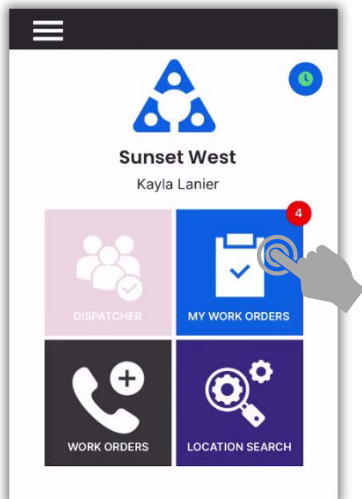
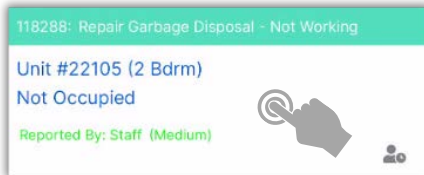


### Step 1: Tap My Work Orders.



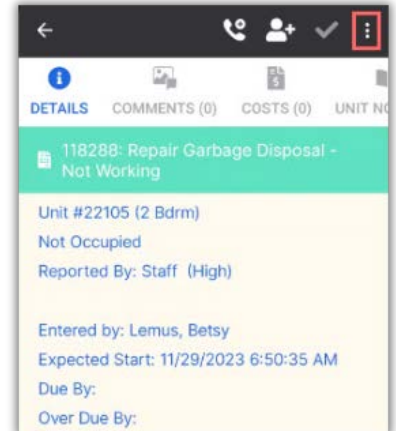
Open a Work Order.



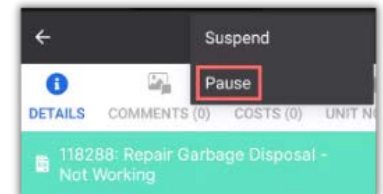
### Step 2: Work Orders must be Started in order to be Paused. Tap the Start icon.



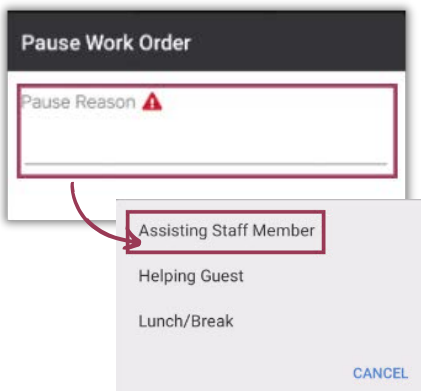
### Step 3: Tap the Three Dots to pause the work order.



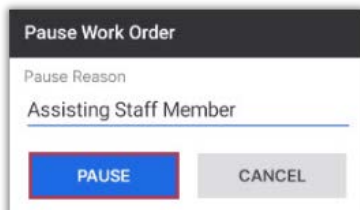
Then select **Pause** to pause **work time**.



### Step 4: Select a Pause Reason.

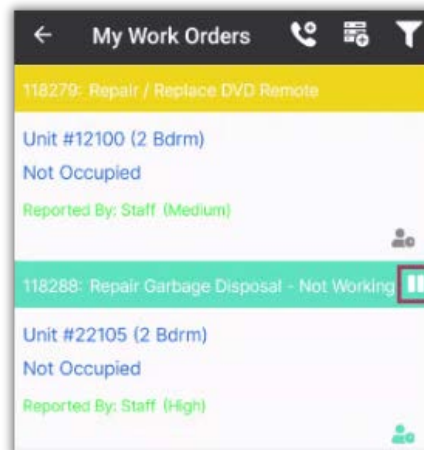


Tap **Pause**.



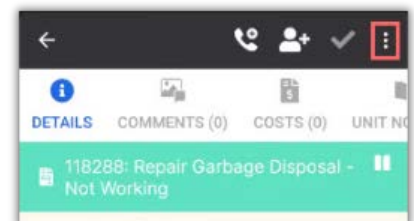
If there are *no* Pause Reasons listed, your organization has elected not to allow the Pause functionality

### Step 5: Paused Work Orders will be marked by the Pause symbol on the Work Order's banner.

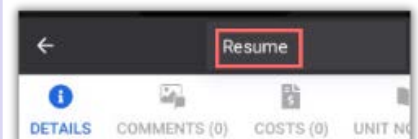


**!** Since the Pause feature **only** **pauses work time**, work orders **can** go overdue during the paused period.

### Step 6: To resume the Work Order, Tap the **three dots**.



Tap **Resume**.



Tap **Yes** to Confirm Resume.

