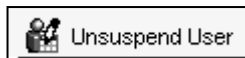


Unsuspend User
(Modifying Suspend User function)

Using the Unsuspend User Wizard, you can cancel or forgive individual suspended users.

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



Unsuspend User screen displays.

3. **Locate** the appropriate user.

4. **Select** the Reason for the unsuspension from the drop down menu.

5. **Enter** the the Date to unsuspend the user's loan privileges or the number of days to unsuspend (depends on property setting). **Do not edit** the Suspension key field.

6. **Click** the Unsuspend User button.

Unsuspend User : Unsuspend User

User Information

Name:	SMITH, AMY	Status:	BLOCKED
Profile name:	STUDENT2...	Amount owed:	\$.00
Library:	KAEL...	Available holds:	0
User categories:	Y	Overdues:	1
Homeroom:	6B-TURNWALD	Privilege expires:	6/30/2013
Next allowed loan date:	8/8/2007	Home School:	
		Program:	
		Comment:	
		Note:	

Identify User

User ID:

Enter item identification below

Next allowed loan date: **4**

Reason for unsuspension: **4**

Unsuspend by date selection: **5**

Suspension key: **5**

List of Suspensions and Credits

Item ID	Title	Date Created	Suspension Type	Suspension Key	Linked Sus
		8/8/2007,13:05	Suspension	6	0

6

Item ID Get User Information Unsuspend User (u) Unsuspend Another User Close Next all

The Display User screen will show the suspension/unsuspension record entries under the **Suspension** tab.

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

Alerts Notes

Name: SMITH, AMY
id: 22617000013420
Homeroom: 6B-TURNWALD
Profile name: STUDENT2

Identify user

User ID:

Summary Addresses Extended Info Bills Checkouts Holds **Suspension**

Total suspensions:2

Item ID	Title	Date Crea...	Suspensio...	Suspensio...	Linked Su...	Next Allo...	Library	Reason
		8/8/2007,13...	Suspension	6	0	8/22/2007,2...	KAHS	BEHAVIOR
		8/8/2007,13...	Credit	7	6	8/8/2007,13...	KAHS	FORGIVEN

Display options

Library: Type of suspension: