

## Edit Client Information

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

**Step 2:** Enter the value for any one of the field (Client ID / First Name / Last Name / Mobile No / PAN No / TIN No) as shown in the image below and click on the **SEARCH** button.

**NOTE:** The user can enter the information in parts to Search the Client Details. For e.g. If the Client's first name is "David" the application user can enter "DAV" (Small letters or Capital letters) and click on SEARCH button and click Search button

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Manage Client Information

Client ID:  First Name:  Last Name:   
Mobile No:  PAN Number:  TIN Number:

Search

Search Result

Client ID	Name	Mobile Number	Telephone Number	PAN Number	TIN Number	
CL100000	Authis Sundar	9600161772				100,000 Lights

Edit Client Information Get Family Information Add Family Information

Contact: loms.service@sunraysts.com

**Step 3:** The application will list the entire Clients having first name "A". Select the client you wish to edit and click on "EDIT CLIENT INFORMATION" button

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Manage Client Information

Client ID:  First Name:  Last Name:   
Mobile No:  PAN Number:  TIN Number:

Search

Search Result

Client ID	Name	Mobile Number	Telephone Number	PAN Number	TIN Number	
CL100000	Authis Sundar	9600161772				100,000 Lights

Edit Client Information Get Family Information Add Family Information

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**Step 4:** When the user clicks on the “**EDIT CLIENT INFORMATION**” button the application will load with all the Client details 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 save the client information without the value for these fields.

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Update Client Information

Client ID: CL100000

First Name: \* Authis

Telephone No:

Email ID: authis.sundar@gmail.com

Permanent Address: \* 100, Cenatop Road, Thousands Lights, Chennai - 600042

Organization Name:

Organization Telephone No:

PAN Number:

Profession:

Comments:

Last Name: \* Sundar

Mobile No: \* 9600161772

Gender: \* Male

Temporary Address:

Organization Address:

Organization Mobile No:

TIN Number:

Date of Birth:

Save Reset Back

Contact: loms.service@sunraysts.com

**Step 5:** After editing the details, Click on the **SAVE** 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 Updated Successfully Client ID is CL1XXXXX Click Here to Add Case**”.

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Update Client Information

Client Info has been Updated Successfully Client ID is CL100000

Client ID: CL100000

First Name: \* Authis

Telephone No:

Email ID: authis.sundar@gmail.com

Permanent Address: \* 100, Cenatop Road, Thousands Lights, Chennai - 600042

Organization Name: Sunrays Technology Solutions

Organization Telephone No:

PAN Number:

Profession:

Comments: Added for Civil case

Last Name: \* Sundar

Mobile No: \* 9600161772

Gender: \* Male

Temporary Address:

Organization Address:

Organization Mobile No:

TIN Number:

Date of Birth: 01/12/1983

Save Reset Back

Contact: loms.service@sunraysts.com