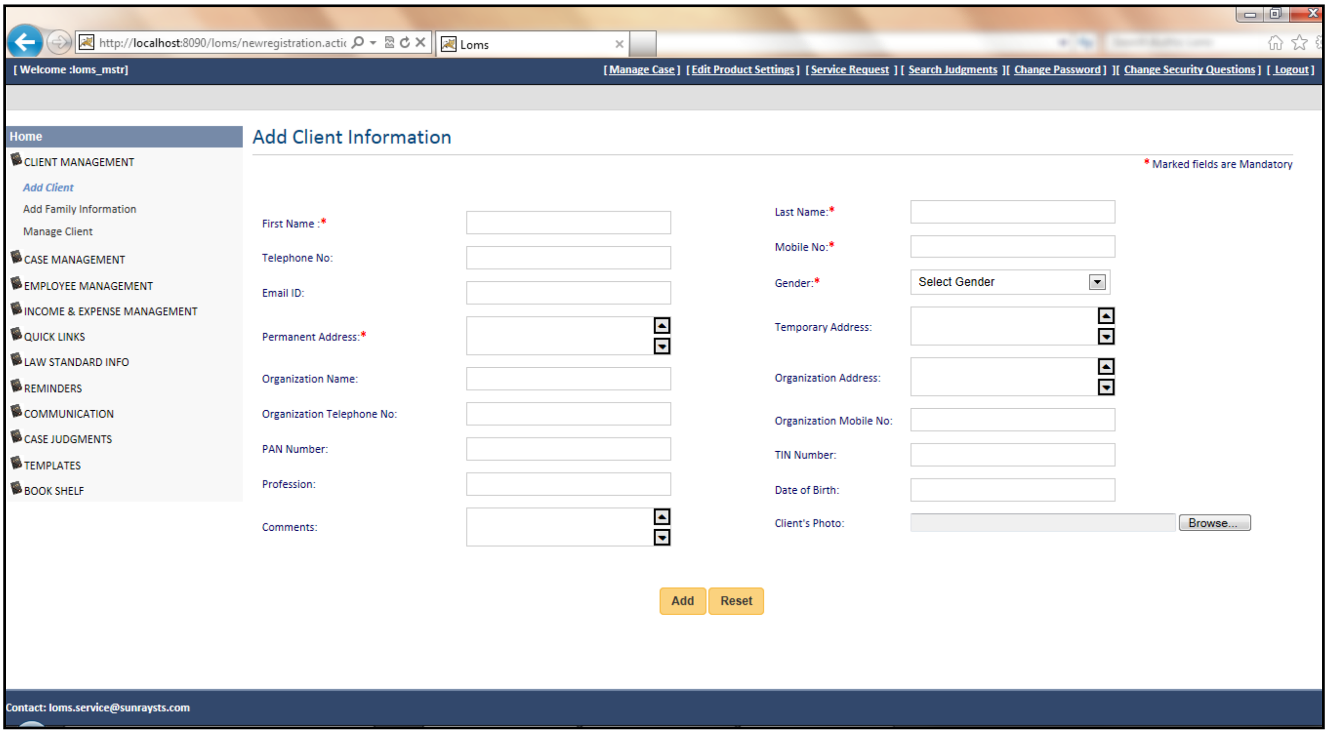
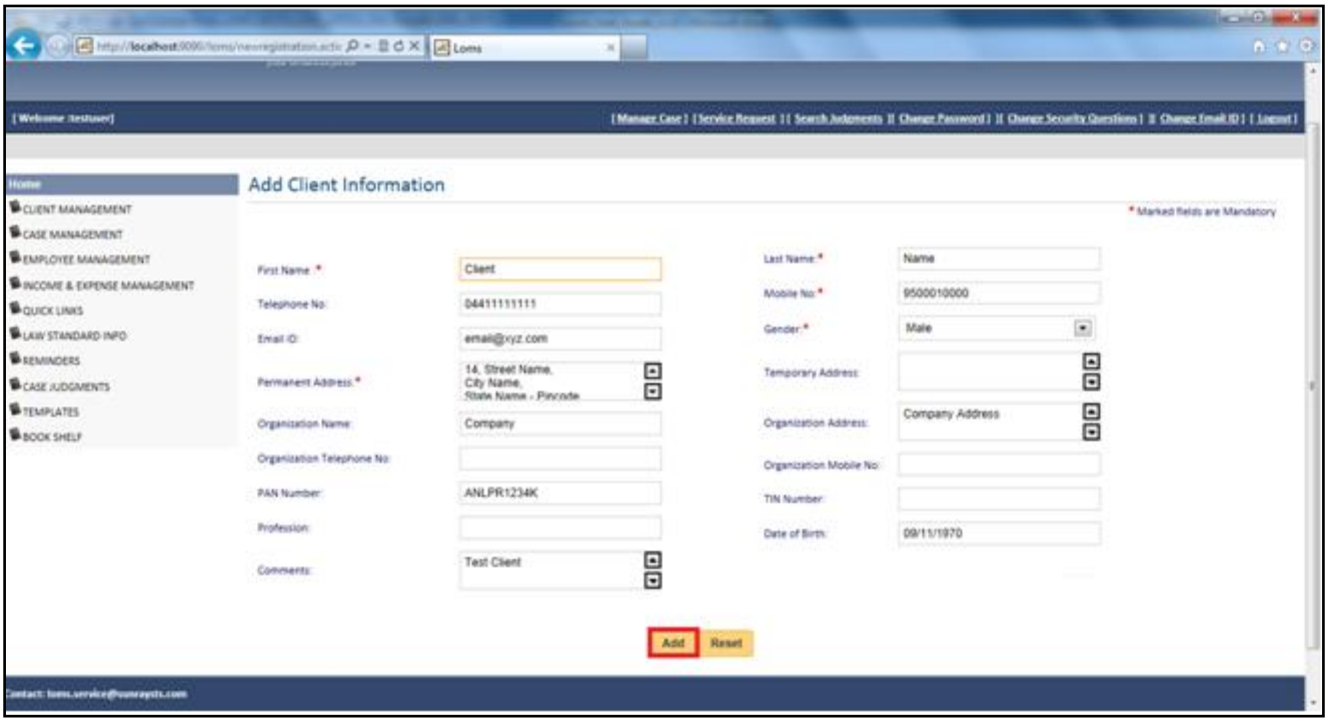
Add a client

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



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



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**"