



**Administered By**



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# 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
<b>ID</b>	Type the employee's three-digit ID.
<b>First Name</b> <b>Mid</b> <b>Last Name</b> <b>Gen</b>	

Click **Save**.

### Other functions and features:

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



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