



SBE Manual V7.5

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Introduction to FTSpooler Enterprise Edition

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 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.

Getting Started

This is the FTSpooler Window for the Enterprise Edition.



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

- **Connection** connect clients to FTSpooler Server on the same machine, or remotely over the Windows network or the Internet.
- **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 or methods (fax)). 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

Setup Wizard 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 the blue question mark icon and select **User Manual** from the popup menu. **F1** is context sensitive.

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

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

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