# Batch Queue

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**Classic View:**  *Ad hoc Reporting > Batch Queue*

**Search Terms**: Batch Queue

The Batch Queue tool is used by some districts/states to generate large, system-intense reports. This tool helps prevent report time-out errors and/or system performance issues. General system usage can continue while complex reports are generated within the Batch Queue.

> Users with the appropriate tool rights may also wish to refer to the **Admin Queue** for the system administrator version of this tool.



*Batch Queue Editor*

Throughout Campus, Batch Queue functionality is used to queue and schedule reports and printing jobs that may need a longer generation time (Report Cards, Transcripts, state reports, etc.). Users need tool rights to just the reports, and not to Batch Queue Admin or Batch Queue, as follows:

| Tool | Rights | Functionality |
|---|---|---|
| Reports with batch queue option | Read | Users are able to generate the report and submit that report to batch.<br><br>The job can be seen in the Batch Queue Options window, the report can be opened upon completion and the user receives a message indicating the report is complete in Process Alerts. |
| Batch Queue | Read | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - Refresh and Cancel buttons are available for selection. Save and Delete buttons cannot be selected.<br>• Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected. |
| | Read and Write | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - Refresh, Save and Cancel buttons are available for selection. The Delete button cannot be selected. Users can modify the Scheduled Date and Time.<br>• Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected.<br><br>When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes.<br><br>When the user selects a report that has been canceled, only the Refresh and Restart buttons are available. Save and Delete buttons cannot be selected. |

| Tool | Rights | Functionality |
|------|--------|---------------|
| | Read, Write, Delete | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - Refresh, Save, Delete and Cancel buttons are available for selection. Users can modify the Scheduled Date and Time.<br>• Completed Reports - Refresh and Delete are the only button available for selection. Save cannot be selected.<br><br>When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes.<br><br>When the user selects a report that has been canceled, the Refresh, Restart and Delete buttons are available. Save cannot be selected.<br><br>The user can delete any report that is completed, queued, processing or canceled. |
| Batch Queue Admin | Read | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - Refresh and Cancel buttons are available for selection. Save, Cancel All, Delete, Delete All and Restart All buttons cannot be selected.<br>• Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected. |

| Tool | Rights | Functionality |
|------|--------|---------------|
| | Read and Write | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - Refresh, Save and Cancel buttons are available for selection. Save, Cancel All, Delete, Delete All and Restart All buttons cannot be selected. Users can modify the Scheduled Date and Time.<br>• Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected.<br><br>When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes.<br><br>When the user selects a report that has been canceled, only the Refresh and Restart buttons are available. Save and Delete buttons cannot be selected. |
| | Read, Write, Delete | Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report.<br><br>The refresh button is available for selection.<br><br>When the user selects the report:<br>• Queued Reports - All buttons are available. Users can modify the Scheduled Date and Time.<br>• Completed Reports - Refresh, Delete and Delete All are available for selection. Save cannot be selected.<br><br>When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes.<br>When the user selects a report that has been canceled, the Refresh, Restart and Delete buttons are available. Save cannot be selected.<br><br>The user can delete any report that is completed, queued, processing or canceled. |

# Add Reports to Batch Queue

Each report allowed to generate within the Batch Queue contains the addition of the **Submit to Batch** button, available during report setup.

**The Batch Queue and Admin Queue tools do not allow a user to select a report to generate.** Specific reports are allowed to generate within the Batch Queue and have been

specifically configured for this option. End users cannot designate which reports contain the option to be submitted to the Batch Queue.

After entering the desired and/or required fields on the report that is going to be generated using Batch Queue, choosing the Submit to Batch button instead of the Generate Report button, with the selection of the Batch Queue Report Option, displays the report in the Batch Queue view.



*Submitting a Report to Batch Queue*
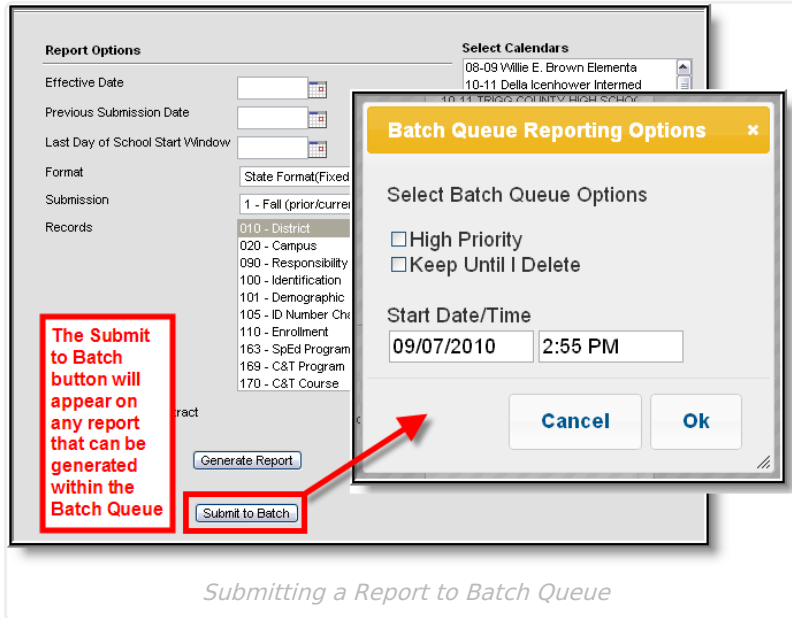
# Batch Queue Reporting Options

The Batch Queue Reporting Options dialog box will appear and contain the following report configuration options:

| Field / Option | Description |
| --- | --- |
| **High Priority** | Mark this checkbox if running this report is considered a high priority. Reports designated as "high priority" by this checkbox will take precedence over other reports in the Batch Queue that are not designated as such. <br><br> This checkbox can only be marked if a user has the proper tool right access (*i.e.*, at least **R** rights to the the Set Task Priority sub-right located in the Tool Rights index under Ad Hoc Reporting > Batch Queue). |

| Field / Option | Description |
|---|---|
| **Keep Until I Delete** | Mark this checkbox if the completed report results should continue to appear on the Batch Queue and Admin Queue tools until manually deleted by a user. If this checkbox is not marked, the completed report will be cleared from the Batch Queue and Admin Queue tools based on the frequency for the Batch Queue Maintenance task set within the Task Scheduler.<br><br>This checkbox can only be marked if a user has the proper tool right access (*i.e.*, at least **R** rights to the the Set Task Expiration sub-right located in the Tool Rights index under Ad Hoc Reporting > Batch Queue). |
| **Start Date/Time** | Indicate the date and time at which the Batch Queue should begin to generate the report. These fields auto-populate with the current date and time. Click in either field to enter a new date. A calendar displays when choosing a new date. Time must be entered in HHMM format, in either standard time format (i.e., 2:15 pm) or in military time (i.e., 14:15). |

Clicking the **OK** button on the Batch Queue Reporting Options dialog box will open the *Success* dialog box. Click **OK** to submit this report to the Batch Queue.

The report will then await the date and time scheduled for generation and will be listed on the Batch Queue and Admin Queue tools. When the report is generated, the load balancer will distribute the report load across available application servers to preserve system performance.

# Filter Reports in the Batch Queue List

Reports handled by the Batch Queue and displayed in the Batch Queue List editor can be filtered and sorted, as necessary. To filter results displayed in the editor, specify a number of tasks to be displayed and a date range. Results may be sorted by the column headers of the Batch Queue List editor. Click on a column header (*i.e.*, Queued Time, Report Title, Username, Status, Start Time, End Time) to sort by it.

> Completed reports will be cleared from the Batch Queue after reaching the maximum number of days allowed to remain there, per the **Batch Queue Expiration Days** setting of the System Preferences.

# View Queued Report Requests

Users may view the details of reports being generated using Batch Queue, including completed reports, future scheduled reports, and those currently being generated.

*Sample Batch Queue Report Details*

The fields of the Batch Queue Detail editor are defined as follows:

| Field | Definition |
|---|---|
| **Report Title** | Name of the report assigned to the Batch Queue. |
| **Queued Time** | Date and time the report was assigned to the Batch Queue. |
| **Scheduled Time** *Required* | Date and time the report is/was scheduled to begin generation. This field can be modified, as necessary. |
| **Expires After** | Last date on which the report is guaranteed to display in the Batch Queue. After this date, the report will be deleted the next time the Batch Queue Maintenance task of the Task Scheduler runs. When a report is deleted from the Batch Queue / Admin Queue, its details will be preserved on the History tab for tracking purposes. |
| **File Name** | Name of the file associated with the report. |
| **Status** | Stage of report completion:<br>• Queued<br>• Processing<br>• Completed<br>• Canceled |
| **Start Time / End Time** | When the Status field value is either "Completed" or "Canceled," the time the report began (Start Time) and ended (End Time). |

| Field | Definition |
|---|---|
| **High Priority** | If marked, this checkbox indicates that completion of this report will take priority over other reports scheduled for or occurring at the same time. This checkbox may be flagged directly on this editor, or it may have been previously flagged on the Batch Queue Options dialog box when the user assigned the report to the Batch Queue. |
| **Never Expires** | If marked, this checkbox indicates that the report will not be automatically deleted from the Batch Queue List editor when it reaches the (crossed-out) date in the Expires After field. This checkbox may be flagged directly on this editor, or it may have been previously flagged on the Batch Queue Options dialog box when a user assigned the report to the Batch Queue.<br><br>If this checkbox is not marked, the Batch Queue Maintenance task will delete the report from the Batch Queue List editor after the date listed in the Expires After field. |
| **Content Type** | This field indicates the format of the report:<br>• **Application/PDF -** Indicates the report is generated in PDF format.<br>• **Data -** Indicates the report is generated in fixed-width format.<br>• Text/XML - Indicates the report is generated in XML or text file format.<br><br>This field may not appear for all reports. |
| **User Name** | Name of the user who assigned the report to the Batch Queue. |

# Download Completed Queued Reports

To retrieve a completed report from the Batch Queue, click the **Get the Report** link in the Batch Queue List editor or the Batch Queue Detail editor.

*Get Batch Queue Reports*

The report will be named and formatted as indicated in the **File Name** field of the Batch Queue Detail editor.



*Sample Batch Queue Reports*

# Delete Reports

The Admin Queue allows a system administrator the ability to delete reports.

1. Select the report to be deleted from the Batch Queue List editor.
2. Click the **Delete** or **Delete All** button from the action bar.
3. Click **OK**.

The report will be removed from the Batch Queue and Admin Queue tools but will remain with a **Status** of "Deleted" in the History tool.