

Category - DA1000

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This page is used to create and maintain a list of LEA-defined category codes that are used by Position Management. The category codes can be assigned to positions to allow for easier inquiries. There are no calculations done based on the category. The codes are strictly for Position Management and do not impact any other system. Categories can be used in User Created Reports; however, they are not available in any other report parameters.

Add a category code:

A list of existing category codes is displayed in the grid.

Field	Description
Starting Category Code	Type the starting category code to narrow the results displayed on the page, and click **Retrieve**.

❑ Click **+Add** to add a row.

Category Code	Type a unique category code. The field can be a maximum of five characters.
Category Description	Type the description of the new category code. The field can be a maximum of 25 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 Category 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.


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