



Reported By Person

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Discipline > Maintenance > Tables > Campus Level > Reported By Person

This tab allows you to create a list of employees who may report a discipline incident. The entries in the table are included in the drop-down list of the **Reported by** field on Discipline > Student > Incident Information.

Update data:




Click **+Add** to add a Reported By person. A pop-up window opens.

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. The full name is displayed, up to 60 characters, on the Registration Demo pages.
Gen	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:

	Edit a record. 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. For the current year, you cannot edit a Reported By person that is assigned to a student discipline record.
	Delete a row. <ol style="list-style-type: none">Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). For the current year, you cannot delete a Reported By person that is assigned to a student discipline record.</p>



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