USING THE WORK QUEUE

The Work Queue displays lists of pending records and/or unfinished tasks to facilitate managing death records entered into MR&C.

1. Select Work queue from the Tasks list on the Home tab.

2. Click on a link to select a work queue type:
   - Death certificate request
   - Pending cause of death with cremation – Fact of death
   - Pending cause of death without cremation – Fact of death
   - Queries awaiting responses
   - Unfinished death record
   - Approved cremation authorization request

3. Click on the decedent’s name to select the record.