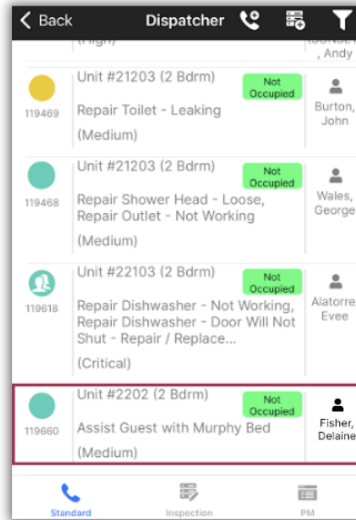


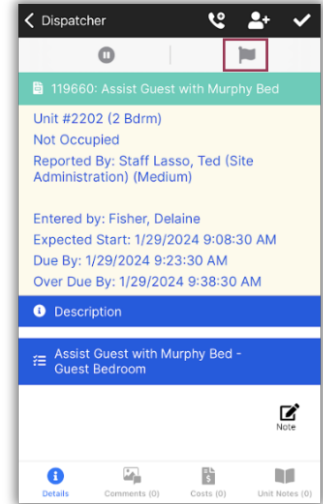
Step 1: Tap **Dispatcher** from the Home Screen.



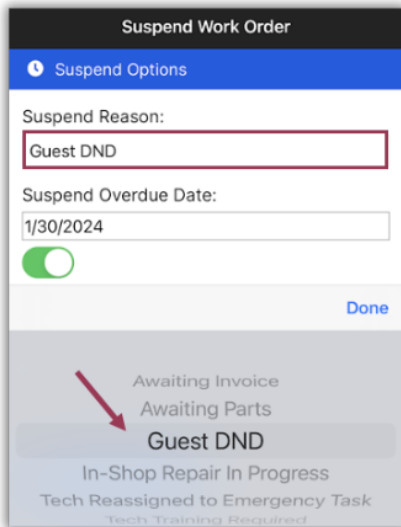
Step 2: Tap to open Work Order.



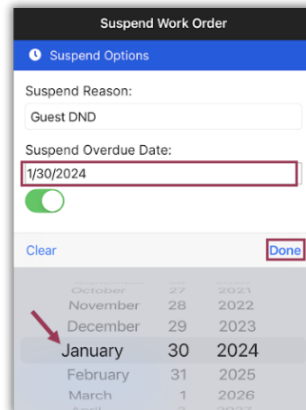
Step 3: Tap the Gray Flag to **Suspend**.



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

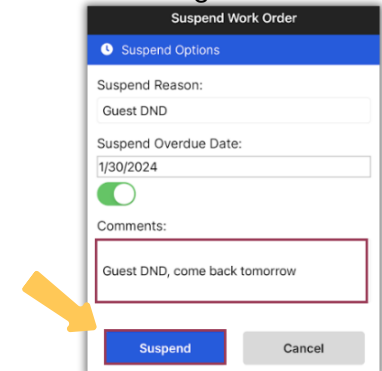


Step 5: If necessary, tap **Suspend Overdue Date** to change Overdue Date.

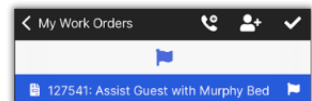


Select a new date, click **Done**

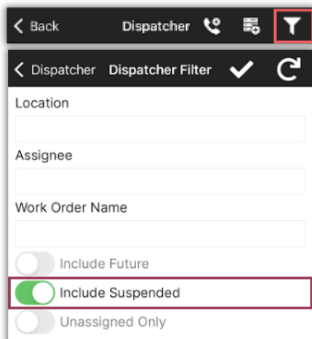
Step 6: Always add **Comments** for additional insight and clarification.



Suspended Work Orders have a **Blue Banner**.



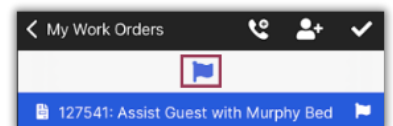
Step 7: To view Suspended work orders, **Filter** for **Include Suspended**.



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



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



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

