



# Inactivate Reason - DA1030



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## 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 is 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>	<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 Inactivate Reason 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.