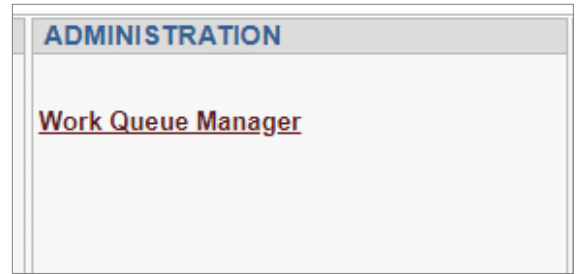


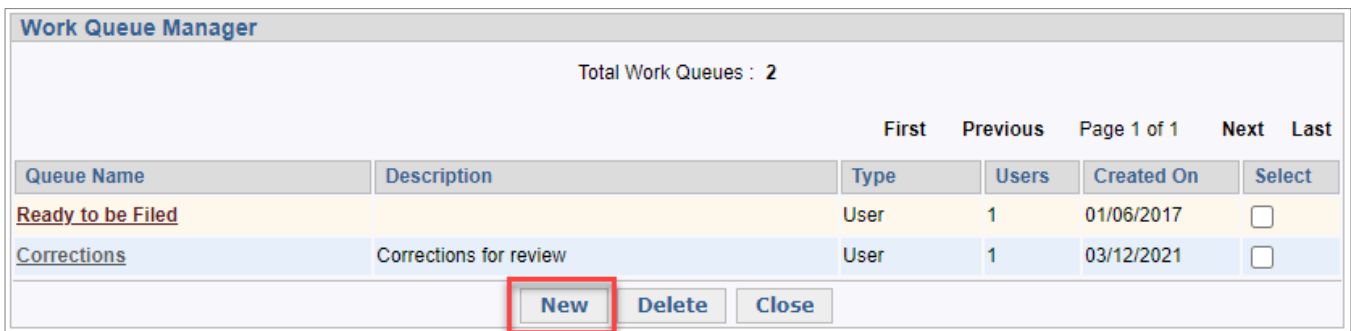
# EDRS How-to Setup Work Queues – Medical Examiner

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. Medical Examiner offices frequently use Pending and Active work queues to easily access records by status.

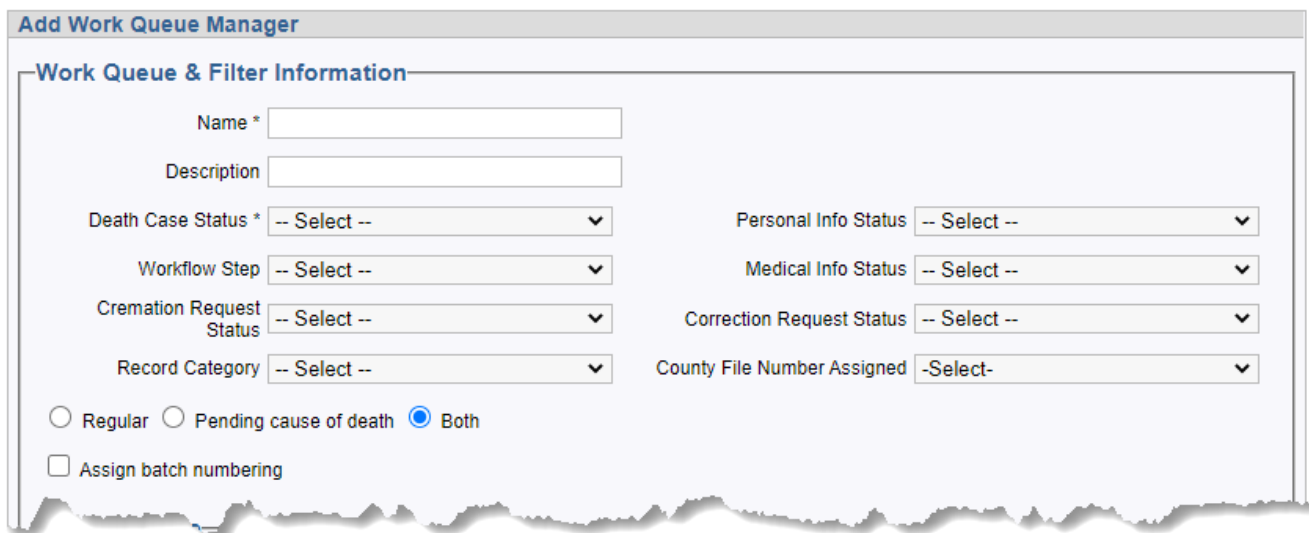


*Please note: Only the user who created the work queue can update the work queue, including adding or deleting users.*

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

After naming your queue and adding description, enter your filters.

Selecting the *Death Case Status* of **Active** will return all the death cases that have been filed and are considered as official records.

Selecting the radio button for *Pending cause of death* will restrict the work queue to records with the **Pending** checkbox marked.

The screenshot shows a form with various filter options. The 'Death Case Status' dropdown is set to 'Active'. The 'Pending cause of death' radio button is selected and highlighted with a red box. Below this, there are sections for 'Record Age' and 'Decedent Age', each with radio buttons for 'Less than', 'More than', 'Between', and 'All' days old. The 'All' option is selected in both sections.

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**.

The screenshot shows the 'Assign Users' dialog box. It has two columns: 'Available' and 'Assigned \*'. The 'Available' column contains a list of users: XxVcindy Testing, XxWdanielle Testing, XxXdebby Testing, XxYcandid Testing, and XxZAAshawna Testing. The 'Assigned \*' column contains XxUbonnie Testing. A red box highlights the arrow buttons between the columns: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). Red arrows point from the 'Available' column to the arrow buttons and from the arrow buttons to the 'Assigned \*' column. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.