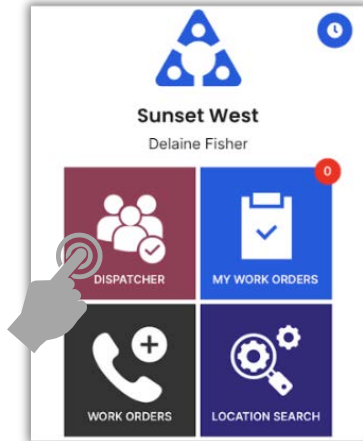
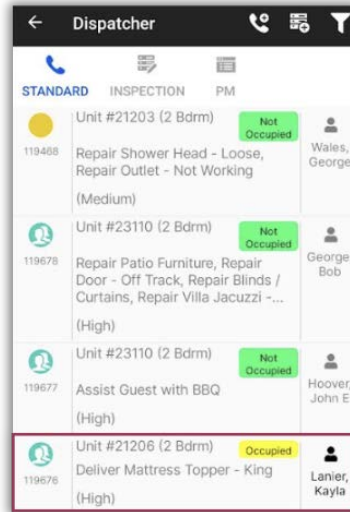


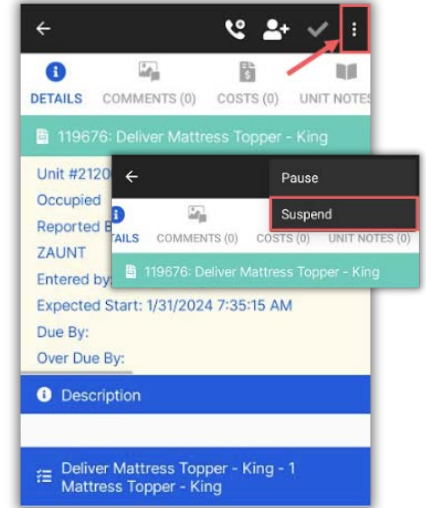
Step 1: Tap **Dispatcher** from the Home Screen.



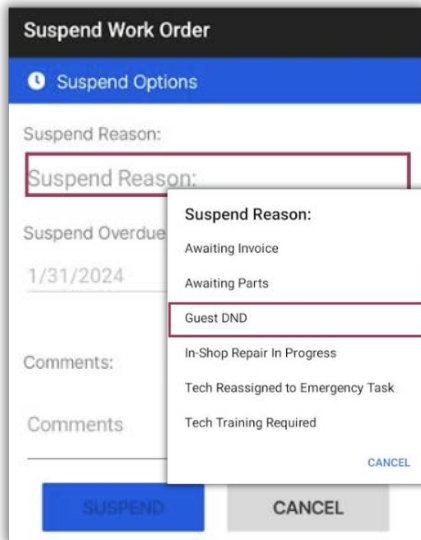
Step 2: Tap to open Work Order.



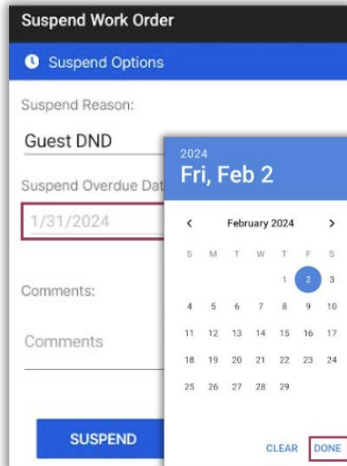
Step 3: Tap the **Three Dots** and select **Suspend**.



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

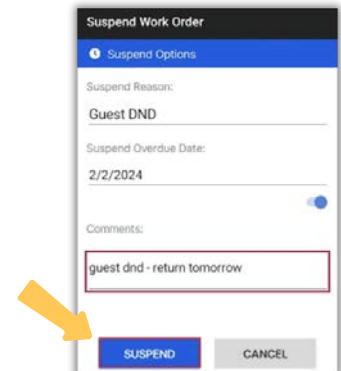


Step 5: If necessary, tap **Suspend Overdue Date** to change Overdue Date.

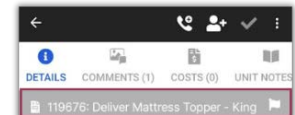


Select a new date, click **Done**

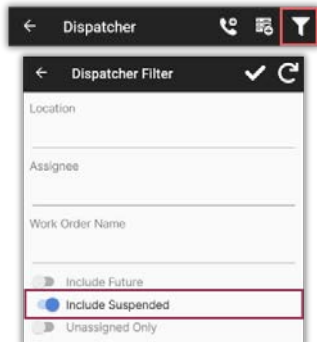
Step 6: Add **Comments** for additional insight and clarification.



Suspended Work Orders have a Gray or Blue Banner



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

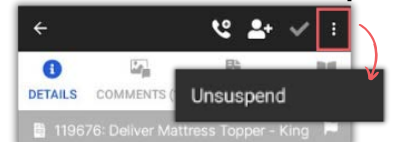


The Dispatcher List shows:

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



Step 8: To Unsuspend a work order, tap the **Three Dots** and select **Unsuspend**.



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

