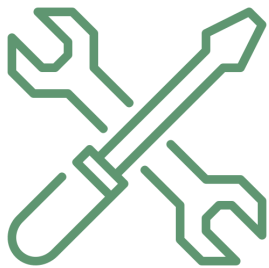


SPINSO[®]



Standard edition

ServiceDesk

manage warranties & AMC



Renew a Contract (Trial edition)

Renew a contract with just a few clicks in ServiceDesk Standard.

1

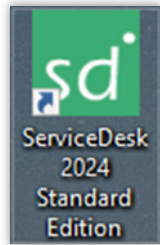
INDEX

Steps

1. Index _____ Pg 2
2. Login _____ Pg 3
3. Go to Contract Screen _____ Pg 4
4. Renew Contract _____ Pg 6

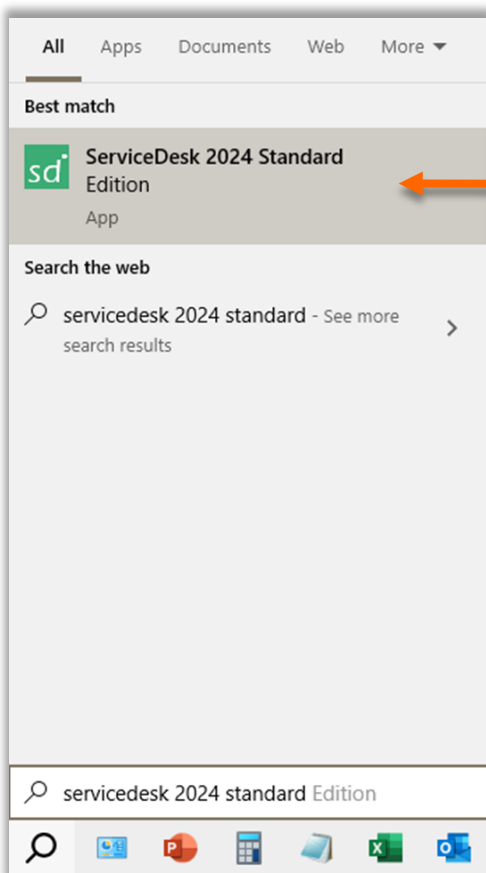
2

LOGIN

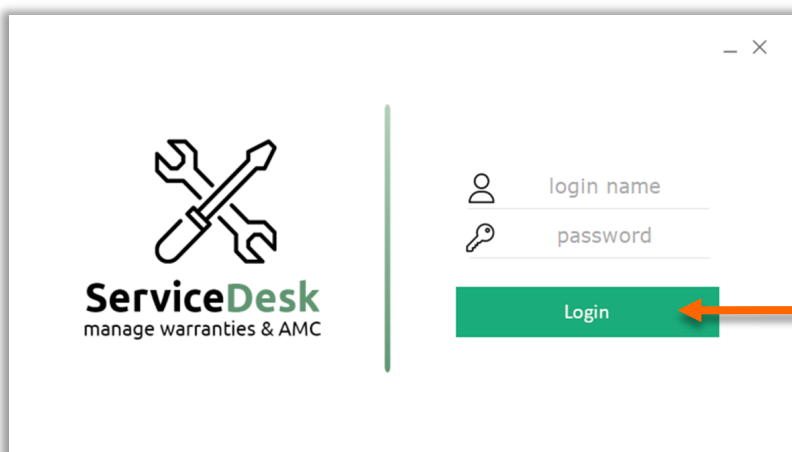


Double Click on **ServiceDesk** icon, on your desktop.

or



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

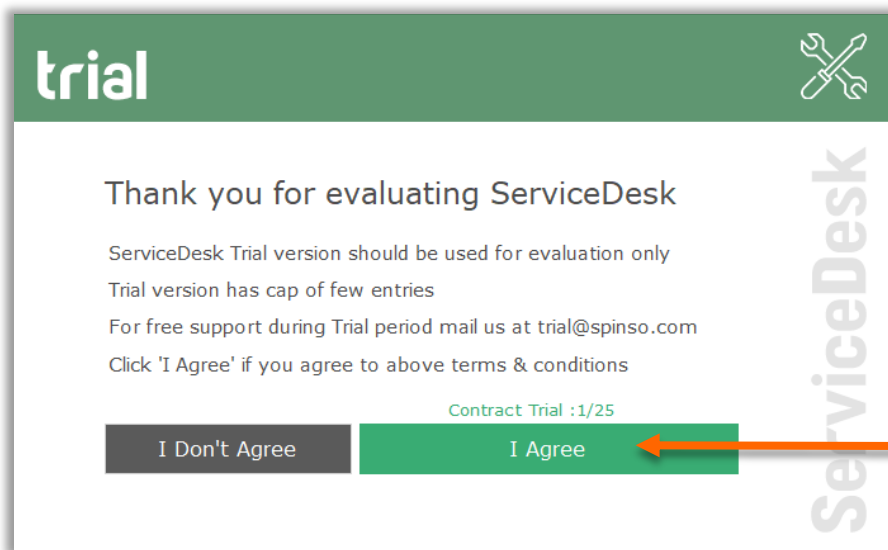


Enter Login name and password

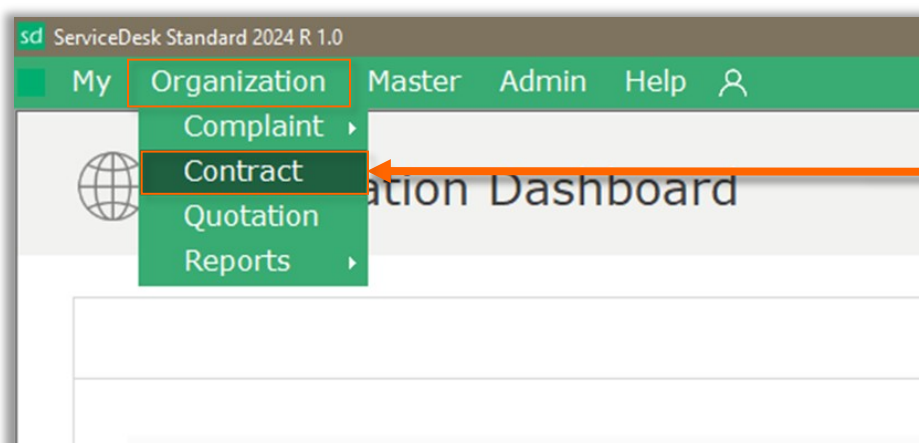
Click on **Login**

3

Go to Contract Screen



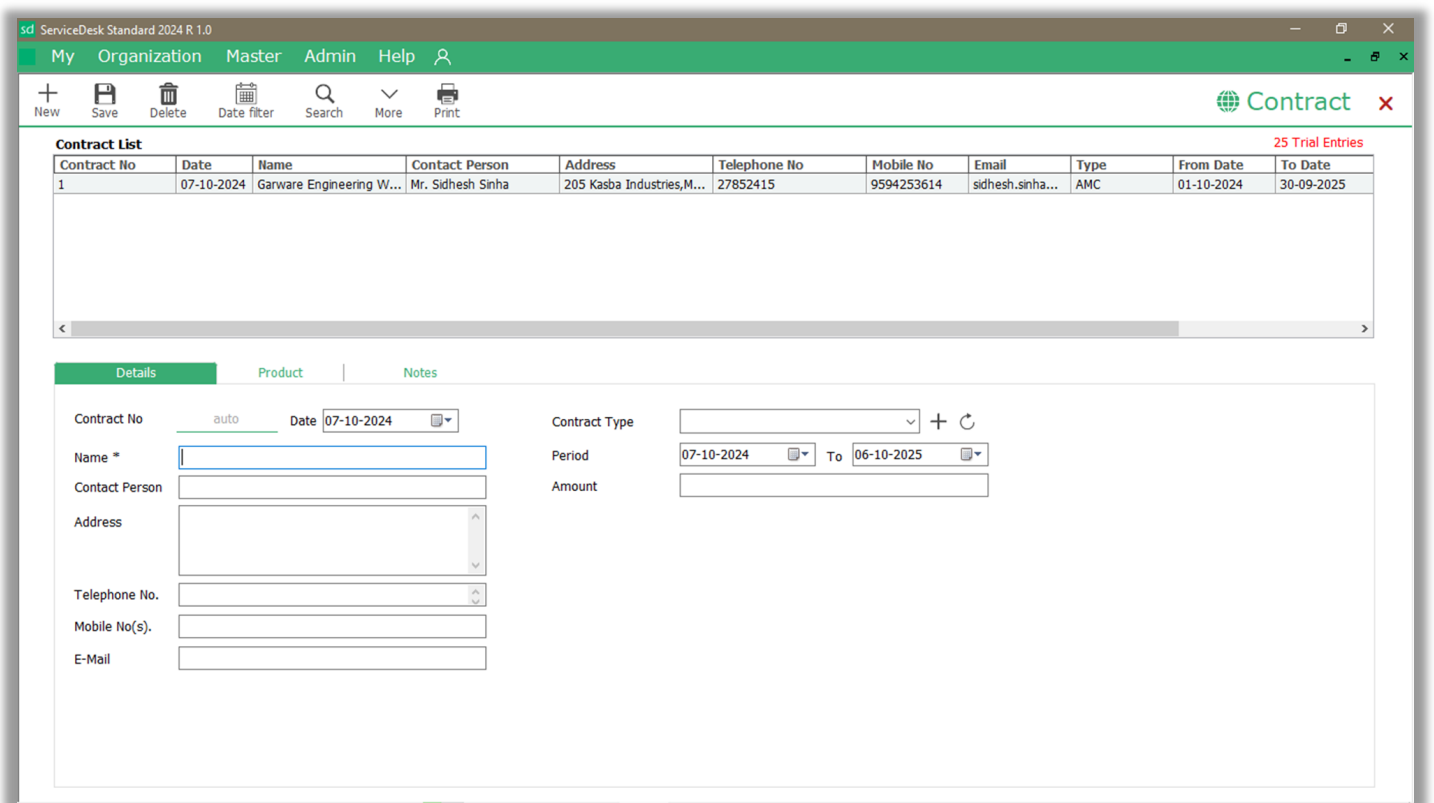
Click on **I Agree**



Go to

Organization > Contract

Contract Screen



sd ServiceDesk Standard 2024 R 1.0

My Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract 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 |

Details Product Notes

Contract No auto Date 07-10-2024

Name *

Contact Person

Address

Telephone No.

Mobile No(s).

E-Mail

Contract Type

Period 07-10-2024 To 06-10-2025

Amount

4

Renew Contract

To renew contract, select the record to renew from the list, then Click on **More**.

sd ServiceDesk Standard 2024 R 1.0

My Organization Master Admin Help

New Save Delete Date filter Search More Print

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 |

Details Product Notes

Contract No auto Date 07-10-2024 Contract Type + ↻

Name *

Contact Person

Address

Telephone No.

Mobile No(s).

E-Mail

Period 07-10-2024 To 06-10-2025

Amount

sd ServiceDesk Standard 2024 R 1.0

My Organization Master Admin Help

New Save Delete Date filter Search More Print

Contract List

| Contract No | Date | Name | Contact Person | Address |
|-------------|------------|--------------------------|-------------------|-----------------|
| 1 | 07-10-2024 | Garware Engineering W... | Mr. Sidhesh Sinha | 205 Kasba Indus |

Renew

Click on **More > select Renew**
Renew contract screen will open.

Renew Contract

Save

Contract No: 1

Name: Garware Engineering Works

Contract Period: 01-10-2023 TO 30-09-2024

Details

Renew Details

Renew Period: 01-10-2024 To 30-09-2025

Contract Type: AMC

Amount: 15000

Notes: Payment received

16/250

Check and confirm the details. Update if required.

Renew Contract

Save

Contract No: 1

Name: Garware Engineering Works

Contract Period: 01-10-2023 TO 30-09-2024

Details

Renew Details

Renew Period: 01-10-2024

Contract Type: AMC

Amount: 15000

Click on **Save**.

Renew Contract

Save

Contract No: 1

Name: Garware Engineering Works

Contract Period: 01-10-2023 TO 30-09-2024

Details

Renew Details

Renew Period: 09-2025

Contract Type: [Dropdown]

Amount: [Input]

Notes: [Text Area]

16/250

ServiceDesk

Contract Renewed

OK

Contract Renewed successfully
Click on **Ok**.

Select the record from the list. Renewed Contract Date can be seen.

sd 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 |

Details | Product | Notes

Contract No: 1 Date: 07-10-2024

Name: Garware Engineering Works

Contact Person: Mr. Sidhesh Sinha

Address: 205 Kasba Industries, Mahape, Vashi.

Telephone No.: 27852415

Mobile No(s): 9594253614

E-Mail: sidhesh.sinha@garwareind.com

Contract Type: AMC

Period: 01-10-2024 To 30-09-2025

Amount: 15000

Congratulations

You have successfully renewed a contract in ServiceDesk Standard with just a few clicks.

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 **Enter First Complaint** Help file Next.

For more info visit: <https://www.spinso.com>