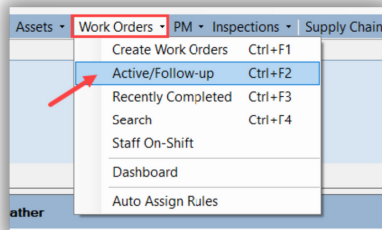
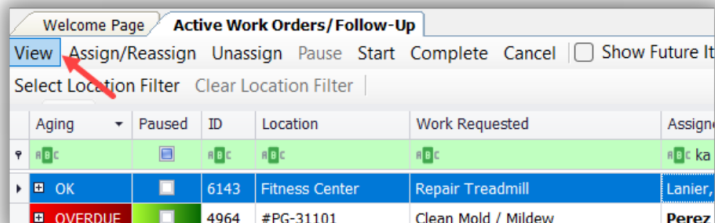




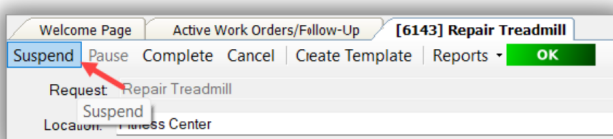
Step 1: From the Work Orders drop-down, open the **Active/Follow-up** screen.



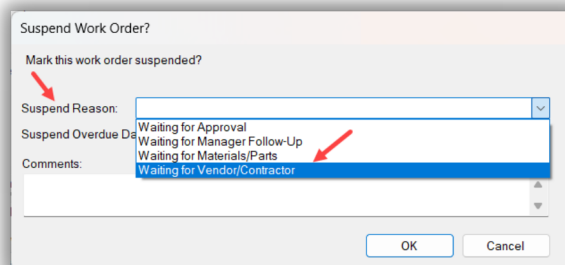
Step 2: Select the work order to Suspend and click **View**.



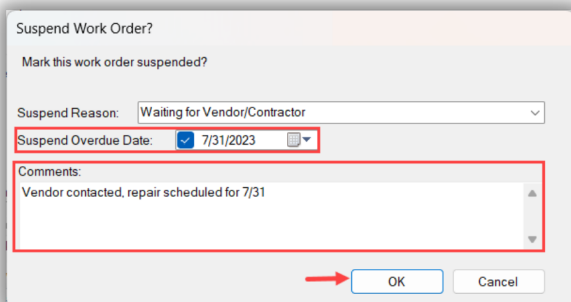
Step 3: When the Work Order Detail screen opens, click **Suspend**.



Step 4: When the "Suspend Work Order?" window opens, select a Suspend Reason from the drop-down.

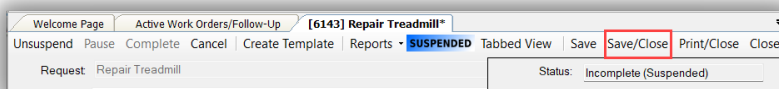


Step 5: If necessary, update the **Suspend Overdue Date**. Add **Comments** for additional insight and clarification. Click **OK**.

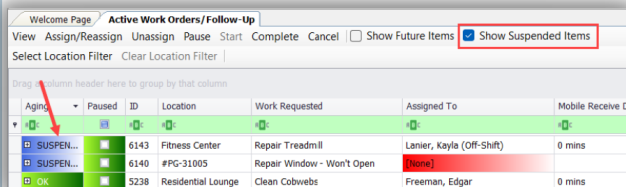


These are pre-configured Suspend Reasons, chosen by your corporate team.

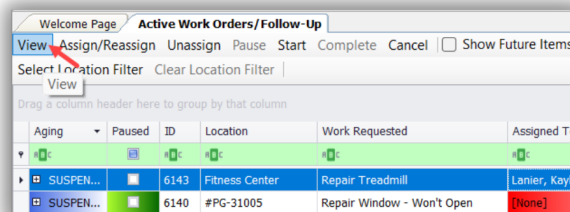
Step 6: Click **Save / Close** in the upper right corner.



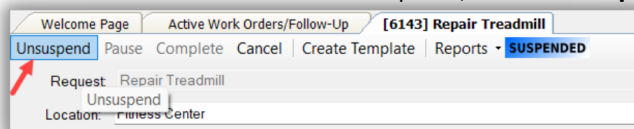
Step 7: To see your Suspended Work Orders on the Active/Follow-up screen, check the **Show Suspended Items** box.



Step 8: To Un-Suspend the work order, select the Suspended Work Order on the Active/Follow-up screen and click **View**.



When the Work Order Detail Screen opens, click **Unsuspend**.



Step 9: Click **Save/Close**. Your work order will return to an OK status on the Active Screen.

