



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	Type the employee's first, middle, and last names and generation code.
Middle	Name Edits
Last	In Registration, you can enter up to 60 characters each for the first, middle, and last name.
Gen	The full name is displayed, up to 60 characters, on the Registration Demo pages. 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 **OK** to close the window.

Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an administrator that is assigned to a student discipline record.</p>
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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.

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Click **OK** to delete the row.

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

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



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