



Workflows Tip of the Week

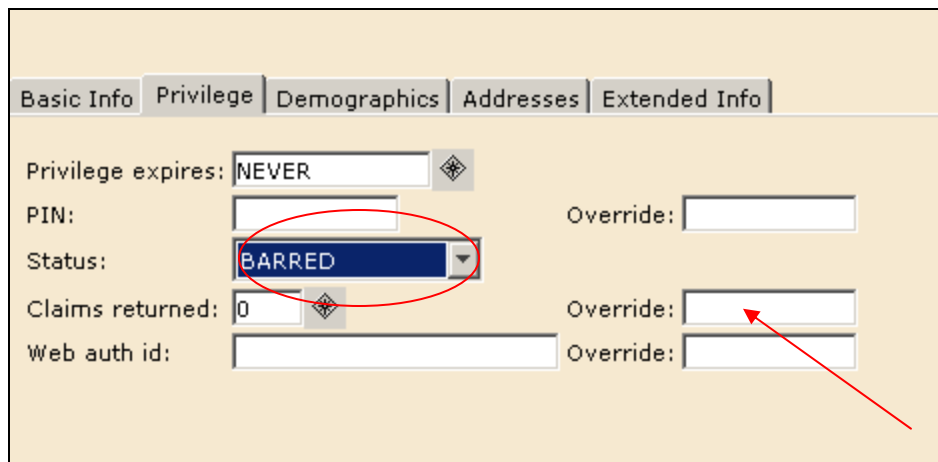
Module: Circulation

Summary: **How to Manually Bar a Patron**

Note: A patron becomes Blocked from using the system if he or she has reached a specific threshold of overdue items or fines owed. It is impossible for a library to manually Block a patron. If you want to prevent a patron from using the system, you must set their Privilege Status to BARRED.

Instructions:

1. Click the **Modify User** wizard. 
2. Identify the patron by entering the **User ID** or by using the **User Search** helper. 
3. Once you have displayed the patron record, click the **Privilege** tab.
4. Use the drop-down box to change the **Status** field to **Barred**.



The screenshot shows the 'Privilege' tab of a user record. The 'Status' dropdown menu is open and set to 'BARRED', which is circled in red. Below it, the 'Claims returned' field is set to '0' and has an 'Override' field next to it. A red arrow points to this 'Override' field. Other fields include 'Privilege expires' (set to 'NEVER'), 'PIN', 'Web auth id', and 'Override' fields for 'PIN' and 'Web auth id'.

5. Enter the override of SAILS (see arrow).
6. Click the **Modify User** button at the bottom of the screen.
7. To “un-bar” a patron, change the status field, enter the override, and click **Modify User**.