

SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision	Chapter Appendix B
	Delete, Insert, Update	Effective October 1, 1994	Page B.1

DELETE (D): A delete means to remove an existing record.

INSERT (I): An insert means to add a new record. **ALL data elements** must be entered (see Appendix A for details on data elements).

UPDATE (U): An update means to change one or more data elements of an existing record. **ALL data elements** must be entered, even though only one element may be changing (see Appendix A for details on data elements).

To change a space number only and leave all the other information the same:

First, DELETE the entire record (Oracle will not allow the space number to be changed).

Second, INSERT the entire record again with the NEW space number.

To change only the FACILITY NUMBER (and/or name) with all the space information remaining the same, CPDC Space Management must be notified.

All **FACILITY** updates, deletes and inserts must be completed by CPDC Space Management.