



# servicerecord



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# Service Record - HRS3000

**Human Resources > Maintenance > Staff Demo > Service Record**

Include the short page introduction here.

## Modify a record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.



- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	<a href="#">View additional information.</a> Click to view additional details for a selected row.
	<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.  Click <b>Save</b> .
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>