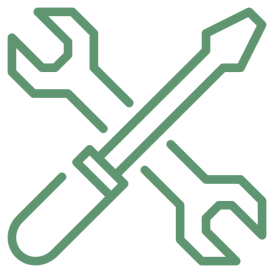




SPINSO<sup>®</sup>



Standard edition

# ServiceDesk

manage warranties & AMC

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## Contract Screen Interface (Trial edition)

A guide on Contract Screen Interface in ServiceDesk Standard.

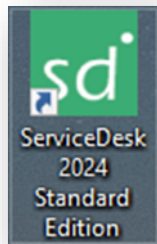
# 1

# INDEX

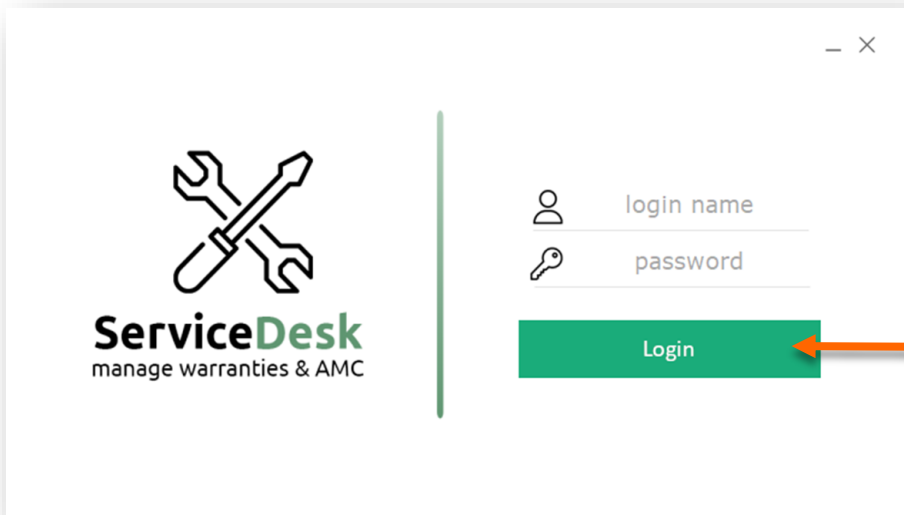
1. Index	_____	Pg 2
2. Login	_____	Pg 3
3. Contract Screen Interface	_____	Pg 4

# 2

# LOGIN



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

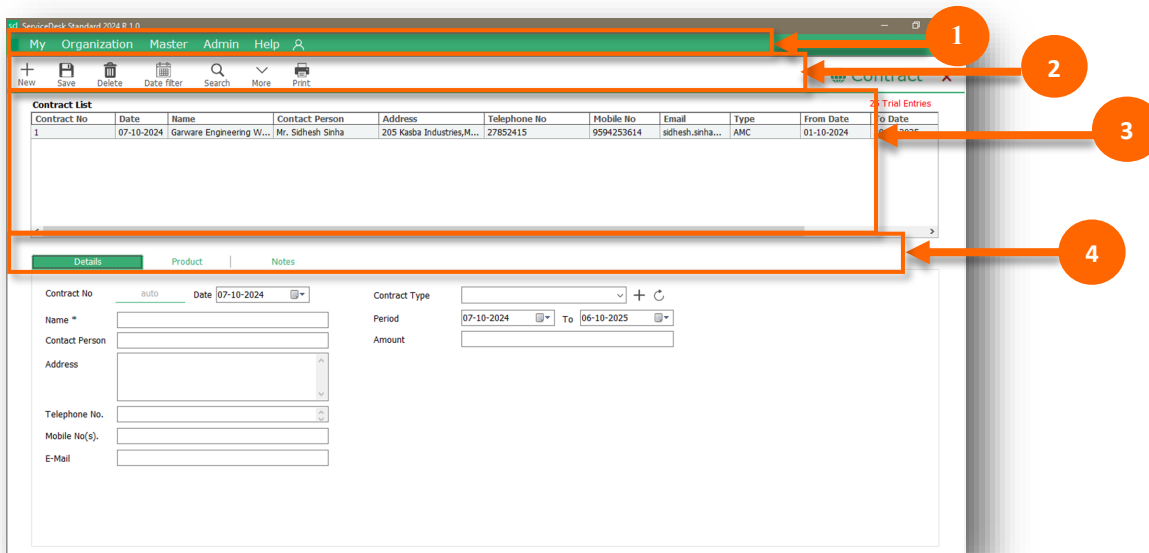


Enter Login name and password

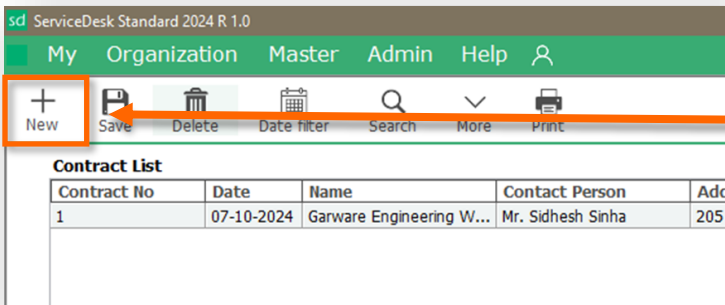
Click on **Login**

## 3

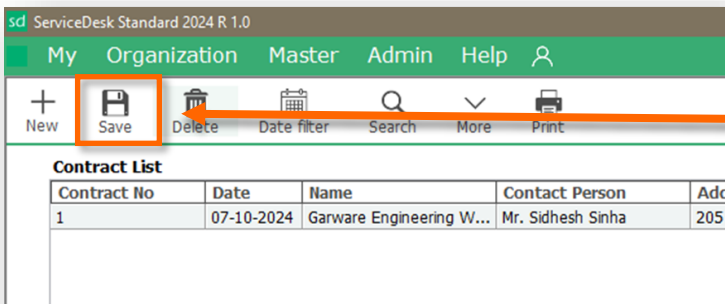
# Contract Screen Interface



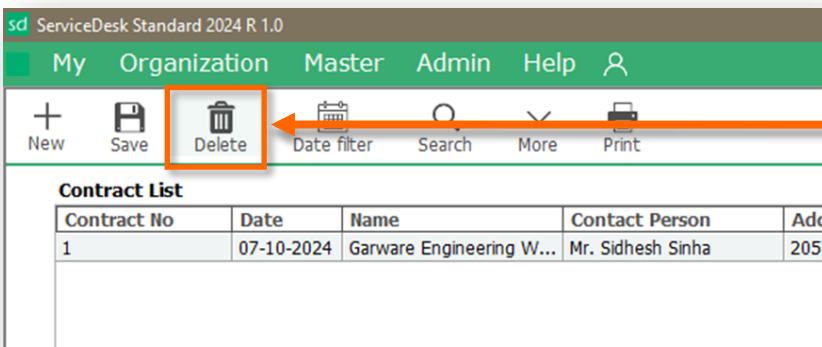
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage contract easier and faster.
- 3 Contract list: View all your contracts in this list.
- 4 Tabs: Use the fields of these tab to enter details then save or edit contract. Once saved, these details can be retrieved by selecting the contract from the list or by entering the contract no. in Details tab.



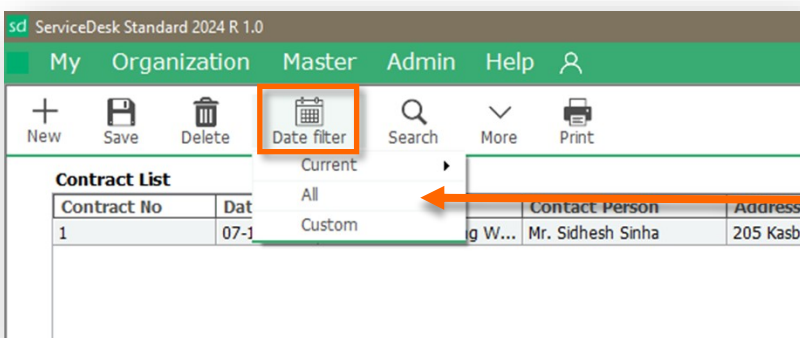
**New:** This button is used to clear all the fields and set them as blank.



**Save:** This button is used to save or update the changes.



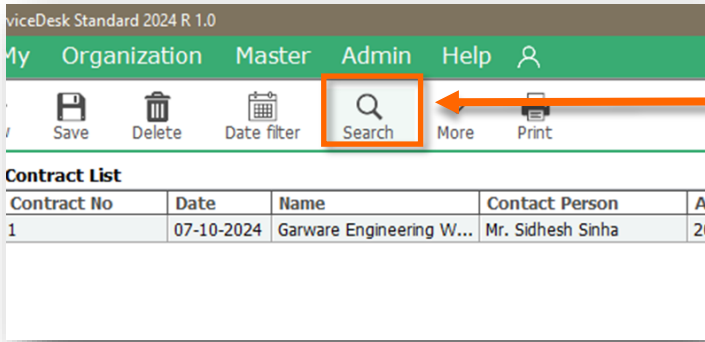
**Delete:** to delete a contract  
Select a record from the list then click on delete.



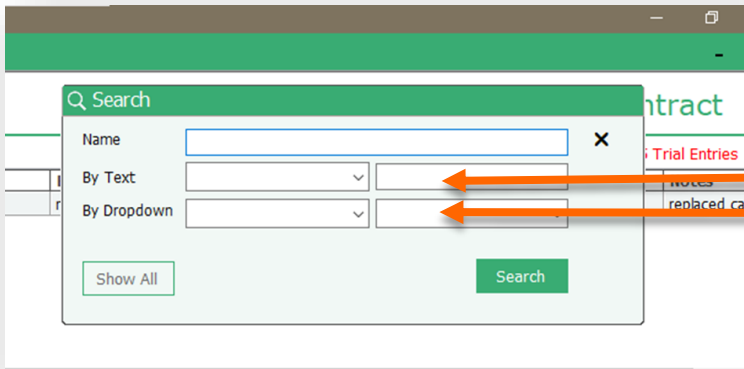
**Date Filter All :**  
This will show the entire list of data.

**Date Filter Current:** Fetch data of current month week, etc

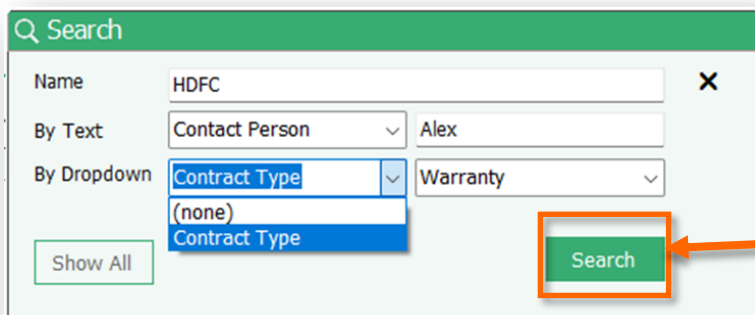
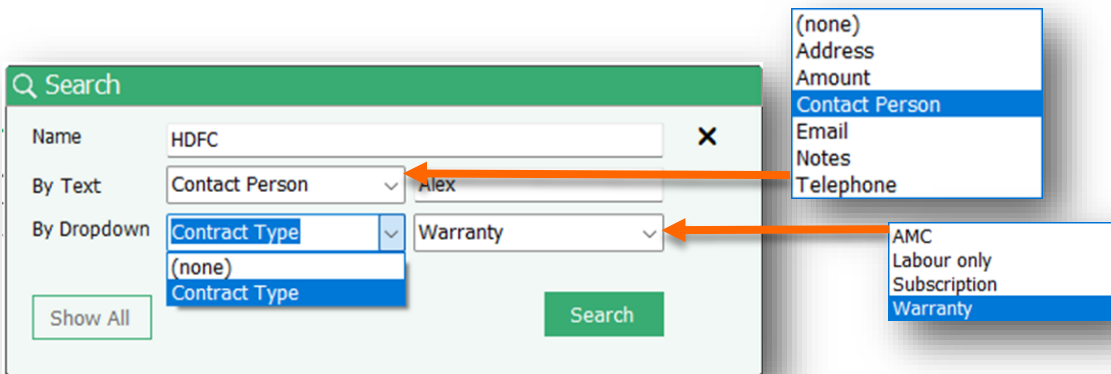
**Custom date filter** lets you to view data of a particular period of time.



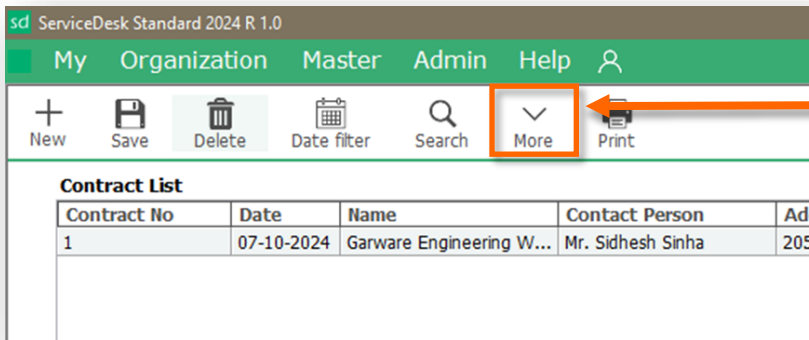
**Search:**  
To quickly find/search contracts by name.



Enter text such as Contact person to search  
Filter by Selecting Contract type.

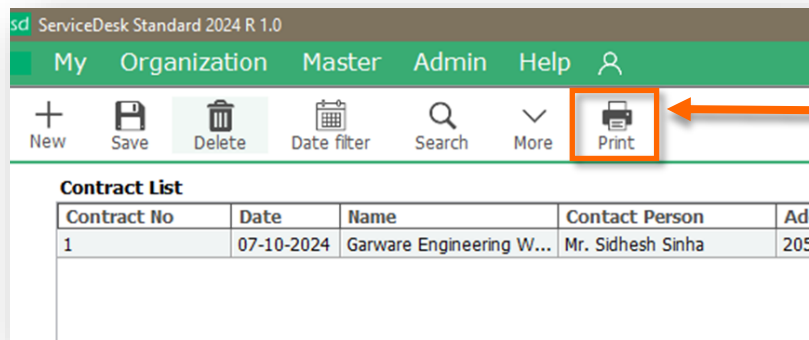


Enter the name, contact person or select contract type, etc. of the contract to find then click on **search**.



**More:** This will renew the contract.

1. Select a contract from the list.
2. Click on More > Renew.



**Print:**

1. Select a contract from the list.
2. Click on Print. This will print the contract, we can also save it as a pdf file.

# Thank you

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## For more information

Kindly Call us or WhatsApp **+91.99 201 401 00** for any queries.

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