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How It Works

Let's start, how it works with import CSV. First Login to your Elevato AMC account.

Note: Import file should not be blank. And it should not contain comma (,).

1) Customer Import CSV:

Step 1: Go to customers. Click Import CSV button. Download the Sample document.

LONSCL	€ 2	Days to go BUY NOW	For Support +91 95588 58835				🎧 PRK PRK 🛩
🚳 DASHBOARD	NEW SITE	EXPORT IMPORT CSV					
🔅 LIFTS	SITES						
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TTEMS							
S COMPLAINTS							
🛗 CALENDAR							
陆 REPORTS							
SETTINGS							

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dashboard	NEW SITE EXPORT	IMPORT (CSV) *	
LIFTS	SITES	Choose File No file chosen	Q
ουστατιον		NOTE:	
👹 CUSTOMERS		1. CSV stands for Comma delimited.	
	1 PRI	It should not contain comma(,).	× 🌣 🛇
EXPENSES	Showing 1 to 1 of 1 records		€ 1 ÷
🇰 амс		IMPORT CSV DOWNLOAD SAMPLE CLOSE	
TTEMS			
SCOMPLAINTS			
🛗 CALENDAR			
KEPORTS			
SETTINGS			



Step 2: Set the data according to sample given. And Import.

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1	Site Name	Phone	Mobile	Site Address	Zipcode	City	Country	Gst Number	State	Note										
2	Krishna Apartment	9558858835	9558858835	5 Paschim Vihar	110063	Delhi	India		Delhi											
3	Om Apartment	9558858835	9558858835	5 Paschim Vinar	110063	Delhi	India		Delhi											
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Lionsal	2 Days to go IMPORT CSV X	
dashboard	NEW SITE EXPORT	
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	1 3. It should not contain comma(,).	× 🌣 🛛
EXPENSES	Shaving 1 to 1 of 1 records	€ 1 ⇒
🇰 амс	INFORT CAY DOWNLOAD SAMFLE CLOSE	
TEMS		
S COMPLAINTS		
🛗 CALENDAR		
🕍 REPORTS		
SETTINGS		



		For Support +91 95588 58835			
LONSCL	2 Days to go BUY NOW	For Support +91 95588 58835			PRK PRK V
🚳 DASHBOARD	NEW SITE EXPORT IMPORT CSV				
🔅 LIFTS	SITES				
Ο QUOTATION		là Drimme Contrat	In Each	la Tincolo IA Oite	
🖉 CUSTOMERS			↓† Emaii	↓ T Zipcode ↓ City	1 Action 1
	2 Om Apartment	9558858835	No contact assigned	110063 Delhi	× 🌣 🛇
EXPENSES	1 Krishna Apartme	nt 9558858835	No contact assigned	110063 Delhi	× 🌣 🔊
🇰 амс	0 PRK	9558858835	No contact assigned		× 🌣 🛇
TEMS	Showing 1 to 3 of 3 records				← 1 →
COMPLAINTS					
🛗 CALENDAR					
📥 REPORTS					
🔅 SETTINGS					

Step 3: Click on the customer Row and get Detail View of Customer. Set the Lifts in Customer by clicking Add Lifts button.

LONSCL	4 Days to go BUY NOW	For Support +91 95588 58835 Statustomersupport@itonsol.in Mon - Fri 9:30 am to 6:30 pm	How it works 🔊 PRK PRK 🗸
20 DASHBOARD	_		
🔅 LIFTS	PRK		
C QUOTATION	SITE DETAILS		EDIT
	SITE NAME:	MOBILE:	CITY:
	PRK	9558858835	· ·
EXPENSES	PRIMARY CONTACT:	GST NUMBER:	
🛗 амс	EMAIL:	-	PROVINCE/STATE:
Т ITEMS	PHONE:	ZIP CODE:	
COMPLAINTS	9558858835		
🛗 CALENDAR	CUSTOMER LIFTS		ADD LIFTS
📥 REPORTS		No Lifts	
SETTINGS			
	This client has no contacts! Add Contac	ž	Activate Windows Go to Settings to activate Windows.
	CONTACTS		ADD CONTACT



Lionsal	69 4 Days to go	For Support	+91 95588 58835	🖪 How it works 🛛 🔊 PRK PRK 🛩
🊳 DASHBOARD				
🌞 LIFTS	PRK	SET NO OF LIFTS * 2		
	SITE DETAILS	SET NO OF LIFTS		EDIT
	SITE NAME:			ITY:
	PRK	BLOCK / WING *	47091;6;Johnson;408 KG;Capsule Lift;Gearless;G+6;h	
EXPENSES	PRIMARY CONTACT:			OUNTRY:
🇰 амс	EMAIL:	BLOCK / WING * F	47090;6;Johnson;408 KG;;Geared;G+5;Auto	ROVINCE/STATE:
TTEMS	PHONE:			
COMPLAINTS	9558858835			
	CUSTOMER LIFTS		SAVE CLOSE	ADD LIFTS
keports			No Lifts	
		actsi Add Contact		
	CONTACTS			ADD CONTACT

Lionsa	65	4 Days to g	BUY NOW	For S Constant Mon	Support +91 ustomersupp - Fri 9:30 a	95588 58835 port@lionsol.in m to 6:30 pm					🕒 How it works	🎧 PRK PRK 🗸
🍪 DASHBOARD												
🔅 LIFTS	PRK											
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USTOMERS	SITE NA	ME:				MOBILE:				CITY:		
	PRK					9558858835				-		
EXPENSES	PRIMAR	Y CONTACT:				GST NUMBER:				COUNTRY:		
🏥 амс	EMAIL:					SITE ADDRESS:				PROVINCE/STATE:		
	PHONE:					ZIP CODE:						
S COMPLAINTS	955885	68835										
🛗 CALENDAR	CUSTON	IER LIFTS										EDIT LIFT
📥 REPORTS	Block	/ Wing	Lift Id	Floor	No of P	assenger	Brand		Lift Type	Туре	Machine Type	Action
SETTINGS	А		47091	G+6	6		Johnson	408	Capsule Lift	Manual	Gearless	×
	F		47090	G+5	6		Johnson	408		Auto	Geared	×
	This clie	ent has no con	itacts! Add Co	ontact							Activate Window Go to Settings to activ	s ate Windows.
	CONTAC	TS										ADD CONTACT

For more you can visit <u>https://youtu.be/H6-i-Kwufro</u>



2) Lift Import CSV:

Step 1: Go to lifts. Click Import CSV button. Download the Sample document.

Lionsal	Ø	2 Days to go BUY NOW	For Support +91	95588 58835				PRK PRK V
🚳 DASHBOARD	CREATE LIFT	T IMPORT CSV						
LIFTS	LIFTS							
D QUOTATION			It Brand	It Lead (Kr) It	Lift Tune	Machina Tuna	It Fleer	It Action It
😤 CUSTOMERS		NO OF Passenger	↓ Branu	↓ Load (Kg) ↓	спт туре	L Machine Type		1 Action 1
	15310	4 persons	Bright	272	Goods Lift	Gearless	G+2	×¢
EXPENSES	15309	4 persons	Bright	272	Goods Lift	Gearless	G+2	×o
🏥 амс	15308	4 persons	Bright	272	Goods Lift		G+2	×o
ITEMS	15307	4 persons	Bright	272	Goods Lift	Geared	G+2	×o
COMPLAINTS	15306	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× ¢
🛗 CALENDAR	15305	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× ¢
KEPORTS	15304	4 persons	Bright	272	Passenger Lift	Geared	G+2	×¢
SETTINGS	15303	4 persons	Bright	272	Passenger Lift	Geared	G+2	×¢
	15302	6 persons	bright	408	Goods Lift	Gearless	G+6	×¢
	15301	6 persons	bright	408	Goods Lift	Gearless	G+6	× ¢
	15300	6 persons	bright	408	Goods Lift	Geared	Active te Wi	ndows 🗙 🏟
	15299	6 persons	bright	408	Goods Lift	Geared	G+6	× ¢
	15298	6 persons	bright	408	Passenger Lift	Gearless	G+6	× ¢

LIONSCL	2	Days to go	MPORT CSV	50005				🕥 PRK PRK 🗸
	CREATE LIFT	IMPORT						
LIFTS	LIFTS		Choose File No file chosen			_		
			NOTE:					• • •
	Lift Id 🚛	No of Pa	I. CSV stands for Comma delimited.			ne Type	tî Floor tî	Action 1
	15310	4 person 2	 It should not be Blank file. It should not contain comma() 			rless	G+2	×¢
	15309	4 person				rless	G+2	×¢
	15308	4 person		IMPORT CSV	DOWNLOAD SAMPLE	red	G+2	×o
	15307	4 persons	Bright	272	Goods Lift	Geared	G+2	× ¢
	15306	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× o
	15305	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× o
	15304	4 persons	Bright	272	Passenger Lift	Geared	G+2	× o
	15303	4 persons	Bright	272	Passenger Lift	Geared	G+2	×¢
	15302	6 persons	bright	408	Goods Lift	Gearless	G+6	×¢
	15301	6 persons	bright	408	Goods Lift	Gearless	G+6	× ¢
	15300	6 persons	bright	408	Goods Lift	Geared	Activete Window	s 🗙 🔅
	15299	6 persons	bright	408	Goods Lift	Geared	G+6	×¢
	15298	6 persons	bright	408	Passenger Lift	Gearless	G+6	× o



Step 2: Set the data according to sample given.

For Machine Type set as below given:

- Geared
- Gearless
- Hydraulic.

For Type set as below given:

- Auto
- Manual

For Floors set as below given:

- G+1, G+2, ..., G+5
- B+G+1, B+G+2, ..., B+G+15
- B2+B1+G+1, B2+B1+G+2, ..., B2+B1+G+15

For Lift type id you can leave blank and edit after import OR you can go to settings > Lift type and set id mention there as shown below.

Lionsa	2 Days to go BUY NOW	For Support +91 95588 58835	5	n prk prk 🗸
🚳 DASHBOARD	SETTINGS	ALL LIFT TYPE		CREATE LIFT TYPE
🔅 LIFTS	LIFT TYPE	ID	↓₹ Name	⊥† Action ⊥†
C QUOTATION	EMPLOYEES			
😤 CUSTOMERS	SOLUTION TEMPLATE	61	Capsule Lift	0
	COMPLAINT TEMPLATE	60	Autodoor Lift	٥
EXPENSES	PRIORITY	59	Goods Lift	0
🇰 амс	COMPLAINTS	58	Passenger Lift	0
TEME	SIGNATURE DESIGNATION	57	Hospital Lift	0
	AMC CONTRACT			
COMPLAINTS	QUOTATION SETTINGS			
🛗 CALENDAR	AUTO COMPLAINT QUEUE			
陆 REPORTS	SMS NOTIFICATION			
SETTINGS				



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1 N	lo of passenger	Brand	Load	Lift type io	i Type	Machine Type	Floors														
2 6		Johnson	408		Auto	Geared	G+5														
3 6		Johnson	408	61	Manual	Gearless	G+6														
4																					
5																					
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Step 3: Import the file. After import See the Lift Id 47090 you need edit to set Lift type as Lift type id was not mention in csv. Whereas another Lift Id 47091 need not require any edit as Lift type id was mentioned in csv document we imported.

Lionscl	•	2 Days to go BUY NOW	For Support +91 95588	58835				🕥 PRK PRK 🗸
🚳 DASHBOARD	CREATE LIFT	IMPORT CSV						
O LIFTS	LIFTS							
	LiftId	No of Passenger	Brand It	Load (Kg) It	Lift Type	Machine Type	t Eloor it	Action It
🐸 CUSTOMERS	Entro #:	to off assenger 4	5rand +1	Eoud (r(g) 1				
	47091	6 persons	Johnson	408	Capsule Lift	Gearless	G+6	×¢
EXPENSES	47090	6 persons	Johnson	408		Geared	G+5	×¢
🏥 АМС	15310	4 persons	Bright	272	Goods Lift	Gearless	G+2	×o
ITEMS	15309	4 persons	Bright	272	Goods Lift	Gearless	G+2	× o
SCOMPLAINTS	15308	4 persons	Bright	272	Goods Lift	Geared	G+2	× o
🛗 CALENDAR	15307	4 persons	Bright	272	Goods Lift	Geared	G+2	×o
는 REPORTS	15306	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× o
SETTINGS	15305	4 persons	Bright	272	Passenger Lift	Gearless	G+2	× o
	15304	4 persons	Bright	272	Passenger Lift	Geared	G+2	× o
	15303	4 persons	Bright	272	Passenger Lift	Geared	G+2	× o
	15302	6 persons	bright	408	Goods Lift	Gearless	Active Windows	× o
	15301	6 persons	bright	408	Goods Lift	Gearless	G+6 G+6	× ¢
	15300	6 persons	bright	408	Goods Lift	Geared	G+6	× o

For more you can visit <u>https://youtu.be/uZbNmAiNJzk</u>



3) AMC Import CSV

Step 1: Go to Settings > AMC Contract. Set the following parameters according to your requirement.

- **AMC Contract Price Per Lift:** Used for the lift price calculation when, you directly generate contract while adding AMC. You can change the price while creating AMC.
- **AMC Contract Terms & Condition:** It is used in AMC Quotation. You can set the terms and condition according to you. It will reflect to all AMC Quotations.

LIONSCL	1 Days to go BUY NOW	For Support +91 95588 58835
🚳 DASHBOARD	SETTINGS	AMC CONTRACT
🌻 LIFTS	LIFT TYPE	
ουστατιον	EMPLOYEES	AMC CONTRACT PRICE PER LIFT
🐸 CUSTOMERS	SOLUTION TEMPLATE	
	COMPLAINT TEMPLATE	IS BILLING YEARLY
EXPENSES	PRIORITY	S IS BILLING YEARLY
🇰 амс	COMPLAINTS	AMC CONTRACT TERMS & CONDITION
	SIGNATURE DESIGNATION	
-	AMC CONTRACT	DEFAULT TERMS
COMPLAINTS	QUOTATION SETTINGS	Osource Osource
🛗 CALENDAR	AUTO COMPLAINT QUEUE	
📥 REPORTS	SMS NOTIFICATION	B I U S X₂ X² 🖋 I _X I = := = = 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
SETTINGS		
		Styles - Format - Font - Size - 🗛 🐼 🗊 ?
		1. (companyname) send their qualified mechanics once in a month during their normal working hours for maintenance, inspection and to check the whole installation as well as <u>Activate Windows</u> 2. (companyname) also reserves the right to charge the Owner for Call Backs (inclusive of nülsänce Call Backs) whilensack/indows. call Backs are the result of negligence or misuse of THE 3. (companyname) will send their Mechanic to the site as early as possible on receipt of information from a responsible person in our office, in case of any failure in the working of the

Step 2: Go to AMC. Click Import CSV button. Download the Sample document.

Lionscl	1 Days to go BUY NOW For Support +91 95588 58835	n prk prk 🗸
🚳 DASHBOARD	NEW AMC IMPORT CSV	ALL 👻
🌻 LIFTS	AMC	
QUOTATION	AMC IF Customer It Issue Date It End Date It. Next Payment It. Status It. No of Lifts It. Notes It. Elle It. Action	1+
🐸 CUSTOMERS		+1
	No data yeti	
EXPENSES		¢ →
🛗 АМС		
📕 ІТЕМЅ		
COMPLAINTS		
🛗 CALENDAR		
🕍 REPORTS		
🔅 SETTINGS		



Lionsal	O 1 Days to go	IMPORT CSV	n prk prk 🗸
Mashboard	NEW AMC IMPORT CS	IMPORT (CSV) *	ALL 🔻
LIFTS	АМС	Choose File No file chosen	
QUOTATION	AMC LE Cust	NOTE:	t Notes It File It Action
🐸 CUSTOMERS		CSV stands for Comma delimited. It should not be Blank file	
		3. It should not contain comma(,).	
EXPENSES	Showing 0 to 0 of 0 records		
🇰 амс		IMPORT LSV DOWNLOAD SAMPLE CLOSE	
TTEMS			
SCOMPLAINTS			
🛗 CALENDAR			
🕍 REPORTS			
SETTINGS			

Step 3: Set the data according to sample given. And Import.

Set Issue Date and End Date in YYYY-mm-dd format (Ex: 2020-05-25)

For Status set as below given:

- Active
- Inactive
- Renewed
- Renew in process

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D3 *	× ✓	f_{x}															~
A	В	С	D	E	F	G	н	1	J	К	L	M	N	0	Р	Q	R 🔺
1 Status	Issue Date	End Date	Equipment No	Notes													
2 Active	2020-10-10	2021-10-10	EQ007														
3 Inactive	2018-10-25	5 2019-12-25		Inactived on 2019	06-25												
4																	
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DASHBOARD	NEW AMC	ІМРО	DRT CSV								ALL 👻
🔅 LIFTS	AMC										
D QUOTATION	AMC	17	Customer	1¢	Issue Date It	End Date It	Next Payment	Status It	No of Lifts	Notes It F	ile It Action It
🐸 CUSTOMERS	Ame	41	Customer	+1	Issue Date 1		Next Payment 1	status 🚛		Notes 1	The the version the
	2		No client a	issigned	25/10/2018	25/12/2019	01/11/2018	Inactive	0	Inactived on 2019- 06-25	× 🌣 🖪
	1		No client a	issigned	10/10/2020	10/10/2021	17/10/2020	Active	0		× o
	Showing 1										← 1 →
S COMPLAINTS											
🛗 CALENDAR											
📥 REPORTS											
SETTINGS											

Step 4: After Import. You will find data AMC as below shown

Step 5: Click Cog button to edit the AMC. You will find AMC as below. Now Edit AMC to relate it with Customer and Set Lifts.

		For Support +91 95588 58835			4
LONSCL	O 4 Days to go	EDIT AMC		🕒 How it works	PRK PRK 🗸
🚳 DASHBOARD	NEW AMC IMPORT CS	CUSTOMER			ALL 👻
LIFTS	AMC	-	~		٩
OUOTATION					
曫 CUSTOMERS	AMC ↓, Cust	REFERENCE ID *	No of Lifts ↓↑	Notes 11 File 11	Action 1
	2 Kri s	2	1	Inactived on 2019-	× 🌣 🗈
EXPENSES		EQUIPMENT NO		06-25	
🛍 амс	1 Om		1		×¢
ITEMS	Showing 1 to 2 of 2 records	STATUS			← 1 →
Scomplaints		inacuve	<u> </u>		
🛗 CALENDAR		NOTES Inactived on 2019-06-25			
陆 REPORTS					
SETTINGS		ISSUE DATE * October 25, 2018			
		END DATE December 25, 2019			
		CURRENCY	Go		Windows.
		UPLOADS FILES			



		For Support +91 95588 58835			<u> </u>
LONSCL	🕑 4 Days to go	EDIT AMC		How it works	PRK PRK 🗸
🚳 DASHBOARD	NEW AMC IMPORT CS				ALL -
🍄 LIFTS		CUSTOMER Krishna Apartment	,		
	AMC	Add Lift to customer here			Q
👹 CUSTOMERS	AMC ↓, Cust		No of Lifts ↓↑	Notes <u>↓</u> † File ↓†	Action 1
	2 Krit	REFERENCE ID *	1	Inactived on 2019-	× 🌣 🗈 -
EXPENSES		£		06-25	
🏙 АМС	1 Om	EQUIPMENT NO	1		×¢
ITEMS	Showing 1 to 2 of 2 records				← 1 →
SCOMPLAINTS		STATUS Inactive			
🛗 CALENDAR					
keports		NOTES Inactived on 2019-06-25			
SETTINGS		ISSUE DATE *			
		October 25, 2018			
		END DATE			
		December 25, 2019	Ad		
		CURRENCY	Go		Vindows.

Step 6: Set Lifts in Customer by clicking Add Lifts.

		For Suppo	ort +91 95588 58835	
LONSCL	4 Days to go	ADD LIFTS		🗋 How it works 🛛 🔊 PRK PRK 🗸
LIFTS	Krishna Apartr	SET NO OF LIFTS * 2		
QUOTATION	SITE DETAILS	SET NO OF LIFTS		EDIT
				ITY:
	Krishna Apartmen	BLOCK / WING *	47091;6;Johnson;408 KG;Capsule Lift;Gearless;G+6;N	}ajkot
EXPENSES	PRIMARY CONTACT:			OUNTRY: Idia
	EMAIL:	BLOCK / WING *	15310;4;Bright;272 KG;Goods Lift;Gearless;G+2;Manu	ROVINCE/STATE: Jujarat
ITEMS	PHONE:			
COMPLAINTS	9558858835			
	CUSTOMER LIFTS		SAVE CLOSE	ADD LIFTS
			No Lifts	
	This client has no conta	acts! Add Contact		
	CONTACTS			ADD CONTACT



Lionsal	•	4 Days to go	BUY NOW	For S S cu Mon		🔁 How it works	🕥 PRK PRK 🗸					
43 DASHBOARD 4 LIFTS	Krish	nna Apart	ment									
QUOTATION	SITE D	ETAILS										EDIT
W CUSTOMERS		AME:	nt			MOBILE: 0558858835				CITY: Paikot		
						5556565655				Rajkul		
EXPENSES	- PRIMA	RY CONTACT:				GST NUMBER:				India		
🇰 амс	EMAIL					Paschim Vihar				PROVINCE/STATE: Gujarat		
🧧 ІТЕМS	PHON	E: 358835				ZIP CODE: 360005				-		
SCOMPLAINTS												
🛗 CALENDAR	CUSTO	MER LIFTS										EDIT LIFT
🕍 REPORTS	Bloc	k / Wing	Lift Id	Floor	No of Pa	assenger	Brand		Lift Type	Туре	Machine Type	Action
🔅 SETTINGS	А		47091	G+6	6		Johnson	408	Capsule Lift	Manual	Gearless	×
	В		15310	G+2	4		Bright	272	Goods Lift	Manual	Gearless	×
	This c	lient has no con	tacts! Add Co	ontact							Go to Settings to activ	s ate Windows.
											The	Lift has been set!
	CONT	ACTS										ADD CONTACT

Step 7: Select the customer in AMC Edit. Set the details accordingly and remove the lift according to your necessity. And Save.

	63		4 Davs to go		For	Support +9	1 95588 58835							How it works	
	Ŭ		, J	EDIT AM											
🚳 DASHBOARD	NEW	V АМС	IMPORT CS	CUSTO	MFR										ALL 👻
LIFTS	AM	IC		Krishna	Apartmer	nt						~			
QUOTATION															
醟 CUSTOMERS	A	MC	↓7 Cust	Block /			No of		Load	Lift		м	No of Lifts ↓↑	Notes ↓↑ File ↓	↑ Action ↓↑
	2		Kris	Wing	Lift Id	Floors	Passenger	Brand	Kg	Туре	Туре	ņ	1	Inactived	× 🌣 🗈
EXPENSES				A	47091	G+6	6	Johnson	408	Capsule Lift	Manual	G		06-25	
🏙 АМС	1		Om	в	15310	G+2	4	Bright	272	Goods	Manual	G	1		×ø
ITEMS	Sh		2 of 2 records							Lift					← 1 →
SCOMPLAINTS				4								Þ			
🛗 CALENDAR				REFERE	NCE ID *										
🕍 REPORTS				2											
SETTINGS				EQUIPI	MENT NO)									
				STATU	5										
				inactive								~	Ac		
				NOTES	d on 2010	06-25							Go		e Windows.
				mactive	u on 2018	-00-20									
				ICCIICI	NATE *										-



	0			For Sup	port +91 955	88 58835						🕞 Haurit works	
	U	4 Days to go	EDIT AN	лс								How it works	₩ ₩ PKK PKK ▼
🆚 DASHBOARD	NEW AMC	IMPORT CSV	CUST	OMER									ALL 👻
LIFTS		_	Krishr	a Apartment						~			
QUOTATION	AMC												<u>u</u>
CUSTOMERS	AMC	<u>↓</u> ≣ Cust		No of		Load	Lift		Machine		No of Lifts ↓↑	Notes ↓ ↑ File ↓↑	Action ↓↑
	2	Kris	Floors	Passenger	Brand	Kg	Туре	Туре	Туре	Remove	1	Inactived	🗙 🌣 🗈 -
EXPENSES			3+6	6	Johnson	408	Capsule Lift	Manual	Gearless	×		on 2019- 06-25	
АМС	1	Om	3+2	4	Bright	272	Goods	Manual	Gearless	×	1		×¢
ITEMS	Showing 1 t	o 2 of 2 records					Lift						← 1 →
SCOMPLAINTS			4							Þ			
🛗 CALENDAR			REFER	RENCE ID *									
陆 REPORTS			2										
			EQUI	PMENT NO									
			STAT	JS									
			Inactiv	/e						~	<u>^</u>		
			NOTE	s							Go		Windows.
			Inactiv	red on 2019-06									
			ICCIIC	DATE *									

Step 8: Click on the row to get complete details of AMC as shown below.

Lionsa	1 Days to go BUY	Now For Support +91 95588 58835				PRK PRK V
🍪 DASHBOARD	EDIT AMC ADD ITEM ST	ATUS MANAGE SERVICES ADD LICENCE	NEW INVOICE			Krishna Apartment
🌻 LIFTS	AMC DETAILS					
QUOTATION						
😤 CUSTOMERS	AMC ID: 2		SITE: Krishna Apartment			
	STATUS:		CONTACT:			
EXPENSES	ISSUE DATE:		STREET:			
🛗 АМС	25/10/2018		Paschim Vihar			
ITEMS	25/12/2019		110063 Delhi			
S COMPLAINTS	FREQUENCY: Weekly		WEBSITE:			
🛗 CALENDAR	NEXT PAYMENT: 01/11/2018					
陆 REPORTS						
SETTINGS	AMC ITEMS					ADD ITEM
	Action Name	Description		Hrs/Qty	Unit Price	Sub Total
	No Items yet					
					Activeste 18%	nd 9.66 to activate Windows
					Tota	I INR 0.00



Lionsel	O 1 Days to go	ADD ITEM			
 DASHBOARD LIFTS QUOTATION CUSTOMERS INVOICES EXPENSES EXPENSES TEMS COMPLAINTS CALENDAR REPORTS 	EDIT AMC ADD ITEM AMC DETAILS AMC ID: 2 STATUS: Inactive Issue Date: 25/10/2018 END DATE: 25/10/2019 FREQUENCY: Weekly NEXT PAYMENT: 01/11/2018	ITEM Annual Maintenance Contract - 8500 INR			Krishna Apariment
	AMC ITEMS	Description	Hrs/Qty	Unit Price Activate W Go to Settings	ADD ITEM Sub Total indows to activate Windows.

Step 9: Add Item. And Save it to get AMC Quotation.

LONSCL	•	1 Days to go	BUY NOW	For Support +91 9	95588 58835				PRK PRK 🗸	
🚳 DASHBOARD	EDIT AMC	ADD ITEM	STATUS	MANAGE SERVICES	ADD LICENCE	NEW INVOI	:			Krishna Apartment
. LIFTS	AMC DETA									
QUOTATION	AMC DETA	1125								
CUSTOMERS	AMC ID: 2					2	re: Krishna Apartment			
	STATUS:	e				-	ONTACT:			
EXPENSES	ISSUE DAT	E:				5	TREET:			
🏥 АМС	25/10/201	18					aschim Vinar			
TTEMS	25/12/2	2019					10063 Delhi			
S COMPLAINTS	FREQUENC	:Y:				١	VEBSITE:			
🛗 CALENDAR	NEXT PAY	MENT:								
는 REPORTS										
SETTINGS	AMC ITEM	S								ADD ITEM
	Action			Name			Description	Hrs/Qty	Unit Price	Sub Total
	×¢	Q 🖶		Annual Maintenance	Contract		AMC	1	8,500.00	8,500.00
									Acti cste 16%) Go to Settings to	nd 9,630.00 Diactivate Windows.
									Total	INR 10,030.00



Step 10: Click on print icon in action to view Quotation as below.



For Multi Lift Contract in AMC and more go to the link mentioned below. <u>https://youtu.be/ULepNxKt1BE</u>



How to save CSV file

Step 1: Open Excel.

Step 2: Set all data according to the format / sample that you have downloaded.

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D	3	*	XV	Ĵx															×
	A		В	С	D	E	F	G	н		J	K	L	M	N	0	Р	Q	R 🔺
1	Status		Issue Date	End Date	Equipment N	lo Notes													
2	Active		2020-10-10	2021-10-10	EQ007														
3	Inactive		2018-10-25	2019-12-25		Inactived on 20	019-06-25												
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Step 3: Go to File > Save As. And change the Save as Type as CSV (Comma delimited). And just Save the file.





What you need to keep in mind while importing CSV file?

- File you are importing must be CSV File.
- File should not be blank.
- File must be in the format, which are provided in download samples.
- File should not contain Comma (,).
- File must contain first row as Column name (mentioned in sample File).
- You cannot delete any of the Column name. If you do not have data related to that particular column just leave it blank.