

OLR Queue Setup (Prime)

Last Modified on 01/29/2026 2:01 pm CST

This documentation applies to the Online Registration Prime version.

Tool Search: OLR Queue Setup

The OLR Queue module can be used by districts to place submitted applications into selected queues. This is helpful if districts would like to triage applications upon submittal for the purposes of staff processing.

The screenshot shows a table titled "OLR Queue Set Up" with two columns: "Name" and "Description". The "Name" column contains three entries: Drew, Jameson, and Mike. The "Description" column contains three entries: Drew, Jameson, and Mike. The table has a header row with a light gray background and three data rows.

Name	Description
Drew	Drew
Jameson	Jameson
Mike	Mike

OLR Queue Set Up

Add a Registration Queue

1. Click the **New** button. An **OLR Queue Set Up Detail** editor displays.
2. Enter the **Name** of the new queue. This could be a school name or a queue for returning students, or some other category that helps organize the applications coming in.
3. Enter a **Description** of the new queue.
4. Click the **Save** button when finished. The new queue displays in the Set up Editor.
5. Use the **OLR Queue Applications** tool to establish guidelines for the applications and place them into the appropriate queue.