

# Cerner Flash

Ambulatory: New Functionality CDI Work Queue Monitor

August 22, 2022

## New Functionality in WQM Overview

**Enhancement:** **Effective 8/31/22**, there is a new functionality available in CDI Work Queue Monitor (WQM) that will allow users to move scanned documents from one queue to another queue.

This enhancement also allows users to utilize desktop scanners for batch scanning. When scanning, users can choose the desired queue to route documents to. Prior to this change, utilizing the desktop scanner for batch scanning caused the batch to route to the unknown queue.

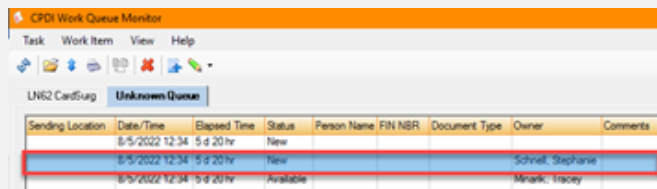
See the instructions below for more details.

**Positions Impacted:** All users who perform scanning and filing functions.

## Moving a Batch from One Queue to Another

1) To move a batch from one queue to another in WQM:

a. **Double-click** the appropriate batch to open.

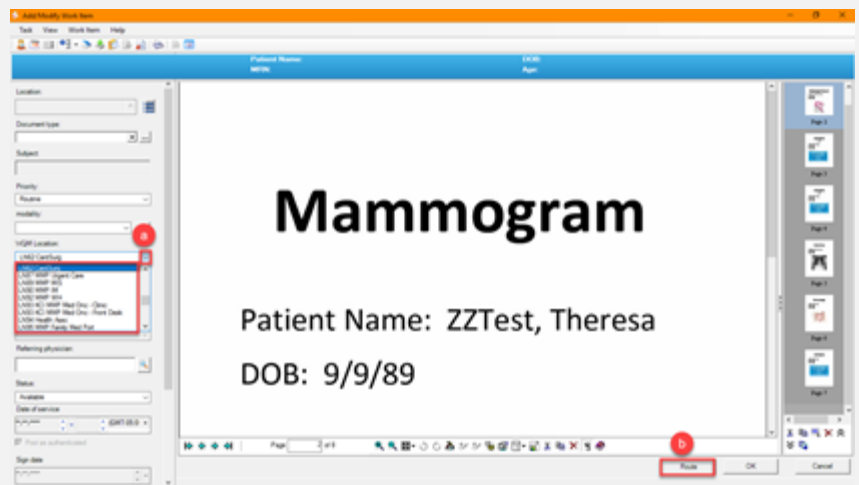


2) In the **Add/Modify Item** window, select the **WQM Location** dropdown in the left pane.

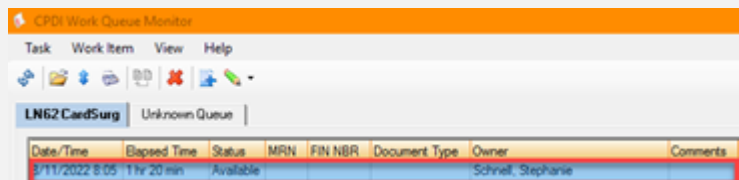
a. **Choose** the appropriate queue to route the documents to.

- **Note:** Use the computer keyboard and press the first letter of the queue to jump to that section on the list.

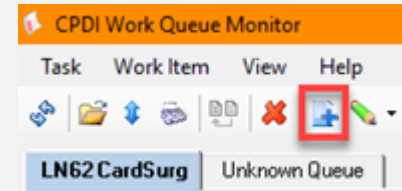
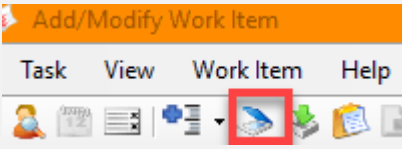
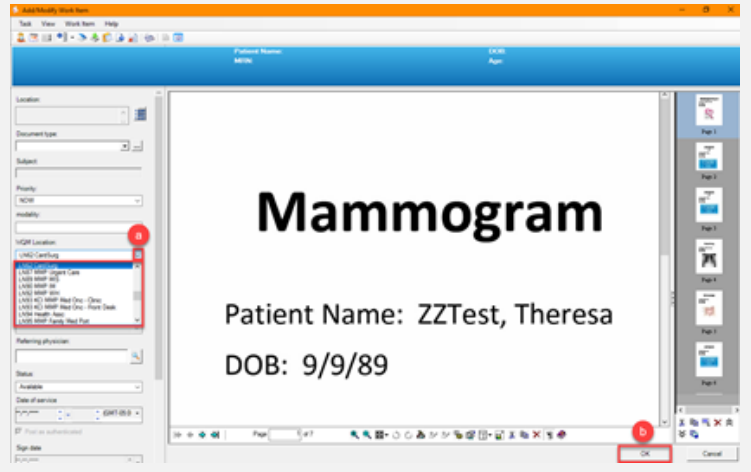
b. Click **Route** to route the documents.



3) The batch will then route to the chosen queue to file.



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Scanning Documents into WQM using a Desktop Scanner	
<p>1) To scan documents into WQM for the desktop scanner, open the CDI Work Queue Monitor (WQM) application.</p> <p>a. Click the <b>New (Plus Sign)</b> icon.</p>	
<p>2) In the <b>Add/Modify Item</b> window:</p> <p>a. Place the document(s) on the desktop scanner to scan.</p> <p>b. Select the <b>Scan</b> icon on the Toolbar.</p>	
<p>3) Select the <b>WQM Location</b> dropdown.</p> <p>a. <b>Choose</b> the appropriate queue to route the documents to.</p> <ul style="list-style-type: none"> <li><b>Note:</b> Use the computer keyboard and press the first letter of the queue to jump to that section on the list.</li> </ul> <p>b. Click <b>OK</b> to route the documents.</p> <ul style="list-style-type: none"> <li><b>Note:</b> This will ensure that the documents route to the appropriate queue, instead of the Unknown queue.</li> </ul>	
<p>4) The batch will then route to the chosen queue to file.</p>	