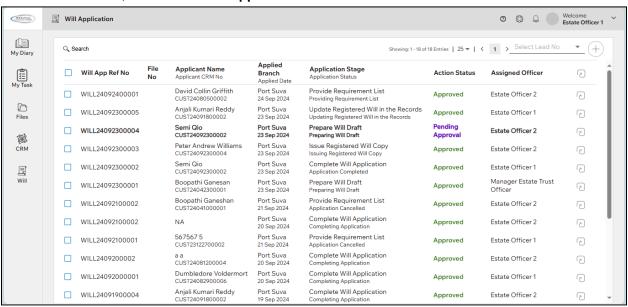# Will Application

User Roles: Estate Officer, Manager, Register Officer, Accounts Officer

Overview:

This screen allows User to create, search, and open the Will application. To access this screen, Click on "**Will**" from the menu, then select "**Will Application**."
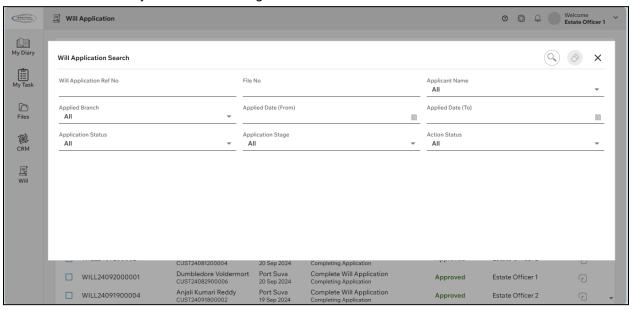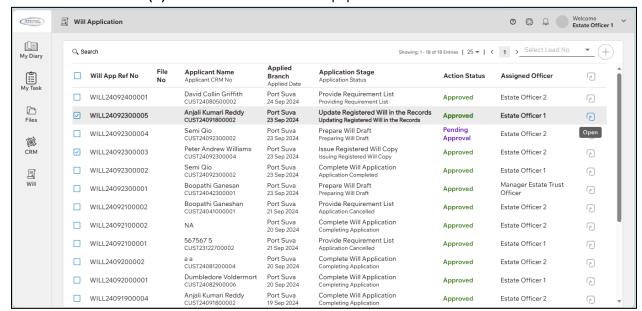
Search Criteria:

1. Click "**Search"** button, Will Application Search pop up will be displayed, wherein the user can search based on the given parameters.
2. Enter/Select any of the fields among Will Search criteria.

3. Click the "**Search"** icon on top of the pop up to get corresponding results.
4. Click the "**Clear"** icon next to the search icon to clear all the entered/Selected values in the fields.
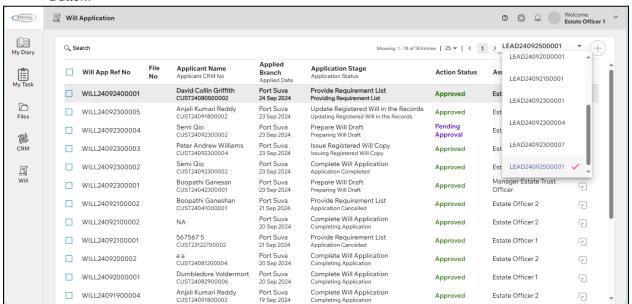5. Click the **Close(X)** icon to close the Search Popup.

6. Click the "**Open**" icon under the action column directly or check the checkbox near the Will Application number and click the "**Open**" icon in the table header to navigate to the Will Application detail screen.
7. If user want to open multiple details then click select all checkboxes in the table header and click the "**Open**" icon in the table header.
8. Select the page number to directly go to that particular page.
9. Click the "**Next**" button on the top right corner to navigate to the next page.
10. Click the "**Previous**" button on the top right corner to navigate to the previous page.
11. Select the Records count on the top right corner to show the required number of records per page.

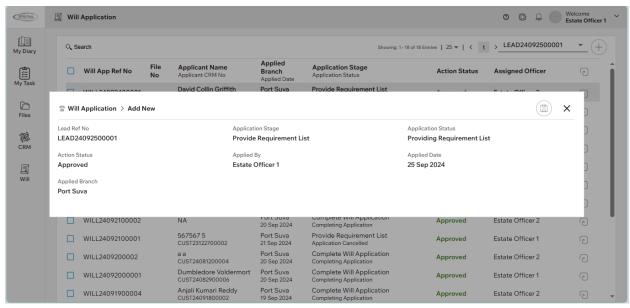## Create New Will Application:

12. To create a New Will application select the **Lead No** from the Drop-down list and Click **Add** Button.

13. **"Will Application Add New"** Popup will display with the following details Lead Ref No , Application Stage , Application Status , Action Status , Applied By , Applied Date , Applied Branch.

14. Click the "**Save**" button to navigate to the Will Application Details Screen.
15. Click the "**Close**" button to close the Will Application Add New pop-up.

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