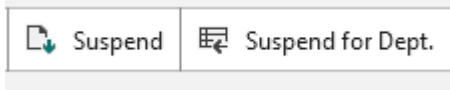


Suspend a Document	
With a document open you can save it in a draft if you're not finished or not ready to pass this on to the next stage in the process	
In the bottom right of the letter view, there is Suspend and Suspend for Department buttons	
Suspend will only Suspend the document in your queue – This should only be used by Authors	
Transcribers should always use Suspend for Department as this means that any colleague can recover/work on the document as needed	
Suspend/Suspend for Department saves your progress and places the document back into the Worklist that you picked this up from i.e. Dictation, Transcription, Sign Off, Completion	