

# OLR Queue Applications (Prime)

Last Modified on 01/29/2026 2:05 pm CST

This documentation applies to the Online Registration Prime version.

## Tool Search: OLR Queue Applications

The OLR Queue Applications allows modification of the application queue. Upon searching, submitted applications displays in the right column. Users can select a queue and update the queue with selected applications for processing. Users also have the ability to auto update all queues. This process divides evenly all of the submitted application into all queues.

OLR Queue Applications

Applications in Selected Queue (3)				Applications Available to Queue (0)			
ID	Type	Status	Date Started	ID	Type	Status	Date Started
6091	Existing	Submitted-Existing	07/19/2019				No records available.
7316	New	Submitted-New	01/27/2020				
7379	New	Approved/Posted	12/18/2020				

Remove Selected From Queue   Clear This Queue   Clear All Queues   Add Selected To Queue   Add All To Queue   Auto Distribute Applications

OLR Queue Applications

## Add Applications to Queues

1. Select the **Application End Year** from the dropdown list.
2. Enter application numbers in the **From Application Number** and **To Application Number** field.
3. Enter application dated in the **From Application Date** and **To Application Date** fields.
4. Select the appropriate **Application Type** from the dropdown list. Matching results display in

the table to the right.

5. Click the **Update this Queue** button. The applications listed in the table on the right are added to the table below.

## Auto Update All Queues

Click the **Auto Update All Queues** to evenly distribute the submitted applications into all queues. This is helpful if there are several incoming students to the district or if all of the queues are for the same type of applications.

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