

## Add a client

**Step 1:** Navigate to **CLIENT MANAGEMENT > ADD CLIENT** link

The screenshot shows the 'Add Client Information' form in the Loms application. The form is titled 'Add Client Information' and has a sidebar menu on the left with options like 'CLIENT MANAGEMENT', 'CASE MANAGEMENT', 'EMPLOYEE MANAGEMENT', etc. The form fields are organized into two columns. The left column includes: First Name (mandatory), Telephone No., Email ID, Permanent Address (mandatory), Organization Name, Organization Telephone No., PAN Number, Profession, and Comments. The right column includes: Last Name (mandatory), Mobile No. (mandatory), Gender (mandatory), Temporary Address, Organization Address, Organization Mobile No., TIN Number, Date of Birth, and Client's Photo (with a 'Browse...' button). A note at the top right states 'Marked fields are Mandatory'. At the bottom of the form are 'Add' and 'Reset' buttons. The footer shows the contact email 'loms.service@sunraysts.com'.

**Step 2:** Enter the details of the Client in the page as shown below

**NOTE:** Client's **FIRST NAME**, **LAST NAME**, **MOBILE NO**, **GENDER** and **PERMANENT ADDRESS** are mandatory fields. The application will not allow the user to add a client without entering a value for these fields

The screenshot shows the 'Add Client Information' form with sample data entered. The fields are filled as follows: First Name: Client, Telephone No.: 04411111111, Email ID: email@xyz.com, Permanent Address: 14, Street Name, City Name, State Name - Pincode, Organization Name: Company, Organization Telephone No.: , PAN Number: ANLPR1234K, Profession: , Comments: Test Client, Last Name: Name, Mobile No.: 9500010000, Gender: Male, Temporary Address: , Organization Address: Company Address, Organization Mobile No.: , TIN Number: , Date of Birth: 09/11/1970. The 'Add' button is highlighted with a red border. The footer shows the contact email 'loms.service@sunraysts.com'.

**Step 3:** Validate the entered data and click on the **ADD** button as shown in the image above. Once the client details are added to the database, the application will give a message *“Client Info has been added successfully Client ID is CL1XXXXX Click Here to Add Case”*

**NOTE:** Please note down the **CLIENT ID** for your future reference. The user can click on the **“Click Here to Add Case”** link to **“Add a Case”**

The screenshot displays a web browser window at the URL `http://localhost:9090/loms/addClientInfo.action`. The page title is "Add Client Information". A green success message banner at the top states: "Client Info has been added Successfully Client ID is CL100000 Click here to Add Case". Below the message, there are two columns of input fields. The left column includes: First Name (mandatory), Telephone No., Email ID, Permanent Address (mandatory, with a dropdown arrow), Organization Name, Organization Telephone No., PAN Number, Profession, and Comments (with a dropdown arrow). The right column includes: Last Name (mandatory), Mobile No., Gender (dropdown menu with "Select Gender" selected), Temporary Address (with a dropdown arrow), Organization Address (with a dropdown arrow), Organization Mobile No., TIN Number, and Date of Birth. At the bottom of the form are "Add" and "Reset" buttons. A footer at the very bottom shows the contact email: `loms.service@vsnl.com`.