

File Name	Recognizing Action Types_BUSPROC.doc
Version	8.9
Date Modified	1/18/2008
Last Changed by	ASDS

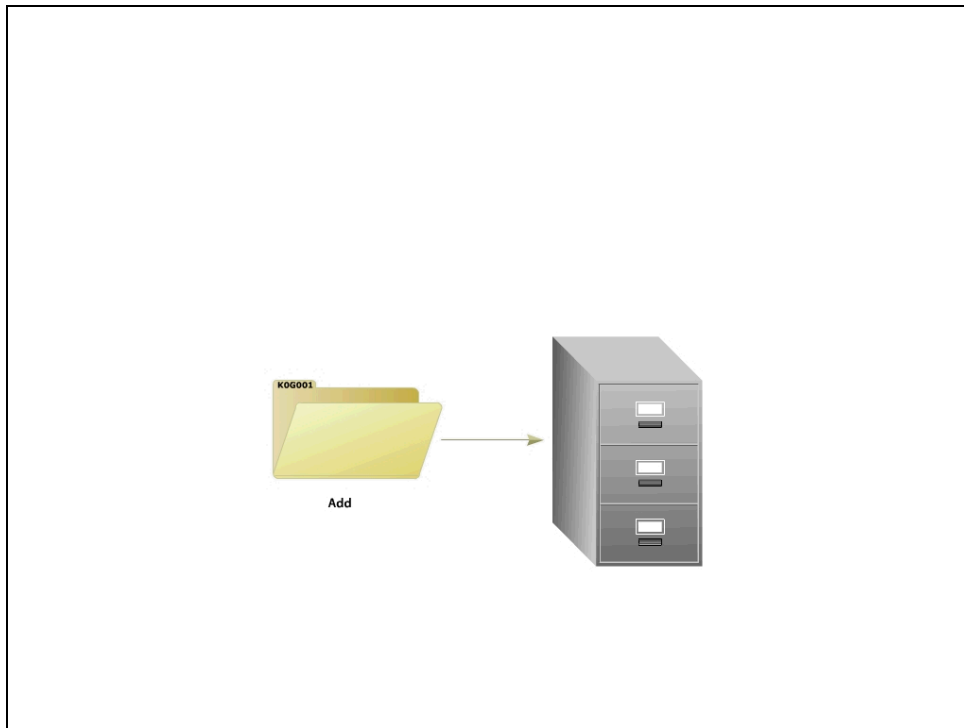
Recognizing Action Types

Concept

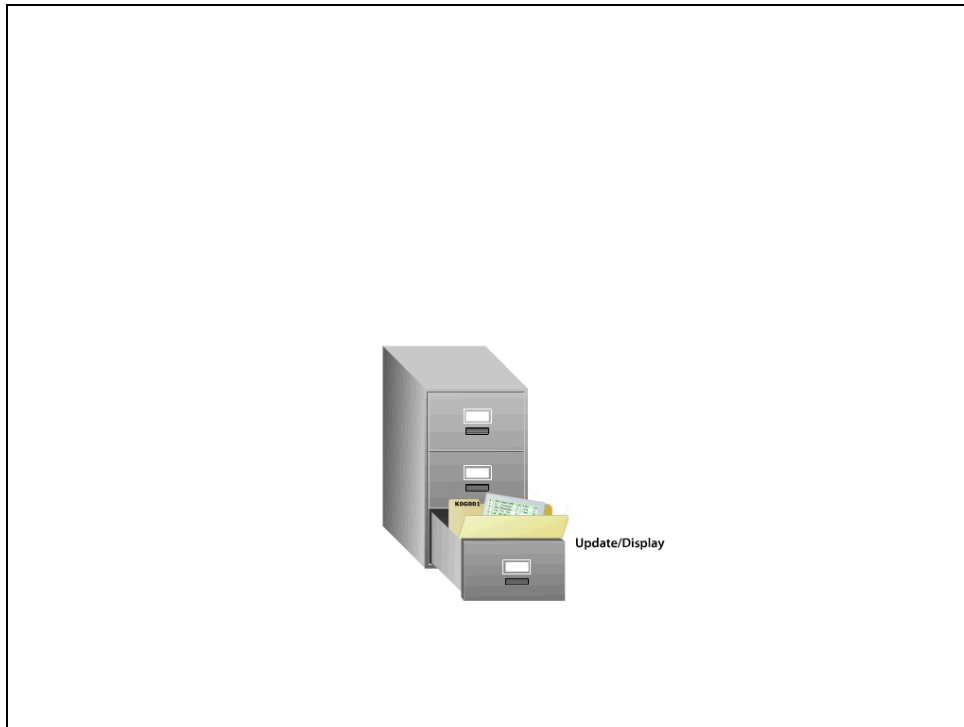
Action types are essential to accessing data within PeopleSoft. The four action types are:

- Add
- Update/Display
- Update/Display All
- Correction

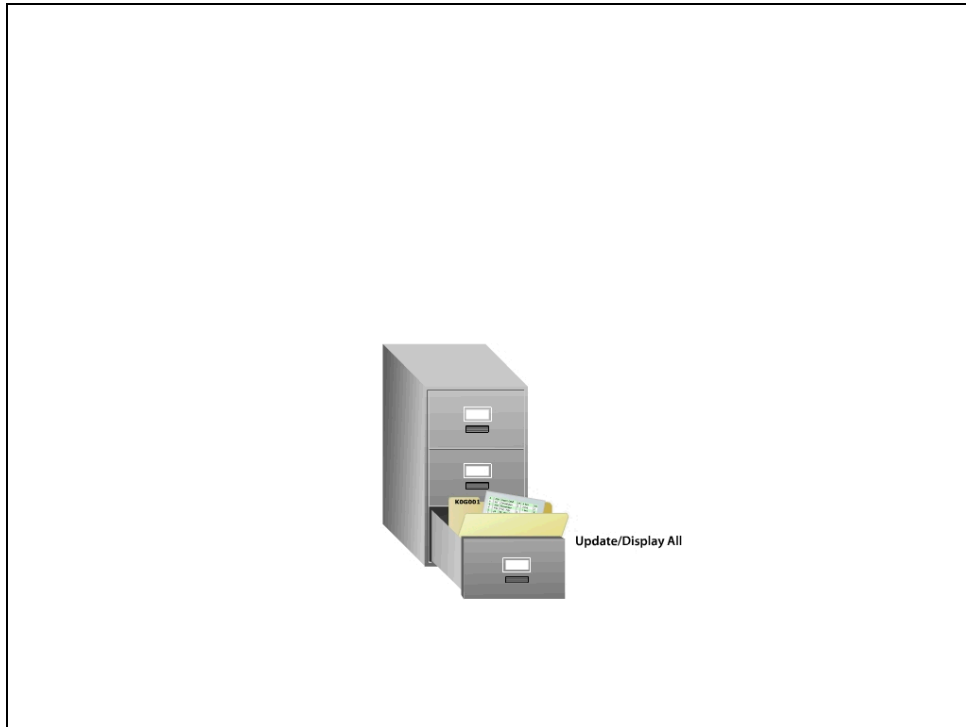
Procedure



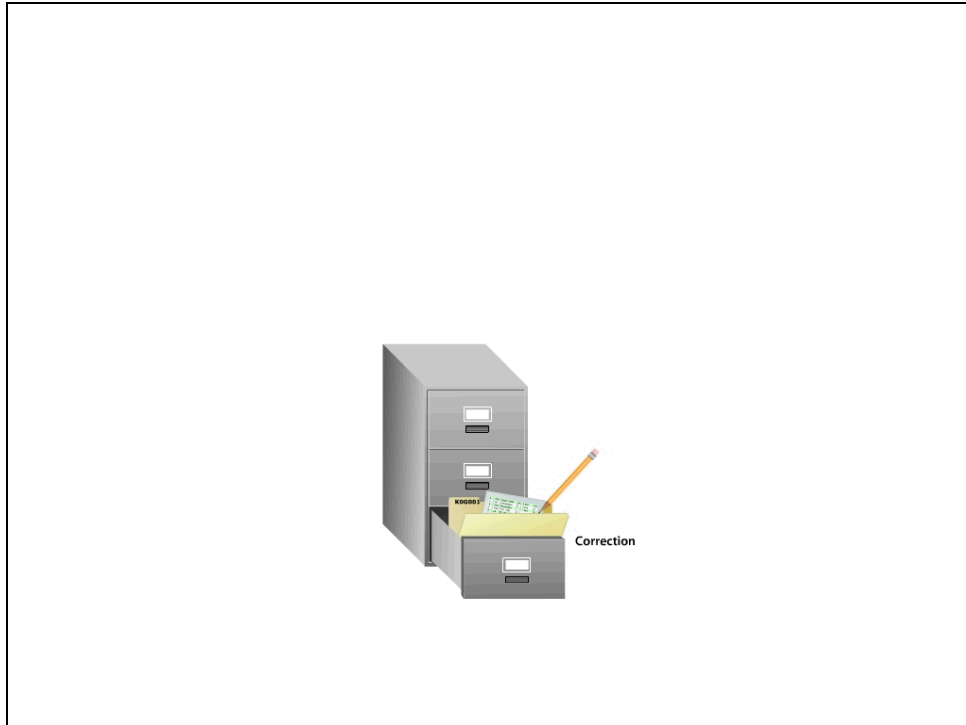
Step	Action
1.	<p>Imagine the file cabinet graphic below is a PeopleSoft database. The file cabinet is filled with information categorized by folders. When you use the Add action type, you create a new folder, such as file K0G001 below.</p> <p>Susan Jones has just been hired by your company and has been assigned Employee ID K0G001. This ID is now the high-level key used to differentiate Susan Jones from Arnold Jones, who is also employed within the company.</p>



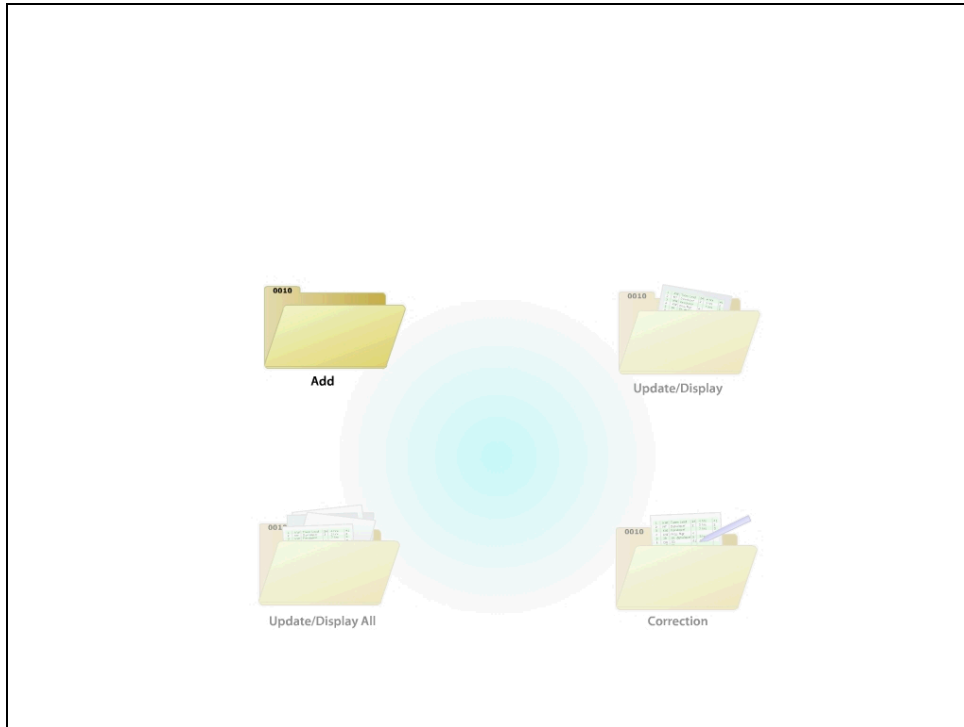
Step	Action
2.	Susan has now been hired and assigned a PeopleSoft Employee ID. She has additional personal information to be added to her records. To access her employee file, the action type of Update/Display is used. As its name describes, the action Update/Display enables you to make updates to existing data or to display current data.



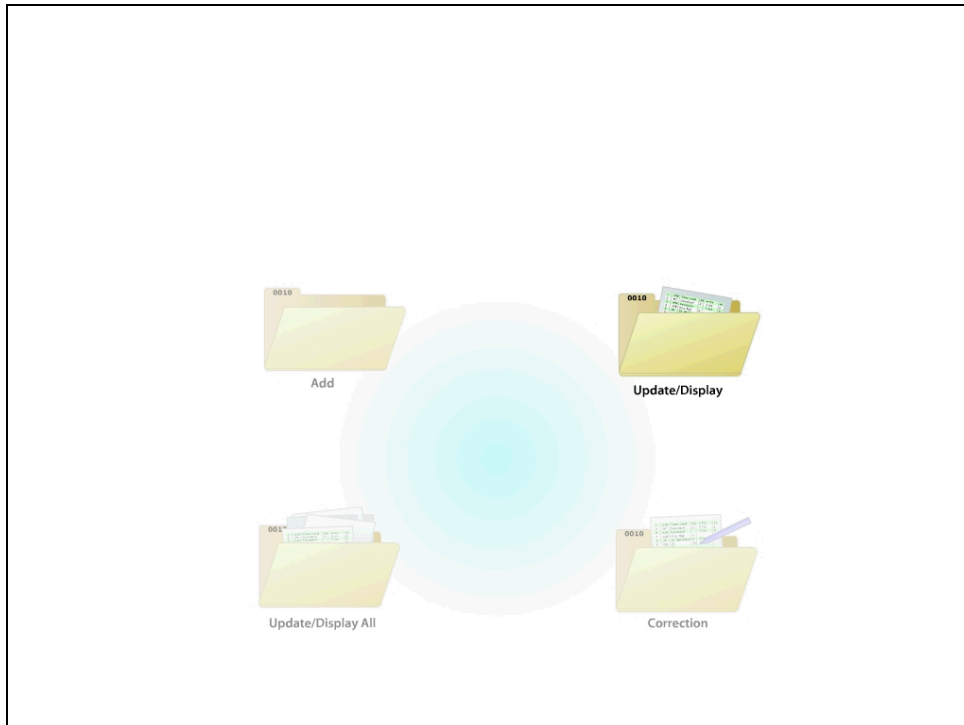
Step	Action
3.	Three years have passed since Susan was hired. In that time, she has changed jobs, moved twice, and gotten married. You can use the action type Update/Display All to view previously entered (historical) data, in addition to current accessible rows using Update/Display.



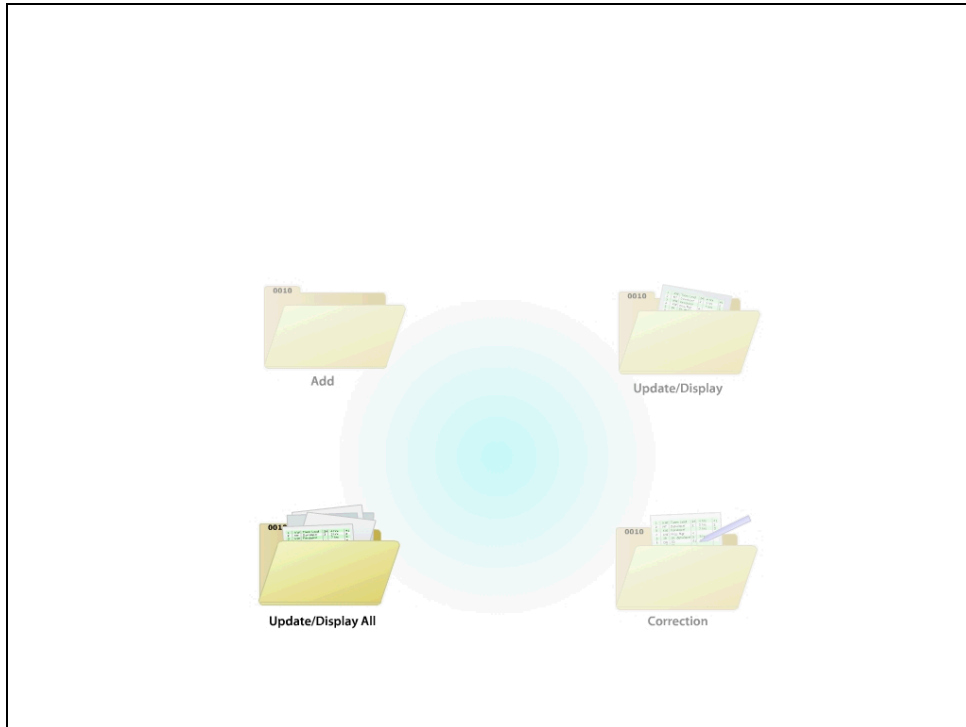
Step	Action
4.	It was recently discovered that an error was made when Susan transferred departments. You can use the action type Correction to make adjustments to errors in the database. The Correction action type is a powerful tool, and not all users have access to it because of the ability to delete or modify any row of data within the database.



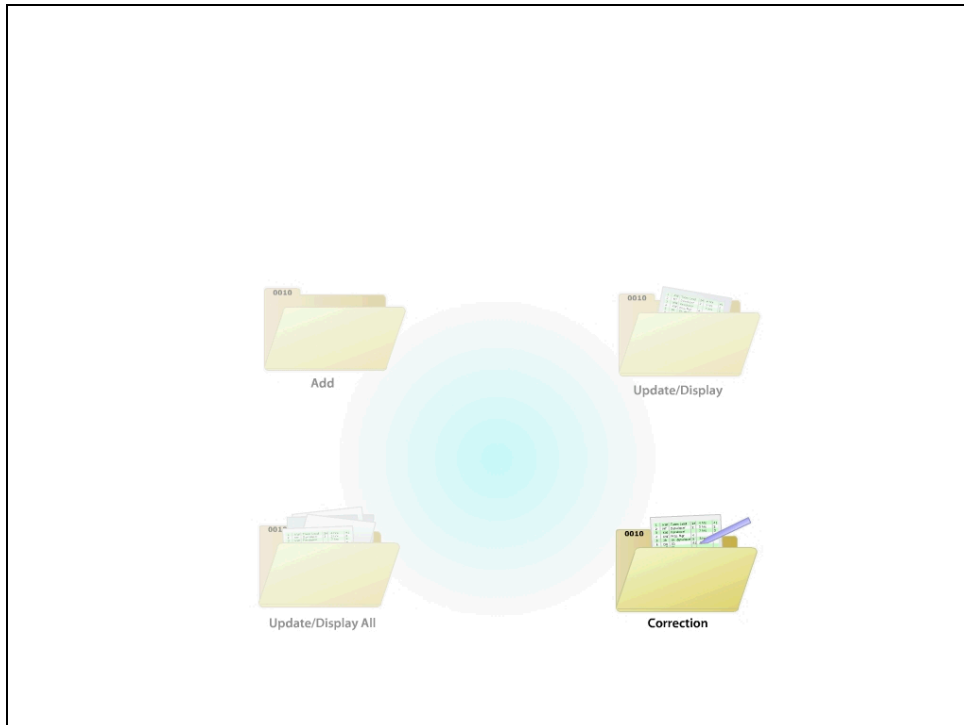
Step	Action
5.	You use four action types to work with data in PeopleSoft. You use Add when a new high-level key is required to complete a transaction.



Step	Action
6.	Update/Display is used when retrieving or updating data on non-effective-dated database tables. If the table is effective-dated, you can use this action to view current and future rows; modify future rows only; insert a new current row or future row.



Step	Action
7.	When you view data using Update/Display All , you will view current, future, and history rows of data. This is helpful when you want to view historical data.



Step	Action
8.	Correction is the most powerful of all the actions. You can use it to view, change, or insert rows of data, regardless of the effective date.
9.	Action Types are essential to accessing your organization's data stored in PeopleSoft. End of Procedure.