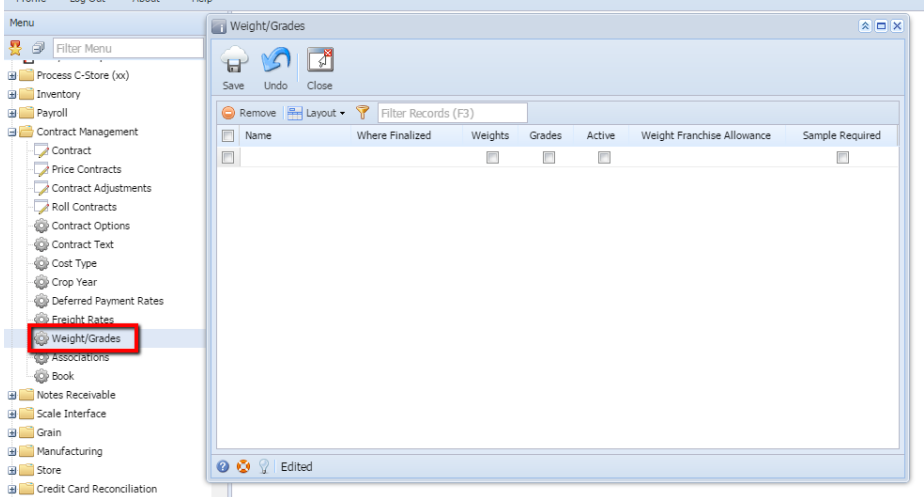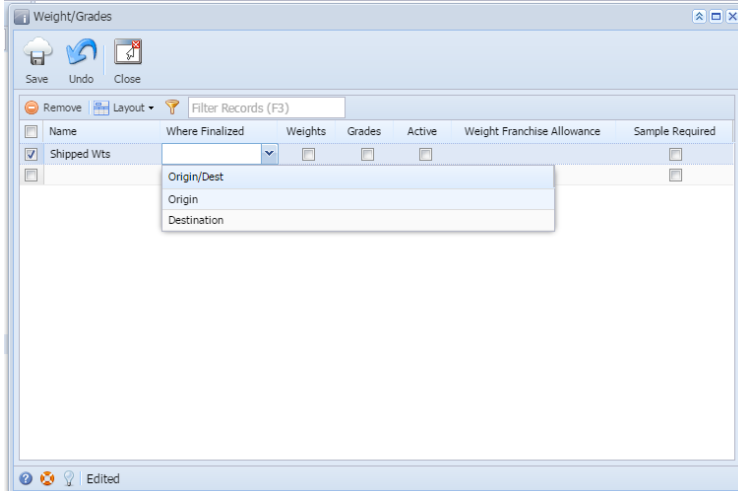# How To Add New Weight/Grades

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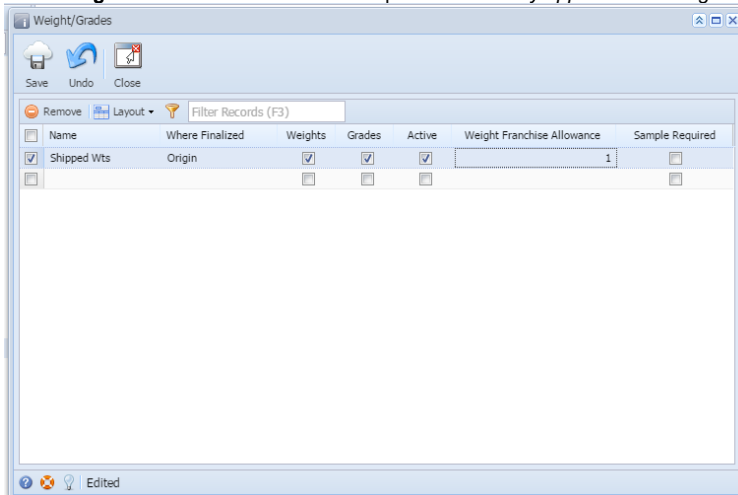
6. Select **Sample Required** check box. *Note: Only applicable if "Grade" is checked.*

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