



Enterprise Manual V7.5

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Archive

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Using the Archive

FTSpooler keeps all the job processing and delivery information in one job archivem 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 deafault \(not Admin\) users.](#)

View Data Records

Select the **Delivered** 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
- **Document type** - the document type of the selected data record
- **Name** - the associated file entry name
- **Value** - the value of the associated file entry

Name and **Value** repeat for different jobs, showing all of the Associated File names in that file (last to first down the page, including duplicates).

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.

- **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.
- **Status** - job status
- **To** - form(s) used in the processing the document
- **Error Description** - errors in the formatting process

[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', and 'Setup'. Below this, there are buttons for 'All', 'Delivered', 'Errors', 'Data', 'Replication', 'Formatting', 'Working', and 'Logs'. The 'Data' button is selected. On the left, the 'Searching and Filtering' panel is open, showing search criteria for Name, Value, Queue, and Date range (From: 1/05/2008, To: 30/07/2008). The main panel displays a table of data records:

Date	Time	Queue	Document type	Name	Value
30/07/2008	4:52:51 PM	Statement Email	ps	ftout	-
30/07/2008	4:52:36 PM	Statement Print	ps	ftout	-
30/07/2008	4:51:31 PM	Statement File	ps	ftout	-
30/07/2008	4:49:19 PM	Statement Print	ps	ftout	-
30/07/2008	4:48:55 PM	Statement File	ps	ftout	-
30/07/2008	4:41:50 PM	Statement Email	ps	ftout	-
22/07/2008	2:32:03 PM	TCG Monthly Sta...	ps	ftout	-
22/07/2008	2:32:03 PM	TCG Monthly Sta...	ps	smtpto	-
22/07/2008	2:32:03 PM	TCG Monthly Sta...	ps	smtpto	-

Below the table, there is a 'Detail panel' showing the status of the selected record as 'Success' and the document type as 'ps'.

Searching and Filtering panel

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