

SPINSO



Getting Started (Trial Edition) Quick start guide for ServiceDesk Standard Edition

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Getting Started Guide

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2 LOGIN



or





Web

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Default login details:

- •User Name : admin
- Password : **spinso**





Click on I Agree



3 WIZARD

- The wizard screen lets you quickly enter basic details required to create master's data like Employee and Product, etc. so that you can immediately start adding Contracts.
- This screen will appear only once when you login to the system for first time.
- Data entered through wizard can be seen in Master screen. You can also add or modify these details later, in the respective master's screens.
- Here we are using IT and Networking as an example for Business type. Kindly choose a Business type that is appropriate for your business.





Please Select Business Type	Votes Sample Data If & Networking Electronic & Home appliance Select your business type listed in the drop-down. Selecting the appropriate business type will further give you list of relevant sample products, brand & its complaint type, so that you can quickly get started. Note : Select "Others" If your Business Type is not present in the drop-down list	3	Click
	Previous Next ►		

the list.

Nease Select Business Type Airconditioning Cable & Internet Services CCTV & Security System Elevators T & Networking Machinery & Equipments Medical Equipment Mobiles Office Automation Pest Control Rental & Refills Software So	V Sample Data If & Networking Electronic & Home appliance Selecting the appropriate business type will further give complant type, so that you can quickly get started. Note : Select "Others" If your Business Type is not present in the drop-down list
✤ Skip	◄ Previous Next ►

Click on the list, then select your business type from the list.

Here as an example we are selecting IT and Networking. Kindly select a business type that is a best fit for your business.



Click on Next.



















Wizard is completed

Next Step: To view the data entered in the wizard refer the following steps



Brand Employee (Users) Parameter Tax	ny organization	Product
Tax	🌐 Organiz	Brand Employee (Users) Parameter
Terms		Terms

Note: If you wish to change or update wizard.

- Master —> Product; here you can add/ edit Product's name or price, etc.
- Master —> Brand: here you an add, edit or Delete Brand with contact details
- Master —> Employee; here you can add/ edit employee's name or password.
- Master —> Parameter; here you an add, edit or Delete Complaint Type and Contract Type
- **Master** —> **Tax**; to add/edit tax with amount, percentage.
- Master —> Terms; to enter terms and conditions.

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You can immediately start adding Contracts from **Organization** —> **Contract**

Click on this exit button to close the application.

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The next time, you login to our system, enter your new login credentials.

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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



First Contract how to quickly enter your first contract in ServiceDesk Standard <u>SD STD Entering-Your-First-Contract.pdf</u>

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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

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