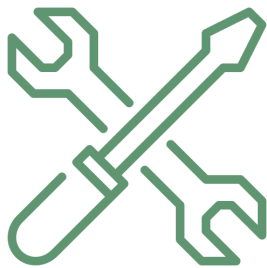




SPINSO<sup>®</sup>



Standard edition

# ServiceDesk

manage warranties & AMC

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## Entering a Contract (Trial edition)

Step by step guide to enter a service contract in ServiceDesk Standard.

# 1

# INDEX

## Steps

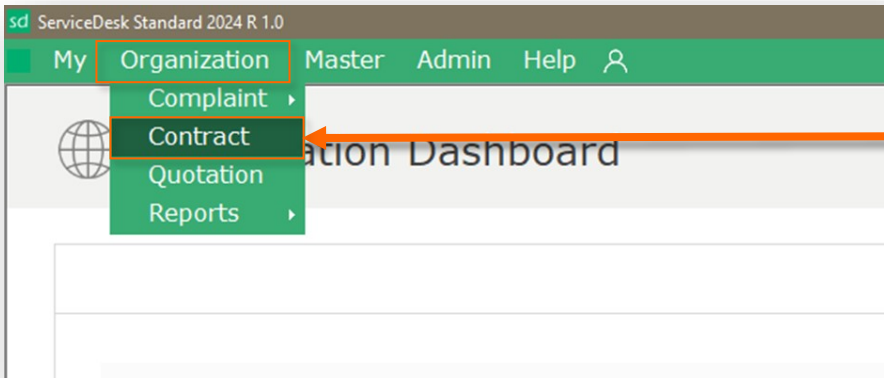
---

1. Index \_\_\_\_\_ Pg 2

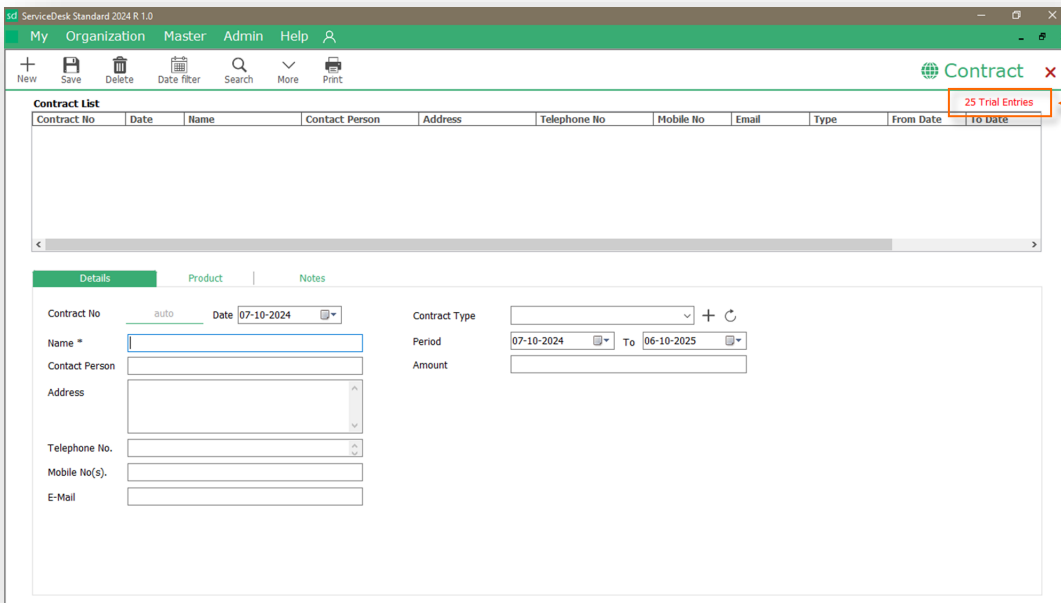
2. First Contract \_\_\_\_\_ Pg 3

# 2

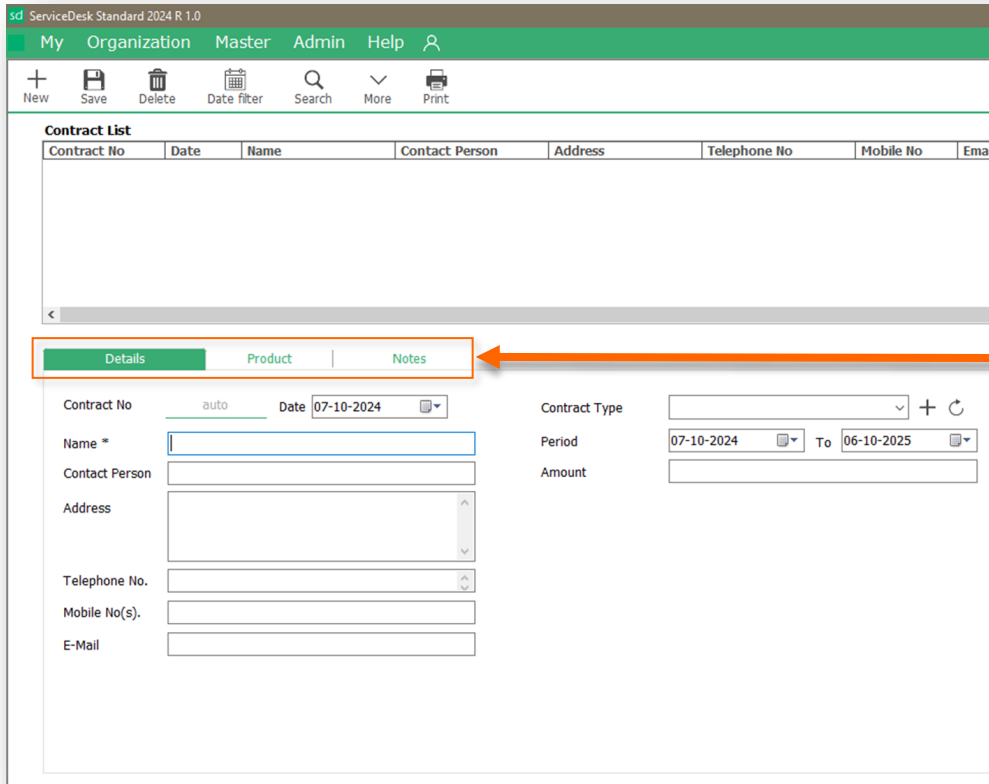
# First Contract



Go to  
**Organization > Contract**

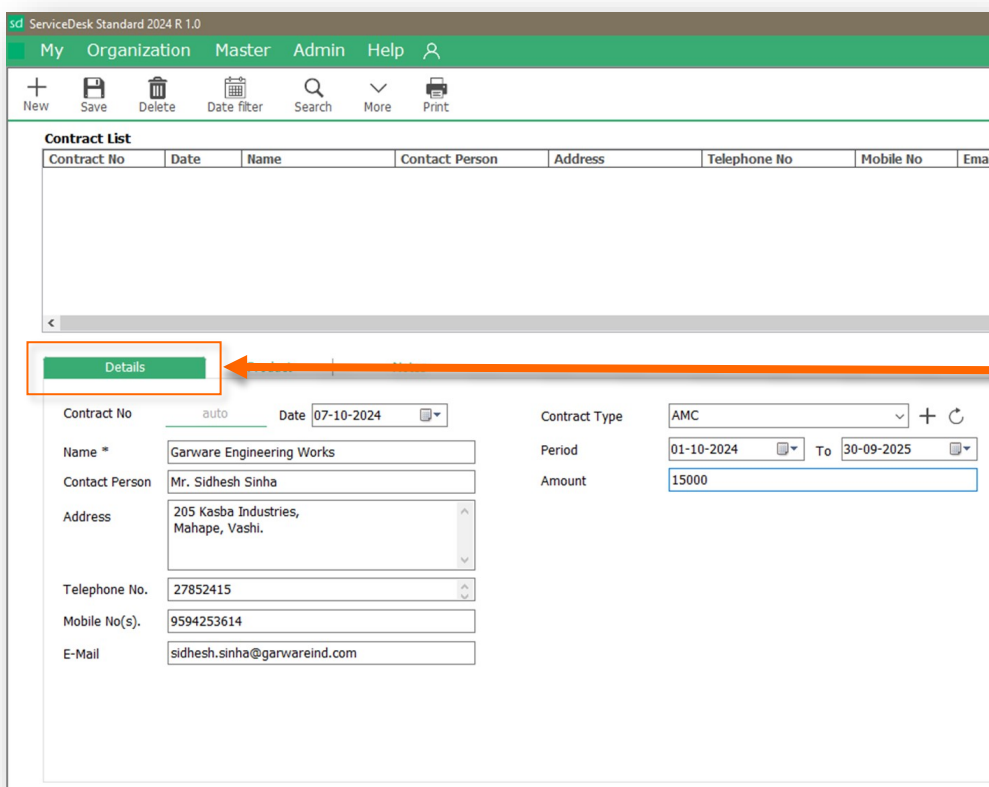


Please note: this is a trial edition, has a cap of 25 trial entries.



Here, we can see three tabs:

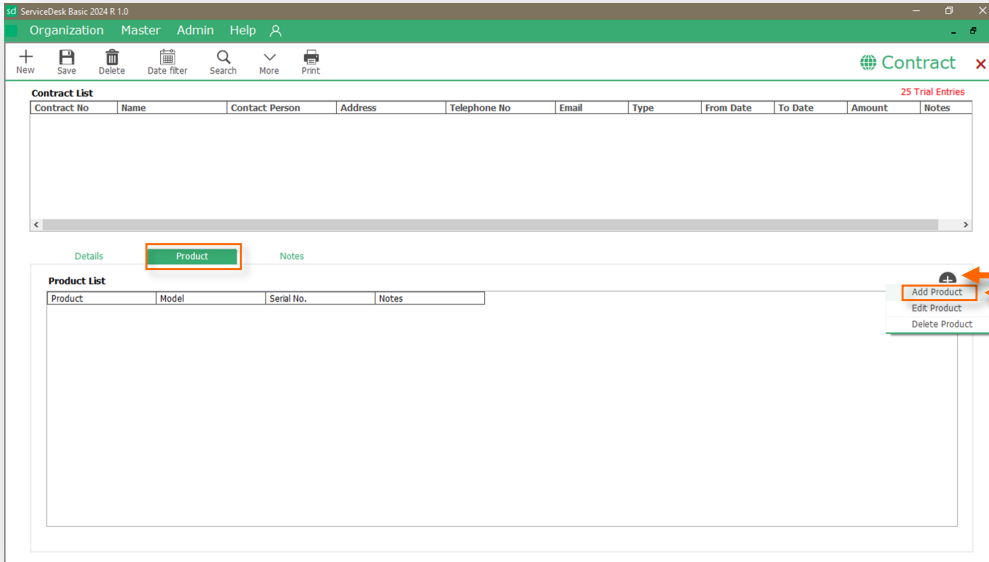
- **Details:** Contract Details with contact information.
- **Product:** has product list, multiple products can be added here.
- **Notes:** Notes or Remarks on the contract.



### Details Tab:

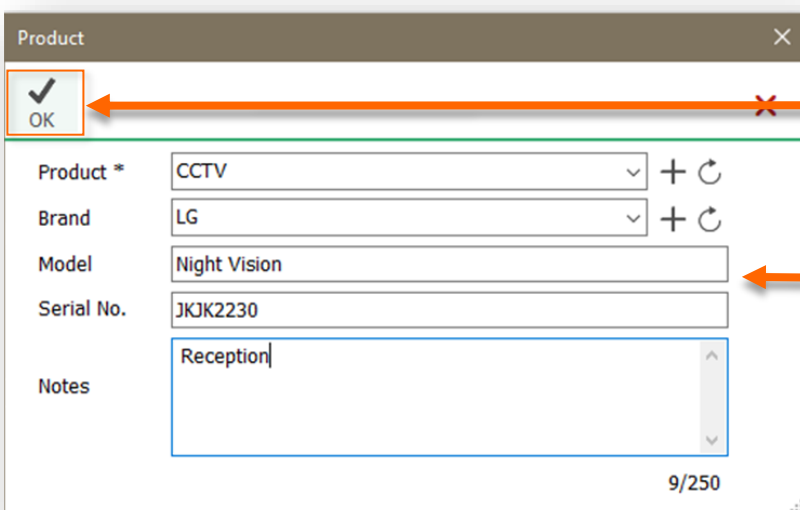
Fill details such as

- Name
- Contact Person
- Address
- Telephone No.
- Mobile No.
- E-mail
- Select Contract Type (AMC, Warranty, etc. )
- Set Time Period
- Enter Amount



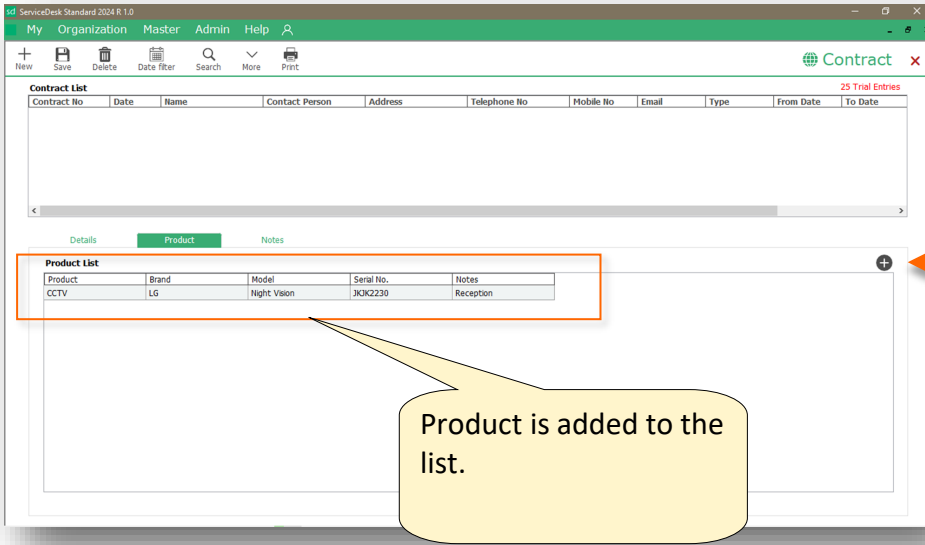
**Product Tab:**

1. Click on the plus icon
2. Select **Add Product**  
Product window will open

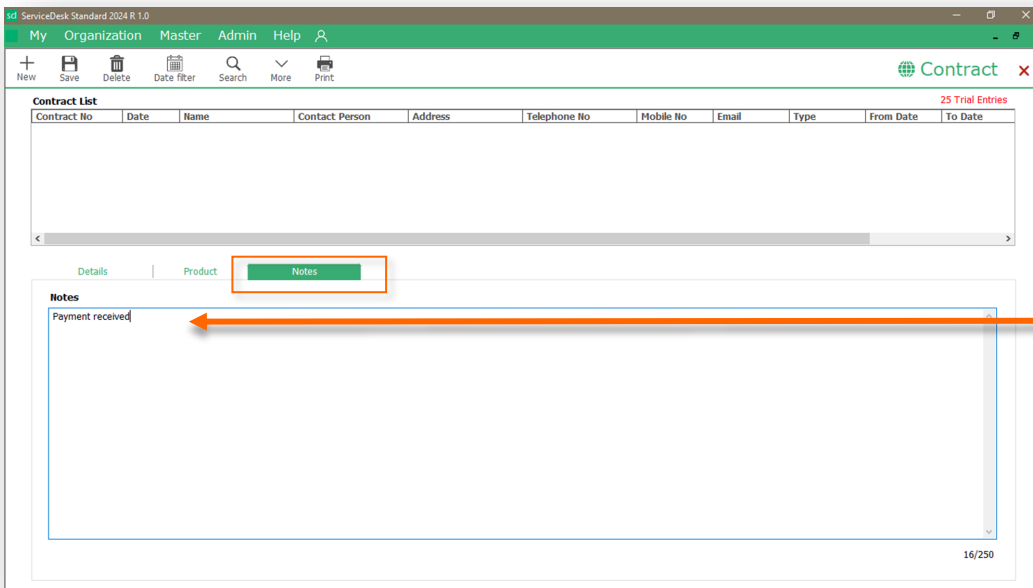


Fill products details such as:

- Select from multiple Product
  - Select from multiple brands.
  - Enter Model
  - Serial No.
  - Enter Notes or Remarks, if any
- Click on **OK** to save the product.

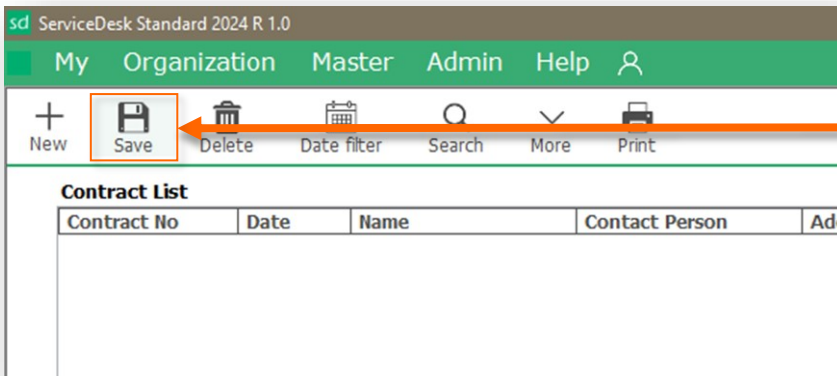


Click on the plus icon and repeat the process to add multiple products to the list.

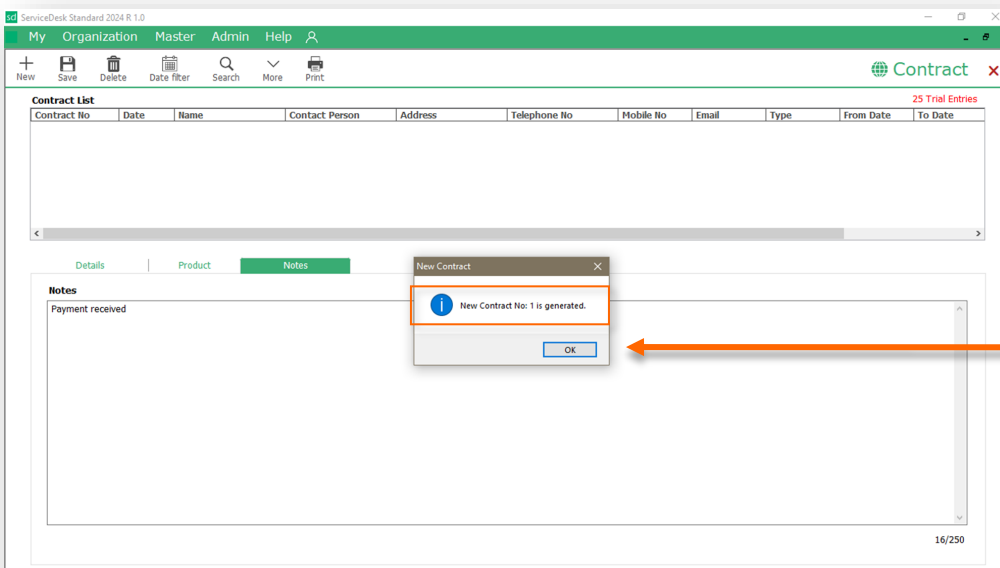


**Notes Tab:**

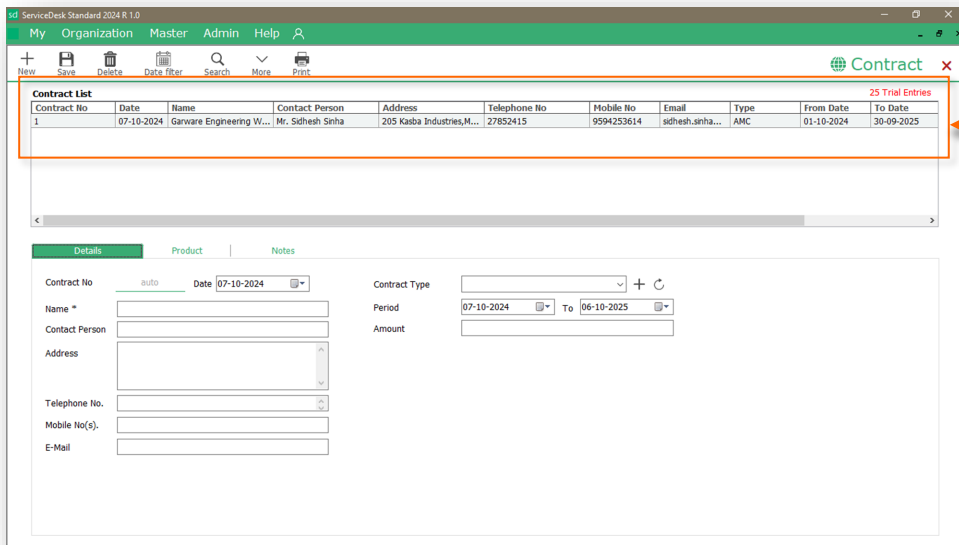
Here, enter any notes or remarks for the contract.



Click on **Save** to save the contract.



Contract No.1 will be generated.  
Contract was saved successfully.  
Click on **OK**.



The screenshot shows the ServiceDesk Standard 2024 R 1.0 interface. At the top, there is a menu bar with 'My', 'Organization', 'Master', 'Admin', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Save', 'Delete', 'Date filter', 'Search', 'More', and 'Print'. The main area is titled 'Contract List' and shows a table with 25 trial entries. The table has columns for Contract No, Date, Name, Contact Person, Address, Telephone No, Mobile No, Email, Type, From Date, and To Date. The first entry is highlighted with a red box. Below the table is a details form with tabs for 'Details', 'Product', and 'Notes'. The details form contains fields for Contract No, Name, Contact Person, Address, Telephone No, Mobile No(s), E-Mail, Contract Type, Period, and Amount.

Contract No	Date	Name	Contact Person	Address	Telephone No	Mobile No	Email	Type	From Date	To Date
1	07-10-2024	Garvare Engineering W...	Mr. Sidhesh Sinha	205 Kaaba Industries,M...	27852415	9594253614	sdhesh.sinha...	AMC	01-10-2024	30-09-2025

We can see the contract in this list.





# Congratulations

You have successfully entered your first contract in ServiceDesk Standard.

# 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



#### **Renew Contract**

how to renew a contract with just a few clicks in ServiceDesk Standard

[SD STD Renew-Contract.pdf](#)

# SPINSO

Celebrating

# 25

years in business

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