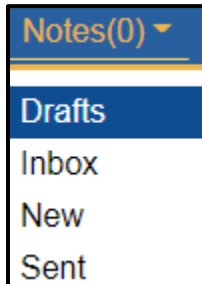


Draft

- Click on "Notes" side menu and select "Draft" navigation menu.



- "Notes" page is displayed as below.

Notes-Draft

Subject From To

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

Notes-Draft

Subject From To

S.No	Sender	Subject	Sent On	Delete
1	ELSLGAdmin/LGAdmin	Bogie slightly crack condition.	29/09/2022 17:26	<input type="button" value="X"/>

- Click on [Subject](#) link to send the Note.

inbox

Edit Draft Notes

To: Ajay Brahma Chary G / E3TM

Cc: GVSK MURTHY / PPO

Subject: Bogie slightly crack condition.

Attachment: Choose File No file chosen

Description

Font Size Color Highlight B I U x x, [Icons]

Bogie slightly crack condition.

Design HTML

Send Discard Save Now

- Enter all the necessary details and click on **Save** button to save the Note
- 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.