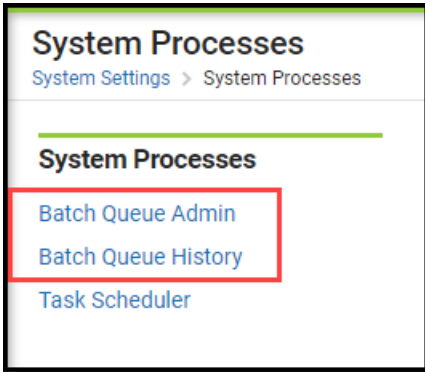# Batch Queue Admin Tools

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

PATH: *System Administration > Batch Queue*

Search Terms: *Batch Queue Admin, Batch Queue History*

The Batch Queue folder contains tools which allow system administrators to manage and track reports assigned to generate within the Batch Queue.
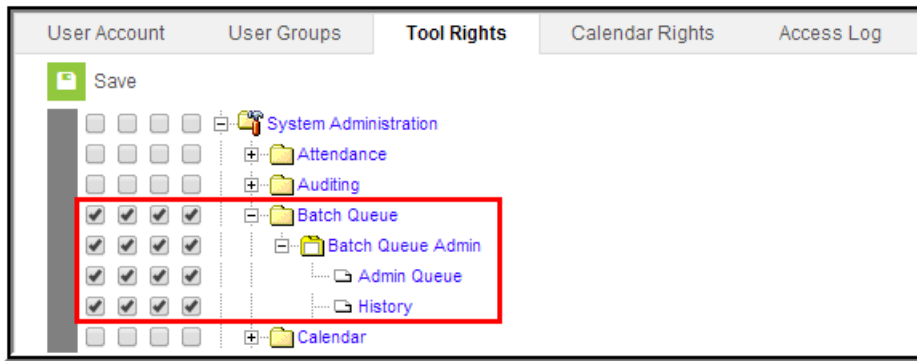

The following tools are available to administrators within the Batch Queue > Batch Queue Admin folder:

Tool	Description
Admin Queue	This tool is for management of the Batch Queue by a system administrator. Batch Queue reports generated by all users will be shown on this tool and additional management options for system administrators are available.
History	This tool shows details on all reports deleted from the Batch Queue for the purpose of historical tracking. The report itself is not available on this tool, as it has been deleted.

The standard, non-administrator version of the Batch Queue is available within the Ad hoc Reporting menu item:

- Batch Queue**:** This is the standard version of the Batch Queue tool designed for reporting staff. Reports available in this tool are based on the current user and does not contain all features included in the Admin Queue version of the tool.

Batch Queue Tool Rights

The following table describes how each level of tool rights access (RWAD) impacts availability of tool functionality.

Tab	R	W	A	D
Batch Queue	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report.	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates.	N/A	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates. Cancel all reports, restart all reports, and delete single reports or all reports.
Batch Queue Admin	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report.	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates.	N/A	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates. Cancel all reports, restart all reports, and delete single reports or all reports.

Tab	R	W	A	D
Admin Queue	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report.	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates.	N/A	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates. Cancel all reports, restart all reports, and delete single reports or all reports.
History	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report.	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates.	N/A	Allows users to view batch queue reports, cancel a report, restart a canceled report, and open a completed report. Modify report start/end times and dates. Cancel all reports, restart all reports, and delete single reports or all reports.

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. 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.

Tool	Rights	Functionality
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. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh and Cancel buttons are available for selection. Save and Delete buttons cannot be selected. • 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. The refresh button is available for selection. When the user selects the report: • 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. • Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. 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 for that user. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh, Save, Delete and Cancel buttons are available for selection. Users can modify the Scheduled Date and Time. • Completed Reports - Refresh and Delete are the only button available for selection. Save cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. When the user selects a report that has been canceled, the Refresh, Restart and Delete buttons are available. Save cannot be selected. The user can delete any report that is completed, queued, processing or canceled.

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