



## Action Reason - DA1020







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## District Administration > Tables > PMIS > Action Reason


This page is used to create and maintain a list of action reason codes to be used throughout the Position Management Information System (PMIS).

### Add an action reason code:

A list of existing action reason codes is displayed in the grid. Codes 01-05 are automatically generated and cannot be changed or deleted.

Field	Description
<b>Starting Action Reason</b>	Type the starting action reason code to narrow the results displayed on the page, and click <b>Retrieve</b> .

Click **+Add**. A row is added to the grid.

<b>Action Reason</b>	Type a unique action reason code. The field must be two characters.
<b>Action Reason Description</b>	Type the action reason description. The field can be a maximum of 30 characters.
<b>Termination Reason</b>	<p>Type the two-digit termination reason code, if known. Or, click  to open the termination reason window.</p> <p>A list of available termination reason codes is displayed. Select a termination reason code from the list.</p> <p>Click <b>Cancel</b> to return to the Action Reason page.</p>
<b>Termination Description</b>	The description associated to the selected <b>Termination Reason</b> is automatically populated.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the PMIS Action Reason report. <a href="#">Review the report.</a>

**Delete a row.**

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.

Click **Cancel** to not delete the row.