OLR Queue Setup (Prime)

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This documentation applies to the Online Registration Prime version.

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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.



OLR Queue Set Up

See the OLR Queue Setup Tool Rights article for information on available tool rights.

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.