



## Job Archive

### Archive Guideline

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## Using the Archive



FTSpooler keeps all the job processing and delivery information in one job archive, 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 normal \(not Admin\) users.](#)

### View All Records

Select the **All** 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 and/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](#)

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

Process name	Document ty
User interface	txt
Western	txt
formtrap:statement	ps
smtp:PS2PDF	pdf

Detail panel

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