



## 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:

<b>Retrieve</b>	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.
<b>Print</b>	<p>Print the code table data.</p> <p>Click to print code table data. The following Credential Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Credential Code Table Selection options:</p> <ul style="list-style-type: none"> <li>Major/Minor Table</li> <li>College Table</li> <li>Certification Type Table</li> <li>Specialty Area Table</li> <li>Teaching Specialty Table</li> <li>Service Record Notes Table</li> </ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>