



Administered By

Table of Contents

Administered By 1

Administered By

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.

Field	Description
ID	Type the employee's three-digit ID.
First Name Mid Last Name Gen	

Click **Save**.

Other functions and features:

	Edit a record.
	Delete a row. Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed confirming that you want to delete the row. <ul style="list-style-type: none"> • Click OK to delete the row. • Click Cancel not to delete the row.
Documents	View or attach supporting documentation.



Back Cover