



## Job Archive

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## Managing Records

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### View the Archive Record

FTSpooler shows 1,000 records per page. When number of retrieved records exceeds page size use these navigation buttons to move between pages:

-  - first page (the most recent jobs)
-  - previous page
-  - next page

Records are NOT refreshed automatically by FTSpooler.

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### Delete an Archive Record

To delete a record and its associated files:

- Select the record to be deleted.
- Right click the mouse and select **Delete selected jobs** option, or click the **Delete** button  on the tool bar and choose the desired option. Four options are provided to delete:
  - **Selected recipients** - delete the information about recipients of the selected records. The files and associated data will remain in the archive.
  - **All recipients in the query** - delete the information about recipients in the query. The files and associated data will remain in the archive. The result of this operation is same as selecting all records on all pages and "delete Selected recipients".
  - **Selected jobs** - all information for the job is deleted.
  - **All jobs in the query** - all information for all jobs in the query is deleted. The result of this operation is the same as selecting all records on all pages and "delete Selected jobs".
- Click the **Yes** button to confirm.

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### Resubmit a Job

To resubmit a successful or failed job:

- Select the record to be restarted.
- Right click the mouse and select the **Restart** option, or click the **Restart** button  on the tool bar.

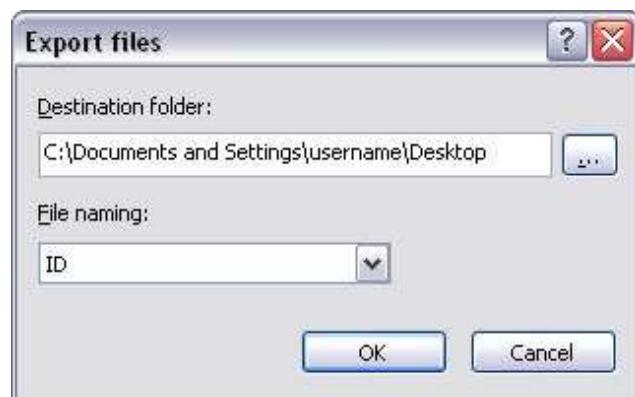
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### Exporting Files

This option is often used to capture data files for testing or for troubleshooting purposes.

To capture a sample data file:

- To view the document, select a "ps" or "pclx" or "pcl" file (ie formatted document).
  - To view the document, double click on the process name, or select the process name and click the  icon.
  - The formatted document may be saved, see below, however the txt file is the normal target for saving.
- Select the input txt file.
- To save the document, select the process name and click the  icon.
- Click the ... button to browse a **Destination folder** where the file should be saved.
- Select an option from the **File naming** dropdown menu. There are five options available:
  - **ID** - name the exporting file using record ID, e.g. 32.txt.
  - **ID-process** - name the exporting file using record ID and process name, e.g. 32-split\_Statement\_Print.txt.
  - **ID-queue** - name the exporting file using both record ID and name, e.g. 32-Statement.txt.
  - **process-ID** - name the exporting file using process name and record ID, e.g. split\_Statement\_Print-32.txt.
  - **queue-ID** - name the exporting file using queue name and ID, e.g. Statement-32.txt.
- Click the **OK** button



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### Apply Selection to Searching and Filtering Panel

This option short cuts the searching and filtering process. To apply the current selection to the searching and filtering panel:

- Right click on the selected record. The option **Apply to search toolbar** appears.
- Choose one from the available selections list. The criteria in the searching and filtering panel are updated.

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### Refresh Records

At any time you may click the **Refresh** button  to update the records displayed in archive.

Records are NOT refreshed automatically by FTSpooler.

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