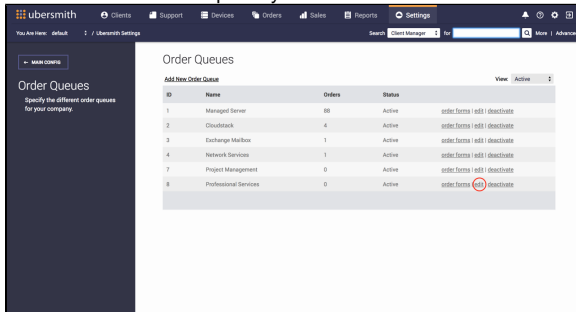


Managing Order Queues

Once you have [added an order queue](#), you can perform various actions.

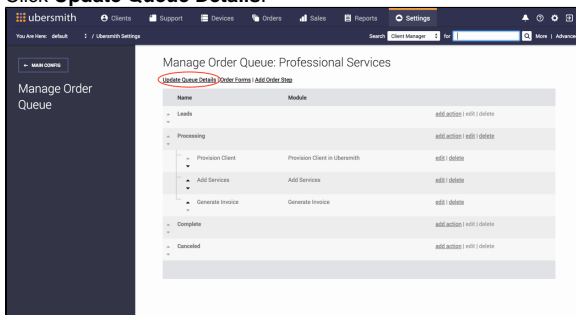
Updating Order Queues

1. [Access the Order Queues page.](#)
2. Click **edit** for the order queue you want to edit.



The *Manage Order Queue* page appears.

3. Click **Update Queue Details**.



The *Edit Order* page appears.

4. Make any necessary changes.
5. Click **Save**.

Order Queue Name: Professional Services

Allow Sales Quotes: ☒ Yes ☐ No

Email

From Address: camille@ubersmith.com

Subject: Can We Help You With Your Service Order?

Template: We notices you did not complete your order. Is there anything we can do to help you?

Confirmation

Type: Default Text

[Save](#) [Cancel](#)

Viewing Active or Deactivated Order Queues

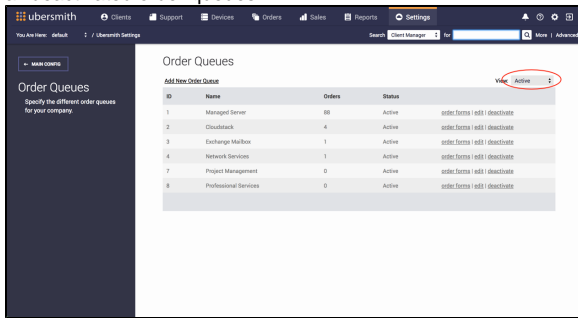
1. [Access the Order Queues page.](#)

On this page:

On this page:

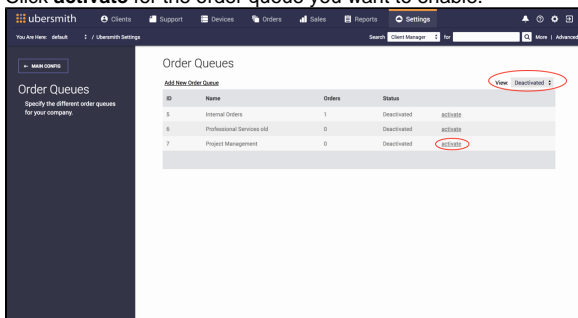
- [Updating Order Queues](#)
- [Viewing Active or Deactivated Order Queues](#)
- [Activating Order Queues](#)
- [Deactivating Order Queues](#)
- [Related Topics](#)

2. In the **View** field, select **Active** to view all active order queues or select **Deactivated** to display all deactivated order queues.



Activating Order Queues

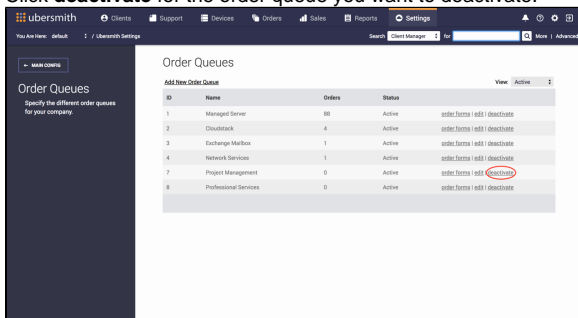
1. [Access the Order Queues page.](#)
2. In the **View** field, select **Deactivated**.
3. Click **activate** for the order queue you want to enable.



Deactivating Order Queues

Deactivating an order queue removes it as a type of opportunity to select from the Sales Dashboard, if it was first configured to be allowed as a sales quote. Order in the queue remain there, and any incomplete orders will not be able to be processed.

1. [Access the Order Queues page.](#)
2. Click **deactivate** for the order queue you want to deactivate.



The *Manage Order Queue* page appears.

Related Topics

[Working With Order Queues](#)

[Adding Order Queues](#)

[Configuring Order Queues](#)

[Adding Order Forms](#)

[Managing Order Forms](#)

[Using the Order Manager](#)