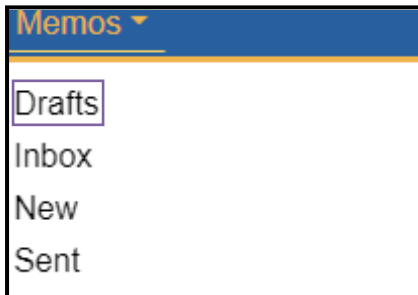
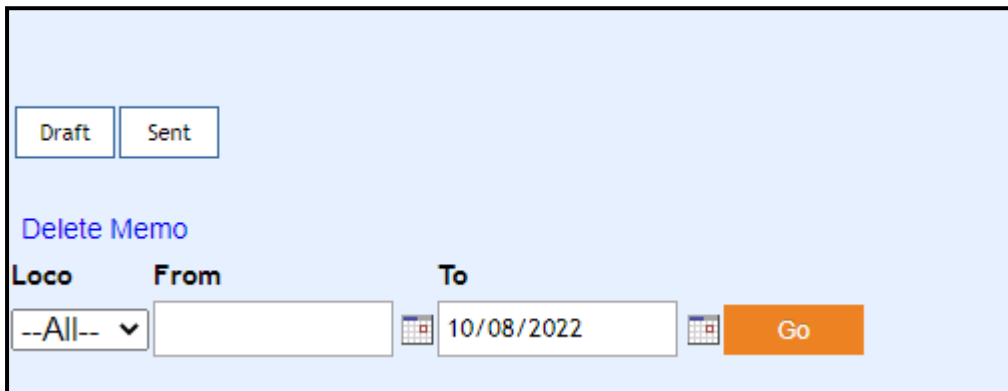


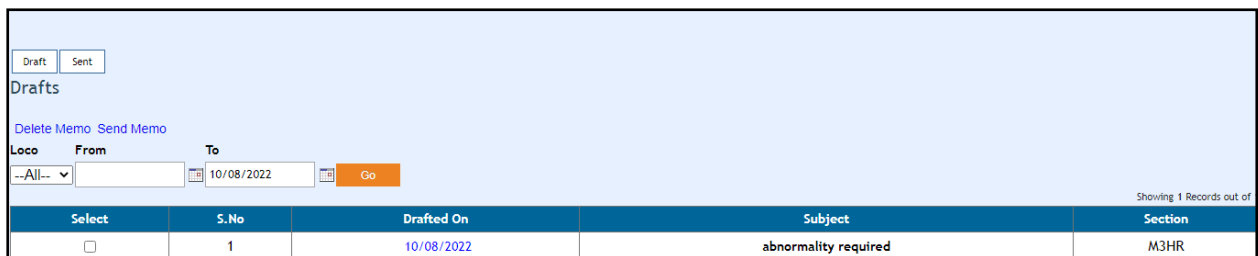
Draft



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



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



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