



Enterprise Manual V7.5

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Archive

- Archive Guideline
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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 Delivered 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
- **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 'Delivered' view of the Archive interface. On the left is the 'Searching and Filtering panel' with fields for Queue, To, and Date range (From/To). The main area contains a table of records with columns: Date, Time, Queue, and To. A right-hand panel shows details for the selected record, including Process name and Document type.

| 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 |

Searching and Filtering panel

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