Adding and Updating Data:

**Action types:**
Action types are used to view and maintain data records. iSIS has four action types:
- **Add** – This action type creates a new record.
- **Update/Display** – This action type is used to access current data and any future rows.
- **Include History** – This action type is used to access all historical, current, and future rows.
- **Correct History** – This action type is used to make adjustments to errors in the record. Not all users have access to the correction action type.

**Categories of Effective Dated Rows:**
iSIS uses effective dated-rows to retain historical data, view data changes over time, and store future data. There are three categories of effective-dated rows:
- **Current** – The current row displays the most current information.
- **Future** – Future rows allow you to enter transactions with a future date and file paperwork as soon as it is received to avoid potential loss of records.
- **History** – History rows allow you to maintain an accurate online history of data transactions.

**High-Level Keys:**
A high-level key is a unique piece of data that is specific to only one record in the database table(s) in iSIS. For example, the ID assigned to each record is a high-level key because it is unique to a specific student, regardless of other details such as name, address, or birthdate.

There are circumstances where the use of one high-level key to identify a row of system data is insufficient. For these circumstances, iSIS uses a multi-part key. A multi-part key combines data fields to make each row unique.

To add a high-level key to the database, you use the Add action type (accessed via the “Add a New Value Tab” on the appropriate component search page) and you must determine what you want to add and where it is located within iSIS.

**Examples of high-level keys and their locations in iSIS:**
- **ID** – Navigation: Main Menu > Campus Community > Personal Information > Add/Update a Person
- **Academic Career** – Navigation: Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
- **Student Career Nbr** – Navigation: Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
Using Update/Display:
The Update/Display action type enables you to access current and future effective-dated rows in the database. Specifically, you can do the following:

- Insert, change, or delete future rows of data.
- View current and future rows of data.

The Update/Display action type also allows you to access tables that are not effective-dated.

Note that the Update/Display action is accessed using the “Find an Existing Value” tab on any search page.

Using Include History:
When using the Update/Display action, you have the option to include history. This enables you to also view historic rows of data (as well as current and future rows). To include history, select the include history checkbox on the Find an Existing Value tab when performing a search (if available).