

LAWYERS OFFICE MANAGEMENT SYSTEM



USER MANUAL

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1. CLIENT MANAGEMENT

1.1 Add a client

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

Home

CLIENT MANAGEMENT

Add Client

Add Family Information

Manage Client

CASE MANAGEMENT

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

COMMUNICATION

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Add Client Information

First Name: *

Last Name: *

Mobile No: *

Gender: *

Permanent Address: *

Temporary Address:

Organization Name:

Organization Address:

Organization Telephone No:

Organization Mobile No:

PAN Number:

TIN Number:

Profession:

Date of Birth:

Comments:

Client's Photo: Browse...

Add Reset

Contact: loms.service@sunraysts.com

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

Home

CLIENT MANAGEMENT

CASE MANAGEMENT

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Add Client Information

First Name: * Client

Last Name: * Name

Mobile No: * 9500010000

Gender: * Male

Permanent Address: * 14, Street Name, City Name, State Name - Pincode

Temporary Address:

Organization Address:

Organization Name: Company

Organization Telephone No:

Organization Mobile No:

PAN Number: ANLPR1234K

TIN Number:

Profession:

Date of Birth: 09/11/1970

Comments: Test Client

Add Reset

Contact: loms.service@sunraysts.com

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**”

The screenshot shows a web-based application interface for 'Loms'. The URL in the address bar is <http://localhost:9090/loms/addClientInfo.action>. The page title is 'Loms'. The left sidebar contains a navigation menu with links like 'Home', 'CLIENT MANAGEMENT', 'CASE MANAGEMENT', 'EMPLOYEE MANAGEMENT', 'INCOME & EXPENSE MANAGEMENT', 'QUICK LINKS', 'LAW STANDARD INFO', 'REMINDERS', 'CASE JUDGMENTS', 'TEMPLATES', and 'BOOK SHELF'. The main content area is titled 'Add Client Information'. A green success message box displays: 'Client Info has been added Successfully Client ID is CL1000000 Click here to Add Case'. Below the message are several input fields: 'First Name' (mandatory), 'Last Name' (mandatory), 'Mobile No.' (mandatory), 'Gender' (dropdown menu), 'Permanent Address' (with a file upload icon), 'Temporary Address' (with a file upload icon), 'Organization Name' (with a file upload icon), 'Organization Address' (with a file upload icon), 'Organization Mobile No.' (with a file upload icon), 'TIN Number' (with a file upload icon), 'Date of Birth' (with a file upload icon), and 'Comments' (with a file upload icon). At the bottom right are 'Add' and 'Reset' buttons. The footer contains the contact email: 'Contact: loms.service@sunrayts.com'.

1.2 Add Client Family Information

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

The screenshot shows the 'Add Family Information' page. On the left is a sidebar with links like Home, CLIENT MANAGEMENT (Add Client, Add Family Information), CASE MANAGEMENT, etc. The main area has fields for Client ID, Relation Name, Relation Type, Date of Birth, Mobile Number, Telephone Number, Address, Gender, Marital Status, and Comments. A note at the top right says 'Marked fields are Mandatory'. At the bottom are 'Add' and 'Reset' buttons.

Step 2: Enter the details of the Client's relation in the page as shown below,

NOTE: Client ID, Relation Name, Relation Type and Gender are mandatory fields. The application will not allow the user to add a client without the value for these fields

The screenshot shows the 'Add Family Information' page with filled mandatory fields. The Client ID is CL100000, Relation Name is Father Name, Relation Type is FATHER, and Gender is MALE. The other fields like Date of Birth, Mobile Number, Telephone Number, Address, Marital Status, and Marriage Date are also populated. The 'Comments' field is highlighted with a yellow border. The 'Add' and 'Reset' buttons are at the bottom.

Step 3: Validate the entered data and Click on the **ADD** button as shown in the image above. Once the client's family details are added to the database, the application will give a message "**Family Info has been added successfully for the Client ID CL1XXXX**"

The screenshot shows the Loms software interface with the following details:

- Header:** The URL is <http://localhost:9090/loms/addFamInfoMenu.action>. The title bar says "Loms".
- Left Sidebar:** Home, CLIENT MANAGEMENT (Add Client, Add Family Information, Manage Client), CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, CASE JUDGMENTS, TEMPLATES, BOOK SHELF.
- Current Page:** Add Family Information
- Message Bar:** A green bar at the top right says "Family Info has been added Successfully for the Client ID CL100000". A note says "* Marked fields are Mandatory".
- Form Fields:**
 - Client ID:*
 - Relation Name:*
 - Relation Type: Select Relation Type
 - Date of Birth:
 - Mobile Number:
 - Telephone Number:
 - Address:
 - Gender: Select Gender
 - Marital Status: Please Select Marital Status
 - Comments:
- Buttons:** Add, Reset
- Contact Information:** Contact: loms.service@sunraysts.com

1.3 Search Client Information

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

The screenshot shows the 'Manage Client Information' page of the Loms application. On the left, there is a sidebar with various management links. The main area has five input fields for searching: Client ID, First Name, Last Name, Mobile No., PAN Number, and TIN Number. A 'Search' button is located below these fields.

Client ID:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Mobile No.:	<input type="text"/>	PAN Number:	<input type="text"/>	TIN Number:	<input type="text"/>

Search

Step 2: Enter the value for any one field (Client ID / First Name / Last Name / Mobile No / PAN No / TIN No) as shown in the image below,

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.

The screenshot shows the same 'Manage Client Information' page as before, but with the 'Client ID' field populated with the value 'CL1'. The other search fields are empty. The 'Search' button is visible at the bottom of the search form.

Client ID:	<input type="text" value="CL1"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Mobile No.:	<input type="text"/>	PAN Number:	<input type="text"/>	TIN Number:	<input type="text"/>

Search

Step 3: Click on **SEARCH** button after entering the information. All client details with similar information will be listed as shown below,

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[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

- CLIENT MANAGEMENT**
 - Add Client
 - Add Family Information
 - Manage Client**
- CASE MANAGEMENT**
- EMPLOYEE MANAGEMENT**
- INCOME & EXPENSE MANAGEMENT**
- QUICK LINKS**
- LAW STANDARD INFO**
- REMINDERS**
- COMMUNICATION**
- CASE JUDGMENTS**
- TEMPLATES**
- BOOK SHELF**

Manage Client Information

Client ID:	<input type="text"/>	First Name:	<input type="text"/> a	Last Name:	<input type="text"/>
Mobile No:	<input type="text"/>	PAN Number:	<input type="text"/>	TIN Number:	<input type="text"/>

Search

Search Result

	Client ID	Name	Mobile Number	Telephone Number	PAN Number	TIN Number	
<input checked="" type="radio"/>	CL100000	Authis Sundar	9600161772				 Lights
<input type="button" value="Edit Client Information"/> <input type="button" value="Get Family Information"/> <input type="button" value="Add Family Information"/>							

1.4 Search Client Family Information

Step 1: Navigate to **CLIENT MANAGEMENT > MANAGE CLIENT** link and enter the value for any one field (Client ID / First Name / Last Name / Mobile No / PAN No / TIN No) as shown in the image below,

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

The screenshot shows the 'Manage Client Information' page of the Loms system. On the left, there is a sidebar with various management links. The main area has search fields for Client ID, First Name, Last Name, Mobile No, PAN Number, and TIN Number. A 'Search' button is located below these fields. Below the search area is a 'Search Result' table with columns for Client ID, Name, Mobile Number, Telephone Number, PAN Number, and TIN Number. One row is visible, showing Client ID CL100000, Name Authis Sundar, Mobile Number 9600161772, and TIN Number 100.0. At the bottom of the result table are three buttons: 'Edit Client Information', 'Get Family Information', and 'Add Family Information'. The 'Get Family Information' button is highlighted with a red border.

Step 2: Select radio button of the client id for which family info need to be retrieved and click **GET FAMILY INFORMATION** as shown below,

This screenshot is identical to the previous one, showing the 'Manage Client Information' page. The 'Get Family Information' button in the 'Search Result' table is now highlighted with a red border, indicating it is the active or selected button.

Step 3: The application will load all the available family information of the selected client.

NOTE: The user can click on “**ADD FAMILY INFO**” button to add a new relation for the same client. Same way you can delete the family information of the Client by clicking on “Delete Family Info” button

The screenshot shows a web browser window for the "Lawyers office management system". The URL is <http://localhost:8090/loms/getCliFamInfo.action>. The page title is "Manage Family Information".

The left sidebar contains a navigation menu with the following items:

- Home
- CLIENT MANAGEMENT
 - Add Client
 - Add Family Information
 - Manage Client** (highlighted in blue)
- CASE MANAGEMENT
- EMPLOYEE MANAGEMENT
- INCOME & EXPENSE MANAGEMENT
- QUICK LINKS
- LAW STANDARD INFO
- REMINDERS
- COMMUNICATION
- CASE JUDGMENTS
- TEMPLATES
- BOOK SHELF

The main content area displays a search result table with one row of data:

Name	Relation Type	Date of Birth	Mob No	Tel No	Address	Gender	Marital Status	Marriage Date	Comments
Kumar	COUSINE	07/12/1983			Chennai	MALE	MARRIED	01/12/2004	

Below the table are three buttons: "Add Family Info" (orange), "Delete Family Info" (orange), and "Back" (blue).

The footer of the page includes the contact information: "Contact: loms.service@sunraysts.com".

1.5 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

The screenshot shows the 'Manage Client Information' page of the Loms system. On the left, there is a sidebar with various management links like Client Management, Case Management, Employee Management, etc. The main area has search fields for Client ID, First Name (set to 'a'), Last Name, Mobile No., PAN Number, and TIN Number. A 'Search' button is present. Below the search fields is a 'Search Result' table with columns: Client ID, Name, Mobile Number, Telephone Number, PAN Number, and TIN Number. One row is highlighted with a red border, corresponding to the entry in the search results table below. At the bottom of the page, there are buttons for 'Edit Client Information', 'Get Family Information', and 'Add Family Information'.

Client ID	Name	Mobile Number	Telephone Number	PAN Number	TIN Number
CL100000	Authis Sundar	9600161772			

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

This screenshot is identical to the previous one, showing the 'Manage Client Information' page. The 'Edit Client Information' button at the bottom of the search results table is now highlighted with a red border, indicating it is the target for the next step.

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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[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT

- Add Client
- Add Family Information
- Manage Client**

CASE MANAGEMENT

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

COMMUNICATION

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Update Client Information

Client ID: CL100000

First Name: *Authis

Last Name: *Sundar

Telephone No:

Mobile No.: *9600161772

Email ID: authis.sundar@gmail.com

Gender: *Male

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

Temporary Address:

Organization Name: Sunrays Technology Solutions

Organization Address:

Organization Telephone No:

Organization Mobile No:

PAN Number:

TIN Number:

Profession:

Date of Birth:

Comments: Added for Civil case

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 CL1XXXXXX Click Here to Add Case**”.

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[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT

- Add Client
- Add Family Information
- Manage Client**

CASE MANAGEMENT

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

COMMUNICATION

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Update Client Information

Client ID: CL100000

First Name: *Authis

Last Name: *Sundar

Telephone No:

Mobile No.: *9600161772

Email ID: authis.sundar@gmail.com

Gender: *Male

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

Temporary Address:

Organization Name: Sunrays Technology Solutions

Organization Address:

Organization Telephone No:

Organization Mobile No:

PAN Number:

TIN Number:

Profession:

Date of Birth: 01/12/1983

Comments: Added for Civil case

Save Reset Back

Contact: loms.service@sunraysts.com

2. CASE MANAGEMENT

2.1 Add Case Information

Step 1: Navigate to CASE MANAGEMENT > ADD CASE LINK

The screenshot shows the 'Add Case Info' page in the Loms system. The left sidebar has a 'CASE MANAGEMENT' section with 'Add Case' selected. The main form has fields for Client ID, Case Type, Case Sub Type, Reference Case Nos, Opposition Party Detail, Case Details, and Comments. Buttons for 'Add' and 'Reset' are at the bottom.

Contact: loms.service@sunraysts.com

Step 2: Locate the client id and enter the other case related information as shown below,

The screenshot shows the 'Manage Client' page in the Loms system. It includes fields for Client ID, First Name, Last Name, Mobile No, PAN Number, and TIN Number. A 'Search Record' button is present. Below it is a 'Search Result' table with one row:

Client ID	Name
CL100000	Authis Sundar

A red box highlights the 'Select ID' button next to the search result.

Contact: loms.service@sunraysts.com

NOTE:

- a) Client's **Client ID, Case Sub Type, Type, Case No, Case Priority, Case Status and Court Detail** are mandatory fields. The application will not allow the user to add a case without the value for these fields.
- b) If the user doesn't know exact Client Id, he can search and select the client id by Clicking Search Icon that is available next to the text box. On clicking the icon the application will pop up the "Client Search". For details regarding how to Search a client refer to Section 1.3 in this document (**Search Client Information**)

Add Case

Client ID: CL100000

Case Detail:

Case Type: CIVIL Case Sub Type: APPEAL Appeal Type: APPEAL SUIT

Case No 1: 45AD5665

Reference Case Nos:

Opposition Party Detail:

Select Number of Opponent: 1

Opp Part Details:

Opp Name: Ragu Opp Mob No: Opp Tel No: Opp Email: Opp Address:

Opp Organization Details:

Org Name: Org Mob No: Org Tel No: Org Email: Org Rep: Org Address:

Opp Lawyer Details:

Lawyer Name: Lawyer Mob No: Lawyer Tel No: Lawyer Email: Lawyer Address:

Case Detail:

Case Priority: HIGH Case Status: NEW Court Detail: 1000 Judgment Date: TEST COURT

Comments:

Add Reset

Step 3: Validate the entered details and Click on the Add button as shown in the image above. Once the Case details are added to the database, the application will give a message "**Case Info has been added successfully for the Client ID CLXXXXXX Case ID is CIDXXXXXX Click here to Add Case Hearing**".

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[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home Add Case Info

CLIENT MANAGEMENT CASE MANAGEMENT

Add Case

Add Case Hearing Add Case Document Manage Case Manage Case Document

EMPLOYEE MANAGEMENT INCOME & EXPENSE MANAGEMENT QUICK LINKS LAW STANDARD INFO REMINDERS COMMUNICATION CASE JUDGMENTS TEMPLATES BOOK SHELF

Case Info has been added Successfully for the Client ID CL100000 Case ID is CID100021 Click here to Add Case Hearing

Client ID: CL100000

Case Detail:

Case Type: Select Case Type Case Sub Type: Select Case Type Appeal Type: Select Appeal Type

Case No 1:

Reference Case Nos:

Ref Case No 1: Ref Case No 2: Ref Case No 3: Ref Case No 4: Ref Case No 5:

Opposition Party Detail:

Select Number of Opponent: NA

Case Detail:

Select Case Priority: Select Court Detail:

Contact: loms.service@sunraysia.com

NOTE:

- a) The User can add “**Case Hearing**” information for the added case directly by clicking on the link [**Click here to Add Case Hearing**](#)
- b) An email will be sent to the Client automatically after the case information is added to the database

2.2 Search Case Information

Step 1: Navigate to CASE MANAGEMENT > MANAGE CASE

The screenshot shows the 'Manage Case' search page. On the left, a sidebar lists various management modules like Client Management, Case Management, Employee Management, etc. The main area has search fields for Client ID, Case Type, Case No., Case ID, First Name, Last Name, Mobile No., Email Id, and Court Id. A 'Search' button is located below the fields.

Step 2: Enter the value for any one of the field (Client ID/Case Type/Case No/Case ID/First Name/Last Name/Mobile No/Email Id/Court Id) as shown in the image below and click on the SEARCH button. The application will list all the case results based on the search criteria.

NOTE: The user can enter the information in parts to Search the Case 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.

The screenshot shows the 'Search Result' table after a search. The table has columns for Case ID, Client ID, Client Info, Case Type, Prime Case No., Ref Case No., and Court Details. Two rows of data are visible, each corresponding to a case entry in the database.

	Case ID	Client ID	Client Info	Case Type	Prime Case No.	Ref Case No.	Court Details
①	CID100000	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email Id: authis.sundar@gmail.com Address: IV/A	Case Type: CIVIL - APPEAL + CIVIL MISCELLANEOUS APPEAL	Case No: 2354234	Ref. Case No: / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, TAMILNADU
②	CID100021	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email Id: authis.sundar@gmail.com Address: IV/A	Case Type: CIVIL - APPEAL + APPEAL SUIT	Case No: 45AD5665	Ref. Case No: / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, TAMILNADU

2.3 Modify Case Information

Step 1: After the user searches for the case information as explained in the “SEARCH CASE INFORMATION” section above. Select the Case ID which you want to modify and click on “EDIT CASE INFO” button.

The screenshot shows the 'Edit Case Info' page of the Loms application. On the left is a sidebar with navigation links for Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area is titled 'Edit Case Info' and contains a form for modifying case details. The 'Client ID:' section shows Case ID: CID100000 and Client ID: CL100000. The 'Case Detail:' section includes fields for Case Type (CIVIL), Case Sub Type (APPEAL), Appeal Type (CIVIL MISCELLANEOUS APPEAL), Case No 1 (2354234), Reference Case Nos (Ref Case No 1: GTHAy576, Ref Case No 4:), Court Detail (1000), Case Priority (HIGH), Case Status (NEW), and Comments (dfgdfgdfg). At the bottom are 'Update Case', 'Reset', and 'Back' buttons. A note at the top right says 'Marked fields are Mandatory'.

Step 3: User can edit the Case details and Click Update Case button. Once the Case details are updated to the database, the application will give a message “**Case Info has been updated Successfully**”.

Note: Client’s Client ID, Case Sub Type, Type, Case No, Case Priority, Case Status and Court Detail are mandatory fields. The application will not allow the user to add a case without the value for these fields.

The screenshot shows the 'Edit Case Info' page after the update was successful. A green success message box at the top states 'Case Info has been Updated Successfully.' The rest of the page is identical to the previous screenshot, showing the same form fields for modifying case details. The sidebar on the left remains the same.

2.4 Delete Case & Opponent Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: From the Search result select the case you want to delete and click on the DELETE Button

NOTE: Once a case has been deleted, all case related information such as Case Opponent details, Case hearing details and Case Documents will be deleted automatically.

The screenshot shows the Loms software interface with the title "Manage Case". On the left, there is a sidebar with various management links: Client Management, Case Management (Add Case, Add Case Hearing, Add Case Document, Manage Case), Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area is titled "Search Result" and contains a table with two rows of search results. The columns are: Case ID, Client ID, Client Info, Case Type, Prime Case No, Ref Case No, and Court Details. The first row has Case ID CID100000, Client ID CL100000, Client Name: Authis Sundar, Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL, Prime Case No: 2354234, Ref Case No: GTHAy576 // / /, and Court Details: COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU. The second row has Case ID CID100021, Client ID CL100000, Client Name: Authis Sundar, Case Type: CIVIL - APPEAL - APPEAL SUIT, Prime Case No: 45AD5665, Ref Case No: / / / /, and Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU. At the bottom of the search results table, there are several buttons: Edit Case Info, Add Document, Add Hearing, Add Opponent, Search Case Hearing, Search Opponent, and a red-bordered Delete button. The URL in the browser bar is http://localhost:8090/loms/searchCaseInforesult.

Case ID	Client ID	Client Info	Case Type	Prime Case No	Ref Case No	Court Details
CID100000	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL, , ,	Case No: 2354234	Ref. Case No: GTHAy576 // / /	Court Details: COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
CID100021	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - APPEAL SUIT	Case No: 45AD5665	Ref. Case No: / / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU

2.5 Add Opponent Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you wish to add an opponent and click on **ADD OPPONENT** button, the “Add Opponent page” will open as shown below,

NOTE: Opponent detail can be added in Add Case page also (Refer 2.1 Add Case Information)

The screenshot shows the 'Add Opponent' page. On the left is a sidebar with navigation links like Home, Client Management, Case Management, Manage Case, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area has tabs for 'Opp Part Detail:', 'Opp Organization Detail:', and 'Opp Lawyer Detail:'. It contains various input fields for client and case details, and for opponent and organization details. At the bottom are 'Add Opponent', 'Reset', and 'Back' buttons.

Step 3: Enter the Opponent details and click ADD OPPONENT button. Once the Opponent details are added to the database, the application will give a message “**Opponent has been added successfully**”.

The screenshot shows the 'Add Opponent' page after successful submission. A green success message box displays the text "Opponent has been added Successfully." The rest of the page is identical to the previous screenshot, showing the 'Opp Part Detail:', 'Opp Organization Detail:', and 'Opp Lawyer Detail:' sections with their respective input fields, and the 'Add Opponent', 'Reset', and 'Back' buttons.

2.6 Search Opponent Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you want to view the opponent(s) and click on Search Opponent button.

The screenshot shows the Loms application interface. On the left, there is a sidebar with various management options like Client Management, Case Management, Employee Management, etc. The main area is titled "Manage Case". It has search fields for Client ID, Case Type, Case No., Case ID, First Name, Last Name, Mobile No., Email Id., and Court Id. A "Search" button is located below these fields. The results are displayed in a table with columns: Case ID, Client ID, Client Info, Case Type, Prime Case No., Ref Case No., and Court Details. Two rows of data are shown, each with a red square icon next to the Case ID. At the bottom of the results table, there are several buttons: Edit Case Info, Add Document, Add Hearing, Add Opponent, Search Case Hearing, Search Opponent (which is highlighted with a red border), and Delete.

Step 3: Once the user clicks on SEARCH button, the application will load with all the opponent information for that particular case.

The screenshot shows the Loms application interface. The title bar says "Lawyers office management system" and "your smartest junior". The top navigation bar includes links for Manage Case, Edit Product Settings, Service Request, Search Judgments, Change Password, Change Security Questions, and Logout. Below this is a "Welcome :loms_mstr" message. The main content area is titled "Manage Case Opponent". On the left, there is a sidebar with various management options. The main area is titled "Search Result" and contains a table with columns: Opp Party Name, Party Mob No., Party EmailId, Org Name, Org Rep Name, Org Mob No., Org EmailId, Lawyer Name, Lawyer Mob No., and Lawyer EmailId. Three rows of data are shown, each with a red square icon next to the Opp Party Name. At the bottom of the results table, there are three buttons: Edit Opponent Detail, Delete Opponent Detail, and Back.

2.7 Modify Opponent Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you want to Search an opponent and click on SEARCH OPPONENT button.

Contact: loms.service@sunraysia.com

Step 3: Once the user clicks on SEARCH button, the application will load with all the opponent information for that particular case.

Contact: loms.service@sunraysia.com

Step 4: Select the Opponent you wish to Modify and click on **EDIT OPPONENT DETAIL** button.

Lawyers office management system
your smartest junior

[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT

CASE MANAGEMENT

Add Case

Add Case Hearing

Add Case Document

Manage Case

Manage Case Document

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

COMMUNICATION

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Contact: loms.service@sunraysts.com

Opp Part Detail:-
Opp Name : Krishana
Opp Mob No : 9874563214
Opp Tel No :
Opp Email : Krishana@gmail.com
Opp Address : Chennai

Opp Organization Detail:-
Org Name :
Org Mob No :
Org Tel No :
Org Email :
Org Rep :
Org Address :

Opp Lawyer Detail:-
Lawyer Name : Ravi varma
Lawyer Mob No :
Lawyer Tel No :
Lawyer Email :
Lawyer Address :

Save Reset Back

Step 5: Edit the Opponent detail and click on the **SAVE** button. Once the Opponent details are updated to the database, the application will give a message "**Opponent has been modified successfully**".

Lawyers office management system
your smartest junior

[Welcome :loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT

CASE MANAGEMENT

Add Case

Add Case Hearing

Add Case Document

Manage Case

Manage Case Document

EMPLOYEE MANAGEMENT

INCOME & EXPENSE MANAGEMENT

QUICK LINKS

LAW STANDARD INFO

REMINDERS

COMMUNICATION

CASE JUDGMENTS

TEMPLATES

BOOK SHELF

Contact: loms.service@sunraysts.com

Opp Part Detail:-
Opp Name : Krishana
Opp Mob No : 9874563214
Opp Tel No :
Opp Email : Krishana@gmail.com
Opp Address : Chennai

Opp Organization Detail:-
Org Name :
Org Mob No :
Org Tel No :
Org Email :
Org Rep :
Org Address :

Opp Lawyer Detail:-
Lawyer Name : Ravi varma
Lawyer Mob No :
Lawyer Tel No :
Lawyer Email :
Lawyer Address :

Opponent has been modified Successfully.

Save Reset Back

2.8 Delete Opponent Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you wish to delete an opponent and click on SEARCH OPPONENT button.

The screenshot shows a web browser window for the Loms application at <http://localhost:8090/loms/searchCaseInfoForCase>. The left sidebar contains navigation links for Client Management, Case Management, Employee Management, Income & Expense Management, and various quick links. The main search form includes fields for Client ID, Case Type, Case No., Case ID, First Name, Last Name, Mobile No., Email Id, and Court ID, with a 'Search' button. Below the search form is a 'Search Result' table with columns: Case ID, Client ID, Client Info, Case Type, Prime Case No., Ref Case No., and Court Details. Two rows of data are shown, each with a small thumbnail icon, a Case ID (CID100000 and CID100021), a Client ID (CL100000), and detailed client information including name, mobile number, email, and address. The Court Details column indicates 'TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU'. At the bottom of the table are buttons for Edit Case Info, Add Document, Add Hearing, Add Opponent, Search Case Hearing, Search Opponent (which is highlighted with a red box), and Delete.

Step 3: Once the user clicks on SEARCH button, the application will load with all the opponent information for that particular case.

The screenshot shows a web browser window for the Loms application at <http://localhost:8090/loms/searchCaseOpp.actir>. The left sidebar is identical to the previous screenshot. The main page title is "Manage Case Opponent". It features a "Search Result" table with columns: Opp Party Name, Party Mob No., Party EmailId, Org Name, Org Rep Name, Org Mob No., Org EmailId, Lawyer Name, Lawyer Mob No., and Lawyer EmailId. Three rows of data are listed: Ravikumar (Party Mob No: 8745692321, Party EmailId: Ravikumar@gmail.com, Lawyer Name: Sankar); Raguram (Party Mob No: 9658741232, Party EmailId: Raguram@gmail.com, Lawyer Name: Rajagopal); and Krishana (Party Mob No: 9874563214, Party EmailId: Krishana@gmail.com, Lawyer Name: Ravi varma). At the bottom of the table are buttons for Edit Opponent Detail, Delete Opponent Detail, and Back.

Step 4: Select the Opponent you want to delete and click on the DELETE OPPONENT DETAIL button. A pop up will show up with the message, “Are you sure want to delete the record?” Click YES to delete the record else click on CANCEL.

The screenshot shows a web-based application interface for managing legal cases. On the left, there is a sidebar with various menu items under categories like Client Management, Case Management, Employee Management, etc. The main content area is titled "Manage Case Opponent" and displays a "Search Result" table. The table has columns for Opp Party Name, Party Mob No, Party EmailId, Org EmailId, Lawyer Name, Lawyer Mob No, and Lawyer EmailId. Three rows of data are visible: Ravikumar, Raguram, and Krishana. Overlaid on the page is a modal dialog box titled "Message from webpage" with the question "Are you sure want to delete the record?". The dialog has two buttons: "OK" and "Cancel".

Opp Party Name	Party Mob No	Party EmailId	Org EmailId	Lawyer Name	Lawyer Mob No	Lawyer EmailId
Ravikumar	8745692321	Ravikumar@gmail.com	Sankar			
Raguram	9658741232	Raguram@gmail.com	Rajagopal			
Krishana	9874563214	Krishana@gmail.com	Ravi varma			

Contact: loms.service@sunraysts.com

2.9 Add Case Hearing Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you would like to add a case hearing and click on the ADD CASE HEARING button

The screenshot shows the 'Add Case Hearing Info' page. On the left is a sidebar with various management links. The main form has fields for Case ID (CID100022), Client ID (CL100000), and Case Hearing Date (19/12/2012). A note at the top right says 'Marked fields are Mandatory'. Below the form are three buttons: 'Add', 'Reset', and 'Back'. At the bottom left is contact information: 'Contact: loms.service@sunraysia.com'.

Step 3: Enter the Case Hearing date and click on the ADD button (The Client ID and Case ID will be auto populated).

Once the Case Hearing details are added to the database, the application will give a message “**Case Hearing has been added successfully. Click here to add Case Document**”.

The screenshot shows the same 'Add Case Hearing Info' page as before, but now it includes a green success message box at the top: 'Case Hearing has been added Successfully. Click here to Add Case Document'. The rest of the page remains the same, with the sidebar and form fields visible.

2.10 Search Case Hearing Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you would like to Search the Case Hearing and click on SEARCH CASE HEARING button.

Case ID	Client ID	Client Info	Case Type	Prime Case No	Ref Case No	Court Details
CID100000	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL,...	Case No: 2354234	Ref. Case No: GTHAy576 // /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
CID100021	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - APPEAL SUIT	Case No: 45AD5665	Ref. Case No: // / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
CID100022	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL	Case No: HYGT56554	Ref. Case No: // / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU

Step 3: When the user clicks on the SEARCH CASE HEARING button the application will list all the case hearing(s) corresponding to that case.

Case Hearing ID	Case ID	Client ID	Case Hearing Date	Comments
100020	CID100022	CL100000	19/12/2012	

2.11 Delete Case Hearing Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

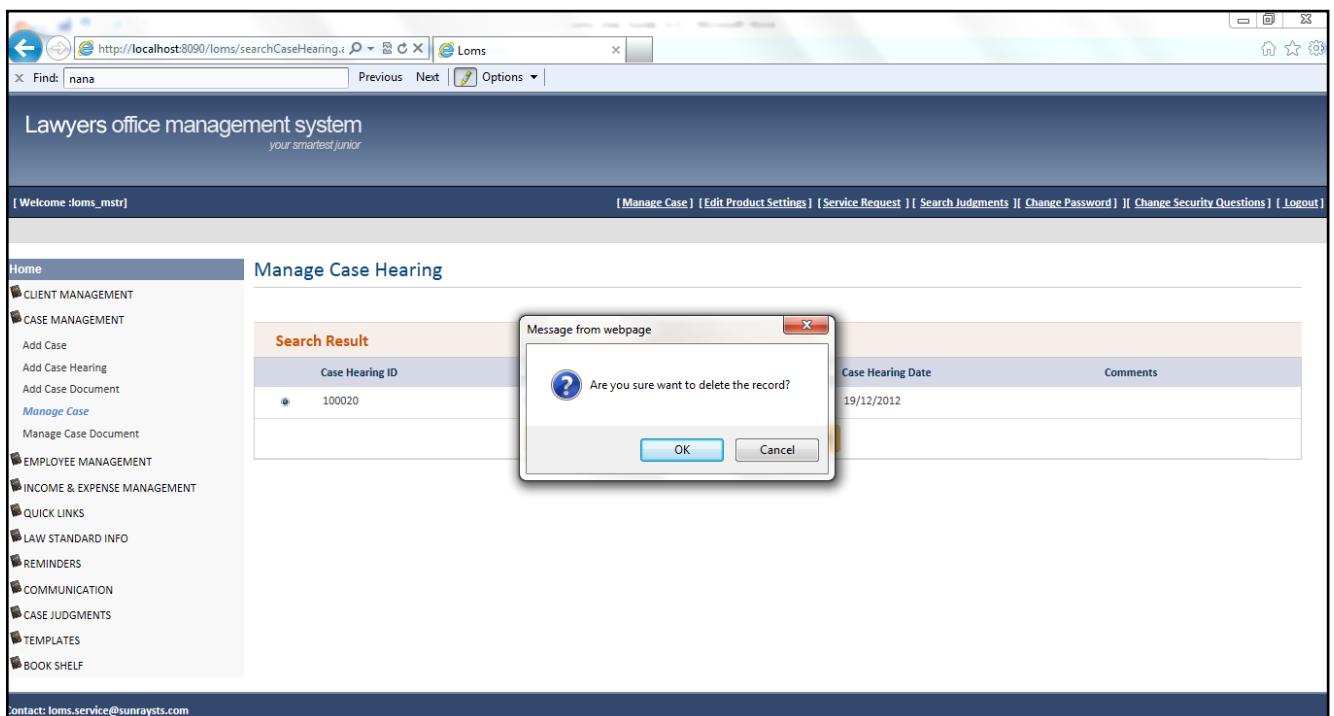
Step 2: Select the case for which you want to find a Case Hearing and click on SEARCH CASE HEARING button.

	Case ID	Client ID	Client Info	Case Type	Prime Case No	Ref Case No	Court Details
①	CID100000	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL,...	Case No: 2354234	Ref. Case No: GTHAy376 //	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
②	CID100021	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - APPEAL SUIT	Case No: 45AD5665	Ref. Case No: //	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
③	CID100022	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL	Case No: HYGT56554	Ref. Case No: //	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU

Step 3: Once the user clicks on the SEARCH CASE HEARING button the application will list all the case hearings for that particular case.

	Case Hearing ID	Case ID	Client ID	Case Hearing Date	Comments
①	100020	CID100022	CL100000	19/12/2012	

Step 4: Select the Case Hearing you wish to Delete and click on DELETE CASE HEARING button. A pop up window will open up with the message, “Are you sure want to delete the record?” Click YES to delete else click on CANCEL.



2.12 Modify Case Hearing Information

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the case for which you want to modify the case hearing and click on Search Case Hearing button.

The screenshot shows a web browser window for the Loms application. The URL is <http://localhost:8090/loms/searchCaseInforesult>. The search bar contains "nana". The search results table has columns: Case ID, Client ID, Client Info, Case Type, Prime Case No, Ref Case No, and Court Details. Three cases are listed:

	Case ID	Client ID	Client Info	Case Type	Prime Case No	Ref Case No	Court Details
1	CID100000	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL,...	Case No: 2354234	Ref. Case No: GTHAy376 / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
2	CID100021	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - APPEAL SUIT	Case No: 45AD5665	Ref. Case No: / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU
3	CID100022	CL100000	Client Name: Authis Sundar Mobile No: 9600161772 Email ID: authis.sundar@gmail.com Address: N/A	Case Type: CIVIL - APPEAL - CIVIL MISCELLANEOUS APPEAL	Case No: HYGT56554	Ref. Case No: / / /	Court Details: TEST COURT, CHENNAI COURT, Chennai, CHENNAI, CHENNAI, TAMILNADU

At the bottom, there are buttons: Edit Case Info, Add Document, Add Hearing, Add Opponent, **Search Case Hearing**, Search Opponent, and Delete. The "Search Case Hearing" button is highlighted with a red box.

Step 3: Once the user clicks on the SEARCH CASE HEARING button the application will list all the case hearings for that particular case.

The screenshot shows a web browser window for the Loms application. The URL is <http://localhost:8090/loms/searchCaseHearing>. The search bar contains "nana". The search results table has columns: Case Hearing ID, Case ID, Client ID, Case Hearing Date, and Comments. One case hearing is listed:

	Case Hearing ID	Case ID	Client ID	Case Hearing Date	Comments
1	100020	CID100022	CL100000	19/12/2012	

At the bottom, there are buttons: Edit Case Hearing, Delete Case Hearing, and Back. The "Edit Case Hearing" button is highlighted with a yellow box.

Step 4: Select the Case Hearing you wish to Modify and click on EDIT CASE HEARING button.

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:8090/loms/editCaseHearing.act>. The page title is 'Edit Case Hearing Info'. On the left, there is a sidebar with various menu items under 'Home', 'CLIENT MANAGEMENT', 'CASE MANAGEMENT', 'EMPLOYEE MANAGEMENT', 'INCOME & EXPENSE MANAGEMENT', 'QUICK LINKS', 'LAW STANDARD INFO', 'REMINDERS', 'COMMUNICATION', 'CASE JUDGMENTS', 'TEMPLATES', and 'BOOK SHELF'. The main content area has a header 'Edit Case Hearing Info' and a note '* Marked fields are Mandatory'. It contains fields for 'Case Hearing Id' (100020), 'Case ID' (CID100022), 'Client ID' (CL100000), 'Case Hearing Date*' (19/12/2012), and 'Comments*' (Test case Hearing). At the bottom are 'Update' and 'Back' buttons.

Step 5: Edit the Case Hearing detail and click on the UPDATE button. Once the Case Hearing details are updated to the database, the application will give a message "**Case Hearing has been updated successfully**".

The screenshot shows the same 'Edit Case Hearing Info' page after the update. A green success message box at the top states 'Case Hearing has been updated Successfully.' The rest of the page is identical to the previous screenshot, showing the same form fields and buttons.

2.13 Upload Case Document

Step 1: Search for CASE INFORMATION as explained in the “SEARCH CASE INFORMATION” section

Step 2: Select the Case Id for which you would like to upload a Document and click on ADD CASE DOCUMENT button

The screenshot shows the 'Add Case Document' page. On the left is a sidebar with various management options. The main area has fields for Case ID (CID100022), Client ID (CL100000), and Document Path (with a 'Browse...' button). A note at the top right says 'Marked fields are Mandatory'. Below the form are 'Add', 'Reset', and 'Back' buttons.

Step 3: Browse and locate the Case Document and click on the Add button. Once the Case Document is added to the database, the application will give a message “**Document has been added successfully**”.

NOTE: Case Document is a mandatory field. The application will not allow the user to add a case document without the value for this field. Case Document size cannot exceed 5 MB.

The screenshot shows the 'Add Case Document' page after a successful upload. A green message bar at the top indicates 'Document has been Added Successfully.' The rest of the page is identical to the previous screenshot, showing the same fields and sidebar.

2.14 Search Case Document

Step 1: Navigate to CASE MANAGEMENT > MANAGE CASE DOCUMENT link

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:8090/loms/managecasedoc.acti>. The title bar says 'Loms'. The top menu bar includes links for Manage Case, Edit Product Settings, Service Request, Search Judgments, Change Password, Change Security Questions, and Logout. On the left, there's a sidebar with navigation links for Client Management, Case Management (Add Case, Add Case Hearing, Add Case Document, Manage Case, Manage Case Document), Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main content area is titled 'Manage Case Document' and contains four search input fields: Document ID, Client ID, Case ID, Document Name, From Date, and To Date. A yellow 'Search' button is located below the input fields. At the bottom of the page, there's an email address: loms.service@sunraysts.com.

Step 2: Enter the value for any one of the field (Document ID / Client ID / Case ID / Document Name) or a Date range in From Date and To Date as shown below and click search button

The screenshot shows the same web browser window after performing a search. The search results are displayed in a table titled 'Search Result'. The table has columns for Document ID, Case ID, Client ID, Document Name, and Comments. One result is listed: Document ID 100001, Case ID CID100022, Client ID CL100000, Document Name aircel payment.one, and Comments Test Doc. Below the table is a yellow 'Delete' button. The sidebar and top menu bar are identical to the previous screenshot.

	Document ID	Case ID	Client ID	Document Name	Comments
1	100001	CID100022	CL100000	aircel payment.one	Test Doc

2.15 Download Case Document

Step 1: Navigate to CASE MANAGEMENT > MANAGE CASE DOCUMENT link

The screenshot shows a web browser window for 'Lawyers office management system'. The URL is <http://localhost:8090/loms/managecasedoc.act>. The page title is 'Manage Case Document'. On the left, there's a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT (Add Case, Add Case Hearing, Add Case Document, Manage Case), EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area has search fields for Document ID, Client ID, Case ID, Document Name, From Date, To Date, and a 'Search' button. At the bottom, there's a contact email: loms.service@sunraysts.com.

Step 2: Enter the value for any one of the field (Document ID / Client ID / Case ID / Document Name) or a Date range in From Date and To Date as shown below and click search button

The screenshot shows the same web browser window after a search. The search results table has the following data:

	Document ID	Case ID	Client ID	Document Name	Comments
1	100001	CID100022	CL100000	aircel payment.one	Test Doc

At the bottom of the table, there are 'Delete' and 'Print' buttons. The contact email loms.service@sunraysts.com is also visible at the bottom of the page.

Step 3: Select the document you wish to download and click on the Download link that appears in the right end of the grid to download the document.

The screenshot shows a Windows application window titled "Loms" with the URL "http://localhost:8090/loms/searchdocresult.action". The main title bar says "Lawyers office management system" and "your smartest junior". The top menu bar includes links for "Manage Case", "Edit Product Settings", "Service Request", "Search Judgments", "Change Password", "Change Security Questions", and "Logout".

The left sidebar contains a navigation tree with the following categories and sub-items:

- Home
- CLIENT MANAGEMENT
- CASE MANAGEMENT
 - Add Case
 - Add Case Hearing
 - Add Case Document
 - Manage Case
 - Manage Case Document*
- EMPLOYEE MANAGEMENT
- INCOME & EXPENSE MANAGEMENT
- QUICK LINKS
- LAW STANDARD INFO
- REMINDERS
- COMMUNICATION
- CASE JUDGMENTS
- TEMPLATES
- BOOK SHELF

The main content area is titled "Manage Case Document" and features search fields for "Document ID", "Client ID", "Case ID", "Document Name", "From Date", and "To Date", along with a "Search" button. Below this is a "Search Result" table with columns: Document ID, Case ID, Client ID, Document Name, Comments, and a "Download" link. The table shows one row of data: Document ID 100001, Case ID CID100022, Client ID CL100000, Document Name aircel payment.one, Comments Test Doc, and a Download link.

At the bottom of the screen, there is a contact information bar: "Contact: loms.service@sunraysia.com".

2.16 Delete Case Document

Step 1: Navigate to CASE MANAGEMENT > MANAGE CASE DOCUMENT link

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:8090/loms/managecasedoc.act>. The page title is 'Manage Case Document'. On the left, there is a sidebar with navigation links: 'CLIENT MANAGEMENT', 'CASE MANAGEMENT' (selected), 'Add Case', 'Add Case Hearing', 'Add Case Document', 'Manage Case' (with 'Manage Case Document' highlighted in blue), 'EMPLOYEE MANAGEMENT', 'INCOME & EXPENSE MANAGEMENT', 'QUICK LINKS', 'LAW STANDARD INFO', 'REMINDERS', 'COMMUNICATION', 'CASE JUDGMENTS', 'TEMPLATES', and 'BOOK SHELF'. The main content area has four search fields: 'Document ID:', 'Client ID:', 'Case ID:' (with a magnifying glass icon), 'Document Name:', 'From Date:' (with a date input field containing '16/12/2012'), 'To Date:' (with a date input field containing '16/12/2012'), and a 'Search' button. At the bottom left, it says 'loms.service@sunraysia.com'.

Step 2: Enter the value for any one of the field (Document ID / Client ID / Case ID / Document Name) or a Date range in From Date and To Date as shown below and click SEARCH button

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:8090/loms/searchdocresult.act>. The page title is 'Manage Case Document'. The sidebar is identical to the previous screenshot. The main content area shows a 'Search Result' table with one row. The columns are 'Document ID' (100001), 'Case ID' (CID100022), 'Client ID' (CL100000), 'Document Name' (airtel payment.one), and 'Comments' (Test Doc). There is a 'Delete' button at the bottom of the table row. At the bottom left, it says 'Contact: loms.service@sunraysia.com'.

	Document ID	Case ID	Client ID	Document Name	Comments
<input type="radio"/>	100001	CID100022	CL100000	airtel payment.one	Test Doc

Step 3: Select the document you wish to delete and Click on the Delete button. A pop up will show up with the message, "Are you sure want to delete the record?" Click YES to delete else click on CANCEL.

The screenshot shows a web-based application interface for managing legal cases. On the left, there's a sidebar with various menu items under sections like Client Management, Case Management, Employee Management, etc. The main area is titled 'Manage Case Document' and contains search fields for Document ID, Client ID, Case ID, Document Name, and To Date. Below these is a table titled 'Search Result' with columns for Document ID, Case ID, Client ID, Document Name, and Comments. One row in the table is selected, and a 'Delete' button is visible at the bottom right of the table. A modal dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you sure want to delete the record?' with 'OK' and 'Cancel' buttons.

	Document ID	Case ID	Client ID	Document Name	Comments
*	100001	CID100022	CL100000	aircel payment.one	Test Doc

3. EMPLOYEE MANAGEMENT

3.1 Add Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > ADD EMPLOYEE link

The screenshot shows the 'Add Employee' form in a web browser. The left sidebar contains navigation links for various management modules. The main form has fields for First Name, Last Name, Gender, Address, Nationality, Date of Birth, Telephone No., Mobile No., PAN No., License No., Email ID, User Type, Security Question 1, Security Answer 1, Re Enter Security Answer 1, Security Question 2, Security Answer 2, Re Enter Answer 2, and Comments. A note at the top right indicates that marked fields are mandatory.

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

The screenshot shows the 'Add Employee' form with sample data entered. The fields filled are: 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, and Comments. The 'Add' button is highlighted.

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.

3.2 Search Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > MANAGE EMPLOYEE link

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:8090/loms/manageemp.action>. The page title is 'Manage Employee'. On the left, there is a sidebar with various management links: Client Management, Case Management, Employee Management (selected), Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main content area has fields for Employee ID, First Name, Last Name, Mobile Number, PAN Number, Date of Birth, and Date of Joining, each with an input field. A 'Search' button is located below these fields. At the bottom of the page, there is a contact email: loms.service@sunraysia.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 same web browser window after a search has been performed. The search results table is titled 'Search Result' and contains the following data:

	Employee ID	First Name	Last Name	Nationality	Date of Birth	Mobile No	Date of Joining	PAN No
<input type="radio"/>	100050	Raja	Sekar	INDIAN	01/12/1983	9645781233	16/12/2012	

Below the table are 'Edit' and 'Delete' buttons. The contact email loms.service@sunraysia.com is visible at the bottom of the page.

3.3 Update Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > MANAGE EMPLOYEE link

The screenshot shows the 'Manage Employee' page. On the left is a sidebar with links for Home, Client Management, Case Management, Employee Management (which is selected), Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area has fields for Employee ID, First Name, Last Name, Mobile Number, PAN Number, Date of Birth, Date of Joining, and a 'Search' button. At the bottom, there is contact information: 'Contact: 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' page after a search. The search results table has the following data:

	Employee ID	First Name	Last Name	Nationality	Date of Birth	Mobile No	Date of Joining	PAN No
<input checked="" type="radio"/>	100050	Raja	Sekar	INDIAN	01/12/1983	9645781233	16/12/2012	

At the bottom of the table, there are 'Edit' and 'Delete' buttons.

Step 3: Select the Employee you wish update and click on EDIT button.

The screenshot shows the 'Update Employee' page of the Loms application. On the left is a sidebar with various management links. The main area contains a form with fields for Employee ID, First Name, Last Name, Gender, Address, Nationality, Date of Birth, Telephone No., Mobile No., Date of Joining, PAN No., License No., User Type, and Comments. Below the form are three buttons: 'Update Employee', 'Reset', and 'Back'. At the bottom of the page is a contact email address: loms.service@sunraysts.com.

Employee ID: * 100050
First Name: * Raja
Last Name: * Sekar
Gender: * MALE
Address: Chennai
Nationality: INDIAN
Date of Birth: * 01/12/1983
Telephone No.:
Mobile No.: * 9645781233
Date of Joining: * 16/12/2012
PAN No.:
License No.:
User Type: * ADMIN
Comments:
Update Employee Reset Back

Contact: loms.service@sunraysts.com

Step 4: Edit the Employee details and click on UPDATE EMPLOYEE button. Once the Employee details are updated to the database, the application will give a message "**Employee Info has been updated successfully**".

The screenshot shows the 'Update Employee' page after the employee information has been successfully updated. A green success message box at the top right of the form area displays the message "Employee Info has been Updated Successfully". The rest of the form fields and layout are identical to the previous screenshot.

Employee ID: * 100050
First Name: * Raja
Last Name: * Sekar
Gender: * MALE
Address: Chennai
Nationality: INDIAN
Date of Birth: * 01/12/1983
Telephone No.:
Mobile No.: * 9645781233
Date of Joining: * 16/12/2012
PAN No.:
License No.: werwertwer
User Type: * ADMIN

Contact: loms.service@sunraysts.com

3.4 Delete Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > MANAGE EMPLOYEE link

The screenshot shows the 'Manage Employee' page. On the left is a sidebar with links for Home, Client Management, Case Management, Employee Management (which is selected), Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area has fields for Employee ID, First Name, Last Name, Mobile Number, PAN Number, Date of Birth, Date of Joining, and a 'Search' button. At the bottom, there is contact information: 'Contact: loms.service@sunraysts.com'.

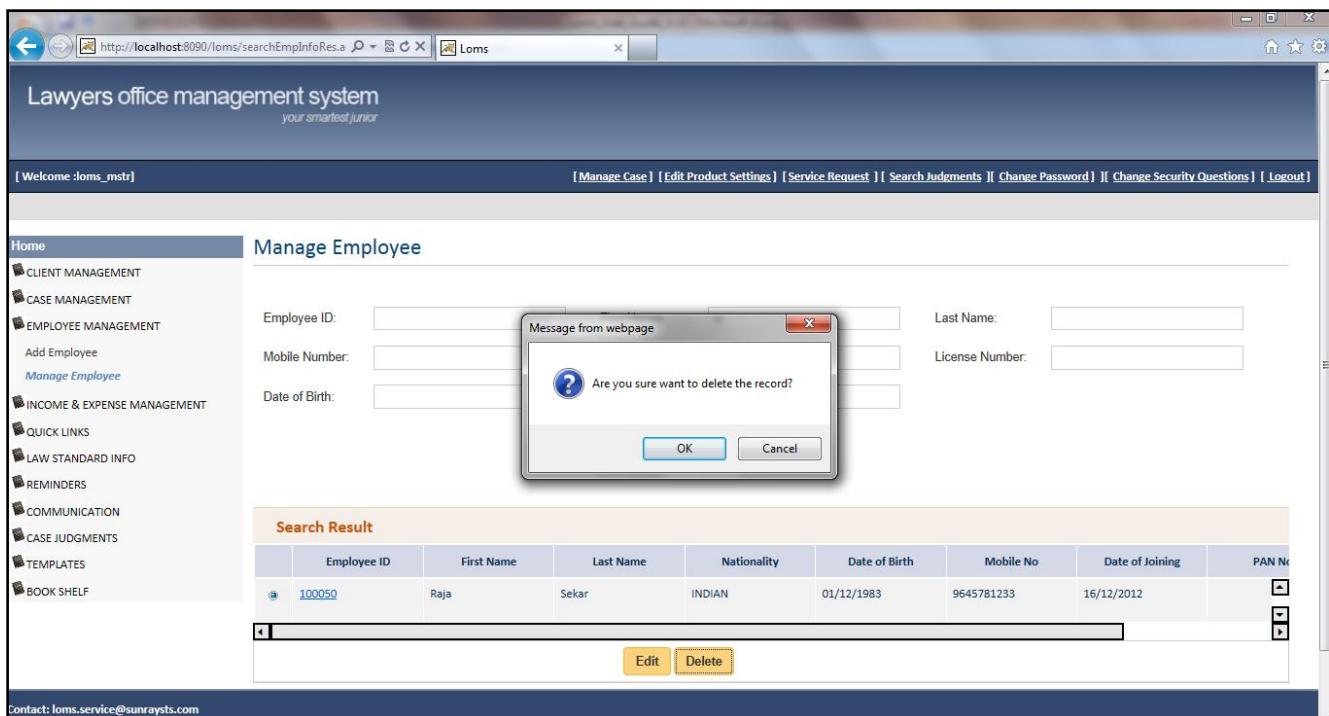
Step 2: Enter the value for any one field (Employee ID / First Name / Last Name / Mobile Number / PAN Number / License Number / Date of Birth / Date of Joining) as shown in the image below and click search button.

The screenshot shows the 'Manage Employee' page after a search. The search results table has the following data:

	Employee ID	First Name	Last Name	Nationality	Date of Birth	Mobile No	Date of Joining	PAN No
<input checked="" type="radio"/>	100050	Raja	Sekar	INDIAN	01/12/1983	9645781233	16/12/2012	

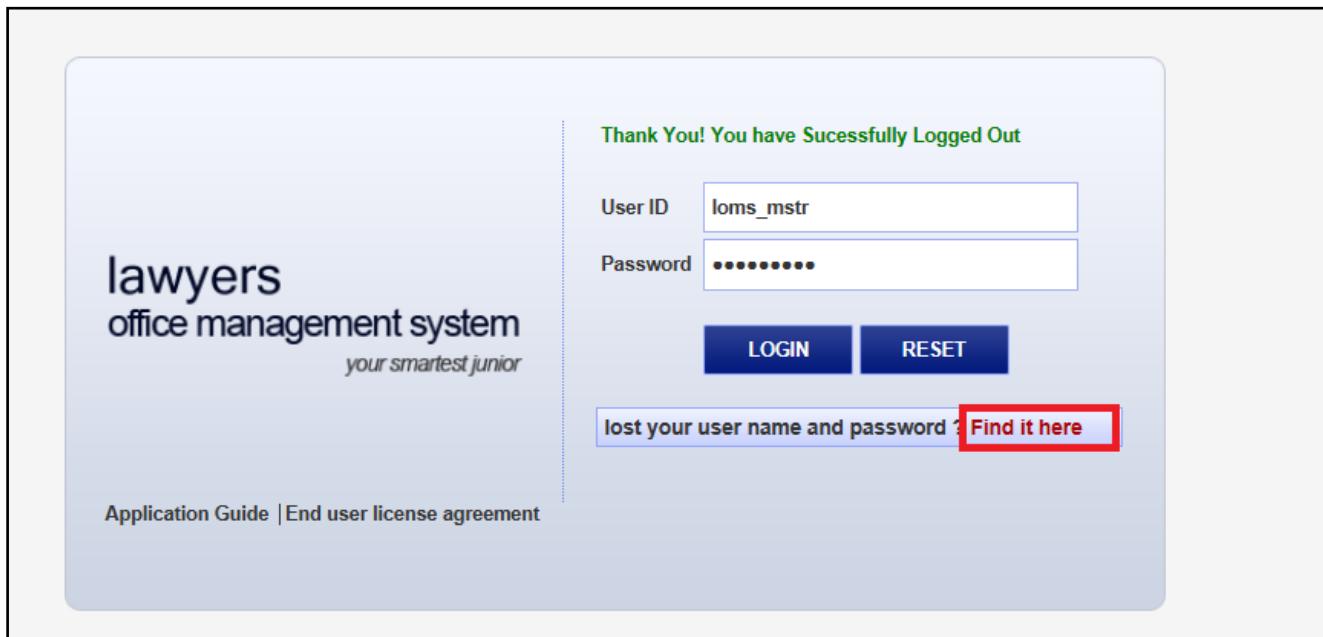
At the bottom of the table, there are 'Edit' and 'Delete' buttons.

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.

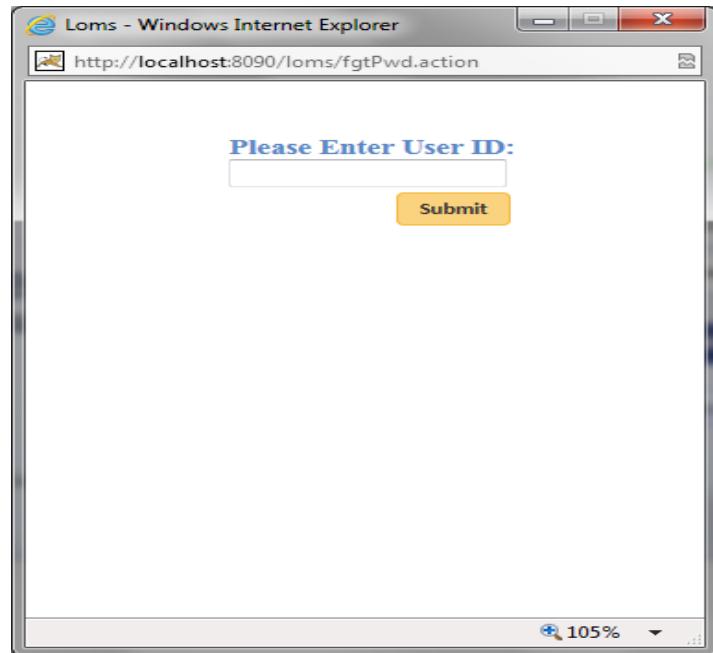


3.5 Forgot Password

Step 1: If a user has forgot his / her application password. Please click on the link "**Lost your username and password? [Find it here](#)**"



Step 2: A pop up window will come up asking for the User ID. Please enter your username and click on the SUBMIT button.



Step 3: The application will load the security questions you would have set at the time of creating the user and ask for the security answers. Please enter the correct answers and click on SUBMIT button.

Loms - Windows Internet Explorer

http://localhost:8090/loms/getsecquestion.action

Please Enter User ID:
rsekar

Security Question 1:
Last Name of Family Doctor

Answer 1:
[empty input field]

Security Question 2:
Preferred brand of Shampoo

Answer 2:
[empty input field]

Submit

105%

Step 4: Enter valid answers for those questions and click enter. An email will be sent to the registered email id and also it will be displayed in the screen as shown below,

Loms - Windows Internet Explorer

http://localhost:8090/loms/sendpassmail.action

Processing Successful :
Password :loms123

105%

3.6 Change Password

Step 1: Click on CHANGE PASSWORD link in the Header, a page would be loaded as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system' at <http://localhost:8090/loms/chgPwd.action>. The page title is 'Password Management'. On the left, there is a sidebar with a 'Home' button and a list of management modules: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area is titled 'Password Management'. It contains fields for User Name (rsekar), Old Password, New Password, Confirm New Password, Security Question 1 (Last Name of Family Doctor), Answer 1, Security Question 2 (Preferred brand of Shampoo), and Answer 2. Below the form are two buttons: 'Change Password' and 'Reset'. At the bottom of the page, there is a contact email: loms.service@sunraysts.com.

Step 2: Enter your old password, new password, confirm new password, Answer 1 for Security question 1 and Answer 2 for Security Question 2 and click CHANGE PASSWORD button.

Note: New password and Confirm new password should not be less than 6 characters and should be same.

3.7 Change Security Questions

Step 1: Navigate to the link Change Security Questions. A page will be displayed as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/chgSecQuestion.act>. The page title is 'Change Security Questions'. On the left, there is a sidebar with a 'Home' button and several menu items under 'CLIENT MANAGEMENT': CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area has a form with the following fields:

- User Name: demouser
- Security Question 1: Who is your all time favorite cricketer
- Security Answer 1: (two input fields)
- Re Enter Security Answer 1: (two input fields)
- Security Question 2: What is the Brand of the First vehicle you owned
- Security Answer 2: (two input fields)
- Re Enter Answer 2: (two input fields)

At the bottom of the form are 'Update' and 'Reset' buttons. The footer of the page includes the contact information: Contact: loms.service@sunraysts.com.

Step 2: Change the Security questions (either Security Question 1 or Security Question 2 or both) and enter the answers for those questions as shown below,

This screenshot shows the same 'Change Security Questions' page after changes have been made. The security answers have been updated:

- Security Question 1: Last Name of Family Doctor
- Security Answer 1: (two input fields, both containing '*****')
- Re Enter Security Answer 1: (two input fields, both containing '*****')
- Security Question 2: Preferred brand of Shampoo
- Security Answer 2: (two input fields, both containing '*****')
- Re Enter Answer 2: (two input fields, both containing '*****')

The rest of the page, including the sidebar and footer, remains the same as the first screenshot.

Step 3: Click on the UPDATE button after entering all the values in the mandatory text boxes. The application will change the Security questions and display the message as shown below,

The screenshot shows a web browser window for the "Lawyers office management system" (Loms) at the URL <http://localhost:9090/loms/updateSecQuestions>. The page title is "Change Security Questions". On the left, there is a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT (with sub-links Add Employee and Manage Employee), INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. At the top right, there are links for Manage Case, Service Request, Search Judgments, Change Password, Change Security Questions, Change Email ID, and Logout. A green success message box in the center says "Security Questions has been changed Successfully." with a checkmark icon. At the bottom left, there is a contact email: loms.service@sunraysts.com.

4. Income & Expense Management

4.1. Add Income Expense Information

Step 1: Navigate to the link INCOME & EXPENSE MANAGEMENT > ADD INCOME / EXPENSE INFORMATION

The screenshot shows the 'Income / Expense' add form. On the left is a sidebar with links like Home, Client Management, Case Management, etc. The main form has fields for Client ID, Case ID, Paid Amount (marked with an asterisk), Payment Type (dropdown menu), Payment Date (date input), and Transaction Comments (text area). Buttons for 'Add' and 'Reset' are at the bottom. A note at the top right says 'Marked fields are Mandatory'.

Step 2: Enter the value for the fields **Client ID**, **Case ID**, **Paid Amount**, **Payment Type**, **Payment Date**, **Transaction comments** as shown below,

NOTE: The application will not allow the user to post the data to the database without the values for the fields **Paid Amount**, **Payment Type**, **Payment Date**

The screenshot shows the same 'Income / Expense' add form with the following values entered: Client ID, Case ID, Paid Amount (5000), Payment Type (CREDIT), Payment Date (17/01/2013), and Transaction Comments (Demd). The 'Paid Amount' field is highlighted with a yellow border. The rest of the fields are empty or have their default values.

Step 3: Click on the ADD button after entering the values for the mandatory fields. Once the data is added to the database the application will display the message as shown below,

The screenshot shows a web-based application titled "Lawyers office management system" with the sub-page "Income / Expense". The URL in the browser is <http://localhost:9090/loms/addIncExpDetSave.a>. The page displays a success message: "Inc\Exp has been added Successfully". On the left, there is a sidebar with various management links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT (with sub-links Add Income / Expense Information and Manage Income / Expense Information), QUICK LINKS, LAW STANDARD INFO, REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main form contains fields for Client ID, Case ID, Paid Amount, Payment Type (dropdown menu), Payment Date (date input field), and Transaction Comments (text area). Below the form are two buttons: "Add" and "Reset". A note at the top right indicates that marked fields are mandatory.

4.2. Search Income / Expense Information

Step 1: Navigate to the link INCOME & EXPENSE MANAGEMENT > MANAGE INCOME / EXPENSE INFORMATION

The screenshot shows the 'Manage Income / Expense Details' page. On the left, there is a sidebar with links for Client Management, Case Management, Employee Management, and Income & Expense Management. The main area has search fields for Client ID, Case ID, From Date, To Date, Transaction ID, and Payment Type. A 'Search' button is at the bottom of the search area.

Step 2: Enter the value for any of the search criteria in the text box as shown below,

NOTE: The user can enter value for any one of the fields like Client ID, Case ID, From Date – To Date, Transaction ID and Payment Type

The screenshot shows the 'Manage Income / Expense Details' page with search criteria entered. The 'From Date' field contains '01/01/2013' and the 'To Date' field contains '28/01/2013'. The other fields (Client ID, Case ID, Transaction ID, Payment Type) and the 'Search' button are also visible.

Step 3: Click on the SEARCH button after entering the search criteria. The application will list all the Income Expense information matching those criteria as shown below,

The screenshot shows the Loms application interface. The URL in the browser is <http://localhost:9090/loms/searchManageinc.ac>. The page title is "Manage Income / Expense Details". On the left, there is a sidebar with various management links: Home, Client Management, Case Management, Employee Management, Income & Expense Management (selected), Add Income / Expense Information, Manage Income / Expense Information, Quick Links, Law Standard Info, Reminders, Case Judgments, Templates, and Book Shelf. The main content area has search fields for Client ID, Case ID, From Date (01/01/2013), To Date (28/01/2013), Transaction ID, and Payment Type (Select Payment Type). A "Search" button is located next to the search fields. Below the search area is a table titled "Search Result" with columns: Transaction ID, Client ID, Case ID, Paid Amount, Paid IST, Payment Type, and Comm. One row is visible in the table, showing Transaction ID 100000, Paid Amount 5,000.00, Paid IST 17/01/2013, Payment Type CREDIT, and Comm Demo. Below the table, it says "Credit Amount :- 5,000.00 Debit Amount :- .00" and "Total :- 5,000.00". At the bottom of the page, there is a contact link: "Contact: loms.service@sunraysts.com".

Transaction ID	Client ID	Case ID	Paid Amount	Paid IST	Payment Type	Comm
100000			5,000.00	17/01/2013	CREDIT	Demo

4.3. Delete Income / Expense Information

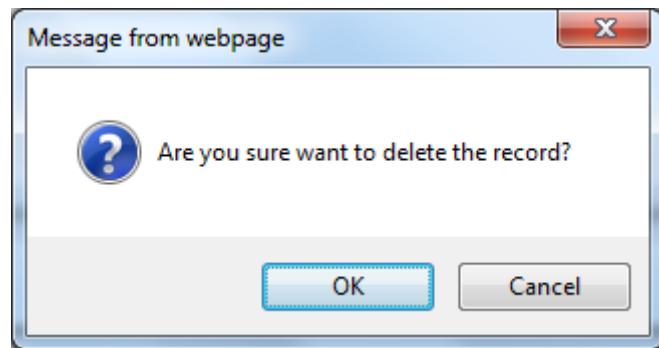
Step 1: Search for the INCOME / EXPENSE information as explained in the Search Income / Expense Information section above,

The screenshot shows a web-based application window titled "Manage Income / Expense Details". On the left, there is a sidebar with a "Home" button and a list of "QUICK LINKS" including Client Management, Case Management, Employee Management, Income & Expense Management, Add Income / Expense Information, Manage Income / Expense Information, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main area has search fields for Client ID, Case ID, From Date (01/01/2013), To Date (28/01/2013), Transaction ID, and Payment Type (Select Payment Type). A "Search" button is located below these fields. Below the search area is a table titled "Search Result" with columns: Transaction ID, Client ID, Case ID, Paid Amount, Paid IST, Payment Type, and Comm. One row is visible, showing Transaction ID 100000, Client ID (empty), Case ID (empty), Paid Amount 5,000.00, Paid IST 17/01/2013, Payment Type CREDIT, and Comm Demo. Below the table, it says "Credit Amount :- 5,000.00 Debit Amount :- .00" and "Total :- 5,000.00". A "Delete" button is located in the table row. At the bottom of the page, there is a footer bar with the text "Contact: loms.service@sunraysts.com".

Step 2: Select the Income / Expense transaction you wish to delete and click on the DELETE button as shown below

This screenshot is identical to the one above, showing the "Manage Income / Expense Details" page. The "Search Result" table displays the same transaction (Transaction ID 100000) with the "Delete" button highlighted in yellow. The rest of the interface, including the sidebar, search fields, and footer, remains the same.

Step 3: When the user clicks on the DELETE button, the application will prompt the user with the message “Are you sure you want to delete the record?” as shown below,



Step 4: Click on OK button if you wish to delete, else click on CANCEL. When the user clicks on OK button, the application will delete the record and the page will be displayed as shown below,

5. QUICK LINKS

5.1. View Case Information

Step 1: Navigate to the link QUICK LINS > View Cases

The screenshot shows a web browser window for the 'Lawyers office management system' (Loms). The URL is <http://localhost:9090/loms/viewCase.action>. The page title is 'View Case'. On the left, there is a sidebar with a 'Home' button and a list of quick links: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS (which is selected and highlighted in blue), LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area has fields for 'Case Type:' (a dropdown menu), 'From Date:' (a date input field), 'To Date:' (another date input field), and a 'Search' button. At the bottom of the page, there is a contact email: loms.service@sunraysts.com.

Step 2: Select the Case Type and enter the value for From Date and To Date (Date Range) as shown below,

This screenshot shows the same 'View Case' page as the previous one, but with specific values entered into the search fields. The 'Case Type:' dropdown is set to 'SUIT'. The 'From Date:' field contains '01/01/2013' and the 'To Date:' field contains '28/02/2013'. All other elements on the page, including the sidebar and contact information, remain the same.

Step 3: Click on SEARCH button after entering the value for the Search Criteria. The application will list all the cases of that particular type in the date range as shown below,

The screenshot shows a Windows desktop application window titled "Lawyers office management system" with the sub-tagline "your smartest junior". The URL in the address bar is "http://localhost:9090/loms/searchviewCase.act". The top menu bar includes links for "Manage Case", "Edit Product Settings", "Service Request", "Search Judgments", "Change Password", "Change Security Questions", and "Logout". A sidebar on the left lists various management modules: Home, Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links (with "View Cases"), Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The main content area is titled "View Case" and contains a search form with fields for "Case Type" (set to "SUIT"), "From Date" (01/01/2013), "To Date" (28/02/2013), and a "Search" button. Below the search form is a table titled "Search Result" with the following data:

Case ID	Client ID	Client Info	Case Type	Prime Case No	Ref Case No	Court Details	Case Status	Case Priority	Case Judg
CID100000	CL100000	Client Name: Demo Client Mobile No.: 9876543210 Email ID: demouser@gmail.com Address: Temporary Address	Case Type: CIVIL - SUIT - ORIGINAL SUIT	Case No: OS12345/13	Ref. Case No: / / /	Court Details: HIGH COURT OF CHENNAI, HIGH COURT,,, CHENNAI, TAMILNADU	NEW	HIGH	15

At the bottom of the page, there is a footer bar with the contact information "Contact: loms.service@sunraysts.com".

6. LAW STANDARD INFORMATION

6.1. Add Court Information

Step 1: Navigate to the link LAW STANDARD INFO > Add Court Info

The screenshot shows the 'Add Court Information' page. On the left is a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO (which is selected and highlighted in red), REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area has a title 'Add Court Information'. It contains several input fields: 'Court Name:' (marked with a red asterisk), 'Court Type:' (marked with a red asterisk), 'Court Address:', 'Court City:', 'Court State:' (marked with a red asterisk, with a dropdown menu showing 'Select State'), 'Court District:' (marked with a red asterisk, with a dropdown menu showing 'Select District'), 'Court Country:', and 'Comments:'. A note at the top right says '* Marked fields are Mandatory'. At the bottom are 'Add' and 'Reset' buttons.

Step 2: Enter the details of the Court as shown in the image below,

NOTE: The application will not allow the user to add the court without the value for the fields **Court Name, Court Type, Court State and Court District**

The screenshot shows the 'Add Court Information' page with filled-in form fields. The 'Court Name:' field contains 'High Court of Chennai'. The 'Court Type:' field contains 'High Court'. The 'Court Address:' field contains 'Chennai'. The 'Court City:' field contains 'Chennai'. The 'Court State:' field contains 'TAMILNADU'. The 'Court District:' field contains 'CHENNAI'. The 'Court Country:' field contains 'INDIA'. The 'Comments:' field is empty. The 'Add' and 'Reset' buttons are visible at the bottom.

Step 3: After entering the value for the Court Details in the respective text boxes, click on ADD button. The application will give the message “Court Detail has been Added Successfully” as shown below,

The screenshot shows a web-based application for managing a law office. The URL in the browser is <http://localhost:9090/loms/addCourtInfoSave.ac>. The page title is "Lawyers office management system". The main content area is titled "Add Court Information". On the left, there is a sidebar with various management links: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO (which is selected), REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. Below the sidebar, there is a link to "Add Court Info" and two other links: "Manage Court Info" and "Standard Case Info". The main form contains the following fields:

- Court Name*: [Text input field]
- Court Type*: [Text input field]
- Court Address: [Text input field with dropdown arrow]
- Court City: [Text input field]
- Court State*: [Select dropdown menu labeled "Select State"]
- Court District*: [Select dropdown menu labeled "Select District"]
- Court Country: [Text input field with dropdown arrow]
- Comments: [Text input field with dropdown arrow]

At the bottom of the form are two buttons: "Add" and "Reset". Above the "Add" button, a small note says "* Marked fields are Mandatory". A green success message box at the top right of the form area contains the text "Court Detail has been Added Successfully.".

6.2. Search Court Information

Step 1: Navigate to the link LAW STANDARD INFO > MANAGE COURT INFO

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/viewstdcrtinfo.action>. The title bar says 'Loms'. The top menu bar includes links for Manage Case, Service Request, Search Judgments, Change Password, Change Security Questions, Change Email ID, and Logout. The left sidebar has a 'Home' button and a 'QUICK LINKS' section with icons for Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Case Judgments, Templates, and Book Shelf. Below this is a 'Contact' link: loms.service@sunraysts.com. The main content area is titled 'Standard Court info'. It contains five text input fields: 'Court ID' (empty), 'Court Name' (empty), 'Court Type' (empty), 'Court City' (empty), 'Court Dist' (empty), 'Court State' (empty), and 'Court Country' (empty). A yellow 'Search' button is located below the input fields.

Step 2: Enter the value for any one of the search criteria in the text boxes as shown below,

This screenshot is identical to the one above, but the 'Court Name' field now contains the value 'high court'. All other fields and the interface remain the same.

Step 3: Click on the SEARCH button after entering the value for the Search Criteria. The application will list all the Courts matching the search criteria as shown below,

The screenshot shows a web browser window for the "Lawyers office management system" (Loms). The URL is <http://localhost:9090/loms/searchstdcrtinfo.act>. The page title is "Standard Court info". On the left, there is a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, and LAW STANDARD INFO. Under LAW STANDARD INFO, there are links for Add Court Info, Manage Court Info, and Standard Case Info. The main content area has fields for Court ID (1000), Court Name (high), Court Type (High Court), Court City (CHENNAI), Court Dist (CHENNAI), Court State (TAMILNADU), and Court Country (INDIA). A "Search" button is located below these fields. Below the search form is a table titled "Search Result" with one row of data. The table has columns: Court ID, Court Name, Court Type, Court City, Court Dist, Court State, and Court Country. The data row is: Court ID: 1000, Court Name: HIGH COURT OF CHENNAI, Court Type: HIGH COURT, Court City: CHENNAI, Court Dist: CHENNAI, Court State: TAMILNADU, Court Country: INDIA. At the bottom of the table are "Edit" and "Delete" buttons. The footer of the page includes the contact information: Contact: loms.service@sunraysts.com.

Court ID	Court Name	Court Type	Court City	Court Dist	Court State	Court Country
1000	HIGH COURT OF CHENNAI	HIGH COURT	CHENNAI	CHENNAI	TAMILNADU	INDIA

6.3. Modify Court Information

Step 1: Search for the Court information as explained in the “Search Court Information” section as mentioned above

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/searchstdcrtinfo.act>. The page title is 'Standard Court info'. On the left, there is a sidebar with various management links. The main area contains search fields for Court ID, Name, Type, City, District, State, and Country, along with a 'Search' button. Below the search form is a table titled 'Search Result' with columns for Court ID, Court Name, Court Type, Court City, Court Dist, Court State, and Court Country. One row is visible, showing Court ID 1000, Court Name HIGH COURT OF CHENNAI, Court Type HIGH COURT, Court City CHENNAI, Court Dist CHENNAI, Court State TAMILNADU, and Court Country INDIA. There are 'Edit' and 'Delete' buttons at the bottom of the table row.

Step 2: Select the Court you wish to modify and click on edit button as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/updStdCrtInfo.action>. The page title is 'Update Court Information'. The main area contains a form with fields for Court ID (1000), Court Name (HIGH COURT OF CHENNAI), Court Type (HIGH COURT), Court Address (Chennai), Court City (CHENNAI), Court State (TAMILNADU), Court District (CHENNAI), Court Country (INDIA), and Comments. Below the form are three buttons: 'Update Court Info', 'Reset', and 'Back'.

Step 3: Modify the court details and click on the UPDATE COURT INFO button. Once the data is updated to the database the application will show the message “Court Detail has been Updated Successfully” as shown below,

Lawyers office management system
your smartest junior

[Welcome loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgements] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT
CASE MANAGEMENT
EMPLOYEE MANAGEMENT
INCOME & EXPENSE MANAGEMENT
QUICK LINKS
LAW STANDARD INFO
Add Court Info
Manage Court Info
Standard Case Info
REMINDERS
COMMUNICATION
CASE JUDGMENTS
TEMPLATES
BOOK SHELF

Update Court Information

Court Detail has been Updated Successfully.

Court ID: 1000
Court Name: HIGH COURT OF CHENNAI
Court Type: HIGH COURT
Court Address: Chennai
Court City: CHENNAI
Court State: TAMILNADU
Court District: Select District
Court Country: INDIA
Comments:

Update Court Info Reset Back

Contact: loms.service@sunraysts.com

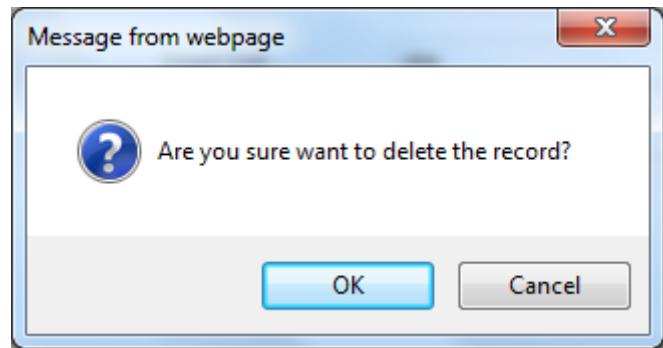
6.4. Delete Court Information

Step 1: Search for the Court information as explained in the “Search Court Information” section as mentioned above

The screenshot shows a web browser window for the "Lawyers office management system". The main title bar says "Lawyers office management system" and "your smartest junior". The address bar shows the URL "http://localhost:9090/loms/searchstdctinfo.act". The top navigation bar includes links for "Manage Case", "Edit Product Settings", "Service Request", "Search Judgments", "Change Password", "Change Security Questions", and "Logout". On the left, there is a sidebar with a "Home" button and several management modules: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. Under "LAW STANDARD INFO", there are links for "Add Court Info" and "Manage Court Info". Below the sidebar, the main content area has a heading "Standard Court info". It contains input fields for "Court ID" (empty), "Court Name" (empty), "Court Type" (empty), "Court City" (empty), "Court Dist" (containing "che"), "Court State" (empty), and "Court Country" (empty). A "Search" button is located below these fields. Below the search area is a table titled "Search Result" with columns: Court ID, Court Name, Court Type, Court City, Court Dist, Court State, and Court Country. One row is visible, showing Court ID 1000, Court Name HIGH COURT OF CHENNAI, Court Type HIGH COURT, Court City CHENNAI, Court Dist CHENNAI, Court State TAMILNADU, and Court Country INDIA. At the bottom of the table are "Edit" and "Delete" buttons. The footer of the page includes the contact information "Contact: loms.service@sunraysts.com".

Step 2: Select the Court you wish to delete and click on DELETE button. The application will prompt the user with the message “Are you sure you want to delete the record?” Click on OK if you wish to delete the data, else click CANCEL.

This screenshot is identical to the one above, showing the "Standard Court info" search results. The table "Search Result" now shows a single row for Court ID 1000, Court Name HIGH COURT OF CHENNAI, Court Type HIGH COURT, Court City CHENNAI, Court Dist CHENNAI, Court State TAMILNADU, and Court Country INDIA. The "Edit" and "Delete" buttons are present at the bottom of the table. The rest of the interface, including the sidebar and footer, remains the same.



Step 3: On clicking OK the application will delete the court information from the table as shown below,

A screenshot of a web application window titled "Lawyers office management system". The URL in the address bar is "https://localhost:9090/loms/deleteCrtInfo.action". The page has a sidebar with links like Home, Client Management, Case Management, etc. The main content area is titled "Standard Court info". It has input fields for Court ID, Name, Type, City, District, State, and Country, with "che" entered in the District field. Below is a search button. A "Search Result" table header is visible, and the message "No Record has been returned for the above search criteria." is displayed.

6.5. Add Case Type (Civil / Suit / Petition / Criminal)

Step 1: Navigate to the link LAW STANDARD INFO > STANDARD CASE INFO

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/viewstdcaseinfo.act>. The title bar says 'Loms'. The main content area is titled 'Standard Case Info'. On the left, there's a sidebar with 'Home' selected and a list of modules: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO (with 'Add Court Info' and 'Manage Court Info' listed), REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. At the top right, there are links for Manage Case, Edit Product Settings, Service Request, Search Judgments, Change Password, Change Security Questions, and Logout. Below the top navigation, there are two dropdown menus: 'Action' set to 'Please Select Action' and 'Case Type' set to 'Please Select Case'. A contact email 'loms.service@sunraysts.com' is at the bottom.

Step 2: Select action as “ADD” and select the Case Type (CIVIL / PETITION / SUIT / CRIMINAL). The application will ask for the Case Type to be added

This screenshot shows the same web browser window as the previous one, but with the 'Action' dropdown set to 'Add'. The 'Case Type' dropdown is still set to 'Suit'. A new input field labeled 'Add Suit Type:' with a placeholder value ' ' is visible. A yellow 'Submit' button is located below the input field. The rest of the interface is identical to the first screenshot, including the sidebar, top navigation, and contact information.

Step 3: Enter the value for the Case Type field and click on SUBMIT button as shown below,

The screenshot shows a web application window titled "Lawyers office management system". The main content area is titled "Standard Case Info". On the left, there is a sidebar with a navigation menu. The "LAW STANDARD INFO" section is expanded, showing options like "Add Court Info", "Manage Court Info", and "Standard Case Info". The "Standard Case Info" option is selected and highlighted in blue. In the main content area, there are two dropdown menus: "Action" set to "Add" and "Case Type" set to "Suit". Below these is a text input field containing "Test Suite 1". A yellow "Submit" button is located at the bottom right of the input area. The URL in the browser's address bar is "http://localhost:9090/loms/mngCaseInfo.action".

Step 4: Once the Case Type is added to the database, the application will list the message as shown below,

The screenshot shows the same web application window as the previous one. The "Standard Case Info" page is displayed. The "Action" dropdown is still set to "Add" and the "Case Type" dropdown is set to "Suit". A green message box at the top of the main content area contains a checkmark icon and the text "Suit Added Successfully". The URL in the browser's address bar is "http://localhost:9090/loms/mngCaseInfo.action".

6.6. Search Case Type (Civil / Suit / Petition / Criminal)

Step 1: Navigate to the link LAW STANDARD INFO > STANDARD CASE INFO

The screenshot shows the 'Standard Case Info' page. On the left, there's a sidebar with a navigation menu. The 'LAW STANDARD INFO' section is expanded, showing options like 'Add Court Info', 'Manage Court Info', and 'Standard Case Info'. The 'Standard Case Info' link is highlighted. The main content area has two dropdown menus: 'Action' (set to 'Please Select Action') and 'Case Type' (set to 'Please Select Case'). At the bottom, there's a contact email: 'Contact: loms.service@sunraysts.com'.

Step 2: Select action as “SEARCH” and select the Case Type (CIVIL / PETITION / SUIT / CRIMINAL). The application will list all the case types of that sort

The screenshot shows the same 'Standard Case Info' page after a search. The 'Action' dropdown is now set to 'Search' and the 'Case Type' dropdown is set to 'Suit'. Below the dropdowns, a table titled 'Search Result' displays four rows of data. Each row contains a radio button, a Suit ID, and a Suit Type. At the bottom of the table is a yellow 'Delete' button.

	Suit ID	Suit Type
<input type="radio"/>	100000	ORIGINAL SUIT
<input type="radio"/>	100001	INTERLOCUTORY APPLICATION
<input type="radio"/>	100002	CIVIL MISCELLANEOUS PETITION
<input type="radio"/>	100050	TEST SUITE 1

6.7. Delete Case Type (Civil / Suit / Petition / Criminal)

Step 1: Navigate to the link LAW STANDARD INFO > STANDARD CASE INFO

The screenshot shows the 'Standard Case Info' page of the Loms application. The left sidebar has a 'LAW STANDARD INFO' section with 'Standard Case Info' selected. The main area has 'Action' and 'Case Type' dropdowns, both currently set to 'Please Select Action' and 'Please Select Case'. At the bottom, there is a contact email: 'Contact: loms.service@sunraysts.com'.

Step 2: Select action as “SEARCH” and select the Case Type (CIVIL / PETITION / SUIT / CRIMINAL). The application will list all the case types of that sort. Select the case type you wish to delete and click on the DELETE button

The screenshot shows the 'Standard Case Info' page after performing a search for 'Suit'. The 'Action' dropdown is set to 'Search' and the 'Case Type' dropdown is set to 'Suit'. The results table is titled 'Search Result' and lists four entries:

Suit ID	Suit Type
100000	ORIGINAL SUIT
100001	INTERLOCUTARY APPLICATION
100002	CIVIL MISCELLANEOUS PETITION
100050	TEST SUITE 1

A yellow 'Delete' button is located at the bottom of the results table.

Step 3: When the user clicks on the DELETE button, the application will remove the case type from the database as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system' (Loms) at the URL <http://localhost:9090/loms/deleteCaseInfo.action>. The page title is 'Standard Case Info'. On the left, there is a sidebar with various menu items under 'Home'. The 'Standard Case Info' item is selected. In the main content area, there are search filters for 'Action' (Search dropdown) and 'Case Type' (Suit dropdown). Below these is a table titled 'Search Result' with three rows of data:

Suit ID	Suit Type
100000	ORIGINAL SUIT
100001	INTERLOCUTORY APPLICATION
100002	CIVIL MISCELLANEOUS PETITION

A yellow 'Delete' button is located at the bottom right of the table. At the bottom of the page, there is a contact email: loms.service@sunraysts.com.

NOTE: User can ADD, SEARCH, DELETE Standard Case Types. There is no option to modify / edit / update Standard case types.

7. Reminder Management

7.1. Add Reminder Information

Step 1: Navigate to the link REMINDERS > ADD REMINDER

The screenshot shows the 'Add Reminder' page of the Loms application. The left sidebar contains a navigation menu with items like Home, Client Management, Case Management, Employee Management, etc. The main content area is titled 'Add Reminder'. It includes fields for Reminder Type (dropdown), Reminder Subject (text input), Location (text input), Reminder Date (text input), Reminder Time (text input), and Reminder Message (text area). A note at the top right indicates that marked fields are mandatory. At the bottom are 'Add Reminder' and 'Reset' buttons.

Step 2: Enter the value for the reminder fields as shown in the image below,

NOTE: Select Reminder Type as "PERSONAL" if the reminder is self notification, "OFFICIAL" if the reminder is for the entire team at the office or individual user name if it is for specific employee in the office

This screenshot shows the 'Add Reminder' page with the following values entered:

- Reminder Type: PERSONAL
- Reminder Subject: Test Reminder
- Location: Test Location
- Reminder Date: 31/01/2013
- Reminder Time: From 10:00 To 12:30
- Reminder Message: Testing

The rest of the interface is identical to the first screenshot, including the sidebar and bottom buttons.

Step 3: After entering the value for all the fields, click on the “ADD REMINDER” button. Once the data is added to the database, the application will display the message as shown below,

Lawyers office management system
your smartest junior

[Welcome loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Add Reminder

* Marked fields are Mandatory

Reminder has been added Successfully.

Reminder Type:*

Reminder Subject:*

Location:

Reminder Date:*

Reminder Time:

Reminder Message:

From: To:

Select Reminder Type

Add Reminder Reset

Contact: loms.service@sunraysia.com

7.2. Search Reminder Information

Step 1: Navigate to the link REMINDERS > Manage Reminder. The application will list all the reminders added by the user as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/viewreminder.action>. The page title is 'Manage Reminder'. On the left, there is a sidebar with various menu items: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The 'REMINDERS' item is currently selected. The main content area displays a 'Search Result' table with the following data:

	Reminder ID	Reminder Type	Subject	Location	Date	Time
1	100000	OFFICIAL	Test Reminder	Chennai	31/01/2013	10:15:12:30

At the bottom right of the table, there is a yellow 'Delete' button.

NOTE: The application will display the reminder on the dashboard if the Reminder date is less than or equal to seven days from the current date as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/login.action>. The page title is 'Home'. On the left, there is a sidebar with various menu items: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The 'REMINDERS' item is currently selected. The main content area displays a message: 'No Court Added [Add Here]'. Below it, there are two sections: 'Reminders:' and 'Case Hearing:'. The 'Reminders:' section shows a calendar icon and a list: 'OFFICIAL - Test Reminder at Chennai on 31/01/2013 between 10:15:12:30 Click here to View'. The 'Case Hearing:' section shows a calendar icon and the message: 'No Case Hearing(s) for the next seven days [Add Here]'. At the bottom left, there is a contact email: 'Contact: loms.service@sunraysts.com'

7.3. Delete Reminder Information

Step 1: Search for the Event Reminder Information as explained in the “Search Reminder Information” section above

The screenshot shows a web browser window for the "Lawyers office management system". The URL is <http://localhost:9090/loms/viewreminder.action>. The page title is "Manage Reminder". On the left, there is a sidebar with navigation links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. Under REMINDERS, there are links for "Add Reminder" and "Manage Reminder". The main content area is titled "Search Result". It contains a table with columns: Reminder ID, Reminder Type, Subject, Location, Date, and Time. A single row is displayed: Reminder ID 100000, Reminder Type OFFICIAL, Subject Test Reminder, Location Chennai, Date 31/01/2013, and Time 10:15:12:30. A yellow "Delete" button is located at the bottom right of the table row.

Step 2: Select the Reminder you wish to delete and click on the DELETE button. The application will delete the reminder as shown below,

The screenshot shows a web browser window for the "Lawyers office management system". The URL is <http://localhost:9090/loms/delReminder.action>. The page title is "Manage Reminder". The sidebar and menu structure are identical to the previous screenshot. The main content area is titled "Search Result". It contains a table with columns: Reminder ID, Reminder Type, Subject, Location, Date, and Time. The table is empty, displaying the message "No reminder(s) found." in its body.

8. Communication

8.1. Send Email

Step 1: Navigate to the link COMMUNICATION > SEND EMAIL

The screenshot shows the 'Send Email' page of the Loms application. The left sidebar has a 'Communication' section with a 'Send mail' link. The main area is titled 'Send Email'. It contains fields for 'To:' (with a magnifying glass icon), 'Email Subject:', 'Attachment' (with a 'Browse...' button), and a rich text editor for 'Email Body'. Below the editor are 'Send' and 'Reset' buttons. A note at the top right says '* Marked fields are Mandatory'. The URL in the browser is <http://localhost:9090/loms/SendEmailView.action>.

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

The screenshot shows the 'Send Email' page with the 'To:' field populated with 'demouse@gmail.com'. The rest of the page, including the sidebar, fields, and rich text editor, is identical to the first screenshot. The URL in the browser is <http://localhost:9090/loms/SendEmailView.action>.

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,

The screenshot shows a web-based application interface for 'Lawyers office management system'. The URL in the address bar is <http://localhost:9090/loms/SendEmail.action>. The page title is 'Send Email' under the 'Home' menu item. On the left, there is a sidebar with various management links: CLIENT MANAGEMENT (Add Client, Add Family Information, Manage Client), CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area is titled 'Send Email'. A green success message box at the top right contains the text 'Mail has been sent successfully'. Below this, there are fields for 'To:' (with a placeholder 'Enter Email Address'), 'Email Subject:' (with a placeholder 'Enter Subject'), and 'Attachment:' (with a 'Browse...' button). Below these fields is a rich-text editor toolbar with buttons for style, font, size, and various text formats. At the bottom left of the editor is the text 'Email Body:'. At the very bottom of the page, there is a footer bar with the contact information 'Contact: loms.service@sunraysts.com'.

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

9. Case Judgments

9.1. Search Case Judgments

Step 1: Navigate to the link CASE JUDGMENTS > SEARCH JUDGMENTS

The screenshot shows the 'Search Judgments' page of the Loms software. The left sidebar contains navigation links for various management modules like Client Management, Case Management, Employee Management, etc., along with links for Quick Links, Law Standard Info, Reminders, Communication, and Case Judgments. The main search form includes fields for Court Type (dropdown menu), Judgment Date (text input), From Date (text input), To Date (text input), Judgment Title (text input), Judgment Bench (text input), Judgment Citation (text input), Judgment Citation Info (text input), Keyword (text input), and a 'Search' button. A note at the top right indicates that marked fields are mandatory.

Step 2: Select the Court Type and enter the value for any of the Search Criteria and click on the SEARCH button.

This screenshot shows the same 'Search Judgments' page as above, but with specific values entered into the search fields. The Court Type dropdown is set to 'Supreme Court Of India'. The From Date is '01/01/2012' and the To Date is '29/02/2012'. All other fields (Judgment Title, Judgment Bench, Judgment Citation, Judgment Citation Info, and Keyword) are empty. The 'Search' button is visible at the bottom of the form.

Step 3: The application will list all the Judgments matching the Search Criteria as shown below,

The screenshot shows a web browser window with the URL <http://localhost:9090/loms/searchJudgmentResults.action>. The page has a sidebar on the left with links like CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, etc. The main area contains search fields for Judgment Date (01/01/1986), From Date (01/01/1986), To Date (28/02/1986), Judgment Title, Judgment Bench, Judgment Citation Info, and Keyword (Please enter any Judgment keyword). A 'Search' button is present. Below the search form is a table titled 'Search Result' with columns: Judgment Date, Judgment Court, Judgment Title, Judgment Bench, Judgment Citation, Judgment CitorInfo, Judgment Act, and Download. One row is visible in the table, corresponding to the search criteria. The table row details are: Judgment Date: 01/01/1986, Judgment Court: ADDITIONAL DISTRICT, Judgment Title: GANPAT GIRI V. IIND, Judgment Bench: IAH, E.S. (J), Judgment Citation: 1986 AIR 589 1986 SCR (1) 15 1986 SCC (1) 615 1986 SCALE (1)21, Judgment CitorInfo: MISRA, R.B. (J), Judgment Act: Code of Civil Procedure (Amendment) Act 1976 S. 97 Scope of Amending Act Effect of On entire Code of Civil Procedure, 1908. Order 21 Rule 72 (as in force in State of U.P.) Whether ceases to operate on commencement of the Code of Civil Procedure (Amendment) Act, 1976. Bombay Rents Hotel and Lodging House Rates Control Act, 1947 (Act 57 of 1947) section 5(11) (c) (ii) and 15(i) Tenant, meaning of Whether a person occupying a, and Download link.

Search Result								
	Judgment Date	Judgment Court	Judgment Title	Judgment Bench	Judgment Citation	Judgment CitorInfo	Judgment Act	Download
01/01/1986			GANPAT GIRI V. IIND ADDITIONAL DISTRICT JUDGE, BALIA & ORS [1986] INSC 1; AIR 1986 SC 589; 1986 (1) SCR 15; 1986 (1) SCC 615; 1986 (1) SCALE 21 (7 January 1986)	IAH, E.S. (J) VENKATARAMIAH, E.S. (J) MISRA, R.B. (J)	1986 AIR 589 1986 SCR (1) 15 1986 SCC (1) 615 1986 SCALE (1)21		Code of Civil Procedure (Amendment) Act 1976 S. 97 Scope of Amending Act Effect of On entire Code of Civil Procedure, 1908. Order 21 Rule 72 (as in force in State of U.P.) Whether ceases to operate on commencement of the Code of Civil Procedure (Amendment) Act, 1976. Bombay Rents Hotel and Lodging House Rates Control Act, 1947 (Act 57 of 1947) section 5(11) (c) (ii) and 15(i) Tenant, meaning of Whether a person occupying a	Download

Contact: loms.service@sunraysts.com

Step 4: Select the Judgment you wish to download and click on the DOWNLOAD link to download the same as shown below

This screenshot is identical to the one above, showing the search results for judgments. The difference is in the last column of the 'Search Result' table, where a 'Download' link is now visible next to the 'Download' button. The table row details are: Judgment Date: 01/01/1986, Judgment Court: ADDITIONAL DISTRICT, Judgment Title: GANPAT GIRI V. IIND, Judgment Bench: IAH, E.S. (J), Judgment Citation: 1986 AIR 589 1986 SCR (1) 15 1986 SCC (1) 615 1986 SCALE (1)21, Judgment CitorInfo: MISRA, R.B. (J), Judgment Act: Code of Civil Procedure (Amendment) Act 1976 S. 97 Scope of Amending Act Effect of On entire Code of Civil Procedure, 1908. Order 21 Rule 72 (as in force in State of U.P.) Whether ceases to operate on commencement of the Code of Civil Procedure (Amendment) Act, 1976. Bombay Rents Hotel and Lodging House Rates Control Act, 1947 (Act 57 of 1947) section 5(11) (c) (ii) and 15(i) Tenant, meaning of Whether a person occupying a, and Download link.

Search Result								
	Judgment Date	Judgment Court	Judgment Title	Judgment Bench	Judgment Citation	Judgment CitorInfo	Judgment Act	Download
01/01/1986			GANPAT GIRI V. IIND ADDITIONAL DISTRICT JUDGE, BALIA & ORS [1986] INSC 1; AIR 1986 SC 589; 1986 (1) SCR 15; 1986 (1) SCC 615; 1986 (1) SCALE 21 (7 January 1986)	IAH, E.S. (J) VENKATARAMIAH, E.S. (J) MISRA, R.B. (J)	1986 AIR 589 1986 SCR (1) 15 1986 SCC (1) 615 1986 SCALE (1)21		Code of Civil Procedure (Amendment) Act 1976 S. 97 Scope of Amending Act Effect of On entire Code of Civil Procedure, 1908. Order 21 Rule 72 (as in force in State of U.P.) Whether ceases to operate on commencement of the Code of Civil Procedure (Amendment) Act, 1976. Bombay Rents Hotel and Lodging House Rates Control Act, 1947 (Act 57 of 1947) section 5(11) (c) (ii) and 15(i) Tenant, meaning of Whether a person occupying a	Download

http://localhost:9090/loms/searchJudgmentResults.action#

10. Templates

11. Book Shelf

11.1. Add Book Information

Step 1: Navigate to the link BOOK SHELF > ADD BOOK

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/addNewBook.action>. The page title is 'Add Book'. On the left, there is a sidebar with various management links: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. Under 'BOOK SHELF', there are two links: 'Add Book' (which is highlighted in blue) and 'Manage Book Shelf'. The main content area is titled 'Add Book' and contains several input fields for book details. A note at the top right says 'Marked fields are Mandatory'. The fields are: Book No. (input field), Book Title* (input field, marked with a red asterisk), Book Author* (input field, marked with a red asterisk), Book Co-Author: (input field), Book Subject* (input field, marked with a red asterisk), Book Type: (input field), Book Year: (input field), Book Publisher: (input field), Book Rack No.* (input field, marked with a red asterisk), and Book Row No.* (input field, marked with a red asterisk). At the bottom of the form are two buttons: 'Add' and 'Reset'. The status bar at the bottom of the browser window shows 'Contact: loms.service@sunraysts.com'.

Step 2: Enter the values for the Book Details as shown below,

NOTE: The **Book Title**, **Book Author**, **Book Subject**, **Book Rack No** and **Book Row No** are mandatory fields. Application will not allow the user to add a Book Information to the database without the value for these fields.

This screenshot shows the same 'Add Book' form as above, but with specific values entered into the mandatory fields. The 'Book Title*' field contains 'Test Book Title', the 'Book Author*' field contains 'Test Book Author', and the 'Book Subject*' field contains 'Test Book Subject'. All other fields are empty. The status bar at the bottom of the browser window shows 'Contact: loms.service@sunraysts.com'.

Step 3: After entering the value for all the book information fields, click on the ADD button. Once the book information has been added to the database, the application will give a success message as shown below,

The screenshot shows a web browser window for the "Lawyers office management system" (Loms). The URL is <http://localhost:9090/loms/addBookSave.action>. The page title is "Add Book". On the left, there is a sidebar with various management links: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, BOOK SHELF, and two buttons for Add Book and Manage Book Shelf. The main content area is titled "Add Book" and contains a success message: "Book has been added Successfully." Below the message are input fields for Book No., Book Title (marked with a red asterisk), Book Author (marked with a red asterisk), Book Co-Author, Book Subject, Book Type, Book Year, Book Publisher, Book Rack No (marked with a red asterisk), and Book Row No (marked with a red asterisk). At the bottom right are "Add" and "Reset" buttons. A note at the top right says "Marked fields are Mandatory". The status bar at the bottom left shows the contact email: Contact: loms.service@sunraysts.com.

11.2. Search Book Information

Step 1: Navigate to the link BOOK SHELF > MANAGE BOOK SHELF as shown below,

Lawyers office management system
your smartest junior

[Welcome loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT
CASE MANAGEMENT
EMPLOYEE MANAGEMENT
INCOME & EXPENSE MANAGEMENT
QUICK LINKS
LAW STANDARD INFO
REMINDERS
COMMUNICATION
CASE JUDGMENTS
TEMPLATES
BOOK SHELF

Add Book
Manage Book Shelf

Manage Books

Book No:
Book Co-Author:
Book Year:
Book Publisher:
Book Title:
Book Subject:
Book Rack No:
Book Author:
Book Type:
Book Row No:

Search

Contact: loms.service@sunraysts.com

Step 2: Enter the value for any of the Book search criteria as shown in the image below and click on the SEARCH button.

Lawyers office management system
your smartest junior

[Welcome loms_mstr] [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

Home

CLIENT MANAGEMENT
CASE MANAGEMENT
EMPLOYEE MANAGEMENT
INCOME & EXPENSE MANAGEMENT
QUICK LINKS
LAW STANDARD INFO
REMINDERS
COMMUNICATION
CASE JUDGMENTS
TEMPLATES
BOOK SHELF

Add Book
Manage Book Shelf

Manage Books

Book No:
Book Co-Author:
Book Year:
Book Publisher:
Book Title:
Book Subject:
Book Rack No:
Book Author:
Book Type:
Book Row No:

Search

http://localhost:9090/loms/searchBooks.action

Step 3: When the user clicks on the SEARCH button, the application will list all the book information related to the SEARCH criteria as shown below,

The screenshot shows a web-based application titled "Lawyers office management system" with the tagline "your smartest junior". The URL in the browser is <http://localhost:9090/loms/searchBooks.action>. The top navigation bar includes links for "Manage Case", "Edit Product Settings", "Service Request", "Search Judgments", "Change Password", "Change Security Questions", and "Logout". A sidebar on the left lists various management modules: Home, Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. Under "Book Shelf", there are links for "Add Book" and "Manage Book Shelf". The main content area is titled "Manage Books" and contains a search form with fields for Book No., Book Title, Book Author, Book Co-Author, Book Subject, Book Type, Book Year, Book Rack No., Book Row No., and Book Publisher. A "Search" button is located below the form. Below the search form is a table titled "Search Result" with columns: Book No, Book Title, Rack No, Row No, Author, Co-Author, Subject, and Type. One row is visible in the table, showing "100" in the Book No column, "Test Book Title" in the Book Title column, "12345" in the Rack No column, "1" in the Row No column, "Test Book Author" in the Author column, "Test Book Subject" in the Co-Author column, "Test Book Type" in the Subject column, and "2012" in the Type column. Buttons for "Edit" and "Delete" are located at the bottom of the table row. At the bottom of the page, there is a contact email: loms.service@sunraysts.com.

Book No	Book Title	Rack No	Row No	Author	Co-Author	Subject	Type
100	Test Book Title	12345	1	Test Book Author	Test Book Subject	Test Book Type	2012

11.3. Update Book Information

Step 1: Search for the Book Information as explained in the Search Book Information section above,

The screenshot shows the 'Manage Books' page. On the left, there's a sidebar with links like Home, Client Management, Case Management, etc. The main area has search fields for Book No., Book Title, Book Author, Book Co-Author, Book Subject, Book Type, Book Year, Book Rack No., Book Row No., and Book Publisher. Below the search fields is a 'Search' button. Underneath the search bar is a table titled 'Search Result' with columns: Book No., Book Title, Rack No., Row No., Author, Co-Author, Subject, Type, and a delete icon. One row is shown in the table, corresponding to the search results above. At the bottom of the page, there's a contact link: 'Contact: loms.service@sunraysts.com'.

Step 2: Select the Book detail you wish to edit / update and click on the EDIT button. The application will load the book information as shown below,

The screenshot shows the 'Modify Book' page. It has a sidebar with the same navigation as the previous page. The main area is a form with fields for Book No. (100), Book Title (Test Book Title), Book Author (Test Book Author), Book Co-Author, Book Subject (Test Book Subject), Book Type (Test Book Type), Book Year (2012), Book Publisher, Book Rack No. (12345), and Book Row No. (1). There are validation messages: 'Book Title*' is red, indicating it's a mandatory field. At the top right, there's a note: 'Marked fields are Mandatory'. At the bottom, there are 'Save', 'Reset', and 'Back' buttons. The contact link 'Contact: loms.service@sunraysts.com' is at the bottom.

Step 3: Update the book details in the Modify Book Information page as show above and click on the SAVE button.

Once the details are updated to the database the application will give a success message as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/editBookSave.action>. The page title is 'Modify Book'. On the left, there's a sidebar with links like Home, Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. The Book Shelf section has 'Add Book' and 'Manage Book Shelf' options. The main content area has a green success message box containing 'Book details has been edited Successfully.' Below it is a form with the following fields and values:

Book No:	100
Book Title: [*]	Test Book Title Update
Book Author: [*]	Test Book Author
Book Co-Author:	
Book Subject: [*]	Test Book Subject
Book Type:	Test Book Type
Book Year:	2012
Book Publisher:	Test Publisher
Book Rack No: [*]	12345
Book Row No: [*]	1

At the bottom of the form are three buttons: 'Save', 'Reset', and 'Back'.

11.4. Delete Book Information

Step 1: Search for the Book Information as explained in the Search Book Information section above,

The screenshot shows the 'Manage Books' page of the Loms application. On the left, there's a sidebar with links like Home, Client Management, Case Management, etc. The main area has fields for Book No., Book Title, Book Author, etc., and a 'Search' button. Below that is a 'Search Result' table with columns: Book No., Book Title, Rack No., Row No., Author, Co-Author, Subject, Type. A single row is shown for '100 Test Book Title 12345 1 Test Book Author Test Book Subject Test Book Type 2012'. At the bottom of the table are 'Edit' and 'Delete' buttons.

Step 2: Select the Book Information you wish to remove and click on the DELETE button. The application will show a pop up window with the message “Are you sure you want to delete the data?” as shown below. Click on OK if you wish to delete the record, else click CANCEL.

This screenshot is similar to the previous one but shows a different state. The search results table is empty, displaying the message 'No Record has been returned for the above search criteria.' This indicates that after deleting the book with Book No. 100, no records remain for that search query.

12. Others

12.1. Raise a Service Request

Step 1: Click on the link Service Request (Found in the Welcome Banner)

The screenshot shows the 'Send Service Request' page of the Loms application. On the left, there is a sidebar with various management links: Client Management, Case Management, Employee Management, Income & Expense Management, Quick Links, Law Standard Info, Reminders, Communication, Case Judgments, Templates, and Book Shelf. Below these is a link to 'Case Filing/Coding Templates'. The main area is titled 'Send Service Request'. It has fields for 'Subject:' (with a red asterisk indicating it's mandatory), 'Attachment:' (with a 'Browse...' button), 'Body:' (with a rich text editor toolbar and a large text area), and two buttons at the bottom: 'Send' and 'Reset'. A note at the top right says '* Marked fields are Mandatory'. At the bottom of the page, there is a contact email: 'Contact: loms.service@sunraysia.com'.

Step 2: Enter the details of the issue or service request and click on the SEND button as shown below,

This screenshot shows the same 'Send Service Request' page as above, but with data entered into the fields. The 'Subject:' field contains 'Test Service'. The 'Body:' field contains the following text:
Hi,
Test Service Request
Thanks,
Lawyer

Step 3: Once the Service Request email has been sent, the application will give a success message as shown below,

The screenshot shows a web-based application titled "Lawyers office management system" with the subtitle "your smartest junior". The URL in the browser is <http://localhost:9090/loms/SendServiceEmail.ac>. The main menu includes links for Manage Case, Edit Product Settings, Service Request, Search Judgments, Change Password, Change Security Questions, and Logout.

The left sidebar contains a navigation menu with the following items:

- Home
- CLIENT MANAGEMENT
- CASE MANAGEMENT
- EMPLOYEE MANAGEMENT
- INCOME & EXPENSE MANAGEMENT
- QUICK LINKS
- LAW STANDARD INFO
- REMINDERS
- COMMUNICATION
- CASE JUDGMENTS
- TEMPLATES
- Case Filing/Coding Templates
- BOOK SHELF

The main content area is titled "Send Service Request". A green success message box displays the text "Mail has been sent successfully". Below this, there are fields for "Subject:" (with a red asterisk indicating it is mandatory), "Attachment:" (with a "Browse..." button), and a rich text editor toolbar. The "Body:" field is empty. At the bottom of the form are two buttons: "Send" and "Reset".

Contact: loms.service@sunraysts.com

12.2. Edit Product Settings

Step 1: Click on the link Edit Product Settings (Found in the Welcome Banner) as shown below,

The screenshot shows a web browser window for the 'Lawyers office management system'. The URL is <http://localhost:9090/loms/editProductSet.action>. The page title is 'Edit Product Settings'. On the left, there is a sidebar with a 'Home' button and several management links: CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO, REMINDERS, COMMUNICATION, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area is titled 'Edit Product Settings'. It contains fields for 'Email ID':* (service.raksha@gmail.com), 'Email Password':* (redacted), 'Confirm Email Password':* (redacted), and 'Email Service':* (radio buttons for Yes and No). A note below the password fields states: 'This email id and password will be used for both EMAIL and SMS services. If you have not registered for SMS services with Mvayoo please disable SMS option.' At the bottom are 'Update' and 'Reset' buttons.

Step 2: The user can modify the Email ID, Email Password and enable / disable the Email services and click on the update button as shown below

This screenshot shows the same 'Edit Product Settings' page after modifications. The 'Email ID' field now contains 'demo@gmail.com'. The 'Email Password' field contains four asterisks ('****'). The 'Confirm Email Password' field also contains four asterisks ('****'). The 'Email Service' section has the 'Yes' radio button selected. The note at the bottom remains the same. The 'Update' and 'Reset' buttons are visible at the bottom.

Step 3: Once the data is saved in the database, the application will give a Success message as shown below,

The screenshot shows a web browser window for the "Lawyers office management system". The URL is <http://localhost:9090/loms/updateProdSet.action>. The page title is "Edit Product Settings". A green success message box at the top right says "Product Settings has been updated Successfully." On the left, there's a sidebar with navigation links like Home, CLIENT MANAGEMENT, CASE MANAGEMENT, etc. The main form has fields for Email ID, Email Password, Confirm Email Password, and Email Service. Below the form is a note about using the same credentials for both email and SMS services. At the bottom are "Update" and "Reset" buttons.

Product Settings has been updated Successfully.

Email ID:*

Email Password:*

Confirm Email Password:*

Email Service:*

This email id and password will be used for both EMAIL and SMS services.
If you have not registered for SMS services with Mvayoo please disable SMS option.

Update Reset