

In grids, fields appear as columns similar to those on a spreadsheet. Fields in a grid belong to one table in your database. Grids enable you to visually distinguish those rows of data at a glance and to add, edit, and view multiple occurrences of data for a group of fields on a page.

In this topic, you look at grids used for setting up an emergency contact.

**Navigation:**

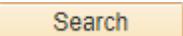
Menu > Workforce Administration > Personal Information > Personal Relationships >

**Emergency Contact.**

OR

Workforce Administration (Homepage) > HR Tasks (Tile) > Personal Data Related >

**Emergency Contact**

Step	Action
1.	Enter the desired information into the <b>Name</b> field.  For this example, the search value has been set for you.  Enter <b>Sutherland</b> in the search field.
2.	Click the <b>Search</b> button.  

**Emergency Contact**

**Find an Existing Value**

▼ **Search Criteria**

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

Recent Searches  Saved Searches

Empl ID  Name  SUTHERLAND

▼ **Search Results** Megan

54 rows - Name "SUTHERLAND"

View All | First | 1-10 of 54 | Last

Empl ID	Name	
10000561	Megan Sutherland	>
10195746	Alicia Sutherland	>
10247691	Andrew Sutherland	>
10410189	Austin Sutherland	>
10056789	Brandon Sutherland	>
10453813	Carlos Lopez Sutherland	>
10095629	Christine-Jesse Sutherland	>
10460923	Diego Sutherland	>

Step	Action
3.	<p>Select the employee.</p> <p>Click the <b>Select</b> link.</p> <p>&gt;</p>

The screenshot shows a web form for editing emergency contact information. At the top, there are tabs for "Contact Address/Phone" and "Other Phone Numbers". The main header identifies the user as "Megan Sutherland" with "Person ID 10000561". Below this is a search bar for "Emergency Contact" with a "Find | View All" button and pagination controls showing "1 of 1" records. The form fields include:
 

- \*Contact Name: Antonio Waters (with a search icon and a close 'x' button)
- Primary Contact
- \*Relationship to Employee: Spouse (dropdown menu)
- Same Address as Employee
- Same Phone as Employee
- Contact Address section:
  - Country: USA (dropdown), United States
  - Address: 10216 Clover Ranch Drive, Sacramento, CA
  - Edit Address button
- Contact Phone section:
  - Phone: 916/230-7776

 At the bottom, there are "Save", "Return to Search", and "Notify" buttons, and a breadcrumb trail: "Contact Address/Phone | Other Phone Numbers".

Step	Action
4.	A dashed underline indicates availability of a mouseover popup page.  Point to the <b>Megan Sutherland</b> link.
5.	When the <b>Mouseover Popup Event</b> is enabled ( <b>My Personalizations</b> ) additional information about a subject that is dash-underlined appears in a popup window when you hover over the subject. The popup window disappears when you move the mouse.

The screenshot shows a web form for an emergency contact. At the top, there are tabs for 'Contact Address/Phone' and 'Other Phone Numbers'. The user's name is 'Megan Sutherland' and the person ID is '10000561'. The form is titled 'Emergency Contact' and includes a search bar with 'Find | View All' and pagination '1 of 1 | First | Last'. The main form fields are:
 

- \*Contact Name: Antonio Waters
- Primary Contact
- Same Address as Employee
- Same Phone as Employee
- \*Relationship to Employee: Spouse
- Contact Address: Country USA, United States; Address 10216 Clover Ranch Drive, Sacramento, CA; Edit Address button.
- Contact Phone: Phone 916/230-7776

 At the bottom, there are buttons for Save, Return to Search, and Notify, and a breadcrumb trail: Contact Address/Phone | Other Phone Numbers.

Step	Action
6.	<p>The <b>Other Phone Numbers</b> page in the <b>Emergency Contact</b> component contains a grid area.</p> <p>Click the <b>Other Phone Numbers</b> tab.</p> <p><a href="#">Other Phone Numbers</a></p>
7.	<p>On some pages, you may want the fields to repeat in order to enter multiple rows of data.</p> <p>Grids look similar to a spreadsheet with column headings, rows, and cells. The cells are equivalent to fields. Fields within a grid may be represented as edit boxes, drop-down list boxes, check boxes, and radio or prompt buttons.</p>
8.	<p>Rows of data in grids always share the same high-level keys.</p> <p>For example, for the <b>Other Phone Numbers</b> page, you can have multiple rows for the different phone types. If you have multiple rows, each of these rows has the same <b>Person ID</b> as the key field. If you insert a new row, the system automatically copies the shared key data into the new row.</p>
9.	<p>Instead of using a traditional scrollbar to scroll through the rows of data in a grid, UCPath uses navigation buttons and hyperlinks.</p> <p>Most often, you will find these buttons and hyperlinks in the navigation header for each area, with the exception of the <b>Insert Row</b> and <b>Delete Row</b> buttons.</p>
10.	<p>Use the <b>Find</b> link to find a specific row of data.</p>

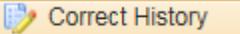
Step	Action
11.	Use the <b>View All</b> link to display all rows of data on a page. When this feature is enabled, the link changes to read <b>View 1</b> , so that you can return to the original setting.
12.	The <b>First</b> link takes you to the first row of data.
13.	Use the <b>Previous Row</b> arrow to navigate to the previous row of data.
14.	The number range for the rows shows the number of rows you are currently viewing.
15.	Use the <b>Next Row</b> arrow to navigate to the next row of data.
16.	The <b>Last</b> link takes you to the last row of data.
17.	The <b>Add Row</b> button inserts a new row of data.
18.	The <b>Delete Row</b> button deletes the current row of data.

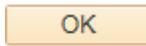
The screenshot displays the UCPath interface for employee compensation. At the top, navigation tabs include Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and UC Job Data. The main header identifies the employee as Megan Sutherland (Empl ID 10000561) and shows the current record as 0. The 'Compensation' section includes fields for Effective Date (06/15/2016), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), Action (Leave of Absence), Reason (CFRA Family and Medical Leave), and Job Indicator (Primary Job). A 'Go To Row' button is present. Below this, the 'Compensation Rate' is set to 14,784.89 USD with a frequency of Monthly. The 'Pay Components' section features a table with two rows of data:

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 UCANNL	0	87,418.200000	USD	A		
2 UCANNL	1	90,000.500000	USD	A		

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

Step	Action
19.	<p>Another type of grid is a tabbed grid. These grids provide a means of viewing multiple columns of information without having a horizontal scroll to view them.</p> <p>For this example, we navigated to the <b>Compensation</b> page in the <b>Job Data</b> component for you (notice the navigation path at the top of the page). You can see a tabbed grid section labeled <b>Pay Components</b>. You select a tab to view the additional columns.</p> <p>Click the <b>Changes</b> tab.</p> 

Step	Action
20.	<p>Notice that different columns appear for the newly selected tab.</p> <p>Click the <b>Amounts</b> tab.</p> 
21.	<p>To add data on this page, you must use <b>Correct History</b>.</p> <p>Click the <b>Correct History</b> button.</p> 

Step	Action
22.	<p>To add a new row of data to a grid, you click the <b>Add Row</b> button to insert a row just below the row you are on. Each time you add a new row, you are actually adding a new row of data to the database table.</p> <p>Click the <b>Add a new row</b> button.</p> 
23.	<p>A new row is now available. Notice that the number system for the rows in the grid navigation header now shows 1-3 of 3.</p>
24.	<p>If you want to delete a row, click the <b>Delete Row</b> button.</p> <p>Click the <b>Delete row</b> button.</p> 
25.	<p>The system displays a confirmation message asking if you want to proceed with the deletion. It also reminds you that the row will not be deleted from the database until a save occurs; however, the row is automatically removed from the grid.</p> <p>Click the <b>OK</b> button.</p> 
26.	<p>You may also encounter grids that can be collapsed or expanded. By clicking the right pointing arrow in front of the grid heading, you can expand a grid that is hidden from view or collapsed.</p> <p>Click the <b>Expand section</b> button.</p> 
27.	<p>You can collapse the grid by clicking the down arrow in front of the grid heading.</p> <p>Click the <b>Collapse section</b> button.</p> 
28.	<p>You have successfully used UCPath's grid area navigation structure with multiple rows of data.</p> <p><b>End of Procedure.</b></p>