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## FTSpooler Setup

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### Archive

**Archive** manages the database server and archive location, monitors the local database service status, and performs maintenance.

FTSpooler has one database for all the job processing and delivery information. Location is stated in **Database server and archive location** and need not be on this machine.

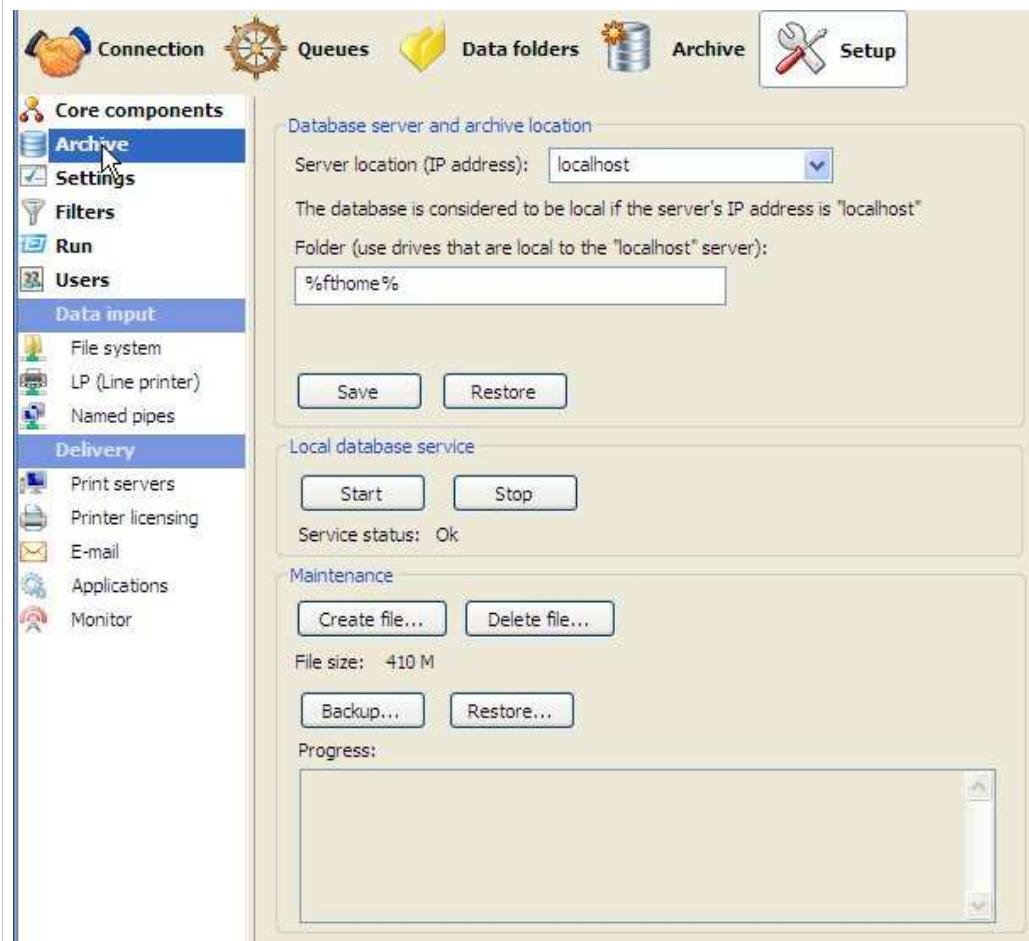
**Note:** Setup of the archive on another machine is not a part of these instructions. Please contact [support@formtrap.com](mailto:support@formtrap.com) for details and a quotation if you would like your system set up this way.

- Select the **Server location (IP address)** from the dropdown menu. "localhost" means the database is located on the local machine.
- Enter the **Folder** name, and make sure to use drivers that are local to "localhost" server.

**Start or Stop the Local database service** and check status. Jobs in Archive View will only display if the Service status is **Ok**.

**Note:** It is not recommended to stop the Local database service as FTSpooler stops operating. The only case would be to obtain a "cold" backup of the database.

The current **File size** can be found in the Maintenance section, where **Backup** and **Restore** procedures are available.


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