



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 |
|-----------------------|---|
| 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 | <p>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.</p> <p>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.</p> |

Click **Save**.

Other functions and features:



a student discipline record.]

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| | <p>Delete a row.</p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> Click OK to delete the row. Click Cancel not to delete the row. |
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