

Draft

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

The screenshot shows a light blue interface with two buttons at the top: "Draft" and "Sent". Below them is the heading "Delete Memo". There are three input fields: "Loco" with a dropdown menu showing "--All--", "From" (empty), and "To" with the date "28/09/2022". Each input field has a calendar icon. To the right of the "To" field is an orange "Go" button.

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

The screenshot shows the "Drafts" page. It has the same "Draft" and "Sent" buttons at the top. Below them is the heading "Drafts". There are two links: "Delete Memo" and "Send Memo". The filter section is identical to the previous screenshot. Below the filters is a table with the following data:

Select	S.No	Drafted On	Subject	Section
<input checked="" type="checkbox"/>	1	28/09/2022	Bogie slightly crack condition.	PPO

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