



## Queue Setup

[What is a Queue](#)  
[Create a Queue](#)  
[Delete a Queue](#)  
[Queue Properties](#)  
[Print to ANY Windows Printer](#)  
[Tools](#)

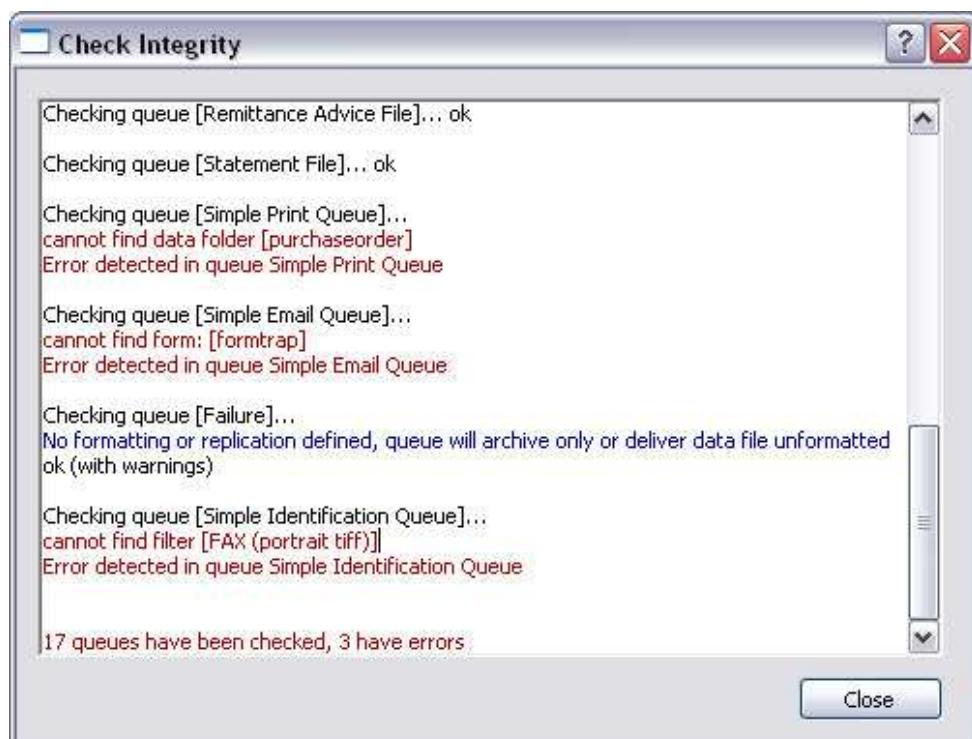
## Tools



### Check Integrity

The **Check Integrity** tool verifies completion of queue setups, such as replication, formatting, and data validity and is useful in troubleshooting.

Warnings are shown in blue with errors in red.



[Top](#)

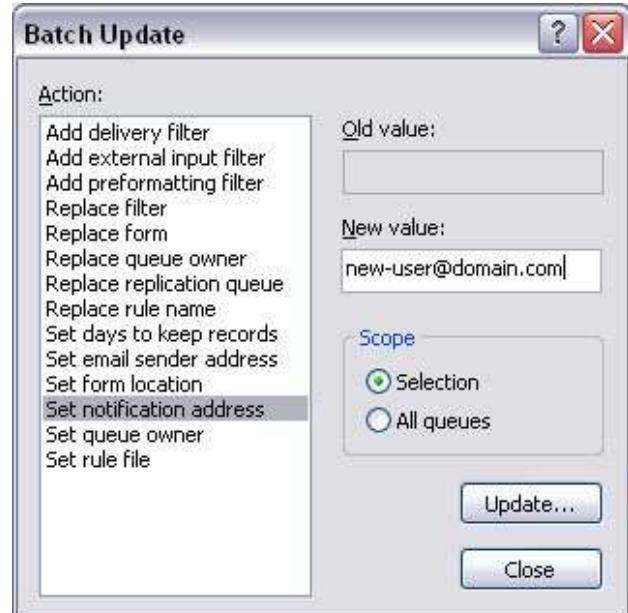
### Batch Update

The **Batch Update** tool allows the same action to be taken on selected or all queues. There are three types of actions to be taken:

- **Add** - append another value to a present value list where more than one value may exist, for example, a new delivery filter.
- **Replace** - find an old value and substitute a replacement value, for example, replace a form with a new form.
- **Set** - update a value that is unique to the queue, for example, days to keep the records, or notification address.

To process a batch update:

- Select **Batch Update** from the **Tools** button in **Queues** section. The list of actions are displayed in the Batch Update window. Select the **Action** to be taken.
- Enter the **Old value** if applicable, and **New value**.
- Select the **Scope** of the action.
- Click the **Update** button to finish.



Top

### Changing ownership of queues

To allow a normal user (not **Admin**) to view archives for queues, the user must be the owner of those queues.

The owner of a queue will be able to see archives for the queue and may also be able to edit the queue unless restricted, see [Setup - Users](#).

- Highlight the queues that the new owner should be able to view.
- Select **Batch Update** from the **Tools** button in **Queues** section. The list of actions are displayed in the Batch Update window. Select **Set queue owner**.
- Enter the user's name in **New value:**.
- Set **Scope** to **Selection**.
- Click the **Update** button to finish.

Top