



**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</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:

	<a href="#">Edit a record.</a> For the current year, you cannot edit an administrator that is assigned to a student discipline record.
	<a href="#">Delete a row.</a> Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. 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> For the current year, you cannot delete an administrator that is assigned to a student discipline record.



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