

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 Student > Incident Information.

Update data:

Click **+Add** to add a Reported By person.

Field	Description
ID	Type the employee's three-digit ID.
First **Middle** **Last** **Gen**	Type the employee's first, middle, and last names and generation code. Name Edits 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. 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. For the current year, you cannot edit an administrator that is assigned to a student discipline record.
	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.


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