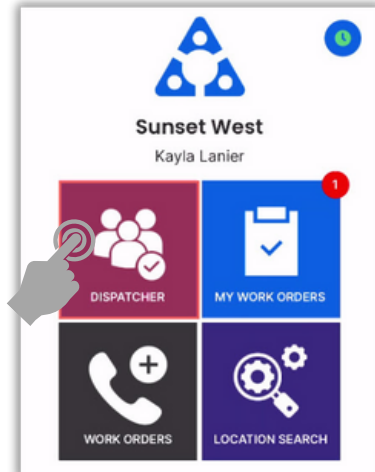
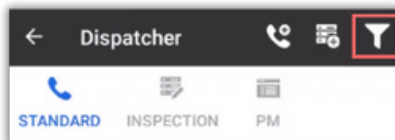


Step 1: Tap **Dispatcher** from the Home Screen.



Then, tap the **Funnel** to open the Filter Screen.



Step 2: Choose the desired filter parameters by entering:

- Location
- Assignee
- Work Order Name

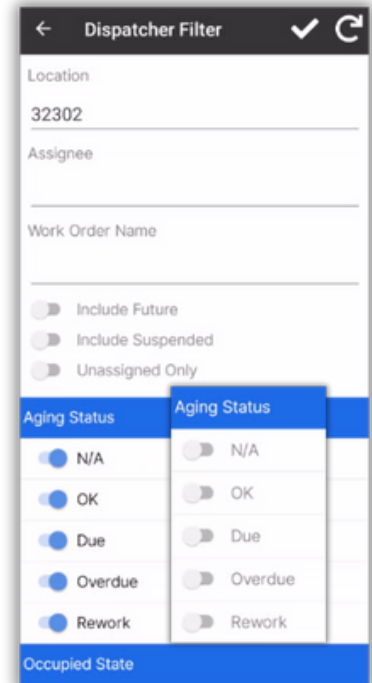
Toggle to include:

- Future Work Orders
- Suspended Work Orders
- Only Unassigned Work Orders

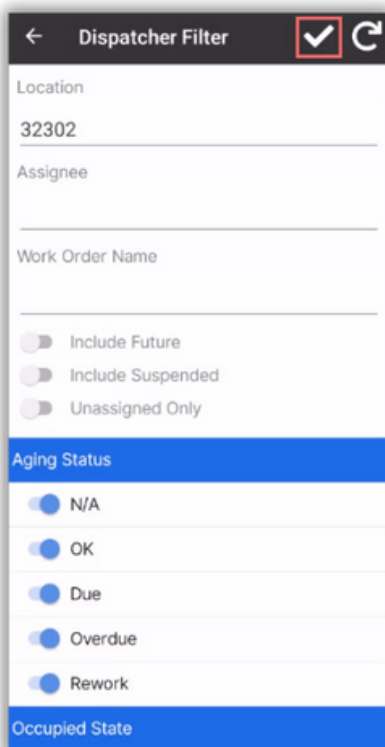
Scroll to filter by:



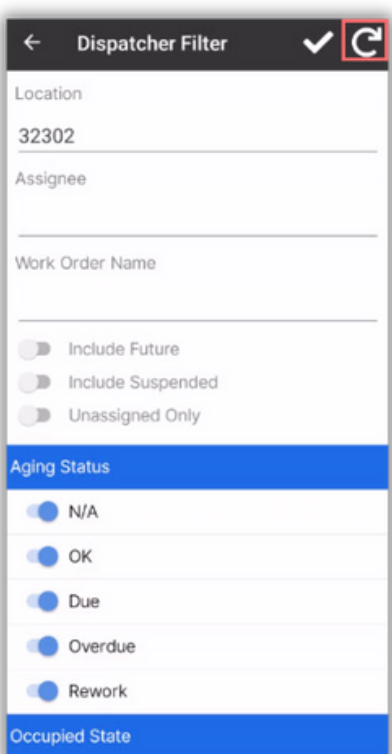
Tap the banner heading to select/deselect all.



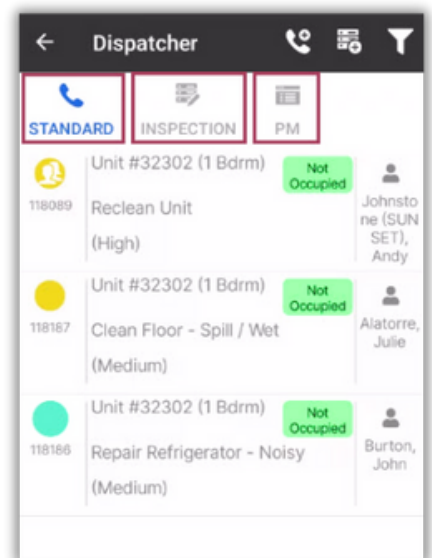
Step 3: Tap the **Checkmark** to apply filters.



IMPORTANT: Filters will persist until they are manually **Reset**.



Step 4: Now the Dispatcher Screen shows only the desired work.



Important to remember your selected filters effect **all three Work Order Screens:**

- **Standard**
- **Inspections**
- **PMs**