

The **Update/Display All** action type is used primarily for viewing data within an effective-dated table. However, you can use this action type to update certain categories of existing data in the database. By selecting the **Include History** page action, you are able to:

- View history, current and future rows of data.
- Change future rows.
- Insert future rows.
- Delete future rows.

In this example, use the **Dependent Information** page.

**Navigator** > Workforce Administration > Personal Information > Personal Relationships > **Dependent Information**  
OR  
**Global Search** > **Dependent Information**

Step	Action
1.	<p>When you navigate to the search page of an effective-dated page, the available page actions appear below the final search field.</p> <p>In this example for <b>Dependent Information</b>, the <b>Include History</b> and <b>Correct History</b> page actions are available. If you want to view all data row categories, but insert or change future rows only, the appropriate page action is <b>Include History</b>. This option opens the component page in <b>Update/Display All</b> mode.</p> <p>Click in the <b>Empl ID</b> field.</p> <div data-bbox="391 1780 675 1818" style="border: 1px solid black; width: 175px; height: 18px; margin-left: 20px;"></div>

Step	Action
2.	Enter the desired information into the <b>Empl ID</b> field.  For this example, enter <b>10000060</b> .

The screenshot shows the UCPath interface for searching dependent information. The search criteria are configured as follows:

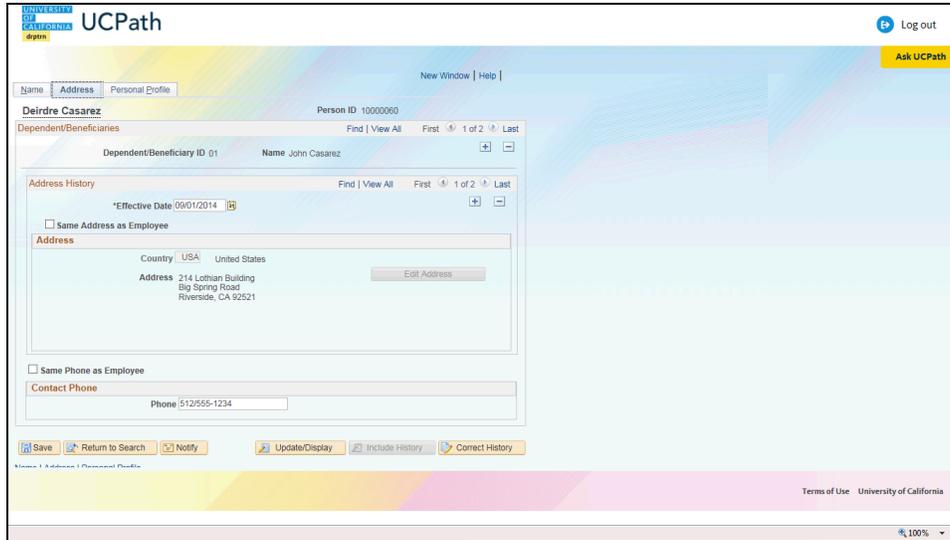
- Empl ID: begins with 10000060
- Name: begins with
- Last Name: begins with
- Second Last Name: begins with
- Alternate Character Name: begins with
- Middle Name: begins with

Options:  Include History,  Correct History,  Case Sensitive

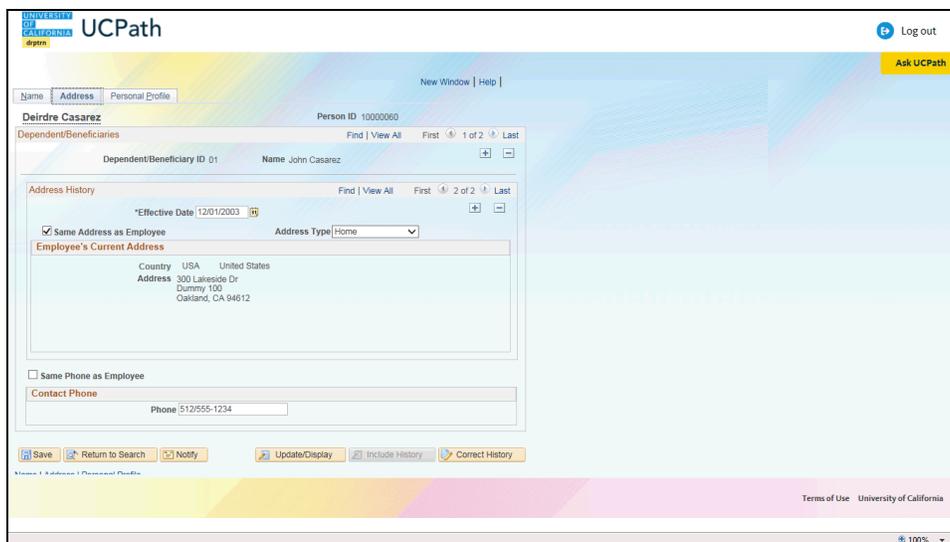
Buttons: Search, Clear, Basic Search, Save Search Criteria

Empl ID	Name	First Name	Last Name	Second Last Name
10000060	Deidre Casarez	Deidre	Casarez	(blank)

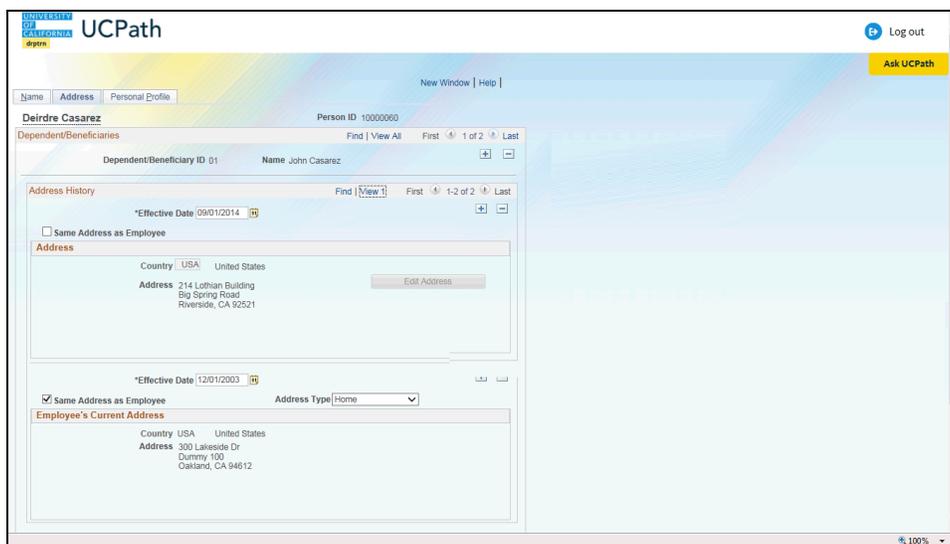
Step	Action
3.	Click the <b>Include History</b> option.  <input type="checkbox"/> <b>Include History</b>
4.	Click the <b>Search</b> button.  <input type="button" value="Search"/>
5.	In this scenario, view the dependent addresses.  Click the <b>Address</b> tab.  <input type="button" value="Address"/>



Step	Action
6.	<p>Notice that the page displays the first of two rows, indicating that there is an additional row of data for this record.</p> <p>In this example, the employee's dependent John has two rows because he changed his address.</p> <p>Click the <b>Show next row</b> button.</p> 
7.	<p>Notice that John's address used to be the same address as the employee.</p>



Step	Action
8.	Click the <b>View All</b> link to display all rows of data on the page at the same time. 



Step	Action
9.	Notice that both addresses are now visible.  To return to the most recent row and show only one row at a time, click the <b>View 1</b> link. 
10.	John is planning a move to a campus apartment.  A future row of data must be inserted to reflect this new information.  Click the <b>Add a new row</b> button. 

The screenshot shows the UCPath interface for a user named Deirdre Casarez. The main section is titled 'Address History' and displays a table with one row. The table has columns for 'Effective Date' (08/31/2017) and 'Address'. The address is 214 Lathan Building, Big Spring Road, Riverside, CA 92521. There is an 'Edit Address' button next to the address field. The interface also includes a 'Log out' button, an 'Ask UCPath' button, and a 'Terms of Use' link.

Step	Action
11.	<p>Notice that <b>1 of 3</b> now appears in the grid header.</p> <p>When you insert a new row into an effective-dated table, the data from the current row is copied to the new row. This way, you can make any necessary changes for the new row without</p>
12.	<p>When you insert a new row, the effective date defaults to the current system date, but you can override it if necessary.</p> <p>Click in the <b>Effective Date</b> field.</p> <p><input type="text" value="08/31/2017"/></p>
13.	<p>Enter the desired information into the <b>Effective Date</b> field.</p> <p>For this example, enter <b>09/01/2017</b>.</p>
14.	<p>The next change to make for this future row is the new address for the dependent.</p> <p>Click the <b>Edit Address</b> button.</p> <p><input type="button" value="Edit Address"/></p>

UCPath

Log out

Ask UCPath

Edit Address

New Window | Help |

Country United States

Address 1 214 Lothian Building

Address 2 Big Spring Road

Address 3

City Riverside State CA

Postal 92521

Country

100%

Step	Action
15.	Enter the desired information into the <b>Address 1</b> field.  For this example, enter <b>108B Falkirk Bldg.</b>
16.	Enter the desired information into the <b>Address 2</b> field.  For this example, enter <b>Lindin Street.</b>
17.	Click the <b>OK</b> button.  <input type="button" value="OK"/>

UCPath

Log out

Ask UCPath

Name Address Personal Profile

New Window | Help |

Deirdre Casarez Person ID 10000060

Dependent/Beneficiaries Find | View All First 1 of 2 Last

Dependent/Beneficiary ID 01 Name John Casarez

Address History Find | View All First 1 of 3 Last

\*Effective Date 09/01/2017

Same Address as Employee

Address

Country USA

Address 108B Falkirk Bldg  
Lindin Street  
Riverside, CA 92521

Same Phone as Employee

Contact Phone

Phone 512555-1234

Terms of Use University of California

100%

Step	Action
18.	Click the <b>Save</b> button.  Save
19.	You have successfully displayed data using the <b>Include History</b> action type and added a future effective-dated row of data. <b>End of Procedure.</b>