



## Inactivate Reason - DA1030



# Table of Contents

|   |          |
|---|----------|
| <b>Inactivate Reason - DA1030</b> ..... | <b>i</b> |
| <b>Inactivate Reason - DA1030</b> ..... | <b>1</b> |



# Inactivate Reason - DA1030

## District Administration > Tables > PMIS > Inactivate Reason

This page is used to create and maintain a list of inactive reason codes to be used throughout Position Management. 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** to add a row.

| 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>   | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.   |
| <b>Print</b>  | Click to print the PMIS Inactivate Reason report.<br><a href="#">Review the report.</a>  |
|  | 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. |