



# Inactivate Reason - DA1030



# Table of Contents

**Inactivate Reason - DA1030** ..... i  
**Inactivate Reason - DA1030** ..... 1



# Inactivate Reason - DA1030

**District Administration > Tables > PMIS > Inactivate Reason**

This page is used to create and maintain a list of inactivate reason codes to be used throughout the Position Management Information System (PMIS). When a position is changed to an inactive status, you are prompted to enter a reason, which will be saved in the historical records.

## Add an inactivate reason code:

A list of existing inactivate reason codes is displayed in the grid.


| Field                             | Description  |
|-----------------------------------|--|
| <b>Starting Inactivate Reason</b> | Type the starting inactivate 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.

| Field                                | Description  |
|--------------------------------------|--|
| <b>Inactivate Reason</b>             | Type a unique action reason code. The field must be two characters.                  |
| <b>Inactivate Reason Description</b> | Type the inactivate reason description. The field can be a maximum of 30 characters. |

Click **Save**.

## Other functions and features:

|   |  |
|---|--|
| <b>Retrieve</b>   | <p><a href="#">Retrieve data.</a><br/>Click to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes will be lost.</p>  |
| <b>Print</b>  | <p><a href="#">Print the report.</a><br/>Click to print the PMIS Inactivate Reason report.<br/><a href="#">Review the report.</a></p>  |
|  | <p><a href="#">Delete a row.</a><br/>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br/>Click <b>Save</b>. A message is displayed asking if you want to delete the row. Click <b>OK</b>.<br/><br/>Click <b>Cancel</b> to not delete the row.</p> |