

Specialty Area - HRS2200

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Personnel > Tables > Credential > Specialty Area

This tab allows you to maintain the two-character specialty required within the district for a specific position. The page also allows you to record a description of the specialty area code.

Add a specialty area code:

❑ Click **+Add** to add a row.

Field	Description
Area of Specialization Code	Type a code representing the area of specialization. The field can be a maximum of two characters.
Area of Specialization Description	Type the description of the specialty. The field can be a maximum of 20 characters.

❑ 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**.