



Export PMIS Tables - HRS7100

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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 |
|--|--|
| Export File Name | This field is preset and display only. The export file name has the format dbccddd_PMISS_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date. |
| Enter the Password to be used for the Archive | 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.