



Enterprise Manual V7.5

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

[Full PDF Manual](#)
[FTDesign Manual V7.2](#)
I'm Stuck!

PDF version

Archive

- Archive Guideline
- ▶ All Records
- ▶ Delivered
- ▶ Errors
- ▶ Data
- ▶ Replication
- ▶ Formatting
- ▶ Working
- ▶ Logs
- ▶ Managing Records
- ▶ Search and Filter
- ▶ Error Messages

Using the Archive

FTSpooler keeps all the job processing and delivery information in one job archiver and provides different views, i.e. **All, Delivered, Errors, Data, Replication, Formatting, Working and Logs**.

Archive shows three panels: **searching and filtering, main panel and detail panel**.

[More information on Archive Database](#)

[More information on archive viewing for default \(not Admin\) users.](#)

[View All Records](#)

Select the **All** button under **Archive** from the top navigation bar. In the **searching and filtering panel**, specify searching criteria to retrieve data records.

[More information on Search and Filter Archive Records](#)

In the **main panel**, FTSpooler shows the following for each job:

- **Status** - job status
- **Date/ Time** - of submission
- **Queue** - the queue the data was processed in
- **To** - form(s) used in the processing the document

Between submission and delivery of the formatted document may be several steps such as input filtering, identification and routing an/or splitting, repagination and print formatting. Each step is shown in the **detail panel** located at the right side effectively showing the history of each job in most recent (top) to oldest (bottom) order.

You can select multiple records and save their documents. You can view a document in the appropriate viewer.

- **Process Name** - shows the name of the process used to modify or format the document. Some processes show additional information after a colon sign ":". For instance, the print-formatting process "formtrap" is followed with the name of the form; delivery engine "smtp", is followed with the document filter name.
- **Document Type** - the file type that is produced by the process. "txt" is raw data, "pcl" or "pclxl" or "ps" are formatted and print ready documents.

[More information on Exporting Files](#)

The screenshot shows the 'Archive' section of the FormTrap software. The top navigation bar includes 'Connection', 'Queues', 'Data folders', 'Archive' (selected), and 'Setup'. Below this is a sub-navigation bar with 'All', 'Delivered', 'Errors', 'Data', 'Replication', 'Formatting', 'Working', and 'Logs'. The main panel features a search and filter sidebar on the left with options for 'Queue', 'To', and 'Date range'. The central area contains a table with columns for 'Date', 'Time', 'Queue', and 'To'. The table lists various records from 12/09/2008 to 3/09/2008. On the right, a 'Detail panel' is open, showing a list of 'Process name' and 'Document type' for a selected record, including 'User interface: txt', 'Western: txt', 'formtrap:statement: ps', and 'smtp:PS2PDF: pdf'.

Date	Time	Queue	To
12/09/2008	3:53:41 PM	Statement File	selina@formtr.
12/09/2008	3:53:41 PM	Statement File	C:\Document..
12/09/2008	3:51:02 PM	Statement File	selina@formtr.
12/09/2008	3:51:02 PM	Statement File	C:\Document..
3/09/2008	11:58:42 AM	simple stmt	selina@formtr.
3/09/2008	11:56:06 AM	simple stmt	selina@formtr.
3/09/2008	11:41:01 AM	Statement File	C:\Document..
3/09/2008	11:41:01 AM	Statement	Statement File
3/09/2008	11:41:01 AM	Local	Statement
3/09/2008	11:40:33 AM	Statement Email	selina@formtr.
3/09/2008	11:40:33 AM	Statement	Statement Em
3/09/2008	11:40:32 AM	Local	Statement
3/09/2008	11:36:48 AM	Statement Email	selina@formtr.
3/09/2008	11:36:48 AM	Statement	Statement Em
3/09/2008	11:36:47 AM	Local	Statement
3/09/2008	11:33:49 AM	Statement File	C:\Document..
3/09/2008	11:33:49 AM	Statement	Statement File
3/09/2008	11:33:49 AM	Local	Statement

Detail panel

[Top](#)

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