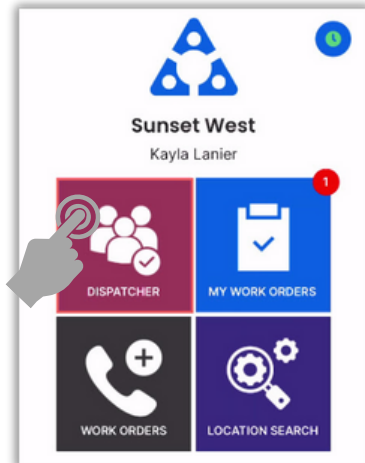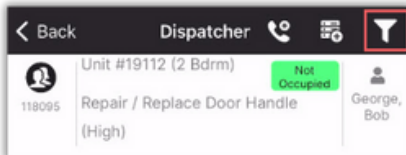**Step 1:** Tap **Dispatcher** from the Home Screen.

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

Step 2: Choose the desired filter parameters by entering:
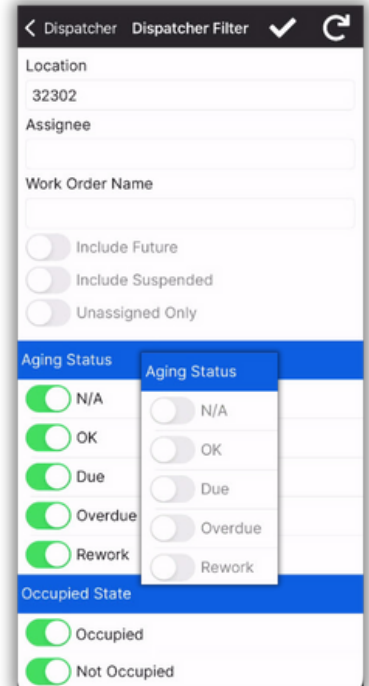
- Location
- Assignee
- Work Order Name

Toggle to include:
- Future Work Orders
- Suspended Work Orders
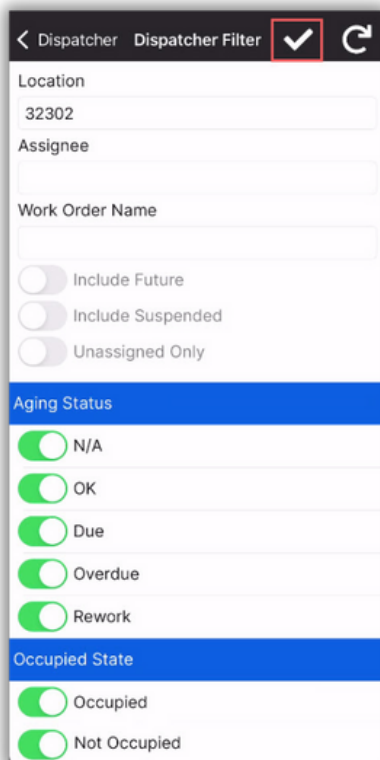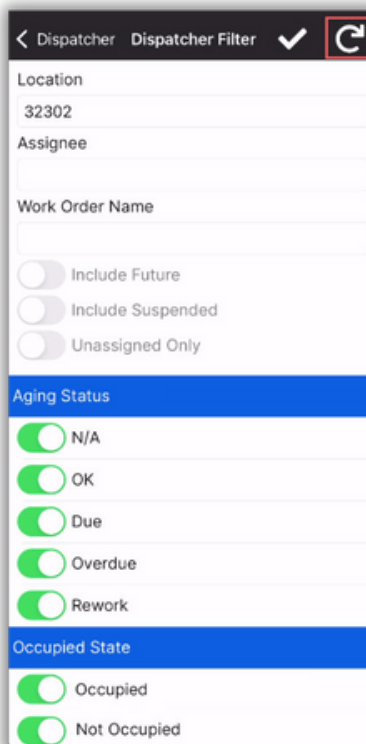- Only Unassigned Work Orders

Scroll to filter by:
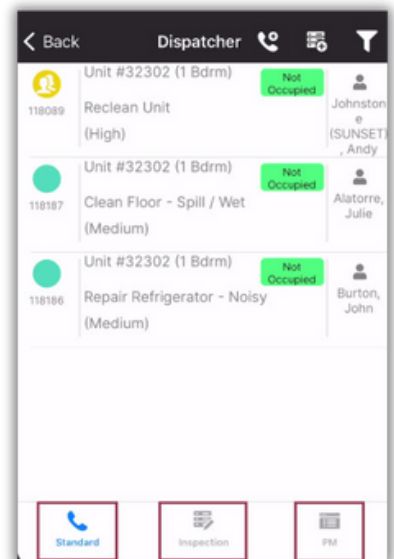

Tap the banner heading to select/deselect all.

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

❗ **IMPORTANT:** Filters will remain until they are **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**