

Update Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > MANAGE EMPLOYEE link

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[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

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Employee ID: First Name: Last Name:
Mobile Number: PAN Number: License Number:
Date of Birth: Date of Joining:

Contact: loms.service@sunraysts.com

Step 2: Enter the value for any one field (Employee ID / First Name / Last Name / Mobile Number / PAN Number / License Number / Date of Birth / Date of Joining) as shown in the image below and click search button.

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Employee ID: First Name: Last Name:
Mobile Number: PAN Number: License Number:
Date of Birth: Date of Joining:

Search Result

	Employee ID	First Name	Last Name	Nationality	Date of Birth	Mobile No	Date of Joining	PAN No
○	100050	Raja	Sekar	INDIAN	01/12/1983	9645781233	16/12/2012	

Contact: loms.service@sunraysts.com

Step 3: Select the Employee you wish update and click on EDIT button.

The screenshot shows a web browser window with the URL `http://localhost:8090/loms/editEmpDet.action`. The page title is "Update Employee". On the left is a sidebar menu with categories like CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The "EMPLOYEE MANAGEMENT" section is expanded, showing "Add Employee" and "Manage Employee" (which is the active link). The main form contains the following fields: Employee ID (100050), First Name (Raja), Last Name (Sekar), Gender (MALE), Address (Chennai), Nationality (INDIAN), Date of Birth (01/12/1983), Telephone No., Mobile No (9645781233), Date of Joining (16/12/2012), PAN No., License No., User Type (ADMIN), and Comments. At the bottom are three buttons: "Update Employee", "Reset", and "Back". The footer shows the contact email `loms.service@sunraysts.com`.

Step 4: Edit the Employee details and click on UPDATE EMPLOYEE button. Once the Employee details are updated to the database, the application will give a message *"Employee Info has been updated successfully"*.

This screenshot shows the same "Update Employee" form after a successful update. A green message box at the top of the form area displays a checkmark icon and the text "Employee Info has been Updated Successfully". The form fields are identical to the previous screenshot, but the "License No." field now contains the text "werwertwer". The sidebar menu and footer remain the same.