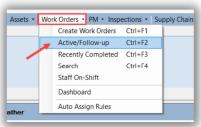


Asgard Desktop Suspend a Work Order

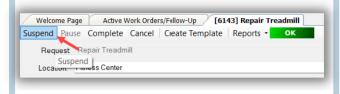


Step 1: From the Work Orders drop-down, open the **Active/Follow-up** screen.

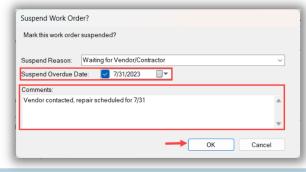


Step 3: When the Work Order Detail screen

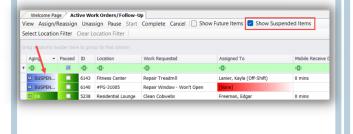
opens, click Suspend.



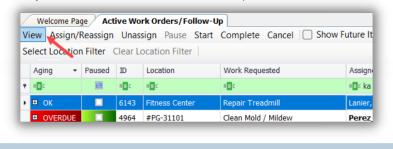
Step 5: If necessary, update the **Suspend Overdue Date.** Add **Comments** for addiitonal insight and clarification. Click **OK.**



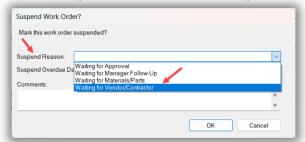
Step 7: To see your Suspended Work Orders on the Active/Follow-up screen, check the **Show Suspended Items** box.



Step 2: Select the work order to Suspend and click View.

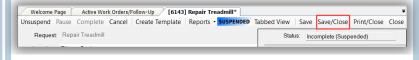


Step 4: When the "Suspend Work Order?" window opens, select a Suspend Reason from the drop-down.

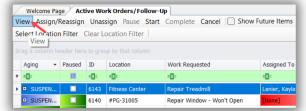


These are pre-configured Suspend Reasons, chosen by your corporate team.

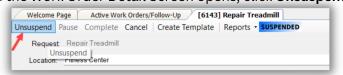
Step 6: Click Save / Close in the upper right corner.



Step 8: To Un-Suspend the work order, select the Suspended Work Order on the Active/Follow-up screen and click **View**.



When the Work Order Detail Screen opens, click Unsuspend.



Step 9: Click **Save/Close**. Your work order will return to an OK status on the Active Screen.



