

Send Email

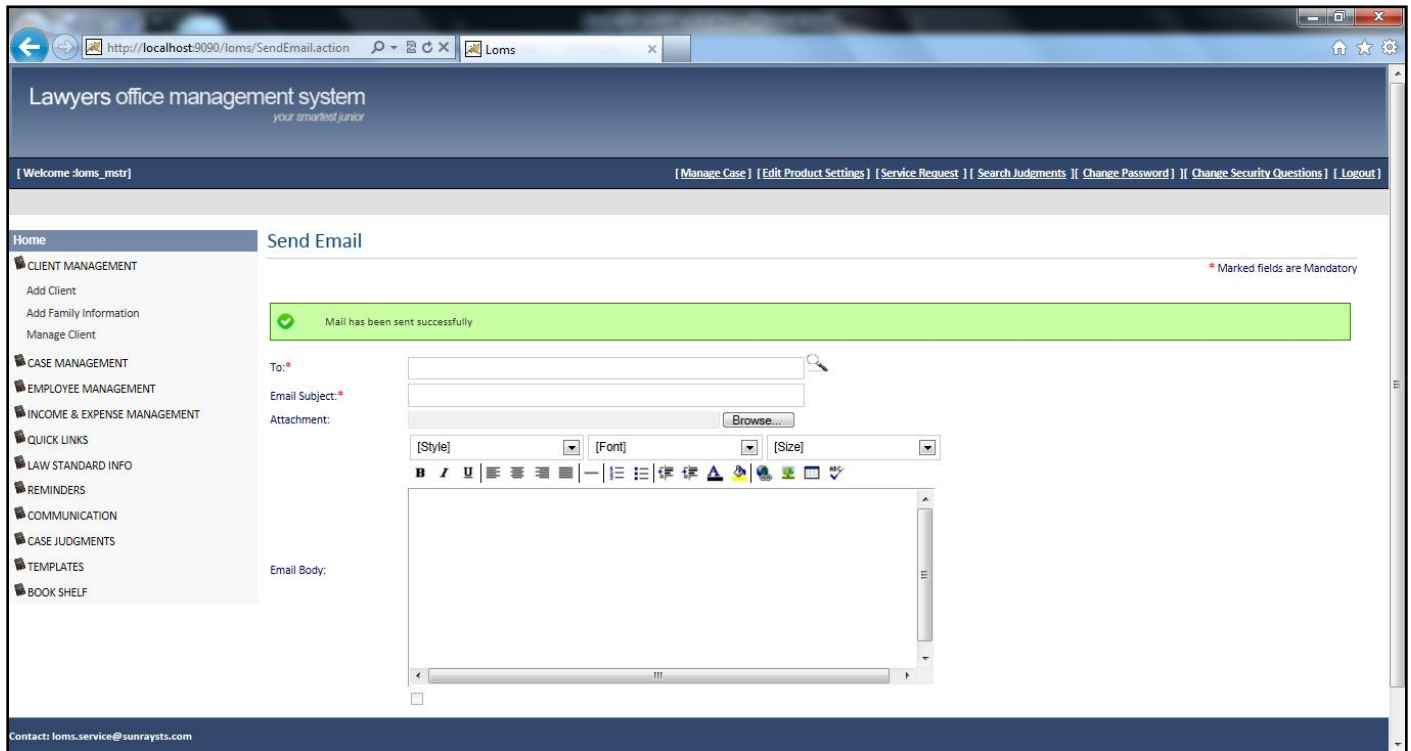
Step 1: Navigate to the link COMMUNICATION > SEND EMAIL

The screenshot shows the 'Send Email' form in the 'Lawyers office management system'. The browser address bar shows 'http://localhost:9090/loms/SendEmailView.actic'. The system header includes the title 'Lawyers office management system' and the tagline 'your smartest junior'. A navigation bar contains links: [Welcome :loms_mstr], [Manage Case], [Edit Product Settings], [Service Request], [Search Judgments], [Change Password], [Change Security Questions], and [Logout]. A sidebar on the left lists menu items: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, Send mail, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main form area is titled 'Send Email' and includes a note '* Marked fields are Mandatory'. It contains fields for 'To:' (with a magnifier icon), 'Email Subject:', and 'Attachment:'. Below these is a rich text editor with a toolbar for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The 'Email Body:' field is a large text area. At the bottom are 'Send' and 'Reset' buttons. The footer shows 'Contact: loms.service@sunraysts.com'.

Step 2: The user can compose the email normally as they would do it in any email websites. To send an email to an client, the user can click on the magnifier symbol near the TO field and search the client email id

This screenshot shows the 'Send Email' form with sample data entered. The 'To:' field contains 'demouser@gmail.com', the 'Email Subject:' field contains 'Demo Email', and the 'Attachment:' field is empty. The rich text editor shows the following text: 'Hi, This is a test email Thanks, Lawyer'. The 'Send' and 'Reset' buttons are at the bottom. The footer shows 'Contact: loms.service@sunraysts.com'.

Step 3: Click on the SEND button after composing the email. Once the email has been sent the application will display a success message as shown below,



NOTE: The application will use the Lawyer's registration credentials to SEND EMAIL. Please be careful with the mail content and the option usage.