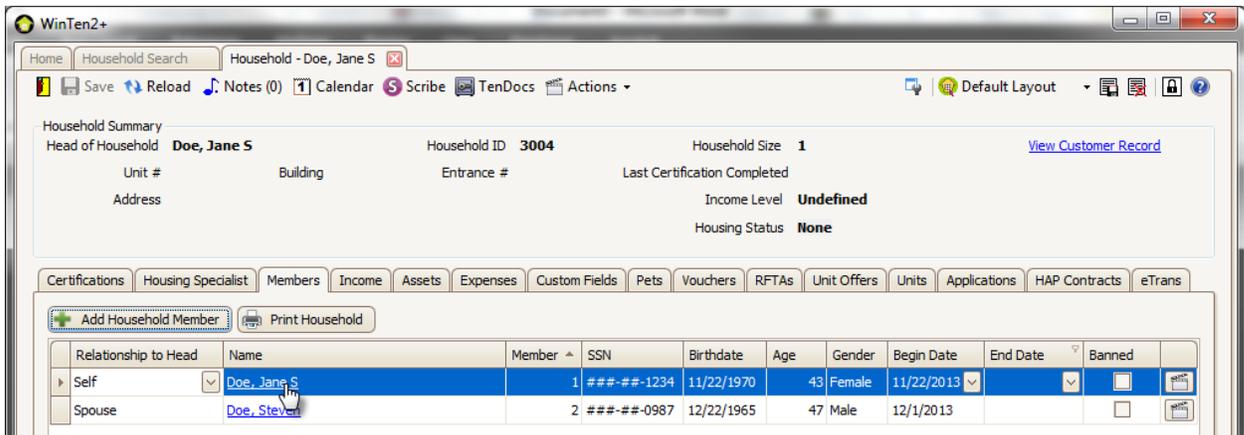


## Add a Banned Status to a Person

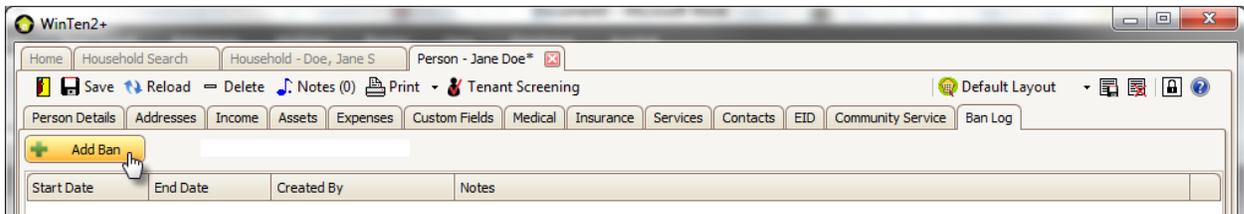
1. To add a banned status to a person in WinTen 2+, go to **Household Search** and search for the person.



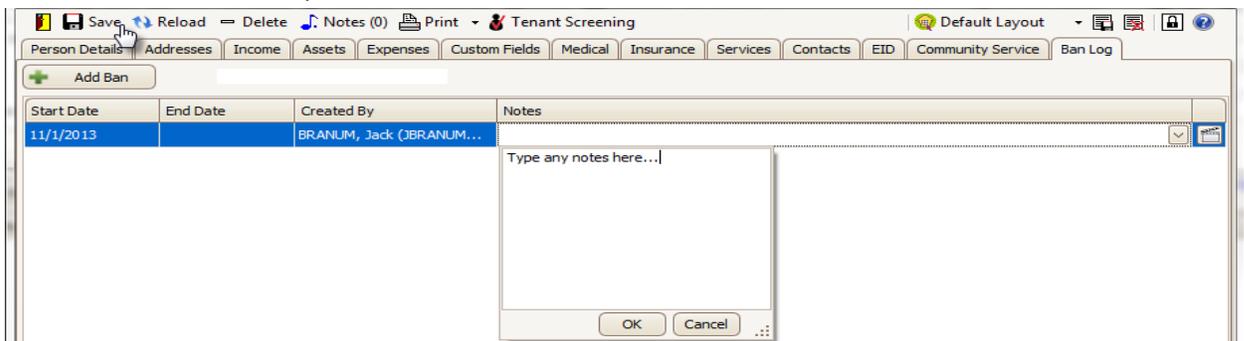
2. Click **View** to view the household information. On the next screen, click on the **Members** tab. Next, click on an individual household member name to open that specific **Person** record.



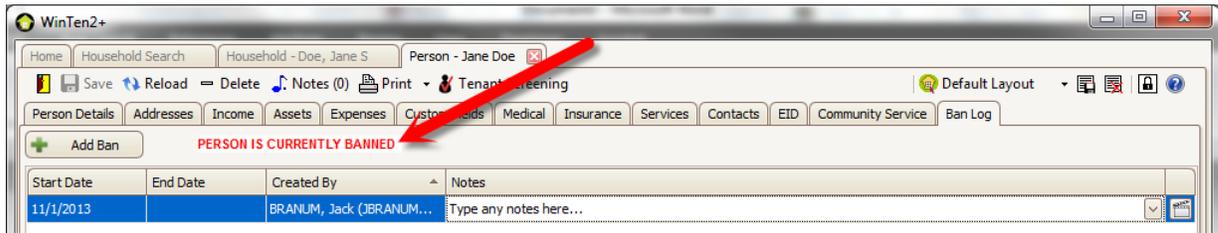
3. On the **Person** record screen, click on the **Ban Log**. To add a ban to this person, click on **Add Ban**.



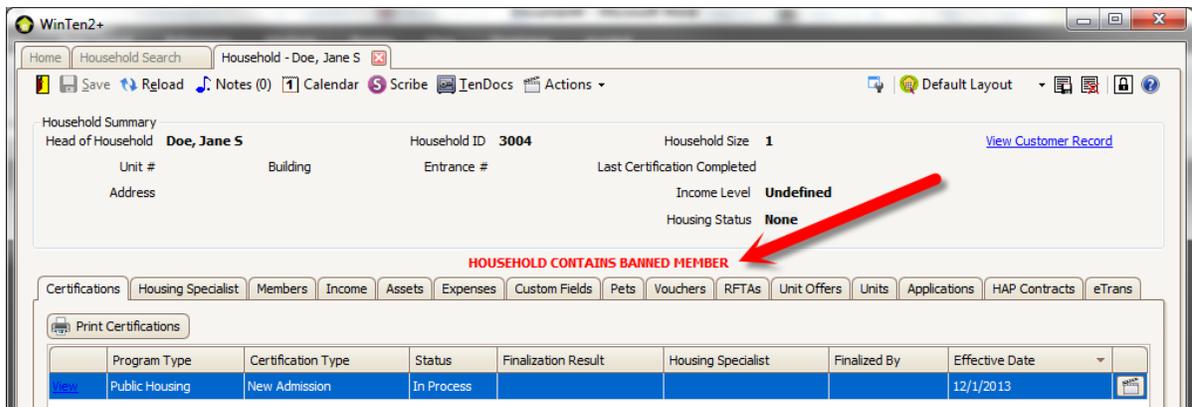
4. Enter a **Start Date** and any **Notes**, then click **Save**.



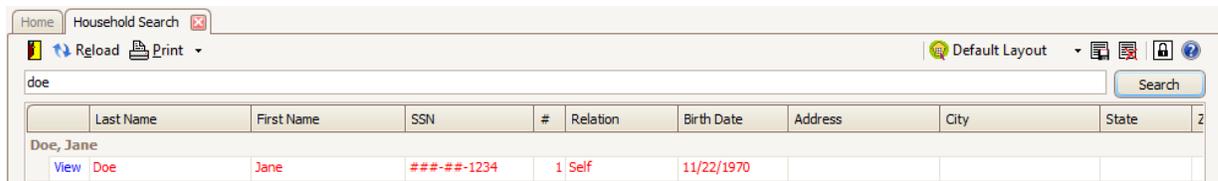
5. This specific person is now marked as banned.



6. When viewing the **Certification** information, WinTen 2+ indicates that the household now contains a banned member.



7. Any household containing banned members now appears in red font in the **Household Search** screen.



8. A person's banned status also appears on any **Waiting List** screen.

