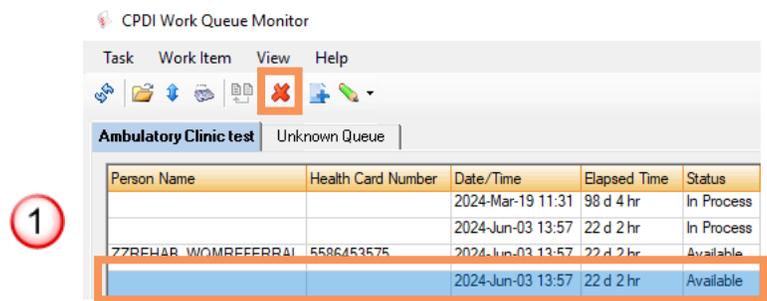


ALL ROLES

This guide is designed to assist you in efficiently deleting work items within the Work Queue Management (WQM) system. By following the steps outlined below, you will be able to navigate your department's queue, preview and select work items, and accurately delete documents to their appropriate locations. This ensures that work items are processed smoothly and efficiently.

1. Open the appropriate queue in WQM. Click on the work item needing to be deleted and click on the **"Delete"** icon in the toolbar.



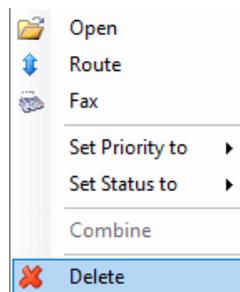
CPDI Work Queue Monitor

Task Work Item View Help

Ambulatory Clinic test Unknown Queue

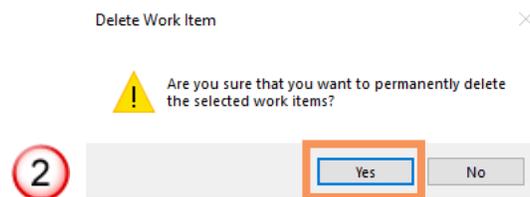
Person Name	Health Card Number	Date/Time	Elapsed Time	Status
		2024-Mar-19 11:31	98 d 4 hr	In Process
		2024-Jun-03 13:57	22 d 2 hr	In Process
77REHAR_WOMBEEFERBAI	5586453575	2024-Jun-03 13:57	22 d 2 hr	Available
		2024-Jun-03 13:57	22 d 2 hr	Available

NOTE: You can also right click on the item needed to be deleted and select **"Delete"**.



- Open
- Route
- Fax
- Set Priority to ▶
- Set Status to ▶
- Combine
- Delete**

2. The **Delete Work Item** window will display. Click **"Yes"**.



Delete Work Item

Are you sure that you want to permanently delete the selected work items?

Yes No



WARNING: The Delete function permanently deletes the work item from WQM; it is same as putting your paper fax in a paper shredder!

By following these steps, you can efficiently delete work items within WQM.