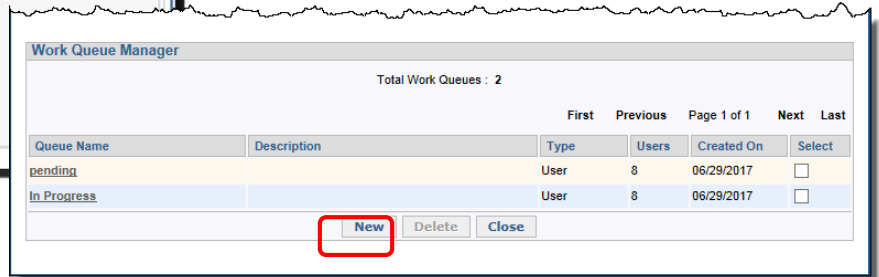
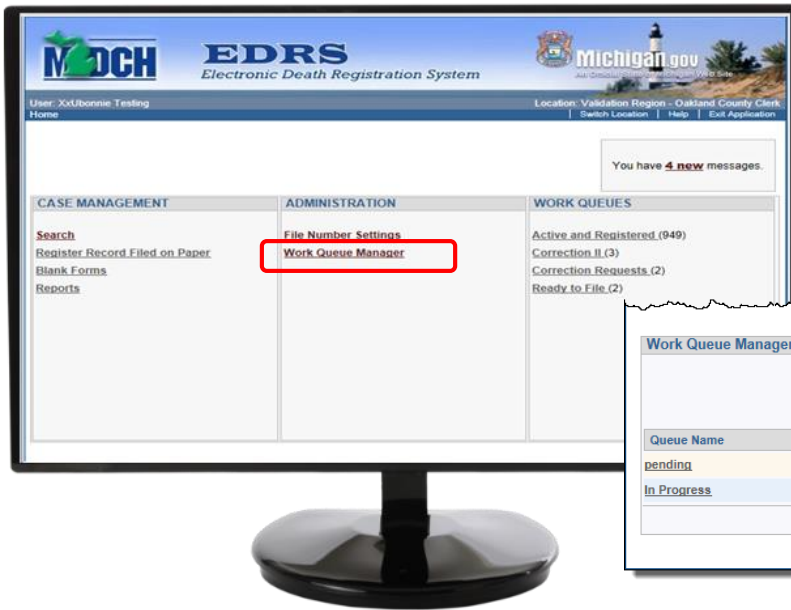
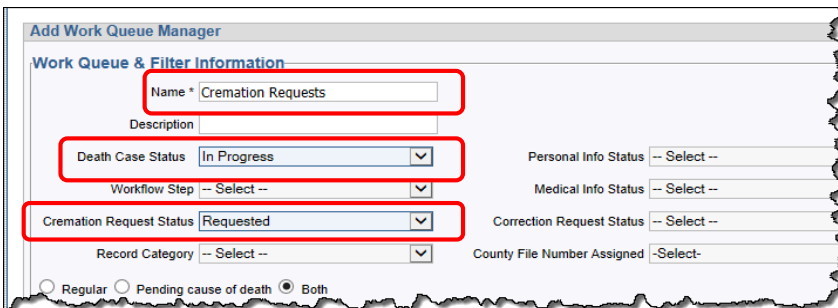


## How to Create a Cremation Request Work Queue

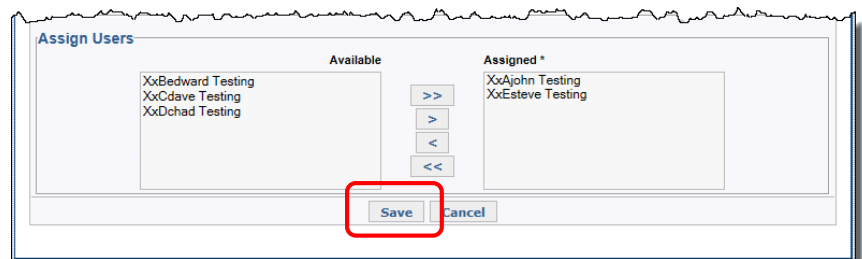
1. From your homepage, click the **Work Queue Manager** link.
2. Select **New**.



3. Name your Queue.
4. Use the dropdown arrow next to Death Case Status to select a status.
5. Change the Cremation Request status to **Requested** and scroll down to the bottom of the page.



6. Assign Users by using the right arrow to move the name from the Available list to the Assigned list.
7. Click **Save**.



### Reminder

- Your selection in the Death Case Status field will filter requests by that specific status. For example, if you selected In Progress, you will only see cremation requests that have not been filed. To view other statuses, set up additional work queues.