Spooler Maintenance

A spooler organizes your print jobs and backs up all your vital reports.

Spooling is a background task that lines up your print jobs in a queue, submitting them to the assigned printer in the order they were received or keeps the reports stored until you're ready to print on a schedule.

Using a spooler makes the printing process efficient and easy to maintain.

In this course, we will show you how to spool a report. We also show how to retrieve and maintain reports.

Objectives

- Spooling a Report
- Retrieving a Report
- Maintaining Spooled Reports

Spooling a Report

Spooling lets you process and store reports without printing them.

It organizes all your print jobs and backs up all your vital reports.

You can spool reports from any report screen.

We begin by selecting the print options for this report from the Print To drop-down menu in Print Setup.

The options depend on your business requirements and include the following.

Printer Only, Spooler Only, Spool and then print, Spooler then print then delete report, Both spooler and printer at the same time, Spooler then fax after the report is spooled and No output.

Check with your system administrator if you are not sure which option to select.

The default option is P – Printer Only.

In this example, we selected option A to spool and then print the report.

Next, enter the number of copies you want when printing the report.

The spooler channel is preset to 91. You do not have to change that.

Use the side menu for additional configuration of the report.

Click Run when you're done.

A confirmation message displays. Select Yes to exit.

Here's a brief recap of this topic, open a Report screen, select print options, enter the number of copies if printing, additional configuration if needed, and finally, run.

Retrieving a Report

After spooling a report, you must retrieve it to use it.

Do this from Spooler Maintenance, accessible from the Reports menu.

The **Spooler Maintenance** screen displays all spooled reports.

You will likely see multiple reports listed, so use the **Report**, **User**, and **Date** fields to filter the table data.

In this example, we entered RSA in the Report field to display the Sales Analysis Report and then pressed Enter.

Enable the checkbox for the report that you want to retrieve.

Click **Print**.

Enter the printer number and the number of copies.

If you want to delete this report after printing, select *Y* in the **Delete After Printing** drop-down menu.

If you do not need all the pages of the report, you can choose the page numbers using the From and To Page Number fields.

Select **OK** when finished.

The system acknowledges that you retrieved the spooled report with a message at the bottom of the Spooler Maintenance window.

Maintaining Spooler Reports

Delete, edit, and view spooled reports using the **Delete**, **Change**, and **Display** buttons.

You can also double-click a report to view it.

In the Report Viewer, use the **Find** button to locate a word or a phrase in the report.

The **Misc.** button lets you copy the report to a file, copy it to the windows clipboard, and create a pdf.

The reports that you spool using the *Spooler Only* option in **Print Setup**, are deleted after ten days.

The reports that you spool using the *Spool and then print* and the *Both spooler and printer at the same time* options, are deleted after five days.

If you do not want the system to delete a report automatically, set the **Delete Protect** option to *Y*.

Select **OK** and then **Change**.

However, the system archives all deleted reports in Spooled Reports Archive. You can still access them using the **Spooler Archive** hyperlink.

Recap

A spooler runs in the background to organize and back up vital reports for future use.

In this course, we showed you how to spool reports.

We also showed you how to retrieve and maintain spooled reports in Spooler Maintenance.

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