![FormTrap logo]

PDF version

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**
  - ▷ Data
  - ▷ Replication
  - ▷ Formatting
  - ▷ Working
  - ▷ 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**.

Archive shows three panels: **searching and filtering**, **main panel** and **detail panel**.

More information on Archive Database

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

View Errors

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
- **To** - form(s) used in the processing the document

Between submission and delivery of the formatted document may be several steps such as input filtering, identification and/or 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.

You can select multiple records and save their documents. You can view a document in the appropriate viewer.

- **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.

An additional **error description panel** displays extra information for troubleshooting:

- **Process Error Description** - a brief description of the process-generated error
- **FTSpooler Error Description** - a full description of the error in FTSpooler

Process errors show the best information available. The information may not be meaningful or very relevant. There is no additional information available from log files.

More information on Error Messages from FormTrap Spooler

More information on Exporting Files

Searching and Filtering panel

Top