

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). The category codes can be assigned to positions to allow for easier information queries. There are no calculations done based on the category. The codes are strictly for PMIS and do not impact any other system.

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.