



# credentials



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# Credentials - HRS3000

**Human Resources > Maintenance > Staff Demo > Credentials**

This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

## Add credential data:

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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Under **Education**:

Under **Certification**:


Under **Special Credentials**:

Under **Permit**:

Under **Permit Area**:

Click **Save**.

## Other functions and features:

 <a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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