



# **pmis\_export\_next\_year\_pmis**



# Table of Contents

**pmis\_export\_next\_year\_pmis** ..... i

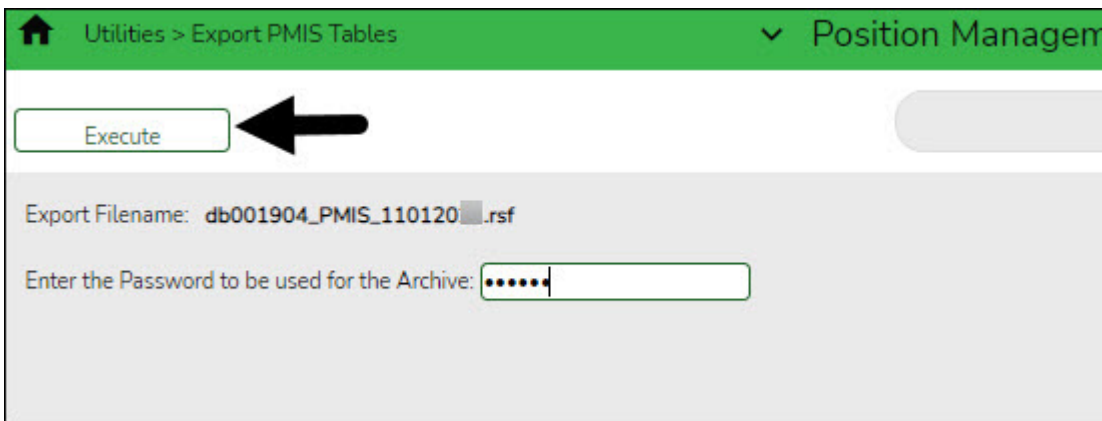


[Position Management > Utilities > Export PMIS Tables](#)

This utility is used to export current and next year position management tables for all pay frequencies including PMIS District Options. The export includes active/inactive positions and supplemental positions.

You can use the [Position Management > Utilities > Import PMIS Tables](#) page to import the tables.

**Note:** If data is changed after the export and then imported, those changes are not included.



**Export position management tables:**

Field	Description
<b>Export File Name</b>	This field is preset and display only. The export file name has the format dbccddd_PMIS_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date.
<b>Enter the Password to be used for the Archive</b>	Type a password for the exported file.

Click **Execute**. The tables are exported and a message is displayed indicating that the export process was completed successfully.