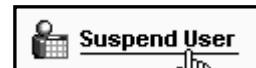


Suspend User
(Suspending a User's Loan Privileges)

Some libraries prefer to suspend a user's loan privileges when overdue materials are returned rather than assess overdue fines. The library can define policies to automatically suspend loan privileges for a specified period of time when materials are returned. In addition, staff members may use the Suspend User wizard to manually suspend a user's loan privileges for a specified number of days for reasons not associated with borrowed materials.

NOTE: These instructions are for **MANUALLY** suspending a user.

1. **Click** on User Maintenance Wizard Group
2. **Click** on Suspend User.



Suspend User screen displays.

3. **Locate** the appropriate user.
4. **Select** the Reason for suspension from the drop down menu.
5. **Enter** the date for end of suspension in the *Suspend by Date Selection* OR number of days to suspend the user's loan privileges in the *Suspend for Number of Days* box. (does not consider closed days/dates) (depends on property setting for this wizard).

The screenshot shows the 'Suspend User' wizard interface. It includes a 'User Information' section with fields for Name, Profile name, Library, User categories, Homeroom, Status, Amount owed, Available holds, Overdues, Privilege expires, Home School, Program, Comment, and Note. Below this is an 'Identify User' section with a 'User ID' field. The 'Enter item identification below' section contains 'Next allowed loan date', 'Reason for suspension' (a dropdown menu), 'Suspend by date selection' (a date picker), and 'Item ID' (a text box). A 'List of Suspensions' table is at the bottom with columns for Title, Item ID, Date Suspended, and Next Allowed Loan Date. At the bottom of the wizard are buttons for 'Get User Information', 'Suspend User', 'Suspend Another User (b)', and 'Close'. Yellow callout circles with numbers 4 through 8 point to the 'Reason for suspension' dropdown, the 'Suspend by date selection' date picker, the 'Item ID' text box, the 'List of Suspensions' table, and the 'Suspend User' button, respectively.

6. If the suspension reason is associated with an item, **Type or scan** the item ID in the Item ID box.
7. **Click** the Suspend User button.
8. The information for the suspension will display in the List of Suspensions section. The Next allowed loan date will display in the User Information section.

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