

## 9.2 Page Action Basics

**Purpose:** Use this document as a reference for how page actions work in ctLink.

**Audience:** Staff.

Based on security roles in ctLink, staff will have access to various actions on any page they access in ctLink. This QRG describes these authorized actions so that staff can better understand their level of access and request additional permissions if necessary.

There are five basic page actions available in ctLink, not all pages will have all five options.

1. **Add:** Adding a new record to the page, this is different than adding new effective dated information to the fields on the page.
2. **Update/Display:** This allows the user to update existing and future information on the page, often by inserting a new effective dated row.
3. **Update/Display All:** This allows staff to Include History on a page. For pages with effective dated information, this allows staff to select the Include History button to view historical information.
4. **Correction:** This action allows a user to modify current and historical information on the page. Correction on historical information can impact other pages tied to this action and should be used with caution.
5. **Display:** This allows staff to see the information on the page but they are not able to update information or use any selectors or look up menus.

## 9.2 Page Action Basics

### 1. Add

- Pages with **Add** access will give the staff the option to **Add a New Value** this allows a new page record to be added to the system.
- An **Add** button will also display on the page. This is different than the [+] sign which inserts a new effective dated row for updated field information on the page.

### Hot Job Administration

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

▼ Search Criteria

Hot Job ID

Description

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Academic Career Academic Career Career Requirement Term Student Career Nbr 2

Student Details  | 1 of 1 | View All

|                          |                      |                    |                          |
|--------------------------|----------------------|--------------------|--------------------------|
| Status                   | Active In Program    | Effective Sequence | 1                        |
| *Effective Date          | 09/18/2006           | Action Date        | 08/21/2015               |
| *Program Action          | ACTV                 | Joint Prog Appr    | <input type="checkbox"/> |
| Action Reason            | CONV                 |                    |                          |
| *Academic Institution    | WA172                |                    |                          |
| *Academic Program        | NOAWS                |                    |                          |
| *Admit Term              | 2067                 |                    |                          |
| Requirement Term         | 2067                 |                    |                          |
| Expected Graduation Term |                      |                    |                          |
| Last Updated On          | 08/21/2015 3:09:33AM |                    |                          |
| By                       | CTC_CONVERSION       |                    |                          |

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

## 2. Update/Display

- This access allows staff to update fields on current and future information on a page.

Student Program | Student Plan | Student Sub-Plan | **Student Attributes** | Student Degrees

Academic Career Academic Career Student Career Nbr 0 Career Req. Term

Student Details 1 of 1 View All

Status Effective Date 11/05/2019 Admit Term Effective Sequence 0  
 Program Action Action Date 11/05/2019  
 Action Reason Requirement Term  
 Academic Program

\*Student Attribute \*Student Attribute Value Primacy

Save Notify Refresh Add **Update/Display** Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

### 3. Update/Display All

- This access allows staff to update fields on current and future information on a page and view information on past effective dated rows.
- An **Include History** button will display on the page to view past effective dated rows.

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Academic Career Academic Career Student Career Nbr 2 Car Req Term

Student Details 1 of 1 View All

Status Active in Program Admit Term 2006 FALL  
 Effective Date 09/18/2006 Effective Sequence 1  
 Program Action Activate Action Date 08/21/2015  
 Action Reason Conversion Requirement Term 2006 FALL  
 Academic Program NOAWS

\*Academic Plan NASJU Non-degree - Job upgrade Major  
 \*Plan Sequence 10 Degree  
 \*Declare Date 09/18/2006 Degree Checkout Stat  
 \*Requirement Term 2067 2006 FALL Student Degree Nbr  
 \*Advisement Status Include Completion Term

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display **Include History** Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

### 4. Correction

- This action allows a user to modify current and historical information on the page.

- **Note:** Correction on current and historical information can impact other pages tied to this action and should be used with caution.

The screenshot shows the 'Student Attributes' page. At the top, there are navigation tabs: Student Program, Student Plan, Student Sub-Plan, Student Attributes (selected), and Student Degrees. Below the tabs, there are fields for 'Academic Career', 'Student Career Nbr 2', and 'Career Req. Term'. The main content area is titled 'Student Details' and contains a table of information:

|                  |                   |                    |            |
|------------------|-------------------|--------------------|------------|
| Status           | Active in Program | Admit Term         | 2006 FALL  |
| Effective Date   | 09/18/2006        | Effective Sequence | 1          |
| Program Action   | Activate          | Action Date        | 08/21/2015 |
| Action Reason    | Conversion        | Requirement Term   | 2006 FALL  |
| Academic Program | NOAWS             |                    |            |

Below the table, there are search fields for '\*Student Attribute', '\*Student Attribute Value', and 'Primacy'. At the bottom, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The 'Correct History' button is highlighted with a red box.

## 5. Display

- This allows staff to see the information on the page but they are not able to update information or use any selectors or look up menus.
  - The Update/Display button is grayed out because Update access is not available.

The screenshot shows the 'Student Degrees' page. At the top, there are navigation tabs: Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees (selected). Below the tabs, there are fields for 'Academic Career', 'Student Career Nbr 2', and 'Career Req. Term'. The main content area is titled 'Student Details' and contains a table of information:

|                  |                   |                    |            |
|------------------|-------------------|--------------------|------------|
| Status           | Active in Program | Admit Term         | 2006 FALL  |
| Effective Date   | 09/18/2006        | Effective Sequence | 1          |
| Program Action   | Activate          | Action Date        | 08/21/2015 |
| Action Reason    | Conversion        |                    |            |
| Academic Program | Non-Award         |                    |            |
| Requirement Term | FALL 2006         |                    |            |

Below the table, there are input fields for 'Degree Checkout Stat', 'Completion Term', 'Degree Honors 1', and 'Degree Honors 2'. There is also a 'Degree GPA' field. An 'Update Degrees' button is present. At the bottom, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The 'Update/Display' button is highlighted with a red box.

6. The process to review page action basics is now complete.

7. End of procedure.