

Reports Queue

Path: Reports icon  > Queue

OR Menu > Reports Queue

Overview

Many reports can be run from a teacher log in, including reports on attendance, courses, gradebook, and grades. The Reports Queue allows previously run reports to be accessed.


For long-running reports, the Queue provides a way to start the report, then come back later to view it once it has completed.

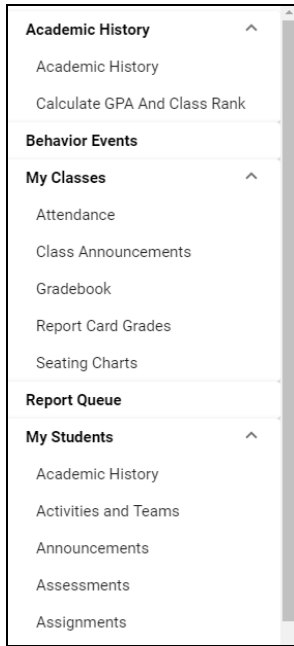
User Permissions

There are no special permissions for this function. The report queue is available to all teaching staff.

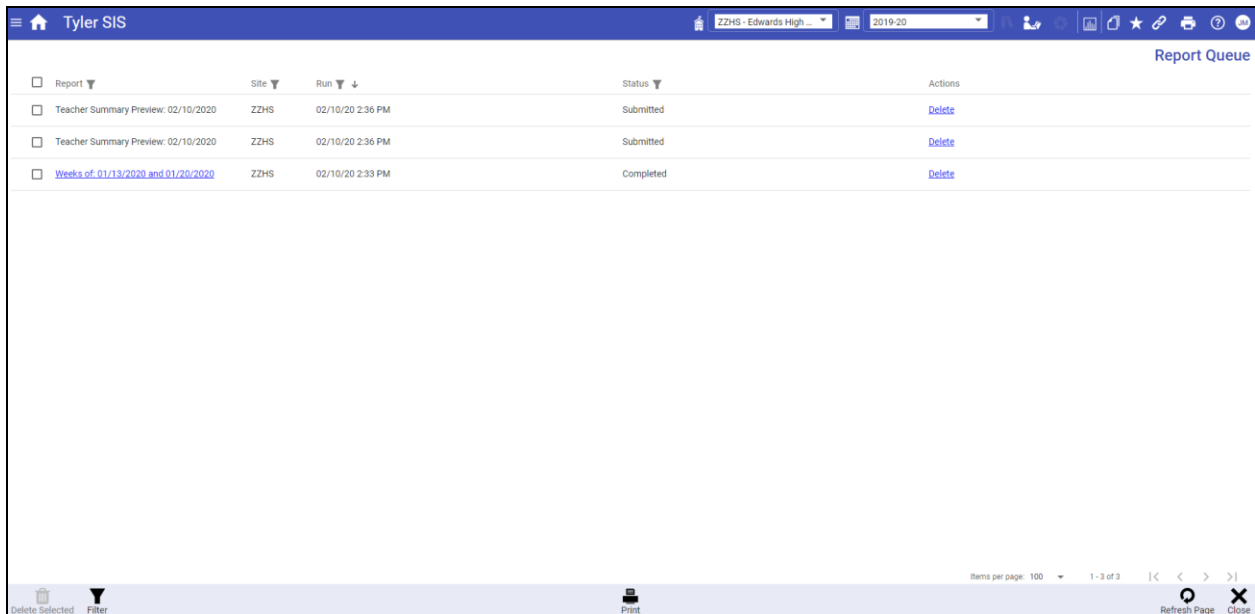
Reports Queue

Although some quick reports display immediately upon being run, reports which take longer to run are sent to the reports queue so you can continue to do other tasks while the report completes in the background.

Click the Menu icon () , then click **Report Queue**.



The reports queue shows the report title, the date and time at which it was run, the current status of the report, as well as the option to delete the report from the queue. When the report is run, as the report status displays as Submitted, Running, and then to Completed (click **Refresh Page** in the bottom bar to update status). Once the status is Complete, the report name becomes a link; click to display the report. The Status shows Error if a problem was encountered while running the report.



The **Filter** button in the bottom bar can be used to narrow the list of reports shown. The filter allows searching by report, site, date, or by current status of the report.

Filter
Report Queue

mm/dd/yy

mm/dd/yy

Status

Submitted

Running

Completed

Error

Clear
 Save
 Close

If a filter has been applied, **Data is being filtered** displays in the bottom bar. To remove any filters, select the Filter icon again, click **Clear** and **Save**.

To print a PDF the **Report Queue**, select the **Print** button in the bottom bar.

Select the boxes to the left of the Reports and the **Delete Selected** button in the bottom bar to delete multiple reports at once.

To leave the Reports Queue, select **Close**.

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