

9.2 Page Action Basics

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

Audience: Staff.

Based on security roles in ctcLink, staff will have access to various actions on any page they access in ctcLink. 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 ctcLink, 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.

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

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

Add a New Value

Hot Job ID

Hot Job ID

Description

☐ Case Sensitive

Search

Clear

Basic Search

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

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Academic Career

Academic Career

Career Requirement Term

Student Career Nbr 2

Student Details

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1 of 1

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View All

Status

Active In Program

*Effective Date

09/18/2006

*Program Action

ACTV

Action Reason

CONV

*Academic Institution

WA172

*Academic Program

NOAWS

*Admit Term

2067

Requirement Term

2067

Expected Graduation Term

Activate

Conversion

Spokane Falls CC

Non-Award

2006 FALL

2006 FALL

Effective Sequence

1

Action Date

08/21/2015

Joint Prog Appr

Admissions

From Application

Application Nbr

Application Program Nbr 0

*Campus

MAIN

Main

*Academic Load

Full-Time

Last Updated On

08/21/2015 3:09:33AM

By

CTC_CONVERSION

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

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

1-1 of 1 [View All](#)

*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	

1 of 1 [View All](#)

*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.

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

Academic Career | Academic Career | Student Career Nbr 2 | Career Req. Term

Student Details | Search | 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		

*Student Attribute | *Student Attribute Value | Primacy

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

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.

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

Academic Career | Academic Career | Student Career Nbr 2 | Career Req. Term

Student Details | Search | 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		
Academic Program	Non-Award		
Requirement Term	FALL 2006		

Degree Checkout Stat | Update Degrees

Completion Term | Degree GPA

Degree Honors 1 | Degree Honors 2

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

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

7. End of procedure.