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SBE Manual V7.5

Start | Queues | Data Folders | **Archive** | Setup | Submit Associated Files | Other Add-ons | Related Batch Processes | Special Forms FTDesign Manual V7.2 I'm Stuck!

Archive

Archive Guideline

- All Records
- Delivered
- ▶ Errors
- EITOIS
- Data
- Replication
- FormattingWorking
- Logs
- Managing Records
- Search and Filter
- Error Messages

Using the Archive

FTSpooler keeps all the job processing and delivery information in one job archivem and provides different views, i.e. **All, Delivered, Errors, Data, Replication, Formatting, Working** and **Logs**.

 $\label{panel} \mbox{Archive shows three panels: } \mbox{\bf searching and filtering, main panel} \mbox{ and } \mbox{\bf detail panel}.$

More information on Archive Database

More information on archive viewing for deafault (not Admin) users.

View Data Records

Select the **Delivered** button under **Archive** from the top navigation bar. In the **searching and filtering panel**, specify searching criteria to retrieve data records.

More information on Search and Filter Archive Records

In the main panel, FTSpooler shows the following for each job:

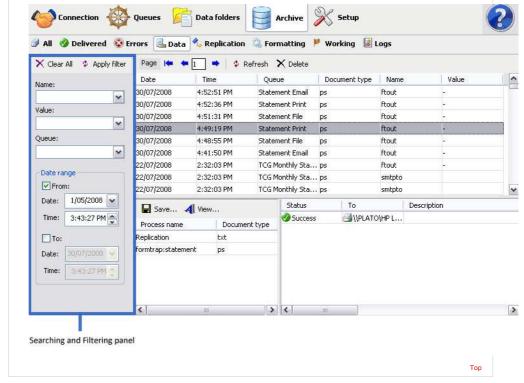
- Status job status
- Date / Time of submission
- Queue the queue the data was processed in
- Document type the document type of the selected data record
- Name the associated file entry name
- Value the value of the associated file entry

Name and **Value** repeat for different jobs, showing all of the Associated File names in that file (last to first down the page, including duplicates).

Between submission and delivery of the formatted document may be several steps such as input filtering, identification and routing an/or splitting, repagination and print formatting. Each step is shown in the **detail panel** located at the right side effectively showing the history of each job in most recent (top) to oldest (bottom) order.

- **Process Name** shows the name of the process used to modify or format the document. Some processes show additional information after a colon sign ":". For instance, the print-formatting process "formtrap" is followed with the name of the form; delivery engine "smtp", is followed with the document filter name.
- **Document Type** the file type that is produced by the process. "txt" is raw data, "pcl" or "pclxl" or "ps" are formatted and print ready documents.
- Status job status
- To form(s) used in the processing the document
- Error Description errors in the formatting process

More information on Exporting Files



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