



**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:


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

Field	Description
<b>ID</b>	Type the employee's three-digit ID.
<b>First</b>	Type the employee's first, middle, and last names and generation code.
<b>Middle</b>	<a href="#">Name Edits</a>
<b>Last</b>	In Registration, you can enter up to 60 characters each for the first, middle, and last name.
<b>Gen</b>	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><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> 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>
---	--



**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