Work With Spooled Files

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Work With Spooled Files

Spooled File List

Spooled files are *not* automatically deleted when printed.

Presorted descending by date.

Form overlay was previously selected for printing (magenta) in this session.

Last viewed as a PDF (bisque) in this session.

Current selected spooled file(s) (blue).

Double click any column to view as a PDF.

Last saved as a PDF or Text file (green) in this session.

Delete the selected spooled file(s) after confirmation.

Refresh the spooled file list.

Save the selected spooled file(s) as a PDF or Text file after confirmation.

Recreate the Form Overlay for the selected spooled file.

Indication that a form overlay spooled file exists.

Title	Job Name	File Name	User Data	Create Date	Time	Pages	Status	Form Type
Payroll Checks	QPRTJOB	FMGLASER	PE0174	05/14/2010	09:46:35	1	*READY	DEMPAY_NO
Payroll Checks	QPRTJOB	FMGLASER	PE0174	05/14/2010	09:46:32	1	*READY	DEMPAY
Payroll Checks	CHECKS	QSYSPRT		05/14/2010	09:45:40	124	*HELD	DEMPY05_NO
PAYROLL DISTRIBUTION - DETAIL	DIST_DET	QSYSPRT				14	*READY	2501
ATTENDANCE REPORT	CHECKS	QPRINT				1	*READY	2501
Payroll Checks	CHECKS	QSYSPRT				198	*HELD	DEMPY05
BOND DEDUCTI... PURCHASE REPORT		...YSPRT				1	*READY	2501
PAYROLL DIS...TION - FUND SUMMARY		...PRINT				1	*READY	2501
PAYROLL ...TION		...YSPRT	PE0153	05/14/2010	09:45:36	4	*READY	2501
...N-CONTRIBUTORY RETIREMENT LI...	RETIRE_ASN	QSYSPRT	PE0159CL2	05/14/2010	09:45:35	2	*READY	2501
	BONDSTAT	QSYSPRT	PE0154	05/14/2010	09:45:35	1	*READY	2501
...AKEN EDIT LIST	DED_DEF	QSYSPRT	PE0404	05/14/2010	09:45:34	1	*READY	2501
CONTRIBUTORY AND NON-CONTRIBUTORY RETIREMENT LI...	RETIRE_EMP	QSYSPRT	PE0158CL2	05/14/2010	09:45:34	7	*READY	2501
DEFERRED COMPENSATION REPORT	DED_DEF	QSYSPRT	PE0155	05/14/2010	09:45:33	11	*READY	2501
DEFERRED COMPENSATION REPORT - ALPHA	DED_...	QSYSPRT	PE0157	05/14/2010	09:45:33	3	*READY	2501
RETIREMENT SERVICE CREDIT (TDP) REPORT				05/14/2010	09:45:33	1	*READY	2501
DEDUCTION REGISTER BY DEDUCTION TYPE				05/14/2010	09:45:32	14	*READY	2501
DEDUCTION REGISTER BY EMPLOYEE NAME				05/14/2010	09:45:32	13	*READY	2501
NET CHECK TO CREDIT UNION REGISTER	CHKREG	QSYSPRT		05/14/2010	09:45:31	1	*READY	2501
NET CHECK DIRECT DE...	CHKREG	QSYSPRT	PE0182	05/14/2010	09:45:31	2	*READY	2501
CHECK REGISTER	CHKREG	QSYSPRT	PE0180	05/14/2010	09:45:30	6	*READY	2501
...OUNT...	PAYREGDET	QPRINT	PE0175	05/14/2010	09:45:28	2	*READY	2501
...ER - DE...	PAYREGDET	QSYSPRT	PE0175				*READY	2501
...ER			...0150				*READY	2501
...TION - DEDU...NS/DEFERRED			...0272D...				*READY	2501
DIR...OSIT DOWNLOAD FI...			...0168		09:45:17	4	*READY	2501
SALARY...RIBUTION ERROR/TO...L REPORT			...0272CL	...2010	09:45:16	2	*READY	2501
PAYROLL DIS...RIBUTION UPDATE	...NET	QSYSPRT	PE0135CL	05/14/2010	09:45:15	1		

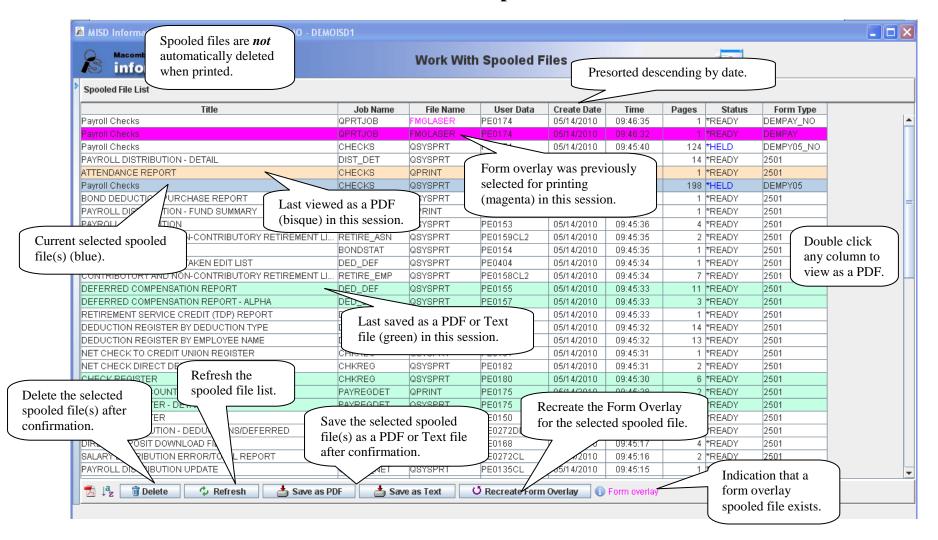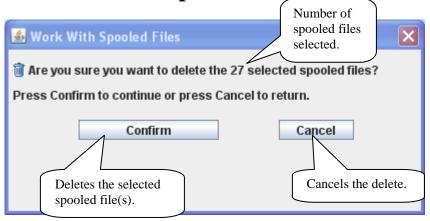[PDF] [a/z] [Delete] [Refresh] [Save as PDF] [Save as Text] [Recreate Form Overlay] (i) Form overlay
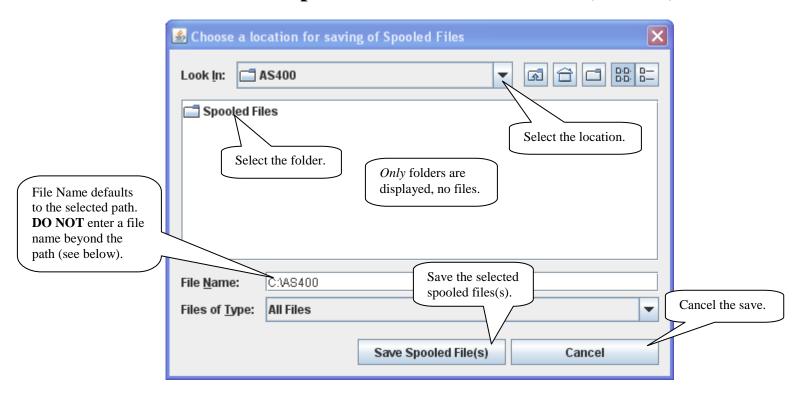
- Delete, Refresh and exiting this option removes the viewed, saved and printed color indications from the individual spooled files.
- Form overlays (file name FMGLASER) *cannot* be viewed or saved as a PDF. To print a form overlay, double click to select a folder (to save a temporary file) and to select a network printer to use.
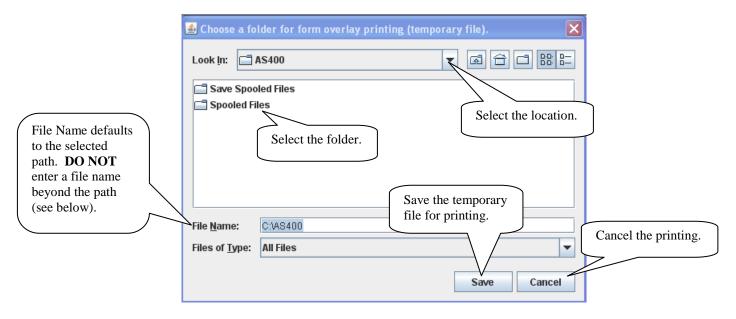
Work With Spooled Files – Delete

Number of spooled files selected.

Work With Spooled Files

Are you sure you want to delete the 27 selected spooled files?

Press Confirm to continue or press Cancel to return.

Confirm   Cancel

Deletes the selected spooled file(s).

Cancels the delete.

- The selected spooled files are deleted and the Spool File List is refreshed after confirmation.
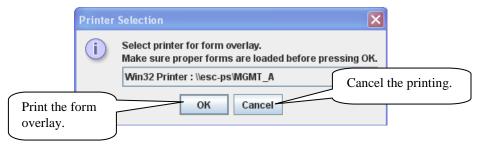
Work With Spooled Files – Save As PDF (or Text)

Choose a location for saving of Spooled Files

Look In: AS400

Spooled Files

Select the folder.

Select the location.

Only folders are displayed, no files.

File Name defaults to the selected path. **DO NOT** enter a file name beyond the path (see below).

File Name: C:\AS400

Save the selected spooled files(s).

Files of Type: All Files

Cancel the save.

Save Spooled File(s)   Cancel

- The saved PDF(s) (or text files) are named as follows: JobName_UserData_Date_JobNumber_SpooledFileNumber. The Job and Spooled File numbers are *not* displayed in the list.
- Saved spooled files are colored green while in this session; viewing as a PDF, deleting or refreshing the Spooled File List resets the color.

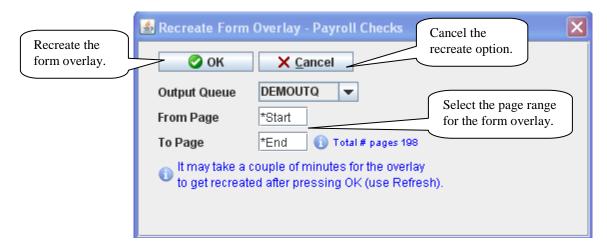# Work With Spooled Files – Print Form Overlay

Choose a folder for form overlay printing (temporary file).

Look In: AS400

Save Spooled Files
Spooled Files

Select the location.

File Name defaults to the selected path. **DO NOT** enter a file name beyond the path (see below).

Select the folder.

Save the temporary file for printing.

File Name: C:\AS400

Files of Type: All Files

Cancel the printing.

Save   Cancel

- The default drive and folder can be selected; the saved file is automatically deleted after printing or after canceling the print.

Printer Selection

(i) Select printer for form overlay.
Make sure proper forms are loaded before pressing OK.

Win32 Printer : \\esc-ps\MGMT_A

Cancel the printing.

Print the form overlay.

OK   Cancel

- All authorized network printers are available for printing; make sure the proper form is loaded in the printer before pressing OK.

Work With Spooled Files – Recreate Form Overlay

Recreate the form overlay.

Cancel the recreate option.

Recreate Form Overlay - Payroll Checks

✅ OK   ✕ Cancel

Output Queue   DEMOUTQ ▼

From Page   *Start

Select the page range for the form overlay.

To Page   *End   ⓘ Total # pages 198

ⓘ It may take a couple of minutes for the overlay to get recreated after pressing OK (use Refresh).

- It may take a couple of minutes for the form overlay spooled file to be recreated. Use the Refresh button to reload the Spooled File List.