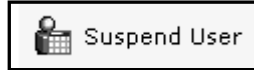


1. **Click** on User Maintenance wizard group.

2. **Click** on Suspend User Wizard.



Suspend User screen displays.

3. **Locate** the appropriate user.

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

5. **Enter** the number of days to suspend user's loan privileges in the Suspend for Number of Days box.

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.

Note: *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.*