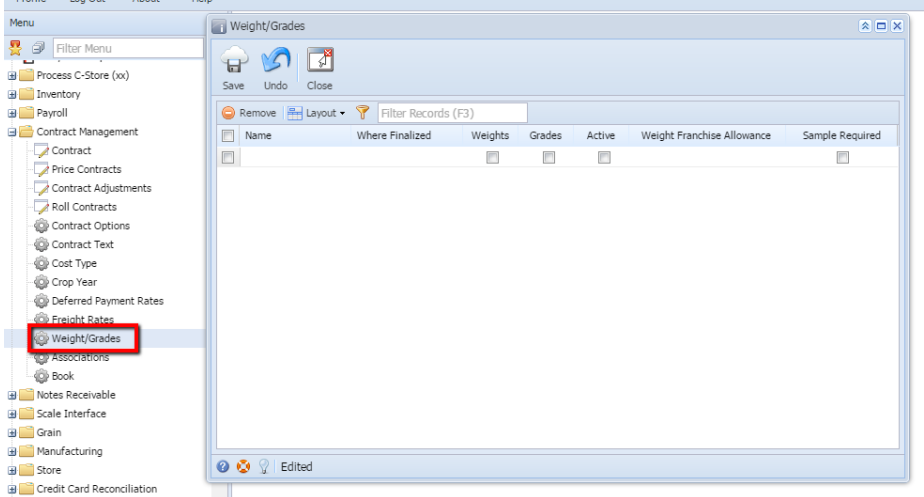


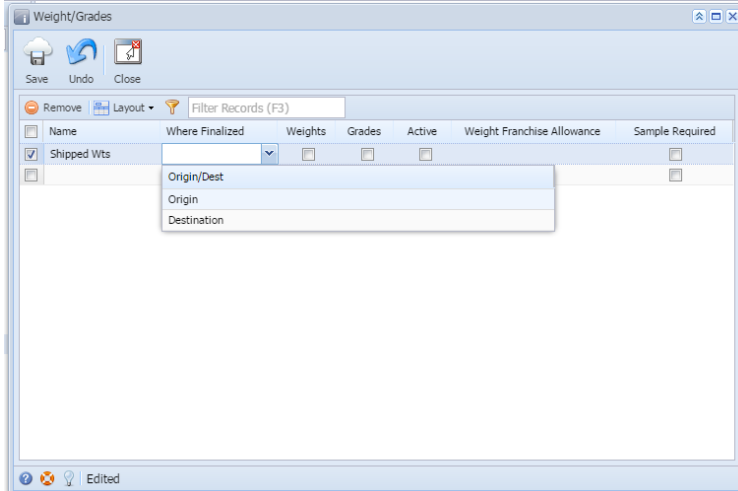
How To Add New Weight/Grades

Here are the steps on how to create a Weight/Grades:

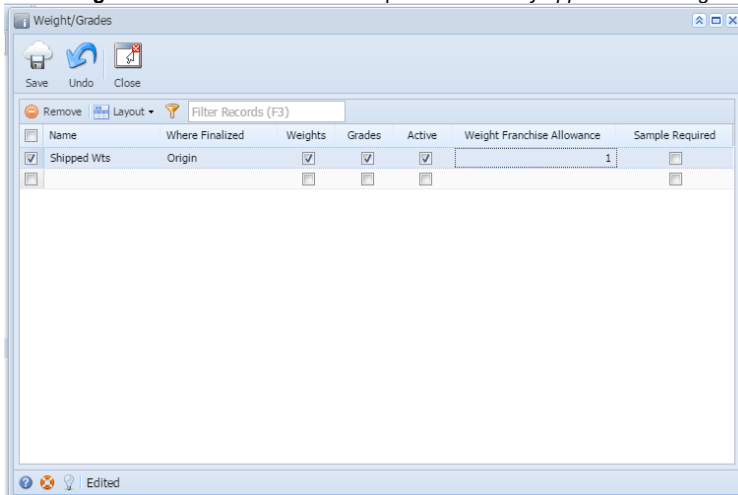
1. From the **Contract Management > Maintenance** menu, select Weight/Grades.



2. Enter name in the **Name** field as desire.
3. Add **Where Finalized** by clicking the drop down. Select type from the drop down list.



4. Select **Weight/Grade/Active** check box to make the Weight/Grade active. Deselect will make the weight/grade inactive.
5. Enter **Weight Franchise Allowance** as required. *Note: Only applicable if "Weights" is checked.*



6. Select **Sample Required** check box. *Note: Only applicable if "Grade" is checked.*

7. Click on **Save** button to save the record.

Weight/Grades

Save

Undo

Close

Remove

Layout

Filter Records (F3)

| | Name | Where Finalized | Weights | Grades | Active | Weight Franchise Allowance | Sample Required |
|-------------------------------------|-------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Shipped Wts | Origin | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

Edited