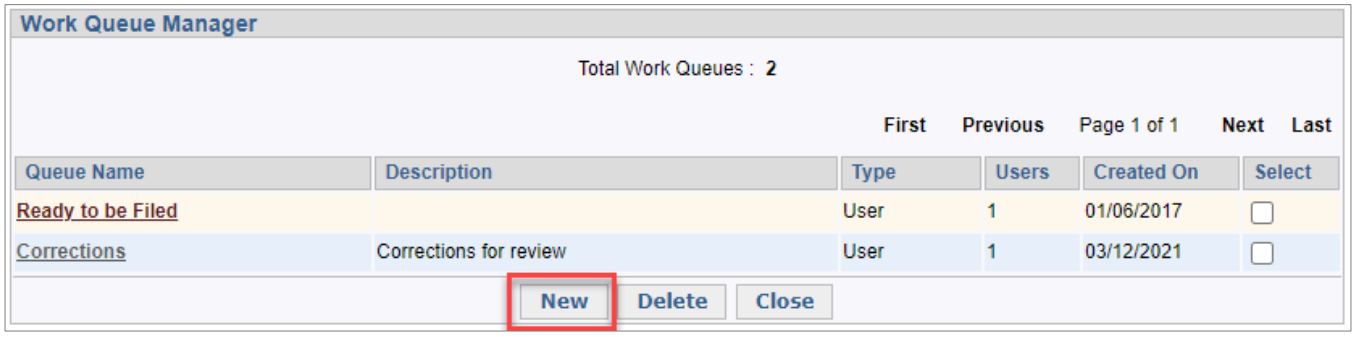
EDRS How-to Setup Work Queues

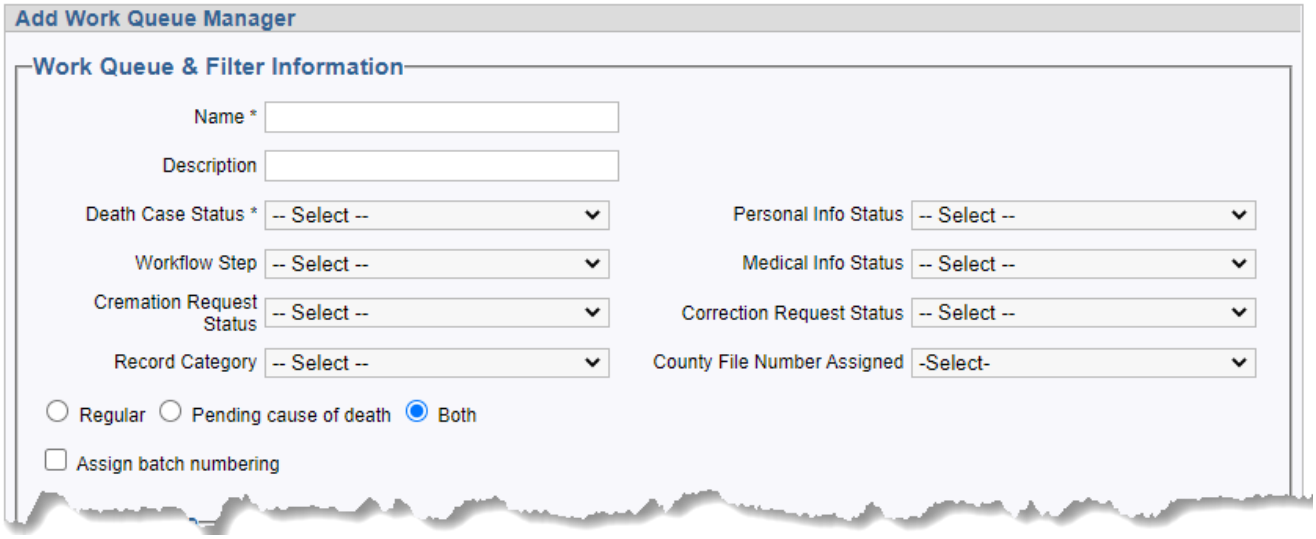
The work queues area identifies those groupings of tasks (work queues) assigned to you or your work team. Users with the appropriate privilege assignments can access the **Work Queue Manager** by choosing the link from the Home Screen.

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

To create a new work queue, from the Work Queue Manager, select **New.**



At a minimum, the queue Name, Death Case Status, and Assigned Users fields must be completed to establish a valid queue.



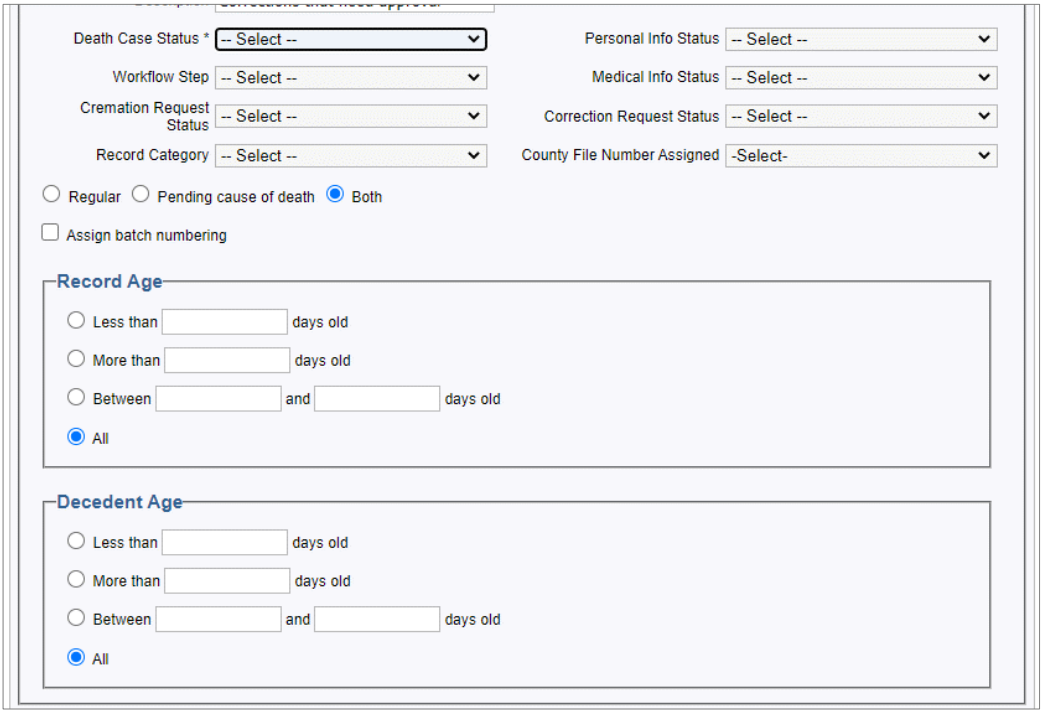
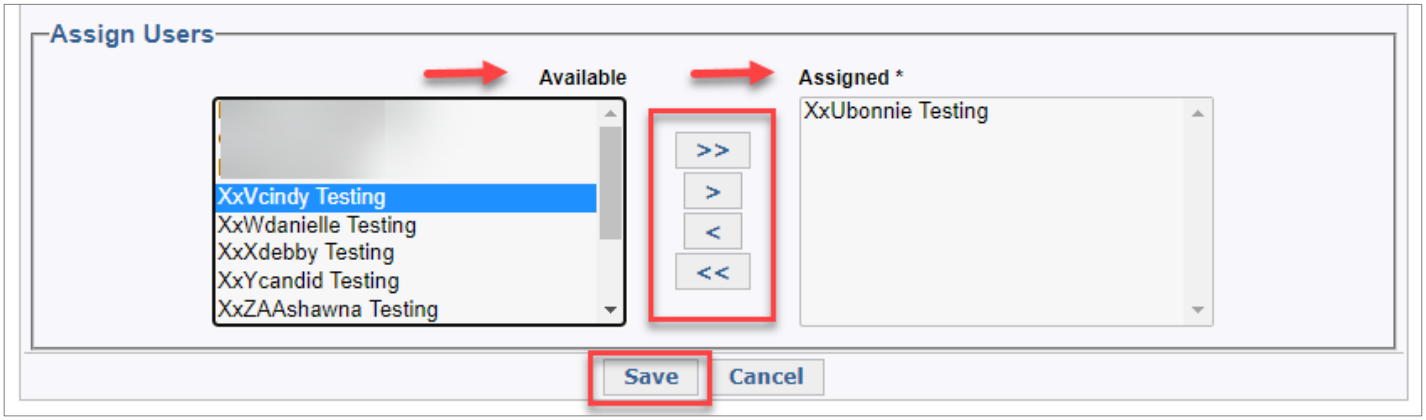
Select a Name for the queue. The name should describe the criteria used to create the queue. Additional information regarding the queue may be entered in the Description field.

EDRS How-to Setup Work Queues Continued

Here are some suggested work queues:

- **Ready to be filed** - Records within your jurisdiction that have had the personal and medical section certified and are at Ready for Filing status.
- **Corrections** – Corrections that need approval
- **Declined filing**
- **Pending**
- **City Records to be Filed** (for Wayne, Oakland and Macomb Counties)

After naming your queue and adding description, enter your filters. See the **Work Queue Manager** section of the *Local Registrar and Staff User Manual* for additional information on selecting filters.



Next, Assign Users. To assign users, highlight the name in the **Available** column, then click on the single right-facing arrow to move them to the **Assigned** column. To move all users at the same time, click the double arrow. To remove users from the Assigned column, use the left-facing arrows. After assigning users, click **Save**.