



## Enterprise Manual V7.5

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

### Queue Setup

- ▶ What is a Queue
- ▶ Create a Queue
- ▶ Delete a Queue
- ▣ Queue Properties
  - ▶ General
  - ▶ Processing
  - ▶ Filters
  - ▶ Print
  - ▶ Email
  - ▶ **Fax**
  - ▶ File
  - ▶ Applications
- ▶ Print to ANY Windows Printer
- ▶ Tools

### Queue Properties

Select the queue to change by highlighting it. Update the queue settings in the Properties Bar on the right side of the FTSpooler Window.

[Top](#)

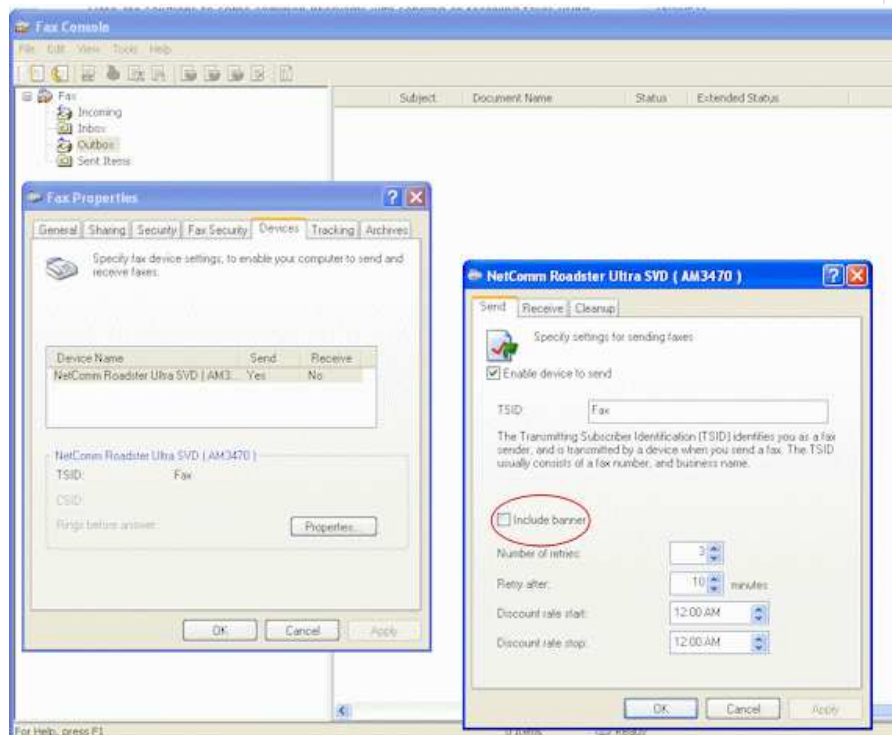
### Fax Tab

This option sends FormTrap documents as faxes using Windows Fax Service.

Windows Fax Service requires the fax configuration in **Microsoft® Fax Console**. Instead of a fax machine, you can use a modem and scanner to send or receive faxes from your computer. The modem and scanner have no specific requirements. FormTrap does not use the scanner and deals with outgoing faxes only.

**More Information on Configuring Windows Faxes in Windows XP** or, alternately you can go to **Start menu - Help and Support** - search for fax to see relevant articles.

**Note:** You must change Windows Fax and untick **Include banner**, this is the screen for XP-Pro and is similar for later operating systems. Please see the Knowledge Base if you have problems with your initial fax tests.



Windows Fax Service is normally activated using Associated File entries with any default option overridden by the Associated File. Like any of the "special delivery" methods, the **Properties** tab, **Associated file entries** prompt must be set correctly.

**More information on Windows Fax Service and Associated Files** see [Reserved Names](#).

To set the properties of faxing:

- Click **Define document type** to specify the document type. Fax requires TIFF for faxing so select the filter that converts from your document type (as indicated in Processing tab, Data Folder) to Tiff; i.e. one of :

PCL to Tiff where Data Folder is marked as PCL *pdf*

PCLXL to Tiff where Data folder is marked as PCLXL *pdf*

PostScript to Tiff where Data folder is marked as PostScript *Ps*

**Accessories - Communications - Fax - Fax Cover Page Editor**, create, edit and save your cover page. In FTSpooler fill in the **Cover page name** i.e. the full path of the cover page, **Subject line**, and **Body**. You can use associated file variables for **Subject line** and **Body**.

- Use an associated file *variable* by quoting the associated file *name* in square brackets "[" and "]". For Example, quoting **Your Order [PO Num]** would deliver **"PO22344"** from the associated file line **PO Num=PO22344** to give **Your Order PO22344**.

#### More information on Using Associated Files in FTSpooler Queues Properties

- Select one of the three **Schedule** options: **Immediately**, **Off peak** and **At specified time** (**Time** required).
- Select one of the three **Notify** options:
  - **Do not notify**
  - **Email to sender** - requires a special email SMTP notification process (mailnfy.exe to run in the background).
  - **Email to inbox** - only works with **Microsoft® Exchange**.
- Click the **Sender, Recipients** button to manage the details of the fax sender and recipients. This is the default and is normally overwritten by the Associated File field W2KFax from the document.

#### More information on Managing Sender, Recipients Details

- Click the **Apply** button to save the changes.

The screenshot shows the 'Fax' tab of the 'Fax Cover Page Editor' dialog. It is divided into several sections:

- Document type to fax:** Shows 'Currently defined document types:' with 'PCL2TIFF' listed. A 'Define document type...' button is below.
- Options:** Contains 'Schedule:' (dropdown set to 'Immediately'), 'Time:' (text box with '10:17:44 AM'), 'Notify:' (dropdown set to 'Do not notify'), and an empty 'Address:' text box.
- Cover page:** Contains three text boxes: 'Cover page name:', 'Subject line:' (with the text 'This is the cover page subject line.'), and 'Body:' (with the text 'This is the cover page body.').
- Buttons:** A 'Sender, Recipients...' button is located to the right of the 'Cover page' section. At the bottom of the dialog are 'Apply', 'Restore', and 'Help' buttons.

[Top](#)

Manage the sender and recipients information

To manage the sender and recipients information:

- Enter sender information sender's **Name**, **Department** and **Company**.

|             |                             |
|-------------|-----------------------------|
| Name:       | FormTrap                    |
| Department: | Development                 |
| Company:    | TCG Information Systems Pty |

Recipients

| Number       | Attention | Company  |
|--------------|-----------|----------|
| 02 9310 5172 | Support   | TCG Info |

Buttons: Add new..., Edit..., Delete

- Click the **Add new**, **Edit** or **Delete** button to change the recipient lists.

Recipient properties

|            |                    |
|------------|--------------------|
| Fax        | 02 9310 5172       |
| Attention: | Support            |
| Company:   | TCG Information S; |

Buttons: OK, Cancel

[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.