ARIE Queue

The ARIE Queue page displays all present and past ARIE requests.

There are several requests that ARIE can do for you behind-the-scenes, which include OCR, Viewable Images, Editions, Templates, ARIE Filing, E-Sign Requests, Cover Pages, Merging and Variable Naming.

Search by Type/Status

1. Using the dropdown lists for Type and Status, select the type and status of the request you want to search by, then click the Search button.

Reprocess Failed ARIE Request

1. Set the Status field to Failed, then click the Search
2. Click the Fx button next to the failed request you want ARIE to reprocess.
3. From the Fx menu, click the icon next to Change Status, then click Yes to confirm.
4. In the pop-up window, make sure the In Queue status is selected, then click Submit. The request will then be reprocessed by ARIE.

Reprocess Multiple Failed ARIE Requests

1. Set the Status field to Failed, then click the Search
2. Select all requests you want ARIE to reprocess, then click the Fx button above all the requests.
3. From the Fx menu, click the icon next to Change Status, then click Yes to confirm.
4. In the pop-up window, make sure the In Queue status is selected, then click Submit. The requests will then be reprocessed by ARIE.

Change ARIE Request to a High Priority

1. Click the Fx button next to the ARIE request you want to make a High priority.
2. From the Fx menu, click the icon next to Change Priority, then click Yes to confirm.
3. In the pop-up window, make sure the High priority is selected, then click Submit. The request will then be set to the High priority.

Change Multiple ARIE Requests to a High Priority

1. Select all requests you want to make a High priority, then click the Fx button above all the requests.
2. From the Fx menu, click the icon next to Change Priority, then click Yes to confirm.
3. In the pop-up window, make sure the High priority is selected, then click Submit. The requests will then be set to the High priority.

Delete ARIE Request

1. Click the Fx button next to the ARIE request you want to delete.
2. From the Fx menu, click the icon next to Delete Request, then click Yes to confirm. Performing

this function will not delete the actual documents.

Delete Multiple ARIE Requests

1. Select all requests you want to delete, then click the Fx button above all the requests.
2. From the Fx menu, click the icon next to Delete Request, then click Yes to confirm. Performing this function will not delete the actual documents.