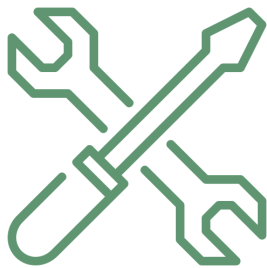




SPINSO[®]



Standard edition

ServiceDesk

manage warranties & AMC



Renew a Contract (Trial edition)

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

1

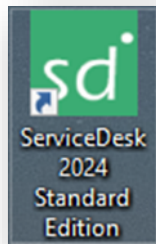
INDEX

Steps

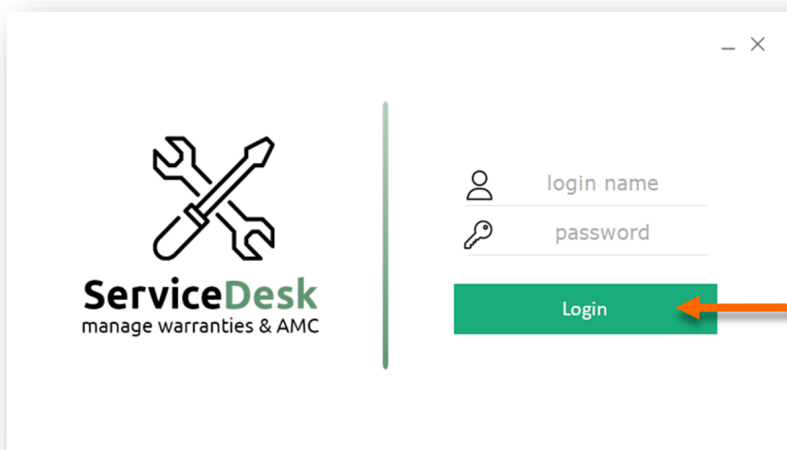
- 1. Index _____ Pg 2
- 2. Login _____ Pg 3
- 3. Renew Contract _____ Pg 4

2

LOGIN



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

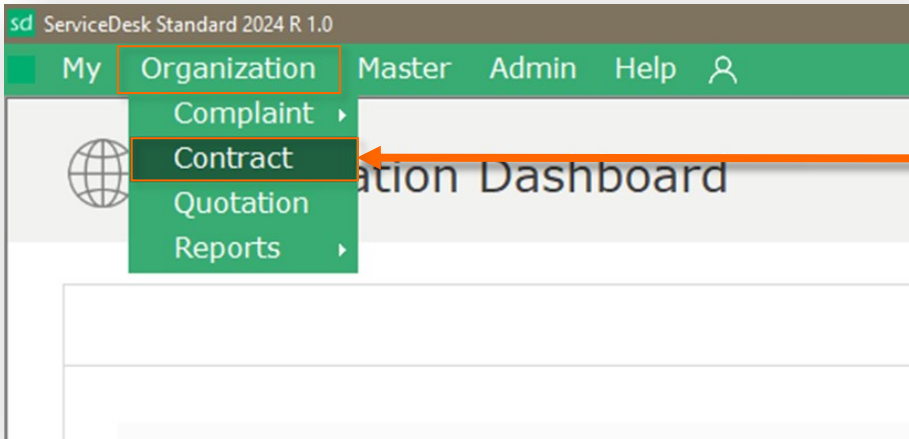


Enter Login name and password

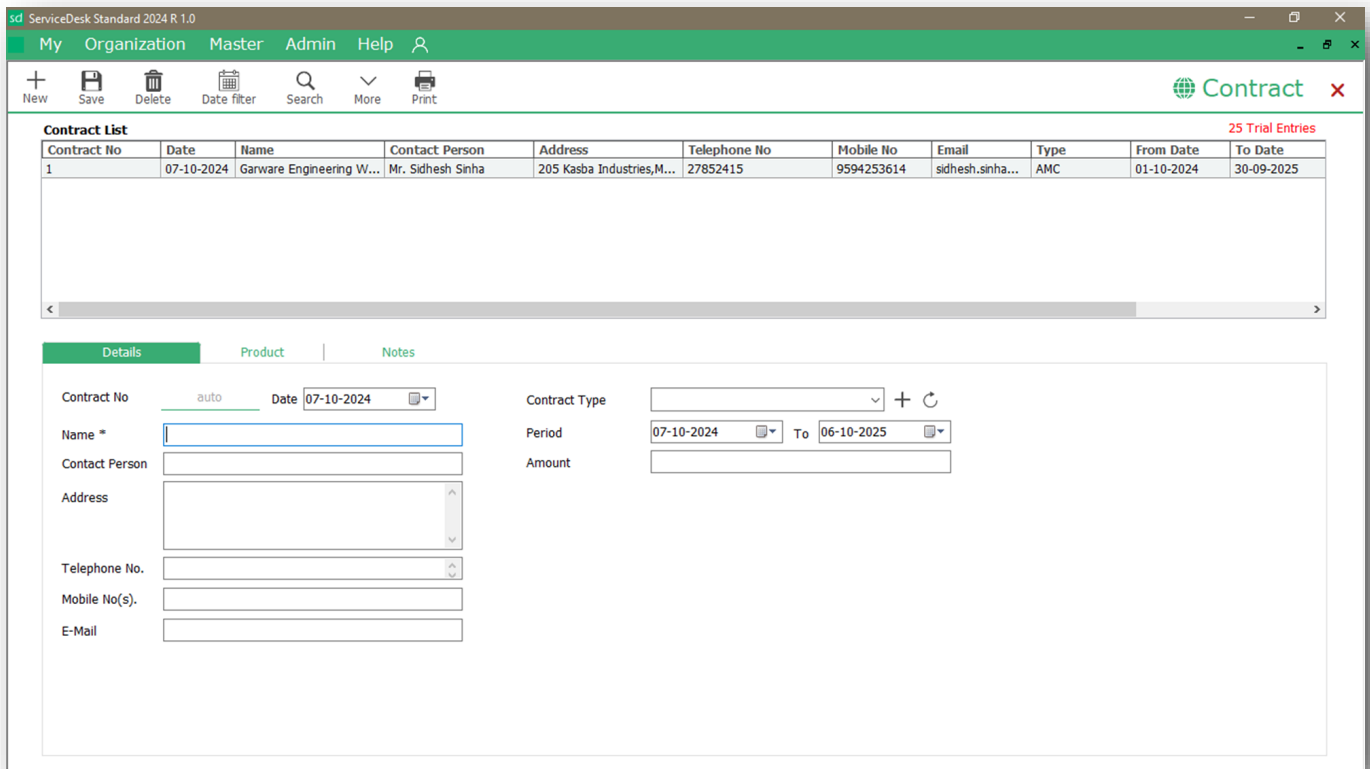
Click on **Login**

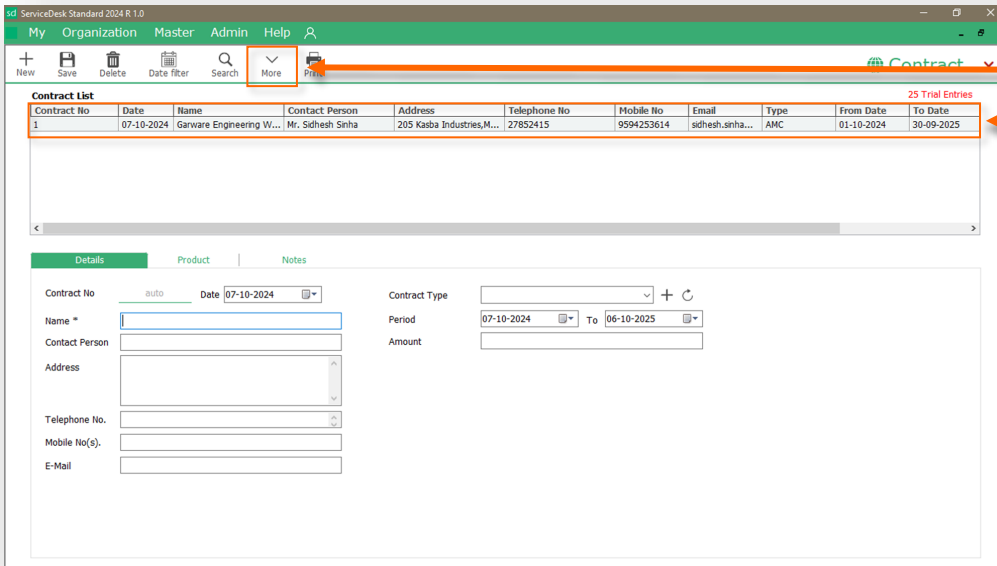
3

Renew Contract

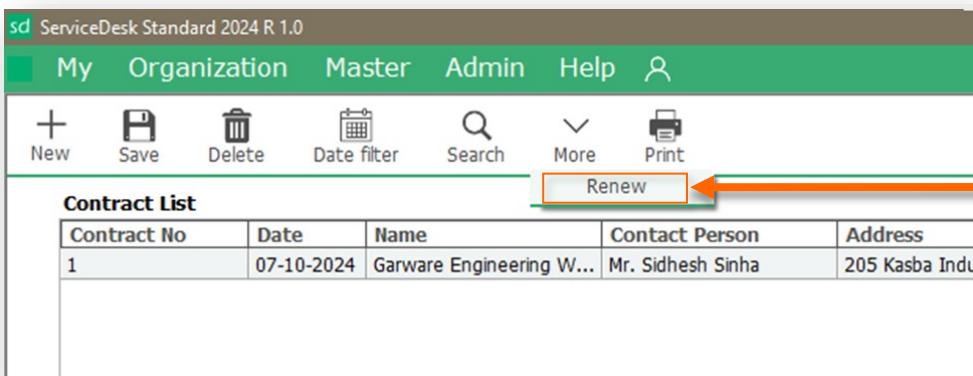


Go to
Organization > Contract





To renew contract,
 1.Select the record to renew from the list, then
 2.Click on **More**.



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

← Old Period

← New Period.
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**.

ServiceDesk Standard 2024 R 1.0

My Organization Master Admin Help

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@garvareind.com

Contract Type: AMC

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

Amount: 15000

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



Congratulations

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

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 Complaint

how to quickly enter your first complaint in ServiceDesk Standard

[SD STD Entering-First-Complaint.pdf](#)

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