

## Delete

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

The screenshot shows the 'Notes-Sent' interface with three search filters: 'Subject', 'From', and 'To'. The 'To' filter is populated with the date '29/09/2022'. There are 'New', 'Inbox', and 'Draft' buttons at the top left, and a 'Go' button at the bottom right of the search area.

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

The screenshot shows the 'Notes-Sent' interface with a search area and a table of notes. The search area has 'Subject', 'From', and 'To' filters, with 'To' set to '29/09/2022'. The table below has columns for S.No, Sender, Subject, Sent On, and Delete.

| S.No | Sender             | Subject              | Sent On          | Delete |
|------|--------------------|----------------------|------------------|--------|
| 1    | ELSLGAdmin/LGAdmin | <a href="#">SLAM</a> | 29/09/2022 17:45 |        |

- Click on Delete to delete the Note.
- Successful message is displayed and the given information as deleted successfully.