



ASCENDER GUIDES



specialtyarea

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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:

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**.

Other functions and features:

Retrieve	<p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p>
Print	<p>Print the code table data.</p> <p>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:</p> <ul style="list-style-type: none"> Major/Minor Table College Table Certification Type Table Specialty Area Table Teaching Specialty Table Service Record Notes Table <p>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.</p>
	<p>Delete a row.</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>



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