

# Queue Guide

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## Contents

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<b>Queue</b> .....	<b>2</b>
Access Queue .....	<b>2</b>
The Queue Page .....	<b>2</b>
View a Queue Process Status Page .....	<b>4</b>
Automatically Download and Process Web Transactions .....	<b>4</b>

# Queue



Queues are used to set up a series of processes to run automatically and unattended. You can set up and run queues when you have large amounts of data to query, export, 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 your convenience, you can create the queue and schedule a specific date and time to run it. You can also generate Windows Scripting files for use in scripts or with other task automation software.

A typical workflow could include setting up individual processes to refresh your segments and your mailings. These processes can then be implemented as a queue so that the segments are refreshed, then the mailings that use the segments are refreshed. The system administrator builds the processes and updates the system to make them available. If you choose to perform a time and resource intensive process, you may want to run the process when your office is closed for the day. With Queue, you can add all the necessary processes into a single queue, in a logical order of progression, and run them at off-peak dates and times.

## Access Queue

Queue is located on the *Administration* page. From here you can manage queues, create job schedules, and generate Windows Scripting Files.

## The Queue Page

The Queue page is where you manage the queue processes on your system. The **Queue processes** grid displays the existing queues on the system. Depending on your security rights and system role, you perform functions to manage the queue processes. For example, you can create a new queue of business processes, edit an existing queue, start a queue manually, view detailed information about a queue process, or delete an existing queue.

## Add a New Queue

To create a queue, select a number of processes to be executed unattended. Each process is a step within the queue, and each step is executed in order.

### > Add a queue process

1. On the Queue page, click **Add**. The Add queue process screen appears.

The screenshot shows a dialog box titled "Add queue process". It features a "Name:" text box with a yellow highlight, a "Description:" text box, and a "Steps:" section. The "Steps:" section contains a table with the following columns: "Step", "Parameter set", "Business process type", and "On failure". Above the table are buttons for "+ Add step" and "X Delete step", and two arrow buttons for moving steps up and down. At the bottom of the dialog are "Help", "Save", and "Cancel" buttons.

2. Enter a name and a description for the queue.
3. Click **Add step**. The Business Process Parameter Set Search screen appears.
4. Select a process and click **Select** to add it to the queue and return to the Add queue process screen.
5. You can change the order that processes in the queue are run by selecting the process and using the arrows to change its position.

**Note:** You can modify the Queue's behavior in the event a process fails. For each step, you click in the **On Failure** column to have the queue continue or stop processing if a step fails to complete.

6. Click **Save**. You return to the Queue page.

## Edit an Existing Queue Process

You can edit an existing queue and change its operational settings. On Queue page, select a queue and click **Edit**. You can add or delete processes from the queue. You can also change the order in which the steps are processed.

## Run a Queue Process

You can start an existing queue process manually if you need to run it before a scheduled run time or if you need a queue process to run without being scheduled.

For more information about viewing the queue's status, see [View a Queue Process Status Page on page 4](#).

## View a Queue Process Status Page

You can view the status of a queue process. This page contains the Recent Status, History, and Job Schedules tabs. When you run a queue process, the status page appears automatically. You can also view the status page without running the process. On the Queue page, click the name of a process to access the queue status page. For more information, see [Tabs of a Process Status Page on page 1](#).

## Automatically Download and Process Web Transactions

With Queue, you can create a process to automatically download your website transactions into batches and then commit those batches to your database to help save time and effort. Create a new queue process that includes each of the Blackbaud Internet Solutions Download processes and the new commit multiple batches process. When you create the queue process, set its job schedule to run on a regular basis.

For more information, see the Web Transactions Guide.

## ResearchPoint 4.91 Queue Guide US

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