SPINSO

Standard edition

ServiceDesk

manage warranties & AMC

Entering a Contract (Trial edition)

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

1 INDEX

Steps

1. Index _____ Pg 2

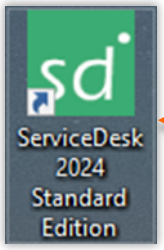
2. Login _____ Pg 3

3. Go to Contract Screen _____ Pg 4

4. Entering a Contract _____ Pg 6

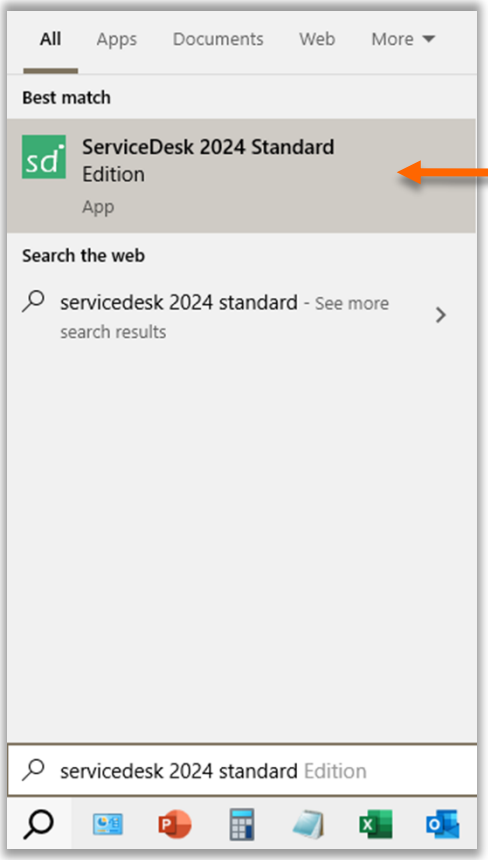
5. Additional Information _____ Pg 13

2 LOGIN

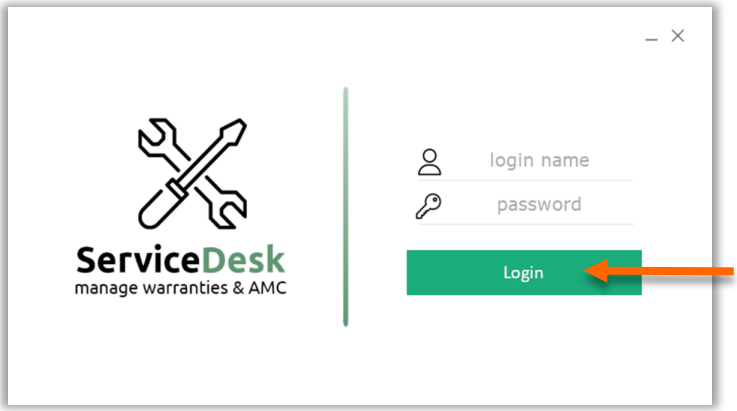


Double Click on **ServiceDesk** icon, on your desktop.

or



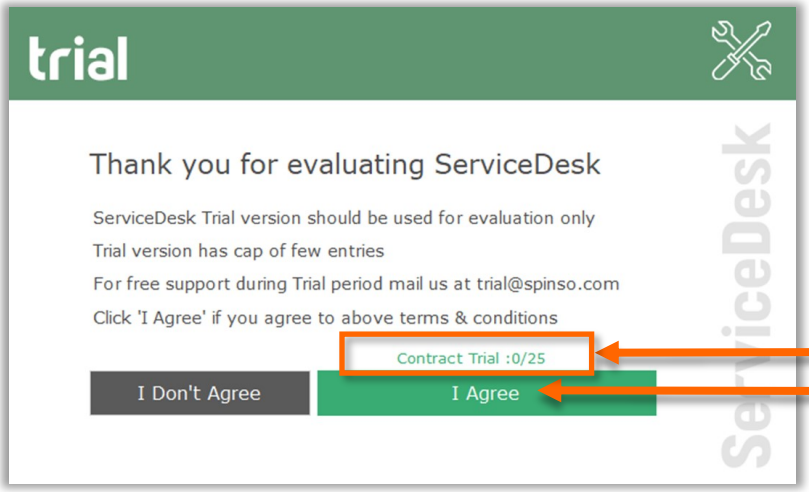
You can also launch the application from
Start - Program Files - Spinso - ServiceDesk



Enter Login name and password

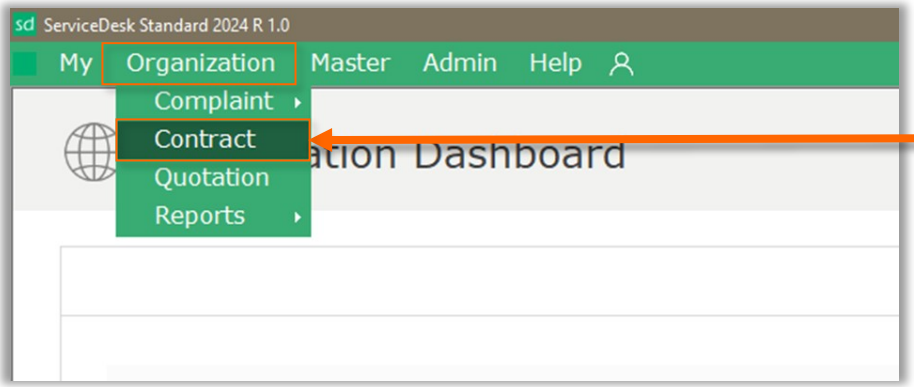
Click on **Login**

3 Go to Contract Screen



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

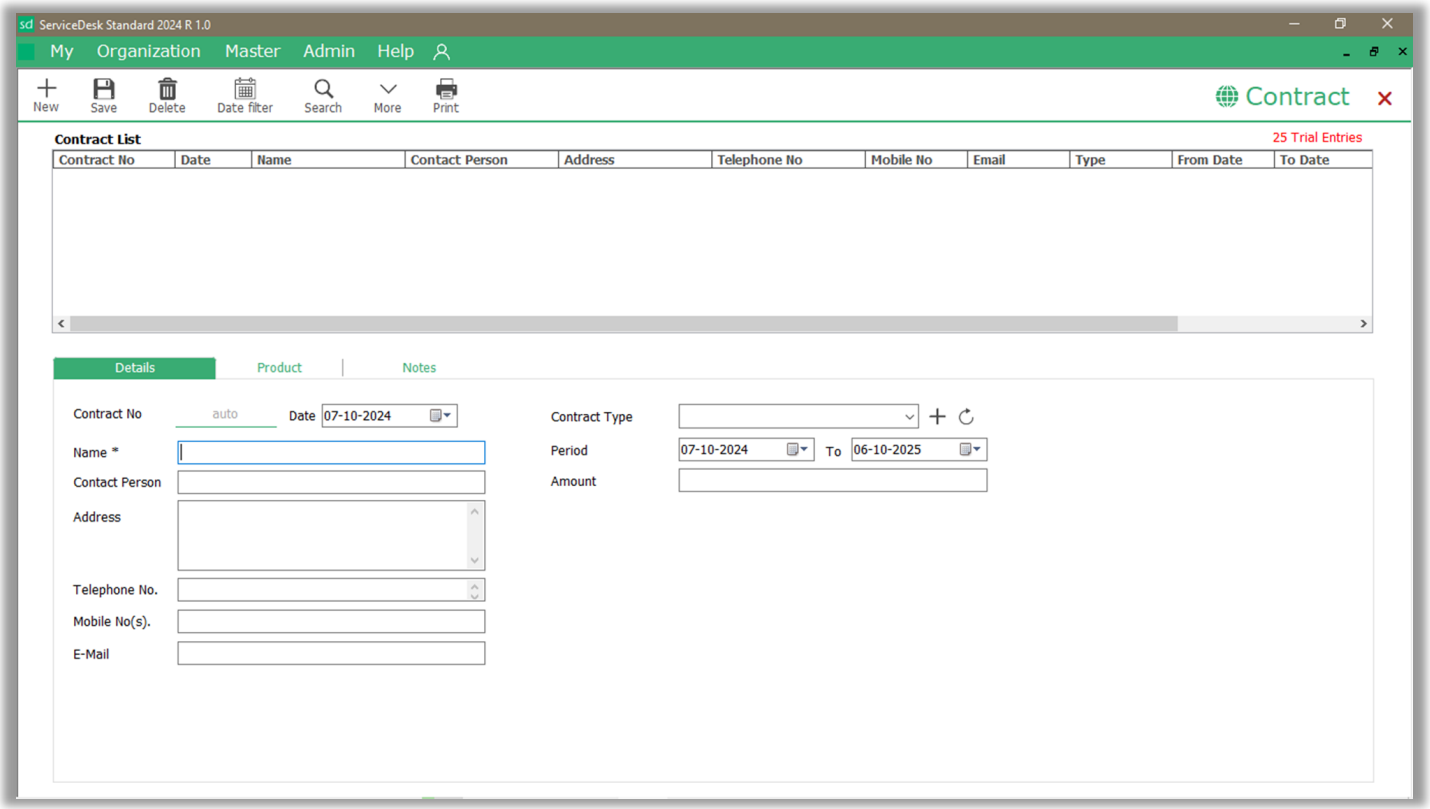
No. of trial entries used.
Click on **I Agree**



Go to

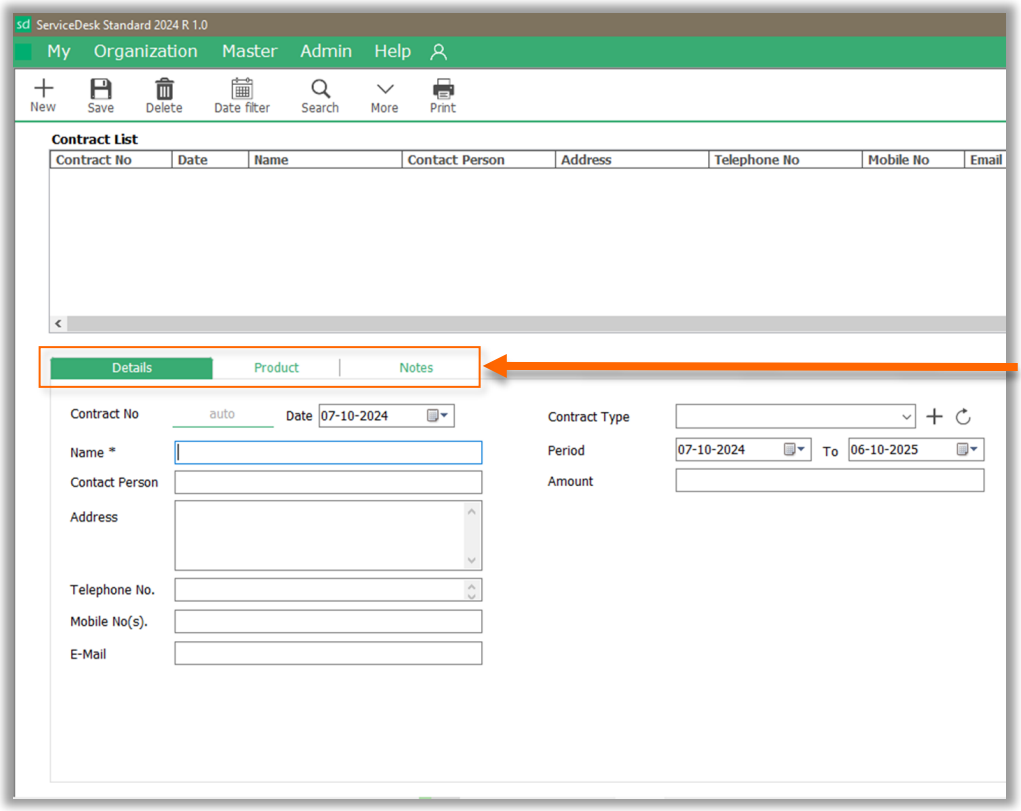
Organization > Contract

Contract Screen



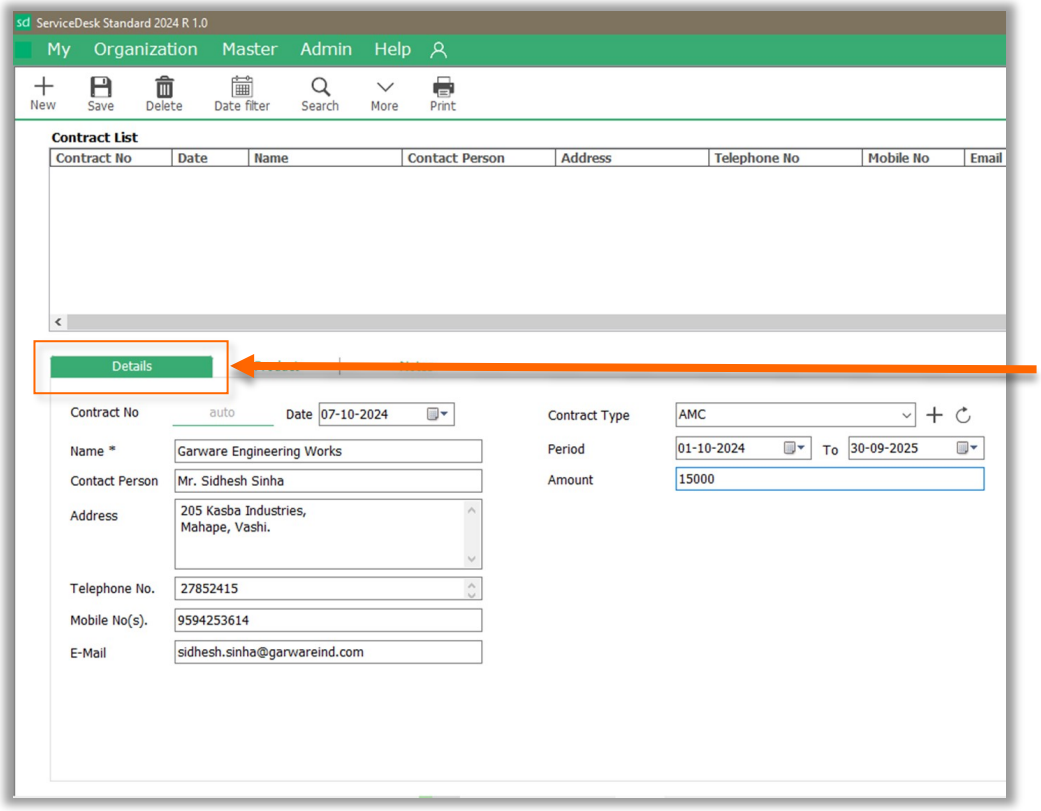
Please note: this is a trial edition, has a cap of 25 trial entries.

4 Entering a Contract



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.

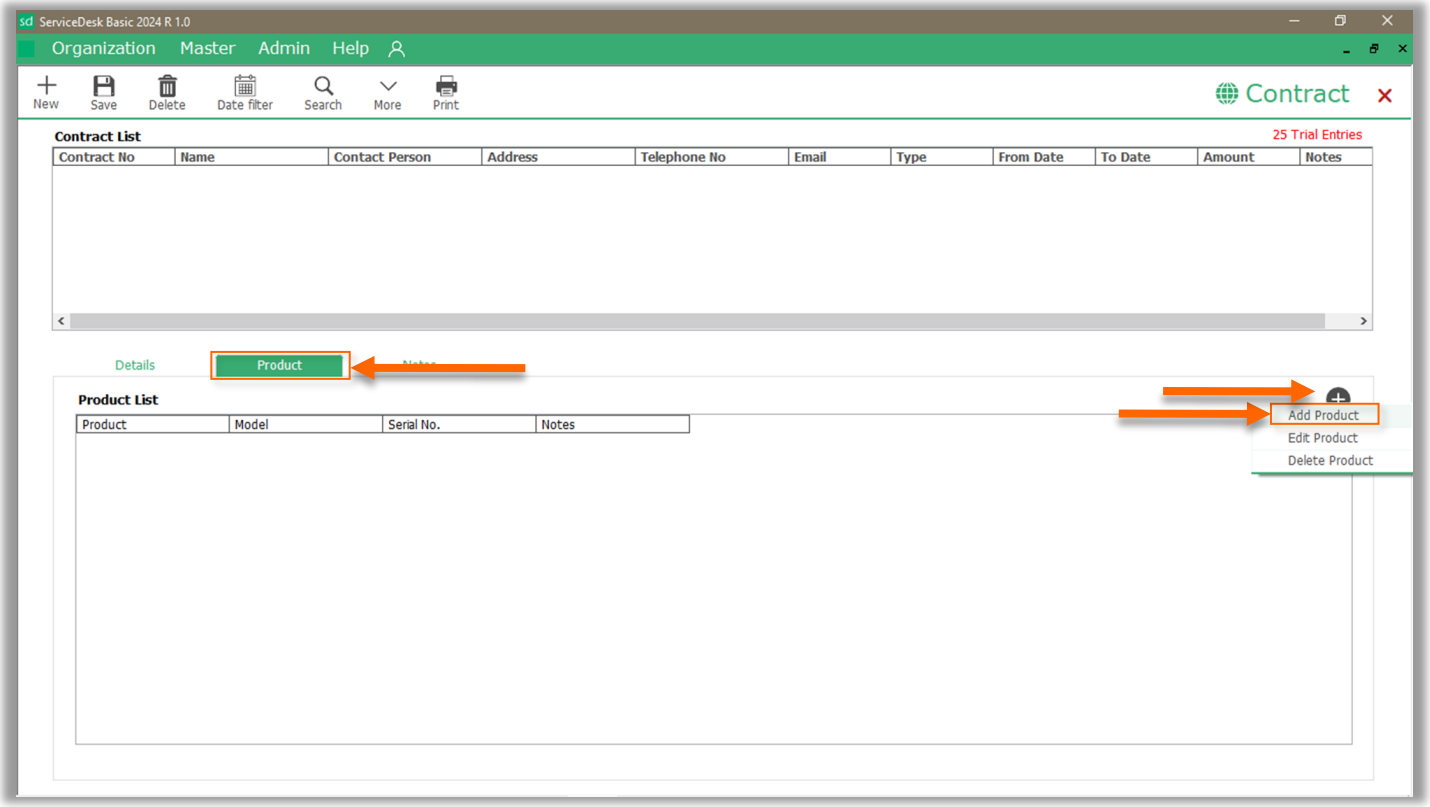


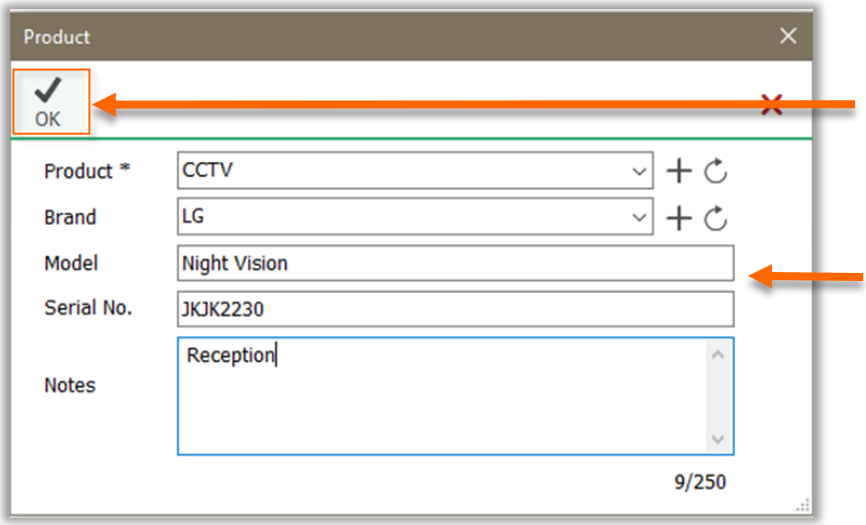
Details Tab:

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:
Click on the plus icon > select **Add Product**
Product window will open

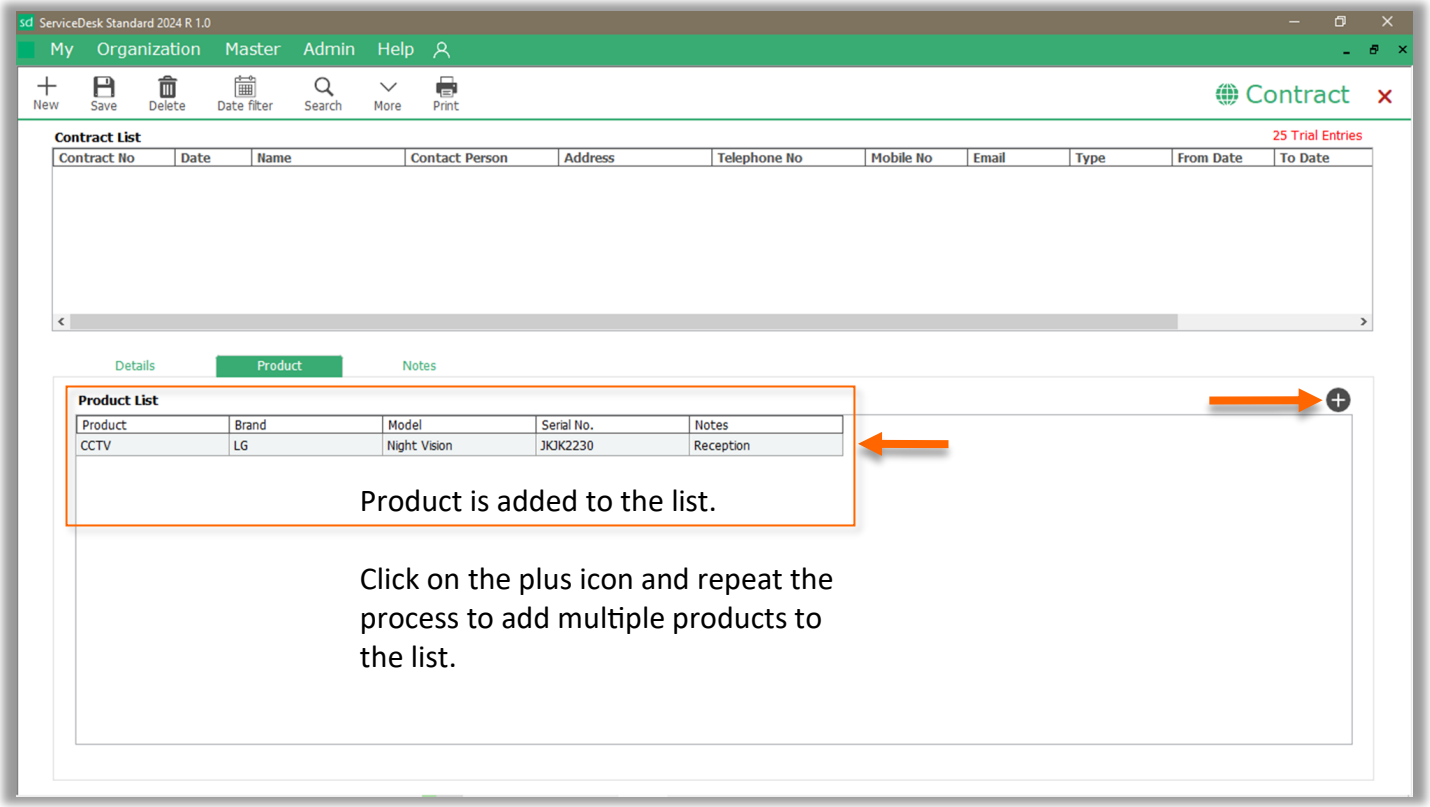


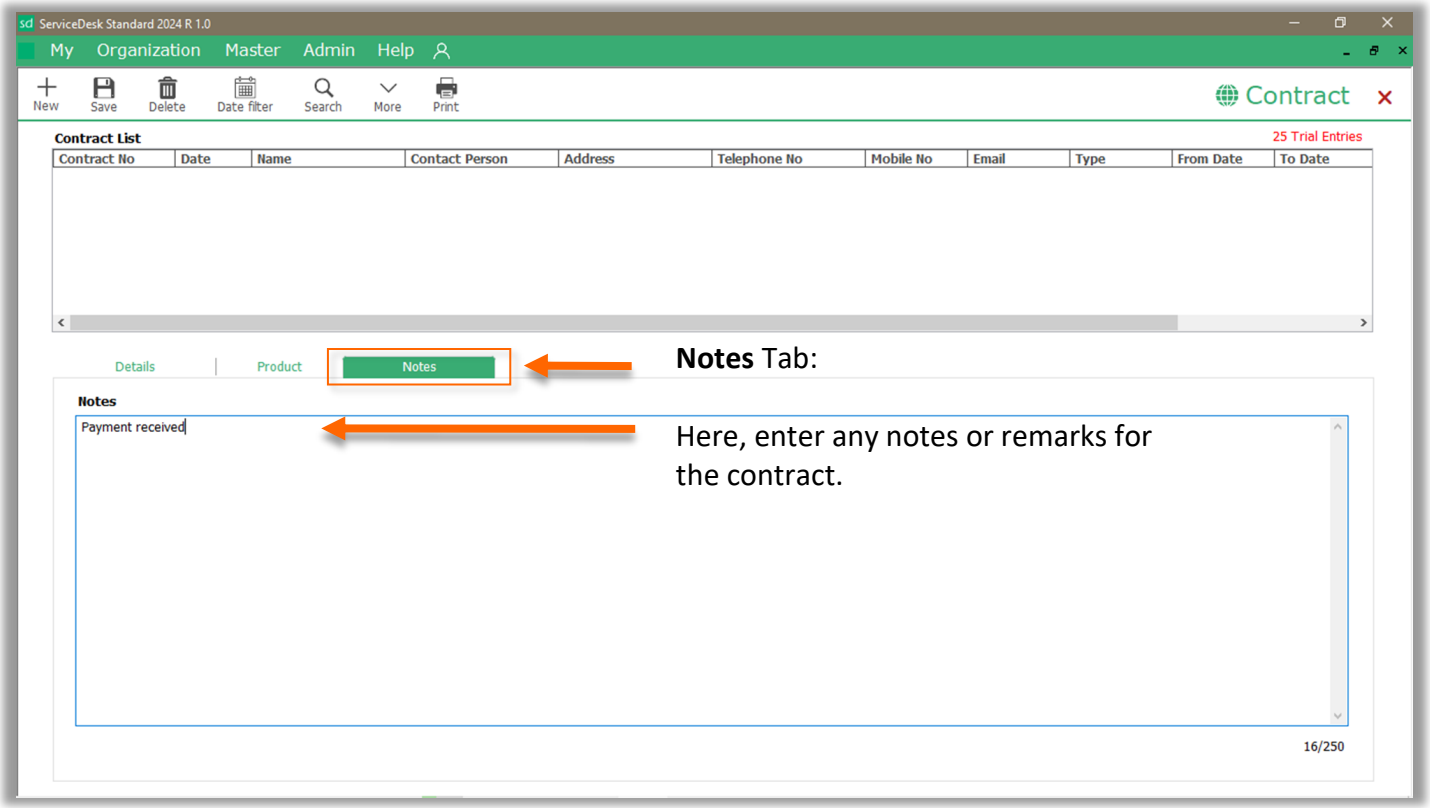


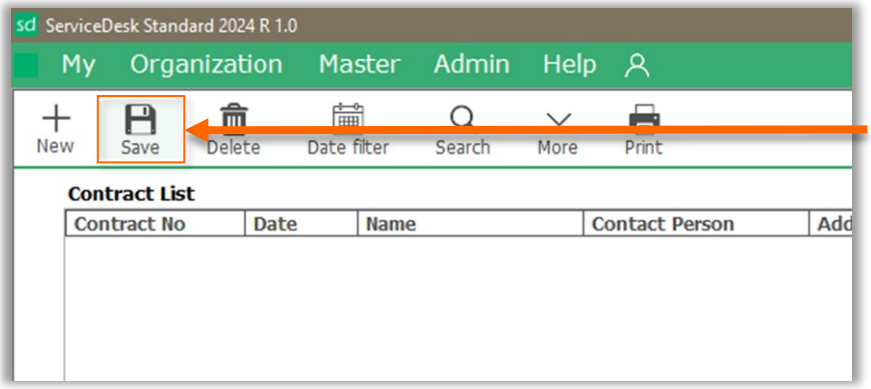
Fill products details such as:

- 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.

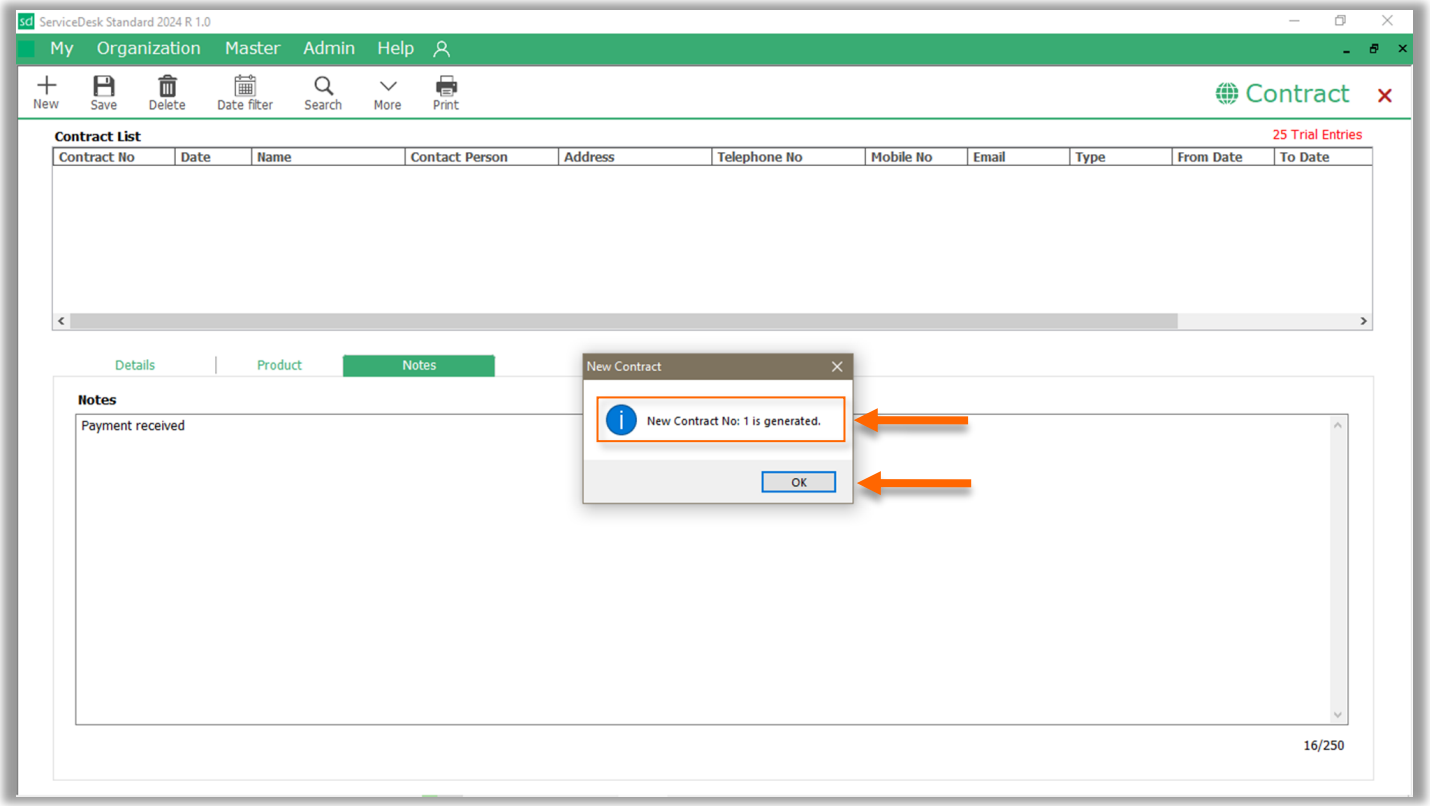

ServiceDesk Standard 2024 R 1.0
My Organization Master Admin Help
New Save Delete Date filter Search More Print
Contract
Contract List
25 Trial Entries
Contract No Date Name Contact Person Address Telephone No Mobile No Email Type From Date To Date
Details Product Notes
Product List
Product Brand Model Serial No. Notes
CCTV LG Night Vision JKJK2230 Reception
Product is added to the list.
Click on the plus icon and repeat the process to add multiple products to the list.

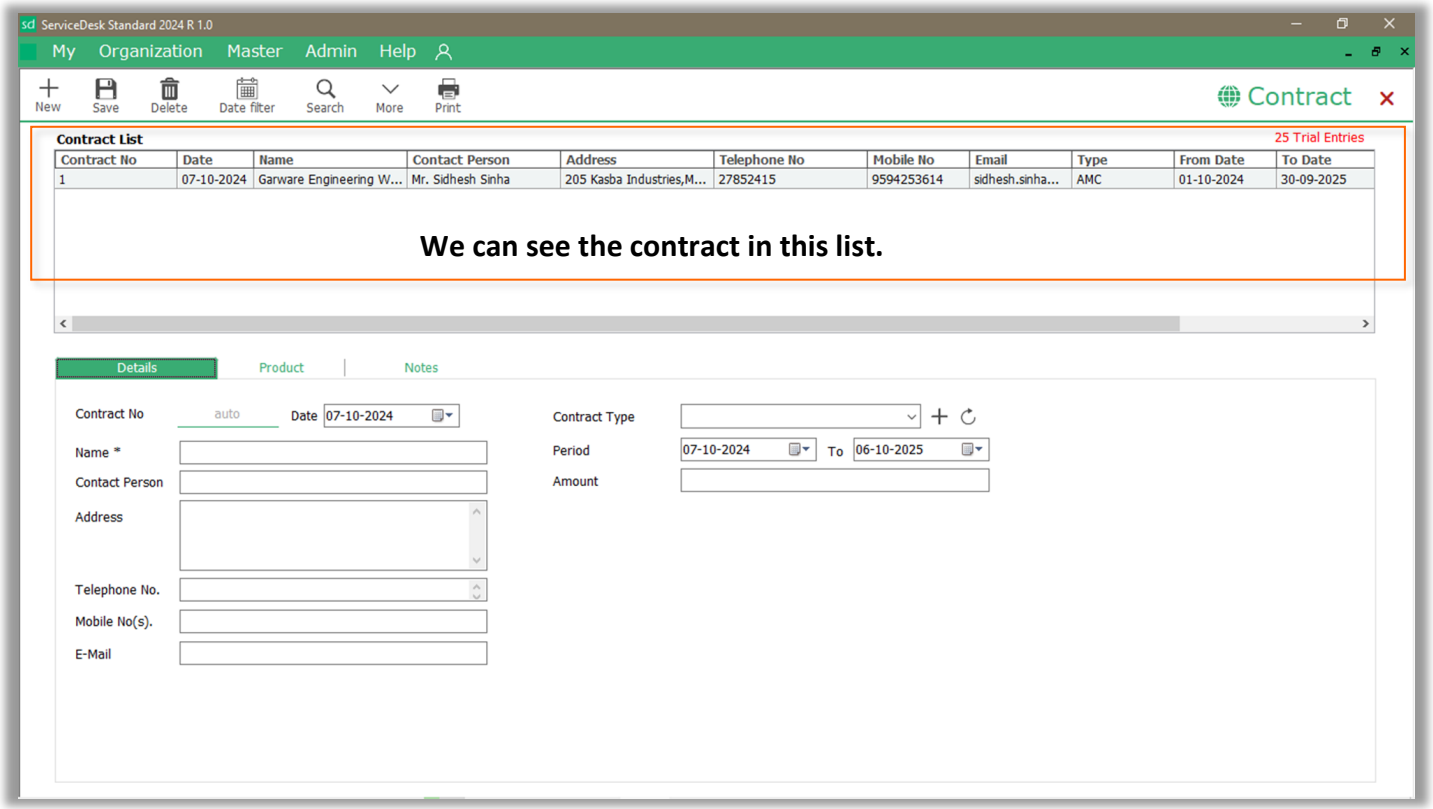

ServiceDesk Standard 2024 R 1.0
My Organization Master Admin Help
New Save Delete Date filter Search More Print
Contract
Contract List
25 Trial Entries
Contract No Date Name Contact Person Address Telephone No Mobile No Email Type From Date To Date
Details Product Notes
Notes Tab:
Notes
Payment received
Here, enter any notes or remarks for the contract.
16/250



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

Contract No. is generated.
Contract was saved successfully.
Click on **OK**.

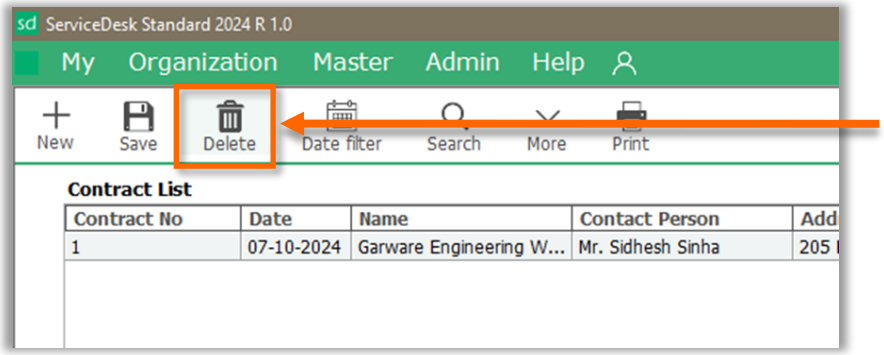



ServiceDesk Standard 2024 R 1.0
My Organization Master Admin Help
New Save Delete Date filter Search More Print
Contract
Contract List
25 Trial Entries
Contract No | Date | Name | Contact Person | Address | Telephone No | Mobile No | Email | Type | From Date | To Date
1 | 07-10-2024 | Garware Engineering W... | Mr. Sidhesh Sinha | 205 Kasba Industries,M... | 27852415 | 9594253614 | sidhesh.sinha... | AMC | 01-10-2024 | 30-09-2025
We can see the contract in this list.
Details
Product
Notes
Contract No
auto
Date 07-10-2024
Contract Type
Name *
Period 07-10-2024 To 06-10-2025
Contact Person
Amount
Address
Telephone No.
Mobile No(s).
E-Mail

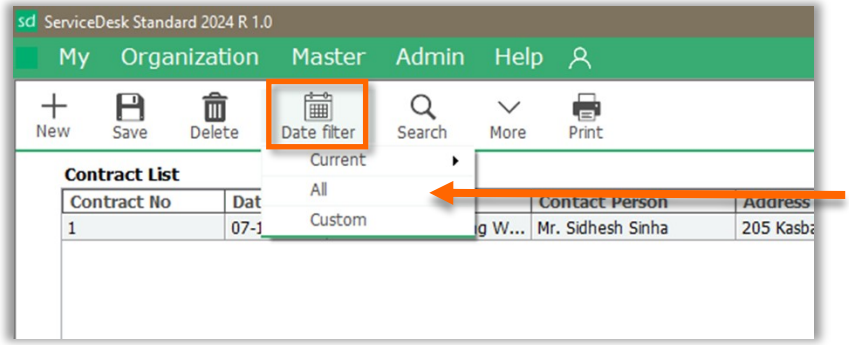
Congratulations

You have successfully entered your first contract in ServiceDesk Standard.

5 Additional Information

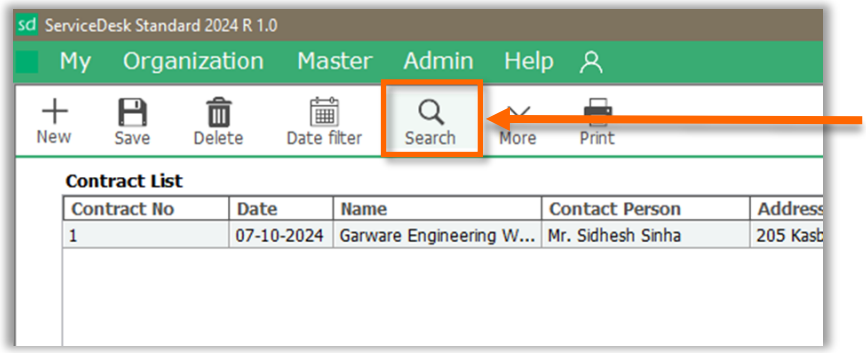


Delete: to delete a contract
Select a record from the list then click on delete.

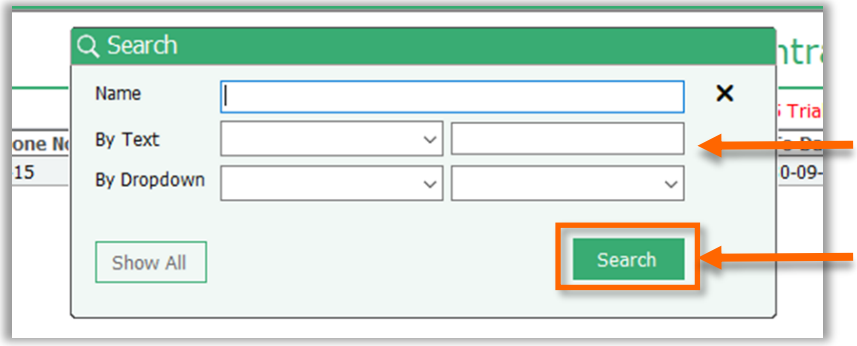


Date Filter:
Filter and find the Contracts by date.

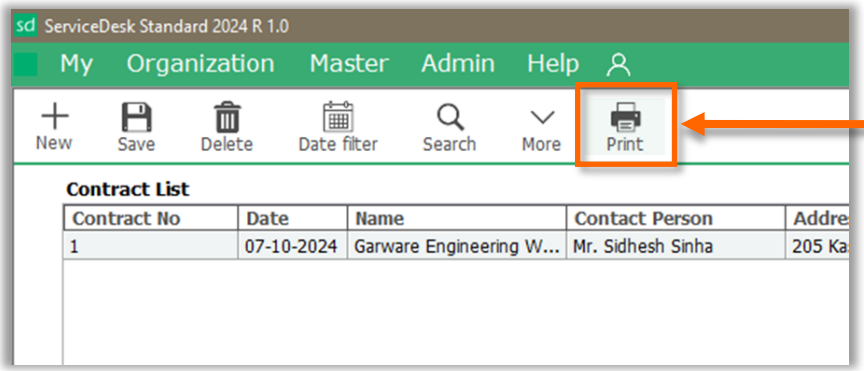
Custom Date Filter:
Find records from particular period of time



Search:
To quickly find/search contracts by name.



Enter the name, contact person or select contract type, etc. of the contract to find then click on **search.**



Print: to Print a contract, **s**elect a record from the list then click on Print.

SPINSO

Thank you

We hope this was helpful. Kindly Call us or WhatsApp **+91.99 201 401 00** for any queries.

We recommend you to see our **Renew Contract** Help file Next.

For more info visit: **https://www.spinso.com**