

Batch Queue Admin, Batch Queue History and Task Scheduler Tool Rights

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The Batch Queue Admin, Batch Queue History and Task Scheduler tools are used by system administrators to manage reports and automated tasks within Campus. This article provides information on available tool rights for those tools.

Batch Queue Admin

The Batch Queue Admin tool is an advanced version of the Batch Queue tool that allows system administrators to review and manage reports. The Admin Queue also allows system administrators to easily view the user(s) who have scheduled each [Batch Queue](#) report.

See the [Batch Queue Admin](#) article for more information.

Batch Queue Admin ☆

System Settings > System Processes > Batch Queue Admin

Refresh Save Delete Delete All Cancel All Restart All Cancelled

Show top 50

tasks submitted between 05/05/2025 and 06/10/2025

Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
05/30/2025 03:38:56 PM	Schedule Batch	admin	Completed	05/30/2025 03:39:10 PM	05/30/2025 03:39:12 PM	Get the report
05/27/2025 08:58:09 AM	"Score_Import_Report_Test-00 test"	admin	Completed	05/27/2025 08:58:21 AM	05/27/2025 08:58:22 AM	Get the report
05/22/2025 01:42:32 PM	"Score_Import_Report_Test-Parent"	admin	Completed	05/22/2025 01:43:00 PM	05/22/2025 01:43:01 PM	Get the report
05/21/2025 02:15:40 PM	Schedule Batch	admin	Completed	05/21/2025 02:15:41 PM	05/21/2025 02:15:42 PM	Get the report

Batch Queue Detail

Report Title

Schedule Batch

Status

Completed

[Get the report](#)

Queued Time

05/30/2025 03:38:56 PM

Start Time

05/30/2025 03:39:10 PM

End Time

05/30/2025 03:39:12 PM

* Scheduled Time

05/30/2025 03:38 PM

High Priority

☐

Expires After

06/14/2025

Never Expires

☐

File Name

Schedule_Batch_Report.pdf

Content Type

User Name

admin

Prism Call URL

/prism?modelID=511&xsl=scheduling/reports/scheduleBatch/scheduleBatch.fop&x=scheduling.StudentSchedule&x=calendar.Calendar-reportTitle&x=calendar.Period-periodModel&x=system.logging.LoggerUtil-logSARReport&calendarID=4757&batchReport=true&batchReportName=StudentScheduleBatch&structureID=4783&periodSort=pseq&toolCode=scheduling.Report.ScheduleBatch&buttonType=GenerateReport&additionalFields=1&fileName=Schedule_Batch_Report.pdf&isBatch=true&contentType=&FOPVersion=2.4&graylogToolCode=scheduling.Report.ScheduleBatch.Graylog&reportID=&reportType=table&group=course&scheduleActivehide&maillogDi

Batch Queue Admin

Available Tool Rights - Batch Queue Admin

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Batch Queue Admin tool. • Filter the available items to a specific date range. • Select an item from the Batch Queue list and view the details. • Access the report from the Batch Queue list and from the Batch Queue Detail. • Refresh the list of items in the queue. 	<ul style="list-style-type: none"> • Modify the details of a selected item and save the updates. • Cancel all items in the queue. • Restart all items in the queue. 	N/A	<ul style="list-style-type: none"> • Delete a selected item in the queue. • Delete ALL items in the queue.

Batch Queue History

The History tool provides a list of reports that have been assigned to the Batch Queue and deleted either manually by a user or automatically, through the Batch Queue Maintenance task.

See the [Batch Queue History](#) article for more information.

Batch Queue History ☆
System Settings > System Processes > Batch Queue History

Refresh

Show top 50 tasks submitted between 01/01/2025 and 06/10/2025

Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time
01/07/2025 02:01:47 PM	ImmunizationComplianceSummary_2024-25 Robbinsdale	Val_Minder	Deleted	01/07/2025 02:02:02 PM	01/07/2025 02:02:08 PM

Batch Queue Detail

Report Title
ImmunizationComplianceSummary_2024-25 Robbinsdale

Status
Deleted

Queued Time
01/07/2025 02:01:47 PM

Start Time
01/07/2025 02:02:02 PM

End Time
01/07/2025 02:02:08 PM

*Scheduled Time
01/07/2025 02:01 PM

High Priority
☐

Never Expires
☐

Content Type

User Name
Val_Minder

File Name
ImmunizationComplianceSummary_2024-25_Robbinsdale_Midd

Prism Call URL
/prism?nodeID=3150&x=health.ZZImmunizationSummary&x=health.Vaccine-list&x=calendar.Calendar-report?Title&filters=1&xsl=health/report/zz/immunizationSummary/zzImmunizationSummary.top&fileName=ImmunizationComplianceSummary_2024-25_Robbinsdale_Middle_Sch.pdf&contentIT type=&saveAs=ImmunizationComplianceSummary_2024-25_Robbinsdale_Middle_Sch.pdf&useLatestFOP=1&_include=grade&grade=07&gradeOption=Grade: 07&effectiveDate=01/07/2025&fileFormat=pdf&allSchoolContentTotals=1&enrollDereference=1&enrollTotal=1&calendarTotal=1&calendarTotal=1

Batch Queue History

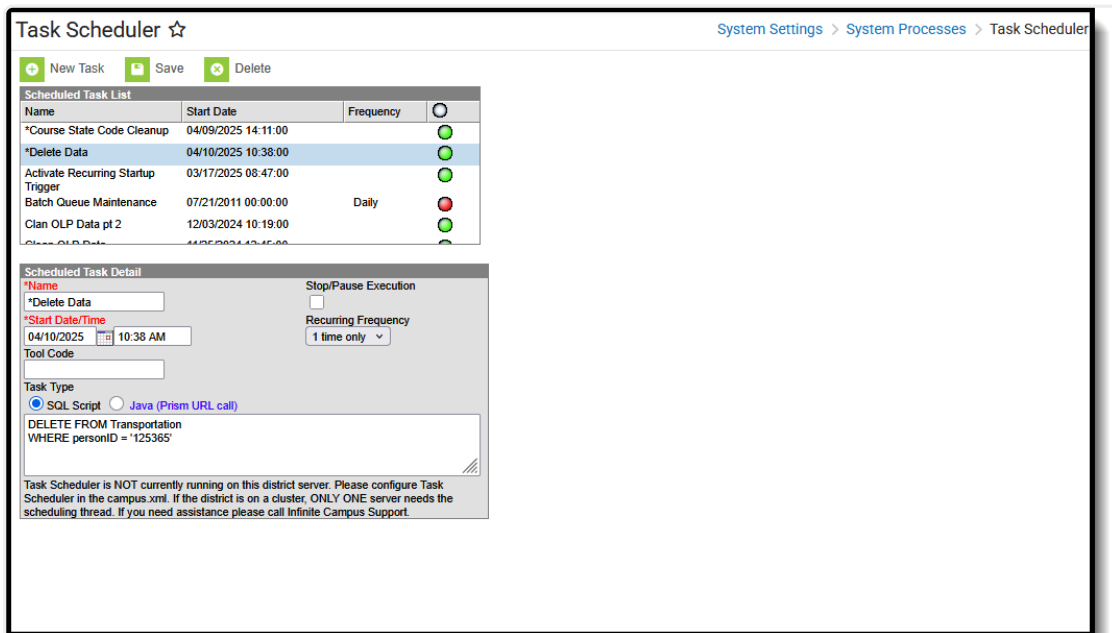
Available Tool Rights - Batch Queue History

R	W	A	D
<ul style="list-style-type: none"> Access and view the Batch Queue History tool. Filter the available items to a specific date range. Select an item from the Batch Queue list and view the details. Access the report from the Batch Queue list and from the Batch Queue Detail. Refresh the list of items in the queue. 	<ul style="list-style-type: none"> N/A 	N/A	<ul style="list-style-type: none"> N/A

Task Scheduler

Use the Task Scheduler tool to set the dates and times for running SQL queries or Prism URL calls from the Campus database. Recurring tasks may be set to run hourly, daily, weekly or on monthly rotations. One-time tasks may also be scheduled.

See the [Task Scheduler](#) article for more information.



The screenshot shows the 'Task Scheduler' interface. At the top, there are buttons for 'New Task', 'Save', and 'Delete'. Below this is a 'Scheduled Task List' table with columns for Name, Start Date, Frequency, and a status icon. The table lists several tasks, including '*Course State Code Cleanup', '*Delete Data', 'Activate Recurring Startup Trigger', 'Batch Queue Maintenance', and 'Clan OLP Data pt 2'. Below the table is a 'Scheduled Task Detail' form for the selected task '*Delete Data'. This form includes fields for Name, Start Date/Time, Tool Code, Task Type (SQL Script or Java (Prism URL call)), and a text area for the query. The query shown is 'DELETE FROM Transportation WHERE personID = '125365''. There are also checkboxes for 'Stop/Pause Execution' and a 'Recurring Frequency' dropdown set to '1 time only'. At the bottom, a message states: 'Task Scheduler is NOT currently running on this district server. Please configure Task Scheduler in the campus.xml. If the district is on a cluster, ONLY ONE server needs the scheduling thread. If you need assistance please call Infinite Campus Support.'

Task Scheduler

Available Tool Rights - Task Scheduler

R	W	A	D
<ul style="list-style-type: none"> Access and view the Task Scheduler tool. Select an item from the Scheduled Task List and view the Scheduled Task Detail. 	<ul style="list-style-type: none"> Modify values for a Scheduled Task Detail and save the changes. 	<ul style="list-style-type: none"> Create and save new tasks. 	<ul style="list-style-type: none"> Delete scheduled tasks.

Suggested User Groups

Typically, users of these tools have already been assigned one or more Product Security Roles that

grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See [User Groups and Suggested Roles](#) for more information.
