



Enterprise Manual V7.5

[Connection](#) |
 [Queues](#) |
 [Data Folders](#) |
 [Archive](#) |
 [Setup](#) |
 [Submit](#)
[Associated Files](#) |
 [Other Add-ons](#) |
 [Related Batch Processes](#) |
 [Special Forms](#)

Archive

- ▣ Archive Guideline
- Managing Records
- **Search and Filter**
- Error Messages

Finding and Filtering Archive Records

FTSpooler has a fully searchable database. The **finding and filtering archive records** feature is on the left hand side of the archive window. Search results replace the contents of the archive window, with the **Clear All** button returning to the full archive.

Finding and Filtering Records in the Record View

This feature allows finding records that match the settings chosen in the search box.

- Click the **Archive** button on the top menu bar, and click the **All** button.

- Select the required Status from **Success**, **Error** or leave as **Do not filter** to see both successful and failed jobs.
- Select a queue and/or recipient name from the **Queue** and **To** drop down menu, or type required values in these fields.

Both fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

More information on Changing Default Time Frame

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

Job Status is not needed if you are in either **Delivered** or **Errors View**.

Finding and Filtering Records in the Data View

This option finds data that matches the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Data** button.

- Select an associated file name, value, and/or queue name from the **Name**, **Value**, and **Queue** drop down menus, or type required values in these fields.

These three fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

[Top](#)

Finding and Filtering Records in the Replication View

This option finds replications that match the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Replication** button.

- Select a queue and/or recipient name from the **Queue** and **To** drop down menu, or type required values in these fields.

Both fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

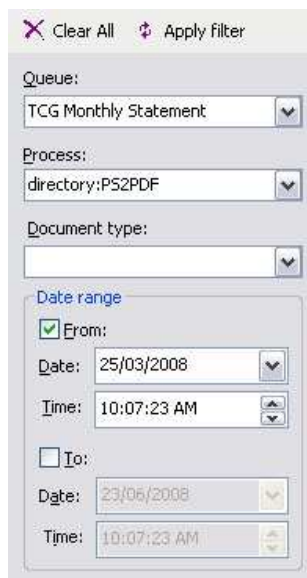
[More information on Changing Default Time Frame](#)

[Top](#)

Finding and Filtering Records in the Formatting View

This option finds records that match the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Formatting** button.



- Select a name from the **Queue** and **Process** and/or **Document type** drop down menu, or type required values in these fields.

These three fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

[Top](#)

[Disclaimer](#) | [Home](#) | [About Us](#) | [News](#) | [Products](#) | [Customers](#) | [Free Trial](#) | [Contact Us](#) | [Success Stories](#)

Copyright 1995-2011 TCG Information Systems Pty. Ltd. All rights reserved.