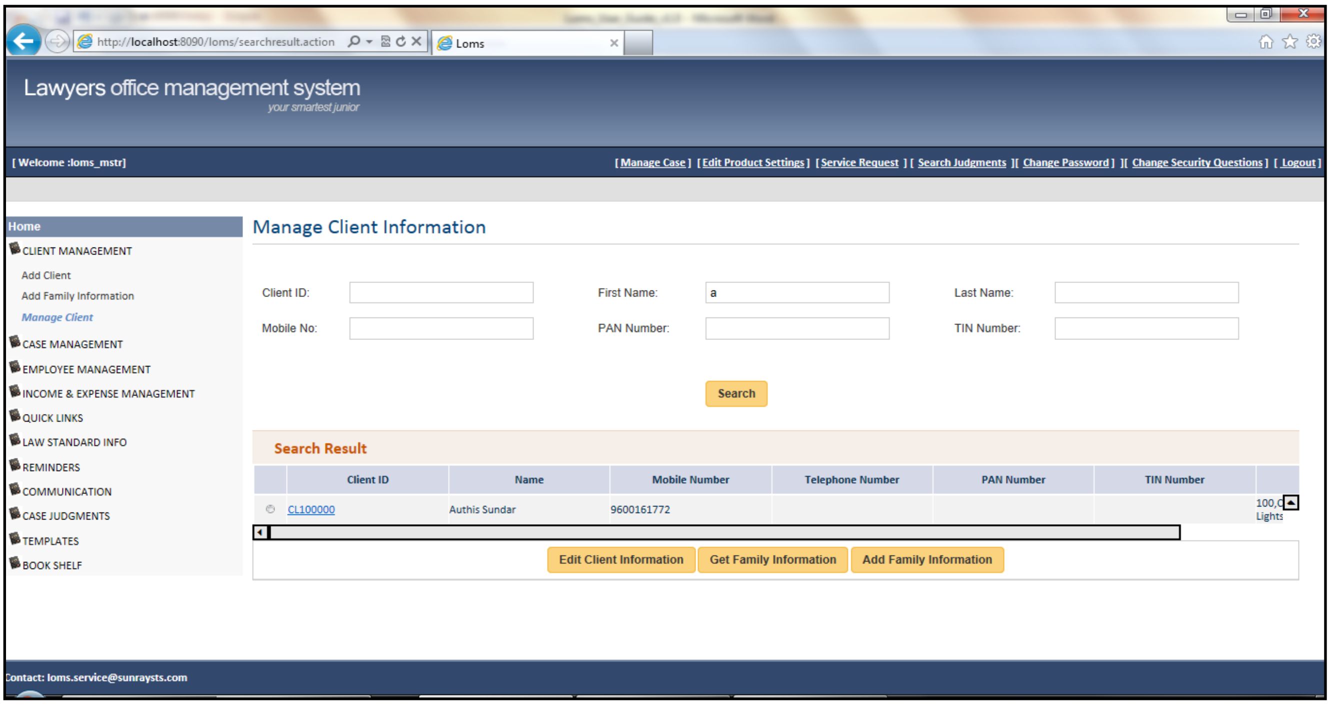
Edit Client Information

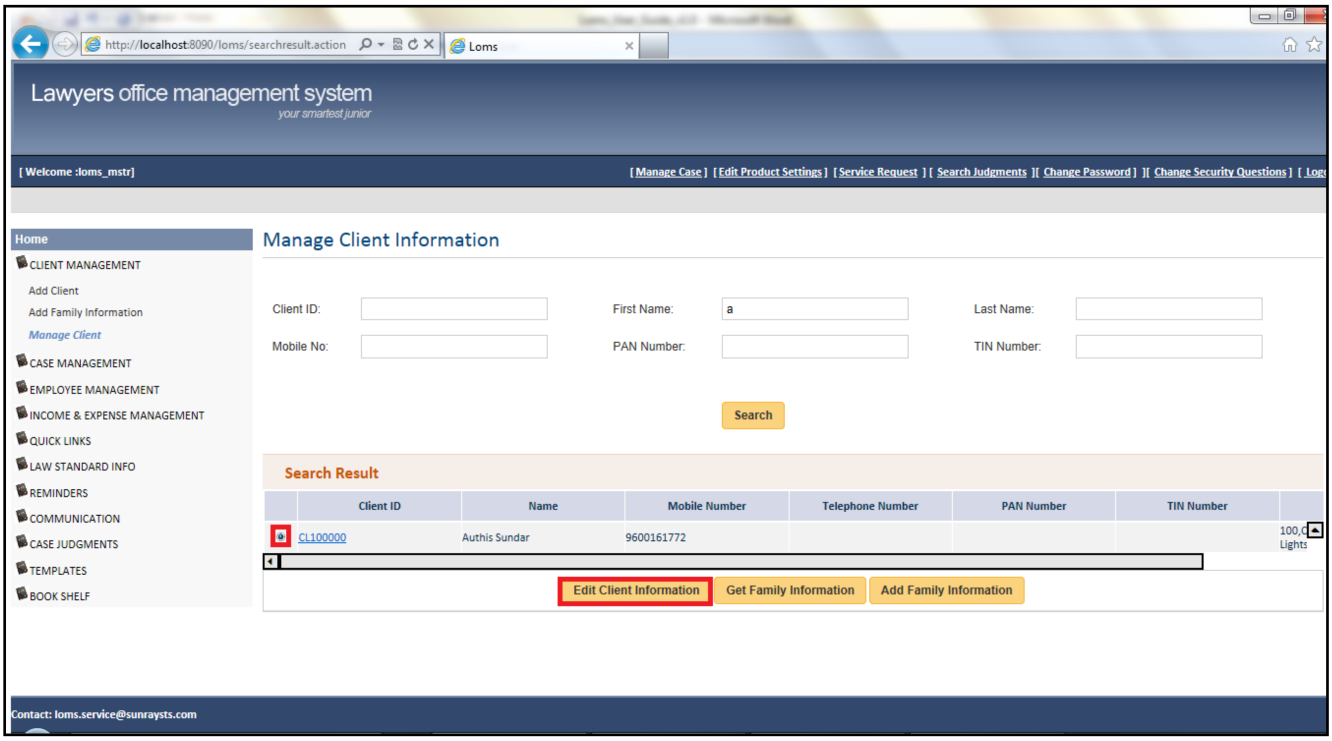
Step 1: Navigate to **CLIENT MANAGEMENT > MANAGE CLIENT** link

Step 2: Enter the value for any one of the field (Client ID / First Name / Last Name / Mobile No / PAN No / TIN No) as shown in the image below and click on the **SEARCH** button.

NOTE: The user can enter the information in parts to Search the Client Details. For e.g. If the Client's first name is "**David**" the application user can enter "**DAV**" (Small letters or Capital letters) and click on SEARCH button and click **Search** button

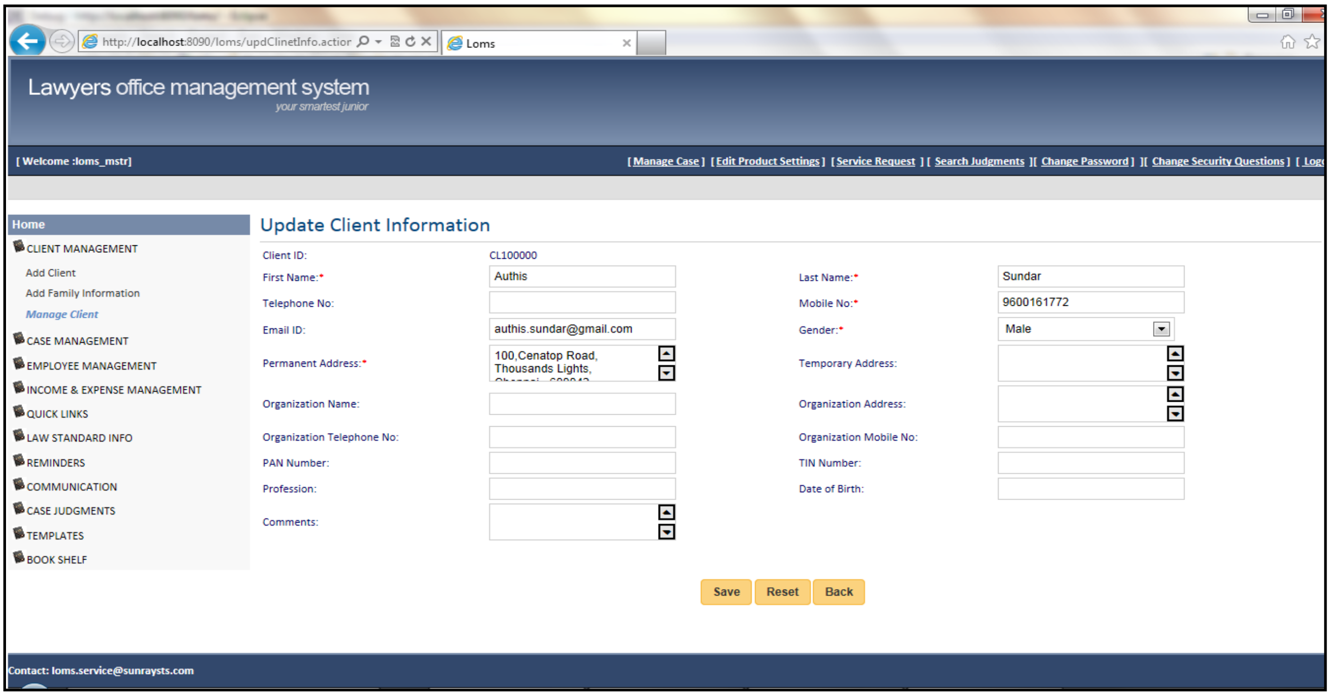


Step 3: The application will list the entire Clients having first name "A". Select the client you wish to edit and click on "**EDIT CLIENT INFORMATION**" button



Step 4: When the user clicks on the "**EDIT CLIENT INFORMATION**" button the application will load with all the Client details 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 savethe client information without the value for these fields.



Step 5: After editing the details, Click on the **SAVE** 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 Updated Successfully Client ID is CL1XXXXX Click Here to Add Case".***