

Batch Queue

Last Modified on 05/18/2026 11:38 am CDT

Tool Search: Batch Queue

The Batch Queue tool allows districts/states to generate large, system-intensive 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 should refer to [Batch Queue Admin for the System Administrator](#) version of this tool.

The screenshot displays the 'Batch Queue' interface. At the top, there are navigation links: 'Reporting > Ad Hoc Reporting > Batch Queue'. Below this are buttons for 'Refresh', 'Save', and 'Cancel'. A filter shows 'Show top 50 tasks submitted between 08/11/2023 and 08/18/2023'. The main area contains a table with the following data:

Queued Time	Report Title	Status	Start Time	End Time	Download
08/18/2023 10:56:55 AM	Ad Hoc Runtime Security	Processing	08/18/2023 10:57:05 AM		

Below the table is the 'Batch Queue Detail' editor. It includes fields for 'Report Title' (Ad Hoc Runtime Security), 'Status' (Processing), 'Queued Time' (08/18/2023 10:56:55 AM), 'Start Time' (08/18/2023 10:57:05 AM), 'End Time', 'Scheduled Time' (08/18/2023 10:56 AM), 'Expires After' (No Expiration Configured), 'File Name' (data.html), 'Content Type', and 'User Name' (admin). There are also checkboxes for 'High Priority' and 'Never Expires'.

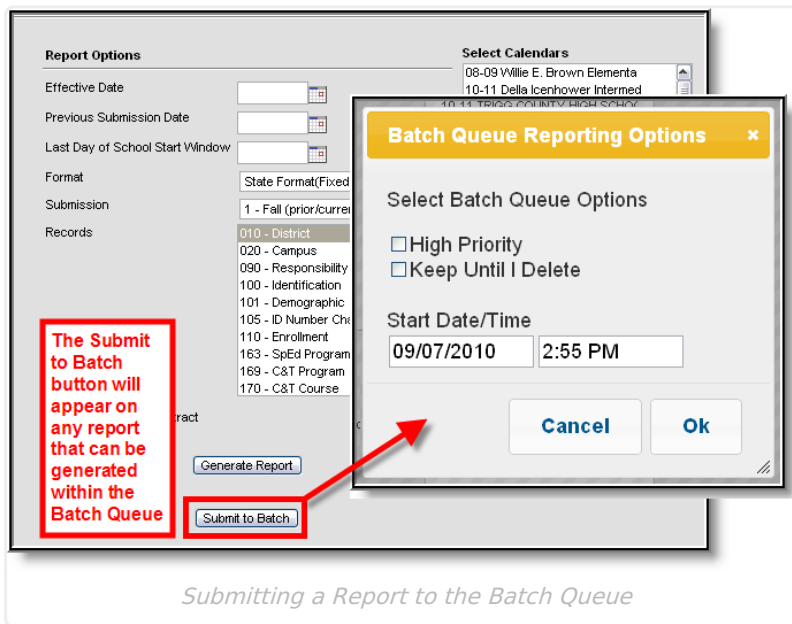
Batch Queue Detail Editor

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.

Submit a report to the Batch Queue

The Batch Queue and Admin Queue tools do not allow users to select a report to generate. Specific reports are generated in the Batch Queue and configured for this option. End users cannot designate which reports include the option to submit to the Batch Queue.



1. Enter all required and desired fields for the report.
2. Click **Submit to Batch** (instead of **Generate Report**).
3. In **Batch Queue Reporting Options**, select the appropriate options.
4. Click **OK**.
5. A **Success** dialog box appears.
6. Click **OK** to confirm submission.

Result

- The report is added to the Batch Queue and waits until its scheduled date and time.
- The report appears in both the **Batch Queue** and **Admin Queue** tools.
- When the report runs, the system distributes the workload across available application servers to maintain performance.

Batch Queue Reporting Field Descriptions

The Batch Queue Reporting Options dialog box contains the following report configuration options:

Field	Description
High Priority	<p>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.</p> <p>This checkbox can only be marked if a user has the proper tool right access (<i>i.e.</i>, at least Read rights to the Set Task Priority sub-right located in the Tool Rights index under Ad hoc Reporting > Batch Queue).</p>

Field	Description
Keep Until I Delete	<p>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.</p> <p>This checkbox can only be marked if a user has the proper tool right access (<i>i.e.</i>, at least Read rights to the Set Task Expiration sub-right located in the Tool Rights index under Ad hoc Reporting > Batch Queue).</p>
Start Date/Time	<p>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).</p>

Filter and sort reports in the Batch Queue list

Use these steps to filter and sort reports in the Batch Queue list editor:

Filter reports

1. Open the **Batch Queue List** editor.
2. Set the number of tasks to display.
3. Specify a date range.

The editor updates to show only reports that match your criteria.

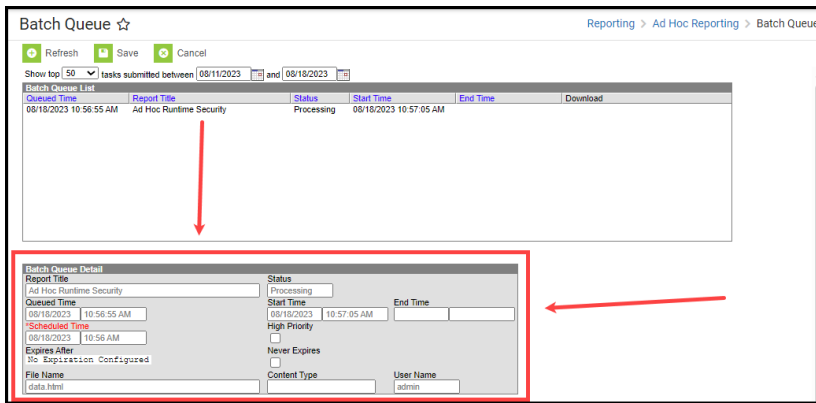
Sort reports

1. Click a column header to sort by that field:
 - **Queued Time**
 - **Report Title**
 - **Username**
 - **Status**
 - **Start Time**
 - **End Time**

The list is sorted by the selected column.

Completed reports are 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 report requests in the Batch Queue



Use these steps to view details for queued and completed reports:

1. Open the **Batch Queue**.
2. Locate the report in the list.

You can view details for:

- Completed reports
- Scheduled (future) reports
- Reports currently in progress

Select a report to see its details in the editor.

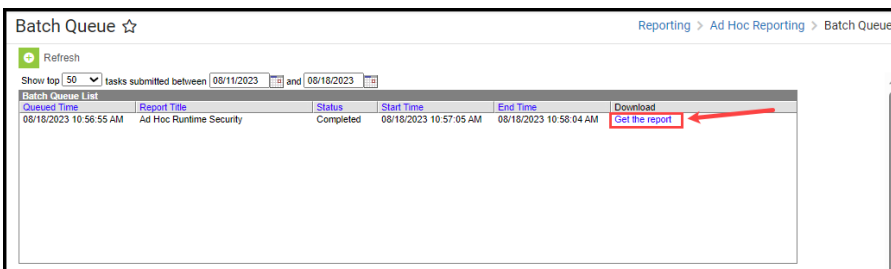
Users can view details of reports generated by Batch Queue, including completed, scheduled, and currently generating reports.

Batch Queue Detail Field Descriptions

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 <i>Required</i>	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.

Field	Definition
Status	Stage of report completion: <ul style="list-style-type: none"> • 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.
Never Expires	<p>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.</p> <p>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.</p>
Content Type	This field indicates the format of the report: <ul style="list-style-type: none"> • 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. <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> This field may not appear for all reports. </div>
User Name	Name of the user who assigned the report to the Batch Queue.

Download a completed report



Use these steps to download a finished report from the Batch Queue:

1. Open the **Batch Queue List** or **Batch Queue Detail** editor.
2. Locate the completed report.
3. Click **Get the Report**.

The report is available for download to view or save.

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

Sample District												SAAR Report					
123 Main St, Anywhere, MN 55354 County: Washington Phone: (123)456-7890 Fax: (987)654-3210 Generated on 09/09/10 8:25:01 AM Page 1 of 1												Record Format: 5 - Ethnic Count School Month: 1, 2, 3 Calendar: PRIMARY SCHOOL Grades Count: 1					
#0 PRIMARY SCHOOL																	
Grade	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
00	27	19	2	1	0	1	0	0	0	0	0	0	2	4	31	25	56
Total	27	19	2	1	0	1	0	0	0	0	0	0	2	4	31	25	56
#0 PRIMARY SCHOOL																	
Grade	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
00	27	19	2	1	0	1	0	0	0	0	0	0	2	4	31	25	56
Total: 1	27	19	2	1	0	1	0	0	0	0	0	0	2	4	31	25	56

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 [Batch Queue Admin](#) tools, but will remain with a "**Deleted**" status in the [History](#) tool.