

Inbox

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

The screenshot shows the 'Notes-Inbox' form. At the top, there are three buttons: 'New', 'Draft', and 'Sent'. Below them is the title 'Notes-Inbox'. The form has three input fields: 'Subject', 'From', and 'To'. The 'To' field contains the date '29/09/2022'. There is a 'Go' button 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 'Notes-Inbox' form with a table of notes. The table has five columns: S.No, Sender, Subject, Sent On, and Delete. There is one row of data.

S.No	Sender	Subject	Sent On	Delete
1	ELSLGAdmin/LGAdmin	SLAM	29/09/2022 17:45	

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

The screenshot shows the 'Note Details' form. It has a 'Message Details' section with a 'Date: 29/09/2022 17:45'. Below this are fields for 'From:', 'To:', 'Cc:', and 'Subject:'. The 'Subject:' field contains 'SLAM'. There is also a 'Description:' field with 'SLAM' and an 'Attachment:' field. At the bottom, there are 'Reply' and 'Forward' links. Below the links is a rich text editor with a toolbar containing options like Font, Size, Color, Highlight, Bold, Italic, Underline, and others. At the very bottom, there are 'Send', 'Discard', and 'Save No' buttons.

Note Details

Message Details	Date: 29/09/2022 17:45
From:	ELSLGAdmin/LGAdmin
To:	ELSLGAdmin/LGAdmin
Cc:	
Subject:	SLAM
Description:	SLAM
Attachment:	
	Reply Forward


To:

Cc:

Subject:

Attachment: No file chosen

Description:

Font Size Color Highlight B I U x x 

SLAM

Design HTML

- Enter all the necessary details and click on 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.