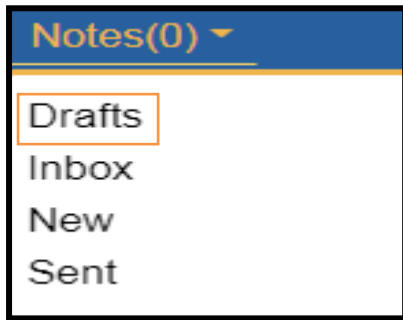
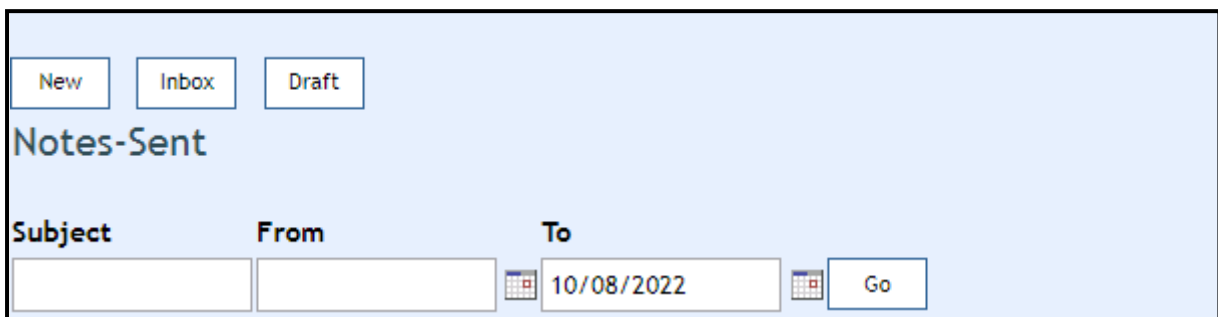


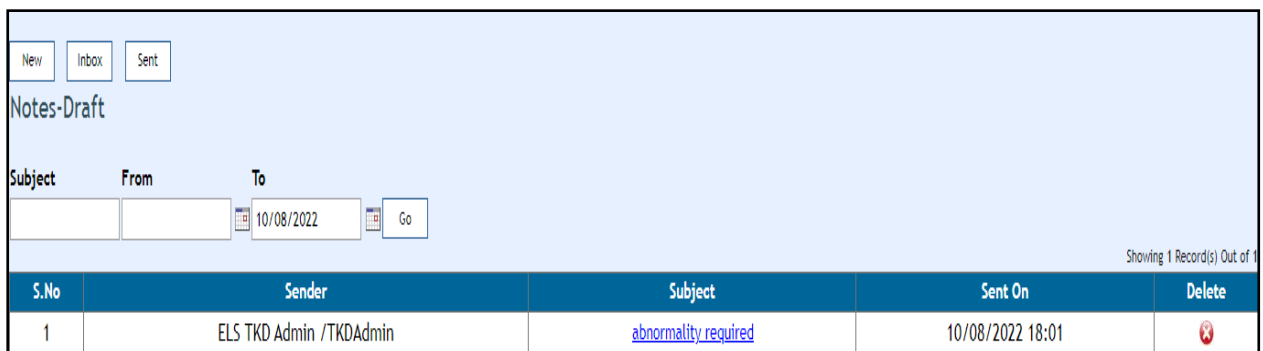
## Draft



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



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



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

inbox

### Edit Draft Notes

To: Arjun Kumar / M3HR

Cc: Adesh Gupta / M2HR

Subject: abnormality required

Attachment: Choose File No file chosen

Description

check jobcards

Font 3 Color Highlight B I U x<sup>2</sup> x

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.