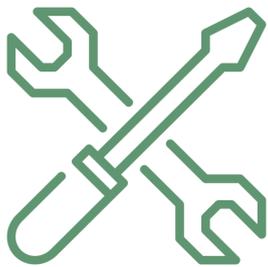


**3** Free  
users  
for life

SPINSO<sup>®</sup>



Lite edition

**ServiceDesk**

manage warranties & AMC

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## View Report

Step by step guide to view report in ServiceDesk Lite.

# 1

# INDEX

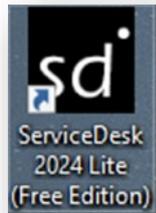
## Steps

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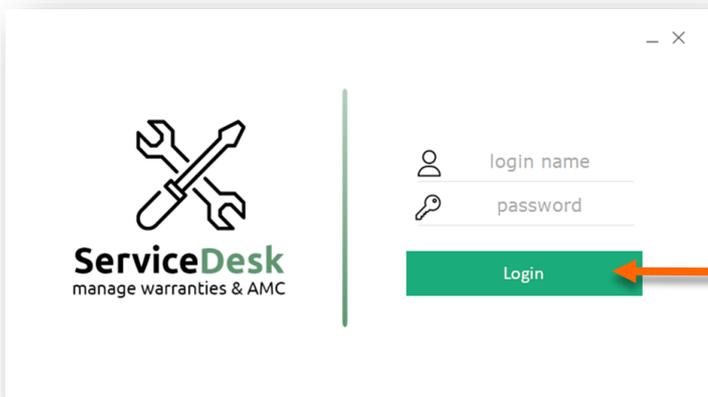
|              |      |
|--------------|------|
| 1. Index     | Pg 2 |
| 2. Login     | Pg 3 |
| 3. Report    | Pg 4 |
| 4. Dashboard | Pg 8 |

# 2

# LOGIN



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

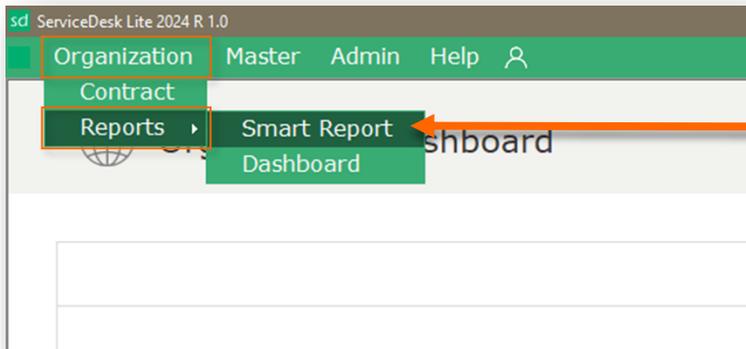


Enter Login name and password

Click on **Login**

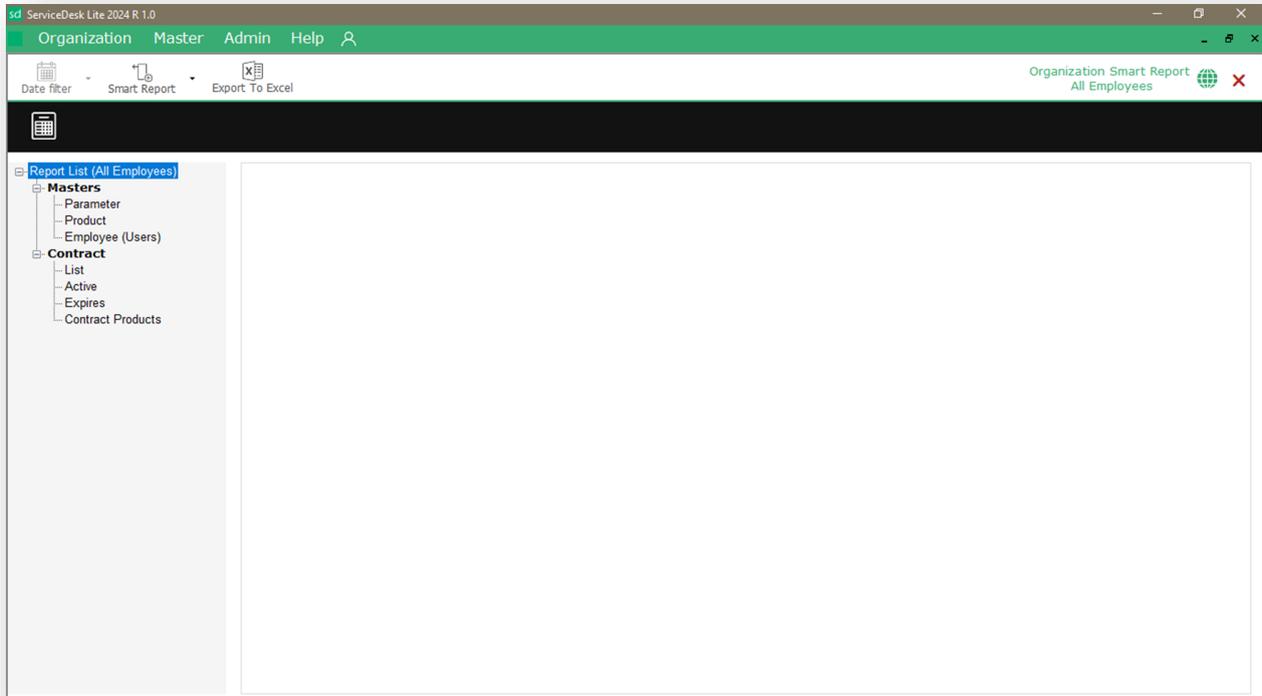
## 3

# Smart Report

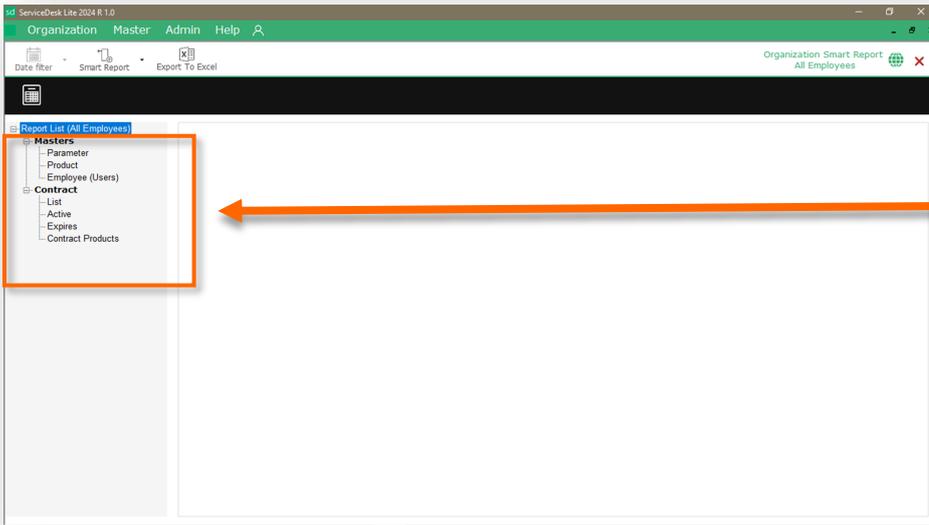


Go to

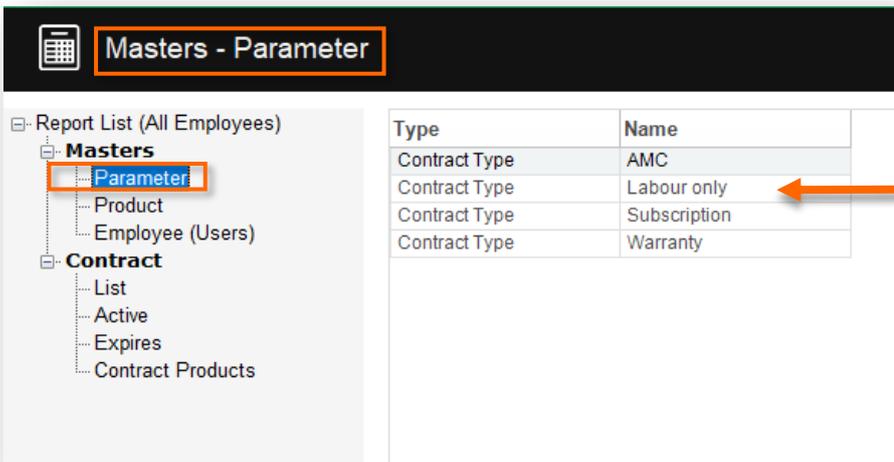
**Organization > Reports > Smart Report**



You can view the reports here.

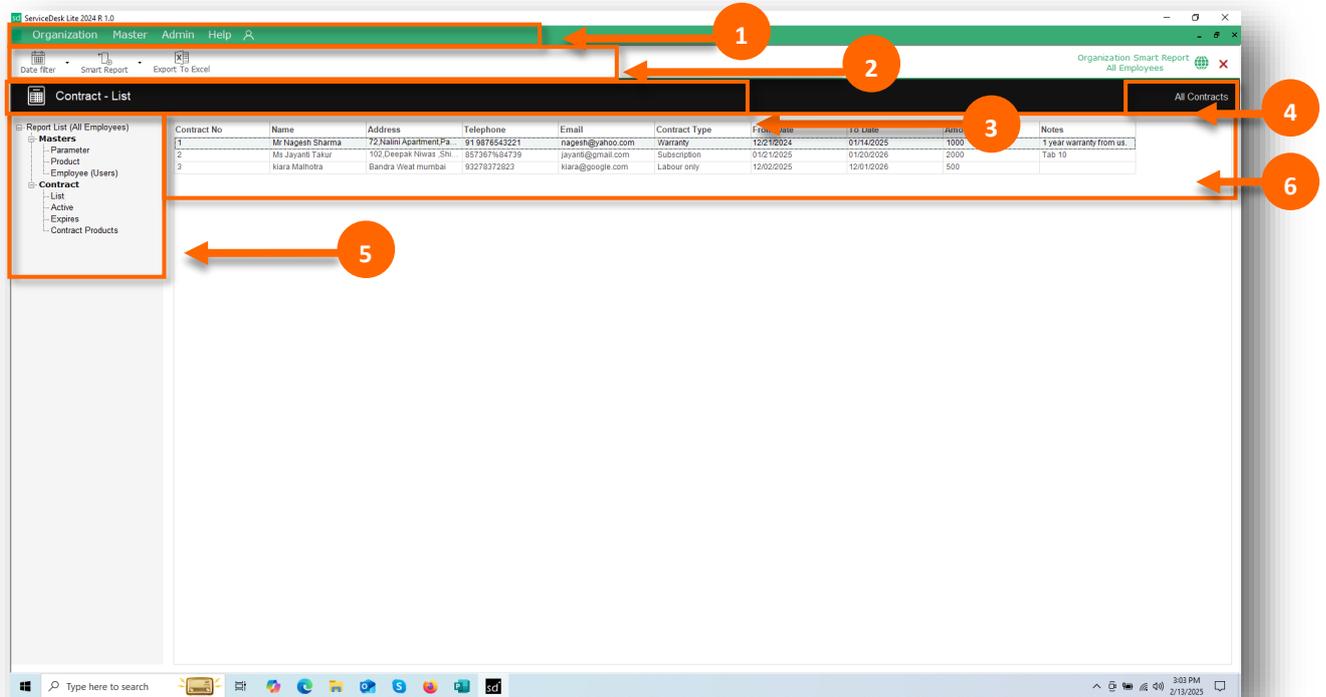


We can see a list on the left side of the screen. Select an item on the list to view the records.



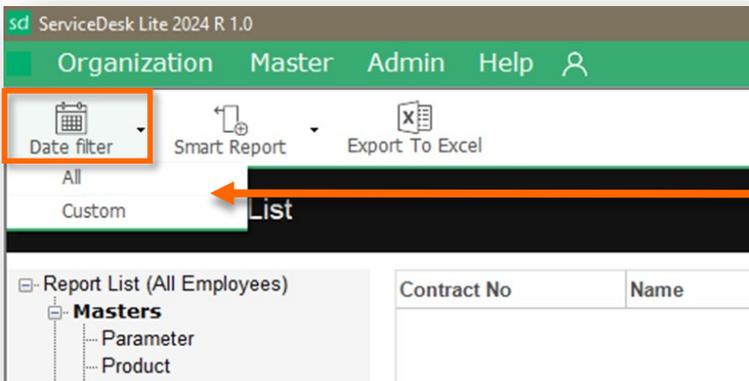
Example:  
to see Parameter List  
Select **Masters > Parameter**

## Smart Report Interface



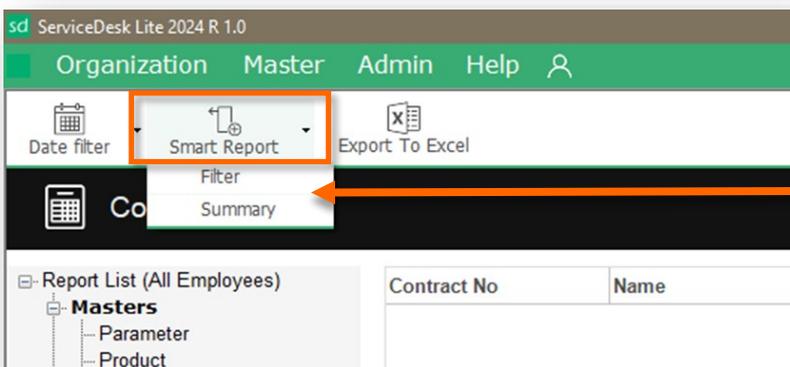
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage contract easier and faster.
- 3 Title: Title name of the list that is open is shown here.
- 4 Time Period: Time period for which the list is fetched. The time period can be changed from Date filter.
- 5 List Item: Select from this to view the respective list.
- 6 List: Selected list is shown here.

## Smart Report Tools



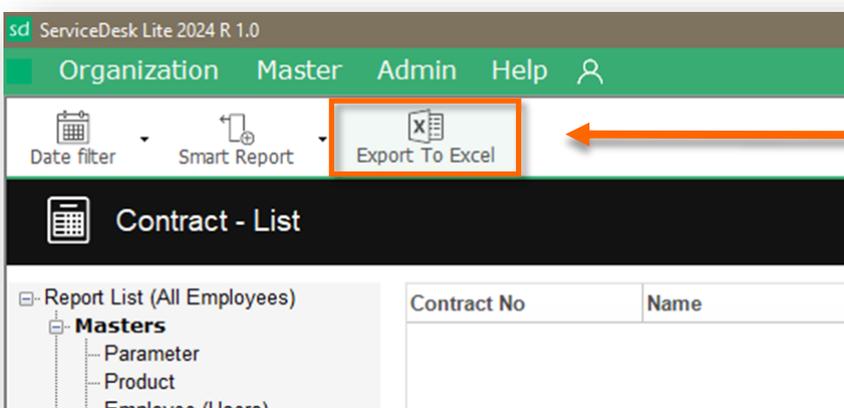
**Date Filter:** This button helps you to filter and show the data for the given date(s).

**Custom date filter** lets you to view data of a particular period of time.



**Filter:** This button helps you to filter data and show only the specific records.

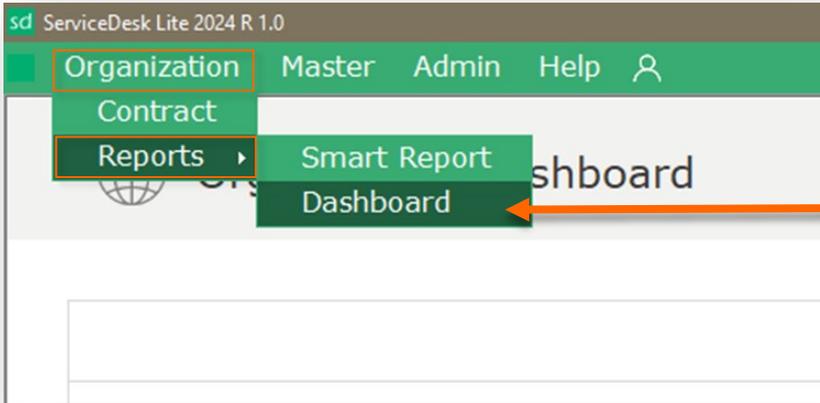
**Summary:** Perform math aggregate functions such as sum, average, count, etc.



Not available for Lite (free) edition.  
Available from Basic (paid) edition onwards

# 4

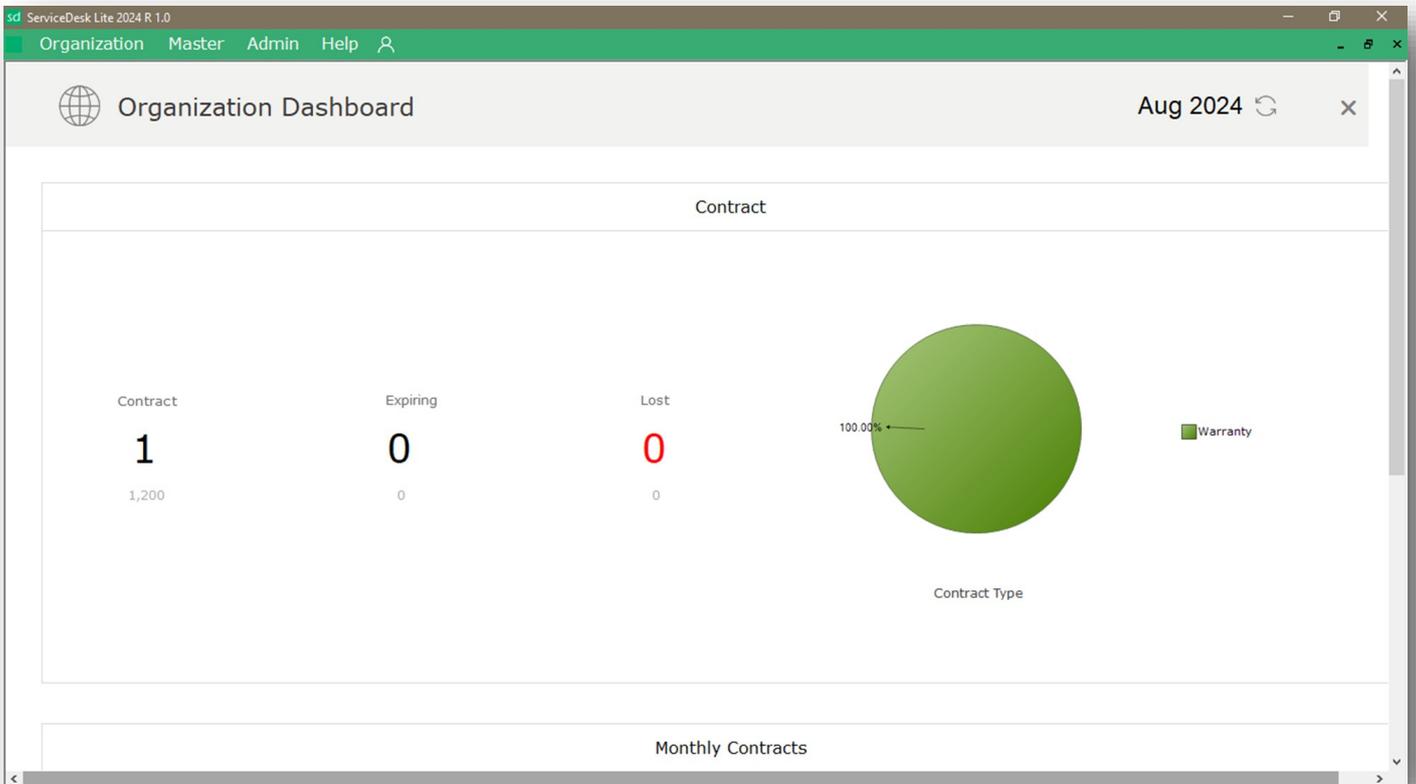
# Dashboard



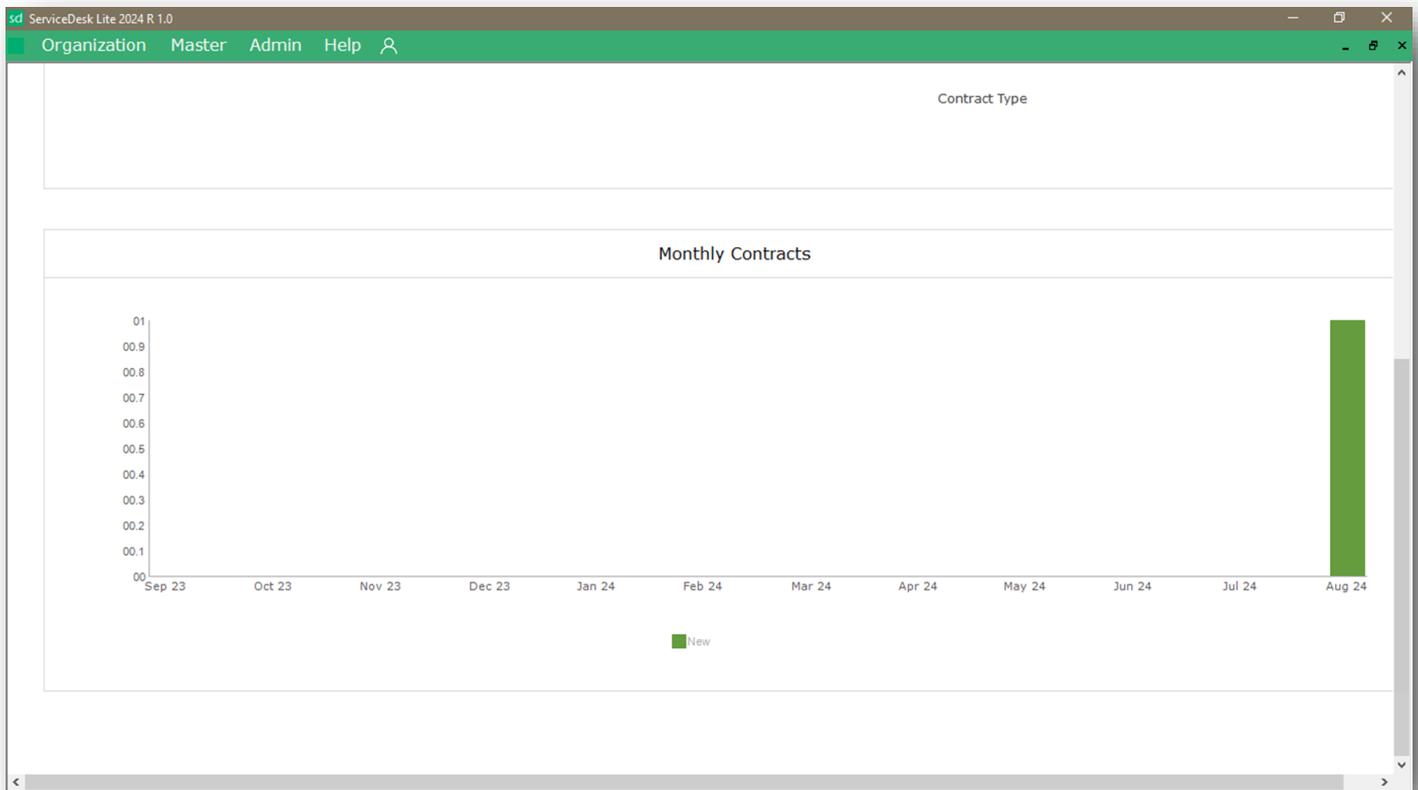
Go to  
**Organization > Reports > Dashboard**

### Summary of current month

- Count with Amount
- Contract Type Pie Chart



### Bar graph of Monthly Contract.



# Thank you

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## 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



#### **Contract Screen Interface**

how to view Contract Screen Interface in ServiceDesk Lite

[SD Lite Contract-Screen-Interface.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

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