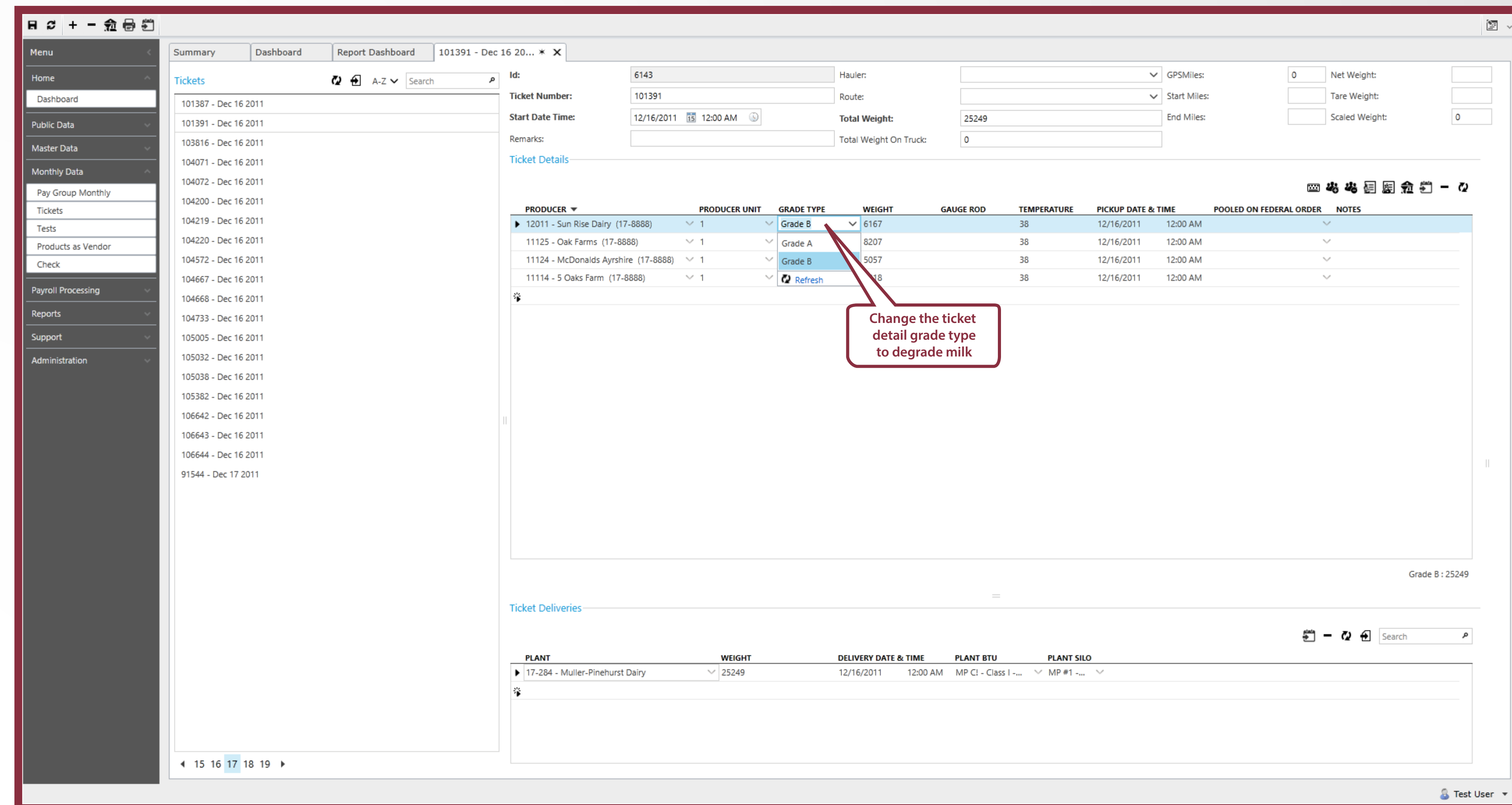


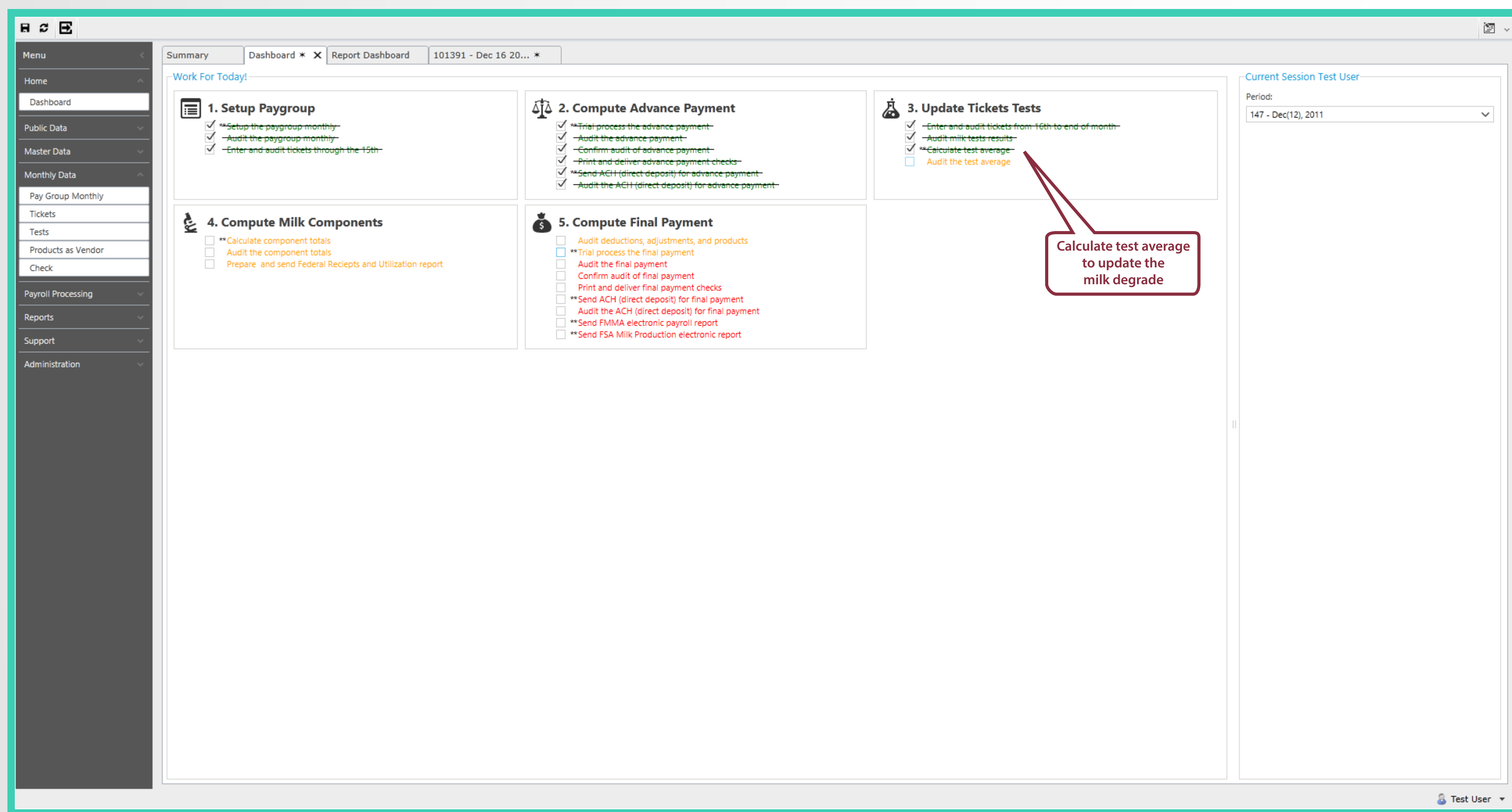
# HOW TO DEGRADE

Make sure you setup the pay group and pay group grade monthly first before continuing to this process

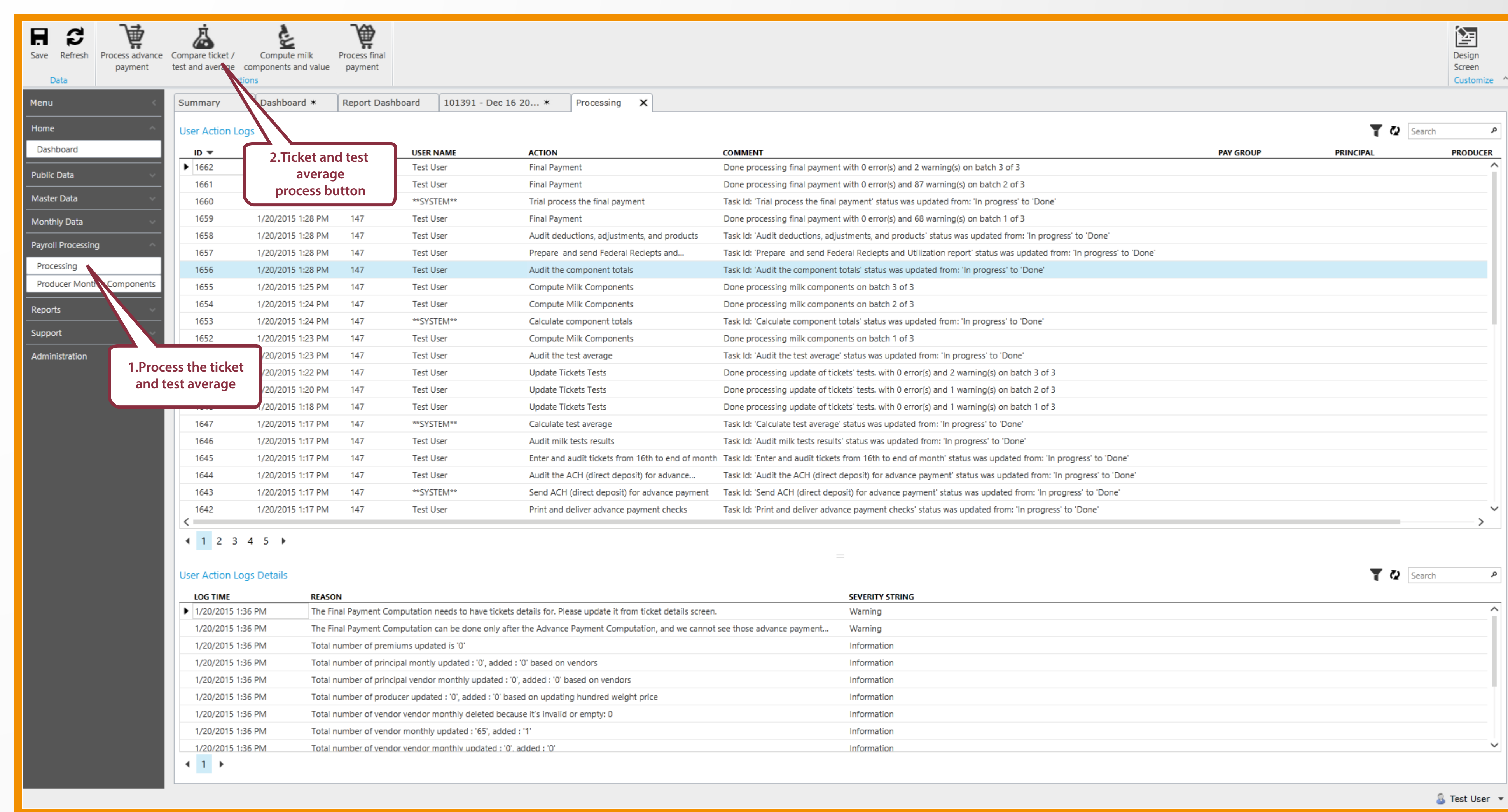
\*Refer to Page 2 for the "Setup of Pay Group"



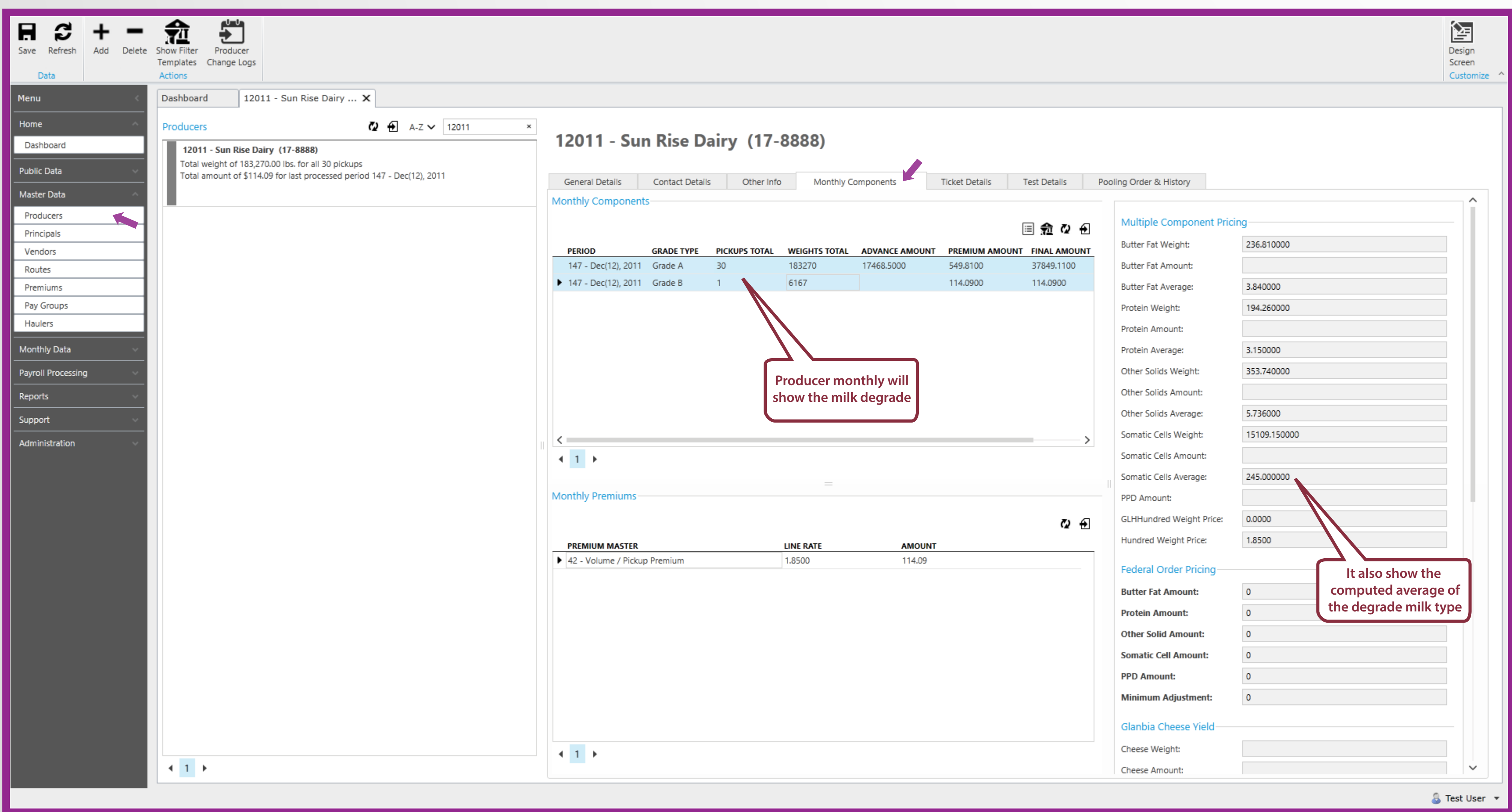
Go to Ticket menu then in ticket details and change the grade type of the patron you want to degrade.



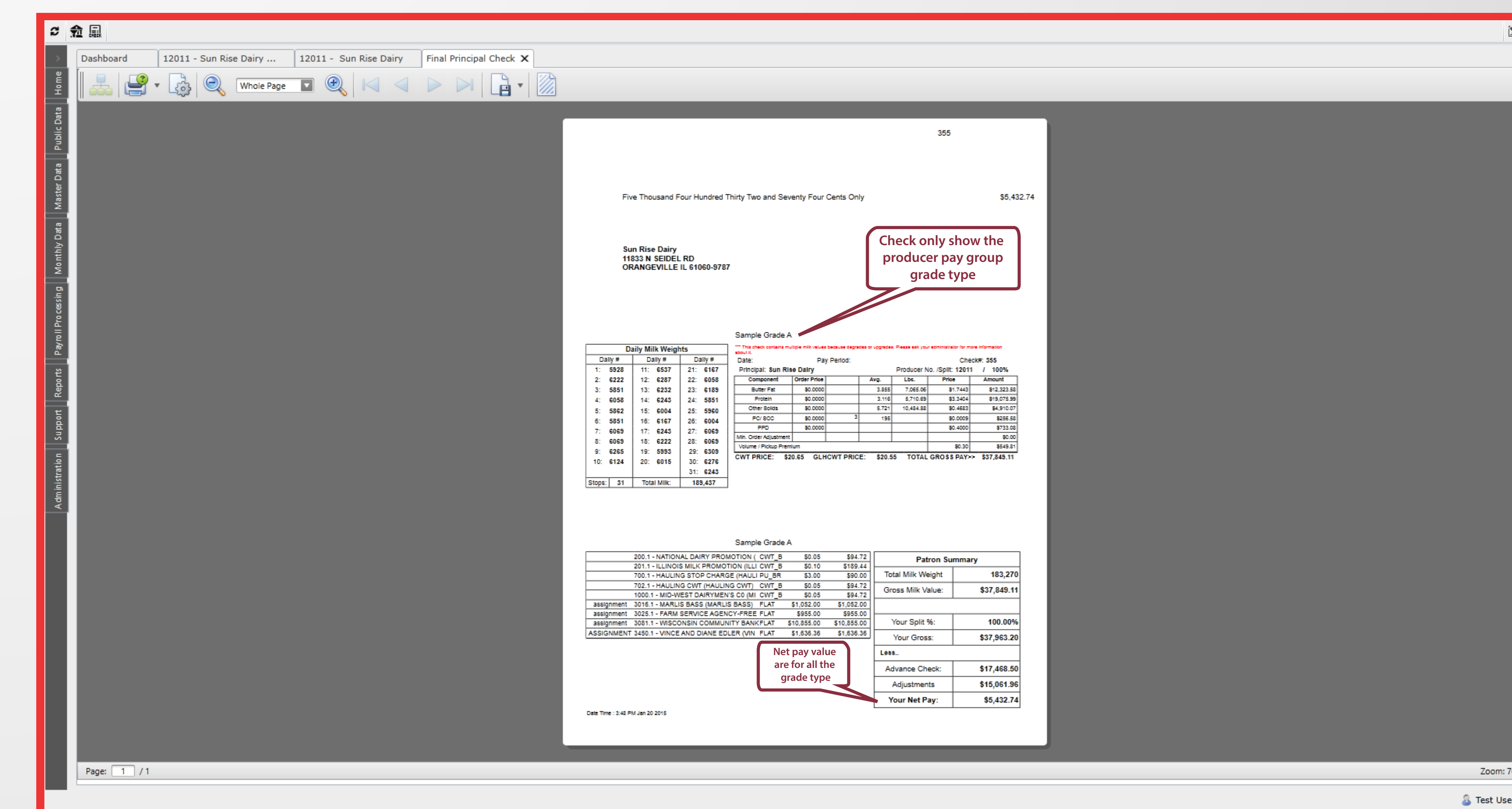
Go to dashboard and make sure you're at the "Compute test average" task .



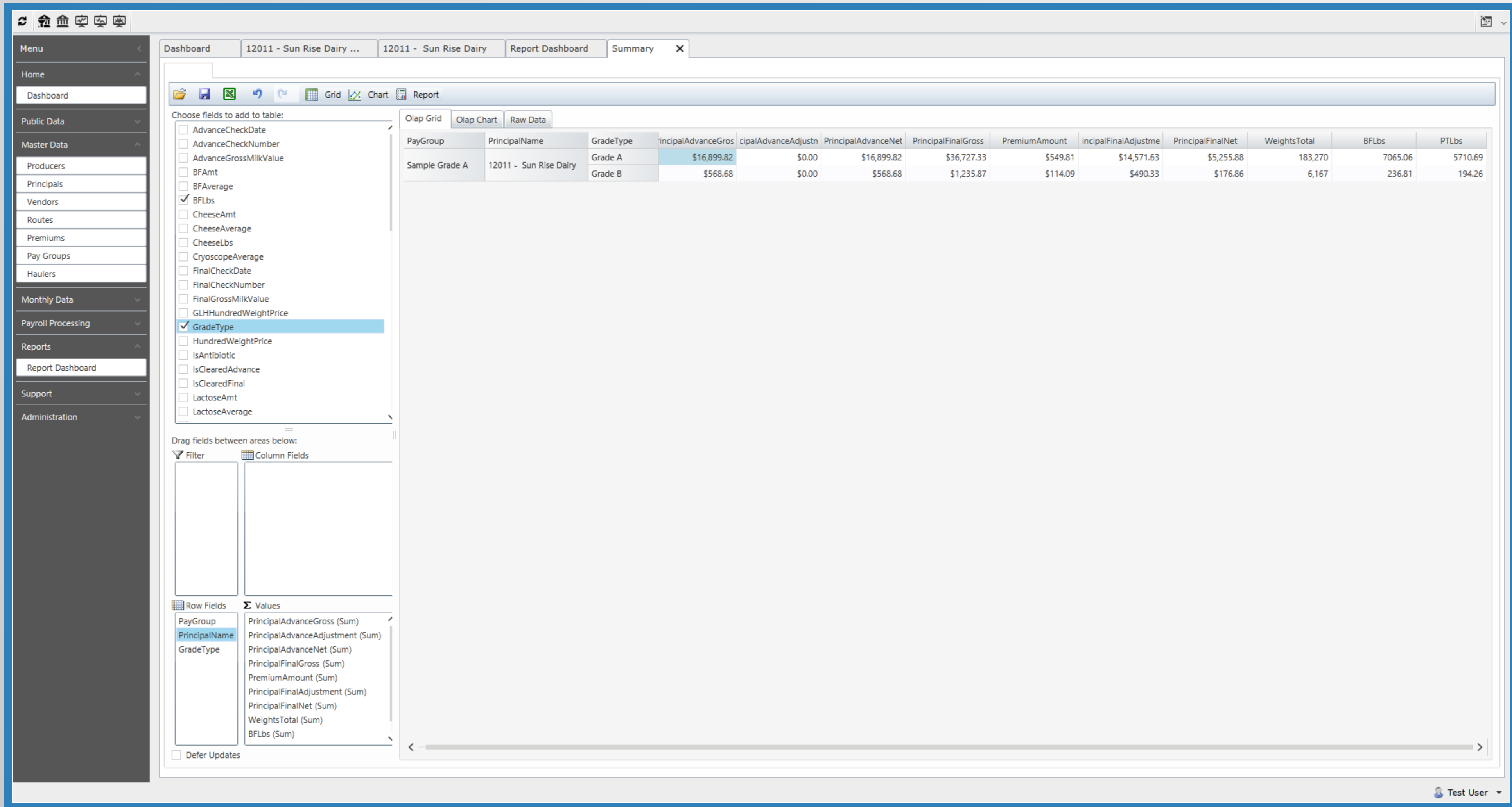
Go to Processing menu then process the "Compare ticket/ test average".



Go to producers menu then in monthly components tab, you can see the computed value of each grade type.



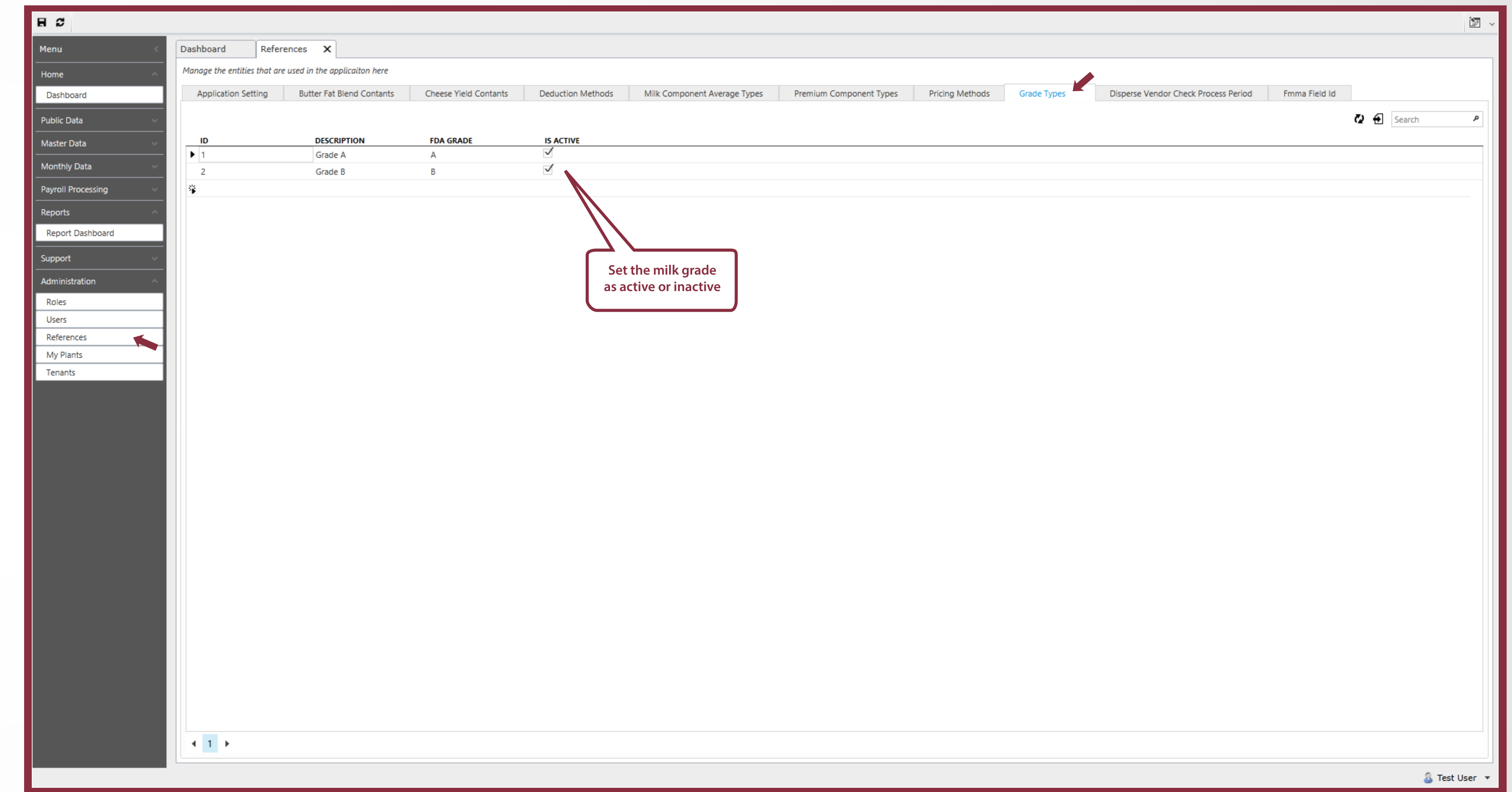
The check only show the producers pay group grade type.





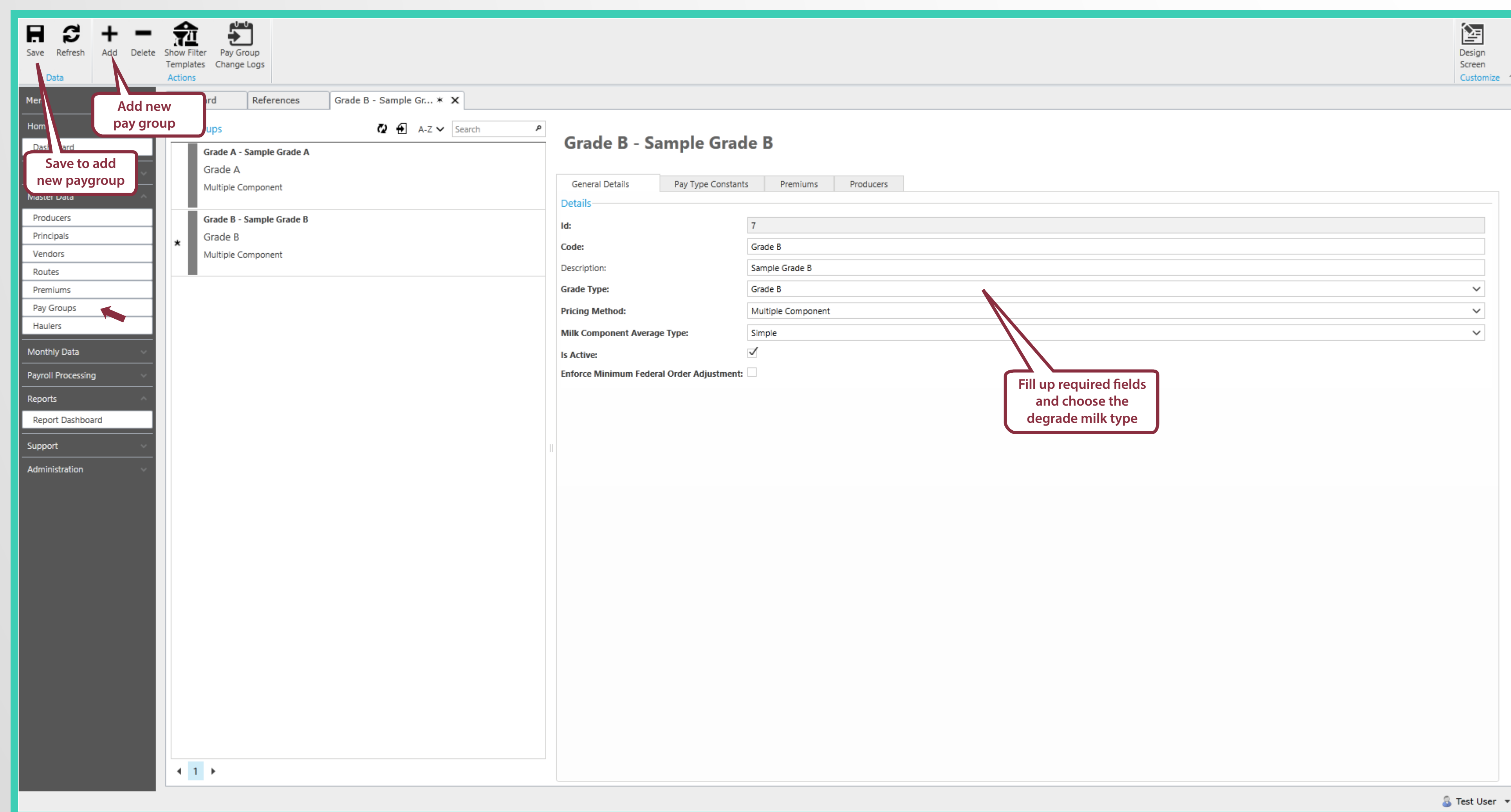
# SETUP PAY GROUP

01



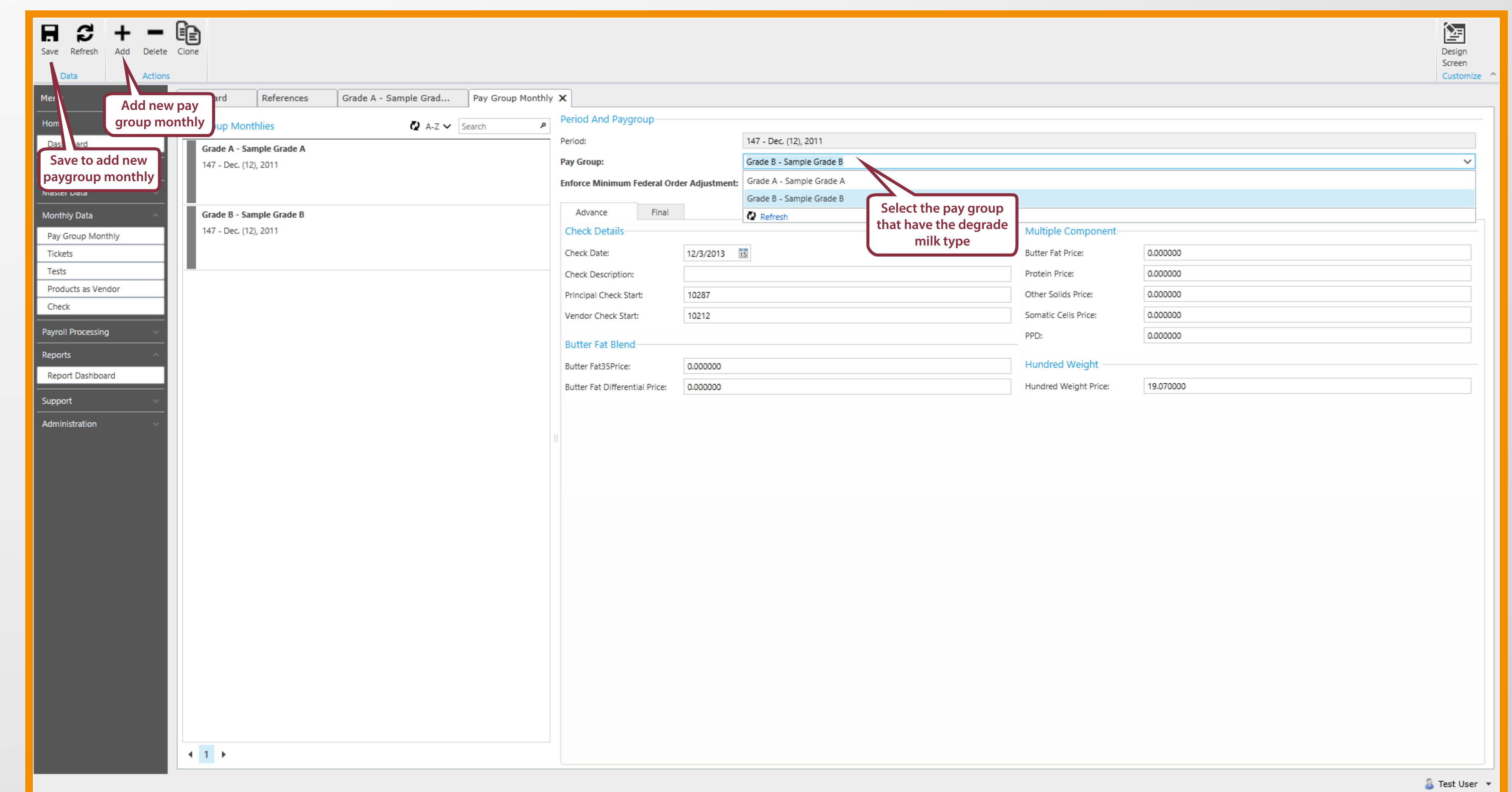
**\*Only administrator can edit this page**  
Go to Administration References then Grade Type tab.  
This screen allow admin to edit the milk grade.

02



Go to Pay Groups screen and create new paygroup with the degrade grade type.

03



Go to Pay Group Monthly and create new pay group monthly.  
Choose the pay group that have degrade type.