

How to: Setting Up Queues



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Below you will find a quick guide for Setting Up Queues for your account.

Step 1:

In the upper left hand corner of Updox, click **Menu - Admin - Queues**.

Step 2:

Click on **New**, then enter in the name of your queue.

Administration	4 USERS
Business Office	4 USERS
Dietary	1 USER
Jack Test	1 USER
Medical Director	1 USER
New Work Queue	3 USERS
Nursing	1 USER
Personnel	1 USER
Social Work	1 USER
Taylor Davis Queue	1 USER
Test Queue	INACTIVE
Test Queue1	INACTIVE
Test Secure Text Que	2 USERS

← Back → **New**

2a. Be sure to mark "Active" to make the queue available.

Edit Queue

Update your queue settings.

↓ * Required field

Display Name *

Active

Other practices can add to this queue? ⓘ

Allow these users access to this queue:

Selected Users:

Available Users:

- Adam Partyka
- Adam partyka
- Alex Steen
- Austin Pratt
- Blank Space

Step 3:

Allow other Updox users access to this queue by choosing their name in the list. Keep in mind a user will not be able to see your new queue unless they are granted access. Click **Save** at the bottom once you are done.

Allow these users access to this queue:

Selected Users:

Filter by First or Last Name

Available Users:

- Adam Partyka
- Adam partyka
- Alex Steen
- Austin Pratt
- Blank Space
- Chris Bidwell
- Dawn Mescher
- Drew Palmer

← Back → Save

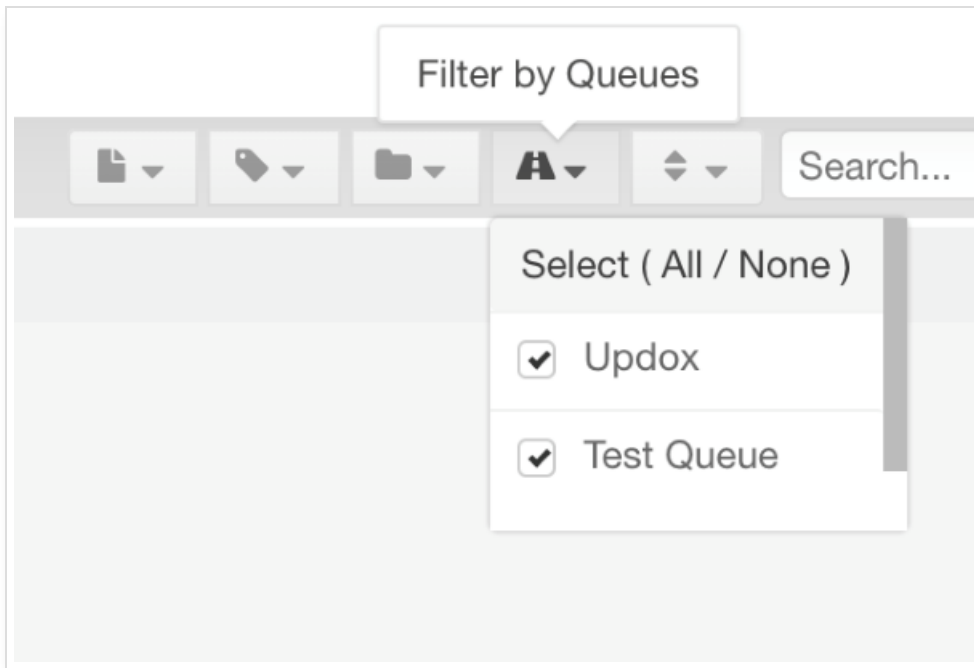
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Tip: You must also grant yourself access to view this queue even if you are the creator. Be sure to find your name and check mark it in addition to the other users.

Step 4:

Log out of Updox by clicking **Menu > Sign out**. Log back in to view your new queue within your Updox account by clicking the queues button in the upper right hand corner.

Be sure to check mark this queue within the filtering options to view its contents in your Updox inbox as shown below.



Tip: Keep in mind, you will not have the ability to see this new queue until you log out and back in to Updox.