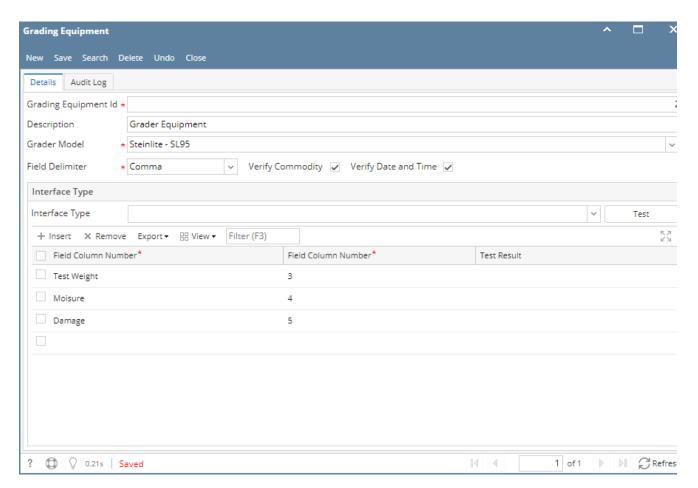# How To Create Grading Equipment

1. From the **Ticket Management** menu, click on **Grading Equipment.**
2. If this is the first record you are to create, it will open directly the Grading Equipment screen where you can add Grading Equipment. Otherwise. it will open Grading Equipment Search screen where existing Grading Equipment records are displayed. Click the **New** toolbar button to open new Grading Equipment screen.
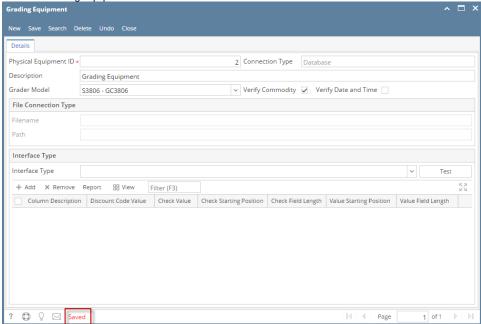

3. Fill in the Grading Equipment information.

   a. Enter the **Grading Equipment ID**. It is a unique and required field.
   b. Enter the **Description** of the Grading Equipment.
   c. Select the **Grader Model** by clicking the combobox dropdown.
4. Click on **Save**. The record will be saved.

1. From the **Ticket Management** menu, click on **Grading Equipment.**
2. If this is the first record you are to create, it will open directly the Grading Equipment screen where you can add Grading Equipment. Otherwise. it will open Grading Equipment Search screen where existing Grading Equipment records are displayed. Click the **New** toolbar button to open new Grading Equipment screen.
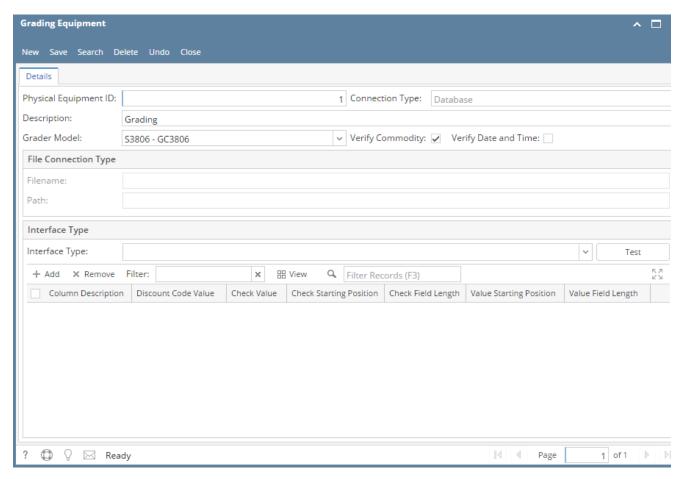
3. Fill in the Grading Equipment information.

    a. Enter the **Physical Equipment ID**. It is a unique and required field.
    b. Enter the **Description** of the Grading Equipment.
    c. Select the **Grader Model** by clicking the combobox dropdown.
4. Click on **Save**. The record will be saved.

1. From the **Ticket Management** menu, click on **Grading Equipment.**
2. If this is the first record you are to create, it will open directly the Grading Equipment screen where you can add Grading Equipment. Otherwise. it will open Grading Equipment Search screen where existing Grading Equipment records are displayed. Click the **New** toolbar button to open new Grading Equipment screen.

3. Fill in the Grading Equipment information.

a. Enter the **Physical Equipment ID**. It is a unique and required field.
b. Enter the **Description** of the Grading Equipment.
c. Select the **Grader Model** by clicking the combobox dropdown.

4. Click on **Save**. The record will be saved.