


# 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.

| Field | Description |
|---|---|
| **ID** | Type the employee's three-digit ID. |
| **First Name**<br>**Mid**<br>**Last Name**<br>**Gen** | Type the employee's first, middle, and last names and generation code.<br>Name Edits<br>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.<br><br>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.<br><br>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.<br>For the current year, you cannot edit an administrator that is assigned to a student discipline record. |
|  | Delete a row.<br>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br>•<br>Click **OK** to delete the row.<br>•<br>Click **Cancel** not to delete the row. |


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# Back Cover