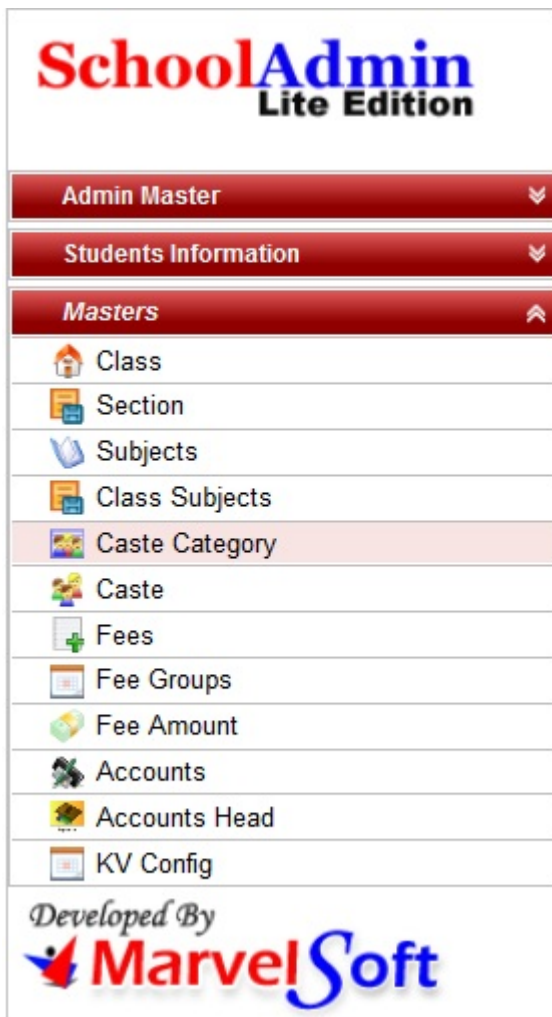


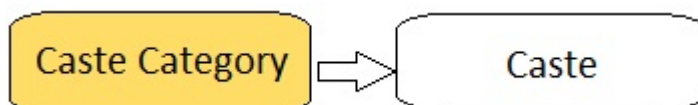
# Creating Caste Category

Step 1: Goto Masters , Click on Caste Category menu



Declaration of Caste Category is required to specify for which category the caste belongs to.

To Add **Caste** first we need to add **Caste category** which helps to group castes under respective Caste category.



Step 2: Once you click on Caste Category menu in the masters, Caste category master will be opened as shown below.



click on **Add** button to add new caste category. In the caste category table it will show all the caste categories previously created.


**Step 3: Once you click on  Add, Add/Edit Caste category window will be shown as below**



The dialog box has a red header 'Edit Caste Category'. Below it is a text input field with the placeholder 'Enter Caste Category'. Underneath is a label 'Caste Category Name\*' followed by a text input field containing 'GM'. At the bottom are two red buttons: 'Add' and 'Close'.












In the Add / Edit caste category dialog, you need to provide the details as show in the screen.

Caste Category name is the name of the category. Example : GM, 2A, 2B, SC, ST


 Caste Category is mandatory while adding caste. Therefore if the user does not know the Caste category, they can create a dummy category say NA so that they can add caste.


Finally, Click on **Add** button to create a caste category. Once the data is saved you will see a **Caste category Successfully added message**. Repeat the above steps to add all the caste categories in your School. Once all the caste categories are added click on **Close** button to close the Add/Edit window.

**The Caste category Master will look as shown below.**

Caste Category Master		
Sl.No.	Caste Category Name ↕	Action
1	2A	 
2	2B	 
3	GM	 
4	SC	 
5	ST	 
<div> <b>Add</b> <span>&lt;&lt; &lt; &gt; &gt;&gt;</span></div>		

### Edit or Delete a record

You can edit and change the added record by clicking on Edit icon  in Action column.

You can delete the record if created duplicated or not required by clicking on delete icon  in Action column.

**The page How to Edit or Delete a record does not exist.**