

If the Patron is part of a Group that is barred.

Click on Display User

Bring up the User

Click on the User Groups tab

See what user is barred

Display that user

Click on the Extended Info tab

See if there is a note

If there isn't a note or if the note says the patron owes a fine then you can remove your patron from the group (the fines are taken care of by the system and the user should never be barred because of a fine, you should let the system handle this).

To remove the user from the group

Click on Modify User Wizard in the User Information and Maintenance wizards

Bring up the user

Click on the User groups tab

Click on the Remove Group Membership Icon



Select the user you wish to remove

Select	Name	User ID	Alt ID
<input checked="" type="checkbox"/>	Wilson, Troyce Kay	1000100195402	TX00277877
<input type="checkbox"/>	WILSON, DENNIS ...	1000203938120	1000203938120

Click Ok

Click Save