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# Mississippi Management and Reporting System

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Department of Finance and Administration

<b>MMRS MASH/Training Materials</b>		
6233	Occupation Table Maintenance	Revision Date: 02/29/2012
		Version: 4

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**Objective**

Enter occupation related and proposal related codes into occupation tables.

**Outcome**

Table information is added successfully

**Overview**

There are two types of tables on which the Mississippi State Personnel Board (SPB) can perform maintenance functions: Occupation Related Tables and Proposal Related Tables. The tables contain codes used by the system to validate information, or employed by users to eliminate data entry steps and to prevent programming requirements. When a new code is required, or a current code needs to be modified or deleted, a table maintenance function is performed. The majority of all table maintenance functions are similar.

All tables are detailed below with the necessary steps to add information.

**Occupation Related Tables (SPB USE ONLY)**

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PHIMAINU	PHIMAINM	Occupation Menu	11:14 AM
Code	Description	FastPath	
D0	Display Occupation	DOCC	
BC	Browse on Occupation Code	BROC	
BT	Browse on Occupation Title	BROT	
OP	Occupation Proposal Menu	PROC	
CS	Classification Specifications	CLSP	
TM	Occupation Table Maintenance	OCTM	
OR	Occupation Reports	OCRE	
M0	Misc Occu Browsers	MSOB	
Code: ==			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End			Quit

Your Action ...	System Response ...
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PHIMAINU	PHIMAINM	Occupation Table Maintenance Menu	11:15 AM
Code	Description	FastPath	
OT	Occupation Related Tables		
PT	Proposal Related Tables		
Code: ==			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
Help	Main	End	Quit

Your Action ...	System Response ...
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PHIMAINU	PHIMAINM	Occupation Related Tables Menu	11:16 AM
Code	Description	FastPath	
JE	Maintain Job EEO Category Code		
RC	Maintain Register Code		
TS	Maintain Test Status Code		
SB	Maintain Set by Statute/Bill Type Code		
S0	Maintain Set by Statute/Origination Code		
OT	Maintain Dictionary of Occupational Titles		
CS	Maintain Job Class Series Code		
CR	Maintain Change Reason Code		
Code: ==			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End			Quit

### Maintain JOB EEO Category Code

The Maintain Job EEO Category Code screen is used by SPB to set up the job EEO (Equal Employment Opportunity) category codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>JE</b> (Maintain Job EEO Category Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Job EEO Category Code screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450JEP PH450JEM	Maintain Job EEO Category Code	12:12 PM
<p>*Action: = (A,B,C,D,M,N,P,R)</p> <p>*Job EEO Category Code: _</p> <p>Description: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  Help Main End Quit</p>		

Your Action ...	System Response ...
<p>5. Choose <b>Add</b> and enter the following information:</p> <p><b>*Job EEO Category Code:</b> These are single-character codes and indicate the type of job, e.g., Office/Administrative or Office/Clerical.</p>	
<p>6. Press ENTER and enter the following information:</p> <p><b>Description:</b> Description of the Job EEO Category Code.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>JEEO Category added successfully.</p>

## Maintain Register Code

The Maintain Register Code screen is used by SPB to set up the various one- or two-character register codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>RC</b> (Maintain Register Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Register Code screen will appear

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2012
PH450RCP PH450RCM Maintain Register Code 12:20 PM

*Action: _ (A,B,C,D,M,N,P,R)

*Register Code: __

Description: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Register Code:</b> These codes indicate the register selection criteria ( <i>i.e.</i> , exempt or open-competitive) for the occupations.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of the register code.	
7. Press ENTER.	The system will display the following message:  Register Code added successfully.

### Maintain Test Status Code

The Maintain Test Status Code screen is used to set up the various one-character test status codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>TS</b> (Maintain Test Status Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Test Status Code screen will appear

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450TSP PH450TSM	Maintain Test Status Code	12:27 PM
*Action: _ (A,B,C,D,M,N,P,R)		
*Test Status Code: _		
Description: _____		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		Quit

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Test Status Code:</b> These codes indicate the test status criteria for the occupations.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of the test status code.	
7. Press ENTER.	The system will display the following message:  Test Status added successfully.

### Maintain Set by Statute/Bill Type Code

The Maintain Set by Statute/Bill Type Code screen is used to set up the various one-character set by statute/bill type codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>SB</b> (Maintain Set by Statute/Bill Type Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Set by Statute/Bill Type Code screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2012
PH450SBP PH450SBM Maintain Set by Statute/Bill Type Code 12:35 PM

*Action: _ (A,B,C,D,M,N,P,R)

*Set by Statute/Bill Type Code: _

Description: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Maintain Set by Statute/Bill Type Code:</b> These codes indicate the Statute/Bill Type Code criteria for the occupations.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of statute/bill type code.	
7. Press ENTER.	The system will display the following message:  Statute/Bill added successfully.

### Maintain Set by Statute/Origination Code

The Maintain Set by Statute/Origination Code screen is used by SPB to set up the codes indicating how the occupation was established, whether by the House, Senate, or other.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>SO</b> (Maintain Set by Statute / Origination Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Set by Statute/Origination Code screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450SOP PH450SOM	Maintain Set by Statute/Origination Code	12:41 PM
<p>*Action: _ (A,B,C,D,M,N,P,R)</p> <p>*Set by Statute/Origination Code: _</p> <p>Description: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----</p> <p>Help Main End Quit</p>		

Your Action ...	System Response ...
<p>5. Choose <b>Add</b> and enter the following information:</p> <p><b>*Set by Statute/Origination Code:</b> These codes indicate the Statute/Origination Code criteria for the occupations.</p>	
<p>6. Press ENTER and enter the following information:</p> <p><b>Description:</b> Description of statute/origination code.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Statute/Origin added successfully.</p>

## Maintain Dictionary of Occupational Titles

The Maintain Dictionary of Occupation Titles screen is used by SPB to set up a listing of all available occupational titles.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>OT</b> (Maintain Dictionary of Occupational Titles) from the Occupation Related Tables Menu and press ENTER.	The Maintain Dictionary of Occupational Titles screen will appear

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2012
PH4500TP PH4500TM Maintain DOCT 12:46 PM

*Action: = (A,B,C,D,M,N,P,R)

*DOCT Code: _____0
Description: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*DOCT Code:</b> These codes indicate the DOCT Code criteria for the occupations.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of DOCT code.	
7. Press ENTER.	The system will display the following message:  DOCT code added successfully.

### Maintain Job Class Series Code

The Maintain Job Class Series Code screen is used by SPB to set up the job class series codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>CS</b> (Maintain Job Class Series Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Job Class Series Code screen will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450CSP	PH450CSM	Maintain Job Class Series Code	12:50 PM
<p>*Action: = (A,B,C,D,M,N,P,R)</p> <p>*Job Class Series Code: _____</p> <p>Description: _____</p> <p>Ser No. *Occu Code                      Occu Title</p> <p>_____</p>			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Main End		Bkwd Fwd	Quit

Your Action ...	System Response ...
<p>5. Choose <b>Add</b> and enter the following information:</p> <p><b>*Job Class Series Code:</b> These codes are five alpha-numeric characters and are used to link similar occupational codes together.</p>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p><b>Description:</b> Description of the selected Job Class Series Code.  Ser No.: The System will generate the Series Number.  Enter the Occupation Code.  Occu Title: System will generate the Occupation Title.</p>	
8. Press ENTER.	<p>The system will display the following message:</p> <p>Class Series added successfully.</p>

## Maintain Change Reason Code

The Maintain Change Reason Code screen is used by SPB to set up the change reason codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>OT</b> (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose <b>CR</b> (Maintain Change Reason Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Change Reason Code screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2012
PH450CRP PH450CRM Maintain Change Reason Code 12:57 PM

* Action: _ (A,B,C,D,M,N,P,R)

* Change Reason Code: __

Description: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Change Reason Code:</b> The change reason code for the occupation.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of change reason code.	
7. Press ENTER.	The system will display the following message:  Change Reason added successfully.

### Proposal Related Tables (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>PT</b> (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PHIMAINU	PHIMAINM	Proposal Related Tables Menu	01:01 PM
Code	Description	FastPath	
AU	Maintain Approving Users		
PS	Maintain Proposal Status Code		
AS	Maintain Approval Status		
NA	Maintain Notification Action Code		
Code: ==			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

### Maintain Approving Users

The Maintain Approving Users screen is used by SPB to set up the approving users for review and approval of proposals entered into the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>PT</b> (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose <b>AU</b> (Maintain Approving Users) from the Proposal Related Tables Menu and press ENTER.	The Maintain Approving Users screen will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450AEP	PH450AEM	Maintain Approving Users	01:03 PM
* Action: _ (A,B,C,D,M,N,P)			
* Type: __			
* Agency: _____			
* Approving User Id: _____			
Name: _____			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Note
			Quit

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  * <b>Type</b> : Enter <b>01</b> for SPB Class Compensation Branch Analyst, <b>02</b> for SPB Evaluator, or <b>03</b> for Agency. * <b>Agency</b> : The agency code XXXX. * <b>Approving User Id</b> : The approving user identification number xxxxxxx. Name: The system will populate the approver's name.	
6. Press ENTER.	The system will display the following message:  Approver Type added successfully.

### Maintain Proposal Status Code

The Maintain Proposal Status Code screen is used by SPB to set up the proposal status codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>PT</b> (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose <b>PS</b> (Maintain Proposal Status Code) from the Proposal Related Tables Menu and press ENTER.	The Maintain Proposal Status Code screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450PSP PH450PSM	Maintain Proposal Status Code	01:17 PM
<p>*Action = (A,B,C,D,M,N,P,R)</p> <p>*Proposal Status Code: _</p> <p>Description: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---            Help Main End Quit</p>		

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Proposal Status Code:</b> These are single-character codes, and are used to indicate the status of the proposal in the system.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of the proposal status code.	
7. Press ENTER.	The system will display the following message:  Prop Status added successfully.

## Maintain Approval Status

The Maintain Approval Status screen is used by SPB to set up the approval codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>PT</b> (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose <b>AS</b> (Maintain Approval Status) from the Proposal Related Tables Menu and press ENTER.	The Maintain Approval Status screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2012
PH450ASP PH450ASM Maintain Approval Status 01:22 PM

*Action: _ (A,B,C,D,M,N,P,R)

*Approval Status: _

Description: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Choose <b>Add</b> and enter the following information:  <b>*Approval Status:</b> Enter the approval status code.	
6. Press ENTER and enter the following information:  <b>Description:</b> Description of the approval status.	
7. Press ENTER.	The system will display the following message:  Approval Status added successfully.

### Maintain Notification Action Code

The Maintain Notification Action Code screen is used by SPB to set up the notification action codes used in the system.

Your Action ...	System Response ...
1. Choose <b>OC</b> (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose <b>TM</b> (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose <b>PT</b> (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose <b>NA</b> (Maintain Notification Action Code) from the Proposal Related Tables Menu and press ENTER.	The Maintain Notification Action Code screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/28/2012
PH450NAP PH450NAM	Maintain Notification Action Code	01:26 PM
<p>*Action: = (A,B,C,D,M,N,P,R)</p> <p>Notification Action Code: _</p> <p>Description: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  Help Main End Quit</p>		

Your Action ...	System Response ...
<p>5. Choose <b>Add</b> and enter the following information:</p> <p><b>*Notification Action Code:</b> Enter the notification action code.</p>	
<p>6. Press ENTER and enter the following information:</p> <p><b>Description:</b> Description of the notification action code.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Action code added successfully.</p>