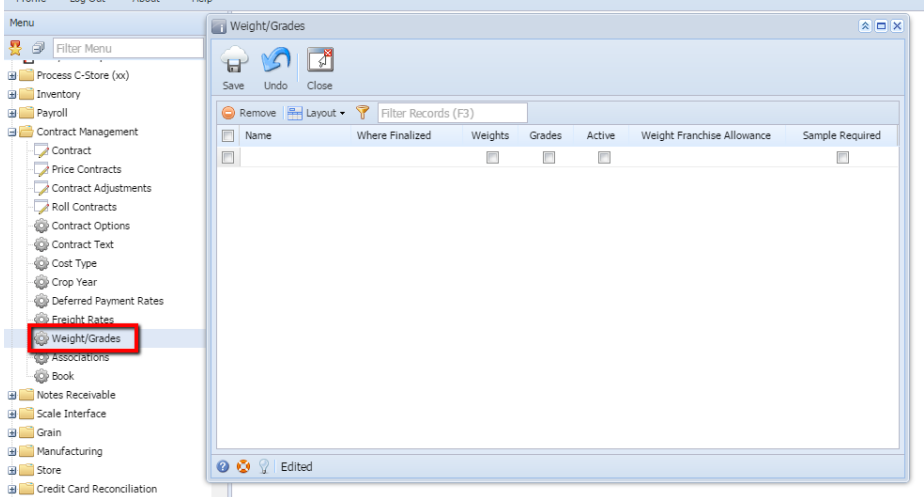


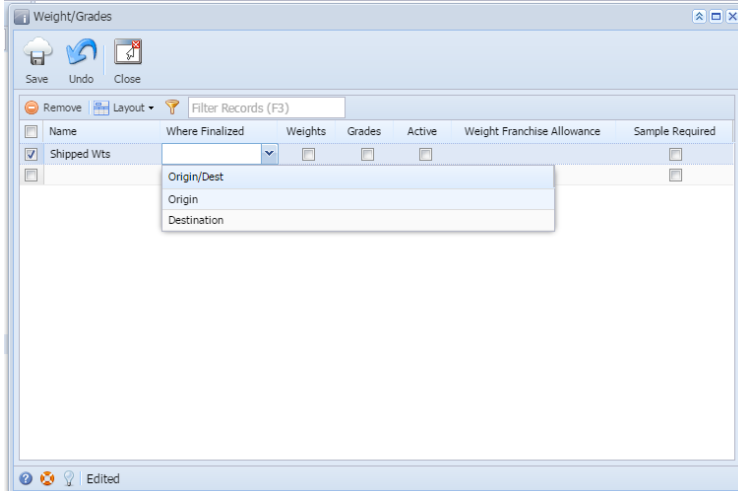
How To Add New Weight/Grades

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

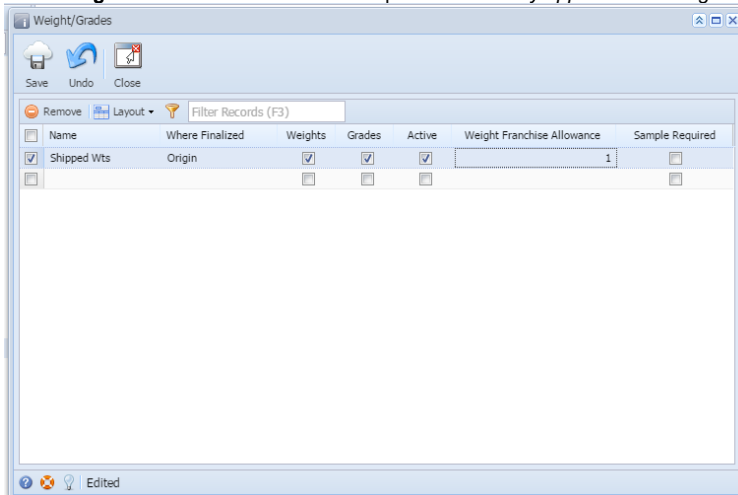
1. From the **Contract Management > Maintenance** menu, select Weight/Grades.



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