

## Search Employee Information

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

The screenshot shows the 'Manage Employee' form in the 'Lawyers office management system'. The form has a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT (with sub-links 'Add Employee' and 'Manage Employee'), INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main form area contains input fields for Employee ID, First Name, Last Name, Mobile Number, PAN Number, License Number, Date of Birth, and Date of Joining. A 'Search' button is located below the input fields. The top navigation bar includes links for Manage Case, Edit Product Settings, Service Request, Search Judgments, Change Password, Change Security Questions, and Logout. The footer shows the contact email: loms.service@sunraysts.com.

Lawyers office management system  
your smartest junior

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

Home

- CLIENT MANAGEMENT
- CASE MANAGEMENT
- EMPLOYEE MANAGEMENT
  - Add Employee
  - Manage Employee
- INCOME & EXPENSE MANAGEMENT
- QUICK LINKS
- LAW STANDARD INFO
- REMINDERS
- COMMUNICATION
- CASE JUDGMENTS
- TEMPLATES
- BOOK SHELF

Manage Employee

Employee ID:  First Name:  Last Name:

Mobile Number:  PAN Number:  License Number:

Date of Birth:  Date of Joining:

Search

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.

The screenshot shows the 'Manage Employee' form with search results. The 'First Name' field is filled with 'Raja'. Below the form, a 'Search Result' section displays a table with one row of data. The table has columns for Employee ID, First Name, Last Name, Nationality, Date of Birth, Mobile No, Date of Joining, and PAN No. Below the table are 'Edit' and 'Delete' buttons. The top navigation bar and sidebar are the same as in the previous screenshot.

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Home

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Manage Employee

Employee ID:  First Name:  Last Name:

Mobile Number:  PAN Number:  License Number:

Date of Birth:  Date of Joining:

Search

**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	

Edit Delete

Contact: loms.service@sunraysts.com