Mandatory Report Queue Step Action Table

User

Hotline Worker/Supervisor.

Process

These step action tables describe the actions needed to view the Mandatory Report notices that need to be generated and generate an email notice.

Introduction

- Once the notice has been generated/printed, the referral will no longer display on the queue.
- The worker will be able to select one or many referrals and send the Mandatory Reporter notice.
- The worker will not be able to select referrals where the email address for the Mandatory Reporter is missing.
- Columns in the table can be sorted or filtered using the icons to the left of each column heading.

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Send Notices:

- The County filter defaults to the primary county associated with the worker who opens the page. The picklist contains all of the counties associated to the worker.

Send Notices

Step	Action
1	In the *Left Navigation* panel. • Click **Queues.** • Click **Mandatory Reporter.**
2	In the *Mandatory Reporter Queue* table. • If required, click the **County** drop-down arrow. • Select the appropriate County option. • Use the **Search,** sort or filter functions to locate the required Referral ID.
3	From the filtered list in the *Mandatory Reporter Queue* table. • Click the checkbox to the left of the desired Referral ID to select the record. • Click the **Send Notices** button in the top right corner of the page.