



## 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.

<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 a Reported By person that is assigned to a student discipline record.</p>
	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a Reported By person that is assigned to a student discipline record.</p>



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