GETTING STARTED

This guide begins from an opened Work Task. For more information on accessing a Work Task refer to View Work Task Details (p.16).

DIRECTIONS:

1. From the Work Task Detail screen, tap on the Actions drop down menu.

2. Select the Hold Task option.
DIRECTIONS:

3 Complete the Task Hold Form:
   3a Tap on the correct Hold Type.
   3b Add a Comment which provides details for the hold.

4 Once you have completed the required information, tap on the OK button to complete the hold.