

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.

You also use this action type to access tables that are not effective-dated.

Step	Action
1.	<p>UCPath uses many different types of elements to organize information on pages and to enable you to enter data, including data-entry, functional and data processing elements.</p> <p>Update/Display retrieves only current and future rows. You can change future rows but not current rows. You also can add a new current row.</p> <p>In this example, use the Volunteer Activities page.</p> <p>Navigator > Workforce Administration > Personal Information > Biographical > Volunteer Activities OR Global Search > Volunteer Activities</p>
2.	<p>When accessing component pages that are not effective-dated, the default page action is Update/Display.</p> <p>Notice that the search page for Volunteer Activities does not provide choices for any actions.</p>

UCPath

Log out

Ask UCPath Center

New Window | Help

Volunteer Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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Step	Action
3.	<p>In this example, one of your psychiatry employees has been volunteering at the LA Downtown Women's Center. She ended her volunteer service on September 1, 2017.</p> <p>You must update this job-related volunteer information.</p> <p>Click in the Empl ID field.</p> <input type="text"/>
4.	<p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 10070630.</p>
5.	<p>Click the Search button.</p> <input type="button" value="Search"/>
6.	<p>The Volunteer Activities page for the employee appears.</p> <p>You must enter the end date for this activity.</p> <p>Click in the End Date field.</p> <input type="text"/>
7.	<p>Enter the desired information into the End Date field.</p> <p>For this example, enter 09/01/17.</p>
8.	<p>Click the Save button.</p> <input type="button" value="Save"/>
9.	<p>You have successfully updated the information for this employee and committed the data to the UCPath tables.</p> <p>End of Procedure.</p>