



## 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:

Existing Administered By persons are displayed. If no Administered By persons have been entered, the grid is empty.


Click **+Add** to add an administrator.

Field	Description
<b>ID</b>	Type the employee's three-digit ID.
<b>First Middle Last Gen</b>	<p>Type the employee's first, middle, and last names and generation code.</p> <p><a href="#">Name Edits</a></p> <p>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.</p> <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 **OK** to close the window.

Click **Save**.

### Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>For the current year, you cannot edit an administrator that is assigned to a student discipline record.</p>
---	--



**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.

- 

Click **OK** to delete the row.

- 

Click **Cancel** not to delete the row.

For the current year, you cannot delete an administrator that is assigned to a student discipline record.



## Back Cover