

Export PMIS Tables - HRS7100

Table of Contents

Export PMIS Tables - HRS7100 1

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Position Management > Utilities > Export PMIS Tables

This utility is used to export current and next year position management tables for all pay frequencies including PMIS District Options. The export includes active/inactive positions and supplemental positions.

You can use the Position Management > Utilities > Import PMIS Tables page to import the tables.

Note: If data is changed after the export and then imported, those changes are not included.

Export position management tables:

Field	Description
Export File Name	This field is preset and display only. The export file name has the format dbcccddd_PMIS_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type a password for the exported file.

❑ Click **Execute**. The tables are exported and a message is displayed indicating that the export process was completed successfully.


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Back Cover