



## FTSpooler Online Manual

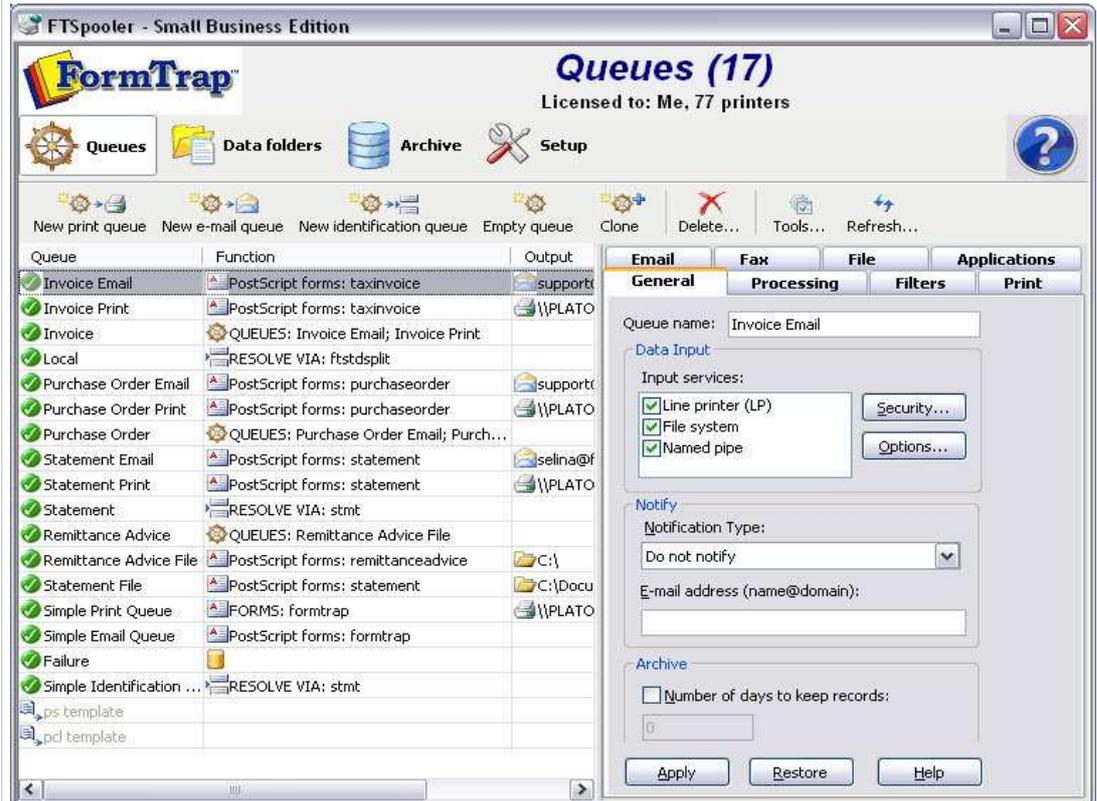
Immediately after  
Installation  
Getting Started

## Introduction to FTSpooler Small Business Edition

PDF version

FTSpooler integrates into a FormTrap production environment to provide identification, batch job splitting into individual documents, formatting and automated delivery of finished documents. Delivery methods include printing, email, faxing, outputting as a file to a nominated location on the disk or initiating other tasks to accomplish additional delivery methods. The document processing, formatting and delivery history can be viewed in archives using searching capabilities. FTSpooler checks for the arrival of data, identifies and splits it if necessary, formats it to produce a deliverable document (PCL and PostScript for printing, PDF for email, tiff for faxing), determines the method of delivery and delivers the document to your customer.

This is the FTSpooler Window for the Small Business Edition.



The top navigation bar shows **Queues**, **Data folders**, **Archive**, and **Setup**.

- **Queues** window is used to manage queues. The concept of the queue is central to FTSpooler, and queues are normally allocated to specific delivery points (printers). Each queue allows document identification, splitting, re-direction, formatting and delivery. Before starting design of queues please first use the Setup window to configure FTSpooler settings and the Data Folders window to load resource files.
- **Data folders** is used to manage resource files such as forms (designed in FTDesign), rule files which identify and split incoming files and substitution files. Use this after configuring FTSpooler via Setup. Use this window to update forms or rule files or to add new substitution files.
- **Archive** stores job processing and delivery information, and allows searching for information. Query searches for specific attributes of a document or job. Troubleshooting shows errors and explanations of the errors.
- **Setup** window configures FTSpooler settings. This is the first screen to visit after installation. Configure printer licenses, email server parameters, define input methods and set locations for resource files. Once FTSpooler has been set, you will rarely need to access this screen.

To access the online user manual, press the **F1** button from any screen in FTSpooler, or click on the blue question mark icon and select **User Manual** from the popup. **F1** is context sensitive.

To access the online knowledge base from FTSpooler, click on the blue question mark icon and select **Knowledge Base** from the popup.

To view FTSpooler product information, click on the blue question mark icon and select **About** from the popup.

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