

Add Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > ADD EMPLOYEE link

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Add Employee

* Marked fields are Mandatory

First Name:*

Last Name:*

Gender:*

Select Gender

Address:

Nationality:

Date of Birth:*

Telephone No:

Mobile No:*

Date of Joining:*

PAN No:

License No:

Email ID:*

User Type:*

Select User Type

Security Question 1:*

Select Security Question

Security Answer 1:*

Re Enter Security Answer 1:*

Security Question 2:*

Select Security Question

Security Answer 2:*

Re Enter Answer 2:*

Comments:

Contact: loms.service@sunraysts.com

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

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Add Employee

* Marked fields are Mandatory

First Name:*

Raja

Last Name:*

Sekar

Gender:*

MALE

Address:

Chennai

Nationality:

Date of Birth:*

01/12/1983

Telephone No:

Mobile No:*

9645781233

Date of Joining:*

16/12/2012

PAN No:

License No:

Email ID:*

raja@gmail.com

User Type:*

ADMIN

Security Question 1:*

Last Name of Family Doctor

Security Answer 1:*

Re Enter Security Answer 1:*

Security Question 2:*

Preferred brand of Shampoo

Security Answer 2:*

Re Enter Answer 2:*

Comments:

Add Reset

Contact: loms.service@sunraysts.com

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.