FormTrap

Job Archive

Archive Guideline
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Using the Archive

🅰 PDF version

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 panels**.

More information on Archive Database

View Replication Records

Select the **Replication** button under **Archive** from the top navigation bar. The Replication view's **detail panels** have the **replication structure** 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 the following for each job:

- **Date/ Time** - of submission
- **Queue** - the queue the data was processed in
- **To** - the recipient of the completed document
- **Type** - the replication type. There are two types: **Root** and **Child**.
  - **Root** - a topmost queue that has no parents.
  - **Child** - a queue that has parent-queue(s) and may have child-queue(s).

In the **replication structure panel**, view the tree structure below the selected queue (if any).

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

- **Status** - job status
- **To** - queues to which the document is replicated
- **Error Description** - errors in the replication process

More information on Exporting Files

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