

File Name	Using Update_Display.doc
Version	8.9
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Last Changed by	ASDS
Status	

Using Update/Display

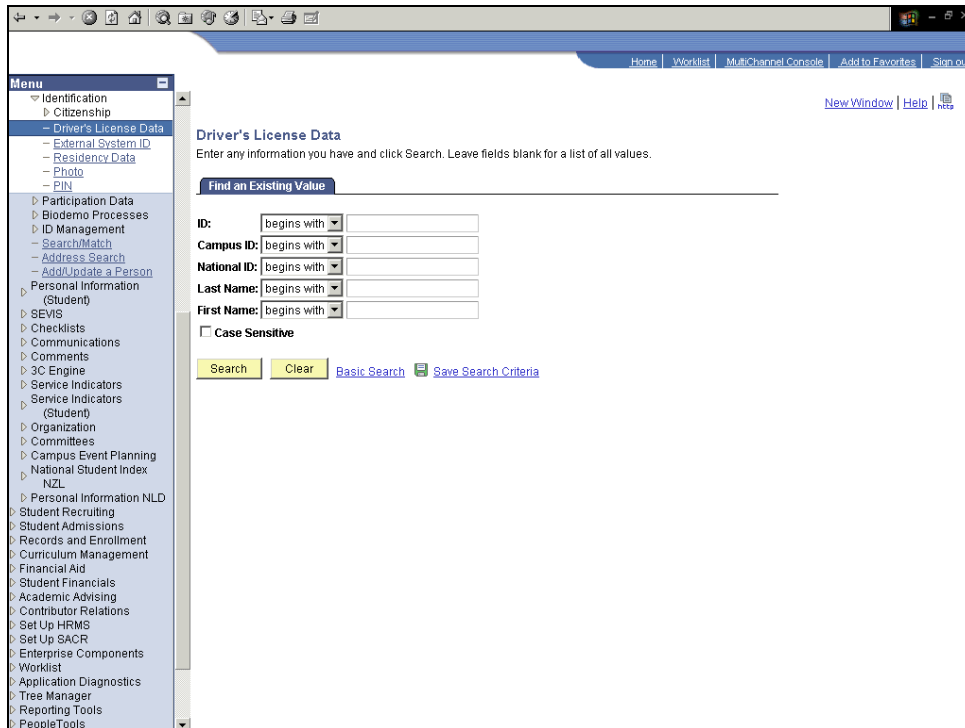
Concept


The **Update/Display** action type enables you to access **current** and **future effective-dated** rows in the database. Specifically, you can:

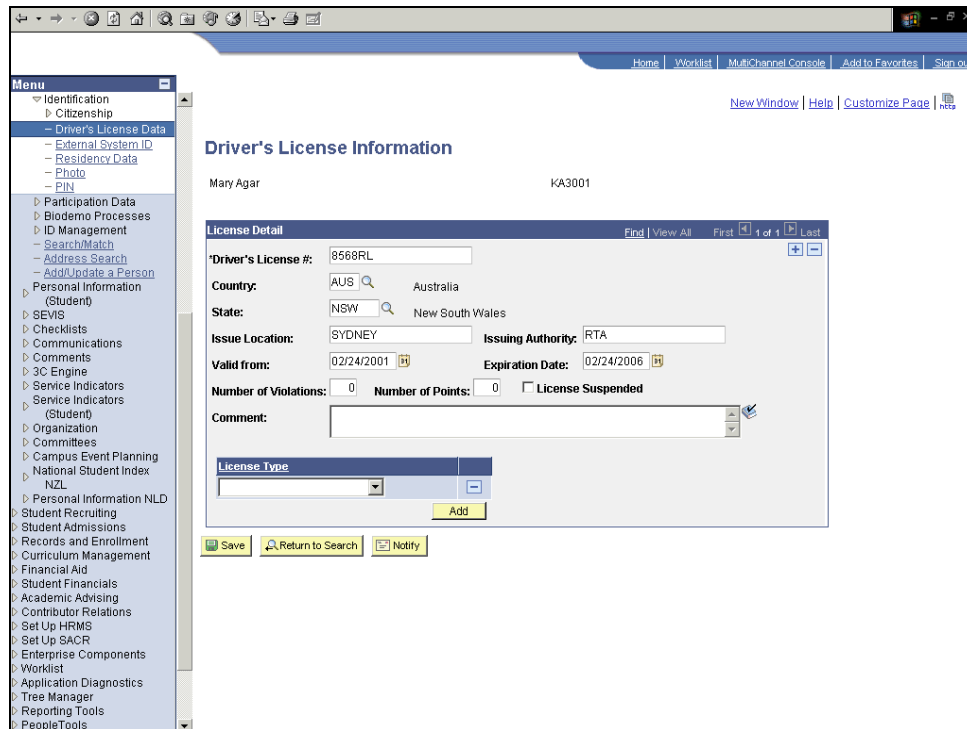
- Insert, change, and delete future rows of data.
- View current and future rows of data.

This is also the action type you use to access tables that are **not effective-dated**.

Procedure



Step	Action
1.	<p>When accessing component pages that are not effective-dated, the default page action is Update/Display. Notice that the search page for the Driver's License Data component does not provide choices for any other actions.</p> <p>In this example, a faculty member has had her driver's license suspended for driving while intoxicated, and you need to update this information. Enter the desired information into the ID field. Enter "KA3001".</p>
2.	<p>Click the Search button.</p> 



Step	Action
3.	The Drivers License Information page for the person is displayed. You need to indicate that the license has been suspended and add a comment. Click the License Suspended option. <input type="checkbox"/> License Suspended
4.	Click in the Comment field.
5.	Enter the desired information into the Comment field. Enter " Driving under the influence (DUI) accident. ".
6.	Click the Save button. <input type="button" value="Save"/>
7.	You have successfully updated the information for this person and committed the data to the PeopleSoft tables. End of Procedure.