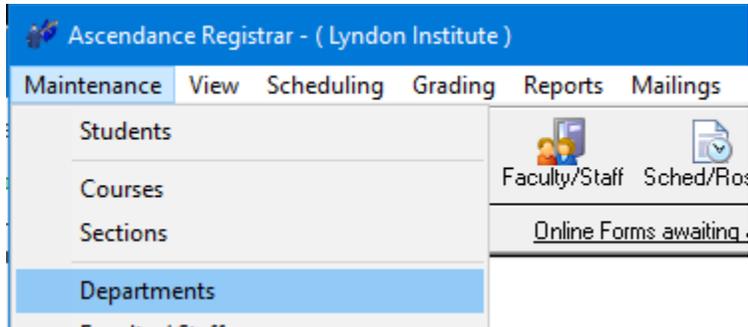
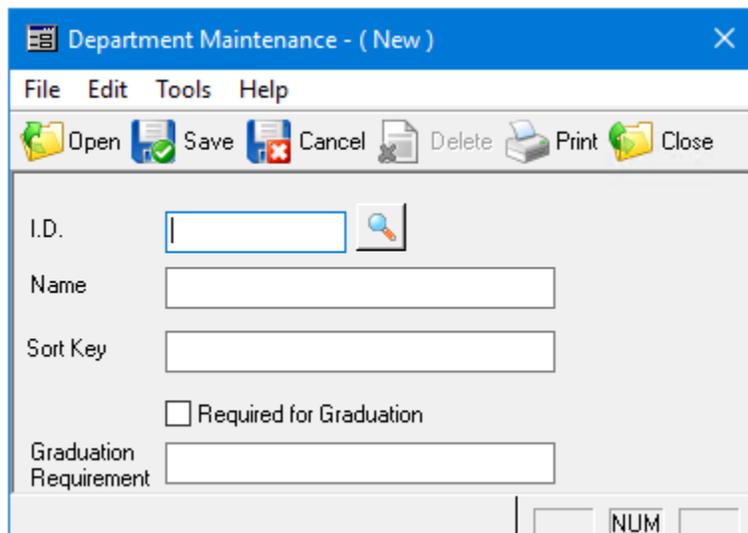


How Do I Create New Departments in Registrar

Go to RG>Maintenance>Departments



The Department Maintenance screen will appear:



Enter the ID and a Description and the Sort Key will auto-fill.

Click the Save icon, to save the new entry, which will now be available on the list of Departments when searched.

Department Maintenance - (New)

File Edit Tools Help

Open Save Cancel Delete Print Close

I.D. TEST

Name TEST

Sort Key TEST

Required for Graduation

Graduation Requirement

NUM

Once created, the new Department will be available to assign to Faculty records, under the Employment tab.

Faculty / Staff Maintenance - (ALDRB:Mr. Barry Aldrich)

Name Address Employment Education/Cert Schedule Advisor Roster Homeroom Roster Media Custom Comments Web ID

Current Information

Hire Date 08-01-1984

Leave Date

Bkground Check Date

Job Title TEACHER

Location

Department PE/HEALT

Comments

Department Search

Search For: PE/HEALT

Sort By: I.D. Name

Sort Order: Ascending Descending

ID	Name
PE/HEALT	Physical Education and Health
SCI	Science
SOC ST	Social Studies
SP ED	Special Ed
TECH	TECH
TEST	TEST
WORLD LANG	World Languages

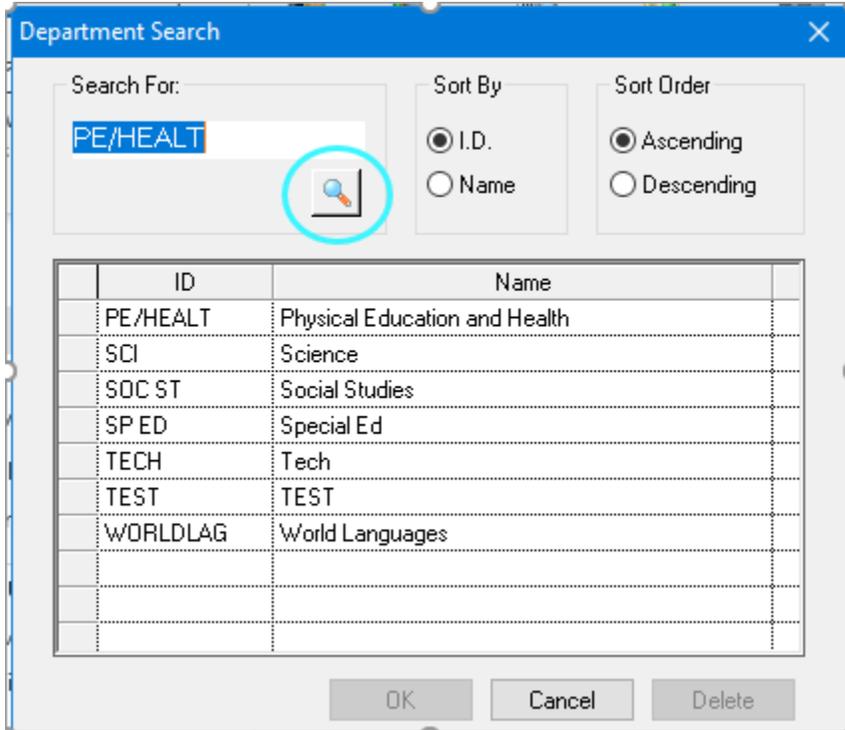
OK Cancel Delete

Today's Schedule

OK Cancel Delete Print

NUM

To Delete records, go to RG>Maintenance>Departments. At the Maintenance screen, use the magnifying glass to call up the Department.



Highlight the Department to discard and lick the Delete button to remove the record.

