

Service Record Notes - HRS2200

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Personnel > Tables > Credential > Service Record Notes

This tab is used to maintain the service record notes for employees within the district. The information on this table can then be used to populate the **Notes** field on the Service Record tab on the Staff Demo page.

Add a service record note:

❑ Click **+Add** to add a row.

Add the appropriate service record notes.

❑ Click **Save** to save the changes.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print the code table data. Click to print code table data. The following Credential Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Credential Code Table Selection options: Major/Minor Table College Table Certification Type Table Specialty Area Table Teaching Specialty Table Service Record Notes Table **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.