Viewing Queued Jobs

Queued Jobs are jobs--such as reports--that are currently in progress or that will be performed in the future. And to view queued jobs, the Queued Job View permission is assigned to the default Administrator role in RiskVision.

To view queued jobs:

1. In the Administration application, go to **Administration > Queued Jobs**.

2. The display shows all queued jobs, with columns for **Type**, **Submitted by**, **Status**, **Progress**, **Priority**, **Result**, and **Is Persistent**. Click a column heading to sort the table by that column.

3. To view a subset of table rows, select from the **Filter By** drop-down list. You can filter on **Type**, **Submitted by**, **Status**, **Priority**, or **Result**.

4. Click **Refresh** to display the current contents of the database if other users may have added jobs while you have been viewing the queue.