



ASCENDER GUIDES



**specialtyarea**



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# 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:

Click **+Add** to add a row.

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

Click **Save**.

## 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.                      Click to print code table data. The following Credential Code Table options are displayed:  <b>Current Tab Page</b> - prints only the tab page currently open.  <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.                      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.  <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>



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