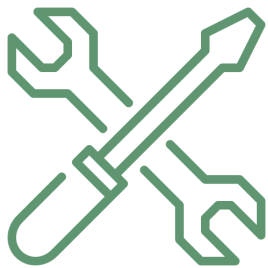


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Lite edition

ServiceDesk

manage warranties &



Contract Screen Interface

Step by step guide to Contract Screen Interface in ServiceDesk Lite.

1

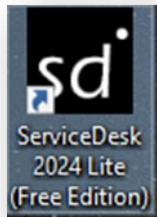
INDEX

Steps

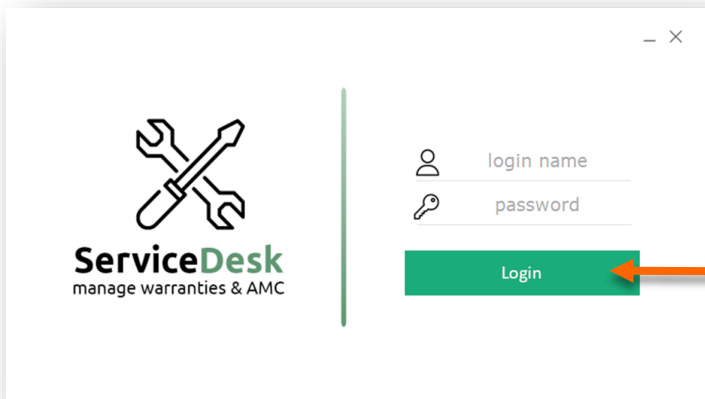
1. Index _____ Pg 2
2. Login _____ Pg 3
3. Contract Screen Interface _____ Pg 4

2

LOGIN



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

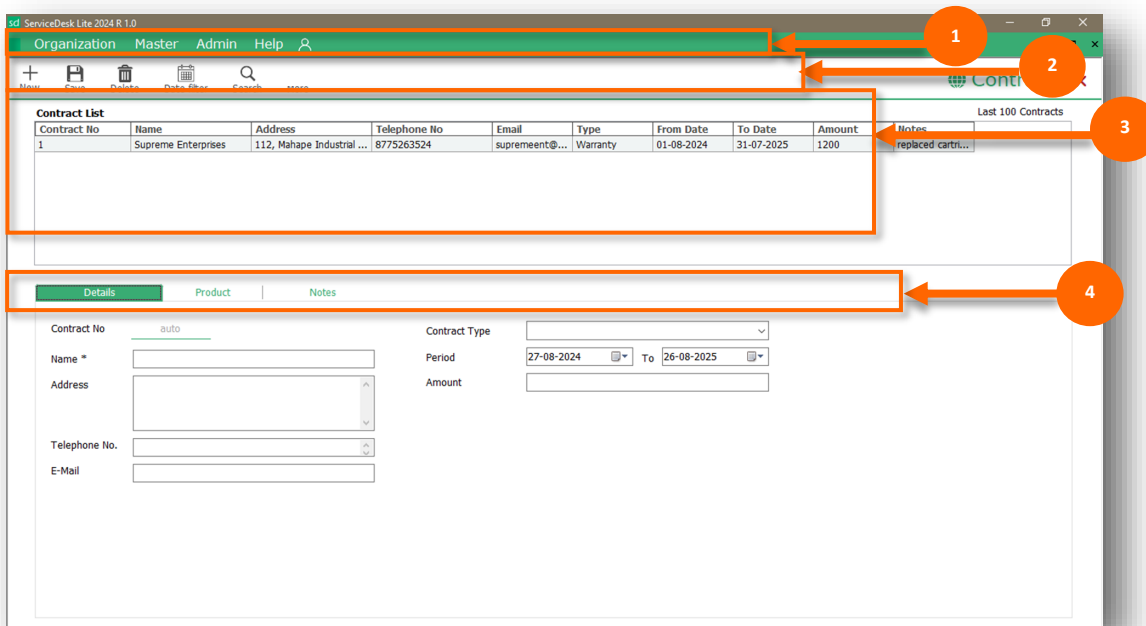


Enter Login name and password

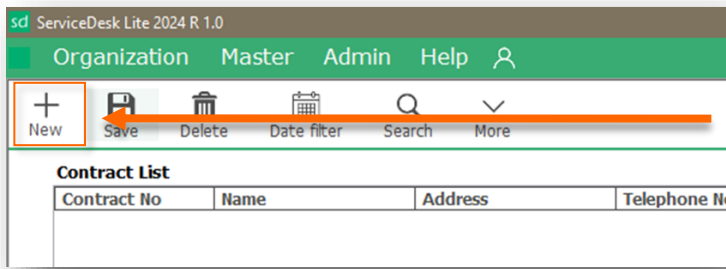
Click on **Login**

3

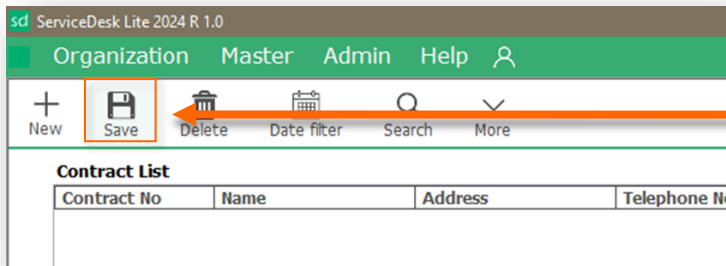
Contract Screen Interface



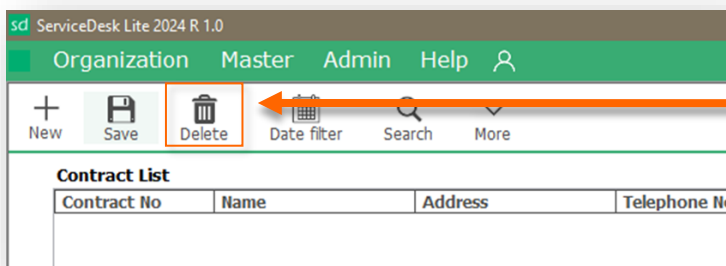
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage contract easier and faster.
- 3 Contract list: View all your contract in this list.
- 4 Tabs: Use the fields of these tab to enter details then save or edit contract. Once saved, these details can be retrieved by selecting the contract from the list or by entering the contract no. in Details tab.



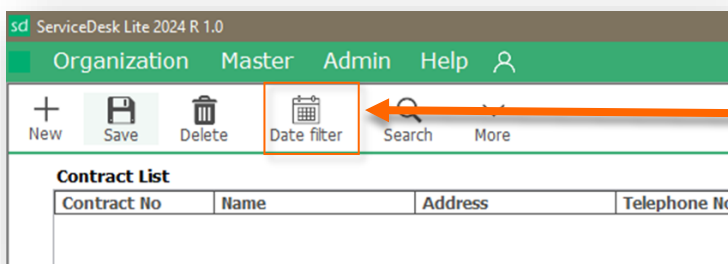
New: This button is used to clear all the fields and set them as blank.



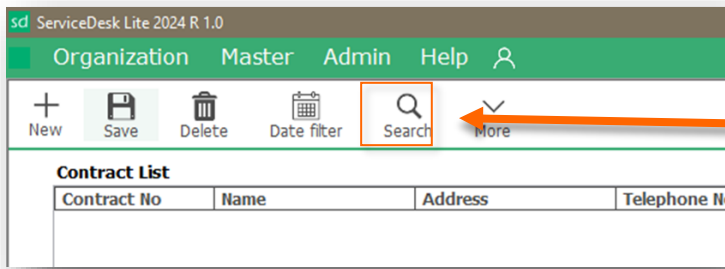
Save: This button is used to save or update the changes.



Delete: to delete a contract
Select a record from the list then click on delete.

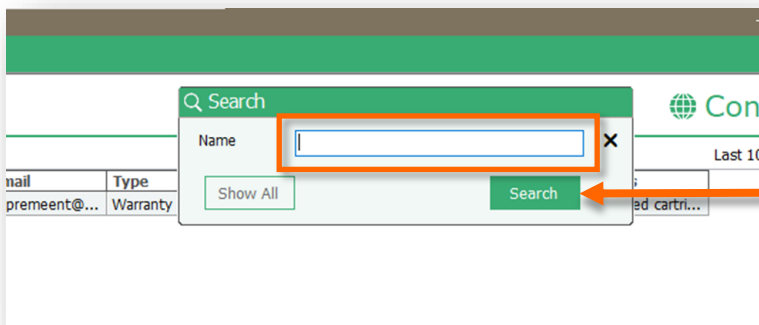


Date Filter:
Filter and find the Contracts by date.

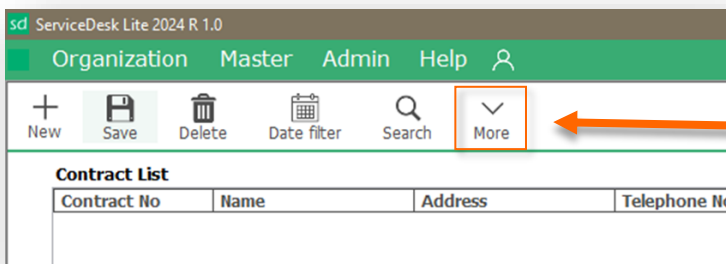


Search:

To quickly find/search contracts by name.



Enter the name of the contract to find then click on **search**.



More: To renew contract.

1. Select a contract from the list.
2. Click on More > Renew.

Thank you

For more information

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