

# Inbox

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

The screenshot shows the top section of the 'Inbox' page. It includes two buttons: 'Draft' and 'Sent'. Below them is a blue link labeled 'Delete Memo'. There are three search fields: 'Loco' with a dropdown menu showing '--All--', 'From' with an empty text box, and 'To' with a date field showing '10/08/2022'. A blue 'Go' button is positioned to the right of the 'To' field.

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

The screenshot shows the main content area of the 'Inbox' page. It features a table with the following columns: Select, S.No, Recieved On, Subject, From Section, Memo Category, and Loco No's. The table contains five rows of memo data. Above the table, the search filters from the previous screenshot are visible, with the 'To' date field now showing '28/09/2022'.

Select	S.No	Recieved On	Subject	From Section	Memo Category	Loco No's
<input type="checkbox"/>	1	28/09/2022	All TMs cable connections provided without spring washer in junction box.	E3TM	General	39147
<input type="checkbox"/>	2	27/09/2022	TM-2 requires changing.	E3TM	General	31248
<input type="checkbox"/>	3	27/09/2022	Wheel turning	M1	General	30452
<input type="checkbox"/>	4	27/09/2022	TM-2 Required Changing Inductance variation excess.	E3TM	General	31248
<input type="checkbox"/>	5	27/09/2022	Abnormality required M6 attention	M1	General	41242