


# Inactivate Reason - DA1030

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***District Administration > Tables > PMIS > Inactivate Reason***

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

## 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**. A row is added to the grid.

| 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** | Retrieve data.<br>Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost. |
| **Print** | Print the report.<br>Click to print the PMIS Inactivate Reason report.<br>Review the report. |
|  | Delete a row.<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 **Save**. A message is displayed asking if you want to delete the row. Click **OK**.<br><br>Click **Cancel** to not delete the row. |


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