



Help Guide to enter Work Suspend/Resume Informational Date

To push out the recurring times when work is not being done – under Informational Times choose SUSPENDRESUNME – Work Suspend/Resume.

1. In the Actual Occurance Date, enter the date you are suspending time (usually today's date).
2. **Save**
3. **Refresh the screen (F5)**
Steps 2 and 3 must be done so that the trigger that pushes the recurring dates forward will work)
4. Enter the Projected Completion date that you think you will start working.
5. Save.

Under the Recurring Times for the applicable dates (Time Assessment, Contractor's Project Schedule, Bulletin Board and 7A0JT) under the Recurring Time Occurences for these dates it will fill in the Actual Occurences with the date you entered on the Work Suspend/Resume and then a comment for those dates of "Not applicable due to Work Suspension".

Planned Occurrence	Actual Occurrence	Comments
03/20/2019 12:00:00 AM	03/22/2019 1:30:00 PM	initial schedule
04/20/2019 12:00:00 AM	04/24/2019 7:24:22 AM	Not Applicable due to Work Suspension
05/20/2019 12:00:00 AM	04/24/2019 7:24:22 AM	Not Applicable due to Work Suspension
06/20/2019 12:00:00 AM	04/24/2019 7:24:22 AM	Not Applicable due to Work Suspension
07/20/2019 12:00:00 AM		