FormTrap™

PDF version

Enterprise Manual V7.5

Queue Setup

- What is a Queue
- Create a Queue
- Delete a Queue
- Queue Properties
- Print to ANY Windows Printer
- **Tools**

Queue Tools

Overview

The **Check Integrity** tool verifies completion of queue setups, such as replication, formatting, and data validity and is useful in troubleshooting.

Warnings are shown in blue with errors in red.

Top

Batch Update

The **Batch Update** tool allows the same action to be taken on selected or all queues. There are three types of actions to be taken:
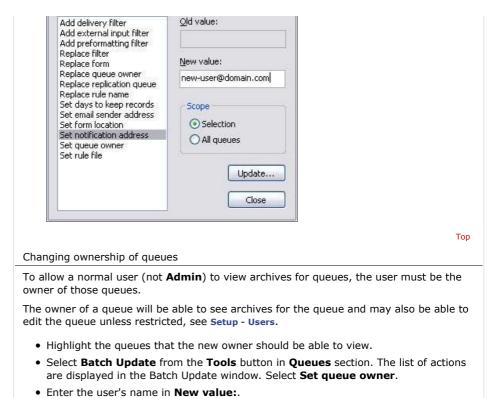
- **Add** - append another value to a present value list where more than one value may exist, for example, a new delivery filter.
- **Replace** - find an old value and substitute a replacement value, for example, replace a form with a new form.
- **Set** - update a value that is unique to the queue, for example, days to keep the records, or notification address.

To process a batch update:

- Select **Batch Update** from the **Tools** button in **Queues** section. The list of actions are displayed in the Batch Update window. Select the **Action** to be taken.
- Enter the **Old value** if applicable, and **New value**.
- Select the **Scope** of the action.
- Click the **Update** button to finish.

Top

Changing ownership of queues

To allow a normal user (not **Admin**) to view archives for queues, the user must be the owner of those queues.

The owner of a queue will be able to see archives for the queue and may also be able to edit the queue unless restricted, see **Setup - Users**.

- Highlight the queues that the new owner should be able to view.
- Select **Batch Update** from the **Tools** button in **Queues** section. The list of actions are displayed in the Batch Update window. Select **Set queue owner**.
- Enter the user's name in **New value:**.
- Set **Scope** to **Selection.**
- Click the **Update** button to finish.

Top