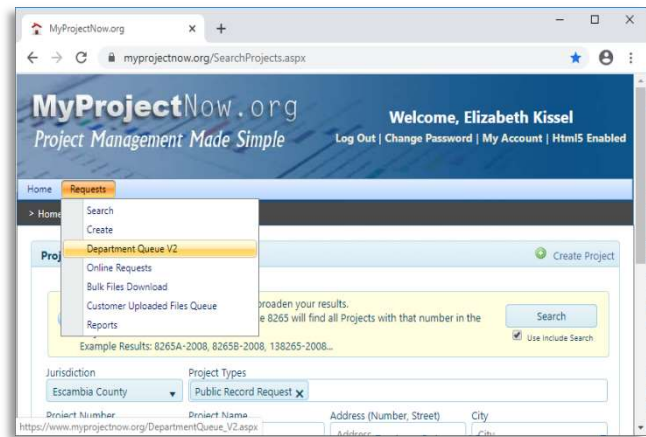


# MGO - Department Queue V2

The Department Queue contains your daily workflow. It displays projects and the task you need to complete on that project for the project to progress.

**Step 1:** Once logged into [www.MyProjectNow.org](http://www.MyProjectNow.org), hover over Request in the blue directory bar on the upper left-hand side of the screen.

From the dropdown that appears, select Department Queue V2.




















**Step 2:** The Department Queue page displays your jurisdiction as well as the project types assigned to your account.


There are several types of criteria you can search by, such as a particular project number or address.

A screenshot of the 'Department Queue' search interface. The page title is 'Department Queue'. It features several search filters: 'Jurisdiction' (set to 'Whoville'), 'Project Type' (with selected items 'Permit', 'Planning and Zoning', and 'Solution Center'), 'Include Hidden Requirements' (checkbox), 'Overdue Requirements' (checkbox), and 'Expanded' (checkbox). Below these are fields for 'Project Number', 'Address', 'Subdivision', and 'Plan Reviewer' (set to '- All Reviewers -'). Further down are 'Designation' (set to '- All Designations -'), 'Requirement Types' (set to 'Miscellaneous Requirements'), 'Departments' (set to '- All Departments -'), and 'Assign To' (set to '- All Users -'). A 'Miscellaneous' checkbox is at the bottom left. A 'Search' button is located at the bottom right.

**Step 3:** Once you have determined your search criteria, click Search. Results include the permit number, status, designation, and address. Also included in the description is the task to be completed.

Permit Number	Status	Designation	Address		
2019-16 - Permit CLINT MORRIS	Pending (Under Review)	Commercial	507 Earl Garrett St N Kerrville TX 78028 -	Create Work Order	
Check All   Uncheck All <span style="float: right;">Bulk Process Requirements</span>					
Date in Queue	Description	Assigned To	Assign Date	Due Date	Actions
Req. 04/10/2019	Priority 2 -> Fire Dept. Review (1st Review)	(not set)	(not avail.)	(not avail.)	   
2019-14 - Permit	Pending (Under Review)	Residential	324 Bobwhite Dr N Kerrville TX 78028 -	Create Work Order	
Check All   Uncheck All <span style="float: right;">Bulk Process Requirements</span>					
Date in Queue	Description	Assigned To	Assign Date	Due Date	Actions
Req. 04/10/2019	Priority 1 -> Submittal Received	(not set)	(not avail.)	(not avail.)	   
2019-7 - Permit	Permit Issued	Commercial	126 Erin Dr N Kerrville TX 78028 -	Create Work Order	
Check All   Uncheck All <span style="float: right;">Bulk Process Requirements</span>					
Date in Queue	Description	Assigned To	Assign Date	Due Date	Actions
Req. 04/09/2019	Priority 0 -> Fire Dept. Review (1st Review)	(not set)	(not avail.)	(not avail.)	   
Req. (not avail.)	Priority 0 -> Site Permit Issued	(not set)	(not avail.)	(not avail.)	   

Click the edit icon  on any project to open that project and complete the task.

If you have multiple projects to work on it's best to "right" click on  and click "Open link in new tab". This will open that project in a new tab and allow you to keep the Department Queue open.