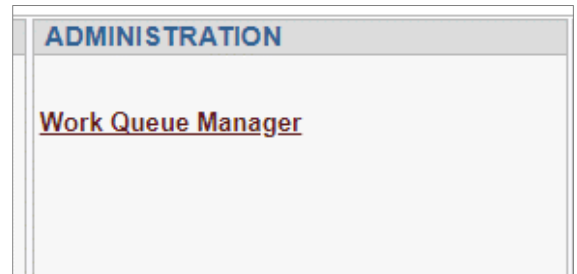


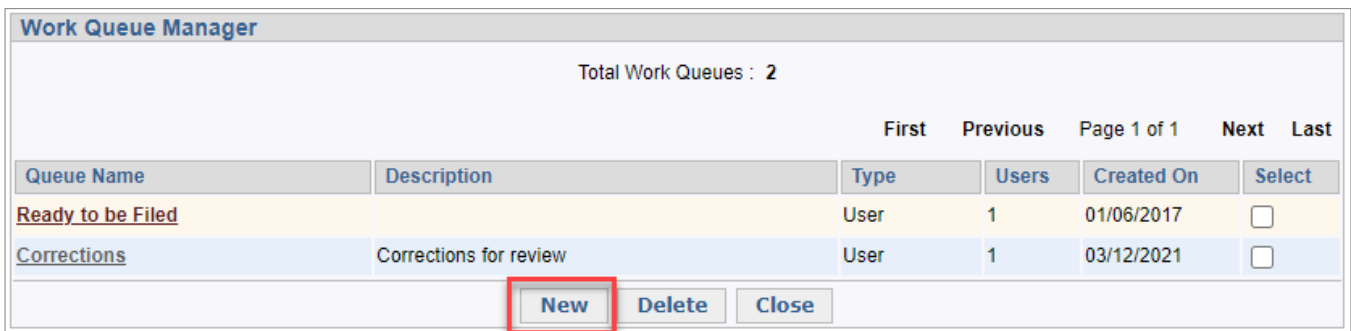
EDRS How-to Setup Work Queues

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.

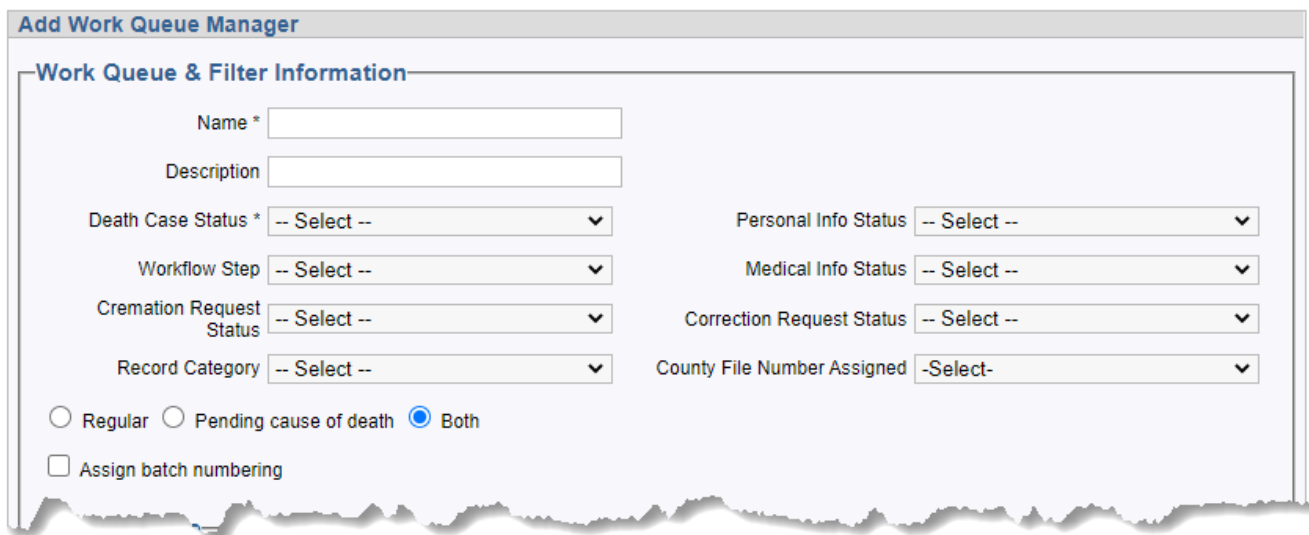


Please note: Only the user who created the work queue can update the work queue, including adding or deleting users.

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

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

The screenshot shows a configuration window for a work queue. It features several dropdown menus for filtering: Death Case Status, Personal Info Status, Workflow Step, Medical Info Status, Cremation Request Status, Correction Request Status, Record Category, and County File Number Assigned. Below these are radio buttons for 'Regular', 'Pending cause of death', and 'Both' (which is selected), and a checkbox for 'Assign batch numbering'. Two sections, 'Record Age' and 'Decedent Age', each contain radio buttons for 'Less than', 'More than', 'Between' (with input fields for days), and 'All' (which is selected).

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 'Assign Users' dialog box shows 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'. Between the columns are four arrow buttons: 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 right arrow buttons, and from the right arrow buttons to the 'Assigned *' column. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.