

Category - DA1000

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This page is used to create and maintain a list of category codes that are used by the Position Management Information System (PMIS).

Add a category code:

A list of existing category codes is displayed in the grid.

Field	Description
Starting Category Code	Type the starting category code to narrow the results displayed on the page, and click **Retrieve**.

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

Category Code	Type a unique category code. The field can be a maximum of five characters.
Category Description	Type the description of the new category code. The field can be a maximum of 25 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Print the report. Click to print the PMIS Category report. Review the report.
	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.