



## **addmodifyarecord**

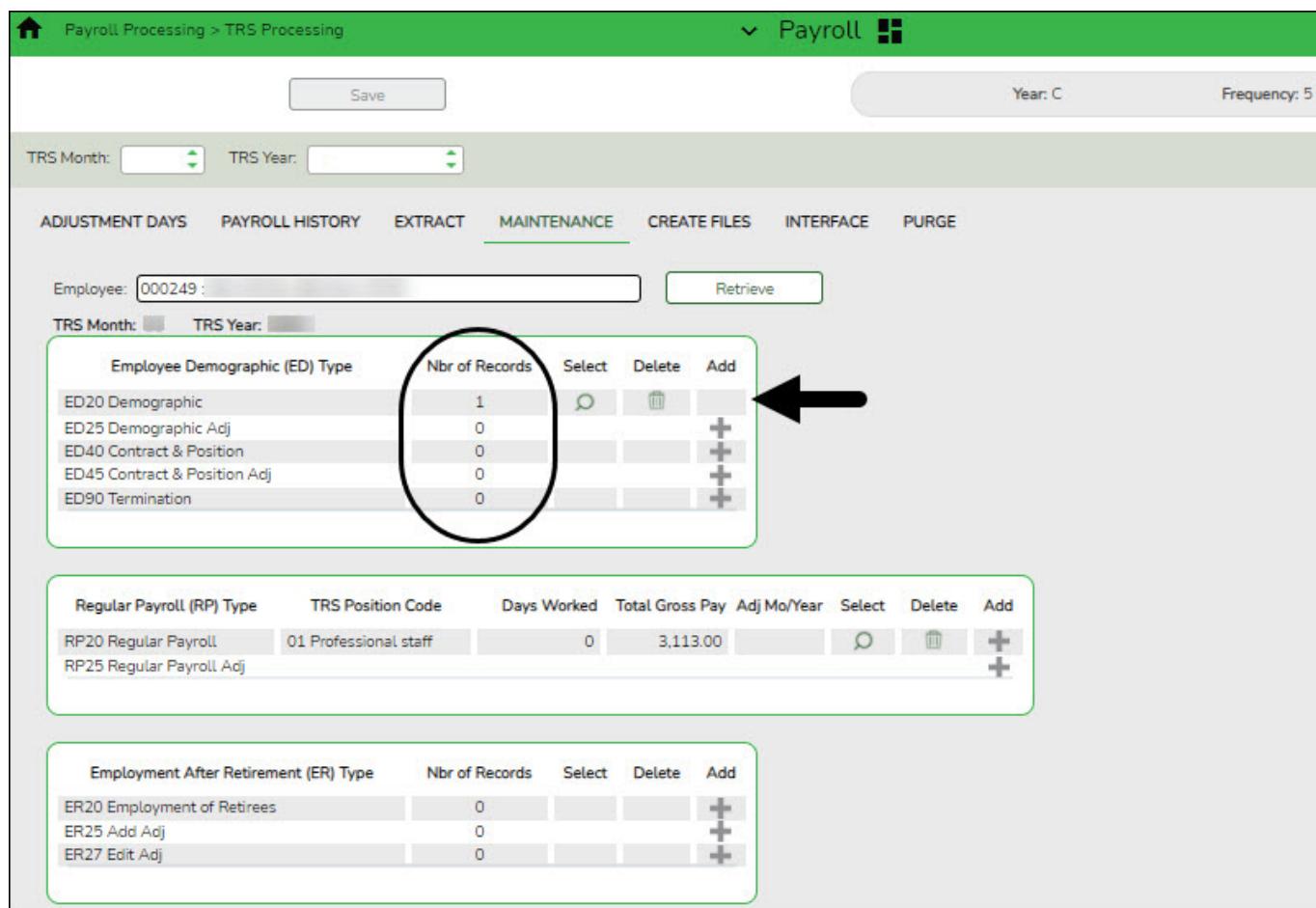


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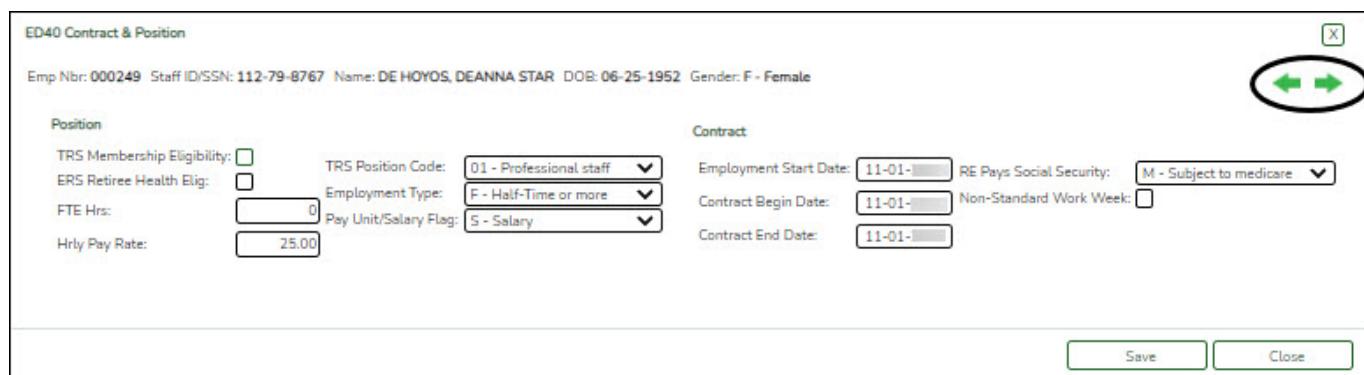


The record count is displayed under **Nbr of Records**. The  button is not displayed if there are existing records for the ED20, ED25, and ED90.



Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	1			
ED25 Demographic Adj	0			
ED40 Contract & Position	0			
ED45 Contract & Position Adj	0			
ED90 Termination	0			

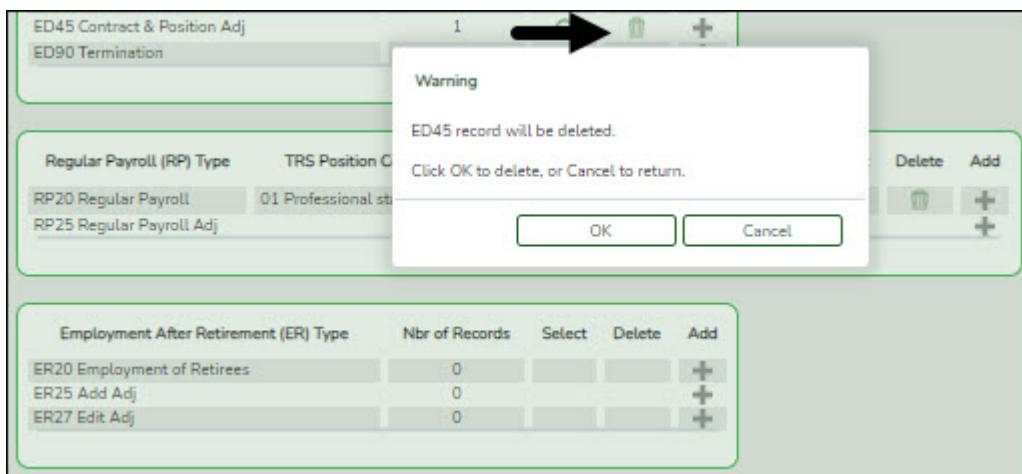
Click  to view the record details. The corresponding maintenance pop-up window opens with the record details.



If there are multiple records for a record type (ED40, ED45, ER25, ER27), click   to toggle between the records.

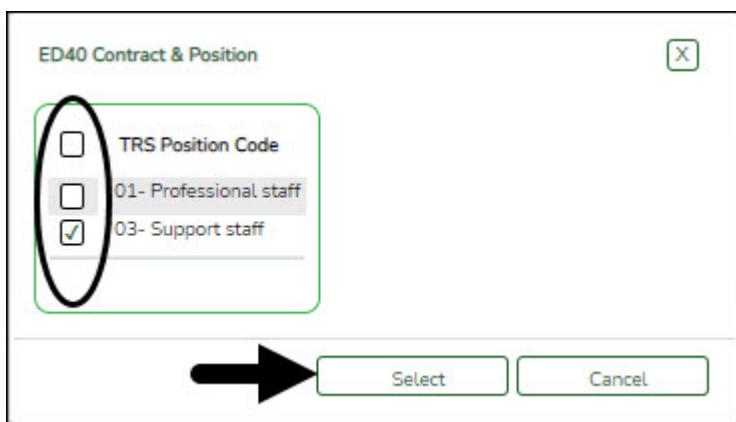
- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

Click  to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

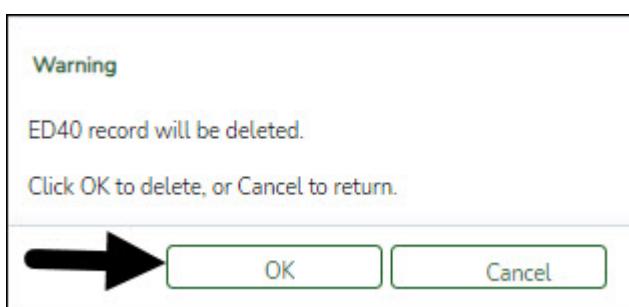


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.



- Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.



- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.