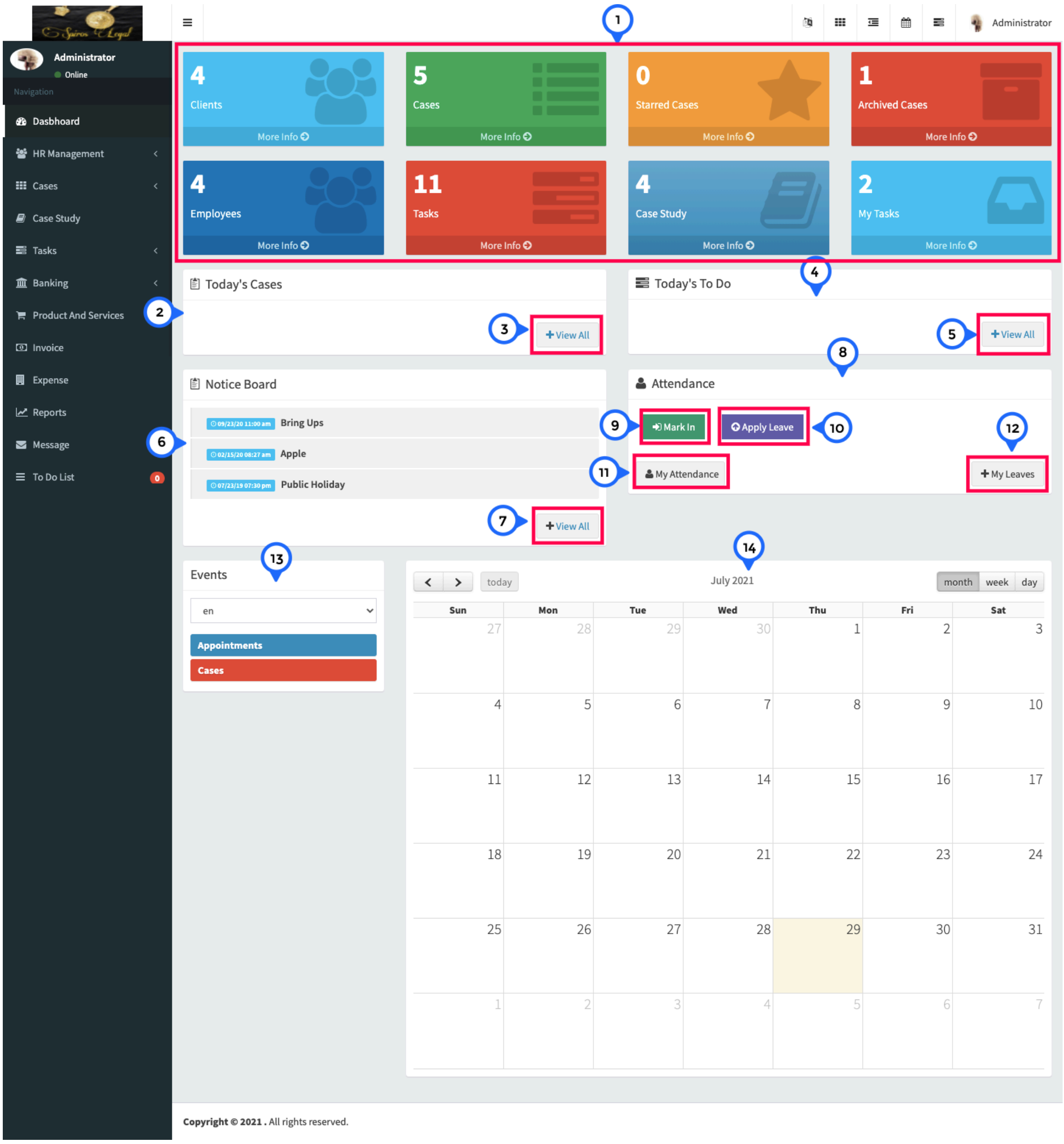
Dashboard

Dashboard

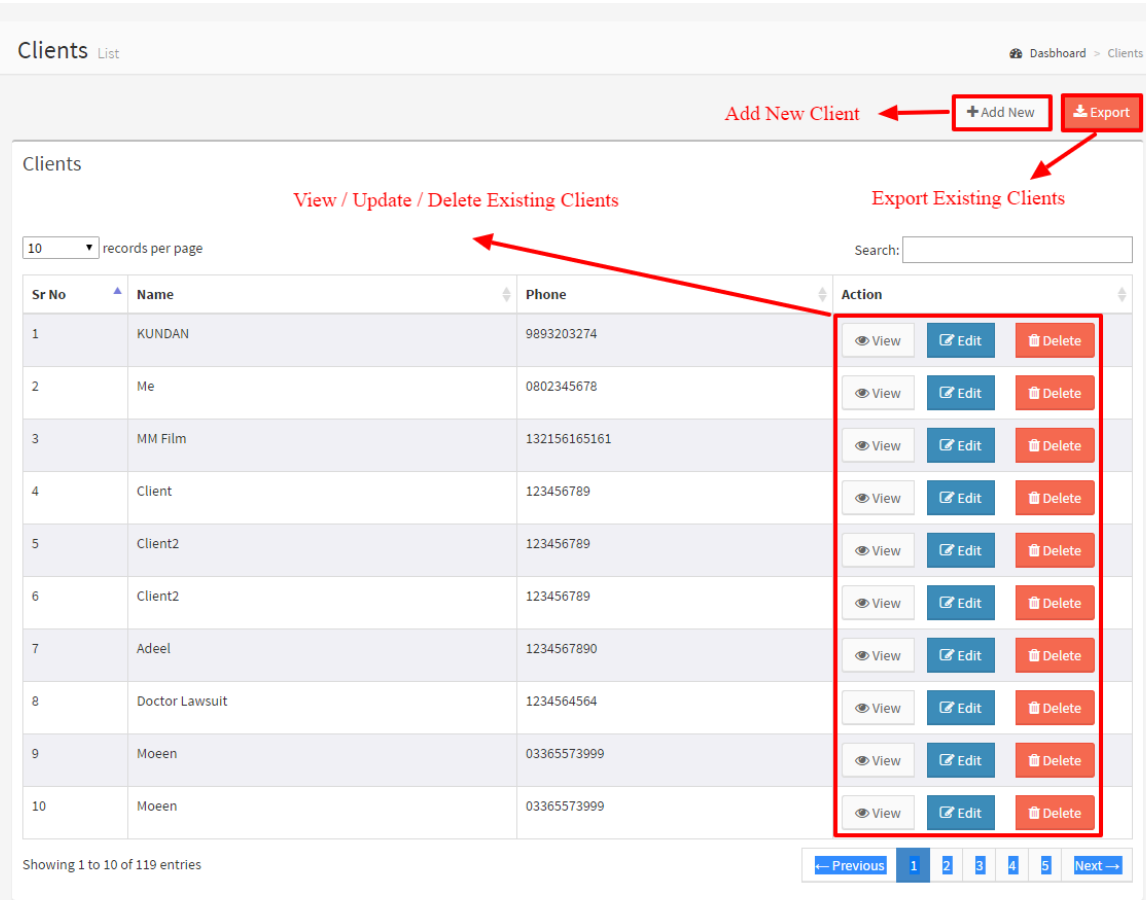


- 1) Count: Counts of all information in the system
- 2) Today Cases: It will show the today cases
- 3) view all cases: click on this button go to all cases list pages.
- 4) To do: It will show the today to do list
- 5) view all to do : click on this button go to all to do list pages.

- 6) notice board: It will show latest notices
- 7) view all notice: click on this button go to all notices list pages.
- 8) Attendance: it will show attendance
- 9) mark in: click on mark in then open modal box and add some notes then save
- 10) Apply leave: click on this button open leave modal box then set date, leave type and reason then save.
- 11) my attendance: it will redirect to attendance page
- 12) my leave: it will redirect to leaves list page
- 13) Events: it show upcoming events
- 14) calendar: This calendar show the markers on particular date with cases and appointments.

HR Management

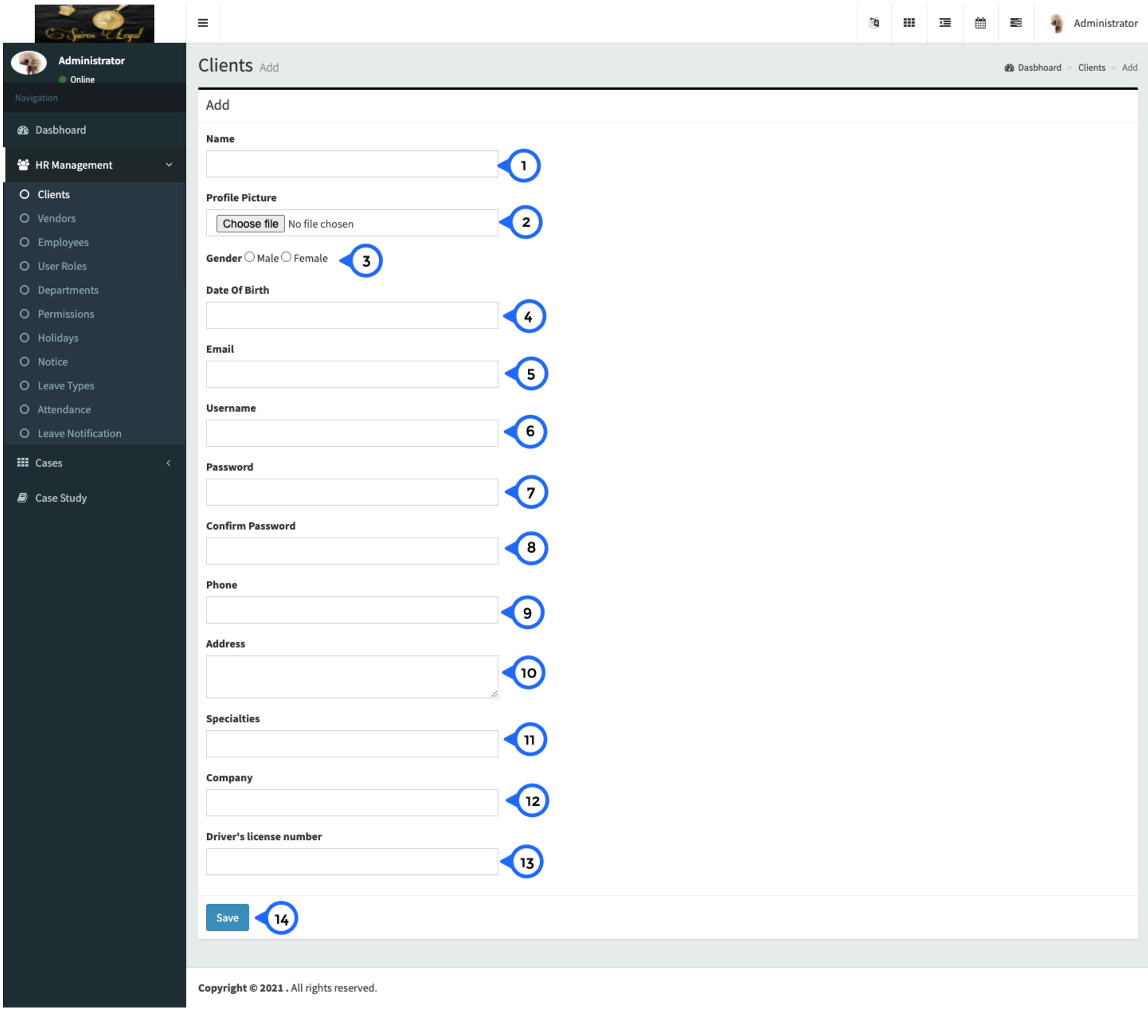
Clients




```
Client is a person who employs or retains an attorney to represent him or her
in any legal business. Admin can create clients, update / delete existing
clients and also can export list of clients. Admin can also create custom
fields for clients if needed by Custom Fields section.
```

- 1) add new client: goto add client form page
- 2) export: export existing clients.
- 3) view: click on view redirect to view page.
- 4) edit: click on this goto client edit form page here you can edit client information.
- 5) delete: click on delete button then particular client record delete.

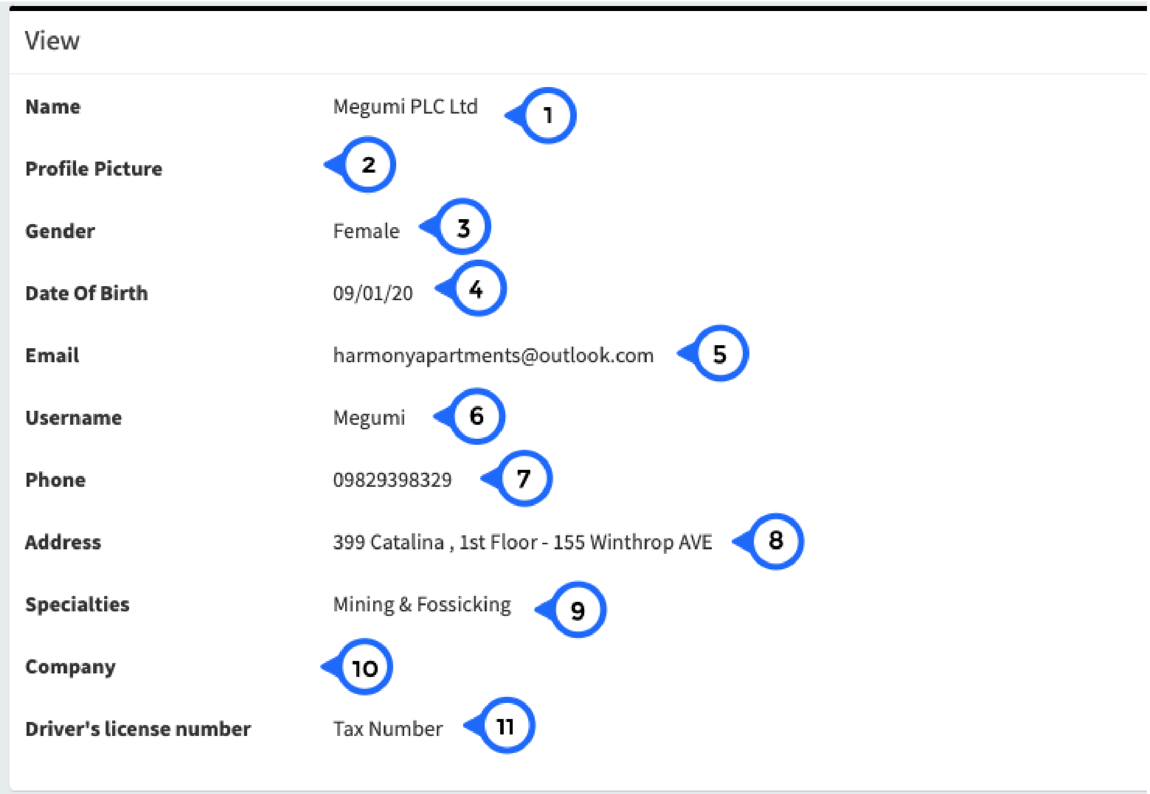
Add and Edit Client Form



- 1) Name - Name of the Client.
- 2) Profile Picture - Picture of Client.
- 3) Gender - Gender of Client.
- 4) Date Of Birth - Date of Birth of Client.
- 5) Email - Email of Client.
- 6) Username - Username of client.
- 7) Password - Personlize Password to login into system.
- 8) Confirm Password - It should be same as Password.
- 9) Phone - Phone number of Client.
- 10) Address - Address of Client.
- 11) Specialties - Specialties of client.
- 12) Company - Company of client.
- 13) Driver's license number - Dl number of client.
- 14) save - Click on save button all client data save

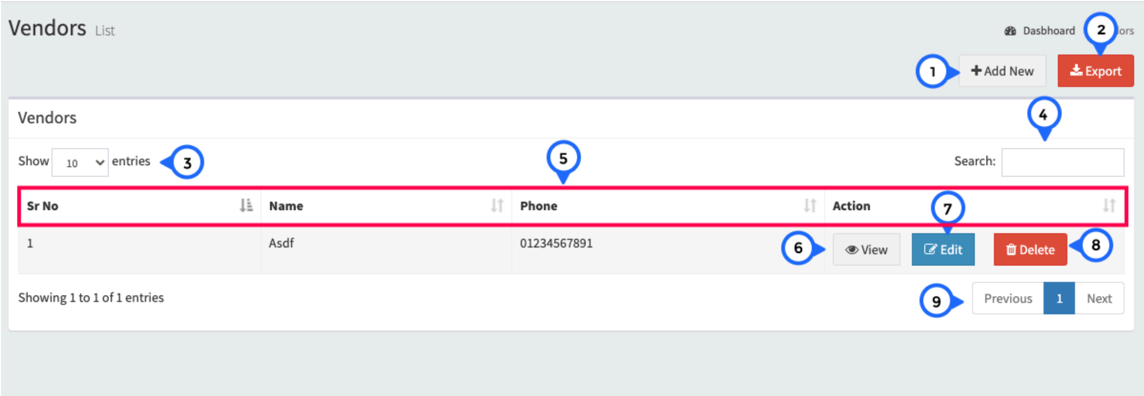
Note : Username and Password will be used to login into the system

View Client



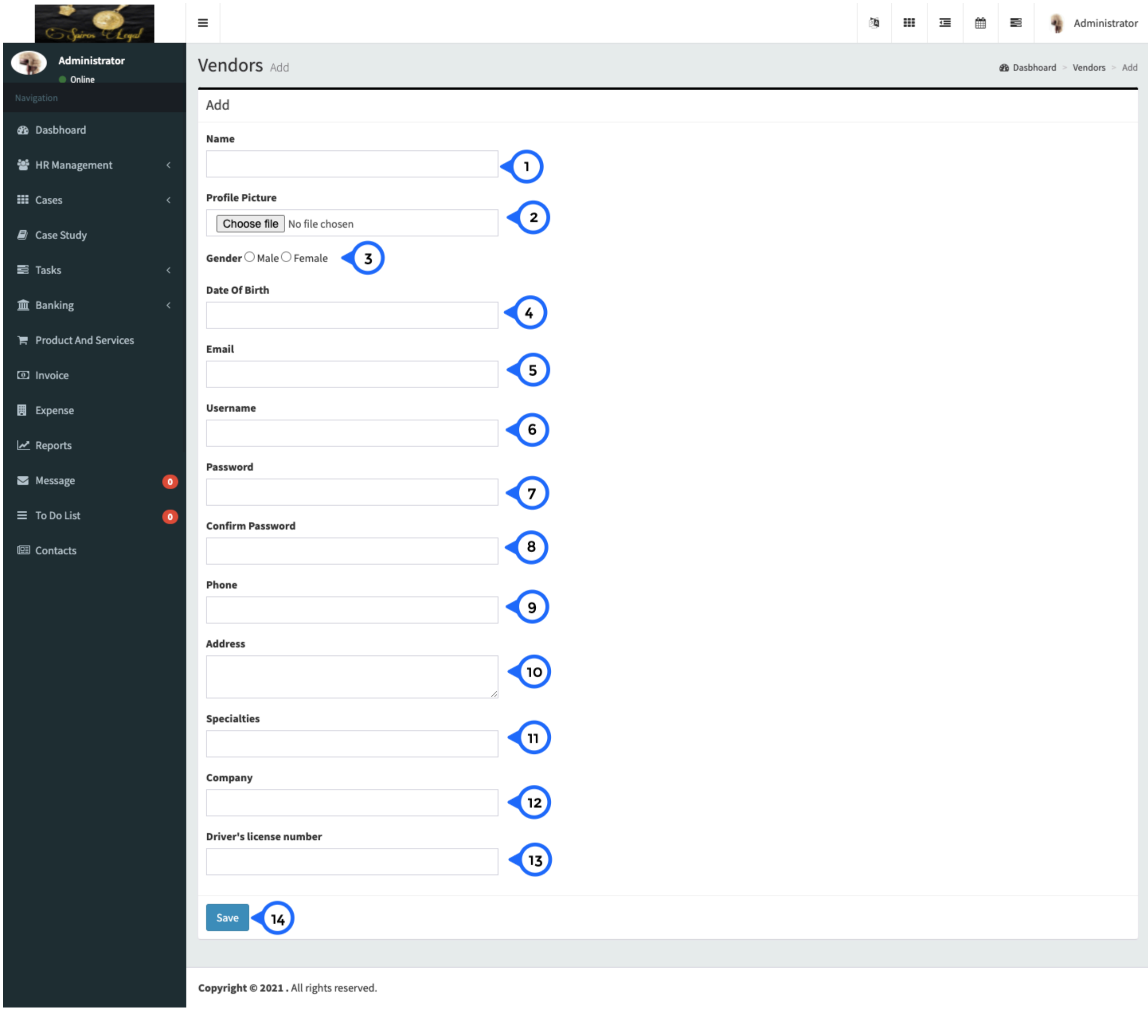
- 1) Name - Name of the Client.
- 2) Profile Picture - Picture of Client.
- 3) Gender - Gender of Client.
- 4) Date Of Birth - Date of Birth of Client.
- 5) Email - Email of Client.
- 6) Username - Username of client.
- 7) phone - Phone number of Client.
- 8) Address - Address of Client.
- 9) Specialties - Specialties of client.
- 10) Company - Company of client.
- 11) Driver's license number - Dl number of client.

Vendor

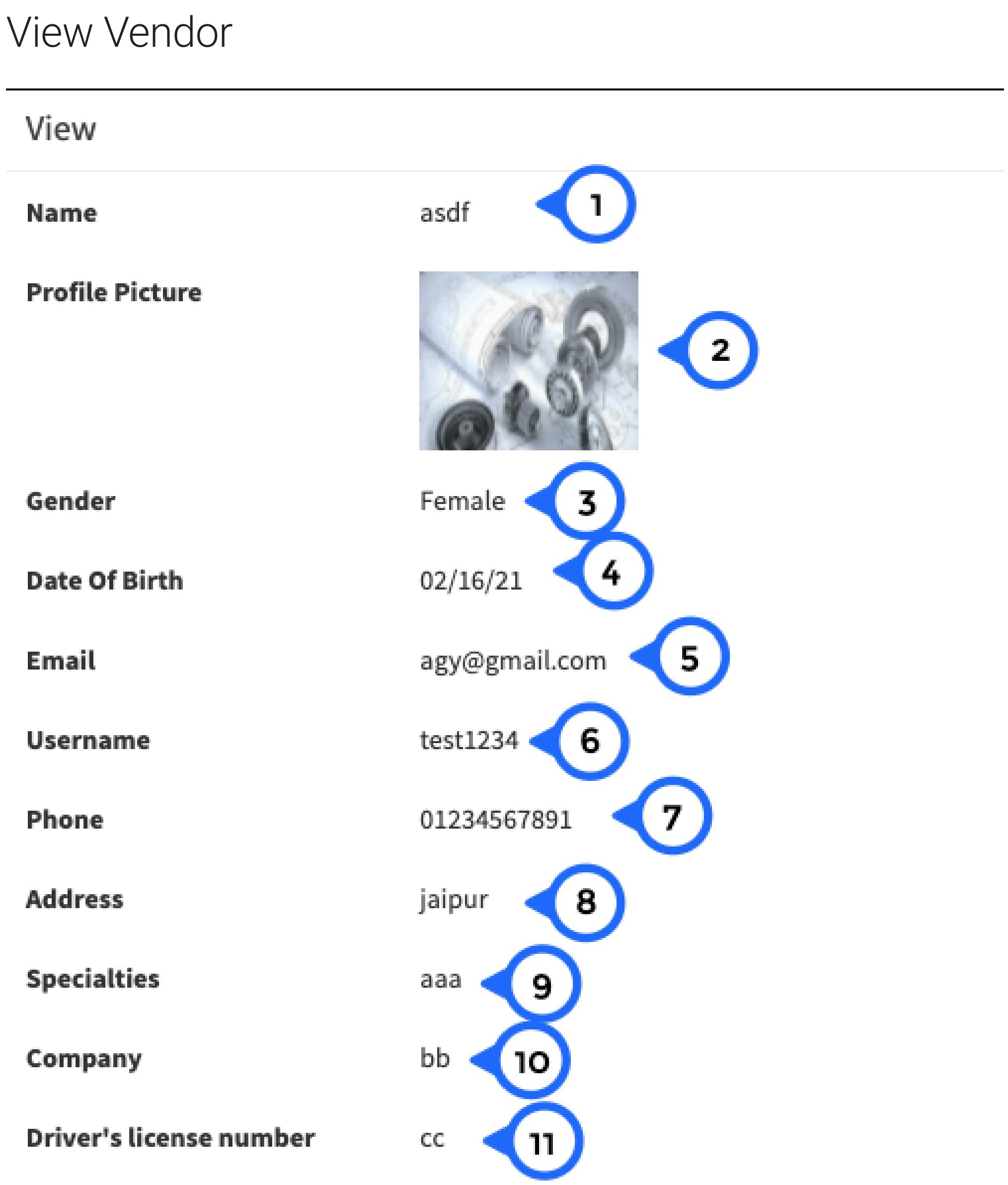


- 1) Add new: click on this button goto vendor form
- 2) export: export existing clients.
- 3) show how many entries visible in this page.
- 4) you can search from existing table
- 5) how heading of table sr no, name, phone number, action
- 6) view: goto vendor view page
- 7) edit: goto vendor edit form page
- 8) delete: click on delete button then particular vendor record delete.
- 9) paggination: here you can goto next and previous page.

Vendor Add and Edit Form

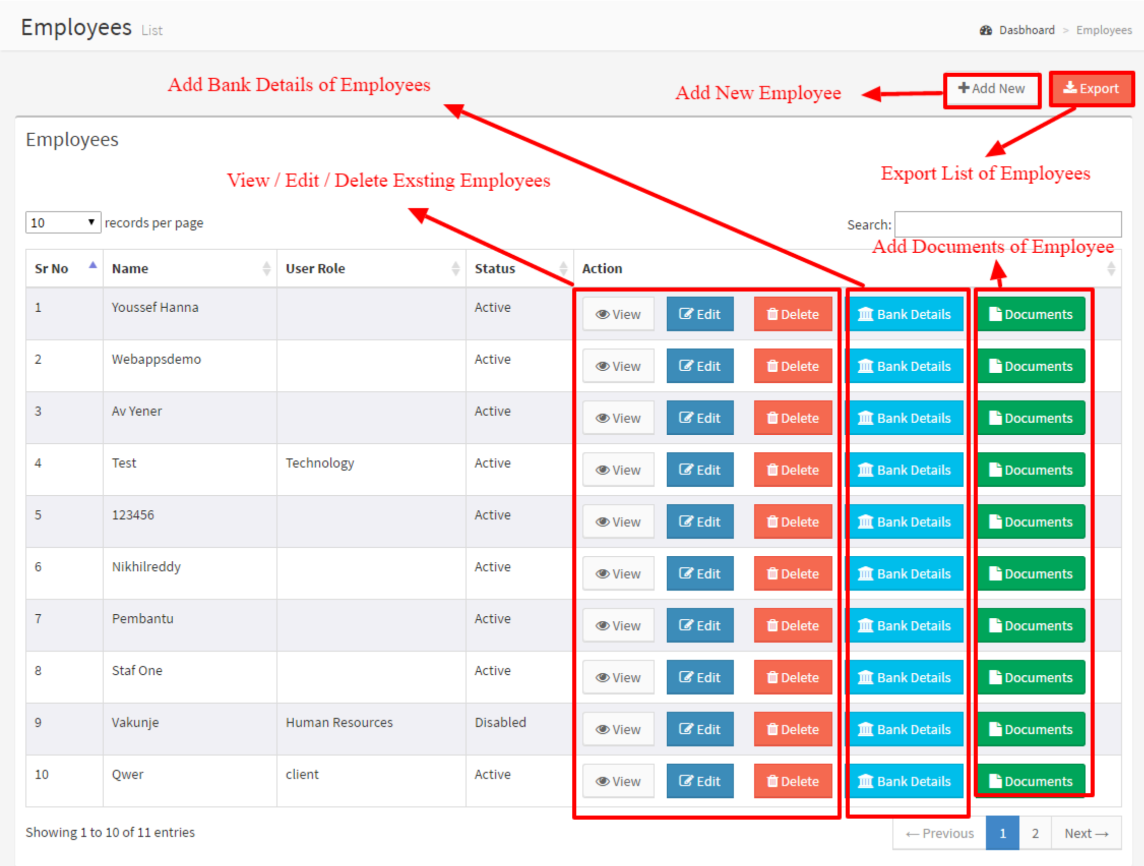


- 1) Name - Name of the Vendor.
- 2) Profile Picture - Picture of Vendor.
- 3) Gender - Gender of Vendor.
- 4) Date Of Birth - Date of Birth of Vendor.
- 5) Email - Email of Vendor.
- 6) Username - Username of Vendor.
- 7) Password - Personlize Password to login into system.
- 8) Confirm Password - It should be same as Password.
- 9) Phone - Phone number of Vendor.
- 10) Address - Address of Vendor.
- 11) Specialties - Specialties of Vendor.
- 12) Company - Company of Vendor.
- 13) Driver's license number - Dl number of Vendor.
- 14) save - Click on save button all Vendor data save.



- 1) Name - Name of the Vendor.
- 2) Profile Picture - Picture of Vendor.
- 3) Gender - Gender of Vendor.
- 4) Date Of Birth - Date of Birth of Vendor.
- 5) Email - Email of Vendor.
- 6) Username - Username of Vendor.
- 7) phone - Phone number of Vendor.
- 8) Address - Address of Vendor.
- 9) Specialties - Specialties of Vendor.
- 10) Company - Company of Vendor.
- 11) Driver's license number - Dl number of Vendor.

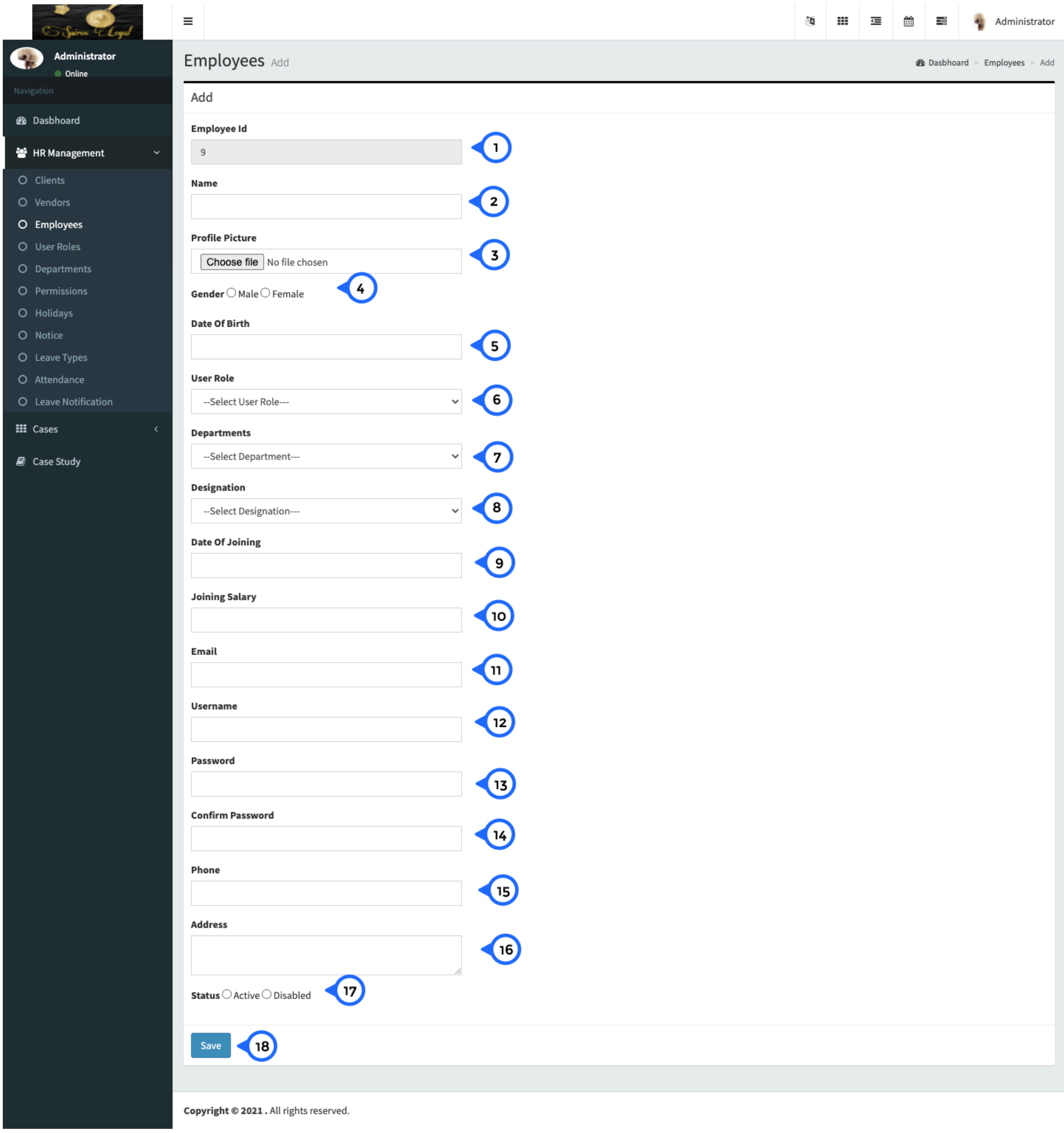
Employees



A person who is hired to provide services to a company on a regular basis in exchange for compensation and who does not provide these services as part of an independent business. Admin can create employees, update / delete existing employees and also can export list of employees. Admin can also create custom fields for employees if needed by Custom Fields section.

- 1) add new: goto add employee form page
- 2) export: export existing employee.
- 3) view: click on view redirect to view page.
- 4) edit: click on this goto employee edit form page here you can edit employee information.
- 5) delete: click on delete button then particular employee record delete.
- 6) bank detail: goto bank detail page
- 7) document: goto document page.

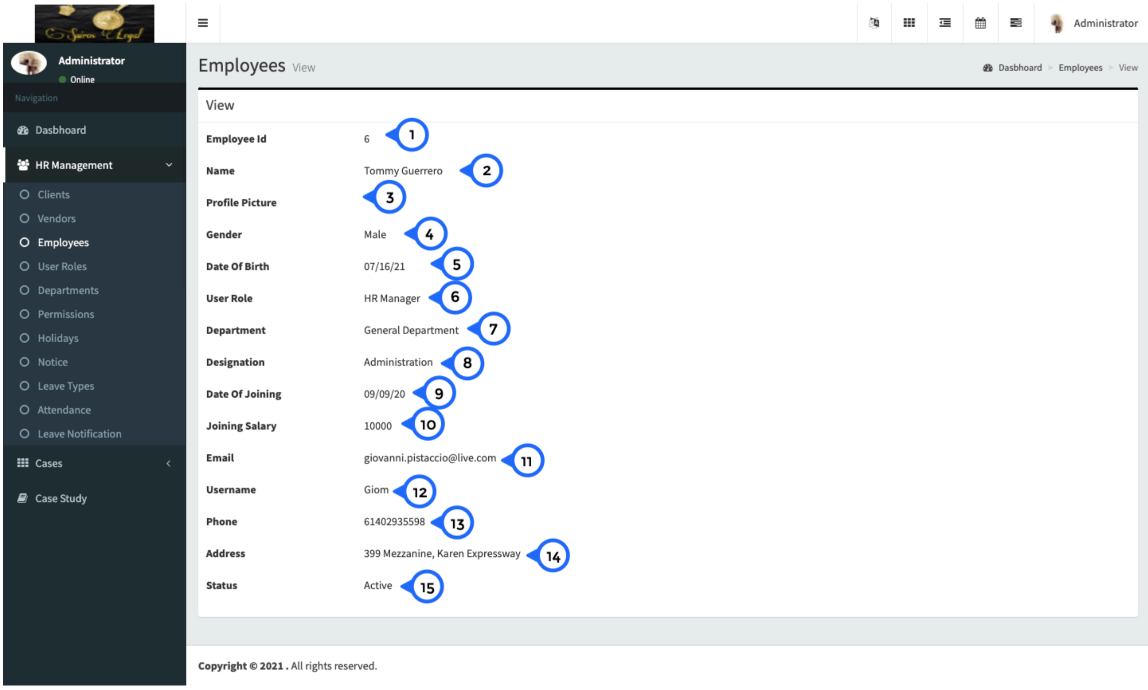
Employees Add and Edit Form



- 1) Employee id - employee id
- 2) Name - Name of the Employee.
- 3) Profile Picture - Picture of Employee.
- 4) Gender - Gender of Employee.
- 5) Date Of Birth - Date of Birth of Employee.
- 6) User Role - User Roles of System User which is coming from HR Management -> User Roles.
- 7) Departments - Department (Ex. HR Department, Sales Department) of Employee which is coming from HR Management -> Departments.
- 8) Designation - Designation (Ex. Sales Manager, Database Administrator) of Employee which is coming from HR Management -> Departments.

- 9) Date Of Joining - Date of Joining to Company of Employee.
- 10) Joining Salary - Salary of Employee.
- 11) Email - Email of Employee.
- 12) Username - Username of Employee.
- 13) Password - Personlize Password to login into system.
- 14) Confirm Password - It should be same as Password.
- 15) Phone - Phone number of Employee.
- 16) Address - Address of Employee.
- 17) Status - Set Active if you want to assign tasks otherwise you cannot.
- 18) save - all employee data save

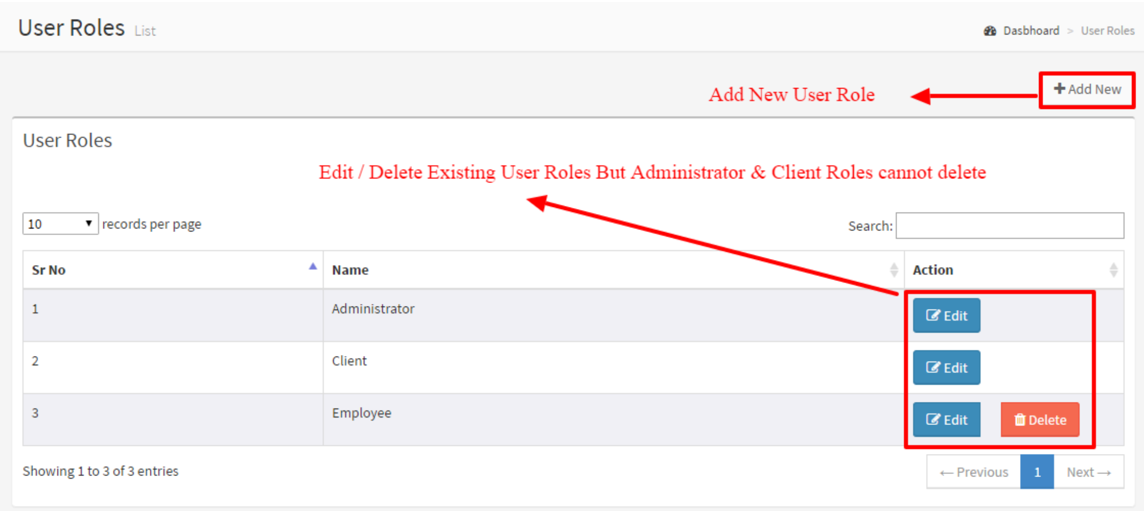
Employees View



- 1) show employee id
- 2) name of employee
- 3) profile of employee
- 4) gender of employee
- 5) Date Of Birth - Date of Birth of Employee.
- 6) User Role - User Roles of System User which is coming from HR Management -> User Roles.

- 7) Departments - Department (Ex. HR Department, Sales Department) of Employee which is coming from HR Management -> Departments.
- 8) Designation - Designation (Ex. Sales Manager, Database Administrator) of Employee which is coming from HR Management -> Departments.
- 9) Date Of Joining - Date of Joining to Company of Employee.
- 10) Joining Salary - Salary of Employee.
- 11) Email - Email of Employee.
- 12) Username - Username of Employee.
- 13) Phone - Phone number of Employee.
- 14) Address - Address of Employee.
- 15) Status - Set Active if you want to assign tasks otherwise you cannot.

User Roles

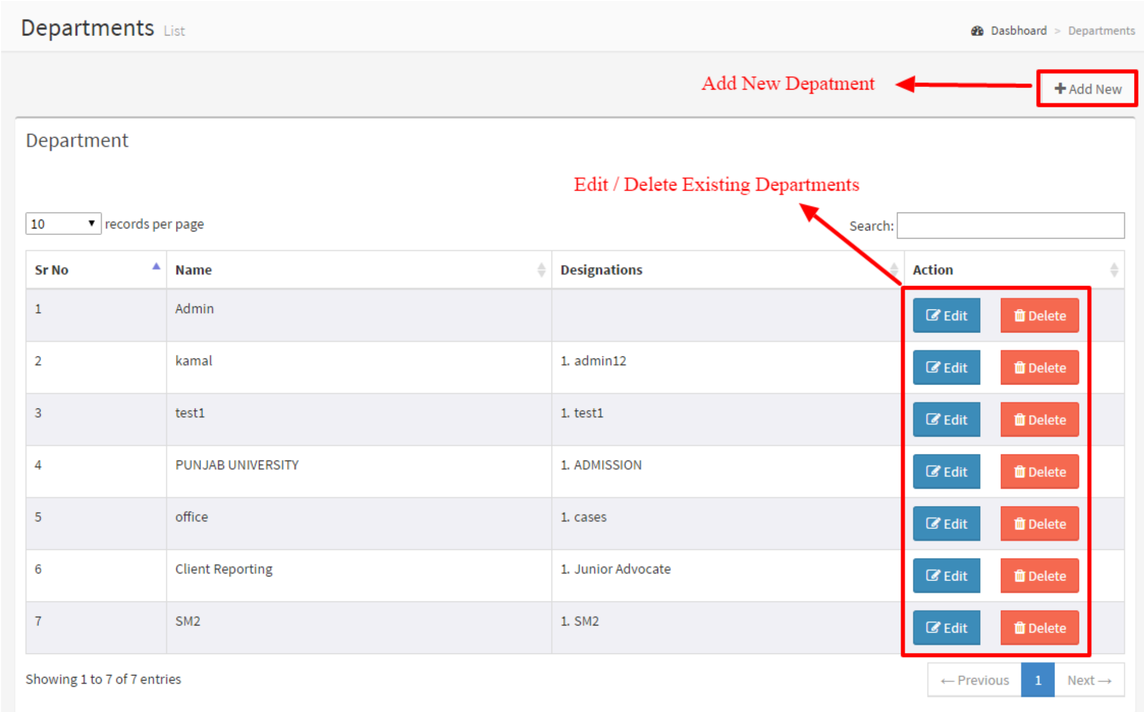


In User Roles Section. Admin can create unlimited roles of user and can update / delete existing user roles.

```
User Role Form
Name - Name of the User Role.
Description - Description of User Role.
```

Note : Administrator and Client Roles are fixed not deletable. Roles permission can be set by HR Management -> Permissions.

Departments

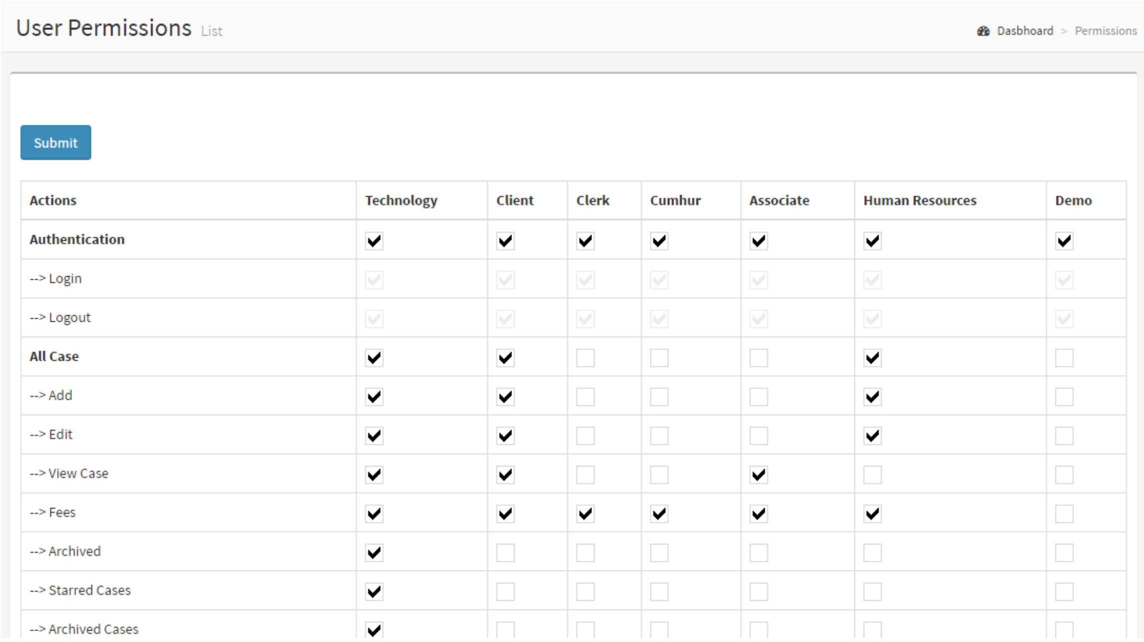


In Departments Section. Admin can create unlimited department and designations of that department and can update / delete existing departments and their designations.

```
Department Form
Name - Name of the Department.
Description - Description of Department.
Designations - Multiple Designations of Department.
```

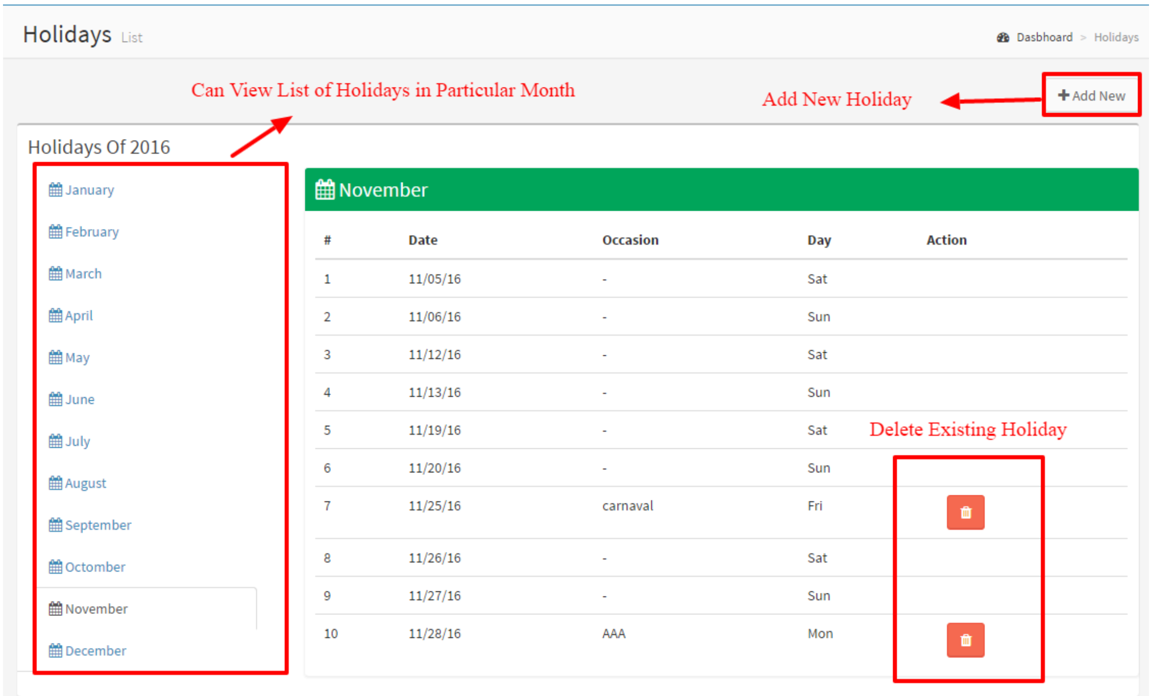
Note : Departments and Designations are used while creating employee.

Permissions



In Permissions Section. Admin is able to set the permission of access of particular modules for system users of particular roles.

Holidays

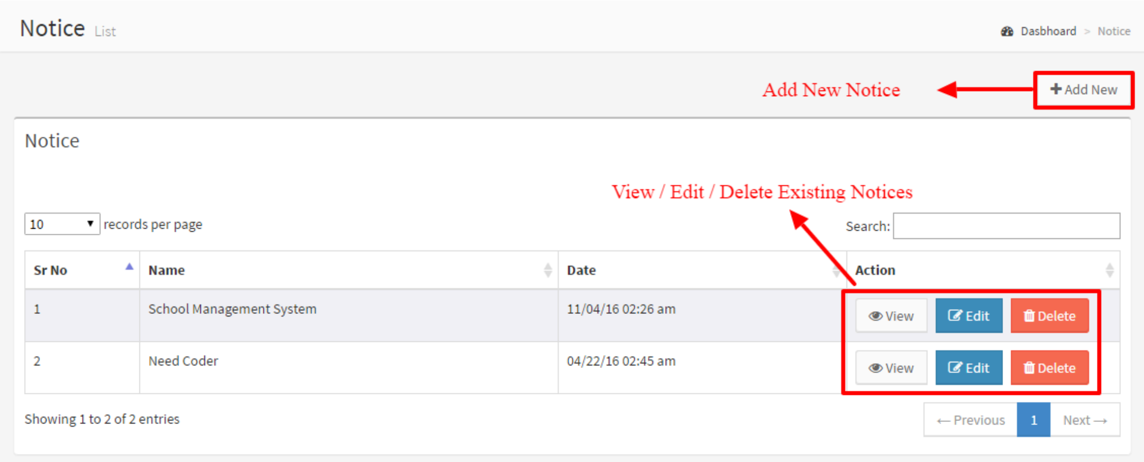


Holidays is used to create list of holidays in companies. Admin is able to create unlimited holidays in the year or delete existing holidays.

```
Holiday Form
Name - Name of Holiday.
```

```
Date - Date of Holiday.
```

Notices

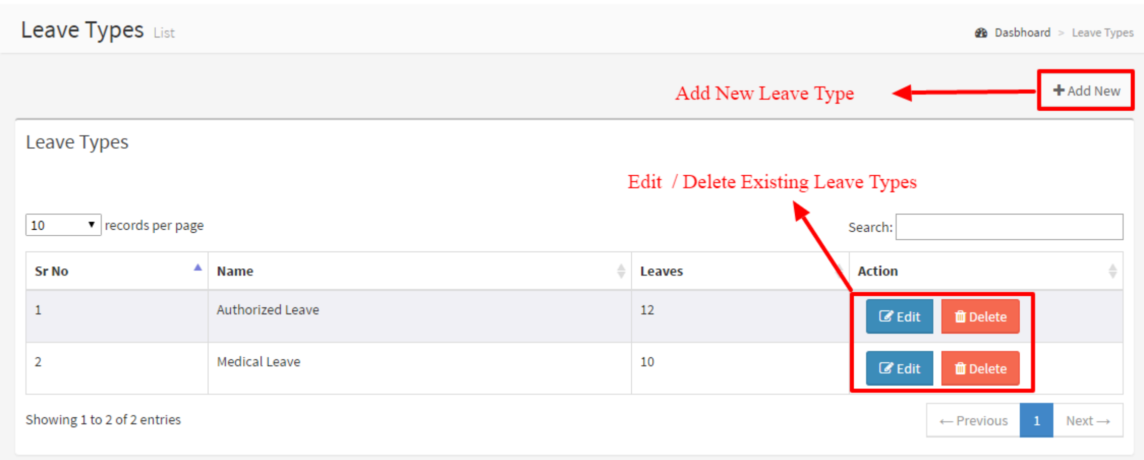


Notices is used to send any important information to all internal users of system. you can create notice and each user will get the Notice on their dashboard.

```
Notice Form
Title - Title of the Notice.
Description - Description of Notice.
Date - Date of Notice.
```

Note : You can find the latest list of notices on Dashboard.

Leave Types



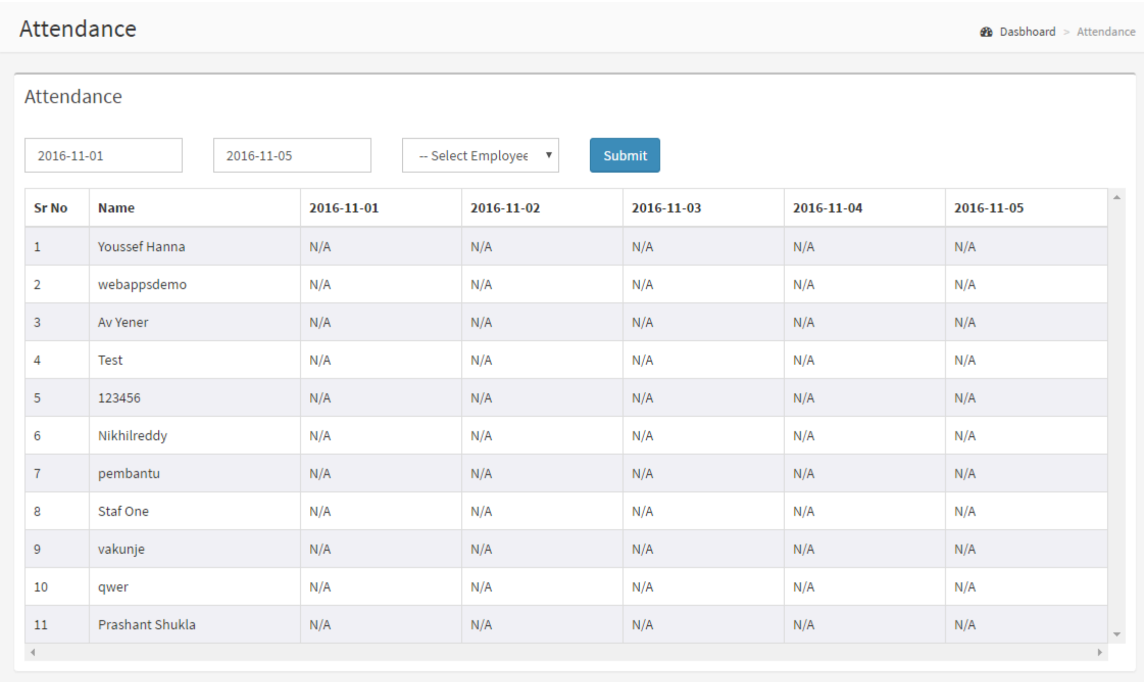
Leave Type is just use for informational purpose to know which type of leave is applied by employee. Admin can create unlimited leave types and can update /delete existing leave types.

Leave type is used by employee panel where employee can apply leave he needs to select leave type with reason.

```
Leave Type Form
Leave Types - Name of the Leave Type.
Leaves - Number of leaves allowed in the year for this particular leave type.
Description - Description of Leave Type.
```

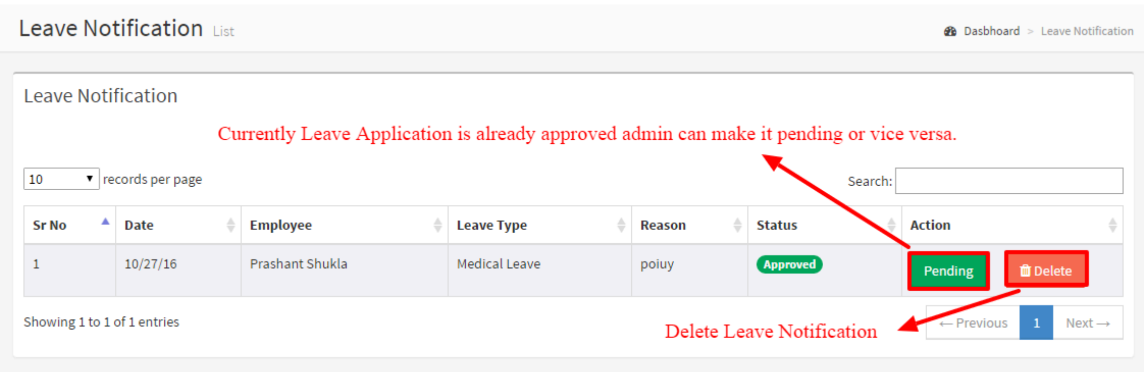
Note : In Leave Notifications Section, You can get the list of applied leave with leave type.

Attendance



Attendance is used to check the attendance report for all employees or specific employee for particular period.

Leave Notification

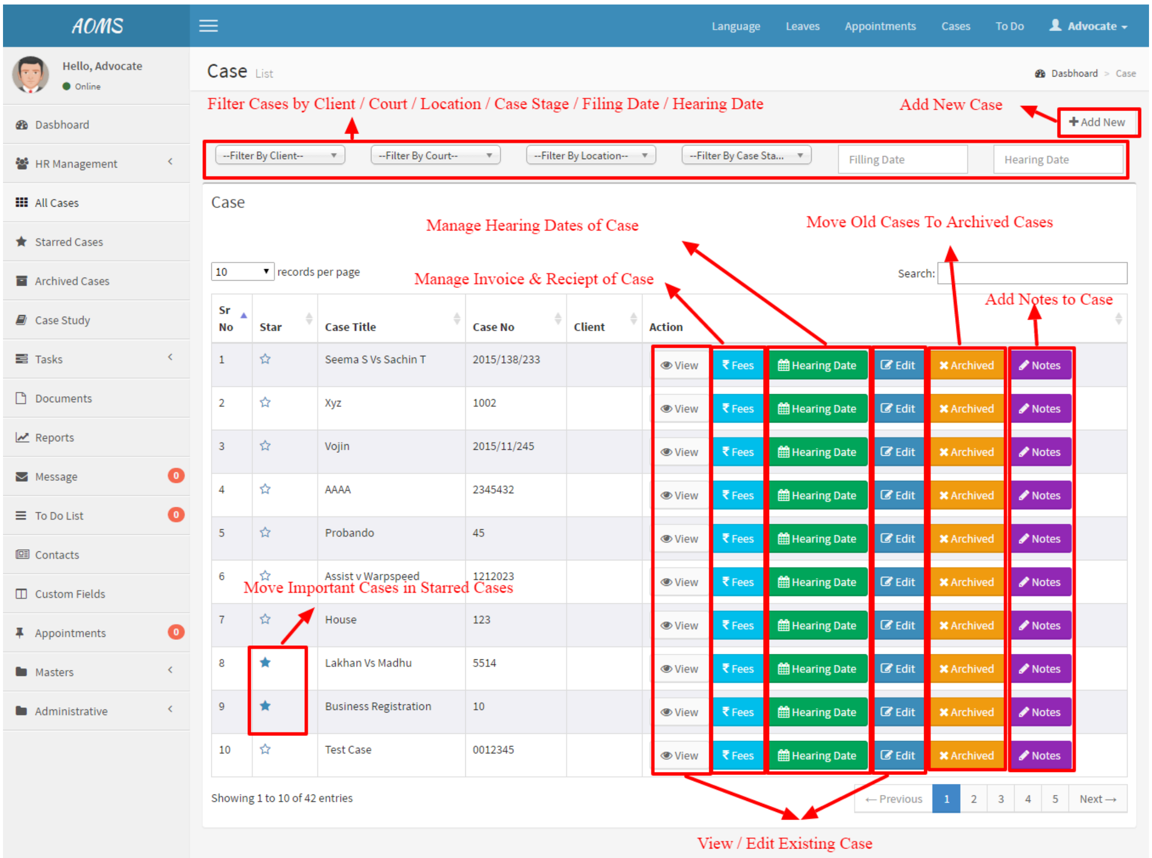


If any employee will apply for leave then admin can approve / pending that application

Note : Table will show the entry if there is any application.

Cases

All Cases



Admin can create new cases and update existing cases. Admin can also move important cases to Starred Cases and old ones to Archived Cases. Cases Hearing Dates, Fees and Notes can be managed. Case need to move into Archived Section then can delete.

```
Case Form
Case Title: Title of Case/Matter.
Case No: Number of Case which is opted from Court.
Client Name: Client belongs to particular case if not in list then need to Add
New Client.
Location: Location of court in which case is running. Obtained from Location
Master.
Court Category: Category of court in which case is running. Obtained from
Court Category Master.
Court: Name of Court in which case is running. Obtained from Court Master.
Case Category: Category of Case. Obtained from Case Category Master.
Case Stage: Current Stage of Case. Obtained from Case Stages Master.
Act: Which Acts needs to perform in Case. Obtained from Act Master.
Description: Description of Case.
```

```
Filling Date: On Which Date case is filled in Court.
Hearing Date: On Which Date First Hearing is held in Court.
Apposite Lawyer: Name of Opposite Lawyer.
Total Fees: Fees of Case.
```

View Case

Case View

Dashboard > Cases > View

Case Title	Motor Accident
Case No	7590
Client Name	Mukesh Godha
Location	Jodhpur
Court	Rajasthan High Court
Court Category	High Court Division
Case Category	Criminal,Indictable offences,
Stages Stages	Filing
Act	Acquired Territories (Merger) Act (64),Acquisition of Certain Area at Ayodhya Act (33),
Description	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.
Filling Date	12/01/16
Hearing Date	10/15/16
Apposite Lawyer	Prashant Shukla
Total Fees	10000.00

Payment History

10 records per page

Search:

Sr No	Date	Amount	Payment Mode	
1	10/15/16	5000.00	Cash	Invoice
2	11/01/16	2500.00	Cash	Invoice
3	11/05/16	2500.00	Cash	Invoice

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Case History

10 records per page

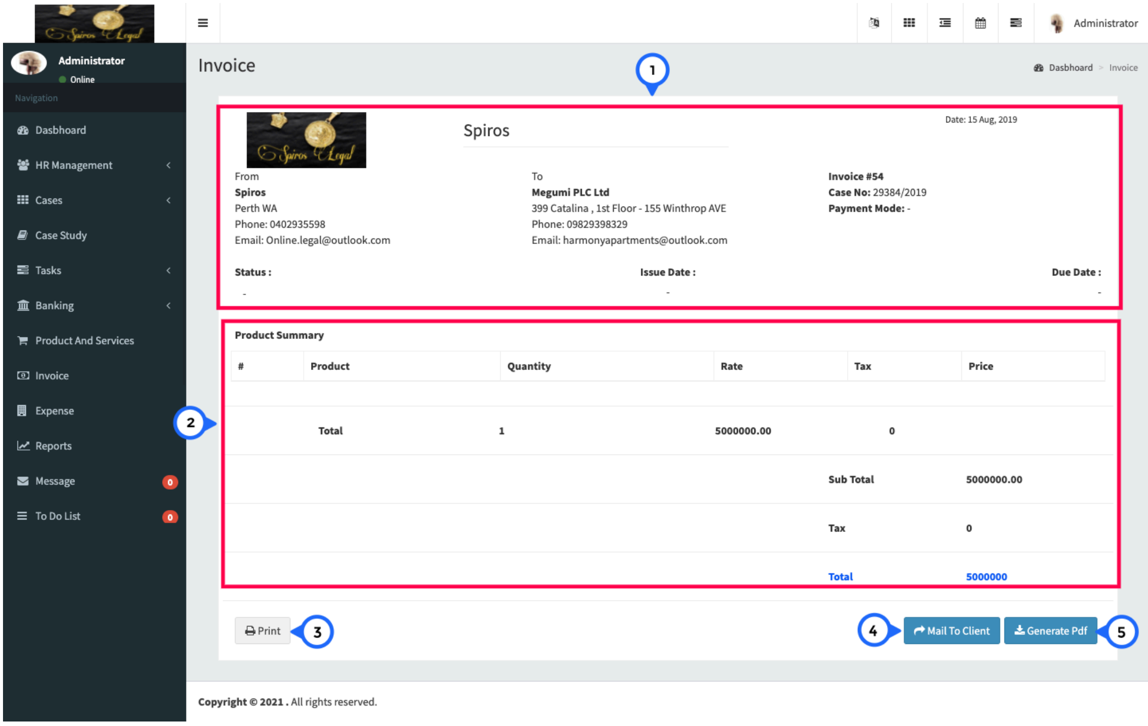
Search:

Sr No	Next Date	Last Date	Notes	Attachement
1	10/25/16	10/15/16	Test	No Attachement

Showing 1 to 1 of 1 entries

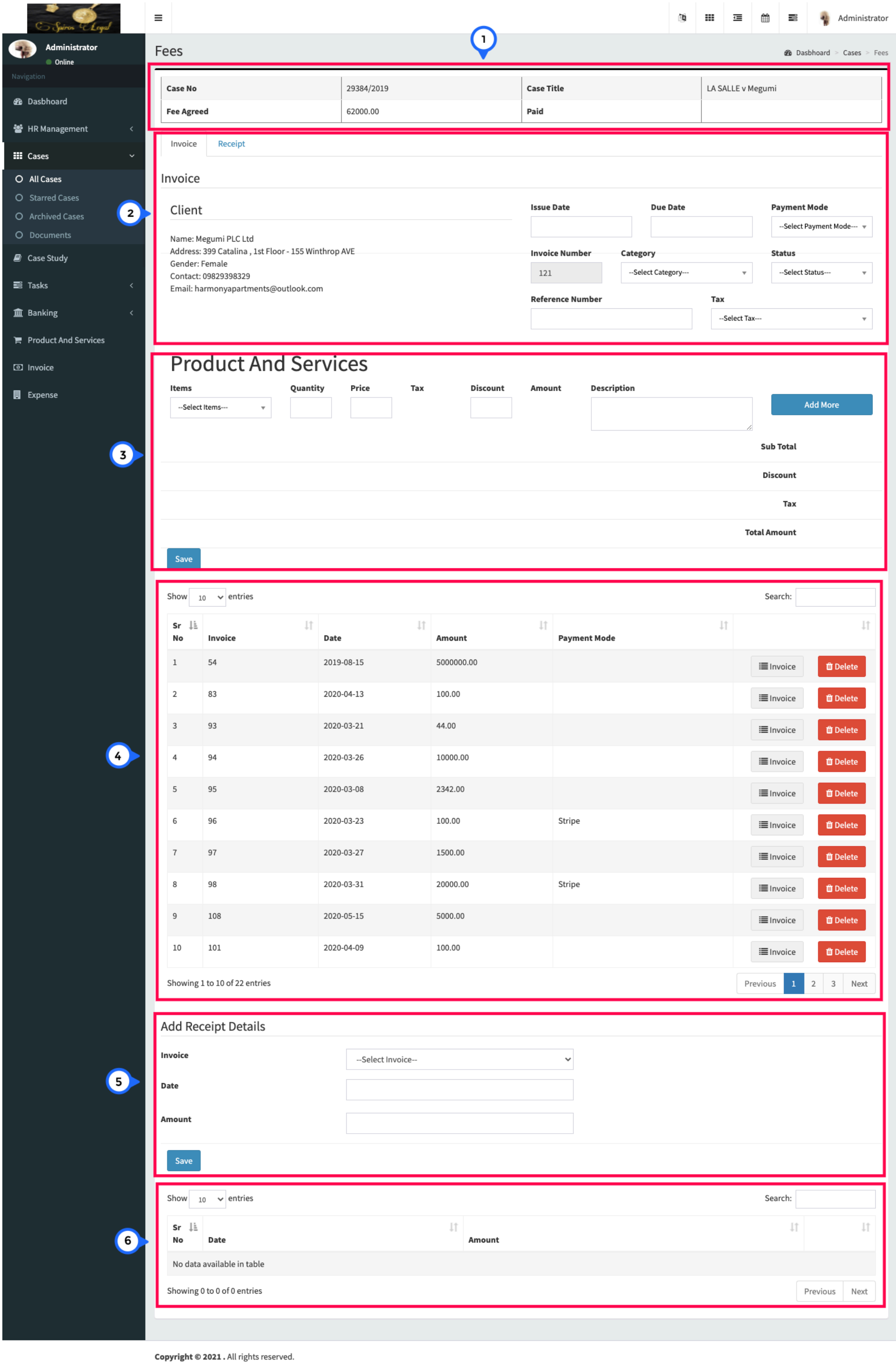
← Previous 1 Next →

Invoice



- 1) in this section show the sender address and receiver address of and invoice no. case status, issue date, due date
- 2) summary: detail about product like rate, tax, quantity.
- 3) print this invoice
- 4) mail to client
- 5) generate pdf

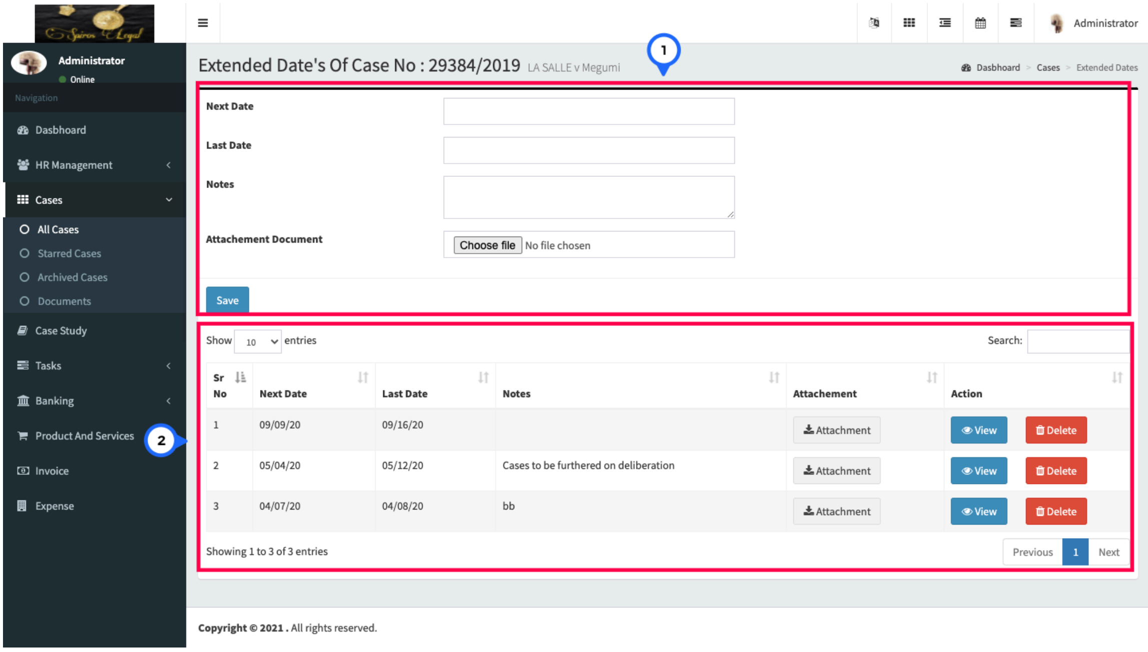
Fees



- 1) show the detail of case

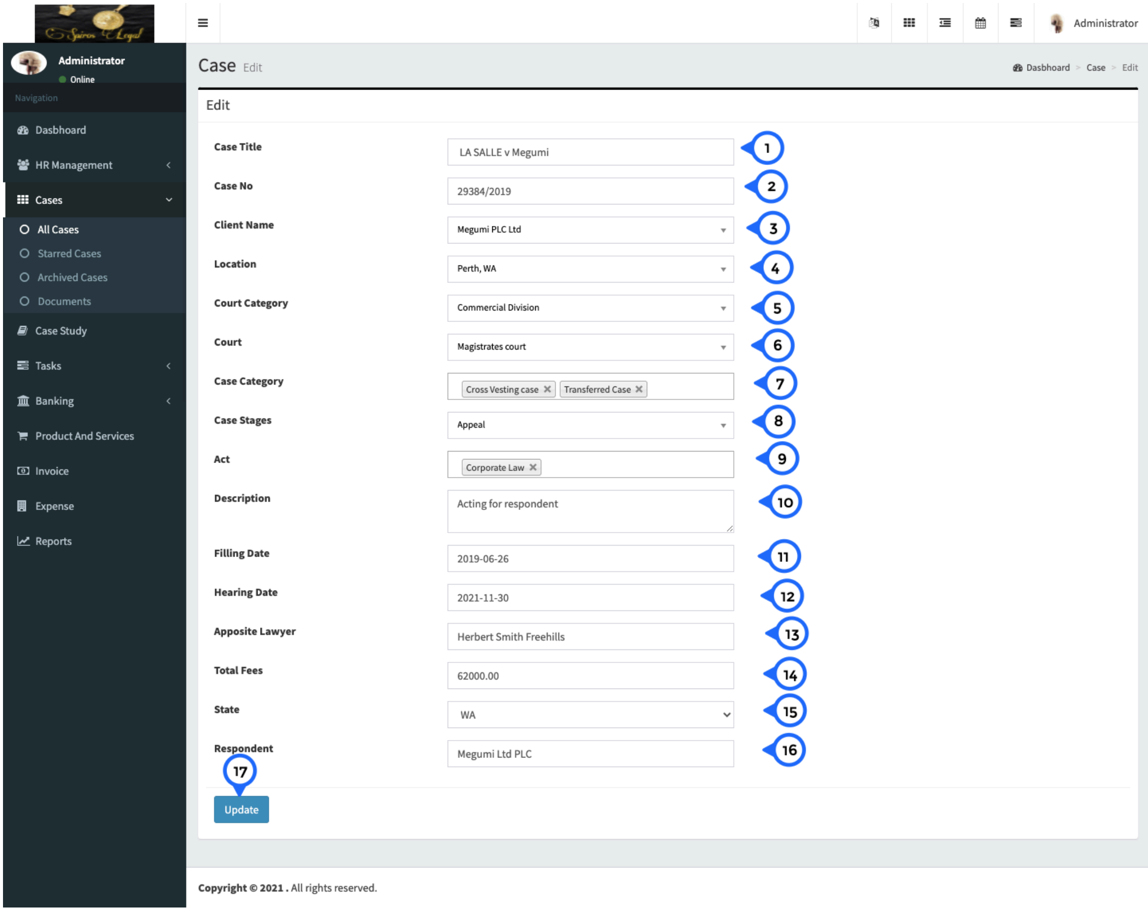
- 2) generate invoice particular client
- 3) product and service : detail about product like qty, price, tax, discount, amount, description and save.
- 4) list of created invoice and product service you can click on invoice then goto invoice page and delete particular invoice
- 5) receipt detail: detail about receiver
- 6) show the list of receipt

Hering Date



- 1) in this form you can set next hearing date
- 2) list of hearing date

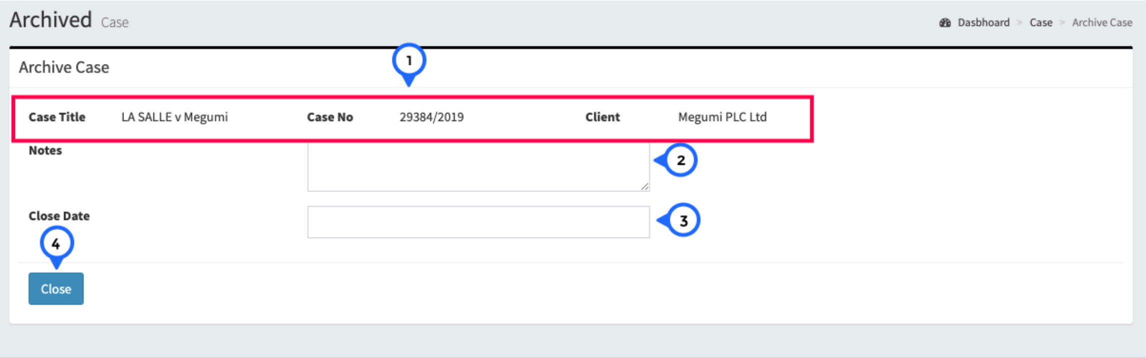
Case Edit



- 1) Case Title: Title of Case/Matter.
- 2) Case No: Number of Case which is opted from Court.
- 3) Client Name: Client belongs to particular case if not in list then need to Add New Client.
- 4) Location: Location of court in which case is running. Obtained from Location Master.
- 5) Court Category: Category of court in which case is running. Obtained from Court Category Master.
- 6) Court: Name of Court in which case is running. Obtained from Court Master.
- 7) Case Category: Category of Case. Obtained from Case Category Master.
- 8) Case Stage: Current Stage of Case. Obtained from Case Stages Master.
- 9) Act: Which Acts needs to perform in Case. Obtained from Act Master.
- 10) Description: Description of Case.
- 11) Filling Date: On Which Date case is filled in Court.
- 12) Hearing Date: On Which Date First Hearing is held in Court.
- 13) Apposite Lawyer: Name of Opposite Lawyer.
- 14) Total Fees: Fees of Case.
- 15) State: Selete case state.

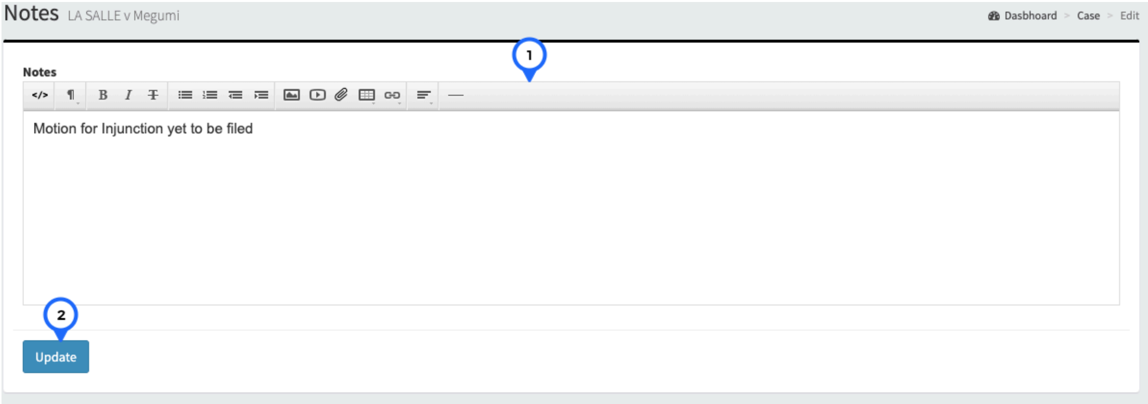
- 16) Respondent: case respondent.
- 17) Update: all case form data update by click on update button.

Archieved



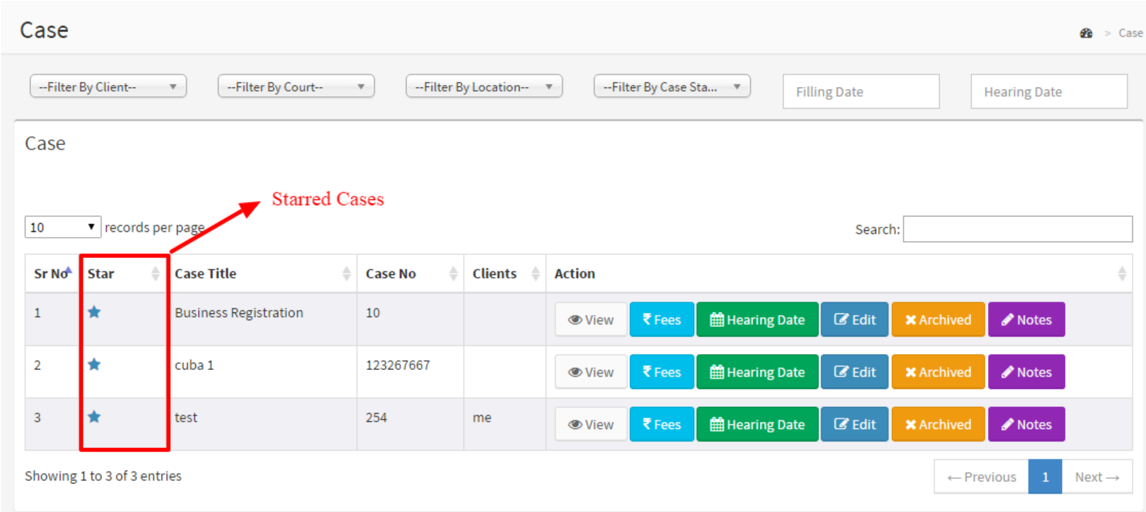
- 1) detail about case like case title, case no, client name
- 2) notes: add some notes
- 3) close date: archieve case close date set
- 4) close: click on close then particular case close.

Case Notes



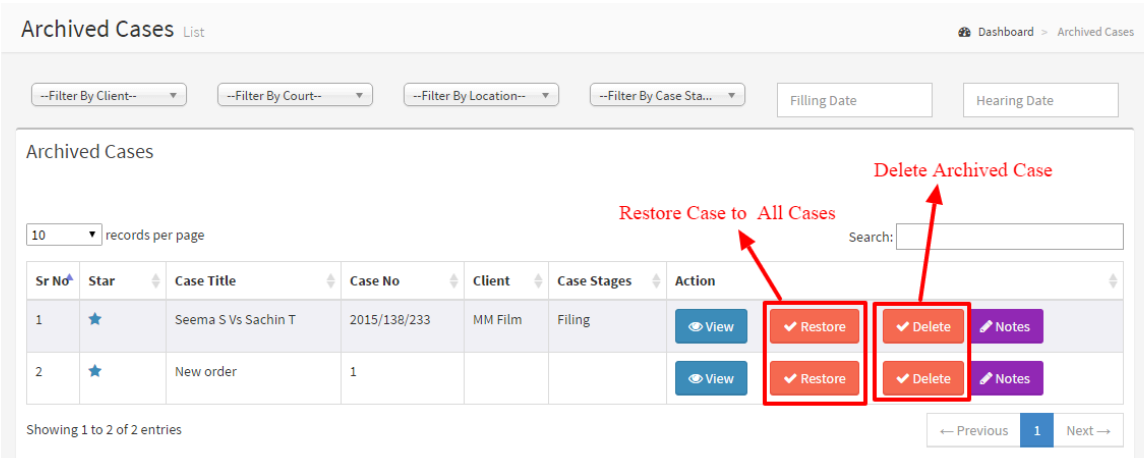
- 1) Note: here you can set any note related to particular case.
- 2) Update: click on this button then above notes updated.

Starred Cases



Starred Cases will show the list of cases which marked as important. After mark case Starred in All Cases, The case will show also in this list except Archived Cases. It is similar to All Cases

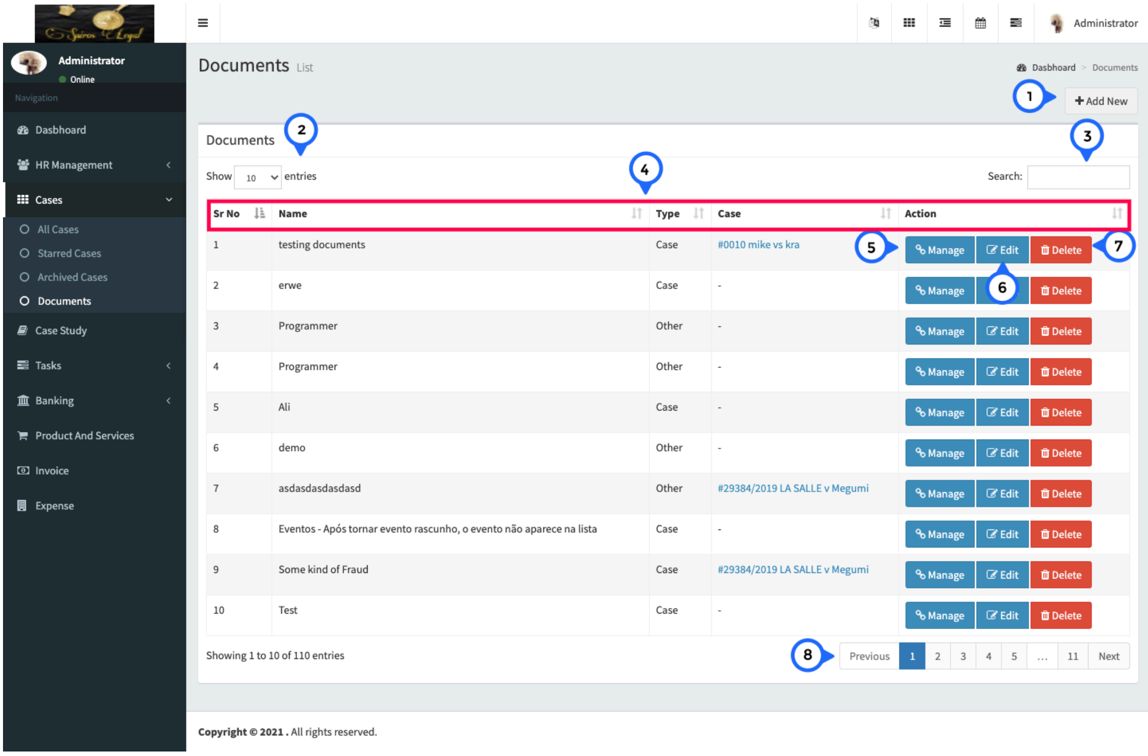
Archived Cases



Archived Cases will show the list of cases which marked as archived. After mark case Archived in All Cases, The case will show in this list. It is similar to All Cases except Admin can delete the Archived Case or Can restore to All Cases.

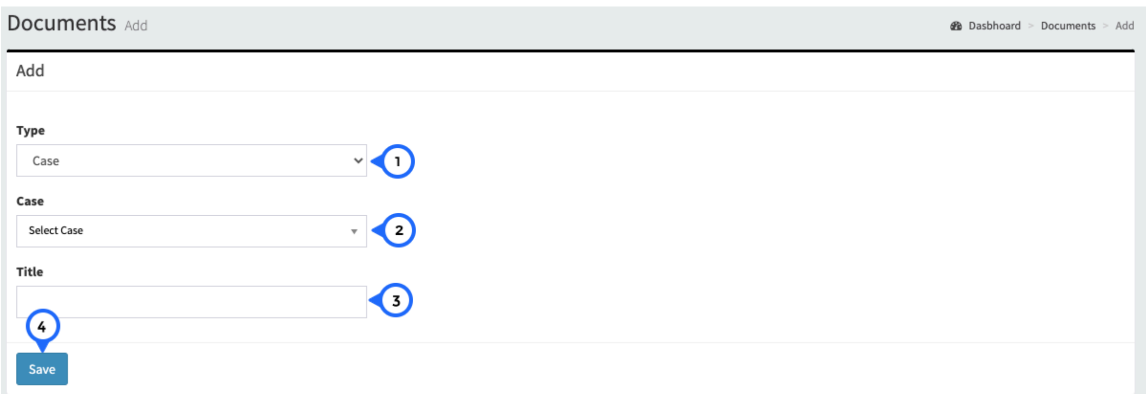
Note : Case cannot create from Archived Cases and also can delete only from here.

Documents



- 1) Add new: click on this button redirect to document form page.
- 2) show: show how many entries show in this table single page
- 3) search: search any documents
- 4) in this section show sr number, name of document, type, case, action
- 5) manage: you can manage case document.
- 6) edit: you can edit document
- 7) delete: you can delete particular document record
- 8) paggination: here you can see how many pages created goto previous and next page.

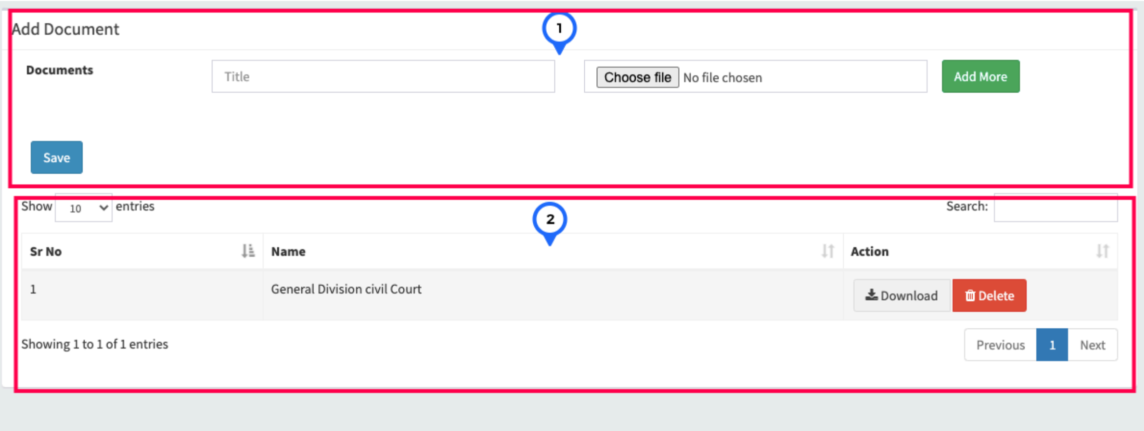
Document Form for Add and Edit



- 1) type: select case type from dropdown

- 2) case: select case from dropdown
- 3) title: set title of document
- 4) save: click on save then all form data save.

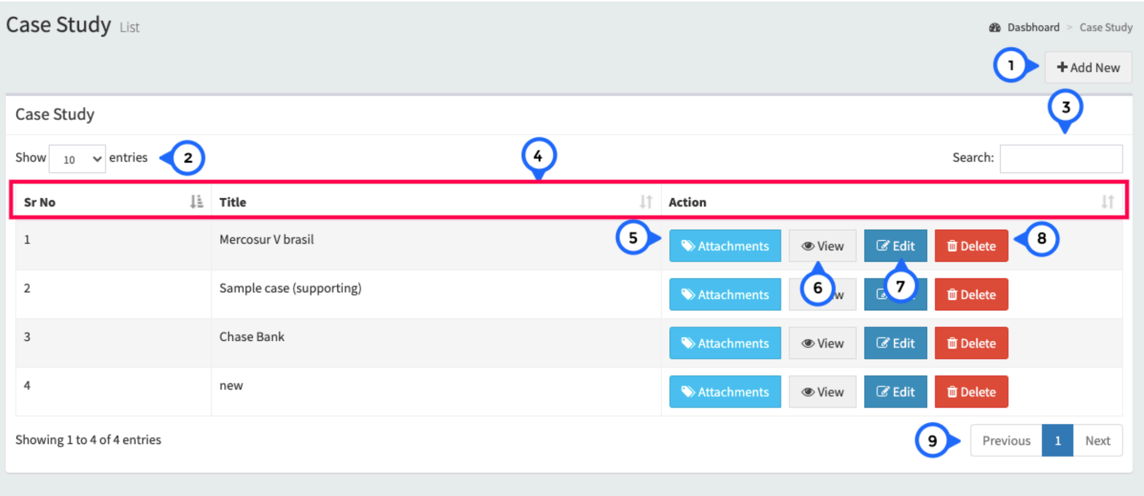
Manage Document



- 1) in this section you can add document title and document related file click on add more you can add more document and save
- 2) show the list of all document you can delete and dowonload particular document.

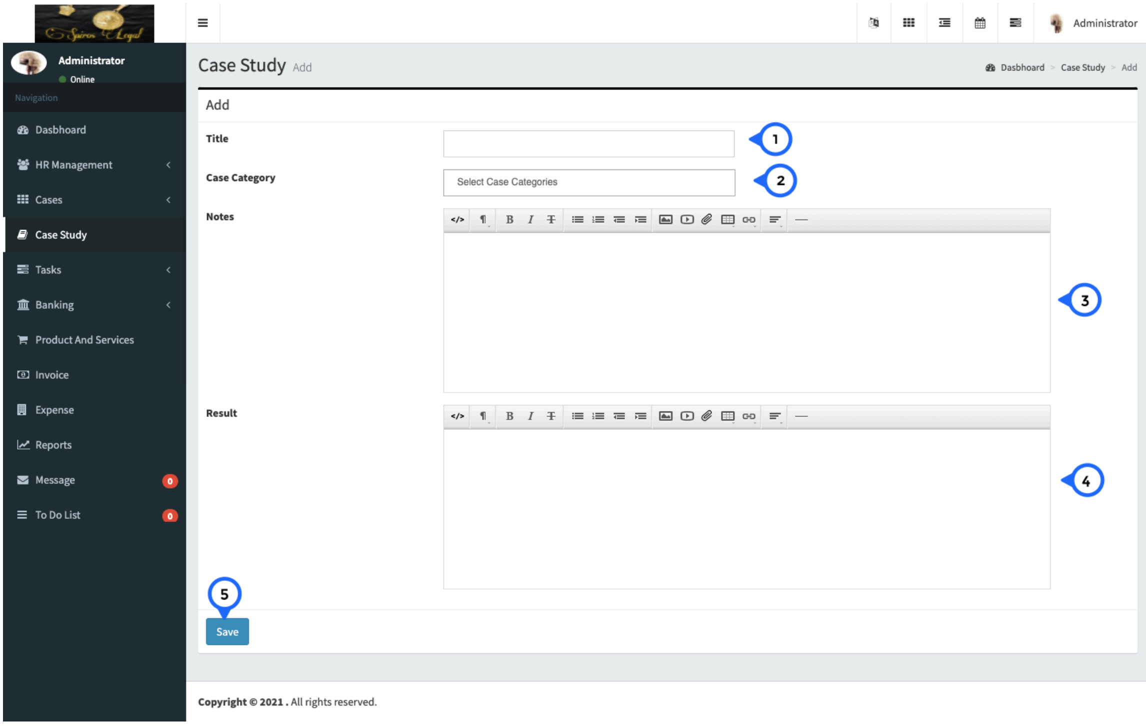
Case Study

Case Study List



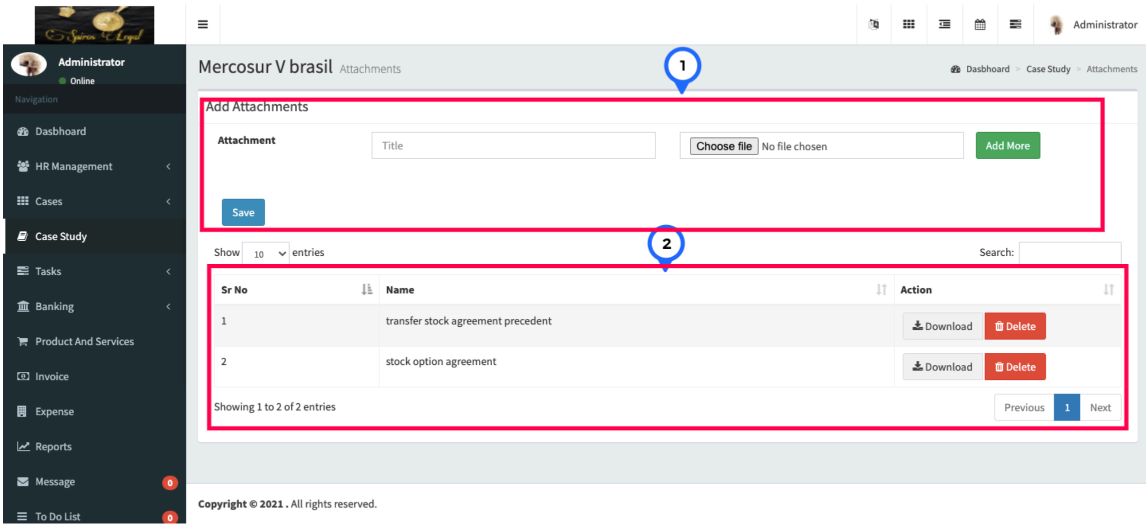
- 1) Add new: click on add new then redirect to case study form page.
- 2) show: how many entries show in single page
- 3) search: you can search entire case study list
- 4) in this section show sr no, title, actions
- 5) attachment: click on attachment goto attachment page
- 6) view: click on view then goto case study view page
- 7) edit: click on edit then goto form page and edit particular case study
- 8) delete: delete particular case study
- 9) paggination: show the pagination

Case Study Form add and edit



- 1) title: set the title of case study
- 2) case category: select any case category from dropdown
- 3) note: set notes about case study
- 4) result: set result of case study
- 5) save: all case study form data save

Case Study Attachment

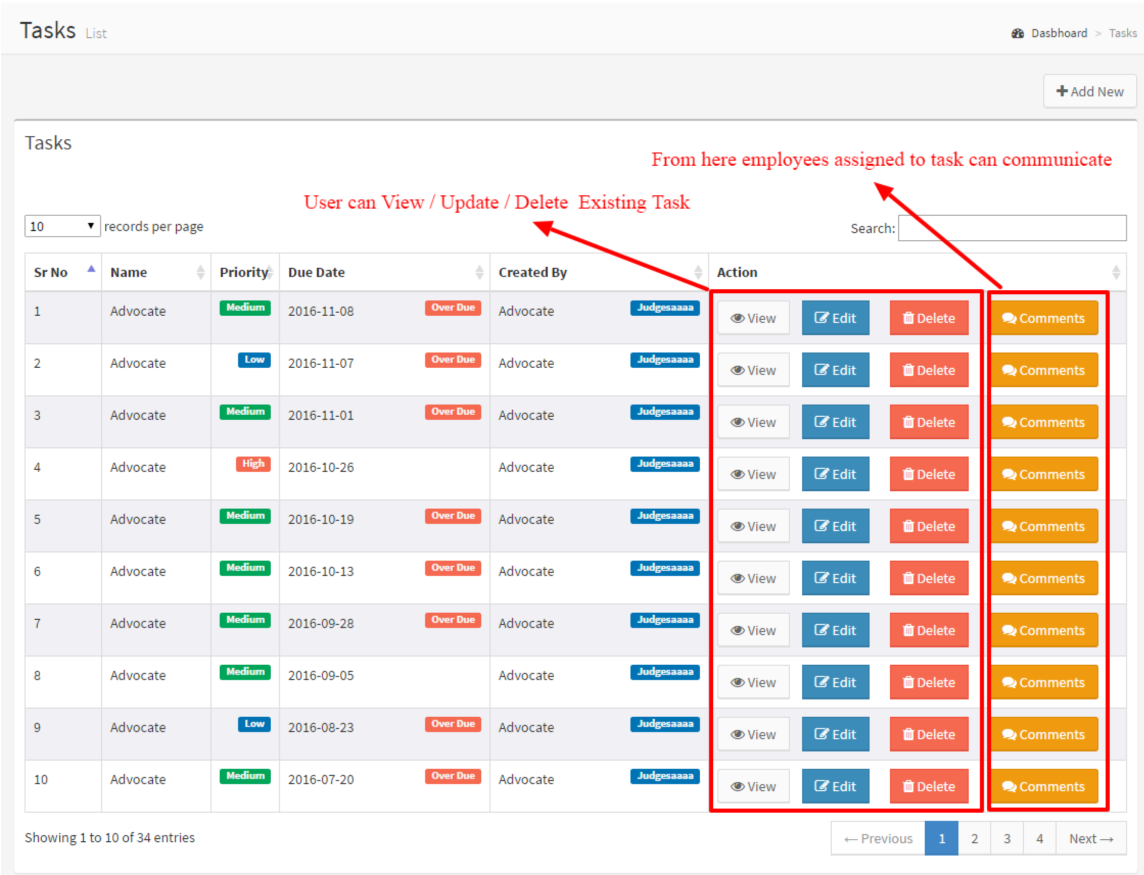


- 1) add attachment: in this section you can set attachment title and upload attachment file add more click then you can add more attachment and save

- 2) list of all attachment for paticular case study here you can download attachment and delete.

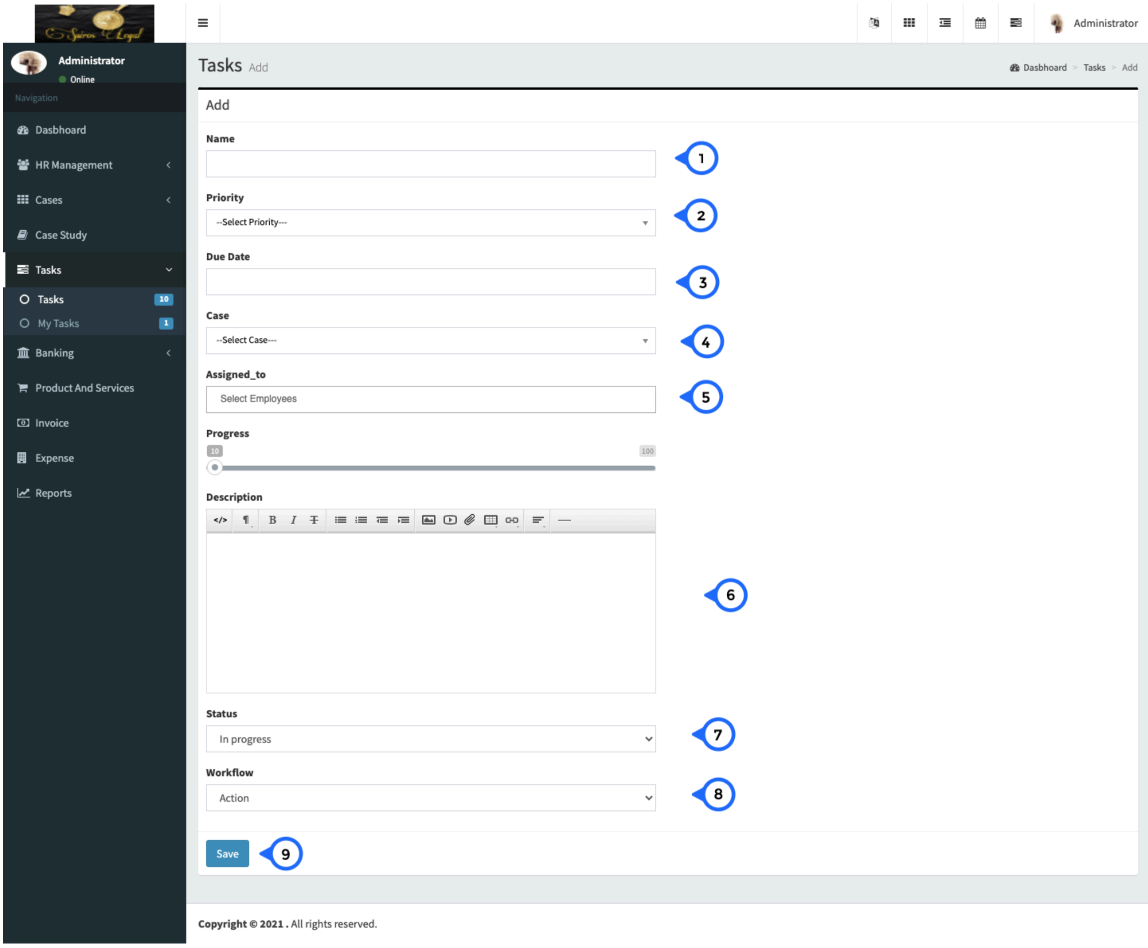
Tasks

Task List



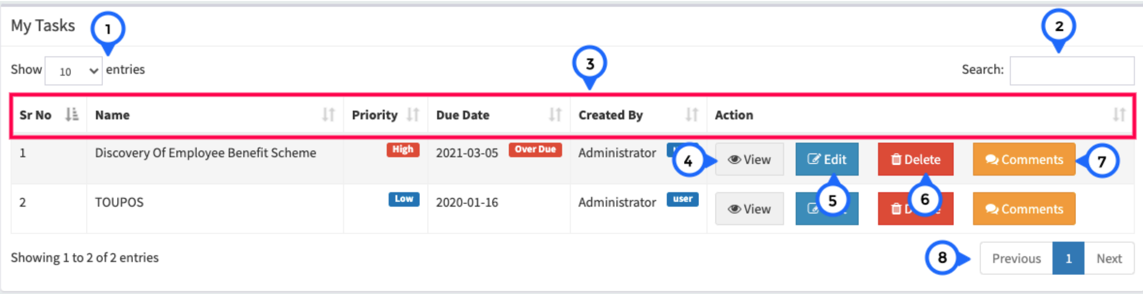
Here Tasks is related to Case. Admin can assign Task to multiple staff members. Let your staff comments on Tasks. Admin can create unlimited tasks and can update / delete existing tasks.

Task Add and Edit Form



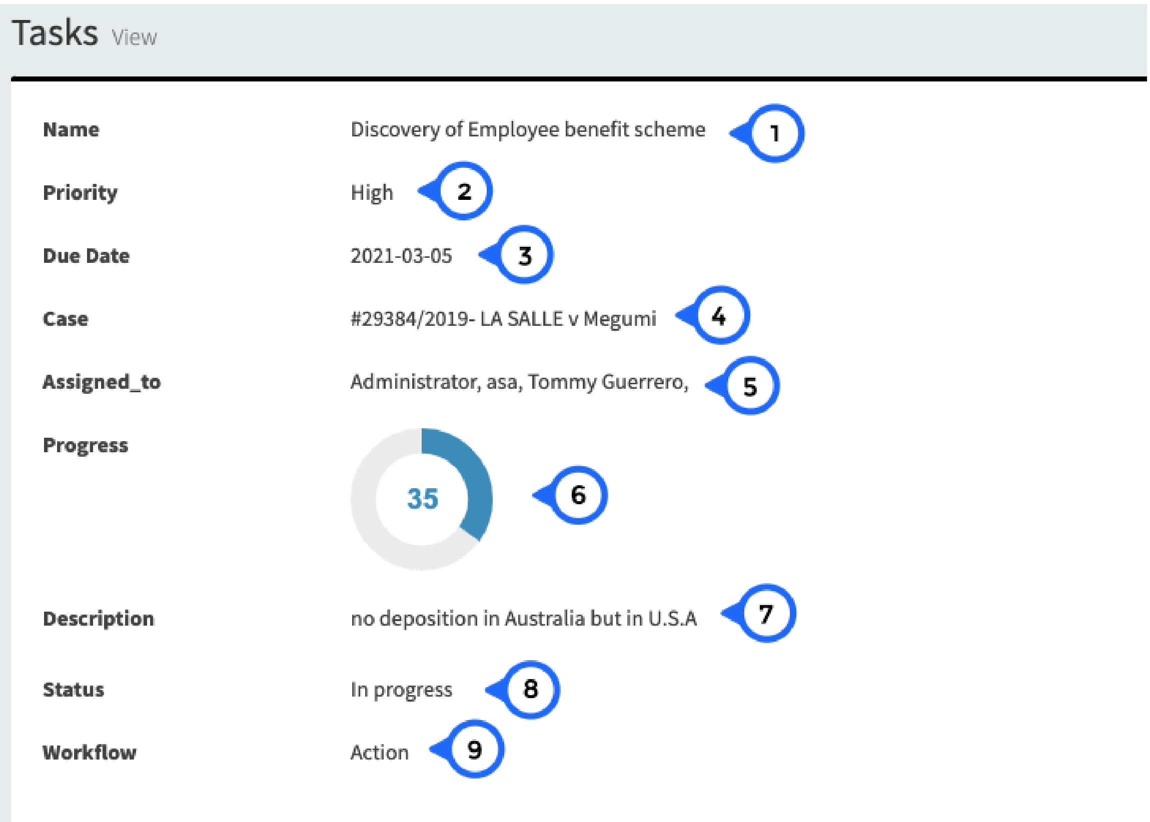
- 1) Name: Name of the Task.
- 2) Priority: Priority of Task (Low, Medium , High).
- 3) Due Date: Expected Completion Date.
- 4) Case: Task Belongs to Which Case.
- 5) Assigned To: Task Assigned to Which Employees (It Can Be Multiple).
- 6) Description: Description of Task.
- 7) status: set task status from dropdown.
- 8) workflow: set workflow from dropdown.
- 9) save: save all task data.

My Task



- 1) show: how many entries show in this list
- 2) search: you can search from entire list of my task
- 3) in this section show sr no, name of task, priority, due date, created by and action
- 4) view: you can view task view data
- 5) edit: edit my task data for existing data
- 6) delete: click on delete button then particular task.
- 7) comments: click on this button goto comments page.
- 8) paggination: you can go next and previous page.

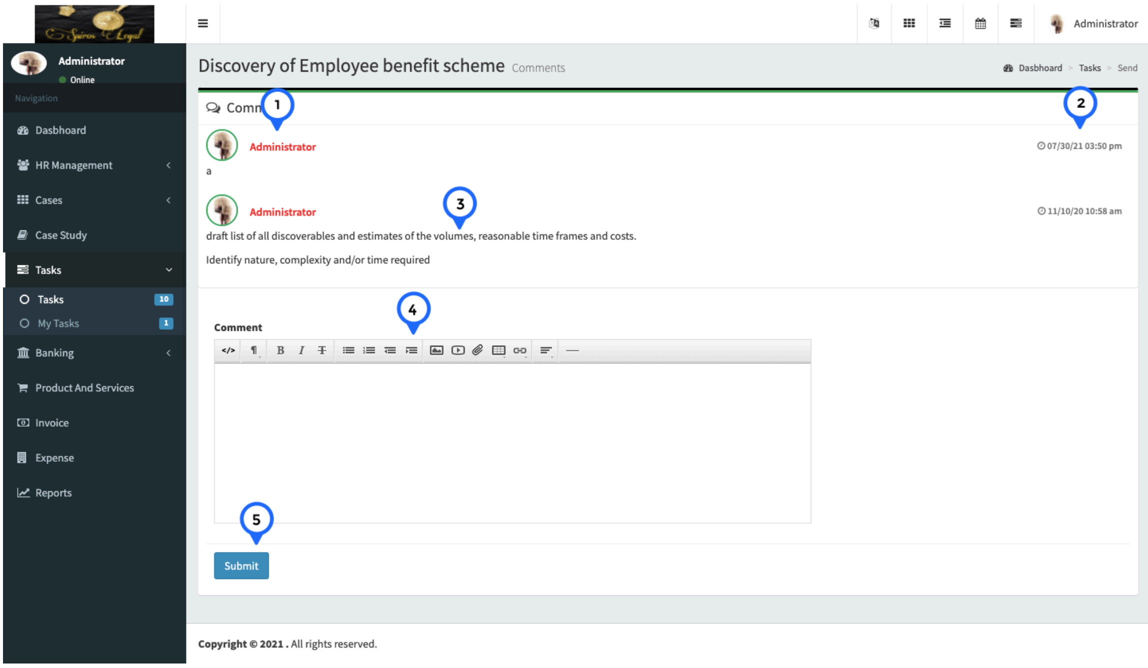
My Task View



- 1) Name: Name of the Task.

- 2) Priority: Priority of Task (Low, Medium , High).
- 3) Due Date: Expected Completion Date.
- 4) Case: Task Belongs to Which Case.
- 5) Assigned To: Task Assigned to Which Employees (It Can Be Multiple).
- 6) Progress: Task Progress.
- 7) Description: Description of Task.
- 8) status: set task status from dropdown.
- 9) workflow: set workflow from dropdown.

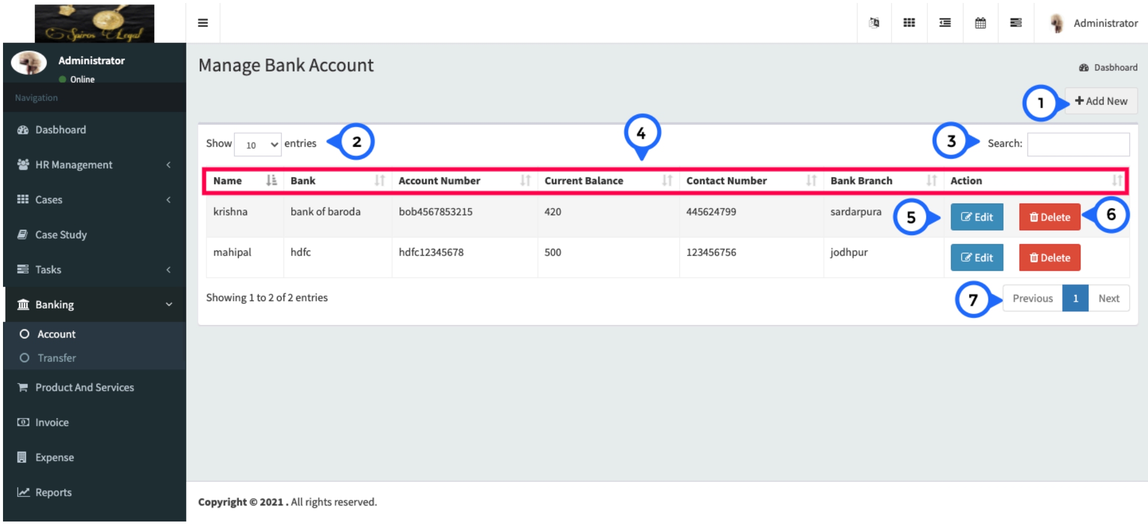
My Task Comments



- 1) name: here show the name of logged in user
- 2) date: show the date of when you create this comment
- 3) comment: show the what comment for particular task
- 4) commentarea: in this field you can add your comment
- 5) submit: submit the comment.

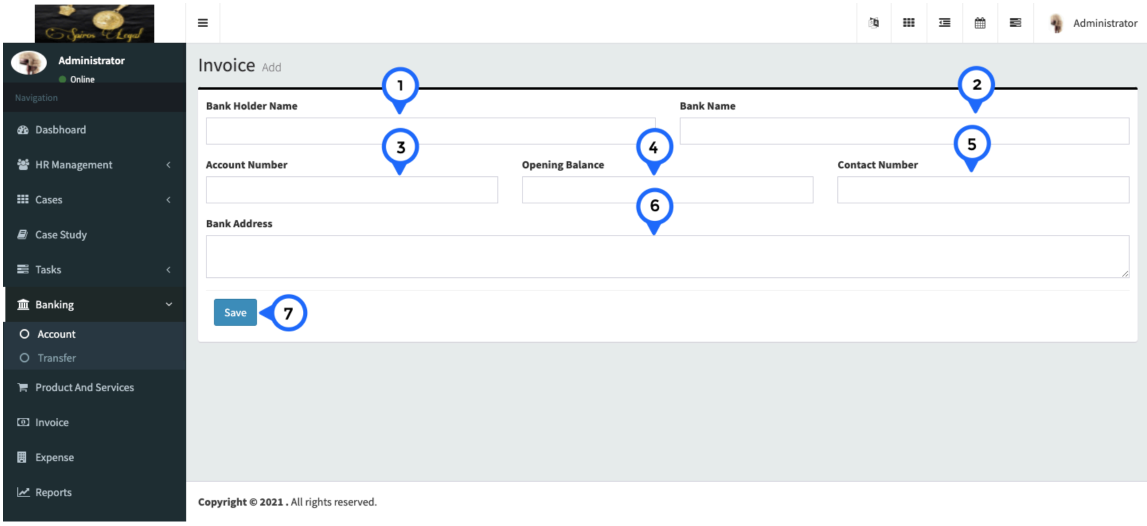
Banking

Account List



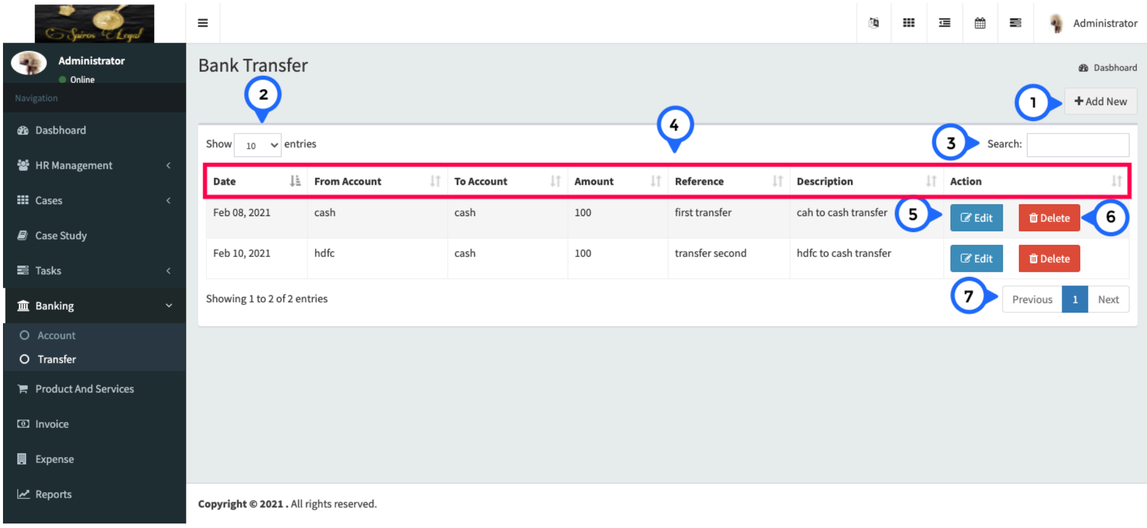
- 1) add new: click on this button goto add account form page
- 2) show: in this dropdown show how many data show in single page
- 3) search: you can search entire account list
- 4) in this section name of client, bank, acc number, current balance, contact number, bank branch and action
- 5) edit: click on this button goto account form page and edit particular record
- 6) delete: delete particular record of account
- 7) paggination: show the paggination.

Account Add and Edit Form



- 1) holder name: in this field add bank holder name
- 2) bank name: in this field name of bank.
- 3) account no.: in this filed add bank account number
- 4) opening bal.: in this field your opening balance in bank account.
- 5) con number: in this field add you phone number
- 6) bank address: in this field add bank address which you bank located.
- 7) save: click on save all information save.

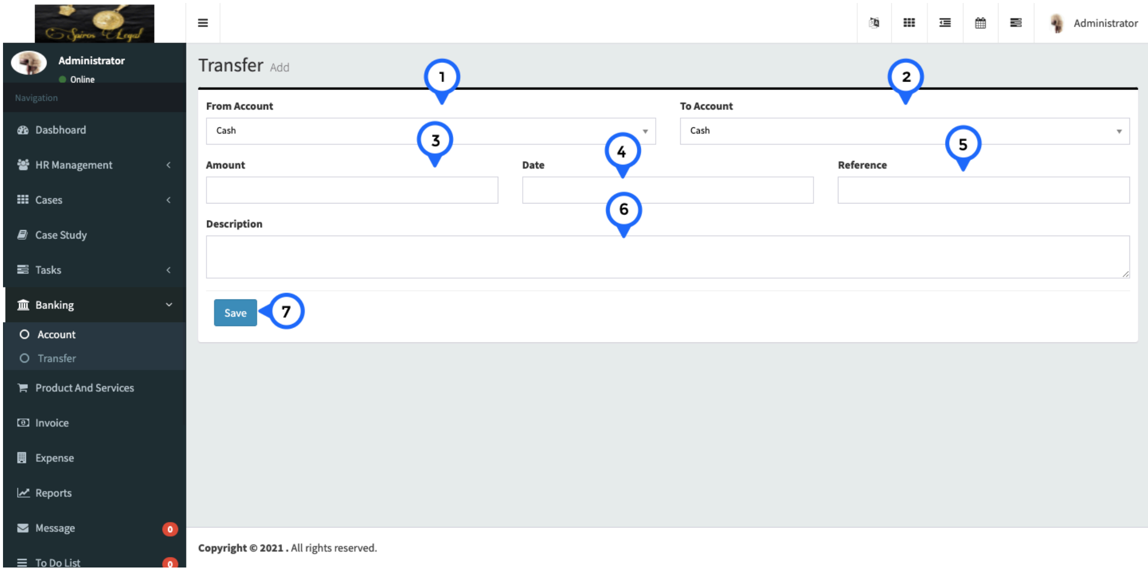
Bank Transfer List



- 1) add new: click on this button goto add transfer form page
- 2) show: in this dropdown show how many data show in single page
- 3) search: you can search entire transfer list

- 4) in this section date, from account, to account, amount, reference, description, action
- 5) edit: click on this button goto bank transfer form page and edit particular record
- 6) delete: delete particular record of bank transfer
- 7) paggination: show the paggination.

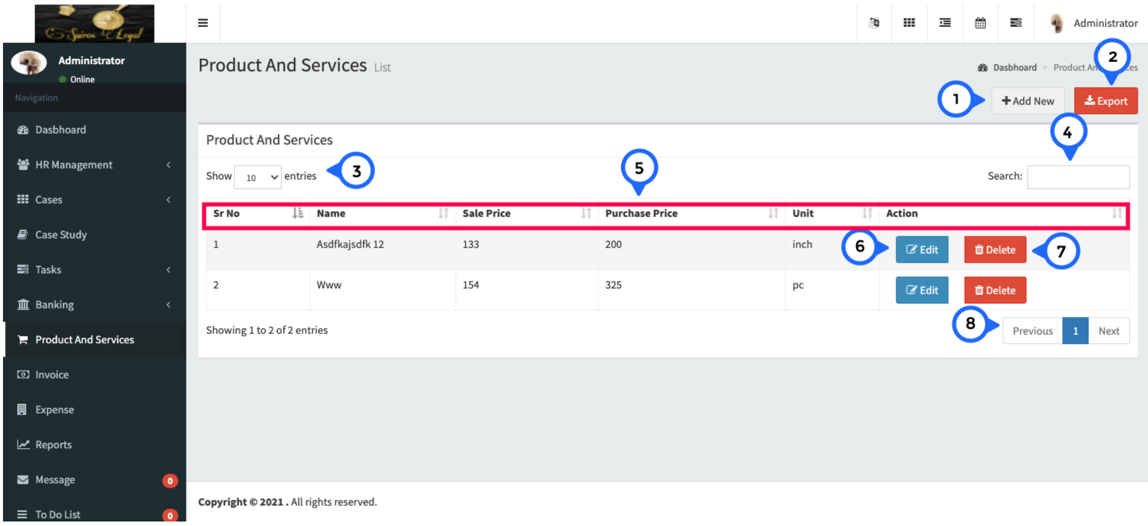
Bank Transfer Add and Edit Form



- 1) from account: in this dropdown you can select from account.
- 2) to account: in this dropdown you can select which you want to transfer
- 3) amount: in this field add amount
- 4) date: when you transfer date
- 5) reference: in this field set reference for particular reference
- 6) description: in this field add some transfer notes.
- 7) save: click on save button then above data save.

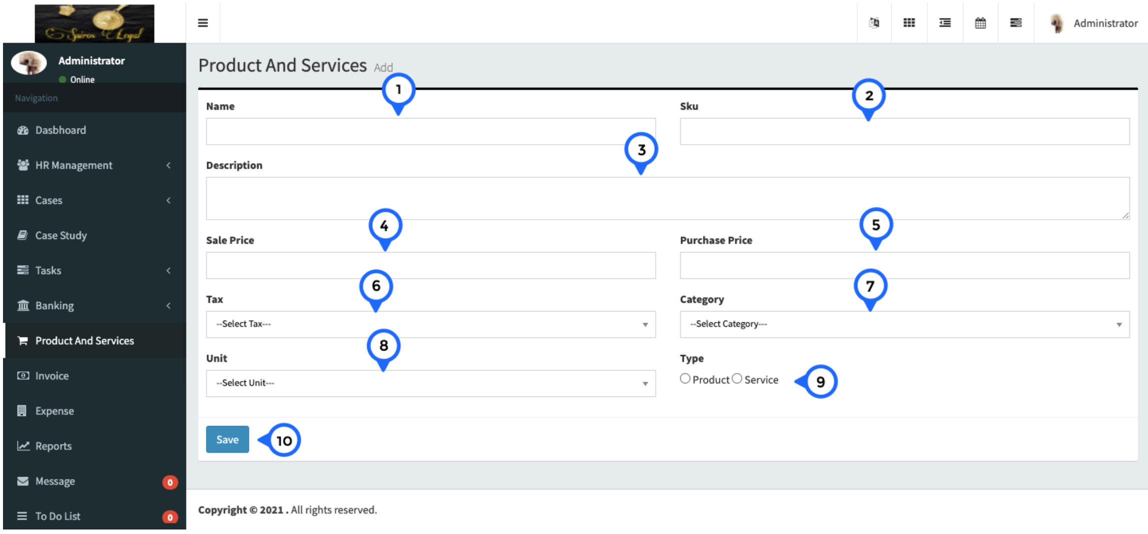
Product Service

Product and Service List



- 1) Add new: click on add new then goto form page of product and serice.
- 2) export: click on export then all existing list export.
- 3) show: show how many data show in single page.
- 4) search: in this section you can search entire list.
- 5) in this section sr no, name, sale price, purchase price, unit, action
- 6) edit: click on this button goto form page
- 7) delete: click on delete then delete particular data.
- 8) paggination: here you can go previous and next page.

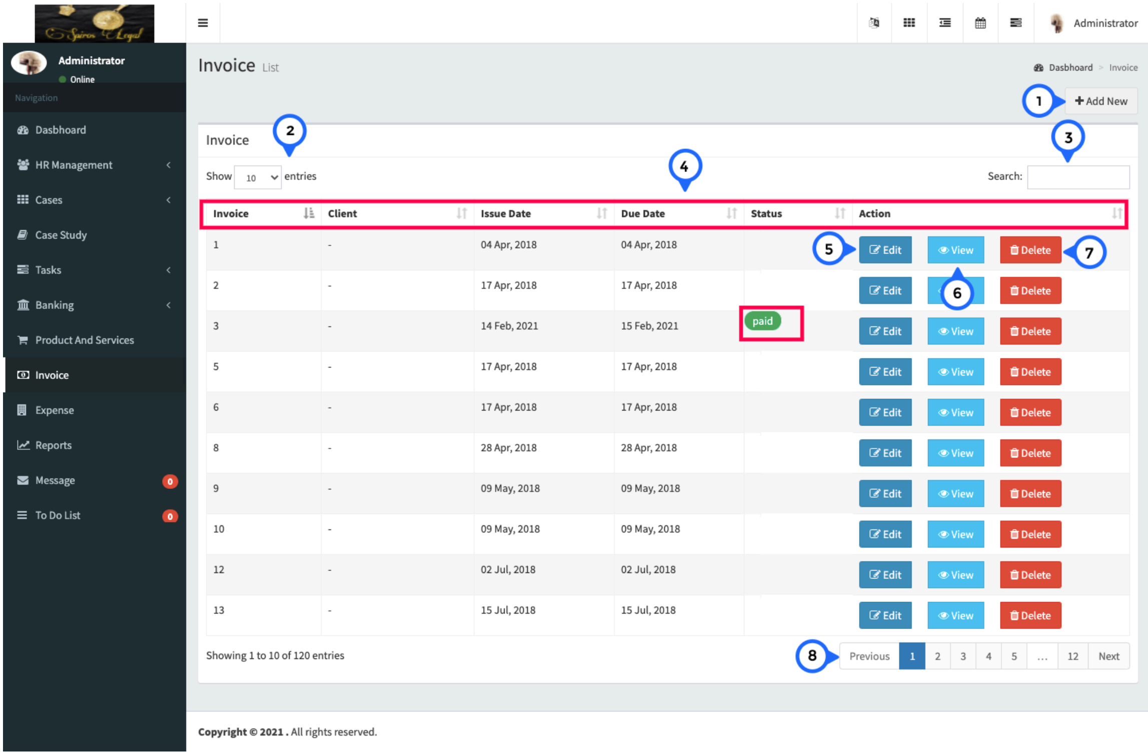
Product Service Add and Edit Form



- 1) Name: in this field set name.
- 2) sku: in this field set sku and this sky is unique for every record.
- 3) description: in this field something about product and service.
- 4) sale price: in this field set sale price of product.
- 5) purchase price: in this field set purchase price of product.
- 6) tax: in this dropdown select any tax type.
- 7) category: in this dropdown select any category.
- 8) unit: in this dropdown select any unit.
- 9) type: in this field select type either product or service.
- 10) save: click on save button all data save.

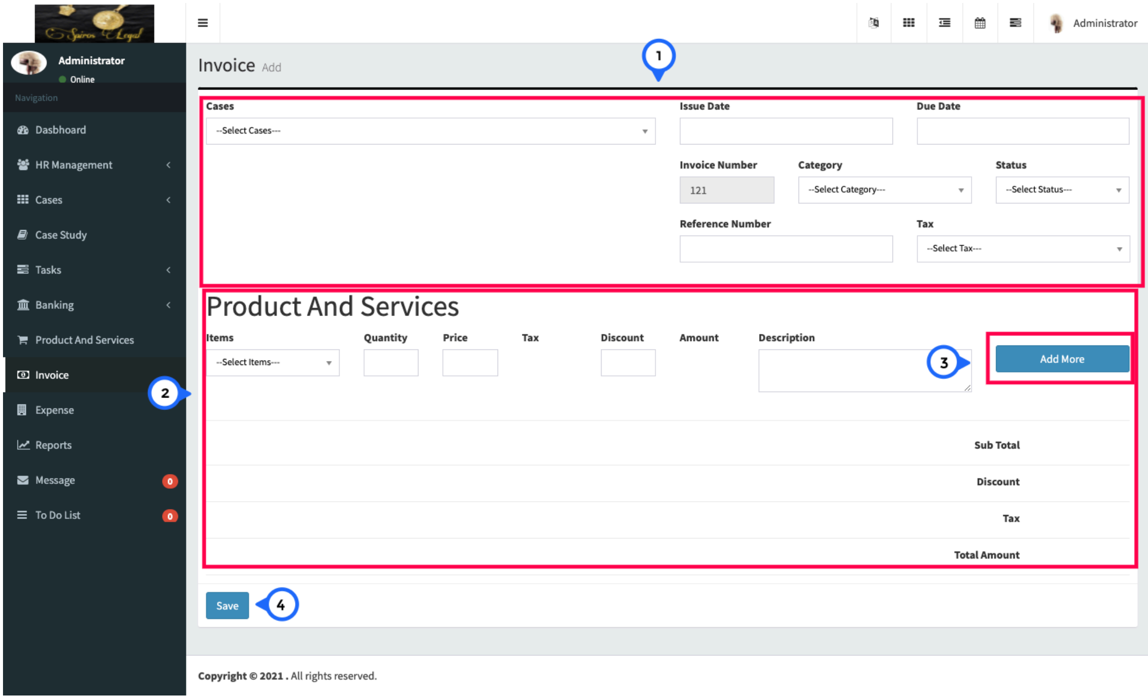
Invoice

Invoice List



- 1) Add new: click on add new then goto form page of invoice.
- 2) show: show how many data show in single page.
- 3) search: in this section you can search entire list.
- 4) in this section show invoice, client name, issue date, due date, status and action.
- 5) edit: click on this button goto form page
- 6) view: click on this button goto invoice view for particular record
- 7) delete: click on this button delete particular record.
- 8) paggination: here you can go previous and next page.

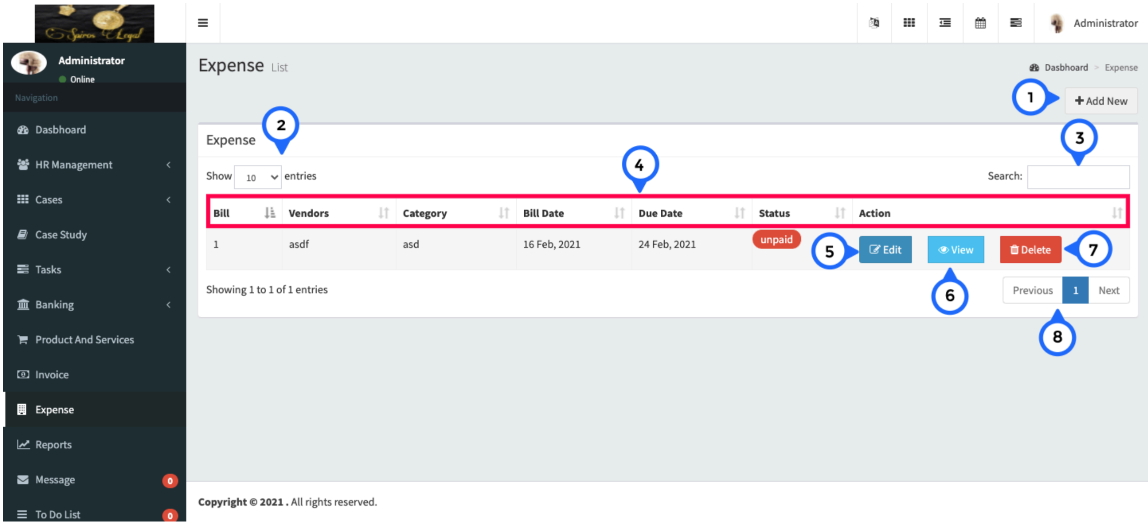
Invoice Add and Edit Form



- 1) invoice: in this section select any case, issue date and due date, invoice number automatically generated, select category, select invoice status, reference number, select tax type
- 2) product and service: select item, quantity, price, tax, discount, amount, description
- 3) add more: click on add more button then you can add more product and serice.
- 4) save: click save button then all data save.

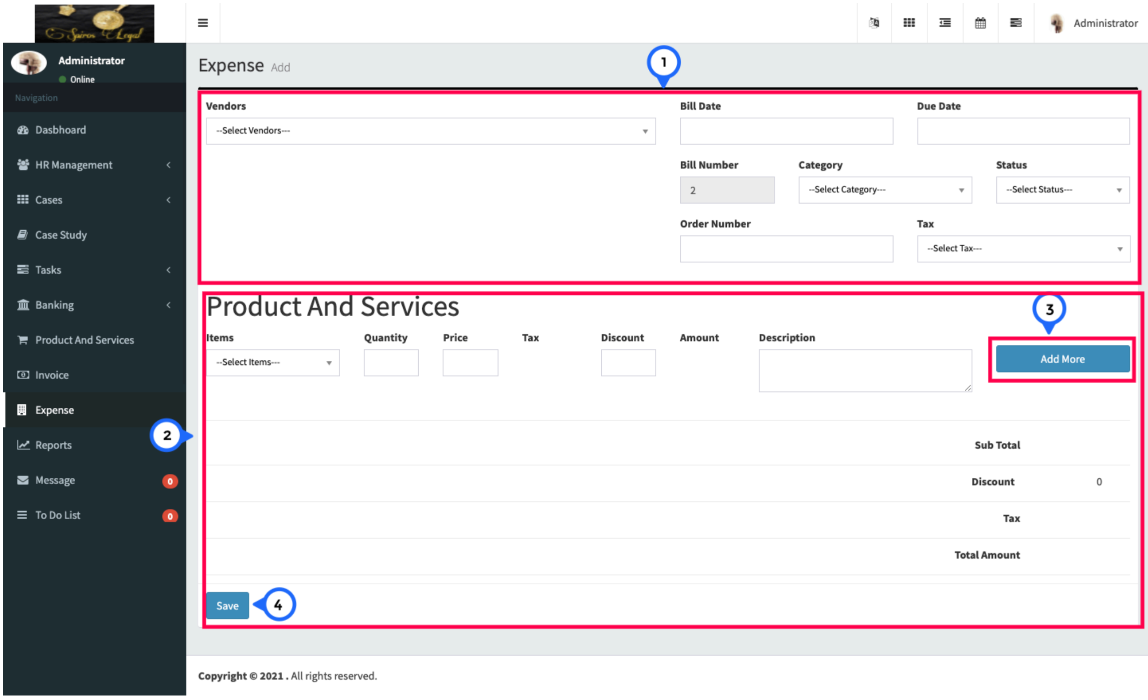
Expense

Expense List



- 1) Add new: click on add new then goto form page of expense.
- 2) show: show how many data show in single page.
- 3) search: in this section you can search entire list.
- 4) in this section show bill, vendor, category, bill date, due date, status, action
- 5) edit: click on this button goto form page
- 6) view: click on this button goto expense view for particular record
- 7) delete: click on this button delete particular record.
- 8) paggination: here you can go previous and next page.

Expense Add and Edit Form



- 1) Vendor: in this section select any vendor, bill date and due date, bill number automatically generated, select category, select status, order number, select tax type
- 2) product and service: select item, quantity, price, tax, discount, amount, description
- 3) add more: click on add more button then you can add more product and service.
- 4) save: click save button then all data save.

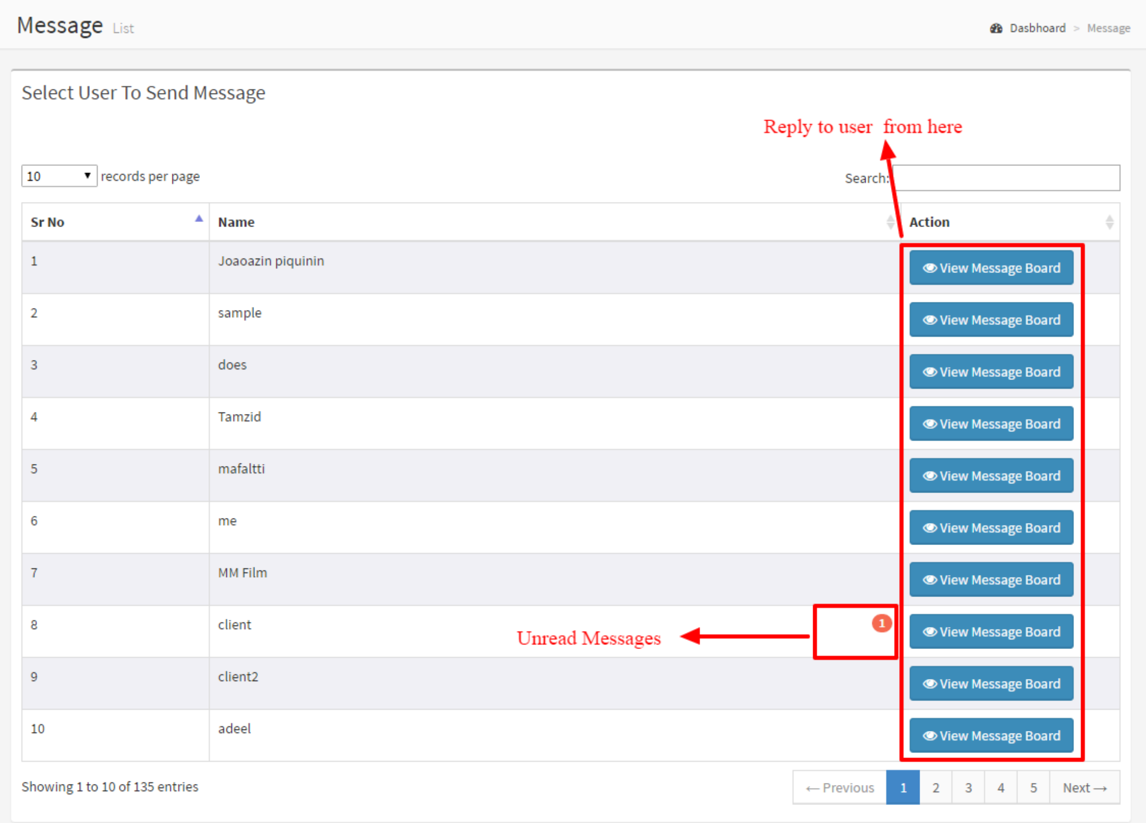
Reports

Reports

Reports will show the earnings of the Law Firm. It can be viewed By Month, By Week, By Year and By Client Using Graph.

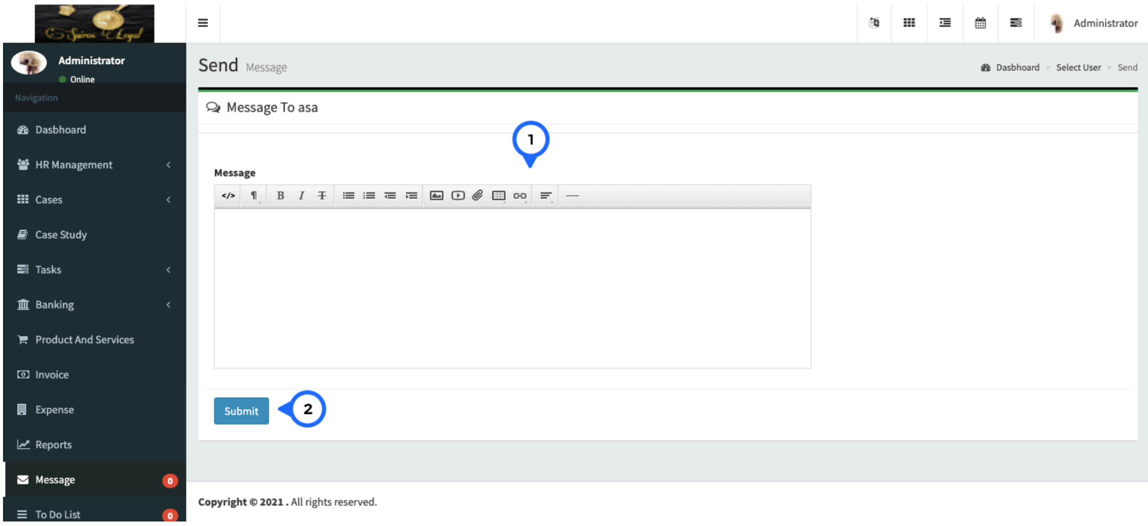
Messages

Messages



In Messages Section, User is able to reply the messages of another user. if there is any unread messages then it shows the count of messages highlighted.

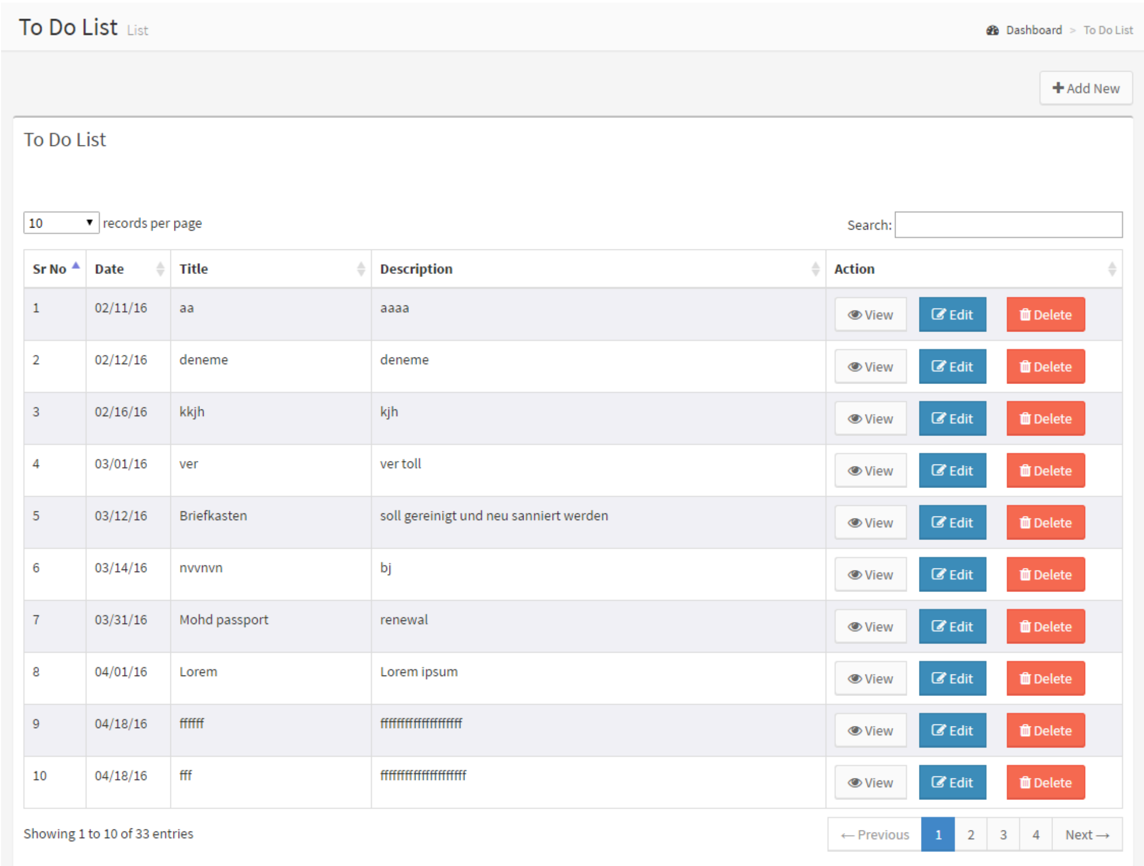
View Message Board



- 1) Message: in this field add message for reply.
- 2) submit: click on submit button then save message.

To Do List

To Do List


To Do List List

Dashboard > To Do List

Add New

To Do List

10 records per page

Search:

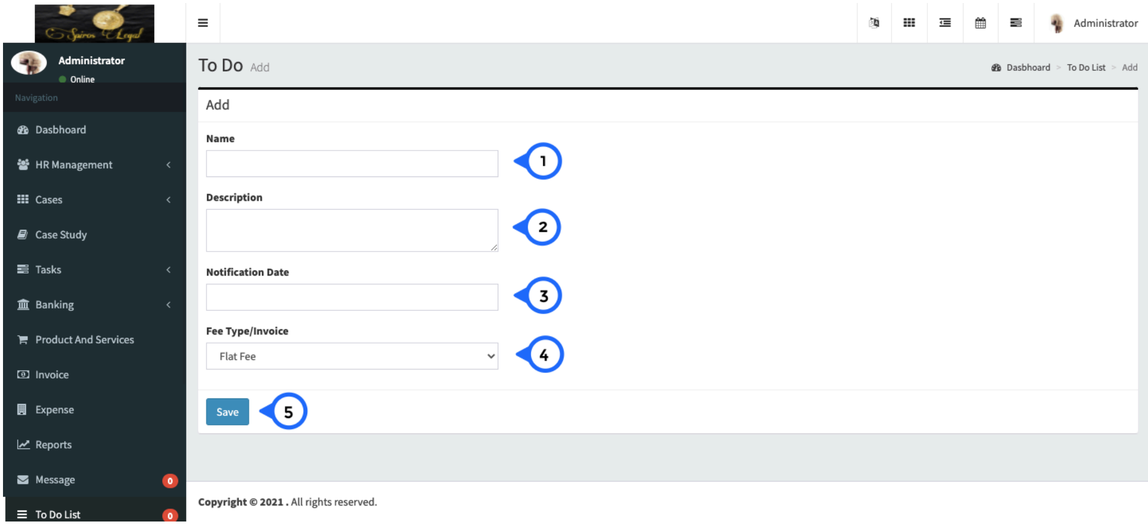
Sr No	Date	Title	Description	Action
1	02/11/16	aa	aaaa	View Edit Delete
2	02/12/16	deneme	deneme	View Edit Delete
3	02/16/16	kkjh	kjh	View Edit Delete
4	03/01/16	ver	ver toll	View Edit Delete
5	03/12/16	Briefkasten	soll gereinigt und neu saniert werden	View Edit Delete
6	03/14/16	nvvnvn	bj	View Edit Delete
7	03/31/16	Mohd passport	renewal	View Edit Delete
8	04/01/16	Lorem	Lorem ipsum	View Edit Delete
9	04/18/16	ffffff	ffffffffffffffffff	View Edit Delete
10	04/18/16	fff	fffffffffffffffffff	View Edit Delete

Showing 1 to 10 of 33 entries

← Previous 1 2 3 4 Next →

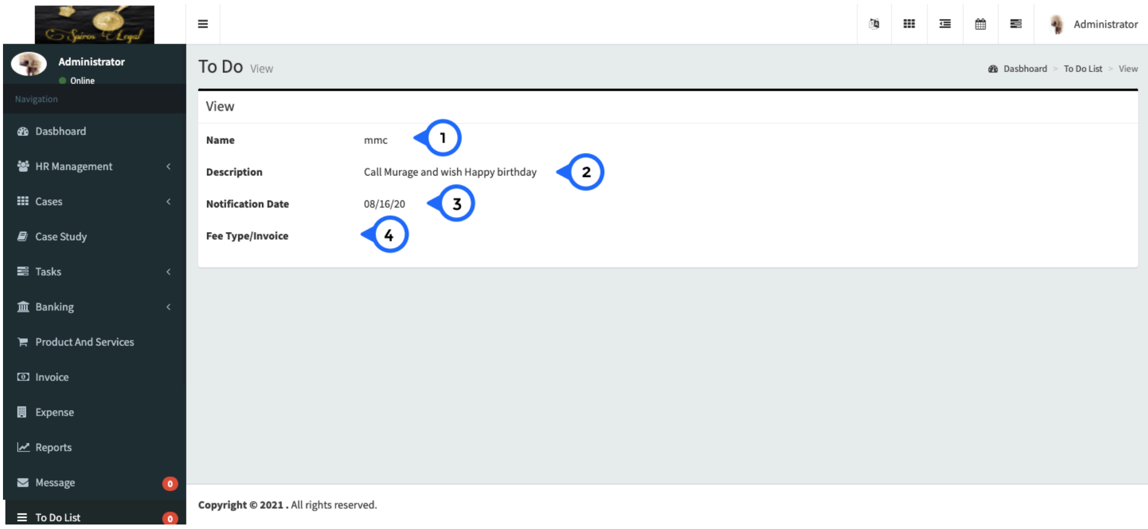
To Do List defines list of tasks needs to remind on particular date, User is able to create unlimited To Do Tasks and can update / delete existing To Do Tasks. In Header User will get notification on particular date.

To Do List Add and Edit Form



- 1) Name: in this field add name
- 2) description: in this field add detail about todo
- 3) notification date: set the date for notification
- 4) fee type: in this dropdown select type of fee or invoice.
- 5) save: click save above information save.

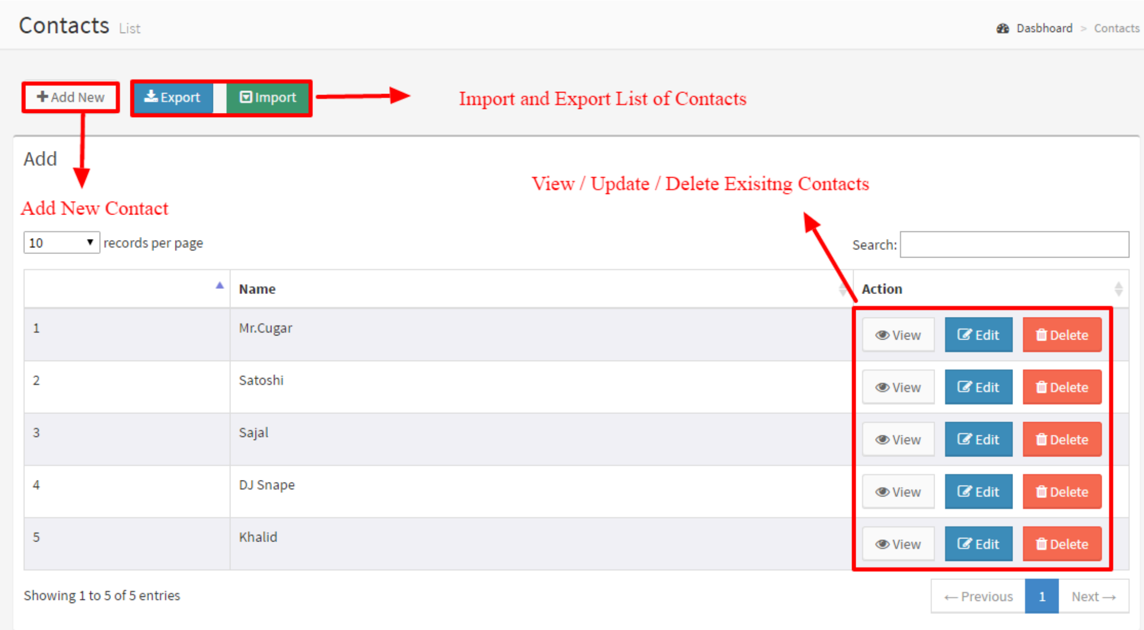
To Do View



- 1) Name: show the name of client
- 2) description: show the detail about to do.
- 3) notification date: show the notification date
- 4) fee type: show the fee or invoice type.

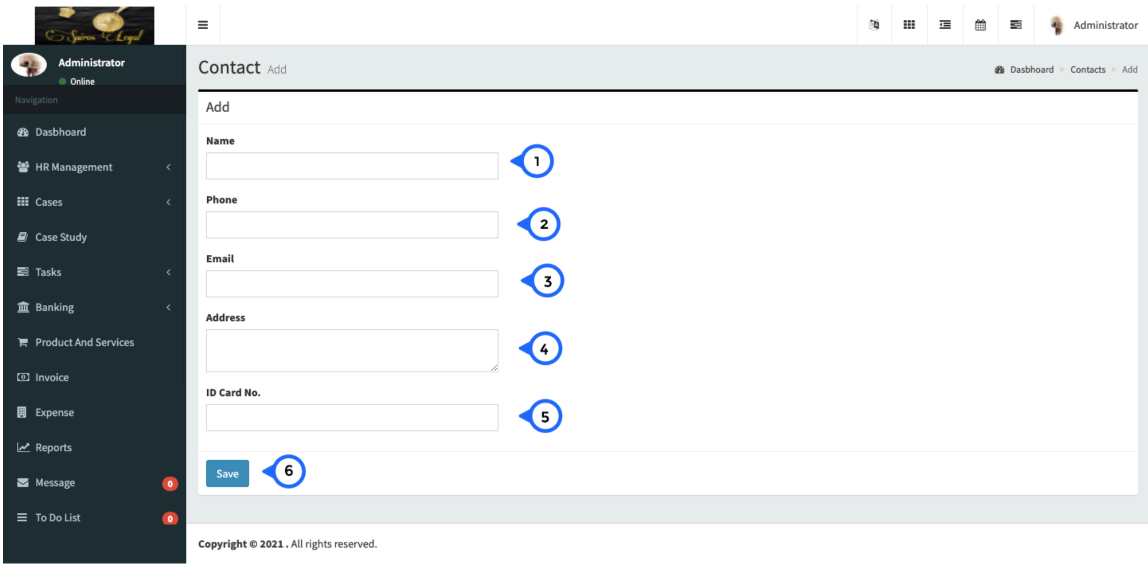
Contacts

Contacts List



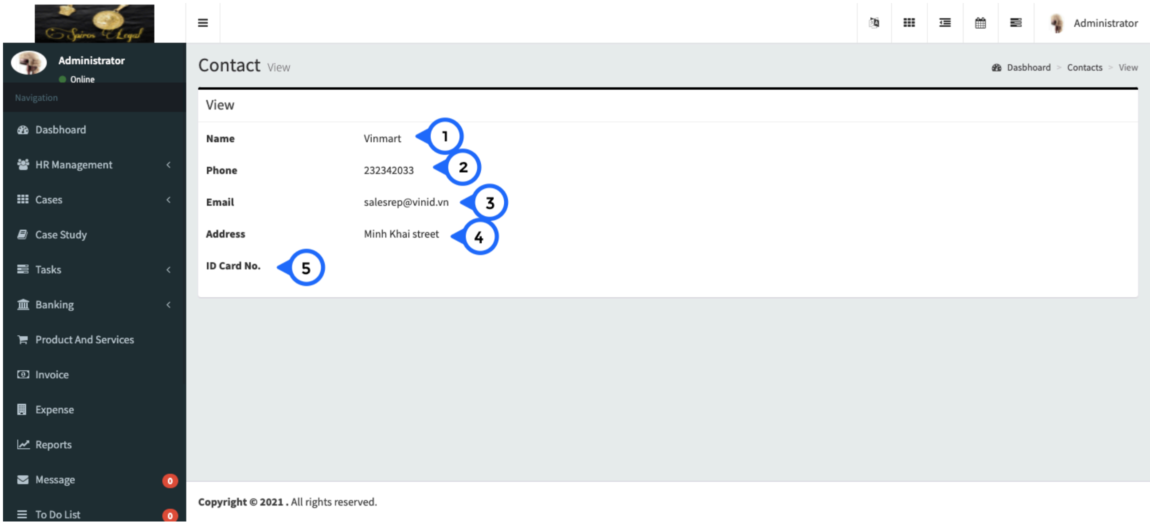
In Contacts Section, User is able create unlimited contacts and update / delete existing contacts. User is able to bulk import and can export as well. Contacts will be used in appointments section. It can be your personal contact or any client.

Contacts Add and Edit Form



- 1) Name: Name of Contact Person.
- 2) Phone: Phone Number of Contact Person.
- 3) Email: Email Address of Contact Person.
- 4) Address: Address of Contact Person.
- 5) Id no.: Id card no of Contact person.
- 6) save: click on save button all information save.

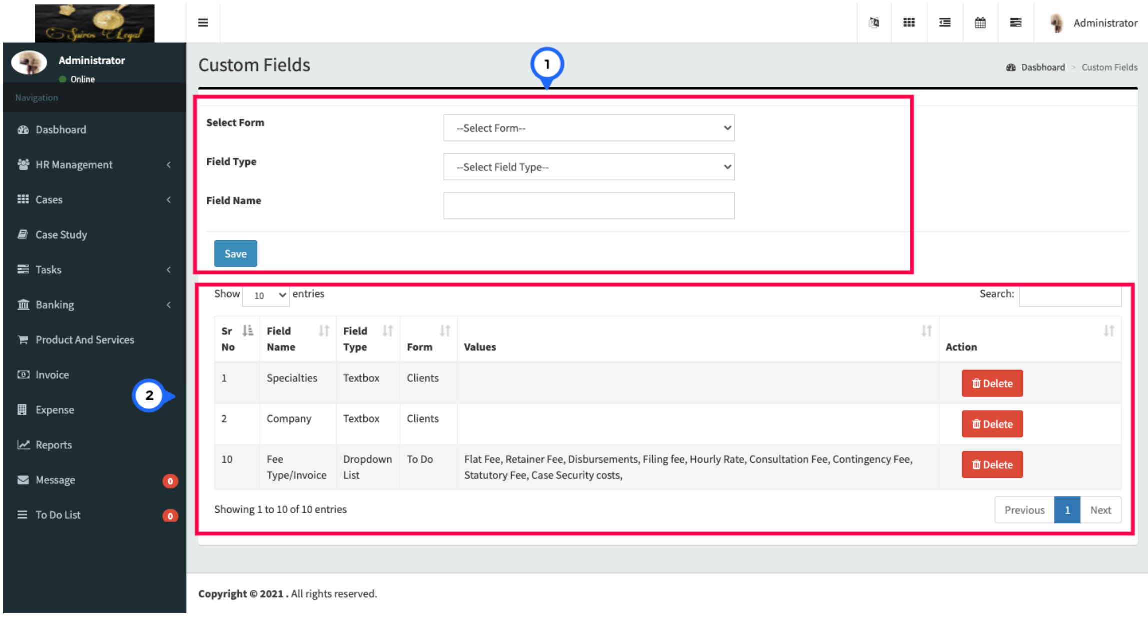
Contacts View



- 1) Name: Name of Contact Person.
- 2) Phone: Phone Number of Contact Person.
- 3) Email: Email Address of Contact Person.
- 4) Address: Address of Contact Person.
- 5) Id no.: Id card no of Contact person.

Custom Fields

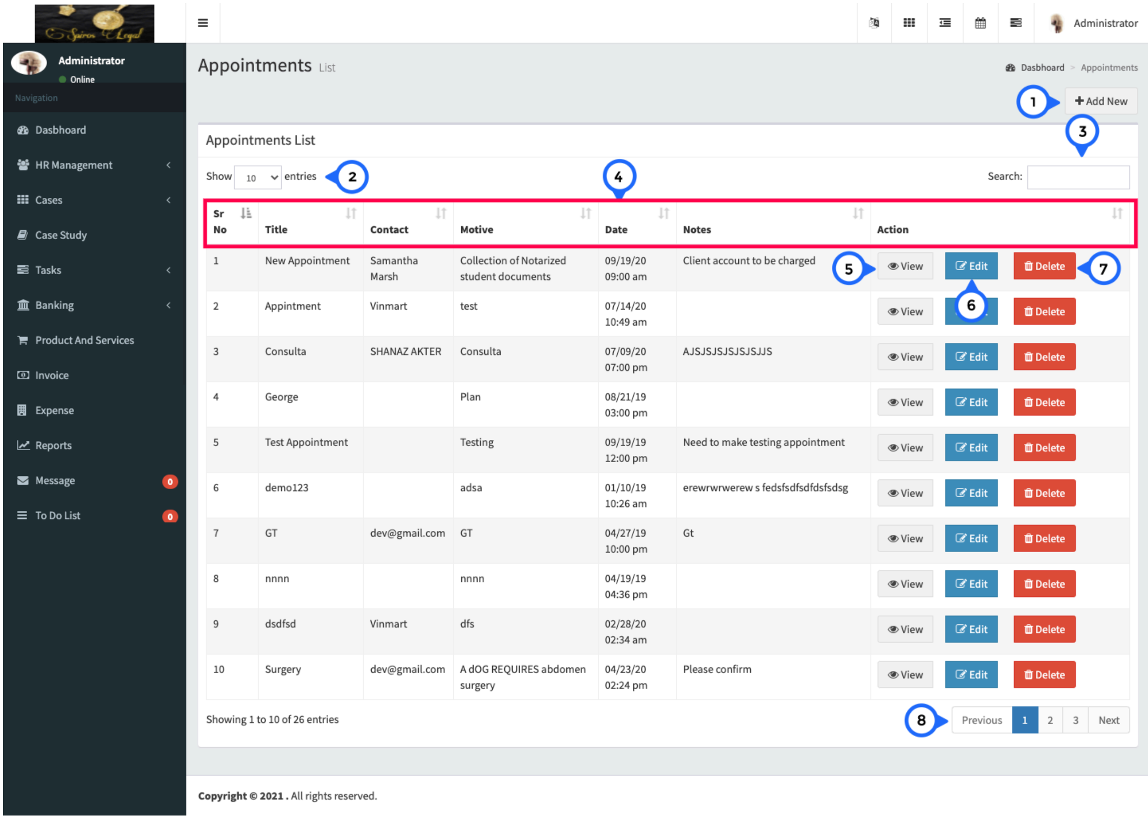
Custome Field List and Form



- 1) custom field form In which form user want to add the field ?., Field Type: Which type of field want to add? and field name click save
- 2) list of custom fields

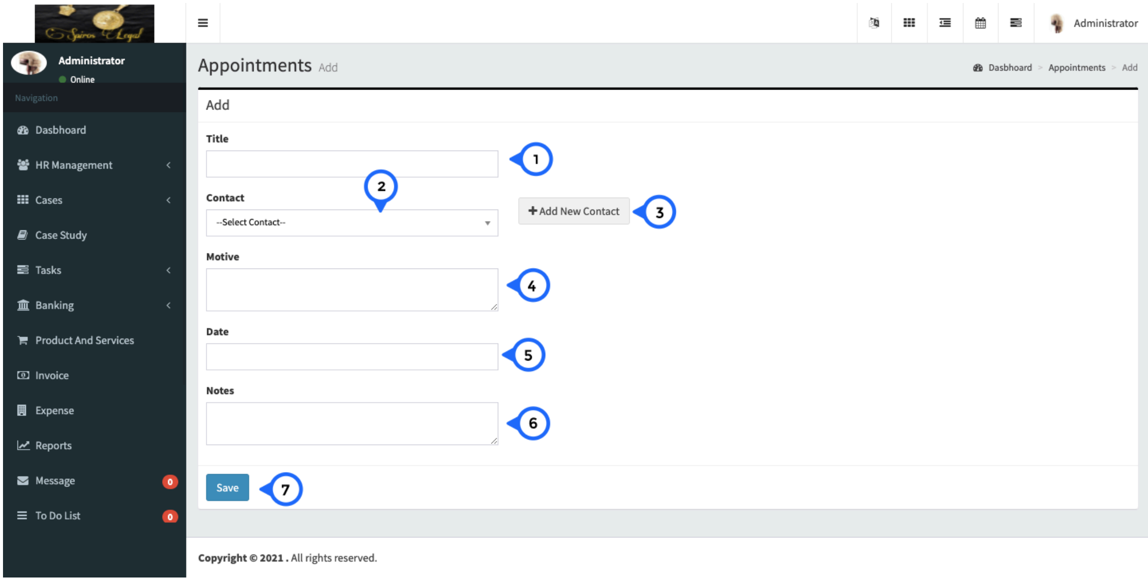
Appointments

Appointment List



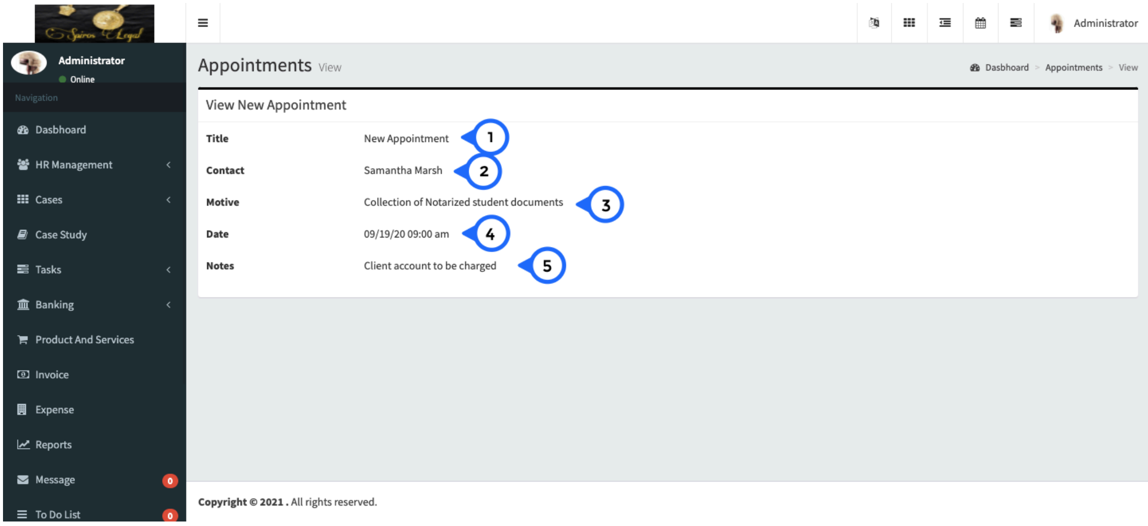
- 1) Add New: click on this button go to form of appointment page.
- 2) show: show the no of records in single page
- 3) search: search anything in entire page of appointment list page
- 4) in this section sr no, title of appointment, contact, motive, date, notes, action.
- 5) view: click on this button goto view detail of appointment page.
- 6) edit: in this button goto form page particular record.
- 7) delete: delete particular record.
- 8) paggination: show the paggination goto previous and next.

Appointment Add and Edit Form



- 1) Title: Title of appointment.
- 2) Contact: Conact Person of Appointment.
- 3) Add new contact: click on this button open popup and fill this form.
- 4) Motive: Motive of Appointment.
- 5) Date: Date & Time of Appointment.
- 6) Notes: Notes on Appointment.
- 7) Save: click on this button all information save.

Appointment View Detail

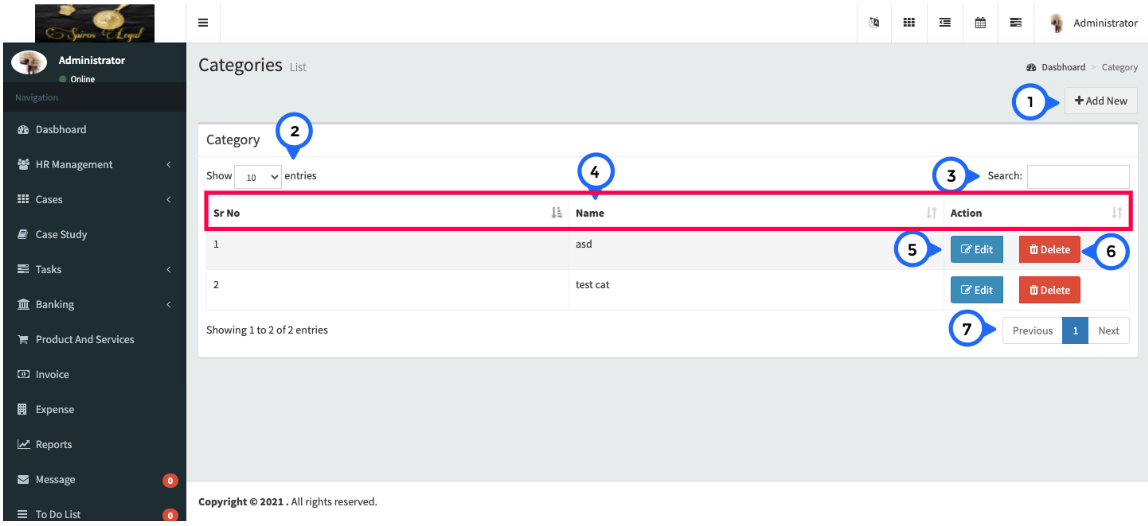


- 1) Title: Title of appointment.
- 2) Contact: Conact Person of Appointment.

- 3) Motive: Motive of Appointment.
- 4) Date: Date & Time of Appointment.
- 5) Notes: Notes on Appointment.

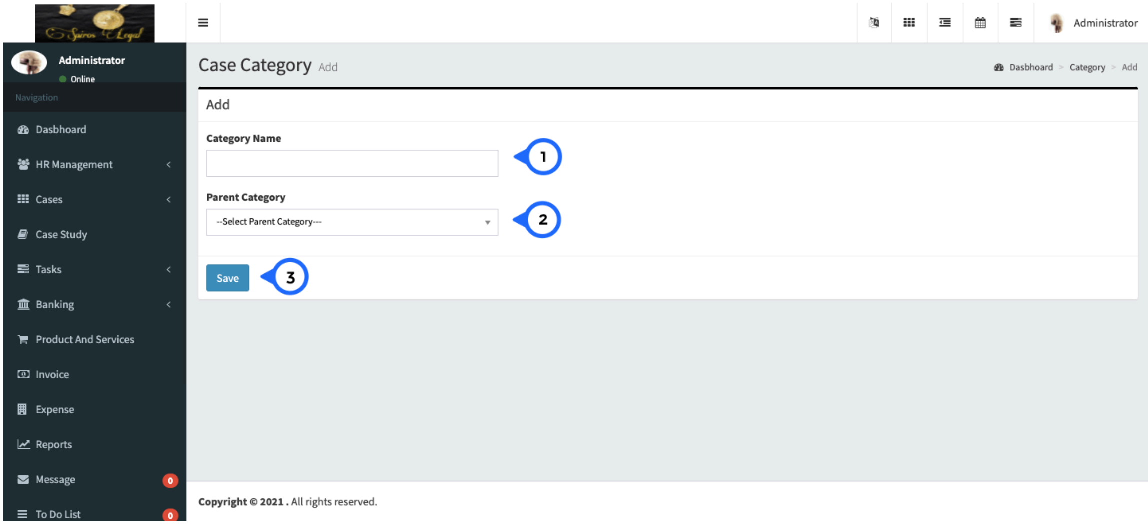
Masters

Category List



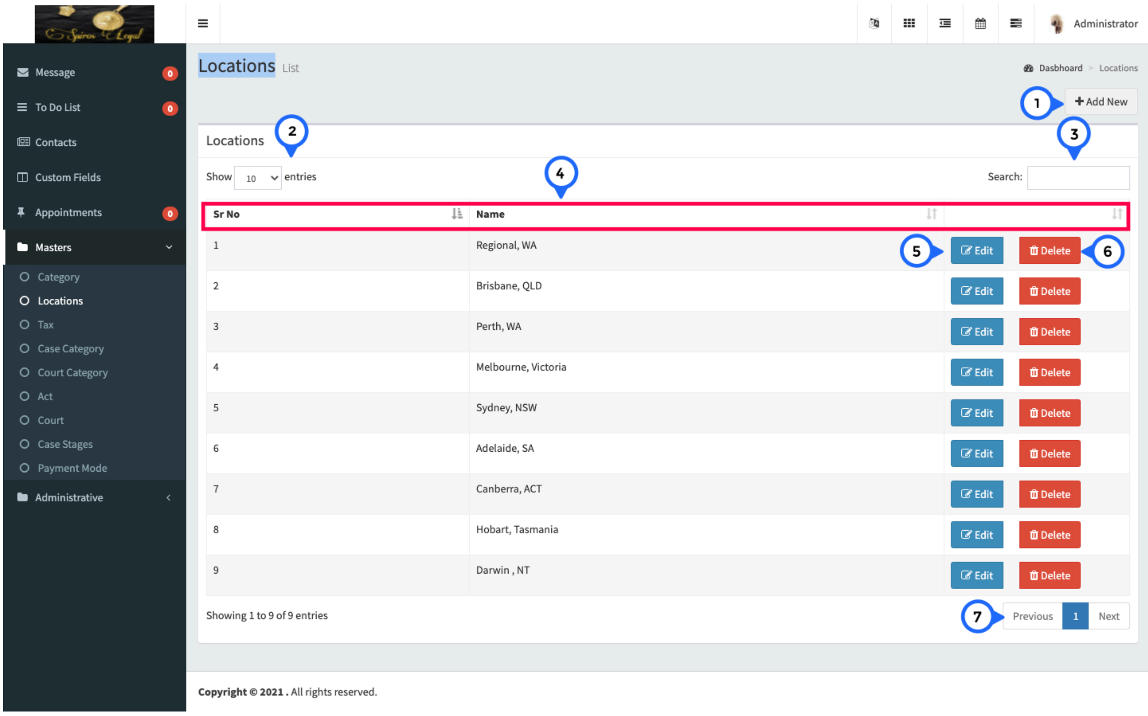
- 1) Add new: click on this button goto category form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of category.
- 4) in this section srno, name, action
- 5) edit: click on edit button goto category form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Category Add and Edit Form



- 1) Category Name: name of category.
- 2) parent cateogyr: select any parent cateogry for particular category.
- 3) save: click on save button all information save.

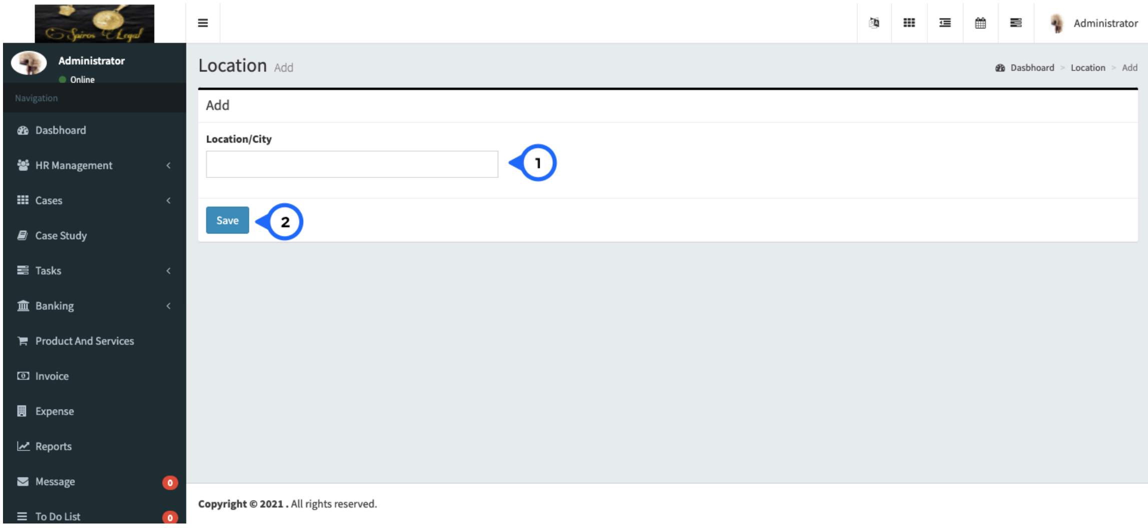
Locations List



- 1) Add new: click on this button goto location form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of location.
- 4) in this section srno, name, action

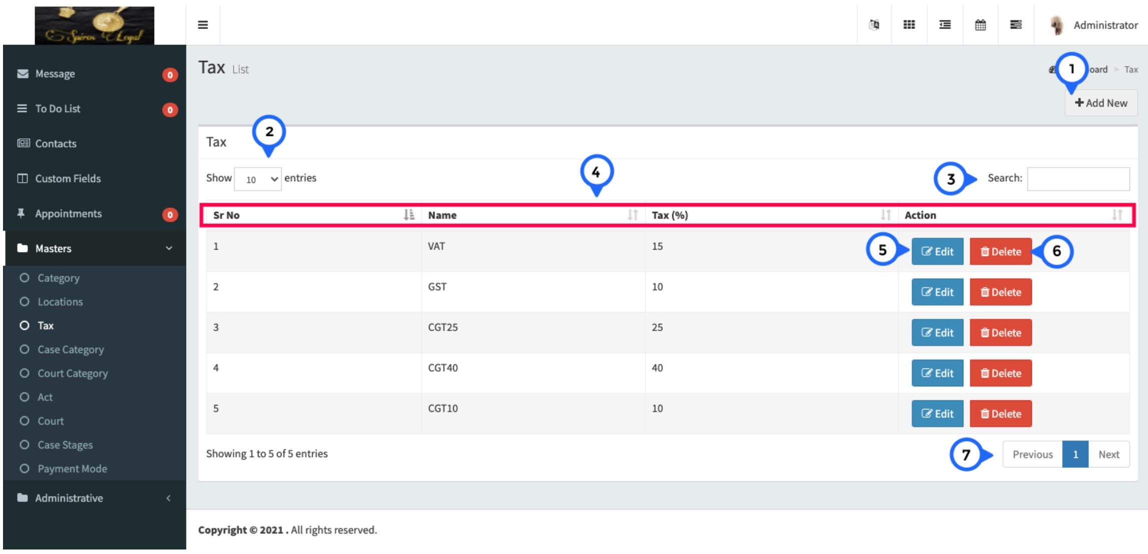
- 5) edit: click on edit button goto location form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Location Add and Edit Form



- 1) location/city: enter the either location or city
- 2) save: click save button information save.

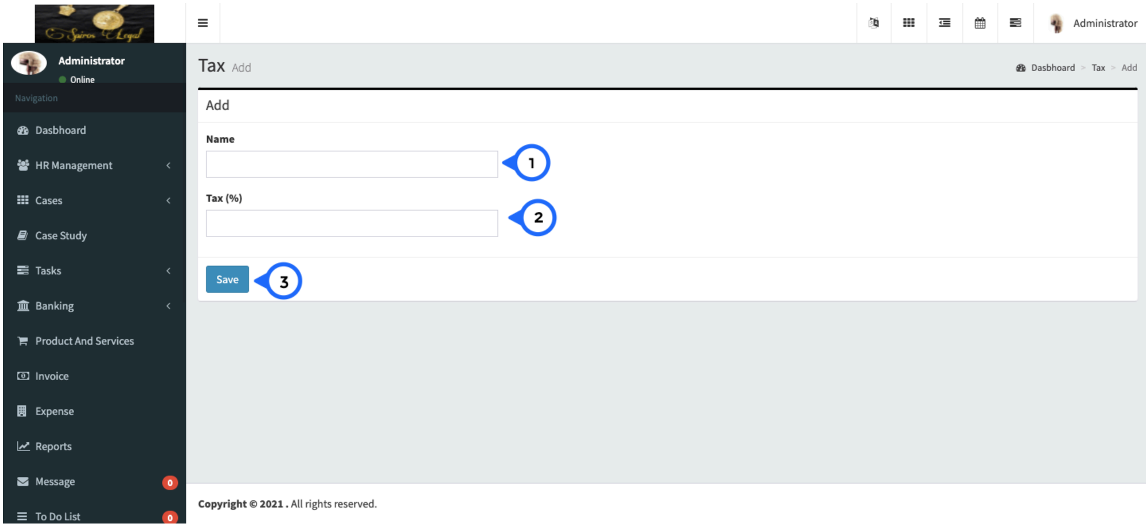
Tax List



- 1) Add new: click on this button goto tax form page.
- 2) show: show the number of record for single page.

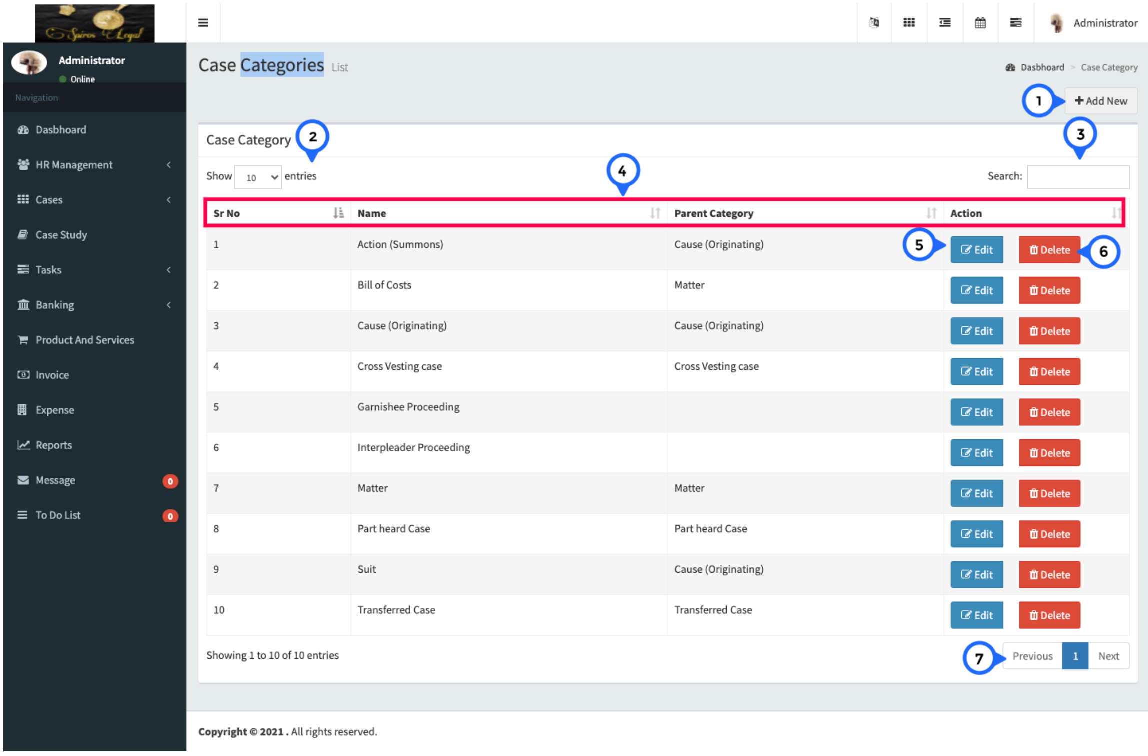
- 3) search: search anything in the entire list of tax.
- 4) in this section srno, name, tax, action
- 5) edit: click on edit button goto tax form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Tax Add and Edit Form



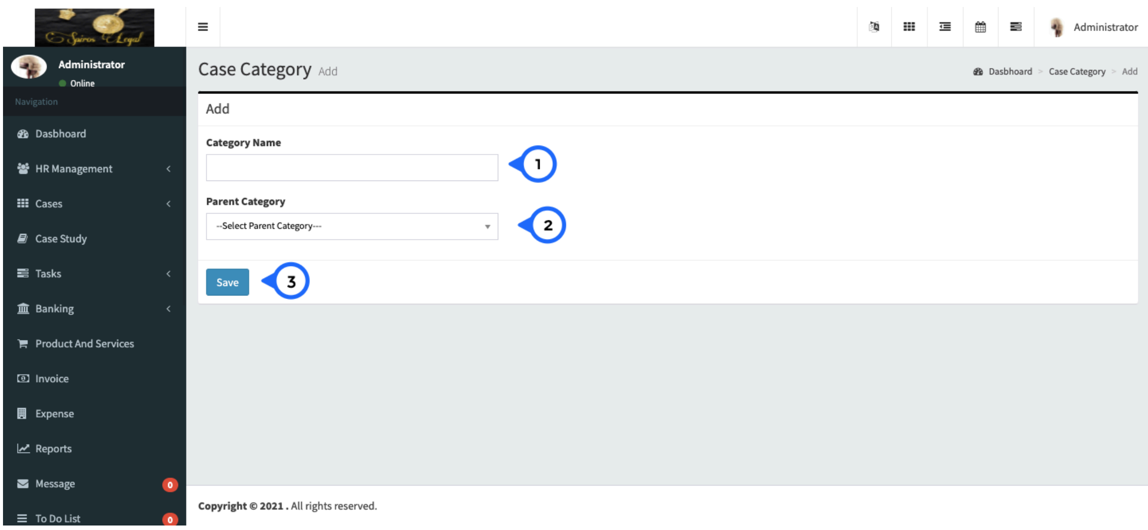
- 1) Name: in this field add name of tax
- 2) tax: rate of tax (in percentage)
- 3) save: save tax inforamtion.

Case Category List



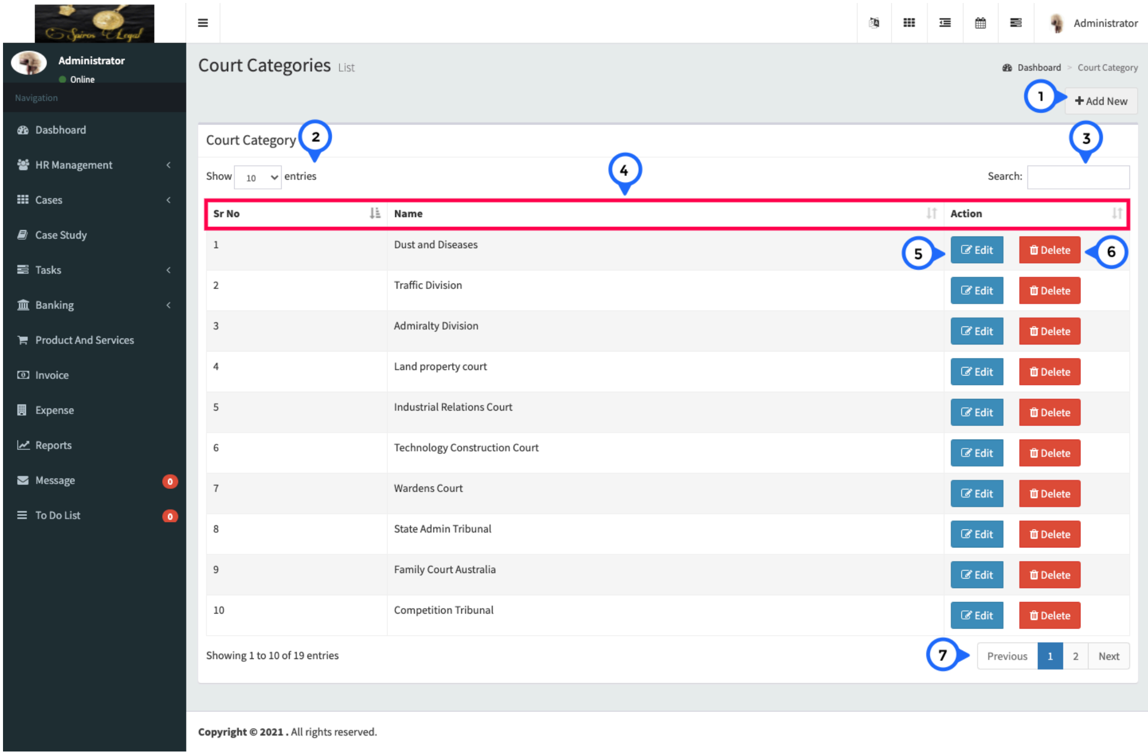
- 1) Add new: click on this button goto case category form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of case category.
- 4) in this section srno, name, parent category, action
- 5) edit: click on edit button goto case category form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Case Category Add and Edit Form



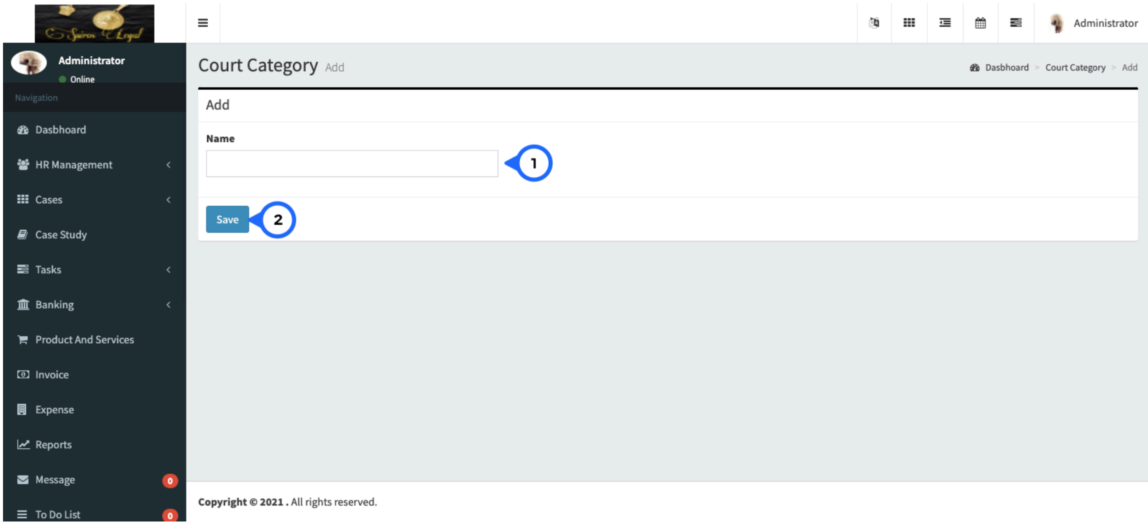
- 1) Category Name: name of category.
- 2) parent cateogyr: select any parent cateogry for particular category.
- 3) save: click on save button all information save.

Court Category List



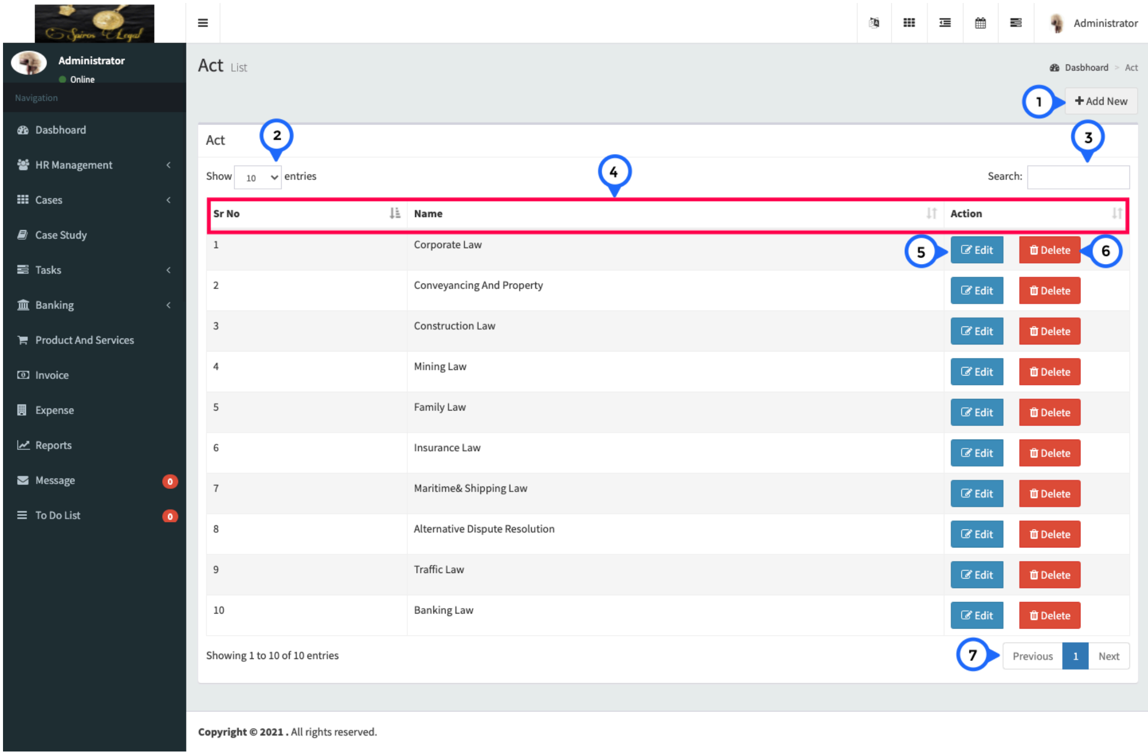
- 1) Add new: click on this button goto court category form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of court category.
- 4) in this section srno, name, parent category, action
- 5) edit: click on edit button goto court category form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Court Category Add and Edit Form



- 1) Name: name of court category.
- 2) save: click on save button all information save.

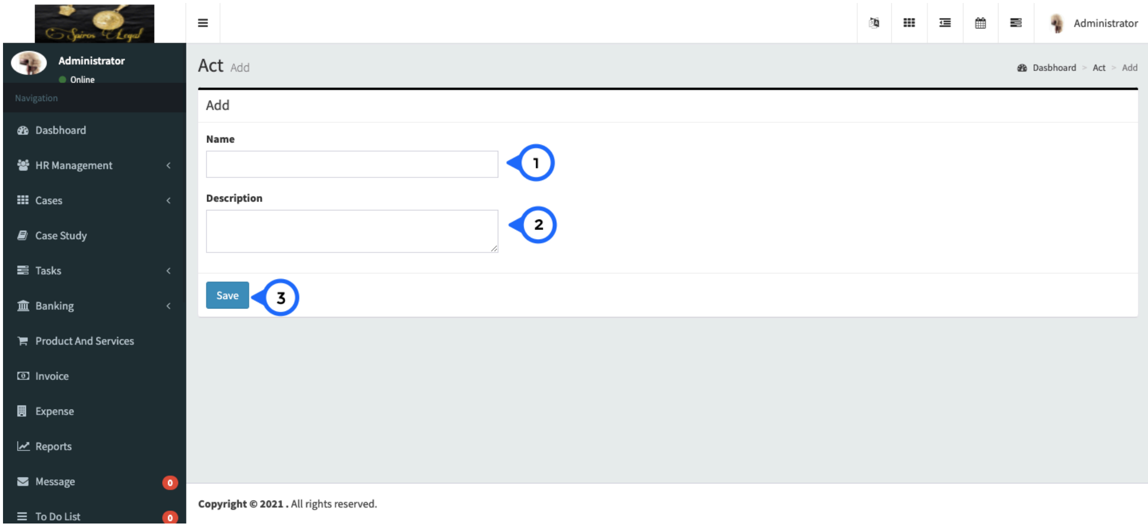
Act List



- 1) Add new: click on this button goto act form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of act.
- 4) in this section srno, name, action

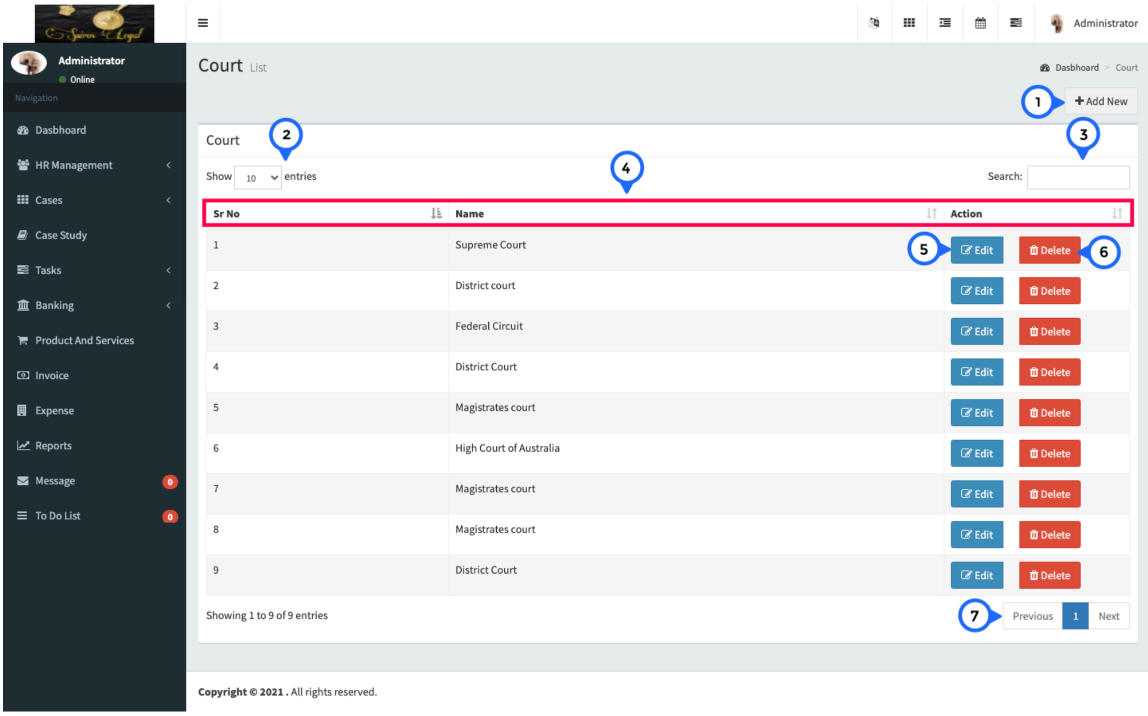
- 5) edit: click on edit button goto act form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Act Add and Edit Form



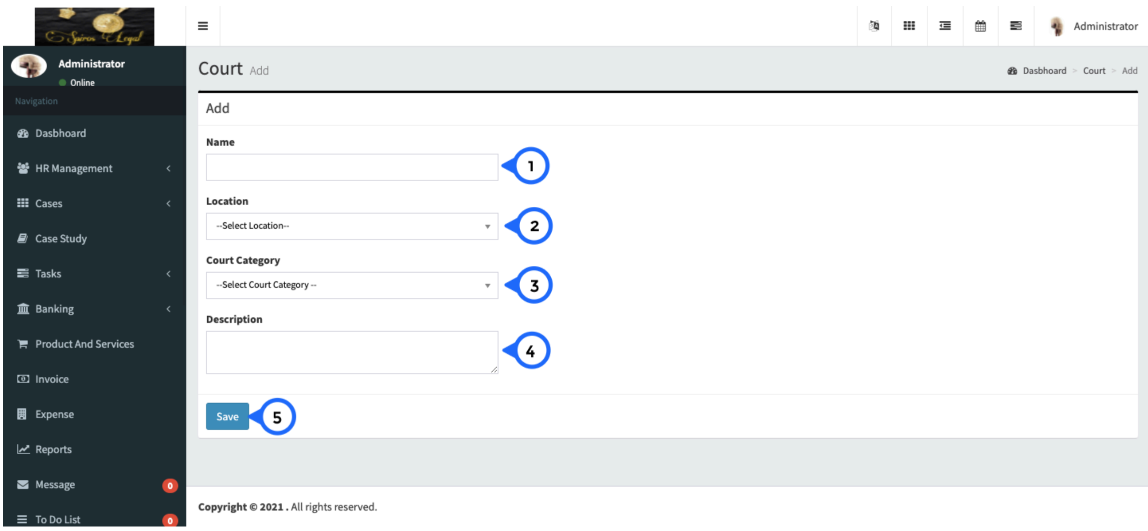
- 1) Name: name of act.
- 2) Description: set the short description about act.
- 3) save: click on save button all information save.

Court List



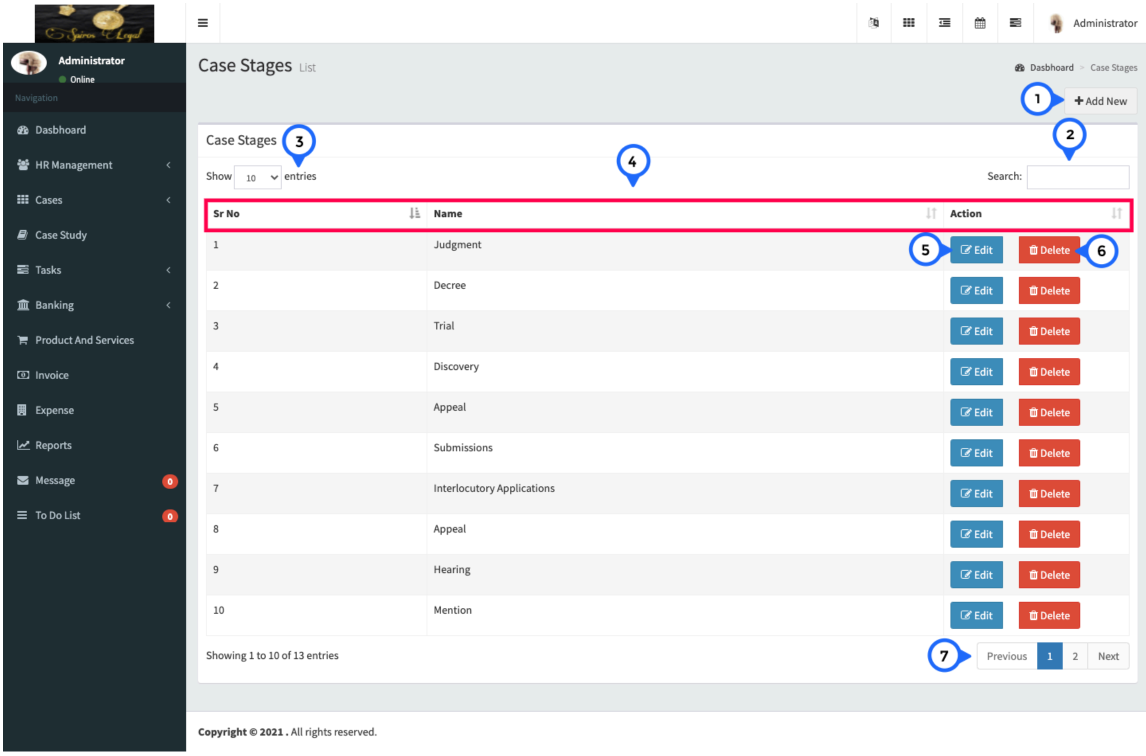
- 1) Add new: click on this button goto court form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of court.
- 4) in this section srno, name, action
- 5) edit: click on edit button goto court form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Court Add and Edit Form



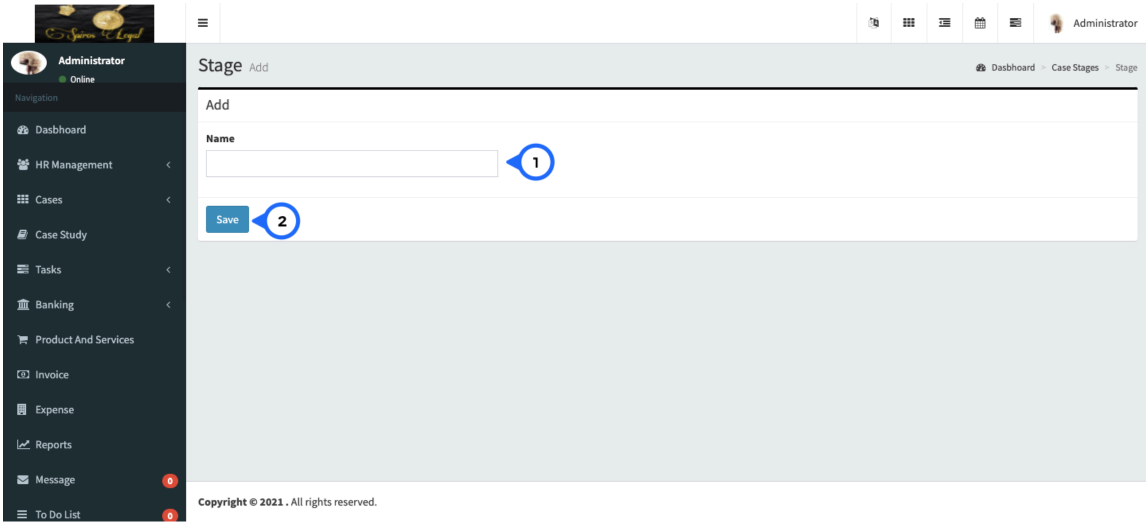
- 1) Name: name of court.
- 2) Location: select location for court from dropdown.
- 3) court category: select court category from dropdown.
- 4) Description: set the short description about Court.
- 5) save: click on save button all information save.

Case Stage List



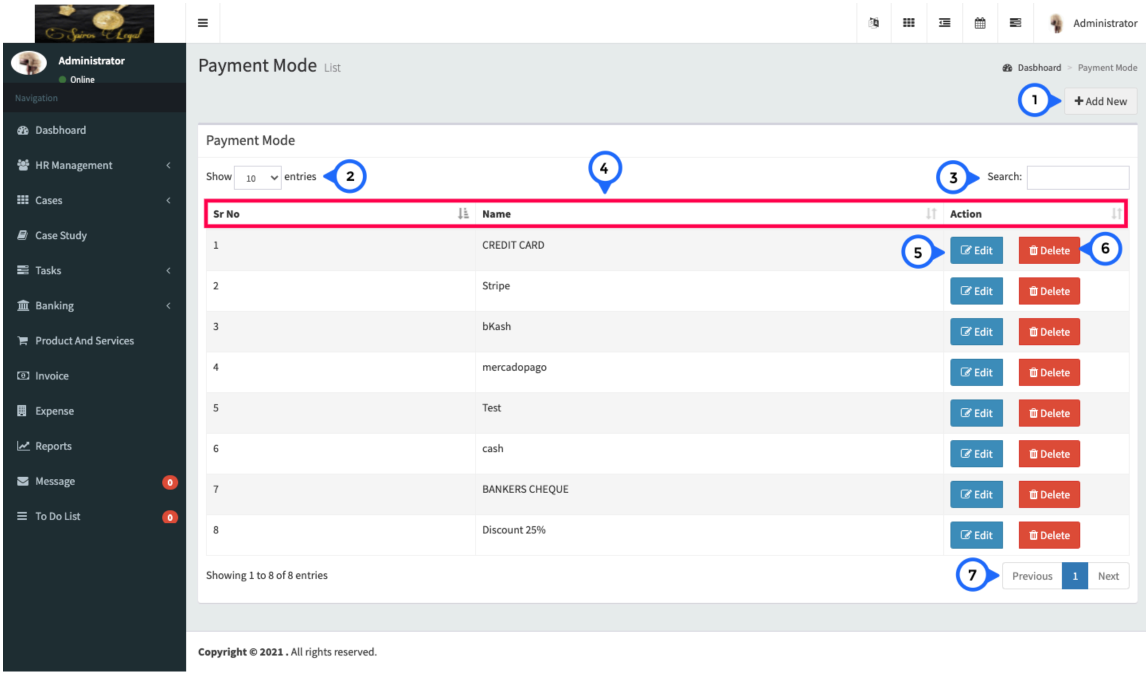
- 1) Add new: click on this button goto case stage form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of case stage.
- 4) in this section srno, name, action
- 5) edit: click on edit button goto case stage form page and edit particular record.
- 6) delete: click on delete button then delete particular record.
- 7) paggination: this show how many paggination.

Case Stage Add and Edit Form



- 1) Name: name of case stage.
- 2) save: click on save button all information save.

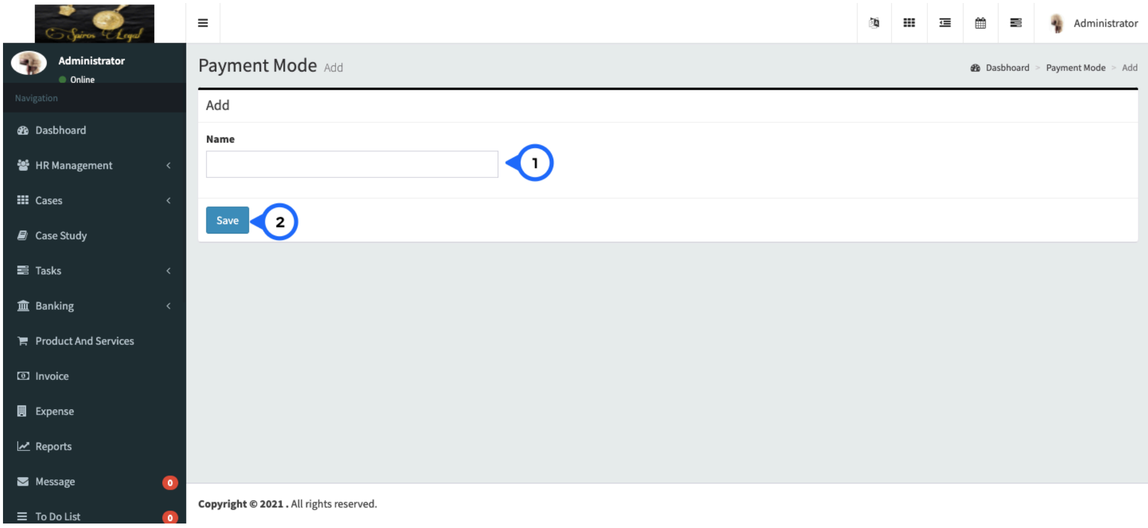
Payment Mode List



- 1) Add new: click on this button goto payment mode form page.
- 2) show: show the number of record for single page.
- 3) search: search anything in the entire list of payment mode.
- 4) in this section srno, name, action
- 5) edit: click on edit button goto payment mode form page and edit particular record.
- 6) delete: click on delete button then delete particular record.

- 7) paggination: this show how many paggination.

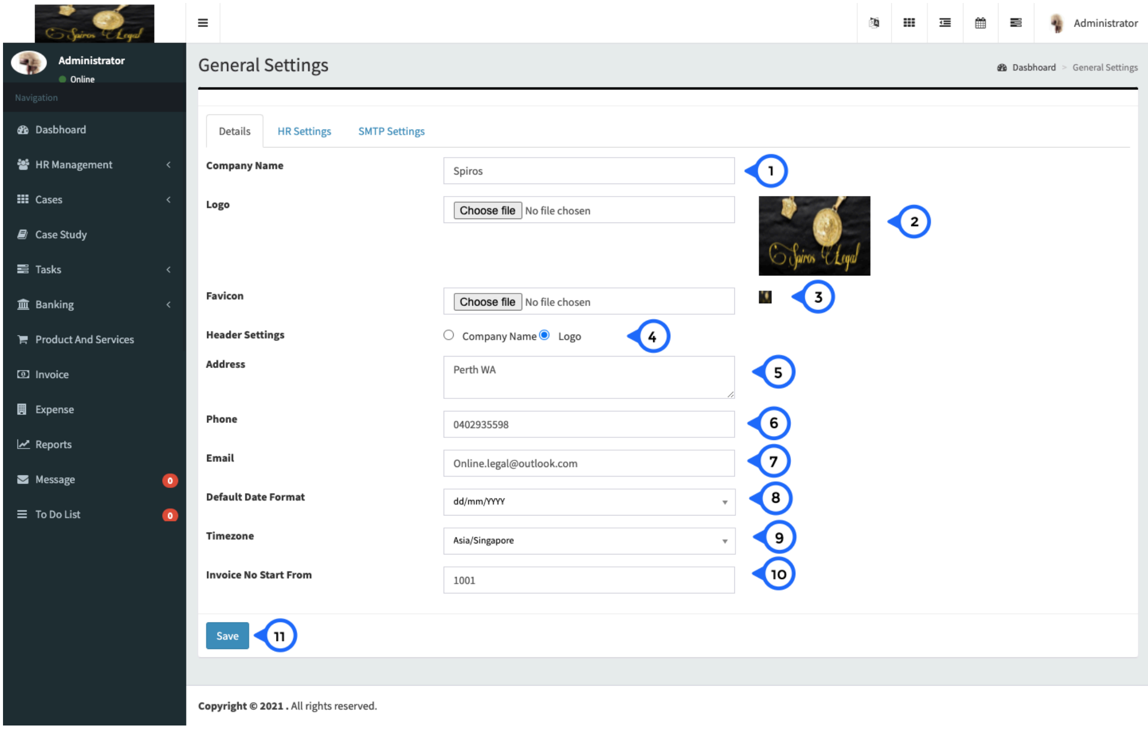
Payment Mode Add and Edit Form



- 1) Name: name of payment mode.
- 2) save: click on save button all information save.

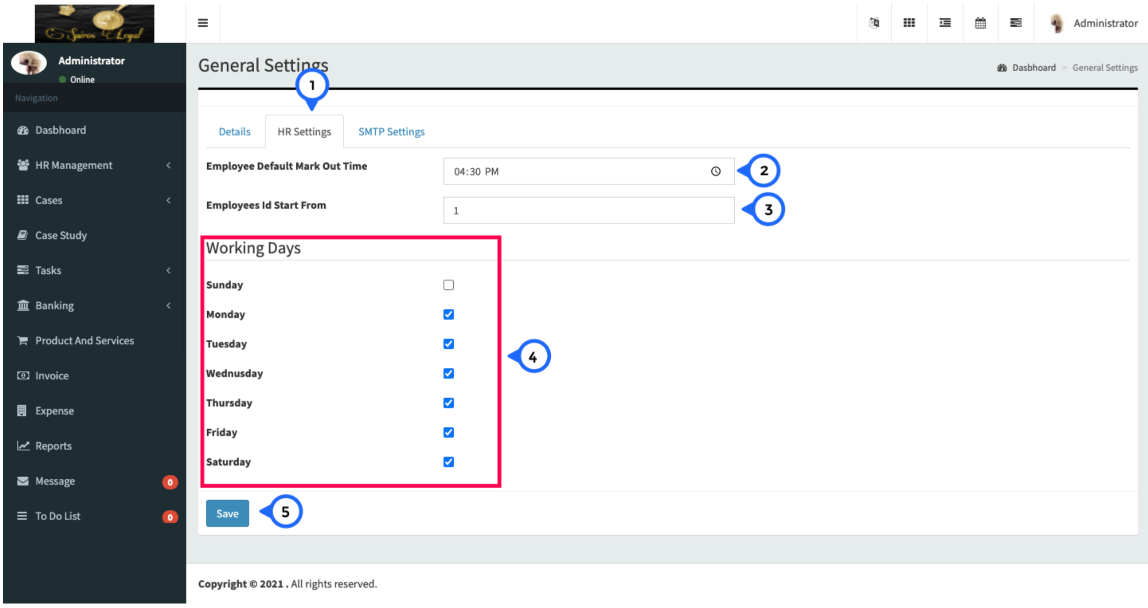
Administrative

General Settings



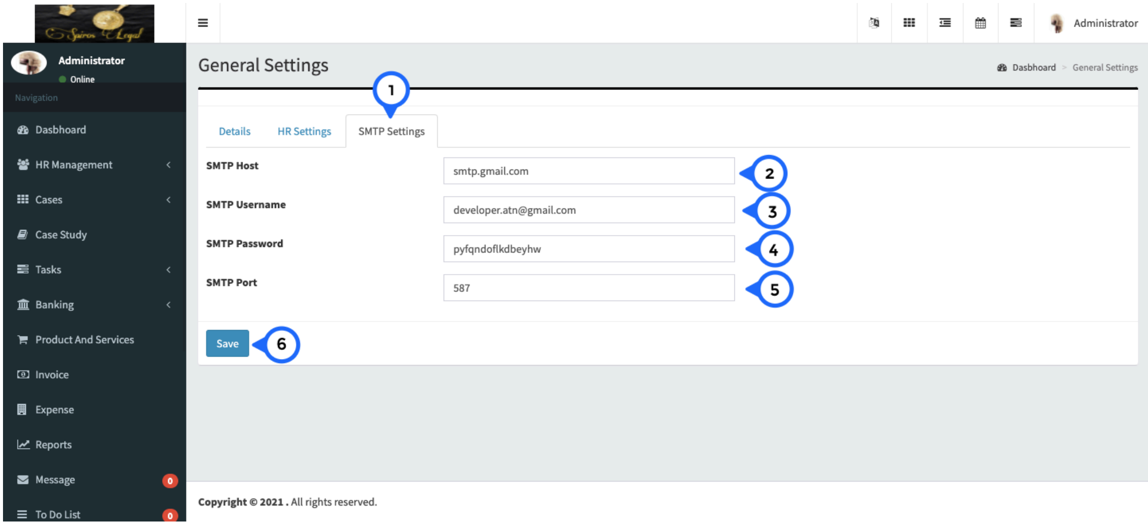
- 1) Company Name: Your company name.
- 2) Logo: Your company logo.
- 3) Favicon: Your company favicon.
- 4) Header Settings: What to you want to show in header logo or company name
- 5) Address: Your company's address.
- 6) Phone: Your company's phone.
- 7) Email: Your company's email id.
- 8) Default Date Format: Which date format you want to use in application.
- 9) Timezone: Which timezone you want to use in application.
- 10) Invoice No Start From: Initial number of invoice.
- 11) save: save information.

HR Settings



- 1) HR Setting: In this tab show hr related setting.
- 2) Employee Default Mark Out Time: Default time considered when an employee automatically marked out.
- 3) Employees Id Start From: Employee ID should be start from.
- 4) Working Days: Company working days
- 5) save: save information.

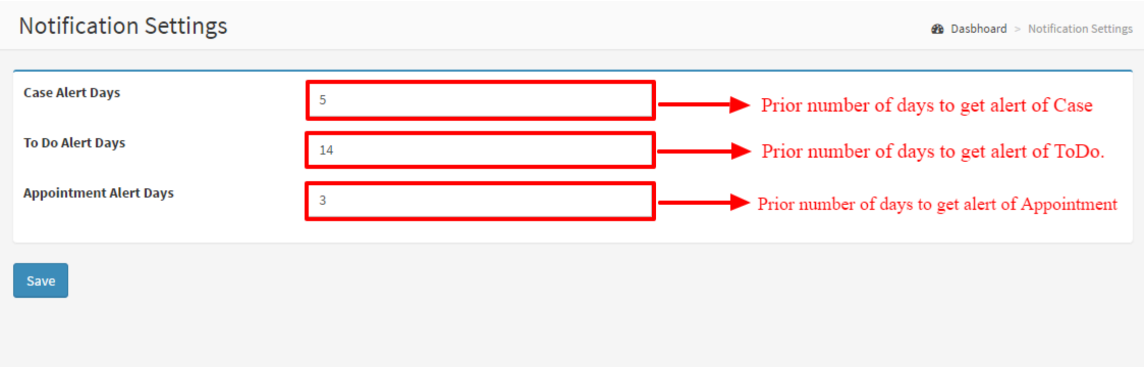
SMTP Settings



- 1) SMTP Setting: In this tab show SMTP email related setting.
- 2) SMTP Host - The SMTP Host if using SMTP.
- 3) SMTP User - Your SMTP username.

- 4) SMTP Password - Your SMTP Password.
- 5) SMTP Port - Your SMTP Port number. Usually 25.
- 6) save: save information.

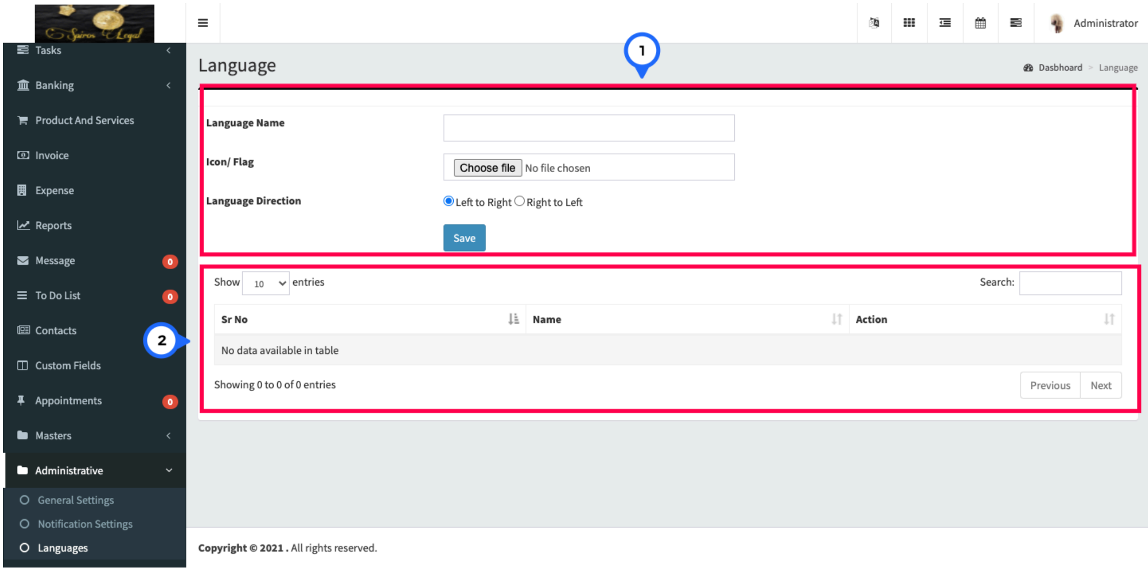
Notification Settings



Notification Settings is used to set prior number of days for different settings

```
Notification Settings Form
Case Alert Days - Prior number of days to get alert of Case.
To Do Alert Days - Prior number of days to get alert of ToDo.
Appointment Alert Days - Prior number of days to get alert of Appointment.
```

Language



Language Master is used to create new languages, update / delete existing languages and you can also download the language file. Language is used to convert the language of the system. To change the language there is dropdown in header.

- 1) Language Name - Name of the Language. Icon/ Flag - Icon/ Flag of the Language. Language Direction - Choose the direction of language.
- 2) Show the list of languages in this list you can view language detail, edit language and delete language.