

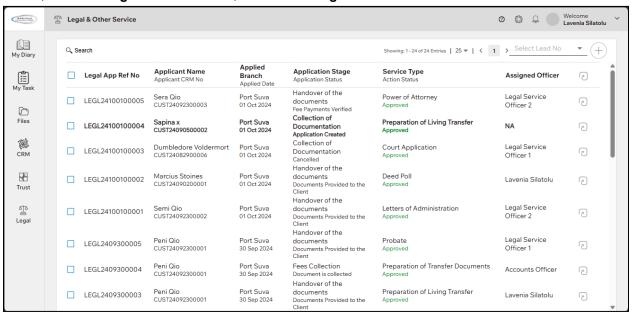


Legal & Other Service

User Roles: Legal Officer, Accounts Officer

Overview:

This screen allows User to create, search, and open the Legal & Other Service Application. To access this screen, Click on "Legal" from the menu, then select "Legal and Other Service".

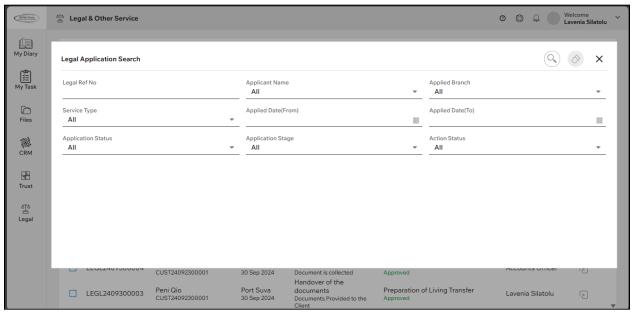


Search Criteria:

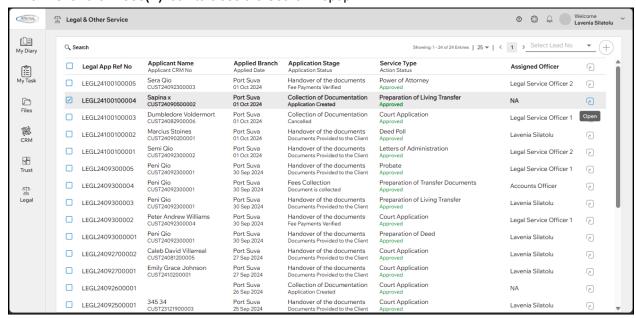
- 1. Click "**Search**" button, Legal Application Search pop up will be displayed, wherein the user can search based on the given parameters.
- Enter/Select any of the fields among Will Search criteria.







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



4. 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.

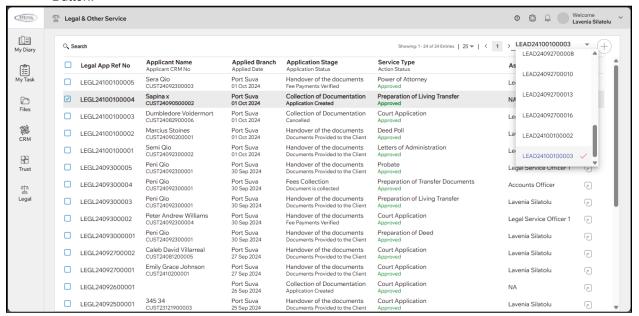




- 5. If user want to open multiple details then click select all checkboxes in the table header and click the "**Open**" icon in the table header.
- 6. Select the page number to directly go to that particular page.
- 7. Click the "Next" button on the top right corner to navigate to the next page.
- 8. Click the "Previous" button on the top right corner to navigate to the previous page.
- 9. Select the Records count on the top right corner to show the required number of records per page.

Create New Will Application:

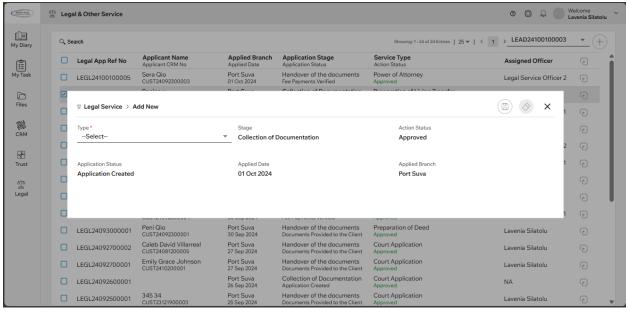
 To create a New Legal Application select the Lead No from the Drop-down list and Click Add Button.



11. The "**Legal Service Add New**" popup will be displayed. Then, select the Type from the drop-down list and enter the following details: Stage, Action Status, Application Status, Applied By, Applied Date, and Applied Branch.







- 12. Click the "Save" button to navigate to the Legal & Other Service Details Screen.
- 13. Click the "Clear" icon next to the search icon to clear all the Selected values in the fields.
- 14. Click the "Close" button to close the Legal Service Add New pop-up.

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