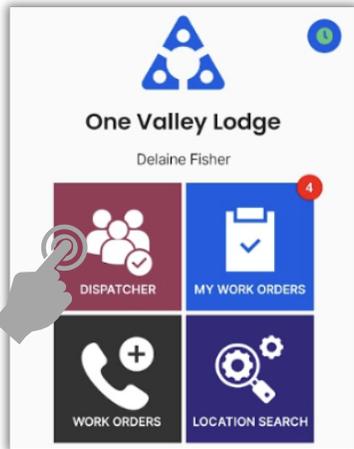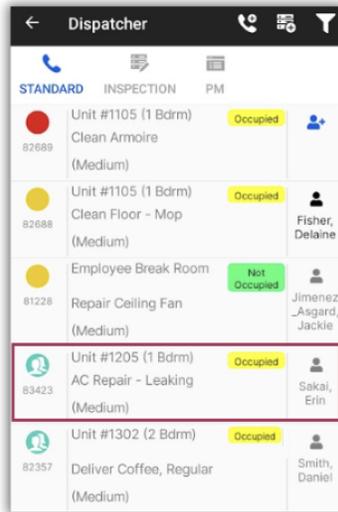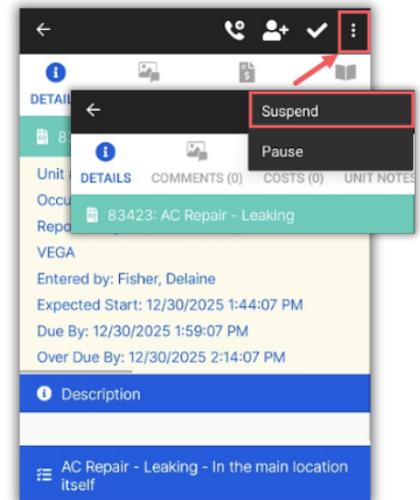**Step 1:** Tap **Dispatcher** from the Home Screen.
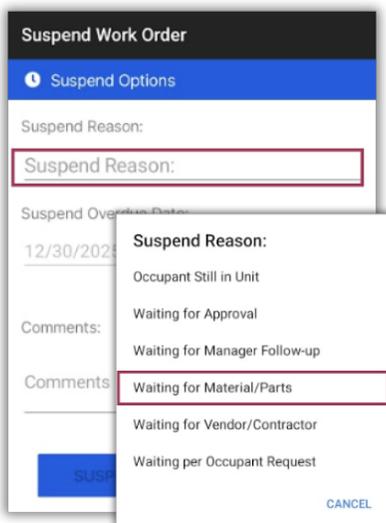

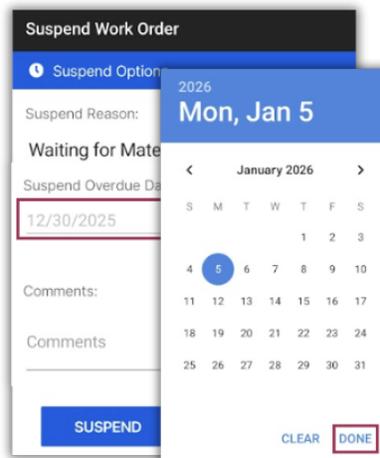**Step 2:** Tap to open Work Order.

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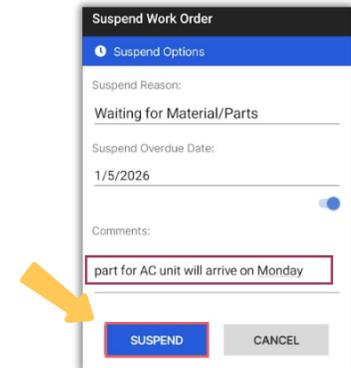

Step 4: Select a **Suspend Reason.**

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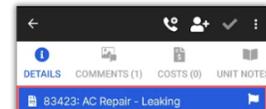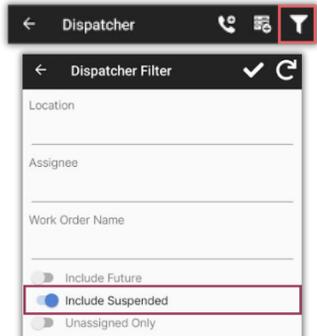

Select a new date, tap **Done**.

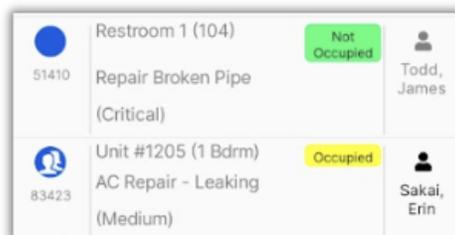**Step 6:** Add **Comments** for additional insight and clarification.

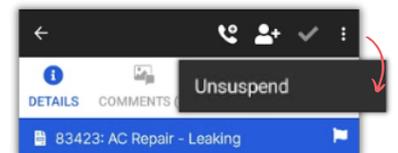Suspended Work Orders have a Blue Banner.

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

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

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

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