

## **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.

4. Review the user information. If this is the correct user, click the Remove User button; if not, *click* Remove Another User button and search again.

Click on User Maintenance Wizard	Group.	2	Remove User			
<b>Click</b> on Remove User Wizard.	Remove User : Removing	User				-
Locate the appropriate user.	jā 🔍					
	Identify User					
Remove User: Removing User screen displays.	User ID: 17295			Attn: Address City: State: Zip: Phone:	PLAY8 Parents : 888 Play8 St Play 8 OH 88888 888-888-8888	
<b>Review</b> the user information.	Liser information					
If this is the correct user,	Liser ID'	17295	4 	t ID'		
button: if not. <i>click</i> Remove	Name:	ABBOTT, Ricky M.				
Another User button and search	Profile name: Library:	STUDENT2 FNHS	Ro	outing allowed:	Y	
again.	Language:	ENGLISH				
	Privilege granted:	6/14/2010	Pr	Privilege expires: NEVER		
	Last activity:	6/14/2010	Cł	neckouts allowed:	UNLIMITED	
	Grade:	12	oſ	b Title:		
	Language:		Ge	ender:	MALE	
	Department:	CANTRELL	BII Aç	rth date: Je:	NEVER 0	
	Status is: OK Homeroom: LIB-CANTRELL					
	Next allowed loan date:		Amount owed: none Credit balance: none			
	Checkouts:	none	Unpaid bills: no	one Holds	s: r	none
	Extended info: Claims returned:	none none		Rout Requ	ings: r iests/messages: r	none
l		Get User	Remove	Remo <u>v</u> e	Close	
		Information	User	Another Use	er <u>C</u> iose	
(Name of User) Removed screen displays.						
			ABBOTT, Ricky M. Removed			
		Remove Anothe		other User		
				se		
NOTE: If the user has open transa	ctions	WFR	emove User : Eri	ror	×	
Remove User: Error alert o	lisplays.	splays.		User has checkoutscannot remove		
You will not be allowed to i	remove the use	er.		ок		

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

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