

## Suspending a patron or creating an infraction record

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu.
3. Choose "Patron Infraction/Suspension/Restriction".
4. If the patron already has an infraction and you want to add suspension, you can search for the patron by entering their card number and choosing "Search".

If you want to create a new infraction and/or suspension, click "Create New" .

5. Fill in the form with the following information:
  - Patron Card number: Enter the patron's barcode number here.
  - Infraction Type: Choose one of the infraction types.
  - Infraction Details: Type in some information about the infraction.
  - Infraction Date: Enter the date of the infraction.
  - Click the "Save Changes" button to save the infraction record.
6. If you want to suspend the patron from using computers, click the "Add Suspension" button, and go to Step #7.

If you want to keep the patron from using types of applications (like the Internet), click the "Add Application Restriction" button, and go to Step #8.

If you don't want to add any type of suspension or restriction, click the "Done" button.

7. On the Patron Suspension Information screen, fill in the form and then click the "Save Changes" button. Then go to Step #9.
  - If you want the suspension to be permanently associated with the patron (even after the suspension is up), click the "Permanent Record" box.
  - Enter the date the suspension is to begin and the date the suspension should end.
  - Choose which branch the patron is suspended from.
8. On the Patron Application Restriction Information screen, fill in the form and then click the "Save Changes" button. Then go to Step #9.
  - If you want the suspension to be permanently associated with the patron (even after the suspension is up), click the "Permanent Record" box.
  - Enter the date the suspension is to begin and the date the suspension should end.
  - Choose the types of applications the patron cannot use.
9. Click the "Done" button and you will be returned to the Patron Infraction Information screen.
10. Click the "Done" button one more time.