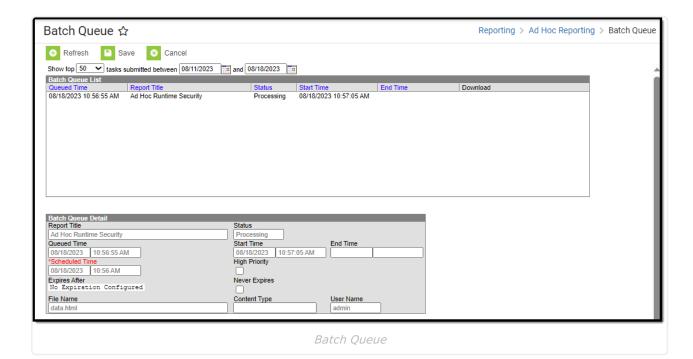


Batch Queue Tool Rights (Ad Hoc)

Last Modified on 08/15/2025 10:38 am CDT

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 <u>Batch Queue</u> article.



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 <u>Batch Queue Admin</u> <u>Tool Rights Article</u> 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**.



R	W	A	D
 View submitted jobs Cancel submitted jobs Refresh editor view Open completed reports 	 Modify scheduled date and time for a queued report Save modifications to queued reports Restart canceled report 	N/A	 Delete job/report in any status (queued, processing, completed, or canceled)

Suggested User Groups

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

See <u>User Groups and Suggested Roles</u> for more information.