

## Spooler Maintenance

It can be hard to stay organized with so many different types of reports to print.

By spooling, you can process the reports without having to print a hard copy.

This allows you to have access to backup copies in the Spooler Archive and print records from Spooler Maintenance when needed.

In this course you'll learn to spool a report and retrieve it, as well as how to view, manage and print a report directly from the spooler.

Let's get started by spooling a report.

### Topics

- Spool
- Retrieve
- View/Print

### Spool

For this example, we are going to use the End of Day Sales Total report.

You can also type RDS in the Eagle Launch Bar.

On the Print Setup tab, locate the Print to option.

Select S for Spool.

Doing this sends the report to the spooler channel instead of printing a hard copy.

You can also select A to both Print and Spool the report.

Leave the spooler channel set to 91.

Update the options and the From and To ranges as you normally would, then press Run.

Now that you've spooled the report, you'll need to be able to retrieve it.

### Retrieve

Let's open Spooled Report Maintenance.

From the Eagle Browser, select the reports menu and then click Spooled Report Maintenance.

You can also type MSP in the launch bar.

You can use the side arrows to scroll up and down to find the report you are looking for.

To sort a column heading in ascending order, double click it.

Repeat the action to sort in descending order.

If you know the acronym of the report you're looking for, type it in the report box.

In our case, we will type RDS for the End of Day Sales Total Report and press enter.

You can also search by user.

Select the report you wish to view and select Display.

You can also double click the report to view its content.

If you cannot locate the report you are looking for, it may still be spooling.

Select System Management and choose Report Queue Maintenance or type QUE in the launch bar.

You can verify that the report is still running. Once complete, it will appear in MSP.

## View/Print

Now that you've opened a report, you can move around and access specific parts of it.

Select Go To from the ribbon menu.

Here you can enter the page number to jump to a specific page.

Press Find to search for a specific word or phrase.

Press OK or hit Enter.

To continue searching for the word, press Find Next, or F5.

You can also select Last Page from the Ribbon Menu to jump to the last page in the report.

Displayed reports can be printed by pressing Print.

You can send the document to a local printer or to an Eagle designated report printer.

Opening the Miscellaneous menu, you can Copy to a file, Copy to Windows Clipboard, or create a PDF.

Spooled reports are kept in the spooler for 35 days unless this default is changed in Option ID number 103.

After that time, they are moved to the Spooler Archive.

Spooling reports comes in handy while managing day-to-day operations in your store.

You now have the knowledge to locate and retrieve spooled reports as well as print them out.

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