



## SBE Manual V7.5

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### Archive

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#### 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**.

#### 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.

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

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## 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.

Clear All Apply filter

Queue:  
TCG Monthly Statement

Process:  
directory:PS2PDF

Document type:

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.

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