

Remove User

The Remove User wizard guides you through the process of removing a user record from the catalog.

1. **Click** on User Maintenance Wizard Group.
2. **Click** on Remove User Wizard.
3. **Locate** the appropriate user.



Remove User: Removing User screen displays.

Remove User : Removing User

Identify User

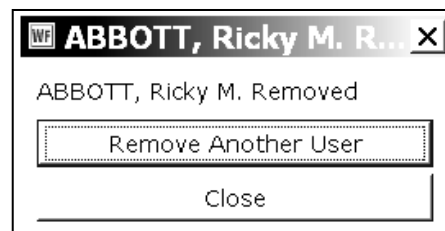
User ID:

Attn: PLAY8 Parents
Address: 888 Play8 St
City: Play 8
State: OH
Zip: 88888
Phone: 888-888-8888

User information 4

User ID:	17295	Alt ID:	
Name:	ABBOTT, Ricky M.	Routing allowed:	Y
Profile name:	STUDENT2..	Privilege granted:	6/14/2010
Library:	FNHS..	Privilege expires:	NEVER
Language:	ENGLISH	Checkouts allowed:	UNLIMITED
Grade:	12..	Job Title:	
Language:		Gender:	MALE..
Internet Use:	INTERNET_Y..	Birth date:	NEVER
Department:	CANTRELL	Age:	0
Status is:	OK	Homeroom:	LIB-CANTRELL
Next allowed loan date:		Amount owed:	none
Checkouts:	none	Unpaid bills:	none
Extended info:	none	Credit balance:	none
Claims returned:	none	Holds:	none
		Routings:	none
		Requests/messages:	none

(Name of User) Removed screen displays.



NOTE: *If the user has open transactions, Remove User: Error alert displays. You will not be allowed to remove the user.*



Note: For more detailed information or specific questions, use HELP wizard.