

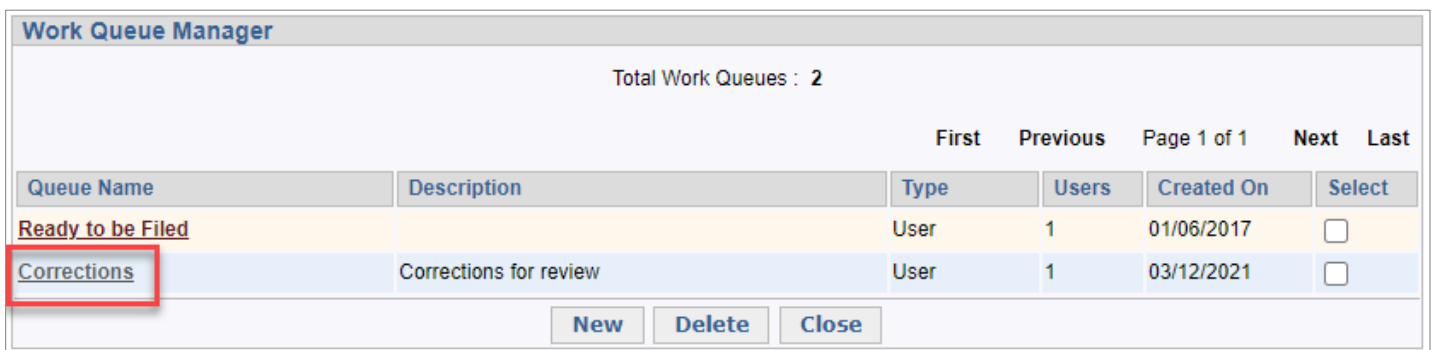
EDRS How-to Edit Existing Work Queues

To edit existing work queues, access the **Work Queue Manager** by choosing the link from the Home Screen.

Please note: Only the user who created the work queue can update the work queue, including adding or deleting users.



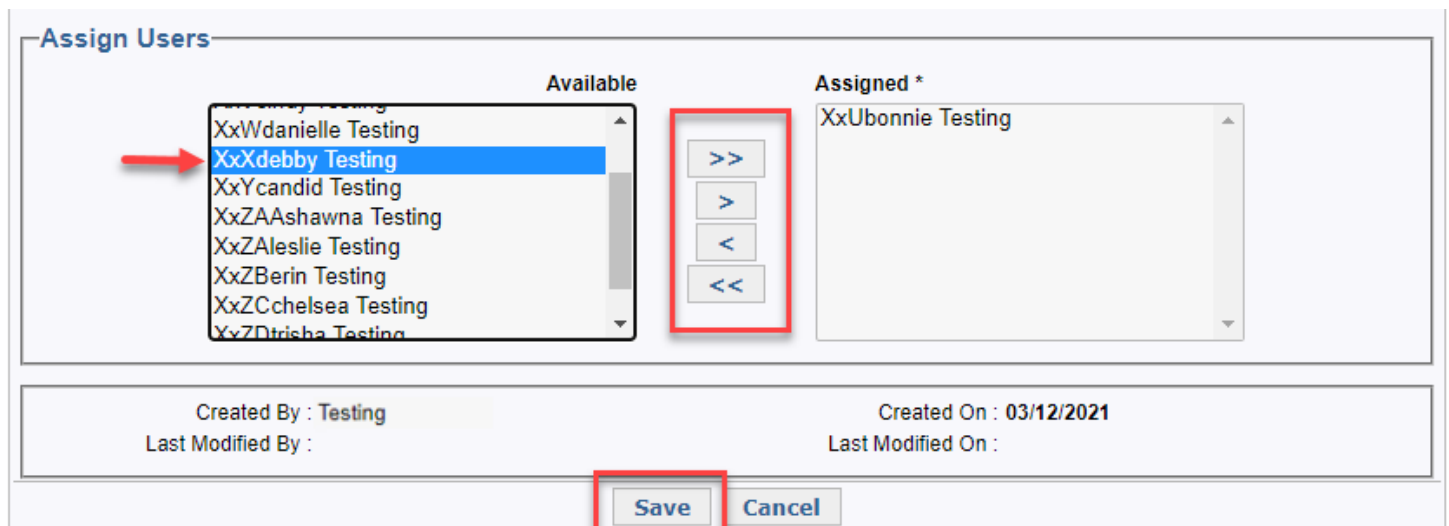
To edit an existing queue, from the Work Queue Manager, click on the hyperlink for the queue name that you want to update.



The screenshot shows the "Work Queue Manager" interface. At the top, it says "Total Work Queues : 2". Below this is a table with columns for "Queue Name", "Description", "Type", "Users", "Created On", and "Select". There are also navigation buttons: "New", "Delete", and "Close".

Queue Name	Description	Type	Users	Created On	Select
Ready to be Filed		User	1	01/06/2017	<input type="checkbox"/>
Corrections	Corrections for review	User	1	03/12/2021	<input type="checkbox"/>

Make your changes. For example, if you want to add or remove a user, highlight their name, then use the arrows to move them to the desired column, Available or Assigned, then click **Save**.



The screenshot shows the "Assign Users" dialog box. It has two columns: "Available" and "Assigned *". The "Available" column contains a list of users, with "XxXdebby Testing" highlighted. A red arrow points to this user. Between the columns are four arrow buttons: ">>", ">", "<", and "<<". The "Assigned *" column currently contains "XxUbonnie Testing". At the bottom, there are "Created By" and "Last Modified By" fields, and "Created On" and "Last Modified On" fields. The "Save" button is highlighted with a red box.