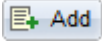
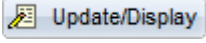
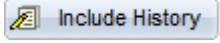
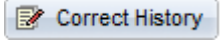


# SIS Data Entry Action Modes

Page Buttons	Search Page equivalents	Description
<p><b>Add Button</b></p> 	<p><a href="#">Add a New Value</a></p>	<p>Adds a new row of information to the database with a new high level primary key. You will use this mode to add a new student to the database. <i>Very few people have security to do this.</i></p> <p>When adding a new record you <b>MUST</b> include a minimum of <b>Name</b> and <b>Date of Birth</b> and/or <b>National ID</b> (Social Security Number).</p>
<p><b>Update/Display button</b></p> 	<p>(default value)</p>	<p>The default action mode and most frequently used of any mode. Used to view or update data for a high-level key. Displays only Current and Future rows of data for review. You can update Future rows, but not Current rows. You can also insert a new Current row to update data.</p>
<p><b>Include History button</b></p> 	<p><b>Include History checkbox</b></p> <p><input checked="" type="checkbox"/> Include History</p>	<p>Used to review the history of a record. Displays ALL rows of data (History, Current and Future). However, you can only update Future rows. You can also insert a new Current row.</p>
<p><b>Correct History button</b></p> 	<p><b>Correct History checkbox</b></p> <p><input checked="" type="checkbox"/> Correct History</p>	<p>Displays ALL rows of data (History, Current and Future) and allows you to update or correct any row. You can also insert new rows regardless of the Effective Date or Sequence Number.</p> <p><b>Warning!!</b> Use this mode with extreme caution. For example, History rows should only be updated to fix data entry errors.</p>

**NOTE:** Your access to any specific mode is determined by your security level in SIS.