

## SIS Basics- Update/Display or Include History or Correct History

Overview: These values control the number of associated pages you will see when searching or viewing data displayed on pages.

Search Page:  Include History  Correct History

Search Results:   

Update/Display: By clicking this function, you will view only the last effective dated row. This is actually VIEW ONLY and you cannot update any data fields.

Include History: By clicking this function you will be able to view ALL rows associated with the record you are viewing. You can add a new effective dated row to add, delete, or change data. The data of the original page will be kept and new data stored on the new row. This is the way most new data must be added to SIS pages.

Correct History: This function allows the user to make changes to the last effective dated row without adding a new effective dated row and without saving the original data. Most users do not have access to Correct History. Correct History should only be used in exceptional circumstances and should be approved by the supervisor of the department making the change.