

Administered By

Table of Contents

Administered By 1

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Discipline > Maintenance > Tables > Campus Level > Administered By

This tab allows you to create a list of employees (other than principals and counselors) who may handle a discipline incident and take action. The entries in the table are included in the drop-down list of the **Administered by** field on Discipline > Maintenance > Student > Maintenance.

Employees who are in the Principal/Counselor table do not need to be added to the Administered By table.

Update data:

Click **+Add** to add an administrator. A pop-up window opens.

ID	Type the employee's three-digit ID.
First **Middle** **Last** **Gen**	Type the employee's first, middle, and last names and generation code. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.

Click **OK** to close the window.

Click **Save**.

Other functions and features:

	Edit a record. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes. For the current year, you cannot edit an administrator that is assigned to a student discipline record.

Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
For the current year, you cannot delete an administrator that is assigned to a student discipline record.


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Back Cover