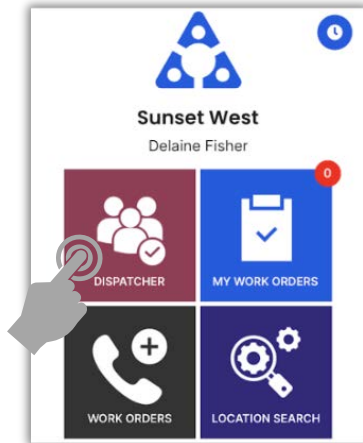
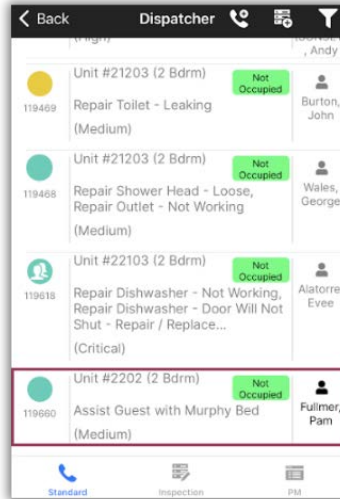


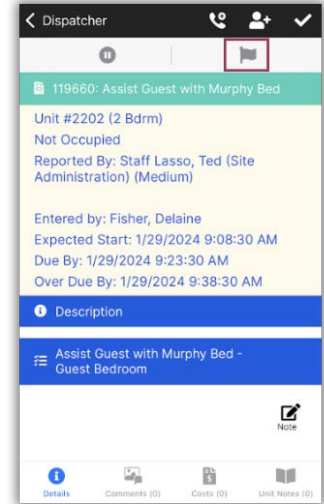
**Step 1: Tap Dispatcher from the Home Screen.**



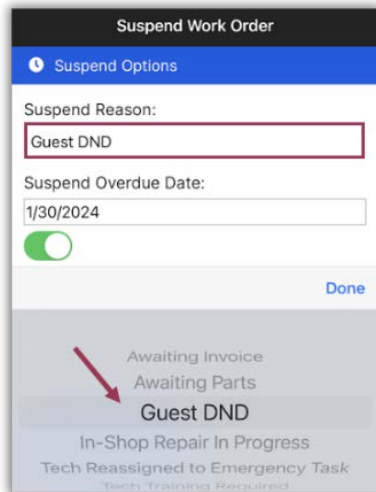
**Step 2: Tap to open Work Order.**



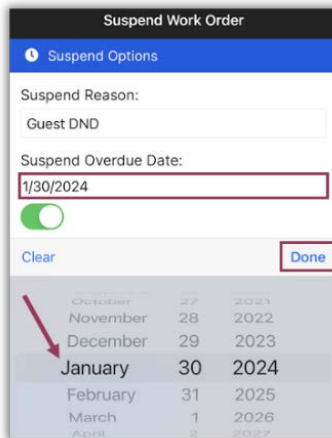
**Step 3: Tap the Gray Flag to Suspend.**



**Step 4: Select a Suspend Reason.**

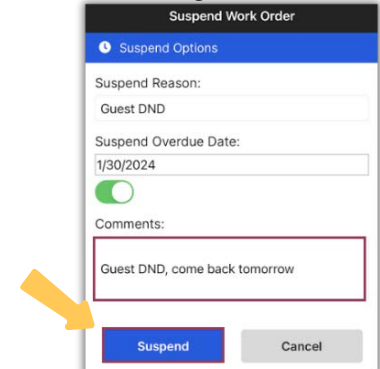


**Step 5: If necessary, tap Suspend Overdue Date to change Overdue Date.**

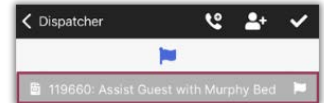


Select a new date, click **Done**

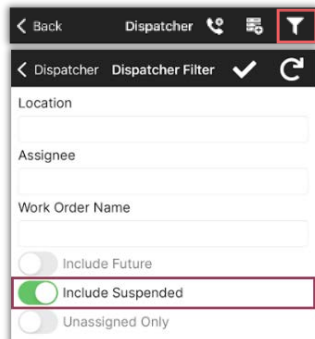
**Step 6: Add Comments for additional insight and clarification.**



Suspended Work Orders have a Gray or Blue Banner



**Step 7: To view Suspended work orders, Filter for Include Suspended.**

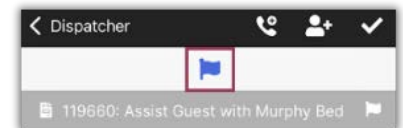


The Dispatcher List shows:

**Gray Circle** for **Suspended**  
**Blue Circle** for **Overdue Suspended**



**Step 8: Tap the Blue Flag to Unsuspend a Work Order.**



Tap **YES** to Confirm **Unsuspend**

