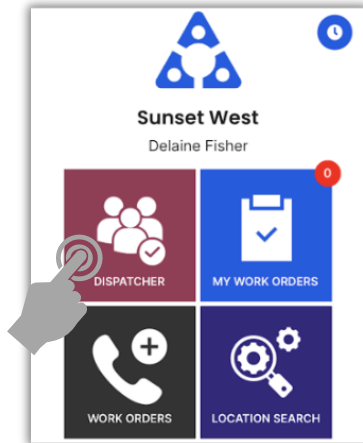
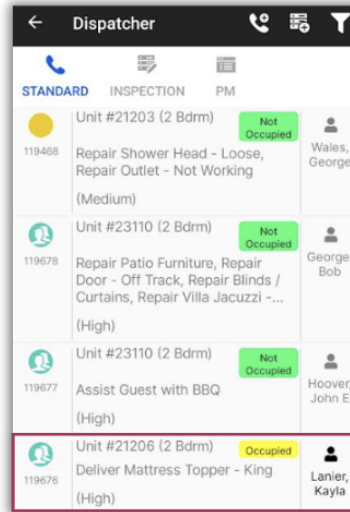


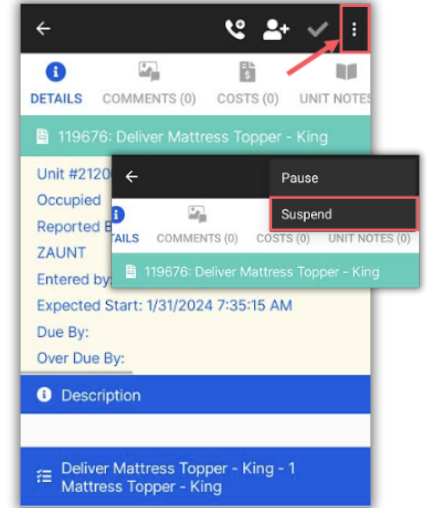
Step 1: Tap Dispatcher from the Home Screen.



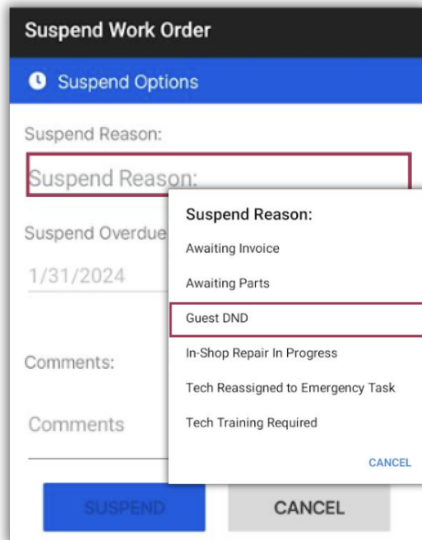
Step 2: Tap to open Work Order.



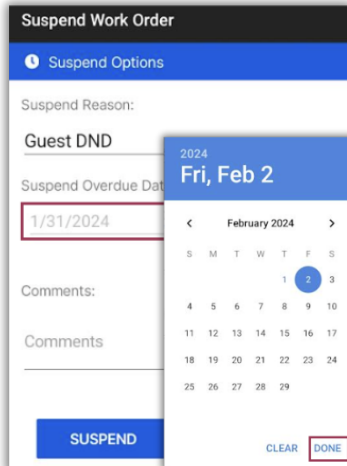
Step 3: Tap the Three Dots and select Suspend.



Step 4: Select a Suspend Reason.

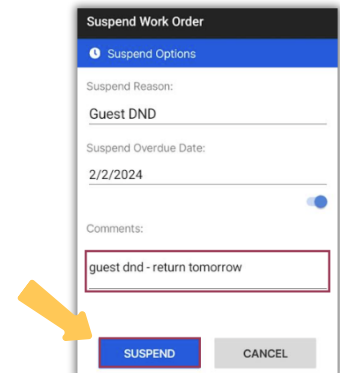


Step 5: If necessary, tap Suspend Overdue Date to change Overdue Date.

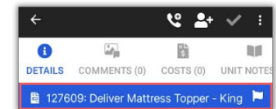


Select a new date, click **Done**

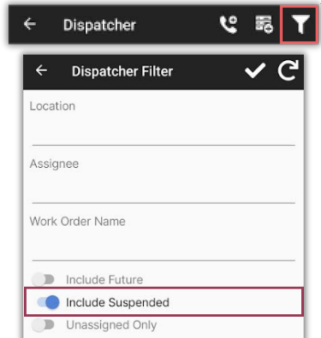
Step 6: Add Comments for additional insight and clarification.



Suspended Work Orders have a Blue Banner



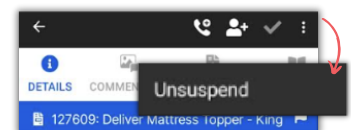
Step 7: To view Suspended work orders, Filter for Include Suspended.



The Dispatcher List shows:
Blue Circle with White Icon for **Guest Reported**
Blue Circle for **Staff Reported**
Suspended Work Orders.



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



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

