



servicerecord

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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:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	View additional information. Click to view additional details for a selected row.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Documents	View or attach supporting documentation.