

OLR Queue Applications (Prime)

Last Modified on 10/22/2022 10:08 am CDT

This documentation applies to the Online Registration Prime version.

Classic View: Census > Online Registration > OLR Queue Applications

Search Terms: OLR Queue Applications

[Online Registration Workflow](#) | [Add Applications to Queues](#) | [Auto Update All Queues](#)

The OLR Queue Applications allows modification of the application queue. Upon searching, submitted applications displays in the right column. Users can select a queue and update the queue with selected applications for processing. Users also have the ability to auto update all queues. This process divides evenly all of the submitted application into all queues.

OLR Queue Applications

Application End Year
2021

Application Type
All

From Application ID

To Application ID

From Application Date
month/day/year

To Application Date
month/day/year

Queue
Jameson

Applications in Selected Queue (3)

| ID | Type | Status | Date Started |
|------|----------|--------------------|--------------|
| 6091 | Existing | Submitted-Existing | 07/19/2019 |
| 7316 | New | Submitted-New | 01/27/2020 |
| 7379 | New | Approved/Posted | 12/18/2020 |

Applications Available to Queue (0)

| ID | Type | Status | Date Started |
|-----------------------|------|--------|--------------|
| No records available. | | | |

OLR Queue Applications

Online Registration Workflow

▶ [Click here to expand...](#)

Add Applications to Queues

1. Select the **Application End Year** from the dropdown list.
2. Enter application numbers in the **From Application Number** and **To Application Number** field.
3. Enter application dated in the **From Application Date** and **To Application Date** fields.
4. Select the appropriate **Application Type** from the dropdown list. Matching results display in the table to the right.
5. Click the **Update this Queue** button. The applications listed in the table on the right are added to the table below.

Auto Update All Queues

Click the **Auto Update All Queues** to evenly distribute the submitted applications into all queues. This is helpful if there are several incoming students to the district or if all of the queues are for the same type of applications.
