

# Batch Queue Tool Rights (Ad Hoc)

Last Modified on 12/08/2025 2:38 pm CST

The **Batch Queue** tool allows users in districts/states to generate large, resource-intensive reports. Large reports can be scheduled to generate during off-peak hours. General system usage can continue while complex reports are generated within the Batch Queue.

To learn more about how this tool is used, see the [Batch Queue](#) article.

Batch Queue ☆

Reporting > Ad Hoc Reporting > Batch Queue

Refresh

Save

Cancel

Show top 50 tasks submitted between 08/11/2023 and 08/18/2023

Queued Time	Report Title	Status	Start Time	End Time	Download
08/18/2023 10:56:55 AM	Ad Hoc Runtime Security	Processing	08/18/2023 10:57:05 AM		

Batch Queue Detail

Report Title

Ad Hoc Runtime Security

Queued Time

08/18/2023 10:56:55 AM

Scheduled Time

08/18/2023 10:56 AM

Expires After

No Expiration Configured

File Name

data.html

Status

Processing

Start Time

08/18/2023 10:57:05 AM

End Time

High Priority

☐

Never Expires

☐

Content Type

User Name

admin

Batch Queue

## Related Tools/Tool Rights:

**Batch Queue:** Users manage their own submitted batch queue jobs.

**Reports With Batch Queue Option:** Users with **Read (R)** rights can submit the report to Batch Queue.

**Batch Queue Admin:** All batch queue jobs appear in this tool. See the [Batch Queue Admin Tool Rights Article](#) for more information.

## Available Tool Rights

Users can only work with reports they have submitted to **Batch Queue**. They cannot use this tool to view or manage other users' submitted reports. Users needing to do so will need access to **Batch Queue Admin**.

Subrights in *italics*.

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<ul style="list-style-type: none"> <li>• View submitted jobs</li> <li>• Cancel submitted jobs</li> <li>• Refresh editor view</li> <li>• Open completed reports</li> </ul>	<ul style="list-style-type: none"> <li>• Modify scheduled date and time for a queued report</li> <li>• Save modifications to queued reports</li> <li>• Restart canceled report</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Delete job/report in any status (queued, processing, completed, or canceled)</li> </ul>
<b><i>Set Task Expiration</i></b>			
<ul style="list-style-type: none"> <li>• User can set an expiration date for jobs they submit to batch.</li> </ul>	N/A	N/A	N/A
<b><i>Set Task Priority</i></b>			
<ul style="list-style-type: none"> <li>• User can choose High Priority for jobs they submit to batch.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

Grant rights to this tool according to your district's needs.

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