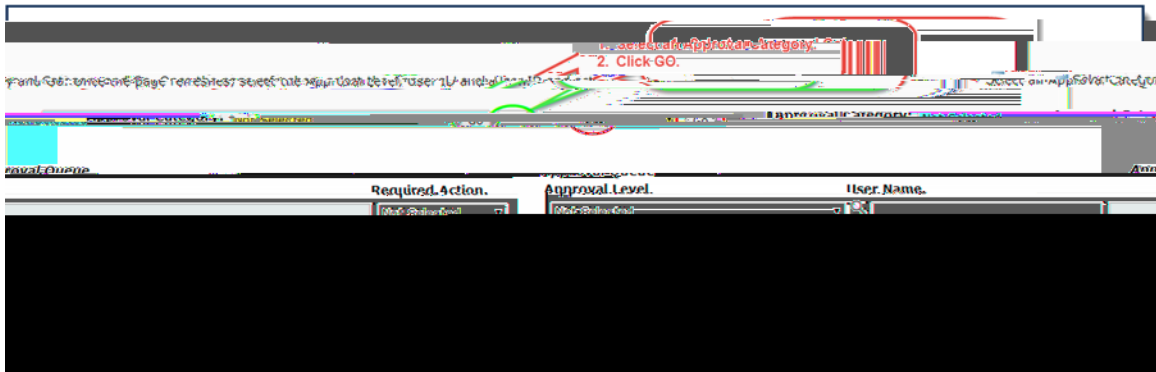# EPAF Originator Instructions For Creating Default Routing Queue
Use to create Default Routing Queues

Routing Queues must be defined for every EPAF entered into the system. Setting up a pre-defined Default Routing Queue will save time by automatically populating the Routing Queue fields.
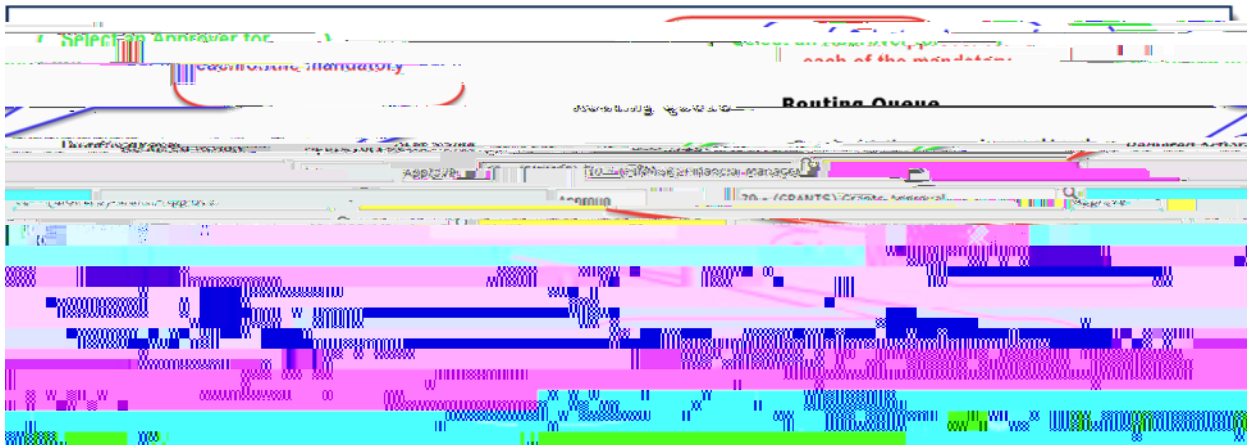From EPAF main menu, click **Default Routing Queue**.

STEP 1: Select Approval Category

From the drop down menu, select an **APPROVAL CATEGORY**.
Click **GO**.

STEP 2: Enter Approvers

Enter approver user names for each mandatory approval level.
Click **SAVE AND ADD NEW ROWS**.

The default routing queues will automatically populate with the Approvers' individual user names each time you create an EPAF using that Approval Category. You may create Default Routing Queues for each Approval Category you regularly use.