



**Administered By**



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# 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 Name</b> | Type the employee's first, middle, and last names and generation code.                                                                                                                                                                                                                         |
| <b>Mid</b>        | <a href="#">Name Edits</a>                                                                                                                                                                                                                                                                     |
| <b>Last Name</b>  | 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.                                                                                                                 |
| <b>Gen</b>        | In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.<br><br>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 **Save**.

### Other functions and features:

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <a href="#">Edit a record.</a><br>For the current year, you cannot edit an administrator that is assigned to a student discipline record.                                                                                                                                                                                                                                                     |
|  | <a href="#">Delete a row.</a><br>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . A message is displayed confirming that you want to delete the row. <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul> |



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