OLR Queue Applications (Prime)

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Online Registration Workflow | Add Applications to Queues | Auto Update All Queues

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

Online Registration Workflow

▶ Click here to expand...

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime

(OLR Prime).

Step		Campus Location	OLR	OLR Prime
Calendar and Enrollment Management				
1	Create calendars for the next school year	System Administration > Calendar > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	System Administration > Student > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox.	System Administration > Calendar > Calendar > Grade Levels	X	X
Online Registration Setup				
4	Add Languages.	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses.	Census > Online Registration > OLR Status	X	X
9	Enter OLR setup information for online registration.	Census > Online Registration > OLR Set Up > OLR Set Up	X	X

Step		Campus Location	OLR	OLR Prime
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X
11	Select OLR System Settings.	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter registration dates for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set Document Upload Options.	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create Notifications.	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create application queues.	Census > Online Registration > OLR Queue Setup		X
18	Modify application queues.	Census > Online Registration > OLR Queue Applications		X
19	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X
Student Application Entry These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.				
20	Enter Household Information.	Portal > Online Registration > Household	X	X

Step		Campus Location	OLR	OLR Prime
21	Enter Parent/Guardian Information.	Portal > Online Registration > Parent/Guardian	X	X
22	Enter Emergency Contact Information.	Portal > Online Registration > Emergency Contact	X	X
23	Enter Other Household Children.	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter Student Information.	Portal > Online Registration > Student	X	X
25	Review and complete student registration.	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
26	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
27	Search for applications by status and begin review and approval of them. • Staff Processing • Student Processing • Health Staff Processing • Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X	X
28	Run the Audit Reports and Summary Reports.	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	Census > Online Registration > Mass Re-Post Applications Data		X

Step		Campus Location	OLR	OLR Prime
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

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.