

Inactivate Reason - DA1030

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This page is used to create and maintain a list of inactive reason codes to be used for 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
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.


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