User Manual

LMS: Litigation Management System v.1.0

1. Login to Litigation Management System (LMS)

To enter into the system, user will get a login form like Figure 1 and need to Login. To login, user needs to do as follows:

1. Enter valid User Id (Employee ID) and Password into the corresponding input box.
2. First time user must use default password dot(.) and system will prompt new password fields and the end user will not be able to enter the system until the new password is set.
3. Click the "Submit" button.
4. In case of wrong User Id or Password, system will show an error message "Invalid user id or password."
5. User can be locked, blocked, password expired, location miss matched.
6. In case of three times wrong Password, user id will be locked and system will show an error message "User is locked. Please contact with system administration."
7. In case of blocked user, system will show an error message "User is blocked. Please contact with system administration."
8. In case of password expired time out, system will show an error message "User password is expired. Please contact with system administration."
9. In case of user location miss-matched, system will show an error message "User location miss matched. Please contact with system administration."
10. After successful Login user will enter into the system.

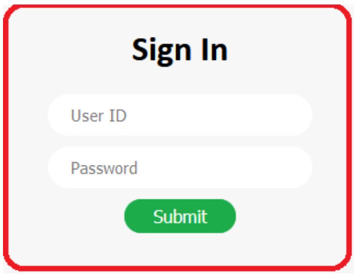


Figure 1: Login

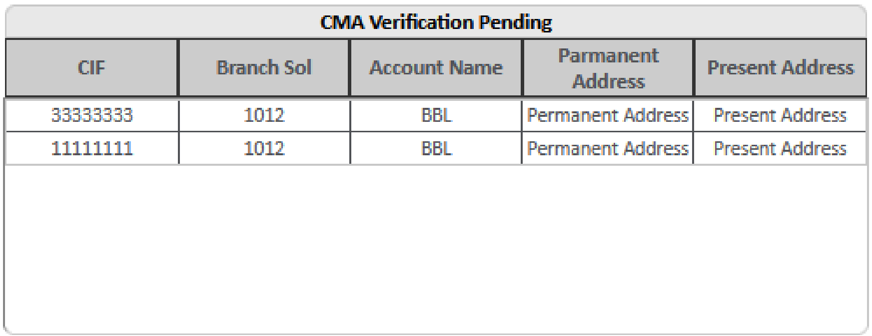
2. Menu Bar

LMS functions/contents are managed from the Top Navigation Menu as shown in Figure 2**.** Based on tasks, Top Navigation Bar is divided into different menus and each menu has its sub-menus. User will be introduced to menus and sub-menus one by one. User can see the menus and sub-menus as per selection of user's rights.

Figure 2: Top Navigation Menu

3. Dashboard

After successfully Logged in, user will see a dashboard like Figure 3. This is the home page of the system.



CMA Verification Pending

CIF	Branch Sol	Account Name	Parmanent Address	Present Address
33333333	1012	BBL	Permanent Address	Present Address
11111111	1012	BBL	Permanent Address	Present Address

Figure 3: Dashboard

Here user will see the highlights of records of his/her pending work(s). Here user can see only those lists for which they have rights/permission.

4. Filtering Data in Data Table (Grid)

Usage

This operation is used to search in table (grid) in almost all modules. To filter information, user needs to do as following Figure 4:

Operation

1. User can sort the table (grid) data by clicking on the column header.
2. Taking the mouse pointer over the column header. An arrow will be visible to the right side of the column header. By clicking it, user will get advance searching option.
3. In advance searching option there is a panel for different types of search criteria.
4. Then user can filter grid data with the advance searching panel.
5. User can set "Show rows" to any number mentioned in the drop- down menu from the data table (grid) which is at the bottom side of data table (By default is 10) as shown in Figure 5.
6. User can paginate the data grid by clicking arrows or simply typing page number in the input field of "Go to page" which are at the bottom side of data table as shown in Figure 5.

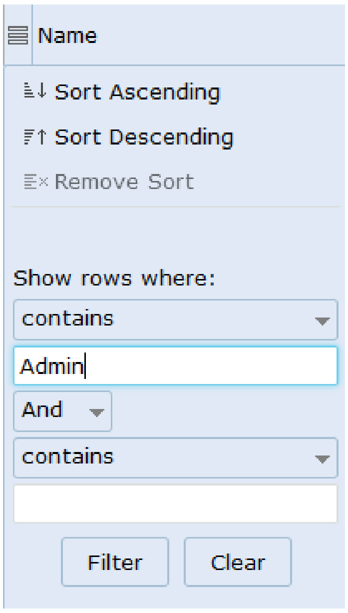


Figure 4: Filtering Grid Data

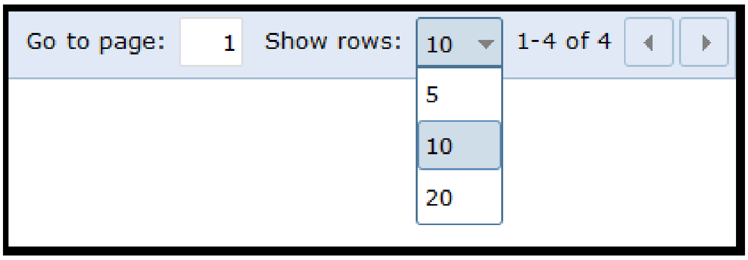


Figure 5: Setting no. of rows & pagination in data grid

5. Forget Password

Usage

This operation is used, if user forget password. To retrieve user forget password do as following:

1. Click on the icon 

under the login screen.

It takes user to the next option of the operation.

2. Enter Email into the box.
3. A email is sent to the email address with a link, user should click on the link with in 5 minute, after that the link will be expired.
4. Enter confirm new password. Must contain 1 capital letter, 1 small letter, 1 numeric and no special character
5. Click Save Button. In case of expired 5 minute system shows the message “Your time is expired”. Otherwise, password will be changed successfully with “Successfully Saved” message.

6. Changing Password

Usage

This operation is used to change user password. If the password expiry date is over, then system force user to change password after login. To change password do as following:

Menu Path

Home -> Change Password

Operation

1. Click on the icon under the top right side of header portion.
   It takes user to the next option of the operation.
2. Enter user old password into.
3. Enter new password.
4. Enter confirm new password. Must contain 1 capital latter, 1 small latter, 1 numeric and no special character
5. Click Save Button. In case of wrong old password system shows the message "Wrong Old Password". Otherwise, password will be changed successfully with "Successfully Saved" message.

6. Log Out

Usage

This operation is used to log out user from the system as it is at the top-right of the system as shown in Figure 6.

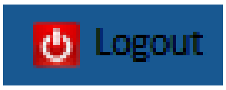


Figure 6: Logout

Operation

1. Clicking Logout button at the top-right side to log out from the system.
2. Then a prompt will come up where user can click "OK" to make sure his/her logout from the system, or can click "Cancel" to stay login with the system.

7. User Management

7.1 User

"User" is the sub-menu of "User Management" and it is used to manage the users of Zero Coupon Bond. Using this sub-menu, the users of the system can be viewed, added, edited, and deleted according to their user-rights. This sub-menu is also used to set user privilege (user-rights), reset user password, unlock user, delete user, deactivate user and activate user according to user-rights. Besides these operations, it has features like user preview, edit user, sent to approver, approve user according to user-rights as shown in Figure 7.

User Management ▸ User ▸

D	P	E	SUP	DACT	ACT	STA	APV	Status	User ID	Name	Region Name	Territory Name	Designation	Phone
								Edit Approval Pending	test1	Test User			Checker	01912023425
								Edit Approval Pending	10111	Enayet Ullah			Checker	01903181082
								Edit Approval Pending	565665	Branch Checker		MOTIJHEEL	Checker	01799333832
								Verified	55565656	Branch Checker		MOTIJHEEL	Checker	01799333824
								Verified	7777777	Adminstrator	Central	ELEPHANT ROAD	Checker	213

Go to page: 1 Show rows: 10 1-5 of 5

Figure 7: Grid view of User

7.1.1 Create User

Usage

This operation is used to create/add user in this system.

Menu Path

User Management -> User

Operation

To create user, need to do as follows:

a) Clicking **“Create User”** button under the data table will open a sliding popup window and a form will be shown as Figure 8.

b) User needs to enter and select data as required into corresponding fields of the form.

c) Here Employee Id should be unique is restricted to 3-8 digits.

d) Password will be automatically generated. It will be a temporary Password that is set by administrator (By default password is dot (.)).

e) User needs to click **“Create User”** button to create the user.

f) In case of any wrong input, system shows appropriate message. Otherwise, user information will be saved properly and the popup window will be closed automatically with **“Successfully Saved”** message towards the right side of data table.

g) New inserted data will be shown with highlighted in the top position of data table.

h) User can close popup window by clicking cross icon towards the top left side of popup window.

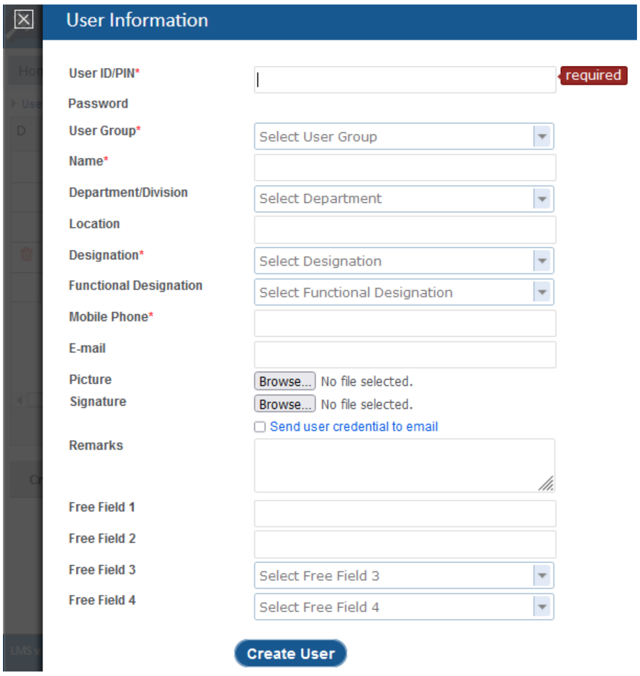


Figure 8: A form for creating user

Note: Add User is closely inter-related with User Rights. Whenever a new user is added, setting this new user’s rights will be the next step to finish this new user’s adding process. Otherwise, this user adding process will be incomplete.

7.1.2 Delete User

Usage

This operation is used to delete user information.

Menu Path

User Management -> User

Operation

To delete a user from the system, need to do as follows:

1. Find user for whom user are going to delete from user info data table.
2. User needs to click the icon under **D for Delete** column and the specific row of data table to

delete the specific user. After clicking it a confirmation message will be shown. User needs to **OK** to complete the delete operation or **Cancel** to abort. If click **OK** “Deleted Successfully” message will be shown towards the right side of data table.

7.1.3 Edit User

Usage

This operation is used to edit user information.

Menu Path

User Management -> User

Operation

To edit a user’s information from the system, need to do as follows:

a) Find user for whom user are going to edit from user info data table.
b) Click the icon under Edit column of data table. After Clicking the icon a popup window will be opened. It will let user to the next step.
c) Edit the user information as required.
d) Click the Save button to edit user information.
e) In case of any wrong input, system shows appropriate message. Otherwise, user information willbe saved properly and the popup window will be closed automatically with “Successfully Saved” message towards the right side of data table.
f) New updated data will be shown with highlighted in the data table.
g) User can close popup window by clicking cross icon towards the top left side of popup window.

7.1.4 Preview

Usage

This operation is used to preview the details of a user.

Menu Path

User Management -> User

Operation

To preview user information do as following:

1. Find user for whom user are going to preview from user info data table.
2. Click the icon under Preview column of data table. After Click, a popup window will be opened. It will show all the user information which are selected.
3. User can close popup window by clicking close button.
4. User can also see preview that information by clicking print Preview Button then user can print that Information.

7.1.5 Set User Privilege (User-rights)

Usage

This operation is used to set user rights/privilege. User’s has rights. User can set rights from his own rights.

Operation

To set user rights do as following:

1. Find user for whom user are going to set the rights from user info data table.
2. Click the icon under **SUP** column of data table. After Clicking the icon, a popup window will be opened. Here user will get the list of all the rights of the software.
3. Select the appropriate right(s) for the user. Or, select the **Select All** checkbox at the top-left most corner to select all the rights.
4. Click Save button to set user rights.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

7.1.6 Unlock User

Usage

This operation is used to unlock locked user. To unlock user do as following:

Menu Path

User Management -> User

Operation

1. Find user for whom user are going to unlock from user info data table.
2. Click the icon under Unlock column of data table. Change confirmation message will be shown. Click OK to complete the change operation or Cancel to abort. If click OK, "Unlock Successfully" message will be shown towards the right side of data table.

7.1.7 Block User

Usage

This operation is used to block user. To block user do as following:

Operation

1. Find user for whom user are going to block from user info data table.
2. Click the icon under Block column of data table. Change confirmation message will be shown. Click OK to complete the change operation or Cancel to abort. If click OK, "Block Successfully" message will be shown towards the right side of data table.

7.1.8 Unblock User

Usage

This operation is used to unblock user. To unblock user do as following:

Menu Path

User Management -> User

Operation

1. At first find block user are going to unblock from user info grid. User can only unblock the

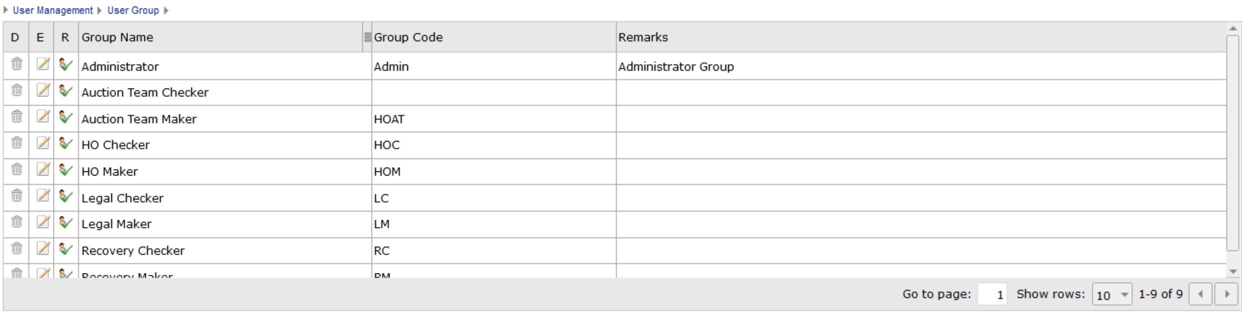
block user.

2. Click the icon under Unblock column. Change confirmation message will be shown. Click OK to complete the change operation or Cancel to abort. If click OK “Unblock Successfully” message will be shown towards the right side of data table.

7.2 User Group

7.2.1 View

This menu is used to manage the user group of LMS system. Using this menu’s sub-menu’s (User Group), the user of the system can be viewed, added, edited, and deleted. This menu is also used to set group rights. User will get rights to the system according to user group that he belongs to.



D	E	R	Group Name	Group Code	Remarks
			Administrator	Admin	Administrator Group
			Auction Team Checker		
			Auction Team Maker	HOAT	
			HO Checker	HOC	
			HO Maker	HOM	
			Legal Checker	LC	
			Legal Maker	LM	
			Recovery Checker	RC	
			Recovery Maker	RM	

Fig: 9

7.2.2 Add User Group

Usage

This operation is used to add User group. To add User group do as following:

Menu Path

User Management -> User Group

Operation

Click **Add Group** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:5.**

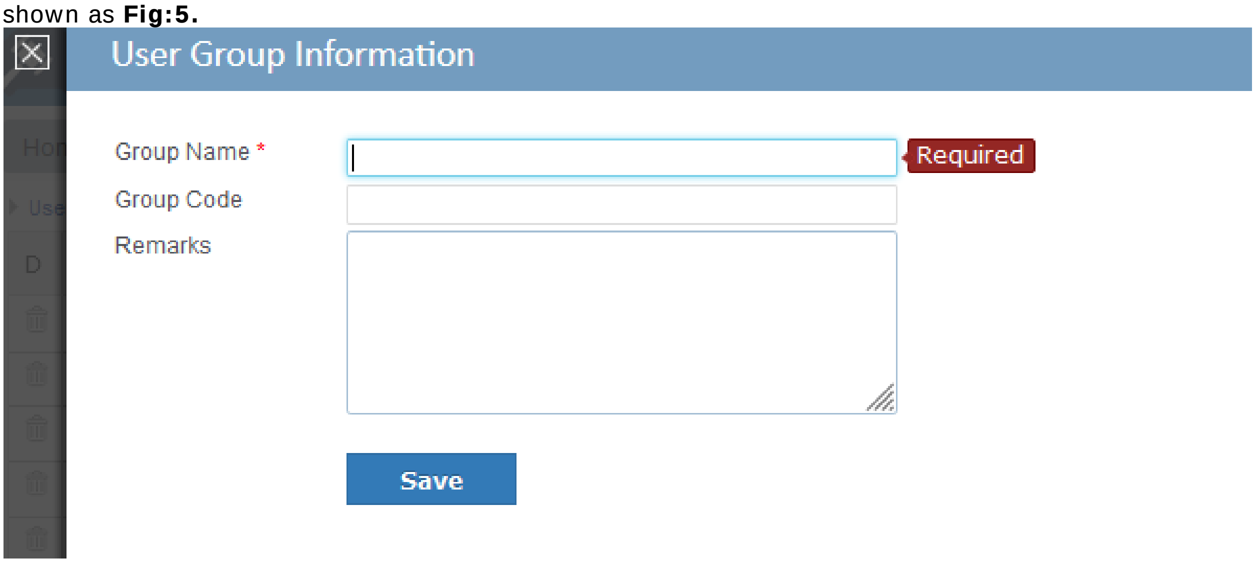


Fig: 10

1. Enter data as required for User group information into the input field of popup window. Then Click the Save button to add User group information.
2. In case of any wrong input, system shows appropriate message. Otherwise, User group information will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
3. New inserted data will be shown with highlighted in the top position of data table.
4. User can close popup window by clicking cross icon towards the top left side of popup window.

Note: Add User Group is closely inter-related with User Group Rights. Whenever a new User group is added, setting this new User group's rights will be the next step to finish this new User group's adding process. Otherwise, this User group adding process will be incomplete.

7.2.3 Delete User Group

Usage

This operation is used to delete User group information. To delete User group information do as following:

Operation

1. Find User group for which user are going to delete from User group data table.
2. Click the icon under **Delete** column. After Click, Delete confirmation message will be shown. Click OK to complete the delete operation or Cancel to abort. If click OK "Deleted Successfully" message will be shown towards the right side of data table.

7.2.4 Edit User Group

Usage

This operation is used to edit User group information. To edit User group information do as following:

Operation

1. Find User group for which user are going to edit from User group data table.
2. Click the icon under **Edit** column. After Click, a popup window will be open. It will let user to the next step.

3. Edit the User group information as required.
4. Click the Save button to edit User group information.
5. In case of any wrong input, system shows appropriate message. Otherwise, User group information will be saved properly and the popup window will be closed with “Successfully Saved” message towards the right side of data table.
6. New updated data will be shown with highlighted in the data table.
7. User can close popup window by clicking cross icon towards the top left side of popup window.

7.2.5 Set User Group Rights

Usage

This operation is used to set User group rights. To set User group rights do as following:

Operation

1. Find User group for which user are going to set the rights from User group data table.
2. Click the icon under **Rights** column of data table. After Click, a popup window will be open. Here user will get the list of all the rights of the software.
3. Select the right(s) appropriate for the user. Or, select the Select All checkbox at the right top most corner to select all the rights.
4. Click Save button to set user rights.
5. In case of any wrong input, system shows appropriate message. Otherwise, user information will be saved properly and closed popup window with “Successfully Saved” message towards the right side of data table.

8. Parameter

8.1 Parameter Data Entry

8.1.1 View

This menu is used to manage the Parameter of LMS. Using this menu's sub-menu's (User Info), the Parameter setup of the system can be viewed, added, edited, and deleted. First user must select a Parameter table from dropdown list and click **Load data** button. Data of that table will be shown and then user can add / edit /delete and preview data of that table.

Fig: 11

8.1.2 Add Parameter Data

Usage

This operation is used to add Parameter data. To add Parameter data do as following:

Menu Path

Parameter-> Parameter Data Entry

Operation

1. Click **Add Parameter Data** button under the data table. After Click, a sliding popup window will open and a form will be shown as **Fig: 9.**

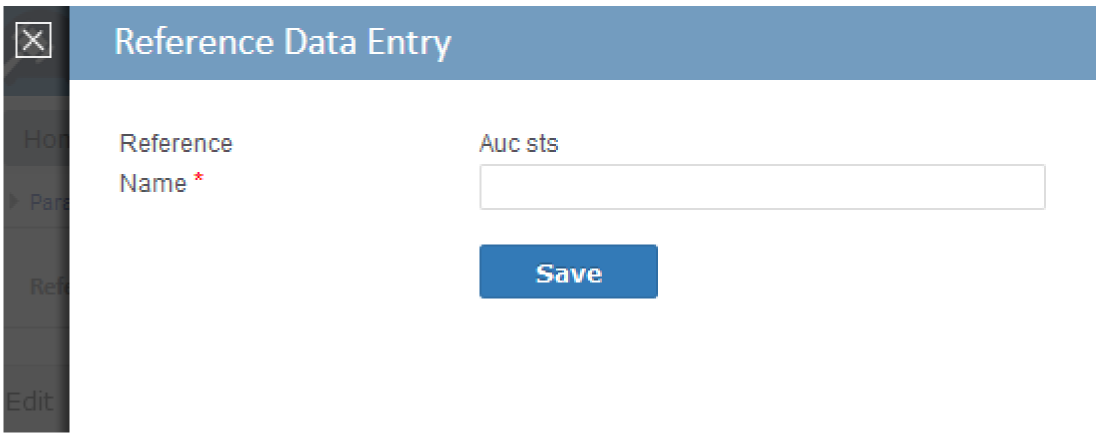


Fig: 12

2. Enter Parameter name for Parameter table.
3. Click **Save** button to create new Parameter name for Parameter table.
4. In case of any wrong input, system shows appropriate message. Otherwise, user information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.
5. New inserted data will be shown with highlighted in the top position of data table.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

8.1.3 Delete

Usage

This operation is used to delete Parameter name from Parameter data table. To delete Parameter name do as following:

Operation

1. Find Parameter name for which user are going to delete from Parameter data table.
2. Click the icon ⊗ under **Delete** column of data table. After Click, Delete confirmation message will be shown. Click OK to complete the delete operation or Cancel to abort. If click OK "Deleted Successfully" message will be shown towards the right side of data table.

8.1.4 Edit

Usage

This operation is used to edit Parameter name into Parameter data table. To edit Parameter name do as following:

Operation

1. Find Parameter name for whom user are going to edit from Parameter data table
2. Click the icon under Edit column of data table. After Click, a popup window will be open. It will let user to the next step.
3. Edit the Parameter name as required.
4. Click the Save button to edit Parameter name into Parameter data table.
5. In case of any wrong input, system shows appropriate message. Otherwise, user information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.
6. New updated data will be shown with highlighted in the data table.
7. User can close popup window by clicking cross icon towards the top left side of popup window.

8.1.5 Preview

Usage

This operation is used to preview Parameter name. To preview Parameter name do as following:

Operation

1. Find Parameter name for whom user are going to preview from Parameter data table.

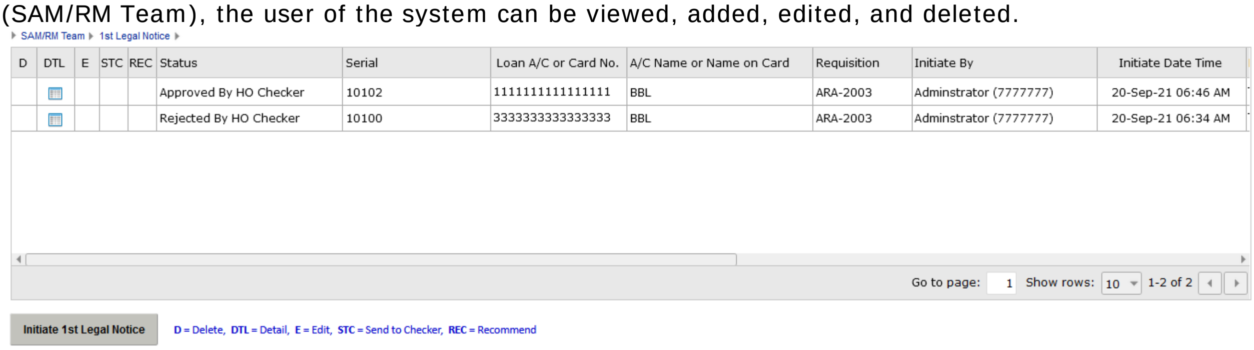
2. Click the icon under Preview column of data table. After Click, a popup window will be open. It will show Parameter name which are selected.
3. User can close popup window by clicking close button.
4. User can also see preview that information by clicking print Preview Button then user can print that Information.

9. SAM/RM Team

9.1 1st Legal Notice

9.1.1 View

This menu is used to manage the 1st Legal Notice of LMS system. Using this menu's sub-menu's (SAM/RM Team), the user of the system can be viewed, added, edited, and deleted.



SAM/RM Team ▸ 1st Legal Notice ▸

D	DTL	E	STC	REC	Status	Serial	Loan A/C or Card No.	A/C Name or Name on Card	Requisition	Initiate By	Initiate Date Time
					Approved By HO Checker	10102	1111111111111111	BBL	ARA-2003	Adminstrator (7777777)	20-Sep-21 06:46 AM
					Rejected By HO Checker	10100	3333333333333333	BBL	ARA-2003	Adminstrator (7777777)	20-Sep-21 06:34 AM

Go to page: 1 Show rows: 10 1-2 of 2

Initiate 1st Legal Notice D = Delete, DTL = Detail, E = Edit, STC = Send to Checker, REC = Recommend

Fig: 13

9.1.2 Initiate 1st Legal Notice

Usage

This operation is used to initiate 1st Legal Notice. To add 1st Legal Notice do as following:

Menu Path

SAM/RM Team -> 1st Legal Notice

Operation

Click **Initiate 1st Legal Notice** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:11.**

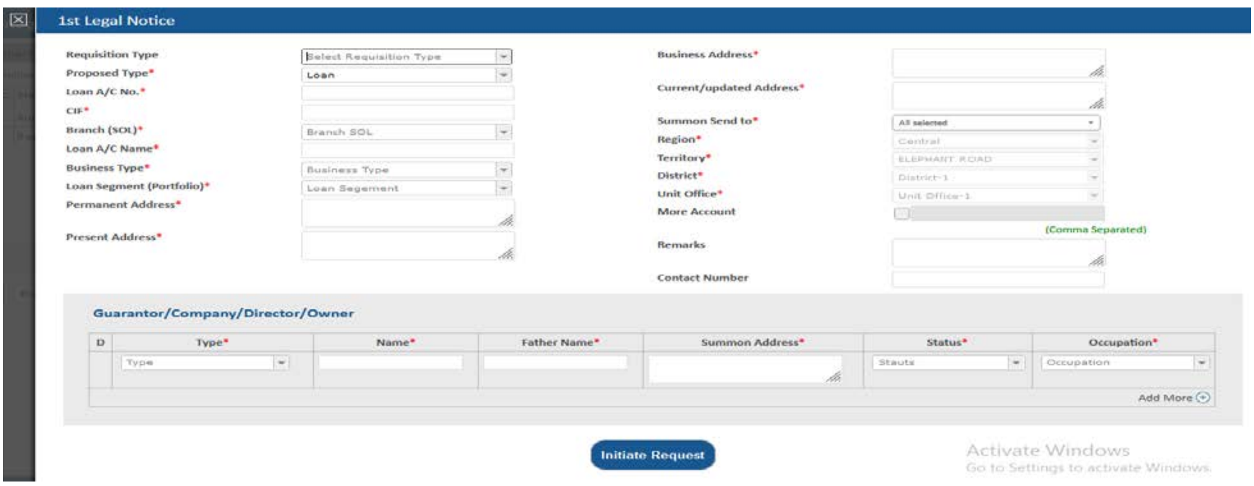


Fig: 14

1. Enter data as required for 1st Legal Notice into the input field of popup window. Then Click the Save button to add 1st Legal Notice information.
2. In case of any wrong input, system shows appropriate message. Otherwise, 1st Legal Notice information will be saved properly and the popup window will be closed with “Successfully Saved” message towards the right side of data table.
3. New inserted data will be shown with highlighted in the top position of data table.
4. User can close popup window by clicking cross icon towards the top left side of popup window.

9.1.3 Delete 1st Legal Notice

Usage

This operation is used to delete 1st Legal Notice information. To delete 1st Legal Notice information do as following:

Operation

1. Find 1st Legal Notice for which user are going to delete from 1st Legal Notice info data table.
2. Click the icon under **Delete** column. After Click, A pop window is shown.

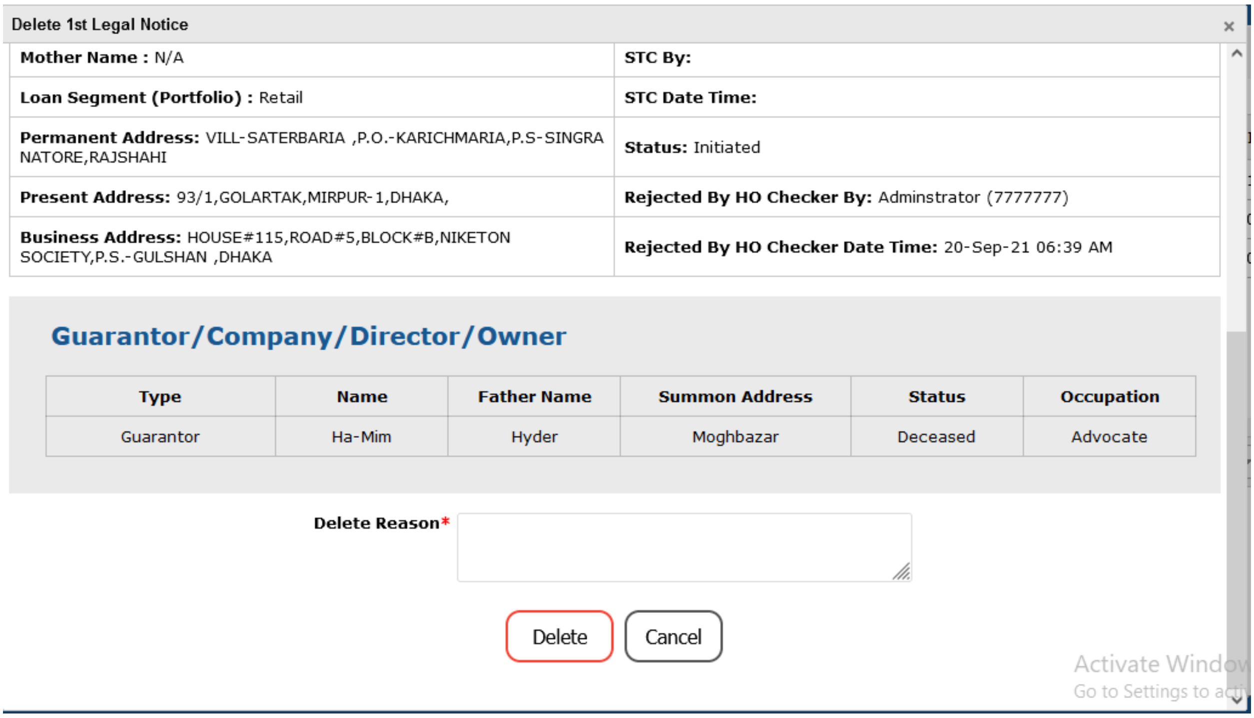


Fig: 15

3. Enter reason for delete
4. After click Delete Button, Delete confirmation message will be shown. Click OK to complete the delete operation or Cancel to abort. If click OK “Deleted Successfully” message will be shown towards the right side of data table.

9.1.4 Edit 1st Legal Notice Info

Usage

This operation is used to edit 1st Legal Notice information. To edit 1st Legal Notice information do as following:

Operation

1. Find 1st Legal Notice for which user are going to edit from 1st Legal Notice info data table.
2. Click the icon under **Edit** column. After Click, a popup window will be open. It will let user to the next step.
3. Edit the 1st Legal Notice information as required.
4. Click the Save button to edit 1st Legal Notice information.
5. In case of any wrong input, system shows appropriate message. Otherwise, Branch information will be saved properly and the popup window will be closed with “Successfully Saved” message towards the right side of data table.
6. New updated data will be shown with highlighted in the data table.
7. User can close popup window by clicking cross icon towards the top left side of popup window.

9.1.5 DTL (Details)

Usage
This operation is used to preview the details of a 1st Legal Notice.

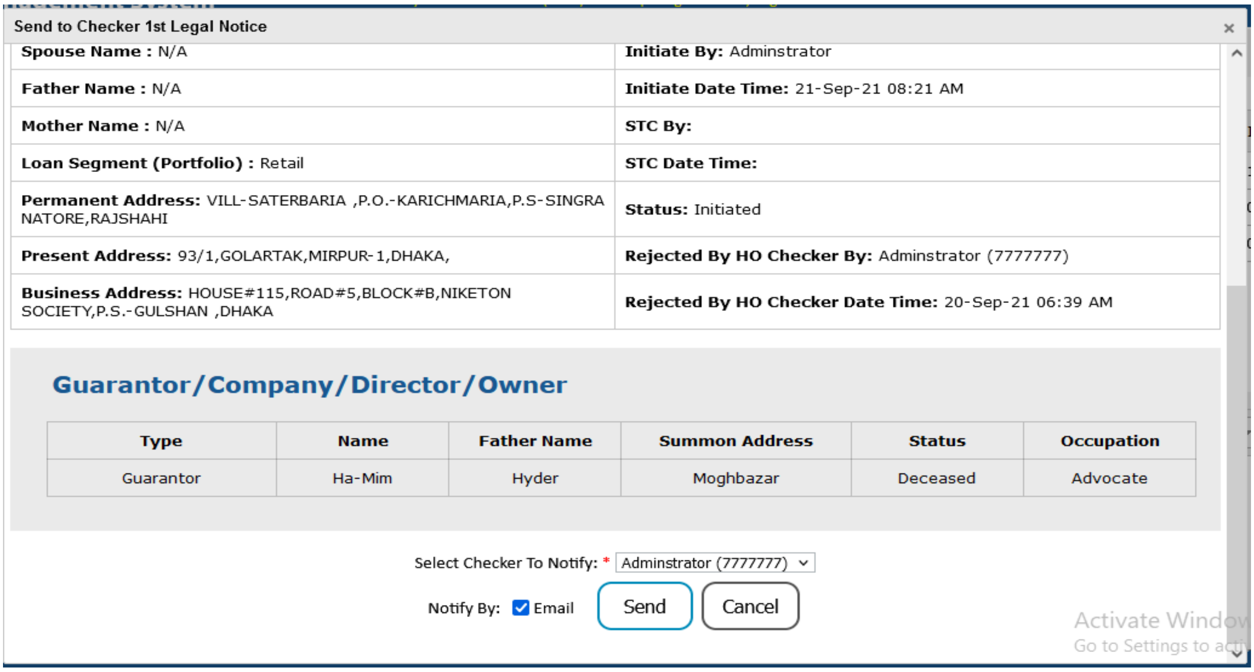
Menu Path
User Management -> User

Operation
To preview 1st Legal Notice information do as following:
1. Find user for whom user are going to preview from user info data table.
2. Click the icon under Preview column of data table. After Click, a popup window will be opened. It will show all the 1st Legal Notice information which are selected.
3. User can close popup window by clicking close button.

9.1.6 STC (Send to checker)

Usage
This operation is used to send to checker 1st Legal Notice information. To delete 1st Legal Notice information do as following:

Operation
1. Find 1st Legal Notice for which user are going to send from 1st Legal Notice info data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.


Send to Checker 1st Legal Notice

Spouse Name : N/A	**Initiate By:** Adminstrator
Father Name : N/A	**Initiate Date Time:** 21-Sep-21 08:21 AM
Mother Name : N/A	**STC By:**
Loan Segment (Portfolio) : Retail	**STC Date Time:**
Permanent Address: VILL-SATERBARIA ,P.O.-KARICHMARIA,P.S-SINGRA NATORE,RAJSHAHI	**Status:** Initiated
Present Address: 93/1,GOLARTAK,MIRPUR-1,DHAKA,	**Rejected By HO Checker By:** Adminstrator (7777777)
Business Address: HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA	**Rejected By HO Checker Date Time:** 20-Sep-21 06:39 AM

Guarantor/Company/Director/Owner

Type	Name	Father Name	Summon Address	Status	Occupation
Guarantor	Ha-Mim	Hyder	Moghbazar	Deceased	Advocate

Select Checker To Notify: * Adminstrator (7777777)

Notify By: Email Send Cancel

Fig: 16

3. Choose the checker from dropdown for send
4. After click Send Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for REC to process.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

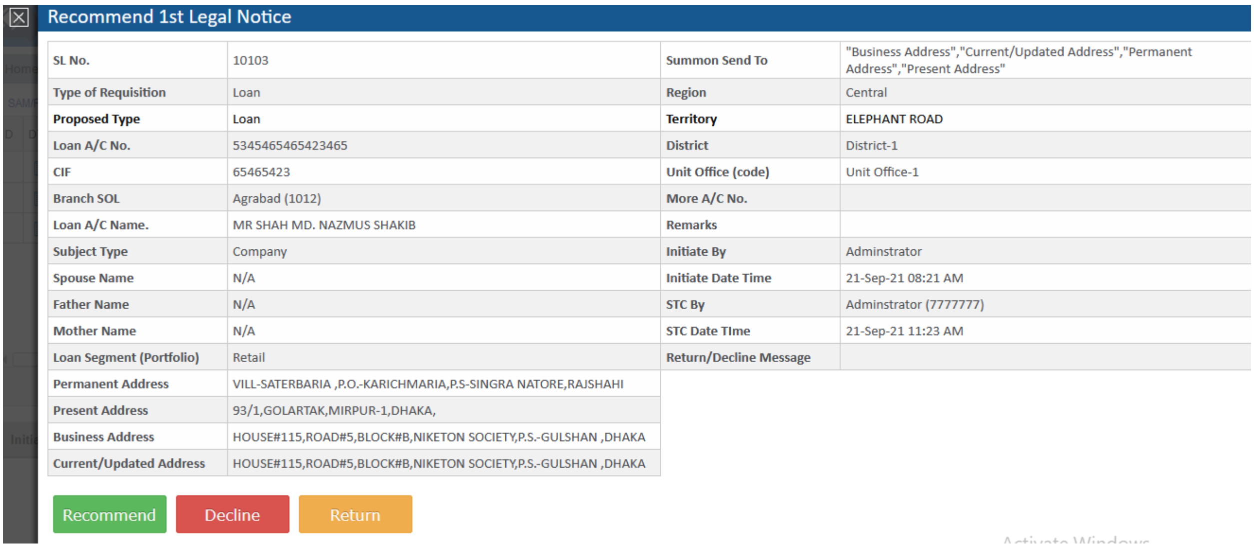
9.1.7 REC (Recommend)

Usage

This operation is used to recommend 1st Legal Notice information. To recommend 1st Legal Notice information do as following:

Operation

1. Find 1st Legal Notice for which user are going to recommend from 1st Legal Notice info data table.
2. Click the icon under **REC** column. After Click, A pop window is shown.


Recommend 1st Legal Notice

SL No.	10103	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	Loan	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	5345465465423465	District	District-1
CIF	65465423	Unit Office (code)	Unit Office-1
Branch SOL	Agrabad (1012)	More A/C No.	
Loan A/C Name.	MR SHAH MD. NAZMUS SHAKIB	Remarks	
Subject Type	Company	Initiate By	Adminstrator
Spouse Name	N/A	Initiate Date Time	21-Sep-21 08:21 AM
Father Name	N/A	STC By	Adminstrator (7777777)
Mother Name	N/A	STC Date Time	21-Sep-21 11:23 AM
Loan Segment (Portfolio)	Retail	Return/Decline Message	
Permanent Address	VILL-SATERBARIA ,P.O.-KARICHMARIA,P.S-SINGRA NATORE,RAJSHAHI		
Present Address	93/1,GOLARTAK,MIRPUR-1,DHAKA,		
Business Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA		
Current/Updated Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA		

Recommend Decline Return

Fig: 17

3. After click Recommend Button, Recommend confirmation message will be shown.
4. If User want to Decline/Return, then Reason should be entry.

9.2 CMA

9.2.1 View

“**CMA**” is the sub-menu of “SAM/RM Team” and it is used to entry CMA information of LMS. Besides entry CMA info, user can edit, delete, preview, send to checker, and recommend CMA info along with creating new CMA according to the user’s right as shown in Figure 15. In the data table (grid), user will find “CMA” information.

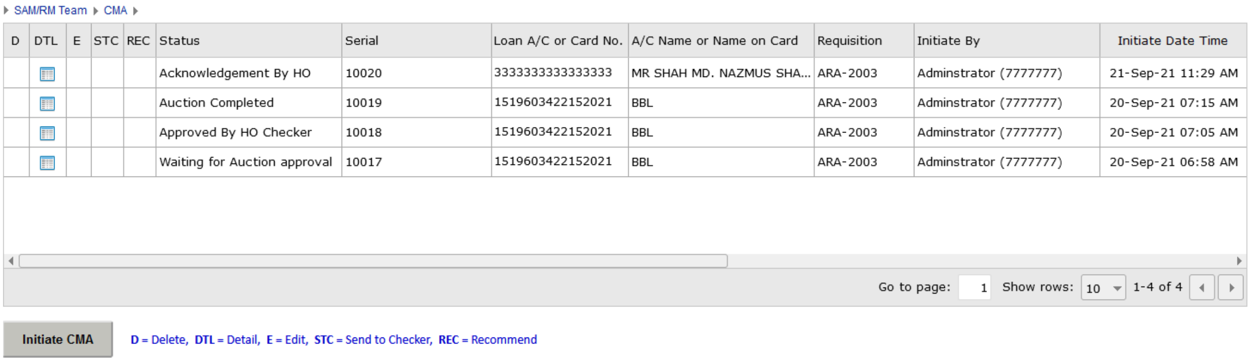


Fig 18

9.2.2 Initiate 1st CMA

Usage

This operation is used to initiate CMA. To add CMA do as following:

Menu Path

SAM/RM Team -> CMA

Operation

Click **Initiate CMA** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:16.**

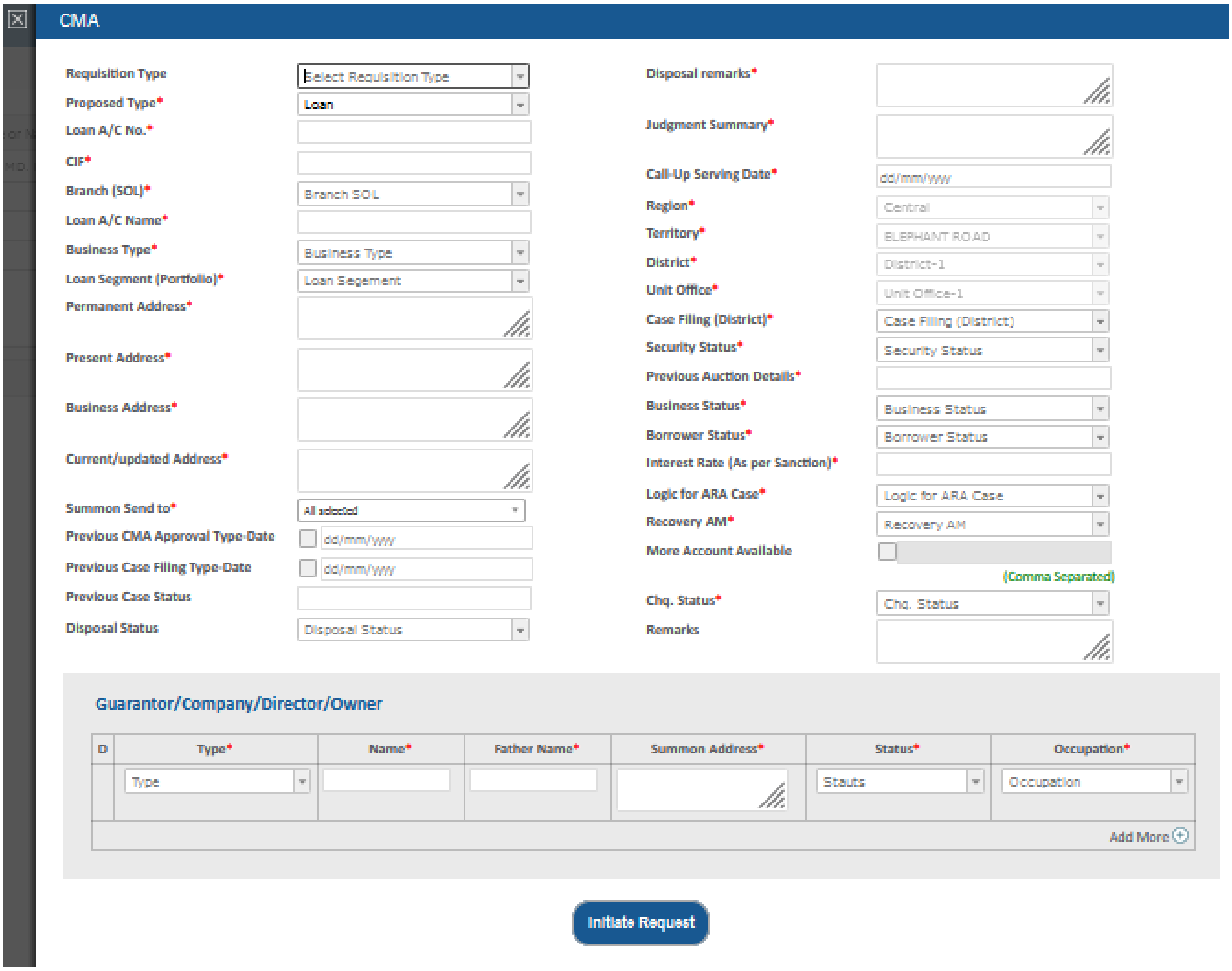


Fig: 19

1. Enter data as required for CMA into the input field of popup window. Then Click the Save button to add CMA information.
2. Mandatory field are mark with red * mark.
3. User can add one or more guarantor/company/director/owner information by clicking Add More icon.
4. In case of any wrong input, system shows appropriate message. Otherwise, CMA information will be saved properly and the popup window will be closed with “Successfully Saved” message towards the right side of data table.
5. New inserted data will be shown with highlighted in the top position of data table.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

9.2.3 Edit CMA

Usage

This operation is used to edit any CMA from the CMA grid table.

Menu Path

SAM/RM Team -> CMA -> **E** (Edit)

Operation

To edit CMA information from the system, need to do as follows:

a) Find CMA for which the user is going to edit from CMA data table.
b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
c) Edit the CMA information as required.
d) Click the **Update** button to update CMA information.
e) In case of any wrong input, system shows appropriate message. Otherwise, CMA information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.
f) New updated data will be shown with highlighted in the data table.
g) User can close popup window by clicking cross icon towards the top left side of popup window.

9.2.4 Delete CMA

Usage

This operation is used to delete CMA information.

Menu Path

SAM/RM Team -> CMA -> **D** (Delete)

Operation

To delete a CMA, the user needs to do as follows:

1. Finding the CMA for which the user is going to delete from the CMA data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific CMA. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the CMA is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the CMA with its reason.

9.2.5 Preview / Details of the CMA

Usage

This operation is used to preview the details of a CMA.

Menu Path

Parameter -> Products -> **P** (Preview)

Operation

To preview CMA information does as following:

1. Find the CMA for which the user is going to preview from CMA data table.
2. Click the icon under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the CMA information which are selected.
3. User can close popup window by clicking **Close** button.

9.2.6 STC (Send to checker)

Usage

This operation is used to send to checker CMA information. To delete CMA information do as following:

Operation

1. Find CMA for which user are going to send from CMA info data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

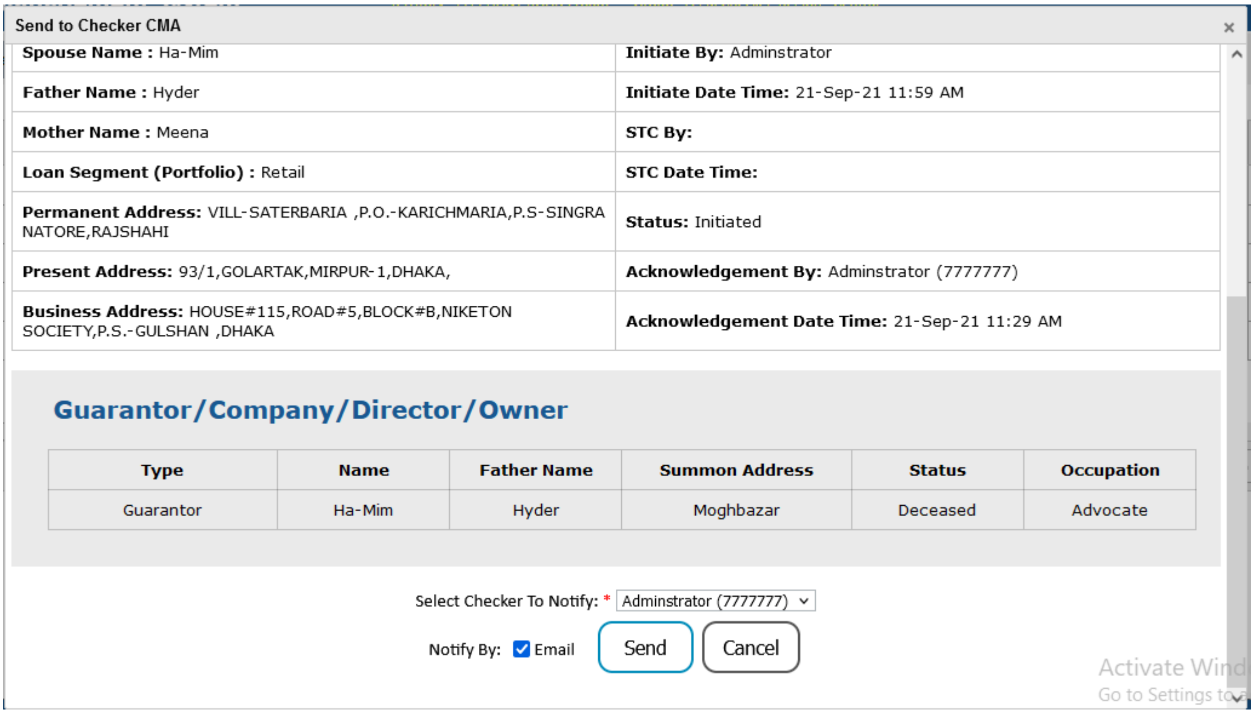


Fig: 20

3. Choose the checker from dropdown for send
4. After click Send Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for REC to process.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

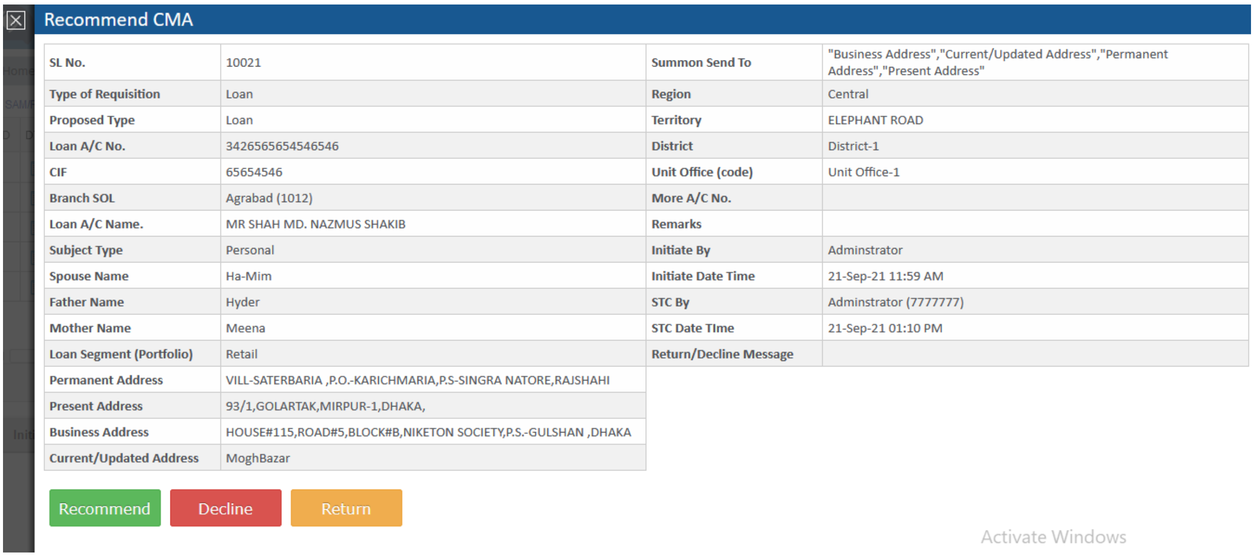
9.2.7 REC (Recommend)

Usage

This operation is used to recommend CMA information. To recommend CMA information do as following:

Operation

1. Find CMA for which user are going to recommend from CMA info data table.
2. Click the icon under **REC** column. After Click, A pop window is shown.



Recommend CMA

SL No.	10021	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	Loan	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	3426565654546546	District	District-1
CIF	65654546	Unit Office (code)	Unit Office-1
Branch SOL	Agrabad (1012)	More A/C No.	
Loan A/C Name.	MR SHAH MD. NAZMUS SHAKIB	Remarks	
Subject Type	Personal	Initiate By	Adminstrator
Spouse Name	Ha-Mim	Initiate Date Time	21-Sep-21 11:59 AM
Father Name	Hyder	STC By	Adminstrator (7777777)
Mother Name	Meena	STC Date Time	21-Sep-21 01:10 PM
Loan Segment (Portfolio)	Retail	Return/Decline Message	
Permanent Address	VILL-SATERBARIA ,P.O.-KARICHMARIA,P.S-SINGRA NATORE,RAJSHAHI		
Present Address	93/1,GOLARTAK,MIRPUR-1,DHAKA,		
Business Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA		
Current/Updated Address	MoghBazar		

Recommend Decline Return

Activate Windows

Fig: 21

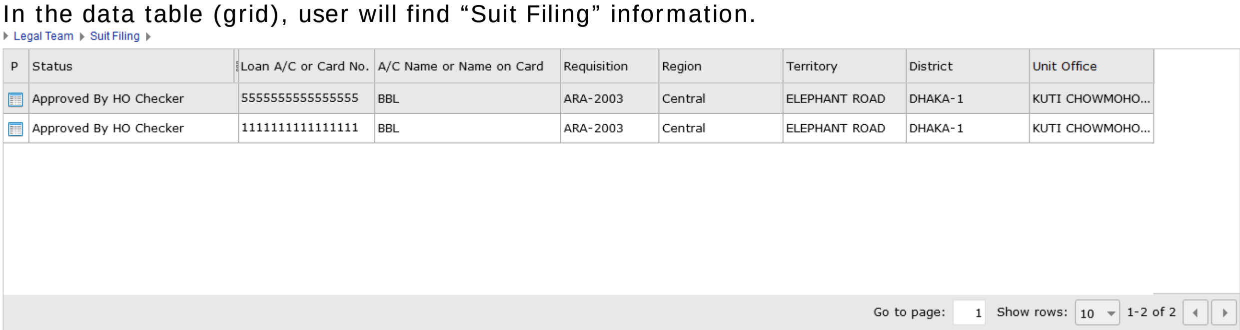
3. After click Recommend Button, Recommend confirmation message will be shown.
4. If User want to Decline/Return, then Reason should be entry.

10. Legal Team

10.1 Suit Filing

10.1.1 View

"**Suit Filing**" is the sub-menu of "Legal Office" and it is used to process Suit Filing information of LMS. Besides process Suit Filing info, user can preview according to the user's right as shown in Figure 16. In the data table (grid), user will find "Suit Filing" information.



Legal Team ▸ Suit Filing ▸

P	Status	Loan A/C or Card No.	A/C Name or Name on Card	Requisition	Region	Territory	District	Unit Office
	Approved By HO Checker	5555555555555555	BBL	ARA-2003	Central	ELEPHANT ROAD	DHAKA-1	KUTI CHOWMOHO...
	Approved By HO Checker	1111111111111111	BBL	ARA-2003	Central	ELEPHANT ROAD	DHAKA-1	KUTI CHOWMOHO...

Go to page: 1 Show rows: 10 1-2 of 2

Fig: 22

10.1.2 Preview / Details of the Suit Filing

Usage

This operation is used to preview the details of a Suit Filing.

Menu Path

Legal team -> Suit Filing -> **P** (Preview)

Operation

To preview Auction information does as following:

1. Find the Auction for which the user is going to preview from Auction data table.
2. Click the icon under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the Auction information which are selected.
3. User can close popup window by clicking **Close** button.

11. Head Office

11.1 Auction

11.1.1 ACC (Acknowledge)

Usage

This operation is used to acknowledge CMA for auction information.

Menu Path

Head Office -> Auction -> ACC

Operation

To acknowledge a CMA for auction, the user needs to do as follows:

1. Finding the CMA for which the user is going to acknowledge for auction from the Auction data table.
2. User needs to click the icon ➜ under **ACC** column and the specific row of data table to acknowledge the specific CMA for Auction.
3. After clicking a Popup window is shown.

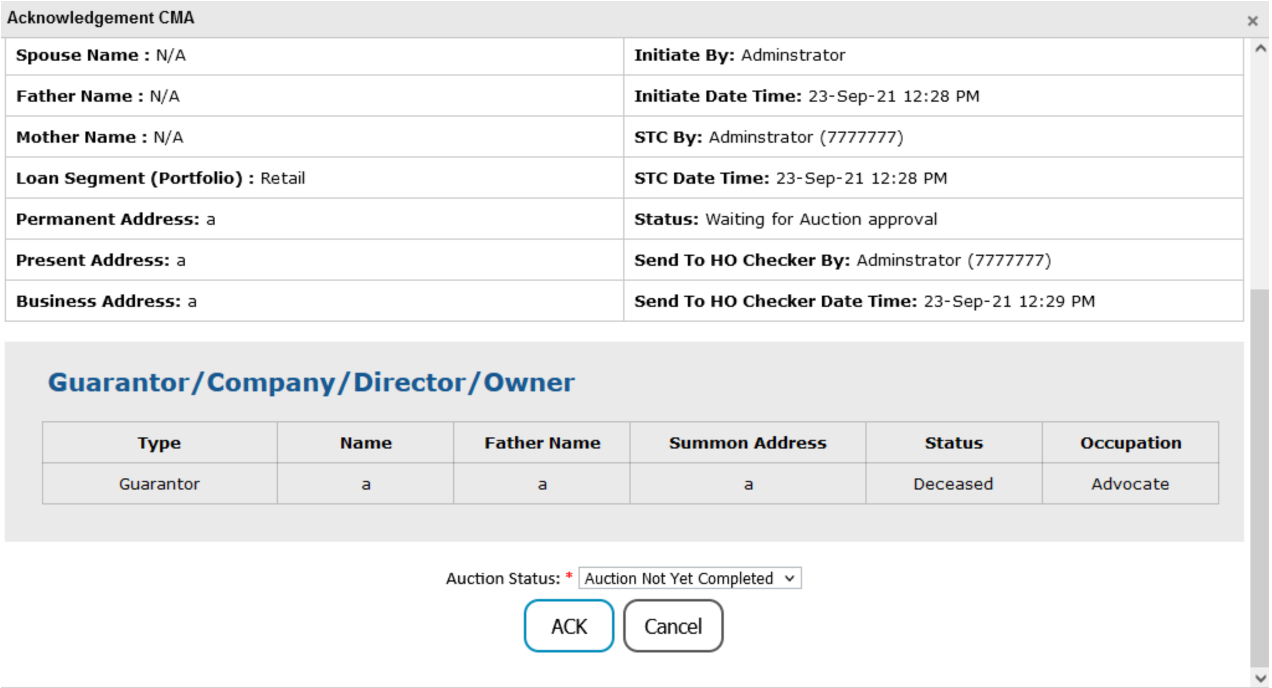


Fig: 23

4. User will choose status from the dropdown.
5. After clicking Send Button, a confirmation message will be shown. User needs to click **Cancel** to abort. A successful message will be shown towards the right side of data table.

11.1.2 View

"**Auction**" is the sub-menu of "Head Office" and it is used to process Auction information of LMS. Besides process Auction info, user can edit, delete, preview, send to approver for Paper Notice, Approve for Paper Notice, download paper notice, update memo status and bidder information and download various letters according to the user's right as shown in Figure 15. In the data table (grid), user will find "Auction" information.

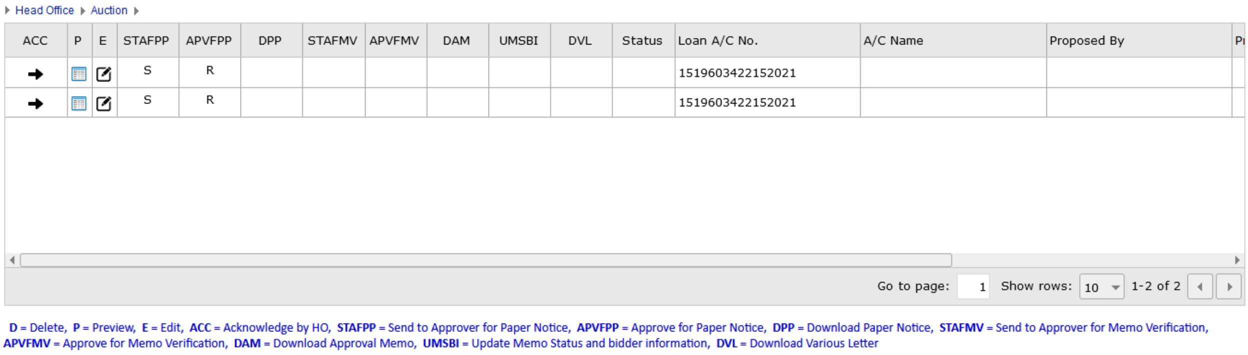


Fig: 24

11.1.3 Edit Auction

Usage

This operation is used to edit any Auction from the Auction grid table.

Menu Path
Head Office-> Auction -> **E** (Edit)

Operation
To edit Auction information from the system, need to do as follows:

a) Find CMA-Auction for which the user is going to edit from Auction data table.

b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

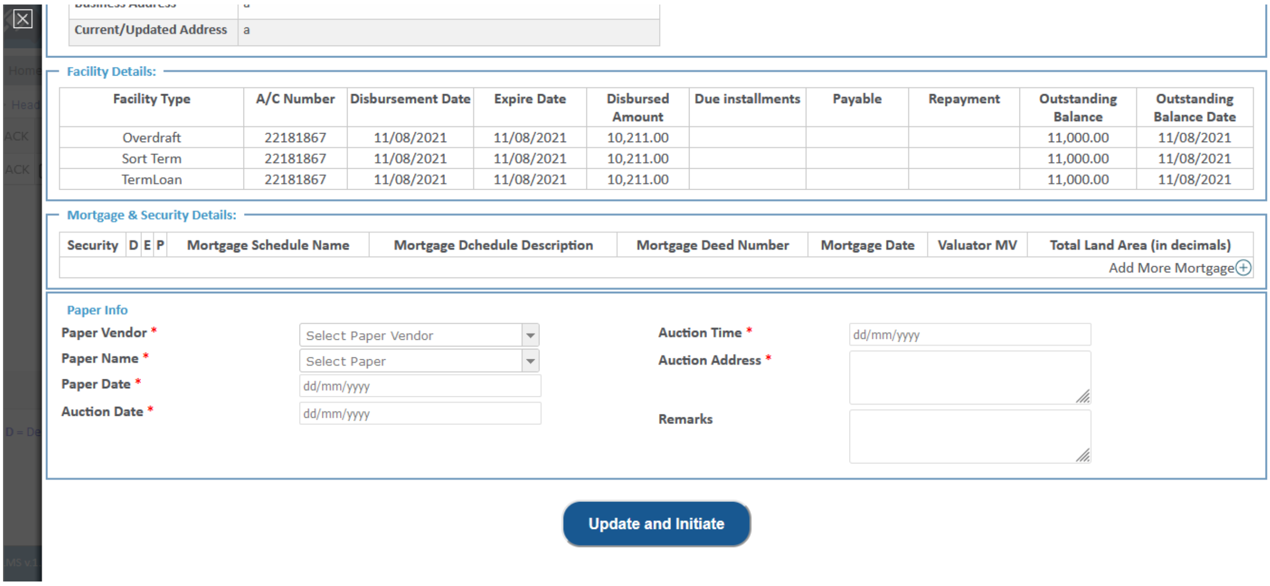


Fig: 25

c) Edit the Auction information as required.

d) User can add more facility details, mortgage details, security details by clicking Add More of each section.

e) Click the **Save** button to update Auction information.

f) In case of any wrong input, system shows appropriate message. Otherwise, Auction information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.

g) New updated data will be shown with highlighted in the data table.

h) User can close popup window by clicking cross icon towards the top left side of popup window.

11.1.4 Preview / Details of the Auction

Usage
This operation is used to preview the details of a Auction.

Menu Path
Head Office -> Auction -> **P** (Preview)

Operation
To preview Auction information does as following:

1. Find the Auction for which the user is going to preview from Auction data table.

2. Click the icon under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the Auction information which are selected.
3. User can close popup window by clicking **Close** button.

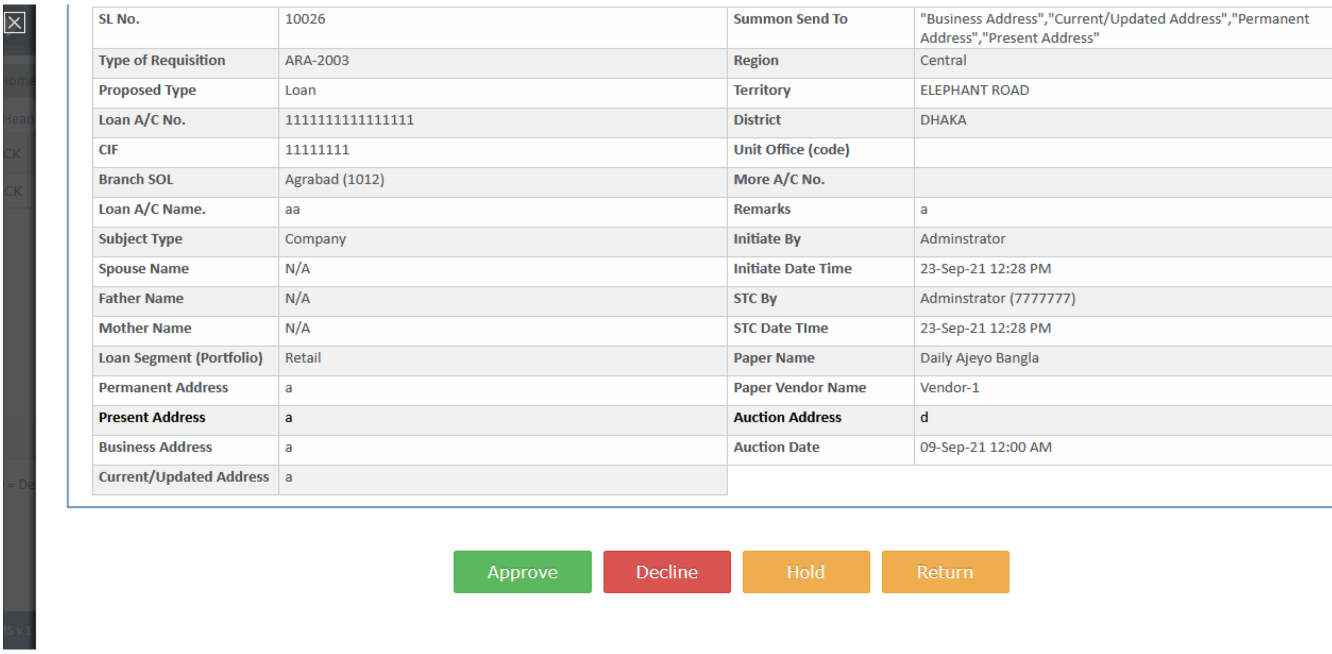
11.1.5 VP (Approve Paper Notice)

Usage

This operation is used to approve for paper Notice Auction information. To approve Auction information do as following:

Operation

1. Find Auction for which user are going to send from Auction info data table.
2. Click the icon under **VP** column. After Click, A pop window is shown.



SL No.	10026	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	ARA-2003	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	1111111111111111	District	DHAKA
CIF	11111111	Unit Office (code)	
Branch SOL	Agrabad (1012)	More A/C No.	
Loan A/C Name.	aa	Remarks	a
Subject Type	Company	Initiate By	Adminstrator
Spouse Name	N/A	Initiate Date Time	23-Sep-21 12:28 PM
Father Name	N/A	STC By	Adminstrator (7777777)
Mother Name	N/A	STC Date TIme	23-Sep-21 12:28 PM
Loan Segment (Portfolio)	Retail	Paper Name	Daily Ajeyo Bangla
Permanent Address	a	Paper Vendor Name	Vendor-1
Present Address	a	Auction Address	d
Business Address	a	Auction Date	09-Sep-21 12:00 AM
Current/Updated Address	a		

Fig: 26

3. After click Approve Button, Recommend confirmation message will be shown.
4. If User want to Decline/Hold/Return, then Reason should be required.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

11.1.6 Prepare Memo

Usage

This operation is used to prepare memo of Auction information.

Menu Path

Head Office -> Auction -> **MP**

Operation

To prepare memo of auction, the user needs to do as follows:

1. Finding the Auction for which the user is going to prepare memo from the Auction data table.

2. Click the icon under **MP** column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

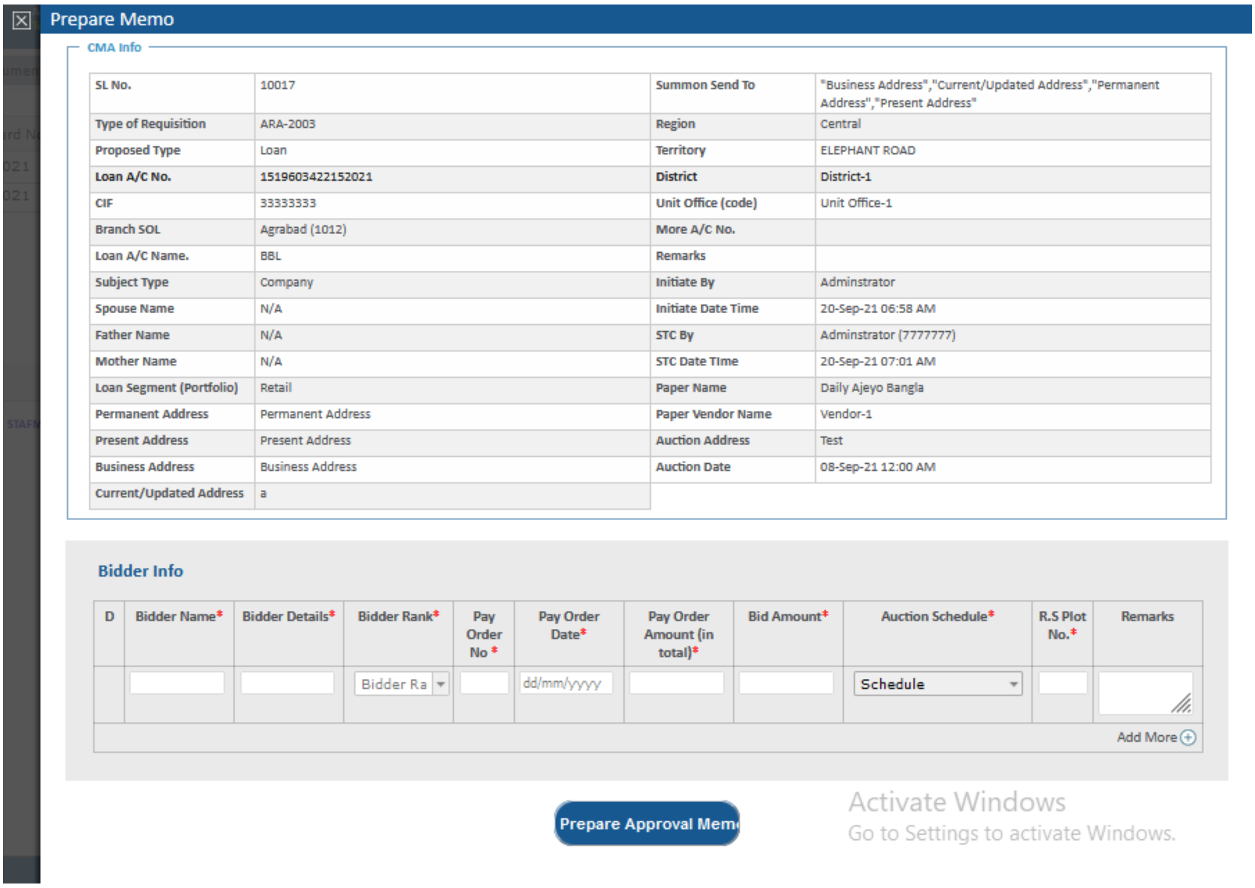


Fig: 27

3. Entry Bidder Info as required.
4. After save Paper Notice will be save and send to checker for verify.
5. New updated data will be shown with highlighted in the data table.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

11.1.7 Verify Memo

Usage

This operation is used to verify Memo information. To verify Memo information do as following:

Operation

1. Find Auction for which user are going to verify memo from Auction info data table.
2. Click the icon under **VM** column. After Click, A pop window is shown.

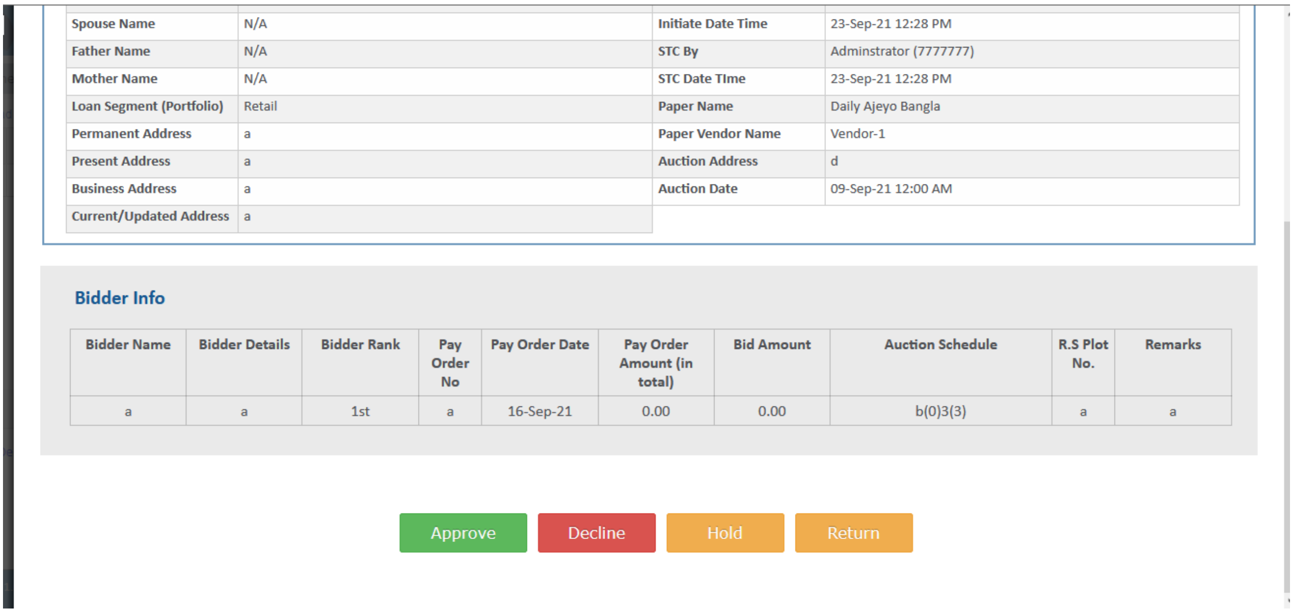


Fig: 28

3. After click Approve Button, Approved confirmation message will be shown.
4. If User wants to Decline/Hold/Return, then Reason should be entry.

11.1.8 Update Bidder

Usage

This operation is used to update bidder information. To update bidder information do as following:

Operation

1. Find Auction for which user are going to update bidder from Auction info data table.
2. Click the icon under **UB** column. After Click, A pop window is shown.

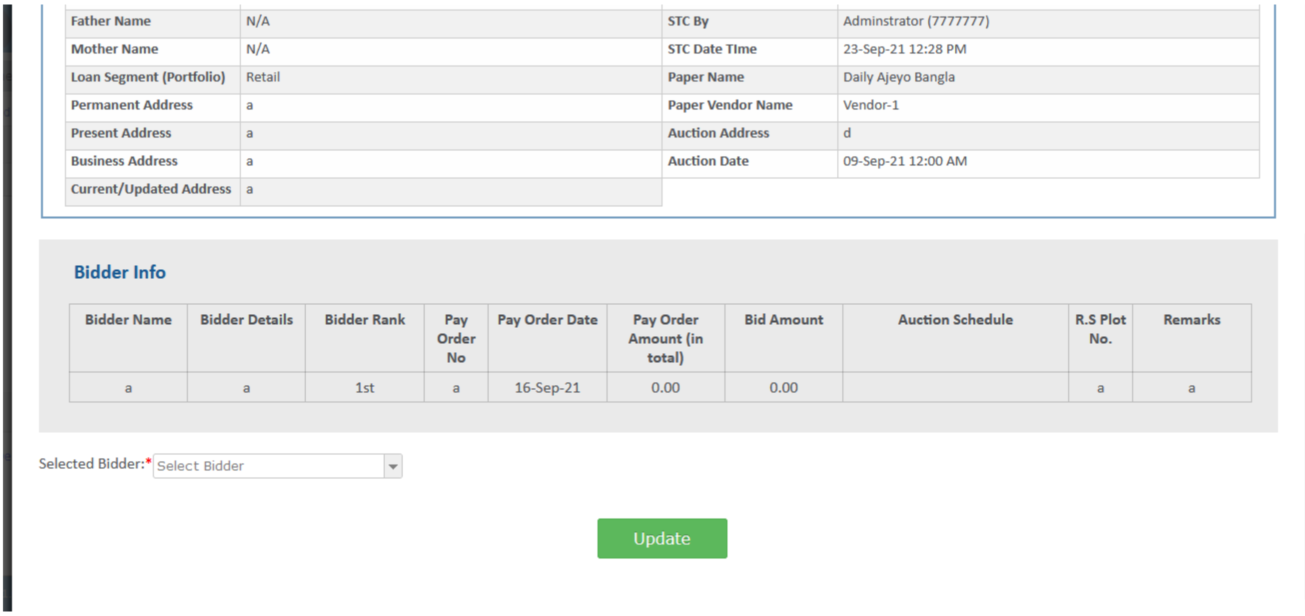


Fig: 29

3. After click Update Button, Updated confirmation message will be shown.

11.2 CMA Approve

11.2.1 ACC (Acknowledge)

Usage

This operation is used to acknowledge CMA for CMA Approve information.

Menu Path

Head Office -> CMA Approve -> ACC

Operation

To acknowledge a CMA for CMA Approve, the user needs to do as follows:

1. Finding the CMA for which the user is going to acknowledge for auction from the CMA Approve data table.
2. User needs to click the icon ➔ under **ACC** column and the specific row of data table to acknowledge the specific CMA for CMA Approve.
3. After clicking a Popup window is shown.

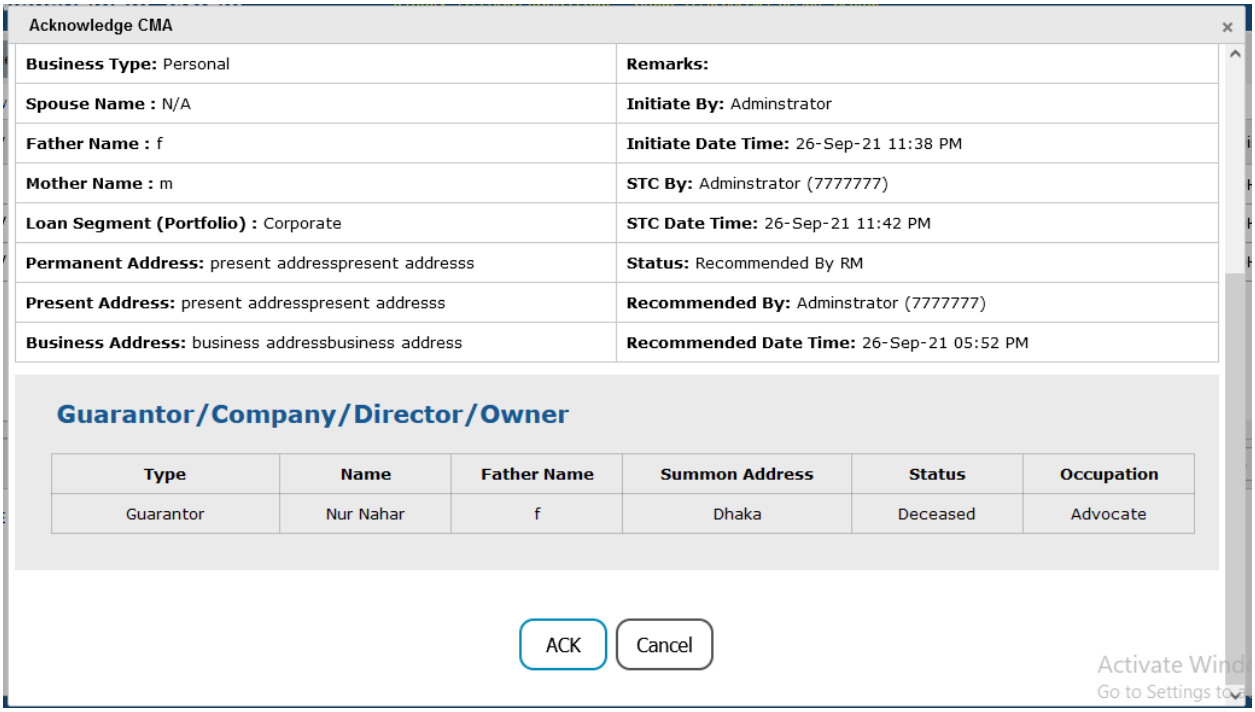


Fig: 30

4. User will choose status from the dropdown.
5. After clicking ACK Button, a confirmation message will be shown. User needs to click **Cancel** to abort. A successful message will be shown towards the right side of data table.

11.2.2 View

"**CMA Approve**" is the sub-menu of "Head Office" and it is used to process CMA Approve information of

LMS. Besides process CMA Approve info, user can edit, delete, preview, send to approver and Approve according to the user's right as shown in Figure 24. In the data table (grid), user will find "CMA Approve" information.

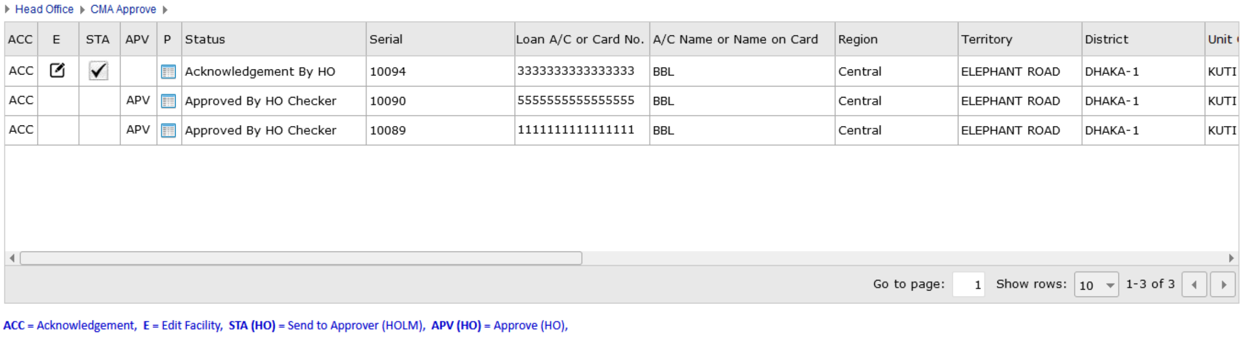


Fig: 31

11.2.3 Edit

Usage

This operation is used to edit any CMA Approve from the CMA Approve grid table.

Menu Path

Head Office-> CMA Approve -> **E** (Edit)

Operation

To edit CMA Approve information from the system, need to do as follows:

a) Find CMA-Approve for which the user is going to edit from CMA Approve data table.

b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

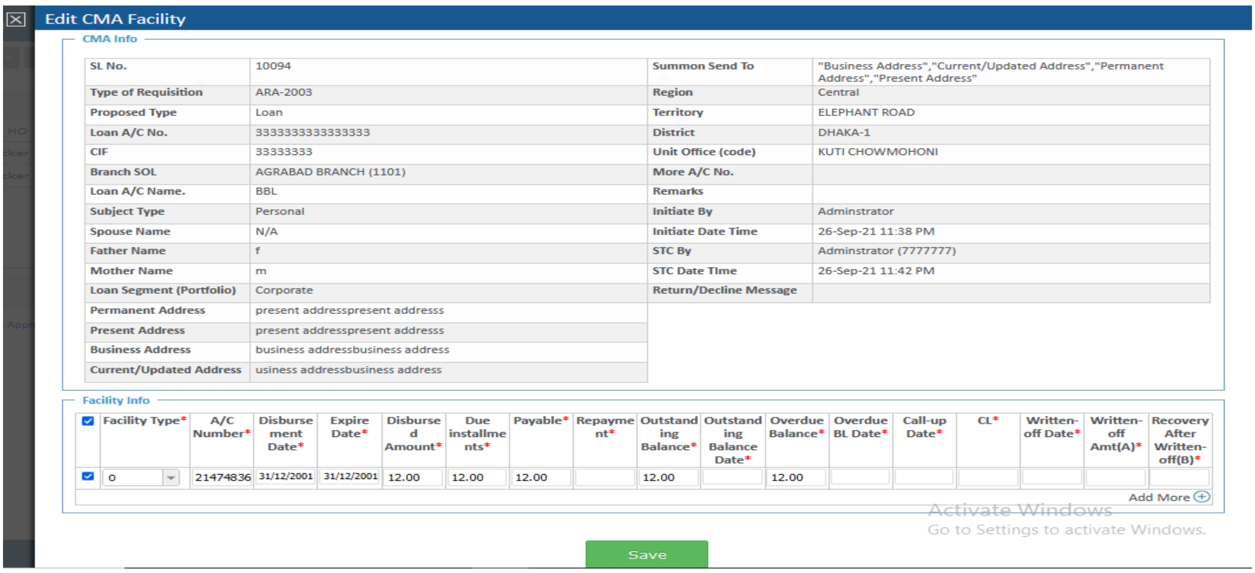


Fig: 32

c) Edit the CMA Approve information as required.

d) User can add more facility details by clicking Add More of facility info section.

e) Click the **Save** button to update CMA Approve information.

f) In case of any wrong input, system shows appropriate message. Otherwise, CMA Approve information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.

g) New updated data will be shown with highlighted in the data table.

h) User can close popup window by clicking cross icon towards the top left side of popup window.

11.2.4 Preview / Details of the CMA Approve

Usage

This operation is used to preview the details of a CMA Approve.

Menu Path

Head Office -> CMA Approve -> **P** (Preview)

Operation

To preview Auction information does as following:

1. Find the Auction for which the user is going to preview from CMA Approve data table.
2. Click the icon under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the CMA Approve information which are selected.
3. User can close popup window by clicking **Close** button.

11.2.5 Send to Approver

Usage

This operation is used to send CMA Approve information to approver.

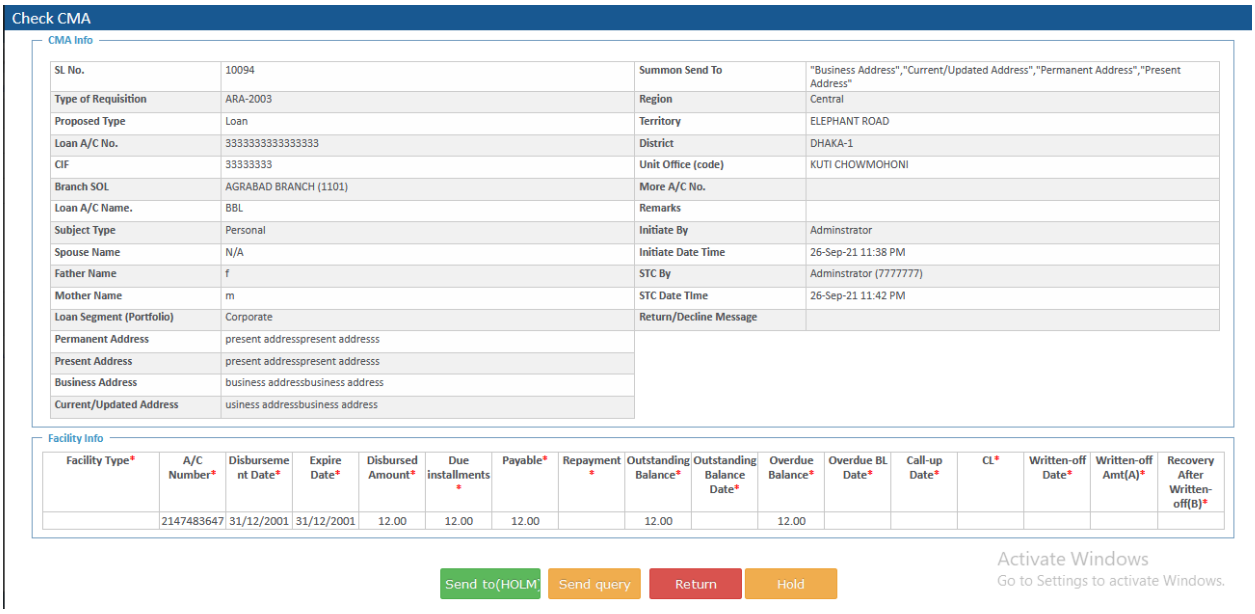
Menu Path

Head Office -> CMA Approve -> **STA**

Operation

To send CMA Approve, the user needs to do as follows:

1. Finding the CMA Approve for which the user is going to send from the CMA Approve data table.
2. Click the icon under **STA** column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.



Check CMA

CMA Info

SL No.	10094	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	ARA-2003	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	3333333333333333	District	DHAKA-1
CIF	33333333	Unit Office (code)	KUTI CHOWMOHONI
Branch SOL	AGRABAD BRANCH (1101)	More A/C No.	
Loan A/C Name.	BBL	Remarks	
Subject Type	Personal	Initiate By	Adminstrator
Spouse Name	N/A	Initiate Date Time	26-Sep-21 11:38 PM
Father Name	f	STC By	Adminstrator (7777777)
Mother Name	m	STC Date Time	26-Sep-21 11:42 PM
Loan Segment (Portfolio)	Corporate	Return/Decline Message	
Permanent Address	present addresspresent addresss		
Present Address	present addresspresent addresss		
Business Address	business addressbusiness address		
Current/Updated Address	usiness addressbusiness address		

Facility Info

Facility Type*	A/C Number*	Disbursement Date*	Expire Date*	Disbursed Amount*	Due installments*	Payable*	Repayment*	Outstanding Balance*	Outstanding Balance Date*	Overdue Balance*	Overdue BL Date*	Call-up Date*	CL*	Written-off Date*	Written-off Amt(A)*	Recovery After Written-off(B)*
	2147483647	31/12/2001	31/12/2001	12.00	12.00	12.00		12.00		12.00						

Send to(HOLM) Send query Return Hold

Activate Windows
Go to Settings to activate Windows.

Fig: 33

3. After click send to (HOLM)/send query/return/hold, data will be updated accordingly.
4. New updated data will be shown with highlighted in the data table.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

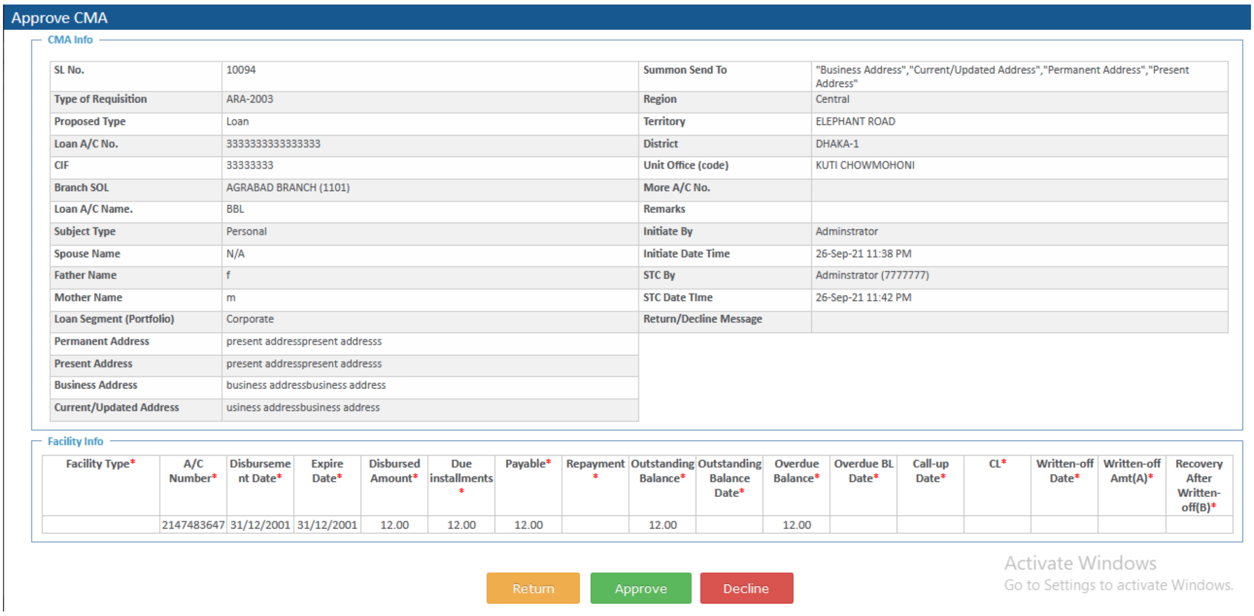
11.2.6 Approve

Usage

This operation is used to approve CMA Approve information. To verify CMA Approve information do as following:

Operation

1. Find Auction for which user are going to approve from CMA Approve info data table.
2. Click the icon under **VM** column. After Click, A pop window is shown.



Approve CMA

CMA Info

SL No.	10094	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	ARA-2003	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	3333333333333333	District	DHAKA-1
CIF	33333333	Unit Office (code)	KUTI CHOWMOHONI
Branch SOL	AGRABAD BRANCH (1101)	More A/C No.	
Loan A/C Name.	BBL	Remarks	
Subject Type	Personal	Initiate By	Adminstrator
Spouse Name	N/A	Initiate Date Time	26-Sep-21 11:38 PM
Father Name	f	STC By	Adminstrator (7777777)
Mother Name	m	STC Date Time	26-Sep-21 11:42 PM
Loan Segment (Portfolio)	Corporate	Return/Decline Message	
Permanent Address	present addresspresent addresss		
Present Address	present addresspresent addresss		
Business Address	business addressbusiness address		
Current/Updated Address	usiness addressbusiness address		

Facility Info

Facility Type*	A/C Number*	Disbursement Date*	Expire Date*	Disbursed Amount*	Due installments*	Payable*	Repayment*	Outstanding Balance*	Outstanding Balance Date*	Overdue Balance*	Overdue BL Date*	Call-up Date*	CL*	Written-off Date*	Written-off Amt(A)*	Recovery After Written-off(B)*
	2147483647	31/12/2001	31/12/2001	12.00	12.00	12.00		12.00		12.00						

Return Approve Decline

Activate Windows
Go to Settings to activate Windows.

Fig: 34

3. After click Approve Button, Approved confirmation message will be shown.
4. If User wants to Decline/Return, then Reason should be entry.

11.3 1st Legal Notice HO

11.3.1 ACC (Acknowledge)

Usage

This operation is used to acknowledge Legal Notice for 1st Legal Notice HO Approve information.

Menu Path

Head Office -> 1st Legal Notice HO -> ACC

Operation

To acknowledge a Legal Notice for 1st Legal Notice HO, the user needs to do as follows:

1. Finding the Legal Notice for which the user is going to acknowledge for 1st Legal Notice HO from the data table.
2. User needs to click the icon under **ACC** column and the specific row of data table to acknowledge the specific 1st Legal Notice for 1st Legal Notice HO.
3. After clicking a Popup window is shown.

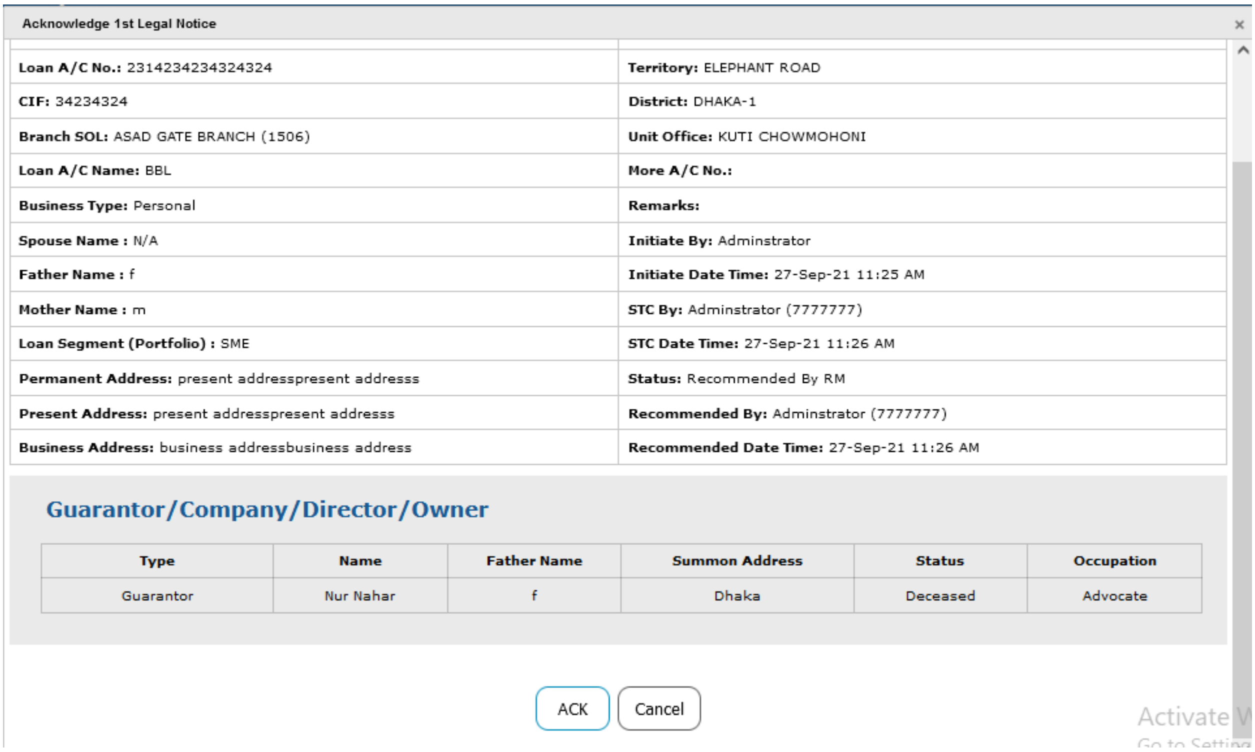
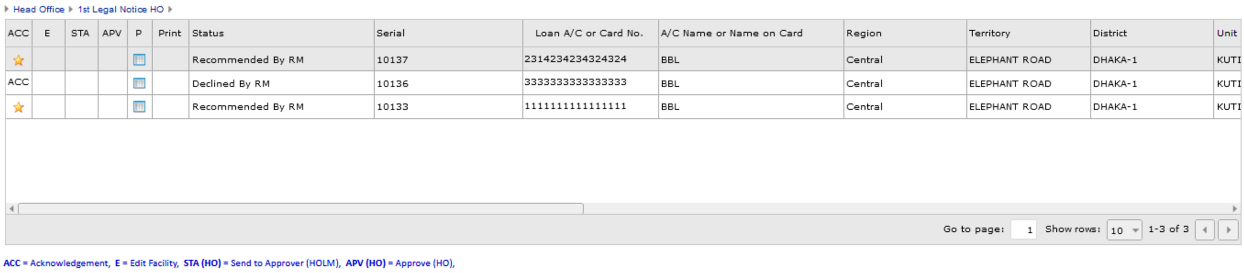


Fig: 35

4. User will choose status from the dropdown.
5. After clicking ACK Button, a confirmation message will be shown. User needs to click **Cancel** to abort. A successful message will be shown towards the right side of data table.

11.3.2 View

"**1st Legal Notice HO**" is the sub-menu of "Head Office" and it is used to process 1st Legal Notice HO information of LMS. Besides process 1st Legal Notice HO info, user can edit, preview, send to approver and Approve according to the user's right as shown in Figure 24. In the data table (grid), user will find "1st Legal Notice HO" information.



Head Office ▸ 1st Legal Notice HO ▸

ACC	E	STA	APV	P	Print	Status	Serial	Loan A/C or Card No.	A/C Name or Name on Card	Region	Territory	District	Unit
						Recommended By RM	10137	2314234234324324	BBL	Central	ELEPHANT ROAD	DHAKA-1	KUTI
ACC						Declined By RM	10136	3333333333333333	BBL	Central	ELEPHANT ROAD	DHAKA-1	KUTI
						Recommended By RM	10133	1111111111111111	BBL	Central	ELEPHANT ROAD	DHAKA-1	KUTI

Go to page: 1 Show rows: 10 1-3 of 3

ACC = Acknowledgement, **E** = Edit Facility, **STA (HO)** = Send to Approver (HOLM), **APV (HO)** = Approve (HO),

Fig: 36

11.3.3 Edit

Usage

This operation is used to edit any 1st Legal Notice HO from the 1st Legal Notice HO grid table.

Menu Path

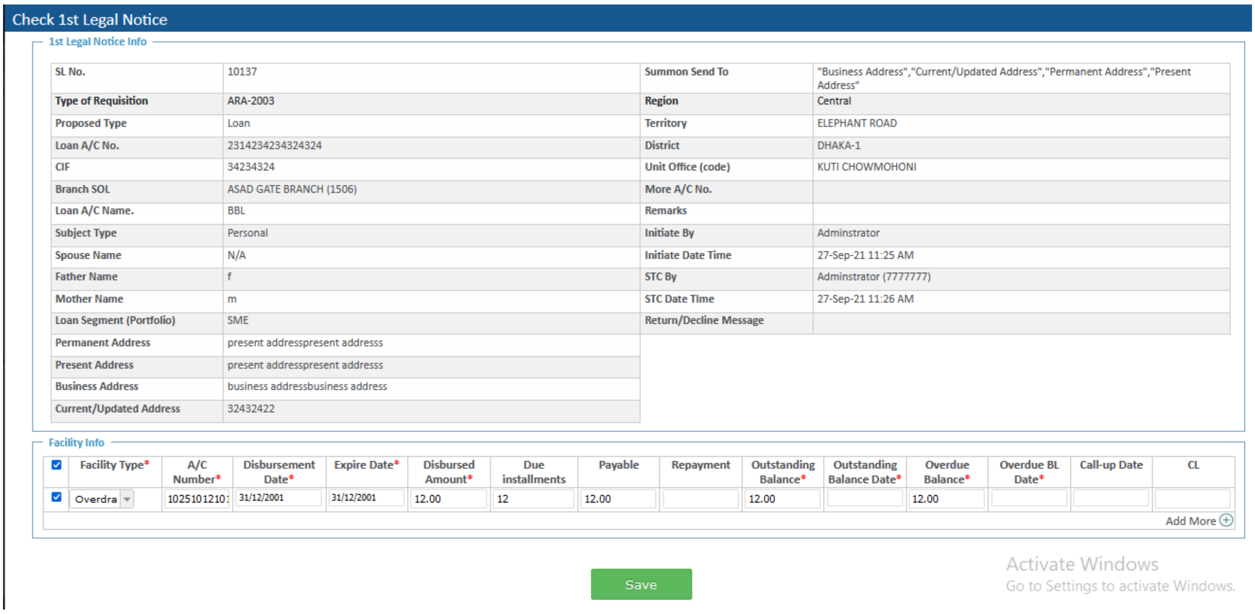
Head Office-> 1st Legal Notice HO -> **E** (Edit)

Operation

To edit 1st Legal Notice HO information from the system, need to do as follows:

a) Find 1st Legal Notice for which the user is going to edit from 1st Legal Notice HO data table.

b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.



Check 1st Legal Notice

1st Legal Notice Info

SL No.	10137	Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Type of Requisition	ARA-2003	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	2314234234324324	District	DHAKA-1
CIF	34234324	Unit Office (code)	KUTI CHOWMOHONI
Branch SOL	ASAD GATE BRANCH (1506)	More A/C No.	
Loan A/C Name.	BBL	Remarks	
Subject Type	Personal	Initiate By	Adminstrator
Spouse Name	N/A	Initiate Date Time	27-Sep-21 11:25 AM
Father Name	f	STC By	Adminstrator (7777777)
Mother Name	m	STC Date TIme	27-Sep-21 11:26 AM
Loan Segment (Portfolio)	SME	Return/Decline Message	
Permanent Address	present addresspresent addresss		
Present Address	present addresspresent addresss		
Business Address	business addressbusiness address		
Current/Updated Address	32432422		

Facility Info

	Facility Type*	A/C Number*	Disbursement Date*	Expire Date*	Disbursed Amount*	Due installments	Payable	Repayment	Outstanding Balance*	Outstanding Balance Date*	Overdue Balance*	Overdue BL Date*	Call-up Date	CL
	Overdra	10251012101	31/12/2001	31/12/2001	12.00	12	12.00		12.00		12.00			

Add More

Save

Activate Windows
Go to Settings to activate Windows.

Fig: 37

c) Edit the 1st legal Notice information as required.

d) User can add more facility details by clicking Add More of facility info section.

e) Click the **Save** button to update 1st Legal Notice HO information.

f) In case of any wrong input, system shows appropriate message. Otherwise, 1st Legal Notice HO information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.

g) New updated data will be shown with highlighted in the data table.

h) User can close popup window by clicking cross icon towards the top left side of popup window.

11.3.4 Preview / Details of the 1st Legal Notice HO

Usage

This operation is used to preview the details of a 1st Legal Notice HO.

Menu Path

Head Office -> 1st Legal Notice HO -> **P** (Preview)

Operation

To preview 1st Legal Notice Ho information does as following:

1. Find the 1st Legal Notice for which the user is going to preview from 1st Legal Notice HO data table.
2. Click the icon under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the 1st Legal Notice HO information which are selected.
3. User can close popup window by clicking **Close** button.

11.3.5 Send to Approver

Usage

This operation is used to send CMA Approve information to approver.

Menu Path

Head Office -> 1st Legal Notice HO -> **STA**

Operation

To send 1st Legal Notice HO, the user needs to do as follows:

1. Finding the 1st Legal Notice for which the user is going to send from the 1st Legal Notice Approve data table.
2. Click the icon under **STA** column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

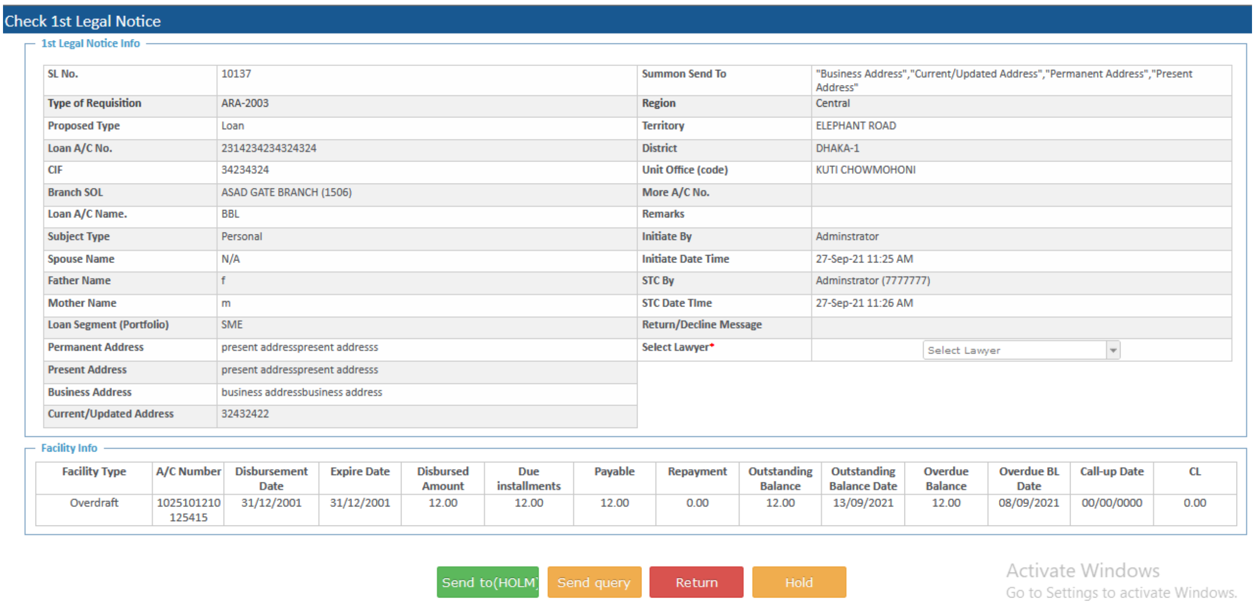


Fig: 38

3. After click send to (HOLM)/send query/return/hold, data will be updated accordingly.
4. New updated data will be shown with highlighted in the data table.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

11.3.6 Approve

Usage

This operation is used to approve 1st Legal Notice HO information. To verify 1st Legal Notice HO information do as following:

Operation

1. Find 1st Legal Notice HO for which user are going to approve from 1st Legal Notice HO info data table.
2. Click the icon under **VM** column. After Click, A pop window is shown.

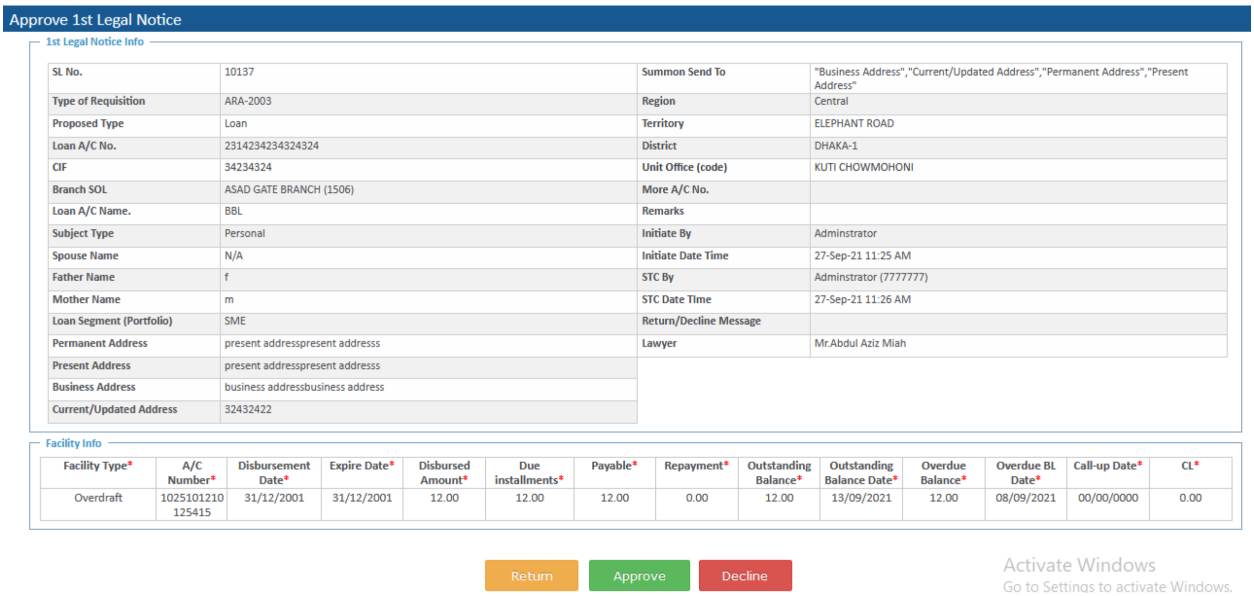


Fig: 39

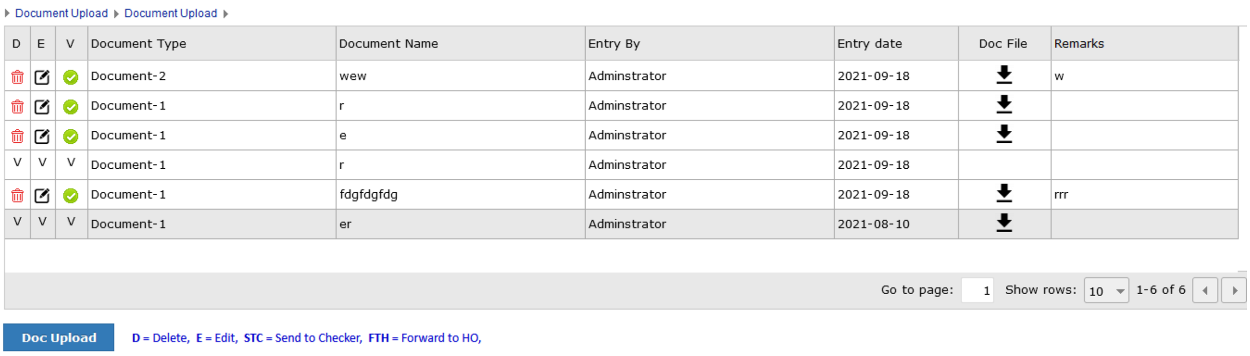
3. After click Approve Button, Approved confirmation message will be shown.
4. If User wants to Decline/Return, then Reason should be entry.

12. Document Upload

12.1 Document Upload

12.1.1 View

“**Document Upload**” is the sub-menu of “Document Upload” and it is used to entry doc information of LMS. Besides entry doc info, user can edit, delete, preview and verify doc info along with creating new doc according to the user’s right as shown in Figure 19. In the data table (grid), user will find “DOC” information.



Document Upload ▸ Document Upload ▸

D	E	V	Document Type	Document Name	Entry By	Entry date	Doc File	Remarks
			Document-2	wew	Adminstrator	2021-09-18		w
			Document-1	r	Adminstrator	2021-09-18		
			Document-1	e	Adminstrator	2021-09-18		
V	V	V	Document-1	r	Adminstrator	2021-09-18		
			Document-1	fdgfdgfdg	Adminstrator	2021-09-18		rrr
V	V	V	Document-1	er	Adminstrator	2021-08-10		

Go to page: 1 Show rows: 10 1-6 of 6

Doc Upload D = Delete, E = Edit, STC = Send to Checker, FTH = Forward to HO,

Fig: 40

12.1.2 Doc Upload

Usage

This operation is used to upload doc. To upload doc do as following:

Menu Path

Document upload -> Document Upload

Operation

Click **Doc Upload** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:21.**

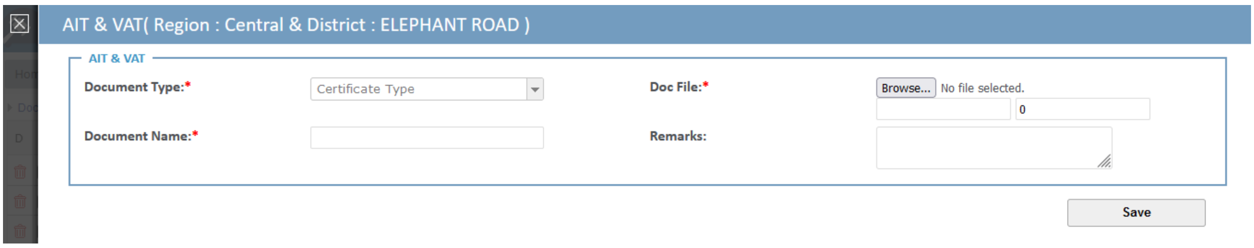


Fig: 41

1. Enter data as required for document upload into the input field of popup window. Then Click the Save button to upload doc information.
2. Mandatory field are mark with red * mark.

3. In case of any wrong input, system shows appropriate message. Otherwise, Doc information will be upload properly and the popup window will be closed with “Successfully Saved” message towards the right side of data table.
4. New inserted data will be shown with highlighted in the top position of data table.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

12.1.3 Edit

Usage
This operation is used to edit any doc upload from the Doc Upload grid table.

Menu Path
Document Upload -> Document Upload -> **E** (Edit)

Operation
To edit Doc information from the system, need to do as follows:

h) Find Doc for which the user is going to edit from Doc data table.
i) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
j) Edit the Doc information as required.
k) Click the **Update** button to update CMA information.
l) In case of any wrong input, system shows appropriate message. Otherwise, Doc information will be saved properly and the popup window will be closed automatically with “Successfully Saved” message towards the right side of data table.
m) New updated data will be shown with highlighted in the data table.
n) User can close popup window by clicking cross icon towards the top left side of popup window.

12.1.4 Delete

Usage
This operation is used to delete Doc information.

Menu Path
Document Upload -> Document Upload -> **D** (Delete)

Operation
To delete a Doc, the user needs to do as follows:

1. Finding the Doc for which the user is going to delete from the Doc data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Doc. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort.

12.1.5 Verify

Usage
This operation is used to Verify Doc information. To verify Doc information do as following:

Operation

1. Find Doc for which user are going to verify from Doc info data table.
2. Click the icon ✅ under **V** column. After Click, A pop window is shown.
3. After click Yes Button, Verify confirmation message will be shown.