

Sent

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

The screenshot shows the 'Sent' page interface. At the top, there are two buttons: 'Draft' and 'Sent'. Below them is a link labeled 'Delete Memo'. The main section contains three input fields: 'Loco' with a dropdown menu showing '--All--', 'From' with an empty text box, and 'To' with a date field showing '10/08/2022'. To the right of these fields is an orange 'Go' button.

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

The screenshot shows the 'Sent' page with a table of memo entries. The table has the following columns: Select, S.No, Sent On, Subject, Locos, Sent To, CC To, Sent By, and Memo Category. The first row contains the following data:

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