

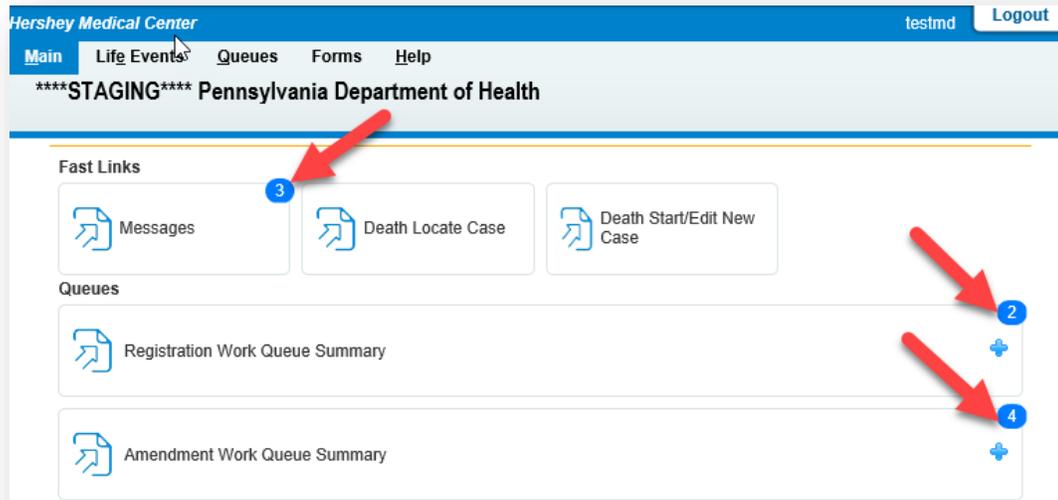
## Utilizing Messages and Queues from the Home Screen

### Notes:

- This Quick Reference Sheet provides guidance on the Messages and Queues quick links found on the Home Screen. These Fast Links create a dashboard to help you manage your work at a glance.
  - Messages may be system-generated, such as an alert that a case has been transferred to your facility, or that an amendment has been approved. Or, they may be sent to you by another EDRS user.
  - Queues are separated into Registration Work Queues and Amendment Work Queues. The former contains cases owned by your facility that require further action by your office to complete. The latter contains amendments in progress, but not completed.

1

On the Home screen, there are **Messages** and **Queues**, each with an indicator number in the upper right corner. The number for Messages indicates how many new messages you have, and the number for each of the Queues is the quantity of items that require attention for registration or amendment activity.



2

Clicking on the **Messages** box on the Home screen will take you to the Messages inbox. Unread messages show in **bold** text. Messages regarding a case you own will contain a hyperlink, either to the decedent name or the Case ID.

Messages				Send Message	Mark as Read	Remove from List
From	Subject	Message	Date Sent			
<b>Lisa Hasselbrook</b>	Registration Registered	Case 28304003 - Approved <b>Vincent Nelson</b>	7/5/2019 1:25:27 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Emery	Case 28303910 Amendment Approved	The amendment submitted for: 28303910 ; Staging Case, Event Date: Jun-12-2019 has been Approved.	7/5/2019 1:18:04 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the **name** link in the From column to open the message in a popup window or click on the hyperlinked **decedent name** or Case Id in the Message column to access the case.

3

Clicking on the **+** icon for a **Queue Summary** box on the Home screen will expand the box to provide additional details and links to the queues. Clicking the name of the queue will take you to a listing of cases having that status.

Queues

Registration Work Queue Summary 34

Death	Count
Cause of Death Pending	30
<b>Certification Required</b>	1
Medical Certification Requested	1
Medical Pending	2

4

From the queue listing, you can easily access the case by clicking the **Case ID** or **decedent name**.

**Search by Registration Work Queue**

Queue: Certification Required - Death Search Type:  Value:

Display 100 rows per page. Filter:

Search Show All Rows Clear Return

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	<b>28303924</b>		Claddagher, Byron	Jun-20-2019	Hoover Funeral Homes & Crematory Inc (Harrisburg)

Total Records : 1

5

Monitor the status of your pending amendments through the **Amendment Work Queue Summary**. Remember, if an amendment shows the **Keyed** status it has not yet been submitted for approval. Click on the **Keyed** queue link to easily access the amendment and send it for approval.

Amendment Work Queue Summary 4

Amendment	Count
Amendment Pending Approval	3
<b>Keyed</b>	1

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From the queue listing, you can easily access the amendment by clicking the **Amendment Number** link.

**Search by Amendment Work Queue**

Queue: Keyed Search Type:  Value:

Display 100 rows per page. Filter:

Search Show All Rows Clear Return

All	Amendment Number	Amendment Type	Date Received	Event Type	Registrant	File Number	Date of Event
<input type="checkbox"/>	<b>3057920</b>	Replacement Medical	07/11/2019	Death	Humphrey, Jonah	323647-2019	06/15/2019