Queue Setup

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What is a Queue

PDF version

The queue is central to FTSpooler.

Each queue holds a set of rules for processing and delivery of documents and may include any of these elements:

- **Split Rules** allow document **identification** and optional splitting into individual documents.
- **Identified** documents or files may be formatted using a particular **form** within a **Data Folder**. **Identified** documents or files may also be **redirected** to other queues for further processing, with no practical limit on the number of redirections.
- **Delivery processes** may output your formatted document by fax or email or to a printer, with the address of the output being formed dynamically, or as an attribute of the queue.

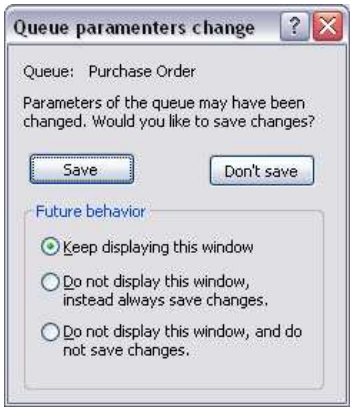
The common delivery processes normally do not overlap, so “short cut” queue definitions are provided for print and email as well as identification queues.

Confirmation about Queue Parameters Change

Making changes on any Queue Properties without clicking on the **Apply** button will receive the pop up confirmation window. You also need to decide on the **Future behavior**: **Keep displaying this window**, **Do not display this window, instead always save changes**, or **Do not display this window, and do not save changes**.

Alternatively, the **Save changes** option can be configured in the **User Interface** under **Setup** - **Settings** tab.

More information on Configuration on Save changes Interface



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