

OLR Queue Applications (Prime)

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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

Application End Year

2021

From Application ID

From Application Date

month/day/year

Application Type

All

To Application ID

To Application Date

month/day/year

Search Applications

Queue

Jameson

Applications in Selected Queue (3)

ID	Type	Status	Date Started
6091	Existing	Submitted-Existing	07/19/2019
7316	New	Submitted-New	01/27/2020
7379	New	Approved/Posted	12/18/2020

Applications Available to Queue (0)

ID	Type	Status	Date Started
No records available.			

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.
