

## 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](#)

## ▼ Search Criteria

Description begins with ☐ Case Sensitive

Clear

### Basic Search

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

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

- 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** Q | 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	

Q | 1-1 of 1 View All

\*Student Attribute  Q \*Student Attribute Value  Q 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** Q | 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	

Q | 1 of 1 View All

\*Academic Plan NASJU Q Non-degree - Job upgrade Major + -

\*Plan Sequence 10 Degree

\*Declare Date 09/18/2006 Q Degree Checkout Stat

\*Requirement Term 2067 Q 2006 FALL Student Degree Nbr

\*Advisement Status Include Q 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**  |  |  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

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**  |  |  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

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.