

# View Historical Batch Queue Reports

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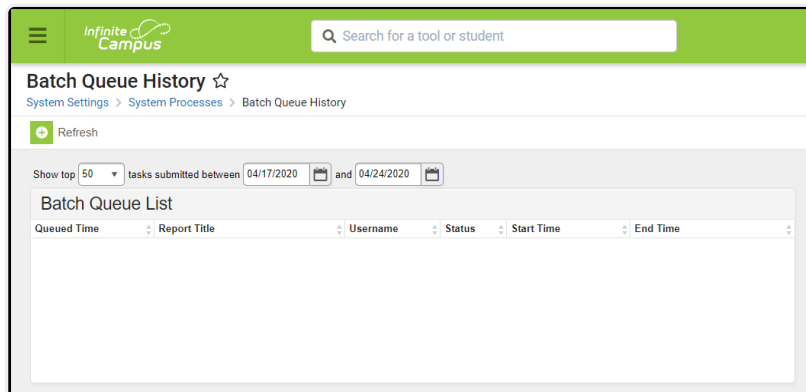
**Classic Path:** [System Administration](#) > [Batch Queue](#) > [History](#)

**Search Terms:** [Batch Queue History](#)

The Batch Queue History tool allows system administrators to track historical Batch Queue reports that have been deleted from the Batch Queue and Admin Queue tools.

## View Report History

The History tool provides a list of reports that have been assigned to the Batch Queue and deleted either (manually) by a user or automatically, through the Batch Queue Maintenance task.



*Image 1: Batch Queue History Tool*

All deleted reports, including those that were never generated, will be shown in the History tool. To view the details of a deleted report, adjust the filter fields as necessary and then select it from the Batch Queue List editor.

Refresh

Show top 50 tasks submitted between 04/07/2014 and 04/14/2014

Queued Time	Report Title	Username	Status	Start Time	End Time
04/09/2014 09:15:19 AM	KEES	admin	Deleted	04/09/2014 09:15:44 AM	04/09/2014 09:16:45 AM
04/09/2014 09:06:59 AM	IDEA Dec 1 Count Report	admin	Deleted	04/09/2014 09:07:14 AM	04/09/2014 09:07:59 AM

**Batch Queue Detail**

Report Title: KEES

Queued Time: 04/09/2014 09:15:19 AM

Scheduled Time: 04/09/2014 09:13 AM

File Name: extract.html

Prism Call URL: /prism?calendarID=3204&calendarID=3205&calendarID=3206&calendarID=3196&calendarID=3238&calendarID=3239&calendarID=3240&calendarID=3207&calendarID=3197&calendarID=3208&calendarID=3241&calendarID=3209&calendarID=3210&cal

Status: Deleted

Start Time: 04/09/2014 09:15:44 AM

End Time: 04/09/2014 09:16:45 AM

High Priority:

Never Expires:

Content Type:

User Name: admin

Image 2: Batch Queue Deleted Report Details

Only the details of the report are available through this tab; the actual report is not, as it has been deleted.