



## Associated Files

[How Associated Files Work](#)

[Using Associated Files](#)

Step 1

Step 2

Step 3

[In Queues Properties](#)

[Reserved Names](#)

## Step 3 - Configure your FTSpooler queues with the correct Associated File handling options

[PDF version](#)

Once the rules for identifying and splitting the documents have been created, FTSpooler must be configured to use the correct rule file.

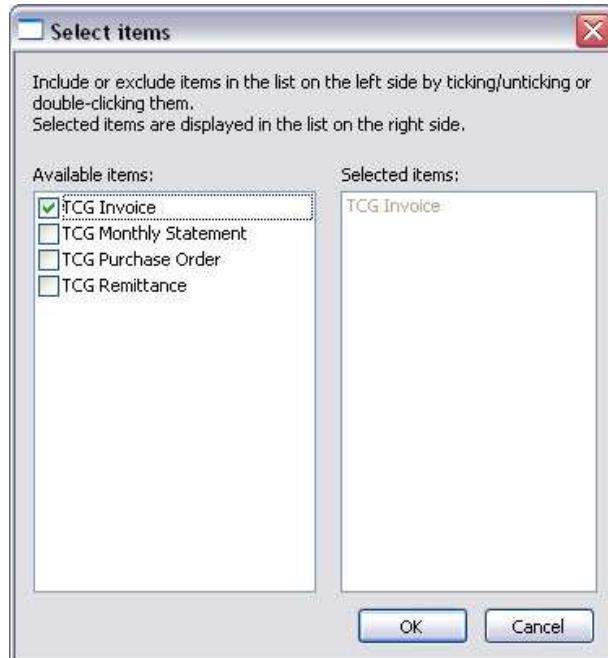
### Configuring FTSpooler settings to apply rule files

To configure FTSpooler:

- Open FTSpooler.
- In the **Queue Window**, select the queue you want to apply rule files on.
- On the **Processing** tab of the **Properties Bar**, select the appropriate rule file from the **Resolve** drop down menu.
- The entries of the Rule file are displayed in the **Formatting and Replication** box on the right.
- Double click on the first entry in the list.
- To add a form, double click on the required entry from the **Formatting and replication** list, then click on **Select forms** to select a form from the drop down list. More than one form can be selected, and the bottom tick box for “Form name is embedded into the input data” covers that case (uncommon). Multiple forms print in collating sequence of their names as complete sets covering the entire input file.



- To add a queue, double click on the required entry from the **Formatting and replication** list, then click on **Select queues** to select a queue from the drop down list. More than one queue can be selected.



- Ensure that you have a form and/or queue selected for each entry in the list.
- Documents not recognized by the rule file are delivered to the –ID FAILURE – entry. All entries in the **Formatting and replication** list are defaulted to fail with an error message as they have no forms or queues.
- Click **OK**.



Top

#### Configuring Associated File entry options

To configure the Associated File entries options:

- Open FTSpooler.
- In the **Queues** Window, select the queue you need to configure.

- On the Processing tab of the Properties Bar, you can see four options for **Associated File entries**:

- As well as - all delivery method(s) (email/fax/print) specified in the Associated File as well as those specified in the Queue properties are used.
- Ignore - the Associated File delivery method(s) in the Form are ignored.
- Overwrite (recipients of the same type) - If the delivery method specified in the Associated File and the delivery method specified in the Queue properties are the same (e.g. both email) then the delivery option specified in the Associated File is used.
- Overwrite (all recipients) - Delivery method(s) specified in the Associated File delivery options are used. If there is no delivery method (i.e. recipient) specified in the Associated File, the delivery method specified in the Queue properties is used.



Top

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