



## **Enterprise Manual V7.5**

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## Archive

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  - *b b c*.......
  - Errors
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  - · WOIKI
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- Managing Records
- Search and Filter
- Error Messages

## View Formatting Records

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 Formatting Records

Select the **Formatting** button under **Archive** from the top navigation bar. The Formatting view's **detail panels** has the **document processing** and **delivery status panels** at the bottom which provide additional information. In the **searching and filtering panel**, specify searching criteria to retrieve data records.

More information on Search and Filter Archive Records

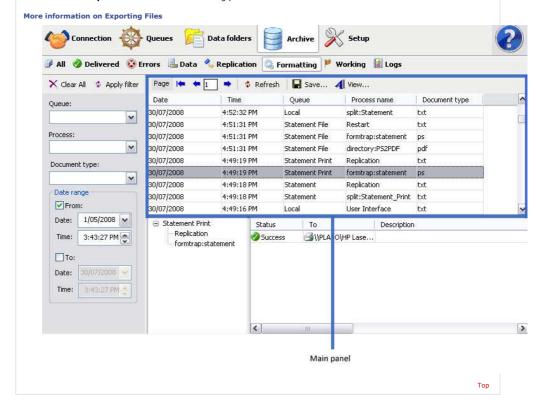
In the main panel, FTSpooler shows each of the formatting process for each job:

- Date/ Time of submission
- Queue the queue the data was processed in
- **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.

In the document processing panel, you can see delivery history of each document.

In the **delivery status panel**, FTSpooler shows:

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



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