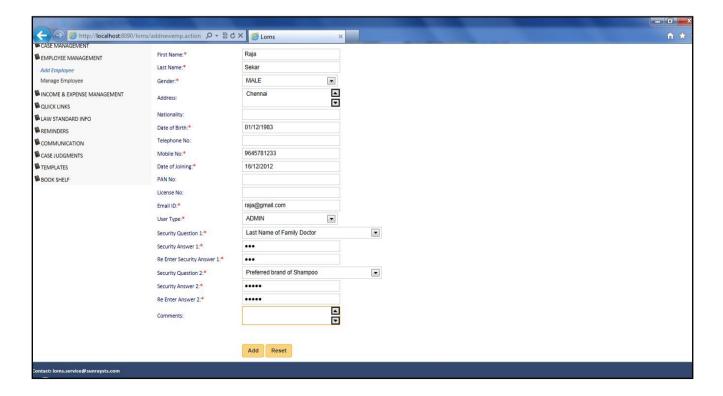
Add Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > ADD EMPLOYEE link

| http://localhost:8090/loi | ms/addnewemp.action= ♀ ▼ ≧ ♂ Add Employee | X | # ★ |
|---|--|--|-------------------------------|
| CLIENT MANAGEMENT | 7 du Employee | | Marked fields are Mandatory |
| CLIENT MANAGEMENT CASE MANAGEMENT EMPLOYEE MANAGEMENT INCOME & EXPENSE MANAGEMENT QUICK LINKS LAW STANDARD INFO REMINDERS COMMUNICATION CASE JUDGMENTS TEMPLATES Case Filing/Coding Templates BOOK SHELF | First Name.* Last Name.* Gender.* Address: Nationality: Date of Birth.* Telephone No: Mobile No.* Date of Joining.* PAN No: | Select Gender | * Marked fields are Mandatory |
| | License No: Email ID: User Type: Security Question 1: Security Answer 1: Re Enter Security Answer 1: | Select User Type Select Security Question | |
| | Security Question 2:* Security Answer 2:* Re Enter Answer 2:* Comments: | Select Security Question | |

Step 2: Enter the details of the Employee in the page as shown below,

NOTE: Employee's First Name, Last Name, Gender, Date of Birth, Mobile No, Date of Joining, Email ID, User Type Security Question 1, Security Answer 1, Security Question 2 and Security Answer 2 are mandatory fields. The application will not allow the user to add an employee without the value for these fields



Step 3: Click on the Add button as shown in the image above. Once the Employee details are added to the database, the application will give a message

"Employee Info has been added successfully. Employee ID is: XXXXX

User Name: XXXXX

Password: XXXXXX

Your Credentials has been sent to Your Email ID"

NOTE: Please note down the **EMPLOYEE ID, USERNAME and PASSWORD** for your future reference.