



Administered By

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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.

Field	Description
ID	Type the employee's three-digit ID.
First Name	Type the employee's first, middle, and last names and generation code.
Mid	Name Edits
Last Name	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.
Gen	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 **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.



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