Creating Caste

Step 1: Goto Masters , Click on Caste menu

SchoolAdmin
Lite Edition

Admin Master	≫
Students Information	≫
Masters	≫

- 🏠 Class
- 📇 Section
- 📖 Subjects
- 📇 Class Subjects
- 🖼️ Caste Category
- 👪 Caste
- 📑 Fees
- 🔳 Fee Groups
- 💷 Fee Amount
- ✖️ Accounts
- 📗 Accounts Head
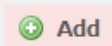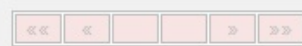- 🔳 KV Config

Developed By
MarvelSoft
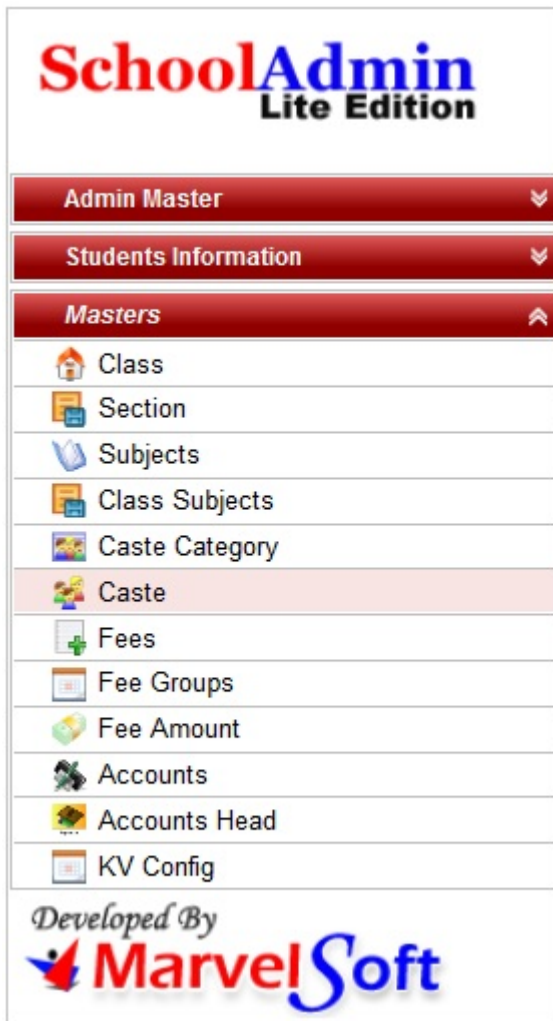
Declaration of Caste is required to specify for which caste the student belongs to. We can get a report of students with respect to the Caste / Caste category which is included in higher version of School Admin.

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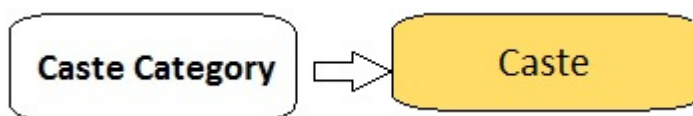
Step 2: Once you click on Caste menu in the masters, Caste master will be opened as shown below.

	Caste Master			
SI.No.	**Caste Name ⧧**	**Caste Category ⧧**	**Caste Description**	**Action**
		⊕ Add «« « » »»			

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

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

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

Caste name is the name of the caste. Example : Lingayat, Brahmin , Christian , Muslim ,SC etc.,

Caste Description is the details of that particular caste , which is not mandatory to give details.

Caste Category Is the category to which the caste belongs to.

> ℹ If the user does not know the caste category, they can create a dummy caste category say **N A**

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

The Caste Master will look as shown below.

	Caste Master			
Sl.No.	Caste Name ⬍	Caste Category ⬍	Caste Description	Action
1	Bhramin	GM	Hindu	📝 ✖
2	Christian	GM	Christian	📝 ✖
3	Lingayat	GM	Hindu	📝 ✖
4	Muslim	GM	Muslim	📝 ✖
5	SC	SC	SC	📝 ✖

⊕ Add   «« « ▢ » »»

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.