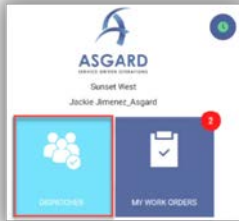
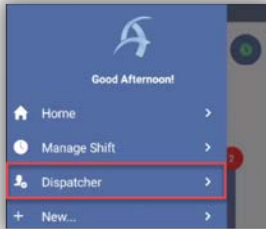




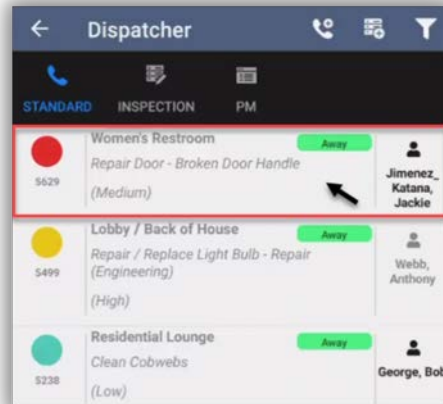
**Step 1: Tap Dispatcher from the Home Screen**



Or from the **Hamburger Menu**



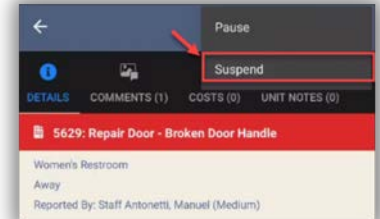
**Step 2: Tap to open Work Order**



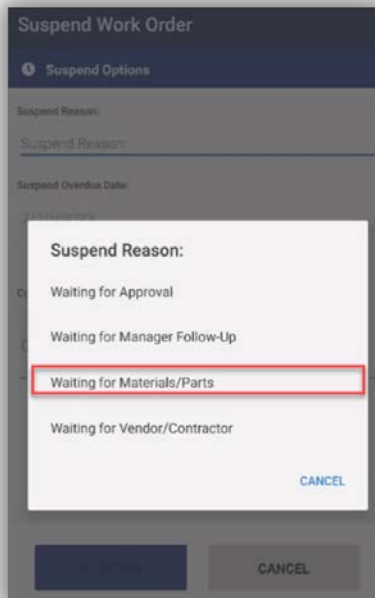
**Step 3: Select More Options**



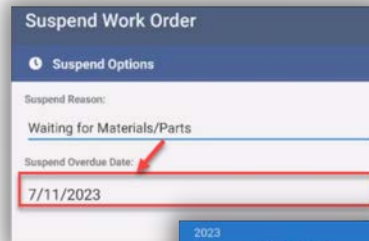
Tap **Suspend**



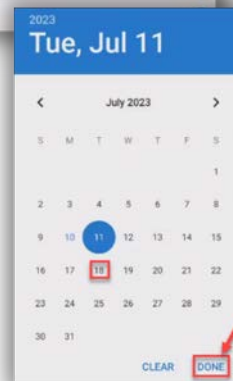
**Step 4: Select a Suspend Reason**



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



Select a new date, click **Done**



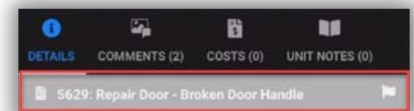
**Step 6: Add Comments for additional insight and clarification**



Tap **Suspend**



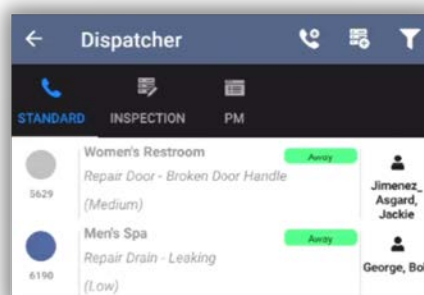
Suspended Work Order has a **Gray Banner**



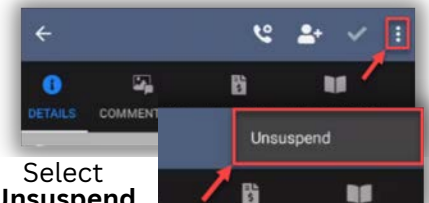
**Step 7: To view Suspended work orders, Filter for Include Suspended work orders**



Work Order List shows:  
**Gray Circle** for Suspended Work Orders  
**Blue Circle** for Overdue Suspended Work Orders



**Step 8: Press More Options to Unsuspend Work Order**



Select **Unsuspend**

Tap **YES** to Confirm Unsuspended

