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## Spooler Manager

Welcome to the online help and documentation for **Spooler Manager**.

Spooler Manager monitors, controls, and configures Tandem spoolers from a Windows workstation. This includes spooler processes, control information, queues, locations, and print devices.

It provides a superior alternative to SPOOLCOM and PERUSE through its comprehensive range of graphical Spooler management functions.

### **More Information**

[What's new](#)

[Key features](#)

[Reference information](#)

[Tasks and tips](#)

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## What's new

### Email Support Using the SMTP Interface

- Configure email from Preferences windows>Email tab
- Email a job using the Email Job window. See Distributing a Specific Job to Email Recipients.
- Configure streams to distribute jobs by email using the Streams - EMail tab. See Automatically Distributing Jobs to Email Recipients.
- Configure monitors to report a spooler event by email using the Monitor Send Email Details window. See About Monitoring.

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## Key features

### More Information

Managing Local and Remote Spoolers  
Viewing Spooler Status  
Monitoring Spooler Events  
Automating Job Distribution  
Managing Spooler Supervisors  
Managing Collectors  
Managing Print Processes  
Managing Devices  
Managing Locations  
Managing and Distributing Jobs  
Managing Batch Jobs  
Managing Font Jobs  
Wizards  
More information

## Managing Local and Remote Spoolers

You can use Spooler Manager to manage spoolers on a **single node** or on **multiple nodes**.

- Before you start Spooler Manager to manage spoolers on multiple nodes, you must start a MIP on each node. When you start Spooler Manager, you log on to a node (the gateway node), then to other licensed nodes (outer nodes) that are connected by an Expand link to the gateway node. Spooler Manager uses the MIP name to establish communication with each outer node.
- You can log on automatically or selectively to each outer node, using the same or a different Guardian user ID and password combination. Spooler Manager displays each node and every spooler supervisor in the Spoolers box in the main window.

## Viewing Spooler Status

- You can view available spoolers, and a snapshot of the components in the **current spooler environment** on the main window.  

This includes the name and status of the supervisor controlling the environment, the number of jobs that each collector has open, and the names and status of each collector, print process, and device.
- You can easily drag-and-drop to change from one spooler environment to another.

## Monitoring Spooler Events

You can automatically monitor the **current default spooler** by specifying **monitor definitions**.

- Spooler conditions that you can automatically monitor include total job count, supervisor status, collector status, collector % full, print process status, and device status.
- Actions that Spooler Manager can automatically perform when a certain spooler condition is met include flashing a window, sounding a beep, playing a sound file, displaying a user-defined message box, generating a user-defined EMS event, deleting jobs that match user-defined criteria, and issuing a SPOOLCOM or TACL command.
- You can list, add, copy, modify, delete, activate, and inactivate monitor definitions.

## Automating Job Distribution

A stream is a spooler location, defined using Spooler Manager, that lets you **automatically** distribute jobs to local and LAN printers, email recipients, and FTP locations. As jobs become available at the spooler location, they are automatically sent to all destinations in the stream.

- You can list, add, copy, modify, and delete stream definitions.
- You can selectively activate and inactivate streams.

- 
- You can distribute jobs as HTML or PDF documents.
  - Starting Spooler Manager in optional autostreaming mode enables **only** the automatic distribution of jobs from the Tandem spooler; other Spooler Manager functions are not available.

## Managing Spooler Supervisors

- You can list and modify **supervisors**.
- You can display detailed information about each supervisor, including up-to-date spooler statistics, and set the default supervisor.
- You can drain, stop, and start a spooler.

## Managing Collectors

- You can list, add, copy, modify, and delete **collectors**.
- You can display detailed information about each collector.
- You can drain, stop, and start a collector process.

## Managing Print Processes

- You can list, add, copy, modify, and delete **print processes**.
- You can display detailed information about each process.
- You can drain, stop, and start a print process.

## Managing Devices

- You can list, add, copy, modify, and delete **devices**.
- You can display detailed information about each device.
- You can obtain information about the device at a location.
- You can drain, stop, and start devices.

## Managing Locations

- You can list, add, copy, modify, and delete **locations**.
- You can display detailed information about each location.
- You can display the jobs queued at each location.
- You can obtain information about the device at each location.

## Managing and Distributing Jobs

- You can list all **jobs** or only jobs that satisfy certain search criteria.
- You can add, modify, and delete jobs.
- You can display detailed information about each job.
- You can view a job listing, print the job to a local printer, and save the job to a file on your workstation or Tandem system.
- You can link a job to a batch job or unlink a job from a batch job.
- You can put a job on hold or remove the job from hold.
- You can reroute a job to print at another location.
- You can remove a job from a device that is down.
- You can change the selection priority.

- 
- You can move a job from one spooler subsystem to another.
  - You can send a job to email recipients or an FTP location.
  - You can add HTML or PDF formatting to a job before you save the job or send the job to email recipients or an FTP location.
  - Starting Spooler Manager in job management mode enables **only** job management functions; this mode is suitable for users who need to manage their own jobs but who do not need to manage the spooler. This mode is useful for users who, previously, have used PERUSE but not SPOOLCOM.

## Managing Batch Jobs

- You can list, modify, and delete **batch jobs**.
- You can display detailed information about each batch job.
- You can start a batch job or put a batch job on hold.
- After listing batch jobs, you can link a job to a batch job or unlink a job from a batch job.

## Managing Font Jobs

- You can list and delete **font jobs**.

## Wizards

Spooler Manager provides **wizards** for quickly and easily performing various spooler tasks. Using wizards you can:

- Analyze a collector to show processes with open jobs, and the spooling rate for each process.
- Generate a spooler configuration script file for reconfiguring a spooler after a cold start.
- Add new components (collectors, print processes, devices, and locations) to an existing spooler subsystem.
- Configure and start a new spooler by generating command scripts to automate shutdown, cold start, warm start, and rebuild operations.

## More information

Spooler Manager interacts with the SPOOLCOM and PERUSE software products. For more information about these products, refer to the following manuals:

*Guardian System Operations Guide*  
*Spooler Programmer's Guide*  
*Spooler Utilities Reference Manual*

These software products and manuals are available from Tandem Computers Inc.

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## Reference information

### More Information

Logging on  
Main window  
Preferences windows  
Monitor windows  
Batch Job windows  
Collector windows  
Device windows  
Font Job windows  
Job windows  
Location windows  
Print Process windows  
Streams windows  
Supervisor windows  
Common windows  
Wizard windows  
System Component Colors

## Logging on

### More Information

Configuration window  
Logon window  
Node Selection window

## Configuration window

Use the **Configuration** window to specify the configuration parameters that Spooler Manager uses to establish a session with the MIP from this workstation.

- If the Logon History box from the Logon window shows one or more entries, you have previously established a session with the MIP. If so, Spooler Manager uses the parameters of the most recent entry. Click any other entry to select that entry and use its parameters instead.
- If the Logon History box from the Logon window is empty, either you have not previously established a session with the MIP or you have recently cleared the logon history information (for example, by clicking the Clear History button). You must specify the parameters you want to use before you can establish a session with the MIP.

### More Information

Options box

## Logon window

Use the **Logon** window to establish a session with the MIP from Spooler Manager. The default configuration parameters used to establish the session are displayed in the Current Configuration box.

### More Information

Current Configuration box                      Logon box  
Logon History box

## Node Selection window

Use the **Node Selection** window to display and select nodes to use with Spooler Manager. You must select at least one node. Use the Node Selection box from the Preferences windows to specify whether to display this window when you start Spooler Manager.

### More Information

Nodes box

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## Main window

The **main** window provides access to all Spooler Manager menus, functions, and components. Colors indicate system component status.

### More Information

Title bar	Menu bar
Session menu	Supervisor menu
Collector menu	Print menu
Device menu	Loc menu
Job menu	Monitor menu
Wizard menu	Help menu
Spooler Subsystem display	Collector Open counter
Collector box	Supervisor box
Print Process box	Device icon
Spoolers box	Status bar

## Menus and commands

### More Information

Session menu  
Supervisor menu  
Collector menu  
Print menu  
Device menu  
Loc menu  
Job menu  
Monitor menu  
Wizard menu  
Tools menu  
Help menu

## Session menu

The **Session** menu has the following commands for controlling your current session:

<b>Logon</b>	Displays the Logon window. Use this window to log on.
<b>Nodes</b>	Displays the Node Selection window. Use this window to select nodes to which to log on and display nodes that are connected, licensed, or available.
<b>Preferences</b>	Displays the Preferences window. Use this window to specify preferences.
<b>Exit</b>	Exits and logs you off.

## Supervisor menu

The **Supervisor** menu has the following commands for managing spooler supervisors:

<b>List</b>	Displays the Supervisor List window. Use this window to list and manage supervisors.
<b>Display Details</b>	Displays the Supervisor Details window. Use this window to display detailed information about the current supervisor.
<b>Set Default</b>	Displays the Set Default Supervisor window. Use this window to set the default supervisor.

## Collector menu

The **Collector** menu has the following commands for managing collectors:

<b>Add</b>	Displays the Collector Add window. Use this window to add a collector.
<b>List</b>	Displays the Collector List window. Use this window to list and manage collectors.

## Print menu

The **Print** menu has the following commands for managing print processes:

<b>Add</b>	Displays the Print Process Add window. Use this window to add a print process.
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**List** Displays the Print Process List window. Use this window to list and manage print processes.

## Device menu

The **Device** menu has the following commands for managing devices:

**Add** Displays the Device Add window. Use this window to add a device.

**List** Displays the Device List window. Use this window to list and manage devices.

## Loc menu

The **Loc** menu has the following commands for managing locations:

**Add** Displays the Location Add window. Use this window to add a location.

**List** Displays the Location List window. Use this window to list and manage locations.

**Streams** Displays the Streams window. Use this window to list and manage streams.

## Job menu

The **Job** menu has the following commands for managing jobs:

**List** Displays the Job List window. Use this window to list and manage jobs.

**Search** Displays the Job Search Criteria window. Use this window to specify job search criteria and to search for jobs that satisfy the criteria.

**Batch List** Displays the Batch List window. Use this window to list and manage batch jobs.

**Font List** Displays the Font List window. Use this window to list and manage font jobs.

## Monitor menu

The **Monitor** menu has the following commands for managing monitor definitions:

**Add** Displays the Monitor Add window. Use this window to add monitor definitions.

**List** Displays the Monitor List window. Use this window to list and manage monitor definitions.

**Enabled** Enables automatic monitoring if ticked, and disables automatic monitoring if not ticked.

## Wizard menu

The **Wizard** menu has the following commands for quickly and easily performing tasks:

**Collection Rate Analysis** This wizard analyzes a collector to show processes with open jobs, and the spooling rate for each process.

**Generate Config Script** This wizard generates a spooler configuration script file (either a TACL obey file or a SPOOLCOM In file) for reconfiguring a spooler after cold start.

**Configure New Component** This wizard can configure a new collector, print process, device, or location.

**Configure New Spooler** This wizard configures and starts a new spooler, generating command scripts to automate shutdown, cold start, warm start, and rebuild operations.

## Tools menu

The **Tools** menu has the following utility commands:

**Command Interpreter** Runs the Command Interpreter Manager. Use this application to start conversational command interpreters.

## Help menu

The **Help** menu has the following commands for getting help:

**Contents** Displays the *Contents* topic.

**Help on Main Window** Displays the *Main window* topic.

**Search for Help on** Used to search through a list of selected topics.

**How to Use Help** Displays the *Contents for How to Use Help* topic.

**About** Displays contact and version information.

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## Preferences windows

### More Information

General tab  
Programs tab  
Email tab

### General tab

Use the **Preferences** window - **General** tab to specify general preferences.

### More Information

Host Timeout  
Monitor Log  
Node Selection  
Refresh Interval  
View/Print Job Listing

### Host Timeout

**Host Timeout** specifies the time period (in seconds) that Spooler Manager waits for a response from the Tandem host. You can specify a value from 1 through 32767. The default is 30 seconds.

### Monitor Log

**Monitor Log** specifies details about the set of log files used to record Spooler Manager monitoring activity (when monitoring is enabled). Monitoring activity includes actions performed, responses received to host commands, and add, copy, modify, delete, activate, and inactivate operations.

**Prefix** Specifies the first part (prefix) of the log file name.  
**#** Specifies the maximum number of log files that are created and kept.  
**Size** Specifies the maximum size of each log file in kilobytes.

Log files, which are text files, are created in the same directory as the Spooler Manager program file. A complete file name is the prefix plus a number from 1 through to the value specified in the **#** box. For example, if the prefix is "mon" and the **#** box specifies 5, the log files created are called mon1.log (created first), mon2.log, mon3.log, mon4.log, and mon5.log (created last).

When the last log file in the set (for example, mon5.log) reaches the size specified in the **Size** box, the first log file (mon1.log) is overwritten; when that log file (mon1.log) is full, the next log file in the set (mon2.log) is overwritten; and so the cycle continues.

### Node Selection

**Node Selection** specifies whether to show the Node Selection window at logon.

There are at least two situations when you may want to display the Node Selection window at logon. First, to specify a different user ID for each outer node every time you start Spooler Manager. Second, to specify a different password for each user ID, if the password for each user ID is different from the password used to log on to the gateway node (for security, Spooler Manager does not save passwords and, by default, attempts to log on to each outer node using the gateway node password).

If you use the same user ID to log on to each node every time you start Spooler Manager or each user ID has the same password, then it is probably unnecessary to display this window when you start Spooler Manager.

### Refresh Interval

**Refresh Interval** specifies the frequency (in seconds) at which Spooler Manager automatically refreshes the main window display. You can specify a value from 5 through 32767. The default is 30 seconds.

**Note** The value is not associated with the Refresh Interval specified in the Collection Rate Analysis window.

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## View/Print Job Listing

**View/Print Job Listing** specifies the user ID that Spooler Manager uses when viewing or printing a job listing:

- Use SPOOL User ID** Spooler Manager uses the user ID of the person who logged on to Spooler Manager; that is, the user ID displayed in the main window title bar.
- Use MIP User ID** Spooler Manager uses the user ID of the person who started the MIP; however, all other Spooler Manager operations are performed using the user ID of the person who logged on to Spooler Manager.

## Programs tab

Use the **Preferences** window - **Programs** tab to specify Tandem programs used by Spooler Manager to perform its operations.

### More Information

Background SPOOLCOM Server  
Interactive PERUSE Server  
Interactive SPOOLCOM Server  
Spooler Supervisor

## Background SPOOLCOM Server

**Background SPOOLCOM Server** specifies the following information:

- Program** Specifies the name of the program file on the Tandem host used to handle background SPOOLCOM requests. These are polling requests to update the main window.
- CPU** Specifies the number of the CPU (-1 through 15) running the SPOOLCOM process. A value of -1 specifies that the same CPU as the MIP is to be used.
- Priority** Specifies the priority of the SPOOLCOM process (-1, then 1 through 199). A value of -1 specifies that the same priority as the MIP is to be used.

## Interactive PERUSE Server

**Interactive PERUSE Server** specifies the following information:

- Program** Specifies the name of the program file on the Tandem host used to handle interactive PERUSE requests by Spooler Manager.
- CPU** Specifies the number of the CPU (-1 through 15) running the PERUSE process. A value of -1 specifies that the same CPU as the MIP is to be used.
- Priority** Specifies the priority of the PERUSE process (-1, then 1 through 199). A value of -1 specifies that the same priority as the MIP is to be used.

## Interactive SPOOLCOM Server

**Interactive SPOOLCOM Server** specifies the following information:

- Program** Specifies the name of the program file on the Tandem host used to handle interactive SPOOLCOM requests by Spooler Manager.
- CPU** Specifies the number of the CPU (-1 through 15) running the SPOOLCOM process. A value of -1 specifies that the same CPU as the MIP is to be used.
- Priority** Specifies the priority of the SPOOLCOM process (-1, then 1 through 199). A value of -1 specifies that the same priority as the MIP is to be used.

## Spooler Supervisor

**Spooler Supervisor** specifies the name of the program file on the Tandem computer system for spooler supervisors. This enables Spooler Manager to automatically discover the supervisor process on the Tandem system to which Spooler Manager is connected.

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## Email tab

Use the **Preferences** window - **Email** tab to specify email preferences.

### More Information

Email Interface  
Authentication Details  
SMTP Authentication  
SMTP Server  
SMTP Port  
POP Server  
POP Port  
Internet Email Address

## Email Interface

**Email Interface** specifies the email interface to use when using Spooler Manager to send email:

### Use MAPI Interface (if available)

Specifies the Messaging Application Programming Interface (MAPI) interface.

### Use Lotus VIM Interface

Specifies the Lotus Vendor Independent Messaging (VIM) interface.

### Use SMTP Interface

Specifies the Simple Mail Transport Protocol (SMTP) interface.

### Notes

- If you change the email interface, you must restart The Operations Pack for the change to take effect.
- If no email interface is available, email is disabled from Spooler Manager.
- If you select an email interface and the interface is unavailable, Spooler Manager displays an alert.

## Authentication Details

If email authentication is required, **Authentication Details** specifies the **Profile/Password** required to log on to the selected email server. Click **Save Password** to save the password.

## SMTP Authentication

**SMTP Authentication** specifies whether SMTP authentication is required and whether it is performed using an SMTP server or POP server.

## SMTP Server

**SMTP Server** specifies the name of the SMTP server, if this server is used to send email.

## SMTP Port

**SMTP Port** specifies the port number of the SMTP server. The default is 25.

## POP Server

**POP Server** specifies the name of the POP server, if this server is used for authentication.

## POP Port

**POP Port** specifies the port number of the POP server. The default is 110.

## Internet Email Address

**Internet Email Address** specifies the email address used to send email.

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## Monitor windows

This topic describes windows used for managing monitor definitions, which are used to define actions that are performed when certain spooler conditions are met.

### More Information

Job Delete Criteria window  
Monitor Add/Copy/Modify window  
Monitor List window  
Monitor Send Email Details window

### Related Information

About Monitoring  
Monitoring the Spooler

## Job Delete Criteria window

Use the **Job Delete Criteria** window to specify criteria used to delete jobs when a certain spooler condition is met.

### More Information

Age box	Collector box
Form Name box	Location box
Owner box	Pages box
Report box	State box

### Related Information

About Monitoring

## Monitor Add/Copy/Modify window

Use the **Monitor Add/Copy/Modify** window to add, copy, or modify a monitor definition.

### More Information

Monitor ID box	Condition box
Actions box	Monitor alerts
Delete jobs matching	Display message box
Generate EMS event	Issue host command
Repeat actions until resolved	Send email

### Related Information

About Monitoring  
Monitoring the Spooler

## Monitor List window

Use the **Monitor List** window to list monitor definitions.

### More Information

List box	Activate button
Add button	Copy button
Delete button	Inactivate button
Modify button	Print button

### Related Information

About Monitoring  
Monitoring the Spooler

## Monitor Send Email Details window

Use the **Monitor Send Email Details** window to specify details for the event message triggered by a monitor condition.

### More Information

Addresses box	Message box
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Priority box  
Subject box

Session box

### Related Information

About Monitoring  
Monitoring the Spooler

## Batch Job windows

### More Information

Batch Details window  
Batch Link Job window  
Batch List window  
Batch Modify window

### Related Information

Working with Batch Jobs

## Batch Details window

Use the **Batch Details** window to display detailed information about a batch job.

### More Information

Date and Time box	Form Name box
Jobs box	Location box
NetBatch Job Name box	Owner box
Delete button	Hold button
Jobs button	Link Job button
Modify button	Refresh button
Start button	

Refer to the `SPOOLCOM BATCH, STATUS` and `SPOOLCOM JOB, STATUS` commands in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Batch Jobs

## Batch Link Job window

Use the **Batch Link Job** window to list batch jobs to which you can link the job you just displayed in the Job Details window or selected in the Job List window. Click an entry to select a batch job to which to link the job. Double-click an entry to select a batch job and link the job to the batch job in one operation.

### More Information

List box	Spooler Supervisor field
Link Job button	Refresh button

Refer to the following commands in the *Spooler Utilities Reference Manual*:

<code>SPOOLCOM BATCH, LINK</code>	<code>SPOOLCOM BATCH, STATUS</code>
<code>SPOOLCOM JOB, STATUS</code>	

### Related Information

Working with Batch Jobs

## Batch List window

Use the **Batch List** window to list batch jobs in the spooler subsystem. Click an entry to select a batch job. Double-click an entry to display the Batch Details window.

### More Information

List box	Spooler Supervisor field
Delete button	Detail button
Hold button	Jobs button
Link Job button	Modify button
Print button	Refresh button
Start button	

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Refer to the `SPOOLCOM BATCH`, `STATUS` and `SPOOLCOM JOB`, `STATUS` commands in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Batch Jobs

## Batch Modify window

Use the **Batch Modify window** to modify the attributes of a batch job.

### More Information

Copies box	Form Name box
Hold After Printing box	Location box
Owner box	Report box
Selection Priority box	

Refer to the `SPOOLCOM BATCH` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Batch Jobs

## Collector windows

### More Information

- Collector Add window
- Collector Copy window
- Collector Details window
- Collector List window
- Collector Modify window
- Collector Open List window

### Related Information

Working with Collectors

## Collector Add window

Use the **Collector Add** window to add a collector to the specified spooler subsystem.

### More Information

CPUs box	Data File box
Page Size box	Priority box
Process Name box	Program File box
Supervisor box	

Refer to the `SPOOLCOM COLLECT` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Collectors

## Collector Copy window

Use the **Collector Copy** window to copy a collector.

### More Information

CPUs box	Data File box
Page Size box	Priority box
Process Name box	Program File box
Supervisor box	

### Related Information

Working with Collectors

## Collector Details window

Use the **Collector Details** window to display detailed information about a collector.

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### More Information

CPUs box	Data File box
Last Error box	Opens box
Page Size box	Program File box
State box	Units box
Copy button	Delete button
Drain button	Jobs button
Modify button	Opens button
Refresh button	Start button

Refer to the `SPOOLCOM COLLECT, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Collectors

## Collector List window

Use the **Collector List** window to list collectors in the spooler subsystem. Click an entry to select a collector. Double-click an entry to display the Collector Details window.

### More Information

List box	Spooler Supervisor field
Copy button	Delete button
Detail button	Drain button
Jobs button	Modify button
Opens button	Print button
Refresh button	Start button

Refer to the `SPOOLCOM COLLECT, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Collectors

## Collector Modify window

Use the **Collector Modify** window to modify the attributes of a collector.

### More Information

CPUs box	Data File box
Page Size box	Priority box
Process Name box	Program File box
Supervisor box	

Refer to the `SPOOLCOM COLLECT` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Collectors

## Collector Open List window

Use the **Collector Open List** window to list jobs that the specified collector has open in the spooler subsystem. Click an entry to select a job. Double-click an entry to display the Job Details window.

### More Information

List box	Collector field
Spooler Supervisor field	Job button
Refresh button	

Refer to the `SPOOLCOM COLLECT, LISTOPENS` and `SPOOLCOM COLLECT, STATUS` commands in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Collectors

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## Device windows

### More Information

Device Add window  
Device Add Advanced window  
Device Clear window  
Device Copy window  
Device Copy Advanced window  
Device Details window  
Device Drop window  
Device Jobs window  
Device List window  
Device Locations window  
Device Modify window  
Device Modify Advanced window  
Device Skip window

### Related Information

Working with Devices

## Device Add window

Use the **Device Add** window to add a device to the specified spooler subsystem.

### More Information

Description box	Device Name box
Device Type box	Form Feed box
Form Name box	Header box
Print Process box	Queue box
Speed box	Supervisor box
Width box	Advanced button

Refer to the `SPOOLCOM DEV` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Add Advanced window

Use the **Device Add Advanced window** to specify advanced device attributes. Changes you make in the Device Add Advanced window are not saved until you press the OK button in the Device Add window.

### More Information

Auto Restart box	Character Map box
Device Reset box	EOL Value box
EOL When box	Ownership box
Parameter box	Retry Interval box
Retry Timeout box	TOF Value box
Vertical Spacing box	Back button

Refer to the following commands in the *Spooler Utilities Reference Manual*:

<code>SPOOLCOM DEV, CHARMAP</code>	<code>SPOOLCOM DEV, DEVRESET</code>
<code>SPOOLCOM DEV, EXCLUSIVE</code>	<code>SPOOLCOM DEV, LUEOLVALUE</code>
<code>SPOOLCOM DEV, LUEOLWHEN</code>	<code>SPOOLCOM DEV, LUTOFVALUE</code>
<code>SPOOLCOM DEV, PARM</code>	<code>SPOOLCOM DEV, PREXLATE</code>
<code>SPOOLCOM DEV, RESTART</code>	<code>SPOOLCOM DEV, RETRY</code>
<code>SPOOLCOM DEV, TIMEOUT</code>	

### Related Information

Working with Devices

## Device Clear window

Use the **Device Clear** window to stop printing the current job.

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### More Information

Clear box

Refer to the `SPOOLCOM DEV, CLEAR` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Copy window

Use the **Device Copy** window to copy the attributes of a device.

### More Information

Description box	Device Name box
Device Type box	Form Feed box
Form Name box	Header box
Print Process box	Queue box
Speed box	Supervisor box
Width box	Advanced button

### Related Information

Working with Devices

## Device Copy Advanced window

Use the **Device Copy Advanced window** to specify advanced device attributes. Changes you make in the Device Copy Advanced window are not saved until you press the OK button in the Device Copy window.

### More Information

Autorestart box	Character Map box
Device Reset box	EOL Value box
EOL When box	Ownership box
Parameter box	Retry Interval box
Retry Timeout box	TOF Value box
Vertical Spacing box	Back button

Refer to the following commands in the *Spooler Utilities Reference Manual*:

<code>SPOOLCOM DEV, CHARMAP</code>	<code>SPOOLCOM DEV, DEVRESET</code>
<code>SPOOLCOM DEV, EXCLUSIVE</code>	<code>SPOOLCOM DEV, LUEOLVALUE</code>
<code>SPOOLCOM DEV, LUEOLWHEN</code>	<code>SPOOLCOM DEV, LUTOFVALUE</code>
<code>SPOOLCOM DEV, PARM</code>	<code>SPOOLCOM DEV, PREXLATE</code>
<code>SPOOLCOM DEV, RESTART</code>	<code>SPOOLCOM DEV, RETRY</code>
<code>SPOOLCOM DEV, TIMEOUT</code>	

### Related Information

Working with Devices

## Device Details window

Use the **Device Details** window to display detailed information about a device.

### More Information

Advanced Configuration box	Description box
Device Type box	Form Feed box
Form Name box	Header box
Jobs box	Last Error box
Print Process box	Queue box
Speed box	State box
Width box	Align button
Clear button	Copy button
Delete button	Drain button
Jobs button	Locations button
Modify button	Refresh button
Skip button	Start button
Suspend button	

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Refer to the `SPOOLCOM DEV, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Drop window

Use the **Device Drop** window to select a new location for a job after dragging and dropping a job from the Spoolers box in the main window to a device icon.

### More Information

Device box	Dropped Job box
Hold job after printing box	Location box

### Related Information

Working with Devices

## Device Jobs window

Use the **Device Jobs** window to list jobs queued for printing on the device. Click an entry to select a job. Double-click an entry to display the Job Listing window.

**Note** An align job appears as Job 0. A feature of the Tandem spooler is that an align job cannot be deleted from the spooler. The align job stays in the spooler, queued to a device, until it is printed or the spooler is warm started.

### More Information

List box	Spooler Supervisor field
Change Loc button	Delete button
Detail button	Dev Clear button
Dev Drain button	Hold button
Location button	Refresh button
View Listing button	

Refer to the `SPOOLCOM COLLECT, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device List window

Use the **Device List** window to list devices in the spooler subsystem. Click an entry to select a device. Double-click an entry to display the Device Details window.

### More Information

List box	Spooler Supervisor field
Align button	Clear button
Copy button	Delete button
Detail button	Drain button
Jobs button	Locations button
Modify button	Print button
Refresh button	Skip button
Start button	Suspend button

Refer to the `SPOOLCOM DEV, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Locations window

Use the **Device Locations** window to list the locations connected to a device.

### More Information

List box	Spooler Supervisor field
Delete button	Detail button

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Jobs button

Refresh button

Refer to the `SPOOLCOM DEV, STATUS` and `SPOOLCOM LOC, STATUS` commands in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Modify window

Use the **Device Modify** window to modify the attributes of a device.

### More Information

Description box

Device Type box

Form Name box

Print Process box

Speed box

Width box

Device Name box

Form Feed box

Header box

Queue box

Supervisor box

Advanced button

Refer to the `SPOOLCOM DEV` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Device Modify Advanced window

Use the **Device Modify Advanced window** to specify advanced device attributes. Changes you make in the Device Modify Advanced window are not saved until you press the OK button in the Device Modify window.

### More Information

Auto Restart box

Device Reset box

EOL When box

Parameter box

Retry Timeout box

Vertical Spacing box

Character Map box

EOL Value box

Ownership box

Retry Interval box

TOF Value box

Back button

Refer to the following commands in the *Spooler Utilities Reference Manual*:

`SPOOLCOM DEV, CHARMAP`

`SPOOLCOM DEV, EXCLUSIVE`

`SPOOLCOM DEV, LUEOLWHEN`

`SPOOLCOM DEV, PARM`

`SPOOLCOM DEV, RESTART`

`SPOOLCOM DEV, TIMEOUT`

`SPOOLCOM DEV, DEVRESET`

`SPOOLCOM DEV, LUEOLVALUE`

`SPOOLCOM DEV, LUTOFVALUE`

`SPOOLCOM DEV, PREXLATE`

`SPOOLCOM DEV, RETRY`

### Related Information

Working with Devices

## Device Skip window

Use the **Device Skip** window to specify the number of the page to which to skip or the number of pages to skip in the job currently printing on the device.

### More Information

Skip box

Refer to the `SPOOLCOM DEV, SKIP` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Devices

## Font Job windows

### More Information

Font List window

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## Related Information

Working with Font Jobs

## Font List window

Use the **Font List** window to list font jobs in the spooler subsystem.

### More Information

List box	Spooler Supervisor field
Delete button	Job Details button
Print button	Refresh button

Refer to the `SPOOLCOM FONT, STATUS` command in the *Spooler Utilities Reference Manual*.

## Related Information

Working with Font Jobs

## Job windows

### More Information

- Email Job window
- FTP Job window
- Go to Page window
- Job Details window
- Job Find window
- Job Link to Batch window
- Job List window
- Job Listing window
- Job Loc Change window
- Job Modify window
- Job Move window
- Job Print window
- Job Save window
- Job Search Criteria window

### Related Information

Working with Jobs

## Email Job window

Use this **Email Job** window to specify options when you are sending email.

**Note** The options available depend on the email interface specified in Preferences windows>Email tab.

### More Information

- Email Job - General tab (VIM, SMTP Interfaces)
- Email Job - Options tab (VIM, SMTP, MAPI Interfaces)
- Select Addresses

## Email Job - General tab (VIM, SMTP Interfaces)

Use the **Email Job - General tab** to specify session and recipient options.

### More Information

Session box	Recipients box
Send button	

## Email Job - Options tab (VIM, SMTP, MAPI Interfaces)

Use the **Email Job - Options tab** to specify how the job is packaged in the email message.

### More Information

File Format box	Compression box
Email Job box	Send button

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## Select Addresses

Use the **Select Addresses** window to specify to whom to send the job.

### More Information

Look in Address Item  
Message Recipients

## FTP Job window

Use the **FTP Job** window to specify the FTP destination and other FTP options.

### More Information

Compression box Destination box  
File Format box Options box  
Remote Logon box Timeout box  
Send button

## Go to Page window

Use the **Go to Page** window to specify the number of the page to display in the current job.

### More Information

Go to Page box

## Job Details window

Use the **Job Details** window to display detailed information about a job.

The window also displays the **Move** button when Spooler Manager uses the D41 or later Tandem spooler to handle SPOOLCOM requests. Use this button to move the job to another spooler subsystem.

### More Information

Batch box Collected by box  
Copies box Date and Time box  
Form Name box Hold box  
Location box NetBatch Job Name box  
Owner box Page Size box  
Report box Report Size box  
Sel Pri box State box  
Change Loc button Delete button  
Email button FTP button  
Hold button Link button  
Location button Modify button  
Move button Print Job button  
Refresh button Save button  
Start button Unlink button  
View Listing button

**Note** The FTP and EMail buttons are available only if you have separately ordered the FTP and email functions.

Refer to the SPOOLCOM JOB, STATUS command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Find window

Use the **Job Find** window to find specified text in the current job listing.

### More Information

From box Text box  
Find button

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Refer to the `PERUSE FIND` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Link to Batch window

Use the **Job Link to Batch** window to list jobs that you can link to the batch job you just displayed in the Batch Details window or selected in the Batch List window. Click an entry to select a job. If the job is not already in a batch, you can link the job to the batch job. If the job is already in a batch, you can unlink the job from the current batch job and link the job to the selected batch job. Double-click an entry to select and link a job to the selected batch job in one operation.

### More Information

List box	Spooler Supervisor field
Link button	Refresh button
Unlink button	

Refer to the `SPOOLCOM BATCH, LINK` and `SPOOLCOM BATCH, UNLINK` commands in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job List window

Use the **Job List** window to list jobs in the spooler subsystem. Click an entry to select a job. To select two or more jobs in sequence, click the first job you want to select, then press and hold down the Shift key and click the last job in the sequence. To select two or more jobs out of sequence, press and hold down the Ctrl key and click each job. Double-click an entry to display the Job Listing window.

The window also displays the **Delete All** button when a list displayed as the result of a search using the Job Search Criteria window. Use this button to delete all jobs.

The window also displays the **Move** button when Spooler Manager uses the D41 or later Tandem spooler to handle `SPOOLCOM` requests. Use this button to move the job(s) to another spooler subsystem.

### More Information

List box	Spooler Supervisor field
Jobs Found field	Change Loc button
Delete button	Delete All button
Detail button	Email button
FTP button	Hold button
Link button	Location button
Modify button	Move button
Print button	Print Job button
Refresh button	Save button
Start button	Unlink button
View Listing button	

**Note** The FTP and EMail buttons are available only if you have separately ordered the FTP and email functions.

Refer to the `SPOOLCOM JOB, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Listing window

Use the **Job Listing** window to display a listing of a job. You can resize this window.

### More Information

Text box	Copy button
Delete button	Find button
Find Next button	First button

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Font button  
Last button  
Prev button  
Save button  
Email button

Go To button  
Next button  
Print Job button  
Space bar  
FTP button

Refer to the `PERUSE LIST` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Loc Change window

Use the **Job Loc Change** window to change the location of a job to a location associated with a device. To change the location of a job to a location not associated with a device, use the Job Modify window.

### More Information

Location box

Refer to the `SPOOLCOM JOB, LOC` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Modify window

Use the **Job Modify** window to modify the attributes of a job.

### More Information

Copies box	Form Name box
Hold After Printing box	Location box
Owner box	Report box
Selection Priority box	

Refer to the `SPOOLCOM JOB` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Move window

Use the **Job Move** window to transfer a job to another spooler subsystem.

### More Information

To Collector box	Move button
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Refer to the `SPOOLCOM JOB, COLLECT` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Print window

Use the **Job Print** window to print the job.

### More Information

Copies box	Font box
Layout box	Printer box
Print Range box	

### Related Information

Working with Jobs

## Job Save window

Use the **Job Save** window to save the current job.

---

### More Information

Compression box	File Format box
Host File Type box	Save box
Save Option box	Save to box

Refer to the `PERUSE LIST` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Job Search Criteria window

Use the **Job Search Criteria** window to specify job search criteria and to search for jobs that satisfy the criteria. You must specify some search criteria before beginning the search. Jobs matching the search criteria are displayed in the Job List window.

### More Information

Collector / Datafile box	Date and Time box
Form Name box	Location box
Owner box	Pages box
Report box	State box
Supervisor box	Text String box
Clear Fields button	Search button

Refer to the `SPOOLCOM JOB (qualifiers)` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Jobs

## Location windows

### More Information

- Location Add window
- Location Copy window
- Location Details window
- Location List window
- Location Modify window

### Related Information

Working with Locations

## Location Add window

Use the **Location Add** window to connect a location to a device in the specified spooler subsystem.

### More Information

Broadcast box	Device box
Font box	Location Name box
Supervisor box	

Refer to the `SPOOLCOM LOC` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Locations

## Location Copy window

Use the **Location Copy** window to copy a location.

### More Information

Broadcast box	Device box
Font box	Location Name box
Supervisor box	

### Related Information

Working with Locations

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## Location Details window

Use the **Location Details** window to display detailed information about a location.

### More Information

Broadcast box	Device box
Font box	Jobs box
Copy button	Delete button
Device button	Jobs button
Modify button	Refresh button

Refer to the `SPOOLCOM LOC, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Locations

## Location List window

Use the **Location List** window to list locations and connected devices in the spooler subsystem. Click an entry to select a location. Double-click an entry to display the Location Details window.

### More Information

List box	Spooler Supervisor field
Copy button	Delete button
Detail button	Device button
Jobs button	Modify button
Print button	Refresh button

Refer to the `SPOOLCOM LOC, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Locations

## Location Modify window

Use the **Location Modify** window to modify the attributes of a location.

### More Information

Broadcast box	Device box
Font box	Location Name box
Supervisor box	

Refer to the `SPOOLCOM LOC` command in the *Spooler Utilities Reference Manual*.

### Related Information

Working with Locations

## Print Process windows

### More Information

- Print Process Add window
- Print Process Copy window
- Print Process Details window
- Print Process List window
- Print Process Modify window

### Related Information

Working with Print Processes

## Print Process Add window

Use the **Print Process Add** window to add a print process to the specified spooler subsystem.

### More Information

CPUs box	Priority box
Process Name box	Program File box

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Supervisor box

Refer to the `SPOOLCOM PRINT` command in the *Spooler Utilities Reference Manual*.

#### Related Information

Working with Print Processes

### Print Process Copy window

Use the **Print Process Copy** window to copy a print process.

#### More Information

CPUs box

Priority box

Process Name box

Program File box

Supervisor box

#### Related Information

Working with Print Processes

### Print Process Details window

Use the **Print Process Details** window to display detailed information about a print process.

#### More Information

CPUs box

Devices box

Flags box

Last Error box

Program File box

State box

Copy button

Delete button

Devices button

Modify button

Refresh button

Start button

Refer to the `SPOOLCOM PRINT, STATUS` command in the *Spooler Utilities Reference Manual*.

#### Related Information

Working with Print Processes

### Print Process List window

Use the **Print Process List** window to list print processes in the spooler subsystem. Click an entry to select a print process. Double-click an entry to display the Print Process Details window.

#### More Information

List box

Spooler Supervisor field

Copy button

Delete button

Detail button

Devices button

Modify button

Print button

Refresh button

Start button

Refer to the `SPOOLCOM PRINT, STATUS` command in the *Spooler Utilities Reference Manual*.

#### Related Information

Working with Print Processes

### Print Process Modify window

Use the **Print Process Modify** window to modify the attributes of a print process.

#### More Information

CPUs box

Priority box

Process Name box

Program File box

Supervisor box

Refer to the `SPOOLCOM PRINT` command in the *Spooler Utilities Reference Manual*.

#### Related Information

Working with Print Processes

---

## Streams windows

### More Information

Streams window  
Stream Add window  
Stream Copy window  
Stream Modify window  
Streams - Location tab  
Streams - Diskfile tab  
Streams - Printer tab  
Streams - FTP tab  
Streams - EMail tab

### Related Information

About Streams  
About Autostreaming Mode  
Working with Streams  
Starting in Autostreaming Mode

## Streams window

Use the **Streams** window to list stream definitions. Click an entry to select a stream definition. Double-click an entry to display the Stream Modify window.

### More Information

List box	Activate button
Add button	Copy button
Delete button	Inactivate button
Modify button	Print button

### Related Information

About Streams  
About Autostreaming Mode  
Working with Streams  
Starting in Autostreaming Mode

## Stream Add window

Use the **Stream Add** window to add a stream definition. When you add a stream definition, you define the location, then specify disk file, printer, FTP, and email distribution options. Immediately after you add a stream definition, jobs at the defined location are distributed to their destinations. Use the following tabs:

- Streams - Location tab
- Streams - Diskfile tab
- Streams - Printer tab
- Streams - FTP tab
- Streams - EMail tab

**Note** The FTP and EMail tabs are available only if you have separately ordered the FTP and email functions.

## Stream Copy window

Use the **Stream Copy** window to copy a stream definition. When you copy a stream definition, you must change the location. Immediately after you copy a stream definition, any jobs at the defined location are distributed to their destinations. Use the following tabs:

- Streams - Location tab
- Streams - Diskfile tab
- Streams - Printer tab

- 
- Streams - FTP tab
  - Streams - EMail tab

**Note** The FTP and EMail tabs are available only if you have separately ordered the FTP and email functions.

## Stream Modify window

Use the **Stream Modify** window to modify a stream definition. Use the following tabs:

- Streams - Location tab
- Streams - Diskfile tab
- Streams - Printer tab
- Streams - FTP tab
- Streams - EMail tab

**Note** The FTP and EMail tabs are available only if you have separately ordered the FTP and email functions.

## Streams - Location tab

Use the **Streams - Location tab** to specify the spooler location name and other general stream options, which apply to disk file, printer, FTP, and email distribution. This tab is used when adding, copying, and modifying a stream.

### More Information

Advanced box  
AutoStream box  
State box

After Streaming box  
Location /Report Name box  
Stream User box

### Related Information

About Streams  
About Autostreaming Mode  
Working with Streams  
Starting in Autostreaming Mode

## Streams - Diskfile tab

When streaming to a workstation disk file, use the **Streams - Diskfile tab** to specify the file name and other options. You can stream to a disk file on your workstation or directly accessible from your workstation (for example, if the workstation is connected to a LAN, you can stream to the server if it is accessible). If disk file streaming is not required for this stream, leave the Destination box blank. This tab is used when adding, copying, and modifying a stream.

### More Information

Compression box  
File Format box

Destination box

### Related Information

About Streams  
About Autostreaming Mode  
About Distributing Jobs to Disk Files  
Working with Streams  
Starting in Autostreaming Mode

## Streams - Printer tab

When streaming to a printer, use the **Streams - Printer tab** to specify the printer name and other printing options. If printing is not required for this stream, leave the Printer box blank. This tab is used when adding, copying, and modifying a stream.

### More Information

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Copies box  
Layout box

Font box  
Printer box

#### **Related Information**

About Streams  
About Autostreaming Mode  
Working with Streams  
Starting in Autostreaming Mode

### **Streams - FTP tab**

When streaming to an FTP location, use the **Streams - FTP tab** to specify the FTP destination and other FTP options. If FTP is not required for this stream, leave the Host field in the Destination box blank. This tab is used when adding, copying, and modifying a stream.

**Note** The FTP and EMail tabs are available only if you have separately ordered the FTP and email functions.

#### **More Information**

Compression box  
File Format box  
Remote Logon box  
Destination box  
Options box  
Timeout box

#### **Related Information**

About Streams  
About Autostreaming Mode  
About Distributing Jobs to an FTP Location  
Working with Streams  
Starting in Autostreaming Mode

### **Streams - EMail tab**

When streaming to email recipients, use the **Streams - EMail tab** to specify email addresses and other email options. If email is not required for this stream, leave the To field in the Recipients box blank. This tab is used when adding, copying, and modifying a stream.

**Note** The FTP and EMail tabs are available only if you have separately ordered the FTP and email functions.

#### **More Information**

File Format box  
Mail Package box  
Session box  
Compression box  
Recipients box

#### **Related Information**

About Streams  
About Autostreaming Mode  
About Distributing Jobs to Email Recipients  
Working with Streams  
Starting in Autostreaming Mode

### **Supervisor windows**

#### **More Information**

Set Default Supervisor window  
Supervisor Details window  
Supervisor List window  
Supervisor Modify window

#### **Related Information**

Managing the Spooler Supervisor

---

## Set Default Supervisor window

Use the **Set Default Supervisor** window to set the default supervisor for the spooling environment. This determines the spooler name displayed in the Supervisor box in the main window, and the spooler subsystem components displayed in the main window. Additionally, it determines the spooler name shown in the Spooler Supervisor field and Default Supervisor field in List windows.

### More Information

Supervisor box

### Related Information

Managing the Spooler Supervisor

## Supervisor Details window

Use the **Supervisor Details** window to display detailed information about a spooler supervisor.

### More Information

CPUs box	Default Supervisor field
Description box	Last Error box
Log File box	Owner box
State box	Statistics box
Batches button	Collectors button
Devices button	Drain button
Fonts button	Locations button
Modify button	Print Procs button
Refresh button	Set as Default button
Start button	

Refer to the `SPOOLCOM SPOOLER, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Managing the Spooler Supervisor

## Supervisor List window

Use the **Supervisor List** window to list spooler supervisors.

### More Information

List box	Default Supervisor field
Batches button	Collectors button
Detail button	Devices button
Drain button	Fonts button
Jobs button	Locations button
Modify button	Print button
Print Procs button	Refresh button
Set as Default button	Start button

Refer to the `SPOOLCOM SPOOLER, STATUS` command in the *Spooler Utilities Reference Manual*.

### Related Information

Managing the Spooler Supervisor

## Supervisor Modify window

Use the **Supervisor Modify** window to modify the attributes of a spooler supervisor.

### More Information

Description box	Log File box
Manager Access box	

Refer to the `SPOOLCOM SPOOLER` command in the *Spooler Utilities Reference Manual*.

### Related Information

Managing the Spooler Supervisor

---

## Common windows

### More Information

List Print window

## List Print window

The **List Print** window prints a list of entries from the current List window.

### More Information

Orientation box

Output Mode box

Print Range box

## Wizard windows

### More Information

Collection Rate Analysis Wizard

## Collection Rate Analysis Wizard

The **Collection Rate Analysis** wizard analyzes a collector to show processes with open jobs, and the spooling rate for each process. This enables you to determine the application that is filling up the collector quickly, and allows processes to be stopped or suspended.

**Note** The wizard automatically pauses when you click an entry to select an open job.

**Error! AutoText entry not defined.** On slow systems, timeouts may occur while the wizard is running. If this happens, you may want to increase the Host Timeout value in the Preferences window.

### More Information

Collection Rate Analysis Window

## Collection Rate Analysis Window

The **Collection Rate Analysis** window is displayed while the Collection Rate Analysis wizard is executing.

### More Information

List box

Refresh Interval box

Sort By box

Collector field

Spooler Supervisor field

Activate button

Job Details button

Pause/Continue button

Stop button

Suspend button

## System Component Colors

In the main window, colors indicate system component status:

### More Information

Collector Colors

Device Colors

Print Process Colors

Supervisor Colors

## Collector Colors

The following colors indicate collector status:

**Grey** The collector is active.

**Red** The collector has registered an error.

**White** The collector is dormant or drained.

## Device Colors

The following colors indicate device status:

- 
- Green** The device is printing a job.
  - Grey** The device is waiting or suspended.
  - Red** The device has registered an error.
  - White** The device is offline.

## **Print Process Colors**

The following colors indicate print process status:

- Green** The print process is active.
- Grey** The print process is dormant.
- Red** The print process has registered an error.

## **Supervisor Colors**

The following colors indicate supervisor status:

- Grey** The supervisor is active.
- Red** The supervisor has registered an error.
- White** The supervisor is being cold started or warm started.

---

## Tasks and tips

### More Information

- Startup Options
- Configuring Spooler Manager
- Managing the Spooler Supervisor
- Monitoring the Spooler
- Working with Collectors
- Working with Print Processes
- Working with Devices
- Working with Locations
- Working with Streams
- Working with Jobs
- Working with Batch Jobs
- Working with Font Jobs
- Working with Wizards

## Startup Options

### More Information

- About Startup Syntax
- About Job Management Mode
- Starting On a Single Node
- Starting On Multiple Nodes
- Starting With a Specific Initialization File
- Starting in Normal Mode
- Starting in Autostreaming Mode
- Starting in Job Management Mode
- Starting With a Specific Spooler Subsystem Display

## About Startup Syntax

There are various options available for starting Spooler Manager. The options are specified after the name of the Spooler Manager program file.

### More Information

- Syntax
- Syntax Conventions
- Examples

## Syntax

```
program-file-name
[ -INI ini-file-name ]
[ { -AUTOSTREAM
  [ -VIEWSTREAM ]
  [ -USERID user-id ]
  [ -STREAMKEY loc-name[ \rep-name ] ]
|
  -JOBMAN } ]
[ -SUPERVISOR supervisor-name ]
```

*program-file-name*

Specifies the name of the Spooler Manager program file.

-INI *ini-file-name*

Used when Starting With a Specific Initialization File. Starts Spooler Manager with the specified initialization file.

-AUTOSTREAM

---

Used when Starting in Autostreaming Mode. You can abbreviate this option to `-AS`.

`-VIEWSTREAM`

Allows the user to view and manage jobs at the stream locations defined for the user (when Spooler Manager starts in autostreaming mode). You can abbreviate this option to `-VS`.

`-USERID user-id`

Specifies the user ID or alias for which streams have been defined (when Spooler Manager starts in autostreaming mode). You can abbreviate this option to `-U`.

If `-USERID` is specified, Spooler Manager automatically bypasses the Logon window. Any streams for which the autostream administrator has selected the Allow Logon Bypass check box (in the AutoStream box from the Stream Add window, Stream Copy window, or Stream Modify window) are enabled. If there are no such streams, Spooler Manager does not start.

If `-USERID` is not specified, Spooler Manager displays the Logon window and the stream user must log on to the connected Tandem system.

`-STREAMKEY loc-name [ \rep-name ]`

Specifies either a spooler location name or spooler location name plus report name. These names must match the names used in the definition of the stream that you want to use for autostreaming. See the Location/Report Name box in the Stream Add window.

This option is designed for the situation where multiple users share the same user logon but have their own location and (optional) report name for jobs. The specified stream is the only stream processed when autostreaming starts.

You can abbreviate this option to `-SK`.

You cannot specify this option more than once on the command line. For example, the following examples show invalid usage:

```
-STREAMKEY #LOCABC -STREAMKEY -#LOCXYZ
```

```
-STREAMKEY #LOCABC #LOCXYZ
```

**Note** You must define a stream using the Stream Add window>Advanced box>**Startup Specific** option before you can specify the stream using the `-STREAMKEY` startup option.

`-JOBMAN`

Used when Starting in Job Management Mode. You can abbreviate this option to `-J`.

`-SUPERVISOR supervisor-name`

Used when Starting With a Specific Spooler Subsystem Display. You can abbreviate this option to `-SUPER` or `-S`.

This option causes Spooler Manager to display the spooler environment controlled by the supervisor you specify, rather than the spooler environment controlled by the default supervisor.

The name of the default spooler is specified in the Spooler Manager initialization file. This option does not change the initialization file. The default spooler name in the initialization file is not changed unless you explicitly change it during a Spooler Manager session.

This option is useful if your Tandem system has more than one spooler subsystem, for example \$SPLS and \$BPLS, and you want to start Spooler Manager with a specific spooler subsystem display while having only one initialization file.

## Syntax Conventions

The following list summarizes the syntax conventions used in the online help:

UPPERCASE LETTERS	Words in uppercase letters are keywords; you must enter these words as shown (with either uppercase or lowercase letters).
<i>lowercase italic letters</i>	Words in lowercase italic letters are variables; you must enter a value for these variables.

---

Brackets [ ]	Words surrounded by brackets are optional; you can choose one or none.
Braces { }	Words surrounded by braces are required; you must choose one.
Vertical bar	Words separated by a vertical bar are mutually exclusive alternatives; you can choose only one.

## Examples

Assume that the name of the Spooler Manager program file is `FILE.EXE`.

- 1 The following example starts Spooler Manager with an explicitly specified initialization file `MYFILE.INI`:

```
FILE.EXE -INI MYFILE.INI
```

- 2 The following example starts Spooler Manager in autostreaming mode for the user ID `DEV.USER1`. The user cannot view or manage jobs.

```
FILE.EXE -AS -U DEV.USER1
```

- 3 The following example starts Spooler Manager in autostreaming mode for the user or users logging on using the user ID `DEV.USER1` for jobs that arrive at the location `#MYLOC`. The user or users can view and manage jobs.

```
FILE.EXE -AS -VS -U DEV.USER1 -SK #MYLOC
```

- 4 The following example starts Spooler Manager in autostreaming mode for the user or users logging on using the user ID `DEV.USER1` for jobs that arrive at the location `#MYLOC` with the report name `MYREPNAME`. The user or users can view and manage jobs.

```
FILE.EXE -AS -VS -U DEV.USER1 -SK #MYLOC\MYREPNAME
```

- 5 The following example starts Spooler Manager in autostreaming mode for the user ID `DEV.USER1`. The user can view and manage jobs.

```
FILE.EXE -AS -VS -U DEV.USER1
```

- 6 The following example starts Spooler Manager in job management mode:

```
FILE.EXE -J
```

- 7 The following example starts Spooler Manager and displays the spooler environment controlled by the supervisor `$BPLS`, regardless of the default supervisor name specified in the initialization file:

```
FILE.EXE -S \SYS1.$BPLS
```

- 8 The following example shows a combination of options:

```
FILE.EXE -INI MYFILE.INI
-AS -VS -U DEV.USER1 -S \SYS1.$BPLS
```

## About Job Management Mode

**Job management mode** is an optional mode of operation that enables **only** job management functions (except for the ability to log on and to set the default supervisor).

Job management mode is designed for users who need to only manage jobs. It is a simplified mode suitable for users who may have previously used only `PERUSE` (not `SPOOLCOM`). These are users who create spooler jobs and who need to list jobs, search for jobs, view jobs, obtain detailed information about jobs, and so on. These users require access to their own jobs but are not responsible for spooler management.

An example of users in this category might be programmers who run compilers with output listing going to the spooler.

**Note** Spooler Manager provides more functionality than `PERUSE` in job management mode.

### Related Information

Job windows  
Working with Jobs  
Starting in Job Management Mode

---

## Starting On a Single Node

To start Spooler Manager on a single node:

- 1 Obtain, install, and start the MIP on the Tandem computer system with which you intend to use Spooler Manager. Refer to the MIP documentation for details.
- 2 Establish communication between the workstation from which you intend to run Spooler Manager and the Tandem system. Refer to your communications or Tandem system documentation for details.
- 3 Start Spooler Manager. The Logon window is displayed.
- 4 Type your user ID and password in the User ID and Password fields, respectively.
- 5 If necessary, configure communications between Spooler Manager and the Tandem system with which you intend to use Spooler Manager. To do so click the Configure button to display the Configuration window, complete the appropriate options, and click the OK button. The Logon window is redisplayed.
- 6 Click the OK button to begin the logon operation.
- 7 If the Node Selection box from the Preferences window is checked, the Node Selection window is displayed. Confirm that the node to which you want to log on is the only node selected.
- 8 Click the OK button to continue the logon operation. Spooler Manager attempts to log on using the specified user ID and password. Spooler Manager displays a message if an error occurs (for example, an invalid user ID and password combination). When you have successfully logged on, Spooler Manager displays the main window.

## Starting On Multiple Nodes

To start Spooler Manager on multiple nodes:

- 1 Obtain, install, and start a MIP on the Tandem computer system with which you intend to directly use Spooler Manager. This system is called the gateway node. Refer to the MIP documentation for details.
- 2 Install and start a MIP on each other Tandem system with which you intend to use Spooler Manager. These systems are called outer nodes. These nodes must be licensed to use Spooler Manager and must be connected by an Expand link to the gateway node.
- 3 Establish communication between the workstation from which you intend to run Spooler Manager and the gateway node. Refer to your communications or Tandem system documentation for details.
- 4 Start Spooler Manager from the workstation connected to gateway node. The Logon window is displayed.
- 5 Type your user ID and password in the User ID and Password fields, respectively.
- 6 If necessary, configure communications between Spooler Manager and the gateway node. To do so click the Configure button to display the Configuration window, complete the appropriate options, and click the OK button. The Logon window is redisplayed.
- 7 Click the OK button to begin the logon operation.
- 8 If the Node Selection box from the Preferences window is checked, the Node Selection window is displayed. Select the outer nodes to which you want to log on (the gateway node is already selected) and, if necessary, specify the MIP name, user ID, and password required to log on.
- 9 Click the OK button to continue the logon operation. Spooler Manager attempts to log on to the gateway node and then to outer nodes. Spooler Manager uses the specified outer node MIP name to establish communication with each outer node, and the specified user ID and password to log on. Spooler Manager displays a message if an error occurs (for example, an invalid user ID and password combination). When you have successfully logged on to each node, Spooler Manager displays the main window.

## Starting With a Specific Initialization File

This topic describes the `-INI` startup option described in startup syntax. This option lets you start Spooler Manager with a specific initialization file.

---

Use the `-INI` startup option if your Tandem system has more than one spooler subsystem, for example `$SPLS` and `$BPLS`, and you want to specify different Spooler Manager initialization options for each subsystem.

To set up Spooler Manager to start with a specific initialization file for each subsystem:

- 1 Create one Spooler Manager shortcut for each subsystem.
- 2 Modify each Spooler Manager shortcut as follows:
  - a Optionally, rename the shortcut to include the name of the initialization file.
  - b Edit the shortcut's Target properties so that it specifies the `-INI` option followed by the subsystem-specific initialization file name.

The following examples specify initialization file names that would be appropriate for subsystems named `$SPLS` and `$BPLS`:

```
FILE.EXE -INI SPLS.INI
FILE.EXE -INI BPLS.INI
```

## Starting in Normal Mode

To set up Spooler Manager to start in normal mode, omit both the `-AUTOSTREAM` and `-JOBMAN` startup options from the Spooler Manager Target properties. These options are described in startup syntax.

**Note** Other startup options (for example, `-INI` and `-SUPERVISOR`) do not affect the mode in which Spooler Manager starts.

## Starting in Autostreaming Mode

This topic describes the `-AUTOSTREAM` startup option described in startup syntax.

Streams that are used by Spooler Manager in autostreaming mode must be set up by the autostream administrator. This must be a super group user (`SUPER.*`), because (for security reasons) only a super group user can define a stream for another user. The autostream administrator must complete two tasks to set up autostreaming for another user:

- 1 Add a stream definition that is available to the user when Spooler Manager starts in autostreaming mode
- 2 Set up the workstation for the user who will be using the autostream

After completing these steps the user is able to start Spooler Manager in autostreaming mode.

### More Information

About Autostreaming Mode

Adding a Stream Definition for Single User IDs

Adding a Stream Definition for Multiple Users Who Share the Same User ID

Setting Up a Workstation for Autostreaming

### Related Information

About Streams

Streams windows

Working with Streams

## About Autostreaming Mode

**Autostreaming mode** is an optional mode of operation that enables **only** streams to function. When Spooler Manager is started in autostreaming mode, only the automatic distribution of jobs from the Tandem spooler to printers, email recipients, and FTP locations is enabled.

Autostreaming mode is designed for users who are not responsible for or allowed to control the spooler. Autostreaming can make job distribution completely transparent to these users. Autostreaming can start when a user starts his or her workstation (and destinations are available).

---

Autostreaming enables jobs to be distributed to various destinations with no user intervention. With autostreaming, users are not required to log on to Spooler Manager or to the Tandem system that spools their jobs (unless required by their security administrator).

#### **Related Information**

About Streams  
Streams windows  
Working with Streams

### **Adding a Stream Definition for Single User IDs**

To add a stream definition that is used when autostreaming for a user ID used by only one person:

- 1 Start Spooler Manager
- 2 Log on to Spooler Manager as the autostream administrator. This must be a super group user (SUPER.\*), because (for security reasons) only a super group user can define a stream for another user.
- 3 Select the Loc>Streams command from the main window. The Streams window is displayed.
- 4 Click the Add button. The Stream Add window is displayed.
- 5 Specify stream definition attributes as required. In particular:
  - Specify the user ID for which the stream is being defined in the Stream User box, for example, DEV.USER1.
  - Specify the spooler location and, optionally, the report name that are used to determine whether a job is streamed in the Location/Report Name box, for example, #MYLOC and MYREPNAME.
  - Select the Enable For AutoStream check box in the AutoStream box.
  - **Do not check** Startup Specific in the Advanced box.
  - Optionally, select the Allow Logon Bypass check box in the AutoStream box. For more information, refer to the -USERID option described in Spooler Manager startup syntax.
  - Optionally, select the initial state of the stream in the State box (normally the state is Active).
- 6 Click the OK button. The stream definition is added. The Streams window is refreshed.

**Note** After adding the stream definition, you must start Spooler Manager as a standalone application using the syntax described in startup syntax for autostreaming to begin for this stream. For more information, see Setting Up a Workstation for Autostreaming.

#### **Related Information**

About Streams  
Streams windows  
Working with Streams

### **Adding a Stream Definition for Multiple Users Who Share the Same User ID**

To add a stream definition, used when autostreaming, for a user ID that is shared by multiple users:

- 1 Start Spooler Manager
- 2 Log on to Spooler Manager as the autostream administrator. This must be a super group user (SUPER.\*), because (for security reasons) only a super group user can define a stream for another user.
- 3 Select the Loc>Streams command from the main window. The Streams window is displayed.
- 4 Click the Add button. The Stream Add window is displayed.
- 5 Specify stream definition attributes as required. In particular:
  - Specify the user ID for which the stream is being defined in the Stream User box, for example, DEV.USER1.

- 
- Specify the spooler location and, optionally, the report name that are used to determine whether a job is streamed in the Location/Report Name box, for example, #MYLOC and MYREPNAME.
  - Select the Enable For AutoStream check box in the AutoStream box.
  - **Check** Startup Specific in the Advanced box.
  - Optionally, select the Allow Logon Bypass check box in the AutoStream box. For more information, refer to the `-USERID` option described in Spooler Manager startup syntax.
  - Optionally, select the initial state of the stream in the State box (normally the state is Active).
- 6 Click the OK button. The stream definition is added. The Streams window is refreshed.

**Note** After adding the stream definition, you must start Spooler Manager as a standalone application using the syntax described in startup syntax for autostreaming to begin for this stream. For more information, see [Setting Up a Workstation for Autostreaming](#).

#### Related Information

About Streams  
Streams windows  
Working with Streams

## Setting Up a Workstation for Autostreaming

To set up the workstation for the user who will be using the autostream:

- 1 Turn on the workstation that is used by the user.
- 2 Copy or create a Spooler Manager shortcut to create a new shortcut with the same properties.
- 3 Modify the new Spooler Manager shortcut by editing its Target properties. For more information, refer to Spooler Manager startup syntax. In particular, after the name of the Spooler Manager program file name:
  - Specify the `-AUTOSTREAM` option, so Spooler Manager can start in autostreaming mode.
  - Optionally, specify the `-STREAMKEY` option, if you want autostreaming to start only for the specified stream.
  - Optionally, specify the `-VIEWSTREAM` option, if you want to allow the user to view and manage jobs.
  - Optionally, specify the `-USERID` option, if you want autostreaming to start for the user without requiring the user to log on to Spooler Manager.
- 4 Do one of the following:
  - Put the new Spooler Manager shortcut on the desktop. Do this if you want to allow the user to determine when to start Spooler Manager in autostreaming mode. Job distribution begins when the user starts Spooler Manager using this shortcut (and destinations are available).. This technique lets the user control when jobs are distributed.
  - Put the new Spooler Manager shortcut in the Startup group. Do this if you want Spooler Manager to automatically start in autostreaming mode when the user starts their workstation. Job distribution begins when destinations are available. This technique makes job distribution completely transparent to the user.

#### Related Information

About Streams  
Streams windows  
Working with Streams

## Starting in Job Management Mode

This topic describes the `-JOBMAN` startup option described in startup syntax. This option enables **only** job management functions (except for the ability to log on and to set the default supervisor).

To set up Spooler Manager to start in job management mode:

- 
- 1 Create a shortcut that will be used to start Spooler Manager in job management mode.
  - 2 Modify the Spooler Manager shortcut as follows:
    - a Optionally, rename the shortcut to indicate that it is used to start Spooler Manager in job management mode.
    - b Edit the shortcut's Target properties so that it specifies the `-JOBMAN` option.

The following example specifies the `-JOBMAN` option:

```
FILE.EXE -JOBMAN
```

## Starting With a Specific Spooler Subsystem Display

This topic describes the `-SUPERVISOR` startup option described in startup syntax. This option lets you override the name of the default spooler subsystem specified in the initialization file.

Use the `-SUPERVISOR` startup option if your Tandem system has more than one spooler subsystem, for example `$SPLS` and `$BPLS`, and these subsystems have identical initialization options.

To set up Spooler Manager to start with a specific spooler subsystem display:

- 1 Create one Spooler Manager shortcut for each subsystem.
- 2 Modify each Spooler Manager shortcut as follows:
  - a Optionally, rename the shortcut to include the name of the subsystem that will be started.
  - b Edit the shortcut's Target properties so that it specifies the `-SUPERVISOR` option followed by the name of the subsystem that will be started.

The following examples specify subsystem names, `$SPLS` and `$BPLS`:

```
FILE.EXE -SUPERVISOR $SPLS  
FILE.EXE -SUPERVISOR $BPLS
```

## Configuring Spooler Manager

### More Information

Configuring email

## Configuring email

### More Information

About email

Configuring email

## About email

Spooler Manager supports the MAPI, Lotus Vendor Independent Messaging (VIM), and SMTP email interfaces.

There is no default interface. Therefore, when an available email interface is configured, email functionality in Spooler Manager is enabled. If no interfaces are available when you start Spooler Manager, email functionality is disabled.

If you make an interface available (for example, by changing your default MAPI client to Outlook), then you must restart Spooler Manager for the change to take effect. You do not need to restart The Operations Pack to change from one available interface to the other.

## Configuring email

- 1 On the **Session** menu, click **Preferences**.
- 2 In **Email Interface**, click the appropriate interface.
- 3 Click **OK**.

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**Note** If the selected interface is unavailable, the current configuration is not changed and Spooler Manager displays an alert.

## Managing the Spooler Supervisor

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## Monitoring the Supervisor

To monitor the supervisor, display the main window. The color of the Supervisor box indicates the state of the supervisor.

## Listing Supervisors

To list supervisors:

- 1 Display the main window.
- 2 Select the Supervisor>List command. Supervisors are listed in the Supervisor List window.

## Setting the Default Supervisor

To set the default supervisor:

- 1 Display the main window.
- 2 Select the Supervisor>Set Default command. The Set Default Supervisor window is displayed.
- 3 Select a supervisor.
- 4 Click the OK button. The main window is refreshed.

## Dragging-and-Dropping to Set the Default Supervisor

To set the default supervisor by dragging-and-dropping from the main window (if you have the authority to do so):

- 1 Display the main window.
- 2 In the Spoolers box, click a spooler supervisor.
- 3 Drag and drop the spooler supervisor to the Supervisor box.

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## Displaying Detailed Information About the Default Supervisor

To display detailed information about the default supervisor:

- 1 Display the main window.
- 2 Select the Supervisor>Display Details command or double-click the Supervisor box. Detailed information about the default supervisor is displayed in the Supervisor Details window.

## Displaying Detailed Information About a Selected Supervisor

To display detailed information about a selected supervisor:

- 1 Display the main window.
- 2 Select the Supervisor>List command. Supervisors are listed in the Supervisor List window.
- 3 Click an entry to select a spooler supervisor.
- 4 Click the Detail button. Detailed information about the supervisor is displayed in the Supervisor Details window.

## Displaying the Collectors in a Spooler Subsystem

To display the collectors in a spooler subsystem, display the main window. Collectors are displayed in the spooler subsystem display.

## Displaying the Print Processes in a Spooler Subsystem

To display the print processes in a spooler subsystem, display the main window. Print processes are displayed in the spooler subsystem display.

## Displaying the Devices in a Spooler Subsystem

To display the devices in a spooler subsystem, display the main window. Devices are displayed in the spooler subsystem display.

## Displaying the Locations in a Spooler Subsystem

To display the locations in a spooler subsystem:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.

## Displaying the Jobs in a Spooler Subsystem

To display the jobs in a spooler subsystem:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.

## Displaying the Batch Jobs in a Spooler Subsystem

To display the batch jobs in a spooler subsystem:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.

## Displaying the Font Jobs in a Spooler Subsystem

To display the font jobs in a spooler subsystem:

- 1 Display the main window.

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- 2 Select the Job>Font List command. Font jobs are listed in the Font List window.

## Draining the Default Spooler

To drain the default spooler (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click the Supervisor box. The Supervisor Details window is displayed.
- 3 Click the Drain button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the drain operation. If confirmed, the supervisor is drained. The main window is refreshed with the supervisor displayed in the (red) ERROR 14 state (because Spooler Manager cannot communicate with a nonexistent spooler supervisor).

## Draining a Selected Spooler

To drain a selected spooler (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Supervisor>List command. Supervisors are listed in the Supervisor List window.
- 3 Click an entry to select a supervisor.
- 4 Click the Drain button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the drain operation. If confirmed, the supervisor is drained. The Supervisor List window is refreshed with the supervisor displayed in the ERROR 14 state (because Spooler Manager cannot communicate with a nonexistent spooler supervisor).

## Cold-Starting a Spooler After It Has Been Drained

To cold-start a spooler after it has been drained (if you have the authority to do so):

- 1 Follow the instructions in the *Guardian System Operations Guide* to run the spooler supervisor and configure spooler components. After following these instructions, the spooler supervisor should be in the COLDSTART state.
- 2 From Spooler Manager, display the main window.
- 3 Double-click the Supervisor box, which represents the spooler supervisor you started in Step 1. The Supervisor Details window is displayed.
- 4 Click the Start button. The supervisor is started. The main window is refreshed. The supervisor state should be ACTIVE.

## Warm-Starting a Spooler After It Has Been Drained

To warm-start a spooler after it has been drained (if you have the authority to do so):

- 1 Follow the instructions in the *Guardian System Operations Guide* to run the spooler supervisor and configure spooler components. After following these instructions, the spooler supervisor should be in the WARM state.

**Note** You do not use Spooler Manager to perform Step 1.

- 2 From Spooler Manager, display the main window.
- 3 Double-click the Supervisor box, which represents the spooler supervisor you started in Step 1. The Supervisor Details window is displayed.
- 4 Click the Start button. The supervisor is started. The main window is refreshed. The supervisor state should be ACTIVE.

## Starting a Spooler in the COLDSTART or WARM State

To start a spooler in the COLDSTART or WARM state (if you have the authority to do so):

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- 1 Display the main window.
  - 2 Select the Supervisor>List command. Supervisors are listed in the Supervisor List window.
  - 3 Click an entry to select a supervisor.
  - 4 Click the Start button. The supervisor is started. The Supervisor List window is refreshed. The supervisor state should be ACTIVE.

## **Modifying the Attributes of the Default Spooler**

To modify the attributes of the default spooler (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click the Supervisor box. The Supervisor Details window is displayed.
- 3 Click the Modify button. The Supervisor Modify window is displayed.
- 4 Specify spooler attributes as required.
- 5 Click the OK button. The supervisor is modified. The Supervisor Details window is refreshed.

## **Modifying the Attributes of a Selected Spooler**

To modify the attributes of a selected spooler (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Supervisor>List command. Supervisors are listed in the Supervisor List window.
- 3 Click an entry to select a supervisor.
- 4 Click the Modify button. The Supervisor Modify window is displayed.
- 5 Specify supervisor attributes as required.
- 6 Click the OK button. The supervisor is modified. The Supervisor List window is refreshed.

## **Generating a Spooler Configuration Script File**

To generate a spooler configuration script file for reconfiguring a spooler after a cold start:

- 1 Display the main window.
- 2 Select the Wizard>Generate Config Script command.
- 3 Answer the wizard's questions as they are displayed. The configuration script is generated. The main window is displayed.

## **Monitoring the Spooler**

### **More Information**

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### **Related Information**

Monitor windows

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## About Monitoring

Spooler Manager enables you to automatically **monitor** the current default spooler and to automatically perform certain actions when a certain spooler condition is met.

A **monitor definition** specifies what events you want to monitor and what actions you want to happen when an event occurs.

You can automatically monitor when the following spooler conditions change:

- When the total job count exceeds a specified number
- When the supervisor status changes to a specified state
- When the status of any collector or a specified collector changes to a specified state
- When the size of any collector or a specified collector exceeds a certain percentage full
- When the status of any print process or a specified print process changes to a specified state
- When the status of any device or a specified device changes to a specified state

Actions that Spooler Manager can automatically perform when a certain spooler condition is met include:

- Flashing a window
- Sounding a beep
- Playing a sound file
- Displaying a user-defined message box
- Generating a user-defined EMS event (optionally specifying whether it is critical)
- Deleting jobs that match user-defined criteria
- Issuing a SPOOLCOM or TACL command
- Sending an email message

You can list, add, copy, and modify monitor definitions in the Monitor List window and Monitor Add/Copy/Modify window, respectively. You can delete definitions. After creating a definition you can choose when to activate or inactivate it.

### Related Information

Monitor windows

## Enabling Monitoring

To enable monitoring:

- 1 Display the main window.
- 2 Select the Monitor>Enabled command and ensure that a tick is displayed next to Enabled.

### Related Information

Monitor windows

## Disabling Monitoring

To disable monitoring:

- 1 Display the main window.
- 2 Select the Monitor>Enabled command ensure that a tick is not displayed next to Enabled.

### Related Information

Monitor windows

## Listing Monitor Definitions

To list monitor definitions:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.

### Related Information

Monitor windows

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## Adding a Monitor Definition

To add a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>Add command. The Monitor Add window is displayed.
- 3 Specify monitor definition attributes as required.
- 4 Click the OK button. The monitor definition is added.

### Related Information

Monitor windows

## Copying a Monitor Definition

To copy a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.
- 3 Click an entry to select a monitor definition.
- 4 Click the Copy button. The Monitor Copy window is displayed.
- 5 Use the Monitor ID box to specify a monitor ID for the monitor definition.
- 6 Specify monitor definition attributes as required.
- 7 Click the OK button. The monitor definition is copied.

### Related Information

Monitor windows

## Modifying a Monitor Definition

To modify a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.
- 3 Click an entry to select a monitor definition.
- 4 Click the Modify button. The Monitor Modify window is displayed.
- 5 Specify monitor definition attributes as required.
- 6 Click the OK button. The monitor definition is modified.

### Related Information

Monitor windows

## Deleting a Monitor Definition

To delete a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.
- 3 Click an entry to select a monitor definition.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the monitor definition is deleted.

### Related Information

Monitor windows

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## Activating a Monitor Definition

To activate a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.
- 3 Click an entry to select a monitor definition.
- 4 Click the Activate button. The monitor definition state changes to ACTIVE.

After activating a monitor definition, to enable monitoring:

- 1 Display the main window.
- 2 Select the Monitor>Enabled command and ensure that a tick is displayed next to Enabled.

### Related Information

Monitor windows

## Inactivating a Monitor Definition

To inactivate a monitor definition:

- 1 Display the main window.
- 2 Select the Monitor>List command. Monitor definitions are listed in the Monitor List window.
- 3 Click an entry to select a monitor definition.
- 4 Click the Inactivate button. The monitor definition state changes to INACTIVE.

### Related Information

Monitor windows

## Working with Collectors

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Listing Jobs Spooled by a Collector

## Monitoring Collectors

To monitor collectors, display the main window. The color of each Collector box indicates the state of a collector. The amount of the collector data file in use is displayed numerically and graphically.

## Listing Collectors

To list collectors:

- 1 Display the main window.
- 2 Select the Collector>List command. Collectors are listed in the Collector List window.

## Displaying Detailed Information About a Collector

To display detailed information about a collector:

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- 1 Display the main window.
  - 2 Double-click a Collector box. Detailed information about the collector is displayed in the Collector Details window.

## Adding a Collector to the Spooler Subsystem

To add a collector to the spooler subsystem (if you have the authority to do so), confirm that the spooler is not in the DRAINING or DORMANT state, then:

- 1 Ensure that the collector data file does not exist. If the file exists, delete it (because the Configure New Collector wizard creates this file).
- 2 Display the main window.
- 3 Select the Wizard>Configure New Component>Collector command.
- 4 Answer the wizard's questions as they are displayed. The collector is added. The main window is displayed. The collector state should be DORMANT.
- 5 Do one of the following to make the collector active:
  - If the spooler state is ACTIVE, start the collector.
  - If the spooler state is COLDSTART or WARM, start the spooler.

**Note** If you use the Collector>Add command to add a collector, ensure that the collector data file already exists. If not, create a collector data file (using a utility such as TACL or FUP).

## Copying a Collector

To copy the attributes of an existing collector and create a new collector:

- 1 Display the main window.
- 2 Select the Collector>List command. Collectors are listed in the Collector List window.
- 3 Click an entry to select a collector.
- 4 Click the Copy button. The Collector Copy window is displayed.
- 5 Specify collector attributes as required.
- 6 Click the OK button. The new collector is created. The Collector List window is refreshed.

## Starting a Collector

To start a collector (if you have the authority to do so), confirm that the collector state is DORMANT, then:

- 1 Display the main window.
- 2 Double-click a Collector box. The Collector Details window is displayed.
- 3 Click the Start button. The collector is started. The Collector Details window is refreshed. The collector state should be ACTIVE.

## Draining a Collector

To drain a collector (if you have the authority to do so), confirm that the collector state is ACTIVE, then:

- 1 Display the main window.
- 2 Double-click a Collector box. The Collector Details window is displayed.
- 3 Click the Drain button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the drain operation. If confirmed, the collector is drained. The Collector Details window is refreshed. The collector state should be DORMANT.

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## Deleting a Collector From the Spooler Subsystem

To delete a collector from the spooler subsystem (if you have the authority to do so), drain the collector and confirm that the collector state is DORMANT, then:

- 1 Display the main window.
- 2 Double-click a Collector box. The Collector Details window is displayed.
- 3 Click the Delete button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the collector is deleted and the main window is refreshed.

**Note** Deleting a collector does not delete the collector data file.

## Modifying Collector Attributes

To modify collector attributes (if you have the authority to do so), drain the collector and confirm that the collector state is DORMANT, then:

- 1 Display the main window.
- 2 Double-click a Collector box. The Collector Details window is displayed.
- 3 Click the Modify button. The Collector Modify window is displayed.
- 4 Specify collector attributes as required.
- 5 Click the OK button. The collector is modified. The Collector Details window is refreshed.
- 6 Do one of the following to make the collector active:
  - If the spooler state is ACTIVE, start the collector.
  - If the spooler state is COLDSTART or WARM, start the spooler.

## Determining the Number of Jobs That a Collector Has Open

To determine the number of jobs that a collector has open, display the main window. The number of jobs that a collector has open is displayed in the Collector Open counter that points to the collector.

## Listing Jobs That a Collector Has Open

To list jobs that a collector has open, confirm that the collector is in the ACTIVE state, then:

- 1 Display the main window.
- 2 Double-click a Collector Open counter, which points to a collector. The jobs that the collector has open are displayed in the Collector Open List window.

## Listing Jobs Spooled by a Collector

To list jobs spooled by a collector:

- 1 Display the main window.
- 2 Double-click a Collector box. The Collector Details window is displayed.
- 3 Click the Jobs button. The jobs spooled by the collector are displayed in the Job List window.

## Working with Print Processes

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Displaying the Devices Controlled by a Print Process

## **Monitoring Print Processes**

To monitor print processes, display the main window. The color of each Print Process box indicates the state of a print process.

## **Listing Print Processes**

To list print processes:

- 1 Display the main window.
- 2 Select the Print>List command. Print processes are listed in the Print Process List window.

## **Displaying Detailed Information About a Print Process**

To display detailed information about a print process:

- 1 Display the main window.
- 2 Double-click a Print Process box. Detailed information about the print process is displayed in the Print Process Details window.

## **Adding a Print Process to the Spooler Subsystem**

To add a print process to the spooler subsystem (if you have the authority to do so), confirm that the spooler is not in the DRAINING or DORMANT state, then:

- 1 Display the main window.
- 2 Select the Wizard>Configure New Component>Print Process command.
- 3 Answer the wizard's questions as they are displayed. The print process is added. The main window is displayed. The print process state should be DORMANT.

## **Copying a Print Process**

To copy the attributes of an existing print process and create a new print process:

- 1 Display the main window.
- 2 Select the Print>List command. Print processes are listed in the Print Process List window.
- 3 Click an entry to select a print process.
- 4 Click the Copy button. The Print Process Copy window is displayed.
- 5 Specify print process attributes as required.
- 6 Click the OK button. The new print process is created. The Print Process List window is refreshed.

## **Starting a Print Process**

To start a print process (if you have the authority to do so), confirm that the print process state is ERROR, rectify the cause of the error, then:

- 1 Display the main window.
- 2 Double-click a Print Process box. The Print Process Details window is displayed.
- 3 Click the Start button. The print process is started. The Print Process Details window is refreshed. The print process state should be either DORMANT or ACTIVE.

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## Draining a Print Process

To drain a print process (if you have the authority to do so), drain each device that uses the print process. Soon after the last job is printed, the print process state should be DORMANT.

## Deleting a Print Process From the Spooler Subsystem

To delete a print process from the spooler subsystem (if you have the authority to do so), first:

- 1 Modify each device that uses the print process so that the Ownership box in the Device Modify Advanced window specifies Close device while waiting.
- 2 Drain each device that uses the print process. Soon after the last job is printed, the print process state should be DORMANT.
- 3 Confirm that the print process state is DORMANT.

Then:

- 1 Display the main window.
- 2 Double-click a Print Process box. The Print Process Details window is displayed.
- 3 Click the Delete button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the print process is deleted and the main window is refreshed.

## Modifying Print Process Attributes

To modify print process attributes (if you have the authority to do so), first:

- 1 Drain each device that uses the print process. Soon after the last job is printed, the print process state should be DORMANT.
- 2 Confirm that the print process state is DORMANT or ERROR.

Then:

- 1 Display the main window.
- 2 Double-click a Print Process box. The Print Process Details window is displayed.
- 3 Click the Modify button. The Print Process Modify window is displayed.
- 4 Specify print process attributes as required.
- 5 Click the OK button. The print process is modified. The Print Process Details window is refreshed.
- 6 If the print process is currently in the ERROR state, start the print process.

## Displaying the Devices Controlled by a Print Process

To display the devices controlled by a print process:

- 1 Display the main window.
- 2 Double-click a Print Process box. The Print Process Details window is displayed.
- 3 Click the Devices button. Devices controlled by the print process are displayed in the Device List window.

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## Monitoring Devices

To monitor devices, display the main window. The color of each Device icon indicates the state of a device.

## Listing Devices

To list devices:

- 1 Display the main window.
- 2 Select the Device>List command. Devices are listed in the Device List window.

## Displaying Detailed Information About a Device

To display detailed information about a device:

- 1 Display the main window.
- 2 Double-click a Device icon. Detailed information about the device is displayed in the Device Details window.

## Adding a Device to the Spooler Subsystem

To add a device to the spooler subsystem (if you have the authority to do so), confirm that the spooler is not in the DRAINING or DORMANT state, then:

- 1 Display the main window.
- 2 Select the Wizard>Configure New Component>Device command.
- 3 Answer the wizard's questions as they are displayed. The device is added. The main window is displayed. The device state should be OFFLINE.
- 4 Do one of the following to put the device in a WAITING state:
  - If the spooler state is ACTIVE, start the device.
  - If the spooler state is COLDSTART or WARM, start the spooler.

## Copying a Device

To copy the attributes of an existing device and create a new device:

- 1 Display the main window.
- 2 Select the Device>List command. Devices are listed in the Device List window.
- 3 Click an entry to select a device.
- 4 Click the Copy button. The Device Copy window is displayed.
- 5 Specify device attributes as required.
- 6 Click the OK button. The new device is created. The Device List window is refreshed.

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## Starting a Device

To start a device (if you have the authority to do so), confirm that the device state is OFFLINE, then:

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Start button. The device is started. The Device Details window is refreshed. The device state should be WAITING.

## Draining a Device

To drain a device (if you have the authority to do so), confirm that the device state is ERROR or WAITING, then:

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Drain button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the drain operation. If confirmed, the device is drained. The Device Details window is refreshed. The device state should be OFFLINE.

## Suspending Printing on a Device That Is Currently Printing a Job

To suspend printing on a device that is currently printing a job (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click a green Device icon. The Device Details window is displayed.
- 3 Click the Suspend button. Printing is suspended on the device. The Device Details window is refreshed. The device state should be SUSPENDED.

## Deleting a Device From the Spooler Subsystem

To delete a device from the spooler subsystem (if you have the authority to do so), first:

- 1 Drain the device. Soon after the current job is finished printing, the device state should be OFFLINE.
- 2 Empty the device queue.

Then:

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Delete button. A confirmation message is displayed.
- 4 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the device is deleted and the main window is refreshed.

## Modifying Device Attributes

To modify device attributes (if you have the authority to do so), drain the device and confirm that the device state is OFFLINE, then:

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Modify button. The Device Modify window is displayed.
- 4 Specify device attributes as required.
- 5 Click the OK button. The device is modified. The Device Details window is refreshed.
- 6 Do one of the following to put the device in the ONLINE state:

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- If the spooler state is ACTIVE, start the device.
  - If the spooler state is COLDSTART or WARM, start the spooler.

## **Printing an Alignment Page on a Device**

To print an alignment page on a device (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Align button. An alignment page is printed.

## **Monitoring Jobs Queued for Printing on a Device**

To monitor jobs queued for printing on a device:

- 1 Display the main window.
- 2 Double-click a green Device icon. The Device Details window is displayed.
- 3 Click the Jobs button. Jobs queued for printing on the device are displayed in the Device Jobs window. PRINT is displayed in the Seq column if a job is printing.

## **Emptying a Device Queue**

To empty a device queue (if you have the authority to do so):

- 1 Break the connection between each location that is associated with the device.
- 2 For each location that was associated with the device, determine if there are any jobs at a location:
  - If not, delete the location.
  - If so, assign and connect the location to a print device so that the jobs can finish printing.

## **Clearing a Job That Is Currently Printing on a Device**

To clear a job that is currently printing on a device (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click a green Device icon. The Device Details window is displayed.
- 3 Click the Clear button. The Device Clear window is displayed.
- 4 Specify how to clear the job.
- 5 Click the OK button. The job is cleared. The Device Details window is displayed.

## **Listing Locations Connected to a Device**

To list locations connected to a device:

- 1 Display the main window.
- 2 Double-click a Device icon. The Device Details window is displayed.
- 3 Click the Locations button. Locations connected to the device are displayed in the Device Locations window.

## **Skipping Pages in a Job That Is Currently Printing on a Device**

To skip pages in a job that is currently printing on a device (if you have the authority to do so):

- 1 Display the main window.
- 2 Double-click a green Device icon. The Device Details window is displayed.
- 3 Click the Skip button. The Device Skip window is displayed.

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- 4 Specify page skip criteria as required.
  - 5 Click the OK button. Pages are skipped. The Device Details window is displayed.

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Deleting Jobs at a Location

Assigning and Connecting an Existing Location to a Print Device

Breaking the Connection Between a Location and a Device

### Listing Locations

To list locations:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.

### Displaying Detailed Information About a Location

To display detailed information about a location:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Detail button. Detailed information about the location is displayed in the Location Details window.

### Adding a Location to the Spooler Subsystem

To add a location to the spooler subsystem (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Wizard>Configure New Component>Location command.
- 3 Answer the wizard's questions as they are displayed. The location is added (and connected to the specified device). The main window is displayed.

### Copying a Location

To copy the attributes of an existing location and create a new location:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Copy button. The Location Copy window is displayed.
- 5 Specify location attributes as required.
- 6 Click the OK button. The new location is created. The Location List window is refreshed.

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## Modifying Location Attributes

To modify location attributes (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Modify button. The Location Modify window is displayed.
- 5 Specify location attributes as required.
- 6 Click the OK button. The location is modified. The Location List window is refreshed.

## Deleting a Location

To delete a location from the spooler subsystem (if you have the authority to do so), confirm that there are no jobs at the location (if necessary, deleting jobs), then:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the location is deleted and the Location List window is refreshed.

## Listing Jobs at a Location

To list jobs at a location:

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Jobs button. Jobs at the location are displayed in the Job List window.

## Deleting Jobs at a Location

To delete jobs at a location (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Jobs button. Jobs at the location are displayed in the Job List window.
- 5 For each job, click to select the job and click the Delete button, answering OK to the confirmation message to perform the delete operation.

## Assigning and Connecting an Existing Location to a Print Device

To assign and connect an existing location to a print device (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Modify button. The Location Modify window is displayed.
- 5 Specify a device name in the Device box.

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6 Click the OK button. The location is modified. The Location List window is refreshed.

## Breaking the Connection Between a Location and a Device

To break the connection between a location and a device (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Loc>List command. Locations are listed in the Location List window.
- 3 Click an entry to select a location.
- 4 Click the Modify button. The Location Modify window is displayed.
- 5 Specify no device name in the Device box.
- 6 Click the OK button. The location is modified. The Location List window is refreshed.

## Working with Streams

### More Information

About Streams

Listing Stream Definitions

Adding a Stream Definition

Copying a Stream Definition

Modifying a Stream Definition

Deleting a Stream Definition

Automatically Distributing Jobs to a Disk File

Automatically Distributing Jobs to a Windows Printer

Automatically Distributing Jobs to an FTP Location

Automatically Distributing Jobs to Email Recipients

Automatically Distributing Jobs to Multiple Destinations

### Related Information

About Autostreaming Mode

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## About Streams

A **stream** is a spooler location, defined using Spooler Manager, that lets you automatically distribute jobs to:

- **local and LAN workstation disk files**
- **local and LAN printers**
- **FTP locations.**
- **email recipients**

As jobs become available at the spooler location, they are automatically sent to all destinations in the stream (**local, LAN, Intranet, and Internet**).

**Streaming** is the process of distribution using a stream. When streaming to disk files, FTP locations, or email recipients, you can distribute as compressed (zipped) or uncompressed text, HTML, or PDF. You can include job variables in the disk file Destination box, FTP Destination box, and email Mail Package box to display information about a job.

You can define any number of streams using the Stream Add window. You can copy or modify stream definitions using the Stream Copy window or Stream Modify window, respectively. You can delete stream definitions, and you can list stream definitions in the Streams window. You can selectively activate and inactivate streams.

Spooler Manager checks the location names displayed in the Streams window (in the current default spooler) for jobs after each refresh of the main window display. If Emulate Tandem Spooler in the After Streaming box is selected, any jobs in the READY state are distributed; otherwise, new jobs are distributed (a new job has a time-stamp that is more recent than the last job distributed).

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When you start Spooler Manager, jobs that have accumulated at the stream locations while Spooler Manager was not running are distributed. Location checking and job distribution occurs entirely in the background. The operations of Spooler Manager and other Windows applications occur concurrently.

Information about streams is saved on the Tandem computer system to which Spooler Manager is connected. The information is saved in files that begin with "SP" in the volume and subvolume from which the MIP was started.

**Note** Do not edit these files otherwise you may corrupt the information.

The distribution of jobs is subject to spooler security and the authority of the current Spooler Manager user ID or the owner of the MIP.

**Note** If you log on more than once to the same Tandem host using the same user ID, streams are disabled for the second and subsequent sessions.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Listing Stream Definitions**

To list stream definitions:

- 1 Display the main window
- 2 Select the Loc>Streams command. Stream definitions are listed in the Streams window.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Adding a Stream Definition**

To add a stream definition:

- 1 Display the main window.
- 2 Select the Loc>Streams command. The Streams window is displayed.
- 3 Click the Add button. The Stream Add window is displayed.
- 4 Use the Location Name box to specify a location name for the stream definition.
- 5 Specify general stream options, which apply to printer, FTP, and email distribution.
- 6 Click the Diskfile, Printer tab, FTP tab, or EMail tab to specify definition attributes as required.
- 7 Click the OK button. The stream definition is added.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Copying a Stream Definition**

To copy a stream definition:

- 1 Display the main window.
- 2 Select the Loc>Streams command. Stream definitions are listed in the Streams window.
- 3 Click an entry to select a stream definition.
- 4 Click the Copy button. The Stream Copy window is displayed.
- 5 Use the Location Name box to specify a location name for the stream definition.

- 
- 6 Specify general stream options, which apply to printer, FTP, and email distribution.
  - 7 Click the Diskfile, Printer tab, FTP tab, or EMail tab to specify definition attributes as required.
  - 8 Click the OK button. The stream definition is copied.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Modifying a Stream Definition**

To modify a stream definition:

- 1 Display the main window.
- 2 Select the Loc>Streams command. Stream definitions are listed in the Streams window.
- 3 Click an entry to select a stream definition.
- 4 Click the Modify button. The Stream Modify window is displayed.
- 5 Specify general stream options, which apply to printer, FTP, and email distribution.
- 6 Click the Diskfile, Printer tab, FTP tab, or EMail tab to specify definition attributes as required.
- 7 Click the OK button. The stream definition is modified.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Deleting a Stream Definition**

To delete a stream definition:

- 1 Display the main window.
- 2 Select the Loc>Streams command. Stream definitions are listed in the Streams window.
- 3 Click an entry to select a stream definition.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the stream definition is deleted.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

### **Automatically Distributing Jobs to a Disk File**

To automatically distribute jobs to a disk file, set up a disk file stream. Disk file distribution requires that there is sufficient disk space on the workstation. When streaming to another computer on a LAN, the file name must be directly accessible from the workstation running Spooler Manager.

To set up a disk file stream:

- 1 Display the main window.
- 2 Select the Loc>Streams command. The Streams window is displayed.
- 3 Click the Add button. The Stream Add window is displayed.
- 4 Use the Location Name box to specify a location name for the stream definition.
- 5 Specify general stream options, including whether the stream state is Active.

- 
- 6 Click the Diskfile tab.
  - 7 Specify disk file stream definition attributes as required. In particular, the name of the local file or the (accessible and available) remote file.
  - 8 Click the OK button. The stream definition is added. When the stream is active, jobs sent to the stream are automatically spooled to the disk file.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

## **Automatically Distributing Jobs to a Windows Printer**

To automatically distribute jobs to a Windows printer, set up a printer stream. Printer distribution requires that the printer is accessible and available.

Spooler Manager regards printer distribution as successful when a job is accepted by the Windows Print Manager. If streaming fails (and while the job remains at the location in the READY state), Spooler Manager retries after the next refresh interval.

To set up a printer stream:

- 1 Display the main window.
  - 2 Select the Loc>Streams command. The Streams window is displayed.
  - 3 Click the Add button. The Stream Add window is displayed.
  - 4 Use the Location Name box to specify a location name for the stream definition.
  - 5 Specify general stream options, including whether the stream state is Active.
  - 6 Click the Printer tab.
  - 7 Specify printer stream definition attributes as required. In particular:
    - Specify <Default Printer> for automatic spooling to always work. In this case, jobs are automatically printed at the workstation where the user is currently logged on—jobs automatically follow the user.
    - Specify the name of a specific Windows printer if you want your jobs to always print on this printer.
- Note** If you define a stream and specify the name of a printer on one workstation and then use a different workstation that does not have access to a printer with the same name, jobs may not print.
- 8 Click the OK button. The stream definition is added. When the stream is active, jobs sent to the stream are automatically spooled to the Windows printer.

#### **Related Information**

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

## **Automatically Distributing Jobs to an FTP Location**

To automatically distribute jobs to an FTP location, set up an FTP stream.

Spooler Manager regards FTP distribution as successful when an FTP transfer completes without errors. If streaming fails (and while the job remains at the location in the READY state), Spooler Manager retries after the next refresh interval.

To set up an FTP stream:

- 1 Display the main window.
- 2 Select the Loc>Streams command. The Streams window is displayed.
- 3 Click the Add button. The Stream Add window is displayed.
- 4 Use the Location Name box to specify a location name for the stream definition.

- 
- 5 Specify general stream options, including whether the stream state is Active.
  - 6 Click the FTP tab.
  - 7 Specify FTP stream definition attributes as required. In particular:
    - Specify a host name or IP address for the destination computer, for example:  
`sys2.iss.com.au`  
`222.17.49.7`
    - Specify a file name on the destination computer for the spooler job, for example:  
`/tan/reports/accounts.txt`  
`$data1.reports.job[#jobnum]`
    - Specify the port number of the destination computer, for example:  
`21`
  - 8 Click the OK button. The stream definition is added. When the stream is active, jobs sent to the stream are automatically distributed to the FTP location.

#### **Related Information**

About Autostreaming Mode  
About Distributing Jobs to an FTP Location  
Streams windows  
Starting in Autostreaming Mode

## **Automatically Distributing Jobs to Email Recipients**

To automatically distribute jobs to email recipients, set up an email stream. All email streaming occurs automatically in the background.

Spooler Manager regards email distribution as successful when the email client on the originating workstation accepts the message. If streaming fails (and while the job remains at the location in the READY state), Spooler Manager retries after the next refresh interval.

To set up an email stream:

- 1 Display the main window
- 2 Select the Loc>Streams command. The Streams window is displayed.
- 3 Click the Add button. The Stream Add window is displayed.
- 4 Use the Location Name box to specify a location name for the stream definition.
- 5 Specify general stream options, including whether the stream state is Active.
- 6 Click the EMail tab.
- 7 Specify email stream definition attributes as required. In particular:
  - Specify one or more recipients in the To field, for example:  
`intsoft@intsoft.com.au`  
`John;Janet;Clair;Rebecca`
  - Optionally, specify one or more recipients in the CC and BCC fields.
  - Optionally, specify session information. Some email clients may require a profile name and some may require a password. If you are in doubt whether you have a profile, whether to supply a profile name, or what profile names are available, click the Choose Profile button.
  - Optionally, specify Mail Package information.
- 8 Click the OK button. The stream definition is added. When the stream is active, jobs sent to the stream are automatically distributed to the email recipients.

#### **Related Information**

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About Autostreaming Mode  
About Distributing Jobs to Email Recipients  
Streams windows  
Starting in Autostreaming Mode

## Automatically Distributing Jobs to Multiple Destinations

A single stream can include one or more distribution methods (disk file, printer, FTP, and email). To automatically distribute jobs to combination destinations, set up a stream that includes combinations of these distribution methods.

Spooler Manager regards combination distribution as successful when one method succeeds. If streaming fails (and while the job remains at the location in the READY state), Spooler Manager retries after the next refresh interval.

To set up a combination stream, follow the instructions for the distribution methods you want to use in the stream:

- To include a disk file location in the stream—Automatically Distributing Jobs to a Disk File
- To include a printer in the stream—Automatically Distributing Jobs to a Windows Printer
- To include an FTP location in the stream—Automatically Distributing Jobs to an FTP Location
- To include email recipients in the stream—Automatically Distributing Jobs to Email Recipients

### Related Information

About Autostreaming Mode  
Streams windows  
Starting in Autostreaming Mode

## Working with Jobs

### More Information

About Distributing Jobs to Disk Files  
About Distributing Jobs to Email Recipients  
About Distributing Jobs to an FTP Location  
Monitoring all Jobs  
Monitoring Jobs Queued to a Specific Device  
Listing all Jobs  
Listing Jobs That Match Specified Search Criteria  
Navigating Quickly to a Job  
Displaying Detailed Information About a Job  
Printing a Job to a Printer on Your Workstation  
Printing Multiple Jobs to a Printer on Your Workstation  
Distributing a Specific Job to Email Recipients  
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Saving a Job to a File on Your Workstation  
Saving a Job to a File on Your Tandem Computer System  
Saving a Job in HTML or PDF  
Putting a Job on Hold  
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Starting a Job on Hold  
Starting Multiple Jobs on Hold  
Deleting a Job After Obtaining a Job List  
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Determining the Current Print Job  
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Modifying Job Attributes  
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Linking a Job to a Batch Job  
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Unlinking Multiple Jobs From a Batch Job

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Changing the Printing Location of a Job  
Changing the Printing Location of Multiple Jobs  
Dragging-and-Dropping to Change the Printing Location of a Job  
Viewing a Job Listing  
Moving a Job to Another Spooler Subsystem  
Holding a Job After Printing  
Compressing a Job As a ZIP file

## About Distributing Jobs to Disk Files

Spooler Manager lets you distribute jobs to **disk files** in two ways:

- Automatically—by using a disk file stream to save jobs to disk
- Manually—when you select a job from the Job List window or Job Details window, then save the job to a disk file on a workstation or Tandem computer

## About Distributing Jobs to Email Recipients

Spooler Manager lets you distribute jobs to **email recipients** in two ways:

- Automatically—by using an email stream
- Manually—when you select a job from the Job List window or Job Details window, then email the job

Email distribution requires MAPI-compliant email client software configured on the originating workstation (the same workstation as Spooler Manager). Email clients that you can use to send jobs include Exchange, Windows Messaging, and Outlook (not Outlook Express).

**Note** Internet email servers (SMTP) are supported by the Windows Messaging client software provided with Windows 9x, NT 4.0, and 2000, so a corporate Email server is not required.

Spooler Manager does not require the email client software to be running when it begins email distribution.

## About Distributing Jobs to an FTP Location

Spooler Manager lets you distribute jobs to an **FTP location** in two ways:

- Automatically—by using an FTP stream
- Selectively—when you select a job from the Job List window or Job Details window, then FTP the job

FTP distribution requires that the destination computer is accessible and available on the network by TCP/IP and that it is configured with an FTP server.

## Monitoring all Jobs

To monitor all jobs:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.

## Monitoring Jobs Queued to a Specific Device

To monitor jobs queued to a specific device:

- 1 Display the main window.
- 2 Select the Device>List command. Devices are listed in the Device List window.
- 3 Click to select a device (that is in the JOB or BUSY state).
- 4 Click the Jobs button. Jobs queued for printing on the device are displayed in the Device Jobs window. PRINT is displayed in the Seq column if a job is printing.

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## Listing all Jobs

To list all jobs:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.

## Listing Jobs That Match Specified Search Criteria

To list jobs that match specified search criteria:

- 1 Display the main window.
- 2 Select the Job>Search command. The Job Search Criteria window is displayed.
- 3 Specify job search criteria as required.
- 4 Click the Search button. Jobs that match the specified criteria are listed in the Job List window; otherwise, a message is displayed indicating no match was found.

## Navigating Quickly to a Job

To navigate quickly to a job from the Spoolers box in the main window:

- 1 Display the main window.
- 2 To expand the required spooler hierarchy, click the line next to the folder icon next to the spooler name or double-click the folder icon next to the spooler name.
- 3 To expand the Jobs hierarchy and list jobs, click the line next to the folder icon next to Jobs or double-click the folder icon next to Jobs.
- 4 Do one of the following:
  - Press a number to find the next job whose job number begins with the number.
  - Press a letter to find the next job whose location begins with the letter after the #.

## Displaying Detailed Information About a Job

To display detailed information about a job:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Detail button. Detailed information about the job is displayed in the Job Details window.

## Printing a Job to a Printer on Your Workstation

To print a job to a printer on your workstation (if you have the authority to do so), confirm that the printer is ready for printing, then:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Print Job button. The Job Print window is displayed.
- 5 Specify print attributes as required.
- 6 Click the OK button. The job is printed.

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## Printing Multiple Jobs to a Printer on Your Workstation

To print multiple jobs to a printer on your workstation (if you have the authority to do so), confirm that the printer is ready for printing, then:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs. To select two or more jobs in sequence, click the first job you want to select, then press and hold down the Shift key and click the last job in the sequence. To select two or more jobs out of sequence, press and hold down the Ctrl key and click each job.
- 4 Click the Print Job button. The Job Print window is displayed.
- 5 Specify print attributes as required.
- 6 Click the OK button. The job is printed.

## Distributing a Specific Job to Email Recipients

To distribute a specific job to email recipients (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Email button. The Email Job window is displayed.
- 5 Specify how the job is packaged in the email message.
- 6 Click the Send button. Spooler Manager begins email distribution.

## Distributing a Specific Job to an FTP Location

To distribute a specific job to an FTP location (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the FTP button. The FTP Job window is displayed.
- 5 Specify the FTP destination and other FTP options.
- 6 Click the Send button. Spooler Manager begins FTP distribution.

## Saving a Job to a File on Your Workstation

To save a job to a file on your workstation (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Save button. The Job Save window is displayed.
- 5 Specify the name of a file on your workstation, and other save attributes as required.
- 6 Click the OK button. The job is saved.

## Saving a Job to a File on Your Tandem Computer System

To save a job to a file on your Tandem computer system (if you have the authority to do so):

- 1 Display the main window.

- 
- 2 Select the Job>List command. Jobs are listed in the Job List window.
  - 3 Click an entry to select a job.
  - 4 Click the Save button. The Job Save window is displayed.
  - 5 Specify the name of a file on your Tandem computer system, and other save attributes as required.
  - 6 Click the OK button. The job is saved.

## **Saving a Job in HTML or PDF**

To save a job in HTML or PDF, ensure that you select the **HTML** or **PDF** option when you save or distribute the job using one of the following methods:

- Automatically Distributing Jobs to a Disk File
- Automatically Distributing Jobs to an FTP Location
- Automatically Distributing Jobs to Email Recipients
- Automatically Distributing Jobs to Multiple Destinations
- Saving a Job to a File on Your Workstation
- Saving a Job to a File on Your Tandem Computer System
- Distributing a Specific Job to an FTP Location
- Distributing a Specific Job to Email Recipients

When HTML formatting is added to a job, you can view the job in any World Wide Web browser (including Microsoft Internet Explorer and Netscape Navigator).

When you save as PDF, you require Adobe Acrobat Reader to view the job.

## **Putting a Job on Hold**

To put a job on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Hold button. The job is put on hold. The Job List window is refreshed. The job state should be HOLD.

## **Putting Multiple Jobs on Hold**

To put multiple jobs on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Hold button. The jobs are put on hold. The Job List window is refreshed. The state of all the jobs should be HOLD.

## **Starting a Job on Hold**

To start a job on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.

- 
- 4 Click the Start button. The job is started. The Job List window is refreshed. The job state should be READY.

### **Starting Multiple Jobs on Hold**

To start multiple jobs on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Start button. The jobs are started. The Job List window is refreshed. The state of the jobs should be READY.

### **Deleting a Job After Obtaining a Job List**

To delete a job after obtaining a job list (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the job is deleted and the Job List window is refreshed.

### **Deleting Multiple Jobs After Obtaining a Job List**

To delete multiple jobs after obtaining a job list (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the jobs are deleted and the Job List window is refreshed.

### **Deleting Multiple Jobs That Match Specified Search Criteria**

To delete multiple jobs that match specified search criteria (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Search command. The Job Search Criteria window is displayed.
- 3 Specify job search criteria as required
- 4 Click the Search button. Jobs that match the specified criteria are listed in the Job List window; otherwise, a message is displayed indicating no match was found.
- 5 If jobs are listed, click the Delete All button. A confirmation message is displayed.
- 6 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the jobs are deleted and the Job List window is refreshed.

### **Determining the Current Print Job**

To determine the current print job:

- 1 Display the main window.
- 2 Double-click a green Device icon. The Device Details window is displayed.

- 
- 3 Click the Jobs button. Jobs queued for printing on the device are displayed in the Device Jobs window. PRINT is displayed in the Seq column if a job is printing.

## Determining the Owner of a Job

To determine the owner of a job:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window. The information for each job includes the job owner.

## Determining the Location of a Job

To determine the location of a job:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window. The information includes the job location.

## Modifying Job Attributes

To modify job attributes (if you have the authority to do so), put the job on hold and confirm that the job state is HOLD, then:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Modify button. The Job Modify window is displayed.
- 5 Specify job attributes as required.
- 6 Click the OK button. The job is modified. The Job List window is refreshed.

## Modifying the Attributes of Multiple Jobs

To modify the attributes of multiple jobs (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Modify button. The Job Modify window is displayed.
- 5 Specify job attributes as required.
- 6 Click the OK button. The jobs are modified. The Job List window is refreshed.

## Linking a Job to a Batch Job

To link a job to a batch job (if you have the authority to do so and if the key attributes of the job match the batch job):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Link button. The Batch Link Job window is displayed.
- 5 Select the batch job to which you want to link the job.
- 6 Click the Link Job button. The job is linked to the batch job. The Job List window is refreshed.

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## Unlinking a Job From a Batch Job

To unlink a job from a batch job (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Unlink button. The job is unlinked from the batch job. The Job List window is refreshed.

## Unlinking Multiple Jobs From a Batch Job

To unlink multiple jobs from a batch job (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Unlink button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the jobs are unlinked from their batch job(s) and the Job List window is refreshed.

## Changing the Printing Location of a Job

To change the printing location of a job (if you have the authority to do so), put the job on hold and confirm that the job state is HOLD, then:

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the Change Loc button. Locations associated with a device are displayed in the Job Loc Change window.
- 5 Specify the new location as required.
- 6 Click the OK button. The job is rerouted. The Job List window is refreshed.

## Changing the Printing Location of Multiple Jobs

To change the printing location of multiple jobs (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click multiple entries to select multiple jobs.
- 4 Click the Change Loc button. Locations associated with a device are displayed in the Job Loc Change window.
- 5 Specify the new location as required.
- 6 Click the OK button. The jobs are rerouted. The Job List window is refreshed.

## Dragging-and-Dropping to Change the Printing Location of a Job

To change the printing location of a job by dragging-and-dropping from the main window (if you have the authority to do so):

- 1 Display the main window.
- 2 To expand the required spooler hierarchy, click the line next to the folder icon next to the spooler name or double-click the folder icon next to the spooler name.

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- 3 To expand the Jobs hierarchy and list jobs, click the line next to the folder icon next to Jobs or double-click the folder icon next to Jobs.
  - 4 Drag and drop the job from the Spoolers box to a device. The Device Drop window is displayed.
  - 5 Specify the new location as required.
  - 6 Click the OK button. The job is rerouted. The Spoolers box is refreshed.

## Viewing a Job Listing

To view a job listing (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>List command. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click the View Listing button. The job is displayed in the Job Listing window. Scroll through the job by using either the space bar or a combination of the vertical scroll bar and the First button, Last button, Next button, and Prev button.

**Note** You are always able to view your own jobs. You can view other jobs if your system manager has configured MIP to allow you to do so.

## Moving a Job to Another Spooler Subsystem

To move a job to another spooler subsystem (if you have the authority to do so):

- 1 Display the main window.
- 2 On the **Job** menu, click **List**. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 If the job is not on hold, click **Hold**.
- 5 Click **Move**. The Job Move window is displayed.

**Note** The **Move** button is visible only when Spooler Manager uses the D41 or later Tandem spooler to handle SPOOLCOM requests.

- 6 Specify the name of the collector in the **To Collector** list.
- 7 Click **Move**.

## Holding a Job After Printing

To hold a job after printing (if you have the authority to do so):

- 1 Display the main window.
- 2 On the **Job** menu, click **List**. Jobs are listed in the Job List window.
- 3 Click an entry to select a job.
- 4 Click **Modify**. The Job Modify window is displayed.
- 5 In the **Hold After Printing** box, click **On**.
- 6 Click **OK**.

**Tip** In the main window, when you drag and drop a job from the Spoolers box to a device, you can click Hold job after printing in the Device Drop window.

## Compressing a Job As a ZIP file

You can compress a job as a ZIP file from two places:

- From the Job List window, when you save, email or FTP a job.

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- From the Streams windows, when you distribute a job to a disk file, email recipients, or FTP location.

## Working with Batch Jobs

### More Information

Monitoring Batch Jobs  
Listing Batch Jobs  
Displaying Detailed Information About a Batch Job  
Putting a Batch Job on Hold  
Starting a Batch Job on Hold  
Deleting a Batch Job  
Determining the Owner of a Batch Job  
Determining the Location of a Batch Job  
Modifying Batch Job Attributes  
Linking a Job to a Batch Job  
Unlinking a Job From a Batch Job  
Displaying the Jobs in a Batch Job

## Monitoring Batch Jobs

To monitor batch jobs:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.

## Listing Batch Jobs

To list batch jobs:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.

## Displaying Detailed Information About a Batch Job

To display detailed information about a batch job:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Detail button. Detailed information about the batch job is displayed in the Batch Details window.

## Putting a Batch Job on Hold

To put a batch job on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Hold button. The batch job is put on hold. The state of each job in the batch should be HOLD.

**Note** Click the Jobs button to confirm the state of each job in the batch.

## Starting a Batch Job on Hold

To start a batch job on hold (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.

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- 3 Click an entry to select a batch job.
  - 4 Click the Start button. The batch job is started. The state of each job in the batch should be READY.

**Note** Click the Jobs button to confirm the state of each job in the batch.

## Deleting a Batch Job

To delete a batch job (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Delete button. A confirmation message is displayed.
- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the batch job is deleted and the Batch List window is refreshed.

## Determining the Owner of a Batch Job

To determine the owner of a batch job:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window. The information for each batch job includes the batch job owner.

## Determining the Location of a Batch Job

To determine the location of a batch job:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window. Their location is displayed.

## Modifying Batch Job Attributes

To modify batch job attributes (if you have the authority to do so), put the batch job on hold, then:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Modify button. The Batch Modify window is displayed.
- 5 Specify batch job attributes as required.
- 6 Click the OK button. The batch job is modified. The Batch List window is refreshed.

## Linking a Job to a Batch Job

To link a job to a batch job (if you have the authority to do so and if the key attributes of the job match the batch job):

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Link Job button. The Job Link to Batch window is displayed.
- 5 Select the job that you want to link to the batch job.
- 6 Click the Link button. The job is linked to the batch job. The Batch List window is refreshed.

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## Unlinking a Job From a Batch Job

To unlink a job from a batch job (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Jobs button. Jobs in the batch job are displayed in the Job List window.
- 5 Select the job that you want to unlink from the batch job.
- 6 Click the Unlink button. The job is unlinked from the batch job. The Job List window and the Batch List window are refreshed.

## Displaying the Jobs in a Batch Job

To display the jobs in a batch job:

- 1 Display the main window.
- 2 Select the Job>Batch List command. Batch jobs are listed in the Batch List window.
- 3 Click an entry to select a batch job.
- 4 Click the Jobs button. Jobs in the batch job are displayed in the Job List window.

## Working with Font Jobs

### More Information

Listing Font Jobs

Displaying Detailed Information About a Font Job

Deleting a Font Name

### Listing Font Jobs

To list font jobs:

- 1 Display the main window.
- 2 Select the Job>Font List command. Font jobs are listed in the Font List window.

### Displaying Detailed Information About a Font Job

To display detailed information about a font job (that is, the job associated with a font):

- 1 Display the main window.
- 2 Select the Job>Font List command. Font jobs are listed in the Font List window.
- 3 Click an entry to select a font job.
- 4 Click the Job Details button. Detailed information about the job associated with the font is displayed in the Job Details window.

### Deleting a Font Name

To delete a font name (if you have the authority to do so):

- 1 Display the main window.
- 2 Select the Job>Font List command. Font jobs are listed in the Font List window.
- 3 Click an entry to select a font job.
- 4 Click the Delete button. A confirmation message is displayed.

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- 5 Click OK to confirm or Cancel to cancel the delete operation. If confirmed, the font name is deleted and the Font List window is refreshed.

**Note** The job associated with the font name is not deleted.

## Working with Wizards

A wizard is a Spooler Manager component that asks a series of questions to perform a certain task. To start and use a wizard:

- 1 Display the main window.
- 2 Select the Wizard menu.
- 3 Select the command for the wizard you want.
- 4 Answer the wizard's questions as they are displayed. You can go back and change your answers, or leave the wizard, at any time before you finish.