

Delete 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: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT (selected), Add Employee, 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 Date of Birth field. 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.

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' table is displayed. The table has columns: Employee ID, First Name, Last Name, Nationality, Date of Birth, Mobile No, Date of Joining, and PAN No. The first row of data shows Employee ID 100050, First Name Raja, Last Name Sekar, Nationality INDIAN, Date of Birth 01/12/1983, Mobile No 9645781233, Date of Joining 16/12/2012, and PAN No. Below the table, there are 'Edit' and 'Delete' buttons. The top navigation bar and sidebar are the same as in the previous screenshot.

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	

Step 3: Select the Employee you wish to Delete and click on Delete button. A pop up will come up with the message, **“Are you sure want to delete the record?”** Click **YES** to delete else click on **CANCEL**.

The screenshot displays the 'Lawyers office management system' interface. A confirmation dialog box titled 'Message from webpage' is centered on the screen, asking 'Are you sure want to delete the record?' with 'OK' and 'Cancel' buttons. The background shows the 'Manage Employee' page with a search result table and a sidebar menu.

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	

Below the table are 'Edit' and 'Delete' buttons. The footer contains the contact information: 'Contact: loms.service@sunraysts.com'.