Homework (Week #3)

Raiser’s Edge

Queue

Version

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# Queue for Task Scheduling

With the *Queue for Task Scheduling* module, you can set up a series of tasks to run automatically and unattended. You can set up and run queues when you have large amounts of data to export, print, commit, import, or send as email. Because you create queues to work with large amounts of data, you can schedule the queue to run during a break in the day or when all your volunteers and employees have left for the day. For example, you can set up a queue to print receipts. This time consuming task can be run at night after all your volunteers and employees have gone home. For your convenience, you can create the queue and schedule a specific date and time to run it.

## Heading Style #1

To create a queue, you need to specify the type of module, category, and subcategory to include. You can include multiple modules in one queue. For example, you can set up a queue to run reports and also export information at the same time. This is useful when you have a variety of tasks to accomplish at once.

Not only can you create multiple tasks at once, you can also send the results of tasks you run in the queue as email. For example, the Director of Development wants to know how many constituents exist in the database with no valid address. You can set up a queue to query the database for this information and send the list of names directly to your Director of Development as email.

## Heading Style #2

You can also assign tasks you are running in the queue to separate printers. For example, you want to print labels for invitations to your annual fundraiser. You also want to print a monthly financial report. You can accomplish both tasks by setting up one queue and assigning each task to separate printers. This is helpful if you want to print multiple tasks at the same time. To successfully run a scheduled queue, at least one computer must be set up as a Queue Service computer. Queue Service is a utility in ***The Raiser’s Edge*** that enables you to run scheduled queues.

### Heading Style #3

With the *Queue for Task Scheduling* module, you can organize the order of the items in a queue by using the **Up** and **Down** buttons on the Queue screen. You can also view a list of recently accessed queues and properties for all queues. Properties include statistical information for each queue, such as when the queue was last run. In addition, you can use the **Add to F**avorite**s** option to add queues to a list of records you often use.

With the *Queue for Task Scheduling* module, you can include the following modules: *Batch*, *Export*, *Mail*, *Query*, *Reports*, and *Admin*. This book explains each module you can include in a queue and the different procedures you can run.

You can schedule a recurring queue to run at a set interval, such as daily, weekly, or monthly. To set up recurring queue information, use the Processing, and Miscellaneous tabs on the Queue screen.

# Frequently Used Terms

#### One style for a list

* **Category.** A category is a breakdown within the module of the queue you are creating. It helps to specify the type of task you are creating. For example, to set up a queue to run your quarterly financial report. On the Add Items to New Queue screen, in the **Module** field, you select the Reports module. In the **Category** field, select Financial to specify that the task you are working with is for Financial reports.
* **Frequency.** You can set a frequency for a recurring queue. Frequency designates how often to run the recurring queue. Frequency is the key part to setting up a recurring queue because by selecting a frequency for your queue, you know your queue runs automatically and unattended at your specified interval. For example, running a monthly report for your organization’s Board of Directors. Your Board meets each month, and you are responsible for supplying a monthly gift report. By setting up a recurring queue to run with a frequency of Monthly, you know that your recurring queue runs automatically and supplies you the information you need monthly. You can set a recurring queue to run on demand, hourly, daily, weekly, monthly, and semi-monthly.

Another style for a list

1. **Module.** A module is the type of task the queue will run. You must begin setting up your queue by selecting a module. The module you select determines which list of categories appear in the **Category** field on the Add Items to New Queue screen. For example, you set up a new queue to print your weekly receipts. On the Add Items to New Queue screen, in the **Module** field, select Mail. In the **Category** field
2. **Queue.** A queue is a series of tasks that can be run automatically and unattended. You can designate the type of queue to run by selecting specific criteria on the Add Items to New Queue screen. For example, to create a report queue to run at night after all your volunteers have left or gone home for the day. You would specify the type of report to run, the report function to run, and designate a time for the report to run at night. You can set up all criteria for creating a queue on the Add Items to New Queue screen.
3. **Queue item.** A queue item is a specific task in a queue. A queue item appears as a row on the Queue screen and consists of the module, category, and description for the task. Because you can include multiple tasks in one queue, multiple queue items can exist on the Queue screen. Queue items are set up in rows on the left side of the Queue screen and can be opened and removed directly from the Queue screen. You can also position the queue items in any order by using the **Up** and **Down** buttons on the Queue screen.