

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.

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. 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. 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 a Reported By person that is assigned to a student discipline record.


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