Using Include History

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | When you navigate to the search page of an effective-dated page, the available page actions appear below the final search field.  
In this case, for **Dependent Information**, the **Include History** and **Correct History** page actions are available. If you want to be able to view all data row categories, but insert or change future rows only, the correct page action to select is **Include History**. This brings you to the component page in **Update/Display All** mode.  
Enter the desired information into the **EmplID** field. Enter a valid value e.g. "K0G005". |
| 2.   | Click the **Include History** option. |
| 3.   | Click the **Search** button. |
| 4.   | The **Name** page is displayed. Notice the scroll area in the upper right displays 1 of 2, indicating that there is an additional row of data for this record.  
In this example, this dependent has two rows because she was married in 1999 and changed her name.  
Click the **Next Row** button. |
| 5.   | Notice that her last name used to be Buckalew. |
| 6.   | Click the **Previous Row** button. |
| 7.   | This same dependent is now going through a divorce and will be assuming her maiden name again. A future row of data needs to be inserted to reflect this new information.  
Click the **Add Row** button. |
| 8.   | Notice that 1 of 3 now appears in the scroll area. When you insert a new row into an effective-dated table, the data from the current row is copied down to the new row. This way, you can make any necessary changes for the new row without wiping out data that you aren't going to change. |
| 9.   | When you insert a new row, the effective date defaults to the current system date, but you can override it if necessary.  
Enter the desired information into the **Effective Date** field. Enter a valid value e.g. "12/30/2005". |
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| 10. | The next change to make for this future row is the new name for the dependent.  
Click the **Edit Name** link. |
| 11. | Click the **Prefix** list.  
![Mrs]  |
| 12. | Click an entry in the list.  
Ms  |
| 13. | Click in the **Last Name** field.  
Cochran  |
| 14. | Enter the desired information into the **Last Name** field. Enter a valid value e.g.  
"Buckalew".  |
| 15. | Click the **OK** button.  
![OK]  |
| 16. | Click the **Save** button.  
![Save]  |
| 17. | The **Name** page is now updated with the new information. You have successfully viewed  
data using the **Include History** page action and added a future effective-dated row of data.  
**End of Procedure.**  |