



## Category - DA1000



# Table of Contents

<b>Category - DA1000</b> .....	i
<b>Category - DA1000</b> .....	1



# Category - DA1000

## District Administration > Tables > PMIS > Category

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 <b>Retrieve</b> .

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:

<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 Category report. <a href="#">Review the report.</a>
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .  Click <b>Cancel</b> to not delete the row.