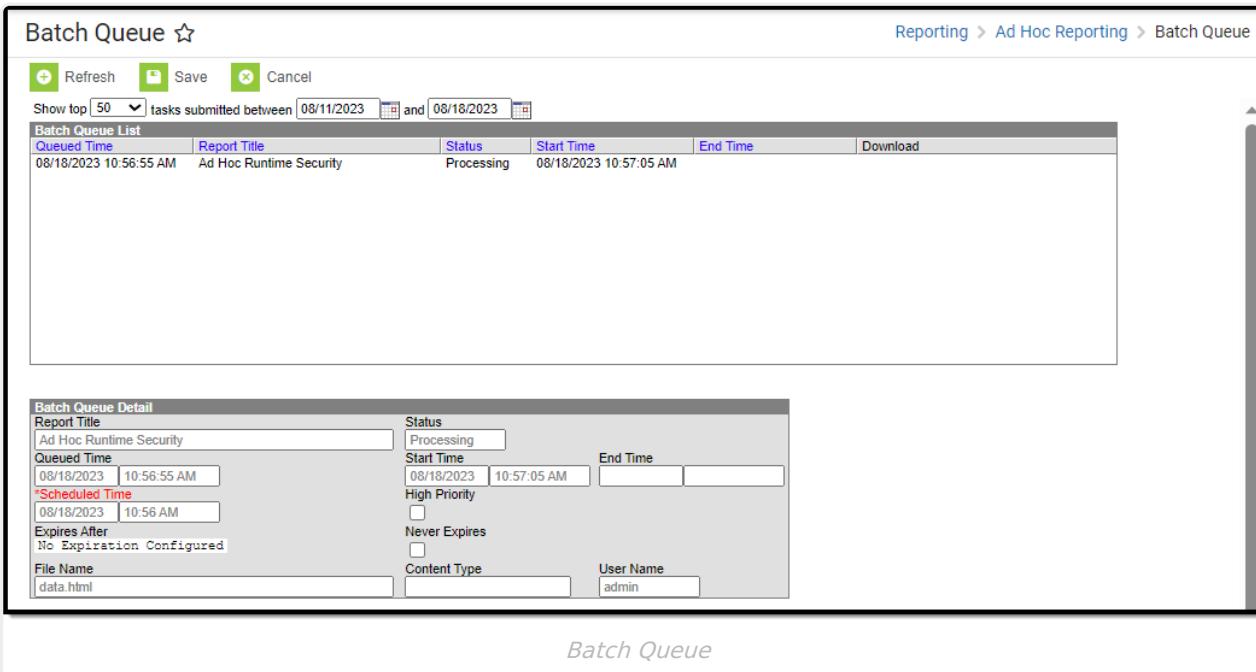


Batch Queue Tool Rights (Ad Hoc)

Last Modified on 12/14/2025 8:45 pm CST

The **Batch Queue** tool allows users in districts/states to generate large, resource-intense 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.



The screenshot shows the 'Batch Queue' tool interface. At the top, there are buttons for Refresh, Save, and Cancel. A dropdown menu shows 'Show top 50 tasks submitted between 08/11/2023 and 08/18/2023'. The main area is titled 'Batch Queue List' with columns: Queued Time, Report Title, Status, Start Time, End Time, and Download. One row is visible: '08/18/2023 10:56:55 AM' for Queued Time, 'Ad Hoc Runtime Security' for Report Title, 'Processing' for Status, '08/18/2023 10:57:05 AM' for Start Time, and 'End Time' and 'Download' buttons. Below this is a 'Batch Queue Detail' section with fields: Report Title ('Ad Hoc Runtime Security'), Status ('Processing'), Queued Time ('08/18/2023 10:56:55 AM'), Start Time ('08/18/2023 10:57:05 AM'), End Time (''), High Priority (''), Never Expires (''), Expires After ('No Expiration Configured'), File Name ('data.html'), Content Type (''), and User Name ('admin').

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***.

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