

Delete

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

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

Select	S.No	Sent On	Subject	Locos	Sent To	CC To	Sent By	Memo Categor
<input type="checkbox"/>	1	10/08/2022	abnormality required	30351	Comp	CTA, CS, PPIO, PPIO	Arjun Kumar/--	General
<input type="checkbox"/>	2	16/07/2022	TM-6 TO BE CHANGE AS K VALUE LESS.	31296	M3HR	PPIO	Dilip Kumar Meena/256	JobCard
<input type="checkbox"/>	3	16/07/2022	TM-6 TO BE CHANGE AS K VALUE LESS.	31296	M4HR	CTA, CS, PPIO, PPIO	Dilip Kumar Meena/256	JobCard
<input type="checkbox"/>	4	15/07/2022	TM-2 & 6 TO BE CHANGE AS Fe% MORE	31183	M3HR	PPIO, PPIO	Dilip Kumar Meena/256	JobCard
<input type="checkbox"/>	5	15/07/2022	TM-2 & 6 TO BE CHANGE AS Fe% MORE	31183	M4HR	PPIO, PPIO	Dilip Kumar Meena/256	JobCard

- Click on the check box
- Click on [Delete memo](#) link to delete the memo.
- Successful message is displayed and the given information as deleted successfully.