

Start | Queues | Data Folders | Archive | Setup Submit | Associated Files | Other Add-ons | Version Upgrade

Job Archive	Finding and Filtering Archive Records
Archive Guideline Managing Records Search and Filter Error Messages	 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.
	🗙 Clear All 🌣 Apply filter
	Status:
	Do not filter
	Quede.
	To:
	Date range
	From:
	Date: 25/03/2008
	Time: 10:07:23 AM
	□ To: Date: 23/05/2008
	Time: 10:07:23 AM
	 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 <i>inv</i> in the Queue text field to see <i>invoice-email</i> and <i>invoice-print</i> , but not <i>Invoice-Email</i> .
	• 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 Refresh	s the main arch	ive panel so all reco	rds are
searched.Click the Clear All button to	set selection crite	eria back to the default	values.
🕖 Job Status is not needed if you	re in either Delive	red or Errors View.	
			Тор
Finding and Filtering Records in	the Data View		
This option finds data that matche	the settings in the	e search box.	
• Click the Archive button or	the top menu bar,	, and click the Data bu	tton.
×	ar All 🌼 Apply filte	ər	
Name			
smtp	2	~	
⊻alue			
Queu		<u>~</u>	
2000	•		
	range		
	rom:		
Dal Tin			
D <u>a</u> l	23/06/2008	<u>×</u>	
Tir	10:07:23 AM		
 Select an associated file n Value, and Queue drop fields. 	own menus, or t	ype required values i	n these
These three fields are ca instance, key <i>inv</i> in the Qu <i>print</i> , but not <i>Invoice-Emai</i>	eue text field to s		
• Date range is the time frame performance by being a range is the default time the default time frame aff	arrow selection of rame specified in	f dates. By default, th Settings Setup. Cha	ne Date
More information on Changir) Default Time Frar	ne	
 Click the Apply filter butto Apply filter first Refresh searched. 			
 Click the Clear All button to 	set selection crite	eria back to the default	values.
Finding and Filtering December	the Deplication 1	Miour	Тор
Finding and Filtering Records in	the Replication	A IGM	
This option finds replications that match the settings in the search box.			
Click the Archive button of button.	n the top menu b	par, and click the Rep	lication

		All 🌩 Apply filte	er		
	Queue:				
	+		~		
	<u>T</u> o:		~		
	r Date ra	inge			
	Ero				
	<u>D</u> ate:	25/03/2008	~		
	<u>⊺</u> ime:	10:07:23 AM			
	D <u>a</u> te:	23/06/2008	<u>×</u>		
	Time:	10:07:23 AM	٠		
 Both fields are case inv in the Queue te Invoice-Email. Date range is the t performance by beirange is the default the default time fra More information on 0 Click the Apply filter first R searched. Click the Clear All b 	ext field to time frame ing a nam It time fra ame affect Changing I er button t Refreshes	e of the search row selection or ame specified in the initial state Default Time Fran o match record the main arch	and can su f dates. By Settings S of all querie me s to the sele ive panel s	voice-print, b bstantially im default, the Setup. Chang s. ection criteria so all record	prove Date ges to a. The s are
Finding and Filtering Rec	cords in tl	ne Formatting	View		ТОр
This option finds records th	nat match	the settings in th	ne search bo	ox.	
Click the Archive b button.	outton on	the top menu b	oar, and clic	ck the Forma	atting

🗙 Clear All 🌣 Apply filter
Queue:
TCG Monthly Statement
Process:
directory:PS2PDF
Document type:
Date range
Erom:
Date: 25/03/2008
<u>⊥</u> ime: 10:07:23 AM
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 <i>inv</i> in the Queue text field to see <i>invoice-email</i> and <i>invoice-print</i>, but not <i>Invoice-Email</i>.
• 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.
Тор

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.