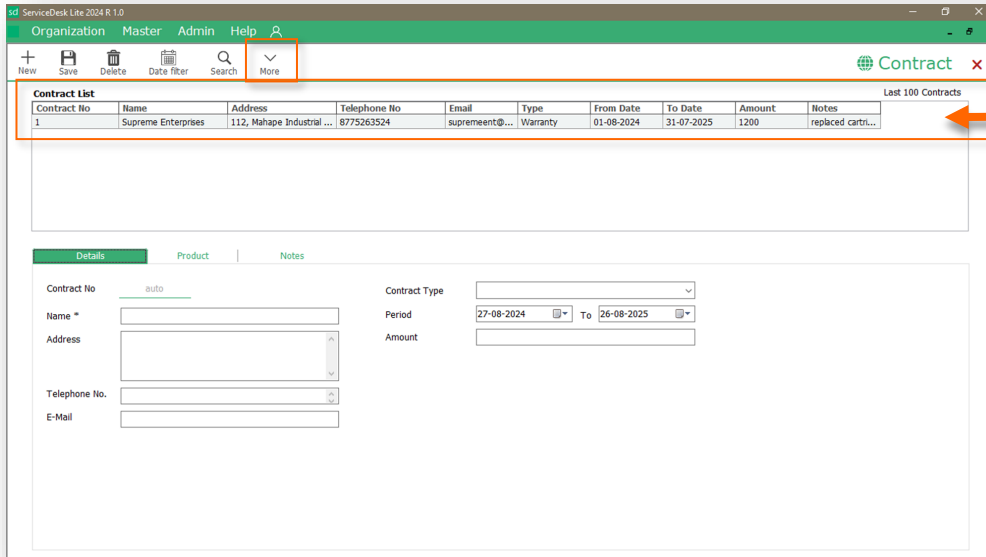
Go to

**Organization > Contract**

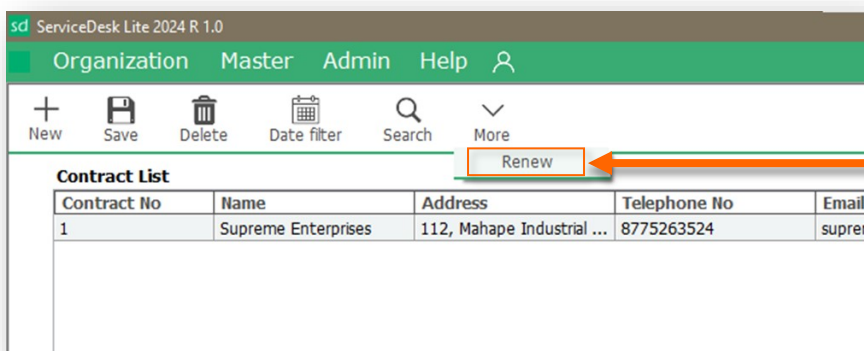


You can view the contract list here.





To renew contract, select the record to renew from the list, then Click on **More**.



Click on **More > Renew**  
Renew contract screen will open



Renew Contract

Save

Contract No

Name

Contract Period

Details

**Renew Details**

Renew Period  To

Contract Type

Amount

Notes

33/100

Check and confirm the details.  
Update if required.

Renew Contract

Save

Contract No

Name

Contract Period

Details

**Renew Details**

Renew Period  To

Contract Type

Amount

Notes

Click on **Save**



Renew Contract

Save

Contract No

Name

Contract Period

**Details**

**Renew Details**

Renew Period

Contract Type

Amount

Notes

33/100

ServiceDesk

Contract Renewed

OK

Contract Renewed successfully  
Click on Ok.

sd ServiceDesk Lite 2024 R 1.0

Organization Master Admin Help

New Save Delete Date filter Search More

**Contract List**

Contract No	Name	Address	Telephone No	Email	Type	From Date	To Date	Amount	Notes
1	Supreme Enterprises	112, Mahape Industrial ...	8775263524	supremeent@...	Warranty	01-08-2025	31-07-2026	1200	replaced cartri...

Last 100 Contracts

**Details** Product Notes

Contract No

Name

Address

Telephone No.

E-Mail

Contract Type

Period  To

Amount

Select the record from  
the list. Renewed  
Contract Date can be  
seen.





## Congratulations

You have successfully renewed a contract in ServiceDesk with just a few clicks.



# Thank you

---

## For more information

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

For more info visit: [spinso.com](https://spinso.com)

### Next step



#### Reports

how to view reports in ServiceDesk Lite

[SD Lite How-To-View-Report.pdf](#)



# SPINSO

Celebrating

# 25

years in business

## Other software products

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### **SalesTracker**

manage leads & follow-ups



### **TimeTracker**

manage timesheet & approvals



### **ComplaintTracker**

manage customer complaints



### **QuotationTracker**

create professional quotation

# SPINSO

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