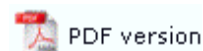




Job Archive

[Archive Guideline](#)
[Managing Records](#)
[Search and Filter](#)
[Error Messages](#)

Finding and Filtering Archive Records



FTSpooler has a fully searchable database. The **finding and filtering archive records** feature is on the left hand side of the archive window. Search results replace the contents of the archive window, with the **Clear All** button returning to the full archive.

Finding and Filtering Records in the Record View

This feature allows finding records that match the settings chosen in the search box.

- Click the **Archive** button on the top menu bar, and click the **All** button.

- Select the required Status from **Success**, **Error** or leave as **Do not filter** to see both successful and failed jobs.
- Select a queue and/or recipient name from the **Queue** and **To** drop down menu, or type required values in these fields.

Both fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The

Apply filter first **Refreshes** the main archive panel so all records are searched.

- Click the **Clear All** button to set selection criteria back to the default values.

⚠ **Job Status** is not needed if you are in either **Delivered** or **Errors View**.

Top

Finding and Filtering Records in the Data View

This option finds data that matches the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Data** button.

- Select an associated file name, value, and/or queue name from the **Name**, **Value**, and **Queue** drop down menus, or type required values in these fields.

These three fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

Top

Finding and Filtering Records in the Replication View

This option finds replications that match the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Replication** button.

- Select a queue and/or recipient name from the **Queue** and **To** drop down menu, or type required values in these fields.

Both fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

Top

Finding and Filtering Records in the Formatting View

This option finds records that match the settings in the search box.

- Click the **Archive** button on the top menu bar, and click the **Formatting** button.

Queue:
 TCG Monthly Statement

Process:
 directory:PS2PDF

Document type:
 [Empty]

Date range
☒ **From:**
 Date: 25/03/2008
 Time: 10:07:23 AM
☐ **To:**
 Date: 23/06/2008
 Time: 10:07:23 AM

- Select a name from the **Queue** and **Process** and/or **Document type** drop down menu, or type required values in these fields.

These three fields are case sensitive and can be part completed. For instance, key *inv* in the **Queue** text field to see *invoice-email* and *invoice-print*, but not *Invoice-Email*.

- **Date range** is the time frame of the search and can substantially improve performance by being a narrow selection of dates. By default, the **Date range** is the **default time frame** specified in **Settings Setup**. Changes to the **default time frame** affect the initial state of all queries.

[More information on Changing Default Time Frame](#)

- Click the **Apply filter** button to match records to the selection criteria. The **Apply filter** first **Refreshes** the main archive panel so all records are searched.
- Click the **Clear All** button to set selection criteria back to the default values.

[Top](#)

[Disclaimer](#) | [Home](#) | [About Us](#) | [News](#)
[Products](#) | [Customer Area](#) | [Free Trial](#) | [Success Stories](#) | [Contact Us](#)

Copyright © 1995 - 2010 TCG Information Systems Pty. Ltd. All rights reserved.