

Delete

- Click on "Memos" side menu and select "sent" navigation menu.
- " Memo " page is displayed as below

Draft Sent

Delete Memo

Loco From To

--All-- 10/08/2022 Go

- Enter all the details such as Loco, From, Today dates and Click on Go Option.

Draft Sent

Sent

Delete Memo

Loco From To

--All-- 28/09/2022 Go

Select	S.No	Sent On	Subject	Locos	Sent To	CC To	Sent By	Memo Category
<input checked="" type="checkbox"/>	1	28/09/2022	Bogie slightly crack condition.	30262	M6		K Sudarshan/SSE	JobCard

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- Click on the check box
- Click on [Delete memo](#) link to delete the memo.
- Successful message is displayed and the given information as deleted successfully.