



Queue Setup
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## Creating a Queue

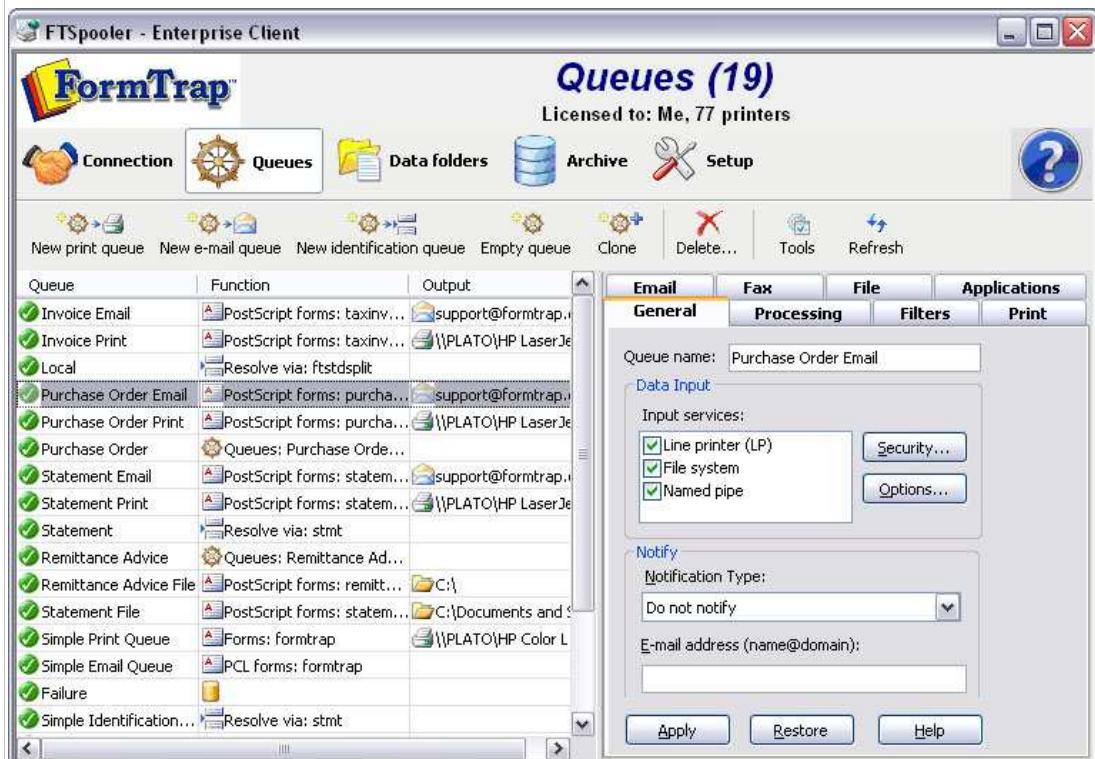
[PDF version](#)

Once a data folder is created and loaded, queues are created to accept, identify and route and/or process incoming data. A "template" queue is available (grey and at the bottom of the Queue list) and can be modified or new ones added to be models used by the **New TYPE queue** options on the menu. We would normally recommend a template queue for each of the three shortcuts.

To create a new queue or modify an existing queue, configure queue properties in each tab in the **Properties Bar**, located on the right side of the FTSpooler Window. **General**, **Processing**, and **Filters** specify how to identify and build the FormTrap document whereas **Print**, **Email**, **Fax**, and **Applications** deal with delivery options. **General** and/or **Processing** or **Filters** tabs are the minimum requirements for new queues.

Shortcuts condense queue properties for the common queues into a single window,

- Create a blank queue
- Clone (copy) a queue
- Create a simple print queue
- Create a simple email queue
- Create a simple identification queue
- Create a template queue



## Empty queue

To create a new queue:

- Select **Empty queue** button from the top menu.
- **Properties Bar** presents the **General** settings:
  - Enter unique **Queue name** and set **Data Input** options.
  - **Notify** (optional) sets an email address for successful and/or failure notification emails.
  - **Archive** (optional) sets successful archive duration (failures are always archived).
  - Click **Apply** to save the settings.

[More information on Queue Properties - General](#)

- The **Processing** tab provides logic control over each data type identified by the (optional) Rules file, which then appear in the Formatting and Replication list. Without a Rules file, just the one entry appears in Formatting and Replication.
  - Set the split rules, form(s), queue redirections, formatting options and processing options for this queue.
  - Click **Apply** to save the settings.

[More information on Queue Properties - Processing](#)

- **Filters** tab is used to add "Filter Programs" at various points. Filters generally modify their input data. Standardly, an Input Filter is used to convert data from the locale (e.g. US English) to UTF-8 code as a precursor to Unicode conversion. User-written filters are very occasionally used to address very difficult data representation problems, and output filter may be used to action device-specific operations, such as stapling.
  - Add customized input filters, pre-identification filters, post-formatting filters or associated file filters for this queue.
  - Click **Apply** to save the settings.

[More information on Queue Properties - Filters](#)

- **Print** tab nominates which printer(s) to associate with this queue as well as printer filters for delivery. Click **Apply** to save the settings.  
[More information on Queue Properties - Print](#)
- **Email** tab configures email delivery settings using either SMTP service or Outlook (MAPI). Click **Apply** to save the settings.  
[More information on Queue Properties - Email](#)
- **Fax** tab defines options for delivery via the Windows fax service (Windows 2000, 2003, and XP). Click **Apply** to save the settings.  
[More information on Queue Properties - Fax](#)
- **File** tab defines write-to-file options, including setting up structures for PDF archival. Click **Apply** to save the settings.  
[More information on Queue Properties - File](#)
- **Applications** tab defines options for customized delivery processes, such as Esker, Net Fax, and OsFax. Click **Apply** to save the settings.  
[More information on Queue Properties - Applications](#)

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### Clone (copy) a queue

If the queue being created is similar to an existing queue, select **Clone**. This creates a new queue using the highlighted queue's settings. The new queue's name and properties can then be modified. This is most useful where queues with extensive rule files are required across a number of printers.

To copy an existing queue:

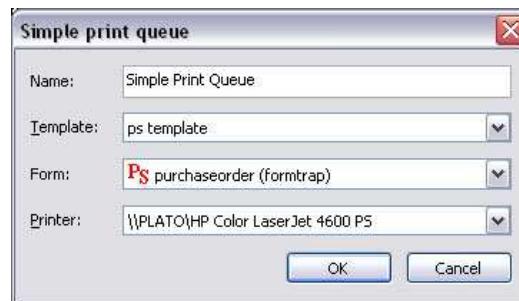
- Select the queue to be copied.
- Select **Clone** button from the top menu.
- **General** tab presents, with **Queue name** shown as **copy of Highlighted Queue**, change this (at minimum), plus any other tabs, notably **Print**.

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### New print queue

This is a short cut to create a simple print queue from a template queue:

- Select **New print queue** button from the top menu.
- The **Simple print queue** dialog box pops up.
- Enter the **Name** of the queue.
- Choose the **Template** to copy.
- Choose the **Form** to be used in the queue. The available forms from the dropdown menu display in the format of *form name (datafolder name)*, for instance, **statement (formtrap)**, where **statement** is the form name and **formtrap** is the datafolder name.
- Select a **Printer** from the dropdown menu.



- Click **OK**.

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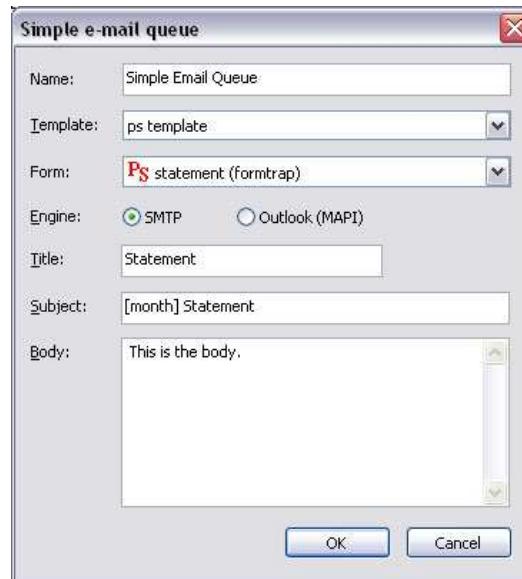
### New email queue

Use this option if you have an email template queue to copy.

To create a simple email queue from an existing template:

- Select **New e-mail queue** button from the top menu.
- The **Simple email queue** dialog box pops up.
- Enter the **Name** of the queue.
- Choose the **Template** to copy.
- Choose the **Form** to be used in the queue. The available forms in the dropdown menu display in the format of *form name (datafolder name)*, for instance, **statement (formtrap)**, where **statement** is the form name and **formtrap** is the datafolder name.
- Select either **SMTP** or **Outlook (MAPI)** for the **Engine** option.
- Fill in the **Title**, **Subject**, and **Body** of the email. Use an associated file *variable* by quoting the associated file *name* in square brackets "[" and "]" (for example [Invoice No]) or leave "as is" to use specific Associated File fields (for example **SMTPTo**, **Subj** and **SMTPBody**).

[More information on Using Associated Files in FTSpooler Queues Properties](#)



- Click **OK**.

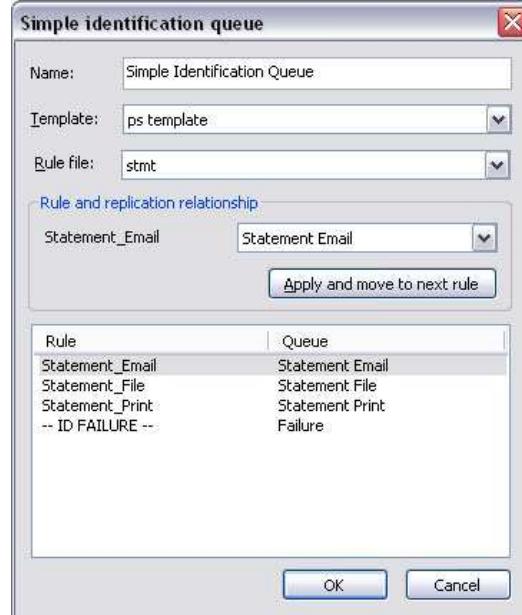
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### New identification queue

If the queue being created receives input that needs to be identified and routed, and is similar to one of the templates, use this to create it. The new queue's properties can be modified as necessary.

To create a simple identification queue from an existing queue:

- Select **New identification queue** button from the top menu.
- The **Simple identification queue** dialog box pops up.
- Enter the **Name** of the queue.
- Choose the **Template** to copy.
- Choose the **Rule file** to be used in the queue.
- Choose the queue to be replicated to the selected queue, and click the **Apply** and move to the next rule button to continue. One queue per rule must be entered.



- Click **OK**.

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### Create a template Queue

A template queue can be created as the “to copy” queue for other queues that share its standards.

To create a template queue:

- Right click and select **New template** from the list.
- Update the queue properties in the **Properties Bar** (at minimum **Queue name** on the **General** tab).
- Save the queue as a named template.

Describe the queue in the name (for example Print Queue - PCL) and set all of the standard tabs to match your most common queue type.

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