

## New

To create new memo,

- Click on "Memos" side menu and select "New" navigation menu.
- "New Memo" page is displayed.

**New Memo**

Category: Jobcard

To: M6

Copy To: E6

Loco: 30262

Main Eq: BGF-P7      Equipment Position: 1

Observation:  Add

Attachment:  No file chosen

Date: 28/09/2022 02:57

Delete	S.No	Loco	To Section	Observation	Date	Eq Name	Eq Position
✖	1	30262	M6	Bogie slightly crack condition.	28/09/2022 02:57	BGF-P7	1

- Enter all the necessary details and click on Add and Save button to add the observation.
- Successful message is displayed and the given information as saved successfully.
- Click on Send button.
- Successful message is displayed and the given information as sent successfully.