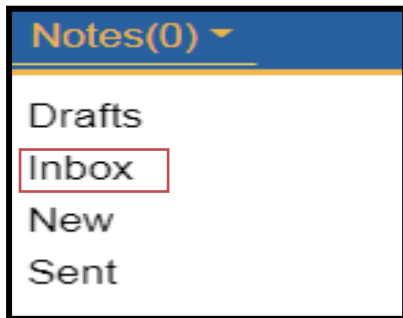
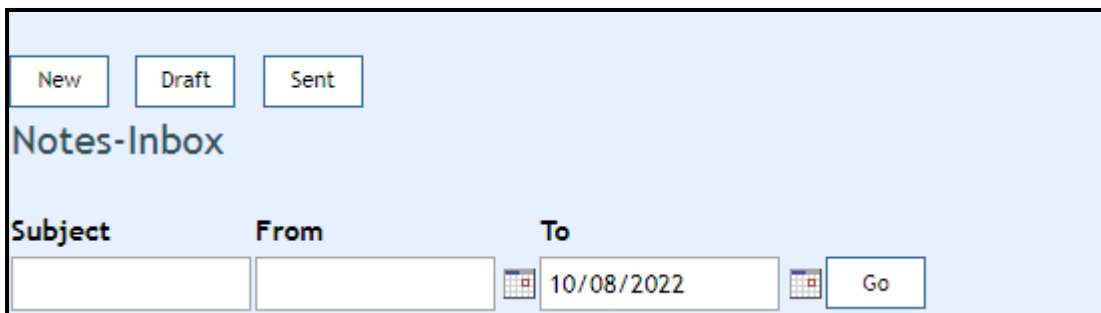


Inbox



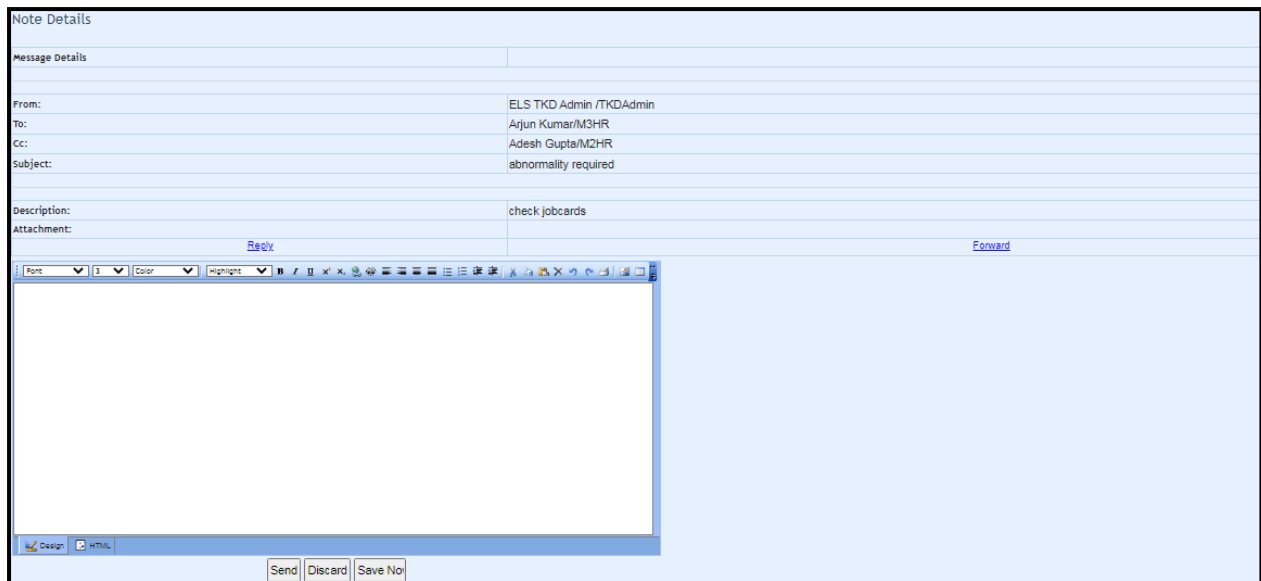
- Click on "Notes" side menu and select "Inbox" navigation menu.
- "Inbox" page is displayed as below.



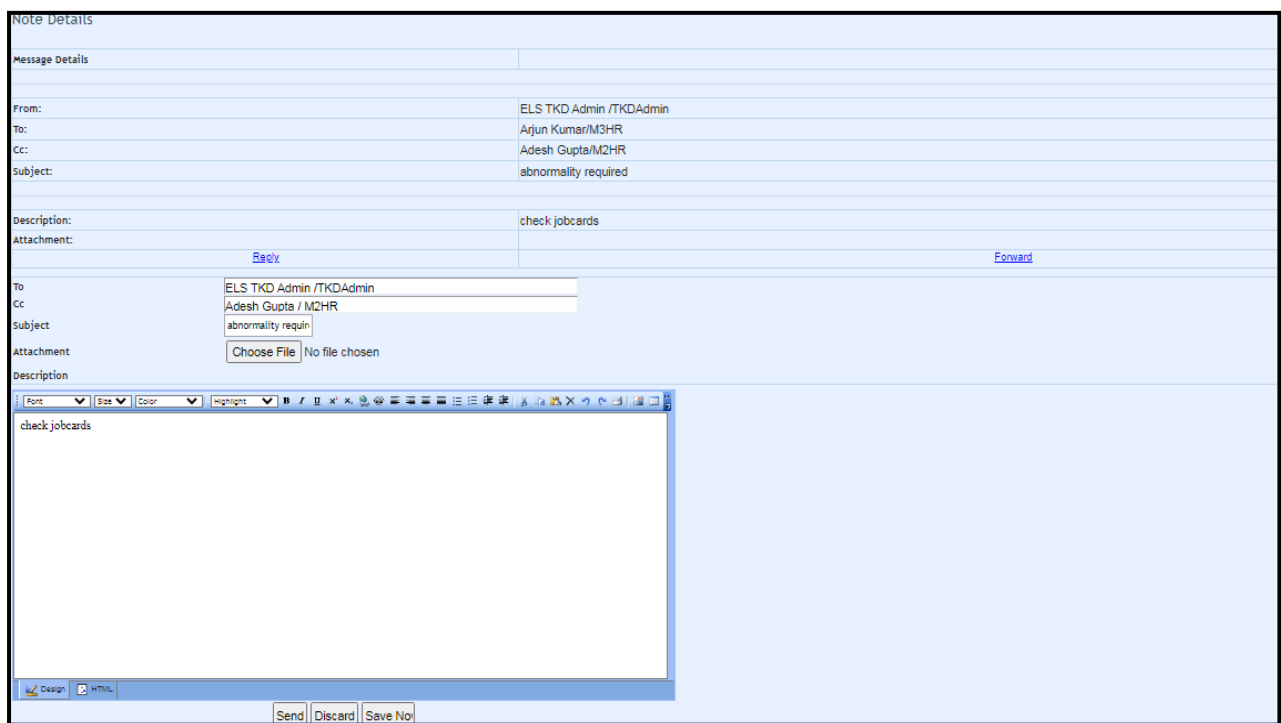
- Enter all the details such as Loco, From, Today dates and Click on Go Option.



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



- Click on [Reply](#) link to Reply/copy the note to any person.



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

Note Details

Message Details Date: 10/08/2022 18:01

From: ELS TKD Admin /TKDAdmin
To: Arjun Kumar/M3HR
Cc: Adesh Gupta/M2HR
Subject: abnormality required

Description: check jobcards

Attachment: [Reply](#) [Forward](#)

To:

Cc:

Subject: abnormality requir

Attachment: No file chosen

Description:

- 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.