



Admin - HRS2960

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Personnel > Tables > WorkJournal > Admin

This page allows WorkJournal admin users to manage a list of WorkJournal employees.


Modify a record:

Field	Description
Employee Nbr	Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. The Employee Name field is are populated with the employee's name.
Employee Name	
Primary Campus	
Primary Dept	

Click **Retrieve**.

Click **Save**.

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	<p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p>Current Tab Page Selected WorkJournal Tab Pages All WorkJournal Tab Pages</p> <p>Click OK to print the report selections. Click Cancel to return to the Units tab.</p> <p>Review the report.</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 Save.</p>