



ASCENDER GUIDES



specialtyarea

Table of Contents

Specialty Area - HRS2200 1

Specialty Area - HRS2200

Human Resources > 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:

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**.

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.
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.
	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 .



Back Cover