



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 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 |
|-----------------------------------|--|
| Starting Inactivate Reason | Type the starting inactivate action reason code to narrow the results displayed on the page, and click Retrieve . |

Click **+Add** to add a row.

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

Click **Save**.

Other functions and features:

| | |
|---|--|
| Retrieve | Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
| Print | Click to print the PMIS Inactivate Reason report. Review the report. |
|  | 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. |