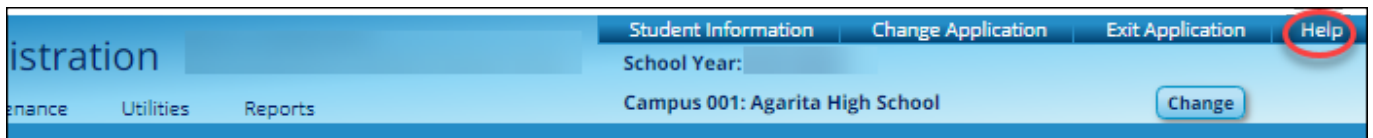




Online Help

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Access TxEIS online Help by clicking the **Help** button in the top-right corner.



The Help topic is specific to the application page. You can browse other Help topics from the Help window.

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Posting Codes

Attendance > Maintenance > District > Posting Codes

This page allows you to maintain a list of district-level attendance posting codes that are used at all campuses when a student is absent from school to indicate the reason for the student's absence.

Any changes or deletions to the table should be made before the start of the school year.

Update data:

Existing attendance posting codes are displayed in order by posting code.




Click **+Add**, or press ALT+1. A blank row is added to the grid.

NOTE: When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the

- Use the **Table of Contents** (left) to access Help for a specific page.
- Use the **Trace** feature (across top) to quickly access any of the last seven pages you were viewing.
- Use the **Search** box (top right) to search for a word or phrase within online Help.
- A green link opens a new page. New pages are not automatically included when printing.
- A blue link with an arrow ► expands to display additional content. The arrow points down when the section is expanded; the arrow points right when the section is collapsed. The content from a blue link is automatically included when printing.
- A single arrow ► expands to display additional content. The arrow points down when the section is expanded; the arrow points right when the section is collapsed. The content from a single arrow is automatically included when printing.
- A blue link with an earth icon 🌐 opens an external page. The content from an external link is not automatically included when printing.

Use the icons on the right to do the following:

- Clock icon 🕒 - Access previous versions of Help.

- PDF icon  - Convert the page you are viewing to PDF format for saving or printing.
- PDF Book icon  - Create a customized book of Help pages.
- Up Arrow icon  - Jump to the top of the Help page.

Notes about using Help on a mobile device:

- Click the Tools drop-down menu to view old revisions of the page you are viewing.
- Click Table of Contents to view the Table of Contents.
- Click Skip To Content in the upper-right part of the page to skip to the main content on the page.



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