User Manual

LMS: Litigation Management System v.2.0

1. SAM/RM Team

1.1. 1st Legal Notice

1.1.1 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.

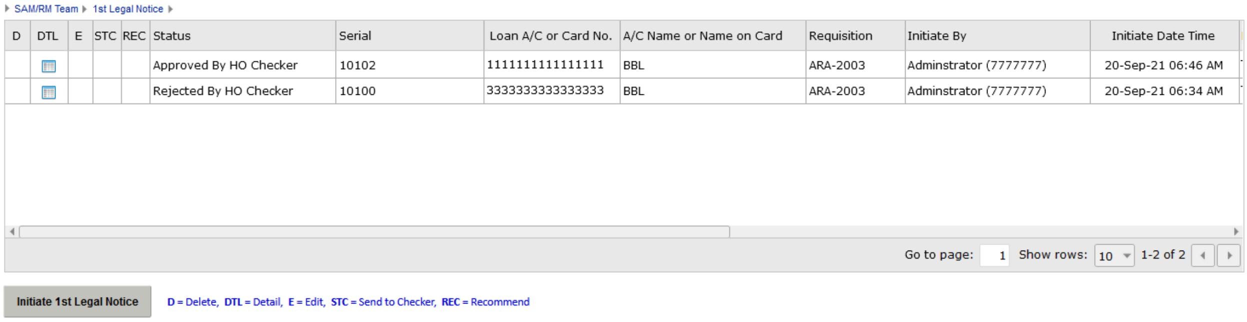


Figure 1.1.1:1

1.1.2 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.**

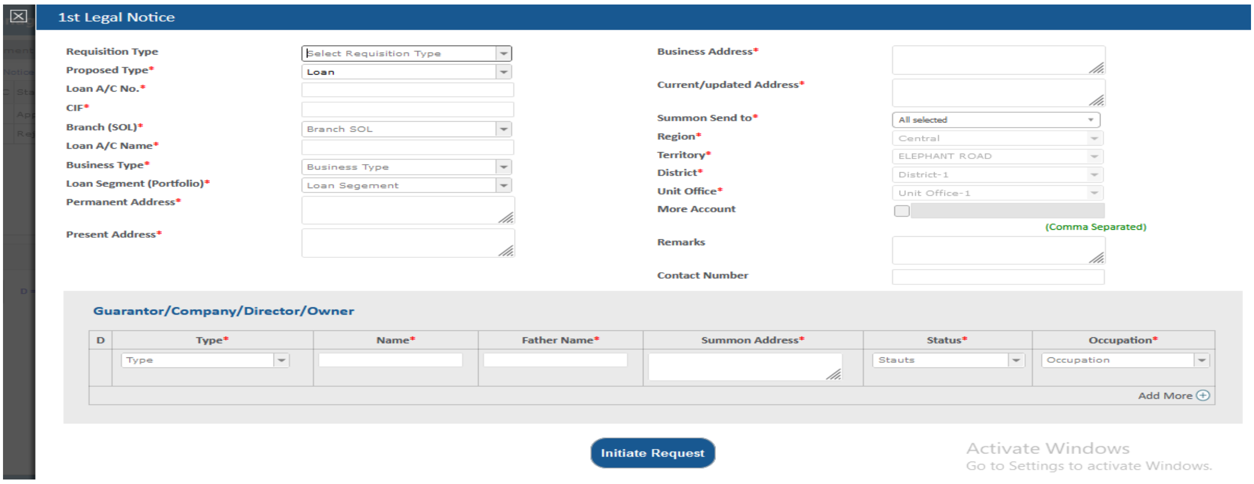


Figure 1.1.2:1

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.

1.1.3 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.

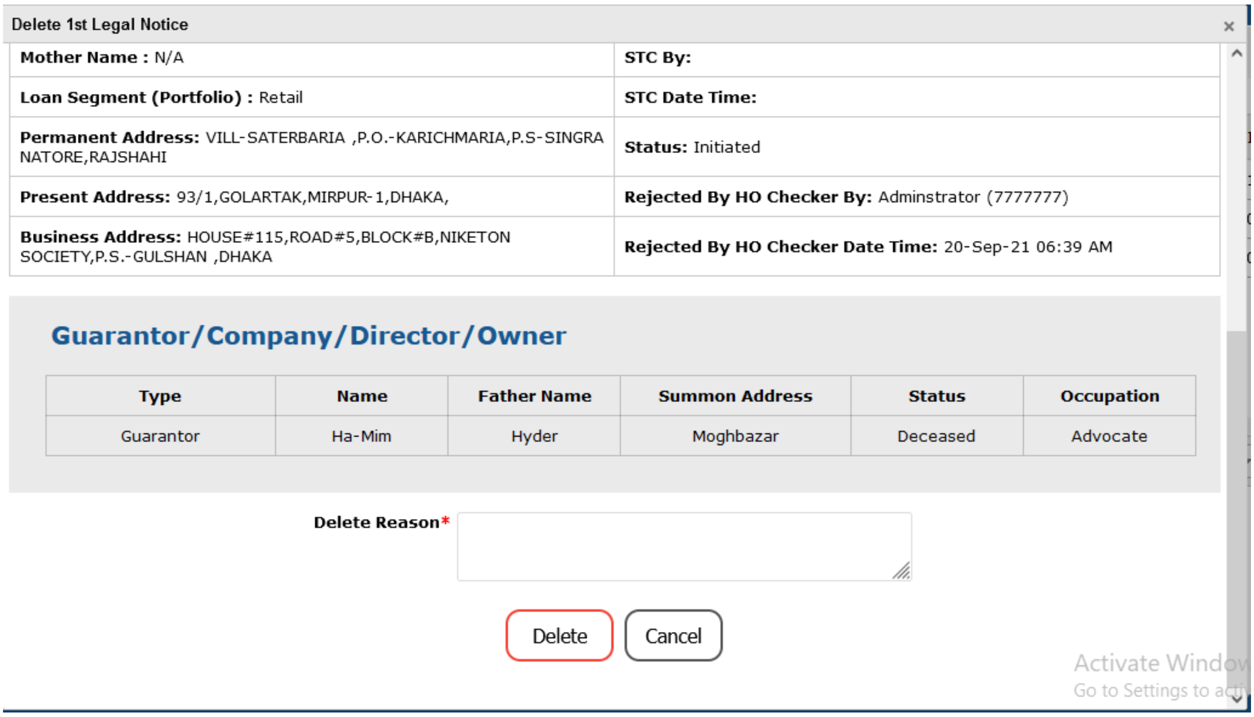


Figure 1.1.3:1

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.

1.1.4 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.

1.1.5 DTL (Details)

Usage

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

Menu Path

SAM/RM Team -> 1st Legal Notice

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.

1.1.6 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.

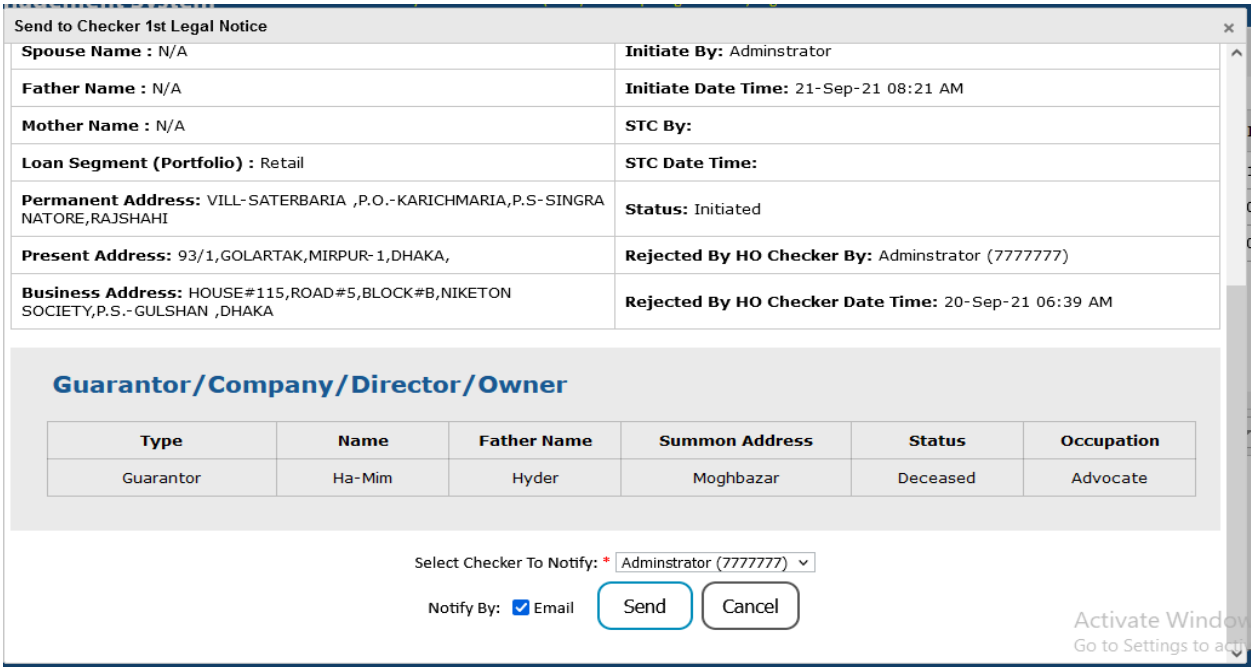


Figure 1.1.6:1

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.

1.1.7 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.

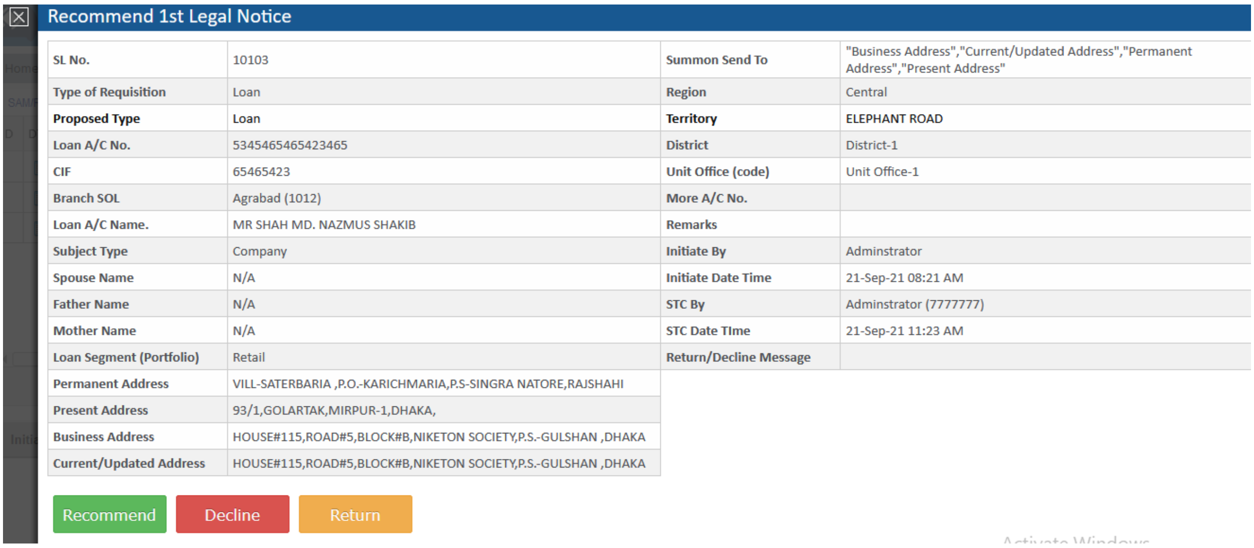


Figure 1.1.7:1

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

1.2 CMA

1.2.1 Initiate 1st CMA

"**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.

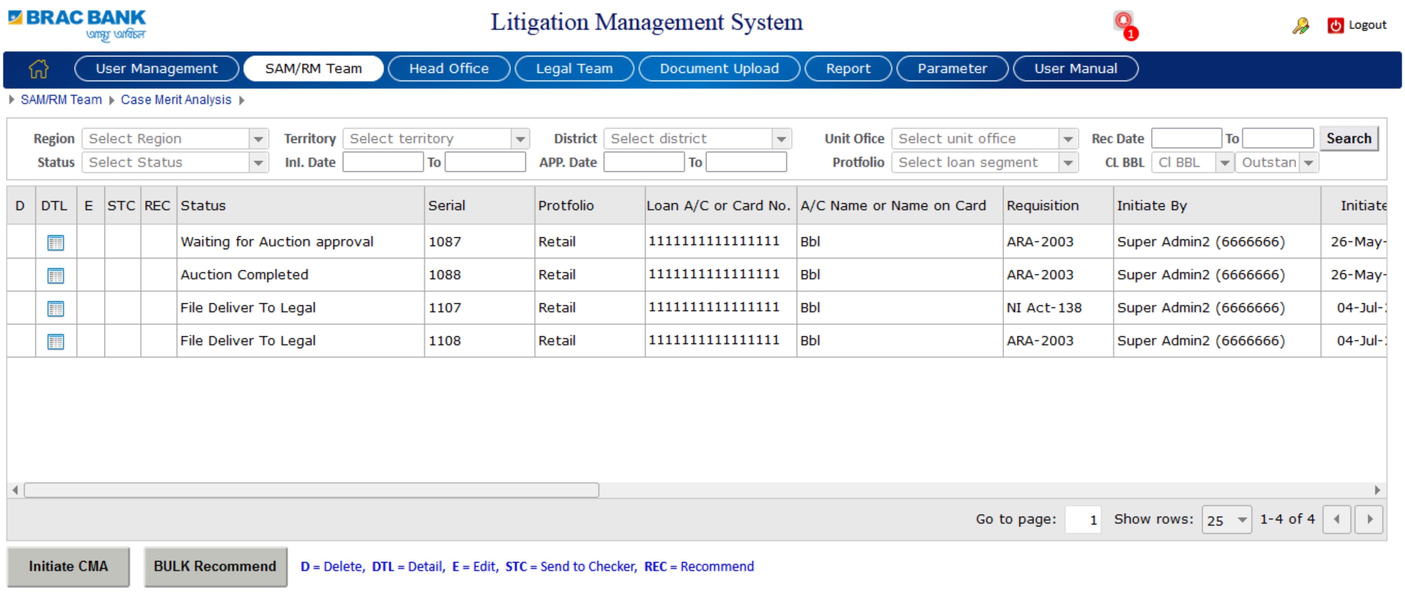


Figure 1.2.1:1

1.2.2 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.**

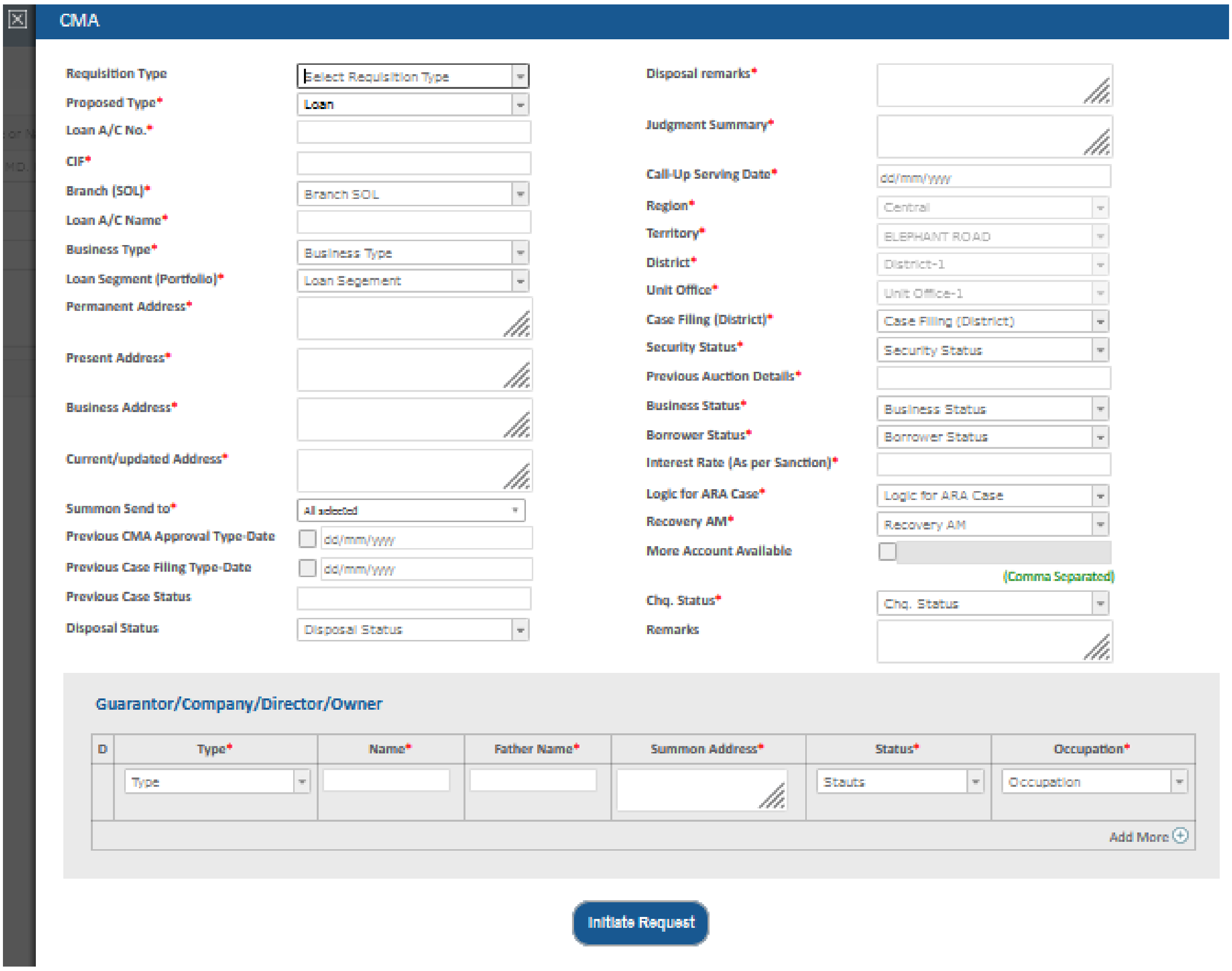


Figure 1.2.2:1

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.

1.2.3 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.

1.2.4 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.

1.2.5 Preview/Details of the CMA

Usage

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

Menu Path

SAM/RM Team -> CMA -> **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.

1.2.6 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.

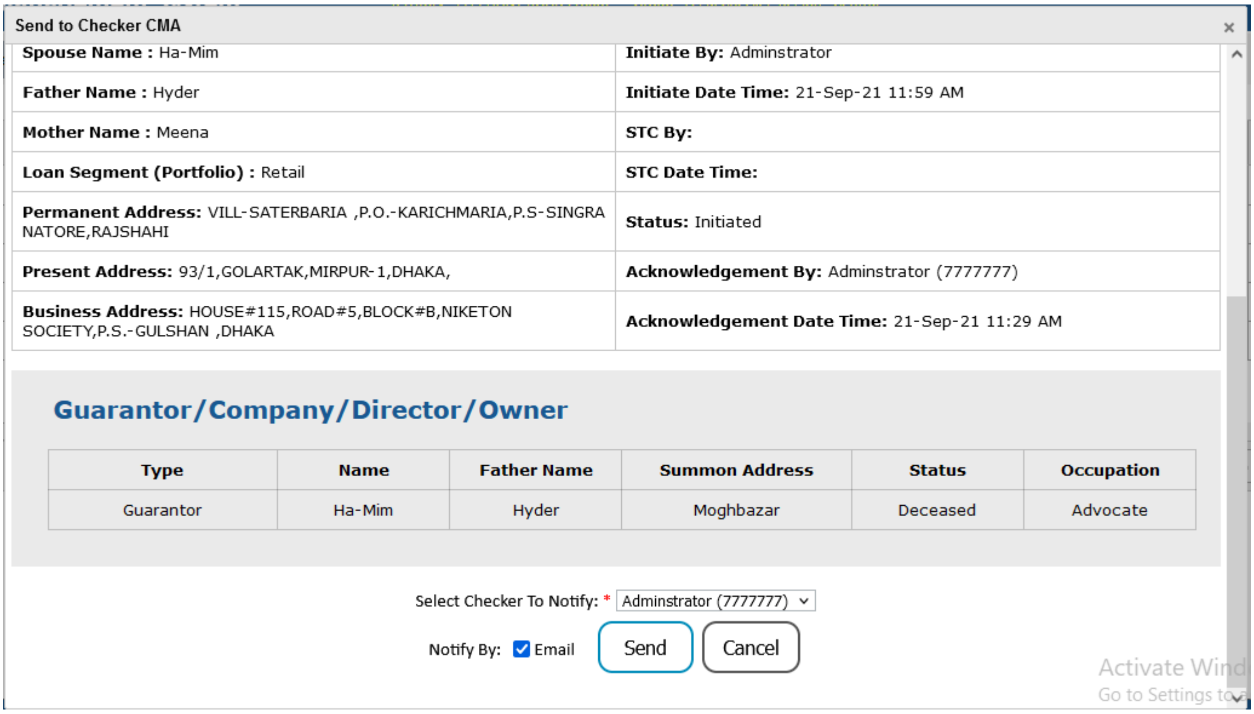


Figure 1.2.6:1

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.

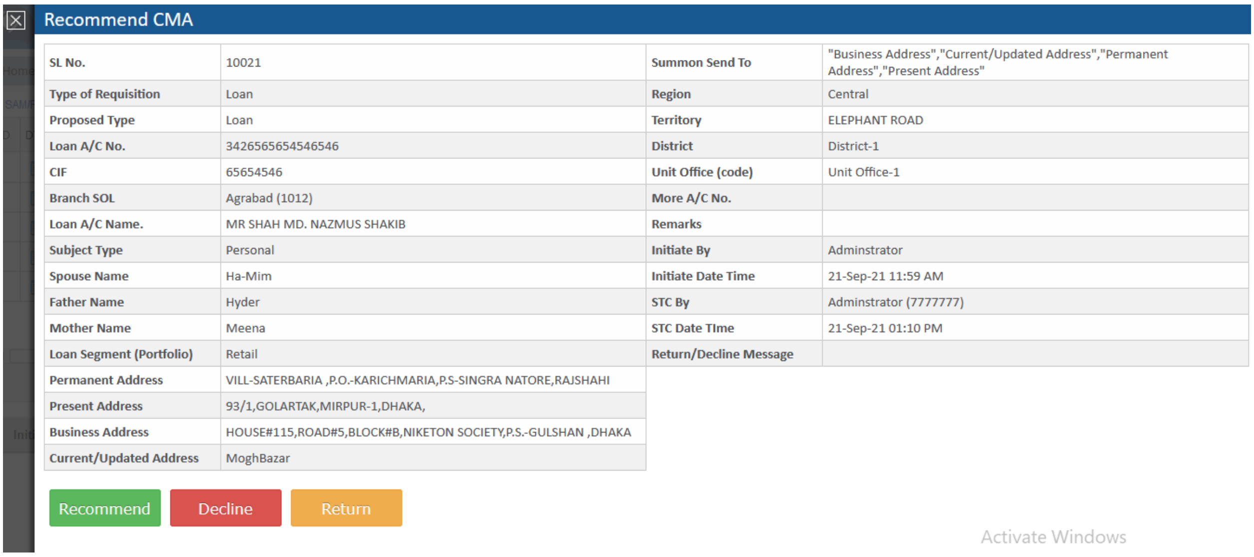
1.2.7 REC (Recommend)

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

Figure 1.2.7:1

3. After click Recommend Button, Recommend confirmation message will be shown. This file are secure then move for Head Office Auction otherwise move for Head Office CMA Approve **(1.4).**
4. If User want to Decline/Return, then Reason should be entry.

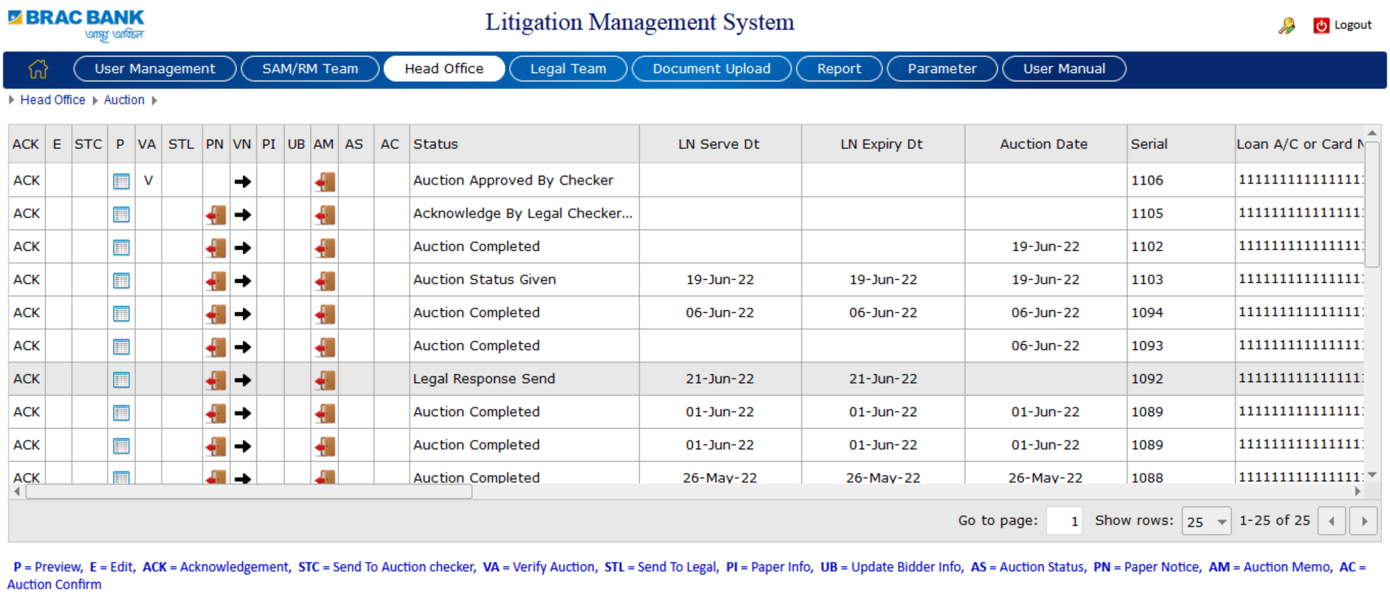
1.3 Auction

1.3.1 View

This menu is used to manage the Auction file of LMS system. Using this menu's sub-menu's Head Office, the user of the system can be viewed, added, edited, deleted and other operations.

Menu Path

Head Office -> Auction


BRAC BANK

Litigation Management System

Logout

User Management | SAM/RM Team | Head Office | Legal Team | Document Upload | Report | Parameter | User Manual

Head Office ▸ Auction ▸

ACK	E	STC	P	VA	STL	PN	VN	PI	UB	AM	AS	AC	Status	LN Serve Dt	LN Expiry Dt	Auction Date	Serial	Loan A/C or Card N
ACK				V									Auction Approved By Checker				1106	111111111111111
ACK													Acknowledge By Legal Checker...				1105	111111111111111
ACK													Auction Completed			19-Jun-22	1102	111111111111111
ACK													Auction Status Given	19-Jun-22	19-Jun-22	19-Jun-22	1103	111111111111111
ACK													Auction Completed	06-Jun-22	06-Jun-22	06-Jun-22	1094	111111111111111
ACK													Auction Completed			06-Jun-22	1093	111111111111111
ACK													Legal Response Send	21-Jun-22	21-Jun-22		1092	111111111111111
ACK													Auction Completed	01-Jun-22	01-Jun-22	01-Jun-22	1089	111111111111111
ACK													Auction Completed	01-Jun-22	01-Jun-22	01-Jun-22	1089	111111111111111
ACK													Auction Completed	26-May-22	26-May-22	26-May-22	1088	111111111111111

Go to page: 1 Show rows: 25 1-25 of 25

P = Preview, **E** = Edit, **ACK** = Acknowledgement, **STC** = Send To Auction checker, **VA** = Verify Auction, **STL** = Send To Legal, **PI** = Paper Info, **UB** = Update Bidder Info, **AS** = Auction Status, **PN** = Paper Notice, **AM** = Auction Memo, **AC** = Auction Confirm

Figure 1.3.1:1

1.3.2 Acknowledgement (ACK)

Usage

This operation is used to Auction. To Acknowledgement auction file do as following:

Menu Path

Head Office -> Auction

Operation

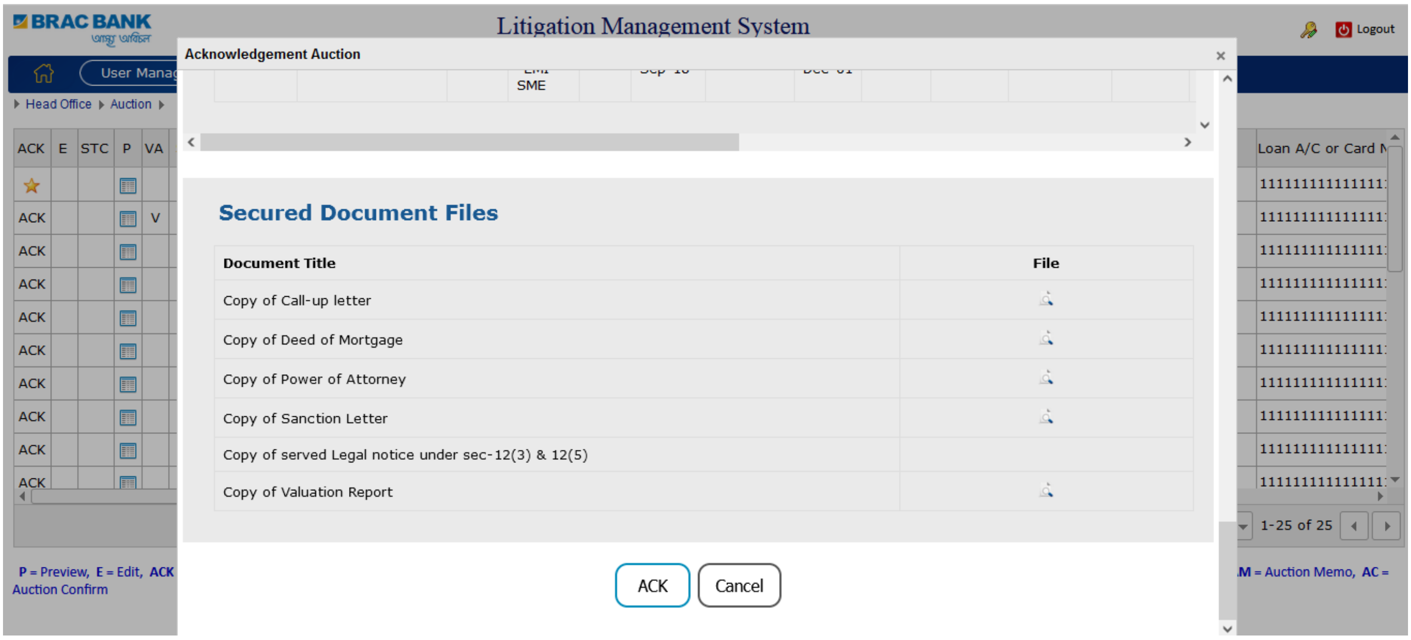


Figure 1.3.2:1

1. Click the icon ⭐ under **ACK** column. After Click, A pop window is shown.
2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

1.3.3 Edit

Usage

This operation is used to edit any Auction file 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 Auction file 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.
c) Edit the CMA Auction Details as required.
d) Click the **Update** button to update CMA Auction Info.
e) In case of any wrong input, system shows appropriate message. Otherwise, CMA Auction information will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

1.3.4 STC (Send to Auction Checker)

Usage

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

Menu Path

Head Office -> Auction -> **STC** (Send to Auction Checker)

Operation

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

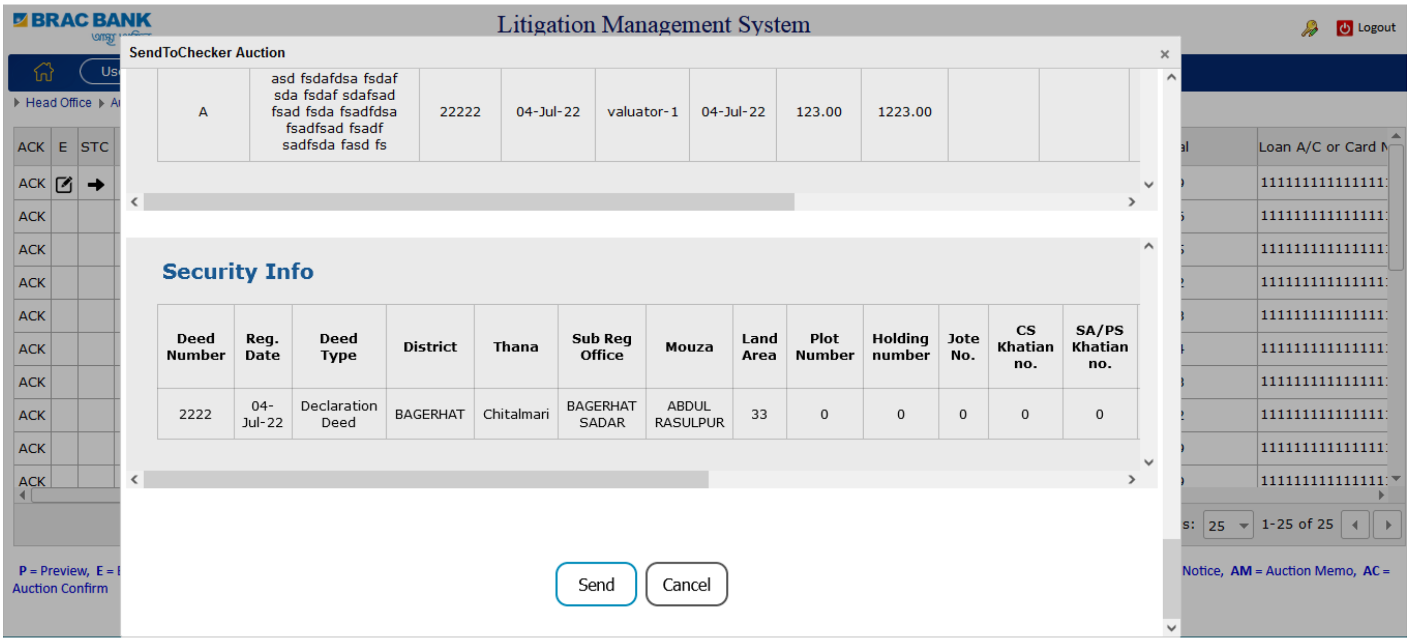


Figure 1.3.4:1

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

1.3.5 Preview

Usage

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

Menu Path

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

Operation

To preview CMA Auction information does as following:

1. Find the CMA Auction for which the user is going to preview from CMA 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 CMA information which are selected.
3. User can close popup window by clicking Close button.

1.3.6 VA (Verify Auction)

Usage

This operation is used to verify auction CMA Auction information. To verify CMA Auction information do as following:

Menu Path

Head Office -> Auction -> **VA** (Verify Auction)

Operation

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

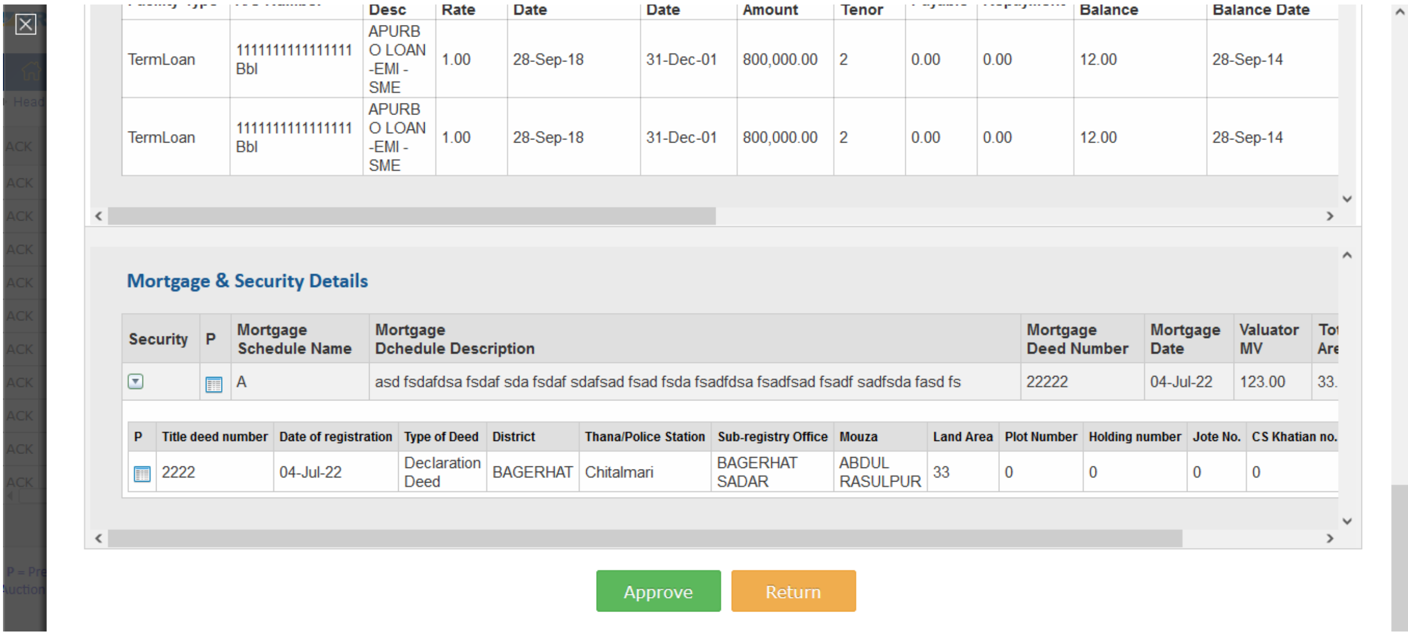


Figure 1.3.6:1

3. After click Approve Button, Approve confirmation message will be shown.
4. After Successfully Approve the data will be parked to Checker Common Queue waiting for STL to process.
5. If User want to return, then Reason should be entry.

1.3.7 STL (Send to Legal)

Usage

This operation is used to Send to Legal CMA Auction information. To Send to Legal CMA Auction information do as following:

Menu Path

Head Office -> Auction -> **STL** (Send to Legal)

Operation

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

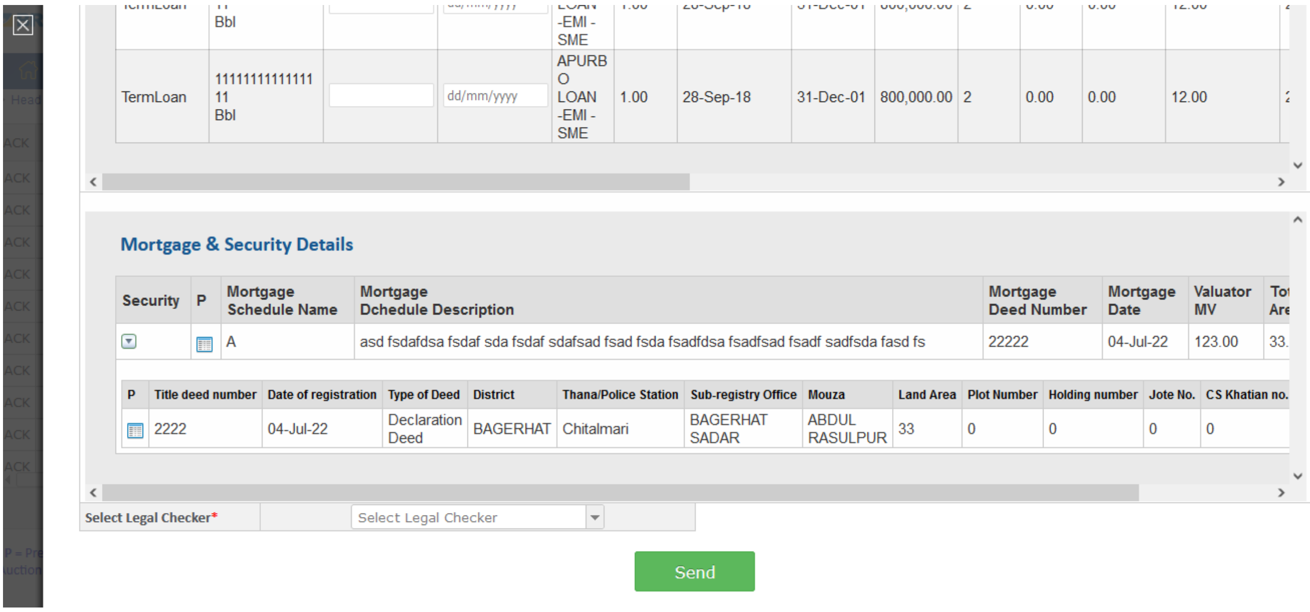


Figure 1.3.7:1

3. After click Send Button, Successfully confirmation message will be shown.
4. After Successfully Send the data will be parked to Legal Team -> Legal Notice (Auction) Queue waiting for **ACK** to process.
5. If User want to return, then Reason should be entry.

1.3.8 View

This menu is used to manage the Auction file of LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Legal Notice (Auction)

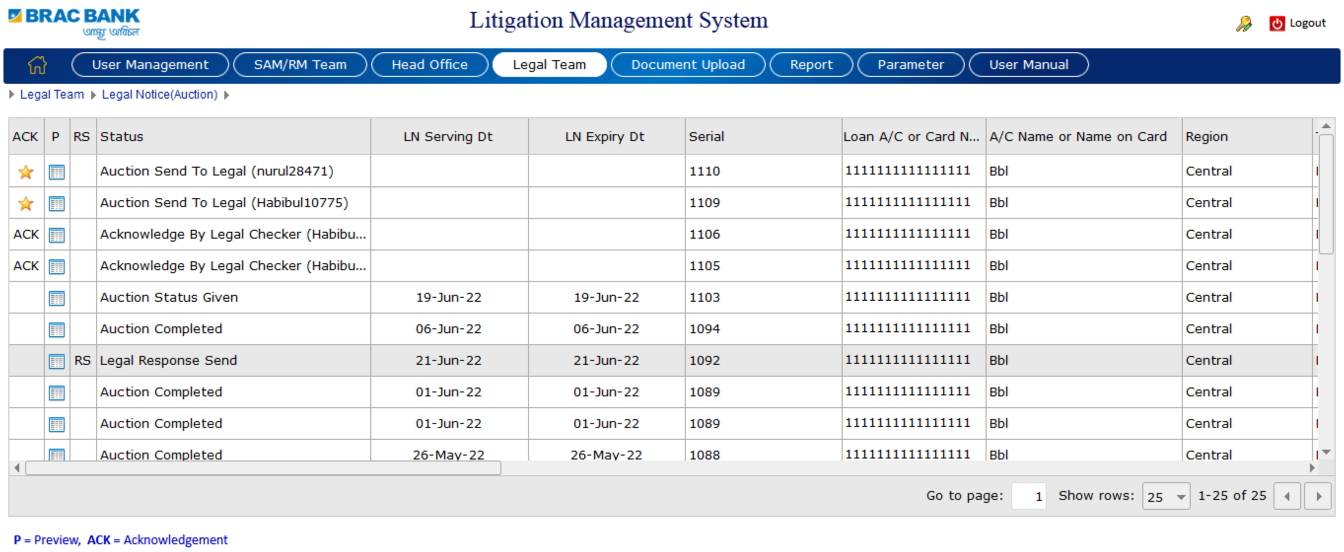


Figure 1.3.8:1

1.3.9 Acknowledgement (ACK)

Usage

This operation is used to Legal Notice (Auction). To Acknowledgement Legal Notice (Auction) do as following:

Menu Path

Legal Team -> Legal Notice (Auction) -> ACK

Operation

1. Click the icon under **ACK** column. After Click, A pop window is shown.

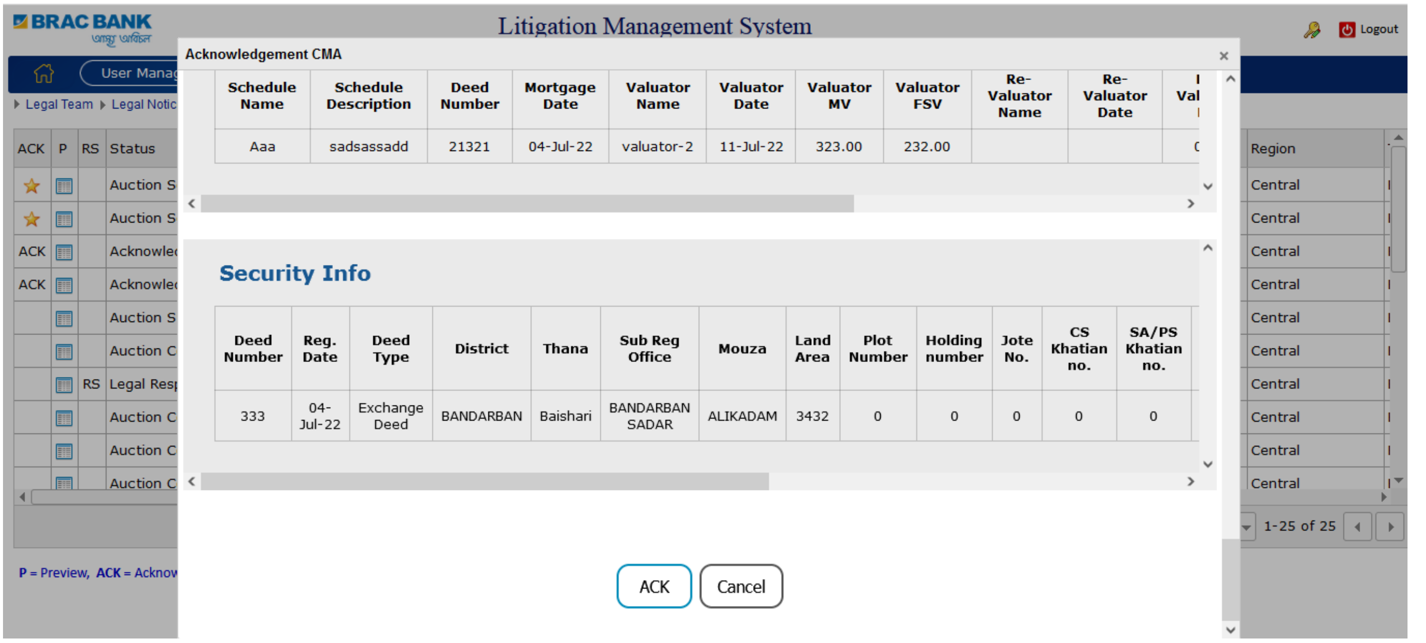


Figure 1.3.9:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

1.3.10 Response Send (RS)

Usage

This operation is used to Send Response Legal Notice (Auction) information. To Send Response Legal Notice (Auction) information do as following:

Menu Path

Legal Team -> Legal Notice (Auction) -> **RS** (Response Send)

Operation

1. Find Legal Notice (Auction) for which user are going to Response Send from Legal Notice Auction info data table.
2. Click the icon under **RS** column. After Click, A pop window is shown.

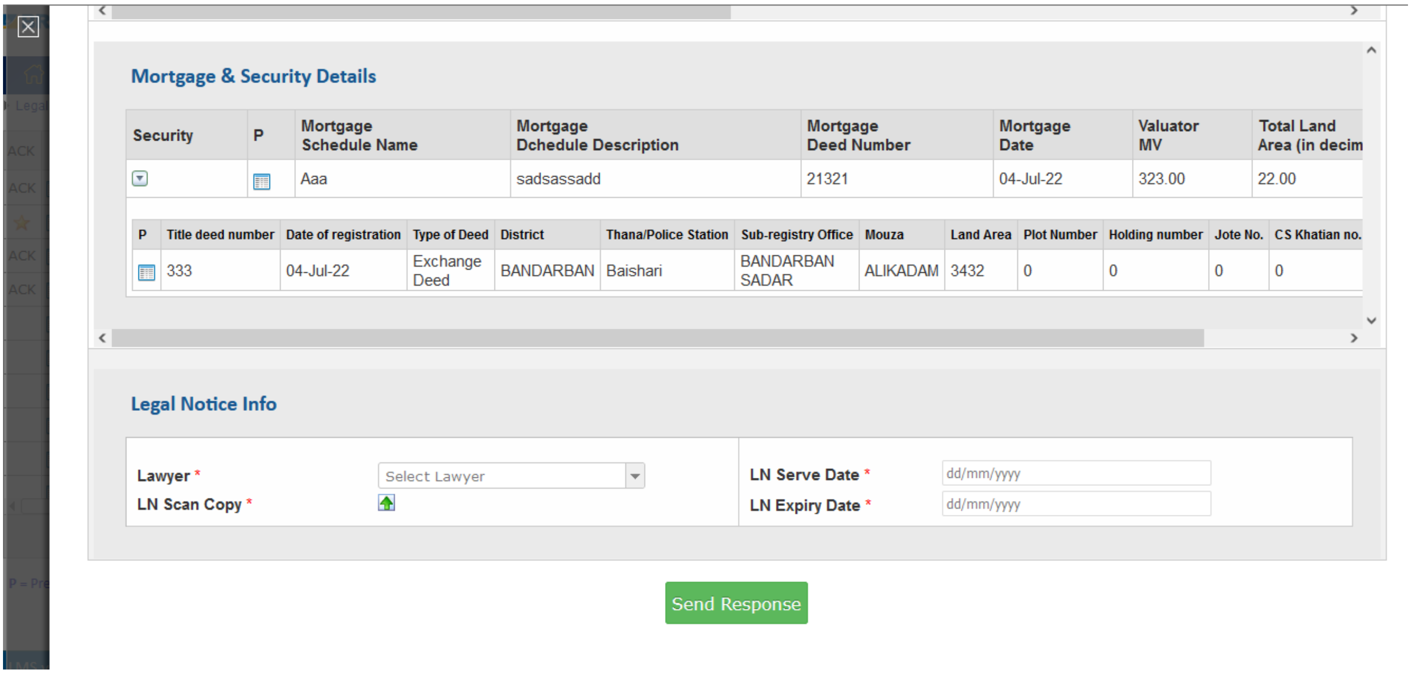


Figure 1.3.10:1

3. After click Send Response Button, Response Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Head Office -> Auction Queue waiting for **PI** to process.

1.3.11 Paper Notice (PN)

Usage

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

Menu Path

Head Office -> Auction -> **PN** (Paper Notice)

Operation

To edit Paper Notice from the system, need to do as follows:

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

b) Click the icon under **PN** (Paper Notice) column of data table. After clicking the icon, a popup window will be opened. Choose at least one auction notice then click GO button.

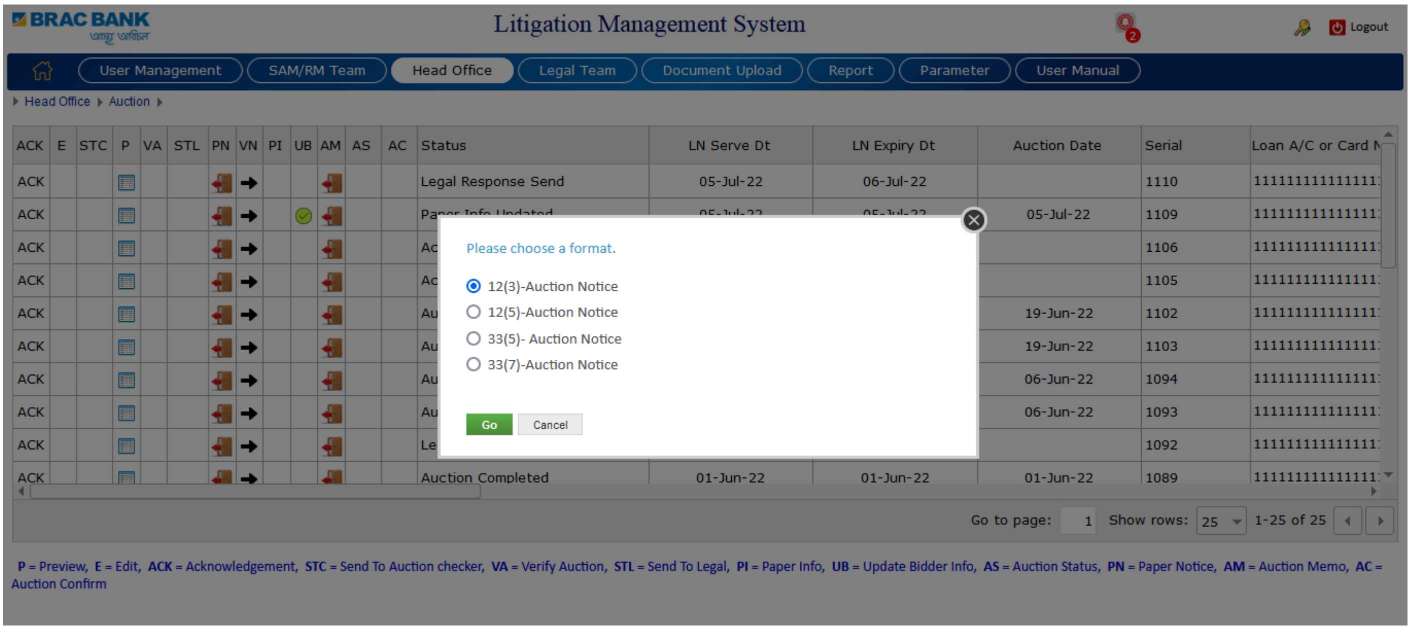


Figure 1.3.11:1

c) After clicking GO button, a popup window will be opened. It will let user to the next step.

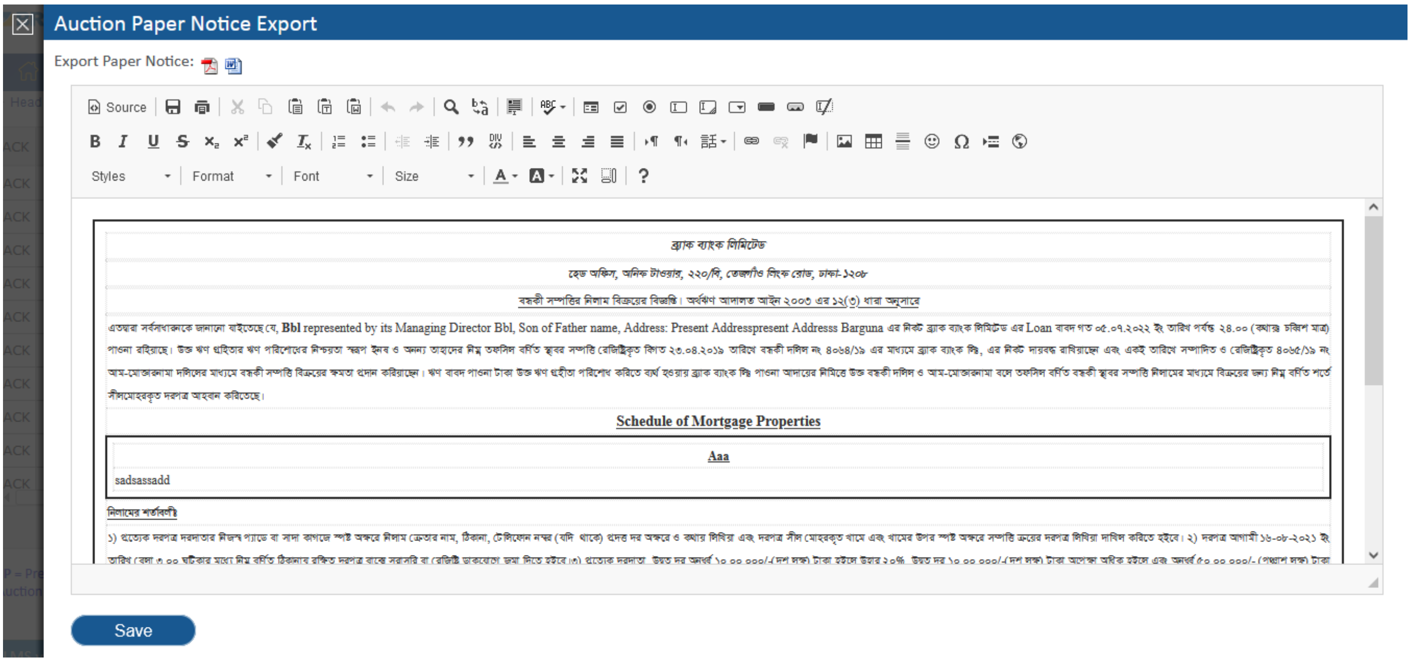


Figure 1.3.11:2

d) Edit the Auction Notice as required.
e) Click the **Save** button to update Auction Notice.
f) User can close popup window by clicking cross icon towards the top left side of popup window.

1.3.12 Paper Info (PI)

Usage

Paper info will be able to update the information when the legal notice expires.

This operation is used to Update Paper Info in CMA Auction. To update Paper Info do as following:

Menu Path

Head Office -> Auction -> **PI** (Paper Info)

Operation

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

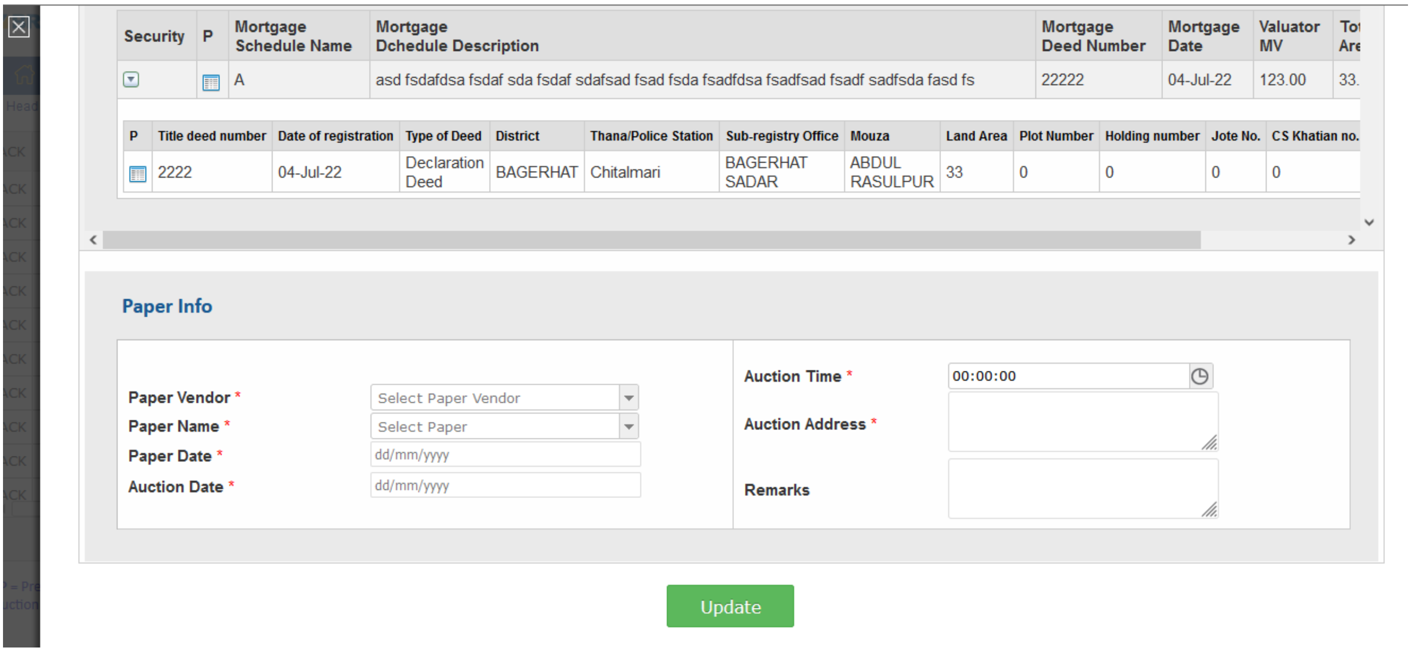


Figure 1.3.12:1

3. After click Update Button, Successfully confirmation message will be shown.
4. After Successfully Update the data will be parked to Common Queue waiting for VA to process.

1.3.13 Update Bidder Info (UB)

Usage

Update Bidder Info (UB) will be able to update the data when Auction Date begins.

This operation is used to Update Bidder Info in CMA Auction. To update bidder info do as following:

Menu Path

Head Office -> Auction -> **UB** (Update Bidder Info)

Operation

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

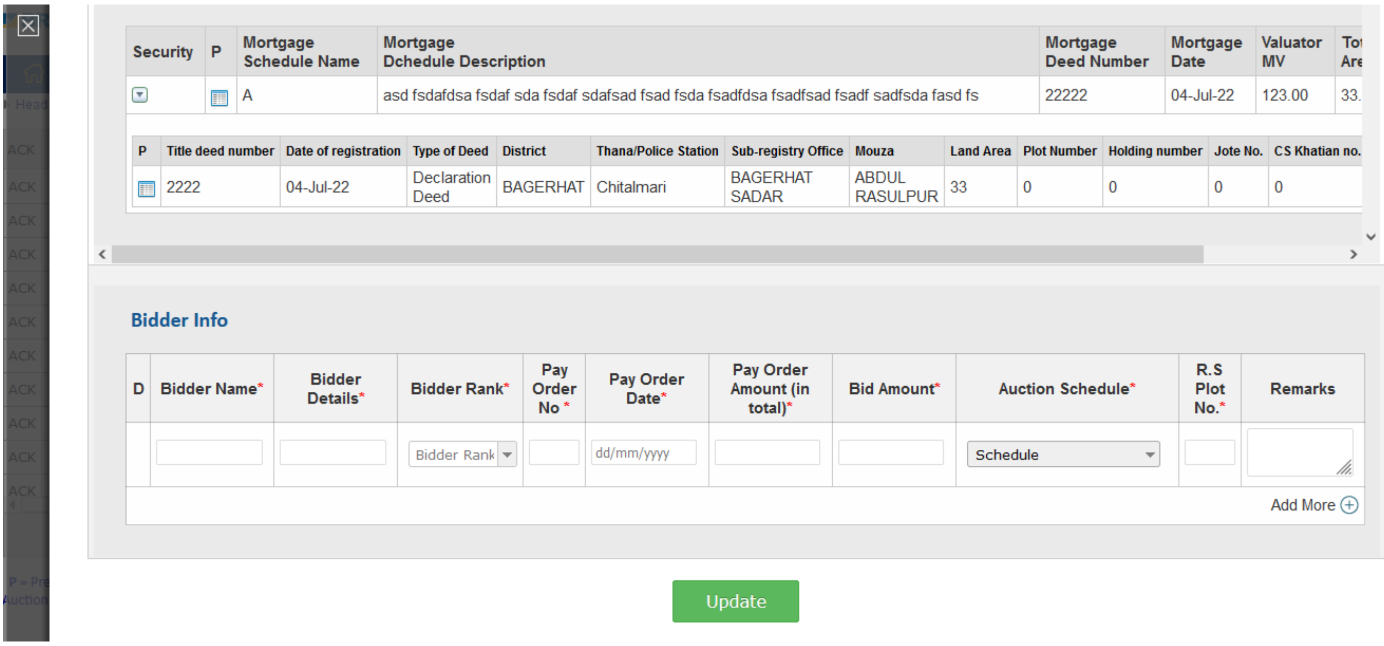


Figure 1.3.13:1

3. After click Update Button, Successfully confirmation message will be shown.
4. After Successfully Update the data will be parked to Common Queue waiting for **AS** to process.

1.3.14 Auction Memo (AM)

Usage

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

Menu Path

Head Office -> Auction -> **AM** (Auction Memo)

Operation

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

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

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

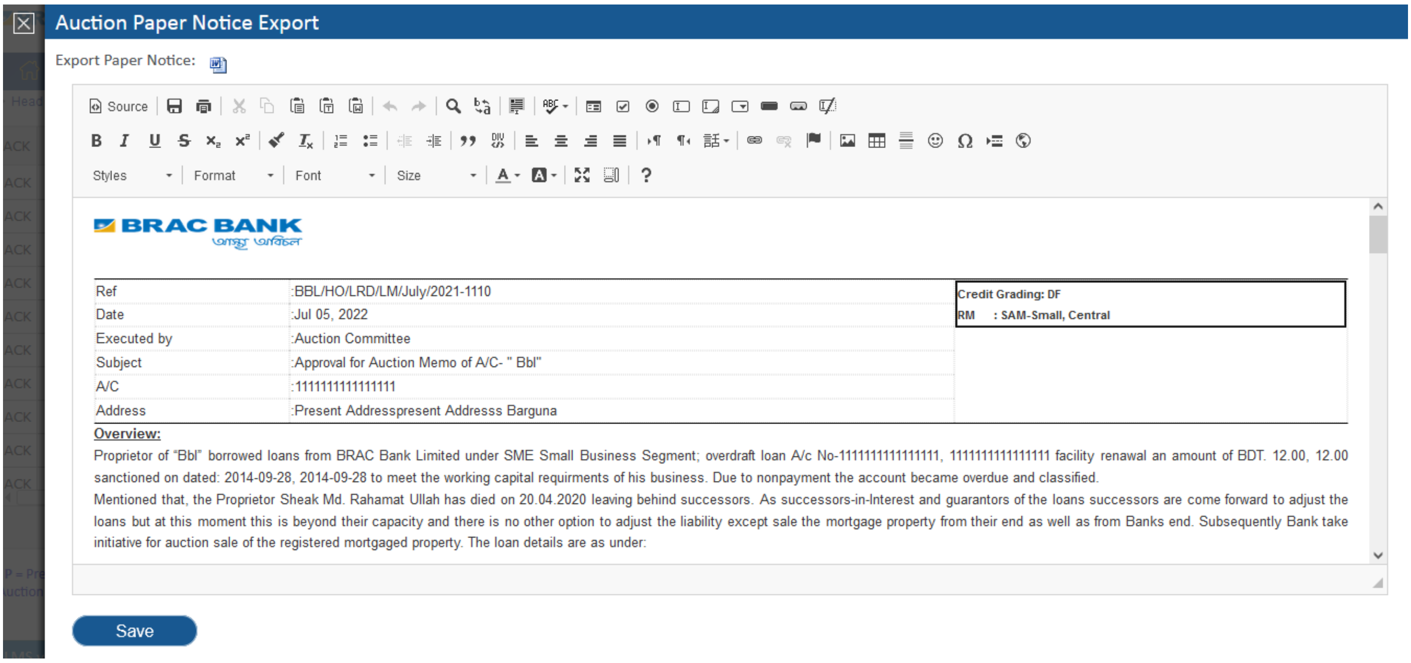


Figure 1.3.14:1

c) Edit the Auction Memo as required.
d) Click the **Save** button to update Auction Memo.
e) User can close popup window by clicking cross icon towards the top left side of popup window.

1.3.15 Auction Status (AS)

Usage

This operation is used to Update Auction Status in CMA Auction. To update Auction Status do as following:

Menu Path

Head Office -> Auction -> **AS** (Auction Status)

Operation

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

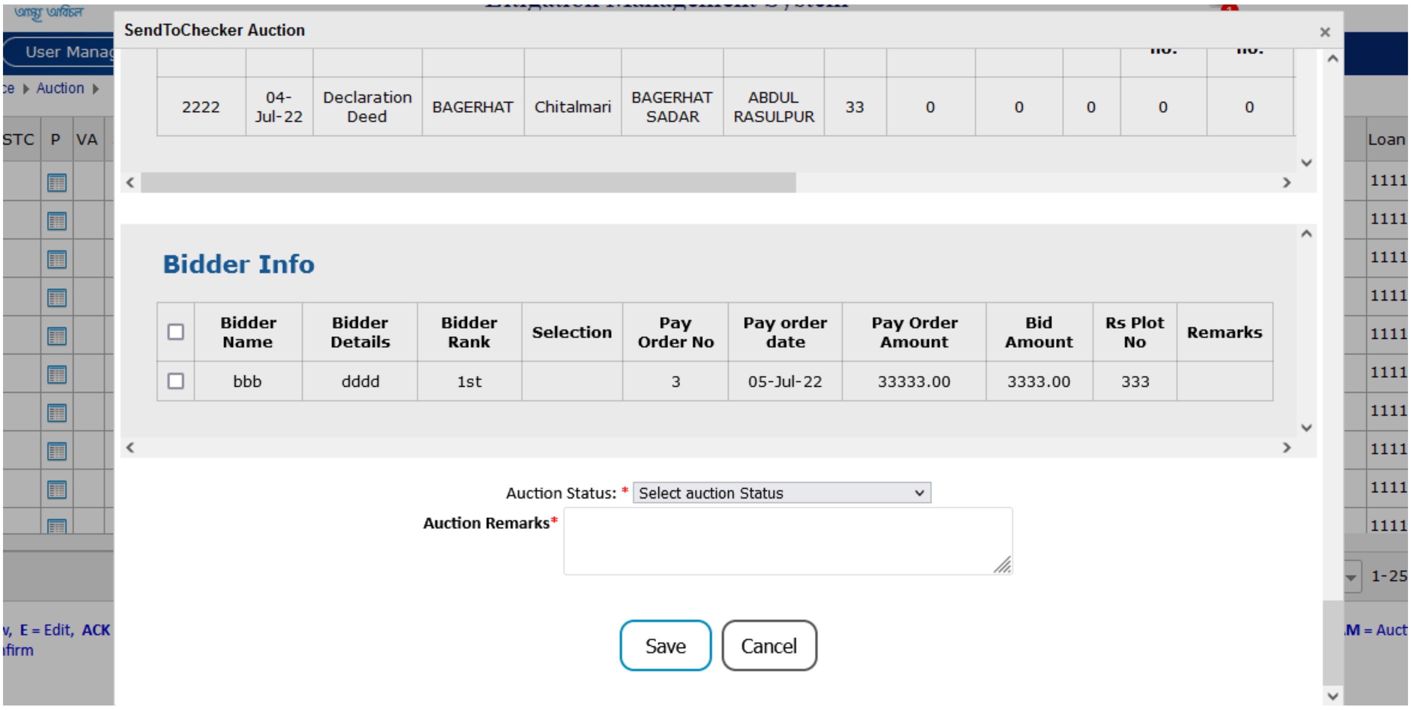


Figure 1.3.15:1

3. After click Save Button, Successfully confirmation message will be shown.
4. After Successfully Save the data will be parked to Common Queue waiting for **AC** to process.

1.3.16 Auction Confirm (AC)

Usage

This operation is used to Auction confirm in CMA Auction. To Auction confirm do as following:

Menu Path

Head Office -> Auction -> **AC** (Auction Confirm)

Operation

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

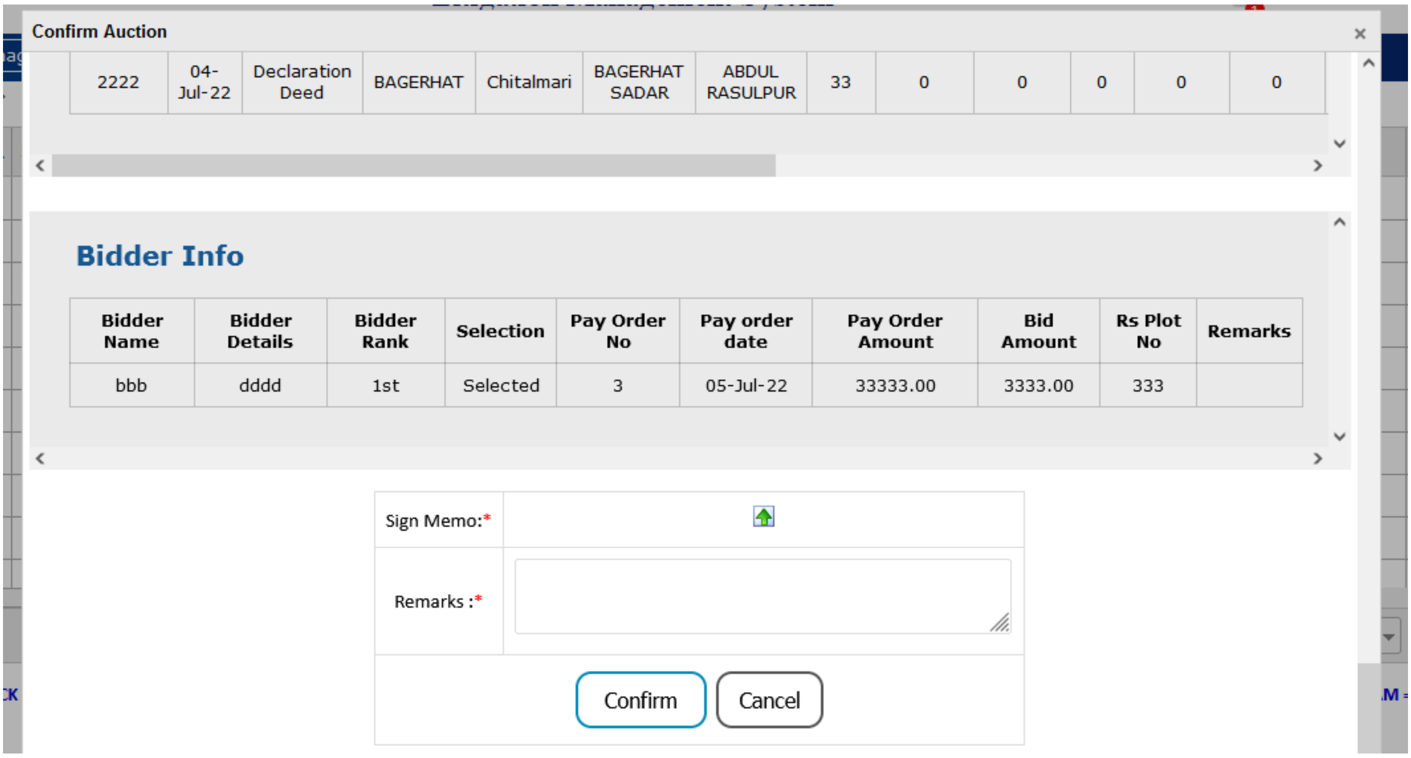


Figure 1.3.16:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Head Office -> CMA Approve Queue waiting for **ACK** to process.

1.4 CMA Approve

1.4.1 View

This menu is used to manage the CMA Approve of LMS system. Using this menu's sub-menu's Head Office, the user of the system can be viewed, added, edited and other operations.

Menu Path

Head Office -> CMA Approve

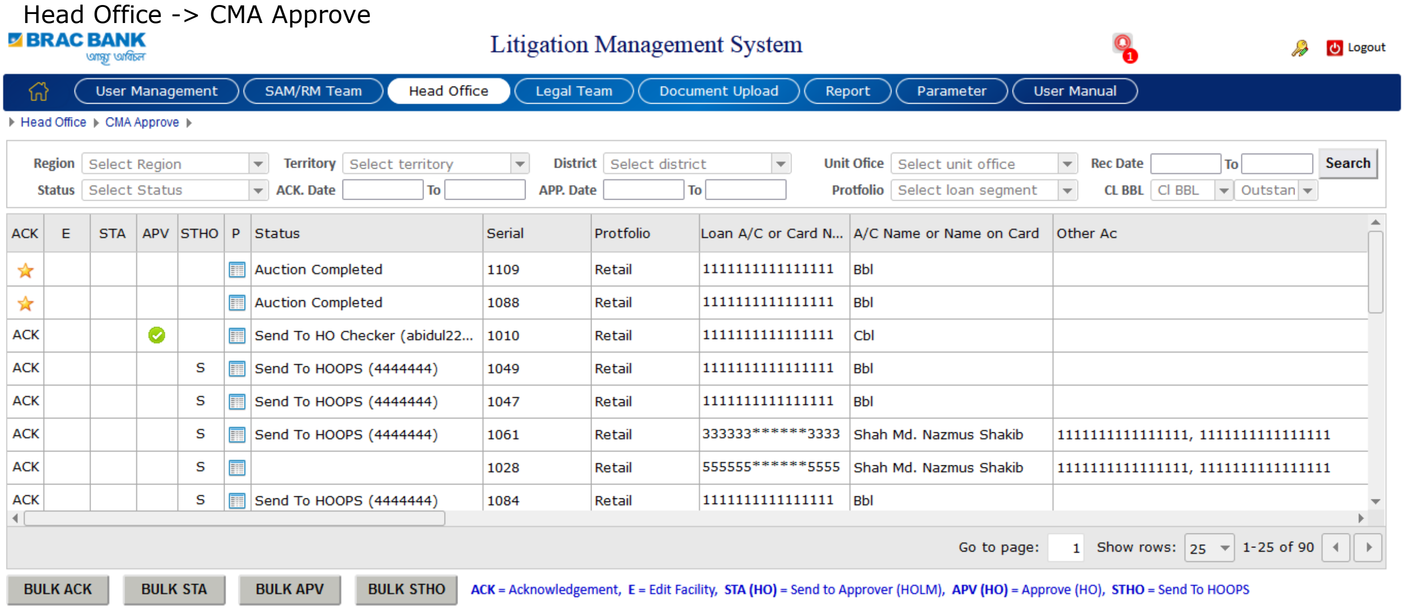


Figure 1.4.1:1

1.4.2 Acknowledgement (ACK)

Usage

This operation is used to CMA Approve. To Acknowledgement CMA Approve do as following:

Menu Path

Head Office -> CMA Approve ->ACK (Acknowledgement)

Operation

1. Click the icon under **ACK** column. After Click, A pop window is shown.

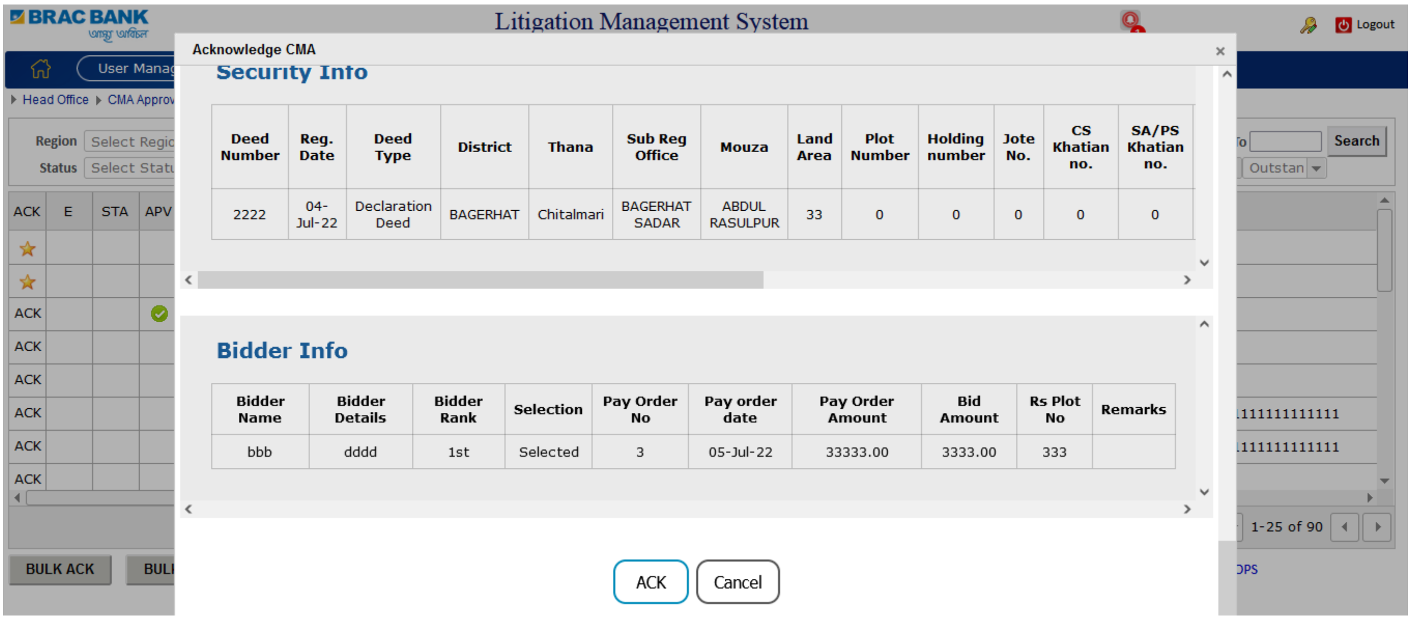


Figure 1.4.2:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

1.4.3 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 file 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.
c) Edit the CMA Details as required.
d) Click the **Update** button to update CMA Approve Info.
e) 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 Updated" 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.

1.4.4 Send to Approver (STA)

Usage

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

Menu Path

Head Office -> CMA Approver -> **STA** (Send to Approver)

Operation

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

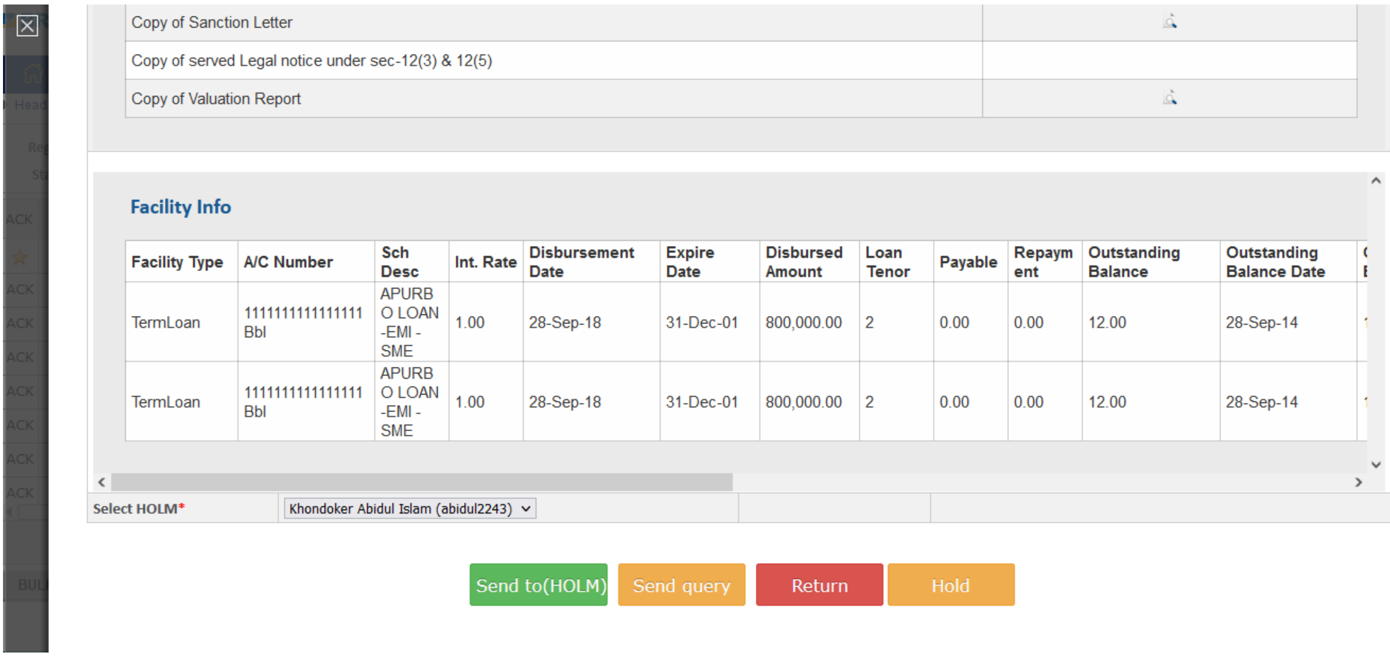


Figure 1.4.4:1

3. After click Send to (HOLM) Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Checker Common Queue waiting for **APV** to process.
5. If User want to Return, Hold then Reason should be entry.
6. If User want to Send Query then Query should be entry.

1.4.5 Approve (HO) (APV)

Usage

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

Menu Path

Head Office -> CMA Approver -> **APV** (Approve)

Operation

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

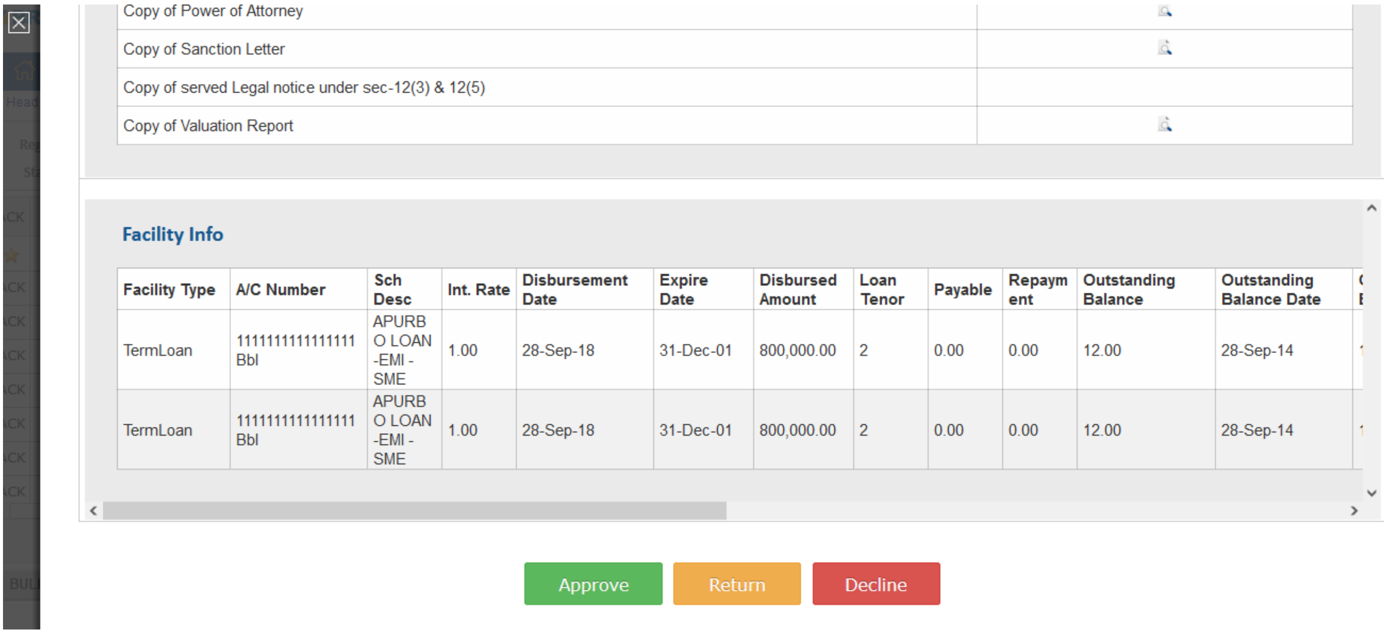


Figure 1.4.5:1

3. After click Approve Button, Approve confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue waiting for **STHO** to process.
5. If User want to Return, Decline then Reason should be entry.

1.4.6 Send to HOOPS (STHO)

Usage

This operation is used to send to HOOPS CMA Approver information. To send to HOOPS CMA Approver information do as following:

Menu Path

Head Office -> CMA Approver -> **STHO** (Send to HOOPS)

Operation

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

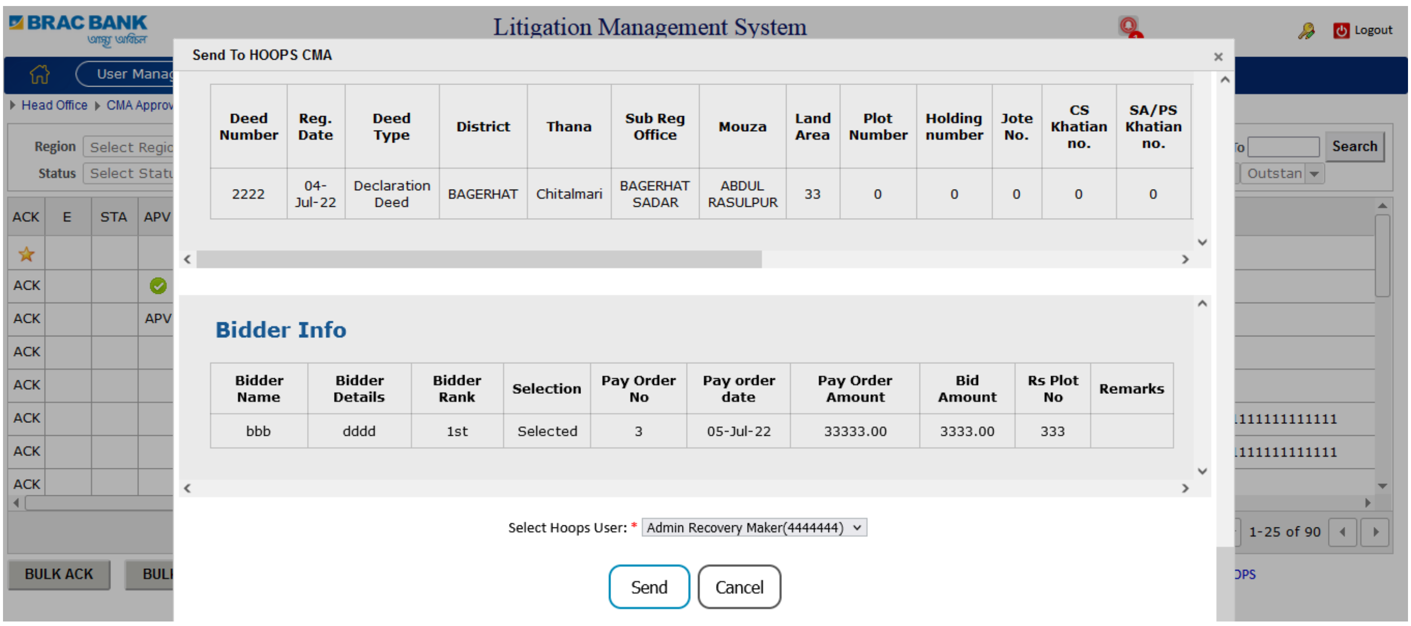


Figure 1.4.6:1

Fig: 20

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Hoops Queue waiting for **FD** to process.
5. If User want to Cancel, click the Cancel Button.

1.5 HOOPS

1.5.1 View

This menu is used to manage the CMA file of LMS system. Using this menu's sub-menu's of Head Office, the user of the system can be viewed.

Menu Path
Head Office -> HOOPS

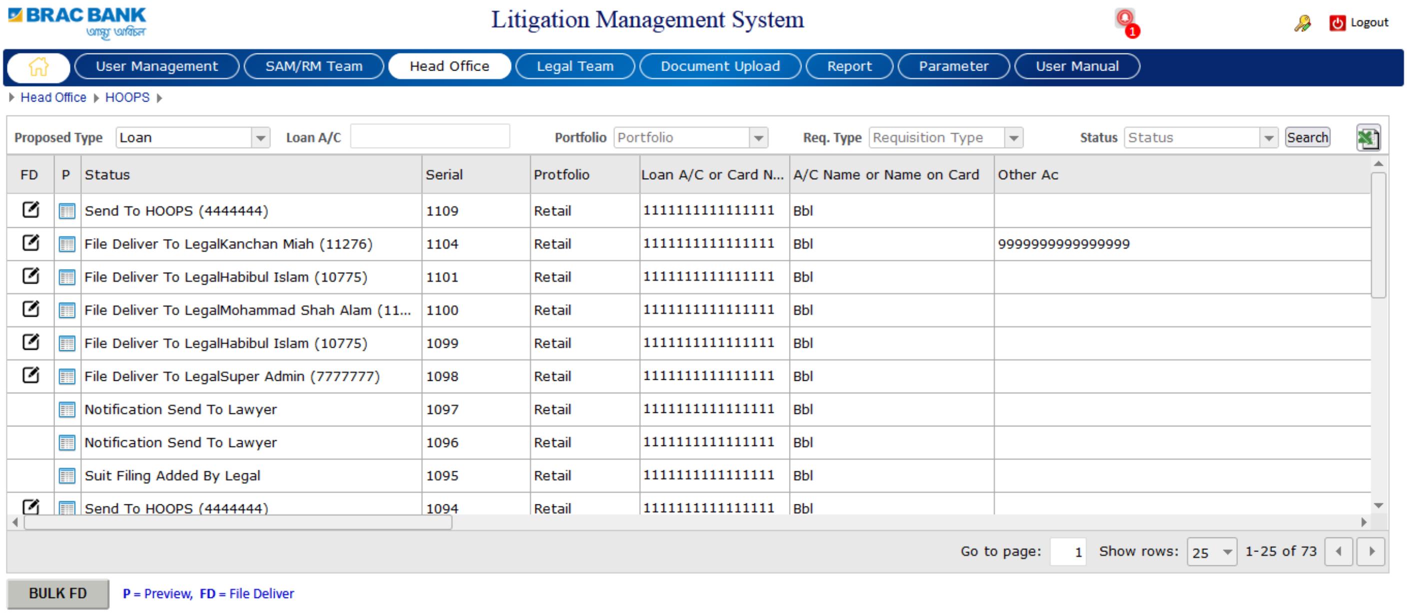


Figure 1.5.1:1

1.5.2 File Deliver (FD)

Usage
This operation is used to File Deliver HOOPS information. To File Deliver HOOPS information do as following:

Menu Path
Head Office -> HOOPS -> **FD** (File Deliver)

Operation
1. Find HOOPS for which user are going to File Deliver from HOOPS info data table.
2. Click the icon under **FD** column. After Click, A pop window is shown.

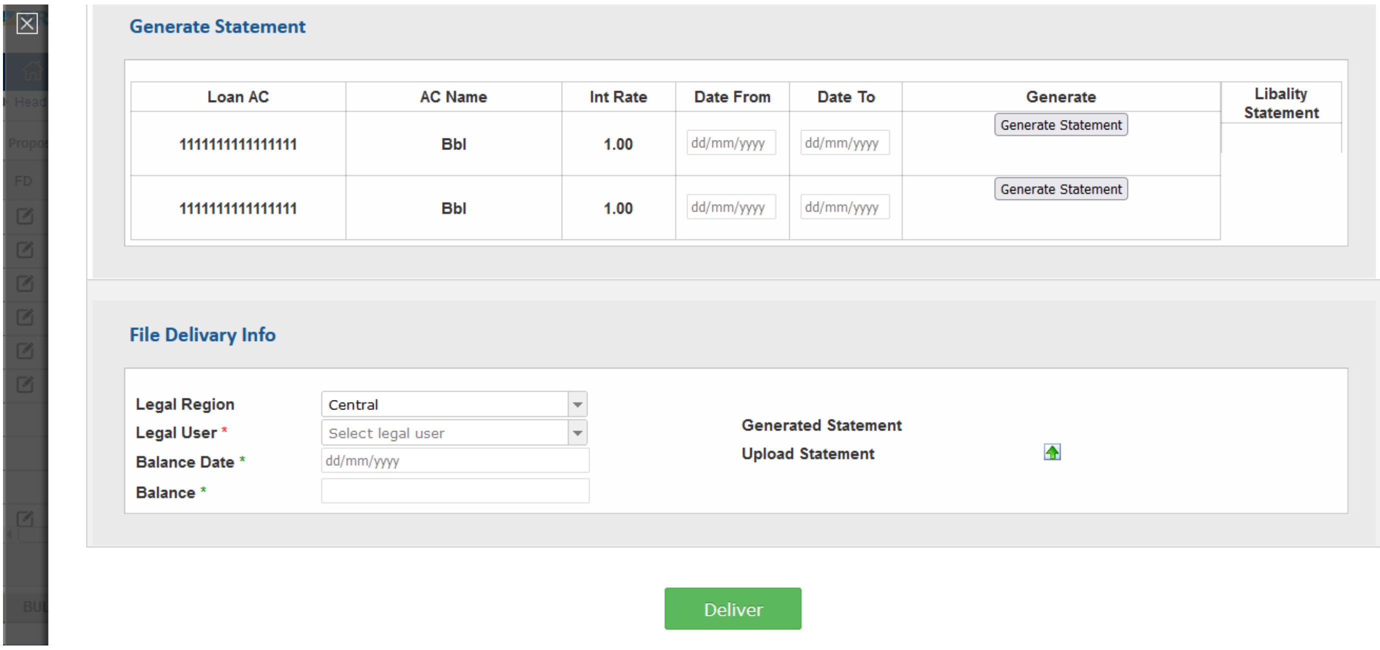


Figure 1.5.2:1

3. Generate Statement and File Delivery info add as required.
4. After click Deliver Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Legal Team -> Case Management Common Queue waiting for **ACK** to process.

1.6 Case Management
1.6.1 Case Management
1.6.1.1 View

This menu is used to manage the Case Management of LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Case Management -> Case Management

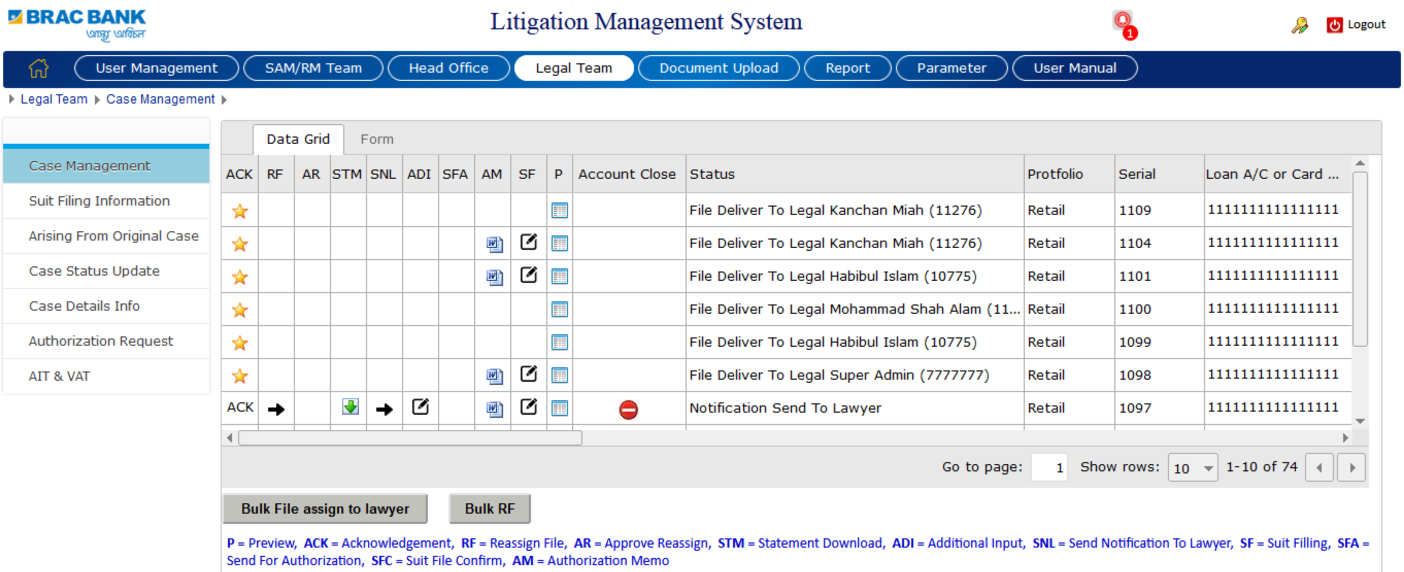


Figure 1.6.1.1:1

1.6.1.2 Acknowledgement (ACK)

Usage

This operation is used to Case Management. To Acknowledgement CMA Approver do as following:

Menu Path

Legal Team -> Case Management -> Case Management -> ACK (Acknowledgement)

Operation

1. Find Case Management for which user are going to Acknowledgement from Case Management info data table.
2. Click the icon under **ACK** column. After Click, A pop window is shown.

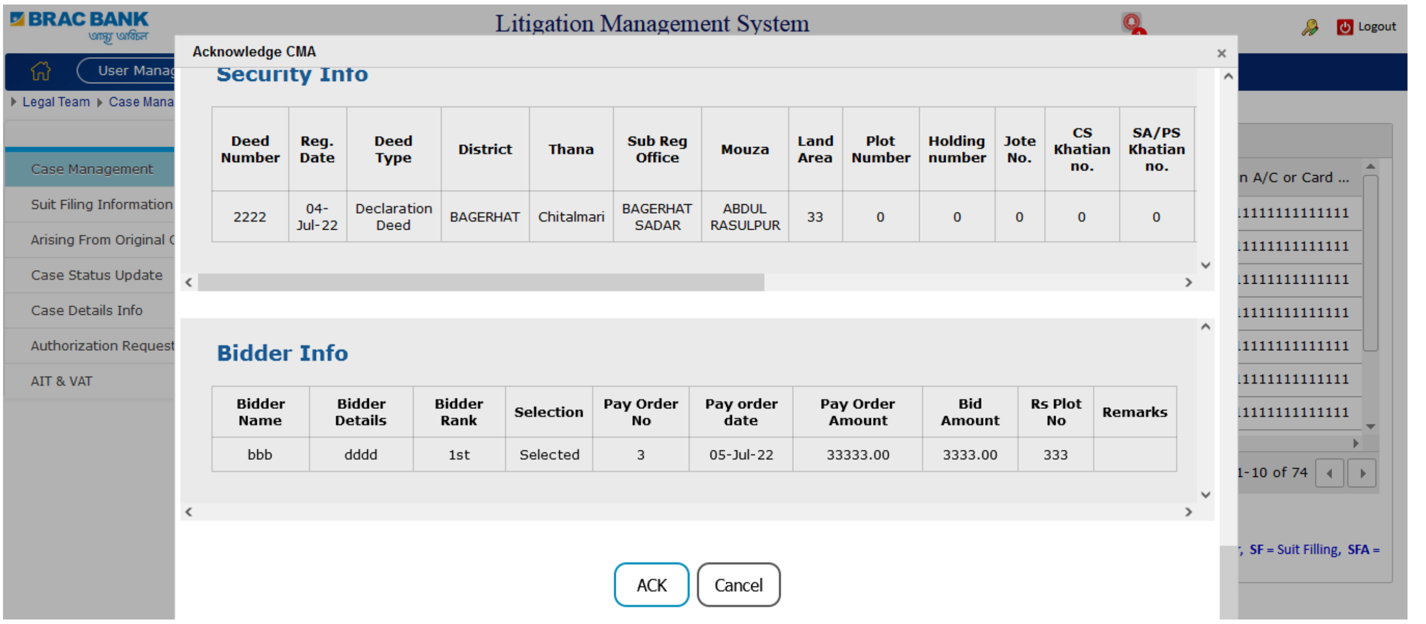


Figure 1.6.1.2:1

3. After click ACK Button, Acknowledgement confirmation message will be shown.
4. After Successfully Acknowledgement the data will be parked to Common Queue waiting for **RF/SNL** to process
5. If User want to cancel, click the Cancel button.

1.6.1.3 Reassign File (RF)

Usage

This operation is used to Reassign File Case Management information. To Reassign File Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **RF** (Reassign File)

Operation

1. Find Reassign File for which user are going to Reassign File from Case Management info data table.
2. Click the icon under **RF** column. After Click, A pop window is shown.

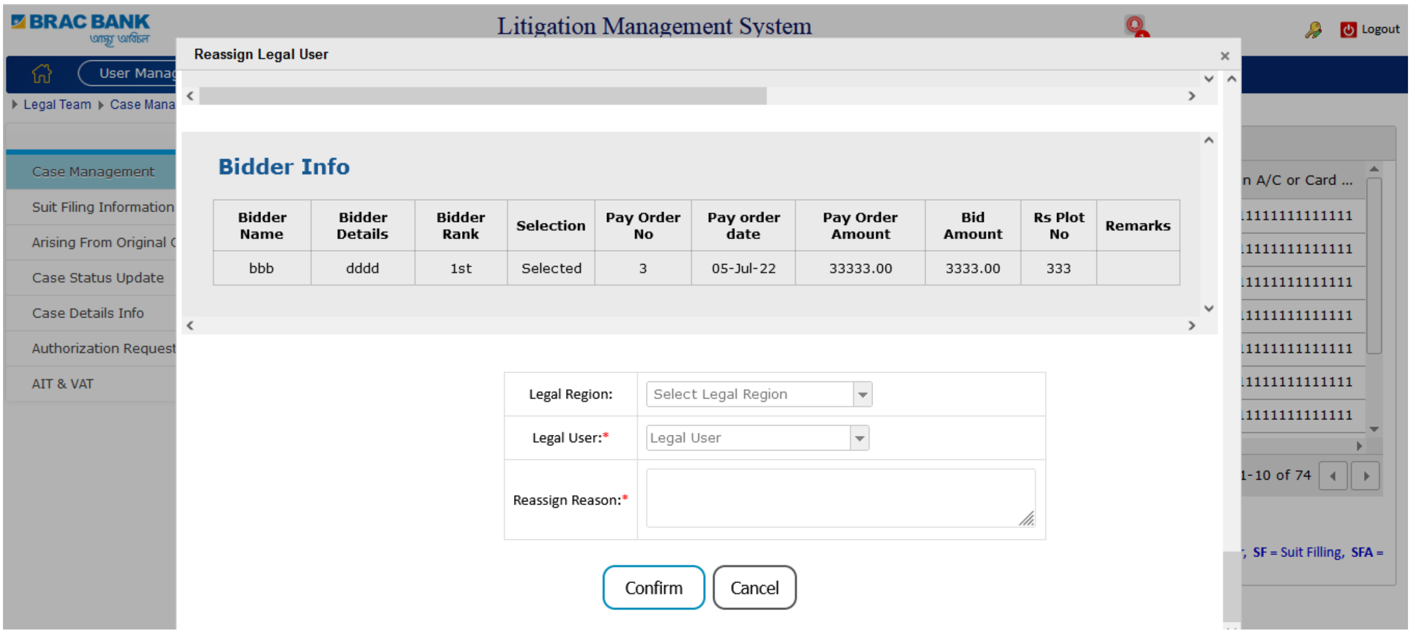


Figure 1.6.1.3:1

3. Must be required field fill up.
4. After click Confirm Button, Confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for **AR** to process.

1.6.1.4 Approve Reassign (AR)

Usage

This operation is used to Approve Reassign File Case Management information. To Approve Reassign File Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **AR** (Approve Reassign)

Operation

1. Find Approve Reassign File for which user are going to Approve Reassign File from Case Management info data table.
2. Click the icon  under **AR** column. After Click, A pop window is shown.

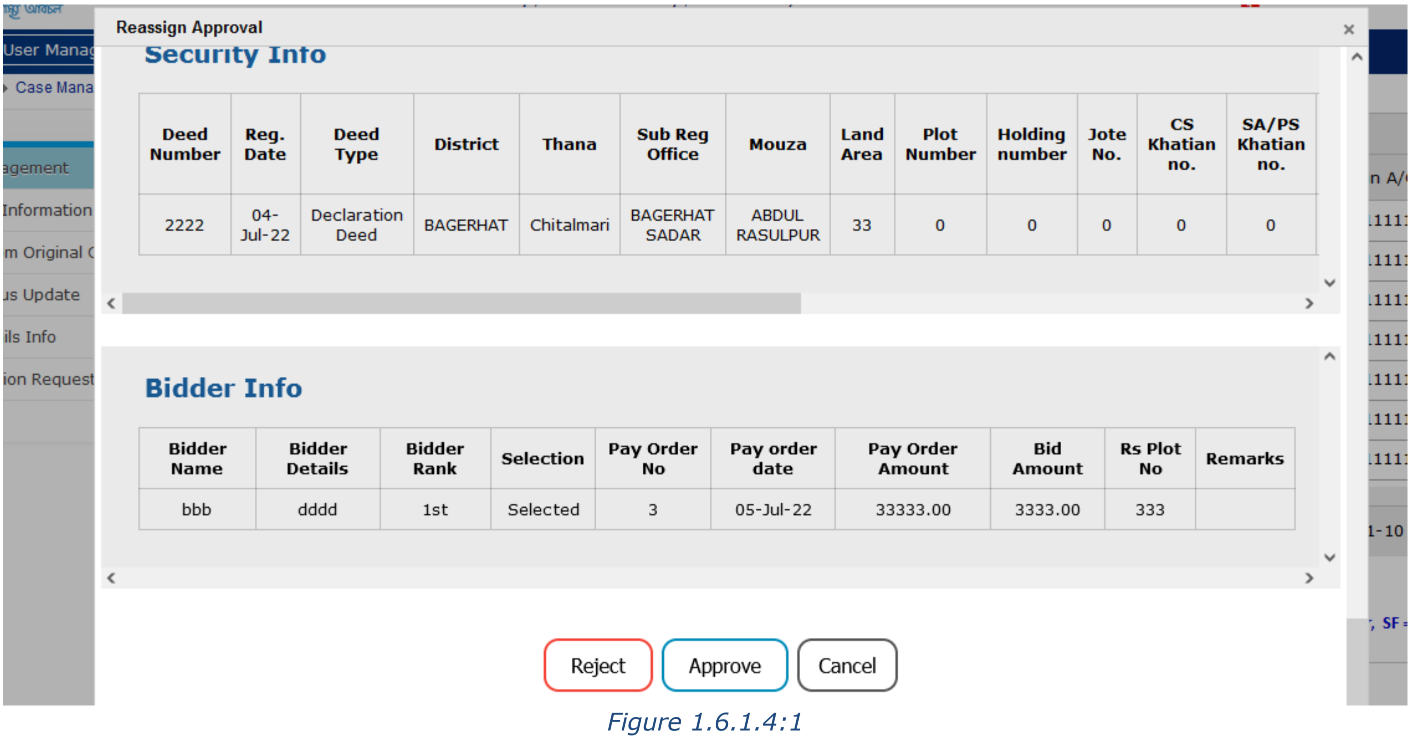


Figure 1.6.1.4:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue waiting for **ACK** to process.
5. If User want to Reject, Reject then Reason should be entry.

1.6.1.5 Send Notification to Lawyer (SNL)

Usage

This operation is used to Send Notification to Lawyer (SNL) Case Management information. To **SNL** Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **SNL** (Send Notification to Lawyer)

Operation

1. Find Send Notification to Lawyer for which user are going to Send Notification to Lawyer from Case Management info data table.
2. Click the icon  under **SNL** column. After Click, A pop window is shown.

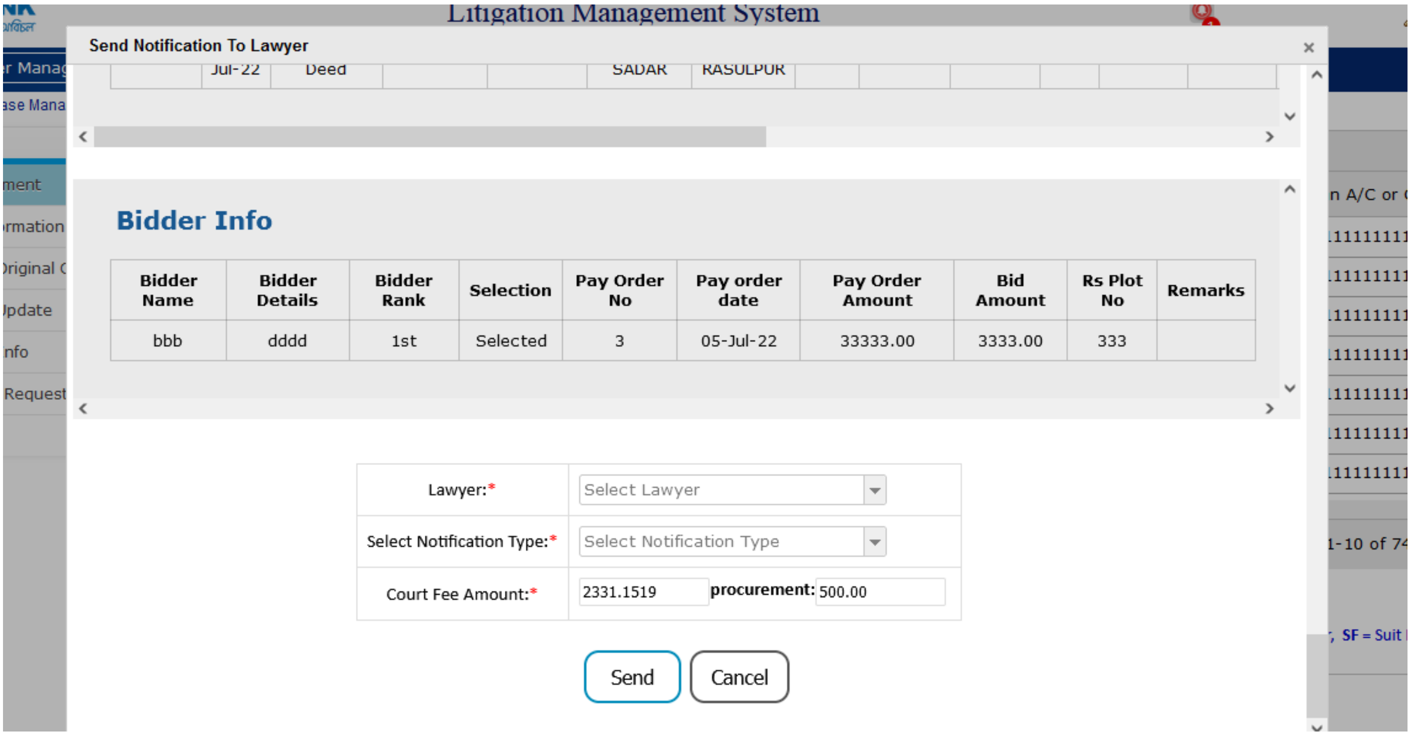


Figure 1.6.1.5:1

3. Must be required field fill up.
4. After click Send Button, Send Confirmation message will be shown.
5. After Successfully Send the data will be parked to Common Queue waiting for **ADI** to process.
6. If User want to cancel, click the cancel button.

1.6.1.6 Additional Input (ADI)

Usage

This operation is used to Additional Input Case Management information. To Additional Input Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **ADI** (Additional Input)

Operation

1. Find Additional Input for which user are going to Additional Input from Case Management info data table.
2. Click the icon under **ADI** column. After Click, A pop window is shown.

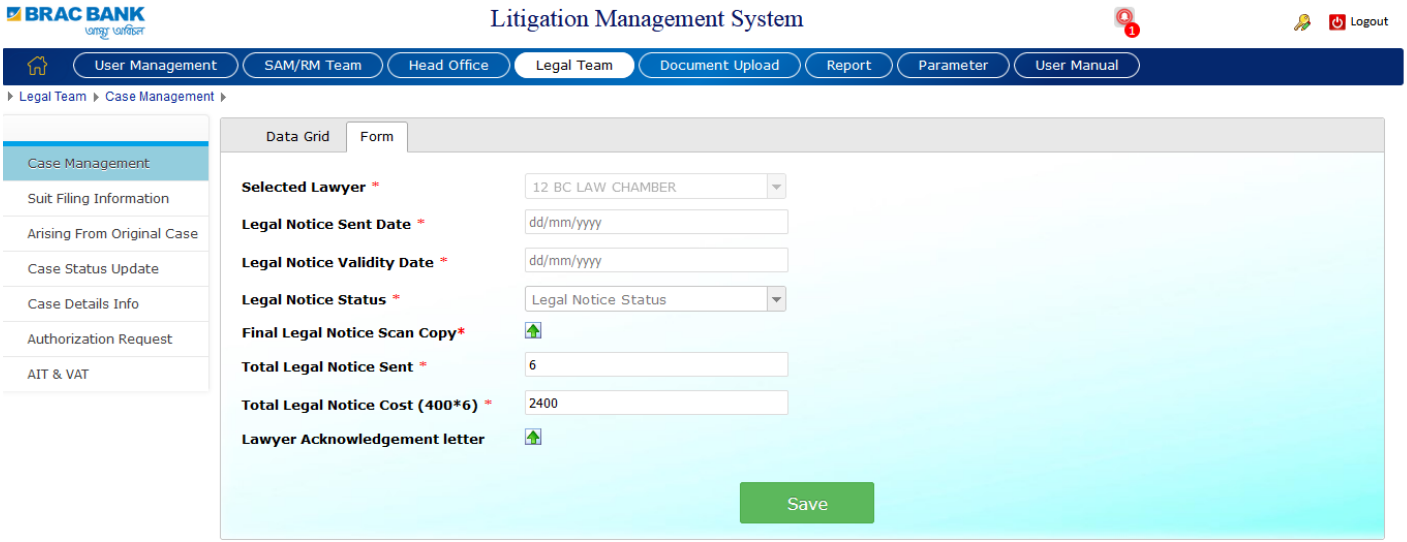


Figure 1.6.1.6:1

3. Must be required field fill up.
4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Common Queue waiting for **SFA** to process.

1.6.1.7 Send for Authorization (SFA)

Usage

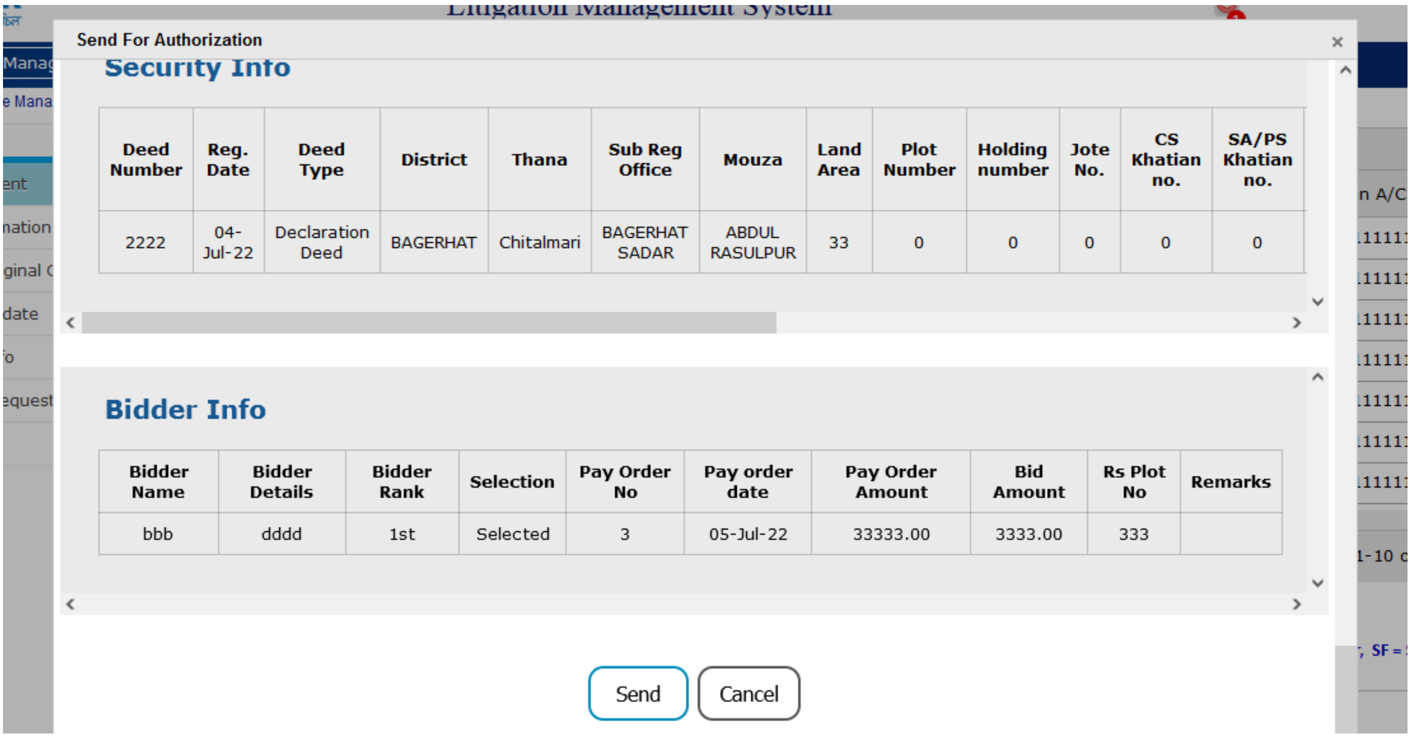
This operation is used to send for authorization Case Management information. To send for authorization Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **SFA** (Send for Authorization)

Operation

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



Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	dddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

Figure 1.6.1.7:1

3. After click Send Button, Successfully Send Confirmation message will be shown.
4. After Successfully Send the data will be parked to Head Office -> Authorization Common Queue waiting for **V** to process.
5. If User want to cancel, click the cancel button.

1.6.1.8 Account Close

Usage

This operation is used to Account Close Case Management information. To Account Close Case Management information do as following:

Menu Path

Legal Team -> Case Management ->Case Management -> **Account Close**

Operation

1. Find Account Close for which user are going to Account Closes from Case Management info data table.
2. Click the icon  under **Account Close** column. After Click, A pop window is shown.

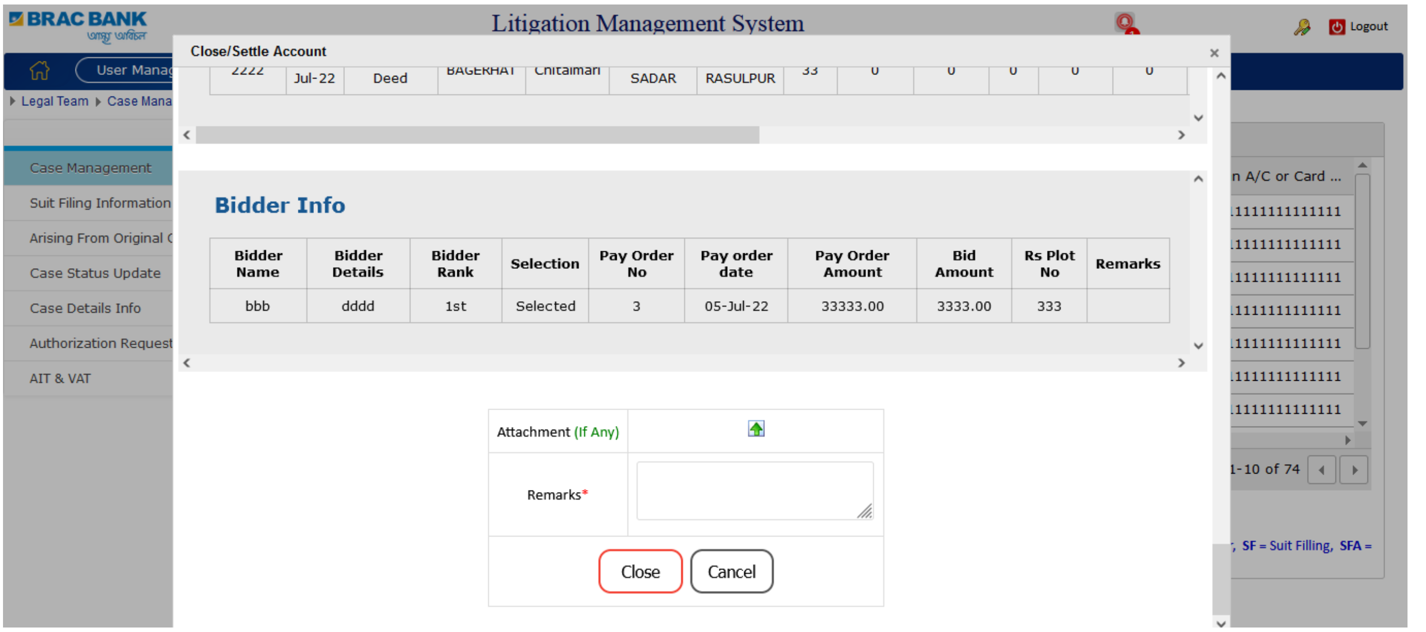


Figure 1.6.1.8:1

3. After click Close Button, Successfully Close Confirmation message will be shown.
4. After Successfully Close the data will be parked to Common Queue.
5. If User want to cancel, click the cancel button.

1.6.1.9 Approve Authorization (V)

Usage

This operation is used to Approve Authorization File Case Management information. To Approve Authorization File Case Management information do as following:

Menu Path

Head Office -> Authorization -> **V** (Approve Authorization)

Operation

1. Find Approve Authorization File for which user are going to Approve Authorization File from Case Management info data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

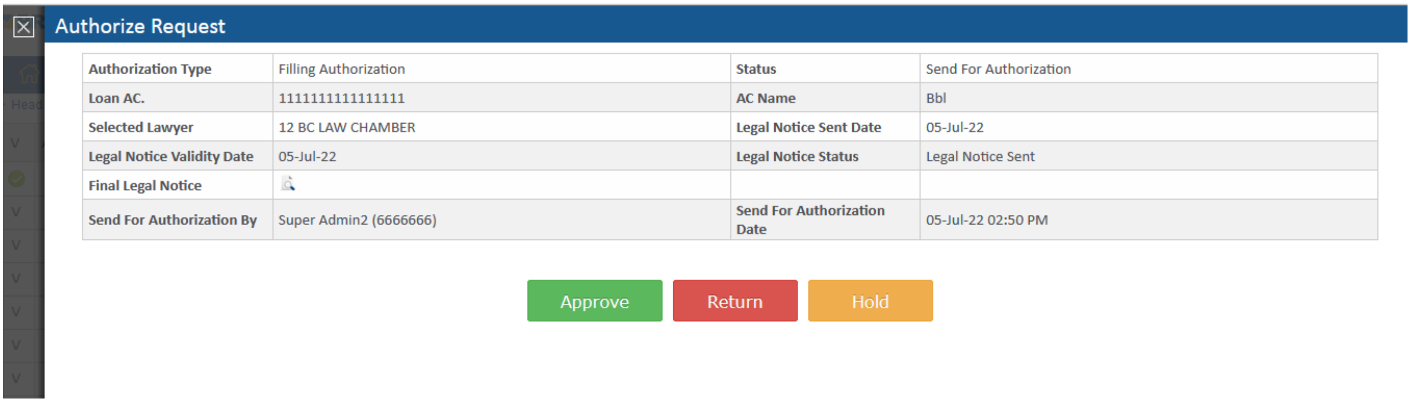


Figure 1.6.1.9:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. After Successfully Approve the data will be parked to Legal Team -> Case management -> Case Management -> Common Queue waiting for **SF** to process.
6. If User want to Return, Return then Reason should be entry.

7. If User want to Hold, Hold then Reason should be entry.

1.6.2 Suit Filling Information
1.6.2.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the data ready for the suite file after approval. You can select at least one file to create the suite file.

Menu Path

Legal Team -> Case Management -> Suit Filing Information -> Form

Operation

1. Search Data:

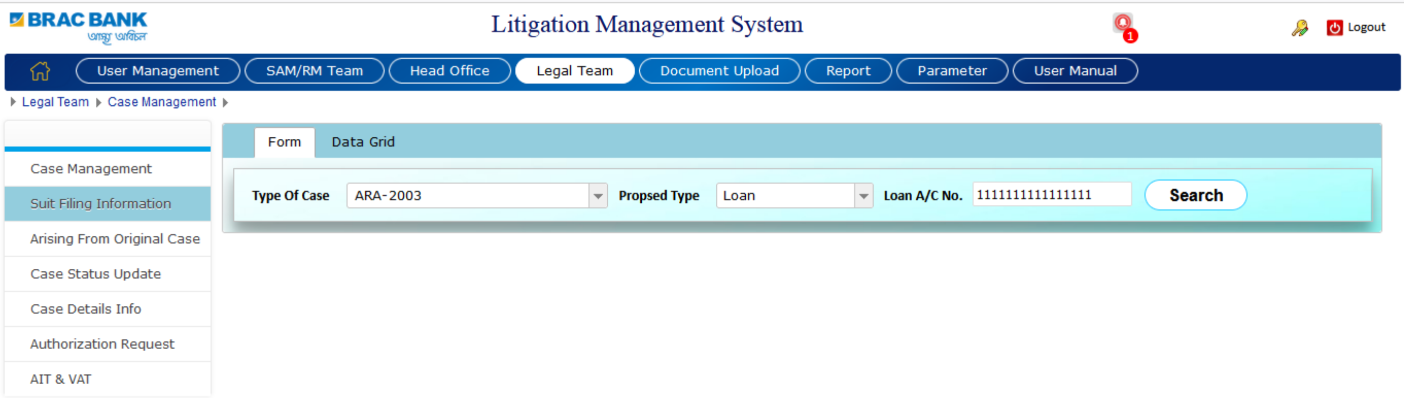


Figure 1.6.2.1:1

2. Show Data:

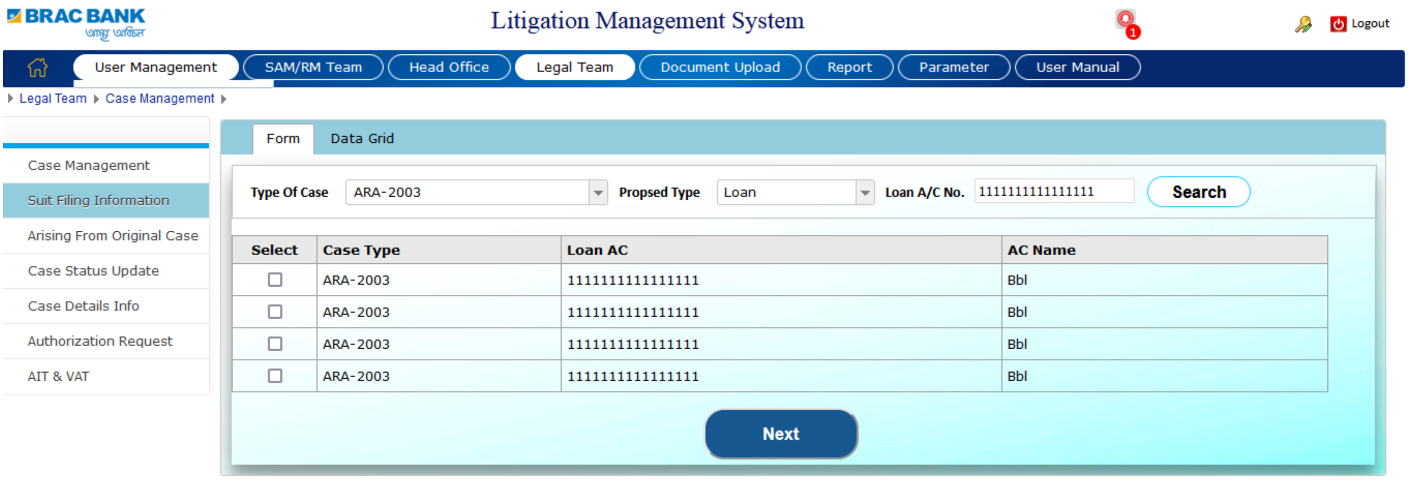


Figure 1.6.2.1:2

3. Add form:

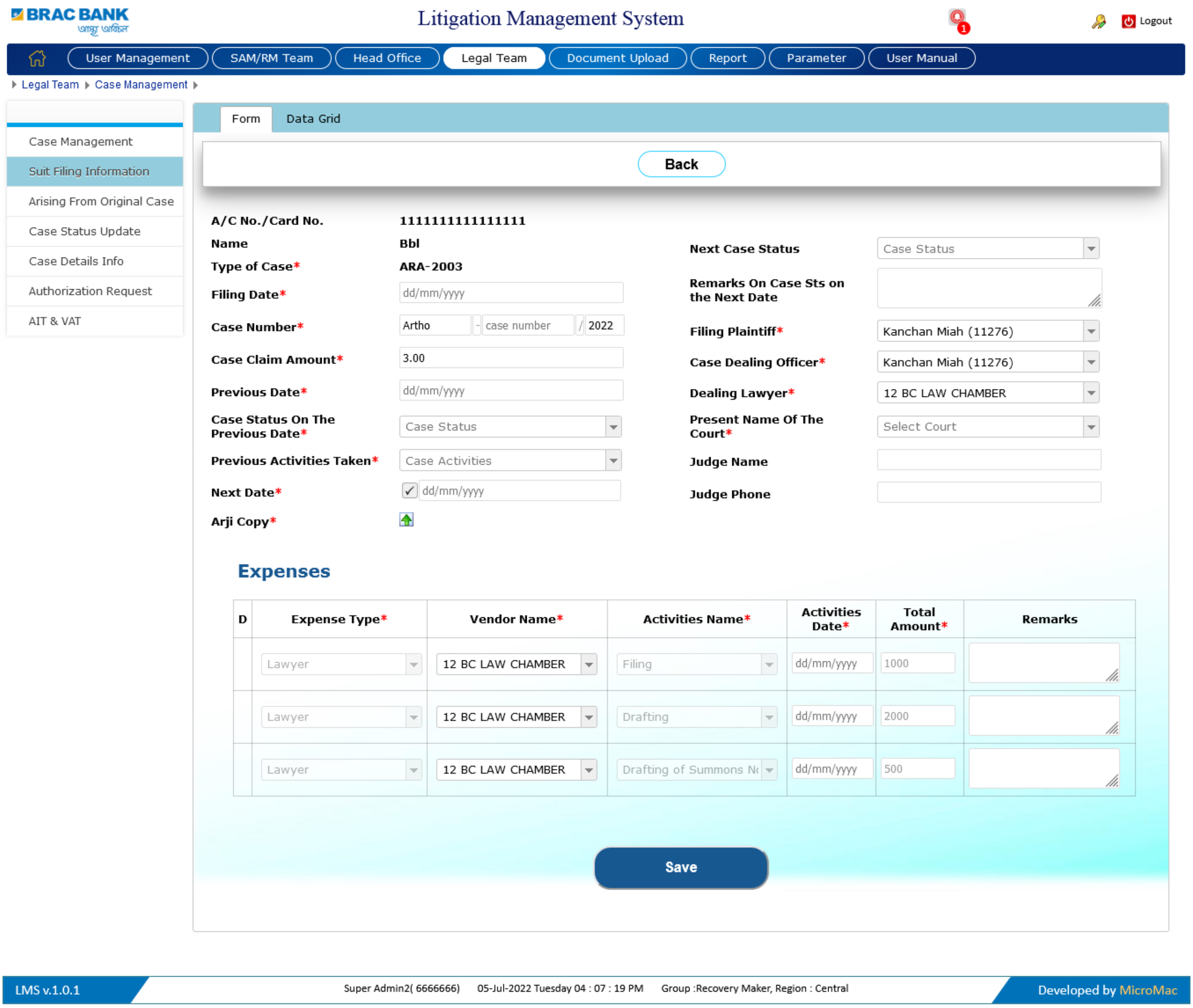


Figure 1.6.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **Next** process.

1.6.2.2 Edit

Usage

This operation is used to edit any Suit File from the Suit Filling grid table.

Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **E** (Edit)

Operation

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

a) Find Suit file for which the user is going to edit from Suit Filling 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 Suit Filling Details as required.

d) Click the **Update** button to update Suit Filling Info.

e) In case of any wrong input, system shows appropriate message. Otherwise, Suit Filling information will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

1.6.2.3 Delete

Usage

This operation is used to delete Suit Filling Information.

Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **D** (Delete)

Operation

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

1. Finding the Suit File for which the user is going to delete from the Suit Filling data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Suit File. 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 Suit File with its reason.

1.6.2.4 Suit File Confirm (SFC)

Usage

This operation is used to Suit File Confirm in Suit Filling Information. To Suit File Confirm do as following:

Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **SFC** (Suit File Confirm)

Operation

1. Find Suit File Confirm for which user are going to update Suit File Confirm from Suit Filling info data table.
2. Click the icon under **SFC** column. After Click, A pop window is shown.

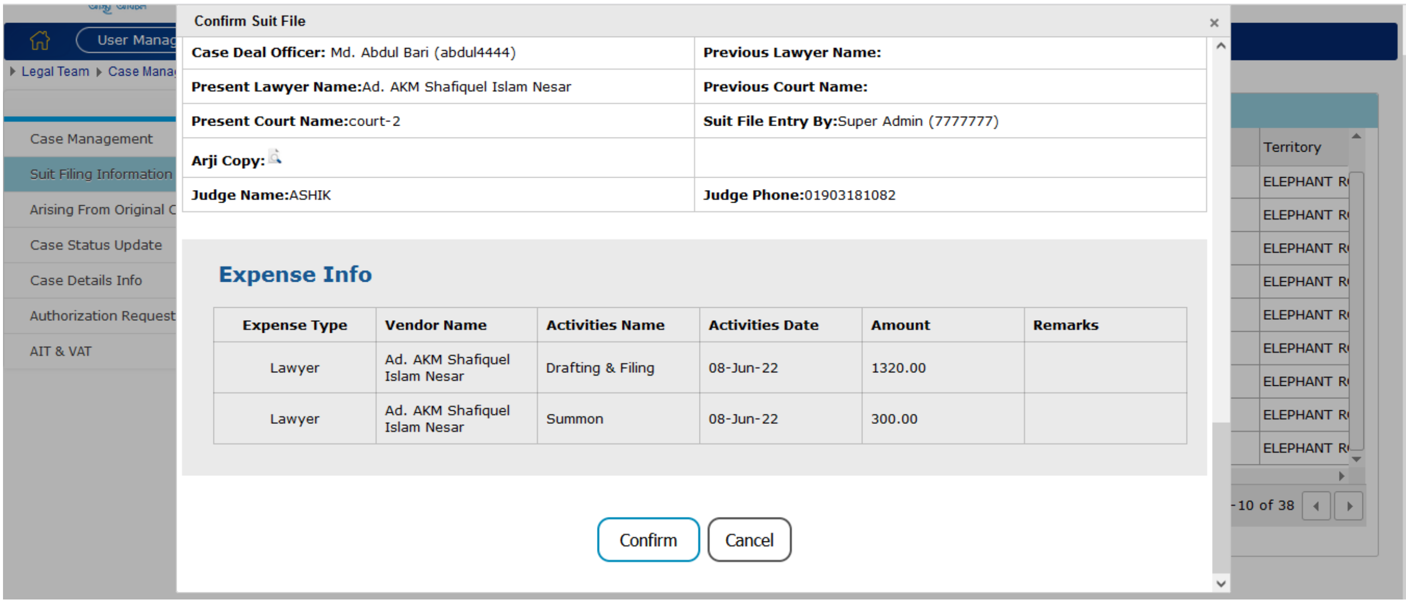


Figure 1.6.2.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

1.6.3 Arising From Original Case

1.6.3.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show all Suit Filling Data. You can select at least one file to create the Arising case.

Menu Path

Legal Team -> Case Management -> Arising From Original Case -> Form

Operation

1. Search Data:

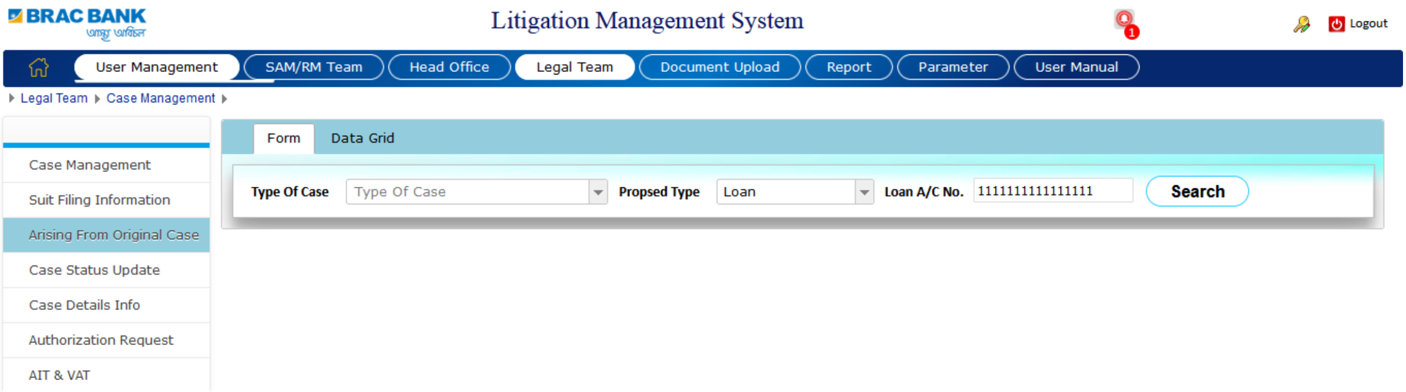


Figure 1.6.3.1:1

2. Show Data:

Figure 1.6.3.1:2

3. Add form:

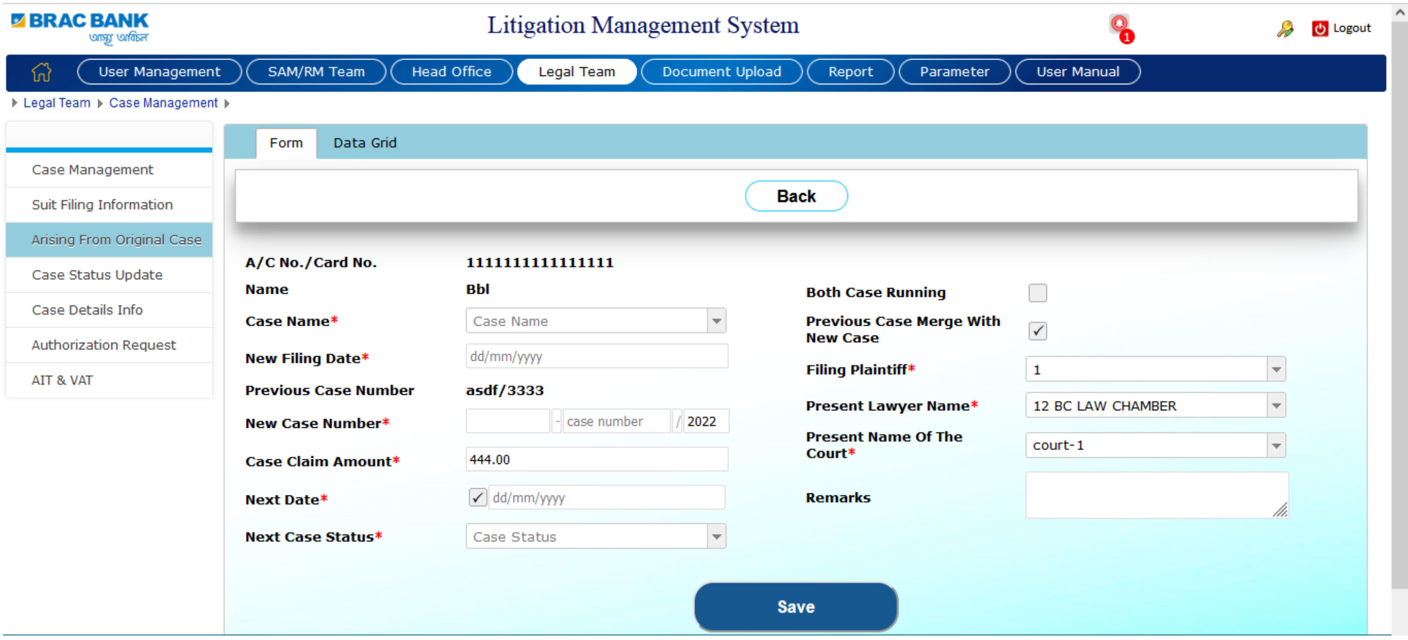


Figure 1.6.3.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

1.6.3.2 Edit

Usage

This operation is used to edit any arising case File from the Arising Case File grid table.

Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **E** (Edit)

Operation

To edit Arising Case File information from the system, need to do as follows:

a) Find Suit file for which the user is going to edit from Arising Case File 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 Arising Case File Details as required.
d) Click the **Update** button to update Arising Case File Info.

e) In case of any wrong input, system shows appropriate message. Otherwise, Arising Case File information will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

1.6.3.3 Delete

Usage

This operation is used to delete Arising Case FIle Information.

Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **D** (Delete)

Operation

To delete a Arising Case File, the user needs to do as follows:

1. Finding the Arising Case File for which the user is going to delete from the Arising Case Filling data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Arising Case File. 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 Suit File with its reason.

1.6.3.4 Suit File Confirm (SFC)

Usage

This operation is used to Arising Case File Confirm in Arising Case File Information. To Arising Case File Confirm do as following:

Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **SFC** (Suit File Confirm)

Operation

1. Find Arising Case File Confirm for which user are going to update Arising Case File Confirm from Arising Filling info data table.
2. Click the icon under **SFC** column. After Click, A pop window is shown.

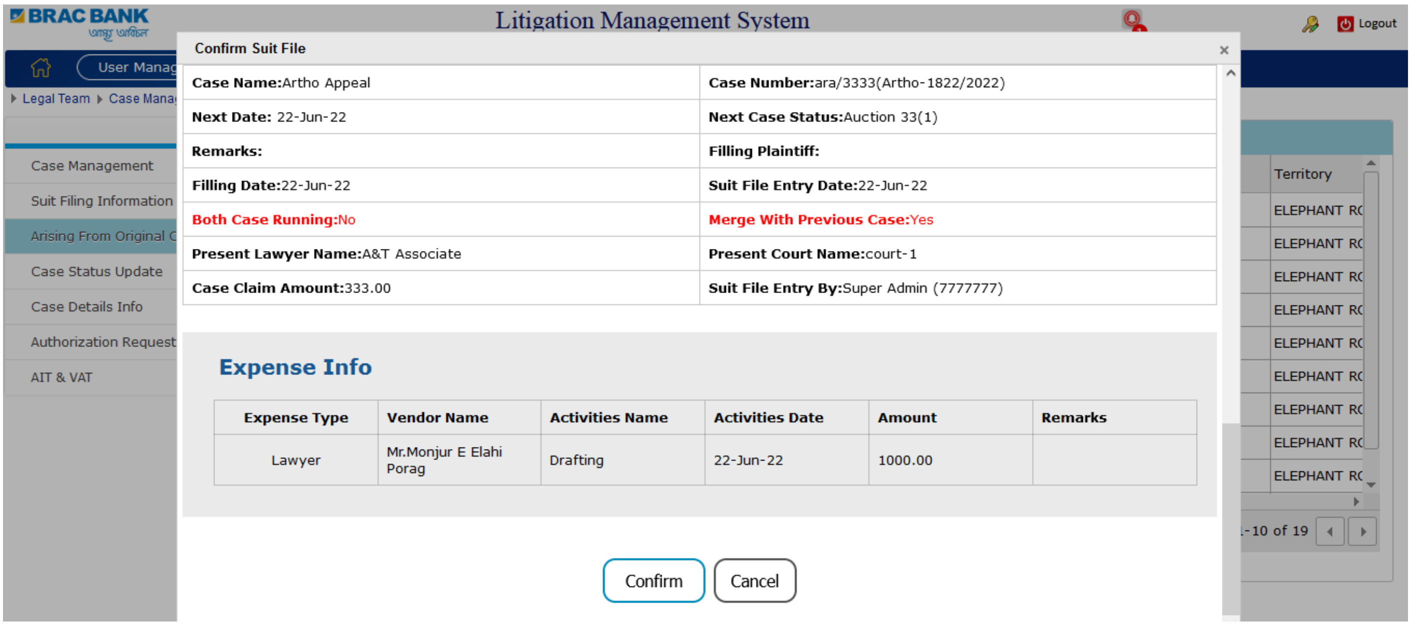


Figure 1.6.3.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

1.6.4 Case Status Update
1.6.4.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Case Status Update.

Menu Path

Legal Team -> Case Management -> Case Status Update -> Form

Operation

1. Search Data:

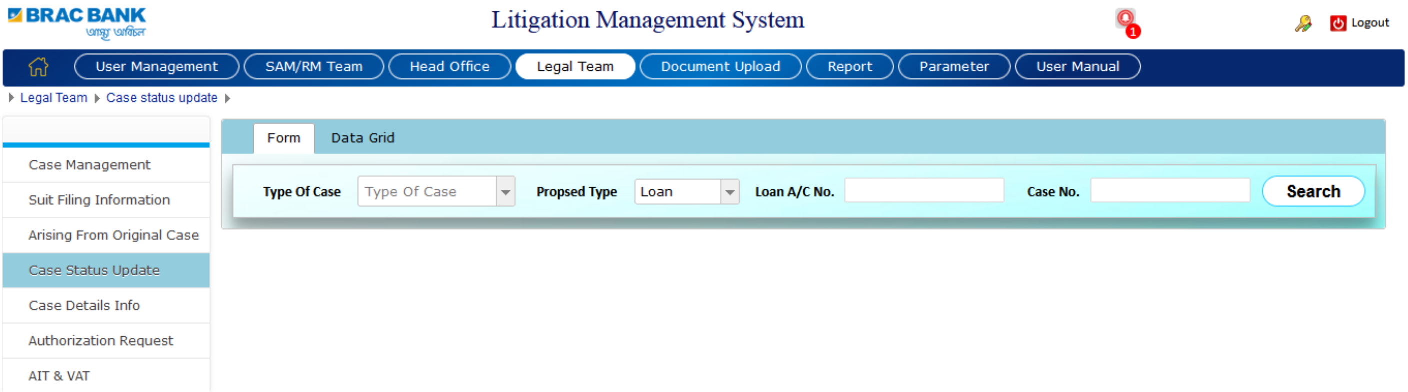


Figure 1.6.4.1:1

2. Show Data:

Figure 1.6.4.1:2

3. Add form:

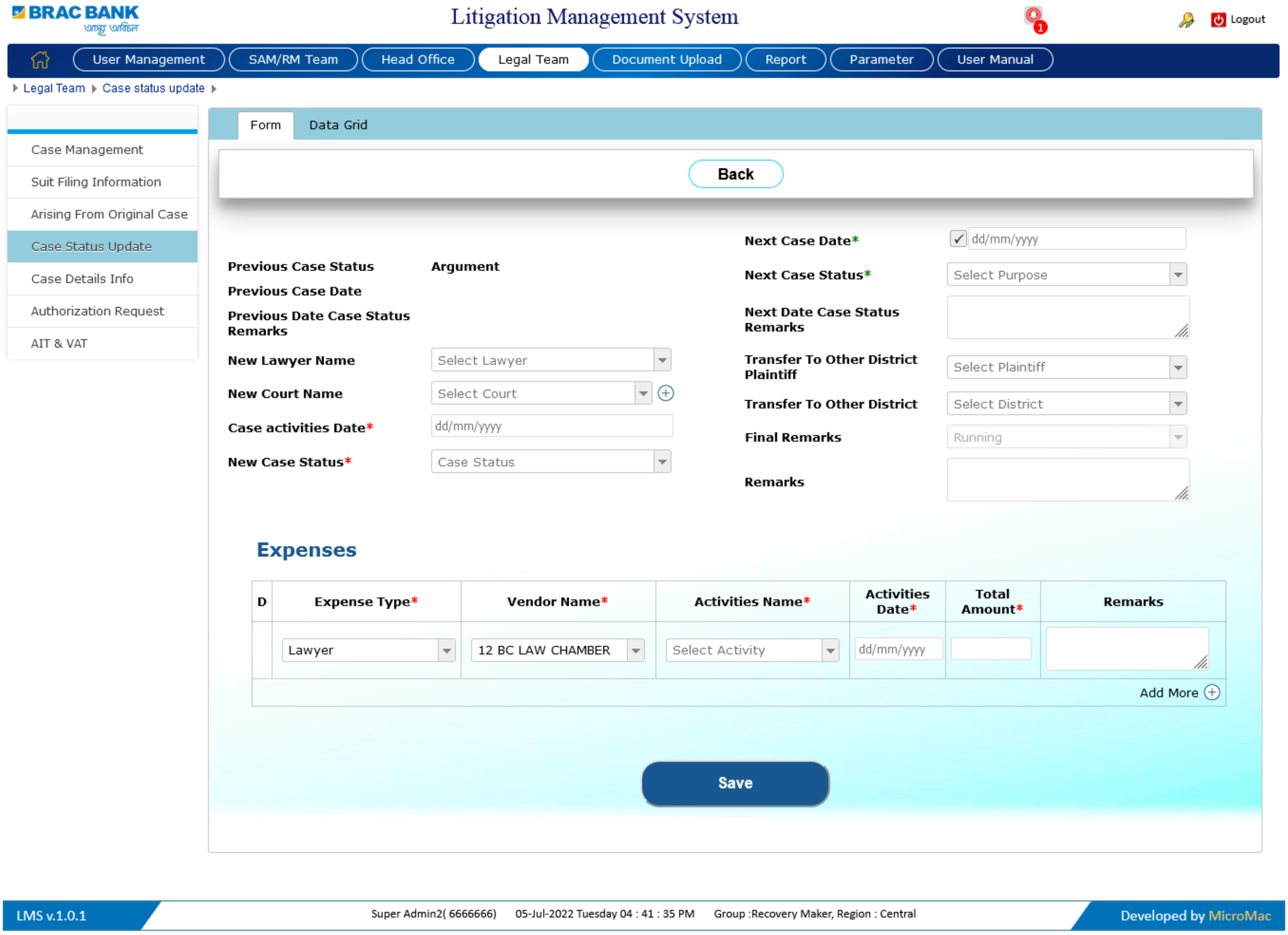


Figure 1.6.4.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

1.6.4.2 Edit

Usage

This operation is used to edit any Suit File from the Case Status grid table.

Menu Path
Legal Team -> Case Management -> Case Status Update -> **E** (Edit)

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

A) Find Suit file for which the user is going to edit from Case Status 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 Case Status Details as required.
D) Click the **Update** button to update Case Status.
E) In case of any wrong input, system shows appropriate message. Otherwise, Case Status will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

1.6.4.3 Delete

Usage
This operation is used to delete Case Status.

Menu Path
Legal Team -> Case Management -> Case Status Update -> **D** (Delete)

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

1. Finding the Case Status for which the user is going to delete from the Case Status data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case Status. 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 Case Status with its reason.

1.6.4.4 Suit File Confirm (SFC)

Usage
This operation is used to Suit File Confirm in Case Status Update. To Suit File Confirm do as following:

Menu Path
Legal Team -> Case Management -> Case Status Update -> **SFC** (Suit File Confirm)

Operation
1. Find Suit File Confirm for which user are going to update Suit File Confirm from Case Status Update data table.
2. Click the icon under **SFC** column. After Click, A pop window is shown.

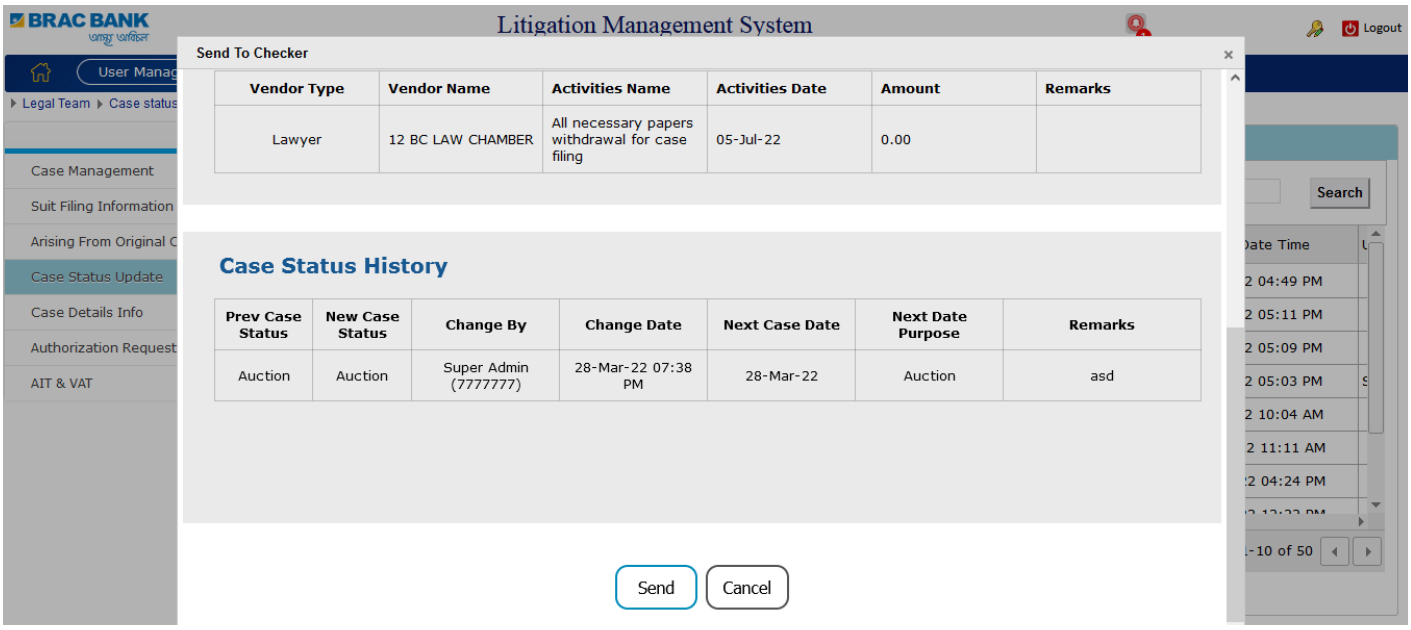


Figure 1.6.4.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

1.6.4.5 Next Date Update (U)

Usage
This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

Menu Path
Legal Team -> Case Management -> Case Status Update -> **U** (Next Date Update)

Operation
1. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
2. Click the icon under **U** column. After Click, A pop window is shown.

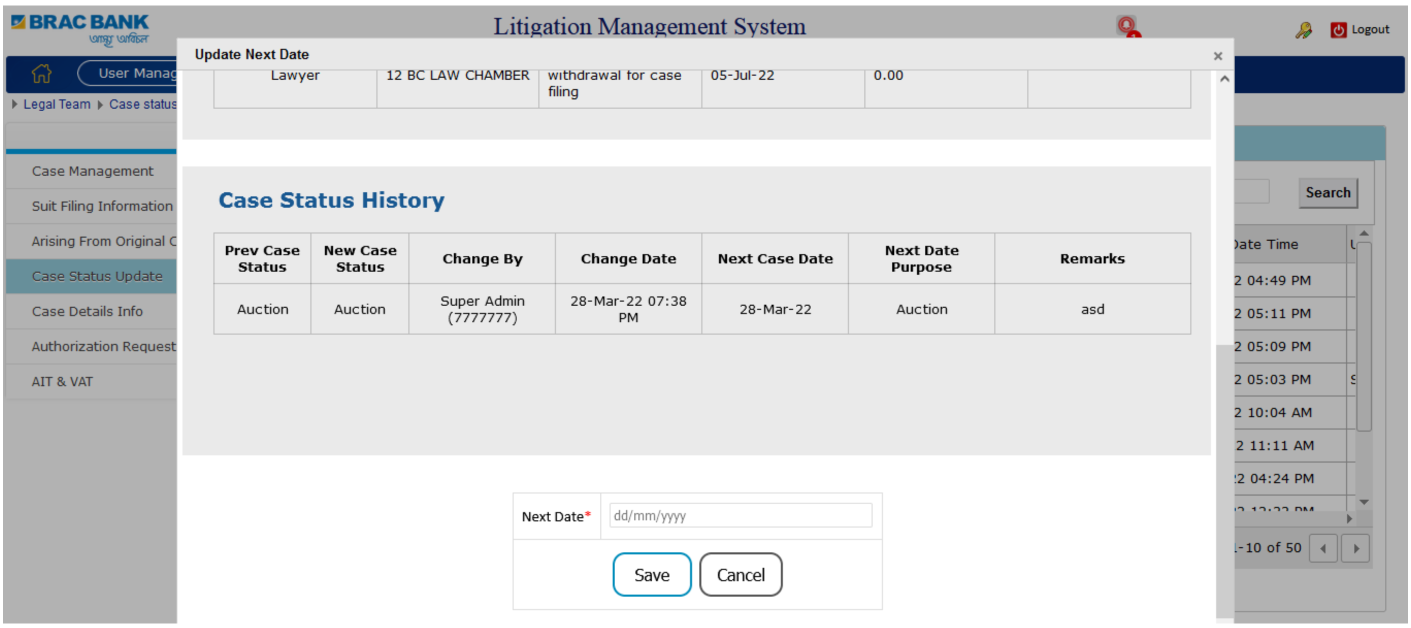


Figure 1.6.4.5:1

3. After click Save Button, Successfully confirmation message will be shown.

4. After Successfully Save the data will be parked to Common Queue.

1.6.5 Case Details Info

Usage

This operation is used to preview the details of Case Details.

Menu Path

Legal Team -> Case Management ->Case Details Info -> Account Wise Case Details

Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

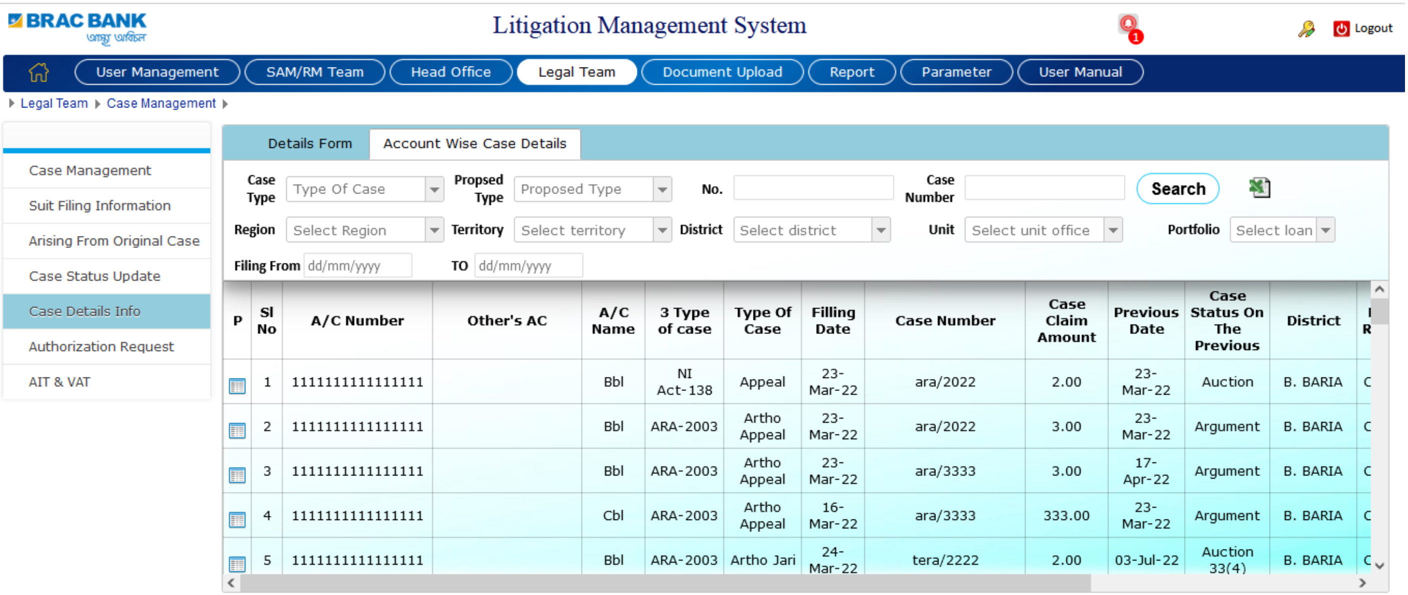


Figure 1.6.5:1

1.6.6 Authorization Request

1.6.6.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Authorization Request.

Menu Path

Legal Team -> Case Management -> Authorization Request -> Form

Operation

1. Search Data:

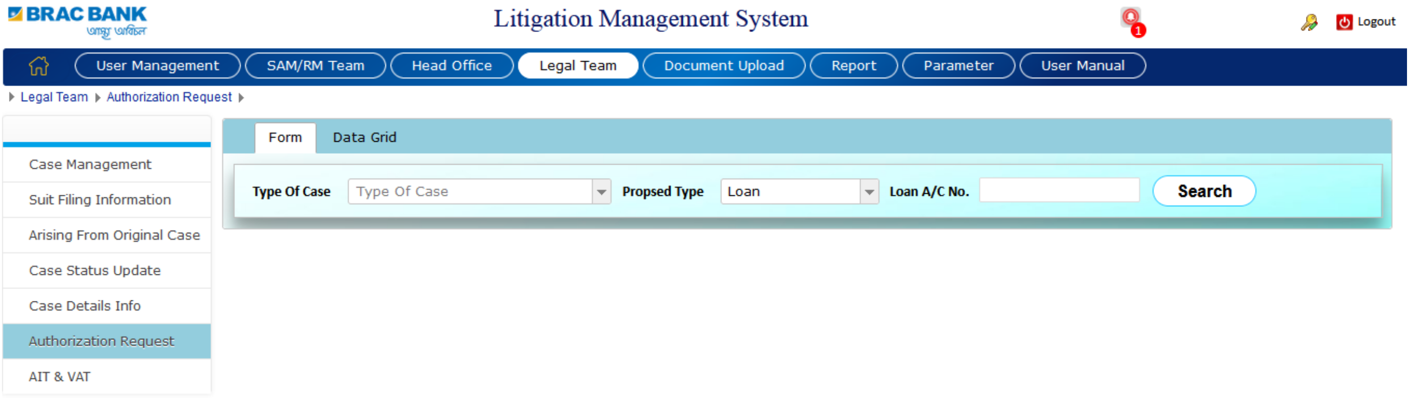


Figure 1.6.6.1:1

2. Show Data:

Figure 1.6.6.1:2

3. Add form:

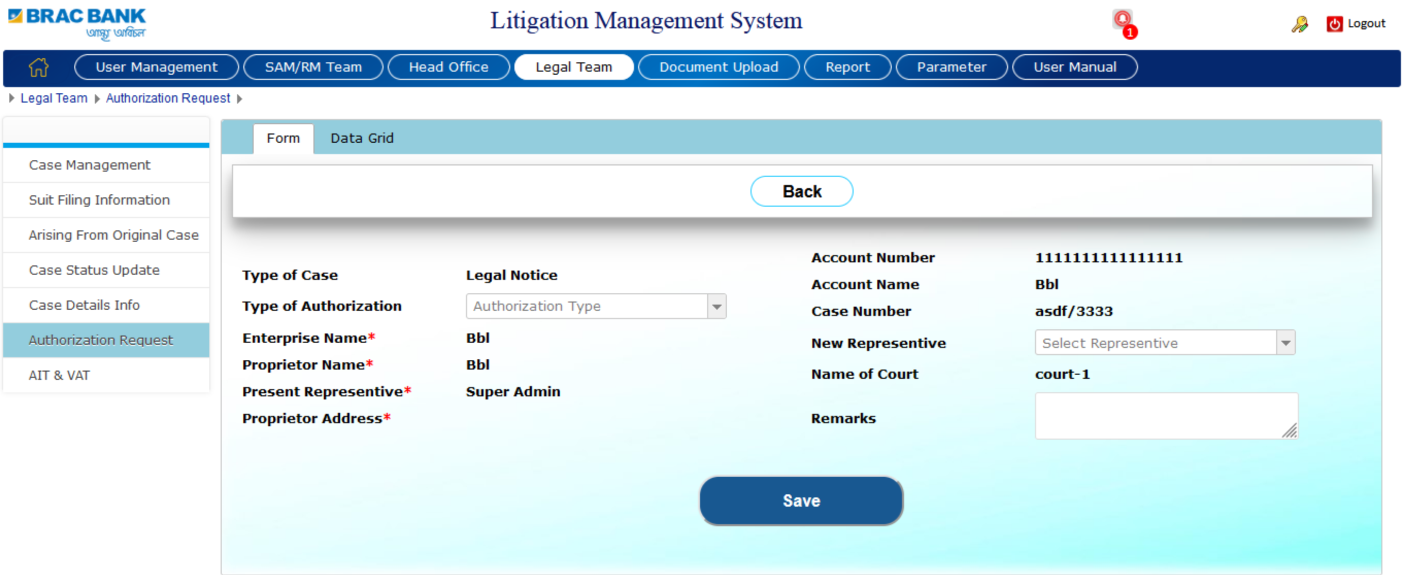


Figure 1.6.6.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

1.6.6.2 Edit

Usage

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

Menu Path

Legal Team -> Case Management -> Authorization Request -> **E** (Edit)

Operation

To edit Authorization Request from the system, need to do as follows:

a) Find Authorization Request for which the user is going to edit from Authorization Request 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 Authorization Request as required.
d) Click the **Update** button to update Case Status.
e) In case of any wrong input, system shows appropriate message. Otherwise, Authorization Request will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

1.6.6.3 Delete

Usage

This operation is used to delete Authorization Request.

Menu Path

Legal Team -> Case Management -> Authorization Request -> **D** (Delete)

Operation

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

1. Finding the Authorization Request for which the user is going to delete from the Authorization Request data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Authorization Request. 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 Authorization Request 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 Authorization Request with its reason.

1.6.6.4 Send For Authorization (SFA)

Usage

This operation is used to send for authorization, Authorization Request information. To send for authorization information do as following:

Menu Path

Legal Team -> Case Management ->Authorization Request -> **SFA** (Send for Authorization)

Operation

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

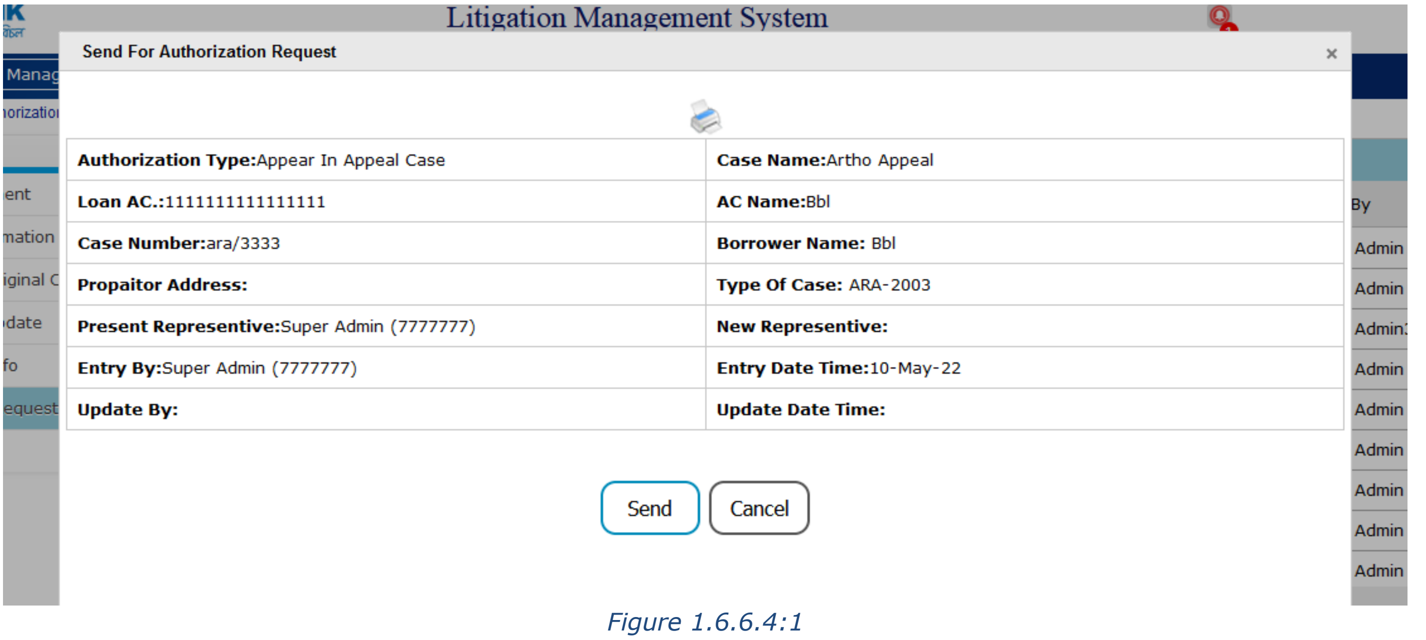


Figure 1.6.6.4:1

3. After click Send Button, Successfully Send Confirmation message will be shown.
4. After Successfully Send the data will be parked to Common Queue AND Head Office -> Authorization Common Queue waiting for **V/LMA** to process.
5. If User want to cancel, click the cancel button.

1.6.6.5 Legal Manager Authorization (LMA)

Usage

If Head Office Authorization absent or not response, Legal Manager Authorization (LMA) approve the request.

This operation is used to Approve Authorization File Authorization Request. To Approve Authorization File Authorization Request do as following:

Menu Path

Legal Team -> Case Management ->Authorization Request -> **LMA** (Legal Manager Authorization)

Operation

1. Find Approve Authorization File for which user are going to Approve Authorization File from Authorization Request data table.
2. Click the icon under **LMA** column. After Click, A pop window is shown.

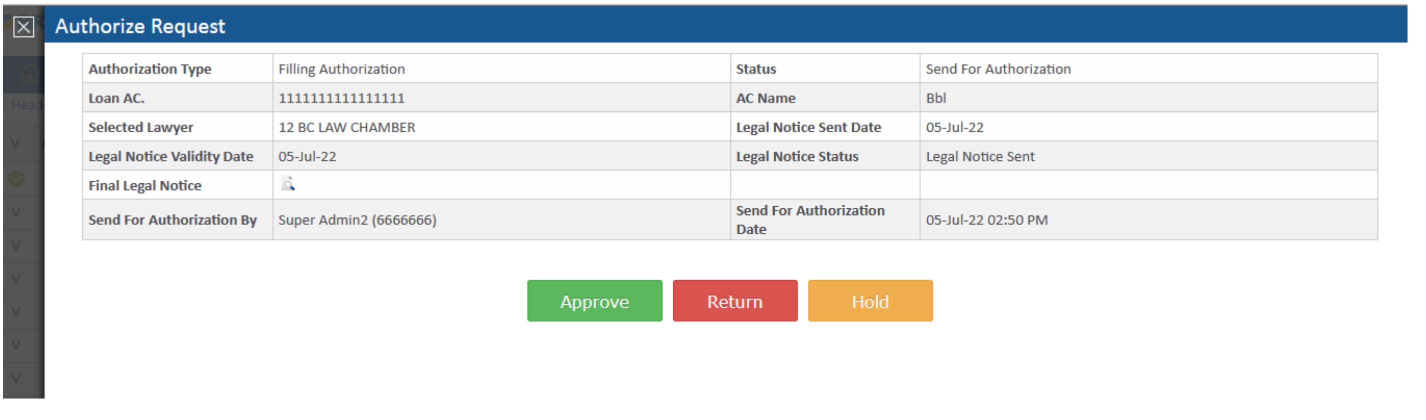


Figure 1.6.6.5:1

3. After click Approve Button, Approve Confirmation message will be shown.

4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. If User want to Return, Return then Reason should be entry.
6. If User want to Hold, Hold then Reason should be entry.

1.6.6.6 Approve Authorization (V)

Usage
This operation is used to Approve Authorization File Authorization Request. To Approve Authorization File Authorization Request do as following:

Menu Path
Head Office -> Authorization -> **V** (Approve Authorization)

Operation
1. Find Approve Authorization File for which user are going to Approve Authorization File from Authorization Request data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

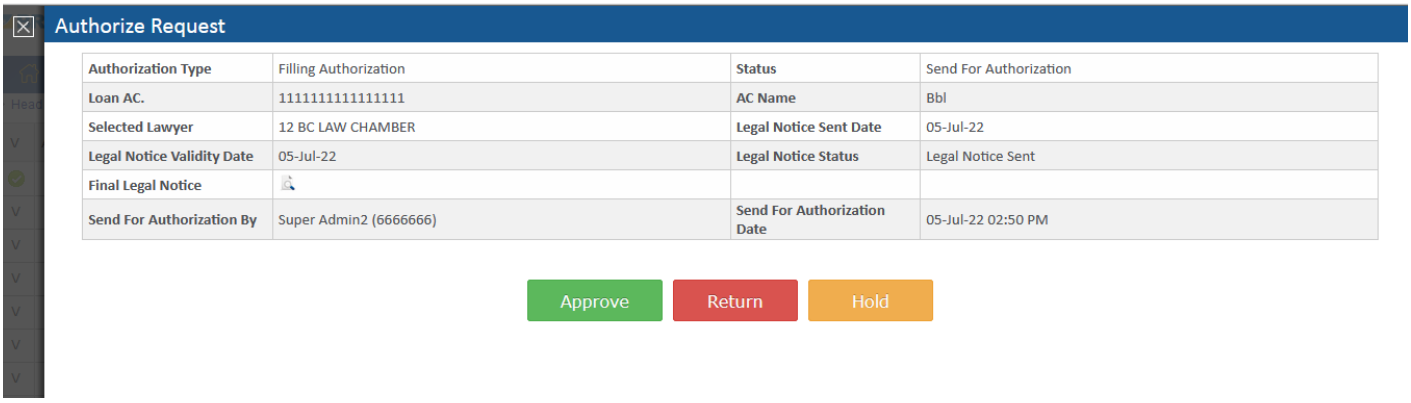


Figure 1.6.6.6:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. After Successfully Approve the data will be parked to Legal Team -> Case management -> Authorization Request -> Data Grid Common Queue and Download Authorization Memo.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Hold, Hold then Reason should be entry.

2 Warrant of Arrest (WA)
2.1 Pending
2.1.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path
Legal Team -> Warrant of Arrest -> Pending

Operation
Data will be parked in this grid under NI Act judgment or Autho Jari Warrant ofarrest.

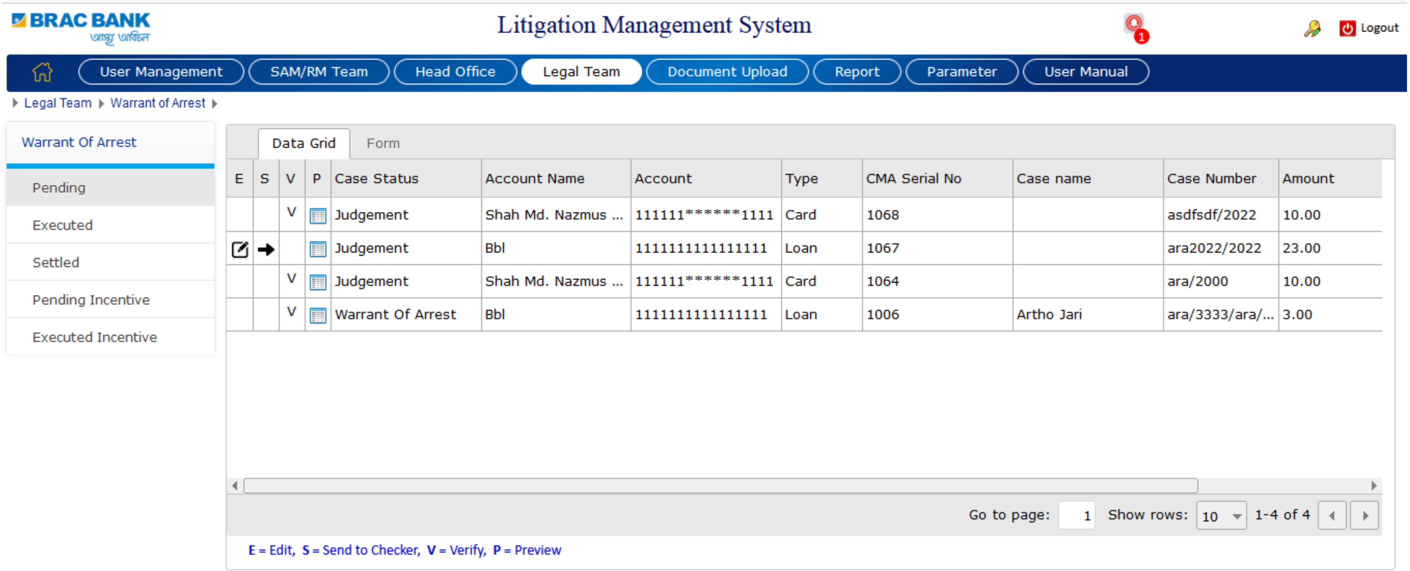


Figure 2.1.1:1

2.1.2 Edit

Usage

This operation is used to edit any Warrant of Arrest from the Warrant of Arrest grid table.

Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **E** (Edit)

Operation

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

a) Find Pending info for which the user is going to edit from Pending 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.

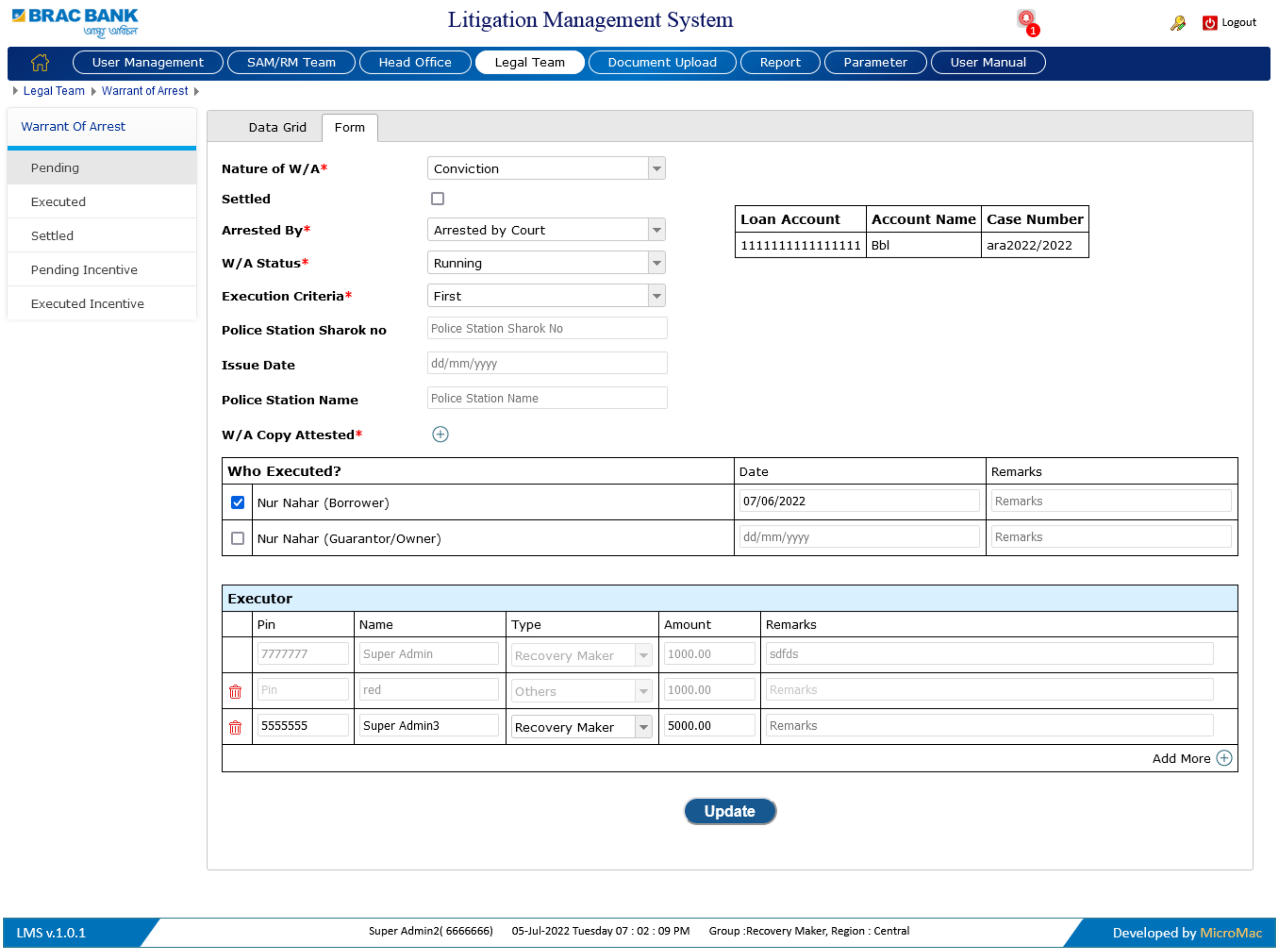


Figure 2.1.2:1

c) Edit the Warrant of Arrest Details as required.
d) Click the **Update** button to update Warrant of arrest Info.
e) In case of any wrong input, system shows appropriate message. Otherwise, Warrant of Arrest information will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

2.1.3 Send to Checker (STC)

Usage

This operation is used to send to checker Warrant of Arrest. To send to checker Warrant of Arrest do as following:

Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **STC** (Send to Checker)

Operation

6. Find STC for which user are going to STC from Warrant of arrest data table.
7. Click the icon  under **STC** column. After Click, A pop window is shown.

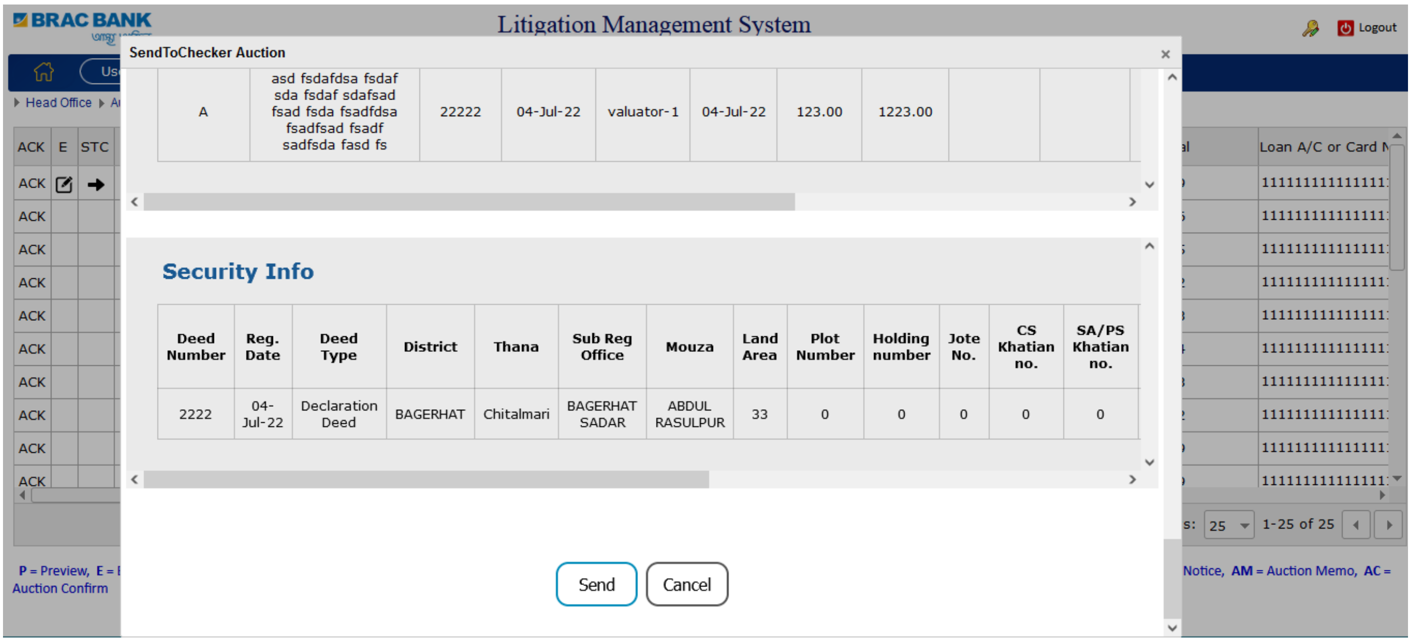


Figure 2.1.3:1

8. After click Send Button, Send confirmation message will be shown.
9. After Successfully Send the data will be parked to Checker Common Queue waiting for VA to process.
10. User can close popup window by clicking cross icon towards the top left side of popup window.

2.1.4 Verify (V)

Usage

This operation is used to Verify Warrant of Arrest. To Verify Warrant arrest do as following:

Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **V** (Verify)

Operation

1. Find Warrant of arrest for which user are going to Verify from Warrant of Arrest Pending data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

Figure 2.1.4:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Common Queue.
5. If User want to Cancel, Click cancel button.

2.2 Executed
2.2.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path
Legal Team -> Warrant of Arrest -> Executed

Operation
Data will be parked in this grid Warrant of arrest pending data after verify.

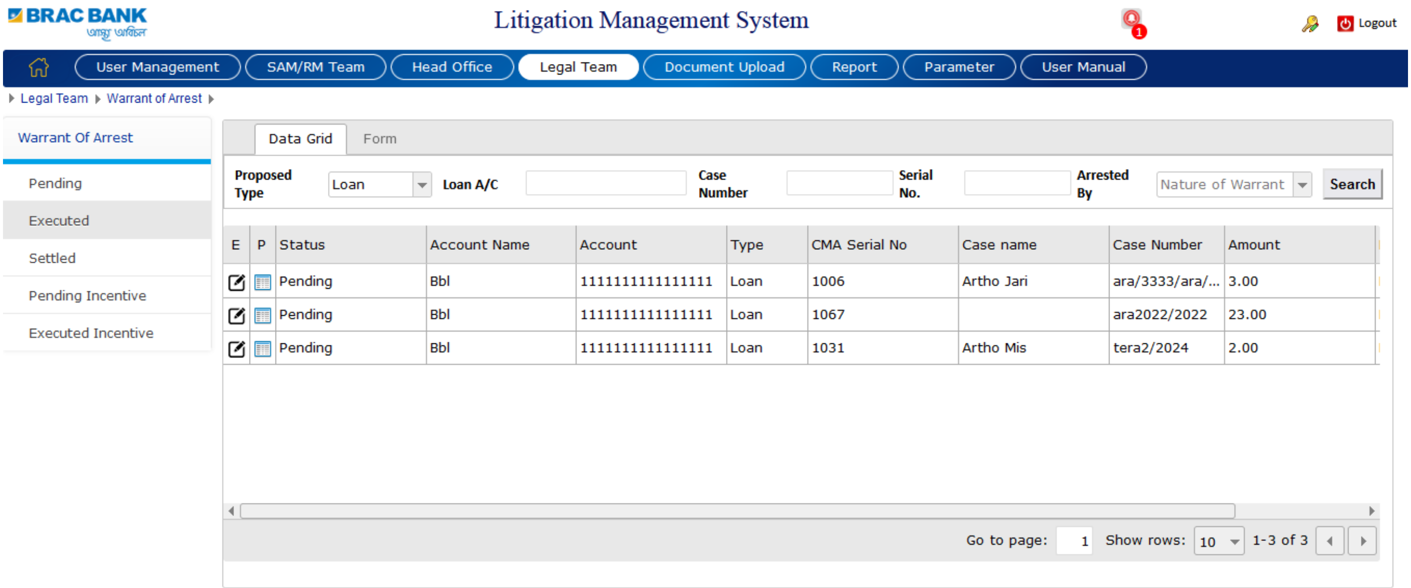


Figure 2.2.1:1

2.2.2 Edit

Usage
This operation is used to edit any Warrant of Arrest from the Warrant of Arrest executed grid table.

Menu Path
Legal Team -> Warrant of Arrest -> Executed -> **E** (Edit)

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

a) Find Executed info for which the user is going to edit from Executed 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.

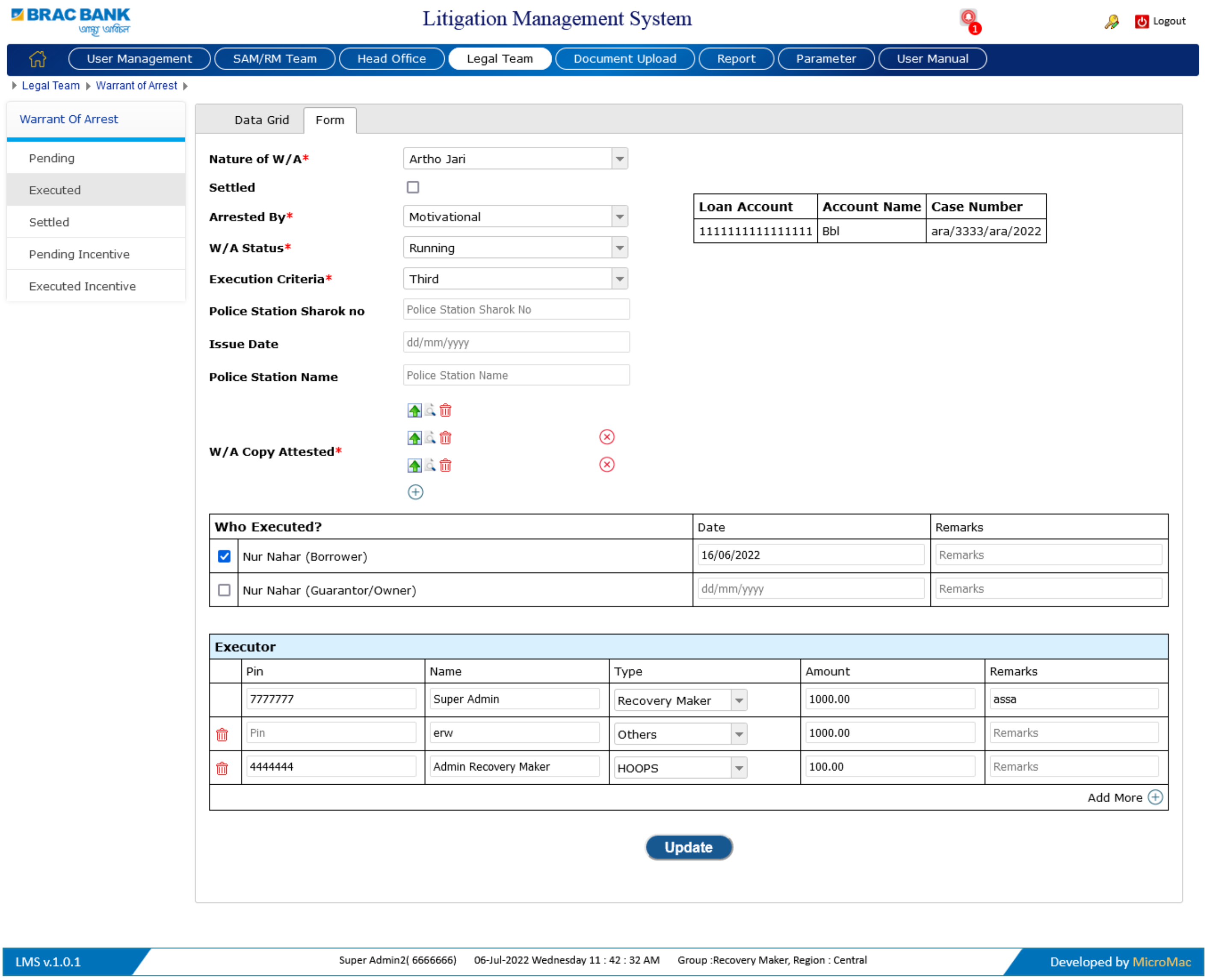


Figure 2.2.2:1

c) Edit the Warrant of Arrest Details as required.
d) Click the **Update** button to update Warrant of arrest Info.
e) In case of any wrong input, system shows appropriate message. Otherwise, Warrant of Arrest information will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

2.3 Settled

2.3.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Warrant of Arrest -> Settled

Operation

Data will be parked in this grid Warrant of arrest data when status is settled.

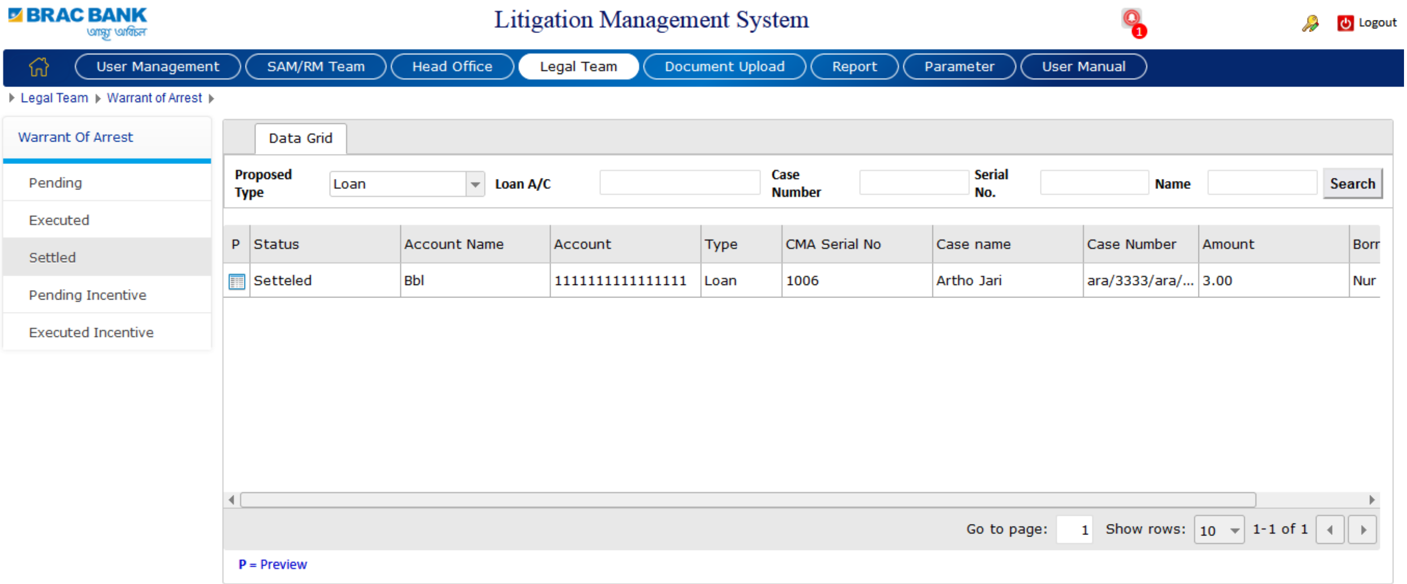


Figure 2.3.1:1

2.4 Pending Incentive

2.4.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Warrant of Arrest -> Pending Incentive

Operation

Data will be parked in this grid Warrant of arrest Executor data after verify.

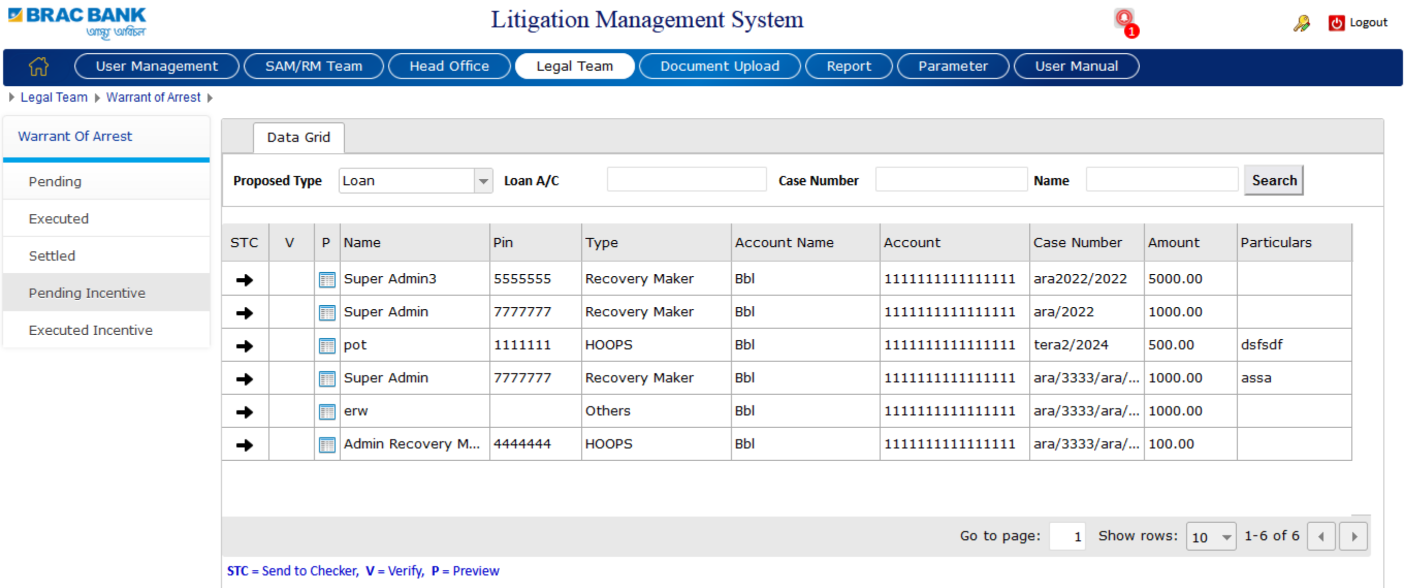


Figure 2.4.1:1

2.4.2 Send to Checker (STC)

Usage

This operation is used to send to checker Warrant of Arrest. To send to checker Warrant of Arrest do as following:

Menu Path
Legal Team -> Warrant of Arrest -> Pending Incentive -> **STC** (Send to Checker)

Operation

1. Find Pending Incentive for which user are going to send to checker from Warrant of arrest data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

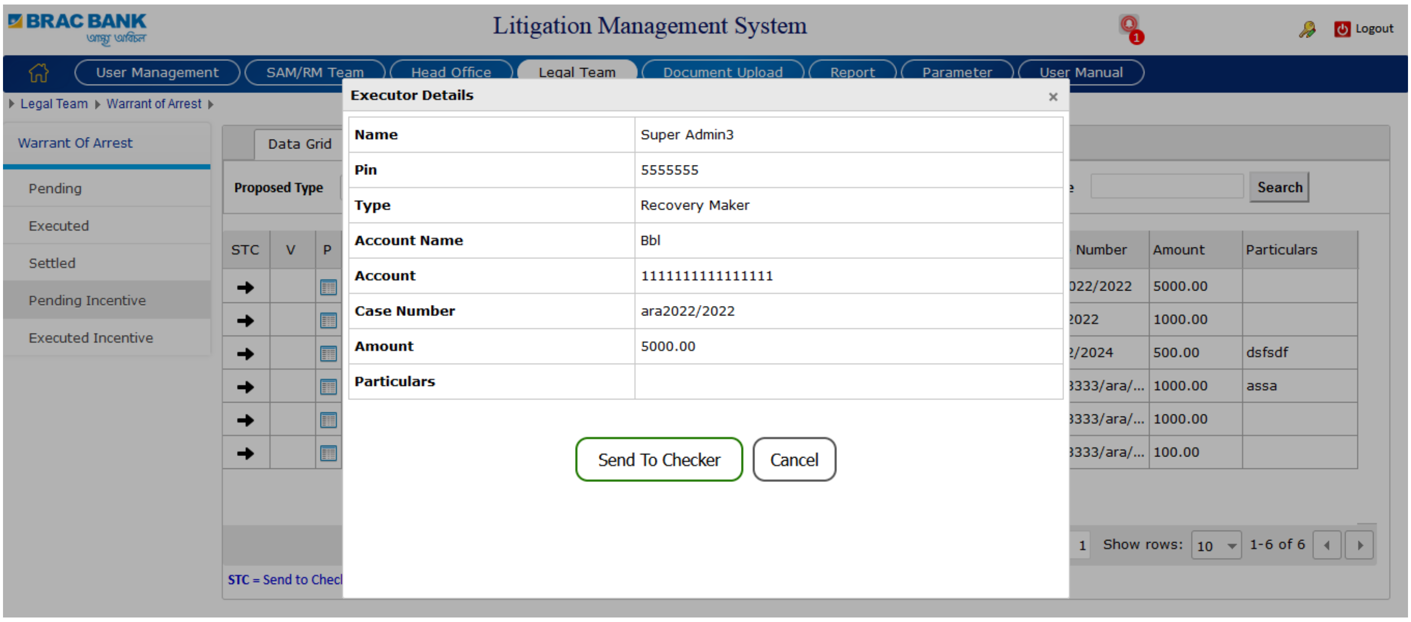


Figure 2.4.2:1

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

2.4.3 Verify (V)

Usage
This operation is used to Verify Warrant of Arrest Pending Incentive. To Verify Warrant arrest do as following:

Menu Path
Legal Team -> Warrant of Arrest -> Pending Incentive -> **V** (Verify)

Operation

a) Find Warrant of arrest for which user are going to Verify Pending Incentive from Warrant of Arrest Pending Incentive data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

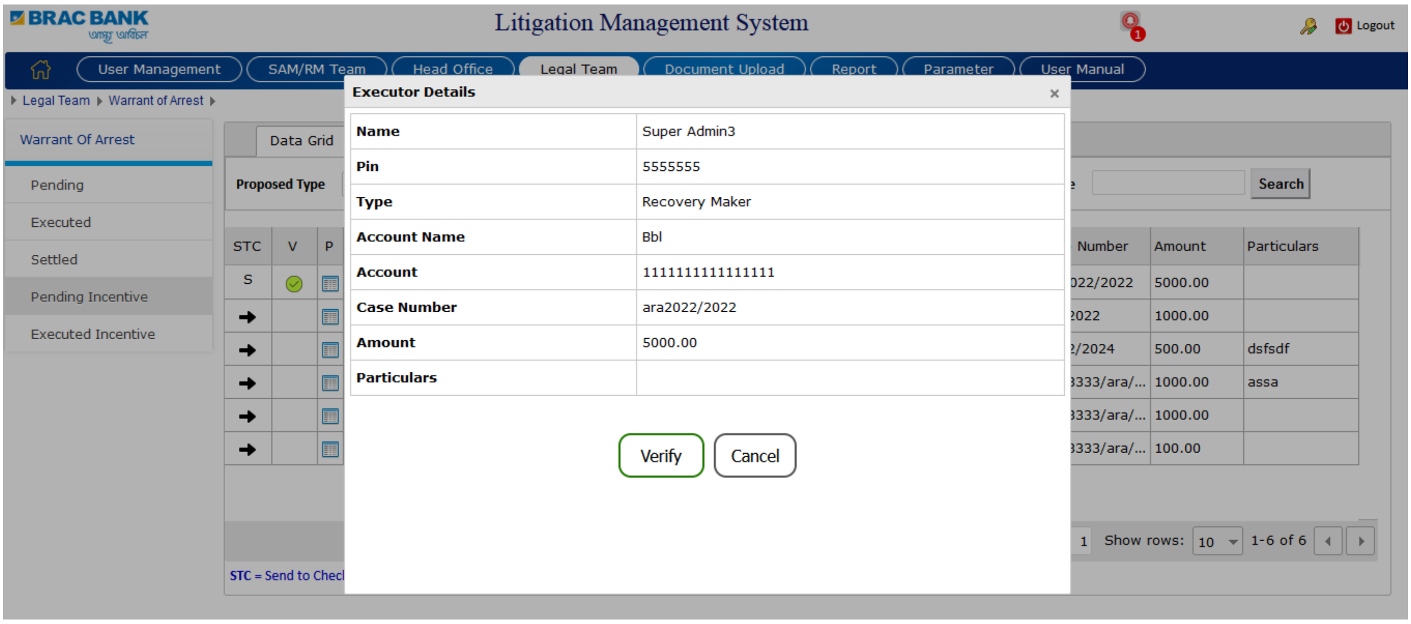


Figure 2.4.3:1

c) After click Verify Button, Verify Confirmation message will be shown.
d) After Successfully Verify the data will be parked to Executed Incentive Common Queue.
e) If User want to Cancel, Click cancel button.

2.5 Executed Incentive

2.5.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Warrant of Arrest -> Executed Incentive

Operation

Data will be parked in this grid Warrant of arrest Pending Incentive data after verify.

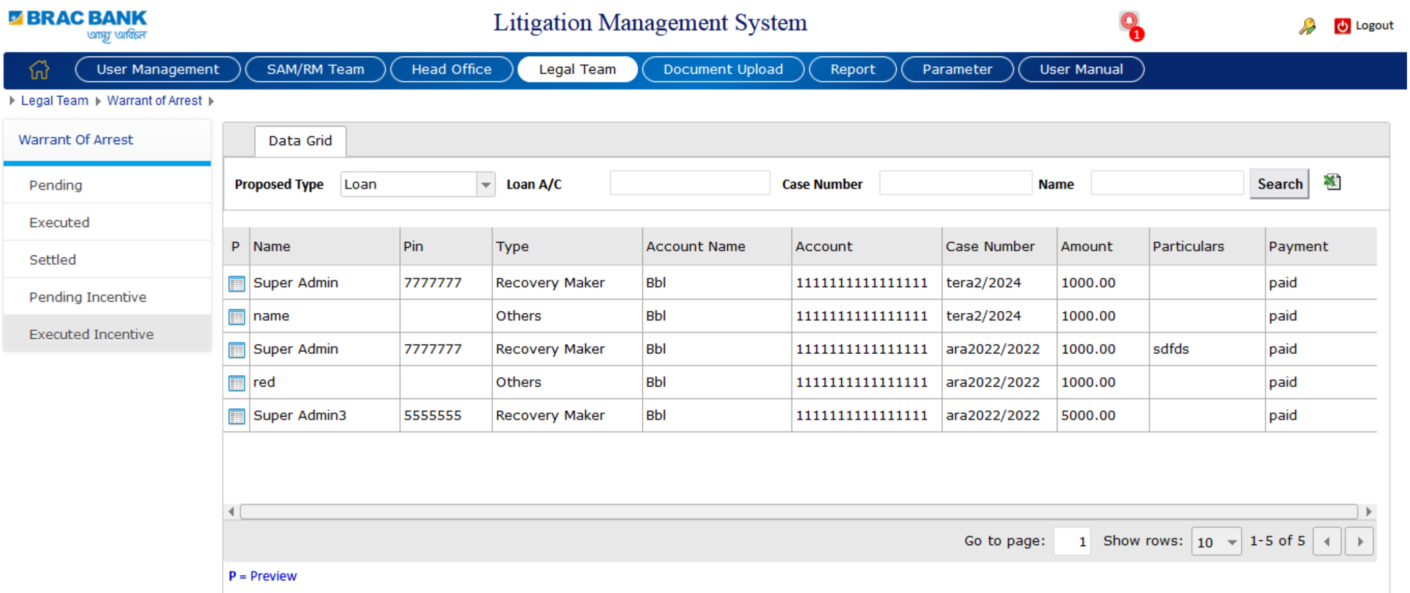


Figure 2.5.1:1

3 Appeal and Bail Money
3.1 Pending
3.1.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Appeal and Bail Money -> Pending

Operation

Data will be parked in this grid under NI Act Appeal status.

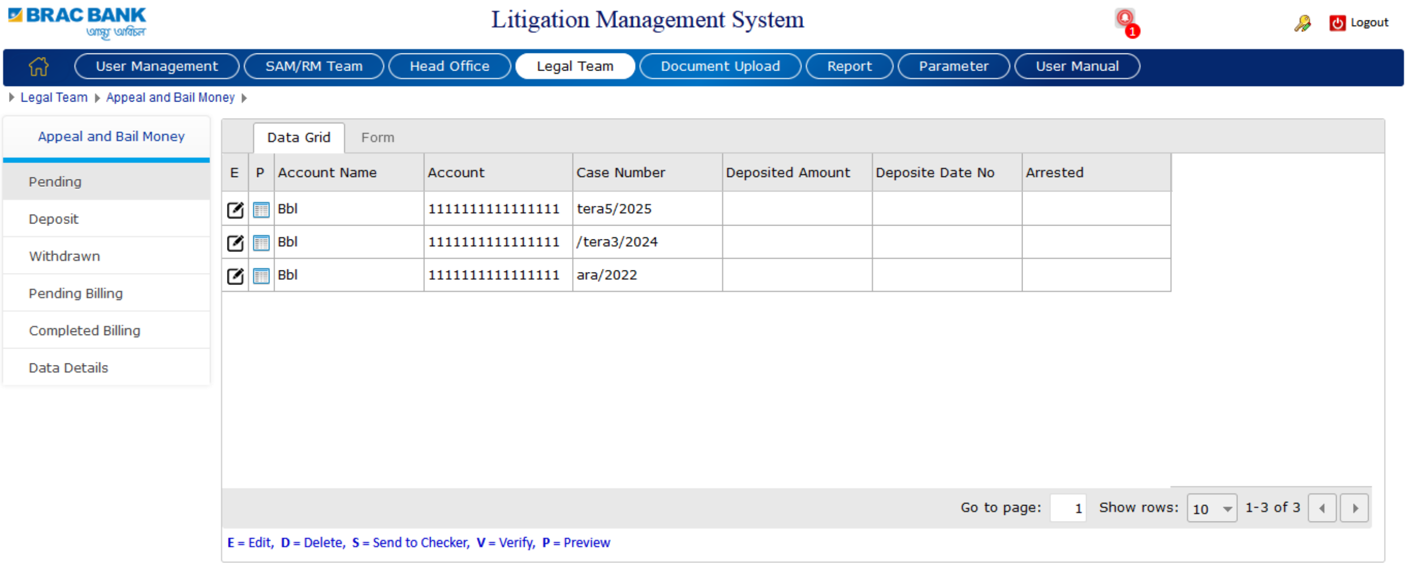


Figure 3.1.1:1

3.1.2 Edit

Usage

This operation is used to edit any Appeal and Bail Money from the Appeal and Bail Money grid table.

Menu Path

Legal Team -> Appeal and Bail Money -> Pending -> **E** (Edit)

Operation

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

a) Find Pending info for which the user is going to edit from Pending 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.

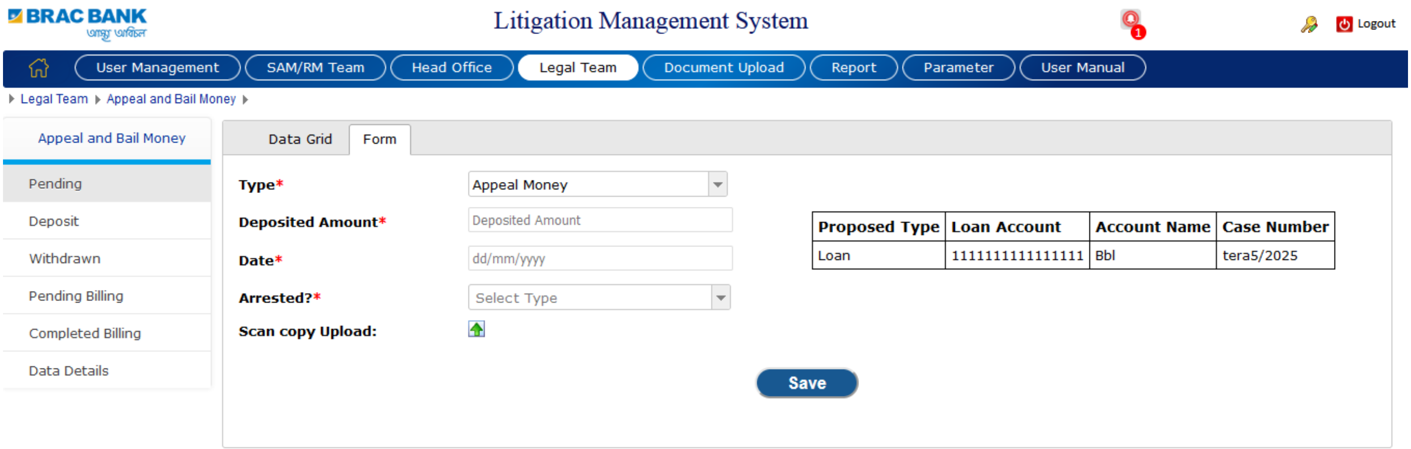


Figure 3.1.2:1

c) Edit the Appeal and Bail Money Details as required.
d) Click the **Save** button to save Appeal and Bail Money Info.
e) In case of any wrong input, system shows appropriate message. Otherwise, Appeal and Bail Money information will be saved properly and the popup window will be closed automatically with “Successfully Updated” message towards the right side of data table.
f) After Successfully Save the data will be parked to Deposit Common Queue.
g) User can close popup window by clicking cross icon towards the top left side of popup window.

3.2 Deposit

3.2.1 Add

Usage

You can search by case number, Proposed type, a / c number. The search system will show the warrant of arrest Data. You can select at least one file to deposit add.

Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> Form

Operation

1. Search Data:

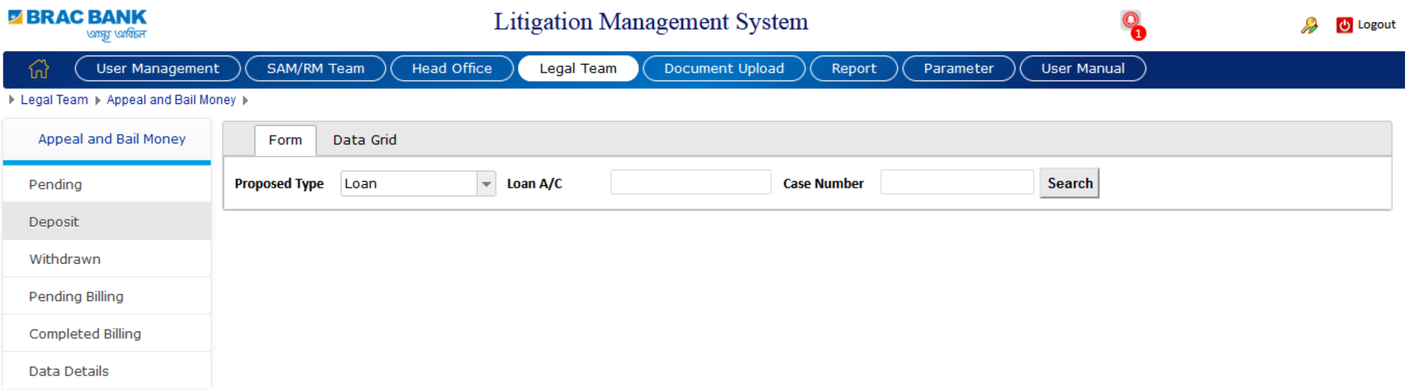


Figure 3.2.1:1

2. Show Data:

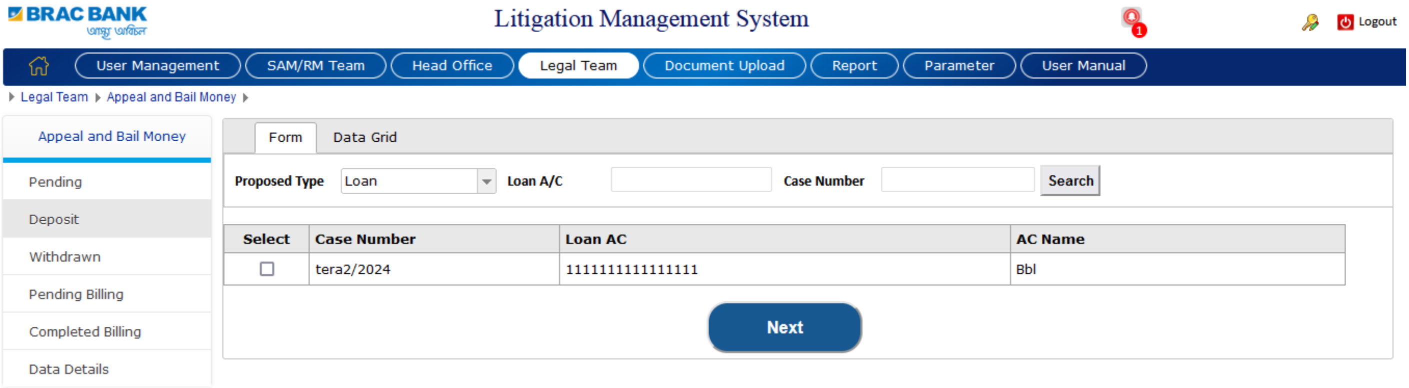


Figure 3.2.1:2

3. Add form:

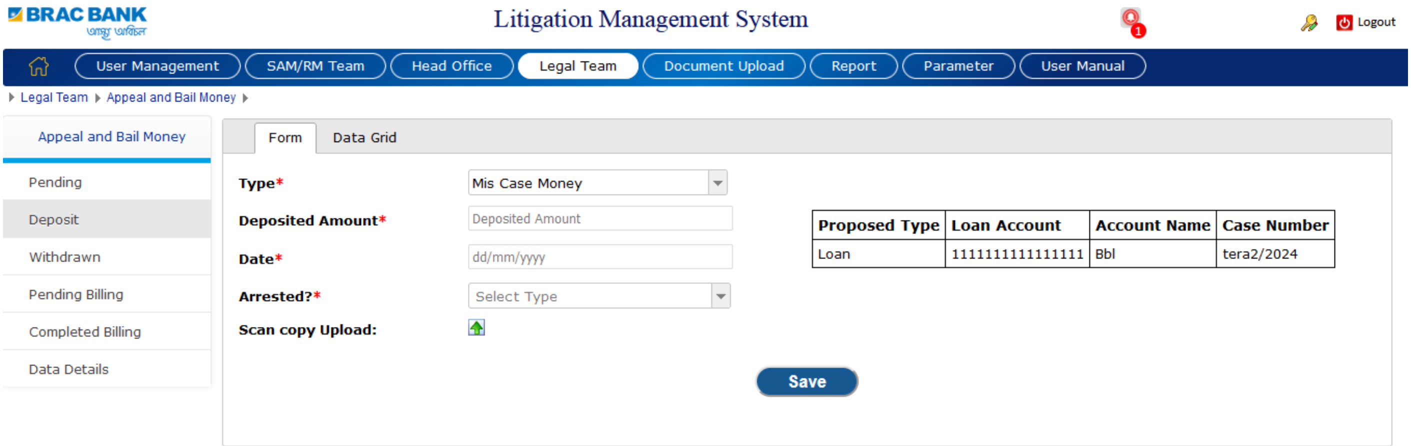


Figure 3.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

3.2.2 Edit

Usage

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

Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> **E** (Edit)

Operation

To edit Deposit data from the system, need to do as follows:

a) Find Deposit for which the user is going to edit from Deposit 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 Deposit Details as required.
d) Click the **Update** button to Deposit.
e) In case of any wrong input, system shows appropriate message. Otherwise, Deposit will be saved properly and the popup window will be closed automatically with “Successfully Updated” 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.

3.2.3 Delete

Usage
This operation is used to delete Deposit.

Menu Path
Legal Team -> Appeal and Bail Money -> Deposit -> **D** (Delete)

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

1. Finding the deposit for which the user is going to delete from the Deposit data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Deposit. 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 Deposit 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 Case Status with its reason.

3.2.4 Send to Checker (STC)

Usage
This operation is used to send to checker Appeal and Bail Money. To send to checker Appeal and Bail Money do as following:

Menu Path
Legal Team -> Appeal and Bail Money -> Deposit -> **STC** (Send to Checker)

Operation
a) Find Deposit for which user are going to send to checker from Appeal and Bail Money data table.

b) Click the icon under **STC** column. After Click, A pop window is shown.

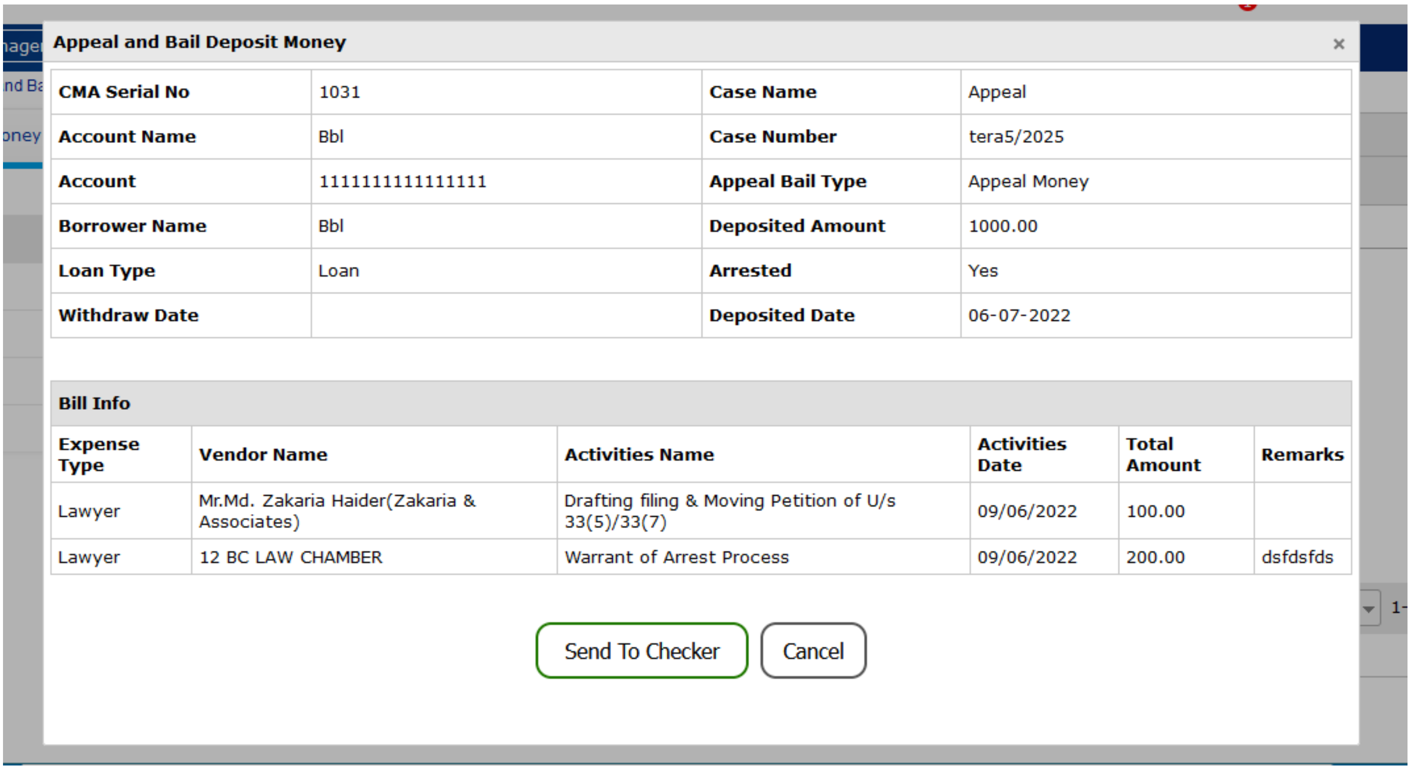


Figure 3.2.4:1

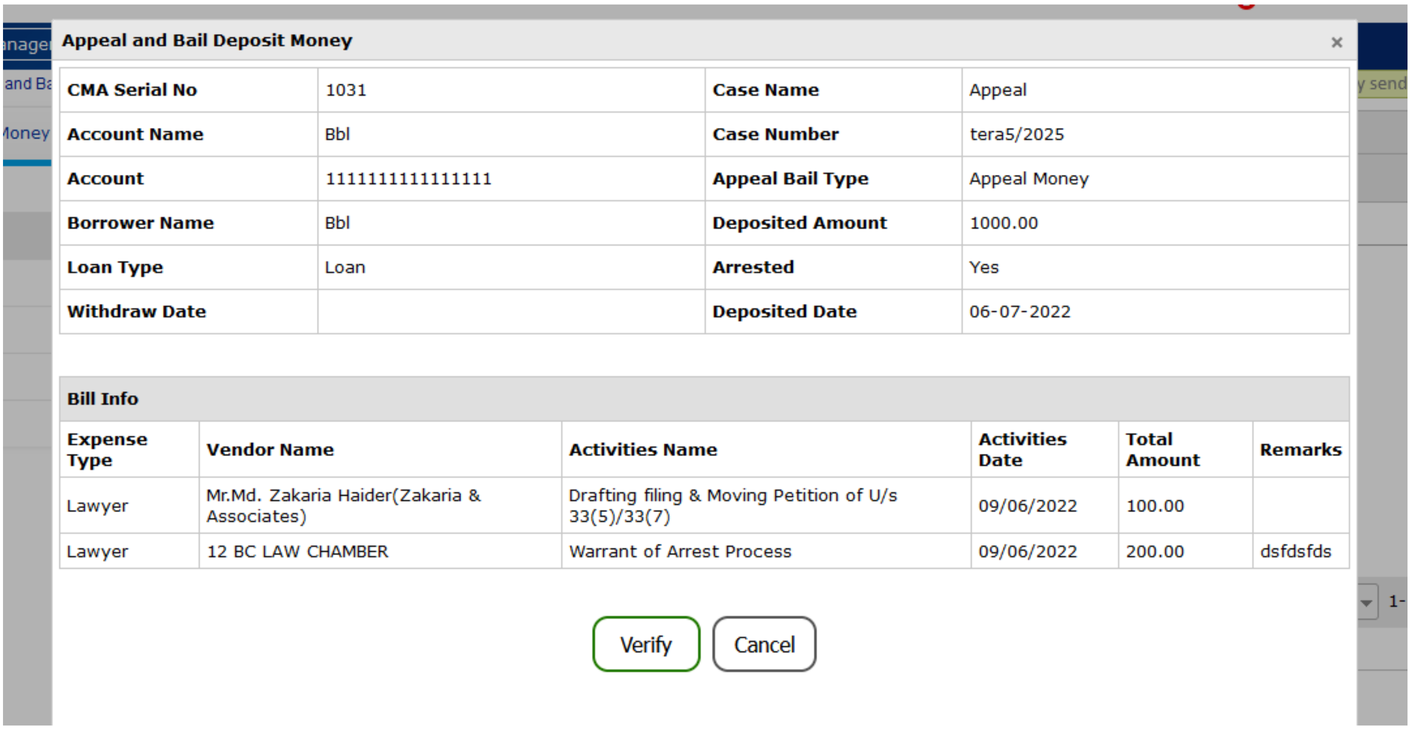
c) After click Send Button, Send confirmation message will be shown.
d) After Successfully Send the data will be parked to Checker Common Queue waiting for **V** to process.
e) User can close popup window by clicking cross icon towards the top left side of popup window.

3.2.5 Verify (V)

Usage
This operation is used to Verify Deposit Money. To Verify Deposit Money do as following:

Menu Path
Legal Team -> Appeal and Bail Money -> Deposit -> **V** (Verify)

Operation
a) Find Appeal and Bail Money for which user are going to Verify Deposit Money from Deposit data table.
b) Click the icon under **V** column. After Click, A pop window is shown.


Appeal and Bail Deposit Money

CMA Serial No	1031	**Case Name**	Appeal
Account Name	Bbl	**Case Number**	tera5/2025
Account	1111111111111111	**Appeal Bail Type**	Appeal Money
Borrower Name	Bbl	**Deposited Amount**	1000.00
Loan Type	Loan	**Arrested**	Yes
Withdraw Date		**Deposited Date**	06-07-2022

Bill Info

Expense Type	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer	Mr.Md. Zakaria Haider(Zakaria & Associates)	Drafting filing & Moving Petition of U/s 33(5)/33(7)	09/06/2022	100.00	
Lawyer	12 BC LAW CHAMBER	Warrant of Arrest Process	09/06/2022	200.00	dsfdsfds

Figure 3.2.5:1

c) After click Verify Button, Verify Confirmation message will be shown.
d) After Successfully Verify the data will be parked to Deposit Withdrawn Common Queue.
e) If User want to Cancel, Click cancel button.

3.3 Withdrawn
3.3.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path
Legal Team -> Appeal and Bail Money -> Withdrawn

Operation
Data will be parked in this grid under Deposit money after verify.

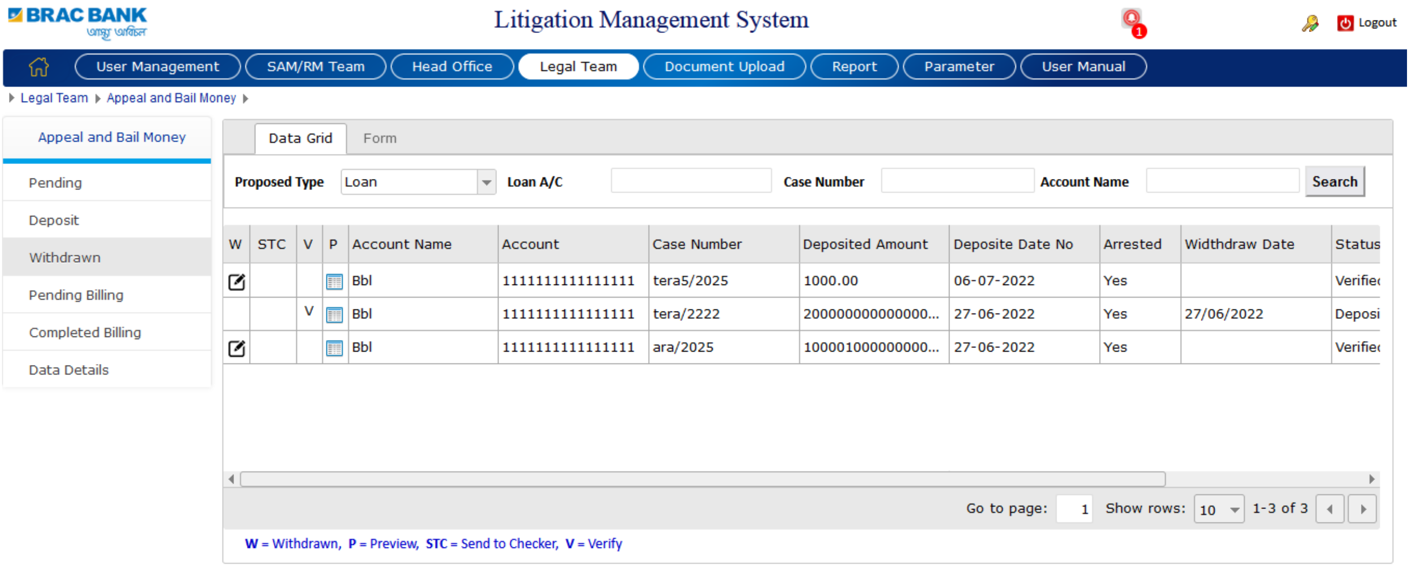


Figure 3.3.1:1

3.3.2 Withdrawn

Usage

This operation is used to edit any Withdrawn Appeal and Bail Money from the Withdrawn Money grid table.

Menu Path

Legal Team -> Appeal and Bail Money -> Withdrawn -> **E** (Edit)

Operation

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

a) Find withdrawn info for which the user is going to edit from withdrawn 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.

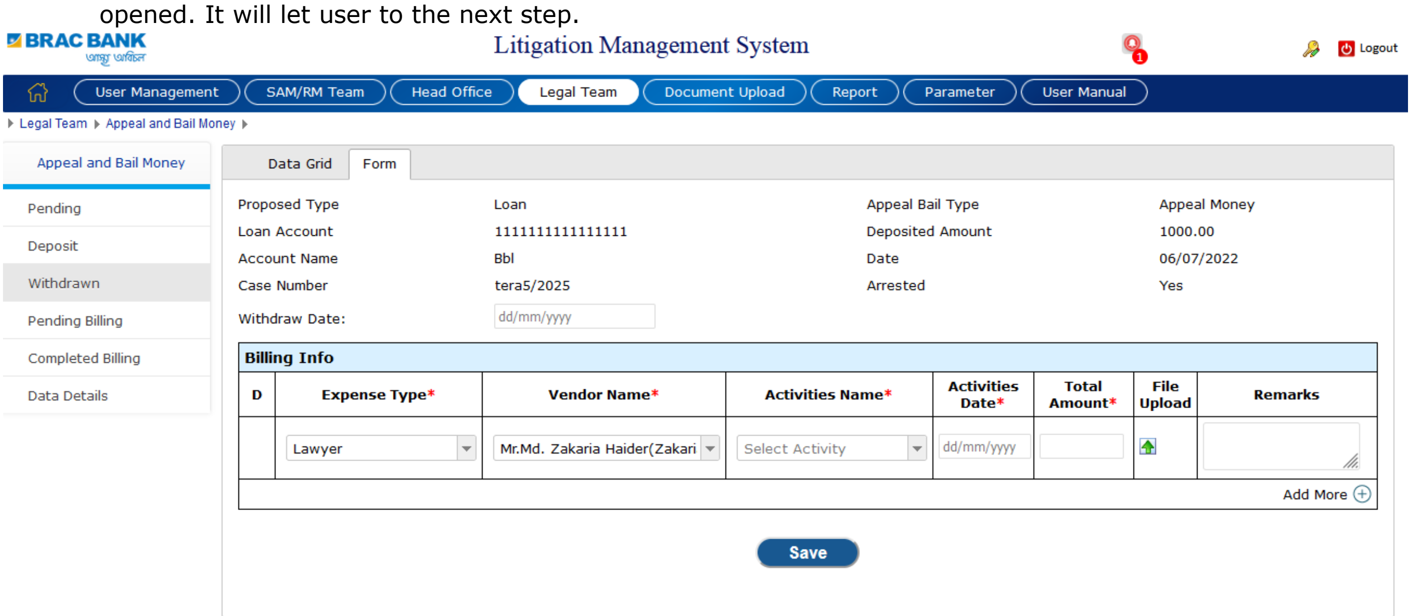


Figure 3.3.2:1

c) Edit the withdrawn Appeal and Bail Money Details as required.
d) Click the **Save** button to save Appeal and Bail Money Info.

e) In case of any wrong input, system shows appropriate message. Otherwise, Appeal and Bail Money information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
f) After Successfully Save the data will be parked to Withdrawn grid Common Queue.
g) User can close popup window by clicking cross icon towards the top left side of popup window.

3.3.3 Send to Checker (STC)

Usage
This operation is used to send to checker Withdrawn Appeal and Bail Money. To send to checker Appeal and Bail Money do as following:

Menu Path
Legal Team -> Appeal and Bail Money -> Withdrawn -> **STC** (Send to Checker)

Operation
a) Find Withdrawn for which user are going to send to checker from Withdrawn Appeal and Bail Money data table.
b) Click the icon ➡ under **STC** column. After Click, A pop window is shown.

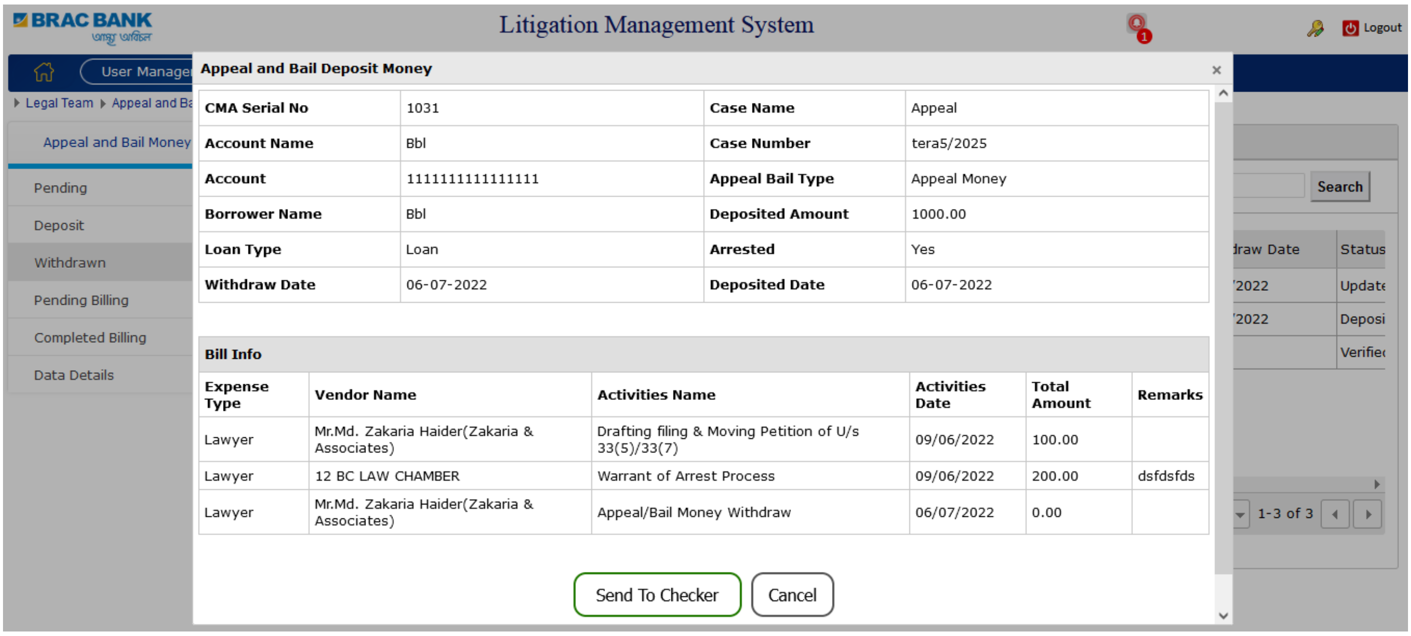


Figure 3.3.3:1

c) After click Send Button, Send confirmation message will be shown.
d) After Successfully Send the data will be parked to withdrawn Common Queue waiting for **V** to process.
e) User can close popup window by clicking cross icon towards the top left side of popup window.

3.3.4 Verify (V)

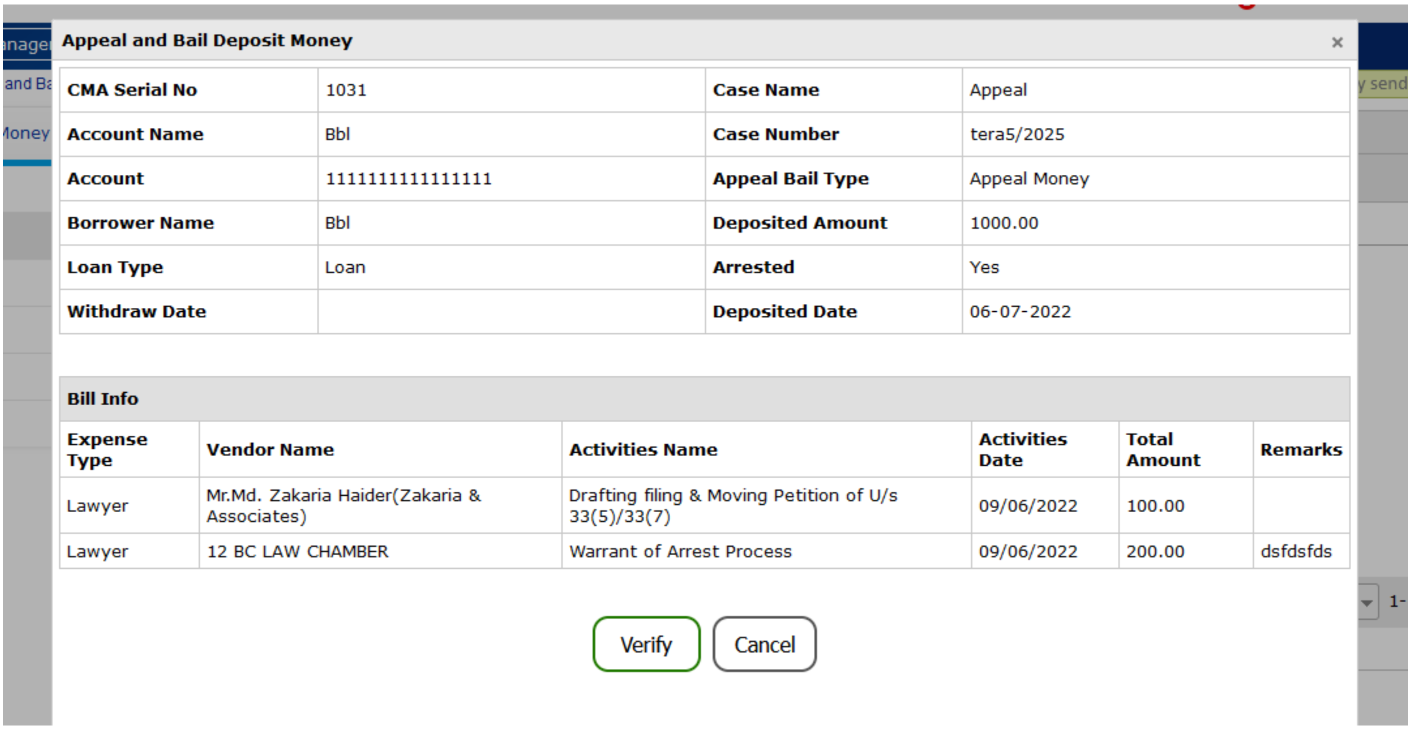
Usage
This operation is used to verify withdrawn Appeal and Bail Money. To verify withdrawn Appeal and Bail Money do as following:

Menu Path
Legal Team -> Appeal and Bail Money -> Withdrawn -> **V** (Verify)

Operation
a) Find withdrawn Appeal and Bail Money for which user are going to Verify Appeal and Bail Money from

withdrawn Appeal and Bail Money data table.

b) Click the icon under **V** column. After Click, A pop window is shown.



Appeal and Bail Deposit Money

CMA Serial No	1031	**Case Name**	Appeal
Account Name	Bbl	**Case Number**	tera5/2025
Account	1111111111111111	**Appeal Bail Type**	Appeal Money
Borrower Name	Bbl	**Deposited Amount**	1000.00
Loan Type	Loan	**Arrested**	Yes
Withdraw Date		**Deposited Date**	06-07-2022

Bill Info

Expense Type	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer	Mr.Md. Zakaria Haider(Zakaria & Associates)	Drafting filing & Moving Petition of U/s 33(5)/33(7)	09/06/2022	100.00	
Lawyer	12 BC LAW CHAMBER	Warrant of Arrest Process	09/06/2022	200.00	dsfdsfds

Verify Cancel

Figure 3.3.4:1

c) After click Verify Button, Verify Confirmation message will be shown.

d) After Successfully Verify the data will be parked to Withdrawn Common Queue.

e) If User want to Cancel, Click cancel button.

3.4 Pending Billing

3.4.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Appeal and Bail Money -> Pending Billing

Operation

Data will be parked in this grid under all pending lawyer bill after verify.

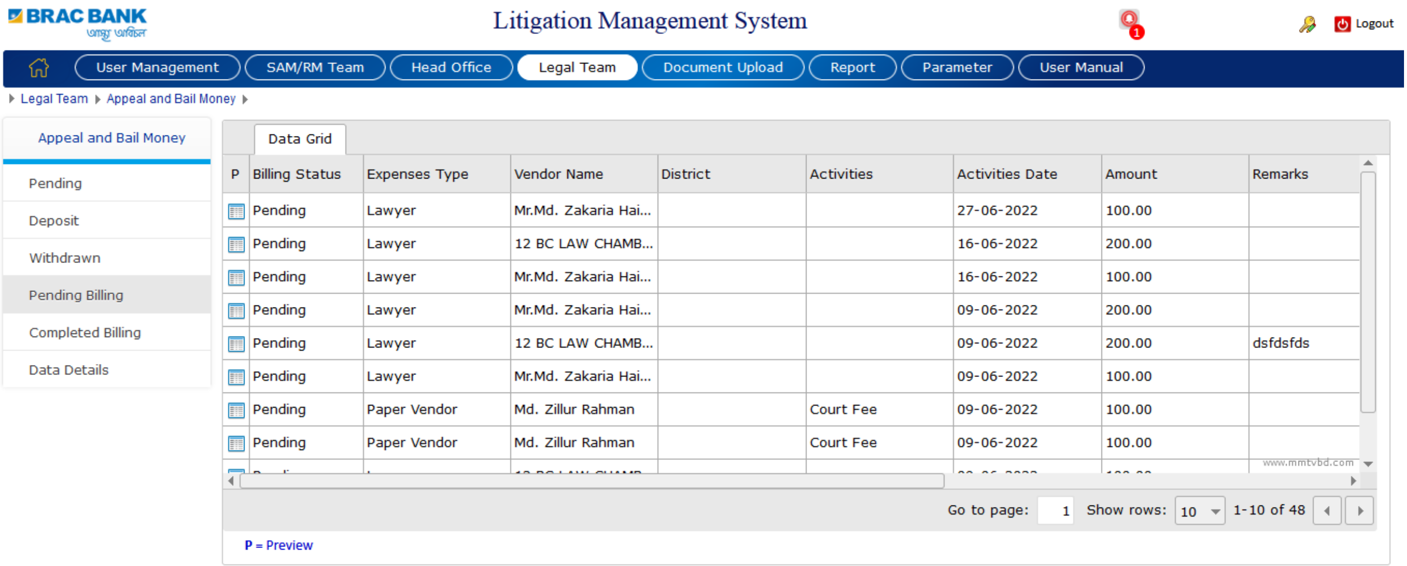


Figure 3.4.1:1

3.5 Completed Billing

3.5.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Appeal and Bail Money -> Completed Billing

Operation

Data will be parked in this grid under all completed lawyer bill.

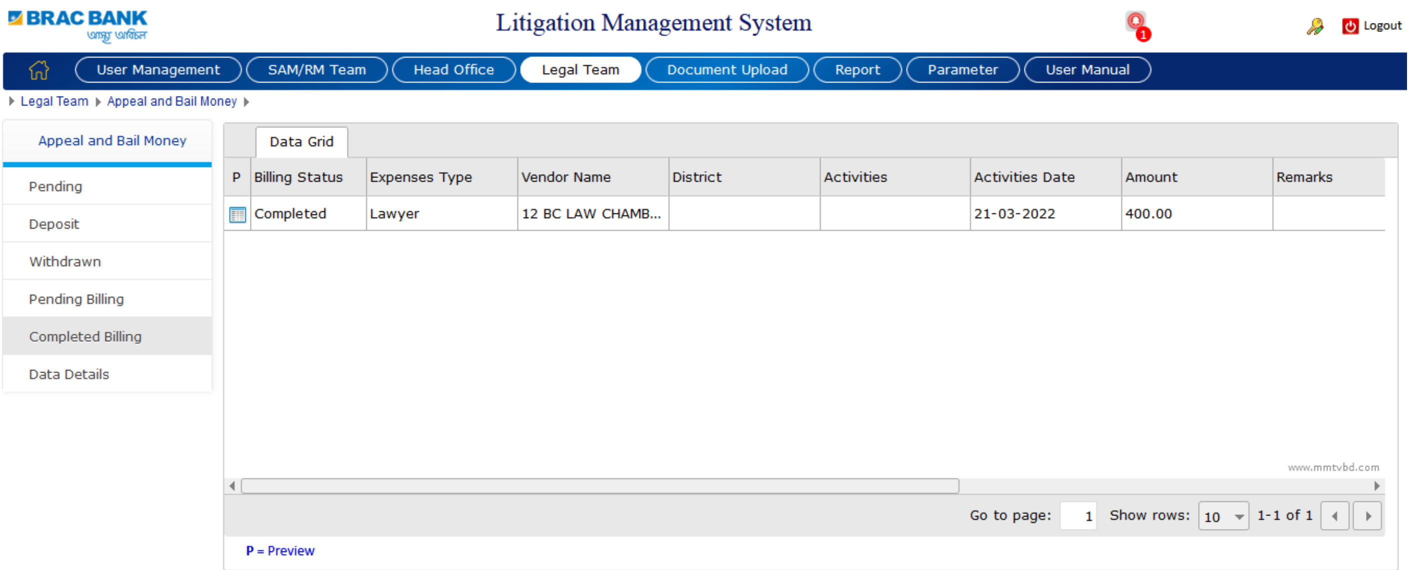


Figure 3.5.1:1

3.6 Data Details

3.6.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Legal Team -> Appeal and Bail Money -> Data Details

Operation

Data will be parked in this grid under all appeal and bail money. You can search and export excel download.

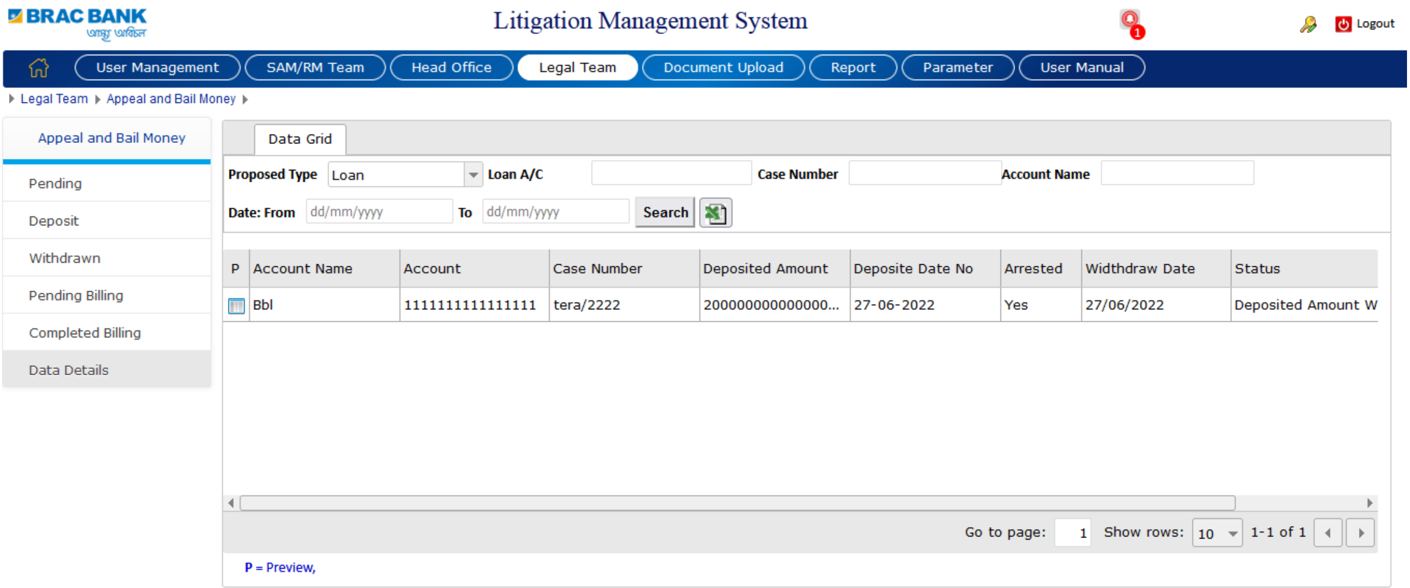


Figure 3.6.1:1

4 High Court Matter

4.1 HC Case File

4.1.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Suit File data. If no data in suit filling click new button.

Menu Path

Head Office -> HC Matter -> HC Case File -> Form

Operation

1. Search Data:

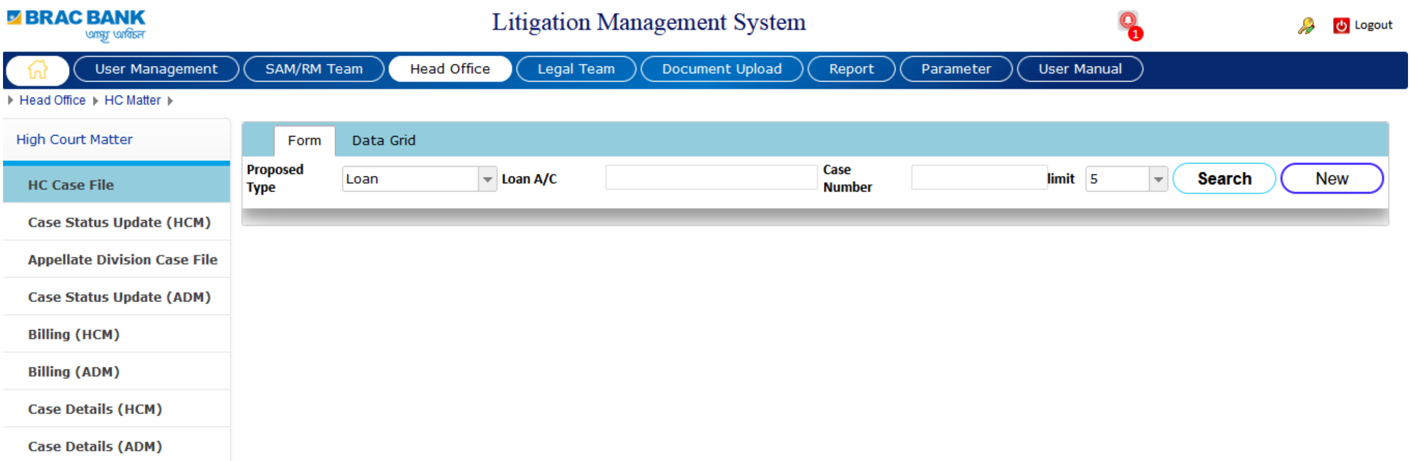


Figure 4.1.1:1

2. Show Data:

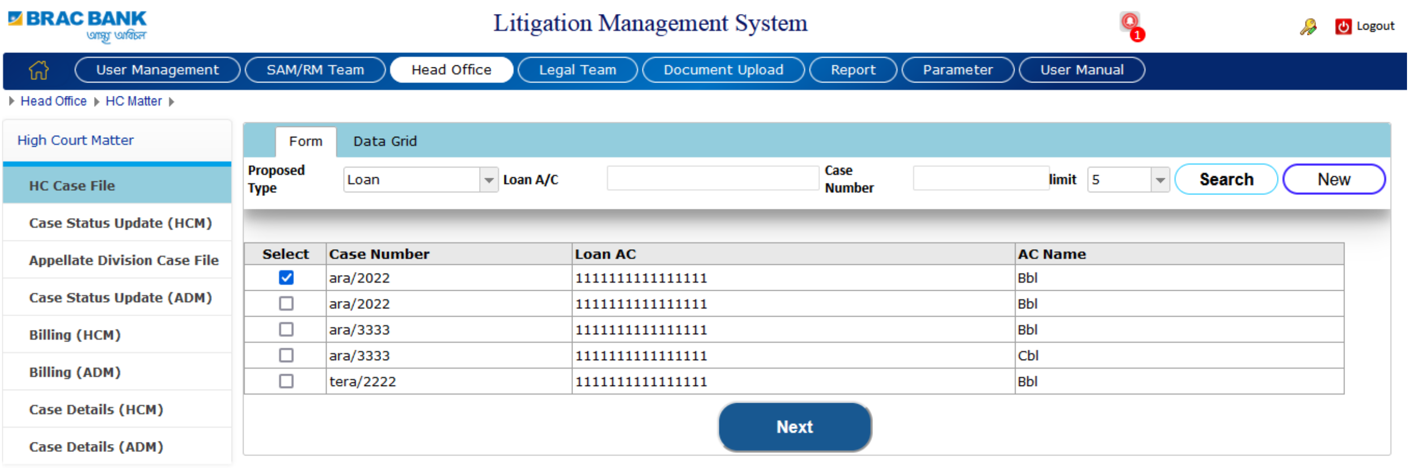


Figure 4.1.1:2

3. Add form:

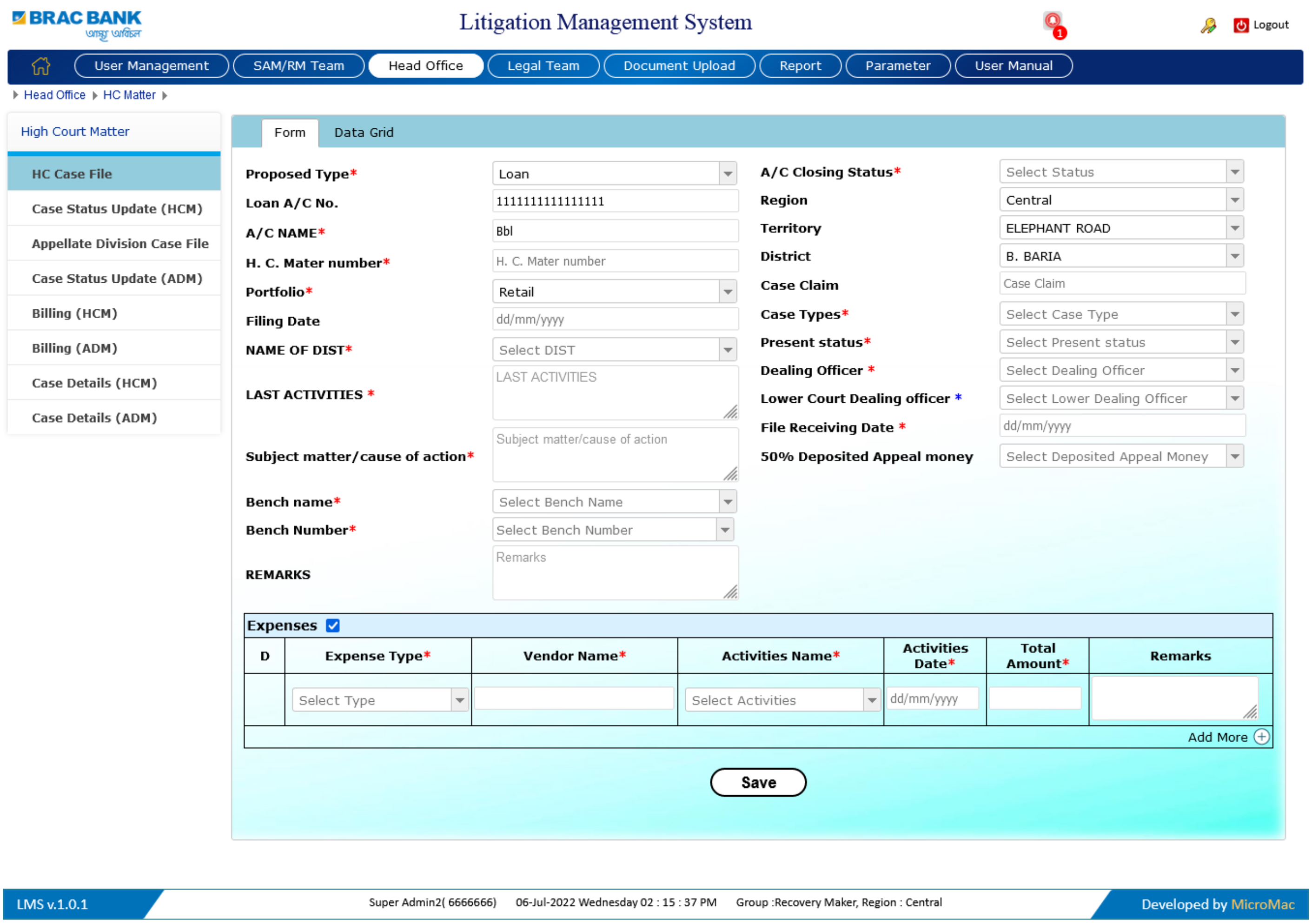


Figure 4.1.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.1.2 Edit

Usage

This operation is used to edit any HC Case File from the HC Case File grid table.

Menu Path
Head Office -> HC Matter -> HC Case File -> **E** (Edit)

Operation
To edit HC Case File from the system, need to do as follows:

a) Find HC Case file for which the user is going to edit from HC Case File 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 HC Case File Details as required.
d) Click the **Update** button to update HC Case File.
e) In case of any wrong input, system shows appropriate message. Otherwise, HC Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.1.3 Delete

Usage
This operation is used to delete HC Case File.

Menu Path
Head Office -> HC Matter -> HC Case File -> **D** (Delete)

Operation
To delete a HC Case File, the user needs to do as follows:

1. Finding the HC Case File for which the user is going to delete from the HC Case File data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific HC Case File. 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 HC Case File 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 Case Status with its reason.

4.1.4 Preview

Usage
This operation is used to preview the details of a HC Case File.

Menu Path
Head Office -> HC Matter -> HC Case File -> D (Delete)

Operation
To preview HC Case File do as following:
1. Find user for whom user are going to preview from HC Case File 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 HC Case File which are selected.
3. User can close popup window by clicking close button.

4.1.5 Send to Checker (STC)

Usage
This operation is used to send to checker HC Case File. To send to checker HC Case File do as following:

Menu Path

Head Office -> HC Matter -> HC Case File -> **STC** (Send to Checker)

Operation

a) Find HC Case File for which user are going to send to checker from HC Case File data table.

b) Click the icon ➡ under **STC** column. After Click, A pop window is shown.

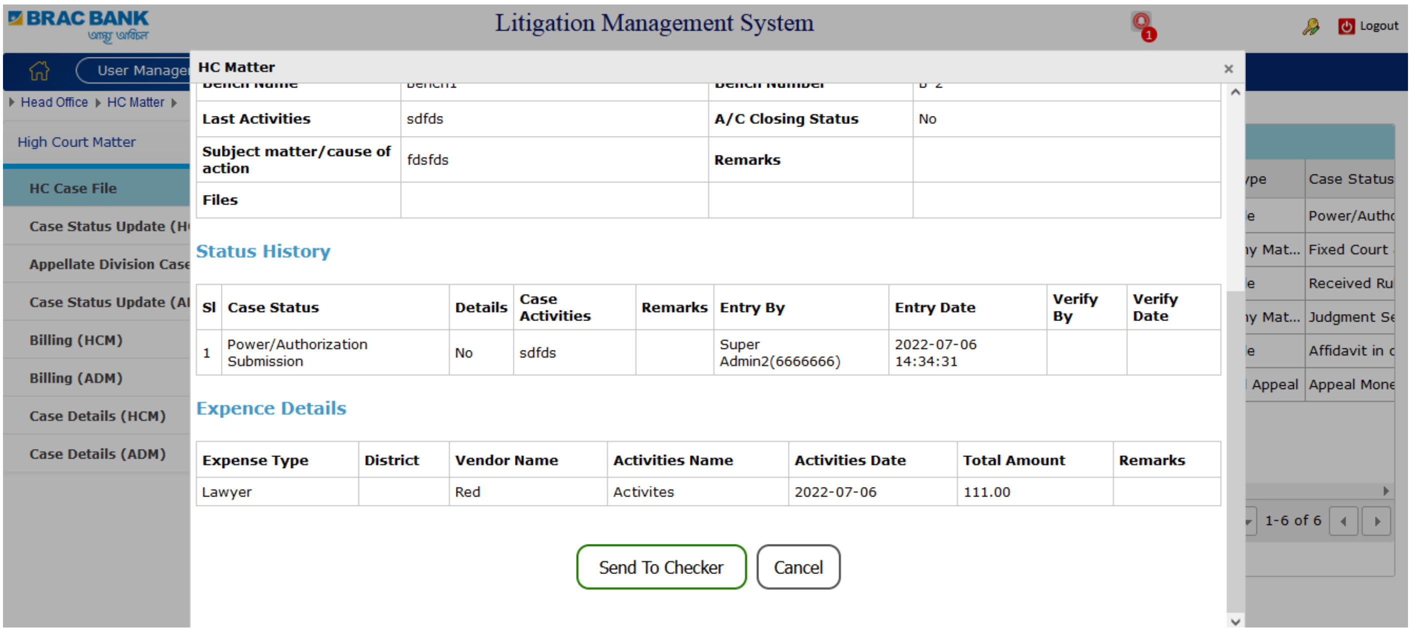


Figure 4.1.5:1

c) After click Send Button, Send confirmation message will be shown.

d) After Successfully Send the data will be parked to HC Case File Common Queue waiting for **V** to process.

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

4.1.6 Verify (V)

Usage

This operation is used to verify HC Case File. To verify HC Case File do as following:

Menu Path

Head Office -> HC Matter -> HC Case File -> **V** (Verify)

Operation

a) Find HC Case File for which user are going to Verify HC Case File from HC Case File data table.

b) Click the icon ✅ under **V** column. After Click, A pop window is shown.

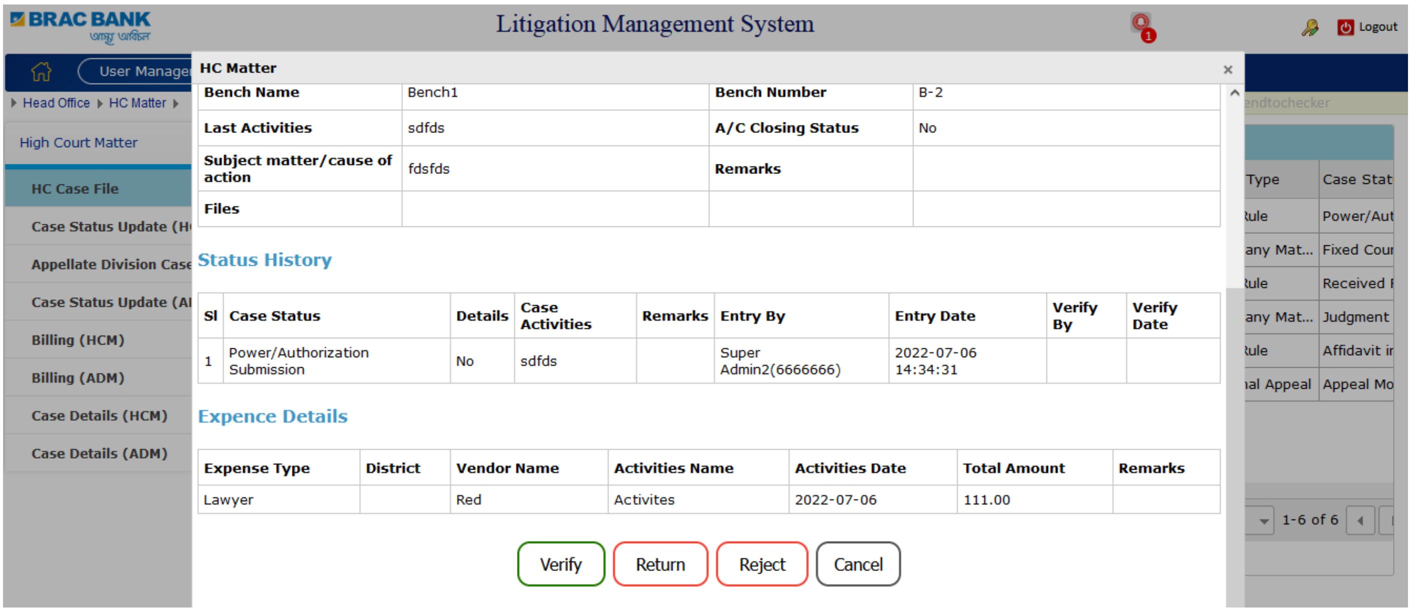


Figure 4.1.6:1

c) After click Verify Button, Verify Confirmation message will be shown.
d) After Successfully Verify the data will be parked to HC Case File Common Queue.
e) If User want to Cancel, Click cancel button.
f) If User want to Return, Return then Reason should be entry.
g) If User want to Reject, Reject then Reason should be entry.

4.2 Case Status Update (HCM)

4.2.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data after verify. You can select at least one file to HC Case File.

Menu Path

Head Office -> HC Matter -> Case Status Update (HCM) -> Form

Operation

1. Search Data:

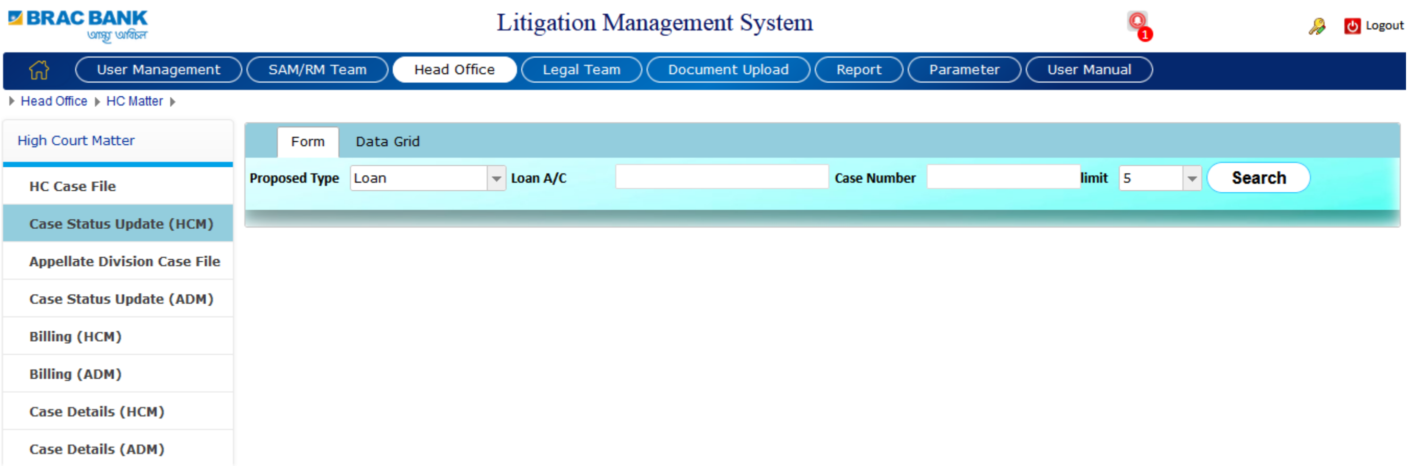


Figure 4.2.1:1

2. Show Data:

Figure 4.2.1:2

3. Add form:

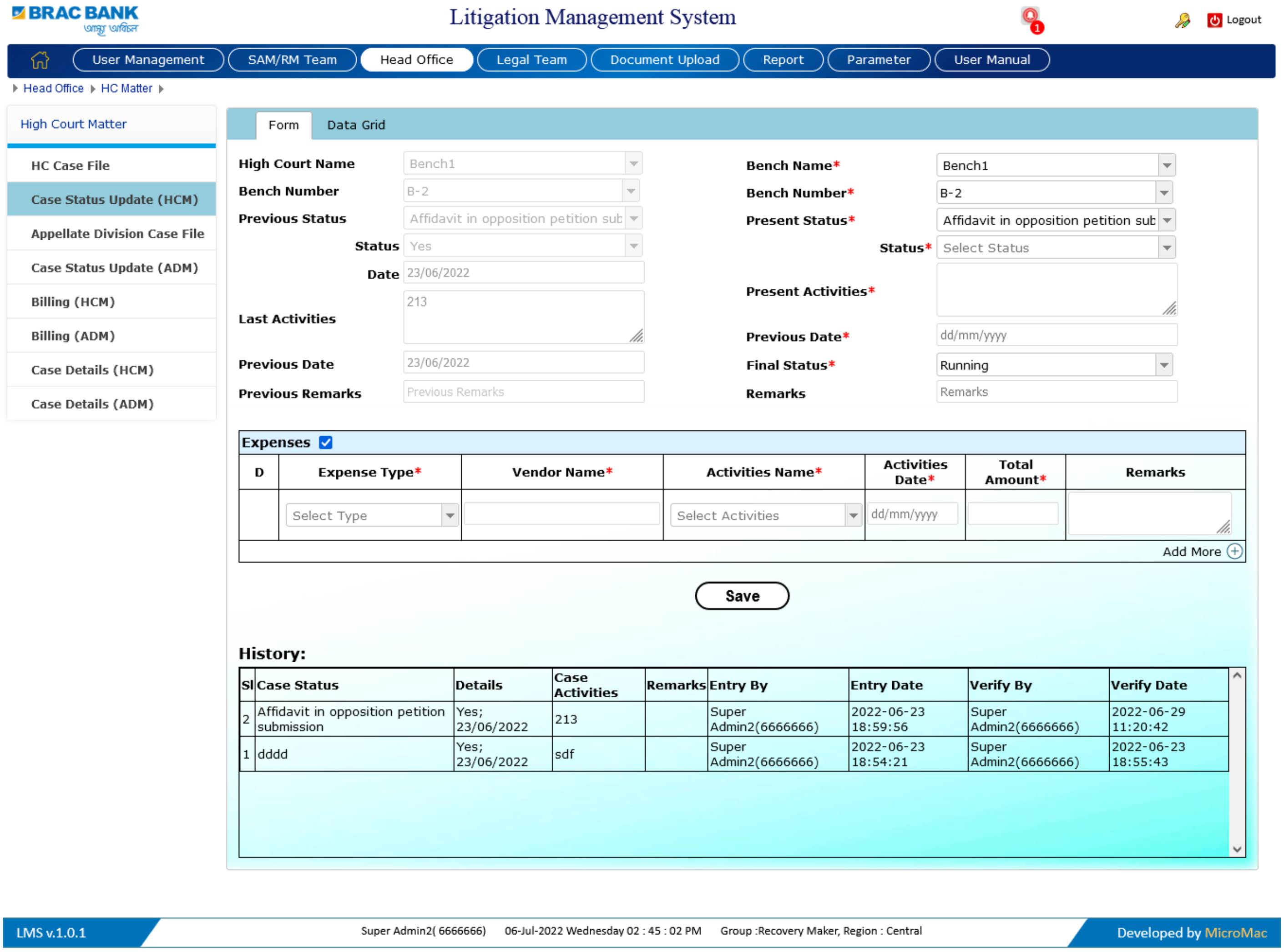


Figure 4.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.2.2 Edit

Usage
This operation is used to edit any Case Status Update (HCM) from the Case Status Update (HCM) grid table.

Menu Path
Head Office -> HC Matter -> Case Status Update (HCM) -> **E** (Edit)

Operation
To edit Case Status Update (HCM) from the system, need to do as follows:

a) Find Case Status Update (HCM) for which the user is going to edit from Case Status Update (HCM) 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 Case Status Update (HCM) Details as required.
d) Click the **Update** button to update Case Status Update (HCM).
e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update (HCM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.2.3 Delete

Usage
This operation is used to delete Case Status Update (HCM).

Menu Path
Head Office -> HC Matter -> Case Status Update (HCM) -> **D** (Delete)

Operation
To delete a Case Status Update (HCM), the user needs to do as follows:

1. Finding the Case Status Update (HCM) for which the user is going to delete from the Case Status Update (HCM) data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update (HCM). 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 Case Status Update (HCM) 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 Case Status with its reason.

4.2.4 Send to Checker (STC)

Usage
This operation is used to send to checker Case Status Update (HCM). To send to checker Case Status Update (HCM) do as following:

Menu Path
Head Office -> HC Matter -> Case Status Update (HCM) -> **STC** (Send to Checker)

Operation
1. Find Case Status Update (HCM) for which user are going to send to checker from Case Status Update (HCM) data table.
2. Click the icon ➡ under **STC** column. After Click, A pop window is shown.

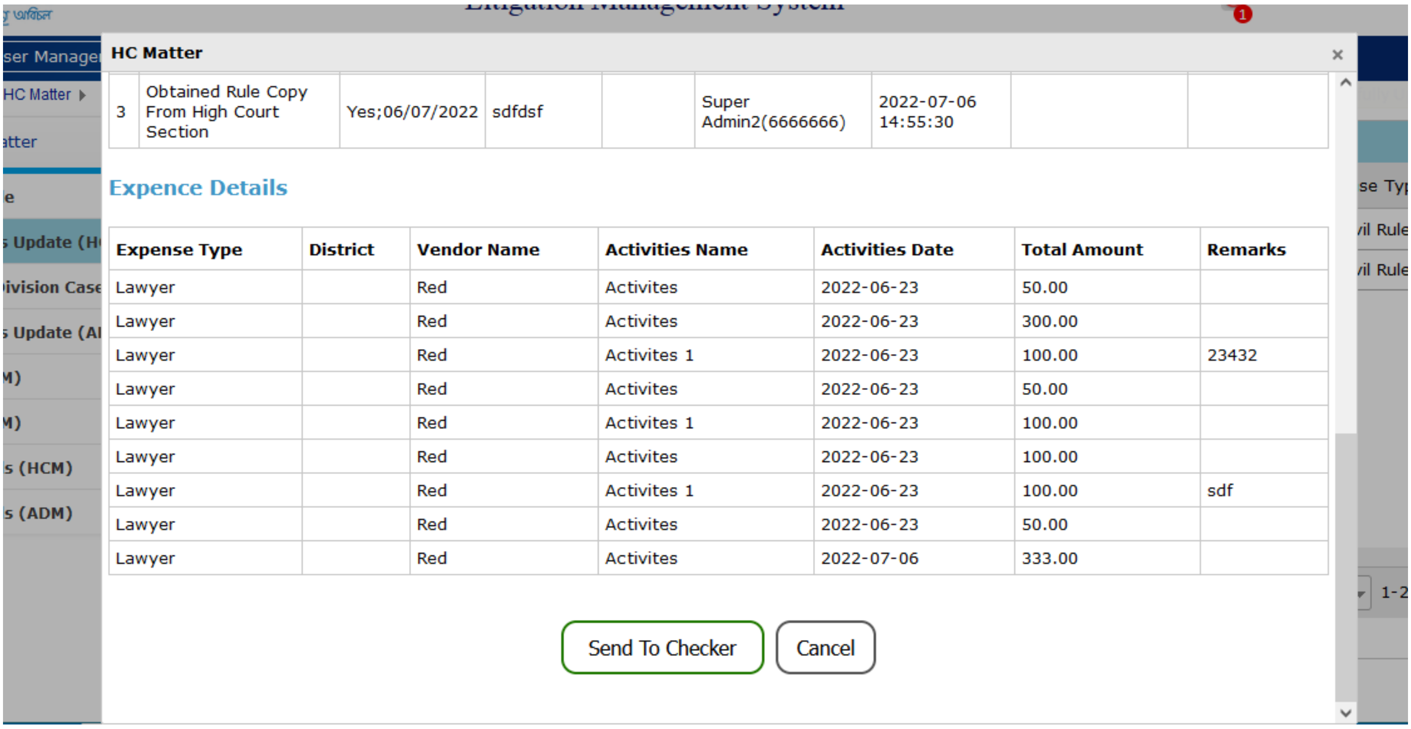


Figure 4.2.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Case Status Update (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

4.2.5 Verify (V)

Usage

This operation is used to verify Case Status Update (HCM). To verify Case Status Update (HCM) do as following:

Menu Path

Head Office -> HC Matter -> Case Status Update (HCM) -> **V** (Verify)

Operation

1. Find Case Status Update (HCM) for which user are going to Verify Case Status Update (HCM) from HC Case File data table.
2. Click the icon  under **V** column. After Click, A pop window is shown.

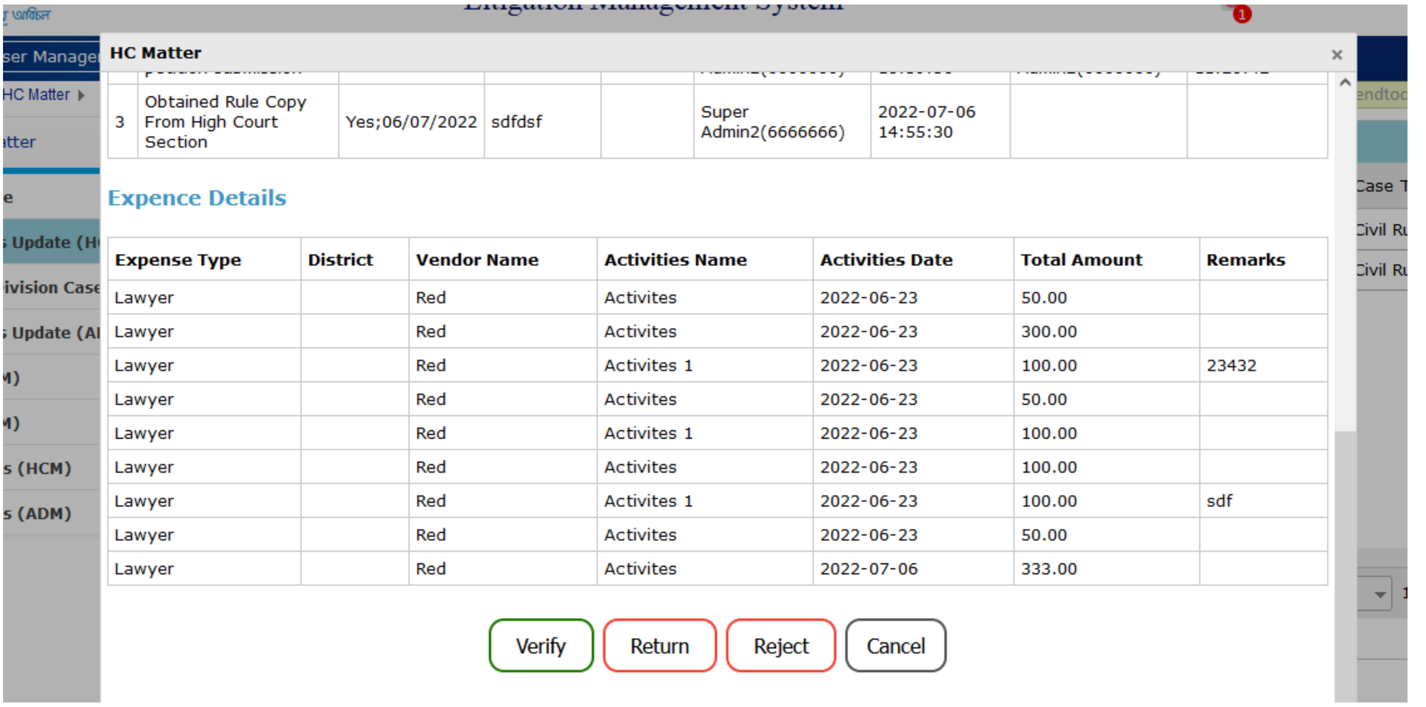


Figure 4.2.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Case Status Update (HCM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

4.3 Appellate Division Case File

4.3.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data. You can select at least one file to HC Case File data. If no data in HC Case File click new button.

Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> Form

Operation

1. Search Data:

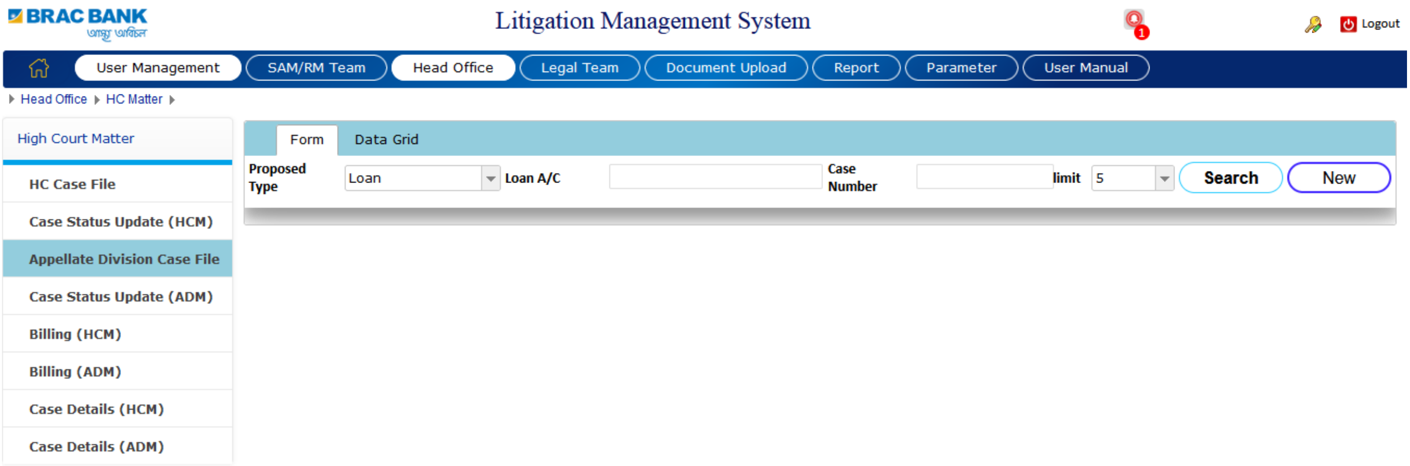


Figure 4.3.1:1

2. Show Data:

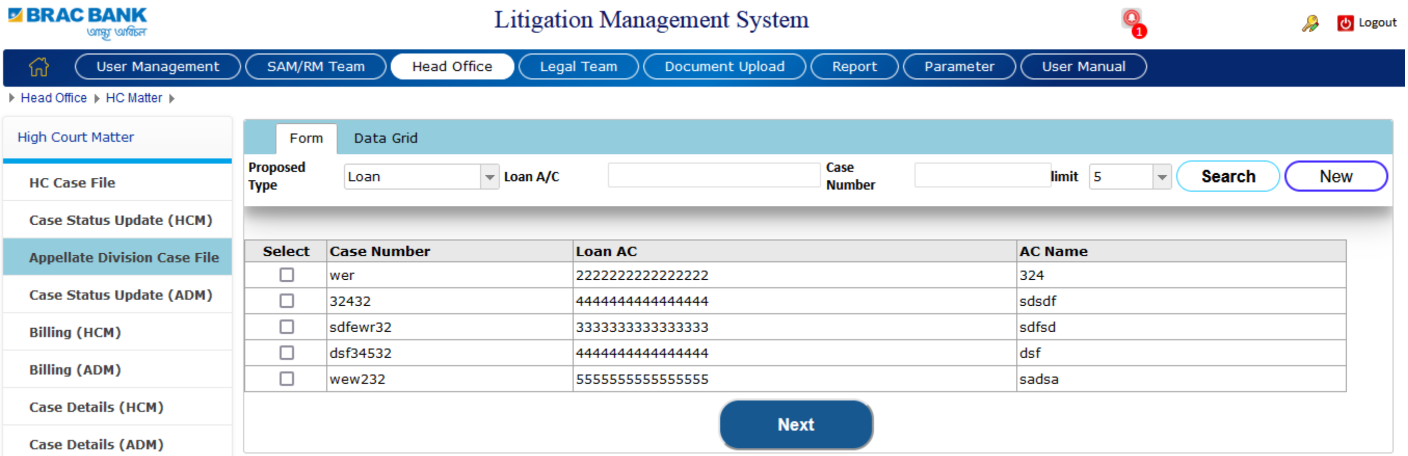


Figure 4.3.1:2

3. Add form:

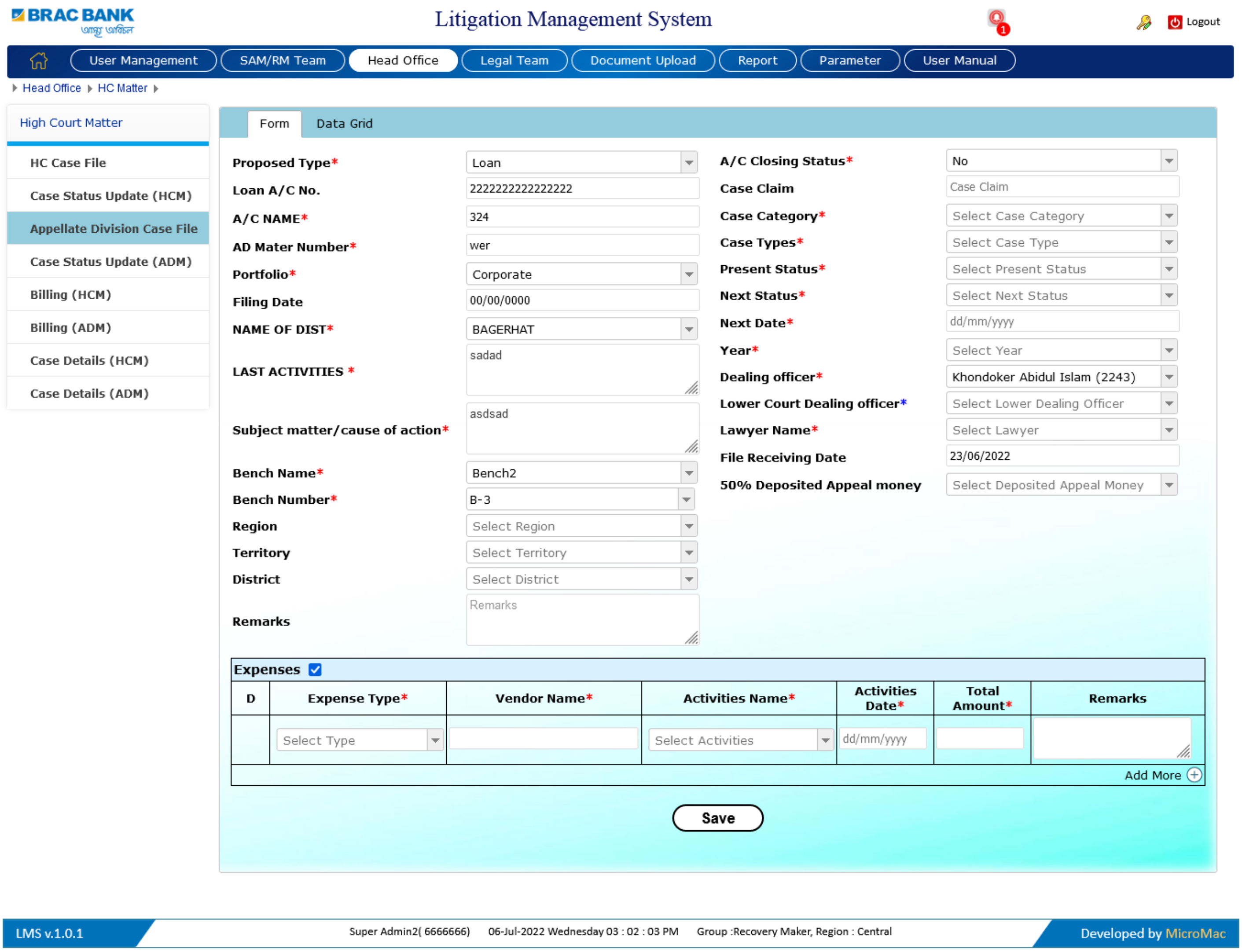


Figure 4.3.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.3.2 Edit

Usage

This operation is used to edit any Appellate Division Case File from the Appellate Division Case File grid table.

Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **E** (Edit)

Operation

To edit Appellate Division Case File from the system, need to do as follows:

a) Find Appellate Division Case File for which the user is going to edit from Appellate Division Case File 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 Appellate Division Case File Details as required.
d) Click the **Update** button to update HC Case File.
e) In case of any wrong input, system shows appropriate message. Otherwise, Appellate Division Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.3.3 Delete

Usage
This operation is used to delete Appellate Division Case File.

Menu Path
Head Office -> HC Matter -> Appellate Division Case File -> **D** (Delete)

Operation
To delete a Appellate Division Case File, the user needs to do as follows:

1. Finding the Appellate Division Case File for which the user is going to delete from the Appellate Division Case File data table.
2. User needs to click the icon 🗑 under **D (Delete)** column and the specific row of data table to delete the specific Appellate Division Case File. 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 Appellate Division Case File 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 Case Status with its reason.

4.3.4 Send to Checker (STC)

Usage
This operation is used to send to checker Appellate Division Case File. To send to checker Appellate Division Case File do as following:

Menu Path
Head Office -> HC Matter -> Appellate Division Case File -> **STC** (Send to Checker)

Operation
a) Find Appellate Division Case File for which user are going to send to checker from Appellate Division Case File data table.
b) Click the icon ➡ under **STC** column. After Click, A pop window is shown.

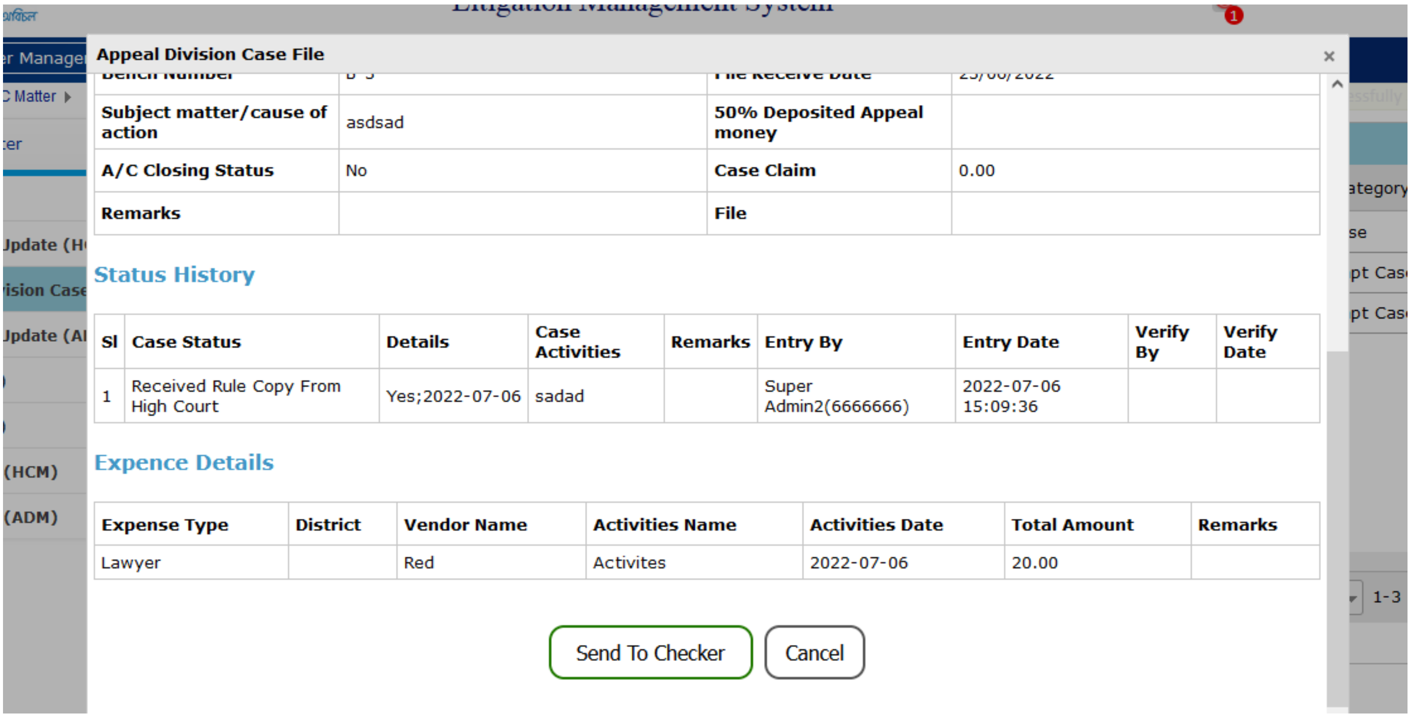


Figure 4.3.4:1

c) After click Send Button, Send confirmation message will be shown.

d) After Successfully Send the data will be parked to Appellate Division Case File Common Queue waiting for **V** to process.

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

4.3.5 Verify (V)

Usage

This operation is used to verify Appellate Division Case File. To verify Appellate Division Case File do as following:

Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **V** (Verify)

Operation

a) Find Appellate Division Case File for which user are going to Verify Appellate Division Case File from HC Case File data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

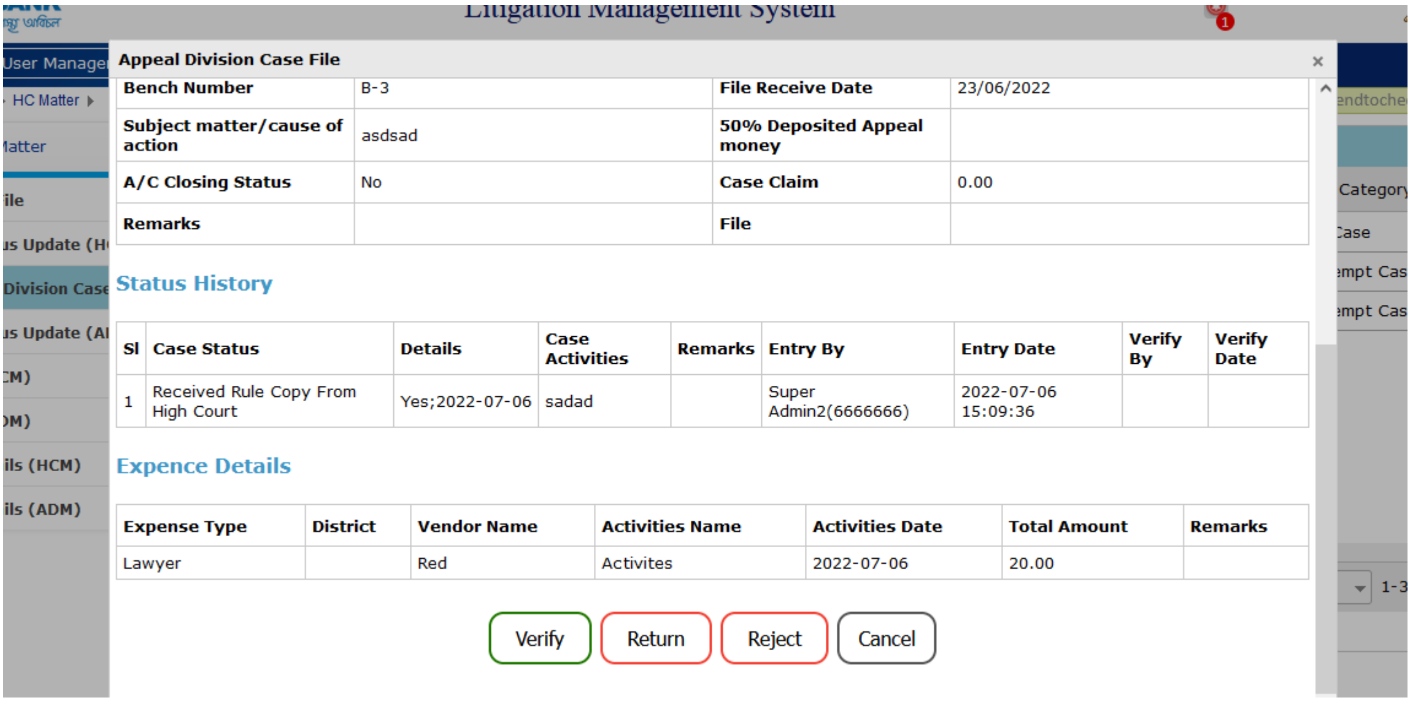


Figure 4.3.5:1

c) After click Verify Button, Verify Confirmation message will be shown.
d) After Successfully Verify the data will be parked to Appellate Division Case File Common Queue.
e) If User want to Cancel, Click cancel button.
f) If User want to Return, Return then Reason should be entry.
g) If User want to Reject, Reject then Reason should be entry.

4.4 Case Status Update (ADM)

4.4.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Appellate Division Case File Data after verify. You can select at least one file to Appellate Division Case File.

Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> Form

Operation

1. Search Data:

Figure 4.4.1:1

2. Show Data:

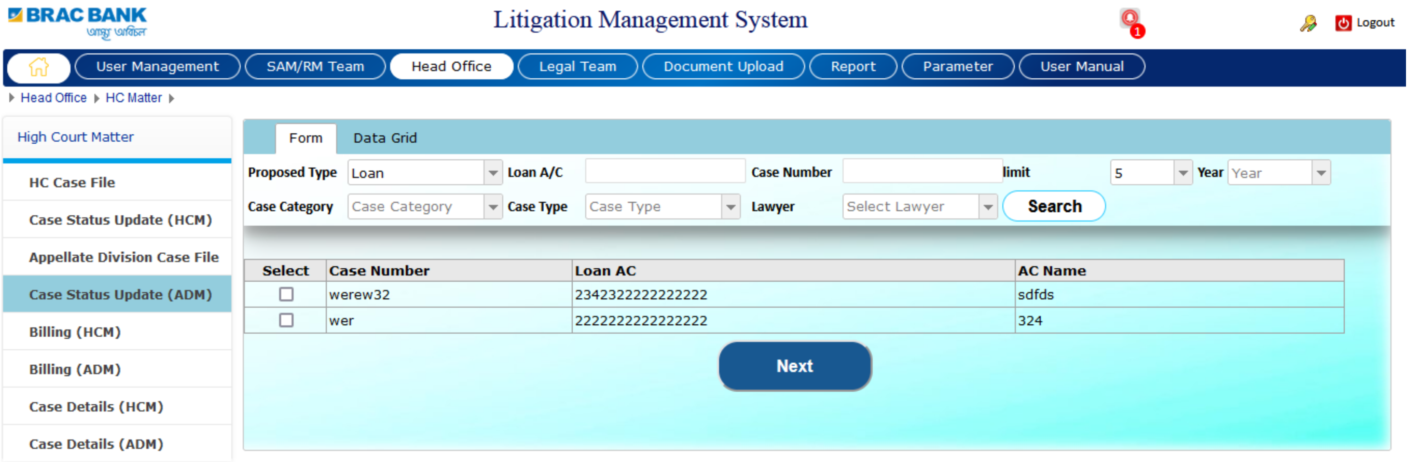


Figure 4.4.1:2

3. Add form:

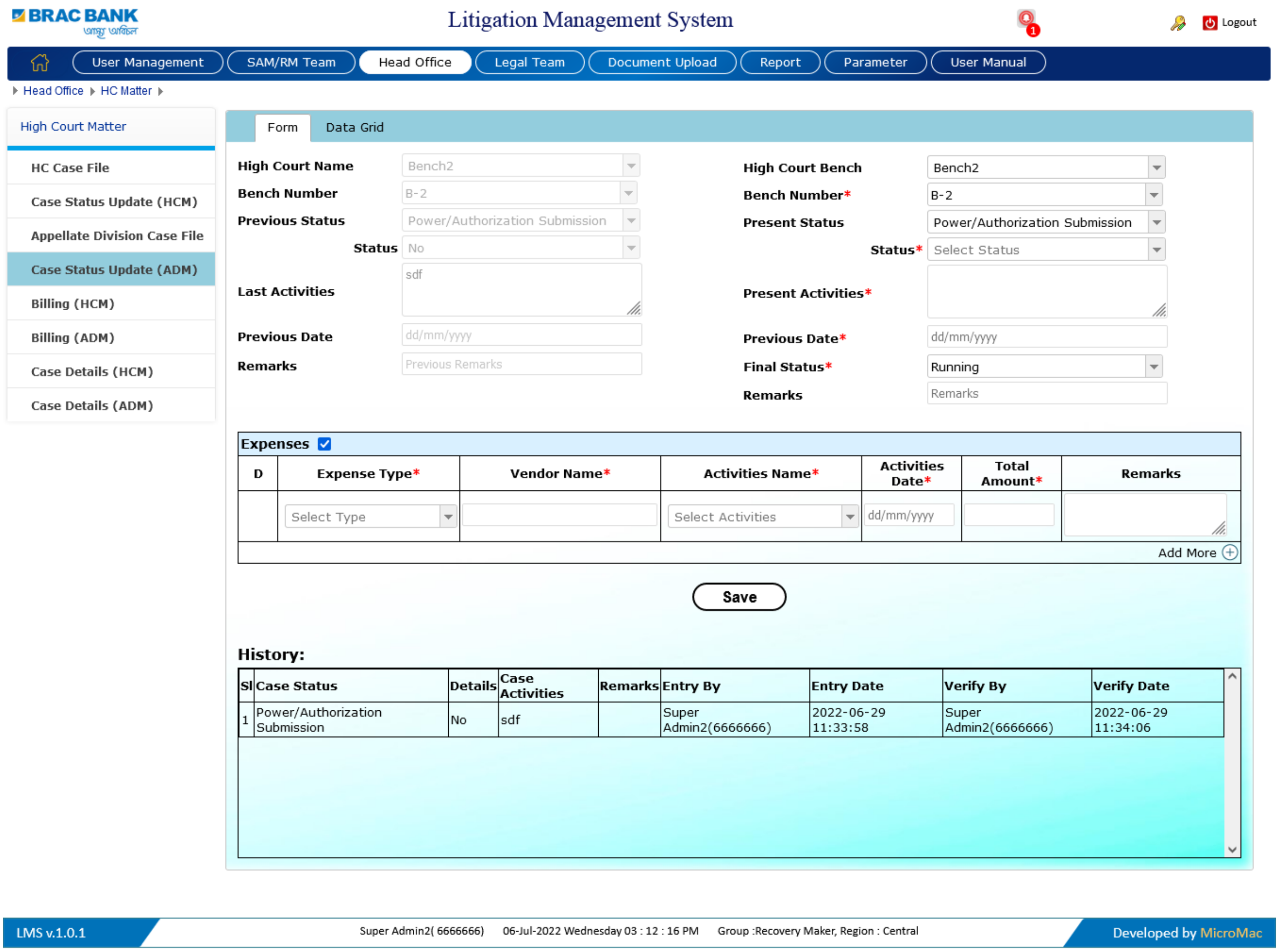


Figure 4.4.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.4.2 Edit

Usage

This operation is used to edit any Case Status Update (ADM) from the Case Status Update (ADM) grid table.

Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> **E** (Edit)

Operation

To edit Case Status Update (ADM) from the system, need to do as follows:

a) Find Case Status Update (ADM) for which the user is going to edit from Case Status Update (ADM) 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 Case Status Update (ADM) Details as required.
d) Click the **Update** button to update Case Status Update (ADM).
e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update (ADM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.4.3 Delete

Usage
This operation is used to delete Case Status Update (ADM).

Menu Path
Head Office -> HC Matter -> Case Status Update (ADM) -> **D** (Delete)

Operation
To delete a Case Status Update (ADM), the user needs to do as follows:

1. Finding the Case Status Update (ADM) for which the user is going to delete from the Case Status Update (ADM) data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update (ADM). 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 Case Status Update (ADM) 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 Case Status with its reason.

4.4.4 Send to Checker (STC)

Usage
This operation is used to send to checker Case Status Update (ADM). To send to checker Case Status Update (ADM) do as following:

Menu Path
Head Office -> HC Matter -> Case Status Update (ADM) -> **STC** (Send to Checker)

Operation
a) Find Case Status Update (ADM) for which user are going to send to checker from Case Status Update (ADM) data table.

b) Click the icon under **STC** column. After Click, A pop window is shown.

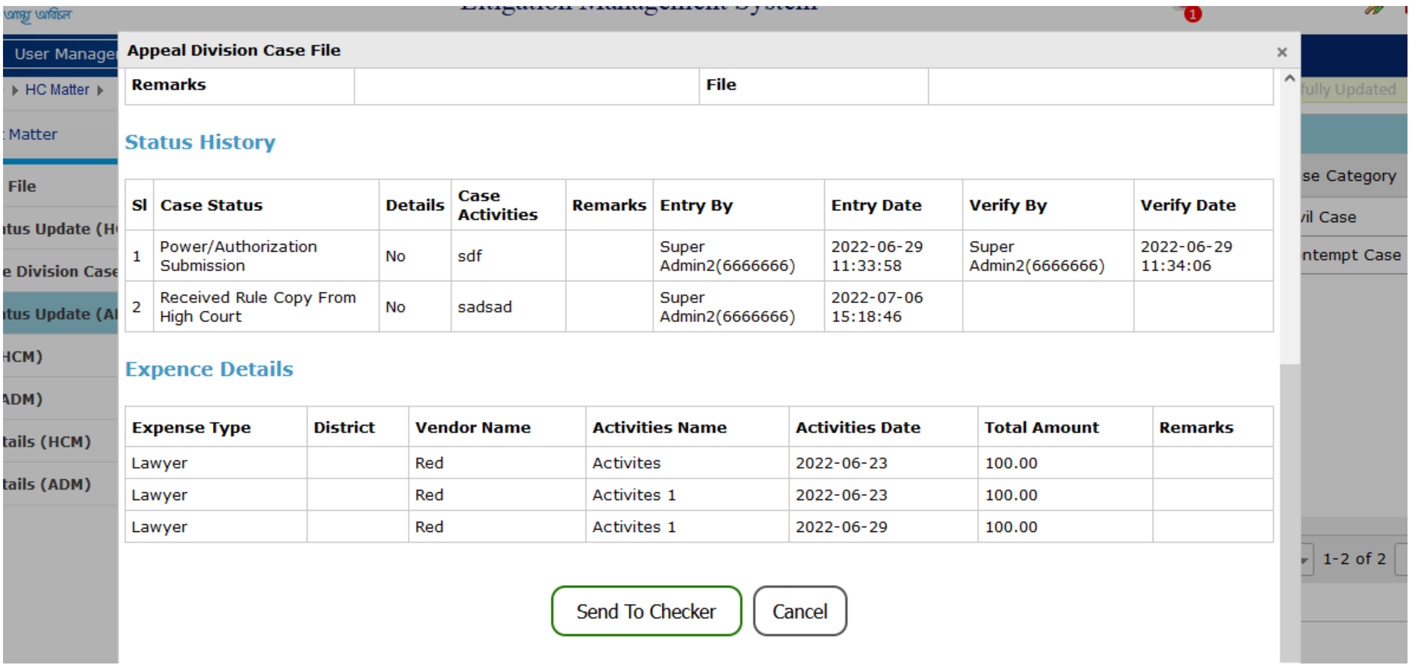


Figure 4.4.4:1

c) After click Send Button, Send confirmation message will be shown.
d) After Successfully Send the data will be parked to Case Status Update (ADM) Common Queue waiting for **V** to process.
e) User can close popup window by clicking cross icon towards the top left side of popup window.

4.4.5 Verify (V)

Usage
This operation is used to verify Case Status Update (ADM). To verify Case Status Update (ADM) do as following:

Menu Path
Head Office -> HC Matter -> Case Status Update (ADM) -> **V** (Verify)

Operation
a) Find Case Status Update (ADM) for which user are going to Verify Case Status Update (ADM) from HC Case File data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

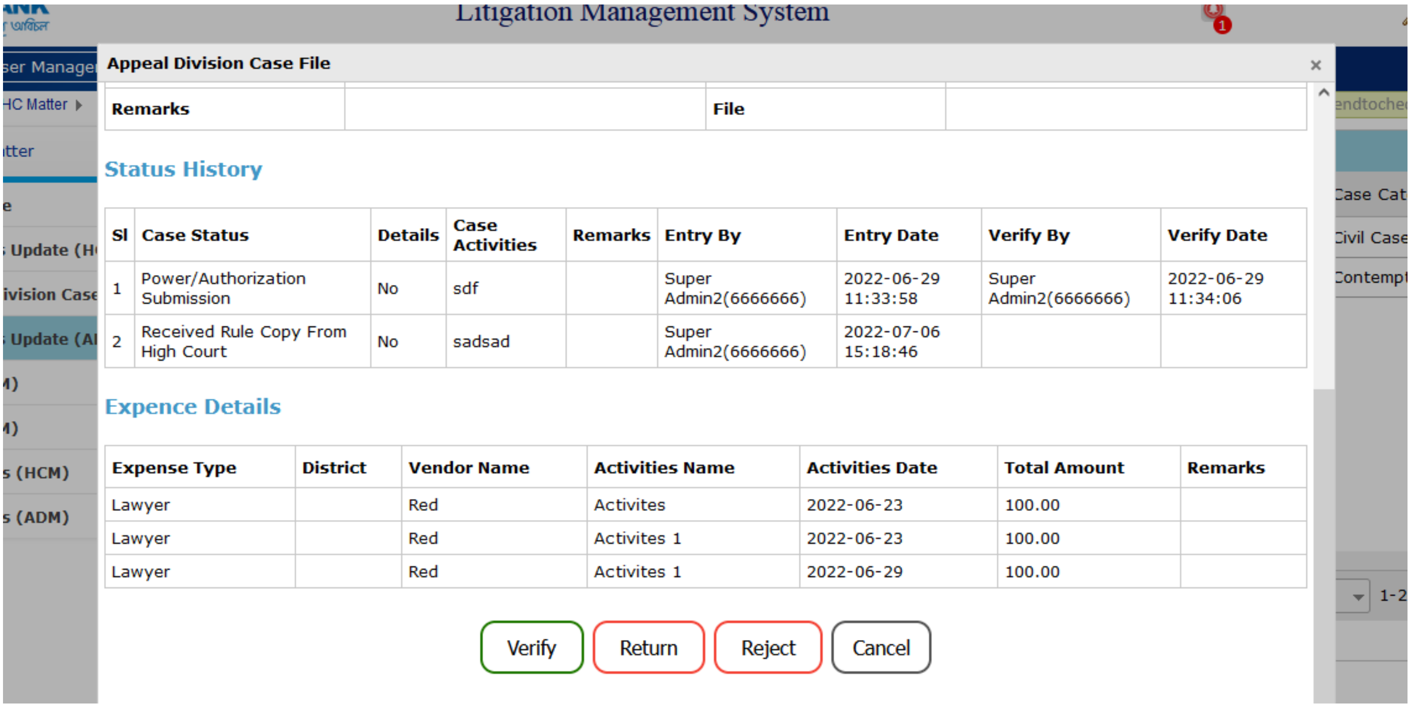


Figure 4.4.5:1

c) After click Verify Button, Verify Confirmation message will be shown.
d) After Successfully Verify the data will be parked to Case Status Update (ADM) Common Queue.
e) If User want to Cancel, Click cancel button.
f) If User want to Return, Return then Reason should be entry.
g) If User want to Reject, Reject then Reason should be entry.

4.5 Billing (HCM)
4.5.1 Add

Usage
You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data after verify. You can select at least one file to HC Case File.

Menu Path

Head Office -> HC Matter -> Billing (HCM) -> Form

Operation

1. Search Data:

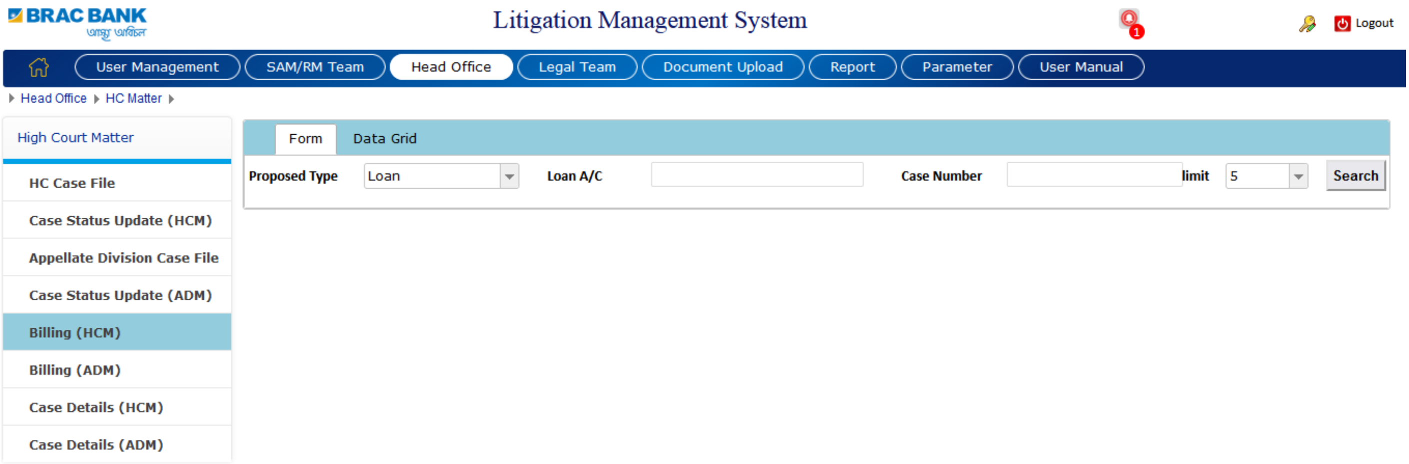


Figure 4.5.1:1

2. Show Data:

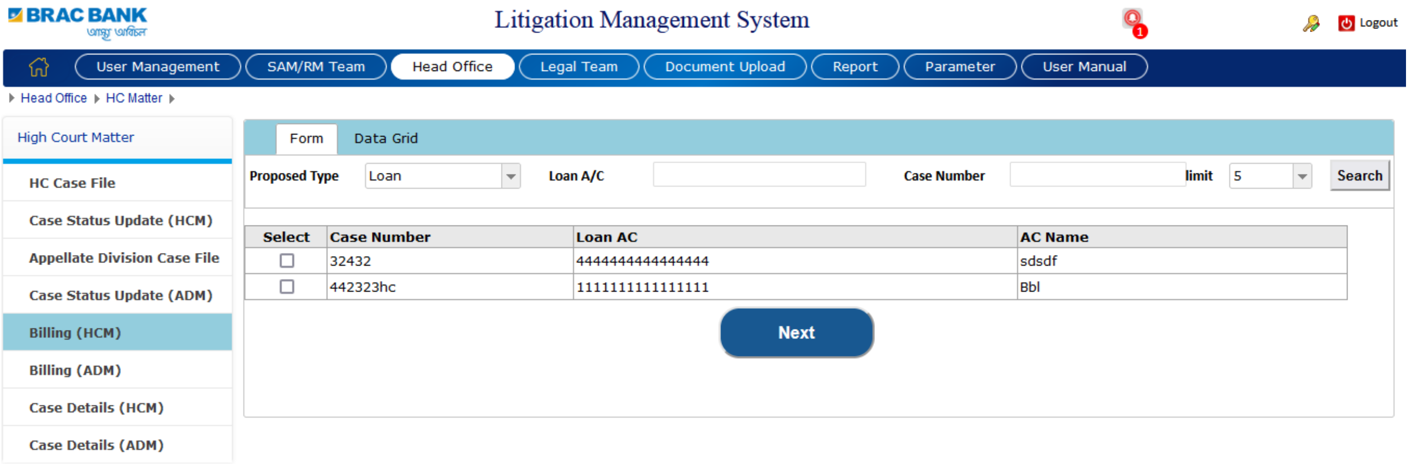


Figure 4.5.1:2

3. Add form:

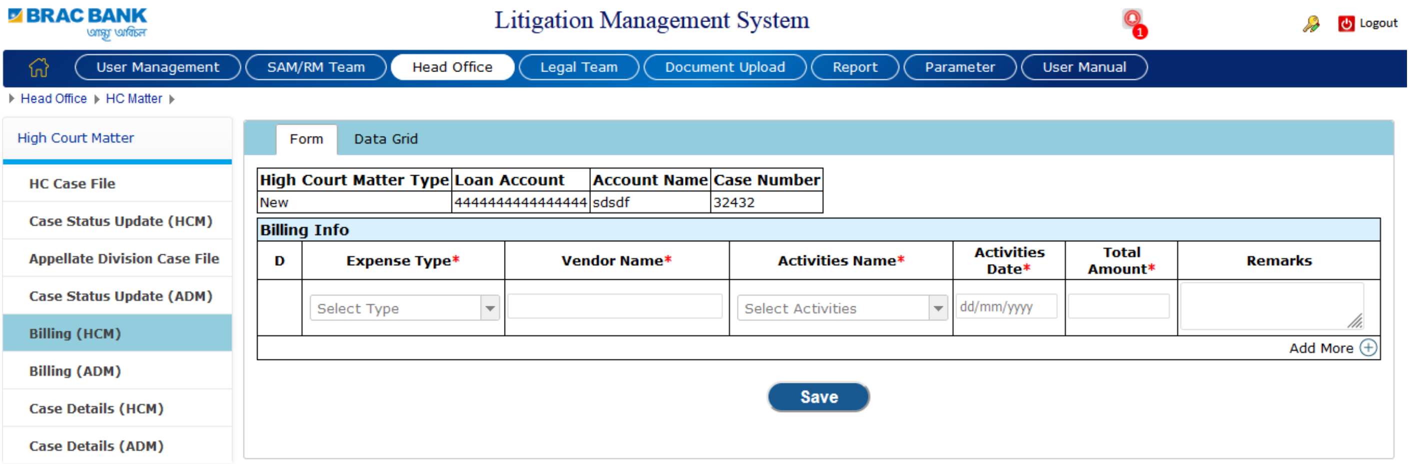


Figure 4.5.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.5.2 Edit

Usage
This operation is used to edit any Billing (HCM) from the Billing (HCM) grid table.

Menu Path
Head Office -> HC Matter -> Billing (HCM) -> **E** (Edit)

Operation
To edit Billing (HCM) from the system, need to do as follows:

a) Find Billing (HCM) for which the user is going to edit from Billing (HCM) 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 Billing (HCM) Details as required.
d) Click the **Update** button to update Billing (HCM).
e) In case of any wrong input, system shows appropriate message. Otherwise, Billing (HCM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.5.3 Delete

Usage
This operation is used to delete Billing (HCM).

Menu Path
Head Office -> HC Matter -> Billing (HCM) -> **D** (Delete)

Operation
To delete a Billing (HCM), the user needs to do as follows:

1. Finding the Billing (HCM) for which the user is going to delete from the Billing (HCM) data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Billing (HCM). 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 Billing (HCM) 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 Case Status with its reason.

4.5.4 Send to Checker (STC)

Usage
This operation is used to send to checker Billing (HCM). To send to checker Billing (HCM) do as following:

Menu Path
Head Office -> HC Matter -> Billing (HCM) -> **STC** (Send to Checker)

Operation
1. Find Billing (HCM) for which user are going to send to checker from Billing (HCM) data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

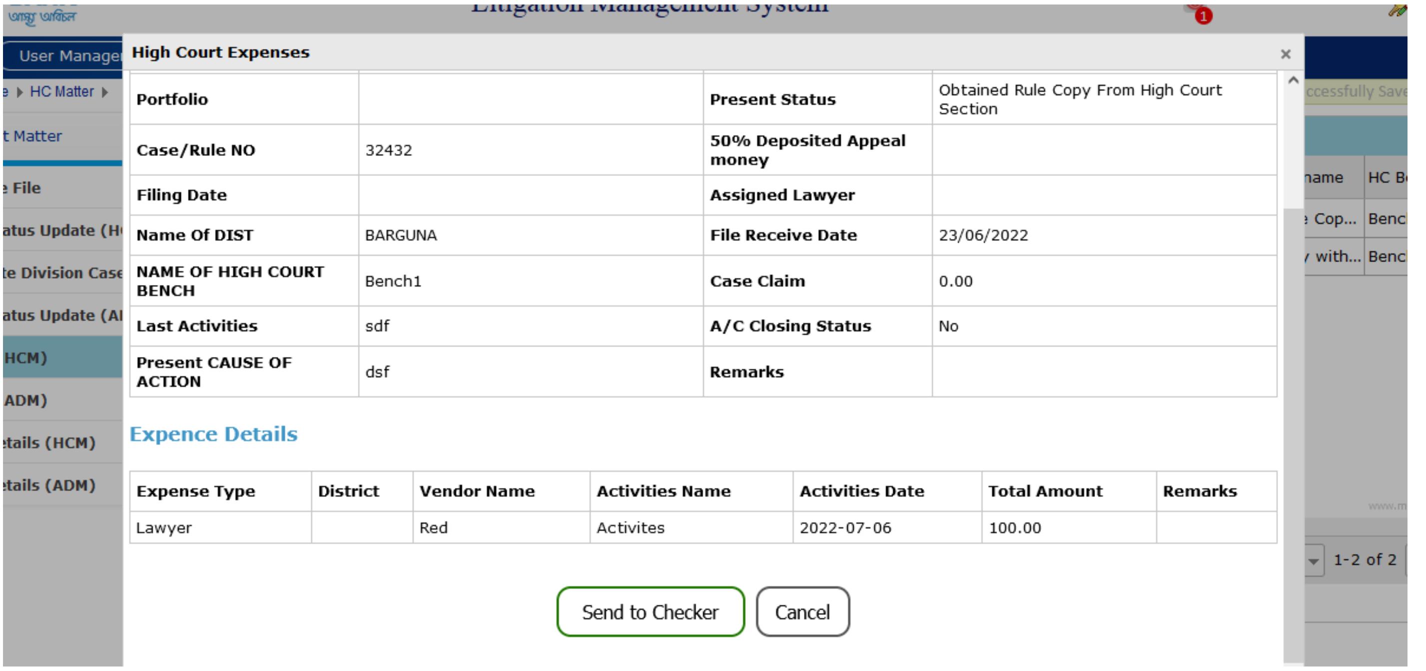


Figure 4.5.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Billing (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

4.5.5 Verify (V)

Usage

This operation is used to verify Billing (HCM). To verify Billing (HCM) do as following:

Menu Path

Head Office -> HC Matter -> Billing (HCM) -> **V** (Verify)

Operation

1. Find Billing (HCM) for which user are going to Verify Billing (HCM) from Billing (HCM) data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

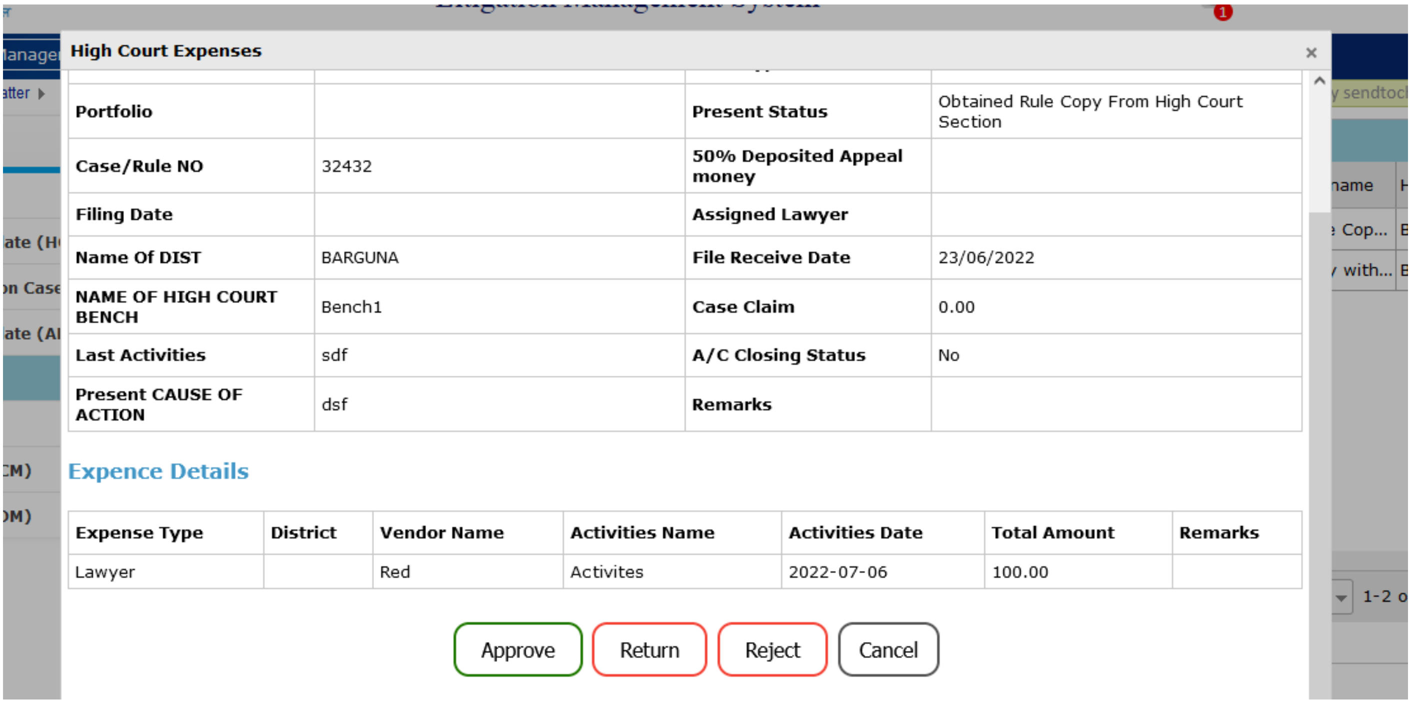


Figure 4.5.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Billing (HCM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

4.6 Billing (ADM)

4.6.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Appellate Division Case File Data after verify. You can select at least one file to Appellate Division Case File.

Menu Path

Head Office -> HC Matter -> Billing (ADM) -> Form

Operation

1. Search Data:

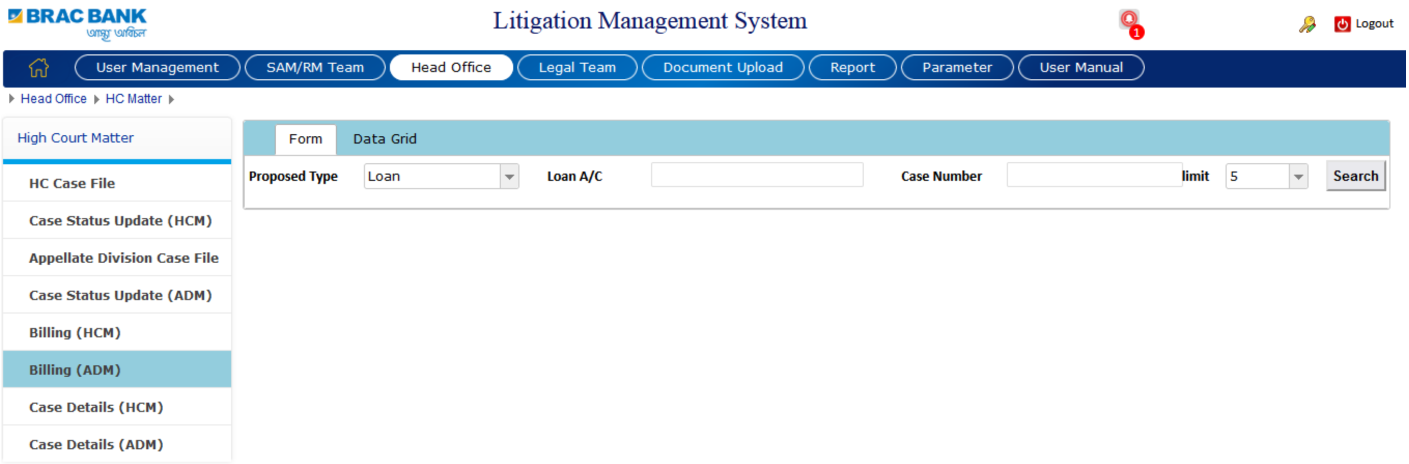


Figure 4.6.1:1

2. Show Data:

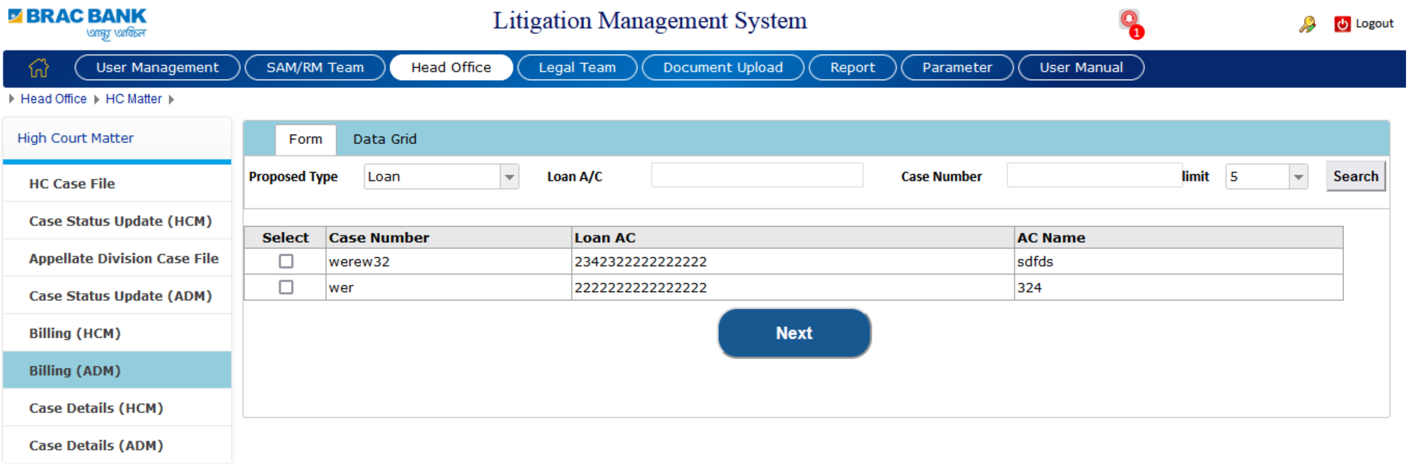


Figure 4.6.1:2

3. Add form:

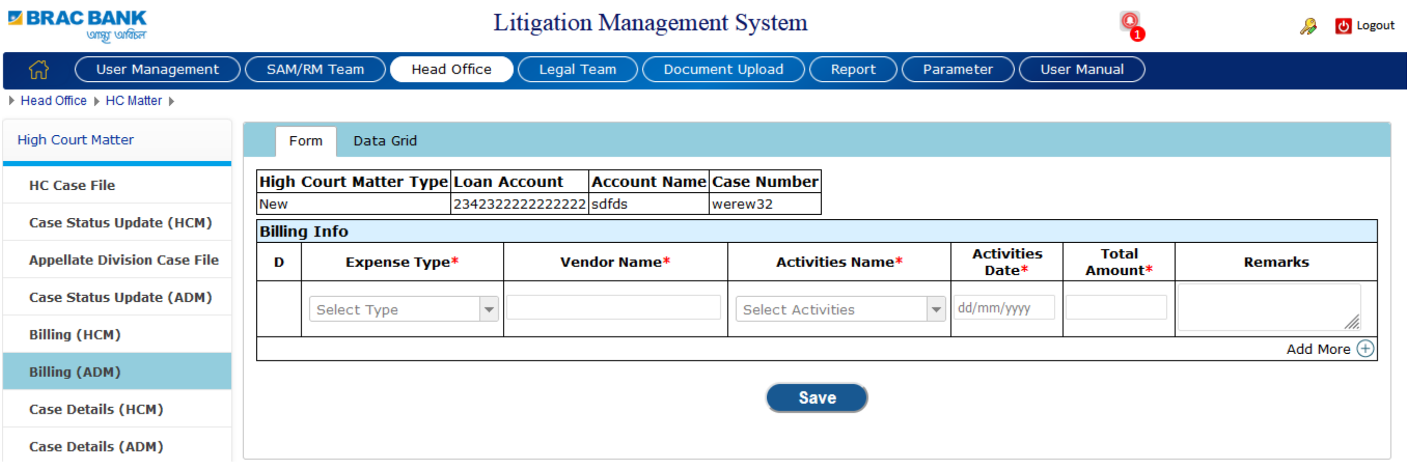


Figure 4.6.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

4.6.2 Edit

Usage

This operation is used to edit any Billing (ADM) from the Billing (ADM) grid table.

Menu Path
Head Office -> HC Matter -> Billing (ADM) -> **E** (Edit)

Operation
To edit Billing (ADM) from the system, need to do as follows:

a) Find Billing (ADM) for which the user is going to edit from Billing (ADM) 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 Billing (ADM) Details as required.
d) Click the **Update** button to update Billing (ADM).
e) In case of any wrong input, system shows appropriate message. Otherwise, Billing (ADM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

4.6.3 Delete

Usage
This operation is used to delete Billing (ADM).

Menu Path
Head Office -> HC Matter -> Billing (ADM) -> **D** (Delete)

Operation
To delete a Billing (ADM), the user needs to do as follows:

1. Finding the Billing (ADM) for which the user is going to delete from the Billing (ADM) data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Billing (ADM). 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 Billing (ADM) 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 Case Status with its reason.

4.6.4 Send to Checker (STC)

Usage
This operation is used to send to checker Billing (ADM). To send to checker Billing (ADM) do as following:

Menu Path
Head Office -> HC Matter -> Billing (ADM) -> **STC** (Send to Checker)

Operation
1. Find Billing (ADM) for which user are going to send to checker from Billing (ADM) data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

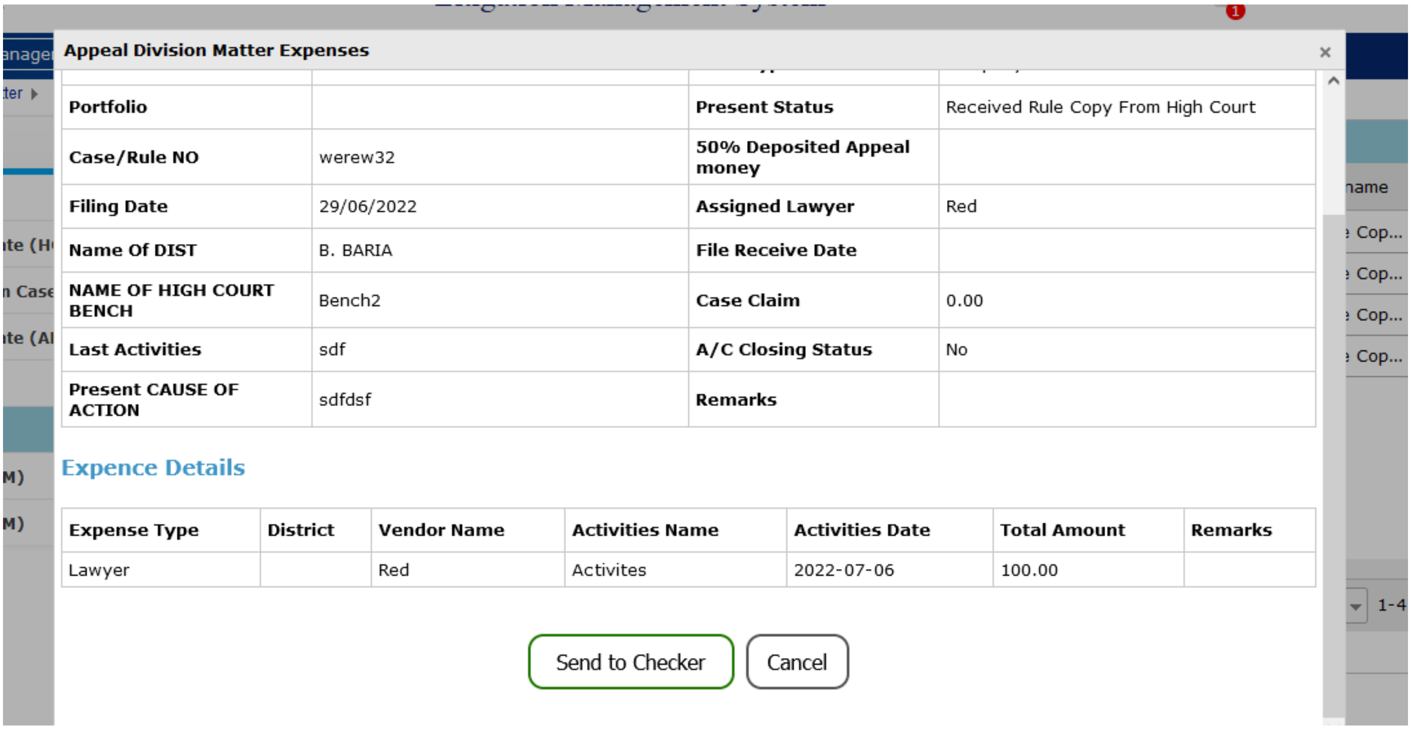


Figure 4.6.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Billing (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

4.6.5 Verify (V)

Usage

This operation is used to verify Billing (ADM). To verify Billing (ADM) do as following:

Menu Path

Head Office -> HC Matter -> Billing (ADM) -> **V** (Verify)

Operation

1. Find Billing (ADM) for which user are going to Verify Billing (ADM) from Billing (ADM) data table.
2. Click the icon  under **V** column. After Click, A pop window is shown.

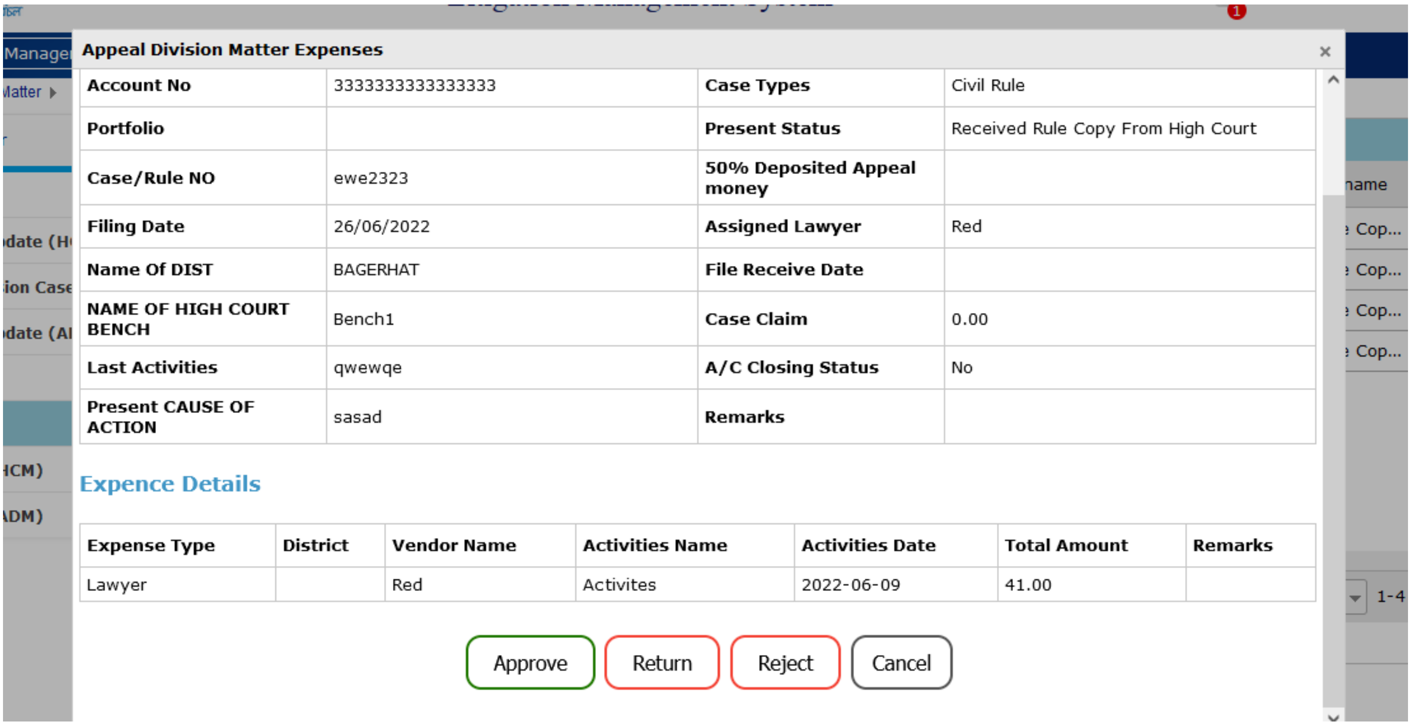


Figure 4.6.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Billing (ADM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

4.7 Case Details (HCM)

4.7.1 View

This menu is used to manage the Case Details (HCM) in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Head Office -> HC Matter -> Case Details (HCM)

Operation

Data will be parked in this grid under all HC Case File. You can search and export excel download.

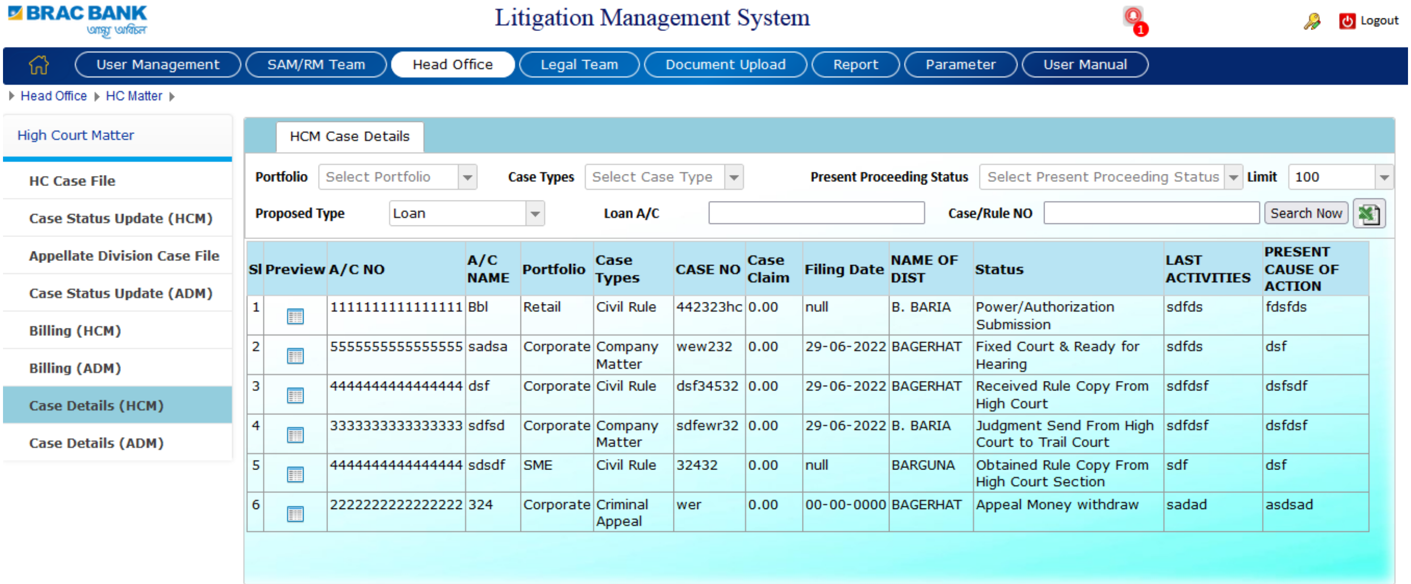


Figure 4.7.1:1

4.8 Case Details (ADM)

4.8.1 View

This menu is used to manage the Case Details (ADM) in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

Menu Path

Head Office -> HC Matter -> Case Details (ADM)

Operation

Data will be parked in this grid under all Appellate Division Case File. You can search and export excel download.

Figure 4.8.1:1

5 Legal Affairs

5.1 Case File

5.1.1 Add

Usage

You can search by a / c number. The search system will show the Suit Filling Data.

Menu Path

Legal Team -> Legal Affairs -> Case File -> Form

Operation

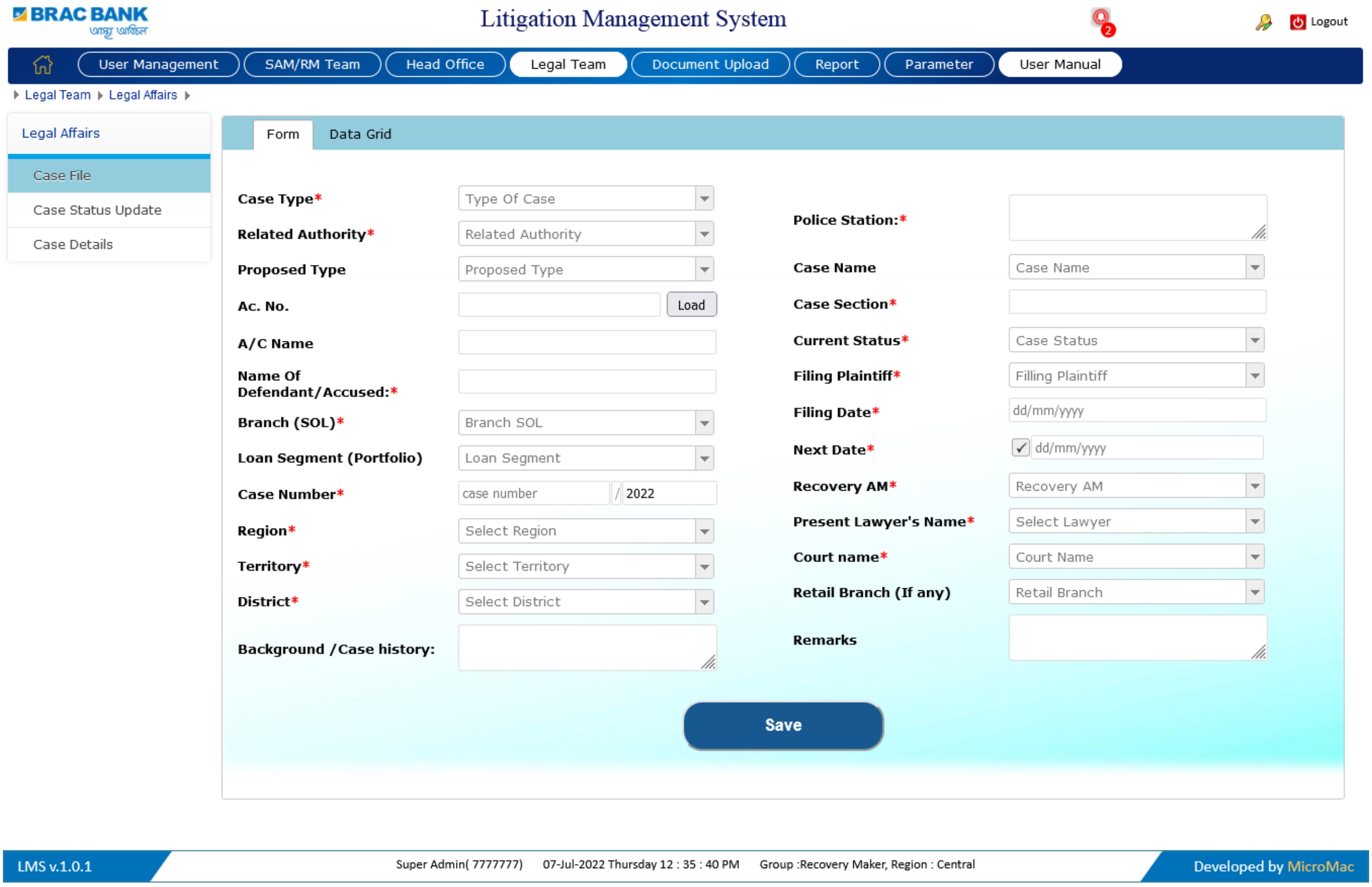


Figure 5.1.1:1

5.1.2 Edit

Usage

This operation is used to edit any Case File from the Legal Affairs Case File grid table.

Menu Path

Legal Team -> Legal Affairs -> Case File -> **E** (Edit)

Operation

To edit Case File from the system, need to do as follows:

a) Find Case file for which the user is going to edit from Legal Affairs Case File 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 Case File Details as required.
d) Click the **Update** button to update Case File.
e) In case of any wrong input, system shows appropriate message. Otherwise, Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

5.1.3 Delete

Usage
This operation is used to delete Case File.

Menu Path
Legal Team -> Legal Affairs -> Case File -> **D** (Delete)

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

3. Finding the Case File for which the user is going to delete from the Case File data table.
4. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case File. 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 Case File 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 Case Status with its reason.

5.1.4 Send to Checker (STC)

Usage
This operation is used to send to checker Case File. To send to checker Case File do as following:

Menu Path
Legal Team -> Legal Affairs -> Case File -> **STC** (Send to Checker)

Operation
f) Find Case File for which user are going to send to checker from Case File data table.
g) Click the icon under **STC** column. After Click, A pop window is shown.

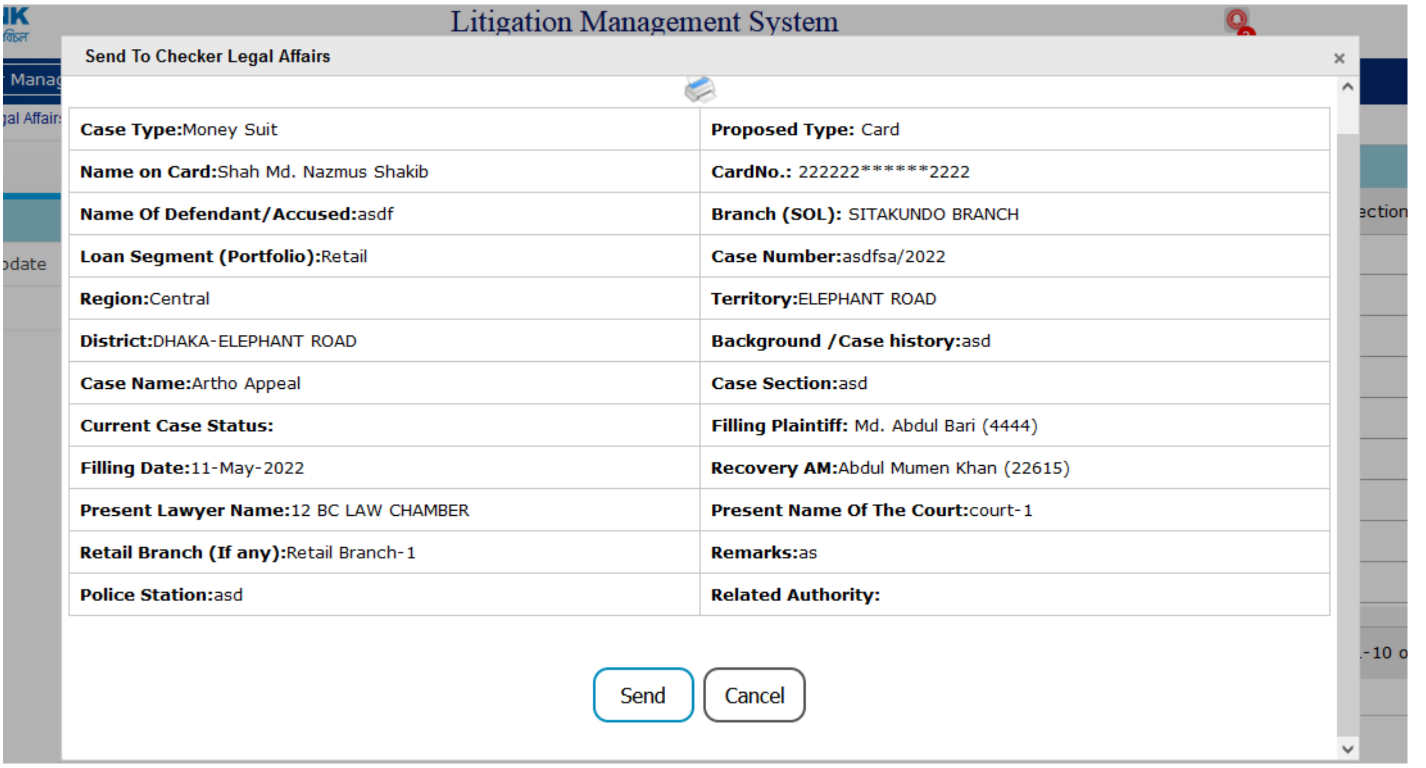


Figure 5.1.4:1

h) After click Send Button, Send confirmation message will be shown.
i) After Successfully Send the data will be parked to Case File Common Queue waiting for **V** to process.
j) User can close popup window by clicking cross icon towards the top left side of popup window.

5.1.5 Verify (V)

Usage
This operation is used to verify Case File. To verify Case File do as following:

Menu Path
Legal Team -> Legal Affairs -> Case File -> **V** (Verify)

Operation
a) Find Case File for which user are going to Verify Case File from Case File data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

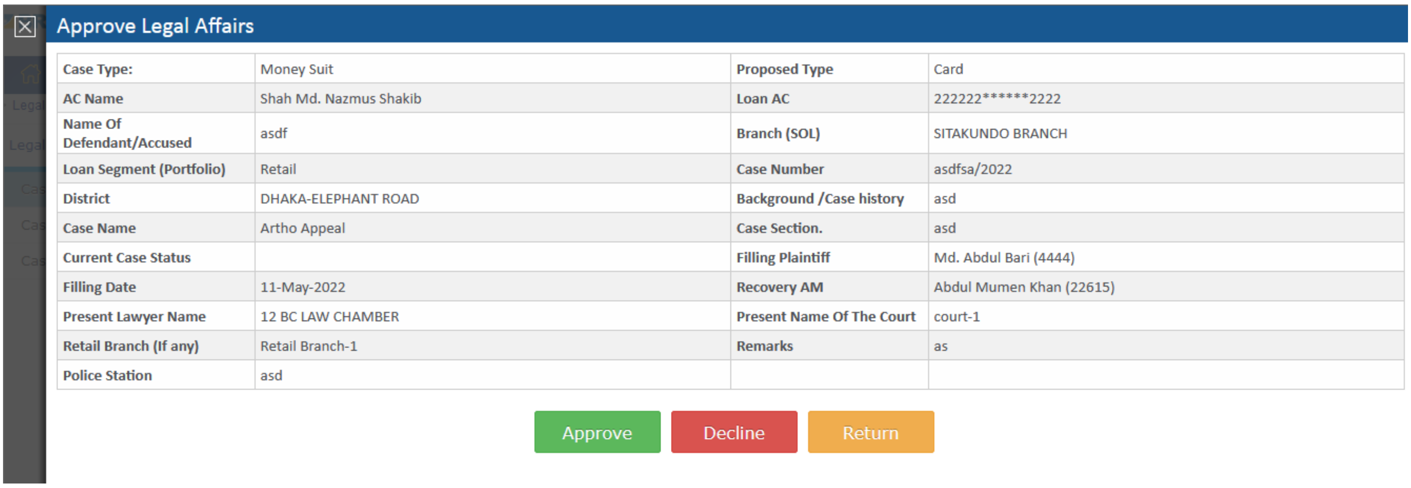


Figure 5.1.5:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Case File Common Queue.
e) If User want to Decline, Decline then Reason should be entry.
f) If User want to Return, Return then Reason should be entry.

5.2 Case Status Update
5.2.1 Add

Usage
You can search by case type, Proposed type, a / c number. The search system will show the Legal Affairs Case File Data. You can select at least one file to Case Status Update.

Menu Path
Legal Team -> Legal Affairs -> Case Status Update -> Form

Operation
1. Search Data:

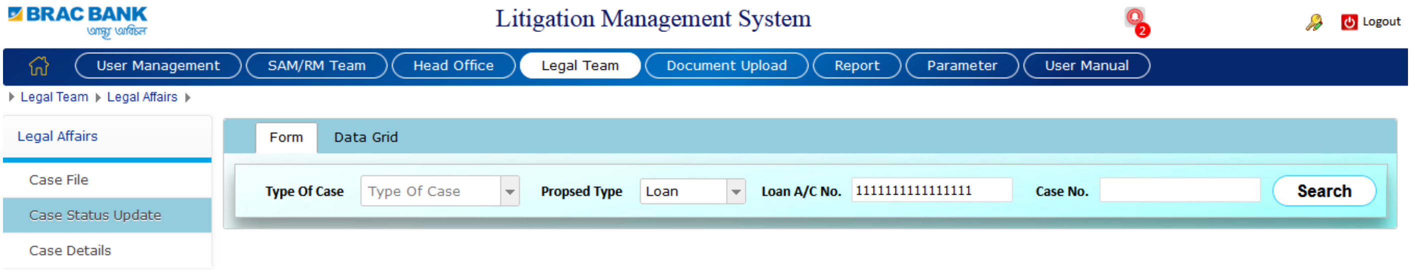


Figure 5.2.1:1

2. Show Data:

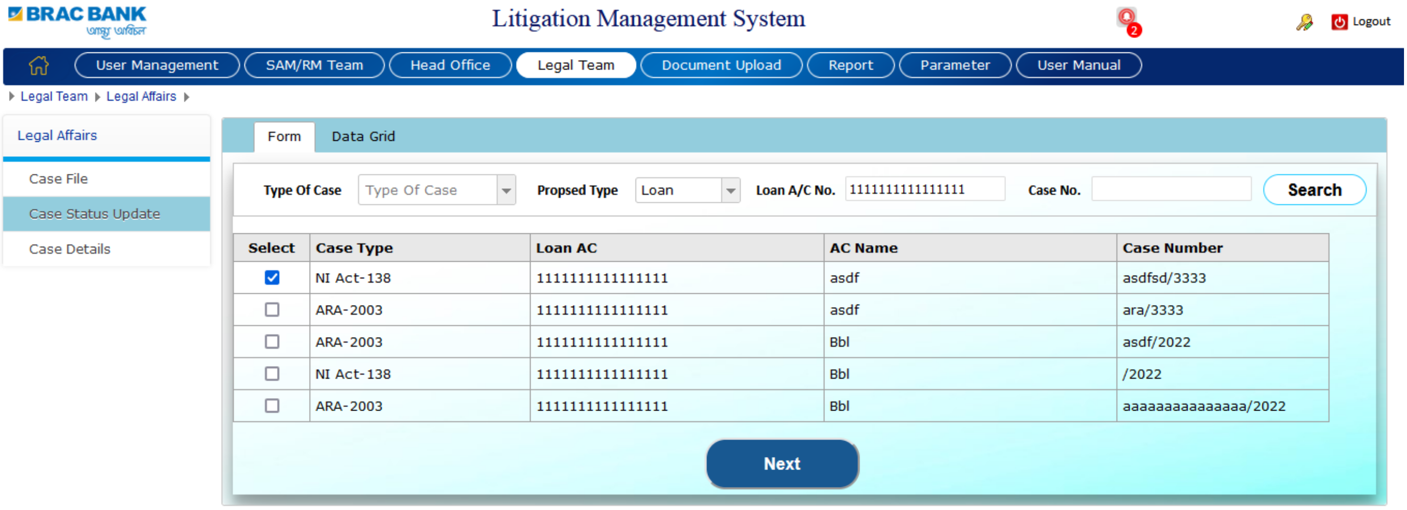


Figure 5.2.1:2

3. Add form:

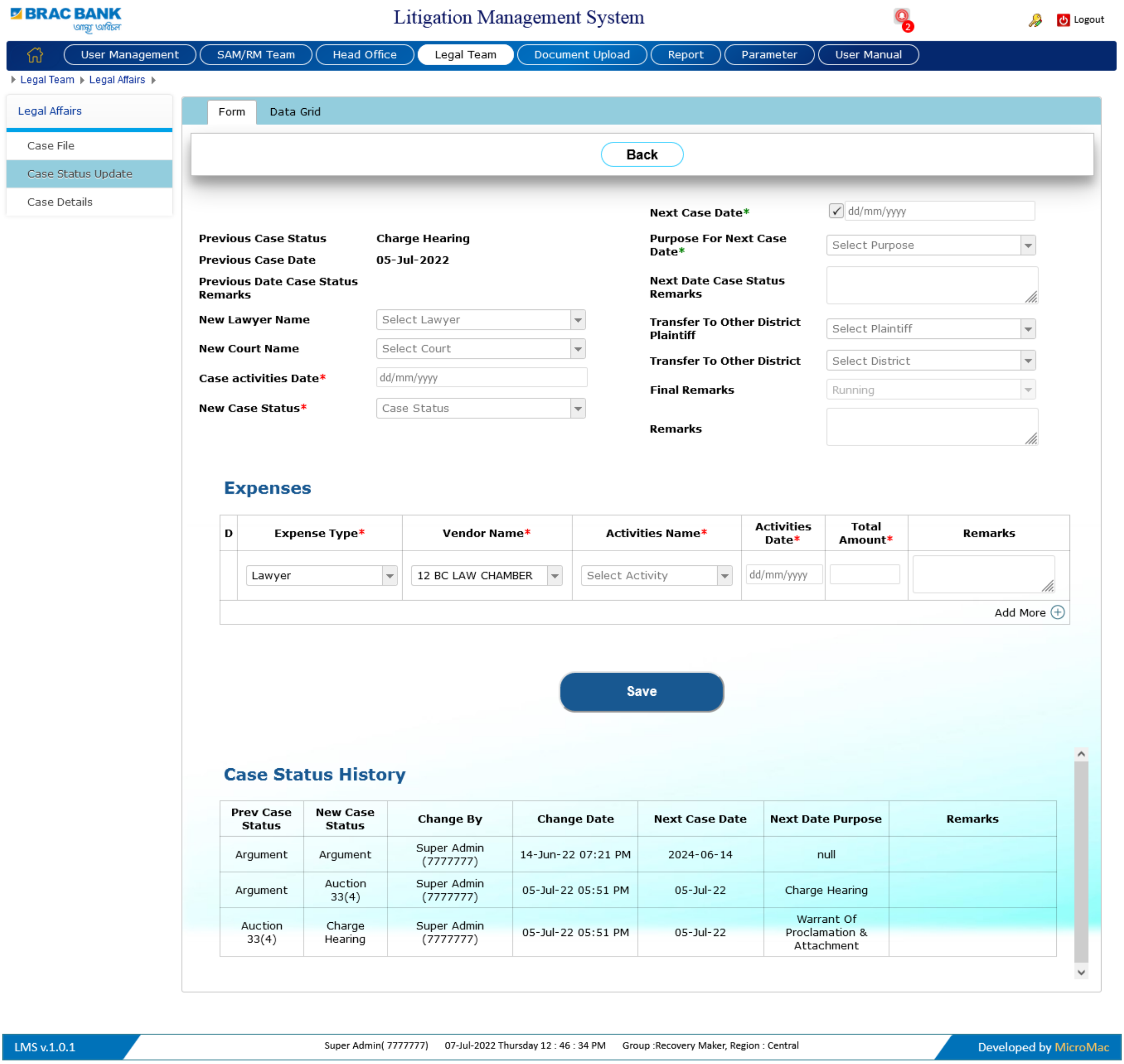


Figure 5.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

5.2.2 Edit

Usage

This operation is used to edit any Case File from the Case Status update grid table.

Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **E** (Edit)

Operation

To edit Case Status Update information from the system, need to do as follows:

H) Find Case file for which the user is going to edit from Case Status Update 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 Case Status Update Details as required.
K) Click the **Update** button to update Case Status Update.
L) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

5.2.3 Delete

Usage
This operation is used to delete Case Status Update.

Menu Path
Legal Team -> Legal Affairs -> Case Status Update -> **D** (Delete)

Operation
To delete a Case Status Update, the user needs to do as follows:

3. Finding the Case Status Update for which the user is going to delete from the Case Status Update data table.
4. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update. 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 Case Status Update 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 Case Status with its reason.

5.2.4 Send to Checker (STC)

Usage
This operation is used to Send to Checker in Case Status Update. To Send to Checker do as following:

Menu Path
Legal Team -> Legal Affairs -> Case Status Update -> **STC** (Send to Checker)

Operation
5. Find Send to Checker for which user are going to update Send to Checker from Case Status Update data table.
6. Click the icon under **STC** column. After Click, A pop window is shown.

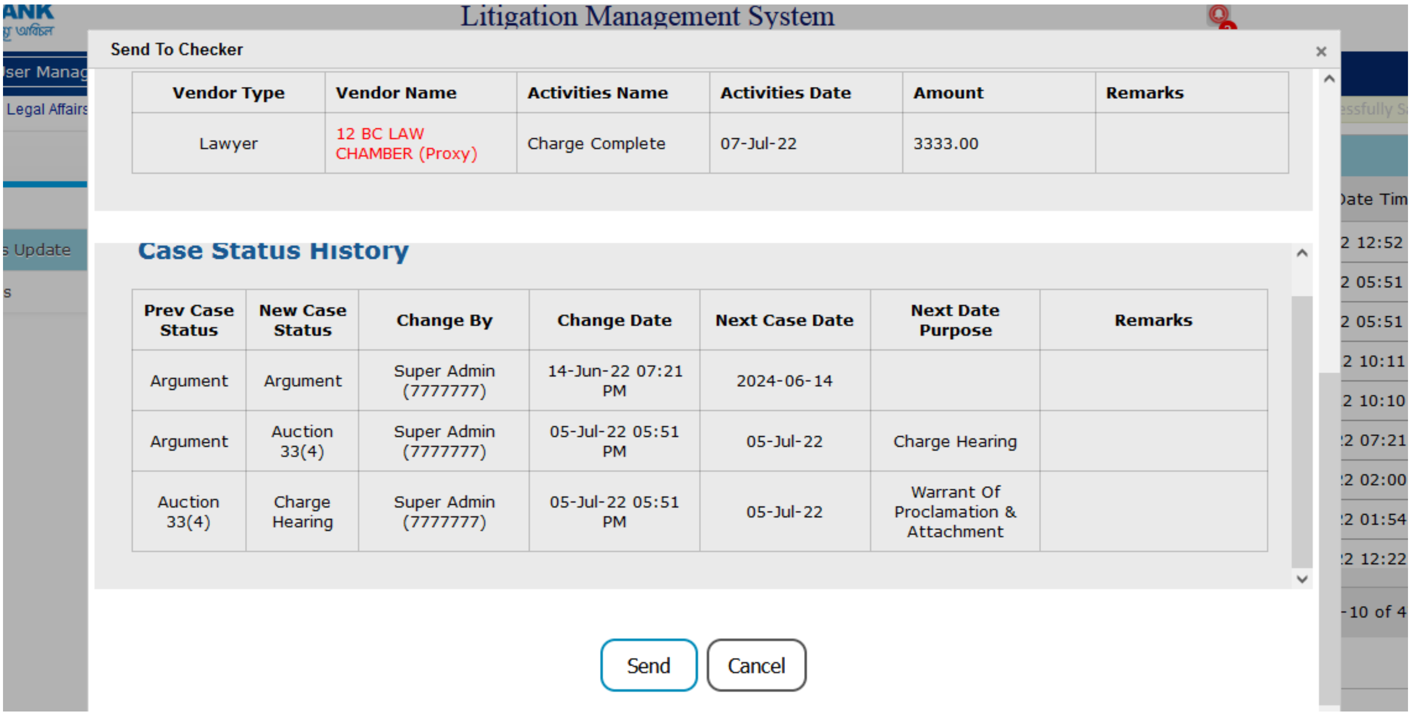


Figure 5.2.4:1

7. After click Send Button, Successfully Send message will be shown.
8. After Successfully Send the data will be parked to Common Queue.

5.2.5 Verify (V)

Usage

This operation is used to verify Case Status Update. To verify Case Status Update do as following:

Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **V** (Verify)

Operation

g) Find Case File for which user are going to Verify Case Status Update from Case Status Update data table.
h) Click the icon under **V** column. After Click, A pop window is shown.

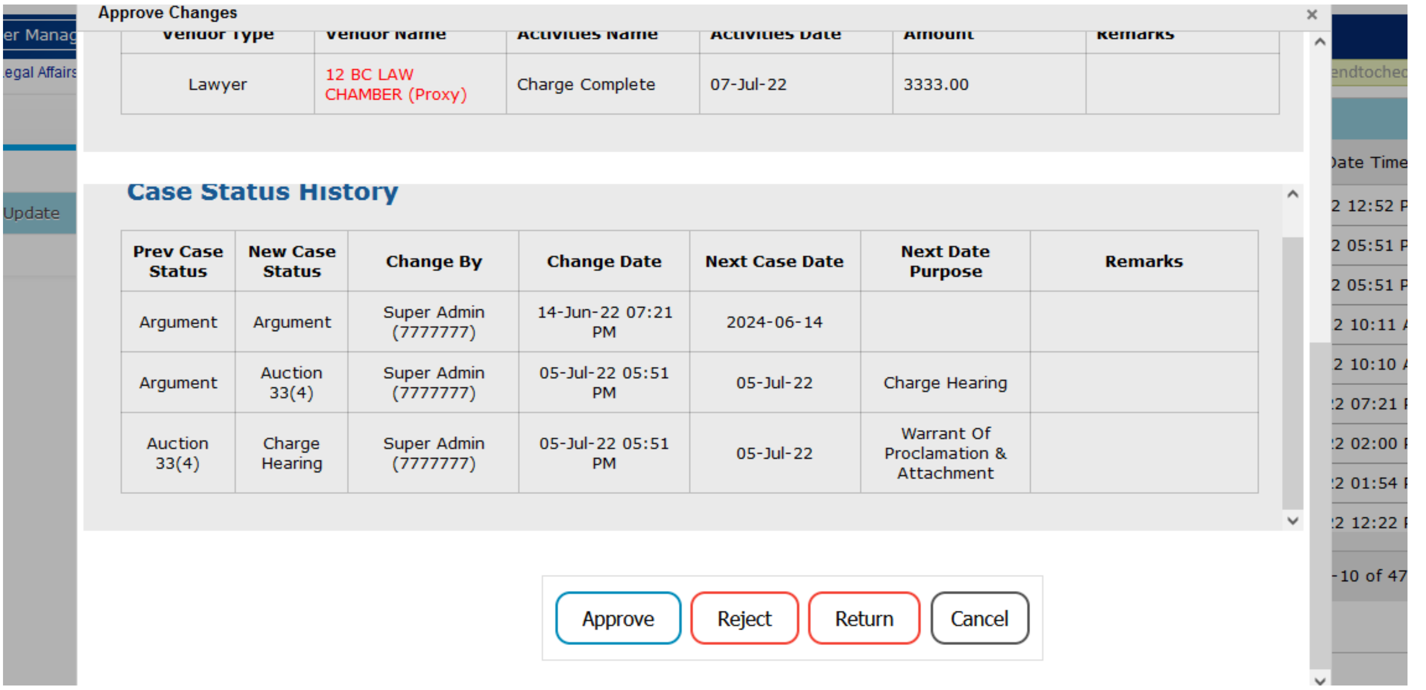


Figure 5.2.5:1

i) After click Approve Button, Approve Confirmation message will be shown.
j) After Successfully Approve the data will be parked to Case File Common Queue.
k) If User want to Reject, Reject then Reason should be entry.
l) If User want to Return, Return then Reason should be entry.
m) If User want to Cancel, Click Cancel Button.

5.2.6 Next Date Update (U)

Usage

This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **U** (Next Date Update)

Operation

5. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
6. Click the icon under **U** column. After Click, A pop window is shown.

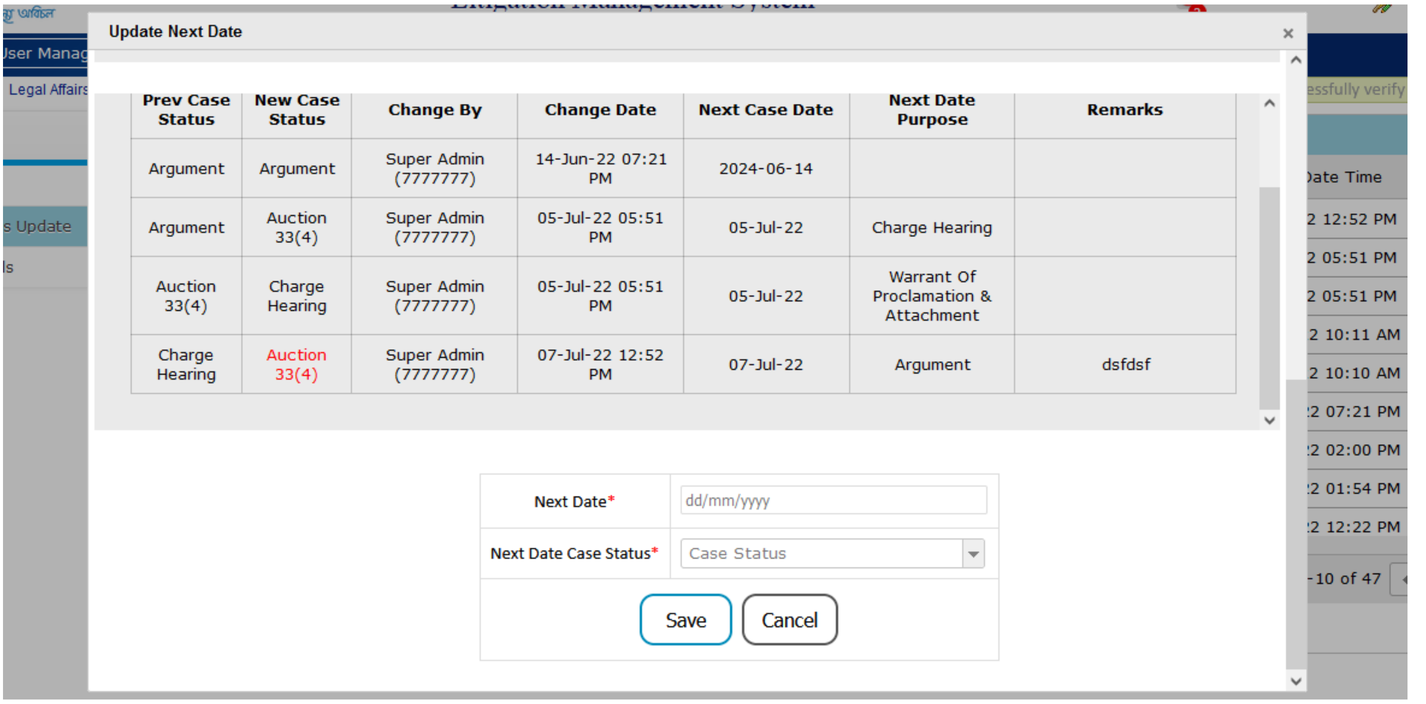


Figure 5.2.6:1

7. After click Save Button, Successfully confirmation message will be shown.
8. After Successfully Save the data will be parked to Common Queue.

5.3 Case Details

5.3.1 View

Usage

This operation is used to preview the details of Legal Affairs Case File Details.

Menu Path

Legal Team -> Legal Affairs -> Case Details

Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

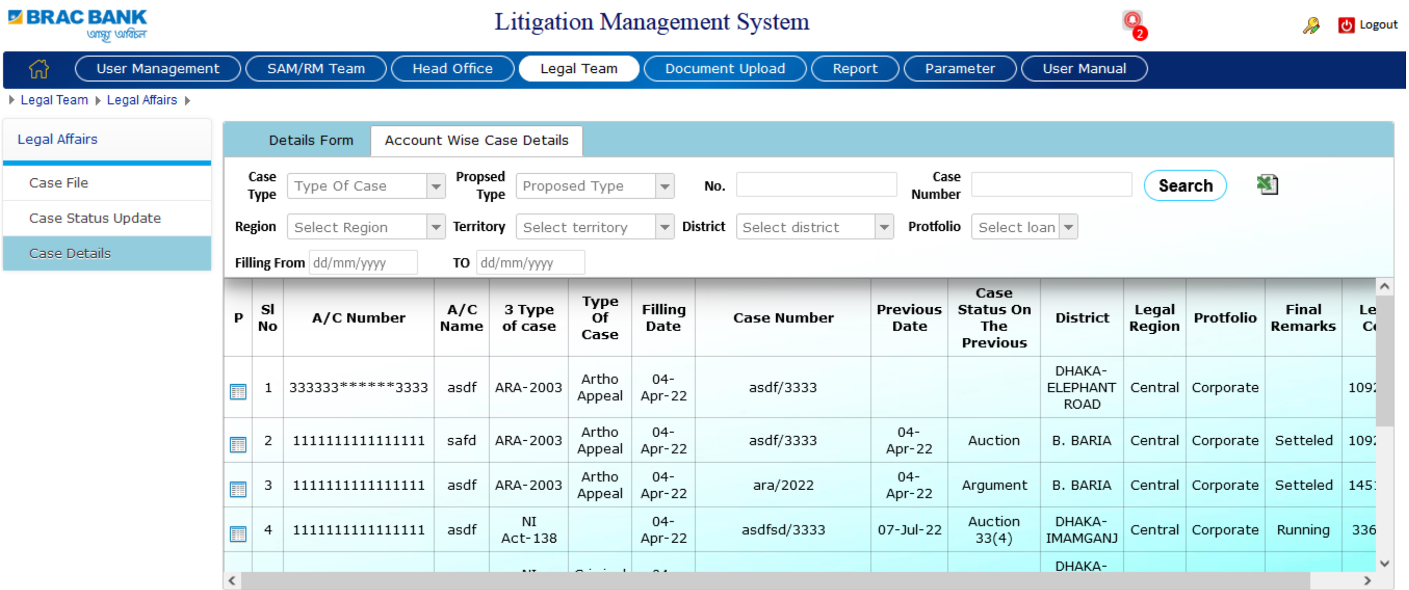


Figure 5.3.1:1

6 Case against Bank

6.1 Case File

6.1.1 Add

Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Suit File data. If no data in suit filling click new button.

Menu Path

Legal Team -> Case against Bank -> Case File -> Form

Operation

1. Search Data:

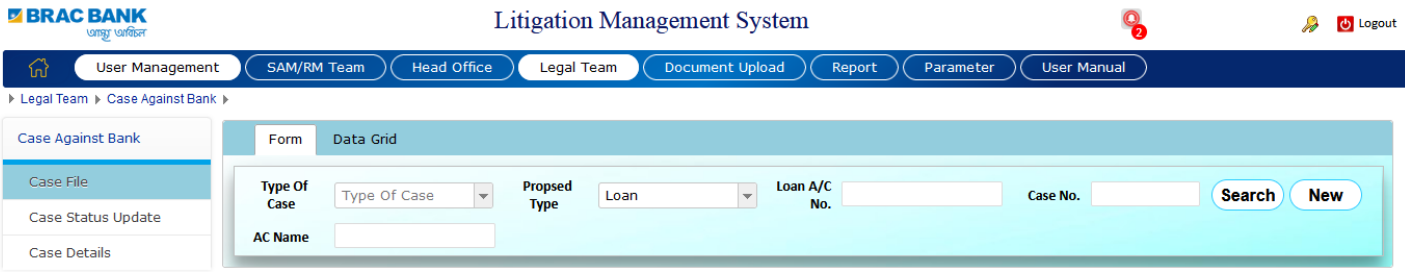


Figure 6.1.1:1

2. Show Data:

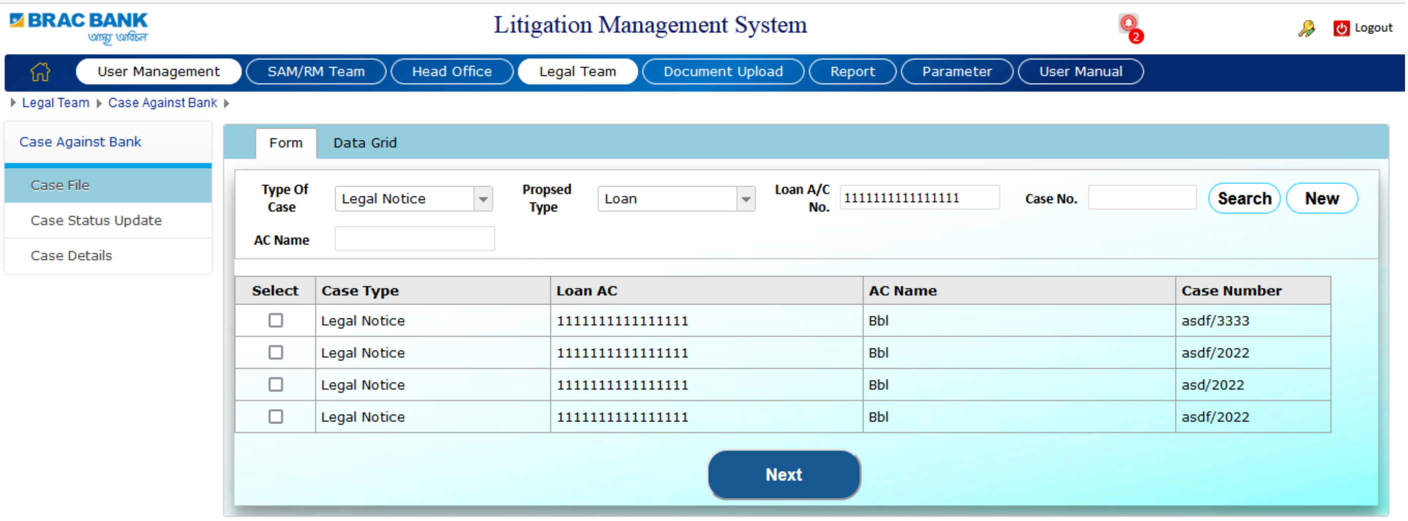


Figure 6.1.1:2

3. Add form:

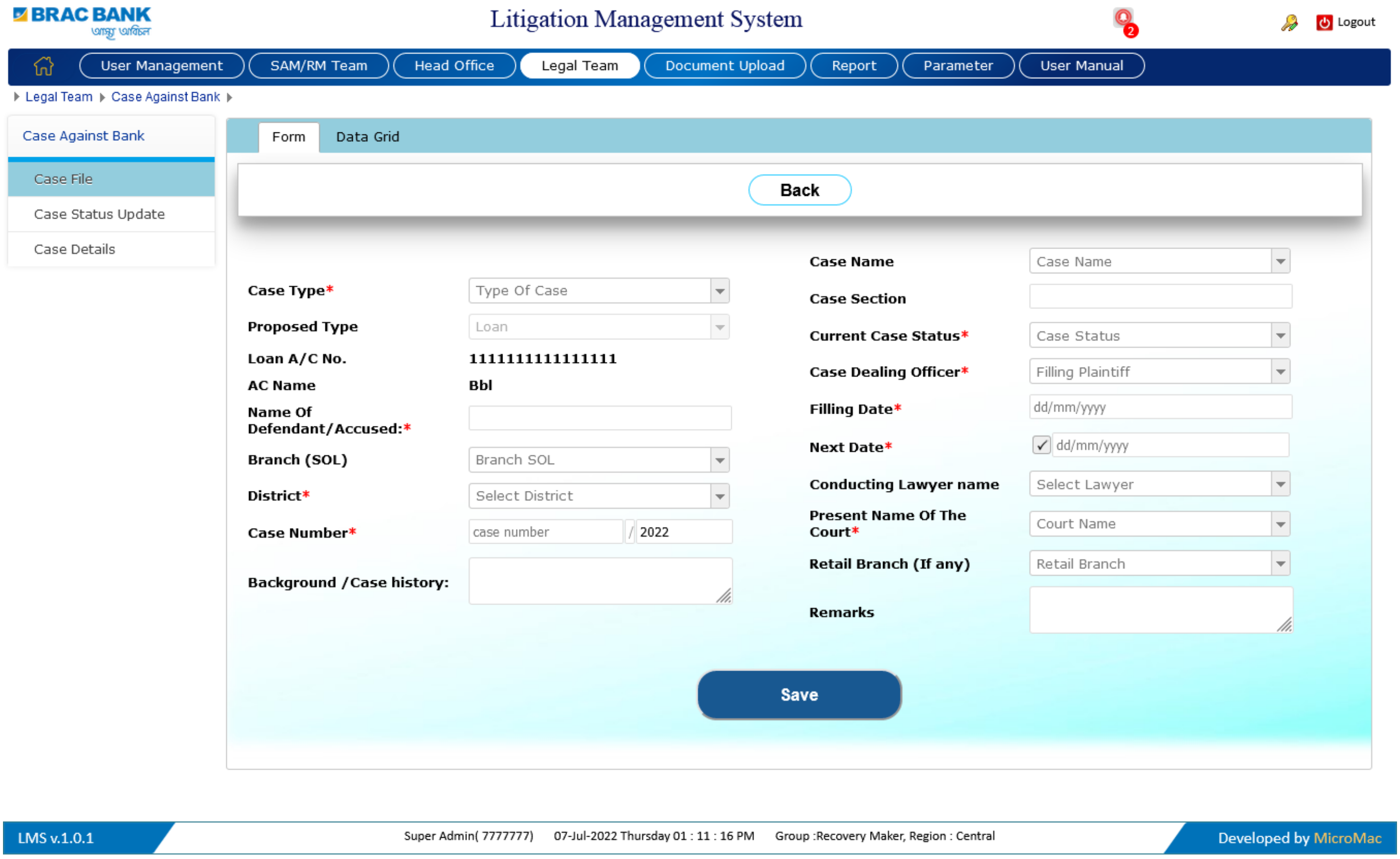


Figure 6.1.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

6.1.2 Edit

Usage

This operation is used to edit any Case File from the Case against Bank Case File grid table.

Menu Path

Legal Team -> Case against Bank -> Case File -> **E** (Edit)

Operation
To edit Case File from the system, need to do as follows:

h) Find Case file for which the user is going to edit from Case against Bank Case File 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 Case against Bank Details as required.
k) Click the **Update** button to update Case File.
l) In case of any wrong input, system shows appropriate message. Otherwise, Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

6.1.3 Delete

Usage
This operation is used to delete Case File.

Menu Path
Legal Team -> Case against Bank -> Case File -> **D** (Delete)

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

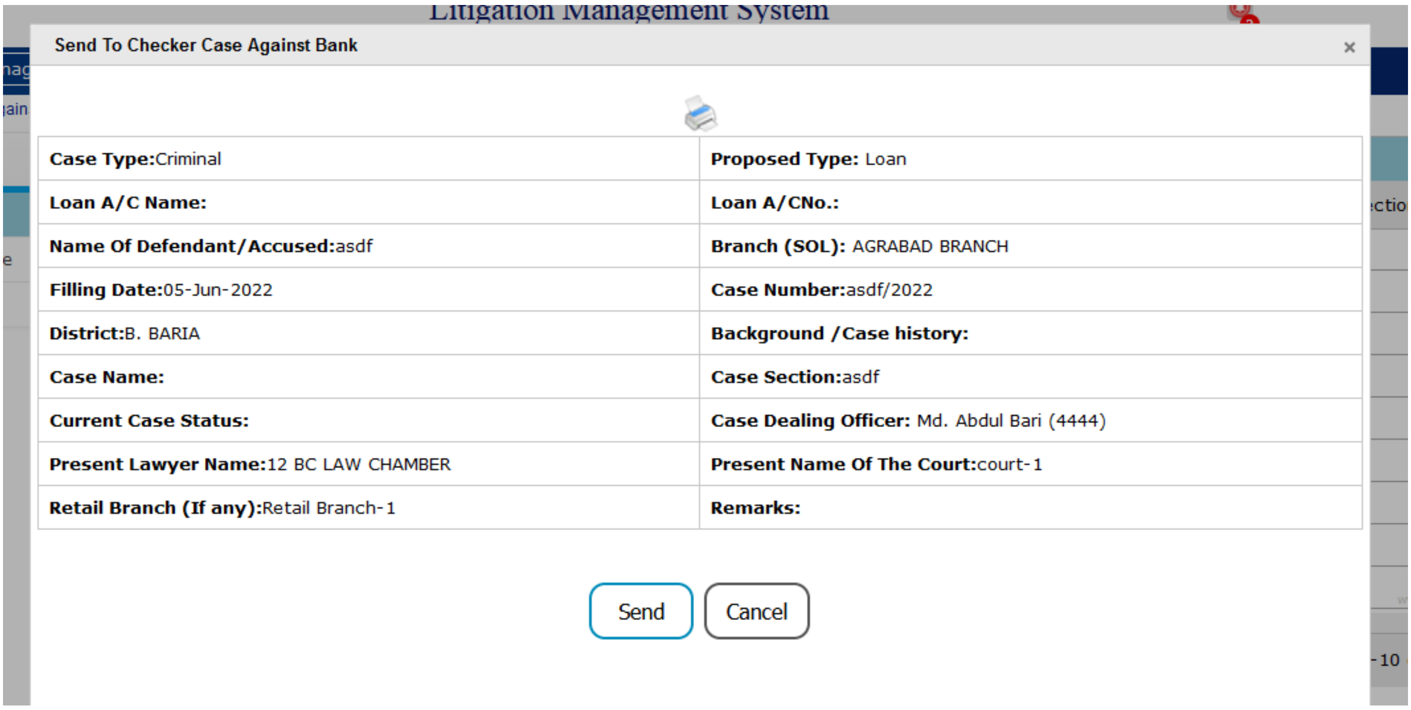
5. Finding the Case File for which the user is going to delete from the Case File data table.
6. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case File 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 Case Status with its reason.

6.1.4 Send to Checker (STC)

Usage
This operation is used to send to checker Case File. To send to checker Case File do as following:

Menu Path
Legal Team -> Case against Bank -> Case File -> **STC** (Send to Checker)

Operation
a) Find Case File for which user are going to send to checker from Case File data table.
b) Click the icon under **STC** column. After Click, A pop window is shown.


Litigation Management System

Send To Checker Case Against Bank

Case Type: Criminal	**Proposed Type:** Loan
Loan A/C Name:	**Loan A/CNo.:**
Name Of Defendant/Accused:asdf	**Branch (SOL):** AGRABAD BRANCH
Filling Date:05-Jun-2022	**Case Number:**asdf/2022
District:B. BARIA	**Background /Case history:**
Case Name:	**Case Section:**asdf
Current Case Status:	**Case Dealing Officer:** Md. Abdul Bari (4444)
Present Lawyer Name:12 BC LAW CHAMBER	**Present Name Of The Court:**court-1
Retail Branch (If any): Retail Branch-1	**Remarks:**

Send Cancel

Figure 6.1.4:1

c) After click Send Button, Send confirmation message will be shown.

d) After Successfully Send the data will be parked to Case File Common Queue waiting for **V** to process.

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

6.1.5 Verify (V)

Usage

This operation is used to verify Case File. To verify Case File do as following:

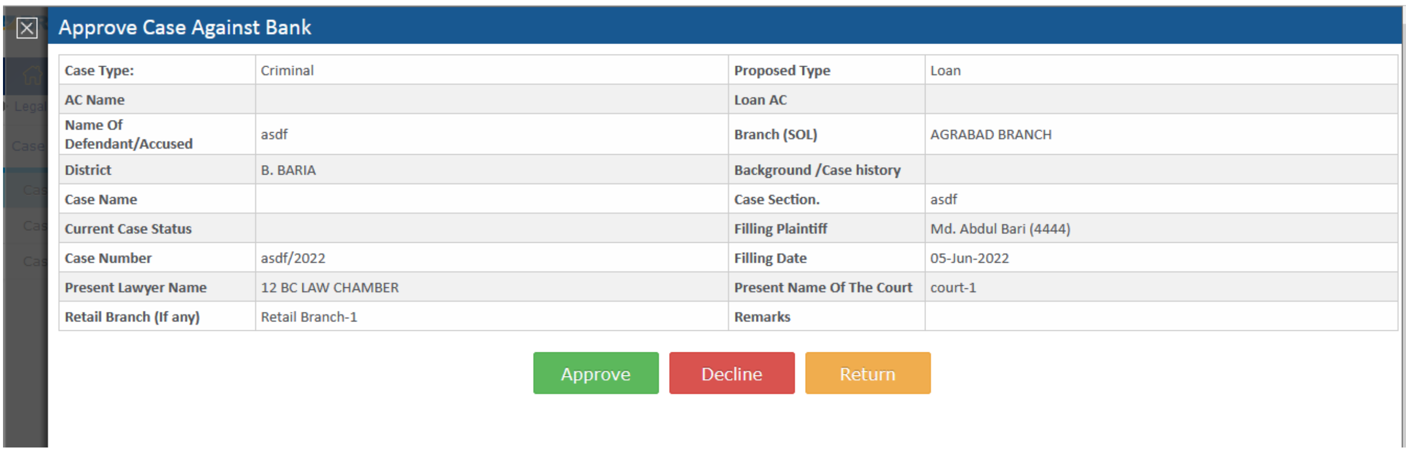
Menu Path

Legal Team -> Case against Bank -> Case File -> **V** (Verify)

Operation

a) Find Case File for which user are going to Verify Case File from Case File data table.

b) Click the icon under **V** column. After Click, A pop window is shown.


Approve Case Against Bank

Case Type:	Criminal	Proposed Type	Loan
AC Name		Loan AC	
Name Of Defendant/Accused	asdf	Branch (SOL)	AGRABAD BRANCH
District	B. BARIA	Background /Case history	
Case Name		Case Section.	asdf
Current Case Status		Filling Plaintiff	Md. Abdul Bari (4444)
Case Number	asdf/2022	Filling Date	05-Jun-2022
Present Lawyer Name	12 BC LAW CHAMBER	Present Name Of The Court	court-1
Retail Branch (If any)	Retail Branch-1	Remarks	

Approve Decline Return

Figure 6.1.5:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Case File Common Queue.
e) If User want to Decline, Decline then Reason should be entry.
f) If User want to Return, Return then Reason should be entry.

6.2 Case Status Update
6.2.1 Add

Usage
You can search by case type, Proposed type, a / c number. The search system will show the Case against Bank Case File Data. You can select at least one file to Case Status Update.

Menu Path
Legal Team -> Case against Bank -> Case Status Update -> Form

Operation
1. Search Data:

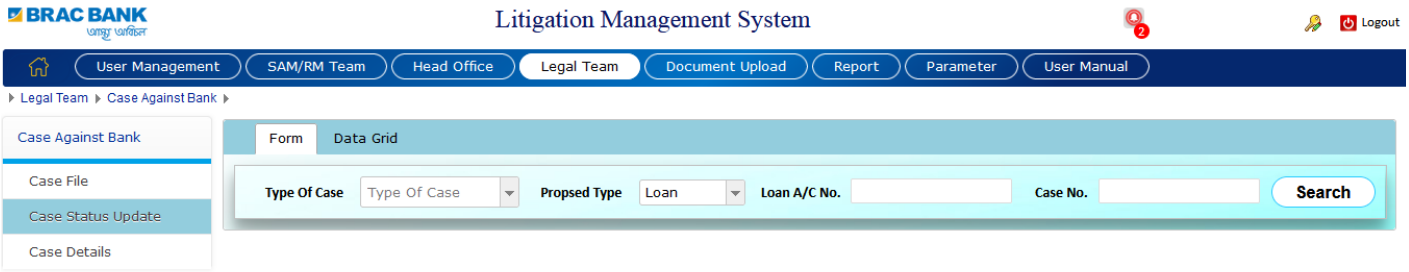


Figure 6.2.1:1

2. Show Data:

Figure 6.2.1:2

3. Add form:

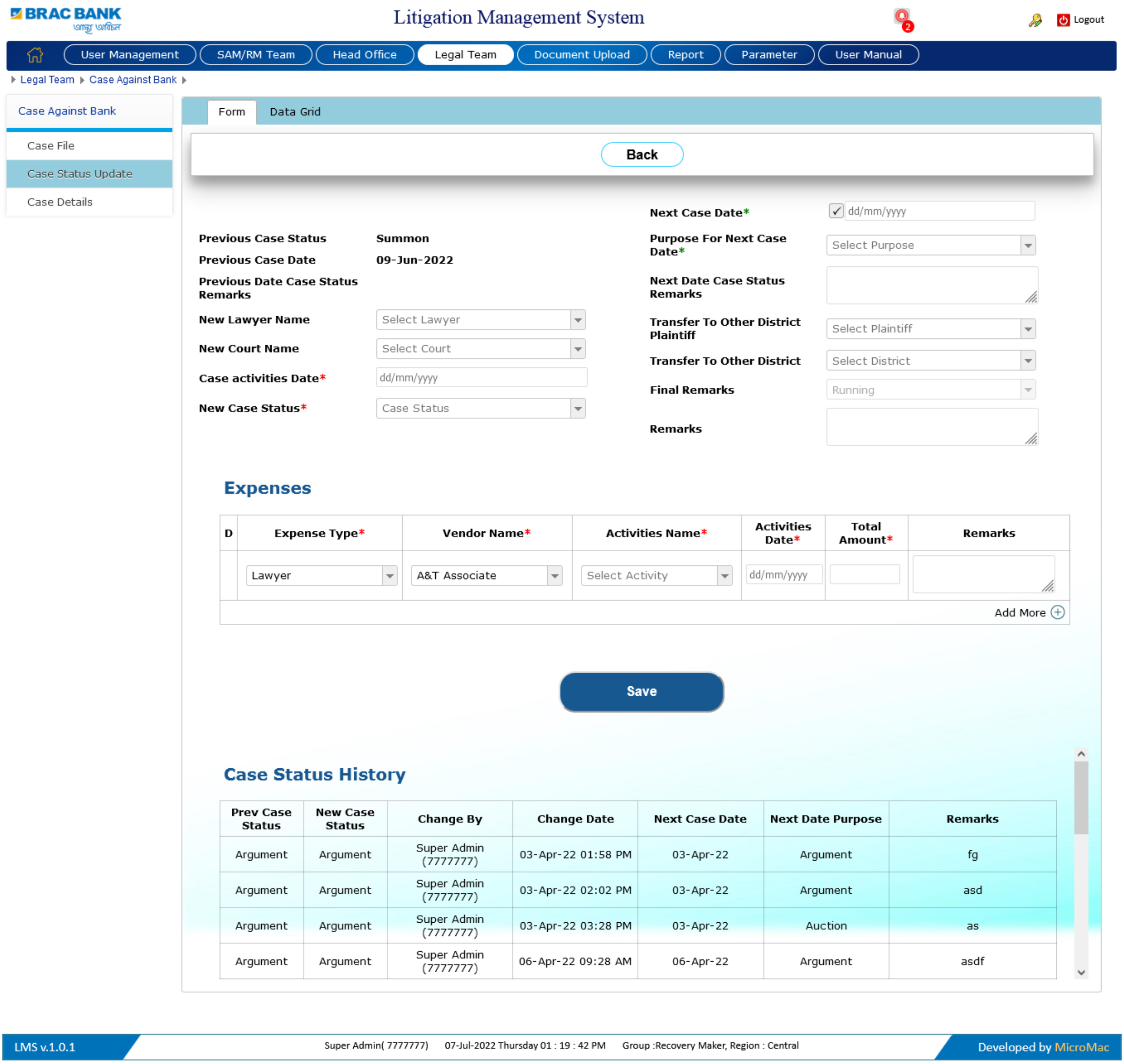


Figure 6.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

6.2.2 Edit

Usage

This operation is used to edit any Case File from the Case Status update grid table.

Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **E** (Edit)

Operation

To edit Case Status Update information from the system, need to do as follows:

a) Find Case file for which the user is going to edit from Case Status Update 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 Case Status Update Details as required.
d) Click the **Update** button to update Case Status Update.
e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

6.2.3 Delete

Usage
This operation is used to delete Case Status Update.

Menu Path
Legal Team -> Case against Bank -> Case Status Update -> **D** (Delete)

Operation
To delete a Case Status Update, the user needs to do as follows:

1. Finding the Case Status Update for which the user is going to delete from the Case Status Update data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update. 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 Case Status Update 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 Case Status with its reason.

6.2.4 Send to Checker (STC)

Usage
This operation is used to Send to Checker in Case Status Update. To Send to Checker do as following:

Menu Path
Legal Team -> Case against Bank -> Case Status Update -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Case Status Update data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

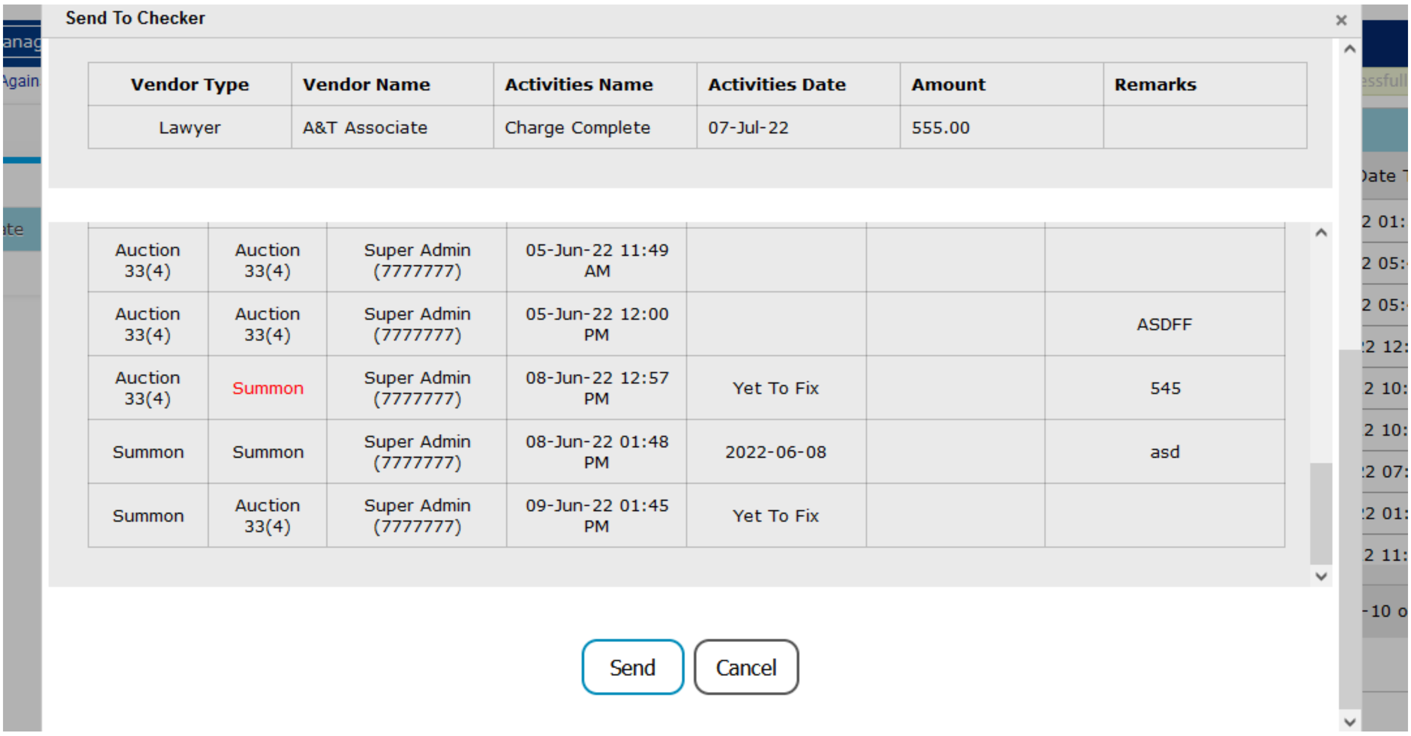


Figure 6.2.4:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

6.2.5 Verify (V)

Usage

This operation is used to verify Case Status Update. To verify Case Status Update do as following:

Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **V** (Verify)

Operation

n) Find Case File for which user are going to Verify Case Status Update from Case Status Update data table.

o) Click the icon  under **V** column. After Click, A pop window is shown.

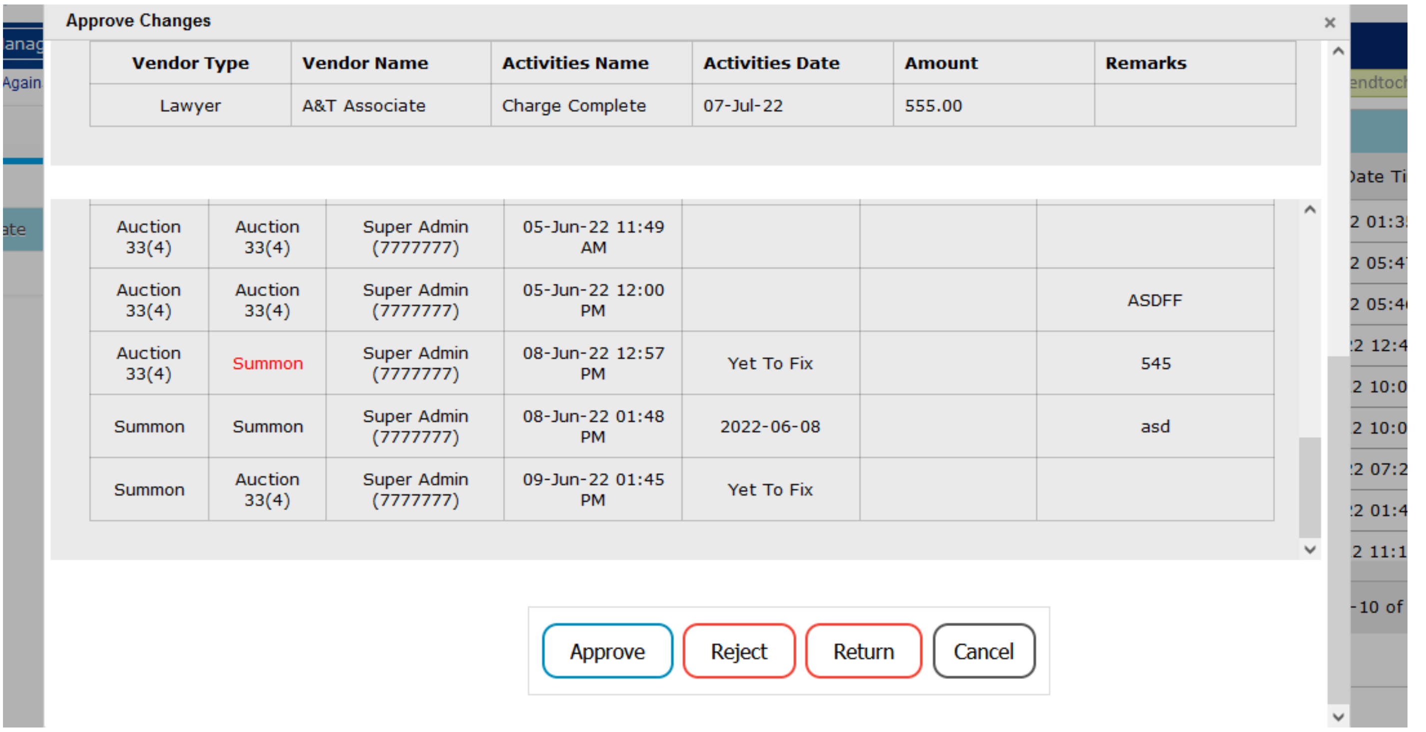


Figure 6.2.5:1

p) After click Approve Button, Approve Confirmation message will be shown.

q) After Successfully Approve the data will be parked to Case File Common Queue.

r) If User want to Reject, Reject then Reason should be entry.

s) If User want to Return, Return then Reason should be entry.

t) If User want to Cancel, Click Cancel Button.

6.2.6 Next Date Update (U)

Usage

This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **U** (Next Date Update)

Operation

9. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
10. Click the icon under **U** column. After Click, A pop window is shown.

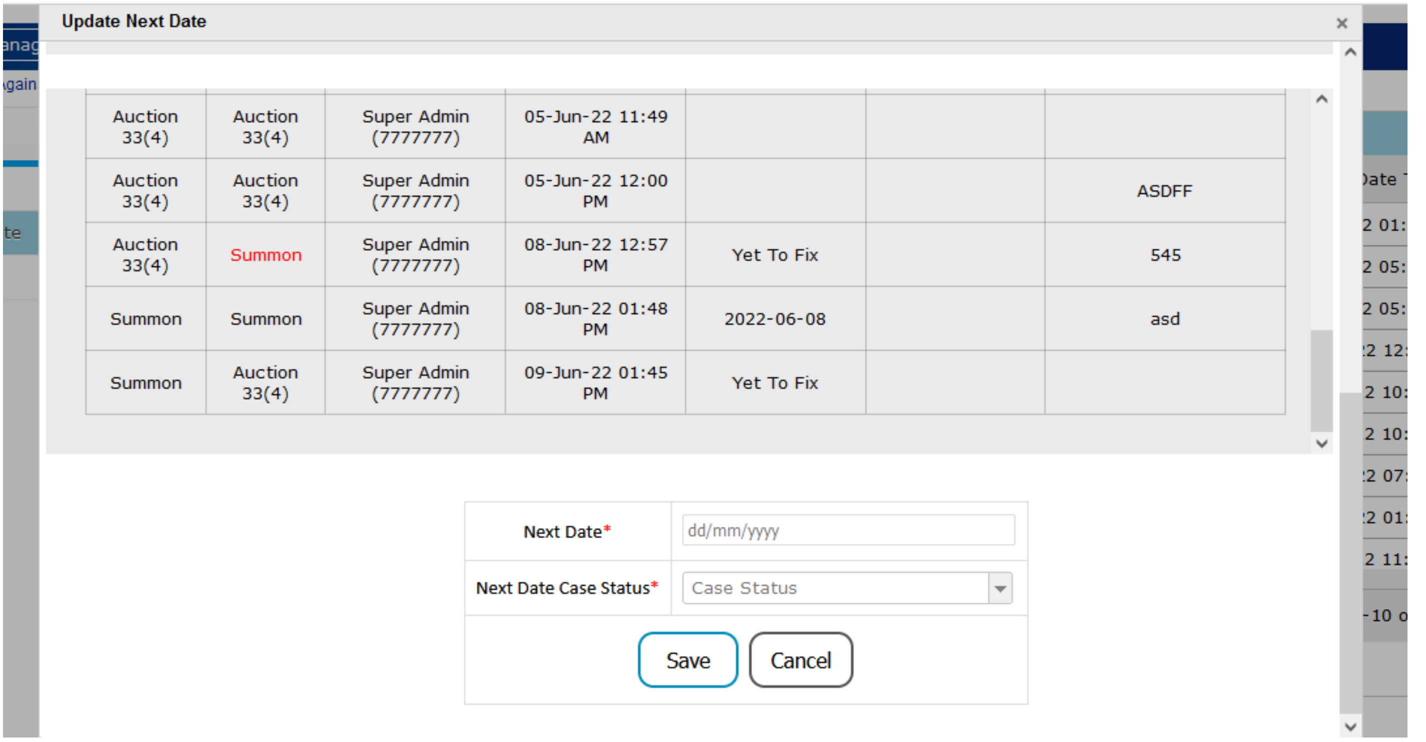


Figure 6.2.6:1

11. After click Save Button, Successfully confirmation message will be shown.
12. After Successfully Save the data will be parked to Common Queue.

6.3 Case Details

6.3.1 View

Usage

This operation is used to preview the details of Case against Bank Case File Details.

Menu Path

Legal Team -> Case against Bank -> Case Details

Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

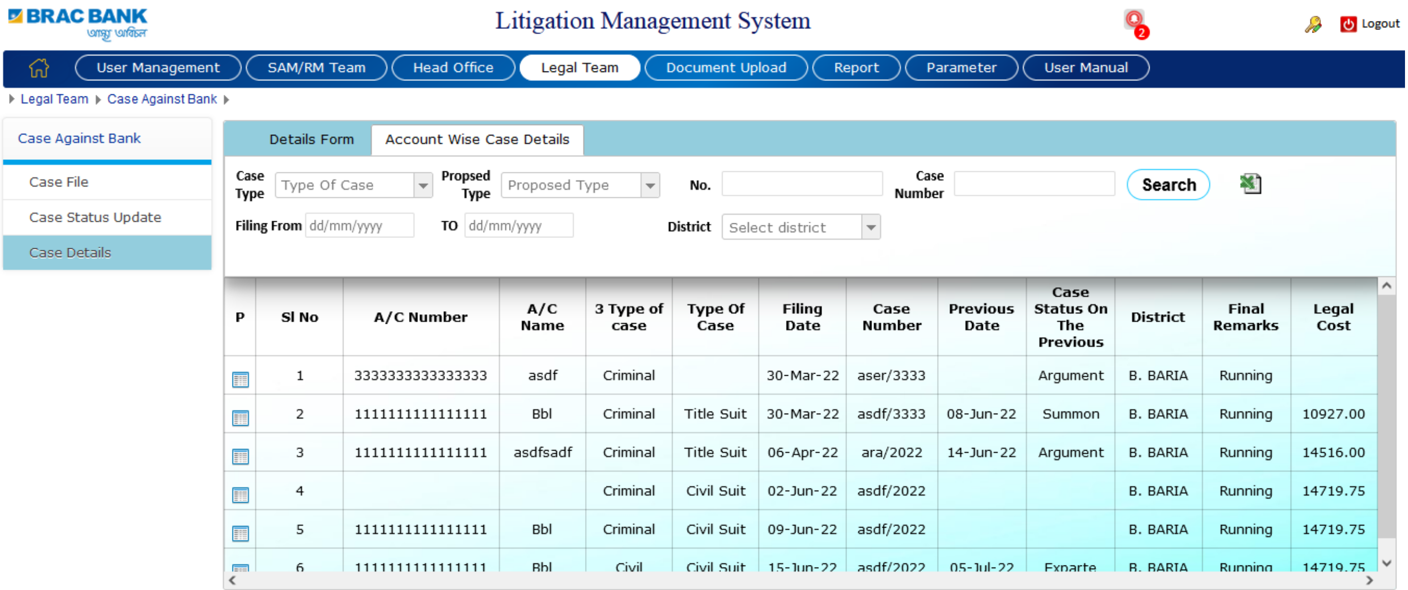


Figure 6.3.1:1

7 Jari Statement

7.1 View

Usage

This operation is used to jari statement generate.

Menu Path

Head Office -> Jari Statement

Operation

To Jari Statement generate does as following:

You can search by int. type, Proposed type, a / c number, int. rate, out. Amount, Date from – to, Legal Cost from – to, Legal Cost. The search system will show the Statement Data. You can separate preview or export excel and word download click the icon.

Figure 7.1:1

8 Statement Generate

8.1 View

Usage

This operation is used to statement generate.

Menu Path

Head Office -> Statement

Operation

To Statement generate does as following:

You can search by Menu, Proposed type, a / c number, Req. type, Int. rate, Date from – to. The search system will show the Statement Data. You can separate preview or export excel download click the icon.

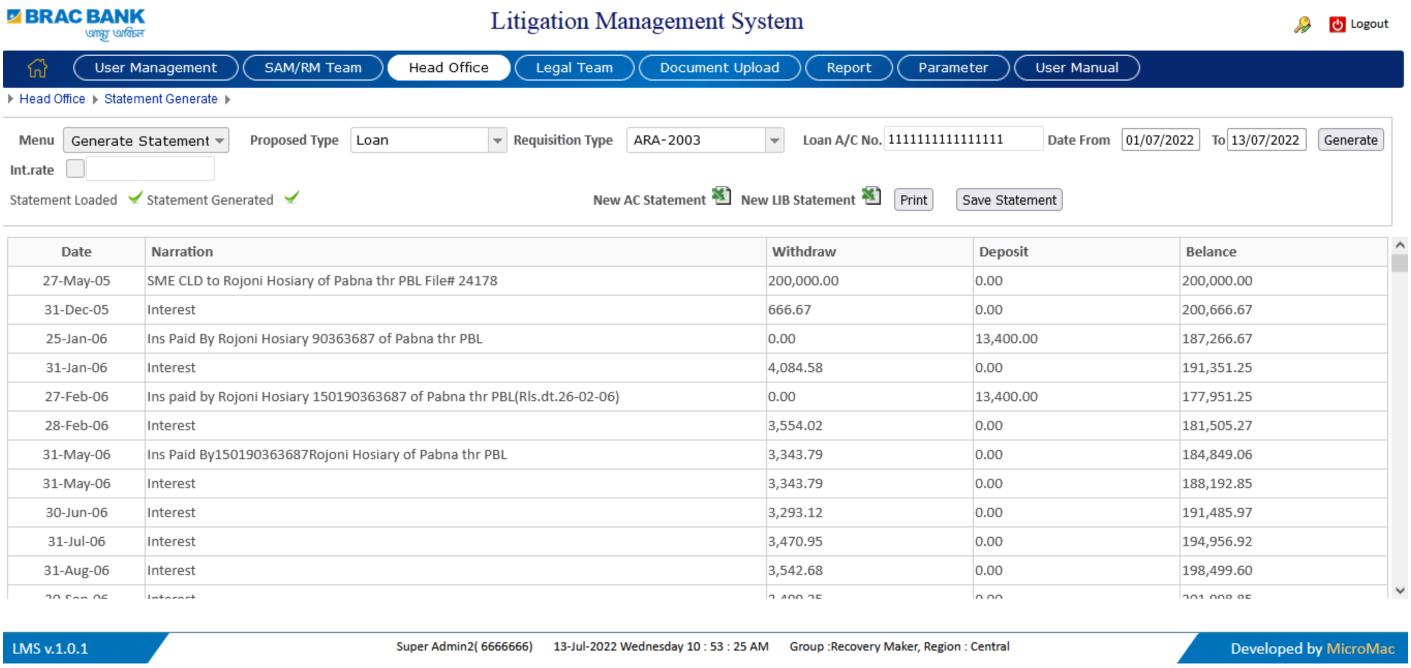


Figure 8.1:1

9 Expenses

9.1 Lawyer Bill

9.1.1 Add

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Legal Team -> Expenses -> Lawyer Bill -> Form

Operation

1. Search Data:

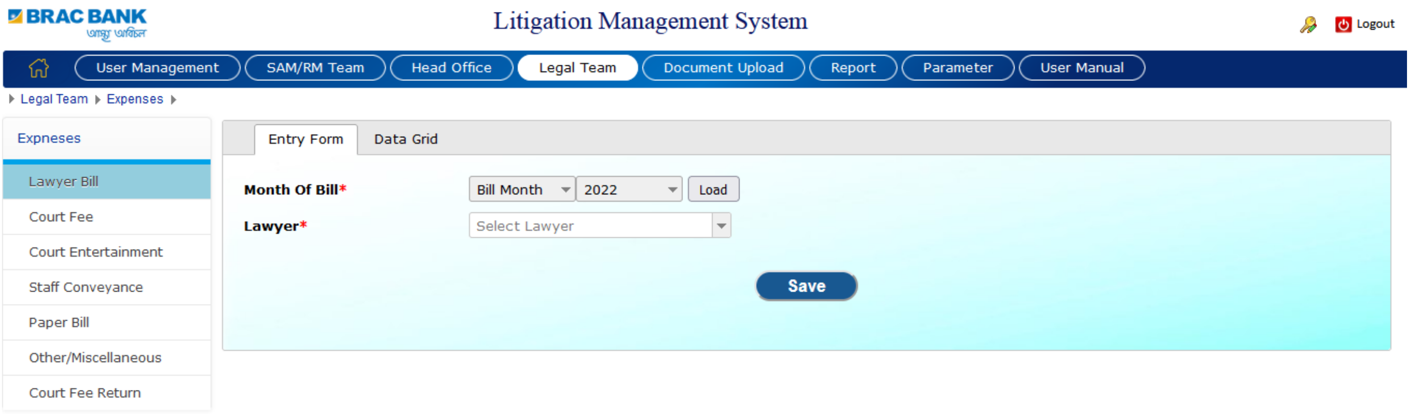
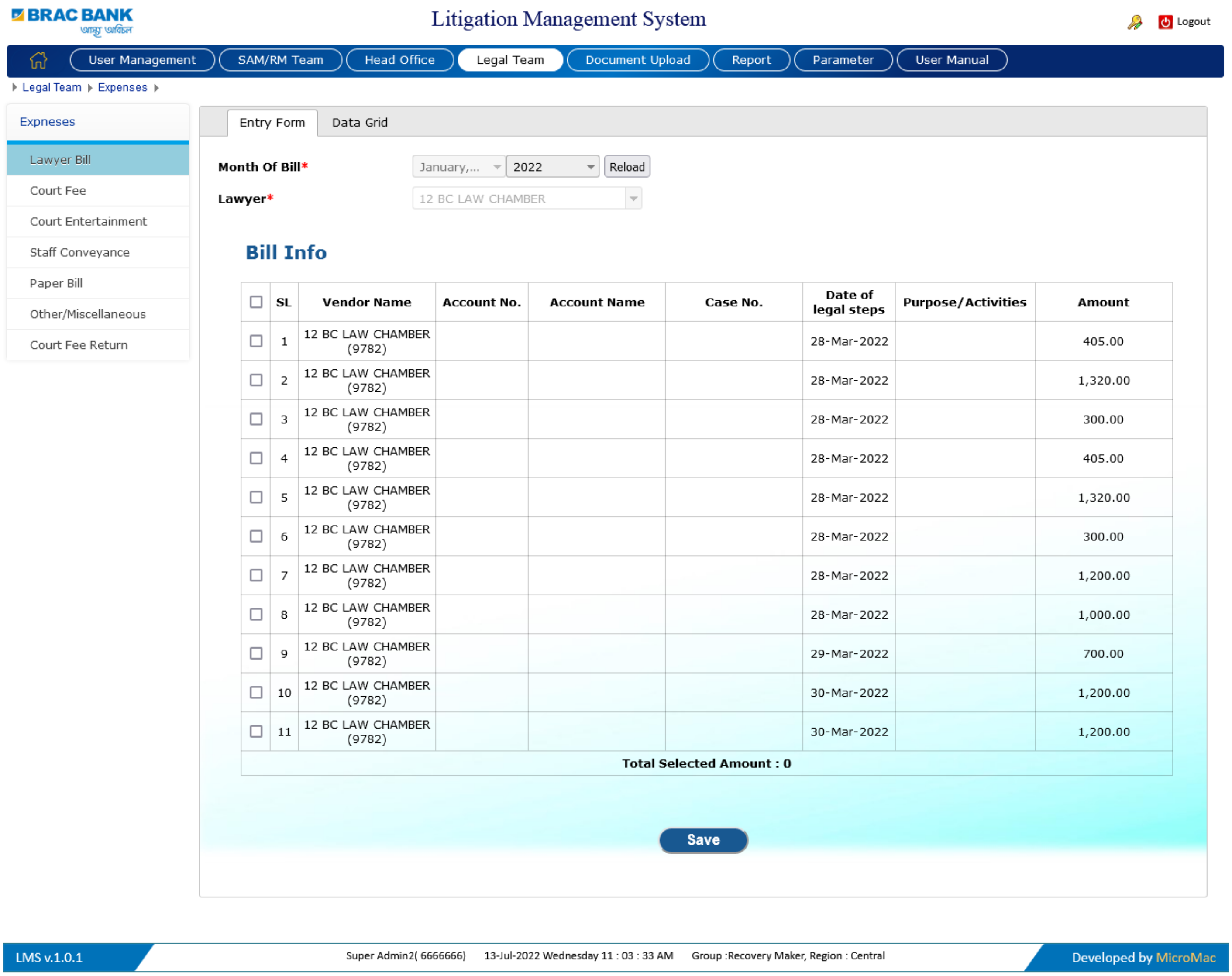


Figure 9.1.1:1

2. Show Data:



	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
	1	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
	2	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
	3	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
	4	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
	5	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
	6	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
	7	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,200.00
	8	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,000.00
	9	12 BC LAW CHAMBER (9782)				29-Mar-2022		700.00
	10	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00
	11	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00
		Total Selected Amount : 0						

Figure 9.1.1:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.1.2 Edit

Usage

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

Menu Path

Legal Team -> Expenses -> Lawyer Bill -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Lawyer Bill 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 Lawyer bill Details as required.
d) Click the **Update** button to update Lawyer bill.
e) In case of any wrong input, system shows appropriate message. Otherwise, Lawyer bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.1.3 Send to Checker (STC)

Usage

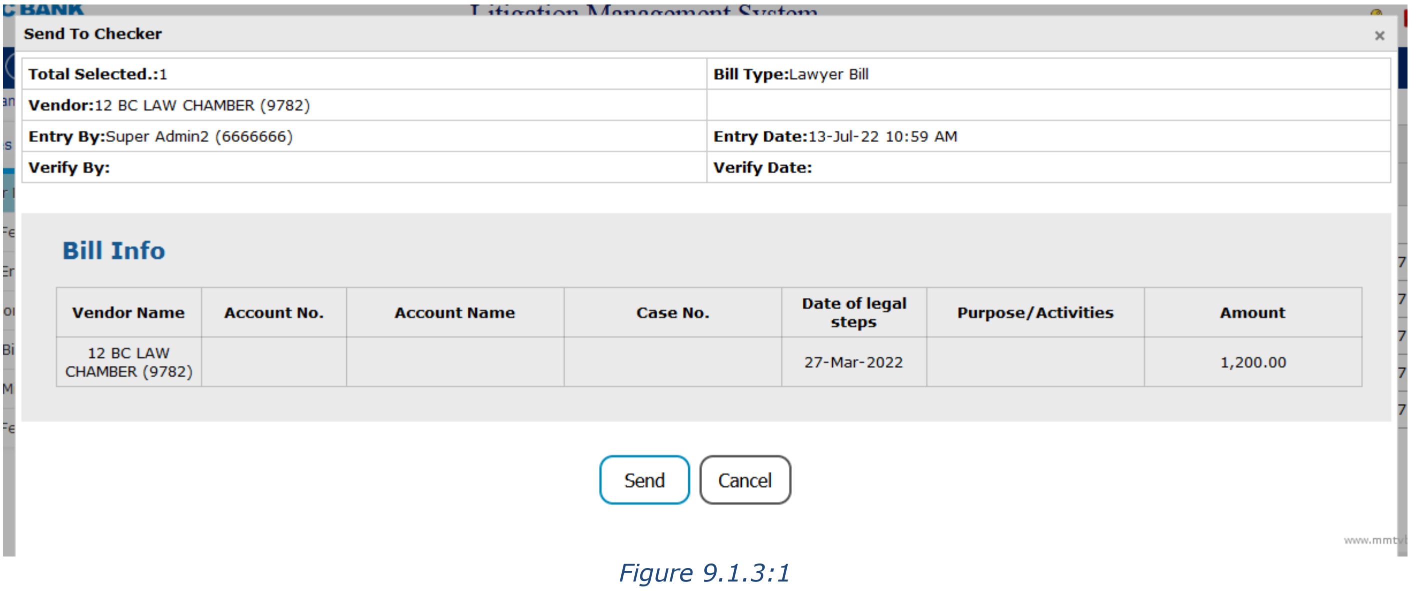
This operation is used to Send to Checker in Lawyer Bill. To Send to Checker do as following:

Menu Path

Legal Team -> Expenses -> Lawyer Bill -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Lawyer Bill data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.


Send To Checker

Total Selected.:1	**Bill Type:**Lawyer Bill
Vendor:12 BC LAW CHAMBER (9782)	
Entry By: Super Admin2 (6666666)	**Entry Date:**13-Jul-22 10:59 AM
Verify By:	**Verify Date:**

Bill Info

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)				27-Mar-2022		1,200.00

Figure 9.1.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.1.4 Verify (V)

Usage

This operation is used to verify Lawyer Bill. To verify Lawyer Bill do as following:

Menu Path

Legal Team -> Expenses -> Lawyer Bill -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Lawyer Bill from Lawyer Bill data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

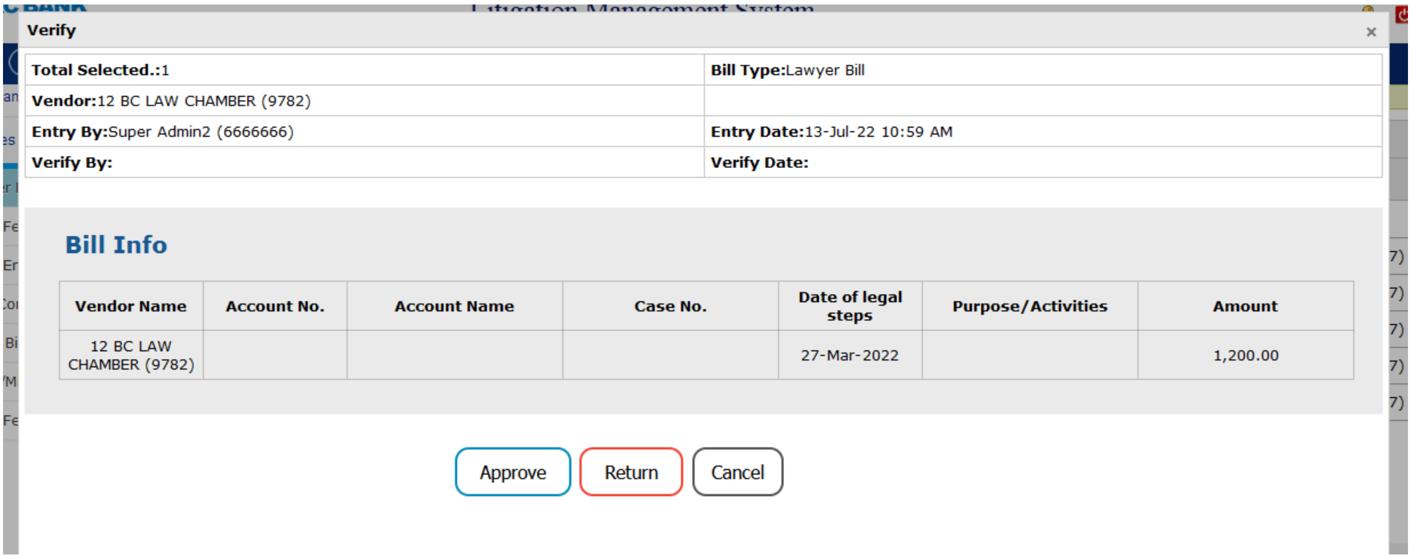


Figure 9.1.4:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Lawyer Bill Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Cancel, Click Cancel Button.

9.1.5 Bill Process by HO

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> Form

Operation

1. Search Data:

Figure 9.1.5:1

2. Show Data:

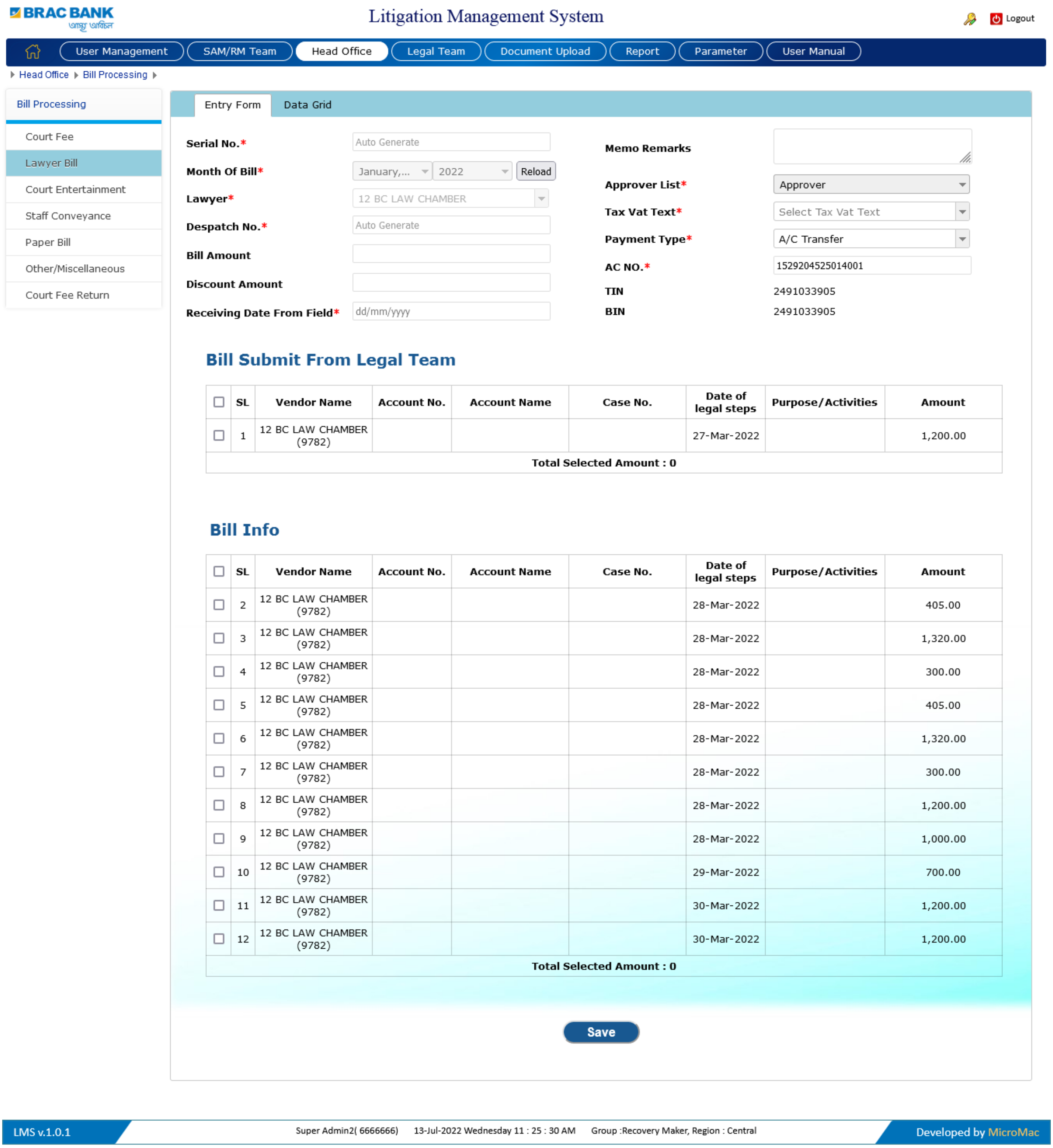


Figure 9.1.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.1.6 Edit

Usage

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

Menu Path
Head Office -> Bill Processing -> Lawyer Bill -> **E** (Edit)

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

a) Find bill for which the user is going to edit from Lawyer Bill 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 Lawyer bill Details as required.
d) Click the **Update** button to update Lawyer bill.
e) In case of any wrong input, system shows appropriate message. Otherwise, Lawyer bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.1.7 Send to Checker (STC)

Usage
This operation is used to Send to Checker in Lawyer Bill. To Send to Checker do as following:

Menu Path
Head Office -> Bill Processing -> Lawyer Bill -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Lawyer Bill data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

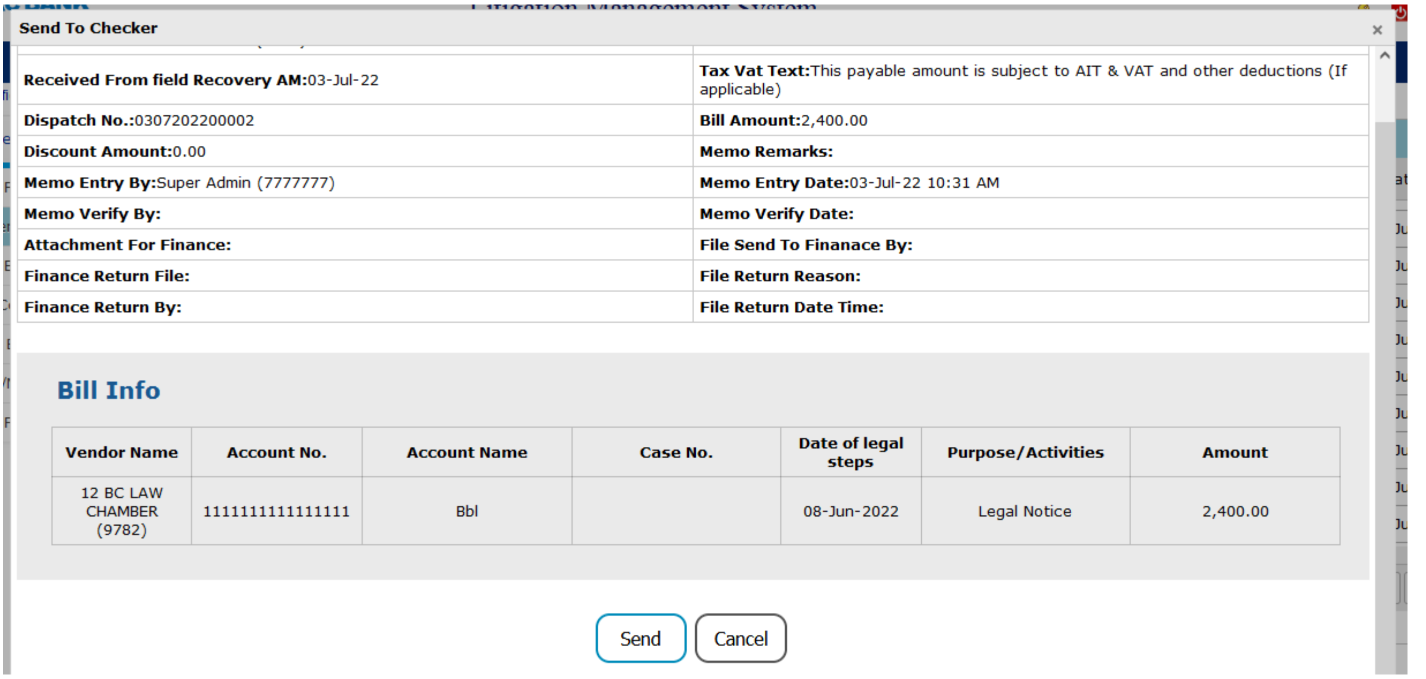


Figure 9.1.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.1.8 Verify (V)

Usage
This operation is used to verify Lawyer Bill. To verify Lawyer Bill do as following:

Menu Path
Head Office -> Bill Processing -> Lawyer Bill -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Lawyer Bill from Lawyer Bill data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

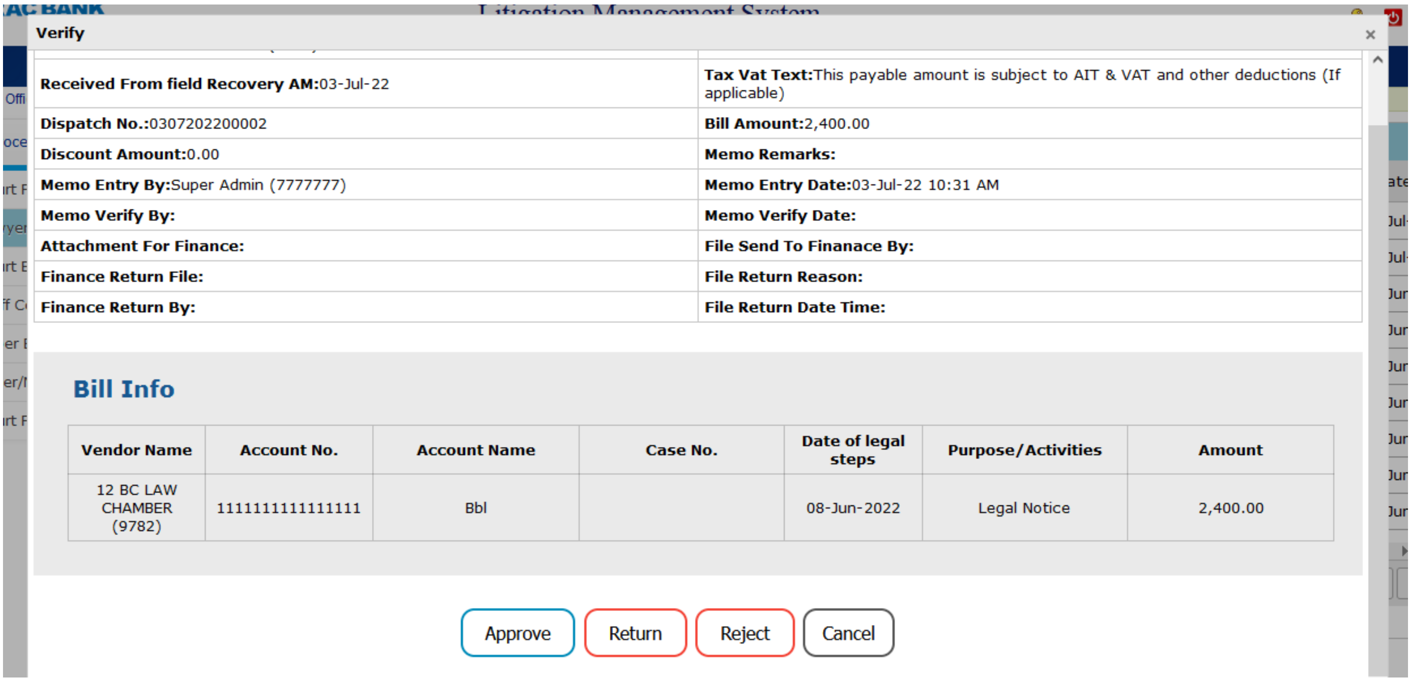


Figure 9.1.8:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Lawyer Bill Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Reject, Reject then Reason should be entry.
g) If User want to Cancel, Click Cancel Button.

9.1.9 Send to Finance (STF)

Usage
This operation is used to send to Finance in Lawyer Bill. To Send to Finance do as following:

Menu Path
Head Office -> Bill Processing -> Lawyer Bill -> **STF** (Send to Finance)

Operation

1. Find Send to Finance for which user are going to update Send to Finance from Lawyer Bill data table.
2. Click the icon under **STF** column. After Click, A pop window is shown.

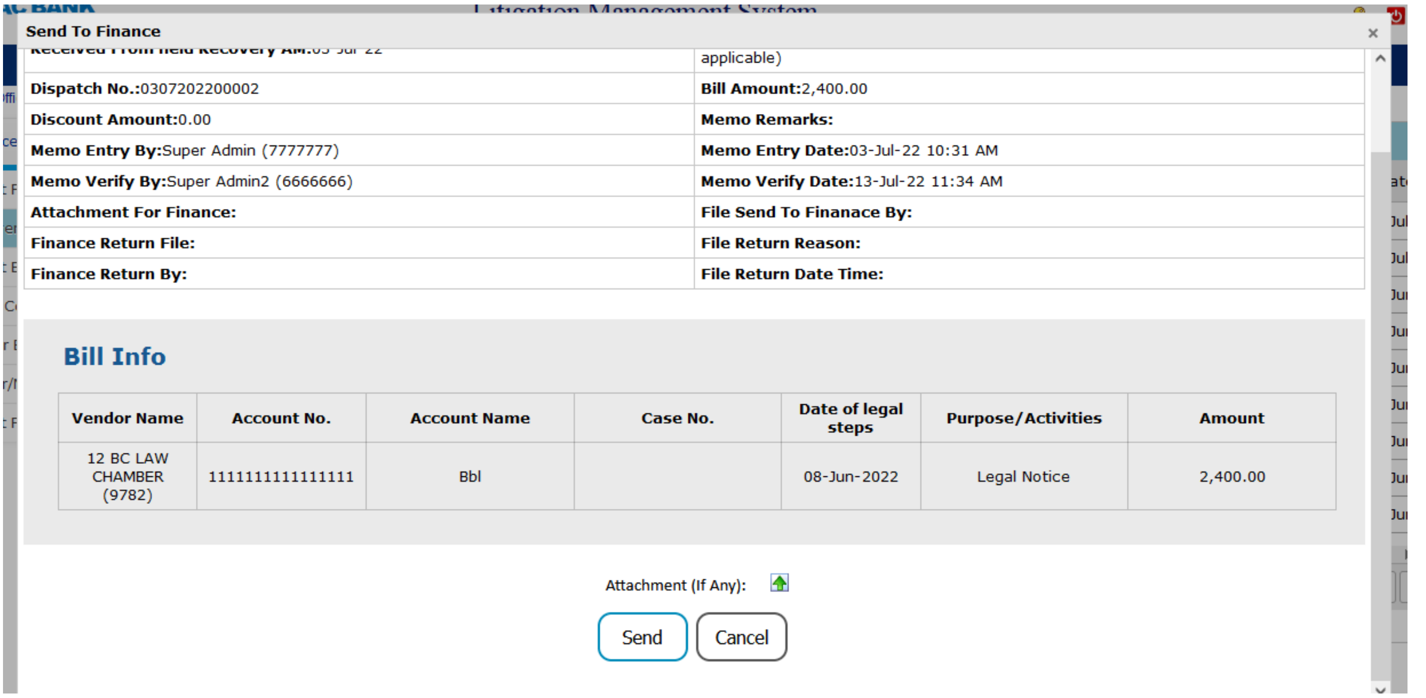


Figure 9.1.9:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.1.10 Verify From Finance (VF)

Usage

This operation is used to verify from Finance. To verify from Finance Lawyer Bill do as following:

Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **VF** (Verify from Finance)

Operation

a) Find Bill for which user are going to Verify from Finance Lawyer Bill from Lawyer Bill data table.

b) Click the icon under **VF** column. After Click, A pop window is shown.

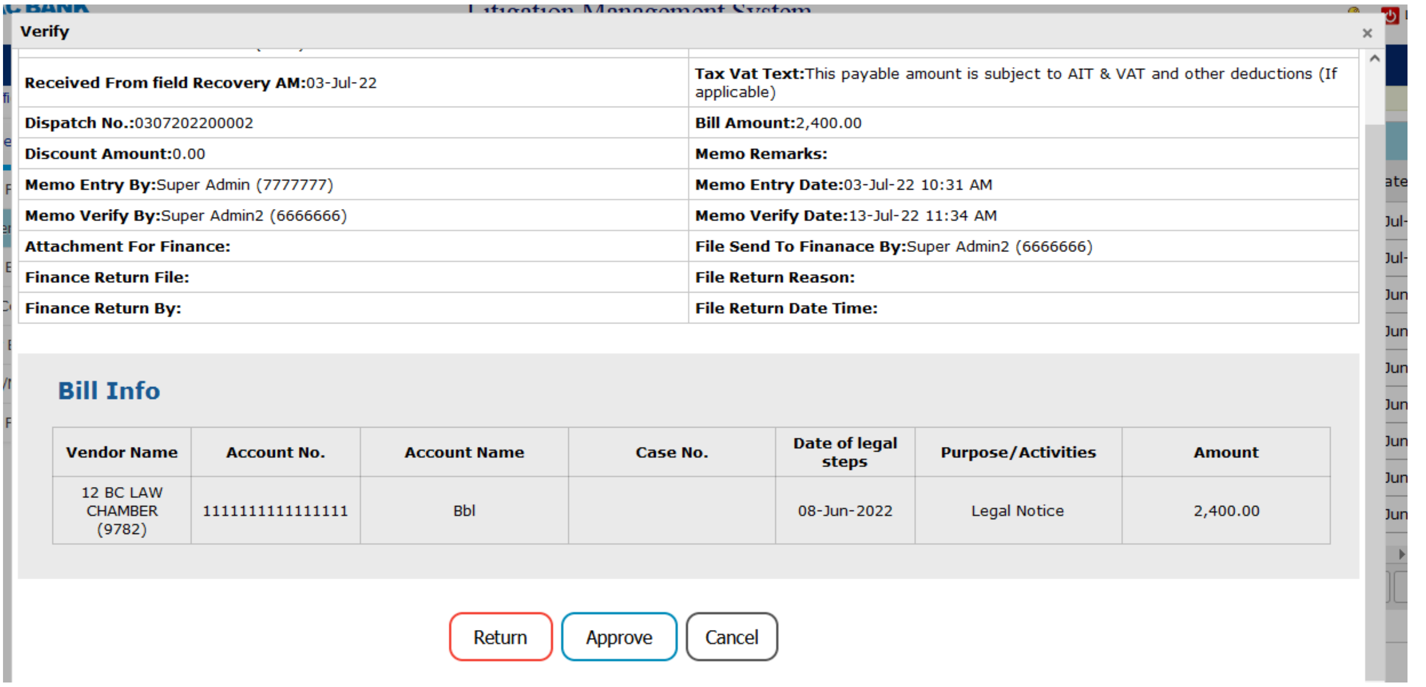


Figure 9.1.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Lawyer Bill Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.2 Court Fee
9.2.1 Add

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Legal Team -> Expenses -> Court Fee -> Form

Operation

1. Search Data:

Figure 9.2.1:1

2. Show Data:

Figure 9.2.1:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.2.2 Edit

Usage
This operation is used to edit any bill from the Court Fee grid table.

Menu Path
Legal Team -> Expenses -> Court Fee -> **E** (Edit)

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

a) Find bill for which the user is going to edit from Court Fee 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 Court Fee Details as required.
d) Click the **Update** button to update Court Fee.
e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.2.3 Send to Checker (STC)

Usage
This operation is used to send to Checker in Court Fee. To Send to Checker do as following:

Menu Path
Legal Team -> Expenses -> Court Fee -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Court Fee data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

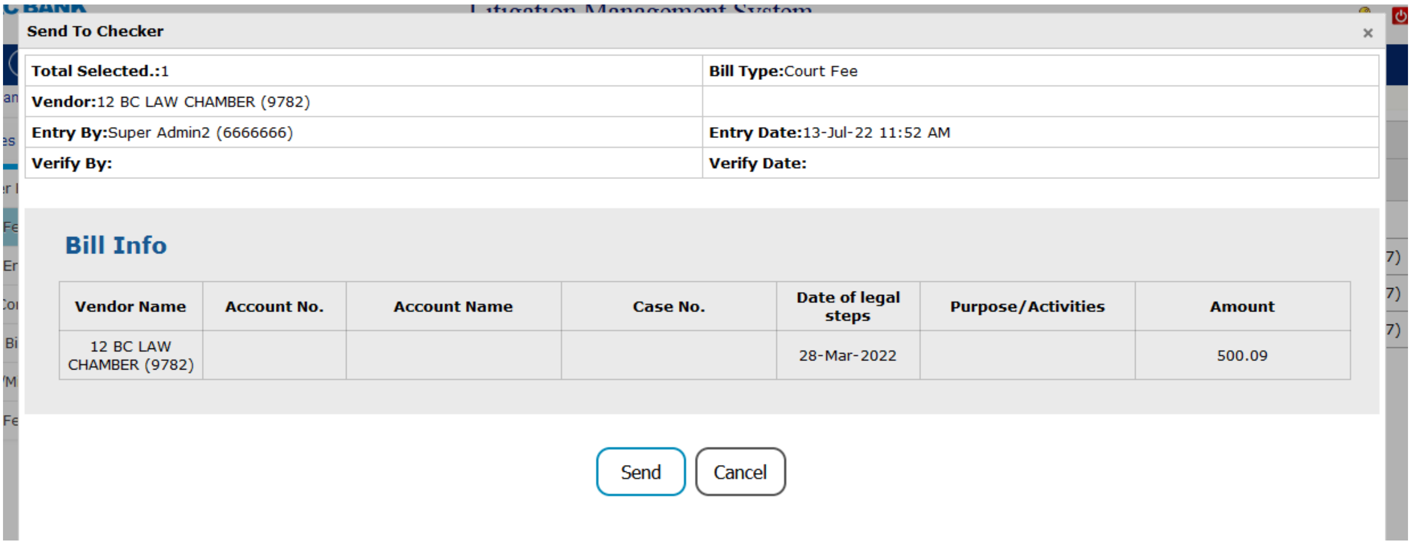


Figure 9.2.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.2.4 Verify (V)

Usage

This operation is used to verify Court Fee. To verify Court Fee do as following:

Menu Path

Legal Team -> Expenses -> Court Fee -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Court Fee from Court Fee data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

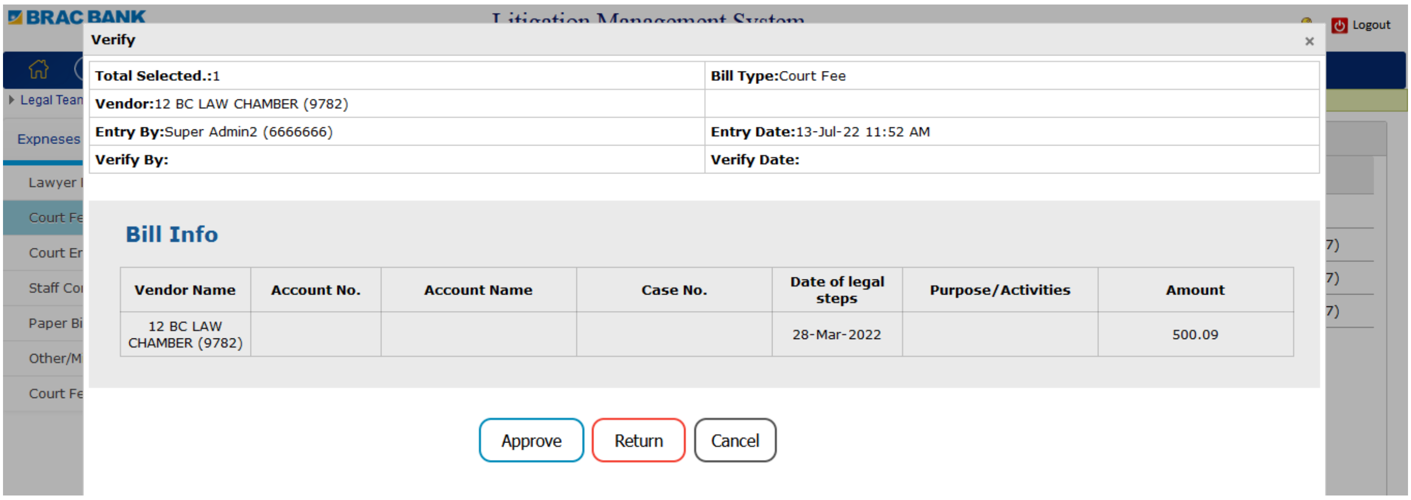


Figure 9.2.4:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Court Fee Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Cancel, Click Cancel Button.

9.2.5 Bill Process By HO

Usage
You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path
Head Office -> Bill Processing -> Court Fee -> Form

Operation
1. Search Data:

Figure 9.2.5:1

2. Show Data:

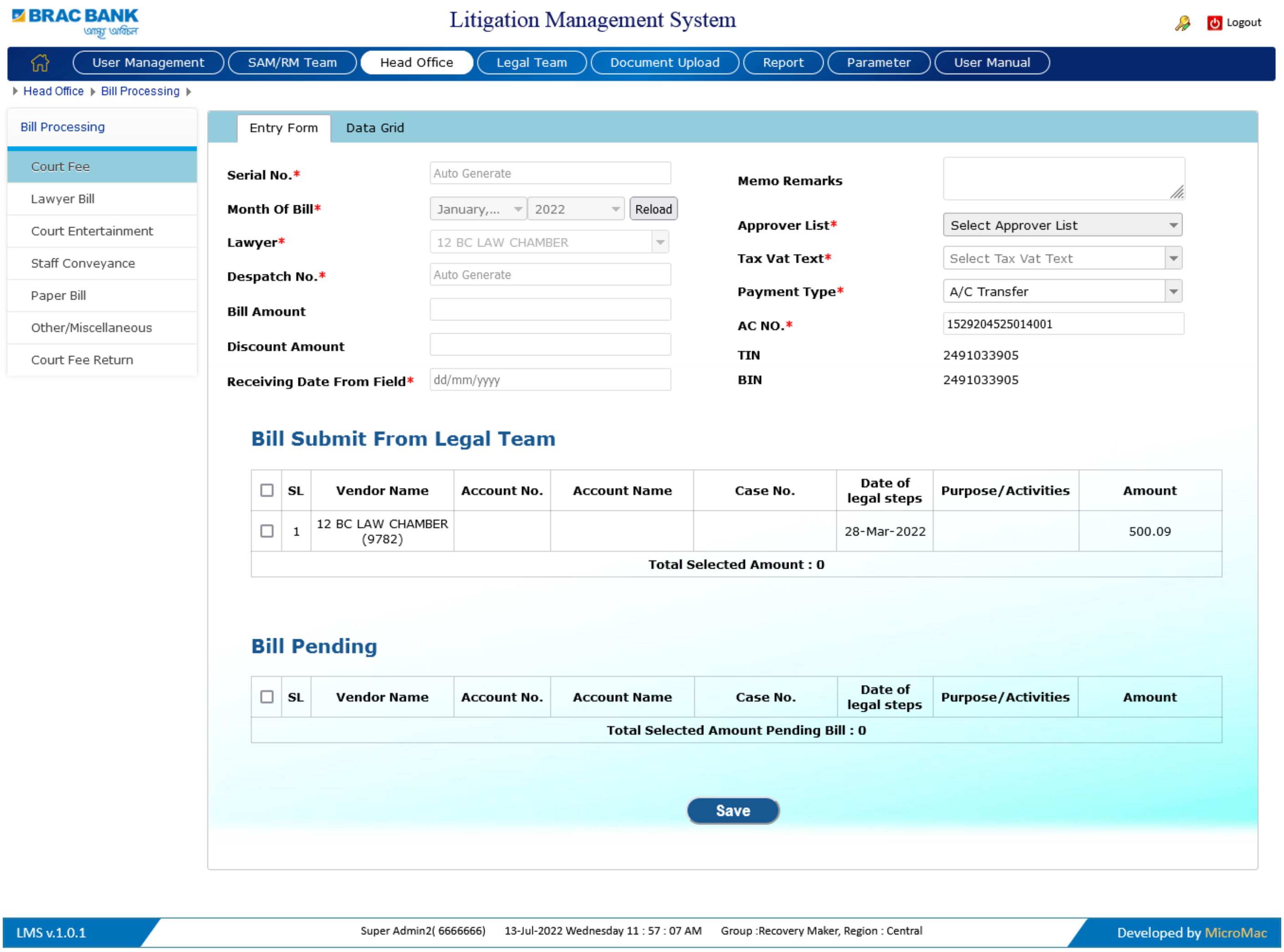


Figure 9.2.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.2.6 Edit

Usage

This operation is used to edit any bill from the Court Fee grid table.

Menu Path

Head Office -> Bill Processing -> Court Fee -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Court Fee 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 Court Fee Details as required.
d) Click the **Update** button to update Court Fee.
e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.2.7 Send to Checker (STC)

Usage

This operation is used to send to Checker in Court Fee. To Send to Checker do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

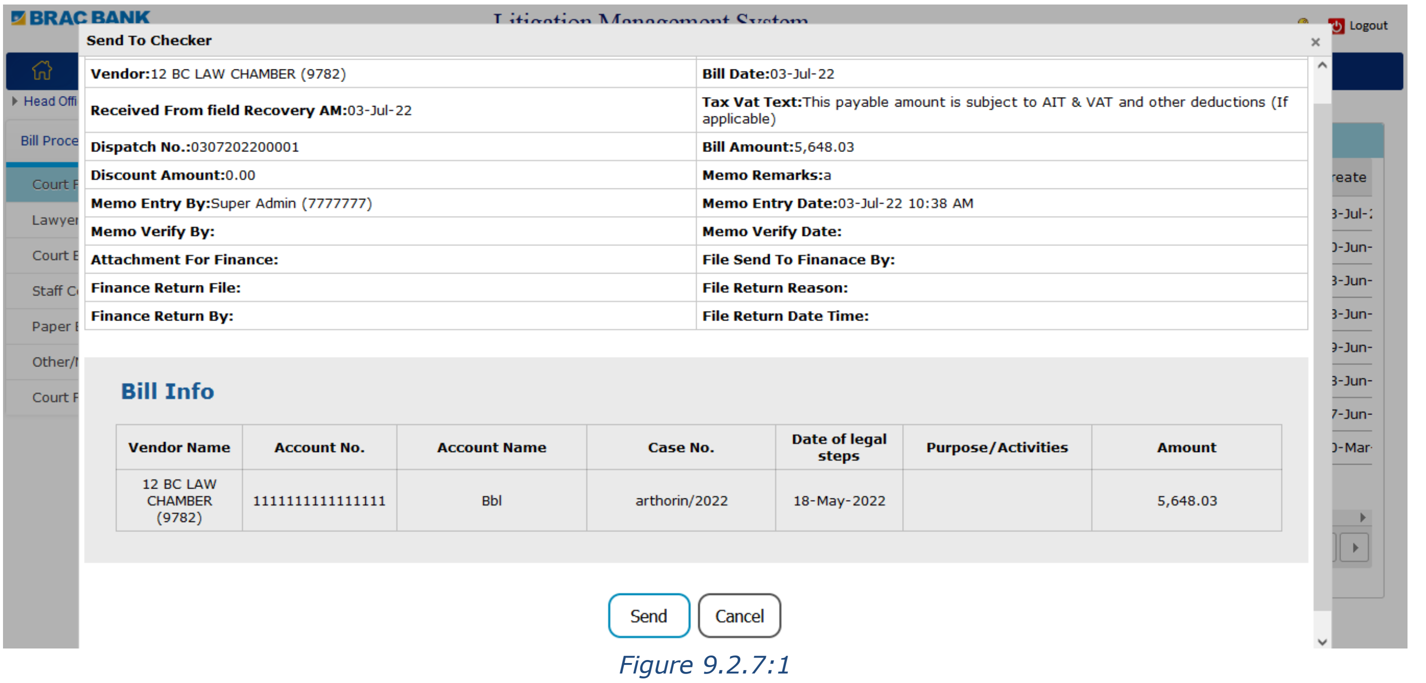


Figure 9.2.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.2.8 Verify (V)

Usage

This operation is used to verify Court Fee. To verify Court Fee do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Court Fee from Court Fee data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

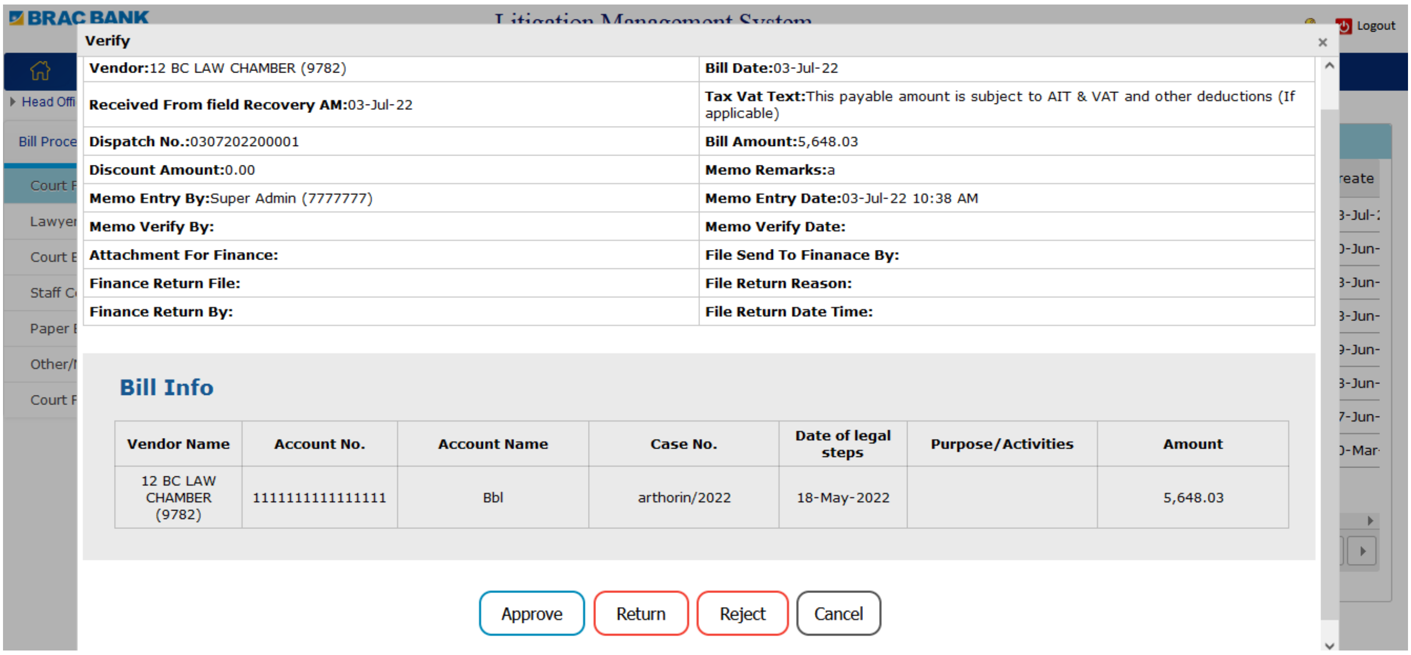


Figure 9.2.8:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Court Fee Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Reject, Reject then Reason should be entry.
g) If User want to Cancel, Click Cancel Button.

9.2.9 Send to Finance (STF)

Usage

This operation is used to send to Finance in Court Fee. To Send to Finance do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee-> **STF** (Send to Finance)

Operation

1. Find Send to Finance for which user are going to update Send to Finance from Court Fee data table.
2. Click the icon under **STF** column. After Click, A pop window is shown.

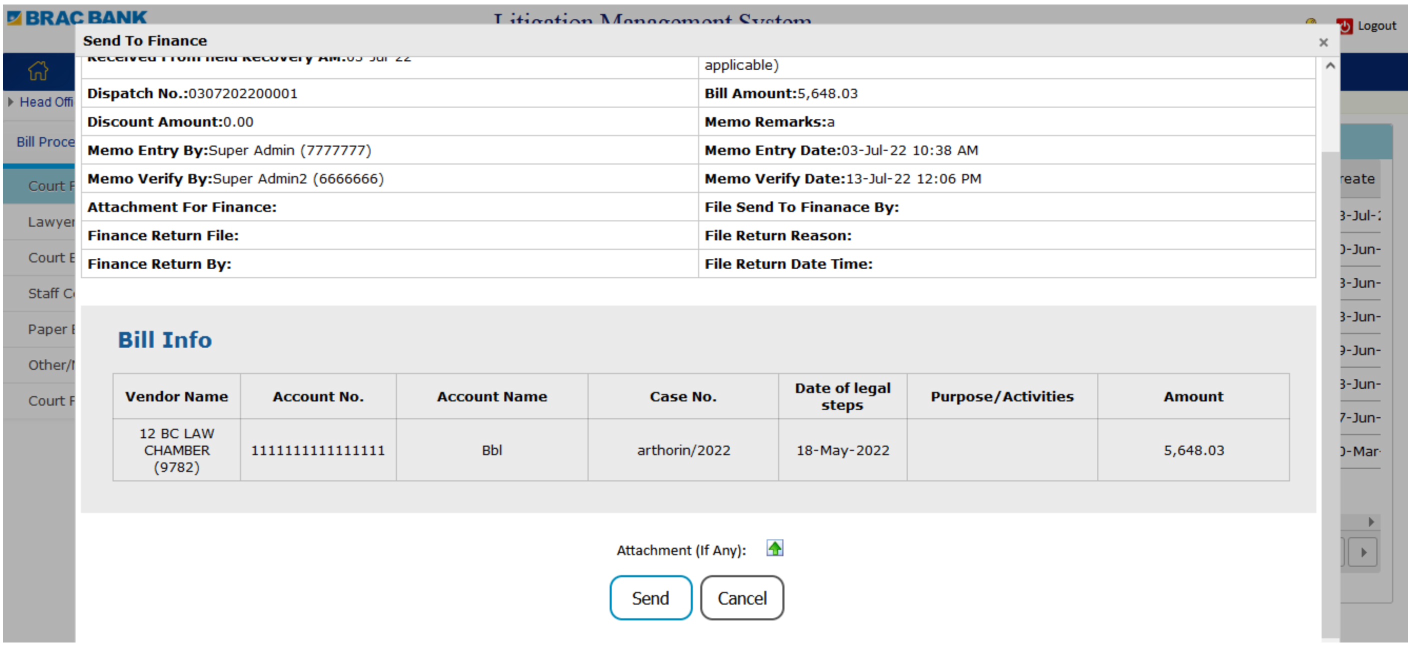


Figure 9.2.9:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.2.10 Verify From Finance (VF)

Usage

This operation is used to verify from Finance. To verify from Finance Court Fee do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee -> **VF** (Verify from Finance)

Operation

a) Find Bill for which user are going to Verify from Finance Court Fee from Court Fee data table.

b) Click the icon under **VF** column. After Click, A pop window is shown.

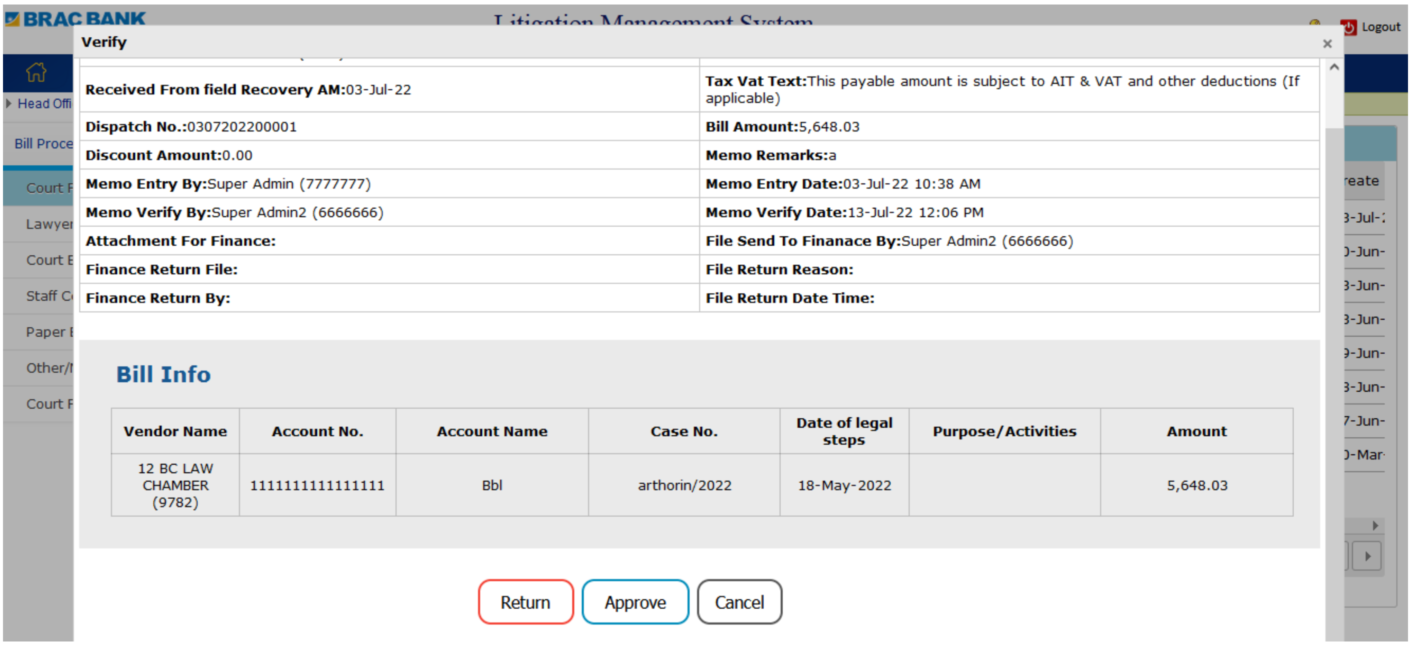


Figure 9.2.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Court Fee Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.3 Court Entertainment
9.3.1 Add

Usage

This operation is used to add Court Entertainment. To add Court Entertainment do as following:

Menu Path

Legal Team -> Expenses -> Court Entertainment -> Form

Operation

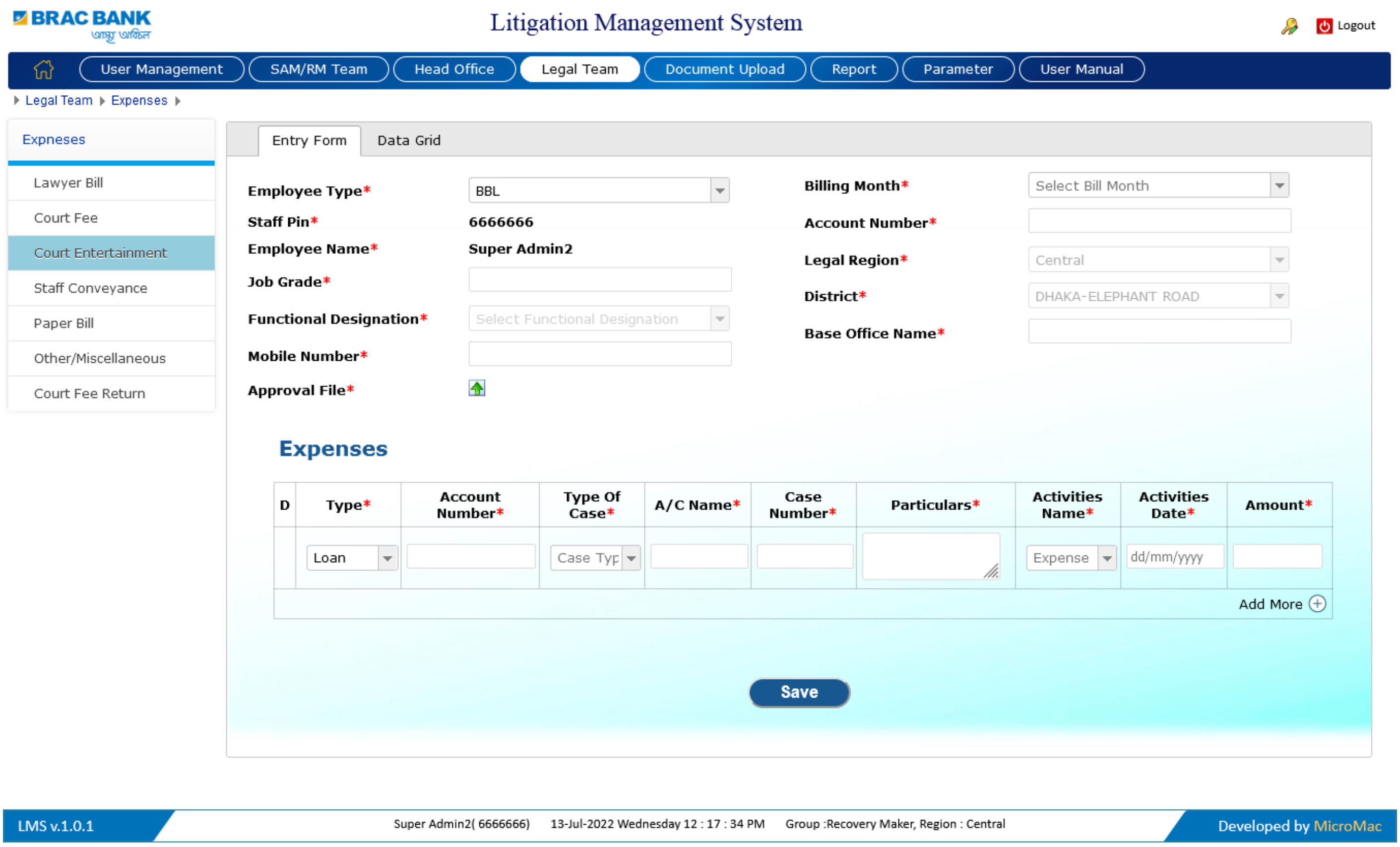


Figure 9.3.1:1

1. Enter data as required for Court Entertainment Bill into the input field of popup window. Then Click the Save button to add Court Entertainment Bill information.
2. In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment Bill 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.

9.3.2 Edit

Usage

This operation is used to edit any bill from the Court Entertainment grid table.

Menu Path

Legal Team -> Expenses -> Court Entertainment -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Court Entertainment 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 Court Entertainment Details as required.
d) Click the **Update** button to update Court Entertainment bill.
e) In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.3.3 Send to Checker (STC)

Usage

This operation is used to send to Checker in Court Entertainment. To Send to Checker do as following:

Menu Path

Legal Team -> Expenses -> Court Entertainment -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Entertainment data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

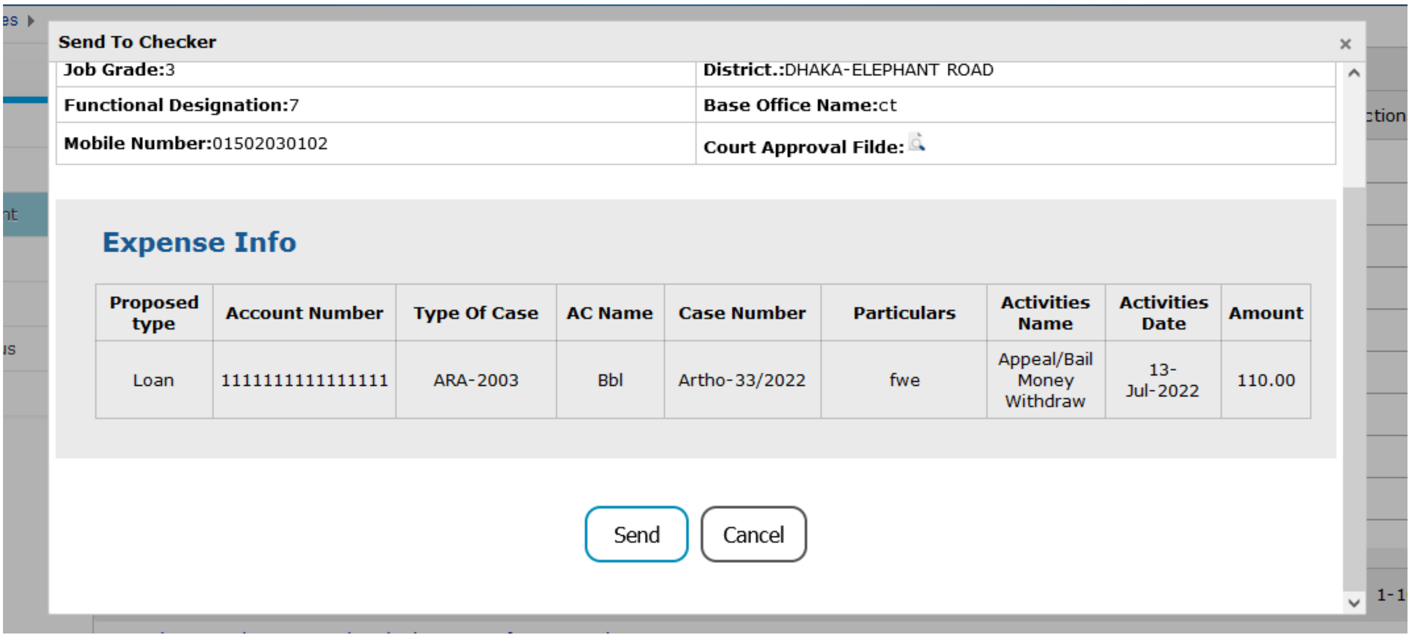


Figure 9.3.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.3.4 Verify (V)

Usage

This operation is used to verify Court Entertainment. To verify Court Entertainment do as following:

Menu Path

Legal Team -> Expenses -> Court Entertainment -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Court Entertainment from Court Entertainment data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

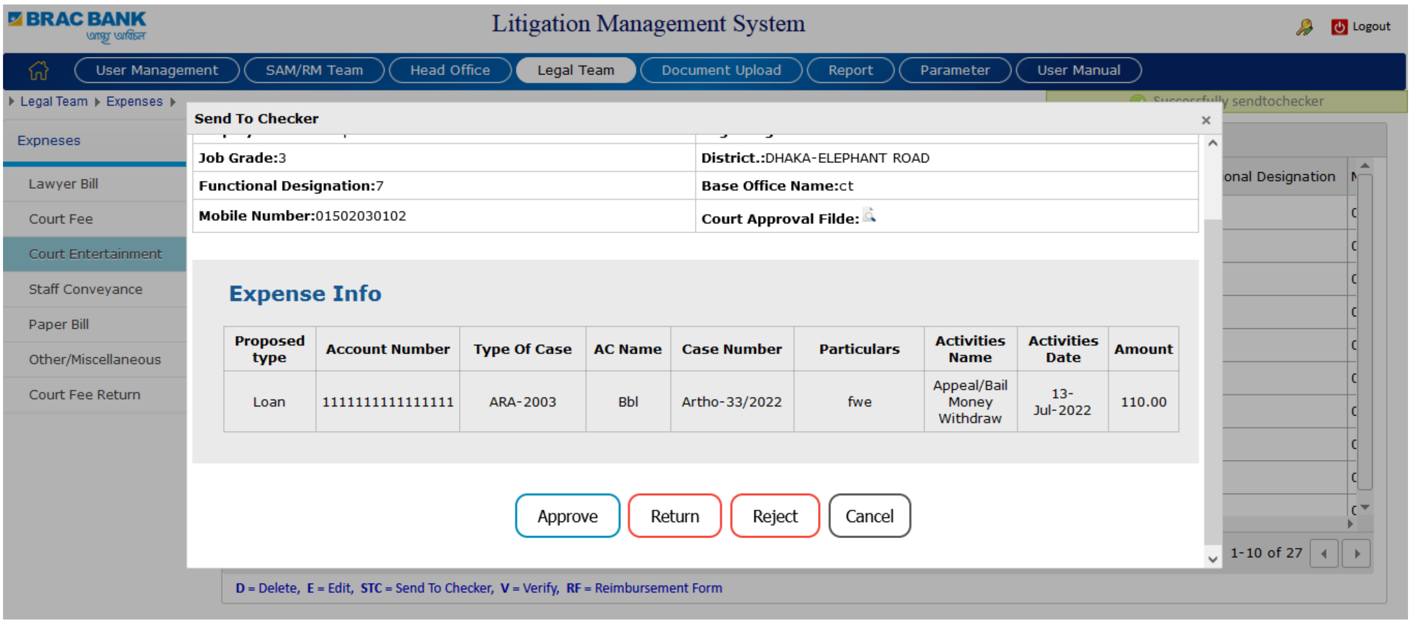


Figure 9.3.4:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Court Entertainment Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Reject, Reject then Reason should be entry.

g) If User want to Cancel, Click Cancel Button.

9.3.5 Bill Process By HO

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Head Office -> Bill Processing -> Court Entertainment -> Form

Operation

1. Search Data:

Figure 9.3.5:1

2. Show Data:

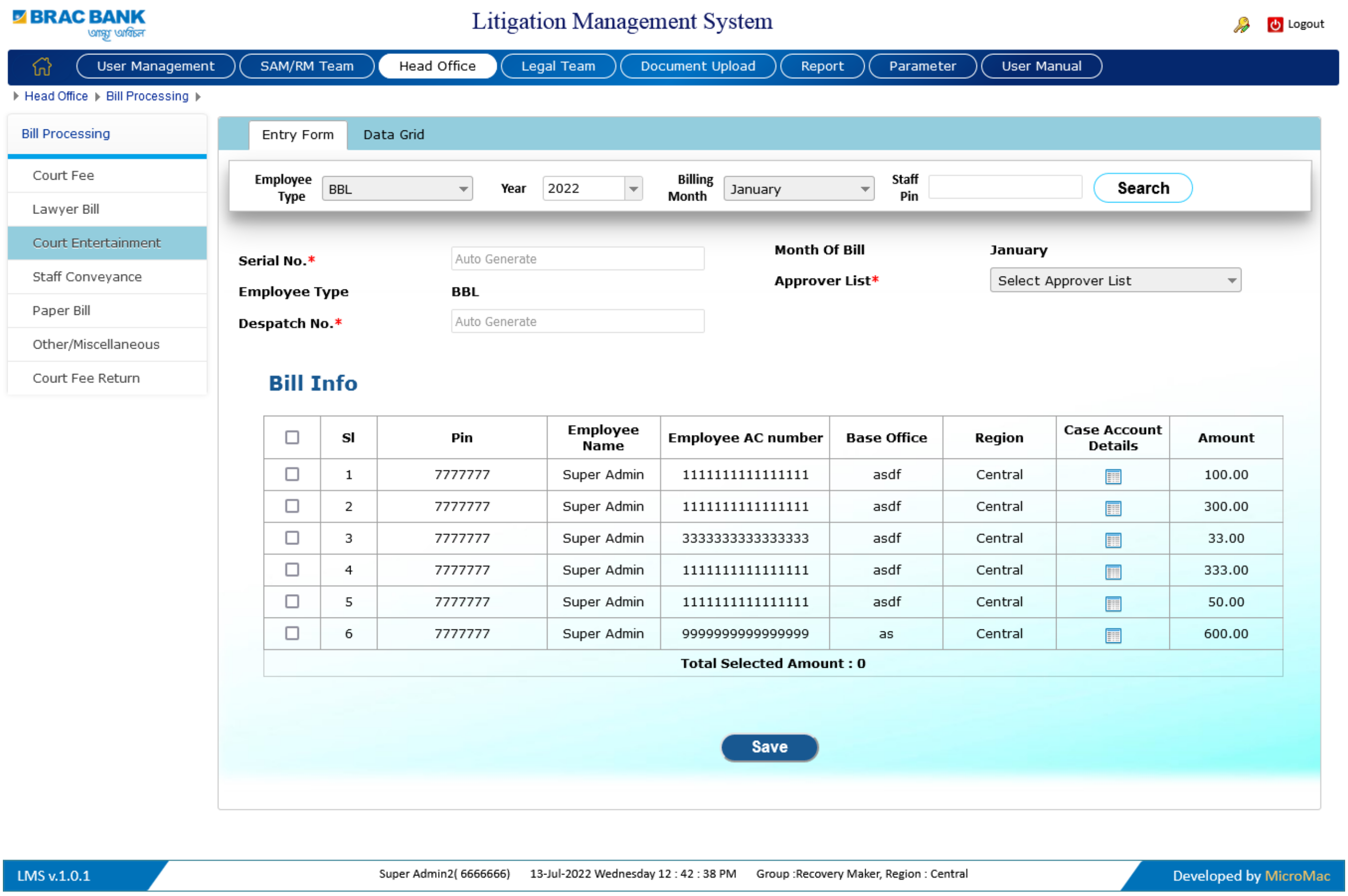


Figure 9.3.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.3.6 Edit

Usage
This operation is used to edit any bill from the Court Entertainment grid table.

Menu Path
Head Office -> Bill Processing -> Court Entertainment -> **E** (Edit)

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

a) Find bill for which the user is going to edit from Court Entertainment 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 Court Entertainment Details as required.
d) Click the **Update** button to update Court Entertainment.
e) In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment will be saved properly and the popup window will be closed automatically with “Successfully Updated” 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.

9.3.7 Send to Checker (STC)

Usage
This operation is used to send to Checker in Court Entertainment. To Send to Checker do as following:

Menu Path
Head Office -> Bill Processing -> Court Entertainment -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Court Entertainment data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

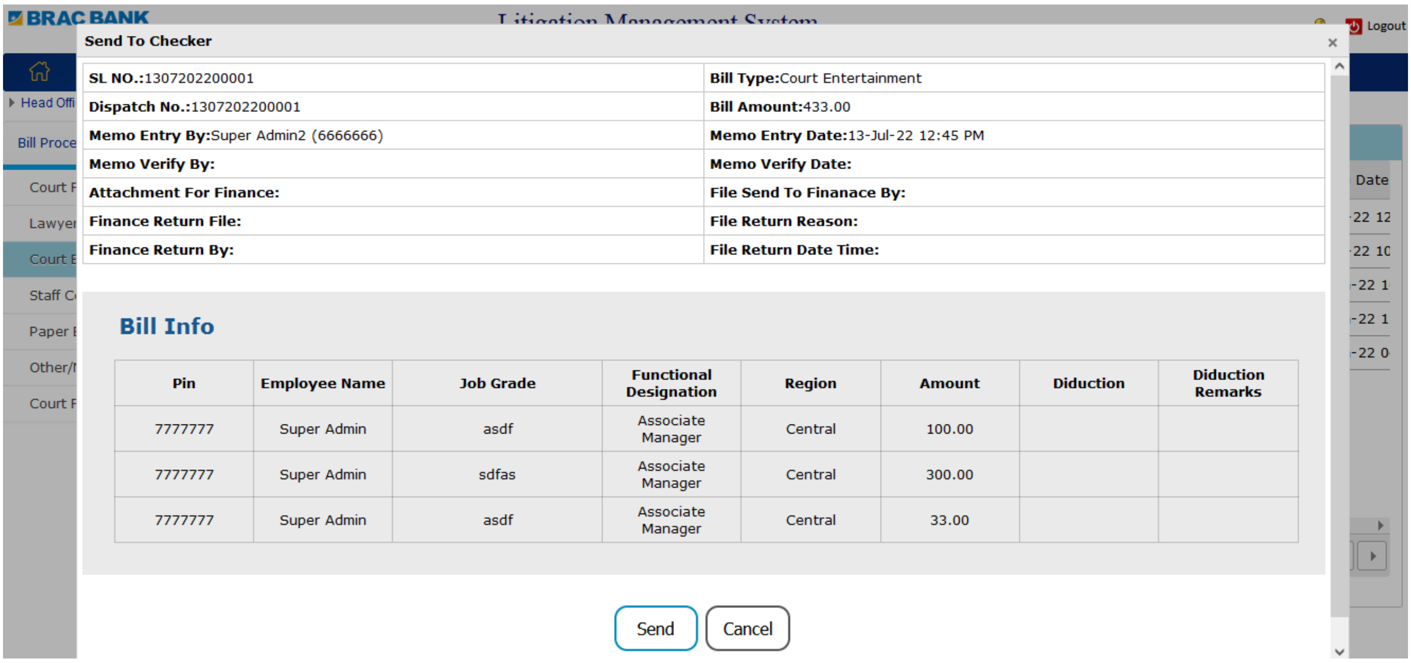


Figure 9.3.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.3.8 Verify (V)

Usage
This operation is used to verify Court Fee. To verify Court Entertainment do as following:

Menu Path
Head Office -> Bill Processing -> Court Entertainment -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Court Entertainment from Court Entertainment data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

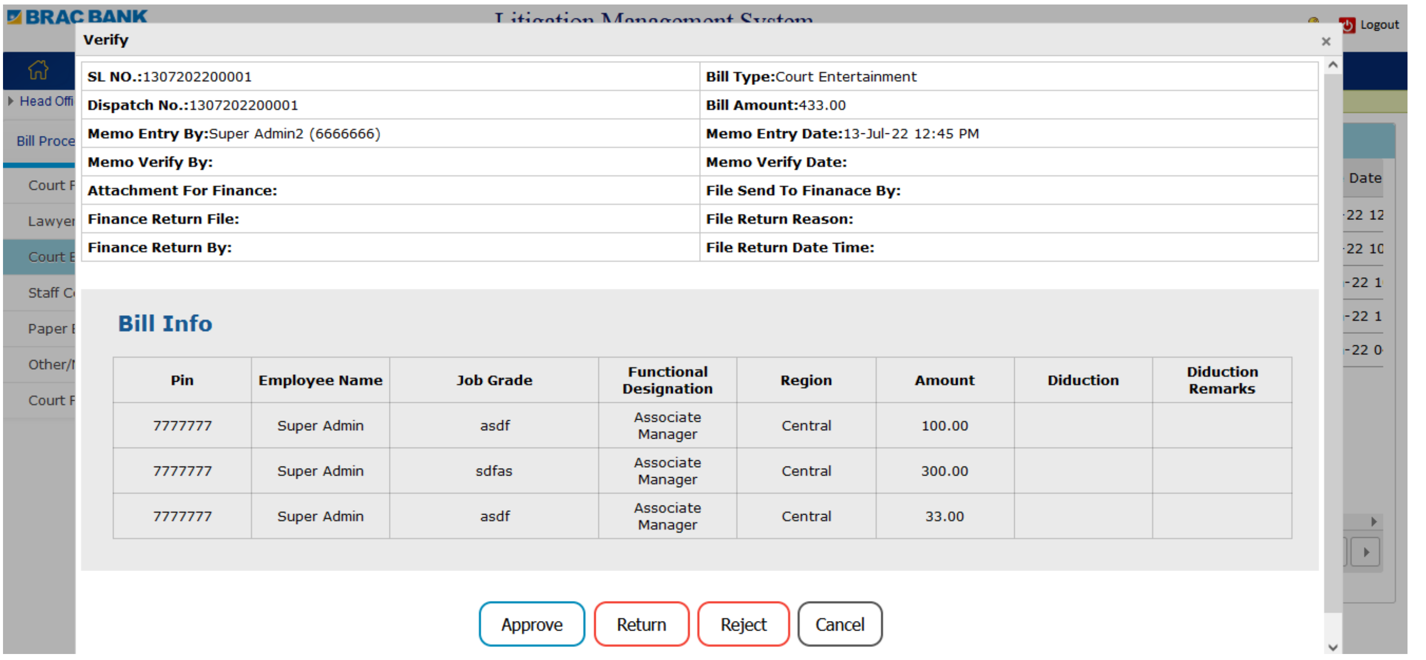


Figure 9.3.8:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Court Entertainment Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Reject, Reject then Reason should be entry.

g) If User want to Cancel, Click Cancel Button.

9.3.9 Send to Finance (STF)

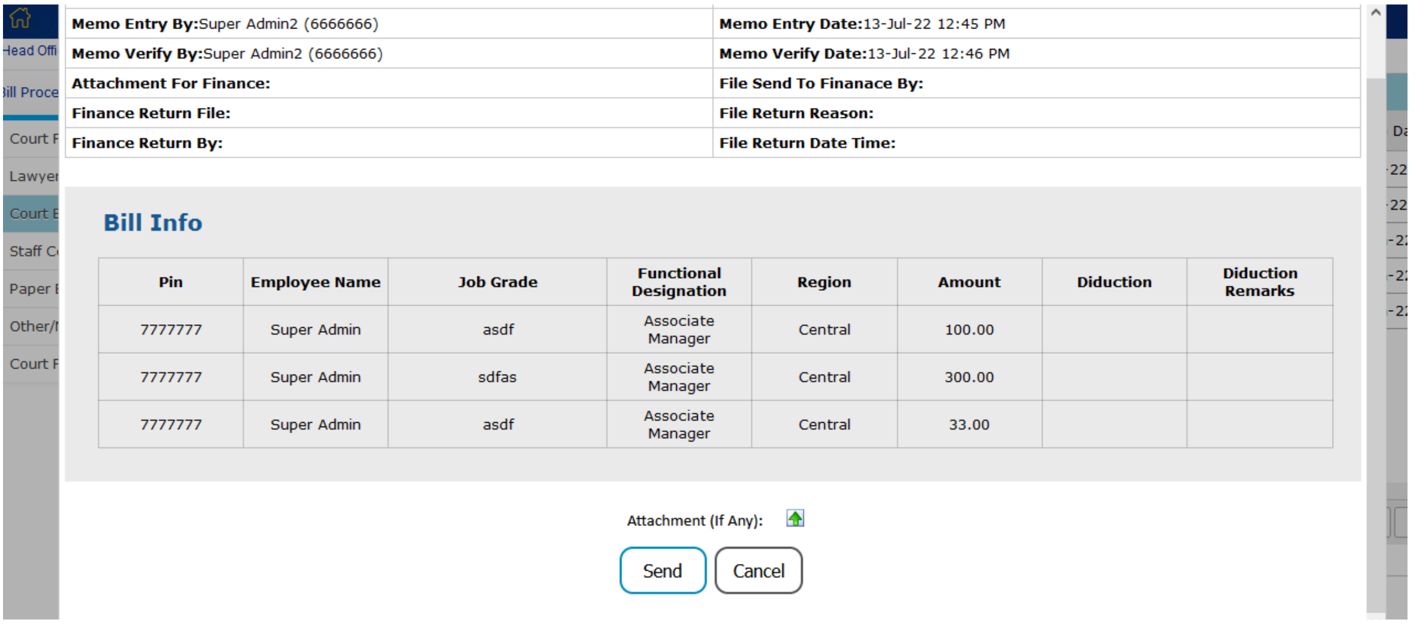
Usage
This operation is used to send to Finance in Court Entertainment. To Send to Finance do as following:

Menu Path
Head Office -> Bill Processing -> Court Entertainment -> **STF** (Send to Finance)

Operation

a) Find Send to Finance for which user are going to update Send to Finance from Court Entertainment data table.

b) Click the icon under **STF** column. After Click, A pop window is shown.



Memo Entry By: Super Admin2 (6666666)	**Memo Entry Date:**13-Jul-22 12:45 PM
Memo Verify By: Super Admin2 (6666666)	**Memo Verify Date:**13-Jul-22 12:46 PM
Attachment For Finance:	**File Send To Finanace By:**
Finance Return File:	**File Return Reason:**
Finance Return By:	**File Return Date Time:**

Bill Info

Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

Figure 9.3.9:1

c) After click Send Button, Successfully Send message will be shown.

d) After Successfully Send the data will be parked to Common Queue.

9.3.10 Verify From Finance (VF)

Usage

This operation is used to verify from Finance. To verify from Finance Court Entertainment do as following:

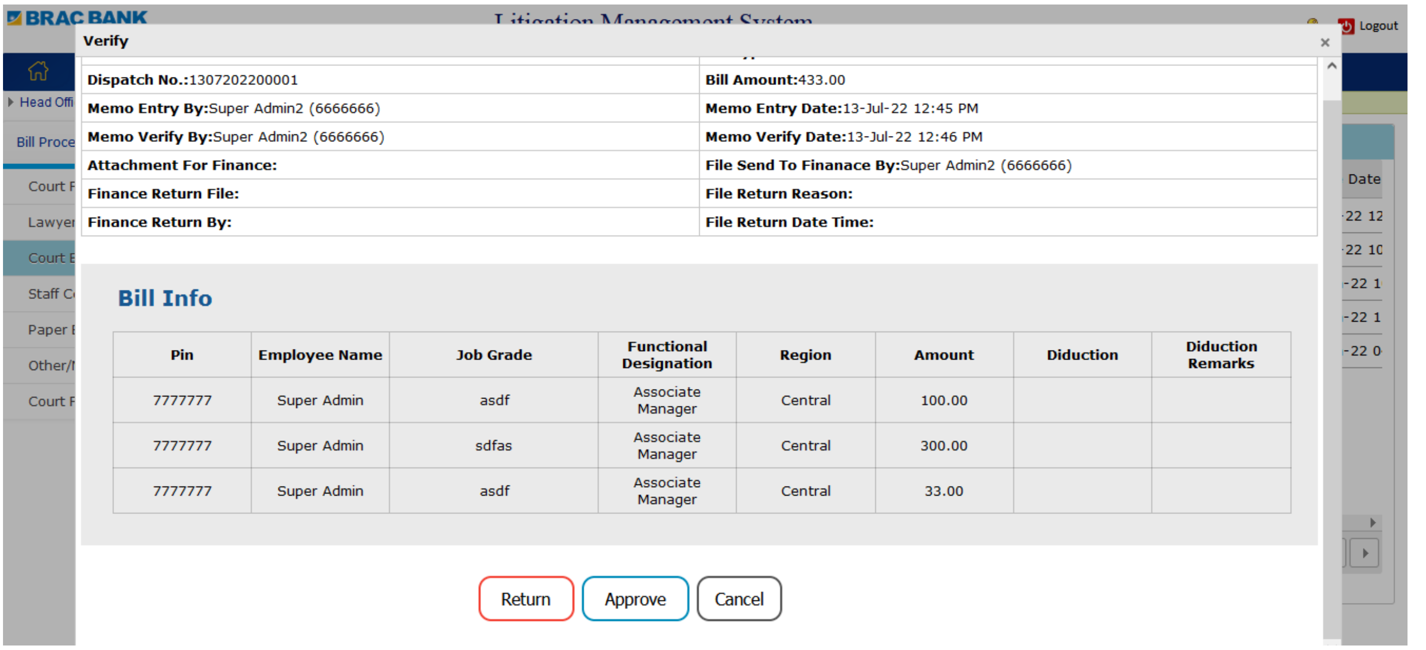
Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **VF** (Verify from Finance)

Operation

a) Find Bill for which user are going to Verify from Finance Court Entertainment from Court Entertainment data table.

b) Click the icon under **VF** column. After Click, A pop window is shown.



Dispatch No.:1307202200001	**Bill Amount:**433.00
Memo Entry By: Super Admin2 (6666666)	**Memo Entry Date:**13-Jul-22 12:45 PM
Memo Verify By: Super Admin2 (6666666)	**Memo Verify Date:**13-Jul-22 12:46 PM
Attachment For Finance:	**File Send To Finanace By:**Super Admin2 (6666666)
Finance Return File:	**File Return Reason:**
Finance Return By:	**File Return Date Time:**

Bill Info

Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

Figure 9.3.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Court Entertainment Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.4 Staff Conveyance

9.4.1 Add

Usage

This operation is used to add Staff Conveyance. To add Staff Conveyance do as following:

Menu Path

Legal Team -> Expenses -> Staff Conveyance -> Form

Operation

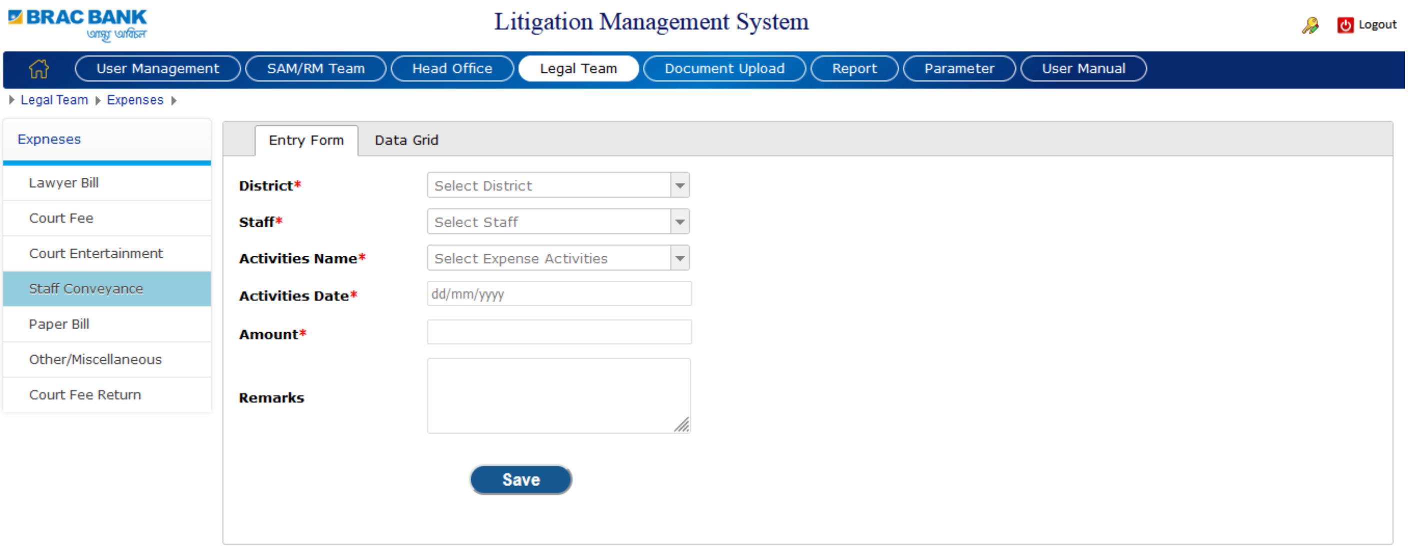


Figure 9.4.1:1

1. Enter data as required for Staff Conveyance Bill into the input field of popup window. Then Click the Save button to add Staff Conveyance Bill information.
2. In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance Bill 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.

9.4.2 Edit

Usage

This operation is used to edit any bill from the Staff Conveyance grid table.

Menu Path

Legal Team -> Expenses -> Staff Conveyance -> **E** (Edit)

Operation

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

h) Find bill for which the user is going to edit from Staff Conveyance 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 Staff Conveyance Details as required.
k) Click the **Update** button to update Staff Conveyance bill.
l) In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.4.3 Send to Checker (STC)

Usage
This operation is used to send to Checker in Staff Conveyance. To Send to Checker do as following:

Menu Path
Legal Team -> Expenses -> Staff Conveyance -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Staff Conveyance data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

Figure 9.4.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.4.4 Verify (V)

Usage
This operation is used to verify Staff Conveyance. To verify Staff Conveyance do as following:

Menu Path
Legal Team -> Expenses -> Staff Conveyance -> **V** (Verify)

Operation
a) Find Bill for which user are going to Verify Staff Conveyance from Staff Conveyance data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

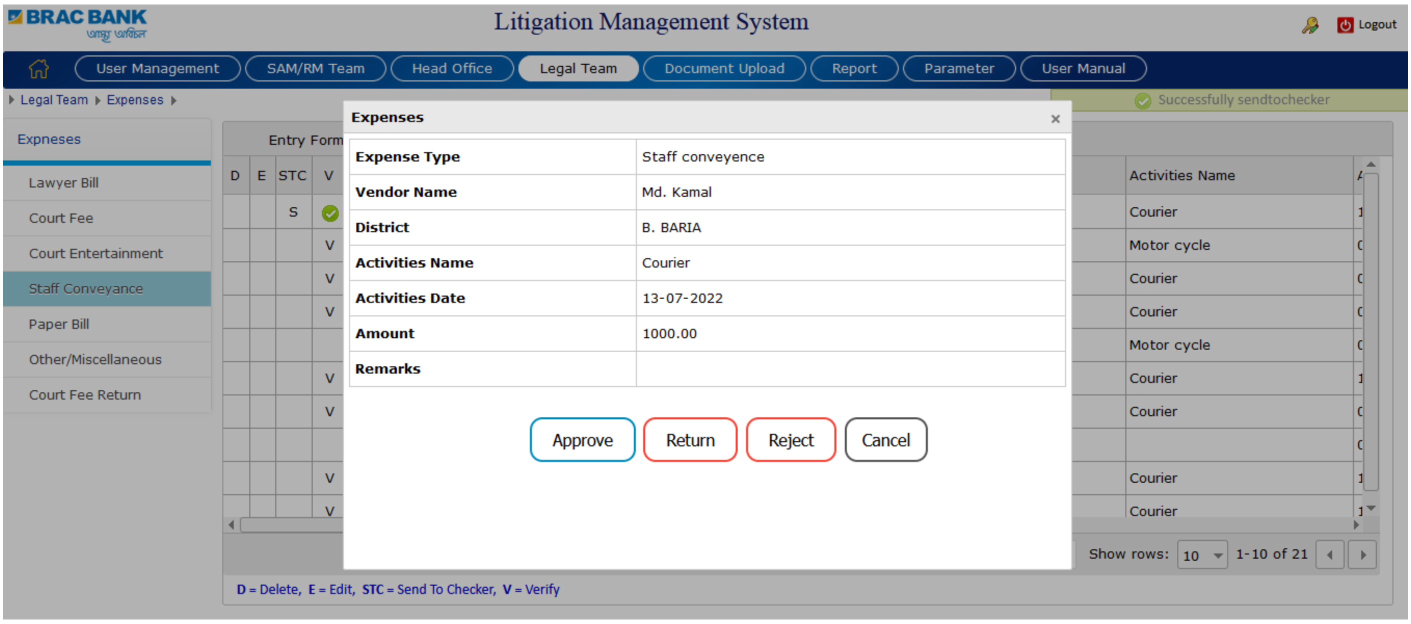


Figure 9.4.4:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Staff Conveyance Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Reject, Reject then Reason should be entry.
g) If User want to Cancel, Click Cancel Button.

9.4.5 Bill Process by HO

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> Form

Operation

1. Search Data:

Figure 9.4.5:1

2. Show Data:

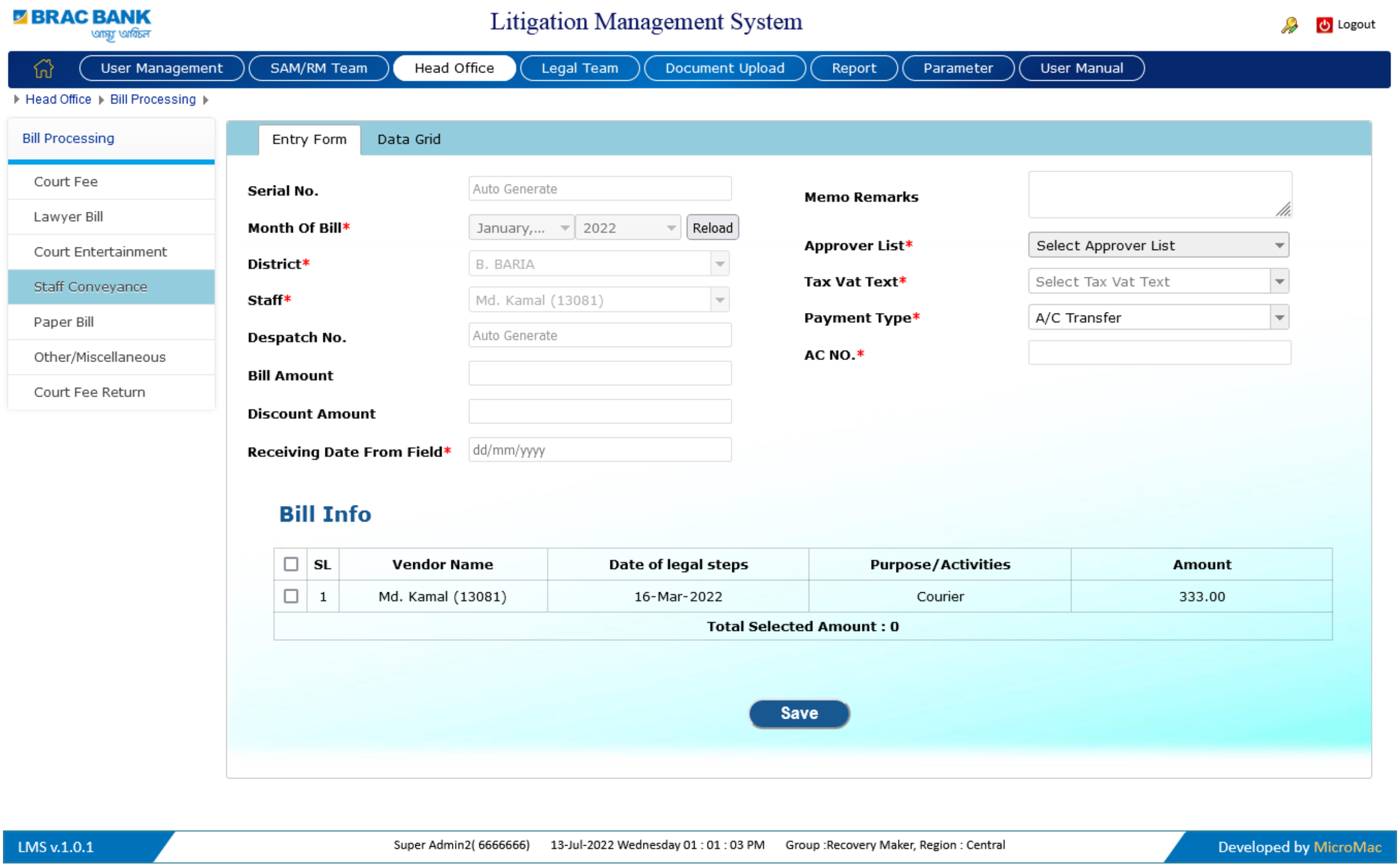


Figure 9.4.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.4.6 Edit

Usage

This operation is used to edit any bill from the Staff Conveyance grid table.

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **E** (Edit)

Operation

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

h) Find bill for which the user is going to edit from Staff Conveyance 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 Staff Conveyance Details as required.
k) Click the **Update** button to update Staff Conveyance.
l) In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.4.7 Send to Checker (STC)

Usage

This operation is used to send to Checker in Staff Conveyance. To Send to Checker do as following:

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Staff Conveyance data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

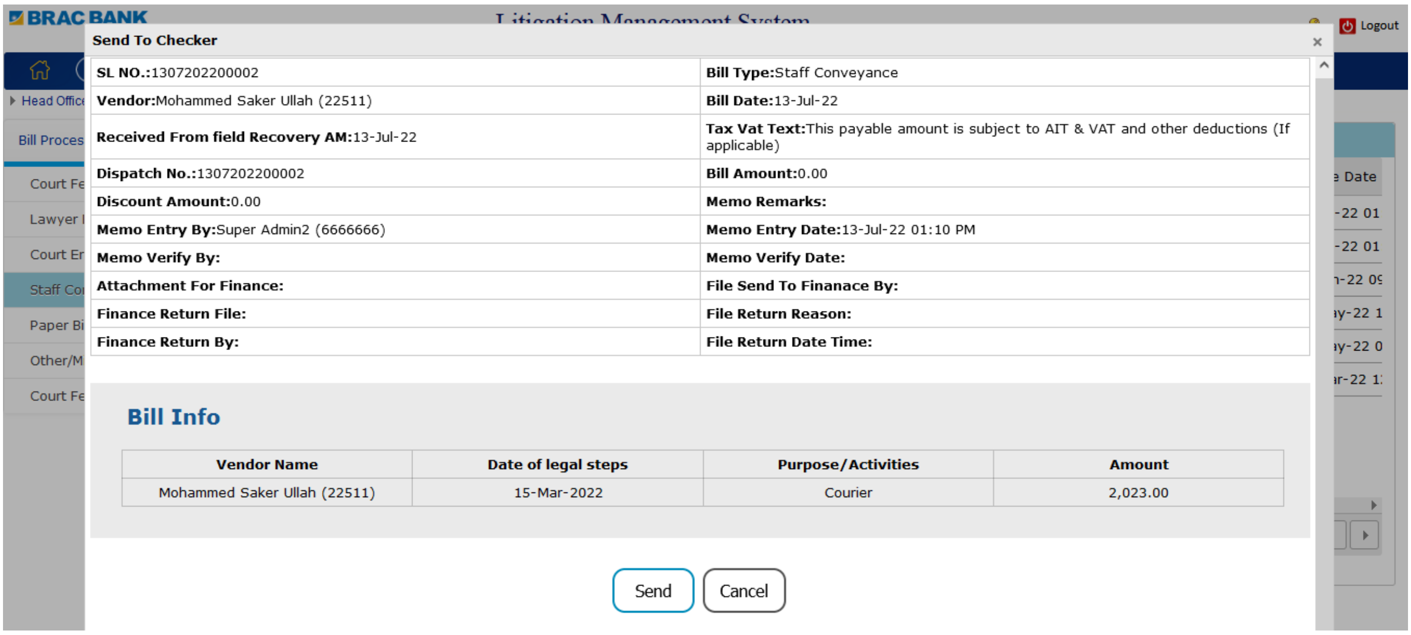


Figure 9.4.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.4.8 Verify (V)

Usage

This operation is used to verify Court Fee. To verify Staff Conveyance do as following:

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Staff Conveyance from Staff Conveyance data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

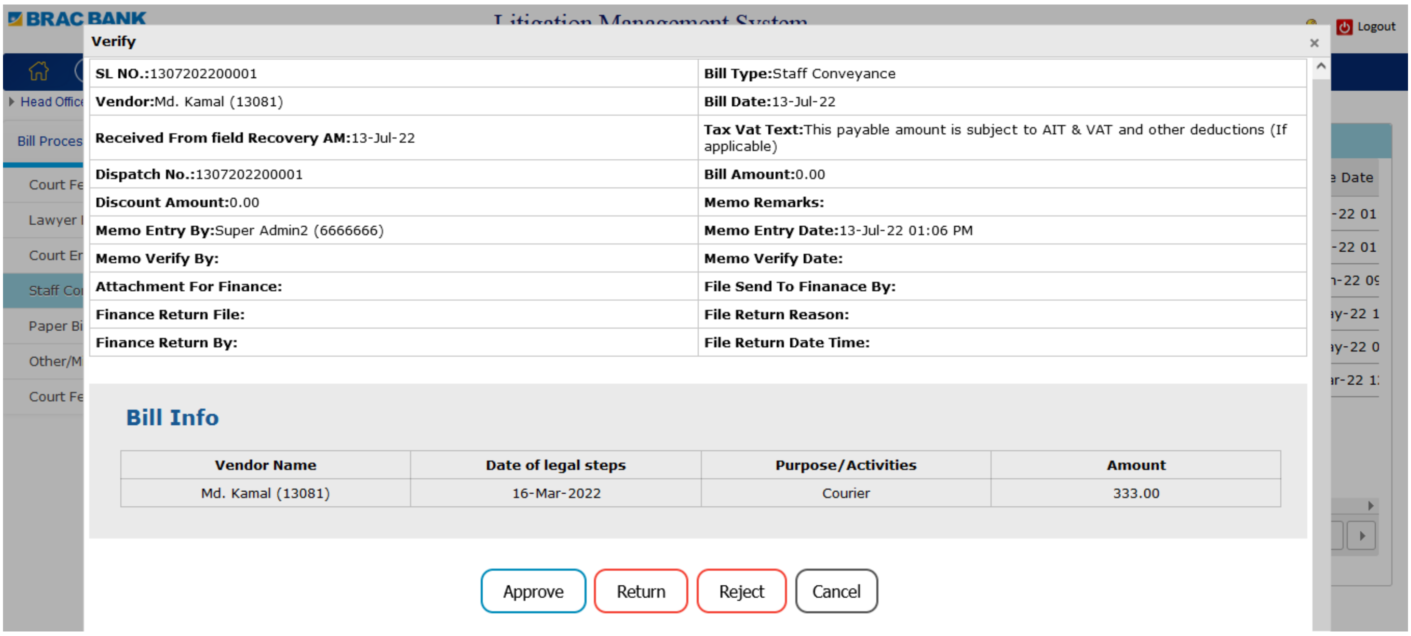


Figure 9.4.8:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Staff Conveyance Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Reject, Reject then Reason should be entry.

g) If User want to Cancel, Click Cancel Button.

9.4.9 Send to Finance (STF)

Usage

This operation is used to send to Finance in Staff Conveyance. To Send to Finance do as following:

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **STF** (Send to Finance)

Operation

a) Find Send to Finance for which user are going to update Send to Finance from Staff Conveyance data table.

b) Click the icon under **STF** column. After Click, A pop window is shown.

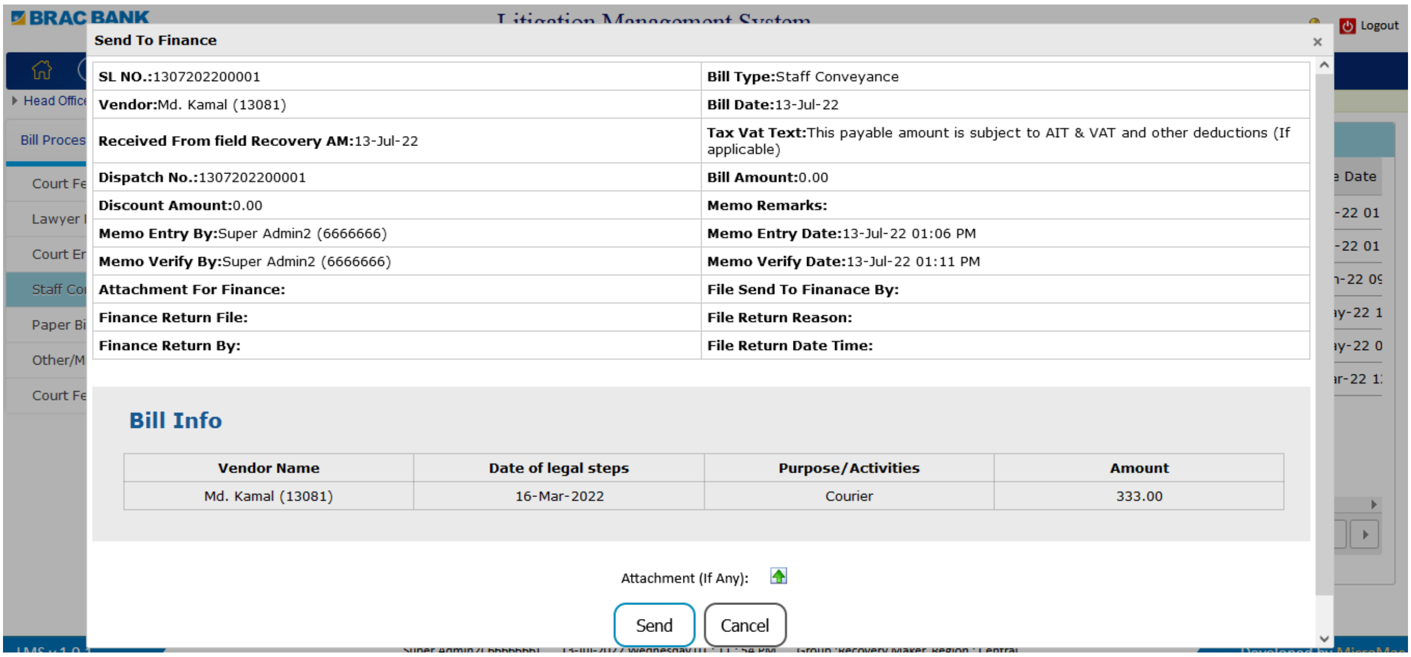


Figure 9.4.9:1

c) After click Send Button, Successfully Send message will be shown.

d) After Successfully Send the data will be parked to Common Queue.

9.4.10 Verify From Finance (VF)

Usage

This operation is used to verify from Finance. To verify from Finance Staff Conveyance do as following:

Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **VF** (Verify from Finance)

Operation

a) Find Bill for which user are going to Verify from Finance Staff Conveyance from Staff Conveyance data table.

b) Click the icon under **VF** column. After Click, A pop window is shown.

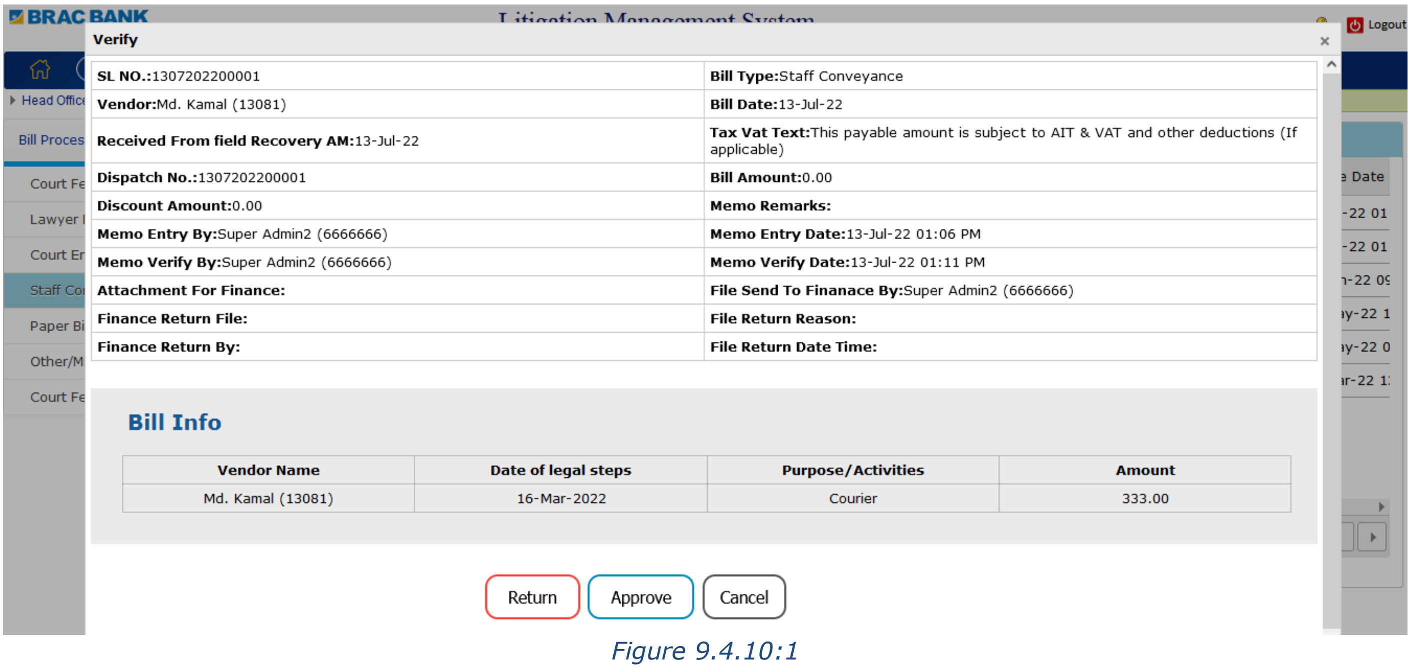


Figure 9.4.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Staff Conveyance Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.5 Paper Bill
9.5.1 Add

Usage

This operation is used to add Paper Bill. To add Paper Bill do as following:

Menu Path

Legal Team -> Expenses -> Paper Bill -> Form

Operation

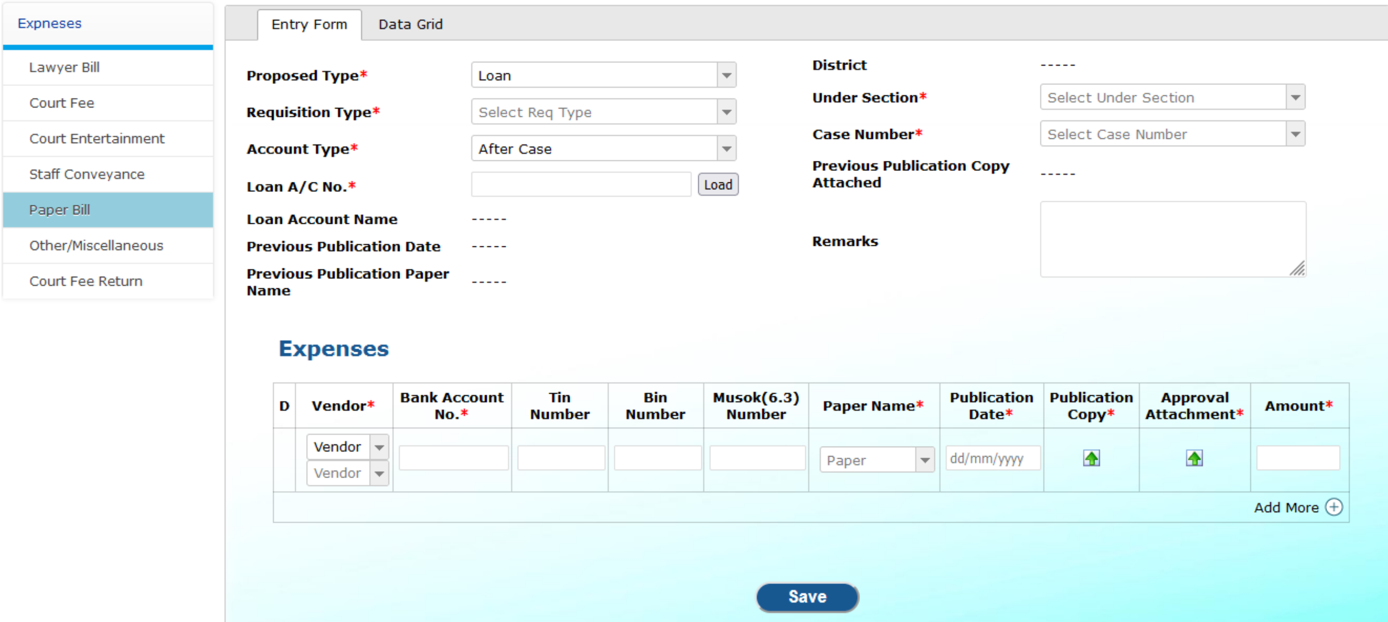


Figure 9.5.1:1

a) Enter data as required for Paper Bill into the input field of popup window. Then Click the Save button to add Paper Bill information.

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

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

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

9.5.2 Edit

Usage

This operation is used to edit any bill from the Paper Bill grid table.

Menu Path

Legal Team -> Expenses -> Paper Bill -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Paper Bill 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 Paper Bill Details as required.
d) Click the **Update** button to update Paper Bill.
e) In case of any wrong input, system shows appropriate message. Otherwise, Paper Bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.5.3 Send to Checker (STC)

Usage

This operation is used to send to Checker in Paper Bill. To Send to Checker do as following:

Menu Path

Legal Team -> Expenses -> Paper Bill -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Paper Bill data table.
2. Click the icon ➡ under **STC** column. After Click, A pop window is shown.

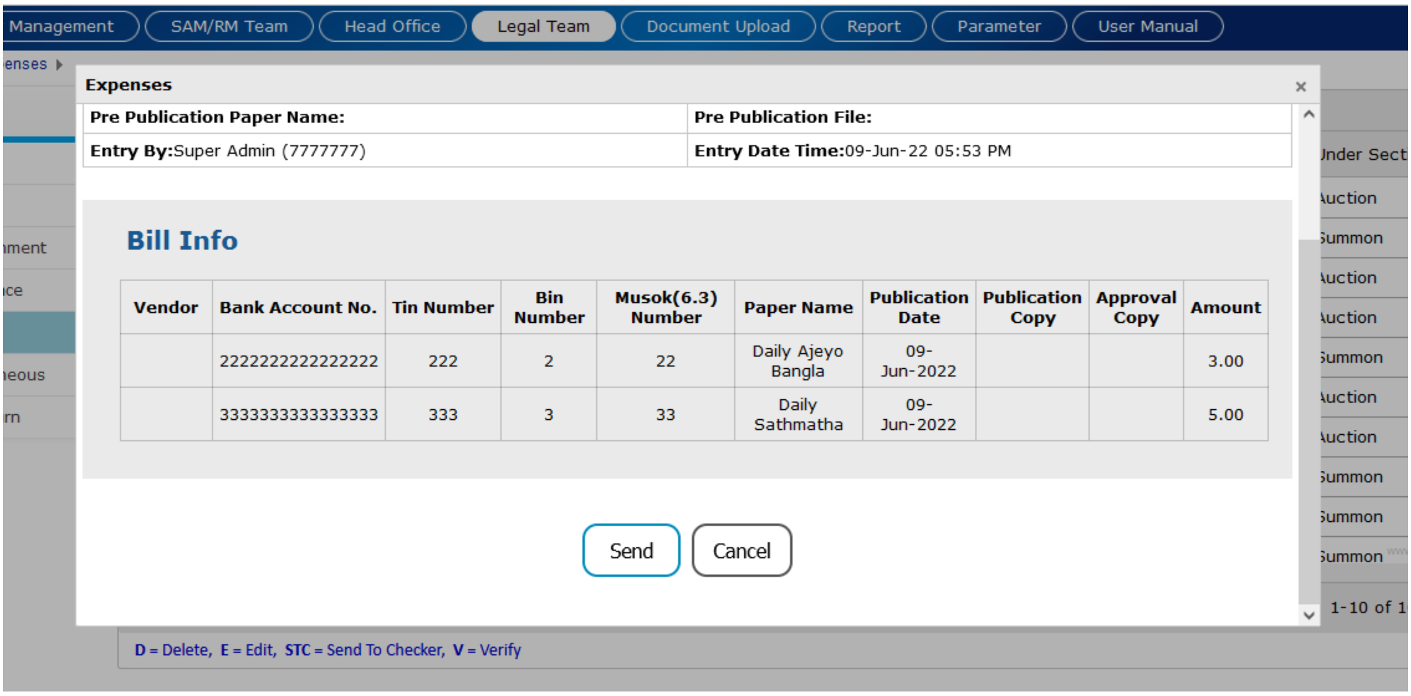


Figure 9.5.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.5.4 Verify (V)

Usage

This operation is used to verify Paper Bill. To verify Paper Bill do as following:

Menu Path

Legal Team -> Expenses -> Paper Bill -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Paper Bill from Paper Bill data table.
b) Click the icon ✓ under **V** column. After Click, A pop window is shown.

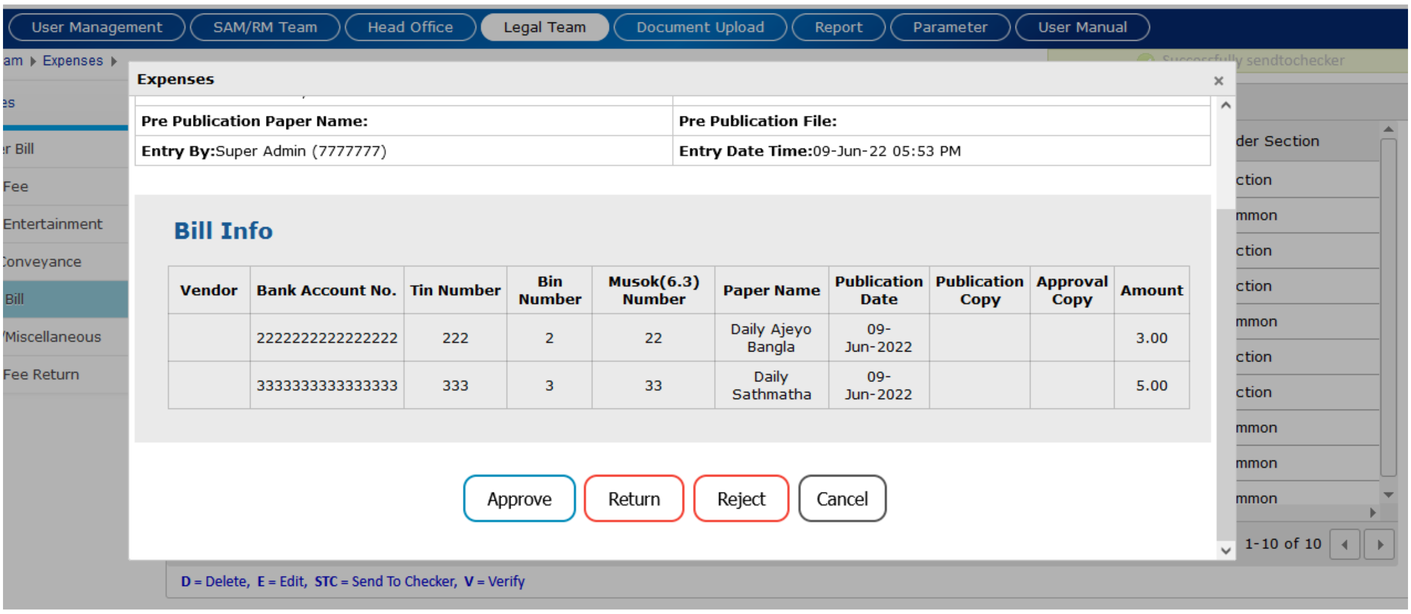


Figure 9.5.4:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Paper Bill Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Reject, Reject then Reason should be entry.
g) If User want to Cancel, Click Cancel Button.

9.5.5 Bill Process by HO

Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Head Office -> Bill Processing -> Paper Bill -> Form

Operation

1. Search Data:

Figure 9.5.5:1

2. Show Data:

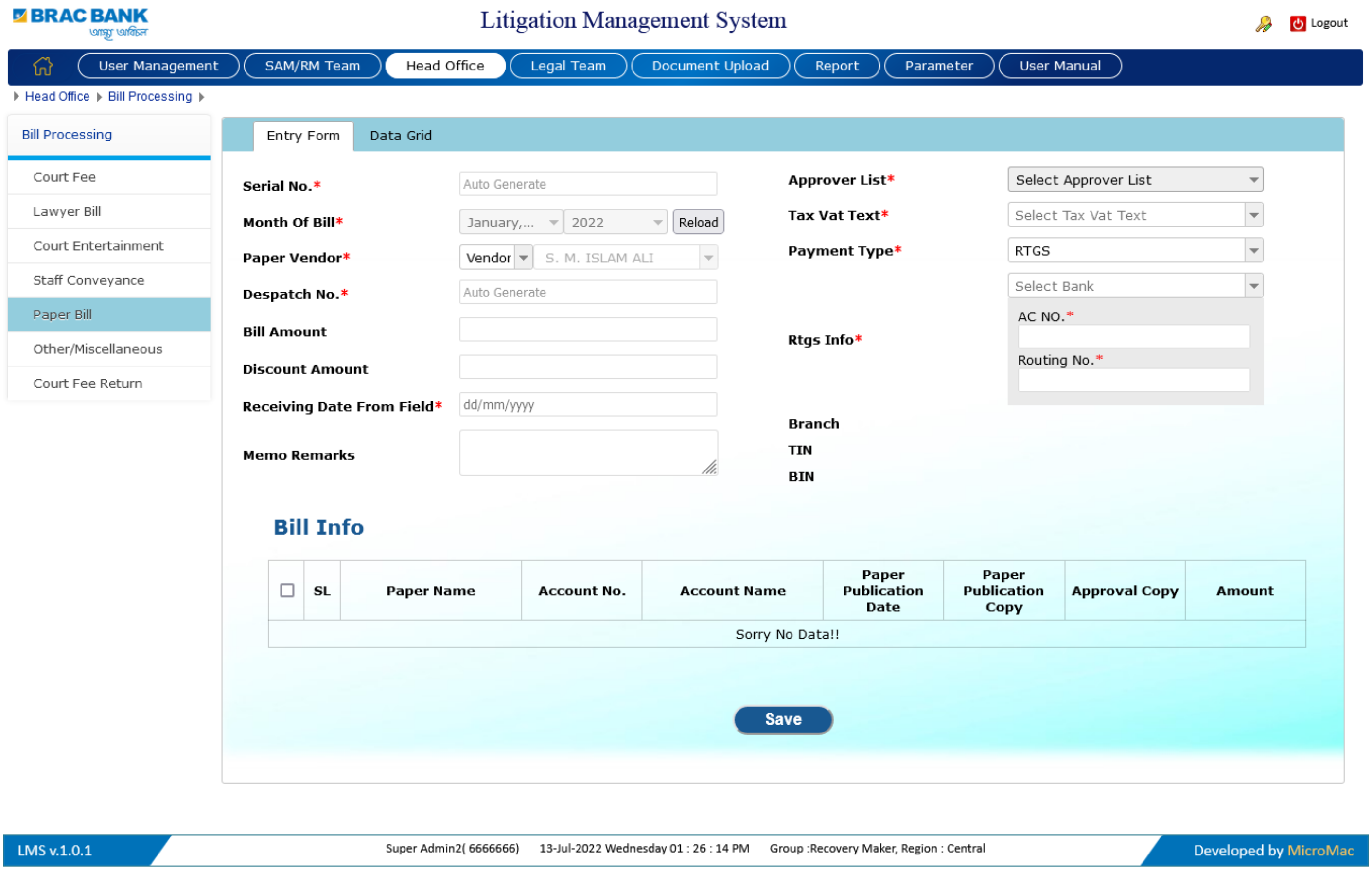


Figure 9.5.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.5.6 Edit

Usage

This operation is used to edit any bill from the Paper Bill grid table.

Menu Path

Head Office -> Bill Processing -> Paper Bill -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Paper Bill 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 Paper Bill Details as required.
d) Click the **Update** button to update Paper Bill.
e) In case of any wrong input, system shows appropriate message. Otherwise, Paper Bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.5.7 Send to Checker (STC)

Usage

This operation is used to send to Checker in Paper Bill. To Send to Checker do as following:

Menu Path

Head Office -> Bill Processing -> Paper Bill -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Paper Bill data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

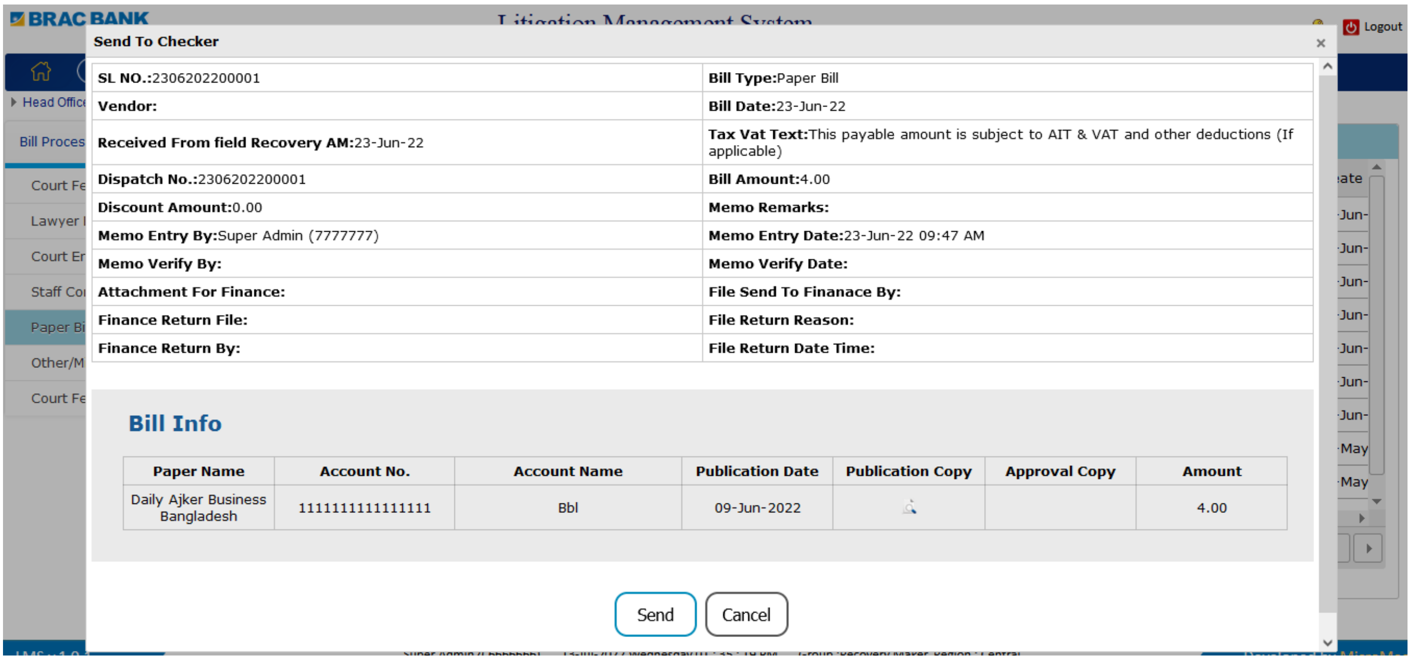


Figure 9.5.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.5.8 Verify (V)

Usage

This operation is used to verify Paper Bill. To verify Paper Bill do as following:

Menu Path
Head Office -> Bill Processing -> Paper Bill -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Paper Bill from Paper Bill data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

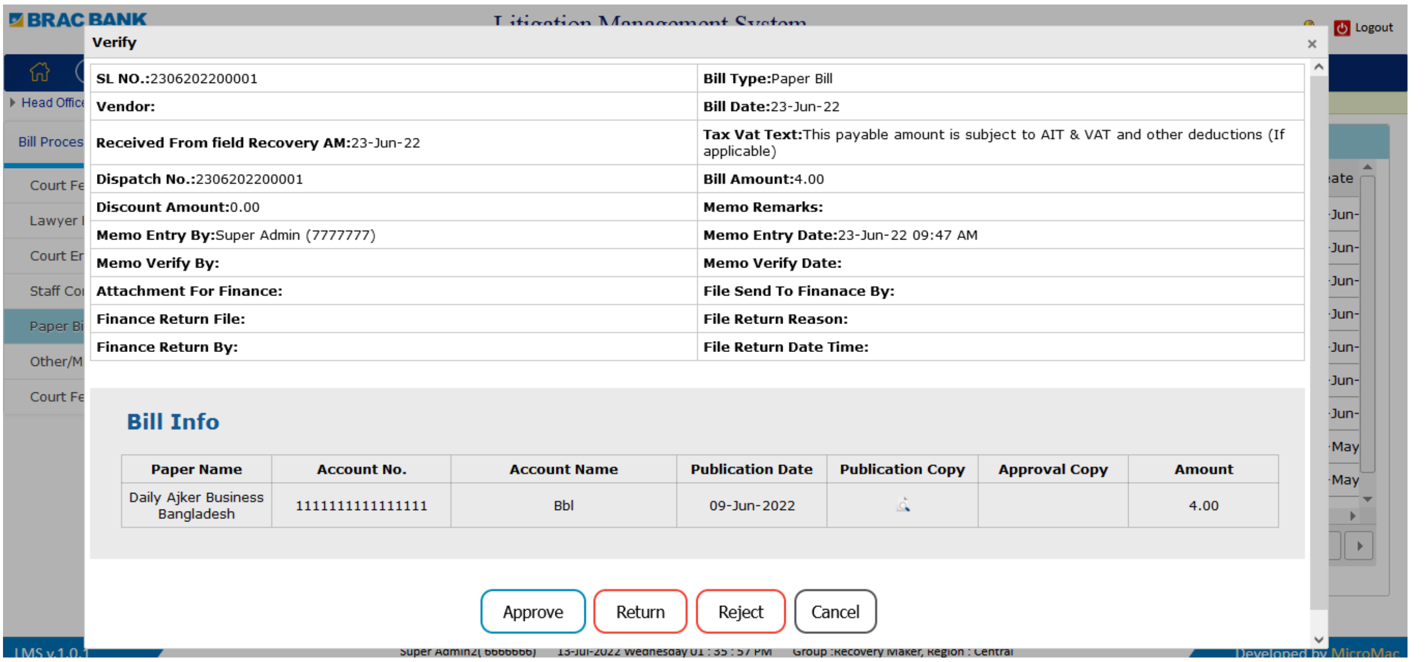


Figure 9.5.8:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Paper Bill Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Reject, Reject then Reason should be entry.

g) If User want to Cancel, Click Cancel Button.

9.5.9 Send to Finance (STF)

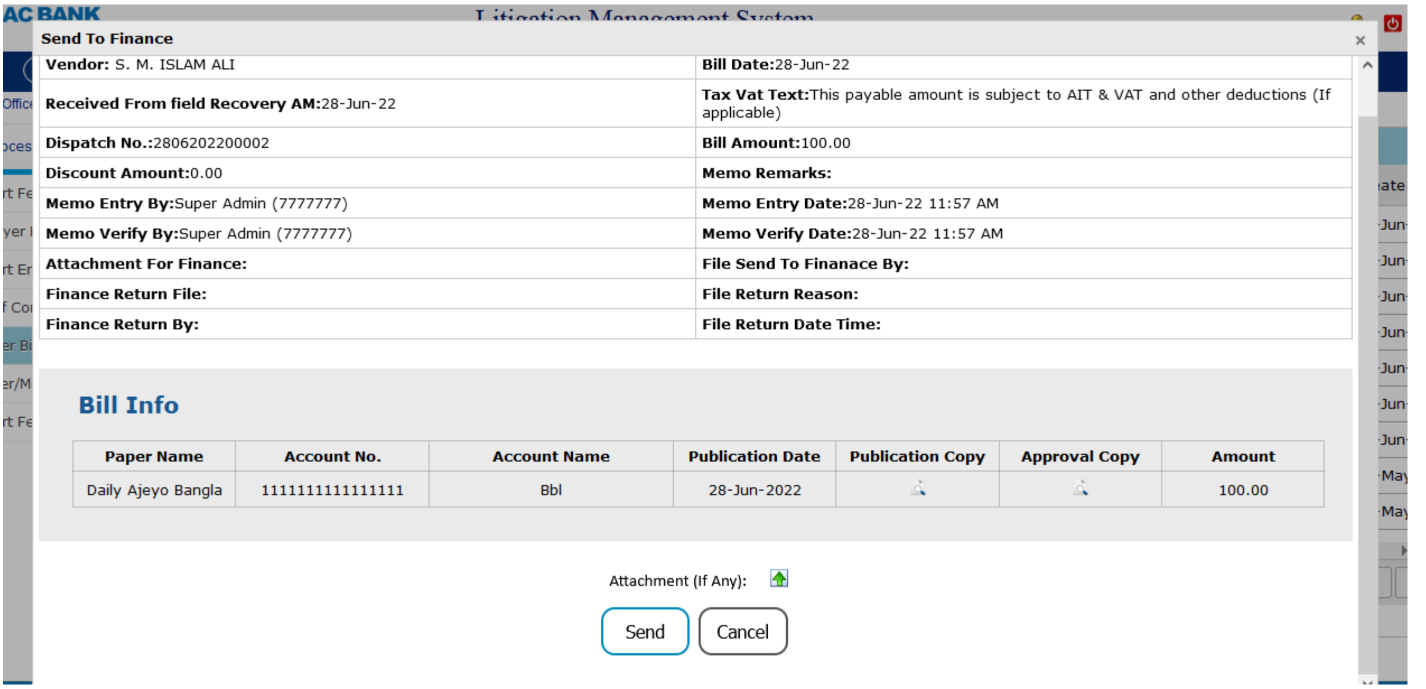
Usage
This operation is used to send to Finance in Paper Bill. To Send to Finance do as following:

Menu Path
Head Office -> Bill Processing -> Paper Bill -> **STF** (Send to Finance)

Operation

a) Find Send to Finance for which user are going to update Send to Finance from Paper Bill data table.

b) Click the icon under **STF** column. After Click, A pop window is shown.


Send To Finance

Vendor: S. M. ISLAM ALI	**Bill Date:**28-Jun-22
Received From field Recovery AM:28-Jun-22	**Tax Vat Text:**This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:2806202200002	**Bill Amount:**100.00
Discount Amount:0.00	**Memo Remarks:**
Memo Entry By: Super Admin (7777777)	**Memo Entry Date:**28-Jun-22 11:57 AM
Memo Verify By: Super Admin (7777777)	**Memo Verify Date:**28-Jun-22 11:57 AM
Attachment For Finance:	**File Send To Finanace By:**
Finance Return File:	**File Return Reason:**
Finance Return By:	**File Return Date Time:**

Bill Info

Paper Name	Account No.	Account Name	Publication Date	Publication Copy	Approval Copy	Amount
Daily Ajeyo Bangla	1111111111111111	Bbl	28-Jun-2022			100.00

Attachment (If Any):

Send Cancel

Figure 9.5.9:1

c) After click Send Button, Successfully Send message will be shown.
d) After Successfully Send the data will be parked to Common Queue.

9.5.10 Verify From Finance (VF)

Usage
This operation is used to verify from Finance. To verify from Finance Paper Bill do as following:

Menu Path
Head Office -> Bill Processing -> Paper Bill -> **VF** (Verify from Finance)

Operation
a) Find Bill for which user are going to Verify from Finance Paper Bill from Paper Bill data table.
b) Click the icon under **VF** column. After Click, A pop window is shown.

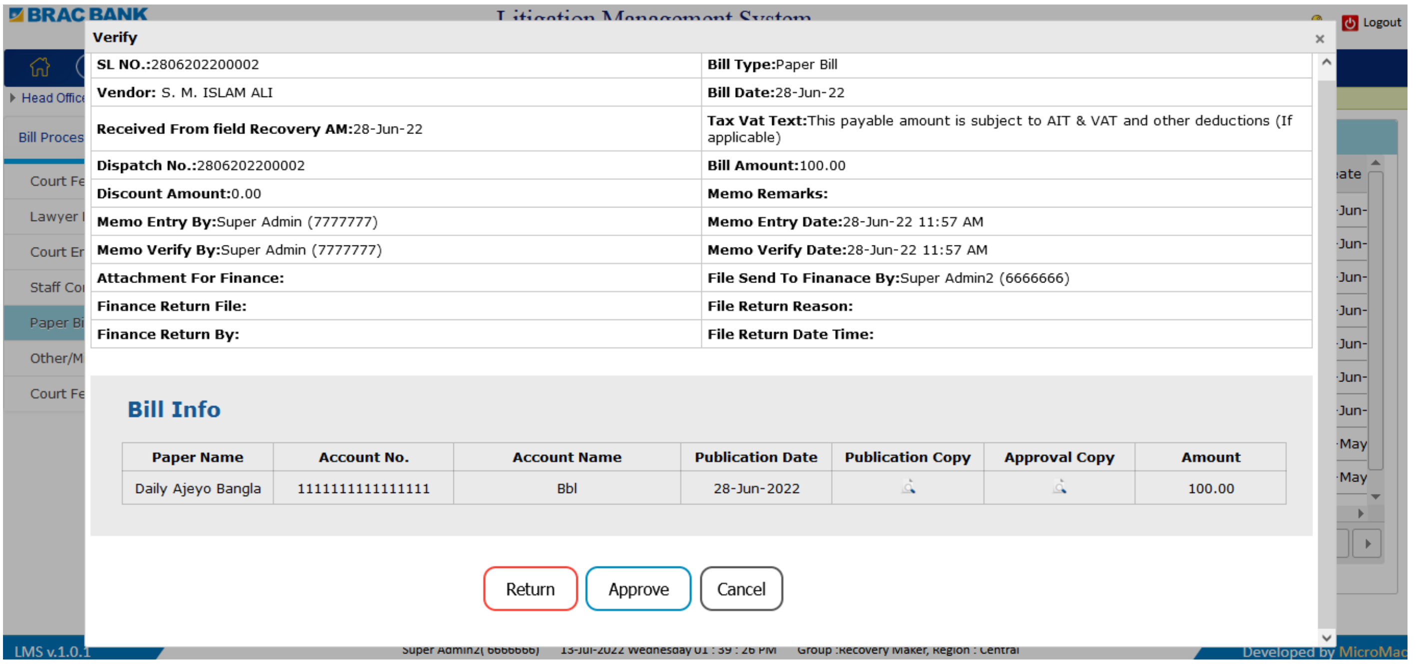


Figure 9.5.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Paper Bill Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.6 Other/Miscellaneous

9.6.1 Add

Usage

This operation is used to add Other/Miscellaneous. To add Other/Miscellaneous do as following:

Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> Form

Operation

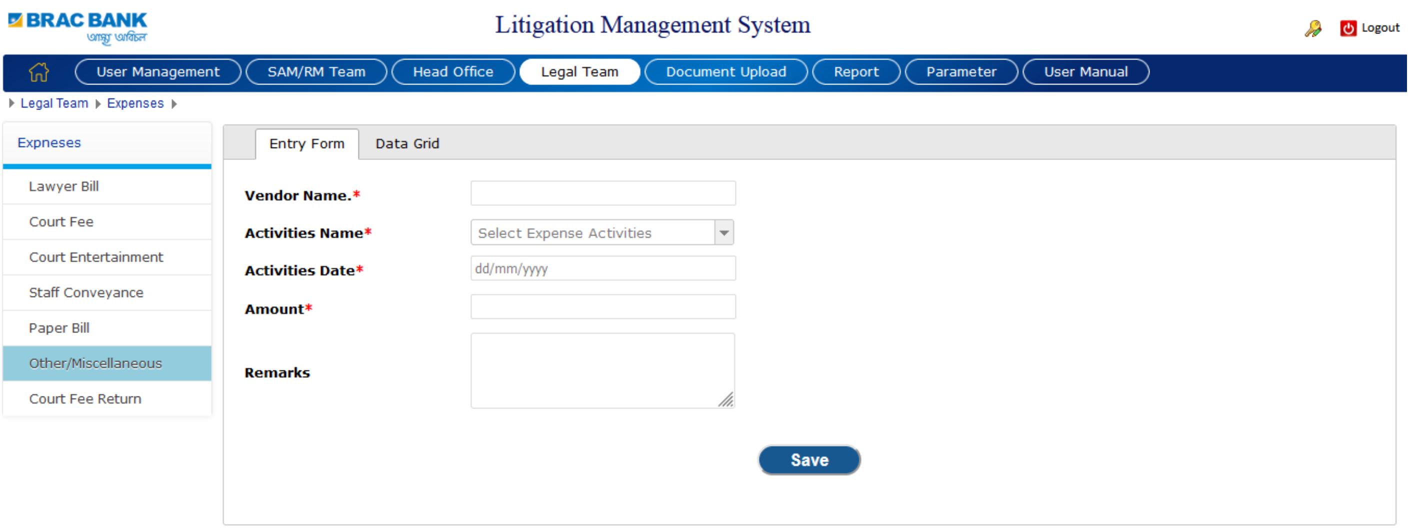


Figure 9.6.1:1

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

9.6.2 Edit

Usage
This operation is used to edit any bill from the Other/Miscellaneous grid table.

Menu Path
Legal Team -> Expenses -> Other/Miscellaneous -> **E** (Edit)

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

a) Find bill for which the user is going to edit from Other/Miscellaneous 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 Other/Miscellaneous Details as required.
d) Click the **Update** button to update Other/Miscellaneous.
e) In case of any wrong input, system shows appropriate message. Otherwise, Other/Miscellaneous will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.6.3 Send to Checker (STC)

Usage
This operation is used to send to Checker in Other/Miscellaneous. To Send to Checker do as following:

Menu Path
Legal Team -> Expenses -> Other/Miscellaneous -> **STC** (Send to Checker)

Operation
1. Find Send to Checker for which user are going to update Send to Checker from Other/Miscellaneous data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

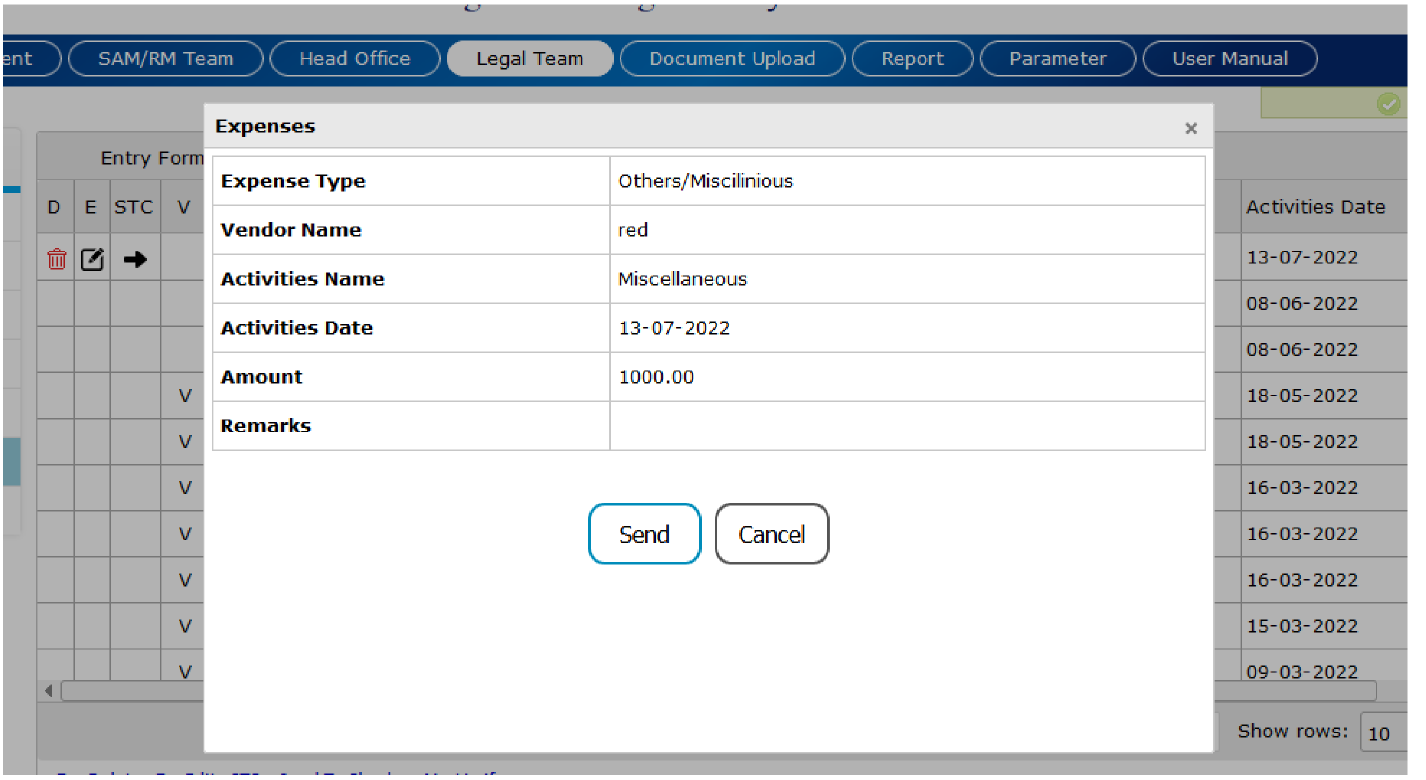


Figure 9.6.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.6.4 Verify (V)

Usage

This operation is used to verify Other/Miscellaneous. To verify Other/Miscellaneous do as following:

Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Other/Miscellaneous from Other/Miscellaneous data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

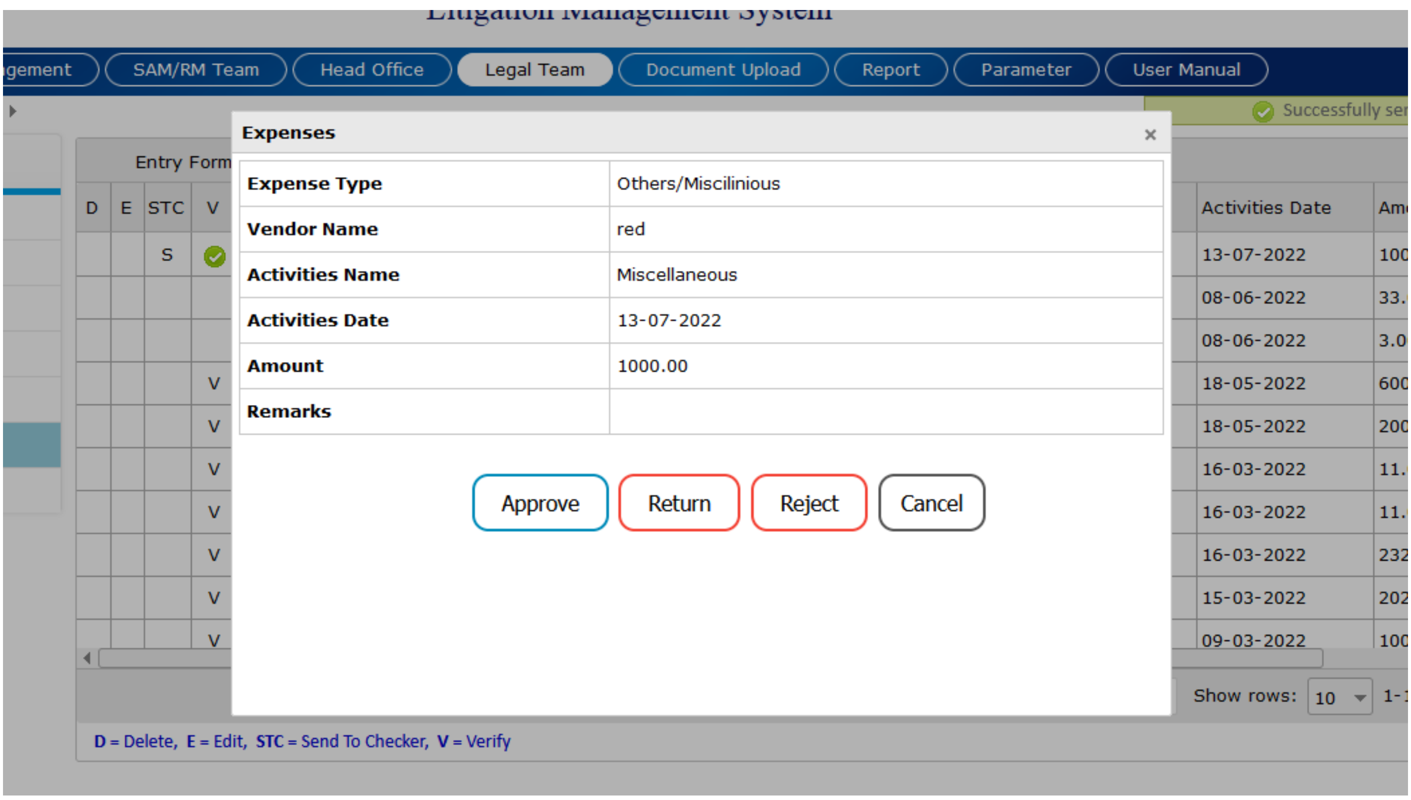


Figure 9.6.4:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Reject, Reject then Reason should be entry.
g) If User want to Cancel, Click Cancel Button.

9.6.5 Bill Process by HO

Usage
You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path
Head Office -> Bill Processing -> Other/Miscellaneous -> Form

Operation
1. Search Data:

Figure 9.6.5:1

2. Show Data:

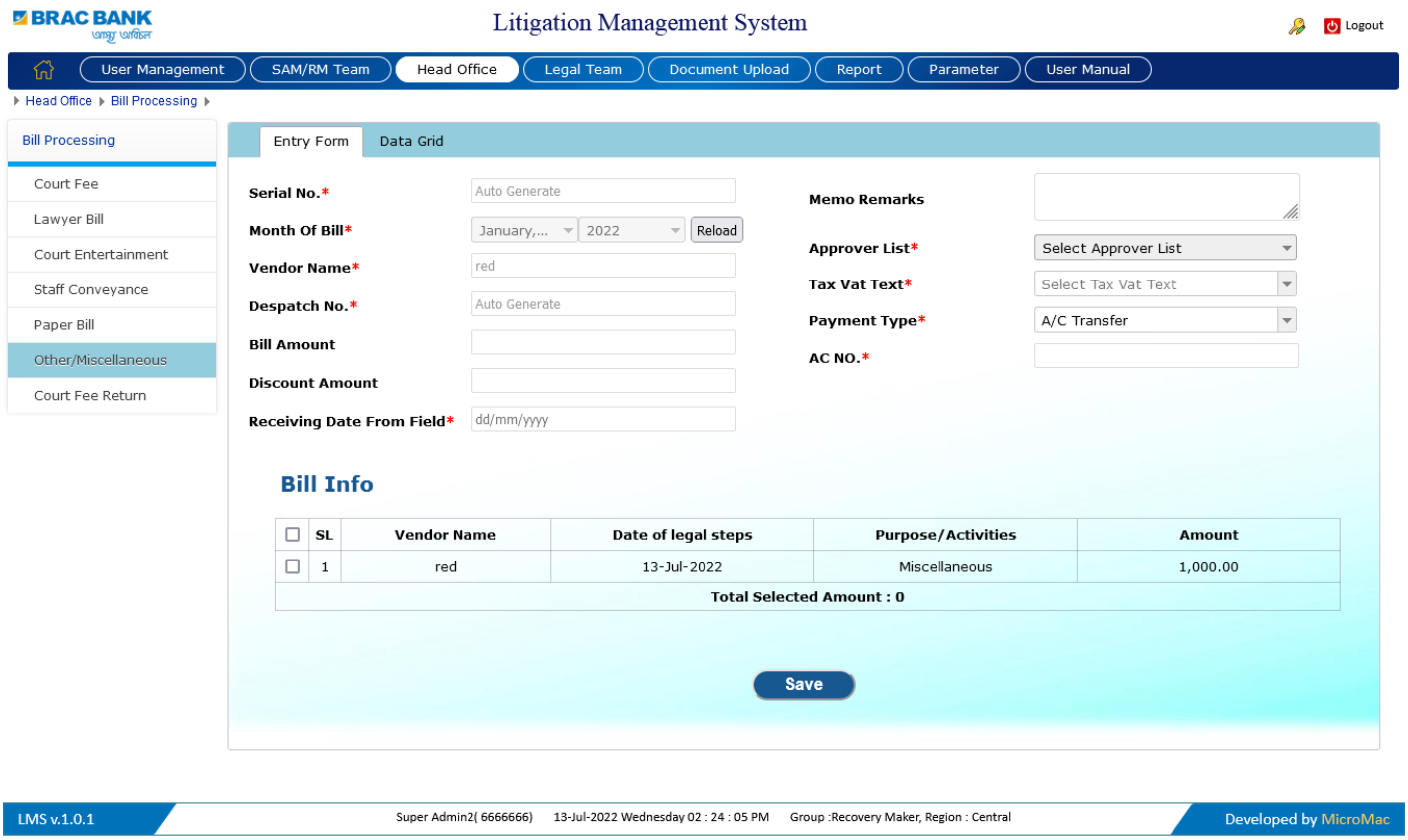


Figure 9.6.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.6.6 Edit

Usage

This operation is used to edit any bill from the Other/Miscellaneous grid table.

Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **E** (Edit)

Operation

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

a) Find bill for which the user is going to edit from Other/Miscellaneous 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 Other/Miscellaneous Details as required.
d) Click the **Update** button to update Other/Miscellaneous.
e) In case of any wrong input, system shows appropriate message. Otherwise, Other/Miscellaneous will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.6.7 Send to Checker (STC)

Usage

This operation is used to send to Checker in Other/Miscellaneous. To Send to Checker do as following:

Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Other/Miscellaneous data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

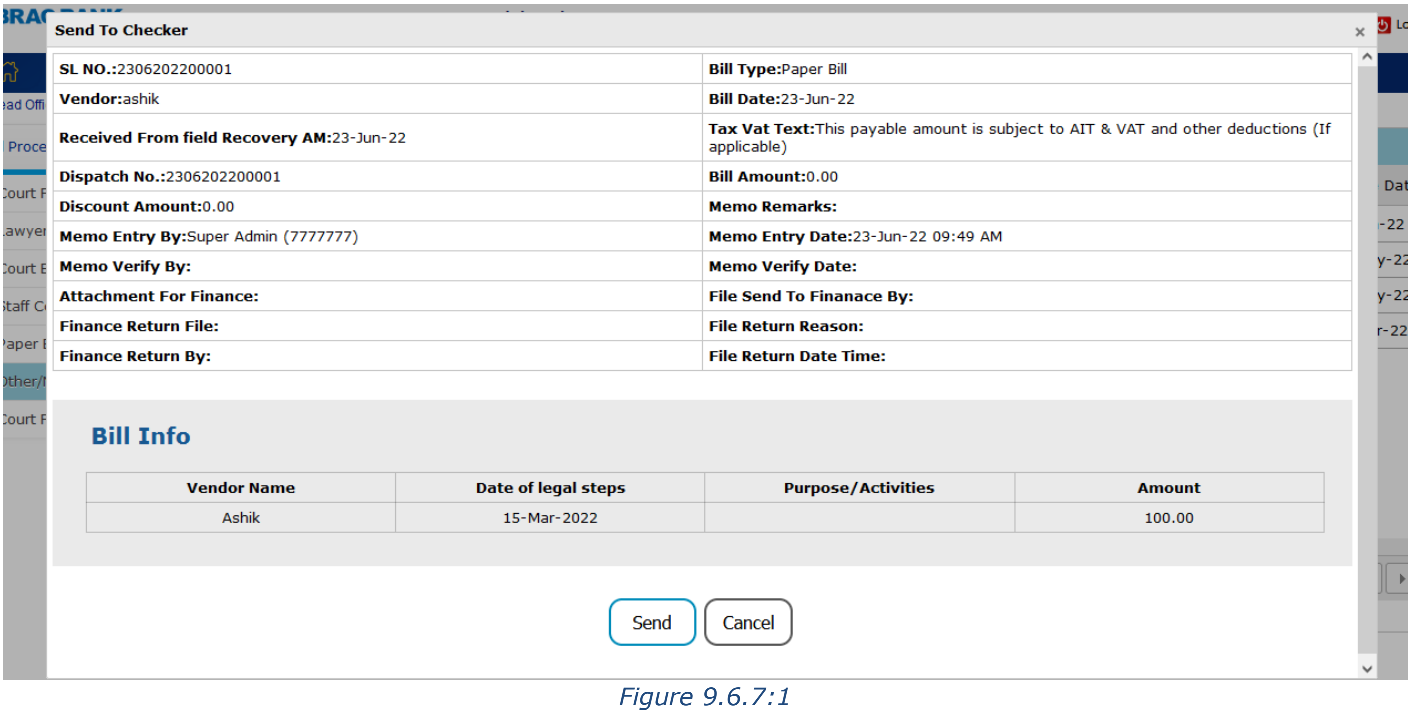


Figure 9.6.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.6.8 Verify (V)

Usage

This operation is used to verify Other/Miscellaneous. To verify Other/Miscellaneous do as following:

Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Other/Miscellaneous from Other/Miscellaneous data table.

b) Click the icon under **V** column. After Click, A pop window is shown.

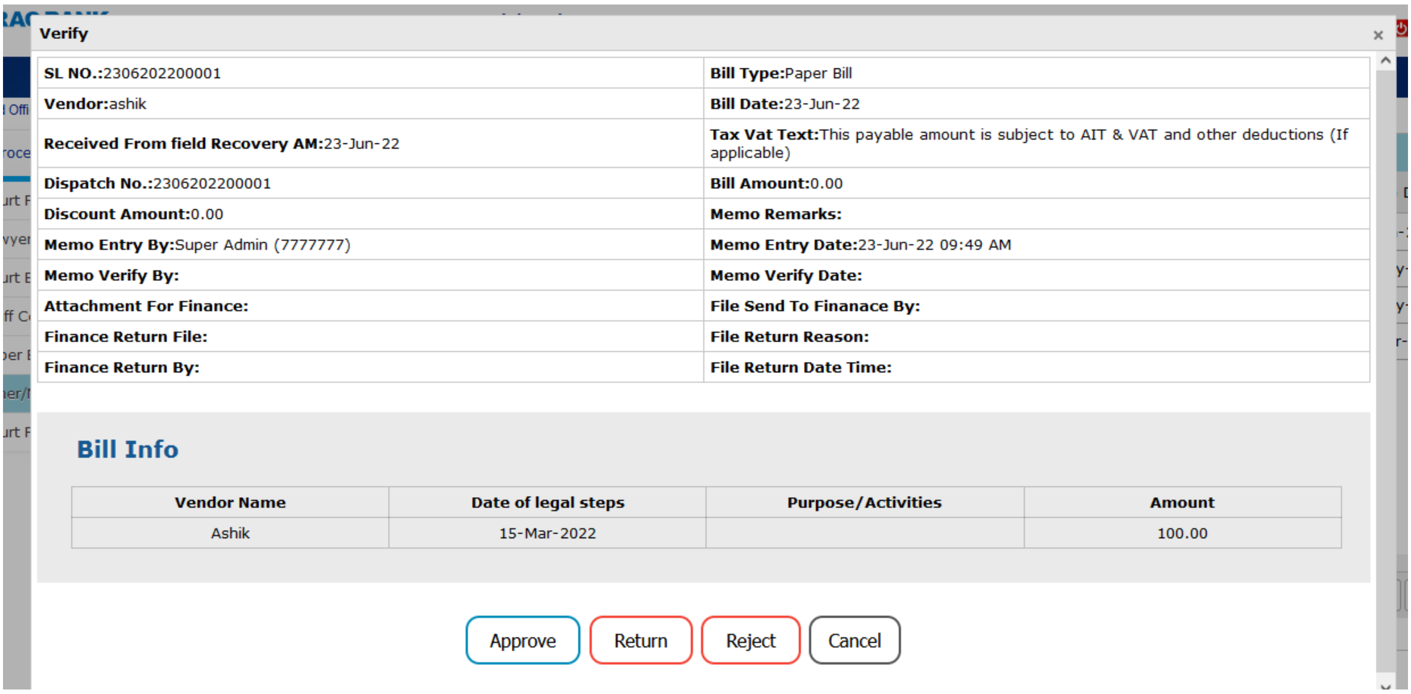


Figure 9.6.8:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.

e) If User want to Return, Return then Reason should be entry.

f) If User want to Reject, Reject then Reason should be entry.

g) If User want to Cancel, Click Cancel Button.

9.6.9 Send to Finance (STF)

Usage

This operation is used to send to Finance in Other/Miscellaneous. To Send to Finance do as following:

Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **STF** (Send to Finance)

Operation

a) Find Send to Finance for which user are going to update Send to Finance from Other/Miscellaneous data table.

b) Click the icon under **STF** column. After Click, A pop window is shown.

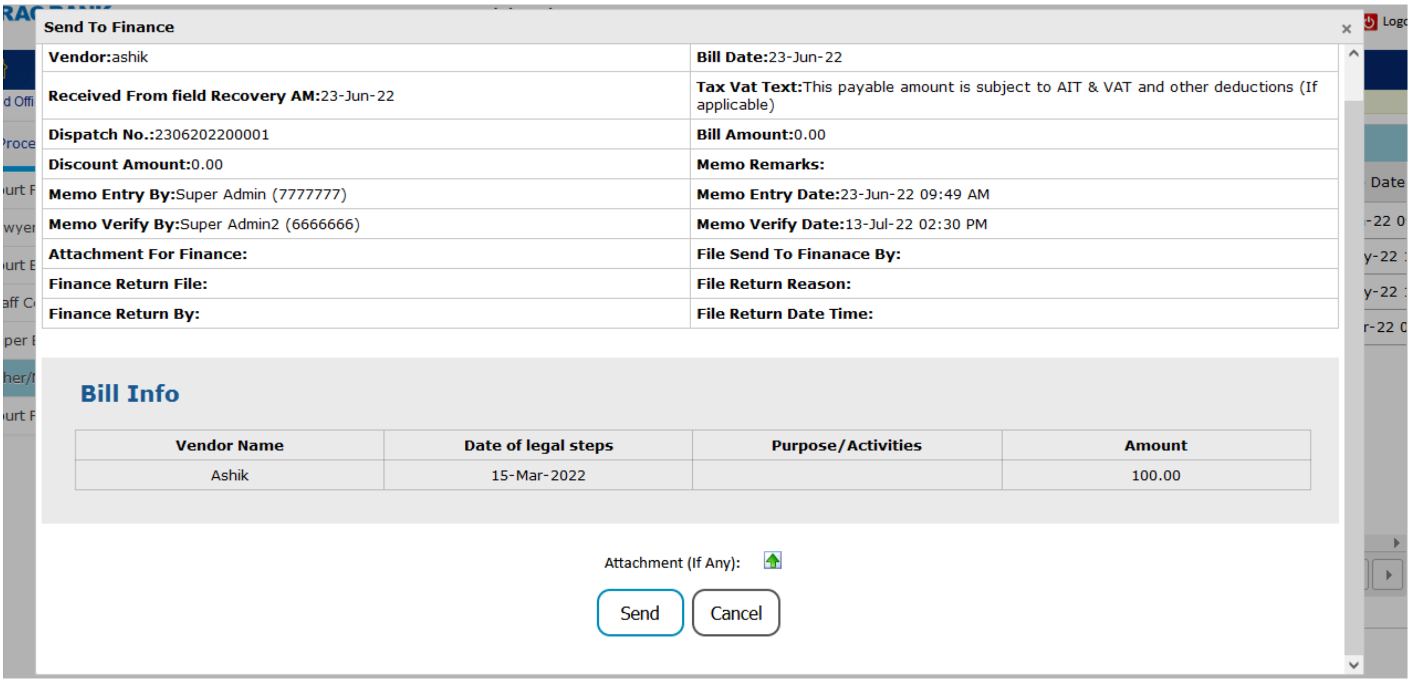


Figure 9.6.9:1

c) After click Send Button, Successfully Send message will be shown.

d) After Successfully Send the data will be parked to Common Queue.

9.6.10 Verify From Finance (VF)

Usage

This operation is used to verify from Finance. To verify from Finance Other/Miscellaneous do as following:

Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **VF** (Verify from Finance)

Operation

a) Find Bill for which user are going to Verify from Finance Other/Miscellaneous from Other/Miscellaneous data table.

b) Click the icon  under **VF** column. After Click, A pop window is shown.

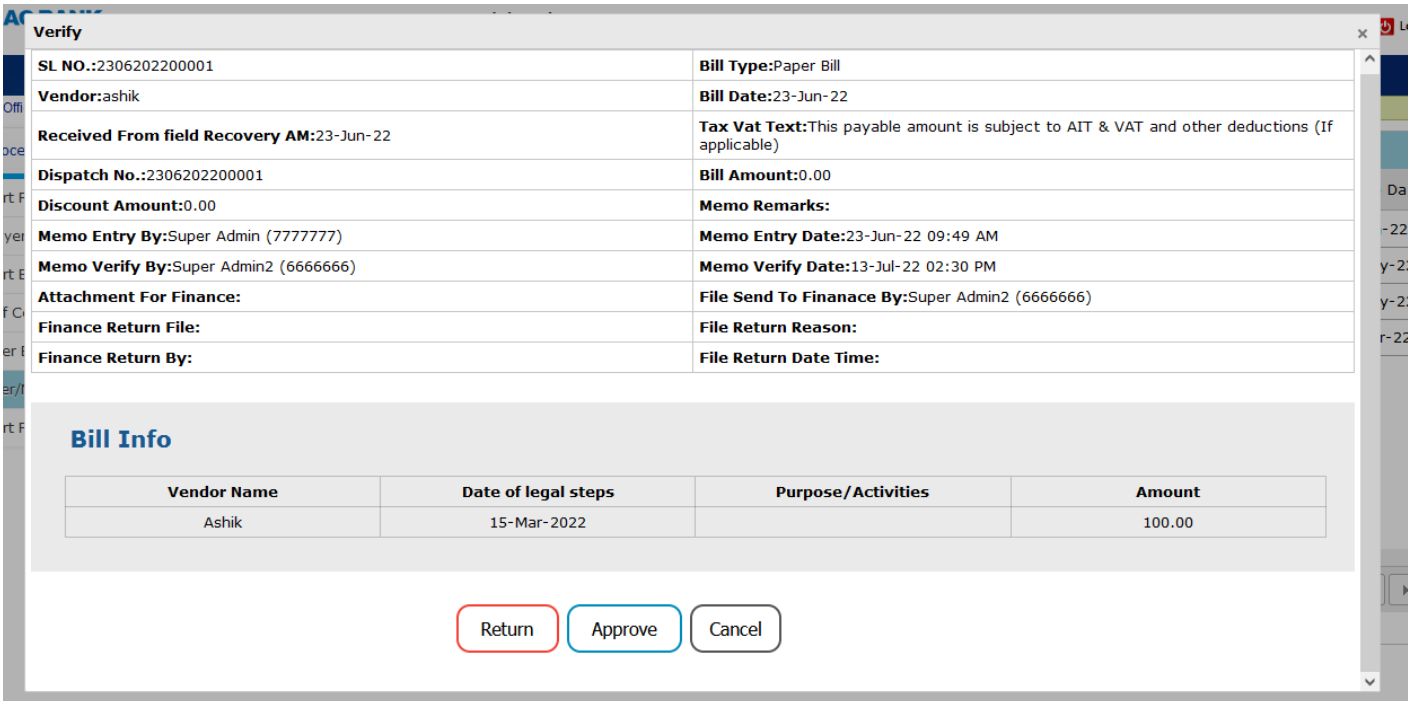


Figure 9.6.10:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.7 Court Fee Return

9.7.1 Add

Usage

You can search by Court Fee Return A/C No, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

Menu Path

Legal Team -> Expenses -> Court Fee Return -> Form

Operation

1. Search Data:

Figure 9.7.1:1

2. Show Data:

Figure 9.7.1:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

9.7.2 Edit

Usage

This operation is used to edit any Court Fee Return bill from the Court Fee Return grid table.

Menu Path

Legal Team -> Expenses -> Court Fee Return -> **E** (Edit)

Operation

To edit Court Fee Return bill information from the system, need to do as follows:

a) Find bill for which the user is going to edit from Court Fee Return 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 Court Fee Return Details as required.
d) Click the **Update** button to update Court Fee Return.
e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee Return will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

9.7.3 Send to Checker (STC)

Usage

This operation is used to Send to Checker in Court Fee Return. To Send to Checker do as following:

Menu Path

Legal Team -> Expenses -> Court Fee Return -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee Return data table.
2. Click the icon under **STC** column. After Click, A pop window is shown.

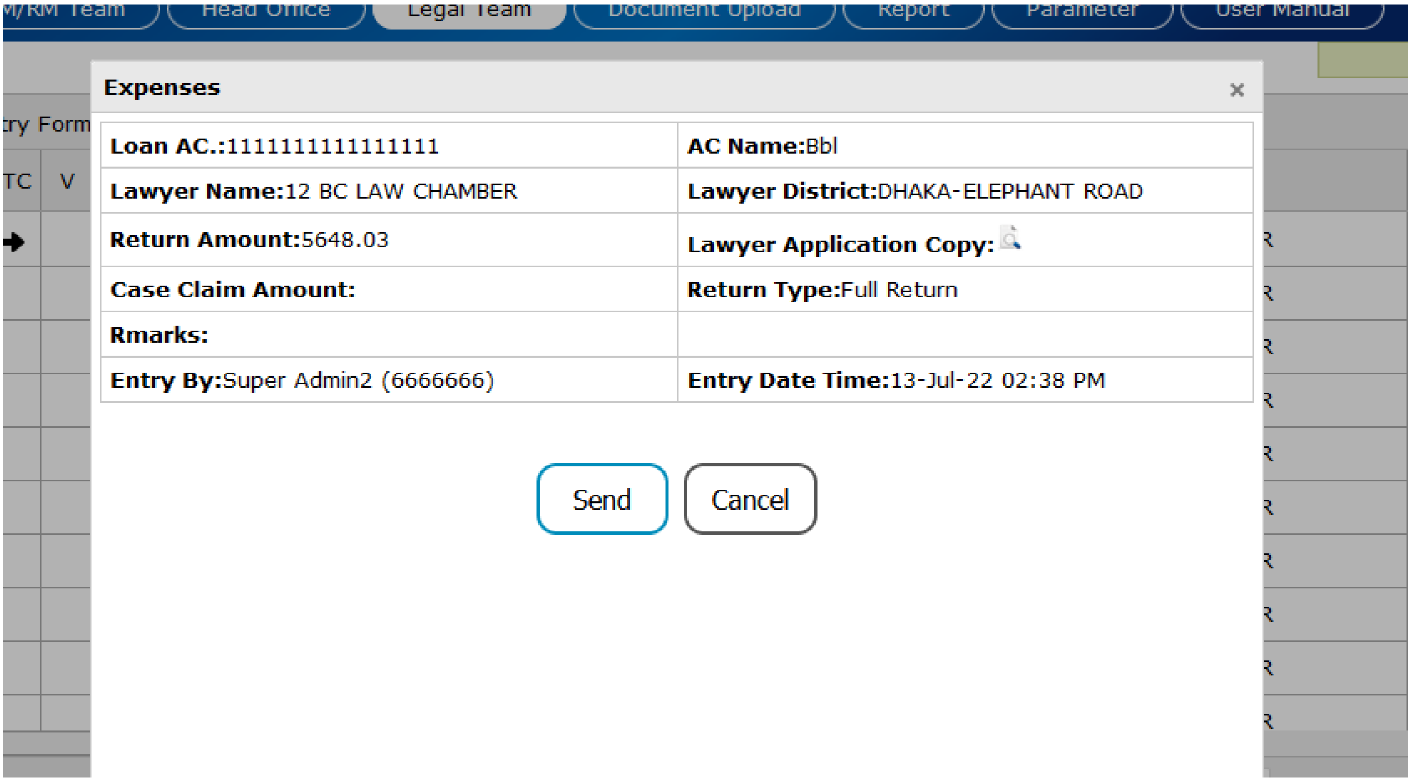


Figure 9.7.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.7.4 Verify (V)

Usage
This operation is used to verify Court Fee Return. To verify Court Fee Return do as following:

Menu Path
Legal Team -> Expenses -> Court Fee Return -> **V** (Verify)

Operation
a) Find Bill for which user are going to Verify Court Fee Return from Court Fee Return data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

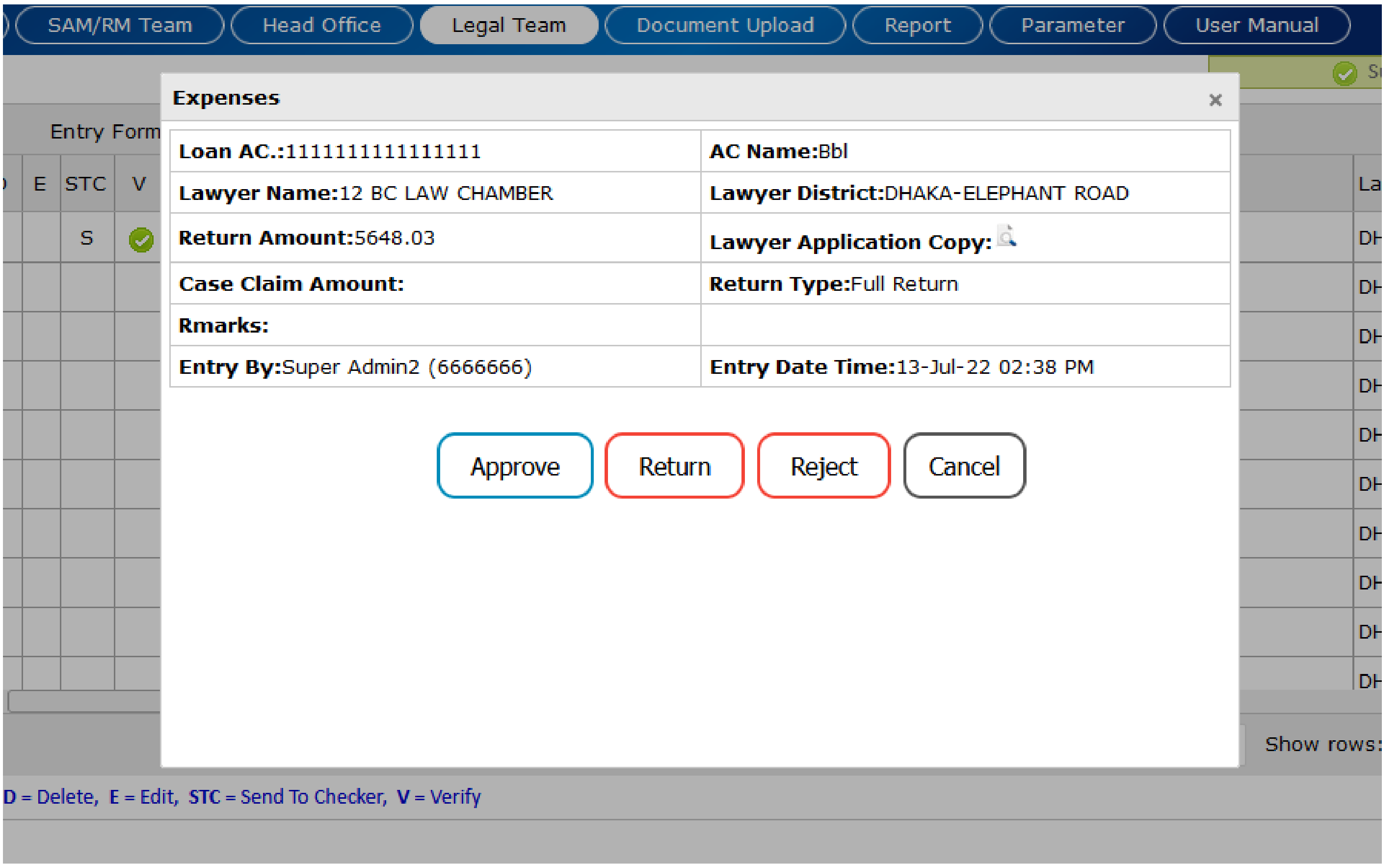


Figure 9.7.4:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Court Fee Return Common Queue.
e) If User want to Return, Return then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

9.7.5 Acknowledgement (ACK) by HO

Usage

This operation is used to Court Fee Return. To Acknowledgement Court Fee Return file do as following:

Menu Path

Head Office -> Bill Processing ->Court Fee Return ->Acknowledgement (ACK)

Operation

1. Click the icon under **ACK** column. After Click, A pop window is shown.

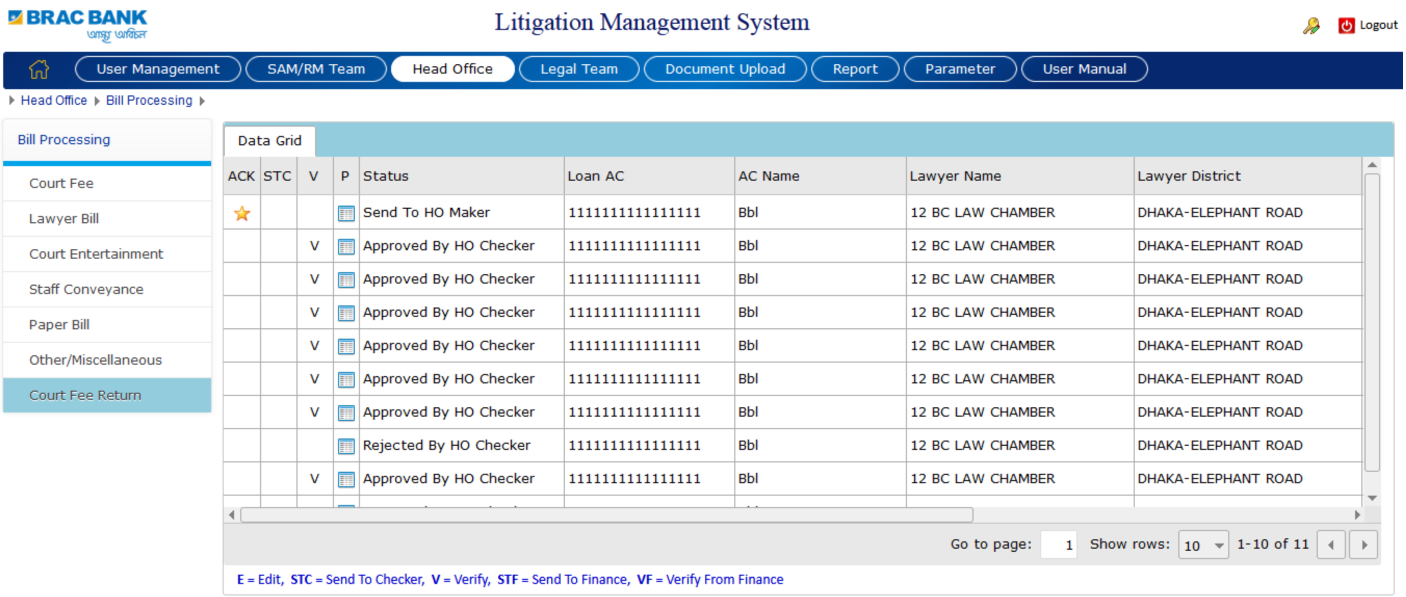


Figure 9.7.5:1

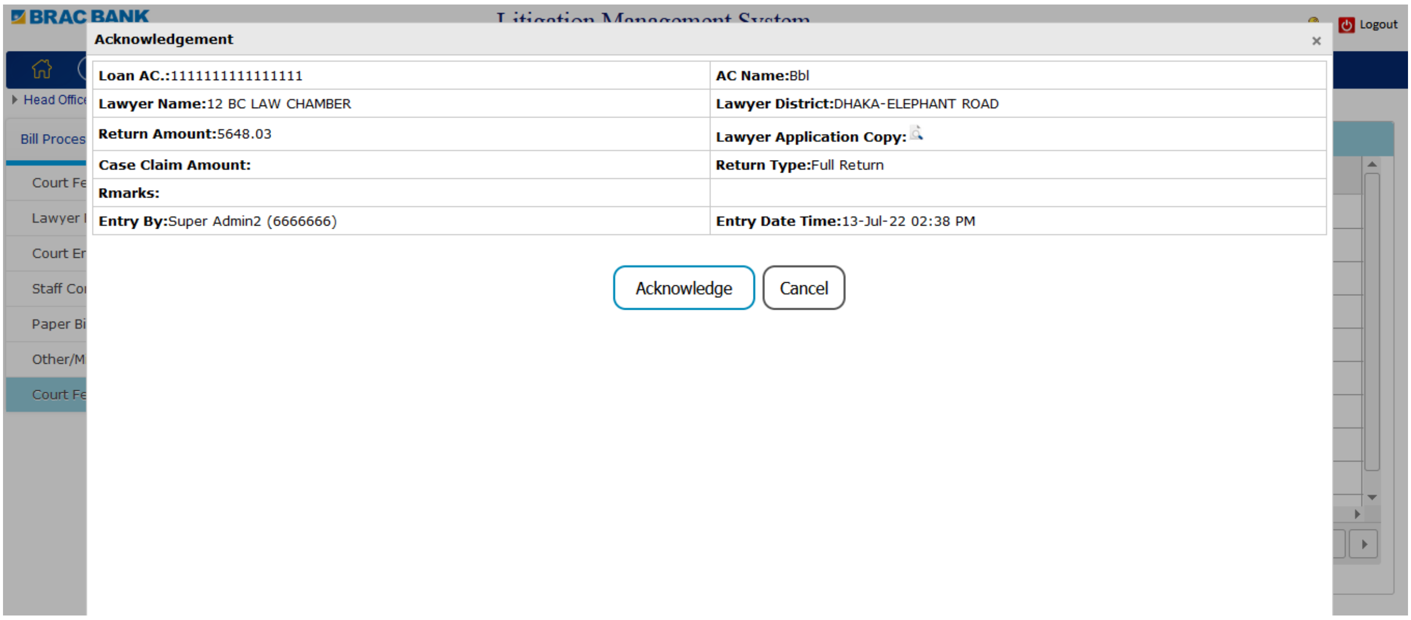


Figure 9.7.5:2

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

9.7.6 Send to Checker (STC)

Usage

This operation is used to Send to Checker in Court Fee Return. To Send to Checker do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee Return -> **STC** (Send to Checker)

Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee Return data table.
2. Click the icon ➡ under **STC** column. After Click, A pop window is shown.

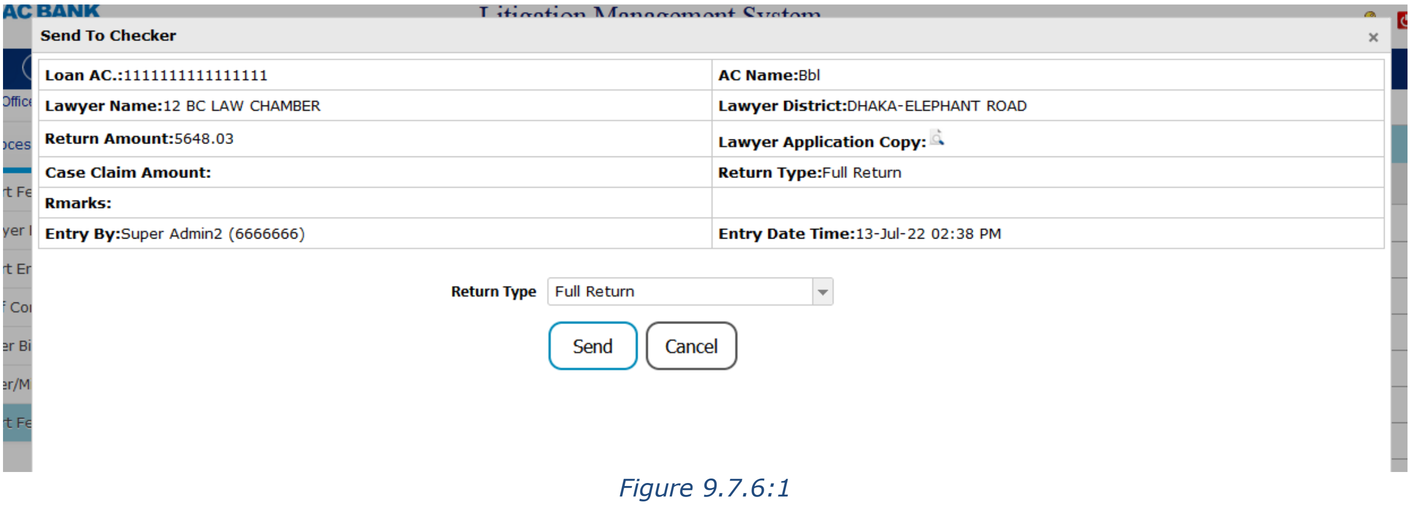


Figure 9.7.6:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

9.7.7 Verify (V)

Usage

This operation is used to verify Court Fee Return. To verify Court Fee Return do as following:

Menu Path

Head Office -> Bill Processing -> Court Fee Return -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Court Fee Return from Court Fee Return data table.

b) Click the icon  under **V** column. After Click, A pop window is shown.

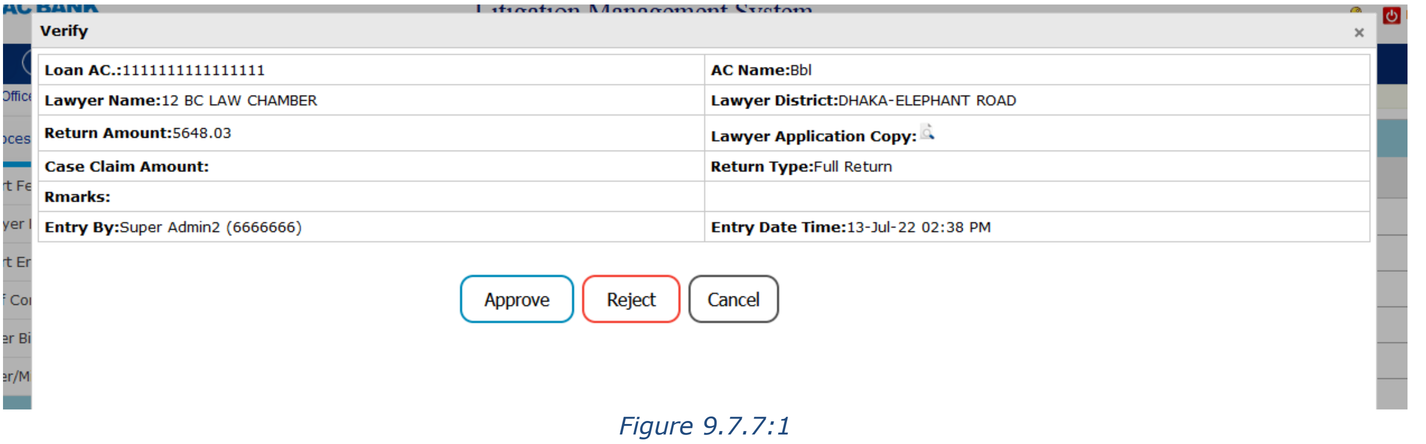


Figure 9.7.7:1

c) After click Approve Button, Approve Confirmation message will be shown.

d) After Successfully Approve the data will be parked to Court Fee Return Common Queue.

e) If User want to Reject, Reject then Reason should be entry.

f) If User want to Cancel, Click Cancel Button.

10 AIT & VAT

10.1 Add

Usage

This operation is used to add AIT & VAT Certificate application. To add AIT & VAT Certificate application do as following:

Menu Path

Legal Team -> Case Management -> AIT & VAT -> Form

Operation

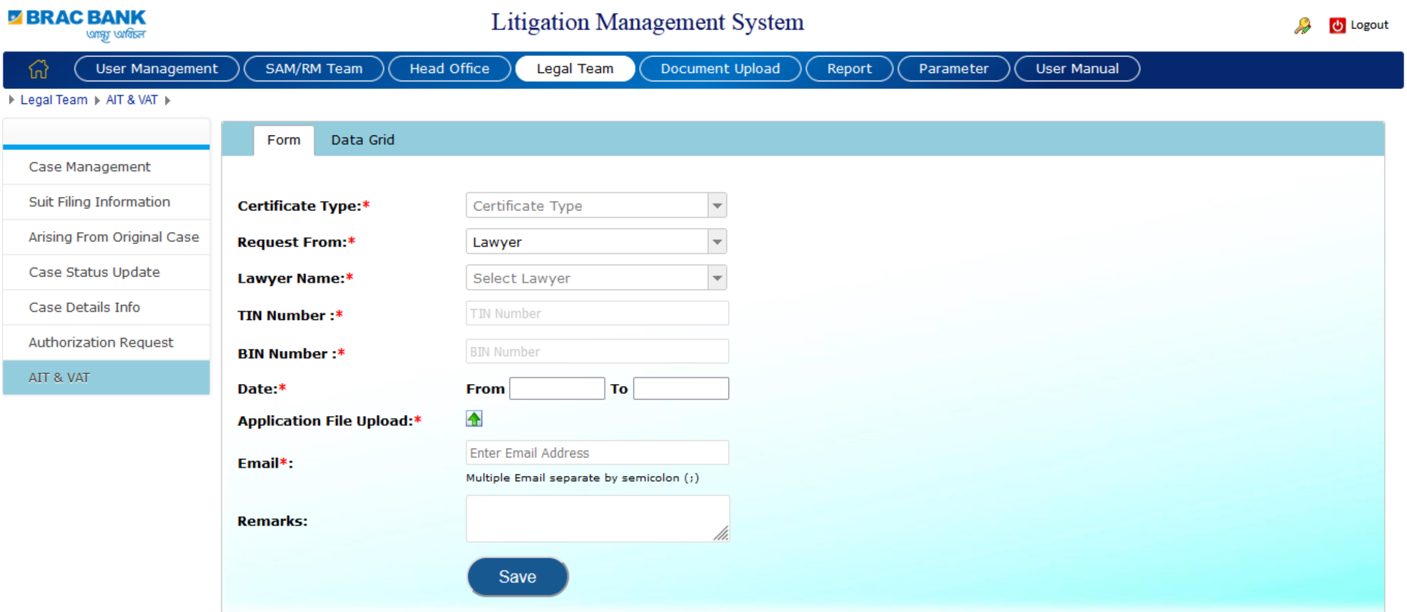


Figure 10.1:1

a) Enter data as required for AIT & VAT into the input field of popup window. Then Click the Save button to add AIT & VAT information.

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

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

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

10.2 Edit

Usage

This operation is used to edit any bill from the AIT & VAT grid table.

Menu Path

Legal Team -> Case Management -> AIT & VAT -> **E** (Edit)

Operation

To edit AIT & VAT information from the system, need to do as follows:

a) Find bill for which the user is going to edit from AIT & VAT 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 AIT & VAT Details as required.

d) Click the **Update** button to update AIT & VAT.

e) In case of any wrong input, system shows appropriate message. Otherwise, AIT & VAT will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

10.3 Delete

Usage
This operation is used to delete AIT & VAT.

Menu Path
Legal Team -> Case Management -> AIT & VAT -> **D** (Delete)

Operation
To delete a AIT & VAT, the user needs to do as follows:

1. Finding the AIT & VAT for which the user is going to delete from the AIT & VAT data table.
2. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific AIT & VAT. 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 AIT & VAT 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 AIT & VAT with its reason.

10.4 Send to Head Office (STHO)

Usage
This operation is used to send to Head Office in AIT & VAT. To Send to Head Office do as following:

Menu Path
Legal Team -> Case Management -> AIT & VAT -> **STHO** (Send to Head Office)

Operation

1. Find Send to Head Office for which user are going to update Send to Head Office from AIT & VAT data table.
2. Click the icon under **STHO** column. After Click, A pop window is shown.

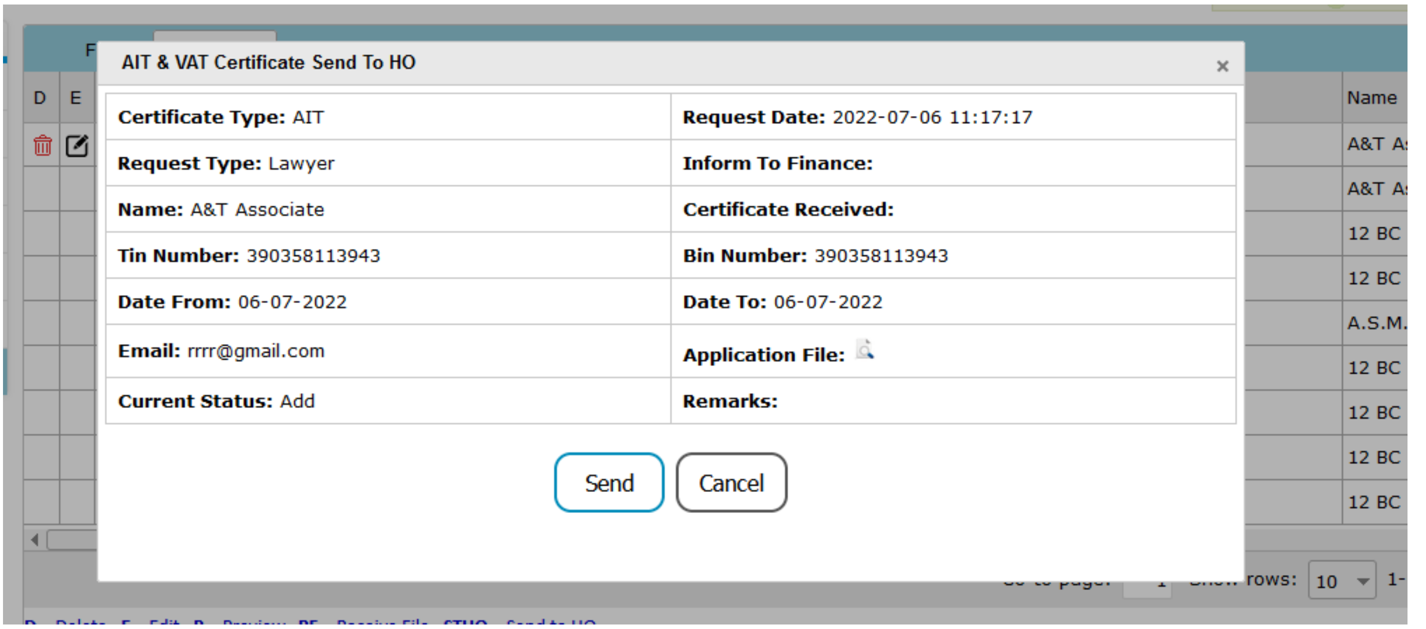


Figure 10.4:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

10.5 Acknowledgement (ACK) by HO

Usage

This operation is used to AIT & VAT. To Acknowledgement AIT & VAT do as following:

Menu Path

Head Office -> AIT & VAT HO ->Acknowledgement (ACK)

Operation

1. Click the Checkbox under Acknowledgement (**ACK)** tab.

Figure 10.5:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.

10.6 Send to Finance (STF)

Usage

This operation is used to send to Finance in AIT & VAT. To Send to Finance do as following:

Menu Path

Head Office -> AIT & VAT HO -> Send to Finance

Operation

a) Click the Checkbox under Send to Finance tab.

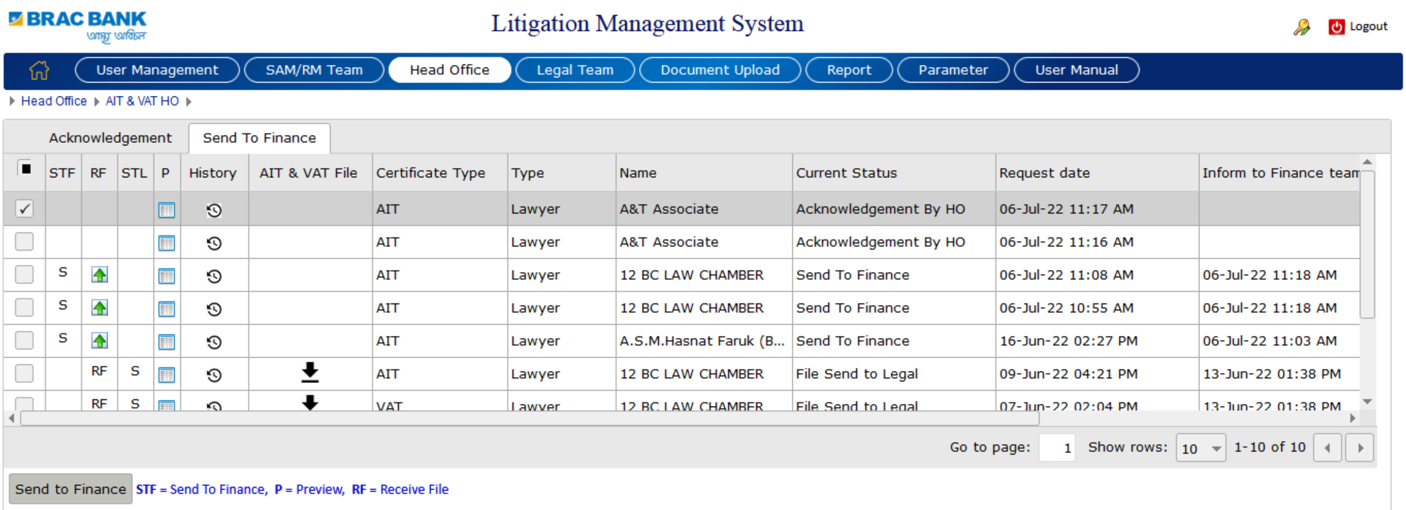


Figure 10.6:1

b) After click Send to Finance Button, Send confirmation message will be shown.

10.7 Receive File (RF)

Usage

This operation is used to upload Certificate File in AIT & VAT. To upload Certificate file do as following:

Menu Path

Head Office -> AIT & VAT HO -> Send to Finance

Operation

a) Click this icon upload certificate file.

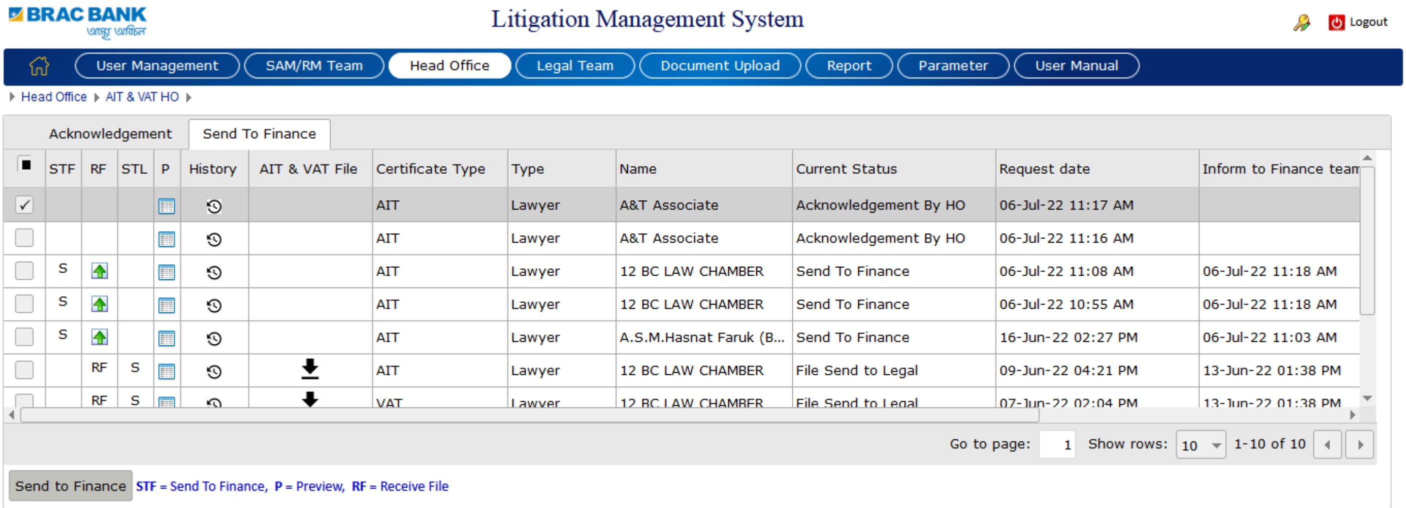


Figure 10.7:1

10.8 Send to Legal (STL)

Usage

This operation is used to send to Legal in AIT & VAT. To Send to Legal do as following:

Menu Path

Head Office -> AIT & VAT HO -> **STL** (Send to Legal)

Operation

1. Find Send to Legal for which user are going to update Send to Legal from AIT & VAT data table.
2. Click the icon under **STL** column. After Click, A pop window is shown.

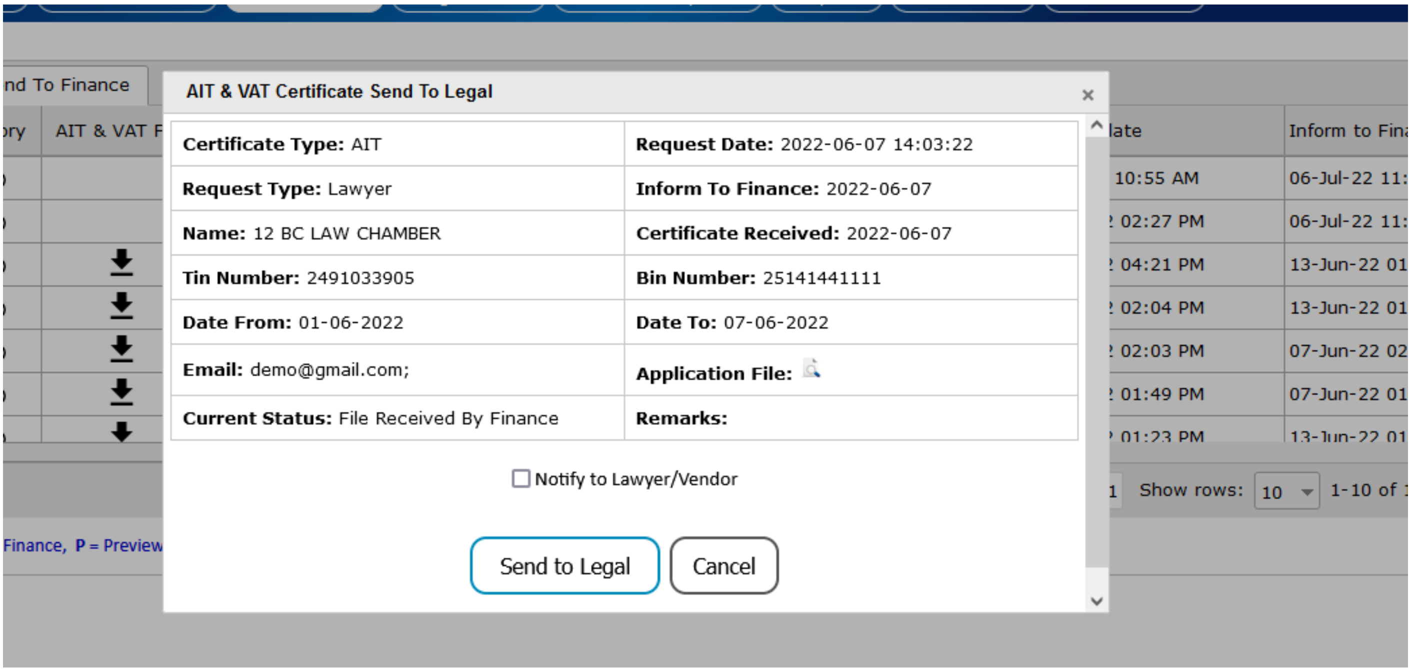


Figure 10.8:1

3. After click Send to Legal Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

11 Document Upload

11.1 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.

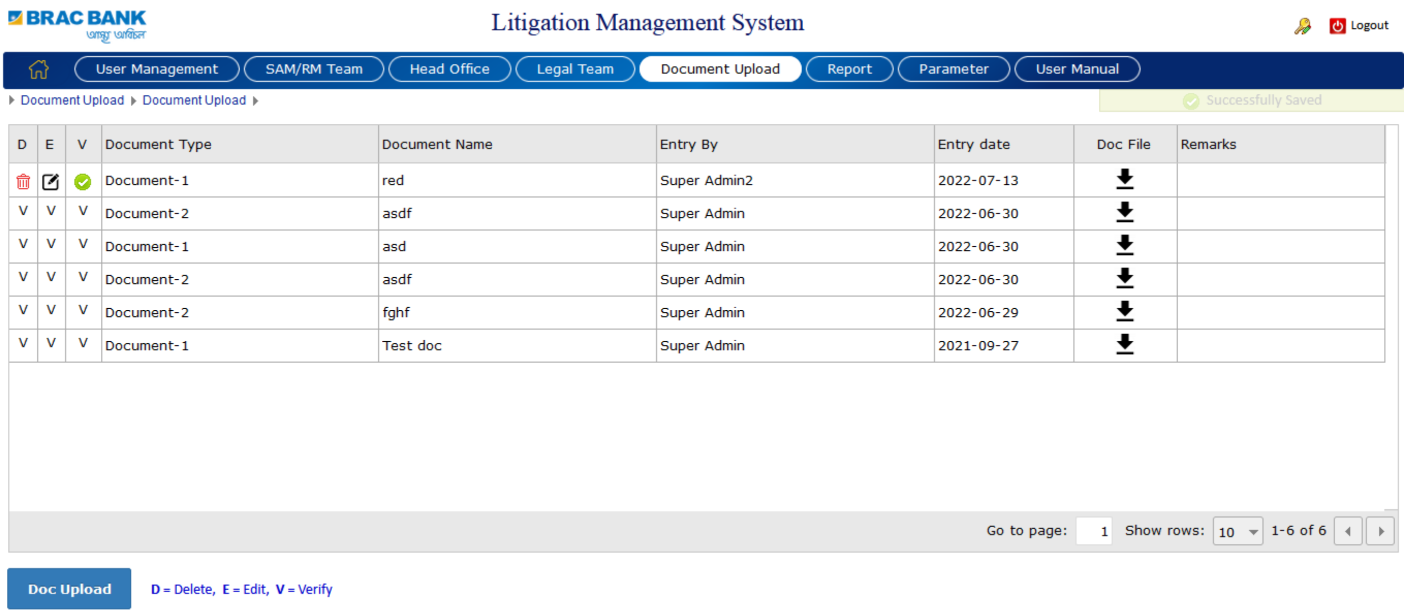


Figure 11.1:1

11.2 Add

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 **Figure 11.2:1.**

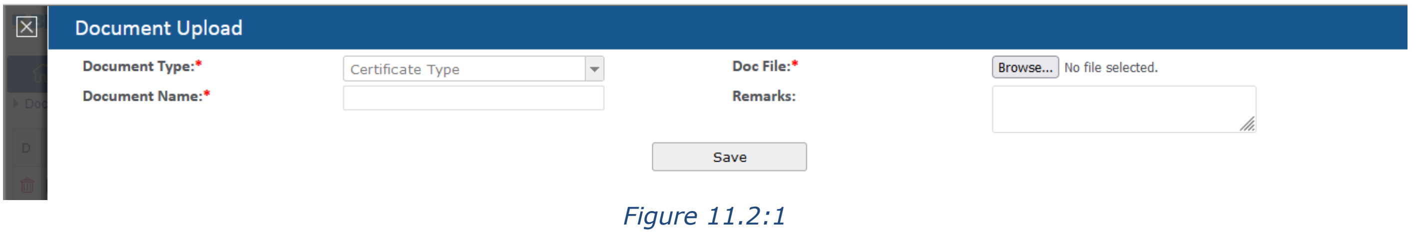


Figure 11.2:1

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.

11.3 Edit

Usage

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

Menu Path

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

Operation

To edit Document Upload from the system, need to do as follows:

a) Find bill for which the user is going to edit from Document Upload 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 Document Upload Details as required.
d) Click the **Update** button to update Document Upload.
e) In case of any wrong input, system shows appropriate message. Otherwise, Document Upload will be saved properly and the popup window will be closed automatically with "Successfully Updated" 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.

11.4 Delete

Usage

This operation is used to delete Document Upload.

Menu Path

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

Operation

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

3. Finding the Document Upload for which the user is going to delete from the Document Upload data table.
4. User needs to click the icon under **D (Delete)** column and the specific row of data table to delete the specific Document Upload. 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 Document Upload 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 Document Upload with its reason.

11.5 Verify (V)

Usage
This operation is used to verify Document Upload. To verify Document Upload do as following:

Menu Path
Document Upload -> Document Upload -> **V** (Verify)

Operation

a) Find Bill for which user are going to Verify Document Upload from Document Upload data table.
b) Click the icon under **V** column. After Click, A pop window is shown.

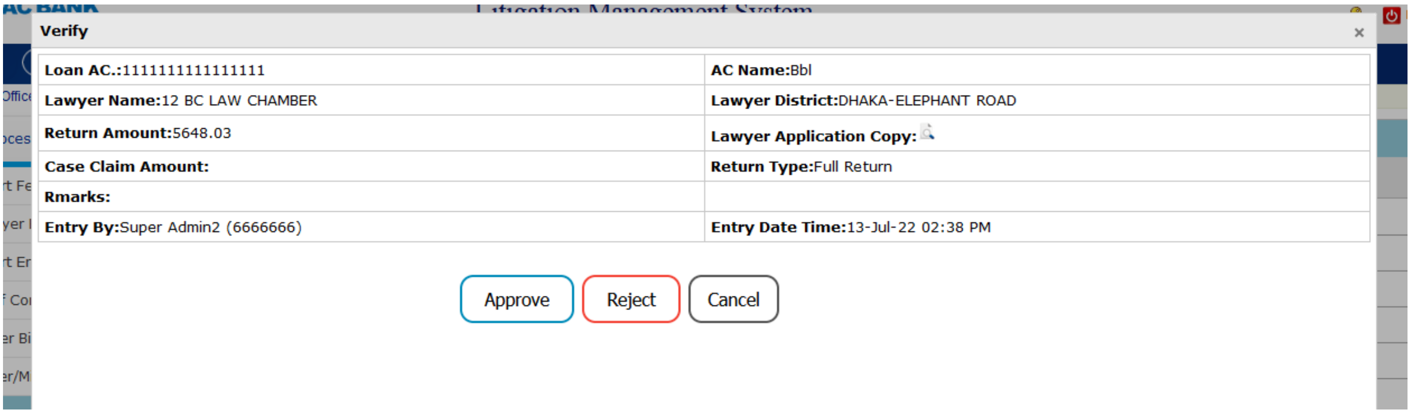


Figure 11.5:1

c) After click Approve Button, Approve Confirmation message will be shown.
d) After Successfully Approve the data will be parked to Document Upload Common Queue.
e) If User want to Reject, Reject then Reason should be entry.
f) If User want to Cancel, Click Cancel Button.

12 Report

12.1 1st Legal Notice

Usage
This operation is used to export report in 1st legal Notice.

Menu Path
Report -> 1st Legal Notice

Operation
To 1st legal Notice info does as following:
You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the 1st Legal Notice Data. You can separate preview or export excel download click the excel icon.

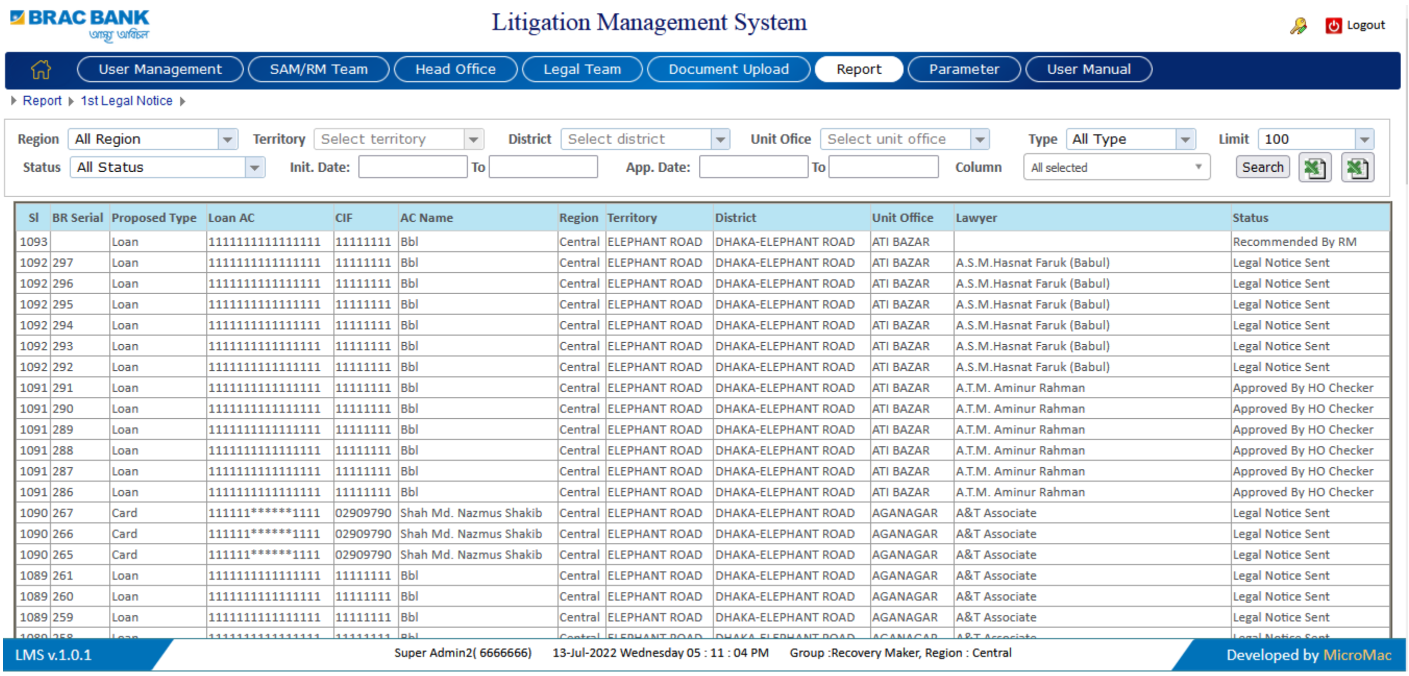


Figure 12.1:1

12.2 CMA

Usage

This operation is used to export report in CMA.

Menu Path

Report -> CMA

Operation

To CMA info does as following:

You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the CMA Data. You can separate preview or export excel download click the excel icon.

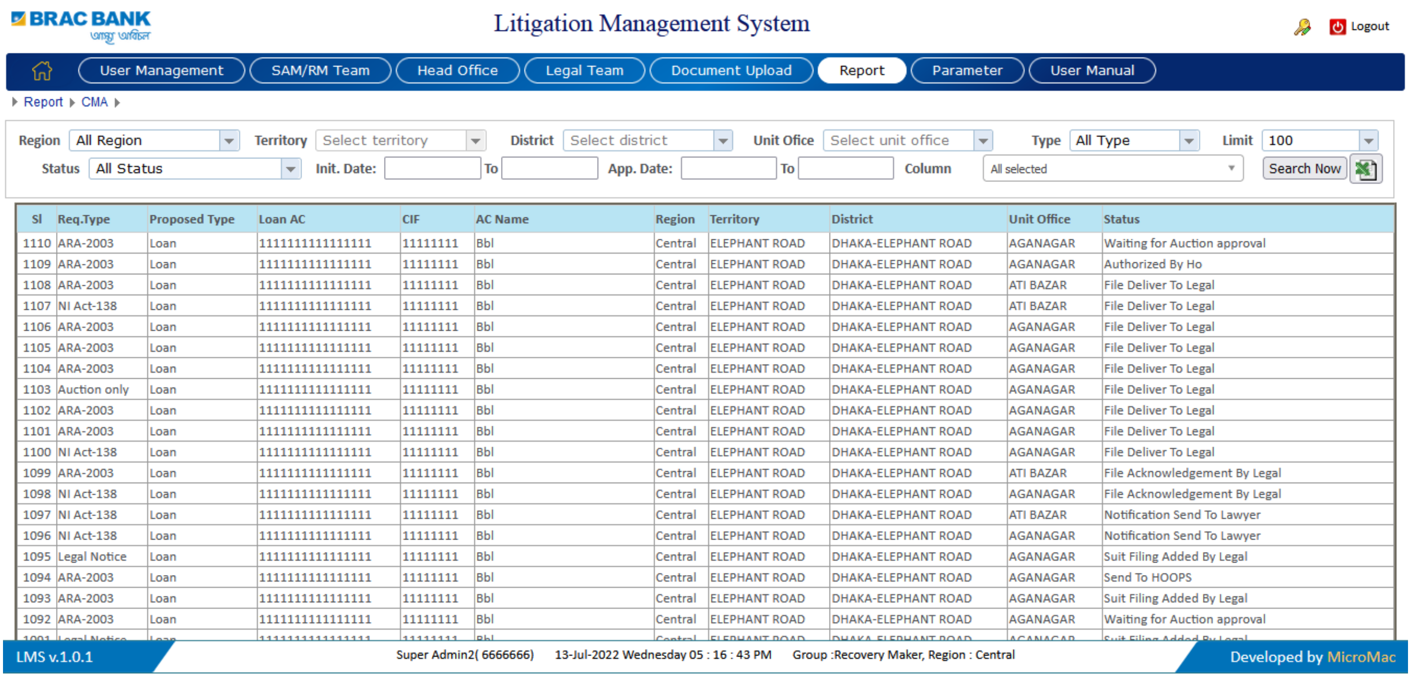


Figure 12.2:1

12.3 Auction

Usage

This operation is used to export report in Auction.

Menu Path

Report -> Auction

Operation

To Auction info does as following:

You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the Auction Data. You can separate preview or export excel download click the excel icon.

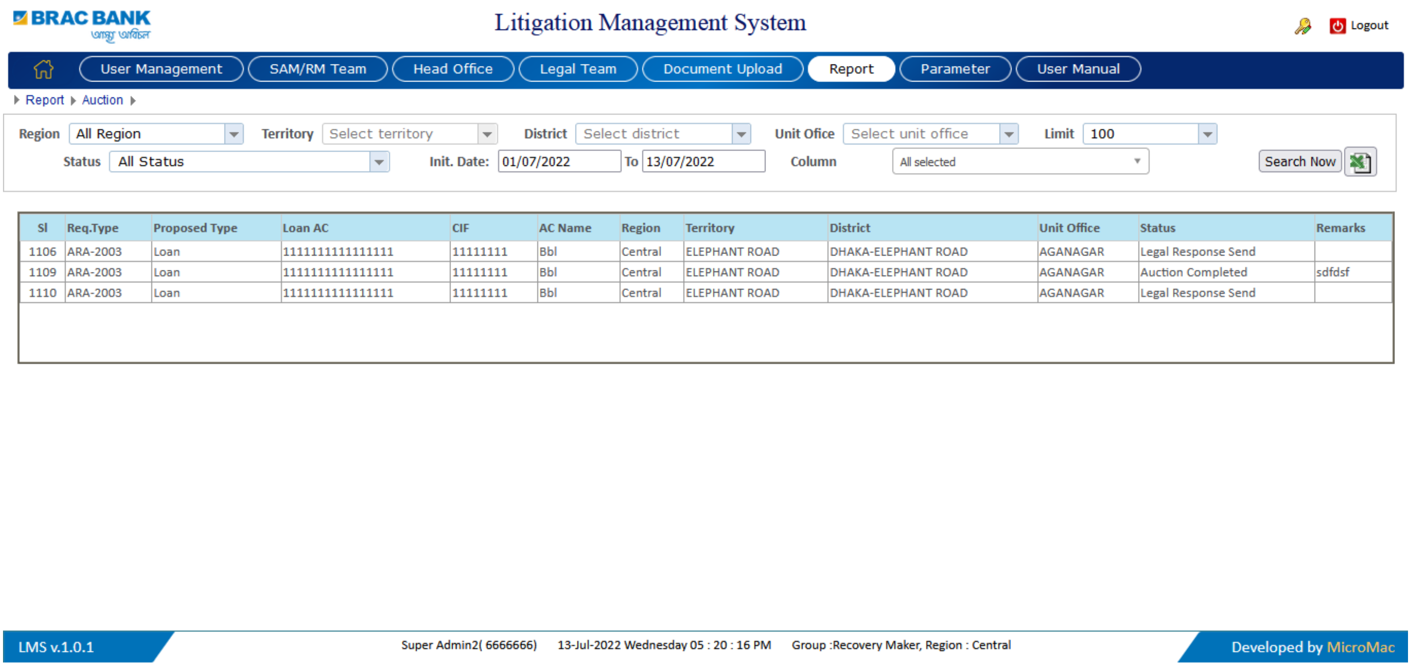


Figure 12.3:1

12.4 BB Report

12.4.1 Statement of Cases Filed & Settled Branch Wise

Usage

This operation is used to export report in Statement of Cases Filed & Settled Branch Wise.

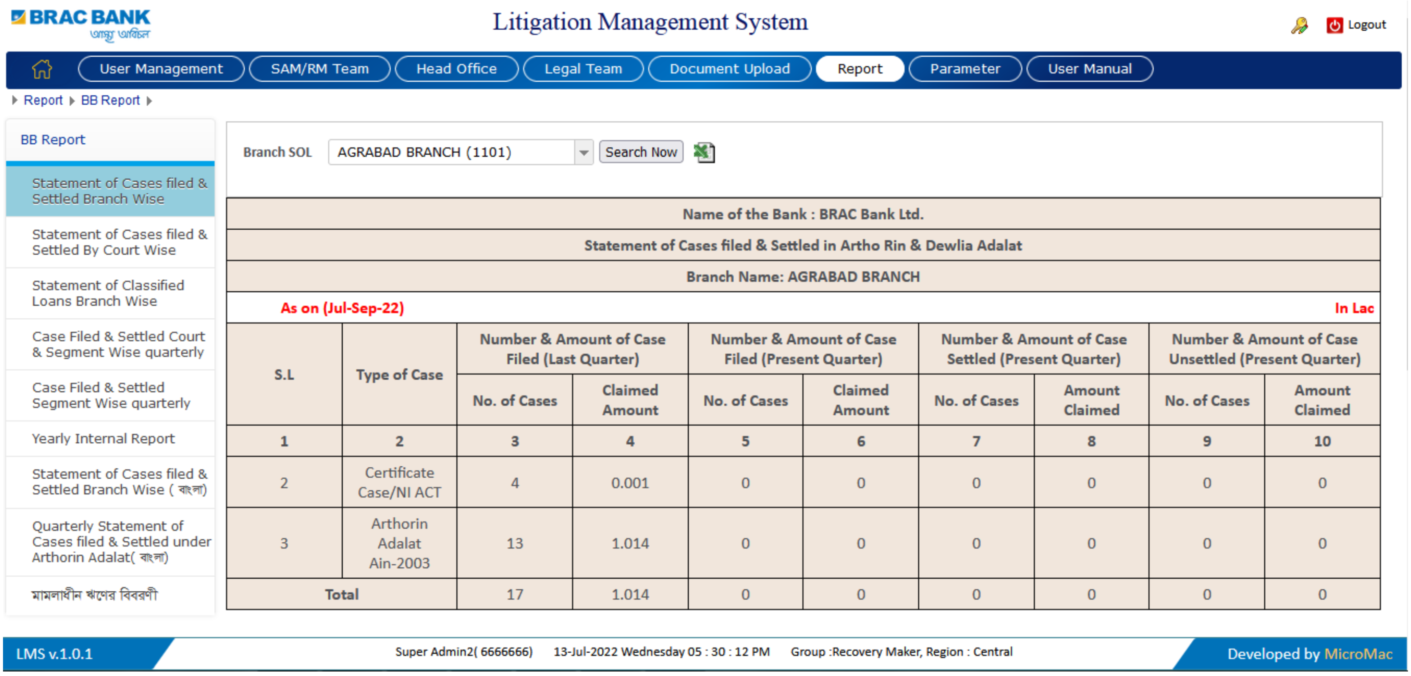
Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled Branch Wise

Operation

To Statement of Cases Filed & Settled Branch Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled Branch Wise Data. You can separate preview or export excel download click the excel icon.



Name of the Bank : BRAC Bank Ltd.

Statement of Cases filed & Settled in Artho Rin & Dewlia Adalat

Branch Name: AGRABAD BRANCH

As on (Jul-Sep-22) In Lac

S.L	Type of Case	Number & Amount of Case Filed (Last Quarter)		Number & Amount of Case Filed (Present Quarter)		Number & Amount of Case Settled (Present Quarter)		Number & Amount of Case Unsettled (Present Quarter)	
		No. of Cases	Claimed Amount	No. of Cases	Claimed Amount	No. of Cases	Amount Claimed	No. of Cases	Amount Claimed
1	2	3	4	5	6	7	8	9	10
2	Certificate Case/NI ACT	4	0.001	0	0	0	0	0	0
3	Arthorin Adalat Ain-2003	13	1.014	0	0	0	0	0	0
Total		17	1.014	0	0	0	0	0	0

Figure 12.4.1:1

12.4.2 Statement of Cases Filed & Settled By Court Wise

Usage

This operation is used to export report in Statement of Cases Filed & Settled By Court Wise.

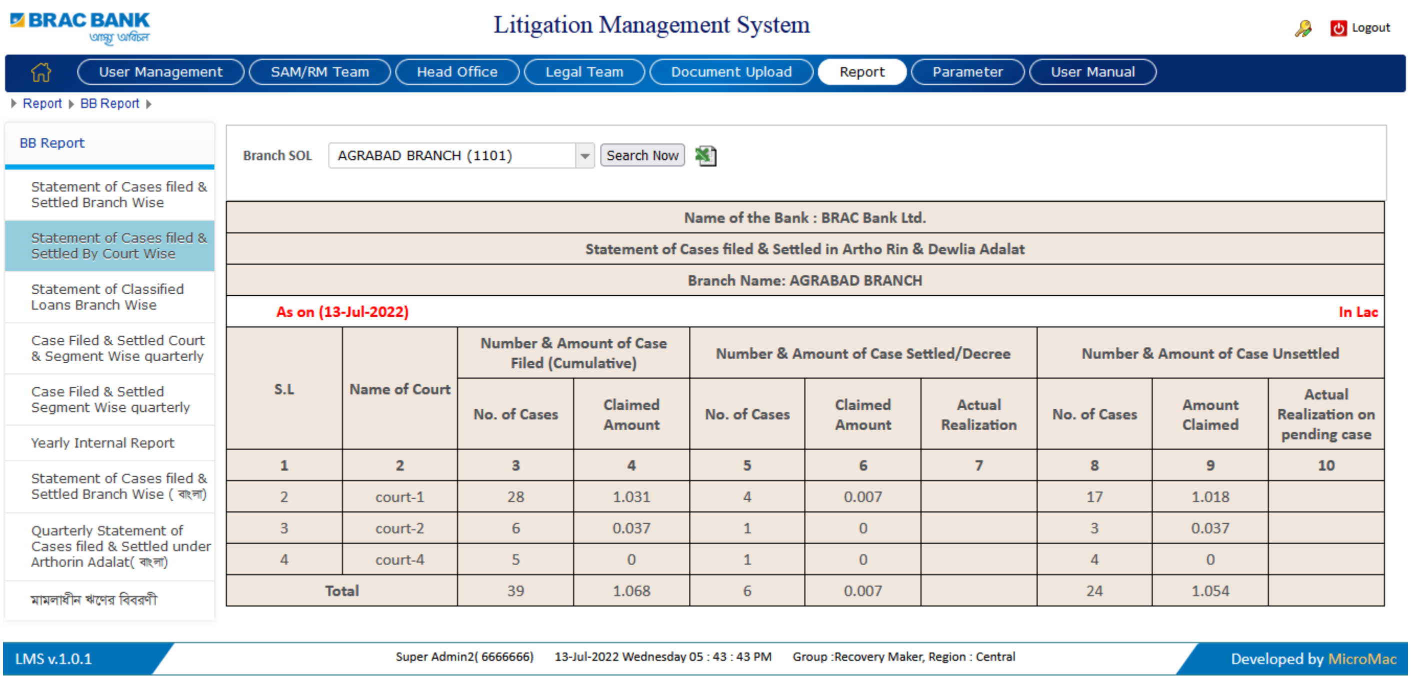
Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled By Court Wise

Operation

To Statement of Cases Filed & Settled By Court Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled By Court Wise Data. You can separate preview or export excel download click the excel icon.



Name of the Bank : BRAC Bank Ltd.

Statement of Cases filed & Settled in Artho Rin & Dewlia Adalat

Branch Name: AGRABAD BRANCH

As on (13-Jul-2022) In Lac

S.L	Name of Court	Number & Amount of Case Filed (Cumulative)		Number & Amount of Case Settled/Decree			Number & Amount of Case Unsettled		
		No. of Cases	Claimed Amount	No. of Cases	Claimed Amount	Actual Realization	No. of Cases	Amount Claimed	Actual Realization on pending case
1	2	3	4	5	6	7	8	9	10
2	court-1	28	1.031	4	0.007		17	1.018	
3	court-2	6	0.037	1	0		3	0.037	
4	court-4	5	0	1	0		4	0	
Total		39	1.068	6	0.007		24	1.054	

Figure 12.4.2:1

12.4.3 Statement of Classified & Loans Branch Wise

Usage

This operation is used to export report in Statement of Classified & Loans Branch Wise.

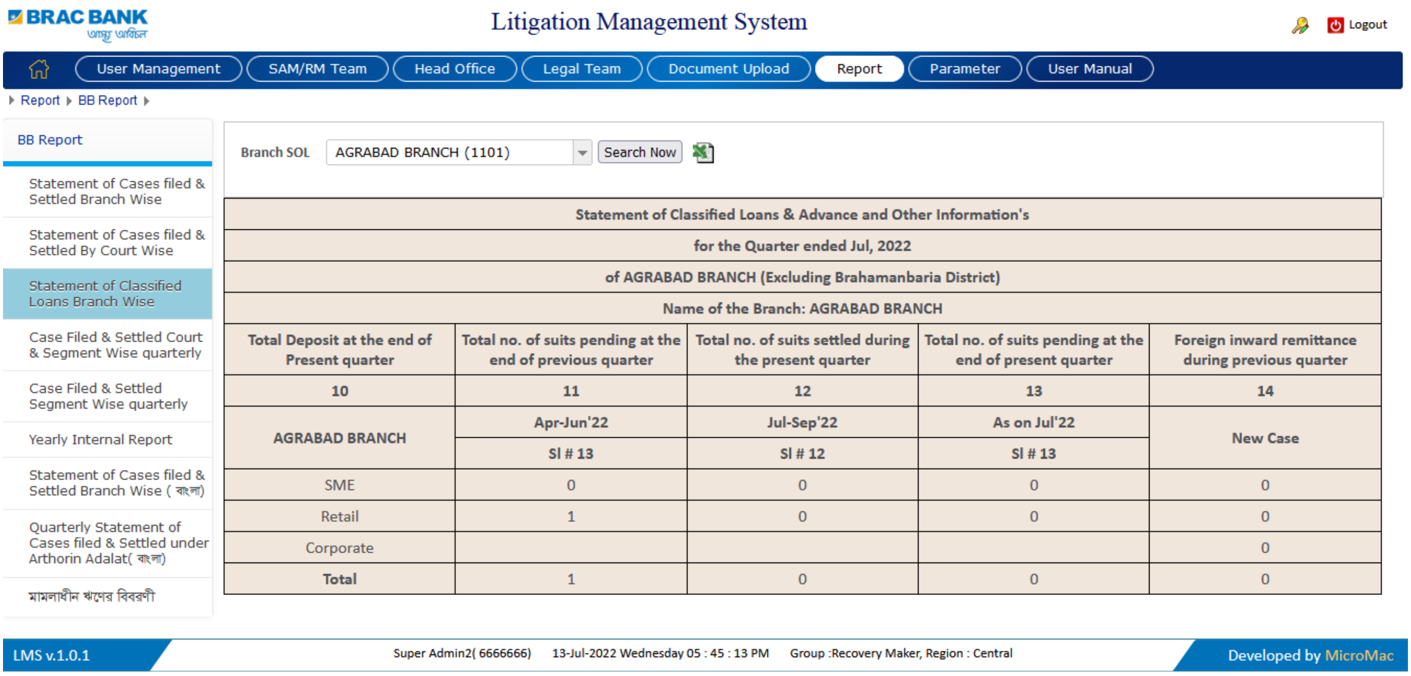
Menu Path

Report -> BB Report -> Statement of Classified & Loans Branch Wise

Operation

To Statement of Classified & Loans Branch Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Classified & Loans Branch Wise Data. You can separate preview or export excel download click the excel icon.



Statement of Classified Loans & Advance and Other Information's				
for the Quarter ended Jul, 2022				
of AGRABAD BRANCH (Excluding Brahamanbaria District)				
Name of the Branch: AGRABAD BRANCH				
Total Deposit at the end of Present quarter	Total no. of suits pending at the end of previous quarter	Total no. of suits settled during the present quarter	Total no. of suits pending at the end of present quarter	Foreign inward remittance during previous quarter
10	11	12	13	14
AGRABAD BRANCH	Apr-Jun'22	Jul-Sep'22	As on Jul'22	New Case
	Sl # 13	Sl # 12	Sl # 13	
SME	0	0	0	0
Retail	1	0	0	0
Corporate				0
Total	1	0	0	0

Figure 12.4.3:1

12.4.4 Case Filed & Settled Court & Segment Wise Quarterly

Usage

This operation is used to export report in Case Filed & Settled Court & Segment Wise Quarterly.

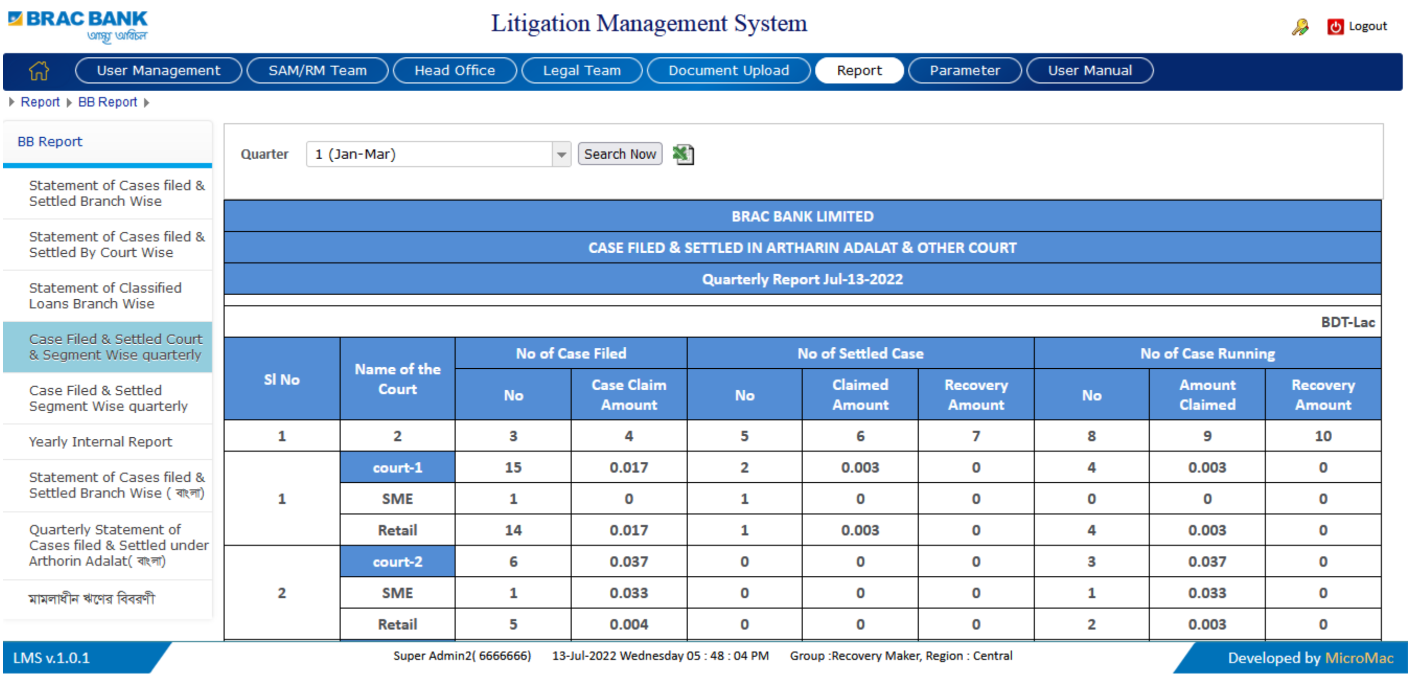
Menu Path

Report -> BB Report -> Case Filed & Settled Court & Segment Wise Quarterly

Operation

To Case Filed & Settled Court & Segment Wise Quarterly info does as following:

You can search by Quarter. The search system will show the Case Filed & Settled Court & Segment Wise Quarterly Data. You can separate preview or export excel download click the excel icon.



Sl No	Name of the Court	No of Case Filed		No of Settled Case			No of Case Running		
		No	Case Claim Amount	No	Claimed Amount	Recovery Amount	No	Amount Claimed	Recovery Amount
1	2	3	4	5	6	7	8	9	10
1	court-1	15	0.017	2	0.003	0	4	0.003	0
	SME	1	0	1	0	0	0	0	0
	Retail	14	0.017	1	0.003	0	4	0.003	0
2	court-2	6	0.037	0	0	0	3	0.037	0
	SME	1	0.033	0	0	0	1	0.033	0
	Retail	5	0.004	0	0	0	2	0.003	0

Figure 12.4.4:1

12.4.5 Case Filed & Settled Segment Wise Quarterly

Usage

This operation is used to export report in Case Filed & Settled Segment Wise Quarterly.

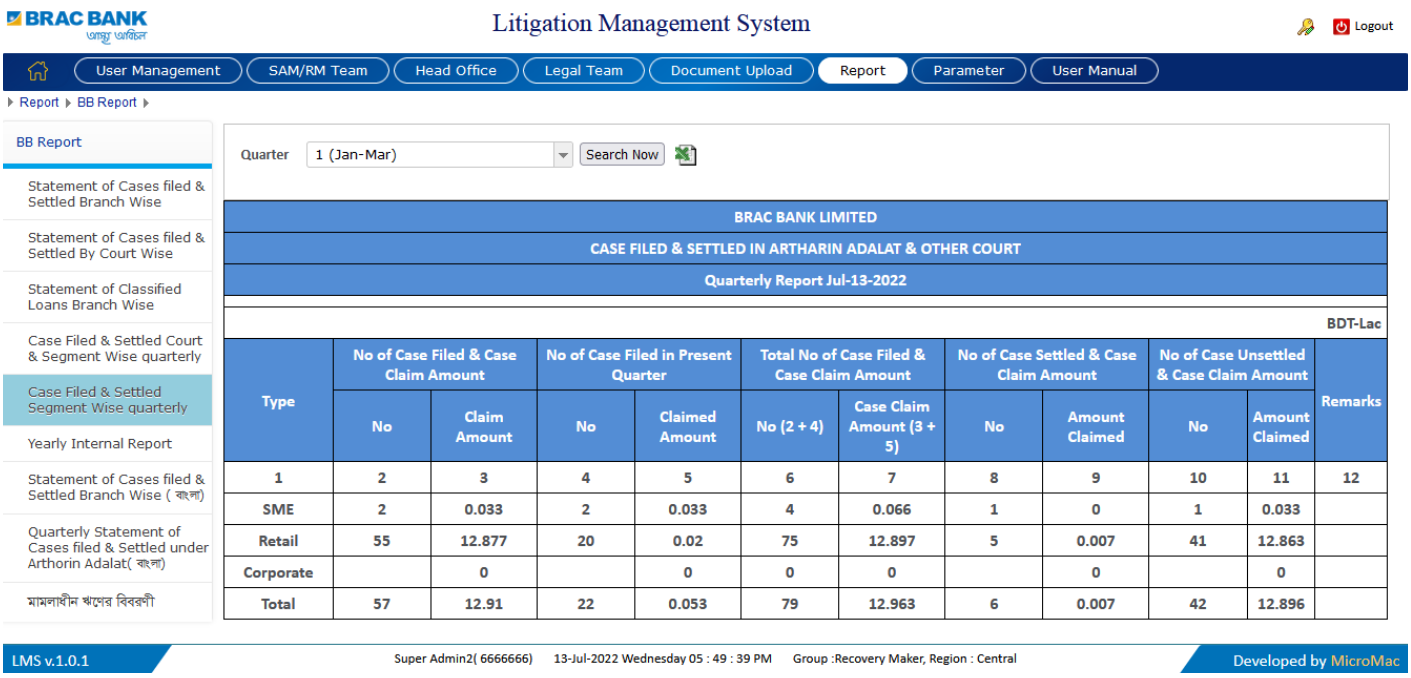
Menu Path

Report -> BB Report -> Case Filed & Settled Segment Wise Quarterly

Operation

To Case Filed & Settled Segment Wise Quarterly info does as following:

You can search by Quarterly. The search system will show the Case Filed & Settled Segment Wise Quarterly Data. You can separate preview or export excel download click the excel icon.



Type	No of Case Filed & Case Claim Amount		No of Case Filed in Present Quarter		Total No of Case Filed & Case Claim Amount		No of Case Settled & Case Claim Amount		No of Case Unsettled & Case Claim Amount		Remarks
	No	Claim Amount	No	Claimed Amount	No (2 + 4)	Case Claim Amount (3 + 5)	No	Amount Claimed	No	Amount Claimed	
1	2	3	4	5	6	7	8	9	10	11	12
SME	2	0.033	2	0.033	4	0.066	1	0	1	0.033	
Retail	55	12.877	20	0.02	75	12.897	5	0.007	41	12.863	
Corporate		0		0	0	0		0		0	
Total	57	12.91	22	0.053	79	12.963	6	0.007	42	12.896	

Figure 12.4.5:1

12.4.6 Yearly Internal Report

Usage

This operation is used to export report in Yearly Internal Report.

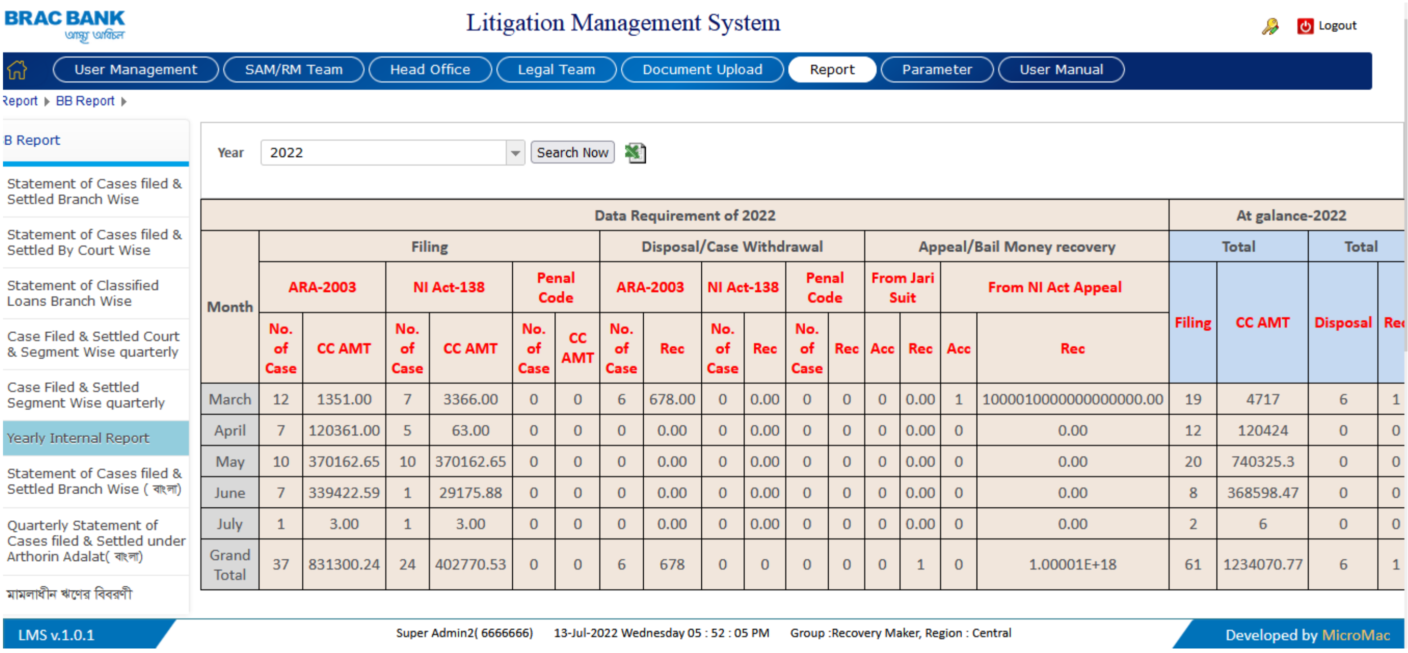
Menu Path

Report -> BB Report -> Yearly Internal Report

Operation

To Yearly Internal Report info does as following:

You can search by Year. The search system will show the Yearly Internal Report Data. You can separate preview or export excel download click the excel icon.



Data Requirement of 2022																	At galance-2022			
Month	Filing						Disposal/Case Withdrawal						Appeal/Bail Money recovery				Total		Total	
	ARA-2003		NI Act-138		Penal Code		ARA-2003		NI Act-138		Penal Code		From Jari Suit		From NI Act Appeal					
	No. of Case	CC AMT	No. of Case	CC AMT	No. of Case	CC AMT	No. of Case	Rec	No. of Case	Rec	No. of Case	Rec	Acc	Rec	Acc	Rec	Filing	CC AMT	Disposal	Re
March	12	1351.00	7	3366.00	0	0	6	678.00	0	0.00	0	0	0	0.00	1	1000010000000000000.00	19	4717	6	1
April	7	120361.00	5	63.00	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	12	120424	0	0
May	10	370162.65	10	370162.65	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	20	740325.3	0	0
June	7	339422.59	1	29175.88	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	8	368598.47	0	0
July	1	3.00	1	3.00	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	2	6	0	0
Grand Total	37	831300.24	24	402770.53	0	0	6	678	0	0	0	0	0	1	0	1.00001E+18	61	1234070.77	6	1

Figure 12.4.6:1

12.4.7 Statement of Cases Filed & Settled Branch Wise (বাংলা)

Usage

This operation is used to export report in Statement of Cases Filed & Settled Branch Wise (বাংলা).

Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled Branch Wise (বাংলা)

Operation

To Statement of Cases Filed & Settled Branch Wise (বাংলা) info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled Branch Wise (বাংলা) Data. You can separate preview or export excel download click the excel icon.

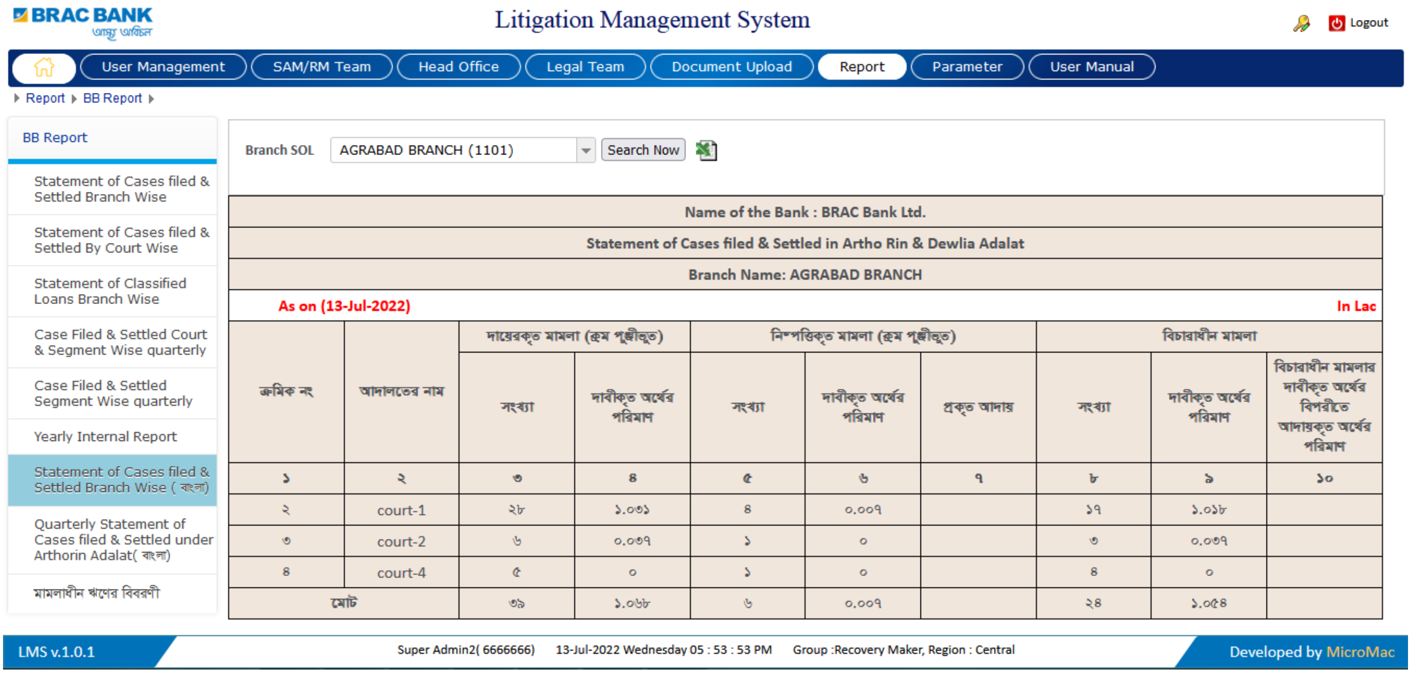


Figure 12.4.7:1

12.4.8 Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা)

Usage

This operation is used to export report in Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা).

Menu Path

Report -> BB Report -> Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা)

Operation

To Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা) info does as following:

You can search by Quarter. The search system will show the Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা). Data. You can separate preview or export excel download click the excel icon.

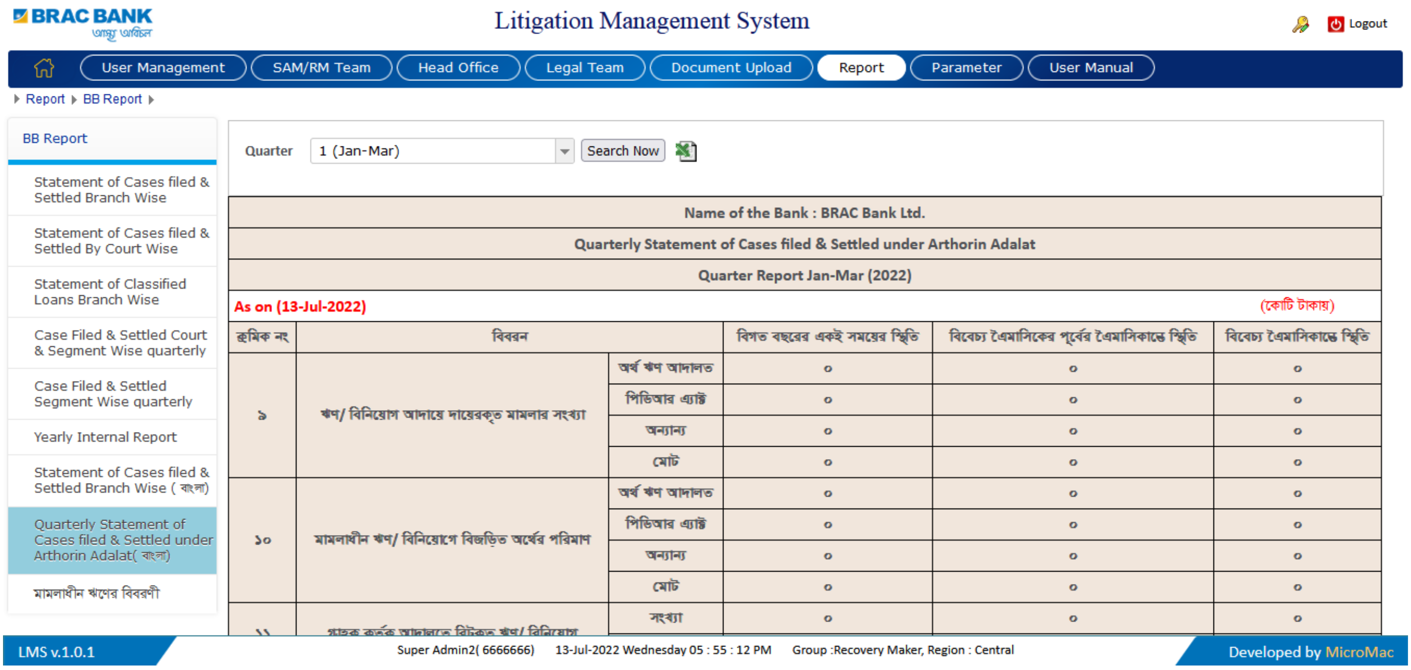


Figure 12.4.8:1

12.4.9 মামলাধীন ঋণের বিবরণী

Usage

This operation is used to export report in মামলাধীন ঋণের বিবরণী.

Menu Path

Report -> BB Report -> মামলাধীন ঋণের বিবরণী

Operation

To মামলাধীন ঋণের বিবরণী info does as following:

You can search by Quarter. The search system will show মামলাধীন ঋণের বিবরণী Data. You can separate preview or export excel download click the excel icon.

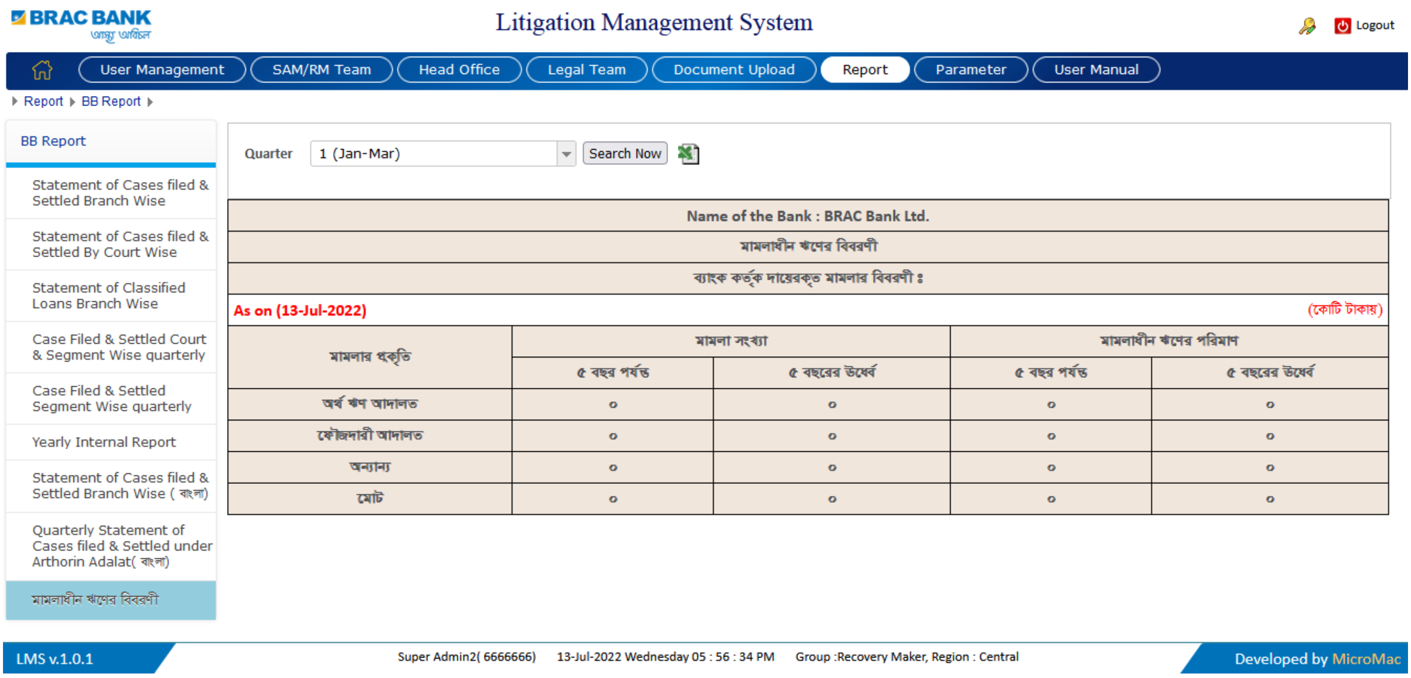


Figure 12.4.9:1

12.5 WA Report

12.5.1 Warrant Execution Report

Usage

This operation is used to export report in Warrant Execution Report.

Menu Path

Report -> WA Report -> Warrant Execution Report

Operation

To Warrant Execution Report does as following:

You can search by Type of Case, Proposed Type, Loan A/C, Case Number. The search system will show the Warrant Execution Report Data. You can separate preview or export excel download click the excel icon.

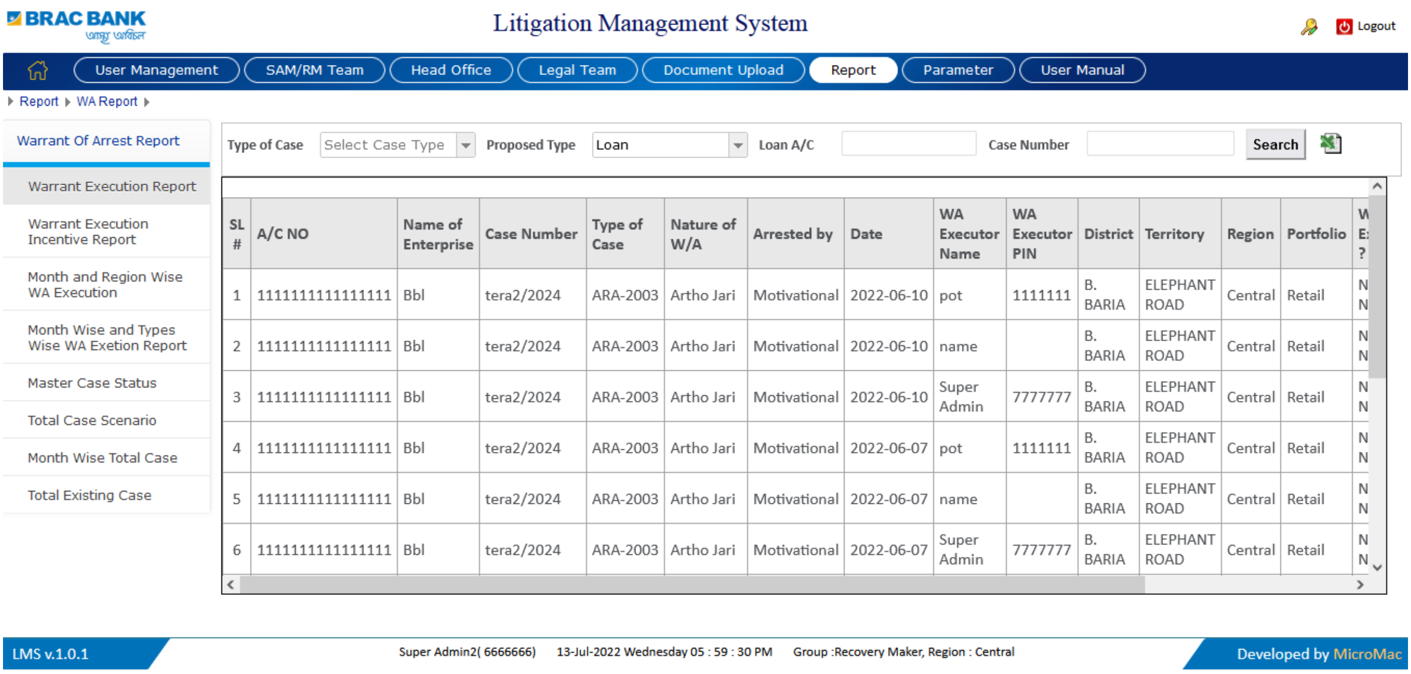


Figure 12.5.1:1

12.5.2 Warrant Execution Incentive Report

Usage

This operation is used to export report in Warrant Execution Incentive Report.

Menu Path

Report -> WA Report -> Warrant Execution Incentive Report

Operation

To Warrant Execution Incentive Report does as following:

You can search by Type of Case, Proposed Type, Loan A/C, Case Number. The search system will show the Warrant Execution Incentive Report Data. You can separate preview or export excel download click the excel icon.

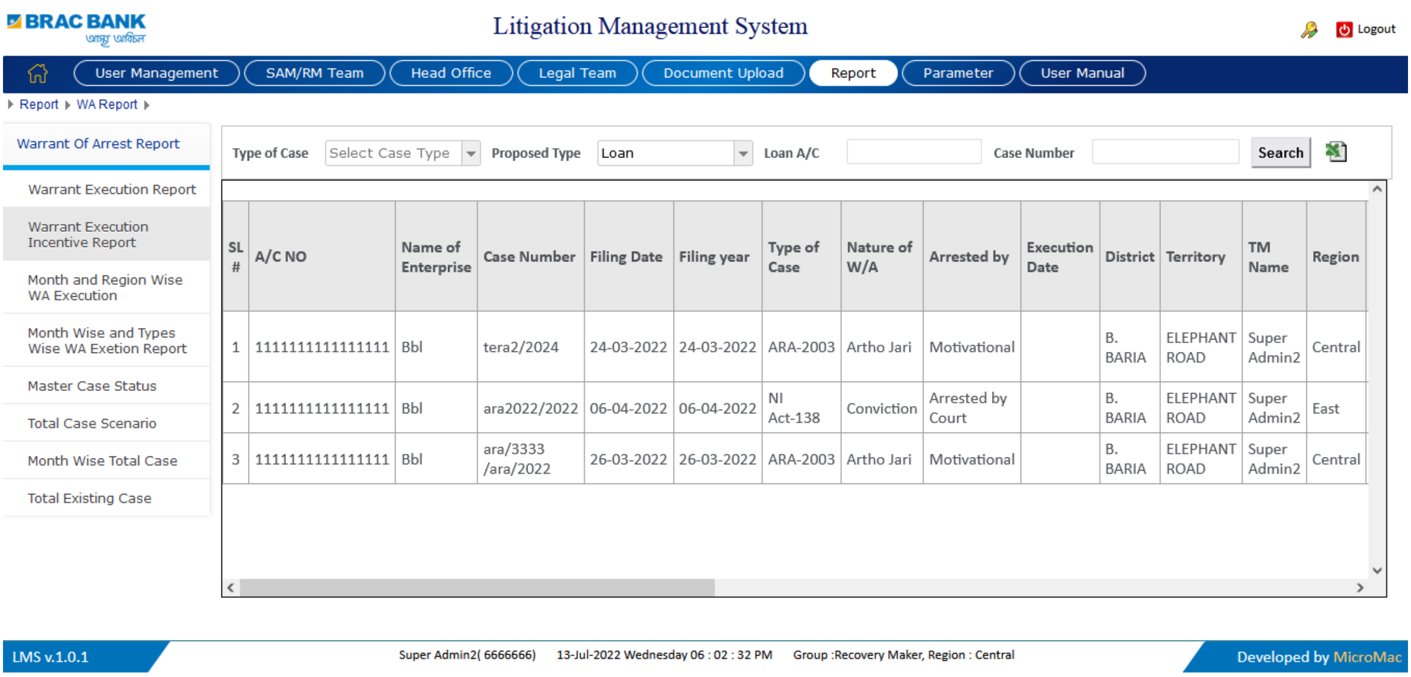


Figure 12.5.2:1

12.5.3 Month and Region Wise WA Execution

Usage

This operation is used to export report in Month and Region Wise WA Execution.

Menu Path

Report -> WA Report -> Month and Region Wise WA Execution

Operation

To Month and Region Wise WA Execution does as following:

You can search by WA Execution of YRS, Year. The search system will show the Month and Region Wise WA Execution Data. You can separate preview or export excel download click the excel icon.

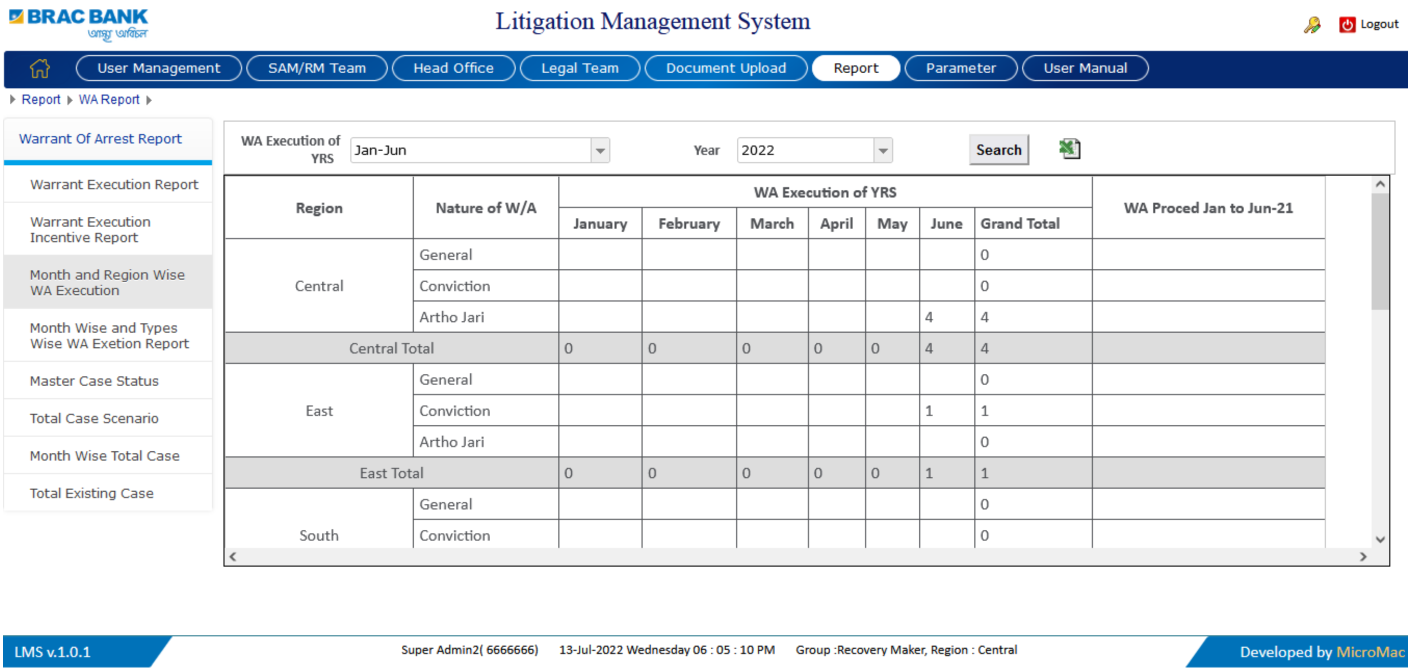


Figure 12.5.3:1

12.5.4 Month Wise and Types wise WA Execution Report

Usage

This operation is used to export report in Month Wise and Types wise WA Execution Report.

Menu Path

Report -> WA Report -> Month Wise and Types wise WA Execution Report

Operation

To Month Wise and Types wise WA Execution Report does as following:

You can search by WA Execution of YRS, Year. The search system will show the Month Wise and Types wise WA Execution Report Data. You can separate preview or export excel download click the excel icon.

Figure 12.5.4:1

12.5.5 Master Case Status

Usage

This operation is used to export report in Master Case Status.

Menu Path

Report -> WA Report -> Master Case Status

Operation

To Master Case Status does as following:

You can search by Type of Case, Loan A/C, Case Number. The search system will show the Master Case Status Data. You can separate preview or export excel download click the excel icon.

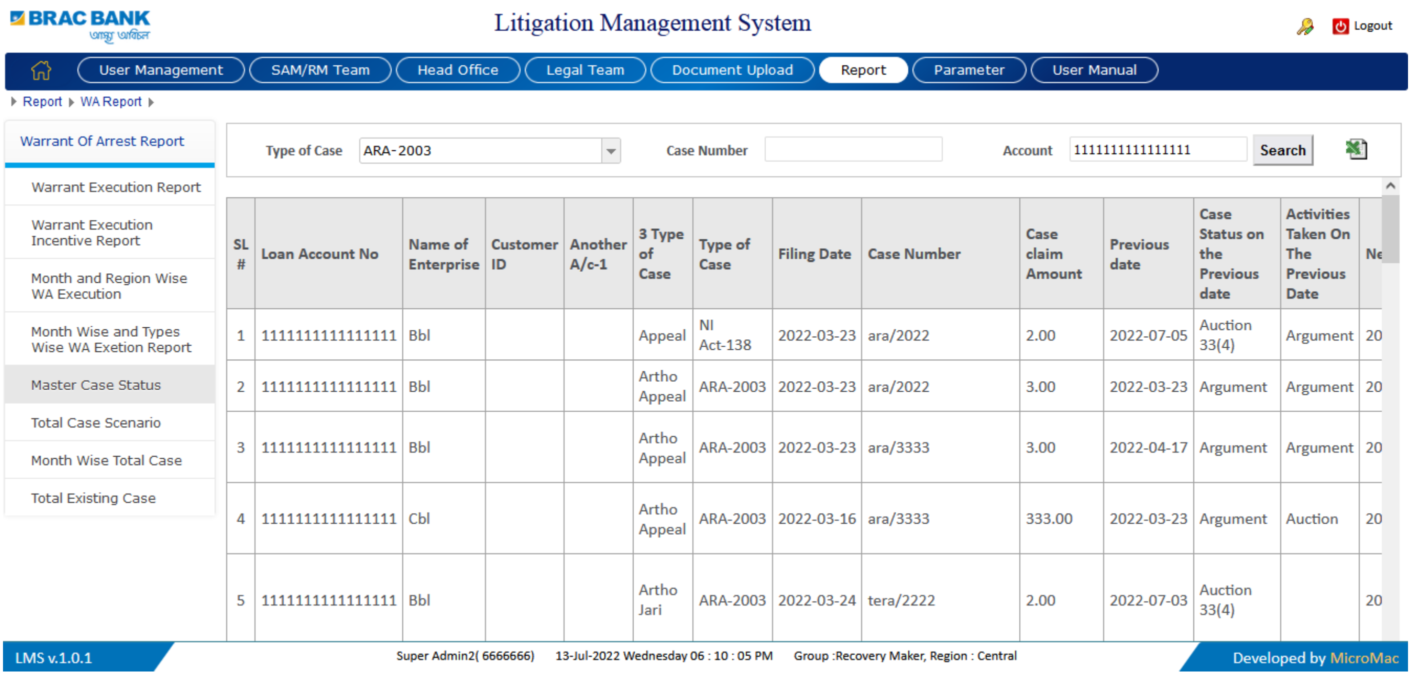


Figure 12.5.5:1

12.5.6 Total Case Scenario

Usage

This operation is used to export report in Total Case Scenario.

Menu Path

Report -> WA Report -> Total Case Scenario

Operation

To Total Case Scenario does as following:

You can search by Months, Year. The search system will show the Total Case Scenario Data. You can separate preview or export excel download click the excel icon.

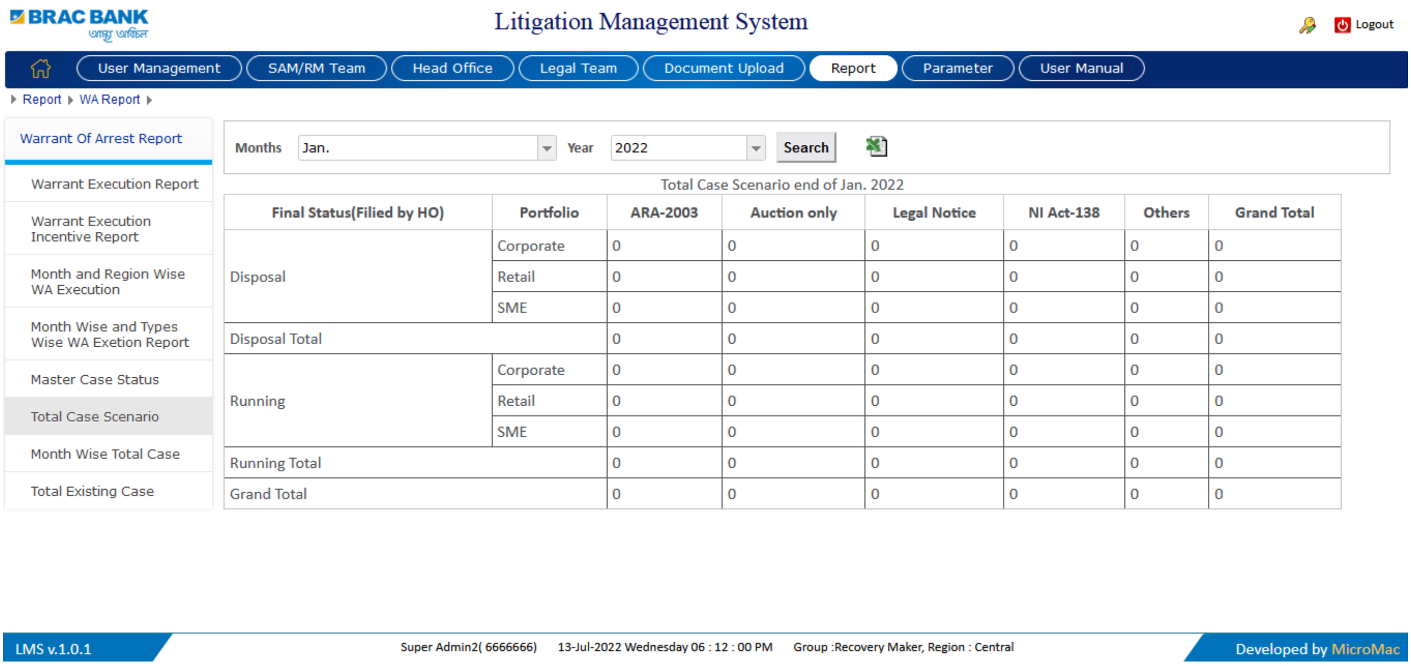


Figure 12.5.6:1

12.5.7 Month wise total Case

Usage

This operation is used to export report in Month wise total Case.

Menu Path

Report -> WA Report -> Month wise total Case

Operation

To Month wise total Case does as following:

You can search by Year. The search system will show the Month wise total Case Data. You can separate preview or export excel download click the excel icon.

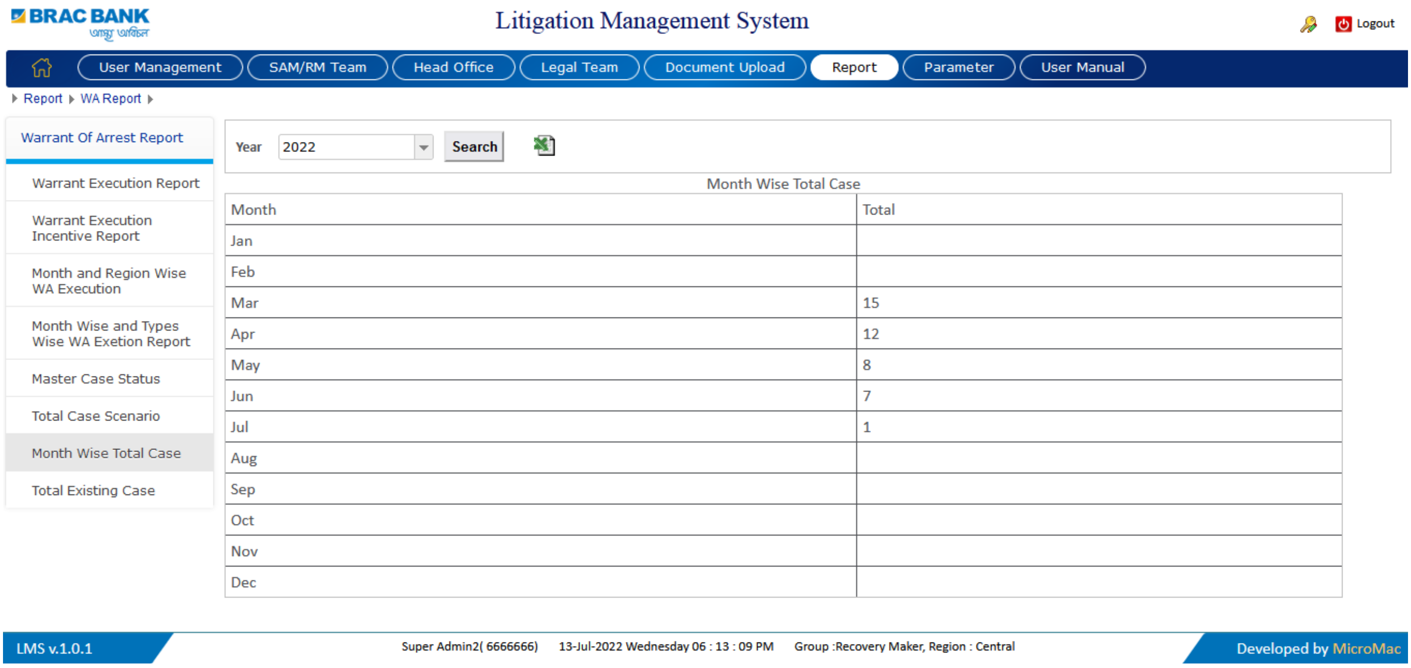


Figure 12.5.7:1

12.5.8 Total Existing Case

Usage

This operation is used to export report in Total Existing Case.

Menu Path

Report -> WA Report -> Total Existing Case

Operation

To Total Existing Case does as following:

You can search by Year. The search system will show the Total Existing Case Data. You can separate preview or export excel download click the excel icon.

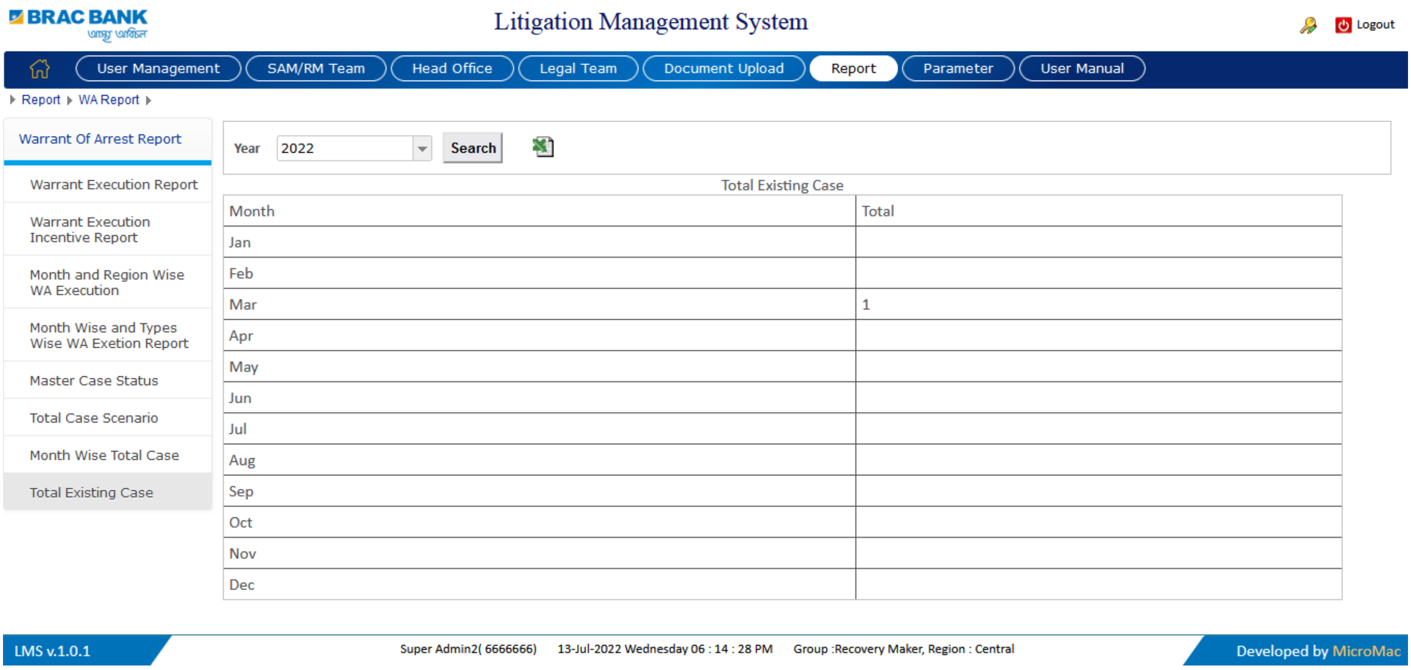


Figure 12.5.8:1

12.6 Lawyer Wise Case Report

Usage

This operation is used to export report in Lawyer Wise Case Report.

Menu Path

Report -> Lawyer Wise Case Report

Operation

To Lawyer Wise Case Report info does as following:

You can search by Region, Territory, District, Lawyer, Type. The search system will show the Lawyer Wise Case Report Data. You can separate preview or export excel download click the excel icon.

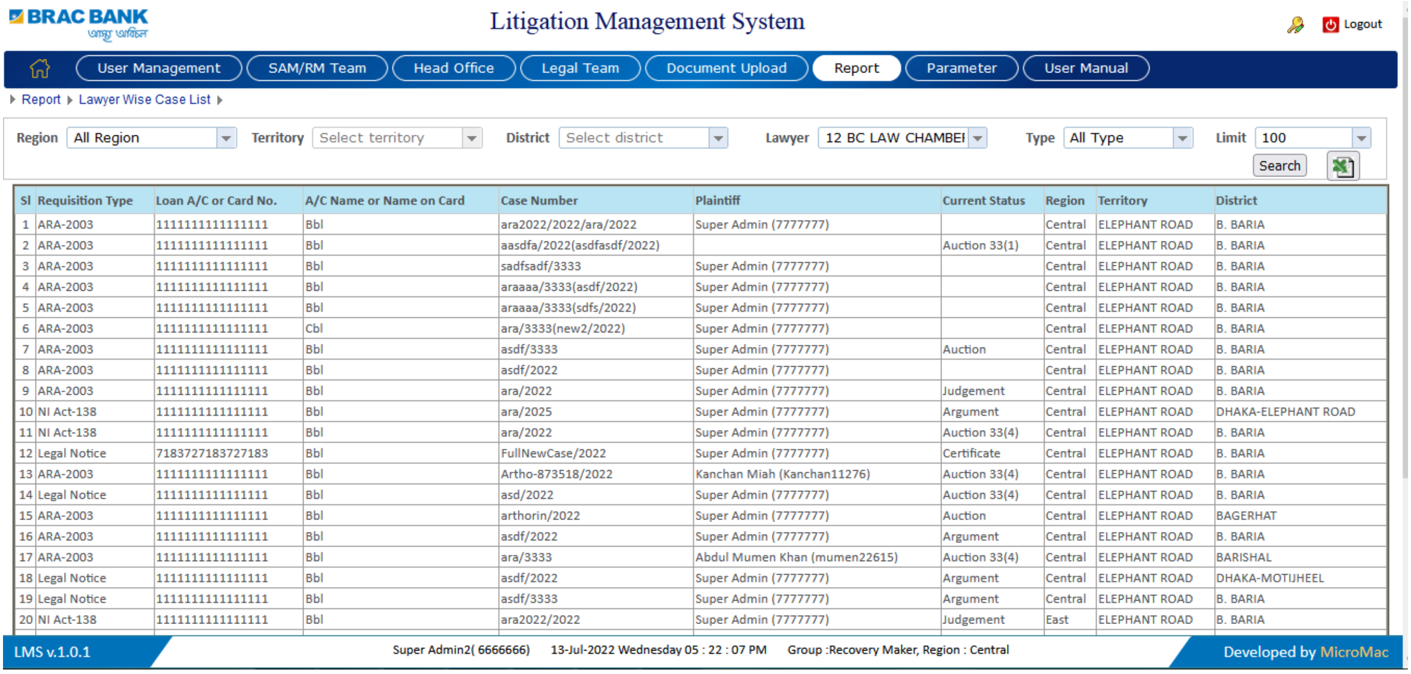


Figure 12.6:1