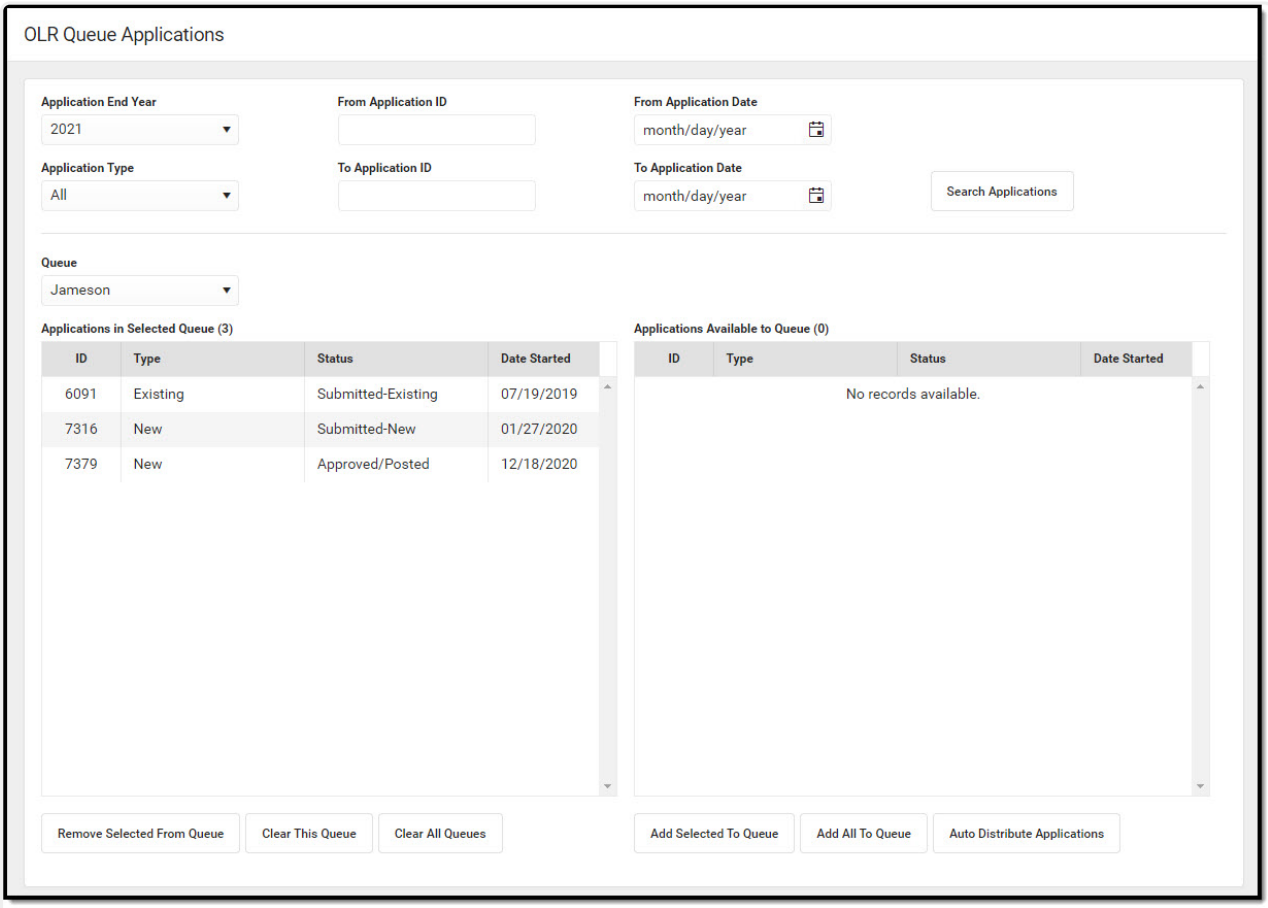
OLR Queue Applications (Prime)

Last Modified on 08/11/2026 3:51 pm CDT

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

See the OLR Queue Applications Tool Rights article for informatin on available tool rights.

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.