



## Action Reason - DA1020



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# Action Reason - DA1020

## District Administration > Tables > PMIS > Action Reason

This page is used to create and maintain a list of action reason codes to be used throughout the Position Management Information System (PMIS).

### Add an action reason code:

A list of existing action reason codes is displayed in the grid. Codes 01-05 are automatically generated and cannot be changed or deleted.

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

|                                  |                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action Reason</b>             | Type a unique action reason code. The field must be two characters.                                                                                                                                                                                                                                                                                                            |
| <b>Action Reason Description</b> | Type the action reason description. The field can be a maximum of 30 characters.                                                                                                                                                                                                                                                                                               |
| <b>Termination Reason</b>        | Type the two-digit termination reason code, if known. Or, click  to open the termination reason window.<br><br>A list of available termination reason codes is displayed. Select a termination reason code from the list.<br><br>Click <b>Cancel</b> to return to the Action Reason page. |
| <b>Termination Description</b>   | The description associated to the selected <b>Termination Reason</b> is automatically populated.                                                                                                                                                                                                                                                                               |

Click **Save**.

### Other functions and features:

|                                                                                     |                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve</b>                                                                     | <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.                                                                                                                                                |
| <b>Print</b>                                                                        | <a href="#">Print the report.</a><br>Click to print the PMIS Action Reason report.<br><a href="#">Review the report.</a>                                                                                                                                                                            |
|  | <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. |



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