Batch Queue

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The Batch Queue tool allows districts/states to generate large, system-intense reports. It helps prevent report time-out errors and/or system performance issues. General system usage can continue while complex reports are generated within the Batch Queue.

Users with the appropriate tool rights may also wish to refer to the **Admin Queue** for the system administrator version of this tool.

Batch Queue Detail Editor

See the Batch Queue Tool Rights article for information about rights needed to use Batch Queue.

See the Tool Rights article for more information about Tool Rights and how they function.

Add Reports to Batch Queue

Each report allowed to generate within the Batch Queue contains the addition of the **Submit to Batch** button, available during report setup.

> **The Batch Queue and Admin Queue tools do not allow users to select a report to generate.** Specific reports are generated within the Batch Queue and have been specifically configured for this option. End users cannot designate which reports contain the option to be submitted to the Batch Queue.

After entering the desired and/or required fields on the report that is going to be generated using Batch Queue, choosing the Submit to Batch button instead of the Generate Report button and selecting the Batch Queue Report Option displays the report in the Batch Queue view.

Submitting a Report to Batch Queue
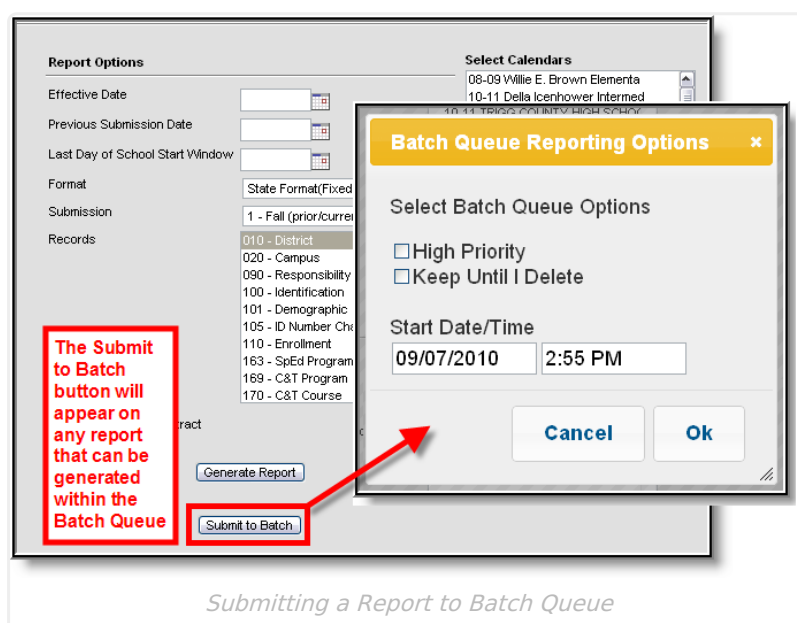
Batch Queue Reporting Options

The Batch Queue Reporting Options dialog box will appear and contain the following report configuration options:

Field / Option	Description
High Priority	Mark this checkbox if running this report is considered a high priority. Reports designated as "high priority" by this checkbox will take precedence over other reports in the Batch Queue that are not designated as such. This checkbox can only be marked if a user has the proper tool right access (*i.e.*, at least **Read** rights to the Set Task Priority sub-right located in the Tool Rights index under Ad hoc Reporting > Batch Queue).

Field / Option	Description
Keep Until I Delete	Mark this checkbox if the completed report results should continue to appear on the Batch Queue and Admin Queue tools until manually deleted by a user. If this checkbox is not marked, the completed report will be cleared from the Batch Queue and Admin Queue tools based on the frequency for the Batch Queue Maintenance task set within the Task Scheduler. This checkbox can only be marked if a user has the proper tool right access (*i.e.*, at least **Read** rights to the Set Task Expiration sub-right located in the Tool Rights index under Ad hoc Reporting > Batch Queue).
Start Date/Time	Indicate the date and time at which the Batch Queue should begin generating the report. These fields auto-populate with the current date and time. Click in either field to enter a new date. A calendar displays when choosing a new date. Time must be entered in HHMM format, either standard time format (e.g., 2:15 pm) or military time (e.g., 14:15).

Selecting the **OK** button on the Batch Queue Reporting Options dialog box opens the *Success* dialog box. Click **OK** to submit this report to the Batch Queue.

The report will then await the date and time scheduled for generation and will be listed on the Batch Queue and Admin Queue tools. When the report is generated, the load balancer distributes the report load across available application servers to preserve system performance.

Filter Reports in the Batch Queue List

Reports handled by the Batch Queue and displayed in the Batch Queue List editor can be filtered and sorted, as necessary. To filter results displayed in the editor, specify the number of tasks to be displayed and a date range. Results can be sorted using the column headers of the Batch Queue List editor. Click on a column header (*i.e.*, Queued Time, Report Title, Username, Status, Start Time, End Time) to sort by it.

> Completed reports will be cleared from the Batch Queue after reaching the maximum number of days allowed to remain there, per the **Batch Queue Expiration Days** setting of the System Preferences.

View Queued Report Requests

Users may view the details of reports being generated using Batch Queue, including completed reports, future scheduled reports, and those currently being generated.
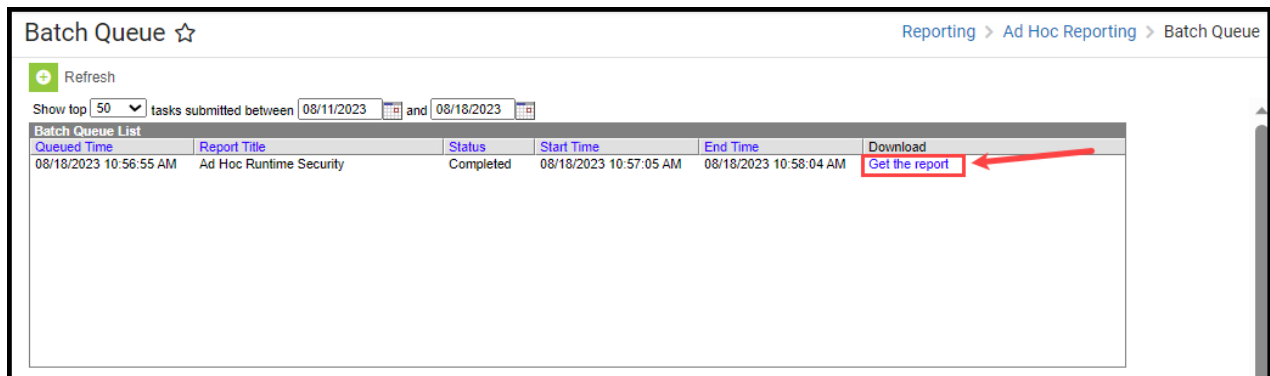
The fields of the Batch Queue Detail editor are defined as follows:

Field	Definition
Report Title	Name of the report assigned to the Batch Queue.
Queued Time	Date and time the report was assigned to the Batch Queue.
Scheduled Time *Required*	Date and time the report is/was scheduled to begin generation. This field can be modified as necessary.
Expires After	Last date on which the report is guaranteed to display in the Batch Queue. After this date, the report will be deleted the next time the Batch Queue Maintenance task of the Task Scheduler runs. When a report is deleted from the Batch Queue / Admin Queue, its details will be preserved on the History tab for tracking purposes.
File Name	Name of the file associated with the report.
Status	Stage of report completion: - Queued - Processing - Completed - Canceled
Start Time / End Time	When the Status field value is either "Completed" or "Canceled," the time the report began (Start Time) and ended (End Time).
High Priority	If marked, this checkbox indicates that this report's completion will take priority over other reports scheduled for or occurring simultaneously. This checkbox may be flagged directly on this editor, or it may have been previously flagged on the Batch Queue Options dialog box when the user assigned the report to the Batch Queue.

Field	Definition
Never Expires	If marked, this checkbox indicates that the report will not be automatically deleted from the Batch Queue List editor when it reaches the (crossed-out) date in the Expires After field. This checkbox may be flagged directly on this editor, or it may have been previously flagged on the Batch Queue Options dialog box when a user assigned the report to the Batch Queue. If this checkbox is not marked, the Batch Queue Maintenance task will delete the report from the Batch Queue List editor after the date listed in the Expires After field.
Content Type	This field indicates the format of the report: • **Application/PDF -** Indicates the report is generated in PDF format. • **Data -** Indicates the report is generated in fixed-width format. • Text/XML - Indicates the report is generated in XML or text file format. This field may not appear for all reports.
User Name	Name of the user who assigned the report to the Batch Queue.

Download Completed Queued Reports

To retrieve a completed report from the Batch Queue, click the **Get the Report** link in the Batch Queue List editor or the Batch Queue Detail editor.

The report will be named and formatted as indicated in the **File Name** field of the Batch Queue Detail editor.

Sample Batch Queue Reports

Delete Reports

The Admin Queue allows a system administrator to delete reports.

1. Select the report to be deleted from the Batch Queue List editor.
2. Click the **Delete** or **Delete All** button from the action bar.
3. Click **OK**.

The report will be removed from the Batch Queue and Admin Queue tools but will remain with a **" Deleted " status** in the History tool.